

Pacific County Fire Protection District 1
Regular Commissioner's Meeting
November 19, 2019 – 4:00 p.m.
Station 21-1, Ocean Park



AGENDA

Establish Quorum/Call Meeting To Order/Pledge of Allegiance

Executive Session for Board for Volunteer FF Monthly Meeting

Consent Agenda (Items that need approval and signatures.)

1. Minutes of Regular Commissioners Meeting held on October 15th, 2019
2. Minutes of Special Commissioners Meeting held on October 23rd, 2019
3. Minutes of Special Commissioners Meeting #1 held on October 24th, 2019
4. Minutes of Special Commissioners Meeting #2 held on October 24th, 2019
5. Minutes of Special Commissioners Meeting held on October 25th, 2019
6. Minutes of Special Commissioners Meeting held on October 26th, 2019
7. Minutes of Special Commissioners Meeting held on November 13th, 2019
8. Minutes of Special Commissioners Meeting held on November 14th, 2019
9. October 28th, 2019 Payroll Accounts Payable expenses for a total of \$181,754.11
 - a. Claims: \$19.58
 - b. Payroll: \$181,754.11
10. October 28th, 2019 4th Week Accounts Payable expenses for a total of \$55,562.85
 - a. Claims: \$28820.21
 - b. Payroll: \$26,742.64
11. November 19th, 2019 Accounts Payable expenses for a total of \$267,253.25, not including Jack's Country Store
 - a. Claims: \$38,252.85
 - b. Payroll: \$229,000.40

Jack's Country Store: Needs Approval

1. November 19th, 2019 expenses for a total of \$332.20

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, October 2019
3. 2019 Cash Flow Statement
4. 2019 Cash Flow Projection
5. Systems Design Collection Statistics
6. Grant Update

Pacific County Fire Protection District 1
Regular Commissioner's Meeting
November 19, 2019 – 4:00 p.m.
Station 21-1, Ocean Park



Calendar Items and Upcoming Events

1. Friday, December 6th, 2019 – Community Christmas Party, Port of Nahcotta, 6:00 p.m.
2. Friday, December 13th, 2019 – Deadline to submit resolution for February 11th, 2020 Election
3. Sunday, December 15th, 2019 – Annual Christmas Party, Station 21-1, 4:00 p.m.
4. Tuesday, December 17th, 2019 – Regular Commissioners Meeting, Station 21-1, 4:00 p.m.
5. Saturday, December 21st, 2019 – Toys for Peninsula Kids, Station 21-1, 10 a.m.-3 p.m.

Correspondence: Cowlitz 2 Fire & Rescue Thank You for Support/Assistance

Old Business: None

New Business:

1. BIAS 2020 Subscription Order Form for Software Subscription Only: Needs Approval
2. BIAS 2020 Services Order Form for Hosted Service: Needs Approval
3. Resolution 2019-07 – Resolution to Submit an EMS Levy: Needs Approval
4. Grant SCBA Quote for 30 Packs: Needs Approval
5. SCBA Quote for an Additional 5 Packs: 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 OCTOBER 15, 2019**



Commissioner Hill established that a quorum was present and called the meeting to order at 14:00. 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
Volunteer EMR James Clancy
District Secretary [REDACTED]

Vertical Evacuation Structure Feasibility Study Workshop

The regular meeting was recessed at 14:01 for the VES Workshop.

Ron Easterday and Cale Ash were in attendance at the workshop via teleconference. They exited the meeting at the end of the workshop.

The regular meeting resumed at 15:18.

Commissioner Hill called for an Executive Session at 15:18 for Pension and Relief Board meeting. Regular session resumed at 15:18.

Consent Agenda

1. Minutes of Regular Commissioners Meeting held on September 17th, 2019
2. Minutes of Special Commissioners Meeting held on October 1st, 2019
3. Minutes of Special Commissioners Meeting held on October 8th, 2019
4. Minutes of Special Commissioner Meeting held on October 11th, 2019
5. September 29th, 2019 Accounts Payable expenses for a total of \$34,505.55
 - a. Claims: \$8,275.78
 - b. Payroll: \$26,229.77
6. October 15th, 2019 Accounts Payable expenses for a total of \$32,117.46, not including Jack's Country Store
 - a. Claims: \$30,997.47
 - b. Payroll: \$1,119.99

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

Jack's Country Store

1. October 15th, 2019 expenses for a total of \$162.84

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

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1
REGULAR COMMISSIONERS MEETING
MINUTES OCTOBER 15, 2019**



Guests and Public Comments:

No guests were in attendance for the regular meeting.

Presentations and Special Events: None

Secretary's Report: (Report Attached)

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

Calendar Items and Upcoming Events

1. Wednesday, October 23th, 2019 – Snure Seminar, Tulalip Casino, 6:30 p.m.-9:30 p.m.
2. Thursday, October 24th-Saturday, October 26th, 2019 – WFCA Annual Conference, Tulalip Casino
3. Tuesday, November 5th, 2019 – Election Day

Correspondence:

1. WA Survey and Rating Bureau Notice

Old Business: None

New Business:

1. Pacific County Communications (PACCOM) Interlocal Agreement: Needs Approval

Commissioner Long made a motion to approve the Pacific County Communications Interlocal Agreement, seconded by Commissioner Downer.

Commissioner Downer thanked Commissioner Long for all of his work on the PACCOM budget and stated that it is a great improvement on what we would have otherwise had.

Commissioner Long stated that it is an improvement.

District Chief's Report: See Attached Report

1. AC Karvia's Report –
 1. Cowlitz 2 F&R asked PCFD1 to provide ALS service for the family in the procession and at the event for the line of duty death. FF/PM Archer, Lani, and AC Karvia assisted with this assignment.
 2. There were 9 students in the Instructor 1 class – 7 PCFD1 members and 2 from Bay Center. All passed the practical; they all had to wait 2 weeks for the results of the written.
2. AC Weatherby's Report – None

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1
REGULAR COMMISSIONERS MEETING
MINUTES OCTOBER 15, 2019**



3. Pub Ed Coordinator Karvia's report – None

Commissioner's Reports

1. Tom Downer – None
2. Fred Hill – None
3. Dennis Long –

1. Commissioner Downer proposed a change to the commissioners meeting schedule. He stated that meetings should be held on the 3rd Tuesday, but the earliest in the month they can occur is the 17th. This helps with the packet being cleaner. He would like the Board to consider a policy change to reflect this

Commissioner Long made a motion to approve the regular commissioner's meetings being held on the 3rd Tuesday with the earliest possible meeting date being the 17th, seconded by Commissioner Downer. Motion carried.

Personnel Information: None

Good of the Order:

Commissioner Hill informed that he had a friend who fell and broke her hip last Wednesday. They called the ambulance, and the Seaview crew came up. Mrs. Hill was impressed with the service. That evening, the crew picked her up at OBH and took her to Southwest Medical Center. He was thankful for the crew being available.

Executive Session: Commissioner Hill called for an Executive Session lasting approximately fifteen minutes for personnel matters at 15:40. Chief Brundage was in attendance for the session. Regular session resumed at 15:56.

Meeting adjourned at 15:56.

FRED H. HILL, Commissioner

THOMAS L. DOWNER, Commissioner
Attest:

DENNIS A. LONG, Commissioner

██████████ District Secretary

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1
SPECIAL COMMISSIONERS MEETING WORKSHOP
MINUTES OF OCTOBER 23, 2019**



Commissioner Hill established that a quorum was present and called the meeting to order at 18:30. The meeting was held at Tulalip Resort and Casino Conference Room, located at 10200 Quil Ceda Blvd, Marysville, WA 98271. Attendance at the meeting included:

Commissioner Fred Hill
Commissioner Tom Downer

Fire Chief Jacob Brundage
District Secretary [REDACTED]

Snure Seminar Law Update Seminar Workshop

Workshop recessed for a break at 20:05.

Workshop resumed at 20:29.

Workshop adjourned at 21:31.

Meeting adjourned at 10:33.

FRED H. HILL, Commissioner

THOMAS L. DOWNER, Commissioner

Attest:

ABSENT

DENNIS A. LONG, Commissioner

[REDACTED] District Secretary

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1
SPECIAL COMMISSIONERS MEETING WORKSHOP #1
MINUTES OF OCTOBER 24, 2019**



Commissioner Hill established that a quorum was present and called the meeting to order at 09:25. The meeting was held at Tulalip Resort and Casino Conference Room, located at 10200 Quil Ceda Blvd, Marysville, WA 98271. Attendance at the meeting included:

Commissioner Fred Hill
Commissioner Tom Downer

Fire Chief Jacob Brundage
District Secretary [REDACTED]

Executive Session: Commissioner Hill called for an Executive Session lasting approximately ten minutes for personnel matters at 09:25. Chief Brundage and DS [REDACTED] were in attendance for the session. Regular session resumed at 09:35. No actions were taken.

Budget Workshop

The regular meeting recessed at 09:35 for a budget workshop.

The regular meeting resumed at 10:52.

Meeting adjourned at 10:52.

FRED H. HILL, Commissioner

THOMAS L. DOWNER, Commissioner

Attest:

ABSENT

DENNIS A. LONG, Commissioner

[REDACTED], District Secretary

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1
SPECIAL COMMISSIONERS MEETING WORKSHOP #2
MINUTES OF OCTOBER 24, 2019**



Commissioner Hill established that a quorum was present and called the meeting to order at 13:30. The meeting was held at Tulalip Resort and Casino Conference Room, located at 10200 Quil Ceda Blvd, Marysville, WA 98271. Attendance at the meeting included:

Commissioner Fred Hill
Commissioner Tom Downer

Fire Chief Jacob Brundage
District Secretary [REDACTED]

Hot Button Legal & Legislative Issues Workshop

The regular meeting recessed at 13:30 for a class workshop.

The workshop recessed at 15:01 for a break.

The workshop resumed at 15:30.

The regular meeting resumed at 16:58.

Meeting adjourned at 16:58.

FRED H. HILL, Commissioner

THOMAS L. DOWNER, Commissioner

Attest:

ABSENT

DENNIS A. LONG, Commissioner

[REDACTED] District Secretary

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1
SPECIAL COMMISSIONERS MEETING WORKSHOP
MINUTES OF OCTOBER 25, 2019**



Commissioner Hill established that a quorum was present and called the meeting to order at 08:30. The meeting was held at Tulalip Resort and Casino Conference Room, located at 10200 Quil Ceda Blvd, Marysville, WA 98271. Attendance at the meeting included:

Commissioner Fred Hill
Commissioner Tom Downer

Fire Chief Jacob Brundage
District Secretary [REDACTED]

Surviving a Lawsuit Workshop

The regular meeting recessed at 08:30 for a class workshop.

The workshop recessed at 10:08 for a break.

The workshop resumed at 10:38.

The regular meeting resumed at 11:58.

Meeting adjourned at 11:58.

FRED H. HILL, Commissioner

THOMAS L. DOWNER, Commissioner

Attest:

ABSENT

DENNIS A. LONG, Commissioner

[REDACTED] District Secretary

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1
SPECIAL COMMISSIONERS MEETING WORKSHOP
MINUTES OF OCTOBER 26, 2019**



Commissioner Hill established that a quorum was present and called the meeting to order at 07:25. The meeting was held at Tulalip Resort and Casino Conference Room, located at 10200 Quil Ceda Blvd, Marysville, WA 98271. Attendance at the meeting included:

Commissioner Fred Hill
Commissioner Tom Downer

Fire Chief Jacob Brundage
District Secretary [REDACTED]

Commissioner Downer made a motion to approve Grievance Letter 2018-07, seconded by Commissioner Hill. Motion carried.

Commissioner Downer made a motion to approve Grievance Letter 2018-04, seconded by Commissioner Hill. Motion carried.

Commissioner Downer made a motion to approve Grievance Letter 2018-06, seconded by Commissioner Hill. Motion carried.

Commissioner Downer made a motion to hire investigator/attorney Sarah Hale for District matters, seconded by Commissioner Hill. Motion carried.

Meeting adjourned at 07:33.

FRED H. HILL, Commissioner

THOMAS L. DOWNER, Commissioner

Attest:

ABSENT

DENNIS A. LONG, Commissioner

[REDACTED] District Secretary

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1
SPECIAL COMMISSIONERS MEETING
MINUTES OF NOVEMBER 13, 2019**



Commissioner Hill established that a quorum was present and called the meeting to order at 10:34. The meeting was held the Station 21-1, 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

AC Mike Karvia
AC Brad Weatherby
District Secretary [REDACTED]

Guests and Public Comments: None

2020 Budget Hearing Workshop

The meeting recessed for the 2020 Budget Workshop at 10:34.

Captain Haldeman and FF/PM Raichl attended the workshop as calls allowed.

The meeting resumed at 11:47.

New Business:

1. Resolution 2019-04 – 2020 Budget

Commissioner Long made a motion to approve the Resolution 2019-04 - 2020 Budget with amendments as discussed in the workshop, seconded by Commissioner Downer. Motion carried.

2. Resolution 2019-05 – Fire Levy

Commissioner Downer made a motion to approve the Resolution 2019-05 – Fire Levy, seconded by Commissioner Long. Motion carried.

3. Resolution 2019-06 – 2020 Budget

Commissioner Downer made a motion to approve the Resolution 2019-06 – EMS Levy, seconded by Commissioner Long. Motion carried.

4. District Office Door Security Quote

DS Meling stated that AC Karvia had checked with Coast Garage Door at the request of Commissioner Downer. They only provide security for garage doors.

Commissioner Downer asked about the warranty. He read that a 1-year warranty is included.

Commissioner Downer made a motion to accept the bid from Dormakaba in the amount of \$2,936.34 plus tax, seconded by Commissioner Long. Motion carried.

PACIFIC COUNTY FIRE PROTECTION DISTRICT #1
SPECIAL COMMISSIONERS MEETING
MINUTES OF NOVEMBER 13, 2019



1. Fire Service Cooperative Feasibility Study

Chief Brundage stated that it has become more difficult to find resources to effectively provide fire and EMS services on the Peninsula. He informed that he had two separate conversations in the summer of 2018 regarding service consolidation – one meeting with David Glasson from Long Beach and Commissioner Long and the other with Councilman Lessnau and Councilman Oakes from Ilwaco.

Chief Brundage informed that this study will show what should be done to improve services on this Peninsula. PCOG will be paying for the study. Ilwaco has asked for a support letter from us, FD2, FD4, and Long Beach. They want to know if we will be a willing participant. ESCI will be the contractor for the Study.

Commissioner Hill made a motion to approve a letter of support for the ESCI fire cooperative feasibility study, seconded by Commissioner Downer. Motion carried.

Commissioner Downer stated that this study will inform us if a service consolidation will benefit our taxpayers. We will know either way.

Chief Brundage informed that Councilman Lessnau had also asked in his email who our representative would be.

Commissioner Downer stated that the Board's Chairman should be the District's representative. The decision was unanimous.

Executive Session: Commissioner Hill called for an Executive Session lasting approximately 10 minutes hours for personnel matters at 11:56. Chief Brundage was in attendance for the session. No decisions were made.

Regular session resumed at 12:06.

Meeting adjourned at 12:06.

FRED H. HILL, Commissioner

THOMAS L. DOWNER, Commissioner

Attest:

DENNIS A. LONG, Commissioner

District Secretary

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1
SPECIAL COMMISSIONERS MEETING
MINUTES OF NOVEMBER 14, 2019**



Commissioner Hill established that a quorum was present and called the meeting to order at 11:30. The meeting was held the District Office, located at 26110 Ridge Avenue, Ocean Park, WA 98640.
Attendance at the meeting included:

Commissioner Fred Hill
Commissioner Dennis Long

District Secretary [REDACTED]

Guests and Public Comments:

Bryson Bristol and Morgan Hendricks, both from the State Auditor's Office, were in attendance at the meeting via teleconference.

WA State Auditor's Office Exit Interview Workshop

The meeting recessed for the WA SAO Exit Interview Workshop at 11:32.

The meeting resumed at 11:52

New Business: None

Meeting adjourned at 11:52.

ABSENT

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

10/28/2019 To: 10/31/2019

Time: 13:36:10 Date: 10/28/2019

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1360	10/31/2019	Payroll	1	EFT	DAVID M ALLSUP	5,917.08	
1361	10/31/2019	Payroll	1	EFT	JEFFEREY S ARCHER	5,059.97	
1362	10/31/2019	Payroll	1	EFT	JUSTIN D F BAKER	5,217.74	
1363	10/31/2019	Payroll	1	EFT	CORY A BARDONSKI	4,865.09	
1365	10/31/2019	Payroll	1	EFT	JACOB M BRUNDAGE	6,192.45	
1366	10/31/2019	Payroll	1	EFT	SAMUEL J BURTON	4,961.22	
1367	10/31/2019	Payroll	1	EFT	DEREK DAUGHERTY	6,150.30	
1370	10/31/2019	Payroll	1	EFT	MICHAEL P DECONTO	4,540.83	
1371	10/31/2019	Payroll	1	EFT	JASON W DERREY	7,903.53	
1373	10/31/2019	Payroll	1	EFT	NICKOLAS HALDEMAN	4,335.58	
1374	10/31/2019	Payroll	1	EFT	NICK A HANSEN	8,621.15	
1375	10/31/2019	Payroll	1	EFT	KYLE J HARRINGTON	6,251.27	
1376	10/31/2019	Payroll	1	EFT	TOMMY M HERSEY	4,654.69	
1377	10/31/2019	Payroll	1	EFT	LANI G KARVIA	2,732.82	
1379	10/31/2019	Payroll	1	EFT	MICHAEL J KARVIA	5,854.29	
1386	10/31/2019	Payroll	1	EFT	[REDACTED]	3,616.79	
1387	10/31/2019	Payroll	1	EFT	JOSHUA M RAICHL	4,372.17	
1389	10/31/2019	Payroll	1	EFT	BRIAN J SCHAFER	7,483.20	
1394	10/31/2019	Payroll	1	EFT	JOHN B WEATHERBY	6,382.17	
1395	10/31/2019	Payroll	1	EFT	MICHAEL WEATHERBY	4,339.38	
1396	10/31/2019	Payroll	1	EFT	DAVID L WILLIAMS	4,628.69	
1397	10/28/2019	Claims	1	EFT	SECURITY STATE BANK OF WA	16.10	SECURITY STATE BANK FEE 10/31/19 - \$0.10 FROM PRENOTE NOTE NOT TAKEN OUT - GO TOWARD ACH PMT THIS MONTH.
1398	10/28/2019	Claims	1	EFT	WA STATE DEPT OF RETIREMENT	3.48	CREDIT FROM 09/2019 DRS PAYMENT DUE TO BIAS ROUNDING; ROUNDING ADJ ON 10/31 DRS PMT, INCORRECT DATE ENTERED IN BIAS WHICH CREATED AN INCORRECT NUMBER BASED ON RATE AT TIME
1399	10/28/2019	Payroll	1	EFT	INTERNAL REVENUE SERVICE	24,210.00	941 Deposit for Pay Cycle(s) 10/31/2019 - 10/31/2019
1400	10/28/2019	Payroll	1	EFT	PACIFIC COUNTY FIRE DIST #1 LOCAL 3999	1,080.00	Pay Cycle(s) 10/31/2019 To 10/31/2019 - DUES
1401	10/28/2019	Payroll	1	EFT	STATE OF WASHINGTON	750.00	Pay Cycle(s) 10/31/2019 To 10/31/2019 - DECONTO, 2779062
1402	10/28/2019	Payroll	1	EFT	WA STATE DEPT OF RETIREMENT	29,713.71	Pay Cycle(s) 10/31/2019 To 10/31/2019 - DCDOR; Pay Cycle(s) 10/31/2019 To 10/31/2019 - LEOFF; Pay Cycle(s) 10/31/2019 To 10/31/2019 - PERS 2; Pay Cycle(s) 10/31/2019 To 10/31/2019 - PERS 3
1364	10/31/2019	Payroll	1	23510	STEVE L BELLINGER	426.08	
1368	10/31/2019	Payroll	1	23511	ALEX DAVIS	46.17	
1369	10/31/2019	Payroll	1	23512	BRIAN DAVIS	3,197.91	
1372	10/31/2019	Payroll	1	23513	JAMES N GAERLAN	561.02	
1378	10/31/2019	Payroll	1	23514	LANI G KARVIA	674.15	
1380	10/31/2019	Payroll	1	23515	DOUG M KNUTZEN	459.02	

VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

MCAG #: 1244

10/28/2019 To: 10/31/2019

Time: 13:36:10 Date: 10/28/2019

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1381	10/31/2019	Payroll	1	23516	GRANT LEHMAN	701.95	
1382	10/31/2019	Payroll	1	23517	NATASHA LUCE	1,733.48	
1383	10/31/2019	Payroll	1	23518	NATASHA B LUCE	26.01	
1384	10/31/2019	Payroll	1	23519	RALEIGH MAYFIELD	679.18	
1385	10/31/2019	Payroll	1	23520	BRITTANY MCKENNA	364.78	
1388	10/31/2019	Payroll	1	23521	KEVEN ROWSE	294.32	
1390	10/31/2019	Payroll	1	23522	RICHARD SCHATZ	784.21	
1391	10/31/2019	Payroll	1	23523	RYAN K STAMM	78.50	
1392	10/31/2019	Payroll	1	23524	THOMAS C TROTTER	1,611.54	
1393	10/31/2019	Payroll	1	23525	HARLEY E WAIT	281.67	
001 General Fund 651.100						181,773.69	
							Claims: 19.58
						181,773.69	Payroll: 181,754.11

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

10/28/2019 To: 10/28/2019

Time: 12:12:38 Date: 10/28/2019

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1403	10/28/2019	Claims	1	23526	ACTIVE ENTERPRISES INC	408.17	ST1 PROPANE
1404	10/28/2019	Claims	1	23527	JEFFEREY S ARCHER	589.81	REIMBURSEMENT FOR VOL. COORDINATOR CONFERENCE AIRFARE IN FLORIDA; FOOD FOR EMS APPRECIATION WEEK REIMBURSEMENT; KITCHEN SUPPLIES FOR ST1 REIMBURSEMENT
1405	10/28/2019	Claims	1	23528	BANK OF THE PACIFIC VISA - 1029	1,947.41	LK SEPTEMBER CREDIT CARD CHARGES
1406	10/28/2019	Claims	1	23529	BANK OF THE PACIFIC VISA - 1303	2,508.36	JB SEPTEMBER CREDIT CARD CHARGES
1407	10/28/2019	Claims	1	23530	BOUND TREE MEDICAL, LLC	32.43	MEDICAL SUPPLIES - TAXED
1408	10/28/2019	Claims	1	23531	BRAUN NORTHWEST INC	449.09	BUMPER - #1992
1409	10/28/2019	Claims	1	23532	CENTURY LINK #300537338	137.78	ST2 TELEPHONE
1410	10/28/2019	Claims	1	23533	CENTURYLINK #300541120	56.67	BURN LINE
1411	10/28/2019	Claims	1	23534	CENTURYLINK #300541738	394.65	ST1 & 3 PHONES
1412	10/28/2019	Claims	1	23535	DAY WIRELESS SYSTEMS, INC.	377.81	MINITOR REPAIRS, KNOBS
1413	10/28/2019	Claims	1	23536	DEL'S OK POINT-S TIRE	431.32	FLAT REPAIR - #0679; TIRE - #9228
1414	10/28/2019	Claims	1	23537	DISH NETWORK ACCT# 8255 1010 1017 4606	80.03	ST1 CABLE
1415	10/28/2019	Claims	1	23538	DISH NETWORK ACCT# 8255 7070 8259 8256	67.77	ST2 CABLE
1416	10/28/2019	Claims	1	23539	GOODWILLIE, MICHAEL	200.00	EVALUATOR - PCFD1 IFSAC INSTRUCTOR I STATE TEST
1417	10/28/2019	Claims	1	23540	ICOM AMERICA INC	435.77	REPAIR - REPLACED VR CALBE, VOLUME CONTROL; REPAIR REPLACE VR CABLE, REPLACE MISSING VOLUME AND CONTROL KNOBS; REPAIR - REPLACED MISSING ENCODER KNOB
1418	10/28/2019	Claims	1	23541	LANI G KARVIA	200.00	EVALUATOR - PCFD1 IFSAC INSTRUCTOR I STATE TEST
1419	10/28/2019	Claims	1	23542	LN CURTIS & SONS	439.75	DOUBLE ENDED ROOF LADDER
1420	10/28/2019	Claims	1	23543	NORTH BEACH WATER	112.78	ST1D WATER; ST1 WATER
1421	10/28/2019	Claims	1	23544	NORTHWEST SAFETY CLEAN	217.03	ARCHER COAT, PANT CLEANING
1422	10/28/2019	Claims	1	23545	PACIFIC COUNTY SHERIFF'S OFFICE	4,742.59	4TH QUARTER LOCAL SUPPORT
1423	10/28/2019	Claims	1	23546	PUD #2 OF PACIFIC COUNTY	396.27	ST2 ELECTRICITY; ST2 ELECTRICITY; ST2 ELECTRICITY; ST4 ELECTRICITY
1424	10/28/2019	Claims	1	23547	SEA WESTERN INC, FIREFIGHTING EQUIP.	8.76	FITTING, QUICK DISCONNECT FOR 3 GAS DETECTOR
1425	10/28/2019	Claims	1	23548	SUMMIT LAW GROUP	6,406.93	ACTIVITY BILLED THROUGH 9/30/19
1426	10/28/2019	Claims	1	23549	TECH TAP COMPUTER CONSULTING	691.84	BLOCK HOURS FOR SEPTEMBER; BLOCK HOURS FOR OCTOBER

VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

MCAG #: 1244

10/28/2019 To: 10/28/2019

Time: 12:12:38 Date: 10/28/2019

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1427	10/28/2019	Claims	1	23550	TELEFLEX FUNDING LLC	562.50	MEDICAL SUPPLIES - NOT TAXED
1428	10/28/2019	Claims	1	23551	VERIZON WIRELESS	80.02	E2121 MDC CONNECTION; M2144 MDC CONNECTION
1429	10/28/2019	Claims	1	23552	VOYAGER FLEET SYSTEMS, INC.	3,344.67	OCTOBER FUEL CHARGES
1430	10/28/2019	Claims	1	23553	WA STATE AUDITOR'S OFFICE	3,200.00	2016-2018 AUDIT
1431	10/28/2019	Claims	1	23554	MIKE WRIGHT	300.00	TEST CONTROL OFFICER - PCFD1 IFSAC INSTRUCTOR I STATE TEST
1432	10/28/2019	Payroll	1	23555	DIMARTINO ASSOCIATES, INC.	1,186.26	Pay Cycle(s) 10/31/2019 To 10/31/2019 - DISINSFF
1433	10/28/2019	Payroll	1	23556	GET PROGRAM	322.00	Pay Cycle(s) 10/31/2019 To 10/31/2019 - GET
1434	10/28/2019	Payroll	1	23557	TRUSTEED PLANS SERVICE CORP	2,352.18	Pay Cycle(s) 10/31/2019 To 10/31/2019 - DENTAL
1435	10/28/2019	Payroll	1	23558	TRUSTEED PLANS SERVICE CORP	685.80	Pay Cycle(s) 10/31/2019 To 10/31/2019 - DISADMIN
1436	10/28/2019	Payroll	1	23559	TRUSTEED PLANS SERVICE CORPORATION	22,166.40	Pay Cycle(s) 10/31/2019 To 10/31/2019 - MEDICAL
1437	10/28/2019	Payroll	1	23560	WA COUNCIL OF POLICE & SHERIFFS	30.00	Pay Cycle(s) 10/31/2019 To 10/31/2019 - DISWACOPS
001 General Fund 651.100						55,562.85	
						55,562.85	Claims: 28,820.21 Payroll: 26,742.64

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

11/01/2019 To: 11/30/2019

Time: 10:37:35 Date: 11/18/2019

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1457	11/27/2019	Payroll	1	EFT	DAVID M ALLSUP	6,019.87	
1458	11/27/2019	Payroll	1	EFT	JEFFEREY S ARCHER	6,528.46	
1459	11/27/2019	Payroll	1	EFT	CORY A BARDONSKI	7,571.34	
1460	11/27/2019	Payroll	1	EFT	JACOB M BRUNDAGE	6,192.45	
1461	11/27/2019	Payroll	1	EFT	SAMUEL J BURTON	4,390.94	
1462	11/27/2019	Payroll	1	EFT	DEREK DAUGHERTY	5,608.58	
1464	11/27/2019	Payroll	1	EFT	MICHAEL P DECONTO	6,234.15	
1465	11/27/2019	Payroll	1	EFT	JASON W DERREY	5,331.59	
1467	11/27/2019	Payroll	1	EFT	NICKOLAS HALDEMAN	5,105.09	
1468	11/27/2019	Payroll	1	EFT	KYLE J HARRINGTON	4,777.93	
1469	11/27/2019	Payroll	1	EFT	TOMMY M HERSEY	4,654.69	
1470	11/27/2019	Payroll	1	EFT	LANI G KARVIA	2,732.82	
1471	11/27/2019	Payroll	1	EFT	MICHAEL J KARVIA	7,906.49	
1475	11/27/2019	Payroll	1	EFT	[REDACTED]	3,616.79	
1476	11/27/2019	Payroll	1	EFT	JOSHUA M RAICHL	6,844.63	
1480	11/27/2019	Payroll	1	EFT	JOHN B WEATHERBY	8,320.85	
1481	11/27/2019	Payroll	1	EFT	MICHAEL WEATHERBY	4,380.98	
1482	11/27/2019	Payroll	1	EFT	DAVID L WILLIAMS	5,090.51	
1489	11/18/2019	Claims	1	EFT	DOWNER, THOMAS L.	640.00	10/15 REG COMM MTG; 10/23 SNURE SEMINAR; 10/24 WFCA CONFERENCE; 10/25 WFCA CONFERENCE; 11/13 BUDGET HEARING SP MEETING
1490	11/18/2019	Claims	1	EFT	HILL, FRED	1,389.80	10/14 VOUCHERS; 10/15 REGUALR COMM MTG; 10/29 VOUCHERS; 10/23 SNURE SEMINAR; 10/24 WFCA CONFERENCE; 10/25 WFCA CONFERENCE; 10/26 WFCA CONFERENCE; 11/13 BUDGET HEARING SP MEETING; 11/14 WA SAO EXIT SP;
1491	11/18/2019	Claims	1	EFT	DENNIS LONG	512.00	10/15 REGULAR COMM MTG; 11/13 SPECIAL MEETING BUDGET HEARING; 11/14 SP MTG WA SAO EXIT; 11/18 NEGOTIATIONS
1492	11/18/2019	Claims	1	EFT	SECURITY STATE BANK OF WA	27.50	11/15 PRENOTE SEND FILE FEE - TROTTER, LUCE; NOVEMBER BANK FEES
1493	11/18/2019	Claims	1	EFT	WA DEPARTMENT OF LICENSING	13.00	DRIVER'S CHECK - B. BAGEANT
1494	11/18/2019	Claims	1	EFT	WA STATE DEPT OF REVENUE	110.11	Written From Use Tax Report
1495	11/18/2019	Payroll	1	EFT	INTERNAL REVENUE SERVICE	25,279.70	941 Deposit for Pay Cycle(s) 11/26/2019 - 11/26/2019; 941 Deposit for Pay Cycle(s) 11/27/2019 - 11/27/2019
1496	11/18/2019	Payroll	1	EFT	PACIFIC COUNTY FIRE DIST #1 LOCAL 3999	1,200.00	Pay Cycle(s) 11/27/2019 To 11/27/2019 - DUES
1497	11/18/2019	Payroll	1	EFT	STATE OF WASHINGTON	750.00	Pay Cycle(s) 11/27/2019 To 11/27/2019 - DECONTO, 2779062

VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1498	11/18/2019	Payroll	1	EFT	WA STATE DEPT OF RETIREMENT	35,007.61	Pay Cycle(s) 11/26/2019 To 11/26/2019 - LEOFF; Pay Cycle(s) 11/27/2019 To 11/27/2019 - DCDOR; Pay Cycle(s) 11/27/2019 To 11/27/2019 - LEOFF; Pay Cycle(s) 11/27/2019 To 11/27/2019 - PERS 2; Pay Cycle(s)
1544	11/26/2019	Payroll	1	EFT	DAVID M ALLSUP	2,315.81	
1545	11/26/2019	Payroll	1	EFT	JEFFEREY S ARCHER	2,056.59	
1546	11/26/2019	Payroll	1	EFT	CORY A BARDONSKI	2,077.07	
1547	11/26/2019	Payroll	1	EFT	SAMUEL J BURTON	1,983.87	
1548	11/26/2019	Payroll	1	EFT	DEREK DAUGHERTY	2,123.81	
1549	11/26/2019	Payroll	1	EFT	MICHAEL P DECONTO	2,602.54	
1550	11/26/2019	Payroll	1	EFT	JASON W DERREY	2,606.42	
1551	11/26/2019	Payroll	1	EFT	NICKOLAS HALDEMAN	2,105.92	
1552	11/26/2019	Payroll	1	EFT	KYLE J HARRINGTON	2,146.98	
1553	11/26/2019	Payroll	1	EFT	NATASHA LUCE	350.47	
1554	11/26/2019	Payroll	1	EFT	JOSHUA M RAICHL	2,001.42	
1556	11/26/2019	Payroll	1	EFT	THOMAS C TROTTER	350.47	
1557	11/26/2019	Payroll	1	EFT	MICHAEL WEATHERBY	2,188.48	
1558	11/26/2019	Payroll	1	EFT	DAVID L WILLIAMS	1,859.64	
1555	11/26/2019	Payroll	1	23563	TYLER REYNOLDS	241.98	
1463	11/27/2019	Payroll	1	23564	BRIAN DAVIS	1,070.48	
1466	11/27/2019	Payroll	1	23565	JAMES N GAERLAN	338.00	
1472	11/27/2019	Payroll	1	E23566	NATASHA LUCE	3,635.86	
1473	11/27/2019	Payroll	1	23566	NATASHA B LUCE	138.06	
1474	11/27/2019	Payroll	1	23567	RALEIGH MAYFIELD	550.57	
1477	11/27/2019	Payroll	1	23568	TYLER REYNOLDS	2,608.96	
1478	11/27/2019	Payroll	1	23569	RICHARD SCHATZ	371.25	
1499	11/18/2019	Claims	1	23570	ACTIVE ENTERPRISES INC	262.73	ST2 PROPANE; ST1 PROPANE
1479	11/27/2019	Payroll	1	E23571	THOMAS C TROTTER	3,307.26	
1500	11/18/2019	Claims	1	23571	AIRGAS USA, LLC	56.49	OXYGEN CYLINDER RENTAL - 13; OXYGEN CYLINDER RENTAL - 6
1501	11/18/2019	Claims	1	23572	ALSCO INC.	270.15	10/24 LINEN SERVICE; 10/31 LINEN SERVICE; 11/14 LINEN SERVICE; 10/17 LINEN SERVICE; 11/7 LINEN SERVICE
1502	11/18/2019	Claims	1	23573	BEACH BATTERIES, INC.	159.03	#9228
1503	11/18/2019	Claims	1	23574	BOUND TREE MEDICAL, LLC	2,487.28	MEDICAL SUPPLIES - NOT TAXED; MEDICAL SUPPLIES - NOT TAXED; MEDICAL SUPPLIES - TAXED
1504	11/18/2019	Claims	1	23575	CENTURY LINK #300537338	135.64	ST2 TELEPHONE
1505	11/18/2019	Claims	1	23576	CENTURYLINK #300541120	64.67	BURN LINE
1506	11/18/2019	Claims	1	23577	CENTURYLINK #300541738	432.06	ST1 AND ST3 TELEPHONE
1507	11/18/2019	Claims	1	23578	CHINOOK OBSERVER	52.35	2020 BUDGET HEARING AD
1508	11/18/2019	Claims	1	23579	CITY OF LONG BEACH	334.31	ST2 WATER; ST2 WATER
1509	11/18/2019	Claims	1	23580	MICHAEL P DECONTO	139.00	PARKING FEES, BAGGAGE FEE - NFA
1510	11/18/2019	Claims	1	23581	DRUG SCREENS, INC.	35.00	URINALYSIS - ABERNATHY
1511	11/18/2019	Claims	1	23582	EVERGREEN SEPTIC INC.	85.00	ST5 BIWEEKLY SERVICE
1512	11/18/2019	Claims	1	23583	ICOM AMERICA INC	210.28	BATTERIES FOR RADIOS
1513	11/18/2019	Claims	1	23584	MICHAEL J KARVIA	11.35	BALE OF STRAW FOR BURN HOUSE IN SURFSIDE

VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1514	11/18/2019	Claims	1	23585	LIFE ASSIST	35.72	MEDICAL SUPPLIES - NOT TAXED
1515	11/18/2019	Claims	1	23586	OCEAN PARK CHAMBER OF COMMERCE	97.50	2020 DUES
1516	11/18/2019	Claims	1	23587	OKIES THRIFTWAY	267.10	REHAB RESTOCK; TRAINING BURN LUNCH; TRAINING BURN LUNCH; 10/23 LUNCH FOR RESOURCE MEETING
1517	11/18/2019	Claims	1	23588	OMAN & SONS INC	185.49	DOOR KNOBS; DERREY, ALLSUP, M WEATHERBY GEAR SENT TO NW SAFETY CLEAN; B DAVIS JACKET TO NW SAFETY CLEAN; BRUSH, OUTLET, WALL PLATE, SCREWS - ST2; WALL PLATE, OUTLET RETURN, PURCHASE SOCKET ADAPTER - S
1518	11/18/2019	Claims	1	23589	PACIFIC CO. FIRE DIST#1 ADVANCED TRAVEL	861.00	PER DIEM WFCA CONFERENCE - BRUNDAGE; WFCA CONFERENCE, MELING, PER DIEM; WFCA CONFERENCE, DOWNER, PER DIEM; WFCA CONFERENCE, HILL, PER DIEM; NFA, DECONTO, PER DIEM; SYSTEMS DESIGN CONFERENCE, WEATHERBY
1519	11/18/2019	Claims	1	23590	PACIFIC CO. FIRE DIST#1 PETTY CASH FUND	40.77	POSTAGE TO TOLEDO, NW SAFETY CLEAN, ABERNATHY; POSTAGE TO DOH, IRS; POASTAGE FOR AIR SAMPLES; POSTAGE FOR SM PARCEL TO NW SAFETY CLEAN; POSTAGE FOR 2020 BUDGET TO
1520	11/18/2019	Claims	1	23591	PACIFIC OFFICE AUTOMATION	50.23	COPY/PRINT FEE - 9/19-10/19
1521	11/18/2019	Claims	1	23592	PATCHWORKS	189.13	NAME TAGS - REYNOLDS, LUCE, TROTTER, B DAVIS, SCHATZ, MAYFIELD
1522	11/18/2019	Claims	1	23593	PENINSULA SANITATION SERVICE, INC	278.72	ST2 GARBAGE; ST1 GARBAGE
1523	11/18/2019	Claims	1	23594	PUD #2 OF PACIFIC COUNTY	1,132.66	ST2 ELECTRICITY; ST2 ELECTRICITY; ST2 ELECTRICITY; ST1 ELECTRICITY; ST5 ELECTRICITY; ST1D ELECTRICITY; ST1A ELECTRICITY; ST3 ELECTRICITY; ST3 ELECTRICITY
1524	11/18/2019	Claims	1	23595	JOSHUA M RAICHL	250.00	BOOT REIMBURSEMENT
1525	11/18/2019	Claims	1	23596	RICE FERGUS MILLER	16,837.37	VES FEASIBILITY STUDY, 30% DESIGN, COST ESTIMATE, BENEFIT COST ANAYLSIS

VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

MCAG #: 1244

11/01/2019 To: 11/30/2019

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1526	11/18/2019	Claims	1	23597	SANDRA CLANCY & ASSOCIATES, LLC	4,500.00	FINAL BILLING FOR SUPPORT OF VES FEASIBILITY STUDY
1527	11/18/2019	Claims	1	23598	SID'S IGA	26.14	LAUNDRY DETERGENT, TRASH BAGS
1528	11/18/2019	Claims	1	23599	SILVER STAR TELECOM	278.10	ST1 & ST2 INTERNET
1529	11/18/2019	Claims	1	23600	SNURE LAW OFFICE, PSC.	300.00	OCTOBER PROFESSIONAL SERVICES
1530	11/18/2019	Claims	1	23601	SNURE SEMINARS	180.00	2019 WFCAL PRE CONFERENCE LAWS UPDATE SEMINAR
1531	11/18/2019	Claims	1	23602	STERICYCLE INC.	64.54	BIOHAZARD DISPOSAL
1532	11/18/2019	Claims	1	23603	SUNSET AUTO PARTS	683.10	20IN TRICO FORCE BLADE - #9228; 24IN TRICO FORCE BLADE - #1620; OIL, FUEL, BREATHER, COOLANT, HYDRAULIC FILTERS - #7824; OIL, FUEL, BREATHER, COOLANT, HYDRAULIC FILTERS - #7975; 5W30 QT OIL - SHOP; SEPTEMBER 2019 TRANSPORTS
1533	11/18/2019	Claims	1	23604	SYSTEMS DESIGN WEST, LLC.	2,751.15	SEPTEMBER 2019 TRANSPORTS
1534	11/18/2019	Claims	1	23605	TECH TAP COMPUTER CONSULTING	345.92	MONTHLY MAINTENANCE SERVICE
1535	11/18/2019	Claims	1	23606	WA FIRE CHIEFS	1,100.00	2020 MEMBERSHIP DUES
1536	11/18/2019	Claims	1	23607	WELLSPRING FAMILY SERVICES EAP	200.46	OCTOBER 2019 EAP SERVICES
1537	11/18/2019	Claims	1	23608	WILLAPA FAMILY MEDICINE, P.S.	170.00	ABERNATHY PHYSICAL
1538	11/18/2019	Payroll	1	23609	DIMARTINO ASSOCIATES, INC.	1,251.09	Pay Cycle(s) 11/27/2019 To 11/27/2019 - DISINSFF
1539	11/18/2019	Payroll	1	23610	GET PROGRAM	322.00	Pay Cycle(s) 11/27/2019 To 11/27/2019 - GET
1540	11/18/2019	Payroll	1	23611	TRUSTEED PLANS SERVICE CORP	2,312.89	Pay Cycle(s) 11/27/2019 To 11/27/2019 - DENTAL
1541	11/18/2019	Payroll	1	23612	TRUSTEED PLANS SERVICE CORP	685.80	Pay Cycle(s) 11/27/2019 To 11/27/2019 - DISADMIN
1542	11/18/2019	Payroll	1	23613	TRUSTEED PLANS SERVICE CORPORATION	21,821.24	Pay Cycle(s) 11/27/2019 To 11/27/2019 - MEDICAL
1543	11/18/2019	Payroll	1	23614	WA COUNCIL OF POLICE & SHERIFFS	30.00	Pay Cycle(s) 11/27/2019 To 11/27/2019 - DISWACOPS

001 General Fund 651.100

267,253.25

	Claims:	38,252.85
267,253.25	Payroll:	229,000.40

VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
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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

11/17/2019 To: 11/17/2019

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1559	11/17/2019	Claims	1	23615	JACKS COUNTRY STORE INC	332.20	PAINT FOR ST1 KITCHEN; COFFEE FOR ST1; PAD LOCK FOR LOCK OUT BOX E 21-21; ST1 GARAGE DOOR REMOTE BATTERIES; PARTS - #9086; #9086; PARTS - #9086; HARDWARE - #9086; WASHERS AND SCREWS FOR BURN HOUSE IN;
001 General Fund 651.100						332.20	
						332.20	Claims: 332.20
						332.20	

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

11/14/2014

PCFD#1 Board of Commissioners and Chief Brundage
PO Box 890
Ocean Park, WA 98640

Mike DeConto
PO Box 64
Long Beach, WA 98631

RE: National Fire Academy Training

Dear Commissioner Hill, Downer, Long and Chief Brundage:

I wanted to take moment and thank Chief Brundage and the Fire Commissioners for the opportunity of attending the National Fire Academy in Emmitsburg, MD.

I attended the Safety Program Operations Course. This was a 6 day class from Sunday, October 27 – November 2nd. The class core curriculum was focused on using a risk management model to develop and run a Safety Program in our department.

The class topics that we discussed in length included:

- The national firefighter fatality and injury problem.
- Instituting a risk management program
- Identification of regulations, standards and policies that affect Fire/EMS personnel safety.
- Existing standards, best practices and department issues in relation to responder health and wellness.
- The investigation of near misses, mishaps, injuries and death.
- Applying risk management principles to emergency situations.
- Identifying specific hazards that present specific risk to Fire/EMS personnel and general mitigation strategies to reduce injury.
- Methodology for After Action Review.

While the class provided copious amounts of information on how to do the above, I believe the true value came from being in the classroom and physically present at the National Fire Academy. I found myself surrounded with firefighters, Company Officers and Chief Officers from departments ranging from major metropolitan to extremely rural. The network of resources that I achieved while there, will be extremely valuable in the refining of our department's health and safety program.

Again, thank you for this opportunity. I know that it was extremely valuable for me professionally and personally. I hope to bring that experience back to our department and members.

Respectfully,



Mike DeConto, Captain
Pacific County Fire District #1

International Association of Fire Chiefs Conference in Clearwater, FL November 14-17th 2019.

Applying ICS to Achieve Success in a Combination Fire-Rescue Department, 8 hour training

-The meaning of ICS in this setting is referring to "Innovative Conflict Solutions"

-They state that over 90% of "fires" that are faced in the fire service are inside the doors of the fire departments, internal conflicts left without addressing can spill out to the organization

-Expectations, Evaluations and Awareness

-New and seasoned members need to be informed of what is expected of them

Examples- Job descriptions, training paths, educational paths and paths for advancement within the organization

-Evaluations. Evaluations are critical in the success of any organization

-Awareness. Members and officers should be aware of the progress

-Education. New members especially need to be educated on who the decision makers are, what to worry about or what to let go and how the power works in the department

-The big part to remember is "The standard you allow is the standard you set"

-ICS priorities are similar to the fire ground priorities, Life Safety, Incident Stabilization, Property conservation

1. Personal Safety/Wellbeing
2. Organizational Stabilization
3. Relationship Preservation

Some topics/tools included:

-Is it harassment? A simple break down of the question "is it just inconsiderate or mean or harassment?"

-What color helmet do you wear? A 4 part personality test that help identify your personality, to ease in communication amongst all members. Identify your approach to conflict, are you the victim, witness, arsonist/ignition source or the accelerant?

-Decision Tree. "If your decision – making process doesn't start and end with 'what's right for the customer?' – there's a really good chance you're not making the correct decision"

-Survivability Profiling: Can we just get along? – We need to create a level playing field:

-Do we work and train together? -Do we celebrate together?

-Are we inclusive? Do we honor and respect each other?

Preventing the next fire in the firehouse:

Positive Communication, positive cooperation, equals community

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1
DISTRICT SECRETARY'S REPORT
NOVEMBER 19, 2019**



FOR THE MONTH ENDING OCTOBER 31, 2019

REVENUE: \$736,028.52

EXPENDITURES: \$269,616.84

CURRENT CASH POSITION: \$2,427,867.64

ACTIVITIES:

- 1. 2020 Budget was mailed to Pacific County on 11/14/2019.**
- 2. Pending approval, BIAS Software will switch to their hosted subscription starting 1/1/2020.**

TREASURERS REPORT
Fund Totals

PACIFIC COUNTY FIRE DISTRICT 1
MCAG #: 1244

10/01/2019 To: 10/31/2019

Time: 15:27:27 Date: 11/15/2019
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 651.100	1,891,812.45	736,028.52	269,616.84	2,358,224.13	30,980.88	38,662.63	0.00	2,427,867.64
	1,891,812.45	736,028.52	269,616.84	2,358,224.13	30,980.88	38,662.63	0.00	2,427,867.64

TREASURERS REPORT

Account Totals

PACIFIC COUNTY FIRE DISTRICT 1
 MCAG #: 1244

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 General Fund 651.100	1,887,112.45	736,028.52	269,616.84	2,353,524.13	0.00	69,643.51	2,423,167.64
3 Ambulance Billing BOP	100.00	80,785.82	80,785.82	100.00	0.00	0.00	100.00
4 Petty Cash	100.00	1.15	1.15	100.00	0.00	0.00	100.00
5 Advance Travel	3,000.00	312.00	312.00	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:	1,891,812.45	817,127.49	350,715.81	2,358,224.13	0.00	69,643.51	2,427,867.64
	1,891,812.45	817,127.49	350,715.81	2,358,224.13	0.00	69,643.51	2,427,867.64

TREASURERS REPORT

Outstanding Vouchers

PACIFIC COUNTY FIRE DISTRICT 1
MCAG #: 1244

As Of: 10/31/2019 Date: 11/15/2019
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2016	221	02/11/2016	Claims	1	20294	DANIEL P MULLERY	3.89	REIMBURSEMENT - OVERPAYMENT OF DISABILITY INSURANCE
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
2019	1286	09/27/2019	Claims	1	23473	SIRENNET.COM	249.83	RED 700 LIN SUPER-LED FLASH, RED 400 SERIES LINEAR LED - #5778
2019	1310	10/15/2019	Claims	1	23487	INT'L SOCIETY OF FIRE SERVICE INSTRUCTOR	125.00	1 YEAR RENEWAL - DECONTO
2019	1312	10/15/2019	Claims	1	23489	DENNIS LONG	827.16	MILEAGE TO COURTHOUSE FOR PACCOM MTG; 9/17 REGULAR MEETING; 10/7 MTG WITH JANICE; 10/1 MTG WITH COUNTY COMMISSIONERS; 10/8 SPECIAL MTG WITH SAO; 10/11 SPECIAL MEETING; 9/27 PACCOM MTG
2019	1315	10/15/2019	Claims	1	23492	PACIFIC CO. FIRE DIST#1 ADVANCED TRAVEL	312.00	ARCHER PER DIEM FOR BASIC ENGINE; M. WEATHERBY PER DIEM FOR BASIC ENGINE; STREET COMMAND CLASS PER DIEM - TROTTER; STREET COMMAND CLASS PER DIEM - B. DAVIS; STREET COMMAND CLASS PER DIEM - GAERLAN; ST
2019	1316	10/15/2019	Claims	1	23493	PACIFIC CO. FIRE DIST#1 PETTY CASH FUND	1.15	POSTAGE TO WALISER
2019	1323	10/15/2019	Claims	1	23500	SNURE LAW OFFICE, PSC.	216.00	SEPTEMBER PROFESSIONAL SERVICES
2019	1364	10/31/2019	Payroll	1	23512	STEVE L BELLINGER	426.08	
2019	1368	10/31/2019	Payroll	1	23513	ALEX DAVIS	46.17	
2019	1369	10/31/2019	Payroll	1	23514	BRIAN DAVIS	3,197.91	
2019	1372	10/31/2019	Payroll	1	23515	JAMES N GAERLAN	561.02	
2019	1378	10/31/2019	Payroll	1	23516	LANI G KARVIA	674.15	
2019	1380	10/31/2019	Payroll	1	23517	DOUG M KNUITZEN	459.02	
2019	1381	10/31/2019	Payroll	1	23518	GRANT LEHMAN	701.95	

TREASURERS REPORT

Outstanding Vouchers

PACIFIC COUNTY FIRE DISTRICT 1
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2019	1382	10/31/2019	Payroll	1	23519	NATASHA LUCE	1,733.48	
2019	1383	10/31/2019	Payroll	1	23520	NATASHA B LUCE	26.01	
2019	1384	10/31/2019	Payroll	1	23521	RALEIGH MAYFIELD	679.18	
2019	1385	10/31/2019	Payroll	1	23522	BRITTANY MCKENNA	364.78	
2019	1388	10/31/2019	Payroll	1	23523	KEVEN ROWSE	294.32	
2019	1390	10/31/2019	Payroll	1	23524	RICHARD SCHATZ	784.21	
2019	1391	10/31/2019	Payroll	1	23525	RYAN K STAMM	78.50	
2019	1392	10/31/2019	Payroll	1	23526	THOMAS C TROTTER	1,611.54	
2019	1393	10/31/2019	Payroll	1	23527	HARLEY E WAIT	281.67	
2019	1403	10/28/2019	Claims	1	23528	ACTIVE ENTERPRISES INC	408.17	ST1 PROPANE
2019	1404	10/28/2019	Claims	1	23529	JEFFEREY S ARCHER	589.81	REIMBURSEMENT FOR VOL. COORDINATOR CONFERENCE AIRFARE IN FLORIDA; FOOD FOR EMS APPRECIATION WEEK REIMBURSEMENT; KITCHEN SUPPLIES FOR ST1 REIMBURSEMENT
2019	1405	10/28/2019	Claims	1	23530	BANK OF THE PACIFIC VISA - 1029	1,947.41	LK SEPTEMBER CREDIT CARD CHARGES
2019	1406	10/28/2019	Claims	1	23531	BANK OF THE PACIFIC VISA - 1303	2,508.36	JB SEPTEMBER CREDIT CARD CHARGES
2019	1407	10/28/2019	Claims	1	23532	BOUND TREE MEDICAL, LLC	32.43	MEDICAL SUPPLIES - TAXED
2019	1408	10/28/2019	Claims	1	23533	BRAUN NORTHWEST INC	449.09	BUMPER - #1992
2019	1409	10/28/2019	Claims	1	23534	CENTURY LINK #300537338	137.78	ST2 TELEPHONE
2019	1410	10/28/2019	Claims	1	23535	CENTURYLINK #300541120	56.67	BURN LINE
2019	1411	10/28/2019	Claims	1	23536	CENTURYLINK #300541738	394.65	ST1 & 3 PHONES
2019	1412	10/28/2019	Claims	1	23537	DAY WIRELESS SYSTEMS, INC.	377.81	MINITOR REPAIRS, KNOBS
2019	1413	10/28/2019	Claims	1	23538	DEL'S OK POINT-S TIRE	431.32	FLAT REPAIR - #0679; TIRE - #9228
2019	1414	10/28/2019	Claims	1	23539	DISH NETWORK ACCT# 8255 1010 1017 4606	80.03	ST1 CABLE
2019	1415	10/28/2019	Claims	1	23540	DISH NETWORK ACCT# 8255 7070 8259 8256	67.77	ST2 CABLE
2019	1416	10/28/2019	Claims	1	23541	GOODWILLIE, MICHAEL	200.00	EVALUATOR - PCFDD IFSAC INSTRUCTOR I STATE TEST
2019	1417	10/28/2019	Claims	1	23542	ICOM AMERICA INC	435.77	REPAIR - REPLACED VR CALBE, VOLUME CONTROL; REPAIR REPLACE VR CABLE, REPLACE MISSING VOLUME AND CONTROL KNOBS; REPAIR - REPLACED MISSING ENCODER KNOB
2019	1418	10/28/2019	Claims	1	23543	LANI G KARVIA	200.00	EVALUATOR - PCFDD IFSAC INSTRUCTOR I STATE TEST
2019	1419	10/28/2019	Claims	1	23544	LN CURTIS & SONS	439.75	DOUBLE ENDED ROOF LADDER

TREASURERS REPORT

Outstanding Vouchers

PACIFIC COUNTY FIRE DISTRICT 1
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2019	1420	10/28/2019	Claims	1	23545	NORTH BEACH WATER	112.78	ST1D WATER; ST1 WATER
2019	1421	10/28/2019	Claims	1	23546	NORTHWEST SAFETY CLEAN	217.03	ARCHER COAT, PANT CLEANING
2019	1422	10/28/2019	Claims	1	23547	PACIFIC COUNTY SHERIFF'S OFFICE	4,742.59	4TH QUARTER LOCAL SUPPORT
2019	1423	10/28/2019	Claims	1	23548	PUD #2 OF PACIFIC COUNTY	396.27	ST2 ELECTRICITY; ST2 ELECTRICITY; ST2 ELECTRICITY; ST4 ELECTRICITY
2019	1424	10/28/2019	Claims	1	23549	SEA WESTERN INC, FIREFIGHTING EQUIP.	8.76	FITTING, QUICK DISCONNECT FOR 3 GAS DETECTOR
2019	1425	10/28/2019	Claims	1	23550	SUMMIT LAW GROUP	6,406.93	ACTIVITY BILLED THROUGH 9/30/19
2019	1426	10/28/2019	Claims	1	23551	TECH TAP COMPUTER CONSULTING	691.84	BLOCK HOURS FOR SEPTEMBER; BLOCK HOURS FOR OCTOBER
2019	1427	10/28/2019	Claims	1	23552	TELEFLEX FUNDING LLC	562.50	MEDICAL SUPPLIES - NOT TAXED
2019	1428	10/28/2019	Claims	1	23553	VERIZON WIRELESS	80.02	E2121 MDC CONNECTION; M2144 MDC CONNECTION
2019	1429	10/28/2019	Claims	1	23554	VOYAGER FLEET SYSTEMS, INC.	3,344.67	OCTOBER FUEL CHARGES
2019	1430	10/28/2019	Claims	1	23555	WA STATE AUDITOR'S OFFICE	3,200.00	2016-2018 AUDIT
2019	1431	10/28/2019	Claims	1	23556	MIKE WRIGHT	300.00	TEST CONTROL OFFICER - PCFD1 IFSAC INSTRUCTOR I STATE TEST
2019	1432	10/28/2019	Payroll	1	23557	DIMARTINO ASSOCIATES, INC.	1,186.26	Pay Cycle(s) 10/31/2019 To 10/31/2019 - DISINSFF
2019	1433	10/28/2019	Payroll	1	23558	GET PROGRAM	322.00	Pay Cycle(s) 10/31/2019 To 10/31/2019 - GET
2019	1434	10/28/2019	Payroll	1	23559	TRUSTEED PLANS SERVICE CORP	2,352.18	Pay Cycle(s) 10/31/2019 To 10/31/2019 - DENTAL
2019	1435	10/28/2019	Payroll	1	23560	TRUSTEED PLANS SERVICE CORP	685.80	Pay Cycle(s) 10/31/2019 To 10/31/2019 - DISADMIN
2019	1436	10/28/2019	Payroll	1	23561	TRUSTEED PLANS SERVICE CORPORATION	22,166.40	Pay Cycle(s) 10/31/2019 To 10/31/2019 - MEDICAL
2019	1437	10/28/2019	Payroll	1	23562	WA COUNCIL OF POLICE & SHERIFFS	30.00	Pay Cycle(s) 10/31/2019 To 10/31/2019 - DISWACOPS
							69,643.51	
Fund						Claims	Payroll	Total
001 General Fund 651.100						30,980.88	38,662.63	69,643.51
						30,980.88	38,662.63	69,643.51

TREASURERS REPORT

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PACIFIC COUNTY FIRE DISTRICT 1
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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

2019 CASH FLOW - YEAR TO DATE

PACIFIC COUNTY FIRE DISTRICT 1

MCAG #: 1244

January To October

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	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund 651.100															
311 10 22 000 FIRE - Real and P	11,288.41	148,304.05	124,989.57	636,223.56	155,168.14	13,351.63	11,473.42	14,695.21	39,736.25	457,213.61	0.00	0.00	1,612,443.85	1,722,088.00	94%
311 10 26 000 EMS - Real and P	3,767.25	49,442.39	41,664.25	212,085.72	51,726.80	4,450.64	3,824.52	4,898.41	13,245.51	152,409.75	0.00	0.00	537,515.24	574,042.00	94%
312 10 00 000 Forest Excise Tax	0.00	213.87	0.00	0.00	344.89	0.00	0.00	250.47	0.00	0.00	0.00	0.00	809.23	0.00	0%
317 20 00 000 Leasehold Excise	115.71	0.00	0.00	72.53	0.00	986.46	0.00	3,949.39	0.00	690.40	0.00	0.00	5,814.49	0.00	0%
322 90 00 000 Burn Permits	150.00	200.00	275.00	2,172.85	75.00	100.00	-1,922.85	0.00	100.00	100.00	0.00	0.00	1,250.00	900.00	139%
310 TAXES	15,321.37	198,160.31	166,928.82	850,554.66	207,314.83	18,888.73	13,375.09	23,793.48	53,081.76	610,413.76	0.00	0.00	2,157,832.81	2,297,030.00	94%
332 93 01 000 Ground Emergenc	0.00	0.00	0.00	0.00	5,984.28	0.00	147,889.75	94,771.87	0.00	0.00	0.00	0.00	248,645.90	20,000.00	***%
333 97 03 000 WA State Military	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,469.98	0.00	0.00	0.00	0.00	1,469.98	0.00	0%
334 04 90 000 State Grant - DOI:	0.00	0.00	1,266.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,266.00	1,200.00	106%
330 State Grant	0.00	0.00	1,266.00	0.00	5,984.28	0.00	147,889.75	96,241.85	0.00	0.00	0.00	0.00	251,381.88	21,200.00	***%
342 20 00 000 Fire Protection Ser	0.00	0.00	0.00	20,929.46	2,099.71	0.00	1,922.85	351.09	0.00	0.00	0.00	0.00	25,303.11	32,000.00	79%
342 60 01 000 Ambulance and E	64,487.99	70,222.70	70,483.79	87,850.20	48,759.33	37,503.49	55,332.12	106,886.15	44,955.90	121,792.94	0.00	0.00	708,274.61	660,000.00	107%
342 60 02 000 Ambulance & Em	125.00	1,625.00	0.00	1,250.00	0.00	750.00	500.00	125.00	0.00	0.00	0.00	0.00	4,375.00	3,000.00	146%
340	64,612.99	71,847.70	70,483.79	110,029.66	50,859.04	38,253.49	57,754.97	107,362.24	44,955.90	121,792.94	0.00	0.00	737,952.72	695,000.00	106%
361 11 00 000 Investment Interes	0.00	3,550.40	2,975.83	3,311.82	3,214.43	4,907.47	4,768.37	4,507.73	4,165.63	3,646.82	0.00	0.00	35,048.50	5,000.00	701%
369 91 00 000 Other Misc Reven	96.70	2,307.98	55.00	0.00	120.38	0.00	183.77	5,624.86	500.00	10.00	0.00	0.00	8,898.69	0.00	0%
369 91 01 000 Misc Revenues - I	5,097.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,097.99	0.00	0%
369 91 01 001 Misc Revenues - I	100.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	1,200.00	25%
369 91 01 002 Misc Revenues - I	1,900.00	0.00	0.00	0.00	0.00	5,830.32	0.00	0.00	0.00	165.00	0.00	0.00	7,895.32	0.00	0%
360	7,194.69	5,858.38	3,230.83	3,311.82	3,334.81	10,737.79	4,952.14	10,132.59	4,665.63	3,821.82	0.00	0.00	57,240.50	6,200.00	923%
395 10 00 000 Proceeds From Sa	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	50.00	0.00	0%
390	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	50.00	0.00	0%
FUND REVENUES	87,129.05	275,866.39	241,909.44	963,896.14	267,492.96	67,880.01	223,971.95	237,530.16	102,753.29	736,028.52	0.00	0.00	3,204,457.91	3,019,430.00	106%
522 10 10 001 Commissioners	954.00	1,152.00	896.00	640.00	768.00	640.00	896.00	1,920.00	640.00	2,048.00	0.00	0.00	10,554.00	8,700.00	121%
522 10 10 002 District Chief	8,654.24	8,654.24	8,654.24	8,654.24	8,654.24	8,654.24	8,654.24	8,654.24	8,654.24	8,654.24	0.00	0.00	86,542.40	108,005.00	80%
522 10 10 003 District Secretary	4,822.75	4,822.75	4,822.75	4,822.75	4,822.75	4,822.75	4,822.75	4,822.75	4,822.75	4,822.75	0.00	0.00	48,227.50	57,873.00	83%
522 10 10 005 Pub. Ed. Coordina	3,713.15	3,713.15	3,713.15	3,713.15	3,713.15	3,713.15	3,713.15	3,713.15	3,713.15	3,713.15	0.00	0.00	37,131.50	46,786.00	79%
522 10 10 006 Chief Of Operatio	8,648.74	8,648.74	8,648.74	8,648.74	8,648.74	8,648.74	8,648.74	8,648.74	8,648.74	8,648.74	0.00	0.00	86,487.40	106,781.00	81%
522 10 10 007 Chief Of Administ	8,456.03	8,456.03	8,456.03	8,456.03	8,456.03	8,456.03	8,456.03	8,456.03	8,456.03	8,456.03	0.00	0.00	84,560.30	100,128.00	84%
522 10 20 001 Labor & Industry	3,103.37	0.00	3,495.40	0.00	0.00	3,765.84	0.00	0.00	3,864.50	5.70	0.00	0.00	14,234.81	14,311.00	99%
522 10 20 002 LEO/FF Retirement	1,398.72	1,398.72	1,398.72	1,398.72	1,398.72	1,398.72	1,372.96	1,372.96	1,372.96	1,372.96	0.00	0.00	13,884.16	17,100.00	81%
522 10 20 003 Medical/Dental	7,854.55	4,139.43	4,139.43	4,139.43	4,139.43	4,139.43	4,139.43	4,139.43	4,139.43	4,139.43	0.00	0.00	45,109.42	48,566.00	93%
522 10 20 004 Medicare	497.28	497.28	497.28	497.28	497.28	497.28	497.28	497.28	497.28	497.28	0.00	0.00	4,972.80	6,084.00	82%
522 10 20 005 PERS Retirement	1,095.16	1,095.16	1,095.16	1,095.16	1,095.16	1,095.16	1,097.72	1,097.72	1,098.42	1,097.72	0.00	0.00	10,961.84	13,428.00	82%
522 10 31 001 Office and Operat	1,663.14	416.27	998.17	2,358.62	1,229.62	317.42	1,111.79	1,133.76	963.33	645.26	0.00	0.00	10,837.38	9,160.00	118%
522 10 31 002 Office Cleaning S	111.24	124.53	164.35	199.73	164.13	621.54	260.44	276.88	336.06	69.16	0.00	0.00	2,328.06	2,000.00	116%
522 10 35 001 Computer Hardwa	1,106.92	0.00	0.00	0.00	0.00	0.00	95.16	0.00	0.00	285.35	0.00	0.00	1,487.43	1,000.00	149%

2019 CASH FLOW - YEAR TO DATE

PACIFIC COUNTY FIRE DISTRICT 1

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001 General Fund 651.100	239.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.46	0.00	0.00	287.43	500.00	57%
522 10 35 002 Computer Softwar	1,354.63	910.00	117.50	115.95	465.50	262.03	146.50	5,286.84	1,615.85	6,678.93	0.00	0.00	16,953.73	2,000.00	848%
522 10 41 001 Legal Services / P	242.16	392.23	338.68	236.44	371.31	450.80	250.47	7,075.22	22,068.25	19,619.45	0.00	0.00	51,045.01	5,000.00	***%
522 10 41 002 Misc Professional	6.73	148.65	6.75	214.06	110.76	162.58	26.39	164.50	130.91	1.15	0.00	0.00	972.48	1,000.00	97%
522 10 42 001 Postage	92.52	0.00	0.00	146.62	0.00	104.62	209.24	104.62	0.00	0.00	0.00	0.00	657.62	2,000.00	33%
522 10 43 001 Travel Lodging	0.00	71.00	0.00	107.00	0.00	0.00	0.00	463.70	121.47	136.79	0.00	0.00	899.96	1,200.00	75%
522 10 43 002 Travel Meals	0.00	0.00	0.00	0.00	167.56	0.00	59.16	0.00	11.57	683.36	0.00	0.00	921.65	1,200.00	77%
522 10 43 003 Travel Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,360.00	0.00	0.00	0.00	1,360.00	5,000.00	27%
522 10 43 004 Travel Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54,845.00	0.00	0.00	0.00	65,964.00	55,000.00	120%
522 10 46 001 Casualty & Liabil	1,350.19	1,783.85	1,589.93	1,486.64	1,230.72	1,149.78	995.82	1,078.02	981.29	1,074.13	0.00	0.00	12,720.37	16,995.00	75%
522 10 47 001 Electricity	278.72	278.72	278.72	278.72	318.04	281.90	305.55	278.72	278.72	278.72	0.00	0.00	2,856.53	3,461.00	83%
522 10 47 002 Garbage	608.10	1,112.99	659.52	559.09	439.88	0.00	234.19	59.43	7.57	408.17	0.00	0.00	4,088.94	6,180.00	66%
522 10 47 003 Natural Gas	80.00	386.40	80.00	476.40	80.00	391.40	85.00	391.40	85.00	391.40	0.00	0.00	2,447.00	2,575.00	95%
522 10 47 004 Sewer	698.36	705.57	698.30	702.54	700.88	701.94	1,351.20	764.53	1,517.83	908.31	0.00	0.00	8,749.46	13,100.00	67%
522 10 47 005 Telephone	421.03	120.98	442.79	112.78	497.35	160.08	452.45	120.98	461.58	112.78	0.00	0.00	2,902.80	3,605.00	81%
522 10 47 006 Water	44.49	80.02	80.02	80.02	80.02	80.02	80.02	80.04	80.02	80.02	0.00	0.00	764.69	1,400.00	55%
522 10 47 007 Wireless Commun	193.75	184.80	199.07	147.80	135.57	135.57	147.80	170.03	295.60	147.80	0.00	0.00	1,757.79	2,060.00	85%
522 10 47 008 Cable TV	345.60	345.60	345.60	345.60	0.00	691.84	345.92	345.92	0.00	691.84	0.00	0.00	3,457.92	7,000.00	49%
522 10 48 001 Computer Service:	291.45	460.46	200.00	1,071.91	453.45	335.46	200.46	200.46	200.46	200.46	0.00	0.00	3,614.57	7,000.00	52%
522 10 49 001 Health & Wellness	8,323.97	230.00	1,748.60	125.00	339.10	0.00	0.00	0.00	0.00	316.17	0.00	0.00	11,082.84	16,500.00	67%
522 10 49 002 Memberships and	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%
522 10 51 001 Elections	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	400.00	80%
522 10 51 002 Ground Water Pro	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%
522 10 51 003 State Audit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,200.00	0.00	0.00	3,200.00	0.00	0%
522 20 10 002 FE/EMT Salaries &	29,508.97	25,189.79	31,195.94	26,770.56	25,655.91	29,156.84	26,567.14	27,086.17	29,125.48	34,726.70	0.00	0.00	284,983.50	331,396.00	86%
522 20 10 003 Maintenance Tech	6,178.09	6,178.09	6,178.09	6,178.09	6,178.09	6,178.09	6,178.09	6,178.09	6,178.09	6,178.09	0.00	0.00	61,780.90	77,844.00	79%
522 20 10 005 Volunteer Incentiv	2,160.00	0.00	0.00	5,825.00	0.00	0.00	4,850.00	0.00	0.00	6,830.00	0.00	0.00	19,665.00	20,000.00	98%
522 20 20 001 Labor & Industry	6,270.14	0.00	6,896.78	0.00	0.00	0.00	0.00	0.00	7,182.50	0.00	0.00	0.00	27,243.19	27,912.00	98%
522 20 20 002 LEOFF Retiremen	1,602.34	1,367.81	1,693.93	1,453.64	1,393.12	1,519.39	1,416.03	1,444.32	1,553.02	1,605.23	0.00	0.00	15,048.85	17,995.00	84%
522 20 20 003 Medical/Dental	14,856.74	7,777.49	7,777.49	7,777.49	7,777.49	7,777.49	7,777.49	7,777.49	7,777.49	9,566.05	0.00	0.00	86,642.71	102,593.00	84%
522 20 20 004 Medicare	548.77	454.83	541.91	562.22	461.59	495.31	545.13	482.34	511.91	692.18	0.00	0.00	5,296.19	5,934.00	89%
522 20 20 005 PERS Retirement	792.65	792.65	792.65	792.65	792.65	792.65	794.50	794.50	794.50	794.50	0.00	0.00	7,933.90	9,987.00	79%
522 20 20 006 Social Security	133.92	0.00	0.00	361.15	0.00	0.00	300.70	0.00	0.00	423.46	0.00	0.00	1,219.23	1,700.00	72%
522 20 20 009 Payroll Clearing	-377.72	-372.41	-386.02	-372.09	-1,535.28	-381.30	-377.25	1,914.91	-369.96	720.19	0.00	0.00	-1,536.93	0.00	0%
522 20 31 001 Misc Supplies	583.41	28.27	178.62	962.25	845.55	183.87	234.00	216.51	316.91	71.76	0.00	0.00	3,621.15	5,000.00	72%
522 20 31 002 Uniforms / Gear Is	1,116.15	0.00	77.30	49.00	825.08	27.22	0.00	357.29	565.36	0.00	0.00	0.00	3,017.40	5,000.00	60%
522 20 32 001 Fuel	709.22	467.01	446.17	629.56	1,028.95	1,097.56	1,037.73	932.32	848.79	1,373.20	0.00	0.00	8,570.51	10,181.00	84%
522 20 35 001 Vehicle Parts	178.72	344.48	961.98	1,131.01	781.00	759.70	3,604.84	614.35	1,561.44	1,011.65	0.00	0.00	10,949.17	12,000.00	91%
522 20 35 002 Misc Small Tools/	138.85	0.00	0.00	0.00	0.00	887.45	0.00	0.00	0.00	439.75	0.00	0.00	1,466.05	2,500.00	59%
522 20 35 003 Radio Equipment	0.00	0.00	407.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	407.98	1,000.00	41%
522 20 46 001 Pension & Relief	0.00	1,398.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,398.00	3,000.00	47%
522 20 48 001 Radio Repair/Mai:	0.00	0.00	0.00	0.00	252.14	0.00	0.00	0.00	0.00	813.58	0.00	0.00	1,065.72	2,000.00	53%
522 20 48 002 Small Equip. Repr	51.17	5.38	191.26	897.56	455.99	601.69	49.45	185.75	29.79	16.31	0.00	0.00	2,484.35	3,000.00	83%
522 20 48 003 Vehicle Repair/Ma	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38.00	0.00	0.00	38.00	2,000.00	2%
522 20 49 001 Misc Services	1,701.27	262.00	0.00	596.96	213.71	1,284.77	3,000.00	6,662.26	686.28	217.03	0.00	0.00	14,624.28	10,000.00	146%
522 20 51 001 Dispatch / Local S	1,526.82	0.00	0.00	1,526.81	0.00	0.00	1,526.81	0.00	0.00	0.00	0.00	0.00	4,580.44	6,107.00	75%
522 30 31 001 Fire Investigation	0.00	0.00	0.00	0.00	77.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.36	400.00	19%

2019 CASH FLOW - YEAR TO DATE

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January To October

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund 651.100															
522 30 31 002 Public Education :	0.00	0.00	52.61	0.00	0.00	0.00	19.45	0.00	413.34	6.08	0.00	0.00	491.48	1,000.00	49%
522 40 31 001 Misc Supplies	56.95	889.35	11.84	46.44	12.94	21.90	0.00	0.00	53.65	1,044.46	0.00	0.00	2,137.53	3,500.00	61%
522 40 43 001 Training Lodging	0.00	0.00	0.00	0.00	653.44	523.60	0.00	0.00	0.00	0.00	0.00	0.00	1,177.04	500.00	235%
522 40 43 002 Training Meals	0.00	391.55	130.86	192.53	172.28	34.13	263.15	262.90	0.00	493.88	0.00	0.00	1,941.28	1,000.00	194%
522 40 43 003 Travel Mileage	0.00	0.00	0.00	0.00	0.00	386.40	0.00	0.00	0.00	739.47	0.00	0.00	1,125.87	0.00	0%
522 40 43 004 Travel Registration	200.00	705.00	650.00	0.00	1,637.87	0.00	430.00	0.00	0.00	822.50	0.00	0.00	4,445.37	20,000.00	22%
522 50 31 001 Building Maintent	0.00	37.72	115.13	0.00	32.34	188.67	38.91	310.74	511.55	59.33	0.00	0.00	1,294.39	2,500.00	52%
522 50 49 001 Building Maintent	333.90	0.00	0.00	0.00	0.00	395.62	354.03	0.00	0.00	0.00	0.00	0.00	1,083.55	10,000.00	11%
526 10 10 002 FF/Paramedic Sal	79,318.15	82,603.95	84,681.06	87,238.54	76,283.47	83,817.09	83,739.27	79,795.54	76,641.64	86,715.21	0.00	0.00	820,833.92	1,030,663.00	80%
526 10 10 003 Volunteer Reimbu	1,091.00	628.00	475.00	576.00	614.00	917.00	813.00	1,118.06	1,980.50	3,104.47	0.00	0.00	11,317.03	20,000.00	57%
526 10 10 099 Timeloss Payment	0.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.61	0.00	0%
526 10 20 001 Labor & Industry	14,407.71	0.00	16,188.82	0.00	0.00	16,835.81	0.00	0.00	15,182.77	0.00	0.00	0.00	62,615.11	67,560.00	93%
526 10 20 002 LEOFF Retiremen	4,306.96	4,485.21	4,598.16	4,419.54	4,142.19	4,551.27	4,464.97	4,253.83	4,086.38	4,557.74	0.00	0.00	43,866.25	55,965.00	78%
526 10 20 003 Medical/Dental	27,842.61	14,587.38	14,587.38	12,700.24	14,575.64	13,637.94	13,637.94	13,637.94	13,637.94	10,813.10	0.00	0.00	149,658.11	189,998.00	79%
526 10 20 004 Medicare	1,181.79	1,206.87	1,234.75	1,273.32	1,115.01	1,228.66	1,226.01	1,173.24	1,140.02	1,302.38	0.00	0.00	12,082.05	14,945.00	81%
526 10 20 006 Social Security	67.64	38.94	29.45	35.71	38.07	56.85	50.41	69.32	122.79	192.49	0.00	0.00	701.67	1,600.00	44%
526 10 41 001 Biohazard Dispos	20.72	20.72	20.72	41.98	20.72	144.68	31.08	31.08	41.98	20.72	0.00	0.00	394.40	650.00	61%
526 40 30 001 Supplies	0.00	956.18	12.91	0.00	5.29	0.00	334.22	13.77	0.00	153.84	0.00	0.00	1,322.37	150.00	882%
526 40 43 002 Travel Meals	0.00	93.36	208.05	169.22	495.66	95.76	0.00	0.00	0.00	0.00	0.00	0.00	1,215.89	200.00	608%
526 40 43 003 Travel Mileage	0.00	0.00	0.00	0.00	0.00	5.50	0.00	0.00	0.00	0.00	0.00	0.00	5.50	0.00	0%
526 40 43 004 Travel Registration	0.00	260.00	0.00	0.00	0.00	0.00	640.00	0.00	0.00	0.00	0.00	0.00	900.00	13,500.00	7%
526 40 43 005 OTEP	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%
526 70 41 001 Ambulance Billing	2,417.60	2,976.75	5,183.95	3,246.70	2,562.20	0.00	2,841.50	3,549.55	2,929.65	0.00	0.00	0.00	25,707.90	27,500.00	93%
526 70 41 002 GEMT Services	0.00	0.00	0.00	0.00	56,848.46	0.00	0.00	17,081.75	0.00	0.00	0.00	0.00	73,930.21	20,000.00	370%
526 70 49 001 Ambulance Payme	0.00	2,106.25	485.18	0.00	0.00	0.00	0.00	519.88	0.00	0.00	0.00	0.00	3,111.31	2,000.00	156%
526 80 31 001 Medical & Operat	717.89	4,714.71	5,136.38	3,097.87	4,276.56	2,894.44	2,955.18	9,873.21	4,715.13	2,561.36	0.00	0.00	40,942.73	35,000.00	117%
526 80 32 001 Fuel	2,326.46	2,725.92	2,711.49	2,231.55	2,717.89	2,585.60	3,177.52	3,199.29	2,512.71	5,053.29	0.00	0.00	29,241.72	47,039.00	62%
526 80 35 001 Vehicle Parts	233.92	788.77	1,515.94	517.41	67.58	333.49	186.38	813.10	853.52	836.22	0.00	0.00	6,146.33	10,000.00	61%
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. R	12.68	208.11	0.00	9,538.31	0.00	2.10	0.00	0.00	0.00	0.00	0.00	0.00	9,761.20	12,500.00	78%
526 80 48 003 Vehicle Repairs &	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	393.32	0.00	0.00	393.32	2,000.00	20%
526 80 51 001 Dispatch / Local S	3,215.75	0.00	0.00	3,215.76	0.00	0.00	3,215.76	0.00	0.00	4,742.59	0.00	0.00	14,389.86	12,863.00	112%
520 FIRE	272,082.81	214,968.90	248,748.66	234,513.40	271,571.35	237,609.33	224,579.30	251,666.15	312,853.18	268,562.86	0.00	0.00	2,537,155.94	2,962,780.00	86%
586 00 00 001 Timeloss Passthro	5,221.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,221.34	0.00	0%
580 Non-Expenditures	5,221.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,221.34	0.00	0%
591 22 71 001 Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51,500.00	0.00	0.00	0.00	51,500.00	51,500.00	100%
592 22 83 001 Interest	0.00	0.00	2,575.00	0.00	0.00	0.00	0.00	0.00	2,575.00	0.00	0.00	0.00	5,150.00	5,150.00	100%
594 22 60 001 Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,053.98	0.00	0.00	1,053.98	0.00	0%
594 22 60 004 Equipment & Tur	0.00	0.00	0.00	0.00	1,118.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,118.72	0.00	0%
594 22 60 006 Misc Equipment	2,125.43	0.00	0.00	0.00	1,275.00	103.28	5,737.07	381.26	0.00	0.00	0.00	0.00	9,622.04	0.00	0%
594 22 60 008 Engines	0.00	0.00	0.00	0.00	0.00	1,078.92	0.00	0.00	0.00	0.00	0.00	0.00	1,078.92	0.00	0%
590	2,125.43	0.00	2,575.00	0.00	2,393.72	1,182.20	5,737.07	381.26	54,075.00	1,053.98	0.00	0.00	69,523.66	56,650.00	123%

2019 CASH FLOW - YEAR TO DATE

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January To October

001 General Fund 651.100	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
FUND EXPENDITURES:	279,429.58	214,968.90	251,323.66	234,513.40	273,965.07	238,791.53	230,316.37	252,047.41	366,928.18	269,616.84	0.00	0.00	2,611,900.94	3,019,430.00	87%
FUND GAIN/LOSS:	-192,300.53	60,897.49	-9,414.22	729,382.74	-6,472.11	-170,911.52	-6,344.42	-14,517.25	-264,174.89	466,411.68	0.00	0.00	592,556.97		
FUND NET POSITION:	-192,300.53	-131,403.04	-140,817.26	588,565.48	582,093.37	411,181.85	404,837.43	390,320.18	126,145.29	592,556.97	592,556.97	592,556.97	592,556.97		

2019 FUND TOTALS

PACIFIC COUNTY FIRE DISTRICT 1
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January To October

REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund 651.100	87,129.05	275,866.39	241,909.44	963,896.14	267,492.96	67,880.01	223,971.95	237,530.16	102,753.29	736,028.52	0.00	0.00	3,204,457.91	3,019,430.00	106%
	87,129.05	275,866.39	241,909.44	963,896.14	267,492.96	67,880.01	223,971.95	237,530.16	102,753.29	736,028.52	0.00	0.00	3,204,457.91	3,019,430.00	106%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund 651.100	279,429.58	214,968.90	251,323.66	234,513.40	273,965.07	238,791.53	230,316.37	252,047.41	366,928.18	269,616.84	0.00	0.00	2,611,900.94	3,019,430.00	87%
	279,429.58	214,968.90	251,323.66	234,513.40	273,965.07	238,791.53	230,316.37	252,047.41	366,928.18	269,616.84	0.00	0.00	2,611,900.94	3,019,430.00	87%
GAIN/LOSS:	-192,300.53	60,897.49	-9,414.22	729,382.74	-6,472.11	-170,911.52	-6,344.42	-14,517.25	-264,174.89	466,411.68	0.00	0.00	592,556.97		
NET POSITION:	-192,300.53	-131,403.04	-140,817.26	588,565.48	582,093.37	411,181.85	404,837.43	390,320.18	126,145.29	592,556.97	592,556.97	592,556.97	592,556.97		

2019 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1
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001 General Fund 651.100

Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
310 TAXES				
311 10 22 000 FIRE - Real and Personal Property Taxes	1,722,088.00	1,612,443.85	109,644.15	93.6%
311 10 26 000 EMS - Real and Personal Property Taxes	574,042.00	537,515.24	36,526.76	93.6%
312 10 00 000 Forest Excise Tax	0.00	809.23	(809.23)	0.0%
317 20 00 000 Leasehold Excise Tax	0.00	5,814.49	(5,814.49)	0.0%
318 00 00 000 Other Tax	0.00	0.00	0.00	0.0%
322 90 00 000 Burn Permits	900.00	1,250.00	(350.00)	138.9%
310 TAXES	2,297,030.00	2,157,832.81	139,197.19	93.9%
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	20,000.00	248,645.90	(228,645.90)	1243.2%
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	1,469.98	(1,469.98)	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	1,266.00	(66.00)	105.5%
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	21,200.00	251,381.88	(230,181.88)	1185.8%
342 20 00 000 Fire Protection Services (Fire Protection Contracts)	32,000.00	25,303.11	6,696.89	79.1%
342 60 01 000 Ambulance and Emergency Aid Services (Transports)	660,000.00	708,274.61	(48,274.61)	107.3%
342 60 02 000 Ambulance & Emergency Aid Services (Naselle Dist #4 payments)	3,000.00	4,375.00	(1,375.00)	145.8%
340	695,000.00	737,952.72	(42,952.72)	106.2%
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	5,000.00	35,048.50	(30,048.50)	701.0%
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	8,898.69	(8,898.69)	0.0%
369 91 01 000 Misc Revenues - LNI Reimbursements for Timeloss/LEP	0.00	5,097.99	(5,097.99)	0.0%
369 91 01 001 Misc Revenues - BVFF Reimburse	1,200.00	300.00	900.00	25.0%
369 91 01 002 Misc Revenues - Training	0.00	7,895.32	(7,895.32)	0.0%
360	6,200.00	57,240.50	(51,040.50)	923.2%
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%

2019 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1
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001 General Fund 651.100

Months: 01 To: 10

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	50.00	(50.00)	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	50.00	(50.00)	0.0%
Fund Revenues:	3,019,430.00	3,204,457.91	(185,027.91)	106.1%

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 FIRE				
522 10 10 001 Commissioners	8,700.00	10,554.00	(1,854.00)	121.3%
522 10 10 002 District Chief	108,005.00	86,542.40	21,462.60	80.1%
522 10 10 003 District Secretary	57,873.00	48,227.50	9,645.50	83.3%
522 10 10 004 Admin Assistant	0.00	0.00	0.00	0.0%
522 10 10 005 Pub. Ed. Coordinator	46,786.00	37,131.50	9,654.50	79.4%
522 10 10 006 Chief Of Operations	106,781.00	86,487.40	20,293.60	81.0%
522 10 10 007 Chief Of Administration	100,128.00	84,560.30	15,567.70	84.5%
522 10 20 001 Labor & Industry	14,311.00	14,234.81	76.19	99.5%
522 10 20 002 LEOFF Retirement	17,100.00	13,884.16	3,215.84	81.2%
522 10 20 003 Medical/Dental	48,566.00	45,109.42	3,456.58	92.9%
522 10 20 004 Medicare	6,084.00	4,972.80	1,111.20	81.7%
522 10 20 005 PERS Retirement	13,428.00	10,961.84	2,466.16	81.6%
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	10,837.38	(1,677.38)	118.3%
522 10 31 002 Office Cleaning Supplies	2,000.00	2,328.06	(328.06)	116.4%
522 10 35 001 Computer Hardware	1,000.00	1,487.43	(487.43)	148.7%
522 10 35 002 Computer Software	500.00	287.43	212.57	57.5%
522 10 41 001 Legal Services / Publications	2,000.00	16,953.73	(14,953.73)	847.7%
522 10 41 002 Misc Professional Services	5,000.00	51,045.01	(46,045.01)	1020.9%
522 10 42 001 Postage	1,000.00	972.48	27.52	97.2%
522 10 43 001 Travel Lodging	2,000.00	657.62	1,342.38	32.9%
522 10 43 002 Travel Meals	1,200.00	899.96	300.04	75.0%
522 10 43 003 Travel Mileage	1,200.00	921.65	278.35	76.8%
522 10 43 004 Travel Registration / Fee	5,000.00	1,360.00	3,640.00	27.2%
522 10 46 001 Casualty & Liability Insurance	55,000.00	65,964.00	(10,964.00)	119.9%
522 10 47 001 Electricity	16,995.00	12,720.37	4,274.63	74.8%
522 10 47 002 Garbage	3,461.00	2,856.53	604.47	82.5%
522 10 47 003 Natural Gas	6,180.00	4,088.94	2,091.06	66.2%
522 10 47 004 Sewer	2,575.00	2,447.00	128.00	95.0%
522 10 47 005 Telephone	13,100.00	8,749.46	4,350.54	66.8%
522 10 47 006 Water	3,605.00	2,902.80	702.20	80.5%
522 10 47 007 Wireless Communications	1,400.00	764.69	635.31	54.6%
522 10 47 008 Cable TV	2,060.00	1,757.79	302.21	85.3%
522 10 48 001 Computer Services	7,000.00	3,457.92	3,542.08	49.4%
522 10 49 001 Health & Wellness	7,000.00	3,614.57	3,385.43	51.6%
522 10 49 002 Memberships and Subscriptions	16,500.00	11,082.84	5,417.16	67.2%

2019 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1
MCAG #: 1244

Time: 15:33:31 Date: 11/15/2019
Page: 3

001 General Fund 651.100

Months: 01 To: 10

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 FIRE				
522 10 51 001 Elections	5,000.00	0.00	5,000.00	0.0%
522 10 51 002 Ground Water Property Tax	400.00	321.20	78.80	80.3%
522 10 51 003 State Audit	0.00	3,200.00	(3,200.00)	0.0%
210	698,098.00	654,344.99	43,753.01	93.7%
522 20 10 001 Training Officer	0.00	0.00	0.00	0.0%
522 20 10 002 FF/EMT Salaries & Wages	331,396.00	284,983.50	46,412.50	86.0%
522 20 10 003 Maintenance Technician	77,844.00	61,780.90	16,063.10	79.4%
522 20 10 004 Resident Interns	0.00	0.00	0.00	0.0%
522 20 10 005 Volunteer Incentive Program	20,000.00	19,665.00	335.00	98.3%
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	27,912.00	27,243.19	668.81	97.6%
522 20 20 002 LEOFF Retirement	17,995.00	15,048.85	2,946.15	83.6%
522 20 20 003 Medical/Dental	102,593.00	86,642.71	15,950.29	84.5%
522 20 20 004 Medicare	5,934.00	5,296.19	637.81	89.3%
522 20 20 005 PERS Retirement	9,987.00	7,933.90	2,053.10	79.4%
522 20 20 006 Social Security	1,700.00	1,219.23	480.77	71.7%
522 20 20 007 Unemployment Compensation	0.00	0.00	0.00	0.0%
522 20 20 008 BVFF Volunteer Disability - Reimburseable	0.00	0.00	0.00	0.0%
522 20 20 099 Payroll Clearing	0.00	(1,536.93)	1,536.93	0.0%
522 20 31 001 Misc Supplies	5,000.00	3,621.15	1,378.85	72.4%
522 20 31 002 Uniforms / Gear Issue	5,000.00	3,017.40	1,982.60	60.3%
522 20 32 001 Fuel	10,181.00	8,570.51	1,610.49	84.2%
522 20 35 001 Vehicle Parts	12,000.00	10,949.17	1,050.83	91.2%
522 20 35 002 Misc Small Tools/Equip	2,500.00	1,466.05	1,033.95	58.6%
522 20 35 003 Radio Equipment	1,000.00	407.98	592.02	40.8%
522 20 46 001 Pension & Relief	3,000.00	1,398.00	1,602.00	46.6%
522 20 48 001 Radio Repair/Maintenance	2,000.00	1,065.72	934.28	53.3%
522 20 48 002 Small Equip. Repair/Maintenance	3,000.00	2,484.35	515.65	82.8%
522 20 48 003 Vehicle Repair/Maintenance	2,000.00	38.00	1,962.00	1.9%
522 20 49 001 Misc Services	10,000.00	14,624.28	(4,624.28)	146.2%
522 20 51 001 Dispatch / Local Support Svcs	6,107.00	4,580.44	1,526.56	75.0%
220	657,149.00	560,499.59	96,649.41	85.3%
522 30 31 001 Fire Investigation Supplies	400.00	77.36	322.64	19.3%
522 30 31 002 Public Education Supplies	1,000.00	491.48	508.52	49.1%
522 30 49 001 Newsletter	0.00	0.00	0.00	0.0%
230	1,400.00	568.84	831.16	40.6%
522 40 31 001 Misc Supplies	3,500.00	2,137.53	1,362.47	61.1%
522 40 43 001 Training Lodging	500.00	1,177.04	(677.04)	235.4%
522 40 43 002 Training Meals	1,000.00	1,941.28	(941.28)	194.1%
522 40 43 003 Travel Mileage	0.00	1,125.87	(1,125.87)	0.0%
522 40 43 004 Travel Registration / Fee	20,000.00	4,445.37	15,554.63	22.2%
522 40 49 001 Resident Tuition	0.00	0.00	0.00	0.0%
522 40 49 002 Union Tuition	0.00	0.00	0.00	0.0%
240	25,000.00	10,827.09	14,172.91	43.3%
522 50 31 001 Building Maintenance Supplies	2,500.00	1,294.39	1,205.61	51.8%
522 50 49 001 Building Maintenance Services	10,000.00	1,083.55	8,916.45	10.8%

2019 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1
MCAG #: 1244

Time: 15:33:31 Date: 11/15/2019
Page: 4

001 General Fund 651.100

Months: 01 To: 10

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 FIRE				
250	12,500.00	2,377.94	10,122.06	19.0%
526 10 10 001 EMS Coordinator	0.00	0.00	0.00	0.0%
526 10 10 002 FF/Paramedic Salaries & Wages	1,030,663.00	820,833.92	209,829.08	79.6%
526 10 10 003 Volunteer Reimbursement	20,000.00	11,317.03	8,682.97	56.6%
526 10 10 099 Timeloss Payments (Disability)	0.00	0.61	(0.61)	0.0%
526 10 20 001 Labor & Industry	67,560.00	62,615.11	4,944.89	92.7%
526 10 20 002 LEOFF Retirement	55,965.00	43,866.25	12,098.75	78.4%
526 10 20 003 Medical/Dental	189,998.00	149,658.11	40,339.89	78.8%
526 10 20 004 Medicare	14,945.00	12,082.05	2,862.95	80.8%
526 10 20 005 PERS Retirement	0.00	0.00	0.00	0.0%
526 10 20 006 Social Security	1,600.00	701.67	898.33	43.9%
526 10 20 007 Unemployment Compensation	0.00	0.00	0.00	0.0%
526 10 31 001 Office & Operating Supplies	0.00	0.00	0.00	0.0%
526 10 41 001 Biohazard Disposal	650.00	394.40	255.60	60.7%
610	1,381,381.00	1,101,469.15	279,911.85	79.7%
526 40 30 001 Supplies	150.00	1,322.37	(1,172.37)	881.6%
526 40 43 001 Travel Lodging	0.00	0.00	0.00	0.0%
526 40 43 002 Travel Meals	200.00	1,215.89	(1,015.89)	607.9%
526 40 43 003 Travel Mileage	0.00	5.50	(5.50)	0.0%
526 40 43 004 Travel Registration Fee	13,500.00	900.00	12,600.00	6.7%
526 40 43 005 OTEP	3,500.00	0.00	3,500.00	0.0%
640	17,350.00	3,443.76	13,906.24	19.8%
526 70 41 001 Ambulance Billing Services	27,500.00	25,707.90	1,792.10	93.5%
526 70 41 002 GEMT Services	20,000.00	73,930.21	(53,930.21)	369.7%
526 70 49 001 Ambulance Payment Refunds	2,000.00	3,111.31	(1,111.31)	155.6%
670	49,500.00	102,749.42	(53,249.42)	207.6%
526 80 31 001 Medical & Operating Supplies	35,000.00	40,942.73	(5,942.73)	117.0%
526 80 32 001 Fuel	47,039.00	29,241.72	17,797.28	62.2%
526 80 35 001 Vehicle Parts	10,000.00	6,146.33	3,853.67	61.5%
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	9,761.20	2,738.80	78.1%
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	393.32	1,606.68	19.7%
526 80 51 001 Dispatch / Local Support Svcs	12,863.00	14,389.86	(1,526.86)	111.9%
680	120,402.00	100,875.16	19,526.84	83.8%
520 FIRE	2,962,780.00	2,537,155.94	425,624.06	85.6%
580 Non-Expenditures				
586 00 00 001 Timeloss Passthrough To Employee	0.00	5,221.34	(5,221.34)	0.0%
580 Non-Expenditures	0.00	5,221.34	(5,221.34)	0.0%
591 22 71 001 Principal	51,500.00	51,500.00	0.00	100.0%
592 22 83 001 Interest	5,150.00	5,150.00	0.00	100.0%
594 22 60 001 Buildings	0.00	1,053.98	(1,053.98)	0.0%
594 22 60 002 Communication Equipment	0.00	0.00	0.00	0.0%

2019 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1
 MCAG #: 1244

Time: 15:33:31 Date: 11/15/2019
 Page: 5

001 General Fund 651.100

Months: 01 To: 10

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	0.00	1,118.72	(1,118.72)	0.0%
594 22 60 005 Fire Hose	0.00	0.00	0.00	0.0%
594 22 60 006 Misc Equipment	0.00	9,622.04	(9,622.04)	0.0%
594 22 60 007 SCBA Firefighting Equipment	0.00	0.00	0.00	0.0%
594 22 60 008 Engines	0.00	1,078.92	(1,078.92)	0.0%
594 26 60 001 Ambulance/Rechassis	0.00	0.00	0.00	0.0%
594 26 60 002 Misc Medical Equipment	0.00	0.00	0.00	0.0%
590	56,650.00	69,523.66	(12,873.66)	122.7%
Fund Expenditures:	3,019,430.00	2,611,900.94	407,529.06	86.5%
Fund Excess/(Deficit):	0.00	592,556.97		

2019 BUDGET POSITION TOTALS

PACIFIC COUNTY FIRE DISTRICT 1 Months: 01 To: 10 Time: 15:33:31 Date: 11/15/2019
 MCAG #: 1244 Page: 6

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund 651.100	3,019,430.00	3,204,457.91	106.1%	3,019,430.00	2,611,900.94	87%
	3,019,430.00	3,204,457.91	106.1%	3,019,430.00	2,611,900.94	86.5%

PACIFIC COUNTY FIRE DISTRICT #1
CASH FLOW PROJECTION

2019

MONTH	REVENUE				EXPENDITURES				CASH BALANCE
	FIRE/EMS	TAX COLLECTIONS	AMBULANCE BILLING	MISC REVENUE	REVENUE MONTHLY	DATE	VOUCHER TOTAL	VOUCHER MONTHLY	
Beginning Balance									\$ 1,765,414.93
JANUARY	\$ 15,055.66	\$ 64,612.99	\$ 7,460.40			13TH MONTH \$ (10,395.87)			
ACTUAL						01/15/19 \$ (258,653.26)			
						01/29/19 \$ (10,380.45)		\$ (279,429.58)	\$ 1,573,114.40
FEBRUARY	\$ 197,746.44	\$ 71,847.70	\$ 6,272.25			02/19/19 \$ (207,223.08)			
ACTUAL						2/29/19 \$ (7,745.82)		\$ (214,968.90)	\$ 1,634,011.89
MARCH	\$ 166,653.82	\$ 70,483.79	\$ 4,771.83			03/19/19 \$ (213,538.62)			
ACTUAL						GO BOND INTEREST \$ (2,575.00)			
						03/21/19 \$ (36,568.14)		\$ (252,661.76)	\$ 1,623,239.57
APRIL	\$ 848,309.28	\$ 89,100.20	\$ 26,486.66			04/16/19 \$ (205,808.99)			
ACTUAL						04/24/19 \$ (28,000.25)		\$ (233,809.24)	\$ 2,353,326.47
MAY	\$ 206,894.94	\$ 48,769.33	\$ 11,836.69			05/21/19 \$ (210,448.40)			
ACTUAL						05/26/19 \$ (64,691.67)		\$ (275,140.07)	\$ 2,345,679.36
JUNE	\$ 17,802.27	\$ 38,253.49	\$ 11,824.25			06/18/19 \$ (14,826.86)			
ACTUAL						06/24/19 \$ (223,964.69)		\$ (238,791.55)	\$ 2,174,767.82
JULY	\$ 15,297.94	\$ 55,832.12	162841.89			07/16/19 \$ (214,449.97)			
ACTUAL						07/24/19 \$ (15,866.40)		\$ (230,316.37)	\$ 2,168,423.40
AUGUST	\$ 19,583.62	\$ 107,011.15	\$ 110,925.39			EXPENSES \$ (252,017.87)			
ACTUAL						08/23/19 \$ (30.24)		\$ (252,048.11)	\$ 2,153,905.45
SEPTEMBER	\$ 52,981.76	\$ 44,955.90	\$ 4,815.63			09/17/19 \$ (278,346.93)			
ACTUAL						GO BOND \$ (64,075.00)			
						9/29/2019 \$ (34,505.55)		\$ (366,927.48)	\$ 1,889,731.26
OCTOBER	\$ 609,623.36	\$ 121,792.94	\$ 4,612.22			10/15/19 \$ (32,280.30)			
ACTUAL						10/28/19 \$ (237,336.54)		\$ (269,616.84)	\$ 2,356,142.94
NOVEMBER	\$ 215,147.38	\$ 55,000.00	\$ 3,169.48			EXPENSES \$ (246,899.00)			
ESTIMATED								\$ (246,899.00)	\$ 2,382,560.80
DECEMBER	\$ 16,761.75	\$ 55,000.00	\$ 17,107.00			EXPENSES \$ (246,899.00)		\$ (246,899.00)	\$ 2,224,530.55
ESTIMATED								\$ (246,899.00)	\$ 2,224,530.55

ANNUAL COLLECTION STATISTICS

Month	Tickets	Charges	Payments	%	Levy Fund	%	Disallowed	%	Uncollected	%	Pending	%
Nov 17	110	85,544.91	-58,963.05	69 %	-9,985.69	12 %	-16,596.17	19 %	0.00	0 %	0.00	0 %
Dec 17	113	88,201.33	-62,761.52	71 %	-7,408.24	8 %	-17,252.69	20 %	-778.88	1 %	0.00	0 %
Jan 18	133	118,216.73	-82,732.16	70 %	-9,049.78	8 %	-24,605.28	21 %	-1,829.51	2 %	0.00	0 %
Feb 18	126	118,747.04	-81,406.53	69 %	-10,855.91	9 %	-23,698.06	20 %	-2,786.54	2 %	0.00	0 %
Mar 18	116	99,312.14	-65,843.32	66 %	-7,173.65	7 %	-25,560.17	26 %	-735.00	1 %	0.00	0 %
Apr 18	109	91,782.17	-60,759.39	66 %	-8,078.76	9 %	-21,129.02	23 %	-1,815.00	2 %	0.00	0 %
May 18	111	98,685.30	-67,882.69	69 %	-4,773.69	5 %	-24,560.82	25 %	-835.35	1 %	632.75	1 %
Jun 18	112	83,033.46	-53,916.64	65 %	-8,810.91	11 %	-18,485.07	22 %	-1,820.84	2 %	0.00	0 %
Jul 18	104	85,101.46	-55,738.87	65 %	-11,750.05	14 %	-16,860.66	20 %	-751.88	1 %	0.00	0 %
Aug 18	120	96,918.03	-66,432.21	69 %	-10,224.39	11 %	-21,352.12	22 %	-343.32	0 %	-1,434.01	-1 %
Sep 18	118	93,411.82	-64,976.41	70 %	-2,305.93	2 %	-23,578.35	25 %	-521.38	1 %	2,029.75	2 %
Oct 18	124	98,006.68	-66,844.32	68 %	-5,842.51	6 %	-24,004.22	24 %	0.00	0 %	1,315.63	1 %
Nov 18	102	86,382.77	-55,583.98	64 %	-6,813.72	8 %	-20,786.80	24 %	0.00	0 %	3,198.27	4 %
Dec 18	105	79,624.53	-55,575.26	70 %	-5,731.62	7 %	-17,136.52	22 %	0.00	0 %	1,181.13	1 %
Jan 19	127	105,453.02	-74,231.22	70 %	-5,979.34	6 %	-25,011.70	24 %	0.00	0 %	230.76	0 %
Feb 19	116	92,797.35	-60,688.09	65 %	-10,424.84	11 %	-19,761.91	21 %	0.00	0 %	1,922.51	2 %
Mar 19	139	108,698.58	-68,130.11	63 %	-6,967.37	6 %	-28,069.44	26 %	0.00	0 %	5,531.66	5 %
Apr 19	108	83,020.36	-45,372.68	55 %	-5,636.45	7 %	-18,514.68	22 %	0.00	0 %	13,496.55	16 %
May 19	120	93,638.16	-55,823.93	60 %	-6,802.94	7 %	-23,477.89	25 %	0.00	0 %	7,533.40	8 %
Jun 19	152	124,082.78	-78,563.30	63 %	-3,625.29	3 %	-24,726.54	20 %	0.00	0 %	17,167.65	14 %
Jul 19	126	123,749.13	-75,413.64	61 %	-2,593.99	2 %	-34,612.43	28 %	0.00	0 %	11,129.07	9 %
Aug 19	120	107,770.57	-60,885.40	56 %	-1,791.95	2 %	-22,903.70	21 %	0.00	0 %	22,189.52	21 %
Sep 19	117	115,322.13	-68,936.78	51 %	0.00	0 %	-26,037.44	23 %	0.00	0 %	30,347.91	26 %
Oct 19	113	93,624.97	-25,261.16	27 %	0.00	0 %	-9,574.17	10 %	0.00	0 %	58,789.64	63 %

2,841

2,371,125.42

-1,502,722.66

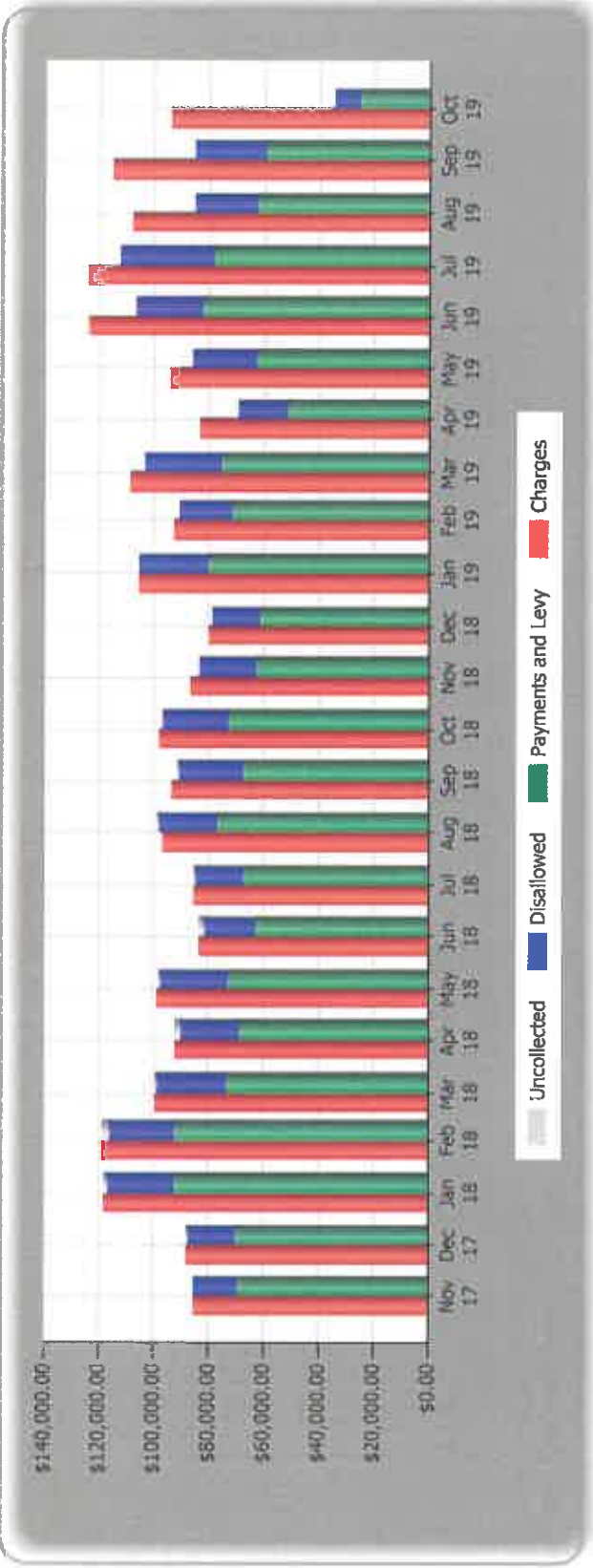
-152,627.02

-528,295.85

-12,217.70

175,262.19

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





Cowlitz 2

FIRE & RESCUE

October 31, 2019

Pacific County Fire District #1
26110 Ridge Ave
Ocean Park, WA 98640

RE: THANK YOU FOR YOUR SUPPORT/ASSISTANCE WITH THE LOSS OF BC MIKE ZAINFELD

Cowlitz 2 Fire & Rescue would like to extend our most sincere thanks to you regarding your assistance and support after the recent loss and subsequent memorial service planning for Battalion Chief Mike Zainfeld, specifically for your participation in the procession. Lending a helping hand is the foundation of the fire service and while we knew some agencies and individuals would be available to us, we were extremely humbled by all who stepped forward in this most difficult time. There was no end to the support that we received and never once did any agency or business say that they were unavailable or that our request was too large.

Although Mike's absence will leave an empty place both in our organization and our hearts, we are so thankful for all those who helped us honor his service to the community and his family in such a significant way.

From all of us at Cowlitz 2 Fire & Rescue, there are really no words that can exemplify our gratitude. Just please know that we are forever grateful to you.

Sincerely,

Dave LaFave
Fire Chief

ORDER FORM

ORDER FORM for: Pacific County Fire District 1

Prepared on: October 17, 2019

Subscription Period Jan 1, 2020 - Dec 31, 2020

SUBSCRIPTION TOTAL	\$2,719.78
Financial Essentials Payroll Essentials	

SUBSCRIPTION OPTIONS

Software Subscription	Software Subscription + Asset Connect (single-user)	Software Subscription + Asset Connect (multi-user)	
Subscription total	\$2,719.78	Subscription total	\$2,719.78
	<i>Plus</i>	<i>Plus</i>	
	Asset Connect (Single-user)	Asset Connect (multi-User)	
	12-month subscription	12-month subscription	
	2019 subscription	2019 subscription	
	1-user license	Up to 5-user licenses	
	Training & set-up	Training & set-up	
		One-time asset import	
<i>Select an option:</i>	\$2,719.78	\$3,283.78	\$4,363.78
	<i>Initial</i>	<i>Initial</i>	<i>Initial</i>

AUTHORIZATION

_____	_____
Name	Signature
_____	_____
Title	Date

Upon signature by Customer and submission to BIAS, this Order Form shall become legally binding and governed by [BIAS Master Subscription Agreement](#), between BIAS and Customer unless otherwise agreed by BIAS and Customer. During the Contract Term and for one year thereafter, Customer shall not disclose the pricing or terms hereunder to any third party (unless required by law) without BIAS prior written consent.

PAYMENT

Annual Support Fee is due on the contract year by January 31st. Invoice will be generated upon receiving signed Order Form.

PLEASE RETURN BOTH PAGES
 Please sign and fax to 888.228.0030 or email to katie@biassoftware.com

BIAS Software
 327 E. Pacific
 Spokane, WA 99202



ORDER FORM

ORDER FORM for: Pacific County Fire District 1

Prepared on: October 17, 2019

Subscription Period Jan 1, 2020 - Dec 31, 2020

SUBSCRIPTION TOTAL	\$2,719.78
Financial Essentials Payroll Essentials	

Order prepared for:

Company: **Pacific County Fire District 1**
 Contact: **Jamie Meling**
 Address: **26110 Ridge Ave.**
PO Box 890
Ocean Park, Washington 98640
 Phone: **(360) 665-4451**
 Email: jamie@pcfd1.org

Order prepared by:

Company: **BIAS Software**
 Proposed by: **Katie Felchlin**
 Address: **327 E. Pacific**
Spokane, WA 99202
 Phone: **(509) 443-3332**
 Email: katie@biassoftware.com

ORDER DETAILS

ORDER DETAILS					
Subscription Type	Enhancements	Order Term (months)	Monthly/Unit Price	Qty	Total Price
Financial Essentials	None	12	\$100.63	1	\$1,207.50
Payroll Essentials	None	12	\$107.50	1	\$1,290.00
<i>Discounts:</i>					
Tax:					\$222.28
Remarks:					Subscription Total (tax included)
					\$2,719.78

BIAS Software
 327 E. Pacific
 Spokane, WA 99202



SERVICES ORDER FORM

Order Form for: **Pacific County Fire District 1**
 Prepared on: **November 15, 2019**
 Order Form Expires: **December 15, 2019**
 Order Form Number: 00000521

Service Fee:	\$1,898.00
Onetime Costs:	\$0.00
Contract Start Date:	11-15-2019
Contract End Date:	12-31-2020

ORDER PREPARED FOR:

Company: **Pacific County Fire District 1**
 Contact: **[REDACTED]**
 Address: **26110 Ridge Ave.
 PO Box 890
 Ocean Park, Washington 98640**
 Phone: **(360) 665-4451**
 Email: **jamie@pcfd1.org**

ORDER PREPARED BY:

Company: **BIAS Software**
 Contact: **Mark Felchlin**
 Address: **327 E Pacific
 Spokane, WA 99202**
 Phone: **(509) 443-3332**
 Email: **mark@biassoftware.com**

ORDER DETAILS

USER ACCESS	ORDER START DATE	ORDER END DATE	ORDER TERM (MONTHS)	MONTHLY/UNIT PRICE	QTY	TOTAL PRICE
BIAS Hosted - Base Fee \$120/account/month (billed annually)	12-01-2019	12-31-2020	13	\$120.00 <i>List Price: \$120.00</i>	1	\$1,560.00
Enterprise User License for all licensed apps	12-01-2019	12-31-2020	13	\$13.00 <i>List Price: \$13.00</i>	2	\$338.00
SUBTOTAL:						\$1,898.00



SERVICES ORDER FORM

Order Form for: Pacific County Fire District 1
Prepared on: November 15, 2019
Order Form Expires: December 15, 2019
Order Form Number: 00000521

Service Fee:	\$1,898.00
Onetime Costs:	\$0.00
Contract Start Date:	11-15-2019
Contract End Date:	12-31-2020

TERMS AND CONDITIONS

During the Contract Term and for one year thereafter, Customer shall not disclose the pricing or terms hereunder to any third party (unless required by law) without BIAS prior written consent.

ORDER FORM PRICE SUMMARY

Service Fee:	\$1,898.00
Onetime Costs:	\$0.00
Contract Start Date:	11-15-2019
Contract End Date:	12-31-2020

Order Form doesn't include sales tax.

REMARKS

Prices don't include taxes that may apply. **This is not an invoice.**

PAYMENT

PAYMENT SCHEDULE
DUE 30 DAYS AFTER APPROVAL \$1,898.00

Name: _____

Title: _____

Date: _____

Signature: _____

Upon signature by Customer and submission to BIAS, this Order Form shall become legally binding and governed by the [Master Subscription Agreement](#) between BIAS and Customer unless otherwise agreed by BIAS and Customer.

Email or Fax [all pages](#) to 888.228.0030 or mark@biassoftware.com



Pacific County Fire District No. 1

RESOLUTION 2019-07

PACIFIC COUNTY FIRE PROTECTION DISTRICT NO. 1 RESOLUTION NO. 2019-07 (SPECIAL ELECTION) RESOLUTION TO SUBMIT AN EMS LEVY

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF PACIFIC COUNTY FIRE PROTECTION DISTRICT NO. 1 PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE DISTRICT AT A SPECIAL ELECTION TO BE HELD WITHIN THE DISTRICT ON FEBRUARY 11, 2020, OF A PROPOSITION AUTHORIZING THE CONTINUATION OF AN EMERGENCY MEDICAL SERVICES PROPERTY TAX LEVY NOT TO EXCEED \$.50 PER \$1,000.00 OF TRUE AND ASSESSED VALUATION, IN ADDITION TO ITS REGULAR PROPERTY TAX LEVY, FOR A PERIOD OF SIX CONSECUTIVE YEARS BEGINNING IN 2020 AND ENDING IN 2025 AND TO BE COLLECTED IN EACH SUCCEEDING YEAR (2021-2025) TO PROVIDE FUNDS REQUIRED BY THE DISTRICT TO ENABLE THE DISTRICT TO PROVIDE EMERGENCY MEDICAL SERVICES.

Background: WHEREAS, the District currently has a six-year EMS levy that was approved by the voters in 2014.

It is the judgment of the Board of Commissioners of the District that it is essential and necessary for the protection of the health and life of the residents of the District that emergency medical services be provided by the District and that the EMS levy be renewed at \$0.50 per \$1,000 of assessed property value. Such services will necessitate the expenditure of revenues for maintenance, operations, equipment and personnel in excess of those which can be provided by the District's regular tax levy;

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

Section 1. In order to provide emergency medical services, it is necessary that the District perform the following functions:

- 1.1 Obtain, operate and maintain emergency medical vehicles and facilities staffed by properly trained emergency medical technicians and other medically trained personnel.
- 1.2 Obtain consumable medical supplies and medical appliances to equip such vehicles and facilities.
- 1.3 Continue to provide the level of service as deemed necessary by the Board of Commissioners of the Fire District.

Section 2. In order to provide the revenue adequate to pay the costs of providing adequate life protection services and facilities as described in Section 1 and to maintain reserve funds sufficient to assure the continuation of such services, the District shall continue its EMS levy by levying each year for a period of six consecutive years beginning in 2020 and collect each year for a period of six consecutive years, beginning in 2021, a general tax on taxable property within the District, in addition to the regular levy for maintenance and operation costs, in an amount not to exceed \$.50 per \$1,000.00 of assessed valuation of such property.

Section 3. In accordance with RCW 84.52.069 the funds raised by such levy shall be used only for the provision of emergency medical services, including related personnel costs, service contract costs, training for such personnel, and related equipment, supplies, vehicles and structures needed for the provision of emergency medical services.

Section 4. The District electors previously approved a six year \$.50 EMS Levy in 2014. This measure, if approved by the voters, would renew the levy for six years beginning in 2020.

Section 5. There shall be submitted to the qualified electors of the District for their ratification or rejection, at the general election on February 11, 2020, the question of whether or not such levy for emergency medical services shall be made each year for a period of six consecutive years, the first levy to be collected in 2021. The Board of Commissioners hereby requests the auditor of Pacific County, as ex-officio Supervisor of Elections to call such election and to submit the following proposition at such election, in the form of a ballot title substantially as follows:

PROPOSITION NO.1

Pacific County Fire Protection District No. 1 - Board of Commissioners

Emergency Medical Services Property Tax Levy.

Will Pacific County Fire Protection District No. 1 be authorized to continue funding emergency medical services for its citizens by renewing a regular property tax levy of \$.50 or less per \$1,000.00 of assessed valuation for a period of six consecutive years to be collected beginning in 2021?

Yes

No

Section 6. In accordance with RCW 84.52.069(2), the ballot measure is for a renewal of an expiring EMS Levy and shall require a simple majority vote.

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

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

Section 9. The Chief, or designee, is hereby authorized and directed, no later than December 13, 2019 to provide to the County Auditor a certified copy of this resolution and the proper District officials are authorized to perform such other duties or take such other actions as are necessary or required by law to the end that the proposition described in this resolution appear on the ballot before the voters at the February 11, 2020 election.

Section 10. If the County publishes a voter's guide, the Board hereby assigns to the Fire Chief or designee the task of appointing members to a committee to advocate voters' approval of the proposition and to a committee to prepare arguments advocating voters' rejection of the proposition.

Section 11. If any section, subsection, paragraph, sentence, clause or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

Section 12. Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

Section 13. This resolution shall take effect and be in force immediately upon its passage.

Adoption: ADOPTED by the Board of Commissioners of Pacific County Fire Protection District No. 1, Pacific County, Washington, at an open public meeting of such Board on the 19th 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

SNURE LAW OFFICE, PSC

A Professional Services Corporation

Clark B. Snure
1930-2014

Brian K. Snure
brian@snurelaw.com

Of counsel
Thomas G. Burke

November 15, 2019

MEMORANDUM

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

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

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

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

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

Personnel and Board members can engage in the following conduct:

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

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

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

Personnel and Board members cannot engage in the following conduct:

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



PDC Interpretation

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

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

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

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

FORMER: RCW 42.17.130

Guidelines for Local Government Agencies in Election Campaigns*

Public Disclosure Law Re: Use of Public Facilities in Campaigns

USE OF THE GUIDELINES

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

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

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

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

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

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

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

RCW 42.17A.555

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

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

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

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

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

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

Notes:

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

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

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

WAC 390-05-271

General applications of RCW 42.17A.555.

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

WAC 390-05-273

Definition of normal and regular conduct.

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

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

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

BASIC PRINCIPLES

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

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

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

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

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

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

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

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

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

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

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

Persons	Permitted	Not Permitted	General Considerations
<p>Agency* Administrators (County Administrator, City Manager, Executive Director, Fire Chief, PUD Manager, Etc.)</p>	<ul style="list-style-type: none"> • May inform staff during non-work hours¹ of opportunities to participate in campaign activities.² • Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure. • In the course of normal publications for the agency, may distribute an objective and fair presentation of the facts³ based on and expanded upon the information⁴ prepared by the agency in accordance with the normal and regular conduct of the agency.⁵ 	<ul style="list-style-type: none"> • Shall not pressure or coerce employees to participate in campaign activities. • Shall not use internal memoranda solely for the purpose of informing employees of meetings supporting or opposing ballot measures. • Shall not coordinate informational activities with campaign efforts, in a manner that makes the agency appear to be supporting or opposing a ballot measure. 	<ul style="list-style-type: none"> • Has there been communications with staff and with union representatives regarding the prohibition on the use of the agency's internal mail or email system to support or oppose a ballot measure? • Is the distribution of this information consistent with the normal practices of the agency (such as newsletters, websites, or some other format)?

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

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

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

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

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

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

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

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

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

Persons	Permitted	Not Permitted	General Considerations
<p>Local Elected Legislative Body*</p>	<ul style="list-style-type: none"> May collectively vote to support or oppose a ballot measure at a properly noticed public meeting, where opponents of the measure are given an equal opportunity to express views.⁶ 	<ul style="list-style-type: none"> Shall not pressure or coerce agency management to participate in campaign activities. Shall not explicitly include passage of a ballot measure in the agency's annual goals. 	

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Activities and Resources	Permitted	Not Permitted	General Considerations
<p>Equipment and Supplies</p> <ul style="list-style-type: none"> • Agency employees, in the course of their employment, may use equipment (including but not limited to projectors and computers) to make an objective and fair presentation of the facts at community forums and clubs. • Agency employees, in the course of their employment, may produce information that is an objective and fair presentation of the facts using public resources. 	<ul style="list-style-type: none"> • Public resources (including but not limited to internal mail systems, email systems, copiers, telephone) shall not be used to support or oppose a candidate or ballot measure, whether during or outside of work hours. • Citizens' campaign committees and other community groups shall not use agency equipment (including but not limited to internal mail systems, projectors, computers, and copiers) to prepare materials for meetings regarding ballot measures. 	<ul style="list-style-type: none"> • Do the presentations fairly and objectively present the costs and other anticipated impacts of a ballot measure? 	
<p>Uniforms and Related Equipment⁸</p>	<p><i>Current Uniforms and Related Equipment</i></p> <ul style="list-style-type: none"> • Agency employees may use or wear their own uniforms to assist a campaign including to support or oppose a ballot proposition. This use includes any part of the employee's own uniform (shirt, pants, shoes, hat, etc.). This use includes clothing that may not appear to be a uniform (example, detective's suit). "Own uniform" 	<p><i>Current Uniforms and Related Equipment</i></p> <ul style="list-style-type: none"> • Agency employees shall not use or wear their agency-issued, agency-purchased, agency-owned or agency-replaced uniforms to assist a campaign or to support or oppose a ballot proposition. • This prohibition applies to use of any part of such a uniform (shirt, pants, shoes, hat, etc.). 	<p><i>Current Uniforms and Related Equipment</i></p> <ul style="list-style-type: none"> • Are any public funds used to purchase, reimburse, or replace the uniforms or related equipment? See footnote 9.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Activities and Resources	Permitted	Not Permitted	General Considerations
<p>Agency Publications (Specific to Elections)</p>	<ul style="list-style-type: none"> Agencies may develop an objective and fair presentation of the facts regarding agency needs and the anticipated impact of a ballot measure, and may distribute it in the agency's customary manner. This information¹¹ may be printed in various languages and communicated in other formats as required by the ADA. In the course of regular publications for the agency, the agency may distribute an objective and fair presentation of the facts for each ballot measure in accordance with the normal and regular conduct of the agency. 	<ul style="list-style-type: none"> Agencies shall not distribute election-related information in a manner that targets specific subgroups. Targeting does not refer to mailing information to agency constituencies such as community leaders, or some other group, or to the agency's regular distribution list to provide information in a manner that is consistent with the normal and regular conduct of the agency. Agencies shall not publicize information supporting or opposing a candidate or ballot measure. 	<ul style="list-style-type: none"> Does the information provide an objective and fair presentation of the facts? Is the timing, format, and style, including tone and tenor, of the information presented in a manner that is normal and regular for the agency? Is the information distributed in a manner that is normal and regular for the agency?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Proudly Serving Since 1940

District 1 Commissioners:

- Fred Hill
- Tom Downer
- Dennis Long

District Fire Chief:

- Jacob Brundage

District Secretary:

- [REDACTED]

Good Afternoon,

District 1 submitted a 2018 Assistance to Firefighters Grant (AFG) grant request for new SCBA breathing apparatus to replace our existing inventory and was awarded the grant in 2019 in the amount of \$210,022.85 in Federal funding. As a condition of this grant, we are required to contribute non-Federal funds equal to or greater than 5% of the Federal funds awarded or \$10,501.15.

The original request was for 35 breathing apparatus and the Federal grant reviewers only awarded District 1 with 30 breathing apparatus. Our request was declined to have 5 of the breathing apparatus equipped with a Thermal Imaging Camera. Not only did the grant reviewer decline our request for the T.I.C. but they declined the entire breathing apparatus. Awarding funding for 30 breathing apparatus was their final decision.

District Secretary [REDACTED] Public Education Coordinator Lani Karvia and I teamed up and submitted a one page grant amendment request. As of this date, we have not heard back from FEMA on the web site or received a phone call.

My recommendation is to accept the lowest bid from Seawestern Inc. in the amount of \$204,453.58 for 30 breathing apparatus and apply that to the AFG grant.

To fulfill the needs of District 1 for 35 total breathing apparatus, I am requesting to accept the additional price quote from Seawestern Inc. for the amount of \$34,785.23 to come from the general budget.

Thank you for your consideration:

AC Karvia

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

[REDACTED]
Pacific County Fire Protection District 1
PO Box 890
Ocean Park, WA 98640



FEMA

EMW-2018-FO-00938

Dear [REDACTED],

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2018 Assistance to Firefighters Grant (AFG) funding opportunity has been [REDACTED]. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 5.00 percent of the Federal funds awarded, or [REDACTED]. Please see the FY 2018 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

[REDACTED] By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2018 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

Bridget Bean
Acting Assistant Administrator
Grant Programs Directorate

Sea Western, Inc
P.O. Box 51,
Kirkland, WA 98083



Quote

Phone: 425-821-5858
Fax: 425-823-0636
Email: Info@seawestern.com
www.seawestern.com

Bill To	Ship To
PACIFIC CO FIRE DIST #1 PO BOX 890 OCEAN PARK WA 98640 United States	PACIFIC CO FIRE DIST #1 26110 RIDGE AVENUE OCEAN PARK WA 98640 United States

Date	11/07/2019
Customer No.	10582
Quote No.	QUO746
Sales Rep	Jana Barmore

Customer Contact	Delivery	FOB

Qty	Unit	Part Number	Description	Unit Price	Extended Price
30	EA	G1 SCBA	MSA G1 Breathing Apparatus, NFPA 1981, 2013 Compliant Edition - Includes: 4500 PSI Operating System with Remote Quick Connect Cylinder System, G1 Carrier and Harness System with Shoulder Straps, Metal Cylinder band, Adjustable Swiveling Lumbar Pad, Regulator with Solid Cover and Continuous Low Pressure Hose, Amplifier System on Left Chest, PASS Device on Right Shoulder, Rechargeable Battery System, 15-Year Manufacturer Warranty on all Pneumatics & Electronics	4,028.89	120,866.70
60	EA	G1 Cylinder 45min QC	MSA G1 Breathing Apparatus 45 Minute Cylinder	881.76	52,905.60
42	EA	G1 Facepiece S 4PT	MSA - Facepiece, G1, FS, SM, SM NC, 4PT C-HARN	233.29	9,798.18
12	EA	G1 Battery Pack	MSA Spare Rechargeable Battery Packs for G1 SCBA	253.60	3,043.20
2	EA	G1 Charging Station	MSA Rechargeable Battery Charging Station	441.18	882.36
2	EA	MSA 10165336	MSA G1 2nd Stage Regulator for RIT Upgrade	484.21	968.42
2	EA	MSA 10020779	Low Pressure Hose for RIT Upgrade	141.28	282.56
10	EA	G1 Spectacle Kit	MSA Spectacle Kit for G1 SCBA	88.81	888.10
1	EA	G1 Fit Test Adapter	MSA Quick Check III Fit Test Adapter	108.45	108.45
1	EA	G1 APR Adapter	MSA Filter Adapter Assembly, G1 Facepiece Kit (for fit testing)	79.51	79.51
30	EA	G1 Quick-Fill Pouch	MSA G1 Pouch for Quick-Fill	176.76	5,302.80
1	PKG	GME P100	Low-Profile P-100 Cartridge pair (for fit testing)	7.87	7.87
2	EA	MSA G1 Care	MSA CARE CERTIFICATION FOR DEPT. MEMBERS	0.00	0.00
		Discount	We are offering a one-time discount of \$6,000.00 if the above order is placed before 11/21/19.	-6,000.00	-6,000.00

Subtotal 189,133.75
Tax (WA_PACIFIC CO 8.1% 15,319.83
Total \$204,453.58

*Pricing valid for above listed quantities
Restocking fee up to 25% will apply on any non-stock merchandise
Returns within 30 days of receipt
Custom orders are non-cancellable, non-returnable*

SeaWestern, Inc
P.O. Box 51,
Kirkland, WA 98083



Quote

Phone: 425-821-5858
Fax: 425-823-0636
Email: Info@seawestern.com
www.seawestern.com

Bill To	Ship To
PACIFIC CO FIRE DIST #1 PO BOX 890 OCEAN PARK WA 98640 United States	PACIFIC CO FIRE DIST #1 26110 RIDGE AVENUE OCEAN PARK WA 98640 United States

Date	11/13/2019
Customer No.	10582
Quote No.	QUO773
Sales Rep	Jana Barmore

Customer Contact	Delivery	FOB

Qty	Unit	Part Number	Description	Unit Price	Extended Price
5	EA	G1 SCBA	MSA G1 Breathing Apparatus, NFPA 1981, 2013 Compliant Edition - Includes: 4500 PSI Operating System with Remote Quick Connect Cylinder System, G1 Carrier and Harness System with Shoulder Straps, Metal Cylinder band, Adjustable Swiveling Lumbar Pad, Regulator with Solid Cover and Continuous Low Pressure Hose, Amplifier System on Left Chest, PASS Device on Right Shoulder, Rechargeable Battery System, 15-Year Manufacturer Warranty on all Pneumatics & Electronics	4,028.89	20,144.45
10	EA	G1 Cylinder 45min QC	MSA G1 Breathing Apparatus 45 Minute Cylinder	881.76	8,817.60
10	EA	G1 Facepiece S 4PT	MSA - Facepiece, G1, FS, SM, SM NC, 4PT C-HARN	233.29	2,332.90
5	EA	G1 Quick-Fill Pouch	MSA G1 Pouch for Quick-Fill	176.76	883.80

Subtotal 32,178.75
Tax (WA_PACIFIC CO 8.1% 2,606.48
Total \$34,785.23

*Pricing valid for above listed quantities
Restocking fee up to 25% will apply on any non-stock merchandise
Returns within 30 days of receipt
Custom orders are non-cancellable, non-returnable*

Ph: 206-622-2875
 TF: 800-426-6633
 Fax: 253-236-2997
nwsales@lncurtis.com
 DUNS#: 00-922-4163

CURTIS

TOOLS FOR HEROES

Northwest Division
 6507 S. 208th St.
 Kent, WA. 98032
www.LNCURTIS.com
 Quotation No. 134360

Quotation

CUSTOMER:

Pacific County Fire Protection
 District 1
 PO Box 890
 Ocean Park WA 98640

SHIP TO:

Pacific Co Fire District 1
 26110 Ridge Ave.
 Ocean Park WA 98640

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
134360	10/24/2019	12/23/2019

SALESPERSON	CUSTOMER SERVICE REP
Chris Mackey cmackey@lncurtis.com 206-915-7397	Angela Mackey amackey@lncurtis.com 206-622-2875

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
MSA G1 QUOTE	CHIEF KARVIA	C3584	Net 30	GPO-FR-SCBA

F.O.B.	SHIP VIA	REQ. DELIVERY DATE
SP	Best Way	

SPECIAL INSTRUCTIONS
 PRICING PER CURTIS FRGPO SCBA CONTRACT #00000171, PACIFIC CO 1 MEMBER #M-5695521

NOTES & DISCLAIMERS
 THANK YOU FOR THIS OPPORTUNITY TO QUOTE. WE ARE PLEASED TO OFFER REQUESTED ITEMS AS FOLLOWS. IF YOU HAVE ANY QUESTIONS, NEED ADDITIONAL INFORMATION, OR WOULD LIKE TO PLACE AN ORDER, PLEASE CONTACT YOUR SALESPERSON OR CUSTOMER SERVICE REP AS NOTED ABOVE.

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	30	EA	G1 4500 SCBA MSA CUSTOM	G1 4500# FIRE SERVICE SCBA, AS BELOW; PRESSURE: 4- 4500 PSIG CYL CONN: 2- CGA THREADED HARNESS: 4- SVC TUNNEL W/CHEST STRAP CRADLE TYPE: M- METAL BAND LUMBAR TYPE: A- ADJUSTABLE SWIVELING LUMBAR PAD REGULATOR: 2- SOLID COVER, LEFT REG HOSE: C- CONTINUOUS EMER BREATHING SUPPORT: A- POUCH ONLY SPEAKER MODULE: L- LEFT CHEST PASS: A- PASS RIGHT SHOULDER BATTERY TYPE: R- RECHARGEABLE	\$4,599.00	\$137,970.00

Ph: 206-622-2875
 TF: 800-426-6633
 Fax: 253-236-2997
nwsales@lncurtis.com
 DUNS#: 00-922-4163

CURTIS

TOOLS FOR HEROES

Northwest Division
 6507 S. 208th St.
 Kent, WA. 98032
www.LNCURTIS.com
 Quotation No. 134360

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
2	40	EA	10161810 MSA	MEDIUM G1 FACEPIECE WITH MEDIUM NOSECUP, INCLUDES: * 4-POINT ADJUSTABLE CLOTH HEAD HARNESS * CLOTH NECKSTRAP * FIXED PUSH-TO-CONNECT REGULATOR CONNECTION * ATO NUMBER: A-G1FP-FM1M4C1	\$274.00	\$10,960.00
3	60	EA	10156424-SP MSA	45MIN 4500# G1 SCBA LOW PROFILE CYLINDER, WITH AIR, FOR REMOTE CONNECTION	\$935.00	\$56,100.00
4	12	EA	10148741-SP MSA	BATTERY PACK, G1, RECHARGEABLE	\$280.00	\$3,360.00
5	2	EA	10158385 MSA	G1 SCBA CHARGING STATION KIT	\$542.00	\$1,084.00
6	12	EA	10144230 MSA	SPECTACLE KIT FOR G1 FACEPIECE	\$99.88	\$1,198.56

DUNS NUMBER: 009224163
 SIC CODE: 5099
 FEDERAL TAX ID: 94-1214350

THIS PRICING REMAINS FIRM UNTIL 12/23/2019. CONTACT US FOR UPDATED PRICING AFTER THIS DATE.

Subtotal	\$210,672.56
Tax	\$17,064.48
Transportation*	\$0.00
*(to be added when order ships)	
Total	\$227,737.04

Ph: 206-622-2875
 TF: 800-426-6633
 Fax: 253-236-2997
nwsales@lncurtis.com
 DUNS#: 00-922-4163

CURTIS

TOOLS FOR HEROES

Northwest Division
 6507 S. 208th St.
 Kent, WA. 98032
www.LNCURTIS.com
 Quotation No. 136145

Quotation

CUSTOMER:

Pacific County Fire Protection
 District 1
 PO Box 890
 Ocean Park WA 98640

SHIP TO:

Pacific Co Fire District 1
 26110 Ridge Ave.
 Ocean Park WA 98640

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
136145	11/14/2019	01/13/2020

SALESPERSON	CUSTOMER SERVICE REP
Chris Mackey cmackey@lncurtis.com 206-915-7397	Angela Mackey amackey@lncurtis.com 206-622-2875

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
MSA G1 QUOTE - ADDITIONAL	CHIEF KARVIA	C3584	Net 30	GPO-FR-SCBA

F.O.B.	SHIP VIA	REQ. DELIVERY DATE
SP	Best Way	

SPECIAL INSTRUCTIONS
 PRICING PER CURTIS FRGPO SCBA CONTRACT #00000171, PACIFIC CO 1 MEMBER #M-5695521

NOTES & DISCLAIMERS
 THANK YOU FOR THIS OPPORTUNITY TO QUOTE. WE ARE PLEASED TO OFFER REQUESTED ITEMS AS FOLLOWS. IF YOU HAVE ANY QUESTIONS, NEED ADDITIONAL INFORMATION, OR WOULD LIKE TO PLACE AN ORDER, PLEASE CONTACT YOUR SALESPERSON OR CUSTOMER SERVICE REP AS NOTED ABOVE.

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	5	EA	G1 4500 SCBA MSA CUSTOM	G1 4500# FIRE SERVICE SCBA, AS BELOW; PRESSURE: 4- 4500 PSIG CYL CONN: 2- CGA THREADED HARNESS: 4- SVC TUNNEL W/CHEST STRAP CRADLE TYPE: M- METAL BAND LUMBAR TYPE: A- ADJUSTABLE SWIVELING LUMBAR PAD REGULATOR: 2- SOLID COVER, LEFT REG HOSE: C- CONTINUOUS EMER BREATHING SUPPORT: A- POUCH ONLY SPEAKER MODULE: L- LEFT CHEST PASS: A- PASS RIGHT SHOULDER BATTERY TYPE: R- RECHARGEABLE	\$4,599.00	\$22,995.00

Ph: 206-622-2875
 TF: 800-426-6633
 Fax: 253-236-2997
nwsales@lncurtis.com
 DUNS#: 00-922-4163

CURTIS

TOOLS FOR HEROES

Northwest Division
 6507 S. 208th St.
 Kent, WA. 98032
www.LNCURTIS.com
 Quotation No. 136145

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
2	10	EA	10161810 MSA	MEDIUM G1 FACEPIECE WITH MEDIUM NOSECUP, INCLUDES: * 4-POINT ADJUSTABLE CLOTH HEAD HARNESS * CLOTH NECKSTRAP * FIXED PUSH-TO-CONNECT REGULATOR CONNECTION * ATO NUMBER: A-G1FP-FM1M4C1	\$274.00	\$2,740.00
3	10	EA	10156424-SP MSA	45MIN 4500# G1 SCBA LOW PROFILE CYLINDER, WITH AIR, FOR REMOTE CONNECTION	\$935.00	\$9,350.00

DUNS NUMBER: 009224163
 SIC CODE: 5099
 FEDERAL TAX ID: 94-1214350

THIS PRICING REMAINS FIRM UNTIL 01/13/2020. CONTACT US FOR UPDATED PRICING AFTER THIS DATE.

Subtotal	\$35,085.00
Tax	\$2,841.89
Transportation*	\$0.00
*(to be added when order ships)	
Total	\$37,926.89



3801 Fruit Valley Rd.
Suite C
Vancouver, WA 98660

Quote

Date 11/19/2019
Quote # QT1314430
Expires 12/19/2019
Sales Rep LeMay, Mark
PO # 2018 AFG - X-3 Pro
Shipping Method FedEx Ground

Bill To
Pacific Co. FD #1
PO Box 890
Ocean Park WA 98640
United States

Ship To
Pacific Co. FD #1
26110 Ridge Ave
Ocean Park WA 98640
United States

Item	Alt. Item #	Units	Description	QTY	Unit Sales Pri...	Amount
X8914025005304			Air-Pak X3 Pro SCBA (2018 Edition) with Snap-Change Cylinder Connection, 4.5, Standard Harness with Parachute Buckles, Standard Belt with No Escape Rope, E-Z Flo Regulator with Quick Connect Hose (Rectus fittings), No EBSS Accessory Hose, No Airline Connection, No Spare Harness Kit, Pak-Tracker, No Case, Packaged 2 SCBA Per Box (Black)	30	6,160.42	184,812.60
200129-01			Snap-Change Cylinder, Carbon-Wrapped, Pressure 4500, 45 Minutes (at 40 lpm)	60	1,166.30	69,978.00
201215-02			AV-3000 HT (M), KVLR	40	288.76	11,550.40
805753-01			AV3000 SPECTACLE KIT ASSY	10	52.00	520.00
805622-01			TWIN QUARTER TURN ADAPTER ASSY	1	45.93	45.93
805816			ADAPTER KIT, OHD/XCEL FIT TEST	1	403.00	403.00

Subtotal 267,309.93
Shipping Cost (FedEx Ground) 0.00
Tax 21,652.10
Total \$288,962.03

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1314430



Pacific County Fire District #1 SCBA Pack Accountability Proposed Reduction

Pacific County Fire District #1 currently (2014) has 45 air packs and 92 low pressure cylinders and 2 high pressure cylinders. The need for this many air packs and cylinders have diminished through the years because of the infrequency of fires in an I.D.L.H. atmosphere.

In January of 2015, 30 fiberglass wrapped (yellow) SCBA cylinders will meet their end of life requirement per NFPA standards. 4 yellow cylinders have been removed from service because they have already met their end of life cycle.

In 2019, 54 carbon wrapped (gray) SCBA cylinders will meet their end of life requirement per NFPA standards.

District 1 purchased 20 new carbon wrapped SCBA cylinders in December of 2014 to fill the need for cylinders that have met or are near their end of life. And a future purchase of 18 more cylinders in May 2015 to fill the void created by the end of life for the fiberglass cylinders.

Now is the time to propose a reduction in the number of air packs that are on our apparatus to meet our needs now and into the future. The economic costs of maintaining an air pack and replacement of cylinders can be avoided with accurate forecasting for our fire department.

According to NFPA 1910 (page 1910-23, #8) "One self-contained breathing apparatus for each assigned seating position, but not fewer than four, mounted in brackets fastened to the apparatus or stored in containers supplied by the SCBA manufacturer."

CHIEF'S REPORT
November 19, 2019
Station 21-1

1. Personnel Information

- a. Volunteer
 - i. One new operational volunteer has been interviewed and needs to have the medical physical.
- b. Career
 - i. Colton Trotter, Natasha Luce, and Tyler Reynolds have also started their new positions, and are doing a great job.
 - ii. Will Abernathy who had been given a conditional job offer, turned down the position after receiving a job offer from Aberdeen Fire Department.

2. Interfacility transfers

- a. Interfacility transfer update
 - i. 2019 transfer info: (Jan. 1 – Nov 18) Taken = 90; Turned Down = 81; 53% success rate

3. Inter-agency

- a. WA EMD/FEMA
 - i. Nothing new to report
- b. PACCOM/PCEMA
 - i. Nothing new to report.
- c. State Parks/Department of Natural Resources/USFW
 - i. A/C Weatherby and I meet with USFW on October 29th to discuss and review the changes currently underway at the Riekolla Unit.
- d. Pacific County Sheriff's Office
 - i. Nothing new to report
- e. Other Fire Agencies
 - i. Nothing new to report.
- f. Ocean Beach Hospital
 - i. Nothing new to report
- g. Other Community
 - i. On December 6th, the District will be providing a ride to the annual Ocean Park Santa's workshop at the Port. The ladder truck will be adorned with Christmas lights for the festival.

4. Intra-agency

- a. Staffing update
 - i. We have several firefighters out on FMLA
 - ii. On October 22nd I sent a request to the Union, to hire temporary EMTs to assist with providing staffing relief. Later that day, the Union President replied denying the request for the following reasons:

1. The District would not provide staffing to help with impacts from “decreased staffing” and “on-call program”
 2. We are scheduled to start negotiating for the 2020 CBA
 3. There is not adequate time to hold a special meeting (15-day notice) to approve a MOU.
 4. Ultimately stating “At this point the body doesn’t feel its necessary to enter into a MOU/LOA while the Collective Bargaining Agreement is open.
- iii. I requested clarification and reconsideration on October 28th. To date there has been no response from the Union or Union President.
- b. Firefighter / Paramedic Candidates
- i. A/C Karvia and I are working on a transition to continuous recruitment for Firefighter Paramedics. Currently, there are no Firefighter Paramedics on the hiring list.
- c. Training Captain
- i. I am currently working on finishing the job description and on the job posting (internal candidates).
 - ii. The work schedule will need to be negotiated in the 2020 CBA
 - iii. The Training Captain will be essential to provide consistent competency and proficiency based training to line staff, oversee a consistent probationary firefighter program, and coordinate health / wellness initiatives.
- d. Facilities / Apparatus / Equipment
- i. We are continuing to work on office security measures. We have received and will adding two additional cameras.
 - ii. A security feature to the Administrative Office building door, to accommodate a “panic” feature, is scheduled to be installed. We are waiting for the company to process the paperwork and schedule the work.
- e. PERC Mediation
- i. The next PERC mediation session is scheduled for the first week of December 2019. We are currently still mediating the on-call program and 2019 wages.
- f. Arbitration
- i. Legal counsel is still working with the Union to try and set a date for arbitration regarding grievance 19-001 and 19-002
- g. CBA Negotiations (2020 and beyond)
- i. The first negotiation meeting for the 2020 CBA was held on November 18th.
 - ii. The first meeting involved establishing ground rules, and the first evaluation of the contract
- h. 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

October 2019 Call Totals

1. Total Calls = 216
 - a. Fire = 29
 - b. EMS = 187
 - c. Patients Transported = 113
 - d. Major Incidents:
 - Oct 18 – Structure fire; Nahcotta
 - Oct 22 – RV fire; Ocean Park
 - e. **2019 (YTD) Total – 2260; (2018 YTD – 2058)**

Good of the Order

1. Letter from Ocean Park Elementary
2. Phone call from citizen regarding CPR call
3. Donation goal has been met for the beach wheel chair.
4. Congratulations to Mike Weatherby (becoming a new dad) and Brad Weatherby for becoming a new grandpa

PACIFIC COUNTY FIRE DISTRICT 1 STATISTICS – 2019

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL	%
FIRE	21	8	17	20	28	18	56	45	34	29			276	12.2%
Building	1	0	1	0	0	1	2	1	0	2			8	
Grass/Brush	1	0	1	0	0	1	2	0	1	0			6	
Vehicle/RV	1	1	0	1	0	0	5	1	1	3			13	
Rescue/Extrication	0	0	1	2	1	0	4	2	2	1			13	
HazMat	0	1	0	0	0	0	2	1	0	1			5	
Alarm	5	3	3	6	6	6	5	11	8	13			66	
Hazardous Cond.	3	0	3	0	1	1	4	3	2	4			21	
Complaint/Other	10	3	8	11	20	9	32	26	20	5			144	
EMS	205	189	214	165	183	227	213	210	190	187			1984	87.8%
Assist Only	37	31	32	21	10	28	34	33	26	27			279	
Treat/No Transport	30	31	33	23	44	39	42	50	36	35			363	
Treat/Transport	101	95	119	88	100	121	105	101	101	95			1026	
MVC	4	2	5	9	5	12	10	3	6	7			63	
Paramedic Intercept	9	11	5	6	4	2	6	6	7	7			63	
Interfacility Tx	24	19	20	19	20	25	16	17	14	16			190	
Total Transported	126	117	139	107	120	153	126	120	118	113			1239	
Total FIRE/EMS	226	197	231	186	211	245	269	255	224	216			2260	
ZONE RESPONSE														
1 – NP	36	39	49	30	28	45	48	42	54	33			404	17.9%
2 – OP	107	95	122	83	113	114	138	113	104	102			1091	48.3%
3 – MW	11	13	17	21	14	19	24	40	20	28			207	9.2%
4 – SOUTH	37	20	14	24	31	35	32	34	22	28			276	12.2%
Cape D S.P.	1	0	3	4	1	4	4	3	0	2			22	1.0%
M/A – LB	0	0	0	0	0	0	0	0	1	0			1	0.1%
M/A – IL	1	0	0	0	0	0	1	0	0	0			2	0.1%
M/A- FD2	0	0	0	0	0	0	0	0	0	0			0	0
M/A – FD4	9	11	6	7	4	2	6	6	8	7			66	2.9%
Other	24	19	20	18	20	26	16	17	15	16			191	8.5%
TRAINING HOURS	362.5	459.5	639	358.5	1122.5	461	128	94.5	159.5				3785	
Administrative	41	103.5	13	38	0	0	1.5	15	0				212	
Fire	88.5	18	162.5	53.5	644.5	34	47.5	46.5	35				1130	
EMS	213	326	354.5	267	478	427	79	24	44.5				2213	
Command/LS	20	12	109	0	0	0	0	9	80				221	

Jacob Brundage

From: Jacob Brundage
Sent: Tuesday, October 22, 2019 2:24 PM
To: IAFF Local 3999 South Pacific County Prof FF
Subject: Temporary employee

President Derrey,

I am requesting a deviation from Article 27, Section 27.4.

I would like to hire a temporary Firefighter/EMT to replace a Firefighter/Paramedic while he is on FMLA. Currently, A-Shift (the shift the Firefighter / Paramedic whom is going on FMLA) has a ratio of 4 Paramedics to 1 EMT; compared to the other shifts (B and C) which operate with a ratio of 3 Paramedics to 2 EMTS.

The temporary Firefighter/EMT would be taken from the current hiring list (there is currently no Paramedics on the list), and comply with all other provisions of Article 27.

Let me know if you are amiable to this.

Jacob Brundage
Fire Chief

Jacob Brundage

From: iaff3999 <iaff3999@gmail.com>
Sent: Tuesday, October 22, 2019 4:57 PM
To: Jacob Brundage

Chief Brundage,

I recieved your request to deviate from the current language in Aticle 27.4. After conversations with our representatives, we have concluded that we are not willing to agree to this deviation at this time.

The Local has tried many times to negotiate the impact of our decreased staffing and that impact on the on-call program. The District has been unwilling and unable to make any concessions to ensure our safety both physically and mentally.

We have also requested to enter into negotiations over the past several months for the upcoming contract and finally set a date in November to start the negotiation process. If you wish to discuss alternative option to this or any other article in the contract, we can do this during our November 18, 2019 contract negotiations.

Additionally, in order to create a Memorandum of Understanding I would be required to provide the membership with 15 days notice to hold a special meeting per our Constitution and Bylaws. At this point the body doesn't feel its necessary to enter into a MOU/LOA while the Collective Bargaining Agreement is open.

Jason Derrey
President IAFF
Local 3999

This email was scanned by Bitdefender

Jacob Brundage

From: Jacob Brundage
Sent: Monday, October 28, 2019 12:23 PM
To: 'iaff3999'
Subject: RE:

President Derrey,

I am confused in your response to my e-mail I sent on October 22, 2019.

I asked for an opportunity to provide relief to the line staff by hiring a temporary employee. You and I have had discussions about hiring a temporary employee for Michael Weatherby's FMLA, in which you were encouraged to hear that temporary employee would be hired on. However, it appears that you are now refusing the temporary employee. This directly conflicts your statement of providing staffing to provide relief to the already burdened line staff.

I additionally do not understand the nexus between negotiating a future contract (year 2020 and beyond) and the current needs.

Finally, the need for a temporary employee exists beyond a 15-day MOU window. While the intent to negotiate the 2020 and beyond agreement has been established, I do not understand the relationship to November and December 2019.

Additionally, as you are aware, another firefighter has gone on FMLA. Without a temporary employee to hire, I will have to cancel vacation days (Article 18, Section 18.5) to ensure coverage.

I am asking for clarification on your statements, and would like for you to re-consider my request.

Thank you.

Jacob Brundage
Fire Chief

From: iaff3999 [mailto:iaff3999@gmail.com]
Sent: Tuesday, October 22, 2019 4:57 PM
To: Jacob Brundage
Subject:

Chief Brundage,

I recieved your request to deviate from the current language in Aticle 27.4. After conversations with our representatives, we have concluded that we are not willing to agree to this deviation at this time.

The Local has tried many times to negotiate the impact of our decreased staffing and that impact on the on-call program. The District has been unwilling and unable to make any concessions to ensure our safety both physically and mentally.

We have also requested to enter into negotiations over the past several months for the upcoming contract and finally set a date in November to start the negotiation process. If you wish to discuss

alternative option to this or any other article in the contract, we can do this during our November 18, 2019 contract negotiations.

Additionally, in order to create a Memorandum of Understanding I would be required to provide the membership with 15 days notice to hold a special meeting per our Constitution and Bylaws. At this point the body doesn't feel its necessary to enter into a MOU/LOA while the Collective Bargaining Agreement is open.

Jason Derrey
President IAFF
Local 3999

This email was scanned by Bitdefender

Pacific County Fire District 1 - Vertical Evacuation Tower

Ocean Shire, WA
30% Estimate

Project # Revision 1 - October 14, 2019
10/04/19

EXECUTIVE SUMMARY

1.1 Introduction

This estimate has been prepared, pursuant to an agreement between Rice Miller Fergus and Cumming, for the purpose of establishing a probable cost of construction at the 30% estimate stage.

The project scope is a Tsunami Vertical Evacuation Tower comprising an open steel frame structure overall 75' long x 35' wide x 50' high. The refuge platform is 50' above ground level, with an intermediate level at 40'. External to the main tower there is both ramp and stair access to each level. Power and lighting are provided to both the tower and the access roadway.

A new access road and parking area will be formed together with a detention pond, drafting pond, water tank and booster station. A new water main and fire hydrants will be installed. The site is enclosed with a perimeter security fence.

1.2 Cost Estimation Breakdown

The total estimated construction cost within our cost report is summarized below:

Description		Tower	Sitework	Total
1. Direct Costs				
A) Substructure		\$802,659		\$802,659
B) Shell		\$2,850,790		\$2,850,790
C) Interiors		\$2,897		\$2,897
D) Services		\$203,405	\$57,261	\$260,666
G) Sitework			\$1,698,558	\$1,698,558
Subtotal Direct Costs		\$3,859,751	\$1,755,819	\$5,615,570
2. Indirect Costs				
General Conditions	7.00%	\$270,183	\$122,907	\$393,090
General Requirements	3.00%	\$123,898	\$56,362	\$180,260
Bonds & Insurance	1.00%	\$42,538	\$19,351	\$61,889
Contractor's Fee	5.00%	\$214,819	\$97,722	\$312,540
Design Contingency	10.00%	\$451,119	\$205,216	\$656,335
Construction Contingency	10.00%	\$496,231	\$225,738	\$721,968
Escalation	Excluded	\$0	\$0	\$0
Subtotal Indirect Costs		\$1,598,787	\$727,296	\$2,326,083
Total Construction Costs		\$5,458,538	\$2,483,114	\$7,941,653

1.4 Key Assumptions & Exclusions

This document should be read in association with Assumptions and Approach which outline assumptions, project understanding, approach, and cost management methodology.

18 Nov 2019

Project: **PCFD-1 Vertical Evacuation Tower**

Pg 1 of 7

Total Benefits: **\$65,099,210**

Total Costs: **\$13,589,793**

BCR: **4.79**

Project Number:

Disaster #: N/A

Program: PDM

Agency: **Pacific County Fire District 1**

State: **Washington**

Point of Contact: Brad Weatherby

Analyst: Kenneth Goettel

Project Summary:

Project Number:

Disaster #: N/A

Program: PDM

Agency: Pacific County Fire District 1

Analyst: Kenneth Goettel

Discount Rate: 0.070

Point of Contact: Brad Weatherby

Phone Number: 360 665-4451

Address: 26110 Ridge Avenue, Ocean Park, Washington, 98640

Email: weatherby@pcfd1.org

Comments: Vertical Evacuation Tower for Tsunamis

Structure Summary For:

PCFD-1 Vertical Evacuation Tower, 26110 Ridge Avenue, Ocean Park, Washington, 98640, Pacific

Structure Type: Building

Historic Building: No

Contact: Brad Weatherby

Benefits: \$65,099,210

Costs: \$13,589,793

BCR: 4.79

Mitigation	Hazard	BCR	Benefits	Costs
TBD	Damage-Frequency Assessment	4.79	\$65,099,210	\$13,589,793

Public Education Coordinator Report- October 15- November 19, 2019

Community Education, Life Safety Program:

Meetings / Trainings

- October 24 Elderly Resources Meeting
- November 1 Moulage Presentation to the 6th grade class at Hill Top
- November 8 Stop the Bleed training for Ocean Park Faculty
- November 13/14 First Aid CPR training for Ocean Beach School District

Upcoming Meeting / Training

- November 21 Elderly Resources Meeting
- November 30th - December 7th, National Fire Academy Emmitsburg Maryland
Demonstrating your Fire Prevention Programs Worth

Past Events:

- October 31 Halloween Party 317 attendees
- November 21 Ice Cream Party at Ocean Park School for Essay winners

Events:

- December 6 Community Christmas Party Port of Peninsula 6:00 PM
- December 15 District Christmas Party Ocean Park Fire Station

	HOME SAFETY VISITS	LOCKBOXES	ADDRESS SIGNS	Child Restraint Seats
JAN	3	2	4	3
FEB	2	2	3	3
MARCH	4	2	2	3
APRIL	4	2	3	2
MAY	3	3	10	2
JUNE	4	2	5	5
JULY	6	2	5	0
AUG	3	3	7	8
SEPT	4	2	2	2
OCT	4	4	7	3
NOV	3	1	4	1
DEC				