



AGENDA

Establish Quorum/Call Meeting to Order/Pledge of Allegiance

Executive session for the Board for Volunteer Firefighters Monthly Meeting

Consent Agenda: (needs approval and signatures)

1. Minutes of the Regular Commissioner's Meeting held on January 20th, 2026
2. January 23rd, 2026 4th Week Expenses for a total of \$51,530.07
 - a. Accounts Payable: \$42,577.11
 - b. Payroll: \$8,952.96 (LTC/PFML Quarterlies Only)
3. January 20th, 2026 Accounts Payable Regular Expenses for a total of \$70,745.20, not including Jack's Country Store
4. January 20th, 2026 Payroll Regular Expenses for a total of \$323,809.33

Jack's Country Store: (needs approval)

1. Jack's 2/17/2026 Expenses for a total of \$425.75

Guests and Public Comments:

Please introduce yourself and your purpose in attending the meeting.

Presentations and Special Events: None

Secretary's Report:

1. Springbrook Treasurer's Report
2. Monthly Budget Position Report, January 2026
3. 2025 Cash Flow Statement
4. 2025 Cash Flow Projection
5. 2020-Present Historical Tax Collection
6. Systems Design Collection Statistics

Calendar Items and Upcoming Events:

1. March 17th, 2025 – Regular Commissioner's Meeting, 3:00 P.M., Station 21-1

Correspondence: None

**Pacific County Fire Protection District 1
Regular Commissioner's Meeting Agenda
February 17th, 2026**



Old Business: None

New Business:

1. Policy #609 – Establishing Purchasing Requirements
2. Policy #607 – Establishing a Policy for Surplus Property
3. Resolution 2026-03 – Establish a Small Public Works Roster Process to Award Public Works Contracts
4. Employee Personal Vehicle Repair: Needs Approval
5. First Due Service Agreement: Needs Approval
6. Facilities Maintenance Technician Job Description

District Chief Report

Staff Reports:

1. AC Weatherby
2. AC DeConto
3. Pub Ed Coordinator Karvia
4. Volunteer Rondie Huiras

Commissioner's Reports:

1. Tom Downer
2. Fred Hill
3. Blaine Gunkel

Personnel Information

Good of the Order

Executive Session

Adjourn Meeting by Chairman

**Pacific County Fire Protection District 1
Regular Commissioner's Meeting Minutes
January 20th, 2026**



Commissioner Hill established that a quorum was present and called the meeting to order at 14:59. The meeting was held at Station 1, located at 26109 Ridge Avenue, Ocean Park, WA 98640. Attendance at the meeting included:

Commissioner Fred Hill	FF/PM Natasha Cozby
Commissioner Tom Downer (via telephone)	FF/PM Taite Baier
Commissioner Blaine Gunkel	FF/EMT Riley Clauser
Fire Chief Jacob Brundage	EMT Rondie Huiras
Assistant Chief Mike DeConto	Pub Ed Coordinator Lani Karvia
Lieutenant Joe Schroeder	District Secretary

Commissioner Gunkel made a motion to appoint Commissioner Hill as Chairman of the Board, seconded by Commissioner Downer.

Commissioner Hill accepted the appointment.

Motion carried.

Commissioner Downer made a motion to appoint Commissioner Gunkel as Vice Chairman of the Board, seconded by Commissioner Hill.

Commissioner Gunkel accepted the appointment.

Motion carried.

Commissioner Hill called for an Executive Session at 15:00 for Pension and Relief Board meeting. Regular session resume at 15:01.

Consent Agenda:

1. Minutes of the Regular Commissioner's Meeting held on December 16th, 2025
2. December 22nd, 2025 4th Week Expenses for a total of \$31,740.29
3. 13th Month Expenses for a total of \$15,046.19
4. January 20th, 2026 Regular Expenses for a total of \$291,681.09, not including Jack's Country Store
 - a. Accounts Payable: \$247,324.88
 - b. Payroll: \$44,356.21 (L&I Quarterly Only)
5. January 20th, 2026 Payroll Expenses for a total of \$385,136.91

**Pacific County Fire Protection District 1
Regular Commissioner's Meeting Minutes
January 20th, 2026**



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

Jack's Country Store:

1. Jack's 13th Month Expenses for a total of \$222.10

Commissioner Gunkel made a motion to approve the Jack's Country Store expenses in the amounts of \$222.10, seconded by Commissioner Hill. Commissioner Downer abstained. Motion carried.

Guests and Public Comments: None

Presentations and Special Events: None

Secretary's Report: See attached report.

1. Springbrook Treasurer's Report
2. Monthly Budget Position Report, December 2025
3. 2025 Cash Flow Statement
4. 2025 Cash Flow Projection
5. 2019-Present Historical Tax Collection
6. Systems Design Collection Statistics.

Calendar Items and Upcoming Events:

1. February 17th, 2025 – Regular Commissioner's Meeting, 3:00 P.M., Station 21-1

Correspondence: None

Old Business: None

New Business:

1. IT Services

The District Secretary summarized this business item. See attached Agenda Item Form.

Commissioner Downer made a motion to approve IT services from iFocus Consulting, Inc. based on the attached quote for the initial year of service in the amount of \$71,357.90, seconded by Commissioner Gunkel. Motion carried.



2. Resolution 2026-01 – Authorizing any Commissioner to Serve as a Volunteer Firefighter

Commissioner Downer made a motion to approve Resolution 2026-01 – Authorizing any Commissioner to Serve as a Volunteer Firefighter, seconded by Commissioner Hill. Motion carried.

3. Resolution 2026-02 – Authorize the Use of Levy Funds

Commissioner Downer made a motion to approve Resolution 2026-02 – Authorize the Use of Levy Funds, seconded by Commissioner Gunkel. Motion carried.

4. Task Force 1, Inc. Service Agreement

AC DeConto summarized the attached Agenda Item form. He also added that \$16,000 was budgeted in 2026 for this class.

Commissioner Gunkel asked if this training is relevant for firefighters working with small crew sizes.

AC DeConto explained that Captain Haldeman has attended this training; it is specific to responding with two in an engine. It'll provide a different training perspective for our crews and will set them up for success. It is also pertinent to NFPA 1001.

Commissioner Gunkel made a motion to approve the Task Force 1, Inc. Service Agreement in the amount of \$17,312.00, seconded by Commissioner Downer. Motion carried.

5. Back Up Generators at Station 21-1 and Station 21-3

Commissioner Gunkel made a motion to approve Renaud Electric Option #3 to purchase and install back up propane generator at Station 21-1 and Station 21-3 in the amount of \$56,950.16, seconded by Commissioner Downer. Motion carried.

6. Facility Maintenance

Commissioner Gunkel informed that he has talked to chiefs, firefighters, and citizens; the consensus is that we are the best fire department to work with in two counties, according to citizens. It is our duty to protect the resources that we have as commissioners.

**Pacific County Fire Protection District 1
Regular Commissioner's Meeting Minutes
January 20th, 2026**



Commissioner Gunkel then provided pictures of examples of items that need to be repaired at our stations. He informed that he had talked to Chief Brundage regarding repairs, and Chief directed him to policies.

He continued by saying that we need to, as a first step, address the purchasing and project policies and send them to Brian Snure for review. In addition to being more restrictive than state law, the policies are more than a decade old.

Commissioner Hill added that we should start looking into a facilities maintenance employee. We are unable to get people added to our small works roster.

Discussion ensued regarding our small works roster and hiring a facilities maintenance person.

Commissioner Downer stated that he agrees with Commissioner Gunkel's methodology. First, we must edit our policies to make them compliant with state law and to fulfill our needs. Next, we should compile a comprehensive list of projects that need to be done at our facilities. We also need to make sure employees are able to complete electrical and plumbing projects.

Chief Brundage informed that there has been changes in state project laws after Covid. We need to make sure nothing in our policies is more restrictive than state law. I can also work on a job description and at the same time make a list of things that need to be repaired.

Further discussion ensued regarding contractors and payment.

Commissioner Gunkel stated that the priority at this time is people's living conditions.

Staff Reports:

1. AC Weatherby – Absent.
2. AC DeConto – See attached report.
3. Pub Ed Coordinator Karvia – See attached report.
4. Volunteer Rondie Huiras – See attached report.

Chief Brundage gave a short 2025 Year in Review presentation which included call trends.

**Pacific County Fire Protection District 1
Regular Commissioner's Meeting Minutes
January 20th, 2026**



Commissioner Reports:

1. Tom Downer – Commissioner Downer stated that he has no report, but he appreciates the Chief's analytics.
2. Fred Hill – Commissioner Hill stated that shares the same sentiment as Commissioner Downer.
3. Blaine Gunkel – Commissioner Gunkel informed that he was honored to be included in the captain's testing process as a citizen in December. He also stated that he is auditing the Firefighter I course when he can. In addition, he attended the 1/9 PACCOM Admin Board meeting, and stated that it was educational. There was confusion on a business item that was voted on; a County Commissioner had stated that item had already been approved by the County Commissioners without the Admin Board being advised.

Personnel Information: None

Good of the Order:

Firefighter/PM Cozby stated that she was in attendance at the meeting as a Union Representative. She informed that the union will be distributing *Vote Yes for EMS Signs* within the District boundaries.

Executive Session:

Commissioner Hill called for an Executive Session at 16:14 hours for 15 minutes for personnel matters and negotiations. Chief Brundage and the District Secretary were in attendance for the entire Executive Session. No decisions were made. Regular session resumed at 16:29 hours

Commissioner Hill called for an Executive Session at 16:29 hours for 5 minutes for personnel matters and negotiations. Chief Brundage and the District Secretary were in attendance for the entire Executive Session. Regular session resumed at 16:32 hours.

Commissioner Hill authorized the Fire Chief to move forward with arbitration for the medical insurance provision.

Meeting adjourned at 16:63 hours.

**Pacific County Fire Protection District 1
Regular Commissioner's Meeting Minutes
January 20th, 2026**



FRED H. HILL, Commissioner

THOMAS L. DOWNER, Commissioner

BLAINE D. GUNKEL, Commissioner

District Secretary

1/23/2026 4TH WEEK VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

Time: 14:47:35 Date: 01/23/2026

01/23/2026 To: 01/23/2026

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
98	01/23/2026	Claims	1	EFT	PACIFIC COUNTY TREASURER	15.00	JANUARY BANK FEE
99	01/23/2026	Claims	1	28938	BANK OF THE PACIFIC VISA - 1303	735.61	JB CREDIT CARD CHARGES
100	01/23/2026	Claims	1	28939	BANK OF THE PACIFIC VISA - 8379	2,980.25	LK CREDIT CARD CHARGES
101	01/23/2026	Claims	1	28940	BOUND TREE MEDICAL, LLC	4,201.81	MEDICAL SUPPLIES - TAXED AND NOT TAXED; MEDICAL SUPPLIES - TAXED AND NOT TAXED; MEDICAL SUPPLIES - TAXED; MEDICAL SUPPLIES - NOT TAXED; MEDICAL SUPPLIES - NOT TAXED
102	01/23/2026	Claims	1	28941	DMT AUTO PARTS, INC.	119.19	RAINX TRUCK BLADE - #1612
103	01/23/2026	Claims	1	28942	E-Z PROPANE, LLC	157.95	ST4 PROPANE
104	01/23/2026	Claims	1	28943	FIREVENT, LLC	29,450.00	FIREVENT 10X16 PORTABLE UNIT, MOUNTING TRACKS, HYDRAULIC SYSTEM, NIGHT OPERATIONS LIGHTING
105	01/23/2026	Claims	1	28944	JANUS ASSOCIATES, INC. DBA BHS	1,125.00	ONSITE CISM 1/16/2025
106	01/23/2026	Claims	1	28945	LANI G KARVIA	89.91	1/18 FFI LUNCH
107	01/23/2026	Claims	1	28946	NORTH BEACH WATER	36.71	ST1 WATER; ST1D WATER
108	01/23/2026	Claims	1	28947	OMAN & SONS INC	310.35	PRESSURE TREATED BOARDS FOR TRAINING
109	01/23/2026	Claims	1	28948	ORKIN	197.96	JANUARY PEST CONTROL
110	01/23/2026	Claims	1	28949	PACIFIC OFFICE AUTOMATION	57.80	12/16-1/16 MONTHLY USAGE
111	01/23/2026	Claims	1	28950	PUD #2 OF PACIFIC COUNTY	784.52	ST2 ELECTRICITY; ST2 ELECTRICITY; ST2 ELECTRICITY
112	01/23/2026	Claims	1	28951	SIRENNET.COM	470.41	V-CON SIREN WITH AIR HORN AND LIGHT CONTROL
113	01/23/2026	Claims	1	28952	SUMMIT LAW GROUP	164.00	ACTIVITY BILLED THROUGH DECEMBER 31, 2025
114	01/23/2026	Claims	1	28953	TESSCO INC	109.20	3/4 IN HOLE NMO THICK OUNT WITH 17 FT PO, UHF-UHF/M ANGLE ADAPT, FME MALE-PL259 MALE PLUG RADIO TERMIN
115	01/23/2026	Claims	1	28954	VERIZON WIRELESS ACCT. 242204341-00001	336.04	MDCs AND WIRELESS
116	01/23/2026	Claims	1	28955	VERIZON WIRELESS ACCT. 342204208-00001	40.01	WIRELESS FOR MDC
117	01/23/2026	Claims	1	28956	VESTIS	16.22	1/20 LINEN SERVICE
118	01/23/2026	Claims	1	28957	WA STATE AUDITOR'S OFFICE	1,112.00	ACCOUNTABILITY & FINANCIAL AUDITOR HOURS
119	01/23/2026	Claims	1	28958	WESTLAKE HARDWARE	67.17	WALL PLATES, 50 FT HOSE; EPOXY
120	01/23/2026	Payroll	1	28959	EMPLOYMENT SECURITY DEPARTMENT	5,504.41	Pay Cycle(s) 10/30/2025 To 10/30/2025 - PFML; Pay Cycle(s) 11/25/2025 To 11/25/2025 - PFML; Pay Cycle(s) 12/30/2025 To 12/30/2025 - PFML; Pay Cycle(s) 11/24/2025 To 11/24/2025 -
121	01/23/2026	Payroll	1	28960	EMPLOYMENT SECURITY DEPARTMENT	3,448.55	Pay Cycle(s) 10/30/2025 To 10/30/2025 - LONG TERM CARE; Pay Cycle(s) 11/25/2025 To 11/25/2025 - LONG TERM CARE; Pay Cycle(s) 12/30/2025 To 12/30/2025 - LONG TERM CARE; Pay Cycle(s) 11/24/2025 To 11/24

1/23/2026 4TH WEEK VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

Time: 14:47:35 Date: 01/23/2026

01/23/2026 To: 01/23/2026

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
							Claims: 42,577.11
						51,530.07	Payroll: 8,952.96

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 Gunkel

2/17/2026 REGULAR VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

Time: 18:14:18 Date: 02/11/2026

02/11/2026 To: 02/11/2026

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
202	02/11/2026	Claims	1	EFT	DOWNER, THOMAS L.	161.00	1/20 REGULAR MTG
203	02/11/2026	Claims	1	EFT	GESA CREDIT UNION	15.00	FEBRUARY BANK FEE
204	02/11/2026	Claims	1	EFT	BLAINE GUNKEL	161.00	1/20 REGULAR MTG
205	02/11/2026	Claims	1	EFT	PACIFIC COUNTY TREASURER	15.00	FEBRUARY BANK FEE
206	02/11/2026	Claims	1	EFT	WA STATE DEPT OF REVENUE	2,712.64	Written From Use Tax Report
207	02/11/2026	Claims	1	28961	AED SUPERSTORE	610.26	REFRESH PACK FOR LIFEPAK 1000
208	02/11/2026	Claims	1	28962	AIRGAS USA, LLC	80.18	OXYGEN CYLINDER RENTAL X 16; OXYGEN CYLINDER RENTAL X 10
209	02/11/2026	Claims	1	28963	ASTORIA FORD, INC.	567.05	TUBE - OUTLET - #9649; CALIPER ASY, KIT - BRAKE LINING, WASHER - #1612
210	02/11/2026	Claims	1	28964	BANK OF THE PACIFIC VISA - 1303	1,183.28	JB CREDIT CARD CHARGES
211	02/11/2026	Claims	1	28965	BANK OF THE PACIFIC VISA - 8379	958.61	LK CREDIT CARD CHARGES
212	02/11/2026	Claims	1	28966	BOUND TREE MEDICAL, LLC	3,077.81	MEDICAL SUPPLIES - NOT TAXED; MEDICAL SUPPLIES - NOT TAXED; MEDICAL SUPPLIES - NOT TAXED; MEDICAL SUPPLIES - TAXED; MEDICAL SUPPLIES - TAXED AND NOT TAXED; MEDICAL SUPPLIES - TAXED; MEDICAL SUPPLIES -
213	02/11/2026	Claims	1	28967	CHINOOK OBSERVER	141.05	1 YEAR SUBSCRIPTION
214	02/11/2026	Claims	1	28968	CITY OF LONG BEACH	199.13	ST2 WATER; ST2 WATER
215	02/11/2026	Claims	1	28969	DEL'S OK POINT-S TIRE	3,155.43	FLAT REPAIR X 2 - #9649; FALKEN WILDPEAK A/T4W RBL X 6 - #5280; FALKEN WILDPEAK A/T4W RBL - #1612
216	02/11/2026	Claims	1	28970	DMT AUTO PARTS, INC.	1,176.86	SOLENOID - #0136; RETURN OF SOLENOID - #0136; STARTER SOLENOID SWITCH - #0136; SOLENOID - #0136; BATTERY, CORE DEPOSIT - #7824; BATTERIES, TRUCK-LITE BACK-UP LIGHTS - #6526; SPARK PLUG - #8775; STARTE
217	02/11/2026	Claims	1	28971	DRUG SCREENS, INC.	140.00	URINALYSIS - COMPSTON, MARINO, RHODES, TAYLOR
218	02/11/2026	Claims	1	28972	E-Z PROPANE, LLC	821.49	ST1D PROPANE; ST5 PROPANE; ST3 PROPANE
219	02/11/2026	Claims	1	28973	ENDURIS WASHINGTON	10,000.00	DEDUCTIBLE FOR CLAIM #C11023
220	02/11/2026	Claims	1	28974	ENGLUND MARINE SUPPLY	1,690.23	MALE HYD COUPLER - #0766; 55 GAL DRUM 15W-40; COMPRESSOR OIL; MALE HYD COUPLR; KLO TF3084 ATF UNIV TRANS KEG; LIFT ACTION BARREL PUMP FOR DRUM
221	02/11/2026	Claims	1	28975	EVERGREEN SEPTIC PUMPING LLC	86.56	PUMP PT AT TRAINING PROPERTY
222	02/11/2026	Claims	1	28976	HILL, FRED	483.00	1/20 REGULAR MTG; 1/16 VOUCHERS; 1/23 VOUCHERS
223	02/11/2026	Claims	1	28977	IIA LIFTING SERVICES, INC.	1,593.90	SAFETY INSPECTION - #9086
224	02/11/2026	Claims	1	28978	INTL. ASSOC. OF ARSON INVESTIGATORS	703.00	MOTOR VEHICLE FIRE REGISTRATION - WEATHERBY
225	02/11/2026	Claims	1	28979	KATHRYN M MENDIOLA	113.25	1/31 FIREFIGHTER ACADEMY LUNCH
226	02/11/2026	Claims	1	28980	OKIES THRIFTWAY	269.69	AIRWAY CLASS LUNCH; AIRWAY CLASS LUNCH; 1/31 FFI LUNCH SUPPLIES; 1/31 FFI LUNCH SUPPLIES

2/17/2026 REGULAR VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

Time: 18:14:18 Date: 02/11/2026

02/11/2026 To: 02/11/2026

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
227	02/11/2026	Claims	1	28981	PACIFIC CO. FIRE DIST#1 ADVANCED TRAVEL	227.00	PROVENZANO PER DIEM - INSTRUCTOR I, NORTH BEND
228	02/11/2026	Claims	1	28982	PACIFIC CO. FIRE DIST#1 PETTY CASH FUND	20.68	POSTAGE FOR WARRANTS TO L&I, FLEX FINANCIAL, US BANK FINANCE; POSTAGE FOR RECORDS REQUEST
229	02/11/2026	Claims	1	28983	PACIFIC CO. FIRE DIST#1 REVOLVING FUND	234.00	15 SHEETS OF STAMPS (OUT OF ROLLS)
230	02/11/2026	Claims	1	28984	PACIFIC COUNTY COMMUNICATIONS	25,286.30	2025 Q4 SUPPORT; 2026 Q1 SUPPORT
231	02/11/2026	Claims	1	28985	PACIFIC COUNTY TREASURER	321.20	FLOOD TAX; FLOOD TAX; FLOOD TAX; FLOOD TAX; FLOOD TAX; FLOOD TAX; FLOOD TAX; FLOOD TAX; FLOOD TAX; FLOOD TAX; FLOOD TAX; FLOOD TAX; FLOOD TAX
232	02/11/2026	Claims	1	28986	PENINSULA SANITATION SERVICE, INC.	179.54	ST1 GARBAGE
233	02/11/2026	Claims	1	28987	PENINSULA SANITATION SERVICE, INC.	181.34	ST2 GARBAGE
234	02/11/2026	Claims	1	28988	PENINSULA SANITATION SERVICE, INC.	56.16	ST3 GARBAGE
235	02/11/2026	Claims	1	28989	PUD #2 OF PACIFIC COUNTY	1,218.70	ST4 ELECTRICITY; ST1 ELECTRICITY; ST5 ELECTRICITY; ST1D ELECTRICITY; ST1A ELECTRICITY; ST3 ELECTRICITY; ST3 ELECTRICITY
236	02/11/2026	Claims	1	28990	MACKENZIE L RHODES	15.00	REIMBURSEMENT FOR DOL DRIVING RECORD
237	02/11/2026	Claims	1	28991	SEAVIEW SEWER DISTRICT	386.40	ST2 SEWER; ST2 SEWER
238	02/11/2026	Claims	1	28992	SYSTEMS DESIGN WEST, LLC.	3,031.46	DECEMBER EMS BILLING
239	02/11/2026	Claims	1	28993	TESSCO INC	58.28	RAIN CAP NMO, 0-1000 MHZ 3/4" HOLE MOUNT
240	02/11/2026	Claims	1	28994	U.S. BANK EQUIPMENT FINANCE	3,920.76	FEBRUARY ZOLL MONITORS PAYMENT
241	02/11/2026	Claims	1	28995	US POSTAL SERVICE	198.00	ANNUAL PO BOX FEE
242	02/11/2026	Claims	1	28996	VESTIS	48.66	1/27 LINEN SERVICE; 2/3 LINEN SERVICE; 2/10 LINEN SERVICE
243	02/11/2026	Claims	1	28997	VOYAGER FLEET SYSTEMS, INC.	4,563.43	JANUARY FUEL CHARGES
244	02/11/2026	Claims	1	28998	WESTLAKE HARDWARE	275.87	DRILL BT SET 15 PC, STORAGE - TRAINING SUPPLIES; WD40 - #3746; SHELF, TRASH CAN, DRILL BIT SET; BOX FANS, POWER STRIP, VELCRO; TAPE MEASURE
245	02/11/2026	Claims	1	28999	WILLAPA MEDICAL CLINIC	407.00	VOLUNTEER PHYSICAL - MARINO; VOLUNTEER PHYSICAL - RHODES; FIREFIGHTER PHYSICAL - COMPSTON

001 General Fund 651.100

70,745.20

70,745.20 Claims: 70,745.20

2/17/2026 REGULAR VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

Time: 18:14:18 Date: 02/11/2026

02/11/2026 To: 02/11/2026

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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 Gunkel

2/27/2026 PAYROLL VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

Time: 10:14:57 Date: 02/12/2026

02/13/2026 To: 02/28/2026

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
248	02/27/2026	Payroll	1	EFT	TAITE BAIER	5,215.62	
249	02/27/2026	Payroll	1	EFT	CORY A BARDONSKI	7,601.10	
250	02/27/2026	Payroll	1	EFT	JACOB M BRUNDAGE	7,969.01	
251	02/27/2026	Payroll	1	EFT	SAMUEL J BURTON	6,346.29	
252	02/27/2026	Payroll	1	EFT	RILEY J CLAUSER	2,315.07	
253	02/27/2026	Payroll	1	EFT	NATASHA COZBY	7,043.99	
254	02/27/2026	Payroll	1	EFT	MICHAEL P DECONTO	6,961.61	
255	02/27/2026	Payroll	1	EFT	CHRISTOPHER R EARLS	2,321.61	
256	02/27/2026	Payroll	1	EFT	SEAN K EASTHAM	1,735.37	
257	02/27/2026	Payroll	1	EFT	SCOTT C ELLIOTT	7,565.55	
258	02/27/2026	Payroll	1	EFT	JAMES N GAERLAN	5,785.86	
259	02/27/2026	Payroll	1	EFT	KATELYN R GLASSON	2,894.16	
260	02/27/2026	Payroll	1	EFT	CHARLES S GREEN	6,396.75	
261	02/27/2026	Payroll	1	EFT	TAYLOR J GUDMUNDSEN	4,629.03	
262	02/27/2026	Payroll	1	EFT	NICKOLAS HALDEMAN	6,886.09	
263	02/27/2026	Payroll	1	EFT	EMILIA HERMAN	4,781.14	
264	02/27/2026	Payroll	1	EFT	CHAZZ HESTER	4,502.10	
265	02/27/2026	Payroll	1	EFT	SPENCER A JOHNSTON	4,738.39	
266	02/27/2026	Payroll	1	EFT	LANI G KARVIA	3,749.74	
267	02/27/2026	Payroll	1	EFT	DANIEL R KENT	5,930.72	
268	02/27/2026	Payroll	1	EFT	MARK A MCGINNIS	5,705.20	
269	02/27/2026	Payroll	1	EFT	MICHELANGELO MCKENNA	7,294.36	
270	02/27/2026	Payroll	1	EFT	CARLA C MCLEOD	1,330.78	
271	02/27/2026	Payroll	1	EFT	[REDACTED]	5,286.79	
272	02/27/2026	Payroll	1	EFT	CORY J MORRISON	4,350.92	
273	02/27/2026	Payroll	1	EFT	MATTHEW MYERS	4,220.60	
274	02/27/2026	Payroll	1	EFT	MARCO J PALMA	6,321.98	
275	02/27/2026	Payroll	1	EFT	JORDEN R PEREZ	25.30	
276	02/27/2026	Payroll	1	EFT	ANTHONY R PROVENZANO	5,500.16	
277	02/27/2026	Payroll	1	EFT	JOSHUA M RAICHL	6,569.69	
278	02/27/2026	Payroll	1	EFT	TYLER J REYNOLDS	5,756.53	
279	02/27/2026	Payroll	1	EFT	BROOKLYN ROWLAND	4,502.10	
281	02/27/2026	Payroll	1	EFT	JOSEPH L SCHROEDER	8,954.71	
282	02/27/2026	Payroll	1	EFT	JOHN B WEATHERBY	8,643.30	
283	02/27/2026	Payroll	1	EFT	MICHAEL J WEATHERBY	6,402.33	
284	02/27/2026	Payroll	1	EFT	DAVID L WILLIAMS	6,149.39	
285	02/13/2026	Payroll	1	EFT	INTERNAL REVENUE SERVICE	36,673.33	941 Deposit for Pay Cycle(s) 02/27/2026 - 02/27/2026
286	02/13/2026	Payroll	1	EFT	PACIFIC COUNTY FIRE DIST #1 LOCAL 3999	1,750.00	Pay Cycle(s) 02/27/2026 To 02/27/2026 - DUES
287	02/13/2026	Payroll	1	EFT	STATE OF WASHINGTON	1,396.00	Pay Cycle(s) 02/27/2026 To 02/27/2026 - DECONTO, 2779062; Pay Cycle(s) 02/27/2026 To 02/27/2026 - BARDONSKI, 2803470
288	02/13/2026	Payroll	1	EFT	WA STATE DEPT OF RETIREMENT	46,775.91	Pay Cycle(s) 02/27/2026 To 02/27/2026 - DCDOR; Pay Cycle(s) 02/27/2026 To 02/27/2026 - LEOFF; Pay Cycle(s) 02/27/2026 To 02/27/2026 - PERS 2; Pay Cycle(s) 02/27/2026 To 02/27/2026 - PERS 3; Pay Cycle(s)
247	02/27/2026	Payroll	1	29001	SARAH ANDREWS	266.89	
280	02/27/2026	Payroll	1	29002	RICHARD SCHATZ	207.79	

2/27/2026 PAYROLL VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

Time: 10:14:57 Date: 02/12/2026

02/13/2026 To: 02/28/2026

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
289	02/13/2026	Payroll	1	29003	DIMARTINO ASSOCIATES, INC.	2,077.65	Pay Cycle(s) 02/27/2026 To 02/27/2026 - DISINSFF
290	02/13/2026	Payroll	1	29004	PACIFIC COUNTY FD1	415.57	Pay Cycle(s) 02/27/2026 To 02/27/2026 - PAYMENT TO DISTRICT
291	02/13/2026	Payroll	1	29005	TRUSTEED PLANS SERVICE CORP	3,074.38	Pay Cycle(s) 02/27/2026 To 02/27/2026 - DENTAL
292	02/13/2026	Payroll	1	29006	TRUSTEED PLANS SERVICE CORP	939.70	Pay Cycle(s) 02/27/2026 To 02/27/2026 - DISADMIN
293	02/13/2026	Payroll	1	29007	TRUSTEED PLANS SERVICE CORPORATION	37,818.77	Pay Cycle(s) 02/27/2026 To 02/27/2026 - MEDICAL
294	02/13/2026	Payroll	1	29008	WA COUNCIL OF POLICE & SHERIFFS	30.00	Pay Cycle(s) 02/27/2026 To 02/27/2026 - DISWACOPS
001 General Fund 651.100						323,809.33	
						323,809.33	Payroll: 323,809.33

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 Gunkel

2/17/2026 JACK'S VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

Time: 18:14:38 Date: 02/11/2026

02/12/2026 To: 02/12/2026

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
246	02/12/2026	Claims	1	29000	JACKS COUNTRY STORE INC	425.75	GARAGE DOOR BATTERY; GARAGE DOOR BATTERIES; ASPIRIN FOR AMBULANCES; BATTERIES FOR GARAGE DOOR OPENERS; LOCKS FOR GARAGE DOORS, SHOP LIGHT FOR GYM; 4X10' CHAIN LINK - FIRE TRNG; BUNGEEES, WORK GLOVES, W
001 General Fund 651.100						425.75	
						425.75	Claims: 425.75

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 Gunkel



For the Month Ending January 31st, 2026

Revenue: \$174,503.42

Expenditures: \$743,616.36

Current Cash Position: \$3,512,885.94

Activities:

1. LOCAL Program
 - a. We submitted for reimbursement for our final installment of the bond from the LOCAL Program.
 - b. This has been accepted, and we are expecting payment in the amount of \$3,668.72 on 2/26/26.
2. Year-End
 - a. All reports and papers have been filed with the appropriate agencies.
3. Capital Improvement Plan
 - a. Chief Brundage and I met to revised our current Capital Improvement Plan.
 - b. We are currently working on simplifying that document for use as in-house guide.

TREASURER'S REPORT
Fund Totals

PACIFIC COUNTY FIRE DISTRICT 1

Time: 12:48:04 Date: 02/03/2026
Page: 1

01/01/2026 To: 01/31/2026

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 651.100	3,798,910.38	174,503.42	743,616.36	3,229,797.44	272,477.86	10,610.64	0.00	3,512,885.94
	3,798,910.38	174,503.42	743,616.36	3,229,797.44	272,477.86	10,610.64	0.00	3,512,885.94

TREASURER'S REPORT

Account Totals

PACIFIC COUNTY FIRE DISTRICT 1

Time: 12:48:04 Date: 02/03/2026
Page: 2

01/01/2026 To: 01/31/2026

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 General Fund 651.100	3,794,210.38	174,503.42	743,616.36	3,225,097.44	0.00	283,088.50	3,508,185.94
3 Ambulance Billing BOP	100.00	138,836.07	138,836.07	100.00	0.00	0.00	100.00
4 Petty Cash	100.00	60.36	60.36	100.00	0.00	0.00	100.00
5 Advance Travel	3,000.00	0.00	0.00	3,000.00	0.00	0.00	3,000.00
6 Revolving Checking	1,500.00	0.00	0.00	1,500.00	0.00	0.00	1,500.00
Total Cash:	3,798,910.38	313,399.85	882,512.79	3,229,797.44	0.00	283,088.50	3,512,885.94
	3,798,910.38	313,399.85	882,512.79	3,229,797.44	0.00	283,088.50	3,512,885.94

TREASURER'S REPORT

Outstanding Vouchers

PACIFIC COUNTY FIRE DISTRICT 1

01/01/2026 To: 01/31/2026

As Of: 01/31/2026 Date: 02/03/2026
 Time: 12:48:04 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	274	02/13/2025	Claims	1	28161	CATHY TIGER	134.39	REFUND ON ACCOUNT #41-2024-0789
2025	1029	06/17/2025	Claims	1	28438	PLANTER BOX	70.11	MATS FOR FORCIBLE ENTRY PROP
2025	1436	08/26/2025	Claims	1	28606	JENNIFER RAICHL	15.45	REIMBURSEMENT FOR DRIVING RECORD
2025	1488	09/09/2025	Claims	1	28632	PRELUDE COAST CONSTRUCTION	97.38	2 LAWN STARTER SOIL FOR LAWN REPAIR (BACKED ENGINE ON SOMEONE'S LAWN)
2025	1934	11/14/2025	Claims	1	28777	DANIEL R KENT	9.19	REIMBURSEMENT FOR HOOKS PURCHASED FOR ST2
2026	7	01/01/2026	Claims	1	28892	DRUG SCREENS, INC.	35.00	UA - MENDEZ-HERNANDEZ
2026	14	01/01/2026	Claims	1	28899	PENINSULA SANITATION SERVICE, INC.	179.54	ST2 GARBAGE
2026	31	01/15/2026	Claims	1	28912	FLEX FINANCIAL	233,897.96	UPFRONT PAYMENT FOR AUTO LOAD GURNEYS AND AUTO STAIR CHAIRS
2026	33	01/15/2026	Claims	1	28914	HILL, FRED	483.00	12/16 REGULAR MTG; 12/12 VOUCHERS; 12/23 VOUCHERS
2026	35	01/15/2026	Claims	1	28916	OKIES THRIFTWAY	337.62	LUNCH FOR AIRWAY CLASS
2026	65	01/30/2026	Payroll	1	28926	SUZANNE KNUITZEN	48.03	
2026	70	01/30/2026	Payroll	1	28927	KATHRYN M MENDIOLA	438.20	
2026	74	01/30/2026	Payroll	1	28929	LORNA OWEN	174.08	
2026	81	01/30/2026	Payroll	1	28930	RICHARD SCHATZ	601.20	
2026	83	01/30/2026	Payroll	1	28931	HARLEY E WAIT	366.17	
2026	97	01/20/2026	Payroll	1	28937	WA COUNCIL OF POLICE & SHERIFFS	30.00	Pay Cycle(s) 01/30/2026 To 01/30/2026 - DISWACOPS
2026	101	01/23/2026	Claims	1	28940	BOUND TREE MEDICAL, LLC	4,201.81	MEDICAL SUPPLIES - TAXED AND NOT TAXED; MEDICAL SUPPLIES - TAXED AND NOT TAXED; MEDICAL SUPPLIES - TAXED; MEDICAL SUPPLIES - NOT TAXED; MEDICAL SUPPLIES - NOT TAXED
2026	103	01/23/2026	Claims	1	28942	E-Z PROPANE, LLC	157.95	ST4 PROPANE
2026	104	01/23/2026	Claims	1	28943	FIREVENT, LLC	29,450.00	FIREVENT 10X16 PORTABLE UNIT, MOUNTING TRACKS, HYDRAULIC SYSTEM, NIGHT OPERATIONS LIGHTING
2026	105	01/23/2026	Claims	1	28944	JANUS ASSOCIATES, INC. DBA BHS	1,125.00	ONSITE CISM 1/16/2025
2026	107	01/23/2026	Claims	1	28946	NORTH BEACH WATER	36.71	ST1 WATER; ST1D WATER
2026	108	01/23/2026	Claims	1	28947	OMAN & SONS INC	310.35	PRESSURE TREATED BOARDS FOR TRAINING
2026	109	01/23/2026	Claims	1	28948	ORKIN	197.96	JANUARY PEST CONTROL
2026	110	01/23/2026	Claims	1	28949	PACIFIC OFFICE AUTOMATION	57.80	12/16-1/16 MONTHLY USAGE

TREASURER'S REPORT
Outstanding Vouchers

PACIFIC COUNTY FIRE DISTRICT 1

01/01/2026 To: 01/31/2026

As Of: 01/31/2026 Date: 02/03/2026
 Time: 12:48:04 Page: 4

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
2026	114	01/23/2026	Claims	1	28953	TESSCO INC	109.20	3/4 IN HOLE NMO THICK OUNT WITH 17 FT PO, UHF-UHF/M ANGLE ADAPT, FME MALE-PL259 MALE PLUG RADIO TERMIN	
2026	115	01/23/2026	Claims	1	28954	VERIZON WIRELESS ACCT. 242204341-00001	336.04	MDCs AND WIRELESS	
2026	116	01/23/2026	Claims	1	28955	VERIZON WIRELESS ACCT. 342204208-00001	40.01	WIRELESS FOR MDC	
2026	117	01/23/2026	Claims	1	28956	VESTIS	16.22	1/20 LINEN SERVICE	
2026	118	01/23/2026	Claims	1	28957	WA STATE AUDITOR'S OFFICE	1,112.00	ACCOUNTABILITY & FINANCIAL AUDITOR HOURS	
2026	119	01/23/2026	Claims	1	28958	WESTLAKE HARDWARE	67.17	WALL PLATES, 50 FT HOSE; EPOXY	
2026	120	01/23/2026	Payroll	1	28959	EMPLOYMENT SECURITY DEPARTMENT	5,504.41	Pay Cycle(s) 10/30/2025 To 10/30/2025 - PFML; Pay Cycle(s) 11/25/2025 To 11/25/2025 - PFML; Pay Cycle(s) 12/30/2025 To 12/30/2025 - PFML; Pay Cycle(s) 11/24/2025 To 11/24/2025 - PFML	
2026	121	01/23/2026	Payroll	1	28960	EMPLOYMENT SECURITY DEPARTMENT	3,448.55	Pay Cycle(s) 10/30/2025 To 10/30/2025 - LONG TERM CARE; Pay Cycle(s) 11/25/2025 To 11/25/2025 - LONG TERM CARE; Pay Cycle(s) 12/30/2025 To 12/30/2025 - LONG TERM CARE; Pay Cycle(s) 11/24/2025 To 11/24	
							283,088.50		
Fund							Claims	Payroll	Total
001 General Fund 651.100							272,477.86	10,610.64	283,088.50
							272,477.86	10,610.64	283,088.50

TREASURER'S REPORT

Signature Page

PACIFIC COUNTY FIRE DISTRICT 1

Time: 12:48:04 Date: 02/03/2026
Page: 5

01/01/2026 To: 01/31/2026

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

2026 CASH FLOW - YEAR TO DATE

PACIFIC COUNTY FIRE DISTRICT 1

Time: 12:48:22 Date: 02/03/2026

January To January

Page: 1

	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 Persc	22,924.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,924.32	3,550,000.00	1%
311 10 26 000 EMS - Real and Persc	6,374.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,374.99	905,000.00	1%
322 90 00 000 Burn Permits	525.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	525.00	900.00	58%
310 TAXES	29,824.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,824.31	4,455,900.00	1%
332 93 40 000 Ground Emergency I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0%
334 04 90 000 State Grant - DOH Pl	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	554.00	0%
330 State Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,554.00	0%
342 20 00 000 Fire Protection Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	0%
342 60 01 000 Ambulance and Em	138,836.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138,836.07	700,000.00	20%
340	138,836.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138,836.07	725,000.00	19%
361 11 00 000 Investment Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0%
369 91 01 000 Misc Revenues - LNI	5,843.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,843.04	0.00	0%
369 91 01 001 Misc Revenues - BVF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0%
369 91 01 002 Misc Revenues - Trai	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%
360	5,843.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,843.04	104,500.00	6%
FUND REVENUES:	174,503.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	174,503.42	5,385,954.00	3%
522 10 10 001 Commissioners	805.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	805.00	17,388.00	5%
522 10 10 002 District Chief	12,276.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,276.35	147,316.00	8%
522 10 10 003 District Secretary	7,214.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,214.12	86,569.00	8%
522 10 10 004 Admin Assistant	1,785.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,785.25	19,240.00	9%
522 10 10 005 Pub. Ed. Coordinator	5,149.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,149.57	64,993.00	8%
522 10 10 006 Chief Of Operations	10,824.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,824.22	133,638.00	8%
522 10 10 007 Chief Of Administrat	11,434.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,434.64	141,174.00	8%
522 10 10 010 Office Manager	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	50,000.00	0%
522 10 20 001 Labor & Industry	3,592.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,592.97	17,216.00	21%
522 10 20 002 LEOPF Retirement	1,837.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,837.27	22,373.00	8%
522 10 20 003 Medical/Dental	8,457.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,457.53	105,500.00	8%
522 10 20 004 Medicare	705.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	705.92	9,322.00	8%
522 10 20 005 PERS Retirement	789.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	789.52	20,115.00	4%
522 10 31 001 Office and Operating	685.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	685.17	13,607.00	5%
522 10 31 002 Office Cleaning Supp	307.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	307.02	6,770.00	5%
522 10 35 001 Computer Hardware	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0%
522 10 35 002 Computer Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0%
522 10 40 001 Elections	4,236.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,236.23	7,000.00	61%
522 10 40 002 Ground Water Prope	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	350.00	0%
522 10 40 003 State Audit	1,112.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,112.00	0.00	0%
522 10 41 001 Legal Services / Publ	164.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	164.00	10,000.00	2%
522 10 41 002 Misc Professional Se	209.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	209.64	4,190.00	5%
522 10 42 001 Postage	60.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.36	1,493.00	4%

2026 CASH FLOW - YEAR TO DATE

PACIFIC COUNTY FIRE DISTRICT 1

Time: 12:48:22 Date: 02/03/2026

January To January

Page: 2

001 General Fund 651.100	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
522 10 43 001 Travel Lodging	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	4,000.00	0%
522 10 43 002 Travel Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0%
522 10 43 003 Travel Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0%
522 10 43 004 Travel Registration /	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	0%
522 10 46 001 Casualty & Liability I	1,458.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,458.00	148,433.00	1%
522 10 47 001 Electricity	1,924.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,924.01	21,453.00	9%
522 10 47 002 Garbage	415.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415.24	5,757.00	7%
522 10 47 003 Natural Gas	742.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	742.85	6,709.00	11%
522 10 47 004 Sewer	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	3,903.00	0%
522 10 47 005 Telephone	1,708.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,708.35	22,731.00	8%
522 10 47 006 Water	225.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.92	4,435.00	5%
522 10 47 007 Wireless Communica	376.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	376.05	6,056.00	6%
522 10 47 008 Cable TV	292.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	292.11	3,708.00	8%
522 10 48 001 Computer Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,000.00	0%
522 10 49 001 Health & Wellness	1,261.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,261.00	8,000.00	16%
522 10 49 002 Memberships and St	375.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	375.65	35,000.00	1%
522 10 10 002 FF/EMT Salaries & W	97,335.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97,335.71	1,282,259.00	8%
522 10 10 003 Maintenance Technic	5,389.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,389.38	120,188.00	4%
522 10 10 005 Volunteer Incentive F	2,931.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,931.50	25,000.00	12%
522 10 10 099 Timeloss Payments (I	800.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.57	0.00	0%
522 20 20 001 Labor & Industry	22,713.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,713.57	104,034.00	22%
522 20 20 002 LEOFF Retirement	26,070.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,070.58	57,091.00	46%
522 20 20 003 Medical/Dental	17,134.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,134.90	183,056.00	9%
522 20 20 004 Medicare	1,457.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,457.88	19,552.00	7%
522 20 20 005 PERS Retirement	803.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	803.44	25,081.00	3%
522 20 20 006 Social Security	597.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	597.06	1,550.00	39%
522 20 20 099 Payroll Clearing	6,951.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,951.19	0.00	0%
522 20 31 001 Misc Supplies	333.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	333.39	9,369.00	4%
522 20 31 002 Uniforms / Gear Issu	279.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	279.92	6,329.00	4%
522 20 32 001 Fuel	905.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	905.28	15,000.00	6%
522 20 35 001 Vehicle Parts	648.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	648.09	15,000.00	4%
522 20 35 002 Misc Small Tools/Eq	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	0%
522 20 35 003 Radio Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0%
522 20 40 001 Dispatch / Local Sup	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,471.00	0%
522 20 46 001 Pension & Relief	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0%
522 20 48 001 Radio Repair/Mainte	109.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109.20	2,226.00	5%
522 20 48 002 Small Equip. Repair/I	954.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	954.55	2,201.00	43%
522 20 48 003 Vehicle Repair/Maint	80.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.25	5,000.00	2%
522 20 49 001 Misc Services	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	24,193.00	0%
522 30 31 001 Fire Investigation Suj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
522 30 31 002 Public Education Suj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0%
522 40 31 001 Misc Supplies	489.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	489.35	5,500.00	9%
522 40 43 001 Training Lodging	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0%
522 40 43 002 Training Meals	226.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	226.43	4,500.00	5%
522 40 43 003 Travel Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0%
522 40 43 004 Travel Registration /	425.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	425.00	28,000.00	2%

2026 CASH FLOW - YEAR TO DATE

PACIFIC COUNTY FIRE DISTRICT 1

Time: 12:48:22 Date: 02/03/2026
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January To January

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund 651.100	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 40 49 002 Union Tuition	123.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.40	5,000.00	0%
522 50 31 001 Building Maintenan	197.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	197.96	4,000.00	3%
522 50 49 001 Building Maintenan	123,189.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123,189.46	3,000.00	7%
526 10 10 002 FF/Paramedic Salarie	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	1,440,831.00	9%
526 10 10 003 Volunteer Reimburse	18,049.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,049.67	8,017.00	4%
526 10 20 001 Labor & Industry	27,833.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,833.70	89,041.00	20%
526 10 20 002 LEOFF Retirement	19,591.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,591.49	76,652.00	36%
526 10 20 003 Medical/Dental	1,780.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,780.02	219,947.00	9%
526 10 20 004 Medicare	18.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.60	20,892.00	9%
526 10 20 006 Social Security	1,430.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,430.00	497.00	4%
526 10 20 099 Deferred Comp Matr	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	43,200.00	3%
526 10 41 001 Biohazard Disposal	110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00	650.00	0%
526 40 30 001 Supplies	385.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	385.45	5,500.00	2%
526 40 43 001 Travel Lodging	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0%
526 40 43 002 Travel Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	8%
526 40 43 003 Travel Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
526 40 43 004 Travel Registration F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0%
526 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	2,000.00	0%
526 70 41 001 Ambulance Billing Se	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	38,872.00	0%
526 70 41 002 GEMT Services	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	30,000.00	0%
526 70 41 003 IFT Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	0%
526 70 49 001 Ambulance Payment	5,269.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,269.99	62,000.00	8%
526 80 31 001 Medical & Operatng	3,576.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,576.60	40,000.00	9%
526 80 32 001 Fuel	1,231.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,231.68	10,000.00	12%
526 80 35 001 Vehicle Parts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0%
526 80 35 002 Misc Small Tools/Equ	889.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	889.18	12,000.00	7%
526 80 48 001 Medical Equip. Repai	18.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.49	5,000.00	0%
526 80 48 003 Vehicle Repairs & M	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	48,291.00	0%
526 80 51 001 Dispatch / Local Sup	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48,291.00	0%
520 FIRE	471,058.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	471,058.89	5,348,429.00	9%
591 22 71 001 Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00	0%
592 22 83 001 Interest	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	65,625.00	0%
594 22 60 003 Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,750.00	0%
594 22 60 004 Equipment & Turnou	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0%
594 22 60 005 Fire Hose	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	0%
594 22 60 006 Misc Equipment	30,624.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,624.98	0.00	0%
594 26 60 002 Misc Medical Equipm	241,932.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	241,932.49	35,287.00	686%
590	272,557.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	272,557.47	168,662.00	162%
FUND EXPENDITURES:	743,616.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	743,616.36	5,517,091.00	13%

2026 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1

Time: 12:50:02 Date: 02/03/2026

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001 General Fund 651.100

Months: 01 To: 01

Revenues	Amt Budgeted	Revenues	Remaining	
310 TAXES				
311 10 00 000	0.00	0.00	0.00	0.0%
311 10 22 000	3,550,000.00	22,924.32	3,527,075.68	0.6%
311 10 26 000	905,000.00	6,374.99	898,625.01	0.7%
312 10 00 000	0.00	0.00	0.00	0.0%
317 20 00 000	0.00	0.00	0.00	0.0%
318 00 00 000	0.00	0.00	0.00	0.0%
322 90 00 000	900.00	525.00	375.00	58.3%
310 TAXES	4,455,900.00	29,824.31	4,426,075.69	0.7%
330 State Grant				
331 04 90 001	0.00	0.00	0.00	0.0%
331 04 90 002	0.00	0.00	0.00	0.0%
332 92 10 000	0.00	0.00	0.00	0.0%
332 93 40 000	100,000.00	0.00	100,000.00	0.0%
333 04 90 000	0.00	0.00	0.00	0.0%
333 10 61 000	0.00	0.00	0.00	0.0%
333 97 03 000	0.00	0.00	0.00	0.0%
334 00 00 001	0.00	0.00	0.00	0.0%
334 01 30 000	0.00	0.00	0.00	0.0%
334 04 90 000	554.00	0.00	554.00	0.0%
334 04 90 001	0.00	0.00	0.00	0.0%
334 04 90 003	0.00	0.00	0.00	0.0%
334 06 90 001	0.00	0.00	0.00	0.0%
338 22 00 000	0.00	0.00	0.00	0.0%
330 State Grant	100,554.00	0.00	100,554.00	0.0%
342 20 00 000	25,000.00	0.00	25,000.00	0.0%
342 60 01 000	700,000.00	138,836.07	561,163.93	19.8%
342 60 02 000	0.00	0.00	0.00	0.0%
340	725,000.00	138,836.07	586,163.93	19.1%
359 90 00 000	0.00	0.00	0.00	0.0%
350	0.00	0.00	0.00	0.0%
361 11 00 000	100,000.00	0.00	100,000.00	0.0%
367 11 00 000	0.00	0.00	0.00	0.0%
369 91 00 000	0.00	0.00	0.00	0.0%
369 91 01 000	0.00	5,843.04	(5,843.04)	0.0%
369 91 01 001	1,000.00	0.00	1,000.00	0.0%

2026 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1

Time: 12:50:02 Date: 02/03/2026

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001 General Fund 651.100 Months: 01 To: 01

Revenues	Amt Budgeted	Revenues	Remaining	
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360

369 91 01 002 Misc Revenues - Training	3,500.00	0.00	3,500.00	0.0%
360	104,500.00	5,843.04	98,656.96	5.6%
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%
380	0.00	0.00	0.00	0.0%

390 Debt Proceeds

391 10 00 000 General Obligation Bond Proceeds	0.00	0.00	0.00	0.0%
391 90 00 000 Other Debt Proceeds	0.00	0.00	0.00	0.0%
395 10 00 000 Proceeds From Sale of Capital Assets (Equipment, etc.)	0.00	0.00	0.00	0.0%
395 20 00 000 Insurance Revenue for Loss/Impairment of Capital Assets	0.00	0.00	0.00	0.0%
390 Debt Proceeds	0.00	0.00	0.00	0.0%

Fund Revenues:	5,385,954.00	174,503.42	5,211,450.58	3.2%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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520 FIRE

522 10 10 001 Commissioners	17,388.00	805.00	16,583.00	4.6%
522 10 10 002 District Chief	147,316.00	12,276.35	135,039.65	8.3%
522 10 10 003 District Secretary	86,569.00	7,214.12	79,354.88	8.3%
522 10 10 004 Admin Assistant	19,240.00	1,785.25	17,454.75	9.3%
522 10 10 005 Pub. Ed. Coordinator	64,993.00	5,149.57	59,843.43	7.9%
522 10 10 006 Chief Of Operations	133,638.00	10,824.22	122,813.78	8.1%
522 10 10 007 Chief Of Administration	141,174.00	11,434.64	129,739.36	8.1%
522 10 10 008 Chief Of EMS & Safety	0.00	0.00	0.00	0.0%
522 10 10 009 DC Volunteer Coordinator	0.00	0.00	0.00	0.0%
522 10 10 010 Office Manager	50,000.00	0.00	50,000.00	0.0%
522 10 20 001 Labor & Industry	17,216.00	3,592.97	13,623.03	20.9%
522 10 20 002 LEOFF Retirement	22,373.00	1,837.27	20,535.73	8.2%
522 10 20 003 Medical/Dental	105,500.00	8,457.53	97,042.47	8.0%
522 10 20 004 Medicare	9,322.00	705.92	8,616.08	7.6%
522 10 20 005 PERS Retirement	20,115.00	789.52	19,325.48	3.9%
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 20 099 Deferred Compensation Contribution	0.00	0.00	0.00	0.0%
522 10 31 001 Office and Operating Supplies	13,607.00	685.17	12,921.83	5.0%
522 10 31 002 Office Cleaning Supplies	6,770.00	307.02	6,462.98	4.5%
522 10 35 001 Computer Hardware	2,000.00	0.00	2,000.00	0.0%
522 10 35 002 Computer Software	1,000.00	0.00	1,000.00	0.0%
522 10 40 001 Elections	7,000.00	4,236.23	2,763.77	60.5%
522 10 40 002 Ground Water Property Tax	350.00	0.00	350.00	0.0%
522 10 40 003 State Audit	0.00	1,112.00	(1,112.00)	0.0%

2026 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1

Time: 12:50:02 Date: 02/03/2026

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001 General Fund 651.100

Months: 01 To: 01

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 FIRE				
522 10 40 004	0.00	0.00	0.00	0.0%
Fire Suppression And Emergency Medical Services - Other Services And Charges				
522 10 41 001	10,000.00	164.00	9,836.00	1.6%
Legal Services / Publications				
522 10 41 002	4,190.00	209.64	3,980.36	5.0%
Misc Professional Services				
522 10 42 001	1,493.00	60.36	1,432.64	4.0%
Postage				
522 10 43 001	4,000.00	0.00	4,000.00	0.0%
Travel Lodging				
522 10 43 002	2,500.00	0.00	2,500.00	0.0%
Travel Meals				
522 10 43 003	3,000.00	0.00	3,000.00	0.0%
Travel Mileage				
522 10 43 004	6,000.00	0.00	6,000.00	0.0%
Travel Registration / Fee				
522 10 46 001	148,433.00	1,458.00	146,975.00	1.0%
Casualty & Liability Insurance				
522 10 47 001	21,453.00	1,924.01	19,528.99	9.0%
Electricity				
522 10 47 002	5,757.00	415.24	5,341.76	7.2%
Garbage				
522 10 47 003	6,709.00	742.85	5,966.15	11.1%
Natural Gas				
522 10 47 004	3,903.00	0.00	3,903.00	0.0%
Sewer				
522 10 47 005	22,731.00	1,708.35	21,022.65	7.5%
Telephone				
522 10 47 006	4,435.00	225.92	4,209.08	5.1%
Water				
522 10 47 007	6,056.00	376.05	5,679.95	6.2%
Wireless Communications				
522 10 47 008	3,708.00	292.11	3,415.89	7.9%
Cable TV				
522 10 48 001	18,000.00	0.00	18,000.00	0.0%
Computer Services				
522 10 49 001	8,000.00	1,261.00	6,739.00	15.8%
Health & Wellness				
522 10 49 002	35,000.00	375.65	34,624.35	1.1%
Memberships and Subscriptions				
210	1,180,939.00	80,425.96	1,100,513.04	6.8%
522 20 10 001 Training Officer 0.00 0.00 0.00 0.0%				
522 20 10 002 FF/EMT Salaries & Wages 1,282,259.00 97,335.71 1,184,923.29 7.6%				
522 20 10 003 Maintenance Technician 120,188.00 5,389.38 114,798.62 4.5%				
522 20 10 004 Resident Interns 0.00 0.00 0.00 0.0%				
522 20 10 005 Volunteer Incentive Program 25,000.00 2,931.50 22,068.50 11.7%				
522 20 10 006 Volunteer Fire Mobilization Pay 0.00 0.00 0.00 0.0%				
522 20 10 099 Timeloss Payments (Disability) 0.00 800.57 (800.57) 0.0%				
522 20 20 001 Labor & Industry 104,034.00 22,713.57 81,320.43 21.8%				
522 20 20 002 LEOFF Retirement 57,091.00 26,070.58 31,020.42 45.7%				
522 20 20 003 Medical/Dental 183,056.00 17,134.90 165,921.10 9.4%				
522 20 20 004 Medicare 19,552.00 1,457.88 18,094.12 7.5%				
522 20 20 005 PERS Retirement 25,081.00 803.44 24,277.56 3.2%				
522 20 20 006 Social Security 1,550.00 597.06 952.94 38.5%				
522 20 20 007 Unemployment Compensation 0.00 0.00 0.00 0.0%				
522 20 20 008 BVFF Volunteer Disability - Reimbursable 0.00 0.00 0.00 0.0%				
522 20 20 099 Payroll Clearing 0.00 6,951.19 (6,951.19) 0.0%				
522 20 31 001 Misc Supplies 9,369.00 333.39 9,035.61 3.6%				
522 20 31 002 Uniforms / Gear Issue 6,329.00 279.92 6,049.08 4.4%				
522 20 32 001 Fuel 15,000.00 905.28 14,094.72 6.0%				
522 20 35 001 Vehicle Parts 15,000.00 648.09 14,351.91 4.3%				
522 20 35 002 Misc Small Tools/Equip 6,000.00 0.00 6,000.00 0.0%				
522 20 35 003 Radio Equipment 2,500.00 0.00 2,500.00 0.0%				
522 20 40 001 Dispatch / Local Support Svcs 6,471.00 0.00 6,471.00 0.0%				
522 20 46 001 Pension & Relief 3,000.00 0.00 3,000.00 0.0%				
522 20 48 001 Radio Repair/Maintenance 2,226.00 109.20 2,116.80 4.9%				
522 20 48 002 Small Equip. Repair/Maintenance 2,201.00 954.55 1,246.45 43.4%				
522 20 48 003 Vehicle Repair/Maintenance 5,000.00 80.25 4,919.75 1.6%				

2026 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1

Time: 12:50:02 Date: 02/03/2026

Page: 4

001 General Fund 651.100

Months: 01 To: 01

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 FIRE				
522 20 49 001 Misc Services	24,193.00	0.00	24,193.00	0.0%
220	1,915,100.00	185,496.46	1,729,603.54	9.7%
522 30 31 001 Fire Investigation Supplies	500.00	0.00	500.00	0.0%
522 30 31 002 Public Education Supplies	2,500.00	0.00	2,500.00	0.0%
522 30 49 001 Newsletter	0.00	0.00	0.00	0.0%
230	3,000.00	0.00	3,000.00	0.0%
522 40 31 001 Misc Supplies	5,500.00	489.35	5,010.65	8.9%
522 40 43 001 Training Lodging	3,000.00	0.00	3,000.00	0.0%
522 40 43 002 Training Meals	4,500.00	226.43	4,273.57	5.0%
522 40 43 003 Travel Mileage	1,000.00	0.00	1,000.00	0.0%
522 40 43 004 Travel Registration / Fee	28,000.00	425.00	27,575.00	1.5%
522 40 49 001 Resident Tuition	0.00	0.00	0.00	0.0%
522 40 49 002 Union Tuition	5,000.00	0.00	5,000.00	0.0%
240	47,000.00	1,140.78	45,859.22	2.4%
522 50 31 001 Building Maintenance Supplies	4,000.00	123.40	3,876.60	3.1%
522 50 49 001 Building Maintenance Services	3,000.00	197.96	2,802.04	6.6%
250	7,000.00	321.36	6,678.64	4.6%
526 10 10 001 EMS Coordinator	0.00	0.00	0.00	0.0%
526 10 10 002 FF/Paramedic Salaries & Wages	1,440,831.00	123,189.46	1,317,641.54	8.5%
526 10 10 003 Volunteer Reimbursement	8,017.00	300.00	7,717.00	3.7%
526 10 10 099 Timeloss Payments (Disability)	0.00	0.00	0.00	0.0%
526 10 20 001 Labor & Industry	89,041.00	18,049.67	70,991.33	20.3%
526 10 20 002 LEOFF Retirement	76,652.00	27,833.70	48,818.30	36.3%
526 10 20 003 Medical/Dental	219,947.00	19,591.49	200,355.51	8.9%
526 10 20 004 Medicare	20,892.00	1,780.02	19,111.98	8.5%
526 10 20 005 PERS Retirement	0.00	0.00	0.00	0.0%
526 10 20 006 Social Security	497.00	18.60	478.40	3.7%
526 10 20 007 Unemployment Compensation	0.00	0.00	0.00	0.0%
526 10 20 099 Deferred Comp Match	43,200.00	1,430.00	41,770.00	3.3%
526 10 31 001 Office & Operating Supplies	0.00	0.00	0.00	0.0%
526 10 41 001 Biohazard Disposal	650.00	0.00	650.00	0.0%
526 10 41 002 Controlled Substances Disposal	0.00	0.00	0.00	0.0%
610	1,899,727.00	192,192.94	1,707,534.06	10.1%
526 40 30 001 Supplies	5,500.00	110.00	5,390.00	2.0%
526 40 43 001 Travel Lodging	2,000.00	0.00	2,000.00	0.0%
526 40 43 002 Travel Meals	5,000.00	385.45	4,614.55	7.7%
526 40 43 003 Travel Mileage	500.00	0.00	500.00	0.0%
526 40 43 004 Travel Registration Fee	5,000.00	0.00	5,000.00	0.0%
526 40 43 005 OTEP	2,000.00	0.00	2,000.00	0.0%
640	20,000.00	495.45	19,504.55	2.5%
526 70 41 001 Ambulance Billing Services	38,872.00	0.00	38,872.00	0.0%
526 70 41 002 GEMT Services	30,000.00	0.00	30,000.00	0.0%
526 70 41 003 IFT Services	25,000.00	0.00	25,000.00	0.0%
526 70 49 001 Ambulance Payment Refunds	2,000.00	0.00	2,000.00	0.0%

2026 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1

Time: 12:50:02 Date: 02/03/2026

Page: 5

001 General Fund 651.100

Months: 01 To: 01

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 FIRE				
526 70 49 002 GEMT Refunds	0.00	0.00	0.00	0.0%
670	95,872.00	0.00	95,872.00	0.0%
526 80 31 001 Medical & Operating Supplies	62,000.00	5,269.99	56,730.01	8.5%
526 80 32 001 Fuel	40,000.00	3,576.60	36,423.40	8.9%
526 80 35 001 Vehicle Parts	10,000.00	1,231.68	8,768.32	12.3%
526 80 35 002 Misc Small Tools/Equip	2,500.00	0.00	2,500.00	0.0%
526 80 48 001 Medical Equip. Repairs & Maintenance	12,000.00	889.18	11,110.82	7.4%
526 80 48 002 Radio Repairs & Maintenance	0.00	0.00	0.00	0.0%
526 80 48 003 Vehicle Repairs & Maintenance	5,000.00	18.49	4,981.51	0.4%
526 80 51 001 Dispatch / Local Support Svcs	48,291.00	0.00	48,291.00	0.0%
680	179,791.00	10,985.94	168,805.06	6.1%
520 FIRE	5,348,429.00	471,058.89	4,877,370.11	8.8%
580 Non-Expenditures				
586 00 00 001 Timeloss Passthrough To Employee	0.00	0.00	0.00	0.0%
586 00 20 003 Timeloss Passthrough - Personnel Benefits	0.00	0.00	0.00	0.0%
580 Non-Expenditures	0.00	0.00	0.00	0.0%
591 22 71 001 Principal	45,000.00	0.00	45,000.00	0.0%
592 22 83 001 Interest	65,625.00	0.00	65,625.00	0.0%
594 22 60 001 Buildings	0.00	0.00	0.00	0.0%
594 22 60 002 Communication Equipment	0.00	0.00	0.00	0.0%
594 22 60 003 Office Equipment	1,750.00	0.00	1,750.00	0.0%
594 22 60 004 Equipment & Turnout Gear	15,000.00	0.00	15,000.00	0.0%
594 22 60 005 Fire Hose	6,000.00	0.00	6,000.00	0.0%
594 22 60 006 Misc Equipment	0.00	30,624.98	(30,624.98)	0.0%
594 22 60 007 SCBA Firefighting Equipment	0.00	0.00	0.00	0.0%
594 22 60 008 Engines	0.00	0.00	0.00	0.0%
594 26 60 001 Ambulance/Rechassis	0.00	0.00	0.00	0.0%
594 26 60 002 Misc Medical Equipment	35,287.00	241,932.49	(206,645.49)	685.6%
590	168,662.00	272,557.47	(103,895.47)	161.6%
Fund Expenditures:	5,517,091.00	743,616.36	4,773,474.64	13.5%
Fund Excess/(Deficit):	(131,137.00)	(569,112.94)		

2026 BUDGET POSITION TOTALS

PACIFIC COUNTY FIRE DISTRICT 1

Months: 01 To: 01

Time: 12:50:02

Date: 02/03/2026

Page: 6

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund 651.100	5,385,954.00	174,503.42	3.2%	5,517,091.00	743,616.36	13%
	5,385,954.00	174,503.42	3.2%	5,517,091.00	743,616.36	13.5%

PACIFIC COUNTY FIRE DISTRICT #1
HISTORICAL TAX COLLECTION TRENDS
2021-PRESENT

	2021		2022		2023		2024		2025		2026	
	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED
TOTAL TAX BUDGETED	\$ 3,035,560.00	1.91%	\$ 3,110,000.00	0.37%	\$ 15,797.01	0.50%	\$ 117,707.68	3.50%	\$ 196,666.15	4.63%	\$ 29,299.31	0.66%
FIRE TAX BUDGETED	\$ 2,245,560.00	8.85%	\$ 2,300,000.00	8.84%	\$ 283,945.40	8.93%	\$ 238,681.72	7.10%	\$ 249,780.17	5.88%	\$ 4,245,000.00	0.00%
EMS TAX BUDGETED	\$ 790,000.00	8.41%	\$ 810,000.00	8.43%	\$ 224,943.69	7.07%	\$ 203,781.74	6.06%	\$ 314,158.27	7.40%	\$ 3,370,000.00	0.00%
	\$ 1,098,617.96	36.19%	\$ 1,044,534.08	33.59%	\$ 1,051,356.82	33.06%	\$ 1,176,675.88	35.02%	\$ 1,488,335.38	35.06%	\$ 875,000.00	0.00%
JANUARY	\$ 188,851.31	6.22%	\$ 320,049.85	10.29%	\$ 362,692.32	11.41%	\$ 245,549.68	7.31%	\$ 322,120.21	7.59%	\$ 4,455,000.00	0.00%
FEBRUARY	\$ 49,826.87	1.64%	\$ 36,140.22	1.16%	\$ 30,677.03	0.96%	\$ 31,945.85	0.95%	\$ 40,143.26	0.95%	\$ 3,550,000.00	0.00%
MARCH	\$ 27,218.87	0.90%	\$ 21,390.15	0.69%	\$ 90,303.24	2.84%	\$ 21,358.18	0.64%	\$ 33,249.03	0.78%	\$ 905,000.00	0.00%
APRIL	\$ 70,417.73	2.32%	\$ 78,274.52	2.52%	\$ 43,865.76	1.38%	\$ 112,323.93	3.34%	\$ 108,515.62	2.56%		
MAY	\$ 61,932.13	2.04%	\$ 64,093.87	2.07%	\$ 59,677.89	1.88%	\$ 72,643.11	2.16%	\$ 90,224.52	2.13%		
JUNE	\$ 702,388.68	23.14%	\$ 781,936.58	25.14%	\$ 825,952.67	25.97%	\$ 847,310.41	25.22%	\$ 1,103,385.22	25.99%		
JULY	\$ 215,848.22	7.11%	\$ 153,767.33	4.94%	\$ 133,299.25	4.19%	\$ 132,646.94	3.95%	\$ 188,917.72	4.45%		
AUGUST	\$ 22,974.27	0.76%	\$ 11,390.18	0.37%	\$ 17,478.42	0.55%	\$ 21,194.23	0.63%	\$ 29,642.13	0.70%		
SEPTEMBER	\$ 57,833.99	1.91%	\$ 11,561.42	0.37%	\$ 15,797.01	0.50%	\$ 117,707.68	3.50%	\$ 196,666.15	4.63%	\$ 29,299.31	0.66%
OCTOBER												
NOVEMBER												
DECEMBER												
COLLECTION AS OF JANUARY		99.48%		98.41%		98.74%		95.89%		4.63%		0.66%

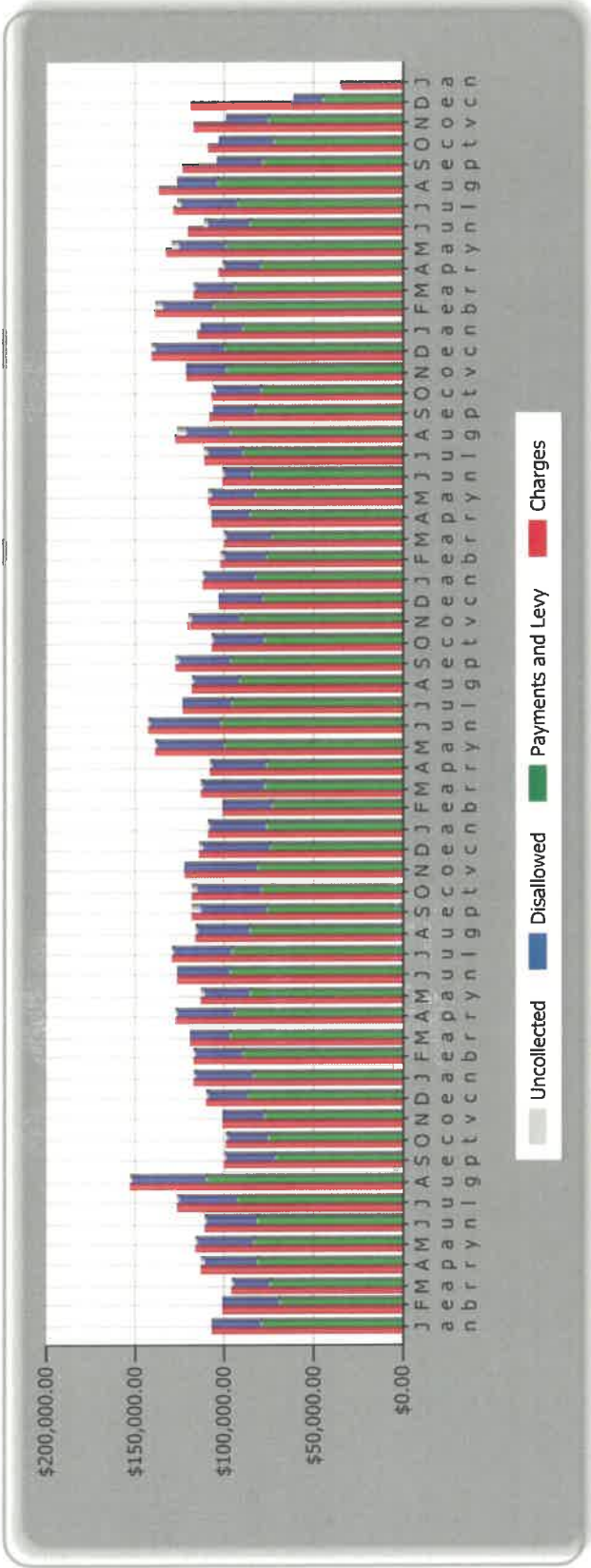
ANNUAL COLLECTION STATISTICS

Date Of Service	01/01/2021
Date Of Service	01/31/2026
Invoices	0
Company	Pacific 1

Month	Tickets	Charges	Payments	%	Levy Fund	%	Disallowed	%	Uncollected	%	Pending	%
Jan 21	112	107,020.21	-72,125.07	67 %	-7,429.36	7 %	-27,465.78	26 %	0.00	0 %	0.00	0 %
Feb 21	98	101,027.70	-61,864.67	61 %	-7,415.70	7 %	-31,747.33	31 %	0.00	0 %	0.00	0 %
Mar 21	110	95,825.37	-65,759.16	69 %	-8,430.44	9 %	-20,963.77	22 %	-672.00	1 %	0.00	0 %
Apr 21	120	113,706.08	-75,636.20	67 %	-6,373.76	6 %	-29,429.37	26 %	-2,266.75	2 %	0.00	0 %
May 21	116	115,826.10	-74,575.39	64 %	-8,510.14	7 %	-32,105.57	28 %	-635.00	1 %	0.00	0 %
Jun 21	114	111,087.13	-75,823.76	68 %	-5,979.77	5 %	-27,979.94	25 %	-1,303.66	1 %	0.00	0 %
Jul 21	134	126,576.02	-87,386.87	69 %	-5,035.27	4 %	-32,827.23	26 %	-1,326.65	1 %	0.00	0 %
Aug 21	161	153,127.90	-102,706.63	67 %	-7,449.95	5 %	-41,603.66	27 %	-1,367.66	1 %	0.00	0 %
Sep 21	108	100,184.88	-66,229.73	66 %	-4,930.19	5 %	-27,959.23	28 %	-1,065.73	1 %	0.00	0 %
Oct 21	112	99,145.52	-66,321.04	67 %	-9,042.63	9 %	-23,033.42	23 %	-748.43	1 %	0.00	0 %
Nov 21	111	100,980.14	-67,021.16	66 %	-10,135.93	10 %	-23,823.05	24 %	0.00	0 %	0.00	0 %
Dec 21	120	110,535.44	-78,314.69	71 %	-8,419.54	8 %	-23,221.33	21 %	-579.88	1 %	0.00	0 %
Jan 22	111	116,949.64	-76,578.75	65 %	-6,614.50	6 %	-33,403.30	29 %	-353.09	0 %	0.00	0 %
Feb 22	119	117,512.94	-82,579.87	70 %	-7,519.53	6 %	-27,123.54	23 %	-290.00	0 %	0.00	0 %
Mar 22	133	119,152.24	-90,629.12	76 %	-6,077.99	5 %	-22,445.13	19 %	0.00	0 %	0.00	0 %
Apr 22	123	127,453.72	-89,315.60	70 %	-5,981.44	5 %	-31,324.05	25 %	-832.63	1 %	0.00	0 %
May 22	123	112,742.19	-81,189.51	72 %	-4,643.84	4 %	-25,642.34	23 %	-1,266.50	1 %	0.00	0 %
Jun 22	125	126,941.50	-89,353.04	70 %	-7,317.46	6 %	-30,271.00	24 %	0.00	0 %	0.00	0 %
Jul 22	138	129,638.66	-86,072.35	66 %	-9,539.01	7 %	-33,198.98	26 %	-828.32	1 %	0.00	0 %
Aug 22	129	116,776.94	-74,738.08	64 %	-10,617.35	9 %	-30,124.63	26 %	-1,296.88	1 %	0.00	0 %
Sep 22	120	118,546.00	-68,561.68	58 %	-8,332.82	7 %	-36,689.10	31 %	-4,962.40	4 %	0.00	0 %
Oct 22	123	118,407.00	-69,596.25	59 %	-10,187.91	9 %	-35,705.21	30 %	-2,917.63	2 %	0.00	0 %
Nov 22	115	122,418.50	-73,504.70	60 %	-7,588.22	6 %	-41,325.58	34 %	0.00	0 %	0.00	0 %
Dec 22	118	114,241.50	-69,795.29	61 %	-4,918.14	4 %	-37,455.07	33 %	-2,073.00	2 %	0.00	0 %
Jan 23	106	109,586.50	-71,440.20	65 %	-4,939.57	5 %	-32,616.23	30 %	-590.50	1 %	0.00	0 %
Feb 23	93	100,523.50	-67,533.28	67 %	-5,370.81	5 %	-27,619.41	27 %	0.00	0 %	0.00	0 %
Mar 23	108	113,717.00	-72,997.25	64 %	-4,627.03	4 %	-35,323.67	31 %	-769.05	1 %	0.00	0 %
Apr 23	110	107,881.00	-69,110.68	64 %	-6,981.18	6 %	-30,525.33	28 %	-1,263.81	1 %	0.00	0 %
May 23	133	138,629.50	-91,502.65	66 %	-7,978.79	6 %	-39,048.06	28 %	-100.00	0 %	0.00	0 %
Jun 23	138	143,105.50	-95,521.15	67 %	-6,847.29	5 %	-39,433.06	28 %	-1,304.00	1 %	0.00	0 %
Jul 23	141	123,049.00	-88,463.17	72 %	-7,154.68	6 %	-27,431.15	22 %	0.00	0 %	0.00	0 %
Aug 23	135	118,371.50	-84,711.23	72 %	-6,938.19	6 %	-25,879.58	22 %	-842.50	1 %	0.00	0 %
Sep 23	142	127,261.00	-87,883.50	69 %	-8,516.48	7 %	-29,163.52	23 %	-1,697.50	1 %	0.00	0 %
Oct 23	120	107,192.00	-69,858.98	65 %	-7,566.60	7 %	-29,257.10	27 %	-509.32	0 %	0.00	0 %
Nov 23	125	120,545.50	-79,576.33	66 %	-10,963.09	9 %	-27,961.08	23 %	-2,045.00	2 %	0.00	0 %
Dec 23	113	102,589.50	-73,975.64	72 %	-4,342.44	4 %	-24,271.42	24 %	0.00	0 %	0.00	0 %
Jan 24	128	112,287.00	-75,765.93	67 %	-7,252.41	6 %	-28,248.98	25 %	-881.50	1 %	138.18	0 %
Feb 24	108	102,098.50	-72,725.71	71 %	-3,746.51	4 %	-23,201.28	23 %	-2,425.00	2 %	0.00	0 %
Mar 24	113	100,376.50	-65,951.84	66 %	-7,585.53	8 %	-25,903.63	26 %	-935.50	1 %	0.00	0 %
Apr 24	121	107,183.00	-77,971.65	73 %	-8,051.22	8 %	-21,160.13	20 %	0.00	0 %	0.00	0 %
May 24	119	109,592.50	-72,424.91	66 %	-10,057.50	9 %	-24,533.09	22 %	-2,577.00	2 %	0.00	0 %
Jun 24	109	100,885.00	-75,603.44	75 %	-8,718.03	9 %	-16,475.13	16 %	-88.60	0 %	-0.20	0 %
Jul 24	128	111,636.50	-79,891.53	72 %	-9,430.72	8 %	-19,826.25	18 %	-1,664.50	1 %	824.50	1 %

Aug 24	130	127,511.00	-86,590.66	68 %	-10,034.30	8 %	-24,816.54	19 %	-5,529.00	4 %	540.50	0 %
Sep 24	118	108,406.50	-77,936.06	72 %	-4,669.69	4 %	-23,934.59	22 %	0.00	0 %	1,866.16	2 %
Oct 24	106	107,167.50	-72,793.66	68 %	-6,536.21	6 %	-26,205.63	24 %	-795.00	1 %	837.00	1 %
Nov 24	127	121,427.50	-82,072.93	68 %	-16,413.98	14 %	-22,940.59	19 %	0.00	0 %	0.00	0 %
Dec 24	142	141,097.50	-89,315.38	63 %	-10,696.23	8 %	-39,112.89	28 %	-1,573.00	1 %	400.00	0 %
Jan 25	113	115,743.50	-80,105.24	69 %	-9,963.81	9 %	-23,071.90	20 %	0.00	0 %	2,602.55	2 %
Feb 25	144	138,405.00	-86,048.92	62 %	-20,463.02	15 %	-28,580.56	21 %	-3,312.50	2 %	0.00	0 %
Mar 25	117	117,224.00	-77,669.44	66 %	-15,995.17	14 %	-22,698.07	19 %	-861.32	1 %	0.00	0 %
Apr 25	108	102,825.00	-69,192.49	67 %	-10,623.33	10 %	-19,751.24	19 %	-938.50	1 %	2,319.44	2 %
May 25	137	132,544.50	-91,191.24	69 %	-7,973.92	6 %	-26,215.84	20 %	-4,134.00	3 %	3,029.50	2 %
Jun 25	117	120,318.50	-75,636.86	63 %	-9,973.92	8 %	-23,950.38	20 %	-1,179.00	1 %	9,578.34	8 %
Jul 25	128	128,795.50	-85,355.42	66 %	-7,749.81	6 %	-31,477.34	24 %	-1,532.00	1 %	2,680.93	2 %
Aug 25	131	136,504.50	-95,228.44	70 %	-8,819.73	6 %	-22,816.63	17 %	0.00	0 %	9,639.70	7 %
Sep 25	122	122,925.00	-74,538.28	61 %	-4,133.48	3 %	-25,714.48	21 %	0.00	0 %	18,538.76	15 %
Oct 25	99	109,493.50	-69,298.84	63 %	-2,900.08	3 %	-31,038.17	28 %	0.00	0 %	6,256.41	6 %
Nov 25	115	117,493.00	-72,249.92	61 %	-3,661.53	3 %	-23,273.26	20 %	0.00	0 %	18,308.29	16 %
Dec 25	117	118,061.50	-44,773.79	38 %	-228.23	0 %	-16,245.95	14 %	0.00	0 %	56,813.53	48 %
Jan 26	35	34,333.00	0.00	0 %	0.00	0 %	0.00	0 %	0.00	0 %	34,333.00	100 %
7,289		7,032,610.32	-4,648,565.25		-466,395.40		-1,686,588.77		-62,334.31		168,706.59	

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





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**COMMISSIONER'S MEETING
AGENDA ITEM INFORMATION**

Meeting Date: 2/17/2026
Agenda Item (to be completed by the office): New Business #1
Requestor:
Subject: Policy 609 – Establishing Purchasing Requirements
Cost (including tax):
Summary: Brian Snure provided us with the attached draft purchasing policy for review. Section III, Purchasing Authority, will need to be reviewed and/or modified to fit our District.
Recommendation:

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

POLICIES – FINANCIAL

POL #609

Subject:	Establishing Purchasing Requirements	Revised:	February 17, 2015
Effective Date:	February 14, 2006		February 17, 2026
Page 1 of 29			

SECTION I. PURPOSE

The purpose of this policy is to provide guidelines for the purchase of goods and services by Pacific County Fire Protection District No. 1 “District,” in order to maintain an accountable procurement process. It is also the purpose of this policy to allow for the flexible application of these guidelines for more efficient and cost effective purchases where their strict application would not be in the District’s best interest. If the District is using federal funds for a purchase of equipment, materials, supplies, services or public works, the District staff shall follow the Federal Procurement Rules attached as **Appendix K**; otherwise, procurement should be conducted in accordance with the following rules.

SECTION II. DEFINITIONS

- A. *Bid Exemptions*: RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations: 1) Purchases that are clearly and legitimately limited to a single source of supply; 2) Purchases involving special facilities or market conditions; and 3) Purchases and Public Works in the event of an emergency.
- B. *Budget*: The formally adopted budget of the District.
- C. *Commercially Reasonable Means*: Any method of purchasing property that insures the District and its taxpayers are getting the best deal possible. Examples could include negotiated, purchases, bidding procedures, obtaining multiple quotes, etc.
- D. *Cooperative Purchase*: A Cooperative Purchase allows the District to comply with the statutory bid requirements by purchasing off of a bid that another municipal corporation has awarded or a purchase through a Designated Purchasing Cooperative. Use of a Cooperative Purchase requires a Cooperative Purchasing Agreement with the municipal corporation that is going to bid or has gone to bid.
- E. *Cooperative Purchasing Agreement*: An interlocal agreement substantially in the form of the Agreement attached as **Appendix M** to this policy.
- F. *Designated Purchasing Cooperatives*: The following interlocal cooperative purchasing arrangements are authorized for use by the District in accordance with the requirements of the sponsoring agencies.
 - 1. *Department of Enterprise Services*: The Department of Enterprise Services “State Bid” operates cooperative purchasing under chapters 43.19 RCW and 39.34 RCW.

2. *Other Purchasing Cooperatives*: Other purchasing cooperatives as authorized by the Fire Chief that may be used when use of such cooperatives are in the best interest of the District. Examples include Houston Galveston Area Council (HGAC), National Purchasing Partners Government Division (NPPgov), Sourcewell Cooperative Purchasing, and King County Directors Association (KCDA) procurement services.
- G. *Emergency*: Unforeseen circumstances beyond the control of the District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 39.04.280(3)).
- H. *Responsible Bidder*: In determining whether the bidder is a responsible bidder, the agency must consider the following elements:
1. Equipment, Materials and Supplies Purchases
 - a. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
 - b. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - c. Whether the bidder can perform the contract within the time specified;
 - d. The quality of performance of previous contracts or services;
 - e. The previous and existing compliance by the bidder with laws relating to the contract or services; and
 - f. Such other information as may be secured having a bearing on the decision to award the contract.
 2. Public Works Projects
 - a. Contractor must have valid certificate of registration.
 - b. Contractor must have valid State UBI number.
 - c. Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.
 - d. Contractor cannot have been disqualified from bidding on any previous public works contract.
 - e. Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to the District's Project.

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- f. Contractor must (a) complete statutory training on public works and prevailing wages or (b) have experience completing at least three public works projects *and* have maintained a business license in Washington for at least three.
- I. Lowest Responsive Bidder and Lowest Responsible Bidder: A bidder that has submitted a bid that is responsive to the District's specifications, is determined to be a Responsible Bidder and for:
1. Equipment, Materials and Supplies Purchases
 - a. The bidder with the lowest price, or if the District has provided for "best value criteria" consideration, then price may be considered along with the following best value criteria:
 - i. Whether the bid satisfies the needs of the District as specified in the solicitation documents;
 - ii. Whether the bid encourages diverse contractor participation;
 - iii. Whether the bid provides competitive pricing, economies, and efficiencies;
 - iv. Whether the bid considers human health and environmental impacts;
 - v. Whether the bid appropriately weighs cost and noncost considerations; and
 - vi. Life-cycle cost.
 - vii. Other relevant criteria established by the District as part of the product specifications.
 2. Public Works Projects
 - a. The bidder with the lowest price, or if the District has established "supplemental criteria" in accordance with the procedure set forth at Appendix F.1.c.ix, then price will need to be considered as part of the supplemental criteria.
- J. Public Work: Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the District, or which is by law a lien or charge on any property within the District (RCW 39.04.010).
- K. Single Trade Public Works Project: Projects that require only a single contractor performing a single trade as identified in chapter 296-127 Washington Administrative Code.
- L. Multi Trade Public Works Project: Projects that require contractors or subcontractors to perform two or more of the trades as identified in chapter 296-127 Washington Administrative Code.

- M. Small Works Roster: A process authorized by RCW 39.04.151 and .152 that allows the District to publish and maintain a roster of contractors available to perform public works contracts. The District can establish and maintain its own roster or joint a cooperative roster such as MRSC Rosters.
- N. Vendor List: A process authorized by RCW 39.04.190 that allows the District to publish and maintain a roster of vendors available to sell equipment and supplies to the District. The District can establish and maintain its own roster or join a cooperative roster such as MRSC Rosters.
- O. Sole Source Procurement: Non-competitive selection process to procure a product of service from a sole source vendor. If an item, even a specific name brand, is available from more than one vendor, it is not appropriate to declare the purchase sole source.

SECTION III. PURCHASING AUTHORITY

- A. Board of Commissioners: The Board of Commissioners shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. The Board shall also review and approve all vouchers on at least a monthly basis.
- B. Fire Chief: The Fire Chief or designee shall have authority to make expenditures within the general budgetary limits adopted by the Board.
- C. Assistant Chief or Division Manager: The Assistant Chief or Division Manager shall have authority to approve the purchase of budgeted materials, supplies, equipment and public works projects costing less than \$25,000. All non-budgeted expenditures shall require advanced approval from the Fire Chief or designee. All purchases that will exceed budgeted line-item amounts shall require advanced approval from the Fire Chief or designee.
- D. Staff Purchases: The routine re-ordering of materials, supplies and equipment, as defined and limited by the Fire Chief or designee, may be made by staff members without requiring any additional advanced approval.
- E. Purchases Made Using a Bid Exemption: Purchases made using a Bid Exemption shall require formal action of the Board of Commissioners in the form of a Resolution approving use of the Bid Exemption. In the event of an urgent or emergency situation, this action may occur after the purchase.
- F. Unbudgeted Purchases: Purchases of goods or services outside of budgetary line-item limits shall require approval by the Board of Commissioners.
- G. Emergency Purchases: In the event of an emergency, the Fire Chief or designee may approve an unbudgeted purchase outside of the budget if it is not feasible to obtain advance approval of the Board of Commissioners but not in excess of Washington State authorized purchasing

thresholds. In such situations, the Board shall ratify the purchase at the earliest reasonable opportunity following the purchase.

SECTION IV. PROCEDURAL CHECKLISTS

A. Checklists for Purchasing (Dollar thresholds are calculated without considering sales tax):

1. Materials, Equipment and Supplies under \$75,500: **See Appendix A**
2. Materials, Equipment and Supplies from \$75,500 to \$150,000: **See Appendix B**
3. Materials, Equipment and Supplies over \$150,000: **See Appendix C**
4. Materials, Equipment and Supplies using a Cooperative “Piggyback” Purchasing: **See Appendix D**

B. Checklists for Public Works:

1. Single Trade Public Works Projects under \$75,500: **See Appendix E**
2. Multi Trade Public Works Projects under \$150,000: **See Appendix E**
3. Single Trade Public Works Projects from \$75,500 - \$350,000: **See Appendix F**
4. Multi Trade Public Works Projects from \$150,000 - \$350,000 **See Appendix F**
5. Public Works Projects over \$350,000: **See Appendix G**
6. Bid Bonds, Performance Bonds and Retained Percentage Requirements: **See Appendix H**

C. Checklists for Services:

1. Architect and Engineer Services: **See Appendix I**
2. Telecommunications and Data Processing Services: **See Appendix J**
3. Other Services: No statutory procedures required. District staff shall use Commercially Reasonable Means to identify and contract with service providers.

APPENDICES

Appendix A
Purchase of Materials, Equipment and Supplies
Under \$75,500

Staff shall use Commercially Reasonable Means to make such purchases consistent with the following procedures:

1. Although no statutory bidding is required for purchase of equipment, materials or supplies less than \$75,500, for best practices, at least three vendors should be quoted (if feasible).
2. Documentation on a quotation form is recommended for any purchases above \$10,000.
3. The District shall make a good faith effort to contact vendors to obtain telephone, written or electronic quotations when appropriate.
4. A record shall be made for each vendor contacted whether a quote was provided or not.
5. Bids or quotations shall not be shared with other vendors during the solicitation phase.
6. The routine re-ordering of materials, supplies and equipment is allowed without requiring any additional advance approval.
7. Obtain appropriate purchase order number and authorization for approval before purchase is made.

Appendix B
Purchase of Materials, Equipment and Supplies
\$75,500 to \$150,000

Purchases must be made from the District's Vendor List, Designated Purchasing Cooperatives, or through a Cooperative Purchase or Bid Exemption, if applicable. If purchase cannot be made through the District's Vendor List, Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption, the purchase must be made through competitive bidding procedures as if purchase price exceeded \$150,000.

1. If purchase is made through a Cooperative Purchase follow the process outlined in **Appendix D**.
2. *Vendor List*: If using a Vendor List, the following procedures shall be used.
 - a. Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - b. Contact not less than three vendors on the applicable list and obtain written or telephone quotations for the purchase of the items.
 - c. A record of quotations received must be maintained for a period of three years and shall be open to public inspection and shall be available for telephone inquiries.
 - d. Identify the Responsible Bidders and select the Lowest Responsive Bidder based on the quotes received.
 - e. Obtain appropriate authorization under Section III- Purchasing Authority.
 - f. Execute necessary purchase documents. Obtain legal counsel review if necessary.
3. *Sole Source Bid Exemption*: If the Purchase is made using a Sole Source Bid Exemption the following procedures shall be used:
 - a. The easiest way to determine whether a vendor is a sole source provider is to ask the following question. If we go out for public bidding for the product we want, is there any possibility we will receive more than one bid. If the answer is yes, this is not a sole source purchase and the District will need to proceed with a competitive bidding process.
 - b. Obtain documentation that the vendor is the sole source. Generally, the product manufacturer will provide a letter documenting that a vendor is the sole source to purchase the product.
 - c. Draft Resolution substantially in the form of **Appendix L** that includes the following information.

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- i. Identify why the District needs to purchase the particular product.
 - ii. Identify the basis for determining that the vendor is the sole source.
 - iii. Authorize the waiving of the competitive bid process and authorize the purchase.
 4. If the Purchase is made using a Special Facilities/Market Conditions Bid Exemption the following procedures shall be used.
 - a. This exemption is similar to the sole source exemption and is often used in conjunction with the sole source exemption. The exemption can be used for unique circumstances that would preclude the District from obtaining multiple bids for a product. For example, the purchase of a used vehicle or a demo vehicle that is only available for a limited time period can fit within this exemption.
 - b. Obtain or create documentation that establishes what the special facility or market condition is that requires the use of a bid exemption.
 - c. Draft Resolution substantially in the form of Appendix L that includes the following information.
 - i. Identify why the District needs the particular product.
 - ii. Identify the basis for determining that a special facility/market condition exists.
 - iii. Authorize the waiving of the competitive bid process and authorize the purchase.
 5. If the purchase is made using an Emergency Bid Exemption the following procedures shall be used.
 - a. Emergency purchases are allowed only when there is a true Emergency meeting the definition set forth in this policy.
 - b. Negotiate terms of purchase using Commercially Reasonable Means.
 - c. Call Emergency board meeting if possible. If not possible, proceed with purchase to meet Emergency and call Board Meeting as soon thereafter as possible.
 - d. Draft Resolution substantially in the form of Appendix L that includes the following information.
 - i. Identify the basis for the Emergency that addresses the elements set forth in the definition of Emergency.
 - ii. Authorize the waiving of the competitive bid process and authorize the purchase.

Appendix C
Purchase of Materials, Equipment and Supplies
Over \$150,000

Formal sealed bidding procedure must be used unless purchase can be made through a Cooperative Purchase or Bid Exemption.


1. If purchase is made through a Cooperative Purchase follow the process outlined in **Appendix D**.
2. If purchase is made through a Bid Exemption following the process outlined in **Appendix B.3 Sole Source Bid Exemption, Appendix B.4 Special Facilities/Market Conditions Bid Exemption, or Appendix B.5 Emergency Bid Exemption**.
3. If purchase is made through formal sealed bidding the following procedures shall be used.
 - a. Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - b. Obtain appropriate authorization under Section III- Purchasing Authority.
 - c. Prepare Product specifications. Product specifications may be drafted broadly or narrowly depending on the needs of the District. The bid laws require an open competitive process for the product but the bid laws do not require the District to go out to bid with general specifications that could result in bids for a product that does not meet the District's needs.
 - d. Prepare Instructions to Bidders specific to the product being purchased. The Instructions to Bidders are your opportunity not only to define the product you want to purchase but the terms and conditions that you want to make the purchase under. Legal counsel should generally have an opportunity to provide input into this document. The Instructions to Bidders should, at a minimum include the following elements.
 - i. Identification of product and product specifications.
 - ii. Identification of where bids should be submitted, bid opening time, bid award time frame.
 - iii. Reservation of District's right to waive irregularities or to reject all bids.
 - iv. Selection criteria either lowest responsible bidder or best value.
 - v. Financing terms (if any).
 - vi. Delivery date for product.

- vii. Liquidated damages.
- viii. Warranty requirements.
- ix. If the contract is intended to allow other entities to purchase language authorizing cooperative purchases needs to be included.
- x. Contract form (If you include a contract form, then the bidders are generally agreeing to your contract form when submitting a bid. As most vendor's contract forms are vendor friendly rather than customer friendly, including your own contract form is generally a good idea).
- e. Publish bid advertisement in newspaper of general circulation within the District at least 13 days in advance of the bid opening. If you are allowing other entities to purchase from your bid process notice must also be published on your website or other web portal.
- f. Open bids and compile spreadsheet of bids that ranks bids in order of responsiveness and price.
- g. Identify Responsible Bidders and award bid to Lowest Responsive/Responsible Bidder or to bidder that scores highest on the Best Value criteria.
- h. Execute contract.

Appendix D

Purchase of Materials, Equipment and Supplies using a Cooperative “Piggyback” Purchase

Enter into Cooperative Purchasing Agreement with agency or purchasing cooperative that went out for bid “Lead Agency” substantially in the form attached as **Appendix M**. Most purchasing cooperatives have their own requirements for becoming a member and those requirements will generally be sufficient.

1. *Cooperative Purchase*: If purchase is made under a Cooperative Purchase approach the following procedures shall be used:
 - a. Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - b. Verify that the municipal purchaser or Designated Purchasing Cooperative complied with statutory public bidding laws applicable to the purchaser and obtain necessary approval from Fire Chief or designee to make a cooperative purchase.
 - c. Document that the product being purchased is the same as the product that the vendor bid. As a general rule there can be approximately a 10% variation in the specifications or price from product that was actually bid for the product to be considered the same product. Cosmetic variations such as paint color, vehicle markings, etc. are permitted variations.
 - d. Complete all necessary applications and agreements to join the Designated Purchasing Cooperative or enter into a Cooperative Purchasing Agreement if purchasing off of another municipal corporation’s bid.
 - e. Collect all documents that demonstrate the Designated Purchasing Cooperative or other municipal corporation went through a proper public bidding process for the product to be purchased. This documentation must be collected and maintained by the District until the time period in which the product was purchased has been subject to Audit by the State Auditor.
 - f. Obtain appropriate authorization under *Section III- Purchasing Authority*.
 - g. Execute necessary purchase documents with vendor. Obtain legal counsel review if necessary.
- 

Appendix E
Public Works Projects
Single Trade Under \$75,500
Multi Trade Under \$150,000

No statutory bidding procedures required. Staff shall use Commercially Reasonable Means to contract for such Public Works using the following procedures.

1. Identify the need for the project and determine whether the project is included in the Budget.
2. Negotiate terms of work and contract terms for work. Obtain legal counsel review as necessary. Contracts for public works, regardless of cost, trigger specific statutory requirements that must be addressed by contract:
 - a. Prevailing Wages.
 - b. Retained Percentages.
 - c. Performance Bonds.
 - d. Registered and licensed contractor requirements.
3. Obtain appropriate authorization under *Section III- Purchasing Authority*.

Appendix F
Public Works Projects
Single Trade From \$75,500 - \$350,000
Multi Trade from \$150,000 - \$350,000

The District may establish and use a Small Works Roster maintained pursuant to Resolution No. 2026-03, a formal sealed bidding process or in an Emergency may use the Emergency Bid Exemption.

1. If using a Small Works Roster, the following procedures shall be used.
 - a. Identify the need for the project and determine whether the project is included in the Budget.
 - b. Develop project cost estimate that includes, at a minimum, an estimate for the scope of work, nature of the work to be performed as well as the materials and equipment to be furnished.
 - c. Develop specifications for project that will allow contractors to provide comparable bids and that establish basic requirements such as Prevailing Wage requirement, contractor registration requirements, contract requirements and warranty requirements. Specifications under the small works roster, in contrast to a sealed bid process, may be more general to allow contractors some flexibility in providing design suggestions and cost savings approaches. The more general the specification, however, the more difficult it may become to identify the Lowest Responsive Bidder and the more critical it becomes to identify the criteria that will be used to select the Lowest Responsive Bidder. In addition, the specifications should include the following elements:
 - i. Project cost estimate.
 - ii. Reservation of District's right to waive irregularities or to reject all bids.
 - iii. Identification of where bids should be submitted and bid award time frame.
 - iv. Payment terms (if any).
 - v. Time frame for project and completion dates.
 - vi. Liquidated damages.
 - vii. Warranty requirements.
 - viii. Contract Forms (including a properly drafted contract form will incorporate the various statutory public works requirements such as bonding, retained percentages, underground utilities etc.).

- ix. Prevailing Wage Rates (The prevailing wage rates may be incorporated by reference to the Labor and Industries web page for prevailing wages provided that the District be able to print a copy for any bidder that requests a copy).
- x. The following mandatory bidder requirements.
 - (a). Contractor must have valid certificate of registration.
 - (b). Contractor must have valid State UBI number.
 - (c). Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.
 - (d). Contractor cannot have been disqualified from bidding on any previous public works contract.
 - (e). Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to the District's Project.
 - (f). Contractor must (a) complete statutory training on public works and prevailing wages or (b) have experience completing at least three public works projects and have maintained a business license in Washington for at least three.
- xi. The District may also include "supplemental criteria" that can be used to identify the Lowest Responsible Bidder. Such criteria must at a minimum include the following
 - (a). The basis for evaluating the specified criteria.
 - (b). An appeal process that allows a bidder to challenge the process and the timeframe in which appeals will be allowed.
 - (c). A process for allowing bidders to request a modification of the supplemental criteria.
- d. For projects estimated to cost between \$150,000 and \$350,000 seek quotes from all eligible contractors that have expressed interest in working in the District's geographical area.
- e. For projects estimated to cost under \$150,000:
 - i. Seek quotes from all eligible contractors that have expressed interest in working in the District's geographical area. **Or**

-
- ii. Use Direct Contracting.
 - (a). Prior to using direct contracting, the District must adopt a small, minority, women or veteran owned businesses use plan.
 - (b). If there are six or more contractors meeting the definition of small, minority, women or veteran owned businesses on your roster, the District may directly contract with one of those small businesses that have indicated interest in performing work in the District's geographical area.
 - (c). The District shall rotate through the eligible contractors and shall, when qualified contractors are available from the roster who may perform the work or deliver the services within the budget described in the notice or request for proposals, use different contractors on different projects.
 - (d). If there are five or less contractors meeting the definition of small business on your roster, you may direct contract with any of those small businesses that have indicated interest in performing work in your geographical area.
 - (e). Under both of the above procedures you must notify all small, minority, women or veteran owned businesses on the roster for your geographical area that you are using direct contracting.
 - f. Identify the Responsible bidders and select the Lowest Responsive/Responsible Bidder based on the quotes received.
 - g. Obtain appropriate authorization under Section III- Purchasing Authority.
 - h. After awarding a contract, the quotes received must be publicly available and provided to anybody that requests a copy.
 - i. The District shall post a list annually of all contracts awarded and a list of all contractors that were contacted (regardless of whether awarded) a direct contracting opportunity.
 - j. Execute necessary purchase documents. Obtain legal counsel review if necessary.
 - i. If using a formal sealed bidding process follow the procedures outlined **Appendix G- Public Works Projects Over \$350,000.**
 - ii. If using an Emergency exemption follow the procedures outlined under **Appendix B.5- Emergency Bid Exemption.**

Appendix G
Public Works Projects
Over \$350,000

Formal sealed bidding shall be used except in case of an Emergency.

1. If using an Emergency exemption follow the procedures outlined under **Appendix B.5-
Emergency Bid Exemption.**
2. If purchase is made through formal sealed bidding the following procedures shall be used.
 - a. Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - b. Obtain appropriate authorization under Section III- Purchasing Authority.
 - c. Develop project cost estimate that includes, at a minimum, an estimate for the scope of work, nature of the work to be performed as well as the materials and equipment to be furnished.
 - d. Prepare project specifications.
 - e. Prepare Instructions to Bidders specific to the Project. The Instructions to Bidders are your opportunity to define the terms and conditions for the Project. Legal counsel should generally have an opportunity to provide input into this document. The Instructions to Bidders should, at a minimum include the following elements.
 - i. Project cost estimate.
 - ii. Identification of project specifications.
 - iii. Identification of where bids should be submitted, bid opening time, bid award time frame.
 - iv. Reservation of District's right to waive irregularities or to reject all bids.
 - v. Payment terms (if any).
 - vi. Time frame for project and completion dates.
 - vii. Liquidated damages.
 - viii. Warranty requirements.

-
- ix. Contract Forms (including a properly drafted contract form will incorporate into the Instructions to Bidders the various statutory public works requirements such as bonding, retained percentages, underground utilities etc.).
 - x. Prevailing Wage Rates (The prevailing wage rates may be incorporated by reference to the Labor and Industries web page for prevailing wages provided that the District be able to print a copy for any bidder that requests a copy).
 - xi. The following mandatory bidder requirements.
 - (a). Contractor must have valid certificate of registration.
 - (b). Contractor must have valid State UBI number.
 - (c). Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.
 - (d). Contractor cannot have been disqualified from bidding on any previous public works contract.
 - (e). Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to the District's Project.
 - (f). Contractor must (a) complete statutory training on public works and prevailing wages or (b) have experience completing at least three public works projects and have maintained a business license in Washington for at least three years.
 - xii. The Instructions to Bidders may also include "supplemental criteria" that can be used to identify the Lowest Responsible Bidder. Such criteria must at a minimum include the following
 - (a). The basis for evaluating the specified criteria.
 - (b). An appeal process that allows a bidder to challenge the process and the timeframe in which appeals will be allowed.
 - (c). A process for allowing bidders to request a modification of the supplemental criteria.
 - f. Publish bid advertisement in newspaper of general circulation within the District at least 13 days in advance of the bid opening.

- g. Open bids and compile spreadsheet of bids that ranks bids in order of responsiveness and price.
- h. Identify Responsible Bidders and award bid to Lowest Responsive/Responsible Bidder.
- i. Execute contract.

Appendix H
Public Works Projects
Bid Bonds, Performance Bonds and Retained Percentage Requirements

1. *Bid Bonds.* Bid bonds are not required but may be used at the discretion of the Fire Chief.
2. *Retainage.* The use of a retained percentage protects the District from liability if a contractor fails to pay workers, materials suppliers or state taxes. Waiver of the retained percentage generally makes the District primarily responsible for those contractor liabilities. Accordingly, if waivable under the following chart, retained percentage should generally only be waived if payment is not due until after substantial completion or when such waiver is approved by the Fire Chief. When the District requires a retained percentage, such retainage shall be held and retained as required by Chapter 60.28 RCW.
3. *Performance Bond.* Bond requirements are outlined below, when requiring bond, a bond form should be included in the bid package.

Contract Price	Retained Percentage	Bond
Under \$5,000	Not required	Not required
\$5,000-\$150,000	Ten percent if waive bond Waivable if require bond (must be specified in bid documents and district assumes liability).	Waivable if require 10% retained percentage
\$150,000- \$350,000	Waivable (must be specified in bid documents and district assumes liability). Otherwise five percent required	Required
Over \$350,000	Five percent required	Required

Appendix I Architect and Engineer Services

The District shall use the Request For Qualifications “RFQ” process established under Chapter 39.80 RCW prior to retaining the services of architects and engineers or an Emergency exception.

1. If using an Emergency exemption follow the procedures outlined under Appendix B.5-
Emergency Bid Exemption.
2. If using the RFQ process, the following procedures shall be used:
 - a. Identify the need for the purchase and determine whether the purchase is included in the Budget.
 - b. Obtain appropriate authorization under Section III- Purchasing Authority.
 - c. If the District is a member of the MRSC Rosters consultant Roster proceed to step “e” below and evaluate Consultants based on Statements of Qualifications submitted to MRSC Rosters. If the District is not a member, the District must prepare an a “RFQ” that includes the following elements.
 - i. Identification of whether services are being requested for general services or a specific project.
 - ii. Selection Criteria. The selection criteria are discretionary with the District. However, price cannot be included as part of the criteria.
 - iii. Name and address of District representative responsible for managing the RFQ process.
 - iv. Identification of where RFQ’s should be submitted, RFQ award time frame.
 - v. Reservation of District’s right to waive irregularities or to reject all RFQs.
 - d. Publish RFQ advertisement in newspaper of general circulation within the District at least 13 days in advance of the RFQ submittal date.
 - e. Evaluate and rank architects and engineers using the selection criteria.
 - f. Notify top ranked architect and engineer and negotiate pricing and contract terms.
 - g. If the District cannot come to agreement on pricing or contract terms, the District can move to the next ranked architect or engineer.
 - h. Enter into contract.

Appendix J Telecommunications and Data Services

If the purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase, or Bid Exemption the District shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.

1. If purchase is made through a Cooperative Purchase, follow the process outlined at **Appendix D.**
2. If purchase is made through a Bid Exemption, follow the process outlined at **Appendix B.3 Sole Source Bid Exemption, Appendix B.4 Special Facilities/Market Conditions Bid Exemption, or Appendix B.5 Emergency Bid Exemption.**
3. If the purchase is made using the competitive negotiation process, the following procedure shall be used:
 1. Preparation of a Request For Proposals “RFP” that includes the following elements:
 - a. General specifications for District’s telecommunication/data processing needs.
 - b. Selection Criteria. The selection criteria are discretionary with the District. Price can be included in the criteria but selection does not have to be based on low bidder.
 - c. Name and address of District representative responsible for managing the RFP process.
 - d. Identification of where RFPs should be submitted, RFP award time frame.
 - e. Reservation of District’s right to waive irregularities or to reject all RFP’s.
 - f. Publish RFP advertisement in newspaper of general circulation within the District at least 13 days in advance of the RFP submittal date.
 - g. Evaluate and rank proposals using the selection criteria.
 - h. Notify top ranked vendor and negotiate contract terms.
 - i. If the District cannot come to agreement on pricing or contract terms, the District can move to the next proposal.
 - j. Enter into contract.

Appendix K
Procurement Policy for Purchases or Projects Using Federal Funds
Uniform Guidance Procurement Policy Compliance Statement

Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).

The policy of the District when spending federal funds is to follow the most restrictive rule applicable under the District's adopted Procurement Policy or under the federal Uniform Guidance (2 C.F.R. 200, Subpart D) ("UG"). The purpose of this Policy is to identify those areas where the Uniform Guidance requirements are the most restrictive rule. For any federal grant funded project, the specific federal grant guidelines should be closely reviewed and the granting agency should be consulted as necessary to insure compliance with the Uniform Guidance.

Equipment, Materials and Supplies.

Follow District procurement policy except where noted below:

General Requirement. May not specify specific brands when equal products exist.

Cost under \$10,000. Use commercially reasonable methods, fairly and equitably distribute service contracts.

Cost over \$10,000 or when value of goods purchased over prior fiscal year exceeds \$10,000. When purchase is for items designated by the EPA under 40 CFR Part 247, must procure items that contain the highest percentage of recovered materials consistent with maintaining a satisfactory level of competition. Consult 40 CFR 247.10 through .17 for full list but general items include paper and paper products, vehicle lubrication products, tires and parts, some construction products, and certain landscaping products.

Cost between \$10,000 and \$75,500. Use vendor list process or obtain quotes from an adequate number of qualified sources and award to lowest cost responsible bidder.

Cost between \$75,500 and \$250,000. Follow District procurement policy.

Cost over \$250,000. Conduct price/cost analysis prior to advertising for bids. Five percent bid bonds required when using sealed bid process.

Vendors that assist in drafting of bidding documents cannot be awarded contract.

For all contracts in excess of \$10,000 must take affirmative steps to encourage small and minority firms and women-owned business participation.

Conduct Federal Debarment check on vendors prior to awarding bid. Cannot award if vendor is debarred.

Public Works Contracts.

Cost under \$10,000. Use commercially reasonable methods, fairly and equitably distribute service contracts.

Cost between \$10,000 and \$50,000. Use small works roster process or obtain quotes from an adequate number of qualified sources and award to lowest cost responsible bidder (Note: Best Value bid awards not permitted).

Cost between \$50,000 and \$250,000. Follow District procurement policy.

Cost over \$250,000. Cannot use small works roster, must use competitive sealed bidding. Conduct price/cost analysis prior to advertising for bids. Five percent bid bonds required when using sealed bid process.

Contractors that assist in drafting of bidding documents cannot be awarded contract.

For all contracts in excess of \$10,000 must take affirmative steps to encourage small and minority firms and women-owned business participation.

Conduct Federal Debarment check on contractor prior to awarding bid. Cannot award if contractor is debarred.

Service Contracts other than Architects, Engineers and Surveyors.

There are no state mandated bid requirements for service contracts. The Uniform Guidelines establish the following more restrictive requirements.

Cost under \$10,000. Use commercially reasonable methods, fairly and equitably distribute service contracts.

Cost between \$10,000 - \$250,000. Obtain quotes from an adequate number of qualified sources and award to lowest cost responsible bidder.

Cost over \$250,000. Use a competitive sealed bidding process following procedures used for public works. Conduct price/cost analysis prior to advertising for bids. Award to lowest responsive, responsible bidder. If conditions are not appropriate for using a sealed competitive bid process may use the Competitive Negotiation process established under RCW 39.04.

Service Providers that assist in drafting of bidding documents cannot be awarded contract.

For all contracts in excess of \$10,000 must take affirmative steps to encourage small and minority firms and women-owned business participation.

Conduct Federal Debarment check on service provider prior to awarding bid. Cannot award if provider is debarred.

Bid Exemptions.

Follow District procurement policy.

Cost over \$250,000. Perform cost or price analysis prior to contracting. Must negotiate profit as separate element of the contract price.

For all contracts in excess of \$10,000 must take affirmative steps to encourage small and minority firms and women-owned business participation.

Conduct Federal Debarment check on contractor prior to awarding bid. Cannot award if contractor is debarred.

Cooperative Purchasing (Piggyback).

Strictly scrutinized under Uniform Guidance. Must be able to document that entity that went out for bid fully complied with Uniform Guidance in addition to complying with the local or state bid laws applicable to the entity.

For all contracts in excess of \$10,000 must take affirmative steps to encourage small and minority firms and women-owned business participation.

Conduct Federal Debarment check on contractor prior to awarding bid. Cannot award if contractor is debarred.

Conflicts of Interest.

The District follows the conflict of interest rules set forth in chapter 42.23 RCW and prohibits acceptance of gifts from contractors, vendors and service providers. The District's standards of conduct rules apply to all elected officials and all employees, volunteers and agents that are involved in the procurement process.

APPENDIX L
BID EXEMPTION RESOLUTION FORMAT

RESOLUTION NO. _____

WAIVER OF COMPETITIVE BIDDING REQUIREMENTS

Background: RCW 39.04.280 provides for the waiver of competitive bidding requirements under enumerated conditions including [Select one or more of the following]:

1. Purchases that are clearly and legitimately limited to a single source of supply;
2. Purchases involving special facilities or market conditions;
3. Purchases in the event of an Emergency; or
4. Public Works in the event of an Emergency

[Set forth in some detail the specific need for product being purchased or public work project.]

[Set forth basis for using bid exemption]

Sole Source Sample Language: District staff has investigated supply sources and has determined that _____ is the exclusive vendor of _____ in Washington (Letter from _____ attached as Exhibit A to this Resolution) and the District cannot purchase the _____ from any other source. Accordingly, _____ is clearly and legitimately the sole source of supply for the _____ that meet the needs of the District.

Special Facilities or market conditions Sample Language: District staff has not located any other currently available _____ that meet the District's specific needs that can be delivered in time to allow the District to meet the grant requirements and staff has determined that the additional cost will benefit the District taxpayers as the District will be able to retain the grant funds and meet the grant time requirements. District staff believes that this situation, establishes a special market condition.

Emergency Sample Language: The damage precludes use of the station/Fire Engine that directly impacts the District's operational readiness and presents a real immediate threat to the proper performance of the essential functions of the District. As a result, the District's ability to respond to emergency incidents is compromised and creates an immediate and ongoing threat to the life and health of District residents.

Resolution: NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of XXXX hereby find that [Select one or more of the following]:

[_____ is the sole source for the purchase of _____]

[_____ creates a special market condition]

[an emergency exists]

and waives the competitive bidding requirements pursuant to RCW 39.04.280 [insert relevant subsection (a), (b), (c), or (e)] and authorizes the District to purchase

_____.

Adoption: ADOPTED at a regular meeting of the Board of Commissioners of XXXX on _____, 20__ the following Commissioners being present and voting:

APPENDIX M
COOPERATIVE PURCHASE CONTRACT FORM

This Agreement is entered into between the undersigned, municipal corporations of the State of Washington.

It is the purpose of this Agreement to provide for the cooperative purchase of materials, supplies and equipment by the parties to this Agreement when determined by the legislative body of a participating party to be in the best interest of such party. This Agreement is entered into under the authority of the Interlocal Cooperation Act, chapter 39.34 RCW.

It is agreed by the parties as follows:

1. **Term.** The term of this Agreement in respect to each party to this Agreement shall commence on the date of execution of the Agreement by that party and shall remain in effect until terminated by a party as provided in paragraph 5 of this Agreement.
2. **Cooperative Purchase.** Each party agrees to provide in bid proposals and specifications appropriate language to authorize and permit the other parties to the Agreement to purchase such materials, supplies and equipment under the terms and conditions of the purchase contract awarded by such party. Provided, however, the parties shall not be required to include such language when, in the sole discretion of the party going out to bid, the party determines that such language is not in the best interest of the party. The bid language to be included should be substantially as follows: "Interlocal Bids. The Bid proposal accepted shall permit and shall be subject to chapter 39.34 RCW, the Interlocal Cooperation Act, under which other governmental agencies may purchase under the bid proposal."
3. **Discretion.** The determination of whether or not any party to this Agreement shall purchase materials, supplies or equipment under the terms and conditions of any purchase contract available to, or entered into, by the other parties under a statutory bidding procedure shall be made by the legislative body of the party desiring to make such purchase.
3. **Financial Responsibility.** Each party shall remain financially responsible for the payment of the purchase price of all materials, supplies and equipment purchased and received by such party under the terms of this Agreement.
4. **Ownership.** Title to all items purchased by any party to this Agreement shall remain in the name of such party.
5. **Termination.** Any party to this Agreement may terminate its participation in the Agreement by giving the other parties to the Agreement 30 day's written notice of such intent to terminate.
6. **Limitations.** The parties shall not jointly acquire property or jointly budget funds under the authority of this Agreement.

7. **Statutory Compliance.** Each party agrees to comply with the statutory bidding requirements applicable to such party when acting under this Agreement.
8. **Administration.** No new or separate legal or administrative entity is created to administer the provisions of this agreement.
9. **Right to Contract – Independent Action Preserved.** Each party reserves the right to contract independently for the acquisition of goods or services without notice to the other party and shall not bind or otherwise obligate the other party to participate in the activity.
10. **Hold Harmless.** Each party shall indemnify, defend and hold the other party harmless from any liability arising from any negligent or wrongful act or failure to act on the part of itself and its employees. Neither party assumes responsibility to the other party for the consequences of any act or omission of any person, firm or corporation not a party to this



Pacific County

Fire District 1

Proudly Serving Since 1940

**COMMISSIONER'S MEETING
AGENDA ITEM INFORMATION**

Meeting Date: 2/17/2026
Agenda Item (to be completed by the office): New Business #2
Requestor:
Subject: Policy 607 – Establishing a Policy for Surplus Property
Cost (including tax):
Summary: Brian Snure provided us with the attached draft surplus property policy for review.
Recommendation:

Subject: Establishing a Policy for Surplus Property**Effective Date: February 17, 2026****Page 1 of 9**

Purpose

Washington law does not address the disposal of surplus property by fire protection districts. The intergovernmental transfer of property is addressed in Chapter 39.33 RCW, entitled “Intergovernmental Disposition of Property”, but this Chapter does not address the sale or other conveyance of surplus property to non-governmental entities. It is the purpose of this policy to establish procedures for the lawful disposal of District owned property that has been determined by staff to be of limited or no value to the District. It is also the purpose of this policy to allow for the flexible application of these guidelines for more efficient and cost-effective dispositions of property where the strict application of the procedures would not be in the District’s best interest.

Definitions

Property. All equipment, material, fixtures, supplies and real estate owned by the District.

Fair Market Value. The value of the Property that would be obtained through an arm’s length transaction using a Commercially Reasonable Means of sale, or the value established by a formal third party appraisal.

Commercially Reasonable Means. Process or procedures designed to obtain the highest value for surplus property which may include but are not limited to: public bidding procedures, consignment sales, sales through want ads, internet sites or other form of public notice, auctions, garage sales, sales through brokers, or privately negotiated sales provided that there is independent documentation that the private sale is for Fair Market Value.

Procedures.

1. Declaring Property Surplus. The Board Commissioners, upon recommendation from staff shall determine which District Property serves no valid function for the present or future needs of the District. Such Property shall hereinafter be declared surplus to the needs of the District using the following procedures.

1.1. The Board, by the adoption of this policy, delegates to the Fire Chief or designee the decision to surplus any Property of the District with a Fair Market Value of under \$500.00. The Fire Chief or designee shall provide an annual report to the Board identifying all such surplus property.

1.2. For single items with a value in excess of \$500.00 the Governing Board shall approve the decision to surplus such Property by Resolution.

Disposition of Property.

1. **Transfer of Surplus Property to a Non-Governmental Entity.** If the sale or transfer of the surplus property is made to a non-governmental entity, the sale shall be made as follows:
 - 1.1. **Estimated Value less than cost of disposal.** When staff has determined that the cost of disposal exceeds the value of the Property, such determination should be documented in writing. The Property may then be disposed in any manner deemed suitable by staff.
 - 1.2. **Estimated Value exceeds cost of disposal.** Property shall be disposed of using Commercially Reasonable Means approved by the Fire Chief or Board of Commissioners.
2. **Transfer of Surplus Property To A Governmental Entity.** Transfers may be conducted pursuant to the provisions of section 1 or, alternatively transfers to governmental entities may be conducted pursuant to Chapter 39.33 RCW. Pursuant to RCW 39.33.010 and RCW 39.33.020, such transfers may occur as follows:
 - 2.1. **Estimated Value is less than \$50,000.00.** Property shall be transferred for Fair Market Value on such terms and conditions as are mutually agreeable between the governmental entities.
 - 2.2. **Transfer of Property Having an Estimated Value Greater Than \$50,000.00.** Prior to conveying property having an estimated value of \$50,000 or more to a governmental entity, the District shall hold a public hearing to advise the public on the proposed terms of the transfer and thereafter solicit public input on the proposed transaction using the following procedures:
 - 2.2.1. **Notice of Public Hearing.** Publish notice of the public hearing once in a newspaper of general circulation where the property is located at least 10 days but not greater than 25 days prior to the hearing.
 - 2.2.2. **Contents of Hearing Notice.** At a minimum, the hearing notice shall set forth the date, time, and place of the hearing. It shall also identify the property to be disposed of using a description easily understood by the public. Finally, if the property is real property, the notice shall also describe the proposed use thereof by the receiving governmental entity.
 - 2.2.3. **Press Release.** A press release pertaining to the hearing shall be disseminated among printed and electronic media in the area where the property is located.
 - 2.2.4. **Transfer Decision.** At or after the conclusion of the public hearing, the District Commissioners shall determine whether to so transfer the property.

Documentation of Sales.

Sales of equipment, vehicles or safety gear of any value and sales of other personal property in excess of a value of \$500.00 shall be transferred pursuant to a Bill of Sale substantially in the form attached as Exhibit A (equipment) or Exhibit B (Vehicles). The Bill of Sale requirement may be waived in specific situations with the approval of legal counsel. An inventory of all surplus Property disposed of pursuant to this policy shall be maintained in accordance with the state record retention requirements.

Annual Report

District staff shall present a surplus property report to the Board of Commissioners on an annual basis documenting the items that were declared surplus and the revenues generated by disposal of the surplus items.

EXHIBIT A

BILL OF SALE AND HOLD HARMLESS AGREEMENT

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties to this Agreement, **Pacific County Fire Protection District No. 1**, a Washington municipal corporation, (“Seller”) does hereby sell and transfer to _____, a _____ (“Buyer”) all right, title, and interest that the Seller may have in the _____ (“Equipment”) identified in the attached and incorporated Exhibit A, which have been found to be surplus to the Seller’s needs.

The Seller hereby warrants to Buyer that immediately prior to the delivery of this Bill of Sale, the Seller was the owner of the full legal title to the described Equipment and that the Seller had the lawful right to sell the same and that good and clear title to the Equipment is hereby vested in Buyer free and clear of all liens, claims, encumbrances, and rights of others. The Seller makes no warranty with respect to the Equipment and Buyer warrants that it has inspected the described Equipment, is aware of any defects in such equipment, and has determined that the Equipment is in a reasonable safe condition for Buyer’s use. **THE EQUIPMENT IS OUT OF SERVICE AND MAY NOT MEET ANY CURRENT STATE OR FEDERAL SAFETY STANDARDS.**

Buyer accepts the Equipment “as is,” and the Seller makes no warranty of any kind, express or implied, or arising by operation of law, by course of dealing or arising by performance, trade practice, or otherwise. The Seller disclaims all other warranties, including without limitation, any implied warranties of merchantability or fitness for a particular purpose. Repair or replacement of defective parts shall be the sole obligation of Buyer. In no event shall the Seller be liable for direct, indirect, incidental, exemplary, consequential, or special damages arising in any manner whatsoever, even if the Seller had been previously advised of the possibility of that damage. The Seller’s maximum liability shall in no event exceed the price of the surplus Equipment specified herein. No person has authority to make any claim, representation, warranty, promise, guarantee or commitment on behalf of the Seller that is not expressed in this agreement. THE BUYER SPECIFICALLY ACKNOWLEDGES THAT THE EQUIPMENT MAY NOT MEET ANY CURRENT STATE OR FEDERAL SAFETY STANDARDS.

BY SIGNING THIS AGREEMENT, THE BUYER AFFIRMS:

- 1) That the Seller has made Buyer aware that the Equipment to be sold under this agreement is used and has been determined by the Seller to be surplus to the Seller's needs.

- 2) That the Buyer has been given ample opportunity to inspect the Equipment and has in fact inspected the Equipment referred to in this Agreement, is aware of any defects and accepts the Equipment "as is."

- 3) That the Buyer has independently found the Equipment to meet or exceed its requirements and standards.

- 4) That the Buyer agrees to the terms of this Agreement.

IN CONSIDERATION OF RECEIVING THE EQUIPMENT BUYER AGREES TO INDEMNIFY AND HOLD THE SELLER HARMLESS FROM AND AGAINST THE FULL AMOUNT OF ANY AND ALL COSTS AND EXPENSES (INCLUDING WITHOUT LIMITATION, ATTORNEYS' FEES AND COURT COSTS INCIDENT TO ANY SUIT, ACTION, INVESTIGATION OR OTHER PROCEEDING), DAMAGES AND LOSSES, SETTLEMENTS, REDUCTIONS OR OTHER ADVERSE EFFECTS ARISING OUT OF OR RESULTING FROM ANY FUTURE CLAIMS RELATING TO THE EQUIPMENT AND THE USE THE EQUIPMENT.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE PURCHASER'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

IN WITNESS WHEREOF, the parties have caused this Bill of Sale and Hold Harmless Agreement to be executed and delivered in its name this ____ day of _____, 20__.

[BUYER]

By: _____

By: _____

Print Name: _____

Print Name: _____

Its: _____

Its: _____

EXHIBIT B

BILL OF SALE AND HOLD HARMLESS AGREEMENT

For good and valuable consideration received (specifically including but not limited to Buyer's waiver of claims against the Seller and the absence of a warranty) the receipt and sufficiency of which are hereby acknowledged by the parties to this Agreement, **Pacific County Fire Protection District No. 1**, a Washington municipal corporation, ("Seller") does hereby sell, assign, convey, transfer and deliver to: _____ "Buyer" One _____ VIN# _____, together with all attached equipment the "Vehicle." Which has been found to be surplus to the Seller's needs.

The current mileage of the Vehicle is _____

The Seller hereby warrants to Buyer that immediately prior to the delivery of this Bill of Sale, the Seller was the owner of the full legal title to the described Vehicle and that the Seller had the lawful right to sell the same and that good and clear title to the Vehicle is hereby vested in Buyer free and clear of all liens, claims, encumbrances, and rights of others. The Seller makes no warranty with respect to the Vehicle and Buyer warrants that it has inspected the described Vehicle, is aware of any defects in such Vehicle, and has determined that the Vehicle is in a reasonable safe condition for Buyer's use. **THE VEHICLE IS OUT OF SERVICE AND MAY NOT MEET ANY CURRENT STATE OR FEDERAL SAFETY STANDARDS.**

Buyer accepts the Vehicle "as is," and the Seller makes no warranty of any kind, express or implied, or arising by operation of law, by course of dealing or arising by performance, trade practice, or otherwise. The Seller disclaims all other warranties, including without limitation, any implied warranties of merchantability or fitness for a particular purpose. Repair or replacement of defective parts shall be the sole obligation of Buyer. In no event shall the Seller be liable for direct, indirect, incidental, exemplary, consequential, or special damages arising in any manner whatsoever, even if the Seller had been previously advised of the possibility of that damage. The Seller's maximum liability shall in no event exceed the price of the surplus Vehicle specified herein. No person has authority to make any claim, representation, warranty, promise, guarantee or commitment on behalf of the Seller that is not expressed in this agreement. THE BUYER SPECIFICALLY ACKNOWLEDGES THAT THE VEHICLE MAY NOT MEET ANY CURRENT STATE OR FEDERAL SAFETY STANDARDS.

BY SIGNING THIS AGREEMENT, THE BUYER AFFIRMS:

- 1) That the Seller has made Buyer aware that the Vehicle to be sold under this agreement is used and has been determined by the Seller to be surplus to the Seller's needs.

- 2) That the Buyer has been given ample opportunity to inspect the Vehicle and has in fact inspected the Vehicle referred to in this Agreement, is aware of any defects and accepts the Vehicle "as is."

- 3) That the Buyer has independently found the Vehicle to meet or exceed its requirements and standards.

- 4) That the Buyer agrees to the terms of this Agreement.

IN CONSIDERATION OF RECEIVING THE VEHICLE BUYER AGREES TO INDEMNIFY AND HOLD THE Seller HARMLESS FROM AND AGAINST THE FULL AMOUNT OF ANY AND ALL COSTS AND EXPENSES (INCLUDING WITHOUT LIMITATION, ATTORNEYS' FEES AND COURT COSTS INCIDENT TO ANY SUIT, ACTION, INVESTIGATION OR OTHER PROCEEDING), DAMAGES AND LOSSES, SETTLEMENTS, REDUCTIONS OR OTHER ADVERSE EFFECTS ARISING OUT OF OR RESULTING FROM ANY FUTURE CLAIMS RELATING TO THE VEHICLE AND THE USE THE VEHICLE.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE PURCHASER'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

IN WITNESS WHEREOF, the parties have caused this Bill of Sale and Hold Harmless Agreement to be executed and delivered in its name this ____ day of _____, 20__.

[BUYER]

By: _____	By: _____
Print Name: _____	Print Name: _____
Its: _____	Its: _____



Pacific County

Fire District 1

Proudly Serving Since 1940

**COMMISSIONER'S MEETING
AGENDA ITEM INFORMATION**

Meeting Date: 2/17/2026
Agenda Item (to be completed by the office): New Business #3
Requestor:
Subject: Resolution 2026-03 – Establish a Small Public Works Roster Process to Award Public Works Contracts
Cost (including tax):
Summary: Brian Snure provided us with the attached resolution which lays out the Small Works Roster process. This resolution would replace the previous Small Works Roster resolution 2009-03.
Recommendation:



Pacific County Fire District No. 1

Resolution 2026-03

ESTABLISH A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS

WHEREAS, RCW 39.04.151 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF PACIFIC COUNTY FIRE PROTECTION DISTRICT NO. 1, PACIFIC COUNTY, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

1. **Section 1:** Resolution No. 2009-03 is hereby repealed and is replaced with this Resolution.
2. **Small Public Works Roster.** The following small works roster procedures are established for use by the District pursuant to RCW 39.04.151 for seeking bids for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Fifty Thousand Dollars (\$350,000.00) excluding sales tax.
3. **Publication.** At least once a year, the District shall publish in a newspaper of general circulation within the District a notice of the existence of the small works roster and solicit the names of contractors for the small works roster.
4. **Notification to Office of Minority and Women's Business Enterprises.** At least once a year, the District shall provide the Office Of Minority and Women's Business Enterprises' a notice of the existence of the roster and solicit contractors for the roster.
5. **Adding Contractor's to Roster.** Contractor's desiring to be on the Roster must meet the following requirements:
 - 5.1. Contractors must indicate if they meet the definition of women and minority-owned business as described in RCW 39.19.030(7)(b), veteran-owned business as defined in RCW 43.60A.010, or small business as defined in RCW 39.04.010.
 - 5.2. Contractors must maintain current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the appropriate agencies.
 - 5.3. Contractors must agree and be able to receive notifications and other communications via email.

5.4. District staff shall add contractors meeting the above requirements to the small works roster at any time that a contractor requests in writing to be added.

6. Bid Solicitation.

6.1. **Bid Splitting.** The breaking of any public works project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

6.2. **Project Estimates.** Invitations for bids or direct contract negotiation must include, at a minimum, an estimate for the scope of work including the nature of the work to be performed as well as the materials and equipment to be furnished. Detailed plans and specifications are not required.

6.3. **Invitations for Bids.** Unless Direct Contracting is used the District shall solicit bids by electronically notifying all contractors on the roster that have indicated interest in performing the type of work required for the project and shall award the bid to the Lowest Responsible Bidder.

a. **Determining Lowest Responsible Bidder.** The Board of Commissioners or designee shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Board of Commissioners may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by RCW 39.04.010 and who meets any supplementary bidder responsibility criteria established by the District.

b. **Award.** All of the bids or quotations shall be collected by the Chairperson or designee.

i. The chairperson or designee shall then present all bids or quotations and their recommendation for award of the contract to the Board of Commissioners. The Board of Commissioners shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or

ii. If the Board of Commissioners delegates the authority to award bids to the Chief of the District for public works projects costing less than or equal to \$50,000.00, the Chief shall have the authority to award public works contracts without the Board of Commissioners approval, provided that the Board of Commissioners shall ratify the Chief's approval at the next scheduled Board of Commissioners meeting by means of the consent agenda. For public works projects costing more than \$50,000.00, the Board of Commissioners shall award all public works contracts.

6.4. Direct Contracting. For projects with an estimated cost under \$150,000 the District may either issue an invitation for bid as outlined above or the District may engage in the following direct contracting process:

- a. The District shall follow its Small Business Utilization Plan when using Direct Contracting.
- b. If there are six or more contractors meeting the definition of small, minority, women or veteran owned businesses on the roster, the District may directly negotiate and contract with one of those small businesses that have indicated interest in performing work in the District's geographical area.
- c. The District shall rotate through the eligible contractors and shall, when qualified contractors are available from the roster who may perform the work or deliver the services within the budget described in the notice or request for proposals, use different contractors on different projects.
- d. If there are five or less contractors meeting the definition of small business on the roster, the District may directly negotiate and contract with any of those small businesses that have indicated interest in performing work in your geographical area.
- e. Under both of the above procedures the District shall notify all small, minority, women or veteran owned businesses on the District's roster that the District is using direct contracting.

7. Posting.

7.1. Awarded Contracts. A list of all contracts awarded under these procedures shall be posted at District main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

7.2. Direct Contract Awards. Annually, the District shall post at the District main administrative offices a list of small works contracts awarded and contractors contacted for direct negotiation.

Adoption: ADOPTED by the Board of Commissioners of Pacific County Fire Protection District No. 1, at an open public meeting of such Board on February 10, 2026 the following Commissioners being present and voting:

Fred H. Hill, Commissioner

Thomas L. Downer, Commissioner

Blaine D. Gunkel, Commissioner

Attest: _____
District Secretary



Proudly Serving Since 1940

COMMISSIONER'S MEETING AGENDA ITEM INFORMATION

Meeting Date: 2/17/2026
Agenda Item (to be completed by the office): New Business #4
Requestor: District Secretary
Subject: Employee Vehicle Repair
Cost (including tax): \$1,894.78, including tax
Summary: An employee responded POV to a structure fire; the front bumper of their personal car was hit by an engine backing up. Our current Policy #905 states that we will "provide liability coverage for the loss of or damage to personal possessions while performing duties as a fire district member." However, the policy states that the "District's liability shall be limited to a maximum of two hundred dollars." The repair to this vehicle would cost the District \$1,894.78, including tax. Special approval is needed to approve the repair.
Recommendation: Approve repairs listed on the attached quote to Lani Karvia's personal vehicle in the amount of \$1,894.78, including tax.

PACIFIC COUNTY FIRE DISTRICT NO. 1
POLICY AND PROCEDURES MANUAL

POL 905
GP #1112

POLICIES - GENERAL

Subject: Loss of Personal Possessions

Effective Date: March 13, 2000

Revised:

Page 1 of 1

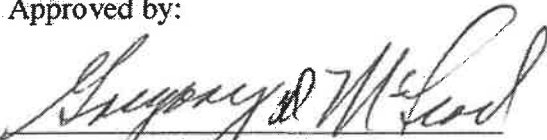
It shall be the policy of Pacific County Fire District No. 1 to provide liability coverage for the loss of or damage to personal possessions while performing duties as a fire district member.

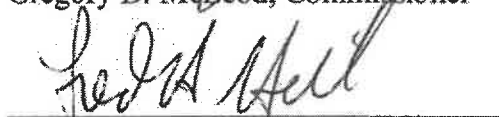
Theft or break-in of personal vehicles is excluded from this policy.

Any loss shall be reported immediately through the chain of command.

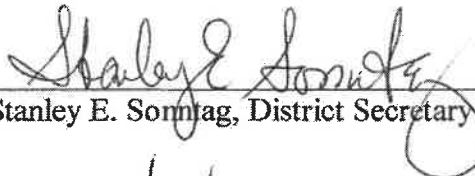
The District's liability shall be limited to a maximum of two hundred dollars (\$200.00).

Approved by:


Gregory D. McLeod, Commissioner


Fred H. Hill, Commissioner


Donn B. Smith, Commissioner

Attest: 
Stanley E. Sonntag, District Secretary

Date Signed: 3/13/2000

CLASSIC BODYWERKS

Workfile ID: 3f8a180b
Federal ID: 93-1104086

Precision in Collision
34747 HWY 101 BUSINESS, ASTORIA, OR 97103
Phone: (503) 325-0411
FAX: (503) 325-8085

Preliminary Estimate

Customer: KARVIA, LANI

Written By: Bob Page

Insured: KARVIA, LANI
Type of Loss:
Point of Impact: 12 Front

Policy #:
Date of Loss:

Claim #:
Days to Repair: 0

Owner:
KARVIA, LANI
(360) 783-2121 Cell

Inspection Location:
CLASSIC BODYWERKS
34747 HWY 101 BUSINESS
ASTORIA, OR 97103
Repair Facility
(503) 325-0411 Business

Insurance Company:

VEHICLE

2025 KIA Carnival Hybrid SX Prestige FWD 4D VAN 4-1.6L Turbocharged Hybrid Gasoline Direct Injection PEARL WHITE

VIN: KNDNE5KA1S6034961 Interior Color: BLACK Mileage In: 21,231 Vehicle Out:
License: VF01309 Exterior Color: PEARL WHITE Mileage Out:
State: OR Production Date: 8/2024 Condition: Job #:

TRANSMISSION

Automatic Transmission

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Heated Mirrors
Power Driver Seat
Power Passenger Seat
Memory Package

DECOR

Dual Mirrors
Privacy Glass
Console/Storage
Overhead Console

CONVENIENCE

Air Conditioning
Intermittent Wipers

Cruise Control
Rear Defogger
Keyless Entry
Alarm
Message Center
Steering Wheel Touch Controls
Rear Window Wiper
Telescopic Wheel
Heated Steering Wheel
Climate Control
Dual Air Condition
Navigation System
Backup Camera
Parking Sensors
Surround View Camera
Dual Power Sliding Doors
Remote Starter
Intelligent Cruise
Home Link

RADIO

FM Radio
Stereo
Search/Seek
Auxiliary Audio Connection
Premium Radio
Satellite Radio

SAFETY

Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Traction Control
Stability Control
Front Side Impact Air Bags
Head/Curtain Air Bags
Communications System
Hands Free Device
Xenon or L.E.D. Headlamps
Blind Spot Detection
Heads Up Display

ROOF

Electric Glass Sunroof
Skyview Roof

SEATS

Bucket Seats
Leather Seats
Heated Seats
Ventilated Seats
3rd Row Seat

WHEELS

Aluminum/Alloy Wheels

PAINT

Three Stage Paint

OTHER

Fog Lamps
Rear Spoiler
Signal Integrated Mirrors

TRUCK

Power Trunk/Liftgate

Preliminary Estimate

Customer: KARVIA, LANI

2025 KIA Carnival Hybrid SX Prestige FWD 4D VAN 4-1.6L Turbocharged Hybrid Gasoline Direct Injection PEARL WHITE

Tilt Wheel

AM Radio

Lane Departure Warning

Preliminary Estimate

Customer: KARVIA, LANI

2025 KIA Carnival Hybrid SX Prestige FWD 4D VAN 4-1.6L Turbocharged Hybrid Gasoline Direct Injection PEARL WHITE

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		FRONT BUMPER & GRILLE					
2		O/H bumper assy				5.3	
3	*	Rpr Bumper cover w/auto park				<u>3.0</u>	2.8
		Note: LABOR: Time is after under cover is removed. Time does not include R&I/R&R upper molding.					
4		Add for Three Stage					2.0
5	Repl	Add for park sensor		1	m	0.4	
6	R&I	License bracket				0.2	
7	R&I	Upper molding 3-piece design center				0.1	
8	R&I	RT Upper molding 3-piece design outer				0.1	
9	R&I	LT Upper molding 3-piece design outer				0.1	
10		RADIATOR SUPPORT					
11	R&I	Under cover				0.3	
12		VEHICLE DIAGNOSTICS					
13	*	Rpr Pre-repair scan			m	<u>0.5</u> M	
14	*	Rpr Post-repair scan			m	<u>0.5</u> M	
15	#	Refn Let-down Panel for three stage					0.5
16	#	Hazardous Waste Disposal		1	10.00 X		
17	**	Repl A/M Flex additive		1	15.00 X		
18	#	Remove silicone contaminants		1		0.5	
19	#	Final clean on vehicle		1		1.0	
20	#	Denib & Polish new paint		1	10.00	0.5	
SUBTOTALS					35.00	12.5	5.3

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			10.00
Body Labor	11.5 hrs @	\$ 74.00 /hr	851.00
Paint Labor	5.3 hrs @	\$ 74.00 /hr	392.20
Mechanical Labor	1.0 hrs @	\$ 155.00 /hr	155.00
Paint	5.3 hrs @	\$ 54.00 /hr	286.20
Body Supplies	4.4 hrs @	\$ 5.00 /hr	22.00
Miscellaneous			25.00
Subtotal			1,741.40
Other Tax 1	\$ 1,716.40 @	0.5700 %	9.78
Grand Total			1,751.18
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			1,751.18

Preliminary Estimate

Customer: KARVIA, LANI

2025 KIA Carnival Hybrid SX Prestige FWD 4D VAN 4-1.6L Turbocharged Hybrid Gasoline Direct Injection PEARL WHITE

NOTICE : OREGON LAW STATES THAT "AN INSURER SHALL NOT REQUIRE THAT A PARTICULAR PERSON MAKE THE REPAIRS TO THE INSURED'S MOTOR VEHICLE AS A CONDITION FOR RECOVERY BY THE INSURED UNDER A MOTOR VEHICLE LIABILITY INSURANCE POLICY." O.R.S. 746.280

NOTICE: REPAIRS TO THIS VEHICLE MAY REQUIRE SPECIFIC WELDING EQUIPMENT AS RECOMMENED BY THE MANUFACTURER

Classic Bodywerks guarantees the repairs to be free from defects in workmanship for as long as the repaired vehicle is owned by the repaired owner. Parts and material warranties are covered by the respective companies.

Classic Bodywerks does not order parts without deposit for parts and authorization from customer for parts order.

Classic Bodywerks will charge re-stocking/shipping/handling fees associated with any repair order that is cancelled after parts have been authorized/ordered by customer.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF A MOTOR VEHICLE CRASH PART NOT MADE BY THE ORIGINAL EQUIPMENT MANUFACTURER. THE USE OF A MOTOR VEHICLE CRASH PART NOT MADE BY THE ORIGINAL EQUIPMENT MANUFACTURER MAY INVALIDATE ANY REMAINING WARRANTIES OF THE ORIGINAL EQUIPMENT MANUFACTURER ON THAT MOTOR VEHICLE PART. THE PERSON WHO PREPARED THIS ESTIMATE WILL PROVIDE A COPY OF THE PART WARRANTY FOR CRASH PARTS NOT MADE BY THE ORIGINAL EQUIPMENT MANUFACTURER FOR COMPARISON PURPOSES.

Preliminary Estimate

Customer: KARVIA, LANI

2025 KIA Carnival Hybrid SX Prestige FWD 4D VAN 4-1.6L Turbocharged Hybrid Gasoline Direct Injection PEARL WHITE

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide ARY2320, CCC Data Date 01/16/2026, and potentially other third party sources of data; and (b) the parts presented are OEM-parts. OEM parts are manufactured by or for the vehicle's Original Equipment Manufacturer (OEM) according to OEM's specifications for U.S. distribution. OEM parts are available at OE/Vehicle dealerships or the specified supplier. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships with discounted pricing. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2024 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. CFC=Carbon Fiber. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. STS=Stainless Steel. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Intelligent Solutions Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.



**COMMISSIONER'S MEETING
AGENDA ITEM INFORMATION**

Meeting Date: 2/17/2026
Agenda Item (to be completed by the office): New Business #5
Requestor: M. DeConto
Subject: First Due Service Agreement
Cost (including tax): \$32,919.85
Summary: Requesting approval to enter into a service agreement with First Due Holding, Inc. The service agreement includes services that replace services currently provided to the fire district by the four different providers listed below: <ul style="list-style-type: none">• Emergency Reporting• ESO• iSpy Fire Inc.• Image Trend Combining the services listed above increases efficiency and will improve operational effectiveness. The First Due service will replace the programs provided by the above providers including: <ul style="list-style-type: none">• Patient care reporting• Incident documentation• Incident alerting software• Training logs• Equipment inventory• Scheduling software The First Due software will also introduce some additional features including: <ul style="list-style-type: none">• Enhanced scheduling software allowing for electronic completion of leave request and timesheets.• Fire training content to increase compliance with updated annual training requirements.• Electronic vehicle and equipment inspection record management with work order management• Community Connect: a service that allow the public to request services from the fire district and upload household information for possible incidents.



Agreement for Services

This Agreement for Services (this "Agreement") dated as of **January 31, 2026** (the "Effective Date") is made by and between First Due Holdings, Inc., a Delaware corporation, through its wholly-owned subsidiary Locality Media, LLC dba First Due ("First Due"), and the **Pacific County Fire District #1** located at **26110 Ridge Ave., Ocean Park, WA 98640** (the "Customer").

- 1. Service Access and Use Agreement.** First Due maintains a website through which Customer members may access First Due's **First Due Size-Up™** Community Connect™, Mobile Responder™ and/or other software-as-a-service platforms and solutions identified in Exhibit A (collectively, the "Service") in connection with the performance of their Customer duties. First Due agrees to grant the Customer access to the Service pursuant to the terms and conditions set forth below and in Exhibit A, and the Customer agrees to use the Service only in strict conformity with and subject to such terms and conditions.
- 2. Credential Management, Data Submission, and License Rights.** First Due may provide the Customer with one or more user ID's, initial passwords, digital certificates and/or other devices (collectively, "Credentials") and/or application programming interfaces ("APIs") to access the Service. The Customer shall access the Service only by using such Credentials and APIs. The Customer authorizes First Due to act on any instructions First Due receives from users of the Service who present valid Credentials and such individuals shall be deemed authorized to act on behalf of the Customer, including, without limitation, to change such Credentials. It is the Customer's sole responsibility to keep all Credentials and other means of access within the Customer's direct or indirect possession or control both confidential and secure from unauthorized use. The Customer understands the utility of the First Due Size Up Service depends on the availability of data and information relating to Locations and structures in the Customer's jurisdiction, including but not limited to building system and structural information, building inspection codes and incident report data (collectively, "Location Data"). First Due also may process and furnish through the Service, in addition to Location Data, other data regarding residents and roadways within the Customer's jurisdiction ("Community Data"). Location Data and Community Data are referred to collectively herein as "Data". First Due may acquire Data from third party public and/or private sources in First Due's discretion. In addition, the Customer will upload to the Service or otherwise provide to First Due in such form and using such methods as First Due reasonably may require from time to time, any and all Data from the Customer's records and systems which the parties mutually designate for inclusion in the Service database. The Customer agrees not to filter or alter such records except to conform such Data to the formats reasonably required by First Due. Subject to any third-party license restrictions identified expressly in writing by the Customer, the Customer grants to First Due a perpetual, non-exclusive, worldwide, royalty-free right and license to process, use and disclose the Data furnished to First Due by the Customer in connection with the development, operation, and performance of First Due's business, including but not limited to the Service.
- 3. Data Use, Disclaimers, and Limitations of Liability.** As between the parties, the Customer and its employees, contractors, members, users, agents, and representatives (collectively, "Customer Users") are solely responsible for determining whether and how to use Data accessed through the Service. The Customer acknowledges that First Due, through the Service, provides an interface for viewing Data compiled from the Customer and other sources over which First Due has no control and for which First Due assumes no responsibility. First Due makes no representations or warranties regarding any Location or structure (including but not limited to a Location's safety, construction, occupancy, materials, hazards, water supply, contents, location, surrounding structures, exposures, size, layout, compliance, condition or history), residents, roadways, or any actual or expected outcome from use of the Data, nor does First Due make any representation or warranty regarding the accuracy or reliability of the Data received by First Due. First Due provides administrative and information technology services only and does not advise, recommend, or render an opinion with respect to any information communicated through the Service and shall not be responsible for the Customer's or any third party's use of any information obtained through the Service.

- 4. Customer Equipment and Technical Requirements.** The Customer shall obtain and maintain, at its own expense, computers, operating systems, Internet browsers, tablets, phones, telecommunications equipment, third-party application services and other equipment and software ("Equipment") required for the Customer to access and use the Service (the Service being accessible to users through standard Internet browsers subject to third party network availability and signal strength). First Due shall not be responsible for any problem, error or malfunction relating to the Service resulting from Customer error, data entry errors or malfeasance by the Customer or any third party, or the performance or failure of Equipment or any telecommunications service, cellular or Wi-Fi network, Internet connection, Internet service provider, or any other third-party communications provider, or any other failure or problem not attributable to First Due ("Technical Problems").
- 5. Term and Termination.** This Agreement will be effective for an initial term of **12 months** (the "Initial Term") commencing on the Effective Date. After the Initial Term, this Agreement will automatically renew for successive terms of **12 months** each (a "Renewal Term"), subject to the right of either party to cancel renewal at any time upon at least 60 days' written notice. ~~First Due reserves the right to increase Customer's renewal Service fees by no more than 5% per annum, applied to the Service fees set forth in the previous term.~~ Either party also may terminate this Agreement immediately upon written notice if the other party: (i) becomes insolvent; (ii) becomes the subject of a petition in bankruptcy which is not withdrawn or dismissed within 60 days thereafter; (iii) makes an assignment for the benefit of creditors; or (iv) materially breaches its obligations under this Agreement and fails to cure such breach within 30 days after the non-breaching party provides written notice thereof.
- 6. Effects of Termination and Reservation of Rights.** Upon termination, the Customer shall cease use of the Service and all Credentials then in the Customer's possession or control. This Section 6 and Sections 8 through 15 and 19 through 23 hereof shall survive any termination or expiration of this Agreement.
- 7. Fees, Additional Services, and Taxes.** The Customer agrees to pay the fees set forth in Exhibit A for use of those Service features described in Exhibit A (as available as of the Effective Date). First Due may charge separately for services offered from time to time that are not included in the scope of Exhibit A (such as new Service features, systems integration services and applications of the Service for new purposes), subject to the Customer's written acceptance of the terms of use and fees associated with such services. The Customer shall be responsible for the payment of all taxes associated with provision and use of the Service (other than taxes on First Due's income).
- 8. Intellectual Property and Data Rights.**

 - a. **First Due IP.** First Due owns and shall retain all right, title, and interest in and to the Service, all components thereof, including without limitation all related applications, APIs, user interface designs, software and source code (which shall further include without limitation any and all source code furnished by First Due to the Customer in connection with the delivery or performance of any services hereunder) and any and all future enhancements or modifications thereto howsoever made and all intellectual property rights therein but not Data furnished by the Customer. Except as expressly provided in this Agreement or as otherwise authorized in advance in writing by First Due, the Customer and Customer Users shall not copy, distribute, license, reproduce, decompile, disassemble, reverse engineer, publish, modify, or create derivative works from, the Service; provided, however, that nothing herein shall restrict the Customer's use of the Data that the Customer has provided.
 - b. **Customer Data.** Customer shall own all Customer data and upon termination or written request, First Due shall provide Customer data to Customer.
 - c. **De-Identification.** Customer acknowledges and agrees that First Due may use Customer data to generate a de-identified data set (a "Data Set") in accordance with the then-current HIPAA de-identification standards set forth in 45 CFR § 164.514(b). Once de-identified, the Data Set will no longer constitute identifiable Customer data or "Protected Health Information", as defined under HIPAA at 45 CFR 160.103. Subject to applicable laws, First Due may, in its sole discretion, transform, analyze, distribute, redistribute, create derivative works of, license, disclose to third party researchers, or otherwise use such Data Set.

9. Confidentiality.

- a. "Confidential Information" means any and all information disclosed by either party to the other which is marked "confidential" or "proprietary," including oral information that is designated confidential at the time of disclosure. Without limiting the foregoing, all information relating to the Service and associated software and the terms of this Agreement shall be deemed First Due's Confidential Information. Notwithstanding the foregoing, "Confidential Information" does not include any information that the receiving party can demonstrate (i) was known to it prior to its disclosure hereunder; (ii) is or becomes publicly known through no wrongful act of the receiving party; (iii) has been rightfully received from a third party authorized to make such disclosure without restriction; (iv) is independently developed by the receiving party, without the use of any Confidential Information of the other party; (v) has been approved for release by the disclosing party's prior written authorization; or (vi) is required to be disclosed by court order or applicable law, provided that the party required to disclose the information provides prompt advance notice thereof to the other party (except to the extent such notice is prohibited by law).
- b. Each party hereby agrees that it shall not use any Confidential Information belonging to the other party other than as expressly permitted under the terms of this Agreement or as expressly authorized in writing by the other party. Each party shall use the same degree of care to protect the other party's Confidential Information as it uses to protect its own confidential information of like nature, but in no circumstances with less than reasonable care. Neither party shall disclose the other party's Confidential Information to any person or entity other than its employees, agents or consultants who need access thereto in order to effect the intent of this Agreement and in each case who have been advised of the confidentiality provisions of this Agreement, have been instructed to abide by such confidentiality provisions, entered into written confidentiality agreements consistent with this Section 9 or otherwise are bound under substantially similar confidentiality restrictions.
- c. Each party acknowledges and agrees that it has been advised that the use or disclosure of the other's Confidential Information inconsistent with this Agreement may cause special, unique, unusual, extraordinary, and irreparable harm to the other party, the extent of which may be difficult to ascertain. Accordingly, each party agrees that, in addition to any other remedies to which the nonbreaching party may be legally entitled, the nonbreaching party shall have the right to seek to obtain immediate injunctive relief, without the necessity of posting a bond, in the event of a breach of Section 9(a) or 9(b) by the other party, any of its employees, agents or consultants.

10. Limited Warranty. FIRST DUE REPRESENTS AND WARRANTS THAT IT SHALL USE COMMERCIALY REASONABLE EFFORTS TO PROVIDE THE SERVICE WITHOUT INTRODUCING ERRORS OR OTHERWISE CORRUPTING DATA AS SUBMITTED BY THE CUSTOMER. OTHER THAN THE FOREGOING, THE SERVICE, INCLUDING ALL DATA, IS PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS WITHOUT WARRANTY OF ANY KIND. WITHOUT LIMITING THE FOREGOING, FIRST DUE MAKES NO WARRANTY THAT THE SERVICE WILL BE UNINTERRUPTED, ERROR FREE OR AVAILABLE AT ALL TIMES, NOR DOES FIRST DUE WARRANT THAT THE SERVICE WILL REMAIN COMPATIBLE WITH, OR OPERATE WITHOUT INTERRUPTION ON, ANY EQUIPMENT OF THE CUSTOMER OR CUSTOMER USERS.

11. Service Levels and Support Obligations. First Due will provide the Service on a 24X7X365 basis with an uptime guarantee of 99.5% availability excluding scheduled maintenance. First Due will respond to Customer and provide Initial Responses, Temporary Resolutions and Final Resolutions in accordance with the time requirements set forth in the table below.

Severity Level:	Vendor's Initial Response will be provided within:	Vendor's Temporary Resolution will be provided within:	Vendor's Final Resolution will be provided within:
1: Mission Critical— Software is down /undiagnosed but feared critical; situation may require a restore and Software use is suspended until a diagnosis is given	60 minutes from receipt of initial notice from the Customer, or discovery, of the error	24 hours from receipt of initial notice from the Customer, or discovery, of the error	2 days from receipt of initial notice from the Customer, or error discovery

2: Critical Issue – Software is not down, but operations are negatively impacted	2 hours from receipt of initial notice from the Customer, or discovery, of the error	48 hours from receipt of initial notice from the Customer, or discovery, of the error	2 days from receipt of initial notice from the Customer, or error discovery
3: Non-Critical Issue	4 hours from receipt of initial notice from the Customer, or discovery, of the error	3 days from receipt of initial notice from the Customer, or discovery, of the error	15 days from receipt of initial notice from the Customer, or error discovery

12. Warranty Limitations and Disclaimers. EXCEPT AS SET FORTH ABOVE IN SECTION 10, FIRST DUE MAKES AND THE CUSTOMER RECEIVES NO WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY REGARDING OR RELATING TO THE SUBJECT MATTER HEREOF. FIRST DUE SPECIFICALLY DISCLAIMS, TO THE FULLEST EXTENT PERMITTED BY LAW, ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT WITH RESPECT TO THE SUBJECT MATTER HEREOF, INCLUDING WITHOUT LIMITATION THE SERVICE.

13. Customer Representations, Data Rights, and Use Restrictions. The Customer represents and warrants that the Customer is authorized and has all rights necessary to enter into this Agreement, to provide the Data furnished by the Customer to First Due, and to use the Service and Data, and Customer will only use the Service and Data, as permitted under this Agreement and in accordance with the laws, regulations, and any third-party agreements applicable to the Customer and Customer Users. Without limiting the generality of the foregoing, Customer shall not cause or permit any Data to be uploaded to the Service or used in connection with the Service in any manner that would violate any third-party intellectual property rights or license between Customer and any third party. Customer agrees not to use or permit the use of the Service and Data in connection with any public or private enterprise other than operation and performance of the Customer's functions and services. In addition, the Customer and the Customer Users shall not copy, distribute, license, reproduce, publish, modify, or otherwise use any Personally Identifiable Information (PII) contained within the Data accessed through the Service for any purpose other than to lawfully carry out the services and duties of the Customer. The Customer shall remain responsible for the performance, acts and omissions of each Customer User as if such activities had been performed by the Customer.

14. Indemnification.

- a. First Due will indemnify, defend and hold harmless the Customer from and against any and all damages, liabilities, losses, costs and expenses (including, but not limited to, reasonable attorneys' fees) (collectively, "Losses") resulting from any third-party claim, suit, action, investigation or proceeding (each, an "Action") brought against the Customer based on the infringement by First Due of any third-party issued patent, copyright or registered trademark, except to the extent such Action is based on Data furnished from the Customer, the Customer's breach of any third party agreement, or any combination or integration of the Service with any Customer- or third-party property, method or system.
- b. The Customer will indemnify, defend and hold First Due harmless from and against any and all Losses arising from or relating to: (i) any breach by the Customer of Section 8; or (ii) any Action by a Customer User or third party arising from or relating to the use of the Service or Data accessed through the Service, except to the extent such Losses are subject to Section 14(a) or result from the gross negligence or willful misconduct of First Due.
- c. Such indemnification under Sections 14(a) and 14(b) will be provided only on the conditions that: (a) the indemnifying party is given written notice reasonably promptly after the indemnified party receives notice of such Action; (b) the indemnifying party has sole control of the defense and all related settlement negotiations, provided any settlement that would impose any monetary or injunctive obligation upon the indemnified party shall be subject to such party's prior written approval; and (c) the indemnified party provides assistance, information and authority as reasonably required by the indemnifying party.

- 15. Limitation of Liability.** EXCEPT FOR ITS INDEMNIFICATION OBLIGATIONS IN SECTION 14, AND EXCEPT FOR CLAIMS OF GROSS NEGLIGENCE, WILLFUL MISCONDUCT OR FRAUD, FIRST DUE SHALL NOT BE LIABLE TO THE CUSTOMER OR CUSTOMER USERS FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL OR EXEMPLARY DAMAGES ARISING FROM OR RELATING TO THIS AGREEMENT OR THE SERVICES OR DATA, EVEN IF THE CUSTOMER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT FOR ITS INDEMNIFICATION OBLIGATIONS IN SECTION 14, AND EXCEPT FOR CLAIMS OF GROSS NEGLIGENCE, WILLFUL MISCONDUCT OR FRAUD, FIRST DUE SHALL NOT BE LIABLE TO THE CUSTOMER OR CUSTOMER USERS FOR ANY DAMAGES IN CONNECTION WITH THIS AGREEMENT IN EXCESS OF THE AMOUNT OF FEES PAID OR PAYABLE BY THE CUSTOMER TO FIRST DUE WITHIN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRIOR TO THE EVENT GIVING RISE TO SUCH LIABILITY.
- 16. Notices.** All notices, requests, demands, or consents under this Agreement must be in writing, and be delivered personally, by email or facsimile followed by written confirmation, or by internationally recognized courier service to the addresses of the parties set forth in this Agreement.
- 17. Assignment.** Except as otherwise provided below, neither party may assign this Agreement or any rights or obligations hereunder without the prior written consent of the other party. First Due may assign this Agreement or any rights or obligations hereunder to any First Due affiliate or in connection with the merger or acquisition of First Due or the sale of all or substantially all of its assets related to this Agreement, without such consent. This Agreement shall be binding upon and inure to the benefit of the parties, their respective successors and permitted assigns.
- 18. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.
- 19. Modifications.** Any modification, amendment or waiver to this Agreement shall not be effective unless in writing and signed by the party to be charged. No failure or delay by either party in exercising any right, power, or remedy hereunder shall operate as a waiver of such right, power, or remedy.
- 20. Third Party Beneficiary.** The parties are independent contractors with respect to each other, and neither shall be deemed an employee, agent, partner, or legal representative of the other for any purpose or shall have any authority to create any obligation on behalf of the other. Neither party intends to grant any third-party beneficiary rights as a result of this Agreement.
- 21. Force Majeure.** Any delay in or failure of performance by either party under this Agreement will not be considered a breach and will be excused to the extent caused by any event beyond the reasonable control of such party including, but not limited to, acts of God, acts of civil or military authorities, strikes or other labor disputes, fires, interruptions in telecommunications or Internet or network provider services, power outages, and governmental restrictions.
- 22. Training Content Disclaimer.** As related to First Due's Basic Training Records, Advanced Training Records, and Advanced Training Records with Content modules and associated Training Content, First Due's products are intended to be used by certified instructors and are designed to be integrated into a broader curriculum that includes digital, online, or in person classroom instruction, hands-on practice and the use of educational materials. Some practices or procedures shown may differ from Licensee's competency and procedural requirements. First Due makes no warranty, expressed or implied that the information presented will satisfy any particular situation or need or that any demonstrated procedure is safe. First Due disclaims any liability, loss or risk resulting directly or indirectly from the Training Products.
- 23. Entire Agreement and Severability.** This Agreement supersedes all prior agreements, understandings, representations, warranties, requests for proposal and negotiations, if any. Each provision of this Agreement is severable from each other provision for the purpose of determining the enforceability of any specific provision.
- 24. Headings.** The headings and titles in this Agreement are for convenience of reference only and shall not affect the meaning, interpretation, or construction of any provision of this Agreement. They are not intended to be part of the substantive terms and shall not be used to interpret the intent of the parties.

25. Agreement Billing Information.

a. Accounts Payable Contact

Name: _____

Email: _____

Phone: _____

b. Tax Exempt _____ (Yes/No)

If yes, please email a copy of the Exempt Certificate to accounting@firstdue.com.

c. Purchase Order Required _____ (Yes/No)

If yes, return a copy of the Purchase Order with the signed agreement or email a copy to accounting@firstdue.com.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date set forth above. The undersigned represent and warrant that they are duly authorized to enter into this Agreement on behalf of the respective parties.

**FIRST DUE HOLDINGS, INC.,
THROUGH ITS WHOLLY-OWNED SUBSIDIARY
LOCALITY MEDIA, LLC DBA FIRST DUE**

PACIFIC COUNTY FIRE DISTRICT #1

By: _____
(Signature)

Name: _____

Title: _____

Date: _____

By: _____
(Signature)

Name: _____

Title: _____

Date: _____



**Exhibit A
Quote**

Customer Name:	Pacific County Fire District #1	Quote Number:	1545132000584642125
Billing Address:	26110 Ridge Ave. Ocean Park, WA 98640	Prepared By:	Eric Kaphingst
Subscription Start:	January 31, 2026	Valid Until:	February 28, 2026
Initial Term:	12 months		
Annual Subscription:	\$24,625.00		

Product Details

Occupancy Management & Pre-Incident Planning

Manage Occupancies, Pre-Incident Mapping, ArcGIS Maps, Fire Systems, Hazardous Material, and Contacts.

Responder

Web Responder dashboard and Responder iOS/Android App with notifications, statusing and routing.

Incident Reporting - Fire Incident Documentation

Fire Incident Documentation enabling ongoing State and Federal compliance with NFIRS and NERIS data standards.

AI Enhanced Documentation: Fire Reporting

AI powered transcription and documentation solution to assist with completing NFIRS/NERIS reports.

Incident Reporting – ePCR

ePCR Incident Documentation, State and Federal Compliance with automated submission.

AI Enhanced Documentation: ePCR

AI powered transcription and documentation solution to assist with completing EMS patient care reports.

Scheduling

Manage staff schedules with an interactive shift board, configurable call shifts module, messaging, time-off and shift trades.

Personnel Management

Store, Manage and Access Employee Records including demographic data, certifications and employment information.

Advanced Training Records with Content

Assign Training, Record Completions, View Training Logs, and Manage Certifications. Enables the administration, assignment, and delivery of online training course content. This module also allows users to upload SCORM files to deliver online training to end users. Advanced Training Records Content Packages included with this purchase are listed below separately.

Fire Content Package - Action Training Systems

Includes access to First Due's Interactive Fire Course Catalog for use in the administration, assignment and delivery of web-based training through First Due Advanced Training Records with Content.

Qty/Licenses: 50

Events & Activities

Create Events, View Global Activity Log, and Access Global Calendar.

Assets & Inventory

Assets, vehicles, equipment and inventory management, assets and equipment checks, and work order management.

Community Connect

Online portal for residents and businesses to input critical occupant and property data that can be made available to Emergency Response Agencies during an incident.

Motorola Flex/ Splilman CAD Integration

Receive CAD Data to support First Due Responder and Incident Reporting modules via sFTP utilizing the Motorola Flex First Due Fire RMS Export

Essentials Online Training Package

Up to 4 Hours Online Training with certified First Due Instructor

Implementation and Configuration Services

Services related to configuring and customizing the First Due Platform as described in the Statement of Work.

One-Time Fees Subtotal	\$ 5,800.00
Subscription Fees Subtotal	\$ 24,625.00
Grand Total*	\$ 30,425.00

*Excluding Tax

Statement of Work. The attached Statement of Work will detail the Implementation, Training, Data Migration, Integrations, Customer Success Manager, Customer Support, and Assumptions for this Quote.

Invoicing and Payment Terms. The above-listed Grand Total will be invoiced on or around the Subscription Start date and due within thirty (30) days from the date of the invoice. For subsequent annual periods, the Service fees are due and payable annually in advance.

Electronic ACH payment Information. Wells Fargo Bank | ACH Routing Number: 121000248 | Account #: 4192384907



Statement of Work

For

Pacific County Fire District #1

Quote Number: 1545132000584642125

1. Introduction

1.1 Purpose

The purpose of this Statement of Work ("SOW") is to clearly define the Implementation, Training, Data Migration, Integrations, Customer Success Manager, Customer Support, and Assumptions for Customer from First Due for the purchased product(s) set forth in this Exhibit A ("Purchased Products").

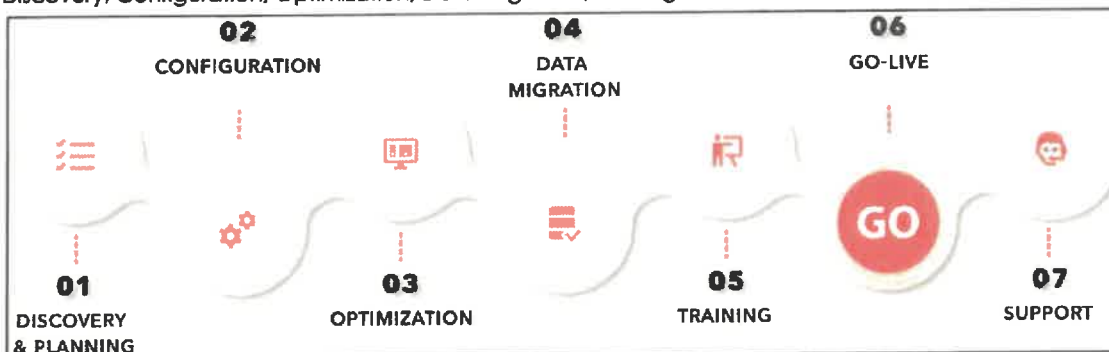
1.2 Scope

This SOW includes the configuration, optimization, and deployment of the Purchased Products with the goal of meeting the organizational needs of the Customer.

2. Implementation

2.1 Overview

First Due utilizes a combination waterfall and iterative approach to implementation. This includes Discovery, Configuration, Optimization, Data Migration, Training, and Go-Live.



2.2 Implementation Resources

- **Implementation Manager:** Project lead and go-to person, acting as the primary liaison between the Customer and the First Due project team. The Implementation Manager will develop and execute the project plan, manage communication, and ensure adherence to predefined timelines and quality standards. This individual is also responsible for helping to configure the core system and some of the more straightforward modules.
- **Implementation Product Specialist(s):** While the Implementation Manager will lead the overall project, Product Specialists will be brought in to help configure and optimize specialty modules such as Fire Prevention, ePCR, Assets & Inventory, Training, Scheduling, and Reporting. They are product experts in First Due and are versed in industry best practices for their specific product specialties. Depending on the modules purchased and complexity, your project may be assigned 1-3 Product Specialists.
- **Technical Implementation Specialist:** Responsible for managing data migration from your current vendor to First Due and the integration between First Due and CAD. The Technical Implementation Specialist team comes from a diverse background, ranging from database management to public safety software integration.
- **Customer Success Manager:** As the point person after project completion, the Customer Success Manager (CSM) will be part of the implementation as an advocate and to ensure a seamless transition

to support post go-live. During the Implementation they will regularly check-in to ensure progress is being made and help with the addition of new modules or scope from a commercial perspective. Post go-live, they will provide regular check-ins to ensure the Customer is adopting the Purchased Products and deriving value from them.

- **Training Manager:** Responsible for developing and executing the training plan, with the goal of effective adoption of the Purchased Products by Customer. The Training Manager will be involved throughout the project to ensure they have the Customer specific knowledge to design the most effective training plan possible.

2.3 Implementation Phases

2.3.1 Discovery & Planning: Once the Project has been assigned, Customer will receive a set of tailored discovery questionnaires. Once filled out, the Implementation Manager will schedule a Project Kick-Off. During this meeting the Customer will receive access to the First Due platform, meet the project team and receive an initial product tour. The Implementation Manager will also provide an overview of the project plan, decide the meeting cadence, and formalize the next steps. CAD Integration and Data Migration planning meetings are also held during this phase, if required. These meetings will be led by the Technical Implementation Specialist.

- **Key Meeting(s):** Project Kick-Off, CAD Kick-Off, Data Migration Planning
- **Milestone(s):** Project Kick-Off, System Access
- **Customer Task(s):** Fill Discovery Questionnaires
- **Deliverable(s):** Welcome email, Initial Account Set-Up, System Logins Provided

2.3.2 Configuration: After planning is complete, the Implementation Manager will begin scheduling the Configuration sessions. Before each configuration session there will be some light prep work for the Customer to complete. Generally, there will generally be one (1) configuration session per module, but in cases where there is more complexity, there may be multiple. These sessions will either be run by the Implementation Manager or the Implementation Product Specialist, depending on the module.

- **Key Meeting(s):** Module Configuration Sessions (1-2 per module)
- **Milestone(s):** N/A
- **Customer Task(s):** Configuration Prep Work (per module)
- **Deliverable(s):** Initial Module Configuration
- **Scope:** All Purchased Products

2.3.3 Optimization: After the configuration is complete, the Customer will be provided with test work (module User Acceptance Testing (UAT)) to complete. Following the completion of the UAT work, Optimization Sessions will be held to review Customer feedback, correct any issues, and finalize the configuration of the module. There will generally be one (1) Optimization session per module, but in cases where there is more complexity, there may be multiple. Once a module is configured and optimized, the Customer will be provided a module sign-off document to review and sign. Note Configuration and Optimization sessions may run interchangeably to ensure the project stays on-track.

- **Key Meeting(s):** Module Optimization Sessions (1-2 per module)
- **Milestone(s):** Module Acceptance and Sign-Off (1 per module)
- **Customer Task(s):** Optimization Prep Work (UAT per module)
- **Deliverable(s):** Module Optimization resulting in Customer Acceptance
- **Scope:** All Purchased Products

2.3.4 Data Migration: Data Migration will occur throughout the project and can be summarized in three steps: (1) initial data migration at the beginning of the project required for configuration, (2) import of historical records, usually occurring throughout the project, and (3) final data migration immediately before go-live. First Due's Data Migration team will review your legacy data environment and provide guidance on the best path to extract, map, and import the data into First Due.

- **Key Meeting(s):** Data Migration Planning
- **Milestone(s):** Data Migration Sign-Off
- **Customer Task(s):** Extract or provide access to legacy data based on guidance from First Due Data Migration team, Data Mapping Assistance, review and approve data load.
- **Deliverable(s):** Data Migration Plan, Data Mapping Assistance, Data Import

2.3.5 Training: As the project is in the final stages, the Training Manager will work with the Customer to arrange a training plan that will result in the successful adoption of the Purchased Products. Note that while Webinar Administrator training will occur during configuration and optimization sessions, the Training Manager will arrange formal Webinar and/or Onsite Train-the-Trainer and/or End User Training Session(s). Additive to the provided training, Customer will also have access to live weekly training academy sessions as well as on demand online training videos and training guides via the First Due Knowledgebase.

- **Key Meeting(s):** Training Planning, Training Sessions
- **Milestone(s):** Training Completed
- **Customer Task(s):** Coordinate staff to be trained
- **Deliverable(s):** Training Plan and Training Session(s)

2.3.6 Go-Live: Once all modules have been signed off and training has been arranged or completed, First Due will work with the Customer to kick-off the Go-live process. This includes: (1) Final System Acceptance, (2) Go-live planning meeting, (3) Final Data Migration, (4) Go-live, and (5) Post go-live implementation support.

- **Key Meeting(s):** Go-live planning, Post Go-live Check-Ins
- **Milestone(s):** System Acceptance, Go-live
- **Customer Task(s):** Final Testing
- **Deliverable(s):** Post Go-live Implementation Support (2-4 weeks)

2.3.7 Transition to Customer Success: Following the completion of the post go-live support period and assuming all critical implementation tasks are complete, Customer will be transitioned to their Customer Success Manager (CSM) and to the First Due Support team.

- **Key Meeting(s):** Customer Success Transition Meeting
- **Milestone(s):** Transition to Customer Success and Support
- **Customer Task(s):** N/A
- **Deliverable(s):** N/A

3. Training

Training is an integral part of any successful implementation. First Due is focused on providing your agency adequate training to ensure effective user adoption of the platform. As part of this SOW, the Customer shall receive:

- Formal training as outlined in Exhibit A
- Administrator Training as part of the Configuration / Optimization
- Access to live First Due Academy Webinars
- Access to online recorded training videos and guides via an interactive knowledgebase

Any additional scope or detail related to Training will be listed below.

4. Data Migration

First Due understands the importance of data migration to our customers and has extensive experience working to migrate historical records into the platform. First Due will use best efforts to migrate applicable data from Customer's existing systems utilizing data migration best practices. This includes:

- Data Migration Planning Session
- Assistance/Guidance in extracting data from existing system/s
- Mapping extracted data to First Due import workbooks
- Importing of Data into First Due

The Data Migration scope of this SOW will be to import legacy data from Customer existing systems in order for the Purchased Products to be operational. This includes operational data and historic records. Note that there are times when certain data is not seen as valuable to migrate to First Due. First Due and Customer will agree during the planning phase on what data needs to be migrated and priorities around data migration.

5. Integrations

As part of this SOW, First Due will implement all integrations and relevant scope outlined in Exhibit A. Integrations will be implemented during the configuration and optimization phases outlined above. In most cases, these integrations will be aligned with the module they are related. The only exception to this is the CAD Integration which, if part of scope, will have its own dedicated session at the beginning of an implementation. Customer or complex integrations may follow this same exception and have their own sessions to implement.

First Due will support these integrations post go-live. Note First Due is not responsible for outages, issues, and failures of 3rd Party Vendors. First Due will, however, always endeavor to work with Customer to resolve issues, regardless of responsibility.

Any additional scope or detail related to Integrations will be listed below.

6. Customer Success Manager

First Due understands the value of ongoing Customer Success activities post go-live. As part of this SOW, Customer will receive a Customer Success Manager who will be the point person for Customer post go-live. Customer will receive regular check-ins to ensure the adoption of the Purchased Products. As part of the regular check-ins, the Customer Success Manager can help Customer with any major enhancements or issues, new feature updates, interest in other modules and additional training needs.

7. Customer Support

A customer's success is important to First Due and we understand having a reliable, knowledgeable Customer Support (or Support) team there to help is vital. Customer Support provides a central point of contact to ensure that all customer support requests are responded to and resolved. Below is a summary of the support components.

7.1 Contacting Customer Support

Customer Support is a service provided to our customers when they have questions, requests, or issues with the Services. When Customer submits a support request, a Support Ticket (or Ticket) is created within First Due's Support CRM and a unique ID (or ticket number) is assigned to track and document Customer's support request.

We offer a variety of channels to communicate with our Support team:

- **Online:** <https://support.firstduesizeup.com/portal/en/kb/first-due-community-connect-support>
- **Email:** support@firstdue.com
- **Phone:** (516) 874-5818

7.2 Self-Service Resources

First Due strives to provide useful, empowering self-service resources that are available 24/7 on our [online Support Center](#). Our Knowledgebase contains step-by-step/how-to articles, FAQs, videos, best practices, etc.

7.3 Hours of Operation

Customer Support hours of operation (Business Hours) are:

- Monday to Friday, 9:00am – 6:00pm ET**
- ** 24x7 Support available for Sev 1 (Down/Urgent) issues.

8. Assumptions

8.1 Customer Participation

Every successful implementation requires adequate participation from the Customer. Although First Due is ultimately responsible for deliverables in the SoW, Customer agrees to attend the necessary calls and complete required preparatory work in order to help drive the project forward. At a minimum, Customer resources will be required for one (1) hour per week for meetings, and half an hour to one (0.5-1) hour of prep work per week by one or multiple individuals. Customer understands the importance of ensuring the correct Customer resources are available when required.

8.2 Statement of Work Expiration

Excluding significant delays caused by the First Due team, this SOW will expire within twelve (12) months of the Subscription Start Date as detailed in Exhibit A. In situations where the project is delayed for no fault of either party, First Due agrees to extend the term, only if there is an agreed plan to complete the project within the extension period. Note the term expiration does not apply to Section 6 & 7 above and will not impact First Due's ability to support the Customer post go-live.

8.3 Best Practice and Standard Workflow

First Due intends to meet the organizational needs of the Customer and their respective software requirements by configuring the Purchased Products to closely align with existing workflows. Although First Due is incredibly flexible, there may be times when First Due recommends using standard functionality or best practice to ensure a timely implementation, and simplification of current process. These workflows may differ from Customer existing workflows. Customer understands the importance of collaboration to achieve the ultimate goal of successfully adopting the Purchased Products and is aware there may be changes to existing workflow to accomplish this.

8.4 Go-live Requirements & Gaps

Over the course of the Implementation, both parties may uncover functionality gaps in the Purchased Products. Some of these gaps may have a material impact on the ability to implement or adopt the product. Gaps of this nature, deemed Go-Live Requirements, will be prioritized to ensure a timely go-live and project completion. However, in the case that certain features are not complete before go-live, they will be added to module and system signoffs as exceptions and will be completed within an agreed upon timeframe.

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin, for guidance related to the purpose of Form W-9, see Purpose of Form, below.

Print or type. See specific instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) First Due Holdings, Inc.	
	2 Business name/disregarded entity name, if different from above. Locality Media, LLC dba First Due	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3). Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
5 Address (number, street, and apt. or suite no.). See instructions. 390 NE 191st St STE 1732B		Requester's name and address (optional)
6 City, state, and ZIP code Miami, FL 33179		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	
3	9 - 2 7 2 5 8 0 2

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person *Alyssa Johnson*

Date **09/25/2025**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1085).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



**COMMISSIONER'S MEETING
AGENDA ITEM INFORMATION**

Meeting Date: 2/17/2026
Agenda Item (to be completed by the office): New Business #6
Requestor:
Subject: Facilities Maintenance Technician Job Description
Cost (including tax):
Summary: Attached is a draft copy of a job description for a Facilities Maintenance Technician.
Recommendation:

Pacific County Fire District #1

Job Description

TITLE: Facilities Maintenance Technician **REPORTS TO:** Assistant Chief of Administration

GENERAL DESCRIPTION OF POSITION:

The Facility Maintenance Technician is responsible for preventing costly repairs to the department's facilities, landscapes, and mechanical systems by ensuring their overall operation is reliable, consistent and ready for daily use. Under general direction, the Facility Maintenance Technician performs routine preventative maintenance and repair work, coordinates larger maintenance and service work with outside contractors and vendors, makes recommendations for future repairs and replacements, and provides records of expenditures of service completed on all department facilities and mechanical systems.

SUPERVISION / SUPERVISORY RESPONSIBILITIES:

The Assistant Chief of Administration provides general supervision and evaluation of the Facilities Maintenance Technician.

The Facilities Maintenance Technician has no supervisory responsibilities.

DUTIES:

Perform basic electrical maintenance duties such as repairs and replacement of bulbs, ballast, switches, cleaning fixtures and making necessary repairs to switches and cords.

Maintain and monitor HVAC systems, including filter replacements

Perform basic plumbing maintenances such as identifying and repairing leaks, cleaning of drains, cleaning blockages, replacement and installation of valves and fixtures, etc.

Perform carpentry duties such as assessing and repairing damage to floors, doors, walls, or ceilings, installation of finishes, etc.

Perform landscaping and grounds maintenance such as mowing, weed eating/control, cutting vegetation, planting vegetation, maintaining ingress/egress, and signage

Paint and repair drywall surfaces, wall coverings, trim, etc.

Keep accurate inventories and tracking costs related to facilities maintenance needs.

QUALIFICATIONS:

- Be 18 years of age or older.
- Be a U.S. citizen or eligible for employment in the U.S.
- Possess a valid Washington State driver's license.
- Able to pass a background check.
- Insurable with Department's insurance company.
- High school diploma or GED certificate.
- Basic computer skills.
- Three years' experience in the field of facility, landscaping and vehicle maintenance and repair.
- Ability to lift up to 75 pounds.
- Ability to climb ladders and stairs.
- Demonstrated knowledge and abilities to identify problems (and when qualified make necessary repairs) to the following areas: Electrical, Plumbing, Welding, Finish and Rough Carpentry, Roofing, Painting, Drywall, Low Voltage Electrical, Lighting, Septic and Sewer Systems, Generators, HVAC Systems, Exterior and Interior Finishes.
- Ability to operate facility and grounds maintenance equipment and tools safely and efficiently.
- Ability to maintain orderly records and work area(s).
- Ability to work independently and meet scheduled deadlines.
- Ability to maintain confidentiality.
- Strong, clear communication skills (verbal and written).
- Friendly, approachable attitude.
- Demonstration of positive and professional interpersonal relationship skills.

WORKING ENVIRONMENT:

The assigned work shift for the Facilities Maintenance Technician is a forty-hour (40) hour, five (5) day workweek, Monday through Friday, 0800 – 1700 hours.

The working conditions will consist of both indoor and outdoor environments. The individual performing this job may be subject to extreme heat/cold, loud noises, hazardous chemicals, and adverse weather conditions. The individual will be required to perform strenuous physical activities, such as lifting, climbing, and stooping to complete assigned work.

Disclaimer: The information provided in this job description is designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this position. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Pacific County Fire District #1

Monthly Chief's Report

February 17, 2026

1. Personnel

a. Paid

- i. Part-time FF/EMT Jose Mendez has started his FTEP process. One position is still open.
- ii. One full-time firefighter is on long-term leave of absence (L&I). A temporary firefighter has been hired to fill the position. One full-time firefighter is on leave for a recent family addition. (Congratulations to Jordan Perez)

b. Volunteer

- i. Nothing new to report

2. Intergovernmental

a. Federal (USFW, FEMA)

- i. Nothing new to report

b. State (Parks, DOH, EMD, DNR)

- i. On February 5, I engaged in several conversations with the WFCRA representative/liaison with **DNR** regarding our status with **DNR** and the Forest Land Response Agreement (FLRA)

c. County (PACCOM, PCEMA, PCSO, DCD, DPW)

- i. **PACCOM** is continuing to work on a plan for the transfer of the two FCC frequencies the District recently acquired to make the North/South Fire Dispatch split happen. There has been no movement on this issue since last meeting.
- ii. I attended the **PACCOM** Operations Board meeting on January 6. The current effort is to collaborate with Grays Harbor County for additional frequencies and improve north county fire frequencies.
- iii. On February 11, I received an email notification of **PACCOM** Director Cait Grant's resignation.

d. Local (OBH, OBSD, Cities, Other Public Safety Agencies)

- i. **Ilwaco Fire** has requested some assistance with fire training, including joint training drill nights
- ii. **Medix** has not provided us with any updates to amend or renew the terms of the BLS interfacility transfer agreement.

3. Intradepartmental

a. Strategic Plan

- i. Nothing new to report

b. Labor Management

- i. The Union was sent a letter on February 5 regarding seeking a remedy for on-going negotiations. ***Request executive session to discuss contract negotiations and remedy options.***

c. EMS Levy Renewal

- i. As of February 13, 2026, the EMS levy renewal was passing by 81.68%.
 - 1. Lowest precinct 73.76%; highest precinct 85.34%
- ii. The levy results will be certified on February 20th.

d. WSRB Evaluation

- i. A draft report has been received. The report shows no change in our score.
- ii. I will be working on response to the report, to clarify several points or issues

4. Community

- a. On February 2, I made a short presentation to the **OP Village Club** regarding the EMS levy
- b. **Surfside Homeowners Association** has established a cache' at an evacuation point on J Place and is providing space for the Fire District to store medical supplies.

5. January 2026 Monthly Call Summary

- a. Fire - 15
- b. EMS – 216
 - i. Patient Transports - 138
- c. Total – 231 (Month); 224 (25' YTD)
- d. Major Incidents
 - i. No major incidents
- e. Interfacility Transfers -
 - i. Local - 5
 - ii. Out-of-Town – 20
- f. **Any analytics the Board would like to see / evaluate?**

Good of the Order!!!

Report to the Commissioners

Assistant Chief DeConto

February 17, 2026

Operations

First Due and Electronic Software

Portable Radios

Two brand new dual band portable radios were received from PCEMA this past week. The radios were acquired through a homeland security grant secured by PCEMA. The radios will be entered into our inventory and will be placed in-service this week.

The new radio's carry our current programming and add a UHF band that will increase our ability to communicate directly with law enforcement.

Training

Our members logged 714.3 hours of training in the month of January. January's fire training was focused on PPE and SCBA competencies, forcible entry, residential search and rescue, and rapid intervention team operations. February's fire training is focused on ground ladder and power saw operations.

Quarterly Company Training

B & C shift completed their first company training of the year in the beginning of February. A shift is scheduled for February 19th. The Q1 training scenario was a structure fire in Zone 1 with an entrapped victim and forcible entry problem.

We have additional company training scheduled in the training journal taking place in May, August, and November.

2026 Firefighter Academy

The 2026 RDD Firefighter Academy is going strong. There are currently 18 recruits enrolled and actively participating.

We have completed multiple practical Saturday training's with lots of help from our members that have contracted to be state instructors.

Light Staffed Engine & Truck Class

With the board's approval I have engaged with Task Force 1

IFSAC Open Enrollment

One additional member, Natasha Cozby, has signed up to complete IFSAC Officer 1 training through the WSP/WSU program. The online version with in-person testing in North Bend is proving to be a cost-effective solution to increasing our members IFSAC credentials.

IFSAC Driver/Operator

A third round of retesting resulted in one additional member achieving certification as an IFSAC Driver/Operator-Pumper. Congrats to Taylor Gudmundsen for continuing her studies and achieving this goal of hers.

This brings the successful candidate of the original class to 14 of 16 candidates (87.5% success). I am working on a plan to bring the last two to certification.

Public Education Commissioners Report for the Month of January 20, 26 – February 17, 26

➤ 2025 Public Education Activities

Fire Prevention 64

- Smoke Alarms 56
- WUI 04
- Fire Prevention Week
- Station Tour

Equipment Medical 24

- Hospital Beds
- Walker
- Wheelchairs
- Cane
- Grabber
- Shower Chair
- Commode
- Knee Scooter
- Electric Scooter

Home Safety visits 42

Lock Box 20

Car Seats 12

Safety Fair

Pack to School

Project Life Saver 4

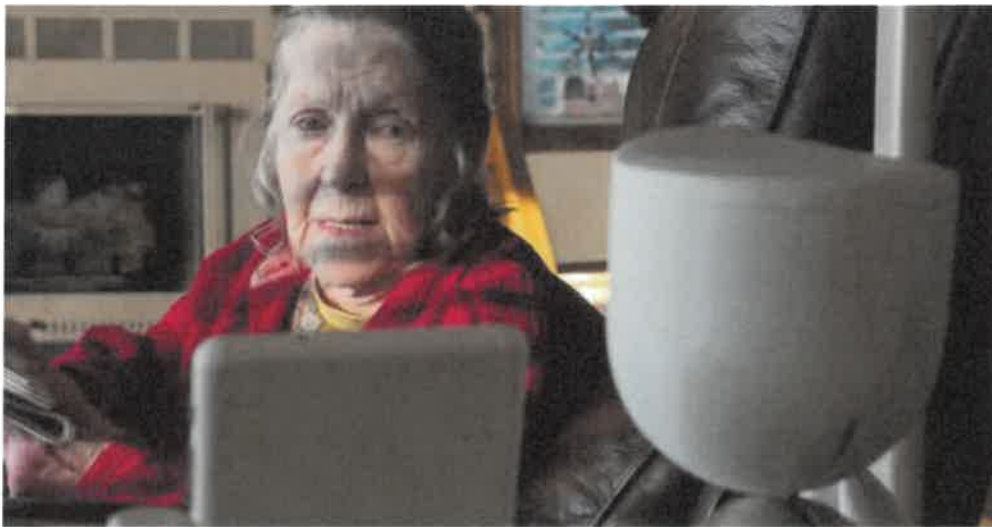
Current/Future Projects

- Elli Q pilot program written about in the New York Times

To Stay in Her Home, She Let In an A.I. Robot

At 85, Jan Worrell lived alone on a remote corner of the Washington coast. Could ElliQ become her companion?

<https://www.nytimes.com/2026/02/12/us/elliq-ai-robot-senior-companion.html>



- Provider meeting February 19
- February 24th, 4th grade class station tour.
- February 27th, SAIL Instructor training
- March 4th, State fall prevention meeting

December January

Event	Sum of Hours	Count of Item	Sum of Hours	Count of Item
Community Event	81.5	21		
District Event	66.5	26	39.7	16
Training	43	20	300	68
Association Duties	3.5	2	4	2
Community Service	2	4	3.5	3
Meeting	1.5	1	10.5	9
Instructor	0.5	1		
Incident	0	18		23
# of Volunteers reporting		18		23
Grand Total	198.5	93	357.7	121