

# **EAST COUNTY FIRE & RESCUE**

## **REGULAR BOARD OF FIRE COMMISSIONERS MEETING**

**March 15, 2022**

**Station 91**

**6:30 PM**

## **AGENDA**

**\*Held virtually due to COVID-19\***

**Dial 1-253-215-8782; Meeting ID 858 1465 9610 Passcode 839402**

### **CALL TO ORDER:**

Flag Salute

### **AGENDA ADJUSTMENTS:**

### **CONSENT AGENDA:**

1. Approval of March 1, 2022 Regular Board Meeting Minutes.
2. Approval of March 1, 2022 Local BVFF Meeting Minutes.
3. Approval of March 2, 2022 Strategic Planning Workshop Minutes.
4. Approval of Financial Transactions.
5. Excuse Absent Commissioner(s):

### **OPEN TO PUBLIC:**

### **CORRESPONDENCE:**

### **STAFF REPORT:**

Chief Carnes

Assistant Chief Jacobs

### **VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

### **SAFETY REPORT:**

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**This Meeting is Being Recorded.**

**Please Silence or Turn-Off Your Personal Cell Phones, Pagers, etc.**

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**FIRE DISTRICT BUSINESS:**

- Staffing Update
- Facility and Financial Analysis Update
- State of the District
- Re-Schedule April Strategic Planning Meeting
- Approve Policy
  - 00.1.4 Electronic and Authorized Signature Policy
  - 00.2 Electronic Communication Systems Policy

**COMMITTEE MEETINGS:**

- Communication with Neighboring Elected Officials
  - Camas – TBA
  - City of Washougal –TBA
- Risk Group – April 6, 2022 at 9:00 AM
- Safety Committee – April 28, 2022 Station 91 at 7:30 PM
- Revenue Exploratory Committee – TBA
- ECAAB – TBA

**COMMISSIONER COMMENTS:**

**OPEN TO PUBLIC:**

**LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:**

**ROUND TABLE:**

Monthly Event Calendar.  
Strategic Planning Meeting April 6, 2022, 3:00 PM

**EXECUTIVE SESSION:**

**ADJOURNMENT:**

Next Regular Board Meeting: April 5, 2022 Station 91 at 6:30 PM.

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**This Meeting is Being Recorded.**  
**Please Silence or Turn-Off Your Personal Cell Phones, Pagers, etc.**  
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**EAST COUNTY FIRE & RESCUE  
 CONSENT AGENDA  
 March 15, 2022**

1. Minutes –

- March 1, 2022 Regular Board Meeting
- March 1, 2022 Local BVFF Meeting
- March 2, 2022 Strategic Planning Meeting

2. Invoices

- \$42,653.53
  - i. Check Nos. 14162-14181 dated March 10, 2022
  - ii. Check Nos. 14182-14188 dated March 15, 2022

3. Approved Commissioner Stipends March 25th Pay Date

Name	For the Period March 1 – March 15					Total
	Regular Meeting	Committee Meeting	Special Mtg	Education	Other	
Hofmaster	2	0	1	0	0	3
Martin	2	0	1	0	0	3
Petty	1	0	1	0	0	2
Seeds	2	0	1	0	0	3
Taggart	2	0	1	0	0	3

4. Voided/Destroyed Claims/Payroll Warrants

5. Payroll/Benefits/EFT's

- \$53,908.64 (Payroll)
- \$4,442.19 (Payroll – IAFF Retro Pay)

\_\_\_\_\_  
 Commissioner Martha Martin – Chair

\_\_\_\_\_  
 Commissioner Mike Taggart – Vice Chair

\_\_\_\_\_  
 Commissioner Joshua Seeds

\_\_\_\_\_  
 Commissioner Sherry Petty

\_\_\_\_\_  
 Commissioner Steve Hofmaster

***EAST COUNTY FIRE & RESCUE***  
***REGULAR BOARD OF FIRE COMMISSIONERS MEETING***

March 1, 2022

Station 91

6:30 PM

**Draft Minutes**

**ATTENDANCE:**

Martha Martin  
Steve Hofmaster  
Debbie Macias

Mike Taggart  
Chief Carnes  
Station 91 Duty Crew

Joshua Seeds  
Robert Jacobs  
Zach Allen

**CALL TO ORDER:**

Chairperson Martha Martin called the meeting to order at 18:33 via Zoom Meeting.  
Chairperson Martha Martin led the Flag salute.

**AGENDA ADJUSTMENTS:**

None.

**CONSENT AGENDA:**

Approval of February 15, 2022 Regular Board Meeting Minutes.  
Approval of February 15, 2022 Local BVFF&RO Meeting Minutes.  
Approval of Financial Transactions.  
Excuse Absent Commissioner(s): Commissioner Petty, excused absence.

**Motion by Commissioner Taggart to approve the amended consent agenda seconded by Commissioner Hofmaster. Motion passed unanimously.**

**OPEN TO PUBLIC:**

No Comments.

**CORRESPONDENCE:**

None.

**STAFF REPORT:**

Chief Carnes read his report; a copy is in the packet.

Assistant Chief Jacobs gave his report as follows:

DOC training postponed until allowed by state mandate guidelines.

The new squad assembly is completed, got it weighed on 2/28 for licensing, and then it is ready to go in service.

February EST/Tender training was on February 21, 2022 at Station 93 at 7 PM.

March EST/Tender training will be March 29, 2022 at Station 93 at 7 PM.

**VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

Nothing new to report.

**SAFETY REPORT:**

- Last Safety Committee meeting held on February 24, 2022.
- Next Safety Committee meeting will be on April 28, 2022 at Station 91 at 7:30 PM.
- No reported accidents/incidents since the last board meeting.

**FIRE DISTRICT BUSINESS:**

Chief Carnes shared that he has completed his part on submitting information to The Regional Disaster Preparedness Status Committee. He will share a couple of the maps he submitted to them during our Strategic Planning Meeting. Discussion ensued.

Chief Carnes discussed that we are losing three of our six part-time fire fighters. He and Captain Troutman are working together to look at our neighboring fire districts to see if they have any part-timers that want to come over and work. We are also losing one full-time fire fighter who accepted a position at a different fire district closer to home and another full time fire fighter who will be going out on family leave for three months. Chief Carnes stated he has interviews scheduled as well to help try to fill some of the vacancies. Discussion ensued.

Chief Carnes discussed that he did some research looking into WAC and the RCW's regarding public parking lots. He asked the local Sheriff and the local Sheriff assured him that the parking lots are our lots and we can do as we see fit. We can have vehicles towed if we want. We can put signs up if want. We can handle it as we see fit. Discussion ensued.

**COMMITTEE MEETINGS:**

Communication with Neighboring Elected Officials

City of Camas – TBA

City of Washougal –TBA

Risk Group

April 6, 2022 9:00 AM

Safety Committee Representative

April 28, 2022 Station 91 at 7:30 PM

Revenue Exploratory Committee

TBA

ECAAB

TBA

**COMMISSIONER COMMENTS:**

Commissioner Hofmaster mentioned he went to the safety meeting; he was very impressed with the meeting and wanted to congratulate everyone on a job well done.

Commissioner Martin commented on changing her reservation to the Snure Seminar to the Webinar version and asked if everyone got that email letting him or her know that this option was available. She also commented on her State of the District letter, first draft is complete and she has sent it to Chief Carnes to review and make changes, and then he can send to the rest of the Board members to review.

**OPEN TO PUBLIC:**

No Comments.

**LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:**

No New Business.

**ROUND TABLE:**

Monthly Event Calendar.

Strategic Planning Workshop Meeting.

**ADJOURNMENT:**

Next Regular Board Meeting: March 15, 2022 Station 91, 6:30 PM via Zoom.

**Motion by Commissioner Taggart to adjourn at 19:10 hours, seconded by Commissioner Hofmaster. Motion passed unanimously.**

\_\_\_\_\_  
Martha Martin, Chairperson

\_\_\_\_\_  
Joshua Seeds, Vice Chair

\_\_\_\_\_  
Sherry Petty, Commissioner

\_\_\_\_\_  
Steve Hofmaster, Commissioner

\_\_\_\_\_  
Michael Taggart, Commissioner

**ATTEST:**

**DISTRICT SEAL:**

\_\_\_\_\_  
Debbie Macias, District Secretary

# EAST COUNTY FIRE & RESCUE

## Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes

March 1, 2022

### CALL TO ORDER:

Chairperson Martha Martin called the meeting to order at 19:08 at Station 91.

The following were in attendance:

Martha Martin

Steve Hofmaster

Debbie Macias

Mike Taggart

Mike Carnes

Station 91 Duty Crew

Joshua Seeds

Robert Jacobs

Zach Allen

### BUSINESS:

No new business.

### ADJOURNMENT:

The Local Board adjourned at 19:08.

Respectfully Submitted,

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**Mike Taggart**, Commissioner,  
Sherry Petty, Alternate

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**Joel VanNess**, FF's Assoc. Liaison  
Tad Crum, Alternate

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**Bob Jacobs**, Chief is Rep.  
Mike Carnes, Alternate

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**Martha Martin**, Chairperson  
Joshua Seeds, Alternate

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**Debbie Macias**, District Secretary  
Mike Carnes, Alternate

**DISTRICT SEAL:**

# EAST COUNTY FIRE & RESCUE

## SPECIAL BOARD OF FIRE COMMISSIONERS MEETING

March 2, 2022

Station 91

### Draft Minutes

#### ATTENDANCE:

Martha Martin

Joshua Seeds

Pam Jensen

Mike Taggart

Steve Hofmaster

Debbie Macias

Sherry Petty

Chief Carnes

John Prasch

\*Held virtually due to COVID-19\*

#### CALL TO ORDER: 15:04

Chairperson Martha Martin called the meeting to order for the Strategic Planning Workshop.

Chief Carnes shared map examples that he sent in for the RDPO. Showing an area of concern if there was a big fire to break out. Chief Carnes stated that if a fire were to break out in the marked areas it could be pretty damaging.

Discussion ensued.

Chief Carnes discussed the work out area at station 91 in regards to moving the exercise equipment out of the truck bay. We have run into problems getting estimates for remodeling due to COVID-19. Some options to move the equipment were to re-model station 91, put the exercise equipment into the classroom at station 91 and the third option is moving the equipment to station 93 classroom. After giving it lots of thought, we need to do something; Chief Carnes recommendation is to move the exercise equipment to Station 93 classroom. Reason being is that this is the most economical way at this time and he does not want to give up the classroom at station 91 because we use that room for board meetings and the public may want to use the classroom once the restrictions are lifted due to COVID-19. Discussion ensued.

Chief Carnes asked that the policies to review to be shared on the screen.

Commissioners reviewed the following polices, Electronic Communication Systems Policy #00.2 and Electronic and Authorized Signature Policy #00.1.4. These policies will be brought forward with clean copies for final action at the March 15, 2022 Board Meeting.

Commissioner Martin asked in our previous Strategic Planning Workshop Meeting to check with Brian Snure to see if we are missing any policies or any updates, which we did, we will send those policies out for review once we receive them back from Brian Snure with his updates and formatting.

#### Public Comment:

No comments.



**Meeting adjourned 16:04**

Respectfully Submitted,

\_\_\_\_\_  
Martha Martin, Chairperson

\_\_\_\_\_  
Steve Hofmaster, Commissioner

\_\_\_\_\_  
Michael Taggart, Commissioner

\_\_\_\_\_  
Sherry Petty, Commissioner

\_\_\_\_\_  
Joshua Seeds, Commissioner

**ATTEST:**

**DISTRICT SEAL:**

\_\_\_\_\_  
Debbie Macias, District Secretary

# CHECK REGISTER

East County Fire & Rescue

Time: 09:56:57 Date: 03/15/2022

03/01/2022 To: 03/15/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
246	03/10/2022	Claims	6291	14162	BI-MART CORPORATION	43.31	Invoice # 608666100
					001 - 522 10 30 000 - Office Supplies	23.83	Office supplies for station 94
					001 - 522 10 32 000 - Cleaning and Sanitation	19.48	Cleaning supplies for station 94
247	03/10/2022	Claims	6291	14163	CAMAS WASHOUGAL POST RECORD	119.00	Account # 375298
					001 - 522 20 30 000 - Maps/Books/ Periodicals	119.00	2022 Post Record Subscription
248	03/10/2022	Claims	6291	14164	CITY OF CAMAS (Water)	128.60	Account # 016111-000
					001 - 522 50 46 091 - Water & Sewer (St 91)	128.60	Water Service at Station 91 for 01/01/22-02/28/22
249	03/10/2022	Claims	6291	14165	CLARK COUNTY TREASURER	1,220.14	Property Account # 143056000; Property Account # 175554000; Property Account # 139633000; Property Account # 142081000
					001 - 522 10 46 000 - Taxes and Assessments	237.68	2022 Property Tax Station 94
					001 - 522 10 46 000 - Taxes and Assessments	591.83	2022 Property Tax for Station 91
					001 - 522 10 46 000 - Taxes and Assessments	40.49	2022 Property Tax for Station 92
					001 - 522 10 46 000 - Taxes and Assessments	350.14	2022 Property Tax for Station 93
250	03/10/2022	Claims	6291	14166	DIANE RICHARDSON	48.00	Invoice # 151677 Job shirts, name tapes/patches for Troutman, Vazquez, Grable, carnes and (1) pair of pants hemmed for Grable
					001 - 522 20 25 001 - FF Uniforms	48.00	Job shirts, name tapes/patches for Troutman, Vazquez, Grable, Carnes and (1) pair of pants hemmed for Grable
251	03/10/2022	Claims	6291	14167	EMBROIDER IT	15.73	Invoice # feb-50453
					001 - 522 20 25 001 - FF Uniforms	15.73	Name tapes Qty (2) for Smith
252	03/10/2022	Claims	6291	14168	HI-WAY FUEL	379.05	Account # 710 02.2022
					001 - 522 20 36 000 - Diesel / Gas	379.05	Fuel Charge for February 2022
253	03/10/2022	Claims	6291	14169	KONICA MINOLTA BUSINESS SOLUTIONS USA IN	28.37	Invoice # 278454252
					001 - 522 10 40 002 - Copier Mtce	28.37	Station 91 Copier Maintenance Fee
254	03/10/2022	Claims	6291	14170	LACROSSE FOOTWEAR DANNER	252.00	Invoice # DM-010813 (Troutman)
					001 - 522 20 25 001 - FF Uniforms	252.00	Duty Boots (1) pair for Troutman
255	03/10/2022	Claims	6291	14171	LN CURTIS & SONS	152.73	Invoice # INV574071
					001 - 522 20 25 001 - FF Uniforms	152.73	Originally ordered for new PT hire C. Smith now they are for stock.
256	03/10/2022	Claims	6291	14172	Lockbox #785341 MAGELLAN HEALTHCARE	595.04	Invoice # 0031231756
					001 - 522 10 24 001 - Magellan - EAP	595.04	Professional Services Provided - April 2022 - June 2022
257	03/10/2022	Claims	6291	14173	McGavick Graves, P.S.	30.00	Invoice # 29456 Matter # 35585 2/4/2022 exchanged correspondence with Chief Carnes CBA Negotiations
					001 - 522 20 42 001 - Legal Notices	30.00	Matter # 35585 2/4/2022 exchanged correspondence with Chief Carnes CBA Negotiations

# CHECK REGISTER

East County Fire & Rescue

Time: 09:56:57 Date: 03/15/2022

03/01/2022 To: 03/15/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
258	03/10/2022	Claims	6291	14174	PACIFIC TRUCK & TRAILER SERVICE, INC	10,231.20	Invoice # 2022-33326 - Install lights; Removed grille and headlights; Installed new emergency lights; re-installed grille and headlights; repaired lights; installed MDC antenna.; Invoice # 2022-3332
			001 - 594 22 64 000 - New Apparatus			3,351.80	Install lights; Removed grille and headlights; Installed new emergency lights; re-installed grille and headlights; repaired lights; installed MDC antenna.
			001 - 594 22 64 000 - New Apparatus			6,879.40	Disconnect and remove truck bed from old squad. Fabricate new mount. Remove frame rail. Install truck bed onto new chassis. Drill and install truck bed mounts. Replaced wiring
259	03/10/2022	Claims	6291	14175	SNURE LAW OFFICE, PSC	247.50	03.2022 Statement
			001 - 522 10 42 000 - Legal Services			247.50	2.03.2022 review of email, reply Chief re: salary schedules. 02.25.2022 Review of email, policy inde, email client re: policy update recommendations
260	03/10/2022	Claims	6291	14176	U.S. BANK (One Card)	5,892.87	Account ending in 3017 - March 8, 2022 Statement.
			001 - 522 10 30 000 - Office Supplies			37.96	Costco - Office supplies Station 91
			001 - 522 10 30 000 - Office Supplies			24.39	Costco - Office Supplies Station 94
			001 - 522 10 30 002 - UPS/Federal Express			11.22	UPS Store - Mail Resp/Driver clearance forms to urgent medical care
			001 - 522 10 31 000 - Furniture/Appliances			24.63	Amazon - Bathroom scale Station 91
			001 - 522 10 32 000 - Cleaning and Sanitation			86.21	Costco - Cleaning Supplies Station 91
			001 - 522 10 32 000 - Cleaning and Sanitation			132.06	Costco - Cleaning Supplies Station 94
			001 - 522 10 33 000 - Computer/Software/Supplies			203.88	Go Daddy renewal 1 year for Linux Hosting with C Panel Web Hosting Plan Auto Renewal
			001 - 522 10 33 000 - Computer/Software/Supplies			363.70	Go Daddy renewal 4 year for website security
			001 - 522 10 33 000 - Computer/Software/Supplies			16.14	Zoom - Video streaming service for board meetings due to COVID-19
			001 - 522 10 33 000 - Computer/Software/Supplies			30.40	MX Guardian - Monthly fee for spam filter
			001 - 522 10 44 000 - Professional Services			139.84	Pacific NW Pest Control rebait for rodents & treat interior for carpet beetles ST 94
			001 - 522 20 25 001 - FF Uniforms			343.60	Galls- New rain jackets qty (3)
			001 - 522 20 31 000 - Food and Water			3.68	Costco - Water station 94
			001 - 522 20 32 000 - Expendable Equipment			15.18	Costco - Batteries Station 94
			001 - 522 20 34 000 - Bldg Supplies/Facility Misc			29.05	Amazon - Dishwasher Heating element for Station 94
			001 - 522 20 41 002 - Verizon MDC Cards			160.04	Verizon - MDC Cards
			001 - 522 20 41 003 - Cell Phones E91 & E94			99.98	Verizon - Cell Phones for E91 and E94
			001 - 522 30 30 000 - Educational Supplies			332.79	Amazon - Go Pro Camera for use in Public out reach videos as well as training videos
			001 - 522 50 42 091 - Comcast Tel/Internet (St 91)			352.20	Comcast-Services at Station 91 February billing cycle
			001 - 522 50 42 093 - Comcast Tel/Internet (St 93)			292.38	Comcast - Services at Station 93 - February Billing Cycle
			001 - 522 50 42 094 - Comcast Tel/Internet (St 94)			326.38	Comcast- Services at Station 94 February Billing Cycle
			001 - 522 50 43 092 - Electrical & Heating (St 92)			147.35	Clark Public Utilites Station 92 Billing Cycle 12/21/2021-01/21/2022

# CHECK REGISTER

East County Fire & Rescue

Time: 09:56:57 Date: 03/15/2022

03/01/2022 To: 03/15/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 50 43 093		- Electrical & Htg (St 93)	606.55	Clark Public Utilites Station 93Billing Cycle 1/7/2022-2/7/2022
			001 - 522 50 43 094		- Electric & Heating (St 94)	795.00	Clark Public Utilities Station 94 Billing Cycle1/7/2022-2/7/2022
			001 - 522 50 44 091		- Garbage (St 91)	138.24	Waste Connections - Trash Service at Station 91 January billing cycle
			001 - 522 50 44 094		- Garbage (St 94)	62.17	Waste Connections - Trash Service at station 94 - January billing cycle
			001 - 522 50 45 091		- Gas (St 91)	1,117.85	NW Natural - January Billing Cycle
<b>261</b>	<b>03/10/2022</b>	<b>Claims</b>	<b>6291</b>	<b>14177</b>	<b>URGENT MEDICAL CENTER</b>	<b>640.00</b>	<b>Statement # 18325; Statement # 18324</b>
			001 - 522 10 43 000		- Medical/Drug Screen/Vaccinati	610.00	Respiratory and Driver Clearance
			001 - 522 10 43 000		- Medical/Drug Screen/Vaccinati	30.00	Respiratory and Driver Clearance
<b>262</b>	<b>03/10/2022</b>	<b>Claims</b>	<b>6291</b>	<b>14178</b>	<b>WEX BANK</b>	<b>518.16</b>	<b>Invoice # 79199855</b>
			001 - 522 20 36 000		- Diesel / Gas	518.16	February 2022 Fuel Charge
<b>263</b>	<b>03/10/2022</b>	<b>Payroll</b>	<b>6291</b>	<b>14179</b>	<b>OPEIU Local 11</b>	<b>59.90</b>	<b>Pay Cycle(s) 03/10/2022 To 03/10/2022 - OPEIU Dues</b>
			001 - 589 99 99 000		- Payroll Clearing	29.95	
			001 - 589 99 99 000		- Payroll Clearing	29.95	
<b>264</b>	<b>03/10/2022</b>	<b>Payroll</b>	<b>6291</b>	<b>14180</b>	<b>TRUSTEED PLANS SERVICE CORPORATION</b>	<b>21,211.43</b>	<b>Pay Cycle(s) 03/10/2022 To 03/25/2022 - PPO-100; Pay Cycle(s) 03/10/2022 To 03/25/2022 - Kaiser; Pay Cycle(s) 03/10/2022 To 03/25/2022 - Dental</b>
			001 - 522 10 22 001		- Admin Medical Insurance	1,539.23	
			001 - 522 10 22 001		- Admin Medical Insurance	1,539.23	
			001 - 522 10 22 001		- Admin Medical Insurance	701.17	
			001 - 522 10 22 001		- Admin Medical Insurance	92.83	
			001 - 522 10 22 001		- Admin Medical Insurance	92.83	
			001 - 522 10 22 001		- Admin Medical Insurance	53.54	
			001 - 522 20 22 001		- FF Medical Insurance	623.68	
			001 - 522 20 22 001		- FF Medical Insurance	1,767.09	
			001 - 522 20 22 001		- FF Medical Insurance	1,767.09	
			001 - 522 20 22 001		- FF Medical Insurance	1,379.62	
			001 - 522 20 22 001		- FF Medical Insurance	1,767.09	
			001 - 522 20 22 001		- FF Medical Insurance	701.17	
			001 - 522 20 22 001		- FF Medical Insurance	1,767.09	
			001 - 522 20 22 001		- FF Medical Insurance	1,767.09	
			001 - 522 20 22 001		- FF Medical Insurance	701.17	
			001 - 522 20 22 001		- FF Medical Insurance	1,767.09	
			001 - 522 20 22 001		- FF Medical Insurance	147.40	
			001 - 522 20 22 001		- FF Medical Insurance	147.40	
			001 - 522 20 22 001		- FF Medical Insurance	84.97	
			001 - 522 20 22 001		- FF Medical Insurance	147.40	
			001 - 522 20 22 001		- FF Medical Insurance	147.40	
			001 - 522 20 22 001		- FF Medical Insurance	147.40	
			001 - 522 20 22 001		- FF Medical Insurance	53.54	
			001 - 522 20 22 001		- FF Medical Insurance	147.40	
			001 - 522 20 22 001		- FF Medical Insurance	147.40	
			001 - 522 20 22 001		- FF Medical Insurance	53.54	
			001 - 522 20 22 001		- FF Medical Insurance	147.40	
			001 - 522 20 22 001		- FF Medical Insurance	147.40	
			001 - 589 99 99 000		- Payroll Clearing	266.48	
			001 - 589 99 99 000		- Payroll Clearing	266.48	
			001 - 589 99 99 000		- Payroll Clearing	10.00	
			001 - 589 99 99 000		- Payroll Clearing	169.61	
			001 - 589 99 99 000		- Payroll Clearing	266.48	
			001 - 589 99 99 000		- Payroll Clearing	10.00	
			001 - 589 99 99 000		- Payroll Clearing	266.48	

# CHECK REGISTER

East County Fire & Rescue

Time: 09:56:57 Date: 03/15/2022

03/01/2022 To: 03/15/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 589 99 99 000 - Payroll Clearing	266.48	
					001 - 589 99 99 000 - Payroll Clearing	266.48	
					001 - 589 99 99 000 - Payroll Clearing	23.46	
					001 - 589 99 99 000 - Payroll Clearing	23.46	
					001 - 589 99 99 000 - Payroll Clearing	7.86	
					001 - 589 99 99 000 - Payroll Clearing	23.46	
					001 - 589 99 99 000 - Payroll Clearing	23.46	
					001 - 589 99 99 000 - Payroll Clearing	23.46	
					001 - 589 99 99 000 - Payroll Clearing	23.46	
<b>265</b>	<b>03/10/2022</b>	<b>Payroll</b>	<b>6291</b>	<b>14181</b>	<b>WASHINGTON COUNCIL OF POLICE</b>	<b>50.00</b>	Pay Cycle(s) 03/10/2022 To 03/25/2022 - WACOPS
					001 - 522 20 26 001 - FF Disability	5.00	
					001 - 522 20 26 001 - FF Disability	5.00	
					001 - 522 20 26 001 - FF Disability	5.00	
					001 - 522 20 26 001 - FF Disability	5.00	
					001 - 522 20 26 001 - FF Disability	5.00	
					001 - 522 20 26 001 - FF Disability	5.00	
					001 - 522 20 26 001 - FF Disability	5.00	
					001 - 522 20 26 001 - FF Disability	5.00	
					001 - 522 20 26 001 - FF Disability	5.00	
<b>266</b>	<b>03/15/2022</b>	<b>Claims</b>	<b>6291</b>	<b>14182</b>	<b>CLARK PUBLIC UTILITIES</b>	<b>426.24</b>	Account 7200-239-7 Station 91
					001 - 522 50 43 091 - Electrical Service (St 91)	426.24	Utilities at Station 91 Billing cycle 02/07/2022-03/07/2022
<b>267</b>	<b>03/15/2022</b>	<b>Claims</b>	<b>6291</b>	<b>14183</b>	<b>DIANE RICHARDSON</b>	<b>56.00</b>	Invoice # 151684 Hem pants (Webster) Sew on badges for (Sorensen) pant and job shirt repair (Sorensen)
					001 - 522 20 25 001 - FF Uniforms	56.00	Hem pants (Webster) Sew on badges for (Sorensen) pant and job shirt repair (Sorensen)
<b>268</b>	<b>03/15/2022</b>	<b>Claims</b>	<b>6291</b>	<b>14184</b>	<b>LN CURTIS &amp; SONS</b>	<b>158.24</b>	Invoice # INV575127 Nomex Long Sleeve Uniform Shirt (Vera) Replace worn out shirt.
					001 - 522 20 25 001 - FF Uniforms	158.24	Nomex Long Sleeve Uniform Shirt (Vera) Replace worn out shirt.
<b>269</b>	<b>03/15/2022</b>	<b>Claims</b>	<b>6291</b>	<b>14185</b>	<b>NI GOVERNMENT SERVICES, INC</b>	<b>30.28</b>	Invoice # 22022952081
					001 - 522 20 41 001 - Satellite Phone	30.28	Satellite Phone February Billing Cycle
<b>270</b>	<b>03/15/2022</b>	<b>Claims</b>	<b>6291</b>	<b>14186</b>	<b>TARGET SOLUTIONS LEARNING, LLC</b>	<b>38.50</b>	Invoice # INV44110 - Invoice is for sales tax only vendor forgot to add sales tax on original Invoice # 34254 paid with check #14135.
					001 - 522 20 49 000 - NFIRS/Fire Manager/Target Sol	38.50	Invoice is for sales tax only vendor forgot to add sales tax on original invoice # 34254 paid with check #14135.
<b>271</b>	<b>03/15/2022</b>	<b>Claims</b>	<b>6291</b>	<b>14187</b>	<b>WASHOUGAL HARDWARE</b>	<b>19.49</b>	Account # 500331 Statment 03.2022
					001 - 522 20 34 000 - Bldg Supplies/Facility Misc	19.49	Sink Strainer Qty (2) - Staition 94
<b>272</b>	<b>03/15/2022</b>	<b>Claims</b>	<b>6291</b>	<b>14188</b>	<b>WESTLIE FORD</b>	<b>61.75</b>	Fees for license/registration new squad APP 1022
					001 - 522 10 44 000 - Professional Services	61.75	Fees for license/registration new squad APP 1022

# CHECK REGISTER

East County Fire & Rescue

Time: 09:56:57 Date: 03/15/2022

03/01/2022 To: 03/15/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
							Claims: 21,332.20
						42,653.53	Payroll: 21,321.33

# CHECK REGISTER

East County Fire & Rescue

Time: 13:30:46 Date: 03/10/2022

03/01/2022 To: 03/15/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
197	03/10/2022	Payroll	6291	EFT		2,809.06	
198	03/10/2022	Payroll	6291	EFT		0.74	
199	03/10/2022	Payroll	6291	EFT		2,238.62	
200	03/10/2022	Payroll	6291	EFT		3,618.26	
201	03/10/2022	Payroll	6291	EFT		2,372.26	
202	03/10/2022	Payroll	6291	EFT		2,255.32	
203	03/10/2022	Payroll	6291	EFT		2,308.83	
204	03/10/2022	Payroll	6291	EFT		123.58	
205	03/10/2022	Payroll	6291	EFT		1,456.81	
206	03/10/2022	Payroll	6291	EFT		733.16	
207	03/10/2022	Payroll	6291	EFT		20.33	
208	03/10/2022	Payroll	6291	EFT		733.65	
209	03/10/2022	Payroll	6291	EFT		6.68	
210	03/10/2022	Payroll	6291	EFT		618.50	
211	03/10/2022	Payroll	6291	EFT		5.19	
212	03/10/2022	Payroll	6291	EFT		1,879.65	
213	03/10/2022	Payroll	6291	EFT		5.19	
214	03/10/2022	Payroll	6291	EFT		2,752.62	
215	03/10/2022	Payroll	6291	EFT		5.19	
216	03/10/2022	Payroll	6291	EFT		702.12	
217	03/10/2022	Payroll	6291	EFT		2,733.99	
218	03/10/2022	Payroll	6291	EFT		862.38	
219	03/10/2022	Payroll	6291	EFT		689.20	
220	03/10/2022	Payroll	6291	EFT		3,175.68	
221	03/10/2022	Payroll	6291	EFT		1,751.81	
222	03/10/2022	Payroll	6291	EFT	IAFF2444	669.94	Pay Cycle(s) 03/10/2022 To 03/10/2022 - IAFF Dues
223	03/10/2022	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	11,524.08	Pay Cycle(s) 03/10/2022 To 03/10/2022 - DComp; Pay Cycle(s) 03/10/2022 To 03/10/2022 - PERS2; Pay Cycle(s) 03/10/2022 To 03/10/2022 - PERS3; Pay Cycle(s) 03/10/2022 To 03/10/2022 - LEOFF2; Pay Cycle(s)
224	03/10/2022	Payroll	6291	EFT	IRS	6,805.80	941 Deposit for Pay Cycle(s) 03/10/2022 - 03/10/2022
225	03/10/2022	Payroll	6291	EFT	OR Department of Revenue	350.00	Pay Cycle(s) for OR Tax: 03/10/2022 - 03/10/2022
226	03/10/2022	Payroll	6291	EFT	WASHINGTON STATE SUPPORT REGISTRY	700.00	Pay Cycle(s) 03/10/2022 To 03/10/2022 - WA Child Support
227	03/11/2022	Payroll	6291	EFT		351.89	
228	03/11/2022	Payroll	6291	EFT		436.59	
229	03/11/2022	Payroll	6291	EFT		334.04	
230	03/11/2022	Payroll	6291	EFT		422.10	
231	03/11/2022	Payroll	6291	EFT		444.61	
232	03/11/2022	Payroll	6291	EFT		414.62	
233	03/11/2022	Payroll	6291	EFT		274.99	
234	03/11/2022	Payroll	6291	EFT		679.13	
235	03/11/2022	Payroll	6291	EFT		334.33	
236	03/11/2022	Payroll	6291	EFT		381.61	
237	03/11/2022	Payroll	6291	EFT	IRS	334.28	941 Deposit for Pay Cycle(s) 03/11/2022 - 03/11/2022
238	03/11/2022	Payroll	6291	EFT	OR Department of Revenue	34.00	Pay Cycle(s) for OR Tax: 03/11/2022 - 03/11/2022

001 General Fund

58,350.83

# CHECK REGISTER

East County Fire & Rescue

Time: 13:30:46 Date: 03/10/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						58,350.83	Payroll: 58,350.83



## 2022 BUDGET POSITION

East County Fire & Rescue

Time: 13:33:48 Date: 03/10/2022

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001 General Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
<b>310 Taxes</b>				
311 10 00 000 Leasehold Excise Tax	5,000.00	2,120.05	2,879.95	42.4%
311 10 00 001 Property Tax Collected	2,894,760.00	20,098.56	2,874,661.44	0.7%
311 10 00 002 Property Tax - Delinquent	10,000.00	0.00	10,000.00	0.0%
311 10 00 003 Admin Refund (CC Treasurer)	0.00	33.22	(33.22)	0.0%
311 10 00 004 Timber Excise Tax	5,000.00	0.00	5,000.00	0.0%
<b>310 Taxes</b>	<b>2,914,760.00</b>	<b>22,251.83</b>	<b>2,892,508.17</b>	<b>0.8%</b>
<b>330 Intergovernmental Revenues</b>				
332 15 60 000 Steigerwald Wildlife Reserve	583.00	0.00	583.00	0.0%
334 04 90 000 EMS Participation Grant	1,260.00	0.00	1,260.00	0.0%
395 10 00 000 DNR Timber Sales	3,000.00	389.43	2,610.57	13.0%
<b>330 Intergovernmental Revenues</b>	<b>4,843.00</b>	<b>389.43</b>	<b>4,453.57</b>	<b>8.0%</b>
<b>340 Charges For Services</b>				
342 21 00 001 Wildland Firefighting-Personnel	5,000.00	1,128.50	3,871.50	22.6%
342 21 00 002 Wildland Firefighting-Equipment	5,000.00	0.00	5,000.00	0.0%
342 21 00 003 Ntnl Motocross Standby	2,100.00	0.00	2,100.00	0.0%
342 21 00 004 State School Fee	1,047.00	0.00	1,047.00	0.0%
<b>340 Charges For Services</b>	<b>13,147.00</b>	<b>1,128.50</b>	<b>12,018.50</b>	<b>8.6%</b>
<b>360 Misc Revenue</b>				
361 10 00 000 Investment Interest (General Fund)	12,000.00	1,573.23	10,426.77	13.1%
362 00 00 000 DNR Timber Rents	0.00	0.00	0.00	0.0%
362 00 00 001 Station Use Fee	0.00	0.00	0.00	0.0%
367 00 00 000 Contributions & Donations	150.00	4,469.10	(4,319.10)	2979.4%
369 10 00 000 Sale of Junk & Salvage	5,000.00	0.00	5,000.00	0.0%
369 91 00 000 Prior Year Refunds/Other Misc	50.00	0.00	50.00	0.0%
369 91 00 001 Other Misc. Revenue	50.00	0.00	50.00	0.0%
369 91 00 002 BVFF Refund for Vol Phys Exam	200.00	0.00	200.00	0.0%
369 91 00 003 US Bank Rebate	0.00	333.31	(333.31)	0.0%
<b>360 Misc Revenue</b>	<b>17,450.00</b>	<b>6,375.64</b>	<b>11,074.36</b>	<b>36.5%</b>
<b>390 Other Revenues</b>				
395 20 00 000 Insurance Claim	0.00	0.00	0.00	0.0%
<b>390 Other Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>397 Interfund Transfers</b>				
397 00 00 003 Transfer From Apparatus Reserve	9,183.00	0.00	9,183.00	0.0%
<b>397 Interfund Transfers</b>	<b>9,183.00</b>	<b>0.00</b>	<b>9,183.00</b>	<b>0.0%</b>
<b>Fund Revenues:</b>	<b>2,959,383.00</b>	<b>30,145.40</b>	<b>2,929,237.60</b>	<b>1.0%</b>

## 2022 BUDGET POSITION

East County Fire & Rescue

Time: 13:33:48 Date: 03/10/2022

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001 General Fund Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining
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### 100 Administration

#### 110 Commissioners

522 10 11 001	Commissioner Wages	35,200.00	4,992.00	30,208.00	14.2%
522 10 21 001	Commissioner Payroll Benefits	2,693.00	381.96	2,311.04	14.2%
522 10 48 001	Commissioner Mileage	700.00	0.00	700.00	0.0%
522 10 48 002	Commissioner Meals	820.00	0.00	820.00	0.0%
522 10 48 003	Commissioner Lodging	2,550.00	0.00	2,550.00	0.0%
522 10 48 004	Commissioner Dues/Memberships	2,500.00	2,500.00	0.00	100.0%
522 10 48 005	Commissioner Tuition	3,460.00	0.00	3,460.00	0.0%
<b>110 Commissioners</b>		<b>47,923.00</b>	<b>7,873.96</b>	<b>40,049.04</b>	<b>16.4%</b>

#### 210 Wages & Benefits

522 10 10 001	Admin Wages	218,680.00	34,356.03	184,323.97	15.7%
522 10 14 001	Admin Overtime	2,000.00	213.56	1,786.44	10.7%
522 10 19 001	Admin Deferred Comp	13,684.00	2,143.31	11,540.69	15.7%
522 10 20 001	Admin Unemployment/Medicare	6,346.00	575.36	5,770.64	9.1%
522 10 22 001	Admin Medical Insurance	61,676.00	12,056.49	49,619.51	19.5%
522 10 25 001	Admin Uniforms	300.00	0.00	300.00	0.0%
522 10 26 001	Admin Disability	2,700.00	2,304.00	396.00	85.3%
522 10 26 002	Admin Retirement PERS	9,680.00	1,674.52	8,005.48	17.3%
522 10 27 001	Admin VEBA	3,000.00	3,000.00	0.00	100.0%
522 10 28 001	Admin Retirement LEOFF	6,694.00	1,079.94	5,614.06	16.1%
522 10 29 001	Admin L&I	850.00	183.10	666.90	21.5%
<b>210 Wages &amp; Benefits</b>		<b>325,610.00</b>	<b>57,586.31</b>	<b>268,023.69</b>	<b>17.7%</b>

#### 220 Supplies & Services

522 10 24 001	Magellan - EAP	2,380.00	595.04	1,784.96	25.0%
522 10 30 000	Office Supplies	1,000.00	218.50	781.50	21.9%
522 10 30 001	Postage	450.00	5.66	444.34	1.3%
522 10 30 002	UPS/Federal Express	200.00	15.79	184.21	7.9%
522 10 31 000	Furniture/Appliances	5,000.00	43.34	4,956.66	0.9%
522 10 32 000	Cleaning and Sanitation	2,400.00	202.98	2,197.02	8.5%
522 10 33 000	Computer/Software/Supplies	4,000.00	752.75	3,247.25	18.8%
522 10 34 000	Incentives And Awards	3,750.00	69.33	3,680.67	1.8%
522 10 40 000	BIAS Financial Software	7,660.00	0.00	7,660.00	0.0%
522 10 40 001	Computer/Website Mtce & Repair	8,500.00	108.35	8,391.65	1.3%
522 10 40 002	Copier Mtce	300.00	56.74	243.26	18.9%
522 10 41 000	State Audit Costs	14,385.00	0.00	14,385.00	0.0%
522 10 42 000	Legal Services	6,000.00	801.00	5,199.00	13.4%
522 10 43 000	Medical/Drug Screen/Vaccinations	9,000.00	445.87	8,554.13	5.0%
522 10 44 000	Professional Services	23,971.00	139.97	23,831.03	0.6%
522 10 46 000	Taxes and Assessments	1,275.00	0.00	1,275.00	0.0%
522 10 49 000	Admin Tuition/Registration	1,500.00	1,600.00	(100.00)	106.7%
522 10 49 001	Admin Training Travel	600.00	0.00	600.00	0.0%
522 10 49 002	Admin Training Meals	400.00	0.00	400.00	0.0%
522 10 49 003	Admin Training Lodging	975.00	0.00	975.00	0.0%
522 20 42 000	Advertising	600.00	280.00	320.00	46.7%

## 2022 BUDGET POSITION

East County Fire & Rescue

Time: 13:33:48 Date: 03/10/2022

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001 General Fund Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>220 Supplies &amp; Services</b>				
522 20 42 001 Legal Notices	100.00	0.00	100.00	0.0%
522 20 45 001 Election Fees	6,000.00	0.00	6,000.00	0.0%
522 20 46 000 Bldgs/Liability/Equip Insuranc	45,000.00	0.00	45,000.00	0.0%
522 20 49 000 NFIRS/Fire Manager/Target Solutions	13,303.00	13,104.71	198.29	98.5%
<b>220 Supplies &amp; Services</b>	<b>158,749.00</b>	<b>18,440.03</b>	<b>140,308.97</b>	<b>11.6%</b>
<b>100 Administration</b>	<b>532,282.00</b>	<b>83,900.30</b>	<b>448,381.70</b>	<b>15.8%</b>

### 200 Operations

<b>210 Wages &amp; Benefits</b>				
522 20 10 001 Firefighter Wages	1,023,262.00	159,238.96	864,023.04	15.6%
522 20 14 001 FF Overtime	230,000.00	35,936.76	194,063.24	15.6%
522 20 19 001 Capt/FF Deferred Comp	24,647.00	3,845.54	20,801.46	15.6%
522 20 20 001 FF Unemployment/Medicare	50,065.00	4,374.11	45,690.89	8.7%
522 20 22 001 FF Medical Insurance	191,642.00	43,355.00	148,287.00	22.6%
522 20 25 001 FF Uniforms	6,500.00	336.37	6,163.63	5.2%
522 20 26 001 FF Disability	12,887.00	2,891.62	9,995.38	22.4%
522 20 26 002 FF Retirement PERS	16,254.00	2,402.88	13,851.12	14.8%
522 20 27 001 FF VEBA	10,000.00	10,000.00	0.00	100.0%
522 20 28 001 FF Retirement LEOFF	58,019.00	9,292.67	48,726.33	16.0%
522 20 29 001 FF L&I	54,268.00	11,797.23	42,470.77	21.7%
589 99 99 000 Payroll Clearing	0.00	1,420.76	(1,420.76)	0.0%
<b>210 Wages &amp; Benefits</b>	<b>1,677,544.00</b>	<b>284,891.90</b>	<b>1,392,652.10</b>	<b>17.0%</b>
<b>215 Volunteer Benefits</b>				
522 20 11 001 Volunteer Stipends	19,770.00	2,243.75	17,526.25	11.3%
522 20 21 001 Medicare/SS Vol	1,515.00	167.57	1,347.43	11.1%
522 20 23 001 Intern Tuition Assistance	9,000.00	0.00	9,000.00	0.0%
<b>215 Volunteer Benefits</b>	<b>30,285.00</b>	<b>2,411.32</b>	<b>27,873.68</b>	<b>8.0%</b>

### 220 Supplies & Services

522 20 30 000 Maps/Books/ Periodicals	550.00	0.00	550.00	0.0%
522 20 31 000 Food and Water	1,500.00	140.87	1,359.13	9.4%
522 20 32 000 Expendable Equipment	1,000.00	30.36	969.64	3.0%
522 20 32 001 Other Operating Supplies	4,000.00	47.39	3,952.61	1.2%
522 20 32 002 Equipment	65,000.00	8,741.17	56,258.83	13.4%
522 20 32 003 Tech Rescue Equipment	3,000.00	0.00	3,000.00	0.0%
522 20 32 004 Hose & Nozzles	2,000.00	0.00	2,000.00	0.0%
522 20 33 000 Volunteer Uniforms	750.00	0.00	750.00	0.0%
522 20 33 001 T-Shirts/Sweatshirts	1,500.00	683.92	816.08	45.6%
522 20 34 000 Bldg Supplies/Facility Misc	1,500.00	189.66	1,310.34	12.6%
522 20 35 000 Address Signs	500.00	34.41	465.59	6.9%
522 20 36 000 Diesel / Gas	20,000.00	2,148.27	17,851.73	10.7%
522 20 38 000 Turn-Outs	12,000.00	0.00	12,000.00	0.0%
522 20 38 001 PPE Accessories	3,000.00	117.59	2,882.41	3.9%

## 2022 BUDGET POSITION

East County Fire & Rescue

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001 General Fund

Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>220 Supplies &amp; Services</b>				
522 20 40 000 Radio Dispatch	37,439.00	0.00	37,439.00	0.0%
522 20 41 001 Satellite Phone	375.00	60.56	314.44	16.1%
522 20 41 002 Verizon MDC Cards	2,040.00	320.08	1,719.92	15.7%
522 20 41 003 Cell Phones E91 & E94	1,224.00	200.12	1,023.88	16.3%
522 20 44 001 Dues/Memberships	4,000.00	3,320.50	679.50	83.0%
522 20 45 000 Volunteer Pensions	1,000.00	570.00	430.00	57.0%
<b>220 Supplies &amp; Services</b>	<b>162,378.00</b>	<b>16,604.90</b>	<b>145,773.10</b>	<b>10.2%</b>

**240 Wildland Wages & Benefits**

522 20 11 002 Wildland Salary & Benefits	2,500.00	1,128.50	1,371.50	45.1%
522 20 14 002 Wildland Overtime	2,500.00	0.00	2,500.00	0.0%
<b>240 Wildland Wages &amp; Benefits</b>	<b>5,000.00</b>	<b>1,128.50</b>	<b>3,871.50</b>	<b>22.6%</b>

<b>200 Operations</b>	<b>1,875,207.00</b>	<b>305,036.62</b>	<b>1,570,170.38</b>	<b>16.3%</b>
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**300 Public Education**

**220 Supplies & Services**

522 30 30 000 Educational Supplies	500.00	0.00	500.00	0.0%
522 30 40 000 Printing/Newsletter	4,000.00	0.00	4,000.00	0.0%
522 30 41 000 Postage for Newsletter	4,000.00	0.00	4,000.00	0.0%
522 30 42 000 Public Education Advertising	300.00	0.00	300.00	0.0%
<b>220 Supplies &amp; Services</b>	<b>8,800.00</b>	<b>0.00</b>	<b>8,800.00</b>	<b>0.0%</b>

<b>300 Public Education</b>	<b>8,800.00</b>	<b>0.00</b>	<b>8,800.00</b>	<b>0.0%</b>
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**400 Training**

**220 Supplies & Services**

522 45 30 000 Books/Periodicals (Training)	2,000.00	321.30	1,678.70	16.1%
522 45 32 000 Food and Water (Training)	150.00	0.00	150.00	0.0%
522 45 33 000 Training Supplies	500.00	0.00	500.00	0.0%
522 45 40 000 Local/Long Distance Travel (Training)	500.00	0.00	500.00	0.0%
522 45 41 000 Meals (Training)	2,500.00	0.00	2,500.00	0.0%
522 45 42 000 Lodging	4,000.00	0.00	4,000.00	0.0%
522 45 43 000 Tuition	10,000.00	870.00	9,130.00	8.7%
522 45 43 001 Tuition Reimbursement-IAFF	10,000.00	0.00	10,000.00	0.0%

<b>220 Supplies &amp; Services</b>	<b>29,650.00</b>	<b>1,191.30</b>	<b>28,458.70</b>	<b>4.0%</b>
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<b>400 Training</b>	<b>29,650.00</b>	<b>1,191.30</b>	<b>28,458.70</b>	<b>4.0%</b>
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**500 Equipment Repair & Maintenance**

## 2022 BUDGET POSITION

East County Fire & Rescue

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001 General Fund

Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>220 Supplies &amp; Services</b>				
522 60 40 000 Fire Extinguisher Maint	1,500.00	0.00	1,500.00	0.0%
522 60 40 001 Exercise Equip Maint	2,000.00	0.00	2,000.00	0.0%
522 60 41 000 Pump/Hose & Nozzle Test/Mtce	4,000.00	0.00	4,000.00	0.0%
522 60 41 001 EMS Equipment Mtce	200.00	0.00	200.00	0.0%
522 60 41 002 Ladder Testing/Repair	2,000.00	0.00	2,000.00	0.0%
522 60 41 003 Hand Tool Maintenance	150.00	0.00	150.00	0.0%
522 60 41 004 SCBA Mtce	5,000.00	76.51	4,923.49	1.5%
522 60 42 000 Communication Equipment Repair/Mtce.	4,000.00	0.00	4,000.00	0.0%
522 60 43 000 Small Engine Repair	5,500.00	15.47	5,484.53	0.3%
522 60 47 001 Emergency Generators Repair/Mtce.	1,000.00	0.00	1,000.00	0.0%
<b>220 Supplies &amp; Services</b>	<b>25,350.00</b>	<b>91.98</b>	<b>25,258.02</b>	<b>0.4%</b>

<b>500 Equipment Repair &amp; Maintenance</b>	<b>25,350.00</b>	<b>91.98</b>	<b>25,258.02</b>	<b>0.4%</b>
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### 525 Disaster Services

525 Disaster Services

525 60 30 000 Disaster Preparedness	150.00	0.00	150.00	0.0%
<b>525 Disaster Services</b>	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	<b>0.0%</b>
<b>525 Disaster Services</b>	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	<b>0.0%</b>

### 550 Apparatus Repair & Maintenance

220 Supplies & Services

522 60 48 000 Vehicle Repair & Maint	2,700.00	99.68	2,600.32	3.7%
522 60 48 001 T93 (1001)	2,250.00	0.00	2,250.00	0.0%
522 60 48 009 E93 (1009)	3,600.00	0.00	3,600.00	0.0%
522 60 48 010 T95 (1010)	2,250.00	0.00	2,250.00	0.0%
522 60 48 012 U93	675.00	0.00	675.00	0.0%
522 60 48 013 S93 (1013)	3,600.00	170.73	3,429.27	4.7%
522 60 48 014 E94 (1014)	3,600.00	226.76	3,373.24	6.3%
522 60 48 018 U92 (1018)	675.00	137.78	537.22	20.4%
522 60 48 019 RH93 (1019)	675.00	0.00	675.00	0.0%
522 60 48 020 E91 (1020)	3,600.00	0.00	3,600.00	0.0%
522 60 48 021 S91 (1021)	2,250.00	92.25	2,157.75	4.1%
522 60 48 022 New Squad (1022)	3,600.00	733.27	2,866.73	20.4%
522 60 48 909 E92 (909)	2,250.00	0.00	2,250.00	0.0%
522 60 48 914 T94 (914)	2,250.00	0.00	2,250.00	0.0%
522 60 48 915 U94 (915)	675.00	0.00	675.00	0.0%
522 60 48 916 E95 (916)	3,600.00	0.00	3,600.00	0.0%
522 60 48 917 S94 (917)	0.00	0.00	0.00	0.0%
522 60 48 919 T91 (919)	2,250.00	0.00	2,250.00	0.0%
<b>220 Supplies &amp; Services</b>	<b>40,500.00</b>	<b>1,460.47</b>	<b>39,039.53</b>	<b>3.6%</b>

## 2022 BUDGET POSITION

East County Fire & Rescue

Time: 13:33:48 Date: 03/10/2022

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001 General Fund Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining	
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<b>550 Apparatus Repair &amp; Maintenance</b>	<b>40,500.00</b>	<b>1,460.47</b>	<b>39,039.53</b>	<b>3.6%</b>
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### 592 Debt Service

#### 597 Interfund Transfers

597 22 00 001 Transfer Out- Debt Service Payment	200,425.00	0.00	200,425.00	0.0%
597 Interfund Transfers	200,425.00	0.00	200,425.00	0.0%

<b>592 Debt Service</b>	<b>200,425.00</b>	<b>0.00</b>	<b>200,425.00</b>	<b>0.0%</b>
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### 594 Capital Expenditures

#### 594 Capital Expenditures

594 22 60 000 Capital Purchases	8,000.00	0.00	8,000.00	0.0%
594 22 61 000 Computer Equip	6,500.00	0.00	6,500.00	0.0%
594 22 62 000 Offsets Over Est. Prop. Tax	20,000.00	0.00	20,000.00	0.0%
594 22 63 000 Offsets Est. Mob Equip. Rev	5,000.00	0.00	5,000.00	0.0%
594 22 64 000 New Apparatus	9,183.00	0.00	9,183.00	0.0%
594 Capital Expenditures	48,683.00	0.00	48,683.00	0.0%

<b>594 Capital Expenditures</b>	<b>48,683.00</b>	<b>0.00</b>	<b>48,683.00</b>	<b>0.0%</b>
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### 600 Facilities

#### 220 Supplies & Services

522 50 30 000 Grounds & Park	8,000.00	0.00	8,000.00	0.0%
522 50 40 000 Bldg Repair & Maint	150,000.00	0.00	150,000.00	0.0%
220 Supplies & Services	158,000.00	0.00	158,000.00	0.0%

#### 691 Station 91

522 50 41 091 Monitoring (St 91)	475.00	111.34	363.66	23.4%
522 50 42 091 Comcast Tel/Internet (St 91)	4,215.00	754.75	3,460.25	17.9%
522 50 43 091 Electrical Service (St 91)	7,000.00	1,025.56	5,974.44	14.7%
522 50 44 091 Garbage (St 91)	1,630.00	133.49	1,496.51	8.2%
522 50 45 091 Gas (St 91)	4,540.00	724.88	3,815.12	16.0%
522 50 46 091 Water & Sewer (St 91)	850.00	133.71	716.29	15.7%
691 Station 91	18,710.00	2,883.73	15,826.27	15.4%

#### 692 Station 92

522 50 43 092 Electrical & Heating (St 92)	850.00	158.57	691.43	18.7%
692 Station 92	850.00	158.57	691.43	18.7%

#### 693 Station 93

## 2022 BUDGET POSITION

East County Fire & Rescue

Time: 13:33:48 Date: 03/10/2022

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001 General Fund		Months: 01 To: 02			
Expenditures	Amt Budgeted	Expenditures	Remaining		
<b>693 Station 93</b>					
522 50 41 093	Monitoring (St 93)	450.00	102.48	347.52	22.8%
522 50 42 093	Comcast Tel/Internet (St 93)	3,300.00	580.19	2,719.81	17.6%
522 50 43 093	Electrical & Htg (St 93)	5,000.00	1,048.12	3,951.88	21.0%
522 50 44 093	Garbage (St 93)	150.00	0.00	150.00	0.0%
<b>693 Station 93</b>		<b>8,900.00</b>	<b>1,730.79</b>	<b>7,169.21</b>	<b>19.4%</b>
<b>694 Station 94</b>					
522 50 41 094	Monitoring (St 94)	676.00	163.76	512.24	24.2%
522 50 42 094	Comcast Tel/Internet (St 94)	3,855.00	634.20	3,220.80	16.5%
522 50 43 094	Electric & Heating (St 94)	6,600.00	1,195.76	5,404.24	18.1%
522 50 44 094	Garbage (St 94)	745.00	123.88	621.12	16.6%
<b>694 Station 94</b>		<b>11,876.00</b>	<b>2,117.60</b>	<b>9,758.40</b>	<b>17.8%</b>
<b>600 Facilities</b>		<b>198,336.00</b>	<b>6,890.69</b>	<b>191,445.31</b>	<b>3.5%</b>
<b>800 Fund Transfers</b>					
<b>801 Transfer To Reserve Fund</b>					
597 22 49 000	Transfer Out To Capital Facility	0.00	0.00	0.00	0.0%
597 22 60 001	Transfer Out To Apparatus Reserve	0.00	0.00	0.00	0.0%
597 22 64 001	TransfersOut To Equipment Reserve	0.00	0.00	0.00	0.0%
<b>801 Transfer To Reserve Fund</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>800 Fund Transfers</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>		<b>2,959,383.00</b>	<b>398,571.36</b>	<b>2,560,811.64</b>	<b>13.5%</b>
<b>Fund Excess/(Deficit):</b>		<b>0.00</b>	<b>(368,425.96)</b>		

## 2022 BUDGET POSITION TOTALS

East County Fire & Rescue

Months: 01 To: 02

Time: 13:33:48

Date: 03/10/2022

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	2,959,383.00	30,145.40	1.0%	2,959,383.00	398,571.36	13%
	2,959,383.00	30,145.40	1.0%	2,959,383.00	398,571.36	13.5%



## 2022 BUDGET POSITION

East County Fire & Rescue

Time: 13:34:25 Date: 03/10/2022

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002 Apparatus Replacement Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 51 00 001 Beginning Balance Apparatus Replacement	490,502.01	490,502.01	0.00	100.0%
<b>308 Beginning Balances</b>	<b>490,502.01</b>	<b>490,502.01</b>	<b>0.00</b>	<b>100.0%</b>
<b>360 Misc Revenue</b>				
361 10 00 001 Investment Interest (Apparatus Reserve)	0.00	455.97	(455.97)	0.0%
<b>360 Misc Revenue</b>	<b>0.00</b>	<b>455.97</b>	<b>(455.97)</b>	<b>0.0%</b>
<b>397 Interfund Transfers</b>				
397 00 00 001 Transfer In-Apparatus Replacement	0.00	0.00	0.00	0.0%
<b>397 Interfund Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Revenues:</b>	<b>490,502.01</b>	<b>490,957.98</b>	<b>(455.97)</b>	<b>100.1%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>597 Interfund Transfers</b>				
597 22 60 003 Transfers From Apparatus Reserve To General Fund	9,183.00	0.00	9,183.00	0.0%
<b>597 Interfund Transfers</b>	<b>9,183.00</b>	<b>0.00</b>	<b>9,183.00</b>	<b>0.0%</b>
<b>999 Ending Balance</b>				
508 51 00 001 Ending Balance Apparatus Replacement	0.00	0.00	0.00	0.0%
<b>999 Ending Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>9,183.00</b>	<b>0.00</b>	<b>9,183.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>481,319.01</b>	<b>490,957.98</b>		

## 2022 BUDGET POSITION

East County Fire & Rescue

Time: 13:34:25 Date: 03/10/2022

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003 Capital Facility Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 51 00 002 Beginning Balance Capital Facility	172,714.94	172,714.94	0.00	100.0%
<b>308 Beginning Balances</b>	<b>172,714.94</b>	<b>172,714.94</b>	<b>0.00</b>	<b>100.0%</b>
<b>360 Misc Revenue</b>				
361 10 00 002 Investment Interest (Capital Facility)	0.00	160.56	(160.56)	0.0%
<b>360 Misc Revenue</b>	<b>0.00</b>	<b>160.56</b>	<b>(160.56)</b>	<b>0.0%</b>
<b>397 Interfund Transfers</b>				
397 00 00 000 Transfer In- Capital Facility	0.00	0.00	0.00	0.0%
<b>397 Interfund Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Revenues:</b>	<b>172,714.94</b>	<b>172,875.50</b>	<b>(160.56)</b>	<b>100.1%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>999 Ending Balance</b>				
508 51 00 002 Ending Balance Capital Facility	0.00	0.00	0.00	0.0%
<b>999 Ending Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>172,714.94</b>	<b>172,875.50</b>		

## 2022 BUDGET POSITION

East County Fire & Rescue

Time: 13:34:25 Date: 03/10/2022

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004 Leave Accrual Fund		Months: 01 To: 02			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances					
308 51 00 003	Beginning Balance Leave Accrual	45,843.64	45,843.64	0.00	100.0%
308 Beginning Balances		45,843.64	45,843.64	0.00	100.0%
360 Misc Revenue					
361 10 00 003	Investment Interest (Leave Accrual)	0.00	42.61	(42.61)	0.0%
360 Misc Revenue		0.00	42.61	(42.61)	0.0%
<b>Fund Revenues:</b>		<b>45,843.64</b>	<b>45,886.25</b>	<b>(42.61)</b>	<b>100.1%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance					
508 51 00 003	Ending Balance Leave Accrual	0.00	0.00	0.00	0.0%
999 Ending Balance		0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>		<b>45,843.64</b>	<b>45,886.25</b>		

## 2022 BUDGET POSITION

East County Fire & Rescue

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005 Plans Trailer Copier

Months: 01 To: 02

	Amt Budgeted	Revenues	Remaining	
<b>Revenues</b>				
308 Beginning Balances				
308 51 00 004 Beginning Balance Plans Trailer Copier	2,186.91	2,186.91	0.00	100.0%
308 Beginning Balances	2,186.91	2,186.91	0.00	100.0%
360 Misc Revenue				
361 10 00 005 Investment Interest (Copier Reserve)	0.00	2.04	(2.04)	0.0%
360 Misc Revenue	0.00	2.04	(2.04)	0.0%
<b>Fund Revenues:</b>	<b>2,186.91</b>	<b>2,188.95</b>	<b>(2.04)</b>	<b>100.1%</b>
<b>Expenditures</b>				
999 Ending Balance				
508 51 00 004 Ending Balance Copier	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>2,186.91</b>	<b>2,188.95</b>		

## 2022 BUDGET POSITION

East County Fire & Rescue

Time: 13:34:25 Date: 03/10/2022

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006 Equipment Reserve Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 51 00 005 Beginning Balance Equipment Reserve	326,412.79	326,412.79	0.00 100.0%
308 Beginning Balances	326,412.79	326,412.79	0.00 100.0%

360 Misc Revenue

361 10 00 004 Investment Interest (Equipment Reserve)	0.00	303.43	(303.43) 0.0%
360 Misc Revenue	0.00	303.43	(303.43) 0.0%

397 Interfund Transfers

397 00 00 002 Transfer In- Equipment Reserve	0.00	0.00	0.00 0.0%
397 Interfund Transfers	0.00	0.00	0.00 0.0%

<b>Fund Revenues:</b>	<b>326,412.79</b>	<b>326,716.22</b>	<b>(303.43) 100.1%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining
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999 Ending Balance

508 51 00 005 Ending Balance Equipment Resere	0.00	0.00	0.00 0.0%
999 Ending Balance	0.00	0.00	0.00 0.0%

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>326,412.79</b>	<b>326,716.22</b>	
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## 2022 BUDGET POSITION TOTALS

East County Fire & Rescue

Months: 01 To: 02

Time: 13:34:25 Date: 03/10/2022

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
002 Apparatus Replacement Fund	490,502.01	490,957.98	100.1%	9,183.00	0.00	0%
003 Capital Facility Fund	172,714.94	172,875.50	100.1%	0.00	0.00	0%
004 Leave Accrual Fund	45,843.64	45,886.25	100.1%	0.00	0.00	0%
005 Plans Trailer Copier	2,186.91	2,188.95	100.1%	0.00	0.00	0%
006 Equipment Reserve Fund	326,412.79	326,716.22	100.1%	0.00	0.00	0%
	1,037,660.29	1,038,624.90	100.1%	9,183.00	0.00	0.0%

# Chief's Report

**3-15-2022**

Calls since last Commissioner meeting, **34**

EMS: 19

Fire: 3

Other: 12

Calls YTD: 2022- **176**

Mutual and Auto aid – 14%      2022, Year-to-date - 23%, 41 calls

FY2021 = 244, 23% of total calls      FY2020 = 251, 23% of total calls

## **Staff Overtime Numbers:**

Budget Amount: **\$230,000**

Used YTD:      **\$44,174**

Percent Used:      19.24 %

Brown outs since last meeting: 0

7 callback shifts (4-Sick, 3-Vac)

Covered by 7 OT Shifts

- Blue Card recertification training took place on Thursday, March 3 for our 3 fire captains. This training took place at Station 42. This recertification is required every 3 years.
- I attended a County Fire Chiefs meeting on Thursday, March 3. Main topics of discussion were the issues caused by the switch over of the new upgrades to CAD. The Chiefs plan to meet with CRESA officials on March 16 to discuss what went well and what needs further attention.
- CWFD used the burn prop for live fire training at Station 93 on Saturday, March 5. ECFR assisted CWFD with the days live fire training.
- Continuing to work on getting the new squad ready for service at Station 94. Staff is in the process of getting it licensed with the state and getting the ECFR decals put on. It will be put in service this week.

## AC Jacobs Report

3-15-22

DOC training continues to be postponed until allowed by guidelines.

March EST/Tender training 3-29-22 7 PM Sta. 93.

We will be starting annual inspections on apparatus shortly, we will try to get several completed before summer.

## Safety Report

Last safety committee meeting was 2-24-2022.

Next safety committee meeting will be 4-28-22. Sta. 91  
7:30 PM.

No reported accidents/incidents since the last board meeting.



# Safety Committee Meeting Minutes

2-24-2022

Reviewed shift safety meeting minutes.

There were no near miss reports to review.

There were no accident or incident reports to review.

Thanks to all for working safely! We have now gone over one year without a reported accident.

Reviewed station safety inspections, some lighting issues are scheduled for repair. Some items have been repaired by on duty crews.

Warmer weather will be here soon, watch for people walking on or near roads.

Next safety committee meeting 4-28-22 Sta. 91  
7:30 PM.

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures and Guidelines

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**SUBJECT: Electronic and Authorized Signature Policy**

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**PPG NUMBER: 00.1.4**

**DATE OF ISSUE: 02-16-2021**

**APPROVED BY:** \_\_\_\_\_  
Board Chair

**REVIEWED** 3/15/2022

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**POLICY: ELECTRONIC AND AUTHORIZED SIGNATURE POLICY**

The District has determined that the adoption of an electronic signature policy will promote efficiency, conserve public resources and provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when the District uses electronic signatures.

**Definitions**

**Designee:** A District employee who has been designated by the Board of Commissioners or Fire Chief to sign District records on the District's behalf using an electronic signature.

**Electronic Signature:** An electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

**Authorized Signature:** A commissioner's signature affixed by the Board Secretary with the permission of the individual commissioner.

**Wet Signature:** A signature created when a person physically marks a document with the intent to sign the record.

**Policy**

1. The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a wet signature.
2. The District further authorizes the use of authorized signatures for all documents that have been formally approved by the Board of Commissioners in an open public meeting when the Commissioners have authorized the Board Secretary to affix their signatures to the document.
3. The District authorizes the use of the DocuSign as the primary platform for affixing electronic signatures to District records. The Fire Chief may authorize the use of other commercially reasonable and available signature platforms provided the platform has appropriate security procedures as defined under Chapter 1.80 RCW as necessary to conduct District business.

4. The Board of Commissioners, Fire Chief or Secretary to the Board and their designees are authorized to use electronic signature platforms approved under Section 2 to affix electronic signatures to District records including Board of Commissioner meeting minutes, resolutions, vouchers, any and all contracts to which the District is a party and the other parties to the contract have agreed to use electronic signatures, records in which an electronic signature is required by a third party and other District records as authorized by the Fire Chief.
5. Electronic signatures can only be applied by the authorized signer whose signature is required. Records signed on behalf of an authorized signer by a designee shall use the designee's own electronic signature.
6. If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.
7. If an individual authorized under this policy to use electronic signatures in a transaction affixes a signature in error, the individual shall (1) Promptly notify the District Secretary and any other appropriate parties of the error and that the individual did not intend to be bound by the erroneous electronic signature and (2) Take reasonable steps to return or destroy the electronic record and return or recover any consideration received as a result of the erroneous signature.
8. The District shall retain all records that are signed electronically in accordance with District policies and the Washington State record retention requirements.
9. This Policy in no way affects the District's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.
10. This Policy is intended to comply with the Uniform Electronic Transactions Act and shall be interpreted consistent with that Act as adopted and implemented under Washington Law.

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures, and Guidelines

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**SUBJECT: Electronic Communication Systems Policy**

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**PPG NUMBER: 00.2**

**PAGE: 1 of 3**

**DATE OF ISSUE: 06-05-07**

**APPROVED BY:** \_\_\_\_\_

**REVIEWED: 03-15-2022**

**Board Chair**

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**POLICY:**

Electronic communications, including the contents of East County Fire & Rescue owned computers and telephones are the property of the District. This policy is meant to set forth guidelines regarding access to and disclosure of information or messages sent or received by East County Fire & Rescue members using the system. This policy may be changed at any time. The Internet, electronic mail (e-mail), phone mail or any other communication or information system of East County Fire & Rescue is not to be used in any way that may be disruptive, offensive to others, or harmful to morale. All personnel will acknowledge their understanding of this policy by signing form 00.2a shown at tab a.

**Generally:** East County Fire & Rescue treats all computer files, including e-mail sent or received, as District-related information. The District has the capability and reserves the right, with or without notice, to access, monitor, review, copy, and/or delete any computer files, including e-mail sent or received, and all web site communications and/or transactions. If members make incidental use of the computer system for personal files or e-mail, members should not expect personal files or e-mail to be protected from review by the District. Accordingly, members should not use computer systems to create or transmit any information they wish to keep private.

Use of the computer system to engage in any communications that are in violation of this or any East County Fire & Rescue policy is strictly prohibited. East County Fire & Rescue prohibits the display or transmission of sexually explicit images, messages, cartoons, or any transmission or use of communications that contain profane or offensive language, ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, color, national origin, gender, age, sexual orientation, disability, religion or political beliefs.

East County Fire & Rescue computer systems shall not be used to solicit for commercial ventures, religious or political causes, or outside organizations that are not authorized by the District.

Members are prohibited from installing personal computer games (i.e., video games) on District owned computer systems or playing same in station areas visible to customers (the public).

**Software:** East County Fire & Rescue prohibits the unauthorized use of software. The District expects its members to conduct themselves responsibly in this regard. Members should refrain from making or using unauthorized copies of software programs.

**Termination:** Upon voluntary or involuntary termination of service with the District, members may not take any computer-related programs, files, or materials for personal possession. Again, all computer-related materials are the property of East County Fire & Rescue. Upon termination, East County Fire & Rescue may shut off the former member's access to District computer systems.

Violators of this policy are subject to disciplinary action, up to and including discharge, for any violation committed.

# ELECTRONIC COMMUNICATION SYSTEMS

## MEMBER ACKNOWLEDGEMENT FORM

I understand that all electronic communications systems and all information transmitted by, received from, or stored in these systems are the property of EAST COUNTY FIRE & RESCUE. I also understand that these systems are to be used primarily for District-related purposes, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.

I agree not to use a code, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to EAST COUNTY FIRE & RESCUE monitoring my use of this equipment at any time at its discretion. Such monitoring may include printing and reading all e-mail entering, leaving, or stored in these systems, tracking Internet usage, and listening to my voicemail messages in the ordinary course of operations.

\_\_\_\_\_  
Name of Member [Please print]

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of District Witness [Please print]

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

Sun			Mon		Tue		Wed	
			Mar 1 C SHIFT	2 A SHIFT	3 B SHIFT	4 C SHIFT	5 A SHIFT	
			Events Commissioner Meetir 18:30 - 21:00 Station 91	Events Strategic Planning Me 15:00 - 16:30 Station 91				
6 B SHIFT	7 C SHIFT		8 A SHIFT	9 B SHIFT	10 C SHIFT	11 A SHIFT	12 B SHIFT	
13 † C SHIFT	14 A SHIFT		15 B SHIFT	16 C SHIFT	17 A SHIFT	18 B SHIFT	19 C SHIFT	
			Events Commissioner Meetir 18:30 - 21:00 Station 91					
20 A SHIFT	21 B SHIFT		22 C SHIFT	23 A SHIFT	24 B SHIFT	25 C SHIFT	26 A SHIFT	
27 B SHIFT	28 C SHIFT		29 A SHIFT	30 B SHIFT	31 C SHIFT			

\* Indicates time starts on following calendar day

\* Events and Time Off follow default Split Time of Day of 07:00

† The hour from 02:00 to 03:00 on March 13 does not exist due to Daylight Saving Time.