

# EAST COUNTY FIRE & RESCUE

## REGULAR BOARD OF FIRE COMMISSIONERS MEETING

August 15, 2017

Station 91

7 PM

## AGENDA

### CALL TO ORDER:

Flag Salute

### AGENDA ADJUSTMENTS:

### CONSENT AGENDA:

1. Approval of August 1, 2017 Regular Board Meeting Minutes
2. Approval of August 1, 2017 Local BVFF&RO Meeting Minutes
3. Approval of Financial Transactions
4. Excuse Absent Commissioner(s):

### OPEN TO PUBLIC:

### CORRESPONDENCE:

### STAFF REPORT:

Deputy Chief Carnes  
Assistant Chief Jacobs

### VOLUNTEER FIRE FIGHTERS ASSOCIATION:

### SAFETY REPORT:

### FIRE DISTRICT BUSINESS:

Paul Lewis Study

Approve Policies:

- 00.1 Board of Commissioners – Reviewed
- 00.1.2 Compensation for Commissioners – Revised
- 00.1.3 Board of Commissioners Governing Rules, Ethics – Revised
- 00.2 Electronic Communication Systems - Reviewed
- 00.3 Internet and Computer Use – Reviewed
- 00.4 Preservation and Destruction of Public Records – Reviewed
- 00.5 Awards Banquet – Revised
- 00.6 Flag Etiquette – Reviewed
- 10.2.2 Health & Wellness Incentive – Suspended
- 10.2.4 Tobacco Usage – Reviewed
- 10.2.5 Uniform Program – Revised

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**This Meeting is Being Recorded.**

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

Page # 1 of 2

- 10.4.2 Deferred Compensation – Suspended
- 10.7.14 Ride-Along Program - Reviewed

**COMMISSIONER COMMENTS:**

**OPEN TO PUBLIC:**

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

**ROUND TABLE:**

**EXECUTIVE SESSION:**

**ADJOURNMENT:**

Next Regular Board Meeting: September 5, 2017, Station 91, 7 PM

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**This Meeting is Being Recorded.**  
**Please Silence or Turn-Off Your Personal Cell Phones, Pagers, etc.**  
Page # 2 of 2



**EAST COUNTY FIRE & RESCUE  
 CONSENT AGENDA  
 August 16, 2017**

1. Minutes –
  - August 1, 2017 Regular Meeting
  - August 1, 2017 Local BVFF&RO Meeting
2. Invoices
  - \$ 5,276.57
    - i. Check Nos. 10260-10270 dated August 2, 2017
  - \$4,491.43
    - i. Check Nos. 10271-10276 dated August 8, 2017
3. Approved Commissioner Stipends August 10 Pay Date

For the Period July 15 thru July 31						
Name	Regular Meeting	Committee Meeting	Special Mtg	Education	Other	Total
<b>Berg</b>	1					
<b>Gianatasio</b>	1					
<b>Martin</b>	1					
<b>Petty</b>	1					
<b>Taggart</b>	1					

4. Voided/Destroyed Claims/Payroll Warrants
  - None
5. Payroll/Benefits
  - \$ 50,132.66 (Payroll/EFTs)

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

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

\_\_\_\_\_  
 Commissioner Mike Berg

\_\_\_\_\_  
 Commissioner Tom Gianatasio

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

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

August 1, 2017

Station 91

7 PM

**Draft Minutes**

**ATTENDANCE:**

Martha Martin  
Tom Gianatasio  
Tad Crum  
Kacie Jones

Sherry Petty  
Mike Taggart  
Robert Jacobs

Mike Berg  
Mike Carnes  
Nick Swinhart

**CALL TO ORDER:** 19:00 PM

Flag Salute

**GUESTS:**

None

**AGENDA ADJUSTMENTS:**

None

**CONSENT AGENDA:**

1. Approval of July 18, 2017 Regular Board Meeting Minutes
2. Approval of July 18, 2017 Local BVFF&RO Meeting Minutes
3. Approval of July 19, 2017 Special Board Meeting
4. Approval of Financial Transactions
5. Excuse Absent Commissioner(s):

**Motion by Commissioner Martin** to approve the consent agenda, **seconded by Petty. Motion passed.**

**OPEN TO PUBLIC:**

Nothing

**CORRESPONDENCE:**

None

**STAFF REPORT:**

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

Chief Swinhart commended ECFR on the open house and the response to the recent fire in Washougal.

Chief Jacobs gave his report; a copy is in the packet.

**VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

Nothing



**SAFETY REPORT:**

The next Safety Committee meeting will be September 27<sup>th</sup>, 2017 7:30 PM at Station 91.

**FIRE DISTRICT BUSINESS:**

**Adopt FY2018 Budget Calendar:**

**Motion by Commissioner Martin** to adopt the FY2018 Budget Calendar, **seconded by Commissioner Berg. Motion Passed.**

**Port of CW Draft ILA:**

Chief Carnes reviewed some hydrant data, including the current GPM and PSI measurements, as well as the proposed numbers for the new system and the fire flow formula. Chief Carnes also suggested modifying the proposal to include hydrant maintenance. The board, by consensus, decided to send the ILA to the district’s attorney for review.

**Potential Cooling Station:**

Commissioner Martin noted that with the impending hot weather, Station 95 could be a good location for a cooling station. Commissioners Martin and Petty volunteered to staff the station on Friday from 2:00 PM to 7:00 PM. Chief Carnes will send out communication requesting more volunteers.

**COMMISSIONER COMMENTS:**

Commissioner Martin enjoyed the open house, citing great public outreach and offering kudos to Paula and Rick Knapp. Commissioner Martin also described her experience at a recent Washougal fire, commending the firefighters on an impressive response and job well done. Commissioner Taggart announced that he will not be able to attend the next regular board meeting, but plans to phone in.

**OPEN TO PUBLIC:**

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

Nothing

**ROUND TABLE:**

Nothing

**EXECUTIVE SESSION:**

None

**Motion by Commissioner Petty** to adjourn, **seconded by Commissioner Martin. Motion passed.**

**ADJOURNMENT:      19:33**

\_\_\_\_\_  
Mike Taggart, Chairperson

\_\_\_\_\_  
Martha Martin, Vice Chair

\_\_\_\_\_  
Tom Gianatasio, Commissioner

\_\_\_\_\_  
Mike Berg, Commissioner

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

**DISTRICT SEAL:**

**ATTEST:**

\_\_\_\_\_  
Kacie Jones, District Secretary

# EAST COUNTY FIRE & RESCUE

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

Draft Minutes

August 1, 2017

### CALL TO ORDER:

The meeting was called to order by Chairperson Mike Taggart at 19:36 at Station 91.

The following were in attendance:

Martha Martin

Tom Gianatasio

Tad Crum

Kacie Jones

Sherry Petty

Mike Taggart

Robert Jacobs

Mike Berg

Mike Carnes

Nick Swinhart

### BUSINESS:

None

### ADJOURNMENT:

The Local Board adjourned at 19:36.

Respectfully Submitted,

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**Tom Gianatasio**, Commissioner,  
Sherry Petty, Alternate

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**Tad Crum**, FF's Assoc. Liaison  
Paula Knapp, FF's Assoc. Liaison Alternate

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**Kacie Jones**, District Secretary  
Bob Jacobs, Alternate

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**Mike Taggart**, Chairperson  
Marth Martin, Alternate

**DISTRICT SEAL:**

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**Bob Jacobs**, Chief's Rep.

# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

08/01/2017 To: 08/31/2017

Time: 12:57:54 Date: 08/11/2017

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
731	08/02/2017	Claims	6291	10260	AMERICAN MESSAGING	57.47	Account W4-102871
					001 - 522 20 41 000 - Pagers	57.47	Pager Service
732	08/02/2017	Claims	6291	10261	BUSINESS CARD BANK OF AMERICA	2,582.75	Account Ending In 8515
					001 - 522 10 30 000 - Office Supplies	31.32	Copy Paper
					001 - 522 10 30 001 - Postage	1.82	Postage For Resp. Forms
					001 - 522 10 30 001 - Postage	1.82	Postage For EMT App To DOH
					001 - 522 10 30 001 - Postage	1.40	Postage For Resp Clearance Forms
					001 - 522 10 32 000 - Cleaning and Sanitation	209.61	Cleaning Supplies
					001 - 522 20 31 000 - Food and Water	5.98	Bottled Water
					001 - 522 20 32 000 - Expendable Equipment	21.14	Battery For ST92 Access Control Panel
					001 - 522 20 32 000 - Expendable Equipment	82.34	Batteries
					001 - 522 20 32 002 - Equipment	-33.66	Returned Toolbox
					001 - 522 20 32 002 - Equipment	67.62	Voltage Detectors
					001 - 522 20 32 002 - Equipment	28.01	Vise Grip Pliers
					001 - 522 20 32 002 - Equipment	33.66	Tool Box
					001 - 522 20 34 000 - Bldg Supplies/Facility Misc	698.00	Conference Phone
					001 - 522 20 35 000 - Address Signs	119.50	Address Signs
					001 - 522 20 37 000 - Exercise Equip	28.95	Barbell Clamps For ST91&ST94
					001 - 522 30 30 000 - Educational Supplies	170.00	Plastic Fire Hats
					001 - 522 30 30 000 - Educational Supplies	75.25	Raffle Items & Table Covers For Open House
					001 - 522 50 42 091 - Comcast Tel/Internet (St 91)	307.59	Comcast ST91
					001 - 522 50 42 093 - Comcast Tel/Internet (St 93)	159.94	Comcast ST93
					001 - 522 50 42 094 - Comcast Tel/Internet (St 94)	272.17	Comcast ST94
					001 - 522 50 42 095 - Telephone (St 95)	74.90	Comcast ST95
					001 - 522 50 43 092 - Electrical & Heating (St 92)	91.07	Electricity ST92
					001 - 522 50 43 095 - Electrical & Heating (St 95)	113.83	Electricity ST95
					001 - 522 50 45 095 - Gas (St 95)	20.49	Natural Gas Service ST95
733	08/02/2017	Claims	6291	10262	BC SIGNS	32.52	Invoice 2319
					001 - 522 30 40 000 - Printing/Newsletter	32.52	Open House Banner Repair
734	08/02/2017	Claims	6291	10263	CLARK PUBLIC UTILITIES	211.65	7196-908-3; Acct. 7169-997-9
					001 - 522 50 43 092 - Electrical & Heating (St 92)	91.53	Electricity ST 92
					001 - 522 50 43 095 - Electrical & Heating (St 95)	120.12	Electricity ST95
735	08/02/2017	Claims	6291	10264	ENVIROMET	95.58	Customer EA19202
					001 - 522 20 32 000 - Expendable Equipment	95.58	Absorbent
736	08/02/2017	Claims	6291	10265	KAREN'S SEW IT ALL	73.00	Invoice 7422
					001 - 522 20 25 001 - FF Uniforms	39.00	Grable & Garrison Nametags And Patches
					001 - 522 20 33 000 - Volunteer Uniforms	34.00	VanNess & Hongel Nametags And Patches
737	08/02/2017	Claims	6291	10266	LEGEND DATA SYSTEMS INC	15.80	Customer EASTCOUNTYWA
					001 - 522 20 32 002 - Equipment	15.80	Passport Nametags
738	08/02/2017	Claims	6291	10267	MUNICIPAL EMERGENCY SERVICES	546.33	Customer C38710
					001 - 522 20 25 001 - FF Uniforms	356.37	Uniform Items Grable, Christopher And Garrison
					001 - 522 20 33 000 - Volunteer Uniforms	189.96	Uniform Items VanNess
739	08/02/2017	Claims	6291	10268	NW NATURAL	87.01	Account 2074612-9; Account 1264540-4
					001 - 522 50 45 091 - Gas (St 91)	67.43	Natural Gas Service ST91
					001 - 522 50 45 095 - Gas (St 95)	19.58	Natural Gas Service ST95

## CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

08/01/2017 To: 08/31/2017

Time: 12:57:54 Date: 08/11/2017  
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
740	08/02/2017	Claims	6291	10269	PACIFIC TRUCK & TRAILER SERVICE, INC	1,496.79	Invoice #2017-27213
					001 - 522 60 48 009 - E94	1,496.79	App 1009 Annual Inspection And Repair
741	08/02/2017	Claims	6291	10270	STAPLES ADVANTAGE	77.67	Customer 113379872
					001 - 522 10 30 000 - Office Supplies	77.67	Dividers, File Folders, Markers, Paperclips
775	08/08/2017	Claims	6291	10271	ACCURWELD	1,029.80	Invoice 426940
					001 - 522 20 32 002 - Equipment	487.80	Aluminum Pans For Saw Oil Storage On Brush Rigs
					001 - 522 20 32 002 - Equipment	542.00	Custom Trays For Tool Access E94
776	08/08/2017	Claims	6291	10272	CHEVRON AND TEXACO BUSINESS CARD SERVICE	725.00	Account 7898808949
					001 - 522 20 36 000 - Diesel / Gas	725.00	Fuel Purchases For July 2017
777	08/08/2017	Claims	6291	10273	CLARK PUBLIC UTILITIES	988.86	Accounts 7200-239-7 And 7177-363-4
					001 - 522 50 43 091 - Electrical Service (St 91)	594.26	Electricity ST 91
					001 - 522 50 43 094 - Electric & Heating (St 94)	394.60	Electricity ST 94
778	08/08/2017	Claims	6291	10274	HI-WAY FUEL	366.55	Account #710
					001 - 522 20 36 000 - Diesel / Gas	366.55	Fuel Purchases July 2017
779	08/08/2017	Claims	6291	10275	LN CURTIS & SONS	1,148.12	Customer C32870
					001 - 522 20 38 001 - PPE Accessories	1,148.12	Turnout Boots And Gloves
780	08/08/2017	Claims	6291	10276	NW COMTECH	233.10	Acct 10091
					001 - 522 50 40 000 - Bldg Repair & Maint	233.10	Install New Conference Phone, Diagnose Bad Equipment
						9,768.00	
001 General Fund						9,768.00	Claims:
						9,768.00	9,768.00

# 2017 CASH FLOW - YEAR TO DATE

East County Fire & Rescue  
MCAG #: 1060

Time: 10:11:10 Date: 08/11/2017  
Page: 1

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
311 10 00 000 Leasehold Excise	0.00	2,592.95	333.70	0.00	160.50	0.00	80.58	0.00	0.00	0.00	0.00	0.00	3,167.73	3,300.00	96%
311 10 00 001 Property Tax Colle	3,811.80	14,962.38	154,309.73	762,797.35	175,586.72	9,157.32	5,287.49	0.00	0.00	0.00	0.00	0.00	1,125,912.79	2,045,901.00	55%
311 10 00 002 Property Tax - Del	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0%
311 10 00 003 Admin Refund (C)	2.53	13.13	133.67	678.67	154.94	7.17	3.49	0.00	0.00	0.00	0.00	0.00	993.60	1,000.00	99%
311 10 00 004 Timber Excise Tax	0.00	0.00	0.00	0.00	0.00	3,816.31	0.00	0.00	0.00	0.00	0.00	0.00	3,816.31	3,000.00	127%
310 Taxes	3,814.33	17,568.46	154,777.10	763,476.02	175,902.16	12,980.80	5,371.56	0.00	0.00	0.00	0.00	0.00	1,133,890.43	2,063,201.00	55%
332 15 60 000 Steigewald Wildli	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	200.00	0%
334 01 30 000 WSP FFI Reimbu	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%
334 04 90 000 EMS Participation	0.00	0.00	1,270.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,270.00	1,300.00	98%
330 Intergovernmental Revenues	0.00	0.00	1,270.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,270.00	4,000.00	32%
342 21 00 000 Fire Protection Ser	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
342 21 00 001 Wildland Firefight	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	5,100.00	0%
342 21 00 002 Wildland Firefight	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%
342 21 00 003 Ntnl Motorcross St	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%
342 21 00 004 Jemtegard State 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	600.00	0%
340 Charges For 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	13,700.00	0%
361 10 00 001 Earnings on Invest	1,347.58	1,160.07	1,290.37	1,435.73	0.00	2,013.40	2,127.73	0.00	0.00	0.00	0.00	0.00	9,374.88	6,000.00	156%
362 00 00 000 DNR Timber Rent	4,632.61	1,766.11	734.93	0.00	404.70	379.47	381.22	0.00	0.00	0.00	0.00	0.00	8,299.04	10,000.00	83%
367 00 00 000 Contributions & J	0.00	0.00	5.00	0.00	10.00	0.00	140.00	0.00	0.00	0.00	0.00	0.00	155.00	150.00	103%
369 10 00 000 Sale of Junk & Sal	0.00	0.00	0.00	9,850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,850.00	9,850.00	100%
369 91 00 000 Prior Year Refund:	0.00	222.00	0.00	0.00	2,661.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,883.78	2,884.00	100%
369 91 00 001 Other Misc. Reven	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	50.00	0%
369 91 00 002 BVFF Refund for	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	1,000.00	80%
360 Misc Revenue	6,780.19	3,148.18	2,030.30	11,285.73	3,076.48	2,392.87	2,648.95	0.00	0.00	0.00	0.00	0.00	31,362.70	29,934.00	105%
395 10 00 000 DNR Timber Sale:	7.16	19,182.88	38,515.47	0.00	12,191.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69,896.83	70,000.00	100%
395 20 00 000 Insurance Claim	0.00	0.00	2,019.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,019.54	2,000.00	101%
390 Other Revenues	7.16	19,182.88	40,535.01	0.00	12,191.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71,916.37	72,000.00	100%
FUND REVENUES:	10,601.68	39,899.52	198,612.41	774,761.75	191,169.96	15,373.67	8,020.51	0.00	0.00	0.00	0.00	0.00	1,238,439.50	2,182,835.00	57%
522 20 23 001 Intern Tuition Assi	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%
215 Volunteer Benefits	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%
594 22 64 000 New Engine 91	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	468,319.00	0%
594 Capital Expenditures	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	468,319.00	0%
522 10 11 001 Commissioner Wa	570.00	1,824.00	1,710.00	1,596.00	2,052.00	1,938.00	2,052.00	1,140.00	0.00	0.00	0.00	0.00	12,882.00	53,113.00	24%
522 10 21 001 Commissioner Pay	56.67	139.55	130.81	122.10	156.99	148.31	69.79	87.25	0.00	0.00	0.00	0.00	911.47	4,350.00	21%

# 2017 CASH FLOW - YEAR TO DATE

East County Fire & Rescue  
MCAG #: 1060

Time: 10:11:10 Date: 08/11/2017  
Page: 2

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%	
522 10 48 001 Commissioner Mi	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	350.00	0%
522 10 48 002 Commissioner Me	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	500.00	0%
522 10 48 003 Commissioner Lov	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	1,200.00	0%
522 10 48 004 Commissioner Du	2,500.00	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	2,800.00	89%	
522 10 48 005 Commissioner Tui	375.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00	1,000.00	38%	
110 Commissioners	3,501.67	1,963.55	1,840.81	1,718.10	2,208.99	2,086.31	2,121.79	1,227.25	0.00	0.00	0.00	0.00	16,668.47	63,313.00	26%	
522 10 10 001 Admin Salaries	7,066.27	15,248.53	14,034.53	15,004.84	14,514.21	15,490.00	14,519.69	7,503.67	0.00	0.00	0.00	0.00	103,381.74	183,238.00	56%	
522 10 14 001 Admin Overtime	0.00	0.00	0.00	0.00	0.00	47.19	94.38	0.00	0.00	0.00	0.00	0.00	141.57	1,000.00	14%	
522 10 19 001 Admin Deferred C	372.27	791.36	744.55	775.75	760.15	794.28	766.00	387.88	0.00	0.00	0.00	0.00	5,392.24	9,566.00	56%	
522 10 20 001 Admin Unemploy	222.55	232.30	214.00	228.51	221.18	236.51	115.09	114.28	0.00	0.00	0.00	0.00	1,584.42	3,105.00	51%	
522 10 22 001 Admin Medical In	2,021.40	2,618.99	2,618.99	2,618.99	2,618.99	2,618.99	2,618.99	0.00	0.00	0.00	0.00	0.00	17,735.34	42,459.00	42%	
522 10 25 001 Admin Uniforms	0.00	0.00	2,155.04	86.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	301.52	300.00	101%	
522 10 26 001 Admin Disability	96.21	0.00	1,664.21	0.00	96.21	96.22	96.21	0.00	0.00	0.00	0.00	0.00	2,049.06	2,497.00	82%	
522 10 26 002 Admin Retirement	417.54	965.08	824.13	936.07	879.48	997.67	947.99	531.84	0.00	0.00	0.00	0.00	6,499.80	11,910.00	55%	
522 10 27 001 Admin VEBA	1,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00	1,800.00	100%	
522 10 28 001 Admin Retirement	193.71	387.42	387.42	387.42	387.42	387.42	394.83	201.12	0.00	0.00	0.00	0.00	2,726.76	4,462.00	61%	
522 10 29 001 Admin L&I	0.00	0.00	101.17	0.00	112.68	0.00	130.10	0.00	0.00	0.00	0.00	0.00	343.95	658.00	52%	
210 Wages & Benefits	12,189.95	20,243.68	20,804.04	20,038.06	19,590.32	20,668.28	19,683.28	8,738.79	0.00	0.00	0.00	0.00	141,956.40	260,995.00	54%	
522 10 24 001 Magellan - EAP	0.00	0.00	292.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	292.25	1,260.00	23%	
522 10 30 000 Office Supplies	78.01	0.00	294.68	0.00	0.00	76.70	0.00	108.99	0.00	0.00	0.00	0.00	558.38	1,000.00	56%	
522 10 30 001 Postage	0.00	17.23	16.90	0.70	146.95	0.00	2.03	5.04	0.00	0.00	0.00	0.00	188.85	450.00	42%	
522 10 30 002 UPS/Federal Expr	0.00	0.00	15.61	45.47	0.00	15.61	0.00	0.00	0.00	0.00	0.00	0.00	76.69	150.00	51%	
522 10 31 000 Furniture/Applian	0.00	0.00	530.33	0.00	0.00	924.17	0.00	0.00	0.00	0.00	0.00	0.00	1,454.50	8,300.00	18%	
522 10 32 000 Cleaning and Sani	0.00	6.43	368.46	71.03	280.13	93.66	183.60	209.61	0.00	0.00	0.00	0.00	1,212.92	1,500.00	81%	
522 10 33 000 Computer/Softwar	0.00	0.00	0.00	0.00	0.00	168.99	831.86	0.00	0.00	0.00	0.00	0.00	1,605.95	3,000.00	54%	
522 10 34 000 Incentives and Aw	0.00	0.00	0.00	0.00	28.46	555.55	0.00	0.00	0.00	0.00	0.00	0.00	584.01	1,500.00	39%	
522 10 40 000 BIAS Financial Sc	0.00	4,040.00	498.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,940.35	9,000.00	99%	
522 10 40 001 Computer/Website	300.00	0.00	4,900.35	240.93	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	4,014.28	6,270.00	64%	
522 10 40 002 Copier Mice	23.97	60.23	33.78	13.66	78.41	21.11	27.71	0.00	0.00	0.00	0.00	0.00	258.87	900.00	29%	
522 10 41 000 State Audit Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	0%	
522 10 42 000 Legal Services	168.75	230.00	230.00	149.50	184.00	115.00	0.00	0.00	0.00	0.00	0.00	0.00	1,077.25	8,000.00	13%	
522 10 43 000 Medical/Drug Ser	0.00	61.00	471.00	0.00	0.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00	1,072.00	8,000.00	13%	
522 10 44 000 Professional Servi	0.00	0.00	1,732.00	0.00	741.00	0.00	162.00	0.00	0.00	0.00	0.00	0.00	2,635.00	8,550.00	31%	
522 10 44 001 Chief Services (Ce	6,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00	24,000.00	36,000.00	67%	
522 10 46 000 Taxes and Assesn	0.00	0.00	1,464.78	172.33	0.00	0.00	192.45	0.00	0.00	0.00	0.00	0.00	1,829.56	2,500.00	73%	
522 10 49 000 Tuition/Registrat	700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00	700.00	100%	
522 20 42 000 Advertising	280.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	430.00	1,500.00	29%	
522 20 42 001 Legal Notices	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	200.00	0%	
522 20 45 001 Election Fees	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 20 46 000 Bldgs/Liability/ Eq	0.00	0.00	171.00	0.00	2,145.00	2,295.00	0.00	0.00	0.00	0.00	0.00	0.00	4,611.00	42,000.00	11%	
522 20 46 001 Filing/Recording/	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	600.00	0%	
522 20 49 000 NFIRS/Fire Mana	6,405.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,405.01	6,500.00	99%	



# 2017 CASH FLOW - YEAR TO DATE

East County Fire & Rescue  
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	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund															
220 Supplies & Services	13,955.74	7,414.89	14,019.49	3,693.62	10,034.05	7,265.79	5,239.65	323.64	0.00	0.00	0.00	0.00	61,946.87	161,880.00	38%
522 20 10 001 Firefighter Salary	27,153.09	56,057.79	54,339.72	59,486.50	61,374.02	58,660.96	60,043.06	33,800.53	0.00	0.00	0.00	0.00	410,915.67	720,965.00	57%
522 20 10 002 Miscellaneous Sal	0.00	0.00	0.00	618.75	0.00	0.00	0.00	519.75	0.00	0.00	0.00	0.00	1,138.50	6,500.00	18%
522 20 14 001 FF Overtime	3,931.49	5,950.39	2,468.24	8,506.16	887.33	2,644.46	2,157.80	2,428.36	0.00	0.00	0.00	0.00	28,974.23	67,000.00	43%
522 20 19 001 Capt Deferred Cor	635.14	1,446.78	1,388.09	1,386.55	1,209.27	1,260.34	1,182.69	719.99	0.00	0.00	0.00	0.00	8,978.85	15,180.00	59%
522 20 20 001 FF Unemployment	972.55	911.46	1,112.63	1,004.01	630.89	898.69	434.54	531.50	0.00	0.00	0.00	0.00	6,496.27	13,275.00	49%
522 20 22 001 FF Medical Insura	15,378.31	9,601.82	12,278.36	10,977.17	10,977.17	10,977.17	10,977.17	0.00	0.00	0.00	0.00	0.00	81,167.17	139,666.00	58%
522 20 25 001 FF Uniforms	626.76	119.22	1,448.95	565.61	0.00	47.28	30.00	395.37	0.00	0.00	0.00	0.00	3,233.19	4,500.00	72%
522 20 26 001 FF Disability	1,319.22	0.00	1,598.17	0.00	733.48	733.50	733.45	0.00	0.00	0.00	0.00	0.00	5,117.82	8,921.00	57%
522 20 26 002 FF Retirement PEI	525.31	1,176.13	1,028.58	1,121.56	1,110.17	1,137.95	1,235.60	804.65	0.00	0.00	0.00	0.00	8,139.95	15,330.00	53%
522 20 27 001 FF VEBA	7,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,200.00	8,100.00	89%
522 20 28 001 FF Retirement LER	1,413.21	2,768.50	2,549.39	3,127.41	2,800.14	2,732.69	2,830.10	1,662.30	0.00	0.00	0.00	0.00	19,883.74	34,409.00	58%
522 20 29 001 FF L&I	0.00	0.00	7,668.35	0.00	1,516.47	0.00	7,559.56	0.00	0.00	0.00	0.00	0.00	16,744.38	40,122.00	42%
210 Wages & Benefits	59,155.08	78,032.09	85,630.48	86,793.72	81,238.94	79,093.04	87,183.97	40,862.45	0.00	0.00	0.00	0.00	597,989.77	1,073,968.00	56%
522 20 11 001 Volunteer Stipend:	6,456.50	0.00	0.00	7,110.00	0.00	0.00	6,720.00	375.00	0.00	0.00	0.00	0.00	20,661.50	30,000.00	69%
522 20 21 001 Medicare/SS Vol	425.10	0.00	0.00	556.88	0.00	0.00	514.13	68.46	0.00	0.00	0.00	0.00	1,564.57	2,295.00	68%
215 Volunteer Benefits	6,881.60	0.00	0.00	7,666.88	0.00	0.00	7,234.13	443.46	0.00	0.00	0.00	0.00	22,226.07	32,295.00	69%
522 20 30 000 Maps/Books/ Peri	84.00	0.00	0.00	208.13	130.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	422.21	450.00	94%
522 20 31 000 Food and Water	0.00	39.96	0.00	0.00	-219.05	0.00	0.00	5.98	0.00	0.00	0.00	0.00	-173.11	1,200.00	14%
522 20 32 000 Expendable Equip	0.00	0.00	102.42	0.00	33.60	0.00	111.45	199.06	0.00	0.00	0.00	0.00	446.53	1,500.00	30%
522 20 32 001 Other Operating S	76.36	28.76	53.08	0.00	85.71	2.59	189.09	0.00	0.00	0.00	0.00	0.00	435.59	1,500.00	29%
522 20 32 002 Equipment	0.00	11.92	47.49	40.19	0.00	871.11	738.47	1,141.23	0.00	0.00	0.00	0.00	2,850.41	18,300.00	16%
522 20 32 003 Tech Rescue Equi	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 32 004 Hose & Nozzles	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 20 33 000 Volunteer Uniform	0.00	0.00	0.00	0.00	20.59	351.50	33.00	223.96	0.00	0.00	0.00	0.00	629.05	500.00	126%
522 20 33 001 T-Shirts/Sweatshir	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	1,500.00	0%
522 20 34 000 Bldg Supplies/Fac	54.80	119.96	135.89	455.60	313.07	0.00	0.00	698.00	0.00	0.00	0.00	0.00	1,777.32	2,600.00	68%
522 20 35 000 Address Signs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	119.50	0.00	0.00	0.00	0.00	119.50	150.00	80%
522 20 36 000 Diesel / Gas	0.00	475.51	1,763.33	812.51	601.60	1,635.07	794.27	1,091.55	0.00	0.00	0.00	0.00	7,173.84	30,000.00	24%
522 20 37 000 Exercise Equip	0.00	0.00	0.00	724.38	45.59	0.00	0.00	28.95	0.00	0.00	0.00	0.00	798.92	1,000.00	80%
522 20 38 000 Turn-Outs	0.00	0.00	274.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	274.65	8,000.00	3%
522 20 38 001 PPE Accessories	0.00	125.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.26	1,000.00	13%
522 20 40 000 Radio Dispatch	10,900.00	563.00	10,900.00	0.00	101.04	0.00	10,900.00	0.00	0.00	0.00	0.00	0.00	33,364.04	60,200.00	55%
522 20 41 000 Pagers	52.67	52.67	52.67	57.48	57.48	57.48	57.47	57.47	0.00	0.00	0.00	0.00	445.39	636.00	70%
522 20 41 001 Satellite Phone	30.20	30.20	30.20	30.20	30.20	30.20	30.20	30.20	0.00	0.00	0.00	0.00	181.20	375.00	48%
522 20 41 002 Verizon MDC Car	80.02	80.02	80.02	80.02	80.02	80.02	80.02	80.02	0.00	0.00	0.00	0.00	560.14	960.00	58%
522 20 43 000 Hydrant/Fireline	86.92	0.00	91.26	0.00	91.26	0.00	91.26	0.00	0.00	0.00	0.00	0.00	360.70	545.00	66%
522 20 44 001 Dues/Membership	2,630.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,630.50	3,200.00	82%
522 20 45 000 Volunteer Pension:	1,230.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,230.00	1,500.00	82%
220 Supplies & Services	15,225.47	1,527.26	13,531.01	2,408.51	1,340.99	3,735.35	13,025.23	4,713.82	0.00	0.00	0.00	0.00	55,507.64	143,116.00	39%



# 2017 CASH FLOW - YEAR TO DATE

East County Fire & Rescue  
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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%	
522 20 11 002 Wildland Salaries	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	2,500.00	0%
522 20 14 002 Wildland Overim-	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	2,600.00	0%
240 Wildland Wages & Benefits	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	5,100.00	0%
522 30 30 000 Educational Suppl	0.00	0.00	0.00	0.00	0.00	248.00	0.00	245.25	0.00	0.00	0.00	0.00	493.25	500.00	99%	
522 30 40 000 Printing/Newslet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.52	0.00	0.00	0.00	0.00	32.52	600.00	5%	
522 30 41 000 Postage for Newsl	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	1,300.00	0%	
522 30 42 000 Advertising	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	300.00	0%	
522 40 30 000 Books/Periodicals	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 40 31 000 Office Supplies (	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0%	
522 40 32 000 Food and Water (	0.00	0.00	0.00	0.00	0.00	81.30	0.00	0.00	0.00	0.00	0.00	0.00	81.30	500.00	49%	
522 40 33 000 Training Supplies	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	100.00	0%	
522 40 40 000 Local/Long Distar	0.00	0.00	0.00	0.00	0.00	46.00	0.00	0.00	0.00	0.00	0.00	0.00	46.00	500.00	25%	
522 40 41 000 Meals (Training)	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	3,500.00	10%	
522 40 42 000 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	500.00	25%	
522 40 43 000 Tuition	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	34%	
522 60 40 000 Fire Extinguisher	4,037.00	300.00	0.00	500.00	0.00	0.00	2,105.00	0.00	0.00	0.00	0.00	0.00	6,942.00	20,000.00	35%	
522 60 40 001 Exercise Equip M-	0.00	43.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43.25	1,100.00	4%	
522 60 41 000 Hose & Nozzle Te	0.00	0.00	0.00	0.00	157.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	157.32	400.00	39%	
522 60 41 001 EMS Equipment	0.00	0.00	0.00	0.00	58.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58.87	500.00	12%	
522 60 41 002 Ladder Testing/Re	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	1,500.00	32%	
522 60 41 003 Hand Tool Mainte	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	300.00	0%	
522 60 41 004 SCBA Mice	428.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	428.60	3,000.00	0%	
522 60 42 000 Minitors/Radios R	0.00	0.00	0.00	0.00	0.00	0.00	531.69	0.00	0.00	0.00	0.00	0.00	531.69	6,200.00	15%	
522 60 43 000 Small Engine Rep	0.00	103.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103.45	4,000.00	0%	
522 60 47 001 Emergency Gener	0.00	199.53	0.00	0.00	0.00	0.00	913.24	0.00	0.00	0.00	0.00	0.00	1,050.47	5,000.00	21%	
220 Supplies & Services	4,465.60	646.23	254.88	1,632.92	442.76	1,296.54	3,144.60	277.77	0.00	0.00	0.00	0.00	12,161.30	52,900.00	23%	
525 60 30 000 Disaster Preparedt	-111.70	111.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0%	
525 Disaster Services	-111.70	111.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0%	
522 60 48 000 Vehicle Repair & I	0.00	1,055.18	0.00	241.46	102.90	60.66	0.00	0.00	0.00	0.00	0.00	0.00	1,460.20	2,700.00	54%	
522 60 48 001 T95	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	2,250.00	0%	
522 60 48 009 E94	0.00	0.00	2,593.27	0.00	0.00	0.00	0.00	1,496.79	0.00	0.00	0.00	0.00	4,090.06	3,600.00	114%	
522 60 48 010 T93	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	2,250.00	0%	
522 60 48 011 S96	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	3,600.00	0%	
522 60 48 012 U93	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	675.00	0%	
522 60 48 013 S94	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	3,600.00	0%	
522 60 48 014 E91	141.19	484.08	0.00	103.03	140.92	818.56	5,537.87	0.00	0.00	0.00	0.00	0.00	7,225.65	3,600.00	201%	
522 60 48 016 U91	0.00	139.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139.98	675.00	21%	
522 60 48 018 U92	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	675.00	122%	
522 60 48 019 RH93	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	675.00	95%	
522 60 48 905 A93	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	675.00	0%	
522 60 48 909 E92	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	2,250.00	16%	
522 60 48 911 E93	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	3,600.00	0%	

# 2017 CASH FLOW - YEAR TO DATE

East County Fire & Rescue  
MCAG #: 1060

Time: 10:11:10 Date: 08/11/2017  
Page: 5

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt.	%	
522 60 48 914 T94	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	2,250.00	0%
522 60 48 915 U94	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	675.00	0%
522 60 48 916 E95	0.00	0.00	0.00	774.95	0.00	247.02	0.00	0.00	0.00	0.00	0.00	0.00	1,021.97	3,600.00	28%	
522 60 48 917 S91	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	3,600.00	0%	
522 60 48 918 S93	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	1,800.00	0%	
522 60 48 919 T91	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	2,250.00	0%	
220 Supplies & Services	141.19	1,679.24	2,593.27	1,757.76	1,435.44	1,126.24	5,537.87	1,496.79	0.00	0.00	0.00	0.00	15,767.80	45,000.00	35%	
589 99 99 000 Payroll Cleaning	1,825.89	-2,639.85	-3,710.44	9,081.14	-612.05	-646.81	-4,588.97	-743.88	0.00	0.00	0.00	0.00	-2,034.97	0.00	0%	
580 Non Expenditures	1,825.89	-2,639.85	-3,710.44	9,081.14	-612.05	-646.81	-4,588.97	-743.88	0.00	0.00	0.00	0.00	-2,034.97	0.00	0%	
597 22 55 001 Transfer for Debt :	0.00	0.00	0.00	0.00	31,810.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,810.00	243,620.00	13%	
597 Interfund Transfers	0.00	0.00	0.00	0.00	31,810.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,810.00	243,620.00	13%	
594 22 60 000 Capital Purchases	2,500.00	0.00	0.00	254.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,754.75	4,600.00	60%	
594 22 61 000 Computer Equip	0.00	0.00	1,432.09	175.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,607.73	5,500.00	29%	
594 22 62 000 Offsets Over Est. 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	50,000.00	0%	
594 22 63 000 Offsets Est. Mob 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	5,000.00	0%	
594 Capital Expenditures	2,500.00	0.00	1,432.09	430.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,362.48	65,100.00	7%	
522 50 30 000 Grounds & Park	0.00	0.00	204.63	0.00	0.00	178.03	233.36	0.00	0.00	0.00	0.00	0.00	616.02	4,000.00	15%	
522 50 40 000 Bldg Repair & Ma	1,376.54	1,617.84	3,374.22	659.07	3,123.52	355.01	263.87	233.10	0.00	0.00	0.00	0.00	11,003.17	30,700.00	36%	
220 Supplies & Services	1,376.54	1,617.84	3,578.85	659.07	3,123.52	533.04	497.23	233.10	0.00	0.00	0.00	0.00	11,619.19	34,700.00	33%	
522 50 41 091 Monitoring (St 91)	108.00	0.00	0.00	108.00	0.00	0.00	108.00	0.00	0.00	0.00	0.00	0.00	324.00	540.00	60%	
522 50 42 091 Comcast Tel/Inten	0.00	307.57	307.20	307.20	307.20	307.59	307.59	307.59	0.00	0.00	0.00	0.00	2,151.94	4,000.00	54%	
522 50 43 091 Electrical Service	628.72	556.47	511.30	536.84	509.12	531.18	620.06	594.26	0.00	0.00	0.00	0.00	4,487.95	7,000.00	64%	
522 50 44 091 Garbage (St 91)	0.00	218.58	108.65	108.65	0.00	217.30	108.65	0.00	0.00	0.00	0.00	0.00	761.83	1,400.00	54%	
522 50 45 091 Gas (St 91)	1,159.97	0.00	1,152.42	331.05	167.95	85.15	0.00	67.43	0.00	0.00	0.00	0.00	2,963.97	4,500.00	66%	
522 50 46 091 Water & Sewer (St	214.17	0.00	282.96	0.00	108.00	0.00	114.48	0.00	0.00	0.00	0.00	0.00	719.61	1,200.00	60%	
91 Station 91	2,110.86	1,082.62	2,362.53	1,391.74	1,092.27	1,141.22	1,258.78	969.28	0.00	0.00	0.00	0.00	11,409.30	18,640.00	61%	
92 Station 92	0.00	0.00	206.13	94.07	81.52	0.00	0.00	182.60	0.00	0.00	0.00	0.00	564.32	1,000.00	56%	
93 Station 93	0.00	0.00	206.13	94.07	81.52	0.00	0.00	182.60	0.00	0.00	0.00	0.00	564.32	1,000.00	56%	
122 50 41 093 Monitoring (St 93)	0.00	0.00	95.33	0.00	95.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	190.66	400.00	48%	
122 50 42 093 Comcast Tel/Inten	0.00	144.94	144.85	159.85	159.85	159.94	159.94	159.94	0.00	0.00	0.00	0.00	1,089.31	1,700.00	64%	
122 50 43 093 Electrical & Htg (	354.00	1,023.40	804.32	360.75	378.02	295.25	323.95	0.00	0.00	0.00	0.00	0.00	3,539.69	6,000.00	59%	
122 50 44 093 Garbage (St 93)	0.00	0.00	28.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.03	150.00	19%	
93 Station 93	354.00	1,168.34	1,072.53	520.60	633.20	455.19	483.89	159.94	0.00	0.00	0.00	0.00	4,847.69	8,250.00	59%	
122 50 41 094 Monitoring (St 94)	158.85	0.00	0.00	158.85	0.00	0.00	158.85	0.00	0.00	0.00	0.00	0.00	476.55	635.00	75%	

# 2017 CASH FLOW - YEAR TO DATE

East County Fire & Rescue  
 MCAAG #: 1060

Time: 10:11:10 Date: 08/11/2017  
 Page: 6

001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
522 50 42 094 Comcast Tel/Inten	0.00	217.73	217.58	217.58	271.81	271.84	271.84	272.17	0.00	0.00	0.00	0.00	1,740.55	2,500.00	70%
522 50 43 094 Electric & Heating	699.77	1,334.52	957.45	323.00	384.70	369.96	345.32	394.60	0.00	0.00	0.00	0.00	4,809.32	6,100.00	79%
522 50 44 094 Garbage (St 94)	0.00	114.75	75.37	56.83	0.00	117.65	56.83	0.00	0.00	0.00	0.00	0.00	421.43	650.00	65%
694 Station 94	858.62	1,667.00	1,250.40	756.26	656.51	759.45	832.84	666.77	0.00	0.00	0.00	0.00	7,447.85	9,885.00	75%
522 50 41 095 Monitoring (St 95)	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	540.00	0%
522 50 42 095 Telephone (St 95)	0.00	74.89	74.84	74.84	74.84	74.90	74.90	74.90	0.00	0.00	0.00	0.00	524.11	900.00	58%
522 50 43 095 Electrical & Heati	0.00	0.00	374.67	0.00	257.62	0.00	0.00	233.95	0.00	0.00	0.00	0.00	866.24	1,500.00	58%
522 50 45 095 Gas (St 95)	0.00	101.05	359.64	47.04	38.30	0.00	0.00	40.07	0.00	0.00	0.00	0.00	586.10	1,000.00	59%
522 50 46 095 Water & Sewer (St	0.00	334.46	0.00	255.34	0.00	251.05	0.00	0.00	0.00	0.00	0.00	0.00	840.85	1,500.00	56%
695 Station 95	0.00	510.40	809.15	377.22	370.76	325.95	74.90	348.92	0.00	0.00	0.00	0.00	2,817.30	5,440.00	52%
<b>FUND EXPENDITURES:</b>	<b>124,430.51</b>	<b>115,024.99</b>	<b>145,675.22</b>	<b>139,020.06</b>	<b>153,447.22</b>	<b>117,839.59</b>	<b>141,729.19</b>	<b>59,900.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>997,067.48</b>	<b>2,711,671.00</b>	<b>37%</b>
<b>FUND GAIN/LOSS:</b>	<b>-113,828.83</b>	<b>-75,125.47</b>	<b>52,937.19</b>	<b>635,741.69</b>	<b>37,722.74</b>	<b>-102,465.92</b>	<b>-133,708.68</b>	<b>-59,900.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>241,372.02</b>		
<b>FUND NET POSITION:</b>	<b>-113,828.83</b>	<b>-188,954.30</b>	<b>-136,017.11</b>	<b>499,724.58</b>	<b>537,447.32</b>	<b>434,981.40</b>	<b>301,272.72</b>	<b>241,372.02</b>	<b>241,372.02</b>	<b>241,372.02</b>	<b>241,372.02</b>	<b>241,372.02</b>	<b>241,372.02</b>		

# Deputy Chief Report

8-15-17

Calls since last Commissioner meeting: **32**

EMS: **21**

Fire: **2**

Other: **9**

Calls YTD: 2017- **602**

## Staff Overtime Numbers:

Budget Amount: **\$68,000.00**

Used YTD: **\$32,146.10**

% Used: **47.27%**

- Brown outs since last meeting: **None**
- ECFR hosted a cooling station at 95 on Thursday 3<sup>rd</sup> and Friday the 4<sup>th</sup>. Thanks to the folks who volunteered their time.
- Station 91 Crew responded into Vancouver for a structure fire on Thursday, August 3<sup>rd</sup>. VFD had 2 structure fires going at the same time with both going to a 2<sup>nd</sup> alarms.
- The "B" shift crews provided a firefighter presentation to the Boy Scouts at Camp Currie on Thursday August 3<sup>rd</sup>.
- We had a recreational vehicle fire in the front parking lot at Station 93 on Saturday, August 12<sup>th</sup>.
- The attorney has received and is reviewing the proposed Port's ILA for the fire line.

## AC Jacobs Report

8-15-2017.

August ACC/EOC training was 8-8-2017.

Emergency Vehicle Incident Prevention rodeo was 8-6-2017 five new drivers and five recerts. Thanks to Tad, Rick, and Paula for their help.

August EST training 8-28-2017 Sta. 93 7 PM.

September ACC/EOC training 9-12-2017 Sta. 91 7 PM.

We have two new potential Est members.

### Safety Report

Safety Committee meeting was held 7-26-17

Next safety committee meeting, 9-27-17 Sta. 91 7:30 PM

No reported accidents or incidents since the last board meeting.

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

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**SUBJECT: Board of Commissioners**

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**PPG NUMBER: 00.1**

**PAGE: 1 of 1**

**DATE OF ISSUE: 5-15-07**

**REVISED : 6-07-11**

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

**Board Chair**

**REVIEWED: 08-15-2017 BY: Board**

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**POLICY:**

It is the policy of the Board of Commissioners of East County Fire & Rescue, Clark County, Washington, that the members of the Board will be guided in the performance of their duties by the *Commissioner's Handbook* published by the WFCA, attached herein. (See attachment A)

# EAST COUNTY FIRE & RESCUE

## Policies, Procedures, and Guidelines

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**SUBJECT: Compensation for Commissioners**

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**PPG NUMBER: 00.1.2**

**DATE OF ISSUE: 11-06-2007**

**REVISED: 08-15-2017**

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

**REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

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### **POLICY:**

1. **Commissioner Compensation.** Commissioners may be compensated per RCW 52.14.010 for each day or portion of a day in actual attendance at official Board meetings or when performing other services or duties for the District. It is the function of the Board to approve the services that any Commissioner is authorized to perform for the District. Commissioners of the District may be entitled to receive the full amount of per diem compensation authorized by statute for the following activities (depending upon budgetary constraints):
  - 1.1. Actual attendance at all regular and special meetings of the Board.
  - 1.2. Attendance at regular Fire Commissioners Association meetings and at meetings of the Board of Directors of the Association if the Commissioner is a member of the Board.
  - 1.3. Attendance at Washington Fire Commissioners Association meetings, conferences and seminars.
  - 1.4. Attendance at Fire District related seminars and educational classes.
  - 1.5. Attendance at Fire District open house functions.
  - 1.6. Attendance at other Fire District related activities approved by the Board of Commissioners.
  - 1.7. Travel time when a separate day of travel is required because of the location and scheduling of the activity.
2. **Commissioner Expense Reimbursement.** In addition to the allowance provided above, Commissioners shall receive reimbursement of reasonable expenses incurred in attending activities, meetings and events held outside of the District pursuant to District policy **90.5.3; Travel Expense Policy**
3. The Board will set a budget amount annually for Commissioners' compensation not to exceed the limits set forth in RCW 52.14.010.
4. Any commissioner may waive all or any portion of his or her compensation payable under this section as to any month or months during his or her term of office, by a written waiver filed with the secretary as provided in this section. The waiver, to be effective, must be filed any time after the commissioner's election and prior to the date on which the compensation would be otherwise paid. The waiver shall specify the month or period of months for which it is made.
5. The Board of Commissioners reserves the right to amend or cancel this policy when—and if—the financial condition of the District improves to a point that is acceptable to the Board.



# EAST COUNTY FIRE & RESCUE

## Policies, Procedures, and Guidelines

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**SUBJECT: BOARD OF COMMISSIONERS GOVERNING RULES  
ETHICS POLICY**

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**PPG NUMBER: 00.1.3**

**DATE OF ISSUE: 10-01-2013**

**REVISED: 08-15-2017**

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

**Board Chair**

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### POLICY:

The legislative body of the Fire Protection District is the Board of Commissioners authorized and created under Title 52 RCW. The Board of Commissioners has the statutory obligation to manage the affairs of the District and is responsible to establish all District policies.

- 1. Statutory Power and Authority.** The Board of Commissioners possesses the powers and authority as set forth in Title 52 RCW and other applicable provisions of the Revised Code of Washington.
- 2. Organization.** The Board of Commissioners, at its first regular meeting in January of each year, shall elect a chair and a vice-chair. The vice-chair shall perform the duties of the chair in the absence of the chair.
- 3. Participation of Commissioners.** Each Commissioner is an elected representative of the residents of the Fire Protection District. Commissioners are entitled to vote on all matters coming before the Board of Commissioners and to make and second motions regardless of whether the Commissioner is serving as chair. Commissioners shall, however, be governed by the provisions of chapter 42.23 RCW in respect to any matter in which the Commissioner may have a conflict of interest.
- 4. Actions of the Board.** RCW 52.14.010 provides that the Board of Commissioners of the Fire Protection District is the legislative body of the District. Chapter 42.30 RCW, the Open Public Meetings Act, and RCW 52.14.100 provide that actions of the Board of Commissioners may only take place at meetings authorized by statute. Individual Commissioners do not have authority to manage or direct the affairs of the District or bind the District to financial or contractual obligations. Administrative and managerial powers may only be exercised by those persons to whom such powers are delegated by action of the Board. The principal executive and administrative officer of the District is the Chief who has the responsibility for the management of the daily affairs of the District, for the supervision of District personnel and for the establishment of a chain of command to carry out such supervision. Commissioners are encouraged to become familiar with the District operations and to meet the paid and



volunteer personnel of the District. It is a policy of the District, however, that individual Commissioners shall not supervise, direct or discipline District personnel. In the event a Commissioner shall be dissatisfied with the operation or any action of the District or its personnel, the Commissioner shall bring such dissatisfaction to the attention of the Board at a meeting of the Board.

**5. Authority of Chair.** The Chair of the Board shall have the authority specifically granted by statute and such further authority as may be granted from time to time by action of the Board of Commissioners.

**6. Communications with Consultants.** The Chief and the Chair or other designated commissioners have authority to contact District consultants (attorney, accountant, engineers, architects, etc.) on an as needed basis without prior approval by the Board. Individual commissioners, absent delegation from the Board or an emergency situation, do not have authority to directly communicate with District consultants without prior approval of the Board.

**7. Schedule of Meetings.**

**7.1.Regular meetings.** Regular meetings of the Board of Commissioners shall be held each month, pursuant to a schedule established by resolution of the Board. Meetings of the Board will be held at the Fire District Headquarters Station, or at such other place as the Board may direct from time to time. All regular meetings shall be conducted in conformance with the laws of the state of Washington governing meetings.

**7.2.Special meeting.** The chair or any three members of the Board may call a special meeting at any time. Not less than twenty-four hours before any special meeting, the secretary shall notify each member of the board by written notice of the time, place, and the business to be transacted at the meeting. The notice shall be distributed and posted in accordance with the laws of the state governing such meetings. The presence of a Commissioner at the meeting or the Commissioner's written waiver of notice filed with the secretary shall constitute a waiver of receiving written notice of the meeting. When the meeting is called to address an emergency involving injury or damage, or the likelihood of injury or damage, to persons or property, and the time requirements for notice provided for above would be impractical and increase the likelihood of the injury or damage, the required notice may be dispensed with and the secretary shall notify each member of the Board by the best means possible under the circumstances.

**7.3.Notice of agenda for regular meeting.** Not less than four days before any regular meeting, the secretary shall email or utilize other technology to send each member of the Board a reminder of the regular meeting and a preliminary agenda setting forth the matters which are to be considered at the meeting.

**7.4.Addenda to the agenda at regular or special meetings.** Addenda to the agenda of either a regular or a special meeting may be permitted at the commencement of or during the meeting, except that final action shall not be taken on items added to the agenda of a special meeting unless notice, as required by applicable law, has been given.

- 7.5. Quorum. A majority of the entire Board shall be necessary to constitute a quorum at all regular meetings and special meetings.
8. **Excused Absence.** The Board of Commissioners may grant permission for a Commissioner to be absent from a scheduled meeting of the Board.
9. **Access to District Records.** Except as provided below, each Commissioner shall have access to District records during regular business hours of the District; provided, that the review or examination of the records shall not interfere with the normal operation of the District office personnel. Commissioners shall not remove original District records from the District station. Copies will be provided promptly, provided the copying shall not unduly interfere with normal operations of the administrative personnel.
- 9.1. Access to confidential records will not be provided without prior approval of the Board.
- 9.2. District records and information obtained from District records may not be used by Commissioners for non-District business nor disclosed to unauthorized persons.
10. **District Information.** Commissioners may not use District information, particularly confidential information, for individual gain or to promote the interest of any individual, group of individuals or entity. Commissioners have the duty to protect the confidentiality of privileged and private District records and information. The unauthorized disclosure of confidential records or information is a violation of this responsibility. The Board, not an individual Commissioner, has the authority to disclose information or records of the District. This restriction also applies when the District is involved in any type of contract negotiations, disciplinary procedures or other District business transactions.
11. **Personal Liability Protection.** The Commissioners shall be included as named insureds on all applicable District insurance policies. In the event a Commissioner shall be individually named as a defendant in any litigation arising out of the performance by the Commissioner of District business and the District's insurance carrier shall deny coverage and refuse to provide defense to the action, the District shall provide the Commissioner with defense coverage and liability protection subject to the following conditions:
- 11.1. The cause of action must have arisen as a result of the action or non-action of the Commissioner while acting within the scope and authority of the office of Commissioner.
- 11.2. The cause of action must not have arisen as a result of intentional, willful, or criminal conduct of the Commissioner.
12. **Liability Protection Procedure.** The following procedure shall be used to determine if the District shall provide the defense and liability coverage for a Commissioner under the District policy.
- 12.1. The matter shall be referred to the District's attorney for investigation and review.
- 12.2. The District's attorney shall fully investigate the facts and circumstances of the litigation and the actions of the defendant Commissioner.

**12.3.** The District's attorney shall report to the Board of Commissioners in writing the results of the investigation and research. A copy of the report shall be furnished to each Commissioner under the attorney-client communication privilege.

The Board of Commissioners shall make the final determination based on the report and investigation of the attorney.

**13. Ethics:**

**13.1. Purpose.** The District and its Board of Commissioners find that the proper operation of a fire district, as a taxpayer-supported public entity, requires that public officers, and particularly elected officials primarily responsible for the lawful management of the municipal corporation, be ethical, independent, impartial and responsible to the people, as fiduciaries. This policy is limited in scope; it only applies to the elected Board of Commissioners of East County Fire & Rescue.

**13.2. Policy.** The policy of the District is that this Ethics Policy shall be strictly adhered to, and that it shall be interpreted liberally so as to accomplish its purpose. The goal of the District is to establish and maintain the highest ethical standards for its leaders, so that they may establish an example for all district employees and members to emulate. The expectations of the Board and the District shall be that the prohibitions contained in paragraph 4 will always be honored and that the recommendations contained in paragraph 5 will be aspired to, and achieved whenever feasible.

**13.3. Definitions.** The following terms or words shall have the following meanings, throughout this ethics policy:

**13.3.1. Major Infraction:** A major infraction means and includes misfeasance, malfeasance, violation of the oath of office, violation of the Washington State or U.S. Constitution or a state statute or any other offense listed in paragraph 4 that involves honesty or integrity.

**13.3.2. Minor Infraction:** A minor infraction means any ethics code violation found by an investigative committee, but not deemed to be major.

**13.3.3. Misfeasance:** Misfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, misfeasance means the performance of a duty in an improper manner or with the appearance of impropriety.

**13.3.4. Malfeasance:** Malfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, malfeasance means the commission of an unlawful act.

**13.3.5. Violation of oath of office:** This term is also defined by statute, and means the neglect or willful failure of an elected public official to perform faithfully the duties imposed by law. Violation of a statute, particularly one that prescribes a

duty for a fire commissioner, would be an example of a violation of the oath of office.

**13.4. Prohibited Conduct- A Commissioner Shall Not:**

- 13.4.1.** Have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature that is in conflict with the proper discharge of the commissioner's duties.
- 13.4.2.** Be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through, or under the supervision of the commissioner, in whole or in part, and shall not accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in any such contract, sale, lease, purchase, or grant, except as set forth below.
- 13.4.3.** Use his or her position to secure special privileges or exemptions for himself, herself, or others.
- 13.4.4.** Give or receive or agree to receive any compensation, gift, reward, or gratuity from a source other than the fire district, for a matter connected with or related to the commissioner's services unless provided for by law.
- 13.4.5.** Receive, accept, take, seek, or solicit, directly or indirectly, any thing of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the commissioner, or be considered as part of a reward for action or inaction.
- 13.4.6.** Accept employment or engage in business or professional activity that the commissioner might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
- 13.4.7.** Neither disclose confidential information gained by reason of the commissioner's position, nor may the commissioner otherwise use such information for his or her personal gain or benefit.
- 13.4.8.** Except in the course of official duties or incident to official duties, assist any person, directly or indirectly, in a transaction involving the district, where such commissioner's assistance is, or to a reasonable person would appear to be, enhanced or affected by the commissioner's position.
- 13.4.9.** Employ or use any district employee or other person, district funds or money, or district property under the commissioner's official control or direction, or in his or her official custody, for the private benefit or gain of the commissioner, an employee of the district, or another person, except as allowed by law. This section does not prohibit use of public resources to benefit citizens or others when such is part of district functions or official duties, or otherwise allowed by law.

- 13.4.10. Use the facilities, personnel or resources of the district to assist or oppose a campaign for election or for the promotion or opposition to a ballot proposition, except pursuant to one of the recognized exceptions to RCW 42.17.130.
- 13.4.11. Participate, by voting or otherwise, in any issue that comes before the Board of Commissioners, when the commissioner has any direct or indirect personal or financial stake in the outcome of the matter.
- 13.4.12. Campaign for, or accept appointment or election to, any public office that would be incompatible with the office of fire commissioner, if concurrently serving as a fire commissioner.

**13.5. Recommended Conduct - At All times a Commissioner Should:**

- 13.5.1. Respect and comply with the law.
- 13.5.2. Act at all times in a manner that promotes public confidence in the office of fire commissioner.
- 13.5.3. Participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards.
- 13.5.4. Exhibit unquestionable integrity and have an uprightness of character and soundness of moral principle.
- 13.5.5. Show respect for others through temperance, fairness and civility in the execution of their duties and conduct of their personal life.
- 13.5.6. Have the courage to do what is right and stand up for those without power or authority.
- 13.5.7. Have compassion that is inherent to understanding another's problems while controlling and understanding personal feelings.
- 13.5.8. Conduct political campaigns in an honest and forthright manner, without attacking others in a negative way.
- 13.5.9. Lead by example.
- 13.5.10. Never forget that public office requires public trust and confidence.

**13.6. Exceptions.**

- 13.6.1. A commissioner is allowed by state statute to be financially involved in a contract with the fire district, so long as payment to the commissioner or his/her business does not exceed \$1,500.00 in any calendar month, provided that such commissioner shall not vote on any such contract in which he/she is beneficially

interested. Moreover, such interest shall be disclosed to the governing body and noted in the minutes before formation of the contract.

**13.6.2.** A commissioner may accept a gift in the form of food or beverage on infrequent occasions in the ordinary course of performance of duties, but no such gift shall exceed a value of fifty dollars (\$50.00).

**13.6.3.** A commissioner is not deemed to have an interest in a contract, as those terms are used herein, if the commissioner has only a remote interest in the contract, so long as disclosure is made. A remote interest means, for example, the interest of a nonsalaried officer of a nonprofit corporation, the interest of a mere employee of a contracting party, where the compensation of that employee (commissioner) consists entirely of fixed wages or salary, the interest of only a landlord or tenant of the contracting party, or the interest of a less than 1% shareholder of a contracting corporation or cooperative; provided that this exception does not apply to a commissioner who attempts to influence, or does influence other district officers with respect to entering into the contract.

**13.7. Complaints.** All complaints or requests for investigation of an alleged violation of this policy shall be in writing and signed by the complainant. Complaints shall be brought to the Chief for Board action. If the complaint involves the Chief, that complaint shall be brought to the Board Chair.

**16. WFCA Handbook.** The Washington Fire Commissioners Association (WFCA) Handbook is included in this policy by reference.



**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: 08-15-2017 BY: Board**  
**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

# EAST COUNTY FIRE & RESCUE

## Policies, Procedures, and Guidelines

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**SUBJECT: Internet and Computer Use Policy**

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**PPG NUMBER: 00.3**

**PAGE: 1 of 2**

**DATE OF ISSUE: 07-17-07**

**APPROVED BY:** \_\_\_\_\_ **REVIEWED: 08-15-2017** **BY: Board**  
Board Chair

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### **POLICY:**

The purpose of this policy is to delineate policies and procedures related to electronic communication acquisition and use by District officials, employees and volunteers.

District computer systems shall include but not be limited to, portable lap tops, personal workstations, server stations, phone lines, data lines, hardware, and all software purchased and owned by the District.

#### **Computer Usage:**

As a District official, employee or volunteer, you are likely to use computers extensively in duties and tasks related to the agency. In order to protect the agencies computer systems from viruses and ensure that the software used is compatible with the agencies computers only software acquired or approved by a department head may be installed on District computers. Before installing any software not acquired by the department, you must gain approval from the Chief or his designee, or the Information Technology manager.

#### **Electronic Mail:**

All electronic media should be professional and business-like. All E-Mail should be viewed as public communications and this media should only be used in a manner that would not be considered inappropriate in the workplace. Some examples of inappropriate communications would be ones that are sexual in nature, racial comments, religious or political solicitations, insubordinate comments or comments which violate confidentiality.

#### **Internet Access:**

The Internet provides a valuable tool for research, interaction, communication, and delivery of services.

Except as permitted herein for personal use, all approved internet usage within the department shall be relevant to the job which the user is expected to perform for the agency and to enhance the value, knowledge, or productivity of that job.

Acceptable business use of the Internet will vary depending upon the nature of the employee's job. The following is a list of steps the department may take to limit or monitor employees' access to the Internet;

1. The agency reserves the right to monitor and block access to all inappropriate Internet sites.
2. The agency reserves the right to inspect any and all files stored in public or private areas of the agencies computers and networks to assure compliance with this policy.
3. No software or file downloads via the Internet into the agencies computers without prior approval. The downloads will then become property of the district.

#### **Personal Use:**

Personal use of the Internet is acceptable. Employees may use their Internet facilities for non-business research or browsing during mealtime or other breaks, or outside of work hours, provided that all other usage policies are adhered to.

#### **Expectation of No Privacy:**

Employees should have no expectation of privacy, both internally and externally. Remember, all activities are traceable; E-mail or any Internet usage can be compared to sending a postcard through postal mail. Send only information you would not expect others to find objectionable.

The agency administration has the absolute right to examine all the electronic transactions at anytime similar to its rights to examine other aspects of an employee's job. While this does not imply management will look at Internet access files or information, the right to do so is reserved.

The agency will comply with reasonable requests from law enforcement agencies for logs, diaries and archives on individuals' Internet activities.

#### **File Downloads:**

No files will be downloaded with out prior approval. Files that are downloaded from the Internet may have viruses that may cause damage to the agencies computers. Users are advised to use caution when downloading files. This includes ensuring files originate from professional sites and downloading files needed in your course of work. All agency computers should be installed with virus protection software and all downloaded files should be scanned to prevent infection by harmful viruses. Also any executable files should not be downloaded with out Chief or his designee approval

#### **Offensive Material:**

The Internet has representations on it of all types of interests, business, education and discussions that occur in a worldwide society. It is possible to accidentally venture into material which you or others may find personally offensive or which violates laws. If that occurs you are expected to immediately back out of such a site and return to acceptable uses of the Internet per this policy.

# EAST COUNTY FIRE & RESCUE

## Policies, Procedures, and Guidelines

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**SUBJECT: Preservation and Destruction of Public Records**

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**PPG NUMBER: 00.4**

**PAGE: 1 of 2**

**DATE OF ISSUE: 10-4-11**

**REVISED: 08-01-2017**

**APPROVED BY:** \_\_\_\_\_ **REVIEWED: 08-15-2017 BY: Board**  
**Board Chair**

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East County Fire and Rescue complies with the record keeping requirements of WAC 44-14-03005 and RCW 40.14.

### Archival Records

Commissioner Meeting Minutes and Resolutions are Permanent Records that the district is required to retain as "Essential", and are not to be destroyed.

- On a yearly basis, Permanent Records will be boxed and labeled according to the requirements of the Washington State Archives, and delivered to the Southwest Washington Regional Office (or similar agency), where they will be microfilmed and forwarded to State Archives in Olympia for permanent storage.
- A disc (or similar storage device) will be generated, and sent to East County Fire and Rescue to retain on an external hard drive for electronic access.
- State Auditor's Examination and Final Report of Audit findings.

### Volunteer/Employee Files

Personnel files are official records. As such, they should be well organized and properly stored.

- Only designated staff should put things in the employee file or remove them.
- Supervisors should send all personnel documents to the designated administrative staff for filing.
- Computer and electronic records are official business records and are subject to this policy.
- The files will be audited on a yearly basis.

**Personnel Files** - The retention period for most documents is termination of employment, plus 6 years per DAN (*Disposition Authority Number*) GS50-04B-06. **East County Fire and Rescue will follow "Best Practice" and retain these records for 10 years.**

- Per "Best Practice" the following documents will be extracted from the Employee file 10 years after date of termination, or withdrawal, of employment, and shredded per our policy;
  - Application for Employment
  - Employment Test
  - Requests for Leave/Overtime
  - Employee Conduct Reports
  - Performance Evaluation
  - Employee Awards
  - Criminal History and Background Check
  - Direct Payroll Deposit Authorization

- Any other documents that do not have a specified retention value.

**Medical Records** - The retention period is termination of employment, plus 30 years per DAN GS50-04B-30. These records should be stored separately. Medical records include the following documents;

- On-the-job exposure to hazardous material
- Respirator Testing
- Workman's Compensation and Board for Volunteer Fire Fighters incident paperwork (30 years past date of injury/illness)

**Retirement** - If the employee's individual pay history is used for retirement verification, it has a retention of 60 years, if not, only 3 years per DAN GS50-03E-15.

- The following document(s) will be kept in the Employees file for retirement verification purposes;
  - Personnel Action Form(s)
  - ECFR Form "Confirmation of Original Start Date"
  - Employees Individual pay history (Retain 60 years if used for retirement verification, 3 if not (DAN GS50-03E-15)
  - Board for Volunteer Fire Fighters enrollment paperwork

**Other Agency documentation such as Financial /Accounting and Operations** - Documents relating to financial records of East County Fire and Rescue, transactions concerning assets, liabilities, and performance of the local government agency. East County Fire and Rescue will comply with the record keeping requirements of WAC 44-14-03005 and RCW 40.14.

*\*Vehicle Service Records are kept for the life of the vehicle or until East County Fire and Rescue disposes of said property.*

### **Disposition of Records**

East County Fire and Rescue will follow the *Local Government General Records Retention Schedule*.

- Records that have met their minimum retention requirements are eligible for destruction.
- At the end of each year, any box labeled for destruction will be gathered, and contents listed on the Destruction Authorization Form (attachment A).
- Arrangements will be made with Records Management at Clark County (or other service that is most affordable at the time) to transfer the boxes for destruction.
- When destruction is completed by the vendor, a Destruction Certificate will be sent to East County Fire and Rescue as notification.
- These Certifications and any supporting documents will be kept and maintained by the Agency designated Records Retention Specialist.

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

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**SUBJECT: Awards Banquet Policy**

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**PPG NUMBER: 00.5**

**PAGE: 1 of 1**

**DATE OF ISSUE: 5-15-07**

**REVISED: 08-15-2017**

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

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**POLICY:**

The Fire District utilizes the Annual Awards Banquet to recognize the achievements of agency personnel, to thank members for their service to the community, and to encourage continued/improved service to their District.

**Awards and Plaques:**

The District purchases and utilizes awards and plaques (similar to these) to recognize the achievements of agency personnel:

- Fire Fighter of the Year
- Rookie of the Year
- Captain of the Year
- Most Improved Member
- Customer Service Award
- Volunteer of the Year
- Best Call Attendance
- Best Drill Attendance
- Cadet of the Year
- Best Attitude
- Emergency Response Team Member of the Year
- Others, as approved by the Fire Chief

**Recognition:**

The District purchases and utilizes various items to recognize the achievements of members (i.e. year-of-service pins, certificates, hats, agency emblem items, etc).

**Decorations:**

The District purchases and utilizes various decorations to support the theme of an Awards Banquet, which adds to the formal nature of these proceedings.

**Meals:**

The District purchases meals for the volunteers, agency staff and commissioners. All guests must pay for their own meals. A sign in sheet reflecting all attendees must be recorded and filed.

# EAST COUNTY FIRE & RESCUE

## Policies, Procedures, and Guidelines

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**SUBJECT: Flag Etiquette**

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**PPG NUMBER: 00.6**

**PAGE: 1 of 1**

**DATE OF ISSUE: 7-17-2007**

**APPROVED BY: \_\_\_\_\_ REVIEWED: 08-15-2017 BY: Board**  
**Board Chair**

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### **POLICY:**

It shall be the policy of the East County Fire and Rescue District to fly the United States Flag, and the Washington State Flag, here after referred as "The Colors," each day in accordance with the references contained herein.

The "Colors" shall fly between sunrise and sunset at the headquarters station, and each station staffed. (The duty Chief and/or duty Officer may choose not to raise the "Colors" during extreme inclement weather.)

The "Colors" may be flown after sunset if appropriate lighting is provided.

### **HONORS:**

It shall be the policy of the East County Fire and Rescue District to fly "Colors" at half staff when so ordered by executive order of the President, or Governor of the State, or in the event of the death of any member of the District in the line of duty.

The chairman or Fire chief may order all District Flags to fly at half staff on the day of death (or notification) and the day of any service honoring the person's memory, or for a period to be determined not to exceed thirty days.

This honor may also be ordered for any current, or past: Commissioners, Chiefs, Officers, Firefighters, Paramedics, Emergency Medical Techs, Fire Corps, and/or administrative members of the District to honor their memory.

On Memorial Day, the "Colors" shall be flown at half staff until noon, and then raised to full staff until lowered for the day.

In accordance with the references the "Colors", when flown at half staff, it first should be hoisted to the peak for an instant, and then lowered to the half staff position. The "Colors" should be again raised to the peak before it is lowered for the day at sunset.

**Reference: a 36 U.S. Code, Sections 171-178 (Flag Code)**

**Reference b. RCW 1.20.015**







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

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**SUBJECT: Tobacco Usage**

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**PPG NUMBER :10.2.4**

**PAGE: 1 of 1**

**DATE OF ISSUE: 11-16-10**

**REVISED : 01-15-13**

**APPROVED BY:** \_\_\_\_\_ **REVIEWED: 08-15-2017 BY: Board**  
**Board Chair**

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**POLICY: TOBACCO USAGE**

The use or possession of tobacco, or tobacco-like substances, is prohibited on Fire District property, on emergency scenes, in district vehicles, at official Fire District Functions, or while in uniform representing East County Fire & Rescue.

East County Fire & Rescue maintains that establishing a tobacco-free environment sets a clear example of good health practices; puts employees and visitors first by providing a healthy, tobacco-free atmosphere; results in lower clean-up costs, and lowers long-term health care costs. The use of other tobacco products, such as smokeless or chewing tobacco, is also prohibited on District property. This does not include FDA approved nicotine replacement therapy products, used short term, for the purpose of cessation.

**Procedures**

All newly hired employees and volunteers will be required to enter into a Tobacco Abstinence Agreement as a condition of employment.

# EAST COUNTY FIRE & RESCUE

## Policies, Procedures, and Guidelines

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**SUBJECT: Uniform Program**

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**PPG NUMBER : 10.2.5**

**PAGE: 1 of 2**

**DATE OF ISSUE: 12-07-10**

**REVISED: 08-15-2017**

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

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### **POLICY: Uniform Program Management**

#### **A Program Manager will be assigned to manage our Uniform/Clothing Program.**

1. The Uniform Program Manager will follow the agency procedure for the distribution of uniform/clothing for all members of the organization.
2. Clothing/uniforms will be issued using the guidelines set forth in the Rules and Regulations of East County Fire & Rescue.
3. Uniform replacements must be authorized by the Program Manager and will be at their discretion.
4. The Program manager will distribute uniform/clothing for Career staff in accordance with District guidelines and SOG 201, Grooming and Uniform Guide,
5. The Uniform Program Manager will obtain written authorization for purchasing the following items for members of East County Fire & Rescue:
  - a. Jacket
  - b. Boots
  - c. Turn-Outs
6. Any items damaged by neglect or misuse shall be replaced at the individual's expense. The Program Manager will receive payment from the member prior to issuing replacement of such item.
7. A tracking system will be used to maintain an accounting of District merchandise. (sample attached)
8. The Program Manager will alert a Chief Officer when a member has earned uniform materials, such as years of service, completion of the Fire Academy, etc.

9. Uniform items are not available for purchase.
10. Non-Uniform items with agency name may be available for purchase.

**Termination of Service** - All uniform items shall be returned to the District upon termination of service for any reason (e.g. retirement, honorable or dishonorable discharge). Exceptions to this rule may be made at the Chief's discretion on an individual basis.

**Destruction of items containing agency Logo**

For items that are damaged or no longer in wearable condition, the ECF&R logo will be cut from the garment prior to disposal.

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

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**SUBJECT: Deferred Compensation**

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**PPG NUMBER : 10.4.2**

**PAGE: 1 of 1**

**DATE OF ISSUE: 11-16-10**

**SUSPENDED: 08/15/2017**

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

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**POLICY: DEFERRED COMPENSATION**

Deferred Compensation Policy#10.4.2 seeks to further define Resolutions #41-12202005 and #42-12202005 in relation to Resolution #34-12062005 and #35-12062005. It is the intent of the Board of Fire Commissioners of East County Fire & Rescue to continue the Deferred Compensation Plan, originally implemented on December 20, 2005, with the following amendments:

- To recognize and reward the outstanding performance of Full-time employees who have been elevated to the CT, D, or E Banding, whom by the nature of their job banding have displayed the ability to:
  - Keep up with current developments in area of assignment
  - Clearly and consistently exceed overall technical job requirements and standards, and perform assigned tasks accurately and on time
  - Displays on a consistent basis, attendance and punctuality, positive attitude and cooperation, initiative and leadership, completion of regular and special duties, and application of safety rules.
  - Is self-motivated and exhibits enthusiasm in work assignments
  - Takes actions which help to eliminate waste, conserve taxpayer dollars, or improve the District's financial position
- The Board of Commissioner's seeks to instill a desire for employee advancement. The Deferred Compensation program is a means to accomplish this by creating a tiered approach for employees to ascend.
- To that end, the East County Fire & Rescue Board of Commissioners directs that agency funds in the amount equivalent to those currently required by Social Security be paid into Deferred Comp plans for Full-time employees upon their promotion to a

job in the CT, D, or E Bands of job classification. Deferred Comp will commence the day on which they are promoted.

**EAST COUNTY FIRE & RESCUE**  
**POLICIES, PROCEDURES & GUIDELINES**

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**SUBJECT: Ride-Along Program**

**PPG NUMBER: 10.7.14**

**PAGE 1 of 2**

**DATES OF ISSUE: 07-17-2007**  
**UPDATE: 7-21-2015**

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

**REVIEWED: 08/15/2017 BY: BOARD**

**Board Chair**

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**POLICY:**

It shall be the policy of the Board of Commissioners to allow citizens and dignitaries to observe East County Fire & Rescue in action in order to evaluate or determine career interest.

**The following are guidelines to follow regarding ride-along requests:**

1. The rider must be
  - At least 18 years of age and in a formal school program that requires the experience,
  - With another fire agency,
  - Or, be sponsored by a member of East County Fire & Rescue.
2. Observation may be conducted only between the hours of 0800 and 1700, Monday through Saturday.
3. Individuals will not be allowed more than two ride-alongs. Exceptions may be made at the Chief's discretion for special projects (e.g. Senior projects).
4. The observer will sign a release. (form 10.7.14a-see tab A). These are to be obtained in the office during normal business hours and must be filled out in advance of the observation.
5. Attire will be appropriate and professional, neat and clean slacks, and a light colored shirt with appropriate footwear. (Baggy clothing, sandals or other light footwear are not appropriate, along with t-shirts that have inappropriate messages.)
6. Observers riding through a meal period must provide their own brown bagged meal(s).
7. Observers must be afforded all necessary safety precautions while riding and while in the station. Every effort will be made to provide the observer the opportunity for a flavor of the job, while still respecting victim privacy and/or scene safety.

8. Dormitories are strictly off limits for observers.
9. If, in the officer's judgment, the rider does not comply with any of these provisions or is causing undue disruption, the observation will be terminated and the Chief will be immediately notified. A report stating the reasons for such termination will be forwarded through channels to the Fire Chief expediently, but no later than the end of the shift.
10. These guidelines may be deviated from on a case by case basis upon consideration by a chief officer.
11. Try to schedule with the Fire Chief at least seven days in advance.
12. Observer will wear a District-provided "OBSERVER" vest.