



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Regular Board of Fire Commissioners Meeting September 01, 2026

Station 91

6:30 PM

Agenda



This meeting will be held in hybrid format, in-person and using Zoom video conferencing. The link and telephone dial-in number are provided below:

Video Conferencing Link: <https://us02web.zoom.us/j/83315678808>

Dial-In Telephone Number: (253) 215-8782

Meeting ID: 833 1567 8808 and Passcode: 198474

This meeting is being recorded, please silence or turn off your personal cell phones, pagers, etc.

Call to Order

Flag Salute

Agenda Adjustments

Consent Agenda

- Approval of August 18, 2026 Regular Board Meeting Minutes.
- Approval of August 18, 2026 Local BVFF&RO Meeting Minutes.
- Approval of Financial Transactions.
- Excuse absent Commissioner(s).

Public Input

Correspondence

Staff Reports

1. Chief Black.
2. Assistant Chief Jacobs.
3. Safety Committee.

Fire District Business

- Resolution 390-09012026 – Surplus Equipment: Hoses (see attachment A)
- Resolution 391-09012026 – Surplus Equipment: Air Compressor and Tablet (see attachment A)
- Resolution 392-09012026 – Surplus Equipment: Fans, Chainsaw, Trash Pump (see attachment A)
- Adoption of SOP 1.3.3 – Finance and Accounting
- Commissioner Staff Workshop Spring Series – Annual Strategic Vision Roundtables

Committee Meetings:

- Communication with Neighboring Elected Officials.
 - City of Camas – next meeting November 17, 2026 at 3:00 PM at Station 91.
 - City of Washougal – next meeting TBA.
- Risk Group – next meeting September 24, 2026 at 8:00 AM.
- East County Ambulance Advisory Board (ECAAB) – November 11, 2026 at 4:00 PM at Station 42.
- Safety Meeting – next meeting September 30, 2026 at 7:30 PM at Station 91.

Commissioner Comments

Public Comment

Local Board for Volunteer Firefighters and Reserve Officers

Upcoming Meetings

- Review of the district's monthly event calendar.
- Next Regular Board Meeting September 15, 2026 Station 91 at 6:30 PM – hybrid format.
- Next Commissioner Staff Workshop Meeting – September 03, 2026 at 3:00 PM – hybrid format.

Executive Session

Adjournment



East County Fire and Rescue

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Board of Fire Commissioners Consent Agenda

September 01, 2026

1. Approval of minutes:

- August 18, 2026 Regular Board Meeting Minutes.
- August 18, 2026 BVFF Meeting Minutes.

2. Invoices in the amount of \$34,695.96, check numbers 16281 through 16285, dated August 19, 2026.

3. Invoices in the amount of \$14,909.41, check numbers 16286 through 16300, dated August 25, 2026.

4. Invoices in the amount of \$2,357.37, check numbers 16301 through 16302, dated August 27, 2026.

5. Approved commissioner stipends for the period of August 16, 2026 through August 31, 2026 with a September 10, 2026, pay date.

Name	Regular Meeting	Committee Meeting	Special Meeting	Education	Other	Total
Addis	1	0	0	0	0	1
Hofmaster	1	0	0	0	0	1
Holt	1	0	0	0	0	1
Martin	1	1	0	0	0	2
Seeds	1	1	0	0	0	2

6. Voided/Destroyed Claims/Payroll Warrants.

7. Excuse absent Commissioner(s).

8. Payroll/Benefits/EFT's in the amount of \$101,513.04 (Payroll).

Joshua Seeds, Chairperson

Brendan Addis, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Eric Holt, Commissioner



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Regular Board of Fire Commissioners Meeting

August 18, 2026

Station 91

6:30 PM

Draft Minutes

Attendance

Joshua Seeds

Brendan Addis

Martha Martin

Steve Hofmaster

Eric Holt

Deputy Chief Brown

Assistant Chief Jacobs

Pam Jensen

Teresa Guard

Krystal Moncier

Chris Miller

Call to Order

Chairperson Joshua Seeds called the meeting to order at 6:30 PM. This meeting was conducted in hybrid format to allow for in-person or video conference participation.

Flag Salute

Deputy Chief Brown led the flag salute.

Agenda Adjustments

Consent Agenda

- Approval of August 04, 2026 Regular Board Meeting Minutes.
- Approval of August 04, 2026 BVFF&RO Meeting Minutes.
- Approval of August 06, 2026 Commissioner Staff Workshop Meeting Minutes.
- Approval of Financial Transactions.
- Excuse absent Commissioner(s).

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

Motion passed unanimously.

Public Input

No comments.

Correspondence

None.

Staff Reports

1. Deputy Chief Brown and Finance Officer Pam Jensen present the Chief's mid-month financial report; a copy is in the meeting packet.
Deputy Chief Brown additionally reported that
2. Assistant Chief Jacobs gave his report; a copy is in the meeting packet.
3. Assistant Chief Jacobs reported that per the Safety Committee there were no new accidents/incidents since the last board meeting.

Fire District Business

- Adopt 2027 Budget Calendar
Motion by Commissioner Hofmaster to adopt the 2027 Budget Calendar, **seconded by Commissioner Holt. Motion passed unanimously.**

Committee Meetings

1. Communication with neighboring elected officials.
 - City of Camas – August 25, 2026 at 3:00pm at the Camas City Hall.
 - City of Washougal – next meeting TBA.
2. Next Risk Group Meeting – next meeting September 24, 2026 at 8:00 AM.
3. Next East County Ambulance Advisory Board (ECAAB) – next meeting November 11, 2026.
4. Safety Meeting – next meeting September 30, 2026 at 7:30 PM at Station 91.

Commissioners Comments

Commissioner Holt – no comments.

Commissioner Addis – Officially thanked the voters within the District for their trust re: the recently certified election results.

Commissioner Hofmaster – Thanked District Secretary for setting up recent Station Tour.

Commissioner Martin – Commented on a successful Open House. Circled back on a discussion from a previous meeting regarding the history of the fire service in order to propose that Shelly Alder-Deal (whose father was the Fire Chief in Washougal for over 25 years) attend an upcoming Workshop to speak on local fire history. Brought in a "State of the District" article from 2016 to distribute to the board and staff. Lastly, Commissioner Martin reported on the recent Grove Field Open House, Airport Master Plan, and Advisory Committee including an overview of potential plans for expansion and/or improvement and community feedback.

Commissioner Seeds – Commented on a good Open House event and thanked everyone for organizing and staffing it.

Public Input

No comments.

Local Board for Volunteer Firefighters and Reserve Officers

Upcoming Meetings

- Review of the district's monthly event calendar.
- Next Regular Board meeting will be September 01, 2026 Station 91 at 6:30 PM, hybrid format.
- Next Commissioner Staff Workshop Meeting September 03, 2026 Station 91 at 3:00 PM, hybrid format.

Both the Commissioner Staff Workshop and regular board meeting will be in hybrid format allowing for in-person or video conference participation. The link for video conference participation is provided on the district's website. (www.ecfr.us).

Executive Session

Adjournment

Motion by Commissioner Addis to adjourn at 6:59 PM, **seconded by Commissioner Hofmaster. Motion passed unanimously.**

Joshua Seeds, Chairperson

Brendan Addis, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Eric Holt, Commissioner

Attest

Teresa Guard, District Secretary
Steve Black, Chief (Alternate)



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Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

August 18, 2026

Station 91
Draft Minutes

Attendance

Joshua Seeds

Steve Hofmaster

Assistant Chief Jacobs

Krystal Moncier

Brendan Addis

Eric Holt

Pam Jensen

Chris Miller

Martha Martin

Deputy Chief Brown

Teresa Guard

Call to Order

Chairperson Joshua Seeds called the meeting to order at 6:59 PM. This meeting was conducted in hybrid format to allow for in-person or video conference participation.

Business

No business.

Adjournment

The local board adjourned at 6:59 PM.

Joshua Seeds, Commissioner Chairperson
Brendan Addis, (Alternate)

Martha Martin, Commissioner
Steve Hofmaster (Alternate)

Steven Black, Chief
Robert Jacobs, Assistant Chief (Alternate)

Attest

Teresa Guard, District Secretary
Steven Black, Chief (Alternate)

CHECK REGISTER

East County Fire & Rescue

Time: 15:53:04 Date: 08/25/2026

08/19/2026 To: 08/19/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
936	08/19/2026	Payroll	6291	16281	OPEIU Local 11	71.77	Pay Cycle(s) 08/10/2026 To 08/10/2026 - OPEIU Dues
937	08/19/2026	Payroll	6291	16282	OPEIU Local 11	71.75	Pay Cycle(s) 08/25/2026 To 08/25/2026 - OPEIU Dues
938	08/19/2026	Payroll	6291	16283	TRUSTEED PLANS SERVICE CORPORATION	1,352.49	Pay Cycle(s) 08/10/2026 To 08/25/2026 - Disability - FF (Case#37014)
939	08/19/2026	Payroll	6291	16284	TRUSTEED PLANS SERVICE CORPORATION	33,124.95	Pay Cycle(s) 08/10/2026 To 08/25/2026 - PPO-100 (Case#69106); Pay Cycle(s) 08/10/2026 To 08/25/2026 - Kaiser (Case#69106); Pay Cycle(s) 08/10/2026 To 08/25/2026 - Dental
940	08/19/2026	Payroll	6291	16285	WASHINGTON COUNCIL OF POLICE	75.00	Pay Cycle(s) 08/10/2026 To 08/25/2026 - WACOPS
001 General Fund						34,695.96	
						34,695.96	Payroll: 34,695.96

CHECK REGISTER

East County Fire & Rescue

Time: 15:54:02 Date: 08/27/2026

08/25/2026 To: 08/25/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
945	08/25/2026	Claims	6291	16286	ADVENTIST HEALTH MEDICAL GROUP	1,182.00	Invoice # 106222 - Pre-employment physical and testing for new hire (Menta).
946	08/25/2026	Claims	6291	16287	CITY OF CAMAS (Water)	77.15	Customer ID 16111 / Acct. # 7915 - Station 91 water charges (service period ending 07/31/2026).
947	08/25/2026	Claims	6291	16288	CLARK PUBLIC UTILITIES	625.77	Account # 7200-239-7 - Electric service for Station 91; service period 07/08/2026 - 08/07/2026.
948	08/25/2026	Claims	6291	16289	CSD Attorneys At Law	540.00	Invoice # 138813 - Review and revise Article 14 re: discipline; correspond w/ Chief Black re: same
949	08/25/2026	Claims	6291	16290	EMBROIDER IT	89.30	Invoice # 20915 - Embroidered name tapes (qty. 6), patches sewn on (qty. 3), velcro added to embroidered patch (qty. 1) - FF Menta.
950	08/25/2026	Claims	6291	16291	KONICA MINOLTA BUSINESS SOLUTIONS USA IN	17.64	Invoice # 509449971 - Monthly invoice for maintenance agreement; service period 07/01/2026 - 07/31/2026.
951	08/25/2026	Claims	6291	16292	MES SERVICE COMPANY, LLC	97.34	Invoice # IN2570250 - Hanging 5" x 18" name plate with velcro attachment and yellow lettering (Menta) for turnout coat.
952	08/25/2026	Claims	6291	16293	NAPA AUTO PARTS	60.91	Invoice # 588204 - Acct. # 17312400 monthly statement of charges for July 2026.
953	08/25/2026	Claims	6291	16294	NW NATURAL	76.73	Account 2074612-9 - Gas service at Station 91. Service period 07/17/2026 - 08/17/2026.
954	08/25/2026	Claims	6291	16295	SECURITAS TECHNOLOGY CORPORATION	124.21	Invoice # 6500100953 - Monitoring service for station 93; service period 09/01/2026 - 11/30/2026.
955	08/25/2026	Claims	6291	16296	SNURE LAW OFFICE, PSC	108.00	Invoice # 10136 - Review and revision of contingent lid lift resolution; email to Chief (0.3 hrs @360/hr).
956	08/25/2026	Claims	6291	16297	U.S. BANK (One Card)	11,626.84	Account ending in 3017 - July 2026 statement of charges.
957	08/25/2026	Claims	6291	16298	WASHOUGAL ACE HARDWARE	58.93	Account # 40020 - July 2026 statement of charges.
958	08/25/2026	Claims	6291	16299	WASHOUGAL HARDWARE	63.44	Account # 500331 - July 2026 statement of charges.
959	08/25/2026	Claims	6291	16300	WEX BANK (CHEVRON)	161.15	Invoice # 114387391 - Statement of fuel charges for July/August 2026.
001 General Fund						14,909.41	
						<u>14,909.41</u>	Claims: 14,909.41

CHECK REGISTER

East County Fire & Rescue

Time: 15:54:44 Date: 08/27/2026

08/27/2026 To: 08/27/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
961	08/27/2026	Claims	6291	16301	ERIC TIERNEY	750.00	Invoice # 08272026 - September 2026 IT services.
962	08/27/2026	Claims	6291	16302	WEX BANK - (Union 76)	1,607.37	Invoice # 114615579 - July/August 2026 statement of fuel charges for account 0202-00-111533-6.
001 General Fund						2,357.37	
						2,357.37	Claims: 2,357.37

CHECK REGISTER

East County Fire & Rescue

Time: 15:47:44 Date: 08/25/2026

08/25/2026 To: 08/25/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
903	08/25/2026	Payroll	6291	EFT		439.35	
904	08/25/2026	Payroll	6291	EFT		3,136.25	
905	08/25/2026	Payroll	6291	EFT		4,248.87	
906	08/25/2026	Payroll	6291	EFT		3,839.38	
907	08/25/2026	Payroll	6291	EFT		3,202.12	
908	08/25/2026	Payroll	6291	EFT		2,223.52	
909	08/25/2026	Payroll	6291	EFT		3,358.91	
910	08/25/2026	Payroll	6291	EFT		1,476.80	
911	08/25/2026	Payroll	6291	EFT		3,189.41	
912	08/25/2026	Payroll	6291	EFT		873.27	
913	08/25/2026	Payroll	6291	EFT		439.35	
914	08/25/2026	Payroll	6291	EFT		292.90	
915	08/25/2026	Payroll	6291	EFT		2,121.49	
916	08/25/2026	Payroll	6291	EFT		2,796.07	
917	08/25/2026	Payroll	6291	EFT		439.35	
918	08/25/2026	Payroll	6291	EFT		2,904.49	
919	08/25/2026	Payroll	6291	EFT		4,065.30	
920	08/25/2026	Payroll	6291	EFT		5,677.19	
921	08/25/2026	Payroll	6291	EFT		2,948.00	
922	08/25/2026	Payroll	6291	EFT		3,241.11	
923	08/25/2026	Payroll	6291	EFT		2,933.51	
924	08/25/2026	Payroll	6291	EFT		439.35	
925	08/25/2026	Payroll	6291	EFT		3,302.76	
926	08/25/2026	Payroll	6291	EFT		2,057.01	
927	08/25/2026	Payroll	6291	EFT	IAFF2444	1,713.96	Pay Cycle(s) 08/25/2026 To 08/25/2026 - IAFF Dues
928	08/25/2026	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	12,442.94	Pay Cycle(s) 08/25/2026 To 08/25/2026 - LEOFF2
929	08/25/2026	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	353.00	Pay Cycle(s) 08/25/2026 To 08/25/2026 - PERS2
930	08/25/2026	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	233.56	Pay Cycle(s) 08/25/2026 To 08/25/2026 - PERS3
931	08/25/2026	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	12,866.90	Pay Cycle(s) 08/25/2026 To 08/25/2026 - DComp
932	08/25/2026	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	302.21	Pay Cycle(s) 08/25/2026 To 08/25/2026 - Roth DComp
933	08/25/2026	Payroll	6291	EFT	IRS	12,402.71	941 Deposit for Pay Cycle(s) 08/25/2026 - 08/25/2026
934	08/25/2026	Payroll	6291	EFT	OR Department of Revenue	1,202.00	Pay Cycle(s) for OR Tax: 08/25/2026 - 08/25/2026
935	08/25/2026	Payroll	6291	EFT	WASHINGTON STATE SUPPORT REGISTRY	350.00	Pay Cycle(s) 08/25/2026 To 08/25/2026 - WA Child Support
001 General Fund						101,513.04	
						101,513.04	Payroll:
							101,513.04



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To: Board of Fire Commissioners

From: Chief Steve Black

Date: September 1st, 2026

Subject: Chief's Report

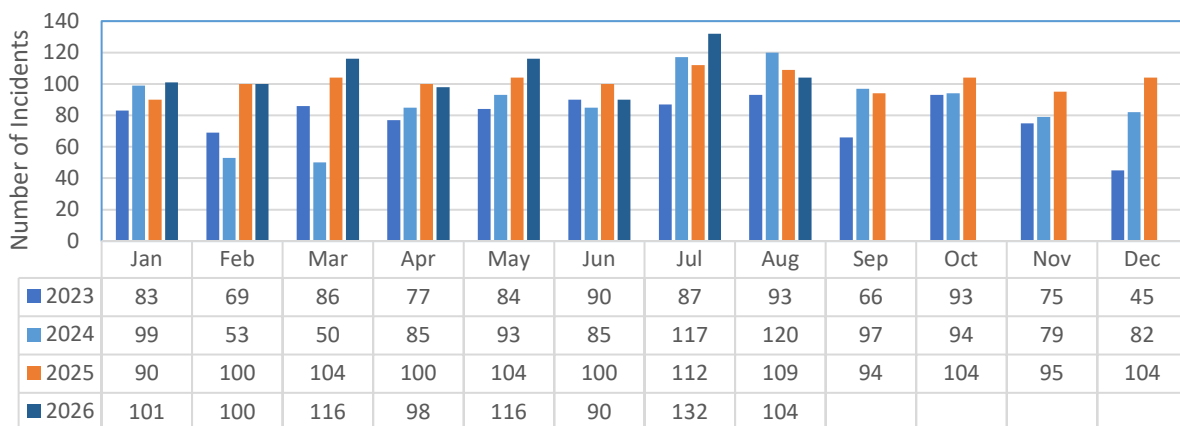
Response Activity

During the month, the District responded to 104 calls for service. Table 1 outlines the distribution of incidents.

Table 1. Response Activity

Incident Type Series	Number
1 - Fire	7
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0
3 - Rescue & Emergency Medical Service Incident	66
4 - Hazardous Condition (No Fire)	0
5 - Service Call	2
6 - Good Intent Call	9
7 - False Alarm & False Call	20
9 - Special Incident Type	0
Total Responses	104

Figure 1. Incident Responses by Month 2023-2026





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Staffing and Deployment

During the month, the district maintained a 90th percentile¹ shift staffing level of 4.00 personnel during the day (07:00-19:00) and 4.00 personnel at night (19:00-07:00). The availability of response from Station 91 was 100.00%.

Daily shift availability for Station 94 was 58% for August. Station 94 was closed on August 1st, 9th, 11th, 14th, 15th, 16th, 18th, 19th, 20th, 21st, 22nd, 24th, and 27th.

Table 2. Incidents Impacted by Unavailability for Response from Station 94

Date	Time	FMZ	Priority	Event Type	First Due
08/02/2026	03:26:11	093	2	MVA	E43
08/15/2026	13:07:55	094	2	MVA	E43
08/16/2026	00:50:38	095	2	Breathing Problem	E43
08/16/2026	12:51:53	094	2	Unconscious	E43
08/18/2026	16:13:29	095	1	Falls	E43
08/20/2026	08:37:27	094	2	Stroke	E43
08/22/2026	06:48:30	093	1	Falls	E43
08/25/2026	02:23:24	095	2	Breathing Problem	E43

In addition to full-time staffing, the district's volunteer members worked a total of 528 hours of service.

Table 3. Number of volunteers and staffing hours. Hours do not pertain to WTD or Chief Jacobs.

Date	Combat Volunteers	Water Tender Drivers	Hours
06/30/2026	18	5	240
07/31/2026	23	5	492
08/31/2026	23	5	528

Shift Reports

A Shift/Facilities and Community Risk Reduction: Captain Danny Burch

- The crew worked on multiple small repairs at the three stations.

¹ Calculation of the 90th percentile reflects the staffing that is available 90% of the time.

- FF Parry has moved to A shift and has helped improve the facilities maintenance program.

B Shift/Training: Captain Cody Sorensen

- Crew continues to work with PFF Menta to ensure he passes benchmarks and can be included as part of their deployment.
- Working on joint Haz-mat training for ECFR and CWFD.

C Shift/Apparatus and Equipment: Captain John Prasch

- Worked on a plan to donate E94 to Peru.
- Capt. Prasch is leaving for another mobilization.
- Plymovent is scheduled to be at S91 this week to retrofit the system for the new tender.

Programs and Projects

AFG and Safer Grants: No update.

BLM and Firehouse Subs Grants: No update.

EMS Levy: Successfully voted by the residents.

Open House: Teresa did an outstanding job and I thought this was an excellent representation of our values. We had roughly 100 people attend.

Computer email issue: Dealt with an email issue that caused us not to have external email for several days. This led into a larger discussion on owning our server (warranty expires end of 2026) vs employing the cloud.

DNR Situation Report: DNR reported that temperatures are expected to be below norms for this time of year however winds will be high. Washington has seen fewer wildland fires but the fires are larger and more intense than encountered last year.

Labor and Industries: Followed up our consultation and provided the requested paperwork. Waiting to hear the completed report. We are looking at enrolling in their Firefighter Injury and Illness Reduction program. Enrolling will give us a discounted L and I rate.

S91 Landscaping: Most of the hedges were removed. Still following up on some work to do.

Squad Recalls: The required work on the squads (fuel pumps) was completed and the recall notice is complete.

Community Engagement: Chief Brown is meeting with a group at Firlock Lane to discuss a fire pump the HOA has.

Airport Advisory Committee: Our most recent meeting focused on hanger fee and credit card fee options.

WHA Insurance: As we continue to review policies, we found documentation requiring a surety bond. We discussed this with WHA and found that we are covered through our Crime Coverage policy. This policy has a blanket coverage for all employees and an additional \$100,000 on the accounting assistant and finance officer. The updated policy is included in tonight's packet for board review and adoption.



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To: Board of Fire Commissioners
From: Assistant Chief Robert Jacobs
Date: September 01, 2026
Subject: Assistant Chief's Report

Training

September DOC training will be September 08, 2026 at 7:00 PM at Station 91. There was no DOC training in August.

August EST/Tender training was August 25, 2026.

September EST/Tender training will be September 23, 2026 at 7:00 PM at Station 91.

Apparatus

Continuing to work through some minor maintenance issues on apparatus.

SQ91 had a tank cover issue that has been repaired.

The new tender is in for installation of the Plymovent adapter.

Safety

Last Safety Committee meeting was July 22, 2026.

Next Safety Committee meeting will be September 30, 2026 at 7:30 PM at Station 91.

There has been one new accident report for a shoulder injury that occurred July 31, 2026 during an extrication with rescue tools at an automobile accident. The Firefighter felt discomfort at the time but felt it would go away. It is still bothering him at times, so he reported the injury on September 24. He has been advised that a report should have been filled out when the injury occurred.

Safety Committee Meeting Minutes

7-22-2026

Attending: AC Jacobs, Commissioners Hofmaster and Addis, Firefighters

There were no accident or incident reports to review.

Reviewed station and equipment inspections; referred needed repairs to Chief Black, several small repairs have been completed by on-duty crews.

School starts soon watch out for kids and busses!!

Next safety committee meeting 9-30-26 at Sta. 91 - 7:30 PM.



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Resolution 390-09012026

A resolution providing for disposal of equipment deemed to be surplus to the reasonably foreseeable needs of East County Fire and Rescue.

WHEREAS, hoses of various sizes shown in attachment A, belonging to East County Fire and Rescue, are in deteriorated condition and no longer serviceable;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of East County Fire & Rescue as follows:

1. Based upon the findings and recommendations of the Fire Chief, this equipment is surplus to the foreseeable needs of the district.
2. Disposal of this equipment will benefit the district.
3. The fire chief is authorized to dispose of this equipment in a manner that will be to the best advantage of East County Fire and Rescue.

ADOPTED at a Regular Meeting of the Board of Commissioners for East County Fire and Rescue September 01, 2026, with the following Commissioners being present and voting:

Joshua Seeds, Chairperson

Brendan Addis, Vice Chair

Steve Hofmaster, Commissioner

Eric Holt, Commissioner

Martha Martin, Commissioner

Attest

Teresa Guard, District Secretary



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Property Salvage Report - Attachment A

Tag Number	Description of Asset	Serial Number	Status of Asset-Chose One				Comments
			Lost	Stolen	Sell	Recycle/Scrap	
15-115	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
15-111	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
15-119	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
16-127	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
15-101	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
16-130	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
15-001	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
220	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
85-228	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
00-06	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
133	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
00-08	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
04-206	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
16-201	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
93-206	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
93-117	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
91-01	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
93-227	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life

PROPERTY SALVAGE REPORT

Tag Number	Description of Asset	Serial Number	Status of Asset-Chose One				Comments
			Lost	Stolen	Sell	Recycle/Scrap	
00-02	2.5 x 15 Pony		☐	☐	☒	☐	Past 10-yr service life
93-283	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
93-76	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
91-242	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
348	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
88-256	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
91-009	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
300	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
209	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
163	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
125	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
85-248	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
008	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
292	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
136	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
006	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
21-100	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
012	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
12-101	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
164	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
No ID	1.5 x 100 Hose		☐	☐	☒	☐	Past 10-yr service life
12-15	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
12-104	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life

PROPERTY SALVAGE REPORT

Tag Number	Description of Asset	Serial Number	Status of Asset-Chose One				Comments
			Lost	Stolen	Sell	Recycle/Scrap	
160	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
12-101	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
00-04	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
15-107	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
163	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
15-103	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
15-104	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
15-120	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
15-114	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
15-002	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
15-106	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
16-132	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
15-102	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
15-112	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
15-116	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
15-110	1.75 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
03-21	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
05-279	2.5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
502	5 x 100 Hose		☐	☐	☒	☐	Past 10-yr service life
536	5 x 100 Hose		☐	☐	☒	☐	Past 10-yr service life
6	5 x 100 Hose		☐	☐	☒	☐	Past 10-yr service life
No ID	5 x 100 Hose		☐	☐	☒	☐	Past 10-yr service life
507	5 x 100 Hose		☐	☐	☒	☐	Past 10-yr service life

PROPERTY SALVAGE REPORT

Tag Number	Description of Asset	Serial Number	Status of Asset-Chose One				Comments
			Lost	Stolen	Sell	Recycle/Scrap	
23	5 x 25 Hose		☐	☐	☒	☐	Past 10-yr service life
503	5 x 100 Hose		☐	☐	☒	☐	Past 10-yr service life
539	5 x 50 Hose		☐	☐	☒	☐	Past 10-yr service life
00-12	5 x 100 Hose		☐	☐	☒	☐	Past 10-yr service life

390-09012026

Signature

Surplus Resolution Number

Date



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Resolution 391-09012026

A resolution providing for disposal of equipment deemed to be surplus to the reasonably foreseeable needs of East County Fire and Rescue.

WHEREAS, Air Compressor and Getac A140 tablet, shown in attachment A, belonging to East County Fire and Rescue, are in deteriorated condition and no longer serviceable;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of East County Fire & Rescue as follows:

1. Based upon the findings and recommendations of the Fire Chief, this equipment is surplus to the foreseeable needs of the district.
2. Disposal of this equipment will benefit the district.
3. The fire chief is authorized to dispose of this equipment in a manner that will be to the best advantage of East County Fire and Rescue.

ADOPTED at a Regular Meeting of the Board of Commissioners for East County Fire and Rescue September 01, 2026, with the following Commissioners being present and voting:

Joshua Seeds, Chairperson

Brendan Addis, Vice Chair

Steve Hofmaster, Commissioner

Eric Holt, Commissioner

Martha Martin, Commissioner

Attest

Teresa Guard, District Secretary



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Property Salvage Report - Attachment A

Tag Number	Description of Asset	Serial Number	Status of Asset-Chose One				Comments
			Lost	Stolen	Sell	Recycle/Scrap	
0153	Air Compressor		☐	☐	☒	☐	
	Getac A140 Tablet	351664100163540	☐	☐	☐	☒	

391-09012026

Signature

Surplus Resolution Number

Date



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Resolution 392-09012026

A resolution providing for disposal of equipment deemed to be surplus to the reasonably foreseeable needs of East County Fire and Rescue.

WHEREAS, vent fans, chainsaw, and trash pump, shown in attachment A, belonging to East County Fire and Rescue, are in deteriorated condition and no longer serviceable;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of East County Fire & Rescue as follows:

1. Based upon the findings and recommendations of the Fire Chief, this equipment is surplus to the foreseeable needs of the district.
2. Disposal of this equipment will benefit the district.
3. The fire chief is authorized to dispose of this equipment in a manner that will be to the best advantage of East County Fire and Rescue.

ADOPTED at a Regular Meeting of the Board of Commissioners for East County Fire and Rescue September 01, 2026, with the following Commissioners being present and voting:

Joshua Seeds, Chairperson

Brendan Addis, Vice Chair

Steve Hofmaster, Commissioner

Eric Holt, Commissioner

Martha Martin, Commissioner

Attest

Teresa Guard, District Secretary



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Property Salvage Report – Attachment A

Tag Number	Description of Asset	Serial Number	Status of Asset-Chose One				Comments
			Lost	Stolen	Sell	Recycle/Scrap	
79	Tempest Power Blower Vent Fan		☐	☐	☒	☐	Send to auction
116	SuperVac Vent Fan		☐	☐	☒	☐	Send to auction
149	Stihl 270 Chainsaw		☐	☐	☒	☐	Send to auction
432	Trash pump (Tahoe Industries)		☐	☐	☒	☐	Send to auction
448	Vent Fan (Unifire)		☐	☐	☒	☐	Send to auction
585	Vent Fan (Unifire)		☐	☐	☒	☐	Send to auction

392-09012026

Signature

Surplus Resolution Number

Date



East County Fire and Rescue Standard Operating Policy

Title FINANCE & ACCOUNTING	SOP # 1.3.3
Policy Adoption	Date
Standard Operating Policy Adoption <i>SBlack</i>	Date 08/18/2026

Purpose

The purpose of this policy is to establish internal controls to safeguard public resources, support accurate and timely financial reporting, and promote compliance with applicable laws, the Washington State Auditor's Budgeting, Accounting and Reporting System (BARS), and District policy.

Scope

This policy applies to all District officials, employees, and volunteers who authorize, receive, record, reconcile, safeguard, or report financial transactions or who have access to District financial systems.

Finance and accounting policies and procedures shall be consistent with the requirements of the Washington State Auditor's Budgeting and Reporting System (BARS) for entities using cash basis accounting and the best practices recommended by the Government Finance Officers Association (GFOA)

Policy

Financial responsibilities shall be separated to the greatest extent practical so that one person does not control authorization, custody, recording, and reconciliation of a transaction. When staffing prevents full separation, an independent, documented review shall serve as a compensating control.

Access to computer or on-line systems for accounting, personnel, payroll, and banking is controlled by password access. Permissions within each system are set to allow appropriate level of access depending on role and responsibility.

The District shall maintain public employee dishonesty insurance, including faithful performance of duty coverage, protecting the District against loss caused by any employee, official, or commissioner. Coverage shall apply on a blanket basis to all employees and officials, with additional scheduled limits for positions having significant financial responsibilities as determined by the Board. The Board shall review limits and set them at an amount reasonably related to the District's funds exposed to loss. If any position is required by law to be individually bonded, the District shall maintain coverage or a bond satisfying that requirement.

The District currently maintains blanket insurance coverage for public employee dishonesty policy titled Crime Coverage through the District's risk group in the amount of \$100,000 per employee. The Finance Officer and Accounting Assistant are each specifically scheduled for \$100,000 in coverage.

All District bank and investment accounts shall be reconciled at least monthly to the accounting records and, as applicable, county treasurer reports. Reconciliations shall receive an independent, documented review by a person who does not prepare them.

Access to accounting, personnel, payroll, and banking systems shall use unique credentials, role-based permissions, and the least access necessary for assigned duties. Multi-factor authentication shall be used when supported. Access shall be reviewed at least annually and removed promptly when duties or employment change.

Any known or suspected loss of public funds or assets or other illegal financial activity shall be reported immediately to the Fire Chief or Finance Officer. The District shall immediately report the matter to the Washington State Auditor's Office as required by RCW 43.09.185 and preserve all relevant records.

Financial and accounting policies are reviewed annually by the Board of Fire Commissioners.

References

GFOA – Electronic Vendor Fraud

GFOA – Internal Control Environment

BARS Cash Manual – Bank Reconciliations

BARS Cash Manual – Internal Control

BARS Cash Manual – Voucher Certification and Approval

RCW 42.24.080 – Claims Against Municipal Corporations and Political Subdivisions, Auditing and Payment

RCW 42.24.180 – Issuance of Warrants or Checks Before Approval by the Legislative Body

RCW 43.09.185 – Reporting Loss of Public Funds or Other Illegal Activity to the State Auditor’s Office

RCW 43.09.200 – Local Government Uniform System of Accounting

RCW 52.16.050 – Disbursal of Fire District Funds, Issuance of Warrants, and Monthly Reports

Washington State Archives CORE, Version 5.0 – Local Government Common Records Retention Schedule

Title	SOP #
FINANCE & ACCOUNTING	1.3.3

August 2026 - October 2026

September 2026							October 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	4	5	6	7	1	2	3
13	14	8	9	10	11	12	11	12	13	14	15	16	17
20	21	15	16	17	18	19	18	19	20	21	22	23	24
27	28	22	23	24	25	26	25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1 6:30pm September 01, 2026 Regular Board Meeting (Station 91)	2	3 3:00pm September 03, 2026 Commissioner Staff Workshop Meeting (Station 91)	4	5
6	7 Labor Day	8	9	10	11	12
13	14	15 6:30pm September 15, 2026 Regular Board Meeting (Station 91)	16	17	18	19
20	21	22	23	24 8:00am Risk Management Meeting (Microsoft Teams Meeting) -	25	26
27	28	29	30 7:30pm September 30, 2026 Safety Committee Meeting (Station 91)	Oct 1	2	3
4	5	6 6:30pm October 06, 2026 Regular Board Meeting (Station 91)	7	8	9	10