



East County Fire and Rescue

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Resolution 366-07012025

A resolution establishing that East County Fire and Rescue will not maintain a Public Record Index.

WHEREAS, RCW 42.56.070(3) requires that East County Fire and Rescue maintain and make available for public inspection an index of its public records created since 1973 or adopt an order that the creation of such an index would be unduly burdensome.

WHEREAS, The Board of Commissioners has previously determined by policy that creation of such an index would be unduly burdensome but now intends to formalize that policy decision into a formal order of the Board of Commissioners that specifies the reasons why and the extent to which compliance with the record indexing requirement would unduly burden or interfere with East County Fire and Rescue operations;

WHEREAS, East County Fire and Rescue creates and maintains a significant number of records on a regular basis in the conduct of business of the district.

WHEREAS, District staff has compiled the attached memorandum (Attachment A) identifying the volume of district records and the estimated staff time and costs it would take to review and index the records.

WHEREAS, the sheer volume of the records and the constant creation of records on an ongoing basis makes it difficult, if not impossible, to create and maintain a useful index.

WHEREAS, Existing district staff all perform essential functions necessary to the operation of the district and adding record review and indexing job duties to the existing workload would unduly burden and interfere with the district's core operations, and

WHEREAS, based on budgetary limitations, and the Board's desire to provide fire protection and emergency medical services in the most cost-effective manner, district staff believes it would be unduly burdensome to the district's operations and budget and would not be in the taxpayers' best interest to hire additional staff to create and maintain a record index given the above conditions.

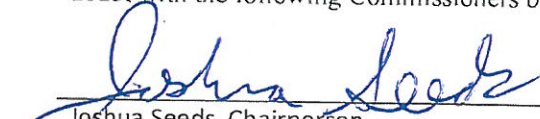
NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of East County Fire and Rescue approves the following Orders:

1. The district shall maintain an index of Board Resolutions, Policies, and Standard Operating Guidelines.

RESOLUTION 366-07012025

2. Pursuant to the Authority granted under RCW 12.56.07(1) it is hereby ordered that based on the recitals above and the recommendations of staff, the district shall not establish a public records index as the creation and maintenance of such an index would be unduly burdensome and would interfere with district operations.

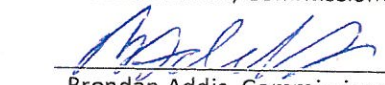
ADOPTED at a Regular Meeting of the Board of Commissioners of East County Fire and Rescue July 1, 2025, with the following Commissioners being present and voting:



Joshua Seeds, Chairperson



Martha Martin, Commissioner



Brendan Addis, Commissioner

DocuSigned by:


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Michael Taggart, Vice Chair



Steve Hofmaster, Commissioner

Attest



Debbie Macias, District Secretary
Chief Black, (Alternate)



Record Index Analysis Worksheet 2025

Physical Records	Existing records in cubic feet	Estimated annual records in cubic feet	Estimated daily records in cubic feet
Training Records	21.7	2.55	0.0070
Contracts and Agreements	2	0.24	0.0006
Reports	6.5	0.76	0.0021
Finance Docs	25.56	3.01	0.0082
Minutes	3.08	0.36	0.0010
Payroll Docs	18.7	2.20	0.0060
Station Records	17.4	2.05	0.0056
A/R and A/P Records	3	0.35	0.0010
Grant Docs	1.5	0.18	0.0005
HR Docs and Applications	16.08	1.89	0.0052
Apparatus docs, records, manuals	19.15	2.25	0.0062
Program info/mgmt	4	0.47	0.0013
Activity sheets/logs/docs	3	0.35	0.0010
Annexations/Permanent Records	7.28	0.86	0.0023
Fire & Medical Incident Reports	24.96	2.94	0.0080
Volunteer Personnel Files	3.12	0.37	0.0010
Personnel Files	2.08	0.24	0.0007
Historical docs	5.2	0.61	0.0017
Misc	7.62	0.90	0.0025
Total cubic feet of physical records	191.93	22.58	0.0619
Total physical pages at 2000/cf	383,860	45,160	0.1237
Staff Days to process physical	1,919	226	0.0006

Electronic Records	Existing records quantity	Estimated annual records quantity	Estimated daily records quantity	Server Space Utilized in GB for existing records	Time period covered for existing records
Outlook	265,501	31,235	86	996.75	Archival-present
Data.net	40,262	4,737	13	162	2019-present
Admin.net	25,222	2,967	8	81.3	2019-present
Users.net	11,703	1,951	5	15.1	2014-present
Software.net	65,250	10,875	30	62.3	2019-present
Springbrook	592,511	98,752	271		2017-present
Emergency Reporting Fire/EMS	16,586				2002-2024
ESO Fire/EMS	13,032	1,629	4		2024-present
Total electronic records	1,030,067	152,146	417		
Staff Days to process electronic	5,150	761	2		

8 Hours per day
60 Mins per hour
480 Mins per day

TOTAL RECORDS (Physical & Electronic)	Existing	Annual	Daily	Total Server Space Utilized
Total Staff Days to Process All	7,070	987	2	1317.45
Total Staff Years to Process All	30.21	4.22	0.01	5.18 GB

Estimated Cost to Process*	Existing	Annual
	\$ 2,245,882	\$ 313,400

*Based on Ave salary & benefit for Admin Staff of \$82,596.81/year or \$317.68/day
Processing time is estimated at 2.4/mins per record. 200 records processed per staff day maximum.

Admin Staff Cost Calculation

AVE Salary & Benefits	\$ 82,596.81
AVE Daily Overhead	\$ 317.68

Annual Workday Calculation

2080/yr	8/day	260
	-Holidays	-11
	-Vacation	-5
	-Sick	-5
	-Training	-5
TOTAL WORKDAYS:		234