

EAST COUNTY FIRE & RESCUE

REGULAR BOARD OF FIRE COMMISSIONERS MEETING

December 20, 2016

Station 91

7 PM

AGENDA

CALL TO ORDER:

Flag Salute

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of December 6, 2016 Regular Board Meeting Minutes
2. Approval of December 6, 2016 Local BVFF&RO Meeting Minutes
3. Approval of December 20, 2016 Financial Statement
4. Excuse Absent Commissioner(s):

OPEN TO PUBLIC:

CORRESPONDENCE:

STAFF REPORT:

Chief Swinhart

Deputy Chief Carnes

Assistant Chief Jacobs

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

SAFETY REPORT:

FIRE DISTRICT BUSINESS:

Approve 2017 Schedule of Regular Board Meetings

Consider MOU with Clark County Treasurer

Review Sample Consent Agenda for Use Beginning January, 2017

FY2017 Holiday Calendar

Station 95 Quarters Use

Consider Quotes to Replace Countertops at Station 91

(See Reverse)

This Meeting is Being Recorded.

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

Page # 1 of 2

COMMISSIONER COMMENTS:

OPEN TO PUBLIC:

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

ROUND TABLE:

EXECUTIVE SESSION:

ADJOURNMENT:

Next Regular Board Meeting: January 6, 2017, Station 91, 7 PM

EAST COUNTY FIRE & RESCUE
REGULAR BOARD OF FIRE COMMISSIONERS MEETING

December 6, 2016

Station 91

7 PM

Draft Minutes

ATTENDANCE:

Martha Martin
Tom Gianatasio
Kacie Jones
Nick Swinhart
Richard Hamby

Mike Taggart
Robert Jacobs
Tad Crum
Matt Hazlett
Larry Wagoner

Sherry Petty
Mike Berg
Mike Carnes
Nicole Aden

CALL TO ORDER: 19:00 PM

Flag Salute

GUESTS:

None

AGENDA ADJUSTMENTS:

None

CONSENT AGENDA:

1. Approval of November 15, 2016 Regular Board Meeting Minutes
2. Approval of November 15, 2016 Local BVFF&RO Meeting Minutes
3. Approval of November 30, 2016 Strategic Planning Workshop Minutes
4. Approval of December 6, 2016 Financial Statement
5. Excuse Absent Commissioner(s):

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

OPEN TO PUBLIC:

Nothing

CORRESPONDENCE:

None

STAFF REPORT:

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

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

Chief Swinhart gave an update on City Administrator Peter Capell and the interagency SCBA grant application.

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

Nothing

SAFETY REPORT:

Chief Jacobs read his report. The next safety committee meeting will take place on January 25th, 2016 at 7:30 PM, location TBD.

FIRE DISTRICT BUSINESS:

Planning Group Workshop:

Chief Carnes gave an overview of the topics discussed, which included information from Commissioners that attended the WFCA conference in Yakima, signing resolution #220-11302016, The next meeting is scheduled for November 30, 2016, 6:00 PM at Station 91

Lexipol Proposal:

Chief Swinhart advised that Lexipol is unable to offer service to East County as an extension of Camas. Commissioner Martin asked that Lexipol be contacted to provide an updated proposal.

Consider the Purchase of a new Fire Engine:

Chief Jacobs reiterated that the contract included in the packet commits the District to purchasing an apparatus, but does not specify payment. Additionally, committing to purchase before the end of the year guarantees savings incentives. **Motion by Commissioner Taggart** to enter into the contract, allowing Chief Jacobs to begin the apparatus purchase and decide financing at a later date, **seconded by Berg**. Gianatasio votes nay. **Motion Passed.**

2017 Board Assignments:

The Board determined various assignments. The complete list will be attached to the minutes.

Snure Seminar Training:

Commissioner Berg reminded the board that there will not be training in Ocean Shores, but rather in Olympia. Because of the proximity, the board decided to forgo hosting training this year.

COMMISSIONER COMMENTS:

Commissioner Martin inquired about the Holiday Party and if the plan has been affected by impending weather. Chief Carnes advised that if the weather turned bad, the dinner would be cancelled. Commissioners Martin and Gianatasio met with Mayor Higgins and discussed the ongoing contract with Camas and reviewed the EMS program. Commissioner Martin would still like to see photos and bios on the website of the Chief and Deputy Chief. Commissioner Berg would like the dishwasher issue resolved quickly. Commissioner Taggart asked for the make and model of the current dishwasher. Commissioner Taggart reports making good progress in tracking past finances and vehicle maintenance.

OPEN TO PUBLIC:

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

Nothing

ROUND TABLE:

Nothing

EXECUTIVE SESSION:

None

Motion by Commissioner Gianatasio to adjourn, second by Taggart. Motion passed.

ADJOURNMENT: 20:23

Martha Martin, Chairperson

Mike Taggart, Vice Chair

Tom Gianatasio, Commissioner

Mike Berg, Commissioner

Sherry Petty, Commissioner

DISTRICT SEAL:

ATTEST:

Kacie Jones, District Secretary

EAST COUNTY FIRE & RESCUE BOARD ASSIGNMENTS FOR 2017

POSITION ECF&R BOARD

Chair Taggart

Vice Chair Martin

EMS Sub-Committee

Primary Gianatasio

Primary Martin

Chief's Rep Swinhart

Fire Authority Working Group

Martin

Gianatasio

Taggart

Risk Group

Commissioner: Berg

Alternate: Swinhart

Safety Committee Representative

Berg

BOARD FOR VOLUNTEER FIRE FIGHTERS & RESERVE OFFICERS for FY2017

<u>POSITION</u>	<u>ASSIGNMENT</u>	<u>ALTERNATE</u>
Chair	<u>Taggart</u>	<u>Martin</u>
Commissioner	<u>Petty</u>	<u>Gianatasio</u>
Chief	<u>Jacobs</u>	<u>Carnes</u>
Fire Fighter	<u>Tad Crum</u>	<u>Paula Knapp</u>
Secretary	<u>Kacie Jones</u>	<u>Jacobs</u>

EAST COUNTY FIRE & RESCUE

Local Board for Volunteer Fire Fighters

& Reserve Officers Meeting

Draft Minutes

December 6, 2016

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 7:58 PM at Station 91.

The following were in attendance:

Martha Martin
Tom Gianatasio
Kacie Jones
Nick Swinhart
Richard Hamby

Mike Taggart
Robert Jacobs
Tad Crum
Matt Hazlett
Larry Wagoner

Sherry Petty
Mike Berg
Mike Carnes
Nicole Aden

BUSINESS:

There is no business tonight.

ADJOURNMENT:

The Local Board adjourned at 7:59 PM.

Respectfully Submitted,

Tom Gianatasio, Commissioner,
Sherry Petty, Alternate

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

Kacie Jones, District Secretary
Bob Jacobs, Alternate

Martha Martin, Chairperson
Mike Taggart, Alternate

DISTRICT SEAL:

Bob Jacobs, Chief's Rep.

East County Fire Rescue
 November 30, 2016
 2016 General Operating Budget

		Budget	Month Actual	YTD Actual	%
Revenues					
308800-001-0000	Beg Bal Previous Year Rollover	\$ 98,307	\$ 0.00	\$ 0.00	0.00
311100-000-0000	Property Tax Collected	1,999,536	135,218.84	1,939,266.92	96.99
311100-002-0000	Property Tax - Delinquent	10,000	0.00	0.00	0.00
311105-000-0000	Admin Refund	900	109.79	1,590.34	176.70
317200-000-0000	Leasehold Excise Tax	2,400	0.00	3,592.64	149.69
317400-000-0000	Timber Excise Tax	4,400	0.00	4,464.32	101.46
331970-002-0000	Hose and Nozzle Grant	20,000	0.00	18,220.00	91.10
332156-000-0000	Wildlife-In Lieu of Taxes	200	0.00	200.70	100.35
334049-000-0000	Grants State/DOH	1,350	0.00	1,290.00	95.56
342202-002-0000	Budget Reimb/Accts Receivable	425	0.00	524.93	123.51
342202-003-0000	BVFF	1,500	0.00	0.00	0.00
342210-000-000	Fire Protection Services	1,000	0.00	0.00	0.00
342210-001-0000	Fire Services MOB-Personnel	51,444	0.00	33,124.35	64.39
342210-002-0000	Fire Services MOB-Equipment	19,929	0.00	16,618.95	83.39
342210-003-0000	WMX	5,500	0.00	1,915.52	34.83
342210-004-0000	Jemtegaard	600	623.75	623.75	103.96
361109-000-0000	Interest Earnings	5,500	1,351.08	10,908.38	198.33
361320-000-0000	Unrlzd Gain (loss) on investme	0	(3,160.20)	1,386.09	0.00
362400-000-000	Short Term Rent	0	0.00	400.00	0.00
362501-000-0000	DNR Timber Rents	13,080	2,556.37	25,499.03	194.95
367000-000-0000	Contributions & Donations	400	0.00	161.00	40.25
369100-000-0000	Sale of Junk & Salvage	650	0.00	650.00	100.00
369910-000-0000	Other Misc. Revenue	50	0.00	50.00	100.00
395100-000-000	DNR Timber Sales	186,000	0.00	188,683.25	101.44
395100-000-0001	Sale of Real Estate	440,741	0.00	440,740.84	100.00
	Total Revenues	2,863,912	136,699.63	2,689,911.01	93.92

East County Fire Rescue
 November 30, 2016
 2016 General Operating Budget

		Budget	Month Actual	YTD Actual	%
Expenses					
511600-110	Legislative Salaries	54,720	2,052.00	26,334.00	48.13
511600-210	Commissioner Benefits	4,460	162.12	2,080.40	46.65
511600-433	Commissioner Mileage	350	0.00	0.00	0.00
511600-435	Commissioner Meals	500	0.00	0.00	0.00
511600-438	Commissioner Lodging	1,200	0.00	0.00	0.00
511600-491	Commissioner Dues/Membership	2,800	0.00	2,358.00	84.21
511600-496	Commissioner Tuition	1,000	0.00	960.00	96.00
522100-110	Miscellaneous Salaries	6,500	0.00	594.00	9.14
522100-110-FT	Salaries Full-time	644,730	48,381.01	579,084.84	89.82
522100-110-PT	Salaries Part-time	155,154	11,286.02	130,623.37	84.19
522100-120	Volunteer Pay	40,000	0.00	30,891.75	77.23
522100-140	Overtime	48,000	10,037.77	44,375.16	92.45
522100-210-001	Magellan - EAP	1,680	0.00	1,260.00	75.00
522100-210-002	Unemployment/Medicare FT	13,509	1,003.56	10,653.29	78.86
522100-210-003	Unemployment/Medicare PT	3,026	200.90	2,340.33	77.34
522100-210-004	Medicare/SS Vol	4,207	0.00	2,426.44	57.68
522100-211-FT	LEOFF/PERS/Disability FT	50,592	4,774.06	46,056.13	91.03
522100-211-PT	PERS PT	17,347	1,321.34	15,059.37	86.81
522100-213	Deferred Comp	19,645	1,723.77	17,225.13	87.68
522100-221	Medical Insurance	159,161	12,039.56	138,256.56	86.87
522100-221-001	VEBA	8,100	0.00	8,504.38	104.99
522100-222-FT	Labor & Industries FT	32,219	1,734.54	20,995.52	65.17
522100-222-PT	Labor & Industries PT	11,692	568.54	7,720.89	66.04
522100-251	Uniforms LD	4,000	0.00	3,760.72	94.02
522200-110	Wildland Salaries	6,000	0.00	0.00	0.00
522200-140	Wildland Overtime	10,000	0.00	0.00	0.00
522200-210	WL UI, Medicare, SS	420	0.00	0.00	0.00
522200-211	LEOFF/PERS Wildland MOB	820	0.00	0.00	0.00
522200-213	Deferred Comp Wildland MOB	480	0.00	0.00	0.00
522200-221	WL Medical Insurance	300	0.00	0.00	0.00
522200-222	L&I Wildland MOB	500	0.00	0.00	0.00
522200-314	Maps/Books/ Periodicals JT	300	0.00	42.00	14.00
522200-315	Office Supplies	1,500	71.18	686.09	45.74
522200-322	Cleaning and Sanitation	1,500	193.28	1,385.95	92.40
522200-324	Food and Water	1,200	2.99	721.43	60.12

East County Fire Rescue
 November 30, 2016
 2016 General Operating Budget

		Budget	Month Actual	YTD Actual	%
522200-326	Expendable Equipment	2,000	118.51	1,777.98	88.90
522200-327	Computer/Software/Supplies	3,000	0.00	2,353.34	78.44
522200-328	Turn-Outs JT	6,000	0.00	7,737.01	128.95
522200-328-001	PPE Accessories JT	4,000	0.00	1,252.15	31.30
522200-328-002	Volunteer Uniforms LD	500	0.00	68.24	13.65
522200-328-003	T-Shirts/Sweatshirts LD	2,000	0.00	0.00	0.00
522200-329	Other Operating Supplies	1,500	0.00	271.12	18.07
522200-329-001	Address Signs ZA	150	0.00	119.50	79.67
522200-339	Bldg Supplies/Facility Misc	1,500	0.00	287.91	19.19
522200-359	Other Equipment	6,000	0.00	1,655.57	27.59
522200-359-001	Tech Rescue Equipment DB	4,000	0.00	2,133.94	53.35
522200-359-003	Hose & Nozzles DB	21,767	0.00	19,285.19	88.60
522200-359-004	Exercise Equipment JT	1,000	0.00	0.00	0.00
522200-364	Diesel / Gas	15,000	1,231.79	8,580.77	57.21
522200-412	Legal Services	10,000	224.50	4,218.25	42.18
522200-414	Medical/Drug Screen/Consortiur	8,000	165.00	3,074.00	38.43
522200-419	Professional Services	33,600	0.00	3,169.44	9.43
522200-419-001	Executive Search	6,395	0.00	3,495.00	54.65
522200-419-002	Interim Executive Chief	106,000	10,000.00	106,000.00	100.00
522200-422	Postage	400	17.23	254.29	63.57
522200-423	Radio Dispatch	57,000	0.00	48,233.95	84.62
522200-426	UPS/Federal Express	150	15.61	125.24	83.49
522200-427	Incentives and Awards	1,500	72.61	491.58	32.77
522200-429-001	Pagers	900	52.70	694.87	77.21
522200-429-002	Satellite Phone	375	30.20	303.49	80.93
522200-429-003	Verizon MDC Cards	960	80.02	778.37	81.08
522200-435	Meals	100	0.00	0.00	0.00
522200-441	Advertising	1,500	0.00	250.00	16.67
522200-442	Legal Notices	200	0.00	410.54	205.27
522200-446	Taxes and Assesments	2,500	0.00	2,183.46	87.34
522200-453	Hydrant/Fireline	500	86.92	434.60	86.92
522200-462	Bldgs/Liability/Equip Insuranc	42,000	31,770.21	36,271.06	86.36
522200-465	Volunteer Pensions	3,000	0.00	900.00	30.00
522200-482-002	Fire Extinguisher Maint ZA	1,100	945.82	945.82	85.98
522200-482-003	Exercise Equip Maint JT	1,000	0.00	0.00	0.00
522200-482-004	Hose & Nozzle Mtce DB	250	0.00	0.00	0.00
522200-482-005	Hose Testing DB	150	0.00	0.00	0.00
522200-482-006	EMS Equipment Mtce DT	500	0.00	0.00	0.00

East County Fire Rescue
November 30, 2016
2016 General Operating Budget

		Budget	Month Actual	YTD Actual	%
522200-482-007	Copier Mtce	900	45.04	425.74	47.30
522200-482-008	Ladder Testing/Repair JP	1,500	0.00	860.14	57.34
522200-482-009	Emergency Generators	500	0.00	204.92	40.98
522200-482-010	Hand Tool Maintenance MH	300	41.06	65.42	21.81
522200-484-002	SCBA Mtce JP	6,200	0.00	2,550.26	41.13
522200-484-003	Minitors/Radios WL	4,500	0.00	415.75	9.24
522200-485-000	Vehicle Repair & Maint DT	2,700	0.00	1,144.99	42.41
522200-485-001	T93	2,250	0.00	700.26	31.12
522200-485-009	E94	3,600	1,193.66	1,322.01	36.72
522200-485-010	T95	2,250	240.76	1,273.38	56.59
522200-485-011	S96	3,600	0.00	645.24	17.92
522200-485-012	U93	675	0.00	2,359.84	349.61
522200-485-013	S94	3,600	0.00	417.67	11.60
522200-485-014	E91	3,600	4,047.28	4,880.93	135.58
522200-485-016	U91	675	0.00	195.60	28.98
522200-485-018	U92	675	0.00	176.18	26.10
522200-485-905	A93	675	0.00	0.00	0.00
522200-485-909	E92	2,250	0.00	280.11	12.45
522200-485-911	E93	3,600	0.00	0.00	0.00
522200-485-912	R93	675	0.00	0.00	0.00
522200-485-914	T94	2,250	0.00	2,861.89	127.20
522200-485-915	U94	675	0.00	610.91	90.51
522200-485-916	E95	3,600	0.00	4,322.70	120.08
522200-485-917	S91	3,600	0.00	1,392.34	38.68
522200-485-918	S93	1,800	0.00	4,638.18	257.68
522200-485-919	T91	2,250	0.00	2,201.11	97.83
522200-485-999	Small Engine Repair MH	4,000	0.00	961.48	24.04
522200-487	Computer Maint & Repair LD	5,670	480.00	4,492.75	79.24
522200-491	Dues/Memberships	3,200	0.00	2,725.00	85.16
522200-492	Election Fees	100	0.00	0.00	0.00
522200-493	Filing/Recording/Permit Fees	600	0.00	0.00	0.00
522200-496	Tuition/Registration	500	0.00	0.00	0.00
522200-499	NFIRS/Fire Manager/Bank Char	6,305	0.00	6,305.01	100.00
522300-313	Educational Supplies	500	0.00	0.00	0.00
522300-415	Printing/Newsletter	600	0.00	0.00	0.00
522300-422	Postage for Newsletter	1,300	0.00	0.00	0.00
522300-440	Advertising	300	0.00	0.00	0.00
522400-314	Books/Periodicals	1,500	99.95	825.30	55.02

East County Fire Rescue
November 30, 2016
2016 General Operating Budget

		Budget	Month Actual	YTD Actual	%
522400-315	Office Supplies	100	0.00	0.00	0.00
522400-324	Food and Water	100	0.00	0.00	0.00
522400-329	Training Supplies	500	95.38	423.51	84.70
522400-433	Travel	500	0.00	6.00	1.20
522400-435	Meals	3,500	92.00	2,239.00	63.97
522400-438	Lodging	3,000	0.00	1,667.64	55.59
522400-496	Tuition	10,000	0.00	4,450.00	44.50
522590-337	Grounds & Park	4,000	0.00	640.37	16.01
522590-481	Bldg Repair & Maint	140,000	2,221.12	38,704.34	27.65
522591-419	Monitoring (St 91)	540	0.00	1,001.69	185.50
522591-421	Comcast Tel/Internet (St 91)	4,000	0.00	2,766.65	69.17
522591-471	Electrical & Heating (St 91)	7,000	1,279.65	6,387.64	91.25
522591-472	Garbage (St 91)	1,400	107.54	1,072.38	76.60
522591-473	Gas (St 91)	3,500	84.99	1,823.40	52.10
522591-476	Water & Sewer (St 91)	1,000	158.55	817.47	81.75
522592-471	Electrical & Heating (St 92)	1,000	42.00	494.00	49.40
522593-419	Monitoring (St 93)	400	0.00	285.99	71.50
522593-421	Comcast Tel/Internet (St 93)	1,700	0.00	1,301.90	76.58
522593-471	Electrical & Htg (St 93)	5,000	144.98	3,493.98	69.88
522593-472	Garbage (St 93)	150	0.00	112.12	74.75
522594-419	Monitoring (St 94)	635	0.00	635.40	100.06
522594-421	Comcast Tel/Internet (St 94)	2,500	0.00	1,957.61	78.30
522594-471	Electric & Heating (St 94)	5,500	569.86	3,473.86	63.16
522594-472	Garbage (St 94)	685	56.92	569.20	83.09
522595-419	Monitoring (St 95)	540	0.00	0.00	0.00
522595-421	Comcast Telephone (St 95)	900	0.00	673.86	74.87
522595-471	Electrical & Heating (St 95)	1,600	193.57	1,363.43	85.21
522595-473	Gas (St 95)	1,000	24.33	362.54	36.25
522595-476	Water & Sewer (St 95)	1,600	0.00	1,342.88	83.93
522596-471	Electric & Heating (St 96)	600	0.00	256.91	42.82
525600-359	Disaster Preparedness SK	150	0.00	0.00	0.00
594220-649	Capital Purchases	4,600	0.00	1,361.50	29.60
594220-649-002	Computer Equip LD	5,500	0.00	0.00	0.00
594220-649-003	Virtual Reserve Capital	50,000	0.00	0.00	0.00
594220-649-004	Wildland Capital	5,000	0.00	0.00	0.00
594220-649-005	Radio Payment	142,569	141,554.48	141,554.48	99.29
597248-551	Fund Transfer to 6248	246,973	0.00	33,486.25	13.56
6291-1 App Res	Transfer to Apparatus Reserve	448,102	0.00	0.00	0.00

East County Fire Rescue
 November 30, 2016
 2016 General Operating Budget

		Budget	Month Actual	YTD Actual	%
6291-2 Cap Res	Transfer to Capital Reserve	20,484	0.00	0.00	0.00
Total Expenses		2,863,912	293,136.88	1,656,133.54	57.83

Deputy Chief Report

12-20-16

Calls since last Commissioner meeting: **33**

EMS: **12**

Fire: **2**

Other: **19 (electrical, powerlines)**

Calls YTD: **883**

- Completed an electrical usage analysis with PUD for Station 93.
- Working on gathering estimates for raising kitchen counter tops and replacing dishwasher.
- Brown outs since last meeting:

No brown outs since last meeting.

- Working on the process to generate a new FT Firefighter eligibility list.
- Working with Day Wireless on radio issues at Station 94.

AC Jacobs Report

12-20-2016

December ACC/EOC training 12-12-16 Sta. 91 7 PM.

The EST group has completed their 2016 training, no EST training in December.

January ACC/EOC training 1-10-2017 Sta. 91 7 PM.

CAROL box delivery 11-21-16 Sta. 42

Safety Report

Safety Committee meeting was held 11-29-16.

Next safety committee meeting, 1-25-17 location TBD
7:30 PM.

No reported accidents/incidents since the last board meeting.

East County Fire & Rescue

2017 Regular Board of Commissioner Meeting Schedule

January 3, 2017	Wednesday, July 5, 2017
January 17, 2017	July 18, 2017
February 7, 2017	August 1, 2017
February 21, 2017	August 15, 2017
March 7, 2017	September 5, 2017
March 21, 2017	September 19, 2017
April 4, 2017	October 3, 2017
April 18, 2017	October 17, 2017
May 2, 2017	November 7, 2017
May 16, 2017	November 21, 2017
June 6, 2017	December 5, 2017
June 20, 2017	December 19, 2017

**MEMORANDUM OF UNDERSTANDING
CONCERNING COUNTY TREASURER AND
EAST COUNTY FIRE & RESCUE RESPONSIBILITIES**

RCW Authorization

Pursuant to RCW 52.16.010 and the Clark County Investment Services Agreement, the Clark County Treasurer (Treasurer) serves as the Treasurer for East County Fire & Rescue (ECFR). Additionally, pursuant to RCW 36.29 and various other statutes, the Treasurer performs certain other functions for or on behalf East County Fire & Rescue (ECFR).

In accordance with state law, ECFR is responsible for taking various actions both in the management of its finances and assisting the Treasurer in carrying out his fiduciary responsibilities for ECFR.

The Treasurer and ECFR enter into this Memorandum of Understanding to more clearly delineate each entity's responsibilities.

Receipts

The Treasurer shall receive and hold all moneys (receipts/revenues) from whatever source obtained by ECFR on behalf of ECFR. The Treasurer's Office will receipt all deposits made over the counter by ECFR and provide ECFR with a receipt number for each deposit. The Treasurer will also receipt any deposits, including electronic deposits, made directly into the County's bank accounts. The Treasurer can provide ECFR with bank deposit slips for the bank deposits.

ECFR shall timely deposit all moneys received from whatever source, with the Treasurer on a daily basis as deemed appropriate, unless a Daily Deposit Waiver is on file. Such receipts may be deposited in one of two ways:

1. Into a bank, where the Treasurer has specifically set up such bank account providing for appropriate tracking of such receipts by the Treasurer, or
2. Directly with the Treasurer, at the Treasurer's Cashier counter, using a prescribed Treasurer's Receipt Form.

Cash Flow

ECFR may transfer funds between funds as operating transfers. These transfers can be made by submitting a memo through email verified by a phone call from the Treasurer's Office or through the Web Portal to the Finance Staff in the Treasurer's Office. This transfer request should include appropriate BARS codes. At least one day's notice is required in order for the transfer to be completed in a timely manner.

Property tax collections by the Treasurer will be distributed to ECFR as follows:

Receipts processed through the Treasurer's distribution system are normally distributed to ECFR on a three business day lag provided daily distributions are properly processed. Due to the timeliness of this report, investments for these funds are placed on the business day following

the distribution. This will be done as timely as possible.

Warrants

Pursuant to the requirements of RCW 52.16.050, ECFR may issue its own warrants after adopting a policy for issuance of warrants by resolution of the ECFR commission and providing a copy of the resolution and policy to the Treasurer.

Investments

The Treasurer and ECFR have entered into an agreement defining the parameters by which the Treasurer shall invest ECFR's money. This agreement is the Clark County Investment Services Agreement.

Fund Transfers

The Treasurer shall pay (disburse) moneys only for legally authorized obligations of the ECFR. ECFR may transfer cash between funds as operating transfers. These transfers can be made by notifying through the Web Portal or email to the Finance Staff in the Treasurer's Office. The written transfer request should include the appropriate BARS codes. At least one day's notice is required in order for the transfer to be completed in a timely manner.

Debt

Long-Term Financing

Debt Preparation: The more information ECFR can provide the Treasurer about its financing needs, the more the Treasurer may be able to assist ECFR in achieving the lowest costs possible in obtaining such funds. The Treasurer shall assist ECFR in its issuance of debt instruments to ensure as much efficiency as possible. The Treasurer shall provide information for debt capacity certificates upon ECFR's request. The Treasurer's Office upon the request from ECFR's administration staff will review and make suggestions as appropriate, to resolutions, the Preliminary Official Statements and Official Statements. The Treasurer shall assist in providing any financial information deemed necessary by either ECFR, ECFR's Financial Advisor or Underwriters to assist the financing. ECFR shall arrange with the Treasurer, for the deposit of debt proceeds into ECFR's appropriate funds or accounts, and the Treasurer shall make debt service payments to the appropriate fiscal agent (if any) or to the owners or holders of obligations from money in the appropriate ECFR funds or accounts. Neither the Treasurer nor Clark County is obligated to make any payments on ECFR obligations from funds other than the appropriate funds or accounts permitted by state law and specified in the debt instruments. To ensure debt service activity is performed in an accurate, relevant, timely, and efficient manner, the Treasurer will provide the following service:

Long-Term Obligations: ECFR will provide the Treasurer with a minimum of thirty days written notice of its intent to issue long-term debt financing obligations per state statute. Long-term financing obligations include voted and non-voted limited general obligation bonds, revenue bonds, capital lease arrangements, and real estate contracts.

This time frame provides the Treasurer with appropriate notice to assemble pertinent information the financial advisor, underwriter, financial institution, rating agency, or bond counsel may need to size, analyze, and approve the financing arrangement. ECFR will provide the Treasurer with cash flow projections, construction/acquisition schedules, notice of pre-bond issuance expenditures for reimbursement requirements, applicable multi-year financing scenarios, applicable drafts of the bond resolution, etc. The Treasurer will use this information to work with ECFR to enable the Treasurer to invest the bond proceeds in accordance with bond covenants, liquidity needs and market rates of

interest in relationship to the yield curve and the bond issuance yield.

ECFR will reimburse the Treasurer and/or staff for any out-of-pocket expenses incurred in making certain that bond proceeds are appropriately transferred from the underwriter(s) or financial institution to ECFR's applicable fund. ECFR will also notify the Treasurer regarding capital lease arrangements for buildings and/or equipment and explain why such lease is more appropriate than a purchase, if applicable. ECFR will also notify the Treasurer of appropriate information if contemplating entering into a real estate contract for the purchase of real property within the County for purposes of ECFR to enable the Treasurer to make appropriate payments, if applicable.

Short Term Financing

Interfund Loans: The Treasurer shall prepare appropriate accounting entries for all interfund loans made by ECFR. Such entries shall affect the cash availability in the applicable funds, as appropriate. Such loans shall bear interest at the interest rate associated with registered warrants with the exception of loans made with bond proceeds. Interfund loans made by using bond proceeds must use the investment pool interest rate for the period of the loan, as these loans are considered investments of bond proceeds. All interfund loans shall be authorized by ECFR's Board. These loans must be evidenced by a signed letter/resolution from the appropriate ECFR official. These letters/resolutions shall be forwarded to the Treasurer within two business days of such authorization. The Treasurer's Office will service the pay back of these loans based upon authorization of ECFR. The Treasurer's Finance staff shall reconcile such interfund loans in a timely and effective manner and periodically report to ECFR the interest expense and balance remaining on such loans.

Tax Anticipation Notes (TANs) and/or Lines of Credit: ECFR will provide the Treasurer with at least three weeks written notice of its intent to issue TANS or any other short-term financing arrangement. Included in this notification ECFR will provide the Treasurer with a cash flow projection reflecting the sizing of the financing arrangement. The Treasurer's Finance staff will prepare the appropriate accounting entries and deposit the proceeds into the appropriate fund.

Debt Monitoring and Reporting: The Treasurer shall maintain a mechanism to monitor Debt Service that will provide ECFR with the following:

- amortization schedule for each debt issuance,
- overlapping debt calculations,
- ability to perform cash flow projections for:
 - sizing of bond issues,
 - levy rates necessary to pay debt service on such issues,
 - determining if bond calls and/or reduced or increased levy rates need to be taken into account for future debt service payments and to meet state requirements associated with amounts held in reserve.

Timeliness of this information is important and the Treasurer will make all attempts to provide the above information to ECFR when needed.

Bond Calls

The Treasurer will identify potential bond calls at least annually for ECFR. Upon receipt of proper written notice from ECFR, the Treasurer will prepare bond call notices and disseminate to the required agencies and the fiscal agent. The Treasurer will supply a copy of the notice and updated amortization schedule to ECFR.

Debt Service Payment

The Treasurer shall make debt service payments to the appropriate fiscal agency, currently the U.S. Bank, or to the owners or holders (i.e., financial institutions) of obligations of ECFR from money in the appropriate ECFR funds or accounts. This activity will occur after the Treasurer has verified the fiscal agent or note holder's collection notices as to the amounts owing in the Treasurer's debt service system. The Treasurer will maintain a ledger reflecting amounts remitted to the fiscal agent and amounts paid by the fiscal agent to holders of obligations. This activity will be reported monthly to ECFR on the financial statements. The Treasurer will also supply ECFR with copies of fiscal agent statements reflecting current activity.

Neither the Treasurer nor Clark County is obligated to make any payments on ECFR obligations from funds other than the appropriate funds or accounts permitted by state law and specified in the debt instruments. The Treasurer will verify appropriateness of fiscal agent service fee invoices and forward the invoices to ECFR for payment by ECFR. ECFR authorizes the Treasurer to make such payment either by wire or ACH transaction from its applicable funds. ECFR agrees to remit payment to the Fiscal Agent for services rendered based upon approved vouchers/invoices from the Treasurer's Office.

WEB Portal

ECFR will be given access to the Treasurer's Office Web Portal. The Portal provides districts access to their data, financial reports, and a way to communicate with the Treasurer's Office Finance Staff. It also allows the district to monitor cash and tax disbursements, and request fund transfers. Monthly reports, investment activity, financial statements and tax receivables are also posted to the website.

THE PARTIES TO THIS AGREEMENT HEREBY AFFIX THEIR APPROVAL OF THIS AGREEMENT BY THEIR SIGNATURE BELOW:

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed this **20th** day of December, 2016

East County Fire & Rescue Board of Commissioners

Martha Martin, Chairperson

Mike Taggart, Vice Chair

Tom Gianatasio, Commissioner

Mike Berg, Commissioner

Sherry Petty, Commissioner

DISTRICT SEAL:

ATTEST:

Kacie Jones, District Secretary



**EAST COUNTY FIRE & RESCUE
 CONSENT AGENDA
 January 3, 2017**

1. Minutes – December 20, 2016 General Meeting
2. Pre-paid Invoices
 - \$ (ECFR Benefits)
 - i. Check Nos. 4814–4823 dated January 2
 - \$ (ECFR DRS)
 - i. Check No. 4824 dated January 2
 - \$ (ECFR) \$28,359.62
 - i. Check Nos. 12825–12854
3. Current Invoices
 - \$45,408.33
 - i. Check No. 12870 – 12891
4. Approved Commissioner Stipends Paid December 31

Name	For the Period December 16 thru December 31					Educ	Other	Total
	Regular Meeting	Committee Meeting	Special Mtg	Assn Meeting				
Taggart	2							2
Martin	2	1	1					4
Petty	1	1						2
Berg	2		1					3
Gianatasio	2	1	1			1		5

5. Payroll
 - December 1-15 paid December 25
 - i. \$ Gross
 - ii. \$ ACH net
 - iii. \$ Payroll Warrant net
 1. Check Nos.
 - iv. \$ 0.00 Payroll VOIDED
 - v. \$ 941 Tax Deposit (paid November 1)
6. 4th Quarter Use Tax due January 2, 2017
 - \$ 351.62
7. Voided/Destroyed Claims/Payroll Warrants
 - None

 Commissioner Mike Taggart – Chair

 Commissioner Martha Martin – Vice Chair

 Commissioner Mike Berg

 Commissioner Tom Gianatasio

 Commissioner Sherry Petty



East County Fire & Rescue
600 NE 267th Avenue Camas, WA 98607

Phone: 360.834.4908
Fax: 360.834.5454

FY 2017 Holidays

Legal Holidays Observed by the Fire District

<u>Holidays</u>	<u>Date Observed</u>
New Year's Day.....	Monday, January 2, 2017
Martin Luther King Day.....	Monday, January 16, 2017
President's Day.....	Monday, February 20, 2017
Memorial Day.....	Monday, May 29, 2017
Independence Day.....	Tuesday, July 4, 2017
Labor Day.....	Monday, September 4, 2017
Veteran's Day.....	Friday, November 10, 2017
Thanksgiving Day.....	Thursday, November 23, 2017
Day after Thanksgiving.....	Friday, November 24, 2017
Christmas.....	Monday, December 25, 2017

Prevent, Protect & Serve



Metro Construction and Remodeling

3315 NE 112th Ave #44
Vancouver . WA 98682

EASTCOUNTYFIRE-RMDL

Main Level

kitchen/Lounge

Height: 8'

DESCRIPTION	QTY	UNIT PRICE	TOTAL
1. Single axle dump truck - per load - including dump fees	1.00 EA @	322.83 =	322.83
2. Sink - double - Detach & reset	1.00 EA @	137.33 =	137.33
3. Detach & Reset Garbage disposer	1.00 EA @	138.21 =	138.21
4. R&R P-trap assembly - ABS (plastic)	1.00 EA @	60.04 =	60.04
5. R&R Plumbing fixture supply line	2.00 EA @	22.16 =	44.32
6. Remove Countertop - post formed plastic laminate	27.50 LF @	3.72 =	102.30
7. R&R 5" backsplash for flat laid countertop	35.50 LF @	11.10 =	394.06
8. Carpenter - Finish, Trim / Cabinet - per hour	8.00 HR @	56.67 =	453.36
Build frame to raise the counter tops by two inches. Two techs 4hrs.			
9. (Material Only) AC plywood - 1/2"	64.00 SF @	1.40 =	89.60
10. Countertop subdeck - plywood	55.00 SF @	2.35 =	129.25
11. Countertop - flat laid plastic laminate	27.50 LF @	37.93 =	1,043.08
12. Countertop edge treatment - oak	33.50 LF @	6.83 =	228.81
13. Countertop edge treatment - laminate	33.50 LF @	3.74 =	125.29
14. Detach & Reset Range - freestanding - gas	2.00 EA @	138.21 =	276.42
15. Detach & Reset Refrigerator - side by side - 16 to 22 cf	1.00 EA @	38.23 =	38.23
16. Remove Dishwasher	1.00 EA @	24.05 =	24.05
17. Final cleaning - construction - Commercial	615.00 SF @	0.20 =	123.00

Grand Total Areas:

808.00 SF Walls	615.00 SF Ceiling	1,423.00 SF Walls and Ceiling
615.00 SF Floor	68.33 SY Flooring	101.00 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	101.00 LF Ceil. Perimeter
615.00 Floor Area	649.11 Total Area	808.00 Interior Wall Area
933.00 Exterior Wall Area	103.67 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



Metro Construction and Remodeling

3315 NE 112th Ave #44
Vancouver . WA 98682

Summary for Dwelling

Line Item Total	3,730.18
Overhead	559.52
Profit	559.52
Sales Tax	407.38
Replacement Cost Value	\$5,256.60
Net Claim	\$5,256.60

Jeff McKee

Integrity Remodeling & Restoration

Aden Larson

16200 NE 150th Place • Brush Prairie, WA 98606

Hm: (360) 944-5482 • Wk: (360) 910-2857

Licensed, Bonded & Insured

East Fire Station

Proposal submitted for: <i>Linda Burnett</i>	Home phone:
Street: <i>1600 NE 267 Ave</i>	Work phone: <i>360 834-5454</i>
City, State, Zip: <i>CAMAS, WA</i>	Fax/Email:

Under the Terms and Conditions described below are hereby submitted specifications and estimates for:

Job consists of minor remodeling to the kitchen at 1600 NE 267th AVE CAMAS, WA

- Demo Existing Counter tops*
- RAISE All counter tops approx 2 to 2 1/2" up with oak trim in front and economy board through out Box perimeters*
- Install New counter tops approx 54 sq ft with 3/4 decks and Wilson Art Formica with owners color pick*
- Install 5" Beveled edge Back splash to match*
- Install Back splash panel from counter to bottom of cabinets at Double store area approx 5 to 6 feet by 18" tall*

Includes - Materials, Labor + cleanup

3580 TAX

Payment of _____ materials due prior to start. Balance due upon completion.

All material is guaranteed to be as specified and all work to be completed in a professional manner according to standard practices. Any alteration or deviation from specifications above involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate.

Authorized Signature: *Aden Larson*

This proposal may be withdrawn by us within _____ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to the work as specified. Payment will be made as outlined above. Acceptor agrees to pay all court costs, attorney fees or other expenses incurred in the collection of the above payment upon default thereof by acceptor.

Signature: _____

Date: _____