

EAST COUNTY FIRE & RESCUE

REGULAR BOARD OF FIRE COMMISSIONERS MEETING

May 5, 2020

Station 91

6:30 PM

AGENDA

***Will be held virtually due to COVID-19.**

The meeting will cover essential items only.*

Dial 1-253-215-8782; Meeting ID 873 1501 1051; Password 421410

CALL TO ORDER:

PUBLIC HEARING:

EMS Levy Proposition

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of April 21, 2020 Regular Board Meeting Minutes
2. Approval of April 28, 2020 SAO Entrance Conference Minutes
3. Approval of Financial Transactions
4. Excuse Absent Commissioner(s):

CORRESPONDENCE:

STAFF REPORT:

Chief Carnes

Assistant Chief Jacobs

SAFETY REPORT:

FIRE DISTRICT BUSINESS:

- o Resolution # 265-05052020 EMS Levy Proposition
- o Station 95

COMMISSIONER COMMENTS:

This Meeting is Being Recorded.

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

Page # 1 of 2

ROUND TABLE:

Strategic Planning Meeting, May 6, 2020, 2:00 PM

ADJOURNMENT:

Next Regular Board Meeting: May 19, 2020, Station 91, 6:30 PM

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
 May 5, 2020**

1. Minutes –

- April 21, 2020 Regular Board Meeting
- April 28, 2020 SAO Entrance Conference Minutes

2. Invoices

- \$34,553.33
 - i. Check Nos.11722 – 11739 dated April 22, 2020

3. Approved Commissioner Stipends May 10 Pay Date

Name	For the Period April 16 – April 30					Total
	Regular Meeting	Committee Meeting	Special Mtg	Education	Other	
Berg	1	0	0	0	0	1
Martin	1	1	1	0	0	3
Petty	1	0	0	0	0	1
Seeds	1	0	1	0	0	2
Taggart	1	1	1	0	0	3

4. Voided/Destroyed Claims/Payroll Warrants

None

5. Payroll/Benefits/EFT's

- \$56,355.37 (Payroll)
- \$222.22 (Use Tax EFT)

 Commissioner Martha Martin – Chair

 Commissioner Joshua Seeds – Vice Chair

 Commissioner Mike Berg

 Commissioner Sherry Petty

 Commissioner Mike Taggart

EAST COUNTY FIRE & RESCUE
REGULAR BOARD OF FIRE COMMISSIONERS MEETING

April 21, 2020

Station 91

6:30 PM

Draft Minutes

ATTENDANCE:

Martha Martin

Joshua Seeds

Bob Jacobs

Mike Taggart

Mike Berg

Pam Jensen

Sherry Petty

Mike Carnes

***Held virtually this evening due to COVID-19.**
The meeting will cover essential items only.*

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 18:34 via a Zoom Meeting.

AGENDA ADJUSTMENTS:

None

CONSENT AGENDA:

Approval of April 7, 2020 Regular Board Meeting Minutes

Approval of April 8, 2020 Special Meeting Minutes

Approval of Financial Transactions

Excuse Absent Commissioner(s):

**Motion by Commissioner Taggart to approve the consent agenda, seconded by Commissioner Seeds.
Motion passed unanimously.**

CORRESPONDENCE:

None

STAFF REPORT:

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

Commissioner Seeds asked if the sick time referred to in the Chief's Report was for an illness such as a cold or an injury, if that could be addressed. Chief Carnes said 3 days of the sick time was for one employee due to the flu and as a precaution kept the employee off of the schedule for 14 days.

Assistant Chief Jacobs gave his report as follows:

April DOC training scheduled on April 13, 2020 was cancelled.

Production date for our new squad chassis to be determined.

As soon as we can, we are going to be holding joint training for EST and tender operators. Training will

be held on the same schedule that we have been using for EST.
EST/tender training will be scheduled as soon as it is safe to do.

The genset for Station 94 has been delivered to Station 94, (this is the genset removed from A93).

May DOC training will be held on May 11, 2020, Station 91 at 7:00PM.

SAFETY REPORT:

- Last Safety Committee meeting was on January 15, 2020.
- The Safety Committee meeting scheduled for March 24, 2020 was rescheduled to April 23, 2020, Station 91 at 7:30PM. And will be rescheduled for some time in May.
- No incidents/accidents reported since the last board meeting.

FIRE DISTRICT BUSINESS:

Station 95

Chief Carnes asked the Board if they had a chance to look at the Lease with Purchase Obligation Attorney Brian Snure had drafted. The Board did not have any questions or changes to make to the contract. Chief Carnes will send a copy of the Lease with Purchase Obligation to the City of Washougal.

EMS Levy

Attorney Brian Snure recommends the Board wait till after April 23rd to take action on the levy due to Proclamation 20-28 from Governor Inslee. Chief Carnes recommended to hold a Public Hearing and vote on the EMS Levy Resolution at the next board meeting to be held on Tuesday, May 5, 2020. The county will accept the resolution via email. The Board is in agreement with Attorney Brian Snure's recommendation.

Clark County Property Tax Extension

Chief Carnes discussed the email from the Clark County Treasurer's Office to extend the first-half 2020 property tax deadline to June 3. Chief Carnes discussed ECFR's year to date revenue and expenditures and has placed a hold on non-essential spending due to the extension on property tax payments. Commissioner Seeds asked Chief Carnes if the DNR Revenue amount reflected in the financial statement was from timber sales, Chief Carnes said the revenue was from DNR Timber Sales.

SAO Entrance Conference

Chief Carnes discussed the available dates for the SAO Entrance Conference with the Board. Tuesday, April 28, 2020 at 10:00AM was agreed upon.

COMMISSIONER COMMENTS:

Commissioner Berg discussed the news coverage on District 6 driving the 3 engines by the grocery stores to thank the grocery workers on Wednesdays. Commissioner Berg would like to see CWFD and ECFR join in a similar display of appreciation for the Safeway grocery workers.

Chairperson Martin briefly discussed the tele-conference meeting she had with the State Auditor on April 13, 2020. Chairperson Martin asked the Board if they have been able to sign the documents from the virtual meetings. Chairperson Martin said she and Commissioner Taggart are scheduled for a Zoom Conference with the Camas Mayor and Camas Council Person Greg Anderson this Friday, April 24, 2020 at 10:00AM.

OPEN TO PUBLIC:

None

ROUND TABLE:

Strategic Planning Meeting, May 6, 2020, 2:00 PM virtual meeting via Zoom.

ADJOURNMENT:

Next Regular Board Meeting: May 5, 2020 Station 91, 6:30PM

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

Martha Martin, Chairperson

Joshua Seeds, Vice Chair

Sherry Petty, Commissioner

Mike Berg, Commissioner

Michael Taggart, Commissioner

ATTEST:

DISTRICT SEAL:

Pam Jensen, District Secretary

EAST COUNTY FIRE & RESCUE

SPECIAL BOARD OF FIRE COMMISSIONERS MEETING

April 28, 2020

Station 91

Draft Minutes

ATTENDANCE:

Martha Martin
Mike Carnes
Cristina Hadziselimovic

Mike Taggart
Linda Durrett
Lindsay Osborne

Joshua Seeds
Pam Jensen

Held virtually due to COVID-19

CALL TO ORDER: 10:04

Chairperson Martha Martin called the meeting to order for the SAO Entrance Conference.

Cristina Hadziselimovic, Assistant Audit Manager and Lindsay Osborne, Program Manager of the State Auditor's Office reviewed the Entrance Invite and Entrance Conference handout they provided via email.

The Audit Scope is planned to perform the Accountability and Financial Statement audit for January 1, 2018 through December 31, 2019. Cristina and Lindsay reviewed the Audit Scope, Engagement Letter, Levels of Reporting and other important information provided in the Entrance Conference handout.

Cristina and Lindsay expect the audit to be completed by the end of May 2020.

Meeting adjourned: 10:23 AM

Respectfully Submitted,

Martha Martin, Chairperson

Mike Berg, Commissioner

Michael Taggart, Commissioner

Sherry Petty, Commissioner

Joshua Seeds, Commissioner

ATTEST:

DISTRICT SEAL:

Pam Jensen, District Secretary



**Office of the Washington State Auditor
Pat McCarthy**

April 22, 2020

Board of Commissioners
East County Fire and Rescue
600 NE 267th Avenue
Camas, WA 98607

Dear Members of the Board:

We are pleased to notify you regarding the beginning of our audit of East County Fire and Rescue for fiscal year 2018 and 2019. The State Auditor's Office is committed to maintaining positive relationships and open communication with the governments we audit. As a member of the governing body, we believe you should be fully informed about our audit work. Therefore, we are inviting you to attend an entrance conference we have scheduled with your staff at 10:00 am on April 28th, via Zoom.

At the conference, we will discuss the audit and ask if you or District staff have any areas of concern that you would like us to include in the scope of our audit. We will also discuss the timing and cost of the audit.

After we finish our audit work, we plan to contact you again to invite you to attend an exit conference, in which we will share the results of the audit. This is an opportunity for you to hear directly from us about what we found and to ask any questions you may have about the audit process or results.

Please note that if a quorum of Board members attend either of these conferences, the District will be responsible for ensuring requirements of the Open Public Meetings Act are met.

We take very seriously our responsibility of serving citizens by promoting accountability, fiscal integrity and openness in state and local government. We believe it is critical to citizens and the mission of the District that we work together as partners in accountability to prevent or constructively resolve issues.

We look forward to meeting with management and the governing body at the entrance conference and hope to see you there. If you have any questions or matters that you would like to discuss with us, feel free to contact me at [(360) 260-6409 or by email at Lindsay.Osborne@sao.wa.gov].

Sincerely,

Lindsay Osborne
Program Manager



Office of the Washington State Auditor

Pat McCarthy

Entrance Conference: East County Fire and Rescue

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share our planned audit scope so that we are focused on the areas of highest risk. We value and appreciate your input.

Audit Scope

Based on our planning, we will perform the following audits:

Accountability audit for January 1, 2018 through December 31, 2019

We will examine the management, use and safeguarding of public resources to ensure there is protection from misuse and misappropriation. In addition, we will evaluate whether there is reasonable assurance for adherence to applicable state laws, regulations and policies and procedures.

We plan to evaluate the following areas:

- Accounts payable – general disbursements and electronic funds transfers
- Payroll – gross wages, overtime, leave balances and accruals, and electronic funds transfers
- Open public meeting – documentation of minutes and executive sessions

Financial statement audit for January 1, 2018 through December 31, 2019

We will provide an opinion on whether your financial statements are presented fairly, in all material respects, in accordance with the applicable reporting framework. The audit does not attempt to confirm the accuracy of every amount, but does search for errors large enough to affect the conclusions and decisions of a financial statement user.

Engagement Letter

We have provided an engagement letter that confirms both management and auditor responsibilities, and other engagement terms and limitations. Additionally the letter identifies the cost of the audit, estimated timeline for completion and expected communications.

Levels of Reporting

Findings

Findings formally address issues in an audit report. Findings report significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations or policies. You will be given the opportunity to respond to a finding and this response will be published in the audit report.

Management Letters

Management letters communicate control deficiencies, non-compliance or abuse that are less significant than a finding, but still important enough to be formally communicated to the governing body. Management letters are referenced, but not included, in the audit report.

Exit Items

Exit items address control deficiencies or non-compliance with laws or regulations that have an insignificant effect on the audit objectives. These issues are informally communicated to management.

Important Information

Confidential Information

Our Office is committed to protecting your confidential or sensitive information. Please notify us when you give us any documents, records, files, or data containing information that is covered by confidentiality or privacy laws.

Audit Costs

The cost of the audit is estimated to be approximately \$15,500, plus travel expenses.

Expected Communications

During the course of the audit, we will communicate with Linda Durrett, Administrative Specialist, on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed.

Please let us know if, during the audit, any events or concerns come to your attention of which we should be aware. We will expect Linda to keep us informed of any such matters.

Audit Dispute Process

Please contact the Audit Manager or Assistant Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

Loss Reporting

State agencies and local governments are required to immediately notify our Office in the event of a known or suspected loss of public resources or other illegal activity. These notifications can be made on our website at www.sao.wa.gov/report-a-concern/how-to-report-a-concern/fraud-program/.

Peer Reviews of the Washington State Auditor's Office

To ensure that our audits satisfy *Government Auditing Standards*, our Office receives external peer reviews every three years by the National State Auditors Association (NSAA). The most recent peer review results are available online at www.sao.wa.gov/about-sao/who-audits-the-auditor/. Our Office received a "pass" rating, which is the highest level of assurance that an external review team can give on a system of audit quality control.

Working Together to Improve Government

Audit Survey

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide us feedback.

Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally this team assists with the online filing of your financial statements.

The Center for Government Innovation

The Center for Government Innovation of the Office of the Washington State Auditor is designed to offer services specifically to help you help the residents you serve at no additional cost to your government. What does this mean? We provide expert advice in areas like Lean, peer-to-peer networking and culture-building to help local governments find ways to be more efficient, effective and transparent. The Center can help you by providing assistance in financial management, cybersecurity and more. Check out our best practices and other resources that help local governments act on accounting standard changes, comply with regulations, and respond to recommendations in your audit. The Center understands that time is your most precious commodity as a public servant, and we are here to help you do more with the limited hours you have. If you are interested in learning how we can help you maximize your effect in government, email us at Center@sao.wa.gov.

Audit Team Qualifications

Kelly Collins, CPA, Director of Local Audit – Kelly has been with the Washington State Auditor’s Office since 1992. In her role, she oversees the audit teams which perform the audits for over 2,200 local governments. She serves on the Washington Finance Officers Association Board and is a member of the Washington Society of Certified Public Accountants’ Government Auditing and Accounting Committee. Phone: (564) 999-0807 or Kelly.Collins@sao.wa.gov

Tina Watkins, CPA, Assistant Director of Local Audit – Tina has been with the Washington State Auditor’s Office since 1994. In her role as Assistant Director, she assists with statewide oversight and management of all the audits for local government. She served as an Audit Manager for six years prior to becoming an Assistant Director of Local Audit. Phone: (360) 260-6411 or Tina.Watkins@sao.wa.gov

Lindsay Osborne, Program Manager – Lindsay has been with the Washington State Auditor’s Office since 2004. In her role as Audit Manager, she provides oversight and management for Team Vancouver, which conducts state and local government audits in the Southwest Washington region. Additionally, Lindsay is a Program Manager facilitating city audits statewide. Phone: (360) 260-6409 or Lindsay.Osborne@sao.wa.gov

Cristina Hadziselimovic, Assistant Audit Manager – Cristina has been with the Washington State Auditor’s Office since 2005, and became an Assistant Audit Manager in 2012. She has been in charge of leading audits for a variety of entity types such as cities, counties, school districts and public utility districts. Phone: (360) 984-4625 or Hadziselimovic@sao.wa.gov

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

04/16/2020 To: 04/30/2020

Time: 15:18:15 Date: 04/28/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
432	04/22/2020	Claims	6291	11722	AFFORDABLE SEPTIC	595.59	Invoice # 303078; Invoice # 303077
					001 - 522 50 40 000 - Bldg Repair & Maint	460.96	Invoice # 303078, ST 93 Septic Inspection And Pumped 1,000 Gallons
					001 - 522 50 40 000 - Bldg Repair & Maint	134.63	Invoice # 303077, ST 91 Septic Inspection
433	04/22/2020	Claims	6291	11723	BI-MART CORPORATION	38.01	Account # 930279 03/2020
					001 - 522 10 32 000 - Cleaning and Sanitation	12.74	Invoice # 928266100 - Decon Supplies For ST 91 RE: COVID-19
					001 - 522 10 32 000 - Cleaning and Sanitation	25.27	Invoice # 861166100 Decon Supplies For ST 91 RE: COVID-19
434	04/22/2020	Claims	6291	11724	CDW Government	423.83	Invoice # XMR0558
					001 - 522 10 33 000 - Computer/Software/Supplies	423.83	Upgrade Windows OS On Captain's Computer, Training Room Computer & ST 94 Computer
435	04/22/2020	Claims	6291	11725	CLARK PUBLIC UTILITIES	1,706.47	Account # 7200-239-7; Account # 7177-363-4; Account # 7200-401-3
					001 - 522 50 43 091 - Electrical Service (St 91)	522.15	Usage 03/06/2020 - 04/07/2020
					001 - 522 50 43 093 - Electrical & Htg (St 93)	405.42	Usage 03/06/2020 - 04/07/2020
					001 - 522 50 43 094 - Electric & Heating (St 94)	778.90	Usage 03/06/2020 - 04/07/2020
436	04/22/2020	Claims	6291	11726	KAREN'S SEW IT ALL	30.00	Invoice # 7927-1
					001 - 522 20 25 001 - FF Uniforms	30.00	Remove Patches, Sew Patches On New Shirt (ECFR & EMT Patches), Hem Pants
437	04/22/2020	Claims	6291	11727	KEYS WEST	255.23	Invoice # 11265
					001 - 522 50 40 000 - Bldg Repair & Maint	255.23	Door Hinge, Combo Assembly And Door Code Box For Station 94
438	04/22/2020	Claims	6291	11728	KONICA MINOLTA BUSINESS SOLUTIONS USA IN	20.85	Invoice # 265046669
					001 - 522 10 40 002 - Copier Mtce	20.85	ST 91 Copier Maintenance Fee 03/01/2020 - 03/25/2020
439	04/22/2020	Claims	6291	11729	LN CURTIS & SONS	252.34	Invoice # INV378794
					001 - 522 20 25 001 - FF Uniforms	252.34	Navy Blue FF Pants 2 Pr - M. Garrison
440	04/22/2020	Claims	6291	11730	NI GOVERNMENT SERVICES, INC	30.20	Invoice # 0031357028
					001 - 522 20 41 001 - Satellite Phone	30.20	March 2020 Satellite Phone
441	04/22/2020	Claims	6291	11731	NW NATURAL	257.44	Account # 2074612-9
					001 - 522 50 45 091 - Gas (St 91)	257.44	Usage 03/17/2020 - 04/15/2020
442	04/22/2020	Claims	6291	11732	PACIFIC TRUCK & TRAILER SERVICE, INC	3,590.47	Invoice # 2020-31273; Invoice # 2020-31282; Invoice # 2020-31287; Invoice # 2020-31288
					001 - 522 60 47 001 - Emergency Generators Repair	1,409.03	ST 91 Annual Genset Service
					001 - 522 60 48 000 - Vehicle Repair & Maint	236.72	Utility Trailer TR93 - Rewired Trailer & Replaced Blown Fuses
					001 - 522 60 48 001 - T93 (1001)	532.86	APP # 1001- Annual Inspection And Service.
					001 - 522 60 48 010 - T95 (1010)	1,411.86	Annual Vehicle Inspection And Service. Replaced Cracked Windshield Washer Reservoir And Repair Sticking Pressure Relief Valve.
443	04/22/2020	Claims	6291	11733	STAPLES ADVANTAGE	180.21	Invoice # 3443773285

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

04/16/2020 To: 04/30/2020

Time: 15:18:15 Date: 04/28/2020
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 10 30 000 -		Office Supplies	180.21	Office Supplies: CAT5 Cable, Patch Cable, Binderclips And Black Toner
444	04/22/2020	Claims	6291	11734	TLC TOWING	379.40	Invoice # 130011
			001 - 522 60 48 020 -		E91 (1020)	379.40	Winching Service For E91 RE: SE Robinson Road
445	04/22/2020	Claims	6291	11735	VFIS c/o M&T Bank	2,308.00	Invoice # 175048119; Invoice # 209847119
			001 - 522 20 46 000 -		Bldgs/Liability/Equip Insuran	500.00	Invoice # 175048119 Special Risk 05/25/2020 - 05/25/2021 Policy # 9908-17-27-20
			001 - 522 20 46 000 -		Bldgs/Liability/Equip Insuran	1,808.00	Invoice # 209847119 Accident & Sickness 05/25/2020 - 05/25/2021 Policy # CFP 5348-0388E-03
446	04/22/2020	Payroll	6291	11736	OPEIU Local 11	58.30	Pay Cycle(s) 04/25/2020 To 04/25/2020 - OPEIU Dues
			001 - 589 99 99 000 -		Payroll Clearing	29.15	
			001 - 589 99 99 000 -		Payroll Clearing	29.15	
447	04/22/2020	Payroll	6291	11737	TRUSTEED PLANS SERVICE CORPORATION	957.48	Pay Cycle(s) 04/10/2020 To 04/25/2020 - Disability - FF
			001 - 522 20 26 001 -		FF Disability	90.05	
			001 - 522 20 26 001 -		FF Disability	103.20	
			001 - 522 20 26 001 -		FF Disability	94.44	
			001 - 522 20 26 001 -		FF Disability	85.66	
			001 - 522 20 26 001 -		FF Disability	111.96	
			001 - 522 20 26 001 -		FF Disability	94.44	
			001 - 522 20 26 001 -		FF Disability	111.96	
			001 - 522 20 26 001 -		FF Disability	94.44	
			001 - 522 20 26 001 -		FF Disability	81.28	
			001 - 522 20 26 001 -		FF Disability	90.05	
448	04/22/2020	Payroll	6291	11738	TRUSTEED PLANS SERVICE CORPORATION	23,419.51	Pay Cycle(s) 04/10/2020 To 04/25/2020 - PPO-100; Pay Cycle(s) 04/10/2020 To 04/25/2020 - Kaiser; Pay Cycle(s) 04/10/2020 To 04/25/2020 - Dental
			001 - 522 10 22 001 -		Admin Medical Insurance	1,363.51	
			001 - 522 10 22 001 -		Admin Medical Insurance	1,586.37	
			001 - 522 10 22 001 -		Admin Medical Insurance	1,586.37	
			001 - 522 10 22 001 -		Admin Medical Insurance	92.83	
			001 - 522 10 22 001 -		Admin Medical Insurance	92.83	
			001 - 522 10 22 001 -		Admin Medical Insurance	92.83	
			001 - 522 20 22 001 -		FF Medical Insurance	1,838.36	
			001 - 522 20 22 001 -		FF Medical Insurance	1,421.60	
			001 - 522 20 22 001 -		FF Medical Insurance	1,820.83	
			001 - 522 20 22 001 -		FF Medical Insurance	1,820.83	
			001 - 522 20 22 001 -		FF Medical Insurance	1,820.83	
			001 - 522 20 22 001 -		FF Medical Insurance	722.50	
			001 - 522 20 22 001 -		FF Medical Insurance	1,820.83	
			001 - 522 20 22 001 -		FF Medical Insurance	722.50	
			001 - 522 20 22 001 -		FF Medical Insurance	1,421.60	
			001 - 522 20 22 001 -		FF Medical Insurance	1,820.83	
			001 - 522 20 22 001 -		FF Medical Insurance	84.97	
			001 - 522 20 22 001 -		FF Medical Insurance	147.40	
			001 - 522 20 22 001 -		FF Medical Insurance	147.40	
			001 - 522 20 22 001 -		FF Medical Insurance	147.40	
			001 - 522 20 22 001 -		FF Medical Insurance	147.40	
			001 - 522 20 22 001 -		FF Medical Insurance	53.54	

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

04/16/2020 To: 04/30/2020

Time: 15:18:15 Date: 04/28/2020
Page: 3

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 522 20 22 001		- FF Medical Insurance	147.40	
		001 - 522 20 22 001		- FF Medical Insurance	53.54	
		001 - 522 20 22 001		- FF Medical Insurance	84.97	
		001 - 522 20 22 001		- FF Medical Insurance	147.40	
		001 - 589 99 99 000		- Payroll Clearing	10.00	
		001 - 589 99 99 000		- Payroll Clearing	303.67	
		001 - 589 99 99 000		- Payroll Clearing	174.77	
		001 - 589 99 99 000		- Payroll Clearing	274.59	
		001 - 589 99 99 000		- Payroll Clearing	10.00	
		001 - 589 99 99 000		- Payroll Clearing	274.59	
		001 - 589 99 99 000		- Payroll Clearing	274.59	
		001 - 589 99 99 000		- Payroll Clearing	10.00	
		001 - 589 99 99 000		- Payroll Clearing	274.59	
		001 - 589 99 99 000		- Payroll Clearing	174.77	
		001 - 589 99 99 000		- Payroll Clearing	274.59	
		001 - 589 99 99 000		- Payroll Clearing	7.86	
		001 - 589 99 99 000		- Payroll Clearing	23.46	
		001 - 589 99 99 000		- Payroll Clearing	23.46	
		001 - 589 99 99 000		- Payroll Clearing	23.46	
		001 - 589 99 99 000		- Payroll Clearing	23.46	
		001 - 589 99 99 000		- Payroll Clearing	23.46	
		001 - 589 99 99 000		- Payroll Clearing	23.46	
		001 - 589 99 99 000		- Payroll Clearing	7.86	
		001 - 589 99 99 000		- Payroll Clearing	23.46	
449	04/22/2020	Payroll	6291	11739 WASHINGTON COUNCIL OF POLICE	50.00	Pay Cycle(s) 04/10/2020 To 04/25/2020 - WACOPS Invoice # 19232
		001 - 522 20 26 001		- FF Disability	5.00	
		001 - 522 20 26 001		- FF Disability	5.00	
		001 - 522 20 26 001		- FF Disability	5.00	
		001 - 522 20 26 001		- FF Disability	5.00	
		001 - 522 20 26 001		- FF Disability	5.00	
		001 - 522 20 26 001		- FF Disability	5.00	
		001 - 522 20 26 001		- FF Disability	5.00	
		001 - 522 20 26 001		- FF Disability	5.00	
		001 - 522 20 26 001		- FF Disability	5.00	
		001 - 522 20 26 001		- FF Disability	5.00	

001 General Fund	34,553.33	
	34,553.33	Claims: 10,068.04 Payroll: 24,485.29

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

04/16/2020 To: 04/30/2020

Time: 15:19:39 Date: 04/28/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
388	04/17/2020	Claims	6291	EFT	STATE OF WASHINGTON DEPARTMENT OF REVENUE	222.22	Written From Use Tax Report
397	04/25/2020	Payroll	6291	EFT		2,020.19	
398	04/25/2020	Payroll	6291	EFT		6.92	
399	04/25/2020	Payroll	6291	EFT		117.88	
400	04/25/2020	Payroll	6291	EFT		2,569.94	
401	04/25/2020	Payroll	6291	EFT		69.26	
402	04/25/2020	Payroll	6291	EFT		2,807.78	
403	04/25/2020	Payroll	6291	EFT		603.29	
404	04/25/2020	Payroll	6291	EFT		13.85	
405	04/25/2020	Payroll	6291	EFT		2,314.59	
406	04/25/2020	Payroll	6291	EFT		3,455.16	
407	04/25/2020	Payroll	6291	EFT		746.50	
408	04/25/2020	Payroll	6291	EFT		797.63	
409	04/25/2020	Payroll	6291	EFT		2,023.76	
410	04/25/2020	Payroll	6291	EFT		2,456.18	
411	04/25/2020	Payroll	6291	EFT		283.97	
412	04/25/2020	Payroll	6291	EFT		27.70	
413	04/25/2020	Payroll	6291	EFT		34.63	
414	04/25/2020	Payroll	6291	EFT		1,548.78	
415	04/25/2020	Payroll	6291	EFT		353.65	
416	04/25/2020	Payroll	6291	EFT		13.85	
417	04/25/2020	Payroll	6291	EFT		235.77	
418	04/25/2020	Payroll	6291	EFT		2,666.19	
419	04/25/2020	Payroll	6291	EFT		536.09	
420	04/25/2020	Payroll	6291	EFT		353.65	
421	04/25/2020	Payroll	6291	EFT		844.29	
422	04/25/2020	Payroll	6291	EFT		226.00	
423	04/25/2020	Payroll	6291	EFT		2,258.49	
424	04/25/2020	Payroll	6291	EFT		595.61	
425	04/25/2020	Payroll	6291	EFT		2,639.39	
426	04/25/2020	Payroll	6291	EFT		2,207.90	
427	04/25/2020	Payroll	6291	EFT		1,773.65	
428	04/25/2020	Payroll	6291	EFT	IAFF2444	677.86	Pay Cycle(s) 04/25/2020 To 04/25/2020 - IAFF Dues
429	04/20/2020	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	11,296.34	Pay Cycle(s) 04/25/2020 To 04/25/2020 - DComp; Pay Cycle(s) 04/25/2020 To 04/25/2020 - PERS2; Pay Cycle(s) 04/25/2020 To 04/25/2020 - PERS3; Pay Cycle(s) 04/25/2020 To 04/25/2020 - LEOFF2
430	04/20/2020	Payroll	6291	EFT	IRS	7,276.63	941 Deposit for Pay Cycle(s) 04/25/2020 - 04/25/2020
431	04/20/2020	Payroll	6291	EFT	OR Department of Revenue	502.00	Pay Cycle(s) for OR Tax04/25/2020 - 04/25/2020
001 General Fund						56,577.59	
						56,577.59	Claims: 222.22 Payroll: 56,355.37

Chief's Report

5-5-2020

Calls since last Commissioner meeting: 47

EMS: 33 (4 in CWFD)

Fire: 4 (1 in CWFD)

Other: 10 (5 in CWFD)

Calls YTD: 2020- 364

Mutual and Auto aid calls into CWFD: 21%

Staff Overtime Numbers:

Budget Amount: \$87,000.00

Used YTD: \$50,789.73

% Used: 58.38%

- Brown outs since last meeting: 0

4 callback shifts (1-Sick, 3-Vac)
Covered by 4 OT Shifts

- Continuing to have teleconference meetings with the Clark County Fire Chiefs, the Operation Chiefs and with the MPD's Office to stay updated on the COVID-19 response.
- Crews responded to a shop fire up on George Road on Wednesday the 22nd in the early morning hours. It appears that the fire may have started in a camp trailer parked next to the shop. The trailer and shop were heavily involved when the first engine arrived. The camp trailer and shop were a total loss. The Clark County Fire Marshal is investigating. Crews did a wonderful job in protecting the exposures of the surrounding property. There were no reported injuries. CWFD and VFD responded with automatic aid.
- We have started the review of all the operational Rules and Regulations with the Line Officers. They will forward all suggestions for change for my review and consideration.
- Working with the Homeowner associations for Livingston/Spud Mountain to re-establish their "Fire Wise" certification with DNR.

AC Jacobs Report

5-5-2020

Production date for our new squad chassis to be determined. Ford is currently making preparations to restart production. If they stay with the previous schedule, our chassis should be built in the first week.

EST/ tender training will be scheduled as soon as it is safe to do.

May DOC training 5-11-20 Sta. 91 7 PM. (cancelled).

Safety Report

Last safety committee meeting was 1-15-2020.

The safety committee meeting scheduled for 3-24-2020 was rescheduled to 4-23-2020 Sta. 91 7:30 PM. And will be rescheduled for some time in May.

One reported accident since the last board meeting, the right mirror was broken on E91 by a shrub while responding to a medical call.

**EAST COUNTY FIRE & RESCUE
RESOLUTION NO. 265-05052020
(PRIMARY ELECTION)
RESOLUTION TO SUBMIT AN EMS LEVY**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF EAST COUNTY FIRE & RESCUE PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE DISTRICT AT THE PRIMARY ELECTION TO BE HELD WITHIN THE DISTRICT ON AUGUST 4, 2020 IN CONJUNCTION WITH THE STATE PRIMARY ELECTION TO BE HELD ON THE SAME DATE, OF A PROPOSITION AUTHORIZING THE CONTINUATION OF AN EMERGENCY MEDICAL SERVICES PROPERTY TAX LEVY NOT TO EXCEED \$.35 PER \$1,000.00 OF TRUE AND ASSESSED VALUATION, IN ADDITION TO ITS REGULAR PROPERTY TAX LEVY, FOR A PERIOD OF SIX CONSECUTIVE YEARS BEGINNING IN 2020 AND ENDING IN 2025 AND TO BE COLLECTED IN EACH SUCCEEDING YEAR TO PROVIDE FUNDS REQUIRED BY THE DISTRICT TO ENABLE THE DISTRICT TO PROVIDE EMERGENCY MEDICAL SERVICES.

Background: WHEREAS, the District voters approved a six-year \$.35 EMS levy in 2014.

WHEREAS, it is the judgment of the Board of Commissioners of the District that it is essential and necessary for the protection of the health and life of the residents of the District that emergency medical services be provided by the District and that the EMS levy be continued for an additional six years.

WHEREAS, the Board of Commissioners have determined that such services will necessitate the expenditure of revenues for maintenance, operations, equipment and personnel in excess of those which can be provided by the District's regular tax levy for collection over the next six years;

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

Section 1. In order to provide emergency medical services, it is necessary that the District perform the following functions:

1.1 Obtain, operate and maintain emergency medical vehicles and facilities manned by properly trained emergency medical technicians and other medically trained personnel.

1.2 Obtain consumable medical supplies and medical appliances to equip such vehicles and facilities.

1.3 Continue to provide the level of service as deemed necessary by the Board of Commissioners of the Fire District.

Section 2. In order to provide the revenue adequate to pay the costs of providing adequate emergency medical services and facilities as described in Section 1 and to maintain reserve funds sufficient to assure the continuation of such services, the District shall levy each year for a period of six consecutive years beginning in 2020 and collect each year for a period of six consecutive years, beginning in 2021, a general tax on taxable property within the District, in addition to the regular levy for maintenance and operation costs, in an amount not to exceed \$.35 per \$1,000.00 of assessed valuation of such property.

Section 3. In accordance with RCW 84.52.069 the funds raised by such levy shall be used only for the provision of emergency medical services, including related personnel costs, service contract costs, training for such personnel, and related equipment, supplies, vehicles and structures needed for the provision of emergency medical services.

Section 4. The District electors previously approved a six year \$.35 EMS Levy in 2014.

Section 5. There shall be submitted to the qualified electors of the District for their ratification or rejection, at the primary election on August 4, 2020, in conjunction with the primary election to be held on the same date, the question of whether or not such levy for emergency medical services, in addition to the regular levy for maintenance and operation, shall be made each year for a period of six consecutive years, the first levy to be made in 2020 and to be collected in 2021. The Board of Commissioners hereby requests the auditor of Clark County, as ex-officio Supervisor of Elections to call such election and to submit the following proposition at such election, in the form of a ballot title substantially as follows:

PROPOSITION

East County Fire & Rescue - Board of Commissioners – Proposition authorizing and continuing regular emergency medical services property tax levy.

The Board of Fire Commissioners of East County Fire & Rescue adopted Resolution 265-05052020 concerning a proposition to continue its emergency medical services property tax levy.

Will East County Fire & Rescue be authorized to continue to fund emergency medical services for its citizens by imposing a regular property tax levy of \$.35 or less per \$1,000.00 of assessed valuation for a period of six consecutive years to be collected beginning in 2021?

Yes

No

Section 6. In accordance with RCW 84.52.069(2), the ballot measure is for a subsequent approval of an expiring EMS Levy and shall require a simple majority vote.

Section 7. The Board hereby assigns to the Chief or designee the task of appointing members to a committee to advocate voters' approval of the proposition and to a committee to prepare arguments advocating voters' rejection of the proposition.

Section 8. For purposes of receiving notice of any matters related to the ballot title, as provided in RCW 29A.36.080, the Board hereby designates the Chief or designee and legal counsel as the individuals to whom the County Auditor shall provide such notice.

Section 9. The Chief or designee is authorized to implement such administrative procedures as may be necessary to carry out the directives of this resolution, including modifying the text of the ballot title and any other text, language and/or descriptions relative thereto necessary to conform such ballot title, text, language and/or descriptions to the intent of the parties, consistent with the objectives of this resolution.

Section 10. The Chief, or designee, is hereby authorized and directed, no later than May 8, 2020, to provide to the County Auditor a certified copy of this resolution and the proper District officials are authorized to perform such other duties or take such other actions as are necessary or required by law to the end that the proposition described in this resolution appear on the ballot before the voters at the August 4, 2020 election.

Section 11. If any section, subsection, paragraph, sentence, clause or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

Section 12. Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

Section 13. This resolution shall take effect and be in force immediately upon its passage.

Adoption: ADOPTED by the Board of Commissioners of East County Fire & Rescue, Clark County, Washington, at an open public meeting of such Board on the 5th day of May 2020, the following commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Secretary

After Recording, return to:

LEASE WITH PURCHASE OBLIGATION

GRANTOR: EAST COUNTY FIRE & RESUE

GRANTEE: CITY OF WASHOUGAL

LEGAL DESCRIPTION (Abbreviated): Ptn of Lot 8, Block 2, RAVEN TRACTS, D/109

Assessor's Tax Parcel ID 95985167

Reference Nos. of Documents Released or Assigned: NA

This Lease with option to purchase is entered into this ____ day of _____, 2020 between EAST COUNTY FIRE & RESCUE referred to as Landlord, and the CITY OF WASHOUGAL referred to as Tenant.

1. Property.

1.1. Landlord leases the following property to the Tenant: Building and land Located at 211 39th Street Washougal, WA 98671 legally described as follows "Premises":

Lot 8, Block 2, Raven Tracts, according to the plat thereof, recorded in Volume "D" of plats, page 109, records of Clark County, Washington. EXCEPT the north 100 feet thereof, and Except the East 12 feet thereof, conveyed to Clark County, Washington for road by deed recorded under auditor's file No. G290106

And Except for the following portion to be conveyed by Landlord to Ryan Dickson and Katie L. Kemp via Quit Claim Deed during the term of this Lease.

That portion of the above referend Lot, Block 2 beginning at the southwest corner of said lot 8,

Thence north 01° 31' 47" east 177.68 feet to the northwest corner of that parcel conveyed to Clark County Fire Protection District No. 1, by document recorded under auditor's file number G499119, Clark County deed records;

Thence south 89°28' 41" east along the north line of said parcel 16.04 feet to an existing fence line, as shown on survey recorded in book 31, page 189, Clark County survey records;

Thence south 00° 47' 32" west along said fence 181.10 feet to the south line of said lot 8;

Thence north 76° 48' 41" west along said south line 15.59 feet to the point of Beginning.

Containing 2,803 square feet, more or less

2. Term. The term of this Lease shall be for up to 8 months, commencing on _____ and ending on the date the sale of the Property to the City closes, both dates inclusive, unless sooner terminated as provided in this Lease.

3. Rent.

3.1. Tenant has entered a binding purchase and sale agreement under which Tenant agrees to purchase the Premises at such time as the Landlord is able to clear title to the Premises and such Purchase and Sale Agreement constitutes adequate consideration for the monthly rent.

4. Deposit. Landlord is not requiring a security deposit.

5. Utilities. The Tenant shall pay all charges for water, gas, electricity, light, heat, power, garbage, and all other utilities which shall be charges against the premises during the term of this lease.

6. Use of Premises. The Tenant may use the property for any purpose provided Tenant shall not use or occupy or permit the Leased property to be used or occupied, nor do or permit anything to be done in or on the Leased property, in a manner which will in any way violate any certificate of occupancy affecting the Leased property, or make void or voidable any insurance then in force covering the premises, or which will make it impossible to obtain fire or other insurance on the premises, and shall not use or occupy or permit the Leased property to be used or occupied in any manner which will violate any present or future laws or regulations of any governmental authority.

7. Maintenance and Repairs. Tenant shall be solely responsible for all routine maintenance and repairs to the Premises regardless of the scope or extent of the repairs or maintenance, except maintenance or repair of major structures or systems. The parties agree to negotiate in good faith the cost of repair to major structures or systems.

8. Insurance. Tenant shall be solely responsible for providing property insurance for the premises and shall name the Landlord as an additional insured. Tenant agrees to provide evidence of commercial general liability insurance with at least one million dollar per occurrence, combined single limit coverage for all activities conducted by Tenant on the premises.

9. Alterations. No alteration, addition or improvement to the Leased property shall be made by the Tenant without the written consent of the Landlord. Any alteration, addition or improvement made by the Tenant after such consent shall have been given, and any fixtures installed as part thereof, shall at the Landlord's option become the property of the Landlord upon the expiration or sooner termination of this Lease; provided, however, that the Landlord shall have the right to require the Tenant to remove such fixtures and to restore the premises to its original condition at the Tenant's cost upon such termination of this Lease.

10. Surrender of Premises. At the expiration of the Lease term the Tenant shall vacate the premises, return all keys to Landlord, remove all personal property belonging to Tenant and

leave the Leased property in as good condition as it was in at the beginning of the term, reasonable use and wear and damage by the elements excepted.

11. Default. The occurrence of any of the following events shall constitute a default by the Tenant under this Lease (each, an “Event of Default”):

11.1. The Tenant fails to pay when due any amount required to be paid by the Tenant under this Lease and such failure continues for thirty (30) days after written notice thereof from the Landlord to the Tenant; or

11.2. The Tenant fails to observe or perform any other covenant or obligation of the Tenant under this Lease and such failure continues for thirty (30) days (or, if such default cannot reasonably be cured within thirty (30) days, for such longer period reasonably required to cure such default provided that the Tenant has within such thirty (30) days promptly commenced curing such default and diligently pursues such cure to completion) after written notice from the Landlord to the Tenant.

11.3. Abandonment of the Premises by Tenant.

12. Event of Default - Termination. Upon the occurrence of an Event of Default by the Tenant as provided above, the Landlord shall have the right to terminate this Lease.

13. Repossession. Upon termination of this Lease as provided above, or pursuant to statute, or by summary proceedings or otherwise, the Landlord may enter the premises immediately without further demand or notice, if the Landlord has not previously done so, and resume possession either by summary proceedings, or by action at law or in equity or by force or otherwise, as the Landlord may determine, without being liable in trespass or for any damages. In no event shall such reentry or resumption or possession or reletting as provided below be deemed to be an acceptance or surrender of this Lease or a waiver of the rights or remedies of Landlord under this Lease.

14. Right of Entry. Landlord and its representatives may enter the Premises at any reasonable time for the purpose of inspecting the premises, making repairs or improvements, supplying necessary or agreed services or showing the unit to prospective or actual purchasers, mortgagees, Tenants, workers or contractors.

15. Fire or Casualty Loss. In the event of damage by fire or other casualty to the premises, without the fault of the Tenant, if the damage is so extensive as to amount practically to the total destruction of the Leased property, this Lease shall cease, and the rent shall be apportioned to the time of the damage. In all other cases where the Leased property is damaged by fire or other casualty without the fault of the Tenant, the Landlord shall repair the damage with reasonable dispatch, and if the damage has rendered the Leased property untenable, in all or in part, there shall be an apportionment of the rent until the damage has been repaired.

16. Non-Liability of Landlord. This Lease is entered into on the express condition that the Landlord shall be free from all liabilities and claims for damages and suit for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the

personal property of Tenant, its agents or employees, or third persons, from any cause or causes whatsoever, except for injuries or damages arising from the negligence of the Landlord, its agents or employees, while in or on the premises during the term of this Lease or occasioned by any occupancy or use of the premises or any activity carried on by Tenant in connection with the premises. Tenant agrees to indemnify and save harmless the Landlord from all liabilities, charges, expenses, attorneys fees and costs on account of or by reason of any such injuries, liabilities, claims, suits or losses however occurring.

17. Assignment. The Tenant shall not assign this Lease or sublet the premises or any part of the premises without first obtaining the written consent of the Landlord.

18. Service of Notices. All notices required by this agreement and applicable state or local law must be in writing and must be sent by certified mail to the last address of the party to whom notice is to be given, as designated by such party in writing.

18.1. The Landlord's address is _____.

18.2. The Tenant's address is _____.

19. Obligation to Purchase. In consideration of the mutual agreements and promises set forth herein Tenant agrees to close the sale of the Premises on the terms contained in the October 2, 2019 Purchase and Sale Agreement as amended between Tenant and Landlord at such time as Landlord notifies Tenant that the neighboring property encroachment identified as Exception 6 on Schedule B, Part II of the preliminary commitment of title insurance issued by Fidelity National Title Company of Washington, Inc under Commitment No. 612856071 has been resolved and removed as an exception.

20. Recording. This Agreement may be recorded with the Clark County Recorders Office at the expense of the party recording it.

21. Costs and Attorney's Fees. In the event any action, suit or proceeding is instituted in regards to the performance of the terms and provisions of this agreement or because of any breach or default on the part of either party in the performance of any of the provisions of this agreement, then the losing party shall pay the prevailing party's reasonable costs and attorney's fees in connection thereof.

22. Entire Agreement. The foregoing constitutes the entire agreement between the parties with respect to the subject matter of this Agreement and may not be modified or amended except by writing signed by all parties affected by the modification or amendment sought by any party.

23. Successors. This Agreement shall inure to the benefit of and be binding on all parties and upon their respective heirs, executors, administrators, personal representatives, successors and assigns.

LANDLORD

TENANT

EAST COUNTY FIRE

CITY OF WASHOUGAL

& RESCUE

By:
