

# **EAST COUNTY FIRE & RESCUE**

## **REGULAR BOARD OF FIRE COMMISSIONERS MEETING**

**October 18, 2016**

**Station 91**

**7 PM**

### **AGENDA**

#### **CALL TO ORDER:**

Flag Salute

#### **GUESTS:**

#### **AGENDA ADJUSTMENTS:**

#### **CONSENT AGENDA:**

1. Approval of October 4, 2016 Regular Board Meeting Minutes
2. Approval of October 4, 2016 Local BVFF&RO Meeting Minutes
3. Approval of October 18, 2016 Financial Statement
4. Excuse Absent Commissioner(s):

#### **OPEN TO PUBLIC:**

#### **CORRESPONDENCE:**

#### **STAFF REPORT:**

Interim Chief Al Gillespie  
Assistant Chief Jacobs

#### **VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

#### **SAFETY REPORT:**

#### **FIRE DISTRICT BUSINESS:**

Planning Group Workshop  
Executive Search Committee  
FY2017 Draft Budget  
BIAS Software Proposals  
Consider Proposed Interlocal Agreement

(See Reverse)

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**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:**

RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

**ADJOURNMENT:**

Next Regular Board Meeting: November 1, 2016, Station 91, 7 PM

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

**October 4, 2016**

**Station 91**

**7 PM**

**Draft Minutes**

**ATTENDANCE:**

Martha Martin  
Tom Gianatasio  
Kacie Jones

Mike Taggart  
Robert Jacobs  
Tad Crum

Sherry Petty  
Mike Berg  
Richard Hamby

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

Flag Salute

**GUESTS:**

None

**AGENDA ADJUSTMENTS:**

None

**CONSENT AGENDA:**

1. Approval of September 20, 2016 Regular Board Meeting Minutes
2. Approval of September 20, 2016 Local BVFF&RO Meeting Minutes
3. Approval of September 19, 2016 Special Workshop Minutes
4. Approval of September 19, 2016 Financial Statement
5. Excuse Absent Commissioner(s):

**Motion by Commissioner** Gianatasio to approve the consent agenda, **second by Taggart.**

**Motion passed** unanimously.

**OPEN TO PUBLIC:**

Nothing

**CORRESPONDENCE:**

None

**STAFF REPORT:**

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

**VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

Nothing

**SAFETY REPORT:**

Chief Jacobs announced the next Safety Committee meeting will be October 25<sup>th</sup>.

**FIRE DISTRICT BUSINESS:**

**Planning Group Workshop:**

The last workshop was September 25<sup>th</sup>. Topics included the budget and proposed interlocal agreement. The next workshop is scheduled for October 25<sup>th</sup>, 6:00PM at Station 91.

**Executive Search Committee:**

No updates at this time

**Consider Resolution #211-10042016 Transfer Funds to Apparatus Reserve Account:**

Commissioner Martin summarized the resolution, which calls for moving the proceeds of the sale of Station 96 to the apparatus replacement fund. **Motion by Commissioner Taggart to approve the resolution, seconded by Gianatasio. Motion Passed.**

**Consider Resolution #212-10042016 Transfer Funds:**

Commissioner Martin summarized the resolution, which calls for refunding and amount from the proceeds of the sale of Station 96 to the 2016 budget. **Motion by Commissioner Taggart to approve the resolution, seconded by Gianatasio. Motion Passed.**

**FY2017 Draft Budget:**

Commissioner Martin inquired about declaring Substantial Need in regards to the Implicit Price Deflator. The budget will continue to be discussed at future workshops and meetings.

**Consider Proposed Interlocal Agreement:**

Commissioner Gianatasio advised that the proposed agreement has not been proffered by the Camas city Council yet. This potential moves the timeline back a week, but Commissioner Martin will inquire with Mayor Higgins to be sure.

**COMMISSIONER COMMENTS:**

Commissioner Taggart received some information on the grant that he has been looking into. There is a meeting about the grant coming up soon that he hopes to attend.

**OPEN TO PUBLIC:**

Nothing

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

Nothing

**ROUND TABLE:**

Commissioner Martin inquired as to whether there are any plans in place for a holiday party this year.

**EXECUTIVE SESSION:**

RCW 42.31.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The Board went into executive session at 19:25. Anticipated return of 19:40.  
An extension was announced to 19:45.  
The board reconvened at 19:45

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

**ADJOURNMENT:      19:48**

\_\_\_\_\_  
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**

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

**Draft Minutes  
October 4, 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

Mike Taggart  
Robert Jacobs  
Tad Crum

Sherry Petty  
Mike Berg  
Richard Hamby

### **BUSINESS:**

There is no business tonight.

### **ADJOURNMENT:**

The Local Board adjourned at 7:59 PM.

Respectfully Submitted,

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

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

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

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**Martha Martin**, Chairperson  
Mike Taggart, Alternate

### **DISTRICT SEAL:**

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

**East County Fire Rescue**  
**September 30, 2016**  
**2016 General Operating Budget**

		<b>Current</b>		
		<b>Month</b>	<b>YTD</b>	
	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>	<b>%</b>
<b>Revenues</b>				
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	33,491.11	1,134,822.25 56.75
311100-002-0000	Property Tax - Delinquent	10,000	0.00	0.00 0.00
311105-000-0000	Admin Refund	900	25.61	932.55 103.62
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	99.00	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	0.00	0.00 0.00
361109-000-0000	Interest Earnings	5,500	1,097.54	8,266.37 150.30
361320-000-0000	Unrlzd Gain (loss) on investme	0	240.16	5,065.28 0.00
362400-000-000	Short Term Rent	0	400.00	400.00 0.00
362501-000-0000	DNR Timber Rents	13,080	355.67	19,584.03 149.73
367000-000-0000	Contributions & Donations	400	10.00	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	440,740.84	440,740.84 100.00
	<b>Total Revenues</b>	<b>2,863,912</b>	<b>476,459.93</b>	<b>1,879,306.98 65.62</b>

# East County Fire Rescue

## September 30, 2016      Current

### 2016 General Operating Budget

		Budget	Month Actual	YTD Actual	%
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**Expenses**

511600-110	Legislative Salaries	54,720	1,938.00	21,090.00	38.54
511600-210	Commissioner Benefits	4,460	153.13	1,666.13	37.36
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/Membershi	2,800	0.00	2,358.00	84.21
511600-496	Commissioner Tuition	1,000	0.00	0.00	0.00
522100-110	Miscellaneous Salaries	6,500	0.00	594.00	9.14
522100-110-FT	Salaries Full-time	644,730	52,558.00	475,935.92	73.82
522100-110-PT	Salaries Part-time	155,154	13,419.10	106,400.20	68.58
522100-120	Volunteer Pay	40,000	0.00	21,880.50	54.70
522100-140	Overtime	48,000	3,854.11	27,652.55	57.61
522100-210-001	Magellan - EAP	1,680	315.00	1,260.00	75.00
522100-210-002	Unemployment/Medicare FT	13,509	977.14	8,659.62	64.10
522100-210-003	Unemployment/Medicare PT	3,026	228.13	1,909.98	63.12
522100-210-004	Medicare/SS Vol	4,207	0.00	1,675.45	39.83
522100-211-FT	LEOFF/PERS/Disability FT	50,592	3,835.76	37,040.20	73.21
522100-211-PT	PERS PT	17,347	1,500.24	12,229.03	70.50
522100-213	Deferred Comp	19,645	1,589.48	14,004.04	71.29
522100-221	Medical Insurance	159,161	12,039.56	114,177.44	71.74
522100-221-001	VEBA	8,100	404.38	8,504.38	104.99
522100-222-FT	Labor & Industries FT	32,219	1,906.70	17,250.35	53.54
522100-222-PT	Labor & Industries PT	11,692	706.21	6,333.67	54.17
522100-251	Uniforms LD	4,000	987.65	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	0.00	442.37	29.49
522200-322	Cleaning and Sanitation	1,500	0.00	1,055.50	70.37
522200-324	Food and Water	1,200	0.00	668.92	55.74
522200-326	Expendable Equipment	2,000	0.00	1,628.06	81.40
522200-327	Computer/Software/Supplies	3,000	269.24	2,153.34	71.78
522200-328	Turn-Outs JT	6,000	0.00	740.82	12.35



# East County Fire Rescue

September 30, 2016 **Current**

2016 General Operating Budget **Month**

**YTD**

		<b>Budget</b>	<b>Actual</b>	<b>Actual</b>	<b>%</b>
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	228.85	15.26
522200-329-001	Address Signs ZA	150	0.00	119.50	79.67
522200-339	Bldg Supplies/Facility Misc	1,500	75.87	281.44	18.76
522200-359	Other Equipment	6,000	0.00	1,655.57	27.59
522200-359-001	Tech Rescue Equipment DB	4,000	0.00	730.02	18.25
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	873.88	6,601.32	44.01
522200-412	Legal Services	10,000	495.00	3,813.75	38.14
522200-414	Medical/Drug Screen/Consortiur	8,000	1,389.00	2,489.00	31.11
522200-419	Professional Services	33,600	239.00	2,569.44	7.65
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	86,000.00	81.13
522200-422	Postage	400	16.00	213.36	53.34
522200-423	Radio Dispatch	57,000	0.00	42,321.37	74.25
522200-426	UPS/Federal Express	150	0.00	109.63	73.09
522200-427	Incentives and Awards	1,500	61.65	418.97	27.93
522200-429-001	Pagers	900	52.74	589.47	65.50
522200-429-002	Satellite Phone	375	31.69	243.09	64.82
522200-429-003	Verizon MDC Cards	960	80.02	618.33	64.41
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	0.00	0.00
522200-446	Taxes and Assesments	2,500	0.00	2,064.51	82.58
522200-453	Hydrant/Fireline	500	86.92	347.68	69.54
522200-462	Bldgs/Liability/Equip Insuranc	42,000	0.00	4,500.85	10.72
522200-465	Volunteer Pensions	3,000	0.00	900.00	30.00
522200-482-002	Fire Extinguisher Maint ZA	1,100	0.00	0.00	0.00
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
522200-482-007	Copier Mtce	900	72.05	354.37	39.37
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	0.00	0.00	0.00
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

# East County Fire Rescue

September 30, 2016     **Current**

2016 General Operating Budget		Month Budget	Actual	YTD Actual	%
522200-485-000	Vehicle Repair & Maint DT	2,700	0.00	1,144.99	42.41
522200-485-001	T93	2,250	0.00	0.00	0.00
522200-485-009	E94	3,600	0.00	128.35	3.57
522200-485-010	T95	2,250	0.00	940.48	41.80
522200-485-011	S96	3,600	0.00	645.24	17.92
522200-485-012	U93	675	0.00	1,431.18	212.03
522200-485-013	S94	3,600	417.67	417.67	11.60
522200-485-014	E91	3,600	343.79	791.31	21.98
522200-485-016	U91	675	0.00	195.60	28.98
522200-485-018	U92	675	0.00	23.83	3.53
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	2,861.89	2,861.89	127.20
522200-485-915	U94	675	0.00	593.59	87.94
522200-485-916	E95	3,600	4.33	4,322.70	120.08
522200-485-917	S91	3,600	0.00	1,325.57	36.82
522200-485-918	S93	1,800	258.27	2,043.14	113.51
522200-485-919	T91	2,250	0.00	2,201.11	97.83
522200-485-999	Small Engine Repair MH	4,000	50.94	961.48	24.04
522200-487	Computer Maint & Repair LD	5,670	0.00	4,012.75	70.77
522200-491	Dues/Memberships	3,200	0.00	2,615.00	81.72
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	0.00	725.35	48.36
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	84.23	328.13	65.63
522400-433	Travel	500	0.00	0.00	0.00
522400-435	Meals	3,500	46.00	2,055.00	58.71
522400-438	Lodging	3,000	0.00	1,413.30	47.11
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	869.76	30,465.86	21.76

# East County Fire Rescue

September 30, 2016 Current

2016 General Operating Budget		Month	YTD		
		Budget	Actual	Actual	%
522591-419	Monitoring (St 91)	540	0.00	893.69	165.50
522591-421	Comcast Tel/Internet (St 91)	4,000	307.64	2,458.92	61.47
522591-471	Electrical & Heating (St 91)	7,000	629.06	4,513.95	64.49
522591-472	Garbage (St 91)	1,400	107.54	857.30	61.24
522591-473	Gas (St 91)	3,500	58.52	1,738.41	49.67
522591-476	Water & Sewer (St 91)	1,000	167.82	658.92	65.89
522592-471	Electrical & Heating (St 92)	1,000	42.00	452.00	45.20
522593-419	Monitoring (St 93)	400	0.00	285.99	71.50
522593-421	Comcast Tel/Internet (St 93)	1,700	0.07	1,156.92	68.05
522593-471	Electrical & Htg (St 93)	5,000	403.00	2,904.00	58.08
522593-472	Garbage (St 93)	150	0.00	112.12	74.75
522594-419	Monitoring (St 94)	635	0.00	476.55	75.05
522594-421	Comcast Tel/Internet (St 94)	2,500	0.13	1,739.69	69.59
522594-471	Electric & Heating (St 94)	5,500	352.00	2,552.00	46.40
522594-472	Garbage (St 94)	685	56.92	455.36	66.48
522595-419	Monitoring (St 95)	540	0.00	0.00	0.00
522595-421	Comcast Telephone (St 95)	900	74.90	598.94	66.55
522595-471	Electrical & Heating (St 95)	1,600	104.28	1,048.19	65.51
522595-473	Gas (St 95)	1,000	19.58	338.21	33.82
522595-476	Water & Sewer (St 95)	1,600	0.00	1,088.43	68.03
522596-471	Electric & Heating (St 96)	600	21.65	202.28	33.71
525600-359	Disaster Preparedness SK	150	0.00	0.00	0.00
594220-649	Capital Purchases	4,600	1,361.50	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	0.00	0.00	0.00
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
6291-2 Cap Res	Transfer to Capital Reserve	20,484	0.00	0.00	0.00
<b>Total Expenses</b>		<b>2,863,912</b>	<b>118,799.14</b>	<b>1,209,363.99</b>	<b>42.23</b>

# Staff Report

Submitted by

Al H Gillespie

Interim Executive Fire Chief

18 October 2016

15 September through 12 October 2016

## Operations

- 68 Incidents since 15 September.
  - 2 Fire
  - 0 Overpressure, Rupture, Explosion, Overheat
  - 38 EMS
  - 9 MVA's
  - 1 MVA Cleanup or Hazardous Condition, Electrical
  - 2 Public Service, Assist Invalid, Police Matter, Unauthorized burning or Lockout
  - 16 Good intent, no incident found or Cancelled Enroute
  - 0 Smoke Detector unintentional, False Alarm or Call, Alarm System Malfunction
  - 0 Flood assist, Citizen Compliant, or Special type of incident
  
- Year to Date: All calls 719
  - All Fire Calls
    - 32
  - Overpressure, Rupture, Explosion, Overheat
    - 0
  - EMS Calls excluding MVA
    - 387
  - MVA with or without injury, Rescue
    - 72
  - MVA Cleanup or Hazardous Condition, Electrical
    - 10
  - Public Service, Assist Invalid, Police Matter, Unauthorized burning or Lockout
    - 38
  - Good Intent, Cancelled Enroute, No Incident Found, Smoke Scare, Authorized Controlled Burn, Steam Vapor, Fog or Dust Thought to be Smoke
    - 164
  - Smoke Detector unintentional, False Alarm or Call, Alarm System Malfunction
    - 16
  - Flood assist, Citizen Compliant, or Special type of incident
    - 1

## Brownouts at Station 94:

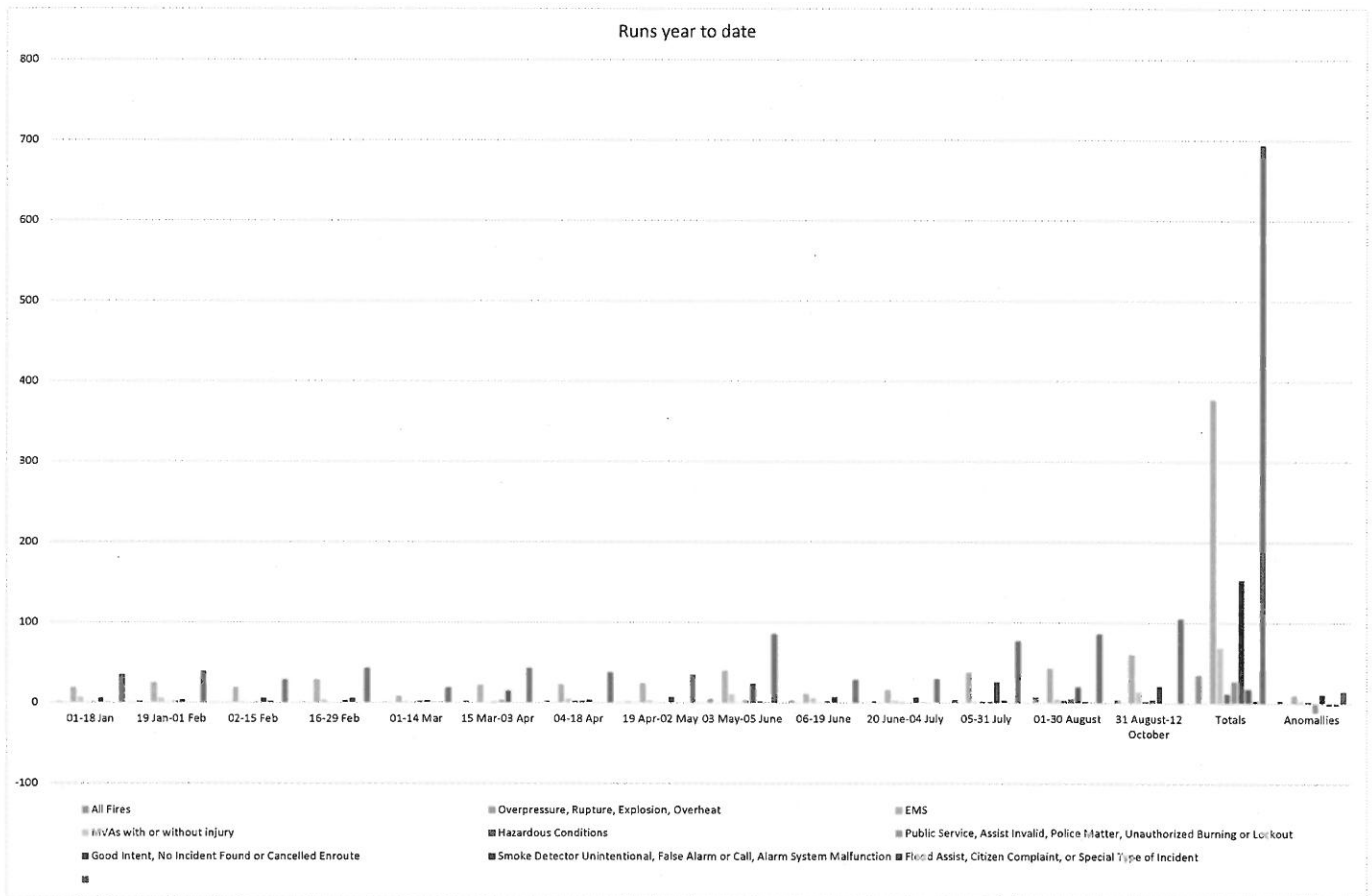
- There were 3 brownouts during this time
  - 24 hours 30 September
  - 06 hours 01 October
  - 12 hours 10 October

Overtime:

- \$2,157.08 through 25 January
- \$1,001.55 26 January through 10 February
- \$3,477.49 11 February through 25 February
- \$583.83 26 February through 10 March
- \$1,154.27 11 March through 25 March
- \$789.28 26 March through 08 April
- \$1,782.48 09 April through 25 April
- \$144.90 26 April through 10 May
- \$2,340.12 11 May through 25 May
- \$1,708.21 26 May through 10 June
- \$1,368.68 11 June through 24 June
- \$1,357.31 25 June through 08 July
- \$2,102.41 09 July through 25 July
- \$1,142.46 26 July through 25 August
- \$1,096.76 26 August through 09 September
- \$3,844.11 10 September through 07 October
- \$27,942.75 year to date

Approximately 58% of annual overtime budget

9 months would equate to approximately 75% of annual budget



# East County Fire Rescue FY 2017 General Operating Budget

Revenues		2014		2015		2016		2017	
		Budget Amt.	YTD July 31	Budget Amt.	YTD July 31	Budget Amt.	YTD July 31	Budget Amt.	YTD July 31
308100-000-0000	Fund Transfer 6291-4	\$ 150,692.59		0.00		\$ 150,000	\$ 98,307.00	0	0
308800-001-0000	Beg Bal Previous Year Rollover	0.00		0.00		1,999,536	1,093,836.87	0	0
311100-000-0000	Property Tax Collected	1,652,754.74		1,800,660.15		10,000	0.00	400	150.00
311100-002-0000	Property Tax - Delinquent	0.00		0.00		5	901.13	50	50.00
311105-000-0000	Admin Refund	1.86		1.58		2,400	3,592.64	50	50.00
317200-000-0000	Leasehold Excise Tax	2,712.88		3,838.74		3,000	4,464.32	50	50.00
317400-000-0000	Timber Excise Tax	15,432.04		11,349.64		0	0.00	50	50.00
331970-001-0000	SAFER Grant Recruit	98,917.00		58,899.00		20,000	0.00	400	150.00
331970-002-0000	Hose and Nozzle Grant			2,455.00		200	200.70	50	50.00
332156-000-0000	Wildlife-In Lieu of Taxes	215.00		185.49		0	0.00	50	50.00
333000-000-0000	Indirect Federal Grants	724.75		0.00		2,500	0.00	50	50.00
334013-000-0000	WSP FF1 Reimbursement	5,400.00		2,700.00		1,350	1,290.00	50	50.00
334049-000-0000	Grants State/DOH	1,473.00		1,341.00		200	425.93	50	50.00
342202-002-0000	Budget Reimb/Accts Receivable	6,584.99		270.11		1,500	0.00	50	50.00
342202-003-0000	BVFF	1,300.00		1,300.00		1,000	0.00	50	50.00
342210-000-000	Fire Protection Services	849.00		239.15		90,260	33,124.35	50	50.00
342210-001-0000	Fire Services MOB-Personnel	143,481.79		60,055.11		25,000	16,618.95	50	50.00
342210-002-0000	Fire Services MOB-Equipment	39,482.48		51,841.19		5,500	0.00	50	50.00
342210-003-0000	WMX	3,278.34		3,733.60		600	0.00	50	50.00
342210-004-0000	Jentegaard	597.26		582.04		3,500	6,133.70	50	50.00
342252-000-0000	EMMS Revenue	125.62		30.22		0	5,805.61	50	50.00
361109-000-0000	Interest Earnings	5,280.56		6,763.77		10,000	14,681.38	50	50.00
361320-000-0000	Unrtzd Gain (loss) on investme	(1,090.81)		(3,668.17)		400	146.00	50	50.00
362501-000-0000	DNR Timber Rents	15,585.44		17,862.85		146.00	146.00	50	50.00
367000-000-0000	Contributions & Donations	37,994.53		190.00		1300.0%	1300.0%	50	50.00
369100-000-0000	Sale of Junk & Salvage	541.50		0.00		50.00	50.00	50	50.00
369900-000-0000	Other Misc. Revenue	132.30		0.30		50.00	50.00	50	50.00

**East County Fire Rescue**  
**FY 2017**  
**General Operating Budget**

	2014	2015	2016		2017			
395100-00-000	DNR Timber Sales	1,781.99	59,823.64	1,000	188,683.25	18868.3%	\$	1,000.00
395200-000-0000	Insurance Claim	31,205.63	685.12				\$	0.00
<b>Total Revenues</b>		<b>2,215,454.48</b>	<b>2,083,154.53</b>	<b>2,330,067</b>	<b>1,468,911.83</b>	<b>63.0%</b>		<b>2,199,351.00</b>



# East County Fire Rescue

## FY 2017

### General Operating Budget

2014                      2015                      2016                      2017

#### Expenses

511600-110	Legislative Salaries	9,519.00	18,012.00	54,720	17,214.00	31.5%	54,720
511600-210	Commissioner Benefits	754.42	1,467.49	4,460	1,359.92	30.5%	4,350
511600-433	Commissioner Mileage		136.62	350	0.00	0.0%	350
511600-435	Commissioner Meals		442.00	500	0.00	0.0%	500
511600-438	Commissioner Lodging		1,464.11	1,200	0.00	0.0%	1,200
511600-491	Commissioner Dues/Membership	2,050.00	2,300.00	2,800	2,358.00	84.2%	2,800
511600-496	Commissioner Tuition		1,390.00	1,000	0.00	0.0%	1,000
522100-110	Miscellaneous Salaries	371.87	1,039.50	6,500	0.00	0.0%	6,500
522100-110-VSG	Salaries-VSG	2,589.22	1,589.13	0	0.00		0
522100-110-FT	Salaries Full-time	738,068.09	724,303.55	753,144	369,216.24	49.0%	756,200
522100-110-PT	Salaries Part-time	127,216.29	118,613.77	151,457	79,809.70	52.7%	158,493
522100-120	Quarterly Reimbursement	12,612.25	16,924.50	40,000	21,880.50	54.7%	30,000
522100-120-VSG	Quarterly Reimbursement VSG	44,358.75	18,520.50	0	0.00		0
522100-140	Overtime	23,946.18	51,113.04	48,000	21,551.48	44.9%	48,000
522100-140-VSG	Overtime-VSG	1,709.07	662.17	0	0.00		0
522100-142	Comp Time Used	113.24	293.60	0	0.00		0
522100-206-FT	PERS FT						7,316
522100-206-PT	PERS PT	12,358.82	12,335.46	14,138	9,189.13	65.0%	17,720
522100-208-FT	LEOFF/PERS	53,160.47	48,939.03	50,511	29,099.20	57.6%	38,637
522100-210-001	Magellan - EAP	1,680.00	1,435.00	1,680	945.00	56.3%	1,260
522100-210-002	Unemployment/Medicare FT	15,274.65	15,180.21	14,118	6,717.63	47.6%	15,682
522100-210-003	Unemployment/Medicare PT	2,775.10	3,204.12	2,466	1,401.27	56.8%	3,091
522100-210-004	Medicare/SS Vol	4,434.61	2,894.87	4,207	1,675.45	39.8%	2,295
522100-211	Disability						11,146
522100-213	Deferred Comp	33,459.70	27,828.47	24,847	10,944.16	44.0%	22,793
522100-213-VSG	457B Hartford VSG	1,800.00	1,256.25	0	0.00	#DIV/0!	0
522100-221	Medical Insurance	168,382.34	138,469.17	151,939	90,098.32	59.3%	163,250
522100-221-001	VEBA		5,400.00	8,100	8,100.00	100.0%	9,000

# East County Fire Rescue

## FY 2017

### General Operating Budget

	2014	2015	2016	2017			
522100-222-FT	Labor & Industries FT	20,591.78	19,427.84	24,910	13,461.59	54.0%	35,581
522100-222-PT	Labor & Industries PT	6,533.48	7,249.97	7,720	4,822.48	62.5%	11,691
522100-251	Uniforms LD	2,245.40	3,171.01	4,000	2,432.57	60.8%	4,000
522200-110	Wildland Salaries & Benefits	49,494.42	34,593.55	30,000	0.00	0.0%	2,500
522200-140	Wildland Overtime & Benefits	93,231.23	68,266.74	50,000	0.00	0.0%	2,600
522200-314	Maps/Books/ Periodicals JT	127.56	184.94	300	42.00	14.0%	200
522200-315	Office Supplies	1,113.80	2,059.72	1,500	335.25	22.4%	1,000
522200-318	Furniture/Appliances						8,300
522200-322	Cleaning and Sanitation	1,598.35	1,795.81	1,500	869.40	58.0%	1,500
522200-324	Food and Water	801.94	836.19	1,200	662.94	55.2%	1,200
522200-326	Expendable Equipment	1,425.17	1,307.85	2,000	396.93	19.8%	1,500
522200-327	Computer/Software/Supplies	4,630.87	2,020.31	2,000	1,884.10	94.2%	3,000
522200-328	Turn-Outs JT	8,743.94	1,433.32	6,000	740.82	12.3%	6,000
522200-328-VSG	Turn-Outs VSG JF	17,349.50	4,291.44	0	0.00		0
522200-328-001	PPE Accessories JT	1,195.93	310.89	4,000	1,252.15	31.3%	4,000
522200-328-002	Volunteer Uniforms LD	993.88	133.45	500	55.24	11.0%	500
522200-328-003	T-Shirts/Sweatshirts LD	1,254.88	1,391.04	2,000	0.00	0.0%	1,500
522200-329	Other Operating Supplies	953.08	809.79	1,500	228.85	15.3%	1,500
522200-329-001	Address Signs ZA	114.62	0.00	150	119.50	79.7%	150
522200-339	Bldg Supplies/Facility Misc	849.19	881.60	1,500	183.90	12.3%	2,600
522200-359	Equipment	11,654.74	1,474.47	3,500	1,604.14	45.8%	15,500
522200-359-GP	Equipment	1,746.38	0.00	0	0.00		0
522200-359-001	Tech Rescue Equipment DB			4,000	0.00	0.0%	3,000
522200-359-001	Water-Rescue Equipment MH	0.00	0.00	3,900	0.00	0.0%	0
522200-359-002	Rope-Rescue Equipment MH	0.00	3,846.02	100	0.00	0.0%	0
522200-359-003	Hose & Nozzles DB		2,603.11	21,767	19,285.19	88.6%	2,000
522200-359-004	Exercise Equip JT			1,000	0.00	0.0%	1,000
522200-364	Diesel / Gas	26,538.34	19,062.94	30,000	4,657.04	15.5%	30,000
522200-410	Clark County Fee for Service						17,000

# East County Fire Rescue

## FY 2017

### General Operating Budget

	2014	2015		2016		2017
522200-411	State Audit Costs	10,362.87				12,000
522200-412	Legal Services	3,409.00	4,470.00	10,000	3,318.75	8,000
522200-414	Medical/Drug Screen/Vaccination	4,198.00	3,992.00	8,000	1,100.00	13.8%
522200-414-001	H & W Incentives-ZA	317.33	0.00	0	0.00	0
522200-419	Professional Services	1,568.72	28,481.83	23,000	2,330.44	10.1%
522200-419-001	Executive Search			0	3,495.00	0
522200-419-002	Interim Executive Chief			0	66,000.00	0
522200-419-001	Chief Services (Camas)					36,000
522200-422	Postage	786.34	301.39	400	149.36	37.3%
522200-423	Radio Dispatch	49,660.14	49,423.01	57,000	42,321.37	74.2%
522200-426	UPS/Federal Express	63.71	75.82	125	109.63	87.7%
522200-427	Incentives and Awards	811.03	638.92	1,500	357.32	23.8%
522200-427 VSG	Incentives and Awards VSG	756.56	713.45	0	0.00	0
522200-429-001	Pagers	2,911.22	1,443.18	900	483.99	53.8%
522200-429-002	Satellite Phone	365.38	362.40	375	181.20	48.3%
522200-429-003	Verizon MDC Cards	880.30	1,005.91	960	458.29	47.7%
522200-431	Airfare	250.00	0.00	0	0.00	0
522200-433	Local Travel	211.90	382.38	0	0.00	0
522200-435	Meals	206.10	55.28	100	0.00	0.0%
522200-438	Lodging	784.87	148.24	0	0.00	0
522200-441	Advertising	0.00	0.00	1,500	250.00	16.7%
522200-442	Legal Notices	217.89	994.89	200	0.00	0.0%
522200-446	Taxes and Assessments	1,248.35	1,838.85	2,500	2,064.51	82.6%
522200-495-001	DOR Taxes and Assessments	629.06	64.51	0	0.00	0
522200-453	Hydrant/Fireline	449.60	617.64	500	260.76	52.2%
522200-462	Bldgs/Liability/Equip Insuranc	42,324.92	40,704.19	42,000	4,500.85	10.7%
522200-465	Volunteer Pensions	840.00	810.00	3,000	900.00	30.0%
522200-465 VSG	Volunteer Pensions VSG	3,210.00	1,590.00	0	0.00	0
522200-469	Other Insurance Charges	660.00	0.00	0	0.00	0

**East County Fire Rescue**  
**FY 2017**  
**General Operating Budget**

		<b>2014</b>	<b>2015</b>		<b>2016</b>		<b>2017</b>
522200-482-002	Fire Extinguisher Maint ZA	588.62	486.03	1,100	0.00	0.0%	1,100
522200-482-003	Exercise Equip Maint JT	0.00	1,004.08	1,000	0.00	0.0%	1,000
522200-482-004	Hose & Nozzle Test/Mtce DB	46.81	0.00	250	0.00	0.0%	400
522200-482-005	Hose Testing-DB	1,033.93	0.00	150	0.00	0.0%	0
522200-482-006	EMS Equipment Mtce	516.00	44.99	500	0.00	0.0%	500
522200-482-007	Copier Mtce	855.19	633.72	900	262.95	29.2%	900
522200-482-008	Ladder Testing/Repair JP		2,047.69	1,500	860.14	57.3%	1,500
522200-482-009	Emergency Generators Repair/Mtce.		0.00	500	0.00	0.0%	500
522200-482-010	Hand Tool Maintenance MH		40.67	300	0.00	0.0%	300
522200-484-002	SCBA Mtce JP	3,998.29	4,635.67	6,200	2,550.26	41.1%	6,200
522200-484-003	Minitors/Radios Repair DB	3,064.05	5,204.76	4,500	415.75	9.2%	4,000
522200-485-000	Vehicle Repair & Maint	1,696.17	600.52	2,700	1,144.99	42.4%	2,700
522200-485-007	RH93	333.93	0.00	0	0.00		0
522200-485-010	T93	0.00	1,174.19	2,250	0.00	0.0%	2,250
522200-485-009	E94	10,281.13	4,696.70	3,600	128.35	3.6%	3,600
522200-485-001	T95	507.53	1,740.93	2,250	940.48	41.8%	2,250
522200-485-011	S96	1,384.49	1,741.44	3,600	645.24	17.9%	3,600
522200-485-012	U93	283.60	577.88	675	1,431.18	212.0%	675
522200-485-013	S94	5,821.91	8,575.60	3,600	0.00	0.0%	3,600
522200-485-014	E91	7,643.82	6,255.84	3,600	447.52	12.4%	3,600
522200-485-015	U95	617.79	153.38	0	0.00		0
522200-485-016	U91	603.77	64.35	675	195.60	29.0%	675
522200-485-018	U92	253.17	158.24	675	23.83	3.5%	675
522200-485-905	A93	856.41	237.83	675	0.00	0.0%	675
522200-485-909	E92	2.16	0.00	2,250	280.11	12.4%	2,250
522200-485-911	E93	742.99	1,713.82	3,600	0.00	0.0%	3,600
522200-485-912	R93	1,036.66	0.00	675	0.00	0.0%	675
522200-485-914	T94	2,695.55	2,681.02	2,250	0.00	0.0%	2,250
522200-485-915	U94	3,485.58	0.00	675	593.59	87.9%	675

# East County Fire Rescue

## FY 2017

### General Operating Budget

	2014	2015	2016	2017			
522200-485-916	E95	311.78	1,477.71	3,600	4,318.37	120.0%	3,600
522200-485-917	S91	1,420.41	11,179.23	3,600	0.00	0.0%	3,600
522200-485-918	S93	934.02	271.51	1,800	1,726.50	95.9%	1,800
522200-485-919	T91	311.78	272.19	2,250	1,996.22	88.7%	2,250
	<b>Vehicle Repair &amp; Maint Totals</b>	<b>41,224.65</b>	<b>43,572.38</b>	<b>45,000</b>	<b>13,871.98</b>	<b>30.8%</b>	<b>45,000</b>
522200-485-999	Small Engine Repair MH	4,601.56	3,120.26	4,000	695.46	17.4%	4,000
522200-487	Computer Maint & Repair LD	569.54	3,450.00	5,670	3,262.75	57.5%	5,670
522200-491	Dues/Memberships	2,123.50	3,109.50	3,200	2,615.00	81.7%	3,200
522200-492	Election Fees	1,729.43	3,027.66	100	0.00	0.0%	2,000
522200-493	Filing/Recording/Permit Fees	1,012.53	0.00	600	0.00	0.0%	600
522200-487	Tuition/Registration		115.00	500	0.00	0.0%	500
522200-499	NFIRS/Fire Manager/Bank Charge	5,546.36	6,215.01	6,215	6,305.01	101.4%	6,500
522300-313	Educational Supplies	579.39	0.00	500	0.00	0.0%	500
522300-415	Printing/Newsletter	0.00	0.00	600	0.00	0.0%	600
522300-422	Postage for Newsletter	0.00	0.00	1,300	0.00	0.0%	1,300
522300-440	Advertising	186.00	0.00	300	0.00	0.0%	300
522300-440 VSG	Advertising VSG	0.00	0.00	0	0.00		0
522400-313	Ed Supplies/ Safety Program	0.46	0.00	0	0.00		0
522400-314	Books/Periodicals (Training)	(57.96)	0.00	1,500	725.35	48.4%	2,000
522400-315	Office Supplies (Training)	0.00	0.00	100	0.00	0.0%	100
522400-324	Food and Water (Training)	147.97	163.03	100	0.00	0.0%	100
522400-329	Training Supplies	1,009.51	119.13	500	243.90	48.8%	500
522400-433	Local/Long Distance Travel (Tra	1,354.88	349.40	2,000	0.00	0.0%	500
522400-433 VSG	Local/Long Distance Travel VSG	442.52	398.32	0	0.00		0
522400-435	Meals (Training)	1,100.26	513.00	1,000	1,894.00	189.4%	3,500
522400-435 VSG	Meals VSG	526.00	330.00	0	0.00		0
522400-438	Lodging	2,033.19	1,487.14	3,000	1,413.30	47.1%	3,000
522400-496	Tuition	2,766.31	4,004.00	10,000	3,875.00	38.8%	20,000
522400-496 VSG	Tuition VSG	9,993.88	4,335.00	0	0.00		0

# East County Fire Rescue

## FY 2017

### General Operating Budget

	2014	2015	2016	2017			
522590-337	Grounds & Park	585.21	2,721.01	4,000	154.68	3.9%	4,000
522590-481	Bldg Repair & Maint	37,270.49	25,002.39	30,000	28,857.68	96.2%	30,700
522591-419	Monitoring (St 91)	856.90	324.00	540	324.00	60.0%	540
522591-421	Comcast Tel/Internet (St 91)	4,355.82	3,778.12	4,000	1,843.89	46.1%	4,000
522591-471	Electrical & Heating (St 91)	6,349.67	6,976.01	7,000	3,336.66	47.7%	7,000
522591-472	Garbage (St 91)	1,257.74	1,272.36	1,400	642.22	45.9%	1,400
522591-473	Gas (St 91)	2,961.23	2,996.92	3,500	1,599.23	45.7%	3,500
522591-476	Water & Sewer (St 91)	724.31	966.60	1,000	491.10	49.1%	1,000
522592-471	Electrical & Heating (St 92)	796.00	852.00	1,000	326.00	32.6%	1,000
522593-419	Monitoring (St 93)	381.32	381.32	400	190.66	47.7%	400
522593-421	Comcast Tel/Internet (St 93)	1,675.06	1,710.03	1,700	867.07	51.0%	1,700
522593-471	Electrical & Htg (St 93)	4,066.00	2,697.00	5,000	2,098.00	42.0%	5,000
522593-472	Garbage (St 93)	56.06	56.06	150	84.09	56.1%	150
522594-419	Monitoring (St 94)	635.40	635.40	635	476.55	75.0%	635
522594-421	Comcast Tel/Internet (St 94)	2,464.04	2,550.03	2,500	1,303.92	52.2%	2,500
522594-471	Electric & Heating (St 94)	5,160.00	4,308.00	5,500	1,848.00	33.6%	5,500
522594-472	Garbage (St 94)	682.68	683.76	650	341.52	52.5%	650
522595-419	Monitoring (St 95)	507.50	645.70	540	0.00	0.0%	540
522595-421	Telephone (St 95)	861.24	896.24	900	449.16	49.9%	900
522595-471	Electrical & Heating (St 95)	1,427.21	1,448.63	1,500	803.30	53.6%	1,500
522595-473	Gas (St 95)	774.56	562.72	1,000	278.45	27.8%	1,000
522595-476	Water & Sewer (St 95)	1,539.73	1,564.97	1,500	826.08	55.1%	1,500
522596-421	Internet (St 96)	479.92	0.00	0	0.00		0
522596-471	Electrical (St 96)	0.00	0.00	0	155.76		0
525600-359	Disaster Preparedness	56.93	0.00	150	0.00	0.0%	150
594220-649	Capital Purchases	4,452.44		4,600	0.00	0.0%	4,600
594220-649-002	Computer Equip LD	516.68	2,450.96	5,500	0.00	0.0%	5,500
594220-649-003	Virtual Reserve Capital			50,000	0.00	0.0%	50,000
594220-649-004	Wildland Capital - Virtual			25,000	0.00	0.0%	5,000

**East County Fire Rescue**  
**FY 2017**  
**General Operating Budget**

	2014	2015	2016	2017
594220-649-005	Radio Payment	40,000.00	40,000	0
597248-550	Fund Transfer to 6248	248,102.22	246,973	243,620
6291-1 App Res	Transfer to Apparatus Reserve		56,000	0
6291-2 Cap Res	Transfer to Capital Facility Reserve		20,484	0
<b>Total Expenses</b>	<b>2,039,987.48</b>	<b>1,982,832.21</b>	<b>972,650.68</b>	<b>2,199,351.00</b>

Budget Notes 10/18/2016

- Conference Phone – 522200329 Other Operating Supplies – This line already had enough funds to purchase a conference phone. No adjustment necessary.
- 522200419 Professional Services – Added \$6050 for Lexipol Policy service
- 522590481 Building Repair and Maintenance – Added \$700
- 6291-1 Transfer to Apparatus Reserve – Reduced to \$0
- 6291-2 Transfer to Capital Facility Reserve – Reduced to \$0



**ONLINE ORDER FORM**

Order Form for: East County Fire and Rescue  
 Prepared on: October 14, 2016  
 Order Form Expires: November 13, 2016  
 Order Form Number: 00000255

Annual Fee*:	\$5,460.00
Onetime Costs:	\$4,040.00
Contract Start Date:	01-01-2017
Contract End Date:	12-31-2017

ORDER PREPARED FOR:	
Company:	East County Fire and Rescue
Contact:	Linda Durrett
Address:	600 NE 267th Ave Camas, Washington 98607
Phone:	(360) 834-4908
Email:	ldurrett@ecfr.us

ORDER PREPARED BY:	
Company:	BIAS Software
Contact:	Mark Felchlin
Address:	327 E Pacific Spokane, WA 99202
Phone:	(509) 443-3332
Email:	mark@biassoftware.com

**ORDER DETAILS**

FINANCIAL				
PRODUCT	DESCRIPTION	QTY.	ONETIME COSTS	ANNUAL FEE
100 - Financial	GL, AP, Budgeting, Reporting	1	\$0.00	\$2,070.00
Data Import - Financial	COA, Vendors, Budget	1	\$500.00	\$0.00
Training/Setup - Financial	Remote Set-up	1	\$1,520.00	\$0.00
<b>Subtotal:</b>			<b>\$2,020.00</b>	<b>\$2,070.00</b>

PAYROLL				
PRODUCT	DESCRIPTION	QTY.	ONETIME COSTS	ANNUAL FEE
100 - Payroll	Accruals, Benefits, Tax Reporting	1	\$0.00	\$2,070.00
Data Import - Payroll	Census Information	1	\$500.00	\$0.00
Training/Setup - Payroll	Remote Set-up	1	\$1,520.00	\$0.00
<b>Subtotal:</b>			<b>\$2,020.00</b>	<b>\$2,070.00</b>

BIAS HOSTED				
PRODUCT	DESCRIPTION	QTY.	ONETIME COSTS	ANNUAL FEE
BIAS Hosted - Base Fee	AWS Hosting	1	\$0.00	\$1,200.00
BIAS Hosted - User License	Per User	1	\$0.00	\$120.00
<b>Subtotal:</b>			<b>\$0.00</b>	<b>\$1,320.00</b>

\*Annual Fee will be pro-rated for active full quarters.

**ONLINE ORDER FORM**

Order Form for: East County Fire and Rescue  
 Prepared on: October 14, 2016  
 Order Form Expires: November 13, 2016  
 Order Form Number: 00000255

Annual Fee*:	\$5,460.00
Onetime Costs:	\$4,040.00
Contract Start Date:	01-01-2017
Contract End Date:	12-31-2017

**CONTRACT TERMS**

During the Contract Term and for one year thereafter, Customer shall not disclose the pricing or terms hereunder to any third party (unless required by law) without BIAS prior written consent.

**ORDER FORM PRICE SUMMARY**

Annual Fee*:	\$5,460.00
Onetime Costs:	\$4,040.00
Contract Start Date:	01-01-2017
Contract End Date:	12-31-2017

Order Form doesn't include sales tax.

**REMARKS**

Prices don't include taxes that may apply. This is not an invoice.  
 Annual Service Fee will be pro-rated for active full quarters.

**PAYMENT**

PAYMENT SCHEDULE	
<b>DUE 30 DAYS AFTER APPROVAL</b> <b>\$4,040.00</b>	<b>DUE 30 DAYS AFTER DISCOVERY MEETING</b> <b>\$5,460.00</b>

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Upon signature by Customer and submission to BIAS, this Order Form shall become legally binding and governed by the Master Subscription Agreement between BIAS and Customer unless otherwise agreed by BIAS and Customer.

Email or Fax all pages to 888.228.0030 or [sue@biassoftware.com](mailto:sue@biassoftware.com)



**TRADITIONAL ORDER FORM**

Order Form for: **East County Fire and Rescue**

Prepared on: **October 14, 2016**

Order Form Expires: **November 13, 2016**

Order Form Number: 00000252

Annual Service Fee*:	<b>\$2,137.50</b>
New Purchase Amount:	<b>\$18,290.00</b>

ORDER PREPARED FOR:
Company: <b>East County Fire and Rescue</b>
Contact: <b>Linda Durrett</b>
Address: <b>600 NE 267th Ave Camas, Washington 98607</b>
Phone: <b>(360) 834-4908</b>
Email: <b>ldurrett@ecfr.us</b>

ORDER PREPARED BY:
Company: <b>BIAS Software</b>
Contact: <b>Mark Felchlin</b>
Address: <b>327 E. Pacific Spokane, WA 99202</b>
Phone: <b>(509) 443-3332</b>
Email: <b>mark@biassoftware.com</b>

**ORDER DETAILS**

FINANCIAL					
PRODUCT	DESCRIPTION	DETAILS	QTY.	UNIT PRICE	EXTENDED PRICE
<b>100 - Financial</b>	GL, AP, Budgeting, Reporting	One-time Costs	1	\$6,900.00	\$6,900.00
<b>Data Import - Financial</b>	COA, Vendors, Budget	One-time Costs	1	\$500.00	\$500.00
<b>Training/Setup - Financial</b>	Remote Set-up	One-time Costs	1	\$1,520.00	\$1,520.00
<b>Subtotal:</b>				<b>\$8,920.00</b>	<b>\$8,920.00</b>

PAYROLL					
PRODUCT	DESCRIPTION	DETAILS	QTY.	UNIT PRICE	EXTENDED PRICE
<b>100 - Payroll</b>	Accruals, Benefits, Tax Reporting	One-time Costs	1	\$7,350.00	\$7,350.00
<b>Data Import - Payroll</b>	Census Information	One-time Costs	1	\$500.00	\$500.00
<b>Training/Setup - Payroll</b>	Remote Set-up	One-time Costs	1	\$1,520.00	\$1,520.00
<b>Subtotal:</b>				<b>\$9,370.00</b>	<b>\$9,370.00</b>

\*Annual Service Fee will be pro-rated for active full quarters.

**TRADITIONAL ORDER FORM**

Order Form for: **East County Fire and Rescue**

Prepared on: **October 14, 2016**

Order Form Expires: **November 13, 2016**

Order Form Number: 00000252

Annual Service Fee*:	<b>\$2,137.50</b>
New Purchase Amount:	<b>\$18,290.00</b>

**CONTRACT TERMS**

During the Contract Term and for one year thereafter, Customer shall not disclose the pricing or terms hereunder to any third party (unless required by law) without BIAS prior written consent.

**ORDER FORM PRICE SUMMARY**

BIAS Products & Services Subtotal:	\$18,290.00
Discount:	(\$548.70)
<b>Grand Total (w/o Tax):</b>	<b>\$17,741.30</b>

Order Form doesn't include sales tax.

**REMARKS**

Prices don't include taxes that may apply. This is not an invoice.  
 Annual Service Fee will be pro-rated for active full quarters.

**PAYMENT**

<b>TOTAL PAYMENT</b>
<b>\$17,741.30</b>
<b>DUE 30 DAYS FROM SIGNED ORDER FORM</b>

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature:

Upon signature by Customer and submission to BIAS, this Order Form shall become legally binding and governed by the Master Subscription Agreement between BIAS and Customer unless otherwise agreed by BIAS and Customer.

Email or Fax all pages to 888.228.0030 or [sue@biassoftware.com](mailto:sue@biassoftware.com)

Order form for: **East County Fire and Rescue**

Order Expiration: **November 9, 2016**

Prepared on: **October 10, 2016**

New Purchase Amount: **\$7,200.00**

### ORDER FORM

**Order Prepared For:**

**Order Prepared By:**

Company: **East County Fire and Rescue**  
 Contact: **Linda Durrett**  
 Address: **600 NE 267th Ave**  
**Camas, Washington 98607**  
 Phone: **(360) 834-4908**  
 Email: **ldurrett@ecfr.us**

Company: **BIAS Software**  
 Contact: **Mark Felchlin**  
 Address: **327 E Pacific**  
**Spokane, Washington 99202**  
 Phone: **509.443.3332**  
 Email: **mark@biassoftware.com**

### ORDER DETAILS

Professional Service				
Product	Remarks	Description	Qty.	Extended Total Price
Payroll Service	Assist and Set-up 2017 Payroll	PAYROLL TAXES + WA Payroll Tax Assistant + Federal Payroll Tax Assistant  BENEFIT ASSISTANT + Retirement Set-up and Reporting + Misc. Benefit Tracking Assistance  ASSIST WITH + Generating Benefit Liabilities + Reporting + Generating W2's + Adjustments to EE Records (By Customer Request)	1	\$7,200.00
			<b>Subtotal:</b>	<b>\$7,200.00</b>

Subtotal:	\$7,200.00
<b>Grand Total (w/o Tax):</b>	<b>\$7,200.00</b>

If the Order Form is executed and/or returned to BIAS Software by the Customer after the Start Date above, BIAS may adjust the terms, without increasing the Total Price, based upon the date BIAS installs the licenses.

Prices above don't include any taxes that may apply. This is not an invoice.

## INTERLOCAL AGREEMENT FOR FIRE CHIEF ADMINISTRATION AND MANAGEMENT SERVICES

THIS INTERLOCAL AGREEMENT ("Agreement") is entered into by and between the CITY OF CAMAS, a Washington municipal corporation (the "City") and EAST COUNTY FIRE AND RESCUE, a Washington municipal corporation, (the "District").

WHEREAS, the City of Camas and East County Fire and Rescue want to improve the efficiency and effectiveness of their fire suppression and protection services and emergency medical response services; and,

WHEREAS, the City of Camas and East County Fire and Rescue may desire to functionally consolidate the operations of their fire departments within a time frame to be determined; and,

WHEREAS, the City of Camas and East County Fire and Rescue since 1978 have maintained a close partnership providing for ambulance transport services and sharing of resources; and,

WHEREAS, the City of Camas and East County Fire and Rescue are authorized, pursuant to Chapter 39.34 of the Revised Code of Washington, to enter into an inter-local cooperation agreement which allows the City of Camas and East County Fire and Rescue to cooperate with each other to provide high quality services to the public in the most efficient manner possible.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the City of Camas and East County Fire and Rescue hereto agree as follows:

### **Section 1. Definitions**

**1.1 Definitions.** The following definitions shall apply throughout this Agreement.

1. District: East County Fire and Rescue
2. District Personnel: Employees of the District working within the District.
3. City: The City of Camas
4. CWFD: Camas-Washougal Fire Department
5. Fire Chief: The Fire Chief of the Camas-Washougal Fire Department
6. Commission/Commissioners: The Board of Commissioners of East County Fire and Rescue

### **Section 2. Services Provided**

**2.1 Services provided by the City.** The City agrees to provide administrative and management services to the District by utilizing the City Fire Chief via a contractual basis to provide those services that are reasonably necessary to assist the District with administrative functions for the District, including budget development, financial management, personnel management, and collective bargaining.

**2.1.1** The Fire Chief shall provide those services necessary to direct, control and support District operations including, but not limited to, fire suppression, fire protection and prevention, hazardous material response, rescue response, and basic life support emergency medical services.

**2.1.2** The Fire Chief, while remaining an employee of the City, shall be the designated District Fire Chief for purposes of statutes and District rules or codes.

**2.1.3** The District shall be responsible for and shall continue to provide Deputy Chief services, as well as all accounting, payroll and human resources support for the District unless otherwise mutually agreed between the District and City.

**2.1.4** All volunteer firefighters of the District and City shall provide services as directed by the Fire Chief and officers. Unless specifically designated, no rule regarding the volunteer organization, funding, duties, or operations, shall be modified by this Agreement without action taken by each respective department.

**2.1.5** All income received by each entity regardless of source including, without limitation, property taxes, fees, donations, grants, or other forms of revenue, shall belong to each organization respectively upon its receipt by that agency without claim by the other organization. This provision shall not apply to the Three Party EMS Agreement.

**2.1.6** All other costs and expenses of providing fire protection, emergency response, and emergency medical services and transport, to the extent not described in this document, shall remain the responsibility of each respective Department. This provision shall not apply to the Three Party EMS Agreement.

### **Section 3. Employment**

**3.1 Fire Chief Position Cost Sharing.** During the term of this agreement, the City and the District will share the salary and associated benefits for the Fire Chief as described in Exhibit "B."

**3.2 Invoicing and Payment.** The City shall be solely responsible for paying all salary and benefits to the Chief. The City shall invoice the District for the amount identified in Section 3.1 on an equal monthly basis, or as otherwise agreed by the parties.

**3.3 Employment Status of Fire Chief.** The Fire Chief shall be an employee of City and shall not be an employee of District. For purposes of workers' compensation coverage and employer immunities, the Fire Chief shall be considered as an employee of the District that the Fire Chief is working for at the time an injury is incurred. The Fire Chief shall document the Fire Chief's consent to this arrangement by executing the consent form attached as Exhibit A.

**3.4 Supervision and Assignment of District Personnel.** District Personnel shall be supervised and be under the direction and control of the Deputy Fire Chief of the District who will report to the Fire Chief in the performance of their duties. The job duties of such personnel shall not change. Work

provided and directed by the personnel, and directed by the Fire Chief, shall be consistent with each member entity's current collective bargaining agreement. District shall take best efforts to avoid direct management of District personnel and shall further communicate with personnel through the established chain of command.

**3.5 Indemnification Regarding District Personnel Claims.** The District shall indemnify, defend and hold the City harmless from any and all demands, claims or actions by District Personnel, which arise out of, or relate to, events that occurred prior to the effective date of this Agreement.

**3.6 Authority and Responsibility of the Fire Chief.** Subject to the terms of this Agreement, the Fire Chief shall have management authority over the District and District Personnel through the Deputy Chief of the District, including but not limited to the following:

- a.) Day to day operations
- b.) Employee assignments and job duties
- c.) Staffing
- d.) Station apparatus assignment
- e.) Allocation of resources
- f.) Personnel management including discipline in accordance with District policy, procedure, and collective bargaining agreements.
- g.) Development and implementation of the District fire budget with expenditure authority consistent with District policy and procedure.
- h.) Implementation of policies and procedures.
- i.) All duties and responsibilities of the District's Fire Chief as set forth in District job descriptions, policies and procedures which may be changed from time to time in the sole discretion of the District Board of Commissioners. Further roles and responsibilities of the Fire Chief will be contained in Exhibit "B" of this document.

#### **Section 4. Reporting and Representation**

**4.1 Oversight.** The City and the District shall consult with each other at regular intervals with respect to the provision of Services under the terms and conditions of this Agreement. The elected officials or designated representatives of the City and the District shall meet at least monthly to review this agreement and discuss any necessary amendments to this Agreement.

**4.2 Reporting.** The Fire Chief shall report to the District Commissioners with respect to the operations of ECFR. The Commissioners and Fire Chief will develop regular reporting procedures.



The Fire Chief or designee will provide periodic reports as directed by the District Board of Commissioners and attend District staff, Board and other meetings as deemed necessary by the Commission.

**4.3 Personnel Action.** In the event the Fire Chief proposes to take a personnel action reasonably likely to result in a grievance, respond to a grievance, or obligate District funds for a purpose not reasonably anticipated in the District's budget, the Fire Chief must obtain the Commissioner's timely written approval prior to taking such action.

**4.4 Representation.** The City may represent the District on intergovernmental boards or on matters involving the District when requested by the Commission. The District reserves the right to represent itself in any matter in which the interests of the District and the City are not mutual.

## **Section 5. Assessment of Proceeding to Full Functional Consolidation**

**5.1 Assessment.** It is the intent of the parties to assess the effectiveness of this Agreement to determine the viability of future collaboration and partnership between the parties. The viability of future full functional consolidation will be measured by value-added service delivery, community acceptance, efficiency and cost effectiveness.

## **Section 6. Term of the Agreement**

**6.1 Term.** This Agreement shall be effective on \_\_\_ and will continue for a one year trial period, unless terminated earlier as provided herein or extended by mutual agreement of the parties.

**6.2 Termination.** This Agreement may be terminated by mutual agreement of the parties at any time. Either party may terminate this agreement for any reason on sixty (60) days written notice to the other unless it is mutually agreed to terminate the agreement earlier.

## **Section 7. District and City Are Independent Governments**

**7.1 District and City are Independent Governments.** The parties hereto are independent governments. Except for the specific terms herein, nothing herein shall be construed to limit the discretion of the governing bodies of each party. Specifically and without limiting the foregoing, the City shall have the sole discretion and the obligation to determine the exact method by which the Services are provided within the geographical boundaries of the City and the District.

## **Section 8. Liability and Insurance**

**8.1 Hold Harmless Regarding Employment Claims.** Each party agrees to hold harmless the other Party, its officers, officials, employees and volunteers from any and all claims, lawsuits, costs, including reasonable attorneys' and expert witness fees, losses and judgments arising out of personnel

or employment claims and/or related lawsuits brought by such party's employees which arise out of, or relate to, events that occurred during the effective term of this Agreement. The provisions of this section shall survive the expiration or termination of this Agreement.

**8.2 Hold Harmless.** Each party shall defend, indemnify, and hold harmless the other party, its elected officials, officers, volunteers and employees from any and all claims, injuries, damages, losses, or suits, including attorney's fees arising out of or in connection with performance of this Agreement, except for injuries and/or damages caused solely by the gross negligence or intentional acts of the party or its employees or officers.

**8.3 Insurance.** Upon request, District shall provide City, within five (5) business days, with evidence of general liability insurance in form and amounts reasonably acceptable to City. The insurance requirement of the City shall be fulfilled by the City's membership and coverage in WCIA, a self-insured municipal insurance pool.

## **Section 9. Dispute Resolution**

**9.1** The Parties agree to make all reasonable efforts to resolve through informal, good faith negotiations any disputes concerning the terms and conditions or performance of this Agreement. In the event of a dispute, notice of the dispute shall be provided in writing and shall be delivered in the manner set forth in Section 11. The notice shall set forth with reasonable specificity the factual basis for the claimed dispute. Both Parties shall jointly cooperate to informally resolve any disputes as quickly and efficiently as possible, but in any event not more than sixty (60) days from the date of the notice unless extended by mutual agreement of the Parties.

**9.2** If a dispute cannot be resolved through direct discussions, mediation may, by mutual consent, be initiated. In the event the Parties determine to initiate mediation, a mutually acceptable mediator shall be selected by the Parties for the purpose of facilitating the mediation process. The mediator shall be selected based on his or her expertise with the nature of the matter in dispute and their ability to facilitate a settlement. The Parties agree to provide all documentation and information requested by the mediator and in all other regards to cooperate fully with the mediator. The costs of mediation shall be shared equally between the Parties.

**9.3** In the event the dispute is not resolved in mediation, or the Parties do not agree to mediation, the Parties may pursue any other form of relief provided by law. At all times prior to resolution of the dispute, the Parties shall continue to perform and make any required payments under this Agreement in the same manner and under the same terms as existed prior to the dispute.

## **Section 10. Filing of Agreement**

**10.1** This Agreement shall be filed with the city clerk of Camas, with the county auditor, or, alternatively, listed by subject on the public agency's web site or other electronically retrievable public source.

**Section 11. Notices**

**11.1** All notices required by this Agreement shall be in writing and shall be deemed to have been given at the time of delivery if personally delivered, or three calendar days after the time of mailing, if mailed by first class mail postage prepaid. All notices and other material to be delivered under this Agreement shall be delivered or mailed to the following addresses:

**11.2** Notice to Camas shall be sent to:

Camas City Administrator  
616 NE 4<sup>th</sup> Avenue  
Camas, WA 98607

**11.3** Notice to District shall be sent to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 12. Compliance with Laws**

**12.1** The Parties shall comply with all applicable state, federal, and local laws in carrying out the terms of this Agreement.

**Section 13. Modification**

**13.1** No modification or amendment to this Agreement shall be valid unless evidenced in writing and properly agreed to, and signed, by both Parties.

**Section 14. Interpretation**

**14.1** This Agreement is and shall be deemed jointly drafted and written by both Parties.

**Section 15. Laws and Venue**

**15.1** The Agreement shall be interpreted in accordance with the laws of the State of Washington in effect on the date of execution of this Agreement.

**Section 16. Property Ownership.**

**16.1** This Agreement does not provide for jointly owned property. All property presently owned or hereafter acquired by one party to enable it to perform the services required under this Agreement,

shall remain the property of the acquiring party in the event of the termination of this agreement.

**Section 17 Administration.**

17.1 This Agreement shall be administered by the Mayor of the City and District Commissioners.

**MAYOR, CITY OF CAMAS**

\_\_\_\_\_  
**NAME** **DATE**

**East County Fire and Rescue  
Commissioners**

\_\_\_\_\_  
**NAME** **DATE**

\_\_\_\_\_  
**NAME** **DATE**

\_\_\_\_\_  
**NAME** **DATE**

\_\_\_\_\_  
**NAME** **DATE**

\_\_\_\_\_  
**NAME** **DATE**

EXHIBIT A

Workers Compensation Relationship Consent

I, \_\_\_\_\_, acknowledge that, when I am performing Fire Chief services for \_\_\_\_\_ pursuant to the Interlocal Agreement between \_\_\_\_\_ and \_\_\_\_\_, for purposes of workers compensation coverage, \_\_\_\_\_ shall be considered my employer when I am working under the control and direction of \_\_\_\_\_ officials.

\_\_\_\_\_

EXHIBIT B

City of Camas / ECFR

Fire Chief Sharing Proposal

Personnel	Hours per Month	Hourly Rate	Total Cost
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**Fire Chief**

Coordination with Deputy Chief	6.5	\$80.05	\$520.33
Attend commission meetings as necessary	4	\$80.05	\$320.20
ECFR Officers Meeting	2	\$80.05	\$160.10
Station 91 on site hours	8	\$80.05	\$640.40
Emergency Response	5	\$80.05	\$400.25
Miscellaneous Duties	8	\$80.05	\$640.40
<b>Labor Subtotal</b>	<b>37.5</b>		<b>\$2,681.68</b>

Miscellaneous Expenses

\$318.32

**TOTAL**

**\$3,000.00**