

EAST COUNTY FIRE & RESCUE

REGULAR BOARD OF FIRE COMMISSIONERS MEETING

January 15, 2019

Station 91

6:30 PM

AGENDA

CALL TO ORDER:

Flag Salute

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of January 7, 2019 Regular Board Meeting Minutes
2. Approval of January 7, 2019 Local BVFF&RO Meeting Minutes
3. Approval of January 9, 2019 Strategic Planning Meeting Minutes
4. Approval of Financial Transactions
5. Excuse Absent Commissioner(s):

OPEN TO PUBLIC:

CORRESPONDENCE:

Clark County Workday project update and transaction freeze

STAFF REPORT:

Chief Swinhart
Deputy Chief Carnes
Assistant Chief Jacobs

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

SAFETY REPORT:

FIRE DISTRICT BUSINESS:

- Accounting Assistant Position
- Washington's Paid Family and Medical Leave program
- Update on Surplus Vehicle
- Station 95 Parking Lot

This Meeting is Being Recorded.

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

Page # 1 of 2

COMMITTEES AND SPECIAL MEETINGS:

- ECAAB
- Risk Group
- Safety Committee Representative
- Revenue Exploratory Committee
- Communication with Neighboring Elected Officials

COMMISSIONER COMMENTS:

OPEN TO PUBLIC:

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

ROUND TABLE:

Monthly Event Calendar

Set date for next Policy Meeting

Revenue exploratory meeting, Station 91, 1-16-19 @ 10:00 a.m.

Liz Loomis meeting, Station 91, 1-22-19 @ 6:30 p.m.

EXECUTIVE SESSION:

None

ADJOURNMENT:

Next Regular Board Meeting: February 5, 2019, Station 91, 6:30 PM

EAST COUNTY FIRE & RESCUE
REGULAR BOARD OF FIRE COMMISSIONERS MEETING

January 7, 2019

Station 91

6:30 PM

Draft Minutes

ATTENDANCE:

Martha Martin

Joshua Seeds

Mike Carnes

Sherry Petty

Mike Berg

Mike Taggart

Robert Jacobs

CALL TO ORDER: 18:30

Flag Salute

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of December 18, 2018 Regular Board Meeting Minutes
2. Approval of December 18, 2018 Local BVFF&RO Meeting Minutes
3. Approval of Financial Transactions
4. Excuse Absent Commissioner(s):

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

OPEN TO PUBLIC:

None

CORRESPONDENCE:

None

STAFF REPORT:

Chief Swinhart had no report for the main meeting but has submitted a report for executive session.

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

- Chief Carnes let the Board know that monthly OTEP drills will rotate between Stations 91 and 43 starting in 2019. The hope is to get better involvement from volunteers and improved practical scenarios for the required EMS training.

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

- Chief Jacobs discussed the 911 outage that took place on 12-27-18. Chief Jacobs stood by the phone at Station 91 to answer any emergent calls that came to the station during the outage. The time frame was 11:00 p.m. until 6:00 a.m. the next day.

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

None

SAFETY REPORT:

- Chief Jacobs reported that there was one incident since the last Board meeting involving E91 getting stuck on a very muddy driveway. Chief Jacobs authorized for a tow company to go to the scene to free the engine and prevent any further damage to the engine.
- The next Safety Committee meeting will be January 23, 2019, 7:30PM at Station 91.

FIRE DISTRICT BUSINESS:

Social Media for Fire District

Chief Carnes let the Board know that Linda Durrett did generate a Facebook page for the Fire District in 2018 per their request.

Purchase Request Approval – Station 93 Washer/Dryer

Chief Carnes asked for the Boards approval to purchase a washer/dryer for Station 93. The current washer and dryer are over ten years old, broken and not worth repairing.

Motion by Commissioner Taggart to approve the purchase request for a new washer/Dryer up to \$2000, seconded by Commissioner Petty. Motion passed unanimously.

Facility Use Request

Chief Carnes was asked by Mr. Mike Begalke to check with the Board of Fire Commissioners to see if they would be willing to waive the user fee for a class that he is teaching. Mr. Begalke’s class is scheduled for the last Tuesday of each month at 7:00 p.m. The class would run about 6 months. The class covers Instrument flight proficiency and would be attended by 4 to 6 students. There is no charge to the students. The Board discussed it for several minutes and agreed to allow the use of the facility but denied the user fee waiver. There are other folks who have scheduled the use of the facility that are being charged the fee. The Board’s wish is to be as consistent as possible with all users and to follow the facility use policy. Chief Carnes will follow up with Mr. Begalke on Tuesday 1-8-19.

Update on Surplus Vehicle

None

Station 95 Parking Lot

None

COMMITTEES AND SPECIAL MEETINGS:

ECAAB

None

Risk Group

Commissioner Berg did attend the latest Risk Group meeting. Commissioner Berg stated that there were a couple law suits settled with 2 different members of our risk group. The costs of those law suits may lead to increased premiums for our insurance coverage. The next meeting is scheduled for July 10, 2019. Commissioner Martin would like staff to look and see if there are better options for our insurance needs.

Safety Committee Representatives

None

Revenue Exploratory Committee

The Revenue Committee is scheduled to meet again on January 16th, 2019 at 10:00 a.m. at Station 91.

Communication with Neighboring Elected Officials

none

COMMISSIONER COMMENTS:

- Commissioner Petty stated that Home Depot did a very nice job assisting her with help to find the best possible price on a new washer and dryer for Station 93. She stated that they were very helpful, courteous and a pleasure to work with.
- Commissioner Taggart stated that a reporter from the Columbian Newspaper had contacted him to discuss the letter sent to Camas concerning ECFR's wish to terminate the ILA for Fire Chief services with the city. The Columbian article was published in Sunday's newspaper.
- Commissioner Berg discussed briefly that the Port of C/W was looking into possible future plans for annexation of the airport into the city of Camas. He is concerned how that might affect Station 91 in the future.
- Commissioner Martin discussed how important community relations are in the fire service. She had mentioned a program where police officers met with folks from the public for coffee. Commissioner Martin thinks it would be great outreach for our fire district if we could do the same.
- Commissioner Martin shared some recent news that there has been some real concern on the National level of cancer-causing issues for firefighters dealing with smoke and ash that are absorbed through the skin. She really wants staff and members to stay on top of all procedures to prevent any undo exposures in our day-to-day operations.

OPEN TO PUBLIC:

None

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

None

ROUND TABLE:

Monthly Event Calendar

Strategic Planning, Wednesday, 1-9-19, Station 91 @ 3:00 p.m.

Policy Meeting, Monday, 1-14-19, Station 91 @ 6:00 p.m.

EXECUTIVE SESSION:

RCW 42.30.140 (4) (a) relating to collective bargaining issues and negotiations.

RCW 42.30.110 (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 19:52 for 20 minutes.

An extension was announced until 20:22

The board reconvened at 20:22

Motion by Commissioner Taggart to approve a Fire Chief Contract with Mike Carnes to go into effect upon the official termination of ILA chief contract with the city of Camas, seconded by **Commissioner Petty. Motion passed unanimously,**

ADJOURNMENT:

Next Regular Board Meeting: January 7, 2019 Station 91, 6:30PM

Motion by Commissioner Berg to adjourn at 20:28 hours, seconded by Commissioner Taggart. Motion passed unanimously.

Martha Martin, Chairperson

Michael Taggart, Vice Chair

Sherry Petty, Commissioner

Mike Berg, Commissioner

Joshua Seeds, Commissioner

ATTEST:

DISTRICT SEAL:

Michael Carnes, District Secretary

EAST COUNTY FIRE & RESCUE

Local Board for Volunteer Fire Fighters

& Reserve Officers Meeting

Draft Minutes

January 7, 2019

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 19:47 at Station 91.

The following were in attendance:

Martha Martin

Joshua Seeds

Mike Carnes

Sherry Petty

Mike Berg

Mike Taggart

Robert Jacobs

BUSINESS:

None

ADJOURNMENT:

The Local Board adjourned at 19:48.

Respectfully Submitted,

Sherry Petty, Commissioner,
Mike Berg, Alternate

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

Bob Jacobs, Chief's Rep.

Mike Taggart, Chairperson
Marth Martin, Alternate

Iliana Ortega, District Secretary
Bob Jacobs, Alternate

DISTRICT SEAL:

EAST COUNTY FIRE & RESCUE

SPECIAL BOARD OF FIRE COMMISSIONERS MEETING

January 9, 2019

Station 91

Draft Minutes

ATTENDANCE:

Martha Martin

Mike Berg

Mike Carnes

Mike Taggart

Joshua Seeds

James Troutman

Sherry Petty

Linda Durrett

CALL TO ORDER: 15:03

Commissioner Martin called the meeting to order for the Strategic Planning/Shared Services Committee.

Chief Carnes reviewed the call volume from FY2012 through FY2018. The group would like to see a breakdown of the types of calls for each of those years. Chief will get those numbers and add the information to the spreadsheet.

Chief Carnes gave a summary of FY2018 “Brown-Outs” of station 94. The summary also covered the number of callbacks for FY2018. There was some discussion on our operational staffing plan for FY2019.

Commissioner Seeds reviewed his first draft of “Heat Maps” that he has been working on. Commissioner Seeds was looking for feedback on what information the group would like to see on the map. There are several different options available. Commissioner Seeds asked the group to email him with any suggestions.

Commissioner Martin asked the group to look at the current locations for our 5 Fire Stations and make any suggestions of possible location changes moving into the future. There was some discussion that the city of Washougal may be interested in using Station 95.

There was some discussion on when the Fire District might look at putting the fire levy lid lift back on the ballot. There is a scheduled meeting with Liz Loomis on Tuesday, January 22nd to discuss Novembers failed lid lift attempt. The Board will discuss any future attempt of a lid lift after that meeting.

Chief Carnes stated that DNR would like the District to consider allowing them to stage at helicopter at Station 93 during fire season this summer. DNR is looking at a couple different locations and hope to have one picked soon. They stated that they thought Station 93 would work nicely for their needs. Chief Carnes will get more details for the Board before moving forward with any agreement.

The Strategic Planning/Shared Services Committee will meet again on February 6, 2019 at 2:00 PM, at Station 91.

Meeting adjourned: 16:38

Respectfully Submitted,

Mike Taggart, Chairperson

Mike Berg, Commissioner

Martha Martin, Commissioner

Sherry Petty, Commissioner

Joshua Seeds, Commissioner

ATTEST:

DISTRICT SEAL:

Mike Carnes, District Secretary

2018 YEAR TO DATE TOTALS

East County Fire & Rescue
MCAG #: 1060

Time: 11:14:13 Date: 01/15/2019
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001 General Fund

01/01/2018 To: 12/31/2018

REVENUES

308 Beginning Balances

308 80 00 001	Beginning Balance (Unreserved)	1,469,706.48
308 Beginning Balances		1,469,706.48

310 Taxes

311 10 00 000	Leasehold Excise Tax	6,727.65
311 10 00 001	Property Tax Collected	2,070,740.98
311 10 00 002	Property Tax - Delinquent	0.00
311 10 00 003	Admin Refund (CC Treasurer)	2,598.42
311 10 00 004	Timber Excise Tax	11,439.19
310 Taxes		2,091,506.24

330 Intergovernmental Revenues

332 15 60 000	Steigerwald Wildlife Reserve	209.39
334 01 30 000	WSP FF1 Reimbursement	0.00
334 04 90 000	EMS Participation Grant	1,222.00
335 02 33 000	DNR Timber Sales	37,302.93
330 Intergovernmental Revenues		38,734.32

340 Charges For Services

342 21 00 000	Fire Protection Services	4,873.40
342 21 00 001	Wildland Firefighting-Personnel	406.48
342 21 00 002	Wildland Firefighting-Equipment	1,190.00
342 21 00 003	Ntnl Motocross Standby	2,751.28
342 21 00 004	Jemtegaard State Fee	1,136.51
340 Charges For Services		10,357.67

360 Misc Revenue

361 10 00 000	Investment Interest (General Fund)	25,734.20
362 00 00 000	DNR Timber Rents	25.41
362 00 00 001	Station Use Fee	160.00
367 00 00 000	Contributions & Donations	196.00
369 10 00 000	Sale of Junk & Salvage	4,950.00
369 80 00 000	Cash Adjustments (8X)	0.00
369 91 00 000	Prior Year Refunds/Other Misc	66.00
369 91 00 001	Other Misc. Revenue	0.00
369 91 00 002	BVFF Refund for Vol Phys Exam	600.00

2018 YEAR TO DATE TOTALS

East County Fire & Rescue
MCAG #: 1060

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001 General Fund

01/01/2018 To: 12/31/2018

REVENUES

360 Misc Revenue

360 Misc Revenue	31,731.61
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390 Other Revenues

395 20 00 000 Insurance Claim	4,491.92
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390 Other Revenues	4,491.92
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397 Interfund Transfers

397 00 00 003 Transfer From Apparatus Reserve	224,836.68
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397 Interfund Transfers	224,836.68
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Fund Revenues:	3,871,364.92
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EXPENDITURES

580 Non Expenditures

589 10 00 000 Deposit Refund	50.00
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580 Non Expenditures	50.00
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594 Capital Expenditures

594 22 64 000 New Engine 91	225,261.26
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594 Capital Expenditures	225,261.26
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999 Ending Balance

508 80 00 001 Ending Balance General Fund - Unreserved	0.00
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999 Ending Balance	0.00
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100 Administration

110 Commissioners

522 10 11 001 Commissioner Wages	33,744.00
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522 10 21 001 Commissioner Payroll Benefits	2,581.64
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522 10 48 001 Commissioner Mileage	531.92
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522 10 48 002 Commissioner Meals	652.13
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522 10 48 003 Commissioner Lodging	2,035.52
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522 10 48 004 Commissioner Dues/Memberships	2,500.00
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522 10 48 005 Commissioner Tuition	3,210.00
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2018 YEAR TO DATE TOTALS

East County Fire & Rescue
MCAG #: 1060

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001 General Fund

01/01/2018 To: 12/31/2018

EXPENDITURES

110 Commissioners

110 Commissioners	45,255.21
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210 Wages & Benefits

522 10 10 001 Admin Salaries	189,726.47
522 10 14 001 Admin Overtime	2,577.15
522 10 19 001 Admin Deferred Comp	9,841.02
522 10 20 001 Admin Unemployment/Medicare	4,240.11
522 10 22 001 Admin Medical Insurance	47,369.84
522 10 25 001 Admin Uniforms	75.86
522 10 26 001 Admin Disability	3,031.56
522 10 26 002 Admin Retirement PERS	13,415.95
522 10 27 001 Admin VEBA	2,625.00
522 10 28 001 Admin Retirement LEOFF	5,285.46
522 10 29 001 Admin L&I	541.76
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210 Wages & Benefits	278,730.18

220 Supplies & Services

522 10 24 001 Magellan - EAP	987.00
522 10 30 000 Office Supplies	877.59
522 10 30 001 Postage	425.97
522 10 30 002 UPS/Federal Express	144.22
522 10 31 000 Furniture/Appliances	2,165.29
522 10 32 000 Cleaning and Sanitation	1,759.87
522 10 33 000 Computer/Software/Supplies	2,511.70
522 10 34 000 Incentives and Awards	0.00
522 10 40 000 BIAS Financial Software	6,217.92
522 10 40 001 Computer/Website Mtce & Repair	7,792.32
522 10 40 002 Copier Mtce	490.94
522 10 41 000 State Audit Costs	7,452.21
522 10 42 000 Legal Services	5,061.17
522 10 43 000 Medical/Drug Screen/Vaccinations	4,986.00
522 10 44 000 Professional Services	37,636.58
522 10 44 001 Chief Services (Camas)	37,080.00
522 10 46 000 Taxes and Assessments	1,464.78
522 10 49 000 Admin Tuition/Registration	450.00
522 10 49 001 Admin Training Travel	36.89
522 10 49 002 Admin Training Meals	176.34
522 10 49 003 Admin Training Lodging	965.98
522 20 42 000 Advertising	652.50
522 20 42 001 Legal Notices	26.62

2018 YEAR TO DATE TOTALS

East County Fire & Rescue
MCAG #: 1060

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001 General Fund

01/01/2018 To: 12/31/2018

EXPENDITURES

220 Supplies & Services

522 20 45 001	Election Fees	2,949.99
522 20 46 000	Bldgs/Liability/Equip Insuranc	38,907.76
522 20 49 000	NFIRS/Fire Manager/Target Solutions	12,028.16
220 Supplies & Services		173,247.80

100 Administration **497,233.19**

200 Operations

210 Wages & Benefits

522 20 10 001	Firefighter Salaries	801,026.90
522 20 10 002	Miscellaneous Salaries	0.00
522 20 14 001	FF Overtime	79,584.86
522 20 19 001	Capt Deferred Comp	18,182.16
522 20 20 001	FF Unemployment/Medicare	23,399.51
522 20 22 001	FF Medical Insurance	148,929.26
522 20 25 001	FF Uniforms	2,324.82
522 20 26 001	FF Disability	10,424.46
522 20 26 002	FF Retirement PERS	16,878.94
522 20 27 001	FF VEBA	8,100.00
522 20 28 001	FF Retirement LEOFF	41,596.64
522 20 29 001	FF L&I	38,243.19
210 Wages & Benefits		1,188,690.74

215 Volunteer Benefits

522 20 11 001	Volunteer Stipends	19,704.75
522 20 21 001	Medicare/SS Vol	1,415.73
522 20 23 001	Intern Tuition Assistance	2,666.00
215 Volunteer Benefits		23,786.48

220 Supplies & Services

522 20 30 000	Maps/Books/ Periodicals	243.04
522 20 31 000	Food and Water	550.02
522 20 32 000	Expendable Equipment	873.15
522 20 32 001	Other Operating Supplies	1,346.66
522 20 32 002	Equipment	18,696.96
522 20 32 003	Tech Rescue Equipment	628.97
522 20 32 004	Hose & Nozzles	1,477.16
522 20 33 000	Volunteer Uniforms	307.31

2018 YEAR TO DATE TOTALS

East County Fire & Rescue
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001 General Fund

01/01/2018 To: 12/31/2018

EXPENDITURES

220 Supplies & Services

522 20 33 001	T-Shirts/Sweatshirts	1,449.31
522 20 34 000	Bldg Supplies/Facility Misc	703.16
522 20 35 000	Address Signs	0.00
522 20 36 000	Diesel / Gas	14,595.21
522 20 37 000	Exercise Equip	585.36
522 20 38 000	Turn-Outs	2,873.84
522 20 38 001	PPE Accessories	3,287.53
522 20 40 000	Radio Dispatch	42,760.66
522 20 41 000	Pagers	721.15
522 20 41 001	Satellite Phone	362.40
522 20 41 002	Verizon MDC Cards	960.24
522 20 41 003	Cell Phones E91 & E94	429.72
522 20 43 000	Hydrant/Fireline	570.36
522 20 44 001	Dues/Memberships	3,289.00
522 20 45 000	Volunteer Pensions	810.00
220 Supplies & Services		97,521.21

240 Wildland Wages & Benefits

522 20 11 002	Wildland Salary & Benefits	0.00
522 20 14 002	Wildland Overtime	0.00
240 Wildland Wages & Benefits		0.00

200 Operations **1,309,998.43**

300 Public Education

220 Supplies & Services

522 30 30 000	Educational Supplies	263.91
522 30 40 000	Printing/Newsletter	3,409.58
522 30 41 000	Postage for Newsletter	4,696.82
522 30 42 000	Public Education Advertising	0.00
220 Supplies & Services		8,370.31

300 Public Education **8,370.31**

400 Training

220 Supplies & Services

2018 YEAR TO DATE TOTALS

East County Fire & Rescue
MCAG #: 1060

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001 General Fund

01/01/2018 To: 12/31/2018

EXPENDITURES

220 Supplies & Services

522 45 30 000	Books/Periodicals (Training)	601.96
522 45 31 000	Office Supplies (Training)	0.00
522 45 32 000	Food and Water (Training)	22.97
522 45 33 000	Training Supplies	203.89
522 45 40 000	Local/Long Distance Travel (Training)	72.36
522 45 41 000	Meals (Training)	1,944.87
522 45 42 000	Lodging	2,003.47
522 45 43 000	Tuition	6,560.00

220 Supplies & Services		11,409.52
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400 Training		11,409.52
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500 Equipment Repair & Maintenance

220 Supplies & Services

522 60 40 000	Fire Extinguisher Maint	1,068.15
522 60 40 001	Exercise Equip Maint	1,097.20
522 60 41 000	Hose & Nozzle Test/Mtce	0.00
522 60 41 001	EMS Equipment Mtce	0.00
522 60 41 002	Ladder Testing/Repair	653.59
522 60 41 003	Hand Tool Maintenance	0.00
522 60 41 004	SCBA Mtce	6,598.95
522 60 42 000	Minitors/Radios Repair	597.74
522 60 43 000	Small Engine Repair	674.49
522 60 47 001	Emergency Generators Repair/Mtce.	882.67

220 Supplies & Services		11,572.79
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500 Equipment Repair & Maintenance		11,572.79
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525 Disaster Services

525 Disaster Services

525 60 30 000	Disaster Preparedness	0.00
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525 Disaster Services		0.00
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525 Disaster Services		0.00
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550 Apparatus Repair & Maintenance

2018 YEAR TO DATE TOTALS

East County Fire & Rescue
MCAG #: 1060

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001 General Fund

01/01/2018 To: 12/31/2018

EXPENDITURES

220 Supplies & Services

522 60 48 000	Vehicle Repair & Maint	1,482.73
522 60 48 001	T95	1,850.19
522 60 48 009	E93	137.64
522 60 48 010	T93	375.07
522 60 48 011	S96	0.00
522 60 48 012	U93	6.49
522 60 48 013	S91	907.03
522 60 48 014	E94	8,193.09
522 60 48 016	U91(Surplus)	440.33
522 60 48 018	U92	227.64
522 60 48 019	RH93	659.88
522 60 48 020	E91	2,160.16
522 60 48 905	A93	0.00
522 60 48 909	E92	0.00
522 60 48 911	E95(Surplus)	0.00
522 60 48 914	T94	783.69
522 60 48 915	U94	451.96
522 60 48 916	E95	2,350.17
522 60 48 917	S93	649.99
522 60 48 918	S94	660.96
522 60 48 919	T91	353.84

220 Supplies & Services		21,690.86
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550 Apparatus Repair & Maintenance		21,690.86
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580 Non Expenditures

580 Non Expenditures

589 99 99 000	Payroll Clearing	(76.24)
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580 Non Expenditures		(76.24)
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580 Non Expenditures		(76.24)
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592 Debt Service

597 Interfund Transfers

597 22 55 001	Transfer Out- Debt Service Payment	249,886.35
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597 Interfund Transfers		249,886.35
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2018 YEAR TO DATE TOTALS

East County Fire & Rescue
MCAG #: 1060

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001 General Fund

01/01/2018 To: 12/31/2018

EXPENDITURES

592 Debt Service **249,886.35**

594 Capital Expenditures

594 Capital Expenditures

594 22 60 000	Capital Purchases	0.00
594 22 61 000	Computer Equip	2,185.35
594 22 62 000	Offsets Over Est. Prop. Tax	0.00
594 22 63 000	Offsets Est. Mob Equip. Rev	0.00

594 Capital Expenditures 2,185.35

594 Capital Expenditures **2,185.35**

600 Facilities

220 Supplies & Services

522 50 30 000	Grounds & Park	3,198.13
522 50 40 000	Bldg Repair & Maint	30,481.40

220 Supplies & Services 33,679.53

691 Station 91

522 50 41 091	Monitoring (St 91)	445.36
522 50 42 091	Comcast Tel/Internet (St 91)	3,789.96
522 50 43 091	Electrical Service (St 91)	6,177.32
522 50 44 091	Garbage (St 91)	1,453.38
522 50 45 091	Gas (St 91)	4,022.68
522 50 46 091	Water & Sewer (St 91)	665.86

691 Station 91 16,554.56

692 Station 92

522 50 43 092	Electrical & Heating (St 92)	889.02
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692 Station 92 889.02

693 Station 93

522 50 41 093	Monitoring (St 93)	395.62
522 50 42 093	Comcast Tel/Internet (St 93)	1,807.90
522 50 43 093	Electrical & Htg (St 93)	5,215.95
522 50 44 093	Garbage (St 93)	204.26

2018 YEAR TO DATE TOTALS

East County Fire & Rescue
MCAG #: 1060

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001 General Fund

01/01/2018 To: 12/31/2018

EXPENDITURES

693 Station 93

693 Station 93	7,623.73
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694 Station 94

522 50 41 094 Monitoring (St 94)	655.05
522 50 42 094 Comcast Tel/Internet (St 94)	3,274.93
522 50 43 094 Electric & Heating (St 94)	5,720.72
522 50 44 094 Garbage (St 94)	704.19

694 Station 94	10,354.89
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695 Station 95

522 50 41 095 Monitoring (St 95)	646.16
522 50 42 095 Telephone (St 95)	951.60
522 50 43 095 Electrical & Heating (St 95)	892.41
522 50 45 095 Gas (St 95)	352.24
522 50 46 095 Water & Sewer (St 95)	1,511.91

695 Station 95	4,354.32
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600 Facilities	73,456.05
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800 Fund Transfers

801 Transfer To Reserve Fund

597 22 49 000 Transfer Out- Capital Facility	0.00
597 22 60 001 Transfer Out- Apparatus Reserve	0.00
597 22 64 001 TransfersOut - Equipment Reserve	37,200.00

801 Transfer To Reserve Fund	37,200.00
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800 Fund Transfers	37,200.00
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Fund Expenditures:	2,448,237.87
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Excess/Deficit:	1,423,127.05
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2018 YEAR TO DATE TOTALS

East County Fire & Rescue
MCAG #: 1060

Time: 11:14:13 Date: 01/15/2019
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Fund	Revenues	Expenditures	Net
001 General Fund	3,871,364.92	2,448,237.87	1,423,127.05
	<u>3,871,364.92</u>	<u>2,448,237.87</u>	<u>1,423,127.05</u>

2018 BUDGET POSITION

East County Fire & Rescue
MCAG #: 1060

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002 Apparatus Replacement Fund 01/01/2018 To: 12/31/2018

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 10 00 001 Beginning Balance Apparatus Replacement	510,496.32	510,496.32	0.00	100.0%
308 Beginning Balances	510,496.32	510,496.32	0.00	100.0%
360 Misc Revenue				
361 10 00 001 Investment Interest (Apparatus Reserve)	0.00	5,295.45	(5,295.45)	0.0%
360 Misc Revenue	0.00	5,295.45	(5,295.45)	0.0%
397 Interfund Transfers				
397 00 00 001 Transfer In-Apparatus Replacement	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	510,496.32	515,791.77	(5,295.45)	101.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers				
597 22 60 002 Transfers From Apparatus Reserve	224,837.00	224,836.68	0.32	100.0%
597 Interfund Transfers	224,837.00	224,836.68	0.32	100.0%
Fund Expenditures:	224,837.00	224,836.68	0.32	100.0%
Fund Excess/(Deficit):	285,659.32	290,955.09		

2018 BUDGET POSITION

East County Fire & Rescue
MCAG #: 1060

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003 Capital Facility Fund		01/01/2018 To: 12/31/2018			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances					
308 10 00 002 Beginning Balance Capital Facility	41,976.63	41,976.63	0.00	100.0%	
308 Beginning Balances	41,976.63	41,976.63	0.00	100.0%	
360 Misc Revenue					
361 10 00 002 Investment Interest (Capital Facility)	0.00	699.88	(699.88)	0.0%	
360 Misc Revenue	0.00	699.88	(699.88)	0.0%	
397 Interfund Transfers					
397 00 00 000 Transfer In- Capital Facility	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	0.00	0.00	0.00	0.0%	
Fund Revenues:	41,976.63	42,676.51	(699.88)	101.7%	
Fund Excess/(Deficit):	41,976.63	42,676.51			

2018 BUDGET POSITION

East County Fire & Rescue
MCAG #: 1060

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004 Leave Accrual Fund

01/01/2018 To: 12/31/2018

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 10 00 003 Beginning Balance Leave Accrual	43,118.63	43,118.63	0.00	100.0%
308 Beginning Balances	43,118.63	43,118.63	0.00	100.0%
360 Misc Revenue				
361 10 00 003 Investment Interest (Leave Accrual)	0.00	718.90	(718.90)	0.0%
360 Misc Revenue	0.00	718.90	(718.90)	0.0%
Fund Revenues:	43,118.63	43,837.53	(718.90)	101.7%
Fund Excess/(Deficit):	43,118.63	43,837.53		

2018 BUDGET POSITION

East County Fire & Rescue
 MCAG #: 1060

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005 Plans Trailer Copier

01/01/2018 To: 12/31/2018

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 10 00 004 Beginning Balance Plans Trailer Copier	2,056.92	2,056.92	0.00	100.0%
308 Beginning Balances	2,056.92	2,056.92	0.00	100.0%
360 Misc Revenue				
361 10 00 005 Investment Interest (Copier Reserve)	0.00	34.26	(34.26)	0.0%
360 Misc Revenue	0.00	34.26	(34.26)	0.0%
Fund Revenues:	2,056.92	2,091.18	(34.26)	101.7%
Fund Excess/(Deficit):	2,056.92	2,091.18		

2018 BUDGET POSITION

East County Fire & Rescue
MCAG #: 1060

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006 Equipment Reserve Fund

01/01/2018 To: 12/31/2018

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 10 00 005 Beginning Balance Equipment Reserve	86,445.37	86,445.37	0.00	100.0%
308 Beginning Balances	86,445.37	86,445.37	0.00	100.0%
360 Misc Revenue				
361 10 00 004 Investment Interest (Equipment Reserve)	0.00	1,590.77	(1,590.77)	0.0%
360 Misc Revenue	0.00	1,590.77	(1,590.77)	0.0%
397 Interfund Transfers				
397 00 00 002 Transfer In- Equipment Reserve	37,200.00	37,200.00	0.00	100.0%
397 Interfund Transfers	37,200.00	37,200.00	0.00	100.0%
Fund Revenues:	123,645.37	125,236.14	(1,590.77)	101.3%
Fund Excess/(Deficit):	123,645.37	125,236.14		

2018 BUDGET POSITION TOTALS

East County Fire & Rescue
 MCAG #: 1060

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
002 Apparatus Replacement Fund	510,496.32	515,791.77	101.0%	224,837.00	224,836.68	100%
003 Capital Facility Fund	41,976.63	42,676.51	101.7%	0.00	0.00	0%
004 Leave Accrual Fund	43,118.63	43,837.53	101.7%	0.00	0.00	0%
005 Plans Trailer Copier	2,056.92	2,091.18	101.7%	0.00	0.00	0%
006 Equipment Reserve Fund	123,645.37	125,236.14	101.3%	0.00	0.00	0%
	721,293.87	729,633.13	101.2%	224,837.00	224,836.68	100.0%



**EAST COUNTY FIRE & RESCUE
 CONSENT AGENDA
 January 15, 2019**

1. Minutes –
 - January 7, 2019 Regular Meeting
 - January 7, 2019 Local BVFF&RO Meeting
 - January 9, 2019 Strategic Planning
2. Invoices
 - None
3. Approved Commissioner Stipends January 25 Pay Date

Name	For the Period				Education	Other	Total
	Regular Meeting	Committee Meeting	Special Mtg	Jan 1 Jan 15			
Berg	2	1	2	0	0	5	
Martin	2	1	2	0	0	5	
Petty	2	0	2	0	0	4	
Seeds	2	0	2	0	0	4	
Taggart	2	1	2	0	0	5	

4. Voided/Destroyed Claims/Payroll Warrants

None

5. Payroll/Benefits EFT's

- \$52,678.49

 Commissioner Martha Martin – Chair

 Commissioner Mike Taggart – Vice Chair

 Commissioner Mike Berg

 Commissioner Sherry Petty

 Commissioner Joshua Seeds



CLARK COUNTY WASHINGTON

TREASURER Alishia Topper
You can count on us. Since 1850.

www.clark.wa.gov/treasurer

1300 Franklin Street, 2nd floor
PO Box 5000
Vancouver, WA 98666-5000
564.397.2252

To: District Leadership and Finance Professionals
From: Alishia Topper, Clark County Treasurer
Date: January 7, 2019
Re: Clark County financial system project update and transaction freeze

District Leaders and Finance Professionals:

Greetings! We are writing to provide an update on Clark County's financial system replacement project and request your assistance in limiting district financial transactions during the upcoming transition period.

Workday go-live update

Clark County is preparing to go-live with its new financial system, Workday, on March 4, 2019. As part of this transition we are required to stop processing transactions in the County's current financial system, Oracle, on February 6, 2019.

The three week period from February 7 through March 4, 2019 is the "freeze" period. Any activity that occurs during the freeze will have an accounting date of March 1, 2019 in Workday.

Request to limit financial activity

To assist us in this transition, beginning February 7 Clark County requests taxing districts limit financial activity to payroll only transactions, until the freeze is lifted on March 4. Please pay outstanding invoices promptly by February 6 or delay, to the extent possible, payments to vendors and employees until after the freeze.

We are making this request in an effort to ease the reconciliation process. Upon Workday go-live, Treasurer's Office staff will need to enter and reconcile all accounting transactions that occurred during the freeze into Workday. Reduced activity will improve the speed and accuracy of this manual catch up process. It may also reduce reporting delays.

Provided with this memo is a listing of transactions types processed by the Treasurer's Office. We recognize it may not be possible in all cases to pay all open invoices by February 6 or delay a financial transaction until after the freeze. Please review this listing for detailed freeze impacts and resulting guidance.

Web Portal update

The majority of banking activities are integrated with the County's financial system and Web Portal, which serves as the primary communication tool for districts and the Treasurer's Office.

In preparation for the county's transition to Workday, the Web Portal will be taken offline on Thursday, February 7 for updates. The site will be back online Monday, February 11.

Starting on February 11, the Web Portal will be available for loading warrants and submitting banking transactions. **We will begin using the new Workday accounting elements at this time.** Even though the Web Portal will be available starting February 11, we ask that districts minimize activity to urgent essential business. All transactions submitted through the Web Portal during the freeze will require manual data entry and reconciliation at the time of Workday go-live on March 4. We also ask that districts **do not future date** requests submitted through the Web Portal to anytime within the freeze period.

Please note that balances and accounting related reporting will reflect financial information as of February 6, 2019 and will not be updated on the portal during the freeze. Historical data prior to February 2019 will be available for view and research.

Also, please be aware that data on the web portal will not be 100% up-to-date at go-live. It will take time to enter and reconcile the transactions that occurred during the freeze.

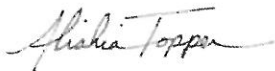
Apologize for service disruptions

Changing financial systems is a massive undertaking, requiring the commitment of significant resources for a successful implementation. We are actively working to minimize service disruptions, but we recognize there are impacts to the services provided by our office.

We appreciate your patience and support as we make this exciting transition and we thank you for your time and attention to this matter.

If you have any questions, concerns or urgent banking needs during the portal outage or financial freeze, please contact us by phone or email: (564) 397.2254 or Treasurer.cashmgmt@clark.wa.gov.

Sincerely,



Alishia Topper
Clark County Treasurer

Attachments: Transaction Types, Impacts, & Guidance

ATTACHMENT: TRANSACTION TYPES, IMPACTS, & GUIDANCE

IMPORTANT NOTE: The Treasurer's Office will begin processing transactions submitted during the freeze on the Web Portal after go-live. This process may take weeks, depending on the transactional volumes.

Accurate account balances will not be available until all catch-up transactions are processed and daily operations are focused on current day activity. The Treasurer's Office will be providing periodic updates as to balance status.

References to the Web Portal in the table below refer to the new Payments and Transactions module and Workday data elements, both of which will be in use on February 11, 2019.

Transaction Type	Freeze Impacts	Guidance & Comments
District payroll <ul style="list-style-type: none"> • Health insurance • Department of Retirement Systems • Deferred compensation • State and federal withholdings • Garnishments (i.e. child support) • Other payroll deductions 	<p>No impact. Payroll related transactions, including retirement, health insurance, deferred compensation and all other deductions will occur as usual. Both direct deposits and paper checks to employees will continue as usual. Districts will need to upload information to the Web Portal and pick a fund number, as per usual.</p>	<p>Accounting and reporting for payroll processed after February 11, 2019 will be delayed and will appear in the March financial statements and portal activity.</p>
Payment transactions & transfers (AP) <ul style="list-style-type: none"> • Credit card/p-card payments • State agency payments • Debt payments • Travel and personal reimbursements to staff • Grant payments • EFT transmittals 	<p>Impact. Request that these transactions are limited to contractually required or urgent business only. Please attempt to promptly pay all open invoices by February 6 or delay payment until after the freeze.</p>	<p>If a transaction is required, process through the Web Portal. Contact the Treasurer's Office Cash Management Team with questions.</p>
Excise payments to Department of Revenue URGENCY LEVEL HIGH	<p>Impact. Payments to the Department of Revenue (Excise) for January activity that is due in February must occur by February 6, 2019. Contact the Cash Management Team immediately if you are unable to meet this deadline.</p>	
Warrants	<p>Request districts provide payment information to the Treasurer's Office as soon as available.</p> <p>Impact. Check status will not be updated on the Web Portal after February 6; check status will be accurate and available after go-live.</p>	<p>If an urgent need arises during the freeze, districts need to submit warrant authorizations through the Web Portal, using the new warrant authorization screen and Workday coding.</p>

Transaction Type	Freeze Impacts	Guidance & Comments
<p>Deposits</p> <ul style="list-style-type: none"> • All bank deposits, including electronic deposits • Weekly bank deposit sweeps • ACH/EFT deposits • State apportionment deposits 	<p>Impact. Request that deposits be minimized to the extent possible, subject to legal requirements (i.e. weekly or daily waiver). Automated transactions and customer deposits that cannot be modified will continue during the freeze. The transaction date will reflect the actual date of deposit; the accounting date will be as of March 1, 2019 which is when it will be posted to the general ledger.</p>	<p>Web Portal balances will reflect activity through February 6, 2019 and will not be updated until March 4, 2019. Bank statements will be loaded at go-live and all transactions that occurred during the freeze will be posted to the March 2019 general ledger.</p> <p>If needed, the Treasurer's Office will be able to verify that specific deposits have been received, but will not be able to provide account balances during the freeze period.</p>
<p>Other adjustments</p> <ul style="list-style-type: none"> • Fund transfers • Expense reclass or journal voucher • Deposit reclass • Fees and interest transfers 	<p>Impact. The Treasurer's Office will be unable to process these types of transaction during the freeze.</p>	<p>As an option, you may choose to submit a transaction request through the Web Portal. All transactions submitted during the freeze will be processed after Workday go-live. You will receive an email once your transaction has been processed. Depending on the volume of requests there may be significant delays.</p>
<p>School and fire district monthly financial reports</p>	<p>Impact: February reports will have light activity in the general ledger. February reports will only include transactions up to February 6, 2019 plus any county processed payroll (i.e. certain fire districts). Web Portal reports for the month of February will be available the last week of February.</p> <p>It is likely that that the March report, which will include activity that occurred during the freeze period, will be delayed.</p>	
<p>Interest allocation</p>	<p>Impact. Interest for February balances will be allocated as normal based on activity that occurred up until February 6, 2019. Allocated interest for February will be posted with a date of March 1, 2019. Interest earnings for both February and March will appear on the March 2019 financial statement. Transactions that occur during the freeze will be posted to March and earn interest during that month.</p>	
<p>Revenue distributions</p>	<p>Impact. No revenue distributions, including property taxes, will occur during the freeze. February revenues received after February 6 will be distributed during March. The property tax statements will not be mailed until March 4, to minimize property tax collection activity during the freeze.</p>	

Deputy Chief Report

1-15-19

Calls since last Commissioner meeting: **23**

EMS: **18**

Fire: **0**

Other: **5**

Calls YTD: 2019- **28**

Staff Overtime Numbers:

Budget Amount: **\$87,000.00**

Used YTD: **\$0**

% Used: **0.0%**

- Brown outs since last meeting: **1**
01-02-19, Station 94, 24 hours
- Attended a County EMS Council meeting and a County Chiefs meeting on 1-3-19 in Vancouver WA.
- Met with DNR on Monday, 1-7-19 to discuss the possible use of Station 93 this summer. They are looking for a place in our area to stage a helicopter for wildfire season. They will get back to me if they decide to move forward. If they decide to move forward, we will get the details of their proposal for Board discussion and possible approval.

AC Jacobs Report

1-15-19

DOC/EOC training was January 8th.

Next DOC/ACC training March 12th 2019 Sta. 91 7 PM.

EST training January 28th 2019, Sta. 93 7 PM.

Safety Report

Last safety committee meeting was 11-27-18

Next safety committee meeting, 1-23-19 Sta. 94 7:30 PM.

No reported accidents or incidents since the last board meeting.

Washington's Paid Family and Medical Leave program is starting soon.

Let's all get ready to be there for care.

Starting January 2019, Washington employees and many employers will begin investing in a statewide program that will provide paid leave to give or receive care.

When the benefits begin in 2020, Paid Family and Medical Leave will support Washingtonians, whether they are recovering from a serious illness or injury, caring for a new child or helping an aging parent. It means workers won't have to choose between a paycheck and caring for their health and their family.

What it is:

The program is mandatory because the spirit behind this benefit is one of understanding that at some time we all need—or need to give—extra care and attention.

Who's eligible:

Nearly every Washington employee who works at least 820 hours (approximately 16 hours weekly) qualifies for the program. All paid work counts toward the 820 hours, including part-time, seasonal and temporary work. To learn more, visit paidleave.wa.gov/workers.

Benefit details:

- Allows up to 12 weeks of paid leave, or up to 18 weeks in certain circumstances.
- Workers receive between \$100 and \$1,000 per week, depending on income.

Your contribution:

To build this insurance program, on January 1, 2019 you may see a premium set aside from your paycheck, like you see for Medicare. The total premium is 0.4% of your wages and may be shared between an employee and employer. For an employee earning \$50,000 a year, the maximum premium is just \$2.44 a week.

Visit paidleave.wa.gov to calculate your contribution and learn more about how you can take time for care.

Washington
**Paid Family &
Medical Leave**

To: Washington State Fire Protection Districts and Regional Fire Authorities.
Dated: December 3, 2018
From: Attorneys Brian Snure and Rich Davis

Re: Paid Family Medical Leave Act and Volunteers

There has been a fair amount of confusion as to whether volunteer firefighters are covered by the Paid Family Medical Leave Act. Recently, we received word that some representatives of Employment Security Department have stated that volunteers are covered by the Act unless the volunteer's compensation consists solely of expense reimbursement under an accountable plan. This memorandum clarifies that bona fide volunteers are not included within the scope of the Act either for purposes of calculating the number of employees an agency has or for purposes of payroll deductions and benefit eligibility.

The definition of "employment" under the Paid Family Medical Leave Act is as follows: *"Employment means personal service, of whatever nature, unlimited by the relationship of master and servant as known to the common law or any other legal relationship performed for wages..."* The term Wages is defined in the same manner as wages is defined under the employment security (unemployment) statutes (RCW 50.04.320).

The Washington State Supreme Court has ruled that stipends paid to volunteer firefighters are not "wages" as defined by Washington law because the Minimum Wage Act, Chapter 49.46 RCW, excludes volunteers from the definition of those who receive a "wage." See *Doty v. Town of South Prairie*, 155 Wn.2d 527, 542 (2005). Similarly, the Fair Labor Standards Act recognizes that a volunteer's receipt of nominal sum payments in an amount consistent with the Department of Labor regulations and opinions are not wages and do not convert volunteers into employees. This is true whether the payments are called points, stipends or some other name.

Accordingly, because volunteer firefighters do not receive wages, volunteers do not fall under the definition of "employment" for the purposes of the Paid Family Medical Leave Act and are not covered. This conclusion is consistent with the Employment Security Department's position that volunteer firefighters are not covered by the unemployment benefit system under Title 50 RCW. Section 316 of the Employment Security Department Tax and Wage Operations Status Manual specifically recognizes that volunteer expense reimbursements are not reportable.

The above opinion is premised on the assumption that your volunteer payments comply with the United States Department of Labor regulations and opinions defining nominal sum payments to volunteers as based on a non-accountable expense reimbursement basis.

The information contained in this document is for general educational purposes only and is not intended to be legal advice. Please consult legal counsel for advice about specific questions.

If you have questions, please contact Brian Snure at 206.824.5630 (brian@snurelaw.com) or Richard Davis at 360.671.1796 (rdavis@chmelik.com).

Jan 2019 - East County Fire & Rescue

Sun	Mon	Tue	Wed	Thur	Fri	Sat												
<p>6</p> <p>Shift Shift B 07:00-07:00</p> <p>Station 91 James Troutman Zach Hougan Connor Horne</p> <p>Station 94 Zach Allen Michael Garrison</p> <p>Trades Michael Garrison For Alex Harrington</p> <p>Events Commissioner Meeting Station 91 18:30 - 21:00</p>	<p>Jan 1</p> <p>Shift Shift C 07:00-07:00</p> <p>Station 91 Matthew Hazlett Alex Harrington</p> <p>Station 94 Brooke Trammell John Prasch</p> <p>Time Off Linda Durrett Holiday - New Years Day Iliana Ortega Holiday - New Years Day Michael Carnes Holiday - New Years Day</p> <p>Events Inventory 07:00 - 07:00</p>	<p>2</p> <p>Shift Shift A 07:00-07:00</p> <p>Station 93 Dan Burch Ryan Grable Cody Sorensen Jordan Watson</p> <p>Kelly Day Adam Webster</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Time Off Stephen Vera Sick Leave</p>	<p>3</p> <p>Shift Shift B 07:00-07:00</p> <p>Station 91 James Troutman Alex Harrington Jake Cahill</p> <p>Station 94 Zach Hougan Michael Garrison</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Trades Alex Harrington For Zach Allen</p> <p>Time Off Ryan Gonzales Sick Leave</p>	<p>4</p> <p>Shift Shift C 07:00-07:00</p> <p>Station 91 Matthew Hazlett Alex Harrington Michael Hengel</p> <p>Station 94 Nolan Charles John Prasch</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p>	<p>5</p> <p>Shift Shift A 07:00-07:00</p> <p>Station 91 Stephen Vera Adam Webster Jordan Watson</p> <p>Station 94 Brooke Trammell Dan Burch Cody Sorensen</p> <p>Trades Brooke Trammell For Jacob Schaff</p>	<p>7</p> <p>Shift Shift C 07:00-07:00</p> <p>Station 91 Matthew Hazlett Michael Garrison</p> <p>Station 94 Brooke Trammell John Prasch</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Trades Michael Garrison For Alex Harrington</p> <p>Events Commissioner Meeting Station 91 18:30 - 21:00</p>	<p>8</p> <p>Shift Shift A 07:00-07:00</p> <p>Station 91 Stephen Vera Adam Webster Jordan Watson</p> <p>Station 94 Ryan Grable Dan Burch Cody Sorensen</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Trades Michael Garrison For Alex Harrington</p>	<p>9</p> <p>Shift Shift B 07:00-07:00</p> <p>Station 91 James Troutman Zach Allen</p> <p>Station 94 Ryan Gonzales Michael Garrison</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Events Strategic Planning / Star... Station 91 15:00 - 16:30</p>	<p>10</p> <p>Shift Shift C 07:00-07:00</p> <p>Station 91 Matthew Hazlett Stephen Vera Dalton Spangler</p> <p>Station 94 Zach Hougan John Prasch</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Trades Stephen Vera For Alex Harrington Zach Hougan For Nolan Charles</p>	<p>11</p> <p>Shift Shift A 07:00-07:00</p> <p>Station 91 Stephen Vera Jacob Schaff Denis Verkhoblov Jordan Watson</p> <p>Station 94 Michael Hengel Cody Sorensen Adam Webster</p> <p>Kelly Day Dan Burch</p> <p>Admin Michael Carnes Michael Carnes</p>	<p>12</p> <p>Shift Shift B 07:00-07:00</p> <p>Station 91 James Troutman Zach Allen Jake Cahill Daren Aasen</p> <p>Station 94 Zach Hougan Michael Garrison</p>	<p>13</p> <p>Shift Shift C 07:00-07:00</p> <p>Station 91 Matthew Hazlett Jacob Schaff</p> <p>Station 94 Zach Allen Joel VanNess</p> <p>Trades Jacob Schaff For Brooke Trammell For Alex Harrington</p> <p>Time Off John Prasch Vacation Time</p>	<p>14</p> <p>Shift Shift A 07:00-07:00</p> <p>Station 91 Stephen Vera Adam Webster Jordan Watson</p> <p>Station 94 Ryan Grable Dan Burch</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Events Policy Review Meeting Station 91 18:00 - 19:30</p>	<p>15</p> <p>Shift Shift B 07:00-07:00</p> <p>Station 91 James Troutman Zach Allen</p> <p>Station 94 Ryan Gonzales Michael Garrison</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Time Off Linda Durrett Sick Leave</p> <p>Events Commissioner Meeting Station 91 18:30 - 21:00</p>	<p>16</p> <p>Shift Shift C 07:00-07:00</p> <p>Station 91 Matthew Hazlett Alex Harrington Nolan Charles</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Time Off John Prasch Vacation Time</p> <p>Events Revenue Exploratory Meet Station 91 10:00 - 11:00</p>	<p>17</p> <p>Shift Shift A 07:00-07:00</p> <p>Station 91 Dan Burch Jacob Schaff Jordan Watson</p> <p>Station 94 Michael Garrison Joel VanNess</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Trades Michael Garrison For Adam Webster</p>	<p>18</p> <p>Shift Shift B 07:00-07:00</p> <p>Station 91 James Troutman Denis Verkhoblov</p> <p>Station 94 Zach Hougan Michael Garrison</p> <p>Kelly Day Zach Allen</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Trades Michael Garrison For Adam Webster</p>	<p>19</p> <p>Shift Shift C 07:00-07:00</p> <p>Station 91 Matthew Hazlett Alex Harrington Daren Aasen</p> <p>Station 94 Jacob Schaff John Prasch</p> <p>Trades Jacob Schaff For Brooke Trammell</p> <p>Events Private Pilot Ground Scho Station 91 08:00 - 12:00</p>

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<p>20</p> <p>Shift Shift A</p> <p>07:00-07:00</p> <p>Station 91 Zach Allen Ryan Grable Jordan Wilson</p> <p>Station 94 Dan Burch Michael Hongel</p> <p>Trades Zach Allen For Adam Webster</p> <p>Time Off Stephen Vera Scheduled Kelly</p>	<p>21</p> <p>Shift Shift B</p> <p>07:00-07:00</p> <p>Station 91 James Troutman Zach Allen</p> <p>Station 94 Ryan Gonzales Michael Garrison</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Events Meeting with Liz Loomis Station 91</p>	<p>22</p> <p>Shift Shift C</p> <p>07:00-07:00</p> <p>Station 91 Matthew Hazlett Alex Harrington</p> <p>Station 94 Nolan Charles John Prasch</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Events Meeting with Liz Loomis Station 91</p>	<p>23</p> <p>Shift Shift A</p> <p>07:00-07:00</p> <p>Station 91 Adam Webster Brooke Trammell Jordan Wilson</p> <p>Station 94 Zach Hougan Dan Burch Joel VanNess</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Trades Brooke Trammell For Jacob Schaff</p> <p>Time Off Stephen Vera Scheduled Kelly</p>	<p>24</p> <p>Shift Shift B</p> <p>07:00-07:00</p> <p>Station 91 James Troutman Zach Allen</p> <p>Station 94 Zach Hougan Michael Garrison</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Trades Brooke Trammell For Brooke Trammell</p>	<p>25</p> <p>Shift Shift C</p> <p>07:00-07:00</p> <p>Station 91 Matthew Hazlett</p> <p>Station 94 Nolan Charles John Prasch Kelly Day</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Trades Nolan Charles For Brooke Trammell</p>	<p>26</p> <p>Shift Shift A</p> <p>07:00-07:00</p> <p>Station 91 Alex Harrington Adam Webster Jordan Wilson</p> <p>Station 94 Ryan Grable Dan Burch</p> <p>Trades Alex Harrington For Stephen Vera</p> <p>Events Private Pilot Ground Scho Station 91</p>
<p>27</p> <p>Shift Shift B</p> <p>07:00-07:00</p> <p>Station 91 James Troutman Zach Allen</p> <p>Station 94 Ryan Gonzales Michael Garrison</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p>	<p>28</p> <p>Shift Shift C</p> <p>07:00-07:00</p> <p>Station 91 Matthew Hazlett Alex Harrington</p> <p>Station 94 Nolan Charles John Prasch</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Trades John Prasch For Stephen Vera</p> <p>Time Off Dan Burch Training</p>	<p>29</p> <p>Shift Shift A</p> <p>07:00-07:00</p> <p>Station 91 Adam Webster Jacob Schaff Jordan Wilson</p> <p>Station 94 Cody Sorensen John Prasch</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Trades John Prasch For Stephen Vera</p> <p>Time Off Dan Burch Training</p>	<p>30</p> <p>Shift Shift B</p> <p>07:00-07:00</p> <p>Station 91 Zach Allen</p> <p>Station 94 Zach Hougan Michael Garrison</p> <p>Kelly Day James Troutman</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p>	<p>31</p> <p>Shift Shift C</p> <p>07:00-07:00</p> <p>Station 91 Matthew Hazlett</p> <p>Station 94 Brooke Trammell John Prasch</p> <p>Admin Linda Durrett Michael Carnes Michael Carnes</p> <p>Trades Brooke Trammell</p> <p>Time Off Alex Harrington Vacation Time</p>		

* Indicates time starts on following calendar day
 * Events and Time Off follow default Split Time of Day of 07:00