

# **EAST COUNTY FIRE & RESCUE**

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

**November 1, 2016**

**Station 91**

**7 PM**

### **AGENDA**

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

Flag Salute

#### **OATHS:**

Mike Carnes

Matt Hazlett

#### **AGENDA ADJUSTMENTS:**

#### **CONSENT AGENDA:**

1. Approval of October 18, 2016 Regular Board Meeting Minutes
2. Approval of October 18, 2016 Local BVFF&RO Meeting Minutes
3. Approval of October 25, 2016 Strategic Planning Workshop Minutes
4. Approval of November 1, 2016 Financial Statement
5. Excuse Absent Commissioner(s):

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

#### **CORRESPONDENCE:**

#### **STAFF REPORT:**

Deputy Chief Carnes

Assistant Chief Jacobs

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

#### **SAFETY REPORT:**

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

Planning Group Workshop

EMS Levy Resolution #213-11012016

EMS Levy Substantial Need Resolution #214-11012016

General Levy Resolution #215-11012016

General Levy Substantial Need Resolution #216-11012016

FY2017 Draft Budget

Lexipol Proposal

BIAS Software Proposal

Consider 2017 COLA for Part-Time Firefighters

Holiday Dinner Thursday December 8<sup>th</sup>

(See Reverse)

---

**This Meeting is Being Recorded.**

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

Page # 1 of 2

**FIRE DISTRICT BUSINESS (cont.):**

Petty Cash Account  
Consider Purchase Request for Desktop Computer

**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.

RCW 42.30.140 (4) (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

**ADJOURNMENT:**

Next Regular Board Meeting: November 15, 2016, Station 91, 7 PM

**Fire Officer:**

I \_\_\_\_\_ do hereby declare, that I will support the constitution of the United States, the constitution of the State of Washington, the members I serve with and that, as an officer of East County Fire & Rescue, my fundamental duty is to serve the people I swear to protect, to safeguard and preserve life, health and property against fire and other perils, and to maintain a proficiency in the fire service. As an Officer I will uphold the standards of my profession and position, continually searching for new and improved methods of serving the people and members of the Department, and will share my knowledge and skills with my colleagues and firefighters I am assigned to lead. I will never allow my personal feelings, nor danger to self, deter me from my responsibilities as a firefighter. I will lead my fire company to the best of my ability with fairness and no prejudice. I will at all times, respect the property and rights of all men and women, the laws of my country, and members I serve with.

I recognize the badge of my office as a symbol of Fire District and public faith and trust, and I accept so long as I am true to the ethics of the fire service. I will constantly strive to achieve the objectives and ideals that the fire service instills, dedicating myself to the saving of life, preventing and suppressing fires and performing other duties enacted and placed up to me.

As a member of East County Fire & Rescue, I accept this self-imposed and self-enforced obligation as my responsibility and make these promises so solemnly, freely, and upon my honor.

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

**October 18, 2016**

**Station 91**

**7 PM**

**Draft Minutes**

**ATTENDANCE:**

Martha Martin  
Tom Gianatasio  
Kacie Jones  
Mike Carnes  
James Troutman

Mike Taggart  
Robert Jacobs  
Tad Crum  
Aloma Taggart  
Michael Garrison

Sherry Petty  
Mike Berg  
Al Gillespie  
Larry Wagoner

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

Flag Salute

**GUESTS:**

None

**AGENDA ADJUSTMENTS:**

None

**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): September 6, 2016 (Taggart) September 20, 2016 (Berg)

**Motion by Commissioner Taggart** to approve the consent agenda, **second by Berg. Motion passed** unanimously.

**OPEN TO PUBLIC:**

Nothing

**CORRESPONDENCE:**

None

**STAFF REPORT:**

Chief Gillespie Read his report, a copy is in the packet. Chief Jacobs read his report, a copy is in the packet. Chief Jacobs outlined proposed differences between E91 and specs for a new apparatus. A representative from General Fire will attend the Strategic Planning meeting to discuss the process. A budget report was presented.

**VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

Nothing



**SAFETY REPORT:**

Chief Jacobs read his report. The next safety committee meeting will take place on November 29, 2016 at 7:30 PM.

**FIRE DISTRICT BUSINESS:**

**Planning Group Workshop:**

The next Strategic Planning Workshop will take place October 25<sup>th</sup>, 2016, 6:00 PM at Station 91. Topics will include the 2017 budget and a presentation from General Fire.

**Executive Search Committee:**

As the Interlocal Agreement has been signed, there is no longer a need for the committee or the agenda item.

**FY2017 Draft Budget:**

Chief Gillespie gave a general overview of the current version of the draft budget. He also gave overviews of the proposals from Lexipol and Bias, and explained how they had been included in the draft budget.

**Consider Proposed Interlocal Agreement:**

As this agreement has now been signed and approved by Camas and East County, this item may now be removed from the agenda.

**COMMISSIONER COMMENTS:**

Commissioner Gianatasio noted that the electric bill from Station 94 is frequently lower than the bill from Station 93. He recently visited Station 93 and found all of the lights on in the truck bay. He also inquired as to the number of registrants for CERT, and if it is possible to determine the district of residence of the attendees. Commissioner Taggart attended a meeting in regards to a grant from the department of ecology. The grant doesn't appear to include equipment storage. Commissioner Martin would like to make more contact before deciding to pursue it or not.

**OPEN TO PUBLIC:**

Chief Gillespie noted that his time at East County had been a wonderful experience and commended the board for their leadership. Commissioners Martin, Taggart and Berg expressed gratitude for his services. Larry Wagoner shared that November 18<sup>th</sup> and 19<sup>th</sup> is the turkey carnival at Washougal Fire.

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

Nothing

**ROUND TABLE:**

Nothing

**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 20:04. Anticipated return of 20:24.  
The board reconvened at 20:24

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

**ADJOURNMENT:      20:25**

\_\_\_\_\_  
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

Approved Minutes  
October 18, 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 Carnes

James Troutman

Mike Taggart

Robert Jacobs

Tad Crum

Aloma Taggart

Michael Garrison

Sherry Petty

Mike Berg

Al Gillespie

Larry Wagoner

### BUSINESS:

There is no business tonight.

### ADJOURNMENT:

The Local Board adjourned at 7:59 PM.

Respectfully Submitted,

---

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

---

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

---

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

---

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

**DISTRICT SEAL:**

---

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

**EAST COUNTY FIRE & RESCUE**  
**SPECIAL BOARD OF FIRE COMMISSIONERS WORKSHOP**  
**October 28, 2016**  
**Station 91**

**Draft Minutes**

**ATTENDANCE:**

Martha Martin  
Tom Gianatasio  
Al Gillespie  
Mike Carnes

Mike Taggart  
Mike Berg  
Richard Hamby  
Robert Jacobs

Sherry Petty  
Kacie Jones  
Karen Gianatasio  
Linda Durrett

**CALL TO ORDER:** 18:05 PM

Captain Carnes led the meeting with an overview of the topics for the evening. Commissioner Martin declared an executive session under RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. RCW 42.30.140 (4) (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Adjourn to Executive session at 18:07, anticipated return of 18:37. Extended until 18:42. Reconvened at 18:42.

The board presented a plaque and cake to Chief Gillespie, and extended thanks to him for his service over the last 11 months. A representative from General Fire discussed financing options for the upcoming apparatus purchase. Topics discussed included the new website, finalization of the 2016 Amended Budget, timeline for the 2017 Draft Budget, RFP for moving the generator, possible sharing of hiring lists between ECFR and the City of Camas and the possible surplus of ECFR's air unit.

**Meeting adjourned:** 19:46 PM

Respectfully Submitted,

\_\_\_\_\_  
Martha Martin, Chairperson

\_\_\_\_\_  
Mike Berg, Commissioner

\_\_\_\_\_  
Tom Gianatasio, Commissioner

\_\_\_\_\_  
Sherry Petty, Commissioner

\_\_\_\_\_  
Mike Taggart, Commissioner

**DISTRICT SEAL:**

**ATTEST:**

\_\_\_\_\_  
Kacie Jones, District Secretary

## Financial Data

### Balance Summary

October 28, 2016

Balances reflect as of close of business 10/27/2016

Sep 2016 Allocation Rate 0.791%

Fund	Fund Name	Cash	Investment at Cost	Encumbered	Balance
6291	East County Fire & Rescue		\$ 1,257,774.03	\$58,372.70	\$ 1,199,401.33
6291-1	New Tender FD 9		\$ 748,465.84		\$ 748,465.84
6291-2	Capital Facility		\$ 41,499.15		\$ 41,499.15
6291-3	Leave Accrual		\$ 42,626.02		\$ 42,626.02
6291-4	Safer Grant Year 3		\$ -		\$ -
6291-5	Plans Trailer Copier		\$ 2,033.44		\$ 2,033.44
6248	Fire District 9 GO Bond Fund				\$ -
6292	Fire District 9 Capital Fund				\$ -
<b>Transmittals</b>	<b>TOTALS</b>	<b>\$0.00</b>	<b>\$ 2,092,398.48</b>		<b>\$ 2,034,025.78</b>
TR2016 ECFR	10/4/2016		\$830.86		Payroll Costs for SM20 \$56,446.33
TR2016 ECFR	10/4/2016		\$2,509.25		
TR2016 ECFR	10/4/2016		\$17,947.90		
TR2016 ECFR	10/6/2016		\$ 3,835.66		
TR2016 ECFR	10/18/2016		\$ 118.95		
TR2016 ECFR	10/18/2016		\$ 33,130.08		
TR2016 ECFR					
TR2016 ECFR					

\*Previously paid transmittals submitted and paid per Resolution #177-03182014

## Deputy Chief Report

**11-1-16**

Calls since last Commissioner meeting: **18**

EMS: **10**

Fire: **4**

Other: **4**

Calls YTD: **744**

Finalizing RFP for Generator move.

Chief Swinhart and I completed Chief interviews for full time FF position. Made conditional offer to PTE Russell Franklin-Lyons.

Searching for information/quotes for above ground fuel tanks for Station 94.

Working with Chief Jacobs on a rehab plan/Air truck.

Working with the Washington Surveying and Rating Bureau to upgrade our evaluation results.

Working on a management plan to update our programs and assignments with the Captains.

Brown outs since last meeting:

10-22-16, Station 94, 0700-1900 hrs.

Working on minor deficiency repairs to fire alarm system at Station 91.

Attended an officers meeting at CWFD on the 20<sup>th</sup> of Oct.

5 volunteer firefighters attending IFSAC HazMat Ops classes at the Washington State Fire Academy.

## AC Jacobs Report

11-1-2016

October ACC/EOC training was 10-10-2016.

October EST training was 10-24 -2016.

November ACC/EOC training 11-14-2016 Sta. 91 7 PM.

November EST training 11-28-2016 Sta. 93 7 PM.

Reviewing proposal for new engine from General Fire to ensure it meets our needs and specs.

### Safety Report

Safety Committee meeting was held 9-27-16.

Next safety committee meeting, 11-29-16 location TBD  
7:30 PM.

No reported accidents/incidents since the last board meeting.



Ordinance / Resolution No. 213-

11012016

RCW 84.55.120

WHEREAS, the Board of Commissioners of East County Fire & Rescue has met and considered its budget for the calendar year 2017; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 428,240.32; and,

WHEREAS, the population of this district is [X] more than or [ ] less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2017 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 4,081.13 which is a percentage increase of 0.953% from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 01 day of Nov., 2016.

Three sets of horizontal lines for signatures.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.



**2017 EMS SUBSTANTIAL NEED  
EAST COUNTY FIRE & RESCUE  
RESOLUTION NO. 214-11012016**

**WHEREAS**, The Board of Fire Commissioners of East County Fire & Rescue (the “Board”) has met and considered the EMS levy budget for the calendar year 2017, and

**WHEREAS**, RCW 84.55.0101 authorizes taxing districts with a population exceeding 10,000 to set a limit factor for its regular property tax levy to a maximum one hundred and one percent upon a finding of “substantial need” by a supermajority of the Board; and

**WHEREAS**, the population of the District is more than 10,000; and

**WHEREAS**, East County Fire & Rescue’s “substantial need” for its EMS levy is in part demonstrated by the increasing cost of providing EMS services to District residents which outpaces revenues, **THEREFORE**

**BE IT RESOLVED BY THE COMMISSIONERS OF EAST COUNTY FIRE & RESCUE**

That, due to the above stated circumstances the Board of commissioners finds that “substantial need” exists and the property tax limit factor for the 2017 tax year shall be one hundred and one percent.

**Adopted at a Meeting of the Board of Commissioners, East County Fire & Rescue, this 1st day of November, 2016.**

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

**DISTRICT SEAL**

**ATTEST:** \_\_\_\_\_  
**District Secretary**



Ordinance / Resolution No. 215-

11012016

RCW 84.55.120

WHEREAS, the Board of Commissioners of East County Fire & Rescue has met and considered its budget for the calendar year 2017; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 1,951,532.20; and,

WHEREAS, the population of this district is [X] more than or [ ] less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2017 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 18,598.10 which is a percentage increase of 0.953% from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 1 day of Nov., 2016.

Three sets of horizontal lines for signatures.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

**2016 SUBSTANTIAL NEED**

**EAST COUNTY FIRE & RESCUE**

**RESOLUTION NO. 216-11012016**

**WHEREAS**, The Board of Fire Commissioners of East County Fire & Rescue (the "Board") has met and considered its budget for the calendar year 2017, and

**WHEREAS**, RCW 84.55.0101 authorizes taxing districts with a population exceeding 10,000 to set a limit factor for its regular property tax levy to a maximum one hundred and one percent upon a finding of "substantial need" by a supermajority of the Board; and

**WHEREAS**, the population of the District is more than 10,000; and

**WHEREAS**, East County Fire & Rescue's "substantial need" is in part demonstrated by the need to maintain staffing at a minimum of two fire stations due to the geographical characteristics of the District, THEREFORE

**BE IT RESOLVED BY THE COMMISSIONERS OF EAST COUNTY FIRE & RESCUE**

That, due to the above stated circumstances the Board of commissioners finds that "substantial need" exists and the property tax limit factor for the 2017 tax year shall be one hundred and one percent.

**Adopted at a Meeting of the Board of Commissioners, East County Fire & Rescue, this 1st day of November, 2016.**

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

**DISTRICT SEAL**

**ATTEST:** \_\_\_\_\_  
**District Secretary**

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

**Revenues**

308800-001-0000	Beg Bal (Previous Year Rollover)	\$ 100,000.00
311100-000-0000	Property Tax Collected	\$ 2,045,901.00
311100-002-0000	Property Tax - Delinquent	\$ 10,000.00
311105-000-0000	Admin Refund	\$ 1,000.00
317200-000-0000	Leasehold Excise Tax	\$ 3,300.00
317400-000-0000	Timber Excise Tax	\$ 3,000.00
332156-000-0000	Wildlife-In Lieu of Taxes	\$ 200.00
334013-000-0000	WSP FF1 Reimbursement	\$ 2,500.00
334049-000-0000	Grants State/DOH	\$ 1,300.00
342202-002-0000	Budget Reimb/Accts Receivable	\$ 200.00
342202-003-0000	BVFF	\$ 1,000.00
342210-000-000	Fire Protection Services	\$ 500.00
342210-001-0000	Fire Services MOB-Personnel	\$ 5,100.00
342210-002-0000	Fire Services MOB-Equipment	\$ 5,000.00
342210-003-0000	WMX	\$ 2,500.00
342210-004-0000	Jemtegaard	\$ 600.00
361109-000-0000	Interest Earnings	\$ 6,000.00
361320-000-0000	Unrlzd Gain (loss) on investment	\$ 0.00
362501-000-0000	DNR Timber Rents	\$ 10,000.00
367000-000-0000	Contributions & Donations	\$ 150.00
369100-000-0000	Sale of Junk & Salvage	\$ 50.00
369900-000-0000	Other Misc. Revenue	\$ 50.00
395100-00-000	DNR Timber Sales	\$ 1,000.00
395200-000-0000	Insurance Claim	\$ 0.00

**Total Revenues**

**2,199,351.00**

# East County Fire Rescue

FY 2017

## General Operating Budget

### Expenses

#### Salaries and Benefits

511600-110	Legislative Salaries	53,113
511600-210	Commissioner Benefits	4,350
511600-433	Commissioner Mileage	350
511600-435	Commissioner Meals	500
511600-438	Commissioner Lodging	1,200
511600-491	Commissioner Dues/Memberships	2,800
511600-496	Commissioner Tuition	1,000
522100-110	Miscellaneous Salaries	6,500
522100-110-FT	Salaries Full-time	742,363
522100-110-PT	Salaries Part-time	158,493
522100-120	Quarterly Reimbursement	30,000
522100-140	Overtime	48,000
522100-206-FT	PERS FT	7,316
522100-206-PT	PERS PT	17,720
522100-208-FT	LEOFF	37,914
522100-210-001	Magellan - EAP	1,260
522100-210-002	Unemployment/Medicare FT	15,412
522100-210-003	Unemployment/Medicare PT	3,091
522100-210-004	Medicare/SS Vol	2,295
522100-211	Disability	11,983
522100-213	Deferred Comp	24,252
522100-221	Medical Insurance	175,891
522100-221-001	VEBA	9,900
522100-222-FT	Labor & Industries FT	35,581
522100-222-PT	Labor & Industries PT	11,691
522100-251	Uniforms LD	4,000
<b>Wildland Salaries &amp; Benefits</b>		
522200-110	Wildland Salaries & Benefits	2,500
522200-140	Wildland Overtime & Benefits	2,600
<b>General Operations</b>		
522200-314	Maps/Books/ Periodicals JT	200
522200-315	Office Supplies	1,000
522200-318	Furniture/Appliances	8,300
522200-322	Cleaning and Sanitation	1,500
522200-324	Food and Water	1,200
522200-326	Expendable Equipment	1,500
522200-327	Computer/Software/Supplies	3,000
522200-328	Turn-Outs JT	6,000

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

522200-328-001	PPE Accessories JT	4,000
522200-328-002	Volunteer Uniforms LD	500
522200-328-003	T-Shirts/Sweatshirts LD	1,500
522200-329	Other Operating Supplies	1,500
522200-329-001	Address Signs ZA	150
522200-339	Bldg Supplies/Facility Misc	2,600
522200-359	Equipment	15,500
522200-359-001	Tech Rescue Equipment DB	3,000
522200-359-003	Hose & Nozzles DB	2,000
522200-359-004	Exercise Equip JT	1,000
522200-364	Diesel / Gas	30,000
522200-410	Clark County Fee for Service	17,000
522200-411	State Audit Costs	12,000
522200-412	Legal Services	8,000
522200-414	Medical/Drug Screen/Vaccinations	8,000
522200-419	Professional Services	8,550
522200-419 001	Chief Services (Camas)	36,000
522200-422	Postage	400
522200-423	Radio Dispatch	60,200
522200-426	UPS/Federal Express	150
522200-427	Incentives and Awards	1,500
522200-429-001	Pagers	636
522200-429-002	Satellite Phone	375
522200-429-003	Verizon MDC Cards	960
522200-441	Advertising	1,500
522200-442	Legal Notices	200
522200-446	Taxes and Assessments	2,500
522200-453	Hydrant/Fireline	500
522200-462	Bldgs/Liability/Equip Insuranc	42,000
522200-465	Volunteer Pensions	1,500
<b>Repair and Maintenance</b>		
522200-482-002	Fire Extinguisher Maint ZA	1,100
522200-482-003	Exercise Equip Maint JT	1,000
522200-482-004	Hose & Nozzle Test/Mtce DB	400
522200-482-006	EMS Equipment Mtce	500
522200-482-007	Copier Mtce	900
522200-482-008	Ladder Testing/Repair JP	1,500
522200-482-009	Emergency Generators Repair/Mtce.	500
522200-482-010	Hand Tool Maintenance MH	300
522200-484-002	SCBA Mtce JP	6,200



# East County Fire Rescue

FY 2017

## General Operating Budget

522200-484-003	Minitors/Radios Repair DB	4,000
522200-485-000	Vehicle Repair & Maint	2,700
522200-485-010	T93	2,250
522200-485-009	E94	3,600
522200-485- 001	T95	2,250
522200-485-011	S96	3,600
522200-485-012	U93	675
522200-485-013	S94	3,600
522200-485-014	E91	3,600
522200-485-016	U91	675
522200-485-018	U92	675
522200-485-905	A93	675
522200-485-909	E92	2,250
522200-485-911	E93	3,600
522200-485-912	R93	675
522200-485-914	T94	2,250
522200-485-915	U94	675
522200-485-916	E95	3,600
522200-485-917	S91	3,600
522200-485-918	S93	1,800
522200-485-919	T91	2,250
522200-485-999	Small Engine Repair MH	4,000
522200-487	Computer/Website Mtce & Repair	6,270
<b>Administrative Fees</b>		
522200-491	Dues/Memberships	3,200
522200-492	Election Fees	2,000
522200-493	Filing/Recording/Permit Fees	600
522200-496	Tuition/Registration	500
522200-499	NFIRS/Fire Manager/Bank Charge	6,500
<b>Prevention/Public Education</b>		
522300-313	Educational Supplies	500
522300-415	Printing/Newsletter	600
522300-422	Postage for Newsletter	1,300
522300-440	Advertising	300
<b>Training</b>		
522400-314	Books/Periodicals (Training)	2,000
522400-315	Office Supplies (Training)	100
522400-324	Food and Water (Training)	100
522400-329	Training Supplies	500
522400-433	Local/Long Distance Travel (Training)	500

# East County Fire Rescue

FY 2017

## General Operating Budget

522400-435	Meals (Training)	3,500
522400-438	Lodging	3,000
522400-496	Tuition	20,000
<b>Facilities</b>		
522590-337	Grounds & Park	4,000
522590-481	Bldg Repair & Maint	30,700
522591-419	Monitoring (St 91)	540
522591-421	Comcast Tel/Internet (St 91)	4,000
522591-471	Electrical & Heating (St 91)	7,000
522591-472	Garbage (St 91)	1,400
522591-473	Gas (St 91)	3,500
522591-476	Water & Sewer (St 91)	1,000
522592-471	Electrical & Heating (St 92)	1,000
522593-419	Monitoring (St 93)	400
522593-421	Comcast Tel/Internet (St 93)	1,700
522593-471	Electrical & Htg (St 93)	5,000
522593-472	Garbage (St 93)	150
522594-419	Monitoring (St 94)	635
522594-421	Comcast Tel/Internet (St 94)	2,500
522594-471	Electric & Heating (St 94)	5,500
522594-472	Garbage (St 94)	650
522595-419	Monitoring (St 95)	540
522595-421	Telephone (St 95)	900
522595-471	Electrical & Heating (St 95)	1,500
522595-473	Gas (St 95)	1,000
522595-476	Water & Sewer (St 95)	1,500
<b>Emergency Preparedness</b>		
525600-359	Disaster Preparedness	150
<b>Capital Expenses</b>		
594220-649	Capital Purchases	4,600
594220-649-002	Computer Equip LD	5,500
594220-649-003	Virtual Reserve Capital	50,000
594220-649-004	Wildland Capital - Virtual	5,000
<b>Debt Service</b>		
597248-550	Fund Transfer to 6248	243,620

**Total Expenses**

**2,199,351.00**





**Lexipol**

PREDICTABLE IS PREVENTABLE®

# WASHINGTON FIRE POLICY MANUAL & DAILY TRAINING BULLETINS

Presented to:

## East County Fire & Rescue

**Lexipol**  
6B Liberty, Suite 200  
Aliso Viejo, California 92656  
949.484.4444  
[www.lexipol.com](http://www.lexipol.com)

**Amy Goon**  
Senior Account Executive  
949.675.5012  
[agoon@lexipol.com](mailto:agoon@lexipol.com)

August 6, 2015

Chief Dean Thornberry  
East County Fire & Rescue  
600 NE 267<sup>th</sup> Ave  
Camas, WA 98607

Dear Chief Thornberry,

Thank you for the opportunity to provide your Fire Department with our Policy Manual and integrated Daily Training Bulletin service. Our goal is to help our clients successfully face the evolving challenges in the world of public safety. Lexipol provides clear benefits in terms of managing, disseminating and archiving your department's policies and training records. Departments that adopt our policy subscription service have clear, effective policy manuals that reflect the true values and philosophy of their department.

Lexipol is uniquely qualified to provide our Fire Policy Manual and Daily Training Bulletin service to your department. Since 2003, our proven policy and training solutions have helped public safety Departments across the country reduce risk and avoid litigation. Lexipol provides a highly cost-effective model and powerful, easy-to-use web-based tools that will support your department with:

- Policies that reflect up-to-date, applicable industry standards and best practices;
- Customized content for the state of Washington;
- Daily scenario-based training that reinforces department approved policies and procedures;
- Regular updates to department policies as statutes, case law, and regulations change.

Thank you again for your interest in Lexipol. All of us at Lexipol look forward to working with you and your team.

Sincerely,

Amy Goon  
Client Services Representative  
949.667.5012– Office

## LEXIPOL OVERVIEW

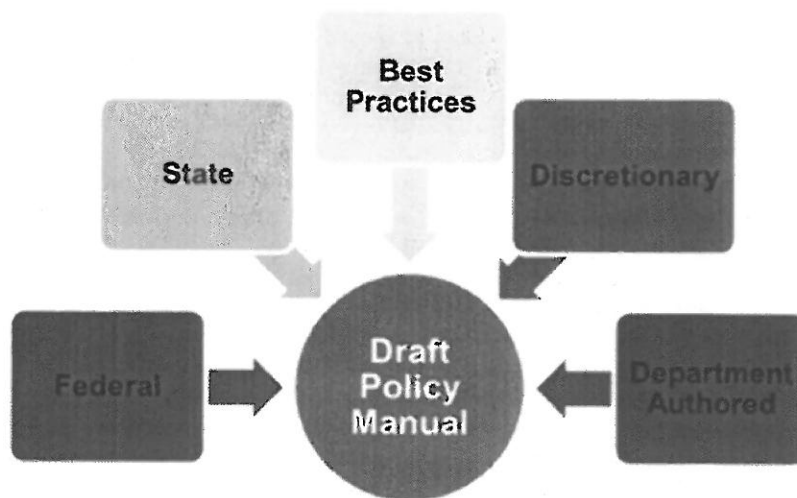
**Policy Manual Development:** Lexipol has created policy content that is specific to federal and Washington state law. This content can then be customized by your department. Your department is prompted through interactive online software to develop policies standardized with regulatory requirements yet customized to the department's unique mission, philosophy and resource availability. The proprietary software allows efficient and accurate generation of your policy manual.

**Daily Training Bulletin Component:** The training component consists of Lexipol's Daily Training Bulletins. These give your department the ability to train and test employees on its policies and procedures. The DTBs consist of a brief scenario illustrating realistic circumstances firefighter personnel typically encounter. Each scenario is linked to a policy, which puts the policy in an operational context and helps personnel understand why the policy exists and how it applies to their daily tasks. The DTB system includes a brief test, which the firefighter must pass to be credited with the DTB training. Your policy administrator will receive DTB packages (via email) monthly, with each bulletin linked to a current policy. Your department will also have the ability to create their own customized DTBs in the Lexipol system as you identify areas that require additional training.

Lexipol's DTB training component allows you to track its training by firefighter, topic or policy. This information is archived electronically and can be produced immediately for current reports, or retrieved years later, thereby providing significant administrative support.

**Unique Qualifications:** Lexipol has established a unique set of risk management tools for public safety Departments by integrating department-specific, customized policy manuals with the Daily Training Bulletin service. The Lexipol policy and training system has helped public safety Departments throughout Washington and the country, reduce risk and stay ahead of litigation trends, while at the same time communicating clear and concise policy guidance to their employees.

**Proprietary System and Tools:** Approximately 160 policies based on federal standards and state statutes and case law, regulatory actions, and fire best practices are available with our intuitive tool set. Your department has full editing capability to customize the manual to reflect your department's mission and philosophy. Our color-coded key reflects the origin of the content and its relative importance. The final product is a professional, well organized, easy-to-read manual online in Lexipol's Knowledge Management System and in hard copy. **There is no other system in the nation that incorporates all of these features at affordable annual subscription rates.**



**Updates:** Lexipol provides regular updates in response to legislative mandates, case law and evolution in best practices. We also provide client alerts in response to precedent-setting court decisions or events that call for immediate changes to policy. **These updates can be customized by your department to reflect your department's mission and philosophy.**

**Adaptability:** Our clients range from one to 3,500 personnel and include municipal fire departments, county fire districts, municipal and county law enforcement Departments, campus, state and federal public safety Departments.

**Scale:** Over 1,800 public safety organizations representing more than 100,000 law enforcement and fire personnel in 20 states use the Lexipol system. Our subscriber base is one of the largest private networks of public safety policy collaborators in the nation.

**Archiving:** Each version of your manual is archived on the Lexipol system. This is an invaluable resource in defense litigation or personnel matters that call for authenticated copies of policy or training records years after an incident.

**Cost Effective Development:** Most small to mid-sized departments assign one firefighter or administrator to update and maintain their policy manual, which can consume 50% to 80% of the firefighter's time.

A typical firefighter does not have the experience or resources to translate statutes, case law and emerging trends into usable, defensible policy in personnel issues, firefighter health and safety and HIPAA, to name a few. At Lexipol we proactively do this work for you, typically at less than 5% of the cost of a paid firefighter or administrator.

**Ready Access:** Many departments describe their pre-Lexipol policy system as convoluted, reactive and not serving the department well. Their employees have trouble accessing the policy system because the documents are contained in disparate silos of information.

**Accreditation Feature:** The Lexipol system is an excellent complement to those departments seeking to obtain or maintain accreditation. The Lexipol system addresses the vast majority of accreditation requirements, but maintains flexibility with its customization features in order to stay current with court decisions and department-specific changes.

Lexipol has a unique *accreditation feature* – a specialized system which allows mapping specific accreditation requirements within Lexipol policy sections and subsections. Departments seeking to meet accreditation requirements simply activate this feature, and are able to add any accreditation standard that applies to that section. When used in conjunction with Lexipol's easy-to-use editing tools, departments can update policies to meet accreditation standards at their discretion.

Lexipol's accreditation feature also aids in making the accreditation process easier with its reporting abilities. Reports can be quickly and accurately created to reflect current policy compliance with specified accreditation standards.

**Training Support:** Your assigned policy administrators may attend any and all online training sessions (which can be repeated as many times as necessary):

1. Knowledge Management System (KMS) Training – which is your portal for policy editing and development and
2. Project Management session – which will introduce your Policy Manager to the Lexipol Electronic Client Toolkit (ECT) and the Project Management Guide (PMG).

Our Project Management Guide and Electronic Toolkit are included in the Lexipol subscription fee, and will aid your department in completing your manual in a timely fashion. Our Project Management Guide provides tips and guidelines on how to achieve this goal. The Electronic Toolkit contains “best practices” examples that may give your department some ideas as to how others have implemented the manual.

Our Program Development and Customer Service teams are also available throughout the development process to provide guidance and answer questions.

**East County Fire & Rescue**  
**Fire Policy Manual & Daily Training Bulletins**  
**Based on 14 career 54 volunteer**

**1st Year Subscription Fee – \$6050**

*(This fee includes all development tools, policy updates, Daily Training Bulletins and the Lexipol Forum)*

**Annual Subscription Fee – \$4250**

*(Billed Year 2 – This fee includes all development tools, policy updates, Daily Training Bulletins and the Lexipol Forum)*

**Optional Supplemental Publication Service - \$1488**

*(Billed annually – This fee includes allows your agency to populate its procedural content and electronically link to policy (storage for SOGs, SOPs, General Orders, Procedural Content, etc.)*

**Services included in the Lexipol Policy Manual and Daily Training Bulletin annual subscription:**

- Access to Washington Fire Policy Manual
- Use of Proprietary System – Knowledge Management System (KMS4)
- Customization Tools
  - Editing & Customization
  - Archiving
  - Reporting
  - Tracking
  - Workflow Tools
- KMS Training
- Project Management Training
- Daily Training Bulletin Training
- Support Forum
- Accreditation Tools – *Mapping standards to Policies*
- Policy Updates
  - Release Notes – *edits, side by side comparison, detailed notes with marked changes, explanation and recommendation.*
- Daily Training Bulletin Component (**120** Unique DTBs Annually)
  - Tracking
  - Reporting
- Customer Service Support

## LEXIPOL'S ADDITIONAL SERVICES

Lexipol offers the following optional services to assist your department with implementing and managing your Lexipol Policy Manual:

### **Supplemental Publication Service (Optional)**

This service allows your organization to electronically link department-specific procedural content to your policy manual in Lexipol's KMS4 platform. Additional non-policy content can include such items as SOGs, SOPs, General Orders, Procedural Content, etc.

### **Daily Training Bulletin Management (Optional)**

Lexipol can manage your entire DTB program to take some of the workload off of your staff. Our specialists are trained in the DTB authoring process and understand how to maximize the value and applicability of the DTBs to your department.

### **Policy Manual Update Administration (Optional)**

Lexipol can handle all aspects of policy updates for your subscribed policy manuals (up to final approval) allowing you more time to focus on the needs of your department. Lexipol's process allows our specialists to maintain a deep knowledge of your specific manual(s), ensuring that all updates are properly integrated with your unique, customized policy manual.

### **Implementation Services (Optional)**

Lexipol offers customized start-to-finish project management from a dedicated member of our team. Regardless of your needs, budget or timeline, Lexipol has flexible implementation solutions to meet your organization's unique needs.

For more information or pricing on our optional services, call me to discuss next steps.

We look forward to serving your department!

Best,

Amy Goon

Phone: 949.667.5012

Web: [www.Lexipol.com](http://www.Lexipol.com)

Email: [agoon@lexpol.com](mailto:agoon@lexpol.com)



BIAS Software  
 327 E. Pacific  
 Spokane, WA 99202



**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.



BIAS Software  
 327 E. Pacific  
 Spokane, WA 99202



**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.

# **EAST COUNTY** *Fire and Rescue*

## **PURCHASING REQUEST FORM**

**REQUESTED ITEM(S):** Desktop Computer and Backup Power Supply

**BRAND/MODEL/VENDOR/PART NUMBER:** Dell Optiplex7040

**APPARATUS / STATION NUMBER:** \_\_\_\_\_

**ESTIMATED COST OF REQUESTED ITEM:** \$1433.09

**EXPLAIN THE NEED FOR REQUESTED ITEM:** \_\_\_\_\_

To place a networked computer in the office for Chief Swinhart

**PERSON REQUESTING THE PURCHASE:** Linda Durrett

**DATE:** 10/31/2016

**BUDGET CODING:** SUB 594 ELE 220 OBJ 649 ID 002

**DATE NEEDED BY:** \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

**AUTHORIZATION FOR PURCHASE:** \_\_\_\_\_

AUTHORIZED SIGNATURE

**DATE ORDERED:** \_\_\_\_\_

**VENDOR:** \_\_\_\_\_

**TOTAL COST:** \_\_\_\_\_

**PAYMENT METHOD:** VISA  M/C  NET 30  P/C

**COMMENTS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Quote 3000001639786.1

## EAST COUNTY FIRE & RESCUE

Salesperson	Quote Details	Billing Details
<b>Salesperson Name</b> Jana Frank	<b>Quote Date</b> 10/31/2016	<b>Company Name</b> EAST COUNTY FIRE & RESCUE
<b>Salesperson Email</b> Jana_Frank@Dell.com	<b>Quote Validity</b> 11/30/2016	<b>Customer Number</b> 82719486
<b>Salesperson Phone</b> 1 (800) 456-3355	<b>Solution ID</b> -	<b>Phone Number</b> 1 (999) 9999999
<b>Salesperson Extension</b> 5139368		<b>Address</b> 600 NE 267TH AVE CAMAS WA 98607-6200 US

### Price Summary

Description	Quantity	Unit Price	Subtotal Price
OptiPlex 7040 MT	1	\$1,251.52	\$1,251.52
American Power Conversion BE750G Back UPS - 450 Watt	1	\$79.11	\$79.11
<b>Subtotal:</b>			\$1,330.63
<b>Taxable Amount:</b>			\$1,330.63
<b>Non-Taxable Amount:</b>			\$0.00
<b>Taxes</b>			\$102.46
<b>Shipping:</b>			\$0.00
<b>Environmental Fees:</b>			\$0.00
<b>Total</b>			<b>\$1,433.09</b>

Note: All tax quoted above is an estimate; final taxes will be listed on the invoice.