



## Clark County Fire & Rescue Board of Fire Commissioners Meeting Minutes

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**May 14, 2014**

Meeting called to order by Commissioner Jon Babcock at 3:00 PM.

Flag Salute led by Commissioner Babcock.

Present: Commissioners Jon Babcock, Larry Bartel, Dave Town, Jerry Kolke. Chief Dennis Mason, Recording Secretary Maureen Groat. Commissioner Bob Johnson present via phone conferencing.

### **CALL FOR LATE AGENDA ADDITIONS**

None.

### **CONSENT AGENDA**

Motion by Kolke to approve the consent agenda as presented. Town Second. Commissioner Bartel asked for clarification on expenses associated to the Air Trailer, door repairs and boat fuel. Chief Mason clarified expenses and stated that fuel expenses for the boat are tracked separately and can be listed separately if it is desired by the Board. No further discussion. Motion approved unanimously.

### **COMMUNICATIONS**

Chief Mason presented the Board with a thank you card he received in the mail from the Woodland Mobile Home Park in appreciation to the Department for the smoke detector campaign done in their area. Chief Mason complimented Volunteer Stephen Leong and Chief Dawdy for their efforts.

Chief Mason reminded the Board of the Vancouver Boat Dedication on Friday, May 16<sup>th</sup>. Following the dedication members will be attending the NW Fire & Rescue Expo. Commissioners Town, Kolke and Babcock will attend the boat dedication. Town will not be able to attend the Expo. Commissioner Bartel asked for clarification on compensation for these two events, stating that he did not feel that these should be compensatory meetings. Bartel made a motion to declare the Vancouver Boat Dedication and NW Fire & Rescue Expo not compensatory meetings. Second Town. Commissioner Kolke expressed concern over the ongoing questioning of what events and/or meetings are appropriate for commissioners to be compensated for attending. He feels unnerved by the ongoing questions. He stated that if need be, the policy should be changed. Additional discussion. Commissioner Babcock called for the vote. Motion failed. Chief Mason stated that he will draft a new compensation policy with revisions he feels will address all concerns of the Board. The new draft policy will be presented at the next regular board meeting.

### **CITIZEN COMMENTS**

Travis Smith requested that the minutes from the Board of Commissioner meeting be placed on the Department web-site. Chief Mason responded that the minutes are posted on our current web-site. The new web-site is expected to go live in the next few weeks and the minutes will continue to be posted.

## **STANDING COMMITTEES**

### **Fairgrounds Fire Facility Board**

Commissioner Johnson reported that the Clark County Sheriff's Commander is planning remodeling projects. He will submit plans to the Board for approval to be added to the 2015 budget. The Sheriff's office is enjoying their added space.

### **Clark County Risk Management Group**

No meeting. No report

### **Finance Committee**

No meeting. No report. Next meeting scheduled for June 3.

### **RFA Committee**

No meeting. Next meeting scheduled for late June.

## **WFOA Workshop Report**

Commissioners Bartel and Town attended the WFOA Workshop on April 26 in Ocean Shores. They enjoyed the workshop and felt they received a lot of very useful information. Bartel and Town compiled a list of items discussed at the workshop that could affect the Department. Chief Mason questioned how the Board would like him to address the list. He stated that some of the items listed are in place or have been addressed. He stated he would review the list and address each bulleted item with an answer. He will e-mail the completed list to each board member. Commissioner Johnson commented that Bartel and Town did a very nice job of presenting the information.

## **Chief's Report**

Chief Mason reported that the NW Fire & Rescue Expo is this Friday, May 16<sup>th</sup>. He reported that the Vancouver Boat Dedication will begin at 10:00 on Friday. The SWWCA quarterly dinner will be May 15. He will be leaving Station 21 at 5:45. Babcock, Town, Bartel and Kolke will attend.

## **Standard of Cover Update - Draft**

Chief Mason presented the Board with a draft copy of the updated Standard of Cover. He requested the Board review the update and make changes where they see appropriate and bring revision suggestions back for discussion. Standard of Cover will be an agenda item for the May 28<sup>th</sup> regular meeting.

## **OLD BUSINESS**

Commissioner Bartel asked if he could clarify his position on being a stickler to policy. He stated, as a member of the Risk Management committee, he feels strongly that it is riskier to have a policy and not stick to it than not to have a policy at all. He feels strongly that as a Board, policy needs to be followed.

## **LATE AGENDA ADDITIONS**

None.

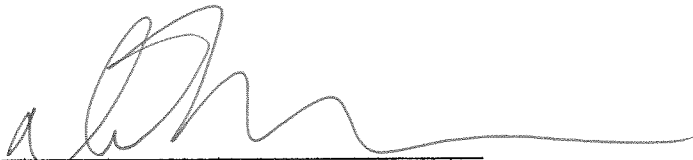
**CITIZEN COMMENTS**

Travis Smith stated he located the meeting minutes on the web-site, but they are not up to date. Chief Mason responded that the new web-site will have a link to the minutes on the home page.

**EXECUTIVE SESSION**

Moved to executive session at 3:25 to discuss an employee issue. Anticipated length of session 20 minutes. No action anticipated. Meeting resumed at 3:45.

Meeting adjourned at 3:45.




**District Secretary**




CLARK COUNTY FIRE & RESCUE  
CONSENT AGENDA  
May 14, 2014

1. Minutes – April 23, 2014 General Meeting
2. Pre-paid Invoices
  - \$ 40,504.51 (CCFR Q1-14 Payroll Taxes)
    - i. Check Nos. 4916 – 4917 dated March 31, 2014
  - \$ 140,291.86 (CCFR Benefits)
    - i. Check Nos. 4959 – 4969 dated April 29, 2014
  - \$ 61,857.68 (CCFR DRS)
    - i. Check No. 4970 dated April 29, 2014
  - \$ 14,489.58 (CCFR)
    - i. Check Nos. 13363 – 13364 dated May 9, 2014
3. Current Invoices
  - \$ 2,603.69 (FFFB)
    - i. Check Nos. 13365 – 13374
  - \$ 54,584.59 (CCFR)
    - i. Check Nos. 13375 – 13443
4. Payroll
  - April 1 – 30 paid April 30, 2014
    - i. \$ 462,326.64 Gross
    - ii. \$ 319,540.94 ACH net
    - iii. \$ 8,746.61 Payroll Warrant net
      - Check Nos. 4918 – 4958
    - iv. \$ 0.00 Payroll VOIDED
    - v. \$ 62,685.89 941 Tax Deposit (May 1, 2014)
5. Fund Transfers/Loan/Bond Payments
  - \$ 38,480.00 (2007-1 Rescue Loan Payment May 10, 2014)
6. Use Tax – April 2014 due May 27, 2014
  - \$ 2.94 (FFFB)
  - \$ 265.83 (CCFR)
7. Voided/Destroyed Claims/Payroll Warrants
  - None
8. Financial Report
  - Fund Balance Report
  - YTD Financial Statements

  
Jerry Kolke

  
David Town

  
Larry Bartel

  
Jon Babcock

  
James R Johnson

Clark County Fire & Rescue  
 Available Fund Balances  
 5/13/2014



<b>Debt Service Fund 6220</b>		<b>\$ -</b>
<b>Debt Service Fund 6222</b>		<b>\$ 158,035.97</b>
<b>EMS Fund 6226</b>		<b>\$ 145.86</b>
<b>General Fund 6228</b>		
6228 General Operating Fund	\$ 3,065,051.78	
6228-1 Equipment Replacement Fund	\$ 200,244.43	
6228-2 Land Acquisition Fund	\$ 27,010.07	
6228-3 Contribution Fund	\$ 1,590.91	
6228-4 Truck Debt Fund	\$ -	
	<b>Total*</b>	<b>\$ 3,293,897.19</b>
6228-0 EMS Program		<b>\$ 25,584.42</b>
6228-5 2013 Contract Educ Reimb Carry Over - BC		\$ -
6228-5 2013 Contract Educ Reimb Carry Over - Line		\$ -
<b>FFFB Fund 6254</b>		<b>\$ 15,973.30</b>
<b>Advance Travel Checking (\$750)</b>		<b>\$ 482.52</b>
<b>Imprest Petty Checking (\$1000)</b>		<b>\$ 465.65</b>
<b>Deposits Pending - Imprest Petty Checking</b>		<b>\$ 534.35</b>
<b>Deposits Pending - Imprest Travel Checking</b>		<b>\$ 267.48</b>
<b>Deposits Pending - Fund 6228</b>		<b>\$ 1,455.10</b>
<b>Deposits Pending - Fund 6254</b>		<b>\$ -</b>
<b>Outstanding Warrants - Fund 6228*</b>		<b>\$ 75,945.75</b>
<b>Outstanding Warrants - Fund 6254*</b>		<b>\$ 2,603.69</b>

\*The available fund balance takes the outstanding warrants into account

Clark County Fire & Rescue  
Available Fund Balances  
5/13/2014



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**Accounts Receivable - Fund 6228**

City of Battle Ground (Inv 456) E29 Exp Reimb	\$ <u>826.38</u>	
<b>Total</b>		<b>\$ <u>826.38</u></b>

**Misc Receivables Pending - 6228**

Alliance One Collections (Foss)	\$ 532.43	
Cost Recovery Program	\$ <u>30,243.86</u>	
<b>Total</b>		<b>\$ <u>30,776.29</u></b>

**Wildland/IMT Receivable**

Snohomish EMD - Oso, WA (Konkright)	TBD	
Snohomish EMD - Oso, WA (Mason)	\$ <u>6,605.49</u>	
<b>Total</b>		<b>\$ <u>6,605.49</u></b>

**Accounts Receivable - Fund 6254**

	\$ <u>-</u>	
<b>Total</b>		<b>\$ <u>-</u></b>

## 2014 BUDGET POSITION

Clark County Fire & Rescue  
MCAG #: 2959

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### 028 General Fund

Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,662,850.00	1,559,657.87	103,192.13	93.8%
310 Taxes	4,800,200.00	2,612,420.17	2,187,779.83	54.4%
330 State Generated Revenues	7,800.00	69,290.00	(61,490.00)	888.3%
331 Federal Direct Grants	423,750.00	179,169.81	244,580.19	42.3%
333 Federal Indirect Grants	0.00	4,042.27	(4,042.27)	0.0%
339 ARRA Federal Grants	0.00	157,492.30	(157,492.30)	0.0%
340 Charges For Services	3,116,600.00	1,535,417.39	1,581,182.61	49.3%
360 Misc Revenues	28,400.00	11,955.28	16,444.72	42.1%
390 Other Revenues	29,000.00	55,904.22	(26,904.22)	192.8%
397 Interfund Transfers	600.00	0.00	600.00	0.0%

### 214 Wildland Operations

340 Charges For Services	110,000.00	0.00	110,000.00	0.0%
360 Misc Revenues	1,800.00	0.00	1,800.00	0.0%
<b>214 Wildland Operations</b>	<b>111,800.00</b>	<b>0.00</b>	<b>111,800.00</b>	<b>0.0%</b>

### 420 Cadet Program

330 State Generated Revenues	10,200.00	0.00	10,200.00	0.0%
340 Charges For Services	283,800.00	173,518.12	110,281.88	61.1%
<b>420 Cadet Program</b>	<b>294,000.00</b>	<b>173,518.12</b>	<b>120,481.88</b>	<b>59.0%</b>

### 450 Training

330 State Generated Revenues	9,000.00	0.00	9,000.00	0.0%
340 Charges For Services	2,500.00	500.00	2,000.00	20.0%
<b>450 Training</b>	<b>11,500.00</b>	<b>500.00</b>	<b>11,000.00</b>	<b>4.3%</b>

### Fund Revenues:

<b>10,486,500.00</b>	<b>6,359,367.43</b>	<b>4,127,132.57</b>	<b>60.6%</b>
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### Expenditures

	Amt Budgeted	Expenditures	Remaining	
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580 Non Expenditures	0.00	(538.32)	538.32	0.0%
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### 100 Admin

010 Wages	558,700.00	180,289.18	378,410.82	32.3%
020 Benefits	141,050.00	49,069.65	91,980.35	34.8%
030 Supplies	17,500.00	5,331.13	12,168.87	30.5%
040 Services	104,400.00	26,767.77	77,632.23	25.6%
050 Inter Agency Transfer	58,000.00	26,228.87	31,771.13	45.2%
522 Fire Control	879,650.00	287,686.60	591,963.40	32.7%
<b>100 Admin</b>	<b>879,650.00</b>	<b>287,686.60</b>	<b>591,963.40</b>	<b>32.7%</b>

### 200 Operations

010 Wages	3,907,600.00	1,380,223.90	2,527,376.10	35.3%
020 Benefits	1,409,900.00	511,505.03	898,394.97	36.3%
030 Supplies	165,400.00	64,882.60	100,517.40	39.2%
040 Services	417,350.00	162,266.90	255,083.10	38.9%

## 2014 BUDGET POSITION

Clark County Fire & Rescue  
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028 General Fund

Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

522 Fire Control	5,900,250.00	2,118,878.43	3,781,371.57	35.9%
<b>200 Operations</b>	<b>5,900,250.00</b>	<b>2,118,878.43</b>	<b>3,781,371.57</b>	<b>35.9%</b>

201 Spec Ops

010 Wages	0.00	0.00	0.00	0.0%
030 Supplies	1,000.00	0.00	1,000.00	0.0%
040 Services	550.00	97.02	452.98	17.6%
522 Fire Control	1,550.00	97.02	1,452.98	6.3%
<b>201 Spec Ops</b>	<b>1,550.00</b>	<b>97.02</b>	<b>1,452.98</b>	<b>6.3%</b>

202 EMS Ops

010 Wages	20,000.00	0.00	20,000.00	0.0%
020 Benefits	2,000.00	0.00	2,000.00	0.0%
030 Supplies	8,000.00	2,511.54	5,488.46	31.4%
040 Services	16,850.00	11,906.56	4,943.44	70.7%
522 Fire Control	46,850.00	14,418.10	32,431.90	30.8%
<b>202 EMS Ops</b>	<b>46,850.00</b>	<b>14,418.10</b>	<b>32,431.90</b>	<b>30.8%</b>

203 Spec Ops - Marine Program

010 Wages	7,600.00	552.09	7,047.91	7.3%
020 Benefits	750.00	49.11	700.89	6.5%
030 Supplies	15,150.00	7,456.25	7,693.75	49.2%
040 Services	3,450.00	8,040.50	(4,590.50)	233.1%
522 Fire Control	26,950.00	16,097.95	10,852.05	59.7%
<b>203 Spec Ops - Marine Program</b>	<b>26,950.00</b>	<b>16,097.95</b>	<b>10,852.05</b>	<b>59.7%</b>

204 Spec Ops - TRT

010 Wages	5,500.00	0.00	5,500.00	0.0%
020 Benefits	500.00	0.00	500.00	0.0%
030 Supplies	850.00	1,380.62	(530.62)	162.4%
040 Services	0.00	0.00	0.00	0.0%
522 Fire Control	6,850.00	1,380.62	5,469.38	20.2%
<b>204 Spec Ops - TRT</b>	<b>6,850.00</b>	<b>1,380.62</b>	<b>5,469.38</b>	<b>20.2%</b>

212 Volunteer Program

010 Wages	106,100.00	35,007.84	71,092.16	33.0%
020 Benefits	46,700.00	14,082.12	32,617.88	30.2%



## 2014 BUDGET POSITION

Clark County Fire & Rescue  
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### 028 General Fund

Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
030 Supplies	750.00	676.40	73.60	90.2%
040 Services	34,150.00	13,544.42	20,605.58	39.7%
<b>522 Fire Control</b>	<b>187,700.00</b>	<b>63,310.78</b>	<b>124,389.22</b>	<b>33.7%</b>
<b>212 Volunteer Program</b>	<b>187,700.00</b>	<b>63,310.78</b>	<b>124,389.22</b>	<b>33.7%</b>
<b>214 Wildland Operations</b>				
010 Wages	130,000.00	19,734.93	110,265.07	15.2%
020 Benefits	6,000.00	1,312.75	4,687.25	21.9%
030 Supplies	5,500.00	267.02	5,232.98	4.9%
040 Services	3,050.00	578.58	2,471.42	19.0%
<b>522 Fire Control</b>	<b>144,550.00</b>	<b>21,893.28</b>	<b>122,656.72</b>	<b>15.1%</b>
<b>214 Wildland Operations</b>	<b>144,550.00</b>	<b>21,893.28</b>	<b>122,656.72</b>	<b>15.1%</b>
<b>300 Prevention</b>				
010 Wages	108,800.00	37,780.00	71,020.00	34.7%
020 Benefits	37,250.00	12,522.44	24,727.56	33.6%
030 Supplies	2,200.00	4,145.71	(1,945.71)	188.4%
040 Services	1,750.00	407.35	1,342.65	23.3%
<b>522 Fire Control</b>	<b>150,000.00</b>	<b>54,855.50</b>	<b>95,144.50</b>	<b>36.6%</b>
<b>300 Prevention</b>	<b>150,000.00</b>	<b>54,855.50</b>	<b>95,144.50</b>	<b>36.6%</b>
<b>301 Pub Ed</b>				
010 Wages	900.00	155.98	744.02	17.3%
030 Supplies	2,450.00	0.00	2,450.00	0.0%
040 Services	1,550.00	0.00	1,550.00	0.0%
<b>522 Fire Control</b>	<b>4,900.00</b>	<b>155.98</b>	<b>4,744.02</b>	<b>3.2%</b>
<b>301 Pub Ed</b>	<b>4,900.00</b>	<b>155.98</b>	<b>4,744.02</b>	<b>3.2%</b>
<b>420 Cadet Program</b>				
010 Wages	61,600.00	18,998.88	42,601.12	30.8%
020 Benefits	7,800.00	2,518.30	5,281.70	32.3%
030 Supplies	16,300.00	2,152.79	14,147.21	13.2%
040 Services	208,300.00	123,450.28	84,849.72	59.3%
<b>522 Fire Control</b>	<b>294,000.00</b>	<b>147,120.25</b>	<b>146,879.75</b>	<b>50.0%</b>
<b>420 Cadet Program</b>	<b>294,000.00</b>	<b>147,120.25</b>	<b>146,879.75</b>	<b>50.0%</b>
<b>450 Training</b>				

## 2014 BUDGET POSITION

Clark County Fire & Rescue  
MCAG #: 2959

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028 General Fund

Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
010 Wages	199,750.00	56,799.18	142,950.82	28.4%
020 Benefits	56,250.00	17,563.82	38,686.18	31.2%
030 Supplies	11,600.00	582.79	11,017.21	5.0%
040 Services	44,100.00	8,908.81	35,191.19	20.2%
<b>522 Fire Control</b>	<b>311,700.00</b>	<b>83,854.60</b>	<b>227,845.40</b>	<b>26.9%</b>
<b>450 Training</b>	<b>311,700.00</b>	<b>83,854.60</b>	<b>227,845.40</b>	<b>26.9%</b>
<b>451 EMS Training</b>				
010 Wages	10,200.00	849.80	9,350.20	8.3%
020 Benefits	900.00	66.39	833.61	7.4%
030 Supplies	2,500.00	0.00	2,500.00	0.0%
040 Services	11,700.00	3,600.00	8,100.00	30.8%
<b>522 Fire Control</b>	<b>25,300.00</b>	<b>4,516.19</b>	<b>20,783.81</b>	<b>17.9%</b>
<b>451 EMS Training</b>	<b>25,300.00</b>	<b>4,516.19</b>	<b>20,783.81</b>	<b>17.9%</b>
<b>501 Facilities</b>				
010 Wages	164,500.00	54,611.00	109,889.00	33.2%
020 Benefits	52,550.00	17,113.30	35,436.70	32.6%
030 Supplies	37,050.00	20,558.45	16,491.55	55.5%
040 Services	158,800.00	73,324.48	85,475.52	46.2%
<b>522 Fire Control</b>	<b>412,900.00</b>	<b>165,607.23</b>	<b>247,292.77</b>	<b>40.1%</b>
<b>501 Facilities</b>	<b>412,900.00</b>	<b>165,607.23</b>	<b>247,292.77</b>	<b>40.1%</b>
<b>580 Boathouse</b>				
030 Supplies	900.00	102.04	797.96	11.3%
040 Services	0.00	0.00	0.00	0.0%
<b>522 Fire Control</b>	<b>900.00</b>	<b>102.04</b>	<b>797.96</b>	<b>11.3%</b>
<b>580 Boathouse</b>	<b>900.00</b>	<b>102.04</b>	<b>797.96</b>	<b>11.3%</b>
<b>585 Highland Property</b>				
030 Supplies	150.00	0.00	150.00	0.0%
040 Services	500.00	577.80	(77.80)	115.6%
<b>522 Fire Control</b>	<b>650.00</b>	<b>577.80</b>	<b>72.20</b>	<b>88.9%</b>
<b>585 Highland Property</b>	<b>650.00</b>	<b>577.80</b>	<b>72.20</b>	<b>88.9%</b>
<b>592 Debt Service - Interest/Fees</b>				
592 Debt Service - Interest & Fees	1,200.00	0.00	1,200.00	0.0%

## 2014 BUDGET POSITION

Clark County Fire & Rescue  
MCAG #: 2959

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028 General Fund

Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
592 Debt Service - Interest/Fees	1,200.00	0.00	1,200.00	0.0%
<b>594 Capital Expense</b>				
594 Capital Expenditures	30,000.00	77,934.69	(47,934.69)	259.8%
594 Capital Expense	30,000.00	77,934.69	(47,934.69)	259.8%
<b>597 Inter Fund Transfer</b>				
597 Interfund Transfers	459,600.00	7,521.50	452,078.50	1.6%
597 Inter Fund Transfer	459,600.00	7,521.50	452,078.50	1.6%
<b>999 Ending Balance</b>				
999 Ending Balance	1,601,000.00	0.00	1,601,000.00	0.0%
999 Ending Balance	1,601,000.00	0.00	1,601,000.00	0.0%
<b>Fund Expenditures:</b>	<b>10,486,500.00</b>	<b>3,065,470.24</b>	<b>7,421,029.76</b>	<b>29.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>3,293,897.19</b>		

## 2014 BUDGET POSITION

Clark County Fire & Rescue  
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029 EMS Consortium Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
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**213 EMS Consortium**

308 Beginning Balances	25,600.00	30,953.34	(5,353.34)	120.9%
340 Charges For Services	0.00	0.00	0.00	0.0%
<b>213 EMS Consortium</b>	<b>25,600.00</b>	<b>30,953.34</b>	<b>(5,353.34)</b>	<b>120.9%</b>

<b>Fund Revenues:</b>	<b>25,600.00</b>	<b>30,953.34</b>	<b>(5,353.34)</b>	<b>120.9%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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**213 EMS Consortium**

010 Wages	0.00	544.32	(544.32)	0.0%
020 Benefits	0.00	63.02	(63.02)	0.0%
030 Supplies	7,000.00	100.98	6,899.02	1.4%
040 Services	18,600.00	4,660.60	13,939.40	25.1%
<b>522 Fire Control</b>	<b>25,600.00</b>	<b>5,368.92</b>	<b>20,231.08</b>	<b>21.0%</b>
<b>213 EMS Consortium</b>	<b>25,600.00</b>	<b>5,368.92</b>	<b>20,231.08</b>	<b>21.0%</b>

**999 Ending Balance**

999 Ending Balance	0.00	0.00	0.00	0.0%
<b>999 Ending Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

<b>Fund Expenditures:</b>	<b>25,600.00</b>	<b>5,368.92</b>	<b>20,231.08</b>	<b>21.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>25,584.42</b>		
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## 2014 BUDGET POSITION

Clark County Fire & Rescue  
MCAG #: 2959

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### 030 Surplus Educ - Local 3674 Contract

Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	15,000.00	14,118.00	882.00	94.1%
<b>Fund Revenues:</b>	<b>15,000.00</b>	<b>14,118.00</b>	<b>882.00</b>	<b>94.1%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
030 Supplies	0.00	0.00	0.00	0.0%
040 Services	0.00	13,865.41	(13,865.41)	0.0%
522 Fire Control	0.00	13,865.41	(13,865.41)	0.0%

### 457 A Shift Surplus Ed

010 Wages	4,000.00	208.15	3,791.85	5.2%
020 Benefits	0.00	19.63	(19.63)	0.0%
040 Services	0.00	0.00	0.00	0.0%
522 Fire Control	4,000.00	227.78	3,772.22	5.7%
<b>457 A Shift Surplus Ed</b>	<b>4,000.00</b>	<b>227.78</b>	<b>3,772.22</b>	<b>5.7%</b>

### 458 B Shift Surplus Ed

010 Wages	4,000.00	0.00	4,000.00	0.0%
020 Benefits	0.00	0.00	0.00	0.0%
030 Supplies	0.00	0.00	0.00	0.0%
040 Services	0.00	0.00	0.00	0.0%
522 Fire Control	4,000.00	0.00	4,000.00	0.0%
<b>458 B Shift Surplus Ed</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.0%</b>

### 459 C Shift Surplus Ed

010 Wages	4,000.00	0.00	4,000.00	0.0%
020 Benefits	0.00	0.00	0.00	0.0%
030 Supplies	0.00	0.00	0.00	0.0%
040 Services	0.00	0.00	0.00	0.0%
522 Fire Control	4,000.00	0.00	4,000.00	0.0%
<b>459 C Shift Surplus Ed</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.0%</b>

### 460 A Shift BC Contract Ed

010 Wages	750.00	0.00	750.00	0.0%
020 Benefits	0.00	0.00	0.00	0.0%
040 Services	0.00	0.00	0.00	0.0%
522 Fire Control	750.00	0.00	750.00	0.0%
<b>460 A Shift BC Contract Ed</b>	<b>750.00</b>	<b>0.00</b>	<b>750.00</b>	<b>0.0%</b>

### 461 B Shift BC Contract Ed

## 2014 BUDGET POSITION

Clark County Fire & Rescue  
MCAG #: 2959

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030 Surplus Educ - Local 3674 Contract

Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
010 Wages	750.00	0.00	750.00	0.0%
020 Benefits	0.00	0.00	0.00	0.0%
040 Services	0.00	0.00	0.00	0.0%
<b>522 Fire Control</b>	<b>750.00</b>	<b>0.00</b>	<b>750.00</b>	<b>0.0%</b>
<b>461 B Shift BC Contract Ed</b>				
	<b>750.00</b>	<b>0.00</b>	<b>750.00</b>	<b>0.0%</b>
<b>462 C Shift BC Contract Ed</b>				
010 Wages	750.00	0.00	750.00	0.0%
020 Benefits	0.00	0.00	0.00	0.0%
040 Services	0.00	0.00	0.00	0.0%
<b>522 Fire Control</b>	<b>750.00</b>	<b>0.00</b>	<b>750.00</b>	<b>0.0%</b>
<b>462 C Shift BC Contract Ed</b>				
	<b>750.00</b>	<b>0.00</b>	<b>750.00</b>	<b>0.0%</b>
<b>463 D Shift BC Contract Ed</b>				
010 Wages	750.00	0.00	750.00	0.0%
020 Benefits	0.00	0.00	0.00	0.0%
040 Services	0.00	0.00	0.00	0.0%
<b>522 Fire Control</b>	<b>750.00</b>	<b>0.00</b>	<b>750.00</b>	<b>0.0%</b>
<b>463 D Shift BC Contract Ed</b>				
	<b>750.00</b>	<b>0.00</b>	<b>750.00</b>	<b>0.0%</b>
<b>999 Ending Balance</b>				
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>999 Ending Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>15,000.00</b>	<b>14,093.19</b>	<b>906.81</b>	<b>94.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>24.81</b>		

## 2014 BUDGET POSITION

Clark County Fire & Rescue  
MCAG #: 2959

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126 EMS Fund

Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	89.58	(89.58)	0.0%
310 Taxes	0.00	56.28	(56.28)	0.0%
360 Misc Revenues	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>145.86</b>	<b>(145.86)</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
	0.00	0.00	0.00	0.0%
<b>597 Inter Fund Transfer</b>				
597 Interfund Transfers	0.00	0.00	0.00	0.0%
<b>597 Inter Fund Transfer</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>999 Ending Balance</b>				
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>999 Ending Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>145.86</b>		

## 2014 BUDGET POSITION

Clark County Fire & Rescue  
MCAG #: 2959

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154 FFFB Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	14,000.00	12,356.81	1,643.19	88.3%
340 Charges For Services	90,050.00	19,415.67	70,634.33	21.6%
360 Misc Revenues	9,700.00	1,620.36	8,079.64	16.7%
390 Other Revenues	500.00	0.00	500.00	0.0%
397 Interfund Transfers	66,200.00	7,521.50	58,678.50	11.4%
<b>Fund Revenues:</b>	<b>180,450.00</b>	<b>40,914.34</b>	<b>139,535.66</b>	<b>22.7%</b>

Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	0.00	0.00	0.00	0.0%

### 100 Admin

040 Services	300.00	0.00	300.00	0.0%
050 Inter Agency Transfer	1,000.00	0.00	1,000.00	0.0%
<b>522 Fire Control</b>	<b>1,300.00</b>	<b>0.00</b>	<b>1,300.00</b>	<b>0.0%</b>
<b>100 Admin</b>	<b>1,300.00</b>	<b>0.00</b>	<b>1,300.00</b>	<b>0.0%</b>

### 200 Operations

030 Supplies	5,500.00	2,131.57	3,368.43	38.8%
040 Services	15,950.00	5,592.97	10,357.03	35.1%
<b>522 Fire Control</b>	<b>21,450.00</b>	<b>7,724.54</b>	<b>13,725.46</b>	<b>36.0%</b>
<b>200 Operations</b>	<b>21,450.00</b>	<b>7,724.54</b>	<b>13,725.46</b>	<b>36.0%</b>

### 202 EMS Ops

030 Supplies	550.00	0.00	550.00	0.0%
<b>522 Fire Control</b>	<b>550.00</b>	<b>0.00</b>	<b>550.00</b>	<b>0.0%</b>
<b>202 EMS Ops</b>	<b>550.00</b>	<b>0.00</b>	<b>550.00</b>	<b>0.0%</b>

### 501 Facilities

030 Supplies	2,600.00	745.87	1,854.13	28.7%
040 Services	45,450.00	16,470.63	28,979.37	36.2%
050 Inter Agency Transfer	150.00	0.00	150.00	0.0%
<b>522 Fire Control</b>	<b>48,200.00</b>	<b>17,216.50</b>	<b>30,983.50</b>	<b>35.7%</b>
<b>501 Facilities</b>	<b>48,200.00</b>	<b>17,216.50</b>	<b>30,983.50</b>	<b>35.7%</b>

### 594 Capital Expense

594 Capital Expenditures	0.00	0.00	0.00	0.0%
<b>594 Capital Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 598 Agency Fund Transfer



## 2014 BUDGET POSITION

Clark County Fire & Rescue  
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154 FFFB Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>598</b>				
598	100,950.00	0.00	100,950.00	0.0%
<b>598 Agency Fund Transfer</b>	<b>100,950.00</b>	<b>0.00</b>	<b>100,950.00</b>	<b>0.0%</b>
<b>999 Ending Balance</b>				
999 Ending Balance	8,000.00	0.00	8,000.00	0.0%
<b>999 Ending Balance</b>	<b>8,000.00</b>	<b>0.00</b>	<b>8,000.00</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>180,450.00</b>	<b>24,941.04</b>	<b>155,508.96</b>	<b>13.8%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>15,973.30</b>		

## 2014 BUDGET POSITION

Clark County Fire & Rescue  
MCAG #: 2959

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220 Bond Fund - 11

Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
360 Misc Revenues	0.00	0.00	0.00	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%
397 Interfund Transfers	366,750.00	0.00	366,750.00	0.0%
<b>Fund Revenues:</b>	<b>366,750.00</b>	<b>0.00</b>	<b>366,750.00</b>	<b>0.0%</b>

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>591 Debt Service - Principal</b>				
591 Debt Service - Principal	295,350.00	0.00	295,350.00	0.0%
<b>591 Debt Service - Principal</b>	<b>295,350.00</b>	<b>0.00</b>	<b>295,350.00</b>	<b>0.0%</b>

<b>592 Debt Service - Interest/Fees</b>				
592 Debt Service - Interest & Fees	71,400.00	0.00	71,400.00	0.0%
<b>592 Debt Service - Interest/Fees</b>	<b>71,400.00</b>	<b>0.00</b>	<b>71,400.00</b>	<b>0.0%</b>

<b>597 Inter Fund Transfer</b>				
597 Interfund Transfers	0.00	0.00	0.00	0.0%
<b>597 Inter Fund Transfer</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

<b>999 Ending Balance</b>				
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>999 Ending Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

<b>Fund Expenditures:</b>	<b>366,750.00</b>	<b>0.00</b>	<b>366,750.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		
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## 2014 BUDGET POSITION

Clark County Fire & Rescue  
MCAG #: 2959

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222 Bond Fund - 12

Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	12,000.00	12,043.07	(43.07)	100.4%
310 Taxes	270,250.00	145,956.47	124,293.53	54.0%
360 Misc Revenues	250.00	36.43	213.57	14.6%
397 Interfund Transfers	26,650.00	0.00	26,650.00	0.0%
<b>Fund Revenues:</b>	<b>309,150.00</b>	<b>158,035.97</b>	<b>151,114.03</b>	<b>51.1%</b>

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>591 Debt Service - Principal</b>				
591 Debt Service - Principal	216,150.00	0.00	216,150.00	0.0%
<b>591 Debt Service - Principal</b>	<b>216,150.00</b>	<b>0.00</b>	<b>216,150.00</b>	<b>0.0%</b>

<b>592 Debt Service - Interest/Fees</b>				
592 Debt Service - Interest & Fees	80,400.00	0.00	80,400.00	0.0%
<b>592 Debt Service - Interest/Fees</b>	<b>80,400.00</b>	<b>0.00</b>	<b>80,400.00</b>	<b>0.0%</b>

<b>597 Inter Fund Transfer</b>				
597 Interfund Transfers	600.00	0.00	600.00	0.0%
<b>597 Inter Fund Transfer</b>	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>	<b>0.0%</b>

<b>999 Ending Balance</b>				
999 Ending Balance	12,000.00	0.00	12,000.00	0.0%
<b>999 Ending Balance</b>	<b>12,000.00</b>	<b>0.00</b>	<b>12,000.00</b>	<b>0.0%</b>

<b>Fund Expenditures:</b>	<b>309,150.00</b>	<b>0.00</b>	<b>309,150.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>158,035.97</b>		
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April 26, 2014  
WFCA Conference Ocean Shores  
Dave Town and Larry Bartel

We attempted to capture important points made by Brian Snure. These were things that could affect our department. Some of these items may already be addressed.

### **Finances**

- We need a super majority to adopt if Implied Inflation is less than 1%
- If a meeting is approved by the board, a Commissioner attends the meeting but does not wish to be paid, the Commissioner must submit a waiver in writing prior to the meeting stating the Commissioner does not wish to receive pay for the meeting.
- Do we have a limit on spending of any department member without specific Commissioner approval?
- District has the ability to levy \$.25 of our \$1.50 outside the state \$5.90 limit if no EMS levy
- When values go down, tax levy rates can go up and conversely when values go up, tax levy rates can go up
- Can not charge fees for fire response but could for haz mat or medical
- Payments to volunteers must be as income not on a 1099
- Volunteers do not arise under the ACA

### **Ethics**

- Should have policy that allows district personnel and vehicles to participate in parades and events
- All information discussed in Executive Session is confidential
  - can not be discussed with spouses nor friends
  - the chief can not discuss with other department members unless the discussion relates to something in which they are directly involved

### **RFA**

- The RFA must establish their quorum requirements
- Must establish regular meetings in their by-laws and establish in their by-laws how regular meeting dates can be changed.
- Excess levies can only be for one year
- Can not levy \$.25 outside the \$5.90 limit
- Takes a 60% vote to impose benefit charges
- Can charge impact fees in cities only if so desired
- Have higher debt limitations on both voted and not-voted debt

## **Open Public Meetings**

- All Commissioners need to have training in Open Public Meetings per legislation adopted in the last legislative session. This takes effect in July of 2014. The law says newly elected must take right away (this class will meet the requirement). Sitting Commissioners have 4 years from July 2014. This may be changed by the legislature but is Brian's best estimate of the law.
- Any receipt of public testimony, deliberations, discussion, considerations, reviews, or evaluations are considered transaction of official business and may not be done between members that would constitute a quorum (three board members)
- If Commissioner A discusses Topic "Z" with Commissioner B and Commissioner A then discusses item "Z" with Commissioner C, this is not a violation of the Open Meetings Act unless Commissioner A tells Commissioner C that he discussed the same Topic with Commissioner B
- The Chief could individually contact all Commissioners to ask their opinion on Topic "Y" to get a feel for their consensus but he can not tell each Commissioner what the other Commissioners said or supported.
- There would be a violation of the Open Meeting Act if Commissioner A would discuss B a topic and Commissioner B then discuss the same subject with Commissioner C. This would be considered a serial meeting.
- As we presently all know, no three Commissioners can ever meet and talk about District business.
- If you are emailing information that could be considered District business, you need to include the phrase "do not reply to all" as a reply between Commissioners would be considered a violation. A single Commissioner could email all other Commissioners but can only receive replies from individual Commissioners without violating the act.
- Unfortunately, the law presumes you guilty if accused of violating the Open Public Meeting Act. You must prove otherwise.
- Any changes to meeting times and places must be by resolution.
- If a person (or Commissioner) needs to be removed from a meeting, it should always be done by a police official
- Need to post minutes to web site after June 1, 2014-state law

## **Executive Sessions**

- Must announce how long, the RCW that allows and the specific exemption from the Open Public Meeting Act-get a form and read from the form the above items.
- If there is an open Commissioner position, the board can not interview in Executive Session

- Board could meet in Executive session to discuss the interviews after they happen but any appointments must be done in an open meeting.
- Any Executive Session to discuss legal, pending litigation, or ongoing litigation must have the attorney present (via phone is acceptable). Brian recommends having the phone line established before going into Executive Session and not hanging up until back in regular session. Gives right appearance.
- Meetings to discuss the upcoming CBA could be done in Executive Session or a meeting outside the regularly scheduled Commissioner meeting-not required to be part of the Public Meeting but recommended
- Can not return to the meeting until the time stated above.
- Any violation of the Executive Session shall deem any action taken as a result of this session null and void.

#### Records Retention

- The biggest risk of the District per Brian
- Need a policy on this
- Even if request does not fully follow policy it is still a valid request and must be answered. The answer could be to refer them to the appropriate way to place a request.
- If we use FaceBook to post anything that pertains to the district, we must archive for the time period as defined by state law. There are firms that do this.
- It does not matter to whom the request is made. For example if a request is made of a firefighter in the field, it becomes a request and must be addressed. We need to train all members on what to do if a record is requested.
- Must provide any public records with non-public items redacted and a statement of why they were redacted.
- There are 120 exemptions to requests for records-see legal council or state law. Must maintain a log of and exceptions taken.
- There are pretty stiff fines for not complying

#### Risk Management

- Do we have a named Claims Agent?
- Have we adopted a Standard Tort Claim Form?
- Have we finished our bridge assessment and notified all persons affected by our delayed response?  
-one time legal publication may suffice
- Do we have a Litigation Defense Policy (tells who will protect)?
- We need to formally adopt our levels of service in all areas in which we are involved

## Other

- Have we appointed a Commissioner Representative to the Board for Volunteer Firefighters?
- Do we have job descriptions for all positions?
- We need to review or produce job description for next chief.
- Do we hold meetings per Roberts Rules of Order?
- Are we doing yearly **honest** evaluations on all members? CRITICAL!
- Sign all contracts with the lead in of "By" \_\_\_\_\_  
-relieves some of the risk to the individual as signing as Commissioner
- Is our Vendor List up to date?
- New Law-employees entitled to two unpaid days off per year (their choice)
- Ports and cities required by law to pay for fire protection
- All powers of the chief are delegated powers not statutory powers