



**WEST PIERCE FIRE & RESCUE
BOARD OF COMMISSIONERS
DRAFT AGENDA – APRIL 04, 2017
5:30 P.M. - Station 31**

CALL MEETING TO ORDER

Chair Sheeran

- *Pledge of Allegiance*

APPROVAL OF AGENDA

CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the Board of Commissioners for reading and study, are considered to be routine, and without dissent will be approved. If a separate discussion is desired, the specific item will be removed from the Consent Agenda and placed on the Regular Agenda.

- A. *Board Minutes of March 21, 2017.*
- B. *Warrants 50605 through 50642 totaling \$350,853.04*
- C. *Warrants 50656 through 50700 totaling \$70,611.82*

CORRESPONDENCE

CITIZEN COMMENTS – (Please sign in and address topic, 3 minute limit)

STAFF REPORT

- *Chiefs Report – Chief Sharp*

NEW BUSINESS

- *First Reading: Board Policy 2060 (revised)*
- *First Reading: Board Policy 1020; Fiscal*

ACTION ITEMS

BOARD COMMENTS

ADJOURNMENT

Next meeting: April 18, 2017 @ 5:30 PM; Station 31

**PIERCE COUNTY FIRE PROTECTION DISTRICT 3
WEST PIERCE FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
MARCH 21, 2017**

Chair Sheeran called the meeting of the Board of Fire Commissioners to order at 5:30 p.m. A quorum was present with Commissioner Rankin excused. Also in attendance D/C Sagers, A/C Tinsley, A/C Norton, A/C McCurdy, and Director Wick. A sign-in sheet was provided for additional attendance.

All rose for the pledge of allegiance.

APPROVAL OF AGENDA

Commissioner Erb moved to approve the agenda. Commissioner Clancy seconded. Motion approved unanimously.

CONSENT AGENDA

The Consent Agenda consisting of Board Minutes of March 07, 2017. Warrants 50456 through 50542 totaling \$533,248.55. Warrants through 50543 through 50604 totaling \$76,591.32. February Finance Report.

Consent Agenda approved unanimously.

CORRESPONDENCE – None

CITIZEN COMMENTS

- Colleen Adler, District 27, Anderson Island Fire Commissioner, was in attendance to express gratitude to West Pierce Fire & Rescue for the mutual aid they receive. Colleen retired from WPFR and is so grateful for the cooperation and support Anderson Island receives. Gave Kudos to A/C Tinsley for his support.
- Dale Porterfield, District 27, Anderson Island Fire Commissioner, was also in attendance to express his gratitude to West Pierce Fire & Rescue for their support and cooperation. Commented on the professionalism and reliability of WPFR firefighters.
- Dave Albertson, District 27, Anderson Island Fire Commissioner, was also in attendance and echoed the comments of the two other commissioners. He went on to state how much he appreciates WPFR.

Commissioner Dalton asked if there was any other way we could assist Anderson Island. All three commissioners stated the service they receive is great.

Commissioner Sheeran thanked the commissioners for coming and stated WPFR takes pride in the mutual aid relationship and the benefit it has to Anderson Island.

Commissioner Clancy thanked the commissioners for coming, he appreciates them attending the meeting.

STAFF REPORT

- Department of Retirement System (DRS) Audit – Director Wick briefed the Board on the upcoming DRS Compliance Audit. The District was notified approximately a week ago that it had been selected for an audit. Director Wick is working with the DRS and has forwarded requested documentation to their office. The auditors will be onsite for a week, the week of April 10. Director Wick has notified the labor leaders of the audit and will keep the Board updated on information she receives.
- Recent Incidents – A/C Tinsley briefed the Board on the March 8, 2017 garage fire in Woodbrook. The fire was fully involved and crews were able to knock the fire down quickly. No one was in the home as it was being renovated. An hour after the investigator left the scene of the garage, fire crews were dispatched to the same address and the house was fully involved. A/C McCurdy commented to the Board they are now working with LPD as both fires are under investigation for arson.
- 52.33 Reporting – D/C Sagers provided a brief overview of the report. A question was raised as to if the response goals are ever reviewed and/or amended. D/C Sagers stated they are.
- Legislative Report – D/C Sagers briefed the Board on the Senate and House active bills which affect the fire districts.
 - SSB 5607 – School Levy Swap will have impact to fire districts and prorationing. Washington Fire Chiefs and Washington Fire Commissioner Association have met with the sponsor to discuss concerns. Meeting was very productive and potential amendments are to be coming soon. D/C Sagers will keep the Board updated on the progress of this bill.
 - SB 5772/HB 1764 Restructuring of 1% Levy Cap has a concern for viability and may not make the cutoff as necessary to implement into the budget.

- E2SHB 1359 CARES reimbursement has had good testimony from the fire service and private ambulances. Currently in Senate Health Care Committee.
Cutoff date for bills with favorable majority votes out of committee is March 29, 2017; April 9, 2017 is cutoff for bills out of fiscal committees.
- Strategic Planning – D/C Sagers briefed the Board on the methodology to put a Strategic Plan in place. The Executive Staff has hired Paula Dillard to assist with the initial process. Paula Dillard is very familiar with WPFR as she helped in the Merger of UP and Lakewood. Paula does not write the plan but rather assists with coordinating the individuals and interviews to help put the structure in place. Staff will hold a daylong meeting with Paula to discuss a work plan, giving staff a clearer path forward regarding steps, stakeholder makeup, outputs and timelines.
D/C Sagers stated the Board's involvement will be vital in the success of the Strategic Plan. D/C Sagers will keep the Board updated on their involvement.
Commissioner Sheeran and Commissioner Dalton commented on the need for this type of plan to be in place with Senior Staff retiring and revisiting the mission statement and core values of the District.
- AmeriCorps Grant – A/C McCurdy informed the Board on the recent grant received for the AmeriCorps volunteer program. The AmeriCorps volunteer provides great support in our CERT program. This grant is contingent on the Federal Budget which is still in the works and will be awarded as long as the program is funded. A/C McCurdy stated she will keep the Board updated.
- Chiefs Report – Chief Sharp updated the Board on the following:
 - \$5,000.00 State Farm Grant award to West Pierce CARES for the CERT program.
 - Promotion of A/C Roth to D/C effective April 1, 2017. Chief Sharp briefed the Board on the decision to have a dual D/C position. D/C Sagers will be retiring in 2018 and the new D/C position will continue the continuity with engagement in Legislative activity and the City of UP. The new D/C position will be in charge of Support Services.
Chief Sharp commented that the A/C position will not be back filled at this time. D/C Sagers position will be filled once he retires in 2018.
 - Grange property purchase/sales agreement was accepted today at \$480,000. The acceptance is great news. There are a lot of steps ahead with a 70 day feasibility study to occur. If all goes well, closing should occur in June.
 - State of the County address was attended by Staff and the New County Executive spoke on the issues in Pierce County. Mental health issues were a big topic and affect many calls the District responds to. SS911 was a topic and the County will be supporting the radio system to make sure the system is meeting its objectives.
 - New Federal Budget could eliminate \$667 million in FEMA grant funding. FEMA funds several grant programs the District relies on such as SAFER, AFG, Fire Prevention programs, State Homeland Security, and Emergency Management Grants. Specific cuts are unknown at this time but estimated at 25%. Possibility of increase of match funds to 25% where now they are, at times, as little as zero. The cuts could eliminate Corporation for National and Community Services which supports AmeriCorps and grants in which Chris Badgers position is funded by. Currently the SAFER grant and the three AFG grants that have applied for are on hold. GEMT is also on hold. Chief Sharp stated this is not uncommon during the first few months of a newly elected president. Chief Sharp will keep the Board updated.
 - Executive Staff members and Commissioner Erb will be attending EMI and Chief Sharp will be briefing the Chair and Vice Chair by phone for the next Board meeting.
 - Community activities report:
 - March 7, 2017 – Habitat for Humanity annual fundraiser.
 - March 12, 2017 – Scott Firefighter Stair Climb benefiting the Leukemia & Lymphoma Society. 69 floors to the top of the Columbia Tower in full gear. 12 member of WPFR participated. FF Brian Johnson took 12th place and FF/E Pete Kilga took 15th place out of nearly 1800 participants. This is Captain Norm Fiacchi's 20th year participating in the Stair Climb. The WPFR team took third place overall and raised more than \$10,000.00. Great Job.
 - March 17, 2017 Tacoma Narrows Rotary Crab Feed.
 - March 17-18, Puget Sound Firefighters Pipes and Drums pub crawl. WPFR is proud to have FF/E Shawn Lamb as the Pipe Major.
 - The annual Partners in Service Banquet is April 1, 2017.

ACTION ITEMS

- Abolish the Battalion Chief Communications Job Description – Chief Sharp briefed the Board on this position and now that Fire Comm is SS911 this position is no longer needed. One employee was in this position and labor negotiations are complete.
Commissioner Dalton motioned to abolish the Battalion Chief Communications Job Description. Commissioner Clancy seconded. All approved unanimously.

BOARD COMMENTS

- **Commissioner Erb** – Thanked Staff and the Crews for all their hard work. Thanked Anderson Island Commissioners for attending tonight's meeting. Nice to hear the thanks for the service WPFR provides them.
- **Commissioner Clancy** – Thanked Anderson Island Commissioners for attending. Nice to hear comments at the meetings.
- **Commissioner Dalton** – Echoed the comments regarding Anderson Island. Commented on how nice it was to see Colleen Adler. Thanked everyone for their hard work.
- **Chair Sheeran** – Thanked everyone for their hard work. Thanked Anderson Island Commissioners for attending and commenting at the meeting. Nice to hear we have such a good relationship with Anderson Island. Commented he is glad to hear WPFR is working on a Strategic Plan. Thanked the stair climbers for their efforts and how fantastic it is for WPFR firefighters to be involved.

ADJOURNMENT

There being nothing further to come before the Board, the meeting was adjourned at 6:12.

Next meeting April 04, 2017. Station 31 @5:30

Respectfully Submitted:

Tammy Lamb, District Clerk

John Sheeran, Board Chair

Koree Wick, District Secretary

FPD #3 Fund 686.003

AP WARRANT REGISTER

Fund: GENERAL FUND

Board Date: Batch:

3/23/2017 6

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on the following list:

Warrant Number	Claimant	Warrant Date	Warrant Amount
50605	ACE CAB, INC	3/23/2017	\$69.25
50606	ACURA SYSTEMS INTERNATIONAL, INC	3/23/2017	\$176.13
50607	AW REHN & ASSOCIATES	3/23/2017	\$31,062.70
50608	AW REHN & ASSOCIATES - ADMIN BILLING	3/23/2017	\$500.00
50609	CAMCAL, INC	3/23/2017	\$106.57
50610	CENTURYLINK - Phones & Data lines	3/23/2017	\$10,496.98
50611	CINTAS CORPORATION #461	3/23/2017	\$193.64
50612	CITY OF TACOMA, TPU - UTILITIES	3/23/2017	\$346.87
50613	COMCAST	3/23/2017	\$462.52
50614	C.W. NIELSEN MFG. CORPORATION	3/23/2017	\$14.29
50615	DAVIS DOOR SERVICE, INC.	3/23/2017	\$1,387.27
50616	GM FINANCIAL LEASING	3/23/2017	\$361.17
50617	GRAINGER	3/23/2017	\$12.43
50618	JAY SUMERLIN	3/23/2017	\$3,710.00
50619	JEFF LEUSCHEN	3/23/2017	\$343.50
50620	JENNY WEEKES	3/23/2017	\$285.00
50621	JIM BENSON	3/23/2017	\$1,258.80
50622	KASEY JO WEIGLEY	3/23/2017	\$8.56
50623	LAKEVIEW LIGHT & POWER CO.	3/23/2017	\$2,540.57
50624	LAKEWOOD HARDWARE & PAINT	3/23/2017	\$31.03
50625	LEOFF H & W TRUST-MEDICAL INSURANCE	3/23/2017	\$227,383.44
50626	MALLORY SAFETY & SUPPLY	3/23/2017	\$6,599.01
50627	METLIFE	3/23/2017	\$35,624.60
50628	MICHAEL DOBBS	3/23/2017	\$4,081.00
50629	MICHAEL BOLTZ	3/23/2017	\$348.00
50630	NARROWS MARINA - MOORAGE&UTILITIES	3/23/2017	\$1,227.59
50631	NARROWS GLEN	3/23/2017	\$8,848.39
50632	NORTHWEST SAFETY CLEAN	3/23/2017	\$243.03
50633	PRAXAIR DISTRIBUTION, INC	3/23/2017	\$192.86
50634	DAVID RYAN MCGRADY	3/23/2017	\$2,412.00
50635	SEAPORT	3/23/2017	\$4,637.62
50636	SOUND PEST SOLUTIONS	3/23/2017	\$164.10
50637	SPRINT	3/23/2017	\$369.91
50638	STEPHANIE ROTH, CUSTODIAN ADVANCE TRAVEL	3/23/2017	\$1,548.16
50639	STERICYCLE, INC	3/23/2017	\$140.39
50640	THE DAILY DISPATCH, WFOA	3/23/2017	\$530.00
50641	UNDERWATER SPORTS	3/23/2017	\$3,127.10
50642	VUTHY ROEUN	3/23/2017	\$8.56
			<u>\$350,853.04</u>

FPD #3 Fund 686.003

AP WARRANT REGISTER

Fund: GENERAL FUND

Board Date: Batch:

3/28/2017 7

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on the following list:

Warrant Number	Claimant	Warrant Date	Warrant Amount
50656	ACE CAB, INC	3/28/2017	\$149.50
50657	ALARM CENTER/ACE FIRE	3/28/2017	\$209.82
50658	ATTORNEY'S TITLE	3/28/2017	\$10,000.00
50659	BANK OF AMERICA - CREDIT CARDS	3/28/2017	\$25,437.05
50660	BAUER COMPRESSORS	3/28/2017	\$1,850.07
50661	CASCADE MEDICAL	3/28/2017	\$305.00
50662	CENTURYLINK - Phones & Data lines	3/28/2017	\$2,647.83
50663	COMMERCIAL BRAKE & CLUTCH, INC.	3/28/2017	\$1,776.09
50664	FREIGHTLINER NW PACIFIC	3/28/2017	\$242.30
50665	GILCHRIST AUTO CENTER	3/28/2017	\$332.07
50666	HAMILTON JET, INC	3/28/2017	\$6,162.19
50667	HISTRENGTH BOLT	3/28/2017	\$39.90
50668	KELLY MCELROY	3/28/2017	\$233.94
50669	KENWORTH NORTHWEST, INC	3/28/2017	\$200.16
50670	KYLE CLARK	3/28/2017	\$990.00
50671	LAKEWOOD WATER DISTRICT	3/28/2017	\$126.42
50672	LES SCHWAB TIRES	3/28/2017	\$357.80
50673	MATT OWENS	3/28/2017	\$25.00
50674	MECHANICAL AND CONTROL SERVICES	3/28/2017	\$995.54
50675	MIKE HARN	3/28/2017	\$335.50
50676	PACIFIC POWER GROUP	3/28/2017	\$434.95
50677	PEAK1 ADMINISTRATION	3/28/2017	\$246.29
50678	PCRCD, dba LRI-SALES ROAD	3/28/2017	\$17.00
50679	PRAXAIR DISTRIBUTION, INC	3/28/2017	\$130.23
50680	P.S.E.	3/28/2017	\$3,228.89
50681	PUGET SOUND INSTRUMENT	3/28/2017	\$443.73
50682	QUALITY BRAKE & MUFFLER	3/28/2017	\$1,037.60
50683	QUILL CORPORATION	3/28/2017	\$248.97
50684	SCOTT ADAMS	3/28/2017	\$116.25
50685	SEA-WESTERN, INC.	3/28/2017	\$241.77
50686	SHARP BUSINESS SYSTEMS	3/28/2017	\$246.59
50687	SPRINT	3/28/2017	\$1,658.70
50688	STANDARD PARTS	3/28/2017	\$225.40
50689	STEPHANIE ROTH, CUSTODIAN ADVANCE TRAVEL	3/28/2017	\$472.46
50690	STERICYCLE, INC	3/28/2017	\$53.44
50691	TACOMA DRY CLEANERS, INC	3/28/2017	\$263.60
50692	TRUE NORTH EQUIPMENT, INC	3/28/2017	\$231.80
50693	TYLER NEWTON	3/28/2017	\$415.00
50694	UNDERWATER SPORTS	3/28/2017	\$1,192.13
50695	UNIVERSITY PLACE REFUSE, INC	3/28/2017	\$387.17

50696	US BANK - OFFICE EQUIP FINANCE SVCS	3/28/2017	\$142.84
50697	VERIZON WIRELESS	3/28/2017	\$5,088.69
50698	WILLIAMS OIL FILTER SERVICE	3/28/2017	\$411.21
50699	WILLIAM ZABELKA	3/28/2017	\$229.68
50700	WORKXTIME, LLC	3/28/2017	\$1,031.25
			<u>\$70,611.82</u>

WEST PIERCE FIRE & RESCUE

DATE: JUNE 22, 2010

REVISED: DECEMBER 6, 2011

POLICY: TRAVEL EXPENSES AND PER DIEM

PAGES: 2

NUMBER: 2060

West Pierce Fire & Rescue will reimburse District employees and members of the Board of Fire Commissioners (Board) for any authorized actual and reasonable expenses incurred while participating in or conducting official District business. All District employees and Commissioners are to exercise prudent judgment to avoid unnecessary District expense.

A. DEFINITIONS:

1. **"Travel"** is defined as seminar/meeting attendance, training or educational activities, and/or conducting official district business while away from the person's usual work location.
2. **"Official district business"**, as defined by the Board, shall mean that the member is serving as an official representative of West Pierce Fire & Rescue in activities/functions that provide service to the District that helps it accomplish its mission (i.e. - negotiating agreements, inspecting or purchasing equipment, coordinating activities with other governmental agencies, serving on interview panels, providing consultation, etc.).
3. **"Reasonable expenses"** shall normally include one or more of the following items, depending on the official district business, the location, etc.:
 - Registration fees
 - Parking fees and ground transportation
 - Airfare, train fare, bus fare, etc.
 - Lodging
 - Rental car(s)
 - Meals
 - Mileage, for those miles driven in a private vehicle beyond Pierce County

B. RATES ALLOWED: The following rates of reimbursement and method of payment have been established by the Board:

1. Registration, parking fees, and ground transportation – Reimbursement for actual expenses incurred.
2. Airfare, train fare, bus fare, etc. - Reimbursement for actual expenses incurred; limited to standard coach fares.
3. Lodging - Reimbursement for actual expenses incurred; limited to no more than a standard room. In addition, the government or conference rate will be sought.

4. Rental car(s) - Reimbursement for actual expenses incurred, however, rental cars must be approved by the Fire Chief or designee prior to the event.
5. Per Diem and mileage – These expenses will be paid to the employee **or Commissioner** from the **Advanced Travel** fund at least five days prior to the event. Advance travel funds will be paid back to the District within 30 days should an employee **or Commissioner** fail to attend, returns early from an event or the expense is not incurred. The rate of payment shall be limited to:
 - Mileage shall be paid at the IRS rate
 - Per Diem shall be paid at the US General Services Administration rate

~~6. There shall be no advance travel funds issued for Commissioners.~~

C. AUTHORIZATION AND PAYMENT OF EXPENSES:

1. Authorization to travel and for reimbursement of expenses shall normally be obtained prior to commencement of the activity. Employees shall obtain prior authorization from their supervisor or division head. Commissioners shall obtain authorization from the Board Chair or designee by submitting a Claim for Expenses form outlining all expenses associated with travel prior to commencement of the event. Cost, budget, value to the agency, and equitable opportunity should be considered in the authorization.
2. The employee **or Commissioner** will be responsible to submit all necessary paperwork and itemized receipts within 30 days following the authorized activity in order to be reimbursed.
3. While expenses will normally be paid through reimbursement, expenses may be pre-paid by the District. Such payment will be at the discretion of the Fire Chief or designee, and shall be determined on a case-by-case basis when it is deemed to be the most appropriate method of payment. (i.e. – group rates for registration, individual employee's ability to pre-pay, etc.)
4. Expenses considered to be outside the scope of this policy may be approved under special circumstances on a case-by-case basis. The Board Chair must provide such approval for a Commissioner expense and the Fire Chief must provide such approval for District employees.

Board Chair

WEST PIERCE FIRE & RESCUE

DATE: OCTOBER 19, 2010

REVISED: ~~JULY 19, 2016~~
April 18, 2017

POLICY: FISCAL

NUMBER: 1020

West Pierce Fire & Rescue is accountable to its citizens for the use of public dollars. The District shall establish financial and budget policies and SOG's to ensure that it fulfills this fiduciary responsibility and that it is able to meet its immediate and long-term financial needs.

A. FUNDS:

1. **EXPENSE FUND:** Also known as the General Fund, this account is intended for basic financial operations of the District that are not accounted for in other funds.
 - (a) The District will strive to end each fiscal year with an Expense Fund balance equivalent to a minimum of 20% of that year's operating budget. As the District does not receive tax revenues until May, this amount is necessary to maintain operations during the first four months of the subsequent fiscal year. This amount shall become the beginning fund balance for the subsequent fiscal year.
 - (b) Funds in excess of those immediately required shall, on a monthly basis, be invested through Pierce County Budget & Finance.
2. **RESERVE FUND:** The District shall establish and maintain a Reserve Fund for the purpose of funding future capital expenditures and long-term liabilities.
 - (a) An amount equal to 10% of the value of the District's capital assets, as defined in the Capital Assets Plan, will be held in the Reserve Fund. Such funds shall be defined as internally restricted for the use of capital asset replacement.
 - (b) The District shall strive to hold an amount equal to 5% of the District's prior year Maintenance & Operations Budget in the Reserve Fund for emergent situations. Such funds shall be defined as unrestricted.
 - (c) Funds necessary to fulfill employee liability HRA obligations will be retained in the Reserve Fund.
 - (d) Deposit and expenditure needs of the Reserve Fund are assessed annually during the budget process.
 - (e) Funds in excess of those immediately required shall, on a monthly basis, be invested through Pierce County Budget & Finance.
3. **GENERAL OBLIGATION BOND FUND:** The District shall maintain a General Obligation Bond Fund for the purposes of repayment of debt.

B. SUPPLEMENTAL FUNDING: The District shall utilize supplemental funding for operations, as needed. The Board of Fire Commissioners (Board) shall determine the method of funding to be pursued. (i.e. - Excess Levy, Fire Benefit Charge, etc.)

C. ONE TIME REVENUES: The District shall not utilize one-time revenues for on-going maintenance and operations.

D. GRANTS: Acceptance of grant awards which require the District to provide matching funds in excess of \$200,000 shall require formal Board approval. Staff shall include the following information to the Board in their request for action; name of the Grantor, description of grant award, total award amount, and total of matching funds required of the District.

1. Before accepting any grant, the District shall consider the impacts of any ongoing financial commitments in connection with acceptance of the award.
2. All grants shall be managed to comply with the laws, regulations, and guidance of the grantor.
3. The District shall request reimbursement of funds for Federal Grant awards, not advanced payments.
 - (a) Every attempt shall be made to seek reimbursement of expended funds in the fiscal year of the actual expense.

E. DEBT:

1. Issuance of debt shall not be used for on-going operating expenditures.
2. Long-term debt will be structured in a manner so that the life of the debt does not exceed the expected useful life of the asset being funded by the debt.
3. Issuance of any debt shall consider long-term implications, paying particular attention to financing priorities, capital outlays, and competing projects.
4. The District shall comply with statutory debt limitations per RCW 52.16.061 for non-voter approved debt and RCW 52.16.080 for voter approved debt.
5. The District will monitor the opportunities to refund debt and recommend such refunding as appropriate.
6. The District will comply with all Internal Revenue Service (IRS), Securities and Exchange Commissioner (SEC), and Municipal Securities Rule Making Board (MSRB) rules and regulations governing the issuance of debt.

F. ASSETS:

1. All District assets with a value of \$5,000 or more shall be accounted for on an annual basis. A suitable method for tracking these items shall be established.
 - (a) All assets acquired through the use of Grant Dollars shall be tracked in the above referenced system, regardless of their value.
2. Divisions and Program Managers shall track their assets with a value less than \$5,000.
3. Small and attractive assets shall require Board action for surplus if the estimated value exceeds \$1,000 at time of disposal.
4. Adequate insurance shall be maintained on all capital assets.

G. CAPITAL ASSETS REPLACEMENT: The District shall maintain a Capital Assets Plan. The Plan shall define capital assets valued at greater than \$100,000; either individually or as a collective program. The Plan shall be updated on an ongoing basis and used for critical decision-making regarding methods to fund replacement of these assets. Funding options shall be evaluated prior to establishing District supplemental funding strategies and may include the following;

1. Issuance of Debt; which may include Voter and Non-voter approved bonds, bond or tax anticipation notes, lease agreements, and/or utilization of the State's LOCAL Program.
2. Utilization of funds from the District's Reserve Fund.
3. Utilization of a portion of the District's Operational Funding.
4. Grants.

H. FEES & CHARGES:

1. The District shall follow the rate schedule established by the Washington State Association of Fire Chiefs.
2. Pursuant to RCW 52.12.131, which authorizes any fire protection District which provides emergency medical services to establish and collect reasonable charges for these services in order to reimburse the District for its cost of providing emergency medical services (EMS), the District shall, by resolution:
 - (a) Establish fees associated with EMS transport as well as EMS services provided without transport. Fees may be reviewed as needed, but not less than biennially. Fees may be adjusted upon approval of the Board.
 - (b) Establish an EMS Membership Program with the following criteria:
 - i. All persons who are transported by the District shall be charged for all services as a result of the transport at the rates set forth in resolution, as amended from time to time. Each person transported will be billed for all services provided. EMS members and non-members will be billed at the same rate.
 - ii. By reason of the EMS property tax levy, which is levied against property within the District, each resident, who is transported by the District and meets all listed

requirements shall be granted EMS Membership and benefits as herein provided. Membership requirements: (1) proof of residency (2) signing (by recipient or authorized representative) a District EMS Membership form containing an affirmation of residency and an assignment of benefits to the District, and (3) a signed release of medical information. A District EMS member receiving transport by the District shall be deemed to have paid (by reason of the EMS levy) that portion of the charges not payable by third parties or insurers, including but not limited to any insurance or medical benefits of any nature available to such member.

iii. This District EMS membership benefit of coverage of charges in excess of available insurance or medical benefits shall cease when or if:

- ✓ A member refuses to provide requested information pertaining to third party coverage or to provide appropriate releases of information and assignment of benefits to the District on forms provided by the District; or
- ✓ A member ceases to be a resident; or
- ✓ The EMS membership benefit is limited or extinguished by amendment or repeal of such resolution.

iv. Persons receiving transport by the District who are not entitled to a District EMS membership shall be required to pay all charges incurred. Where practical, the District will, with the authorization of a non-member receiving transport services, first seek payment of charges incurred from such non-member's insurance or other medical benefit provider, but such non-member shall remain fully responsible for any amount due which is not paid by such third parties.

I. AUDITS: The District shall utilize the State Auditor's Office for District audits, unless otherwise determined.

1. The Board shall define any scope of work above and beyond normal audit parameters that they deem may be necessary.
2. The District staff shall cooperate and assist the State Auditor's Office as necessary, actively managing the audit process.

J. BUDGET:

1. The Fire Chief shall submit to the Board a proposed balanced annual budget, based on the Board's established goals. Such proposal shall occur in a public hearing during the month of October.
2. The Board shall adopt an annual budget, pursuant to all applicable laws and requirements, such adoption shall occur in a public hearing during the month of November. The adopted budget shall serve as the Board's budget policy document for that fiscal year.
3. The Fire Chief shall be responsible to execute the budget as adopted, pursuant to applicable laws and requirements.

4. Should a budget amendment be necessary, such amendment shall be proposed to the Board at a regularly scheduled meeting, prior to year-end; with formal approval or disapproval to occur at a subsequent meeting, prior to year-end.
5. The Board shall be provided with a monthly financial report.

K. FISCAL YEAR: The District shall operate on a fiscal year which begins January 1st and ends December 31st.

L. ACCOUNTING:

1. The District utilizes the cash basis of accounting, which is a departure from generally accepted accounting principles (GAAP), but has been deemed acceptable by the Washington State Auditor's Office.
2. The District will maintain revenue and expenditure categories according to state statute and administrative regulation. The District will use the "Budgeting, Accounting & Reporting System (BARS) prescribed by the State Auditor for its classifications.

M. CREDIT CARDS:

1. The Board authorizes the Fire Chief to implement procedures for the use of the District credit cards.
 - a. In no circumstances shall the District issued credit cards be used for cash advances or personal purchases.
 - b. Additional parameters shall be defined by Standard Operating Guidelines.

Board Chair