

**North Mason Regional Fire Authority
Commissioner Agenda
March 10th (Belfair) and March 17th (Tahuya)
5:00 PM**

Blue information and **Red action** requested

Call to order

Pledge of Allegiance

Approval of Minutes- February meeting minutes have been attached for review

Voucher Approval: March voucher materials have been sent for review

Financial Report- NMRFA Financial (Expenditure) Documents for March are attached. Revenue figures will be presented as they are received from the Mason County Treasurer's Office (expected middle of next week).

Administration Report

- **State Auditor- Transparent Training Session March 24th**
- **Easter Breakfast Preparation (Tahuya)**
- **Americorps Presentation and Program Update (March 17th)**
- **Water Meter Installation at Station 81 and Former Store**

Old Business

- **RFA Merger Process and Committee Set Up:** (See attached committee documents and org chart)
- **CAC Future Role Joint Capacity?**
- **Board of Fire Commissioners-** Position seating and next elections
- **Mason County Fire District 8 Washington State Audit Distribution-** (See Attached)
- **Station 22 Lease Agreement with Mason County-** Please see attached 20 year lease agreement draft that is set to go before the Board of County Commissioners on March 17th.

New Business

- **Belfair Bypass Update**
- **Ambulance Surplus Request-** See attached request

Public Comment

Good of the order

Adjournment

Joint Board Meeting
Central Mason Fire & EMS & North Mason Regional Fire Authority
Meeting Minutes
North Mason School District: 71 E Campus Dr., Belfair
2/10/2015

Present:

North Mason Regional Fire Authority (NMRFA): Commissioner's Shelby Blackwell, Dan Kewish, Kelley McIntosh, Bev Voss-Petredis- via. Skype, and Brooke Quigley; Fire Chief Beau Bakken, Assistant Chief Scott Cooper, Authority Secretary Katie Patti

Central Mason Fire & EMS (CMF&E): Commissioner's Tom Nevers, Tommy Taylor, Del Griffey, Fire Chief Tim McKern, Assistant Fire Chief Mike Patti, District Secretary Brenda Bright

Guests: Numerous Community Stakeholders

Excused: None

The meeting was called to order by Commissioner McIntosh at 5:00pm.

Opening Remarks: Commissioner McIntosh opened the meeting and made introductions of the NMRFA Board members. She thanked the public for their participation. Commissioner Tom Taylor followed and introduced the CMF&E Board members.

Fire Chief's Presentation to the Board's:

Chief McKern spoke first and provided an overview of what regionalization means and the features and benefits of forming a RFA. He talked about the various regional approaches that are currently in place in Mason County.

Chief Bakken provided the background on regional fire authorities and drew upon his recent experience with former Fire District 2 and 8 which formed the Fire Authority you see today. He noted that the Fire Authority values and those of Central Mason are very much in alignment, as are the services that both agencies provide. Adding that working together is better for our citizens and all who have an interest in the process. He outlines the outcomes desired by combining agencies to include efficiently and effectively being able to meet the increased demand for emergency services despite a reduction in resources available. There are many moving parts to consider associated with an organization consolidation therefore we do not have all the answers this evening. He commended both Boards for their hard work and willingness to come to the table this evening.

In closing, Chief Bakken stated that the purpose of tonight's meeting was not for the Board's to agree to merge but rather to ask the Board if this partnership is worth exploring.

Board Discussion and Feedback:

Commissioner McIntosh assured those in attendance that we intend to make this process transparent to everyone. She further requested and encouraged feedback from all stakeholders including neighboring fire districts. She opened it up to both Boards for discussion and feedback.

Remarks were made by Commissioner's from both Boards that centered on transparency and public input, a desire to form a "Joint" Citizens Advisory Committee similar to what the NMRFA has in place. In addition, the NMRFA Commissioners shared their experiences of forming a Fire Authority.

Public Comment: The following questions and comments were posed to the Boards and Fire Chiefs.

Q: Why haven't Central Mason and the RFA come together until now? All agreed it has been too long and we need to put our differences aside. We are here tonight and we hope to continue to build this partnership. The challenge to being progressive lies in taking the first step.

Q: Any talk about a true merger? Is there another end to this? In coming together you do need to have only one budget. We do not know what the best model is at this time.

Q: How would this merger impact other Districts such as District 3? The tangibles like services and response times are unknown at this time. What is ultimately important is providing service to outlying areas.

Q: What were the determining factors that brought this to the forefront? Chief Bakken provided the example of Mason County Fire Marshall Services. We (RFA) and Central Mason five years ago now provide Fire Marshall and investigative services for all of Mason County. If we can do better in this area we should explore other partnerships.

C: A recommendation was made to have representatives from neighboring departments sit on the committee.

Q: How would a merger affect contracts for services that each organization has in place? We don't have the answers yet as to how this may affect current and future contracts. Chief Bakken spoke on his experience with the formation of the RFA. Some contracts were beneficial and others were not. We continue to go through contracts to ensure they meet the mission and vision of the Fire Authority and he envisions the same process would take place with Central Mason.

Q: How much discussion has taken place about who will lead charge in the process? We are in the very early stages of the process so discussion has been minimal. It is likely that the Steering Committee would be the voice moving forward. In terms of facilitating this process an agreement could also be established.

C: A comment was made that ultimately the voters are the deciding factor to a merge. It was noted that only Central Mason Voters would take part in a measure to form a Fire Authority.

Q: Is it possible for other Districts to join the RFA? This may be possible and open to exploration in the future. With such a large endeavor we want to ensure we capture and address all the moving parts this is especially true in regards to a Governing Board.

Q: In the initial conversations between Districts 2 and 8, what were some of the "thorny" issues – This question was directed to the Board Members: The NMRFA Commissioners commented on the process, indicating they set their differences aside and focused on what was best for the citizens. The process was made easier through transparent communication and appreciation for one another. Commissioner Wampold remarked it turned out better than he had ever envisioned.

Q: Did District 2 and District 8 document the formation process? We did according to the letter of the law. The process including issues and solutions and are reflected in the meeting minutes.

Q: If the Fire Authority and Central Mason provide the same services why is the Fire Authority in the green and Central Mason is in the red financially? Commissioner McIntosh stated there are indeed financial issues within Central Mason that would need to be considered and plan made moving forward.

Q: Was the City of Shelton invited to attend the meeting? The City of Shelton has been notified that we are looking at this process.

Q: What is the fee for dispatching: MACECOM is a standalone entity. All Fire Districts and the Fire Authority are end users of the service.

C: The key to strong service is a strong dispatching organization.

Q: How is MACECOM funded? Made up of State E911 dollars, user fees paid by every agency 1/10 of 1% 911 sales taxes.

C: When District's 8 and 2 Boards came together, it was apparent how much positive progress was being made as a result of forming the Fire Authority.

Q: Does Central Mason have a Citizens Advisory Committee like the Fire Authority? Commissioner Taylor indicated Central Mason does not. It was recommended that Central Mason establishes a committee that would join forces with the Fire Authority's committee.

Q: Is there a limit on the number of Commissioners a RFA can have? No, it is up to the RFA to determine their governing structure.

With no other public comments or questions, Commissioner McIntosh made a motion to adjourn the meeting.

Commissioner Quigley moved to adjourn the meeting; Commissioner Blackwell seconded the motion. Motion carried and the meeting was adjourned at 6:40pm.

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
Station 81
2/17/2015

Present: Commissioners Blackwell, Kewish, McIntosh, Quigley, Voss-Petredis-Via Skype; Fire Chief Bakken, Assistant Chief Cooper, Authority Secretary Patti

Excused: Commissioner Wampold

Guests: None

The meeting was called to order at 5:06pm and opened with the Pledge of Allegiance.

The meeting minutes from January 13, 2015 and January 20, 2015 were presented for review and approval.

Commissioner Quigley moved to approve the meeting minutes as presented. Commissioner Voss-Petredis seconded the motion. Motion carried.

Vouchers #1502001 to #1502123 for the month of February in the amount of \$296,282.97 were presented for review and approval. Commissioner McIntosh asked if there were any questions on the vouchers.

Commissioner Quigley inquired about the charge in the amount of \$3,469.40 to the WA State Auditor's Office line item. Chief Bakken explained this is a partial payment for the Audit of District 8.

Commissioner Voss-Petredis moved to approve Vouchers #1502001 to #1502123 in the amount of \$296,282.97 as presented. Commissioner Blackwell seconded the motion. Motion carried.

FINANCIAL REPORT:

Chief Bakken reviewed the Financial Report with the Commissioners. He drew their attention to the last line item that shows we are -\$34k. He assured the Commissioners that this is due in part to 400k that is going to the reserve fund. Once we get next month's revenue this number will go into the positive.

Commissioner Quigley commented on the line items in the Expense Summary – there are a number of areas that appear to be up against their budgeted amounts. She used the utilities line item as an example. Chief Bakken indicated expenses in this line item are higher in the winter/early spring months due to the cold weather and as the temperature warms up the expenses will decrease.

ADMINISTRATION REPORT:

FF/PM John Craig: John has been with us for three years. He lives in the Pierce County area and is leaving to take a position with West Pierce Fire and Rescue. John leaves under the best of circumstances. We wish him the best of luck. With his departure, Chief Bakken reported Volunteer, Nick Morgan is currently attending Paramedic school and is set to graduate in several months. He is a sharp

individual and we are tracking his progress to see if once he finishes his schooling if he will be a good fit to fill John's position.

In the interim, we plan to make two offers of temporary employment (6 months) to Student Firefighters Brian Jack and Matt Doran. Both individuals interviewed last week and did exceptionally well. This will provide us with ample staffing through August.

FF Burke Update: We requested that FF Burke receive a return to work physical following a surgery he underwent. The physician however, refused to evaluate him and refused to allow him to work in his full Firefighter capacity until April, 2015. This has resulted in a few overtime shifts. Chief Bakken is just advising the Commissioners of the delay in him returning to shift.

OLD BUSINESS:

Strategic Planning Update: We are in a hold status with the emergence of the RFA expansion. Commissioner McIntosh feels it is beneficial to have our consultants with BERK review this new development. Chief Bakken agreed and added that as we go down a very complicated process we believe it would be beneficial for an outside source such as BERK to review and provide unbiased feedback.

NEW BUSINESS:

CMFE Update: Chief Bakken has had an opportunity to review several financial the documents with the Commissioners. The two largest costs that go into a budget are your labor and benefit costs. You have to dial in your labor costs. The RFA has our labor costs dialed in however; CMFE did not have their labor costs dialed in resulting in a \$300k differential. He reviewed several financial models with the Commissioners and featured the pros and cons. Chief Bakken has spoken to Chief McKern to inform him of the models. Commissioner McIntosh will also seek to meet with Commissioner Taylor this week.

Where do we go from here?

Chief Bakken provided a Committee draft for the Commissioners to review and the tasks associated with each committee. He feels the best committee that our citizens should participate in would be the Citizens Advisory Committee. This is just a draft at this time. Commissioner McIntosh also strongly believes the CAC Committee would be beneficial to CMFE.

Commissioner Quigley inquired if the CAC should continue to meet every other month or if meetings should increase to monthly. She also posed the question on what location (s) would be best to have a middle meeting ground. The Port of Allyn could serve as a potential meeting location. Chief Bakken said there would not be any "tangible" work to discuss until April at the earliest. More to come on meeting dates and locations.

Fire District 8 Audit 2011-2014: The audit for Fire Dist. 8 has been completed. The recommendations made during the previous audit were satisfactorily met. There were no findings and one exit item regarding meeting minutes.

Station 22 Lease Agreement: Chief Bakken hopes to get the lease agreement for review next month.

Paul Severson –Fire District #2 Commissioner: Paul had been appointed as Commissioner for Fire District 2. He replaced Denny Hamilton when he departed from his District 2 position last year. Paul’s service to the District was completed in December, 2014. Legally, District 2 has been dissolved and with that his position has ended. With Commissioner Blackwell leaving this puts our Board at five members in accordance with the RFA Plan. The Board and Chiefs wish to extend their thanks to Paul for his service. There was mention of adding a position to the RFA Board. The Commissioners were in agreement that we need to not deviate from the original Plan and not create additional positions. A recommendation was made that should a similar situation occur that we should ensure the timeframe of service is clearly documented in writing.

Resignation of Commissioner Shelby Blackwell: We received the formal resignation of RFA Commissioner Shelby Blackwell – Shelby has been with us since December 2007 as a Commissioner. He has been part of, and has helped guide us to be the organization we are today. Thank you for your service. A plaque was presented to Commissioner Blackwell in appreciation for his service.

Public Comment: None

Good of the Order: None

Commissioner Blackwell moved to adjourn the meeting; Commissioner Quigley seconded the motion. The meeting was adjourned at 6:11pm.

Authority Secretary Katie Patti

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bev Voss-Petredis

Commissioner Daniel Kewish

Commissioner Thomas Wampold

North Mason Regional Fire Authority Budget Summary

Month: March (25% of Year)

2015 Revenue

Budgeted Revenue for 2014 (with carryover):	\$5,674,171.29		
Revenue to be Collected in 2014 (without carryover):	\$4,055,775.00		
Collected Revenue Year to Date (with carryover):	\$1,975,411.21	34.8% of budget)	
Collected Revenue Year to Date (without carryover):	\$64,884.10	(1.6% of budget)	
Revenue Left to be Collected for Year w/o carryover:	\$3,990,890.90	(98.4% of budget)	
Tax Revenue Year to Date:	\$12,560.40	(0.4%)	Tax Revenue Left to be Collected: \$3,058,706.60
Timber Revenue Year to Date:	\$0.00	(0%)	Timber Revenue Budgeted for Year: \$40,000.00
Ambulance Revenue Year to Date:	\$35,552.46	(6.9%)	Ambulance Revenue Left to Collect: \$480,565.54
DNR/WA State Wildfire Reimbursement Year To Date:			

2015 Expenditures

Budgeted Expenditures for 2014*:	\$ 4,055,775.00		
Expenditures Year to Date:	\$ 857,056.44	(21.1% of budget)	
Expenditures w/ Contingency Contributions	\$ 1,287,056.44	(31.7% of budget)	
Expenditure Funds Available:	\$ 2,768,718.56	(68.3% of budget)	

Expenditures For This Month*: **\$261,550.95** (6.4% of budget)

* Does not include Contingency Expenditures

2015 Contingencies

Emergency Contingency Beginning of the Year Balance: **\$500,140.68**

Emergency Contingency Expenditures Year to Date: **\$0.00**

Emergency Contingency Contributions Year to Date **\$0.00** ER Expenditures This Month: **\$0**

Emergency Contingency Current Balance: **\$500,140.68**

Capital Contingency Beginning of the Year Balance: **\$237,585.49**

Capital Contingency Expenditures Year to Date: **\$0.00** CR Expenditures This Month: **\$0.00**

Capital Contingency Contributions Year to Date **\$543,808.56**

Capital Contingency Current Balance: **\$781,394.05**

Fire Equip Contingency Beginning of the Year Balance **\$102,422.20**

Fire Equipment Expenditures Year to Date **\$684.62**

Fire Equipment Contributions Year to Date **\$30,000.00** FER Expenditures this month **\$684.62**

Fire Equipment Contingency Current Balance **\$131,737.58**

Funds Currently On Hand (In Bank Account)

Total Funds Available at Beginning of Month: **N/A**

Total Expenditures This Month:	\$261,550.95	
Total Available Funds	N/A	
Reserve Funds:	\$1,413,272.31	
Operating Funds Available:	N/A	(Equals "Total Funds" Minus "Reserve Funds")
Available Funds Invested In State Investment Pool:	\$1,400,000.00	
Current Investment Pool Interest Rate:	N/A	

Revised: March 5th 2015

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2015

Period: 3/2015

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
BAKKEN						
Adm Trng						
522.45.31.1000	Admin Staff Training: OOS	0.00	0.00	12,500.00	12,500.00	100
522.45.41.1000	Admin Staff Training: PS	867.70	1,152.70	0.00	-1,152.70	0
522.45.43.1000	Admin Staff Training: Travel	0.00	469.33	0.00	-469.33	0
522.45.49.1000	Admin Staff Training: Miscellaneous	110.00	528.18	0.00	-528.18	0
Subsubtotal for Adm Trng		977.70	2,150.21	12,500.00	10,349.79	
Amb Refund						
589.00.00.1000	Ambulance Refunds: OSC	0.00	1,778.04	1,000.00	-778.04	-77
Subsubtotal for Amb Refund		0.00	1,778.04	1,000.00	-778.04	
Benefits						
522.10.20.0010	Admin Staff- Labor and Industry Insurance	35.03	849.28	640,000.00	639,150.72	99
522.10.20.0020	Admin Staff- Medicare	399.00	1,187.70	0.00	-1,187.70	0
522.10.20.0030	Admin Staff- WA State Retirement	1,648.75	4,946.25	0.00	-4,946.25	0
522.10.20.0040	Admin Staff- HRA, HI, DC, Disability	5,278.14	15,817.47	0.00	-15,817.47	0
522.20.20.0010	Firefighter/EMT- Labor and Industry Insurance	285.23	6,307.43	0.00	-6,307.43	0
522.20.20.0020	Firefighter/EMT- Medicare	1,293.00	3,773.55	0.00	-3,773.55	0
522.20.20.0030	Firefighter/EMT- WA State Retirement	4,379.31	12,757.57	0.00	-12,757.57	0
522.20.20.0040	Firefighter/EMT- HRA, HI, DC, Disability	21,172.03	64,457.28	0.00	-64,457.28	0
522.71.20.0010	Firefighter/Paramedic- Labor and Industry Insurance	-221.99	3,390.93	0.00	-3,390.93	0
522.71.20.0020	Firefighter/Paramedic- Medicare	674.16	2,254.79	0.00	-2,254.79	0
522.71.20.0030	Firefighter/Paramedic- WA State Retirement	2,292.91	7,378.24	0.00	-7,378.24	0
522.71.20.0040	Firefighter/Paramedic- HRA, HI, DC, Disability	10,922.00	36,408.36	0.00	-36,408.36	0
Subsubtotal for Benefits		48,157.57	159,528.85	640,000.00	480,471.15	
Commission						
522.11.10.0001	Commissioner Stipends	1,144.00	5,200.00	35,000.00	29,800.00	85
522.11.20.0010	Labor and Industry Insurance	0.05	4.73	0.00	-4.73	0
522.11.20.0020	Social Security and Medicare	87.56	397.80	0.00	-397.80	0

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2015

Period: 3/2015

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
522.45.31.2000	Commissioner Training: OOS	0.00	0.00	0.00	0.00	0
522.45.41.2000	Commissioner Training: PS	0.00	0.00	0.00	0.00	0
522.45.43.2000	Commissioner Training: Travel	0.00	0.00	0.00	0.00	0
522.45.49.2000	Commissioner Training: Miscellaneous	0.00	0.00	0.00	0.00	0
Subsubtotal for Commission		1,231.61	5,602.53	35,000.00	29,397.47	
Computers						
522.10.31.1000	Computer Hardware: OOS	0.00	0.00	12,000.00	12,000.00	100
522.10.31.2000	Computer Software: OOS	57.03	57.03	0.00	-57.03	0
522.10.41.1000	IT Support Service: PS	575.00	1,725.00	0.00	-1,725.00	0
Subsubtotal for Computers		632.03	1,782.03	12,000.00	10,217.97	
Elections						
522.10.51.1000	Mason/Kitsap County Elections Cost: PS	0.00	5,423.26	0.00	-5,423.26	0
Subsubtotal for Elections		0.00	5,423.26	0.00	-5,423.26	
Emergency						
589.00.00.0000	Emergency Contingency	0.00	0.00	500,140.68	500,140.68	100
Subsubtotal for Emergency		0.00	0.00	500,140.68	500,140.68	
Insurance						
522.10.46.1000	Authority General Liability Insurance	4,773.00	24,095.00	57,000.00	32,905.00	57
522.10.46.2000	Accident and Sickness Insurance	0.00	0.00	8,000.00	8,000.00	100
Subsubtotal for Insurance		4,773.00	24,095.00	65,000.00	40,905.00	
LEOFF 1						
522.20.20.1000	Retirement Medical Costs- BS	802.72	3,708.12	6,000.00	2,291.88	38
522.20.20.2000	Retirement Medical Costs- FB	299.37	1,171.64	6,000.00	4,828.36	80
Subsubtotal for LEOFF 1		1,102.09	4,879.76	12,000.00	7,120.24	
Legal						
522.10.41.2000	Legal Services: PS	176.00	176.00	4,000.00	3,824.00	95
Subsubtotal for Legal		176.00	176.00	4,000.00	3,824.00	

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2015

Period: 3/2015

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
Misc Expen						
522.10.31.3000	Miscellaneous Expenes: OOS	64.00	850.05	10,000.00	9,149.95	91
522.10.43.1000	Miscellaneous Expense: Admin Travel	0.00	268.24	0.00	-268.24	0
522.10.45.1000	Miscellaneous Expense: Operating Rentals & Leases	2,718.66	3,273.52	0.00	-3,273.52	0
522.10.48.1000	Miscellaneous Expense: Repairs & Maintenance	0.00	0.00	0.00	0.00	0
522.20.35.1000	Miscellaneous Expense: Small Tools & Minor Equipment	0.00	0.00	0.00	0.00	0
Subsubtotal for Misc Expen		2,782.66	4,391.81	10,000.00	5,608.19	
Prof Serv						
522.10.41.3000	WA State Audit Service: PS	0.00	3,469.40	22,500.00	19,030.60	84
522.10.49.1000	Memberships and Subscriptions: PS	41.16	2,783.00	5,000.00	2,217.00	44
522.10.49.2000	Miscellaneous: PS	35.80	35.80	0.00	-35.80	0
522.10.49.4000	Strategic Planning Services: PS	0.00	7,987.35	20,000.00	12,012.65	60
Subsubtotal for Prof Serv		76.96	14,275.55	47,500.00	33,224.45	
Salaries						
522.10.10.0001	Admin Staff Salaries and Wages	26,417.07	79,251.21	1,935,000.00	1,855,748.79	95
522.10.10.9999	Payroll Clearing	0.00	0.00	0.00	0.00	0
522.20.10.0001	Firefighter/EMT Staff Salaries	81,352.43	236,409.29	0.00	-236,409.29	0
522.20.10.3000	Firefighter OT	3,888.64	12,428.01	0.00	-12,428.01	0
522.71.10.0001	Firefighter/Paramedic Staff Salaries	42,335.53	142,641.49	0.00	-142,641.49	0
Subsubtotal for Salaries		153,993.67	470,730.00	1,935,000.00	1,464,270.00	
Subtotal for BAKKEN		213,903.29	694,813.04	3,274,140.68	2,579,327.64	78
CAPITAL						
Capital E						
594.28.64.1000	Capital Machinery and Equipment	0.00	0.00	781,394.05	781,394.05	100
Subsubtotal for Capital E		0.00	0.00	781,394.05	781,394.05	
Subtotal for CAPITAL		0.00	0.00	781,394.05	781,394.05	100

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2015

Period: 3/2015

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
CLEVELAND						
Amenities						
522.20.31.1000	Station Amenities	0.00	306.91	4,000.00	3,693.09	92
Subsubtotal for Amenities		0.00	306.91	4,000.00	3,693.09	
Equip Rep						
522.20.35.0010	Fire	0.00	0.00	4,200.00	4,200.00	100
522.20.35.0020	Small Engine Equipment	0.00	0.00	2,000.00	2,000.00	100
522.20.35.0030	Appliances and Nozzles	4,550.89	7,947.47	6,000.00	-1,947.47	-32
522.20.35.0040	Extrication Equipment	0.00	0.00	250.00	250.00	100
522.20.35.0050	Hand Tools	0.00	0.00	1,500.00	1,500.00	100
522.20.35.0060	Hand Held Equipment	0.00	0.00	500.00	500.00	100
522.20.35.0070	Ladders	0.00	0.00	250.00	250.00	100
522.20.35.0090	Miscellaneous Items	0.00	399.44	3,000.00	2,600.56	86
522.20.48.0080	Repairs & Maintenance: Repairs & Maintenance	0.00	0.00	3,000.00	3,000.00	100
Subsubtotal for Equip Rep		4,550.89	8,346.91	20,700.00	12,353.09	
Equip Res						
522.20.35.0110	SCBA Upgrades	684.62	684.62	2,000.00	1,315.38	65
522.20.35.0200	Fire Equipment Reserve	0.00	0.00	130,422.20	130,422.20	100
Subsubtotal for Equip Res		684.62	684.62	132,422.20	131,737.58	
Equip Test						
522.50.48.0001	Hose Testing	0.00	0.00	10,000.00	10,000.00	100
522.50.48.0002	Ladder Testing	0.00	0.00	1,500.00	1,500.00	100
522.50.48.0003	Extinguisher Testing	0.00	0.00	500.00	500.00	100
Subsubtotal for Equip Test		0.00	0.00	12,000.00	12,000.00	
ORV						
522.45.31.0006	ORV Training Supplies	0.00	0.00	1,500.00	1,500.00	100
522.45.41.0007	ORV Training Services	0.00	0.00	0.00	0.00	0
522.50.48.1000	ORV Repair and Maintenance	0.00	125.16	0.00	-125.16	0

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2015

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
Subsubtotal for ORV		0.00	125.16	1,500.00	1,374.84	
Radios						
522.20.35.2000	Radio & Radio Equipment Purchasing	0.00	259.04	15,000.00	14,740.96	98
522.20.41.3000	Radio Install/Work and Professional Services	0.00	0.00	0.00	0.00	0
522.20.48.3000	Radio Repairs & Maintenance	0.00	0.00	0.00	0.00	0
Subsubtotal for Radios		0.00	259.04	15,000.00	14,740.96	
SCBA						
522.20.35.0004	New Cylinder	0.00	0.00	1,000.00	1,000.00	100
522.20.35.0005	New SCBA Pack	0.00	0.00	1,000.00	1,000.00	100
522.20.41.0002	Air Analysis	0.00	100.00	1,200.00	1,100.00	91
522.20.48.0003	Flow Testing	0.00	0.00	2,000.00	2,000.00	100
522.20.48.0004	Compressor Service & Repairs	0.00	189.06	1,000.00	810.94	81
522.20.48.0005	Cylinder Repair	408.42	446.38	2,000.00	1,553.62	77
522.20.48.0006	SCBA Pack Repair	18.54	18.54	2,000.00	1,981.46	99
522.20.48.0007	SCBA Mask Repair	0.00	0.00	2,000.00	2,000.00	100
Subsubtotal for SCBA		426.96	753.98	12,200.00	11,446.02	
State Fire						
522.23.10.0001	DNR Firefighter Salaries Students & Volunteers	0.00	0.00	0.00	0.00	0
522.23.20.0010	DNR Firefighter L&I- Students and Volunteers	0.00	0.00	0.00	0.00	0
Subsubtotal for State Fire		0.00	0.00	0.00	0.00	
Supplies						
522.10.31.0514	Station Supplies: OOS	170.00	611.58	6,000.00	5,388.42	89
522.10.35.0516	Small Tools & Minor Equipment: (Station Supplies)	0.00	142.87	0.00	-142.87	0
522.10.49.0519	Station Supplies: Miscellaneous	358.16	747.26	0.00	-747.26	0
Subsubtotal for Supplies		528.16	1,501.71	6,000.00	4,498.29	
Wildland						
522.20.31.0005	Wildland Programs: OOS	0.00	0.00	5,000.00	5,000.00	100
522.20.48.5000	Wildland Equipment Repairs & Maintenance	0.00	0.00	0.00	0.00	0

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2015

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
Subsubtotal for Wildland		0.00	0.00	5,000.00	5,000.00	
Subtotal for CLEVELAND		6,190.63	11,978.33	208,822.20	196,843.87	94
COOPER						
Academy						
522.45.31.3000	Fire Academy: OOS	0.00	0.00	0.00	0.00	0
522.45.41.3000	Fire Academy: PS	0.00	0.00	0.00	0.00	0
522.45.49.3000	Fire Academy: Miscellaneous	0.00	0.00	0.00	0.00	0
Subsubtotal for Academy		0.00	0.00	0.00	0.00	
Awards						
522.10.31.4000	Awards & Recognition: OOS	0.00	217.00	650.00	433.00	66
522.10.49.3000	Awards & Recognition & Code 13: Miscellaneous	195.77	260.92	0.00	-260.92	0
Subsubtotal for Awards		195.77	477.92	650.00	172.08	
Buildings						
522.50.31.0100	Building Maintenance: OOS	123.11	123.11	15,000.00	14,876.89	99
522.50.41.0200	Building Maintenance: PS	162.75	162.75	0.00	-162.75	0
522.50.48.0300	Buildings Maintenance: Repair & Maintenance	140.43	2,902.36	0.00	-2,902.36	0
522.50.49.0385	Building Maintenance: Miscellaneous	0.00	0.00	0.00	0.00	0
Subsubtotal for Buildings		426.29	3,188.22	15,000.00	11,811.78	
Capital E						
594.28.63.1000	Other Improvements: Sta 81 Exhaust & 27 Wellness	0.00	0.00	72,750.00	72,750.00	100
Subsubtotal for Capital E		0.00	0.00	72,750.00	72,750.00	
Dispatch						
522.20.51.0015	MACECOM Dispatching Service: PS	8,542.60	8,542.60	35,000.00	26,457.40	75
Subsubtotal for Dispatch		8,542.60	8,542.60	35,000.00	26,457.40	
EAP						
522.71.41.6000	Employee Assistance Plan: PS	119.52	239.04	2,000.00	1,760.96	88

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2015

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
Subsubtotal for EAP		119.52	239.04	2,000.00	1,760.96	
Education						
522.45.31.0004	Career Staff Education Training: OOS	0.00	2,558.89	20,000.00	17,441.11	87
522.45.41.0004	Career Staff Education Training: PS	0.00	250.00	0.00	-250.00	0
522.45.43.0003	Career Staff Education Training: Travel	0.00	0.00	0.00	0.00	0
522.45.49.0004	Career Staff Education Training: Miscellaneous	111.00	111.00	0.00	-111.00	0
Subsubtotal for Education		111.00	2,919.89	20,000.00	17,080.11	
Residents						
522.21.20.0020	Social Security and Medicare	84.15	380.59	0.00	-380.59	0
522.21.49.0001	Student Firefighter Stipend	1,100.00	4,700.00	35,000.00	30,300.00	86
522.21.49.0002	Student Firefighter Program: OOS	0.00	2,022.10	0.00	-2,022.10	0
Subsubtotal for Residents		1,184.15	7,102.69	35,000.00	27,897.31	
Training						
522.41.31.0000	Training External - Supplies (Training)	467.74	467.74	43,300.00	42,832.26	98
522.41.35.0000	Training External - Small Tools Minor Equipment (Training)	0.00	47.04	0.00	-47.04	0
522.41.41.0000	Training External - Services (Training)	0.00	2,385.00	0.00	-2,385.00	0
522.41.49.0000	Training External - Miscellaneous (Training)	0.00	0.00	0.00	0.00	0
522.45.31.0001	Office & Operating Supplies: Fire (Training)	0.00	87.12	0.00	-87.12	0
522.45.35.0001	Small Tools and Minor Equipment: Fire (Training)	0.00	490.00	0.00	-490.00	0
522.45.41.0001	Fire (Training): PS	2,560.00	3,300.00	0.00	-3,300.00	0
522.45.42.0001	Communications: (Fire Training)	0.00	0.00	0.00	0.00	0
522.45.43.0001	Fire Training : Travel	488.20	488.20	0.00	-488.20	0
522.45.49.0001	Miscellaneous: (Fire Training)	0.00	539.48	0.00	-539.48	0
522.74.31.0053	EMS (Training): OOS	0.00	2,250.00	0.00	-2,250.00	0
522.74.35.0388	Small Tools & Minor Equipment: EMS (Training)	0.00	0.00	0.00	0.00	0
522.74.41.0054	EMS (Training): PS	0.00	95.00	0.00	-95.00	0
522.74.43.0104	EMS (Training): Travel	0.00	0.00	0.00	0.00	0
522.74.49.0389	EMS (Training): Miscellaneous	0.00	0.00	0.00	0.00	0

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2015

Period: 3/2015

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
Subsubtotal for Training		3,515.94	10,149.58	43,300.00	33,150.42	
Utilities						
522.10.42.1000	Station 21 Telephone & Internet	729.92	3,497.81	0.00	-3,497.81	0
522.10.42.2000	Station 27 Telephone & Internet	135.54	788.31	0.00	-788.31	0
522.10.42.3000	Station 24 Telephone & Fire Alarm	0.00	443.03	0.00	-443.03	0
522.10.42.4000	Station 81 Telephone & Internet	75.98	519.41	0.00	-519.41	0
522.10.47.1000	Station 21 & 21-2 Utilities (Power, Water, Cable, Gas)	540.39	4,248.73	60,000.00	55,751.27	92
522.10.47.1100	Station 83 Utilities (Power)	61.01	232.79	0.00	-232.79	0
522.10.47.1200	Tahuya Store Utilities (Power, Water)	78.34	475.43	0.00	-475.43	0
522.10.47.2000	Station 22 Utilities (Power)	146.12	452.29	0.00	-452.29	0
522.10.47.3000	Station 23 Utilities (Power, Water)	195.92	524.28	0.00	-524.28	0
522.10.47.4000	Station 24 Utilities (Power, Water)	43.32	568.15	0.00	-568.15	0
522.10.47.5000	Station 25 Utilities (Power)	62.16	222.00	0.00	-222.00	0
522.10.47.6000	Station 27 Utilities (Power, Water, Cable, Propane)	358.11	1,400.68	0.00	-1,400.68	0
522.10.47.7000	Station 28 Utilities (Power)	48.88	147.42	0.00	-147.42	0
522.10.47.8000	Station 81 Utilities (Power, Water, Cable, Propane)	1,034.50	2,270.64	0.00	-2,270.64	0
522.10.47.9000	Station 82 Utilities (Power, Water)	71.95	321.74	0.00	-321.74	0
Subsubtotal for Utilities		3,582.14	16,112.71	60,000.00	43,887.29	
Veh Fuel						
522.20.32.0010	Vehicle Fuel Consumed	2,562.99	7,359.09	57,000.00	49,640.91	87
Subsubtotal for Veh Fuel		2,562.99	7,359.09	57,000.00	49,640.91	
Veh Maint						
522.60.31.0457	Vehicle Preventative Maintenance Parts: OOS	0.00	0.00	35,125.00	35,125.00	100
522.60.48.1000	Fire Engine Preventative Maintenance	0.00	0.00	0.00	0.00	0
522.60.48.2000	Tender Preventative Maintenance	0.00	0.00	0.00	0.00	0
522.60.48.3000	Brush Truck Preventative Maintenance	0.00	0.00	0.00	0.00	0
522.60.48.4000	Staff Car Preventative Maintenance	209.14	300.37	0.00	-300.37	0
522.60.48.5000	Generator Preventative Maintenance	0.00	0.00	0.00	0.00	0

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2015

Period: 3/2015

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
522.76.48.1000	AID/Medic Unit Preventative Maintenance	0.00	1,022.77	0.00	-1,022.77	0
Subsubtotal for Veh Maint		209.14	1,323.14	35,125.00	33,801.86	
Veh Repair						
522.60.31.0144	Vehicle Repairs: OOS	18.60	3,263.73	55,000.00	51,736.27	94
522.60.35.0384	Small Tools and Minor Equipment: (Vehicle Repairs)	2.60	72.04	0.00	-72.04	0
522.60.48.6000	Vehicle Repairs and Maintenance- Labor	0.00	139.99	0.00	-139.99	0
522.60.48.7000	Tire and Wheel Repair & Maint. (FD8 Engines)	7,618.08	15,255.40	15,000.00	-255.40	-1
522.76.31.0451	Small Tools and Minor Equipment: (Vehicle Repairs)	91.60	471.70	0.00	-471.70	0
522.76.48.0452	Small Tools and Minor Equipment: (Vehicle Repairs)	259.68	885.55	0.00	-885.55	0
Subsubtotal for Veh Repair		7,990.56	20,088.41	70,000.00	49,911.59	
Vol Stipe						
522.22.20.0020	Social Security and Medicare	22.96	55.22	0.00	-55.22	0
522.22.49.0002	Volunteer Personnel Stipends	0.00	575.00	15,000.00	14,425.00	96
Subsubtotal for Vol Stipe		22.96	630.22	15,000.00	14,369.78	
WAC						
522.71.41.1000	Infectious Disease Compliance: PS	0.00	360.29	3,000.00	2,639.71	87
522.71.41.2000	LEOFF Physicals: PS	250.00	553.00	0.00	-553.00	0
522.71.41.3000	BVFF Physicals: PS	0.00	0.00	0.00	0.00	0
522.71.41.4000	CPAT Testing: PS	0.00	0.00	0.00	0.00	0
522.71.41.5000	Respiratory Questionnaire	0.00	0.00	0.00	0.00	0
Subsubtotal for WAC		250.00	913.29	3,000.00	2,086.71	
Subtotal for COOPER		28,713.06	79,046.80	463,825.00	384,778.20	82
EHRESMAN						
Amb Bill						
522.77.41.0038	Ambulance Billing Fee: PS	1,420.93	5,465.42	25,000.00	19,534.58	78

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2015

Period: 3/2015

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
Subsubtotal for Amb Bill		1,420.93	5,465.42	25,000.00	19,534.58	
CRT						
522.20.31.7000	CRT Equipment and Supplies: OOS	0.00	31.63	500.00	468.37	93
522.20.31.8000	CRT Uniforms	185.00	2,475.40	2,000.00	-475.40	-23
522.45.31.4000	CRT Training (Ongoing Training): OOS	0.00	0.00	500.00	500.00	100
522.45.31.5000	CRT Training Supplies (New Class): OOS	0.00	557.80	2,000.00	1,442.20	72
Subsubtotal for CRT		185.00	3,064.83	5,000.00	1,935.17	
EMS						
522.71.41.7000	MPD/QA (Hoffman): PS	0.00	500.00	8,000.00	7,500.00	93
522.72.31.1000	EMS Supplies: OOS	2,538.42	13,741.07	45,000.00	31,258.93	69
522.72.35.1000	EMS Equipment and Tools	0.00	2,646.73	8,000.00	5,353.27	66
522.72.35.2000	Gurney Purchasing	0.00	5,925.00	10,000.00	4,075.00	40
522.72.41.1000	ERS Database and Reporting: PS	0.00	3,346.20	1,500.00	-1,846.20	-123
522.72.41.2000	Gurney Repair and Maintenance (Rock): PS	0.00	0.00	1,500.00	1,500.00	100
522.72.48.1000	EMS Equipment Repair and Maintenance	11.71	11.71	1,000.00	988.29	98
522.72.48.2000	EKG Monitor Repair and Maintenance	0.00	0.00	1,000.00	1,000.00	100
Subsubtotal for EMS		2,550.13	26,170.71	76,000.00	49,829.29	
Wellness						
522.20.31.9000	Wellness Supplies	0.00	0.00	1,000.00	1,000.00	100
522.20.35.0100	Wellness Equipment	0.00	0.00	2,000.00	2,000.00	100
522.20.41.4000	Physical Fitness Annual Membership: PS	0.00	0.00	1,000.00	1,000.00	100
522.20.48.4000	Wellness Equipment Repairs & Maintenance	0.00	0.00	1,000.00	1,000.00	100
Subsubtotal for Wellness		0.00	0.00	5,000.00	5,000.00	
Subtotal for EHRESMAN		4,156.06	34,700.96	111,000.00	76,299.04	68
HICKS						
COP						
522.30.31.1000	Community Outreach Program: OOS	1,909.42	4,380.58	15,000.00	10,619.42	70
522.30.41.2000	Community Outreach Program: PS	425.00	425.00	0.00	-425.00	0

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2015

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
522.45.31.0007	Community Outreach Program Training: OOS	0.00	0.00	0.00	0.00	0
522.45.43.0005	Community Outreach Program Training: Travel	0.00	0.00	0.00	0.00	0
522.45.49.0003	Community Outreach Program Training: Miscellaneous	0.00	0.00	0.00	0.00	0
Subsubtotal for COP		2,334.42	4,805.58	15,000.00	10,194.42	
Dpt Dinner						
522.10.31.0001	Department Dinner: OOS	0.00	4,478.39	3,500.00	-978.39	-27
522.10.41.0002	Department Dinner: PS	0.00	0.00	0.00	0.00	0
522.10.49.0003	Department Dinner: Miscellaneous	0.00	0.00	0.00	0.00	0
Subsubtotal for Dpt Dinner		0.00	4,478.39	3,500.00	-978.39	
Fire Marsh						
522.20.35.0003	Fire Investigation Equipment	0.00	0.00	0.00	0.00	0
Subsubtotal for Fire Marsh		0.00	0.00	0.00	0.00	
Newsletter						
522.30.31.3000	Community Newsletter: OOS	0.00	93.10	7,000.00	6,906.90	98
522.30.41.4000	Community Newsletter: PS	0.00	0.00	0.00	0.00	0
Subsubtotal for Newsletter		0.00	93.10	7,000.00	6,906.90	
Subtotal for HICKS		2,334.42	9,377.07	25,500.00	16,122.93	63
PATTI						
Advertise						
522.10.44.1000	Advertising: (Legal Advertisements/Subscriptions)	0.00	395.00	500.00	105.00	21
Subsubtotal for Advertise		0.00	395.00	500.00	105.00	
Office Sup						
522.10.31.0100	Office & Operating Supplies	522.40	2,506.70	8,000.00	5,493.30	68
Subsubtotal for Office Sup		522.40	2,506.70	8,000.00	5,493.30	
Postage						
522.10.41.0001	Postage: PS	282.05	525.07	0.00	-525.07	0

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2015

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
522.10.42.0001	Postage: OOS	0.00	20.10	2,500.00	2,479.90	99
Subsubtotal for Postage		282.05	545.17	2,500.00	1,954.83	
Vol Pens						
522.20.20.0070	Volunteer Pension and Disability	0.00	2,220.00	6,000.00	3,780.00	63
Subsubtotal for Vol Pens		0.00	2,220.00	6,000.00	3,780.00	
Subtotal for PATTI		804.45	5,666.87	17,000.00	11,333.13	66
REESE						
PPE						
522.20.31.3000	Personal Protective Equipment (PPE): OOS- Full Sets	0.00	0.00	5,550.00	5,550.00	100
522.20.31.4000	PPE- Bunker Boot Reimbursement	0.00	0.00	500.00	500.00	100
522.20.31.5000	Miscellaneous PPE Purchasing	0.00	91.25	2,000.00	1,908.75	95
522.20.48.1000	PPE Repair and Maintenance	395.05	865.64	8,000.00	7,134.36	89
Subsubtotal for PPE		395.05	956.89	16,050.00	15,093.11	
Safety						
522.20.31.6000	Safety Committee Equipment: OOS	0.00	0.00	3,000.00	3,000.00	100
522.20.41.2000	Safety Professional Services: PS	73.74	73.74	3,000.00	2,926.26	97
522.20.48.2000	Safety Repairs and Maintenance	0.00	0.00	1,000.00	1,000.00	100
Subsubtotal for Safety		73.74	73.74	7,000.00	6,926.26	
Uniforms						
522.20.20.3000	Class A Uniforms: PB	0.00	0.00	1,000.00	1,000.00	100
522.20.20.4000	Class B Uniforms: PB	0.00	674.88	6,000.00	5,325.12	88
522.20.31.2000	Miscellaneous Uniforms: OOS	0.00	249.88	7,800.00	7,550.12	96
522.20.41.1000	Uniform Repairs and Alterations: PS	0.00	0.00	200.00	200.00	100
Subsubtotal for Uniforms		0.00	924.76	15,000.00	14,075.24	
Subtotal for REESE		468.79	1,955.39	38,050.00	36,094.61	94

SAFER

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2015

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
Benefits						
522.10.20.0011	SAFER- Industrial Insurance	5.36	37.82	0.00	-37.82	0
522.10.20.0021	SAFER- Social Security	52.78	158.34	0.00	-158.34	0
522.10.20.0031	SAFER- State Retirement	335.24	1,005.72	0.00	-1,005.72	0
522.10.20.0041	SAFER- Benefit Cost DVL	131.60	394.80	0.00	-394.80	0
522.10.20.0056	SAFER- Personnel Benefits: (Uniforms)	0.00	0.00	0.00	0.00	0
Subsubtotal for Benefits		524.98	1,596.68	0.00	-1,596.68	
PPE						
522.20.31.0001	SAFER- PPE	0.00	0.00	0.00	0.00	0
522.20.48.0001	SAFER- PPE Repairs & Maintenance	0.00	0.00	0.00	0.00	0
Subsubtotal for PPE		0.00	0.00	0.00	0.00	
Salaries						
522.10.10.0002	SAFER- Salaries & Wages	3,640.00	10,920.00	120,000.00	109,080.00	90
Subsubtotal for Salaries		3,640.00	10,920.00	120,000.00	109,080.00	
Training						
522.41.49.0002	SAFER- Training - Misc.	927.89	1,474.00	0.00	-1,474.00	0
522.45.41.0055	SAFER- IFSAC FF 1 Academy	0.00	3,613.00	0.00	-3,613.00	0
522.45.41.0056	SAFER- IFSAC FF 2 Training	0.00	0.00	0.00	0.00	0
Subsubtotal for Training		927.89	5,087.00	0.00	-5,087.00	
Uniforms						
522.20.31.0055	SAFER- Uniforms	0.00	1,026.92	0.00	-1,026.92	0
Subsubtotal for Uniforms		0.00	1,026.92	0.00	-1,026.92	
Vol Stipen						
522.20.49.0001	SAFER- Volunteer Stipends	500.00	1,500.00	0.00	-1,500.00	0
Subsubtotal for Vol Stipen		500.00	1,500.00	0.00	-1,500.00	
WAC						
522.71.41.0001	SAFER- Volunteer Physicals	72.00	72.00	0.00	-72.00	0

Summary of Expense Accounts by Manager/Category
RFA General Expense Fund 2015

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
	Subsubtotal for WAC	72.00	72.00	0.00	-72.00	
	Subtotal for SAFER	5,664.87	20,202.60	120,000.00	99,797.40	83
	Total	262,235.57	857,741.06	5,039,731.93	4,181,990.87	82

**Central Mason Fire & EMS and North Mason Regional Fire Authority
Board Of Fire Commissioners**

**Joint Citizens Advisory
Committee**

Consolidation Steering Committee

Legal Counsel

**Public Information
Media Relations**

Finance Committee

**Labor Management
Committee**

Operations Committee

**Governance & Administration
Committee**

EMS Levy Committee

STEERING COMMITTEE

General Direction

The Steering Committee is the functional oversight committee for the consolidation exploration process. The Committee serves as the working agent of the Board of Fire Commissioners. The Committee is tasked with coordinating all exploratory work and assignments on behalf of the Boards. The Committee is to assign and coordinate all work being completed and should be focused on making sure that all work is completed as a cohesive unit and in a manner that meets the goal and objectives of the Board of Fire Commissioners. The Committee also serves as the main liaison for internal and external outreach during the exploration process.

Main Objective

The Steering Committee will provide the CMF&E and NMRFA Board of Fire Commissioners with a comprehensive plan and proposal for agency consolidation by December 1, 2015.

Reports To: Board of Fire Commissioners and Citizens Advisory Committee (CAC)

Oversees: Finance, Operations, Labor/Management and Governance Committees, Legal Counsel, Public Information and Media Outreach

Working Objectives

Formally establish working charters for Finance, Operations, Labor/Management and Governance Committees by March 20, 2015. Committee charters shall include objectives, timelines, work assignments, and committee membership assignments.

1. Draft and deliver a proposed revision of the Regional Fire Authority Service Plan to the CMF&E and NMRFA Board of Fire Commissioners by November 1, 2015.
2. Develop a written plan for progress monitoring, committee reporting, and communications by March 20, 2015.
3. Provide monthly (or as needed) written and oral progress reports to the CAC and Board of Fire Commissioners.

Functional Work Assignments

- Seek and implement direction from CMF&E and NMRFA Board of Fire Commissioners
- Establish all working committees and appoint committee membership
- Develop working strategies and assign functional assignments and working (SMART) objectives within each committee
- Monitor progress, content and feasibility of all committee work
- Coordinate committee work where there is overlap
- Establish schedules, timelines and deadlines for all committee work
- Develop a draft revised Regional Fire Authority operating plan for Board consideration
- Liaison's with Citizen's Advisory Committee on all committee work and Board recommendations
- Reports to and makes recommendations to the CAC and Board of Fire Commissioners
- Liaison with outside agencies for all necessary communications

OPERATIONS COMMITTEE

GENERAL DIRECTION

The Operations Committee will be tasked with providing analysis and recommendations on all matters that pertain to the organizations emergency response and operation activities. This committee must work to meld the independent operations of each agency into a single consolidated operating capacity.

The consolidated capacity should implement service efficiencies and provide customer value over current service arrangements. Many of the objectives assigned to the operations committee will have overlap and impact the work conducted in other committees. It is critical for the Operations Committee to work with and liaison with all other committees when working on assigned objectives.

Main Objective

Provide the steering committee with a draft joint operating plan by February 1, 2016.

Reports To: Steering Committee

Working Objectives

1. Provide the Steering Committee with a draft joint operating plan by February 1, 2016.
2. Provide the Steering Committee with a draft emergency communications plan by February 1, 2016.
3. Provide the Steering Committee with a draft operational organization chart by October 1, 2015.
4. Provide the Steering Committee with a working draft that outlines operational service goals, enhancements and efficiencies to be gained through consolidation, by October 1, 2015.

Functional Work Assignments

- Develop a draft operating plan
- Develop a draft joint operations communication plan
- Evaluate and make draft recommendations on independent and joint operating programs
- Evaluate and make recommendations on service efficiencies
- Evaluate and make recommendations on service duplications
- Develop draft service enhancement goals and recommendations
- Evaluate and identify operational benefits of agency consolidation over independent operation
- Develop an operational organizational chart
- Liaison with other committees regarding operational matters

GOVERNANCE & ADMINISTRATION COMMITTEE

GENERAL DIRECTION

The Governance and Administration Committee will be tasked with developing a governance structure that best represents the interests of a consolidated organization. The Committee must also work to develop administrative operating guidelines and provide an effective and efficient organizational structure. Many of the objectives assigned to the Governance Committee will have overlap and impact the work conducted in other committees. It is critical for the Governance Committee to work with and liaison with all other committees when working on assigned objectives.

Main Objective

Provide the Steering Committee with a governance and organization structure for a consolidated organization by October 1, 2015.

Reports To: Steering Committee

Working Objectives

1. The Committee will provide the Steering Committee with a draft revision of Section 6-*Governance and Representation* of the NMRFA Service Plan by October 1, 2015
2. The Committee will provide the Steering Committee with a draft revision of Section 4-*Jurisdictional Boundaries* and Section 9-*Administrative, Management and Personnel Components* by October 1, 2015.
3. The Committee will provide the Steering Committee with a draft revision of Appendix A-*Organization Chart* of the NMRFA service plan by October 1, 2015.
4. The Committee will review all applicable service, employment and administrative contracts, (not to include Collective Bargaining Agreement) and provide drafts for changes or revisions on respective contracts to the Steering Committee by October 1, 2015.

FUNCTIONAL WORK ASSIGNMENTS

- Develop a draft joint governance structure
- Develop a draft joint administrative organizational structure
- Develop draft administrative operational policies and procedures
- Evaluate and make recommendations on existing contracts
- Liaison with other committees regarding governance and administrative matters

LABOR MANAGEMENT COMMITTEE

GENERAL DIRECTION

The Labor Management Committee will be tasked with providing analysis and making recommendations on matters that pertain to wages, hours, working conditions. The Committee must also work to develop a feasible joint collective bargaining agreement draft that will serve as the cornerstone of the combined labor management relationship moving forward. Many of the objectives assigned to the labor management committee will have overlap and impact the work conducted in other committees. It is critical for the labor management committee to work with and liaison with all other committees when working on assigned objectives.

Main Objective

Provide the Steering Committee with a draft joint collective bargaining agreement by October 1, 2015.

Reports To: Steering Committee

Functional Work Assignments

1. Develop a joint draft Collective Bargaining Agreement
2. Evaluate and draft joint operating policies and procedures that directly affect working conditions
3. Evaluate and make draft recommendations on labor efficiencies
4. Evaluate and identify labor and management benefits of agency consolidation
5. Liaison with other committees regarding labor and management matters

FINANCE COMMITTEE

GENERAL DIRECTION

The Finance Committee is tasked with analyzing and providing recommendations on all financial matters pertaining to agency consolidation. The Finance Committee must work cooperatively with all other committees, as elements of finance are intermixed within all elements of the exploration process. The Finance Committee must work to pair strategic resource requirements of service demand with feasible financial planning.

MAIN OBJECTIVE

Provide the Steering Committee with a feasible and responsible financial plan for a consolidated organization by November 1, 2015.

Reports To: Steering Committee

WORKING OBJECTIVES

1. The Committee will provide the Steering Committee with a proposed joint operating budget for the years 2017, 2018, and 2019 by October 1, 2015.
2. The Committee will provide the Steering Committee with a draft debt repayment schedule for all outstanding financial debt maintained by CMF&E and the NMRFA by October 1, 2015.
3. The Committee will provide the Steering Committee with a draft 7 year and 14 year financial operating plan by October 1, 2015.
4. The Committee will provide the Steering Committee with a Capital Plan by October 1, 2015.
5. The Committee will provide the Steering Committee with a draft revision of Section 5 of the current NMRFA Service Plan by October 1, 2015.

FUNCTIONAL WORK ASSIGNMENTS

- Develop a draft joint operating budget using defined objectives
- Develop a draft debt repayment schedule
- Develop a draft short, medium and long term Financial Plan
- Develop a draft Capital Plan
- Develop a draft taxing structure
- Evaluate and make recommendations on service efficiencies
- Evaluate and make recommendations on service duplications
- Evaluate and identify financial benefits of agency consolidation over independent operation
- Liaison with other committees regarding financial matters



Washington State Auditor's Office

Troy Kelley

Integrity • Respect • Independence

Accountability Audit Report

**Mason County Fire Protection District
No. 8**

For the period January 1, 2011 through December 31, 2014

Published February 26, 2015

Report No. 1013687





Washington State Auditor

Troy Kelley

February 26, 2015

Board of Commissioners
Mason County Fire Protection District No. 8
Belfair, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The State Auditor's Office takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for District operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

The attached comprises our report on the District's compliance and safeguarding of public resources. Our independent audit report describes the overall results and conclusions for areas we examined. We appreciate the opportunity to work with your staff and we value your cooperation during the audit.

Sincerely,

TROY KELLEY
STATE AUDITOR
OLYMPIA, WA

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AUDIT SUMMARY

Results in brief

In the areas we audited, District operations complied with applicable requirements and provided adequate safeguarding of public resources. The District also complied with state laws and regulations and its own policies and procedures in the areas we examined.

About the audit

This report contains the results of our independent accountability audit of Mason County Fire Protection District No. 8 from January 1, 2011 through December 31, 2014.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

Our audit involved performing procedures to obtain evidence about the District's uses of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters.

In keeping with general auditing practices, we do not examine every transaction, activity or area. Instead, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. The following areas were examined during this audit period:

- Prior audit recommendations
- Disbursements
- Revenue and disbursements controls in fiscal year 2014

INFORMATION ABOUT THE DISTRICT

Mason County Fire Protection District No. 8 provides fire protection and suppression services as well as emergency medical services for the town of Tahuya and surrounding area. An elected, three-member Board of Commissioners governs the District.

As of January 1, 2014, the District joined Mason County Fire Protection District No. 2 to form the North Mason Regional Fire Authority. The Authority provides fire protection and emergency medical services to residents within Belfair, Tahuya and surrounding areas. A seven-member Board of Commissioners governs the Authority. Mason County Fire Protection District No. 8 was officially dissolved on December 31, 2014.

Contact information related to this report

Address:	Mason County Fire Protection District No. 8 P.O. Box 277 Belfair, WA 98528
Contact:	Katie Patti, Executive Assistant
Telephone:	(360) 275-6711
Website:	www.northmasonrfa.com

Information current as of report publish date.

Audit history

You can find current and past audit reports for Mason County Fire Protection District No. 8 at <http://portal.sao.wa.gov/ReportSearch>.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Deputy Director for Communications	Thomas Shapley Thomas.Shapley@sao.wa.gov (360) 902-0367
Public Records requests	publicrecords@sao.wa.gov
Main telephone	(360) 902-0370
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov

BUILDING LEASE AGREEMENT

THIS LEASE dated for reference purposes only, the ____ day of _____, 2015 is made by and between North Mason Regional Fire Authority (hereinafter called "LESSOR") and Mason County Public Works (hereinafter called "LESSEE").

WITNESSETH FOR AND IN CONSIDERATION OF THE mutual promises, covenants and conditions hereinafter set forth, the parties agree as follows:

PREMISES

1. Lessor does hereby lease to Lessee, subject to the terms and conditions hereinafter set forth, those certain premises being approximately 5,112 square feet of space as outlined in Exhibit "B" attached hereto (hereinafter called "PREMISES"), which leased Premises are situated upon land described in Exhibit "A" attached hereto.

TERM

2. A. The term of this Lease shall be for Fifteen (15) Years and 0 (0) Months commencing the 1st day of June, 2015, or as soon thereafter as the Premises may be ready for occupancy, and shall end on the 31st day of May, 2030, unless sooner terminated pursuant to any of the provisions of this Lease.

2.1 B. Option to Extend. Subject to the provisions of this Lease, the Lessor hereby grants to the Lessee an option to renew this Lease for an additional Five (5) year extension, subject to terms, conditions and rental then agreeable to Lessees may terminate the lease by providing Lessor (30) days written notice of their intent to vacate the premises.

2.2 If the Lessor should sell the property during the lease period, the Lessor shall grant the Lessee 180 days to vacate the premises.

RENT AND PAYMENTS

3. Lessee covenants and agrees to perform the following services in lieu of rent; lessee shall provide emergency services including fire protection to all County-owned properties situated within the confines of the lessee's area of service, including but not limited to, Mason County Road Department facilities, Mason County Utilities Department facilities, including but not limited to solid waste transfer stations, reclamation facilities, and pump stations.

3.1 Lessor may adjust the services in lieu of rent every five years; providing the rent adjustment takes effect no sooner than as provided by the lease and the thirty days after date of said notice unless, lessee, within thirty days follows receipt of notice from Mason County gives written notice of rejection of the adjusted rent. If lessee and the county cannot agree upon the rental adjustment, the rent for the period will be adjusted by arbitration. Lessee and the county will select one disinterested arbitrator each, and the two selected arbitrators will select a third. If the two arbitrators have not selected a third arbitrator within thirty days after the selection of the last selected of the two, either lessee or county may apply to the presiding judge of the Superior Court in Mason County for the appointment of a third arbitrator. Each arbitrator will be a member of the American Institute of Real Estate Appraisers, or of the association having equivalent ethical and professional standards.

3.2 If a licensing requirement for real estate appraisers is imposed by any legislation, each arbitrator will also be so licensed. The three arbitrators will determine a fair rent for the premises based upon the

fair market rental value of the property, as previously defined. The decision of a majority of the arbitrators will bind both lessee and county. At the conclusion of the arbitration, the arbitrators will submit written reports to the lessee and county. The cost of the arbitration will be divided equally between lessee and the county.

MAINTENANCE AND REPAIRS

4. The premises, including all fixtures and appurtenances, have been inspected and are accepted by Lessee in their present condition. Lessee will permit no waste, damage, or injury to these premises. Lessee shall maintain and keep in good repair the leased premises; including, but not limited to all walls or windows (which exterior surface Landlord will maintain if not caused by tenants' negligence); and Lessee shall maintain and keep in good repair all damage caused by reason of Lessee's failure to keep free and open any pipes and plumbing on said premises.

Lessee shall be liable for the removal of snow and ice from the roof, sidewalks immediately in front of said premises. Said premises shall at all times be kept and used in accordance with all direction, rules and regulations of the health officers, fire marshal, building inspectors, and other proper officials all at the sole cost and expense of the Lessee.

The Lessee shall be allowed to make improvements to the interior of the building for the Lessee's specific usage providing the Lessee returns the building to its original condition at the conclusion of the lease term.

The premises have been inspected and are accepted by the Lessee in their present condition and the Lessee will at all times keep the premises neat and clean and in a sanitary condition and will maintain the interior of the premises in good order and repair at all times. The Lessor shall be responsible for the building structurally and for the maintenance and repair of the building exterior. The Lessee shall be responsible for all glass and glazing. Unless otherwise agreed in writing all trade fixtures shall remain with the building and become the property of the Lessor.

The Lessee agrees to replace fuel oil in heating tanks upon termination of the lease period.

UTILITIES AND TAXES

5. The Lessee Covenants and agrees to pay for: utilities for electricity, natural gas, water/sewer, and regular garbage service.

(A). Lessee is to pay for all other public utilities not specifically stated herein which shall be used in, or charged against, the leased premises as a result of Lessee's occupancy during the term of this Lease. Lessor shall not be liable for any injury or damages suffered as a result of the interruption of these utilities services by fire or other casualty, strike, riot, vandalism, the making of necessary repairs or improvements, or any other cause beyond Lessor's control.

(B). Should there presently be in effect, or should there be enacted during the term of this Lease any law, statute, or ordinance levying any tax other than Federal, State or city income taxes directly in whole or in part upon rents or the income from real estate or rental property, or increasing any such tax, Lessee and Lessor will negotiate payment of any additional rent at that time.

EXAMINATION OF PREMISES

6. Lessee shall examine the Premises before taking possession hereunder and such taking of possession shall be conclusive evidence that Lessee has accepted the Premises in good order and satisfactory condition.

NATURE OF USE

7. Lessee shall use time Premises only for a fire station to house emergency vehicles, and any other use as Lessor may approve in writing shall comply with all applicable laws, ordinances, and governmental or municipal regulations and orders, and shall not occupy or use the Premises for any purpose not specially authorized by the Lease, and shall not make or permit any use of the Premises which may be dangerous to life, limb or property or which increases time premium cost or invalidates any policy of insurance covering or carried on time Premises, the building or its contents. Lessee shall not (a) permit any auction, fire, closing-out or bankruptcy sale in or about the Premises, (b) obstruct the sidewalks or common areas or use them for business or display purposes, (c) abuse time Premises or common area in any manner, (d) make or permit any noise or odor to exit from the Premises which is objectionable to the public, to other occupants of time Building, or to Lessor, (e) create, maintain or permit a nuisance thereon, (f) place or permit loudspeakers, or sound amplifiers or any phonograph or similar device on the roof or outside of time Building or at any place where it may be seen or heard outside of the Premises.

ALTERATIONS.

8. Lessee may, at lessee's sole cost and expense, make such changes, alterations or improvements (including the construction of buildings) as may be necessary to fit said premises for such use, and all

buildings, fixtures and improvements of every kind in nature whatever installed by lessee shall remain the property of the lessees, who may remove the same upon the termination of this agreement of this lease, provided, that such removal shall be done in a manner as not to injure or damage the demised premises; and provided, further that should lessee fail to remove said buildings, fixtures or improvements as above provided, lessor at its option, may require lessee to remove the same. In the event that said lessee shall fail to remove said buildings, fixtures and improvements after receipt of notice from lessor, may remove the same and dispose of the same as it sees fit, and lessee agrees to sell, assign, transfer and set over to lessor all of lessee's right, title and interest in and to said buildings, fixtures, improvements and any personal property not removed by lessee, for the sum of one dollar (\$1). Lessee further agrees that should lessor remove said buildings, fixtures and improvements as above provided, that lessee will pay lessor upon demand the cost of such removal, plus the cost of transportation and disposition thereof.

PROPERTY TAX

9. The Lessee shall pay the real property taxes assessed against the land and buildings of which the leased premises form a part. Lessee shall be responsible for any tax on his personal property located on the leased premises.

LESSEE'S INSURANCE REQUIREMENTS AND LESSOR'S INSURANCE REQUIREMENTS

10. Lessee, at its sole expense, shall procure and maintain in full force and effect, general comprehensive public liability insurance in responsible companies qualified to do business in the State of Washington, which shall insure Lessee and his agents and employees against all claims for injuries or death to persons occurring in or about the leased premises in the amount of at least \$1 Million for any one person and in the amount of \$2 Million for any one occurrence, and against all claims for damages of loss of property occurring in or about the leased premises in the amount of \$1 Million or such other amounts as Lessor shall deem necessary, based on periodic insurance reviews, in respect to injury or damage to persons or property.

Lessee agrees to furnish Lessor with policies or certificates of such insurance, naming Mason County Public Works as an additional insured. Each such policy shall be noncancelable without at least ten (10) days written notice to Lessor.

DAMAGE OR DESTRUCTION

11. Subject to the provisions of this Paragraph 14, if the Premises are damaged and such damage was caused by a fire or other casualty included within the classification of casualty as defined in a standard fire and extended coverage real property insurance policy, Lessee shall, at Lessee's expense, repair such damage, and this lease shall continue in full force and effect. Provided, however, in the event the Premises are damaged to such an extent to render the same untenable in whole or in a substantial part thereof, or destroyed, it shall be optional with the Lessee to repair or rebuild the same, and after the happening of any such event, the Lessee shall give Lessor immediate written notice thereof.

EMINENT DOMAIN

12. If the whole of the Premises shall be taken by any public authority under the power of Eminent Domain, or purchased by the condemnor in lieu thereof, than the term of this Lease shall cease as of the date possession is taken by such public authority. If only a part of the Premises shall be so taken, the Lease shall terminate only as to the portion taken and shall continue in full force and effect as to the remainder of said Premises, and the minimum rent shall be reduced proportionately; provided, however if time remainder of the Premises cannot be made tenantable for the purposes for which Lessee has been using the Premises or if more than twenty-five (25%) of the rentable square footage of the Premises shall be so taken as to render, in Lessor's sole opinion, the termination of this Lease beneficial to the remaining portion of the property described in Exhibit "A", Lessor shall have the right within sixty (60) days of said taking, at its option, to terminate this Lease upon thirty (30) days written notice to Lessee, in the event of any such taking, whether whole or partial, Lessor shall be entitled to any and all awards, settlements, or compensation which may be given for the land and buildings. Lessee shall have no claim against Lessor for the value of any unexpired term of this Lease.

EXTERIOR SIGNS

13. The design and plan for installation of all signs on or exposed to the exterior of the Buildings or exterior of the Premises shall be in conformity with other signs within the property described in Exhibit "A" and shall be subject to the written approval of Lessor before installation, and all such signs are to be in accordance with all laws and regulations pertaining thereto.

ASSIGNMENT AND SUBLETTING

14.1 Lessor's Consent Required: Lessee shall not voluntarily or by operation of law assign, transfer, mortgage, sublet or otherwise transfer or encumber all or any part of Lessee's interest in this Lease or in the Premises, without Lessor's prior written consent, which Lessor shall not unreasonably withhold. Any attempted assignment, transfer, mortgage, encumbrance or subletting without such consent shall be void, and shall constitute a breach of the Lease.

14.2 Lease Affiliate: Notwithstanding the provisions of Paragraph 18.1 hereof, Lessee may assign or sublet the Premises, or any portion thereof, without Lessor's consent, to any Corporation which controls, is controlled by or is under common control with Lessee, or to any Corporation resulting from the merger or consolidation with Lessee, or to any person or entity which acquires all the assets of Lessee as a going concern of time business that is being conducted on the Premises; provided that said Assignment assumes, in full, the obligations of Lessee under this Lease. Any such assignment shall not, in any way affect or limit

the ability of Lessee under the terms of this Lease even after such assignment of subletting.

14.3 No Release of Lessee: Regardless of Lessor's consent, no subletting or assignment shall release Lessee of Lessee's obligation or alter the primary liability of Lessee to pay the rent and to perform all other obligations to be performed by Lessee hereunder. The acceptance of rent by Lessor from another person shall not be deemed to be a waiver by consent to any subsequent assignment or subletting.

LESSOR'S RESERVATIONS

15. Lessee agrees that Lessor, its agents or employees, may enter upon said premises at any time during the term or any extensions hereof for the purpose of inspection, digging test holes, making surveys, taking measurements, and doing similar work necessary for the preparation of plans for construction of buildings or improvements on said premises, with the understanding that said work will be performed in such a manner as to cause a minimum of interference with the use of the property by lessee.

BREACH

16. If Lessee fails to keep or perform any of the covenants and agreements herein contained, then the same shall constitute a breach hereof, and if Lessee has not remedied such breach within ten (10) days after written notice thereof from Lessor, if the breach is nonpayment of rent, or within (20) days after written notice thereof in the event of the breach of any covenant, then Lessor may, at its option, without further notice of demand:

(A) Cure each breach for the account and at the expense of Lessee and such expense shall be deemed additional rent due on the first of the following month, or

(B) Re-enter the Premises, remove all persons therefrom, take possession of the Premises and remove all equipment, fixtures and personal property therein at Lessee's risk and expense, and (i) terminates this Lease, or (ii) without terminating the Lease or in any way affecting the rights and remedies of Lessor or the obligations of Lessee, re-let the whole or any part of the Premises, as agent for Lessee, upon such terms and conditions and for such term as Lessor may deem advisable, in which event the rents received shall first be applied to the costs and expenses or re-letting, including necessary renovation and alteration and any real estate commission incurred, and the balance of such rent shall be applied towards payment of all sums due or to become due to Lessor hereunder, and Lessee shall pay to Lessor monthly any deficiency; however, Lessor shall not be required to pay any excess to Lessee.

The failure of Lessor to terminate this Lease at any time for the breach of any of the terms hereof shall be deemed only an indulgence by lessor, and shall not be construed to be a waiver of the rights of Lessor as to any continued or subsequent breach. Other remedies for nonpayment notwithstanding, if any amount due from lessee is not received by Lessor on or before the tenth (10) day following the date upon which such amount is due and payable, a late charge of five per cent (5%) of said amount owed shall become due and payable, which late charge Lessor and Lessee agree represents a fair and reasonable estimate of time processing and accounting costs that Lessor will incur by reason of an annual percentage rate of twelve percent (12%) from the date due or date of invoice, whichever is earlier, until paid. The above remedies are cumulative and in addition to any other remedies now or hereafter allowed by law or elsewhere provided for in this Lease.

REMOVAL OF PROPERTY

17. Any goods or fixtures of Lessee removed by Lessor in accordance with Paragraph 20 (B) above

may be stored by lessor at the cost and expense of Lessee and at the sole risk of Lessee and without any further responsibility on the part of lessor, and Lessor may, without removing said good or fixtures or after removing said goods and fixtures, at the sole discretion of Lessor, without obligation to do so and with thirty (30) days notice to lessee, sell or dispose of the same at public or private sale for the account of Lessee, in which event the proceeds therefrom may be applied by lessor upon any indebtedness due from Lessee to Lessor. Lessee hereby waives all claims for damages that may be caused by lessor re-entering and taking possession of the Premises and removing or disposing of said good and fixtures as herein provided.

COSTS AND ATTORNEY'S FEES

18. If by reason of any default on the part of Lessee, it becomes necessary for the Lessor to employ an attorney or in case Lessor shall bring suit to recover any rent due hereunder, or for breach of any provision of this Lease or to recover possession of the Leased Premises, or if Lessee shall bring any action for any relief against Lessor, declaratory or otherwise, arising out of this Lease, the prevailing party shall have and recover against the other party, in addition to time cost allowed by law, such sum as the court may adjudge to be a reasonable attorney's fee. In the event time Lessee defaults in the payment of rental, the Lessee agrees to pay for the cost of any collection agency, or attorney, employed by the Lessor.

LIENS AND INSOLVENCY

19. Lessee shall keep the Premises free from any liens arising out of any work performed for, materials furnished to, or obligations incurred by Lessee, and shall hold Lessor harmless against the same. If Lessee files a petition in bankruptcy or insolvency or for re-organization under any bankruptcy act or shall be declared insolvent or bankrupt, or if any assignment of Lessee's property shall be made for the benefit of the creditors or otherwise, or if Lessee's leasehold interest herein shall be levied upon under execution, or seized by virtue of any writ of any court of law, or a trustee in bankruptcy, or a receiver by appointed for the property of Lessee, whether under operation of the State or the Federal Statutes, then Lessor may, at its option, immediately, without notice (notice being expressly waived), terminate this Lease and immediately take possession of said Premises. Such taking of possession shall not, however, terminate the continuing obligations of Lessee, including payment of rent.

SURRENDER OF POSSESSION

20. Lessee shall, upon time termination of this Lease or of Lessee's right to possession, remove from the Premises all of Lessee's furniture, trade fixtures, and other unattached personal property, and such alterations, additions or improvements required by Lessor to be removed pursuant to Paragraph 11 above, and shall repair or pay for all damage to the Premises caused by such removal. All such property remaining and every interest of Lessee in time same shall be conclusively presumed to have been conveyed by Lessee to Lessor under this Lease as a bill of sale, without compensation, allowance, or credit to Lessee. Lessee shall, upon termination of this lease or of Lessee's right of possession, deliver all keys to Lessor and peacefully quit and surrender time Premises and all equipment and fixtures comprising a part thereof notice, neat and clean, and in as good condition as when Lessee took possession, except for reasonable wear and tear.

HOLDING OVER

21. In the event that lessee shall hold over and remain in possession of demised premises with the consent of lessor, such holding over shall be deemed to be from month to month only, and upon all of the same rents, terms, covenants and conditions as contained herein.

SUBROGATION WAIVER

22. Lessor and Lessee each herewith and hereby release and relieve the other and waives its entire right of recovery against the other for loss or damage arising out of or incident to the perils of fire, explosion or any other perils described in the "Extended Coverage" insurance endorsement approved for use in the State of Washington which occurs in, on, or about the Premises, whether due to the negligence of either party, their agents, employees or otherwise.

DEFAULT BY LESSOR

23. Lessor shall not be in default unless Lessor fails to perform its obligations within thirty (30) days after notice by Lessee specifying wherein Lessor has failed to perform; provided, that if the nature of Lessor's obligation is such that more than thirty (30) days of Lessee's notice and thereafter completes Lessor's performance within a reasonable time.

SALE OF PREMISES BY LESSOR

24. In the event of any sale of the property described in Exhibit "A", Lessor shall be and is hereby relieved of all liability under any and all of its covenants and obligations contained in or derived from this Lease arising out of any at, occurrence or omission occurring after the consummation of such sale; and the purchaser, at such sale or any subsequent sale of Premises, shall be deemed, without any further agreement between the parties or their successors in interest or between the parties and any such purchaser, to have assumed and agreed to carry out and all of the covenants and obligations of the Lessor under this lease.

NOTICE

25. Any notice required to be given by either party to the other pursuant to the provisions of this Lease or any law, present or future, shall be in writing and shall be deemed to have been duly given or sent if either delivered personally or deposited in the United States mail, postage prepaid, registered or certified, return receipt requested, addressed to the Lessor at the address set forth on page 1 of this Lease, except that, upon Lessee's taking possession of the Leased Premises, the Premises shall constitute Lessee's address for notice purposes, or to such other address as either party may designate to the other in writing from time to time.

ENTIRE AGREEMENT

26. It is expressly understood and agreed by Lessor and Lessee that there are no promises, agreements, conditions, understandings, inducements, warranties, or representations, oral or written, expressed or implied, between them other than as herein set forth and that this Lease shall not be modified in any manner except by and instrument in writing and executed by time parties.

BINDING ON HEIRS, SUCCESSORS AND ASSIGNS

27. The covenants and agreements of this Lease shall be binding upon the heirs, executors, administrators, successors and assigns of both parties hereto, except as hereinabove provided.

NON-WAIVER OF BREACH

28. The failure of either party to insist on strict performance of any covenant or condition hereof, or to exercise any option herein contained, shall not be construed as a waiver of such covenant, condition, or option in any other instance.

SUBORDINATION

29. This lease and the interest of Tenant hereunder shall at all times be subject to any and all now

effective or hereafter executed mortgages and/or deeds of trust which may now or hereafter affect Lessor's estate in the real property of which the Premises form a part and to all renewals, modifications, replacements, or extensions thereof. Tenant shall promptly execute any instruments which may be required to evidence such subordination.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands the date set forth below.

DATED THIS _____ day of _____, 2015.

NORTH MASON REGIONAL FIRE AUTHORITY

[DESIGNATED]

ATTEST:

Julie Almanzor, Clerk of the Board

APPROVE AS TO FORM:

Tim Whitehead, Chief Deputy Prosecuting Attorney

**BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON**

Randy Neatherlin, Chair

Terri Jeffreys, Vice Chair

Tim Sheldon, Commissioner

STATE OF WASHINGTON

County of MASON

I certify that I know or have satisfactory evidence that
_____ signed this instrument and acknowledged it to be
[North Mason Regional Fire Authority Designee]
free and voluntary act for the uses and purposes mentioned in the instrument.

DATED: _____

NOTARY PUBLIC, State of Washington
My Appointment expires _____

STATE OF WASHINGTON

County of MASON

I certify that I know or have satisfactory evidence that Randy Neatherlin, Terri Jeffreys and Tim Sheldon signed this instrument and acknowledged it to be free and voluntary act for the uses and purposes mentioned in the instrument.

DATED: _____

NOTARY PUBLIC, State of Washington
My Appointment expires _____

EXHIBIT 'A'

All that portion of resulting "Parcel 5" of Boundary Line Adjustment #96-56, recorded August 6, 1996, under Auditor's File No. 631863, and shown on Record of Survey recorded August 2, 2000, under Auditor's File No. 1715579, being a portion of the Northwest Quarter of the Northwest Quarter of Section 1, Township 22 North, Range 2 West, W.M., Mason County Washington, described as follows:

BEGINNING at the Northwest Corner of said resulting "Parcel 5"; thence, South $00^{\circ}04'06''$ East, 90 feet, more or less to the extension of an existing fence line running east-west; thence, easterly, along the extension of and the said existing fence line, 61 feet, more or less, to an existing fence corner; thence, northerly, along the existing fence line and extension thereof, 89 feet, more or less, to the southerly right-of-way line of North Shore Road, County Road 70390; thence, South $70^{\circ}37'51''$ West, along said southerly right-of-way line, 79 feet, more or less to the point of BEGINNING.

Said parcel being more particularly shown on the attached Exhibit Map.

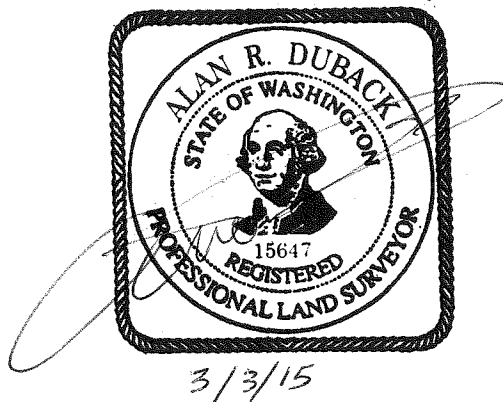
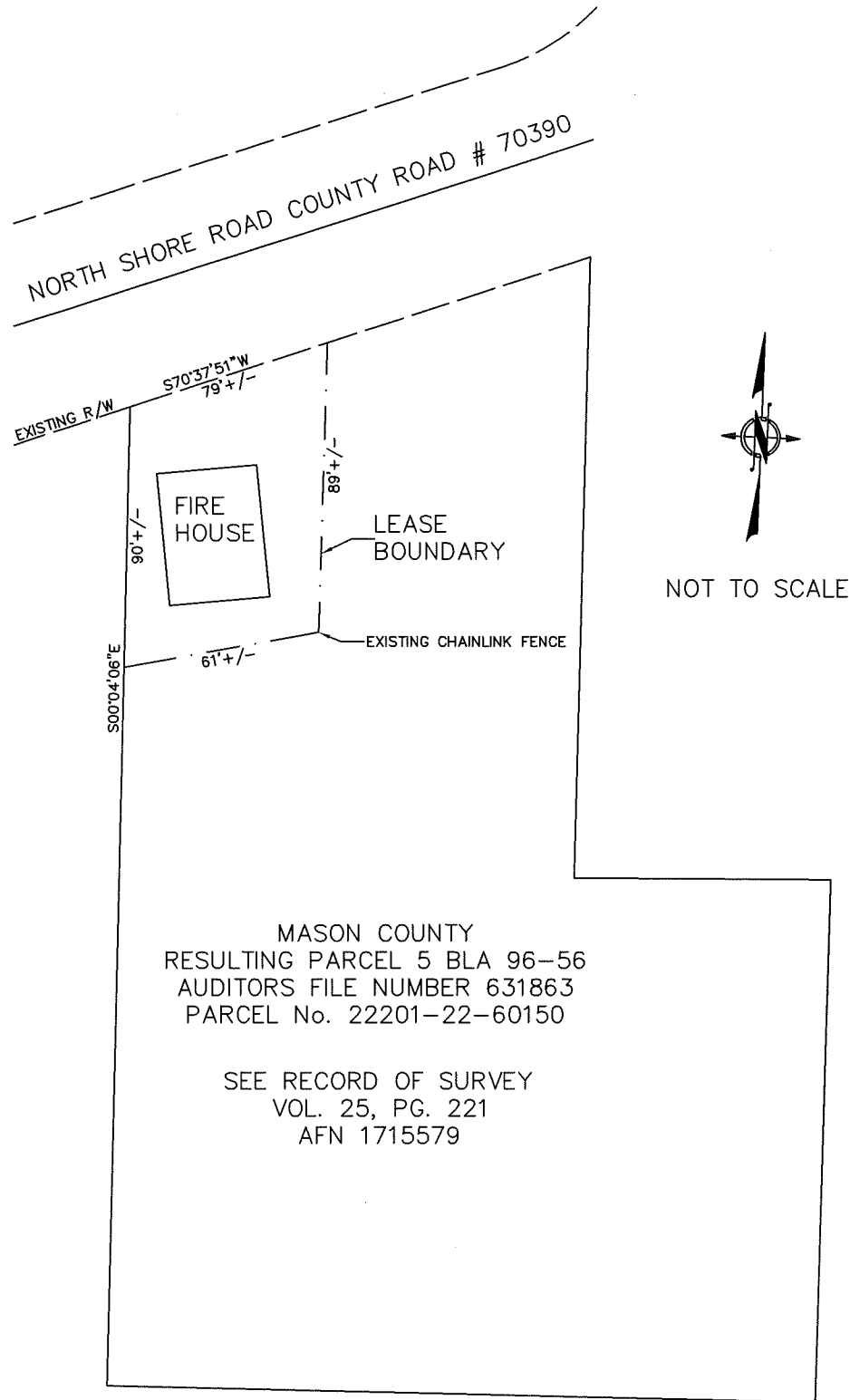


EXHIBIT MAP



MASON COUNTY
RESULTING PARCEL 5 BLA 96-56
AUDITORS FILE NUMBER 631863
PARCEL No. 22201-22-60150

SEE RECORD OF SURVEY
VOL. 25, PG. 221
AFN 1715579

1991 Ford E350 Road Rescue (Maggie Lake)



Request the surplus of one 1991 Road Rescue Type III Ambulance. Due to the age and condition of this vehicle it is recommended that it be deemed surplus and available for sale to the general public. I estimate the value of this vehicle is in the motor which was installed less than ten years ago. I estimate that the motor has a little over 5,000 miles on it. This ambulance is not currently in service due to many mechanical and drivability issues that would cost more to fix than the ambulance is worth. My estimation is that on the open market we could get between \$5,000 and \$7,000 for this unit.