

**North Mason Regional Fire Authority
Commissioner Agenda
November 12th (Belfair) and 19th (Tahuya)
Both meetings at 5:00 PM
(2015 Draft Budget Hearing November 12th)**

Blue information and **Red action** requested

Call to order

Pledge of Allegiance

Approval of Minutes- October meeting minutes are attached.

Voucher Approval- Voucher materials are attached

Financial Report- NMRFA Financial (Expenditure) Documents for November are attached. Revenue figures will be presented as they are received from the Mason County Treasurer's Office (expected November 10th or 11th).

Administration Report

- **Strategic Planning Update**
- **Fire District Dissolution Passage**
- **Hood Canal Coordinating Council Award**
- **Tahuya Property Equipment Surplus Update**
- **Mason County Disaster Preparedness Class November 15th**
- **Mason County EMT Class Update**

Old Business

- **2015 Budget Adoption-** We are seeking adoption of the 2015 budget at our second Board meeting in November. Draft Budget Resolutions to be presented following the Budget Hearing.
- **CBA Status-** We are nearing conclusion of labor contract negotiations with the Union Local. I am hoping to have a draft contract for your consideration for our November 19th meeting.
- **Policy Review-** We have forwarded from last month three policy drafts for review and consideration for this month's policy review.

New Business

- **NMRFA Service Plan Revision-** It is recommended that the BOC adopt a NMRFA service plan revision that obligates MCFD2 and MCFD 8 to provide all current and future monies to the NMRFA.
- **Brush 21 Surplus Request-** Chief Cooper will be presenting a proposal to surplus the 2005 Fore F550 Brush Truck.

Public Comment

Closed Session:

Good of the order

Adjournment

Board of Volunteer Firefighters Meeting to Follow

- **BVFF Retirement Request-** Ray Stutz

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
460 NE Old Belfair Hwy
10/14/2014

Present: Commissioners McIntosh, Blackwell, Kewish, Quigley, Voss-Petredis, Wampold – via conference call; Fire Chief Bakken, Asst. Chief Cooper, District Secretary Patti, District 2 Commissioner Paul Severson

Excused: Commissioner Burrus

Guests: Herb Gerhardt

The meeting was called to order at 5:02pm and opened with the Pledge of Allegiance.

The minutes from the meetings held on 9/9/2014 and 9/16/2014 were presented for approval.

Commissioner Voss-Petredis moved to approve the meeting minutes from the meetings held on 9/9/14 and 9/16/14; Commissioner Quigley seconded the motion. Motion carried.

Voucher Review and Approval: Vouchers for the month of October were presented for review and approval.

Commissioner Voss-Petredis moved to approve Vouchers #1410001 to #1410097 in the amount of \$270,121.93 as presented; Commissioner Quigley seconded the motion. Motion carried.

FINANCIAL REPORT: Financials will be discussed at next week's meeting.

ADMINISTRATION REPORT:

Strategic Planning: Chief Bakken reported that both A Shift and the Volunteers met with the strategic planning consultants. The next step will be the community open house which is scheduled for Monday, November 10th from 6-8pm. Invitations will be sent to various community stakeholders. We are considering holding the open house at Theler Center.

District 2 and District 8 Dissolution: Chief Bakken reported citizens will be receiving their ballots in the mail in the next week. Dissolution information is available on our website and in the newsletter.

Newsletter: The RFA Newsletter has been mailed to all households in our District. Articles featured include the AmeriCorps Grant, volunteer training program, capitol facility review, Community Response Team (CRT), new insurance ratings, carbon monoxide detectors and Tahuya Station 81 firefighter coverage. Chief commended Jeromy Hicks and Rodika Tollefson for a well-crafted newsletter.

Garage Door at 81: Chief Cooper reported the new garage door has been installed and is working great.

2015 Budget Hearing: The 2015 Budget Hearing will take place in November at the first Commissioner meeting of the month, followed by the adoption of the budget at the second meeting of the month.

Our meeting scheduled for Tuesday, November 11th occurs on Veteran's Day, which is a recognized Holiday. Chief Bakken suggested we move that meeting to Wednesday, November 12th instead. All Commissioners were available on that date and agreed on the change. We will advertise that date as the budget hearing date.

Two Resolutions 14-16 and 14-17 were presented for review and approval.

14-17: Declaring certain property surplus to the needs of the fire authority. *(Resolution attached)*

Commissioner Blackwell moved to approve Resolution #14-17 as presented; Commissioner Voss-Petredis seconded the motion. Motion approved.

14-16: Authorizing the first amendment to the Mason County Fire District #2 section 457(B) deferred compensation plan. *(Resolution attached)*

Commissioner Voss-Petredis moved to approve Resolution #14-16 as presented; Commissioner Quigley seconded the motion. Motion approved.

CAC Update: Voss-Petredis provided an update on the meeting. Five individuals attended. Discussion centered on the store and what is the RFA's plan for the building. The CAC Committee is also eager to participate in the Strategic Planning process.

Store Update: Chief Bakken reported the items in the store are on the surplus list. He spoke about the steps we are taking regarding the future of the building. The sale of the surplus items was our first priority. Chief's Bakken and Cooper have been compiling factual data about the building including what would it cost to make it habitable and legally what can and cannot be done. Community meeting(s) will be held to provide information on what we have learned and to obtain input from the community.

Pope Resources: We do not have an agreement in place just yet for the easement. The initial bid lower than what we estimated and upon further discussions with Pope Resources we received a second bid that was in line with our estimate for the cost of the property. Chief hopes we will have more information at the next meeting and stated he is proud of our due diligence in pursuing this matter.

Labor Negotiations: Chief Bakken reported we are nearing an agreement with the labor group.

Public Comment: Herb Gerhardt encouraged the Commissioners to hold the community meetings in Tahuya so folks don't have to travel to Belfair. He also reported that Superintendent Dr. Wally Volze, with Mason County Public Hospital District 2 is retiring. His position is advertised and so far they have not had anyone express interest.

Good of the Order: Sue Remmele is moving to Idaho next month and has resigned as a volunteer with us. She has been a volunteer for nearly 25 years with District 8 and most recently the RFA. She has been a great volunteer and we wish her well in her new home.

Commissioner Voss-Petredis moved to adjourn the meeting; Commissioner Quigley seconded the motion. Motion carried and the meeting was adjourned at 5:25pm.

BOARD FOR VOLUNTEER FIREFIGHTER'S

Present: Commissioner McIntosh, Shelby Blackwell, Assistant Chief Cooper, District Secretary Patti

The meeting was called to order at 5:30pm.

Several Invoices for additional medical bills for a Volunteer who was injured and nine volunteer physicals were presented for approval.

Shelby Blackwell moved to approve the invoices as presented; Scott Cooper seconded the motion. Motion Carried.

Shelby Blackwell moved to adjourn the meeting; Scott Cooper seconded the motion. Motion carried and the meeting was adjourned at 5:34pm.

District Secretary Katie Patti

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Dan Burrus

Commissioner Bev Voss-Petredis

Commissioner Shelby Blackwell

Commissioner Thomas Wampold

Commissioner Daniel Kewish

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
Station 81, Tahuya
10/21/2014

Present: Commissioners McIntosh via conference call, Kewish, Quigley, Voss-Petredis, Wampold via conference call; Fire Chief Bakken, Asst. Chief Cooper, District Secretary Patti, District 2 Commissioner Paul Severson

Guests: None

Excused: Commissioner Burrus

The meeting was called to order at 5:00pm and opened with the Pledge of Allegiance.

FINANCIAL REPORT:

Chief Bakken provided an update on the budget. Items highlighted include DNR monies that we have brought in to date that were more than anticipated. In November we will see the first tax collections from the County which will give us a good view of revenues. Expenditures are at 76% of the budget with an anticipated carryover of about \$200k.

Chief Bakken reported there are monies from District 2 and District 8 that should be transferred to the RFA. He requested the commissioners make a motion to complete the transfer.

Motion made by Commissioner Voss-Petredis directing District Secretary Patti to transfer funds from District's 2 and 8 to the RFA; Commissioner Quigley seconded the motion. Motion carried.

ADMINISTRATION REPORT:

Strategic Planning: The open house is scheduled for Monday, November 10th at the Theler Center from 6:00pm 8:00pm. An electronic invite went out to members of the community, the CAC group and the RFA distribution group. If there is anyone that has been missed please let Chief know so we can extend them an invitation.

Commissioner Voss-Petredis inquired how the planning process was going. Chief reported it has been very productive and well received by staff. Commissioner Kewish asked how the volunteer session went with the consultants. Chief Bakken was told that the meeting went well and had a large number of volunteers in attendance. It will be about 1 ½ month until we have a draft of the Strategic Plan available.

Surplus Items:

The following bids have been received for items that are listed as surplus as indicated in Resolution # 14-16.

Lot 10920: Light Bars: One bid was received from an A. Gigorenko in the amount of \$40.00. No other bids were received for this lot.

Lot 10934: Gas Powered Engines: One bid was received from Brinnon Fire Department in the amount of \$500.00. No other bids were received for this lot.

Motion made by Commissioner Blackwell to accept the two bids as submitted; Commissioner McIntosh seconded the motion. Motion approved.

Chief Cooper reported that items will remain on Craig's List. If items remain, we will hold a community garage sale.

Store Property Update: We are moving forward with the plan to obtain input from the community on the future of the store. Chief Bakken suggested that members of the Board meet to set goals and outcomes to help guide the process, ensuring that we are all on the same page. Chief requested the Board conduct a workshop in the first part of November to set those goals and outcomes.

Commissioner McIntosh agreed with the recommendation for a workshop. She also added that it will be helpful to know what our options are.

Several dates were discussed for a workshop. District Secretary Patti will review proposed dates and from those set a firm date.

Policy Review:

There were three policies that were scheduled to be reviewed at the meeting. Several Commissioners requested more time to review the policies therefore; we would like to table this item to November's meeting.

Commissioner Quigley moved that we table policy review to next month's meeting; Commissioner Blackwell seconded the motion. Motion carried.

Tahuya Community Club: Chief met with Bob Newbill who is soon to be President of the Tahuya Community Club (TCC). The TCC holds meetings at the Station Fire Hall and pay \$50 annually. This arrangement has been in effect for a long time, however due to the number of meetings held does this amount cover the costs incurred by the Fire Authority. From an auditing standpoint we want to ensure we are operating within the parameters of the law and will be reviewing this agreement. He emphasized that we do want to continue to partner with the TCC and be good neighbors. We are seeking an arrangement that works for both sides.

Commissioner Wampold suggested we detail out the actual costs that we are paying for the TCC use of the facilities. Chief indicated we are currently working on this. Commissioner Quigley questioned if we should enact a policy or agreement by the end of the year or the start of next year. Commissioner Voss-Petredis believes it is important to ensure we are treating everyone equal.

NEW BUSINESS:

Draft Budget 2015: Chief Bakken reviewed the 2015 Budget Draft (*attached*) with the Commissioners.

Revenues: We have hit the four-million mark for revenues. Fire and EMS tax levies account for 75% of

these revenues. The next largest item is ambulance fees. He asked the Commissioners to keep an eye on the start of the year balance figure of \$200,000 and ensure we do not use this for fixed costs. Commissioner Voss-Petredis spoke about her personal property taxes. She expressed concern over the increase next year in part due to the school bond and the levy. There were no other questions or comments on revenue.

Expenditures: Chief reviewed the expenses and reported there have been moderate increases in salaries and healthcare. The Equipment and Facilities Fund line item saw the most change. These line items could provide the funding and flexibility if need be with the store property, for example. The bottom line is we must ensure our expenses make good financial sense.

Commissioner Severson inquired about the Professional Services line item. The budgeted amount accounts for the Strategic Planning Consultant fee for BERK and the WA State Auditor fees for our audit next year.

Commissioner Blackwell asked about the changes to Chief Cooper's line item. Chief hopes to tackle 2 projects. One is the exhaust system for Sta 81 which will cost approximately \$30-\$35k. The second; is to add a workout facility at Station 27.

Chief Bakken will prepare the budget and information that will be presented at the November 13th Commissioner meeting. The budget information will also be distributed via email and on the RFA website.

Safety Committee: This committee has been reestablished and has a \$7k budget that the committee can use to correct safety concerns.

Closed Session: The Board of Commissioners went into Closed Session at 6:25pm, in order to review collective bargaining with IAFF Local 3876. Reference RCW 42.30.140 (4) (a).

The closed session was adjourned at 6:38pm.

Ebola Update: There are Ebola preparedness binders at each Station. Our focus has been on education. Commissioner Quigley commented that she had seen the binders and they were very well done..

Public Comment: None

Good of the Order: Nothing

Commissioner Blackwell moved to adjourn the meeting; Commissioner Voss-Petredis seconded the motion. Motion carried and the meeting was adjourned at 6:42pm.

District Secretary Katie Patti

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Dan Burrus

Commissioner Bev Voss-Petredis

Commissioner Shelby Blackwell

Commissioner Thomas Wampold

Commissioner Daniel Kewish

North Mason Regional Fire Authority Budget Summary

Month: November (91.7% of Year)

2014 Revenue

Budgeted Revenue for 2014:	\$5,329,678.00		
Revenue to be Collected in 2014 (without carryover):	\$3,684,678.00		
Collected Revenue Year to Date with carryover:	\$3,945,732.15	(74% of budget)	
Collected Revenue Year to Date (without carryover):	\$2,306,028.01	(62.6% of budget)	
Revenue Left to be Collected for Year w/o carryover:	\$1,378,649.99	(37.4% of budget)	
Tax Revenue Year to Date:	\$1,576,335.59	(62.4%)	Tax Revenue Left to be Collected: \$950,664.41
Timber Revenue Year to Date:	\$115,971.66	(290%)	Timber Revenue Budgeted for Year: \$40,000.00
Ambulance Revenue Year to Date:	\$336,230.22	(68.4%)	Ambulance Revenue Left to Collect: \$155,310.78
DNR/WA State Wildfire Reimbursement Year To Date:	\$30,257.17		

2014 Expenditures

Budgeted Expenditures for 2014*:	\$ 3,684,678.00	(\$4,349,098.13 with contingency/reserve balances)	
Expenditures Year to Date:	\$ 3,128,927.04	(85% of budget)	
Expenditures w/ Contingency Contributions	\$ 3,316,427.04	(90% of budget)	

Expenditure Funds Available:	\$ 368,250.96	(10% of budget)
Expenditures For This Month*:	\$ 317,671.73	(8.6% of budget)
* Does not include Contingency Expenditures		

2014 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:	\$84,279.45		
Capital Contingency Expenditures Year to Date:	\$2,128.56	CR Expenditures This Month:	\$0.00
Capital Contingency Contributions Year to Date	\$160,000.00		
Capital Contingency Current Balance:	\$242,150.89		
Fire Equip Contingency Beginning of the Year Balance	\$80,000.00		
Fire Equipment Expenditures Year to Date	\$0.00		
Fire Equipment Contributions Year to Date	\$27,500.00	FER Expenditures this month	\$0.00
Fire Equipment Contingency Current Balance	\$107,500.00		

Funds Currently On Hand (In Bank Account)

Total Funds Available at Beginning of Month:	\$1,401,306.21	
Total Expenditures This Month:	\$317,671.73	
Total Available Funds	\$1,083,634.48	
Reserve Funds:	\$849,791.57	
Operating Funds Available:	\$233,842.91	(Equals "Total Funds" Minus "Reserve Funds")
Available Funds Invested In State Investment Pool:	\$1,200,000.00	
Current Investment Pool Interest Rate:	N/A	

Revised: November 7th 2014

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2014

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
BAKKEN						
Adm Trng						
522.45.31.0003	Office & Operating Supplies: (admin/ Comm Training)	0.00	126.95	12,500.00	12,373.05	98
522.45.41.0003	Professional Services: (admin/com Training)	0.00	2,269.00	0.00	-2,269.00	0
522.45.43.0002	Travel: (admin/com) Training	450.34	3,550.44	0.00	-3,550.44	0
522.45.49.0002	Miscellaneous: (admin/com Training)	372.24	3,630.14	0.00	-3,630.14	0
Subsubtotal for Adm Trng		822.58	9,576.53	12,500.00	2,923.47	
Amb Refund						
589.00.00.0048	Other Services & Charges: (ambulance Refunds)	1,726.05	2,096.39	4,500.00	2,403.61	53
Subsubtotal for Amb Refund		1,726.05	2,096.39	4,500.00	2,403.61	
Benefits						
522.10.20.0010	Personnel Benefits: Industrial Insurance - Benefit Costs	391.56	3,823.00	625,000.00	621,177.00	99
522.10.20.0020	Personnel Benefits: Social Security-benefit Costs	3,343.30	30,990.89	0.00	-30,990.89	0
522.10.20.0030	Personnel Benefits: State Retirement-benefit Costs	1,679.58	17,007.02	0.00	-17,007.02	0
522.10.20.0040	Personnel Benefits: Employee Benefits/veba-benefit Costs	4,617.97	46,057.94	0.00	-46,057.94	0
522.20.20.0010	Personnel Benefits: Industrial Insurance	3,828.11	42,231.25	0.00	-42,231.25	0
522.20.20.0020	Personnel Benefits: Social Security	0.00	0.00	0.00	0.00	0
522.20.20.0030	Personnel Benefits: State Retirement	8,569.10	74,169.34	0.00	-74,169.34	0
522.20.20.0040	Personnel Benefits: Employee Benefits/veba	22,384.05	228,597.24	0.00	-228,597.24	0
522.71.20.0010	Personnel Benefits: Industrial Insurance	0.00	0.00	0.00	0.00	0
522.71.20.0020	Personnel Benefits: Social Security	0.00	0.00	0.00	0.00	0
522.71.20.0030	Personnel Benefits: State Retirement	0.00	0.00	0.00	0.00	0
522.71.20.0040	Personnel Benefits: Employee Benefits/veba	10,024.54	99,827.92	0.00	-99,827.92	0
Subsubtotal for Benefits		54,838.21	542,704.60	625,000.00	82,295.40	
Computers						
522.10.31.0399	Office & Operating Supplies: (Computer Upgrades)	0.00	1,469.09	12,000.00	10,530.91	87

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2014

Period: 11/2014

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
522.10.41.0400	Professional Services: (computer Upgrades)	575.00	6,383.73	0.00	-6,383.73	0
Subsubtotal for Computers		575.00	7,852.82	12,000.00	4,147.18	
Elections						
522.10.51.0136	Intergovernmental Professional Services: (elections)	0.00	0.00	6,000.00	6,000.00	100
Subsubtotal for Elections		0.00	0.00	6,000.00	6,000.00	
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						
522.10.46.0042	Insurance: (insurance)	0.00	63,680.03	65,000.00	1,319.97	2
Subsubtotal for Insurance		0.00	63,680.03	65,000.00	1,319.97	
LEOFF 1						
522.20.20.0404	Personnel Benefits: (retirement Medical Costs)	659.49	8,069.70	12,000.00	3,930.30	32
Subsubtotal for LEOFF 1		659.49	8,069.70	12,000.00	3,930.30	
Legal						
522.10.41.0013	Professional Services: (legal Fees)	0.00	126.00	6,000.00	5,874.00	97
Subsubtotal for Legal		0.00	126.00	6,000.00	5,874.00	
Misc Expen						
522.10.31.0072	Office & Operating Supplies: (operational Misc. Expenses)	170.00	3,000.36	10,000.00	6,999.64	69
522.10.43.0135	Travel-misc: (operational Misc Expense) Admin Travel	56.50	1,032.57	0.00	-1,032.57	0
522.10.45.0168	Operating Rentals and Leases: (operational Misc.) Rentals I	0.00	2,497.00	0.00	-2,497.00	0
522.10.48.0444	Repairs & Maintenance: (operational Misc. Expenses)	0.00	259.82	0.00	-259.82	0
522.10.49.0073	Miscellaneous: (operational Misc. Expenses)	200.00	573.03	0.00	-573.03	0
522.20.35.0471	Small Tools and Minor Equipment: (Operational Misc. Exp)	0.00	72.26	0.00	-72.26	0

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2014

Period: 11/2014

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
Subsubtotal for Misc Expen		426.50	7,435.04	10,000.00	2,564.96	
Prof Serv						
522.10.41.0456	Professional Services: St Auditor (proff Services)	0.00	2,227.01	12,000.00	9,772.99	81
522.10.49.0069	Miscellaneous: (prof Services) Membership/subscription	146.36	1,929.22	0.00	-1,929.22	0
522.10.49.0419	Miscellaneous: (professional Services)	8,353.10	8,634.22	0.00	-8,634.22	0
Subsubtotal for Prof Serv		8,499.46	12,790.45	12,000.00	-790.45	
Salaries						
522.10.10.0001	Salaries & Wages (Salaries)	28,309.99	296,608.39	1,920,000.00	1,623,391.61	84
522.10.10.0413	Old Payroll All Employee Deductions	0.00	0.00	0.00	0.00	0
522.10.10.9999	Payroll Clearing	0.00	0.00	0.00	0.00	0
522.20.10.0001	Salaries & Wages: Firefighter (career Salaries)	163,846.42	1,419,979.07	0.00	-1,419,979.07	0
522.20.10.0036	Salaries & Wages: Casual Firefighters Dnr	0.00	4,067.00	0.00	-4,067.00	0
522.71.10.0001	Salaries & Wages: Firefighter (salaries)	0.00	0.00	0.00	0.00	0
Subsubtotal for Salaries		192,156.41	1,720,654.46	1,920,000.00	199,345.54	
Subtotal for BAKKEN		259,703.70	2,374,986.02	3,185,140.68	810,154.66	25
CAPITAL						
Capital E						
594.28.61.0395	Land: Equipment and Facilities Fund	0.00	0.00	244,279.45	244,279.45	100
594.28.62.0534	Building & Structures: Equipment and Facilities Fund	0.00	0.00	0.00	0.00	0
594.28.63.0535	Other Improvements: Equipment and Facilities Fund	0.00	0.00	0.00	0.00	0
594.28.64.0446	Machinery Equipment: Rosenbauer Pumper	0.00	2,128.56	0.00	-2,128.56	0
594.28.64.0460	Equipment: Reserve-equipment/facilities	0.00	0.00	0.00	0.00	0
594.28.64.0499	Machinery and Equipment: 2011 Braun Ambulance	0.00	0.00	0.00	0.00	0
594.28.64.0536	Machinery & Equipment: Equipment and Facilities Fund	0.00	0.00	0.00	0.00	0
594.28.64.0537	Machinery & Equipment: Equipment and Facilities	0.00	0.00	0.00	0.00	0

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2014

Period: 11/2014

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
	Fund					
Subsubtotal for Capital E		0.00	2,128.56	244,279.45	242,150.89	
Subtotal for CAPITAL		0.00	2,128.56	244,279.45	242,150.89	99
CLEVELAND						
Amenities						
522.10.31.0512	Office & Operating Supplies: (Station Amenities)	360.86	3,219.76	13,500.00	10,280.24	76
522.20.35.0510	Small Tools & Minor Equipment: (station Amenities)	0.00	7,595.65	0.00	-7,595.65	0
522.20.41.0511	Professional Services: (station Amenities)	0.00	0.00	0.00	0.00	0
522.50.31.0513	Office & Operating Supplies: (station Amenities)	0.00	58.58	0.00	-58.58	0
Subsubtotal for Amenities		360.86	10,873.99	13,500.00	2,626.01	
Equip Rep						
522.20.35.0467	Small Tools and Minor Equipment: New Engine Equipment	0.00	0.00	0.00	0.00	0
522.20.35.0489	Small Tools Minor Equipment: (fire Equipment Replacement)	3,129.68	18,431.05	22,500.00	4,068.95	18
522.20.48.0490	Repairs and Maintenance: (fire Equipment Replacement)	0.00	1,099.23	0.00	-1,099.23	0
Subsubtotal for Equip Rep		3,129.68	19,530.28	22,500.00	2,969.72	
Equip Res						
594.28.64.0474	Machinery & Equipment: Fire Equipment Reserve	0.00	0.00	107,500.00	107,500.00	100
Subsubtotal for Equip Res		0.00	0.00	107,500.00	107,500.00	
Equip Test						
522.50.35.0085	Small Tools and Minor Equipment: (Fire Equipment Testing)	0.00	10,000.00	10,000.00	0.00	0
522.50.48.0086	Professional Services: (fire Equipment Testing)	0.00	0.00	0.00	0.00	0
Subsubtotal for Equip Test		0.00	10,000.00	10,000.00	0.00	
Fire Hose						
522.20.35.0010	Fema Grant Emw-2011-fo-04322 (fire Hose)	0.00	0.00	0.00	0.00	0

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2014

Period: 11/2014

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
Subsubtotal for Fire Hose		0.00	0.00	0.00	0.00	
ORV						
522.45.31.0006	Office & Operating Supplies: Training Atv (orv Program)	0.00	0.00	1,500.00	1,500.00	100
522.45.41.0007	Professional Services: Training Atv (orv Program)	0.00	0.00	0.00	0.00	0
522.50.31.0198	Office & Operating Supplies: (orv) Repairs	0.00	507.37	0.00	-507.37	0
522.50.48.0174	Repair and Maintenance: (orv)	0.00	511.32	0.00	-511.32	0
Subsubtotal for ORV		0.00	1,018.69	1,500.00	481.31	
SCBA						
522.20.35.0041	Small Tools and Minor Equipment: (scba/compressor Maintenanc)	2,661.39	3,847.32	8,000.00	4,152.68	51
522.20.48.0167	Repairs & Maintenance: (scba/compressor Maintenance)	1,323.75	8,188.14	0.00	-8,188.14	0
Subsubtotal for SCBA		3,985.14	12,035.46	8,000.00	-4,035.46	
Supplies						
522.10.31.0514	Office & Operating Supplies: (station Supplies)	0.00	785.70	5,000.00	4,214.30	84
522.10.35.0516	Small Tools & Minor Equipment: (station Supplies)	0.00	0.00	0.00	0.00	0
522.10.48.0518	Repairs & Maintenance: (station Supplies)	0.00	202.76	0.00	-202.76	0
522.10.49.0519	Miscellaneous: (station Supplies)	98.86	1,756.80	0.00	-1,756.80	0
522.20.31.0515	Office & Operating Supplies: (station Supplies)	223.48	1,506.47	0.00	-1,506.47	0
522.20.35.0517	Small Tools & Minor Equipment: (station Supplies)	0.00	102.87	0.00	-102.87	0
Subsubtotal for Supplies		322.34	4,354.60	5,000.00	645.40	
Wildland						
522.20.31.0051	Office & Operating Supplies: (wildland) Programs	0.00	4,066.31	5,000.00	933.69	18
522.20.35.0002	Wildland Equipment Dnr Grant	0.00	0.00	0.00	0.00	0
522.20.41.0082	Professional Services: (wildland) Programs	0.00	0.00	0.00	0.00	0
522.20.43.0378	Travel: (wildland)	0.00	0.00	0.00	0.00	0
522.20.45.0002	Dnr-wildland Equipment (grant)	0.00	0.00	0.00	0.00	0
522.45.41.0006	Professional Services: Training (wildland Program)	0.00	0.00	0.00	0.00	0

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2014

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
522.45.43.0004	Travel: (wildland) Training Travel	0.00	0.00	0.00	0.00	0
Subsubtotal for Wildland		0.00	4,066.31	5,000.00	933.69	
Subtotal for CLEVELAND		7,798.02	61,879.33	173,000.00	111,120.67	64
COOPER						
Academy						
522.45.31.0002	Office & Operating Supplies: Training (fire Academy)	0.00	0.00	10,000.00	10,000.00	100
522.45.41.0002	Professional Services: Training (fire Academy)	0.00	0.00	0.00	0.00	0
522.45.49.0005	Miscellaneous Fire Academy: Training (fire Academy)	1,039.30	1,121.80	0.00	-1,121.80	0
Subsubtotal for Academy		1,039.30	1,121.80	10,000.00	8,878.20	
Awards						
522.10.31.0402	Office & Operating Supplies: (Awards/recognition/code 13)	0.00	875.26	650.00	-225.26	-34
522.10.49.0434	Miscellaneous: (awards/recognition/code 13)	0.00	26.09	0.00	-26.09	0
Subsubtotal for Awards		0.00	901.35	650.00	-251.35	
Buildings						
522.50.31.0145	Office & Operating Supplies: (building Maintenance)	0.00	694.29	30,000.00	29,305.71	97
522.50.41.0503	Professional Services: (building Maintenance)	0.00	1,427.15	0.00	-1,427.15	0
522.50.48.0147	Repair and Maintenance: (building Maintenance)	1,473.22	16,956.49	0.00	-16,956.49	0
522.50.49.0385	Miscellaneous: (building Maintenance)	200.74	12,245.46	0.00	-12,245.46	0
Subsubtotal for Buildings		1,673.96	31,323.39	30,000.00	-1,323.39	
Dispatch						
522.20.51.0015	Intergovernmental Professional Services: (dispatching Servic)	8,542.60	34,170.40	40,000.00	5,829.60	14
Subsubtotal for Dispatch		8,542.60	34,170.40	40,000.00	5,829.60	

EAP

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2014

Period: 11/2014

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
522.71.41.0063	Professional Services: (eap/cisd Services)	119.52	1,784.24	2,000.00	215.76	10
Subsubtotal for EAP		119.52	1,784.24	2,000.00	215.76	
EMT Class						
522.41.31.0001	Training External - Supplies (emt Class-sept.)	0.00	11,156.93	0.00	-11,156.93	0
Subsubtotal for EMT Class		0.00	11,156.93	0.00	-11,156.93	
Education						
522.45.31.0004	Office & Operating Supplies: (career Staff Ed) Training	0.00	2,756.34	20,000.00	17,243.66	86
522.45.41.0004	Professional Services: (career Staff Education) Training E	0.00	4,506.34	0.00	-4,506.34	0
522.45.43.0003	Travel: (career Staff Education) Training Expenses	0.00	392.48	0.00	-392.48	0
522.45.49.0004	Miscellaneous: Training (career Staff Education) Expenses	0.00	1,849.15	0.00	-1,849.15	0
Subsubtotal for Education		0.00	9,504.31	20,000.00	10,495.69	
M21 Repair						
522.60.48.0000	Medic Unit Collision Repair	0.00	0.00	0.00	0.00	0
522.60.48.0001	Medic Unit Collision Repair - Part 2	0.00	43.30	0.00	-43.30	0
Subsubtotal for M21 Repair		0.00	43.30	0.00	-43.30	
Residents						
522.20.49.0417	Miscellaneous: Wages (student Resident Program)	1,400.00	23,700.00	45,000.00	21,300.00	47
Subsubtotal for Residents		1,400.00	23,700.00	45,000.00	21,300.00	
St 21 Sign						
594.28.63.0504	Other Improvements: (station 21 Sign&station 27 Remodel)	0.00	6,065.56	29,028.00	22,962.44	79
Subsubtotal for St 21 Sign		0.00	6,065.56	29,028.00	22,962.44	
Training						
522.41.31.0000	Training External - Supplies (training)	0.00	1,165.61	35,000.00	33,834.39	96

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2014

Period: 11/2014

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
522.41.35.0000	Training External - Small Tools Minor Equipment (training)	0.00	0.00	0.00	0.00	0
522.41.41.0000	Training External - Services (training)	600.00	5,372.32	0.00	-5,372.32	0
522.41.49.0000	Training External - Miscellaneous (training)	0.00	436.00	0.00	-436.00	0
522.45.31.0001	Office & Operating Supplies: Fire (training)	97.10	2,529.71	0.00	-2,529.71	0
522.45.35.0001	Small Tools and Minor Equipment: Fire (training)	0.00	0.00	0.00	0.00	0
522.45.41.0001	Professional Services: Fire (training)	660.00	12,185.72	0.00	-12,185.72	0
522.45.42.0001	Communications: (fire Training)	0.00	0.00	0.00	0.00	0
522.45.43.0001	Travel: (fire Training)	551.20	4,221.77	0.00	-4,221.77	0
522.45.49.0001	Miscellaneous: (fire Training)	0.00	205.75	0.00	-205.75	0
522.74.31.0053	Office & Operating Supplies: Ems (training)	0.00	176.86	0.00	-176.86	0
522.74.35.0388	Small Tools & Minor Equipment: Ems (training)	0.00	0.00	0.00	0.00	0
522.74.41.0054	Professional Services: Ems (training)	496.00	2,180.48	0.00	-2,180.48	0
522.74.43.0104	Travel: Ems (training)	0.00	60.00	0.00	-60.00	0
522.74.49.0389	Miscellaneous: Ems (training)	0.00	2,250.00	0.00	-2,250.00	0
Subsubtotal for Training		2,404.30	30,784.22	35,000.00	4,215.78	
Utilities						
522.10.42.0014	Communication: (station Utilities) Telephone	1,703.57	18,877.05	50,000.00	31,122.95	62
522.10.47.0070	Utility Services: (station Utilities) Pud/water/garbage/cabl	1,442.36	33,864.40	0.00	-33,864.40	0
522.50.31.0502	Small Tools & Minor Equipment: (station Utilities)	0.00	19.79	0.00	-19.79	0
522.50.35.0501	Small Tools & Minor Equipment: (station Utilities) Small E	0.00	348.29	0.00	-348.29	0
522.50.41.0374	Professional Services: (station Utilities) Commercial	0.00	360.00	0.00	-360.00	0
522.50.48.0500	Repairs & Building: (station Utilities)	0.00	446.38	0.00	-446.38	0
Subsubtotal for Utilities		3,145.93	53,915.91	50,000.00	-3,915.91	
Veh Fuel						
522.20.32.0010	Fuel Consumed: (vehicle Fuel)	3,652.45	47,664.62	57,000.00	9,335.38	16
522.72.32.0453	Fuel Consumed: (vehicle Fuel)	0.00	0.00	0.00	0.00	0

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2014

Period: 11/2014

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
Subsubtotal for Veh Fuel		3,652.45	47,664.62	57,000.00	9,335.38	
Veh Maint						
522.60.31.0457	Repairs & Maintenance: (preventative Maintenance) Contract	893.78	7,014.34	20,000.00	12,985.66	64
522.60.48.0148	Repairs & Maintenance: (preventative Maintenance) Contract	3,001.08	11,261.98	0.00	-11,261.98	0
522.76.48.0450	Repairs & Maintenance: (Preventative Maintenance) Contract	0.00	0.00	0.00	0.00	0
Subsubtotal for Veh Maint		3,894.86	18,276.32	20,000.00	1,723.68	
Veh Repair						
522.60.31.0144	Office & Operating Supplies: (vehicle Repairs)	0.00	3,188.54	55,000.00	51,811.46	94
522.60.35.0384	Small Tools and Minor Equipment: (vehicle Repairs)	0.00	1,309.75	0.00	-1,309.75	0
522.60.48.0146	Repairs and Maintenance: (vehicle Repairs Labor) 3.3	1,688.07	33,094.44	0.00	-33,094.44	0
522.76.31.0451	Small Tools and Minor Equipment: (Vehicle Repairs)	0.00	16,442.14	0.00	-16,442.14	0
522.76.48.0452	Small Tools and Minor Equipment: (vehicle Repairs)	8.64	2,031.05	0.00	-2,031.05	0
Subsubtotal for Veh Repair		1,696.71	56,065.92	55,000.00	-1,065.92	
Vol Stipe						
522.20.49.0418	Miscellaneous: Wages (volunteer Stipends)	5,500.00	12,183.40	38,000.00	25,816.60	67
Subsubtotal for Vol Stipe		5,500.00	12,183.40	38,000.00	25,816.60	
WAC						
522.71.41.0064	Professional Services: (Infectious Disease/wac Compliance)	0.00	1,557.18	5,000.00	3,442.82	68
Subsubtotal for WAC		0.00	1,557.18	5,000.00	3,442.82	
Subtotal for COOPER		33,069.63	340,218.85	436,678.00	96,459.15	22

EHRESMAN

Amb Bill

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2014

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
522.77.41.0038	Customer Billings: Professional Services: (Ambulance Bill)	1,601.53	20,794.64	24,000.00	3,205.36	13
Subsubtotal for Amb Bill		1,601.53	20,794.64	24,000.00	3,205.36	
CRT						
522.20.31.0108	Office & Operating Supplies: (crt Programs)	0.00	7,428.00	10,000.00	2,572.00	25
522.20.41.0109	Professional Services: (crt Programs)	0.00	0.00	0.00	0.00	0
522.20.43.0379	Travel: (crt Programs)	0.00	0.00	0.00	0.00	0
522.45.31.0005	Office & Operating Supplies: (crt Prog) Ongoing Training	0.00	25.95	0.00	-25.95	0
522.45.41.0005	Professional Services: (crt Programs) Crt/training	0.00	0.00	0.00	0.00	0
Subsubtotal for CRT		0.00	7,453.95	10,000.00	2,546.05	
EMS Equip						
522.72.35.0157	Small Tools and Minor Equipment: (ems Equipment)	1,408.50	11,721.03	13,000.00	1,278.97	9
522.72.35.0483	Small Tools and Minor Equipment: (ems Equipment) Aed Prog	0.00	267.74	0.00	-267.74	0
522.72.41.0478	Professional Services: (Ems Equipment) Ers Reporting Annua	0.00	0.00	0.00	0.00	0
522.72.48.0187	Repairs & Maintenance: (Ems Equipment)	0.00	2,906.23	0.00	-2,906.23	0
Subsubtotal for EMS Equip		1,408.50	14,895.00	13,000.00	-1,895.00	
MPD/QA						
522.71.35.0376	Small Tools Minor Equipment: (mpd/qa Supplies)	0.00	4,816.00	8,000.00	3,184.00	39
522.71.41.0037	Professional Services: (mpd/qa)	0.00	0.00	0.00	0.00	0
Subsubtotal for MPD/QA		0.00	4,816.00	8,000.00	3,184.00	
Radios						
522.20.35.0530	Small Tools & Minor Equipment: (radio Upgrades) Maintenanc	1,139.34	3,832.54	15,000.00	11,167.46	74
522.20.41.0529	Professional Services: (radio Upgrades) Maintenance	0.00	1,910.00	0.00	-1,910.00	0
522.20.48.0531	Repairs & Maintenance: (radio Upgrades) Maintenance	0.00	1,537.06	0.00	-1,537.06	0

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2014

Period: 11/2014

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
Subsubtotal for Radios		1,139.34	7,279.60	15,000.00	7,720.40	
Wellness						
522.20.31.0505	Office & Operating Supplies: (Wellness)	0.00	238.71	5,000.00	4,761.29	95
522.20.35.0506	Small Tools & Minor Equipment: (wellness)	0.00	17.31	0.00	-17.31	0
522.20.41.0507	Professional Services: (wellness)	0.00	976.50	0.00	-976.50	0
522.20.48.0508	Repairs & Maintenance: (wellness)	0.00	238.71	0.00	-238.71	0
522.20.49.0509	Miscellaneous: (wellness)	0.00	3,472.00	0.00	-3,472.00	0
Subsubtotal for Wellness		0.00	4,943.23	5,000.00	56.77	
Subtotal for EHRESMAN		4,149.37	60,182.42	75,000.00	14,817.58	19
HICKS						
COP						
522.30.31.0107	Office & Operating Supplies: (community Outreach Programs)	2,489.47	9,664.14	15,000.00	5,335.86	35
522.30.41.0001	Professional Services: (americoprs)	0.00	12,400.00	0.00	-12,400.00	0
522.30.41.0405	Professional Sevices: (community Outreach Programs)	0.00	233.65	0.00	-233.65	0
522.45.31.0007	Office & Operating Supplies: Training (community Outreach Pr	0.00	0.00	0.00	0.00	0
522.45.43.0005	Travel: Training (community Outreach Prog)	0.00	0.00	0.00	0.00	0
522.45.49.0003	Miscellaneous: Training (community Outreach Programs)	0.00	0.00	0.00	0.00	0
Subsubtotal for COP		2,489.47	22,297.79	15,000.00	-7,297.79	
Dpt Dinner						
522.10.31.0401	Office & Operating Supplies: (department Dinner)	0.00	4,503.55	3,500.00	-1,003.55	-28
522.10.41.0533	Professional Services: (department Dinner)	0.00	0.00	0.00	0.00	0
522.10.49.0449	Miscellaneous: (department Dinner)	0.00	0.00	0.00	0.00	0
Subsubtotal for Dpt Dinner		0.00	4,503.55	3,500.00	-1,003.55	

Fire Marsh

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2014

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
522.20.35.0003	Fire Investigation Equipment	0.00	78.04	0.00	-78.04	0
Subsubtotal for Fire Marsh		0.00	78.04	0.00	-78.04	
Newsletter						
522.30.31.0009	Office & Operating Supplies: (community Newsletter)	2,649.14	3,611.14	7,000.00	3,388.86	48
522.30.41.0061	Professional Services: (community Newsletter)	0.00	1,460.53	0.00	-1,460.53	0
Subsubtotal for Newsletter		2,649.14	5,071.67	7,000.00	1,928.33	
Subtotal for HICKS		5,138.61	31,951.05	25,500.00	-6,451.05	-25
PATTI						
Advertise						
522.10.44.0043	Advertising: (Legal Advertisements/subscriptions)	0.00	211.25	500.00	288.75	57
Subsubtotal for Advertise		0.00	211.25	500.00	288.75	
Office Sup						
522.10.31.0045	Office & Operating Supplies: (office Supplies)	299.51	4,428.53	8,000.00	3,571.47	44
522.10.49.0410	Misc. Office & Operating Supplies: (office Supplies) Misc O	222.70	1,196.24	0.00	-1,196.24	0
Subsubtotal for Office Sup		522.21	5,624.77	8,000.00	2,375.23	
Postage						
522.10.42.0398	Communications: (postage)	0.00	1,909.64	2,000.00	90.36	4
Subsubtotal for Postage		0.00	1,909.64	2,000.00	90.36	
Vol Pens						
522.20.20.0070	Personnel Benefits: (volunteeer Pension and Disability)	0.00	4,779.00	6,000.00	1,221.00	20
Subsubtotal for Vol Pens		0.00	4,779.00	6,000.00	1,221.00	
Subtotal for PATTI		522.21	12,524.66	16,500.00	3,975.34	24

REESE
EMS Supp

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2014

Period: 11/2014

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
522.71.31.0391	Operating Supplies: Operating (ems Supplies)	1,300.53	42,613.40	45,000.00	2,386.60	5
522.71.41.0160	Professional Services: (ems Supplies) Other Services	0.00	0.00	0.00	0.00	0
522.71.49.0386	Miscellaneous: (ems Supplies)	104.42	2,635.08	0.00	-2,635.08	0
522.72.31.0156	Office & Operating Supplies: (ems Supplies)	11.68	236.88	0.00	-236.88	0
522.72.41.0179	Professional Services: (ems Supplies)	0.00	0.00	0.00	0.00	0
522.72.49.0387	Miscellaneous: (ems Supplies)	0.00	61.87	0.00	-61.87	0
Subsubtotal for EMS Supp		1,416.63	45,547.23	45,000.00	-547.23	
PPE						
522.20.31.0520	Office & Operating Supplies: (protective Equipment)	0.00	1,832.83	13,000.00	11,167.17	85
522.20.31.0521	Office & Operating Supplies (ppe-fema Emw-2012-fo-01533)	0.00	85,787.04	0.00	-85,787.04	0
522.20.35.0522	Small Tools & Minor Equipment: (protective Equipment)	0.00	1,019.96	0.00	-1,019.96	0
522.20.41.0521	Professional Services: (protective Equipment)	0.00	137.00	0.00	-137.00	0
522.20.48.0523	Repairs & Maintenance: (protective Equipment)	1,315.33	4,872.89	0.00	-4,872.89	0
Subsubtotal for PPE		1,315.33	93,649.72	13,000.00	-80,649.72	
Uniforms						
522.10.20.0055	Personnel Benefits: (Uniforms)	0.00	7,042.97	15,000.00	7,957.03	53
522.20.20.0055	Personnel Benefits: (uniforms)	0.00	1,006.18	0.00	-1,006.18	0
522.20.31.0528	Office & Operating Supplies: (uniforms) Not A Benefit	0.00	0.00	0.00	0.00	0
522.20.41.0526	Professional Services: (uniforms) Alterations, Other Servic	0.00	54.25	0.00	-54.25	0
522.71.20.0055	Personnel Benefits: (uniforms)	359.69	3,423.09	0.00	-3,423.09	0
Subsubtotal for Uniforms		359.69	11,526.49	15,000.00	3,473.51	
Subtotal for REESE		3,091.65	150,723.44	73,000.00	-77,723.44	-106

**SAFER
Benefits**

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2014

Period: 11/2014

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
522.10.20.0011	Safer- Industrial Insurance	17.96	172.96	0.00	-172.96	0
522.10.20.0021	Safer-social Security	52.78	572.18	0.00	-572.18	0
522.10.20.0031	Safer-state Retirement	335.24	3,687.64	0.00	-3,687.64	0
522.10.20.0041	Safer-veba-benefit Cost	132.56	1,330.63	0.00	-1,330.63	0
522.10.20.0056	Safer- Personnel Benefits: (uniforms)	0.00	6,522.69	0.00	-6,522.69	0
Subsubtotal for Benefits		538.54	12,286.10	0.00	-12,286.10	
PPE						
522.20.31.0001	Safer - Office & Operating Supplies (ppe)	0.00	26,559.72	0.00	-26,559.72	0
522.20.35.0001	Safer - Small Tools & Minor Equipment	0.00	1,576.73	0.00	-1,576.73	0
522.20.41.0001	Safer - Professional Services	20.00	210.00	0.00	-210.00	0
522.20.48.0001	Safer - Repairs & Maintenance	0.00	0.00	0.00	0.00	0
Subsubtotal for PPE		20.00	28,346.45	0.00	-28,346.45	
Salaries						
522.10.10.0002	Safer-salaries & Wages	3,640.00	40,040.00	120,000.00	79,960.00	66
Subsubtotal for Salaries		3,640.00	40,040.00	120,000.00	79,960.00	
Training						
522.41.35.0002	Safer - Training Ext - Small Tools Minor Equip	0.00	0.00	0.00	0.00	0
522.41.41.0002	Safer-training Ext - Services	0.00	14,060.00	0.00	-14,060.00	0
522.41.49.0002	Safer-training Ext - Miscellaneous	0.00	70.00	0.00	-70.00	0
522.45.31.0055	Safer-office & Operating Supplies	0.00	0.00	0.00	0.00	0
522.45.35.0055	Safer-small Tools & Minor Equipment	0.00	0.00	0.00	0.00	0
522.45.41.0055	Safer - Professional Services	0.00	92.75	0.00	-92.75	0
522.45.42.0055	Safer - Communications	0.00	0.00	0.00	0.00	0
522.45.43.0055	Safer - Travel	0.00	0.00	0.00	0.00	0
522.45.49.0055	Safer - Miscellaneous	0.00	0.00	0.00	0.00	0
522.74.31.0001	Safer - Office & Operating Supplies Ems	0.00	48.22	0.00	-48.22	0
522.74.35.0001	Safer - Small Tools & Minor Equip Ems	0.00	0.00	0.00	0.00	0
522.74.41.0001	Safer - Professional Services Ems	0.00	0.00	0.00	0.00	0

Summary of Expense Accounts by Manager/Category

RFA General Expense Fund 2014

Period: 11/2014

Accounts: All

Account Number	Account Name	Current	YTD	Budget	Remaining Amount	Percent
522.74.43.0001	Safer - Travel Ems	0.00	0.00	0.00	0.00	0
522.74.49.0001	Safer - Miscellaneous Ems	0.00	0.00	0.00	0.00	0
Subsubtotal for Training		0.00	14,270.97	0.00	-14,270.97	
Uniforms						
522.20.31.0055	Safer - Office & Operating Supplies (uniforms)	0.00	143.75	0.00	-143.75	0
522.20.41.0055	Safer - Professional Services	0.00	0.00	0.00	0.00	0
Subsubtotal for Uniforms		0.00	143.75	0.00	-143.75	
Vol Stipen						
522.20.49.0001	Safer - Volunteer Stipends	0.00	0.00	0.00	0.00	0
Subsubtotal for Vol Stipen		0.00	0.00	0.00	0.00	
WAC						
522.71.41.0001	Safer - Prof Serv. Vol. Physicals	0.00	1,374.00	0.00	-1,374.00	0
Subsubtotal for WAC		0.00	1,374.00	0.00	-1,374.00	
Subtotal for SAFER		4,198.54	96,461.27	120,000.00	23,538.73	19
Total		317,671.73	3,131,055.60	4,349,098.13	1,218,042.53	28

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DATE 11/12/2014

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DISTRICT North Mason Regional Fire Authority

FUND RFA General Expense Fund 2014

Warrant Number	Vendor Name	Vendor Number	BARS Number	BARS Amount	Vendor Voucher Total Number
	BAKKEN, BEAU	BAK210	522.10.10.0001	9,998.57	1411001
			522.10.10.9999	-1,988.00	
			522.10.20.0010	-40.06	
			522.10.20.0020	-147.15	
			522.10.20.0030	-840.88	
			522.10.20.0040	-1,094.36	5,888.12
	BANK OF AMERICA - DIRECT	BAN032	522.10.10.0001	17,999.42	1411002
			522.10.10.0002	3,640.00	
			522.10.10.9999	-29,288.92	
			522.10.20.0010	-64.54	
			522.10.20.0011	-10.10	
			522.10.20.0020	-2,561.97	
			522.10.20.0021	-52.78	
			522.10.20.0030	-1,146.65	
			522.10.20.0031	-179.09	
			522.10.20.0040	-786.15	
			522.20.10.0001	155,724.58	
			522.20.20.0010	-820.27	
			522.20.20.0030	-13,096.46	
			522.20.20.0040	-8,423.97	
			522.20.49.0418	500.00	121,433.10
	BANK OF AMERICA - PAYROLL	BAN030	522.10.10.9999	27,881.00	1411003
			522.10.20.0020	6,686.60	
			522.10.20.0021	105.56	34,673.16
	BORKENHAGEN, SCOTT	BOR001	522.10.10.9999	-6.00	1411004
			522.10.20.0020	-19.13	
			522.20.49.0418	250.00	224.87
	BUCKNER, RICHARD	BUC200	522.10.10.9999	-5.00	1411005
			522.10.20.0020	-15.30	
			522.20.49.0417	200.00	179.70
	COOLIDGE, AMBER	COO114	522.10.10.9999	-11.00	1411006
			522.10.20.0020	-22.95	
			522.20.49.0418	300.00	266.05
	COOLIDGE, CALEB	COO115	522.10.20.0020	-7.65	1411007
			522.20.49.0418	100.00	92.35
	COOLIDGE, MICAH	COO116	522.10.20.0020	-7.65	1411008

Page Total 162,849.70
Cumulative Total 162,849.70

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DISTRICT North Mason Regional Fire Authority

FUND RFA General Expense Fund 2014

Warrant Number	Vendor Name	Vendor Number	BARS Number	BARS Amount	Vendor Total	Voucher Number
			522.20.49.0418	100.00	92.35	
	CRAMER, TODD	CRA115	522.10.20.0020	-26.78		1411009
			522.20.49.0418	350.00	323.22	
	DANIEL KEWISH	KEW200	522.10.10.0001	312.00		1411010
			522.10.10.9999	-12.00		
			522.10.20.0010	-0.20		
			522.10.20.0020	-23.86	275.94	
	DCP - WA STATE DEFERRED COMP STA175		522.10.10.9999	200.00		1411011
			522.10.20.0040	1,600.00		
			522.20.20.0040	9,043.00	10,843.00	
	DEPARTMENT OF LABOR &	DEP100	522.10.20.0010	496.36		1411012
			522.10.20.0011	28.06		
			522.20.20.0010	4,688.44	5,212.86	
	DEVITT, DEIDRE	DEV001	522.10.10.9999	-6.00		1411013
			522.10.20.0020	-19.13		
			522.20.49.0418	250.00	224.87	
	DIMARTINO/FORTIS INS CO	DIM100	522.10.20.0040	163.98		1411014
			522.20.20.0040	856.95	1,020.93	
	DORAN, MATT	DOR050	522.10.10.9999	-5.00		1411015
			522.10.20.0020	-15.30		
			522.20.49.0417	200.00	179.70	
	EKDAHL, CARL	EKD080	522.10.20.0020	-7.65		1411016
			522.20.49.0418	100.00	92.35	
	HICKS, JEROMY	HIC200	522.10.10.9999	-1,084.94		1411017
			522.10.20.0020	-120.67		
			522.20.10.0001	8,121.84		
			522.20.20.0010	-40.06		
			522.20.20.0030	-683.05		
			522.20.20.0040	-492.27	5,700.85	
	IAFF LOCAL 3876	IAF110	522.10.10.9999	1,651.86	1,651.86	1411018
	JACK, BRIAN	JAC160	522.10.10.9999	-5.00		1411019
			522.10.20.0020	-15.30		
			522.20.49.0417	200.00	179.70	
	JONES, RYAN	JON090	522.10.20.0020	-7.65		1411020
			522.20.49.0418	100.00	92.35	

Page Total 25,797.63
Cumulative Total 188,647.33

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DISTRICT North Mason Regional Fire Authority

FUND RFA General Expense Fund 2014

Warrant Number	Vendor Name	Vendor Number	BARS Number	BARS Amount	Vendor Total	Voucher Number
	LANGHORN, KEITH	LAN092	522.10.20.0020	-38.25		1411021
			522.20.49.0418	500.00	461.75	
	LEOFF SYS - P/2	LEF150	522.10.20.0030	2,648.05		1411022
			522.20.20.0030	22,348.61	24,996.66	
	LUDWIG, SUSAN	LUD001	522.10.20.0020	-7.65		1411023
			522.20.49.0418	100.00	92.35	
	MILLER, DAVIN	MEL191	522.10.10.9999	-6.00		1411024
			522.10.20.0020	-19.13		
			522.20.49.0418	250.00	224.87	
	MOLINA, FRANK	MOL200	522.10.20.0020	-38.25		1411025
			522.20.49.0418	500.00	461.75	
	MOLINA, SUSANNA	MOL250	522.10.20.0020	-19.13		1411026
			522.20.49.0418	250.00	230.87	
	MORROW, THOMAS G	MOR200	522.10.10.9999	-6.00		1411027
			522.10.20.0020	-19.13		
			522.20.49.0418	250.00	224.87	
	MUELLER, LINDSAY M.	MUL001	522.10.10.9999	-6.00		1411028
			522.10.20.0020	-15.30		
			522.20.49.0417	200.00	178.70	
	NATIONWIDE RETIREMENT NACO	NAC101	522.10.20.0040	600.00		1411029
			522.20.20.0040	3,300.00	3,900.00	
	NMRFA - FOOD FUND	FPD205	522.10.10.9999	145.00	145.00	1411030
	PHILLIPS, DUSTIN	PHI030	522.10.10.9999	-5.00		1411031
			522.10.20.0020	-15.30		
			522.20.49.0417	200.00	179.70	
	PIETY, JOHN	PIE320	522.10.10.9999	-31.00		1411032
			522.10.20.0020	-38.25		
			522.20.49.0418	500.00	430.75	
	ROSWOLD, JESSICA N.	ROS001	522.10.10.9999	-5.00		1411033
			522.10.20.0020	-34.43		
			522.20.49.0417	200.00		
			522.20.49.0418	250.00	410.57	
	ROUSE, LEVI	ROU200	522.10.10.9999	-21.00		1411034
			522.10.20.0020	-26.78		
			522.20.49.0417	200.00		

Page Total 31,937.84
Cumulative Total 220,585.17

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DISTRICT North Mason Regional Fire Authority

FUND RFA General Expense Fund 2014

Warrant Number	Vendor Name	Vendor Number	BARS Number	BARS Amount	Vendor Total	Voucher Number
			522.20.49.0418	150.00	302.22	
	SAMMONS, MICHAEL	SAM025	522.10.20.0020	-15.30		1411035
			522.20.49.0418	200.00	184.70	
	SULLIVAN-STANLEY, CHRISTIAN	SUL150	522.10.10.9999	-5.00		1411036
			522.10.20.0020	-7.65		
			522.20.49.0418	100.00	87.35	
	WA PUB EMP RETIREMENT	WAS900	522.10.20.0030	1,019.06		1411037
			522.10.20.0031	514.33	1,533.39	
	WESSEN, MICHAEL	WES045	522.10.20.0020	-11.48		1411038
			522.20.49.0418	150.00	138.52	
	WILEY, DANI	WIL001	522.10.10.9999	-6.00		1411039
			522.10.20.0020	-19.13		
			522.20.49.0418	250.00	224.87	
	WSCFF EMPLOYEE BENEFIT	WSC050	522.10.10.9999	2,625.00	2,625.00	1411040
	A-1 DOOR SERVICE - PT. ORCHARD	A1D100	522.50.48.0147	1,355.00	1,355.00	1411041
	ACTION COMMUNICATIONS INC	ACT090	522.20.35.0530	1,139.34	1,139.34	1411042
	AIRGAS USA, LLC	AIR010	522.71.31.0391	663.95	663.95	1411043
	ALLYN ANALYTICS, INC	ALL310	522.10.41.0400	75.00	75.00	1411044
	ANTHEM BLUE CROSS	ANT001	589.00.00.0048	101.67	101.67	1411045
	BANK OF AMERICA - ACCT	BAN031	522.10.49.0069	41.36	41.36	1411046
	BARRETT, FRED	BAR165	522.20.20.0404	111.40	111.40	1411047
	BATES TECHNICAL COLLEGE	BAT075	522.45.49.0005	1,039.30	1,039.30	1411048
	BEAR CREEK COUNTRY STORE &	BEA001	522.20.32.0010	83.96	83.96	1411049
	BELFAIR CLEANERS	BEL002	522.71.20.0055	59.69	59.69	1411050
	BELFAIR HOSE & HYDRAULIC, INC	BEL097	522.20.48.0167	15.75	15.75	1411051
	BELFAIR WATER DISTRICT #1	BEL150	522.10.47.0070	149.37	149.37	1411052
	BERK CONSULTING, INC	BER001	522.10.49.0419	8,295.05	8,295.05	1411053
	BLUE CROSS BLUE SHIELD OF	BLU020	522.20.20.0404	141.59	141.59	1411054
	BOUND TREE MEDICAL, LLC	BOU100	522.71.31.0391	265.19	265.19	1411055
	BRAUN NORTHWEST, INC	BRA150	522.60.31.0457	43.42	43.42	1411056
	CAMPBELL'S RESORT	CAM002	522.45.43.0001	369.20	369.20	1411057
	CAPITAL BUSINESS MACHINES	CAP100	522.10.31.0045	165.00	165.00	1411058
Page Total					19,211.29	
Cumulative Total					239,796.46	

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DISTRICT North Mason Regional Fire Authority

FUND RFA General Expense Fund 2014

Warrant Number	Vendor Name	Vendor Number	BARS Number	BARS Amount	Vendor Total	Voucher Number
	CASCADE NATURAL GAS	CAS100	522.10.47.0070	23.42	23.42	1411059
	CASCADE PRINT MEDIA	CAS140	522.30.31.0009	2,580.54	2,580.54	1411060
	CENTURY LINK	CEN160	522.10.42.0014	1,192.02	1,192.02	1411061
	CLOUD, RYAN	CLO090	522.71.20.0055	150.00	150.00	1411062
	DIRECT TV INC	DIR150	522.10.47.0070	97.99	97.99	1411063
	EF RECOVERY	EFR200	522.77.41.0038	1,601.53	1,601.53	1411064
	ENERSPECT MEDICAL SOLUTIONS	ENE200	522.72.35.0157	1,408.50	1,408.50	1411065
	FARMER BROS. CO. INC	FAR140	522.10.31.0072	170.00	170.00	1411066
	FIREFIGHTERS BOOKSTORE, INC	FIR001	522.45.31.0001	59.68	59.68	1411067
	GILMORES AUTOMOTIVE SERVICE	GIL275	522.60.48.0146	778.81		1411068
			522.60.48.0148	435.22	1,214.03	
	GRAINGER	GRA013	522.10.49.0519	98.86	98.86	1411069
	GROUP HEALTH COOPERATIVE	GRO120	589.00.00.0048	510.99	510.99	1411070
	HOOD CANAL COMMUNICATIONS	HOO071	522.10.42.0014	85.90	85.90	1411071
	HUGHES FIRE EQUIPMENT, INC	HUG150	522.60.31.0457	850.36		1411072
			522.60.48.0148	1,793.26	2,643.62	
	HUTTER, CHRISTY	HUT075	522.10.41.0400	500.00	500.00	1411073
	IMPERIAL TRUCK & RV	IMP001	522.60.48.0146	909.26		1411074
			522.60.48.0148	439.48	1,348.74	
	JOHNSON, ANDREW	JOH055	522.71.20.0055	150.00	150.00	1411075
	KCDA	KCD100	522.10.49.0410	222.70		1411076
			522.20.31.0515	71.21		
			522.72.31.0156	11.68	305.59	
	KITSAP BANK - VISA	KIT072	522.10.31.0045	134.51		1411077
			522.10.43.0135	56.50		
			522.10.49.0419	58.05		
			522.20.31.0515	152.27		
			522.30.31.0009	68.60		
			522.30.31.0107	613.50		
			522.45.49.0002	372.24		
			522.71.31.0391	6.49	1,462.16	
	KURTS PRECAST, INC	KUR200	522.50.49.0385	200.74	200.74	1411078

Page Total 15,804.31
Cumulative Total 255,600.77

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DISTRICT North Mason Regional Fire Authority

FUND RFA General Expense Fund 2014

Warrant Number	Vendor Name	Vendor Number	BARS Number	BARS Amount	Vendor Total	Voucher Number
	L.N. CURTIS & SONS INC	LNC100	522.20.35.0489	3,021.29	3,021.29	1411079
	LANGUAGE LINE SERVICES	LAN098	522.10.42.0014	51.75	51.75	1411080
	LIFE ASSIST	LIF100	522.71.31.0391	364.90	364.90	1411081
	LOCAL WRENCH, INC	LOC100	522.60.48.0148	56.22	56.22	1411082
	MASON COUNTY FIRE CHIEFS	MAS255	522.41.41.0000	150.00		1411083
			522.45.41.0001	300.00	450.00	
	MCINTOSH, KELLEY	MCI260	522.45.43.0002	372.34	372.34	1411084
	MEDICARE BLUE RX	MED200	522.20.20.0404	41.90	41.90	1411085
	MUTUAL OF OMAHA INSURANCE	MUT001	589.00.00.0048	111.37	111.37	1411086
	NMRFA- REVOLVING FUND	FPD203	522.10.47.0070	64.69		1411087
			522.10.49.0073	200.00	264.69	
	NMRFA- TRAVEL EXPENSE FUND	FPD201	522.45.43.0001	92.00		1411088
			522.45.43.0002	78.00	170.00	
	NORIDIAN MEDICARE JF PART B	NOR911	589.00.00.0048	902.02	902.02	1411089
	NORTH MASON CHAMBER OF	NOR072	522.10.49.0069	105.00	105.00	1411090
	NORTHWEST SAFETY CLEAN INC	NOR156	522.20.48.0523	1,315.33	1,315.33	1411091
	PUD #1	PUD100	522.10.47.0070	40.11	40.11	1411092
	PUD #3	PUD300	522.10.47.0070	743.37	743.37	1411093
	QUILL CORPORATION -	QUI100	522.45.31.0001	37.42	37.42	1411094
	REDS ELECTRIC MOTORS	RED002	522.20.35.0041	2,440.86	2,440.86	1411095
	SCOTT MCLENDONS HARDWARE	MCL150	522.30.31.0107	4.34		1411096
			522.50.48.0147	118.22		
			522.60.48.0148	2.16		
			522.76.48.0452	8.64	133.36	
	SEA-WESTERN, INC.	SEA125	522.20.35.0041	220.53		1411097
			522.20.35.0489	108.39		
			522.20.48.0167	1,308.00	1,636.92	
	SNOHOMISH CO FIRE CHIEFS	SNO001	522.41.41.0000	100.00	100.00	1411098
	SNOVER, BARRY	SNO100	522.20.20.0404	104.90	104.90	1411099
	SOUTH KITSAP FIRE AND RESCUE	SOU277	522.45.41.0001	160.00	160.00	1411100
	STEPHANIE HARDY	HAR003	589.00.00.0048	100.00	100.00	1411101
	THORDARSON, HAROLD	THO001	522.60.48.0148	5.89	5.89	1411102

Page Total 12,729.64
Cumulative Total 268,330.41

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DISTRICT North Mason Regional Fire Authority

FUND RFA General Expense Fund 2014

Warrant Number	Vendor Name	Vendor Number	BARS Number	BARS Amount	Vendor Total	Voucher Number
	TRAILS END WATER DISTRICT	TRA092	522.10.47.0070	31.00	31.00	1411103
	UNITED HEALTH CARE (RX)	UNI128	522.20.20.0404	47.70	47.70	1411104
	UNITED HEALTH CARE INS.	UNI130	522.20.20.0404	212.00	212.00	1411105
	VERIZON WIRELESS	VER145	522.10.42.0014	373.90	373.90	1411106
	WA FIREFIGHTERS TRAINING &	WAS731	522.45.41.0001	200.00	200.00	1411107
	WARTER, JOSH	WAR380	522.74.41.0054	496.00	496.00	1411108
	WASHINGTON FIRE CHIEFS	WAS275	522.41.41.0000	350.00	350.00	1411109
	WASHINGTON STATE PATROL	WAS800	522.20.41.0001	20.00		1411110
			522.45.43.0001	90.00	110.00	
	WAVE BROADBAND	WAV100	522.10.47.0070	292.41	292.41	1411111
	WESTBAY AUTO PARTS - INC	WES077	522.60.48.0148	268.85	268.85	1411112
	WILCOX & FLEGEL INC	WIL012	522.20.32.0010	3,568.49	3,568.49	1411113
	SCOTT MCLENDONS HARDWARE	MCL150	522.30.31.0107	1,871.63	1,871.63	1411114
	HRA VEBA TRUST	HRA200	522.10.20.0040	1,951.41		1411115
			522.20.20.0040	5,201.39		
			522.71.20.0040	4,148.34	11,301.14	
	WASHINGTON COUNTIES INS.	WAS016	522.10.20.0040	2,183.09		1411116
			522.10.20.0041	132.56		
			522.20.20.0040	12,898.95		
			522.71.20.0040	5,876.20	21,090.80	
	FIRST CHOICE HEALTH NETWORK	FIR160	522.71.41.0063	119.52	119.52	1411117
	LEGEND DATA SYSTEMS, INC. (IMS	LEG120	522.10.31.0512	360.86	360.86	1411118
	MACECOM	MAC053	522.20.51.0015	8,542.60	8,542.60	1411119
	STERICYCLE INC	STE505	522.71.49.0386	104.42	104.42	1411120

Page Total 49,341.32
Cumulative Total 317,671.73

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FUND RFA General Expense Fund 2014

Warrant Number	Vendor Name	Vendor Number	BARS Number	BARS Amount	Vendor Voucher Total Number
				Page Total	
				Cumulative Total	317,671.73

Secretary Date

BOARD AUTHORIZATION

We, the undersigned Board of Commissioners for the district named above do hereby certify that the services or merchandise herein specified have been received and that the vouchers identified above are approved for payment in the amount of \$ 317,671.73 on 11/12/2014.

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date

Purchasing Procedures- Competitive Bidding

CATEGORY: Administration
NUMBER: Admin-27
EFFECTIVE: October 2014

REFERENCE

RCW 52.14.110 Purchase and public works – competitive bids required
RCW 52.14.120 Purchase and public works – competitive bidding procedures

PROCEDURE

Purchasing: Bids and Contracts - Whenever, in the opinion of the board, the cost of any supplies or equipment exceeds \$10,000, formal bids shall be called for the issuance of public notice. Notice shall be posted in three (3) public places in the district; and by publication in the newspaper of general circulation within the Authority once each week for two consecutive weeks. The initial public posting shall take place at least two (2) weeks prior to the bid opening. If no bids are received, the board may re-advertise or enter into a contract without further call. Clear and definite specifications shall be prepared and made available to all vendors interested in submitting a bid.

Whenever the estimated cost is from forty-five hundred dollars (\$4,500) up to ten thousand dollars (\$10,000), the commissioners shall require quotations from at least three (3) different sources. Quotes will be submitted in writing or by telephone, and recorded for public perusal to assure establishment of a competitive price for such purchases. Contracting for work to be done involving the construction or improvement of a fire station or other buildings where the estimated cost will exceed the sum of twenty thousand dollars (\$20,000), which includes the costs of labor, material, and equipment, shall be by formal bid.

Bid procedures shall be waived when the board declares an emergency or when purchases are clearly limited to a single source of supply.

Purchasing: Bids and Contracts - The following procedures shall be in effect for purchasing through the bidding process:

1. Formal bids shall be opened at the time and place stated in the official advertisement for bids. Any interested member of the public may attend the bid opening. It shall be the bidder's sole responsibility to see that the bid is delivered to the Fire Authority prior to the time set for opening of bids. Any bid received after the time set for opening the bids shall be returned to the bidder unopened and shall receive no consideration by the Authority.
2. Formal bid awards shall be made by the board at the next meeting after the bid opening. The board can waive this procedure when additional time is needed.

3. Brand names and manufacturers' catalog numbers used in specifications are for the purpose of identification and to establish a standard of quality. Bids on equal items shall be considered providing the bidder specifies brand and model and furnishes descriptive literature. The acceptance of alternative "equal" items shall be considered as conditional pending the Authority's inspection and testing after receipt. If not found to be equal, the material shall be returned at the seller's expense and the contract cancelled.
4. The Authority shall reserve the right to reject any or all bids, waive any formalities, and make the award in its best interest.
5. On construction projects, the bidder shall include a notarized statement agreeing to comply with prevailing wage and affirmative action requirements, and shall provide a performance bond.
6. The chief may solicit bids by telephone and / or written quotation for furniture, equipment and supplies which have an estimated cost of less than \$10,000. At least three telephone or written bids shall be secured prior to the date established by the fire commissioners. All telephone quotations must be confirmed in writing within seven (7) days in order to constitute a valid quotation.
7. For maintenance or improvement projects estimated to cost in excess of \$20,000, the chief shall advertise for bids in the manner described in this policy.

The following steps shall be employed to engage a contractor for work projects:

- A. Written specifications shall be prepared which describe the work to be completed and the material to be used; completion date; contractor's assurances (prevailing wages, fair employment, etc.); bid and performance bond requirements; opportunity to visit the work site; closing date; and bid form.
- B. Unless the board declares by resolution the existence of an emergency, all interested and qualified contractors shall receive written invitation to bid, including a description of the project and the process to obtain project bid specifications.
- C. After the closing time, bids shall be opened, recorded and made available for inspection or telephone inquiry.
- D. The board shall award the contract to the lowest qualified or acceptable bidder.

The Following factors shall be considered in determining the lowest responsible bidder:

- a. The ability, capacity and skill of bidder to perform the work required;
- b. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;

- c. The ability of the lowest qualified bidder to perform the work in the time specified;
 - d. The quality of performance of previous contracts or services;
 - e. The previous and existing compliance of the bidder with laws relating to public works; and
 - f. Such other information related to the performance of the contract as the contract deem advisable.
8. An acceptable bid or offer and a Authority purchase order shall constitute the only contract necessary for the purchase of supplies, equipment, and minor repairs of construction projects, except that the successful bidder shall meet all conditions included in the specifications.
9. Formal written contracts shall be prepared for all major construction and repair projects. Such contracts shall be signed by the chairman of the board of commissioners on behalf of the Authority after the contracts have been awarded by a majority vote of the board of commissioners with action recorded in the minutes of the board meeting. All contracts shall provide that, in the event of a suit by the Authority to enforce the terms of the contract, venue for the suit shall be filed in Mason County. If the Authority is successful in the suit, the court may order reimbursement of the Authority's attorney's fees and court costs in such amount as the court deems reasonable.

Reimbursement of Job Related Expenses-Travel

CATEGORY: Administration
NUMBER: Admin-28
EFFECTIVE: October 2014

REFERENCE

North Mason Regional Fire Authority

PURPOSE

To establish official procedures and guidelines for reimbursement of ordinary and necessary expenses of persons authorized to travel and for registration, lodging, meals, and/or incidental expenses incurred while away from home in performance of Authority related business and for other business related meal and incidental expenses.

POLICY

REIMBURSEMENT AUTHORIZATION

Persons authorized to receive expense, travel and other incidental expense reimbursement within budgetary restraints:

- Authority employees and elected Fire Authority Commissioners.
- Volunteers, if authorized by the Fire Chief or his/her designee.

TRAVEL AUTHORIZATION

The Fire Chief or his/her designee shall approve all travel and associated expenses, even if travel expenses are funded by an entity other than the Fire Authority.

When authorizing travel and expense the Fire Chief shall ensure that the Authority member has provided information about the applicable travel expense reimbursement as follows:

- Requested travel pertains to official Authority business; and
- When available, a travel itinerary and/or printed material indicating the overall content and estimated travel expenses.

The Fire Chief may authorize reimbursement for Authority members for non-mandatory attendance at job-related seminars, conferences, conventions or training, at less than the rates otherwise authorized in this policy. Prior to the travel authorization, the Fire Chief and the Authority member shall mutually agree in writing upon the reduced reimbursement rates.

REGISTRATION COSTS

The Authority shall reimburse person or prepay registration for the meeting, conference, convention or work session for official Authority business when authorized by the Fire Chief.

The Authority may reimburse members for any educational courses taken, including seminars, classes, trainings, etc. if it deems that the training will benefit the Authority and that it pertains to an Authority purpose.

TRANSPORTATION COSTS

REIMBURSEMENT

The Authority shall reimburse Authority members for the actual and necessary costs of transportation to conduct official Authority business as follows:

- The method of transportation and route most advantageous to the Authority, considering the cost of transportation, other travel expenses.
- Unless less expensive fares unavailable, reimburse the cost of coach class fare for a given mode of travel.
- Necessary taxi or public transportation costs.

RENTAL VEHICLES

When authorizing rental vehicles for a person conducting official Authority business:

- Person shall obtain a government rate whenever possible.
- Person shall rent the least cost vehicle that adequately carries the person(s) and equipment needed for conducting Authority business.

- The Authority shall not reimburse vehicle insurance offered by the vehicle rental agency.

PERSONAL VEHICLES

When authorizing the use of a private automobile the Authority shall reimburse mileage at a rate not to exceed the current mileage reimbursement rate established by the Washington State Office of Financial Management, <http://www.ofm.wa.gov/resources/travel.asp>.

- Mileage will not be paid for normal commute to and from place of work; and
- Mileage included in any round trip from place of work during normal work day will be paid; and
- Mileage will not be paid for that portion of a trip, which would be part of the normal commute; and
- The auto insurance of the Authority shall be the primary coverage.

The Fire Authority shall authorize reimbursement to Authority members for the minimum number of vehicles necessary to transport employees for the approved Authority business. Fire Authority Commissioners may drive separate from their employee's vehicles while driving to approved Authority business, including trainings, seminars, classes, etc.

Authority members driving an Authority vehicle shall follow the regulations of the "Use of Authority Vehicles" policy.

LODGING COSTS

The Authority reimburses lodging costs only for persons authorized to travel on Authority business when the following conditions are met:

- The event is more than 75 miles from the person's place of work.
- The Authority may approve lodging closer than 75 miles only when the event has mandatory evening functions.
- Person maintains overnight travel status.
- Person requests Government rates.
- Person submits lodging receipts.

If two persons share a room, each person submits reimbursement request for one-half the double occupancy charge, plus tax.

Persons authorized to travel on Authority business may claim lodging costs in the host city from the night before the authorized event starts through the night it ends when no available reasonably priced and timely return transportation exists.

PER DIEM, MEALS AND INCIDENTAL EXPENSES

MEALS AND PER DIEM

The Authority authorizes reimbursement for per diem rate and meals for partial days of travel.

The Authority reimburses meal costs only for the Authority member authorized to travel on Authority business.

Reimbursement rate for meals and incidental expenses shall be set as follows

- Breakfast: \$11 per meal
- Lunch: \$14 per meal
- Dinner: \$21 per meal

The Authority shall reduce the per diem rate for specific circumstances:

- For meals included in a registration fee, airfare or other Authority expense, the Authority shall reduce the person's per diem meal and incidental rate by the fixed allowance for the respective meal.
- For continental breakfast included in lodging, the Authority shall reduce the person's per diem meal and incidental rate by the fixed allowance for the breakfast meal unless the continental breakfast offered includes not more than cereal, pastry and beverages.

The Authority may reimburse employees or pay directly for meal expenses at staff retreats, trainings and Authority events when the work being performed is directly related to Authority business and is authorized by the Fire Chief.

NON-REIMBURSEABLE MEAL AND REFRESHMENTS COSTS

The Authority shall not reimburse person's meal and refreshment costs when:

- Included in another Authority expense, regardless of whether the person partakes in the meal or refreshment; or
- Incurred for recreational or social events such as office, going away, and retirement parties, or other personalized social events; or
- A violation of the State Constitution, Article VIII, Section 7, when a gift of public funds, would occur.
- A purchase of alcoholic beverage(s) is made.

OTHER REIMBURSABLE EXPENSES

The Authority may reimburse persons for essential miscellaneous expenses related to official Authority business travel. Original Receipts are required for all miscellaneous expenses. These miscellaneous expenses include:

- Parking; ferry and bridge tolls; taxi, air, bus and subway fares; airport shuttle service.
- Airport baggage fees.

NON-REIMBURSABLE EXPENSES

The Authority shall not reimburse person's ineligible expenses, including:

- Expenses incurred without prior approval from the Authority, unless emergency occurred preventing prior approval.
- Travel and miscellaneous expenses not authorized under this policy.
- Miscellaneous travel expenses not directly related to conduct official Authority business and excessive or unnecessary expenses.
- Expenses considered personal including, but not limited to:
 - Hosting meals, or entertaining of others for promotional activities.
 - Personal telephone calls.
 - Entertainment, clothing, personal sundries and services.
 - Transportation to places of entertainment or similar personal activities (tour bus, sightseeing).
 - Valet and room service costs.

- Personal trip insurance.
- Insurance for rental vehicles.
- Medical, dental or hospital services.
- Alcoholic beverages.
- Tobacco products.
- Fines and penalties.
- Dependent care.
- Travel paid for by any other organization.
- Meals or hotel/motel accommodations for spouse or guest.
- Mileage if traveling as a passenger in a privately owned vehicle other than person's own.
- Moving Expenses.
- Excess costs and additional travel expenses as a result of taking an indirect route or a delayed return trip for personal preference or convenience, except that for approved travel expenses when an indirect route or delay reduces the Authority's total costs.
- Travel expenses when a Authority, County, state or federal law or policy designates another source of reimbursement.

TRAVEL EXPENSE ADVANCES

The Authority will attempt to minimize the need for travel expense advances to members, Commissioners and volunteers by pre-paying for travel arrangements and using an Authority credit card for travel related expenses. This does not apply to per diem expense advances.

Employees, Commissioners and volunteers may request advanced travel funds under following conditions.

- The Fire Chief provides authorization for the Authority to issue a travel expense advance.
- The authorized amount of such an advance shall not exceed the amount of anticipated reimbursable expenses.

- Travel expense advances shall only defray person's reimbursable expenses incurred while conducting official Authority business.
- For per diem.

Person receiving advanced travel funds shall:

- Submit, prior to travel, an Authority Advanced Travel Request Form (see Attachment A) and per diem form(s).
- Within ten days of the last day of travel all travel related receipts to the Authority.
- Return any unexpended portion of such advance to the Authority when submitting receipts.

EXPENSE REIMBURSEMENT CLAIM

Other than for Advanced Travel Funds, persons requesting reimbursement for expenses under this policy must submit reimbursement receipts to the Authority. Only authorized travel expenses and expenses identified in the policy will be reimbursed.

REPAYMENT OF UNAUTHORIZED REIMBURSEMENTS

The Authority shall seek repayment of expenses from the person who was reimbursed whenever an audit or subsequent review of travel expense reimbursements finds that such expenses were reimbursed contrary to the provision of this policy.

	<h2 style="margin: 0;">North Mason Fire Authority Training Request Form</h2>
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Course Name and Brief Description: _____
 (Attach Course Flyer)



Training Request Details (To be filled out by all NMRFA Members)	Leave Request Details (For NMRFA Employees Only)
<p>Request Date: _____</p> <p>Training Course Date(s): _____</p> <p>Training Location: _____</p> <p>Please Check All Training Requests That Apply:</p> <p><input type="checkbox"/> Requesting Training _____ *Tuition Amount: _____</p> <p><input type="checkbox"/> Requesting Over _____ *Dates Requested: _____</p> <p><input type="checkbox"/> Requesting Per Diem *Number of Days Requested _____ # Breakfast's: _____ # Lunch's: _____ # Dinners: _____</p> <p><input type="checkbox"/> Requesting Transportation Arrangements</p> <p style="margin-left: 20px;"><input type="checkbox"/> Airfare Requested</p> <p style="margin-left: 20px;"><input type="checkbox"/> NMRFA Vehicle Requested</p> <p style="margin-left: 20px;"><input type="checkbox"/> Personal Vehicle Mileage Requested</p> <p><input type="checkbox"/> Additional Training Request Details:</p> <p>_____</p> <p>_____</p>	<p>Please Check All That Apply:</p> <p><input type="checkbox"/> Training Request Is Within Employee Training Plan</p> <p><input type="checkbox"/> Requesting Training Time Off (TTO) *Number of TTO Hours Requested: _____ * Requested TTO Scheduling Date(s) _____</p> <p>_____ requested Fall On A Shift(s) For Employee Making</p> <p>_____ tested</p> <p>*Shift Leave Date(s) Requested: _____</p> <p>*Number of Leave Hours Requested per Shift _____</p> <p><input type="checkbox"/> Additional Course Offerings Are Available *Date(s) and location of additional course offerings:</p> <p>_____</p> <p><input type="checkbox"/> Additional Leave Request Details:</p> <p>_____</p> <p>_____</p>

SAMPLE

For NMRFA Official Use Only	
<p><input type="checkbox"/> Training Request is Approved</p> <p><input type="checkbox"/> Training Request is Not Approved</p> <p>SIGNATURE: _____ DATE: _____</p>	<p>Comments: _____</p> <p>_____</p> <p>_____</p>

Form Date: May 2014

School Tuition and Books Reimbursement

CATEGORY: Administration
NUMBER: Admin-29
EFFECTIVE: October 2014

REFERENCE

North Mason Regional Fire Authority

SCOPE

All Authority personnel

PURPOSE

To establish a uniform process for reimbursing Authority members for the cost of Authority approved school tuition and books.

POLICY

It is the policy of the North Mason Regional Fire Authority to reimburse Authority employees and members in a uniform manner for school related costs including tuition and books as in accordance with the current Union Contract and operating policies.

PROCEDURE

North Mason Regional Fire Authority members employees will submit receipts or invoices to the Authority detailing the total cost for school expenses, including tuition, books and fees. Upon receiving receipts or invoices, the Authority will either reimburse employees for school expenses or pay invoices for approved school expenses. Employees are required to successfully complete all classes. Employees are required to submit school transcripts to the Authority to be placed on file. In the event that an employee fails to successfully complete and receive credit for a class the Authority will be reimbursed in full by the employee/member.