

North Mason Regional Fire Authority Board of Fire Commissioners Agenda

January 14th (Belfair) & January 21st (Belfair)
5:00 PM

Blue Information and **Red Action** Requested

Call to Order

Pledge of Allegiance

Approval of Minutes: The meeting minutes from December are attached for review.

Voucher Approval: Voucher materials for December are attached for review.

Financial Report- Staff will be providing an updated budget summary for January on January 21st.

Administration Report

- [Kayla Sturgis Introduction](#)
- [QRT Rollout](#)
- [FD#3 Financial Services Transition](#)
- [2019 State Audit](#)
- [CMFE](#)
- [Tahuya Summer Event Schedule](#)

- Harrison Silverdale Opening
- NMRFA Photography

Old Business

- Statement of Qualifications (SOQ) Review and Potential Contract Award
- Tahuya Fire Station Build Update
- BIAS Budget Position Chart Overview
- CAC Update

New Business

- Administrative Staff Contracts MOU (see attached)
- MRSC Resolution 20-01
- Fire Engine Procurement Request
- 2021-2026 Strategic Planning

Public Comment

Good of the Order

Adjournment

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
460 NE Old Belfair Hwy, Belfair
12/10/2019

Present: Commissioners Kelley McIntosh, Brooke Quigley, Dan Kewish, Bob Miller; Executive Assistant Wassenaar; Chief Bakken; Assistant Chief Cooper

Absent: Paul Severson

Guests: Jim Nelson

Meeting was called to order 5 p.m. and opened with the Pledge of Allegiance

The meeting minutes from November 12, November 19 and November 25, 2019, were presented for approval.

Commissioner Quigley moved to approve the meeting minutes as presented. Commissioner McIntosh seconded the motion. Motion carried.

Financial vouchers were presented for review. Commissioner Quigley questioned WFCFA Dues in the amount of \$2500; Chief Bakken explained what this amount is for, including reduced conference fees and directory. Chief Bakken also clarified that the BIAS Fee line item is for a one-time set up fee and the annual fee (no monthly fees).

A motion was made by Commissioner Quigley to approve the expense vouchers under BIAS 191201001 to 191201059 in the amount of \$106,268.71; Commissioner Kewish seconded the motion. Motion carried.

Commissioner Quigley also made a motion to approve payroll vouchers 1912001 to 1912022 in the amount of \$211,559.72; Commissioner Kewish seconded the motion. Motion carried.

ADMINISTRATION

Santa Trailer Schedule: Chief Bakken indicated there were concerns this would not be taking place this year because of staffing changes and the focus on passing the bond for the new station. The crew excitedly stepped up to schedule and plan the Santa route on their own and are going to all neighborhoods that were visited last year.

Bates Fire Academy Graduation: Volunteer Haleigh Bridgan's Graduation took place on 12.6.19. Both Chief Bakken and Cooper were able to attend.

BIAS Software Transition: Scheduled to move payroll to BIAS on January 1, 2020. EA McCormick is confident moving to Phase 2. Chief Bakken will provide a comparison showing the difference in appearance of the current program and BIAS to the Commissioners soon.

FD#3 Financial Services Transition: 5 candidates will be going through assessment center for the open financial administrative assistant position; hoping for offer shortly. Chief Bakken indicated we will assist in transition as needed.

2019 State Audit: Chief's request to move to January 2020 was denied. Instead the auditors have decided to break it up. Will begin tomorrow 12.11.19 for a couple days; also coming 12.18.19 and 12.19.19 and will return in January. EA McCormick will be working with the auditors; may need additional support for entrance and exit conferences.

Ambulance Billing: Because Nikki Madsen is only available a couple of days a week, this has transitioned to Administrative Assistant Kayla Sturgis.

OLD BUSINESS

EMC Project Financing Proposal: Jim Nelson of DA Davidson presented with power point presentation (attached) explaining the differences between private placement (bank loan) vs. public bond sale options. Confirmed that at this time, public bond option has higher cost savings overall. Also explained there is option for reimbursement of cost associated with project prior to bond sale. **Motion made by Commissioner Quigley to move forward with pursuing the public bond sale option for financing. Motion seconded by Commissioner Miller. Motion carried.**

Project Delivery Methodology: Next step for EMC project is choosing project delivery methodology. Chief Bakken will provide further details at next meeting.

Tahuya Fire Station Build Update: Assistant Chief Cooper provided an update and things are moving forward. At this time, three walls and the roof structure are in place. Hoping to be completed 90-100 days and will have a Spring celebration after move in.

NMRFA Resolution No. 19-04 and Mason County Budget Letter: Chief Bakken provided Resolution No. 19-04, amended 2020 budget (Resolution No. 19-03). Explained initial budget proposal did not include excess/bond levy of \$584,000; this information has already been filed with Mason County. Also explained refund levy which is provided to NMRFA by the County Treasurer. **Motion made by Commissioner Kewish to accept Resolution No. 19-04. Motion seconded by Commissioner Miller. Motion carried.**

NEW BUSINESS

NMRFA Resolution No. 19-05: Presented by Chief Bakken to appoint Executive Assistant Renee Wassenaar as Board of Fire Commissioners Secretary. Motion made by Commissioner Kewish to accept 19-05. Motion seconded by Commissioner Quigley. Motion carried.

Emergency Reserve Contingencies: Commissioner Quigley requested additional clarification regarding what this fund is for and if the proposed goal amount as \$500,000 is appropriate. Chief Bakken explained what it can be used for 1) natural disaster 2) market/economy downfall. Reserve is designed to buy time for permanent fix and not intended to provide a complete solution. Chief Bakken indicated that during his career at NMRFA, emergency contingency fund was only used once; recommended discussing further at first meeting in January once we know carryover from 2019.

GOOD OF THE ORDER

Chief Bakken introduced Volunteer Haleigh Bridgan for congratulations on her recent Fire Academy graduation.

Public Comment: None

Commissioner McIntosh moved to adjourn. The meeting was adjourned at 6:30 p.m.

BOARD FOR VOLUNTEER FIREFIGHTERS

Present: Commissioner McIntosh, Chief Bakken, Assistant Chief Cooper, EA Wassenaar, Volunteer Victor Quiroz

Meeting was called to order 6:30 p.m.

An invoice for a volunteer firefighter physical was presented for review and approval. **Assistant Chief Cooper moved to approve the invoice. Volunteer firefighter Quiroz seconded the motion. The motion carried.**

With no further business, the meeting was adjourned at 6:32 p.m.

Authority Secretary Renee Wassenaar

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
460 NE Old Belfair Hwy, Belfair
12/17/2019

Present: Commissioners Kelley McIntosh, Brooke Quigley, Dan Kewish, Paul Severson, Bob Miller; Executive Assistant Wassenaar; Chief Bakken; Assistant Chief Cooper

Absent: None

Guests: None

Meeting was called to order at 5:00 p.m. and opened with the Pledge of Allegiance.

ADMINISTRATION

2019 State Audit: Notification of audit from Washington State Auditor distributed to Board for signature. Chief Bakken discussed entrance conference to be scheduled during week of January 6. Commissioners Quigley and Kewish available to attend. Executive Assistant Wassenaar will work with Audit Team for scheduling.

Oath of Office: Commissioner Kelley McIntosh took official Oath of Office for Commissioner Position Number 1 for 4th term; oath read by Commissioner Quigley.

Santa Trailer: Complete and successful – all intended neighborhoods were visited as scheduled.

BIAS Software Transition: Transition continues, unable to provide comparison with current program, as additional reporting updates are needed.

OLD BUSINESS

Tahuya Fire Station: Updated photographs provided by Chief Bakken; project well underway and hoping to be done in two months. Chief Bakken discussed possibility for community design/art project for side of building as it is an open canvas. Security system will be extended from current Tahuya Station; will be linked to existing system at Station 21. Remodel of old Tahuya station will be addressed once new project is complete.

Project Delivery Methodology: Chief Bakken presented next steps for Emergency Management Campus via PowerPoint Presentation, including Project Delivery Method options. Request for Qualifications for Project Manager presented to Board. Confirmed that corrections to RFQ requested by Commissioner Quigley were made prior to meeting; corrections presented to remaining Commissioners. **Commissioner Kewish moved to approve Request for Qualifications (RFQ) as presented. Motion seconded by Commissioner Quigley. Motion carried.**

Commissioner Miller questioning Quality Assurance standards and how we are going to ensure project QA is handled appropriately. Chief Bakken confirmed QA is specifically identified in the RFQ;

Commissioner Severson also indicated QA is part of County Inspection Process. Chief Bakken ensured QA will be addressed throughout this process.

GOOD OF THE ORDER

Belfair Bugle: Commissioner Quigley indicated the new Belfair Bugle published a great article about NMRFA. Chief Bakken confirmed they are interested in regular submissions from NMRFA and will be a great resource to get our news to the community.

Merry Christmas/Happy New Year

Public Comment: None

Commissioner McIntosh moved to adjourn. The meeting was adjourned at 6:00 p.m.

Authority Secretary Renee Wassenaar

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson

North Mason Regional Fire Authority Budget Summary

Month: EOY (100% of Year)

2019 Revenue

Budgeted Revenue for 2019 (with carryover):	\$7,418,565.51		
Revenue to be Collected in 2019 (without carryover):	\$4,266,565.00		
Collected Revenue Year to Date (with carryover):	\$8,605,446.41	(116.00% of budget)	
Collected Revenue Year to Date (without carryover):	\$5,453,445.90	(127.8% of budget)	
Revenue Left to be Collected for Year w/o carryover:	-\$1,186,880.90	(-27.8% of budget)	
Tax Revenue End of Year:	\$3,164,163.97	(96.2%)	Tax Revenue Left to be Collected: \$126,135.03
DNR/Timber Revenue End of Year:	\$61,168.83	(152%)	Timber Revenue Budgeted for Year: \$40,000.00
GEMT Collection	\$979,734.47		
Ambulance Revenue Year to Date:	\$468,886.47	(88.5%)	Ambulance Revenue Left to Collect: \$61,113.53

2019 Expenditures

Budgeted Expenditures for 2019:	\$4,266,565.00		
Expenditures End of Year:	\$4,276,959.60	(100.2% of budget)	
Expenditures w/ Contingency Contributions	\$4,676,959.60	(109.6% of budget)	

2019 Contingencies

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

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

Emergency Contingency Contributions EOY **\$0.00**

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

Capital Contingency Beginning of the Year Balance: **\$1,766,458.99**

Capital Contingency Expenditures EOY: **\$530,908.09**

Capital Contingency Contributions EOY **\$400,000.00**

Capital Contingency Current Balance EOY: **\$1,635,550.90**

Fire Equip Contingency Beginning of the Year Balance **\$183,541.54**

Fire Equipment Expenditures Year to Date **\$146.42**

Fire Equipment Contributions Year to Date **\$0.00**

Fire Equipment Contingency Current Balance **\$183,395.12**

Funds Currently On Hand (In Bank Account)

Total Fund Availanle- End of Year **\$3,797,432.30**

Reserve Funds End of Year **\$2,319,086.70**

Operating Funds Available End of Year: **\$1,478,345.60** (Equals "Total Funds" Minus "Reserve Funds")

Available Funds Invested In State Investment Pool:

\$2,750,000.00

Revised: January, 10th 2020

2020 BUDGET POSITION

North Mason Regional Fire Authority
MCAG #: 3106

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001 General Expense Fund

Revenues	Amt Budgeted	January	YTD	Remaining		
308 Beginning Balances						
308 80 00 0000	Beginning Cash and Investments - General	0.00	930,000.00	930,000.00	(930,000.00)	0.0%
308 80 00 0001	Begining Cash and Investments - Petty/Revolving Acct	5,000.00	5,000.00	5,000.00	0.00	0.0%
308 80 00 0002	Beginning Cash and Investments - Contingency	0.00	2,867,432.30	2,867,432.30	(2,867,432.30)	0.0%
308 Beginning Balances		5,000.00	3,802,432.30	3,802,432.30	(3,797,432.30)	0.0%
310 Taxes						
311 10 30 0000	NMRFA Fire Levy	2,502,866.00	0.00	0.00	2,502,866.00	100.0%
311 10 30 0001	NMRFA EMS Levy	840,717.00	0.00	0.00	840,717.00	100.0%
310 Taxes		3,343,583.00	0.00	0.00	3,343,583.00	100.0%
330 Intergovernmental Revenues						
331 97 30 8300	FEMA Assistance to FF/SCBA Grant	0.00	0.00	0.00	0.00	100.0%
332 93 40 0000	GEMT - Ground Emergency Medical Trans	0.00	0.00	0.00	0.00	100.0%
334 04 39 0000	DOH EMS & Trauma Grant	1,300.00	0.00	0.00	1,300.00	100.0%
335 00 91 0000	PUD Privilege Tax	0.00	0.00	0.00	0.00	100.0%
336 02 31 1000	DNR PILT NAP/NRCA	0.00	0.00	0.00	0.00	100.0%
337 00 30 0001	Local Grants, Entitlements, Other Payments-Leashold Excise	0.00	0.00	0.00	0.00	100.0%
337 00 30 0002	Local Grants, Entitlements, Other Payments-Leashold EMS	0.00	0.00	0.00	0.00	100.0%
337 00 30 2000	Local Grants, Entitlements, Other Payments-Timber Exc Fire	20,000.00	0.00	0.00	20,000.00	100.0%
337 00 30 3000	Local Grants, Entitlements, Other Payments-Timber Exc EMS	0.00	0.00	0.00	0.00	100.0%
330 Intergovernmental Revenues		21,300.00	0.00	0.00	21,300.00	100.0%
340 Charges For Goods & Services						
341 43 30 0000	Budgeting and Accounting Svcs / Collection Fees	0.00	0.00	0.00	0.00	100.0%
341 70 32 0000	Sales of Non-Taxable Merchandise	0.00	0.00	0.00	0.00	100.0%
341 81 30 0000	Word Processing, Printing, Duplication Svcs	0.00	0.00	0.00	0.00	100.0%
342 21 30 0000	Contracts: Fire Marshall Reimbursement	10,000.00	0.00	0.00	10,000.00	100.0%
342 21 30 0001	Contracts: Mission Creek, Schools, Parks, Wildfire	80,000.00	0.00	0.00	80,000.00	100.0%
342 60 30 0000	Ambulance Services	530,000.00	0.00	0.00	530,000.00	100.0%
340 Charges For Goods & Services		620,000.00	0.00	0.00	620,000.00	100.0%
360 Interest & Other Earnings						
361 10 30 0000	Investment Interest	50,000.00	0.00	0.00	50,000.00	100.0%
361 40 00 0000	Other Interest Earnings Ems	0.00	0.00	0.00	0.00	100.0%
361 40 30 0000	Other Interest Earnings Fire	0.00	0.00	0.00	0.00	100.0%

2020 BUDGET POSITION

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001 General Expense Fund

Revenues	Amt Budgeted	January	YTD	Remaining	
360 Interest & Other Earnings					
361 40 30 1000 Leasehold Excise Tax Interest Fire	0.00	0.00	0.00	0.00	100.0%
361 40 30 2000 Leasehold Excise Tax Interest EMS	0.00	0.00	0.00	0.00	100.0%
362 40 00 0000 Space and Facilities Rentals Short Term	0.00	0.00	0.00	0.00	100.0%
362 50 00 0000 Space and Facilities Leases Long Term/DNR	0.00	0.00	0.00	0.00	100.0%
362 50 30 0000 Space and Facility Leases Long Term/DNR EMS	0.00	0.00	0.00	0.00	100.0%
367 00 00 0000 Gifts, Pledges, Grants from Private Sources	1,667.00	0.00	0.00	1,667.00	100.0%
369 91 00 0000 Other Miscellaneous Revenue	3,000.00	0.00	0.00	3,000.00	100.0%
369 91 30 1000 Other Fees (Training, Tuition)	5,000.00	0.00	0.00	5,000.00	100.0%
360 Interest & Other Earnings	59,667.00	0.00	0.00	59,667.00	100.0%

380 Non Revenues

389 10 30 0000 Non-Revenue Reimbursement	35,000.00	0.00	0.00	35,000.00	100.0%
389 40 00 0000 Refund Interest Paid Fire	0.00	0.00	0.00	0.00	100.0%
389 40 00 1000 Refund Interest Paid EMS	0.00	0.00	0.00	0.00	100.0%
389 90 00 0000 Other Adjustments Cancelled Warrants	0.00	0.00	0.00	0.00	100.0%
380 Non Revenues	35,000.00	0.00	0.00	35,000.00	100.0%

390 Other Financing Sources

395 10 00 0000 DNR Timber Trust	40,000.00	0.00	0.00	40,000.00	100.0%
395 10 00 0001 DNR Timber Trust EMS	0.00	0.00	0.00	0.00	100.0%
395 10 00 0002 Sales Of Capital Assets/DNR Timber	15,000.00	0.00	0.00	15,000.00	100.0%
398 10 00 0000 Insurance Recoveries	13,000.00	0.00	0.00	13,000.00	100.0%
390 Other Financing Sources	68,000.00	0.00	0.00	68,000.00	100.0%

Fund Revenues:	4,152,550.00	3,802,432.30	3,802,432.30	350,117.70	8.4%
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Expenditures	Amt Budgeted	January	YTD	Remaining	
001 Bakken					
522 45 31 1000 Admin Staff Training: OOS	10,000.00	0.00	0.00	10,000.00	100.0%
522 45 41 1000 Admin Staff Training: PS	0.00	445.00	445.00	(445.00)	0.0%
522 45 43 1000 Admin Staff Training: Travel	0.00	0.00	0.00	0.00	100.0%
522 45 49 1000 Admin Staff Training: Miscellaneous	0.00	0.00	0.00	0.00	100.0%
001 Administration Training	10,000.00	445.00	445.00	9,555.00	95.6%
589 00 00 1000 Ambulance Refunds: OSC	5,000.00	0.00	0.00	5,000.00	100.0%
002 Ambulance Refunds	5,000.00	0.00	0.00	5,000.00	100.0%
522 10 20 0010 Admin Staff- Labor and Industry Insurance	940,000.00	509.08	509.08	939,490.92	99.9%
522 10 20 0020 Admin Staff- Medicare	0.00	567.85	567.85	(567.85)	0.0%

2020 BUDGET POSITION

North Mason Regional Fire Authority
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001 General Expense Fund

Expenditures	Amt Budgeted	January	YTD	Remaining	
001 Bakken					
522 10 20 0030 Admin Staff- WA State Retirement	0.00	2,958.19	2,958.19	(2,958.19)	0.0%
522 10 20 0040 Admin Staff- HRA, HI, DC, Disability	0.00	9,460.62	9,460.62	(9,460.62)	0.0%
522 10 20 0050 Paid Family/Medical Leave	0.00	0.00	0.00	0.00	100.0%
522 20 20 0010 Firefighter/EMT- Labor and Industry Insurance	0.00	3,925.17	3,925.17	(3,925.17)	0.0%
522 20 20 0020 Firefighter/EMT- Medicare	0.00	1,432.19	1,432.19	(1,432.19)	0.0%
522 20 20 0030 Firefighter/EMT- WA State Retirement	0.00	5,027.72	5,027.72	(5,027.72)	0.0%
522 20 20 0040 Firefighter/EMT- HRA, HI, DC, Disability	0.00	24,994.03	24,994.03	(24,994.03)	0.0%
522 20 20 0050 Firefighter/EMT- Paid Family/Medical Leave	0.00	0.00	0.00	0.00	100.0%
522 71 20 0010 Firefighter/paramedic- Labor and Industry Insurance	0.00	2,051.19	2,051.19	(2,051.19)	0.0%
522 71 20 0020 Firefighter/paramedic- Medicare	0.00	907.66	907.66	(907.66)	0.0%
522 71 20 0030 Firefighter/paramedic- Wa State Retirement	0.00	3,177.92	3,177.92	(3,177.92)	0.0%
522 71 20 0040 Firefighter/Paramedic- HRA, HI, DC, Disability	0.00	14,692.36	14,692.36	(14,692.36)	0.0%
003 Benefits	940,000.00	69,703.98	69,703.98	870,296.02	92.6%
522 11 10 0001 Commissioner Stipends	25,000.00	1,152.00	1,152.00	23,848.00	95.4%
522 11 20 0010 Labor and Industry Insurance	0.00	1.03	1.03	(1.03)	0.0%
522 11 20 0020 Social Security and Medicare	0.00	88.12	88.12	(88.12)	0.0%
522 45 31 2000 Commissioner Training: OOS	0.00	0.00	0.00	0.00	100.0%
522 45 41 2000 Commissioner Training: PS	0.00	0.00	0.00	0.00	100.0%
522 45 43 2000 Commissioner Training: Travel	0.00	0.00	0.00	0.00	100.0%
522 45 49 2000 Commissioner Training: Miscellaneous	0.00	0.00	0.00	0.00	100.0%
004 Commissioners	25,000.00	1,241.15	1,241.15	23,758.85	95.0%
522 10 31 1000 Computer Hardware: OOS	12,000.00	0.00	0.00	12,000.00	100.0%
522 10 31 2000 Computer Software: OOS	0.00	0.00	0.00	0.00	100.0%
522 10 41 1000 IT Support Service: PS	0.00	750.00	750.00	(750.00)	0.0%
005 Computers	12,000.00	750.00	750.00	11,250.00	93.8%
522 10 30 1000 Mason/Kitsap Elections: PS	0.00	224.85	224.85	(224.85)	0.0%
006 Elections	0.00	224.85	224.85	(224.85)	0.0%
522 10 46 1000 Authority General Liability Insurance	75,000.00	0.00	0.00	75,000.00	100.0%
522 10 46 2000 Accident and Sickness Insurance	0.00	0.00	0.00	0.00	100.0%
007 Insurance	75,000.00	0.00	0.00	75,000.00	100.0%
522 20 20 2000 Retirement Medical Costs	7,000.00	389.83	389.83	6,610.17	94.4%
008 LEOFF 1 Retirement Costs	7,000.00	389.83	389.83	6,610.17	94.4%
522 10 41 2000 Legal Services: PS	2,500.00	0.00	0.00	2,500.00	100.0%
009 Legal Costs	2,500.00	0.00	0.00	2,500.00	100.0%
522 10 31 3000 Miscellaneous Expenes: OOS	10,000.00	0.00	0.00	10,000.00	100.0%

2020 BUDGET POSITION

North Mason Regional Fire Authority
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001 General Expense Fund

Expenditures	Amt Budgeted	January	YTD	Remaining		
001 Bakken						
522 10 43 1000	Miscellaneous Expense: Admin Travel	0.00	0.00	0.00	0.00	100.0%
522 10 45 1000	Miscellaneous Expense: Operating Rentals & Leases	0.00	57.21	57.21	(57.21)	0.0%
522 10 48 1000	Miscellaneous Expense: Repairs & Maintenance	0.00	0.00	0.00	0.00	100.0%
522 20 35 1000	Miscellaneous Expense: Small Tools & Minor Equipment	0.00	0.00	0.00	0.00	100.0%
010 Misc Expenses		10,000.00	57.21	57.21	9,942.79	99.4%
522 10 49 1000	Memberships and Subscriptions: PS	20,000.00	1,044.24	1,044.24	18,955.76	94.8%
522 10 49 2000	Miscellaneous: PS	0.00	239.55	239.55	(239.55)	0.0%
011 Professional Services		20,000.00	1,283.79	1,283.79	18,716.21	93.6%
522 10 10 0001	Admin Staff Salaries and Wages	2,400,000.00	36,204.92	36,204.92	2,363,795.08	98.5%
522 10 10 9999	Payroll Clearing	0.00	0.00	0.00	0.00	100.0%
522 20 10 0001	Firefighter/EMT Staff Salaries	0.00	93,748.20	93,748.20	(93,748.20)	0.0%
522 20 10 3000	Firefighter OT	0.00	2,818.98	2,818.98	(2,818.98)	0.0%
522 71 10 0001	Firefighter/paramedic Staff Salaries	0.00	57,771.66	57,771.66	(57,771.66)	0.0%
012 Salaries		2,400,000.00	190,543.76	190,543.76	2,209,456.24	92.1%
001 Bakken		3,506,500.00	264,639.57	264,639.57	3,241,860.43	92.5%
002 Cleveland						
522 20 31 1000	Station Amenities	4,000.00	144.21	144.21	3,855.79	96.4%
001 Amenities		4,000.00	144.21	144.21	3,855.79	96.4%
522 20 35 0010	Fire	20,700.00	0.00	0.00	20,700.00	100.0%
522 20 35 0020	Small Engine Equipment	213,541.54	0.00	0.00	213,541.54	100.0%
522 20 35 0030	Appliances and Nozzles	0.00	0.00	0.00	0.00	100.0%
522 20 35 0040	Extrication Equipment	0.00	0.00	0.00	0.00	100.0%
522 20 35 0050	Hand Tools	0.00	68.21	68.21	(68.21)	0.0%
522 20 35 0060	Hand Held Equipment	0.00	44.82	44.82	(44.82)	0.0%
522 20 35 0070	Ladders	0.00	0.00	0.00	0.00	100.0%
522 20 35 0090	Miscellaneous Items	0.00	0.00	0.00	0.00	100.0%
522 20 48 0080	Repairs & Maintenance: Repairs & Maintenance	0.00	0.00	0.00	0.00	100.0%
002 Equipment Replacement		234,241.54	113.03	113.03	234,128.51	100.0%
522 50 48 0001	Hose Testing	12,000.00	30.00	30.00	11,970.00	99.8%
522 50 48 0002	Ladder Testing	0.00	0.00	0.00	0.00	100.0%
522 50 48 0003	Extinguisher Testing	0.00	0.00	0.00	0.00	100.0%
003 Equipment Testing		12,000.00	30.00	30.00	11,970.00	99.8%
522 20 35 0110	SCBA Upgrades	0.00	0.00	0.00	0.00	100.0%
522 20 35 0200	Fire Equipment Reserve	213,541.54	0.00	0.00	213,541.54	100.0%
004 Equipment Reserve		213,541.54	0.00	0.00	213,541.54	100.0%
522 45 31 0006	ORV Training Supplies	1,500.00	0.00	0.00	1,500.00	100.0%
522 45 41 0007	ORV Training Services	0.00	0.00	0.00	0.00	100.0%

2020 BUDGET POSITION

North Mason Regional Fire Authority
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001 General Expense Fund

Expenditures	Amt Budgeted	January	YTD	Remaining	
002 Cleveland					
522 50 48 1000 ORV Repair and Maintenance	0.00	0.00	0.00	0.00	100.0%
005 ORV	1,500.00	0.00	0.00	1,500.00	100.0%
522 20 35 2000 Radio & Radio Equipment Purchasing	12,000.00	7,998.13	7,998.13	4,001.87	33.3%
522 20 41 3000 Radio Install/Work and Professional Services	0.00	0.00	0.00	0.00	100.0%
522 20 48 3000 Radio Repairs & Maintenance	0.00	0.00	0.00	0.00	100.0%
006 Radios	12,000.00	7,998.13	7,998.13	4,001.87	33.3%
522 20 35 0004 New Cylinder	0.00	0.00	0.00	0.00	100.0%
522 20 35 0005 New SCBA Pack	0.00	0.00	0.00	0.00	100.0%
522 20 35 0120 SCBA Grant - G1 Breathing Apparatus	0.00	11.78	11.78	(11.78)	0.0%
522 20 35 0130 SCBA Grant - G1 Facepiece	0.00	0.00	0.00	0.00	100.0%
522 20 35 0140 SCBA Grant - G1 Cylinder	0.00	0.00	0.00	0.00	100.0%
522 20 35 0150 SCBA Grant - G1 Shoulder Straps	0.00	0.00	0.00	0.00	100.0%
522 20 35 0160 SCBA Grant - G1 Breathing Apparatus Pouch	0.00	0.00	0.00	0.00	100.0%
522 20 35 0170 SCBA Grant - G1 Adapters, Charging Station, Fit Test	0.00	0.00	0.00	0.00	100.0%
522 20 41 0002 Air Analysis	0.00	0.00	0.00	0.00	100.0%
522 20 48 0003 Flow Testing	0.00	0.00	0.00	0.00	100.0%
522 20 48 0004 Compressor Service & Repairs	10,000.00	0.00	0.00	10,000.00	100.0%
522 20 48 0005 Cylinder Repair	0.00	0.00	0.00	0.00	100.0%
522 20 48 0006 SCBA Pack Repair	0.00	0.00	0.00	0.00	100.0%
522 20 48 0007 SCBA Mask Repair	0.00	0.00	0.00	0.00	100.0%
007 SCBA	10,000.00	11.78	11.78	9,988.22	99.9%
522 21 49 0001 Student Firefighter Stipend	30,000.00	1,800.00	1,800.00	28,200.00	94.0%
522 21 49 0002 Student Firefighter Program: OOS	0.00	61.00	61.00	(61.00)	0.0%
008 Student FF	30,000.00	1,861.00	1,861.00	28,139.00	93.8%
522 10 31 0514 Station Supplies: OOS	8,000.00	373.56	373.56	7,626.44	95.3%
522 10 35 0516 Small Tools & Minor Equipment: (Station Supplies)	0.00	0.00	0.00	0.00	100.0%
522 10 49 0519 Station Supplies: Miscellaneous	0.00	629.31	629.31	(629.31)	0.0%
009 Station Supplies	8,000.00	1,002.87	1,002.87	6,997.13	87.5%
522 20 31 0005 Wildland Programs: OOS	15,000.00	0.00	0.00	15,000.00	100.0%
522 20 48 5000 Wildland Equipment Replacement	0.00	0.00	0.00	0.00	100.0%
522 60 48 8000 Brush Truck Repair	0.00	0.00	0.00	0.00	100.0%
010 Wildland	15,000.00	0.00	0.00	15,000.00	100.0%
002 Cleveland	540,283.08	11,161.02	11,161.02	529,122.06	97.9%
003 Cooper					
522 45 31 3000 Fire Academy: OOS	0.00	0.00	0.00	0.00	100.0%
522 45 41 3000 Fire Academy: PS	14,000.00	0.00	0.00	14,000.00	100.0%

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001 General Expense Fund

Expenditures	Amt Budgeted	January	YTD	Remaining	
003 Cooper					
522 45 49 3000 Fire Academy: Miscellaneous	0.00	0.00	0.00	0.00	100.0%
001 Fire Academy	14,000.00	0.00	0.00	14,000.00	100.0%
522 10 31 4000 Awards & Recognition: OOS	850.00	0.00	0.00	850.00	100.0%
522 10 49 3000 Awards & Recognition & Code 13: Miscellaneous	0.00	0.00	0.00	0.00	100.0%
002 Awards & Recognition	850.00	0.00	0.00	850.00	100.0%
522 50 31 0100 Building Maintenance: OOS	20,000.00	0.00	0.00	20,000.00	100.0%
522 50 41 0200 Building Maintenance: PS	0.00	524.06	524.06	(524.06)	0.0%
522 50 48 0300 Buildings Maintenance: Repair & Maintenance	0.00	678.15	678.15	(678.15)	0.0%
522 50 49 0385 Building Maintenance: Miscellaneous	0.00	0.00	0.00	0.00	100.0%
003 Building Maintenance	20,000.00	1,202.21	1,202.21	18,797.79	94.0%
522 20 40 0015 Macecom Dispatching Service: PS	31,000.00	7,995.90	7,995.90	23,004.10	74.2%
004 Dispatch	31,000.00	7,995.90	7,995.90	23,004.10	74.2%
522 71 41 6000 Employee Assistance Plan: PS	2,000.00	0.00	0.00	2,000.00	100.0%
005 Employee Assistance Plan (EAP)	2,000.00	0.00	0.00	2,000.00	100.0%
522 45 31 0004 Career Staff Education Training: OOS	15,000.00	0.00	0.00	15,000.00	100.0%
522 45 41 0004 Career Staff Education Training: PS	0.00	0.00	0.00	0.00	100.0%
522 45 43 0003 Career Staff Education Training: Travel	0.00	0.00	0.00	0.00	100.0%
522 45 49 0004 Career Staff Education Training: Miscellaneous	0.00	0.00	0.00	0.00	100.0%
006 Career Staff Education	15,000.00	0.00	0.00	15,000.00	100.0%
522 21 20 0020 Social Security and Medicare	0.00	137.70	137.70	(137.70)	0.0%
007 Student FF Soc. Sec. & Medicare	0.00	137.70	137.70	(137.70)	0.0%
522 41 31 0000 Training External - Supplies (Training)	35,000.00	0.00	0.00	35,000.00	100.0%
522 41 35 0000 Training External - Small Tools Minor Equipment (Training)	0.00	0.00	0.00	0.00	100.0%
522 41 41 0000 Training External - Services (Training)	0.00	199.72	199.72	(199.72)	0.0%
522 41 49 0000 Training External - Miscellaneous (Training)	0.00	0.00	0.00	0.00	100.0%
522 45 31 0001 Office & Operating Supplies: Fire (Training)	0.00	0.00	0.00	0.00	100.0%
522 45 35 0001 Small Tools and Minor Equipment: Fire (Training)	0.00	0.00	0.00	0.00	100.0%
522 45 41 0001 Fire (Training): PS	0.00	0.00	0.00	0.00	100.0%
522 45 42 0001 Communications: (Fire Training)	0.00	0.00	0.00	0.00	100.0%
522 45 43 0001 Fire Training : Travel	0.00	0.00	0.00	0.00	100.0%
522 45 49 0001 Miscellaneous: (Fire Training)	0.00	0.00	0.00	0.00	100.0%
522 74 31 0053 EMS (Training): OOS	0.00	0.00	0.00	0.00	100.0%

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Expenditures	Amt Budgeted	January	YTD	Remaining	
003 Cooper					
522 74 35 0388 Small Tools & Minor Equipment: EMS (Training)	0.00	0.00	0.00	0.00	100.0%
522 74 41 0054 EMS (Training): PS	0.00	2,145.00	2,145.00	(2,145.00)	0.0%
522 74 43 0104 EMS (Training): Travel	0.00	0.00	0.00	0.00	100.0%
522 74 49 0389 EMS (Training): Miscellaneous	0.00	520.00	520.00	(520.00)	0.0%
008 Training	35,000.00	2,864.72	2,864.72	32,135.28	91.8%
522 10 42 1000 Station 21 Telephone & Internet	0.00	643.70	643.70	(643.70)	0.0%
522 10 42 2000 Station 27 Telephone & Internet	0.00	295.53	295.53	(295.53)	0.0%
522 10 42 3000 Station 24 Telephone & Fire Alarm	0.00	380.50	380.50	(380.50)	0.0%
522 10 42 4000 Station 81 Telephone & Internet	0.00	219.29	219.29	(219.29)	0.0%
522 10 47 1000 Station 21 & 21-2 Utilities (Power, Water, Cable, Gas)	60,000.00	2,166.73	2,166.73	57,833.27	96.4%
522 10 47 1100 Station 83 Utilities (Power)	0.00	42.09	42.09	(42.09)	0.0%
522 10 47 2000 Station 22 Utilities (Power)	0.00	139.29	139.29	(139.29)	0.0%
522 10 47 3000 Station 23 Utilities (Power, Water)	0.00	334.82	334.82	(334.82)	0.0%
522 10 47 4000 Station 24 Utilities (Power, Water)	0.00	228.85	228.85	(228.85)	0.0%
522 10 47 5000 Station 25 Utilities (Power)	0.00	47.35	47.35	(47.35)	0.0%
522 10 47 6000 Station 27 Utilities (Power, Water, Cable, Propane)	0.00	626.41	626.41	(626.41)	0.0%
522 10 47 8000 Station 81 Utilities (Power, Water, Cable, Propane)	0.00	645.66	645.66	(645.66)	0.0%
522 10 47 9000 Station 82 Utilities (Power, Water)	0.00	51.83	51.83	(51.83)	0.0%
009 Utilities	60,000.00	5,822.05	5,822.05	54,177.95	90.3%
522 20 32 0010 Vehicle Fuel Consumed	35,000.00	2,318.59	2,318.59	32,681.41	93.4%
010 Vehicle Fuel	35,000.00	2,318.59	2,318.59	32,681.41	93.4%
522 60 31 0457 Vehicle Preventative Maintenance Parts: OOS	32,000.00	17.51	17.51	31,982.49	99.9%
522 60 48 1000 Fire Engine Preventative Maintenance	0.00	609.71	609.71	(609.71)	0.0%
522 60 48 2000 Tender Preventative Maintenance	0.00	0.00	0.00	0.00	100.0%
522 60 48 3000 Brush Truck Preventative Maintenance	0.00	0.00	0.00	0.00	100.0%
522 60 48 4000 Staff Car Preventative Maintenance	0.00	59.01	59.01	(59.01)	0.0%
522 60 48 5000 Generator Preventative Maintenance	0.00	0.00	0.00	0.00	100.0%
522 76 48 1000 Aid/Medic Unit Preventative Maintenance	0.00	188.08	188.08	(188.08)	0.0%
011 Vehicle Preventative Maintenance	32,000.00	874.31	874.31	31,125.69	97.3%
522 60 31 0144 Vehicle Repairs: OOS	60,000.00	4,326.54	4,326.54	55,673.46	92.8%
522 60 35 0384 Small Tools and Minor Equipment: (Vehicle Repairs)	0.00	160.71	160.71	(160.71)	0.0%
522 60 48 6000 Vehicle Repairs and Maintenance- Labor	0.00	410.34	410.34	(410.34)	0.0%

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Expenditures	Amt Budgeted	January	YTD	Remaining	
003 Cooper					
522 60 48 7000 Tire and Wheel Repair & Maint. (D8 Engines)	0.00	0.00	0.00	0.00	100.0%
522 76 31 0451 Small Tools and Minor Equipment: (Vehicle Repairs)	0.00	0.00	0.00	0.00	100.0%
522 76 48 0452 Small Tools and Minor Equipment: (Vehicle Repairs)	0.00	0.00	0.00	0.00	100.0%
012 Vehicle Repair	60,000.00	4,897.59	4,897.59	55,102.41	91.8%
522 22 20 0020 Social Security and Medicare	0.00	110.16	110.16	(110.16)	0.0%
522 22 49 0002 Volunteer Personnel Stipends	12,000.00	1,440.00	1,440.00	10,560.00	88.0%
013 Volunteer Stipends	12,000.00	1,550.16	1,550.16	10,449.84	87.1%
522 71 41 1000 Infectious Disease Compliance: PS	5,000.00	0.00	0.00	5,000.00	100.0%
522 71 41 2000 LEOFF2 Physicals: PS	0.00	0.00	0.00	0.00	100.0%
522 71 41 3000 BVFF Physicals: PS	0.00	0.00	0.00	0.00	100.0%
522 71 41 4000 CPAT Testing: PS	0.00	0.00	0.00	0.00	100.0%
522 71 41 5000 Respiratory Questionnaire	0.00	0.00	0.00	0.00	100.0%
014 WAC	5,000.00	0.00	0.00	5,000.00	100.0%
003 Cooper	321,850.00	27,663.23	27,663.23	294,186.77	91.4%
004 Ehresman					
522 77 41 0030 GEMT Intergovernmental Transfer Fee	0.00	0.00	0.00	0.00	100.0%
522 77 41 0038 Ambulance Billing Fee: PS	25,000.00	1,627.70	1,627.70	23,372.30	93.5%
001 Ambulance Billing	25,000.00	1,627.70	1,627.70	23,372.30	93.5%
522 20 31 7000 CRT Equipment and Supplies: OOS	3,000.00	99.34	99.34	2,900.66	96.7%
522 20 31 8000 CRT Uniforms	0.00	0.00	0.00	0.00	100.0%
522 45 31 4000 CRT Training (Ongoing Training): OOS	0.00	0.00	0.00	0.00	100.0%
522 45 31 5000 CRT Training Supplies (New Class): OOS	0.00	0.00	0.00	0.00	100.0%
002 CRT	3,000.00	99.34	99.34	2,900.66	96.7%
522 71 41 7000 MPD/QA (Hoffman): PS	8,000.00	0.00	0.00	8,000.00	100.0%
522 72 31 1000 EMS Supplies: OOS	50,000.00	8,569.11	8,569.11	41,430.89	82.9%
522 72 35 1000 Ems Equipment and Tools	15,000.00	0.00	0.00	15,000.00	100.0%
522 72 35 2000 Gurney Purchasing	0.00	0.00	0.00	0.00	100.0%
522 72 35 3000 Zoll Monitor Purchase	0.00	0.00	0.00	0.00	100.0%
522 72 41 1000 ERS Database and Reporting: PS	0.00	0.00	0.00	0.00	100.0%
522 72 41 2000 Gurney Repair and Maintenance: PS	0.00	0.00	0.00	0.00	100.0%
522 72 48 1000 Ems Equipment Repair and Maintenance	0.00	0.00	0.00	0.00	100.0%
522 72 48 2000 EKG Monitor Repair and Maintenance	0.00	0.00	0.00	0.00	100.0%
003 EMS	73,000.00	8,569.11	8,569.11	64,430.89	88.3%
522 20 31 9000 Wellness Supplies	5,000.00	0.00	0.00	5,000.00	100.0%

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Expenditures	Amt Budgeted	January	YTD	Remaining	
004 Ehresman					
522 20 35 0100 Wellness Equipment	0.00	0.00	0.00	0.00	100.0%
522 20 48 4000 Wellness Equipment Repairs & Maintenance	0.00	0.00	0.00	0.00	100.0%
004 Wellness	5,000.00	0.00	0.00	5,000.00	100.0%
004 Ehresman	106,000.00	10,296.15	10,296.15	95,703.85	90.3%
005 Emergency Prevention Specialist					
522 10 49 0003 Department Dinner: Miscellaneous	0.00	0.00	0.00	0.00	100.0%
522 30 31 1000 Community Outreach Program: OOS	15,000.00	0.00	0.00	15,000.00	100.0%
522 30 41 2000 Community Outreach Program: PS	0.00	0.00	0.00	0.00	100.0%
522 45 31 0007 Community Outreach Program Training: OOS	0.00	0.00	0.00	0.00	100.0%
522 45 43 0005 Community Outreach Program Training: Travel	0.00	0.00	0.00	0.00	100.0%
522 45 49 0003 Community Outreach Program Training: Miscellaneous	0.00	0.00	0.00	0.00	100.0%
001 Community Outreach Program (COP)	15,000.00	0.00	0.00	15,000.00	100.0%
522 10 31 0001 Department Dinner: OOS	5,500.00	0.00	0.00	5,500.00	100.0%
522 10 41 0002 Department Dinner: PS	0.00	0.00	0.00	0.00	100.0%
002 Department Dinner	5,500.00	0.00	0.00	5,500.00	100.0%
522 45 41 0002 Fire Marshall Training (Reimbursable)	0.00	0.00	0.00	0.00	100.0%
003 Fire Marshall Training	0.00	0.00	0.00	0.00	100.0%
522 30 31 3000 Community Newsletter: OOS	6,000.00	0.00	0.00	6,000.00	100.0%
522 30 41 4000 Community Newsletter: PS	0.00	0.00	0.00	0.00	100.0%
004 Newsletter	6,000.00	0.00	0.00	6,000.00	100.0%
005 Emergency Prevention Specialist	26,500.00	0.00	0.00	26,500.00	100.0%
006 McCormick					
522 10 44 1000 Advertising: (Legal Advertisements/Subscriptions)	2,000.00	84.00	84.00	1,916.00	95.8%
001 Advertising	2,000.00	84.00	84.00	1,916.00	95.8%
522 10 31 0100 Office & Operating Supplies	6,000.00	721.34	721.34	5,278.66	88.0%
002 Office Supplies	6,000.00	721.34	721.34	5,278.66	88.0%
522 10 42 0001 Postage: OOS	2,500.00	60.00	60.00	2,440.00	97.6%
003 Postage	2,500.00	60.00	60.00	2,440.00	97.6%
522 20 20 0070 Volunteer Pension and Disability	2,500.00	0.00	0.00	2,500.00	100.0%

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001 General Expense Fund

Expenditures	Amt Budgeted	January	YTD	Remaining	
006 McCormick					
004 Volunteer Pension and Disability	2,500.00	0.00	0.00	2,500.00	100.0%
006 McCormick	13,000.00	865.34	865.34	12,134.66	93.3%
007 Reese					
522 20 31 3000 Personal Protective Equipment (PPE): OOS- Full Sets	15,000.00	0.00	0.00	15,000.00	100.0%
522 20 31 4000 PPE- Bunker Boot Reimbursement	0.00	0.00	0.00	0.00	100.0%
522 20 31 5000 Miscellaneous PPE Purchasing	0.00	0.00	0.00	0.00	100.0%
522 20 48 1000 PPE Repair and Maintenance	0.00	0.00	0.00	0.00	100.0%
001 PPE	15,000.00	0.00	0.00	15,000.00	100.0%
522 20 31 6000 Safety Committee Equipment: OOS	2,500.00	1,900.00	1,900.00	600.00	24.0%
522 20 41 2000 Safety Professional Services: PS	0.00	0.00	0.00	0.00	100.0%
522 20 48 2000 Safety Repairs and Maintenance	0.00	0.00	0.00	0.00	100.0%
002 Safety	2,500.00	1,900.00	1,900.00	600.00	24.0%
522 20 20 3000 Class A Uniforms: PB	0.00	0.00	0.00	0.00	100.0%
522 20 20 4000 Class B Uniforms: PB	18,000.00	0.00	0.00	18,000.00	100.0%
522 20 31 2000 Miscellaneous Uniforms: OOS	0.00	0.00	0.00	0.00	100.0%
522 20 41 1000 Uniform Repairs and Alterations: PS	0.00	0.00	0.00	0.00	100.0%
003 Uniforms	18,000.00	0.00	0.00	18,000.00	100.0%
007 Reese	35,500.00	1,900.00	1,900.00	33,600.00	94.6%
520 Fire Control					
514 20 50 0000 Financial & Record Services - Intergovernmental Services & Taxes	0.00	0.00	0.00	0.00	100.0%
520 Fire Control	0.00	0.00	0.00	0.00	100.0%
580 Non Expenditures					
589 00 00 0000 Emergency Contingency	500,140.62	0.00	0.00	500,140.62	100.0%
589 40 50 0000 Other Non-Expenditures - Intergovernmental Services & Taxes	0.00	0.00	0.00	0.00	100.0%
589 99 00 0000 Payroll Clearing	0.00	0.00	0.00	0.00	100.0%
580 Non Expenditures	500,140.62	0.00	0.00	500,140.62	100.0%
594 Capital Expenditures					
594 22 63 1000 OBH Property Purchase	0.00	0.00	0.00	0.00	100.0%
594 22 64 1000 Brush Truck Purchase	0.00	0.00	0.00	0.00	100.0%
594 22 64 2000 Medic Unit Purchase	0.00	0.00	0.00	0.00	100.0%
594 28 63 2000 Tahuya Station - Phase 1	0.00	0.00	0.00	0.00	100.0%

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001 General Expense Fund

Expenditures	Amt Budgeted	January	YTD	Remaining	
594 Capital Expenditures					
594 28 64 1000 Capital Machinery and Equipment	0.00	0.00	0.00	0.00	100.0%
594 Capital Expenditures	0.00	0.00	0.00	0.00	100.0%
Fund Expenditures:	5,049,773.70	316,525.31	316,525.31	4,733,248.39	93.7%
Fund Excess/(Deficit):	(897,223.70)	3,485,906.99	3,485,906.99		

2020 BUDGET POSITION TOTALS

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Fund	Revenue	January	Received		Expenditures	January	Spent	
001 General Expense Fund	4,152,550.00	3,802,432.30	3,802,432.30	8.4%	5,049,773.70	316,525.31	316,525.31	93.7%
	<u>4,152,550.00</u>	<u>3,802,432.30</u>	<u>3,802,432.30</u>	<u>8.4%</u>	<u>5,049,773.70</u>	<u>316,525.31</u>	<u>316,525.31</u>	<u>93.7%</u>

VOUCHER COVER SHEET

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DISTRICT North Mason Regional Fire Authority

FUND RFA General Expense Fund 2020

Warrant Number	Vendor Name	Vendor Number	BARS Number	BARS Amount	Vendor Total	Voucher Number
	BAKKEN, BEAU	BAK210	522.10.10.0001	11,563.77		2001001
			522.10.10.9999	-2,006.26		
			522.10.20.0010	-39.40		
			522.10.20.0020	-171.17		
			522.10.20.0030	-993.34		
			522.10.20.0040	-1,400.26	6,953.34	
	BRIDGAN, HALEIGH E.	BRI003	522.10.10.9999	-23.00		2001002
			522.21.20.0020	-38.25		
			522.21.49.0001	500.00	438.75	
	COLUMBIA BANK - DIRECT DEP	COL002	522.10.10.0001	24,641.15		2001003
			522.10.10.9999	-25,794.06		
			522.10.20.0010	-90.18		
			522.10.20.0020	-396.68		
			522.10.20.0030	-2,022.44		
			522.10.20.0040	-892.08		
			522.11.10.0001	896.00		
			522.11.20.0010	-0.53		
			522.11.20.0020	-68.54		
			522.20.10.0001	93,748.20		
			522.20.10.3000	2,818.98		
			522.20.20.0010	-796.28		
			522.20.20.0020	-1,432.19		
			522.20.20.0030	-8,103.01		
			522.20.20.0040	-5,340.15		
			522.71.10.0001	57,771.66		
			522.71.20.0010	-416.12		
			522.71.20.0020	-907.66		
			522.71.20.0030	-5,121.68		
			522.71.20.0040	-2,619.85	125,874.54	
	COLUMBIA BANK - PAYROLL TAXES	COL001	522.10.10.9999	22,202.00		2001004
			522.10.20.0020	1,135.70		
			522.11.20.0020	176.24		
			522.20.20.0020	2,864.38		
			522.21.20.0020	275.40		
			522.22.20.0020	220.32		
			522.71.20.0020	1,815.32	28,689.36	
	DCP - WA STATE DEFERRED COMP	STA175	522.10.20.0040	5,111.16		2001005
			522.20.20.0040	8,226.48		
			522.71.20.0040	3,078.68	16,416.32	
				Page Total	178,372.31	
				Cumulative Total	178,372.31	

VOUCHER COVER SHEET

DATE 01/14/2020

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DISTRICT North Mason Regional Fire Authority

FUND RFA General Expense Fund 2020

Warrant Number	Vendor Name	Vendor Number	BARS Number	BARS Amount	Vendor Total	Voucher Number
	DEPT OF LABOR & INDUSTRIES	DEP100	522.10.20.0010	638.66		2001006
			522.11.20.0010	1.71		
			522.20.20.0010	4,721.45		
			522.71.20.0010	2,467.31	7,829.13	
	DIMARTINO/FORTIS INS CO	DIM100	522.10.20.0040	99.79		2001007
			522.20.20.0040	600.11		
			522.71.20.0040	377.51	1,077.41	
	EMPLOYMENT SECURITY DEPT -	EMP001	522.10.10.9999	484.97	484.97	2001008
	GRACEY, KYLER	GRA003	522.10.10.9999	-5.00		2001009
			522.21.20.0020	-15.30		
			522.21.49.0001	200.00	179.70	
	IAFF LOCAL 3876	IAF110	522.10.10.9999	2,409.00	2,409.00	2001010
	KEWISH, DANIEL	KEW200	522.10.10.9999	-0.65		2001011
			522.11.10.0001	256.00		
			522.11.20.0010	-0.15		
			522.11.20.0020	-19.58	235.62	
	LEOFF SYS - P/2	LEF150	522.10.20.0030	3,138.54		2001012
			522.20.20.0030	13,130.73		
			522.71.20.0030	8,299.60	24,568.87	
	LINDSEY, COOPER	LIN001	522.10.10.9999	-5.00		2001013
			522.21.20.0020	-15.30		
			522.21.49.0001	200.00	179.70	
	MORROW, THOMAS G.	MOR200	522.10.10.9999	-4.00		2001014
			522.22.20.0020	-27.54		
			522.22.49.0002	360.00	328.46	
	NATIONWIDE RETIREMENT	NAC101	522.20.20.0040	600.00		2001015
			522.71.20.0040	1,910.00	2,510.00	
	NMRFA - FOOD FUND	NMR100	522.10.10.9999	150.00	150.00	2001016
	QUIROZ, VICTOR	QUI002	522.10.10.9999	-5.00		2001017
			522.21.20.0020	-15.30		
			522.21.49.0001	200.00	179.70	
	SAMMONS, MICHAEL	SAM025	522.22.20.0020	-82.62		2001018
			522.22.49.0002	1,080.00	997.38	
	SUMMERLIN, ANTONIO	SUM001	522.10.10.9999	-23.00		2001019
			522.21.20.0020	-38.25		
			522.21.49.0001	500.00	438.75	

Page Total 41,568.69
Cumulative Total 219,941.00

VOUCHER APPROVALS

North Mason Regional Fire Authority
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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200101001	ACTION COMMUNICATIONS INC	2	01/14/2020	Claims	1	7,998.13		ACT100
200101002	ADVANCE HEATING & COOLING, INC.	3	01/14/2020	Claims	1	524.06		ADV100
200101003	AIR EXCHANGE INC	4	01/14/2020	Claims	1	91.20		AIR100
200101004	AIRGAS USA, LLC	5	01/14/2020	Claims	1	786.67		AIR200
200101005	BARRETT, FRED	6	01/14/2020	Claims	1	134.00		BAR165
200101006	BEAR CREEK COUNTRY STORE & FEED	7	01/14/2020	Claims	1	44.82		BEA001
200101007	BELFAIR HOSE & HEAVY TRUCK REPAIR	8	01/14/2020	Claims	1	185.93		BEL097
200101008	BELFAIR WATER DISTRICT #1	9	01/14/2020	Claims	1	137.56		BEL150
200101009	BIAS ACCOUNTING	10	01/14/2020	Claims	1	445.00		BIA350
200101010	BLUE CROSS BLUE SHIELD OF MONTANA	11	01/14/2020	Claims	1	213.93	Fred Barrett	BLU020
200101011	BOUND TREE MEDICAL, LLC	12	01/14/2020	Claims	1	4,534.40		BOU100
200101012	BRAUN NORTHWEST, INC	13	01/14/2020	Claims	1	69.51		BRA150
200101013	CASCADE NATURAL GAS	14	01/14/2020	Claims	1	616.66		CAS100
200101014	CBS REPORTING INC.	15	01/14/2020	Claims	1	40.00		CBS001
200101015	CENTER FOR CREATIVE LEADERSHIP	16	01/14/2020	Claims	1	683.55		CCL001
200101016	CENTURY LINK	17	01/14/2020	Claims	1	549.24		CEN160
200101017	COLLAMORE, ROBERT	18	01/14/2020	Claims	1	199.72	HSI Emergency Care Instructor - Trainer Development Course	COL003
200101018	COLLINS LAKE WATER INC	19	01/14/2020	Claims	1	64.78		COL077
200101019	COPIERS NORTHWEST, INC.	20	01/14/2020	Claims	1	57.21		COP002
200101020	CREWSENSE, LLC	21	01/14/2020	Claims	1	156.69		CAL002
200101021	DAILY JOURNAL OF COMMERCE	22	01/14/2020	Claims	1	84.00	Project Management Notice	DAI001
200101022	DIRECT TV INC	23	01/14/2020	Claims	1	136.23		DIR150
200101023	EF RECOVERY	24	01/14/2020	Claims	1	1,627.70		EFR200
200101024	EVERGREEN SAFETY COUNCIL INC	25	01/14/2020	Claims	1	520.00	First Aid/CPR Instructor Cert.	EVE165
200101025	FARMER BROS. CO. INC	26	01/14/2020	Claims	1	200.00		FAR140
200101026	GILMORES AUTOMOTIVE SERVICE	27	01/14/2020	Claims	1	1,563.50		GIL275
200101027	GOOD TO GO!	28	01/14/2020	Claims	1	7.00	Command Vehicle - Toll	
200101028	GRAINGER	29	01/14/2020	Claims	1	451.37		GRA013
200101029	HOOD CANAL COMMUNICATIONS	30	01/14/2020	Claims	1	507.47		HOO071
200101030	HRA VEBA TRUST	31	01/14/2020	Claims	1	12,599.72		HRA200
200101031	HUGHES FIRE EQUIPMENT, INC	32	01/14/2020	Claims	1	589.57		HUG150
200101032	HUTTER, CHRISTY	33	01/14/2020	Claims	1	750.00		HUT075
200101033	KCDA	34	01/14/2020	Claims	1	417.60		KCD100
200101034	KITSAP BANK - VISA	35	01/14/2020	Claims	1	2,099.55	Got Print; RVS; Got Print	KIT072
200101035	KITSAP CO AUDITOR	36	01/14/2020	Claims	1	224.85		KIT078
200101036	LES SCHWAB INC	37	01/14/2020	Claims	1	18.43		LES110
200101037	LIFE ASSIST	38	01/14/2020	Claims	1	1,930.52		LIF100
200101038	LOWES	39	01/14/2020	Claims	1	693.38		LOW200
200101039	MACECOM	40	01/14/2020	Claims	1	7,995.90		MAC053
200101040	MASON COUNTY EMS & TRAUMA COUNCIL	41	01/14/2020	Claims	1	2,145.00		MAS208

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North Mason Regional Fire Authority
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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200101041	MASON COUNTY GARBAGE, INC.	42	01/14/2020	Claims	1	274.45		MAS300
200101042	MEDICARE BLUE RX	43	01/14/2020	Claims	1	41.90	Fred Barrett	MED200
200101043	MITCHELL LUMBER CO.	44	01/14/2020	Claims	1	15.81		MIT100
200101044	NMRFA- REVOLVING FUND	45	01/14/2020	Claims	1	1,649.07	Wave; Belfair Water District #1; PUD#3; Century Link; Mason County Garbage - Lemay Mobile Shredding; Mason County Garbage	NMR200
200101045	PITNEY BOWES INC	46	01/14/2020	Claims	1	60.00		PIT001
200101046	PUD #1	47	01/14/2020	Claims	1	49.32		PUD100
200101047	PUD #3	48	01/14/2020	Claims	1	1,574.91		PUD300
200101048	QUILL CORPORATION - PREFERRED CUSTOMER	49	01/14/2020	Claims	1	474.10		QUI100
200101049	SAFEWAY	50	01/14/2020	Claims	1	99.34		SAF112
200101050	SCOTT MCLENDONS HARDWARE	51	01/14/2020	Claims	1	380.80	Carbon Monoxide Detectors	SCO150
200101051	SEA-WESTERN, INC.	52	01/14/2020	Claims	1	30.00		SEA125
200101052	SPEED TECH LIGHTS	53	01/14/2020	Claims	1	156.22		STL001
200101053	STERICYCLE INC	54	01/14/2020	Claims	1	361.02		STE505
200101054	THE DOCTORS CLINIC	55	01/14/2020	Claims	1	61.00		THE001
200101055	TRAILS END WATER DISTRICT	56	01/14/2020	Claims	1	43.37		TRA092
200101056	TRI-TEK SYSTEMS INC	57	01/14/2020	Claims	1	90.00		TRI160
200101057	USPS - BELFAIR	58	01/14/2020	Claims	1	204.00	12 Month Renewal - Box 277	USP111
200101058	VERIZON WIRELESS	59	01/14/2020	Claims	1	793.75	Acct. #542116979-00001	VER145
200101059	WASHINGTON COUNTIES INS. FUND	60	01/14/2020	Claims	1	26,795.90		WAS016
200101060	WAVE BROADBAND	61	01/14/2020	Claims	1	128.99		WAV100
200101061	WESTBAY AUTO PARTS INC	62	01/14/2020	Claims	1	3,084.04		WES077
200101062	WILCOX & FLEGEL INC.	63	01/14/2020	Claims	1	2,318.59		WIL012
200101063	ZOLL MEDICAL CORP. GPO	64	01/14/2020	Claims	1	162.75		ZOL001
Total Vouchers:						90,944.18		

VOUCHER APPROVALS

North Mason Regional Fire Authority
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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
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CERTIFICATION: We, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against North Mason Regional Fire Authority and that we are authorized to authenticate and certify to said claim.

Commissioner: _____ Date: _____

Commissioner: _____ Date: _____

Commissioner: _____ Date: _____

Commissioner: _____ Date: _____

Commissioner: _____ Date: _____

Secretary: _____ Date: _____

TRANSACTION JOURNAL

North Mason Regional Fire Authority
MCAG #: 3106

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
1	01/14/2020		1		Payroll		January 2020 Payroll	225,581.13	January 2020 Payroll
	522 10 20 0010	Admin Staff- Labor	001	001	General Expense Fund			509.08	
	522 10 20 0020	Admin Staff- Medic	001	001	General Expense Fund			567.85	
	522 10 20 0030	Admin Staff- WA St	001	001	General Expense Fund			2,958.19	
	522 10 20 0040	Admin Staff- HRA,	001	001	General Expense Fund			2,918.61	
	522 20 20 0010	Firefighter/EMT- La	001	001	General Expense Fund			3,925.17	
	522 20 20 0020	Firefighter/EMT- M	001	001	General Expense Fund			1,432.19	
	522 20 20 0030	Firefighter/EMT- W	001	001	General Expense Fund			5,027.72	
	522 20 20 0040	Firefighter/EMT- HF	001	001	General Expense Fund			4,086.44	
	522 71 20 0010	Firefighter/paramedi	001	001	General Expense Fund			2,051.19	
	522 71 20 0020	Firefighter/paramedi	001	001	General Expense Fund			907.66	
	522 71 20 0030	Firefighter/paramedi	001	001	General Expense Fund			3,177.92	
	522 71 20 0040	Firefighter/Paramedi	001	001	General Expense Fund			2,746.34	
	522 11 10 0001	Commissioner Stipe	001	001	General Expense Fund			1,152.00	
	522 11 20 0010	Labor and Industry I	001	001	General Expense Fund			1.03	
	522 11 20 0020	Social Security and I	001	001	General Expense Fund			88.12	
	522 10 10 0001	Admin Staff Salaries	001	001	General Expense Fund			36,204.92	
	522 20 10 0001	Firefighter/EMT Sta	001	001	General Expense Fund			93,748.20	
	522 20 10 3000	Firefighter OT	001	001	General Expense Fund			2,818.98	
	522 71 10 0001	Firefighter/paramedi	001	001	General Expense Fund			57,771.66	
	522 21 49 0001	Student Firefighter S	001	001	General Expense Fund			1,800.00	
	522 21 20 0020	Social Security and I	001	001	General Expense Fund			137.70	
	522 22 20 0020	Social Security and I	001	001	General Expense Fund			110.16	
	522 22 49 0002	Volunteer Personnel	001	001	General Expense Fund			1,440.00	
2	01/14/2020		1		Claims		ACTION COMMUNICATIONS INC	7,998.13	
	522 20 35 2000	Radio & Radio Equi	001	001	General Expense Fund			3,916.57	
	522 20 35 2000	Radio & Radio Equi	001	001	General Expense Fund			332.91	
	522 20 35 2000	Radio & Radio Equi	001	001	General Expense Fund			3,454.98	
	522 20 35 2000	Radio & Radio Equi	001	001	General Expense Fund			293.67	
3	01/14/2020		1		Claims		ADVANCE HEATING & COOLING,	524.06	
	522 50 41 0200	Building Maintenanc	001	001	General Expense Fund			286.44	
	522 50 41 0200	Building Maintenanc	001	001	General Expense Fund			237.62	
4	01/14/2020		1		Claims		AIR EXCHANGE INC	91.20	
	522 60 35 0384	Small Tools and Mir	001	001	General Expense Fund			91.20	2017 Ford Expedition
5	01/14/2020		1		Claims		AIRGAS USA, LLC	786.67	
	522 72 31 1000	EMS Supplies: OOS	001	001	General Expense Fund			190.83	O2
	522 72 31 1000	EMS Supplies: OOS	001	001	General Expense Fund			494.92	Cylinder Rental
	522 72 31 1000	EMS Supplies: OOS	001	001	General Expense Fund			100.92	O2
	522 72 31 1000	EMS Supplies: OOS	001	001	General Expense Fund				
6	01/14/2020		1		Claims		BARRETT, FRED	134.00	
	522 20 20 2000	Retirement Medical	001	001	General Expense Fund			134.00	
7	01/14/2020		1		Claims		BEAR CREEK COUNTRY STORE &	44.82	

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	522 20 35 0060	Hand Held Equipme	001	General Expense Fund				44.82	
8	01/14/2020	1	Claims	BELFAIR HOSE & HEAVY TRUCK 1				185.93	
	522 60 31 0144	Vehicle Repairs: OO	001	General Expense Fund				148.50	
	522 60 31 0144	Vehicle Repairs: OO	001	General Expense Fund				12.46	
	522 60 31 0144	Vehicle Repairs: OO	001	General Expense Fund				10.40	
	522 60 31 0144	Vehicle Repairs: OO	001	General Expense Fund				14.57	
9	01/14/2020	1	Claims	BELFAIR WATER DISTRICT #1				137.56	
	522 10 47 1000	Station 21 & 21-2 U	001	General Expense Fund				137.56	
10	01/14/2020	1	Claims	BIAS ACCOUNTING				445.00	
	522 45 41 1000	Admin Staff Trainin	001	General Expense Fund				445.00	
11	01/14/2020	1	Claims	BLUE CROSS BLUE SHIELD OF MC				213.93	Fred Barrett
	522 20 20 2000	Retirement Medical	001	General Expense Fund				213.93	
12	01/14/2020	1	Claims	BOUND TREE MEDICAL, LLC				4,534.40	
	522 72 31 1000	EMS Supplies: OOS	001	General Expense Fund				4,534.40	
13	01/14/2020	1	Claims	BRAUN NORTHWEST, INC				69.51	
	522 60 35 0384	Small Tools and Mir	001	General Expense Fund				48.36	
	522 60 35 0384	Small Tools and Mir	001	General Expense Fund				15.70	
	522 60 35 0384	Small Tools and Mir	001	General Expense Fund				5.45	
14	01/14/2020	1	Claims	CASCADE NATURAL GAS				616.66	
	522 10 47 1000	Station 21 & 21-2 U	001	General Expense Fund				616.66	
15	01/14/2020	1	Claims	CBS REPORTING INC.				40.00	
	522 10 49 2000	Miscellaneous: PS	001	General Expense Fund				20.00	
	522 10 49 2000	Miscellaneous: PS	001	General Expense Fund				20.00	
16	01/14/2020	1	Claims	CENTER FOR CREATIVE LEADER:				683.55	
	522 10 49 1000	Memberships and St	001	General Expense Fund				630.00	
	522 10 49 1000	Memberships and St	001	General Expense Fund				53.55	
17	01/14/2020	1	Claims	CENTURY LINK				549.24	
	522 10 42 2000	Station 27 Telephon	001	General Expense Fund				159.91	
	522 10 42 3000	Station 24 Telephon	001	General Expense Fund				145.25	St. 24
	522 10 42 4000	Station 81 Telephon	001	General Expense Fund				108.46	St. 81
	522 10 42 2000	Station 27 Telephon	001	General Expense Fund				135.62	
	522 10 42 3000	Station 24 Telephon	001	General Expense Fund					
	522 10 42 4000	Station 81 Telephon	001	General Expense Fund					
	522 10 42 1000	Station 21 Telephon	001	General Expense Fund					
18	01/14/2020	1	Claims	COLLAMORE, ROBERT				199.72	HSI Emergency Care Instructor - Trainer Development Course
	522 41 41 0000	Training External - S	001	General Expense Fund				199.72	

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
19	01/14/2020		1		Claims		COLLINS LAKE WATER INC	64.78	
	522 10 47 6000 Station 27 Utilities (001	General Expense Fund			64.78	
20	01/14/2020		1		Claims		COPIERS NORTHWEST, INC.	57.21	
	522 10 45 1000 Miscellaneous Expe:			001	General Expense Fund			57.21	
21	01/14/2020		1		Claims		CREWSENSE, LLC	156.69	
	522 10 49 1000 Memberships and St			001	General Expense Fund			156.69	
22	01/14/2020		1		Claims		DAILY JOURNAL OF COMMERCE	84.00	Project Management Notice
	522 10 44 1000 Advertising: (Legal			001	General Expense Fund			84.00	
23	01/14/2020		1		Claims		DIRECT TV INC	136.23	
	522 10 42 1000 Station 21 Telephone			001	General Expense Fund			136.23	
24	01/14/2020		1		Claims		EF RECOVERY	1,627.70	
	522 77 41 0038 Ambulance Billing F			001	General Expense Fund			1,627.70	
25	01/14/2020		1		Claims		EVERGREEN SAFETY COUNCIL IN	520.00	First Aid/CPR Instructor Cert.
	522 74 49 0389 EMS (Training): Mi			001	General Expense Fund			520.00	
26	01/14/2020		1		Claims		FARMER BROS. CO. INC	200.00	
	522 10 31 0514 Station Supplies: OC			001	General Expense Fund			200.00	
	522 10 31 0514 Station Supplies: OC			001	General Expense Fund			200.00	
27	01/14/2020		1		Claims		GILMORES AUTOMOTIVE SERVIC	1,563.50	
	522 76 48 1000 Aid/Medic Unit Prev			001	General Expense Fund			35.00	
	522 76 48 1000 Aid/Medic Unit Prev			001	General Expense Fund			75.37	
	522 76 48 1000 Aid/Medic Unit Prev			001	General Expense Fund			3.01	
	522 76 48 1000 Aid/Medic Unit Prev			001	General Expense Fund			9.65	
	522 60 31 0144 Vehicle Repairs: OO			001	General Expense Fund			141.60	
	522 60 31 0144 Vehicle Repairs: OO			001	General Expense Fund			65.38	
	522 60 31 0144 Vehicle Repairs: OO			001	General Expense Fund			8.28	
	522 60 31 0144 Vehicle Repairs: OO			001	General Expense Fund			18.30	
	522 60 48 6000 Vehicle Repairs and			001	General Expense Fund			156.00	
	522 60 48 6000 Vehicle Repairs and			001	General Expense Fund			207.64	
	522 60 48 6000 Vehicle Repairs and			001	General Expense Fund			14.55	
	522 60 48 6000 Vehicle Repairs and			001	General Expense Fund			32.15	
	522 60 48 4000 Staff Car Preventativ			001	General Expense Fund			30.00	
	522 60 48 4000 Staff Car Preventativ			001	General Expense Fund			21.38	
	522 60 48 4000 Staff Car Preventativ			001	General Expense Fund			3.00	
	522 60 48 4000 Staff Car Preventativ			001	General Expense Fund			4.63	
	522 60 31 0144 Vehicle Repairs: OO			001	General Expense Fund			184.60	
	522 60 31 0144 Vehicle Repairs: OO			001	General Expense Fund			477.18	
	522 60 31 0144 Vehicle Repairs: OO			001	General Expense Fund			18.00	
	522 60 31 0144 Vehicle Repairs: OO			001	General Expense Fund			57.78	
28	01/14/2020		1		Claims		GOOD TO GO!	7.00	Command Vehicle - Toll

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
		522 60 31 0144	Vehicle Repairs: OO	001	General Expense Fund			7.00	Transport Vehicle
29	01/14/2020		1		Claims		GRAINGER	451.37	
		522 10 49 0519	Station Supplies: Mi	001	General Expense Fund			246.75	
		522 10 49 0519	Station Supplies: Mi	001	General Expense Fund			20.98	
		522 10 49 0519	Station Supplies: Mi	001	General Expense Fund			169.25	
		522 10 49 0519	Station Supplies: Mi	001	General Expense Fund			14.39	
30	01/14/2020		1		Claims		HOOD CANAL COMMUNICATIONS	507.47	
		522 10 42 1000	Station 21 Telephone	001	General Expense Fund			507.47	
31	01/14/2020		1		Claims		HRA VEBA TRUST	12,599.72	
		522 10 20 0040	Admin Staff- HRA,	001	General Expense Fund			2,041.65	
		522 20 20 0040	Firefighter/EMT- HF	001	General Expense Fund			6,482.10	
		522 71 20 0040	Firefighter/Paramedi	001	General Expense Fund			4,075.97	
32	01/14/2020		1		Claims		HUGHES FIRE EQUIPMENT, INC	589.57	
		522 60 48 1000	Fire Engine Prevent	001	General Expense Fund			543.38	
		522 60 48 1000	Fire Engine Prevent	001	General Expense Fund			46.19	
33	01/14/2020		1		Claims		HUTTER, CHRISTY	750.00	
		522 10 41 1000	IT Support Service:	001	General Expense Fund			750.00	
34	01/14/2020		1		Claims		KCDA	417.60	
		522 10 31 0100	Office & Operating :	001	General Expense Fund			232.70	
		522 10 31 0100	Office & Operating :	001	General Expense Fund			14.54	
		522 10 49 0519	Station Supplies: Mi	001	General Expense Fund			114.20	
		522 10 49 0519	Station Supplies: Mi	001	General Expense Fund			7.33	
		522 10 49 0519	Station Supplies: Mi	001	General Expense Fund			43.50	
		522 10 49 0519	Station Supplies: Mi	001	General Expense Fund			2.50	
		522 10 49 0519	Station Supplies: Mi	001	General Expense Fund			2.83	
35	01/14/2020		1		Claims		KITSAP BANK - VISA	2,099.55	Got Print; RVS; Got Print
		522 10 49 2000	Miscellaneous: PS	001	General Expense Fund			117.60	
		522 10 49 2000	Miscellaneous: PS	001	General Expense Fund			22.10	
		522 10 49 2000	Miscellaneous: PS	001	General Expense Fund			12.57	
		522 20 31 6000	Safety Committee E	001	General Expense Fund			1,900.00	
		522 10 49 2000	Miscellaneous: PS	001	General Expense Fund			29.40	
		522 10 49 2000	Miscellaneous: PS	001	General Expense Fund			13.98	
		522 10 49 2000	Miscellaneous: PS	001	General Expense Fund			3.90	
36	01/14/2020		1		Claims		KITSAP CO AUDITOR	224.85	
		522 10 30 1000	Mason/Kitsap Electi	001	General Expense Fund			224.85	
37	01/14/2020		1		Claims		LES SCHWAB INC	18.43	
		522 60 31 0144	Vehicle Repairs: OO	001	General Expense Fund			16.99	
		522 60 31 0144	Vehicle Repairs: OO	001	General Expense Fund			1.44	
38	01/14/2020		1		Claims		LIFE ASSIST	1,930.52	

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	522 72 31	1000	EMS Supplies: OOS	001	General Expense Fund			1,930.52	
39	01/14/2020		1		Claims		LOWES	693.38	
	522 50 48	0300	Buildings Maintenan	001	General Expense Fund			17.08	
	522 50 48	0300	Buildings Maintenan	001	General Expense Fund			7.55	
	522 50 48	0300	Buildings Maintenan	001	General Expense Fund			0.68	
	522 50 48	0300	Buildings Maintenan	001	General Expense Fund			1.12	
	522 50 48	0300	Buildings Maintenan	001	General Expense Fund			2.84	
	522 50 48	0300	Buildings Maintenan	001	General Expense Fund			2.63	
	522 20 35	0050	Hand Tools	001	General Expense Fund			48.39	
	522 20 35	0050	Hand Tools	001	General Expense Fund			14.19	
	522 20 35	0050	Hand Tools	001	General Expense Fund			5.63	
	522 50 48	0300	Buildings Maintenan	001	General Expense Fund			104.49	
	522 50 48	0300	Buildings Maintenan	001	General Expense Fund			9.40	
	522 50 48	0300	Buildings Maintenan	001	General Expense Fund			36.08	
	522 50 48	0300	Buildings Maintenan	001	General Expense Fund			11.38	
	522 50 48	0300	Buildings Maintenan	001	General Expense Fund			161.49	
	522 50 48	0300	Buildings Maintenan	001	General Expense Fund			18.81	
	522 50 48	0300	Buildings Maintenan	001	General Expense Fund			126.36	
	522 50 48	0300	Buildings Maintenan	001	General Expense Fund			11.37	
	522 50 48	0300	Buildings Maintenan	001	General Expense Fund			113.89	
40	01/14/2020		1		Claims		MACECOM	7,995.90	
	522 20 40	0015	Macecom Dispatchin	001	General Expense Fund			7,995.90	
41	01/14/2020		1		Claims		MASON COUNTY EMS & TRAUMA	2,145.00	
	522 74 41	0054	EMS (Training): PS	001	General Expense Fund			2,145.00	
42	01/14/2020		1		Claims		MASON COUNTY GARBAGE, INC.	274.45	
	522 10 47	1000	Station 21 & 21-2 U	001	General Expense Fund			80.34	St. 21 Recycle
	522 10 47	1000	Station 21 & 21-2 U	001	General Expense Fund			88.72	St. 21 Garbage
	522 10 47	6000	Station 27 Utilities (001	General Expense Fund			23.82	St. 27 Recycle
	522 10 47	8000	Station 81 Utilities (001	General Expense Fund			31.95	St. 81
	522 10 47	6000	Station 27 Utilities (001	General Expense Fund			49.62	St. 27 Garbage
	522 10 47	1000	Station 21 & 21-2 U	001	General Expense Fund				
43	01/14/2020		1		Claims		MEDICARE BLUE RX	41.90	Fred Barrett
	522 20 20	2000	Retirement Medical	001	General Expense Fund			41.90	Retirement Medical Costs
44	01/14/2020		1		Claims		MITCHELL LUMBER CO.	15.81	
	522 50 48	0300	Buildings Maintenan	001	General Expense Fund			15.81	
45	01/14/2020		1		Claims		NMRFA- REVOLVING FUND	1,649.07	Wave; Belfair Water District #1; PUD#3; Century Link; Mason County Garbage - Lemay Mobile Shredding; Mason County Garbage
	522 10 47	1000	Station 21 & 21-2 U	001	General Expense Fund			75.13	

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	522 10 47 1000	Station 21 & 21-2 U	001	General Expense Fund				124.85	
	522 10 47 1000	Station 21 & 21-2 U	001	General Expense Fund				475.95	St. 21
	522 10 47 1000	Station 21 & 21-2 U	001	General Expense Fund				178.61	St. 21-2
	522 10 47 4000	Station 24 Utilities (001	General Expense Fund				179.53	St. 24
	522 10 42 3000	Station 24 Telephone	001	General Expense Fund				145.25	St. 24
	522 10 42 4000	Station 81 Telephone	001	General Expense Fund				110.83	St. 81
	522 10 47 1000	Station 21 & 21-2 U	001	General Expense Fund				85.00	
	522 10 47 1000	Station 21 & 21-2 U	001	General Expense Fund				88.72	St. 21
	522 10 47 6000	Station 27 Utilities (001	General Expense Fund				49.62	St. 27
	522 10 47 8000	Station 81 Utilities (001	General Expense Fund				25.56	St. 81
	522 10 47 1000	Station 21 & 21-2 U	001	General Expense Fund				86.20	St. 21 - Recycle
	522 10 47 6000	Station 27 Utilities (001	General Expense Fund				23.82	St. 27 - Recycle
46	01/14/2020		1	Claims			PITNEY BOWES INC	60.00	
	522 10 42 0001	Postage: OOS	001	General Expense Fund				60.00	
47	01/14/2020		1	Claims			PUD #1	49.32	
	522 10 47 4000	Station 24 Utilities (001	General Expense Fund				49.32	
48	01/14/2020		1	Claims			PUD #3	1,574.91	
	522 10 47 6000	Station 27 Utilities (001	General Expense Fund				414.75	St. 27
	522 10 47 5000	Station 25 Utilities (001	General Expense Fund				47.35	St. 25
	522 10 47 3000	Station 23 Utilities (001	General Expense Fund				291.45	
	522 10 47 9000	Station 82 Utilities (001	General Expense Fund				51.83	St. 82
	522 10 47 1100	Station 83 Utilities (001	General Expense Fund				42.09	St. 83
	522 10 47 8000	Station 81 Utilities (001	General Expense Fund				588.15	St. 81
	522 10 47 1000	Station 21 & 21-2 U	001	General Expense Fund					
	522 10 47 1000	Station 21 & 21-2 U	001	General Expense Fund					
	522 10 47 4000	Station 24 Utilities (001	General Expense Fund					
	522 10 47 6000	Station 27 Utilities (001	General Expense Fund					
	522 10 47 5000	Station 25 Utilities (001	General Expense Fund					
	522 10 47 3000	Station 23 Utilities (001	General Expense Fund					
	522 10 47 9000	Station 82 Utilities (001	General Expense Fund					
	522 10 47 1100	Station 83 Utilities (001	General Expense Fund					
	522 10 47 8000	Station 81 Utilities (001	General Expense Fund					
	522 10 47 1000	Station 21 & 21-2 U	001	General Expense Fund					
	522 10 47 1000	Station 21 & 21-2 U	001	General Expense Fund					
	522 10 47 4000	Station 24 Utilities (001	General Expense Fund					
	522 10 47 2000	Station 22 Utilities (001	General Expense Fund				139.29	St. 22
49	01/14/2020		1	Claims			QUILL CORPORATION - PREFERR	474.10	
	522 10 31 0100	Office & Operating ;	001	General Expense Fund				44.99	
	522 10 31 0100	Office & Operating ;	001	General Expense Fund				41.98	
	522 10 31 0100	Office & Operating ;	001	General Expense Fund				7.39	
	522 10 31 0100	Office & Operating ;	001	General Expense Fund				349.99	
	522 10 31 0100	Office & Operating ;	001	General Expense Fund				29.75	

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
50	01/14/2020		1		Claims		SAFEWAY	99.34	
	522 20 31	7000 CRT Equipment and		001	General Expense Fund			49.94	
	522 20 31	7000 CRT Equipment and		001	General Expense Fund			0.59	
	522 20 31	7000 CRT Equipment and		001	General Expense Fund			44.99	
	522 20 31	7000 CRT Equipment and		001	General Expense Fund			3.82	
51	01/14/2020		1		Claims		SCOTT MCLENDONS HARDWARE	380.80	Carbon Monoxide Detectors
	522 50 48	0300 Buildings Maintenan		001	General Expense Fund			5.29	
	522 50 48	0300 Buildings Maintenan		001	General Expense Fund			11.98	
	522 50 48	0300 Buildings Maintenan		001	General Expense Fund			6.00	
	522 50 48	0300 Buildings Maintenan		001	General Expense Fund			1.98	
	522 50 48	0300 Buildings Maintenan		001	General Expense Fund			10.99	
	522 50 48	0300 Buildings Maintenan		001	General Expense Fund			0.93	
	522 20 35	0120 SCBA Grant - G1 B		001	General Expense Fund			2.49	
	522 20 35	0120 SCBA Grant - G1 B		001	General Expense Fund			2.39	
	522 20 35	0120 SCBA Grant - G1 B		001	General Expense Fund			5.98	
	522 20 35	0120 SCBA Grant - G1 B		001	General Expense Fund			0.92	
	522 20 31	1000 Station Amenities		001	General Expense Fund			6.99	
	522 20 31	1000 Station Amenities		001	General Expense Fund			17.98	
	522 20 31	1000 Station Amenities		001	General Expense Fund			47.96	
	522 20 31	1000 Station Amenities		001	General Expense Fund			59.98	
	522 20 31	1000 Station Amenities		001	General Expense Fund			11.30	
	522 10 49	0519 Station Supplies: Mi		001	General Expense Fund			6.99	
	522 10 49	0519 Station Supplies: Mi		001	General Expense Fund			0.59	
	522 60 48	1000 Fire Engine Prevent		001	General Expense Fund			5.99	
	522 60 48	1000 Fire Engine Prevent		001	General Expense Fund			0.51	
	522 10 31	0514 Station Supplies: OC		001	General Expense Fund			65.08	
	522 10 31	0514 Station Supplies: OC		001	General Expense Fund			108.48	
52	01/14/2020		1		Claims		SEA-WESTERN, INC.	30.00	
	522 50 48	0001 Hose Testing		001	General Expense Fund			30.00	
53	01/14/2020		1		Claims		SPEED TECH LIGHTS	156.22	
	522 60 31	0144 Vehicle Repairs: OO		001	General Expense Fund			118.99	
	522 60 31	0144 Vehicle Repairs: OO		001	General Expense Fund			6.99	
	522 60 31	0144 Vehicle Repairs: OO		001	General Expense Fund			24.99	
	522 60 31	0144 Vehicle Repairs: OO		001	General Expense Fund			5.25	
54	01/14/2020		1		Claims		STERICYCLE INC	361.02	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			361.02	
55	01/14/2020		1		Claims		THE DOCTORS CLINIC	61.00	
	522 21 49	0002 Student Firefighter F		001	General Expense Fund			61.00	
56	01/14/2020		1		Claims		TRAILS END WATER DISTRICT	43.37	
	522 10 47	3000 Station 23 Utilities (001	General Expense Fund			43.37	
57	01/14/2020		1		Claims		TRI-TEK SYSTEMS INC	90.00	

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		522 10 42 3000	Station 24 Telephone	001	General Expense Fund			90.00	
58	01/14/2020		1		Claims		USPS - BELFAIR	204.00	12 Month Renewal - Box 277
		522 10 49 1000	Memberships and St	001	General Expense Fund			204.00	
59	01/14/2020		1		Claims		VERIZON WIRELESS	793.75	Acct. #542116979-00001
		522 72 31 1000	EMS Supplies: OOS	001	General Expense Fund			793.75	
60	01/14/2020		1		Claims		WASHINGTON COUNTIES INS. FU	26,795.90	
		522 10 20 0040	Admin Staff- HRA,	001	General Expense Fund			4,500.36	
		522 20 20 0040	Firefighter/EMT- HF	001	General Expense Fund			14,425.49	
		522 71 20 0040	Firefighter/Paramedi	001	General Expense Fund			7,870.05	
61	01/14/2020		1		Claims		WAVE BROADBAND	128.99	
		522 10 47 1000	Station 21 & 21-2 U	001	General Expense Fund			128.99	
62	01/14/2020		1		Claims		WESTBAY AUTO PARTS INC	3,084.04	
		522 60 31 0457	Vehicle Preventative	001	General Expense Fund			16.14	
		522 60 31 0457	Vehicle Preventative	001	General Expense Fund			1.37	
		522 60 31 0144	Vehicle Repairs: OO	001	General Expense Fund			2,572.42	
		522 60 31 0144	Vehicle Repairs: OO	001	General Expense Fund			218.66	
		522 60 48 1000	Fire Engine Prevent	001	General Expense Fund			12.57	
		522 60 48 1000	Fire Engine Prevent	001	General Expense Fund			1.07	
		522 76 48 1000	Aid/Medic Unit Prev	001	General Expense Fund			59.95	
		522 76 48 1000	Aid/Medic Unit Prev	001	General Expense Fund			5.10	
		522 60 31 0144	Vehicle Repairs: OO	001	General Expense Fund			181.35	
		522 60 31 0144	Vehicle Repairs: OO	001	General Expense Fund			15.41	
63	01/14/2020		1		Claims		WILCOX & FLEGEL INC.	2,318.59	
		522 20 32 0010	Vehicle Fuel Consur	001	General Expense Fund			1,238.28	
		522 20 32 0010	Vehicle Fuel Consur	001	General Expense Fund			1,080.31	
64	01/14/2020		1		Claims		ZOLL MEDICAL CORP. GPO	162.75	
		522 72 31 1000	EMS Supplies: OOS	001	General Expense Fund			162.75	
		Records Printed:	64				Adjustments:	0.00	
							Beginning Balance:	0.00	
							Revenues:	0.00	
							Warrant Expenditures:	316,525.31	
							Non Warrant Expenditures:	0.00	
							Interfund Transfers:	0.00	
							Redemptions:	0.00	
							Deposits:	0.00	
							Withdrawals:	0.00	
							Stop Payments:	0.00	

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						Fund							
						Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 General Expense Fund						0.00	0.00	0.00	316,525.31	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	316,525.31	0.00	0.00	0.00	0.00



Office of the Washington State Auditor

Pat McCarthy

Entrance Conference: North Mason Regional Fire Authority

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share our planned audit scope so that we are focused on the areas of highest risk. We value and appreciate your input.

Audit Scope

Based on our planning, we will perform the following audits:

Accountability audit for January 1, 2017 through December 31, 2018

We will examine the management, use and safeguarding of public resources to ensure there is protection from misuse and misappropriation. In addition, we will evaluate whether there is reasonable assurance for adherence to applicable state laws, regulations and policies and procedures.

We plan to evaluate the following areas:

- Contract compliance – cash receipting for fire protection revenues
- Payroll – gross wages, overtime, leave cashouts, bonus and incentive payments
- Self-insurance for unemployment compensation
- Procurement – public works and professional services
- Petty Cash and Advanced Travel funds – use and reconciliations (if time permits)

Financial statement audit for January 1, 2017 through December 31, 2018

We will provide an opinion on whether your financial statements are presented fairly, in all material respects, in accordance with the applicable reporting framework. The audit does not attempt to confirm the accuracy of every amount, but does search for errors large enough to affect the conclusions and decisions of a financial statement user.

Engagement Letter

We have provided an engagement letter that confirms both management and auditor responsibilities, and other engagement terms and limitations. Additionally the letter identifies the cost of the audit, estimated timeline for completion and expected communications.

Levels of Reporting

Findings

Findings formally address issues in an audit report. Findings report significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations

or policies. You will be given the opportunity to respond to a finding and this response will be published in the audit report.

Management Letters

Management letters communicate control deficiencies, non-compliance or abuse that are less significant than a finding, but still important enough to be formally communicated to the governing body. Management letters are referenced, but not included, in the audit report.

Exit Items

Exit items address control deficiencies or non-compliance with laws or regulations that have an insignificant effect on the audit objectives. These issues are informally communicated to management.

Important Information

Confidential Information

Our Office is committed to protecting your confidential or sensitive information. Please notify us when you give us any documents, records, files, or data containing information that is covered by confidentiality or privacy laws.

Audit Costs

The cost of the audit is estimated to be approximately \$12,700, plus travel expenses.

Expected Communications

During the course of the audit, we will communicate with Angie McCormick, Executive Assistant, on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed.

Please let us know if, during the audit, any events or concerns come to your attention of which we should be aware. We will expect Angie to keep us informed of any such matters.

Audit Dispute Process

Please contact the Audit Manager or Assistant Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

Loss Reporting

State agencies and local governments are required to immediately notify our Office in the event of a known or suspected loss of public resources or other illegal activity. These notifications can be made on our website at www.sao.wa.gov/report-a-concern/how-to-report-a-concern/fraud-program/.

Peer Reviews of the Washington State Auditor's Office

To ensure that our audits satisfy *Government Auditing Standards*, our Office receives external peer reviews every three years by the National State Auditors Association (NSAA). The most recent peer review results are available online at www.sao.wa.gov/about-sao/who-audits-the-auditor/. Our Office received a "pass" rating, which is the highest level of assurance that an external review team can give on a system of audit quality control.

Emerging Issues

Some of the emerging issues affecting local governments are the following:

- SAO Tracker Overview and User Guide – See handouts
- IT System Conversion Guidance – See handout

Working Together to Improve Government

Audit Survey

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide us feedback.

Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally this team assists with the online filing of your financial statements.

The Center for Government Innovation

The Center for Government Innovation of the Office of the Washington State Auditor is designed to offer services specifically to help you help the residents you serve at no additional cost to your government. What does this mean? We provide expert advice in areas like Lean, peer-to-peer networking and culture-building to help local governments find ways to be more efficient, effective and transparent. The Center can help you by providing assistance in financial management, cybersecurity and more. Check out our best practices and other resources that help local governments act on accounting standard changes, comply with regulations, and respond to recommendations in your audit. The Center understands that time is your most precious commodity as a public servant, and we are here to help you do more with the limited hours you have. If you are interested in learning how we can help you maximize your effect in government, call us at 360-725-5621 or email us at Center@sao.wa.gov.

*checklists
- Financial Reporting
Annual Report*

Audit Team Qualifications

Megan McFarlane, Assistant Audit Manager – Megan has worked for the State Auditor’s Office since 1997. She has been on Team Port Orchard throughout her career with SAO, and has been an Assistant Audit Manager since 2014. She served as the Team’s Information Technology Specialist and Fraud Specialist, and currently serves as SAO’s Conservation District Subject Matter Expert. Megan has supervised, led, or assisted on most entities we audit in our region. Phone: (360) 790-6275 or Megan.McFarlane@sao.wa.gov

Cheryl Friesen, Assistant Audit Manager – Cheryl has a Master’s Degree in Business Administration and has worked for the State Auditor’s Office since 2014. She has served as a fraud specialist for Team Port Orchard and is currently one of SAO’s County Subject Matter Experts. She has been the lead auditor for many local governments including Cities and Counties. Phone: (360) 810-0432 or Cheryl.Friesen@sao.wa.gov

Carol Ehlinger, Med, Program Manager – Carol has worked for the State Auditor’s Office since 2002. She worked on Team Wenatchee as an Assistant Audit Manager and on teams TriCities, Central King County and

presently Port Orchard as the Audit Manager. Carol has been an Audit Manager since 2004. Carol is the Program Manager for Transits, Regional Transportation Planning Organizations, Councils of Government, Transportation Benefit Districts, Public Development Authorities and Public Facilities Districts. Phone: (360) 790-6848 or Carol.Ehlinger@sao.wa.gov

Tina Watkins, CPA, Assistant Director of Local Audit – Tina has been with the Washington State Auditor's Office since 1994. In her role as Assistant Director, she assists with statewide oversight and management of all the audits for local government. She served as an Audit Manager for six years prior to becoming an Assistant Director of Local Audit. Phone: (360) 260-6408 Ext. 106 or Tina.Watkins@sao.wa.gov

Kelly Collins, CPA, Director of Local Audit – Kelly has been with the Washington State Auditor's Office since 1992. In her role, she oversees the audit teams which perform the audits for over 2,200 local governments. She serves on the Washington Finance Officers Association Board and is a member of the Washington Society of Certified Public Accountants' Government Auditing and Accounting Committee. Phone: (360) 902-0091 or Kelly.Collins@sao.wa.gov

Memorandum of Understanding Between the North Mason Regional Fire Authority and Administrative Staff

UNDERSTANDING; NOW THEREFORE BE IT UNDERSTOOD; The North Mason Regional Fire Authority and Administrative Staff agree to the following terms and conditions regarding Cost of Living Adjustments (COLA).

1. Item 7.2 of the employment agreement between the North Mason Regional Fire Authority and (Name, Title) states that:

Salary Step Increases. In addition to the Base Salary, on the anniversary of this agreement, the employee will receive an increase in Base Salary by a percentage equal to the Cost of Living Adjustment (COLA) percentage increase agreed to by the Authority and IAFF Local 3876 in the parties Collective Bargaining Agreement.

2. It is agreed among the parties that Item 7.2 of the employment agreement between the North Mason Regional Fire Authority and (Name, Title) will be amended to read as follows

Cost of Living Adjustment. In addition to the Base Salary, on January 1st of each year, the employee will receive an increase in Base Salary by a percentage equal to the Cost of Living Adjustment (COLA) percentage increase agreed to by the Authority and IAFF Local 3876 in the parties Collective Bargaining Agreement.

3. This memorandum is effective January 1st 2020.

(Name, Title)

North Mason Regional Fire Authority

Beau Bakken, Fire Chief

North Mason Regional Fire Authority

NORTH MASON REGIONAL FIRE AUTHORITY RESOLUTION 20-01

A RESOLUTION OF THE NORTH MASON REGIONAL FIRE AUTHORITY BOARD OF COMMISSIONERS, WASHINGTON, ON THE SUBJECT OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS.

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

NOW THEREFORE, BE IT RESOLVED by the Governing Board of the North Mason Regional Fire Authority as follows:

Section 1. MRSC Rosters. The Authority has contracted with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for Authority use for small public works contracts, developed and maintained by MRSC through MRSC Rosters and authorizes Authority Staff to sign that contract.

Section 2. Small Public Works Roster. The following small works roster procedures are established for use by the Authority pursuant to RCW 39.04.155:

1. **Cost.** The Authority need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair or improvement of real property where the estimated cost does not exceed three hundred and fifty thousand dollars (\$350,000.00), which includes the costs of labor, material, equipment, sales or use taxes as applicable. Instead, the Authority may use the Small Public Works Roster procedures for public works projects as set forth in this resolution. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
2. **Publication.** At least once a year, MRSC shall, on behalf of the Authority, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC and meets minimum State requirements for roster listing.
3. **Telephone, Written or Electronic Quotations.** The Authority shall obtain telephone, written or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who

meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The Authority may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.

- 3.1. A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- 3.2. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five (5) contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means the Authority may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from two hundred and fifty thousand dollars (\$250,000) to three hundred and fifty thousand dollars (\$350,000), the Authority may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The Authority has the sole option of determining whether this notice to the remaining contractors is made by:

- 3.2.1 Publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - 3.2.2 Mailing a notice to these contractors; or
 - 3.2.3 Sending a notice to these contractors by facsimile or email.
- 3.3. At the time bids are solicited, the Authority representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
 - 3.4. A written record shall be made by the Authority representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection and available by telephone inquiry.

4. **Limited Public Works Process.** If a work, construction, alteration, repair or improvement project is estimated to cost less than fifty thousand dollars (\$50,000), the Authority may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the Authority will solicit electronic or written quotations from a minimum of three (3) contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the Authority may waive the payment and performance bond requirements of chapter 39.08 RCW and retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the Authority shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The Authority shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed and the date the contract was awarded.

5. **Determining Lowest Responsible Bidder.** The Board shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Board may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the Authority.

6. **Award.** All of the bids or quotations shall be collected by the Fire Chief or his designee.

6.1. The Fire Chief or his designee shall then present all bids or quotations and their recommendation for award of the contract to the Board. The Board shall consider all bids or quotations received, determine the lowest responsible bidder and award the contract;
or

6.2. If the Board delegates the ability to award bids to the Fire Chief of the Authority for public works projects costing less than or equal to \$ [REDACTED], the Fire Chief shall have the authority to award public works contracts without Board approval, provided that the Board shall ratify the Fire Chief's approval at the next scheduled Board meeting by

means of the consent agenda. For public works projects costing more than \$ [REDACTED], the Board shall award all public works contracts.

ADOPTED AND APPROVED at a regular meeting of the Governing Board of the North Mason Regional Fire Authority on _____, 2020, with the following Commissioners being present and voting.

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson

VEHICLE ACQUISITION REQUEST

Prepared by Anthony Rhead, NMRFA

November 26, 2019

Executive Summary

After careful review of current and future operational needs and weighing available options, it is the recommendation of the Apparatus Specification Committee that North Mason Regional Fire Authority purchase a custom designed triple combination pumper through a competitive bid process.

Background

The Apparatus Specification Committee began meeting in 2018, to design a replacement for the 2010 Pierce Fire Engine operating out of Fire Station 21. This replacement is scheduled by the Fire Authority's Vehicle Replacement Plan and follows the National Fire Protection Association (NFPA) recommendation for "front line" fire engines. The 2010 has functioned as the Fire Authority Headquarters fire engine and primary extrication unit since being placed into service. During that time, the 2010 Pierce has accumulated 50,157 road miles and 3,256 engine hours. As fire engines increase in age and use, the maintenance costs and potential for breakdown grows significantly. By purchasing a new apparatus and rotating the existing fleet, the Fire Authority can keep maintenance costs down, while maintaining operational capacity.

Design Process

An evaluation of the Fire Authority's current fleet was performed, with positive and negative features considered. A survey was also sent to firefighters for additional input. This information was reviewed to identify necessary changes as well as new/updated technology. Over the last year, the Committee met with several representatives from major apparatus manufacturers. These representatives assisted the Committee in designing a custom vehicle that will meet the specific needs unique to North Mason.

Specifications

- Custom cab-over-engine style chassis, with seating for five (5) persons
- Cummins 450hp diesel motor
- Allison heavy-duty automatic transmission
- Waterous 1500gpm water pump with side-mounted controls
- 750 gallon water tank
- Foam Pro foam system and twenty (20) gallon foam tank

- Rescue/Pumper-style body, with increased storage for equipment
- LED emergency and scene lighting
- Ergonomic storage and hose lays
- Several design features from the “clean cab” concept have also been included – this will reduce exposure to carcinogens by firefighters

Costs and Manufacturing Details

Based on the custom designed features and comparison to similar purchases by other local agencies, the Committee expects a final purchase price not to exceed \$550,000 before taxes. The price may vary by annual increases and recent steel tariffs.

Estimates from the manufacturers indicate delivery would be approximately 250 to 365 days from the date of award; specific details to be provided with any bid application.

Committee Members

Assistant Chief Scott Cooper

Ryan Cloud

Anthony Rhead

Mickey Cotter

INVITATION FOR BIDS

Sealed bids will be accepted for furnishing North Mason Regional Fire Authority with one (1) or more fire apparatus and equipment, in accordance with the plans and specifications outlined by the Authority.

Bids will be received at North Mason Regional Fire Authority Headquarters until 5:00 p.m. on the _____ day of _____, 2020, at which time and place all submitted bids will be opened and considered.

The outside of the sealed envelope must be properly marked with:

"Bid for North Mason Regional Fire Authority Fire Engine."

Bids to be on the basis of cash upon final delivery and acceptance by the Authority, in accordance with the specifications for this equipment. No bid may be withdrawn for a period of thirty (30) days after the bid closing date.

The Authority reserves the right to reject any and all bids and to accept the bid it feels is in the best interest of the Authority.

Special Note: Only Bidders and apparatus manufacturers conducting business inside the continental United States shall be considered. The definition of a United States Bidder and manufacturer is: "The Company, who resides, pays taxes, manufacturers inside the United States of America". **There will be no exceptions to this requirement.**

By: _____ Title _____

Any questions concerning the bid specifications shall be in writing and any exceptions must be approved by the Authority.

Phone: _____

Email: _____

NORTH MASON REGIONAL FIRE AUTHORITY - INSTRUCTIONS TO BIDDERS

FIRE ENGINE BID

Identification of Authority. North Mason Regional Fire Authority is the entity issuing this Invitation for Bids. The Fire Authority is a municipal corporation and a political subdivision of the state of Washington.

The Authority's physical address is: 460 NE Old Belfair Hwy
Belfair, WA 98528

The Authority's mailing address is: PO Box 277
Belfair, WA 98528

For further information, contact the Fire Authority at 360-275-6711 between the hours of 9:00 a.m. and 5:00 p.m. on all regular business days.

The Fire Authority representative for all matters relating to this invitation for bids is: Assistant Fire Chief Scott Cooper.

1. **Definitions.** The following terms shall have the meaning identified below when used in this document:
 - 1.1. **Apparatus.** Custom Designed Triple Combination Pumper.
 - 1.2. **Bidder.** Any person or entity that submits a qualified bid in response to the Invitation for Bids by the Fire Authority.
 - 1.3. **Qualified Bid.** Any bid submitted to the Fire Authority in response to the Invitation for Bids issued by the Fire Authority that complies with the bid specifications.
 - 1.4. **Authority.** North Mason Regional Fire Authority.
 - 1.5. **Supplier.** The Bidder who is awarded the contract to supply the material and construction labor described in the bid specifications issued by the Fire Authority, whether referred to as Successful Bidder, General Contractor or Manufacturer in subsequent documents.

- 1.6. **Acceptance.** The time at which the Fire Authority indicates the equipment, as received, substantially complies with the specifications issued by the Fire Authority.
- 1.7. **Possession.** Physical custody only.
2. **Invitation for Bids.** North Mason Regional Fire Authority will accept bid proposals for the delivery of a custom designed triple combination pumper.
 - 2.1. **Time.** Bid proposals must be received by the Fire Authority on or before 5:00 p.m. on _____, 2020.
 - 2.2. **Place.** Bid proposals may be mailed to the Fire Authority's mailing address or hand delivered to the Fire Authority's Headquarters.
 - 2.3. **Bid Opening.** Bids will be opened and read aloud at 1:00 p.m. on _____, 2020, at the Fire Authority's Headquarters.
 - 2.4. **Board Action.** The Board of Commissioners will review the submitted bid proposals at an open public meeting at 5:00 p.m. on _____, 2020, at the Fire Authority, and may take formal action at that time or at a subsequent meeting.
3. **Acceptance/Rejection of Bids.** The Fire Authority reserves the right to reject any or all bids, to waive minor irregularities in any bids or in the bidding procedure, and to accept any bid presented which meets or exceeds the bid specifications and which the Board of Commissioners of the Fire Authority deems to be in the best interest of the Fire Authority. The Board of Commissioners reserves the right to accept the bid from the lowest Bidder, taking into consideration the interests of the Fire Authority and participating agencies as a whole. This may or may not be the bid with the lowest bid price.
4. **Instruction to Bidders and Specifications.** The invitation and instructions to Bidders and bid specifications may be obtained by contacting the Fire Authority between the hours of 9:00 a.m. and 5:00 p.m. on all regular business days or online at www.northmasonrfa.com. Any questions regarding bid specifications should be directed to Assistant Chief Scott Cooper prior to the bid opening date. Clarifications, corrections and/or changes shall be sent in writing via email to all prospective Bidders.

5. **Bid Marking.** All bids must be submitted in a sealed envelope, clearly marked on the outside of the envelope, "Bid for North Mason Regional Fire Authority Fire Engine".
6. **Bid Submission.** A Bidder may, without prejudice to the Bidder, withdraw, modify or correct a proposal after it has been deposited with the Fire Authority, provided the request is filed with the Fire Authority in writing, before the time set for opening bid proposals. The original proposal, as modified by such writing, shall be considered as a proposal submitted by the Bidder.
7. **Contents of Bid Proposal.** All bid proposals shall contain or be accompanied by the following:
 - 7.1. **Proposal.** A written proposal to supply a custom manufactured fire engine described in the bid specifications in accordance with the instructions to Bidders.
 - 7.2. **Qualification of Bidder.** Satisfactory evidence of the Bidder's ability to construct the fire engine as specified.
 - 7.3. **Authority.** The bid must be signed by an authorized representative of the Bidder. The Bidder shall provide with the bid proposal, proof of such representative's authority to contractually bind the Bidder.
 - 7.4. **Price.** The total bid price exclusive of state and local sales or use tax, based on the estimated quantities, recognizing that the exact number of units purchased may vary from estimated quantities.
8. **Compliance.** The Fire Authority advises all prospective Bidders that compliance with the requirements outlined in these instructions to Bidders and bid specifications will be considered by the Board of Commissioners in determining whether to accept or reject any bid.
9. **Material Considerations.** Each of the requirements contained in this document are material, and the failure of a bidder to comply with each requirement may constitute grounds for rejection of the bid at the discretion of the Board of Commissioners.
10. **Bidding Errors.** The Fire Authority will not be liable for any errors in any Bidder proposal, and Bidders will not be allowed to alter or modify bids after the bid submittal deadline. The Fire Authority reserves the right to correct or amend errors such as typing,

transposition or other obvious errors; however, the Fire Authority is not required to make such corrections or amendments. If a Bidder claims error and asks to be relieved of an award, the Bidder will be required to promptly present certified worksheets documenting the error. If the Fire Authority, upon review of the worksheets, is convinced in the Fire Authority's sole discretion, that an honest, mathematically excusable error or omission of costs has been made, the Bidder may be relieved of bid. If a discrepancy exists between the price per unit and the extended amount of any bid item, the price per unit will control.

11. **Offer Irrevocable - Time Period.** All bid proposals shall be deemed to be offers to enter into a contract and shall be irrevocable for a period of thirty (30) days from the date of opening of the bids.
12. **Specifications.** The technical specifications provided by the Fire Authority are the minimum requirements. Any exceptions equivalent to or exceeding these specifications will be given due consideration. Bidders shall include their proposal specification sheets. **Any exceptions to strict compliance with the specifications must be noted. A List of Exceptions to Specifications shall be prepared by the Bidder and included with the bid, indicating any and all exceptions, explaining each exception, and describing the specification proposed to be met.**
13. **Completion.** The successful Bidder shall complete the Fire Authority's fire engine and provide delivery to the Fire Authority no later than April 30, 2021.
14. **Warranty.** If the warranty excludes warranties of any specific included components because such components are covered by the component manufacturer's warranty, the warranty of the component manufacturer shall be included with the bid proposal. The warranty obligation shall include the following:
 - 14.1. All materials and required labor.
 - 14.2. The term of the warranty or warranties.
15. **Statutes and Regulations.** The completed fire engine must comply with the requirements of applicable federal statutes and regulations, applicable Washington statutes and regulations of the Department of Labor and Industries, the Department of Transportation and all other applicable state regulatory agencies. In the event the specifications issued by the Fire Authority cannot be complied with without violating such requirements, the

Bidder shall so state; if not discovered until after the contract has been executed, the Supplier shall advise the Fire Authority prior to delivery.

16. **Patents.** The Supplier shall defend any and all suits and assume all liability for any claims against the Fire Authority, or any of its officials, employees and agents, for the use of any patented process, device or article forming a part of the equipment or any appliance to be furnished under the contract.
17. **Conflict of Interest.** Bidders must certify that no officer, agent or employee of the Fire Authority who has participated in the contract negotiations on behalf of the Fire Authority has a pecuniary interest in the bid proposal, and that the proposal is made in good faith without fraud, collusion or participation of any kind by any other Bidder under the same call for bids, and that the Bidder is submitting the bid on its own behalf and not as an undisclosed agent of any person or firm.
18. **Public Disclosure.** All documentation submitted to the Fire Authority may be considered public record under applicable laws and may be subject to disclosure. Bidders recognize and agree the Fire Authority will not be responsible or liable in any way for any losses the Bidder may suffer from the lawful disclosure of information or materials to third parties. Any materials requested to be treated as confidential documents, proprietary information or trade secrets must be clearly identified and readily separate from the balance of the bid submission. Such designations will not necessarily be conclusive, and Bidders may be required to justify why such material should not, upon written request, be disclosed by the Fire Authority under the applicable Public Records Act (RCW 42.56). The Fire Authority will attempt to provide at least two (2) business days' notice of a public records request for material submitted pursuant to this Invitation for Bid. Bidders must respond to the notice in writing with any objection to the production of the documents within two (2) business days of the receipt of the notice. All costs incurred by Bidders associated with any public records request are the responsibility of the Bidders.