

North Mason Regional Fire Authority Board of Fire Commissioners Agenda

March 10th (Belfair) & March 17th (Belfair)
5:00 PM

Blue Information and **Red Action** Requested

Call to Order

Pledge of Allegiance

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

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

Financial Report- Staff will be providing an updated budget summary for March on March 17th.

Administration Report

- Firefighter Testing Process
- Emergency Prevention Specialist Update
- Leadership Academy

Old Business

- Bond Rating & Interest Rates for Bond Sale

- Station 21 Project Update
- Tahuya Fire Station Update
- CAC Meeting Update
- County Fire Commissioner Meeting Update
- Tahuya Fire Station Diesel Exhaust System Bid Acceptance and Award

New Business

- Resolution 20-04: Construction Fund Account
- Tahuya Reader Board Sign
- Policy Review: Ambulance Billing
- Policy Review: Policy Development/Review
- Policy Review: Emergency Prevention Specialist

Public Comment

Good of the Order

Adjournment

Board for Volunteer Firefighters

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
460 NE Old Belfair Hwy, Belfair
2/11/2020

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

Absent: None

Guests: Aaron Pufal

Meeting was called to order at 5:01 p.m. and opened with the Pledge of Allegiance.

The meeting minutes from January 14 and January 21, 2020, were presented for approval.

Commissioner Quigley moved to approve the meeting minutes with grammatical corrections. Commissioner Severson seconded the motion. Motion approved.

Financial vouchers were presented for review.

A motion was made by Commissioner Kewish to approve the expense and payroll vouchers under BIAS 200201001 to 200201079 in the amount of \$299,604.17 and 200202001 in the amount of \$1,945.82. Commissioner Miller seconded the motion. Motion carried.

FINANCIALS

Chief Bakken explained the difference in financial documents presented – Budget Position, Voucher List and Transaction Journal.

ADMINISTRATION

2019 State Audit: Exit conference is scheduled for next Tuesday February 18, 2020, at 4:00 p.m. at Station 21. Commissioners Quigley and Kewish plan to attend. Chief Bakken will provide an overview of the State Audit findings at the 5:00 p.m. Board meeting that same evening.

Freedom Foundation Litigation: Freedom Foundation made a public records request to the Department of Retirement Systems for retiree information. The Washington State Council of Fire Fighters and other Union representatives obtained a temporary injunction to prohibit the disclosure of certain information, at which point the Freedom Foundation began requesting the information from employers directly. The WSCFF and other Unions then added numerous employers (including NMRFA) to the litigation; NMRFA is now subject to the temporary injunction. Chief Bakken confirmed we have not received any records requests from Freedom Foundation and this litigation is no fault of NMRFA; he will be having our legal representative Brian Snure respond to the request in the coming days.

OLD BUSINESS

Station 21 Project Management Contract Update: Chief Bakken presented the final contract, fee proposal and scope of work from Hill International for project management services for the new headquarters fire station. Chief Bakken will be executing the contract tomorrow February 12, 2020.

Fire Engine Bid: Assistant Chief Cooper provided an update – one formal bid was received from Rosenbauer. Assistant Chief Cooper confirmed all specifications were met and the bid was complete; total amount without tax is \$529,556.00 with optional \$9,347.00 discount for chassis pre-payment. Construction to be complete 425 days after notice to proceed.

Motion made by Commissioner Kewish to accept fire engine bid from Rosenbauer as submitted. Commissioner Severson seconded the motion. Motion carried.

Motion made by Commissioner Quigley to award bid for fire engine to Rosenbauer. Commissioner Miller seconded the motion. Motion carried.

NEW BUSINESS

Bond Sale: Chief Bakken led discussion regarding upcoming bond sale for headquarters fire station project. Confirmed this will be a public sale and the formal resolutions were prepared by our Bond Attorney Foster Garvey PC. Chief Bakken indicated the Bond Registrar(s) will be himself/Executive Assistant McCormick, Designated Representative will be himself and Secretary will be Executive Assistant Wassenaar.

Following the bond sale, annual reporting will be required and shall be handled by Foster Garvey PC – this annual bond report will also be presented to the Board of Commissioners. Regarding the disbursement of funds, once the money is received from the sale, the money shall be handled as part of the project management services provided by Hill International.

Resolution 20-02: Adopt a system of registration of bonds for the upcoming Bond Sale to fund the new headquarters fire station.

Motion made by Commissioner Quigley to approve Resolution 20-02. Commissioner Kewish seconded the motion. Motion carried.

Resolution 20-03: Providing for the issuance, sale and delivery of \$10,000,000 aggregate principal amount of unlimited tax general obligation bonds, to provide funds to construct the new headquarters fire station. Also fixes and sets parameters of bonds and appoints the designated representative to approve the final terms of the sale of the bonds.

Motion made by Commissioner Miller to approve Resolution 20-03. Commissioner Kewish seconded the motion. Motion carried.

Diesel Exhaust System: Chief Bakken explained the need for diesel exhaust removal system purchase and installation, as the new Tahuya Fire Station nears completion. Also discussed the current systems in existing fire stations.

Motion made by Commissioner Kewish to go to bid announcement for Tahuya Fire Station diesel exhaust removal system. Commissioner Severson seconded the motion. Motion carried.

GOOD OF THE ORDER/GENERAL DISCUSSION

Congratulations to Lieutenant Laura Chester on the birth of her baby boy.

Lieutenant presentations to be held at next week's Commissioner meeting on February 18; celebration dinner for Lieutenants and new hires to follow.

Discussed upcoming NMRFA Annual Dinner on April 18. Chief Bakken confirmed the dinner will be held at Alderbrook; entertainment to be Shift presentations; formal invitations will be sent in the next couple of weeks.

The State Department of Health is currently utilizing the North Bend Fire Academy as a Coronavirus quarantine location. Assistant Chief Cooper indicated we currently have 4 students at the academy who have been moved to a hotel in Issaquah. Department of Health has also added an additional quarantine location at Bangor.

Wildland/Brushtruck – Chief Bakken indicated the truck is being sent to US Fire for wildland fire outfitting to meet the timeline requirements of the existing grant. Confirmed the apparatus will be complete and delivered prior to the beginning of wildfire season.

Public Comment:

Aaron Pufal in attendance; indicated he sent correspondence directly to the Board. Commissioner McIntosh confirmed receipt of that correspondence.

Commissioner McIntosh indicated she spoke with Ken VanBuskirk via telephone prior to the Commissioner meeting regarding the discussion that occurred at the Port of Allyn public meeting the night prior, February 10, 2020. During the Port meeting, a prospective indoor shooting range on Old Belfair Highway was discussed, as well as the emergency management campus due to the location on the highway. Ken requested Commissioner McIntosh inform the Board that they spoke prior to tonight's meeting.

Commissioner Quigley moved to adjourn. The meeting was adjourned at 5:53 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
2/18/2020

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

Absent: None

Guests: Capt. Ryan Cleveland, Capt. Carl Ehresman, Lt. Jeff Yates, Lt. Jess Fulkerson and father, Kayla Sturgis, Jeremy Carnahan, Antonio Summerlin, Robert Collamore, David Torvik, Woody Flynn, Tom Bailey

Meeting was called to order at 5:02 p.m. and opened with the Pledge of Allegiance.

ADMINISTRATION

Kayla Sturgis Introduction: Chief Bakken introduced Administrative Assistant Kayla Sturgis; she has been with NMRFA since early November.

Bond Proceed Status/Preliminary Statement: Chief Bakken provided Bond status update – currently finalizing Public Offering Statement and preparing for Bond Rating conference. Rehearsal call is scheduled for February 19 @ 10 am – Commissioner Quigley previously volunteered for rehearsal and rating calls, however the rating call has been rescheduled for February 24 @ 11 am and she is unable to attend; Commissioner Severson may be able to attend the rating call on February 24, Chief Bakken will follow up to confirm prior to call.

CMFE Update: Mike Patti named interim Fire Chief; should be posting position nationally/externally soon.

Behavioral Health Program and AFG Funding: Looking to collaborate with other Mason County Districts for regional program/regional AFG Grant for creation of a behavioral health program. Grant application is due March 13 – Chief Bakken explained that 5 or 6 Districts are currently interested in being included in the Regional Grant. Additional Districts not included in the Grant can still be included in the program created.

2019 State Audit: Exit conference took place today February 18 @ 4:00 p.m. with Commissioner Quigley in attendance. No formal findings, however there were a few exit item recommendations. Chief Bakken provided the recommendations to the Board.

OLD BUSINESS

Retention Committee Update: Next meeting scheduled for April. Lt. Jeff Yates will post the schedule for the Body with the goal of increasing engagement and participation.

CRT Update: Robert Collamore provided update on recent CRT training class – 12 new members participated, as well as 6 existing members.

NEW BUSINESS

Lieutenant Presentation Jeff Yates –Driver/Operator Program. The goal of the program is to provide guidance for members seeking a training path after the Academy, as well as to standardize/streamline training requirements for those with limited time commitments. Created clear training standards for specific Authority vehicles (engine, tender, brushtruck, ATV), with each vehicle separated into its own Task Book. The Task Books/Checkoffs are currently in the draft phase, awaiting approval and implementation by the Training Committee.

Lieutenant Presentation Jess Fulkerson – MATAAC Curriculum. In 2018 Mason County Fire Chiefs adopted a uniform set of policies and procedures for Incident Command with no curricula or lesson plans for delivery. Created a formal curriculum, including simulations and evaluation rubric for MATAAC. This formal training has been provided to NMRFA staff and additional Districts throughout Mason County. Also worked with the Training Committee so additional/ongoing training can be provided in the future.

GOOD OF THE ORDER:

North Mason Prevention Summit Series: Upcoming substance use presentation on E-Cigarettes/Vaping; to be held at North Mason High School, in the Commons on February 19 @ 7:00 p.m.

Public Comment: None

Commissioner McIntosh adjourned with no further business or comment. The meeting was adjourned at 6:10 p.m.

Authority Secretary Renee Wassenaar

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson

2020 BUDGET POSITION

North Mason Regional Fire Authority
MCAG #: 3106

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001 General Expense Fund

Revenues	Amt Budgeted	March	YTD	Remaining		
308 Beginning Balances						
308 80 00 0000	Beginning Cash and Investments - General	0.00	0.00	930,000.00	(930,000.00)	0.0%
308 80 00 0001	Begining Cash and Investments - Petty/Revolving Acct	5,000.00	0.00	5,000.00	0.00	0.0%
308 80 00 0002	Beginning Cash and Investments - Contingency	0.00	0.00	2,862,432.30	(2,862,432.30)	0.0%
308 Beginning Balances		5,000.00	0.00	3,797,432.30	(3,792,432.30)	0.0%
310 Taxes						
311 10 30 0000	NMRFA Fire Levy	2,502,866.00	0.00	34,332.56	2,468,533.44	98.6%
311 10 30 0001	NMRFA EMS Levy	840,717.00	0.00	12,262.59	828,454.41	98.5%
310 Taxes		3,343,583.00	0.00	46,595.15	3,296,987.85	98.6%
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	74,188.82	(74,188.82)	0.0%
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%
337 00 30 4000	Local Grants, Entitlements, Other Payments-Timber Exc Bond	0.00	0.00	5,256.94	(5,256.94)	0.0%
330 Intergovernmental Revenues		21,300.00	0.00	79,445.76	(58,145.76)	0.0%
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	308.00	(308.00)	0.0%
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	1,134.46	78,865.54	98.6%
342 60 30 0000	Ambulance Services	530,000.00	0.00	76,505.60	453,494.40	85.6%
340 Charges For Goods & Services		620,000.00	0.00	77,948.06	542,051.94	87.4%
360 Interest & Other Earnings						
361 10 30 0000	Investment Interest	50,000.00	0.00	8,071.95	41,928.05	83.9%

2020 BUDGET POSITION

North Mason Regional Fire Authority
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001 General Expense Fund

Revenues	Amt Budgeted	March	YTD	Remaining	
360 Interest & Other Earnings					
361 40 00 0000 Other Interest Earnings Ems	0.00	0.00	0.12	(0.12)	0.0%
361 40 30 0000 Other Interest Earnings Fire	0.00	0.00	2,000.07	(2,000.07)	0.0%
361 40 30 0001 Other Interest Earnings Bond	0.00	0.00	0.02	(0.02)	0.0%
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	31.87	(31.87)	0.0%
362 50 00 0001 Space And Facilities Leases Long-term/DNR Bond	0.00	0.00	7.83	(7.83)	0.0%
362 50 30 0000 Space and Facility Leases Long Term/DNR EMS	0.00	0.00	1,014.86	(1,014.86)	0.0%
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	254.00	2,746.00	91.5%
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	11,380.72	48,286.28	80.9%

380 Non Revenues

389 10 30 0000 Non-Revenue Reimbursement	35,000.00	0.00	1,945.82	33,054.18	94.4%
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	1,945.82	33,054.18	94.4%

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	2,059.00	10,941.00	84.2%
390 Other Financing Sources	68,000.00	0.00	2,059.00	65,941.00	97.0%

Fund Revenues:	4,152,550.00	0.00	4,016,806.81	135,743.19	3.3%
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Expenditures	Amt Budgeted	March	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	618.00	1,362.11	(1,362.11)	0.0%
522 45 43 1000 Admin Staff Training: Travel	0.00	469.70	778.49	(778.49)	0.0%
522 45 49 1000 Admin Staff Training: Miscellaneous	0.00	0.00	0.00	0.00	100.0%
001 Administration Training	10,000.00	1,087.70	2,140.60	7,859.40	78.6%
589 00 00 1000 Ambulance Refunds: OSC	5,000.00	0.00	134.27	4,865.73	97.3%

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001 General Expense Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
001 Bakken					
002 Ambulance Refunds	5,000.00	0.00	134.27	4,865.73	97.3%
522 10 20 0010 Admin Staff- Labor and Industry Insurance	940,000.00	1,105.72	1,614.80	938,385.20	99.8%
522 10 20 0020 Admin Staff- Medicare	0.00	536.44	1,651.24	(1,651.24)	0.0%
522 10 20 0030 Admin Staff- WA State Retirement	0.00	2,958.18	8,874.55	(8,874.55)	0.0%
522 10 20 0040 Admin Staff- HRA, HI, DC, Disability	0.00	6,503.72	22,468.06	(22,468.06)	0.0%
522 10 20 0050 Paid Family/Medical Leave	0.00	0.00	121.72	(121.72)	0.0%
522 20 20 0010 Firefighter/EMT- Labor and Industry Insurance	0.00	8,130.85	12,056.02	(12,056.02)	0.0%
522 20 20 0020 Firefighter/EMT- Medicare	0.00	1,607.48	4,641.96	(4,641.96)	0.0%
522 20 20 0030 Firefighter/EMT- WA State Retirement	0.00	5,609.85	16,243.55	(16,243.55)	0.0%
522 20 20 0040 Firefighter/EMT- HRA, HI, DC, Disability	0.00	21,426.09	70,292.03	(70,292.03)	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	3,540.55	5,591.74	(5,591.74)	0.0%
522 71 20 0020 Firefighter/paramedic- Medicare	0.00	778.20	2,428.98	(2,428.98)	0.0%
522 71 20 0030 Firefighter/paramedic- Wa State Retirement	0.00	2,743.44	8,551.42	(8,551.42)	0.0%
522 71 20 0040 Firefighter/Paramedic- HRA, HI, DC, Disability	0.00	18,279.70	44,847.43	(44,847.43)	0.0%
003 Benefits	940,000.00	73,220.22	199,383.50	740,616.50	78.8%
522 11 10 0001 Commissioner Stipends	25,000.00	1,536.00	4,608.00	20,392.00	81.6%
522 11 20 0010 Labor and Industry Insurance	0.00	3.07	4.10	(4.10)	0.0%
522 11 20 0020 Social Security and Medicare	0.00	117.50	352.52	(352.52)	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	942.00	942.00	(942.00)	0.0%
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	2,598.57	5,906.62	19,093.38	76.4%
522 10 31 1000 Computer Hardware: OOS	12,000.00	62.01	746.85	11,253.15	93.8%
522 10 31 2000 Computer Software: OOS	0.00	0.00	199.99	(199.99)	0.0%
522 10 41 1000 IT Support Service: PS	0.00	750.00	2,250.00	(2,250.00)	0.0%
005 Computers	12,000.00	812.01	3,196.84	8,803.16	73.4%
522 10 30 1000 Mason/Kitsap Elections: PS	0.00	3.75	228.60	(228.60)	0.0%
006 Elections	0.00	3.75	228.60	(228.60)	0.0%
522 10 46 1000 Authority General Liability Insurance	75,000.00	22,038.00	27,481.00	47,519.00	63.4%
522 10 46 2000 Accident and Sickness Insurance	0.00	0.00	0.00	0.00	100.0%
007 Insurance	75,000.00	22,038.00	27,481.00	47,519.00	63.4%
522 20 20 2000 Retirement Medical Costs	7,000.00	400.43	1,255.35	5,744.65	82.1%

2020 BUDGET POSITION

North Mason Regional Fire Authority
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001 General Expense Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
001 Bakken					
008 LEOFF 1 Retirement Costs	7,000.00	400.43	1,255.35	5,744.65	82.1%
522 10 41 2000 Legal Services: PS	2,500.00	205.00	205.00	2,295.00	91.8%
009 Legal Costs	2,500.00	205.00	205.00	2,295.00	91.8%
522 10 31 3000 Miscellaneous Expenes: OOS	10,000.00	178.88	210.38	9,789.62	97.9%
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	52.36	146.75	(146.75)	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	231.24	357.13	9,642.87	96.4%
522 10 49 1000 Memberships and Subscriptions: PS	20,000.00	521.25	1,722.18	18,277.82	91.4%
522 10 49 2000 Miscellaneous: PS	0.00	8,110.53	12,412.33	(12,412.33)	0.0%
011 Professional Services	20,000.00	8,631.78	14,134.51	5,865.49	29.3%
522 10 10 0001 Admin Staff Salaries and Wages	2,400,000.00	36,995.84	110,921.46	2,289,078.54	95.4%
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	109,119.08	313,558.07	(313,558.07)	0.0%
522 20 10 3000 Firefighter OT	0.00	6,103.60	11,305.86	(11,305.86)	0.0%
522 71 10 0001 Firefighter/paramedic Staff Salaries	0.00	49,307.55	155,757.76	(155,757.76)	0.0%
012 Salaries	2,400,000.00	201,526.07	591,543.15	1,808,456.85	75.4%
522 10 31 5000 QRT Supplies	0.00	238.58	336.23	(336.23)	0.0%
522 10 49 4000 QRT Services	0.00	2,553.97	6,700.38	(6,700.38)	0.0%
013 Quick Response Team	0.00	2,792.55	7,036.61	(7,036.61)	0.0%
001 Bakken	3,506,500.00	313,547.32	853,003.18	2,653,496.82	75.7%
002 Cleveland					
522 20 31 1000 Station Amenities	4,000.00	292.96	448.29	3,551.71	88.8%
001 Amenities	4,000.00	292.96	448.29	3,551.71	88.8%
522 20 35 0010 Fire	20,700.00	0.00	0.00	20,700.00	100.0%
522 20 35 0020 Small Engine Equipment	0.00	0.00	0.00	0.00	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	36.88	105.09	(105.09)	0.0%
522 20 35 0060 Hand Held Equipment	0.00	0.00	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	20,700.00	36.88	149.91	20,550.09	99.3%

2020 BUDGET POSITION

North Mason Regional Fire Authority
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001 General Expense Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
002 Cleveland					
522 50 48 0001 Hose Testing	12,000.00	0.00	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	0.00	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	406.44	213,135.10	99.8%
004 Equipment Reserve	213,541.54	0.00	406.44	213,135.10	99.8%
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%
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	0.00	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	147.56	147.56	(147.56)	0.0%
006 Radios	12,000.00	147.56	8,145.69	3,854.31	32.1%
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	0.00	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	439.43	439.43	(439.43)	0.0%
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	596.75	596.75	9,403.25	94.0%
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	536.06	536.06	(536.06)	0.0%
522 20 48 0007 SCBA Mask Repair	0.00	1,576.60	1,576.60	(1,576.60)	0.0%
007 SCBA	10,000.00	3,148.84	3,160.62	6,839.38	68.4%
522 21 49 0001 Student Firefighter Stipend	30,000.00	0.00	1,800.00	28,200.00	94.0%
522 21 49 0002 Student Firefighter Program: OOS	0.00	1,937.70	3,936.40	(3,936.40)	0.0%
008 Student FF	30,000.00	1,937.70	5,736.40	24,263.60	80.9%
522 10 31 0514 Station Supplies: OOS	8,000.00	0.00	625.55	7,374.45	92.2%
522 10 35 0516 Small Tools & Minor Equipment: (Station Supplies)	0.00	0.00	167.20	(167.20)	0.0%
522 10 49 0519 Station Supplies: Miscellaneous	0.00	0.00	734.81	(734.81)	0.0%
009 Station Supplies	8,000.00	0.00	1,527.56	6,472.44	80.9%
522 20 31 0005 Wildland Programs: OOS	15,000.00	0.00	0.00	15,000.00	100.0%

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001 General Expense Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
002 Cleveland					
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	326,741.54	5,563.94	19,604.91	307,136.63	94.0%
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%
522 45 49 3000 Fire Academy: Miscellaneous	0.00	0.00	411.12	(411.12)	0.0%
001 Fire Academy	14,000.00	0.00	411.12	13,588.88	97.1%
522 10 31 4000 Awards & Recognition: OOS	850.00	0.00	7.69	842.31	99.1%
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	7.69	842.31	99.1%
522 50 31 0100 Building Maintenance: OOS	20,000.00	18.43	18.43	19,981.57	99.9%
522 50 41 0200 Building Maintenance: PS	0.00	0.00	524.06	(524.06)	0.0%
522 50 48 0300 Buildings Maintenance: Repair & Maintenance	0.00	156.51	1,244.35	(1,244.35)	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	174.94	1,786.84	18,213.16	91.1%
522 20 40 0015 Macecom Dispatching Service: PS	31,000.00	0.00	7,995.90	23,004.10	74.2%
004 Dispatch	31,000.00	0.00	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	2,165.11	(2,165.11)	0.0%
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	2,165.11	12,834.89	85.6%
522 21 20 0020 Social Security and Medicare	0.00	0.00	137.70	(137.70)	0.0%
007 Student FF Soc. Sec. & Medicare	0.00	0.00	137.70	(137.70)	0.0%
522 41 31 0000 Training External - Supplies (Training)	35,000.00	284.41	333.22	34,666.78	99.0%
522 41 35 0000 Training External - Small Tools Minor Equipment (Training)	0.00	0.00	0.00	0.00	100.0%

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Expenditures	Amt Budgeted	March	YTD	Remaining	
003 Cooper					
522 41 41 0000 Training External - Services (Training)	0.00	5,943.00	6,142.72	(6,142.72)	0.0%
522 41 49 0000 Training External - Miscellaneous (Training)	0.00	0.00	81.73	(81.73)	0.0%
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	1,498.84	1,498.84	(1,498.84)	0.0%
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%
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	0.00	2,170.00	(2,170.00)	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	51.56	681.85	(681.85)	0.0%
008 Training	35,000.00	7,777.81	10,908.36	24,091.64	68.8%
522 10 42 1000 Station 21 Telephone & Internet	0.00	1,764.94	3,974.25	(3,974.25)	0.0%
522 10 42 2000 Station 27 Telephone & Internet	0.00	295.53	750.97	(750.97)	0.0%
522 10 42 3000 Station 24 Telephone & Fire Alarm	0.00	0.00	524.14	(524.14)	0.0%
522 10 42 4000 Station 81 Telephone & Internet	0.00	0.00	327.99	(327.99)	0.0%
522 10 47 1000 Station 21 & 21-2 Utilities (Power, Water, Cable, Gas)	60,000.00	1,714.51	5,550.99	54,449.01	90.7%
522 10 47 1100 Station 83 Utilities (Power)	0.00	108.50	231.19	(231.19)	0.0%
522 10 47 2000 Station 22 Utilities (Power)	0.00	136.11	425.62	(425.62)	0.0%
522 10 47 3000 Station 23 Utilities (Power, Water)	0.00	314.05	990.04	(990.04)	0.0%
522 10 47 4000 Station 24 Utilities (Power, Water)	0.00	297.39	787.50	(787.50)	0.0%
522 10 47 5000 Station 25 Utilities (Power)	0.00	44.17	143.48	(143.48)	0.0%
522 10 47 6000 Station 27 Utilities (Power, Water, Cable, Propane)	0.00	469.69	1,661.77	(1,661.77)	0.0%
522 10 47 8000 Station 81 Utilities (Power, Water, Cable, Propane)	0.00	562.68	1,915.46	(1,915.46)	0.0%
522 10 47 9000 Station 82 Utilities (Power, Water)	0.00	158.60	301.57	(301.57)	0.0%
009 Utilities	60,000.00	5,866.17	17,584.97	42,415.03	70.7%
522 20 32 0010 Vehicle Fuel Consumed	35,000.00	2,208.14	7,020.11	27,979.89	79.9%
010 Vehicle Fuel	35,000.00	2,208.14	7,020.11	27,979.89	79.9%
522 60 31 0457 Vehicle Preventative Maintenance Parts: OOS	32,000.00	0.00	93.46	31,906.54	99.7%
522 60 48 1000 Fire Engine Preventative Maintenance	0.00	1,227.41	1,837.12	(1,837.12)	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	0.00	338.02	(338.02)	0.0%

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001 General Expense Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
003 Cooper					
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	0.00	801.27	(801.27)	0.0%
011 Vehicle Preventative Maintenance	32,000.00	1,227.41	3,069.87	28,930.13	90.4%
522 60 31 0144 Vehicle Repairs: OOS	60,000.00	0.00	4,979.86	55,020.14	91.7%
522 60 35 0384 Small Tools and Minor Equipment: (Vehicle Repairs)	0.00	0.00	1,027.63	(1,027.63)	0.0%
522 60 48 6000 Vehicle Repairs and Maintenance- Labor	0.00	0.00	410.34	(410.34)	0.0%
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	0.00	6,417.83	53,582.17	89.3%
522 22 20 0020 Social Security and Medicare	0.00	0.00	110.16	(110.16)	0.0%
522 22 49 0002 Volunteer Personnel Stipends	12,000.00	1,291.80	4,411.14	7,588.86	63.2%
013 Volunteer Stipends	12,000.00	1,291.80	4,521.30	7,478.70	62.3%
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	199.00	199.00	(199.00)	0.0%
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	199.00	199.00	4,801.00	96.0%
003 Cooper	321,850.00	18,745.27	62,225.80	259,624.20	80.7%
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	1,306.75	4,947.30	20,052.70	80.2%
001 Ambulance Billing	25,000.00	1,306.75	4,947.30	20,052.70	80.2%
522 20 31 7000 CRT Equipment and Supplies: OOS	3,000.00	0.00	99.34	2,900.66	96.7%
522 20 31 8000 CRT Uniforms	0.00	0.00	225.38	(225.38)	0.0%
522 45 31 4000 CRT Training (Ongoing Training): OOS	0.00	10.02	10.02	(10.02)	0.0%
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	10.02	334.74	2,665.26	88.8%
522 71 41 7000 MPD/QA (Hoffman): PS	8,000.00	7,000.00	7,000.00	1,000.00	12.5%
522 72 31 1000 EMS Supplies: OOS	50,000.00	1,578.36	11,351.30	38,648.70	77.3%
522 72 35 1000 Ems Equipment and Tools	15,000.00	159.98	761.05	14,238.95	94.9%
522 72 35 2000 Gurney Purchasing	0.00	0.00	0.00	0.00	100.0%

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001 General Expense Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
004 Ehresman					
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	8,738.34	19,112.35	53,887.65	73.8%
522 20 31 9000 Wellness Supplies	5,000.00	0.00	0.00	5,000.00	100.0%
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	10,055.11	24,394.39	81,605.61	77.0%
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 (Reimburseable)	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	0.00	171.88	1,828.12	91.4%

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001 General Expense Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
006 McCormick					
001 Advertising	2,000.00	0.00	171.88	1,828.12	91.4%
522 10 31 0100 Office & Operating Supplies	6,000.00	338.49	1,535.72	4,464.28	74.4%
002 Office Supplies	6,000.00	338.49	1,535.72	4,464.28	74.4%
522 10 42 0001 Postage: OOS	2,500.00	61.85	121.85	2,378.15	95.1%
003 Postage	2,500.00	61.85	121.85	2,378.15	95.1%
522 20 20 0070 Volunteer Pension and Disability	2,500.00	0.00	1,470.00	1,030.00	41.2%
004 Volunteer Pension and Disability	2,500.00	0.00	1,470.00	1,030.00	41.2%
006 McCormick	13,000.00	400.34	3,299.45	9,700.55	74.6%
007 Reese					
522 20 31 3000 Personal Protective Equipment (PPE): OOS- Full Sets	15,000.00	0.00	2,174.18	12,825.82	85.5%
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	1,222.80	1,222.80	(1,222.80)	0.0%
522 20 48 1000 PPE Repair and Maintenance	0.00	323.04	323.04	(323.04)	0.0%
001 PPE	15,000.00	1,545.84	3,720.02	11,279.98	75.2%
522 20 31 6000 Safety Committee Equipment: OOS	2,500.00	0.00	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	0.00	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	258.52	442.97	17,557.03	97.5%
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	258.52	442.97	17,557.03	97.5%
007 Reese	35,500.00	1,804.36	6,062.99	29,437.01	82.9%
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%
522 Fire Control					
522 10 51 1000 Fire Suppression And Emergency Medical Services - Intergovernmental Professional Services	0.00	0.00	7,134.28	(7,134.28)	0.0%

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001 General Expense Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
522 Fire Control					
522 Fire Control	0.00	0.00	7,134.28	(7,134.28)	0.0%
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	1,407.08	0.00	0.00	100.0%
580 Non Expenditures	500,140.62	1,407.08	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	345,576.15	(345,576.15)	0.0%
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	345,576.15	(345,576.15)	0.0%
Fund Expenditures:	4,836,232.16	351,523.42	1,321,301.15	3,514,931.01	72.7%
Fund Excess/(Deficit):	(683,682.16)	(351,523.42)	2,695,505.66		

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300 Bond Fund

Revenues	Amt Budgeted	March	YTD	Remaining		
310 Taxes						
311 10 30 0002 Real & Personal Property Taxes - Bond Levy	0.00	0.00	5,789.61	(5,789.61)	0.0%	
310 Taxes	0.00	0.00	5,789.61	(5,789.61)	0.0%	
Fund Revenues:	0.00	0.00	5,789.61	(5,789.61)	0.0%	
Fund Excess/(Deficit):	0.00	0.00	5,789.61			

2020 BUDGET POSITION TOTALS

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Fund	Revenue	March	Received		Expenditures	March	Spent	
001 General Expense Fund	4,152,550.00	0.00	4,016,806.81	3.3%	4,836,232.16	351,523.42	1,321,301.15	72.7%
300 Bond Fund	0.00	0.00	5,789.61	0.0%	0.00	0.00	0.00	100.0%
	<u>4,152,550.00</u>	<u>0.00</u>	<u>4,022,596.42</u>	<u>3.1%</u>	<u>4,836,232.16</u>	<u>351,523.42</u>	<u>1,321,301.15</u>	<u>72.7%</u>

VOUCHER APPROVALS

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200302001	COLUMBIA BANK - PAYROLL TAXES	277	03/31/2020	Payroll	1	28,484.81	941 Deposit for Pay Cycle(s) 03/31/2020 - 03/31/2020	COL001
200302002	DCP - WA STATE DEFERRED COMP	278	03/31/2020	Payroll	1	16,375.44	Pay Cycle(s) 03/31/2020 To 03/31/2020 - DC-CAPT; Pay Cycle(s) 03/31/2020 To 03/31/2020 - DC-DCP; Pay Cycle(s) 03/31/2020 To 03/31/2020 - DC-DCP%	STA175
200302004	DIMARTINO/FORTIS INS CO	280	03/31/2020	Payroll	1	968.46	Pay Cycle(s) 03/31/2020 To 03/31/2020 - DISABILITY	DIM100
200302005	EMPLOYMENT SECURITY DEPT - PFML	281	03/31/2020	Payroll	1	485.17	Pay Cycle(s) 03/31/2020 To 03/31/2020 - PFML	EMP001
200302006	IAFF LOCAL 3876	282	03/31/2020	Payroll	1	2,409.00	Pay Cycle(s) 03/31/2020 To 03/31/2020 - DUES	IAF110
200302007	LEOFF SYS - P/2	283	03/31/2020	Payroll	1	24,954.13	Pay Cycle(s) 03/31/2020 To 03/31/2020 - LEOFF2; Pay Cycle(s) 03/31/2020 To 03/31/2020 - LEOFF Adj	LEF150
200302008	NATIONWIDE	284	03/31/2020	Payroll	1	3,210.00	Pay Cycle(s) 03/31/2020 To 03/31/2020 - DC-NATION	NAC101
200302009	NMRFA - FOOD FUND	285	03/31/2020	Payroll	1	150.00	Pay Cycle(s) 03/31/2020 To 03/31/2020 - FOOD	NMR100
200302010	VIMLY BENEFIT SOLUTIONS, INC	286	03/31/2020	Payroll	1	26,795.90	Pay Cycle(s) 03/31/2020 To 03/31/2020 - PREMERA-Family; Pay Cycle(s) 03/31/2020 To 03/31/2020 - PREMERA-Married; Pay Cycle(s) 03/31/2020 To 03/31/2020 - PREMERA-Single; Pay Cycle(s) 03/31/2020 To 03/3	WAS016
200302011	WA PUB EMP RETIREMENT SYS-PERS	287	03/31/2020	Payroll	1	2,835.44	Pay Cycle(s) 03/31/2020 To 03/31/2020 - PERS2	WAS900
200302012	WSCFF EMPLOYEE BENEFIT TRUST	288	03/31/2020	Payroll	1	2,625.00	Pay Cycle(s) 03/31/2020 To 03/31/2020 - MERP	WSC050

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200302013 BAKKEN BEAU A	241	03/31/2020	Payroll	1	6,953.41	Paydate 3/31/20	BAK210
200302014 BRIDGAN HALEIGH E	242	03/31/2020	Payroll	1	438.42	Paydate 3/31/20	BRI003
200302015 GRACEY KYLER B	253	03/31/2020	Payroll	1	179.70	Paydate 3/31/20	GRA003
200302016 KEWISH, DANIEL	257	03/31/2020	Payroll	1	235.62	Paydate 3/31/20	KEW200
200302017 LINDSEY COOPER B	259	03/31/2020	Payroll	1	179.70	Paydate 3/31/20	LIN001
200302018 MORROW, THOMAS G.	263	03/31/2020	Payroll	1	328.13	Paydate 3/31/20	MOR200
200302019 QUIROZ JR VICTOR	266	03/31/2020	Payroll	1	179.70	Paydate 3/31/20	QUI002
200302020 SAMMONS, MICHAEL	269	03/31/2020	Payroll	1	775.74	Paydate 3/31/20	SAM025
200302021 SUMMERLIN ANTONIO	272	03/31/2020	Payroll	1	438.42	Paydate 3/31/20	SUM001
200302022 ZUBER TANNER	276	03/31/2020	Payroll	1	179.70	Paydate 3/31/20	ZUB001
200302023 DEPT OF LABOR & INDUSTRIES	179	03/31/2020	Payroll	1	8,202.40	1ST Quarter 02/01/2020 - 02/29/2020	DEP100
200302024 COLUMBIA BANK - DIRECT DEP	289	03/31/2020	Payroll	1	127,429.00	MARCH DIR DEP	COL002
200302025 DEPT OF LABOR & INDUSTRIES	290	03/31/2020	Payroll	1	7,222.10	1ST Quarter 03/31/2020 - 03/31/2020	DEP100
Total Vouchers:					262,035.39		

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: _____

VOUCHER APPROVALS

North Mason Regional Fire Authority
MCAG #: 3106

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03/10/2020 To: 03/10/2020

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200301001	SMARTLIFE, LLC	185	03/10/2020	Claims	1	5,943.00		
200301002	AIRGAS USA, LLC	186	03/10/2020	Claims	1	1,541.55		AIR200
200301003	BARRETT, FRED	187	03/10/2020	Claims	1	144.60		BAR165
200301004	BELFAIR HOSE & HEAVY TRUCK REPAIR	188	03/10/2020	Claims	1	823.81		BEL097
200301005	BELFAIR WATER DISTRICT #1	189	03/10/2020	Claims	1	129.58		BEL150
200301006	BLUE CROSS BLUE SHIELD OF MONTANA	190	03/10/2020	Claims	1	213.93	Fred Barrett	BLU020
200301007	CASCADE NATURAL GAS	191	03/10/2020	Claims	1	521.59		CAS100
200301008	CENTURY LINK	192	03/10/2020	Claims	1	135.62		CEN160
200301009	COOPER, SCOTT	193	03/10/2020	Claims	1	113.88		COO120
200301010	COPIERS NORTHWEST, INC.	194	03/10/2020	Claims	1	52.36		COP002
200301011	CREWSENSE, LLC	195	03/10/2020	Claims	1	156.69		CAL002
200301012	DIRECT TV INC	196	03/10/2020	Claims	1	147.49		DIR150
200301013	EF RECOVERY	197	03/10/2020	Claims	1	1,306.75		EFR200
200301014	FIRE NUGGETS, INC.	198	03/10/2020	Claims	1	875.00	Deric Klahr	
200301015	GALLS, LLC	199	03/10/2020	Claims	1	662.12		GAL100
200301016	HOOD CANAL COMMUNICATIONS	200	03/10/2020	Claims	1	502.53		HOO071
200301017	HRA VEBA TRUST	201	03/10/2020	Claims	1	19,004.05		HRA200
200301018	HUTTER, CHRISTY	202	03/10/2020	Claims	1	750.00		HUT075
200301019	IAAI WASHINGTON STATE CHAPTER	203	03/10/2020	Claims	1	487.87	Robert Collamore	
200301020	KITSAP BANK - VISA	204	03/10/2020	Claims	1	1,623.98	Amazon; Seatac Airport Parking; Amazon; Amazon; The Davenport Tower; Amazon; Amazon; Amazon; Survey Monkey	KIT072
200301021	KITSAP CO AUDITOR	205	03/10/2020	Claims	1	3.75		KIT078
200301022	LOWES	206	03/10/2020	Claims	1	124.74		LOW200
200301023	MASON COUNTY EMS & TRAUMA COUNCIL	207	03/10/2020	Claims	1	7,000.00	2020 Annual Council Support	MAS208
200301024	MASON COUNTY PUBLIC WORKS	208	03/10/2020	Claims	1	147.56		MAS600
200301025	MASON COUNTY TREASURER	209	03/10/2020	Claims	1	35.80	Parcel # 22223-51-02045 And #22223-76-00180 Full Year 2020	MAS550
200301026	MCCORMICK, ANGIE	210	03/10/2020	Claims	1	91.00		MCC003
200301027	MED-TECH RESOURCE, INC	211	03/10/2020	Claims	1	159.98		MED024
200301028	MEDICARE BLUE RX	212	03/10/2020	Claims	1	41.90	Fred Barrett	MED200
200301029	NMRFA- REVOLVING FUND	213	03/10/2020	Claims	1	1,586.88	PUD#3; Wave; Mason County Garbage; LeMay Mobile Shredding; Century Link; PUD#1	NMR200
200301030	NMRFA- TRAVEL EXPENSE FUND	214	03/10/2020	Claims	1	42.00	Bias Rally	NMR300
200301031	NORTH MASON CHAMBER OF COMMERCE	215	03/10/2020	Claims	1	65.00		NOR072
200301032	NORTHWEST SAFETY CLEAN INC	216	03/10/2020	Claims	1	323.04		NOR156

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200301033	OLYMPIC COLLEGE ATTN: CASHIER	217	03/10/2020	Claims	1	618.00	Spring 2020 Tuition For Angie McCormick SID3860262957	OLY160
200301034	PITNEY BOWES INC	218	03/10/2020	Claims	1	61.85		PIT001
200301035	PUD #1	219	03/10/2020	Claims	1	51.12		PUD100
200301036	PUD #3	220	03/10/2020	Claims	1	1,515.32		PUD300
200301037	QUILL CORPORATION - PREFERRED CUSTOMER	221	03/10/2020	Claims	1	338.49		QUI100
200301038	SAFEWAY	222	03/10/2020	Claims	1	10.02		SAF112
200301039	SCOTT MCLENDONS HARDWARE	223	03/10/2020	Claims	1	172.69		SCO150
200301040	SEA-WESTERN, INC.	224	03/10/2020	Claims	1	4,371.64		SEA125
200301041	SNURE LAW OFFICE, PSC	225	03/10/2020	Claims	1	100.00		SNU085
200301042	THAXTON PARKINSON PLLC	226	03/10/2020	Claims	1	105.00		
200301043	THE DOCTORS CLINIC	227	03/10/2020	Claims	1	199.00		THE001
200301044	TRAILS END WATER DISTRICT	228	03/10/2020	Claims	1	43.37		TRA092
200301045	VERIZON WIRELESS	229	03/10/2020	Claims	1	1,114.92		VER145
200301046	VFIS C/O M & T BANK	230	03/10/2020	Claims	1	22,038.00	March; Installment #1	VFI200
200301047	WA FIRE COMMISSIONERS ASSOC	231	03/10/2020	Claims	1	900.00	For Commissioners: Dan Kewish, Kelley McIntosh, Brooke Quigley, Paul Severson	WAS091
200301048	WA STATE AUDITORS OFFICE	232	03/10/2020	Claims	1	6,314.73	Audit #48192 For 2017-2018	WAS530
200301049	WASHINGTON STATE UNIVERSITY	233	03/10/2020	Claims	1	2,553.97	Attn: Sponsored Programs Services	
200301050	WAVE BROADBAND	234	03/10/2020	Claims	1	117.75		WAV100
200301051	WFCA: THE DAILY DISPATCH	235	03/10/2020	Claims	1	560.00		WFC200
200301052	WILCOX & FLEGEL INC.	236	03/10/2020	Claims	1	2,208.14		WIL012
200301053	WITMER PUBLIC SAFETY GROUP INC.	237	03/10/2020	Claims	1	135.97	MASCOU3	WIT080
200301054	YOUNG STANLEY	238	03/10/2020	Claims	1	1,200.00		
Total Vouchers:						89,488.03		

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
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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: _____

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North Mason Regional Fire Authority
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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
185	03/10/2020		1		Claims		ISMARTLIFE, LLC	5,943.00	
	522 41 41 0000	Training External - S		001	General Expense Fund			5,943.00	
186	03/10/2020		1		Claims		AIRGAS USA, LLC	1,541.55	
	522 72 31 1000	EMS Supplies: OOS		001	General Expense Fund			205.40	O2
	522 72 31 1000	EMS Supplies: OOS		001	General Expense Fund			100.59	O2
	522 72 31 1000	EMS Supplies: OOS		001	General Expense Fund			487.54	Cylinder Rental
	522 72 31 1000	EMS Supplies: OOS		001	General Expense Fund			486.51	Cylinder Rental
	522 72 31 1000	EMS Supplies: OOS		001	General Expense Fund			261.51	O2
	522 72 31 1000	EMS Supplies: OOS		001	General Expense Fund				
187	03/10/2020		1		Claims		BARRETT, FRED	144.60	
	522 20 20 2000	Retirement Medical		001	General Expense Fund			144.60	
	522 20 20 2000	Retirement Medical		001	General Expense Fund				
188	03/10/2020		1		Claims		BELFAIR HOSE & HEAVY TRUCK I	823.81	
	522 60 48 1000	Fire Engine Prevent		001	General Expense Fund			626.86	
	522 60 48 1000	Fire Engine Prevent		001	General Expense Fund			8.66	
	522 60 48 1000	Fire Engine Prevent		001	General Expense Fund			123.75	
	522 60 48 1000	Fire Engine Prevent		001	General Expense Fund			64.54	
189	03/10/2020		1		Claims		BELFAIR WATER DISTRICT #1	129.58	
	522 10 47 1000	Station 21 & 21-2 U		001	General Expense Fund			129.58	
190	03/10/2020		1		Claims		BLUE CROSS BLUE SHIELD OF MC	213.93	Fred Barrett
	522 20 20 2000	Retirement Medical		001	General Expense Fund			213.93	
191	03/10/2020		1		Claims		CASCADE NATURAL GAS	521.59	
	522 10 47 1000	Station 21 & 21-2 U		001	General Expense Fund			521.59	
192	03/10/2020		1		Claims		CENTURY LINK	135.62	
	522 10 42 2000	Station 27 Telephone		001	General Expense Fund				
	522 10 42 3000	Station 24 Telephone		001	General Expense Fund				
	522 10 42 4000	Station 81 Telephone		001	General Expense Fund				
	522 10 42 2000	Station 27 Telephone		001	General Expense Fund			135.62	St. 27 Internet
	522 10 42 3000	Station 24 Telephone		001	General Expense Fund				
	522 10 42 4000	Station 81 Telephone		001	General Expense Fund				
	522 10 42 1000	Station 21 Telephone		001	General Expense Fund				
	522 10 42 2000	Station 27 Telephone		001	General Expense Fund				
	522 10 42 3000	Station 24 Telephone		001	General Expense Fund				
	522 10 42 4000	Station 81 Telephone		001	General Expense Fund				
193	03/10/2020		1		Claims		COOPER, SCOTT	113.88	
	522 10 31 3000	Miscellaneous Expe		001	General Expense Fund			27.96	
	522 10 31 3000	Miscellaneous Expe		001	General Expense Fund			10.99	
	522 10 31 3000	Miscellaneous Expe		001	General Expense Fund			16.99	
	522 10 31 3000	Miscellaneous Expe		001	General Expense Fund			7.99	
	522 10 31 3000	Miscellaneous Expe		001	General Expense Fund			27.98	

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	522 10 31	3000 Miscellaneous Expe		001	General Expense Fund			7.99	
	522 10 31	3000 Miscellaneous Expe		001	General Expense Fund			13.98	
194	03/10/2020		1		Claims		COPIERS NORTHWEST, INC.	52.36	
	522 10 45	1000 Miscellaneous Expe		001	General Expense Fund			52.36	
195	03/10/2020		1		Claims		CREWSENSE, LLC	156.69	
	522 10 49	1000 Memberships and Su		001	General Expense Fund			156.69	
196	03/10/2020		1		Claims		DIRECT TV INC	147.49	
	522 10 42	1000 Station 21 Telephon		001	General Expense Fund			147.49	
197	03/10/2020		1		Claims		EF RECOVERY	1,306.75	
	522 77 41	0038 Ambulance Billing F		001	General Expense Fund			1,306.75	
198	03/10/2020		1		Claims		FIRE NUGGETS, INC.	875.00	Deric Klahr
	522 45 41	0001 Fire (Training): PS		001	General Expense Fund			875.00	
199	03/10/2020		1		Claims		GALLS, LLC	662.12	
	522 60 31	0144 Vehicle Repairs: OO		001	General Expense Fund			371.93	
	522 60 48	1000 Fire Engine Prevent		001	General Expense Fund			31.67	
	522 60 48	1000 Fire Engine Prevent		001	General Expense Fund			235.28	
	522 20 20	4000 Class B Uniforms: P		001	General Expense Fund			2.99	
	522 20 20	4000 Class B Uniforms: P		001	General Expense Fund			20.25	
200	03/10/2020		1		Claims		HOOD CANAL COMMUNICATIONS	502.53	
	522 10 42	1000 Station 21 Telephon		001	General Expense Fund			502.53	
201	03/10/2020		1		Claims		HRA VEBA TRUST	19,004.05	
	522 10 20	0040 Admin Staff- HRA, I		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			10,480.30	
202	03/10/2020		1		Claims		HUTTER, CHRISTY	750.00	
	522 10 41	1000 IT Support Service:		001	General Expense Fund			750.00	
203	03/10/2020		1		Claims		IAAI WASHINGTON STATE CHAPT	487.87	Robert Collamore
	522 45 41	0001 Fire (Training): PS		001	General Expense Fund			487.87	
204	03/10/2020		1		Claims		KITSAP BANK - VISA	1,623.98	Amazon; Seatac Airport Parking; Amazon; Amazon; The Davenport Tower; Amazon; Amazon; Amazon; Amazon; Survey Monkey
	522 10 31	1000 Computer Hardware		001	General Expense Fund			49.99	
	522 10 31	1000 Computer Hardware		001	General Expense Fund			7.16	
	522 10 31	1000 Computer Hardware		001	General Expense Fund			4.86	
	522 45 43	1000 Admin Staff Trainin		001	General Expense Fund			111.00	
	522 41 31	0000 Training External - S		001	General Expense Fund			248.00	

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	522 41 31	0000 Training External - S		001	General Expense Fund			14.13	
	522 41 31	0000 Training External - S		001	General Expense Fund			22.28	
	522 20 31	1000 Station Amenities		001	General Expense Fund			10.90	
	522 20 31	1000 Station Amenities		001	General Expense Fund			5.99	
	522 20 31	1000 Station Amenities		001	General Expense Fund			1.44	
	522 45 43	1000 Admin Staff Trainin		001	General Expense Fund			267.70	
	522 10 31	5000 QRT Supplies		001	General Expense Fund			238.58	
	522 74 49	0389 EMS (Training): Mi		001	General Expense Fund			39.95	
	522 74 49	0389 EMS (Training): Mi		001	General Expense Fund			7.57	
	522 74 49	0389 EMS (Training): Mi		001	General Expense Fund			4.04	
	522 20 31	1000 Station Amenities		001	General Expense Fund			142.96	
	522 20 31	1000 Station Amenities		001	General Expense Fund			82.87	
	522 10 49	1000 Memberships and St		001	General Expense Fund			364.56	
205	03/10/2020		1		Claims		KITSAP CO AUDITOR	3.75	
	522 10 30	1000 Mason/Kitsap Electi		001	General Expense Fund			3.75	
206	03/10/2020		1		Claims		LOWES	124.74	
	522 50 48	0300 Buildings Maintenan		001	General Expense Fund			36.06	
	522 50 48	0300 Buildings Maintenan		001	General Expense Fund			3.25	
	522 50 48	0300 Buildings Maintenan		001	General Expense Fund			78.38	
	522 50 48	0300 Buildings Maintenan		001	General Expense Fund			7.05	
207	03/10/2020		1		Claims		MASON COUNTY EMS & TRAUMA	7,000.00	2020 Annual Council Support
	522 71 41	7000 MPD/QA (Hoffman)		001	General Expense Fund			7,000.00	
208	03/10/2020		1		Claims		MASON COUNTY PUBLIC WORKS	147.56	
	522 20 48	3000 Radio Repairs & Ma		001	General Expense Fund			147.56	
209	03/10/2020		1		Claims		MASON COUNTY TREASURER	35.80	Parcel # 22223-51-02045 And #22223-76-00180 Full Year 2020
	522 10 49	2000 Miscellaneous: PS		001	General Expense Fund			17.90	
	522 10 49	2000 Miscellaneous: PS		001	General Expense Fund			17.90	
210	03/10/2020		1		Claims		MCCORMICK, ANGIE	91.00	
	522 45 43	1000 Admin Staff Trainin		001	General Expense Fund			25.00	
	522 45 43	1000 Admin Staff Trainin		001	General Expense Fund			6.00	
	522 45 43	1000 Admin Staff Trainin		001	General Expense Fund			60.00	
211	03/10/2020		1		Claims		MED-TECH RESOURCE, INC	159.98	
	522 72 35	1000 Ems Equipment and		001	General Expense Fund			79.99	
	522 72 35	1000 Ems Equipment and		001	General Expense Fund			79.99	
212	03/10/2020		1		Claims		MEDICARE BLUE RX	41.90	Fred Barrett
	522 20 20	2000 Retirement Medical		001	General Expense Fund			41.90	
213	03/10/2020		1		Claims		NMRFA- REVOLVING FUND	1,586.88	PUD#3; Wave; Mason County Garbage; LeMay Mobile Shredding; Century Link; PUD#1

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	522 10 47	1000 Station 21 & 21-2 U		001	General Expense Fund			149.05	St. 21-2
	522 10 47	1000 Station 21 & 21-2 U		001	General Expense Fund			468.70	St. 21
	522 10 47	4000 Station 24 Utilities (001	General Expense Fund			196.95	St. 24
	522 10 47	2000 Station 22 Utilities (001	General Expense Fund			136.11	St. 22
	522 10 47	1000 Station 21 & 21-2 U		001	General Expense Fund			68.85	
	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			49.62	St. 27 Garbage
	522 10 47	8000 Station 81 Utilities (001	General Expense Fund			25.56	St. 81 Garbage
	522 10 47	1000 Station 21 & 21-2 U		001	General Expense Fund			85.27	St. 21 Recycle
	522 10 47	6000 Station 27 Utilities (001	General Expense Fund			23.82	St. 27 Recycle
	522 10 47	1000 Station 21 & 21-2 U		001	General Expense Fund			85.00	
	522 10 42	2000 Station 27 Telephon		001	General Expense Fund			159.91	St. 27 Internet
	522 10 47	4000 Station 24 Utilities (001	General Expense Fund			49.32	St. 24
214	03/10/2020		1		Claims		NMRFA- TRAVEL EXPENSE FUND	42.00	Bias Rally
	522 45 41	2000 Commissioner Train		001	General Expense Fund			42.00	
215	03/10/2020		1		Claims		NORTH MASON CHAMBER OF CO	65.00	
	522 10 31	3000 Miscellaneous Expe		001	General Expense Fund			65.00	
216	03/10/2020		1		Claims		NORTHWEST SAFETY CLEAN INC	323.04	
	522 20 48	1000 PPE Repair and Mai		001	General Expense Fund			6.95	
	522 20 48	1000 PPE Repair and Mai		001	General Expense Fund			32.40	
	522 20 48	1000 PPE Repair and Mai		001	General Expense Fund			50.00	
	522 20 48	1000 PPE Repair and Mai		001	General Expense Fund			19.59	
	522 20 48	1000 PPE Repair and Mai		001	General Expense Fund			9.26	
	522 20 48	1000 PPE Repair and Mai		001	General Expense Fund			162.95	
	522 20 48	1000 PPE Repair and Mai		001	General Expense Fund			25.84	
	522 20 48	1000 PPE Repair and Mai		001	General Expense Fund			16.05	
217	03/10/2020		1		Claims		OLYMPIC COLLEGE ATTN: CASH	618.00	Spring 2020 Tuition For Angie McCormick SID3860262957
	522 45 41	1000 Admin Staff Trainin		001	General Expense Fund			618.00	
218	03/10/2020		1		Claims		PITNEY BOWES INC	61.85	
	522 10 42	0001 Postage: OOS		001	General Expense Fund			61.85	
219	03/10/2020		1		Claims		PUD #1	51.12	
	522 10 47	4000 Station 24 Utilities (001	General Expense Fund			51.12	St. 24
220	03/10/2020		1		Claims		PUD #3	1,515.32	
	522 10 47	6000 Station 27 Utilities (001	General Expense Fund			44.17	St. 25
	522 10 47	5000 Station 25 Utilities (001	General Expense Fund			158.60	
	522 10 47	3000 Station 23 Utilities (001	General Expense Fund			108.50	
	522 10 47	9000 Station 82 Utilities (001	General Expense Fund			537.12	
	522 10 47	1100 Station 83 Utilities (001	General Expense Fund			537.12	
	522 10 47	8000 Station 81 Utilities (001	General Expense Fund			537.12	

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
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				
522	10 47	6000	Station 27 Utilities (001	General Expense Fund			396.25	St. 27
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	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				
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			270.68	St. 23
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	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				

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	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				
221	03/10/2020		1		Claims		QUILL CORPORATION - PREFERR	338.49	
	522 10 31	0100 Office & Operating ;		001	General Expense Fund			179.99	
	522 10 31	0100 Office & Operating ;		001	General Expense Fund			15.30	
	522 10 31	0100 Office & Operating ;		001	General Expense Fund			131.98	
	522 10 31	0100 Office & Operating ;		001	General Expense Fund			11.22	
222	03/10/2020		1		Claims		SAFEWAY	10.02	
	522 45 31	4000 CRT Training (Ongc		001	General Expense Fund			10.02	
223	03/10/2020		1		Claims		SCOTT MCLENDONS HARDWARE	172.69	
	522 50 31	0100 Building Maintenanc		001	General Expense Fund			16.99	
	522 50 31	0100 Building Maintenanc		001	General Expense Fund			1.44	
	522 20 35	0050 Hand Tools		001	General Expense Fund			33.99	
	522 20 35	0050 Hand Tools		001	General Expense Fund			2.89	
	522 50 48	0300 Buildings Maintenan		001	General Expense Fund			9.29	
	522 50 48	0300 Buildings Maintenan		001	General Expense Fund			19.99	
	522 50 48	0300 Buildings Maintenan		001	General Expense Fund			2.49	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			9.98	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			23.95	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			2.88	
	522 20 31	1000 Station Amenities		001	General Expense Fund			44.98	
	522 20 31	1000 Station Amenities		001	General Expense Fund			3.82	
224	03/10/2020		1		Claims		SEA-WESTERN, INC.	4,371.64	
	522 20 31	5000 Miscellaneous PPE I		001	General Expense Fund			480.00	
	522 20 31	5000 Miscellaneous PPE I		001	General Expense Fund			16.20	
	522 20 31	5000 Miscellaneous PPE I		001	General Expense Fund			42.18	
	522 20 41	0002 Air Analysis		001	General Expense Fund			146.48	
	522 20 48	0004 Compressor Service		001	General Expense Fund			550.00	
	522 20 48	0004 Compressor Service		001	General Expense Fund			46.75	
	522 20 48	0007 SCBA Mask Repair		001	General Expense Fund			590.00	
	522 20 48	0007 SCBA Mask Repair		001	General Expense Fund			14.20	
	522 20 48	0007 SCBA Mask Repair		001	General Expense Fund			50.15	
	522 20 48	0007 SCBA Mask Repair		001	General Expense Fund			109.60	
	522 20 48	0007 SCBA Mask Repair		001	General Expense Fund			14.20	
	522 20 48	0007 SCBA Mask Repair		001	General Expense Fund			10.52	
	522 20 48	0007 SCBA Mask Repair		001	General Expense Fund			710.00	
	522 20 48	0007 SCBA Mask Repair		001	General Expense Fund			16.20	
	522 20 48	0007 SCBA Mask Repair		001	General Expense Fund			61.73	
	522 20 48	0006 SCBA Pack Repair		001	General Expense Fund			476.00	
	522 20 48	0006 SCBA Pack Repair		001	General Expense Fund			19.60	

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	522 20 48	0006	SCBA Pack Repair	001	General Expense Fund			40.46	
	522 20 41	0002	Air Analysis	001	General Expense Fund			270.00	
	522 20 41	0002	Air Analysis	001	General Expense Fund			22.95	
	522 20 31	5000	Miscellaneous PPE 1	001	General Expense Fund			572.00	
	522 20 31	5000	Miscellaneous PPE 1	001	General Expense Fund			58.80	
	522 20 31	5000	Miscellaneous PPE 1	001	General Expense Fund			53.62	
225	03/10/2020			1	Claims		SNURE LAW OFFICE, PSC	100.00	
	522 10 41	2000	Legal Services: PS	001	General Expense Fund			100.00	
226	03/10/2020			1	Claims		THAXTON PARKINSON PLLC	105.00	
	522 10 41	2000	Legal Services: PS	001	General Expense Fund			105.00	
227	03/10/2020			1	Claims		THE DOCTORS CLINIC	199.00	
	522 71 41	3000	BVFF Physicals: PS	001	General Expense Fund			61.00	
	522 71 41	3000	BVFF Physicals: PS	001	General Expense Fund			138.00	
228	03/10/2020			1	Claims		TRAILS END WATER DISTRICT	43.37	
	522 10 47	3000	Station 23 Utilities (001	General Expense Fund			43.37	
229	03/10/2020			1	Claims		VERIZON WIRELESS	1,114.92	
	522 10 42	1000	Station 21 Telephone	001	General Expense Fund			1,114.92	
230	03/10/2020			1	Claims		VFIS C/O M & T BANK	22,038.00	March; Installment #1
	522 10 46	1000	Authority General L	001	General Expense Fund			5,443.00	
	522 10 46	1000	Authority General L	001	General Expense Fund			16,595.00	
231	03/10/2020			1	Claims		WA FIRE COMMISSIONERS ASSOC	900.00	For Commissioners: Dan Kewish, Kelley McIntosh, Brooke Quigley, Paul Severson
	522 45 41	2000	Commissioner Train	001	General Expense Fund			180.00	
	522 45 41	2000	Commissioner Train	001	General Expense Fund			180.00	
	522 45 41	2000	Commissioner Train	001	General Expense Fund			180.00	
	522 45 41	2000	Commissioner Train	001	General Expense Fund			180.00	
	522 45 41	2000	Commissioner Train	001	General Expense Fund			180.00	
232	03/10/2020			1	Claims		WA STATE AUDITORS OFFICE	6,314.73	Audit #48192 For 2017-2018
	522 10 49	2000	Miscellaneous: PS	001	General Expense Fund			490.08	Travel
	522 10 49	2000	Miscellaneous: PS	001	General Expense Fund			3,110.25	Accountability Audit
	522 10 49	2000	Miscellaneous: PS	001	General Expense Fund			2,714.40	Financial Audit
233	03/10/2020			1	Claims		WASHINGTON STATE UNIVERSITY	2,553.97	Attn: Sponsored Programs Services
	522 10 49	4000	QRT Services	001	General Expense Fund			2,553.97	
234	03/10/2020			1	Claims		WAVE BROADBAND	117.75	
	522 10 47	1000	Station 21 & 21-2 U	001	General Expense Fund			117.75	
235	03/10/2020			1	Claims		WFCA: THE DAILY DISPATCH	560.00	
	522 10 49	2000	Miscellaneous: PS	001	General Expense Fund			280.00	

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	522 10 49 2000	Miscellaneous: PS		001	General Expense Fund			280.00	
236	03/10/2020		1		Claims		WILCOX & FLEGEL INC.	2,208.14	
	522 20 32 0010	Vehicle Fuel Consur		001	General Expense Fund			1,228.06	
	522 20 32 0010	Vehicle Fuel Consur		001	General Expense Fund			980.08	
237	03/10/2020		1		Claims		WITMER PUBLIC SAFETY GROUP	135.97	MASCOU3
	522 45 41 0001	Fire (Training): PS		001	General Expense Fund			107.98	
	522 45 41 0001	Fire (Training): PS		001	General Expense Fund			27.99	
238	03/10/2020		1		Claims		STANLEY YOUNG	1,200.00	
	522 10 49 2000	Miscellaneous: PS		001	General Expense Fund			1,200.00	
	Records Printed:		54					0.00	
						Adjustments:		0.00	
						Beginning Balance:		0.00	
						Revenues:		0.00	
						Warrant Expenditures:		89,488.03	
						Non Warrant Expenditures:		0.00	
						Interfund Transfers:		0.00	
						Redemptions:		0.00	
						Deposits:		0.00	
						Withdrawals:		0.00	
						Stop Payments:		0.00	

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	89,488.03	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	89,488.03	0.00	0.00	0.00	0.00

NORTH MASON REGIONAL FIRE AUTHORITY RESOLUTION 20-04

**A RESOLUTION OF THE NORTH MASON REGIONAL FIRE AUTHORITY GOVERNING BOARD
TO AUTHORIZE THE MASON COUNTY TREASURER TO ESTABLISH A CONSTRUCTION FUND
ACCOUNT FOR THE NORTH MASON REGIONAL FIRE AUTHORITY**

WHEREAS, the voters of the North Mason Regional Fire Authority authorized the Authority to issue general obligation bonds in the aggregate principal amount of \$10,000,000 at a special election held pursuant to Resolution No. 19-01 on November 5, 2019, for the purpose of paying costs of constructing a new Headquarters Station; and

WHEREAS, the Governing Board of the North Mason Regional Fire Authority authorized the Authority to borrow money on the credit of the Authority and issue negotiable unlimited tax general obligation bonds in the aggregate principal amount not to exceed \$10,000,000, pursuant to Resolution No. 20-03; and

WHEREAS, the Authority will receive Principal proceeds and Net Premium from the sale of each Series of the Bonds.

NOW THEREFORE, BE IT RESOLVED, the Governing Board of the North Mason Regional Fire Authority directs the Mason County Treasurer to immediately establish a Construction Fund Account for the North Mason Regional Fire Authority, for the purpose of paying costs of constructing a new Headquarters Station.

ADOPTED AND APPROVED, at a regular meeting of the Governing Board of the North Mason Regional Fire Authority on this 10th day of March, 2020, with the following Commissioners being present and voting.

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson





Ambulance ~~Revenue and Billing Rates~~ Policy and Procedure

CATEGORY: Administration
NUMBER: Admin-02
EFFECTIVE: March 2014
REVISED: February 2020

REFERENCE

Incident Reports – Admin-20
Medical Billing Guidelines
North Mason Regional Fire Authority

SCOPE

All Authority EMS response personnel and Authority Administrative Assistant.

PURPOSE

North Mason Regional Fire Authority provides emergency medical services for residents and visitors that include basic and advanced life support treatment and transport. The Authority utilizes a combination of tax revenue and user fees to maintain service delivery. The Authority will have a system in place to accurately track and audit billing procedures, to ensure that all emergency medical services are appropriately billed. This procedure will also serve to ensure the required Quality Improvement (QI) or Quality Assurance (QA) guidelines are being satisfied. Responsibility and oversight for meeting this purpose involves emergency care providers, office staff, Mason County Auditor and billing agency staff (EF Recovery).

PROCEDURE

1. EMS Care Provider

1.1. In the course of patient evaluation and transport, After each transport is completed the attending EMS care provider (Paramedic, EMT) will be responsible to collect available patient information, for billing purposes including any patient signatures necessary required for the billing process purposes, refusal of care and receipt of HIPAA policy issued to the patient as appropriate.-

1.2. The EMS care provider will also obtain Aa copy of the patient's demographic will also be obtained information from the receiving facility (preferably a demographic adhesive label). Either the demographic sheet or label shall be affixed to the first page/white copy of the Patient Care Report (PCR).

1.2.1. If the patient was treated with narcotic medication, a demographic label shall also be affixed to the yellow copy of the PCR short form.

1.3. Upon return to quarters, all EMS incidents involving medical evaluation and/or treatment will require a detailed Medical Incident Report (MIR), including a thorough narrative, into the appropriate Records Management System (RMS) by the attending provider.

1.3.1. Any associated paper documents (PCR short form, EKG) shall be electronically loaded into the RMS system and attached to the MIR.

1.4. Once the MIR is completed in the RMS database, the EMS care provider shall document the incident report number on the paper copy of the PCR short form and place the form into the lock box (for retention).

1.5. MIRs are to be completed and submitted in the RMS database prior to the end of each shift, unless extreme extenuating circumstances exist.

1.5.1. In the event of such circumstance, the EMS care provider will notify the Medical Services Officer (MSO) via email and complete, at minimum, the narrative portion of the MIR.

1.6. All EMS care providers are to review the RMS database for incomplete reports daily, while on shift.

~~0.0.0-~~1.6.1. If a report is returned from the Administrative Assistant, the EMS care provider shall complete the necessary information or attach the required documentation and return to complete status as soon as possible or by the end of the next assigned shift.-

~~2. The treating provider is responsible to submit to the NMRFA's Administrative Assistant a completed Medical Incident Report and patient billing information prior to the end of the shift period.~~

2. Administrative Assistant

2.1. The Administrative Assistant shall retrieve the PCR short forms from the lock box. Transports and non-transport incidents should be separated.

2.2. The Administrative Assistant will locate the completed MIR in the RMS database and confirm all required documentation, including PCR short form, is included.

2.3. The Administrative Assistant will then confirm the billing is accurate. The MIR shall be reviewed to verify ALS or BLS was billed as correctly, the mileage and corresponding charge for mileage were appropriate, the procedures performed were documented, etc.

2.3.1. If any errors are identified or necessary documentation is not included, the Administrative Assistant will update the status of the report to incomplete, assigning it back to the EMS care provider to take any required action.

2.4. Once the MIR is confirmed to be complete and accurate, and all required documentation is included, the Administrative Assistant will approve the report in the RMS database and print in its entirety to PDF.

2.4.1. One copy shall be saved to the PCR Shared Folder for review by the MSO for QA/QI. The Administrative Assistant shall label the report as: NMRFA incident number, BLS/ALS and a brief explanation of what the incident was. (Example: 2019-1234 BLS Eye Injury)

2.4.2. One copy shall be saved in a separate holding folder, until ready to forward to the billing agency.

2.4.2.1. The Administrative Assistant shall highlight billable services and add notes as needed on the MIR prior to sending to EF Recovery for billing.

2.5. After the report has been saved, the Administrative Assistant will log into the CHI Franciscan website and print off the demographic information for the patient.

2.6. The Administrative Assistant will gather all MIRs that require billing and enter into FileMaker Pro.

2.6.1. Select View → Layout → Data Entry → Ctrl+J to ensure you are at the end of the list → Ctrl+N for new entry.

2.6.1.1. Enter the incident number, incident date, first and last name and the billed amount.

2.6.2. Once all reports have been entered, Ctrl+F and type the current date to isolate and list/print only those entries that were entered that day.

2.6.3. The cover sheet shall then be printed to PDF and electronically combined with all corresponding reports (including patient demographics and signatures), with any unnecessary pages removed.

2.7. Once the cover sheet and reports have been electronically combined and are ready for billing to EF Recovery, the Administrative Assistant shall transfer the document to the appropriate FTP folder that is shared with EF Recovery.

2.7.1. The Administrative Assistant shall then email the necessary EF Recovery contact, notifying them that the file is in the shared folder, awaiting billing.

2.7.2. The Administrative Assistant will prepare and send the necessary patient information to the billing agency in a timely manner. Billing to EF Recovery shall be performed on a weekly basis.

3. Medical Services Officer

3.1. MSO will review all completed MIRs, conducting internal QA/QI as appropriate.

3.1.1. Any notable feedback will be returned to the EMS provider for QI purposes.

3.1.2. Any gross inadequacies or patient care concerns discovered in a report will be forwarded to the EMS provider's supervisor and/or the medical program director for investigation and any corrective action (training, disciplinary action etc.) that may be needed.

4.0.3.2. MSO will submit MIR's to Mason County EMS and Trauma Council for QA/QI on a monthly basis via secure drop box.

4. Billing Agency (EF Recovery)

2.1.4.1. The ~~b~~Billing ~~A~~gency will set up an account with appropriate charges within five (5) days of receipt of ~~the~~ patient information. All patient billing inquiries will be directed to the billing agency via a toll free phone number. All employees of the billing agency will be cross-trained to handle patient questions without forwarding the call to another party.

2.1.4.2. Once the account has been established, all charges with sufficient billing information ~~are~~shall be billed directly to the insurance company.

4.2.1. On accounts that lack sufficient insurance information, a bill ~~will~~shall be sent directly to the patient, along with a form requesting insurance information. ~~In addition,~~ the billing agency will ~~also~~ make efforts to acquire necessary billing information from other sources, including such as the receiving hospital.

4.2.2. Items billed directly to insurance companies will be reviewed by the billing agency on a monthly basis. Rebilling and additional information will be provided to the insurance company, as necessary.

4.2.3. If a legally collectable balance remains after all appropriate insurance payments have been received, a private statement will be generated and mailed to the patient.

~~2.1.0.~~

~~2.1. All patient billing inquiries will be directed to the billing agency via a toll free phone number. All the employees of the billing agency will be cross trained as to be able to handle patient's questions without forwarding the call to someone else.~~

~~Items billed directly to insurance companies will be reviewed monthly by the billing agency. Rebilling and additional information will be provided to the insurance company as necessary. After all appropriate insurance payments have been received a private statement will be generated and mailed to the patient if a legally collectable balance remains.~~

2.1.4.3. Payments ~~wi~~shall be made payable to the North Mason Regional Fire Authority but will be mailed to the billing agency's identified Post Office box.

2.1.1.4.3.1. Payments will be deposited directly into a bank account established by the Mason County Treasurers Office, with copies of the deposit slip and ~~the~~ Treasurer's submittal mailed directly to the Authority. The billing agency will have "deposit only" access to said account.

2.1.2.4.3.2. Any overpayments or refunds to patients or insurance companies will be submitted to the Authority, along with supporting documentation. Refunds by the Authority will be processed through the Authority's established voucher system.

4.4. As long as a patient has a private balance owing, they will continue to receive monthly statements, until the account is paid in full or determined to be uncollectible.

2.1.2.4.4.1. If the billing agency has received no payment and no contact from the patient after the second statement is mailed, they will attempt to make phone contact to encourage the patient to set up a payment plan. The billing agency will explain that there are no finance charges and even a small monthly payment will demonstrate the patient's cooperation in getting the account paid.

4.4.2. For ~~these~~ accounts that result in mail returned, phone disconnected, or no response, the billing agency will make a final call to the hospital to see if they have received any updated information. Typically, these accounts have already been turned over to collections or written off by the hospital.

2.1.2.1.4.4.2.1. If the patient received charity care from the hospital, a ~~n~~ Authority charity care application will be mailed to the patient. ~~In the rare situation that~~Should ~~the hospital has~~ ve new updated billing information, the billing agency will follow up with this information. If no further information is available from the hospital, these accounts will be deemed uncollectible.

4.5. For ~~those~~ guarantors owing \$100 or more, (who are not deceased or on Medicare part B), ~~who and~~ have not responded to the mailing of the fourth statement, a collection notice shall be sent with the fourth and final statement. This notice

shall includes a date by which the patient must respond to avoid collections.

4.5.1. If no response is forthcoming, the account ~~is then~~shall be turned over to Fairway Collection Services for follow up and adjustment ~~off the~~off the accounts receivable. If ~~we have~~there is no correct address, the account ~~shall be~~is sent directly to Fairway Collections without the ~~collection~~is notice.

4.5.2. A 40% collection fee will be added to all collection accounts, in an effort to offset collection service costs.

~~2.1.2. Those a~~Accounts of

~~2.1.3.4.5.3.~~ less less than \$100 ~~are~~ shall be adjusted off the accounts receivable. A list of ~~the~~ patients deemed uncollectible shall be available in the monthly reports sent to the Authority by the billing agency.

4.6. If a patient returns a charity care application to the billing agency office, it will be forwarded to the Authority EMS Officer, along and with any ~~other~~ additional patient information ~~they the billing agency~~ have regarding for the account, ~~with and a recommendation from the~~ billing agency ~~recommendation~~.

~~2.1.4.4.6.1.~~ The EMS Officer will review all applications, information and recommendations. Following ~~the~~ review, the EMS Officer will ~~be tasked with~~ either approve or deny all charity care applications. A signed authorization will be sent from the Authority to the billing agency granting the appropriate charity care.

~~2.2.4.7.~~ Once a month, after ~~the~~ final charges for the month have been entered, a month-end process will be performed. The ~~process~~ billing agency will generate ~~the~~ monthly private statements, agess of the accounts receivable and produces a summary report for the Authority, detailing ~~the~~ monthly activity.

~~2.3.4.8.~~ The Authority will meet annually with the billing agency staff and follow their recommendations enfor establishing fees and procedures ~~that will to~~ maximize insurance company reimbursements. The Fire Chief will be authorized to follow billing agency staff recommendations.

Ambulance Billing Policy and Procedure

CATEGORY: Administration
NUMBER: Admin-02
EFFECTIVE: March 2014
REVISED: February 2020

REFERENCE

Incident Reports – Admin-20
Medical Billing Guidelines

SCOPE

All Authority EMS response personnel and Authority Administrative Assistant.

PURPOSE

North Mason Regional Fire Authority provides emergency medical services for residents and visitors that include basic and advanced life support treatment and transport. The Authority utilizes a combination of tax revenue and user fees to maintain service delivery. The Authority will have a system in place to accurately track and audit billing procedures, to ensure that all emergency medical services are appropriately billed. This procedure will also serve to ensure the required Quality Improvement (QI) or Quality Assurance (QA) guidelines are being satisfied. Responsibility and oversight for meeting this purpose involves emergency care providers, office staff, Mason County Auditor and billing agency staff (EF Recovery).

PROCEDURE

1. EMS Care Provider

- 1.1. In the course of patient evaluation and transport, the attending EMS care provider (Paramedic, EMT) will collect available patient information, including any patient signatures required for billing purposes, refusal of care and receipt of HIPAA policy issued to the patient as appropriate.
- 1.2. The EMS care provider will also obtain a copy of the patient's demographic information from the receiving facility (preferably a demographic adhesive label). Either the demographic sheet or label shall be affixed to the first page/white copy of the Patient Care Report (PCR).
 - 1.2.1. If the patient was treated with narcotic medication, a demographic label shall also be affixed to the yellow copy of the PCR short form.
- 1.3. Upon return to quarters, all EMS incidents involving medical evaluation and/or treatment will require a detailed Medical Incident Report (MIR), including a thorough narrative, into the appropriate Records Management System (RMS) by the attending

provider.

- 1.3.1. Any associated paper documents (PCR short form, EKG) shall be electronically loaded into the RMS system and attached to the MIR.
- 1.4. Once the MIR is completed in the RMS database, the EMS care provider shall document the incident report number on the paper copy of the PCR short form and place the form into the lock box (for retention).
- 1.5. MIRs are to be completed and submitted in the RMS database prior to the end of each shift, unless extreme extenuating circumstances exist.
 - 1.5.1. In the event of such circumstance, the EMS care provider will notify the Medical Services Officer (MSO) via email and complete, at minimum, the narrative portion of the MIR.
- 1.6. All EMS care providers are to review the RMS database for incomplete reports daily, while on shift.
 - 1.6.1. If a report is returned from the Administrative Assistant, the EMS care provider shall complete the necessary information or attach the required documentation and return to complete status as soon as possible or by the end of the next assigned shift.

2. Administrative Assistant

- 2.1. The Administrative Assistant shall retrieve the PCR short forms from the lock box. Transports and non-transport incidents should be separated.
- 2.2. The Administrative Assistant will locate the completed MIR in the RMS database and confirm all required documentation, including PCR short form, is included.
- 2.3. The Administrative Assistant will then confirm the billing is accurate. The MIR shall be reviewed to verify ALS or BLS was billed as correctly, the mileage and corresponding charge for mileage were appropriate, the procedures performed were documented, etc.
 - 2.3.1. If any errors are identified or necessary documentation is not included, the Administrative Assistant will update the status of the report to incomplete, assigning it back to the EMS care provider to take any required action.
- 2.4. Once the MIR is confirmed to be complete and accurate, and all required documentation is included, the Administrative Assistant will approve the report in the RMS database and print in its entirety to PDF.
 - 2.4.1. One copy shall be saved to the PCR Shared Folder for review by the MSO for QA/QI. The Administrative Assistant shall label the report as: NMRFA incident number, BLS/ALS and a brief explanation of what the incident was. (Example: 2019-1234 BLS Eye Injury)

- 2.4.2. One copy shall be saved in a separate holding folder, until ready to forward to the billing agency.
 - 2.4.2.1. The Administrative Assistant shall highlight billable services and add notes as needed on the MIR prior to sending to EF Recovery for billing.
- 2.5. After the report has been saved, the Administrative Assistant will log into the CHI Franciscan website and print off the demographic information for the patient.
- 2.6. The Administrative Assistant will gather all MIRs that require billing and enter into FileMaker Pro.
 - 2.6.1. Select View → Layout → Data Entry → Ctrl+J to ensure you are at the end of the list → Ctrl+N for new entry.
 - 2.6.1.1. Enter the incident number, incident date, first and last name and the billed amount.
 - 2.6.2. Once all reports have been entered, Ctrl+F and type the current date to isolate and list/print only those entries that were entered that day.
 - 2.6.3. The cover sheet shall then be printed to PDF and electronically combined with all corresponding reports (including patient demographics and signatures), with any unnecessary pages removed.
- 2.7. Once the cover sheet and reports have been electronically combined and are ready for billing to EF Recovery, the Administrative Assistant shall transfer the document to the appropriate FTP folder that is shared with EF Recovery.
 - 2.7.1. The Administrative Assistant shall then email the necessary EF Recovery contact, notifying them that the file is in the shared folder, awaiting billing.
 - 2.7.2. Billing to EF Recovery shall be performed on a weekly basis.

3. Medical Services Officer

- 3.1. MSO will review all completed MIRs, conducting internal QA/QI as appropriate.
 - 3.1.1. Any notable feedback will be returned to the EMS provider for QI purposes.
 - 3.1.2. Any gross inadequacies or patient care concerns discovered in a report will be forwarded to the EMS provider's supervisor and/or the medical program director for investigation and any corrective action (training, disciplinary action etc.) that may be needed.
- 3.2. MSO will submit MIR's to Mason County EMS and Trauma Council for QA/QI on a monthly basis via secure drop box.

4. Billing Agency (EF Recovery)

- 4.1. The billing agency will set up an account with appropriate charges within five (5) days of receipt of patient information. All patient billing inquiries will be directed to the billing agency via a toll free phone number. All employees of the billing agency will be cross-trained to handle patient questions without forwarding the call to another party.
- 4.2. Once the account has been established, all charges with sufficient billing information shall be billed directly to the insurance company.
 - 4.2.1. On accounts that lack sufficient insurance information, a bill shall be sent directly to the patient, along with a form requesting insurance information. In addition, the billing agency will make efforts to acquire necessary billing information from other sources, such as the receiving hospital.
 - 4.2.2. Items billed directly to insurance companies will be reviewed by the billing agency on a monthly basis. Rebilling and additional information will be provided to the insurance company, as necessary.
 - 4.2.3. If a legally collectable balance remains after all appropriate insurance payments have been received, a private statement will be generated and mailed to the patient.
- 4.3. Payments shall be made payable to the North Mason Regional Fire Authority but will be mailed to the billing agency's identified Post Office box.
 - 4.3.1. Payments will be deposited directly into a bank account established by the Mason County Treasurers Office, with copies of the deposit slip and Treasurer's submittal mailed directly to the Authority. The billing agency will have "deposit only" access to said account.
 - 4.3.2. Any overpayments or refunds to patients or insurance companies will be submitted to the Authority, along with supporting documentation. Refunds by the Authority will be processed through the Authority's established voucher system.
- 4.4. As long as a patient has a private balance owing, they will continue to receive monthly statements, until the account is paid in full or determined to be uncollectible.
 - 4.4.1. If the billing agency has received no payment and no contact from the patient after the second statement is mailed, they will attempt to make phone contact to encourage the patient to set up a payment plan. The billing agency will explain that there are no finance charges and even a small monthly payment will demonstrate the patient's cooperation in getting the account paid.

- 4.4.2. For accounts that result in mail returned, phone disconnected or no response, the billing agency will make a final call to the hospital to see if they have received any updated information. Typically, these accounts have already been turned over to collections or written off by the hospital.
- 4.4.2.1. If the patient received charity care from the hospital, an Authority charity care application will be mailed to the patient. Should the hospital have updated billing information, the billing agency will follow up with this information. If no further information is available from the hospital, these accounts will be deemed uncollectible.
- 4.5. For guarantors owing \$100 or more, (who are not deceased or on Medicare part B), and have not responded to the mailing of the fourth statement, a collection notice shall be sent with the fourth and final statement. This notice shall include a date by which the patient must respond to avoid collections.
- 4.5.1. If no response is forthcoming, the account shall be turned over to Fairway Collection Services for follow up and adjustment off the accounts receivable. If there is no correct address, the account shall be sent directly to Fairway Collections without the collection notice.
- 4.5.2. A 40% collection fee will be added to all collection accounts, in an effort to offset collection service costs.
- 4.5.3. Accounts of less than \$100 shall be adjusted off the accounts receivable. A list of patients deemed uncollectible shall be available in the monthly reports sent to the Authority by the billing agency.
- 4.6. If a patient returns a charity care application to the billing agency office, it will be forwarded to the Authority EMS Officer, along with any additional patient information the billing agency has for the account and a recommendation from the billing agency.
- 4.6.1. The EMS Officer will review all applications, information and recommendations. Following the review, the EMS Officer will either approve or deny all charity care applications. A signed authorization will be sent from the Authority to the billing agency granting the appropriate charity care.
- 4.7. Once a month, after final charges for the month have been entered, a month-end process will be performed. The billing agency will generate monthly private statements, ages of the accounts receivable and produce a summary report for the Authority, detailing monthly activity.
- 4.8. The Authority will meet annually with the billing agency staff and follow the recommendations for establishing fees and procedures to maximize insurance company reimbursements. The Fire Chief will be authorized to follow billing agency staff recommendations.

~~Developing or Revising Policies~~ Policy Development, Review and Revision

CATEGORY: Administration
NUMBER: Admin-11
EFFECTIVE: May 2014
REVISED: March 2020

REFERENCE

RCW 41.59.910 Construction of chapter—Effect on existing agreements—Collective bargaining agreement prevails where conflict.

~~SCOPE~~

Unless noted otherwise on a specific policy or procedure, all policies and procedures adopted by the North Mason Regional Fire Authority apply to all employees, elected officials and individuals performing on behalf of the Authority.

PURPOSE

A comprehensive collection of policies and procedures is necessary to:

1. Provide a uniform system of personnel administration
2. Ensure that recruitment, selection, placement, promotion, retention, and separation of Authority employees are based upon employees' qualifications and fitness and are in compliance with federal and state laws
3. Promote communication among employees
4. Ensure, protect, and clarify the rights and responsibilities of employees

POLICY

The Authority will maintain a Policies and Procedures Manual which sets forth the practices and procedures governing its operations. New or revised policies and ~~or~~ procedures may be adopted from time to time to facilitate the ongoing efficient operations of the Authority. In the event of the amendment of any resolution, rule or law incorporated in a document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.

The Authority specifically reserves the right to repeal, modify or amend these policies at any time, with or without notice. None of these provisions shall be deemed to create a vested contractual right in any employee nor to limit the power of the Chief or the Board of

Commissioners to repeal or modify these rules. These policies are not to be interpreted as a promise of specific treatment.

PROCEDURE

1. Identification of Policy Requirements.

1.1. The Authority's Fire Chief is responsible for identifying policy development and review requirements. The Chief may establish the need for policy development by identifying:

1.1.1. Policy gaps where no Authority-wide policy exists and is required;

1.1.2. Approved policies, minimum standards, procedures or guidelines requiring review.

~~1.1.1.2.~~ Authority internal stakeholders including employees, elected officials and individuals performing on behalf of the Authority, may provide advice or make recommendations to the Chief regarding policy requirements.

1.3. The Chief and/or assigned delegate will determine:

1.3.1. Whether a policy should and will be developed and/or reviewed;

1.3.2. Whether a policy, minimum standard, procedure and/or guideline is an appropriate policy instrument to deal with the matter, or recommend alternative means.

1.4. Recommendations must be approved by the Chief or assigned delegate, prior to the commencement of the development of a policy, minimum standard, procedure or guideline.

2. Duties.

2.1. The Fire Chief or delegate assigned by the Chief has:

2.1.1. Authority to develop and review a policy;

2.1.2. Authority to submit a policy to the Board of Commissioners for approval;

2.1.3. Authority to develop, review and approve minimum standards, procedures and guidelines;

2.1.4. Overarching responsibility for the policy, minimum standards, procedures and guidelines;

2.1.5. Responsibility for ensuring implementation;

2.1.6. Responsibility for ensuring reporting;

2.1.7. Responsibility for ensuring implementation and compliance monitoring and evaluation; and

2.1.8. Responsibility for ensuring review in accordance with the scheduled review dates.

2.2. The Fire Chief shall nominate the Executive Assistant of Programs and Policy or delegate to implement the policy development and review process. The Assistant or delegate is responsible for:

2.2.1. Drafting;

2.2.2. Consultation;

2.2.3. Revision;

2.2.4. Submission of final draft documents to the Board of Commissioners for approval, when required;

2.2.5. Review; and

2.2.6. Post Approval Procedures.

3. Drafting: Each policy must be drafted consistent with:

3.1. State and Federal legislation and regulatory requirements;

3.2. Ordinances, rules and governance principles;

3.3. Board approved plans and subordinate plans;

4. Consultation: The Fire Chief, Executive Assistant or assigned delegate will identify policy stakeholders relevant to the specific policy document under development and undertake internal consultation.

4.1. The Assistant or delegate will coordinate and undertake consultations with identified policy stakeholders and interested Authority members.

4.2. Policy stakeholders must be consulted through the policy development and review process to contribute to quality policy development and foster support for implementation.

5. Revision: The Executive Assistant or assigned delegate will revise draft policy documentation in response to policy stakeholder and other contributions, as appropriate.

6. **Endorsement:** Each policy must be endorsed prior to submission to the Board of Commissioners for formal approval, as required.

6.1. It shall be the responsibility of the Chief or assigned delegate to determine whether the draft policy must be submitted to, and endorsed by, an endorsing committee.

6.2. Such endorsing committees may include but are not limited to Training Committee, Organizational Committee, Retention Committee, Labor Management

7. **Approval:** Each new policy or major amendment to an existing policy must be approved by the Authority's Board of Commissioners. A *major amendment* would generally involve changing the substance or intent of the policy, minimum standard, procedure or guideline. Minor editorial changes such as reformatting or amendments to titles or positions are not subject to Board approval.

7.1. The Board shall consider the draft policy and/or minimum standard, procedure and guideline and:

7.1.1. Approve as presented;

7.1.2. Approve pending amendment;

7.1.3. Require further consideration and/or amendment; or

7.1.4. Not approve.

7.2. Outdated or superseded policy versions will be revoked as new/updated policy is approved.

8. **Implementation:** The Fire Chief or assigned delegate will oversee the implementation of approved policy, in accordance with provisions of the respective policy statements.

9. **Compliance Monitoring and Evaluation:** The Fire Chief or assigned delegate will establish and implement monitoring mechanisms to monitor policy compliance and evaluate implementation.

10. **Review:** All policies, minimum standards, procedures and guidelines must be reviewed every three (3) years following approval. Reviews may also be held at any time, should a critical issue arise.

10.1. The review must involve:

10.1.1. Consultation with policy stakeholders;

10.1.2. Consideration of the congruence between policy statements and Federal and State legislation, ordinances, rules, governance principals, Board approved plans and subordinate plans and any Interlocal agreements;

10.1.3. Consideration of the policy content; and

10.1.4. Evaluation of policy implementation.

10.2. Once completed, the Fire Chief or assigned delegate must recommend that:

10.2.1. No changes have been made;

10.2.2. Minor amendments have been made;

10.2.3. Major amendments have been made; or

10.2.4. The policy is to be revoked, as it is no longer required.

11. **Post-Approval Procedures:** The Executive Assistant of Programs and Policy or other assigned delegate shall manage completion of the following post-approval procedures:

11.1. Make final approval annotations to policy documentation;

11.2. Save final WORD and PDF copies;

11.3. Circulate final WORD and PDF copies to policy stakeholders and Authority Fire Chief for records and review purposes;

11.4. Make records management system changes:

11.4.1. Upload policy, minimum standard, procedure or guideline to Policy Repository (Emergency Reporting System);

11.4.2. Make amendments to Policy Repository;

11.4.3. Make policy change announcements to staff;

11.4.4. Delete revoked policies, minimum standards, procedures or guidelines from Policy Repository; and

11.4.5. Amend Policy Review Schedule and upload revised document.

Policy Development, Review and Revision

CATEGORY: Administration
NUMBER: Admin-11
EFFECTIVE: May 2014
REVISED: March 2020

REFERENCE

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- 1.3. The Chief and/or assigned delegate will determine:
 - 1.3.1. Whether a policy should and will be developed and/or reviewed;
 - 1.3.2. Whether a policy, minimum standard, procedure and/or guideline is an appropriate policy instrument to deal with the matter, or recommend alternative means.
- 1.4. Recommendations must be approved by the Chief or assigned delegate, prior to the commencement of the development of a policy, minimum standard, procedure or guideline.

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 - 2.1.1. Authority to develop and review a policy;
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 - 2.1.3. Authority to develop, review and approve minimum standards, procedures and guidelines;
 - 2.1.4. Overarching responsibility for the policy, minimum standards, procedures and guidelines;
 - 2.1.5. Responsibility for ensuring implementation;
 - 2.1.6. Responsibility for ensuring reporting;

- 2.1.7. Responsibility for ensuring implementation and compliance monitoring and evaluation; and
 - 2.1.8. Responsibility for ensuring review in accordance with the scheduled review dates.
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- 2.2.1. Drafting;
 - 2.2.2. Consultation;
 - 2.2.3. Revision;
 - 2.2.4. Submission of final draft documents to the Board of Commissioners for approval, when required;
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- 4.1. The Assistant or delegate will coordinate and undertake consultations with identified policy stakeholders and interested Authority members.
- 4.2. Policy stakeholders must be consulted through the policy development and review process to contribute to quality policy development and foster support for implementation.

5. Revision: The Executive Assistant or assigned delegate will revise draft policy documentation in response to policy stakeholder and other contributions, as appropriate.

6. **Endorsement:** Each policy must be endorsed prior to submission to the Board of Commissioners for formal approval, as required.
 - 6.1. It shall be the responsibility of the Chief or assigned delegate to determine whether the draft policy must be submitted to, and endorsed by, an endorsing committee.
 - 6.2. Such endorsing committees may include but are not limited to Training Committee, Organizational Committee, Retention Committee, Labor Management
7. **Approval:** Each new policy or major amendment to an existing policy must be approved by the Authority's Board of Commissioners. A *major amendment* would generally involve changing the substance or intent of the policy, minimum standard, procedure or guideline. Minor editorial changes such as reformatting or amendments to titles or positions are not subject to Board approval.
 - 7.1. The Board shall consider the draft policy and/or minimum standard, procedure and guideline and:
 - 7.1.1. Approve as presented;
 - 7.1.2. Approve pending amendment;
 - 7.1.3. Require further consideration and/or amendment; or
 - 7.1.4. Not approve.
 - 7.2. Outdated or superseded policy versions will be revoked as new/updated policy is approved.
8. **Implementation:** The Fire Chief or assigned delegate will oversee the implementation of approved policy, in accordance with provisions of the respective policy statements.
9. **Compliance Monitoring and Evaluation:** The Fire Chief or assigned delegate will establish and implement monitoring mechanisms to monitor policy compliance and evaluate implementation.
10. **Review:** All policies, minimum standards, procedures and guidelines must be reviewed every three (3) years following approval. Reviews may also be held at any time, should a critical issue arise.
 - 10.1. The review must involve:
 - 10.1.1. Consultation with policy stakeholders;
 - 10.1.2. Consideration of the congruence between policy statements and Federal and State legislation, ordinances, rules, governance principals, Board approved plans and subordinate plans and any Interlocal agreements;

- 10.1.3. Consideration of the policy content; and
- 10.1.4. Evaluation of policy implementation.
- 10.2. Once completed, the Fire Chief or assigned delegate must recommend that:
 - 10.2.1. No changes have been made;
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- 11.1. Make final approval annotations to policy documentation;
- 11.2. Save final WORD and PDF copies;
- 11.3. Circulate final WORD and PDF copies to policy stakeholders and Authority Fire Chief for records and review purposes;
- 11.4. Make records management system changes:
 - 11.4.1. Upload policy, minimum standard, procedure or guideline to Policy Repository (Emergency Reporting System);
 - 11.4.2. Make amendments to Policy Repository;
 - 11.4.3. Make policy change announcements to staff;
 - 11.4.4. Delete revoked policies, minimum standards, procedures or guidelines from Policy Repository; and
 - 11.4.5. Amend Policy Review Schedule and upload revised document.

Job Description-Emergency Prevention Specialist

CATEGORY: Personnel
NUMBER: PERS-47
EFFECTIVE: February 2020

REFERENCE

N/A

PURPOSE

The purpose of this policy is to define the Authority's work expectation and description for the classification of Emergency Prevention Specialist.

DEFINITION AND MAJOR FUNCTION

The Emergency Prevention Specialist classification performs technical and supervisory duties in the areas of public education, public information, community outreach and emergency prevention. The Emergency Prevention Specialist is responsible for responding to emergency and non-emergency activities to assist with information distribution and community engagement. The Emergency Prevention Specialist is expected to exercise a high degree of judgment and initiative while making critical fire and life safety related decisions under high pressure and/or adverse conditions. This classification reports to and receives guidance and mentoring from the Assistant Fire Chief and Chief.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties: The following duties are considered essential for this position:

- Develop and deliver emergency prevention campaigns including but not limited to public information releases, audio-visual materials, public events, web pages, media appearances, Safety Days, social media and community education campaigns to increase emergency prevention awareness.
- Develop and deliver emergency prevention programs to local businesses, organizations, residents, schools and Fire Authority employees. Programs will include but are not limited to emergency prevention, disaster preparedness, injury prevention, fire extinguisher training, first aid, CPR and AED instruction.
- Engage with local community groups and associations to provide emergency prevention education and information.

- Engage with local schools and child care centers to provide age-appropriate emergency prevention education and information.
- Work with media outlets to publish timely information such as articles, press releases, brochures and other materials.
- Copyedit, proofread and revise Authority communications.
- Serve as the Authority's Public Information Officer.
- Develop and execute communication strategies that are consistent with and reflect the Authority's strategic vision.
- Respond to major emergencies and calls for assistance to assist with public information distribution.
- Assist in preparing, submitting and supervising assigned budget areas.
- Coordinate with other professionals in the region on information distribution and emergency prevention activities.
- Assist in the rendering of basic medical care at emergency incidents.
- Complete work assignments as assigned; ensure that all decisions and actions are consistent with Authority policies, procedures and emerging priorities.
- Complete duties related to program management, to ensure project and program deadlines and milestones are met.
- Conduct station tours, participate in demonstrations of equipment and techniques, and make educational presentations to members of the public.
- Coordinate, supervise and conduct the Authority's Fire Prevention and Education programs.
- Participate in community sponsored events.
- Maintain, track and inventory Authority equipment and materials.
- Clean and maintain office space and Authority equipment.
- Ensure appropriate written and oral communication takes place to transfer information and current priorities to the Authority's operations personnel.
- Assist in developing recommendations and implementing new programs, policies and procedures that are focused on quality and productivity improvements.
- Attend technical skills training and continuing education courses as needed to maintain technical and leadership skills and certifications. Demonstrate the ability to read, write and comprehend these and other related materials.
- Complete incident reports accurately and completely.
- Maintain and prepare reports, records and statistical information relating to the Authority's emergency prevention activities.

Additional Duties: In addition to the duties listed in the Essential Duties section, the employee may perform the following duties. An employee may not be assigned all duties listed below, nor do the examples cover all duties which may be assigned.

- Perform a wide variety of general staff work as assigned.
- Participate in Authority meetings as assigned.

- Observe and report violations of laws and ordinances.
- Attend crew/shift safety meetings as necessary.
- Practice appropriate and professional communication with external and internal stakeholders.
- Participate in assigned training and drills required for maintenance of emergency responder skills.
- Ensure compliance with Authority standards concerning uniforms, emergency gear, tools and equipment, grooming and other related items.
- Receive and process reports from the public.
- Perform related duties as assigned.

QUALIFICATIONS: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Previous experience preparing and delivering emergency prevention programs in a community setting. Previous professional teaching experience with children and/or adults. Prior fire or emergency medical service experience in an emergency response organization.

Education Required: High School Diploma or a Certificate of Educational Competence (G.E.D.).

Education Preferred: Teaching Certificate, Associates Degree or higher. Previous course work in teaching, education, fire science, fire administration, public or business administration or related field.

License or Certifications: This position requires the use of a personal or Authority vehicle while conducting Authority business. The individual must be physically capable of operating motor vehicles safely and must possess and maintain a valid Washington Driver's License and a driving record free of significant moving violations. The Fire Chief may waive this requirement under exigent circumstances.

The position also requires the following professional certifications and/or course completions upon or within one (1) year of hire: NFPA 1035 Public Educator, First Aid and CPR/AED, National Fire Academy's Applications of Community Risk Reduction (R0385).

SELECTION GUIDELINES: Formal application, review of education and experience, written examination (optional), assessment center and final selection interviews.

Knowledge, Skills and Abilities: While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitude to perform each duty proficiently.

Knowledge of:

- Policies, rules and regulations of the Authority, as well as a working knowledge of the applicable national, state and local laws, ordinances and codes affecting the fire service.
- Principles, practices, methods and techniques of modern firefighting and protection of lives and property.
- Principles, practices, methods and techniques of emergency medical care and cardio-pulmonary resuscitation.
- Principles, practices and functions of the National Incident Management System (NIMS) or other current Incident Management System.
- Local geography, including the location of water mains and hydrants and the major fire hazards of all service areas.
- Firefighting equipment and apparatus functions, minor repair techniques, inspection and the reporting of deficiencies.
- Basic and advanced fire prevention principles, practices and procedures.
- Basic principles and practices of organization, administration, training and project management.
- Basic financial management and budgeting concepts and practices necessary to effectively manage assigned resources with appropriate supervision.
- Working knowledge and proficiency in the operation of computer equipment and software programs used by the department.

Ability to:

- Communicate clearly and concisely both orally and in writing, with individuals and in group settings.
- Establish and maintain cooperative and effective working relationships with assigned personnel and other Authority employees under both regular business and adverse/emergency conditions.
- Establish and maintain cooperative and effective working relationships with outside agencies and service groups.
- Effectively resolve work-related problems.
- Project a personal commitment to the mission and vision of the Authority; model leadership skills and behaviors consistent with the Leadership Development training and the guiding principles of the Authority.
- Comprehend and make inferences from written material; understand and apply Authority policies and procedures; prepare and maintain accurate reports and records.

PHYSICAL REQUIREMENTS AND WORKING CONIDITIONS: The physical requirements and working conditions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents in this classification generally work eight (8) hour shift assignments, including weekends and holidays, and may be required to work overtime with little or no notice. Incumbents may be assigned to work alternative shifts in accordance with the provisions of the collective bargaining agreement. Due to the varied and unpredictable nature of the work, incumbents may also be required to work under the following conditions:

- Incumbents are subject to unpredictable interruptions of sleep periods during which they must function effectively, including directing the work of others in emergency situations, such as functioning within the Incident Management System.
- Incumbents are exposed to a variety of weather conditions and are required to tolerate very hot and very cold temperatures.
- When responding to emergencies, incumbents also are exposed to other elements, including smoke, heat, flames, hazardous chemicals and blood and other bodily fluids. In these situations, they must be able to observe or monitor people or objects to ensure compliance with safety standards; stand, sit or walk for extended periods of time, unable to rest at will; use explosive strength, as in sprinting or jumping; walk over rough, uneven or rocky surfaces; use arms above shoulder level; bend or stoop repeatedly or continually over time; and use common hand tools, such as hammers, saws and screwdrivers.
- Specific hearing abilities required by this job include the ability to hear and understand radio transmissions in an environment which contains large amounts of background noise, in a moving vehicle, and in a typical office setting. Incumbents are also required to have the ability to hear a variety of warning devices and alarms, gas leaks, and/or calls for help.
- The incumbent must have vision necessary to perform the essential job functions. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- In daily activities incumbents operate office equipment requiring repetitive arm/hand movements, as when they enter data into a terminal, personal computer or keyboard device.
- In order to keep abreast of developments in their field, incumbents must be able to learn in a classroom setting and through observation and oral instruction in an on-the-job training setting.
- Participating in training and operations activities involves observing and monitoring people, data and objects to ensure compliance with safety standards and department policies and procedures.
- Operate radios, warning light and siren control heads making fine, highly controlled muscular movements to adjust the position of a control mechanism.

- Prepare written materials such as various documentation, reports and e-mail using proper punctuation, spelling and grammar by entering data into a keyboard device requiring repetitive arm/hand movement.
- Communicate with the public and staff face to face and using a radio or telephone.
- Provide training to staff and the public in a classroom setting.
- Operate Authority vehicles in adverse conditions in a controlled and safe manner while obeying State laws and Authority policies.
- Attend professional training classes and team building sessions learning through oral and structured lecture instruction.

The examples of duties and working conditions are intended only as illustrations of the various types of work performed. The omission of specific statements of duties and/or working conditions does not exclude them from the position if the work is similar, related or a logical assignment to the position.