

# North Mason Regional Fire Authority Board of Fire Commissioners Agenda

June 9th & June 16th via teleconference (Zoom)  
5:00 PM

**Blue Information** and **Red Action** Requested

**Call to Order**

**Pledge of Allegiance**

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

**Voucher Approval:** Voucher materials for June are attached for review.

**Financial Report:** Staff will be providing an updated budget summary for June on June 16th.

**Administration Report**

- EMS Personnel Injury Update
- Administrative Assistant Leave of Absence
- Emergency Prevention Specialist & Firefighter/EMT Update (June 1 Start)
- Paramedic Update (July 1 Start)
- Virtual Safety Days Update

- 2019 WA State Annual Report Submission
- 2019 WA State Annual Report – FD 3
- EMS Levy Education/Campaign Update
- Property Acquisition Update
- COVID-19 Update
- CARES Act Reimbursement Status
- Power Gurney Installation

## **Old Business**

- Emergency Management Campus – Design Build Team Selection Recommendation
- Tahuya Apparatus Bay Update

## **New Business**

- Policy Review: Job Description-Emergency Prevention Specialist (Pers-47)
- Policy Review: Fire Inspections for Commercial Properties (Ops-08)
- Policy Review: Policy Development, Review and Revision (Admin-11)
- Labor Negotiations/IAFF Update

- Strategic Planning 2020

**Good of the Order**

**Adjournment**

**\*\*In accordance with Governor Jay Inslee's Proclamation 20-28 issued March 24, 2020, the Board of Commissioners meetings scheduled for June 9, 2020, and June 16, 2020, at 5:00 p.m. will be held via video/teleconference at the scheduled time/date. These meetings shall remain open for public attendance via video/telephone.\*\***

Instructions:

### **To join the meeting from a computer (audio + visual)**

1. Use the following Meeting ID: <https://zoom.us/j/4439633643>
2. When prompted to enter your name.
3. You will be prompted to choose ONE of the audio conference options: phone call OR computer audio.
  - o Audio quality tends to be better when participants use phone rather than computer microphone
  - o *Note: If you are not prompted to choose an audio option upon entering, select the arrow next to the microphone in the lower left corner. Click "Audio Options..."*
4. You may choose to use your webcam in the meeting or not. To turn your webcam on/off, use the camera icon in the bottom-left corner.

### **To join using the Zoom mobile app (audio + visual)**

1. Open the Zoom mobile app and select the "Meet & Chat" icon located at the bottom of the screen.
2. Select "Join a Meeting," then enter Meeting ID: **443 963 3643 #** and your display name.
3. In the Join Options, select "Turn off my video" (you can turn video on after joining the meeting)
4. Select "Join" to enter the Zoom meeting

**To join by phone only** - *If you are unable to access a computer, please dial in using the below instructions.*

1. Dial (408) 638-0968 / iPhone one-tap +14086380968,,4439633643#
2. Enter Meeting ID: **443 963 3643 #**
3. Enter **#** to bypass Participant ID



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**North Mason Regional Fire Authority (NMRFA)**

**Meeting Minutes**

**Via Telephone/Videoconference**

**5/12/2020**

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

Meeting held via telephone/videoconference in accordance with Governor Jay Inslee's proclamation 20-28 issued on March 24, 2020

**Absent:** None

**Guests:** None

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

The meeting minutes from March 10, March 17, April 14 and April 21, 2020, were presented for approval.

**Commissioner Severson moved to approve the meeting minutes as presented. Commissioner Miller seconded the motion. Motion approved.**

Financial vouchers were presented for review.

**A motion was made by Commissioner Quigley to approve the expense and payroll vouchers under BIAS 200501001 to 200501068 in the amount of \$315,088.70. Commissioner Kewish seconded the motion. Motion carried.**

**FINANCIALS**

Briefly discussed decrease in ambulance transport revenue due to the impact of COVID-19; estimates up to 25% reduction. CARES Act will reimburse for lost revenue resulting from reduction in transport during pandemic.

Chief Bakken provided Budget Summary – North Mason Emergency Management Campus Project has been added, including Bond Fund and Project Construction Fund. Chief clarified the Bond Fund is exclusively for making bond payments. The Fire Authority will need to reimburse itself for charges resulting from S&P Global bond rating and initial invoice for Project Management services for the new headquarters station; charges were initially paid out of general fund.

## **ADMINISTRATION**

**Emergency Prevention Specialist:** Lacey Newman scheduled to start Monday, June 1.

**Firefighter/EMT Hiring Announcement:** Has been a very difficult and competitive process. Following testing, assessment center and interviews, Chief Bakken spoke with other NMRFA staff and ultimately selected Victor Quiroz. Victor served 4 years in the US Army and is a Central WA University graduate. He is a resident of Trails End Lake and works at Olympic Ambulance on his off days from the NMRFA Student Program.

**Paramedic Testing Process:** Testing/assessment process taking place this week and next week. Total of 12 candidates will be moving through the assessment process.

**EMS Personnel Updates:** Paramedic Crystal Pinero will be leaving at the end of May, but as of today, we have not received formal notification. Paramedic Dan Cox is also anticipated to be leaving at the same time, but has not provided formal notification either. Firefighter Anthony Rhead has returned to work full time following ATV accident and will continue ongoing physical therapy for his shoulder. Captain Ehresman has returned to work following injury to thumb, but is working light duty and assisting with Lieutenant Laura Chester's transition back to work following maternity leave. He is scheduled for an MRI tomorrow and will have more information after results are received.

**Administrative Staff Status:** Both Executive Assistants have returned to the office fulltime as of Monday; Administrative Assistant Kayla will be returning at the end of the week with specific protective measures (working in the back) due to pregnancy.

**North Mason School District and NMRFA Levy Discussion:** Levy renewal failed by a narrow margin, which will result in \$4-\$5M cut annually. Because NMRFA is due for EMS Levy, we are advertising as a continuation rather than "renewal". We are clearly marketing that the state of WA requires voter-approval every 6 years and there will be no increase or escalators. Internal communication is scheduled to go out on Monday with postcards, mailers and social media campaign to follow. Captain Jordan Reese is serving as campaign chair and Chief Bakken is confident the continuation request will pass.

The EMS Levy Resolution has been sent to Prosecuting Attorney Tim Whitehead for approval of levy language. At this time, the language has not been approved but was sent to the Mason County Assessor's Office for additional review. Chief Bakken feels it will be accepted.

**Tahuya Day/Salmon Bake:** Confirmed events are cancelled for 2020 due to COVID-19.

**Property Acquisition Update:** We have the Purchase Option for neighboring 2.5 acre parcel for \$220,000, which remains valid. The family had requested that if there is any increase in property value before executing the purchase, that it be applied toward the rent for Lois. NMRFA is in the process of having an updated valuation of the property, which should take roughly three weeks. Once property value updated, Chief Bakken will present the final purchase agreement to the Board for approval.

**EMS Responder Appreciation Week:** May 17-23. Chief Bakken published an article in the Shelton Journal and Belfair Bugle thanking responders. Additionally, hospitals typically provide food for responders (at hospital or send to fire stations).

## **OLD BUSINESS**

**Emergency Management Campus RFQ and Project Schedule:** Chief Bakken, Assistant Chief Cooper, Executive Assistant Wassenaar, Commissioner Severson served on the scoring committee for the RFQ. We received six proposals and shortlisted three finalists. Barring protest, will be issuing Request for Proposals to the finalists on Monday. Moving forward we have a very fast schedule, with site walk through and proprietary meetings shortly after the RFP is sent; proposals due at the end of the month with notice to proceed in early July.

**Tahuya Fire Station:** Station is nearing completion, with most of remaining items on punch list currently being addressed. Goal is to have station complete in the next three weeks to a month. We may have to delay a grand opening celebration due to COVID-19, but will be posting a virtual tour of the station to our website and social media as soon as possible.

**COVID-19 Update:** Currently up to 29 total cases within Mason County. Briefly discussed the counties allowed to move to Phase 2; Mason County submitted a variance request but was denied. Also discussed Belfair over the weekend, as local trailheads, stores, fishing access were full and people not social distancing; may see an increase in positive cases in coming weeks. Chief Bakken addressed the lack of information surrounding positive cases – how sick, are they recovering, etc.; clarified he has been unable to obtain this type of information from Mason County Public Health.

**Private Bridges:** Created a directive with interim instruction to crews (what to do/when). 31 bridges identified in Mason County (county and private); all but 3 are located on Old Belfair Highway, with 19 having structures on the other side. Will be creating a database and reaching out to residents to inspect private bridges and discuss response options. Asking that engines only cross when absolutely necessary and when they are unable to handle from the other side; tenders will never cross private bridges. Additionally, addresses will be flagged at MACECOM with pre-action plans for each bridge based on variety of scenarios.

## **NEW BUSINESS**

**Resolution 20-06:** A resolution by the North Mason Regional Fire Authority Board of Commissioners to authorize the use of electronic signatures with the same force and effect as the use of a signature affixed by hand.

**Motion made by Commissioner Miller to approve Resolution 20-06. Commissioner Quigley seconded the motion. Motion carried.**

**Policy Review – Admin 46 Electronic Signatures:** The policy of the Fire Authority is to enable employees to conduct Authority business through the use of electronic signatures where desired, when such use is consistent with guidelines outlined in the policy.

**Motion made by Commissioner Kewish to approve the new policy Admin-46 Electronic Signatures. Commissioner Quigley seconded the motion. Motion carried.**

**2019 WA State Annual Report:** Chief Bakken and Executive Assistant Angie McCormick have gone through the report line by line to confirm information is accurate. With no concerns or objections, Chief Bakken will submit the report.

**GOOD OF THE ORDER/GENERAL DISCUSSION**

**Bates Academy Complaint Update:** The complaint has not been dropped, however Bates will not allow Chief Bakken to move forward – recruit must follow up herself.

**CMFE Fire Chief:** Board appointed Mike Patti permanent Fire Chief for Central Mason Fire and EMS, effective May 21, 2020. NMRFA has already seen a positive impact on the departmental relationship.

**Fire Academy Pinning Ceremony:** Will host pinning ceremony for Fire Academy graduates via Zoom during next Board meeting, and should take 15-20 minutes.

**WFCA Webinar:** Open Public Meetings and Records Webinar scheduled for June 6.

**Safety Days:** Commissioner Quigley would like to applaud those who working on virtual Safety Days.

**NMRFA Updates:** Commissioner Quigley requesting we send an NMRFA update directly to CAC members, addressing them as such. Next potential meeting in July may be postponed or cancelled, so providing them with an update would be beneficial.

**Happy Birthdays:** Chief Bakken, AC Cooper, Captains Ehresman/Reese and Commissioner Kewish.

**Public Release, Mason County Emergency Management:** Chief Bakken featured in video encouraging public to utilize EMS when necessary – addresses decontamination procedures, PPE, etc. Also let the public know we are not overwhelmed and they are not being a burden.

**Public Comment:** None

**With no further business Commissioner McIntosh adjourned the meeting at 6:33 p.m.**

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Authority Secretary Renee Wassenaar

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Commissioner Kelley McIntosh

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Commissioner Brooke Quigley

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Commissioner Bob Miller

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Commissioner Daniel Kewish

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Commissioner Paul Severson





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**North Mason Regional Fire Authority (NMRFA)**

**Meeting Minutes**

**Via Telephone/Videoconference**

**5/19/2020**

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

Meeting held via telephone/videoconference in accordance with Governor Jay Inslee's proclamation 20-28 issued on March 24, 2020

**Absent:** Bob Miller

**Guests:** Student Firefighters Patrick Fournier, Austin Clague, Marcela Rafael-Garcia, Hannah Greenhill, Lindsay Chaffee, Victor Quiroz, Tanner Zuber, Kyler Gracey and Cooper Lindsey; Captains Reese, Cleveland, Ehresman and Sammons; Outreach Coordinator Robert Collamore; additional NMRFA members, family and friends joined via Zoom videoconference and telephone.

Meeting was called to order at 5:06 p.m.

**Fire Academy Pinning Ceremony:** Chief Bakken and Assistant Chief Cooper congratulated Fire Academy graduates and commended them for hard work and dedication. Each recruit formally pinned by NMRFA Captain.

**Public Comment:** None

**Following pinning ceremony, meeting adjourned at 5:23 p.m.**

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Authority Secretary Renee Wassenaar

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Commissioner Kelley McIntosh

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Commissioner Brooke Quigley

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Commissioner Bob Miller

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Commissioner Daniel Kewish

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Commissioner Paul Severson

## 2020 BUDGET POSITION

North Mason Regional Fire Authority  
MCAG #: 3106

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### 001 General Expense Fund

Revenues	Amt Budgeted	June	YTD	Remaining		
<b>308 Beginning Balances</b>						
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%
<b>308 Beginning Balances</b>		<b>5,000.00</b>	<b>0.00</b>	<b>3,797,432.30</b>	<b>(3,792,432.30)</b>	<b>0.0%</b>

### 310 Taxes

311 10 30 0000	NMRFA Fire Levy	2,502,866.00	0.00	1,324,206.27	1,178,659.73	47.1%
311 10 30 0001	NMRFA EMS Levy	840,717.00	0.00	436,136.01	404,580.99	48.1%
<b>310 Taxes</b>		<b>3,343,583.00</b>	<b>0.00</b>	<b>1,760,342.28</b>	<b>1,583,240.72</b>	<b>47.4%</b>

### 330 Intergovernmental Revenues

331 97 30 8300	FEMA Assistance to FF/SCBA Grant	0.00	0.00	358,724.76	(358,724.76)	0.0%
332 92 31 0000	COVID-19 Non-Grant Assistance	0.00	0.00	15,912.33	(15,912.33)	0.0%
332 93 40 0000	GEMT - Ground Emergency Medical Trans	0.00	0.00	121,309.92	(121,309.92)	0.0%
334 02 30 0030	State Direct/Indirect Grant From Department Natural Resources	0.00	0.00	12,000.00	(12,000.00)	0.0%
334 04 39 0000	DOH EMS & Trauma Grant	1,300.00	0.00	1,260.00	40.00	3.1%
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	987.34	(987.34)	0.0%
337 00 30 2000	Local Grants, Entitlements, Other Payments-Timber Exc Fire	20,000.00	0.00	1,635.94	18,364.06	91.8%
337 00 30 3000	Local Grants, Entitlements, Other Payments-Timber Exc EMS	0.00	0.00	0.00	0.00	100.0%
<b>330 Intergovernmental Revenues</b>		<b>21,300.00</b>	<b>0.00</b>	<b>511,830.29</b>	<b>(490,530.29)</b>	<b>0.0%</b>

### 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	1,228.00	(1,228.00)	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	2,282.41	7,717.59	77.2%
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	165,775.98	364,224.02	68.7%
<b>340 Charges For Goods &amp; Services</b>		<b>620,000.00</b>	<b>0.00</b>	<b>170,420.85</b>	<b>449,579.15</b>	<b>72.5%</b>

### 360 Interest & Other Earnings

## 2020 BUDGET POSITION

North Mason Regional Fire Authority  
MCAG #: 3106

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### 001 General Expense Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
<b>360 Interest &amp; Other Earnings</b>					
361 10 30 0000 Investment Interest	50,000.00	0.00	22,699.41	27,300.59	54.6%
361 40 00 0000 Other Interest Earnings Ems	0.00	0.00	1.50	(1.50)	0.0%
361 40 30 0000 Other Interest Earnings Fire	0.00	0.00	2,003.89	(2,003.89)	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 30 0000 Space and Facility Leases Long Term/DNR EMS	0.00	0.00	1,077.33	(1,077.33)	0.0%
367 00 00 0000 Gifts, Pledges, Grants from Private Sources	1,667.00	0.00	1,100.00	567.00	34.0%
369 91 00 0000 Other Miscellaneous Revenue	3,000.00	0.00	5,487.82	(2,487.82)	0.0%
369 91 30 1000 Other Fees (Training, Tuition)	5,000.00	0.00	0.00	5,000.00	100.0%
<b>360 Interest &amp; Other Earnings</b>	<b>59,667.00</b>	<b>0.00</b>	<b>32,401.82</b>	<b>27,265.18</b>	<b>45.7%</b>

### 380 Non Revenues

389 10 30 0000 Non-Revenue Reimbursement	35,000.00	0.00	12,997.40	22,002.60	62.9%
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%
<b>380 Non Revenues</b>	<b>35,000.00</b>	<b>0.00</b>	<b>12,997.40</b>	<b>22,002.60</b>	<b>62.9%</b>

### 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	2,929.22	10,070.78	77.5%
<b>390 Other Financing Sources</b>	<b>68,000.00</b>	<b>0.00</b>	<b>2,929.22</b>	<b>65,070.78</b>	<b>95.7%</b>

<b>Fund Revenues:</b>	<b>4,152,550.00</b>	<b>0.00</b>	<b>6,288,354.16</b>	<b>(2,135,804.16)</b>	<b>0.0%</b>
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Expenditures	Amt Budgeted	June	YTD	Remaining	
<b>001 Bakken</b>					
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	0.00	1,757.11	(1,757.11)	0.0%
522 45 43 1000 Admin Staff Training: Travel	0.00	0.00	1,304.27	(1,304.27)	0.0%
522 45 49 1000 Admin Staff Training: Miscellaneous	0.00	0.00	0.00	0.00	100.0%
<b>001 Administration Training</b>	<b>10,000.00</b>	<b>0.00</b>	<b>3,061.38</b>	<b>6,938.62</b>	<b>69.4%</b>
589 00 00 1000 Ambulance Refunds: OSC	5,000.00	0.00	134.27	4,865.73	97.3%
<b>002 Ambulance Refunds</b>	<b>5,000.00</b>	<b>0.00</b>	<b>134.27</b>	<b>4,865.73</b>	<b>97.3%</b>

## 2020 BUDGET POSITION

North Mason Regional Fire Authority  
MCAG #: 3106

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### 001 General Expense Fund

Expenditures	Amt Budgeted	June	YTD	Remaining	
<b>001 Bakken</b>					
522 10 20 0010 Admin Staff- Labor and Industry Insurance	940,000.00	519.42	3,381.67	936,618.33	99.6%
522 10 20 0020 Admin Staff- Medicare	0.00	536.44	3,260.56	(3,260.56)	0.0%
522 10 20 0030 Admin Staff- WA State Retirement	0.00	2,958.18	17,749.09	(17,749.09)	0.0%
522 10 20 0040 Admin Staff- HRA, HI, DC, Disability	0.00	6,503.72	41,979.22	(41,979.22)	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	3,856.47	23,502.31	(23,502.31)	0.0%
522 20 20 0020 Firefighter/EMT- Medicare	0.00	1,662.19	9,396.00	(9,396.00)	0.0%
522 20 20 0030 Firefighter/EMT- WA State Retirement	0.00	5,935.31	33,136.67	(33,136.67)	0.0%
522 20 20 0040 Firefighter/EMT- HRA, HI, DC, Disability	0.00	20,672.20	130,677.47	(130,677.47)	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	1,548.88	10,954.25	(10,954.25)	0.0%
522 71 20 0020 Firefighter/paramedic- Medicare	0.00	686.98	4,642.43	(4,642.43)	0.0%
522 71 20 0030 Firefighter/paramedic- Wa State Retirement	0.00	2,253.65	16,205.66	(16,205.66)	0.0%
522 71 20 0040 Firefighter/Paramedic- HRA, HI, DC, Disability	0.00	8,886.07	78,253.82	(78,253.82)	0.0%
<b>003 Benefits</b>	<b>940,000.00</b>	<b>56,019.51</b>	<b>373,260.87</b>	<b>566,739.13</b>	<b>60.3%</b>
522 11 10 0001 Commissioner Stipends	25,000.00	1,536.00	8,448.00	16,552.00	66.2%
522 11 20 0010 Labor and Industry Insurance	0.00	1.36	7.52	(7.52)	0.0%
522 11 20 0020 Social Security and Medicare	0.00	117.50	646.26	(646.26)	0.0%
522 45 31 2000 Commissioner Training: OOS	0.00	0.00	0.00	0.00	100.0%
522 45 41 2000 Commissioner Training: PS	0.00	0.00	1,067.00	(1,067.00)	0.0%
522 45 43 2000 Commissioner Training: Travel	0.00	0.00	141.41	(141.41)	0.0%
522 45 49 2000 Commissioner Training: Miscellaneous	0.00	0.00	0.00	0.00	100.0%
<b>004 Commissioners</b>	<b>25,000.00</b>	<b>1,654.86</b>	<b>10,310.19</b>	<b>14,689.81</b>	<b>58.8%</b>
522 10 31 1000 Computer Hardware: OOS	12,000.00	295.08	1,061.44	10,938.56	91.2%
522 10 31 2000 Computer Software: OOS	0.00	122.88	485.51	(485.51)	0.0%
522 10 41 1000 IT Support Service: PS	0.00	750.00	4,500.00	(4,500.00)	0.0%
<b>005 Computers</b>	<b>12,000.00</b>	<b>1,167.96</b>	<b>6,046.95</b>	<b>5,953.05</b>	<b>49.6%</b>
522 10 30 1000 Mason/Kitsap Elections: PS	0.00	0.00	228.60	(228.60)	0.0%
<b>006 Elections</b>	<b>0.00</b>	<b>0.00</b>	<b>228.60</b>	<b>(228.60)</b>	<b>0.0%</b>
522 10 46 1000 Authority General Liability Insurance	75,000.00	5,443.00	43,810.00	31,190.00	41.6%
522 10 46 2000 Accident and Sickness Insurance	0.00	6,263.00	6,263.00	(6,263.00)	0.0%
<b>007 Insurance</b>	<b>75,000.00</b>	<b>11,706.00</b>	<b>50,073.00</b>	<b>24,927.00</b>	<b>33.2%</b>
522 20 20 2000 Retirement Medical Costs	7,000.00	570.94	2,668.27	4,331.73	61.9%
<b>008 LEOFF 1 Retirement Costs</b>	<b>7,000.00</b>	<b>570.94</b>	<b>2,668.27</b>	<b>4,331.73</b>	<b>61.9%</b>
522 10 41 2000 Legal Services: PS	2,500.00	1,438.20	4,583.20	(2,083.20)	0.0%

## 2020 BUDGET POSITION

North Mason Regional Fire Authority  
MCAG #: 3106

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### 001 General Expense Fund

Expenditures	Amt Budgeted	June	YTD	Remaining	
<b>001 Bakken</b>					
009 Legal Costs	2,500.00	1,438.20	4,583.20	(2,083.20)	0.0%
522 10 31 3000 Miscellaneous Expenses: OOS	10,000.00	565.66	1,087.93	8,912.07	89.1%
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	18.22	334.46	(334.46)	0.0%
522 10 48 1000 Miscellaneous Expense: Repairs & Maintenance	0.00	0.00	5.93	(5.93)	0.0%
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	583.88	1,428.32	8,571.68	85.7%
522 10 49 1000 Memberships and Subscriptions: PS	20,000.00	156.69	2,291.25	17,708.75	88.5%
522 10 49 2000 Miscellaneous: PS	0.00	0.00	18,012.24	(18,012.24)	0.0%
011 Professional Services	20,000.00	156.69	20,303.49	(303.49)	0.0%
522 10 10 0001 Admin Staff Salaries and Wages	2,400,000.00	36,995.84	221,908.98	2,178,091.02	90.8%
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	110,107.35	629,721.01	(629,721.01)	0.0%
522 20 10 3000 Firefighter OT	0.00	10,511.43	34,932.05	(34,932.05)	0.0%
522 71 10 0001 Firefighter/paramedic Staff Salaries	0.00	41,392.44	296,484.18	(296,484.18)	0.0%
012 Salaries	2,400,000.00	199,007.06	1,183,046.22	1,216,953.78	50.7%
522 10 31 5000 QRT Supplies	0.00	0.00	1,017.24	(1,017.24)	0.0%
522 10 49 4000 QRT Services	0.00	0.00	12,507.94	(12,507.94)	0.0%
013 Quick Response Team	0.00	0.00	13,525.18	(13,525.18)	0.0%
<b>001 Bakken</b>	<b>3,506,500.00</b>	<b>272,305.10</b>	<b>1,668,669.94</b>	<b>1,837,830.06</b>	<b>52.4%</b>
<b>002 Cleveland</b>					
522 20 31 1000 Station Amenities	4,000.00	0.00	590.46	3,409.54	85.2%
001 Amenities	4,000.00	0.00	590.46	3,409.54	85.2%
522 20 35 0010 Fire	20,700.00	0.00	25.17	20,674.83	99.9%
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	0.00	829.45	(829.45)	0.0%
522 20 35 0060 Hand Held Equipment	0.00	0.00	155.46	(155.46)	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	3,940.87	3,940.87	(3,940.87)	0.0%
522 20 48 0080 Repairs & Maintenance: Repairs & Maintenance	0.00	0.00	39.04	(39.04)	0.0%
002 Equipment Replacement	20,700.00	3,940.87	4,989.99	15,710.01	75.9%
522 50 48 0001 Hose Testing	12,000.00	11,055.50	11,085.50	914.50	7.6%
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%

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<b>002 Cleveland</b>					
003 Equipment Testing	12,000.00	11,055.50	11,085.50	914.50	7.6%
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	1,010.02	1,010.02	(1,010.02)	0.0%
522 20 48 3000 Radio Repairs & Maintenance	0.00	0.00	147.56	(147.56)	0.0%
006 Radios	12,000.00	1,010.02	9,155.71	2,844.29	23.7%
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	0.00	585.91	(585.91)	0.0%
522 20 48 0003 Flow Testing	0.00	0.00	25.86	(25.86)	0.0%
522 20 48 0004 Compressor Service & Repairs	10,000.00	0.00	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	0.00	536.06	(536.06)	0.0%
522 20 48 0007 SCBA Mask Repair	0.00	750.00	2,326.60	(2,326.60)	0.0%
007 SCBA	10,000.00	750.00	4,082.96	5,917.04	59.2%
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	4,574.00	12,601.10	(12,601.10)	0.0%
008 Student FF	30,000.00	4,574.00	14,401.10	15,598.90	52.0%
522 10 31 0514 Station Supplies: OOS	8,000.00	68.51	1,426.32	6,573.68	82.2%
522 10 35 0516 Small Tools & Minor Equipment: (Station Supplies)	0.00	94.42	307.24	(307.24)	0.0%
522 10 49 0519 Station Supplies: Miscellaneous	0.00	0.00	1,187.80	(1,187.80)	0.0%
009 Station Supplies	8,000.00	162.93	2,921.36	5,078.64	63.5%
522 20 31 0005 Wildland Programs: OOS	15,000.00	29,255.57	29,255.57	(14,255.57)	0.0%
522 20 48 5000 Wildland Equipment Replacement	0.00	0.00	0.00	0.00	100.0%
522 60 48 8000 Brush Truck Repair	0.00	0.00	0.00	0.00	100.0%

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<b>002 Cleveland</b>					
010 Wildland	15,000.00	29,255.57	29,255.57	(14,255.57)	0.0%
<b>002 Cleveland</b>	<b>326,741.54</b>	<b>50,748.89</b>	<b>76,889.09</b>	<b>249,852.45</b>	<b>76.5%</b>
<b>003 Cooper</b>					
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%
<b>001 Fire Academy</b>	<b>14,000.00</b>	<b>0.00</b>	<b>411.12</b>	<b>13,588.88</b>	<b>97.1%</b>
522 10 31 4000 Awards & Recognition: OOS	850.00	340.90	348.59	501.41	59.0%
522 10 49 3000 Awards & Recognition & Code 13: Miscellaneous	0.00	0.00	0.00	0.00	100.0%
<b>002 Awards &amp; Recognition</b>	<b>850.00</b>	<b>340.90</b>	<b>348.59</b>	<b>501.41</b>	<b>59.0%</b>
522 50 31 0100 Building Maintenance: OOS	20,000.00	1,288.67	1,307.10	18,692.90	93.5%
522 50 41 0200 Building Maintenance: PS	0.00	0.00	565.03	(565.03)	0.0%
522 50 48 0300 Buildings Maintenance: Repair & Maintenance	0.00	14.15	1,284.52	(1,284.52)	0.0%
522 50 49 0385 Building Maintenance: Miscellaneous	0.00	0.00	0.00	0.00	100.0%
<b>003 Building Maintenance</b>	<b>20,000.00</b>	<b>1,302.82</b>	<b>3,156.65</b>	<b>16,843.35</b>	<b>84.2%</b>
522 20 40 0015 Macecom Dispatching Service: PS	31,000.00	0.00	15,991.80	15,008.20	48.4%
<b>004 Dispatch</b>	<b>31,000.00</b>	<b>0.00</b>	<b>15,991.80</b>	<b>15,008.20</b>	<b>48.4%</b>
522 71 41 6000 Employee Assistance Plan: PS	2,000.00	0.00	0.00	2,000.00	100.0%
<b>005 Employee Assistance Plan (EAP)</b>	<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>100.0%</b>
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%
<b>006 Career Staff Education</b>	<b>15,000.00</b>	<b>0.00</b>	<b>2,165.11</b>	<b>12,834.89</b>	<b>85.6%</b>
522 21 20 0020 Social Security and Medicare	0.00	0.00	137.70	(137.70)	0.0%
<b>007 Student FF Soc. Sec. &amp; Medicare</b>	<b>0.00</b>	<b>0.00</b>	<b>137.70</b>	<b>(137.70)</b>	<b>0.0%</b>
522 41 31 0000 Training External - Supplies (Training)	35,000.00	0.00	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%
522 41 41 0000 Training External - Services (Training)	0.00	0.00	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%

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<b>003 Cooper</b>					
522 45 31 0001 Office & Operating Supplies: Fire (Training)	0.00	0.00	451.73	(451.73)	0.0%
522 45 35 0001 Small Tools and Minor Equipment: Fire (Training)	0.00	114.32	1,475.40	(1,475.40)	0.0%
522 45 41 0001 Fire (Training): PS	0.00	0.00	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	926.06	(926.06)	0.0%
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	0.00	681.85	(681.85)	0.0%
<b>008 Training</b>	<b>35,000.00</b>	<b>114.32</b>	<b>13,761.55</b>	<b>21,238.45</b>	<b>60.7%</b>
522 10 42 1000 Station 21 Telephone & Internet	0.00	1,878.76	8,077.37	(8,077.37)	0.0%
522 10 42 2000 Station 27 Telephone & Internet	0.00	295.53	1,637.56	(1,637.56)	0.0%
522 10 42 3000 Station 24 Telephone & Fire Alarm	0.00	142.93	1,044.35	(1,044.35)	0.0%
522 10 42 4000 Station 81 Telephone & Internet	0.00	220.08	1,037.73	(1,037.73)	0.0%
522 10 47 1000 Station 21 & 21-2 Utilities (Power, Water, Cable, Gas)	60,000.00	1,059.31	10,112.08	49,887.92	83.1%
522 10 47 1100 Station 83 Utilities (Power)	0.00	74.24	523.38	(523.38)	0.0%
522 10 47 2000 Station 22 Utilities (Power)	0.00	277.47	843.41	(843.41)	0.0%
522 10 47 3000 Station 23 Utilities (Power, Water)	0.00	263.12	1,533.24	(1,533.24)	0.0%
522 10 47 4000 Station 24 Utilities (Power, Water)	0.00	231.26	1,458.80	(1,458.80)	0.0%
522 10 47 5000 Station 25 Utilities (Power)	0.00	59.43	292.15	(292.15)	0.0%
522 10 47 6000 Station 27 Utilities (Power, Water, Cable, Propane)	0.00	673.87	2,975.76	(2,975.76)	0.0%
522 10 47 8000 Station 81 Utilities (Power, Water, Cable, Propane)	0.00	241.36	3,171.22	(3,171.22)	0.0%
522 10 47 9000 Station 82 Utilities (Power, Water)	0.00	87.29	748.44	(748.44)	0.0%
<b>009 Utilities</b>	<b>60,000.00</b>	<b>5,504.65</b>	<b>33,455.49</b>	<b>26,544.51</b>	<b>44.2%</b>
522 20 32 0010 Vehicle Fuel Consumed	35,000.00	1,478.90	11,952.86	23,047.14	65.8%
<b>010 Vehicle Fuel</b>	<b>35,000.00</b>	<b>1,478.90</b>	<b>11,952.86</b>	<b>23,047.14</b>	<b>65.8%</b>
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	1,905.47	3,742.59	(3,742.59)	0.0%
522 60 48 2000 Tender Preventative Maintenance	0.00	0.00	2,186.62	(2,186.62)	0.0%
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	800.25	1,189.33	(1,189.33)	0.0%
522 60 48 5000 Generator Preventative Maintenance	0.00	0.00	0.00	0.00	100.0%
522 76 48 1000 Aid/Medic Unit Preventative Maintenance	0.00	0.00	915.56	(915.56)	0.0%



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<b>003 Cooper</b>					
011 Vehicle Preventative Maintenance	32,000.00	2,705.72	8,127.56	23,872.44	74.6%
522 60 31 0144 Vehicle Repairs: OOS	60,000.00	2,673.08	12,981.27	47,018.73	78.4%
522 60 35 0384 Small Tools and Minor Equipment: (Vehicle Repairs)	0.00	0.00	1,924.31	(1,924.31)	0.0%
522 60 48 6000 Vehicle Repairs and Maintenance- Labor	0.00	1,244.46	9,334.09	(9,334.09)	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	851.93	(851.93)	0.0%
522 76 48 0452 Small Tools and Minor Equipment: (Vehicle Repairs)	0.00	0.00	2,531.94	(2,531.94)	0.0%
012 Vehicle Repair	60,000.00	3,917.54	27,623.54	32,376.46	54.0%
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	1,420.98	7,382.28	4,617.72	38.5%
013 Volunteer Stipends	12,000.00	1,420.98	7,492.44	4,507.56	37.6%
522 71 41 1000 Infectious Disease Compliance: PS	5,000.00	0.00	0.00	5,000.00	100.0%
522 71 41 2000 LEOFF2 Physicals: PS	0.00	0.00	0.00	0.00	100.0%
522 71 41 3000 BVFF Physicals: PS	0.00	0.00	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	390.00	(390.00)	0.0%
014 WAC	5,000.00	0.00	589.00	4,411.00	88.2%
<b>003 Cooper</b>	<b>321,850.00</b>	<b>16,785.83</b>	<b>125,213.41</b>	<b>196,636.59</b>	<b>61.1%</b>
<b>004 Ehresman</b>					
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	886.10	7,911.35	17,088.65	68.4%
001 Ambulance Billing	25,000.00	886.10	7,911.35	17,088.65	68.4%
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	0.00	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	0.00	334.74	2,665.26	88.8%
522 71 41 7000 MPD/QA (Hoffman): PS	8,000.00	0.00	7,000.00	1,000.00	12.5%
522 72 31 1000 EMS Supplies: OOS	50,000.00	1,299.44	26,353.06	23,646.94	47.3%
522 72 35 1000 Ems Equipment and Tools	15,000.00	1,998.91	8,230.56	6,769.44	45.1%
522 72 35 2000 Gurney Purchasing	0.00	0.00	365,789.08	(365,789.08)	0.0%
522 72 35 3000 Zoll Monitor Purchase	0.00	0.00	0.00	0.00	100.0%
522 72 41 1000 ERS Database and Reporting: PS	0.00	0.00	0.00	0.00	100.0%
522 72 41 2000 Gurney Repair and Maintenance: PS	0.00	0.00	1,018.20	(1,018.20)	0.0%

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<b>004 Ehresman</b>					
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%
<b>003 EMS</b>	<b>73,000.00</b>	<b>3,298.35</b>	<b>408,390.90</b>	<b>(335,390.90)</b>	<b>0.0%</b>
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%
<b>004 Wellness</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>100.0%</b>
<b>004 Ehresman</b>	<b>106,000.00</b>	<b>4,184.45</b>	<b>416,636.99</b>	<b>(310,636.99)</b>	<b>0.0%</b>
<b>005 Emergency Prevention Specialist</b>					
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	1,529.50	13,470.50	89.8%
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%
<b>001 Community Outreach Program (COP)</b>	<b>15,000.00</b>	<b>0.00</b>	<b>1,529.50</b>	<b>13,470.50</b>	<b>89.8%</b>
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%
<b>002 Department Dinner</b>	<b>5,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,500.00</b>	<b>100.0%</b>
522 45 41 0002 Fire Marshall Training (Reimbursable)	0.00	0.00	0.00	0.00	100.0%
<b>003 Fire Marshall Training</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>
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%
<b>004 Newsletter</b>	<b>6,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>100.0%</b>
<b>005 Emergency Prevention Specialist</b>	<b>26,500.00</b>	<b>0.00</b>	<b>1,529.50</b>	<b>24,970.50</b>	<b>94.2%</b>
<b>006 McCormick</b>					
522 10 44 1000 Advertising: (Legal Advertisements/Subscriptions)	2,000.00	0.00	451.88	1,548.12	77.4%
<b>001 Advertising</b>	<b>2,000.00</b>	<b>0.00</b>	<b>451.88</b>	<b>1,548.12</b>	<b>77.4%</b>
522 10 31 0100 Office & Operating Supplies	6,000.00	691.46	2,473.67	3,526.33	58.8%

## 2020 BUDGET POSITION

North Mason Regional Fire Authority  
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### 001 General Expense Fund

Expenditures	Amt Budgeted	June	YTD	Remaining	
<b>006 McCormick</b>					
002 Office Supplies	6,000.00	691.46	2,473.67	3,526.33	58.8%
522 10 42 0001 Postage: OOS	2,500.00	61.85	254.20	2,245.80	89.8%
003 Postage	2,500.00	61.85	254.20	2,245.80	89.8%
522 20 20 0070 Volunteer Pension and Disability	2,500.00	120.00	1,590.00	910.00	36.4%
004 Volunteer Pension and Disability	2,500.00	120.00	1,590.00	910.00	36.4%
<b>006 McCormick</b>	<b>13,000.00</b>	<b>873.31</b>	<b>4,769.75</b>	<b>8,230.25</b>	<b>63.3%</b>
<b>007 Reese</b>					
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	1,623.33	3,559.15	(3,559.15)	0.0%
522 20 48 1000 PPE Repair and Maintenance	0.00	390.88	1,101.76	(1,101.76)	0.0%
001 PPE	15,000.00	2,014.21	6,835.09	8,164.91	54.4%
522 20 31 6000 Safety Committee Equipment: OOS	2,500.00	0.00	2,061.50	438.50	17.5%
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	2,061.50	438.50	17.5%
522 20 20 3000 Class A Uniforms: PB	0.00	0.00	867.70	(867.70)	0.0%
522 20 20 4000 Class B Uniforms: PB	18,000.00	0.00	2,281.17	15,718.83	87.3%
522 20 31 2000 Miscellaneous Uniforms: OOS	0.00	201.64	704.64	(704.64)	0.0%
522 20 41 1000 Uniform Repairs and Alterations: PS	0.00	0.00	0.00	0.00	100.0%
003 Uniforms	18,000.00	201.64	3,853.51	14,146.49	78.6%
<b>007 Reese</b>	<b>35,500.00</b>	<b>2,215.85</b>	<b>12,750.10</b>	<b>22,749.90</b>	<b>64.1%</b>
<b>520 Fire Control</b>					
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%
<b>522 Fire Control</b>					
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%
522 Fire Control	0.00	0.00	7,134.28	(7,134.28)	0.0%
<b>580 Non Expenditures</b>					

## 2020 BUDGET POSITION

North Mason Regional Fire Authority  
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### 001 General Expense Fund

Expenditures	Amt Budgeted	June	YTD	Remaining	
<b>580 Non Expenditures</b>					
589 00 00 0000 Emergency Contingency	500,140.62	0.00	0.00	500,140.62	100.0%
589 40 50 0000 Other Non-Expenditures - Intergovernmental Services & Taxes	0.00	0.00	0.00	0.00	100.0%
589 99 00 0000 Payroll Clearing	0.00	0.00	1,168.86	(1,168.86)	0.0%
580 Non Expenditures	500,140.62	0.00	1,168.86	498,971.76	99.8%
<b>594 Capital Expenditures</b>					
594 22 63 1000 OBH Property Purchase	0.00	0.00	0.00	0.00	100.0%
594 22 63 2000 Tahuya Station - Phase 1	0.00	30,327.04	568,552.97	(568,552.97)	0.0%
594 22 63 3000 S&P Bond Credit Rating	0.00	0.00	16,500.00	(16,500.00)	0.0%
594 22 63 4000 Capital Expenditures/Expenses - PS (Hill International)	0.00	12,140.00	27,992.50	(27,992.50)	0.0%
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 22 64 3000 Capital Machinery and Equipment	0.00	0.00	0.00	0.00	100.0%
594 Capital Expenditures	0.00	42,467.04	613,045.47	(613,045.47)	0.0%
<b>Fund Expenditures:</b>	<b>4,836,232.16</b>	<b>389,580.47</b>	<b>2,927,807.39</b>	<b>1,908,424.77</b>	<b>39.5%</b>
<b>Fund Excess/(Deficit):</b>	<b>(683,682.16)</b>	<b>(389,580.47)</b>	<b>3,360,546.77</b>		

## 2020 BUDGET POSITION

North Mason Regional Fire Authority  
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### 200 Construction Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
<b>360 Interest &amp; Other Earnings</b>					
361 19 30 0000 Investment Service Fees (Treasurer Charges)	0.00	0.00	(50.00)	50.00	100.0%
360 Interest & Other Earnings	0.00	0.00	(50.00)	50.00	100.0%
<b>390 Other Financing Sources</b>					
391 90 30 0000 General Obligation Bond Proceeds - Const.	0.00	0.00	8,950,000.00	(8,950,000.00)	0.0%
392 00 30 0000 Original Issue Premium (Discount) - Const.	0.00	0.00	1,161,657.75	(1,161,657.75)	0.0%
390 Other Financing Sources	0.00	0.00	10,111,657.75	(10,111,657.75)	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>10,111,607.75</b>	<b>(10,111,607.75)</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	June	YTD	Remaining	
<b>591 Debt Service - Principal Repayment</b>					
592 22 50 0000 Interest And Other Debt Service Costs - Intergovernmental Services & Taxes - Const.	0.00	0.00	38,507.50	(38,507.50)	0.0%
591 Debt Service - Principal Repayment	0.00	0.00	38,507.50	(38,507.50)	0.0%
<b>594 Capital Expenditures</b>					
596 22 50 0000 - Intergovernmental Services & Taxes - Const.	0.00	0.00	53,700.00	(53,700.00)	0.0%
594 Capital Expenditures	0.00	0.00	53,700.00	(53,700.00)	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>92,207.50</b>	<b>(92,207.50)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>10,019,400.25</b>		

## 2020 BUDGET POSITION

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### 300 Bond Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
<b>310 Taxes</b>					
311 10 30 0002 Real & Personal Property Taxes - Bond	0.00	0.00	298,196.18	(298,196.18)	0.0%
310 Taxes	0.00	0.00	298,196.18	(298,196.18)	0.0%
<b>330 Intergovernmental Revenues</b>					
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	0.00	0.00	5,256.94	(5,256.94)	0.0%
<b>360 Interest &amp; Other Earnings</b>					
361 40 30 0001 Other Interest Earnings Bond	0.00	0.00	0.02	(0.02)	0.0%
362 50 00 0001 Space And Facilities Leases Long-term/DNR Bond	0.00	0.00	7.83	(7.83)	0.0%
360 Interest & Other Earnings	0.00	0.00	7.85	(7.85)	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>303,460.97</b>	<b>(303,460.97)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>303,460.97</b>		

## 2020 BUDGET POSITION TOTALS

North Mason Regional Fire Authority  
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Fund	Revenue	June	Received		Expenditures	June	Spent	
001 General Expense Fund	4,152,550.00	0.00	6,288,354.16	0.0%	4,836,232.16	389,580.47	2,927,807.39	39.5%
200 Construction Fund	0.00	0.00	10,111,607.75	0.0%	0.00	0.00	92,207.50	0.0%
300 Bond Fund	0.00	0.00	303,460.97	0.0%	0.00	0.00	0.00	100.0%
	<u>4,152,550.00</u>	<u>0.00</u>	<u>16,703,422.88</u>	<u>0.0%</u>	<u>4,836,232.16</u>	<u>389,580.47</u>	<u>3,020,014.89</u>	<u>37.6%</u>

## VOUCHER APPROVALS

North Mason Regional Fire Authority  
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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200601001	COLUMBIA BANK - DIRECT DEP	559	06/30/2020	Payroll	1	121,212.21	June Payroll Direct Deposit	COL002
200601002	COLUMBIA BANK - PAYROLL TAXES	560	06/30/2020	Payroll	1	28,918.67	941 Deposit for Pay Cycle(s) 06/30/2020 - 06/30/2020	COL001
200601003	DCP - WA STATE DEFERRED COMP	561	06/30/2020	Payroll	1	13,272.09	Pay Cycle(s) 06/01/2020 To 06/30/2020 - DC-DCP	STA175
200601004	DEPT OF LABOR & INDUSTRIES	562	06/30/2020	Payroll	1	7,153.88	2ND Quarter 06/01/2020 - 06/30/2020	DEP100
200601005	DIMARTINO/FORTIS INS CO	563	06/30/2020	Payroll	1	750.01	Pay Cycle(s) 06/01/2020 To 06/30/2020 - DISABILITY	DIM100
200601006	EMPLOYMENT SECURITY DEPT - PFML	564	06/30/2020	Payroll	1	494.11	Pay Cycle(s) 06/01/2020 To 06/30/2020 - PFML	EMP001
200601007	IAFF LOCAL 3876	565	06/30/2020	Payroll	1	2,168.10	Pay Cycle(s) 06/01/2020 To 06/30/2020 - DUES	IAF110
200601008	LEOFF SYS - P/2	566	06/30/2020	Payroll	1	24,525.08	Pay Cycle(s) 06/01/2020 To 06/30/2020 - LEOFF2	LEF150
200601009	NATIONWIDE	567	06/30/2020	Payroll	1	2,710.00	Pay Cycle(s) 06/01/2020 To 06/30/2020 - DC-NATION	NAC101
200601010	NMRFA - FOOD FUND	568	06/30/2020	Payroll	1	130.00	Pay Cycle(s) 06/01/2020 To 06/30/2020 - FOOD	NMR100
200601011	VIMLY BENEFIT SOLUTIONS, INC	569	06/30/2020	Payroll	1	24,316.36	Pay Cycle(s) 06/01/2020 To 06/30/2020 - PREMERA-Family; Pay Cycle(s) 06/01/2020 To 06/30/2020 - PREMERA-Married; Pay Cycle(s) 06/01/2020 To 06/30/2020 - PREMERA-Single; Pay Cycle(s) 06/01/2020 To 06/30/2020 - MERP	WAS016
200601012	WA PUB EMP RETIREMENT SYS-PERS	570	06/30/2020	Payroll	1	2,835.44	Pay Cycle(s) 06/01/2020 To 06/30/2020 - PERS2	WAS900
200601013	WSCFF EMPLOYEE BENEFIT TRUST	571	06/30/2020	Payroll	1	2,375.00	Pay Cycle(s) 06/01/2020 To 06/30/2020 - MERP	WSC050
200601014	AIR EXCHANGE INC	573	06/09/2020	Claims	1	27,806.38		AIR100
200601014	BAKKEN BEAU A	520	06/30/2020	Payroll	1	6,953.73	Paydate 6/30/20	BAK210



## VOUCHER APPROVALS

North Mason Regional Fire Authority  
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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200601015	AIRGAS USA, LLC	574	06/09/2020	Claims	1	1,159.30		AIR200
200601015	GRACEY KYLER B	530	06/30/2020	Payroll	1	438.42	Paydate 6/30/20	GRA003
200601016	BARRETT, FRED	575	06/09/2020	Claims	1	144.60		BAR165
200601016	KEWISH, DANIEL	534	06/30/2020	Payroll	1	235.62	Paydate 6/30/20	KEW200
200601017	BELFAIR HOSE & HEAVY TRUCK REPAIR	576	06/09/2020	Claims	1	3,600.71		BEL097
200601017	LINDSEY COOPER B	536	06/30/2020	Payroll	1	456.75	Paydate 6/30/20	LIN001
200601018	BELFAIR WATER DISTRICT #1	577	06/09/2020	Claims	1	117.08		BEL150
200601018	MORROW, THOMAS G.	540	06/30/2020	Payroll	1	723.41	Paydate 6/30/20	MOR200
200601019	BLUE CROSS BLUE SHIELD OF MONTANA	578	06/09/2020	Claims	1	234.49		BLU020
200601019	NEWMAN LACEY E	541	06/30/2020	Payroll	1	4,270.56	Paydate 6/30/20	
200601020	BOARD FOR VOLUNTEER FIREFIGHTERS	579	06/09/2020	Claims	1	120.00	New Wildland Volunteers	BOA090
200601020	QUIROZ JR VICTOR	544	06/30/2020	Payroll	1	3,324.26	Paydate 6/30/20	QUI002
200601021	BOUND TREE MEDICAL, LLC	580	06/09/2020	Claims	1	1,238.74		BOU100
200601021	RIGHTMYER GAVIN E	547	06/30/2020	Payroll	1	461.75	Paydate 6/30/20	
200601022	CASCADE NATURAL GAS	581	06/09/2020	Claims	1	103.77		CAS100
200601022	ROESSEL LUCAS D	548	06/30/2020	Payroll	1	461.75	Paydate 6/30/20	
200601023	CENTURY LINK	582	06/09/2020	Claims	1	295.53		CEN160
200601023	SAMMONS, MICHAEL	549	06/30/2020	Payroll	1	443.28	Paydate 6/30/20	SAM025
200601024	COPIERS NORTHWEST, INC.	583	06/09/2020	Claims	1	18.22		COP002
200601024	SUMMERLIN ANTONIO	552	06/30/2020	Payroll	1	438.42	Paydate 6/30/20	SUM001
200601025	CREWSENSE, LLC	584	06/09/2020	Claims	1	156.69		CAL002
200601025	THOMAS GARY Q	553	06/30/2020	Payroll	1	461.75	Paydate 6/30/20	
200601026	DEPT OF NATURAL RESOURCES	585	06/09/2020	Claims	1	2,239.00		DEP180
200601026	THOMAS ROBERT M	554	06/30/2020	Payroll	1	461.75	Paydate 6/30/20	
200601027	DIRECT TV INC	586	06/09/2020	Claims	1	143.24		DIR150
200601027	ZUBER TANNER	558	06/30/2020	Payroll	1	456.75	Paydate 6/30/20	ZUB001
200601028	EF RECOVERY	587	06/09/2020	Claims	1	886.10		EFR200
200601029	EHRESMAN II CARL E	588	06/09/2020	Claims	1	195.66	Paramedic Testing - Assessors Lunch	COL002
200601030	GILMORES AUTOMOTIVE SERVICE	589	06/09/2020	Claims	1	1,771.09		GIL275
200601031	GRAINGER	590	06/09/2020	Claims	1	94.42		GRA013
200601032	HILL INTERNATIONAL, INC.	591	06/09/2020	Claims	1	12,140.00		
200601033	HOOD CANAL COMMUNICATIONS	592	06/09/2020	Claims	1	475.31		HOO071
200601034	HRA VEBA TRUST	593	06/09/2020	Claims	1	11,959.26		HRA200
200601035	HUTTER, CHRISTY	594	06/09/2020	Claims	1	750.00		HUT075
200601036	INDUSTRIAL ORGANIZATIONAL SOLUTIONS, INC	595	06/09/2020	Claims	1	268.00		IND170
200601037	KCDA	596	06/09/2020	Claims	1	410.07		KCD100
200601038	KITSAP BANK - VISA	597	06/09/2020	Claims	1	967.63	Good To Go!; Trend Micro; Best Buy; Los Agaves; FireAwards.com	KIT072
200601039	KITSAP SUN	598	06/09/2020	Claims	1	138.20		KIT250
200601040	L.N. CURTIS & SONS, INC	599	06/09/2020	Claims	1	2,826.70		LNC100
200601041	LIFE ASSIST	600	06/09/2020	Claims	1	131.33		LIF100
200601042	LOWES	601	06/09/2020	Claims	1	546.83		LOW200
200601043	MAGGIE LAKE WATER DISTRICT	602	06/09/2020	Claims	1	35.64		MAG080

## VOUCHER APPROVALS

North Mason Regional Fire Authority  
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200601044 MASON COUNTY PUBLIC WORKS	603	06/09/2020	Claims	1	2,242.58		MAS600
200601045 MED-TECH RESOURCE, INC	604	06/09/2020	Claims	1	340.81		MED024
200601046 MEDICARE BLUE RX	605	06/09/2020	Claims	1	41.90		MED200
200601047 NATIONAL HOSE TESTING SPECIALTIES INC	606	06/09/2020	Claims	1	11,055.50		NAT076
200601048 NEWMAN LACEY E	607	06/09/2020	Claims	1	201.64	Reimbursement For Duty Boots	
200601049 NMRFA- REVOLVING FUND	608	06/09/2020	Claims	1	2,803.18	PUD #3; Fred Barret - RX Receipts; Mason County Garbage; Wave Cable; Century Link; Belfair Water District #1; Hood Canal Communications; Trails End Water District #2; Cascade Natural Gas; Department O	NMR200
200601050 NORTHWEST SAFETY CLEAN INC	609	06/09/2020	Claims	1	390.88		NOR156
200601051 PARATEKK INC.	610	06/09/2020	Claims	1	3,940.87		PAR001
200601052 PITNEY BOWES INC	611	06/09/2020	Claims	1	61.85		PIT001
200601053 PUD #1	612	06/09/2020	Claims	1	51.12		PUD100
200601054 PUD #3	613	06/09/2020	Claims	1	718.87		PUD300
200601055 QUILL CORPORATION - PREFERRED CUSTOMER	614	06/09/2020	Claims	1	476.78		QUI100
200601056 SAFEWAY	615	06/09/2020	Claims	1	114.32		SAF112
200601057 SCOTT MCLENDONS HARDWARE	616	06/09/2020	Claims	1	47.74		SCO150
200601058 SNURE LAW OFFICE, PSC	617	06/09/2020	Claims	1	600.00		SNU085
200601059 STERICYCLE INC	618	06/09/2020	Claims	1	8.81		STE505
200601060 THAXTON PARKINSON PLLC	619	06/09/2020	Claims	1	700.00		
200601061 TRAILS END WATER DISTRICT	620	06/09/2020	Claims	1	43.37		TRA092
200601062 ULINE	621	06/09/2020	Claims	1	3,660.21		ULI200
200601063 US FIRE EQUIPMENT, LLC	622	06/09/2020	Claims	1	25,791.51		USF152
200601064 VERIZON WIRELESS	623	06/09/2020	Claims	1	779.74		VER145
200601065 VFIS C/O M & T BANK	624	06/09/2020	Claims	1	11,706.00	Accident And Sickness Annual Renewal	VFI200
200601066 WA STATE PATROL BUDGET & FISCAL	625	06/09/2020	Claims	1	33.00		WAS800
200601067 WAVE BROADBAND	626	06/09/2020	Claims	1	117.75		WAV100
200601068 WILCOX & FLEGEL INC.	627	06/09/2020	Claims	1	1,478.90		WIL012
200601069 YATES, JEFF	628	06/09/2020	Claims	1	750.00	Reimbursement For Payment To BA Shields For Past Due Bill.	YAT190
<b>Total Vouchers:</b>					<b>389,580.47</b>		

**VOUCHER APPROVALS**

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

Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_

Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_

Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_

Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_

Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

# TRANSACTION JOURNAL

North Mason Regional Fire Authority  
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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
<b>559</b>	<b>06/30/2020</b>		<b>1</b>		<b>Payroll</b>		<b>COLUMBIA BANK - DIRECT DEP</b>	<b>121,212.21</b>	<b>June Payroll Direct Deposit</b>
	522 10 10 9999	Payroll Clearing		001	General Expense Fund			121,212.21	
<b>560</b>	<b>06/30/2020</b>		<b>1</b>		<b>Payroll</b>		<b>COLUMBIA BANK - PAYROLL TAX</b>	<b>28,918.67</b>	<b>941 Deposit for Pay Cycle(s) 06/30/2020 - 06/30/2020</b>
	522 20 20 0020	Firefighter/EMT- M		001	General Expense Fund			109.60	ARNOLD, DONOVAN P - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			667.68	ARNOLD, DONOVAN P - 941
	522 10 20 0020	Admin Staff- Medic		001	General Expense Fund			171.17	BAKKEN, BEAU A - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			2,014.92	BAKKEN, BEAU A - 941
	522 20 20 0020	Firefighter/EMT- M		001	General Expense Fund			127.34	CHESTER, LAURA L - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			1,491.66	CHESTER, LAURA L - 941
	522 20 20 0020	Firefighter/EMT- M		001	General Expense Fund			142.35	CLEVELAND, RYAN W - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			1,079.78	CLEVELAND, RYAN W - 941
	522 71 20 0020	Firefighter/paramedi		001	General Expense Fund			165.69	CLOUD, RYAN D - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			1,275.74	CLOUD, RYAN D - 941
	522 20 20 0020	Firefighter/EMT- M		001	General Expense Fund			105.41	COLLAMORE, ROBERT S - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			1,045.84	COLLAMORE, ROBERT S - 941
	522 10 20 0020	Admin Staff- Medic		001	General Expense Fund			159.25	COOPER, SCOTT N - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			1,783.46	COOPER, SCOTT N - 941
	522 71 20 0020	Firefighter/paramedi		001	General Expense Fund			133.05	COTTER, MICKEY J - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			755.72	COTTER, MICKEY J - 941
	522 71 20 0020	Firefighter/paramedi		001	General Expense Fund			75.67	COX, DANIEL D - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			463.96	COX, DANIEL D - 941
	522 20 20 0020	Firefighter/EMT- M		001	General Expense Fund			141.73	EHRESMAN II, CARL E - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			1,739.41	EHRESMAN II, CARL E - 941
	522 71 20 0020	Firefighter/paramedi		001	General Expense Fund			137.78	FULKERSON, JESS M - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			1,707.57	FULKERSON, JESS M - 941
	522 21 49 0002	Student Firefighter F		001	General Expense Fund			38.25	GRACEY, KYLER B - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			56.58	GRACEY, KYLER B - 941
	522 20 20 0020	Firefighter/EMT- M		001	General Expense Fund			114.10	HASBROOK, JOSHUA J - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			666.42	HASBROOK, JOSHUA J - 941
	522 20 20 0020	Firefighter/EMT- M		001	General Expense Fund			124.88	JOHNSON, ANDREW - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			821.47	JOHNSON, ANDREW - 941
	522 20 20 0020	Firefighter/EMT- M		001	General Expense Fund			118.01	JONES, RYAN E - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			981.81	JONES, RYAN E - 941
	522 11 20 0020	Social Security and I		001	General Expense Fund			19.58	KEWISH, DANIEL K - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			19.58	KEWISH, DANIEL K - 941
	522 20 20 0020	Firefighter/EMT- M		001	General Expense Fund			92.52	KLAHR, DERIC J - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			1,048.31	KLAHR, DERIC J - 941
	522 21 49 0002	Student Firefighter F		001	General Expense Fund			38.25	LINDSEY, COOPER B - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			38.25	LINDSEY, COOPER B - 941
	522 10 20 0020	Admin Staff- Medic		001	General Expense Fund			81.97	MCCORMICK, ANGIE M - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			773.10	MCCORMICK, ANGIE M - 941

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522	11 20	0020	Social Security and I	001	General Expense Fund			29.38	MCINTOSH, KELLEY - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			36.11	MCINTOSH, KELLEY - 941
522	11 20	0020	Social Security and I	001	General Expense Fund			9.80	MILLER, ROBERT G - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			9.80	MILLER, ROBERT G - 941
522	22 49	0002	Volunteer Personnel	001	General Expense Fund			64.26	MORROW, THOMAS G - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			116.59	MORROW, THOMAS G - 941
522	20 20	0020	Firefighter/EMT- M	001	General Expense Fund			93.43	NEWMAN, LACEY E - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			773.34	NEWMAN, LACEY E - 941
522	71 20	0020	Firefighter/paramedi	001	General Expense Fund			50.91	PINERO, CRYSTAL M - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			374.75	PINERO, CRYSTAL M - 941
522	11 20	0020	Social Security and I	001	General Expense Fund			39.16	QUIGLEY, BROOKE - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			39.16	QUIGLEY, BROOKE - 941
522	20 20	0020	Firefighter/EMT- M	001	General Expense Fund			64.87	QUIROZ JR., VICTOR - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			628.65	QUIROZ JR., VICTOR - 941
522	20 20	0020	Firefighter/EMT- M	001	General Expense Fund			165.03	REESE, JORDAN D - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			1,309.13	REESE, JORDAN D - 941
522	20 20	0020	Firefighter/EMT- M	001	General Expense Fund			126.63	RHEAD, ANTHONY - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			953.79	RHEAD, ANTHONY - 941
522	21 49	0002	Student Firefighter F	001	General Expense Fund			38.25	RIGHTMYER, GAVIN E - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			38.25	RIGHTMYER, GAVIN E - 941
522	21 49	0002	Student Firefighter F	001	General Expense Fund			38.25	ROESSEL, LUCAS D - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			38.25	ROESSEL, LUCAS D - 941
522	22 49	0002	Volunteer Personnel	001	General Expense Fund			36.72	SAMMONS, MICHAEL J - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			36.72	SAMMONS, MICHAEL J - 941
522	11 20	0020	Social Security and I	001	General Expense Fund			19.58	SEVERSON, PAUL M - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			19.58	SEVERSON, PAUL M - 941
522	10 20	0020	Admin Staff- Medic	001	General Expense Fund			46.14	STURGIS, KAYLA M - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			121.88	STURGIS, KAYLA M - 941
522	21 49	0002	Student Firefighter F	001	General Expense Fund			38.25	SUMMERLIN, ANTONIO - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			56.58	SUMMERLIN, ANTONIO - 941
522	21 49	0002	Student Firefighter F	001	General Expense Fund			38.25	THOMAS, GARY Q - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			38.25	THOMAS, GARY Q - 941
522	21 49	0002	Student Firefighter F	001	General Expense Fund			38.25	THOMAS, ROBERT M - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			38.25	THOMAS, ROBERT M - 941
522	71 20	0020	Firefighter/paramedi	001	General Expense Fund			123.88	TORVIK, DAVID A - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			836.21	TORVIK, DAVID A - 941
522	10 20	0020	Admin Staff- Medic	001	General Expense Fund			77.91	WASSENAAR, RENEE C - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			650.61	WASSENAAR, RENEE C - 941
522	20 20	0020	Firefighter/EMT- M	001	General Expense Fund			136.29	YATES, JEFF J - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			923.17	YATES, JEFF J - 941
522	21 49	0002	Student Firefighter F	001	General Expense Fund			38.25	ZUBER, TANNER - 941
589	99 00	0000	Payroll Clearing	001	General Expense Fund			38.25	ZUBER, TANNER - 941

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<b>561</b>	<b>06/30/2020</b>		<b>1</b>		<b>Payroll</b>		<b>DCP - WA STATE DEFERRED COMI</b>	<b>13,272.09</b>	<b>Pay Cycle(s) 06/01/2020 To 06/30/2020 - DC-DCP</b>
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			800.00	ARNOLD, DONOVAN P - DC-DCP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			1,624.98	BAKKEN, BEAU A - DC-DCP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			600.00	CHESTER, LAURA L - DC-DCP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			533.38	CLEVELAND, RYAN W - DC-DCP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			600.00	COLLAMORE, ROBERT S - DC-DCP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			2,134.73	COOPER, SCOTT N - DC-DCP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			620.00	EHRESMAN II, CARL E - DC-DCP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			800.00	HASBROOK, JOSHUA J - DC-DCP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			700.00	JOHNSON, ANDREW - DC-DCP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			1,459.00	JONES, RYAN E - DC-DCP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			600.00	MCCORMICK, ANGIE M - DC-DCP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			600.00	NEWMAN, LACEY E - DC-DCP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			400.00	RHEAD, ANTHONY - DC-DCP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			500.00	TORVIK, DAVID A - DC-DCP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			500.00	WASSENAAR, RENEE C - DC-DCP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			800.00	YATES, JEFF J - DC-DCP
<b>562</b>	<b>06/30/2020</b>		<b>1</b>		<b>Payroll</b>		<b>DEPT OF LABOR &amp; INDUSTRIES</b>	<b>7,153.88</b>	<b>2ND Quarter 06/01/2020 - 06/30/2020</b>
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			310.72	ARNOLD, DONOVAN P - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			63.03	ARNOLD, DONOVAN P - L&I
	522 10 20 0010	Admin Staff- Labor		001	General Expense Fund			233.03	BAKKEN, BEAU A - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			47.28	BAKKEN, BEAU A - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			322.05	CHESTER, LAURA L - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			65.33	CHESTER, LAURA L - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			310.72	CLEVELAND, RYAN W - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			63.03	CLEVELAND, RYAN W - L&I
	522 71 20 0010	Firefighter/paramedi		001	General Expense Fund			441.81	CLOUD, RYAN D - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			89.62	CLOUD, RYAN D - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			252.46	COLLAMORE, ROBERT S - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			51.21	COLLAMORE, ROBERT S - L&I
	522 10 20 0010	Admin Staff- Labor		001	General Expense Fund			233.03	COOPER, SCOTT N - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			47.28	COOPER, SCOTT N - L&I
	522 71 20 0010	Firefighter/paramedi		001	General Expense Fund			349.56	COTTER, MICKEY J - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			70.91	COTTER, MICKEY J - L&I
	522 71 20 0010	Firefighter/paramedi		001	General Expense Fund			66.88	COX, DANIEL D - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			13.57	COX, DANIEL D - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			155.35	EHRESMAN II, CARL E - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			31.52	EHRESMAN II, CARL E - L&I
	522 71 20 0010	Firefighter/paramedi		001	General Expense Fund			313.95	FULKERSON, JESS M - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			63.69	FULKERSON, JESS M - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			351.18	HASBROOK, JOSHUA J - L&I

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	589 99 00 0000	Payroll Clearing		001	General Expense Fund			71.24	HASBROOK, JOSHUA J - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			310.72	JOHNSON, ANDREW - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			63.03	JOHNSON, ANDREW - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			349.56	JONES, RYAN E - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			70.91	JONES, RYAN E - L&I
	522 11 20 0010	Labor and Industry I		001	General Expense Fund			0.23	KEWISH, DANIEL K - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			0.15	KEWISH, DANIEL K - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			349.56	KLAHR, DERIC J - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			70.91	KLAHR, DERIC J - L&I
	522 10 20 0010	Admin Staff- Labor		001	General Expense Fund			17.65	MCCORMICK, ANGIE M - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			11.88	MCCORMICK, ANGIE M - L&I
	522 11 20 0010	Labor and Industry I		001	General Expense Fund			0.34	MCINTOSH, KELLEY - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			0.23	MCINTOSH, KELLEY - L&I
	522 11 20 0010	Labor and Industry I		001	General Expense Fund			0.11	MILLER, ROBERT G - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			0.08	MILLER, ROBERT G - L&I
	522 71 20 0010	Firefighter/paramedi		001	General Expense Fund			53.94	PINERO, CRYSTAL M - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			10.94	PINERO, CRYSTAL M - L&I
	522 11 20 0010	Labor and Industry I		001	General Expense Fund			0.45	QUIGLEY, BROOKE - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			0.31	QUIGLEY, BROOKE - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			352.79	REESE, JORDAN D - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			71.57	REESE, JORDAN D - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			388.40	RHEAD, ANTHONY - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			78.79	RHEAD, ANTHONY - L&I
	522 11 20 0010	Labor and Industry I		001	General Expense Fund			0.23	SEVERSON, PAUL M - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			0.15	SEVERSON, PAUL M - L&I
	522 10 20 0010	Admin Staff- Labor		001	General Expense Fund			17.60	STURGIS, KAYLA M - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			11.84	STURGIS, KAYLA M - L&I
	522 71 20 0010	Firefighter/paramedi		001	General Expense Fund			322.05	TORVIK, DAVID A - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			65.33	TORVIK, DAVID A - L&I
	522 10 20 0010	Admin Staff- Labor		001	General Expense Fund			18.11	WASSENAAR, RENEE C - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			12.18	WASSENAAR, RENEE C - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			402.96	YATES, JEFF J - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			81.74	YATES, JEFF J - L&I
	522 71 20 0010	Firefighter/paramedi		001	General Expense Fund			0.69	Rounding Adjustment - L&I
<b>563</b>	<b>06/30/2020</b>		<b>1</b>		<b>Payroll</b>		<b>DIMARTINO/FORTIS INS CO</b>	<b>750.01</b>	<b>Pay Cycle(s) 06/01/2020 To 06/30/2020 - DISABILITY</b>
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			68.05	ARNOLD, DONOVAN P - DISABILITY
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			73.75	CHESTER, LAURA L - DISABILITY
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			85.46	CLEVELAND, RYAN W - DISABILITY
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			75.80	CLOUD, RYAN D - DISABILITY

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	589 99 00 0000	Payroll Clearing		001	General Expense Fund			90.13	COOPER, SCOTT N - DISABILITY
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			84.74	EHRESMAN II, CARL E - DISABILITY
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			68.59	HASBROOK, JOSHUA J - DISABILITY
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			69.75	JOHNSON, ANDREW - DISABILITY
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			60.25	JONES, RYAN E - DISABILITY
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			73.49	TORVIK, DAVID A - DISABILITY
<b>564</b>	<b>06/30/2020</b>		<b>1</b>		<b>Payroll</b>		<b>EMPLOYMENT SECURITY DEPT -</b>	<b>494.11</b>	<b>Pay Cycle(s) 06/01/2020 To 06/30/2020 - PFML</b>
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			18.11	ARNOLD, DONOVAN P - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			29.26	BAKKEN, BEAU A - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			21.46	CHESTER, LAURA L - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			24.16	CLEVELAND, RYAN W - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			28.91	CLOUD, RYAN D - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			16.46	COLLAMORE, ROBERT S - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			27.79	COOPER, SCOTT N - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			22.65	COTTER, MICKEY J - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			13.20	COX, DANIEL D - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			23.94	EHRESMAN II, CARL E - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			23.45	FULKERSON, JESS M - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			18.90	HASBROOK, JOSHUA J - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			21.79	JOHNSON, ANDREW - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			20.59	JONES, RYAN E - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			0.65	KEWISH, DANIEL K - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			16.14	KLAHR, DERIC J - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			13.54	MCCORMICK, ANGIE M - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			0.97	MCINTOSH, KELLEY - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			0.32	MILLER, ROBERT G - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			15.54	NEWMAN, LACEY E - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			8.88	PINERO, CRYSTAL M - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			1.30	QUIGLEY, BROOKE - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			11.32	QUIROZ JR., VICTOR - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			27.78	REESE, JORDAN D - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			21.59	RHEAD, ANTHONY - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			0.65	SEVERSON, PAUL M - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			8.05	STURGIS, KAYLA M - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			20.98	TORVIK, DAVID A - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			12.96	WASSENAAR, RENEE C - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			22.77	YATES, JEFF J - PFML
<b>565</b>	<b>06/30/2020</b>		<b>1</b>		<b>Payroll</b>		<b>IAFF LOCAL 3876</b>	<b>2,168.10</b>	<b>Pay Cycle(s) 06/01/2020 To 06/30/2020 - DUES</b>



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		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	ARNOLD, DONOVAN P - DUES
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	CHESTER, LAURA L - DUES
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	CLEVELAND, RYAN W - DUES
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	CLOUD, RYAN D - DUES
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	COLLAMORE, ROBERT S - DUES
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	COTTER, MICKEY J - DUES
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	EHRESMAN II, CARL E - DUES
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	FULKERSON, JESS M - DUES
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	HASBROOK, JOSHUA J - DUES
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	JOHNSON, ANDREW - DUES
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	JONES, RYAN E - DUES
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	KLAHR, DERIC J - DUES
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	NEWMAN, LACEY E - DUES
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	QUIROZ JR., VICTOR - DUES
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	REESE, JORDAN D - DUES
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	RHEAD, ANTHONY - DUES
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	TORVIK, DAVID A - DUES
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			120.45	YATES, JEFF J - DUES
<b>566</b>	<b>06/30/2020</b>		<b>1</b>		<b>Payroll</b>		<b>LEOFF SYS - P/2</b>	<b>24,525.08</b>	<b>Pay Cycle(s) 06/01/2020 To 06/30/2020 - LEOFF2</b>
		522 20 20 0030	Firefighter/EMT- W.	001	General Expense Fund			381.54	ARNOLD, DONOVAN P - LEOFF2
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			614.90	ARNOLD, DONOVAN P - LEOFF2
		522 10 20 0030	Admin Staff- WA St:	001	General Expense Fund			616.35	BAKKEN, BEAU A - LEOFF2
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			993.33	BAKKEN, BEAU A - LEOFF2
		522 20 20 0030	Firefighter/EMT- W.	001	General Expense Fund			452.09	CHESTER, LAURA L - LEOFF2
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			728.61	CHESTER, LAURA L - LEOFF2
		522 20 20 0030	Firefighter/EMT- W.	001	General Expense Fund			509.04	CLEVELAND, RYAN W - LEOFF2
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			820.38	CLEVELAND, RYAN W - LEOFF2
		522 71 20 0030	Firefighter/paramedi	001	General Expense Fund			609.04	CLOUD, RYAN D - LEOFF2
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			981.56	CLOUD, RYAN D - LEOFF2
		522 20 20 0030	Firefighter/EMT- W.	001	General Expense Fund			371.47	COLLAMORE, ROBERT S - LEOFF2
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			598.67	COLLAMORE, ROBERT S - LEOFF2
		522 10 20 0030	Admin Staff- WA St:	001	General Expense Fund			585.39	COOPER, SCOTT N - LEOFF2
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			943.44	COOPER, SCOTT N - LEOFF2
		522 71 20 0030	Firefighter/paramedi	001	General Expense Fund			477.19	COTTER, MICKEY J - LEOFF2
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			769.05	COTTER, MICKEY J - LEOFF2
		522 71 20 0030	Firefighter/paramedi	001	General Expense Fund			102.19	COX, DANIEL D - LEOFF2
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			164.69	COX, DANIEL D - LEOFF2
		522 20 20 0030	Firefighter/EMT- W.	001	General Expense Fund			504.45	EHRESMAN II, CARL E - LEOFF2
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			812.99	EHRESMAN II, CARL E - LEOFF2
		522 71 20 0030	Firefighter/paramedi	001	General Expense Fund			494.10	FULKERSON, JESS M - LEOFF2
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			796.31	FULKERSON, JESS M - LEOFF2

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	522 20 20	0030 Firefighter/EMT- W.		001	General Expense Fund			398.08	HASBROOK, JOSHUA J - LEOFF2
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			641.56	HASBROOK, JOSHUA J - LEOFF2
	522 20 20	0030 Firefighter/EMT- W.		001	General Expense Fund			459.05	JOHNSON, ANDREW - LEOFF2
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			739.82	JOHNSON, ANDREW - LEOFF2
	522 20 20	0030 Firefighter/EMT- W.		001	General Expense Fund			433.78	JONES, RYAN E - LEOFF2
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			699.09	JONES, RYAN E - LEOFF2
	522 20 20	0030 Firefighter/EMT- W.		001	General Expense Fund			340.10	KLAHR, DERIC J - LEOFF2
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			548.12	KLAHR, DERIC J - LEOFF2
	522 20 20	0030 Firefighter/EMT- W.		001	General Expense Fund			327.45	NEWMAN, LACEY E - LEOFF2
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			527.73	NEWMAN, LACEY E - LEOFF2
	522 71 20	0030 Firefighter/paramedi		001	General Expense Fund			129.07	PINERO, CRYSTAL M - LEOFF2
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			208.01	PINERO, CRYSTAL M - LEOFF2
	522 20 20	0030 Firefighter/EMT- W.		001	General Expense Fund			238.46	QUIROZ JR., VICTOR - LEOFF2
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			384.32	QUIROZ JR., VICTOR - LEOFF2
	522 20 20	0030 Firefighter/EMT- W.		001	General Expense Fund			585.31	REESE, JORDAN D - LEOFF2
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			943.31	REESE, JORDAN D - LEOFF2
	522 20 20	0030 Firefighter/EMT- W.		001	General Expense Fund			454.82	RHEAD, ANTHONY - LEOFF2
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			733.01	RHEAD, ANTHONY - LEOFF2
	522 71 20	0030 Firefighter/paramedi		001	General Expense Fund			442.06	TORVIK, DAVID A - LEOFF2
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			712.43	TORVIK, DAVID A - LEOFF2
	522 20 20	0030 Firefighter/EMT- W.		001	General Expense Fund			479.67	YATES, JEFF J - LEOFF2
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			773.05	YATES, JEFF J - LEOFF2
<b>567</b>	<b>06/30/2020</b>		<b>1</b>		<b>Payroll</b>		<b>NATIONWIDE RETIREMENT</b>	<b>2,710.00</b>	<b>Pay Cycle(s) 06/01/2020 To 06/30/2020 - DC-NATION</b>
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			1,000.00	CLOUD, RYAN D - DC-NATION
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			446.00	COTTER, MICKEY J - DC-NATION
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			464.00	FULKERSON, JESS M - DC-NATION
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			800.00	REESE, JORDAN D - DC-NATION
<b>568</b>	<b>06/30/2020</b>		<b>1</b>		<b>Payroll</b>		<b>NMRA - FOOD FUND</b>	<b>130.00</b>	<b>Pay Cycle(s) 06/01/2020 To 06/30/2020 - FOOD</b>
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			5.00	ARNOLD, DONOVAN P - FOOD
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			5.00	CHESTER, LAURA L - FOOD
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			5.00	CLEVELAND, RYAN W - FOOD
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			5.00	CLOUD, RYAN D - FOOD
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			5.00	COLLAMORE, ROBERT S - FOOD
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			5.00	COOPER, SCOTT N - FOOD
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			5.00	COTTER, MICKEY J - FOOD
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			5.00	EHRESMAN II, CARL E - FOOD
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			5.00	FULKERSON, JESS M - FOOD
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			5.00	GRACEY, KYLER B - FOOD
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			5.00	HASBROOK, JOSHUA J - FOOD
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			5.00	JOHNSON, ANDREW - FOOD

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	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.00	JONES, RYAN E - FOOD
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.00	KLAHR, DERIC J - FOOD
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.00	LINDSEY, COOPER B - FOOD
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.00	MCCORMICK, ANGIE M - FOOD
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.00	NEWMAN, LACEY E - FOOD
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.00	QUIROZ JR., VICTOR - FOOD
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.00	REESE, JORDAN D - FOOD
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.00	RHEAD, ANTHONY - FOOD
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.00	STURGIS, KAYLA M - FOOD
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.00	SUMMERLIN, ANTONIO - FOOD
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.00	TORVIK, DAVID A - FOOD
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.00	WASSENAAR, RENEE C - FOOD
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.00	YATES, JEFF J - FOOD
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.00	ZUBER, TANNER - FOOD
<b>569</b>	<b>06/30/2020</b>		<b>1</b>		<b>Payroll</b>		<b>VIMLY BENEFIT SOLUTIONS, INC</b>	<b>24,316.36</b>	<b>Pay Cycle(s) 06/01/2020 To 06/30/2020 - PREMERA-Family; Pay Cycle(s) 06/01/2020 To 06/30/2020 - PREMERA-Married; Pay Cycle(s) 06/01/2020 To 06/30/2020 - PREMERA-Single; Pay Cycle(s) 06/01/2020 To 06/3</b>
	522 20 20 0040	Firefighter/EMT- HI		001	General Expense Fund			1,601.47	ARNOLD, DONOVAN P - PREMERA-Family
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			16.18	ARNOLD, DONOVAN P - PREMERA-Family
	522 10 20 0040	Admin Staff- HRA,		001	General Expense Fund			1,601.47	BAKKEN, BEAU A - PREMERA-Family
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			16.18	BAKKEN, BEAU A - PREMERA-Family
	522 71 20 0040	Firefighter/Paramedi		001	General Expense Fund			1,601.47	CLOUD, RYAN D - PREMERA-Family
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			16.18	CLOUD, RYAN D - PREMERA-Family
	522 71 20 0040	Firefighter/Paramedi		001	General Expense Fund			1,601.47	COTTER, MICKEY J - PREMERA-Family
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			16.18	COTTER, MICKEY J - PREMERA-Family
	522 20 20 0040	Firefighter/EMT- HI		001	General Expense Fund			1,601.47	EHRESMAN II, CARL E - PREMERA-Family
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			16.18	EHRESMAN II, CARL E - PREMERA-Family
	522 20 20 0040	Firefighter/EMT- HI		001	General Expense Fund			1,601.47	HASBROOK, JOSHUA J - PREMERA-Family

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	589 99 00 0000	Payroll Clearing		001	General Expense Fund			16.18	HASBROOK, JOSHUA J - PREMERA-Family
	522 20 20 0040	Firefighter/EMT- HI		001	General Expense Fund			1,601.47	JOHNSON, ANDREW - PREMERA-Family
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			16.18	JOHNSON, ANDREW - PREMERA-Family
	522 20 20 0040	Firefighter/EMT- HI		001	General Expense Fund			1,601.47	REESE, JORDAN D - PREMERA-Family
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			16.18	REESE, JORDAN D - PREMERA-Family
	522 10 20 0040	Admin Staff- HRA,		001	General Expense Fund			1,601.47	STURGIS, KAYLA M - PREMERA-Family
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			16.18	STURGIS, KAYLA M - PREMERA-Family
	522 71 20 0040	Firefighter/Paramedi		001	General Expense Fund			1,601.47	TORVIK, DAVID A - PREMERA-Family
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			16.18	TORVIK, DAVID A - PREMERA-Family
	522 20 20 0040	Firefighter/EMT- HI		001	General Expense Fund			1,601.47	YATES, JEFF J - PREMERA-Family
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			16.18	YATES, JEFF J - PREMERA-Family
	522 20 20 0040	Firefighter/EMT- HI		001	General Expense Fund			1,181.26	KLAHR, DERIC J - PREMERA-Married
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			11.93	KLAHR, DERIC J - PREMERA-Married
	522 20 20 0040	Firefighter/EMT- HI		001	General Expense Fund			587.18	COLLAMORE, ROBERT S - PREMERA-Single
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.93	COLLAMORE, ROBERT S - PREMERA-Single
	522 10 20 0040	Admin Staff- HRA,		001	General Expense Fund			587.18	COOPER, SCOTT N - PREMERA-Single
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.93	COOPER, SCOTT N - PREMERA-Single
	522 20 20 0040	Firefighter/EMT- HI		001	General Expense Fund			587.18	JONES, RYAN E - PREMERA-Single
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.93	JONES, RYAN E - PREMERA-Single
	522 20 20 0040	Firefighter/EMT- HI		001	General Expense Fund			587.18	NEWMAN, LACEY E - PREMERA-Single
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.93	NEWMAN, LACEY E - PREMERA-Single
	522 20 20 0040	Firefighter/EMT- HI		001	General Expense Fund			134.39	ARNOLD, DONOVAN P - DVL
	522 10 20 0040	Admin Staff- HRA,		001	General Expense Fund			134.39	BAKKEN, BEAU A - DVL
	522 20 20 0040	Firefighter/EMT- HI		001	General Expense Fund			134.39	CHESTER, LAURA L - DVL
	522 20 20 0040	Firefighter/EMT- HI		001	General Expense Fund			134.39	CLEVELAND, RYAN W - DVL

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	522 71 20	0040 Firefighter/Paramedi		001	General Expense Fund			134.39	CLOUD, RYAN D - DVL
	522 20 20	0040 Firefighter/EMT- HI		001	General Expense Fund			134.39	COLLAMORE, ROBERT S - DVL
	522 10 20	0040 Admin Staff- HRA,		001	General Expense Fund			134.39	COOPER, SCOTT N - DVL
	522 71 20	0040 Firefighter/Paramedi		001	General Expense Fund			134.39	COTTER, MICKEY J - DVL
	522 20 20	0040 Firefighter/EMT- HI		001	General Expense Fund			134.39	EHRESMAN II, CARL E - DVL
	522 71 20	0040 Firefighter/Paramedi		001	General Expense Fund			134.39	FULKERSON, JESS M - DVL
	522 20 20	0040 Firefighter/EMT- HI		001	General Expense Fund			134.39	HASBROOK, JOSHUA J - DVL
	522 20 20	0040 Firefighter/EMT- HI		001	General Expense Fund			134.39	JOHNSON, ANDREW - DVL
	522 20 20	0040 Firefighter/EMT- HI		001	General Expense Fund			134.39	JONES, RYAN E - DVL
	522 20 20	0040 Firefighter/EMT- HI		001	General Expense Fund			134.39	KLAHR, DERIC J - DVL
	522 10 20	0040 Admin Staff- HRA,		001	General Expense Fund			134.39	MCCORMICK, ANGIE M - DVL
	522 20 20	0040 Firefighter/EMT- HI		001	General Expense Fund			134.39	NEWMAN, LACEY E - DVL
	522 20 20	0040 Firefighter/EMT- HI		001	General Expense Fund			134.39	REESE, JORDAN D - DVL
	522 20 20	0040 Firefighter/EMT- HI		001	General Expense Fund			134.39	RHEAD, ANTHONY - DVL
	522 10 20	0040 Admin Staff- HRA,		001	General Expense Fund			134.39	STURGIS, KAYLA M - DVL
	522 71 20	0040 Firefighter/Paramedi		001	General Expense Fund			134.39	TORVIK, DAVID A - DVL
	522 10 20	0040 Admin Staff- HRA,		001	General Expense Fund			134.39	WASSENAAR, RENEE C - DVL
	522 20 20	0040 Firefighter/EMT- HI		001	General Expense Fund			134.39	YATES, JEFF J - DVL
<b>570</b>	<b>06/30/2020</b>		<b>1</b>		<b>Payroll</b>		<b>WA PUB EMP RETIREMENT SYS-PI</b>	<b>2,835.44</b>	<b>Pay Cycle(s) 06/01/2020 To 06/30/2020 - PERS2</b>
	522 10 20	0030 Admin Staff- WA St:		001	General Expense Fund			688.38	MCCORMICK, ANGIE M - PERS2
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			422.88	MCCORMICK, ANGIE M - PERS2
	522 10 20	0030 Admin Staff- WA St:		001	General Expense Fund			409.26	STURGIS, KAYLA M - PERS2
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			251.41	STURGIS, KAYLA M - PERS2
	522 10 20	0030 Admin Staff- WA St:		001	General Expense Fund			658.80	WASSENAAR, RENEE C - PERS2
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			404.71	WASSENAAR, RENEE C - PERS2
<b>571</b>	<b>06/30/2020</b>		<b>1</b>		<b>Payroll</b>		<b>WSCFF EMPLOYEE BENEFIT TRU:</b>	<b>2,375.00</b>	<b>Pay Cycle(s) 06/01/2020 To 06/30/2020 - MERP</b>
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			125.00	ARNOLD, DONOVAN P - MERP
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			125.00	BAKKEN, BEAU A - MERP
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			125.00	CHESTER, LAURA L - MERP
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			125.00	CLEVELAND, RYAN W - MERP
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			125.00	CLOUD, RYAN D - MERP
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			125.00	COLLAMORE, ROBERT S - MERP
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			125.00	COOPER, SCOTT N - MERP
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			125.00	COTTER, MICKEY J - MERP
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			125.00	EHRESMAN II, CARL E - MERP
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			125.00	FULKERSON, JESS M - MERP
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			125.00	HASBROOK, JOSHUA J - MERP
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			125.00	JOHNSON, ANDREW - MERP
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			125.00	JONES, RYAN E - MERP
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			125.00	KLAHR, DERIC J - MERP

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	589 99 00 0000	Payroll Clearing		001	General Expense Fund			125.00	NEWMAN, LACEY E - MERP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			125.00	REESE, JORDAN D - MERP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			125.00	RHEAD, ANTHONY - MERP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			125.00	TORVIK, DAVID A - MERP
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			125.00	YATES, JEFF J - MERP
<b>572</b>	<b>06/30/2020</b>		<b>2</b>		<b>* Tr Rec</b>	<b>31</b>	<b>COLUMBIA BANK - DIRECT DEP</b>	<b>121,212.21</b>	
	522 10 10 9999	Payroll Clearing		001	General Expense Fund			-121,212.21	
<b>573</b>	<b>06/09/2020</b>		<b>1</b>	<b>999</b>	<b>Claims</b>		<b>AIR EXCHANGE INC</b>	<b>27,806.38</b>	
	594 22 63 2000	Tahuya Station - Pha		001	General Expense Fund			25,628.00	
	594 22 63 2000	Tahuya Station - Pha		001	General Expense Fund			2,178.38	
<b>574</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>AIRGAS USA, LLC</b>	<b>1,159.30</b>	
	522 72 31 1000	EMS Supplies: OOS		001	General Expense Fund			337.67	O2
	522 72 31 1000	EMS Supplies: OOS		001	General Expense Fund			202.31	O2
	522 72 31 1000	EMS Supplies: OOS		001	General Expense Fund			619.32	Cylinder Rental
<b>575</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>BARRETT, FRED</b>	<b>144.60</b>	
	522 20 20 2000	Retirement Medical		001	General Expense Fund			144.60	
<b>576</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>BELFAIR HOSE &amp; HEAVY TRUCK 1</b>	<b>3,600.71</b>	
	522 60 48 1000	Fire Engine Prevent		001	General Expense Fund			357.00	
	522 60 48 1000	Fire Engine Prevent		001	General Expense Fund			106.70	
	522 60 48 1000	Fire Engine Prevent		001	General Expense Fund			24.99	
	522 60 48 1000	Fire Engine Prevent		001	General Expense Fund			41.54	
	522 60 48 1000	Fire Engine Prevent		001	General Expense Fund			426.02	
	522 60 48 1000	Fire Engine Prevent		001	General Expense Fund			237.66	
	522 60 48 1000	Fire Engine Prevent		001	General Expense Fund			29.82	
	522 60 48 1000	Fire Engine Prevent		001	General Expense Fund			58.95	
	522 60 48 1000	Fire Engine Prevent		001	General Expense Fund			267.75	
	522 60 48 1000	Fire Engine Prevent		001	General Expense Fund			287.51	
	522 60 48 1000	Fire Engine Prevent		001	General Expense Fund			18.74	
	522 60 48 1000	Fire Engine Prevent		001	General Expense Fund			48.79	
	522 60 31 0144	Vehicle Repairs: OO		001	General Expense Fund			476.00	
	522 60 31 0144	Vehicle Repairs: OO		001	General Expense Fund			1,053.11	
	522 60 31 0144	Vehicle Repairs: OO		001	General Expense Fund			33.32	
	522 60 31 0144	Vehicle Repairs: OO		001	General Expense Fund			132.81	
<b>577</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>BELFAIR WATER DISTRICT #1</b>	<b>117.08</b>	
	522 10 47 1000	Station 21 & 21-2 U		001	General Expense Fund			117.08	
<b>578</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>BLUE CROSS BLUE SHIELD OF MC</b>	<b>234.49</b>	
	522 20 20 2000	Retirement Medical		001	General Expense Fund			234.49	
<b>579</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>BOARD FOR VOLUNTEER FIREFIC</b>	<b>120.00</b>	<b>New Wildland Volunteers</b>
	522 20 20 0070	Volunteer Pension ar		001	General Expense Fund			120.00	
<b>580</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>BOUND TREE MEDICAL, LLC</b>	<b>1,238.74</b>	

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		522 72 35 1000 Ems Equipment and		001	General Expense Fund			1,166.18	
		522 72 35 1000 Ems Equipment and		001	General Expense Fund			66.87	
		522 72 35 1000 Ems Equipment and		001	General Expense Fund			5.69	
<b>581</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>CASCADE NATURAL GAS</b>	<b>103.77</b>	
		522 10 47 1000 Station 21 & 21-2 U		001	General Expense Fund			103.77	
<b>582</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>CENTURY LINK</b>	<b>295.53</b>	
		522 10 42 2000 Station 27 Telephone		001	General Expense Fund			159.91	St. 27
		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	
		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				
		522 10 42 3000 Station 24 Telephone		001	General Expense Fund				
		522 10 42 1000 Station 21 Telephone		001	General Expense Fund				
<b>583</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>COPIERS NORTHWEST, INC.</b>	<b>18.22</b>	
		522 10 45 1000 Miscellaneous Expe		001	General Expense Fund			18.22	
<b>584</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>CREWSENSE, LLC</b>	<b>156.69</b>	
		522 10 49 1000 Memberships and St		001	General Expense Fund			156.69	
<b>585</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>DEPT OF NATURAL RESOURCES</b>	<b>2,239.00</b>	
		522 20 31 0005 Wildland Programs:		001	General Expense Fund			2,239.00	
<b>586</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>DIRECT TV INC</b>	<b>143.24</b>	
		522 10 42 1000 Station 21 Telephone		001	General Expense Fund			143.24	
<b>587</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>EF RECOVERY</b>	<b>886.10</b>	
		522 77 41 0038 Ambulance Billing F		001	General Expense Fund			886.10	
<b>588</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>CARL E EHRESMAN II</b>	<b>195.66</b>	<b>Paramedic Testing - Assessors Lunch</b>
		522 10 31 3000 Miscellaneous Expe		001	General Expense Fund			195.66	
<b>589</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>GILMORES AUTOMOTIVE SERVIC</b>	<b>1,771.09</b>	
		522 60 48 4000 Staff Car Preventativ		001	General Expense Fund			30.00	
		522 60 48 4000 Staff Car Preventativ		001	General Expense Fund			22.84	
		522 60 48 4000 Staff Car Preventativ		001	General Expense Fund			3.00	
		522 60 48 4000 Staff Car Preventativ		001	General Expense Fund			4.75	
		522 60 31 0144 Vehicle Repairs: OO		001	General Expense Fund			148.50	
		522 60 31 0144 Vehicle Repairs: OO		001	General Expense Fund			82.24	
		522 60 31 0144 Vehicle Repairs: OO		001	General Expense Fund			10.67	
		522 60 31 0144 Vehicle Repairs: OO		001	General Expense Fund			36.00	
		522 60 31 0144 Vehicle Repairs: OO		001	General Expense Fund			23.58	
		522 60 31 0144 Vehicle Repairs: OO		001	General Expense Fund			101.94	
		522 60 31 0144 Vehicle Repairs: OO		001	General Expense Fund			4.08	

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	522 60 31 0144	Vehicle Repairs: OO	001	General Expense Fund				9.01	
	522 60 48 4000	Staff Car Preventativ	001	General Expense Fund				294.70	
	522 60 48 4000	Staff Car Preventativ	001	General Expense Fund				222.62	
	522 60 48 4000	Staff Car Preventativ	001	General Expense Fund				18.00	
	522 60 48 4000	Staff Car Preventativ	001	General Expense Fund				45.50	
	522 60 31 0144	Vehicle Repairs: OO	001	General Expense Fund				297.00	
	522 60 31 0144	Vehicle Repairs: OO	001	General Expense Fund				196.35	
	522 60 31 0144	Vehicle Repairs: OO	001	General Expense Fund				18.00	
	522 60 31 0144	Vehicle Repairs: OO	001	General Expense Fund				43.47	
	522 60 48 4000	Staff Car Preventativ	001	General Expense Fund				30.00	
	522 60 48 4000	Staff Car Preventativ	001	General Expense Fund				19.05	
	522 60 48 4000	Staff Car Preventativ	001	General Expense Fund				3.00	
	522 60 48 4000	Staff Car Preventativ	001	General Expense Fund				4.43	
	522 60 48 4000	Staff Car Preventativ	001	General Expense Fund				64.50	
	522 60 48 4000	Staff Car Preventativ	001	General Expense Fund				26.84	
	522 60 48 4000	Staff Car Preventativ	001	General Expense Fund				3.00	
	522 60 48 4000	Staff Car Preventativ	001	General Expense Fund				8.02	
<b>590</b>	<b>06/09/2020</b>		<b>1</b>	<b>Claims</b>			<b>GRAINGER</b>	<b>94.42</b>	
	522 10 35 0516	Small Tools & Mino	001	General Expense Fund				87.02	
	522 10 35 0516	Small Tools & Mino	001	General Expense Fund				7.40	
<b>591</b>	<b>06/09/2020</b>		<b>1</b>	<b>Claims</b>			<b>HILL INTERNATIONAL, INC.</b>	<b>12,140.00</b>	
	594 22 63 4000	Capital Expenditure:	001	General Expense Fund				12,140.00	
<b>592</b>	<b>06/09/2020</b>		<b>1</b>	<b>Claims</b>			<b>HOOD CANAL COMMUNICATIONS</b>	<b>475.31</b>	
	522 10 42 1000	Station 21 Telephone	001	General Expense Fund				475.31	
<b>593</b>	<b>06/09/2020</b>		<b>1</b>	<b>Claims</b>			<b>HRA VEBA TRUST</b>	<b>11,959.26</b>	
	522 10 20 0040	Admin Staff- HRA,	001	General Expense Fund				2,041.65	
	522 20 20 0040	Firefighter/EMT- HI	001	General Expense Fund				6,373.51	
	522 71 20 0040	Firefighter/Paramedi	001	General Expense Fund				3,544.10	
<b>594</b>	<b>06/09/2020</b>		<b>1</b>	<b>Claims</b>			<b>HUTTER, CHRISTY</b>	<b>750.00</b>	
	522 10 41 1000	IT Support Service:	001	General Expense Fund				750.00	
<b>595</b>	<b>06/09/2020</b>		<b>1</b>	<b>Claims</b>			<b>INDUSTRIAL ORGANIZATIONAL S</b>	<b>268.00</b>	
	522 21 49 0002	Student Firefighter F	001	General Expense Fund				268.00	
<b>596</b>	<b>06/09/2020</b>		<b>1</b>	<b>Claims</b>			<b>KCDA</b>	<b>410.07</b>	
	522 10 31 0514	Station Supplies: OC	001	General Expense Fund				90.16	
	522 10 31 0100	Office & Operating ;	001	General Expense Fund				301.80	
	522 10 31 0100	Office & Operating ;	001	General Expense Fund				18.11	
<b>597</b>	<b>06/09/2020</b>		<b>1</b>	<b>Claims</b>			<b>KITSAP BANK - VISA</b>	<b>967.63</b>	<b>Good To Go!; Trend Micro; Best Buy; Los Agaves; FireAwards.com</b>
	522 60 31 0144	Vehicle Repairs: OO	001	General Expense Fund				7.00	
	522 10 31 3000	Miscellaneous Expe:	001	General Expense Fund				7.00	



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	522 10 31	2000 Computer Software:		001	General Expense Fund			113.25	
	522 10 31	2000 Computer Software:		001	General Expense Fund			9.63	
	522 10 31	1000 Computer Hardware		001	General Expense Fund			149.99	
	522 10 31	1000 Computer Hardware		001	General Expense Fund			24.99	
	522 10 31	1000 Computer Hardware		001	General Expense Fund			14.87	
	522 10 31	3000 Miscellaneous Expe:		001	General Expense Fund			300.00	
	522 10 31	4000 Awards & Recogniti		001	General Expense Fund			340.90	Ehresman
<b>598</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>KITSAP SUN</b>	<b>138.20</b>	
	522 10 41	2000 Legal Services: PS		001	General Expense Fund			138.20	
<b>599</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>L.N. CURTIS &amp; SONS, INC</b>	<b>2,826.70</b>	
	522 20 31	0005 Wildland Programs:		001	General Expense Fund			1,137.31	
	522 20 31	0005 Wildland Programs:		001	General Expense Fund			110.00	
	522 20 31	0005 Wildland Programs:		001	General Expense Fund			13.00	
	522 20 31	0005 Wildland Programs:		001	General Expense Fund			10.46	
	522 20 31	0005 Wildland Programs:		001	General Expense Fund			1,404.00	
	522 20 31	0005 Wildland Programs:		001	General Expense Fund			30.04	
	522 20 31	0005 Wildland Programs:		001	General Expense Fund			121.89	
<b>600</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>LIFE ASSIST</b>	<b>131.33</b>	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			131.33	
<b>601</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>LOWES</b>	<b>546.83</b>	
	522 10 31	0514 Station Supplies: OC		001	General Expense Fund			-21.65	Credit
	522 50 31	0100 Building Maintenanc		001	General Expense Fund			18.99	
	522 50 31	0100 Building Maintenanc		001	General Expense Fund			1.71	
	522 50 31	0100 Building Maintenanc		001	General Expense Fund			502.55	
	522 50 31	0100 Building Maintenanc		001	General Expense Fund			45.23	
<b>602</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>MAGGIE LAKE WATER DISTRICT</b>	<b>35.64</b>	
	522 10 47	9000 Station 82 Utilities (		001	General Expense Fund			35.64	
<b>603</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>MASON COUNTY PUBLIC WORKS</b>	<b>2,242.58</b>	
	522 20 41	3000 Radio Install/Work a		001	General Expense Fund			1,010.02	
	522 60 48	6000 Vehicle Repairs and		001	General Expense Fund			1,136.00	
	522 60 48	6000 Vehicle Repairs and		001	General Expense Fund			96.56	
<b>604</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>MED-TECH RESOURCE, INC</b>	<b>340.81</b>	
	522 72 35	1000 Ems Equipment and		001	General Expense Fund			62.50	
	522 72 35	1000 Ems Equipment and		001	General Expense Fund			253.00	
	522 72 35	1000 Ems Equipment and		001	General Expense Fund			25.31	
<b>605</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>MEDICARE BLUE RX</b>	<b>41.90</b>	
	522 20 20	2000 Retirement Medical		001	General Expense Fund			41.90	
<b>606</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>NATIONAL HOSE TESTING SPECI/</b>	<b>11,055.50</b>	
	522 50 48	0001 Hose Testing		001	General Expense Fund			9,646.00	
	522 50 48	0001 Hose Testing		001	General Expense Fund			1,337.50	

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		522 50 48 0001			Hose Testing	001 General Expense Fund		72.00	
<b>607</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>LACEY E NEWMAN</b>	<b>201.64</b>	<b>Reimbursement For Duty Boots</b>
		522 20 31 2000			Miscellaneous Unifc	001 General Expense Fund		184.99	
		522 20 31 2000			Miscellaneous Unifc	001 General Expense Fund		16.65	
<b>608</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>NMRFA- REVOLVING FUND</b>	<b>2,803.18</b>	<b>PUD #3; Fred Barret - RX Receipts; Mason County Garbage; Wave Cable; Century Link; Belfair Water District #1; Hood Canal Communications; Trails End Water District #2; Cascade Natural Gas; Department O</b>
		522 10 47 1000			Station 21 & 21-2 U	001 General Expense Fund		2.32	St. 21
		522 10 47 4000			Station 24 Utilities (	001 General Expense Fund		180.14	St. 24
		522 10 47 3000			Station 23 Utilities (	001 General Expense Fund		115.57	St. 23
		522 10 47 6000			Station 27 Utilities (	001 General Expense Fund		343.49	St. 27
		522 10 47 2000			Station 22 Utilities (	001 General Expense Fund		277.47	St. 22
		522 20 20 2000			Retirement Medical	001 General Expense Fund		149.95	
		522 10 47 8000			Station 81 Utilities (	001 General Expense Fund		25.56	St. 81
		522 10 47 1000			Station 21 & 21-2 U	001 General Expense Fund		96.99	St. 21 Recycle
		522 10 47 6000			Station 27 Utilities (	001 General Expense Fund		23.82	St. 27 Recycle
		522 10 47 6000			Station 27 Utilities (	001 General Expense Fund		49.62	St. 27 Garbage
		522 10 47 1000			Station 21 & 21-2 U	001 General Expense Fund		88.72	St. 21 Garbage
		522 10 47 1000			Station 21 & 21-2 U	001 General Expense Fund		68.85	
		522 10 42 4000			Station 81 Telephone	001 General Expense Fund		220.08	St. 81
		522 10 42 3000			Station 24 Telephone	001 General Expense Fund		142.93	St. 24
		522 10 47 1000			Station 21 & 21-2 U	001 General Expense Fund		120.33	
		522 10 42 1000			Station 21 Telephone	001 General Expense Fund		480.47	
		522 10 47 3000			Station 23 Utilities (	001 General Expense Fund		43.37	
		522 10 47 1000			Station 21 & 21-2 U	001 General Expense Fund		343.50	
		522 10 31 3000			Miscellaneous Expe	001 General Expense Fund		30.00	
<b>609</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>NORTHWEST SAFETY CLEAN INC</b>	<b>390.88</b>	
		522 20 48 1000			PPE Repair and Mai	001 General Expense Fund		335.85	
		522 20 48 1000			PPE Repair and Mai	001 General Expense Fund		24.41	
		522 20 48 1000			PPE Repair and Mai	001 General Expense Fund		30.62	
<b>610</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>PARATEKK INC.</b>	<b>3,940.87</b>	
		522 20 35 0090			Miscellaneous Items	001 General Expense Fund		3,940.87	
<b>611</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>PITNEY BOWES INC</b>	<b>61.85</b>	
		522 10 42 0001			Postage: OOS	001 General Expense Fund		61.85	
<b>612</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>PUD #1</b>	<b>51.12</b>	
		522 10 47 4000			Station 24 Utilities (	001 General Expense Fund		51.12	
<b>613</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>PUD #3</b>	<b>718.87</b>	

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	522 10 47 6000	Station 27 Utilities (	001	General Expense Fund				256.94	St. 27
	522 10 47 5000	Station 25 Utilities (	001	General Expense Fund				59.43	St. 25
	522 10 47 3000	Station 23 Utilities (	001	General Expense Fund				60.81	
	522 10 47 9000	Station 82 Utilities (	001	General Expense Fund				51.65	St. 82
	522 10 47 1100	Station 83 Utilities (	001	General Expense Fund				74.24	St. 83
	522 10 47 8000	Station 81 Utilities (	001	General Expense Fund				215.80	St. 81
	522 10 47 1000	Station 21 & 21-2 U	001	General Expense Fund					
	522 10 47 1000	Station 21 & 21-2 U	001	General Expense Fund					
	522 10 47 4000	Station 24 Utilities (	001	General Expense Fund					
<b>614</b>	<b>06/09/2020</b>		<b>1</b>	<b>Claims</b>			<b>QUILL CORPORATION - PREFERR</b>	<b>476.78</b>	
	522 10 31 0100	Office & Operating ;	001	General Expense Fund				253.98	
	522 10 31 0100	Office & Operating ;	001	General Expense Fund				20.49	
	522 10 31 0100	Office & Operating ;	001	General Expense Fund				18.99	
	522 10 31 0100	Office & Operating ;	001	General Expense Fund				18.99	
	522 10 31 0100	Office & Operating ;	001	General Expense Fund				29.99	
	522 10 31 0100	Office & Operating ;	001	General Expense Fund				29.11	
	522 10 31 1000	Computer Hardware	001	General Expense Fund				96.99	
	522 10 31 1000	Computer Hardware	001	General Expense Fund				8.24	
<b>615</b>	<b>06/09/2020</b>		<b>1</b>	<b>Claims</b>			<b>SAFEWAY</b>	<b>114.32</b>	
	522 45 35 0001	Small Tools and Mir	001	General Expense Fund				114.32	
<b>616</b>	<b>06/09/2020</b>		<b>1</b>	<b>Claims</b>			<b>SCOTT MCLENDONS HARDWARE</b>	<b>47.74</b>	
	522 50 48 0300	Buildings Maintenan	001	General Expense Fund				13.04	
	522 50 48 0300	Buildings Maintenan	001	General Expense Fund				1.11	
	522 60 48 6000	Vehicle Repairs and	001	General Expense Fund				11.90	
	522 20 31 5000	Miscellaneous PPE I	001	General Expense Fund				19.99	
	522 20 31 5000	Miscellaneous PPE I	001	General Expense Fund				1.70	
<b>617</b>	<b>06/09/2020</b>		<b>1</b>	<b>Claims</b>			<b>SNURE LAW OFFICE, PSC</b>	<b>600.00</b>	
	522 10 41 2000	Legal Services: PS	001	General Expense Fund				100.00	May
	522 10 41 2000	Legal Services: PS	001	General Expense Fund				500.00	
<b>618</b>	<b>06/09/2020</b>		<b>1</b>	<b>Claims</b>			<b>STERICYCLE INC</b>	<b>8.81</b>	
	522 72 31 1000	EMS Supplies: OOS	001	General Expense Fund				8.81	
<b>619</b>	<b>06/09/2020</b>		<b>1</b>	<b>Claims</b>			<b>THAXTON PARKINSON PLLC</b>	<b>700.00</b>	
	522 10 41 2000	Legal Services: PS	001	General Expense Fund				700.00	May
<b>620</b>	<b>06/09/2020</b>		<b>1</b>	<b>Claims</b>			<b>TRAILS END WATER DISTRICT</b>	<b>43.37</b>	
	522 10 47 3000	Station 23 Utilities (	001	General Expense Fund				43.37	
<b>621</b>	<b>06/09/2020</b>		<b>1</b>	<b>Claims</b>			<b>ULINE</b>	<b>3,660.21</b>	
	522 72 35 1000	Ems Equipment and	001	General Expense Fund				360.09	
	594 22 63 2000	Tahuya Station - Pha	001	General Expense Fund				1,800.47	
	594 22 63 2000	Tahuya Station - Pha	001	General Expense Fund				720.19	
	522 50 31 0100	Building Maintenanc	001	General Expense Fund				720.19	

# TRANSACTION JOURNAL

North Mason Regional Fire Authority  
 MCAG #: 3106

06/01/2020 To: 06/30/2020

Time: 17:21:40 Date: 06/04/2020  
 Page: 17

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	522 72 35	1000 Ems Equipment and		001	General Expense Fund			40.08	
	522 72 35	1000 Ems Equipment and		001	General Expense Fund			14.55	
	522 72 35	1000 Ems Equipment and		001	General Expense Fund			4.64	
<b>622</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>US FIRE EQUIPMENT, LLC</b>	<b>25,791.51</b>	
	522 20 31	5000 Miscellaneous PPE 1		001	General Expense Fund			1,443.00	
	522 20 31	5000 Miscellaneous PPE 1		001	General Expense Fund			33.17	
	522 20 31	5000 Miscellaneous PPE 1		001	General Expense Fund			125.47	
	522 20 31	0005 Wildland Programs:		001	General Expense Fund			24,189.87	
<b>623</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>VERIZON WIRELESS</b>	<b>779.74</b>	
	522 10 42	1000 Station 21 Telephone		001	General Expense Fund			779.74	
<b>624</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>VFIS C/O M &amp; T BANK</b>	<b>11,706.00</b>	<b>Accident And Sickness Annual Renewal</b>
	522 10 46	1000 Authority General L		001	General Expense Fund			5,443.00	
	522 10 46	2000 Accident and Sickne		001	General Expense Fund			2,864.00	Volunteer
	522 10 46	2000 Accident and Sickne		001	General Expense Fund			3,399.00	Career
<b>625</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>WA STATE PATROL BUDGET &amp; FIS</b>	<b>33.00</b>	
	522 10 31	3000 Miscellaneous Expe:		001	General Expense Fund			33.00	
<b>626</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>WAVE BROADBAND</b>	<b>117.75</b>	
	522 10 47	1000 Station 21 & 21-2 U		001	General Expense Fund			117.75	
<b>627</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>WILCOX &amp; FLEGEL INC.</b>	<b>1,478.90</b>	
	522 20 32	0010 Vehicle Fuel Consur		001	General Expense Fund			718.64	
	522 20 32	0010 Vehicle Fuel Consur		001	General Expense Fund			760.26	
<b>628</b>	<b>06/09/2020</b>		<b>1</b>		<b>Claims</b>		<b>YATES, JEFF</b>	<b>750.00</b>	<b>Reimbursement For Payment To BA Shields For Past Due Bill.</b>
	522 20 48	0007 SCBA Mask Repair		001	General Expense Fund			450.00	
	522 20 48	0007 SCBA Mask Repair		001	General Expense Fund			300.00	

Records Printed: 70

Adjustments:	0.00
Beginning Balance:	0.00
Revenues:	121,212.21
Warrant Expenditures:	369,992.27
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	121,212.21	369,992.27	0.00	0.00	0.00	0.00

# TRANSACTION JOURNAL

North Mason Regional Fire Authority  
 MCAG #: 3106

06/01/2020 To: 06/30/2020

Time: 17:21:40 Date: 06/04/2020

Page: 18

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo				
						Fund							
						Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
						0.00	0.00	121,212.21	369,992.27	0.00	0.00	0.00	0.00



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**GENERAL CONDITIONS OF  
PROGRESSIVE DESIGN-BUILD  
CONTRACT  
BETWEEN OWNER AND  
DESIGN-BUILDER**

*Note: This document has been modified from the DBIA Form. A redlined version will be provided upon request.*

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**Document No. 535**

Second Edition, 2010

© Design-Build Institute of America  
Washington, DC

# Article 1

## General

### 1.1 Mutual Obligations

**1.1.1** *Owner and Design-Builder* commit at all times to cooperate fully with each other and proceed on the basis of trust and good faith, to permit each party to realize the benefits afforded under the Contract Documents.

**1.1.2 Integrated Delivery:** The Parties wish to fully embrace the principles of collaboration and integrated delivery in the performance of the Work of this Project. Integrated delivery emphasizes a cooperative approach to problem solving involving all key parties to the Project: the Owner, Design-Builder, Designer and principal Subcontractors (electrical, mechanical and others as the Design-Builder and the Owner jointly agree are appropriate). Toward that end, the Parties agree to employ the following techniques to maximize efficiency and minimize waste:

- .1 Create a culture of open and honest communication throughout the course of the Project;
- .2 Resolve disputes at the lowest possible level;
- .3 Integrate the design and construction team (including key specialty contractors and trade partners) as early as possible into the design process;
- .4 Utilize lean construction methods efficiently and effectively;
- .5 Establish a collaborative environment where all parties have the opportunity to contribute their best efforts for the benefit of the Project as a whole rather than to the benefit of individual parties; and
- .6 Establish business terms that allow for equitable shared risk and reward for the parties who are members of the Design-Build Team.

### 1.2 Basic Definitions

**1.2.1** *Agreement* refers to the executed contract between Owner and Design-Builder under DBIA Document No. 530, *Progressive Design-Build Agreement Between Owner and Design-Builder – with Cost Plus Fee and a Guaranteed Maximum Price* (2010 Edition, as revised).

**1.2.2** *Initial Basis of Design Documents* are those documents developed as a Phase 1 deliverable that outline the scope of the Project and include the DBIA 530 Revised Form of Progressive Design-Build Agreement Between Owner and Design-Builder Cost plus Fee with a Guaranteed Maximum Price (as revised); the DBIA 535 Form of General Conditions of Progressive Design-Build Contract (as revised), and the other documents required as a Phase 1 deliverable.

**1.2.3** *Commercial Terms* are any terms that establish a GMP, Not to Exceed, Lump Sum, Hourly Rate or Contract Time.

**1.2.4** *Construction Documents* are the documents, consisting of Drawings and Specifications, to be prepared or assembled by the Design-Builder consistent with the Initial and Final Basis of Design Documents unless a deviation from the Initial or Final Basis of Design Documents (as applicable) is specifically set forth in a Change Order executed by both the Owner and Design-Builder, as part of the design review process contemplated by Section 2.4 of these General Conditions of Contract.

**1.2.5** *Contingencies* are the amounts available for Design-Builder's use and are defined in Section 6.4.4 of the Agreement. The Cost of the Work Contingency is defined in Section 6.4.4.1.a. The Design-Builder's Contingency is defined in Section 6.4.4.1.b.

**1.2.6** *Contract Time* consists of the dates set forth in Article 5 of the Agreement.

**1.2.7** *Day or Days* shall mean calendar days unless otherwise specifically noted in the Contract Documents.

**1.2.8** *Design-Build Team* is comprised of the Design-Builder, the Design Consultant, and key Subcontractors identified by the Design-Builder.

**1.2.9** *Design Consultant* is a qualified, design professional licensed in the State of Washington who is not an employee of Design-Builder, but is retained by Design-Builder, or employed or retained by anyone under contract with Design-Builder, to furnish design services required under the Contract Documents. A Design Sub-Consultant is a qualified, licensed design professional who is not an employee of the Design Consultant but is retained by the Design Consultant or employed or retained by anyone under contract to Design Consultant, to furnish design services required under the Contract Documents.

**1.2.10** *Design Log* is a log of Reliable Design Decisions agreed upon by the parties. The Design Log supplements the Initial and Final Basis of Design Documents, as applicable.

**1.2.11** *Design Submission* means any and all documents, shop drawings, electronic information, including computer programs and computer generated materials, data, plans, drawings, sketches, illustrations, specifications, descriptions, models and other information developed, prepared, furnished, delivered or required to be delivered by, or for, the Design-Builder: (1) to the Owner under the Contract Documents; or (2) developed or prepared by or for the Design-Builder specifically to discharge its duties under the Contract Documents.

**1.2.12** *Final Basis of Design Documents* are the documents agreed upon in the GMP Amendment by the Owner and Design-Builder at the conclusion of Phase 1 that comprise the performance and other requirements of the Project.

**1.2.13** *Final Completion* is the date on which all Work is complete in accordance with the Contract Documents, including but not limited to, any items identified in the punch list prepared under Section 6.6.1 and the submission and receipt of all documents set forth in Section 6.7.2.

**1.2.14** *Force Majeure Events* are those events that are beyond the control of both Design-Builder and Owner, including the events of war, floods, labor disputes, earthquakes, epidemics, adverse weather conditions not reasonably anticipated, and other acts of God.

**1.2.15** *General Conditions of Contract* refer to this DBIA Document No. 535, *General Conditions of Contract Between Owner and Design-Builder* (2010 Edition, as revised).

**1.2.16** *GMP Amendment* means an amendment to the Agreement entered into the parties at the conclusion of Phase 1 that establishes the Final Basis of Design Documents, the GMP, the Project Schedule and other terms agreed to by the parties.

**1.2.17** *Phase 1* is the first phase of the Contract when the Design-Builder engages in consultation with the Owner and other stakeholders to develop the design, budget and schedule to a sufficient extent to allow the Design-Builder to submit a GMP Proposal. At the conclusion of Phase 1, the Design-Builder shall submit the deliverables set forth in the Contract Documents.

**1.2.18** *GMP Proposal* means that proposal developed by Design-Builder in accordance with Section 6.6 of the Agreement.

**1.2.19** *Hazardous Conditions* are any materials, wastes, substances and chemicals deemed to be hazardous under applicable Legal Requirements, or the handling, storage, remediation, or disposal of which are regulated by applicable Legal Requirements.

**1.2.20** *Legal Requirements* are all applicable federal, state and local laws, codes, ordinances,



rules, regulations, orders and decrees of any government or quasi-government entity having jurisdiction over the Project or Site, the practices involved in the Project or Site, or any Work.

**1.2.21** *Original GMP* is the GMP set forth in the Agreement.

**1.2.22** *Owner Directed Allowances* are the amounts defined in Section 6.4.1.6 of the Agreement.

**1.2.23** *Owner Provided Information* is all information provided by the Owner to the Design-Builder during the course of the Project.

**1.2.24** *Phase 2* is the second phase of the Project that commences after the parties enter into the GMP Amendment. The scope of Phase 2 shall be set forth in the GMP Amendment.

**1.2.25** *Project Schedule* is the schedule provided by the Design-Builder and approved by the Owner pursuant to Section 2.1.3 of the General Conditions and Exhibit C.

**1.2.26** *Reliable Design Decision* is a decision, development, or election that refines the Initial Basis of Design Documents or Final Basis of Design Documents, that is approved by the Owner and that is set forth in the Design Log. A Reliable Design Decision cannot change the Initial Basis of Design Documents or Final Basis of Design Documents but shall instead constitute a further development or refinement of the design for the Project with which all subsequent design, development and Construction Documents shall be consistent.

**1.2.27** *Site* is the land or premises on which the Project is located.

**1.2.28** *Subcontractor* is any person or entity retained by Design-Builder as an independent contractor to perform a portion of the Work and shall include Design Consultants, materialmen, and suppliers.

**1.2.29** *Sub-Subcontractor* is any person or entity retained by a Subcontractor as an independent contractor to perform any portion of a Subcontractor's Work and shall include Design Sub-Consultants, materialmen, and suppliers.

**1.2.30** *Substantial Completion* or *Substantially Complete* means the date on which the Work, or an Interim Milestone Date, is sufficiently complete in accordance with the Contract Documents so that Owner can occupy and use the Project or a portion thereof for its intended purposes without compromising the building operation (including materially increasing operating expenses) or the user's ability to reasonably use all parts of the Project.

**1.2.31** *Trend* is an issue identified in the Trend Log.

**1.2.32** *Trend Log* is a log of issues that have been identified by the Design-Builder or the Owner during the design process that may cause any Commercial Term to be modified or cause the Contract Time to be exceeded.

**1.2.33** *Work* shall mean the services, design and construction to be completed by the Design-Builder under the terms of this Contract. Work specifically includes the furnishing of all services, labor, materials, equipment, and all incidentals necessary to the successful completion of the services, design and construction, whether expressly required by or reasonably inferable from the Contract Documents, whether they are temporary or permanent, and whether they are incorporated into the finished Work or not. Work also includes all other obligations imposed on the Design-Builder by the Contract. The Work is sometimes generally referred to as the "Project."

## Article 2

### **Design-Builder's Services and Responsibilities**

#### **2.1 General Services.**

**2.1.1** Design-Builder's Representative shall be reasonably available to Owner and shall have the necessary expertise and experience required to supervise the Work. Design-Builder's Representative shall communicate regularly with Owner and shall be vested with the authority to act on behalf of Design-Builder. Design-Builder's Representative may be replaced only with the mutual agreement of Owner and Design-Builder.

**2.1.2** Design-Builder shall provide Owner status reports detailing the progress of the Work as set forth in Exhibit C, including but not limited to (i) whether the Work is proceeding according to schedule, (ii) whether discrepancies, conflicts, or ambiguities exist in the Contract Documents that require resolution, (iii) whether health and safety issues exist in connection with the Work; (iv) status of the contingency accounts; and (v) other items that require resolution so as not to jeopardize Design-Builder's ability to complete the Work for the Contract Price and within the Contract Time(s). In addition to the frequency set forth in Exhibit C, status reports shall be submitted with the Design-Builder's draft Payment Applications as a pre-requisite to payment.

**2.1.3** Design-Builder shall prepare and submit the schedules and deliverables set forth in Exhibit C, including but not limited to the Project Schedule for the execution of Work for Owner's review and response. The Project Schedule shall indicate the dates for the start and completion of the various stages of Work, including the dates when Owner information and approvals are required to enable Design-Builder to achieve the Contract Time(s). The Project Schedule shall be revised as required by Exhibit C and the conditions and progress of the Work, but such revisions shall not relieve Design-Builder of its obligations to complete the Work within the Contract Time(s), as such dates may be adjusted in accordance with the Contract Documents. Owner's review of, and response to, the Project Schedule and other deliverables provided by Design-Builder shall not be construed as relieving Design-Builder of its complete and exclusive control over the means, methods, sequences and techniques for executing the Work.

**2.1.4** The parties will meet within seven (7) days after execution of the Agreement to discuss issues affecting the administration of the Work and to implement any procedures additional to Exhibit C, including those relating to submittals and payment, to facilitate the ability of the parties to perform their obligations under the Contract Documents.

**2.1.5** The Design-Build Team, which at a minimum shall consist of the Design-Builder's Representative and a representative from the lead designer and lead constructor, shall meet with the Owner at least on a weekly basis and shall provide to the Owner a written update regarding the status of the Project, including but not limited to the information required in Exhibit C and any issues that may have a material effect on the Project. The Design-Build Team shall issue meeting minutes within three days of meeting.

**2.1.6** Design Builder hereby assigns to Owner all its interest in first-tier subcontracts now or hereafter entered into by Design Builder for performance of any part of the Work. The assignment will be effective upon acceptance by Owner in writing and only as to those subcontracts which the Owner designates in writing. The Owner may accept said assignment at any time during the course of the Work and prior to Final Completion in the event of a suspension or termination of Design Builder's rights under the Contract Documents. Such assignment is part of the consideration to the Owner for entering into the Contract with Design Builder and may not be withdrawn prior to Final Completion.

#### **2.2 Design Professional Services.**

**2.2.1** Design-Builder shall, consistent with applicable state licensing laws, provide through

qualified, licensed design professionals employed by Design-Builder, or procured from qualified, independent licensed Design Consultants, the necessary design services, including architectural, engineering and other design professional services, for the preparation of the required drawings, specifications and other design submittals to permit Design-Builder to complete the Work consistent with the Contract Documents. Nothing in the Contract Documents is intended or deemed to create any legal or contractual relationship between Owner and any Design Consultant. Design-Builder shall provide to Owner a list of all Design Consultants and Design Sub-Consultants who will perform material portions of the Work. "Material portions of the Work" shall, at a minimum, include the civil, landscape, architectural, structural, mechanical, electrical, and plumbing design. Design-Builder shall not substitute a listed Design Consultant or Sub-Consultant without obtaining Owner's prior written consent, such consent shall not be unreasonably withheld. The Contract Documents shall not be construed to create a contractual relationship of any kind between Owner and any Design Consultant or Subconsultant of any tier including but not limited to any third-party beneficiary rights. Design-Builder assumes responsibility to Owner for the proper performance of the Work of the Design Consultants and any Sub-Consultant and any acts and omissions in connection with such performance.

### **2.3 Standard of Performance for Professional Services.**

**2.3.1** The standard of care for all professional services performed to execute the Work shall be the care and skill ordinarily used by members of the applicable profession practicing under similar conditions at the same time and locality of the Project. The Design-Builder shall also perform the design and construction so that the Work meets or exceeds the performance requirements set forth in the Initial and/or Final Basis of Design Documents.

**2.3.2** Design Builder shall perform all activities efficiently and with the requisite expertise, skill and competence to satisfy the requirements of the Contract Documents.

### **2.4 Design Development Services.**

**2.4.1** Design-Builder shall provide the Design Submissions set forth in the Contract Documents. Design-Builder and Owner shall, consistent with any applicable provision of the Contract Documents, agree upon any additional interim Design Submissions that Owner may wish to review, which interim Design Submissions may include design criteria, drawings, diagrams and specifications setting forth the Project requirements.

- .1** Interim and final Design Submissions shall be consistent with the Initial and Final Basis of Design Documents, as the Basis of Design Documents may have been changed through the design process set forth in this Section 2.4.1, as well as the Commercial Terms. By submitting a Design Submission, the Design-Builder represents to the Owner that the Design Submission may be constructed for the then current Initial or Final Basis of Design Documents (as applicable) and the Commercial Terms. Notwithstanding the above, Design-Builder may propose designs that may alter the Initial or Final Basis of Design Documents, the Commercial Terms; however, Design-Builder must provide notice thereof in accordance with Article 10 and obtain a Change Order before such proposed designs are incorporated into an approved Design Submission or Construction Documents.
- .2** Design-Builder shall provide the Design Submissions set forth in Exhibit C. On or about the time of the scheduled submissions, Design-Builder and Owner shall meet and confer about the submissions, with Design-Builder identifying during such meetings, among other things, the evolution of the design and any changes to the Initial or Final Basis of Design Documents, or, if applicable, previously submitted Design Submissions.
- .3** The Owner shall review and comment on such Design Submissions, providing any comments and/or concerns about such Design Submissions. The Owner shall provide all comments on the Design Submissions within the time provided by the Schedule. The Design-Builder shall revise the Design Submissions (and any other deliverables) in

response to the Owner's comments and incorporate said responses into the next Design Submission.

- .4 If incorporation of the Owner's comments result in a design that is inconsistent with the Initial or Final Basis of Design Documents or otherwise give rise to a change in the Initial or Final Basis of Design Documents or the Commercial Terms, the Design-Builder shall provide notice thereof in accordance with Article 10. Changes to the Initial or Final Basis of Design Documents, including those that are deemed minor changes under Section 9.3.1, shall be processed in accordance with Article 9.
- .5 The Design-Builder shall provide an updated cost model for the Project periodically as required in Exhibit C. The Design-Builder shall also schedule and facilitate a one-day review meeting with the Owner to present and summarize changes in the Design Submission, changes to the scheduled Milestone dates and present an overview of cost model.
- .6 Design Log. A Design Log, including a full listing of Reliable Design Decisions and all changes to the Initial and Final Basis of Design Documents, will be maintained by the Design-Builder and provided to all attendees for review.
  - a. Both parties must agree to include a Reliable Design Decision in the Design Log.
  - b. The Design Log shall be updated after every Design Review Meeting, and in any case, on a weekly basis.
  - c. Once a Reliable Design Decision in the Design Log is approved in writing by the Owner, it shall be binding on the Design-Builder as if set forth in the Interim or Final Basis of Design Documents.
  - d. The Design Log is for the sole purpose of tracking the development of the Design Submissions. If a Reliable Design Decision will cause a change in the Interim or Final Basis of Design Decisions, or any of the Commercial Terms, such changes must be processed pursuant to Articles 9 and 10.
- .7 Trend Log. If either party does not know the extent to which a Design Submission or other potential change will alter a Commercial Term, either party may request in writing to identify a Trend in the Trend Log.
  - a. The request to include a Trend in the Trend Log must include the following information:
    - i. Identification of the portion of the Design Submission for which the costs are uncertain and may cause any Commercial Term to be exceeded;
    - ii. The estimated change in the applicable Commercial Term; and
    - iii. Potential impacts or changes to the Initial or Final Basis of Design Documents as a result of the Trend.
  - b. Both parties must consent in writing to include the Trend in the Trend Log. The Design-Builder will track the Trend on the Trend Log, and the Trend Log shall be updated with the most recent information on a weekly basis.
  - c. The parties will work collaboratively to resolve Trends in the Trend Log as quickly as possible. When a Trend in the Log is resolved and the resolution changes the Initial or Final Basis of Design Documents and/or any Commercial Term, the resolution shall be memorialized in a Change Order. If the resolution does not change the Initial or Final Basis of Design Documents and/or any Commercial Term, it shall be removed from the Trend Log.

**2.4.2** Design-Builder shall submit to Owner Construction Documents setting forth in detail drawings and specifications describing the requirements for construction of the Work. The

Construction Documents shall be consistent with the latest set of interim Design Submissions, as such submissions may have been modified by the parties and recorded as set forth in the Contract Documents. The parties shall have a design review meeting to discuss, and Owner shall review and approve, the Construction Documents in accordance with the procedures set forth in Section 2.4.1 above and Exhibit C. Design-Builder shall proceed with construction in accordance with the approved Construction Documents and shall submit one set of approved Construction Documents to Owner prior to commencement of construction.

**2.4.3** Owner's review and approval of Design Submissions, meeting minutes, the Design Log, the Trend Log, and the Construction Documents is for the purpose of mutually establishing a conformed set of Contract Documents compatible with the requirements of the Work. Neither Owner's review nor approval of any Design Submissions, meeting minutes, the Design Log, the Trend Log and Construction Documents shall be deemed to transfer any design liability from Design-Builder to Owner. Design-Builder shall provide Owner with sufficient time in the Project Schedule to review and approve the Design Submissions, such time period shall not be less than ten business days.

**2.4.4** To the extent not prohibited by the Contract Documents or Legal Requirements, Design-Builder may prepare Design Submissions and Construction Documents for a portion of the Work to permit construction to proceed on that portion of the Work prior to completion of the Construction Documents for the entire Work.

## **2.5 Legal Requirements.**

**2.5.1** Design-Builder shall perform the Work in accordance with all Legal Requirements and shall provide all notices applicable to the Work as required by the Legal Requirements.

**2.5.2** The Commercial Terms shall be adjusted to compensate Design-Builder for the effects of any changes in the Legal Requirements enacted after the date the parties agree upon the Commercial Term. Such effects may include, without limitation, revisions Design-Builder is required to make to the Construction Documents because of changes in Legal Requirements.

## **2.6 Government Approvals and Permits.**

**2.6.1** Unless the parties have identified permits in an Owner's Permit List attached as either an exhibit to the Agreement or as part of the Initial or Final Basis of Design Documents, Design-Builder shall obtain and pay for all necessary permits, approvals, licenses, government charges and inspection fees required for the prosecution of the Work by any government or quasi-government entity having jurisdiction over the Project.

**2.6.2** Design-Builder shall provide reasonable assistance to Owner in obtaining those permits, approvals and licenses that are Owner's responsibility.

## **2.7 Design-Builder's Construction Phase Services.**

**2.7.1** Unless otherwise provided in the Contract Documents to be the responsibility of Owner or a separate contractor, Design-Builder shall provide through itself or Subcontractors the necessary supervision, labor, inspection, testing, start-up, material, equipment, machinery, temporary utilities and other temporary facilities to permit Design-Builder to complete construction of the Project consistent with the Contract Documents.

**2.7.2** Design-Builder shall perform all construction activities efficiently and with the requisite expertise, skill and competence to satisfy the requirements of the Contract Documents. Design-Builder shall at all times exercise complete and exclusive control over the means, methods, sequences and techniques of construction.

**2.7.3** The Design-Builder shall assemble and install all equipment according to the applicable manufacturer's installation instructions. Work that does not conform to the applicable instructions and/or any resulting errors in assembly or installation shall be corrected by the Design-Builder. If the Owner determines that the Design-Builder has incorrectly assembled, installed and/or damaged any such equipment, the Design-Builder shall, at its own expense, furnish a competent manufacturer's representative to assist, instruct and approve the Design-Builder's corrected work.

**2.7.4** If any materials or equipment are stored by Design-Builder, they shall be stored so as to ensure the preservation of their quality and fitness. Materials and equipment shall be placed on platforms or other hard, clean surfaces, and not on the ground, and shall be placed under cover and heated adequately to prevent condensation, oxidation or freezing. Stored materials and equipment shall be located so as to facilitate observation. The Design-Builder shall be responsible for all damage or loss that occurs as a result of its fault or negligence in connection with the care and protection of all materials and equipment until acceptance by the Owner.

**2.7.5** Design-Builder is responsible for verifying that any equipment supplied by the Owner is in working order and sufficient for the purposes for which it was intended in the Project. If equipment furnished by Owner is not in working order or is not sufficient for the Project, Design-Builder shall notify Owner immediately, and Owner shall either repair or replace the equipment, at Owner's sole discretion. Design-Builder is responsible for the proper installation of the equipment furnished by Owner.

**2.7.6** Design-Builder shall keep the Site reasonably free from debris, trash and construction wastes to permit Design-Builder to perform its construction services efficiently, safely and without interfering with the use of adjacent land areas. Upon Substantial Completion of the Work, or a portion of the Work, Design-Builder shall remove all debris, trash, construction wastes, materials, equipment, machinery and tools arising from the Work or applicable portions thereof to permit Owner to occupy the Project or a portion of the Project for its intended use.

## **2.8 Subcontracts**

**2.8.1** Design-Builder shall employ only Subcontractors who are duly licensed and qualified to perform the Work consistent with the Contract Documents. Design-Builder shall, prior to the start of the Work applicable to each Subcontractor, provide Owner with a list of all Subcontractors performing the work to Owner. To the extent that the Design-Builder has not selected a Subcontractor prior to performing the applicable work, Design-Builder shall inform Owner in writing of the scope of work that has not been subcontracted and provide Owner a list of any subsequently added Subcontractors prior to the Subcontractor performing Work on the Project. Owner may reasonably object to Design-Builder's selection of any Subcontractor, provided that the Contract Price and/or Contract Time(s) shall be adjusted to the extent that Owner's decision impacts Design-Builder's cost and/or time of performance. Design-Builder may not substitute listed Subcontractors without Owner's prior consent; such consent shall not be unreasonably withheld. The Contract Documents shall not be construed to create a contractual relationship of any kind between Owner and any Subcontractor of any tier.

**2.8.2** Design-Builder shall submit a Subcontracting Procurement Procedure during Phase 1 as required in Exhibit C, subject to the approval of the Owner. After approval by the Owner, Design-Builder may only modify the Subcontracting Plan upon obtaining written approval from the Owner. Design-Builder may not award any Subcontract on the basis of a lump sum price without obtaining prior written permission from the Owner, such permission shall not be unreasonably withheld.

**2.8.3** All subcontracted Work associated with the performance of the construction shall be awarded by Design-Builder in accordance with a Subcontractor Procurement Procedure established during Phase 1. Design-Builder shall identify the scope of subcontracted Work ("Subcontract Package") and shall identify qualified Subcontractors for each Subcontract Package. Unless approved in writing by the Owner, the Subcontractor Procurement Procedure shall comply with the following:

- .1 All subcontracted work associated with performance of Construction Packages shall be award by the Design-Builder to Subcontractors in accordance with a best value selection process established between the parties. Unless otherwise agreed in writing by the parties, the best value selection process shall contain mutually acceptable evaluation criteria for the proposal and selection process that is clear and consistent and includes both qualifications and price.
- .2 The Design-Builder may only modify the Subcontractor Procurement Procedure after obtaining written approval from the Owner. Any such modification shall be at the sole risk and responsibility of the Design-Builder and without any modification to any applicable Commercial Terms.
- .3 The Design-Builder's selection of Subcontractors shall comply with the following requirements, unless modified by the Subcontractor Procurement Procedure approved in writing by the Owner:
  - a. The Design-Builder shall identify the scope of the Work to be subcontracted and shall identify at least three pre-qualified Subcontractors for such scope for written approval by the Owner.
  - b. After approval of the pre-qualified Subcontractors by the Owner, the Design-Builder shall select from the three pre-approved Subcontractors for the identified scope of the Work, unless it obtains prior written approval from the Owner to select a different Subcontractor.
  - c. If the Design-Builder cannot reasonably identify three pre-qualified Subcontractors, it shall inform the Owner in writing as to the reason for the inability to identify the Subcontractors and shall not proceed with the selection of a Subcontractor without the prior written approval of the Owner.
  - d. The Design-Builder shall select Subcontractors on the basis of the best value to the Project. If in the Design-Builder's determination, the Subcontractor who proposes the best value did not propose the lowest cost, the Design-Builder shall i) provide a written justification for the selection of the Subcontractor, and ii) obtain the Owner's written approval prior to Design-Builder entering into the Subcontract.

**2.8.4** Design-Builder must obtain prior, written approval from the Owner for the Design-Builder or the lead Constructor (if the lead Constructor is not also the Design-Builder) to self-perform construction Work.

1. For each scope of Work for which Design-Builder proposes self-performance, Design-Builder must submit to the Owner a proposal that contains the following minimum information as well as any other information reasonably requested by the Owner:
  - a. A detailed description of the scope of Work; and
  - b. A detailed explanation of the effect of the self-performed construction Work on the Project, including but not limited to cost savings, benefits to the Project, and risks to the Project;
2. Design-Builder will provide the Owner with an estimate of the costs for all self-performed construction Work on an open book basis. In calculating the costs for self-performed construction Work, the following shall apply:
  - a. The costs for self-performed construction Work shall not include costs that are also included in the Lump Sum General Conditions Costs.
  - b. Notwithstanding the above, Design-Builder may include in the costs for self-performed construction Work additional general conditions costs that are directly associated with the self-performed construction Work that Design-Builder would not have incurred but for the self-performed construction Work.

**2.8.5** Design-Builder assumes responsibility to Owner for the proper performance of the Work of Subcontractors and any acts and omissions in connection with such performance. Nothing in the

Contract Documents is intended or deemed to create any legal or contractual relationship between Owner and any Subcontractor or Sub-Subcontractor, including but not limited to any third-party beneficiary rights.

**2.8.6** Design-Builder shall coordinate the activities of all Subcontractors. If Owner performs other work on the Project or at the Site with separate contractors under Owner's control, Design-Builder agrees to reasonably cooperate and coordinate its activities with those of such separate contractors so that the Project can be completed in an orderly and coordinated manner without unreasonable disruption.

## **2.9 Design-Builder's Responsibility for Project Safety.**

**2.9.1** Design-Builder recognizes the importance of performing the Work in a safe manner so as to prevent damage, injury or loss to (i) all individuals at the Site, whether working or visiting, (ii) the Work, including materials and equipment incorporated into the Work or stored on-Site or off-Site, and (iii) all other property at the Site or adjacent thereto. Design-Builder assumes responsibility for implementing and monitoring all safety precautions and programs related to the performance of the Work. Design-Builder shall, prior to commencing construction, designate a Safety Representative with the necessary qualifications and experience to supervise the implementation and monitoring of all safety precautions and programs related to the Work. Unless otherwise required by the Contract Documents, Design-Builder's Safety Representative shall be an individual stationed at the Site who may have responsibilities on the Project in addition to safety. The Safety Representative shall make routine daily inspections of the Site and shall hold weekly safety meetings with Design-Builder's personnel, Subcontractors and others as applicable.

**2.9.2** Design-Builder and Subcontractors shall comply with all Legal Requirements relating to safety, as well as any Owner-specific safety requirements set forth in the Contract Documents, provided that such Owner-specific requirements do not violate any applicable Legal Requirement. Design-Builder will immediately report in writing any safety-related injury, loss, damage or accident arising from the Work to Owner's Representative and, to the extent mandated by Legal Requirements, to all government or quasi-government authorities having jurisdiction over safety-related matters involving the Project or the Work.

**2.9.3** Design-Builder's responsibility for safety under this Section 2.9 is not intended in any way to relieve Subcontractors and Sub-Subcontractors of their own contractual and legal obligations and responsibility for (i) complying with all Legal Requirements, including those related to health and safety matters, and (ii) taking all necessary measures to implement and monitor all safety precautions and programs to guard against injuries, losses, damages or accidents resulting from their performance of the Work.

## **2.10 Design-Builder's Warranty.**

**2.10.1** Design-Builder warrants to Owner that the construction, including all materials and equipment furnished as part of the construction, shall be new unless otherwise specified in the Contract Documents, of good quality, in conformance with the Contract Documents and free of defects in materials and workmanship. Design-Builder's warranty obligation excludes defects caused by abuse, alterations, or failure to maintain the Work in a commercially reasonable manner. Nothing in this warranty is intended to limit any manufacturer's warranty which provides Owner with greater warranty rights than set forth in this Section 2.10 or the Contract Documents. Design-Builder will provide Owner with all manufacturers' warranties upon Substantial Completion.

## **2.11 Correction of Defective Work.**

**2.11.1** Design-Builder agrees to correct any Work that is found to not be in conformance with the Contract Documents, including that part of the Work subject to Section 2.10 hereof, within a period of one year from the date of Substantial Completion of the Work or any portion of the Work, or within such longer period to the extent required by any specific warranty included in the Contract



Documents.

**2.11.2** Design-Builder shall, within seven (7) days of receipt of written notice from Owner that the Work is not in conformance with the Contract Documents, take meaningful steps to commence correction of such nonconforming Work, including the correction, removal or replacement of the nonconforming Work and any damage caused to other parts of the Work affected by the nonconforming Work. If Design-Builder fails to commence the necessary steps within such seven (7) day period, Owner, in addition to any other remedies provided under the Contract Documents, may provide Design-Builder with written notice that Owner will commence correction of such nonconforming Work with its own forces. If Owner does perform such corrective Work, Design-Builder shall be responsible for all reasonable costs incurred by Owner in performing such correction. If the nonconforming Work creates an emergency requiring an immediate response, the seven (7) day period identified herein shall be deemed inapplicable.

**2.11.3** The one-year period referenced in Section 2.11.1 above applies only to Design-Builder's obligation to correct nonconforming Work and is not intended to constitute a period of limitations for any other rights or remedies Owner may have regarding Design-Builder's other obligations under the Contract Documents.

## **2.12 Contract Phases**

**2.12.1 Phase 1.** Phase 1 shall commence upon Notice to Proceed from the Owner and shall end on the Phase 1 Completion Date as set forth in DBIA Document 530, Section 5.2. The services provided by the Design-Builder during Phase 1 shall be established in Exhibit C.

**.1** In Phase 1, the Design-Builder shall carefully and thoroughly examine the information set forth in Exhibit C, the existing site conditions, and any other information provided by the Owner with respect to the Project. Such information includes, but is not limited to, as-built drawings of the existing facilities; necessary testing of existing facilities; geotechnical and other site conditions; and legal, permitting and regulatory requirements and restrictions

**.2** The Design-Builder may not rely on information provided by the Owner and must validate all information provided by the Owner during Phase 1 as set forth in Exhibit C. Notwithstanding the above, the parties recognize that the Design-Builder relied on the information set forth in the Request for Proposals to establish the Phase 1 NTE, and if the actual conditions differ materially from the information set forth in the RFP, then the Design-Builder shall provide Notice thereof and may be entitled to an equitable adjustment in the Phase 1 NTE, provided that the Design-Builder meets the requirements in Section 4.2.1 of the General Conditions.

**.3** The Design-Builder shall provide the submissions set forth in Exhibit C. In addition, the Design-Builder and the Owner shall, consistent with any applicable provision of the Contract Documents, agree upon the quantity and level of development for Design Submissions that the Owner may wish to review, which Design Submissions may include Milestone Design Submissions, design criteria, drawings, diagrams and specifications setting forth the Project requirements. Design Submissions shall be consistent with the GMP and the information set forth in the RFP, as they may develop through the design process set forth in the Contract Documents.

**.4** Design-Builder must verify the information set forth in Exhibit C by the conclusion of Phase 1. The extent to which such verification will occur in Phase 1 shall be set forth in Exhibit C. If the Design-Builder discovers or should have discovered with reasonable diligence material differences from the actual conditions and the information provided in Exhibit C, Design-Builder shall, at the conclusion of Phase 1, provide Owner with written notice of any such material differences in the GMP Proposal. A "Material Difference" is defined as one that would either a) impact the Initial Basis of Design Documents or Design-

Builder's Fee Percentage or b) be considered a Differing Site Condition pursuant to Section 4.2.1 of the General Conditions. Design-Builder shall not be entitled to a Change Order for Differing Site Conditions pursuant to Section 4.2.1(i) of the General Conditions if the Differing Site Condition could have been discovered, with reasonable diligence, during Phase 1.

.5 At the conclusion of Phase 1, the Design-Builder will submit a GMP Proposal pursuant to Exhibit C and Section 6.6.2 of the Agreement. The parties will negotiate the Final terms of the GMP Proposal, and if the parties agree, they will enter into the GMP Amendment. Upon execution of the GMP Amendment, the Design-Builder shall provide a payment and performance bond for the amount of the GMP.

.6 If the Design-Builder performs Work after the submission of the GMP Proposal but before the parties enter into the GMP Amendment pursuant to Section 6.6.2 of the Agreement, the Design-Builder shall be entitled to be paid in the same manner as it was paid during Phase 1; however, in no case shall the Design-Builder be entitled to be paid in excess of the GMP Development NTE.

**2.12.2 Phase 2.** Phase 2 is the final phase of the Contract where the Design-Builder: (i) completes the design services and develops Construction Documents for the Project, (ii) performs the construction, start-up, testing and commissioning and closeout of the Project, (iii) undertakes any necessary warranty services for the Project, and (iv) performs other services as set forth in Exhibit C.

## **Article 3**

### **Owner's Services and Responsibilities**

#### **3.1 Duty to Cooperate.**

**3.1.1** Owner shall, throughout the performance of the Work, cooperate with Design-Builder and perform its responsibilities, obligations and services in a timely manner to facilitate Design-Builder's timely and efficient performance of the Work and so as not to delay or interfere with Design-Builder's performance of its obligations under the Contract Documents.

**3.1.2** Owner shall provide timely reviews and approvals of Design Submissions and Construction Documents consistent with the turnaround times set forth in Design-Builder's schedule.

**3.1.3** Owner shall give Design-Builder timely notice of any Work that Owner notices to be defective or not in compliance with the Contract Documents.

#### **3.2 Furnishing of Services and Information.**

**3.2.1** The Initial Basis of Design Documents sets forth the information provided by the Owner.

**3.2.2** Owner is responsible for securing and executing all necessary agreements with adjacent land or property owners that are necessary to enable Design-Builder to perform the Work. Owner is further responsible for all costs, including attorneys' fees, incurred in securing these necessary agreements.

#### **3.3 Financial Information.**

**3.3.1** If Design-Builder has reasonable belief that Owner will not have sufficient funds to

complete the Project, at Design-Builder's written request, Owner shall promptly furnish reasonable evidence satisfactory to Design-Builder that Owner has adequate funds available and committed to fulfill all of Owner's contractual obligations under the Contract Documents. If Owner fails to furnish such financial information in a timely manner, Design-Builder may stop Work under Section 11.3 hereof or exercise any other right permitted under the Contract Documents.

**3.3.2** Design-Builder shall cooperate with the reasonable requirements of Owner's lenders or other financial sources. Notwithstanding the preceding sentence, after execution of the Agreement Design-Builder shall have no obligation to execute for Owner or Owner's lenders or other financial sources any documents or agreements that require Design-Builder to assume obligations or responsibilities greater than those existing obligations Design-Builder has under the Contract Documents.

**3.4 Owner's Representative.**

**3.4.1** Owner's Representative shall be responsible for providing Owner-supplied information and approvals in a timely manner to permit Design-Builder to fulfill its obligations under the Contract Documents. Owner's Representative shall also provide Design-Builder with prompt notice if it observes any failure on the part of Design-Builder to fulfill its contractual obligations, including any errors, omissions or defects in the performance of the Work. Owner's Representative shall communicate regularly with Design-Builder and shall be vested with the authority to act on behalf of Owner.

**3.5 Government Approvals and Permits.**

**3.5.1** Owner shall obtain and pay for all necessary permits, approvals, licenses, government charges and inspection fees set forth in Section 2.6.1.

**3.5.2** Owner shall provide reasonable assistance to Design-Builder in obtaining those permits, approvals and licenses that are Design-Builder's responsibility.

**3.6 Owner's Separate Contractors.**

**3.6.1** Owner is responsible for all work performed on the Project or at the Site by separate contractors under Owner's control. Owner shall contractually require its separate contractors to cooperate with, and coordinate their activities so as not to interfere with, Design-Builder in order to enable Design-Builder to timely complete the Work consistent with the Contract Documents.

## **Article 4**

### **Hazardous Conditions and Differing Site Conditions**

**4.1 Hazardous Conditions.**

**4.1.1** Unless otherwise expressly provided in the Contract Documents to be part of the Work, Design-Builder is not responsible for any Hazardous Conditions encountered at the Site that could have been reasonably discovered during Phase 1. Unless working with Hazardous Condition is part of the scope of the Work, upon encountering any Hazardous Conditions, Design-Builder will stop Work immediately in the affected area and duly notify Owner and, if required by Legal Requirements, all government or quasi-government entities with jurisdiction over the Project or Site.

**4.1.2** Upon receiving notice of the presence of suspected Hazardous Conditions that are not set forth as part of the Work or that could not have been reasonably discovered during Phase 1, Owner

shall take the necessary measures required to ensure that the Hazardous Conditions are remediated or rendered harmless. Such necessary measures shall include Owner retaining qualified independent experts to (i) ascertain whether Hazardous Conditions have actually been encountered, and, if they have been encountered, (ii) prescribe the remedial measures that Owner must take either to remove the Hazardous Conditions or render the Hazardous Conditions harmless.

**4.1.3** Design-Builder shall be obligated to resume Work at the affected area of the Project only after Owner's expert provides it with written certification that (i) the Hazardous Conditions have been removed or rendered harmless and (ii) all necessary approvals have been obtained from all government and quasi-government entities having jurisdiction over the Project or Site.

**4.1.4** Unless expressly provided in the Contract Documents to be part of the Work, Design-Builder will be entitled, in accordance with these General Conditions of Contract, to an adjustment in its Contract Price and/or Contract Time(s) to the extent Design-Builder's cost and/or time of performance have been adversely impacted by the presence of Hazardous Conditions.

**4.1.5** To the fullest extent permitted by law, Owner shall indemnify, defend and hold harmless Design-Builder, Design Consultants, Subcontractors, anyone employed directly or indirectly by any of them, and their officers, directors, employees and agents, from and against any and all claims, losses, damages, liabilities and expenses, including reasonable attorneys' fees and expenses, arising out of or resulting from the presence, removal or remediation of Hazardous Conditions at the Site pursuant to this Section.

**4.1.6** Notwithstanding the preceding provisions of this Section 4.1, Owner is not responsible for Hazardous Conditions introduced to the Site by Design-Builder, Subcontractors or anyone for whose acts they may be liable. To the fullest extent permitted by law, Design-Builder shall indemnify, defend and hold harmless Owner and Owner's officers, directors, employees and agents from and against all claims, losses, damages, liabilities and expenses, including attorneys' fees and expenses, arising out of or resulting from those Hazardous Conditions introduced to the Site by Design-Builder, Subcontractors or anyone for whose acts they may be liable.

**4.1.7** With respect to Hazardous Conditions that are part of the Work, Design-Builder agrees to comply with all applicable regulatory authorities, including but not limited to any statute, regulation or regulatory agency regarding such Hazardous Conditions. Design-Builder agrees to work cooperatively with Owner and regulatory agencies with jurisdiction over the Project to properly handle, dispose of, and/or remediate any Hazardous Conditions.

## **4.2 Differing Site Conditions.**

**4.2.1** Concealed or latent physical conditions or subsurface conditions at the Site that (i) materially differ from the conditions indicated in the Contract Documents or (ii) are of an unusual nature, differing materially from the conditions ordinarily encountered and generally recognized as inherent in the Work are collectively referred to herein as "Differing Site Conditions." If Design-Builder encounters a Differing Site Condition, Design-Builder will be entitled to an adjustment in the applicable Commercial Term to the extent Design-Builder's cost and/or time of performance are adversely impacted by the Differing Site Condition. Notwithstanding the above, provided the parties sign the Validation Amendment, Design-Builder shall not be entitled to a Change Order for Differing Site Conditions pursuant to Section 4.2.1(i) of the General Conditions if the Differing Site Condition could have been discovered, with reasonable diligence, during Phase 1.

**4.2.2** Upon encountering a Differing Site Condition, Design-Builder shall provide prompt written notice to Owner of such condition, which notice shall not be later than fourteen (14) days after such condition has been encountered. Design-Builder shall, to the extent reasonably possible, provide such notice before the Differing Site Condition has been substantially disturbed or altered. Design-Builder and Owner shall work together cooperatively to determine the appropriate course of action regarding any Differing Site Condition.

### **4.3 Archaeological Resources**

**4.3.1** In the event the Design-Builder or any of its Subcontractors inadvertently discover archaeological resources at any time during the project, Design-Builder shall immediately notify the Owner and suspend all excavation activities at the site.

**4.3.2** "Archaeological Resource" shall mean any material remains of human life or activities which are of interest. This shall include all sites, objects, structures, artifacts, implements, and locations of prehistoric or archaeological interest, whether previously recorded or still unrecognized, including, but not limited to objects pertaining to prehistoric and historic American Indian or aboriginal burials, campsites, dwellings, and their habitation sites, including rock shelters and caves, their artifacts and implements of culture such as projectile points, arrowheads, skeletal remains, grave goods, basketry, pestles, mauls and grinding stones, knives scrapers, rock carvings and paintings, and other implements and artifacts of any material or form.

**4.3.3** The disturbance of any cairn or Native Indian grave is prohibited by the Indian Graves and Records Act (RCW 27.44).

## **Article 5**

### **Insurance and Bonds**

#### **5.1 Design-Builder's Insurance Requirements.**

**5.1.1** Design-Builder is responsible for procuring and maintaining the insurance for the coverage amounts all as set forth in the Insurance Exhibit to the Agreement. Coverage shall be secured from insurance companies authorized to do business in the state in which the Project is located, and with a minimum rating set forth in the Agreement.

**5.1.2** Design-Builder's insurance shall specifically delete any design-build or similar exclusions that could compromise coverages because of the design-build delivery of the Project.

**5.1.3** Upon signing and returning the signed Agreement to the Owner, and in any event, prior to performing any Work under this Agreement, Design-Builder shall provide Owner with certificates evidencing that (i) all insurance obligations required by the Contract Documents are in full force and in effect and will remain in effect for the duration required by the Contract Documents and (ii) no insurance coverage will be canceled, renewal refused, or materially changed unless at least thirty (30) days prior written notice is given to Owner. If any of the foregoing insurance coverages are required to remain in force after final payment are reasonably available, an additional certificate evidencing continuation of such coverage shall be submitted with the Final Application for Payment. If any information concerning reduction of coverage is not furnished by the insurer, it shall be furnished by the Design-Builder with reasonable promptness according to the Design-Builder's information and belief.

#### **5.2 Owner's Liability Insurance.**

**5.2.1** Owner shall procure and maintain from insurance companies authorized to do business in the state in which the Project is located such liability insurance as set forth in the Insurance Exhibit to the Agreement to protect Owner from claims which may arise from the performance of Owner's obligations under the Contract Documents or Owner's conduct during the course of the Project.

### **5.3 Builder's Risk Insurance.**

**5.3.1** Design-Builder shall procure and maintain from insurance companies authorized to do business in the state in which the Project is located builder's risk insurance on an "all risk" or equivalent policy form upon the entire Project to the full insurable value of the Project, including professional fees, overtime premiums and all other expenses incurred to replace or repair the insured property. The property insurance obtained by Design-Builder shall be the broadest coverage commercially available and shall include as additional insureds the interests of Owner, Design-Builder, Design Consultants and Subcontractors of any tier. Such insurance shall be on a special perils form and shall include but not be limited to the perils of fire and extended coverage, theft, vandalism, malicious mischief, collapse, flood, earthquake, debris removal and other perils or causes of loss as called for in the Contract Documents. A copy of the builder's risk policy shall be made available to the Owner for its approval at Owner's written request, such approval shall not be unreasonably withheld. The builder's risk insurance shall include physical loss or damage to the Work, including temporary buildings, debris removal, and damage to materials and equipment in transit, at the Site or at another location as may be indicated in Design-Builder's Application for Payment and approved by Owner. The Design-Builder is responsible for the payment of any deductibles under the insurance required by this Section 5.3.1 to the extent that the Design-Builder, or any subcontractor or subconsultant of any tier is responsible for the claim against the builder's risk insurance.

**5.3.2** Not Used.

**5.3.3** Not Used.

**5.3.4** Any loss covered under the builder's risk insurance shall be adjusted with Owner and Design-Builder and made payable to both of them as trustees for the insureds as their interests may appear, subject to any applicable mortgage clause. All insurance proceeds received as a result of any loss will be placed in a separate account and distributed in accordance with such agreement as the interested parties may reach. Any disagreement concerning the distribution of any proceeds will be resolved in accordance with Article 10 hereof.

**5.3.5** Owner and Design-Builder waive against each other and Owner's separate contractors, Design Consultants, Subcontractors, agents and employees of each and all of them, all damages covered by property insurance provided herein, except such rights as they may have to the proceeds of such insurance. Design-Builder and Owner shall, where appropriate, require similar waivers of subrogation from Owner's separate contractors, Design Consultants and Subcontractors and shall require each of them to include similar waivers in their contracts. These waivers of subrogation shall not contain any restriction or limitation that will impair the full and complete extent of its applicability to any person or entity unless agreed to in writing prior to the execution of this Agreement. Such waiver shall be effective whether the person or entity would otherwise have a duty of indemnification, do not pay the insurance premiums, and whether or not the person or entity had an insurable interest in the property damaged.

## **Article 6**

### **Payment**

#### **6.1 Schedule of Values.**

**6.1.1** Design-Builder shall submit for Owner's review and approval a preliminary schedule of values for all of the Work as set forth in Exhibit C. The Schedule of Values will (i) subdivide the Work into its respective parts, (ii) include values for all items comprising the Work and (iii) serve as the basis for monthly progress payments made to Design-Builder throughout the Work. Design-Builder will furnish, as part of the Schedule of Values, adequate and reliable cost justification and documentation so as to provide both Owner and Design Builder a transparent understanding of the cost data estimates and bids that comprise the initial baseline Schedule of Values as well as any

updates thereto. Design-Builder will provide a final Schedule of Values with the GMP Proposal.

**6.1.2** The Owner will timely review and approve the Schedule of Values so as not to delay the submission of the Design-Builder's first application for payment. The Owner and Design-Builder shall timely resolve any differences so as not to delay the Design-Builder's submission of its first application for payment.

## **6.2 Monthly Progress Payments.**

**6.2.1** On or before the date established in the Agreement, Design-Builder shall submit for Owner's review and approval its Application for Payment requesting payment for all Work performed as of the date of the Application for Payment. The Application for Payment shall be accompanied by all supporting documentation required by the Contract Documents and/or established at the meeting required by Section 2.1.4 hereof.

**6.2.2** If authorized by Owner, the Application for Payment may include request for payment for equipment and/or material delivered to the Site and suitably stored, or for completed preparatory work. Payment may similarly be requested for material stored off Site, provided Design-Builder complies with or furnishes satisfactory evidence of the following:

- .1 The material will be placed in a warehouse that is structurally sound, dry, lighted and suitable for the materials to be stored;
- .2 The warehouse is located within a 10-mile radius of the Project. Other locations may be utilized, if approved in writing, by Owner;
- .3 Only materials for the Project are stored within the warehouse (or a secure portion of a warehouse set aside for the Project);
- .4 Design-Builder furnishes Owner a certificate of insurance extending Design-Builder's insurance coverage for damage, fire, and theft to cover the full value of all materials stored, or in transit;
- .5 The warehouse (or secure portion thereof) is continuously under lock and key, and only Design-Builder's authorized personnel shall have access;
- .6 Owner shall at all times have the right of access in company of Design-Builder;
- .7 Design-Builder and its surety assume total responsibility for the stored materials;
- .8 Design-Builder furnishes to Owner certified lists of materials stored, bills of lading, invoices, and other information as may be required, and shall also furnish notice to Owner when materials are moved from storage to the Site; and
- .9 Upon payment, Owner will receive the equipment and materials free and clear of all liens and encumbrances.

**6.2.3** All discounts offered by Subcontractor, Sub-Subcontractors and suppliers to Design-Builder for early payment shall accrue one hundred percent to Design-Builder to the extent Design-Builder advances payment. Unless Owner advances payment to Design-Builder specifically to receive the discount, Design-Builder may include in its Application for Payment the full undiscounted cost of the item for which payment is sought.

**6.2.4** The Application for Payment shall constitute Design-Builder's representation that the Work described herein has been performed consistent with the Contract Documents, has progressed to the point indicated in the Application for Payment, and that title to all Work will pass to Owner free and clear of all claims, liens, encumbrances, and security interests upon the incorporation of the Work into the Project, or upon Design-Builder's receipt of payment, whichever occurs earlier.

## **6.3 Withholding of Payments.**

**6.3.1** On or before the date established in the Agreement, Owner shall pay Design-Builder all amounts properly due. If Owner determines that Design-Builder is not entitled to all or part of an Application for Payment as a result of Design-Builder's failure to meet its obligations hereunder, it will notify Design-Builder in writing at least five (5) days prior to the date payment is due. The notice shall indicate the specific amounts Owner intends to withhold, the reasons and contractual basis for the withholding, and the specific measures Design-Builder must take to rectify Owner's concerns. Design-Builder and Owner will attempt to resolve Owner's concerns prior to the date payment is due. If the parties cannot resolve such concerns, Design-Builder may pursue its rights under the Contract Documents, including those under Article 10 hereof.

**6.3.2** Notwithstanding anything to the contrary in the Contract Documents, Owner shall pay Design-Builder all undisputed amounts in an Application for Payment within the times required by the Agreement.

#### **6.4 Right to Stop Work and Interest.**

**6.4.1** If Owner fails to pay timely Design-Builder any undisputed amount that becomes due, Design-Builder, in addition to all other remedies provided in the Contract Documents, may stop Work pursuant to Section 11.3 hereof, provided Design-Builder gives Owner five business days' written notice of its intent to stop work and an opportunity to cure the late payment. All payments due and unpaid shall bear interest at the rate set forth in the Agreement.

#### **6.5 Design-Builder's Payment Obligations.**

**6.5.1** Design-Builder will pay Design Consultants and Subcontractors, in accordance with its contractual obligations to such parties, all the amounts Design-Builder has received from Owner on account of their work. Design-Builder will impose similar requirements on Design Consultants and Subcontractors to pay those parties with whom they have contracted. Design-Builder will indemnify and defend Owner against any claims for payment and mechanic's liens as set forth in Section 7.3 hereof.

#### **6.6 Substantial Completion.**

**6.6.1** Design-Builder shall notify Owner when it believes the Work, or to the extent permitted in the Contract Documents, a portion of the Work representing an Interim Milestone, has achieved Substantial Completion. Within five (5) days of Owner's receipt of Design-Builder's notice, Owner and Design-Builder will jointly inspect such Work to verify that Design-Builder has achieved Substantial Completion in accordance with the requirements of the Contract Documents. If Design-Builder has achieved Substantial Completion, Owner shall prepare and issue a Certificate of Substantial Completion that will set forth (i) the date of Substantial Completion of the Work or portion thereof, (ii) the remaining items of Work that have to be completed before final payment, (iii) provisions (to the extent not already provided in the Contract Documents) establishing Owner's and Design-Builder's responsibility for the Project's security, maintenance, utilities and insurance pending final payment, and (iv) an acknowledgment that warranties commence to run on the date of Substantial Completion, except as may otherwise be noted in the Certificate of Substantial Completion.

**6.6.2** Not Used

**6.6.3** Owner, at its option, may use a portion of the Work which has been determined to be Substantially Complete, provided, however, that (i) a Certificate of Substantial Completion has been issued for the portion of Work addressing the items set forth in Section 6.6.1 above, (ii) Design-Builder and Owner have obtained the consent of their sureties and insurers, and to the extent applicable, the appropriate government authorities having jurisdiction over the Project, and (iii) Owner and Design-Builder agree that Owner's use or occupancy will not interfere with Design-Builder's completion of the remaining Work.



## **6.7 Final Payment.**

**6.7.1** After receipt of a Final Application for Payment from Design-Builder, Owner shall make final payment by the time required in the Agreement, provided that Design-Builder has achieved Final Completion.

**6.7.2** At the time of submission of its Final Application for Payment, Design-Builder shall provide the following information:

- .1** An affidavit that there are no claims, obligations or liens outstanding or unsatisfied for labor, services, material, equipment, taxes or other items performed, furnished or incurred for or in connection with the Work which will in any way affect Owner's interests;
- .2** A general release executed by Design-Builder waiving, upon receipt of final payment by Design-Builder, all claims, except those claims previously made in writing to Owner and remaining unsettled at the time of final payment;
- .3** Consent of Design-Builder's surety, if any, to final payment;
- .4** All operating manuals, warranties, record drawings, and other deliverables required by the Contract Documents;
- .5** "As Built" drawings, with any and all implemented changes that constitute a final record set of the Project; and
- .6** Certificates of insurance confirming that required coverages will remain in effect consistent with the requirements of the Contract Documents.

**6.7.3** Upon making final payment, Owner waives all claims against Design-Builder except claims relating to (i) Design-Builder's failure to satisfy its payment obligations, if such failure affects Owner's interests, (ii) Design-Builder's failure to complete the Work consistent with the Contract Documents, including defects appearing after Substantial Completion and (iii) the terms of any special warranties required by the Contract Documents.

**6.7.4** Deficiencies in the Work discovered after Substantial Completion, whether or not such deficiencies would have been included on the Punch List if discovered earlier, shall be deemed warranty Work. Such deficiencies shall be corrected by Design-Builder under Sections 2.9 and 2.10 herein, and shall not be a reason to withhold final payment from Design-Builder, provided, however, that Owner shall be entitled to withhold from the Final Payment the reasonable value of completion of such deficient work until such work is completed.

**6.7.5** Owner shall release the Contract Retainage pursuant to RCW 60.28.011.

## **Article 7**

### **Indemnification**

#### **7.1 Patent and Copyright Infringement.**

**7.1.1** Design-Builder shall defend any action or proceeding brought against Owner based on any claim that the Work, or any part thereof, or the operation or use of the Work or any part thereof, constitutes infringement of any United States patent or copyright, now or hereafter issued. Owner shall give prompt written notice to Design-Builder of any such action or proceeding and will reasonably provide authority, information and assistance in the defense of same. Design-Builder shall indemnify and hold harmless Owner from and against all damages and costs, including but

not limited to attorneys' fees and expenses awarded against Owner or Design-Builder in any such action or proceeding. Design-Builder agrees to keep Owner informed of all developments in the defense of such actions.

**7.1.2** If Owner is enjoined from the operation or use of the Work, or any part thereof, as the result of any patent or copyright suit, claim, or proceeding, Design-Builder shall at its sole expense take reasonable steps to procure the right to operate or use the Work. If Design-Builder cannot so procure such right within a reasonable time, Design-Builder shall promptly, at Design-Builder's option and at Design-Builder's expense, (i) modify the Work so as to avoid infringement of any such patent or copyright or (ii) replace said Work with Work that does not infringe or violate any such patent or copyright.

**7.1.3** Sections 7.1.1 and 7.1.2 above shall not be applicable to any suit, claim or proceeding based on infringement or violation of a patent or copyright (i) relating solely to a particular process or product of a particular manufacturer specified by Owner and not offered or recommended by Design-Builder to Owner or (ii) arising from modifications to the Work by Owner or its agents after acceptance of the Work. If the suit, claim or proceeding is based upon events set forth in the preceding sentence, Owner shall defend, indemnify and hold harmless Design-Builder to the same extent Design-Builder is obligated to defend, indemnify and hold harmless Owner in Section 7.1.1 above.

**7.1.4** The obligations set forth in this Section 7.1 shall constitute the sole agreement between the parties relating to liability for infringement or violation of any patent or copyright.

**7.2 Not Used.**

**7.3 Payment Claim Indemnification.**

**7.3.1** Provided that Owner is not in breach of its contractual obligation to make payments to Design-Builder for the Work, Design-Builder shall indemnify, defend and hold harmless Owner from any claims or mechanic's liens brought against Owner or against the Project as a result of the failure of Design-Builder, or those for whose acts it is responsible, to pay for any services, materials, labor, equipment, taxes or other items or obligations furnished or incurred for or in connection with the Work. Within three (3) days of receiving written notice from Owner that such a claim or mechanic's lien has been filed, Design-Builder shall commence to take the steps necessary to discharge said claim or lien, including, if necessary, the furnishing of a mechanic's lien bond. If Design-Builder fails to do so, Owner will have the right to discharge the claim or lien and hold Design-Builder liable for costs and expenses incurred, including attorneys' fees.

**7.4 Design-Builder's General Indemnification.**

**7.4.1** Except as set forth in Section 7.4.2 below, Design-Builder, to the fullest extent permitted by law, shall indemnify, hold harmless and defend Owner, its Consultants, and their respective, its officers, directors, and employees (collectively "Indemnitees") from and against claims, losses, damages, liabilities, including attorneys' fees and expenses, for bodily injury, sickness or death, and property damage or destruction (other than to the Work itself) to the extent resulting from the negligent acts or omissions of Design-Builder, Design Consultants, Subcontractors, anyone employed directly or indirectly by any of them or anyone for whose acts any of them may be liable. Design-Builder's duty to indemnify shall not apply to liability for damages arising out of Design-Builder's services or out of bodily injury to persons or damage to property that are (a) caused by or resulting from the sole negligence of Indemnitee or (b) caused by or resulting from the concurrent negligence of (i) Indemnitee, its agents or employees and (ii) Design-Builder, its agents or employees, with such liability limited only to the extent of the negligence of Design-Builder, its agents or employees.

**7.4.2** For indemnity obligations that arise from professional errors and omissions, Design-Builder, to the fullest extent permitted by law, shall indemnify Owner, its officers, directors, and

employees from and against claims, losses, damages, liabilities, including attorneys' fees and expenses, for bodily injury, sickness or death and property damage or destruction (other than to the Work itself) but only to the extent resulting from the negligent acts or omissions of Design-Builder, Design Consultants, Subcontractors, anyone employed directly or indirectly by any of them or anyone for whose acts any of them may be liable.

**7.4.3** If an employee of Design-Builder, Design Consultants, Subcontractors, anyone employed directly or indirectly by any of them or anyone for whose acts any of them may be liable has a claim against Owner, its officers, directors, employees, or agents, Design-Builder's indemnity obligations set forth in Sections 7.4.1 and 7.4.2 above shall not be limited by any limitation on the amount of damages, compensation or benefits payable by or for Design-Builder, Design Consultants, Subcontractors, or other entity under any employee benefit acts, including workers' compensation or disability acts. Solely for the purposes of the indemnification obligations under this Agreement, Design Builder specifically and expressly waives any immunity that may be granted it under the worker's compensation laws under the Washington State Industrial Insurance Act, Title 51 RCW; provided that such waiver shall be expressly limited to Design-Builder's indemnity obligations herein and shall not be intended as a benefit to any third party. Further, the indemnification obligation under this Agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under workers compensation acts, disability benefits acts, or other employee benefits acts. This waiver was mutually negotiated.

**7.4.4** THE PARTIES ACKNOWLEDGE THAT THE INDEMNIFICATION OBLIGATIONS IN THIS AGREEMENT AND THE WAIVER OF IMMUNITY UNDER RCW TITLE 51 WERE MUTUALLY NEGOTIATED.

OWNER'S INITIALS: (\_\_\_\_)  
DESIGN-BUILDER'S INITIALS: (\_\_\_\_)

**7.4.5** The Owner shall not be responsible or be held liable for any damage to person or property consequent upon the use, misuse or failure of any crane, hoist, rigging, blocking, scaffolding or other equipment used by the Design-Builder or any of its Subcontractors, even though the said crane, hoist, rigging, blocking, scaffolding, or other equipment be furnished or loaned to the Design-Builder by the Owner. The acceptance and/or use of any such crane, hoist, rigging, blocking, scaffolding or other equipment by the Design-Builder or its Subcontractors shall be construed to mean that the Design-Builder accepts all responsibility for any claims for damages whatsoever resulting from the use, misuse or failure of such apparatus whether such damages by its own employees or property or to the employees or property of other contractors, the Owner, or otherwise.

## **7.5 Lower Tier Contractors Indemnification Obligations**

**7.5.1** Design-Builder shall include in its contracts with all lower tier contractors, including but not limited to its Design Consultant, Subconsultants, and Subcontractors, the indemnification obligations set forth in this Agreement and the General Conditions and shall include Owner as an Indemnitee for all such indemnification provisions.

## **7.6 Limited Recourse.**

**7.6.1** None of the obligations set forth in this Agreement (on behalf of any Party) constitute personal obligations of any natural persons who are the officers, shareholders, members, partners, employees or agents of any Party unless the natural person is expressly identified as a contracting party. All Parties to this Agreement shall not seek recourse against any natural person described herein. This provision, however, shall not protect such natural persons from liability for willful misconduct, illegal acts or intentional violation of any duty of corporate loyalty.

## **Article 8**

### **Time**

#### **8.1 Obligation to Achieve the Contract Times.**

**8.1.1** Design-Builder agrees that it will commence performance of the Work and achieve the Contract Time(s) in accordance with Article 5 of the Agreement and any Amendment to the Agreement.

#### **8.2 Delays to the Work.**

**8.2.1** If Design-Builder is delayed on the critical path in the performance of the Work due to acts, omissions, conditions, events, or circumstances beyond its control and due to no fault of its own or those for whom Design-Builder is responsible, the Contract Time(s) for performance shall be reasonably extended by Change Order. By way of example, events that will entitle Design-Builder to an extension of the Contract Time(s) include acts or omissions of Owner or anyone under Owner's control (including separate contractors), changes in the Work, Differing Site Conditions, Hazardous Conditions, and Force Majeure Events.

**8.2.2** In addition to Design-Builder's right to a time extension for those events set forth in Section 8.2.1 above, Design-Builder shall also be entitled to an appropriate adjustment of the Contract Price provided, however, that the Contract Price shall not be adjusted for Force Majeure Events unless otherwise provided in the Agreement.

## **Article 9**

### **Changes to the Contract Price and Time**

#### **9.1 Change Orders.**

**9.1.1** A Change Order is a written instrument issued after execution of the Agreement signed by Owner and Design-Builder, stating their agreement upon all of the following:

- .1** The scope of the change in the Work;
- .2** The amount of the adjustment to the Contract Price or any Commercial Term; and
- .3** The extent of the adjustment to the Contract Time(s) or any Commercial Term.

**9.1.2** All changes in the Work authorized by applicable Change Order shall be performed under the applicable conditions of the Contract Documents. Owner and Design-Builder shall negotiate in good faith and as expeditiously as possible the appropriate adjustments for such changes. Unless expressly set forth in the Change Order, Change Orders shall include all costs, including but not limited to all incidental and indirect costs and time extensions associated with the Change. Changes Orders will not be allowed unless there is an actual change to the Work.

**9.1.3** If Owner requests a proposal for a change in the Work from Design-Builder and subsequently elects not to proceed with the change, a Change Order shall be issued to reimburse Design-Builder for reasonable costs incurred for estimating services, design services and services involved in the preparation of proposed revisions to the Contract Documents.

**9.1.4** Owner may make changes in the Project, including but not limited to adding and/or removing Work from the Project. In such case, Design-Builder shall work with the Owner to adjust the remaining Work to meet as many of Owner's Project changes as reasonably possible within the applicable Commercial Term. At Owner's sole discretion, it may remove Work from the Project rather than increase the applicable Commercial Term to equitably adjust for claims by Design-Builder pursuant to Article 10 or Differing Site Conditions pursuant to Section 4.2.

## **9.2 Work Change Directives.**

**9.2.1** A Work Change Directive is a written order prepared and signed by Owner directing a change in the Work prior to agreement on an adjustment in the Contract Price and/or the Contract Time(s).

**9.2.2** Owner and Design-Builder shall negotiate in good faith and as expeditiously as possible the appropriate adjustments for the Work Change Directive. Upon reaching an agreement, the parties shall prepare and execute an appropriate Change Order reflecting the terms of the agreement.

## **9.3 Minor Changes in the Work.**

**9.3.1** Minor changes in the Work do not involve an adjustment in the Contract Price and/or Contract Time(s) and do not materially and adversely affect the Work, including the design, quality, performance and workmanship required by the Contract Documents. Design-Builder may make minor changes in the Work consistent with the intent of the Contract Documents, provided, however, that Design-Builder shall promptly inform Owner, in writing, of any such changes and record such changes on the documents maintained by Design-Builder.

## **9.4 Contract Price Adjustments.**

**9.4.1** The increase or decrease in Contract Price resulting from a change in the Work shall be determined by one or more of the following methods:

- .1** Unit prices set forth in the Agreement or as subsequently agreed to between the parties;
- .2** A mutually accepted lump sum, properly itemized and supported by sufficient substantiating data to permit evaluation by Owner;
- .3** The Cost of the Work as set forth in the Agreement; or
- .4** If an increase or decrease cannot be agreed to as set forth in items.1 through.3 above and Owner issues a Work Change Directive, the cost of the change of the Work shall be determined by the reasonable expense and savings in the performance of the Work resulting from the change, including the Fee Percentage (if applicable), as set forth in the Agreement.

**9.4.2** If unit prices are set forth in the Contract Documents or are subsequently agreed to by the parties, but application of such unit prices will cause substantial inequity to Owner or Design-Builder because of differences in the character or quantity of such unit items as originally contemplated, such unit prices shall be equitably adjusted.

**9.4.3** If Owner and Design-Builder disagree upon whether Design-Builder is entitled to be paid for any services required by Owner, or if there are any other disagreements over the scope of Work or proposed changes to the Work, Owner and Design-Builder shall resolve the disagreement pursuant to Article 10 hereof. As part of the negotiation process, Design-Builder shall furnish Owner with a good faith estimate of the costs to perform the disputed services in accordance with Owner's interpretations. If the parties are unable to agree and Owner expects Design-Builder to perform the

services in accordance with Owner's interpretations, Design-Builder shall proceed to perform the disputed services, conditioned upon Owner issuing a written order to Design-Builder (i) directing Design-Builder to proceed and (ii) specifying Owner's interpretation of the services that are to be performed. If this occurs, Design-Builder shall be entitled to submit in its Applications for Payment an amount equal to fifty percent (50%) of its reasonable estimated direct cost to perform the services, and Owner agrees to pay such amounts, with the express understanding that (i) such payment by Owner does not prejudice Owner's right to argue that it has no responsibility to pay for such services and (ii) receipt of such payment by Design-Builder does not prejudice Design-Builder's right to seek full payment of the disputed services if Owner's order is deemed to be a change to the Work.

## **9.5 Emergencies.**

**9.5.1** In any emergency affecting the safety of persons and/or property, Design-Builder shall act, at its discretion, to prevent threatened damage, injury or loss. Any change in the Contract Price and/or Contract Time(s) on account of emergency work shall be determined as provided in this Article 9.

# **Article 10**

## **Contract Adjustments and Disputes**

### **10.1 Requests for Contract Adjustments and Relief.**

**10.1.1** If either Design-Builder or Owner believes that it is entitled to relief against the other for any event arising out of or related to the Work or Project, such party shall provide written notice to the other party of the basis for its claim for relief. Such notice shall, if possible, be made prior to incurring any cost or expense and in accordance with any specific notice requirements contained in applicable sections of these General Conditions of Contract. In the absence of any specific notice requirement, written notice shall be given within a reasonable time, not to exceed twenty-one (21) days, after the occurrence giving rise to the claim for relief or after the claiming party reasonably should have recognized the event or condition giving rise to the request, whichever is later. Such written notice shall be separate from the Design Log or Trend Log maintained by the Design-Builder, unless the parties specifically agree to allow the Design Log or Trend Log to operate as such written notice of claims. The Design-Builder shall provide more complete information with respect to the claim within fourteen (14) days of the initial notice, the more complete information shall include sufficient information to advise the other party of the circumstances giving rise to the claim for relief, the specific contractual adjustment or relief requested and the basis of such request. The failure to provide timely written notice of any claim shall operate as a waiver of such claim, but only to the extent that the failure to provide timely written notice prejudices the position of the non-claiming party.

### **10.2 Dispute Avoidance and Resolution.**

**10.2.1** The parties are fully committed to working with each other throughout the Project and agree to communicate regularly with each other at all times so as to avoid or minimize disputes or disagreements. If disputes or disagreements do arise, Design-Builder and Owner each commit to resolving such disputes or disagreements in an amicable, professional and expeditious manner so as to avoid unnecessary losses, delays and disruptions to the Work.

**10.2.2** Design-Builder and Owner will first attempt to resolve disputes or disagreements at the field level through discussions between Design-Builder's Representative and Owner's Representative which shall conclude within fourteen (14) days of the written notice provided for in Section 10.1.1 unless the Owner and Design-Builder mutually agree otherwise.

**10.2.3** If a dispute or disagreement cannot be resolved through Design-Builder's Representative and Owner's Representative, Design-Builder's Senior Representative and Owner's Senior Representative, upon the request of either party, shall meet as soon as conveniently possible, but in no case later than thirty (30) days after such a request is made, to attempt to resolve such dispute or disagreement. Five (5) days prior to any meetings between the Senior Representatives, the parties will exchange relevant information that will assist the parties in resolving their dispute or disagreement.

**10.2.4** If after meeting the Senior Representatives determine that the dispute or disagreement cannot be resolved on terms satisfactory to both parties, the parties shall submit within thirty (30) days of the conclusion of the meeting of Senior Representatives the dispute or disagreement to non-binding mediation. The mediation shall be conducted by a mutually agreeable impartial mediator, or if the parties cannot so agree, a mediator designated by the American Arbitration Association ("AAA") pursuant to its Construction Industry Mediation Rules. The mediation will be governed by and conducted pursuant to a mediation agreement negotiated by the parties or, if the parties cannot so agree, by procedures established by the mediator. Unless otherwise mutually agreed by the Owner and Design-Builder and consistent with the mediator's schedule, the mediation shall commence within ninety (90) days of the submission of the dispute to mediation. Good faith mediation is a condition precedent to proceeding with arbitration or other binding dispute resolution procedure. Representatives of the parties with authority to resolve the dispute shall be present at any mediation.

### **10.3 Arbitration.**

**10.3.1** Any claims, disputes or controversies between the parties arising out of or relating to the Agreement, or the breach thereof, which have not been resolved in accordance with the procedures set forth in Section 10.2 above, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the AAA then in effect, unless the parties mutually agree otherwise.

**10.3.2** The award of the arbitrator(s) shall be final and binding upon the parties without the right of appeal to the courts. Judgment may be entered upon it in accordance with applicable law by any court having jurisdiction thereof.

**10.3.3** Design-Builder and Owner expressly agree that any arbitration pursuant to this Section 10.3 may be joined or consolidated with any arbitration involving any other person or entity (i) necessary to resolve the claim, dispute or controversy, or (ii) substantially involved in or affected by such claim, dispute or controversy. Both Design-Builder and Owner will include appropriate provisions in all contracts they execute with other parties in connection with the Project to require such joinder or consolidation.

**10.3.4** The prevailing party in any arbitration, or any other final, binding dispute proceeding upon which the parties may agree, shall be entitled to recover from the other party reasonable attorneys' fees and expenses incurred by the prevailing party. The prevailing party, if any, shall be determined by the applicable binding dispute tribunal.

### **10.4 Duty to Continue Performance.**

**10.4.1** Unless provided to the contrary in the Contract Documents, Design-Builder shall continue to perform the Work and Owner shall continue to satisfy its payment obligations to Design-Builder, pending the final resolution of any dispute or disagreement between Design-Builder and Owner.

### **10.5 CONSEQUENTIAL DAMAGES.**

**10.5.1** NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY (EXCEPT AS SET FORTH IN SECTIONS 10.5.2 AND 10.5.3 BELOW), NEITHER DESIGN-BUILDER NOR OWNER SHALL BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL LOSSES OR DAMAGES, WHETHER ARISING IN CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT

LIABILITY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO LOSSES OF USE, PROFITS, BUSINESS, REPUTATION OR FINANCING.

**10.5.2** The consequential damages limitation set forth in Section 10.5.1 above is not intended to affect the payment of liquidated damages or lost early completion bonus, if any, set forth in Article 5 of the Agreement, which both parties recognize has been established, in part, to reimburse Owner or reward Design-Builder for some damages that might otherwise be deemed to be consequential.

**10.5.3** The consequential damages limitation set forth in Section 10.5.1 above is not intended to affect the ability of any party to recover consequential damages that are covered by insurance.

## **Article 11**

### **Stop Work and Termination for Cause**

#### **11.1 Owner's Right to Stop Work.**

**11.1.1** Owner may, without cause and for its convenience, order Design-Builder in writing to stop and suspend the Work. Such suspension shall not exceed sixty (60) consecutive days or aggregate more than ninety (90) days during the duration of the Project.

**11.1.2** Design-Builder is entitled to seek an adjustment of the Contract Price and/or Contract Time(s) if i) its cost or time to perform the Work has been materially and adversely impacted by any suspension or stoppage of the Work by Owner, ii) the Design-Builder is entitled to the adjustment pursuant to the other provisions of the Contract Documents, and iii) the Design-Builder complies with all provisions of the Contract Documents regarding an adjustment to the Contract Price and/or Contract Time.

#### **11.2 Owner's Right to Perform and Terminate for Cause.**

**11.2.1** If Design-Builder persistently fails to (i) provide a sufficient number of skilled workers, (ii) supply the materials required by the Contract Documents, (iii) comply with applicable Legal Requirements, (iv) timely pay, without cause, Design Consultants or Subcontractors, (v) prosecute the Work with promptness and diligence to ensure that the Work is completed by the Contract Time(s), as such times may be adjusted, (vi) perform material obligations under the Contract Documents, or (vii) comply with the requirements regarding safety, then Owner, in addition to any other rights and remedies provided in the Contract Documents or by law, shall have the rights set forth in Sections 11.2.2 and 11.2.3 below.

**11.2.2** Upon the occurrence of an event set forth in Section 11.2.1 above, Owner may provide written notice to Design-Builder that it intends to terminate the Agreement unless the problem cited is cured, or commenced to be cured, within seven (7) days of Design-Builder's receipt of such notice. If Design-Builder fails to cure, or reasonably commence to cure, such problem, then Owner may give a second written notice to Design-Builder of its intent to terminate within an additional seven (7) day period. If Design-Builder, within such second seven (7) day period, fails to cure, or reasonably commence to cure, such problem, then Owner may declare the Agreement terminated for default by providing written notice to Design-Builder of such declaration.

**11.2.3** Upon declaring the Agreement terminated pursuant to Section 11.2.2 above, Owner may enter upon the premises and take possession, for the purpose of completing the Work, of all materials, equipment, scaffolds, tools, appliances and other items thereon, which have been purchased or provided for the performance of the Work, all of which Design-Builder hereby transfers, assigns and sets over to Owner for such purpose, and to employ any person or persons to complete the Work and provide all of the required labor, services, materials, equipment and other items. In the event of such termination, Design-Builder shall not be entitled to receive any further payments under the Contract Documents until the Work shall be finally completed in accordance



with the Contract Documents. Design-Builder will only be entitled to be paid for Work performed prior to its default. If Owner's cost and expense of completing the Work exceeds the unpaid balance of any Commercial Term, then Design-Builder shall be obligated to pay the difference to Owner. Such costs and expense shall include not only the cost of completing the Work, but also losses, damages, costs and expense, including attorneys' fees and expenses, incurred by Owner in connection with the procurement and defense of claims arising from Design-Builder's default, subject to the waiver of consequential damages set forth in Section 10.5 hereof.

**11.2.4** If Owner improperly terminates the Agreement for cause, the termination for cause will be converted to a termination for convenience in accordance with the provisions of Article 8 of the Agreement.

### **11.3 Design-Builder's Right to Stop Work.**

**11.3.1** Design-Builder may, in addition to any other rights afforded under the Contract Documents or at law, stop the Work for the following reasons:

- .1 Owner's failure to provide financial assurances as required under Section 3.3 hereof; or
- .2 Owner's failure to pay amounts properly due under Design-Builder's Application for Payment.

**11.3.2** Should any of the events set forth in Section 11.3.1 above occur, Design-Builder has the right to provide Owner with written notice that Design-Builder will stop the Work unless said event is cured within seven (7) days from Owner's receipt of Design-Builder's notice. Design-Builder may not stop work unless it provides such written notice. If Owner does not cure the problem within such seven (7) day period, Design-Builder may stop the Work. In such case, Design-Builder shall be entitled to make a claim for adjustment to the Contract Price and Contract Time(s) to the extent it has been adversely impacted by such stoppage.

### **11.4 Design-Builder's Right to Terminate for Cause.**

**11.4.1** Design-Builder, in addition to any other rights and remedies provided in the Contract Documents or by law, may terminate the Agreement for cause for the following reasons:

- .1 The Work has been stopped for sixty (60) consecutive days, or more than ninety (90) days during the duration of the Project, because of court order, any government authority having jurisdiction over the Work, or orders by Owner under Section 11.1.1 hereof, provided that such stoppages are not due to the acts or omissions of Design-Builder or anyone for whose acts Design-Builder may be responsible.
- .2 Owner's failure to provide Design-Builder with any information, permits or approvals that are Owner's responsibility under the Contract Documents which result in the Work being stopped for sixty (60) consecutive days, or more than ninety (90) days during the duration of the Project, even though Owner has not ordered Design-Builder in writing to stop and suspend the Work pursuant to Section 11.1.1 hereof.
- .3 Owner's failure to cure the problems set forth in Section 11.3.1 above after Design-Builder has stopped the Work.

**11.4.2** Upon the occurrence of an event set forth in Section 11.4.1 above, Design-Builder may provide written notice to Owner that it intends to terminate the Agreement unless the problem cited is cured, or commenced to be cured, within seven (7) days of Owner's receipt of such notice. If Owner fails to cure, or reasonably commence to cure, such problem, then Design-Builder may give a second written notice to Owner of its intent to terminate within an additional seven (7) day period. If Owner, within such second seven (7) day period, fails to cure, or reasonably commence to cure,

such problem, then Design-Builder may declare the Agreement terminated for default by providing written notice to Owner of such declaration. In such case, Design-Builder shall be entitled to recover in the same manner as if Owner had terminated the Agreement for its convenience under Article 8 of the Agreement.

## **11.5 Bankruptcy of Owner or Design-Builder.**

**11.5.1** If either Owner or Design-Builder institutes or has instituted against it a case under the United States Bankruptcy Code (such party being referred to as the “Bankrupt Party”), such event may impair or frustrate the Bankrupt Party’s ability to perform its obligations under the Contract Documents. Accordingly, should such event occur:

**.1** The Bankrupt Party, its trustee or other successor, shall furnish, upon request of the non-Bankrupt Party, adequate assurance of the ability of the Bankrupt Party to perform all future material obligations under the Contract Documents, which assurances shall be provided within ten (10) days after receiving notice of the request; and

**.2** The Bankrupt Party shall file an appropriate action within the bankruptcy court to seek assumption or rejection of the Agreement within sixty (60) days of the institution of the bankruptcy filing and shall diligently prosecute such action.

If the Bankrupt Party fails to comply with its foregoing obligations, the non-Bankrupt Party shall be entitled to request the bankruptcy court to reject the Agreement, declare the Agreement terminated and pursue any other recourse available to the non-Bankrupt Party under this Article 11.

**11.5.2** The rights and remedies under Section 11.5.1 above shall not be deemed to limit the ability of the non-Bankrupt Party to seek any other rights and remedies provided by the Contract Documents or by law, including its ability to seek relief from any automatic stays under the United States Bankruptcy Code or the right of Design-Builder to stop Work under any applicable provision of these General Conditions of Contract.

## **Article 12**

### **Electronic Data**

#### **12.1 Electronic Data.**

**12.1.1** The parties recognize that Contract Documents, including drawings, specifications and three-dimensional modeling (such as Building Information Models) and other Work Product may be transmitted among Owner, Design-Builder and others in electronic media as an alternative to paper hard copies (collectively “Electronic Data”).

#### **12.2 Transmission of Electronic Data.**

**12.2.1** Owner and Design-Builder shall agree upon the software and the format for the transmission of Electronic Data. Each party shall be responsible for securing the legal rights to access the agreed-upon format, including, if necessary, obtaining appropriately licensed copies of the applicable software or electronic program to display, interpret and/or generate the Electronic Data.

**12.2.2** Neither party makes any representations or warranties to the other with respect to the functionality of the software or computer program associated with the electronic transmission of Work Product. Unless specifically set forth in the Agreement, ownership of the Electronic Data does not include ownership of the software or computer program with which it is associated, transmitted, generated or interpreted.

**12.2.3** By transmitting Work Product in electronic form, the transmitting party does not transfer or assign its rights in the Work Product. The rights in the Electronic Data shall be as set forth in Article 4 of the Agreement. Under no circumstances shall the transfer of ownership of Electronic Data be deemed to be a sale by the transmitting party of tangible goods.

### **12.3 Electronic Data Protocol.**

**12.3.1** The parties acknowledge that Electronic Data may be altered or corrupted, intentionally or otherwise, due to occurrences beyond their reasonable control or knowledge, including but not limited to compatibility issues with user software, manipulation by the recipient, errors in transcription or transmission, machine error, environmental factors, and operator error. Consequently, the parties understand that there is some level of increased risk in the use of Electronic Data for the communication of design and construction information and, in consideration of this, agree, and shall require their independent contractors, Subcontractors and Design Consultants to agree, to the following protocols, terms and conditions set forth in this Section 12.3.

**12.3.2** Electronic Data will be transmitted in the format agreed upon in Section 12.2.1 above, including file conventions and document properties, unless prior arrangements are made in advance in writing.

**12.3.3** The Electronic Data represents the information at a particular point in time and is subject to change. Therefore, the parties shall agree upon protocols for notification by the author to the recipient of any changes which may thereafter be made to the Electronic Data, which protocol shall also address the duty, if any, to update such information, data or other information contained in the electronic media if such information changes prior to Final Completion of the Project.

**12.3.4** The transmitting party specifically disclaims all warranties, expressed or implied, including, but not limited to, implied warranties of merchantability and fitness for a particular purpose, with respect to the media transmitting the Electronic Data. However, transmission of the Electronic Data via electronic means shall not invalidate or negate any duties pursuant to the applicable standard of care with respect to the creation of the Electronic Data, unless such data is materially changed or altered after it is transmitted to the receiving party, and the transmitting party did not participate in such change or alteration.

## **Article 13**

### **Miscellaneous**

#### **13.1 Confidential Information.**

**13.1.1** Confidential Information is defined as information which is determined by the transmitting party to be of a confidential or proprietary nature and: (i) the transmitting party identifies as either confidential or proprietary; (ii) the transmitting party takes steps to maintain the confidential or proprietary nature of the information; and (iii) the document is not otherwise available in or considered to be in the public domain. The receiving party agrees to maintain the confidentiality of the Confidential Information and agrees to use the Confidential Information solely in connection with the Project.

#### **13.2 Assignment.**

**13.2.1** Neither Design-Builder nor Owner shall, without the written consent of the other assign, transfer or sublet any portion or part of the Work or the obligations required by the Contract Documents.

### **13.3 Successorship.**

**13.3.1** Design-Builder and Owner intend that the provisions of the Contract Documents are binding upon the parties, their employees, agents, heirs, successors and assigns.

### **13.4 Governing Law.**

**13.4.1** The Agreement and all Contract Documents shall be governed by the laws of the place of the Project, without giving effect to its conflict of law principles.

### **13.5 Severability.**

**13.5.1** If any provision or any part of a provision of the Contract Documents shall be finally determined to be superseded, invalid, illegal, or otherwise unenforceable pursuant to any applicable Legal Requirements, such determination shall not impair or otherwise affect the validity, legality, or enforceability of the remaining provision or parts of the provision of the Contract Documents, which shall remain in full force and effect as if the unenforceable provision or part were deleted.

### **13.6 No Waiver.**

**13.6.1** The failure of either Design-Builder or Owner to insist, in any one or more instances, on the performance of any of the obligations required by the other under the Contract Documents shall not be construed as a waiver or relinquishment of such obligation or right with respect to future performance.

### **13.7 Headings.**

**13.7.1** The headings used in these General Conditions of Contract, or any other Contract Document, are for ease of reference only and shall not in any way be construed to limit or alter the meaning of any provision.

### **13.8 Notice.**

**13.8.1** Whenever the Contract Documents require that notice be provided to the other party, notice will be deemed to have been validly given (i) if delivered in person to the individual intended to receive such notice, (ii) four (4) days after being sent by registered or certified mail, postage prepaid to the address indicated in the Agreement, (iii) if transmitted by facsimile, by the time stated in a machine generated confirmation that notice was received at the facsimile number of the intended recipient, or (iv) by electronic mail, by the time frame stated in the email generated confirmation that notice was received by the email of the intended recipient.

### **13.9 Amendments, Work Directives and Change Orders.**

**13.9.1** The Contract Documents may not be changed, altered, or amended in any way except in writing signed by a duly authorized representative of each party.

# Job Description-Emergency Prevention Specialist

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**CATEGORY:** Personnel  
**NUMBER:** Pers-47  
**EFFECTIVE:** February 2020  
**REVISED:** N/A

## **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.***

# Fire Inspections for Commercial Properties

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**CATEGORY:** Operations  
**NUMBER:** Ops-08  
**EFFECTIVE:** May 2010  
**REVISED:** May 2020

## REFERENCE

RCW 52.12.031 Specific powers—Acquisition or lease of property or equipment—Contracts—Association of districts—Group life insurance—Building inspections—Fire investigations.  
NFPA 1031: Standard for Professional Qualifications for Fire Inspector and Plan Examiner

## SCOPE

All Authority personnel.

## PURPOSE

In accordance with Washington State law, the Fire Authority does not have the authority to enforce state and local adopted fire code. Recognizing that fire inspections are critical for life safety and property protection, the Fire Authority will provide a commercial fire inspection program. In collaboration with Mason County, the Fire Authority will provide a fire inspection program that requires voluntary participation on the part of commercial business and property owners. The purpose of this policy is to define the responsibilities of the Fire Authority and the expectations of members performing fire inspection duties.

## POLICY

It will be the goal of the Authority to perform annual fire safety inspections for all commercial buildings within its geographic boundaries. Commercial occupancies that are determined by the Authority to pose a higher risk to life safety and property may be inspected on a more frequent basis. The Authority's fire inspection program will work in collaboration with the fire code enforcement responsibilities bestowed to Mason County by Washington State. The Authority's program will not absolve Mason County of its responsibility for fire code enforcement.

The Authority will assign qualified members to perform fire inspection duties. Members assigned fire inspection duties will at minimum obtain and maintain International Code Council (ICC) Fire Inspector I and/or IFSAC Fire Inspector I certifications.

## EXPECTATIONS

The expectations of Authority members assigned fire inspection duties include but are not limited to:

1. Conduct and present one's self in a positive, professional and courteous manner during all fire inspection activities.

2. Obtain business owner permission and schedule commercial fire inspections within the Authority's jurisdiction.
3. Provide an annual fire inspection, using the most current fire code adopted by Mason County, for all participating commercial occupancies within the Authority. Inspection shall be in accordance with the NFPA 1031 standard.
4. Encourage business and property owners to participate with the fire inspector during the fire inspection.
5. Provide quarterly or semi-annual fire inspections, in accordance with the most current fire code adopted by Mason County, for commercial properties that pose an elevated risk to life safety and property within the Authority.
6. Document and communicate to the appropriate party (business owner, building owner, etc.) any fire code violations or safety concerns found during the fire inspection.
7. Document and provide a written copy to the appropriate party all fire code violations noted, corrective action to be taken, and timeline for action completion.
8. When possible, provide recommendations and strategies for fire code compliance and alleviation of safety concerns.
9. Schedule fire re-inspections as needed to follow up on all fire code violations.
10. Provide notice and request enforcement action from the Mason County Fire Marshal for commercial occupancies that refuse a commercial fire inspection or who fail to make reasonable effort to correct noted fire code violations.
11. Provide the Mason County Fire Marshal and the Authority's Assistant Fire Chief with immediate notification of any major fire code violation.
12. Provide record keeping and electronic data entry for all fire inspection activities.
13. Provide the Authority's Assistant Fire Chief with a fire inspection summary report.

Authority members assigned fire inspection duties will recommend and request corrective action for noted fire code violations. Members will not have the ability to enforce the fire code as assigned by law.

# Fire Inspections for Commercial Properties

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**CATEGORY:** Operations  
**NUMBER:** Ops-08  
**EFFECTIVE:** May 2010  
**REVISED:** May 2020

## REFERENCE

North Mason Regional Fire Authority Mason County Fire District 2, RCW 52.12.031 Specific powers—Acquisition or lease of property or equipment—Contracts—Association of districts—Group life insurance—Building inspections—Fire investigations.  
NFPA 1031: Standard for Professional Qualifications for Fire Inspector and Plan Examiner

## SCOPE

All Authority department personnel.

## PURPOSE

In accordance with Washington State law, the Fire District Authority does not have the authority to enforce state and local adopted fire code. Recognizing that fire inspections are critical for life safety and property protection, the Fire Authority will provide a commercial fire inspection program. In collaboration with Mason County, the Fire Authority will provide a fire inspection program that requires voluntary participation on the part of commercial business and property owners. The purpose of this policy is to define the responsibilities of the Fire Authority and the expectations of members performing fire inspection duties. To insure to the highest degree possible the safety of our citizens in public and commercial buildings the Fire District will conduct these fire code inspections in an effort to prevent fires.

## POLICY

### **Responsibilities**

It will be the goal of the Authority Mason County Fire District 2 shall endeavor to perform annual fire safety inspections for all commercial buildings within its geographic boundaries. Commercial occupancies that are determined by the Authority to pose a higher risk to life safety and property may be inspected on a more frequent basis. —The Authority's fire inspection program will work in collaboration with the fire code enforcement responsibilities bestowed to Mason County by Washington State. The Authority's program will not absolve Mason County of its responsibility for fire code enforcement. Any business or building owner that does not comply with the Mason County Building/ Planning Department code compliance rules will submit notification to the County Fire Marshall and/or Building/Planning Department. A copy of the inspection report shall be forwarded on to the County's insurance carrier. The Fire District will not assume the County's responsibility to enforce the Uniform Fire Code.

~~Mason County Fire District 2~~The Authority will assign qualified members to perform fire inspection duties. ~~inspections will be conducted by the Community Outreach Coordinator. At minimum the Community Outreach Coordinator Members assigned fire inspection duties will at minimum obtain and maintain the~~International Code Council (ICC) Fire Inspector I and Hand/or IFSAC Fire Inspector I certifications.

## PROCEDURE EXPECTATIONS

The expectations of Authority members assigned fire inspection duties include but are not limited to:

1. Conduct and present one's self in a positive, professional and courteous manner during all fire inspection activities.
2. Obtain business owner permission and scheduling commercial fire inspections within the Authority's jurisdiction.
3. Provide an annual fire inspection, using the most current fire code adopted by Mason County, for all participating commercial occupancies within the Authority. Inspection shall be in accordance with the NFPA 1031 standard.
4. Encourage business and property owners to participate with the fire inspector during the fire inspection.
5. Provide quarterly or semi-annual fire inspections, in accordance with the most current fire code adopted by Mason County, for commercial properties that pose an elevated risk to life safety and property within the Authority.
6. Document and communicate to the appropriate party (business owner, building owner, etc.) any fire code violations or safety concerns found during the fire inspection.
7. Document and provide a written copy to the appropriate party all fire code violations noted, corrective action to be taken, and timeline for action completion.
8. When possible, provide recommendations and strategies for fire code compliance and alleviation of safety concerns.
9. Schedule fire re-inspections as needed to follow up on all fire code violations.
10. Provide notice and request enforcement action from the Mason County Fire Marshal for commercial occupancies that refuse a commercial fire inspection or who fail to make reasonable effort to correct noted fire code violations.
11. Provide the Mason County Fire Marshal and the Authority's Assistant Fire Chief with immediate notification of any major fire code violation.
12. Provide record keeping and electronic data entry for all fire inspection activities.

### 13. Provide the Authority's Assistant Fire Chief with a fire inspection summary report.

Authority members assigned fire inspection duties will recommend and request corrective action for noted fire code violations. -Members will not have the ability to enforce the fire code as assigned by law.

~~It shall be the responsibility of the Community Outreach Coordinator to oversee this program. Responding to emergencies shall take precedence over this program, should the need arise.~~

~~It is the intent that all line personnel may assist in company level inspections program, and with proper training, become capable and competent in conducting such inspections.~~

~~Inspection personnel shall be in daily work uniforms, neatly groomed, and display a friendly, courteous, and professional image to the public at all times.~~

~~Whenever possible, inspection personnel should make contact in advance with the owner, manager, or person in control of the business. Inspection personnel shall introduce themselves and discuss their intention. When possible fire inspections should be pre scheduled with the responsible party. An attempt should be made to encourage a representative to accompany fire department personnel during the inspection. The purpose of this joint inspection should be to insure that any violations noted are discussed and addressed with the owner and/or representative of the business. Upon completion of the inspection, the accompanying person should be thanked for assisting the Fire District's efforts.~~

~~Upon completion of the inspection, the following should occur:~~

~~Provide complete and pertinent information. Special attention should be given to addresses; they should include:~~

~~Street directional e.g. 100 NE Anyroad~~

~~Mailing address should also include City, State, Zip Code~~

~~Insurance carrier information~~

~~All violations will be submitted on MCFD 2 inspection forms.~~

~~Fill in remarks section with narrative on corrections to be made, or comment made by the accompanying person.~~

~~Insure that all forms are complete and clearly legible.~~

~~Sign and date the inspection report.~~

~~Review and discuss all inspection findings with the accompanying person.~~

~~Schedule a re-inspection date (if required).~~

~~Have the accompanying person sign the report and leave the original copy in their possession.~~

~~File the original report and all accompanying documents with the Fire District~~

~~Should a re-inspection be required, the re-inspection form shall be filled out in red ink. The person performing the original inspection shall be required to perform the re-inspection. Use the existing code guidelines for follow up inspection and building code compliance.~~

~~Any corrections made prior to the re-inspection shall be noted on the original Fire Department copy by placing the re-inspection date directly beside the noted violation. All documentation~~

~~will once again be given to the Community Outreach Coordinator for filing, and processed for forwarding to the County Building/ Planning Department.~~

~~In the event that the re-inspection process does not produce the requested corrections the following procedures will be followed:~~

~~The Fire Marshall will be notified of the uncorrected fire/life safety violations. He/she will be provided with all Fire District documentation and will be asked to enforce all violations.~~

~~A letter outlining the fire/life safety violations and the failure to make recommended corrections will be sent to the building owner's insurance carrier.~~

~~Review of this program shall occur on a regularly scheduled basis with input provided by representatives from Mason County Fire District #2 for quality assurance in the operation and delivery of the program.~~

# Policy Development, Review and Revision

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

## REFERENCE

N/A

## 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.
- 1.2. 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.

## **ATTACHMENTS**

- **Policy Review Schedule**

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

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

## REFERENCE

~~RCW 41.59.910~~N/A

## 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.

1.1.2. 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.

## **ATTACHMENTS**

- **Policy Review Schedule**

Policy Number	Policy Name	Origin	Revised	Approved	Next Review	Scheduled	ERS Upload
<i>Administration</i>							
Admin-01	Accident/Injury Investigation and Reporting	Jan-15					
Admin-02	Ambulance Billing Policy and Procedure	Mar-14	Feb-20			Jul-20	
Admin-03	Background Investigations	Mar-14					
Admin-04	Board of Fire Commission Rules for Procedure	Apr-14					
Admin-05	Budget Preparation	Mar-14					
Admin-06	Commissioner Compensation	Apr-14					
Admin-07	Complaint Procedure/Reporting Requirements	Apr-14					
Admin-08	Customer Complaint	Apr-14					
Admin-09	Customer Complaint Form 1-59	Apr-14					
Admin-10	Definitions	May-14					
Admin-11	Policy Development, Review and Revision	May-14	Jun-20			Jun-20	
Admin-12	Disciplinary Action	May-14					
Admin-13	Disposal of Surplus, Real and Personal Property	May-14					
Admin-14	DUI Response Cost Reimbursement	Jun-14					
Admin-15	Extended Health Insurance Coverage-COBRA	Jun-14					
Admin-16	Fire Suppression Cost Reimbursement	Jun-14					
Admin-17	Grievance	Aug-14					
Admin-18	Hazardous Materials Response Cost Reimbursement	Aug-14					
Admin-19	Reporting Improper Governmental Action (Whistleblower)	Jul-14					
Admin-20	Incident Reports	Jul-14					
Admin-21	NMRFA Policies and Operation Guidelines	May-10					
Admin-22	Meetings Called by the Chief	Sep-14					
Admin-23	Non-Disclosure	Sep-14					
Admin-24	Public Meeting Posting	Oct-14					
Admin-25	Public Record Requests	May-10					
Admin-26	Public Request for Health Care Records	May-10					
Admin-27	Purchasing Procedures and Procurement of Public Works	Nov-14	Feb-20			Jul-20	
Admin-28	Reimbursement of Job Related Expenses-Travel	Oct-14					
Admin-29	School Tuition and Books Reimbursement	Feb-16					
Admin-30	Sexual Harassment	Sep-10	Aug-18	Aug-18	Aug-21		Y
Admin-31	Use of Authority Resources for Professional Affiliations	Feb-16					
Admin-32	Violent Behavior and Activity	Feb-16					
Admin-33	Vision and Mission Statement	Jan-16					
Admin-34	Volunteer BLS Reimbursement	May-10					
Admin-35	Emergency Contingency Funding	Jun-14					
Admin-36	Resolution Handling	May-11					

Admin-37	Firefighter Recognition Banquet	Jul-13					
Admin-38	Food and Beverage Provision	Jul-13					
Admin-39	Small and Attractive Assets	Oct-15					
Admin-40	Firefighter Entrance Test Reimbursement	Dec-14					
Admin-41	Cash Receipting	May-16					
Admin-42	Photography and Video Recording	Aug-16					
Admin-43	Fuel Procurement.	Nov-16					
Admin-44	Administrative Employment Contract Review	May-19		May-19	May-22		Y
Admin-45	Financial Management	Nov-19		Nov-19	Nov-22		Y
Admin-46	Electronic Signatures	May-20		May-20	May-23		Y
Admin-47	Electronic Signatures - Procedure						
<i>Equipment and Facilities</i>							
Equip/Fac-01	Access and Security of District Buildings	Sep-09					
Equip/Fac-02	Cellular Phone Use	May-10					
Equip/Fac-03	Electrical Equipment	May-10					
Equip/Fac-04	Facility Maintenance Program	May-10					
Equip/Fac-05	Fire Department ID Cards	May-10					
Equip/Fac-06	Ground Ladders	May-10					
Equip/Fac-07	Handling of Public property	May-10					
Equip/Fac-08	Housekeeping Guidelines for Employees	May-10					
Equip/Fac-09	Internet Usage and Electronic Messaging Systems	May-10					
Equip/Fac-10	Issuance and Return of District Property	May-10					
Equip/Fac-11	Issuance and Return of Equipment	May-10					
Equip/Fac-12	Life Safety Ropes, Harnesses and Hardware	May-10					
Equip/Fac-13	Outlying Station Assignments	May-10					
Equip/Fac-14	Smoking and Smoke Free Workplace	May-10					
Equip/Fac-15	Structural PPE Care and Maintenance	May-10					
Equip/Fac-16	Telephone Use	May-10					
Equip/Fac-17	Use of District Facilities	May-10					
Equip/Fac-18	Use of District Vehicles	May-10					
Equip/Fac-19	Use of Personal Cars for District Business	May-10					
Equip/Fac-20	Visitors at Stations	May-10					
Equip/Fac-21	Weapons-Prohibited	May-11					
Equip/Fac-22	Fire Station Use-Community Events	Jul-11					
<i>Operations</i>							
Ops-01	Air Evacuation	Aug-17					
Ops-02	Daily Log	May-10					
Ops-03	Dispatch Inquires	May-10					
Ops-04	District Observer Program	May-10					
Ops-05	District Ride Alongs	May-10					
Ops-06	Emergency Responses	May-10					
Ops-07	Fire Apparatus Operational Rules	May-10					

Ops-08	Fire Inspections for Commercial Properties	May-10	May-20			Jun-20	
Ops-09	Hazard Communication Program	May-10					
Ops-10	Hearing Conservation	May-10					
Ops-11	Hydrant Standard	May-10					
Ops-12	Infectious Disease Exposure Control Plan	May-10					
Ops-13	Knox Rapid Entry Security Key System	May-10					
Ops-14	National Incident Management System (NIMS)	May-10					
Ops-15	Numbering System	May-10					
Ops-16	Out of Authority Response Request	Mar-18		Mar-18	Mar-21		Y
Ops-17	Out of Authority Response-Authorized	Mar-18		Mar-18	Mar-21		Y
Ops-18	Out of Service Hydrants	May-10					
Ops-19	Plans Review	May-10					
Ops-20	Student Firefighter Program	Dec-14					
Ops-21	Safety Standards	May-10					
Ops-22	Self-Contained Breathing Apparatus Program	May-10					
Ops-23	Controlled Medications	Feb-15					
Ops-24	Medic and Aid Unit Checks	Feb-15					
Ops-25	Ambulance Decontamination	Feb-15					
Ops-26	Physical Harm and Threats of Physical Harm	Apr-16					
Ops-27	Student Firefighter Program Goal and Selection Process	Oct-14					
Ops-28	Fire and Post Fire Decontamination Operations	Apr-17					
Ops-29	Patient Transfer of Care - Harrison Urgent Care Belfair	Jan-18		Jan-18	Jan-21		Y
Ops-30	Body Armor Usage	Apr-18		Apr-18	Apr-21		Y
Ops-31	Illegal Burning Reporting	May-18		May-18	May-21		Y
<i>Personnel</i>							
Pers-01	Absenteeism and Tardiness	May-10					
Pers-02	Acquired Immune Deficiency	May-10					
Pers-03	Acting Officer	May-10					
Pers-04	Alcohol Use	May-10					
Pers-05	Compensation Upon Termination of Employment	May-10					
Pers-06	Conflict of Interest	May-10					
Pers-07	Drug and Alcohol Use and Testing	May-10					
Pers-08	Drug Free Workplace	May-10					
Pers-09	Employee Assistance Plan	May-10					
Pers-10	Employee Communications	Jan-18		Jan-18	Jan-21		Y
Pers-11	Employee Conduct	May-10					
Pers-12	Employee Privacy	May-10					
Pers-13	Employees with Life Threatening Illnesses	May-10					
Pers-14	Employment of Relatives (Nepotism)	May-10					
Pers-15	Employment Off Duty	May-10					
Pers-16	Equal Employment Opportunity / Harassment	May-10					
Pers-17	Exit Interviews	May-10					
Pers-18	Gifts and Gratuities	May-10					

Pers-19	Immigration Legal Status Qualifications	May-10					
Pers-20	Personal Relationships in the Workplace	May-10					
Pers-21	Personnel Records	May-10					
Pers-22	Political Activity and Solicitation	May-10					
Pers-23	Pregnancy and Related Issues	May-10					
Pers-24	Probationary Period	May-10					
Pers-25	Recreation Activities	May-10					
Pers-26	Selection of Personnel	May-10					
Pers-27	Selection of Volunteer Personnel	May-10					
Pers-28	Shift Trades	May-10					
Pers-29	Sick Leave	May-10					
Pers-30	Supervisor's Role	May-10					
Pers-31	Testing of Applicants	May-10					
Pers-32	Uniforms	May-10					
Pers-33	Union Activity	May-10					
Pers-34	Wellness Program	May-10					
Pers-35	Job Description-Firefighter	Jun-11					
Pers-36	Job Description-Firefighter/Paramedic	Jun-11					
Pers-37	Job Description- Fire Lieutenant	Jun-11					
Pers-38	Job Description- Fire Captain	Jun-11					
Pers-39	Job Description- Community Outreach Coordinator	Jun-11					
Pers-40	Fitness for Duty	Jun-11					
Pers-41	Member Speech, Expression and Social Networking	Jun-12					
Pers-42	Job Description- Assistant Fire Chief	May-12					
Pers-43	Job Description-Fire Chief	May-12					
Pers-44	Job Description- Executive Assistant-Finance, HR And	Aug-19		Aug-19	Aug-22		
Pers-45	Job Description-Executive Assistant Programs and Policy	Aug-19		Aug-19	Aug-22		
Pers-46	Chaplain Program	Mar-18		Mar-18	Mar-21		
Pers-47	Job Description- Emergency Prevention Specialist	Feb-20				Jun-20	
<i>Training</i>							
Train-01	District Training Requirements	May-10					
Train-02	Driver Qualifications	May-10					
Train-03	Firefighter/EMT and Paramedic Precepting Period	Feb-16					
Train-04	Training Applications	May-10					
Train-05	Training Evaluation Record	May-10					
Train-06	Training Time Off	May-10					