

North Mason Regional Fire Authority Board of Fire Commissioners Agenda

August 11th and August 18th 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 July are attached for review.

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

Financial Report: Staff will be providing an updated budget summary for August on August 18th.

Administration Report

- COVID-19 Update
- EMS Levy Results
- Emergency Response Activity
- Wildland Fire Response
- Antonio Summerlin Fire Academy Completion

- Blood Drive
- Virtual CPR Instruction
- October Fire Prevention Week
- AFG Potential Award
- IT Transition

Old Business

- Property Closing Status
- Headquarters Station Update
- Tahuya Apparatus Bay Update
- Tahuya Apparatus Bay Grand Opening
- Freedom Foundation Litigation

New Business

- Policy Review: Admin-02 Ambulance Billing Policy and Procedure
- Policy Review: Admin-46.1 Electronic Signatures Procedure
- Policy Review: Train-04 Training Requests and Compensation
- Strategic Planning 2020 – Steering Committee Representation/Formation

Closed Session - RCW 42.30.140

- Collective Bargaining Agreement Strategy Planning/Adoption

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 August 11, 2020, and August 18, 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



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

Via Telephone/Videoconference

7/14/2020

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

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

Absent: Chief Bakken

Guests: None

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

The meeting minutes from June 9 and June 16, 2020, were presented for approval.

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

Financial vouchers were presented for review.

A motion was made by Commissioner Kewish to approve the expense and payroll vouchers under BIAS 200701001 to 200701101 in the amount of \$596,362.89. Commissioner Severson seconded the motion. Motion carried.

ADMINISTRATION

Road 11 Fire: Deployed one brush unit with two wildland firefighters to assist with brush fire outside of Mansfield, WA. Unit expected to return home tomorrow July 15.

Burn Restrictions: Restriction on outdoor burning to all lands regulated by Mason County to take effect Thursday July 16 at 00:01. The burn restriction applies to outdoor burning, including land clearing and yard debris. This restriction allows recreational fires in conforming fire pits.

Administrative Assistant Update: Administrative Assistant Kayla Sturgis gave birth to her baby boy and will be taking the full 16 weeks of maternity leave. In the interim, we have hired Lindsay Chaffee to assist with Administrative Assistant duties. She will be working 30 hours per week.

COVID-19/Face Covering Directive: Discussed the recent protective face covering directive – facial covering to be worn in public when acting on behalf of the Authority. Additionally, all visitors are being met outside the fire station and screened; only allowing visitors into the station when absolutely necessary and they are required to wear a facial covering.

Commissioner Quigley asked if the Authority has responded to any COVID cases. Assistant Chief Cooper confirmed that we had one call a few months ago, but the patient was not transported. Executive Assistant Wassenaar provided an update of the information gained through her weekly Joint Information Center (JIC) meetings – most positive cases have been through contacts outside Mason County or in the same home as previous positive patients; although positive cases have gone up, the hospitalizations have not (only one hospitalization and they are being treated outside Mason County). Executive Assistant Wassenaar will provide another update following her JIC meeting on Wednesday.

Facilities Improvements: Currently soliciting bids for station 82 improvements (needs roof, paint and gutters). Also seeking estimates for small projects/improvements to Stations 23 and 24.

EMS Levy: Commissioner McIntosh asked if there are any additional campaign costs anticipated. Assistant Chief Cooper indicated nothing additional is planned at this time.

OLD BUSINESS

Headquarters Station Update: Assistant Chief Cooper indicated Chief Bakken will have an update next week, but Chief Bakken did meet with Crew Representatives regarding the design of the new station. At this time there has been little input and everyone seems happy with the design. Chief Bakken did tour the Northern Lakes station designed by Architects West.

Tahuya Apparatus Bay: Dry wells were installed today and Assistant Chief Cooper met with Buxman Excavation and Landscape for a landscaping estimate. Commissioner Kewish has also walked the site and provided a list of materials to Commissioner Severson for pricing. Commissioner Severson will forward to Assistant Chief Cooper for review.

GOOD OF THE ORDER/GENERAL DISCUSSION

Strategic Plan: Executive Assistant Wassenaar confirmed the plan expires at the end of 2020 and she is currently re-engaging the crews in preparation to begin the planning process. They will be meeting in September to go over the existing plan and discuss which goals were met. They will then meet again to discuss new goals; anticipate new plan being complete by December 2020.

Union Body: Assistant Chief Cooper indicated he has received nothing formal but has been told that Captain Ryan Cleveland will be the new President and Paramedic/Firefighter Ryan Cloud will be the Vice President.

Public Comment: None

With no further business Commissioner McIntosh adjourned the meeting at 5:33 p.m.

Authority Secretary Renee Wassenaar

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

Via Telephone/Videoconference

7/21/2020

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 5:03 p.m. and opened with the Pledge of Allegiance.

FINANCIALS

Chief Bakken presented the July 2020 Budget Summary. Notably, the Timber Revenue is still \$0.00 for 2020; logging has been ongoing throughout 2020, so it remains unclear why the lumber profit is not being dispersed. Chief Bakken will obtain additional information prior to the next meeting. General discussion ensued regarding the impact of COVID on both Ambulance and Tax Revenues. Chief Bakken also indicated the Construction Fund for the new station has had \$0.00 expenditures and gained roughly \$4000 in interest – Chief Bakken will send a report to the Board with that data.

ADMINISTRATION

COVID-19: General discussion regarding increase in COVID cases within Mason County; as of tonight's meeting, there are currently 92 total cases, 23 of which are currently active. Mason County is currently in Phase 3 of statewide reopening plan. Chief Bakken discussed the impact the upcoming school year may have on moving forward with reopening. North Mason School District has no formal plan for what school will look like in the fall, as they continue to wait for guidance from the WA Office of Superintendent of Public Instruction. Commissioner Miller asked about Harrison Hospital (St. Michael) inpatient hospital case numbers; Chief Bakken indicated that he is unsure at this time but will have additional information following his meeting with them on Friday.

EMS Levy Education/Campaign Update: Campaign continues to move forward - social media messaging occurs bi-weekly, four articles in the Shelton Journal, two articles in the Belfair Bugle and yard signs throughout the community. We continue to have positive feedback across the community, and Chief Bakken is confident we will be successful on August 4th. Commissioner McIntosh appreciates that the

social media posts have been easy to understand with the information simplified; she also appreciates the simplicity of the yard signs.

QRT Program Update: Due to COVID, the Quick Response Team (QRT) had been on a three month hiatus from using the bus to meet people within the community; they continued to work out of the Peninsula Community Health Services (PCHS) office, meeting with patients in the clinical setting. The QRT bus is now back in use within the North Mason community; PCHS continues to monitor the situation, as COVID cases rise, and will adjust services as needed.

Healthcare Champion Award: The CEO of Mason General Hospital nominated Chief Bakken for the Healthcare Champion Award that was together by Thurston-Mason Chamber of Commerce. He was selected as a recipient for the work the Fire Authority has done with mental healthcare and the opioid crisis. Chief Bakken specifically thanked the Board for allowing the Fire Authority to use Authority resources for these community services.

Union Update: Captain Ryan Cleveland has been selected as the President with Paramedic/Firefighter Ryan Cloud as the Vice President. Chief Bakken will be scheduling a meeting with the pair following Captain Cleveland's upcoming vacation. Following that discussion, Chief Bakken will have an update for the Board regarding moving forward with labor negotiations. Chief Bakken indicated he will be providing updated financial models/forecasts as well as comparisons from like-size departments.

Emergency Prevention Specialist Update: EPS Lacey Newman is scheduled for hand surgery on July 29. Chief Bakken anticipates a week to week and a half out of work before being able to resume the light-duty functions of her position.

OLD BUSINESS

Tahuya Apparatus Bay Update: The building is mostly complete; we are currently working on final permitting from Mason County. Chief Bakken does not want to replace a grand opening, but would like to have a virtual ribbon cutting ceremony with tour in the interim. Chief Bakken anticipates the celebration taking place mid to late August and would like to have Board member involvement on some level, whether that be physical with appropriate social distancing or virtual on Zoom.

Headquarters Station Update: The project is moving along. Chief Bakken explained the communication plan/flow of information – the different shifts had selected a representative that gains their feedback and presents to the design team and vice versa. Architects West has been working on a design using the information provided by TCA, site walks, proprietary meetings with the design team. The crews have been given the first design proposal and the feedback has been mostly positive. Architects West will be providing the design team with an updated plan on Thursday, which Chief Bakken will share with the Board. Chief Bakken clarified these design proposals are focused on site plan, walls, doors and floors to develop a cost estimation.

NEW BUSINESS

Policy Review – Admin-27 Purchasing Procedures and Procurement of Public Works Projects: The purpose of this policy is to identify and control the authorization for public works projects, purchasing supplies, services or other expenditures.

Motion made by Commissioner Miller to approve the revised policy Admin-27 Purchasing Procedures and Procurement of Public Works Projects as presented. Commissioner Quigley seconded the motion. Motion carried.

GOOD OF THE ORDER/GENERAL DISCUSSION

Chief Bakken would like to commend C Shift, as they responded to two significant motor vehicle accidents this past week. Chief Bakken also advised that both A and B Shifts have been working very hard as well, as the call volume has increased sharply over the last few weeks.

General discussion regarding the ship fire in San Diego.

Public Comment: None

With no further business Commissioner McIntosh adjourned the meeting at 5:58 p.m.

BOARD FOR VOLUNTEER FIREFIGHTERS

Present: Commissioner McIntosh, Chief Bakken, Assistant Chief Cooper, Executive Assistant Wassenaar, Volunteer Cooper Lindsey.

Meeting was called to order at 6:01 p.m.

An invoice in the amount of \$500.00 for volunteer firefighter physicals was presented for review and approval. **Assistant Chief Cooper moved to approve the invoice. Volunteer firefighter Cooper Lindsey seconded the motion. The motion carried.**

An invoice in the amount of \$54.00 for volunteer firefighter audiograms was presented for review and approval. **Assistant Chief Cooper moved to approve the invoice. Volunteer firefighter Cooper Lindsey seconded the motion. The motion carried.**

A volunteer firefighter Certificate of Eligibility for Pensions was presented for review and approval. **Chief Cooper moved to approve the certificate. Volunteer firefighter Cooper Lindsey seconded the motion. The motion carried.**

With no further business Commissioner McIntosh adjourned the meeting 6:02 p.m.

Authority Secretary Renee Wassenaar

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson

2020 BUDGET POSITION

North Mason Regional Fire Authority
MCAG #: 3106

Time: 10:11:32 Date: 08/07/2020
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001 General Expense Fund

Revenues	Amt Budgeted	August	YTD	Remaining		
308 Beginning Balances						
308 80 00 0000	Beginning Cash and Investments - General	0.00	0.00	930,000.00	(930,000.00)	0.0%
308 80 00 0001	Begining Cash and Investments - Petty/Revolving Acct	5,000.00	0.00	5,000.00	0.00	0.0%
308 80 00 0002	Beginning Cash and Investments - Contingency	0.00	0.00	2,862,432.30	(2,862,432.30)	0.0%
308 Beginning Balances		5,000.00	0.00	3,797,432.30	(3,792,432.30)	0.0%

310 Taxes

311 10 30 0000	NMRFA Fire Levy	2,502,866.00	0.00	1,398,683.89	1,104,182.11	44.1%
311 10 30 0001	NMRFA EMS Levy	840,717.00	0.00	460,056.12	380,660.88	45.3%
310 Taxes		3,343,583.00	0.00	1,858,740.01	1,484,842.99	44.4%

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	309,240.14	(309,240.14)	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	10.93	(10.93)	0.0%
337 00 30 0002	Local Grants, Entitlements, Other Payments-Leashold EMS	0.00	0.00	991.01	(991.01)	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%
330 Intergovernmental Revenues		21,300.00	0.00	699,775.11	(678,475.11)	0.0%

340 Charges For Goods & Services

341 43 30 0000	Budgeting and Accounting Svcs / Collection Fees	0.00	0.00	0.00	0.00	100.0%
341 70 32 0000	Sales of Non-Taxable Merchandise	0.00	0.00	1,378.00	(1,378.00)	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	2,642.41	7,357.59	73.6%
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	234,838.91	295,161.09	55.7%
340 Charges For Goods & Services		620,000.00	0.00	239,993.78	380,006.22	61.3%

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	August	YTD	Remaining	
360 Interest & Other Earnings					
361 10 30 0000 Investment Interest	50,000.00	0.00	24,709.11	25,290.89	50.6%
361 40 00 0000 Other Interest Earnings Ems	0.00	0.00	5.45	(5.45)	0.0%
361 40 30 0000 Other Interest Earnings Fire	0.00	0.00	2,004.79	(2,004.79)	0.0%
361 40 30 1000 Leasehold Excise Tax Interest Fire	0.00	0.00	1.68	(1.68)	0.0%
361 40 30 2000 Leasehold Excise Tax Interest EMS	0.00	0.00	0.56	(0.56)	0.0%
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	1,345.00	(1,345.00)	0.0%
362 50 30 0000 Space and Facility Leases Long Term/DNR EMS	0.00	0.00	3,897.86	(3,897.86)	0.0%
367 00 00 0000 Gifts, Pledges, Grants from Private Sources	1,667.00	0.00	1,140.00	527.00	31.6%
369 91 00 0000 Other Miscellaneous Revenue	3,000.00	0.00	15,194.65	(12,194.65)	0.0%
369 91 30 1000 Other Fees (Training, Tuition)	5,000.00	0.00	0.00	5,000.00	100.0%
360 Interest & Other Earnings	59,667.00	0.00	48,299.10	11,367.90	19.1%

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	(49.00)	49.00	100.0%
389 40 00 1000 Refund Interest Paid EMS	0.00	0.00	(16.43)	16.43	100.0%
389 90 00 0000 Other Adjustments Cancelled Warrants	0.00	0.00	0.00	0.00	100.0%
380 Non Revenues	35,000.00	0.00	12,931.97	22,068.03	63.1%

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	5,790.22	7,209.78	55.5%
390 Other Financing Sources	68,000.00	0.00	5,790.22	62,209.78	91.5%

Fund Revenues:	4,152,550.00	0.00	6,662,962.49	(2,510,412.49)	0.0%
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Expenditures	Amt Budgeted	August	YTD	Remaining	
001 Bakken					
522 45 31 1000 Admin Staff Training: OOS	10,000.00	0.00	0.00	10,000.00	100.0%
522 45 41 1000 Admin Staff Training: PS	0.00	632.70	3,463.61	(3,463.61)	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%
001 Administration Training	10,000.00	632.70	4,767.88	5,232.12	52.3%
589 00 00 1000 Ambulance Refunds: OSC	5,000.00	0.00	134.27	4,865.73	97.3%
002 Ambulance Refunds	5,000.00	0.00	134.27	4,865.73	97.3%

2020 BUDGET POSITION

North Mason Regional Fire Authority
MCAG #: 3106

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001 General Expense Fund

Expenditures	Amt Budgeted	August	YTD	Remaining	
001 Bakken					
522 10 20 0010 Admin Staff- Labor and Industry Insurance	940,000.00	470.38	4,396.69	935,603.31	99.5%
522 10 20 0020 Admin Staff- Medicare	0.00	359.04	4,176.94	(4,176.94)	0.0%
522 10 20 0030 Admin Staff- WA State Retirement	0.00	2,177.75	23,070.37	(23,070.37)	0.0%
522 10 20 0040 Admin Staff- HRA, HI, DC, Disability	0.00	6,519.90	55,002.84	(55,002.84)	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	4,961.68	33,005.18	(33,005.18)	0.0%
522 20 20 0020 Firefighter/EMT- Medicare	0.00	1,731.18	12,952.75	(12,952.75)	0.0%
522 20 20 0030 Firefighter/EMT- WA State Retirement	0.00	6,179.27	45,853.64	(45,853.64)	0.0%
522 20 20 0040 Firefighter/EMT- HRA, HI, DC, Disability	0.00	23,524.68	175,595.92	(175,595.92)	0.0%
522 20 20 0050 Firefighter/EMT- Paid Family/Medical Leave	0.00	0.00	0.00	0.00	100.0%
522 71 20 0010 Firefighter/paramedic- Labor and Industry Insurance	0.00	2,035.80	14,593.59	(14,593.59)	0.0%
522 71 20 0020 Firefighter/paramedic- Medicare	0.00	698.99	6,188.20	(6,188.20)	0.0%
522 71 20 0030 Firefighter/paramedic- Wa State Retirement	0.00	2,482.43	21,759.03	(21,759.03)	0.0%
522 71 20 0040 Firefighter/Paramedic- HRA, HI, DC, Disability	0.00	12,010.16	102,274.14	(102,274.14)	0.0%
003 Benefits	940,000.00	63,151.26	498,991.01	441,008.99	46.9%
522 11 10 0001 Commissioner Stipends	25,000.00	1,536.00	11,392.00	13,608.00	54.4%
522 11 20 0010 Labor and Industry Insurance	0.00	1.38	10.16	(10.16)	0.0%
522 11 20 0020 Social Security and Medicare	0.00	117.48	871.44	(871.44)	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	1,117.00	(1,117.00)	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%
004 Commissioners	25,000.00	1,654.86	13,532.01	11,467.99	45.9%
522 10 31 1000 Computer Hardware: OOS	12,000.00	0.00	3,392.00	8,608.00	71.7%
522 10 31 2000 Computer Software: OOS	0.00	0.00	582.63	(582.63)	0.0%
522 10 41 1000 IT Support Service: PS	0.00	750.00	6,000.00	(6,000.00)	0.0%
005 Computers	12,000.00	750.00	9,974.63	2,025.37	16.9%
522 10 30 1000 Mason/Kitsap Elections: PS	0.00	0.00	7,362.88	(7,362.88)	0.0%
006 Elections	0.00	0.00	7,362.88	(7,362.88)	0.0%
522 10 46 1000 Authority General Liability Insurance	75,000.00	5,443.00	54,696.00	20,304.00	27.1%
522 10 46 2000 Accident and Sickness Insurance	0.00	0.00	6,263.00	(6,263.00)	0.0%
007 Insurance	75,000.00	5,443.00	60,959.00	14,041.00	18.7%
522 20 20 2000 Retirement Medical Costs	7,000.00	420.99	3,510.25	3,489.75	49.9%
008 LEOFF 1 Retirement Costs	7,000.00	420.99	3,510.25	3,489.75	49.9%
522 10 41 2000 Legal Services: PS	2,500.00	112.50	4,870.70	(2,370.70)	0.0%

2020 BUDGET POSITION

North Mason Regional Fire Authority
MCAG #: 3106

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001 General Expense Fund

Expenditures	Amt Budgeted	August	YTD	Remaining	
001 Bakken					
009 Legal Costs	2,500.00	112.50	4,870.70	(2,370.70)	0.0%
522 10 31 3000 Miscellaneous Expenses: OOS	10,000.00	183.08	1,456.40	8,543.60	85.4%
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	26.83	418.69	(418.69)	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	209.91	1,881.02	8,118.98	81.2%
522 10 49 1000 Memberships and Subscriptions: PS	20,000.00	218.69	2,766.63	17,233.37	86.2%
522 10 49 2000 Miscellaneous: PS	0.00	88.31	20,782.06	(20,782.06)	0.0%
011 Professional Services	20,000.00	307.00	23,548.69	(3,548.69)	0.0%
522 10 10 0001 Admin Staff Salaries and Wages	2,400,000.00	35,413.44	293,045.35	2,106,954.65	87.8%
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	116,956.01	863,452.01	(863,452.01)	0.0%
522 20 10 3000 Firefighter OT	0.00	4,412.27	60,849.10	(60,849.10)	0.0%
522 71 10 0001 Firefighter/paramedic Staff Salaries	0.00	49,093.08	391,596.10	(391,596.10)	0.0%
012 Salaries	2,400,000.00	205,874.80	1,608,942.56	791,057.44	33.0%
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	2,719.10	20,795.30	(20,795.30)	0.0%
013 Quick Response Team	0.00	2,719.10	21,812.54	(21,812.54)	0.0%
001 Bakken	3,506,500.00	281,276.12	2,260,287.44	1,246,212.56	35.5%
002 Cleveland					
522 20 31 1000 Station Amenities	4,000.00	0.00	1,465.41	2,534.59	63.4%
001 Amenities	4,000.00	0.00	1,465.41	2,534.59	63.4%
522 20 35 0010 Fire	20,700.00	1,252.41	1,277.58	19,422.42	93.8%
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	251.18	441.94	(441.94)	0.0%
522 20 35 0070 Ladders	0.00	0.00	0.00	0.00	100.0%
522 20 35 0090 Miscellaneous Items	0.00	0.00	4,343.47	(4,343.47)	0.0%
522 20 48 0080 Repairs & Maintenance: Repairs & Maintenance	0.00	0.00	73.26	(73.26)	0.0%
002 Equipment Replacement	20,700.00	1,503.59	6,965.70	13,734.30	66.3%
522 50 48 0001 Hose Testing	12,000.00	0.00	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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002 Cleveland					
003 Equipment Testing	12,000.00	0.00	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	0.00	1,010.02	(1,010.02)	0.0%
522 20 48 3000 Radio Repairs & Maintenance	0.00	0.00	642.72	(642.72)	0.0%
006 Radios	12,000.00	0.00	9,650.87	2,349.13	19.6%
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	1,471.75	8,528.25	85.3%
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	894.11	(894.11)	0.0%
522 20 48 0007 SCBA Mask Repair	0.00	0.00	2,664.79	(2,664.79)	0.0%
007 SCBA	10,000.00	0.00	5,654.20	4,345.80	43.5%
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	4,509.65	21,322.50	(21,322.50)	0.0%
008 Student FF	30,000.00	4,509.65	23,122.50	6,877.50	22.9%
522 10 31 0514 Station Supplies: OOS	8,000.00	431.25	2,453.20	5,546.80	69.3%
522 10 35 0516 Small Tools & Minor Equipment: (Station Supplies)	0.00	69.42	376.66	(376.66)	0.0%
522 10 49 0519 Station Supplies: Miscellaneous	0.00	0.00	1,207.33	(1,207.33)	0.0%
009 Station Supplies	8,000.00	500.67	4,037.19	3,962.81	49.5%
522 20 31 0005 Wildland Programs: OOS	15,000.00	114.16	29,894.73	(14,894.73)	0.0%
522 20 48 5000 Wildland Equipment Replacement	0.00	0.00	1,254.95	(1,254.95)	0.0%
522 60 48 8000 Brush Truck Repair	0.00	0.00	0.00	0.00	100.0%

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002 Cleveland					
010 Wildland	15,000.00	114.16	31,149.68	(16,149.68)	0.0%
002 Cleveland	326,741.54	6,628.07	93,537.49	233,204.05	71.4%
003 Cooper					
522 45 31 3000 Fire Academy: OOS	0.00	0.00	0.00	0.00	100.0%
522 45 41 3000 Fire Academy: PS	14,000.00	0.00	27,292.00	(13,292.00)	0.0%
522 45 49 3000 Fire Academy: Miscellaneous	0.00	0.00	411.12	(411.12)	0.0%
001 Fire Academy	14,000.00	0.00	27,703.12	(13,703.12)	0.0%
522 10 31 4000 Awards & Recognition: OOS	850.00	0.00	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%
002 Awards & Recognition	850.00	0.00	348.59	501.41	59.0%
522 50 31 0100 Building Maintenance: OOS	20,000.00	90.01	1,498.96	18,501.04	92.5%
522 50 41 0200 Building Maintenance: PS	0.00	522.50	3,004.09	(3,004.09)	0.0%
522 50 48 0300 Buildings Maintenance: Repair & Maintenance	0.00	69.99	1,387.04	(1,387.04)	0.0%
522 50 49 0385 Building Maintenance: Miscellaneous	0.00	0.00	47.63	(47.63)	0.0%
003 Building Maintenance	20,000.00	682.50	5,937.72	14,062.28	70.3%
522 20 40 0015 Macecom Dispatching Service: PS	31,000.00	0.00	23,987.70	7,012.30	22.6%
004 Dispatch	31,000.00	0.00	23,987.70	7,012.30	22.6%
522 71 41 6000 Employee Assistance Plan: PS	2,000.00	0.00	0.00	2,000.00	100.0%
005 Employee Assistance Plan (EAP)	2,000.00	0.00	0.00	2,000.00	100.0%
522 45 31 0004 Career Staff Education Training: OOS	15,000.00	0.00	0.00	15,000.00	100.0%
522 45 41 0004 Career Staff Education Training: PS	0.00	0.00	2,462.11	(2,462.11)	0.0%
522 45 43 0003 Career Staff Education Training: Travel	0.00	0.00	0.00	0.00	100.0%
522 45 49 0004 Career Staff Education Training: Miscellaneous	0.00	0.00	0.00	0.00	100.0%
006 Career Staff Education	15,000.00	0.00	2,462.11	12,537.89	83.6%
522 21 20 0020 Social Security and Medicare	0.00	0.00	0.00	0.00	100.0%
007 Student FF Soc. Sec. & Medicare	0.00	0.00	0.00	0.00	100.0%
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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003 Cooper					
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	0.00	1,475.40	(1,475.40)	0.0%
522 45 41 0001 Fire (Training): PS	0.00	0.00	3,845.97	(3,845.97)	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	33.52	959.58	(959.58)	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	375.00	2,545.00	(2,545.00)	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%
008 Training	35,000.00	408.52	16,517.20	18,482.80	52.8%
522 10 42 1000 Station 21 Telephone & Internet	0.00	1,595.55	11,202.54	(11,202.54)	0.0%
522 10 42 2000 Station 27 Telephone & Internet	0.00	295.53	2,228.62	(2,228.62)	0.0%
522 10 42 3000 Station 24 Telephone & Fire Alarm	0.00	239.80	1,660.04	(1,660.04)	0.0%
522 10 42 4000 Station 81 Telephone & Internet	0.00	0.00	1,676.08	(1,676.08)	0.0%
522 10 47 1000 Station 21 & 21-2 Utilities (Power, Water, Cable, Gas)	60,000.00	1,190.32	12,503.65	47,496.35	79.2%
522 10 47 1100 Station 83 Utilities (Power)	0.00	111.98	740.12	(740.12)	0.0%
522 10 47 2000 Station 22 Utilities (Power)	0.00	150.77	1,139.49	(1,139.49)	0.0%
522 10 47 3000 Station 23 Utilities (Power, Water)	0.00	89.02	1,716.05	(1,716.05)	0.0%
522 10 47 4000 Station 24 Utilities (Power, Water)	0.00	190.90	1,815.10	(1,815.10)	0.0%
522 10 47 5000 Station 25 Utilities (Power)	0.00	46.14	382.85	(382.85)	0.0%
522 10 47 6000 Station 27 Utilities (Power, Water, Cable, Propane)	0.00	286.65	3,701.76	(3,701.76)	0.0%
522 10 47 8000 Station 81 Utilities (Power, Water, Cable, Propane)	0.00	217.11	3,612.91	(3,612.91)	0.0%
522 10 47 9000 Station 82 Utilities (Power, Water)	0.00	82.19	878.23	(878.23)	0.0%
009 Utilities	60,000.00	4,495.96	43,257.44	16,742.56	27.9%
522 20 32 0010 Vehicle Fuel Consumed	35,000.00	2,632.54	16,502.48	18,497.52	52.9%
010 Vehicle Fuel	35,000.00	2,632.54	16,502.48	18,497.52	52.9%
522 60 31 0457 Vehicle Preventative Maintenance Parts: OOS	32,000.00	0.00	6,590.33	25,409.67	79.4%
522 60 48 1000 Fire Engine Preventative Maintenance	0.00	0.00	3,742.59	(3,742.59)	0.0%
522 60 48 2000 Tender Preventative Maintenance	0.00	2,921.50	7,702.82	(7,702.82)	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	0.00	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	97.41	1,387.31	(1,387.31)	0.0%

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003 Cooper					
011 Vehicle Preventative Maintenance	32,000.00	3,018.91	20,612.38	11,387.62	35.6%
522 60 31 0144 Vehicle Repairs: OOS	60,000.00	763.00	15,584.16	44,415.84	74.0%
522 60 35 0384 Small Tools and Minor Equipment: (Vehicle Repairs)	0.00	0.00	2,034.08	(2,034.08)	0.0%
522 60 48 6000 Vehicle Repairs and Maintenance- Labor	0.00	4,420.85	21,241.84	(21,241.84)	0.0%
522 60 48 7000 Tire and Wheel Repair & Maint. (D8 Engines)	0.00	0.00	48.82	(48.82)	0.0%
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	5,183.85	42,292.77	17,707.23	29.5%
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	1,550.16	10,095.06	1,904.94	15.9%
013 Volunteer Stipends	12,000.00	1,550.16	10,205.22	1,794.78	15.0%
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	1,568.00	2,344.00	(2,344.00)	0.0%
522 71 41 3000 BVFF Physicals: PS	0.00	0.00	215.00	(215.00)	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	1,568.00	2,949.00	2,051.00	41.0%
003 Cooper	321,850.00	19,540.44	212,775.73	109,074.27	33.9%
004 Ehresman					
522 77 41 0030 GEMT Intergovernmental Transfer Fee	0.00	0.00	0.00	0.00	100.0%
522 77 41 0038 Ambulance Billing Fee: PS	25,000.00	1,731.15	11,008.95	13,991.05	56.0%
001 Ambulance Billing	25,000.00	1,731.15	11,008.95	13,991.05	56.0%
522 20 31 7000 CRT Equipment and Supplies: OOS	3,000.00	65.09	482.41	2,517.59	83.9%
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	65.09	717.81	2,282.19	76.1%
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	4,490.21	32,772.47	17,227.53	34.5%
522 72 35 1000 Ems Equipment and Tools	15,000.00	0.00	9,234.74	5,765.26	38.4%
522 72 35 2000 Gurney Purchasing	0.00	0.00	366,391.70	(366,391.70)	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	11,434.20	(11,434.20)	0.0%

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004 Ehresman					
522 72 48 1000 Ems Equipment Repair and Maintenance	0.00	0.00	0.00	0.00	100.0%
522 72 48 2000 EKG Monitor Repair and Maintenance	0.00	0.00	0.00	0.00	100.0%
003 EMS	73,000.00	4,490.21	426,833.11	(353,833.11)	0.0%
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	28.63	28.63	(28.63)	0.0%
522 20 48 4000 Wellness Equipment Repairs & Maintenance	0.00	13.47	13.47	(13.47)	0.0%
004 Wellness	5,000.00	42.10	42.10	4,957.90	99.2%
004 Ehresman	106,000.00	6,328.55	438,601.97	(332,601.97)	0.0%
005 Emergency Prevention Specialist					
522 10 49 0003 Department Dinner: Miscellaneous	0.00	0.00	0.00	0.00	100.0%
522 30 31 1000 Community Outreach Program: OOS	15,000.00	1,259.83	3,547.14	11,452.86	76.4%
522 30 41 2000 Community Outreach Program: PS	0.00	0.00	0.00	0.00	100.0%
522 45 31 0007 Community Outreach Program Training: OOS	0.00	0.00	0.00	0.00	100.0%
522 45 43 0005 Community Outreach Program Training: Travel	0.00	0.00	0.00	0.00	100.0%
522 45 49 0003 Community Outreach Program Training: Miscellaneous	0.00	0.00	0.00	0.00	100.0%
001 Community Outreach Program (COP)	15,000.00	1,259.83	3,547.14	11,452.86	76.4%
522 10 31 0001 Department Dinner: OOS	5,500.00	0.00	0.00	5,500.00	100.0%
522 10 41 0002 Department Dinner: PS	0.00	0.00	0.00	0.00	100.0%
002 Department Dinner	5,500.00	0.00	0.00	5,500.00	100.0%
522 45 41 0002 Fire Marshall Training (Reimbursable)	0.00	0.00	0.00	0.00	100.0%
003 Fire Marshall Training	0.00	0.00	0.00	0.00	100.0%
522 30 31 3000 Community Newsletter: OOS	6,000.00	0.00	0.00	6,000.00	100.0%
522 30 41 4000 Community Newsletter: PS	0.00	0.00	0.00	0.00	100.0%
004 Newsletter	6,000.00	0.00	0.00	6,000.00	100.0%
005 Emergency Prevention Specialist	26,500.00	1,259.83	3,547.14	22,952.86	86.6%
006 McCormick					
522 10 44 1000 Advertising: (Legal Advertisements/Subscriptions)	2,000.00	0.00	451.88	1,548.12	77.4%
001 Advertising	2,000.00	0.00	451.88	1,548.12	77.4%
522 10 31 0100 Office & Operating Supplies	6,000.00	405.75	3,564.24	2,435.76	40.6%

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006 McCormick					
002 Office Supplies	6,000.00	405.75	3,564.24	2,435.76	40.6%
522 10 42 0001 Postage: OOS	2,500.00	0.00	1,746.64	753.36	30.1%
003 Postage	2,500.00	0.00	1,746.64	753.36	30.1%
522 20 20 0070 Volunteer Pension and Disability	2,500.00	0.00	1,650.00	850.00	34.0%
004 Volunteer Pension and Disability	2,500.00	0.00	1,650.00	850.00	34.0%
006 McCormick	13,000.00	405.75	7,412.76	5,587.24	43.0%
007 Reese					
522 20 31 3000 Personal Protective Equipment (PPE): OOS- Full Sets	15,000.00	0.00	2,174.18	12,825.82	85.5%
522 20 31 4000 PPE- Bunker Boot Reimbursement	0.00	0.00	0.00	0.00	100.0%
522 20 31 5000 Miscellaneous PPE Purchasing	0.00	55.45	3,614.60	(3,614.60)	0.0%
522 20 48 1000 PPE Repair and Maintenance	0.00	0.00	2,736.45	(2,736.45)	0.0%
001 PPE	15,000.00	55.45	8,525.23	6,474.77	43.2%
522 20 31 6000 Safety Committee Equipment: OOS	2,500.00	992.86	3,054.36	(554.36)	0.0%
522 20 41 2000 Safety Professional Services: PS	0.00	0.00	0.00	0.00	100.0%
522 20 48 2000 Safety Repairs and Maintenance	0.00	0.00	0.00	0.00	100.0%
002 Safety	2,500.00	992.86	3,054.36	(554.36)	0.0%
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	3,629.74	14,370.26	79.8%
522 20 31 2000 Miscellaneous Uniforms: OOS	0.00	0.00	851.12	(851.12)	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	0.00	5,348.56	12,651.44	70.3%
007 Reese	35,500.00	1,048.31	16,928.15	18,571.85	52.3%
520 Fire Control					
514 20 50 0000 Financial & Record Services - Intergovernmental Services & Taxes	0.00	0.00	0.00	0.00	100.0%
520 Fire Control	0.00	0.00	0.00	0.00	100.0%
580 Non Expenditures					
589 00 00 0000 Emergency Contingency	500,140.62	0.00	0.00	500,140.62	100.0%
589 40 50 0000 Other Non-Expenditures - Intergovernmental Services & Taxes	0.00	0.00	0.00	0.00	100.0%
589 99 00 0000 Payroll Clearing	0.00	(6.91)	1,498.38	(1,498.38)	0.0%
580 Non Expenditures	500,140.62	(6.91)	1,498.38	498,642.24	99.7%

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594 Capital Expenditures					
594 22 63 1000 OBH Property Purchase	0.00	10,000.00	10,225.00	(10,225.00)	0.0%
594 22 63 2000 Tahuya Station - Phase 1	0.00	13,166.65	754,054.42	(754,054.42)	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	23,523.75	68,832.66	(68,832.66)	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	46,690.40	849,612.08	(849,612.08)	0.0%
Fund Expenditures:	4,836,232.16	363,170.56	3,884,201.14	952,031.02	19.7%
Fund Excess/(Deficit):	(683,682.16)	(363,170.56)	2,778,761.35		

2020 BUDGET POSITION

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200 Construction Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
360 Interest & Other Earnings					
361 10 30 0001 Investment Interest - Const.	0.00	0.00	6,623.57	(6,623.57)	0.0%
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	6,573.57	(6,573.57)	0.0%
390 Other Financing Sources					
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%
Fund Revenues:	0.00	0.00	10,118,231.32	(10,118,231.32)	0.0%
Expenditures	Amt Budgeted	August	YTD	Remaining	
591 Debt Service - Principal Repayment					
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%
594 Capital Expenditures					
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%
Fund Expenditures:	0.00	0.00	92,207.50	(92,207.50)	0.0%
Fund Excess/(Deficit):	0.00	0.00	10,026,023.82		

2020 BUDGET POSITION

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300 Bond Fund

Revenues	Amt Budgeted	August	YTD	Remaining	
310 Taxes					
311 10 30 0002 Real & Personal Property Taxes - Bond	0.00	0.00	312,111.42	(312,111.42)	0.0%
310 Taxes	0.00	0.00	312,111.42	(312,111.42)	0.0%
330 Intergovernmental Revenues					
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%
360 Interest & Other Earnings					
361 40 30 0001 Other Interest Earnings Bond	0.00	0.00	0.24	(0.24)	0.0%
362 50 00 0001 Space And Facilities Leases Long-term/DNR Bond	0.00	0.00	208.18	(208.18)	0.0%
360 Interest & Other Earnings	0.00	0.00	208.42	(208.42)	0.0%
380 Non Revenues					
389 40 00 0001 Refund Interest Paid Bond	0.00	0.00	(0.15)	0.15	100.0%
380 Non Revenues	0.00	0.00	(0.15)	0.15	100.0%
Fund Revenues:	0.00	0.00	317,576.63	(317,576.63)	0.0%
Fund Excess/(Deficit):	0.00	0.00	317,576.63		

2020 BUDGET POSITION TOTALS

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Fund	Revenue	August	Received		Expenditures	August	Spent	
001 General Expense Fund	4,152,550.00	0.00	6,662,962.49	0.0%	4,836,232.16	363,170.56	3,884,201.14	19.7%
200 Construction Fund	0.00	0.00	10,118,231.32	0.0%	0.00	0.00	92,207.50	0.0%
300 Bond Fund	0.00	0.00	317,576.63	0.0%	0.00	0.00	0.00	100.0%
	<u>4,152,550.00</u>	<u>0.00</u>	<u>17,098,770.44</u>	<u>0.0%</u>	<u>4,836,232.16</u>	<u>363,170.56</u>	<u>3,976,408.64</u>	<u>17.8%</u>

VOUCHER APPROVALS

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200801001	ABBOTT CONSTRUCTION	771	08/11/2020	Claims	1	5,000.00	Honorarium - NMRFA RFP	
200801002	AIRGAS USA, LLC	772	08/11/2020	Claims	1	1,336.76		AIR200
200801003	BARRETT, FRED	773	08/11/2020	Claims	1	144.60		BAR165
200801004	BELFAIR BOBS LOCKSMITH SERVICE	774	08/11/2020	Claims	1	35.81		BEL080
200801005	BELFAIR WATER DISTRICT #1	775	08/11/2020	Claims	1	129.16		BEL150
200801006	BETHEL AUTOMOTIVE & TOWING	776	08/11/2020	Claims	1	763.00		BET001
200801007	BLUE CROSS BLUE SHIELD OF MONTANA	777	08/11/2020	Claims	1	234.49	Fred Barrett	BLU020
200801008	BOUND TREE MEDICAL, LLC	778	08/11/2020	Claims	1	379.16		BOU100
200801009	BRAUN NORTHWEST, INC	779	08/11/2020	Claims	1	55.12		BRA150
200801010	CASCADE NATURAL GAS	780	08/11/2020	Claims	1	18.13		CAS100
200801011	CENTURY LINK	781	08/11/2020	Claims	1	135.62		CEN160
200801012	COLLINS LAKE WATER INC	782	08/11/2020	Claims	1	70.72		COL077
200801013	COOPER, SCOTT	783	08/11/2020	Claims	1	42.30	Reimbursement	COO120
200801014	COPIERS NORTHWEST, INC.	784	08/11/2020	Claims	1	26.83		COP002
200801015	CREWSENSE, LLC	785	08/11/2020	Claims	1	156.69		CAL002
200801016	EF RECOVERY	786	08/11/2020	Claims	1	1,731.15		EFR200
200801017	GILMORES AUTOMOTIVE SERVICE	787	08/11/2020	Claims	1	1,874.42		GIL275
200801018	GRAINGER	788	08/11/2020	Claims	1	417.28		GRA013
200801019	HILL INTERNATIONAL, INC.	789	08/11/2020	Claims	1	23,523.75		
200801020	HOFFMAN JOE	790	08/11/2020	Claims	1	375.00	Paramedic Testing - Zack Jensen, Kyle Severance	
200801021	HOOD CANAL COMMUNICATIONS	791	08/11/2020	Claims	1	489.49		HOO071
200801022	HRA VEBA TRUST	792	08/11/2020	Claims	1	14,111.53		HRA200
200801023	HUGHES FIRE EQUIPMENT, INC	793	08/11/2020	Claims	1	1,638.98		HUG150
200801024	HUTTER, CHRISTY	794	08/11/2020	Claims	1	750.00		HUT075
200801025	IMS ALLIANCE	795	08/11/2020	Claims	1	55.45		IMS001
200801026	INTELLISYSTEMS, INC	796	08/11/2020	Claims	1	522.50		INT002
200801027	KITSAP BANK - VISA	797	08/11/2020	Claims	1	1,928.95	Amazon; Amazon; Los Agaves; Vistaprint; Got Print; ESD - PFML cc fee (Quarterlies); Amazon; Department of Revenue (Use tax cc fee); Safeway; North Avenue Market / Shell Gas; Good to Go!	KIT072
200801028	KITSAP FIRE & SECURITY, INC.	798	08/11/2020	Claims	1	10,872.75		
200801029	LIFE ASSIST	799	08/11/2020	Claims	1	1,107.03		LIF100
200801030	MAGGIE LAKE WATER DISTRICT	800	08/11/2020	Claims	1	32.76		MAG080
200801031	MED-TECH RESOURCE, INC	801	08/11/2020	Claims	1	280.91		MED024
200801032	MEDICARE BLUE RX	802	08/11/2020	Claims	1	41.90	Fred Barrett	MED200
200801033	MITCHELL LUMBER CO.	803	08/11/2020	Claims	1	8.85		MIT100
200801034	NATIONWIDE	804	08/11/2020	Claims	1	2,864.00	Replacement for July's contributions	NAC101

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200801035	NMRFA- REVOLVING FUND	805	08/11/2020	Claims	1	1,578.22	Wave; PUD #3; Belfair Water District #1; PUD #3; Direct TV; Century Link; Kitsap Bank	NMR200
200801036	OLYMPIC COLLEGE ATTN: CASHIER	806	08/11/2020	Claims	1	632.70	Angie McCormick SID #860262957	OLY160
200801037	PUD #1	807	08/11/2020	Claims	1	51.12		PUD100
200801038	PUD #3	808	08/11/2020	Claims	1	574.26		PUD300
200801039	QUILL CORPORATION - PREFERRED CUSTOMER	809	08/11/2020	Claims	1	285.06		QUI100
200801040	SAFEWAY	810	08/11/2020	Claims	1	59.54		SAF112
200801041	SCOTT MCLENDONS HARDWARE	811	08/11/2020	Claims	1	322.34		SCO150
200801042	SHELTON-MASON COUNTY JOURNAL	812	08/11/2020	Claims	1	62.00	Renew Subscription	MAS210
200801043	SHIERS LAW FIRM LLP	813	08/11/2020	Claims	1	112.50		SHI001
200801044	SMILEY'S, INC.	814	08/11/2020	Claims	1	214.30		
200801045	STERICYCLE INC	815	08/11/2020	Claims	1	67.75		STE505
200801046	THE BROTHERS POWERSPORTS	816	08/11/2020	Claims	1	1,252.41		BRO150
200801047	THE DOCTORS CLINIC	817	08/11/2020	Claims	1	1,664.00		THE001
200801048	TRAILS END WATER DISTRICT	818	08/11/2020	Claims	1	43.37		TRA092
200801049	TRI-TEK SYSTEMS INC	819	08/11/2020	Claims	1	239.80	St. 24 Inspection Test / Battery Replacement	TRI160
200801050	ULINE	820	08/11/2020	Claims	1	491.83		ULI200
200801051	US FIRE EQUIPMENT, LLC	821	08/11/2020	Claims	1	4,648.36		USF152
200801052	VERIZON WIRELESS	822	08/11/2020	Claims	1	1,005.56		VER145
200801053	VFIS C/O M & T BANK	823	08/11/2020	Claims	1	5,443.00		VFI200
200801054	WASHINGTON PATRIOT CONSTRUCTION, LLC	824	08/11/2020	Claims	1	5,000.00	Honorarium For NMRFA Headquarters Proposal	
200801055	WASHINGTON STATE UNIVERSITY	825	08/11/2020	Claims	1	2,719.10		
200801056	WAVE BROADBAND	826	08/11/2020	Claims	1	132.75		WAV100
200801057	WILCOX & FLEGEL INC.	827	08/11/2020	Claims	1	2,632.54		WIL012
200801058	ZOLL MEDICAL CORP. GPO	828	08/11/2020	Claims	1	826.77		ZOL001
200801059	AIR EXCHANGE INC	829	08/11/2020	Claims	1	2,293.90	5% Retainage fee released	AIR100
200801060	COLUMBIA BANK - DIRECT DEP	873	08/31/2020	Payroll	1	119,756.50	Payroll Direct Deposit; Correction for July Overpayment	COL002
200801061	COLUMBIA BANK - PAYROLL TAXES	874	08/31/2020	Payroll	1	29,754.79	941 Deposit for Pay Cycle(s) 08/31/2020 - 08/31/2020; Correction of July overpayment	COL001
200801062	DCP - WA STATE DEFERRED COMP	875	08/31/2020	Payroll	1	16,262.69	Pay Cycle(s) 08/31/2020 To 08/31/2020 - DC-CAPT; Pay Cycle(s) 08/31/2020 To 08/31/2020 - DC-DCP	STA175

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200801063	DEPT OF LABOR & INDUSTRIES	876	08/31/2020	Payroll	1	9,004.79	3RD Quarter 08/01/2020 - 08/31/2020; Correction for July Overpayment	DEP100
200801064	DIMARTINO/FORTIS INS CO	877	08/31/2020	Payroll	1	811.39	Pay Cycle(s) 08/31/2020 To 08/31/2020 - DISABILITY	DIM100
200801065	EMPLOYMENT SECURITY DEPT - PFML	878	08/31/2020	Payroll	1	495.42	Pay Cycle(s) 08/31/2020 To 08/31/2020 - PFML; Correction for July Overpayment	EMP001
200801066	IAFF LOCAL 3876	879	08/31/2020	Payroll	1	2,409.00	Pay Cycle(s) 08/31/2020 To 08/31/2020 - DUES	IAF110
200801067	LEOFF SYS - P/2	880	08/31/2020	Payroll	1	25,759.68	Pay Cycle(s) 08/31/2020 To 08/31/2020 - LEOFF2	LEF150
200801068	NATIONWIDE	881	08/31/2020	Payroll	1	3,364.00	Pay Cycle(s) 08/31/2020 To 08/31/2020 - DC-NATION	NAC101
200801069	NMRFA - FOOD FUND	882	08/31/2020	Payroll	1	145.00	Pay Cycle(s) 08/31/2020 To 08/31/2020 - FOOD	NMR100
200801070	VIMLY BENEFIT SOLUTIONS, INC	883	08/31/2020	Payroll	1	27,523.40	Pay Cycle(s) 08/31/2020 To 08/31/2020 - PREMERA-Family; Pay Cycle(s) 08/31/2020 To 08/31/2020 - PREMERA-Married; Pay Cycle(s) 08/31/2020 To 08/31/2020 - PREMERA-Single; Pay Cycle(s) 08/31/2020 To 08/31/2020 To 08/31/2020	WAS016
200801071	WA PUB EMP RETIREMENT SYS-PERS	884	08/31/2020	Payroll	1	1,922.70	Pay Cycle(s) 08/31/2020 To 08/31/2020 - PERS2; Correction for July Overpayment	WAS900
200801072	WSCFF EMPLOYEE BENEFIT TRUST	885	08/31/2020	Payroll	1	2,750.00	Pay Cycle(s) 08/31/2020 To 08/31/2020 - MERP	WSC050
200801073	BAKKEN BEAU A	831	08/31/2020	Payroll	1	6,972.12		BAK210
200801074	CHAFFEE LINDSAY W	832	08/31/2020	Payroll	1	1,302.67		CHA002
200801075	GRACEY KYLER B	841	08/31/2020	Payroll	1	3,806.20		GRA003
200801076	KEWISH, DANIEL	846	08/31/2020	Payroll	1	235.62		KEW200
200801077	LINDSEY COOPER B	848	08/31/2020	Payroll	1	456.75		LIN001
200801078	MORROW, THOMAS G.	852	08/31/2020	Payroll	1	822.23		MOR200
200801079	PHELAN COLE E	854	08/31/2020	Payroll	1	179.70		
200801080	RIGHTMYER GAVIN E	859	08/31/2020	Payroll	1	461.75		

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
200801081 ROESSEL LUCAS D	860	08/31/2020	Payroll	1	461.75	
200801082 RYAN TREVOR D	861	08/31/2020	Payroll	1	179.70	
200801083 SAMMONS, MICHAEL	862	08/31/2020	Payroll	1	443.28	SAM025
200801084 SUMMERLIN ANTONIO	865	08/31/2020	Payroll	1	438.42	SUM001
200801085 THOMAS GARY Q	866	08/31/2020	Payroll	1	461.75	
200801086 THOMAS ROBERT M	867	08/31/2020	Payroll	1	461.75	
200801087 WRIGHT CHRISTOPHER M	870	08/31/2020	Payroll	1	184.70	
200801088 ZUBER TANNER	872	08/31/2020	Payroll	1	456.75	ZUB001
Total Vouchers:					360,792.77	

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

Commissioner: _____ Date: _____

Commissioner: _____ Date: _____

Commissioner: _____ Date: _____

Commissioner: _____ Date: _____

Commissioner: _____ Date: _____

Secretary: _____ Date: _____

VOUCHER APPROVALS

North Mason Regional Fire Authority
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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200802001	LAND TITLE CO OF MASON CO	887	08/18/2020	Claims	1	221,378.43	490 NE Old Belfair Hwy. Belfair, WA 98528	LAN001
200802002	TRICO COMPANIES, LLC	888	08/18/2020	Claims	1	57,589.38		
Total Vouchers:						278,967.81		

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
771	08/11/2020		1		Claims		ABBOTT CONSTRUCTION	5,000.00	Honorarium - NMRFA RFP
	594 22 63	1000 OBH Property Purch		001	General Expense Fund			5,000.00	
772	08/11/2020		1		Claims		AIRGAS USA, LLC	1,336.76	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			156.83	O2
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			260.20	O2
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			674.22	Cylinder Rental
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			245.51	O2
773	08/11/2020		1		Claims		BARRETT, FRED	144.60	
	522 20 20	2000 Retirement Medical		001	General Expense Fund			144.60	
774	08/11/2020		1		Claims		BELFAIR BOBS LOCKSMITH SERV	35.81	
	522 10 49	2000 Miscellaneous: PS		001	General Expense Fund			33.00	
	522 10 49	2000 Miscellaneous: PS		001	General Expense Fund			2.81	
775	08/11/2020		1		Claims		BELFAIR WATER DISTRICT #1	129.16	
	522 10 47	1000 Station 21 & 21-2 U		001	General Expense Fund			129.16	
776	08/11/2020		1		Claims		BETHEL AUTOMOTIVE & TOWING	763.00	
	522 60 31	0144 Vehicle Repairs: OO		001	General Expense Fund			700.00	
	522 60 31	0144 Vehicle Repairs: OO		001	General Expense Fund			63.00	
777	08/11/2020		1		Claims		BLUE CROSS BLUE SHIELD OF MD	234.49	Fred Barrett
	522 20 20	2000 Retirement Medical		001	General Expense Fund			234.49	
778	08/11/2020		1		Claims		BOUND TREE MEDICAL, LLC	379.16	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			115.29	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			11.95	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			1.02	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			125.45	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			125.45	
779	08/11/2020		1		Claims		BRAUN NORTHWEST, INC	55.12	
	522 60 48	6000 Vehicle Repairs and		001	General Expense Fund			55.12	
780	08/11/2020		1		Claims		CASCADE NATURAL GAS	18.13	
	522 10 47	1000 Station 21 & 21-2 U		001	General Expense Fund			18.13	
781	08/11/2020		1		Claims		CENTURY LINK	135.62	
	522 10 42	2000 Station 27 Telephone		001	General Expense Fund			135.62	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				
	522 10 42	3000 Station 24 Telephone		001	General Expense Fund				
	522 10 42	4000 Station 81 Telephone		001	General Expense Fund				
	522 10 42	1000 Station 21 Telephone		001	General Expense Fund				
	522 10 42	2000 Station 27 Telephone		001	General Expense Fund				

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
		522 10 42 3000	Station 24	001	General Expense Fund				
		522 10 42 4000	Station 81	001	General Expense Fund				
782	08/11/2020		1		Claims		COLLINS LAKE WATER INC	70.72	
		522 10 47 6000	Station 27	001	General Expense Fund			70.72	
783	08/11/2020		1		Claims		COOPER, SCOTT	42.30	Reimbursement
		522 50 31 0100	Building Maintenanc	001	General Expense Fund			42.30	
784	08/11/2020		1		Claims		COPIERS NORTHWEST, INC.	26.83	
		522 10 45 1000	Miscellaneous Expe	001	General Expense Fund			26.83	
785	08/11/2020		1		Claims		CREWSENSE, LLC	156.69	
		522 10 49 1000	Memberships and St	001	General Expense Fund			156.69	
786	08/11/2020		1		Claims		EF RECOVERY	1,731.15	
		522 77 41 0038	Ambulance Billing F	001	General Expense Fund			1,731.15	
787	08/11/2020		1		Claims		GILMORES AUTOMOTIVE SERVIC	1,874.42	
		522 60 48 6000	Vehicle Repairs and	001	General Expense Fund			103.81	
		522 60 48 6000	Vehicle Repairs and	001	General Expense Fund			896.08	
		522 76 48 1000	Aid/Medic Unit Prev	001	General Expense Fund			35.00	
		522 76 48 1000	Aid/Medic Unit Prev	001	General Expense Fund			51.77	
		522 76 48 1000	Aid/Medic Unit Prev	001	General Expense Fund			3.00	
		522 76 48 1000	Aid/Medic Unit Prev	001	General Expense Fund			7.64	
		522 20 31 6000	Safety Committee E	001	General Expense Fund			716.24	
		522 20 31 6000	Safety Committee E	001	General Expense Fund			60.88	
788	08/11/2020		1		Claims		GRAINGER	417.28	
		522 20 31 6000	Safety Committee E	001	General Expense Fund			198.84	
		522 20 31 6000	Safety Committee E	001	General Expense Fund			16.90	
		522 10 31 0514	Station Supplies: OC	001	General Expense Fund			185.75	
		522 10 31 0514	Station Supplies: OC	001	General Expense Fund			15.79	
789	08/11/2020		1		Claims		HILL INTERNATIONAL, INC.	23,523.75	
		594 22 63 4000	Capital Expenditure:	001	General Expense Fund			16,083.75	
		594 22 63 4000	Capital Expenditure:	001	General Expense Fund			7,440.00	
790	08/11/2020		1		Claims		JOE HOFFMAN	375.00	Paramedic Testing - Zack Jenson, Kyle Severance
		522 74 41 0054	EMS (Training): PS	001	General Expense Fund			375.00	
791	08/11/2020		1		Claims		HOOD CANAL COMMUNICATIONS	489.49	
		522 10 42 1000	Station 21	001	General Expense Fund			489.49	
792	08/11/2020		1		Claims		HRA VEBA TRUST	14,111.53	
		522 10 20 0040	Admin Staff- HRA,	001	General Expense Fund			2,041.65	Admim.
		522 20 20 0040	Firefighter/EMT- HF	001	General Expense Fund			7,859.12	FF
		522 71 20 0040	Firefighter/Paramedi	001	General Expense Fund			4,210.76	Ems

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793	08/11/2020		1		Claims		HUGHES FIRE EQUIPMENT, INC	1,638.98	
	522 60 48 6000	Vehicle Repairs and		001	General Expense Fund			11.68	
	522 60 48 6000	Vehicle Repairs and		001	General Expense Fund			16.98	
	522 60 48 6000	Vehicle Repairs and		001	General Expense Fund			2.44	
	522 60 48 6000	Vehicle Repairs and		001	General Expense Fund			1,607.88	
794	08/11/2020		1		Claims		HUTTER, CHRISTY	750.00	
	522 10 41 1000	IT Support Service:		001	General Expense Fund			750.00	
795	08/11/2020		1		Claims		IMS ALLIANCE	55.45	
	522 20 31 5000	Miscellaneous PPE 1		001	General Expense Fund			45.00	
	522 20 31 5000	Miscellaneous PPE 1		001	General Expense Fund			6.11	
	522 20 31 5000	Miscellaneous PPE 1		001	General Expense Fund			4.34	
796	08/11/2020		1		Claims		INTELLISYSTEMS, INC	522.50	
	522 50 41 0200	Building Maintenanc		001	General Expense Fund			522.50	
797	08/11/2020		1		Claims		KITSAP BANK - VISA	1,928.95	Amazon; Amazon; Los Agaves; Vistaprint; Got Print; ESD - PFML cc fee (Quarterlies); Amazon; Department of Revenue (Use tax cc fee); Safeway; North Avenue Market / Shell Gas; Good to Go!
	522 10 31 0100	Office & Operating		001	General Expense Fund			199.99	
	522 10 31 0100	Office & Operating		001	General Expense Fund			59.99	
	522 10 31 0100	Office & Operating		001	General Expense Fund			22.10	
	522 30 31 1000	Community Outreac		001	General Expense Fund			114.00	
	522 30 31 1000	Community Outreac		001	General Expense Fund			114.00	
	522 30 31 1000	Community Outreac		001	General Expense Fund			281.40	
	522 30 31 1000	Community Outreac		001	General Expense Fund			275.88	
	522 30 31 1000	Community Outreac		001	General Expense Fund			251.40	
	522 30 31 1000	Community Outreac		001	General Expense Fund			7.50	
	522 30 31 1000	Community Outreac		001	General Expense Fund			88.74	
	522 10 31 3000	Miscellaneous Expe		001	General Expense Fund			166.64	
	522 30 31 1000	Community Outreac		001	General Expense Fund			52.49	
	522 30 31 1000	Community Outreac		001	General Expense Fund			52.49	
	522 30 31 1000	Community Outreac		001	General Expense Fund			11.99	
	522 30 31 1000	Community Outreac		001	General Expense Fund			9.94	
	522 10 49 2000	Miscellaneous: PS		001	General Expense Fund			29.40	
	522 10 49 2000	Miscellaneous: PS		001	General Expense Fund			14.18	
	522 10 49 2000	Miscellaneous: PS		001	General Expense Fund			3.92	
	522 10 31 3000	Miscellaneous Expe		001	General Expense Fund			1.90	
	522 10 31 0514	Station Supplies: OC		001	General Expense Fund			42.30	
	522 10 31 3000	Miscellaneous Expe		001	General Expense Fund			7.54	
	522 20 31 0005	Wildland Programs:		001	General Expense Fund			28.57	
	522 20 31 0005	Wildland Programs:		001	General Expense Fund			44.05	

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	522 20 31	0005 Wildland Programs:		001	General Expense Fund			41.54	
	522 10 31	3000 Miscellaneous Expe:		001	General Expense Fund			7.00	
798	08/11/2020		1		Claims		KITSAP FIRE & SECURITY, INC.	10,872.75	
	594 22 63	2000 Tahuya Station - Pha		001	General Expense Fund			10,872.75	
799	08/11/2020		1		Claims		LIFE ASSIST	1,107.03	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			65.96	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			374.13	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			31.80	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			601.53	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			33.61	
800	08/11/2020		1		Claims		MAGGIE LAKE WATER DISTRICT	32.76	
	522 10 47	9000 Station 82 Utilities (001	General Expense Fund			32.76	
801	08/11/2020		1		Claims		MED-TECH RESOURCE, INC	280.91	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			146.08	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			119.88	
	522 72 31	1000 EMS Supplies: OOS		001	General Expense Fund			14.95	
802	08/11/2020		1		Claims		MEDICARE BLUE RX	41.90	Fred Barrett
	522 20 20	2000 Retirement Medical		001	General Expense Fund			41.90	
803	08/11/2020		1		Claims		MITCHELL LUMBER CO.	8.85	
	522 20 48	4000 Wellness Equipment		001	General Expense Fund			4.78	
	522 20 48	4000 Wellness Equipment		001	General Expense Fund			3.38	
	522 20 48	4000 Wellness Equipment		001	General Expense Fund			0.69	
804	08/11/2020		1		Claims		NATIONWIDE RETIREMENT	2,864.00	Replacement for July's contributions
	522 71 10	0001 Firefighter/paramedi		001	General Expense Fund			1,000.00	R. Cloud
	522 71 10	0001 Firefighter/paramedi		001	General Expense Fund			600.00	M. Cotter
	522 71 10	0001 Firefighter/paramedi		001	General Expense Fund			464.00	J. Fulkerson
	522 20 10	0001 Firefighter/EMT Sta		001	General Expense Fund			800.00	J. Reese
805	08/11/2020		1		Claims		NMRFA- REVOLVING FUND	1,578.22	Wave; PUD #3; Belfair Water District #1; PUD #3; Direct TV; Century Link; Kitsap Bank
	522 10 47	1000 Station 21 & 21-2 U		001	General Expense Fund			68.85	
	522 10 47	1000 Station 21 & 21-2 U		001	General Expense Fund			534.73	St. 21/2
	522 10 47	1000 Station 21 & 21-2 U		001	General Expense Fund			177.96	St. 21/2
	522 10 47	2000 Station 22 Utilities (001	General Expense Fund			150.77	St. 22
	522 10 47	4000 Station 24 Utilities (001	General Expense Fund			139.78	St. 24
	522 10 47	1000 Station 21 & 21-2 U		001	General Expense Fund			128.74	
	522 10 47	1100 Station 83 Utilities (001	General Expense Fund			111.98	St. 83
	522 10 42	1000 Station 21 Telephon		001	General Expense Fund			100.50	
	522 10 42	2000 Station 27 Telephon		001	General Expense Fund			159.91	
	522 10 49	2000 Miscellaneous: PS		001	General Expense Fund			5.00	

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806	08/11/2020		1		Claims		OLYMPIC COLLEGE ATTN: CASH	632.70	Angie McCormick SID #860262957
		522 45 41 1000 Admin Staff Trainin;		001	General Expense Fund			632.70	
807	08/11/2020		1		Claims		PUD #1	51.12	
		522 10 47 4000 Station 24 Utilities (001	General Expense Fund			51.12	
808	08/11/2020		1		Claims		PUD #3	574.26	
		522 10 47 6000 Station 27 Utilities (001	General Expense Fund			215.93	St. 27
		522 10 47 5000 Station 25 Utilities (001	General Expense Fund			46.14	St. 25
		522 10 47 3000 Station 23 Utilities (001	General Expense Fund			45.65	St. 23
		522 10 47 9000 Station 82 Utilities (001	General Expense Fund			49.43	St. 82
		522 10 47 1100 Station 83 Utilities (001	General Expense Fund				
		522 10 47 8000 Station 81 Utilities (001	General Expense Fund			217.11	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				
809	08/11/2020		1		Claims		QUILL CORPORATION - PREFERR	285.06	
		522 10 31 0100 Office & Operating ;		001	General Expense Fund			113.98	
		522 10 31 0100 Office & Operating ;		001	General Expense Fund			9.69	
		522 10 31 0514 Station Supplies: OC		001	General Expense Fund			18.85	
		522 10 31 0514 Station Supplies: OC		001	General Expense Fund			131.37	
		522 10 31 0514 Station Supplies: OC		001	General Expense Fund			11.17	
810	08/11/2020		1		Claims		SAFEWAY	59.54	
		522 10 31 0514 Station Supplies: OC		001	General Expense Fund			23.98	
		522 10 31 0514 Station Supplies: OC		001	General Expense Fund			2.04	
		522 45 49 0001 Miscellaneous: (Fire		001	General Expense Fund			30.89	
		522 45 49 0001 Miscellaneous: (Fire		001	General Expense Fund			2.63	
811	08/11/2020		1		Claims		SCOTT MCLENDONS HARDWARE	322.34	
		522 20 35 0100 Wellness Equipment		001	General Expense Fund			25.99	
		522 20 35 0100 Wellness Equipment		001	General Expense Fund			0.40	
		522 20 35 0100 Wellness Equipment		001	General Expense Fund			2.24	
		522 20 48 4000 Wellness Equipment		001	General Expense Fund			2.67	
		522 20 48 4000 Wellness Equipment		001	General Expense Fund			1.59	
		522 20 48 4000 Wellness Equipment		001	General Expense Fund			0.36	
		522 50 31 0100 Building Maintenanc		001	General Expense Fund			43.97	
		522 50 31 0100 Building Maintenanc		001	General Expense Fund			3.74	
		522 20 31 7000 CRT Equipment and		001	General Expense Fund			59.99	
		522 20 31 7000 CRT Equipment and		001	General Expense Fund			5.10	
		522 50 48 0300 Buildings Maintenan		001	General Expense Fund			69.99	Old Invoice - building repair items
		522 20 35 0060 Hand Held Equipme		001	General Expense Fund			36.88	Old Invoice - Chain Saw Chain
		522 10 35 0516 Small Tools & Mino		001	General Expense Fund			69.42	Old Invoice - Tie Downs
812	08/11/2020		1		Claims		SHELTON-MASON COUNTY JOURI	62.00	Renew Subscription
		522 10 49 1000 Memberships and St		001	General Expense Fund			62.00	

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813	08/11/2020		1		Claims		SHIERS LAW FIRM LLP	112.50	
		522 10 41 2000 Legal Services: PS		001	General Expense Fund			112.50	
814	08/11/2020		1		Claims		SMILEY'S, INC.	214.30	
		522 20 35 0060 Hand Held Equipme		001	General Expense Fund			214.30	
815	08/11/2020		1		Claims		STERICYCLE INC	67.75	
		522 72 31 1000 EMS Supplies: OOS		001	General Expense Fund			67.75	
816	08/11/2020		1		Claims		THE BROTHERS POWERSPORTS	1,252.41	
		522 20 35 0010 Fire		001	General Expense Fund			1,252.41	
817	08/11/2020		1		Claims		THE DOCTORS CLINIC	1,664.00	
		522 71 41 2000 LEOFF2 Physicals: .		001	General Expense Fund			1,568.00	
		522 21 49 0002 Student Firefighter F		001	General Expense Fund			96.00	Student Volunteer FF Physical
818	08/11/2020		1		Claims		TRAILS END WATER DISTRICT	43.37	
		522 10 47 3000 Station 23 Utilities (001	General Expense Fund			43.37	
819	08/11/2020		1		Claims		TRI-TEK SYSTEMS INC	239.80	St. 24 Inspection Test / Battery Replacement
		522 10 42 3000 Station 24 Telephon		001	General Expense Fund			239.80	
820	08/11/2020		1		Claims		ULINE	491.83	
		522 72 31 1000 EMS Supplies: OOS		001	General Expense Fund			130.00	
		522 72 31 1000 EMS Supplies: OOS		001	General Expense Fund			70.00	
		522 72 31 1000 EMS Supplies: OOS		001	General Expense Fund			23.74	
		522 72 31 1000 EMS Supplies: OOS		001	General Expense Fund			19.02	
		522 72 31 1000 EMS Supplies: OOS		001	General Expense Fund			130.00	
		522 72 31 1000 EMS Supplies: OOS		001	General Expense Fund			80.16	
		522 72 31 1000 EMS Supplies: OOS		001	General Expense Fund			19.40	
		522 72 31 1000 EMS Supplies: OOS		001	General Expense Fund			19.51	
821	08/11/2020		1		Claims		US FIRE EQUIPMENT, LLC	4,648.36	
		522 60 48 6000 Vehicle Repairs and		001	General Expense Fund			496.39	
		522 60 48 6000 Vehicle Repairs and		001	General Expense Fund			1,230.47	
		522 60 48 2000 Tender Preventative		001	General Expense Fund			1,424.74	
		522 60 48 2000 Tender Preventative		001	General Expense Fund			1,496.76	
822	08/11/2020		1		Claims		VERIZON WIRELESS	1,005.56	
		522 10 42 1000 Station 21 Telephon		001	General Expense Fund			1,005.56	
823	08/11/2020		1		Claims		VFIS C/O M & T BANK	5,443.00	
		522 10 46 1000 Authority General L		001	General Expense Fund			5,443.00	
824	08/11/2020		1		Claims		WASHINGTON PATRIOT CONSTRU	5,000.00	Honorarium For NMRF Headquarters Proposal
		594 22 63 1000 OBH Property Purch		001	General Expense Fund			5,000.00	

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825	08/11/2020		1		Claims		WASHINGTON STATE UNIVERSITY	2,719.10	
	522 10 49 4000	QRT Services		001	General Expense Fund			2,719.10	
826	08/11/2020		1		Claims		WAVE BROADBAND	132.75	
	522 10 47 1000	Station 21 & 21-2 U		001	General Expense Fund			132.75	
827	08/11/2020		1		Claims		WILCOX & FLEGEL INC.	2,632.54	
	522 20 32 0010	Vehicle Fuel Consur		001	General Expense Fund			1,140.41	
	522 20 32 0010	Vehicle Fuel Consur		001	General Expense Fund			1,492.13	
828	08/11/2020		1		Claims		ZOLL MEDICAL CORP. GPO	826.77	
	522 72 31 1000	EMS Supplies: OOS		001	General Expense Fund			462.00	
	522 72 31 1000	EMS Supplies: OOS		001	General Expense Fund			39.27	
	522 72 31 1000	EMS Supplies: OOS		001	General Expense Fund			300.00	
	522 72 31 1000	EMS Supplies: OOS		001	General Expense Fund			25.50	
829	08/11/2020		1		Claims		AIR EXCHANGE INC	2,293.90	5% Retainage fee released
	594 22 63 2000	Tahuya Station - Pha		001	General Expense Fund			2,293.90	
873	08/31/2020		1		Payroll		COLUMBIA BANK - DIRECT DEP	119,756.50	Payroll Direct Deposit; Correction for July Overpayment
	522 10 10 9999	Payroll Clearing		001	General Expense Fund			122,134.29	
	522 10 10 9999	Payroll Clearing		001	General Expense Fund			-2,377.79	
874	08/31/2020		1		Payroll		COLUMBIA BANK - PAYROLL TAX	29,754.79	941 Deposit for Pay Cycle(s) 08/31/2020 - 08/31/2020; Correction of July overpayment
	522 20 20 0020	Firefighter/EMT- M		001	General Expense Fund			105.10	ARNOLD, DONOVAN P - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			663.18	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 10 20 0020	Admin Staff- Medic		001	General Expense Fund			21.75	CHAFFEE, LINDSAY W - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			68.42	CHAFFEE, LINDSAY W - 941
	522 20 20 0020	Firefighter/EMT- M		001	General Expense Fund			123.71	CHESTER, LAURA L - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			1,427.88	CHESTER, LAURA L - 941
	522 20 20 0020	Firefighter/EMT- M		001	General Expense Fund			151.71	CLEVELAND, RYAN W - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			1,089.14	CLEVELAND, RYAN W - 941
	522 71 20 0020	Firefighter/paramedi		001	General Expense Fund			120.77	CLOUD, RYAN D - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			644.36	CLOUD, RYAN D - 941
	522 20 20 0020	Firefighter/EMT- M		001	General Expense Fund			127.71	COLLAMORE, ROBERT S - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			1,412.15	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			119.76	COTTER, MICKEY J - 941
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			613.97	COTTER, MICKEY J - 941
	522 20 20 0020	Firefighter/EMT- M		001	General Expense Fund			141.73	EHRESMAN II, CARL E - 941

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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 20 20 0020	Firefighter/EMT- M	001	General Expense Fund					74.47	GRACEY, KYLER B - 941
589 99 00 0000	Payroll Clearing	001	General Expense Fund					783.87	GRACEY, KYLER B - 941
522 20 20 0020	Firefighter/EMT- M	001	General Expense Fund					109.09	HASBROOK, JOSHUA J - 941
589 99 00 0000	Payroll Clearing	001	General Expense Fund					657.21	HASBROOK, JOSHUA J - 941
522 71 20 0020	Firefighter/paramedi	001	General Expense Fund					102.02	JENSON, ZACKARY T - 941
589 99 00 0000	Payroll Clearing	001	General Expense Fund					780.27	JENSON, ZACKARY T - 941
522 20 20 0020	Firefighter/EMT- M	001	General Expense Fund					108.79	JOHNSON, ANDREW - 941
589 99 00 0000	Payroll Clearing	001	General Expense Fund					672.17	JOHNSON, ANDREW - 941
522 20 20 0020	Firefighter/EMT- M	001	General Expense Fund					102.80	JONES, RYAN E - 941
589 99 00 0000	Payroll Clearing	001	General Expense Fund					735.84	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					83.42	MCCORMICK, ANGIE M - 941
589 99 00 0000	Payroll Clearing	001	General Expense Fund					752.55	MCCORMICK, ANGIE M - 941
522 11 20 0020	Social Security and I	001	General Expense Fund					19.58	MCINTOSH, KELLEY - 941
589 99 00 0000	Payroll Clearing	001	General Expense Fund					19.58	MCINTOSH, KELLEY - 941
522 11 20 0020	Social Security and I	001	General Expense Fund					19.58	MILLER, ROBERT G - 941
589 99 00 0000	Payroll Clearing	001	General Expense Fund					19.58	MILLER, ROBERT G - 941
522 22 49 0002	Volunteer Personnel	001	General Expense Fund					73.44	MORROW, THOMAS G - 941
589 99 00 0000	Payroll Clearing	001	General Expense Fund					137.77	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 21 49 0002	Student Firefighter F	001	General Expense Fund					15.30	PHELAN, COLE E - 941
589 99 00 0000	Payroll Clearing	001	General Expense Fund					15.30	PHELAN, COLE E - 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					77.63	QUIROZ JR., VICTOR - 941
589 99 00 0000	Payroll Clearing	001	General Expense Fund					690.84	QUIROZ JR., VICTOR - 941
522 20 20 0020	Firefighter/EMT- M	001	General Expense Fund					172.65	REESE, JORDAN D - 941
589 99 00 0000	Payroll Clearing	001	General Expense Fund					1,432.28	REESE, JORDAN D - 941
522 20 20 0020	Firefighter/EMT- M	001	General Expense Fund					121.87	RHEAD, ANTHONY - 941
589 99 00 0000	Payroll Clearing	001	General Expense Fund					892.57	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

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	522 21 49 0002	Student Firefighter F	001	001	General Expense Fund			15.30	RYAN, TREVOR D - 941
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			15.30	RYAN, TREVOR D - 941
	522 22 49 0002	Volunteer Personnel	001	001	General Expense Fund			36.72	SAMMONS, MICHAEL J - 941
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			36.72	SAMMONS, MICHAEL J - 941
	522 71 20 0020	Firefighter/paramedi	001	001	General Expense Fund			99.75	SEVERANCE, KYLE C - 941
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			1,124.65	SEVERANCE, KYLE C - 941
	522 11 20 0020	Social Security and I	001	001	General Expense Fund			19.58	SEVERSON, PAUL M - 941
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			19.58	SEVERSON, PAUL M - 941
	522 21 49 0002	Student Firefighter F	001	001	General Expense Fund			38.25	SUMMERLIN, ANTONIO - 941
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			56.58	SUMMERLIN, ANTONIO - 941
	522 21 49 0002	Student Firefighter F	001	001	General Expense Fund			38.25	THOMAS, GARY Q - 941
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			38.25	THOMAS, GARY Q - 941
	522 21 49 0002	Student Firefighter F	001	001	General Expense Fund			38.25	THOMAS, ROBERT M - 941
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			38.25	THOMAS, ROBERT M - 941
	522 71 20 0020	Firefighter/paramedi	001	001	General Expense Fund			118.91	TORVIK, DAVID A - 941
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			790.07	TORVIK, DAVID A - 941
	522 10 20 0020	Admin Staff- Medic:	001	001	General Expense Fund			77.91	WASSENAAR, RENEE C - 941
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			650.61	WASSENAAR, RENEE C - 941
	522 21 49 0002	Student Firefighter F	001	001	General Expense Fund			15.30	WRIGHT, CHRISTOPHER M - 941
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			15.30	WRIGHT, CHRISTOPHER M - 941
	522 20 20 0020	Firefighter/EMT- M	001	001	General Expense Fund			127.97	YATES, JEFF J - 941
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			851.30	YATES, JEFF J - 941
	522 21 49 0002	Student Firefighter F	001	001	General Expense Fund			38.25	ZUBER, TANNER - 941
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			38.25	ZUBER, TANNER - 941
	522 10 20 0020	Admin Staff- Medic:	001	001	General Expense Fund			-78.72	Medicare
	522 10 20 0020	Admin Staff- Medic:	001	001	General Expense Fund			-75.74	FIT
875	08/31/2020		1		Payroll		DCP - WA STATE DEFERRED COMI	16,262.69	Pay Cycle(s) 08/31/2020 To 08/31/2020 - DC-CAPT; Pay Cycle(s) 08/31/2020 To 08/31/2020 - DC-DCP
	522 20 20 0040	Firefighter/EMT- HF	001	001	General Expense Fund			645.30	CLEVELAND, RYAN W - DC-CAPT
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			645.30	CLEVELAND, RYAN W - DC-CAPT
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			490.00	ARNOLD, DONOVAN P - DC-DCP
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			1,624.98	BAKKEN, BEAU A - DC-DCP
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			600.00	CHESTER, LAURA L - DC-DCP
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			533.38	CLEVELAND, RYAN W - DC-DCP
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			600.00	COLLAMORE, ROBERT S - DC-DCP
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			2,134.73	COOPER, SCOTT N - DC-DCP
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			620.00	EHRESMAN II, CARL E - DC-DCP
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			490.00	HASBROOK, JOSHUA J - DC-DCP
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			1,200.00	JENSON, ZACKARY T - DC-DCP
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			700.00	JOHNSON, ANDREW - DC-DCP
	589 99 00 0000	Payroll Clearing	001	001	General Expense Fund			1,459.00	JONES, RYAN E - DC-DCP

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	589 99 00 0000	Payroll Clearing		001	General Expense Fund			800.00	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			530.00	QUIROZ JR., VICTOR - 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	SEVERANCE, KYLE C - 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			690.00	YATES, JEFF J - DC-DCP
876	08/31/2020		1		Payroll		DEPT OF LABOR & INDUSTRIES	9,004.79	3RD Quarter 08/01/2020 - 08/31/2020; Correction for July Overpayment
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			349.56	ARNOLD, DONOVAN P - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			70.91	ARNOLD, DONOVAN P - L&I
	522 10 20 0010	Admin Staff- Labor		001	General Expense Fund			142.41	BAKKEN, BEAU A - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			28.89	BAKKEN, BEAU A - L&I
	522 10 20 0010	Admin Staff- Labor		001	General Expense Fund			8.15	CHAFFEE, LINDSAY W - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.48	CHAFFEE, LINDSAY W - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			313.95	CHESTER, LAURA L - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			63.69	CHESTER, LAURA L - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			77.68	CLEVELAND, RYAN W - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			15.76	CLEVELAND, RYAN W - L&I
	522 71 20 0010	Firefighter/paramedi		001	General Expense Fund			388.39	CLOUD, RYAN D - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			78.79	CLOUD, RYAN D - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			301.01	COLLAMORE, ROBERT S - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			61.06	COLLAMORE, ROBERT S - L&I
	522 10 20 0010	Admin Staff- Labor		001	General Expense Fund			284.82	COOPER, SCOTT N - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			57.78	COOPER, SCOTT N - L&I
	522 71 20 0010	Firefighter/paramedi		001	General Expense Fund			310.72	COTTER, MICKEY J - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			63.03	COTTER, MICKEY J - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			388.39	EHRESMAN II, CARL E - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			78.79	EHRESMAN II, CARL E - L&I
	522 71 20 0010	Firefighter/paramedi		001	General Expense Fund			197.42	FULKERSON, JESS M - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			40.06	FULKERSON, JESS M - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			427.23	GRACEY, KYLER B - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			86.67	GRACEY, KYLER B - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			194.19	HASBROOK, JOSHUA J - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			39.40	HASBROOK, JOSHUA J - L&I
	522 71 20 0010	Firefighter/paramedi		001	General Expense Fund			375.44	JENSON, ZACKARY T - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			76.17	JENSON, ZACKARY T - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			388.39	JOHNSON, ANDREW - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			78.79	JOHNSON, ANDREW - L&I
	522 20 20 0010	Firefighter/EMT- La		001	General Expense Fund			388.39	JONES, RYAN E - L&I
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			78.79	JONES, RYAN E - L&I

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	522 11 20	0010 Labor and Industry I	001	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	001	General Expense Fund			388.39	KLAHR, DERIC J - L&I
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			78.79	KLAHR, DERIC J - L&I
	522 10 20	0010 Admin Staff- Labor	001	001	General Expense Fund			15.99	MCCORMICK, ANGIE M - L&I
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			10.76	MCCORMICK, ANGIE M - L&I
	522 11 20	0010 Labor and Industry I	001	001	General Expense Fund			0.23	MCINTOSH, KELLEY - L&I
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			0.15	MCINTOSH, KELLEY - L&I
	522 11 20	0010 Labor and Industry I	001	001	General Expense Fund			0.23	MILLER, ROBERT G - L&I
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			0.15	MILLER, ROBERT G - L&I
	522 20 20	0010 Firefighter/EMT- La	001	001	General Expense Fund			245.98	NEWMAN, LACEY E - L&I
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			49.90	NEWMAN, LACEY E - L&I
	522 11 20	0010 Labor and Industry I	001	001	General Expense Fund			0.46	QUIGLEY, BROOKE - L&I
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			0.30	QUIGLEY, BROOKE - L&I
	522 20 20	0010 Firefighter/EMT- La	001	001	General Expense Fund			410.24	QUIROZ JR., VICTOR - L&I
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			83.22	QUIROZ JR., VICTOR - L&I
	522 20 20	0010 Firefighter/EMT- La	001	001	General Expense Fund			406.20	REESE, JORDAN D - L&I
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			82.40	REESE, JORDAN D - L&I
	522 20 20	0010 Firefighter/EMT- La	001	001	General Expense Fund			332.57	RHEAD, ANTHONY - L&I
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			67.46	RHEAD, ANTHONY - L&I
	522 71 20	0010 Firefighter/paramedi	001	001	General Expense Fund			375.44	SEVERANCE, KYLE C - L&I
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			76.17	SEVERANCE, KYLE C - L&I
	522 11 20	0010 Labor and Industry I	001	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 71 20	0010 Firefighter/paramedi	001	001	General Expense Fund			388.39	TORVIK, DAVID A - L&I
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			78.79	TORVIK, DAVID A - L&I
	522 10 20	0010 Admin Staff- Labor	001	001	General Expense Fund			19.01	WASSENAAR, RENEE C - L&I
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			12.79	WASSENAAR, RENEE C - L&I
	522 20 20	0010 Firefighter/EMT- La	001	001	General Expense Fund			349.56	YATES, JEFF J - L&I
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			70.91	YATES, JEFF J - L&I
	522 20 20	0010 Firefighter/EMT- La	001	001	General Expense Fund			-0.05	Rounding Adjustment - L&I
	522 10 20	0030 Admin Staff- WA St	001	001	General Expense Fund			-0.60	
877	08/31/2020		1		Payroll		DIMARTINO/FORTIS INS CO	811.39	Pay Cycle(s) 08/31/2020 To 08/31/2020 - DISABILITY
	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
	589 99 00	0000 Payroll Clearing		001	General Expense Fund			90.13	COOPER, SCOTT N - DISABILITY

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	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			61.38	SEVERANCE, KYLE C - DISABILITY
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			73.49	TORVIK, DAVID A - DISABILITY
878	08/31/2020		1		Payroll		EMPLOYMENT SECURITY DEPT -	495.42	Pay Cycle(s) 08/31/2020 To 08/31/2020 - PFML; Correction for July Overpayment
	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			4.93	CHAFFEE, LINDSAY W - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			20.83	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			21.07	CLOUD, RYAN D - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			20.35	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			20.14	COTTER, MICKEY J - 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			12.99	GRACEY, KYLER B - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			18.81	HASBROOK, JOSHUA J - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			16.28	JENSON, ZACKARY T - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			18.98	JOHNSON, ANDREW - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			17.94	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			0.65	MCINTOSH, KELLEY - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			0.65	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			1.30	QUIGLEY, BROOKE - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			12.87	QUIROZ JR., VICTOR - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			29.11	REESE, JORDAN D - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			20.76	RHEAD, ANTHONY - PFML
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			16.77	SEVERANCE, KYLE C - 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			20.12	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			21.59	YATES, JEFF J - PFML

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		589 99 00 0000	Payroll Clearing	001	General Expense Fund			-6.91	
879	08/31/2020		1		Payroll		IAFF LOCAL 3876	2,409.00	Pay Cycle(s) 08/31/2020 To 08/31/2020 - DUES
		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	JENSON, ZACKARY T - 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	SEVERANCE, KYLE C - 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
880	08/31/2020		1		Payroll		LEOFF SYS - P/2	25,759.68	Pay Cycle(s) 08/31/2020 To 08/31/2020 - LEOFF2
		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			438.74	CHESTER, LAURA L - LEOFF2
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			707.08	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			443.95	CLOUD, RYAN D - LEOFF2
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			715.48	CLOUD, RYAN D - LEOFF2
		522 20 20 0030	Firefighter/EMT- W.	001	General Expense Fund			453.45	COLLAMORE, ROBERT S - LEOFF2
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			730.80	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			424.24	COTTER, MICKEY J - LEOFF2
		589 99 00 0000	Payroll Clearing	001	General Expense Fund			683.71	COTTER, MICKEY J - LEOFF2
		522 20 20 0030	Firefighter/EMT- W.	001	General Expense Fund			504.45	EHRESMAN II, CARL E - LEOFF2

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	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
	522 20 20 0030	Firefighter/EMT- W.		001	General Expense Fund			273.74	GRACEY, KYLER B - LEOFF2
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			441.17	GRACEY, KYLER B - LEOFF2
	522 20 20 0030	Firefighter/EMT- W.		001	General Expense Fund			396.21	HASBROOK, JOSHUA J - LEOFF2
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			638.55	HASBROOK, JOSHUA J - LEOFF2
	522 71 20 0030	Firefighter/paramedi		001	General Expense Fund			343.04	JENSON, ZACKARY T - LEOFF2
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			552.85	JENSON, ZACKARY T - LEOFF2
	522 20 20 0030	Firefighter/EMT- W.		001	General Expense Fund			399.88	JOHNSON, ANDREW - LEOFF2
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			644.46	JOHNSON, ANDREW - LEOFF2
	522 20 20 0030	Firefighter/EMT- W.		001	General Expense Fund			377.87	JONES, RYAN E - LEOFF2
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			608.99	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 20 20 0030	Firefighter/EMT- W.		001	General Expense Fund			271.23	QUIROZ JR., VICTOR - LEOFF2
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			437.12	QUIROZ JR., VICTOR - LEOFF2
	522 20 20 0030	Firefighter/EMT- W.		001	General Expense Fund			613.30	REESE, JORDAN D - LEOFF2
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			988.42	REESE, JORDAN D - LEOFF2
	522 20 20 0030	Firefighter/EMT- W.		001	General Expense Fund			437.33	RHEAD, ANTHONY - LEOFF2
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			704.82	RHEAD, ANTHONY - LEOFF2
	522 71 20 0030	Firefighter/paramedi		001	General Expense Fund			353.33	SEVERANCE, KYLE C - LEOFF2
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			569.44	SEVERANCE, KYLE C - LEOFF2
	522 71 20 0030	Firefighter/paramedi		001	General Expense Fund			423.77	TORVIK, DAVID A - LEOFF2
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			682.96	TORVIK, DAVID A - LEOFF2
	522 20 20 0030	Firefighter/EMT- W.		001	General Expense Fund			454.94	YATES, JEFF J - LEOFF2
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			733.19	YATES, JEFF J - LEOFF2
881	08/31/2020		1		Payroll		NATIONWIDE RETIREMENT	3,364.00	Pay Cycle(s) 08/31/2020 To 08/31/2020 - DC-NATION
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			1,500.00	CLOUD, RYAN D - DC-NATION
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			600.00	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
882	08/31/2020		1		Payroll		NMRFA - FOOD FUND	145.00	Pay Cycle(s) 08/31/2020 To 08/31/2020 - FOOD
	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

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	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	JENSON, ZACKARY T - FOOD
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.00	JOHNSON, ANDREW - FOOD
	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	PHELAN, COLE 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	RYAN, TREVOR D - FOOD
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.00	SEVERANCE, KYLE C - 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
883	08/31/2020		1		Payroll		VIMLY BENEFIT SOLUTIONS, INC	27,523.40	Pay Cycle(s) 08/31/2020 To 08/31/2020 - PREMERA-Family; Pay Cycle(s) 08/31/2020 To 08/31/2020 - PREMERA-Married; Pay Cycle(s) 08/31/2020 To 08/31/2020 - PREMERA-Single; Pay Cycle(s) 08/31/2020 To 08/3
	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

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	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
	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 71 20 0040	Firefighter/Paramedi		001	General Expense Fund			1,601.47	SEVERANCE, KYLE C - PREMERA-Family
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			16.18	SEVERANCE, KYLE C - PREMERA-Family
	522 10 20 0040	Admin Staff- HRA,		001	General Expense Fund			1,617.65	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

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	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.93	COOPER, SCOTT N - PREMERA-Single
	522 71 20 0040	Firefighter/Paramedi		001	General Expense Fund			587.18	JENSON, ZACKARY T - PREMERA-Single
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.93	JENSON, ZACKARY T - 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			587.18	QUIROZ JR., VICTOR - PREMERA-Single
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			5.93	QUIROZ JR., VICTOR - 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
	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 71 20 0040	Firefighter/Paramedi		001	General Expense Fund			134.39	JENSON, ZACKARY T - 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	QUIROZ JR., VICTOR - 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 71 20 0040	Firefighter/Paramedi		001	General Expense Fund			134.39	SEVERANCE, KYLE C - 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

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884	08/31/2020		1		Payroll		WA PUB EMP RETIREMENT SYS-PI	1,922.70	Pay Cycle(s) 08/31/2020 To 08/31/2020 - PERS2; Correction for July Overpayment
	522 10 20 0030	Admin Staff- WA St:		001	General Expense Fund			192.90	CHAFFEE, LINDSAY W - PERS2
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			118.50	CHAFFEE, LINDSAY W - PERS2
	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			658.80	WASSENAAR, RENEE C - PERS2
	589 99 00 0000	Payroll Clearing		001	General Expense Fund			404.71	WASSENAAR, RENEE C - PERS2
	522 10 20 0030	Admin Staff- WA St:		001	General Expense Fund			-563.47	
885	08/31/2020		1		Payroll		WSCFF EMPLOYEE BENEFIT TRU:	2,750.00	Pay Cycle(s) 08/31/2020 To 08/31/2020 - MERP
	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	JENSON, ZACKARY T - 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
	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	QUIROZ JR., VICTOR - 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	SEVERANCE, KYLE C - 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
886	08/31/2020		2		* Tr Rec	41	COLUMBIA BANK - DIRECT DEP	119,756.50	Direct Deposit Receipt
	522 10 10 9999	Payroll Clearing		001	General Expense Fund			-119,756.50	

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		Records Printed:	73			Adjustments:		0.00					
						Beginning Balance:		0.00					
						Revenues:		119,756.50					
						Warrant Expenditures:		343,467.63					
						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	119,756.50	343,467.63	0.00	0.00	0.00	0.00
						0.00	0.00	119,756.50	343,467.63	0.00	0.00	0.00	0.00

Ambulance Billing Policy and Procedure

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

REFERENCE

Incident Reports – Admin-20
Medical Billing Guidelines

SCOPE

All Authority EMS response personnel and Authority Administrative Assistant.

PURPOSE

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

PROCEDURE

1. EMS Care Provider.

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

treatment will require a detailed Medical Incident Report (MIR), including a thorough narrative, into the appropriate Records Management System (RMS) by the attending provider.

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

2. Administrative Assistant.

- 2.1. The Administrative Assistant shall retrieve the PCR short forms from the lock box. Transport and non-transport incidents should be separated (non-transport refer to step 2.2; transports refer to steps 2.3 through 2.8).
- 2.2. ****Non-transport:** Unless the patient is worked (i.e. resuscitative efforts performed), billing is not required. The Administrative Assistant will locate the completed MIR in the RMS database and confirm all required documentation, including *signed* PCR short form (pink for non-transport), is included.
 - 2.2.1. If the PCR short form is missing the patient's signature, the Administrative Assistant will update the status of the MIR to incomplete (assigning it back to the EMS care provider) and return the hard copy of the PCR short form the provider to add a comment, sign and upload into the RMS database.
 - 2.2.2. Once the MIR is confirmed to be complete and all required documentation is included, the Administrative Assistant will approve the report in the RMS database and print in its entirety to PDF.
 - 2.2.2.1. The PDF shall be saved to the PCR Shared Folder for review by

the MSO for QA/QI. The Administrative Assistant shall label the report as: NMRFA NON TRANSPORT, incident number and a brief explanation of what the incident was.
(Example: NMRFA NON TRANSPORT 2019-1234 Eye Injury).

- 2.2.3. The hard copy of the PCR short form shall be filed for retention.
- 2.3. ****Transports:** The Administrative Assistant will locate the completed MIR in the RMS database and confirm all required documentation, including *signed* PCR short form (white for transport), is included.
 - 2.3.1. If the PCR short form is missing the patient's signature, the Administrative Assistant will update the status of the MIR to incomplete (assigning it back to the EMS care provider) and return the hard copy of the PCR short form the provider to add a comment, sign and upload into the RMS database.
- 2.4. The Administrative Assistant will then confirm the billing is accurate. The MIR shall be reviewed to verify ALS or BLS was billed correctly, the mileage and corresponding charge for mileage were appropriate, the procedures performed were documented, etc.
 - 2.4.1. If any errors are identified or necessary documentation is not included, the Administrative Assistant will update the status of the report to incomplete, assigning it back to the EMS care provider to take any required action.
- 2.5. Once the MIR is confirmed to be complete and accurate and all required documentation is included, the Administrative Assistant will approve the report in the RMS database and print in its entirety to PDF.
 - 2.5.1. One copy of the report shall be saved to the PCR Shared Folder for review by the MSO for QA/QI. The Administrative Assistant shall label the report as: NMRFA incident number, BLS/ALS and a brief explanation of what the incident was. (Example: NMRFA 2019-1234 BLS Eye Injury).
 - 2.5.2. One copy of the report shall be saved in a separate holding folder, until ready to forward to the billing agency.
 - 2.5.2.1. Using Adobe Acrobat XPro, the Administrative Assistant shall highlight billable services and add notes as needed on the MIR.
 - 2.5.3. The hard copy of the PCR short form shall be filed for retention.
- 2.6. After the report has been marked and saved, the Administrative Assistant will log into the CHI Franciscan website and print (as a PDF) the demographic information for the patient.
- 2.7. The Administrative Assistant will then reference the MIRs to be billed and create a Cover Sheet, using Microsoft Excel.

- 2.7.1. Enter the EF Recovery record number, incident date, incident number, last name, first name and billed amount.
- 2.7.2. Once all reports have been entered, update the date at the bottom of the sheet to the date the file will be transferred to EF Recovery. Also confirm the total billed amount at the bottom of the sheet is the accurate sum of all reports being billed (=SUM[select all cells])
- 2.7.3. The cover sheet shall then be printed to PDF and combined with all corresponding reports and patient demographics, using Adobe Acrobat XPro.
 - 2.7.3.1. The order shall be the cover sheet, followed by the first MIR with signed PCR and that patient's demographics, second MIR with PCR, etc.
- 2.8. Once the cover sheet and reports have been combined and are ready for billing to EF Recovery, the Administrative Assistant shall transfer the document to the appropriate FTP folder that is shared with EF Recovery.
 - 2.8.1. The Administrative Assistant shall then email the necessary EF Recovery contact, notifying them that the file is in the shared folder, awaiting billing.
 - 2.8.2. Billing to EF Recovery shall be performed on a weekly basis when possible.

3. Medical Services Officer.

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

4. Billing Agency (EF Recovery).

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

- 4.2. Once the account has been established, all charges with sufficient billing information shall be billed directly to the insurance company.
 - 4.2.1. On accounts that lack sufficient insurance information, a bill shall be sent directly to the patient, along with a form requesting insurance information. In addition, the billing agency will make efforts to acquire necessary billing information from other sources, such as the receiving hospital.
 - 4.2.2. Items billed directly to insurance companies will be reviewed by the billing agency on a monthly basis. Rebilling and additional information will be provided to the insurance company, as necessary.
 - 4.2.3. If a legally collectable balance remains after all appropriate insurance payments have been received, a private statement will be generated and mailed to the patient.
- 4.3. Payments shall be made payable to the North Mason Regional Fire Authority but will be mailed to the billing agency's identified Post Office box.
 - 4.3.1. Payments will be deposited directly into a bank account established by the Mason County Treasurers Office, with copies of the deposit slip and Treasurer's submittal mailed directly to the Authority. The billing agency will have "deposit only" access to said account.
 - 4.3.2. Any overpayments or refunds to patients or insurance companies will be submitted to the Authority, along with supporting documentation. Refunds by the Authority will be processed through the Authority's established voucher system.
- 4.4. As long as a patient has a private balance owing, they will continue to receive monthly statements, until the account is paid in full or determined to be uncollectible.
 - 4.4.1. If the billing agency has received no payment and no contact from the patient after the second statement is mailed, they will attempt to make phone contact to encourage the patient to set up a payment plan. The billing agency will explain that there are no finance charges and even a small monthly payment will demonstrate the patient's cooperation in getting the account paid.
 - 4.4.2. For accounts that result in mail returned, phone disconnected or no response, the billing agency will make a final call to the hospital to see if they have received any updated information. Typically, these accounts have already been turned over to collections or written off by the hospital.
 - 4.4.2.1. If the patient received charity care from the hospital, an Authority charity care application will be mailed to the patient. Should the hospital have updated billing information, the billing agency will

follow up with this information. If no further information is available from the hospital, these accounts will be deemed uncollectible.

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

ATTACHMENTS

- **Medical Billing Guidelines**

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

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

REFERENCE

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

SCOPE

All Authority EMS response personnel and Authority Administrative Assistant.

PURPOSE

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

PROCEDURE

1. EMS Care Provider.

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

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

1.2.1. If the patient was treated with narcotic medication, a demographic label

shall also be affixed to the yellow copy of the PCR short form.

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

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

1.4. Once the MIR is completed in the RMS database, the EMS care provider shall document the incident report number on the paper copy of the PCR short form, staple the form to the EMS Report Checklist (if completed) and ~~and~~ place the ~~form~~ documents into the appropriate fire station lock box (for retention).

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

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

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

~~1.1.1.~~1.6.1. If a report is returned from the Administrative Assistant, the EMS care provider shall complete the necessary information or attach the required documentation and return to complete status as soon as possible or by the end of the next assigned shift.-

~~1. The treating provider is responsible to submit to the NMRFA's Administrative Assistant a completed Medical Incident Report and patient billing information prior to the end of the shift period.~~

2. Administrative Assistant.

2.1. The Administrative Assistant shall retrieve the PCR short forms from the lock box. Transport and non-transport incidents should be separated (non-transport refer to step 2.2; transports refer to steps 2.3 through 2.8).

2.2. **Non-transport: Unless the patient is worked (i.e. resuscitative efforts performed), billing is not required. The Administrative Assistant will locate the completed MIR in the RMS database and confirm all required documentation, including signed PCR short form (pink for non-transport), is included.

2.2.1. If the PCR short form is missing the patient's signature, the Administrative Assistant will update the status of the MIR to incomplete (assigning it back to the EMS care provider) and return the hard copy of the PCR short form

the provider to add a comment, sign and upload into the RMS database.

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

2.2.2.1. The PDF shall be saved to the PCR Shared Folder for review by the MSO for QA/QI. The Administrative Assistant shall label the report as: NMRFA NON TRANSPORT, incident number and a brief explanation of what the incident was.

(Example: NMRFA NON TRANSPORT 2019-1234 Eye Injury).

2.2.3. The hard copy of the PCR short form shall be filed for retention.

2.3. **Transports: The Administrative Assistant will locate the completed MIR in the RMS database and confirm all required documentation, including signed PCR short form (white for transport), is included.

2.3.1. If the PCR short form is missing the patient's signature, the Administrative Assistant will update the status of the MIR to incomplete (assigning it back to the EMS care provider) and return the hard copy of the PCR short form the provider to add a comment, sign and upload into the RMS database.

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

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

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

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

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

2.5.2.1. Using Adobe Acrobat XPro, the Administrative Assistant shall highlight billable services and add notes as needed on the MIR.

2.5.3. The hard copy of the PCR short form shall be filed for retention.-

2.6. After the report has been marked and saved, the Administrative Assistant will log into the CHI Franciscan website and print (as a PDF) the demographic information for the patient.

2.7. The Administrative Assistant will then reference the MIRs to be billed and enter into FileMaker Pro create a Cover Sheet, using Microsoft Excel.

2.7.1. Enter the EF Recovery record number, incident date, incident number, last name, first name and billed amount.

2.7.2. Once all reports have been entered, update the date at the bottom of the sheet to the date the file will be transferred to EF Recovery. Also confirm the total billed amount at the bottom of the sheet is the accurate sum of all reports being billed (=SUM[select all cells])

2.7.3. The cover sheet shall then be printed to PDF and combined with all corresponding reports and patient demographics, using Adobe Acrobat XPro.

2.7.3.1. The order shall be the cover sheet, followed by the first MIR with signed PCR and that patient's demographics, second MIR with PCR, etc.

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

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

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

3. Medical Services Officer.

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

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

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

2.1.3.2. MSO will submit MIRs to Mason County EMS and Trauma Council for QA/QI on a monthly basis via secure drop box.

4. Billing Agency (EF Recovery).

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

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

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

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

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

~~2.3.1.~~

~~2.4. All patient billing inquiries will be directed to the billing agency via a toll free phone number. All the employees of the billing agency will be cross trained as to be able to handle patient's questions without forwarding the call to someone else.~~

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

~~2.5.4.3. Payments~~ wish all be made payable to the North Mason Regional Fire Authority but will be mailed to the billing agency's identified Post Office box.

~~2.5.1.4.3.1.~~ Payments will be deposited directly into a bank account established by the Mason County Treasurers Office, with copies of the deposit slip and ~~the~~ Treasurer's submittal mailed directly to the Authority. The billing agency will have "deposit only" access to said account.

~~2.5.2.4.3.2.~~ Any overpayments or refunds to patients or insurance companies will be submitted to the Authority, along with supporting documentation. Refunds by the Authority will be processed through the Authority's established voucher system.

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

~~2.5.3.4.4.1.~~ If the billing agency has received no payment and no contact from the patient after the second statement is mailed, they will attempt to make phone contact to encourage the patient to set up a payment plan. The billing agency will explain that there are no finance charges and even a small monthly payment will demonstrate the patient's cooperation in getting the account paid.

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

~~2.5.3.1.4.4.2.1.~~ If the patient received charity care from the hospital, a n Authority charity care application will be mailed to the patient. ~~In the rare situation that~~ Should the hospital has ve new updated billing information, the billing agency will follow up with this information. If no further information is available from the hospital, these accounts will be deemed uncollectible.

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

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

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

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

~~2.5.4. Those a~~Accounts of

~~2.5.5.4.5.3.~~ less less than \$100 ~~are shall be~~ adjusted off the accounts receivable. A list of ~~the~~ patients deemed uncollectible shall be available in the monthly reports sent to the Authority by the billing agency.

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

~~2.5.6.4.6.1.~~ The EMS Officer will review all applications, information and recommendations. Following ~~thea~~ review, the EMS Officer will ~~be tasked with~~ either approve or deny all charity care applications. A signed authorization will be sent from the Authority to the billing agency granting the appropriate charity care.

~~2.6.4.7.~~ Once a month, after ~~the~~ final charges for the month have been entered, a month ~~end~~ process will be performed. The ~~process billing agency~~ will generate ~~the~~ monthly private statements, assess of the accounts receivable and produces a summary report for the Authority, detailing ~~the~~ monthly activity.

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

ATTACHMENTS

- Medical Billing Guidelines



North Mason Regional Fire Authority Medical Billing Guidelines

Transport reports should be completed as soon as possible – a completed copy of the report must be faxed to the receiving hospital within 24 hours.

1. ALS Billing Criteria:

- 1.1. Transported by a Paramedic, or
- 1.2. Patient is given ALS evaluation prior to BLS transport, and the call was dispatched as ALS, or
- 1.3. Patient is given a medication PO (oral) but still goes in BLS.

2. ALS II Billing Criteria:

- 2.1. Three (3) or more IV medications are administered (three (3) injections of the same drug or any combination thereof).
 - 2.1.1. This only applies to IV medications; does not apply to PO (oral) or intramuscular (IM) medications.
- 2.2. Patient is intubated, or
- 2.3. Central line is placed.

3. BLS Billing Criteria:

- 3.1. Patient is billed BLS base only if they are transported BLS and do not meet any of the ALS billing criteria outlined above.

4. Deceased Patients:

- 4.1. If a patient is worked (NMRFA begins resuscitative efforts) but not transported, the billing is BLS base. Hand write "Patient deceased, do not bill family" on the report.
- 4.2. If the patient is transported but expires, billing is completed as if they were delivered to the hospital. Hand write "Patient deceased, do not bill family" on the report.

5. Mileage:

- 5.1. Transport mileage should be recorded in one-tenth (1/10) increments.
 - 5.1.1. Mileage is billed at \$18.00 per mile. (Cost = Mileage X 18)

6. Additional Billing Items:

- 6.1. Monitor: When a 4 or 12-lead is performed by NMRFA and included only in an ALS base rate.
- 6.2. Pulse Oximetry: When an SPO2 reading is obtained using NMRFA pulse oximeter.
- 6.3. Charges for backboarding are for *full spinal precautions* (not only a c-collar).
- 6.4. Oxygen: Regardless of delivery tool.
- 6.5. If more than one (1) IV is placed, we bill for all. One (1) in each arm = two (2) IV charges.
 - 6.5.1. We do NOT charge for failed attempts.

7. Other Billing Guidelines:

- 7.1. If a patient is transported to a rendezvous with an outside agency such as Airlift or mutual aid ALS unit, the patient is billed as if the rendezvous point was a receiving hospital.
- 7.2. Patients are not billed if they are evaluated and not transported (signed AMA or NT).
- 7.3. There is no IV charge if the clinic places an IV with a lock and NMRFA accesses the IV for medication administration.

Electronic Signatures Procedure

CATEGORY: Administration
NUMBER: Admin-46.1
EFFECTIVE: June 2020
REVISED: N/A

REFERENCE

North Mason Regional Fire Authority Policy: Electronic Signatures Admin-46

SCOPE

All Authority personnel and Board of Fire Commissioners.

PURPOSE

The North Mason Regional Fire Authority allows the use of electronic signatures as an acceptable alternative to an original signature for those documents requiring signature or acknowledgement in accordance with minimum standards. There are a number of approaches to implementing the use of electronic signatures. The technology approach selected should support the minimum standards outlined in this policy. A combination of technologies may be warranted to mitigate risks.

PROCEDURE

1. **Minimum Standards.** Use of an electronic signature must be in accordance with the following minimum standards. Compliance with these standards helps to ensure the validity of an electronic signature.
 - 1.1. Confirm that electronic signature methodology will be made in accordance with the specific standards outlined in the Electronic Signatures Policy Admin-46.
 - 1.2. Provide the opportunity for the signer to review the entire document or content to be signed prior to applying an electronic signature.
 - 1.3. Document the signer's expressed intent as part of the record or in a certification statement and retain this information for evidentiary purposes.
 - 1.3.1. Expressed intent may include any action taken by the Board during a Board of Commissioners meeting or special meeting that is documented in the Board meeting minutes.
 - 1.3.1.1. Examples include but are not limited to, the approval of meeting minutes, Authority vouchers and/or resolutions.

- 1.3.2. In instances other than actions taken during a Board of Commissioners meeting, the expressed intent must be documented in writing (including electronically) by the signer and retained with the signed document as part of the record.
- 1.3.3. When expressed intent cannot be documented in writing, the document must include at minimum, one valid handwritten signature.
 - 1.3.3.1. The handwritten signature shall be that of the Fire Chief, Assistant Fire Chief or other authorized personnel.

2. **Application.**

- 2.1. Apply the electronic signature to the document. When possible, the electronic signature shall be applied to the document on the same day as the signer's expressed intent.
- 2.2. The following electronic signature types may be applied to the document:
 - 2.2.1. A digital object indication approval or authorization (such as signature image).
 - 2.2.2. Use of a third-party electronic signature service (such as DocuSign or AdobeSign).
 - 2.2.3. Use of a third-party electronic signature service which has been licensed as a certification authority (CA) by the Washington Secretary of State.

- 3. **Retainage.** All electronically signed documents shall be retained in accordance with the North Mason Regional Fire Authority retention schedule.

Training Requests and Compensation

CATEGORY: Training
NUMBER: Train-04
EFFECTIVE: May 2010
REVISED: August 2020

REFERENCE

North Mason Fire Authority Training Request Form

SCOPE

All Authority personnel

PURPOSE

The purpose of this policy is to provide a standardized method for requesting and approving training. This policy also establishes guidelines for reimbursement and compensation to Authority members for training attendance.

POLICY

For all outside-Authority training opportunities, Authority members will follow the appropriate procedure for requesting such training. The Training Officer will be responsible for reviewing and approving all training requests. Prior to approval, training requests will be reviewed for the following: training funds available; progress towards training at the Authority's directive; course relevancy to Authority operations; location; expense; and appropriateness for the requesting individual. In the event that a training class is denied by the Training Officer, an appeal of that decision can be made to the Fire Chief.

PROCEDURE

1. **Training Request Review.** Personnel wishing to attend a training class will submit a North Mason Fire Authority Training Request Form to the Training Officer. A copy of the training class announcement (if available) will be included for the Officer's review.
 - 1.1. The Training Officer will review the request for the following:
 - 1.1.1. Training funds available
 - 1.1.2. Member progress toward Authority requested training
 - 1.1.3. Course relevancy to Authority operations
 - 1.1.4. Location
 - 1.1.5. Expense
 - 1.1.6. Training appropriateness for the requesting member.
 - 1.2. The Training Officer will solicit input from the member's Shift Officer and/or the Training Committee, should input be considered beneficial in determining whether

the training is appropriate for that member.

1.3. Following a review, the Training Officer will approve or deny the training request.

1.3.1. In the event the request is denied, the Training Officer will document the reason for denial on the Training Request Form and return it to the member.

1.3.2. Members may appeal the denial to the Fire Chief.

2. **Compensation.** Using the Training Request Form, members must identify the compensation they wish to receive *prior* to submitting the request.

2.1. Compensations may include:

2.1.1. Board and travel reimbursement

2.1.2. Per diem

2.1.3. Comp time reimbursement

2.1.4. Overtime reimbursement

2.2. Should a training request be denied due to the cost reimbursement request, the Training Officer will document the reason for the denial on the Training Request Form and return it to the member.

2.2.1. Members may appeal the denial to the Fire Chief.

2.3. Member compensations for training attendance will be consistent with the terms and conditions set forth in the Union contract.

3. **Standard Training.** A list of Standard Training courses will be maintained by the Training Committee, in concurrence with the Training Officer. The purpose of this list is to clarify which classes qualify for comp time and/or overtime accrual.

3.1. The Standard Training Course List will be reviewed, at minimum, annually by the Training Committee in concurrence with the Training Officer, to ensure classes on the list are relevant and current.

3.2. Any changes to the Standard Training Course List will be disbursed to each member through their Shift Officer and posted on fire station bulletin boards.

3.3. The Authority will cover tuition expenses for Standard Training courses.

4. **Time Off.** Members will be required to arrange time off as necessary to attend training, unless otherwise approved by the Training Officer.

4.1. Members that arrange time off to attend training shall receive comp time or overtime reimbursement.

4.2. If the member is allowed to be off to attend training without using any accrued

leave, the member shall not be compensated comp time or overtime for days they would have otherwise been on-shift.

RULES GOVERNING TRAVEL EXPENDITURES

1. Personal expenses such as alcohol, entertainment etc. shall not be eligible for reimbursement.
2. Tips for meals and services will not exceed 15%. Reimbursement claims for tips shall be indicated for each meal or service and shall be limited to the exact amount actually tipped.
3. When traveling with family members, only the employee's meals, travel and actual approved business expenses shall be payable by the Authority.
4. Mileage reimbursement, when approved in advance, may be provided to members who use a personal vehicle for business-related travel. Reimbursement shall be limited to portal-to-portal distances, unless otherwise authorized. One-way mileage to the conference location will be doubled and paid at the rate in the current Board of Commissioners Resolution covering expenses.
5. When traveling with other members of the Authority, members are to manage their travel expenditures independently. They shall not combine expenses with a fellow employee's expense fund or credit card.
 - 5.1. Exceptions to this must be pre-approved at the time of request for application from the Assistant Fire Chief.
6. When parking at airports while away on approved travel, members shall not park at the on-site airport garage. Parking reimbursement will be limited to the amount charged for off-site parking lots that provide shuttle service to the airport.
7. Members shall use airport shuttles or taxi to travel from the airport to their hotel. If shuttle service is not provided and taxi fare exceeds the cost of a rental car, a request for a rental car may be submitted in writing to the Assistant Fire Chief prior to travel. Rental cars shall not be authorized unless pre-approved by the Assistant Fire Chief.

ATTACHMENTS

- **North Mason Fire Authority Training Request Form**

Training ~~Applications~~ Requests and Compensation

CATEGORY: Training
NUMBER: Train-04
EFFECTIVE: May 2010
REVISED: August 2020

REFERENCE

North Mason ~~Regional~~ Fire Authority Training Request Form

SCOPE

All ~~department~~ Authority personnel

PURPOSE

~~To~~ The purpose of this policy is to provide a uniform-standardized method for ~~the~~ requesting and approving ~~of District~~ training. This policy also establishes guidelines for reimbursement and compensation to Authority members for training attendance.

POLICY

For all outside-~~district~~ Authority training opportunities, Authority members will follow the ~~proper~~ appropriate procedure ~~for~~ in requesting such training. The Training Officer will be responsible for reviewing and approving all training requests. Prior to approval, training requests will be reviewed for the following: ~~t~~ training funds available; ~~;~~ progress towards training at the ~~District's~~ Authority's ~~directive;~~ course relevancy to ~~District~~ Authority ~~operations;~~ location; ~~;~~ expense; ~~and~~ appropriateness for the requesting individual. In the event that a training class is denied by the Training Officer, an appeal of ~~thate~~ decision may can be made to the Fire Chief.

PROCEDURE

1. Training Request Review. Personnel wishing to attend a training classes will submit an ~~intra-district communication~~ a North Mason Fire Authority Training Request ~~f~~ Form to the ~~District's~~ T ~~Training~~ o ~~Officer.~~ A copy of the training class announcement (if available) will be attached ~~included~~ for the O ~~officer's~~ review.

1.1. ~~The~~ Training Officer will review the request for the following:

1.1.1. ~~t~~ Training funds ~~s~~

1.1.1. available,

1.1.2. ~~m~~ Member progress toward ~~District~~ Authority requested training, ~~e~~

1.1.3. Course relevancy to Authority operations,

1.1.4. L ~~ocation,~~ ~~e~~

1.1.5. Expense, ~~and~~ ~~t~~

1.1.6. Training appropriateness for the requesting member.

- 1.2. The Training Officer will solicit input from the member's Shift Officer and/or the Training Committee, should input be considered beneficial in determining whether the training is appropriate for that member.

district

1.3. Following ~~the a~~ review ~~of the training request~~, the Training Officer will approve or deny the training request.

1.3.1. In the event ~~that~~ the request is denied, the Training Officer will document the reason for denial on the ~~communication~~ Training Request fForm and return it to the member.

~~1.2.1.~~1.3.2. Members may appeal the denial to the Fire Chief.

2. Compensation. ~~In the event that the training request is approved the Training Officer will use the request review to determine the appropriateness of the following; Using the Training Request Form, members must identify the compensation they wish to receive prior to submitting the request.~~

~~1.3.~~ Compensations may include:

2.1.

2.1.1. Board and travel reimbursement

~~1.3.1.~~ t

~~1.3.2.~~ Per diem

2.1.2.

2.1.3. ~~Training time off~~Comp time reimbursement

~~1.3.3.~~2.1.4. Overtime reimbursement

2.2. ~~Should a training request be denied due to the cost reimbursement request, the Training Officer will document the reason for the denial on the Training Request Form and return it to the member.~~

2.2.1. Members may appeal the denial to the Fire Chief.

2.3. ~~Member compensations for training attendance will be consistent with the terms and conditions set forth in the Union contract.~~

2. Standard Training. A list of

~~3. Based on the Training Officer's review he/she may deny any or all cost reimbursements based on the training class relevancy and priority as determined by the District. Reimbursement may also be denied if limited progress has been made towards District requested training. The Training Officer will evaluate all reimbursement approvals to see if an economically efficient alternative is available. This may include holding the training in District, attending training situated closer to the District thus reducing travel costs, and waiting for future training classes.~~

~~3. TRAINING TIME OFF Training time off will be consistent with the terms and conditions set forth in the Union contract. Time off for training will only be approved for classes requested by the District. Standard Training courses will be maintained by the Training Committee, in concurrence with the Training Officer. The purpose of this list is to clarify which classes qualify for comp time and/or overtime accrual.~~

~~3.1. The Standard Training Course List will be reviewed, at minimum, annually by the Training Committee in concurrence with the Training Officer, to ensure classes on the list are relevant and current.~~

~~3.2. Any changes to the Standard Training Course List will be disbursed to each member through their Shift Officer and posted on fire station bulletin boards.~~

~~3.1.3.3. The Authority will cover tuition expenses for Standard Training courses.~~

~~4. Time Off. Members will be required to arrange time off as necessary to attend training, unless otherwise approved by the Training Officer.~~

~~4.1. Members that arrange time off to attend training shall receive comp time or overtime reimbursement.~~

~~4.2. If the member is allowed to be off to attend training without using any accrued leave, the member shall not be compensated comp time or overtime for days they would have otherwise been on-shift.~~

~~Rules~~ **RULES GOVERNING TRAVEL EXPENDITURES** ~~Governing Travel Expenditures~~

1. Personal expenses such as alcohol, entertainment, ~~and so on~~ etc. shall not be eligible for reimbursement.

2. Tips for meals and services will not exceed 15%. Reimbursement claims for tips shall be indicated for each meal or service and shall be limited to the exact amount actually tipped.

3. When traveling with family members, only the employee's meals, travel, and actual approved business expenses shall be payable by the District Authority.

4. Mileage reimbursement, when ~~prior~~ approved in advance, may be provided to members who use a personal vehicle for business-related travel. Reimbursement shall be limited to portal-to-portal distances, unless otherwise authorized. One-way mileage to the conference location will be doubled and paid at the rate in the current Board of

Commissioners Resolution covering expenses.

5. When traveling with other members of the ~~department~~Authority, members are to manage their travel expenditures independently. They shall not combine expenses with a fellow employee's expense fund or credit card.

4.1.5.1. Exceptions to this must be pre-approved at the time of request for application from the ~~employees'~~ Assistant Fire Chief.

5.6. When parking at airports while away on approved travel, members shall not park at the on-site airport garage. Parking reimbursement will be limited to the amount charged for off-site parking lots that provide shuttle service to the airport.

7. Members shall use airport shuttles or taxi to travel from the airport to their hotel. If shuttle service is not provided and taxi fare exceeds the cost of a rental car, a request for a rental car may be submitted in writing to the ~~employees-~~Assistant Fire Chief prior to travel. Rental cars shall not be authorized unless pre-approved by the ~~employees'~~ Assistant Fire Chief.

ATTACHMENTS

- [North Mason Fire Authority Training Request Form](#)