

Thurston County Fire District Three



Agenda for the Board of Fire Commissioners

Regular Meeting

September 7, 2017

5:30 pm

- I. **CALL TO ORDER / FLAG SALUTE**
- II. **APPROVAL OF THE AGENDA**
 - A. Additions / Deletions
- III. **HEARING OF THE PUBLIC / MEMBERS PRESENT**
- IV. **APPROVAL OF THE CONSENT AGENDA**
 - A. Draft minutes of the August 17, 2017 Board of Fire Commissioners meeting.
 - B. Warrants
 - General Fund 001 (Acct# 6630) checks numbered #19513 through #19549 in the amount of \$78,379.99.
 - Capital Projects Fund 301 (Acct# 6631) check numbered #19551 in the amount of \$29,494.32.
 - Donation Fund 101 (Acct# 6633) check numbered #19550 in the amount of \$561.62
 - C. Payroll #8B 2017 in the amount of \$318,560.66.
- V. **COMMITTEE REPORTS**
 - A. Thurston County Medic One
E.M.S. Council Commissioner Kirkbride
 - B. Thurston 9-1-1 Communications (TCOMM)
Administration Board Commissioner Wilson

- C. City / District Liaison
Communication updates Commissioner Roberts & Kirkbride
- D. Thurston County Fire Commissioners Association
Regular meeting Commissioner Nelson
- E. Thurston Regional Planning Council
Status report Commissioner Dobry
- F. Community Outreach
Status report Staff
- G. Nisqually Tribe
Status report Commissioners Roberts & Kirkbride
- H. Citizen Advisory Committee
Status report

VI. OLD BUSINESS

A.

VII. NEW BUSINESS

A. Board Proxies for Commissioner Conference: Discussion/Action (see Appendix A)

B. Draft Board and Financial Policies Review: Discussion (see Appendix B)

VIII. ADMINISTRATIVE REPORT

IX. COMMISSIONER COMMENTS

X. OTHER INFORMATION

A. Suggestion Box

B. Correspondence

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

XII. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: September 21, 2017 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

August 17, 2017

Present:

Chair Roberts

Commissioner Dobry

Commissioner Wilson

Commissioner Nelson

Vice Chair Kirkbride was excused.

I. CALL TO ORDER / FLAG SALUTE

Chair Roberts called the meeting to order at 5:30 p.m.

II. APPROVAL OF THE AGENDA

MOTION: To accept the agenda as published.

Motion: Commissioner Nelson

Second: Commissioner Dobry

Carried: Unanimous

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the August 3, 2017 Board of Fire Commissioners meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #19452 through #19498 in the amount of \$130,183.08.

C. Payroll #8A in the amount of \$998,861.54.

MOTION: To accept the consent agenda as published.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One E.M.S. Council

Commissioner Wilson attended the August 16, 2017 meeting and reported the agenda items discussed:

1. Medical Program Director Contract – The proposed new contract will be on the Thurston County Commissioners meeting agenda as a recommendation for approval. The current contract is extended to the end of August.
2. Introduction of new ALS Program Manager Ben Miller-Todd.
3. Co-locating Medic One with Emergency Services facility space will be under review by the Director.
4. Approval to hire an experienced budget person to work under Medic One and Emergency Services both half time.

B. Thurston 9-1-1 Communications (TCOMM) Administration Board

No report. The next meeting is September 6, 2017.

C. City / District Liaison Communication updates

Chair Roberts and Chief Brooks attended the August 15, 2017 meeting and reported that proposed annexations and tribal relations were discussed.

D. Thurston County Fire Commissioners Association Regular meeting

Commissioners Roberts, Dobry, Wilson, and Chief Brooks attended the August 15, 2017 Picnic meeting and reported the following highlights:

1. Presentation of the new Lacey Fire District boundary signs as replacement for the existing 25 years old signs.
2. Airlift helicopter landing.
3. Annual Conference Proxy – A proxy for the elective leadership who will not attend must submit a proxy by the September 19, 2017 deadline. Commissioners Nelson, Wilson, and Roberts announced that they will not be attending. Commissioner Dobry will attend. Chief Brooks reported that he reserved lodging for Commissioners Kirkbride and Dobry. Chief Brook will confirm Commissioner Kirkbride's attendance. Proxy discussions will be added to the September 7, 2017 regular Board of Fire Commissioners meeting agenda.

E. Thurston Regional Planning Council

Status report

No report.

F. Community Outreach

Status report

Chief Brook reported the following events:

- Thurston County Fair – August 2nd – 6th. Good feedback was received for the District's presence.
- Celebrating Community Hero's – Chief Brooks and Battalion Chief attended the St. Andrew's United Methodist Church event on August 10, 2017.
- Capital Metro Girls Camp – August 26th -27th. The opening ceremony will begin at 8 a.m. on Saturday. The closing graduation ceremony will commence in the afternoon on Sunday. Chair Roberts will attend the opening ceremony.
- Deschutes Falls Park Grand Opening – Chief Brooks will attend the September 1, 2017 event.
- New District Boundary Signs – Volunteer Firefighter Zach Landgraf and several others volunteered their personal time to install six signs to date.
- Firefighter Tom Wright's Memorial Service – September 10, 2017 at 3 p.m. located at the James Koval Center for the Performing Arts

G. Nisqually Tribe

Status report

Chief Brooks reported that he received an email response from the CEO of Red Wind Casino acknowledging the receipt of the District's email regarding fee for service discussions. He was advised that the Red Wind Casino is in the process of reaching out to the Nisqually Tribe to review the District and Nisqually Tribe fee for service agreement and negotiation process. Chief Brooks stated he has available copies of the service agreements between neighboring Fire Districts, Muckleshoot Indian Tribe and the Chehalis Tribes to provide if requested.

H. Citizen Advisory Committee

Status report

Report moved to New Business item A. Citizens Advisory Committee: Discussion/Committee Guidance.

VI. OLD BUSINESS

A. Proposed Final Communications Plan by Ideal Communications: Discussion/Potential Action

Chief Brooks welcomed Ideal Communications Consultant J. Marie Riche. J. Marie Riche presented the proposed final communications plan. She highlighted the key topics: communication goals, messaging, and strategies.

- Major Goals are to maintain trust and to continue to build strong interpersonal relationships.
- Messages must have purpose and intentionality. Present good fiscal statistics to demonstrate good fiscal discipline and how it benefits the community in the ability to provide quality service.
- Strategies:
 - Identify key audiences and make an intentional effort in building one on one relationships.
 - Celebrate good works
 - Print material to reach an audience who are not connected to the District through service or social media outlets.
 - Continue to support CPR Saves
 - Expand the District's E-Newsletter audience

Commissioner Nelson inquired the mass mailing distribution concern during an election year. J. Marie Riche advised not to initiate new communication tools. She stated that fact sheets are OK during this time but not an annual mailer. The second phase is providing informational mailer content and design by September 22, 2017.

MOTION: To accept the Communications Plan by Ideal Communications as presented.

Motion: Commissioner Nelson

Second: Commissioner Dobry

Carried: Unanimous

VII. NEW BUSINESS

A. Citizens Advisory Committee (CAC): Discussion/Committee Guidance

Chief Brooks reported that Chair Cockrell gave notice to step down from the Chair position. Chief Brooks inquired the Boards direction on the short term and long term role of the CAC. Chief Brooks stated that the Citizen Advisory Committee has been active for four years.

The Board discussed the need to be more specific on what is needed by the CAC moving forward. The Board agreed to postpone monthly meetings until the beginning of the year. The Board would like to invite the CAC to the

November 16, 2017 regular Board meeting in November to acknowledge their contributions. Chief Brooks will relay the message to Chair Cockrell and extend the invitation to attend the Open House in October. Chief Brooks will follow-up with the Board.

VIII. ADMINISTRATIVE REPORT

Chief Brooks highlighted the following events and updates:

1. Cumulative General Fund Revenue and Expenditure Including Cash Flow Projection in 2017 shows revenue is on track. 8% below on budget capacity.
2. Property Tax and New Construction – Projections from County Assessors show \$210 million in new construction for 2018.
3. The County accepted and confirmed the submitted ballot language. There has been no con statement submitted to date.
4. Capital Metro Girls Camp – Partnering agencies have donated the following in support of the program.
 - South Bay & Tenino Fire Departments – Personal Protective Equipment (PPE) Bunker Gear, Boots, and Helmets.
 - ECMS – PPE Cleaning
 - Firehouse Subs and Panera Bread – Food

IX. COMMISSIONER COMMENTS

Commissioner Nelson announced that he'll be a guest on Ken Balsley's Podcast. He'll be interviewed August 23, 2017.

Commissioner Wilson thanked Firehouse Subs for awarding the District a grant to purchase new bunker gear.

Chair Roberts thanked J. Marie Riche for working with the District over the past year

The Board congratulated Finance Director Dale Hough for earning the "Professional Finance Officer Award" for 10 years.

X. OTHER INFORMATION

- A. Suggestion Box – None
- B. Correspondence – Photos of staff installing new boundary signs.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

Olympic Ambulance Director of Thurston County Operations Chris Clem reported the following highlights:

- Hiring of new positions: MSO, three new EMT’s and, two more registered nurses.
- Promotional assessments
- Establishment of a shift lead position
- Initiating a new software for patient care records
- Outfitting two ambulances with bariatric equipment
- Ordering a new ambulance to replace an old one

XII. ADJOURNMENT

The regular Board Meeting was adjourned at 6:45 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: September 7, 2017 – 5:30 pm

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST: District Secretary

CHECK REGISTER

Lacey Fire District Three
MCAG #: 1346

09/01/2017 To: 09/30/2017

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3201	09/08/2017	Claims	6630	19513	ALARM CENTER/CUSTOM SECURITY	83.25	S33 Monitoring Fees - 9/1/17 - 11/30/17
					001 - 522-50-48-2030 - Facilities Maintenance	83.25	S33 Monitoring Fees - 9/1/17 - 11/30/17
		Invoices	Amount	PO	For		
		1081966	83.25	2499	S33 Monitoring Fees - 9/1/17 - 11/30/17		
3202	09/08/2017	Claims	6630	19514	ASSOCIATED PETROLEUM	429.59	Fuel Additive - 55 Gallon Drum
					001 - 522-60-31-2022 - Apparatus Parts/Supplies	363.31	DEF - 55 Gal Drum
					001 - 522-60-31-2022 - Apparatus Parts/Supplies	66.28	DEF Drum Deposit
		Invoices	Amount	PO	For		
		1128100-IN	429.59	2508	Fuel Additive - 55 Gallon Drum		
3203	09/08/2017	Claims	6630	19515	JOHN C. BARNES	880.00	Janitorial Services - Aug. 2017
					001 - 522-50-48-2030 - Facilities Maintenance	880.00	Janitorial Services - Aug. 2017
		Invoices	Amount	PO	For		
		8-2017	880.00	460	Janitorial Services - Aug. 2017		
3204	09/08/2017	Claims	6630	19516	BATTERIES PLUS	685.44	Batteries For SCBA Units
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	685.44	Batteries For SCBA Units
		Invoices	Amount	PO	For		
		244-459476	685.44	2472	Batteries for SCBA Units		
3205	09/08/2017	Claims	6630	19517	JOHN J BUENZLI	108.70	S32 Repair Damaged Siding
					001 - 522-50-48-2015 - Sta. 32 Facilities Repair	108.70	Repair Damaged Hardiplank
		Invoices	Amount	PO	For		
		8/17/17 BUENZL	108.70	2473	S32 Repair Damaged Siding		
3206	09/08/2017	Claims	6630	19518	CAPITAL TREE EXPERTS, LLC	1,633.50	Dead Tree Removal At S34
					001 - 522-50-48-2030 - Facilities Maintenance	1,633.50	Dead Tree Removal At S34
		Invoices	Amount	PO	For		
		1257	1,633.50	2439	Dead Tree Removal at S34		
3207	09/08/2017	Claims	6630	19519	CDW GOVERNMENT INC	7,470.01	Workstation Monitors & Computer Equipment
					001 - 594-22-64-1051 - Computer Equipment	6,142.50	Workstations
					001 - 594-22-64-1051 - Computer Equipment	1,327.51	Replacement Monitors
		Invoices	Amount	PO	For		
		JVX9774	7,470.01	2474	Workstation Monitors & Computer Equipment		
3208	09/08/2017	Claims	6630	19520	CHAMBERS PRAIRIE ELECTRIC	152.46	S31 Light Fixture Replacement
					001 - 522-50-48-2011 - Sta. 31 Facilities Repair	152.46	Light Fixture Installation
		Invoices	Amount	PO	For		
		10600	152.46	2501	S31 Light Fixture Replacement		

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3209	09/08/2017	Claims	6630	19521	CITI CARDS - VISA	16,437.36	Dickson Business Expenses - 7/25/17-8/22/17; Brooks Business Expenses - 7/25/17-8/22/17; Cox Business Expenses - 7/25/17-8/22/17; Chambers Business Expenses - 7/25/17-8/22/17
		001 - 522-10-31-1011 - Office Supplies				133.64	Office Supplies
		001 - 522-10-31-1011 - Office Supplies				62.30	Office Supplies
		001 - 522-10-31-1011 - Office Supplies				76.63	Office Supplies
		001 - 522-10-31-1011 - Office Supplies				89.13	Office Supplies
		001 - 522-10-31-1011 - Office Supplies				87.11	Acct. Specialist Calculator
		001 - 522-10-31-1011 - Office Supplies				32.66	Inkjet Paper
		001 - 522-10-31-1011 - Office Supplies				95.38	Office Supplies
		001 - 522-10-31-1011 - Office Supplies				21.00	Protective Sleeves
		001 - 522-10-41-1081 - Web Based Services				60.00	Web Services
		001 - 522-10-41-1081 - Web Based Services				222.07	Constant Contact Fee
		001 - 522-10-41-1081 - Web Based Services				50.00	Google Services 7/1/17-7/31/17
		001 - 522-10-41-1081 - Web Based Services				36.88	Web Services 7/1/17 - 7/31/17
		001 - 522-10-41-1081 - Web Based Services				693.88	Email Protection 7/12/17 - 8/12/17
		001 - 522-10-43-1031 - Travel Lodging				131.49	Conference Lodging
		001 - 522-10-43-6011 - Travel Transportation				30.00	Conference Transportation
		001 - 522-10-43-6011 - Travel Transportation				174.95	Conference Transportation
		001 - 522-10-44-1011 - Advertising				90.00	Job Posting (HRD)
		001 - 522-10-44-1011 - Advertising				164.00	HRD Job Posting
		001 - 522-10-44-1011 - Advertising				270.00	HRD Job Posting
		001 - 522-10-49-6012 - Registrations				25.00	Registration
		001 - 522-20-31-2001 - Training Supplies				7.60	Training Supplies
		001 - 522-20-31-2043 - Food-Meetings, Workshops				21.00	S34 Open House Food
		001 - 522-20-31-2043 - Food-Meetings, Workshops				31.98	S 34 Open House Food
		001 - 522-20-31-2044 - Food - Incidents				139.93	ISU Food
		001 - 522-20-31-2044 - Food - Incidents				699.67	(50) Cases Of Water & Gatorade
		001 - 522-20-31-2046 - Public Education Supplies				121.79	Pub Ed Supplies
		001 - 522-20-31-2046 - Public Education Supplies				60.90	Pub Ed Supplies
		001 - 522-20-31-2046 - Public Education Supplies				1,265.00	(1K) District Logo Bags
		001 - 522-20-35-2019 - Incident Resp Eqpm - Fire				159.79	ISU Supplies
		001 - 522-20-35-2019 - Incident Resp Eqpm - Fire				38.08	Wildland Fittings
		001 - 522-20-35-2019 - Incident Resp Eqpm - Fire				348.28	(25) Connectors,(3) Tactical Lights &.(1) Panel Light
		001 - 522-20-35-2019 - Incident Resp Eqpm - Fire				412.71	Wire Racks
		001 - 522-20-41-2051 - Medical Services				599.70	Flu Shot Cards
		001 - 522-20-42-2012 - Cell Phones				83.00	Iphone Accessories
		001 - 522-20-42-2012 - Cell Phones				-16.99	Return - Iphone Belt Clip
		001 - 522-20-43-2011 - Travel Transportation				30.00	Conference Travel
		001 - 522-20-43-2011 - Travel Transportation				174.95	Conference Travel
		001 - 522-20-43-2011 - Travel Transportation				120.00	Conference Travel
		001 - 522-20-43-2011 - Travel Transportation				671.84	Conference Travel
		001 - 522-20-49-2012 - Training Registration				2,420.00	EMS World - Conference Registration
		001 - 522-20-49-2012 - Training Registration				455.00	Conference Registration
		001 - 522-20-49-2012 - Training Registration				1,540.00	Blue Card Training
		001 - 522-20-49-2012 - Training Registration				350.00	HROC Registration
		001 - 522-50-31-2051 - Facilities/Janitorial Supplies				116.61	Janitorial Supplies
		001 - 522-50-31-2051 - Facilities/Janitorial Supplies				169.54	Misc. Hardware Supplies
		001 - 522-50-31-2051 - Facilities/Janitorial Supplies				12.40	Utility Hooks
		001 - 522-50-31-2051 - Facilities/Janitorial Supplies				107.75	(2) Extension Cords And Chair Leg Plugs
		001 - 522-50-35-2031 - Facilities Equipment				652.21	Gas Sampling Pump
		001 - 522-50-35-2031 - Facilities Equipment				885.84	District Boundary Signs - Reflective Aluminum

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		001 - 522-60-31-2022 - Apparatus Parts/Supplies			263.52	Floor Mat (2) Sets
		001 - 522-60-31-2022 - Apparatus Parts/Supplies			27.90	Tow & Stow Hitch Pin
		001 - 522-60-48-2014 - Apparatus Repair			1,192.38	Vehicle Servicing
		001 - 594-22-64-1011 - Office Furniture & Equipme			238.84	Glass Marker Board
		001 - 594-22-64-1051 - Computer Equipment			490.02	Monitor & Mounts
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Invoices		Amount		PO For		
8/22/17 DICKSON		7,162.07		2465 Dickson Business Expenses - 7/25/17-8/22/17		
8/22/17 BROOKS		1,422.33		2485 Brooks Business Expenses - 7/25/17-8/22/17		
8/22/17 COX		1,897.60		2487 Cox Business Expenses - 7/25/17-8/22/17		
8/22/17 CHAMBI		5,955.36		2409 Chambers Business Expenses - 7/25/17-8/22/17		
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3210	09/08/2017	Claims	6630	19522 CITY OF LACEY	2,837.73	S31 Utilities - Water, #461-7258, Aug. 2017; S33 Utilities - Water, #461-68710, Aug. 2017; S34 Utilities - Water, #461-22982, Aug. 2017; S35 Utilities - Water, #461-52468, Aug. 2017
		001 - 522-50-47-2011 - Sta. 31 Utilities			483.02	S31 Utilities - Water, #461-7258, Aug. 2017
		001 - 522-50-47-2013 - Sta. 33 Utilities			1,005.18	S33 Utilities - Water, #461-68710, Aug. 2017
		001 - 522-50-47-2014 - Sta. 34 Utilities			968.06	S34 Utilities - Water, #461-22982, Aug. 2017
		001 - 522-50-47-2015 - Sta. 35 Utilities			381.47	S35 Utilities - Water, #461-52468, Aug. 2017
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Invoices		Amount		PO For		
8/25/17 461-7258		483.02		464 S31 Utilities - Water, #461-7258, Aug. 2017		
8/25/17 461-6871		1,005.18		464 S33 Utilities - Water, #461-68710, Aug. 2017		
8/25/17 461-2298		968.06		464 S34 Utilities - Water, #461-22982, Aug. 2017		
8/25/17 461-5246		381.47		464 S35 Utilities - Water, #461-52468, Aug. 2017		
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3211	09/08/2017	Claims	6630	19523 CITY OF OLYMPIA	24,808.45	Oly Shop Vehicle Repair Contract - July, 2017
		001 - 522-60-31-2022 - Apparatus Parts/Supplies			6,336.29	Apparatus Parts & Supplies
		001 - 522-60-48-2025 - Apparatus Mx Svs - Olympi			18,472.16	Oly Shop Vehicle Repair
<hr/>						
Invoices		Amount		PO For		
8/16/17 SHOP OI		24,808.45		2497 Oly Shop Vehicle Repair Contract - July, 2017		
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3212	09/08/2017	Claims	6630	19524 COPIERS NORTHWEST INC	606.15	Canon Copier Rental 8/14/17-9/13/17 & Overages 7/14/17-8/13/17
		001 - 522-10-45-1021 - Office Equipment Rental			606.15	Canon Copier Rental 8/14/17-9/13/17 & Overages 7/14/17-8/13/17
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Invoices		Amount		PO For		
INV1614136		606.15		468 Canon Copier Rental 8/14/17-9/13/17 & Overages 7/14/17-8/13/17		
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3213	09/08/2017	Claims	6630	19525 ECMS INC	607.93	Bunker Gear Maintenance
		001 - 522-20-31-2032 - PPE [Bunker Gear]			50.28	Boots
		001 - 522-20-31-2032 - PPE [Bunker Gear]			17.65	Gear Bag
		001 - 522-20-31-2032 - PPE [Bunker Gear]			24.61	Helmet
		001 - 522-20-31-2032 - PPE [Bunker Gear]			221.72	Jacket
		001 - 522-20-31-2032 - PPE [Bunker Gear]			31.56	Pants Inspection
		001 - 522-20-31-2032 - PPE [Bunker Gear]			9.63	Gloves
		001 - 522-20-31-2032 - PPE [Bunker Gear]			6.95	Hood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 522-20-31-2032 - PPE [Bunker Gear]	213.97	Jacket
					001 - 522-20-31-2032 - PPE [Bunker Gear]	31.56	Pants
		Invoices	Amount	PO	For		
		INV117777	607.93	2362	Bunker Gear Maintenance		
3214	09/08/2017	Claims	6630	19526	FIREFIGHTERS BOOKSTORE	459.30	Training Text Books
					001 - 522-20-49-2032 - Media; Film, Books, CD's	459.30	Training Guides
		Invoices	Amount	PO	For		
		INV120892	459.30	2469	Training Text Books		
3215	09/08/2017	Claims	6630	19527	FLOHAWKS PLUMBING & SEPTIC	2,091.39	S34 Plumbing Service
					001 - 522-50-48-2017 - Sta. 34 Facilities Repair	2,091.39	Testing And Jetting
		Invoices	Amount	PO	For		
		3076324	2,091.39	2502	S34 Plumbing Service		
3216	09/08/2017	Claims	6630	19528	GARDNER'S TRUST INC	2,170.44	Grounds Maintenance - August, 2017
					001 - 522-50-48-2030 - Facilities Maintenance	2,170.44	Grounds Maintenance - August, 2017
		Invoices	Amount	PO	For		
		22221	2,170.44	471	Grounds Maintenance - August, 2017		
3217	09/08/2017	Claims	6630	19529	HUGHES FIRE EQUIPMENT INC	2,122.95	Oly Shop #3180 Parts
					001 - 522-60-31-2022 - Apparatus Parts/Supplies	2,122.95	Compressor
		Invoices	Amount	PO	For		
		516858	2,122.95	2505	Oly Shop #3180 Parts		
3218	09/08/2017	Claims	6630	19530	J & I POWER EQUIPMENT	220.85	Motomix & Apron Chaps
					001 - 522-20-31-2032 - PPE [Bunker Gear]	87.03	Apron Chaps
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	133.82	Motomix
		Invoices	Amount	PO	For		
		391866	220.85	2503	Motomix & Apron Chaps		
3219	09/08/2017	Claims	6630	19531	KENT D. BRUCE CO., LLC	244.64	Speaker Kits For Chiefs Vehicles
					001 - 522-60-31-2022 - Apparatus Parts/Supplies	183.70	SA315P Speaker, Black Plastic
					001 - 522-60-31-2022 - Apparatus Parts/Supplies	24.46	SA-315 MT KIT #51
					001 - 522-60-31-2022 - Apparatus Parts/Supplies	24.46	SA-315 MT KIT Ford Explorer
					001 - 522-60-31-2022 - Apparatus Parts/Supplies	12.02	Freight
		Invoices	Amount	PO	For		
		2670	244.64	2484	Speaker Kits for Chiefs Vehicles		
3220	09/08/2017	Claims	6630	19532	LN CURTIS & SONS INC	82.43	Incident Response Parts
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	58.88	H-28 Ring Gear
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	23.55	H-29 Pinion Gear (Zinc Alloy)
		Invoices	Amount	PO	For		

CHECK REGISTER

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		Invoices	Amount	PO	For		
		INV119652	82.43	2507	Incident Response Parts		
3221	09/08/2017	Claims	6630	19533	PATTISON WATER CO	50.71	Utilities - #2010400, S32 Water
					001 - 522-50-47-2012 - Sta. 32 Utilities	50.71	Station 32 Water
		Invoices	Amount	PO	For		
		8/25/17 PATTISO	50.71	472	Utilities - #2010400, S32 Water		
3222	09/08/2017	Claims	6630	19534	RAINIER CONNECT	25.90	Web Hosting - Sept. 2017
					001 - 522-10-41-1081 - Web Based Services	25.90	Web Hosting - Sept. 2017
		Invoices	Amount	PO	For		
		9/1/17 RAINIER	25.90	477	Web Hosting - Sept. 2017		
3223	09/08/2017	Claims	6630	19535	SHARP ELECTRONICS CORP	110.07	Sharp Copier Rental - # 101-0006447-000, 8/15/17-9/14/17
					001 - 522-10-45-1021 - Office Equipment Rental	110.07	Sharp Copier Rental - # 101-0006447-000, 8/15/17-9/14/17
		Invoices	Amount	PO	For		
		SH224031	110.07	478	Sharp Copier Rental - # 101-0006447-000, 8/15/17-9/14/17		
3224	09/08/2017	Claims	6630	19536	STAPLES ADVANTAGE	60.89	Office Supplies - Staples; Office Supplies - Business Cards
					001 - 522-10-31-1011 - Office Supplies	8.23	Office Supplies - Staples
					001 - 522-10-31-1011 - Office Supplies	52.66	Office Supplies - Business Cards
		Invoices	Amount	PO	For		
		3348928062	8.23	2457	Office Supplies - Staples		
		3349408898	52.66	2457	Office Supplies - Business Cards		
3225	09/08/2017	Claims	6630	19537	STERICYCLE INC	78.45	Biohazard Waste Disposal
					001 - 522-50-47-2041 - Refuse Services	78.45	Biohazard Removal
		Invoices	Amount	PO	For		
		3003953466	78.45	2498	Biohazard Waste Disposal		
3226	09/08/2017	Claims	6630	19538	TAKE AIM, LLC	1,382.95	3 Uniform T-shirts - Creb; Uniforms - Invoice #4679, 4680, 4681, 4683, 4684, 4685, 4686, Dated 8/16/17; Uniform Belt - Bustillos; Uniforms - Invoices #4718, 4719, 4721, 4722, Dated 8/23/17
					001 - 522-20-31-2031 - Uniforms	48.96	3 Uniform T-shirts - Creb
					001 - 522-20-31-2031 - Uniforms	52.22	#4679 - Peterson Uniforms
					001 - 522-20-31-2031 - Uniforms	264.34	#4680 - Conklin Uniforms
					001 - 522-20-31-2031 - Uniforms	32.64	#4681 - Berman Uniforms
					001 - 522-20-31-2031 - Uniforms	21.76	#4683 - Cornier Uniforms
					001 - 522-20-31-2031 - Uniforms	264.34	#4684 - Pion Uniforms
					001 - 522-20-31-2031 - Uniforms	264.34	#4685 - Hodge Uniforms
					001 - 522-20-31-2031 - Uniforms	20.00	#4686 - Weekly Delivery 8-16-17
					001 - 522-20-31-2031 - Uniforms	26.97	VFF Uniform Belt
					001 - 522-20-31-2031 - Uniforms		VFF Uniform

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Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 522-20-31-2031 - Uniforms				VFF Uniform
		001 - 522-20-31-2031 - Uniforms				VFF Uniforms
		001 - 522-20-31-2031 - Uniforms				VFF Uniform
		001 - 522-20-31-2031 - Uniforms				VFF Uniform
		001 - 522-20-31-2031 - Uniforms				VFF Uniform
		001 - 522-20-31-2031 - Uniforms				VFF Uniform
		001 - 522-20-31-2031 - Uniforms				VFF Uniform
		001 - 522-20-31-2031 - Uniforms				VFF Uniform
		001 - 522-20-31-2031 - Uniforms				VFF Uniforms
		001 - 522-20-31-2031 - Uniforms				Shirts
		001 - 522-20-31-2031 - Uniforms			65.28	#4718- Hougan Uniforms
		001 - 522-20-31-2031 - Uniforms			81.60	#4719 - Hunter Uniforms
		001 - 522-20-31-2031 - Uniforms			220.50	#4721 - Pellegrino Uniforms
		001 - 522-20-31-2031 - Uniforms			20.00	#4722 - Weekly Delivery 8-23-17

Invoices	Amount	PO	For
4682	48.96	2462	3 Uniform T-shirts - Creb
8/16/17 TAKE AI	919.64	2480	Uniforms - Invoice #4679, 4680, 4681, 4683, 4684, 4685, 4686, dated 8\16\17
4720	26.97	2365	Uniform Belt - Bustillos
8/23/17 TAKE AI	387.38	2490	Uniforms - Invoices #4718, 4719, 4721, 4722, dated 8\23\17

3227	09/08/2017	Claims	6630	19539	THUR CO ASSN OF FIRE CHIEFS	3,000.00	2 Volunteer FF Training Registration - RA 2017 02
					001 - 522-20-49-2012 - Training Registration	3,000.00	2 Volunteer FF Training Registration - RA 2017 02

Invoices	Amount	PO	For
EDU1172	3,000.00	2509	2 Volunteer FF Training Registration - RA 2017 02

3228	09/08/2017	Claims	6630	19540	THUR CO RESOURCE STEWARDSHIP	115.00	S33 - Fire Code Safety Inspection
					001 - 522-20-49-2049 - Other Licenses	115.00	S33 - Fire Code Safety Inspection

Invoices	Amount	PO	For
229720	115.00	2500	S33 - Fire Code Safety Inspection

3229	09/08/2017	Claims	6630	19541	TITUS-WILL CHEVROLET/CADILLAC	555.95	Batt 35 Repair, Parts & Labor
					001 - 522-60-48-2014 - Apparatus Repair	246.15	Cluster
					001 - 522-60-48-2014 - Apparatus Repair	309.80	Installation

Invoices	Amount	PO	For
3367585/1	555.95	2492	Batt 35 Repair, Parts & Labor

3230	09/08/2017	Claims	6630	19542	TURNING OUT SOLUTIONS	207.00	Incident Response Hose Strap
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	192.00	25" Hose Strap
					001 - 522-20-35-2019 - Incident Resp Eqpm - Fire	15.00	Shipping

Invoices	Amount	PO	For
432	207.00	2504	Incident Response Hose Strap

3231	09/08/2017	Claims	6630	19543	TYLER TECHNOLOGIES INC	3,406.25	Training - GL, Bank Reconciliation, AP, Purchasing; Training - Financial Mgmt.
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 594-22-64-1052 - Software			1,375.00	Training - GL, Bank Req, AP
			001 - 594-22-64-1052 - Software			2,031.25	On Site Training
		Invoices	Amount	PO	For		
		025-197949	1,375.00	2479	Training - GL, Bank Reconciliation, AP, Purchasing		
		025-198416	2,031.25	2495	Training - Financial Mgmt.		
3232	09/08/2017	Claims	6630	19544	UPS	105.41	Shipping, Shipper #08XY88; Shipping, Shipper #08XY88; Shipping, Shipper #08XY88
			001 - 522-10-42-1021 - Postage/Shipping			26.15	Shipping, Shipper #08XY88
			001 - 522-10-42-1021 - Postage/Shipping			34.69	Shipping, Shipper #08XY88
			001 - 522-10-42-1021 - Postage/Shipping			44.57	Shipping, Shipper #08XY88
		Invoices	Amount	PO	For		
		000008XY88327	26.15	481	Shipping, Shipper #08XY88		
		000008XY88337	34.69	481	Shipping, Shipper #08XY88		
		000008XY88347	44.57	481	Shipping, Shipper #08XY88		
3233	09/08/2017	Claims	6630	19545	US HEALTH WORKS MED GROUP	77.00	Medical Services
			001 - 522-20-41-2051 - Medical Services			77.00	Return To Work Physical
		Invoices	Amount	PO	For		
		0741228-WA	77.00	2494	Medical Services		
3234	09/08/2017	Claims	6630	19546	VERIZON WIRELESS	2,168.40	Cell Phones, Etc. - Acct. #771883370-00001; Cell Phones, Etc. - Acct. #665389947-00002
			001 - 522-20-42-2012 - Cell Phones			173.45	Cell Phones, Etc. - Acct. #771883370-00001
			001 - 522-20-42-2012 - Cell Phones			1,994.95	Cell Phones, Etc. - Acct. #771883370-00001
		Invoices	Amount	PO	For		
		9791833572	173.45	482	Cell Phones, etc. - Acct. #771883370-00001		
		8/28/17 VERIZO	1,994.95	482	Cell Phones, etc. - Acct. #771883370-00001		
3235	09/08/2017	Claims	6630	19547	VOYAGER FLEET SYSTEMS / US BANK	2,579.12	Apparatus Fuel - August, 2017, Acct #869357335
			001 - 522-60-32-2011 - Fuel; Apparatus			2,579.12	Fuel August 2017
		Invoices	Amount	PO	For		
		9/1/17 VOYAGEI	2,579.12	2514	Apparatus Fuel - August, 2017, Acct #869357335		
3236	09/08/2017	Claims	6630	19548	WHISTLE WORKWEAR	291.45	ISU Boots - Libby; ISU Boots - M. Hill, Paid Partial Pmt.
			001 - 522-20-31-2031 - Uniforms			166.45	ISU Boots
			001 - 522-20-31-2031 - Uniforms			125.00	ISU Boots - M. Hill, Paid Partial Pmt.
		Invoices	Amount	PO	For		
		5078	166.45	2436	ISU Boots - Libby		
		5090 & \$41.45 PF	125.00	2449	ISU Boots - M. Hill, Paid Partial Pmt.		
3237	09/05/2017	Withdra	6630	19549	THUR CO FD3 REV FUND	32.87	Commissioner's Date 9/7/17, Reimbursement Of Revolving Fund From Fund 6630
3239	09/08/2017	Claims	6631	19551	RICE FERGUS MILLER INC	29,494.32	Site Investigation

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Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		301 - 594-22-63-2000 - Facility Capital Projects			29,494.32	Site Investigation

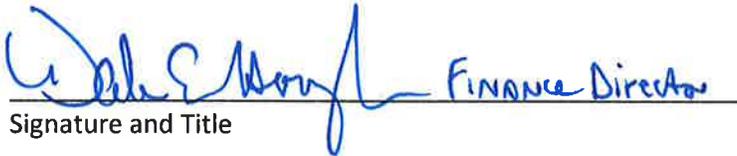
Invoices	Amount	PO	For
00002 / 2017	29,494.32	2478	Site Investigation

3238	09/08/2017	Claims	6633	19550	CITI CARDS - VISA	561.62	Dickson Business Expenses - Emergency Preparedness Supplies
					101 - 522-20-31-2047 - Pub Ed Supplies - Target	195.10	Emergency Preparedness Supplies
					101 - 522-20-31-2047 - Pub Ed Supplies - Target	140.47	Emergency Preparedness Supplies
					101 - 522-20-31-2047 - Pub Ed Supplies - Target	226.05	Emergency Preparedness Supplies

Invoices	Amount	PO	For
8/22/17 DICKSO	561.62	2488	Dickson Business Expenses - Emergency Preparedness Supplies

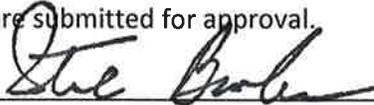
500 Support Services	14,829.71
501 Operations	63,287.46
502 Executive	229.95
001 General Fund	78,347.12
522 Fire Control	561.62
101 Donations Fund	561.62
594 Capital Expenditures	29,494.32
301 Capital Projects Fund	29,494.32

Claims: 108,435.93
 108,435.93


 Signature and Title

9/5/17
 Date

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the service rendered, or the labor performed as described herein, and that the warrants as listed in the above check register are submitted for approval.


 Fire Chief

Chairman of the Board

Commissioner

Commissioner

Commissioner

Commissioner

Approval Date: _____

THURSTON COUNTY FIRE DIST. #3
MASTER PAYROLL LIST

Payroll Period 08B 2017 (Draw)

DIRECT DEPOSIT - KEY BANK	281,951.60
<hr/>	
KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	27,605.62
KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	9,003.44
KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	0.00
TAX DEPOSIT TOTAL	36,609.06
TOTAL PAYROLL	318,560.66

WASHINGTON FIRE COMMISSIONERS ASSOCIATION



PROXY AUTHORITY

ARTICLE 2 —VOTING RIGHTS

“Each active member in attendance at the annual meeting shall be entitled to one vote in person and one vote for each proxy (if any) carried by the member, on each matter submitted to the vote of the members. No other class of members shall have voting rights. Each active member unable to attend a membership meeting may authorize such member's vote to be cast by proxy. The proxy vote may be cast by the commissioner, district secretary, fire chief or attorney of a member district if authorized in writing by the board of commissioners of the proxy voter's member district. Proxy authorizations must be submitted to the association seven (7) days prior to the membership meeting at which such proxy vote may be cast. No individual may serve as proxy for more than two active members.”

The Proxy Authority form below must be returned to the WFCA office by Thursday, October 19, 2017.

Mail to: WFCA, PO Box 134, Olympia, WA 98507

or Fax to: (360) 664-0415

or Scan form and email to: wfca@wfca.wa.gov

PROXY AUTHORITY

NAME: _____
 Commissioner Secretary Fire Chief Attorney

is authorized to serve as proxy for: Commissioner _____

of _____
(Fire district/RFA)

The active member unable to attend the business meeting must obtain the signatures from the majority of his/her governing board:

COMMISSIONER: _____

COMMISSIONER: _____

COMMISSIONER: _____

COMMISSIONER: _____

COMMISSIONER: _____

Thurston County Fire District Three

A R E S O L U T I O N

RESCINDING (SUPERCEDING?) RESOLUTION 596-02-93 AND ESTABLISHING A POLICY AND PROCEDURES FOR THE SELECTION OF A CHAIRPERSON AND VICE CHAIRPERSON FOR THE BOARD OF FIRE COMMISSIONERS IN ACCORDANCE WITH R.C.W. 52.14.080

RESOLUTION NUMBER _____

WHEREAS, Thurston County Fire Protection District Three is a municipal corporation authorized to exist and operated in accordance with Chapter 52 of the Revised Code of Washington; and

WHEREAS, R.C.W. 52.14.080 directs that the fire commissioners shall elect a chairperson from their number; and

WHEREAS, the Board of Fire Commissioners of Thurston County Fire Protection District Three has previously determined to formalize that process by means of a resolution; and

WHEREAS, the Board of Fire Commissioners finds that Resolution 596-02-93 adopted in 1993 does not reflect the method of selection the current Board of Commissioners desires;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Thurston County Fire Protection District No. 3, hereby repeals Resolution 596-02-93 and establishes a policy “Selection of the Board Chair and Vice Chair.”

ADOPTED at the regular meeting of the Board of Commissioners of Thurston County Fire Protection District Three, this _____ of _____, 2017, the following majority of commissioners being present and voting:



Title:	Selection of Board Chair and Vice Chair	
Type:	BOFC POLICY and PROCEDURES	Adopted: 2012
Section:	EXECUTIVE	Revised: September 2017

Selection of the Board Chair and Vice Chair

I. OVERVIEW/PURPOSE/SCOPE

RCW 52.14.080 directs that the Board of Fire Commissioners elect a chairperson from their number. A Resolution adopted in 1993 (596-02-93) has a degree of complexity that the current Board feels is unnecessary and the Board desires to create a policy and procedure for this process.

II. POLICY

The Board of Fire Commissioners shall select from their membership a Chairperson and Vice Chairperson.

III. DEFINITIONS

IV. PRINCIPLES

- A. At the last regularly scheduled meeting of the Board in January, based on a rotation of the Positions beginning with Position 1, the individual holding that position will serve as Chairperson until replaced or removed from office as a Commissioner. The rotation started in 2011 with Position 1.
- B. If for any reason the individual holding the Position does not desire to serve as Chairman, the individual in the next Position will assume the role. The succession will continue unless the majority of the Board of Fire Commissioners agrees to change the order.
- C. The new Chairperson will seek a motion of the Board to select a Vice Chairperson. Upon approval by a simple majority vote, the elected Vice Chairperson shall serve until replaced or removed from office as a commissioner.
- D. In the event a sitting Chairperson should leave the office of commissioner, the Vice Chairperson shall assume the position of chair until the next regular selection of a Chairperson or until further action by the Board.

This Policy was adopted at the regular meeting of the Board of Commissioners on July 5, 2012.



Title:	Telephonic / Electronic Participation at Board Meetings	
Type:	BOFC POLICY	Adopted: 2012
Section:	EXECUTIVE	Revised: September 2017

Discrimination and Harassment Prevention

I. OVERVIEW/PURPOSE/SCOPE

The District expects that all members will treat each other with respect and not engage in or condone any harassment or discrimination. This policy pertains to all District/District sponsored activities.

II. POLICY

The District prohibits all forms of harassment and discrimination, whether due to gender, sexual orientation, race, religion, disability or any other reason.

III. DEFINITIONS

Discrimination – the practice of unfairly treating a person or group of people differently from other people or groups of people.

Harassment - Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

IV. PRINCIPLES

- A. All members are responsible for managing their own behavior and for reporting instances of observed harassment and/or discrimination.
- B. Reports of harassment or discrimination shall be kept confidential to the extent possible and will be investigated.
- C. Members found to have harassed or who have engaged in unlawful discrimination will be subject to discipline up to and including termination.
- D. Retaliation against anyone who has made a complaint or who cooperates in an investigation is prohibited.
- E. Members are required to fully and honestly cooperate in an investigative process.
- F. Training will be provided to members, and additional training to Officers, in harassment and discrimination prevention.

V. RELATED DOCUMENTS

Harassment and Discrimination Prevention Procedures



Title:	Commissioner Compensation	
Type:	BOFC POLICY and PROCEDURES	Adopted: 2014
Section:	EXECUTIVE	Revised: September 2017

Commissioner Compensation

I. OVERVIEW/PURPOSE/SCOPE

RCW 52.14.010 establishes the Commissioner compensation rate per day or portion thereof for official meetings or “in performance of other services or duties on behalf of the district.” Therefore, the Board must identify the other services and duties that are eligible for compensation.

II. POLICY

Commissioners of the District shall be entitled to receive the per diem compensation as outlined in RCW 52.14.010 for the activities specific herein.

III. DEFINITIONS

IV. PRINCIPLES

- A. Attendance at all regular meetings and special meetings of the Board of Fire Commissioners.
- B. Attendance at regular local County Fire Commissioners Association meetings.
- C. Attendance at meetings for which each Commissioner has been appointed as the representative or alternate for and by the District or a County, State or National Fire Commissioner organization.
- D. Attendance at the Washington Fire Commissioners’ Association annual conference and seminars.
- E. Attendance at other Fire District-related activities approved by the Board of Fire Commissioners.
- F. Attendance at other County, State or National Fire Commissioner activities pre-approved by the Board of Fire Commissioners.
- G. Travel expenses when the location of the approved activity is outside Thurston County. Commissioners shall receive reimbursement as outlined in established per diem rates for meals and lodging; mileage reimbursement will be based on current Internal Revenue Service rate.
- H. Compensation for attendance at other meetings or functions not specifically addressed above shall be approved by the Board of Fire Commissioners.

This Policy was adopted at the regular meeting of the Board of Commissioners on June 5, 2014.



Title:	Emergency Services Outside the District	
Type:	BOFC POLICY and PROCEDURES	Adopted: 2015
Section:	EXECUTIVE	Revised:

Emergency Services Outside the District

I. OVERVIEW/PURPOSE/SCOPE

RCW 52.12.160 (2)(b) states “Property owners of unprotected land who choose not to form or annex into a fire protection jurisdiction or to enter into a written contractual agreement with a fire protection agency or agencies for the provision of firefighting services, do so willingly and with full knowledge that a fire protection service agency is not obligated to provide firefighting services to unprotected land.

Therefore, the District needs to establish guidelines for providing firefighting and emergency medical services outside the jurisdictional boundaries of Lacey Fire District 3 (District).

II. POLICY

The District may provide or assist in providing emergency fire or emergency medical services outside of its own district boundaries if:

1. Those services are otherwise unavailable
2. Those services are provided at the request of any law enforcement agency, fire district, fire department, a Washington State agency, federally recognized Tribe, or private person and
3. The District receives reimbursement for the costs of providing the services.

The person or entity receiving the services, or on whose behalf the services are provided, is liable to the District for the costs and these costs constitute a debt of that person and may be collected by the District.

In the absence of a service agreement with provisions for compensation or a mutual aid agreement, the District will not provide emergency fire or emergency medical services.

III. DEFINITIONS

Cost of service – the costs of providing emergency fire or medical services are those costs set forth in resolution(s) adopted by the District board of Fire Commissioners. Those resolutions establish fee schedules for emergency response, standby charges, fees for fire cause determination or any other fees that may be required or appropriate to provide emergency fire and medical services outside of District boundaries.

District jurisdiction – an area or property located within the District adopted boundaries including the municipal limits of the City of Lacey.



Title:	Emergency Services Outside the District	
Type:	BOFC POLICY and PROCEDURES	Adopted: 2015
Section:	EXECUTIVE	Revised:

Firefighting services – the provision of fire prevention services, fire suppression services, emergency medical services, and other services related to the protection of life and property.

Improved property – property upon which a structure is located, including bridges and agricultural structures as defined in RCW 19.27.015.

Liability – the District, as well as the firefighters and emergency medical technicians, whether volunteer or paid, which take part in firefighting efforts outside its jurisdiction or provides emergency care, rescue, assistance, or recovery services at the scene of an emergency, is not liable for civil damages resulting from any act or omission in the rendering of such services, other than acts or omissions constituting gross negligence or willful or wanton misconduct.

Unimproved property – those lands that will support grass, brush and tree growth, or other flammable materials when such lands are not cleared of cultivated and, in the opinion of the District, are a fire menace to life and property. See “unimproved lands” in RCW 76.04.005.

Unprotected land – property or unimproved property located outside the District’s jurisdiction.

IV. PRINCIPLES

- A. In order to facilitate the provision of firefighting services to unprotected lands, property owners of unprotected lands are encouraged, to the extent practicable, to annex to the District or to enter into a written agreement with the District for the provision of services.
- B. Property owners of unprotected land who choose not to annex into the District nor to enter into a written agreement with the district for the provision of firefighting services, do so willingly and with full knowledge that the District is not obligated to provide firefighting or emergency medical services to unprotected land.
- C. In the absence of a written agreement, the District may initiate services on unprotected land outside District jurisdiction in the following instances:
 - 1. Service was specifically requested by a landowner or other fire service agency
 - 2. Service could reasonably be believed to prevent the spread of a fire onto lands protected by the District
 - 3. Service could reasonably be believed to substantially mitigate the risk of harm to life or property by preventing the spread of a fire onto other unprotected lands.
- D. The property owner or owners of unprotected land outside the District jurisdiction shall reimburse the District actual costs for District response as described in policy.
 - 1. Cost recovery is based on District Board of Fire Commissioners adopted fee schedule(s).



Title:	Emergency Services Outside the District	
Type:	BOFC POLICY and PROCEDURES	Adopted: 2015
Section:	EXECUTIVE	Revised:

2. If a property owner fails to pay or defaults in payment to District for services rendered, the District is entitled to itself pursue payment, or through the collections process outlined in RCW 19.16.500.

V. RELATED DOCUMENTS

Fee Schedule

Fire Service Resource Mobilization Schedule

Thurston County Fire District No. 3

(Lacey Fire District No. 3)

Proposed Financial Management Policies

(As of August 31, 2017)

Statement of Purpose

The financial integrity of Thurston County Fire District No. 3 (the “District”) government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity. The set of policies within this document serve as a central reference point of the most important of our policies, which are critical to the continued financial health of our local government.

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the district, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the District. They will promote sound financial management and assist the District’s stability, efficiency, and effectiveness.

Financial Goals

Our financial goals seek to:

- Ensure the financial integrity of the district
- Manage the financial assets in a sound and prudent manner
- Improve financial information for decision makers at all levels:
 - Policy makers as they contemplate decisions that affect the district on a long-term basis
 - Managers and staff as they implement policy on a day-to-day basis
- Maintain and further develop programs to ensure the long term ability to pay all costs necessary to provide the level and quality of service required by the citizens
- Maintain a spirit of openness and transparency while being fully accountable to the public for the District’s fiscal activities

Financial Policies

The District’s financial policies address the following major areas:

- | | |
|------------------------------------------|-------------------------------------------|
| I. General Policies | VIII. Debt Policies |
| II. Revenue Policies | |
| III. Purchasing and Contracting Policies | IX. Communication Policies |
| IV. Expenditure Policies | X. Compliance Policies |
| V. Operating Budget Policies | XI. Investment & Cash Management Policies |
| VI. Capital Management Policies | XII. Reserve Policies |
| VII. Accounting Policies | |

These policies may be addressed in this policy or separate policies, including but not limited to a Post-Issuance Compliance Policy.

I. General Policies

1. The District may adopt resolutions to set financial policies to assure the financial strength and accountability of the District.
2. The Fire Chief shall develop administrative directives and general procedures for implementing the Board of Fire Commissioner's financial policies.
3. All District departments will share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.
4. The District will strive to attract and retain employees necessary for providing high quality services, the District shall establish and maintain a competitive compensation and benefit package with the public and private sectors.
5. The District will attempt to coordinate with other governmental agencies to achieve partnerships of common policy objectives, and share the cost of providing governmental services on an equitable basis, while providing efficiencies and achieving economies of scale. Efforts will additionally be made to support favorable legislation at the state and federal level.
6. The District will strive to initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy.
7. The District will strive to maintain fair and equitable relationships with its contractors and suppliers.

II. Revenue Policies

Design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support desired services.

General Revenues

1. The District will try to maintain a diversified and stable revenue system to protect programs from short-term fluctuations in any single source.
2. Beginning cash balance is considered current year's revenue.
3. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.
4. General Fund and other unrestricted revenues will not be earmarked for specific purposes, activities or services unless otherwise authorized by the Board of Fire Commissioners or required by law, or generally accepted accounting practices (GAAP). All non-restricted revenues will be deposited into the General Fund and appropriated by the budget process.
5. The District will comply with restrictions placed on funding by fund source and by the Board of Fire Commissioners or other authoritative body. Typically, these restricted or reserved funds will be managed within a fund within the General fund (a managerial fund e.g. Donation Fund, Equipment Repair and Replacement Fund) or in a fund outside the

General Fund. Examples include a Bond or Debt Service Fund or a Capital Projects fund. See fund descriptions below.

6. If revenues from "one-time" or limited duration sources are used to balance the annual operating budget, it is to be fully disclosed and explained at the time the budget is presented. It is the District's goal to not rely on these types of revenues to balance the operating budget.
7. The District will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Revenue forecasts will be revised and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.
8. The District will follow a professional policy of collecting revenues.

Fees and Charges

1. Enterprise/Internal Service operations will be self-supporting.
2. The District may use service users' charges in lieu of ad valorem (property) taxes and subsidies from other District funds, for services that can be identified and where costs are directly related to the level of service provided.
 - a. Other reimbursable work performed by the District (labor, meals, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated cost.
 - b. Charges for services shall accurately reflect the actual or estimated cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The District may maintain a current schedule of fees and charges, showing when the fees were last reviewed and/or recalculated. Fees and charges will be reviewed every three years at a minimum.
 - c. The District will consider market rates and charges levied by other municipalities for like services in establishing rates, fees, and charges.
 - d. Certain fees, such as rental fees, will be based upon market conditions and are not subject to the limitations of cost recovery.

Grants and Gifts

1. Grant funding for programs or items which address the District's current priorities and policy objectives should be considered to leverage District funds. Inconsistent and/or fluctuating grants should not be used to fund on-going programs.
2. Before accepting any grant, the District shall consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.
3. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor; all gifts and donations shall be managed and expended in accordance with the wishes and instructions of the donor or lacking any external guidance, treated as Donation fund revenue.

General Fund

The General fund is the primary operating account, and is used for the payment of operating

and maintenance expenses, including labor costs related to the day-to-day operation of the District. The General Fund may include Managerial funds to provide better fiscal management of reserved, restricted or other special purpose type funds, as required by the funding source, donor, Board of Fire Commissioners or other responsible party.

Bond Fund

The Bond Fund shall be used to record receipt and payments including principal, interest and fees of any bond activity.

Capital Project Funds

The Capital Funds are used for purchase or construction of capital projects and may be used for debt payments if approved by the Board.

Cash Receipts

The District's receipts shall be balanced and funds deposited to the Depository Account no less frequently than weekly. The Districts will maintain a special waiver for the Daily Deposit rule from the County to allow the District to deposit funds at least weekly. Any out-of-balance conditions (Cash Over/Short) shall be immediately reported to the Finance Director, reviewed, and posted. Cash over/short conditions of more than \$100 shall be reported to the Fire Chief immediately. The Board of Fire Commissioners will be notified no later than the next regular Board meeting. The District shall provide a numerically sequential receipt and a unique transaction batch number for all financial transactions.

Fund Balance and Maintenance of Minimum Reserve Levels

The District shall strive to maintain adequate fund balances (reserves) in order to provide sufficient cash flows to meet operating and capital expenses, while also providing the financial ability to address economic downturn and system emergencies. Operating expenditures shall include salaries, benefits, supplies, professional services, intergovernmental and interfund expenses, capital outlays and transfers (See "[XII. Reserve Policies](#)" herein for more details and specifics.)

III. Purchasing and Contracting Policies

Establish policies and procedures governing purchases made by Lacey Fire District 3 to uphold and provide responsible stewardship of public funds.

1. Procurement and purchasing will be overseen by the Deputy Chief(s). Daily operations are delegated to the Finance Director and are conducted in strict adherence with applicable federal and state laws and regulations and applicable Lacey Fire District 3 policies.
2. The process of determining whether a purchase is needed, in the best interest of the District and its customers, selecting vendors, managing contracts and agreements are subject to ethical standards and embody the value of stewardship of public resources.
3. Purchasing activities shall be administered in a manner that provides maximum practicable open competition appropriate to the type of product or service to be provided. Purchases shall support the goals of cost efficiency and product/service quality.

It is the policy of Lacey Fire District 3 to adhere to established procedures as described below.

- a. There shall be established thresholds of purchasing authority and review;
- b. The Board of Fire Commissioners shall review and approve purchases of \$300,000 or more;
- c. The District will adhere to specific rules as described in the Purchasing and Contracting procedure as well as applicable state law and regulations for Public Works procurements;
- d. There shall be a central file system to house and retain all purchasing records in accordance with established retention schedules. This central file may be physical or electronic or a combination of both.

IV. Expenditure Policies

Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

1. The District will strive to adopt an annual General Fund budget in which current expenditures do not exceed current projected revenues. Capital expenditures may be funded from one-time revenues.
2. Department Directors are responsible for managing their budgets within the total appropriation for their department.
3. The District will take immediate corrective actions if at any time during the fiscal year expenditure and revenue estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. The Board of Fire Commissioners may approve a short-term interfund loan or use of one-time revenue sources to address temporary gaps in cash flow, although this will be avoided if possible.
4. Long-term debt or bond financing shall not be used to finance current operating expenditures.
5. Emphasis will be placed on improving individual and work group productivity rather than adding to the work force. The District will invest in technology and other efficiency tools to maximize productivity. The District will hire additional staff only after the need for such positions has been demonstrated and documented.
6. All compensation planning and collective bargaining will focus on the total costs of compensation (TCC) which includes direct salary, pension contributions, and other benefits which are a cost to the District. The rate of increase of TCC of negotiated labor contracts will be the same or less than the growth rate in revenues projected in the five year forecast so as not to add to the structural gap. Contracts presented for approval by the Fire Chief that do not meet these requirements will have specific operational, legal or other compulsory items identified and discussed before ratification by the Board of Fire Commissioners will be considered.
7. Periodic comparisons of service delivery will be made to ensure that quality services are provided to our citizens at the most competitive and economical cost. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery where appropriate. Programs that are determined to be inefficient

and/or ineffective shall be reduced in scope or eliminated.

8. The District will make every effort to maximize any lawful discounts offered by creditors/vendors.

V. Operating Budget Policies

1. The Board of Fire Commissioners will adopt and maintain a balanced operating budget for each of its funds per Washington RCW 52.16.030. The District may prepare either an annual or biennial budget. In lieu of adopting an annual budget, the District may adopt a biennial budget with a mid-biennium review and modification for the second year of the biennium. The Board of Fire Commissioners, following its process, will review and approve an annual/biennial budget of each of the District's funds. The District Secretary shall deliver the certified budget to the county in ample time for the tax levies to be made for the District.
2. The District will strive to adopt a budget where current annual/biennial operating revenues will be equal to or greater than current operating expenditures.
3. Balanced revenue and expenditure forecasts will be prepared to examine the District's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements. The forecast will encompass five years and will be updated annually.
4. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of reserves to balance the budget is permitted. In the event that a budget shortfall is expected to continue beyond one year, the planned use of reserves must be developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.
5. Any year-end unobligated operating surpluses will revert to unappropriated balances for use in maintaining required ending cash balances and/or cash reserve levels set by policy. The Board of Fire Commissioners may direct that all or a portion of the unobligated year end operating surplus, may be transferred to a fund other than the General fund.
6. The District will provide for adequate maintenance and the orderly replacement of capital assets and equipment. Fleet and equipment replacement will be accomplished through the use of a depreciation schedule. The goal is to create a reserve fund sufficient for the replacement of the vehicles and equipment.
7. The operating budget shall serve as the annual/biennial financial plan for the District. It will serve as the policy document of the District for implementing the Board of Fire Commissioner's goals and objectives. The budget will provide the staff the resources necessary to accomplish District determined service levels.
8. The Fire Chief shall annually present a proposed District budget or mid biennial update by fund to the Board of Fire Commissioners. The Board of Fire Commissioners must adopt by resolution a final budget no later than December 1 of each year.
9. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the Board of Fire Commissioners.
10. Internally, budget control and accountability is maintained at the departmental level.
11. The Fire Chief has the authority to approve appropriation transfers between

programs or departments within a fund. In no case may total expenditures of a particular fund exceed that which is appropriated by the Board of Fire Commissioners without a budget amendment.

12. Amendments to the budget are allowable and are approved by the Board of Fire Commissioners. As new information becomes available throughout the year, the Board of Fire Commissioners may amend (increase) the District's budgets at the fund level through a formal process. Amendments may be done at any time during the fiscal period, but cannot be done after December 31 for the current year. Furthermore, budgetary authority must be in place before actual expenditures are made.

VI. Capital Management Policies

Review and monitor the state of the District's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

Capital Facilities Plan

1. The District may develop a Capital Facilities and Equipment Plan (CFEP) which is consistent with the District Strategic Plan. The plan shall be for a period of not less than five years.
2. The CFEP will include all projects to maintain public capital facilities and equipment required to maintain service levels at standards established by the Board of Fire Commissioners. It may also include for consideration, such other projects as requested by the Fire Chief or Board of Fire Commissioners.
3. The CFEP will provide details on each capital project plan including estimated costs, sources of financing and a full description of the project.
4. The District will finance only those capital improvements that are consistent with the adopted CFEP and District priorities. All capital improvement operating and maintenance costs will be included in operating budget forecasts.
5. A status review of the CFEP will be conducted periodically and a report will be presented by the Fire Chief or his/her designee, to the Board of Fire Commissioners.

Capital Asset Management

1. The District will maintain its capital assets at a level adequate to protect the District's capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
2. The capitalization threshold used in determining if a given asset qualifies for capitalization is \$5,000 per item with a useful life of over one year. All capital assets shall have a District property tag affixed to it when placed into service.
3. Minor equipment that falls below the \$5,000 threshold but is subject to shrinkage shall have a District property tag affixed to it when placed into District service and will be accounted for on the "Small and Attractive" inventory list.
4. The Finance and/or Facilities, Equipment and Technology Department will conduct required physical count/inspection of all capital assets.

5. Adequate insurance will be maintained on all capital assets consistent with the results of the annual physical count/inspection.

VII. Accounting Policies

Comply with prevailing federal, state, and local statutes and regulations. Conform to a comprehensive basis of accounting in compliance with Washington State statutes and with generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA) where applicable.

1. The District uses the cash basis of accounting which is a departure from generally accepted accounting principles (GAAP).
2. The District will maintain expenditure categories according to state statute and administrative regulation. The District will use the "Budgeting, Accounting & Reporting System" (BARS) prescribed by the State Auditor for its revenue and expenditure classification.
3. Quarterly budget and financial reports showing the current status of revenues and expenditures will be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner and made available for public inspection.
4. Monthly financial updates will be presented to the Board of Fire Commissioners.
5. Electronic financial systems will be maintained to monitor revenues, expenditures, and program performance on an ongoing basis.
6. The Annual Financial Report will be prepared and submitted to the State Auditor's Office no later than 150 days from the end of the preceding fiscal year.
7. The Annual Financial Report will be prepared on the basis of accounting that demonstrates compliance with Washington State statutes and the BARS manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than generally accepted accounting principles. The report will provide full disclosure of all financial activities and related matters.
8. An annual financial audit shall be performed by the Washington State Auditor's Office, which will issue an official opinion on the annual financial statements. The accountability audit (i.e., accountability for public resources and compliance with state laws and regulations and its own policies and procedures) shall be performed every two years by the Washington State Auditor's Office.
9. The District's budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units, and as a communications device for all significant budgetary issues, trends and resources.

VIII. Debt Policies

Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.

Purpose and Overview

The Debt Policy for the District is established to help ensure that all debt is issued both prudently and cost effectively. The Debt Policy sets forth comprehensive guidelines for the issuance and

management of all financings of the District. Adherence to the policy is essential to ensure that the District maintains a sound debt position and protects the credit quality of its obligations.

Capital Planning

The District shall integrate its debt issuance with its Capital Facilities and Equipment Plan (CFEP) spending to ensure that planned financing conforms to policy targets regarding the level and composition of outstanding debt. This planning considers the long-term horizon, paying particular attention to financing priorities, capital outlays and competing projects. Long term borrowing shall be confined to the acquisition and/or construction of capital improvements and shall not be used to fund operating or maintenance costs. For all capital projects under consideration, the District shall set aside sufficient revenue from operations to fund ongoing normal maintenance needs and to provide reserves for periodic replacement and renewal. The issuance of debt to fund operating deficits is not permitted.

Legal Governing Principles

In the issuance and management of debt, the District shall comply with the state constitution and with all other legal requirements imposed by federal, state, and local rules and regulations, as applicable.

1. State Statutes – The District may contract indebtedness as provided for by State law, subject to the statutory and constitutional limitations on indebtedness.
2. Federal Rules and Regulations – The District shall issue and manage debt in accordance with the limitations and constraints imposed by federal rules and regulations including the Internal Revenue Code of 1986, as amended; the Treasury Department regulations there under; and the Securities Acts of 1933 and 1934.
3. Local Rules and Regulations – The District shall issue and manage debt in accordance with the limitations and constraints imposed by local rules, policies, and regulations.

Roles & Responsibilities

The Board of Fire Commissioners shall:

1. Approve indebtedness;
2. Approve appointment of the bond underwriter and bond counsel;
3. Approve the Financial Policy, including the section on the Debt Policy;
4. Approve budgets sufficient to provide for the timely payment of principal and interest on all debt; and

The Fire Chief in consultation with the District Finance Director shall:

1. Assume primary responsibility for debt management
2. Provide for the issuance of debt at the lowest possible cost and risk;
3. Determine the available debt capacity;
4. Provide for the issuance of debt at appropriate intervals and in reasonable amounts as required to fund approved capital expenditures;
5. Recommend to the Board of Fire Commissioners the manner of sale of debt;
6. Monitor opportunities to refund debt and recommend such refunding as appropriate.
7. Comply with all Internal Revenue Service (IRS), Securities and Exchange (SEC), and Municipal Securities Rulemaking Board (MSRB) rules and regulations governing the

issuance of debt.

8. Provide for the timely payment of principal and interest on all debt and ensure that the fiscal agent receives funds for payment of debt service on or before the payment date;
9. Provide for and participate in the preparation and review of offering documents;
10. Comply with all terms, conditions and disclosure required by the legal documents governing the debt issued;
11. Submit to the Board of Fire Commissioners all recommendations to issue debt;
12. Provide for the distribution of pertinent information to rating agencies;
13. Comply with undertakings for ongoing disclosure pursuant to SEC Rule 15c2-12
14. Apply and promote prudent fiscal practices.

Ethical Standards Governing Conduct

1. The members of the District's staff will adhere to the standards of conduct as stipulated by the Public Disclosure Act, RCW 42.17 and Ethics in Public Service, RCW 42.52.

Types of Debt Instruments

The District may utilize several types of municipal debt obligations to finance long-term capital projects. Subject to the approval of Board of Commissioners, the District is authorized to sell:

1. **Unlimited Tax General Obligation Bonds** – The District shall use Unlimited Tax General Obligation Bonds (UTGO), also known as “Voted General Obligation Bonds” for the purpose of capital improvements, remodels, equipment purchases and property acquisition. Voted Bond issues are limited to capital purposes only. Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project. UTGO Bonds are payable from excess tax levies and are subject to the assent of 60% of the voters at an election to be held for that purpose, plus validation requirements.
2. **Limited Tax General Obligation Bonds** – A Limited-Tax General Obligation debt (LTGO), also known as “Non-Voted General Obligation Debt”, requires the District to levy a property tax sufficient to meet its debt service obligations but only up to a statutory limit. The District shall use LTGO Bonds as permitted under State law for lawful purposes only. General Obligation debt is backed by the full faith and credit of the District and is payable from non-voter approved property taxes and other money lawfully available. LTGO Bonds will only be issued if:
 - a. District determines they can afford the payments;
 - b. A project requires funding not available from alternative sources;
 - c. Matching fund monies are available which may be lost if not applied for in a timely manner; or,
 - d. Emergency conditions exist.
3. **Special Assessment/Local Improvement District Bonds** – The District shall use Special Assessment Bonds as permitted under State law for the purpose of assuring the greatest degree of public equity in place of general obligation bond where possible. Local Improvement District (LID) Bonds represent debt that is repaid by the property owners who specifically benefit from the capital improvements through annual assessments paid to the District. LID's are formed by the Board of Fire

Commissioners after a majority of property owners agree to the assessment. No taxing power or general fund pledge is provided as security, and LID Bonds are not subject to statutory debt limitations. The debt is backed by the value of the property within the district and an LID Guaranty Fund, as required by State Law.

4. **Short Term Debt** – The District shall use short term debt as permitted by State law for the purpose of meeting any lawful purpose of the municipal corporation, including the immediate financing needs of a project for which long term funding has been secured but not yet received. The District may use inter-fund loans rather than outside debt instruments to meet short-term cash flow needs for the project. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of the funds will not impact the fund’s current operations. All inter-fund loans will be subject to Board of Fire Commissioner approval and will bear interest at prevailing rates.
5. **Leases** – The District is authorized to enter into capital leases under State law, subject to the approval of the Board of Fire Commissioners.

General Requirements

1. The District will not use long-term debt to pay for current operations. The use of bonds will only be considered for significant capital and infrastructure improvements.
2. The term of the debt shall never extend beyond the useful life of the improvements to be financed; and the term of the debt will not exceed 20 years.
3. General obligation debt will not be used for self-supporting enterprise activity. The general policy of the District is to fund general-purpose public improvements and capital projects that cannot be financed from current revenues with voter-approved general obligation debt. Non-voter approved debt may be utilized when a new revenue source, or Levy lid lift revenue source can be identified to pay debt service expenses.
4. The general policy of the District is to establish debt repayment schedules that use level annual principal and interest payments.
5. Interest earnings on bond proceeds will be limited to 1) funding the improvements specified in the authorizing bond ordinance, or 2) payment of debt service on the bonds. Proceeds from debt will be used in accordance with the purpose of the debt issue. Funds remaining after the project is completed will be used in accordance with the provisions stated in the bond ordinance that authorized the issuance of the debt.
6. The District will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case will the District lease-purchase equipment whose useful life is less than the term of the lease.
7. The District will maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved. The District will encourage and maintain good relations with financial bond rating agencies and will follow a policy of full and open disclosure.
8. The District shall use refunding bonds in accordance with the Refunding Bond Act, RCW 39.53. Unless otherwise justified, the District will refinance debt to achieve true savings as market opportunities arise. Refunding debt shall never be used for the purpose of avoiding debt service obligations. A target 5% cost savings (discounted to its present value) over the

remainder of the debt must be demonstrated for any “advance refunding”, unless otherwise justified.

9. With Board of Fire Commissioner approval, interim financing of capital projects may be secured from the debt financing marketplace or from other funds through an inter-fund loan as appropriate in the circumstances.

IX. Communication Policies

1. It is the policy of the District to remain as transparent as possible.
2. The District shall manage relationships with the rating analysts assigned to the District’s credit, using both informal and formal methods to disseminate information.
3. The District’s Basic Financial Statements and Notes shall be a vehicle for compliance with continuing disclosure requirements. The Notes to the Financial Statements may be supplemented with additional documentation as required. Each year included in the Notes to the Financial Statements, the District will report its compliance with debt targets and the goals of the Debt Policies.
4. The District shall seek to maintain or improve its current bond rating.

X. Compliance Policies

Investment of Proceeds

The District shall comply with all applicable Federal, State, Local and contractual restrictions regarding the investment of bond proceeds. This includes compliance with restrictions on the types of investment securities allowed, restrictions on the allowable yield of invested funds as well as restrictions on the time period over which some of the proceeds may be invested.

Legal Covenants

The District shall comply with all covenants and conditions contained in governing law and any legal documents entered into at the time of a bond offering.

Periodic Policy Review

At a minimum, the Debt Policy and the District’s Post Issuance Compliance Policy will be reviewed and updated every five years.

XI. Investment and Cash Management Policies

Manage and invest the District's operating cash to ensure its legality, safety, provide for necessary liquidity, avoid imprudent risk, and optimize yield.

1. Cash and Investment programs will be maintained in accordance with District regulations and will ensure that proper controls and safeguards are maintained. District funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order.

The District may develop and adopt an investment policy. The Thurston County Treasurer’s office, acting as the District’s Treasurer has the authority and responsibility of investing the District’s investable assets. It is the District’s policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds.

All deposits and certificates of deposits are covered by the Federal Deposit Insurance Corporation and/or the Washington Public Deposit Protection Commission. District

investments are held by the Thurston County Treasurer in the Thurston County Investment Pool (TCIP) as its agent in the Districts name.

2. The District will maintain written guidelines on cash handling, accounting, segregation of duties, and other financial matters.
3. Monthly Statement of Financial Activities reports are part of the financial report package and are prepared and distributed to the Board of Fire Commissioners showing cash position, and year-to-date budgeted and actual revenue and expenditures. These are distributed no less frequently than quarterly.
4. The District will conduct at a minimum annual reviews of its internal controls and cash handling procedures

XII. Reserve Policies

Maintain the reserves, contingencies, and ending fund balances of the various operating funds at levels sufficient to protect the District's credit as well as its financial position from emergencies.

1. At each fiscal year end the remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the District.
2. The District will include all fund balances in the annual budget.

Fund Balance Reserve

1. The District's goal shall be to establish and maintain an adequate Fund Balance of at least twelve percent (12%) of the General Fund and supported operating budgets. The reserve is defined as a reserve solely for the purpose of addressing temporary revenue losses due to economic cycles or other time-related causes.
2. Annual contributions will be budgeted from the General Fund resources as available to establish and maintain the target reserve level.
3. All expenditures drawn from the reserve account shall require a prior approving vote by two-thirds majority by Board of Fire Commissioners.

Reserve Funds

The District will maintain an Operating Reserve fund.

1. The Operating Reserve Fund is used to provide a financial cushion in the event of an economic downturn and to meet emergency needs.

Equipment Repair & Replacement Fund

1. Sufficient reserves will be maintained and developed to provide for repair and scheduled replacement of District assets nearing the end of their useful lives.

Additional Reserves

1. Additional reserve accounts may be created by the Board of Fire Commissioners to be set aside for specific purposes or special projects, for known significant future expenditures, or as general operational reserves.