

Thurston County Fire District Three



Agenda for the Board of Fire Commissioners

Regular Meeting

March 1, 2018

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. **PINNING CEREMONY FOR LT PROMOTION OF FF JAKE FOUTS**
- V. **APPROVAL OF THE CONSENT AGENDA**
 - A. Draft minutes of the February 15, 2018 of the Board of Fire Commissioners and Board of Volunteer Firefighters Meeting.
 - B. Warrants
 - General Fund 001 (Acct# 6630) checks numbered #20073 through #20100 in the amount of \$55,020.11.
 - Equipment Repair and Replacement Fund 103 (Acct# 6636) checks #20101 & #20102 in the amount of \$5,497.44.
 - C. Payroll #2B 2018 in the amount of \$355,753.34.
- VI. **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 Commissioners Kirkbride & Wilson

- D. Thurston County Fire Commissioners Association
Regular meeting Commissioner Dobry
- E. Thurston Regional Planning Council
Status report Commissioner Dobry
- F. Community Outreach
Status report Staff
- G. Nisqually Tribe
Status report Commissioners Kirkbride & Wilson
- H. Capital Facilities
Status report Staff
- VII. OLD BUSINESS**
 - A.
- VIII. NEW BUSINESS**
 - A.
- IX. ADMINISTRATIVE REPORT**
- X. COMMISSIONER COMMENTS**
- XI. OTHER INFORMATION**
 - A. Suggestion Box
 - B. Correspondence
- XII. HEARING OF THE PUBLIC / MEMBERS PRESENT**
- XIII. ADJOURNMENT**

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: March 15, 2018 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

February 15, 2018

Present:

Chair Kirkbride

Vice Chair Wilson

Commissioner Dobry

Commissioner Ryder

Commissioner Roberts was excused.

I. CALL TO ORDER / FLAG SALUTE

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

II. APPROVAL OF THE AGENDA

MOTION: To accept the agenda as presented.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

III. HEARING OF THE PUBLIC / MEMBERS PRESENT

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

- He attended the ESO Wave Data Conference in Texas with representatives from Medic One and Olympia Fire. ESO is the current software application used by Olympic Ambulance. The County is exploring converting technology from the SafetyPad to ESO Data. He commented that training was worthwhile.
- Welcomed new 2016 Transit Type 2 ambulance
- Community Outreach
 - February 26, 2018 Girl Scout Night – Providing first aid badges, a tour of the facility and ambulance.
 - May 23, 2018 Blood Drive – Hosted in partnership with the Red Cross.

IV. RETIREMENT RECOGNITION FOR CHAPLAIN BOB SIEVERS

Chief Brooks expressed his appreciation to Chaplain Bob Sievers for service of more than a decade to the District and the community. He presented him with an engraved desk clock and a District photo album. Volunteer Firefighter Ken Roberts, and two parishioners of the First Baptist Church of Olympia also shared kind words in honor of Chaplain Bob. Chaplain Bob thanked the District. The regular meeting was recessed at 5:41 p.m. for duration of 10 minutes. Light refreshments was served.

V. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the February 1, 2018 Board of Fire Commissioners meeting.
- B. Warrants
 - General Fund 001 (Acct# 6630) checks numbered #20012 through #20072 in the amount of \$135,356.61.
- C. Payroll
 - #2018 01A County List Revised to the amount of \$1,307,903.35.
 - #2018 02A Count List in the amount of \$1,043,526.64.

MOTION: To accept the Consent Agenda as presented.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

VI. COMMITTEE REPORTS

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

No report. The next meeting is February 21, 2018,
- B. Thurston 9-1-1 Communications (TCOMM)
Administration Board

No report. The next meeting is the first Wednesday in March.
- C. City / District Liaison
Communication updates

No report. The next meeting is February 20, 2018 located at City Hall in the Executive Conference Room.
- D. Thurston County Fire Commissioners Association
Regular meeting

No report. The next meeting is February 20, 2018.
- E. Thurston Regional Planning Council
Status report

Commissioner Dobry attended the February 2, 2018 meeting and reported the following agenda items:
 - 1. Puget Sound Regional Council Executive Director Josh Brown gave a presentation update:
 - Council covers King, Pierce, Kitsap and Snohomish counties
 - 2017 population is 4.1 million residents in the 82 cities and towns

- Six Trends:
 - Experiencing historic growth. There is an increase of 351K people in the past six years making Seattle number nine of top of growth cities in the country. Population forecast by 2050 is to have over 5.8 million people.
 - Rapid growth of jobs driving regional growth.
 - Region is growing in different ways. 96% of the new housing units are in the city compared to 72% that occurred in 1991.
 - Investments in transportation
 - Transit ridership is growing. It's the fastest in the nation over the past 10 years. 215 million annual boarding and 510 boarding are projected in 2040.
 - SeaTac airport is growing strong. It is the ninth busiest airport in the nation.

- 2. Meeting Calendar – First Friday of each month except for August. There is no meeting in August.

- 3. Executive Director Evaluation Committee Selected – The performance evaluation will be presented to Executive Director Mark Daily on April 6, 2018.

- 4. New Officers
 - Chairman – Nathaniel Jones
 - Vice Chair – J.W. Foster
 - Secretary – Alan Vanell

- 5. Thurston County Population and Economic Forecast Update – Forecast projects Education, Health and Social Services will take over the State Governments as the largest employers in 2030.

F. Community Outreach

Status report
Staff

1. Thurston County Stakeholder Strategic Planning Forum – Chief Brooks attended the meeting on February 5, 2018.

2. Depot District Studio Sessions – February 26-28, 2018
 - February 26
 - Open Forum – 2 p.m. – 5 p.m.
 - Consultant Presentation – 6:30 p.m. – 8:30 p.m.
 - February 27 & 28
 - Open Form – 9 a.m. – 5 p.m.
 - Consultant Presentation – 6:30-830 p.m. on 28th

3. Annual Homeowners Association Meetings
 - St. Clair Terrace – The February 25, 2018 meeting is rescheduled to March 4, 2018 located at Station 34, 5:15 p.m. Chief Brooks and Vice Chair Wilson will attend.

3. North Thurston Public Schools Celebrates Dr. Seuss' Birthday with Read Across America event– Chief Brooks, Battalion Chief Hulse, and Station 34 crews will be reading to elementary students on March 2, 2018.

G. Nisqually Tribe
Status report

The Board recommend that a letter from the Chair be sent to the Chairman of the Red Wind Casino Gaming Board stating the District's desire to establish a service agreement for the Red Wind Casino. It was advised to include a response deadline of 30 days. The Board suggested a carbon copy be sent to the Tribal Chair. Chief Brooks will draft a letter on behalf of the Chair.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

None

IX. ADMINISTRATIVE REPORT

Chief Brooks reported the following updates/events:

1. Damaged Engine 33 – Parts arrived and work back underway.
2. Deputy Ops Chief Position vacancy posted.
3. Firefighter Position applications closed today. Interviews will be conducted next week. Four candidate spots are available for the spring academy.
4. Promotional Pinning Ceremony of Firefighter Jake Fouts to Lieutenant will take place on March 1, 2018 at the regular Board of Fire Commissioners meeting.
5. Lacey Firefighters Charity Presentation– Recognition to participants supporting the Lacey Fire Charity Holiday Programs scheduled on March 15, 2018 regular Board meeting.
6. Nearing Completion of Record Management Software Rollout– Finance Director commented that the program has an enhanced reporting function comparison with the previous Financial Software.
7. US Bank State Endorsed P Card System – Staff recommends increased efficiencies in our purchasing practices utilizing the visa badged cards. It is not a traditional credit card or debit card. US Bank issues a singular bill for all purchases. Chief Brooks highlighted the benefits:
 - Currently, our Accounting Specialist issues all individual vendor 1099's each year. US Bank will set up 1099's on vendors we put on a recurrent payment using the P Card system on the District's behalf.
 - Automatic revolving payments can be set up for regular bills such as utilities and phone bills.

- Incentives to use the card based on volume.

Chief Brooks reported that the District is updating purchasing limits based on service levels and reporting caps. Staff recommends that the Chair sign the application. The Board agreed to allow staff to explore the use of P Cards and authorizes the Chair to sign the application.

8. Capital Facilities Update – Chief Brooks, Chair Kirkbride, Commissioner Ryder, and F.E.T. Director Matt Chambers met with Rice Fergus Miller on February 13, 2018.

Chief Brooks requested the Boards direction on using one Standard Standard Form of Master Agreement Between Owner and Architect for services and a separate Service Order Agreement for individual projects. The Board came to a consensus that this is appropriate.

Chair Kirkbride recommended that the civil engineering be contracted separately. F.E.T. Chambers will meet with the Civil Engineer next week.

Chair Kirkbride asked that “Capital Facilities” be added as a new entry in the Board Agenda under Committee Reports moving forward.

X. COMMISSIONER COMMENTS

Commissioner Ryder commented that she enjoyed attending the District Ladies’ Luncheon in honor of Heart Awareness Month.

Commissioner Dobry commented that the Thurston County Fire Commissioners Association is requesting that the Thurston County Special Operations Rescue Team (SORT) present to the association at a future meeting. Chief Brooks reported that McLane Black Lake Fire Chief North is the SORT host agency and Chief North is the main contact.

Commissioner Roberts asked Chief Brooks to thank staff for hosting the ladies’ luncheon.

Vice Chair Wilson had no comment.

Chair Kirkbride reported that he attended the Station 34 Design Committee meeting and commented that the questions and feedback from the committee were constructive. He stated that he’s impressed with the qualifications of F.E.T. Director Matt Chambers and thanked him for managing the project.

XI. OTHER INFORMATION

A. Suggestion Box – None

B. Correspondence – The Lacey City Council received a note of complaint submitted by Firefighter Crystal Murphy’s mother regarding how she felt she was treated when attending Crystal’s Memorial Service. A copy of the letter was listed to have been sent to Governor Inslee, the United States Navy along

with other less specific government entities. Chief Brooks will forward the email to the Board.

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

None

XIII. ADJOURNMENT

Chair Kirkbride adjourned the regular meeting at 7:09 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: March 1, 2018 – 5:30 pm

Chair

Vice Chair

Commissioner

Commissioner

Commissioner

ATTEST: District Secretary



Lacey Fire District 3, WA

Check Report

By Check Number

Date Range: 03/01/2018 - 03/02/2018

| Vendor Number Payable # | Vendor Name Payable Type | Post Date | Payment Date Payable Description | Payment Type | Discount Amount Discount Amount | Payment Amount Payable Amount | Number |
|--|---|--|--|--------------|------------------------------------|--|--------|
| Bank Code: 001-GENERAL FUND | | | | | | | |
| 997 1109290 | ALARM CENTER/CUSTOM SECURITY Invoice | 03/01/2018 | 03/02/2018 Station 33 Monitoring 3/1/18 - 5/31/18 I | Regular | 0.00 0.00 | 83.25 83.25 | 20073 |
| 1472 254475 | ALWAYS SAFE & LOCK, INC. Invoice | 03/01/2018 | 03/02/2018 Sta 31 Front Door Panic Bar Adjustment | Regular | 0.00 0.00 | 108.80 108.80 | 20074 |
| 1404 1/23-2/22/18 Bro 1/23-2/22/18 Ch 1/23-2/22/18 Co 1/23-2/22/18 Dic | CITI CARDS - VISA Invoice Invoice Invoice Invoice | 03/01/2018 03/01/2018 03/01/2018 03/01/2018 | 03/02/2018 Brooks VISA Expenses - Closing 2/22/2018 Chambers' Busniness Expenses 1/23/18 - Cox VISA Expenses Closing 2/22/2018 Dickson VISA Expenses -Closing 2/22/201 | Regular | 0.00 0.00 0.00 0.00 | 11,030.96 84.99 5,911.89 3,321.49 1,712.59 | 20075 |
| 704 13811 Utilities - Feb. 20 | CITY OF LACEY Invoice Invoice | 03/01/2018 03/01/2018 | 03/02/2018 Fuel - Jan. 2018 - INV 13811 Utilities - Water | Regular | 0.00 0.00 | 4,634.46 3,836.51 797.95 | 20076 |
| 706 2/8/2018 Olympi | CITY OF OLYMPIA Invoice | 03/01/2018 | 03/02/2018 Oly Shop Contract SVC and Parts - Jan.201 | Regular | 0.00 | 20,696.46 20,696.46 | 20077 |
| 715 INV1712388 | COPIERS NORTHWEST INC Invoice | 03/01/2018 | 03/02/2018 Canon Copier Rental - 2/14/18 - 3/13/18 | Regular | 0.00 | 531.28 531.28 | 20078 |
| 1338 23462 | CUMULUS GLOBAL/HORIZON INFO SVS, LLC Invoice | 03/01/2018 | 03/02/2018 Chrome OS Management Svc, INV 23462 | Regular | 0.00 | 2,000.00 2,000.00 | 20079 |
| 2/22/18 Hulse Re | HULSE II, TIMOTHY S Invoice | 03/01/2018 | 03/02/2018 Hulse Reimb. - Equip. Room Bench Repair | Regular | 0.00 | 20.53 20.53 | 20080 |
| 1237 3317646 | IDVILLE Invoice | 03/01/2018 | 03/02/2018 ID Maker Printer Ribbon | Regular | 0.00 | 246.42 246.42 | 20081 |
| 981 02-2018 | JOHN C. BARNES Invoice | 03/01/2018 | 03/02/2018 Janitorial Services - Feb. 2018 | Regular | 0.00 | 880.00 880.00 | 20082 |
| 478 95616 | LIGHTHOUSE UNIFORM CO Invoice | 03/01/2018 | 03/02/2018 Uniform | Regular | 0.00 | 439.36 439.36 | 20083 |
| 480 INV159407 | LN CURTIS & SONS INC Invoice | 03/01/2018 | 03/02/2018 Globe Structure Boot Size 5 | Regular | 0.00 | 353.93 353.93 | 20084 |
| 12098 2/12/18 McAdoo | MCADOO, MICHAEL W Invoice | 03/01/2018 | 03/02/2018 Mike McAdoo - Reimb. for Carpet Cleanin | Regular | 0.00 | 19.60 19.60 | 20085 |
| 484 126718 | MCKINNEY'S APPLIANCE CNTR Invoice | 03/01/2018 | 03/02/2018 (2) Microwaves for 31 Kitchen | Regular | 0.00 | 317.30 317.30 | 20086 |
| 1077 8330076079 | MOTOROLA SOLUTIONS, INC Invoice | 03/01/2018 | 03/02/2018 Radio Repair | Regular | 0.00 | 370.26 370.26 | 20087 |
| 1166 18-19901 | NW SAFETY CLEAN Invoice | 03/01/2018 | 03/02/2018 Bunker Gear Coat Hanging Name Plate R | Regular | 0.00 | 56.05 56.05 | 20088 |
| 365 204127 | SEA-WESTERN INC Invoice | 03/01/2018 | 03/02/2018 SCBA Repairs - INV 204127 | Regular | 0.00 | 356.16 356.16 | 20089 |
| 1317 H252216 | SHARP ELECTRONICS CORP Invoice | 03/01/2018 | 03/02/2018 Sharp Copier Rental - 2/15/18 - 3/14/18 | Regular | 0.00 | 114.22 114.22 | 20090 |
| 7 H252216 | SONETICS CORPORATION Invoice | 03/01/2018 | 03/02/2018 SONETICS CORPORATION | Regular | 0.00 | 174.24 174.24 | 20091 |

Check Report

Date Range: 03/01/2018 - 03/02/2018

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|------------------------------------|-------------------------------------|--------------|--|-----------------|----------------|--------|
| Payable # | Payable Type | Post Date | Payable Description | Discount Amount | Payable Amount | |
| 197451 | Invoice | 03/01/2018 | Headset Repair | 0.00 | 174.24 | |
| 3004158211 | STERICYCLE INC Invoice | 03/01/2018 | 03/02/2018 Regular Station 34 Biohazard Removal INV 30041 | 0.00 | 71.48 | 20092 |
| 311 | TAGS TROPHIES Invoice | 03/01/2018 | 03/02/2018 Regular Retirement Plaque -Chaplain Sievers | 0.00 | 168.64 | 20093 |
| 1314 | TAKE AIM, LLC Invoice | 03/01/2018 | 03/02/2018 Regular Uniforms INV #5381-5383 | 0.00 | 3,823.92 | 20094 |
| 2/20/2018 Take | Invoice | 03/01/2018 | Uniforms -INV# 5533-5557 | 0.00 | 192.55 | |
| 5340 | Invoice | 03/01/2018 | Uniform Name Tapes for VFFs | 0.00 | 520.57 | |
| 5385 | Invoice | 03/01/2018 | Uniforms | 0.00 | 130.56 | |
| 5552 | Invoice | 03/01/2018 | ISU Uniform Pants | 0.00 | 43.52 | |
| 5559 | Invoice | 03/01/2018 | ISU Uniform | 0.00 | 108.71 | |
| 5562 | Invoice | 03/01/2018 | Uniforms -INV #5569-5600 | 0.00 | 47.87 | |
| 5569-5600 | Invoice | 03/01/2018 | ISU Uniform | 0.00 | 908.67 | |
| 5589 | Invoice | 03/01/2018 | Uniforms - DAWSON | 0.00 | 8.70 | |
| 5590 | Invoice | 03/01/2018 | Uniforms - Sew Name Tapes -LT Christian | 0.00 | 431.26 | |
| 5593 | Invoice | 03/01/2018 | Uniforms -INV# 5618 - 5623 | 0.00 | 13.60 | |
| 5618,5622,&562 | Invoice | 03/01/2018 | Athletic Gear for Volunteer FFs | 0.00 | 463.19 | |
| 5620 | Invoice | 03/01/2018 | Uniform - Name Tape LT CHRISTIANSEN | 0.00 | 945.47 | |
| 5621 | Invoice | 03/01/2018 | | 0.00 | 9.25 | |
| 242 | THUR CO TREASURER Invoice | 03/01/2018 | 03/02/2018 Regular 2018 Property Taxes - Stormwater, Noxio | 0.00 | 2,966.76 | 20095 |
| 2018 Property Ta | | | | 0.00 | 2,966.76 | |
| 1193 | TIRES INC Invoice | 03/01/2018 | 03/02/2018 Regular Tires INV 420842 & INV 420853 | 0.00 | 4,532.43 | 20096 |
| 42053 | Invoice | 03/01/2018 | Tires INV 420842 & INV 420853 | 0.00 | 1,675.90 | |
| 420842 | Invoice | 03/01/2018 | | 0.00 | 2,856.53 | |
| 1427 | TYLER TECHNOLOGIES INC Invoice | 03/01/2018 | 03/02/2018 Regular Financial Software Ongoing Implementati | 0.00 | 187.50 | 20097 |
| 725-213815 | | | | 0.00 | 187.50 | |
| | UPS Invoice | 03/01/2018 | 03/02/2018 Regular Shipping, Shipper #08XY88, Invoice #0000 | 0.00 | 145.10 | 20098 |
| 000008XY88058 | Invoice | 03/01/2018 | Shipping, Shipper #08XY88, Invoice #0000 | 0.00 | 51.89 | |
| 000008XY88068 | Invoice | 03/01/2018 | Shipping, Shipper #08XY88, Invoice #0000 | 0.00 | 46.08 | |
| 000008XY880787 | Invoice | 03/01/2018 | Shipping, Shipper #08XY88, Invoice #0000 | 0.00 | 47.13 | |
| 252 | VFIS Invoice | 03/01/2018 | 03/02/2018 Regular Insurance - Add Brush Truck | 0.00 | 116.00 | 20099 |
| 134484114 | | | | 0.00 | 116.00 | |
| 1199 | WFCA: THE DAILY DISPATCH Invoice | 03/01/2018 | 03/02/2018 Regular Job Posting - DC Ops | 0.00 | 575.00 | 20100 |
| 2018-0104 | | | | 0.00 | 575.00 | |

Bank Code 001 Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|------------------|
| Regular Checks | 47 | 28 | 0.00 | 55,020.11 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 47 | 28 | 0.00 | 55,020.11 |

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|--|------------------------|--------------|--|-----------------|----------------|--------|
| Payable # | Payable Type | Post Date | Payable Description | Discount Amount | Payable Amount | |
| Bank Code: 103-EQUIPMENT REPAIR & REPLACE | | | | | | |
| | CITI CARDS - VISA | 03/02/2018 | Regular | 0.00 | 1,748.75 | 20101 |
| <u>2/23/18 Brooks B</u> | Invoice | 03/01/2018 | Brooks VISA Expenses ER & R Fund closing | 0.00 | 49.75 | |
| <u>2/23/18-103-Cha</u> | Invoice | 03/01/2018 | Chambers' Business Expenses 1/23/18 -2/ | 0.00 | 1,699.00 | |
| 114 | WHISLER COMMUNICATIONS | 03/02/2018 | Regular | 0.00 | 3,748.69 | 20102 |
| <u>INV00591</u> | Invoice | 03/01/2018 | Radios & Mounts for New Brush & Bn. Rig | 0.00 | 3,748.69 | |

Bank Code 103 Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 3 | 2 | 0.00 | 5,497.44 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 3 | 2 | 0.00 | 5,497.44 |


All Bank Codes Check Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|------------------|
| Regular Checks | 50 | 30 | 0.00 | 60,517.55 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 50 | 30 | 0.00 | 60,517.55 |


Fund Summary

| Fund | Name | Period | Amount |
|------|---------------------------------------|--------|------------------|
| 001 | General Fund | 3/2018 | 55,020.11 |
| 103 | Equipment Repair and Replacement Fund | 3/2018 | 5,497.44 |
| | | | 60,517.55 |

Authorization Signatures


 Signature _____ *Finance Director Deputy Chief* Date 2/27/18

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.


 _____ Chairman of the Board
 _____ Commissioner
 _____ Commissioner
 _____ Commissioner

THURSTON COUNTY FIRE DIST. #3
MASTER PAYROLL LIST

Payroll Period 02B-18

| | |
|---|-------------------|
| DIRECT DEPOSIT - KEY BANK | 305,764.03 |
| <hr/> | |
| KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT | 39,928.11 |
| KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT | 10,061.20 |
| KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT | 0.00 |
| TAX DEPOSIT TOTAL | 49,989.31 |
| TOTAL PAYROLL | 355,753.34 |