

**Service Driven Through Excellence and Innovation**



**UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR**

**Board of Commissioners' Meeting**

**May 21, 2024**





# Clallam County Fire District 3

Meeting Location: 255 Carlsborg Road  
360-683-4242, Fax: 360-683-6834  
[www.ccf3.org](http://www.ccf3.org)

Jeffrey C. Nicholas  
Michael Mingee  
Bill Miano  
**Commissioners**

Justin Grider, Fire Chief

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## Board of Commissioners Meeting Agenda

May 21, 2024

**Call to Order**

**Pledge of Allegiance**

**Changes to the Agenda**

**Public Comment**

**Consent Agenda:**

- 1.) Special Meeting Minutes, April 30, 2024
- 2.) Regular Meeting Minutes, May 7, 2024
- 3.) Payroll and Claims

**Regular Business:**

**Reports** – Battalion Chief's Reports

**Agenda Bill 1:** SAO Annual Report

**Agenda Bill 2:** Overtime Hours by Rank

**Agenda Bill 3:** PIO Discussion

**Agenda Bill 4:** Logo/Rebranding

**Agenda Bill 5:** Levy Lid Lift

**Executive Session**

**Good of the Order** –

**Next Meeting**

**Adjournment**



# *Clallam County Fire District 3*

*Motto: Service Driven Through Excellence and Innovation*

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## **BOARD OF COMMISSIONERS - SPECIAL MEETING MINUTES**

**April 30, 2024**

Chair Jeffrey Nicholas called the Board of Commissioners Special meeting for Clallam County Fire District 3 to order at 11:00 a.m. in person at 255 Carlsborg Road in Sequim and via the Zoom App. Present were: Commissioners Jeffrey C. Nicholas, Mike Mingee and Bill Miano, Chief Justin Grider, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Citizen Mel Fisher and on zoom Admin Assistant Caity Karapostoles, Mechanic Steve Phillips, and Captain on zoom.

### **REGULAR BUSINESS**

**Agenda Bill 1: Long-Term Budget Forecasting** – Finance Manager (FM) Misty Shaw presented long-term financial forecasts for the District. The group discussed the necessary funds the District must maintain to ensure cash flow throughout the year and prepare for unexpected funding shortages. The District's main revenue source is property tax, collected by the County, which acts as the District's treasurer. Most of this revenue is transferred to the District's account in April and November. Since the distribution of these funds depends on timely property tax payments, the District relies on its citizens to pay their taxes on time to ensure revenue income is received when expected. Because revenue is primarily collected only two months out of the year, the District has reserve policies that outline how much cash should be set aside to cover expenditures during the year. Additional contingency funds are set aside for emergencies or if there are delays in tax revenue income. The group also discussed the current apparatus replacement plan, the need to allocate funding to support the apparatus replacement fund, and the need for a facilities replacement plan. The District previously authorized the purchase of three new engines, which will cost roughly three million dollars. The District has paid for half of the cost already, and the Finance Manager recommends using the available cash funds to pay the remaining balance to avoid interest charges associated with a loan. Commissioners directed staff to move forward with financing the remainder of the fire engines to allow for other uses of the current cash available. The group also discussed the projected build project of a new station. Chief Grider and FM Shaw recommended that the Commissioners consider running a Voted Bond Levy to cover the cost of the station project. Additionally, the District needs to seek voter approval for another Levy Lid Lift to cover ongoing expenses and keep up with inflation costs. Due to Washington State Legislature restrictions, revenue increases are capped at 1% annually plus collection on new construction, which rarely keeps pace with the Consumer Price Index increases. If the Levy Lid Lift does not pass, the District may not be able to cover all anticipated expenditures in the foreseeable future without significant budget restrictions. Commissioner Mingee was unsupportive of running a Voted Bond Levy, citing difficulties in passing such measures due to the super majority of votes required. The Commissioners expressed comfort with using current general funds and future collected general property taxes to construct the new station, extending out apparatus purchases, and proceeding with running a Levy Lid Lift in 2025 to support ongoing expenses. FM Shaw stated that securing non-voted debt to build a fire station to be paid with general levy funds was risky because future voted lid lift levies would be needed to continue to pay debt services payments. Commissioners acknowledged that they are not risk averse. **INFORMATION ONLY, NO ACTION REQUESTED.**

**GOOD OF THE ORDER –**

- None

**EXECUTIVE SESSION**

- None

**ADJOURNMENT**

Chairman Nicholas adjourned the meeting at 12:59 p.m.

\_\_\_\_\_  
Jeffrey Nicholas, Chairman

\_\_\_\_\_  
Michael Mingee, Vice Chairman

\_\_\_\_\_  
Bill Miano, Commissioner

Attest: \_\_\_\_\_  
Lori Coleman, District Secretary

DRAFT



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - MEETING MINUTES

May 7, 2024

Chair Nicholas called the Board of Commissioners Meeting for Clallam County Fire District 3 to order at 1:00 p.m. via the Zoom App and in person at 255 Carlsborg Road in Sequim. Present were: Commissioners Jeffrey Nicholas, Michael Mingee and Bill Miano, Chief Justin Grider, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chief Turner, Admin Assistant Caity Karapostoles, Maintenance Supervisor Tharin Huisman, FF/EMT Beau Sylte and Citizen Duane Chamlee.

**Changes to the Agenda – None**

**PUBLIC COMMENT – None**

### CONSENT AGENDA

1.) Regular Meeting Minutes, April 16<sup>th</sup>, 2024

Commissioner Miano moved, and Commissioner Nicholas seconded to approve the Consent Agenda as presented with amendments to the minutes. **MOTION CARRIED.**

### Fire Chief's Reports – Chief Grider reported:

- Chief Hudson and he met with the developers of Seabrook subdivision and discussed their plans and intent. They have not filed anything (plans, intents, permits) with the City and everything is conjecture. In discussions, it was mentioned that a fire station on the East end of Sequim would be necessary. Seabrook was open to having that discussion. They then met with the public at large and we excused ourselves from the conversation.
- Four new members started on May 1st, 2024; they are headed to the state fire academy and will graduate in July. The three BCs are officially off their one-year probations.
- Met with the Board on April 30th, 2024, and they gave me clear direction to move forward with Levy Lid Lifts for Operations and EMS in the spring of 2025. They also gave me direction to proceed with building a new station 33 with a budget of 10 million dollars.
- He met with all department stakeholders and groups and have begun one-on-one meetings with those that have an interest. As of this report, he has met with approximately one quarter of the organization. The information has been good, and he is compiling it into one document for publication.
- He continue to meet with the Chamber of Commerce and sees value in staying connected with this group. He has been making the rounds to many service groups and will continue to do so. Thus far, he has met with the Realtors Association, Chamber of Commerce, Lions and VFW.
- He continue to meet with Matt Huish monthly and the scope of thier meetings has changed to support the city on Emergency Management and Preparedness.

- Meetings –
  - Attended Sequim Operational meetings with Emergency Management
  - Meet weekly with Blaine Zechenelly to get caught up on CERT and EM
  - Attended Volunteer Officer's Meeting
  - Attended Labor Management meeting
- Events –
  - Attended the Awards Banquet
  - Attended the recruit graduation ceremony
  - Observer for the Maroon Coyote Exercise where the Districts RTF personnel participated
  - Attended Badge Pinning Ceremony for himself, I. Hueter and the three BCs
- Project Updates-
  - Concrete poured for Container boxes at TOC. Continued work
  - SCBA Compressor has been repaired and in service
  - Engine 33 tank repair is going well. It will be reinstalled this week
  - RFP for Station 34 is being worked on and should be finalized this month
  - Zetron gave a quote for Station Alerting

**Agenda Bill 1: SOP 6010, Budget Preparation & Adoption Update** – Finance Manager Misty Shaw presented the update to this SOP to the commissioners. The only change was to the amount of an individual item that's value is more than \$10,000 shall be considered a capital item; this change aligns with current practices. Commissioner Miano moved, and Commissioner Mingee seconded to approve the SOP 6010, Budget Preparation & Adoption Update as presented. **MOTION CARRIED.**

**Agenda Item 2: Notice of Intent to Participate in the WA LOCAL Financing Program**– Finance Manager Misty Shaw presented a Notice of Intent for the WA LOCAL Government Financing Program and Credit Application for the Board of commissions consideration to fund the second half of the three Spartan Fire Engines the District ordered. FM Shaw has been in touch with the program, and they advised her to submit for this process, she is uncertain what the final ruling will be as to when this program considers the purchase effective date and reported that there is still the chance that this option may not be feasible. The intent is to confirm the amount desired approximately three weeks prior to the issuance for the Certificates of Participation. Commissioner Nicholas moved and Commissioner Miano seconded to authorize Chief Grider to sign and process the Notice of Intent and Credit Application to fund the purchase of the second half of the three spartan engines. **MOTION CARRIED.**

**Agenda Item 3: WA LOCAL Financing Program Reimbursement Resolution** – Finance Manager Misty Shaw presented WA LOCAL Government Financing Program Reimbursement Resolution 2024-02. The resolution is a requirement to allow payment of the engines at delivery and obtain reimbursement when the WA LOCAL Certificates of Participation are issues. Commissioner Nicholas moved and Commissioner Miano seconded to approve the WA LOCAL Government Financing Program Reimbursement Resolution 2024-02. **MOTION CARRIED.**

**GOOD OF THE ORDER –**



- Commissioners asked staff to create a timeline for the Levy Lid Lift.
- Commissioners asked for an update on Logo/Rebranding status.
- Chief Grider reported that Joyce Fire Department is donating the Fire Safety Trailer to the District; this transaction has been run through the District’s attorney.
- Commissioner Nicholas requested a budget analysis on overtime by rank.
- Commissioner Miano reported that water, traffic and wildlife were many of the concerns brought up at the meeting that was held regarding the new Seabrook development.
- Commissioner Miano reported that he attended two OMC Board meetings. Of note was that that OMC:
  - Defaulted on a Bond payment in their 2023 audit.
  - Are operating in a negative margin with only 45 days of cash on hand.
  - Reported that is costs about \$7,000 a day to run the cancer center.
  - Reported that 85% of hospitals are operating in the negative.
  - Will be running a Levy Lid Lift in 2024; same time as Fire District 2’s Lid Lifts.
  - Report ed that the Peninsula Behavioral Health building at 5<sup>th</sup> and Fir has been renovated and is now small housing apartments.

**EXECUTIVE SESSION**

Chairman Nicholas called for an Executive Session beginning at 1:35 p.m., expected to last for sixty (60) minutes under RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress, RCW 42.30.110 (c) - To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price, and RCW 42.30.110 (g) - RCW 42.30.110 (g), to review the performance of a public employee. In attendance were Commissioners Nicholas, Minge, Miano, Fire Chief Justin Grider and District Secretary Lori Coleman. At 2:18 p.m. Commissioner Nicholas excused Lori Coleman. At 2:35 p.m., Chairman Nicholas extended the meeting an additional Ten (10) minutes. At 2:45 p.m., Chairman Nicholas extended the meeting an additional five (5) minutes. At 2:50 p.m. called the meeting back into Regular Session. No decisions were reached during the Executive Session.

**NEXT MEETINGS –**

5/21/2024 – Regular Board Meeting – Add Discussion about PIO to agenda.

**ADJOURNMENT**

Commissioner Nicholas called for adjournment at 2:51 p.m.

\_\_\_\_\_  
Jeffrey Nicholas, Chairman

\_\_\_\_\_  
Michael Minge, Vice Chairman

\_\_\_\_\_  
Bill Miano, Commissioner

Attest: \_\_\_\_\_  
Lori Coleman, District Secretary





**CLALLAM COUNTY FIRE DISTRICT 3**

Agenda Bill No. Consent Agenda #3

Subject: Approval of Claims and Payroll for the period ending Tuesday, May 21, 2024

Attachments: Accounts Payable Claims and Payroll Registers

Date: Tuesday, May 21, 2024

Prepared By: Misty Shaw, Finance Manager

Approved By: Justin Grider, Fire Chief

Discussion: Approval of regular claims and payroll expenses as follows:

Payroll EFTs and IRS Deposit for Monthly Draw and Quarterly Volunteer Points dated:		April 25, 2024
Totaling:	\$	50,245.51
Payroll EFTs and IRS Deposit for Monthly Payroll dated:		May 10, 2024
Totaling:	\$	946,728.68
Accounts Payable Claim Numbers: dated:		May 21, 2024
Totaling:	\$	309,174.71
Total Accounts Payable Claims and Payroll:	\$	<u>1,306,148.90</u>

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**Recommended**

Action: Recommended Motion:

Move to approve EFT's and Accounts Payable Claim Numbers:

For a Disbursement Grand Total of: \$ 1,306,148.90

# CHECK REGISTER

Clallam County FD 3

Time: 14:00:28 Date: 05/15/2024

04/25/2024 To: 04/25/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
660	04/25/2024	Payroll	2	EFT		686.09	DEC23 - FEB23 Volunteer Points
661	04/25/2024	Payroll	2	EFT		381.34	DEC23 - FEB23 Volunteer Points
662	04/25/2024	Payroll	2	EFT		473.69	DEC23 - FEB23 Volunteer Points
663	04/25/2024	Payroll	2	EFT		178.17	DEC23 - FEB23 Volunteer Points
664	04/25/2024	Payroll	2	EFT		233.58	DEC23 - FEB23 Volunteer Points
665	04/25/2024	Payroll	2	EFT		529.10	DEC23 - FEB23 Volunteer Points
666	04/25/2024	Payroll	2	EFT		11.94	DEC23 - FEB23 Volunteer Points
667	04/25/2024	Payroll	2	EFT		288.99	DEC23 - FEB23 Volunteer Points
668	04/25/2024	Payroll	2	EFT		307.46	DEC23 - FEB23 Volunteer Points
669	04/25/2024	Payroll	2	EFT		279.75	DEC23 - FEB23 Volunteer Points
670	04/25/2024	Payroll	2	EFT		159.70	DEC23 - FEB23 Volunteer Points
671	04/25/2024	Payroll	2	EFT		732.27	DEC23 - FEB23 Volunteer Points
672	04/25/2024	Payroll	2	EFT		11.94	DEC23 - FEB23 Volunteer Points
673	04/25/2024	Payroll	2	EFT		602.98	DEC23 - FEB23 Volunteer Points
674	04/25/2024	Payroll	2	EFT		639.92	DEC23 - FEB23 Volunteer Points
675	04/25/2024	Payroll	2	EFT		362.87	DEC23 - FEB23 Volunteer Points
676	04/25/2024	Payroll	2	EFT		861.56	DEC23 - FEB23 Volunteer Points
677	04/25/2024	Payroll	2	EFT		2,414.77	DEC23 - FEB23 Volunteer Points
678	04/25/2024	Payroll	2	EFT		325.93	DEC23 - FEB23 Volunteer Points
679	04/25/2024	Payroll	2	EFT		1,323.31	DEC23 - FEB23 Volunteer Points
680	04/25/2024	Payroll	2	EFT		1,083.20	DEC23 - FEB23 Volunteer Points
681	04/25/2024	Payroll	2	EFT		723.03	DEC23 - FEB23 Volunteer Points
682	04/25/2024	Payroll	2	EFT		67.35	DEC23 - FEB23 Volunteer Points
683	04/25/2024	Payroll	2	EFT		85.82	DEC23 - FEB23 Volunteer Points
684	04/25/2024	Payroll	2	EFT		1,332.54	DEC23 - FEB23 Volunteer Points
685	04/25/2024	Payroll	2	EFT		2,015.93	DEC23 - FEB23 Volunteer Points
686	04/25/2024	Payroll	2	EFT		159.70	DEC23 - FEB23 Volunteer Points
687	04/25/2024	Payroll	2	EFT		639.92	DEC23 - FEB23 Volunteer Points
688	04/25/2024	Payroll	2	EFT		547.57	DEC23 - FEB23 Volunteer Points
689	04/25/2024	Payroll	2	EFT		11.94	DEC23 - FEB23 Volunteer Points
690	04/25/2024	Payroll	2	EFT		178.17	DEC23 - FEB23 Volunteer Points
691	04/25/2024	Payroll	2	EFT		277.05	DEC23 - FEB23 Volunteer Points
692	04/25/2024	Payroll	2	EFT		288.99	DEC23 - FEB23 Volunteer Points
693	04/25/2024	Payroll	2	EFT		368.04	DEC23 - FEB23 Volunteer Points
694	04/25/2024	Payroll	2	EFT		5,249.38	DEC23 - FEB23 Volunteer Points
695	04/25/2024	Payroll	2	EFT		484.84	DEC23 - FEB23 Volunteer Points
696	04/25/2024	Payroll	2	EFT		2,000.99	April 2024 Draw
697	04/25/2024	Payroll	2	EFT		2,082.45	April 2024 Draw
698	04/25/2024	Payroll	2	EFT		761.39	April 2024 Draw
699	04/25/2024	Payroll	2	EFT		1,392.60	April 2024 Draw
700	04/25/2024	Payroll	2	EFT		1,345.42	April 2024 Draw
701	04/25/2024	Payroll	2	EFT		490.85	April 2024 Draw
702	04/25/2024	Payroll	2	EFT		2,201.25	April 2024 Draw
703	04/25/2024	Payroll	2	EFT		2,365.20	April 2024 Draw
704	04/25/2024	Payroll	2	EFT		1,499.48	April 2024 Draw
705	04/25/2024	Payroll	2	EFT		2,274.81	April 2024 Draw
706	04/25/2024	Payroll	2	EFT		929.98	April 2024 Draw
707	04/25/2024	Payroll	2	EFT		1,410.93	April 2024 Draw
708	04/25/2024	Payroll	2	EFT	CCFD3 VOLUNTEER F F ASSN	850.00	Pay Cycle(s) 04/25/2024 To 04/25/2024 - VOL ASSN DUES
709	04/25/2024	Payroll	2	EFT	IRS	6,321.33	941 Deposit for Pay Cycle(s) 04/25/2024 - 04/25/2024

001 Maintenance & Operations

50,245.51

50,245.51 Payroll:

50,245.51

# CHECK REGISTER

Clallam County FD 3

Time: 13:57:46 Date: 05/15/2024

05/10/2024 To: 05/10/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
807	05/10/2024	Payroll	2	EFT		9,540.81	April 2024 Payroll
808	05/10/2024	Payroll	2	EFT		10,842.20	April 2024 Payroll
809	05/10/2024	Payroll	2	EFT		7,861.90	April 2024 Payroll
810	05/10/2024	Payroll	2	EFT		37,100.47	April 2024 Payroll
811	05/10/2024	Payroll	2	EFT		11,806.25	April 2024 Payroll
812	05/10/2024	Payroll	2	EFT		11,903.63	April 2024 Payroll
813	05/10/2024	Payroll	2	EFT		4,578.44	April 2024 Payroll
814	05/10/2024	Payroll	2	EFT		6,652.36	April 2024 Payroll
815	05/10/2024	Payroll	2	EFT		10,875.65	April 2024 Payroll
816	05/10/2024	Payroll	2	EFT		3,737.91	April 2024 Payroll
817	05/10/2024	Payroll	2	EFT		6,882.12	April 2024 Payroll
818	05/10/2024	Payroll	2	EFT		4,505.37	April 2024 Payroll
819	05/10/2024	Payroll	2	EFT		7,812.08	April 2024 Payroll
820	05/10/2024	Payroll	2	EFT		5,713.62	April 2024 Payroll
821	05/10/2024	Payroll	2	EFT		5,280.17	April 2024 Payroll
822	05/10/2024	Payroll	2	EFT		6,467.66	April 2024 Payroll
823	05/10/2024	Payroll	2	EFT		13,295.99	April 2024 Payroll
824	05/10/2024	Payroll	2	EFT		5,314.11	April 2024 Payroll
825	05/10/2024	Payroll	2	EFT		12,945.42	April 2024 Payroll
826	05/10/2024	Payroll	2	EFT		12,945.43	April 2024 Payroll
827	05/10/2024	Payroll	2	EFT		7,257.21	April 2024 Payroll
828	05/10/2024	Payroll	2	EFT		8,945.66	April 2024 Payroll
829	05/10/2024	Payroll	2	EFT		2,833.94	April 2024 Payroll
830	05/10/2024	Payroll	2	EFT		6,498.76	April 2024 Payroll
831	05/10/2024	Payroll	2	EFT		13,054.92	April 2024 Payroll
832	05/10/2024	Payroll	2	EFT		5,516.83	April 2024 Payroll
833	05/10/2024	Payroll	2	EFT		8,689.04	April 2024 Payroll
834	05/10/2024	Payroll	2	EFT		2,401.56	April 2024 Payroll
835	05/10/2024	Payroll	2	EFT		12,082.40	April 2024 Payroll
836	05/10/2024	Payroll	2	EFT		10,381.76	April 2024 Payroll
837	05/10/2024	Payroll	2	EFT		7,221.87	April 2024 Payroll
838	05/10/2024	Payroll	2	EFT		12,729.81	April 2024 Payroll
839	05/10/2024	Payroll	2	EFT		10,788.16	April 2024 Payroll
840	05/10/2024	Payroll	2	EFT		8,478.24	April 2024 Payroll
841	05/10/2024	Payroll	2	EFT		8,133.59	April 2024 Payroll
842	05/10/2024	Payroll	2	EFT		15,466.73	April 2024 Payroll
843	05/10/2024	Payroll	2	EFT		6,350.02	April 2024 Payroll
844	05/10/2024	Payroll	2	EFT		8,570.66	April 2024 Payroll
845	05/10/2024	Payroll	2	EFT		3,424.80	April 2024 Payroll
846	05/10/2024	Payroll	2	EFT		1,329.60	April 2024 Payroll
847	05/10/2024	Payroll	2	EFT		881.39	April 2024 Payroll
848	05/10/2024	Payroll	2	EFT		5,361.67	April 2024 Payroll
849	05/10/2024	Payroll	2	EFT		1,027.61	April 2024 Payroll
850	05/10/2024	Payroll	2	EFT		10,417.83	April 2024 Payroll
851	05/10/2024	Payroll	2	EFT		7,895.12	April 2024 Payroll
852	05/10/2024	Payroll	2	EFT		6,788.35	April 2024 Payroll
853	05/10/2024	Payroll	2	EFT		5,121.95	April 2024 Payroll
854	05/10/2024	Payroll	2	EFT		5,996.55	April 2024 Payroll
855	05/10/2024	Payroll	2	EFT		5,131.31	April 2024 Payroll
856	05/10/2024	Payroll	2	EFT		6,753.03	April 2024 Payroll
857	05/10/2024	Payroll	2	EFT		7,747.60	April 2024 Payroll
858	05/10/2024	Payroll	2	EFT		4,318.13	April 2024 Payroll
859	05/10/2024	Payroll	2	EFT		8,373.55	April 2024 Payroll
860	05/10/2024	Payroll	2	EFT		7,731.38	April 2024 Payroll
861	05/10/2024	Payroll	2	EFT		11,510.47	April 2024 Payroll
862	05/10/2024	Payroll	2	EFT		4,882.73	April 2024 Payroll
863	05/10/2024	Payroll	2	EFT		16,727.11	April 2024 Payroll
864	05/10/2024	Payroll	2	EFT		5,929.69	April 2024 Payroll
865	05/10/2024	Payroll	2	EFT		15,513.34	April 2024 Payroll
866	05/10/2024	Payroll	2	EFT		7,802.87	April 2024 Payroll

# CHECK REGISTER

Clallam County FD 3

Time: 13:57:46 Date: 05/15/2024

05/10/2024 To: 05/10/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
867	05/10/2024	Payroll	2	EFT		9,622.16	April 2024 Payroll
868	05/10/2024	Payroll	2	EFT		6,411.29	April 2024 Payroll
869	05/10/2024	Payroll	2	EFT		6,336.66	April 2024 Payroll
870	05/10/2024	Payroll	2	EFT	AFLAC - HW462	124.57	Pay Cycle(s) 05/10/2024 To 05/10/2024 - AFLAC Pre-Tax
871	05/10/2024	Payroll	2	EFT	BENEFIT SOLUTIONS INC	3,450.00	Pay Cycle(s) 05/10/2024 To 05/10/2024 - MERP
872	05/10/2024	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - DC	18,631.72	Pay Cycle(s) 05/10/2024 To 05/10/2024 - DRS Def Comp
873	05/10/2024	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - LEOFF	89,250.67	Pay Cycle(s) 05/10/2024 To 05/10/2024 - LEOFF 2
874	05/10/2024	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - PERS	13,521.08	Pay Cycle(s) 05/10/2024 To 05/10/2024 - PERS2; Pay Cycle(s) 05/10/2024 To 05/10/2024 - PERS3
875	05/10/2024	Payroll	2	EFT	DI MARTINO ASSOCIATES	3,941.33	Pay Cycle(s) 05/10/2024 To 05/10/2024 - Disability
876	05/10/2024	Payroll	2	EFT	HRA VEBA TRUST CONTRIBUTIONS	27,899.40	Pay Cycle(s) 05/10/2024 To 05/10/2024 - HRA-VEBA; Pay Cycle(s) 05/10/2024 To 05/10/2024 - HRA-VEBA Sick Converted (MM)
877	05/10/2024	Payroll	2	EFT	I A FF LOCAL 2933	7,500.00	Pay Cycle(s) 05/10/2024 To 05/10/2024 - Local 2933 Dues
878	05/10/2024	Payroll	2	EFT	IRS	127,570.80	941 Deposit for Pay Cycle(s) 05/10/2024 - 05/10/2024
879	05/10/2024	Payroll	2	EFT	NATIONWIDE RETIREMENT SOLUTIONS	27,147.47	Pay Cycle(s) 05/10/2024 To 05/10/2024 - Nationwide DC - Regular; Pay Cycle(s) 05/10/2024 To 05/10/2024 - Nationwide DC - ROTH
880	05/10/2024	Payroll	2	EFT	TRUSTEED PLANS - 69943	103,192.70	Pay Cycle(s) 05/10/2024 To 05/10/2024 - WFCA PPO-100; Pay Cycle(s) 05/10/2024 To 05/10/2024 - WFCA PPO-300; Pay Cycle(s) 05/10/2024 To 05/10/2024 - WFCA PPO PLUS; Pay Cycle(s) 05/10/2024 To 05/10/2024

001 Maintenance & Operations

946,728.68

946,728.68 Payroll: 946,728.68

## CHECK REGISTER

Clallam County FD 3

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05/21/2024 To: 05/21/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
917	05/21/2024	Claims	1	111998	A-1 AUTO PARTS, INC	1,976.55	Vehicle parts; Shop Supplies - Permatex Fast Orange; Vehicle Parts; Heater Valve; Heater Valve - F-50; Heater Valve Return; Vehicle Parts - F-26; AC Service Caps - F-26; Vehicle Parts - F-67; Vehicle;
918	05/21/2024	Claims	1	111999	ACE PEST CONTROL INC	461.78	Pest Control - ST33; Pest Control - Shop; Pest Control - Admin; Pest Control - ST34; Pest Control - ST35; Pest Control - ST37; Pest Control - ST32; Pest Control - ST31; Pest Control - ST36
919	05/21/2024	Claims	1	112000	ALL BATTERY SALES & SERVICE, INC.	327.26	Battery - G-28
920	05/21/2024	Claims	1	112001	ANGELES CONCRETE PRODUCTS	1,016.50	Concrete; Concrete
921	05/21/2024	Claims	1	112002	ARAMARK	95.50	Cleaning services - mats ST33; Cleaning services - mats ST34; Cleaning services - mats and laundry - Shop; Cleaning services - mats ST37; Cleaning services - mats and laundry - Shop
922	05/21/2024	Claims	1	112003	AT&T MOBILITY	91.33	Wireless Service
923	05/21/2024	Claims	1	112004	Stefanie G Anderson	326.00	Mileage and exp reimbursement 04/14/2024-04/19/2024
924	05/21/2024	Claims	1	112005	BLAKE SAND & GRAVEL, INC	226.95	Gravel for TOC Connex Box
925	05/21/2024	Claims	1	112006	BOARD FOR VOL. F F & RESERVE OFFICERS	180.00	Volunteer Pension - Caples & Swanberg, L
926	05/21/2024	Claims	1	112007	CANON FINANCIAL SERVICES, INC	1,739.61	ST34 Copier Lease - Annual Payment - Year 3 of 3
927	05/21/2024	Claims	1	112008	CCFD3 VOLUNTEER F F ASSN	164.70	Return of Scholarship from Peninsula College - E Turner
928	05/21/2024	Claims	1	112009	CENTURYLINK QCC	7.43	Long Distance Phone Service
929	05/21/2024	Claims	1	112010	CENTURYLINK	1,201.84	Landline Services
930	05/21/2024	Claims	1	112011	CITY OF PORT ANGELES	66,025.00	Dispatch Services - Q2 2024
931	05/21/2024	Claims	1	112012	CITY OF SEQUIM	613.77	ST34 Water and Sewer
932	05/21/2024	Claims	1	112013	CLALLAM COUNTY AUDITOR	18,356.80	2023 General Election Nov 7 - Comm PI2
933	05/21/2024	Claims	1	112014	CLALLAM COUNTY PUBLIC WORKS DEPT	363.39	Shop/Classroom Sewer; Shop/Classroom Sewer; ST33 Sewer
934	05/21/2024	Claims	1	112015	CLALLAM COUNTY PUD	5,426.00	ST31 Electricity; ST31 Electricity; ST36 Electricity; ST33 Water and Electricity; ST32 Water and Electricity; ST35 Electricity; ST34 Electricity; Shop Water and Electricity; ST37 Electricity; Classroom
935	05/21/2024	Claims	1	112016	CO-OP FARM AND GARDEN, INC, THE	2,591.78	Fuel - April 2024
936	05/21/2024	Claims	1	112017	CP1, LLC	2,400.00	Admin Office Lease - Ste C & E - June 2024
937	05/21/2024	Claims	1	112018	DEPARTMENT OF LABOR & INDUSTRIES	269.10	Boiler/Pressure Inspections 02/15/2024-01/01/2026
938	05/21/2024	Claims	1	112019	ECOLUBE RECOVERY, LLC	292.00	Oil Disposal; Antifreeze Disposal
939	05/21/2024	Claims	1	112020	EMS CONNECT	546.50	EMS/Fire Training Subscription - May 2024

## CHECK REGISTER

Clallam County FD 3

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
940	05/21/2024	Claims	1	112021	ENDURIS WASHINGTON	793.00	Insurance - New Vehicle Endorsements
941	05/21/2024	Claims	1	112022	ERIC JACOBSON	900.00	IT Consulting Services - Apr 2024
942	05/21/2024	Claims	1	112023	FERRELLGAS	4,094.05	Shop Propane; ST37 Propane; ST35 Propane; ST35 Propane; ST31 Propane; Propane Late Charges; Propane Late Charges
943	05/21/2024	Claims	1	112024	FREIGHTLINER NORTHWEST PACIFIC	567.08	Vehicle Parts - F35
944	05/21/2024	Claims	1	112025	GALLS, LLC	2,968.36	Nomex pants (3) - Vol Coord Initial; Nomex pants (2) - Lang; Nomex pants (3) - Simson Initial; Nomex pants (3) - Oberly Initial; Garrison Belts (3) - New hire initials; Nomex pants (3) - Grider initial
945	05/21/2024	Claims	1	112026	GRAINGER	661.50	Tire Chain Storage Bin
946	05/21/2024	Claims	1	112027	HARBOR AUDIOLOGY & HEARING SERVICES	110.00	Volunteer Medical - Coe; Volunteer Medical - Cesena
947	05/21/2024	Claims	1	112028	Ivan J Hueter	27.23	Reimb Uniform Repair
948	05/21/2024	Claims	1	112029	Jack Hueter	504.42	Mileage and meal per diems 04.28.2024-05.03.2024 Officer Bootcamp
949	05/21/2024	Claims	1	112030	JAY OEN MOTOR COMPANY	916.83	Heater Valves - F50/Stock; Pressure Valve - D2; Pressure Valve - D2; Signal Lamp F25; Fleetranner Belt - D2; Step F26; Booster Cable - F21/F42
950	05/21/2024	Claims	1	112031	JOEL D. MCKEEN	118.70	PFML Refund
951	05/21/2024	Claims	1	112032	Elliott JC Jones	510.35	Reimb Meals/Activity for Managing the Mayday Class
952	05/21/2024	Claims	1	112033	KROESEN'S UNIFORM COMPANY	1,230.47	Grider Class A Uniforms; Name tapes for new hires; Volunteer uniforms - Walsh; Credit for 2 hats McGuffey and 1 pr Shoes for Lang
953	05/21/2024	Claims	1	112034	KRONOS, A UKG COMPANY	33.97	WFTS - IVR Service
954	05/21/2024	Claims	1	112035	L.N.CURTIS & SONS	7,535.23	Uniform Items - Aston, Bowe, Oberly initial; Structure Boots (8); Uniform Items - Simson initial; Name tapes for Recruits Class B Shirts
955	05/21/2024	Claims	1	112036	LIFE ASSIST, INC.	3,018.22	EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies
956	05/21/2024	Claims	1	112037	MCKESSON MEDICAL SURGICAL	454.33	EMS Supplies; EMS Supplies
957	05/21/2024	Claims	1	112038	MUNICIPAL EMERGENCY SERVICES	26,883.64	Bunker Gear (6)
958	05/21/2024	Claims	1	112039	OLYMPIC DISPOSAL MURREYS DISPOSAL COMPANY, INC	836.13	Shop/Classroom Garbage and Recycling; Garbage for ST37, ST33, Shop/Classroom; ST34 Garbage and Recycling
959	05/21/2024	Claims	1	112040	NORTHWEST PLASTICS, INC	14,396.02	Plastic Welding - Enterprise service work - Quilcene; Rock Chip Repair - G23; Windshield Labor - F49; Tank Repair - F50 - 04.16.2024-04.29.2024; Tank Repair F50 - Progress billing to 04.16.2024; Tempo
960	05/21/2024	Claims	1	112041	OLYMPIC AMBULANCE	40,937.13	Transport Billing Credit - Q1 2024
961	05/21/2024	Claims	1	112042	OLYMPIC MEDICAL CENTER	3,085.00	Career and Volunteer Medical

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Clallam County FD 3

Time: 13:38:36 Date: 05/15/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
962	05/21/2024	Claims	1	112043	OLYMPIC SPRINGS, INC.	49.69	Admin Office Water
963	05/21/2024	Claims	1	112044	Steven M Oberly	195.00	Reimb Duty Boots
964	05/21/2024	Claims	1	112045	PACIFIC OFFICE EQUIPMENT, INC	1,143.97	Office Chair; Copier Contract Fees - Admin; Copier Contract Fees - Shop; Copier Contract Fees - ST34
965	05/21/2024	Claims	1	112046	PALADIN BACKGROUND SCREENING LLP	249.00	Volunteer Background - Coe
966	05/21/2024	Claims	1	112047	PETROCARD INC.	7,613.57	TOC Fuel Pump; Diesel Tank Parts; Returned Diesel Tank Parts; Bulk Diesel; Bulk Gasoline; Bulk Gasoline/Diesel
967	05/21/2024	Claims	1	112048	PRICE FORD, INC.	328.12	Vehicle Parts - G25
968	05/21/2024	Claims	1	112049	RADIA INC PS	175.00	Career Medical - Simson; Volunteer Medical - L Swanberg; Career Medical - Oberly; Career Medical - Bowe; Career Medical - Aston
969	05/21/2024	Claims	1	112050	SEA-WESTERN, INC.	12,288.39	Particulate Blocking Hoods (60); Parts and Supplies
970	05/21/2024	Claims	1	112051	FOOD & BEVERAGE DEPT SEVEN CEDARS CASINO	3,045.12	2024 Annual Banquet (Remainder paid by Vol Assn)
971	05/21/2024	Claims	1	112052	SMARSH, INC.	67.73	Web Archive Services - Apr 2024
972	05/21/2024	Claims	1	112053	SNURE LAW OFFICE, PSC.	448.00	Legal Services - General - Apr 2024
973	05/21/2024	Claims	1	112054	STERICYCLE, INC.	86.47	EMS Disposal Fees; EMS Disposal Fees
974	05/21/2024	Claims	1	112055	SUMMIT LAW GROUP	992.00	Legal Services - General - Apr 2024
975	05/21/2024	Claims	1	112056	SYSTEMS DESIGN WEST, LLC	1,079.60	EMS Billing - Q1 2024
976	05/21/2024	Claims	1	112057	Bryan K Swanberg	513.34	Mileage 04.15.2024-04.18.2024 IMT Conference
977	05/21/2024	Claims	1	112058	U S FIRE EQUIPMENT, LLC	7,906.35	Vehicle Parts - D2 Pumper; Fire Hose (4); Foam Control Panel - F50; Deck Gun Repair and Spare Parts
978	05/21/2024	Claims	1	112059	US BANK-CREDIT CARD	19,147.49	US Bank Purchase Card 4.25.2024
979	05/21/2024	Claims	1	112060	CELLULAR VERIZON WIRELESS	2,745.49	Cellular Service 03.09.2024-04.08.2024
980	05/21/2024	Claims	1	112061	VESTIS GROUP, INC	111.83	Cleaning services - mats and laundry - Shop; Cleaning services - mats and laundry - Shop; Cleaning services - mats ST34; Cleaning services - mats ST33; Cleaning services - mats ST37; Cleaning services
981	05/21/2024	Claims	1	112062	WALGREENS CO	624.75	Medical Career and Volunteer; Medical Career and Volunteer
982	05/21/2024	Claims	1	112063	WASHINGTON AUDIOLOGY SERVICES, INC.	1,935.26	Career Hearing Testing (19)
983	05/21/2024	Claims	1	112064	WASHINGTON STATE PATROL	32,671.26	Fire Academy - Full (Espinoza, HueterR, Pyle) & Partial (Rudnick)
984	05/21/2024	Claims	1	112065	WASHINGTON WATER SERVICE COMPANY	25.83	ST35 Water
985	05/21/2024	Claims	1	112066	WFCA	450.00	2024 Spring Seminar - Nicholas & Miano

001 Maintenance & Operations

309,174.71

\* Transaction Has Mixed Revenue And Expense Accounts

309,174.71

Claims: 309,174.71



CHECK REGISTER

Clallam County FD 3

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION: We, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim(s) are due and unpaid obligation(s) against Clallam County Fire Protection District #3 and that we are authorized to authenticate and certify to said claim.

Signed By: \_\_\_\_\_  
Lori Coleman, Secretary of the District

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

Signed By: \_\_\_\_\_  
Misty Shaw, Finance Manager

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

Signed By Commissioners:

\_\_\_\_\_  
William Miano

\_\_\_\_\_  
Jeffrey C. Nicholas

\_\_\_\_\_  
Michael Mingee

DRAFT



# **Clallam County Fire District 3**

*Motto: Serve, Respect, Prevent, Protect*



## **Battalion Chief's Report: 4/1/2024 - 4/30/2024**

Prepared by: Chris Turner  
Battalion Chief - A shift

- **911 Responses for CCFD#3:** See combined BC report.
- **Battalion Chief Administrative Meetings:**
  - Daily shift briefings
  - Staff Meeting at Admin Office: 4/30/2024.
  - BC/Chief's Meeting at Admin Office 4/15/2024, 4/29/2024.
  - BOC Meeting: *none*
  - City of Sequim Building Development Meetings: 4/2/2024
  - Training Committee Meeting: *none*
  - Station Visit's & Captain Meeting's: *at least once per tour.*
- **Administrative & Assigned Duties:**
  - Telestaff Staffing & Callbacks. *Below minimum staffing for a few hours on 4/19/2024.*
  - ESO Status:
    - Monthly audit for errors and missing calls. *\*1 missing incident identified. Followed up with Pencom.*
    - ESO is no longer reporting NFIRS data automatically. Procedures have been updated to ensure we are reporting this data to the state. It is imperative that crews get incomplete calls entered in a timely fashion.
  - Completed Probationary Activities:
    - PM Hagaman & FF/EMT Stanley passed 2<sup>nd</sup> and 3<sup>rd</sup> Quarter Evaluations. 4/18/2024.
    - PM Church Acting Captain Scenario Evaluations (passed w/ success) 4/24/2024.
  - Fire Inspections:
    - Update Proposed Building Plan Folders:
      - Carlsborg Estates
      - Country Cottages
    - Respond to Public Records Request for Finn Hall water line extension & Woodcock Gate proposal.
    - Install Knox Keys at Canna Organics, 374 Business Park Loop, 04/01/2024.
    - Update Hood Inspection results in ESO properties.

- Pre-Fire Plans
  - Main's Farm Water System 4/15/2024.
  - Draft "Bridge" access, safety, and data collection.
  - Avamere, 1000 S. 5<sup>th</sup> Ave. Update Pre-Fire Data. 4/25/2024.
  - Prevention Activities
    - See CRR Report (April 411)
    - Sequim Little League Opening Day 4/13/2024.
    - Dungeness Walk Out presentation at TOC 4/15/2024.
    - Smoke alarm installation; Hawthorn & Morginson Loop. (McKenzie/Turner) 4/19/2024.
    - Friend a First Responder; Hellen Haller Elementary School 4/26/2024.
    - Sequim High School Boys Soccer EMS Standby (*Tucker & Boudrou*)
  - Public Relations
    - Senior Sunset Times interview 4/22/2024.
    - Social Media Posts submitted for:
      - Incident statistics for March 2024, 4/9/2024.
      - "Thank You Dispatchers", 4/16/2024.
      - "Be Fire Wise at Home" North Olympic Library System link 4/17/2024.
      - National Volunteer Week 4/22/2024.
      - CERT "WA State Volunteer Service Award Winner", 4/27/2024.
  - Responses.
    - 4/02/2024 Highway 101 Diner kitchen fire.
    - 4/15/2024 Brush Fire at Norris Rd (Multiple Slash piles).
    - 4/25/2024 CPR at Lost Mountain Road. Used AED.
    - 4/30/2024 QFC Water Flow Alarm (*Multiple Responses*) 4/30/2024.
- **A Shift Training:**
  - Annual Hearing Tests 4/01/2024.
  - Attended the NFA Fire Inspection Principles I April 4/6/2024-4/13/2024.
  - Renew NREMT-P Certification 3/15/2024.
  - April Run-Review & Inservice: 4/17/2024.
  - 2nd quarter EMS Connect & 2nd quarter Fire Training as assigned.
  - Managing the Mayday (Day 2) 4/27/2024.
  - Technical Rescue Team Drill 4/18/2024 (*Confined Space Patient Packaging & UTV Course*)
  - Monday Night Volunteer Drill: 4/01/2024, 4/15/2024.
  - Wildland Refresher Training (*Completed*).
    - Pack Test 4/26/2024

▪ **Planning and On-Going projects:**

- Update/Improve Business Inventory Spreadsheet to enhance transition to ESO.
  - Submitted a ticket to ESO for follow up. **McKenzie has pulled the data needed.**
  - Continue to implement ESO inspections access and use.
- Rescue Systems I Planning- Met with DC Brummel at TOC, Build out day set for June.
- Enhance Pre-Fire Plan program to include truss symbols as reference guides. **In Queue.**
- Traffic Management procedure updates and distribution of Safety Signs. **In Queue.**
- CRR Champions meetings and agendas on 4/4/2024. **Next meeting is 6/6/2024.**
  - Monthly Calendar topics reviewed and discussed. May is Wildfire Preparedness.
  - Sign up opportunities established and sent out for Irrigation Festival.
  - Research expanding fire extinguisher training program.

DRAFT

## Clallam County Fire District #3 CRR/Fire Prevention Activity List

2024						Incident Number		ICS 411		
Incident Name				Operational Period						
Check-In Location		<input type="checkbox"/> DNR Request	<input type="checkbox"/> State Mobilization	<input type="checkbox"/> Contract	<input type="checkbox"/> v	Other: IMT-Team Deployment				
No.	Start Date/Time	Resource Name Approx. No. of Hours	CRR Activity	Activity Code	Dist. Resources Used	Total # Persons	Contact Information (Phone #)	Location of Event City and State	Press Release	Incident Assignment
1	4/4/2024	<b>Lt. McKenzie</b>	CRR Champion's	MEET				Sequim, WA		
	1700	2.0 Hour	TOC							
2	4/8/2024	<b>Joel Bower</b>	Public CPR	CPR	CPR Manequins	50	Joel Bower 360-461-7390	Sequim, WA		
	900	2.5 Hours	Sequim High School							
3	4/9/2024	<b>Joel Bower</b>	Public CPR	CPR	CPR Manequins	50	Joel Bower 360-461-7390	Sequim, WA		
	900	2.5 Hours	Sequim High School							
4	4/14/2024	<b>Joel Bower</b>	Public CPR	CPR	CPR Manequins	20	Joel Bower 360-461-7390	Sequim, WA		
	900	2.5 Hours	Dungeness Valley Lutheran							
5	4/17/2024	<b>NOLS</b>	Fire Prevention	Wildland		15	Corrina Desmarais 360-683-1161	Sequim, WA	FaceBook	
	1800	1.0 Hour	Wildland Zoom Presentation							
6	4/18/2024	<b>Capt. Kjel Skov</b>	Fire Prevention	Engine Visit	Engine 34 Dad's w Donut's	15	Ali Hueter 360-304-8399	Sequim, WA		
	1400	1.0 Hour	Faith Lutheran Preschool							
7	4/26/2024	<b>Turner/S. Anderson/Horst</b>	School Visit	FF Visit		200	Meghan Hueter 360-477-2555	Sequim, WA		
	1100	3.0 Hours	Friend a First Responder							
8										
9										
10										
11										
12										
13										
14										



# Clallam County Fire District 3

Motto: *Serve, Respect, Prevent, Protect*



## Battalion Chief's Report: 04/01/2024 - 04/30/2024

Prepared by: Stefanie Anderson  
Battalion Chief - B shift  
BC of Training

### ▪ April 911 Responses for CCFD#3:

	CCFD3 YTD 2024	CCFD3 YTD 2023	April 2024			Total Calls	Avg Calls per shift	
			A-Shift (10)	B-Shift (10)	C-Shift (10)			
Station 31	82	70	8	7	7	22	0.68	Station 31
Station 32	135	103	10	10	16	36	1.12	Station 32
Station 33	515	518	48	39	33	120	4.26	Station 33
Station 34	2,062	1793	151	182	168	501	17.04	Station 34
Station 35	45	42	6	3	2	11	0.37	Station 35
Station 36	9	11	0	2	1	3	0.07	Station 36
Station 37	155	183	18	12	6	36	1.28	Station 37
<b>+283</b>	3,003	2720	241	255	233	729	24.30	
	24.82	22.48	24.10	25.50	23.30	24.30		
Avg Calls Per Shift								

### ▪ Battalion Chief Administrative Meetings:

- Daily shift meetings
- BC/Chief's Meeting at Administrative Office 04/29/24
- Staff Meeting 04/09/2024

### ▪ Administrative/Training Duties:

- Telestaff Staffing & Callbacks:
  - Mandatories for April for all career: BC (0), Captains (3), FF/PM (2), FF/EMT (1)
- Washington State Fire Academy Class 2024-01 Graduation 04/19/24
  - Espinoza, R. Hueter, Pyle
- WA State Fire Academy coordination with Chief Smith for class 2024-02
  - Aston, Bowe, Oberly, Simson start 05/01/24
- Acting Captain Task Book Tactical Scenarios 04/24/24
  - 6 various tactical scenario completions are required for the Task Book. Members are evaluated on tactics and scene management.
  - Evaluators present were Chief Hudson, Chief Anderson, Chief Turner, Captain Albers.

- FF/PM Church completed remaining scenarios & task book review, successfully passed review and is now an Acting Captain
- Port Angeles Fire Department Captain Testing 04/22/24
- Approved 20 training requests for upcoming classes/conferences
  - x5 to IFSAC driver/operator training to start to develop CCFD#3 pump academy.
- Issued FF/PM Darling Acting Captain Task Book
  
- **B Shift Training/Activity:**
  - Fire/EMS training as assigned in Target Solutions
  - Increased shift focus on ladder truck training and response
  - PALS training
  - Disaster Training with Blaine
  - Station 34 crew coordinating probationary ff's returning to shift
  - Greywolf & Hellen Haller "Read to A Hero" Day
  
- **Planning and On-Going projects:**
  - Continued planning and advertising to host a Rescue Systems 1 Class June 10-13
  - Continue to improve Target Solutions assignments with AA Coleman
  - Working on Target Solutions Fire 2024-03 training
  - Continue assisting Vol Coordinator McKenzie with questions in regards to volunteer training and onboarding
  - Reviewing Target Solutions completion status
  - Ongoing validation of Target Solutions assignments completed by members
  
- **Personal Training:**
  - FDIC Conference Indianapolis 04/15/2024 - 04/19/2024
  - Managing Mayday Class 3/25/24





# Clallam County Fire District 3

Motto: *Serve, Respect,  
Prevent and  
Protect*



## Battalion Chief's Report: 4/30/2024

Prepared by: Elliott C Jones, **C-Shift**

- o 911 Responses:

April 2024								
	CCFD3 YTD 2024	CCFD3 YTD 2023	A-Shift (10)	B-Shift (10)	C-Shift (10)	Total Calls	Avg Calls per shift	
Station 31	82	70	8	7	7	22	0.68	Station 31
Station 32	135	103	10	10	16	36	1.12	Station 32
Station 33	515	518	48	39	33	120	4.26	Station 33
Station 34	2,062	1793	151	182	168	501	17.04	Station 34
Station 35	45	42	6	3	2	11	0.37	Station 35
Station 36	9	11	0	2	1	3	0.07	Station 36
Station 37	155	183	18	12	6	36	1.28	Station 37
<b>+283</b>	3,003	2720	241	255	233	729	24.30	
	24.82	22.48	24.10	25.50	23.30	24.30		
Avg Calls Per Shift								

Transports by CCFD		
2024		2023
15	January	3
22	February	4
15	March	5
5	April	7
	May	5
	June	4
	July	7
	August	11
	September	10
	October	12
	November	2
	December	6

- Battalion Chief Administrative Meetings:
  - Conduction of daily shift meetings
  - Participation in staff meetings
  - Attended BC/Chief's Meetings at the administrative office
  - Active involvement in volunteer pieces of training
  - Continuation of Probationary FF training
    - All PFF members count toward staffing: PFF/PM Pyle precepting is ongoing
  
- EMS Administrative Duties:
  - Engagement with EMS Council: Presented RQI quarterly updates for consideration
  - Delivered RQI presentation to Administrative Chiefs, offering program overview and highlighting cost-saving opportunities
  - Tasked with meeting Administrative Chiefs from CCFD2, PA, CCFD4, Olympic Am to explore potential partnerships (May-June)
  - Dr. Craven is participating in Run review and EMS updates
  - Completion of EMS audit of April Narcotics (zero errors found in FirstWatch/FirstPass & ESO) on 4/3
  
- EMS Education:
  - EMS Skill Sheets- completed
  - Implementation of 2nd quarter EMS OTEP Training, currently underway
  
- Planning and Ongoing projects:
  - Facilitation of 32 hours of Managing the Mayday Training with 39 Officers and Acting Officers from the Olympic Peninsula (EJRF, CCFD3, CCFD2, PAFD). Attached is the feedback received over 4 days of instruction
  - Collaboration with Lt. Sprenger and FF/PM Kroh in the development of Ladder training for 2nd Quarter backfill training (June 2024)
  
- Continuing Education/Training:
  - Completion of Annual Hering Test (4/1/2024)
  - Ongoing fulfillment of Vector Solutions monthly & Q2 quarterly requirements.
  - Completion of National Registry EMT entry protocol for reciprocity, awaiting final review
  - Participation in EMSConnect for continuing education

**Mayday Management Feedback From: CCFD3, CCFD2, PAFD, EJFR**

**Please indicate what was the most valuable aspect of the class**

Good review  
Gets people asking Qs about terminology //  
Mutual Aide enhancement  
Sets & Reps ///////////////  
Listening and Learning from everyone //  
Stats on Maydays and common transmissions prior to Mayday  
Reps running command //  
Good mix of assignments (not just an IC drill) //  
Added stress of managing 5-7 units  
LODDs were excellent  
Realistic ///  
CAANs/PACT reports  
Command Transfers  
Radios made it more realistic  
Blue Card- not as bad as I thought it was /

**What would you change to improve or enhance this class**

Have dispatchers take the class //  
Smaller groups (one class had 32/24 the other had 17/10) ///  
Add another day for sims //  
Create a PPT for Sims so we don't have to use class time to teach everyone  
Add difficulty with SCBAs or sirens (coms are rarely this clear on scenes)  
No LODDs //  
Sims from NW rather than SW /  
Tactics & Strategy with our matrix /  
Better tech (AR or VR)  
Board management  
PPT are not fun to learn from  
Noticed officers from D3 didn't participate in command roles as much as other dept/districts

**Your general comments:**

Break Silos: Would like to see more training like this (Peninsula training) ///////////////  
Good mix of audio/visual and sims  
Similar class without mayday  
Positive tone throughout class (learning from missteps without negativity) ///  
Incorporate into Officer training and Actors training  
Get all departments on same page (Blue Card)  
More practical assessments & more sims ///////

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **05/21/2024**

**To:** Board of Commissioners

**From:** Misty Shaw, Finance Manager

**Subject:** 2023 SAO Annual Financial Report

**Recommendation:** No action required, Information only

**Background:** Staff will discuss how the process went this year with the Board.

**Discussion:** FM Shaw will discuss the 2023 Annual Report filed with the Washington's State Auditor's Office.

**Attachments:** 2023 SAO Annual Financial Report

**Alternatives:** N/A

**Fiscal Considerations:** N/A

**Impact to the Community:** This report shows that the District is a good steward of the public's money and does a good job in using those funds to the benefit of the District's citizens and visitors.

# ANNUAL REPORT CERTIFICATION

Clallam County Fire Protection District No 3

(Official Name of Government)

1051

MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the Fiscal Year Ended 12/31/2023

## GOVERNMENT INFORMATION:

Official Mailing Address 323 N 5th Ave

Sequim, WA 98382

Official Website Address www.clallamfire3.org

Official E-mail Address mshaw@ccfd3.org

Official Phone Number (360) 582-2051

## AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title Misty Shaw Finance Manager

Contact Phone Number (360) 582-2051

Contact E-mail Address mshaw@ccfd3.org

I certify 7th day of May, 2024, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Signatures

Misty Shaw (mshaw@ccfd3.org)

**Clallam County Fire Protection District No. 3**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2023**

		001 Maintenance & Operations
<b>Beginning Cash and Investments</b>		
308	Beginning Cash and Investments	10,443,805
388 / 588	Net Adjustments	-
<b>Revenues</b>		
310	Taxes	13,148,797
320	Licenses and Permits	-
330	Intergovernmental Revenues	257,148
340	Charges for Goods and Services	251,607
350	Fines and Penalties	-
360	Miscellaneous Revenues	703,685
Total Revenues:		14,361,237
<b>Expenditures</b>		
510	General Government	-
520	Public Safety	12,261,392
530	Utilities	-
540	Transportation	-
550	Natural/Economic Environment	-
560	Social Services	-
570	Culture and Recreation	-
Total Expenditures:		12,261,392
Excess (Deficiency) Revenues over Expenditures:		2,099,845
<b>Other Increases in Fund Resources</b>		
391-393, 596	Debt Proceeds	-
397	Transfers-In	-
385	Special or Extraordinary Items	-
381, 382, 389, 395, 398	Other Resources	145,807
Total Other Increases in Fund Resources:		145,807
<b>Other Decreases in Fund Resources</b>		
594-595	Capital Expenditures	2,080,464
591-593, 599	Debt Service	28,800
597	Transfers-Out	-
585	Special or Extraordinary Items	-
581, 582, 589	Other Uses	(2,407)
Total Other Decreases in Fund Resources:		2,106,857
<b>Increase (Decrease) in Cash and Investments:</b>		<b>138,795</b>
<b>Ending Cash and Investments</b>		
50821	Nonspendable	-
50831	Restricted	-
50841	Committed	-
50851	Assigned	8,757,993
50891	Unassigned	1,824,614
<b>Total Ending Cash and Investments</b>		<b>10,582,607</b>

The accompanying notes are an integral part of this statement.

**Clallam County Fire Protection District No. 3**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2023**

**Note 1 - Summary of Significant Accounting Policies**

Clallam County Fire Protection District No. 3 was incorporated in June 1948 and operates under the laws of the state of Washington applicable to Fire Protection Districts. Clallam County Fire Protection District No. 3 is a special purpose local government and provides fire protection, fire suppression, life safety and fire prevention education and emergency medical services including Basic Life Support (BLS) and Advanced Life Support (ALS) Services.

The District reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from Generally Accepted Accounting Principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

A. **Fund Accounting**

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues, and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements. The following fund types are used:

GOVERNMENTAL - **General Fund**

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

B. **Basis of Accounting and Measurement Focus**

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received, and expenditures are recognized when paid.



C. Cash and Investments

See Note 3, Deposits and Investments

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$10,000 and an estimated useful life in excess of one year. Capital assets are recorded as capital expenditures when purchased.

E. Compensated Absences

Sick leave may be accumulated up to 1040 hours for 40-hour-per-week employees and up to 1380 for 24-hour shift employees. Upon separation, employees receive payment for unused sick leave at a rate between 0 percent and 50 percent of their leave balance, depending on the circumstances of their separation. Employee separations due to a line of duty death will receive payment for 100 percent of their sick leave balance.

Bargaining Unit Holiday may be accumulated up to 336 hours and is payable upon separation or retirement.

Bargaining Unit Comp time may be accumulated up to 480 hours and is payable upon separation or retirement.

Vacation Accruals differ among District employees based upon length of service. The maximum accrual rate is 30 hours per month and employees may accumulate, at the most, 24 months of their monthly accrual rate. Vacation leave is payable upon separation or retirement.

Payments for Compensated Absences are recognized as expenditures when paid.

F. Long-Term Debt

See Note 5, Long-Term Debt

G. Restricted and Committed Portion of Ending Cash Reserves and Investments

Beginning and Ending Cash and Investments are reported as restricted or committed when it is subject to restrictions on use imposed by external parties or due to internal commitments established by resolution of the Board of Commissioners. When expenditures that meet restrictions are incurred, the District intends to use the most restricted resources first. On December 31, 2023, the District does not have any restricted funds.

**Note 2 – Budget Compliance**

The District adopts an annual appropriated budget for the General Fund and the budget constitutes the legal authority for expenditures at that level. The budget is appropriated at the department level. Annual appropriations for these funds lapse at the fiscal year end. Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the General Fund, by Department were as follows:

<b>General Fund Department</b>	<b>Final Appropriated Amounts</b>	<b>Actual Expenditures</b>	<b>Variance</b>
Commissioners	\$ 148,571	\$ 40,650	\$ 107,921
Administration	1,408,640	<b>1,631,622</b>	(222,982)
Volunteer Programs	230,421	191,456	38,966
Fire Suppression	1,744,477	1,769,788	(25,311)
Prevention & Risk Reduction	97,589	36,070	61,519
EMS	7,927,492	7,477,734	449,759
Other Response	41,450	33,072	8,378
Emergency Management	21,250	3,103	18,147
Facilities	898,724	779,483	119,241
Vehicles	604,344	394,603	209,741
Capital Expenditures	2,942,257	<b>2,019,400</b>	922,857
<b>Total General Fund</b>	<b>\$ 16,065,215</b>	<b>\$ 14,376,980</b>	<b>\$ 1,688,235</b>

Budgeted amounts are authorized to be transferred between departments within the General Fund; however, any revisions that alter the total expenditures of the General Fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the Fire Protection Districts' legislative body.

**Note 3 – Deposits and Investments**

Investments are reported at amortized cost and deposits and investments by type on December 31, 2023, are as follows:

	<b>District's Own Deposits</b>	<b>Deposits and Investments held by Clallam County as the custodian for the District</b>	<b>Total</b>
<b>Bank Deposits</b>	<b>\$ 5,100</b>	<b>\$ 2,856,146</b>	<b>\$ 2,861,246</b>
<b>Local Government Investment Pool</b>	<b>-</b>	<b>7,721,362</b>	<b>7,721,362</b>
<b>Total</b>	<b>\$ 5,100</b>	<b>\$ 10,577,507</b>	<b>\$ 10,582,607</b>

It is the District's policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds.

### Investments in the State Local Government Investment Pool

The District is a voluntary participant in the Local Government Investment Pool, an external investment pool operated by the Washington State Treasurer. The pool is not rated and not registered with the SEC. Rather, oversight is provided by the State Finance Committee in accordance with Chapter 43.250 RCW. Investments in the LGIP are reported at amortized cost, which is the same as the value of the pool per share. The LGIP does not impose any restrictions on participant withdrawals.

The Office of the State Treasurer prepares a stand-alone financial report for the Pool. A copy of the report is available from the Office of the State Treasurer, PO Box 40200, Olympia, Washington 98504-0200, online at [www.tre.wa.gov](http://www.tre.wa.gov).

### Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the District would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The District's deposits and certificates of deposit are mostly covered by Federal Depository Insurance Corporation (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC). All investments are insured, registered or held by the District or its agent in the government's name.

### Note 4 – Leases

During the year ended 2022, the District adopted guidance for the presentation and disclosure of leases, as required by the BARS manual. This requirement resulted in the addition of a lease liability reported on the Schedule of Liabilities.

The District leases office space from CP1, LLC for a total of \$2,400 per month under separate leases for two office suites. The lease agreements began March and May of 2022 and will end in February and April 2027, respectively. Both of the two lease agreements are cancelable after the first year with a 60-day notice and the District projects utilizing the space for the full five years.

The total amount paid for office leases in 2023 was \$28,800. As of December 31, 2023, the future lease payments are as follows:

<b>Year ended December 31</b>	<b>Total</b>
<b>2024</b>	<b>\$ 28,800</b>
<b>2025</b>	<b>\$ 28,800</b>
<b>2026</b>	<b>\$ 28,800</b>
<b>2027</b>	<b>\$ 1,500</b>
<b>Total</b>	<b>\$ 87,900</b>

The District leases a fire station facility from the Jamestown S'Klallam Tribe, a federally-recognized Indian tribe, for \$2,500 per quarter. The facility was built by the Tribe to ensure timely fire and rescue services to their tribal lands. The lease agreement began in January of 2009 and has an initial term of twenty-five years. The District has the option to extend the term of the lease for an additional twenty-five year period. If the District exercises the option to extend the term of the lease, at the end of the fifty-year total lease term, a

new lease must be negotiated with the Tribe and approved by the Secretary of the U.S. Department of the Interior for future lease of the facility if desired by both parties.

The Jamestown S’Klallam Tribe has sole discretion to terminate the lease during the initial term, or optional extension, provided a replacement fire station facility is offered for lease to the District. The replacement fire station facility must be substantially similar or superior to the existing facility and must be provided at no additional cost to the District.

The lease rent of \$2,500 per quarter is the amount necessary to repay the Jamestown S’Klallam Tribe for development costs totaling \$337,077. After the development costs are recouped by the Tribe, the lease rent payments will terminate.

As an alternative to issuing payments for the lease rent, the District and the Jamestown S’Klallam Tribe have elected to offset the lease rent with the Community Contribution Agreement payments due to the District from the Tribe. The Community Contribution Agreement commenced in January of 2000 and established a quarterly contribution of \$2,500 due from the Jamestown S’Klallam Tribe to offset the impact to the District created by the opening of a tribal gaming facility.

The total amount of the fire station facility lease in 2023 was \$10,000. As of December 31, 2023, the future minimum lease obligations are as follows:

<b>Year ended December 31</b>	<b>Total</b>
<b>2024</b>	<b>\$ 10,000</b>
<b>2025</b>	<b>\$ 10,000</b>
<b>2026</b>	<b>\$ 10,000</b>
<b>2027-2033</b>	<b>\$ 70,000</b>
<b>Total</b>	<b>\$ 100,000</b>

In 2023, the District entered into a financing arrangement with Stryker for an installment purchase of 8 LIFEPAK Monitor/Defibrillators. The term of the arrangement is 5 years and totals \$305,318.

The total amount paid for the installment purchase in 2023 was \$61,064. As of December 31, 2023, the future minimum payments are as follows:

<b>Year ended December 31</b>	<b>Total</b>
<b>2024</b>	<b>\$ 61,064</b>
<b>2025</b>	<b>\$ 61,064</b>
<b>2026</b>	<b>\$ 61,064</b>
<b>2027</b>	<b>\$ 61,064</b>
<b>Total</b>	<b>\$ 244,254</b>

## **Note 5 – Long-Term Debt**

The accompanying Schedule of Liabilities provides more details of the outstanding debt and liabilities of the District and summarizes the District's debt transactions for the year ended December 31, 2023.

Liabilities reported in the 2023 Financial Report totaled \$4,176,32. This amount includes both pension and compensated absence liabilities, lease commitments, purchase arrangements, and Other Post Employment Liabilities and satisfies the recommended reporting from the Washington State Auditor's Office.

## **Note 6 – Other Post-Employment Benefits (OPEB)**

The District is a participating employer in the HRA VEBA Plan which is funded health reimbursement arrangement for public employees in the Northwest. The HRA VEBA Plan is administered by the Spokane, WA branch of Gallagher Benefit Services, Inc. and allows employer and employee contributions as determined by collective bargaining and contractual employee agreements. Retiring members of IAFF Local #2933 and salaried "Exempt" members who provide the District written notice of their intent to retire, at least 6 months in advance of their service retirement date, are eligible to receive a lump sum one-time allowance equivalent to the Employee Only cost of Medical, Dental and Life Insurance of the current plan being utilized x 36. This is a defined benefit plan, and the funds are deposited in the employee's HRA VEBA account on the effective date of the retirement to be used to reimburse the cost of qualified medical expenses including health insurance premiums as the retiree chooses. The District has no further obligation once the funds are transferred to HRA VEBA. This benefit may be amended by mutual contract ratification between the District and IAFF Local #2933 or by approved employment contract changes in the case of the Exempt members. For the year ended December 31, 2023, there were 54 active members eligible to receive the benefit and the total OPEB liability is estimated to be \$1,369,550 as calculated using the alternative measurement method. In 2023, the District had no expenses for this plan.

## **Note 7 – Pension Plans**

### **State Sponsored Pension Plans**

All District full-time and qualifying part-time employees participate in LEOFF Plan 2, PERS Plan 2 or PERS Plan 3 administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available Annual Comprehensive Financial Report (ACFR) that includes financial statements and required supplementary information for each plan. The DRS ACFR may be downloaded from the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov).

The District also participates in the Volunteer Fire Fighters' and Reserve Officers' Relief and Pension Fund (VFFRPF) administered by the State Board for Volunteer Fire Fighters and Reserve Officers. Detailed information about the plan is included in the State of Washington ACFR available from the Office of Financial

Management website at [www.ofm.wa.gov](http://www.ofm.wa.gov).

On June 30, 2023 (the measurement date of the plans), the District's proportionate share of the collective net pension liabilities (assets) was as follows:

	Allocation %	Liability (Asset)
<b>PERS 1</b>	<b>0.003980%</b>	<b>90,853</b>
<b>PERS 2/3</b>	<b>0.005141%</b>	<b>(210,713)</b>
<b>LEOFF 2</b>	<b>0.135895%</b>	<b>(3,259,575)</b>
<b>VFFRPF</b>	<b>0.26%</b>	<b>(51,501)</b>

Only the net pension liabilities are reported on the Schedule of Liabilities.

#### LEOFF Plan 2

The Legislature, by means of a special funding arrangement, appropriates money from the state general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute.

#### Note 8 - Property Tax

The County Treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed at the end of each month.

Property tax revenues are recognized when cash is received by the District. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The District's General levy for the year 2023 was \$1.1318819308 per \$1,000 on an assessed valuation of \$8,619,025,016 for a total General levy of \$9,755,718.68.

The District's EMS levy for the year 2023 was \$0.3701106413 per \$1,000 on an assessed valuation of \$8,661,760,407 for a total EMS levy of \$3,205,809.70.

Washington State Constitution and Washington State law, RCW 84.55.010, limit the rate.

#### Note 9 – Risk Management

Clallam County FPD #3 is a member of the Enduris Washington (Pool). Chapter 48.62 RCW provides the exclusive source of local government entity authority to individually or jointly self-insure risks, jointly purchase insurance or reinsurance, and contract for risk management, claims, and administrative services. The Pool was formed on July 10, 1987, pursuant to the provisions of Chapter 48.62 RCW, Chapter 200-100 WAC, and Chapter 39.34 RCW when two counties and two cities in the State of Washington joined together by signing an interlocal governmental agreement to fund their self-insured losses and jointly purchase insurance and administrative services. For the Pool's fiscal year ending August 31, 2023, there were 518 Enduris members representing a broad array of special purpose districts throughout the state.

The Enduris program provides for various forms of joint self-insurance and reinsurance coverage for its

members: Liability coverage, which includes General Liability, Automobile Liability, Public Officials' Errors and Omissions liability, Terrorism liability and Employment Practices liability; Property coverage, which includes Building and Contents, Mobile Equipment, Boiler and Machinery, and Business Interruption/Extra Expense; Automobile Physical Damage coverage; Cyber coverage; Crime blanket coverage; Named Position coverage; and an Identity Fraud reimbursement policy. Pollution and Cyber coverage are provided on a claims-made coverage form. Crime coverage is provided on a discovery form. All other coverage is provided on an occurrence coverage form.

Members are responsible for a coverage deductible or co-pay on each covered loss. Each policy year members receive a Memorandum of Coverage (MOC) outlining the specific coverage, limits, and deductibles/co-pays that are applicable to them. In certain cases, the Pool may allow members to elect to participate in the programs at limits, coverage, deductibles, and co-pays that are specific to their needs. Enduris is responsible for payment of all covered losses above the member retention, up to the Pool self-insured retention (SIR). Enduris acquires excess/reinsurance from unrelated insurance companies to cover losses above the Pool's SIR up to the coverage maximum limit of liability. The tables below reflect the Pool's SIR, reinsurance limits and member deductibles/co-pays by coverage type.

Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays <sup>(1)</sup>
<b>Liability:</b>				
General Liability	Per Occurrence	\$1 million	\$20 million	\$1,000 - \$100,000
Automobile Liability	Per Occurrence	\$1 million	\$20 million	\$1,000 - \$100,000
Public Officials Errors and Omissions Liability	Each Wrongful Act Member Aggregate	\$1 million	\$20 million \$20 million	\$1,000 - \$100,000
Terrorism Liability <sup>(2)</sup>	Per Occurrence Pool Aggregate	\$500,000 \$1 million	None	\$1,000 - \$100,000
Employment Practices Liability	Per Occurrence Member Aggregate	\$1 million	\$20 million \$20 million	20% Copay <sup>(3)</sup>

(1) Members may request or be required to pay a higher deductible than the minimum for certain coverage and certain types of losses require a specific co-pay or deductible

(2) Terrorism liability is fully funded by the Pool i.e. no excess/reinsurance is procured.

(3) Members pay a 20% co-pay of costs. By meeting established guidelines, the co-pay may be waived.

**Property <sup>(2)</sup>:**



Buildings and Contents	Per Occurrence	\$250,000	\$1 billion	\$1,000 - \$250,000
Mobile Equipment	Per Occurrence	\$250,000	\$1 billion	\$1,000 - \$250,000
Boiler and Machinery <sup>(3)</sup>	Per Occurrence	Varies	\$100 million	Varies
Business Interruption (BI)/ Extra Expense (EE) <sup>(4)</sup>	Per Occurrence	\$250,000	\$100 million (BI)/ \$50 million (EE)	\$1,000 - \$250,000
Sublimit <sup>(5)</sup> :				
Flood	Per Occurrence	\$250,000	\$50 million  (shared by Pool members)	\$1,000 - \$250,000
Earthquake	Per Occurrence	5% of indemnity, subject to \$250,000 minimum	\$10 million  (shared by Pool members)	\$1,000 - \$250,000
Terrorism Primary	Per Occurrence  Pool Aggregate	\$250,000	\$100 million per occurrence  \$200 million aggregate	\$1,000 - \$250,000
Terrorism Excess	Per Occurrence  APIP Per Occurrence  APIP Aggregate	\$500,000	\$600 million/  Pool aggregate  \$1.1 billion/ per occurrence  APIP program  \$1.4 billion/ APIP program aggregate	\$0
<b>Automobile Physical Damage <sup>(6)</sup></b>	Per Occurrence	\$25,000;  \$100,000 for Emergency Vehicles; \$250,000 for Emergency Vehicles valued >\$750,000	\$1 billion	\$250 - \$1,000
<b>Crime Blanket <sup>(7)</sup></b>	Per Occurrence	\$50,000	\$1 million	\$1,000
<b>Named Position <sup>(8)</sup></b>	Per Occurrence	\$50,000	\$1 million	\$1,000
<b>Cyber <sup>(9)</sup></b>	Each Claim APIP Aggregate	\$100,000	\$2 million  \$40 million	20% Copay

<b>Identity Fraud Expense Reimbursement<sup>(10)</sup></b>	<b>Member Aggregate</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>
--	-------------------------	------------	-----------------	------------

- (1) Members may request or be required to pay a higher deductible than the minimum for certain coverage and certain types of losses require a specific co-pay or deductible.
- (2) Property coverage for each member is based on detailed property schedule. Scheduled items are covered to the extent of the cost of repair or replacement according to the excess/reinsurance policy terms. Under the Alliant Property Insurance Program (APIP) Reinsurance carriers cover insured losses over \$250,000 to the limit of \$1 billion except for certain types of sub-limited property losses such as flood, earthquake, and terrorism.
- (3) Boiler and Machinery self-insured retention for the Pool varies depending on motor horsepower.
- (4) Business Interruption/ Extra expense coverage is based on scheduled revenue generating locations/operations. A limited number of members are scheduled and the rest are limited to \$500,000 of coverage with a \$2.5 million Pool maximum for undeclared exposure. The waiting period (deductible) is typically 24 hours but there are exceptions specific to the type of exposure covered.
- (5) This sublimit list is simplified and is not all-inclusive. In addition, sub-limits are often shared or aggregated by all pool members and, in a few cases, are shared by all APIP members. Deductibles often vary by coverage sub-limit.
- (6) Auto Physical Damage coverage includes comprehensive, named perils and collision. Coverage for each member is based on a detailed vehicle schedule.
- (7) Crime Blanket coverage (also referred to as "Employee Dishonesty Coverage with Faithful Performance" of \$2,500 is provided to each member. Members may elect to "buy-up" the level of coverage from \$5,000 to \$2 million.
- (8) Named Position coverage is optional. Members may elect to schedule various employees, directors, and commissioners, with individual limits of between \$5,000 and \$1 million.
- (9) Cyber coverage is included under the Pool's Property program. Members are subject to a 20% co-pay per loss and the Pool's SIR is tiered between \$50,000 and \$100,000 depending on the insured/members property TIV with an 8-hour waiting period. By meeting established guidelines, the co-pay may be waived. The reinsurance maximum limit of liability is \$2 million, with various declared sub-limits.
- (10) Enduris purchases Identity Fraud Expense Reimbursement coverage. Member claims do not have a deductible. There is a \$25,000 limit per member.

Members make an annual contribution to fund the Pool. Since Enduris is a cooperative program, there is joint liability among the participating members. There were no claim settlements above the insurance coverage in any of the last three policy years.

Upon joining the Pool, members are contractually obligated to remain in the Pool for a minimum of one year and must give notice 60 days before renewal to terminate participation. The Interlocal Governmental Agreement (formerly known as the Master Agreement) is automatically renewed each year unless provisions for withdrawal or termination are applied. Even after termination, a member is still responsible for contribution to Enduris for any unresolved, unreported and in-process claims for the period they were a signatory to the Interlocal Governmental Agreement.

Its member participants fully fund Enduris. Members file claims with the Pool, which determines coverage and administers the claims.

The Pool is governed by a Board of Directors comprising seven board members. The Pool's members elect the Board, and the positions are filled on a rotating basis. The Board meets quarterly and is responsible for overseeing the business affairs of Enduris and providing policy direction to the Pool's Executive Director.

## Clallam County Fire Protection District No. 3

Schedule 01

For the year ended December 31, 2023

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1051	001	Maintenance & Operations	3085100	Assigned Cash and Investments - Beginning	\$127,152
1051	001	Maintenance & Operations	3085100	Assigned Cash and Investments - Beginning	\$635,000
1051	001	Maintenance & Operations	3085100	Assigned Cash and Investments - Beginning	\$4,189,747
1051	001	Maintenance & Operations	3089100	Unassigned Cash and Investments - Beginning	\$5,380,922
1051	001	Maintenance & Operations	3089100	Unassigned Cash and Investments - Beginning	\$110,984
1051	001	Maintenance & Operations	3111000	Property Tax	\$9,894,282
1051	001	Maintenance & Operations	3111000	Property Tax	\$3,254,515
1051	001	Maintenance & Operations	3340490	State Grant from Department of Health	\$554
1051	001	Maintenance & Operations	3370000	Local Grants, Entitlements, Tribal Government Distributions, and Other Payments	\$105,895
1051	001	Maintenance & Operations	3370000	Local Grants, Entitlements, Tribal Government Distributions, and Other Payments	\$34,626
1051	001	Maintenance & Operations	3372000	Local Grants, Entitlements, Tribal Government Distributions, and Other Payments	\$26,537
1051	001	Maintenance & Operations	3372000	Local Grants, Entitlements, Tribal Government Distributions, and Other Payments	\$4,102
1051	001	Maintenance & Operations	3374000	Local Grants, Entitlements, Tribal Government Distributions, and Other Payments	\$64,947

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1051	001	Maintenance & Operations	3374000	Local Grants, Entitlements, Tribal Government Distributions, and Other Payments	\$20,487
1051	001	Maintenance & Operations	3422100	Fire Protection and Emergency Medical Services	\$35,374
1051	001	Maintenance & Operations	3422100	Fire Protection and Emergency Medical Services	\$1,407
1051	001	Maintenance & Operations	3422100	Fire Protection and Emergency Medical Services	\$43,904
1051	001	Maintenance & Operations	3422100	Fire Protection and Emergency Medical Services	\$33,387
1051	001	Maintenance & Operations	3426000	Ambulance Services	\$137,535
1051	001	Maintenance & Operations	3611100	Investment Earnings	\$381,825
1051	001	Maintenance & Operations	3611100	Investment Earnings	\$92,136
1051	001	Maintenance & Operations	3611100	Investment Earnings	\$94,808
1051	001	Maintenance & Operations	3614000	Other Interest	\$191
1051	001	Maintenance & Operations	3614000	Other Interest	\$45
1051	001	Maintenance & Operations	3670000	Contributions and Donations from Nongovernmental Sources	\$100,480
1051	001	Maintenance & Operations	3670000	Contributions and Donations from Nongovernmental Sources	\$18,000
1051	001	Maintenance & Operations	3699100	Miscellaneous Other Operating	\$13,745
1051	001	Maintenance & Operations	3699100	Miscellaneous Other Operating	\$2,455
1051	001	Maintenance & Operations	5221110	Administration	\$25,856
1051	001	Maintenance & Operations	5221120	Administration	\$1,930

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1051	001	Maintenance & Operations	5221120	Administration	\$218
1051	001	Maintenance & Operations	5221120	Administration	\$65
1051	001	Maintenance & Operations	5221120	Administration	\$87
1051	001	Maintenance & Operations	5221140	Administration	\$220
1051	001	Maintenance & Operations	5221140	Administration	\$474
1051	001	Maintenance & Operations	5221140	Administration	\$2,927
1051	001	Maintenance & Operations	5221140	Administration	\$210
1051	001	Maintenance & Operations	5221210	Administration	\$713,930
1051	001	Maintenance & Operations	5221210	Administration	\$7,917
1051	001	Maintenance & Operations	5221210	Administration	\$8,808
1051	001	Maintenance & Operations	5221210	Administration	\$70,200
1051	001	Maintenance & Operations	5221220	Administration	\$11,776
1051	001	Maintenance & Operations	5221220	Administration	\$57,333
1051	001	Maintenance & Operations	5221220	Administration	\$6,613
1051	001	Maintenance & Operations	5221220	Administration	\$34,171
1051	001	Maintenance & Operations	5221220	Administration	\$2,234
1051	001	Maintenance & Operations	5221220	Administration	\$1,504
1051	001	Maintenance & Operations	5221230	Administration	\$10,702
1051	001	Maintenance & Operations	5221230	Administration	\$59,283
1051	001	Maintenance & Operations	5221240	Administration	\$41,678
1051	001	Maintenance & Operations	5221240	Administration	\$4,796

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1051	001	Maintenance & Operations	5221240	Administration	\$2,054
1051	001	Maintenance & Operations	5221240	Administration	\$19,017
1051	001	Maintenance & Operations	5221240	Administration	\$31,676
1051	001	Maintenance & Operations	5221240	Administration	\$52,134
1051	001	Maintenance & Operations	5221240	Administration	\$10,800
1051	001	Maintenance & Operations	5221240	Administration	\$23,295
1051	001	Maintenance & Operations	5221240	Administration	\$38,066
1051	001	Maintenance & Operations	5221240	Administration	\$5,909
1051	001	Maintenance & Operations	5221240	Administration	\$2,881
1051	001	Maintenance & Operations	5221240	Administration	\$13,860
1051	001	Maintenance & Operations	5221240	Administration	\$5,175
1051	001	Maintenance & Operations	5221240	Administration	\$4,208
1051	001	Maintenance & Operations	5221240	Administration	\$6,830
1051	001	Maintenance & Operations	5221240	Administration	\$234,304
1051	001	Maintenance & Operations	5221240	Administration	\$120,120
1051	001	Maintenance & Operations	5221240	Administration	\$2,470
1051	001	Maintenance & Operations	5221240	Administration	\$1,492
1051	001	Maintenance & Operations	5221240	Administration	\$34,011
1051	001	Maintenance & Operations	5221240	Administration	\$4,743
1051	001	Maintenance & Operations	5222110	Fire Suppression and Emergency Medical Services	\$809,687
1051	001	Maintenance & Operations	5222110	Fire Suppression and Emergency Medical Services	\$2,773

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1051	001	Maintenance & Operations	5222110	Fire Suppression and Emergency Medical Services	\$14,610
1051	001	Maintenance & Operations	5222110	Fire Suppression and Emergency Medical Services	\$1,641
1051	001	Maintenance & Operations	5222110	Fire Suppression and Emergency Medical Services	\$173,204
1051	001	Maintenance & Operations	5222110	Fire Suppression and Emergency Medical Services	\$16,640
1051	001	Maintenance & Operations	5222110	Fire Suppression and Emergency Medical Services	\$26,226
1051	001	Maintenance & Operations	5222110	Fire Suppression and Emergency Medical Services	\$5,508
1051	001	Maintenance & Operations	5222120	Fire Suppression and Emergency Medical Services	\$14,929
1051	001	Maintenance & Operations	5222120	Fire Suppression and Emergency Medical Services	\$54,397
1051	001	Maintenance & Operations	5222120	Fire Suppression and Emergency Medical Services	\$10,360
1051	001	Maintenance & Operations	5222120	Fire Suppression and Emergency Medical Services	\$30,646
1051	001	Maintenance & Operations	5222120	Fire Suppression and Emergency Medical Services	\$140,432
1051	001	Maintenance & Operations	5222120	Fire Suppression and Emergency Medical Services	\$3,305
1051	001	Maintenance & Operations	5222120	Fire Suppression and Emergency Medical Services	\$30,121
1051	001	Maintenance & Operations	5222130	Fire Suppression and Emergency Medical Services	\$63,383
1051	001	Maintenance & Operations	5222130	Fire Suppression and Emergency Medical Services	\$191,518

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1051	001	Maintenance & Operations	5222130	Fire Suppression and Emergency Medical Services	\$3,931
1051	001	Maintenance & Operations	5222130	Fire Suppression and Emergency Medical Services	\$3,778
1051	001	Maintenance & Operations	5222140	Fire Suppression and Emergency Medical Services	\$21,324
1051	001	Maintenance & Operations	5222140	Fire Suppression and Emergency Medical Services	\$9,381
1051	001	Maintenance & Operations	5222140	Fire Suppression and Emergency Medical Services	\$2,211
1051	001	Maintenance & Operations	5222140	Fire Suppression and Emergency Medical Services	\$4,566
1051	001	Maintenance & Operations	5222140	Fire Suppression and Emergency Medical Services	\$4,513
1051	001	Maintenance & Operations	5222140	Fire Suppression and Emergency Medical Services	\$216
1051	001	Maintenance & Operations	5222140	Fire Suppression and Emergency Medical Services	\$42,512
1051	001	Maintenance & Operations	5222140	Fire Suppression and Emergency Medical Services	\$5,764
1051	001	Maintenance & Operations	5222140	Fire Suppression and Emergency Medical Services	(\$733)
1051	001	Maintenance & Operations	5222210	Fire Suppression and Emergency Medical Services	\$4,225,017
1051	001	Maintenance & Operations	5222210	Fire Suppression and Emergency Medical Services	\$600
1051	001	Maintenance & Operations	5222210	Fire Suppression and Emergency Medical Services	\$14,556
1051	001	Maintenance & Operations	5222210	Fire Suppression and Emergency Medical Services	\$41,482



MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1051	001	Maintenance & Operations	5222210	Fire Suppression and Emergency Medical Services	\$8,614
1051	001	Maintenance & Operations	5222210	Fire Suppression and Emergency Medical Services	\$909,323
1051	001	Maintenance & Operations	5222210	Fire Suppression and Emergency Medical Services	\$87,360
1051	001	Maintenance & Operations	5222210	Fire Suppression and Emergency Medical Services	\$137,890
1051	001	Maintenance & Operations	5222210	Fire Suppression and Emergency Medical Services	\$28,917
1051	001	Maintenance & Operations	5222210	Fire Suppression and Emergency Medical Services	(\$2,841)
1051	001	Maintenance & Operations	5222210	Fire Suppression and Emergency Medical Services	(\$16,033)
1051	001	Maintenance & Operations	5222220	Fire Suppression and Emergency Medical Services	\$78,376
1051	001	Maintenance & Operations	5222220	Fire Suppression and Emergency Medical Services	\$273,934
1051	001	Maintenance & Operations	5222220	Fire Suppression and Emergency Medical Services	\$54,390
1051	001	Maintenance & Operations	5222220	Fire Suppression and Emergency Medical Services	\$160,890
1051	001	Maintenance & Operations	5222220	Fire Suppression and Emergency Medical Services	\$737,281
1051	001	Maintenance & Operations	5222220	Fire Suppression and Emergency Medical Services	\$17,352
1051	001	Maintenance & Operations	5222220	Fire Suppression and Emergency Medical Services	\$49,107
1051	001	Maintenance & Operations	5222230	Fire Suppression and Emergency Medical Services	\$95,737

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1051	001	Maintenance & Operations	5222230	Fire Suppression and Emergency Medical Services	\$40,677
1051	001	Maintenance & Operations	5222230	Fire Suppression and Emergency Medical Services	\$1,993
1051	001	Maintenance & Operations	5222240	Fire Suppression and Emergency Medical Services	\$1,913
1051	001	Maintenance & Operations	5222240	Fire Suppression and Emergency Medical Services	\$133,082
1051	001	Maintenance & Operations	5222240	Fire Suppression and Emergency Medical Services	\$344
1051	001	Maintenance & Operations	5222240	Fire Suppression and Emergency Medical Services	\$29,365
1051	001	Maintenance & Operations	5222240	Fire Suppression and Emergency Medical Services	\$229
1051	001	Maintenance & Operations	5222240	Fire Suppression and Emergency Medical Services	\$223,188
1051	001	Maintenance & Operations	5222240	Fire Suppression and Emergency Medical Services	\$30,264
1051	001	Maintenance & Operations	5222240	Fire Suppression and Emergency Medical Services	\$20,785
1051	001	Maintenance & Operations	5222310	Fire Suppression and Emergency Medical Services	\$850
1051	001	Maintenance & Operations	5222330	Fire Suppression and Emergency Medical Services	\$2,879
1051	001	Maintenance & Operations	5222340	Fire Suppression and Emergency Medical Services	\$2,406
1051	001	Maintenance & Operations	5222410	Fire Suppression and Emergency Medical Services	\$650
1051	001	Maintenance & Operations	5222430	Fire Suppression and Emergency Medical Services	\$17,306

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1051	001	Maintenance & Operations	5222430	Fire Suppression and Emergency Medical Services	\$1,773
1051	001	Maintenance & Operations	5222440	Fire Suppression and Emergency Medical Services	\$4,586
1051	001	Maintenance & Operations	5222440	Fire Suppression and Emergency Medical Services	\$435
1051	001	Maintenance & Operations	5222730	Fire Suppression and Emergency Medical Services	\$2,982
1051	001	Maintenance & Operations	5222740	Fire Suppression and Emergency Medical Services	\$50
1051	001	Maintenance & Operations	5222810	Fire Suppression and Emergency Medical Services	\$148,906
1051	001	Maintenance & Operations	5222820	Fire Suppression and Emergency Medical Services	\$8,587
1051	001	Maintenance & Operations	5222820	Fire Suppression and Emergency Medical Services	\$4,512
1051	001	Maintenance & Operations	5222820	Fire Suppression and Emergency Medical Services	\$169
1051	001	Maintenance & Operations	5222820	Fire Suppression and Emergency Medical Services	\$189
1051	001	Maintenance & Operations	5222820	Fire Suppression and Emergency Medical Services	\$420
1051	001	Maintenance & Operations	5222820	Fire Suppression and Emergency Medical Services	\$1,171
1051	001	Maintenance & Operations	5222830	Fire Suppression and Emergency Medical Services	\$86
1051	001	Maintenance & Operations	5222840	Fire Suppression and Emergency Medical Services	\$1,969
1051	001	Maintenance & Operations	5222840	Fire Suppression and Emergency Medical Services	\$21,795

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1051	001	Maintenance & Operations	5222840	Fire Suppression and Emergency Medical Services	\$601
1051	001	Maintenance & Operations	5222840	Fire Suppression and Emergency Medical Services	\$141
1051	001	Maintenance & Operations	5223110	Fire Prevention and Investigation	\$4,070
1051	001	Maintenance & Operations	5223110	Fire Prevention and Investigation	\$1,531
1051	001	Maintenance & Operations	5223110	Fire Prevention and Investigation	\$1,050
1051	001	Maintenance & Operations	5223110	Fire Prevention and Investigation	\$5,400
1051	001	Maintenance & Operations	5223120	Fire Prevention and Investigation	\$910
1051	001	Maintenance & Operations	5223120	Fire Prevention and Investigation	\$3,815
1051	001	Maintenance & Operations	5223120	Fire Prevention and Investigation	\$2,111
1051	001	Maintenance & Operations	5223120	Fire Prevention and Investigation	\$28
1051	001	Maintenance & Operations	5223120	Fire Prevention and Investigation	\$393
1051	001	Maintenance & Operations	5223120	Fire Prevention and Investigation	(\$430)
1051	001	Maintenance & Operations	5223130	Fire Prevention and Investigation	\$1,308
1051	001	Maintenance & Operations	5223140	Fire Prevention and Investigation	(\$603)
1051	001	Maintenance & Operations	5223140	Fire Prevention and Investigation	\$1,591
1051	001	Maintenance & Operations	5223140	Fire Prevention and Investigation	\$449
1051	001	Maintenance & Operations	5224130	Training Provided to External Parties	\$4,894
1051	001	Maintenance & Operations	5224140	Training Provided to External Parties	\$16
1051	001	Maintenance & Operations	5224530	Training Obtained by Employees	\$10,537
1051	001	Maintenance & Operations	5224530	Training Obtained by Employees	\$2,201
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$2,086

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$71
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$494
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$1,726
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$1,153
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$1,735
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$16,518
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$2,883
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$1,949
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$1,476
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$4,630
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$2,822
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$14,019
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$238
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$380
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$790
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$690
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$2,880
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$4,356
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$39,788
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$6,906
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$418

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1051	001	Maintenance & Operations	5224540	Training Obtained by Employees	\$490
1051	001	Maintenance & Operations	5225010	Facilities	\$240,940
1051	001	Maintenance & Operations	5225010	Facilities	\$22,091
1051	001	Maintenance & Operations	5225010	Facilities	\$3,812
1051	001	Maintenance & Operations	5225010	Facilities	\$51,386
1051	001	Maintenance & Operations	5225020	Facilities	\$4,362
1051	001	Maintenance & Operations	5225020	Facilities	\$27,277
1051	001	Maintenance & Operations	5225020	Facilities	\$5,047
1051	001	Maintenance & Operations	5225020	Facilities	\$28
1051	001	Maintenance & Operations	5225020	Facilities	\$1,034
1051	001	Maintenance & Operations	5225020	Facilities	\$639
1051	001	Maintenance & Operations	5225030	Facilities	\$55,892
1051	001	Maintenance & Operations	5225030	Facilities	\$51,009
1051	001	Maintenance & Operations	5225030	Facilities	\$592
1051	001	Maintenance & Operations	5225030	Facilities	\$16,655
1051	001	Maintenance & Operations	5225040	Facilities	\$27,182
1051	001	Maintenance & Operations	5225040	Facilities	\$14,378
1051	001	Maintenance & Operations	5225040	Facilities	\$7,748
1051	001	Maintenance & Operations	5225040	Facilities	\$78,891
1051	001	Maintenance & Operations	5225040	Facilities	\$19,658
1051	001	Maintenance & Operations	5225040	Facilities	\$1,360

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1051	001	Maintenance & Operations	5225040	Facilities	\$9,691
1051	001	Maintenance & Operations	5225040	Facilities	\$109,500
1051	001	Maintenance & Operations	5225040	Facilities	\$3,430
1051	001	Maintenance & Operations	5225040	Facilities	\$97
1051	001	Maintenance & Operations	5226010	Vehicles and Equipment Maintenance	\$122,560
1051	001	Maintenance & Operations	5226010	Vehicles and Equipment Maintenance	\$838
1051	001	Maintenance & Operations	5226010	Vehicles and Equipment Maintenance	\$5,400
1051	001	Maintenance & Operations	5226010	Vehicles and Equipment Maintenance	\$1,381
1051	001	Maintenance & Operations	5226020	Vehicles and Equipment Maintenance	\$1,333
1051	001	Maintenance & Operations	5226020	Vehicles and Equipment Maintenance	\$9,229
1051	001	Maintenance & Operations	5226020	Vehicles and Equipment Maintenance	\$1,923
1051	001	Maintenance & Operations	5226020	Vehicles and Equipment Maintenance	\$22,993
1051	001	Maintenance & Operations	5226020	Vehicles and Equipment Maintenance	\$370
1051	001	Maintenance & Operations	5226020	Vehicles and Equipment Maintenance	\$1,145
1051	001	Maintenance & Operations	5226030	Vehicles and Equipment Maintenance	\$64,724
1051	001	Maintenance & Operations	5226030	Vehicles and Equipment Maintenance	\$21,316
1051	001	Maintenance & Operations	5226030	Vehicles and Equipment Maintenance	\$10,271
1051	001	Maintenance & Operations	5226030	Vehicles and Equipment Maintenance	\$90,785
1051	001	Maintenance & Operations	5226030	Vehicles and Equipment Maintenance	\$403
1051	001	Maintenance & Operations	5226030	Vehicles and Equipment Maintenance	\$6,408
1051	001	Maintenance & Operations	5226040	Vehicles and Equipment Maintenance	\$223

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1051	001	Maintenance & Operations	5226040	Vehicles and Equipment Maintenance	\$20,576
1051	001	Maintenance & Operations	5226040	Vehicles and Equipment Maintenance	\$9,971
1051	001	Maintenance & Operations	5085100	Assigned Cash and Investments - Ending	\$4,523,033
1051	001	Maintenance & Operations	5085100	Assigned Cash and Investments - Ending	\$3,571,960
1051	001	Maintenance & Operations	5085100	Assigned Cash and Investments - Ending	\$663,000
1051	001	Maintenance & Operations	5089100	Unassigned Cash and Investments - Ending	\$1,647,768
1051	001	Maintenance & Operations	5089100	Unassigned Cash and Investments - Ending	\$176,846
1051	001	Maintenance & Operations	3951000	Proceeds from Sales of Capital Assets (Cash Basis Only)	\$145,807
1051	001	Maintenance & Operations	5829000	Immaterial Fiduciary Remittance	\$635
1051	001	Maintenance & Operations	5899000	Holding and Clearing Account Transactions	(\$3,042)
1051	001	Maintenance & Operations	5912270	Debt Repayment - Fire Suppression and EMS Services	\$28,800
1051	001	Maintenance & Operations	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$162,680
1051	001	Maintenance & Operations	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$44,862
1051	001	Maintenance & Operations	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$54,731
1051	001	Maintenance & Operations	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$45,779
1051	001	Maintenance & Operations	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$1,664,904



MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1051	001	Maintenance & Operations	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$26,971
1051	001	Maintenance & Operations	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$19,473
1051	001	Maintenance & Operations	5942270	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$61,064

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**Clallam County Fire Protection District No. 3**  
**Schedule of Liabilities**  
**For the Year Ended December 31, 2023**

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
<b>Revenue and Other (non G.O.) Debt/Liabilities</b>						
259.12	Compensated Absences - Employee Benefit Accounts		1,893,090	303,603	-	2,196,693
264.30	Pension Liability - PERS 1		115,245	-	24,392	90,853
263.57	Office Space Lease		116,700	-	28,800	87,900
264.40	HRA VEBA Defined Benefit Plan		1,056,655	312,895	-	1,369,550
263.52	Stryker LifePaks Installment Purchase		-	305,318	61,064	244,254
263.57	Fire Station Facility Lease	12/31/2033	197,077	-	10,000	187,077
	<b>Total Revenue and Other (non G.O.) Debt/Liabilities:</b>		<b>3,378,767</b>	<b>921,816</b>	<b>124,256</b>	<b>4,176,327</b>
	<b>Total Liabilities:</b>		<b>3,378,767</b>	<b>921,816</b>	<b>124,256</b>	<b>4,176,327</b>

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**Clallam County Fire Protection District No. 3  
 Schedule of Expenditures of State Financial Assistance  
 For the Year Ended December 31, 2023**

State Agency Name	Program Title	Identification Number	Total
State Grant from Department of Health	2023 EMS Trauma Care Fund Pass-Through Grant	2023	554
		<b>Sub-Total:</b>	<b>554</b>
		<b>Total State Grants Expended:</b>	<b>554</b>

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**Clallam County Fire Protection District No. 3**

**Schedule 21 Questions 1-6 (unaudited)**

**For Fiscal Year Ended: 2023**

<b>Property and Liability Insurance</b>	<b>Health and Welfare Insurance</b>	<b>Unemployment Compensation Obligations</b>	<b>Workers Compensation Obligations</b>	<b>Other Risks or Obligations</b>
Belong to a public entity risk pool	All benefits are provided by a health insurance company or HMO	Pay taxes to the Department of Employment Security ("Taxable")	Pay premiums to the Department of Labor and Industries	

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Washington PFML Program	Entity	Government Type
Pay premiums to the State's program for both benefits	Clallam County Fire Protection District No 3	Fire Protection District

DRAFT

**Clallam County Fire Protection District No. 3**  
**Schedule 22 - Audit Assessment Questionnaire (unaudited)**  
**For Fiscal Year ended December 31, 2023**

Reference	#	Question	Answer	Explanation
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**INSTRUCTIONS FOR PREPARER** The Schedule 22 questions can be found below and are categorized based on the type of operation each question is related to. Click the category title to expand or collapse that category of questions.

**Import Prior Year Responses:** responses to specific questions from the prior year annual report may be imported by clicking the "Import Prior Year Responses" button below. NOTE: this will not import ALL responses from the prior year, it is only allowable for certain questions.

**Please review the imported responses to ensure they are still accurate.** If needed, you can update the responses that were imported from the prior year.

**FINANCIAL MONITORING**

	1	Please indicate which of the following best describes the accounting system of the government: A) Rely on the County Treasurer (no other accounting software used) B) Other accounting software (i.e. QuickBooks, BIAS, Vision, Excel, etc.).	(B)	
	2	Does the government use their own bank accounts in lieu of or in addition to the County Treasurer? If yes, please attach bank statements for the fiscal year. <i>Note: auditors will request all monthly bank statements for the reporting year during the audit. If preferred, you may attach all statements here.</i>	Yes	<b>Attachments</b> <a href="#">Non County Bank Statements - 12.2023.pdf</a>
	3	Please disclose the accounting software the government uses.	Springbrook Express, Formerly BIAS	

Reference	#	Question	Answer	Explanation
	4	Please describe the government's reconciliation of their bank accounts (County Treasurer and transmittal) to the accounting records. Include the personnel responsible for performing the reconciliation and the personnel responsible for reviewing the reconciliation. Note: the job position/title is sufficient for the identification purpose.	All District bank accounts are reconciled monthly by the Finance Manager. The Finance Manager then prepares a Treasurer's Report packet that includes all the reconciliation detail, this packet is then reviewed by the Fire Chief. The Treasurer's report packet also includes signature approval pages for any voids or BARS account coding changes that occurred during the month.	

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Reference	#	Question	Answer	Explanation
	5	Entries Process - please describe the process to record journal entries into the government's general ledger and, if applicable, the process for reviewing and monitoring the journal entries being posted, both during the year and at year-end. Note: include the job position/title of the person responsible for posting and reviewing the entries.	Revenue and expense transactions are recorded. If is determined that an adjustment needs to be made (e.g. allocating salary costs to a different department) then the Finance Manager posts the change, prints & signs the adjustment and submits to the Fire Chief for review & signature with the next monthly Treasurer's Report.	
	6	Please indicate which of the following best describes the government's own internal accounting system: A) It uses the BARS chart of accounts; B) It uses a chart of accounts that is compatible with BARS; C) It uses a chart of accounts that requires manual adjustments to file the Schedule 01;	(B)	
	7	Does the Governing Body receive and review monthly financial reports? If yes, please describe what is reviewed and how often. Examples include: cancelled checks, financial reports from the county, expenditure listings, bank accounts or petty cash activity.	No	
	8	Preparation of Financial Reports - please describe the process or procedure for the preparation of financial statements (including the Schedule 01). Please identify any significant changes that occurred since the prior year (ex: staff turnover).	Financial Reports are prepared by the Finance Manager and reviewed by the Fire Chief and the Board of Commissioners on a quarterly basis. Before the annual	



Reference	#	Question	Answer	Explanation
			<p>schedule 1 is prepared, the Finance Manager reviews the BARS Cash Basis updates, makes any necessary changes, calculates ending assigned balances and then runs and uploads the Schedule 1. If any red flags are found, the problem is investigated and further adjustments are made to fix the issue. In April of 2023, the Chairman of the Board resigned and a change of Command occurred. Fire Chief Ben Andrews went on Administrative Assignment until April of 2024 and Asst. Chief Dan Orr was named Interim Fire Chief. Effective May 2, 2023 a new Commissioner was appointed. In addition to the changes in 2023, in February of 2024, Misty Shaw was hired as the Finance Manager replacing</p>	

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Reference	#	Question	Answer	Explanation
			Alwynn Whitaker who will retire later in 2024. In March of 2024, Justin Grider was named Fire Chief.	
	9	Has the government contracted out for, or recently assumed responsibility for, any major governmental function? If yes, please explain. For example: contracts for accounting services, janitorial/grounds keeping or other maintenance contracts; the government performs fire protection services for another government assumes a new water system from another government or annexations.	No	
<b>CURRENT OPERATIONS</b>				
	10	Please check all boxes that occurred during the fiscal year. If none of these events occurred, please check the box for "none".	Significant events (i.e. new debt, major construction)	
	10	Please check all boxes that occurred during the fiscal year. If none of these events occurred, please check the box for "none".	Utilized a purchasing cooperative or state contract	
	12	Please explain the significant events that occurred during the year (e.g., new debt, major construction, change in key positions, etc.)	The District paid a 50 percent deposit of \$1,644,144 for the purchase of three new fire engines.	
	13	Please provide an explanation of the purchasing cooperative or state contract used during the fiscal year to procure goods and services.	The District utilized the Sourcewell contract to procure the three new fire engines for which a 50% deposit was paid in 2023.	
	15	Did the government make any significant updates to key administrative, personnel, or financial policies? If yes, please attach the newest policy.	Yes	<b>Attachments</b> <a href="#">6620, Anti-Fraud (Effective 2023 -1107).docx</a>

Reference	#	Question	Answer	Explanation
	16	Did the government enter into, or modify any existing, interlocal agreements? If yes, please attach.	Yes	<b>Attachments</b> <a href="#">2023 Interlocal Cooperative Agreement with WSP.pdf</a> <a href="#">2023-0925 Dist 2, 3 &amp; PAFire ILA for Auto Aid.pdf</a>
	17	Does the government have a system or process to record information about its capital assets, including buildings, equipment, etc.? If yes, please describe the process for tracking.	Yes	Listings of Buildings & Vehicles are maintained on the Insurance Property Schedules and are updated when assets are added or retired. Information Technology related items, including items such as computers, laptops, switches, access points and cell phones are maintained in a database by the IT Tech & Deputy Chief. Listings of other facility & vehicle capital items (valued over 10K) as well as items considered small & attractive assets that have a value greater than \$300 and less than 10K are maintained in databases by the District's Maintenance Supervisor & Deputy Chief.
SIGNIFICANT DISCLOSURES				
	18	Did the government receive any non-SAO audits during the year? If yes, please attach related report. For example: work of internal auditors, state/federal grant review, etc.	No	

Reference	#	Question	Answer	Explanation
	19	Is the government currently involved in any lawsuits? We may be requesting an update on the status of legal matters during the audit.	Yes	We received notice of a potential lawsuit regarding an injury for which we do not believe we were at fault. The injury occurred in August of 2023. Enduris, our insurance company, received a letter of representation in April of 2024. Enduris has hired an independent claims adjuster to investigate the claim.
	20	Are there any licensing, regulatory, contracting, or granting agencies with the ability to impose material penalties that would play a role in the government's ability to continue? If yes, please list the agency that could impose them. Examples include: Department of Health, FEMA, etc.	No	

## REVENUES AND EXPENDITURES

	21	Please describe any new sources of revenues or expenditure streams, or state there were none. Examples include: new activities, special levies, state or federal grants, leases, etc.	No new revenue or expenditure streams	
	22	Were there any rate increases during the fiscal year?	No	
	23	Attach rate and fee schedules in effect during the fiscal year.	Attached	<b>Attachments</b> <a href="#">Rates Schedule - 2023.xlsx</a>
	24	Does the government accept cash/checks locally (using its own staff, issuing receipts) or use a third-party vendor to bill or receipt payments? Please check all that apply.	Receipts Locally	

Reference	#	Question	Answer	Explanation
	25	Cash/Check Receipting - Please briefly describe the government's process for collection of payments. Please include a list of the locations where cash/checks are accepted/receipted.	During 2023, Cash was received at 863 Carlsborg RD, STE C by the Administrative Staff. Cash, checks or money orders are received by the Administrative Assistant and immediately recorded on pre-numbered and imprinted receipt book. The transactions are then entered into the accounting system. Funds are kept in a locked combination box in a locked drawer until deposited on a weekly basis. See the Cash Receipting Procedures below for more details.	
	26	Does the government deposit funds on a daily basis?	No	We have been granted a waiver of the daily requirement by Clallam County and we deposit weekly.
	28	Please check all that apply to the government and list the authorized balance for each fund or account in the explanation box:	Petty cash	Petty Cash - \$500 Imprest - \$100 (Stripe acct. to facilitate CPR class registrations) \$4,500 - Imprest Advanced Travel Account

Reference	#	Question	Answer	Explanation
	28	Please check all that apply to the government and list the authorized balance for each fund or account in the explanation box:	Revolving/imprest bank account	Petty Cash - \$500 Imprest - \$100 (Stripe acct. to facilitate CPR class registrations) \$4,500 - Imprest Advanced Travel Account
	28	Please check all that apply to the government and list the authorized balance for each fund or account in the explanation box:	Travel account	Petty Cash - \$500 Imprest - \$100 (Stripe acct. to facilitate CPR class registrations) \$4,500 - Imprest Advanced Travel Account
	29	Please describe the governments process to reconcile its petty cash. Please include frequency of reconciliation. (e.g. monthly, quarterly, yearly)	In 2023, the Petty Cash fund was counted and verified on a monthly basis.	
	30	Please attach the year-end reconciliation and petty cash log.	Attached	<b>Attachments</b> <a href="#">Petty Cash Receipt 10212023.pdf</a> <a href="#">Petty Cash Reconciliation 12.31.2023.pdf</a>
	33	Please describe the governments process to reconcile the revolving/imprest bank accounts.	The Stripe account imprest amount is \$100 and the Bank Statement transactions are verified each month by Admin Asst. CK and reviewed each month by the Finance Manager.	
	34	Please attach the year-end reconciliation of the revolving/imprest account	Attached	<b>Attachments</b> <a href="#">US Bank Stripe Imprest Acct Recon 12.31.2023.pdf</a>

Reference	#	Question	Answer	Explanation
	35	Please describe the governments process to reconcile the travel accounts.	The Travel Acct. ledger is mainted on an Excel spreadsheet, Admin Asst. LC enters checks and the Finance Manager reconciles the account on a monthly basis.	
	36	Please attach the year-end reconciliation with the bank statement.	Attached	<b>Attachments</b> <a href="#">Travel Account Recon 12.31.2023.pdf</a>
	37	What type(s) of electronic payment (EFT/ACH) does the government make? Please list them in the box below. Examples include: payroll, direct deposit, employee reimbursements, wire transfers, AP vendor payments, etc.	Employee Direct Deposit Internal Revenue Service Employee Benefit Check payments	
	38	Does the government incur payroll costs?	Yes	
	39	Please describe the governing body's process to review payroll expenses and include how many employees the government has.	Employees are paid monthly. Each month the Finance Manager prepares payroll and during that process reconciles time recorded on WorkForce Telestaff (WFTS) compared to expected regular hours for each employee and also reconciles manual Overtime slips to the Overtime recorded in WFTS. Prior to	

Reference	#	Question	Answer	Explanation
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submitting payroll, the FM reviews all aspects of the payroll details for each member including hours paid, regular amounts paid, overtime paid, leave accrual earned and used. At the end of the monthly process the FM performs an additional variance analysis on the pay and documents any significant variances, such as a large amount of Overtime. Also, each time payroll is prepared, the Fire Chief Reviews & signs off on the payroll packet. The Fire Chief specifically signs off on the total payroll, the confirmation of the IRS deposit and the documented variation analysis items.

Regular payroll occurs on the 10th of each month for 65 employees (as of EOY), the monthly

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Reference	#	Question	Answer	Explanation
				draw is paid on the 25th for 15 employees (as of EOY) and the quarterly volunteer reimbursement is paid for approx. 38 members.
	40	Please mark all that apply to the government: <b>Note:</b> "open store accounts" refers to arrangements where individuals may make purchases on the government's behalf that are subsequently billed (e.g., local hardware store).	Fuel Card(s)	
	40	Please mark all that apply to the government: <b>Note:</b> "open store accounts" refers to arrangements where individuals may make purchases on the government's behalf that are subsequently billed (e.g., local hardware store).	Credit Card(s)	
	40	Please mark all that apply to the government: <b>Note:</b> "open store accounts" refers to arrangements where individuals may make purchases on the government's behalf that are subsequently billed (e.g., local hardware store).	Open Store Accounts	
	41	Fuel Cards - use the "ADD ROW" button to add the applicable number of rows for each vendor/institution the government has physical fuel cards with.		
		Vendor/Institution		The Co-Op Farm and Garden
		Number of Cards		42
		Total Credit Limit		10000
	42	Credit Cards - use the "ADD ROW" button to add the applicable number of rows for each vendor/institution the government has physical credit cards with.		

Reference	#	Question	Answer	Explanation
		Vendor/Institution	US Bank	
		Number of Cards	95	
		Total Credit Limit	125000	
	43	Please attach a list of open accounts the government has.	Attached	<b>Attachments</b> <a href="#">CCFD3 Open Account Listing - 2023.xlsx</a>
	44	Does the government receive any funds from state or federal grantors? If yes, please attach the grant agreements for the reporting year.	Yes	<b>Attachments</b> <a href="#">FW_EXTERNAL_2023 EMS trauma funds.pdf</a>
FIRE/EMS SPECIFIC QUESTIONS				
<i>Informational</i>	45	Indicate services offered by the government (check all that apply):	ALS Transports	
<i>Informational</i>	45	Indicate services offered by the government (check all that apply):	BLS Transports	
<i>Informational</i>	45	Indicate services offered by the government (check all that apply):	Repairs for Other Entities	
<i>Informational</i>	45	Indicate services offered by the government (check all that apply):	Trainings (CPR/First Aid)	
<i>Informational</i>	45	Indicate services offered by the government (check all that apply):	Facility Rentals	
<i>Informational</i>	46	Does the government prepare or contract for transport billing? If transport service billings are prepared in house, attach a copy of the government's policy. and fee schedule. If transport service billings are contracted out, attach a copy of the contract/agreement.	Contract for billing	<b>Attachments</b> <a href="#">2021-Systems Design Professional Services Agreement.pdf</a>

Reference	#	Question	Answer	Explanation
	47	Has there been any changes to agreements for which the government 1) performs fire protection services/EMS for another local government (e.g. city, fire district), or 2) another local government provides fire protection services/EMS? <b>Note:</b> This does not include mutual aid agreements. If there were changes to any agreements, please explain.	No Changes	
	48	Does the government have any volunteers? If yes, please include the number of volunteers and any benefits they may receive.	Yes	Approximately 38 volunteers receive reimbursement of \$20 per point earned for training, call response, or other events. They may also receive a stipend for serving as Chaplain, EMT school completion, Fire Academy completion, or CERT leader. Benefits include District contribution to the volunteer pension and disability program.
	49	Does the government have career firefighters? If yes, please include the number of career firefighters (approximately).	Yes	48
	50	Does the government provide other post-employment benefits (OPEB) for current retirees and active employees? <b>Examples include:</b> medical, dental, vision, hearing, etc.	Yes	
	51	Please indicate which employee group the benefits are for:	LEOFF 2	Contract provisions allow payment of 36 months of health insurance for employees giving 6 months notice to be paid at retirement. (Other applies to Administrative Staff)

Reference	#	Question	Answer	Explanation
	51	Please indicate which employee group the benefits are for:	Other	Contract provisions allow payment of 36 months of health insurance for employees giving 6 months notice to be paid at retirement. (Other applies to Administrative Staff)
	52	Does the government have any closely related associations or foundations? If yes, please list.	Yes	CCFD3 has a volunteer association - Clallam County Volunteer Association
<i>Informational</i>	53	How many stations does the government have?	7	
	54	Was the government involved in any mergers, acquisitions, or transfer of operations? If yes, please attach copies of documentation (i.e. resolutions, etc.) authorizing the mergers, acquisition, or transfer of operations.	No	
	55	Does the government act as the fiscal agent for any other entities? If yes, please list parties served. <b>Examples may include:</b> holding accounts, receiving/disbursing funds, etc.	No	

## REQUIRED ATTACHMENTS

<i>Informational</i>	56	<b>Meeting Minutes</b> - Attach the meeting minutes and resolutions for <b>all</b> governing body meetings held during the reporting year.	Attached	<b>Attachments</b> <a href="#">2023-1030 Special BOC Minutes.pdf</a> <a href="#">2023-0427 Special BOC Minutes.pdf</a> <a href="#">2023-0411 Special BOC Minutes.pdf</a> <a href="#">2023-0426 Special BOC Minutes.pdf</a> <a href="#">2023-0428 Special BOC Minutes.pdf</a> <a href="#">2023-0622 BOC Minutes.pdf</a> <a href="#">2023-0221 BOC Minutes.pdf</a> <a href="#">2023-0117 BOC Minutes.pdf</a> <a href="#">2023-0321 BOC Meeting.pdf</a>
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Reference	#	Question	Answer	Explanation
				<a href="#">2023-0418 BOC Minutes.pdf</a> <a href="#">2023-1107 BOC Minutes.pdf</a> <a href="#">2023-0502 BOC Minutes.pdf</a> <a href="#">2023-0404 BOC Minutes.pdf</a> <a href="#">2023-0103 BOC Minutes.pdf</a> <a href="#">2023-1017 BOC Minutes.pdf</a> <a href="#">2023-1120 Special BOC Minutes.pdf</a> <a href="#">2023-0207 BOC Minutes.pdf</a> <a href="#">2023-1226 BOC Minutes.pdf</a> <a href="#">2023-0620 BOC Minutes.pdf</a> <a href="#">2023-0825 Special BOC Minutes.pdf</a> <a href="#">2023-1113 Special BOC Minutes Evening Meeting.pdf</a> <a href="#">2023-0606 BOC Minutes.pdf</a> <a href="#">2023-1114 Special BOC Minutes.pdf</a> <a href="#">2023-0908 Special BOC Minutes.pdf</a> <a href="#">2023-1009 Special BOC Minutes.pdf</a> <a href="#">2023-1113 Special BOC Minutes Afternoon Mtg.pdf</a> <a href="#">2023-1003 BOC Minutes.pdf</a> <a href="#">2023-1205 BOC Minutes.pdf</a> <a href="#">2023-0801 BOC Minutes.pdf</a> <a href="#">2023-1219 BOC Minutes.pdf</a> <a href="#">2023-0808 Special BOC Minutes.pdf</a> <a href="#">2023-0822 Special BOC Minutes.pdf</a> <a href="#">2023-0926 Special BOC Minutes.pdf</a> <a href="#">2023-0919 BOC Minutes.pdf</a> <a href="#">2023-0718 BOC Minutes.pdf</a> <a href="#">2023-0705 BOC Minutes.pdf</a> <a href="#">2023-0815 BOC Minutes.pdf</a> <a href="#">2023-0905 BOC Minutes.pdf</a>

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Reference	#	Question	Answer	Explanation
				<a href="#">2023-0516 BOC Minutes.pdf</a>
	57	<b>Cash Balance Summary</b> - Attach a copy of the year -end County Treasurer (or other fiscal agent) report (s) inclusive of all year-end cash and investment balances. If the government holds funds outside of the County, please upload the first and last bank statements of the year, inclusive of all cash and investment balances.	Attach	<b>Attachments</b> <a href="#">County Cash Balances GL Report 12.31.2023.pdf</a>
	58	<b>Detailed Revenue by Source</b> - Attach a copy of the County Treasurer's Revenue Report that shows total receipts for the reporting year by revenue source. If the County does not provide this report, please upload comparable accounting records to substantiate revenue activity and/or all bank statements for the year that comprise the government's financial statements.	Attach	<b>Attachments</b> <a href="#">County Revenue Reports 12.31.2023.pdf</a>
	59	<b>Detailed Expenditure List</b> - Attach warrant registers, payroll registers, check registers and/or petty cash log detailing all expenditures made during the year. This includes those expenditures paid by the County on a government's behalf due to Treasurer responsibilities.	Attach	<b>Attachments</b> <a href="#">Check Register 01.01.2023-12.31.2023 - Expenditures.pdf</a>
<i>Informational</i>	60	<b>Cash Receipting Policy</b> - Attach a detailed description of the government's invoicing, cash and check receiving and deposit process. The description should include name of positions completing tasks in the process and all reconciliations and reviews performed. Include a copy of your written Cash and Check Receipting Policy or procedure if you have one. This request applies to <b>all governments that invoice for a service</b> (including third party billing services) <b>or</b> receive funds other than at the county treasurer (including charges for services or goods, fees, donations, grants, etc.).	Attached	<b>Attachments</b> <a href="#">1051_Cash Receipting Procedures.docx</a>

Reference	#	Question	Answer	Explanation
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Informational

61 **Elected Official List** - Click the "ADD ROW" button to add the applicable number of rows for each governing board member. If the governing board exceeds 5 members, please include the 3-top-ranking Board officers (e.g. chair/president, treasurer, etc.). Note: (\*) mailing address is an optional field but should be provided for at least one board member.

Governing Board Member Name	William Miano
Board Member Spouse Name	Adina Miano
Business Interest(s)	Willy Beans Coffee Roasting - Sole Proprietor
Phone Number	3607975632
Email Address	bmiano@ccfd3.org
Mailing Address*	150 Shelly Ln, Sequim, WA 98382
Governing Board Member Name	Jeff Nicholas
Board Member Spouse Name	June Nicholas
Business Interest(s)	Sequim Food Bank - Employee
Phone Number	3608520530
Email Address	jnicholas@ccfd3.org
Mailing Address*	53 Timber Rd, Sequim, WA 98482
Governing Board Member Name	Michael Mingee
Board Member Spouse Name	Cheryl Mingee

Reference	#	Question	Answer	Explanation
		Business Interest(s)	White Helmet Management	
		Phone Number	8058818286	
		Email Address	mmingee@ccfd3.org	
		Mailing Address*	51 Cormorant Dr, Sequim, WA 98382	
<i>Preparer</i>	62	<p>Please include the below information in the text box for the local government personnel who completed the annual report.</p> <p><b>Full name, role (e.g., Secretary, Board Member, etc.)</b>  <b>Telephone number</b>  <b>E-mail address</b></p>	<p>Misty Shaw (Current Finance Manager) and Alwynn Whitaker (Former Finance Manager)  360-582-2051  mshaw@ccfd3.org/a  whitaker@ccfd3.org</p>	

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# Clallam County Fire Protection District 3

Serve Respect Prevent Protect



## Annual Financial Report for Fiscal Year 2023



# 2023 District Board Members and Officials

Jeffery C. Nicholas, Chairman of the Board

Michael Mingee, Commissioner, Vice Chair

Bill Miano, Commissioner

Dan Orr, Interim Fire Chief

Tony Hudson, Deputy Fire Chief

Lori Coleman, District Secretary

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 2

Board of Commissioners meeting **05/21/2024**

**To:** Board of Commissioners

**From:** Justin Grider, Fire Chief and Misty Shaw, Finance Manager

**Subject:** Overtime Review

**Recommendation:** No action required, Information only

**Background:** Commissioners requested a review of the overtime spending after the first quarter financial reports noted an increase over prior year.

**Discussion:** Staff will present findings on the use of overtime for the current year through April 2024.

**Reference:** Current Collective Bargaining Agreements with Local 2933.

**Attachments:** Overtime Comp Hours vs Leave Hours by Position; Overtime Comp Hours by Position and Type.

**Alternatives:** N/A

**Fiscal Considerations:** N/A

**Impact to the Community:** Analysis of spending trends is beneficial to the community to control costs and provide the best service to the citizens.

**Overtime/Comp Hours vs Leave Hours by Postion**  
**January-April 2024**

Position	Overtime/Comp Hours	Leave Hours			Total
		Holiday	Sick	Vacation	
Admin Asst	200	44	30	140	214
Battalion Chief	1,120	-	24	228	252
Captain	1,838	336	426	530	1,292
Firefighter	2,792	188	1,540	1,142	2,870
Maint	134	37	15	120	171
Mechanic	44	60	38	40	138
Probationary FF	138	-	-	-	-
	6,266	665	2,073	2,200	4,937

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### Overtime Hours by Position and Type

January-April 2024

Position	Shift Fill	Training	Projects	Acting Captain	Mandatory	Maint	Acting BC	Meeting	Training Backfill	Prevention	Late Call	Callback	Special Events	Total
Admin Asst			200											200
Battalion Chief	764	218	51				63	10	13					1,120
Captain	1,096	206	161	209	16	106	13	24	2	4			2	1,838
Firefighter	1,446	683	204	336	48		11	18	15	20	9		4	2,792
Maint						134								134
Mechanic						44								44
Probationary FF	114	24								1				138
<b>Total</b>	<b>3,420</b>	<b>1,130</b>	<b>616</b>	<b>336</b>	<b>257</b>	<b>194</b>	<b>106</b>	<b>88</b>	<b>52</b>	<b>30</b>	<b>24</b>	<b>9</b>	<b>6</b>	<b>6,266</b>
Percentage of Total	55%	18%	10%	5%	4%	3%	2%	1%	1%	0.5%	0.4%	0.1%	0.1%	

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 3

Board of Commissioners meeting **05/21/2024**

**To:** Board of Commissioners

**From:** Justin Grider, Fire Chief

**Subject:** Public Information Officer - Position

**Recommendation:** No action required, Discussion only

**Background:** Commissioners had requested that staff bring forward the topic of introducing the position of a Public Information Officer (PIO) for the District. This position would be filled by a volunteer member or a member of staff as ancillary duties.

**Discussion:** Is there a need for a PIO in the District and who best would fill the role. A position description would need to be created with compensation. We can solicit volunteers and provide training, seek out people in our own career members or search the immediate public area to recruit. The position could be used for marketing during lid-lift discussions and other areas.

**Attachments:** N/A

**Alternatives:** Continue the way we operate with the Battalion Chiefs and Administrative Chiefs and Staff to be the PIO for the District.

**Fiscal Considerations:** Increase in stipend pay. A new position. A new position within the organization would allow current members to apply for reassignment or given a stipend for ancillary duties.

**Impact to the Community:** Timely, positive, and consistent messaging to the community to include multi-media venues.



## CLALLAM COUNTY FIRE DISTRICT 3



### Agenda Bill No. 4

Board of Commissioners meeting **05/21/2024**

**To:** Board of Commissioners

**From:** Justin Grider, Fire Chief

**Subject:** New Logo and Branding

**Recommendation:** No action required, Discussion only

**Background:** Commissioners had requested that staff bring forward the topic of introducing a possible new logo/branding for the District as mentioned in the past by our members.

**Discussion:** The discussion about “rebranding” or creating a new logo for the District has been discussed, however no formal attempt to bring forward has been done. Since the Fire Chief has been instilled, the idea is welcoming and is willing to pursue. The Fire Chief has requested that a formal survey be completed before implementation and the process is underway. The survey is to keep our current logo or to change.

**Attachments:** N/A

**Alternatives:** Continue with the current logo.

**Fiscal Considerations:** Incremental introduction through new uniforms, patches, logos on the apparatus as funds are available without discarding our current logo.

**Impact to the Community:** N/A



CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 5

Board of Commissioners meeting **05/21/2024**

**To:** Board of Commissioners

**From:** Justin Grider, Fire Chief and Misty Shaw, Finance Manager

**Subject:** Levy Lid Lift Election Selection and Calendar

**Recommendation:** For the Board of Commissioners to authorize staff to move forward with planning for a multi-year Levy Lid Lift with a CPI inflator at the Primary Election on August 5, 2025.

**Background:** The Board of Commissioners previously stated their desire to pursue a Levy Lid Lift in 2025 to be collected in 2026 to restore the General Levy to \$1.50 per \$1,000 assessed valuation and the EMS levy to \$0.50 per \$1,000 per assessed valuation. A Levy Lid Lift is needed to fund future operating costs and capital for the District.

**Discussion:** Staff will present the election calendar and election-related legal statutes.

**Attachments:** 2025 Election Deadlines Calendar; RCW 84.55.050 – Election to Authorize Increase in Property Tax Levy; Lid Lift Estimates.

**Alternatives:** The Board could authorize staff to move forward with planning for a single-year Levy Lid Lift to be voted at a Special Election earlier in 2025 or at the Primary Election or propose a Levy Lid Lift at a rate less than those previously discussed.

**Fiscal Considerations:** A Levy Lid Lift in 2025 for 2026 tax collection will allow for approximately 5.4 million dollars or a 38% increase over the current property tax collection. A CPI inflator will allow subsequent year property tax levies to increase at the same rate expected for supplies and staffing.

**Impact to the Community:** Restoring the Levy Lid Lift will allow the District to continue to provide fire services at staffing levels needed to meet service demands and to secure equipment and facilities to support the staffing. In the first year of the Levy Lid Lift, the impact to the average homeowner in the district will be approximately \$23 per month, based on the home valuation of \$470,000.



**RCW 84.55.050 Election to authorize increase in regular property tax levy—Limited propositions—Procedure.**

(1) Subject to any otherwise applicable statutory dollar rate limitations, regular property taxes may be levied by or for a taxing district in an amount exceeding the limitations provided for in this chapter if such levy is authorized by a proposition approved by a majority of the voters of the taxing district voting on the proposition at a general election held within the district or at a special election within the taxing district called by the district for the purpose of submitting such proposition to the voters. Any election held pursuant to this section shall be held not more than 12 months prior to the date on which the proposed levy is to be made, except as provided in subsection (2) of this section. The ballot of the proposition shall state the dollar rate proposed and shall clearly state the conditions, if any, which are applicable under subsection (4) of this section.

(2) (a) Subject to statutory dollar limitations, a proposition placed before the voters under this section may authorize annual increases in levies for multiple consecutive years, up to six consecutive years, during which period each year's authorized maximum legal levy shall be used as the base upon which an increased levy limit for the succeeding year is computed, but the ballot proposition must state the dollar rate proposed only for the first year of the consecutive years and must state the limit factor, or a specified index to be used for determining a limit factor, such as the consumer price index, which need not be the same for all years, by which the regular tax levy for the district may be increased in each of the subsequent consecutive years. Elections for this purpose must be held at a primary or general election. The title of each ballot measure must state the limited purposes for which the proposed annual increases during the specified period of up to six consecutive years shall be used.

(b) (i) Except as otherwise provided in this subsection (2) (b), funds raised by a levy under this subsection may not supplant existing funds used for the limited purpose specified in the ballot title. For purposes of this subsection, existing funds means the actual operating expenditures for the calendar year in which the ballot measure is approved by voters. Actual operating expenditures excludes lost federal funds, lost or expired state grants or loans, extraordinary events not likely to reoccur, changes in contract provisions beyond the control of the taxing district receiving the services, and major nonrecurring capital expenditures.

(ii) The supplanting limitations in (b) (i) of this subsection do not apply to levies approved by the voters in calendar years 2009, 2010, 2011, 2015, 2016, 2017, 2018, 2019, 2020, 2021, and 2022, in any county with a population of 1,500,000 or more. This subsection (2) (b) (ii) only applies to levies approved by the voters after July 26, 2009.

(iii) The supplanting limitations in (b) (i) of this subsection do not apply to levies approved by the voters in calendar year 2009 and thereafter in any county with a population less than 1,500,000. This subsection (2) (b) (iii) only applies to levies approved by the voters after July 26, 2009.

(3) After a levy authorized pursuant to this section is made, the dollar amount of such levy may not be used for the purpose of computing the limitations for subsequent levies provided for in this

chapter, unless the ballot proposition expressly states that the levy made under this section will be used for this purpose.

(4) If expressly stated, a proposition placed before the voters under subsection (1) or (2) of this section may:

(a) Use the dollar amount of a levy under subsection (1) of this section, or the dollar amount of the final levy under subsection (2) of this section, for the purpose of computing the limitations for subsequent levies provided for in this chapter;

(b) Limit the period for which the increased levy is to be made under (a) of this subsection;

(c) Limit the purpose for which the increased levy is to be made under (a) of this subsection, but if the limited purpose includes making redemption payments on bonds;

(i) For the county in which the state capitol is located, the period for which the increased levies are made may not exceed 25 years; and

(ii) For districts other than a district under (c)(i) of this subsection, the period for which the increased levies are made may not exceed nine years;

(d) Set the levy or levies at a rate less than the maximum rate allowed for the district;

(e) Provide that the exemption authorized by RCW 84.36.381 will apply to the levy of any additional regular property taxes authorized by voters; or

(f) Include any combination of the conditions in this subsection.

(5) Except as otherwise expressly stated in an approved ballot measure under this section, subsequent levies shall be computed as if:

(a) The proposition under this section had not been approved; and

(b) The taxing district had made levies at the maximum rates which would otherwise have been allowed under this chapter during the years levies were made under the proposition. [2021 c 296 § 14; 2018 c 46 § 3; 2017 c 296 § 2; 2009 c 551 § 3; 2008 c 319 § 1; 2007 c 380 § 2; 2003 1st sp.s. c 24 § 4; 1989 c 287 § 1; 1986 c 169 § 1; 1979 ex.s. c 218 § 3; 1973 1st ex.s. c 195 § 109; 1971 ex.s. c 288 § 24.]

**Finding—Intent—Effective date—2021 c 296:** See notes following RCW 82.14.310.

**Intent—2018 c 46:** See note following RCW 84.36.381.

**Findings—2017 c 296:** "The legislature finds government owned property is exempt from both property taxes and leasehold excise tax. The legislature further finds property tax exemptions lower the taxable assessed value within a district. The legislature further finds most of the state-owned buildings in Washington, including the state capitol, are located in Thurston county. The legislature further finds this imposes a disproportional burden on taxpayers and Thurston county. It is the legislature's objective to mitigate this burden by providing Thurston county the ability to increase a bond levy for a longer period of time with a voter approved lid lift." [2017 c 296 § 1.]

**Application—2017 c 296:** "This act applies to taxes levied for collection in 2018 and thereafter." [2017 c 296 § 3.]

**Application—2008 c 319:** "This act applies prospectively only to levy lid lift ballot propositions under RCW 84.55.050 that receive voter approval on or after April 1, 2008." [2008 c 319 § 2.]

**Effective date—2008 c 319:** "This act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and takes effect immediately [April 1, 2008]." [2008 c 319 § 3.]

**Finding—Intent—Effective date—Severability—2003 1st sp.s. c 24:** See notes following RCW 82.14.450.

**Severability—Effective dates and termination dates—Construction—1973 1st ex.s. c 195:** See notes following RCW 84.52.043.

**Savings—Severability—1971 ex.s. c 288:** See notes following RCW 84.40.030.

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## Levy Lid Lift Estimates

**Assumptions:**

3% increase in Taxable Value each year and approximately \$94 million in new construction annually

23,700 residential taxpayers with an average taxable home value of \$470,000

	General	EMS	Total
<b>2026 Budget Year Taxes without a Lid Lift</b>			
Est Total 2025 Levy for 2026 Prop Tax w/o Lid Lift	\$ 10,722,725	\$ 3,406,401	\$ 14,129,126
Increase over 2025 Budget	2.00%	1.99%	
Est 2025 Levy Rate for 2026 Prop Tax	1.0774187293	0.3406738608	
Est Average Tax Burden Payable in 2026	\$ 506	\$ 160	\$ 667
<b>2026 Budget Year Taxes with a Lid Lift to Max</b>			
Maximum Levy Rate with Lid Lift	1.50	0.50	
Addnl 2025 Levy for 2026 Prop Tax with Lid Lift	\$ 3,947,601	\$ 1,500,485	\$ 5,448,087
Increase over 2025 Budget with Lid Lift	37.55%	44.92%	
Est Average Tax Burden Payable in 2026 with Lid Lift	\$ 705	\$ 235	\$ 940
Average Tax Burden Increase	\$ 199	\$ 75	\$ 273
Average Monthly Tax Burden Increase	\$ 17	\$ 6	\$ 23
<b>2026 Budget Year Taxes with Alternative Lid Lift</b>			
Levy Rate with Lid Lift	1.25		
Addnl 2025 Levy for 2026 Prop Tax with Lid Lift	1,555,068		
Increase over 2025 Budget with Lid Lift	14.79%		
Est Average Tax Burden Payable in 2026 with Lid Lift	\$ 588		
Average Tax Burden Increase	\$ 81		
Average Monthly Tax Burden Increase	\$ 7		

# 2025 Election Calendar

More calendar information available at <https://www.sos.wa.gov/elections/calendar.aspx>

**Candidate Filing Period: May 5-9, 2025**

	<b>February 11 Special Election</b>	<b>April 22 Special Election</b>	<b>August 5 Primary</b>	<b>November 4 General Election</b>
<b>Cutoff for Ballot Resolutions</b> (60 days)  <b>Special Elections</b>	December 13, 2024	February 21, 2025		
<b>Cutoff for Ballot Resolutions</b>  <b>Primary</b> – Friday before filing week <b>General</b> – Day of Primary			May 2, 2025	August 5, 2025
<b>Military &amp; Overseas Mailed</b>  <b>Special</b> – 32 days <b>Primary &amp; General</b> – 46 days	January 10, 2025	March 21, 2025	June 20, 2025	September 19, 2025
<b>Ballots Mailed</b> (20 days)	January 22, 2025	April 2, 2025	July 16, 2025	October 15, 2025
<b>Cutoff for Registering to Vote</b> <b>by mail or online</b> (8 days)	February 3, 2025	April 14, 2025	July 28, 2025	October 27, 2025
<b>Cutoff for Registering to Vote</b> <b><u>In-Person</u></b>  <b>Available in the Elections and Voter</b> <b>Registration's Office ONLY</b>	February 11, 2025	April 22, 2025	August 5, 2025	November 4, 2025
<b>Election is Certified:</b> <b>Special</b> – 10 days <b>Primary</b> – 14 days <b>General</b> – 21 days	February 21, 2025	May 2, 2025	August 19, 2025	November 25, 2025