

# **NOTICE OF PUBLIC HEARING**

**Kittitas Valley Fire & Rescue Board of Fire Commissioners have set a public hearing to hear public testimony regarding the 2026 budget adoption including revenue sources and expenditures.**

## **Public Hearing Date:**

**Thursday, November 13, 2025, at 7:00pm**

## **Public Hearing Location:**

**Kittitas Valley Fire & Rescue Headquarters  
400 E. Mountain View Avenue, Ellensburg**

## **For More Information:**

**Contact Sydney McBride, District Secretary  
509-933-7231      mcbridesy@kvfr.org**

**COMMISSIONERS MEETING AGENDA**  
**Thursday, November 13<sup>th</sup>, 2025**

1. Call to Order and Pledge of Allegiance

2. Approval of Agenda

**Action Item: MOTION to approve**

3. Consent Agenda

*Items listed below have been distributed to the fire commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the consent Agenda and placed on the Regular Agenda at the request of a fire commissioner or at the request of a member of the public with concurrence of a fire commissioner. Requests to remove items should be made under Item 2 Approval of Agenda prior to approval of agenda.*

Action Item: **MOTION to approve**

3.1 Approve Proposed Meeting Minutes

- October 9<sup>th</sup>, 2025 Meeting Minutes.
- October 14<sup>th</sup>, 2025 Special Meeting Minutes.
- October 30<sup>th</sup>, 2025 Special Meeting Minutes.
- October 31<sup>st</sup>, 2025 Special Meeting Minutes.
- November 4<sup>th</sup>, 2025 Special Meeting Minutes.

3.2 Acknowledge Correspondence

- None

3.3 Authorize to pay vouchers

Summary of Payments October 2025-Current			
Amount	Fund Breakdown	Amount	Description
\$693,770.57	General Fund 010	\$813,742.03	Payroll
\$287,962.86	EMS Fund 011	\$677,850.20	Accounts Payable
\$509,858.80	Equipment Fund 041		
\$1,491,592.23			

4. Public Hearings:

4.1 2025 Budget Adoption with Revenue Sources and Expenditures

5. Public Comment items not included on agenda (Please limit comments to 3 minutes)

6. Administrative

- 6.1 Finance
- 6.2 District Secretary Report
- 6.3 Deputy Chief Report
- 6.4 Chief Report
- 6.5 Commissioners Report

7. Unfinished Business:

7.1 Non-Taxed Entity Fire Protection Contracts

Action Item: Discussion

8. New Business:

8.1 Resolution 25-22: Levy Rate Resolution

Action Item: Motion to Approve

8.2 Resolution 25-23: Levy Rate Certification

Action Item: Motion to Approve

8.3 Resolution 25-24: 2026 Budget Adoption

Action Item: Motion to Approve

8.4 Set Public Hearing for 2025 Budget Amendment

Action Item: Motion to Set

8.5 KVFR Cash Handling Policy 200.07-Update

Action Item: Motion to Approve

8.6 KVFR Staff & Utility Vehicle Take Home Policy 201.02

Action Item: Discussion

8.7 Resolution 25-25 Cashmere Valley Bank-Update

Action Item: Motion to Approve

10. Good of the Order

11. Executive Session:

11.1 RCW 42.30.140(4) (b) 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."

11.2 RCW 42.30.110(1)(g) To review the performance of a public employee.

12. Adjournment

**KITTITAS COUNTY FIRE DISTRICT #2**  
**Ellensburg, Washington**

**Minutes of:** Commissioners' Board Meeting  
**Meeting date:** October 9<sup>th</sup>, 2025  
**Meeting time:** 7:00pm  
**Meeting place:** 400 E. Mountain View, Station 29

**Commissioners in Attendance:** Ross Ogan, Jerry Pettit, Scott Ciraulo and Neil O'Neill. Commissioner Clerf attended virtually.

**Others in Attendance:** Chief DJ Goldsmith, DC Moen, ASM McBride, FSM Cramer and numerous firefighters and members of the public.

**Call to Order:** Commissioner Ogan called the meeting to order at 7:00pm and led the Pledge of Allegiance.

**1. Approval of Agenda:**

Commissioner Ogan announced a suggested change to the agenda for executive session order between 10.1 and 10.2. Commissioner Pettit made a motion to approve the amended agenda. Commissioner O'Neill seconded the motion. There was no further discussion. The Board voted unanimously to approve the agenda.

**2. Consent Agenda**

- 3.1 Approve Proposed Meeting Minutes
  - September 11<sup>th</sup>, 2025 Meeting Minutes
- 3.2 Acknowledge Correspondence
  - Thank you note from Brenda to FF Skold and FF Goeman
- 3.3 Authorize to pay vouchers

October 2025		
Batch #	Amount	Description
2025.10.01	\$544,401.17	Payroll - General Fund 010
2025.10.02	\$187,531.35	Payroll - EMS Fund 011
2025.10.03	\$58,542.00	Accounts Payable - General Fund 010
2025.10.04	\$83,128.28	Accounts Payable - EMS Fund 011
2025.10.05	\$0.00	Accounts Payable - CON Fund 020
2025.10.06	\$23,114.26	Accounts Payable - Equipment Fund 041
<b>\$896,717.06</b>		

Commissioner Pettit made a motion to approve the consent agenda. Commissioner O'Neill seconded the motion. There was no further discussion. The Board voted unanimously to approve the agenda as presented.

**4. Badge Pinning Ceremony: Drew Campbell, Tyler Gremel, Josh Klopfer**

Josh Klopfer was unable to attend the ceremony. Chief Goldsmith presented Drew Campbell with an oath as the Training Captain for KVFR. Chief thanked Drew for his time as the Training Lt. and looks forward to the continued good work in the training division. Chief Goldsmith presented Tyler Gremel with an oath as the Training Lt. and congratulated him on the appointment.

**5. Public Comment items:** Jeremy Haberman would like to thank the board for their support of Veteran's Day. FF Anderson will also be helping with the shop with a cop a cop event in December and will be requesting use of the station.

**6. Administrative Reports:**

**6.1 Finance Report:** FSM Cramer presented the attached report and addressed the following:

- Overtime report is attached. The total OT hours are 503.5 hours for Mobilizations.
- The county has still not sent over the corrected financial statements. The draft statements are attached. FSM Cramer is confident in the draft report is accurate but still does need the county reports. They are working on getting them for us, but the whole county is experiencing this.
- We have printed our first round of checks, but are still in the process of getting all of the our electronic accounts switched over to the new information.
- Payroll will be processed using our new account.
- The electronic request process streamlined the budget request process saving hours of work enter data submitted on paper forms into electronic and FSM Cramer doesn't have to worry about losing any paper. There were approximately 1.5 million dollars in asks, and the finance committee has done a preliminary review of the requests and 2026 budget.
- FSM Cramer presented the requested REMS unit cost analysis, the total cost to put the REMS unit in service is \$86,000. The mobilized personnel and backfill costs are at about \$92,000. To date the reimbursement on deployments has been \$107,000.
- KVFR has billed \$319,000 in mobilization through September and received \$165,000.

**6.2 District Secretary Report:** DS McBride presented the attached report and addressed the following:

- The WFCA conference is October 22-25<sup>th</sup>.
- Systems Designs is currently recommending that Medicare claims be held for the time being so they don't have to rebill each claim, this practice will not interfere with revenue steam at this time. If the government shut down continues, they will need to proceed with being after a few weeks.
- As a reminder no district resources can be used for campaigning.

**6.3 Deputy Chief Report:** Chief Moen is as a Volleyball game, in his absence Chief Goldsmith presented the attached report and addressed the following:

- KVFR is on track to be well over 5,000 calls this year. That's a 8.5% increase from last year.
- Transfers continue to trend down. We are not certain what is causing the decrease.
- Staffing has improved.
- Greysen Mack joined KVFR as a FF-EMT on October 1<sup>st</sup> and has been assigned to C-shift.
- There are potential big changes with Yakima Fire and they are not doing an academy next year, so KVFR will be sending new hires to the Washington State Fire Training Academy.
- Lt. Klopfer is on C-shift now and Captain Campbell is in the training division along with Lt. Gremel.
- All GIS changes have been sent to Kittcom for response guidelines.

- KVFR receives two new medic units on October 22<sup>nd</sup>.
- 80% of the call volume is EMS; 20% Fire.

**6.4 Chief Report:** Chief Goldsmith presented the attached report and addressed the following:

- KVFR is fully staffed, we did have a member resign, Kaelan Nelson, we did an exit interview yesterday and he will be missed. We have hired to fill his position.
- We are continuing to have talks about the day car at LMC meetings. Chief Goldsmith believes that we are close to an MOU and will be advertising for those positions soon.
- The executive team staff meetings are continuing and progressing well.
- Response models have been updated and he has received very little negative feedback, most everything is positive.
- Meetings with KVH are going well, he will be presenting at their next board meeting but will see because he is also scheduled for the Commissioner conference.
- Budget requests are in, thank you to Ross Ogan, Danae Cramer, Chris Moen and Sydney McBride for the couple of hours spent going through the request. The budget is tight so we will see what we can fund.
- The internal questioner is out to all personnel. We currently have 24 responses. The average response time is 72minutes.
- Chief Goldsmith attended a WUI meeting in Moses Lake and learned that Kittitas County residents are losing insurance faster than other places in the state. He drove out to a house in Badger Pocket that lost insurance and they have zero wildland threat from his perspective. Others are losing their mortgages because they need to have insurance. Chief has spoken with people in Spokane who are having the same trouble.
- The wildland program has been very successful this year, Chief Goldsmith will be doing his own revenues report on the program including the REMS unit, he will report all the net profits.
- Chief Goldsmith obtained a UTV trailer from the forest service, so we didn't buy the trailer, it was free to the district and its very nice. He is reaching out to KCSO for a partnership for a command unit.
- Chief Goldsmith would like to get feedback from the commissioners on their weekly Friday conversations and if there is something else the board wants him to provide them with, please let him know. The board didn't have any feedback other than they appreciate the updates.
- Chief Goldsmith is proposing a schedule change to a 48/96 for the IAFF Local 663 for 2026. This will increase moral and there will be a trial period.
- A meeting with DOT regarding fuel mitigations occurred, there is some frustration from the Fire Chief's in the region due to the lack of mitigation efforts and costs. Some of the issue is that DOE has not approved the burning, Chief Goldsmith has reached out to Sean Hopkins to start moving the plan forward. Chief Goldsmith will be involved with the project and the analytics will tell the story.
- Chief Goldsmith is talking with a fellow fire chief regarding annexation vs contract for service. Some of this is because of what was brought up with WSRB affecting

the annexation potentially. He is still working on this and will present the pros and cons.

- We presented a letter to the county and received one back. Our attorney Brian Snure is aware and will be apart of the process. The commissioners discussed that they would like to proceed with setting up a meeting and work the process, Commissioner Ogan and Clerf attended a meeting with Brian Snure regarding the process and believe that because the county will have their legal advisor present, KVFR should as well. The commissioners gave the direction to continue the process and set up a meeting that works. They would like the Board Chair and Vice Chair as the commissioner reps.
- Chief Goldsmith and Sydney met with City Manager Heidi Behrends Cerniwey to start negotiating a contract for service with the City. She was presented with the same letter that was given to the county. We are going to get some time on the books to renegotiate over the next few months. Commissioner Ciraulo asked how it was received from the City Manager, Chief Goldsmith responded, I think well. The question that she did have was about the emergency manager and would like to clarify and define that role for Chief Goldsmith and provide training.
- Chief Goldsmith's schedule has not changed, he has been given an honors society award from the Dean for his college studies.
- As we get into the first of the year and the budget is approved, Chief Goldsmith will be trying to get the process moving and something on the books because he has verbal quotes about the strategic plan.
- Chief Goldsmith would like to thank every single member of our agency. Its one family but it takes a village.

**6.5 Commissioner Report:** Commissioner Pettit did not attend Kittcom today. Chief Goldsmith shared that they are moving what expenses they can into the 2/10's money. KVFR is seeing an increase of dispatch fees to \$58-\$60,000 for 2026. The main reason why we are seeing an increase is because it is based on call logs. There is no more traveling dispatchers. They are all Kittcom employees. The CBA was just signed and will bring everyone up to comparable, everyone is pleased. The radio project is continuing and improving communication.

**7. Unfinished Business:** None

**8. New Business:**

**8.1 Set Public Hearing for 2025 Budget Adoption:** Commissioner O'Neill stated that he believes it should be the 2026 Budget, DS commented yes that you for catching that. Commissioner Pettit made a motion to set the Public Hearing for the 2026 Budget Adoption on Thursday, November 13<sup>th</sup> at 7pm. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**8.2 Resolution 25-19 Cancel and Reissue Warrant:** Commissioner Pettit made a motion approve Resolution 25-19. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**8.3 Resolution 25-20 Unclaimed Property:** Commissioner Pettit made a motion approve Resolution 25-20. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**8.4 Fire Protection Contracts- Nontaxed entities:** Commissioner Pettit stated that we have previously discussed this under the Chief report and have already given direction to the administrative staff.

Please keep us posted. Sydney said she will reach out and get a meeting set and keep the board apprised.

**9. Good of the Order:** Commissioner Clerf asked Commissioner Ciraulo for an update on LMC. Commissioner Ciraulo said he was not present at the last meeting but knows things went well. Chief Goldsmith shared that there was a volunteer orientation last night with lots of volunteers wanting to join including spouses of existing volunteers. He would like to thank Captain Baker, for coming to the volunteer information night.

**10. Executive Session:** At 7:51pm Commissioner Ogan announced the board would be going into two executive sessions pursuant to RCW 42.30.140(4)(b) 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 and RCW 42.30.110(1)(g) to review the performance of a public employee. The executive session would be for 40 minutes until 8:31pm. Commissioner Ogan requested FSM Cramer, DS McBride and Chief Goldsmith remain for the first portion of the executive session to meet with the Board members. At 8:31 it was announced that the first executive session would extend for 10 minutes until 8:41 pm. At 8:41 it was announced that the executive session would be going into the second executive session and requested Chief Goldsmith to stay to meet with the board, the executive session would be for 5 minutes until 8:46pm. At 8:46 it was announced that executive session would extend for 10 minutes until 8:56 pm. The regular meeting resumed at 8:56 pm.

**11. Adjournment**

Commissioner O'Neill made a motion to adjourn the meeting. Commissioner Pettit seconded the motion. There was no further discussion and the board voted unanimously to adjourn the meeting. The meeting adjourned at 8:57 pm hours.

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Board Chair

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District Secretary

**KITTITAS COUNTY FIRE DISTRICT #2**  
**Ellensburg, Washington**

**Minutes of:** Commissioners' Board Meeting, Special Session  
**Meeting date:** October 14<sup>th</sup>, 2025  
**Meeting time:** 10:00am  
**Meeting place:** 400 E. Mountain View, Station 29

The special meeting was publicized according to the requirements of Chapter 188, Laws of 2012. Each Board member was sent a written notice via e-mail; the Daily Record was notified via an e-mail, a notice was posted on KVFR's website, and the notice of special meeting was posted in the front window at 400 E. Mountain View on October 13<sup>th</sup>, 2025.

**Commissioners in Attendance:** Commissioner Ross Ogan, Pat Clerf, Jerry Pettit, Scott Ciraulo. Commissioner Neil O'Neill has an excused absence.

**Others in Attendance:** Chief DJ Goldsmith, DC Moen, FSM Danae Cramer, ASM Sydney McBride and numerous firefighters/members of the public.

**1. Call to Order:** Commissioner Ogan called the meeting to Order at 1000 hours and led the Pledge of Allegiance.

**2. Approval of Agenda:**

Commissioner Pettit made a motion to approve the agenda. Commissioner Clerf seconded the motion. There was no further discussion. The Board voted unanimously to approve the agenda as presented.

**3. Executive Session:** Commissioner Ogan announced at 1002 that the board would be going into executive session pursuant to RCW 42.30.140(4)(b) 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. At that portion of a meeting for the strategy or position. The executive session would be for 30 minutes until 1032. Commissioner Ogan requested just the board remain for the executive session. At 1037 the board announced it will be extending the executive session for an additional 5 minutes until 1037. The special regular meeting resumed at 1037.

**4. First Budget Workshop**

**4.1 Revenue:** FSM Addressed the following:

- The highest sources of revenue for the gen fund are the property taxes and CWU contract. Property taxes are plugged in at 8.75 million.
- The City of Ellensburg and KVH have been presented with contract for service letters which are not reflected in the revenue sources.
- Mobilizations are budgeted to be maintained.
- Commissioner Pettit asked about if it is still happening with airlift utilizing the front office and negotiating a contract. Chief Goldsmith responded that they are looking at a feasibility study. Lifefight is actually in the county CBA for being the service they pay for a membership to.

- The EMS Fund Revenues show a 22% decrease in revenue for transports to reflect some reduction in funding from add on payments. Chief Goldsmith commented that he attended a seminar on it last Thursday and it doesn't look like it is coming back.
- EMS Fund Revenues also show a decrease of 15% for transports that are projected down this year.
- This current version of the budget doesn't have a transfer of funds from Gen to EMS.
- Commissioner Pettit asked about the sources of revenue for the bond. FSM Cramer responded that she needs to call the county on that but we have it set at \$485,000.
- Revenues are shown as \$10.11 for Gen, \$1.8 for EMS, \$6,500 Construction, \$20,000 Reserve Fund, \$15,000 Equipment Fund, \$20,000 Long Term Planning Fund, \$2,000 Long Term Care Fund, \$489,000 Deb Mgt Fund. All funds combined Revenue \$12.47 million.

#### **4.2 Expenditures:** FSM Addressed the following:

##### **4.2.1 Personnel Costs:**

- A budget request was submitted for a second deputy Chief position, the workbook shows a scenario with them added and one without the position added.
- Administrative staff salaries show a slight increase for 2026 and OT has been included for the Fire Chief Mobilizations.
- Commissioner Pettit asked about why there is an increase in the office machines/software, Danae said she needed to look it up. While she was looking that up, Chief Goldsmith commented that the professional services \$75,000 is for the strategic plan. Danae commented that the amounts we are paying is \$4,000 for bias cloud migration and then \$15,000 for the software fees.
- Commissioner Pettit asked about election fees for 2026, and the office phones increase. Danae commented that the \$9,00 increase was calculated utilizing the monthly invoices.
- Commissioner Pettit noted that he was worried that the meals, lodging for travel was dropped lower. He asked further questions about the Class A uniforms. ASM commented that we per contract need to purchase those and we have longs of firefighters eligible for uniforms next year.
- Danae continued that L&I insurance went up due to the number of hours that are being worked that we pay on.
- DC Moen spoke that the SCBA testing machine needs to be calibrated for testing and the line item is for \$6-7,000.
- Chief Goldsmith said that rates for Kittcom didn't necessarily go up it's the call volume that went up resulting in more radio logs. The more radio logs the more you get charged. We would see less influx in that cost if Kittcom adopted a different fee schedule, Chief Goldsmith said he proposed this already to Kittcom but law enforcement doesn't like that because they would have to pay more.
- Commissioner Ogan asked about the repairs and maintenance supplies and if that included the budget requested items. Danae said yes, it does, the expenditures presented show the requested items that were deemed necessary from the finance committee meeting.
- Commissioner Pettit asked about the prevention wage line item. It was commented that it includes some of the buyouts for people who are eligible.

- The fire training academy line item increased because we are Yakima academy is not happening next year. Chief Goldsmith commented that Yakima lost the Union Gap contract and will be laying off about 21 firefighters depending on who gets elected for next year.
- Commissioner Ogan asked about solid waste going up and Dane said yes it was.
- Commissioner Ogan also asked about the copier lease, ASM McBride commented that we added station 21 because we have been spending more money trying to keep the home style printer out there than leasing the commercial one.
- Danae commented that we currently have one less position in the EMS fund than what has historically been in there.
- Commissioner Ogan asked about the dispatch services to confirm it is split between the Gen and EMS fund. Chief Goldsmith commented that he is working with Kittcom to bring some of the costs done through a push to respond, which will be implemented in the first quarter next year.
- Commissioner Clerf commented that there is \$2,000 for OT administrative staff budgeted, Danae said for the non-exempt employees.
- Commissioner Pettit asked a concept question about the long-term planning fund. ASM McBride responded it is a fund set up for identify or setting aside capital asset purchases. They are not committed funds, still gen funds but the commissioners have treated this as a capital planning fund.
- The equipment fund and the building improvement is budgeted for \$80,000.
- Commissioner Pettit would like to see the fund balances, Danae commented that the September balance is \$281,000. Commissioner Pettit responded that he would like to see the format of the budget in a way he can see all the fund balances.
- Commissioner Ogan is confused by the apparatus line item. The way it is plugged in doesn't make sense; Danae commented that this includes PPE on the medic units as the new air packs and the miscellaneous tools that were not included on the grant.
- Chief Goldsmith shared that the finance committee met to go through the list of purchase requests, and we felt that some were critical to the mission to fund. Commissioner Pettit said that he would like to finish going through the expenditures before we move on because he has some major concerns.
- Commissioner Ogan asked about the Wildland shelters and Chief Goldsmith responded that NWCG put a bulletin out that requires us to replace all the shelters and we need to purchase an additional 46 in 2026 in addition to the 40 that were already purchased.
- Commissioner Ogan asked how much is left for the two ambulances, Danae said about \$500,000 total.
- The board then discussed that they would like to see the format updated and ASM clarified that the board would like to see the budget without the requests plugged in and then start with an updated format. The board unanimously agreed.

#### **4.3 Purchase Requests:** FSM Addressed the following:

- A fence at Station 21 was requested for \$135,000.
- Command Rig for 2002 was requested. DC Moen wanted to say that he did not request it.
- FF PP \$89,290, inclusive of new hire and volunteer replacement gear.

- Commissioner Pettit asked about the Plymovent equipment. ASM responded that it is for Station 21 and the grant pays for \$25,000 of the request. Commissioner Clerf talked about how there is parts he heard. DC Moen said that there is a exhaust capture system on E291 and this vent would be for a brush truck but recently it was discussed the medic unit is closer to the apparatus bay. It is just a \$25,000 grant no match requirement.
- Commissioner Pettit had a question about the deicer spreader, DC Moen said this would be for a back of pickup with front plow.

**4.4 Long-Term Savings Analysis:** Discussion occurred that nothing is planned to be transferred into this fund.

**4.4.1 Capital Facilities Plan:** Discussion occurred that this fund is treated as a capital purchase fund.

At 11:55am Commissioner Ogan requested that the board take a 5-minute recess. The special meeting resumed at 12:00pm.

**4.5 Reserve Analysis:** KVFR has 1.1 million in the Reserve fund.

**4.6 Budget Position:** FSM stated that bulk of the budget requests will be coming from the gen and equipment fund for 2026. The current draft of the budget shows 11.8 in revenues and 12.7 in expenditures. The EMS fund doesn't have any transfers plugged in for 2026. Commissioner Pettit commented that we can into 2025 with a healthy budget position and is wondering if there are things, we can move to other funds to take the pressure off of the Gen and EMS fund. Commissioner Pettit stated that his sense is we don't have the funds to transfer any money out of the gen fund, but we also need to figure out how to cut spending because we are spending the fund balance down. Chief Goldsmith said that he is going after county contracts and is looking at every source of revenue. The 1% is a killer on the budget, and its only a couple of hundred thousand for the new construction added each year. We have a revenue problem mostly based on the caps, there are no other options for us. As operational costs continue to increase, we are at the tipping point for what we need to maintain operational readiness and have people in 20-year-old turn outs. Commissioner Pettit said we are not looking at cutting personnel, the rest of the board echoed that statement, he then said it's the hard decisions that we need to make but doesn't want to continue to dip into the fund balances. We could go to the public next year for a lid levy but is not certain they want to do that; our strategic plan will help with planning. Chief Goldsmith stated 80% of what we do is medical, the EMS tax would be 50 cents and he estimates bring in about 2.4 million in revenue. Looking at our budget position we need to have serious conversation to get this into the plan for next year. Commissioner Ogan stated that he believes that we need to do more with less and Washington has some of the highest taxes in the continental US. He doesn't believe we should ask our taxpayers for more money at this point of time, when our citizens are having to do more with less. Chief Goldsmith is surprised the EMS hospital tax passed but it shows people are supportive. Everything that is Fire and EMS is supported, we are loved because of our amazing team, if we need to capitalize on it to keep our operational readiness, we should have a conversation about it. Commissioner Pettit asked everyone to go back and do some additional work to prepare a workbook with fund balances and ideas to cut some costs not including personnel.

**5. Adjournment:**

Commissioner Clerf made a motion to adjourn the meeting. Commissioner Pettit seconded the motion. There was no further discussion and the board voted unanimously to adjourn the meeting. The meeting adjourned at 12:21 hours.

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Board Chair

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District Secretary

**KITTITAS COUNTY FIRE DISTRICT #2**  
**Ellensburg, Washington**

**Minutes of:** Commissioners' Board Meeting, Special Session  
**Meeting date:** October 30<sup>th</sup>, 2025  
**Meeting time:** 10:00am  
**Meeting place:** 400 E. Mountain View, Station 29

The special meeting was publicized according to the requirements of Chapter 188, Laws of 2012. Each Board member was sent a written notice via e-mail; the Daily Record was notified via an e-mail, a notice was posted on KVFR's website, and the notice of special meeting was posted in the front window at 400 E. Mountain View on Tuesday, October 28<sup>th</sup>, 2025.

**Commissioners in Attendance:** Commissioner Ross Ogan, Pat Clerf, Jerry Pettit, Neill O'Neill, Scott Ciraulo.

**Others in Attendance:** Chief DJ Goldsmith, DC Moen, FSM Danae Cramer, ASM Sydney McBride and numerous firefighters/members of the public.

**1. Call to Order:** Commissioner Ogan called the meeting to Order at 1000 hours and led the Pledge of Allegiance.

**2. Approval of Agenda:**

Commissioner Pettit made a motion to approve the agenda. Commissioner Clerf seconded the motion. There was no further discussion. The Board voted unanimously to approve the agenda as presented.

**3. KVFR Budget**

**3.1 Overview of Funds:** FSM Cramer Addressed the following:

- The workbook has been updated to show the historical snapshot and projections for year end 2025. There are some notes marking the fund level balances.
- Commissioner Pettit stated that we need to hold back on any significant spending through the end of the year, Commissioner O'Neill asked if there is anything that needs to be purchased that is big. FSM Cramer said the bunker gear for new hires and fire shelters. Commissioner Pettit asked if we are sure we need to do that, Chief Goldsmith said yes because of the new NWCG shelter rules.
- Discussion occurred about the station 27 Septic, Commissioner Ogan stated that needs to be done because it is a sanitary issue come spring.
- Chief Goldsmith said the only remaining big expense is Engine 282 which is still down in Yakima. We may be at a tipping point where the engine costs too much to maintain.

**4. Budget Workshop:**

**4.1 Revenue:**

- The board began to go line item by line item to discuss. The WA State Patrol Grant was increased to \$6,000, fire protection contracts increased to \$50,000, state mobilization revenues were adjusted based on history, Commissioner Pettit asked if this was based on evidential evidence, Danae responded yes, the \$45,000 number there is for reimbursement for Fire Chief OT but that number gets reimbursed. Chief Goldsmith responded see it pays for me get rid of me for 2 weeks, Commissioner Pettit responded that we can talk about that. Each item was adjusted to match closer to the 2025 and historical trend of revenue received.

**4.2 Expenditures:**

- The board began to go line item by line item to discuss. Office supplies were dropped to \$7,000, software expensive were reviewed, discussion occurred about the legal services and because we are going into a contract negotiation year, we will be needing to keep that number for now, advertisement items were not changed due to the strategic planning process next year and needing to have those meetings and advertisements. There was a typo discovered for unemployment that was adjusted from \$5,000 down to \$500. Commissioner Ogan recommended keeping fuel where it is at because of the new tax increases.
- Commissioner Pettit talked about the tools and equipment and asked about if that stuff can come out of the equipment funds. ASM McBride explained how the funds are all set up and general funds but everything needs to be followed for BARS coding.

#### **4.2.1 Personnel Costs:**

- The board reviewed the line items for personnel costs including retirement, social security and Medicare.

At 11:12am Commissioner Ogan requested a recess for 10 minutes. The Special Meeting resumed at 1122.

- As the meeting resumed Chief Goldsmith brought up that call volume is increasing so the value of the day car for transfers is important to look at for personnel costs, he also said that Lt. Gremel is working on developing a Reserve program to help with staffing. We could be looking at 6-8 Reserves because we are not able to increase full time employees at this time. The board discussed putting \$60,000 of the 2026 budget toward this. Chief Goldsmith also believes this will lead to ownership for volunteers.
- The prevention division participated in State Mobilizations, leading to an OT increase in their line item but it is reimbursed.
- L&I line items were reviewed.

#### **4.3 Purchase Requests:**

- The board discussed the need of the mattresses for station 29.
- The board discussed the recliner replacement and it was suggested that we put the recliners on a replacement plan to be on a 3 year rotation.
- The board looked at the equipment fund to review the apparatus needs.
- Commissioner Pettit asked about the radio request and it was discussed that some of the items are included in the normal operating costs.
- The bunker gear request was reviewed for \$90,000, discussions occurred that volunteer firefighters are in 20-year-old turn out gear and commissioner Ogan would like to see the money allocated for the SCBA's on medic units go to bunker gear for firefighter safety. Commissioner Ciraulo said that is illegal because we are required by RCW 296 to have SCBA's on medic units Commissioner Pettit responded that is a WAC not RCW. Commissioner Ogan asked Commissioner Ciraulo to show him within WAC 296-305 it states that. DC Moen brought up the WAC and they were unable to locate language that addressed that requirement. Commissioner Ogan asked Commissioner Ciraulo if he would want his family members in the out dated gear? Commissioner Ciraulo said he could ask the same question, its all a double edge sword. The commissioners discussed how they would like to do both, and only about 30 volunteers are active members. To the board the bunker gear seems to be the higher need, an idea was brought up that we can look at cheaper version of bunker gear for non-interior qualified volunteers. The board directed the Chief to investigate this with the bunker gear team.

**4.4 Long-Term Savings Analysis:** Discussion occurred that the fund balance will be spent down by about 1.9 million this year and in the current draft budget 1.4 million would be spend down next year.

**4.4.1 Capital Purchases:** Discussion occurred about how we need to look at engine purchases in the future.

**4.5 Reserve Analysis:** Discussion occurred that these funds will not be touched.

**4.6 Budget Position:** Commissioner Pettit asked staff to again get together to take another good look at what we can do in addition to what has already been done because we are not where we should be. Commissioner Ogan said we cannot cut staffing levels, it has never been discussed or considered, we will trim all the low hanging fruit. Discussion also occurred about needing to look at the transfers for 2026 to consider.

**5. Adjournment:**

Commissioner Neil O'Neill made a motion to adjourn the meeting. Commissioner Clerf seconded the motion. There was no further discussion and the board voted unanimously to adjourn the meeting. The meeting adjourned at 12:33 hours.

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Board Chair

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District Secretary

**KITTITAS COUNTY FIRE DISTRICT #2**  
**Ellensburg, Washington**

**Minutes of:** Commissioners' Board Meeting, Special Session  
**Meeting date:** October 31<sup>st</sup>, 2025  
**Meeting time:** 09:00am  
**Meeting place:** 400 E. Mountain View, Station 29

The special meeting was publicized according to the requirements of Chapter 188, Laws of 2012. Each Board member was sent a written notice via e-mail; the Daily Record was notified via an e-mail, a notice was posted on KVFR's website, and the notice of special meeting was posted in the front window at 400 E. Mountain View on Thursday, October 30<sup>th</sup>, 2025.

**Commissioners in Attendance:** Commissioner Ross Ogan, Pat Clerf, Jerry Pettit, Neill O'Neill  
Commissioner Ciraulo had an excused absence.

**Others in Attendance:** Chief DJ Goldsmith, DC Moen, ASM Sydney McBride, FSM Danae Cramer attended virtually and one member of the public.

**1. Call to Order:** Commissioner Ogan called the meeting to Order at 0900 hours and led the Pledge of Allegiance.

**2. Approval of Agenda:**

Commissioner Clerf made a motion to approve the agenda. Commissioner O'Neill seconded the motion. There was no further discussion. The Board voted unanimously to approve the agenda as presented.

**3. 2026 Ambulance Transport Fee/Rates:** ASM McBride discussed historical ambulance fee rates and that there was no increase between 2024 and 2025 when comparable agencies did a 3% increase. Additionally she presented CPI commodity information for medical and general CPI for the board to look at. She presented three options for the board to consider the 2026 ambulance fees that included a 5% increase a 5.5% increase and a 5.5% increase plus \$100 to the ALS 2 ambulance fees. The reason for this additional \$100 is because those types of call utilize more drugs and medical supplies that have additional costs. She additionally recommended a feasibility study in 2026 to look at the ambulance fee schedule and future of billing for services. The board discussed the options and asked questions regarding the options. Commissioner Clerf made a motion to set the 2026 ambulance rate at 5.5% with ALS-2 plus \$100. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**5. Adjournment:**

Commissioner O'Neill made a motion to adjourn the meeting. Commissioner Clerf seconded the motion. There was no further discussion and the board voted unanimously to adjourn the meeting. The meeting adjourned at 9:18am hours.

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Board Chair

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District Secretary

**KITTITAS COUNTY FIRE DISTRICT #2**  
**Ellensburg, Washington**

**Minutes of:** Commissioners' Board Meeting, Special Session  
**Meeting date:** November 4<sup>th</sup>, 2025  
**Meeting time:** 10:00am  
**Meeting place:** 400 E. Mountain View, Station 29

The special meeting was publicized according to the requirements of Chapter 188, Laws of 2012. Each Board member was sent a written notice via e-mail; the Daily Record was notified via an e-mail, a notice was posted on KVFR's website, and the notice of special meeting was posted in the front window at 400 E. Mountain View on October 7<sup>th</sup>, 2025

**Commissioners in Attendance:** Commissioner Ross Ogan, Pat Clerf, Jerry Pettit, Neill O'Neill. Commissioner Scott Ciraulo had an excused absence.

**Others in Attendance:** Chief DJ Goldsmith, DC Moen, FSM Danae Cramer, ASM Sydney McBride and numerous firefighters/members of the public.

**1. Call to Order:** Commissioner Ogan called the meeting to Order at 1000 hours and led the Pledge of Allegiance.

**2. Approval of Agenda:**

Commissioner Clerf made a motion to approve the agenda. Commissioner Pettit seconded the motion. There was no further discussion. The Board voted unanimously to approve the agenda as presented.

**3. Second Budget Workshop- Budget Review:**

**3.1 Revenue:**

- ASM McBride reported that we will be receiving back \$154,000 back from the GEMT program before end of 2025.

**3.2 Expenditures:**

- The actual hours in the OT workbook never made any sense to FSM Cramer and she found an error in the 2025 payroll workbook for each employee it was looking up the regular rate not the OT rate, we are seeing this year because we budgeted \$522,000 for 11,600 hours when \$779,000 would be the correct figure. \$186,000 of the OT is attributed to state mobilizations.
- Chief Goldsmith would also like to point out that we had 13 people out at one time which adds a lot of costs. Something that he would like to take a look at is we have always tried to maintain 3 paramedics on duty at all times but there were days when we had 9-10-11 people on and still had OT because we were trying to keep 3 paramedics. We will need to consider dropping our medic staffing level to 2 to reduce overtime as we move into 2026. Commissioner Clerf said he would like to talk about operational things at some time but not today, we will also want to look at call volume. Commissioner Ogan commented that he doesn't believe that shaving paramedic minimums is the correct way to save costs. We can talk about that further down the road. Chief Goldsmith responded by saying we will need to have that conversation including what the board sets as guidelines for NFPA standard 1720. We need to set realistic expectations for getting ALS on scene. It would be appropriate to look at why our OT costs are high and some of it has to do with the 12 weeks that people can be on leave for. Commissioner Pettit commented that leave time off is law.

- Commissioner Pettit then asked the Chief to report on the things that he was asked to work on after the last meeting. Chief Goldsmith said that he has been reviewing the plan for the SCBA's and they were bought for every seated position, leading to spares on the volunteer apparatus that could be moved to outfit the first two out medic units and both stations. Discussion occurred about the brackets also needed and the cost to do that would be only \$1,000 per medic unit. DC Moen found bracket that range \$30-\$200 in costs. Chief Goldsmith said we are not putting NY hooks on the medic units and followed up about the statement at the last meeting for it being law to have SCBA's in medic units. Chief Goldsmith said under 296-305-04001 it is not interpreted as law to have SCBA's on medic units. Another option that Chief Goldsmith suggested was to put water cans on the medic units, he shopped around on Amazon yesterday and found you can buy some for \$732 with brackets costing an additional \$200. Commissioner Ogan asked if you ran this by the volunteer officers, Chief Goldsmith said he has a meeting with them tomorrow night and will ask. Chief Goldsmith said that in the rural setting he wants to give the best opportunity to the team for rescue. Commissioner Pettit commented that he doesn't think that a water can will make a big difference on a vehicle fire. Commissioner Ogan would like to see buyoff from the volunteers. Discussion continued about the number of packs that volunteers actually need when they respond. DC Moen felt it was rare that all packs on a volunteer engine were used. Commissioner Pettit said he has seen it. Commissioner Pettit then commented that you have some direction from us to go the volunteers and everyone has to buck up to help with the budget. Commissioner Ogan would like to see a proposal baring you get buyoff from the volunteers for analytics through June 1<sup>st</sup>. Chief Goldsmith called this a trial period and DC Moen felt that wasn't enough time for a trial period. Commissioner Pettit and O'Neill still wanted a baseline by then.
- Discussion occurred about the PPE for the exterior only volunteers and grant opportunities. The intent is to go for an AFG grant. They don't need a full set of bunker gear but did like the ideal of having the product look uniform to the other PPE sets. The board asked for staff to continue to do an analysis of active volunteers. ASM commented that she met with the training division last week. Commissioner Ogan and O'Neill asked questions surrounding when we last put the volunteers in new gear. Captain DeHerrera responded 2007, helmets are also needed. It was discussed that the original budget request was for \$90,000 and DeHerrera would like to look into some different helmets and has worked under the direction of DC Elliott to keep career staff in gear under 10 years of age. Commissioner Ogan asked about different helmets for interior and exterior and the number of sets for bunker gear in the grant. Captain DeHerrera said he would look into it and he would like to see 4 replacement sets.
- Chief Goldsmith is working with Winco to see if he can get some donations for funding and other grant opportunities.

### **3.3 Purchase Requests- Items included in budget**

- The board discussed a budget request for hose and nozzles. They decided they cannot afford another set right now due to budgetary constraints and we can still operate with what we have, you just have to pump differently. Chief Goldsmith said he cannot disagree with the budget position.
- The Plymovent was discussed how we have some parts but we also have a grant that would bring the costs down to \$40,000.
- Wildland shelters will need to be purchased in 2026.

- Commissioner Pettit asked about the AC Recovery machine purchase. Commissioner Ogan commented that it's the way to pump out the AC machine so you don't lose expensive freon.
- Currently the Facilities Maintenance Technician and Mechanic are using personal tools. The board discussed that they need to purchase the tools so that doesn't have to happen anymore.

**3.4 Long-Term Savings Analysis:** Commissioner Pettit asked how the adjustments changed the bottom line, Dane said it went from \$1.4 million to \$1.2 million expenditures outpacing revenue.

**3.5 Reserve Analysis:** The board did not want to change anything with this fund.

**3.6 Budget Position:** Chief Goldsmith commented that he has spend a couple of hours looking at the budget and the position is actually scary, what also scares him is his operation costs and trying to balance operational readiness. What we have as a budget is a real conversation, he has looked at this budget and is trying to cut every cent but it is going to bleed. He was open with the officers that next year is going to be tight. We are looking at numbers and trying to capitalize what revenues we can. Commissioner Pettit commented that he would suggest that you try to do everything you can to minimize overtime, we have to figure out how to adjust hours and do this better. Don't spend anything unless you absolutely have to. Chief Goldsmith commented that as he briefed the board, he has cancelled drill for folks on OT for the rest of the year and all non emergency OT will be approved by DC Moen and himself. Discussion was brought up about recruit class and the OT needed for it. The training division does a good job of trying to manage OT. Chief Goldsmith brought up a suggestion that we could cut costs by not running a recruit academy this year. The commissioners all stated no, the recruit academy must continue. Commissioner Pettit would like to have the final product sent out before the public hearing to the board for them to consider as a potential adoption next week. Chief Goldsmith said we are going through a tough time but we need to keep rowing and blue skies are on the back end.

#### **4. Adjournment:**

Commissioner Neil O'Neill made a motion to adjourn the meeting. Commissioner Clerf seconded the motion. There was no further discussion and the board voted unanimously to adjourn the meeting. The meeting adjourned at 11:30am.

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Board Chair

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District Secretary

Previous Year's Actual Levy Amount	Resolution Percent Increase	Resolution Increase Amount	Estimated: Assessed Value	Estimated: New Construction Amount	Last Year's Levy Rate	Estimated: NC Amount * Last Year Levy Rate/1000	Estimated: To be Collected	Estimated: Levy Rate
\$8,262,525.98	1%	\$82,625.26	\$6,212,521,385	\$103,857,589	\$1.362916	\$141,549	\$8,486,700.41	1.36606377

## 2026 Proposed Budget

Fund	Account	Account Description	Amount
10	308 91 01 010	Beginning Balance	5,379,910.43
10	311 10 00 000	Property Tax	8,750,000.00
10	322 90 00 000	Fire Permit Construction	6,000.00
10	333 10 66 000	Indirect Federal Grant - WA State (Radio	-
10	333 97 00 000	Indirect Federal Grants - Dept. Of Homeland Security	-
10	333 97 00 001	Indirect Federal Grant - DHS Firewise	-
10	334 01 30 000	State Grants - Washington State Patrol	6,000.00
10	334 02 30 000	State Grants - Department Of Natural Resources	-
10	334 02 30 001	State Grants - Firewise	-
10	334 03 10 000	State Grant From Department Of Ecology	-
10	334 04 20 000	State Grants - Economic Development	-
10	334 06 90 000	State Grants - Dept of Ecology	-
10	337 00 00 001	Leasehold Excise Tax	4,000.00
10	337 00 00 002	Timber Harvest Tax	-
10	337 07 00 000	Interlocal Impact Payment	-
10	337 07 01 000	In-Lieu Taxes	-
10	337 13 18 001	Public Facilities Interlocal Grant	-
10	341 43 00 010	Upper Co. Management Services	-
10	341 81 00 000	Copies - GEN	-
10	342 21 00 000	Fire Protection Contracts - Privately Owned	50,000.00
10	342 21 01 000	Fire Protection Contracts - State Owned	885,000.00
10	342 21 01 001	Fire Protection Contracts - Local Government	50,000.00
10	342 21 02 000	Fire Protection - School Districts	4,100.00
10	342 21 03 000	Fire Marshal Services - City Of Ellensburg	135,000.00
10	342 21 04 000	Development - SEPA Process (County)	-
10	342 21 05 000	Development - SEPA Process (City of Elle	-
10	342 21 06 000	Fire Marshal Training Services	-
10	342 21 06 001	Fire Marshal - County Assistance Contract	-
10	342 21 07 000	Other Wind Facilities	-
10	342 21 08 000	CPR Classes	-
10	342 21 09 000	Fire Chief Services	-
10	342 21 10 000	Mobilizations - Current Year Personnel	81,000.00

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
10	342 21 10 001	Mobilizations - Current Year Equipment	20,000.00
10	342 21 10 002	Mobilizations - Prior Year Personnel	3,000.00
10	342 21 10 003	Mobilizations - Prior Year Equipment	2,000.00
10	342 21 20 000	Firewise Fuel Reduction Project	-
10	342 21 30 000	Out-of-District Fire Billings	-
10	342 40 00 000	Plan Checking for Construction	2,000.00
10	342 80 00 000	Dispatch Services	-
10	344 30 00 000	Mechanic Repair Fees	-
10	344 40 00 000	Sales Of Parts	-
10	361 11 00 010	Earned Interest	100,000.00
10	361 40 00 010	Other Interest Earned	-
10	362 50 00 000	Space & Facilities Lease (long term)	14,000.00
10	362 90 00 000	Other Rents & Use Charges	-
10	367 11 00 010	Donations - General	100.00
10	367 11 01 010	Donations - Prevention	-
10	367 11 02 010	Donations - Training	-
10	367 11 03 010	Donations - Volunteers	-
10	369 10 00 000	Sale of Surplus	200.00
10	369 40 00 000	Judgements & Settlements	-
10	369 91 00 010	Other Revenue	500.00
10	369 91 01 000	Application Fee	-
10	369 91 02 000	Insurance Premium Recovery	-
10	369 91 03 000	NSF Check Fees	-
10	369 91 04 000	Dividend/Rebate Payments	-
10	369 91 05 000	Credit Card Rebates	-
10	398 10 00 000	Insurance Premium Recovery	-
10	382 90 00 000	Leasehold Excise Tax Collected	1,800.00
10	389 00 00 000	Other Non-Revenue	-
10	391 10 02 000	Styker Accrual	-
10	395 10 00 000	Proceeds from Sale of Capital Assets	-
10	395 20 00 000	Compensation for Loss of Capital Asset	-
10	397 00 10 011	Transfer In From Fund 011 EMS	-
10	397 00 10 020	Transfer In From Fund 020 Construction	-

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
10	397 00 10 040	Transfer in from Fund 040 Reserves	-
10	397 00 10 041	Transfer In From Fund 041 Equipment	-
10	397 00 10 042	Transfer In From Fund 042 Long Term Planning	-
10	522 10 11 000	Administrative Staff Salaries	1,055,359.91
10	522 10 12 000	Overtime	61,000.00
10	522 10 13 000	Deferred Comp	25,000.00
10	522 10 21 000	Medical Active	167,500.00
10	522 10 22 000	L&I Insurance	20,000.00
10	522 10 23 000	Retirement	65,000.00
10	522 10 25 000	Social Security & Medicare	35,000.00
10	522 10 26 000	Medical - Retired LEOFF I	40,000.00
10	522 10 27 000	Long Term Care - LEOFF I	7,500.00
10	522 10 29 000	Unemployment Benefits	500.00
10	522 10 31 000	Op. Supplies Office	7,000.00
10	522 10 31 001	Op. Supplies - HR	1,000.00
10	522 10 33 000	Meeting Meals	2,000.00
10	522 10 33 001	Annual Banquet	10,000.00
10	522 10 35 000	Office Machines / Software	95,445.00
10	522 10 41 000	Professional Services - Other Administrative	80,000.00
10	522 10 41 001	Architectural/Engineering	-
10	522 10 41 002	City IT Contract Services	75,000.00
10	522 10 41 003	Copy Machine Contracts	2,600.00
10	522 10 41 004	Environmental Consulting	-
10	522 10 41 005	Internet Services	3,500.00
10	522 10 41 006	Legal Services - General	30,000.00
10	522 10 41 007	Project Manager Services	-
10	522 10 41 008	Website Maintenance	10,500.00
10	522 10 41 009	Government Professional Services	300.00
10	522 10 41 010	Unclaimed Property Custodial	50.00
10	522 10 41 011	County Auditor - Electronic Payments	-
10	522 10 41 012	State Auditor Fees	15,000.00
10	522 10 41 013	Advertising	4,500.00
10	522 10 41 014	County Auditor - Election Fees	

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
10	522 10 41 200	Professional Services - Other HR	16,000.00
10	522 10 41 201	Employee Assistance Program	2,000.00
10	522 10 41 202	Exposure Expenses	300.00
10	522 10 41 203	Hiring Process	12,000.00
10	522 10 41 204	Immunizations For Employees	3,000.00
10	522 10 41 205	Legal Services - HR	50,000.00
10	522 10 42 000	Communications - Administration	-
10	522 10 42 001	Air Cards	600.00
10	522 10 42 002	Cell Phones	6,500.00
10	522 10 42 003	Office Phones	12,000.00
10	522 10 42 004	Postage/Shipping	1,250.00
10	522 10 43 000	Travel, Lodging, Meals	10,000.00
10	522 10 44 000	LET Taxes	-
10	522 10 44 001	External Taxes & Operating Assessments	800.00
10	522 10 45 000	Rentals	-
10	522 10 46 000	Insurance	160,000.00
10	522 10 49 000	Dues & Subscriptions	8,000.00
10	522 10 49 001	Conferences / Training	10,000.00
10	522 10 49 002	Bank Service Fees	-
10	522 10 49 003	Other Expenses	-
10	522 11 11 000	Commissioners Stipends	23,000.00
10	522 11 21 000	Medical Insurance	200.00
10	522 11 22 000	L&I Insurance	200.00
10	522 11 25 000	Social Security & Medicare	2,500.00
10	522 11 43 000	Travel, Lodging, Meals	3,500.00
10	522 11 49 001	Conferences / Training	2,500.00
10	522 11 49 002	Other Expenses	-
10	522 20 11 000	Officers / Firefighters Wages	3,200,000.00
10	522 20 12 000	Overtime	403,000.00
10	522 20 13 000	Deferred Comp	93,600.00
10	522 20 21 000	Medical - Active Employees	727,500.00
10	522 20 22 000	L&I Insurance	230,000.00
10	522 20 23 000	Retirement	185,000.00

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
10	522 20 25 000	Social Security & Medicare	52,500.00
10	522 20 26 000	Quarter Master Purchases	50,500.00
10	522 20 26 001	Quarter Master Repairs	500.00
10	522 20 26 002	Wildland PPE	20,000.00
10	522 20 29 000	Unemployment Benefits	500.00
10	522 20 31 003	Op. Supplies - All Stations	28,000.00
10	522 20 31 004	Radio Supplies And Parts	3,000.00
10	522 20 31 005	Wildland Equipment (non-Capital)	20,000.00
10	522 20 32 000	Fuel Consumed	60,000.00
10	522 20 33 000	Rehab Food & Beverages	5,000.00
10	522 20 35 000	Small Tools & Equipment	16,000.00
10	522 20 41 000	Professional Services - Other Suppression	5,000.00
10	522 20 41 001	Air Sample/SCBA Testing	6,000.00
10	522 20 41 002	Fire Extinguisher Services	3,500.00
10	522 20 41 003	Heavy Equipment On Fires	4,000.00
10	522 20 42 000	Communications - Suppression	-
10	522 20 42 001	Cell Phones	6,200.00
10	522 20 42 002	Dispatch Services	82,000.00
10	522 20 42 003	Postage/Shipping	1,000.00
10	522 20 43 000	Travel, Lodging, Meals	5,000.00
10	522 20 48 000	Repair & Maint. - Supplies	100,000.00
10	522 20 48 001	Repair & Maint. - Services	45,000.00
10	522 20 48 002	Radio Repair & Maint. - Supplies	-
10	522 20 48 003	Radio Repair & Maint. - Services	3,000.00
10	522 20 49 001	Conferences / Training	4,000.00
10	522 20 49 002	Other Expenses	-
10	522 21 11 000	Mechanic Wages	115,000.00
10	522 21 12 000	Overtime	6,000.00
10	522 21 13 000	Deferred Comp	3,600.00
10	522 21 21 000	Medical Insurance	39,000.00
10	522 21 22 000	L&I Insurance	4,500.00
10	522 21 23 000	Retirement	11,000.00
10	522 21 25 000	Social Security & Medicare	9,000.00

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
10	522 21 43 000	Travel, Lodging, Meals	1,000.00
10	522 21 49 001	Conferences / Training	1,500.00
10	522 22 21 000	Medical Insurance	-
10	522 22 11 000	Resident FF Stipends	25,000.00
10	522 22 15 000	Resident FF Extra Staffing	-
10	522 22 15 001	Resident FF Firewise Program	-
10	522 22 21 000	Medical Insurance	50.00
10	522 22 22 000	L&I Insurance	-
10	522 22 25 000	Social Security & Medicare	2,000.00
10	522 23 11 000	Reserve FF Wages	30,000.00
10	522 23 15 000	Reserve FF Extra Staffing	-
10	522 23 21 000	Medical Insurance	-
10	522 23 22 000	L&I Insurance	500.00
10	522 23 25 000	Social Security & Medicare	2,500.00
10	522 24 11 000	Volunteer FF Stipends	60,000.00
10	522 24 21 000	Medical Insurance	-
10	522 24 22 000	L& Insurance	10.00
10	522 24 25 000	Social Security & Medicare	4,000.00
10	522 24 28 000	Disability Insurance Vol Firefighters	9,000.00
10	522 30 11 000	Prevention Wages	355,000.00
10	522 30 12 000	Overtime	87,000.00
10	522 30 13 000	Deferred Comp	7,200.00
10	522 30 21 000	Medical - Active Employees	75,000.00
10	522 30 22 000	L&I Insurance	15,500.00
10	522 30 23 000	Retirement	22,000.00
10	522 30 25 000	Social Security & Medicare	6,500.00
10	522 30 31 000	Op. Supplies - Prevention	5,000.00
10	522 30 31 001	Op. Supplies - Ready Set Go & Fire	500.00
10	522 30 31 002	Op. Supplies - Pub Ed	2,500.00
10	522 30 41 000	Professional Services - Prevention	-
10	522 30 41 001	Investigations Services	1,500.00
10	522 30 41 002	Plans Review	2,500.00
10	522 30 42 000	Communications - Prevention	-

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
10	522 30 42 001	Cell Phones	1,800.00
10	522 30 42 002	Postage/Shipping	300.00
10	522 30 43 000	Travel, Lodging, Meals	4,500.00
10	522 30 49 000	Dues & Subscriptions	3,500.00
10	522 30 49 001	Conferences / Training	3,500.00
10	522 30 49 002	Other Expenses	-
10	522 45 11 000	Training Division Wages	290,000.00
10	522 45 12 000	Overtime	27,000.00
10	522 45 13 000	Deferred Comp	7,200.00
10	522 45 21 000	Medical - Active Employees	75,000.00
10	522 45 22 000	L&I Insurance	12,000.00
10	522 45 23 000	Retirement	15,000.00
10	522 45 25 000	Social Security & Medicare	4,500.00
10	522 45 31 000	Op. Supplies / Training Aids	20,000.00
10	522 45 33 000	Meeting Meals	3,500.00
10	522 45 41 000	Professional Services - Training	-
10	522 45 41 001	Fire Academy Tuition	55,000.00
10	522 45 41 002	Outside Instructors	5,000.00
10	522 45 41 003	Training Burns Expenses	3,000.00
10	522 45 42 000	Communications - Training	-
10	522 45 42 001	Cell Phones	4,200.00
10	522 45 42 002	Postage/Shipping	100.00
10	522 45 43 000	Travel, Lodging, Meals	2,000.00
10	522 45 49 001	Conferences / Training	4,000.00
10	522 45 49 002	Other Expenses	-
10	522 50 31 003	Op. Supplies - All Stations	18,000.00
10	522 50 47 000	Utilities - Station 21	35,000.00
10	522 50 47 001	Utilities - Station 29	50,000.00
10	522 50 47 002	Utilities - All Other Stations	25,000.00
10	522 50 47 003	Solid Waste Disposal	16,000.00
10	522 50 48 000	Repair & Maint. - Supplies - St. 21	5,000.00
10	522 50 48 001	Repair & Maint. - Supplies - St. 29	9,000.00
10	522 50 48 002	Repair & Maint. - Supplies - All Others	5,000.00

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
10	522 50 48 003	Repair & Maint. - Services - St. 21	7,000.00
10	522 50 48 004	Repair & Maint. - Services - St. 29	45,000.00
10	522 50 48 005	Repair & Maint. - Services - All Others	4,000.00
10	522 50 49 000	Other Expenses	-
10	582 90 00 000	Leasehold Excise Tax Remitted	1,800.00
10	589 00 00 010	Revolving Fund Reimbursement - GEN	-
10	589 90 00 010	L&I Balancing Feom EMS To GEN	-
10	591 22 70 000	Copy Machine Contracts	5,020.00
10	591 22 70 000	Portable Gas Monitors Lease	3,000.00
10	591 22 71 000	Government Obligation Bonds	-
10	591 22 71 001	Stryker Payment	-
10	592 22 83 000	Interest on Long-Term External Debt	-
10	594 10 62 000	Bond Related Expenses	-
10	594 22 70 000	Stryker Payment	159,000.00
10	597 22 10 011	Transfer Out to Fund 011 EMS	1,000,000.00
10	597 22 10 020	Transfer Out to Fund 020 Construction	-
10	597 22 10 031	Transfer Out To Fund 231 Debt Service Fund Station 21 Bond	300,000.00
10	597 22 10 040	Transfer Out to Fund 040 Reserves	-
10	597 22 10 041	Transfer Out to Fund 041 Equipment Repla	-
10	597 22 10 042	Transfer Out To Fund 042 Long Term Planning	-
10	597 22 10 060	Transfer Out to Fund 060 Long Term Care	2,000.00
10	508 91 00 010	Ending Balance - General Fund	-

<b>010 GENERAL FUND</b>	<b>Beginning Balance</b>	5,379,910.43
	<b>Revenues</b>	10,114,700.00
	<b>Expenditures</b>	9,330,684.91
	<b>Transfers In</b>	-
	<b>Transfers Out</b>	1,302,000.00
	<b>Ending Balance</b>	4,861,925.52

11	308 91 01 011	Beginning Balance	1,314,910.45
11	332 92 10 000	COVID-19 Non-Grant Assistance	-
11	332 93 40 000	Ground Emergency Medical Transport (GEMT)	312,000.00

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
11	334 04 90 000	State Grants - Department of Health	-
11	341 43 30 001	Budgeting & Accounting Services	-
11	341 81 00 011	Copies - EMS	-
11	342 60 01 000	Ambulance Transport - KVFR	500.00
11	342 60 01 001	Ambulance Transport - Systems Design	1,445,000.00
11	342 60 03 000	Ambulance Standby	15,000.00
11	342 60 04 000	KVFR Ambulance Bad Debt Recovery	100.00
11	342 60 05 000	EMS Non-Transport Fees	-
11	361 11 00 011	Earned Interest	30,000.00
11	361 40 00 011	Other Interest Earned	-
11	367 11 00 011	Donations - EMS	-
11	369 91 00 011	Other Revenue	50.00
11	369 91 01 011	NSF Check Charges	-
11	388 10 00 000	Prior Period Adjustment	-
11	397 00 11 010	Transfer In From Fund 010 General	1,000,000.00
11	397 00 11 040	Transfer In From Fund 040 Reserves	-
11	397 00 11 041	Transfer In From Fund 041 Equipment	-
11	397 00 11 042	Transfer In From Fund 042 Long Term Planning	-
11	522 71 41 004	GEMT State Match	-
11	522 71 11 000	EMS Billing Wages	82,000.00
11	522 71 12 000	Overtime	2,500.00
11	522 71 13 000	Deferred Comp	3,600.00
11	522 71 21 000	Medical - Active Employees	30,000.00
11	522 71 22 000	L&I Insurance	500.00
11	522 71 23 000	Retirement	8,000.00
11	522 71 25 000	Social Security & Medicare	6,300.00
11	522 71 31 000	Op. Supplies - Office	-
11	522 71 35 000	Office Machines/Software	-
11	522 71 35 001	Office Machines - Other	-
11	522 71 35 002	Software - Trittech	-
11	522 71 41 000	Professional Services - EMS	40,000.00
11	522 71 41 001	Collections Services	100.00
11	522 71 41 002	Electronic Claims Services	77,000.00

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
11	522 71 41 003	Medical Director Services	18,000.00
11	522 71 42 000	Communications - EMS Administration	-
11	522 71 42 001	Postage/Shipping	-
11	522 71 43 000	Travel, Lodging, Meals	1,000.00
11	522 71 44 000	Ambulance B&O Tax (WA State)	-
11	522 71 49 001	Conferences / Training	1,000.00
11	522 71 49 002	Other Expenses	-
11	522 71 49 003	NSF Fees	50.00
11	522 72 11 000	Officers/Firefighter Wages	1,600,000.00
11	522 72 12 000	Overtime	325,000.00
11	522 72 13 000	Deferred Comp	43,200.00
11	522 72 21 000	Medical - Active Employees	335,000.00
11	522 72 22 000	L&I Insurance	112,000.00
11	522 72 23 000	Retirement	97,500.00
11	522 72 25 000	Social Security & Medicare	27,500.00
11	522 72 31 000	Patient Supplies	85,000.00
11	522 72 31 001	Patient Medications	15,000.00
11	522 72 31 002	EMS Op. Supplies	10,000.00
11	522 72 32 000	Ambulance Fuel & Toll Fees	60,000.00
11	522 72 41 001	Move Up Coverage From Other Districts	-
11	522 72 41 002	EMS Provider Fees	18,000.00
11	522 72 42 000	Communications - EMS Transport	-
11	522 72 42 001	Cell Phones	7,000.00
11	522 72 42 002	Dispatch Services (80%)	328,000.00
11	522 72 42 003	Postage/Shipping	300.00
11	522 72 43 000	Travel, Lodging, Meals	3,000.00
11	522 72 43 001	Ambulance Transport Meals	6,500.00
11	522 72 48 000	Repair & Maint. - Supplies	30,000.00
11	522 72 48 001	Repair & Maint. - Services	10,000.00
11	522 72 49 001	Conferences / Training	26,000.00
11	522 72 49 003	Transport Refunds	15,000.00
11	522 72 49 005	Other Expenses	-
11	522 73 11 000	Community Paramedicine Wages	-

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
11	522 73 12 000	Overtime	-
11	522 73 13 000	Deferred Comp	-
11	522 73 21 000	Medical - Active Employees	-
11	522 73 22 000	L&I Insurance	-
11	522 73 23 000	Retirement	-
11	522 73 25 000	Social Security & Medicare	-
11	522 73 31 000	Comm PM Op. Supplies	-
11	522 73 32 000	Fuel	-
11	522 73 41 000	Professional Services	-
11	522 73 42 000	Communications - Community Paramed.	-
11	522 73 42 001	Cell Phones	-
11	522 73 42 002	Postage/Shipping	-
11	522 73 43 000	Travel, Lodging, Meals	-
11	522 73 48 000	Repair & Maint. - Supplies	-
11	522 73 48 001	Repair & Maint. - Services	-
11	522 73 49 001	Conferences / Training	-
11	588 10 00 001	Prior Period Adjustment	-
11	589 00 00 011	Revolving Fund Reimbursement - EMS	-
11	589 90 00 011	L&I Balancing EMS To GEN	-
11	594 22 70 001	Zoll Ventilator Payment	12,800.00
11	597 22 11 010	Transfer Out to Fund 010 General	-
11	597 22 11 040	Transfer Out to Fund 040 Reserve	-
11	597 22 11 041	Transfer Out To Fund 041 Equipment Repla	-
11	597 22 11 042	Transfer Out To Fund 042 Long Term Planning	-
11	508 91 00 011	Ending Balance - EMS Fund	-

<b>011 EMS FUND</b>	<b>Beginning Balance</b>	1,314,910.45
	<b>Revenues</b>	1,802,650.00
	<b>Expenditures</b>	3,436,850.00
	<b>Transfers In</b>	1,000,000.00
	<b>Transfers Out</b>	-
	<b>Ending Balance</b>	680,710.45

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
20	308 91 01 020	Beginning Balance	202,609.09
20	337 13 18 002	Public Facilities Interlocal Grant	-
20	361 11 00 020	Earned Interest	6,500.00
20	369 91 00 020	Other Revenue	-
20	391 10 00 020	General Obligation Bond Proceeds (Voted)	-
20	391 10 01 020	General Obligation Bond Proceeds (Non-Vo	-
20	397 00 20 010	Transfer In From Fund 010 General	-
20	397 00 20 022	Transfer In From Fund 322 Station 21 Construction Fund	-
20	397 00 20 042	Transfer In From Fund 042 Long Term Planning	-
20	589 00 00 020	Revolving Fund Reimbursement - CON	-
20	594 22 61 000	Land	-
20	594 22 62 000	Buildings & Structures	-
20	594 22 63 000	Other Improvements	-
20	594 22 64 000	Furnishings	15,000.00
20	597 22 20 010	Transfer Out To Fund 010 General	-
20	597 22 20 042	Transfer Out To Fund 042 Long Term Planning	-
20	597 22 20 060	Transfer Out To Fund 060 Long Term Care	-
20	508 91 00 020	Ending Balance - Construction Fund	-

<b>020 CONST FUND</b>	<b>Beginning Balance</b>	202,609.09
	<b>Revenues</b>	6,500.00
	<b>Expenditures</b>	15,000.00
	<b>Transfers In</b>	-
	<b>Transfers Out</b>	-
	<b>Ending Balance</b>	194,109.09

40	308 91 01 040	Beginning Balance	1,190,401.58
40	361 11 00 040	Earned Interest	20,000.00
40	397 00 40 010	Transfer In From Fund 010 General	-
40	397 00 40 011	Transfer In From Fund 011 EMS	-
40	397 00 40 042	Transfer In From Fund 042 Long Term Planning	-
40	597 22 40 010	Transfer Out To Fund 010 General	-
40	597 22 40 011	Transfer Out to 011 EMS	-

Fund	Account	Account Description	Amount
40	597 22 40 042	Transfer Out To Fund 042 Long Term Planning	-
40	508 91 00 040	Ending Balance - Reserve Fund	-

<b>040 RESERVE FUND</b>	<b>Beginning Balance</b>	1,190,401.58
	<b>Revenues</b>	20,000.00
	<b>Expenditures</b>	-
	<b>Transfers In</b>	-
	<b>Transfers Out</b>	-
	<b>Ending Balance</b>	1,210,401.58

41	308 91 01 041	Beginning Balance	721,848.72
41	331 97 00 000	Federal Direct Grant From The Department Of Homeland Security	-
41	333 10 66 410	Indirect Federal Grant - DNR Brush Trucks	-
41	334 06 90 001	State Direct/Indirect Grant From Other State Agencies	-
41	342 20 00 004	Contracts (wind farm)	-
41	361 11 00 041	Earned Interest	15,000.00
41	367 11 00 041	Donations - Equipment	-
41	369 91 00 041	Other Revenue	-
41	397 00 41 010	Transfer In From Fund 010 General	-
41	397 00 41 011	Transfer In From Fund 011 EMS	-
41	397 00 41 042	Transfer In From Fund 042 Long Term Planning	-
41	589 00 00 041	Revolving Fund Reimbursement - EQU	-
41	594 22 64 001	Apparatus	8,000.00
41	594 22 64 002	Bunker Gear	55,000.00
41	594 22 64 003	Communication Equipment	7,500.00
41	594 22 64 004	Suppression Equipment	-
41	594 22 64 005	Hose	-
41	594 22 64 006	Office Equipment	-
41	594 22 64 007	SCBA	-
41	594 22 64 008	Ambulance Apparatus	-
41	594 22 64 009	EMS Equipment	-
41	594 22 64 010	Exercise Equipment	-
41	594 22 64 011	Prevention Equipment	-

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
41	594 22 64 012	Training Equipment	-
41	594 22 64 013	Computer Equipment	25,000.00
41	594 22 64 014	Ladders	-
41	594 22 64 015	Facilities Equipment And Furnishings	25,000.00
41	594 22 64 016	Tech Team Equipment	-
41	594 22 64 017	Wildland Equipment	-
41	594 22 64 018	Wildland PPE	45,650.44
41	594 22 64 019	Shop Equipment	18,950.00
41	597 22 41 010	Transfer Out To Fund 010 General	-
41	597 22 41 011	Transfer Out to Fund 011 EMS	-
41	597 22 41 042	Transfer Out To Fund 042 Long Term Planning	-
41	508 91 00 041	Ending Balance - Equipment Fund	-

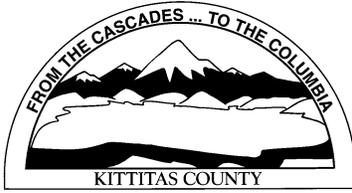
<b>041 EQUIP FUND</b>	<b>Beginning Balance</b>	721,848.72
	<b>Revenues</b>	15,000.00
	<b>Expenditures</b>	185,100.44
	<b>Transfers In</b>	-
	<b>Transfers Out</b>	-
	<b>Ending Balance</b>	551,748.28

42	308 91 01 042	Beginning Balance	1,177,305.74
42	361 11 00 042	Earned Interest	20,000.00
42	397 00 42 010	Transfer In From Fund 010 General	-
42	397 00 42 011	Transfer In From Fund 011 EMS	-
42	397 00 42 020	Transfer In From Fund 020 Construction	-
42	397 00 42 040	Transfer In From Fund 040 Reserve	-
42	397 00 42 041	Transfer In From Fund 041 Equipment	-
42	597 22 42 010	Transfer Out To Fund 010 General	-
42	597 22 42 011	Transfer Out To Fund 011 EMS	-
42	597 22 42 020	Transfer Out To Fund 020 Construction	-
42	597 22 42 040	Transfer Out To Fund 040 Reserve	-
42	597 22 42 041	Transfer Out To Fund 041 Equipment	-

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
42	597 22 42 060	Transfer Out To Fund 060 Long Term Care	-
42	508 80 03 101	New Engine Station 21 Planning	-
42	508 80 03 102	New Engine Station 29 Planning	-
42	508 80 03 103	B210 Planning	-
42	508 80 03 104	B211 Planning	-
42	508 80 03 105	B215 Planning	-
42	508 80 03 202	Bunker Gear Planning	-
42	508 80 03 203	Communications Equipment Planning	-
42	508 80 03 204	Suppression Equipment Planning	-
42	508 80 03 205	Hose Purchases Planning	-
42	508 80 03 206	Office Equipment Planning	-
42	508 80 03 207	SCBA Planning	-
42	508 80 03 208	Ambulance Apparatus Planning	-
42	508 80 03 209	EMS Equipment Planning	-
42	508 80 03 210	Exercise Equipment Planning	-
42	508 80 03 211	Prevention Equipment Planning	-
42	508 80 03 212	Training Equipment Planning	-
42	508 80 03 213	Computer Equipment Planning	-
42	508 80 03 214	Ladders Planning	-
42	508 80 03 215	Facilities Furnishings Planning	-
42	508 80 03 216	Tech Team Equipment Planning	-
42	508 80 03 217	Wildland Equipment Planning	-
42	508 80 03 218	Wildland PPE Planning	-
42	508 80 03 219	Shop Equipment Planning	-
42	508 80 03 301	Station 21 Upgrades Planning	-
42	508 80 03 302	Station 22 Upgrades Planning	-
42	508 80 03 303	Station 23 Upgrades Planning	-
42	508 80 03 304	Station 24 Upgrades Planning	-
42	508 80 03 305	Station 25 Upgrades Planning	-
42	508 80 03 306	Station 26 Upgrades Planning	-
42	508 80 03 307	Station 27 Upgrades Planning	-
42	508 80 03 308	Station 28 Upgrades Planning	-
42	508 80 03 309	Station 29 Upgrade Planning	-

Fund	Account	Account Description	Amount
<b>042 LONG TERM PLANNING FUND</b>		<b>Beginning Balance</b>	1,177,305.74
		<b>Revenues</b>	20,000.00
		<b>Expenditures</b>	-
		<b>Transfers In</b>	-
		<b>Transfers Out</b>	-
		<b>Ending Balance</b>	1,197,305.74
60	308 91 01 060	Beginning Balance	123,009.07
60	361 11 00 060	Earned Interest	2,000.00
60	397 00 60 010	Transfer In From Fund 010 General	2,000.00
60	397 00 60 020	Transfer In From Fund 020 Construction	-
60	397 00 60 042	Transfer In From Fund 042 Long Term Planning	-
60	508 91 00 060	Ending Balance - Long Term Care Fund	-
<b>060 LONG TERM CARE FUND</b>		<b>Beginning Balance</b>	123,009.07
		<b>Revenues</b>	2,000.00
		<b>Expenditures</b>	-
		<b>Transfers In</b>	2,000.00
		<b>Transfers Out</b>	-
		<b>Ending Balance</b>	127,009.07
230	308 31 01 030	Beginning Balance	257,572.27
230	311 10 00 030	Real & Personal Property Taxes	485,000.00
230	361 11 00 030	Earned Interest	4,000.00
230	391 10 00 000	General Obligation Bond Proceeds	-
230	592 22 80 000	Bond Management Fees	350.00
230	591 22 71 030	Bond Payments - Principal	315,000.00
230	592 22 89 030	Bond Payments - Interest	134,550.00
230	508 31 00 030	Ending Balance - Debt Mgt Fund	-
		<b>Beginning Balance</b>	257,572.27
		<b>Revenues</b>	489,000.00

Fund	Account	Account Description	Amount
<b>230 DEBT MGT. FUND</b>		<b>Expenditures</b>	449,900.00
		<b>Transfers In</b>	-
		<b>Transfers Out</b>	-
		<b>Ending Balance</b>	296,672.27
231	308 31 01 031	Beginning Balance	18,077.01
231	361 11 00 031	Earned Interest	2,500.00
231	397 00 31 010	Transfer In From Fund 010 General	300,000.00
231	591 22 71 031	Bond Payments - Principal	250,000.00
231	592 22 80 031	Bond Management Fees	400.00
231	592 22 89 031	Bond Payments - Interest	46,160.00
<b>231 ST 21 DEBT MGT. FUND</b>		<b>Beginning Balance</b>	18,077.01
		<b>Revenues</b>	2,500.00
		<b>Expenditures</b>	296,560.00
		<b>Transfers In</b>	300,000.00
		<b>Transfers Out</b>	-
		<b>Ending Balance</b>	24,017.01
<b>ALL FUNDS COMBINED</b>		<b>Beginning Balance</b>	10,385,644.36
		<b>Revenues</b>	12,472,350.00
		<b>Expenditures</b>	13,714,095.35
		<b>Transfers In</b>	1,302,000.00
		<b>Transfers Out</b>	1,302,000.00
		<b>Ending Balance</b>	9,143,899.01
			9,143,899.01
			(1,241,745.35)



**Kittitas County**  
**Office of the County Treasurer**  
 Amy Cziske, Treasurer

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October 9, 2025

Fire Protection District #2  
 400 E Mountainview Avenue  
 Ellensburg, WA 98926

RE: Property tax authority for funding refunds and abatements per RCW 84.69.180

Dear Chief Goldsmith,

Refund levies are used to recover administrative or adjudicated refunds paid in the preceding twelve months. A taxing district may levy for refunds paid to taxpayers, or to be paid to taxpayers, including interest, plus an amount for abated or cancelled taxes, offset by any supplemental tax collected. Taxing districts may request a refund levy be included within the levy limit calculations. To do this, they must include the amount of refund levy they desire in their levy certification to the county assessor. Although the refund levy is outside of the levy limit (aka 101 percent) calculation, the levy rate cannot exceed the statutory maximum rate for the taxing district. More information can be found in RCW 84.69.180.

Below are the Funds for your district showing any amount eligible for Refund Levies:

**Fire District 2**

<b>636010</b>		
Additions		\$43,066.23
Cancellations (not including refunds)		(\$33,014.94)
Net Amount		\$10,051.29
Refund Interest Paid		(\$344.15)
<b>Amount eligible for refund levy</b>		<b>(\$344.15)</b>

**Fire District 2**

<b>636030</b>		
Additions		\$2,957.08
Cancellations (not including refunds)		(\$3,418.15)
Net Amount		(\$461.07)
Refund Interest Paid		(\$18.77)
<b>Amount eligible for refund levy</b>		<b>(\$479.84)</b>

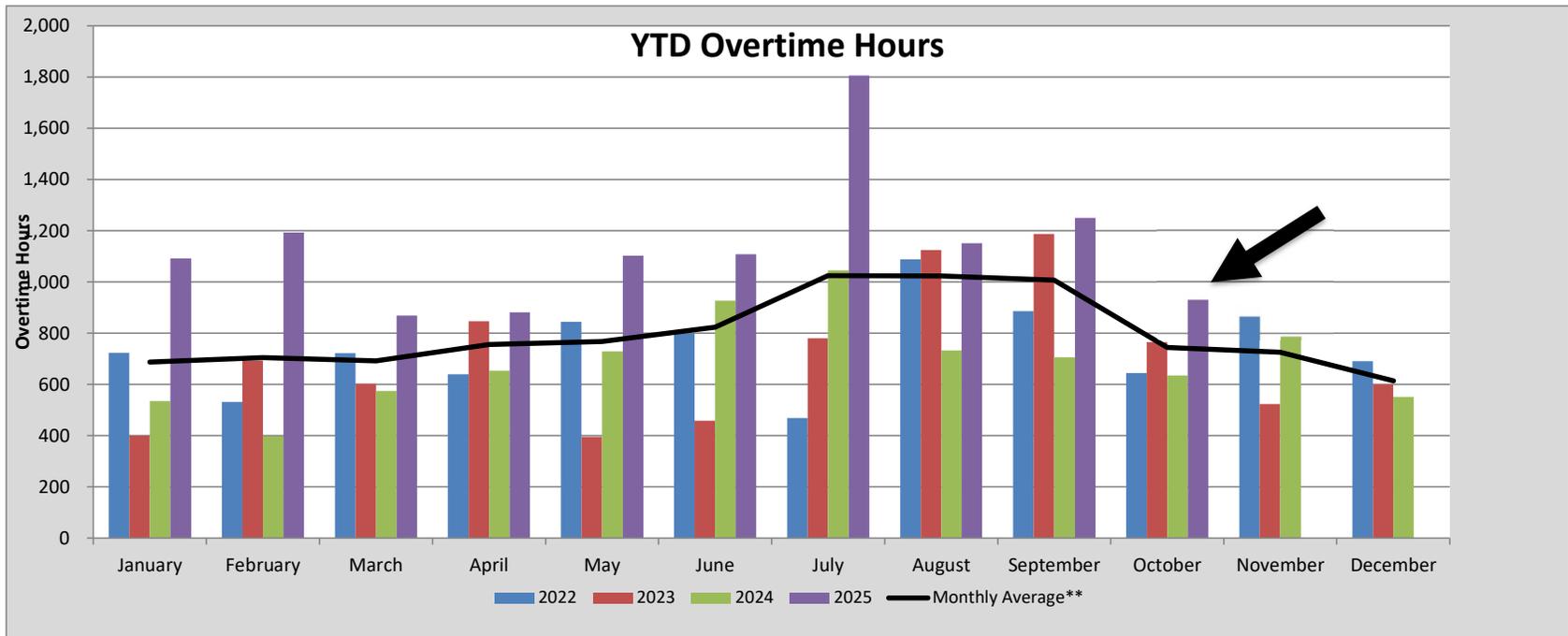
Your levy information is due to the Kittitas County Assessor's Office on or before November 30. If you have any questions regarding submitting your levy certification, please contact Shelley McClellan with the Kittitas County Assessor's Office at 509-962-7540.

Sincerely,

Jane Venera  
Chief Administrator

## 2022 - 2025 OVERTIME SUMMARY

	2022		2023		2024		2025	
	OT Hours	Dollars	OT Hours	Dollars	OT Hours	Dollars	OT Hours	Dollars
<b>January</b>	723.00	\$ 37,373.27	400.00	\$ 24,027.37	534.00	\$ 33,530.36	1,092.00	\$ 73,267.28
<b>February</b>	531.00	\$ 30,965.51	693.00	\$ 43,311.00	398.00	\$ 25,437.79	1,193.00	\$ 84,861.04
<b>March</b>	722.00	\$ 43,033.00	602.00	\$ 35,651.21	574.00	\$ 36,140.99	868.00	\$ 62,139.81
<b>April</b>	639.00	\$ 34,155.54	846.00	\$ 52,864.89	654.00	\$ 39,463.29	882.00	\$ 63,365.66
<b>May</b>	844.00	\$ 46,019.68	395.00	\$ 23,599.07	729.00	\$ 45,747.64	1,102.00	\$ 74,738.70
<b>June</b>	799.00	\$ 45,608.81	458.00	\$ 28,430.92	927.00	\$ 58,155.18	1,107.50	\$ 76,770.27
<b>July</b>	469.00	\$ 25,901.46	780.00	\$ 48,750.48	1,045.00	\$ 64,963.73	1,805.00	\$ 121,971.20
<b>August</b>	1,088.00	\$ 60,792.70	1,124.00	\$ 68,359.57	732.00	\$ 45,264.87	1,151.00	\$ 86,331.91
<b>September</b>	886.00	\$ 47,938.83	1,187.00	\$ 71,313.88	706.00	\$ 46,306.95	1,250.50	\$ 97,931.87
<b>October</b>	644.00	\$ 34,995.49	765.00	\$ 47,240.08	635.00	\$ 40,110.45	930.00	\$ 64,436.57
<b>November</b>	865.00	\$ 47,212.27	524.00	\$ 31,842.74	787.00	\$ 49,395.62		
<b>December</b>	691.00	\$ 40,945.31	600.00	\$ 37,454.40	551.00	\$ 37,199.47		
<b>Totals &gt;&gt;</b>	<b>8,901.00</b>	<b>\$ 494,941.87</b>	<b>8,374.00</b>	<b>\$512,845.61</b>	<b>8,272.00</b>	<b>\$ 521,716.34</b>	<b>11,381.00</b>	<b>\$ 805,814.31</b>
<b>Monthly Average</b>	741.75	\$41,245.16	697.83	\$42,737.13	689.33	\$43,476.36	1,138.10	\$80,581.43



## Voucher and Payment Approval

The Board of Commissioners of Kittitas County Fire Protection District 2, having reviewed the attached check register and payment vouchers for the period of October 2025, hereby certifies that the payments below were made in accordance with District policies and procedures, and ratifies the disbursement as just, due and proper obligations of the District.

### Summary of Payments by Fund:

010 GENERAL FUND 636-010	693,770.57
011 EMS FUND 636-011	287,962.86
041 EQUIPMENT FUND 636-041	509,858.80
	\$ 1,491,592.23

### Summary of Payments by Type:

CLAIMS	677,850.20
PAYROLL	813,742.03
	\$ 1,491,592.23

These payments were previously issued by District staff in the normal course of business and are now presented to the Board for formal approval.

Approved this 13<sup>th</sup> day of November, 2025 by the Board of Commissioners of Kittitas County Fire Protection District 2.

**Check Register**

<b>Trans #</b>	<b>Date</b>	<b>Type</b>	<b>Acct #</b>	<b>Check #</b>	<b>Vendor</b>	<b>Amount</b>
2758	10/1/2025	Payroll	10	EFT	KYLE EVERETT ANDERSON	7,024.38
2759	10/1/2025	Payroll	10	*****	AL DANIEL BARRERA	688.01
2760	10/1/2025	Payroll	10	EFT	CHANCE BLALOCK	5,480.14
2761	10/1/2025	Payroll	10	EFT	MICHAEL W BOARDMAN	8,384.63
2762	10/1/2025	Payroll	10	EFT	STEVEN MATTHEW BOYD	6,317.71
2763	10/1/2025	Payroll	10	EFT	NICHOLAS ROBERT BRODERIUS	5,835.27
2764	10/1/2025	Payroll	10	EFT	KYLE ROSS BUCHANAN	6,131.54
2765	10/1/2025	Payroll	10	EFT	KADE MASON BURGOYNE	2,430.79
2766	10/1/2025	Payroll	10	EFT	MATTHEW MARTIN BURVEE	4,885.38
2767	10/1/2025	Payroll	10	EFT	DREW PATRICK CAMPBELL	7,765.86
2768	10/1/2025	Payroll	10	*****	SCOTT CIRAULO	46.45
2769	10/1/2025	Payroll	10	*****	PAT HENRY CLERF	146.45
2770	10/1/2025	Payroll	10	EFT	DANAE CRAMER	6,987.59
2771	10/1/2025	Payroll	10	EFT	CINDY ELIZABETH DENNIS	5,530.35
2772	10/1/2025	Payroll	10	EFT	REID FARNES	5,681.14
2773	10/1/2025	Payroll	10	EFT	LAUREN MACKENZIE FRITTS	8,161.95
2774	10/1/2025	Payroll	10	EFT	STEPHANIE MARIE GOEMAN	5,664.62
2775	10/1/2025	Payroll	10	EFT	DOUGLAS J GOLDSMITH	24,160.43
2776	10/1/2025	Payroll	10	EFT	MICHAEL DUANE GRAY	5,245.21
2777	10/1/2025	Payroll	10	EFT	TYLER CODY GREMEL	8,433.02
2778	10/1/2025	Payroll	10	EFT	ERIN EVELYN HABERMAN	4,275.01
2779	10/1/2025	Payroll	10	EFT	JEREMY STEPHEN HABERMAN	10,165.16
2780	10/1/2025	Payroll	10	EFT	ELIJAH DAVID IHRKE	507.92
2781	10/1/2025	Payroll	10	EFT	DANIEL LEE ROY JOHNSON	15,385.62
2782	10/1/2025	Payroll	10	EFT	JOSEPH JAY KELLEHER	6,471.25
2783	10/1/2025	Payroll	10	EFT	JOSHUA DEWAYNE KLOPFER	7,405.93
2784	10/1/2025	Payroll	10	EFT	JAMES CHET KRUEGER	7,984.17
2785	10/1/2025	Payroll	10	EFT	BRENDAN PATRICK LYNCH	5,291.63
2786	10/1/2025	Payroll	10	*****	GREYSEN MACK	1,179.08
2787	10/1/2025	Payroll	10	EFT	KYLE MARTIN	5,596.68
2788	10/1/2025	Payroll	10	EFT	SYDNEY MCBRIDE	6,549.83
2789	10/1/2025	Payroll	10	EFT	CHRISTOPHER JOHN MOEN	10,733.13
2790	10/1/2025	Payroll	10	EFT	DUSTIN JAMES MOHAN	10,951.63
2791	10/1/2025	Payroll	10	EFT	JUSTIN RICHARD MOON	7,344.61
2792	10/1/2025	Payroll	10	EFT	KAELAN MICHAEL NELSON	6,571.57
2793	10/1/2025	Payroll	10	*****	NEIL LEO O'NEILL	146.45
2794	10/1/2025	Payroll	10	*****	ROSS JAMES OGAN	146.45
2795	10/1/2025	Payroll	10	EFT	TRAVIS STEVEN PAUL	5,712.31
2796	10/1/2025	Payroll	10	EFT	DREW EUGENE PERRY	7,352.73
2797	10/1/2025	Payroll	10	*****	JERRY V PETTIT	146.45
2798	10/1/2025	Payroll	10	EFT	VLADYSLAV PROKOPENKO	6,860.56
2799	10/1/2025	Payroll	10	EFT	RILEY TRIGGS	5,121.41
2800	10/1/2025	Payroll	10	EFT	KRIS VANICEK	8,255.78
2801	10/1/2025	Payroll	10	*****	TODD VENESS A	1,131.29
2802	10/1/2025	Payroll	10	EFT	BRADFORD PATRICK WALLACE	16,054.24
2803	10/1/2025	Payroll	10	EFT	MICHAEL PATRICK WERLECH	5,388.63

2804	10/1/2025	Payroll	11	EFT	MEGAN JOYCE BAKER	2,429.53
2805	10/1/2025	Payroll	11	EFT	TANNER D BRENDER	7,893.90
2806	10/1/2025	Payroll	11	EFT	JASON KENT CARTER	9,644.88
2807	10/1/2025	Payroll	11	EFT	JOSHUA PORTER DEHERRERA	11,932.57
2808	10/1/2025	Payroll	11	EFT	AARON SCOTT FITCH	6,202.02
2809	10/1/2025	Payroll	11	EFT	MICHAEL LAFRENIER	8,234.07
2810	10/1/2025	Payroll	11	EFT	CHRISTOPHER LYNN MABBUTT	7,369.87
2811	10/1/2025	Payroll	11	EFT	SIMON P RILLERA	9,515.17
2812	10/1/2025	Payroll	11	EFT	TIMOTHY ROWATT	5,946.96
2813	10/1/2025	Payroll	11	EFT	SARAH LYNN SANDMAN	8,088.18
2814	10/1/2025	Payroll	11	EFT	ANTHONY JAMES SCHUMAIER	7,593.43
2815	10/1/2025	Payroll	11	EFT	SARAH M SINCLAIR	6,563.81
2816	10/1/2025	Payroll	11	EFT	WILLIAM SKOLD	5,394.19
2829	10/1/2025	Payroll	10	EFT	DEPT OF RETIREMENT SYSTEMS	23,513.84
2830	10/1/2025	Payroll	10	EFT	EMPOWER - PAYROLL BENEFITS	3,300.00
2831	10/1/2025	Payroll	10	EFT	IAFF	4,508.63
2832	10/1/2025	Payroll	80	EFT	LEOFF RETIREMENT SYSTEM	52,695.90
2833	10/1/2025	Payroll	80	EFT	PUBLIC EMPLOYEES RETIREMENT	5,191.65
2834	10/1/2025	Payroll	10	EFT	US BANK OF WASHINGTON - ELECT TRANSFE	67,632.74
2835	10/1/2025	Payroll	10	*****	AFLAC	1,148.19
2836	10/1/2025	Payroll	10	*****	DEPT OF LABOR & INDUSTRIES (PAYROLL)	21,094.78
2837	10/1/2025	Payroll	10	*****	EMPLOYMENT SECURITY DEPT - PFMLA	3,507.05
2838	10/1/2025	Payroll	80	EFT	EMPLOYMENT SECURITY DEPT - WA CARES FUI	1,142.62
2839	10/1/2025	Payroll	10	*****	IAFF MERP TRUST OFFICE	5,075.00
2840	10/1/2025	Payroll	10	*****	TRUSTEED PLANS SERVICE CORP	67,860.33
2841	10/1/2025	Payroll	11	EFT	DEPT OF RETIREMENT SYSTEMS	8,397.00
2842	10/1/2025	Payroll	11	EFT	EMPOWER - PAYROLL BENEFITS	2,000.00
2843	10/1/2025	Payroll	11	EFT	IAFF	1,865.64
2844	10/1/2025	Payroll	80	EFT	LEOFF RETIREMENT SYSTEM	19,599.50
2845	10/1/2025	Payroll	80	EFT	PUBLIC EMPLOYEES RETIREMENT	462.89
2846	10/1/2025	Payroll	11	EFT	US BANK OF WASHINGTON - ELECT TRANSFE	18,361.68
2847	10/1/2025	Payroll	11	*****	AFLAC	652.14
2848	10/1/2025	Payroll	11	*****	DEPT OF LABOR & INDUSTRIES (PAYROLL)	8,159.32
2849	10/1/2025	Payroll	11	*****	EMPLOYMENT SECURITY DEPT - PFMLA	1,185.18
2850	10/1/2025	Payroll	80	EFT	EMPLOYMENT SECURITY DEPT - WA CARES FUI	343.12
2851	10/1/2025	Payroll	11	*****	IAFF MERP TRUST OFFICE	2,100.00
2852	10/1/2025	Payroll	11	*****	TRUSTEED PLANS SERVICE CORP	27,596.30
2905	10/9/2025	Claims	80	EFT	DEPT OF RETIREMENT SYSTEMS	68.48
2906	10/9/2025	Claims	80	1001	A-1 PETROLEUM & PROPANE	9,726.12
2907	10/9/2025	Claims	80	1002	ARNOLDS RANCH & HOME	26.85
2908	10/9/2025	Claims	80	1003	AT&T MOBILITY	2,079.17
2910	10/9/2025	Claims	80	1005	BRAUN NORTHWEST, INC	247.27
2911	10/9/2025	Claims	80	1006	NICHOLAS ROBERT BRODERIUS	58.90
2912	10/9/2025	Claims	80	1007	RONALD L BROWN	555.00
2913	10/9/2025	Claims	80	1008	CAL UNIFORMS	187.49
2914	10/9/2025	Claims	80	1009	CANON FINANCIAL SERVICES INC	579.81
2915	10/9/2025	Claims	80	1010	CARDINAL HEALTH	193.56
2916	10/9/2025	Claims	80	1011	JASON KENT CARTER	36.77

2917	10/9/2025	Claims	80	1012 CASHMERE VALLEY BANK VISA	111.90
2918	10/9/2025	Claims	80	1013 CITY OF ELLENSBURG	6,969.30
2919	10/9/2025	Claims	80	1014 CITY OF KITTITAS	753.62
2920	10/9/2025	Claims	80	1015 COAXSHER	1,250.87
2921	10/9/2025	Claims	80	1016 COLUMBIA FITNESS	640.74
2922	10/9/2025	Claims	80	1017 COMPREHENSIVE HEALTHCARE	138.75
2923	10/9/2025	Claims	80	1018 COPY SHOP	226.53
2924	10/9/2025	Claims	80	1019 DAILY RECORD	285.00
2925	10/9/2025	Claims	80	1020 DELL MARKETING L.P.	12,902.21
2926	10/9/2025	Claims	80	1021 ELLENSBURG ACE HARDWARE	3.15
2927	10/9/2025	Claims	80	1022 GALLS INC.	609.75
2928	10/9/2025	Claims	80	1023 DOUGLAS J GOLDSMITH	267.00
2929	10/9/2025	Claims	80	1024 JEREMY STEPHEN HABERMAN	291.00
2930	10/9/2025	Claims	80	1025 HEINRICH AUTO PARTS	431.30
2931	10/9/2025	Claims	80	1026 IIA LIFTING SERVICES, INC.	2,556.45
2932	10/9/2025	Claims	80	1027 IVONE'S SEWING ROOM	30.00
2933	10/9/2025	Claims	80	1028 JOHNSONS AUTO GLASS	814.50
2934	10/9/2025	Claims	80	1029 KITTCOM - ACCOUNTS PAYABLE	83,591.31
2935	10/9/2025	Claims	80	1030 KITTITAS CO PUD #1	111.28
2936	10/9/2025	Claims	80	1031 MICHAEL LAFRENIER	70.86
2937	10/9/2025	Claims	80	1032 LIFE ASSIST	2,645.06
2938	10/9/2025	Claims	80	1033 LIGHTCURVE	982.94
2939	10/9/2025	Claims	80	1034 LUFT TRAILER SALES, INC	1,436.24
2940	10/9/2025	Claims	80	1035 JUSTIN RICHARD MOON	29.38
2941	10/9/2025	Claims	80	1036 TRAVIS STEVEN PAUL	40.26
2942	10/9/2025	Claims	80	1037 PERFORMANCE SYSTEMS INTEGRATION, LLC	727.64
2943	10/9/2025	Claims	80	1038 PUGET SOUND ENERGY	300.79
2944	10/9/2025	Claims	80	1039 SIMON P RILLERA	48.04
2945	10/9/2025	Claims	80	1040 RINGER, BOB	1,410.00
2946	10/9/2025	Claims	80	1041 SARAH LYNN SANDMAN	40.37
2947	10/9/2025	Claims	80	1042 SEAWESTERN	895.60
2948	10/9/2025	Claims	80	1043 WILLIAM SKOLD	44.00
2949	10/9/2025	Claims	80	1044 SNURE LAW OFFICE, PSC	90.00
2950	10/9/2025	Claims	80	1045 SNURE SEMINARS	200.00
2951	10/9/2025	Claims	80	1046 STREAMLINE	868.80
2952	10/9/2025	Claims	80	1047 SYSTEMS DESIGN WEST, LLC	5,749.73
2953	10/9/2025	Claims	80	1048 TACOMA DODGE CHRYSLER JEEP	1,488.90
2954	10/9/2025	Claims	80	1049 THE HOME DEPOT PRO	780.81
2955	10/9/2025	Claims	80	1050 THE UPS STORE 2112	223.19
2956	10/9/2025	Claims	80	1051 US BANK-BANKCARD DIVISION	17,506.66
2957	10/9/2025	Claims	80	1052 US LINEN & UNIFORM	228.06
2958	10/9/2025	Claims	80	1053 BRADFORD PATRICK WALLACE	239.00
2959	10/9/2025	Claims	80	1054 WASH FIRE COMMISSIONERS ASSOC	1,680.00
2960	10/9/2025	Claims	80	1055 WASHINGTON STATE PATROL	155.22
2961	10/9/2025	Claims	80	1056 WASTE MGT OF ELLENSBURG	1,190.74
2965	10/9/2025	Claims	80	1057 CHANCE BLALOCK	44.54
2966	10/9/2025	Claims	80	1058 JOSHUA PORTER DEHERRERA	56.00
2967	10/9/2025	Payroll	80	1059 KAELAN MICHAEL NELSON	17,242.13

2968	10/9/2025	Payroll	80	EFT	US BANK OF WASHINGTON - ELECT TRANSFE	5,931.16
3134	10/30/2025	Claims	80		1060 ABC FORMS	420.98
3135	10/30/2025	Claims	80		1061 ARNOLDS RANCH & HOME	22.46
3136	10/30/2025	Claims	80		1062 AT&T MOBILITY	2,080.01
3137	10/30/2025	Claims	80		1063 AUTO NATION, INC.	404.43
3138	10/30/2025	Claims	80		1064 BRAUN NORTHWEST, INC	485,190.87
3139	10/30/2025	Claims	80		1065 BRUCKNER'S TRUCK & EQUIPMENT	263.22
3140	10/30/2025	Claims	80		1066 CANON FINANCIAL SERVICES INC	576.59
3141	10/30/2025	Claims	80		1067 CITY OF ELLENSBURG	5,081.32
3142	10/30/2025	Claims	80		1068 CUMMINS SALES AND SERVICE	206.36
3143	10/30/2025	Claims	80		1069 DAY WIRELESS SYSTEMS	881.79
3144	10/30/2025	Claims	80		1070 EXIT 115 MINI MART	233.05
3145	10/30/2025	Claims	80		1071 GRAINGER	140.86
3146	10/30/2025	Claims	80		1072 HEINRICH AUTO PARTS	45.22
3147	10/30/2025	Claims	80		1073 IMS ALLIANCE	56.32
3148	10/30/2025	Claims	80		1074 JERROLS	185.07
3149	10/30/2025	Claims	80		1075 KITTITAS CO PUD #1	105.98
3150	10/30/2025	Claims	80		1076 LIFE ASSIST	4,453.96
3151	10/30/2025	Claims	80		1077 LIGHTCURVE	824.19
3152	10/30/2025	Claims	80		1078 PROSITE PEST CONTROL	532.14
3153	10/30/2025	Claims	80		1079 PUBLIC SAFETY TESTING, INC	1,776.00
3154	10/30/2025	Claims	80		1080 PUGET SOUND ENERGY	82.61
3155	10/30/2025	Claims	80		1081 SUMMIT LAW GROUP, PLLC	382.50
3156	10/30/2025	Claims	80		1082 SUPER 1 FOODS	54.97
3157	10/30/2025	Claims	80		1083 SYSTEMS DESIGN WEST, LLC	843.94
3158	10/30/2025	Claims	80		1084 TACOMA DODGE CHRYSLER JEEP	89.44
3159	10/30/2025	Claims	80		1085 TITAN TRUCK EQUIPMENT	1,553.67
3160	10/30/2025	Claims	80		1086 US LINEN & UNIFORM	114.80
3161	10/30/2025	Claims	80	EFT	WASH DEPT REVENUE LEASEHOLD	392.78
3162	10/30/2025	Claims	80		1087 SYSTEMS DESIGN WEST, LLC	5,937.70
3191	10/31/2025	Claims	80	EFT	EMPLOYMENT SECURITY DEPT - WA CARES FUI	0.06
3192	10/31/2025	Payroll	80	EFT	DEPT OF LABOR & INDUSTRIES (PAYROLL)	58,636.22
<b>Total</b>						<b>\$ 1,491,592.23</b>

010 GENERAL FUND 636-010	693,770.57
011 EMS FUND 636-011	287,962.86
041 EQUIPMENT FUND 636-041	509,858.80
	<u><b>\$ 1,491,592.23</b></u>

CLAIMS	677,850.20
PAYROLL	813,742.03
	<u><b>\$ 1,491,592.23</b></u>



# KITTITAS VALLEY FIRE & RESCUE

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400 East Mountain View • Ellensburg, WA 98926 • (509) 933-7231 • [mcbridesy@kvfr.org](mailto:mcbridesy@kvfr.org)

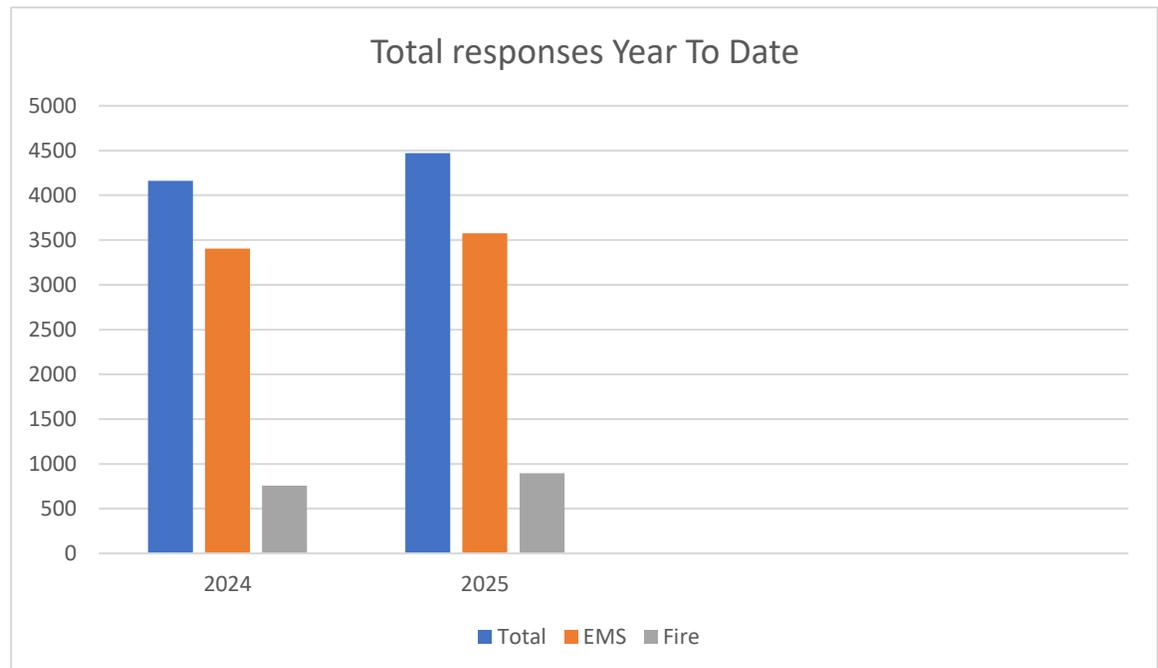
## District Secretary Report

- GEMT- The ambulance ad on payments (Medicare extenders) have been included and funded through January 30, 2026. They are retro back to October 1<sup>st</sup>.
- Open enrollment for health insurance is now through the end of the year through the WFCA. Insurance is available for volunteers through a self-pay option.
- January 9<sup>th</sup> or 16<sup>th</sup> for the 2026 KVFR Annual Banquet and Awards.

## Deputy Fire Chief's Report – November 2025

### Operations:

- October was an average month for responses with 467 responses.
  - 368 EMS
  - 38 out of county transfers, 16 of which were to the West Side.
  - 91 Fire responses.
- YTD totals 4471. This year's numbers show an 7.5% increase over last year's numbers year to date.



- Transfers – We had 38 out of county transfers this month. This is more than the last few months, still significantly less than last year's monthly average.
- We currently have one member on extended leave. We have welcomed 2 new EMTs to our family. Greyson Mack started on C shift October 1 and Mitchell Nass started on B shift on November 1. A paramedic will be starting on January 1 and will be going to A shift. That name will be announced when they have completed the pre-

employment testing. All three, plus Paramedic Ried Farnes will be attending the North Bend academy in January. All three of our new paramedics are currently working through their county matrix and are making great headway.

- The new Training Division is settling into their new positions nicely, we are excited for the upcoming training year. They have possibly found two houses that can be used for training burns and other training.
- Response Guidelines – Still working through some small issues with KITTCOM and the response guidelines and response zones. Also working out some pager/radio programming hiccups.
- New Medic Units – The two new medic units have arrived. Mike and team are working to get a few things buttoned up on them and getting them in service. They will be placed first out at both stations for a few weeks to work any bugs out of them before placing them last out.
- Stryker was here this past week. The one-time equipment upgrade has been completed on the monitors, stretchers, and powered stair chairs. All shifts have had training on all the equipment. The new equipment will be placed in service within the next week or so. We did not do the upgrade of the auto loaders yet. There were not enough improvements on them to justify a swap of them yet. We will wait until they either improve them dramatically, or closer to the end of the contract to extend the life of them.

20%

**FIRE**  
Percentage of Total Incidents

80%

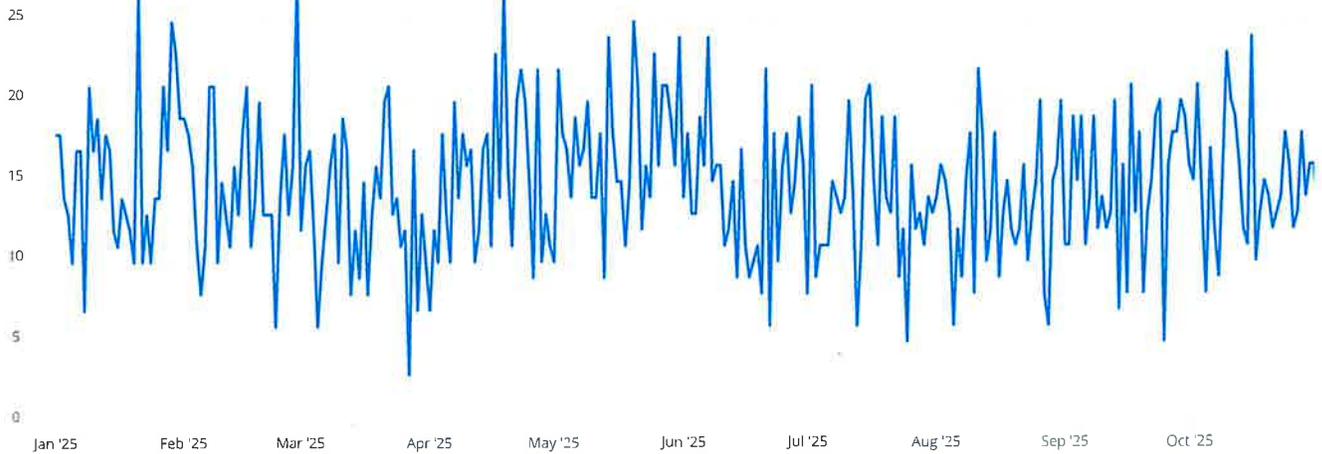
**EMS**  
Percentage of Total Incidents

4,471

**INCIDENTS**  
In Selected Time Slice

304

**DAYS**  
In Selected Time Slice



	Counts	% Rows	% Columns	% All										
	Jan '25	Feb '25	Mar '25	Apr '25	May '25	Jun '25	Jul '25	Aug '25	Sep '25	Oct '25	Nov '25	Dec '25	Jan '26	Total

(10) Fire, other			2	1	1				1	1				6
(11) Structure Fire	6	6	3	5	3	3	2	4	1	2				35
(12) Fire in mobile property used as a fixed structure		1		1										2
(13) Mobile property (vehicle) fire	3	1	3	5	1	4	6	4	4	2				33
(14) Natural vegetation fire	3	1	6	11	12	11	3	5	3	5				60
(15) Outside rubbish fire			1	1	1		3	1		1				8
(20) Overpressure rupture, explosion, overheat, other	1													1
(30) Rescue, emergency medical call (EMS), other	2	1		6	2	1	3	4	5	6				30
(31) Medical assist	1	8	3	4	9	2	4	6	3	2				42
(32) Emergency medical service (EMS) incident	395	319	309	363	422	345	324	311	340	366				3,494
(35) Extrication, rescue		3	1						2					6
(38) Rescue or EMS standby	1								1					2
(40) Flammable gas or liquid condition, other		3	2	2	1	6			6	3				23
(41) Combustible/f.. spills & leaks	2	2	8	2	3	2		3	4	4				30

	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Total
(42) Chemical release, reaction, or toxic condition	1	1		2				1	1	1				7
(44) Electrical wiring/equipm. problem	2		3	2	9	3	3	5	5	3				35
(48) Attempted burning, illegal action							1							1
(50) Service call, other	2	3	4	2	1		1	3	1	1				18
(51) Person in distress	2		1	1		1			1	1				7
(52) Water problem				1	1									2
(53) Smoke, odor problem	2	2			2	1	1	1						9
(55) Public service assistance	3	6		3	3	2	4	1	7	2				31
(56) Unauthorized burning	2		1	1		1	3	12	3	2				25
(57) Cover assignment, standby at fire station, move-up		1							1					2
(60) Good intent call, other	2	3	1	2	4	2		2	5	6				27
(61) Dispatched and canceled en route	21	27	15	12	27	18	26	23	13	19				201
(62) Wrong location, no emergency found		5	5	3	1	2	4	2	1	4				27
(63) Controlled burning	3	1	2	3	3	3	2	2		7				26
(65) Steam, other gas mistaken for smoke	2	3	4	1	4	3		2	3	3				25
(66) EMS call where party has been transported			1	1										2
(67) HazMat release investigation w/no HazMat		1			2			1	2					6
(70) False alarm and false call, other	17	10	13	14	14	11	11	12	13	12				127
(71) Malicious, mischievous false alarm			1	2		1	1	1						6
(73) System or detector malfunction	6	4	5	1	4	2	7	3	6	5				43
(74) Unintentional system/detect... operation (no fire)	6	9	8	4	3	6	5	8	10	9				68
(90) Special type of incident, other							1		1					2
(91) Citizen complaint					1				1					2
Total	485	421	402	456	534	430	415	417	444	467				4,471







# KITTITAS VALLEY FIRE & RESCUE

PO Box 218 • Ellensburg, WA 98926 • (509) 933-7235 • Fax (509) 933-7245 [goldsmithd@kvfr.org](mailto:goldsmithd@kvfr.org)

## Fire Chief Report

NOVEMBER 2025

**Staffing-** We are fully staffed and welcome the 3 new members. Continue talks of the daytime car 0800-2000 with the LMC group continue. I believe we are close to a MOU and the hope is to advertise for those temp positions but looking at the analytics with the increases fees and potential loss of GEMT funds to see if it will be cost effective.

### Department updates:

- Volunteer officer meetings will change to bi-monthly starting in 2026. Thank you to Commissioner Petit and Clerf for attending. Great conversation.
- Meetings with KVH are ongoing and lots of great conversation. We are being provided analytics on transfers and calls which is very helpful. I will be presenting to the KVH board this month and had to cancel in October due to being and commissioner conference
- Attended the Washington State Commissioner Conference. Thank you and it was an excellent conference.
- The internal questionnaire for all-department personnel is completed with only 28 responses. I received some really good feedback I will present to the board.
- I attended and spoke at an event regarding insurance loss. Rep. Dent, Rep. Ybarra, and Senator Warnick were there. Went very well and received a thank you card from one of the attendee's
- Would like feedback from commissioners on weekly update I provide and what you would like changed. I have not called last two weeks due to the number of times we had special meetings.

**Outside Stakeholders- Meetings** I met with WSDOT and DOE to discuss fuels mitigation along the highway corridors. I will be working on a fuel's mitigation plan. I met with DNR about a grant that would provide funding for a new fire retardant that is applied on the edge of the road.

**Agreements / Contracts-** Continued process for annexation of Suneast and Manastash for contracts for service. Due to work load these past couple of weeks, we have not got much done on this project. The Standards of Cover is starting in the next month or so. Strategic Plan, does the board want me to draft and the RFP or do they wish to work with our attorney on it?

**My Schedule**—Monday through Thursday 0700-1700 for the month. I will be trying to take a couple days off during the week of Thanksgiving. I am 3 weeks away from finishing this quarter. I have two more quarters to complete.



# KITTITAS VALLEY FIRE & RESCUE

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PO Box 218 • Ellensburg, WA 98926 • (509) 933-7235 • Fax (509) 933-7245 [goldsmithd@kvfr.org](mailto:goldsmithd@kvfr.org)

**Strategic Planning Process:** I would like to set a workshop meeting with the commissioners to start the process to include what we would want the RFP this month or first of December.

There is a lot going on internally and externally within KVFR. DC Moen and I will be meeting with each shift in the next month. I want to thank the board for the hard work on the 2026 budget. Thank you to every member as 2026 will be challenging, but we will get through any storm.

Respectfully,

D.J. Goldsmith  
Fire Chief

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**Ordinance / Resolution No.** 25-22  
**RCW 84.55.120**

**WHEREAS**, the Board of Fire Commissioners of Kittitas County Fire District 2 has met and considered  
(Governing body of the taxing district) (Name of the taxing district)

its budget for the calendar year 2026 ; and,

**WHEREAS**, the districts actual levy amount from the previous year was \$ 8,262,525.98 ; and,  
(Previous year's levy amount)

**WHEREAS**, the population of this district is  more than or  less than 10,000; and now, therefore,  
(Check one)

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 82,625.26 which is a percentage increase of 1 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 13 day of November , 2025 .

Attest to:

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the “Levy Certification” form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call (360)705-675. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

REV 64 0101e (w) (12/9/14)

# Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I \_\_\_\_\_ (Name),  
 \_\_\_\_\_ (Title), for \_\_\_\_\_ (District name),  
 do hereby certify to the \_\_\_\_\_ (Name of county) County legislative authority  
 that the \_\_\_\_\_ (Commissioners, Council, Board, etc.) of said district requests  
 that the following levy amounts be collected in \_\_\_\_\_ (Year of collection) as provided in the district's  
 budget, which was adopted following a public hearing held on \_\_\_\_\_ (Date of public hearing).

## Regular levies

Levy	General levy	Other levy*
<b>Total certified levy request amount</b> , which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

## Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
<b>Total certified levy request amount</b> , which includes the amounts below.					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.

**KITTITAS COUNTY FIRE DISTRICT #2  
Ellensburg, WA 98926**

**RESOLUTION 25-24**

**SUBJECT:** 2026 BUDGET ADOPTION

**WHEREAS,** the Board of Fire Commissioners of Kittitas County Fire District 2, at the October 9, 2025, regular meeting, set a public hearing date of November 13, 2025, to consider adoption of the 2026 budget, and

**WHEREAS,** the notice of public hearing was properly executed, and

**WHEREAS,** said proposed budget has been presented, public input has been heard, and the Board of Fire Commissioners has reviewed and discussed the proposed budget, and now

**THEREFORE,** **BE IT RESOLVED,** that the Board of Fire Commissioners, Kittitas County Fire District 2, by virtue of this resolution hereby approves the adoption of the proposed 2026 budget as shown in the attached detail.

Adopted this 13<sup>th</sup> day of November 2025, at a regularly scheduled meeting of the Board of Commissioners.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Commissioner

Attest to:

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

## 2026 Proposed Budget

Fund	Account	Account Description	Amount
10	308 91 01 010	Beginning Balance	5,379,910.43
10	311 10 00 000	Property Tax	8,750,000.00
10	322 90 00 000	Fire Permit Construction	6,000.00
10	333 10 66 000	Indirect Federal Grant - WA State (Radio	-
10	333 97 00 000	Indirect Federal Grants - Dept. Of Homeland Security	-
10	333 97 00 001	Indirect Federal Grant - DHS Firewise	-
10	334 01 30 000	State Grants - Washington State Patrol	6,000.00
10	334 02 30 000	State Grants - Department Of Natural Resources	-
10	334 02 30 001	State Grants - Firewise	-
10	334 03 10 000	State Grant From Department Of Ecology	-
10	334 04 20 000	State Grants - Economic Development	-
10	334 06 90 000	State Grants - Dept of Ecology	-
10	337 00 00 001	Leasehold Excise Tax	4,000.00
10	337 00 00 002	Timber Harvest Tax	-
10	337 07 00 000	Interlocal Impact Payment	-
10	337 07 01 000	In-Lieu Taxes	-
10	337 13 18 001	Public Facilities Interlocal Grant	-
10	341 43 00 010	Upper Co. Management Services	-
10	341 81 00 000	Copies - GEN	-
10	342 21 00 000	Fire Protection Contracts - Privately Owned	50,000.00
10	342 21 01 000	Fire Protection Contracts - State Owned	885,000.00
10	342 21 01 001	Fire Protection Contracts - Local Government	50,000.00
10	342 21 02 000	Fire Protection - School Districts	4,100.00
10	342 21 03 000	Fire Marshal Services - City Of Ellensburg	135,000.00
10	342 21 04 000	Development - SEPA Process (County)	-
10	342 21 05 000	Development - SEPA Process (City of Elle	-
10	342 21 06 000	Fire Marshal Training Services	-
10	342 21 06 001	Fire Marshal - County Assistance Contract	-
10	342 21 07 000	Other Wind Facilities	-
10	342 21 08 000	CPR Classes	-
10	342 21 09 000	Fire Chief Services	-
10	342 21 10 000	Mobilizations - Current Year Personnel	81,000.00

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
10	342 21 10 001	Mobilizations - Current Year Equipment	20,000.00
10	342 21 10 002	Mobilizations - Prior Year Personnel	3,000.00
10	342 21 10 003	Mobilizations - Prior Year Equipment	2,000.00
10	342 21 20 000	Firewise Fuel Reduction Project	-
10	342 21 30 000	Out-of-District Fire Billings	-
10	342 40 00 000	Plan Checking for Construction	2,000.00
10	342 80 00 000	Dispatch Services	-
10	344 30 00 000	Mechanic Repair Fees	-
10	344 40 00 000	Sales Of Parts	-
10	361 11 00 010	Earned Interest	100,000.00
10	361 40 00 010	Other Interest Earned	-
10	362 50 00 000	Space & Facilities Lease (long term)	14,000.00
10	362 90 00 000	Other Rents & Use Charges	-
10	367 11 00 010	Donations - General	100.00
10	367 11 01 010	Donations - Prevention	-
10	367 11 02 010	Donations - Training	-
10	367 11 03 010	Donations - Volunteers	-
10	369 10 00 000	Sale of Surplus	200.00
10	369 40 00 000	Judgements & Settlements	-
10	369 91 00 010	Other Revenue	500.00
10	369 91 01 000	Application Fee	-
10	369 91 02 000	Insurance Premium Recovery	-
10	369 91 03 000	NSF Check Fees	-
10	369 91 04 000	Dividend/Rebate Payments	-
10	369 91 05 000	Credit Card Rebates	-
10	398 10 00 000	Insurance Premium Recovery	-
10	382 90 00 000	Leasehold Excise Tax Collected	1,800.00
10	389 00 00 000	Other Non-Revenue	-
10	391 10 02 000	Styker Accrual	-
10	395 10 00 000	Proceeds from Sale of Capital Assets	-
10	395 20 00 000	Compensation for Loss of Capital Asset	-
10	397 00 10 011	Transfer In From Fund 011 EMS	-
10	397 00 10 020	Transfer In From Fund 020 Construction	-

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
10	397 00 10 040	Transfer in from Fund 040 Reserves	-
10	397 00 10 041	Transfer In From Fund 041 Equipment	-
10	397 00 10 042	Transfer In From Fund 042 Long Term Planning	-
10	522 10 11 000	Administrative Staff Salaries	1,055,359.91
10	522 10 12 000	Overtime	61,000.00
10	522 10 13 000	Deferred Comp	25,000.00
10	522 10 21 000	Medical Active	167,500.00
10	522 10 22 000	L&I Insurance	20,000.00
10	522 10 23 000	Retirement	65,000.00
10	522 10 25 000	Social Security & Medicare	35,000.00
10	522 10 26 000	Medical - Retired LEOFF I	40,000.00
10	522 10 27 000	Long Term Care - LEOFF I	7,500.00
10	522 10 29 000	Unemployment Benefits	500.00
10	522 10 31 000	Op. Supplies Office	7,000.00
10	522 10 31 001	Op. Supplies - HR	1,000.00
10	522 10 33 000	Meeting Meals	2,000.00
10	522 10 33 001	Annual Banquet	10,000.00
10	522 10 35 000	Office Machines / Software	95,445.00
10	522 10 41 000	Professional Services - Other Administrative	80,000.00
10	522 10 41 001	Architectural/Engineering	-
10	522 10 41 002	City IT Contract Services	75,000.00
10	522 10 41 003	Copy Machine Contracts	2,600.00
10	522 10 41 004	Environmental Consulting	-
10	522 10 41 005	Internet Services	3,500.00
10	522 10 41 006	Legal Services - General	30,000.00
10	522 10 41 007	Project Manager Services	-
10	522 10 41 008	Website Maintenance	10,500.00
10	522 10 41 009	Government Professional Services	300.00
10	522 10 41 010	Unclaimed Property Custodial	50.00
10	522 10 41 011	County Auditor - Electronic Payments	-
10	522 10 41 012	State Auditor Fees	15,000.00
10	522 10 41 013	Advertising	4,500.00
10	522 10 41 014	County Auditor - Election Fees	

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
10	522 10 41 200	Professional Services - Other HR	16,000.00
10	522 10 41 201	Employee Assistance Program	2,000.00
10	522 10 41 202	Exposure Expenses	300.00
10	522 10 41 203	Hiring Process	12,000.00
10	522 10 41 204	Immunizations For Employees	3,000.00
10	522 10 41 205	Legal Services - HR	50,000.00
10	522 10 42 000	Communications - Administration	-
10	522 10 42 001	Air Cards	600.00
10	522 10 42 002	Cell Phones	6,500.00
10	522 10 42 003	Office Phones	12,000.00
10	522 10 42 004	Postage/Shipping	1,250.00
10	522 10 43 000	Travel, Lodging, Meals	10,000.00
10	522 10 44 000	LET Taxes	-
10	522 10 44 001	External Taxes & Operating Assessments	800.00
10	522 10 45 000	Rentals	-
10	522 10 46 000	Insurance	160,000.00
10	522 10 49 000	Dues & Subscriptions	8,000.00
10	522 10 49 001	Conferences / Training	10,000.00
10	522 10 49 002	Bank Service Fees	-
10	522 10 49 003	Other Expenses	-
10	522 11 11 000	Commissioners Stipends	23,000.00
10	522 11 21 000	Medical Insurance	200.00
10	522 11 22 000	L&I Insurance	200.00
10	522 11 25 000	Social Security & Medicare	2,500.00
10	522 11 43 000	Travel, Lodging, Meals	3,500.00
10	522 11 49 001	Conferences / Training	2,500.00
10	522 11 49 002	Other Expenses	-
10	522 20 11 000	Officers / Firefighters Wages	3,200,000.00
10	522 20 12 000	Overtime	403,000.00
10	522 20 13 000	Deferred Comp	93,600.00
10	522 20 21 000	Medical - Active Employees	727,500.00
10	522 20 22 000	L&I Insurance	230,000.00
10	522 20 23 000	Retirement	185,000.00

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
10	522 20 25 000	Social Security & Medicare	52,500.00
10	522 20 26 000	Quarter Master Purchases	50,500.00
10	522 20 26 001	Quarter Master Repairs	500.00
10	522 20 26 002	Wildland PPE	20,000.00
10	522 20 29 000	Unemployment Benefits	500.00
10	522 20 31 003	Op. Supplies - All Stations	28,000.00
10	522 20 31 004	Radio Supplies And Parts	3,000.00
10	522 20 31 005	Wildland Equipment (non-Capital)	20,000.00
10	522 20 32 000	Fuel Consumed	60,000.00
10	522 20 33 000	Rehab Food & Beverages	5,000.00
10	522 20 35 000	Small Tools & Equipment	16,000.00
10	522 20 41 000	Professional Services - Other Suppression	5,000.00
10	522 20 41 001	Air Sample/SCBA Testing	6,000.00
10	522 20 41 002	Fire Extinguisher Services	3,500.00
10	522 20 41 003	Heavy Equipment On Fires	4,000.00
10	522 20 42 000	Communications - Suppression	-
10	522 20 42 001	Cell Phones	6,200.00
10	522 20 42 002	Dispatch Services	82,000.00
10	522 20 42 003	Postage/Shipping	1,000.00
10	522 20 43 000	Travel, Lodging, Meals	5,000.00
10	522 20 48 000	Repair & Maint. - Supplies	100,000.00
10	522 20 48 001	Repair & Maint. - Services	45,000.00
10	522 20 48 002	Radio Repair & Maint. - Supplies	-
10	522 20 48 003	Radio Repair & Maint. - Services	3,000.00
10	522 20 49 001	Conferences / Training	4,000.00
10	522 20 49 002	Other Expenses	-
10	522 21 11 000	Mechanic Wages	115,000.00
10	522 21 12 000	Overtime	6,000.00
10	522 21 13 000	Deferred Comp	3,600.00
10	522 21 21 000	Medical Insurance	39,000.00
10	522 21 22 000	L&I Insurance	4,500.00
10	522 21 23 000	Retirement	11,000.00
10	522 21 25 000	Social Security & Medicare	9,000.00

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
10	522 21 43 000	Travel, Lodging, Meals	1,000.00
10	522 21 49 001	Conferences / Training	1,500.00
10	522 22 21 000	Medical Insurance	-
10	522 22 11 000	Resident FF Stipends	25,000.00
10	522 22 15 000	Resident FF Extra Staffing	-
10	522 22 15 001	Resident FF Firewise Program	-
10	522 22 21 000	Medical Insurance	50.00
10	522 22 22 000	L&I Insurance	-
10	522 22 25 000	Social Security & Medicare	2,000.00
10	522 23 11 000	Reserve FF Wages	30,000.00
10	522 23 15 000	Reserve FF Extra Staffing	-
10	522 23 21 000	Medical Insurance	-
10	522 23 22 000	L&I Insurance	500.00
10	522 23 25 000	Social Security & Medicare	2,500.00
10	522 24 11 000	Volunteer FF Stipends	60,000.00
10	522 24 21 000	Medical Insurance	-
10	522 24 22 000	L& Insurance	10.00
10	522 24 25 000	Social Security & Medicare	4,000.00
10	522 24 28 000	Disability Insurance Vol Firefighters	9,000.00
10	522 30 11 000	Prevention Wages	355,000.00
10	522 30 12 000	Overtime	87,000.00
10	522 30 13 000	Deferred Comp	7,200.00
10	522 30 21 000	Medical - Active Employees	75,000.00
10	522 30 22 000	L&I Insurance	15,500.00
10	522 30 23 000	Retirement	22,000.00
10	522 30 25 000	Social Security & Medicare	6,500.00
10	522 30 31 000	Op. Supplies - Prevention	5,000.00
10	522 30 31 001	Op. Supplies - Ready Set Go & Fire	500.00
10	522 30 31 002	Op. Supplies - Pub Ed	2,500.00
10	522 30 41 000	Professional Services - Prevention	-
10	522 30 41 001	Investigations Services	1,500.00
10	522 30 41 002	Plans Review	2,500.00
10	522 30 42 000	Communications - Prevention	-

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
10	522 30 42 001	Cell Phones	1,800.00
10	522 30 42 002	Postage/Shipping	300.00
10	522 30 43 000	Travel, Lodging, Meals	4,500.00
10	522 30 49 000	Dues & Subscriptions	3,500.00
10	522 30 49 001	Conferences / Training	3,500.00
10	522 30 49 002	Other Expenses	-
10	522 45 11 000	Training Division Wages	290,000.00
10	522 45 12 000	Overtime	27,000.00
10	522 45 13 000	Deferred Comp	7,200.00
10	522 45 21 000	Medical - Active Employees	75,000.00
10	522 45 22 000	L&I Insurance	12,000.00
10	522 45 23 000	Retirement	15,000.00
10	522 45 25 000	Social Security & Medicare	4,500.00
10	522 45 31 000	Op. Supplies / Training Aids	20,000.00
10	522 45 33 000	Meeting Meals	3,500.00
10	522 45 41 000	Professional Services - Training	-
10	522 45 41 001	Fire Academy Tuition	55,000.00
10	522 45 41 002	Outside Instructors	5,000.00
10	522 45 41 003	Training Burns Expenses	3,000.00
10	522 45 42 000	Communications - Training	-
10	522 45 42 001	Cell Phones	4,200.00
10	522 45 42 002	Postage/Shipping	100.00
10	522 45 43 000	Travel, Lodging, Meals	2,000.00
10	522 45 49 001	Conferences / Training	4,000.00
10	522 45 49 002	Other Expenses	-
10	522 50 31 003	Op. Supplies - All Stations	18,000.00
10	522 50 47 000	Utilities - Station 21	35,000.00
10	522 50 47 001	Utilities - Station 29	50,000.00
10	522 50 47 002	Utilities - All Other Stations	25,000.00
10	522 50 47 003	Solid Waste Disposal	16,000.00
10	522 50 48 000	Repair & Maint. - Supplies - St. 21	5,000.00
10	522 50 48 001	Repair & Maint. - Supplies - St. 29	9,000.00
10	522 50 48 002	Repair & Maint. - Supplies - All Others	5,000.00

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
10	522 50 48 003	Repair & Maint. - Services - St. 21	7,000.00
10	522 50 48 004	Repair & Maint. - Services - St. 29	45,000.00
10	522 50 48 005	Repair & Maint. - Services - All Others	4,000.00
10	522 50 49 000	Other Expenses	-
10	582 90 00 000	Leasehold Excise Tax Remitted	1,800.00
10	589 00 00 010	Revolving Fund Reimbursement - GEN	-
10	589 90 00 010	L&I Balancing Feom EMS To GEN	-
10	591 22 70 000	Copy Machine Contracts	5,020.00
10	591 22 70 000	Portable Gas Monitors Lease	3,000.00
10	591 22 71 000	Government Obligation Bonds	-
10	591 22 71 001	Stryker Payment	-
10	592 22 83 000	Interest on Long-Term External Debt	-
10	594 10 62 000	Bond Related Expenses	-
10	594 22 70 000	Stryker Payment	159,000.00
10	597 22 10 011	Transfer Out to Fund 011 EMS	1,000,000.00
10	597 22 10 020	Transfer Out to Fund 020 Construction	-
10	597 22 10 031	Transfer Out To Fund 231 Debt Service Fund Station 21 Bond	300,000.00
10	597 22 10 040	Transfer Out to Fund 040 Reserves	-
10	597 22 10 041	Transfer Out to Fund 041 Equipment Repla	-
10	597 22 10 042	Transfer Out To Fund 042 Long Term Planning	-
10	597 22 10 060	Transfer Out to Fund 060 Long Term Care	2,000.00
10	508 91 00 010	Ending Balance - General Fund	-

<b>010 GENERAL FUND</b>	<b>Beginning Balance</b>	5,379,910.43
	<b>Revenues</b>	10,114,700.00
	<b>Expenditures</b>	9,330,684.91
	<b>Transfers In</b>	-
	<b>Transfers Out</b>	1,302,000.00
	<b>Ending Balance</b>	4,861,925.52

11	308 91 01 011	Beginning Balance	1,314,910.45
11	332 92 10 000	COVID-19 Non-Grant Assistance	-
11	332 93 40 000	Ground Emergency Medical Transport (GEMT)	312,000.00

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
11	334 04 90 000	State Grants - Department of Health	-
11	341 43 30 001	Budgeting & Accounting Services	-
11	341 81 00 011	Copies - EMS	-
11	342 60 01 000	Ambulance Transport - KVFR	500.00
11	342 60 01 001	Ambulance Transport - Systems Design	1,445,000.00
11	342 60 03 000	Ambulance Standby	15,000.00
11	342 60 04 000	KVFR Ambulance Bad Debt Recovery	100.00
11	342 60 05 000	EMS Non-Transport Fees	-
11	361 11 00 011	Earned Interest	30,000.00
11	361 40 00 011	Other Interest Earned	-
11	367 11 00 011	Donations - EMS	-
11	369 91 00 011	Other Revenue	50.00
11	369 91 01 011	NSF Check Charges	-
11	388 10 00 000	Prior Period Adjustment	-
11	397 00 11 010	Transfer In From Fund 010 General	1,000,000.00
11	397 00 11 040	Transfer In From Fund 040 Reserves	-
11	397 00 11 041	Transfer In From Fund 041 Equipment	-
11	397 00 11 042	Transfer In From Fund 042 Long Term Planning	-
11	522 71 41 004	GEMT State Match	-
11	522 71 11 000	EMS Billing Wages	82,000.00
11	522 71 12 000	Overtime	2,500.00
11	522 71 13 000	Deferred Comp	3,600.00
11	522 71 21 000	Medical - Active Employees	30,000.00
11	522 71 22 000	L&I Insurance	500.00
11	522 71 23 000	Retirement	8,000.00
11	522 71 25 000	Social Security & Medicare	6,300.00
11	522 71 31 000	Op. Supplies - Office	-
11	522 71 35 000	Office Machines/Software	-
11	522 71 35 001	Office Machines - Other	-
11	522 71 35 002	Software - Trittech	-
11	522 71 41 000	Professional Services - EMS	40,000.00
11	522 71 41 001	Collections Services	100.00
11	522 71 41 002	Electronic Claims Services	77,000.00

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
11	522 71 41 003	Medical Director Services	18,000.00
11	522 71 42 000	Communications - EMS Administration	-
11	522 71 42 001	Postage/Shipping	-
11	522 71 43 000	Travel, Lodging, Meals	1,000.00
11	522 71 44 000	Ambulance B&O Tax (WA State)	-
11	522 71 49 001	Conferences / Training	1,000.00
11	522 71 49 002	Other Expenses	-
11	522 71 49 003	NSF Fees	50.00
11	522 72 11 000	Officers/Firefighter Wages	1,600,000.00
11	522 72 12 000	Overtime	325,000.00
11	522 72 13 000	Deferred Comp	43,200.00
11	522 72 21 000	Medical - Active Employees	335,000.00
11	522 72 22 000	L&I Insurance	112,000.00
11	522 72 23 000	Retirement	97,500.00
11	522 72 25 000	Social Security & Medicare	27,500.00
11	522 72 31 000	Patient Supplies	85,000.00
11	522 72 31 001	Patient Medications	15,000.00
11	522 72 31 002	EMS Op. Supplies	10,000.00
11	522 72 32 000	Ambulance Fuel & Toll Fees	60,000.00
11	522 72 41 001	Move Up Coverage From Other Districts	-
11	522 72 41 002	EMS Provider Fees	18,000.00
11	522 72 42 000	Communications - EMS Transport	-
11	522 72 42 001	Cell Phones	7,000.00
11	522 72 42 002	Dispatch Services (80%)	328,000.00
11	522 72 42 003	Postage/Shipping	300.00
11	522 72 43 000	Travel, Lodging, Meals	3,000.00
11	522 72 43 001	Ambulance Transport Meals	6,500.00
11	522 72 48 000	Repair & Maint. - Supplies	30,000.00
11	522 72 48 001	Repair & Maint. - Services	10,000.00
11	522 72 49 001	Conferences / Training	26,000.00
11	522 72 49 003	Transport Refunds	15,000.00
11	522 72 49 005	Other Expenses	-
11	522 73 11 000	Community Paramedicine Wages	-

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
11	522 73 12 000	Overtime	-
11	522 73 13 000	Deferred Comp	-
11	522 73 21 000	Medical - Active Employees	-
11	522 73 22 000	L&I Insurance	-
11	522 73 23 000	Retirement	-
11	522 73 25 000	Social Security & Medicare	-
11	522 73 31 000	Comm PM Op. Supplies	-
11	522 73 32 000	Fuel	-
11	522 73 41 000	Professional Services	-
11	522 73 42 000	Communications - Community Paramed.	-
11	522 73 42 001	Cell Phones	-
11	522 73 42 002	Postage/Shipping	-
11	522 73 43 000	Travel, Lodging, Meals	-
11	522 73 48 000	Repair & Maint. - Supplies	-
11	522 73 48 001	Repair & Maint. - Services	-
11	522 73 49 001	Conferences / Training	-
11	588 10 00 001	Prior Period Adjustment	-
11	589 00 00 011	Revolving Fund Reimbursement - EMS	-
11	589 90 00 011	L&I Balancing EMS To GEN	-
11	594 22 70 001	Zoll Ventilator Payment	12,800.00
11	597 22 11 010	Transfer Out to Fund 010 General	-
11	597 22 11 040	Transfer Out to Fund 040 Reserve	-
11	597 22 11 041	Transfer Out To Fund 041 Equipment Repla	-
11	597 22 11 042	Transfer Out To Fund 042 Long Term Planning	-
11	508 91 00 011	Ending Balance - EMS Fund	-

<b>011 EMS FUND</b>	<b>Beginning Balance</b>	1,314,910.45
	<b>Revenues</b>	1,802,650.00
	<b>Expenditures</b>	3,436,850.00
	<b>Transfers In</b>	1,000,000.00
	<b>Transfers Out</b>	-
	<b>Ending Balance</b>	680,710.45

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
20	308 91 01 020	Beginning Balance	202,609.09
20	337 13 18 002	Public Facilities Interlocal Grant	-
20	361 11 00 020	Earned Interest	6,500.00
20	369 91 00 020	Other Revenue	-
20	391 10 00 020	General Obligation Bond Proceeds (Voted)	-
20	391 10 01 020	General Obligation Bond Proceeds (Non-Vo	-
20	397 00 20 010	Transfer In From Fund 010 General	-
20	397 00 20 022	Transfer In From Fund 322 Station 21 Construction Fund	-
20	397 00 20 042	Transfer In From Fund 042 Long Term Planning	-
20	589 00 00 020	Revolving Fund Reimbursement - CON	-
20	594 22 61 000	Land	-
20	594 22 62 000	Buildings & Structures	-
20	594 22 63 000	Other Improvements	-
20	594 22 64 000	Furnishings	15,000.00
20	597 22 20 010	Transfer Out To Fund 010 General	-
20	597 22 20 042	Transfer Out To Fund 042 Long Term Planning	-
20	597 22 20 060	Transfer Out To Fund 060 Long Term Care	-
20	508 91 00 020	Ending Balance - Construction Fund	-

<b>020 CONST FUND</b>	<b>Beginning Balance</b>	202,609.09
	<b>Revenues</b>	6,500.00
	<b>Expenditures</b>	15,000.00
	<b>Transfers In</b>	-
	<b>Transfers Out</b>	-
	<b>Ending Balance</b>	194,109.09

40	308 91 01 040	Beginning Balance	1,190,401.58
40	361 11 00 040	Earned Interest	20,000.00
40	397 00 40 010	Transfer In From Fund 010 General	-
40	397 00 40 011	Transfer In From Fund 011 EMS	-
40	397 00 40 042	Transfer In From Fund 042 Long Term Planning	-
40	597 22 40 010	Transfer Out To Fund 010 General	-
40	597 22 40 011	Transfer Out to 011 EMS	-

Fund	Account	Account Description	Amount
40	597 22 40 042	Transfer Out To Fund 042 Long Term Planning	-
40	508 91 00 040	Ending Balance - Reserve Fund	-

<b>040 RESERVE FUND</b>	<b>Beginning Balance</b>	1,190,401.58
	<b>Revenues</b>	20,000.00
	<b>Expenditures</b>	-
	<b>Transfers In</b>	-
	<b>Transfers Out</b>	-
	<b>Ending Balance</b>	1,210,401.58

41	308 91 01 041	Beginning Balance	721,848.72
41	331 97 00 000	Federal Direct Grant From The Department Of Homeland Security	-
41	333 10 66 410	Indirect Federal Grant - DNR Brush Trucks	-
41	334 06 90 001	State Direct/Indirect Grant From Other State Agencies	-
41	342 20 00 004	Contracts (wind farm)	-
41	361 11 00 041	Earned Interest	15,000.00
41	367 11 00 041	Donations - Equipment	-
41	369 91 00 041	Other Revenue	-
41	397 00 41 010	Transfer In From Fund 010 General	-
41	397 00 41 011	Transfer In From Fund 011 EMS	-
41	397 00 41 042	Transfer In From Fund 042 Long Term Planning	-
41	589 00 00 041	Revolving Fund Reimbursement - EQU	-
41	594 22 64 001	Apparatus	8,000.00
41	594 22 64 002	Bunker Gear	55,000.00
41	594 22 64 003	Communication Equipment	7,500.00
41	594 22 64 004	Suppression Equipment	-
41	594 22 64 005	Hose	-
41	594 22 64 006	Office Equipment	-
41	594 22 64 007	SCBA	-
41	594 22 64 008	Ambulance Apparatus	-
41	594 22 64 009	EMS Equipment	-
41	594 22 64 010	Exercise Equipment	-
41	594 22 64 011	Prevention Equipment	-

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
41	594 22 64 012	Training Equipment	-
41	594 22 64 013	Computer Equipment	25,000.00
41	594 22 64 014	Ladders	-
41	594 22 64 015	Facilities Equipment And Furnishings	25,000.00
41	594 22 64 016	Tech Team Equipment	-
41	594 22 64 017	Wildland Equipment	-
41	594 22 64 018	Wildland PPE	45,650.44
41	594 22 64 019	Shop Equipment	18,950.00
41	597 22 41 010	Transfer Out To Fund 010 General	-
41	597 22 41 011	Transfer Out to Fund 011 EMS	-
41	597 22 41 042	Transfer Out To Fund 042 Long Term Planning	-
41	508 91 00 041	Ending Balance - Equipment Fund	-

<b>041 EQUIP FUND</b>	<b>Beginning Balance</b>	721,848.72
	<b>Revenues</b>	15,000.00
	<b>Expenditures</b>	185,100.44
	<b>Transfers In</b>	-
	<b>Transfers Out</b>	-
	<b>Ending Balance</b>	551,748.28

42	308 91 01 042	Beginning Balance	1,177,305.74
42	361 11 00 042	Earned Interest	20,000.00
42	397 00 42 010	Transfer In From Fund 010 General	-
42	397 00 42 011	Transfer In From Fund 011 EMS	-
42	397 00 42 020	Transfer In From Fund 020 Construction	-
42	397 00 42 040	Transfer In From Fund 040 Reserve	-
42	397 00 42 041	Transfer In From Fund 041 Equipment	-
42	597 22 42 010	Transfer Out To Fund 010 General	-
42	597 22 42 011	Transfer Out To Fund 011 EMS	-
42	597 22 42 020	Transfer Out To Fund 020 Construction	-
42	597 22 42 040	Transfer Out To Fund 040 Reserve	-
42	597 22 42 041	Transfer Out To Fund 041 Equipment	-

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
42	597 22 42 060	Transfer Out To Fund 060 Long Term Care	-
42	508 80 03 101	New Engine Station 21 Planning	-
42	508 80 03 102	New Engine Station 29 Planning	-
42	508 80 03 103	B210 Planning	-
42	508 80 03 104	B211 Planning	-
42	508 80 03 105	B215 Planning	-
42	508 80 03 202	Bunker Gear Planning	-
42	508 80 03 203	Communications Equipment Planning	-
42	508 80 03 204	Suppression Equipment Planning	-
42	508 80 03 205	Hose Purchases Planning	-
42	508 80 03 206	Office Equipment Planning	-
42	508 80 03 207	SCBA Planning	-
42	508 80 03 208	Ambulance Apparatus Planning	-
42	508 80 03 209	EMS Equipment Planning	-
42	508 80 03 210	Exercise Equipment Planning	-
42	508 80 03 211	Prevention Equipment Planning	-
42	508 80 03 212	Training Equipment Planning	-
42	508 80 03 213	Computer Equipment Planning	-
42	508 80 03 214	Ladders Planning	-
42	508 80 03 215	Facilities Furnishings Planning	-
42	508 80 03 216	Tech Team Equipment Planning	-
42	508 80 03 217	Wildland Equipment Planning	-
42	508 80 03 218	Wildland PPE Planning	-
42	508 80 03 219	Shop Equipment Planning	-
42	508 80 03 301	Station 21 Upgrades Planning	-
42	508 80 03 302	Station 22 Upgrades Planning	-
42	508 80 03 303	Station 23 Upgrades Planning	-
42	508 80 03 304	Station 24 Upgrades Planning	-
42	508 80 03 305	Station 25 Upgrades Planning	-
42	508 80 03 306	Station 26 Upgrades Planning	-
42	508 80 03 307	Station 27 Upgrades Planning	-
42	508 80 03 308	Station 28 Upgrades Planning	-
42	508 80 03 309	Station 29 Upgrade Planning	-

<b>Fund</b>	<b>Account</b>	<b>Account Description</b>	<b>Amount</b>
<b>042 LONG TERM PLANNING FUND</b>			
		<b>Beginning Balance</b>	1,177,305.74
		<b>Revenues</b>	20,000.00
		<b>Expenditures</b>	-
		<b>Transfers In</b>	-
		<b>Transfers Out</b>	-
		<b>Ending Balance</b>	1,197,305.74
60	308 91 01 060	Beginning Balance	123,009.07
60	361 11 00 060	Earned Interest	2,000.00
60	397 00 60 010	Transfer In From Fund 010 General	2,000.00
60	397 00 60 020	Transfer In From Fund 020 Construction	-
60	397 00 60 042	Transfer In From Fund 042 Long Term Planning	-
60	508 91 00 060	Ending Balance - Long Term Care Fund	-
<b>060 LONG TERM CARE FUND</b>			
		<b>Beginning Balance</b>	123,009.07
		<b>Revenues</b>	2,000.00
		<b>Expenditures</b>	-
		<b>Transfers In</b>	2,000.00
		<b>Transfers Out</b>	-
		<b>Ending Balance</b>	127,009.07
230	308 31 01 030	Beginning Balance	257,572.27
230	311 10 00 030	Real & Personal Property Taxes	485,000.00
230	361 11 00 030	Earned Interest	4,000.00
230	391 10 00 000	General Obligation Bond Proceeds	-
230	592 22 80 000	Bond Management Fees	350.00
230	591 22 71 030	Bond Payments - Principal	315,000.00
230	592 22 89 030	Bond Payments - Interest	134,550.00
230	508 31 00 030	Ending Balance - Debt Mgt Fund	-
<b>Beginning Balance</b>			
		<b>Revenues</b>	489,000.00

Fund	Account	Account Description	Amount
<b>230 DEBT MGT. FUND</b>		<b>Expenditures</b>	449,900.00
		<b>Transfers In</b>	-
		<b>Transfers Out</b>	-
		<b>Ending Balance</b>	296,672.27
231	308 31 01 031	Beginning Balance	18,077.01
231	361 11 00 031	Earned Interest	2,500.00
231	397 00 31 010	Transfer In From Fund 010 General	300,000.00
231	591 22 71 031	Bond Payments - Principal	250,000.00
231	592 22 80 031	Bond Management Fees	400.00
231	592 22 89 031	Bond Payments - Interest	46,160.00
<b>231 ST 21 DEBT MGT. FUND</b>		<b>Beginning Balance</b>	18,077.01
		<b>Revenues</b>	2,500.00
		<b>Expenditures</b>	296,560.00
		<b>Transfers In</b>	300,000.00
		<b>Transfers Out</b>	-
		<b>Ending Balance</b>	24,017.01
<b>ALL FUNDS COMBINED</b>		<b>Beginning Balance</b>	10,385,644.36
		<b>Revenues</b>	12,472,350.00
		<b>Expenditures</b>	13,714,095.35
		<b>Transfers In</b>	1,302,000.00
		<b>Transfers Out</b>	1,302,000.00
		<b>Ending Balance</b>	9,143,899.01
			9,143,899.01
			(1,241,745.35)

**KITTITAS VALLEY FIRE & RESCUE**  
**Policies and Procedures**

<b>General Administration</b>	<b>Section 200</b>
<b>Cash Handling Policy</b>	<b>200.07</b>

**Purpose/Intent**

The purpose of this policy is to identify the means by which the District accounts for fees, contributions, and other forms of revenue that are received by KVFR. This policy ensures personal and organizational accountability, defines segregation of duties, and demonstrates fiscal responsibility when managing public funds entrusted to the District's care.

**Responsibilities**

District personnel responsible for revenue receipting are to be familiar with and adhere to this policy. The Fire Chief and Financial Services Manager (FSM) are to ensure that this policy and these rules are adhered to.

**Scope**

This policy describes the responsibilities for receiving payments, making deposits, and reconciling District records to the District Bank statements and Kittitas County Treasurer's reports.

**Assignment of Duties**

Due to limited staffing, it is difficult to maintain a complete segregation of duties when handling cash. To address that issue, this policy implements internal controls recommended by the budgeting, accounting, and reporting (BARS) manual published by the State Auditor's office. In the event of employee absences, the following table shows which employees should complete the duties for the absent staff. When no substitutes are available, the cash and checks will be secured in a locked drawer until enough staff is available to complete a deposit (see the "Deposits" section below).

<b>Primarily Responsible</b>	<b>Substitute</b>	<b>2<sup>nd</sup> Substitute</b>
Admin Assistant - EMS	Admin Assistant - Training	Administrative Services Manager – (ASM)

**Receipt of Cash and Checks**

The District receives payments through the mail as well as in person at the counter in the lobby of the office. To ensure that the proper checks and balances are in place, the following steps must be followed for each type of deposit.

***Payments at the counter:***

1. The payment should immediately be receipted in the accounting software system. A copy of the receipt should be given to the payee.
2. All checks should be immediately endorsed with the bank stamp.
3. The original receipt should be attached to the payment and put in a locked drawer until the next deposit batch is processed.

***Payments via the postal service:***

1. The Administrative Services Manager and the Financial Services Manager will sort and open the mail.
2. All checks will immediately be endorsed with the bank stamp.

3. All payments from the locked drawer will be combined with the current batch of mail and all checks will be copied.
4. A 10-key tape will be created showing total of all checks and cash received and kept with the ASM.
5. The Administrative Assistant - EMS will record the payments related to pre-2017 ambulance transport services into the ambulance billing software and generate a summary report showing the total ambulance transport revenues. They will also notify billing company of all post 2017 ambulance transport service payments received.
6. The Administrative Assistant - EMS will record all payments received into the accounting software, print receipts, and print report showing all payments being deposited.
7. The Administrative Assistant - EMS will give the summary report of deposits and all payments back to the ASM who will compare accounting software report to the original 10-key tape created and confirm that they match. The ASM will then create the bank deposit slip and give back to the Administrative Assistant- EMS to deposit at the bank.
8. When the Administrative Assistant - EMS returns, the deposit slip from the bank will be given to the ASM to compare to the accounting software report and 10-key tape to verify they all balance.

**Deposits**

The Kittitas County Treasurer’s office acts as the District’s “bank”. Pursuant to RCW 43.09.240, all deposits will be made at the Treasurer’s office on a weekly basis, deposited daily in the District Bank account. No payments shall be held at the KFVR office for more than 24 hours. Should there be a day when it is not feasible to create a deposit and payments must be held for extra time at the KVFR office (usually due to staff absences), the deposit will be made on the next day when there are no staffing issues.

**Electronic Fund Transfers (EFT)**

EFT deposits occur directly from the payer to the district bank account and are recorded daily by the Administrative Assistant – EMS.

**Reconciliations**

The County Treasurer’s office will generate a Treasurer’s Cash Receipt (TCR) for each deposit. The TCR shall be attached to the weekly sweep check documentation.

At month end, the County Treasurer’s cash reports will be reconciled against the accounting software reports. This reconciliation ensures that all deposits provided to the Treasurer have been properly recorded in the District’s financial system and that all fund balances are reported correctly.

Revised and Adopted this 13<sup>th</sup> day of November, 2025 by the Board of Fire Commissioners.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
District Secretary

<b>KITTITAS VALLEY FIRE &amp; RESCUE</b>	
<b>Policies and Procedures</b>	
Staff & Utility Vehicle Take-Home Policy	Section 200
General Admin	201.02

201.02.1      **PURPOSE:**  
 The purpose of this policy is to clarify who may take staff and utility vehicles home for use in response to emergencies and critical business for operational efficiencies on a 24-hour basis in a manner that qualifies as a qualified non-personal use of a vehicle under IRS regulations

201.02.2      **PROVISIONS:**  
 The Fire District provides vehicles for certain employee's use so the employees may respond to emergency situations or critical business activities directly, 24 hours per day, and have the necessary personal protective clothing, communications equipment and tools at their immediate disposal. All such vehicles shall be clearly marked with the District's name and insignia.

201.02.3      **CRITERIA FOR RESPONSE**

201.02.3.1    The criteria for determining eligibility in taking a staff and utility vehicles home are as follows:

1.    Response time from residence to the department boundary must adequately meet the operational needs of the agency, and,
2.    On-scene presence at emergency scene is necessary and time critical,
3.    Tools or services required that need an immediate response to mitigate a situation deemed time critical, and
4.    Other criteria determined or established by the Board of Fire Commissioners.

201.02.3.2    Reasonable exceptions to the above criteria may be granted by the Fire Chief or his/her designee on a case-by-case, temporary basis.

201.02.4      **RESTRICTIONS ON USE**

1.    Employees in a duty status that requires a response shall be required to use the vehicle when commuting to and from the workplace and shall be permitted to use the vehicle for incidental personal trips and business when necessary to maintain a state of readiness to enable such personnel to provide emergency responses.

2. Employees using a vehicle outside of the parameters set forth in the above paragraph can do so in special circumstances as approved in advance from the Fire Chief.
3. When responding to emergencies, vehicles shall be occupied by District personnel and at times approved riders as approved by the Fire Chief. The following list of approved riders include:
  - EMS Students
  - Community Members
  - Visiting Fire Service Members
  - Family Members.

When District vehicles are used for non-emergency purposes, the vehicle may be used to carry non-District personnel as passengers when incidental to the trip, when required for District purposes or when required by the needs of the driver when on stand-by status.

#### 201.02.5 AUTHORIZED EMPLOYEES

201.02.5.1 Employees who have been determined to meet the criteria outlined above and are authorized to take staff or utility vehicles home are as follows:

1. Fire Chief
2. Deputy Chief

  
Established by Fire Chief

6-15-2020  
Date

## Use of District Vehicles

### 703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the off-duty use of district take-home vehicles. The use of take-home vehicles is an essential component of the district's recall program, which ensures resources are available in the event of an emergency or critical incident. To facilitate faster response to recalls or for other legitimate district needs, members may be allowed to take district vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to a fire station to retrieve a vehicle and/or needed equipment.

#### 703.1.1 DEFINITIONS

Definitions related to this policy include:

**Take-home vehicle** - A vehicle owned by the District that is authorized for commuting between work and home and/or off-duty use. District vehicles secured at a location other than the member's assigned work location for the purpose of shortening a member's commute shall also be considered take-home vehicles.

### 703.2 POLICY

The District provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the District, emergency and investigate recall, and other considerations.

- **Emergency recall** - A member's assignment requires immediate response during off-duty hours to other than the member's normal work location to handle an emergency action.
- **Investigative recall** - A member's assignment requires timely response during off-duty hours to other than the member's normal work location to handle a fire investigation.

### 703.3 PROCEDURE

District members authorized to use take-home vehicles must adhere to the following guidelines:

- (a) Vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to district related business and recall to duty outside their regular work hours.
- (b) Members authorized to use take-home vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.
- (c) District members are prohibited from driving district vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages. Members operating district-owned vehicles shall not permit persons other than district members or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle.

## *Use of District Vehicles*

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- (d) District take-home vehicles are to be left at a fire facility during vacations or other period of leave in excess of seven days unless approved by the Fire Chief or authorized designee.
- (e) District members shall not relinquish control of, nor allow any person to operate district vehicles if that person is not a member of the District, except in the case of an emergency where the member is unable to drive him/herself.

### 703.3.1 ASSIGNED VEHICLE AGREEMENT

Members who have been assigned a take-home vehicle may use the vehicle to commute to their workspace and for district-related business. The member must be approved for an assigned vehicle by the Fire Chief and shall sign an agreement that includes the following criteria:

- (a) The member must live within a 30-minute commute of his/her regularly assigned work location (based on average traffic flow). A longer response time may be allowed based on special assignment of the member.
- (b) Except as may be provided by a collective bargaining agreement, time spent during normal commuting is not compensable.
- (c) District-owned vehicles shall not be used for personal errands or other personal business unless approved by a supervisor for exceptional circumstances.
- (d) The member may be required to maintain insurance covering any commuting or personal use.
- (e) The member may be responsible for the care and maintenance of the vehicle. The District should provide necessary care and maintenance supplies.
- (f) Off-street parking shall be available at the member's residence.
- (g) Vehicles shall be locked when not attended.
- (h) All district identification, portable radios, and equipment should be secured.

Members are cautioned that under Internal Revenue Service (IRS) rules, personal use of a district-owned vehicle may create an income tax liability to the member. Questions regarding IRS rules should be directed to the member's tax adviser.

The assignment of vehicles is at the discretion of the Fire Chief. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

### 703.3.2 VEHICLES SUBJECT TO INSPECTION

All district-owned vehicles are subject to inspection and/or search at any time by a supervisor. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

### 703.3.3 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions, or deletions of any equipment or accessories shall be made to district vehicles without written permission from the designated vehicle manager.

# Kittitas Valley Fire & Rescue

## Policy Manual

### *Use of District Vehicles*

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#### 703.3.4 TOLL ROAD USAGE

Members in authorized emergency vehicles using toll roads are exempt from paying toll road charges. An authorized emergency vehicle is an on-duty vehicle of the District which is equipped with emergency lights and sirens and used to respond to emergency calls (WAC 468-270-030; WAC 468-270-085; WAC 468-270-105).

All members passing through a toll facility in unauthorized emergency vehicles during a response to an emergency shall draft a memo to the Fire Chief or the authorized designee as soon as practicable explaining the circumstances.

Members operating district-owned vehicles that are not authorized emergency vehicles are responsible for the toll charge. All members operating a take-home vehicle off-duty on a toll road shall pay all appropriate toll charges where required (WAC 468-270-085; WAC 468-270-105).

## YAKIMA COUNTY FIRE DISTRICT 12

POLICY TITLE:                   COMMAND VEHICLE USE

### **1.0 PURPOSE**

It is the purpose of Yakima County Fire District 12 to establish guidelines for the use of District Command vehicles that are assigned to members or used as the duty vehicle. These guidelines are intended to enhance service delivery to the citizens of the Fire District, define the circumstances and assignments. Staff vehicles are required for off duty response to fill command roles on larger incidents with multiple apparatus. District vehicles are equipped to function as command and control centers at ICP. All members operating a District vehicle shall abide by all rules and regulations of the State of Washington and local jurisdictions that apply to the operation of motor vehicles.

The Fire Chief has the overall responsibility for the enforcement of this policy with each member.

### **2.0 DRIVERS REQUIREMENTS**

2.1 Members operating Department vehicles shall at all times have a valid Washington State Driver's License. Members entitled to drive a Department vehicle shall present a photocopy of their driver's license upon request.

2.2 Any member whose driver's license is expired, suspended or revoked in the State of Washington or any other state must immediately cease operating Department vehicles and may be subject to disciplinary and/or employment action. Members shall report such a revocation, expiration or suspension of license to the Fire Chief immediately. A member with a revoked, expired or suspended license who fails to immediately report this fact to the Fire Chief and/or who continues to operate a Department vehicle may be subject to disciplinary action, up to and including termination.

2.3 All members shall immediately report to the Fire Chief any traffic infraction, citation, and/or criminal traffic infraction or complaint they receive as a result of their on-the-job activities involving operation of a Department vehicle.

2.4 Failure to be legally authorized to operate a Department vehicle may impair a member's ability to satisfactorily perform his/her job. Such conditions are subject to the review of the Fire Chief and Fire District Board of Commissioners and may result in corrective actions, up to and including termination.

2.5 All members who are required to operate vehicles as part of their job description are required, as a condition of employment and at the Districts request, to obtain a current motor vehicle driving record abstract from the Washington State Department of Licensing. Upon hiring, the initial driving record abstract will be done at the Districts expense; all other requests for abstract may be at the expense of the member. Failure to obtain a current driving record abstract may result in disciplinary action, up to and including termination. The District may at any time pull driver extracts for insurance auditing purposes.

### **3.0 PERSONAL USE OF DISTRICT VEHICLES**

3.1 Member assigned District vehicles while on stand-by/duty status may use such vehicles for incidental personal trips and business when necessary to maintain a state of readiness to enable such member to provide emergency responses 24/7.

3.2 Passengers. When responding to emergencies in code 3 mode, vehicles shall be occupied by District members only. When District vehicles are responding in non-emergency mode, code 1 or 2, the vehicle may be used to carry non- District members as passengers when incidental to the trip, or when required by the needs of the driver when on stand-by status.

3.2.1 Code 1 Response: Normal driving habits, abide all traffic laws and regulations. (Signals, speed limit, stopping at signs, lights, construction sites, etc). Emergency lighting or sirens are NOT used en-route to the emergency scene. Can deviate from dispatch location, and is available for re-assignment.

3.2.2 Code 2 Response: Normal driving habits, abide all traffic laws and regulations. (Signals, speed limit, stopping at signs, lights, construction sites, etc). Emergency lighting or sirens are NOT used en-route to the emergency scene. Apparatus are not to deviate from the dispatched location; and is committed to the incident.

3.2.3 Code 3 Response: Emergency lighting and sirens ARE used en-route to the emergency scene; due to the nature of a true emergency time is of the essence. Apparatus are not to deviate from the dispatched location; and is committed to the incident.

3.3 Travel outside of District. District vehicles may be used for travel outside of the District response area only when authorized by the Fire Chief, Deputy Chief, or Duty Chief for official business or

commuting to and from a residence. No travel for personal reasons may be conducted outside the District.

3.4 District vehicles may be used for travel to meals, banking, and appointments if a member is on official business; or when a member is assigned to work in the field or be available for emergency response during the designated time period.

3.5 24/7 District vehicles are assigned to the Chief, Deputy Chief, Training Officer, Public Information Officer, Duty Chief and Duty Officer for use commuting. They may be assigned to firefighters, officers and other career staff as needed for after hour's response.

#### **4.0 TAKING DISTRICT VEHICLES HOME**

4.1 The member is in a position where he/she may respond to emergencies; i.e. fulltime member with 24/7 call out responsibilities.

4.2 The member is placed on call and is the person who would respond in an emergency situation, i.e. District Duty Officer.

4.3 Special situations related to job duties that require the member to take the vehicle home as determined by the Chief, i.e. Training Classes, Public Education or Prevention details.

#### **5.0 OPERATOR RESPONSIBILITY**

5.1 Individuals assigned the use of a District vehicle are responsible for the care, appropriate use, and the public image reflected by the use of that vehicle. Careless driving, following too closely, failure to signal, failure to yield, braking suddenly and expressing anger to another motorist are examples of behavior that reflects poorly and negatively on the District. Members should remember that they are always under the close scrutiny by the public when operating a District vehicle

5.1.1. The District Duty Officer is required to perform an equipment inspection form prior to the start of a duty shift.

5.2 Any mechanical or functional problem occurring with a vehicle must be reported to the Fire Chief for repair or service.

5.3 Any accident with a District vehicle, even those accidents without damage, must be reported immediately to the District Duty Chief. A District Injury / Exposure / Accident form must be filled out completely and returned to the Administration Office.

5.4 District vehicles are issued under the express authority of the Chief or Deputy Chief. Once issued, the recipient is responsible for the condition and contents of the vehicle. No secondary lending or issuing is allowed.

## **9.03.000 ASSIGNED VEHICLE PROGRAM (CPO)**

9.03.005

### **POLICY STATEMENT:** 01/07

It is the Sheriff's Office policy to effectively manage department vehicles to ensure the safety and security of citizens of King County. These goals may be obtained by:

1. Promoting the safety and security of the citizens of King County by greater police visibility and presence of police vehicles on the roads and highways of King County.
2. Increasing police/community relations through a better understanding of department objectives by increasing personal contacts and services performed by King County Sheriff deputies.
3. Deterring crime by limiting the apparent opportunity for criminals to commit an unlawful act by the presence of more vehicles.
4. Providing quicker police response times to certain types of calls and, by doing so, increase the opportunity to apprehend criminals.
5. Reducing the maintenance cost on vehicles in the fleet through individualized control and responsibility.
6. Providing quicker response of off-duty personnel when called back to duty because of an emergency.
7. Providing additional service to the citizens of King County by increasing the amount of time each deputy spends on patrol.

9.03.010

### **DEFINITIONS:** 01/99

For the purpose of this policy:

**"Vehicle"** means any automobile, motorcycle, van, truck, or utility vehicle owned or leased by the King County Sheriff's Office.

**"Department member, deputy, police officer, or officer"** means anyone employed by the King County Sheriff's Office.

9.03.015

### **VEHICLE ASSIGNMENTS:** 01/11

1. Acceptance of a vehicle is voluntary and incurs all the duties and responsibilities incorporated in this policy.
2. Vehicles shall be assigned to Divisions by the Undersheriff.
  - a. Division Commanders and Precinct/Section Commanders shall make further assignments to precincts, sections, units, or individuals.
  - b. When practical, vehicles appropriate for the assignment can be retained by members when they transfer to another unit, section or division.

3. Department members shall complete and submit a twenty four (24) Hour Take Home Vehicle Authorization (KCSO Form #A-147) to the Fleet Administrator via chain of command within one (1) working week of being assigned a vehicle.
  - a. Department members shall update this form upon any changes and resubmit it to the Fleet Administrator within one (1) week of any changes.
4. Vehicles shall be parked at the member's residence unless approved by a Precinct/Section Commander.
5. Vehicle assignment may be rescinded for just cause.

9.03.020**USE OF DEPARTMENT VEHICLES:** 01/23

Vehicles are assigned to department members for use on-duty or off-duty assignments authorized by the Sheriff's Office.

1. Department vehicles may be used for:
  - a. Transportation to and from work.
    - i. When en-route to or from work members may transport family members to work, to day care or school as long as it does not unreasonably alter their normal route to and from work.
    - ii. The Sheriff's Office must have a valid hold harmless agreement on file.
    - iii. When en-route to and from work, members may stop along the way to conduct incidental personal business, such as going to the gym, cleaners, kids sporting events, market, etc. as long as it does not unreasonably alter their normal route to or from work.
  - b. Official department business.
  - c. Court.
  - d. Training.
  - e. Other functions approved by a Precinct/Section Commander.
2. Department members assigned to weekend On-Call status may use their vehicle to transport themselves to and from personal commitments within King County and within the 25 mile limit set in section 7 of this policy.
  - a. Does not include family members.
3. When off-duty, department members are encouraged to monitor the radio frequency of the nearest King County Precinct when operating a department vehicle equipped with a police radio.
4. Precinct/Section Commanders or above are authorized to use department vehicles as needed to fulfill any responsibility of their command.
5. Department members shall not:
  - a. Use department vehicles without authorization.
  - b. Use department vehicles outside King County except:
    - i. In fresh pursuit of suspects.
    - ii. On authorized official business.
    - iii. When in On-Call status.
    - iv. When authorized to take the vehicle home outside King County.

- c. Allow any unauthorized person to operate or ride in a department vehicle.
6. Department members shall use police vehicles for secondary employment assignments unless exempted by policy (See GOM 4.03.030).
7. Department members residing outside the boundaries of King County may be authorized take home privileges if their residence is within twenty-five (25) driving miles using the most reasonable and expeditious route from a border of King County.
  - a. For purposes of this section twenty-five (25) driving miles includes miles traveled on a Washington State Ferry. If members are relying on the ferry system miles to stay within the 25 mile limit they must calculate these miles and commute using the ferry system.
  - b. Department members, regardless of rank or assignment, who reside more than twenty-five (25) driving miles from a boundary of King County may not commute in their department vehicles beyond the 25 miles of the boundary.
8. The department will not pay tolls or ferry charges for off-duty use of the vehicle.
  - a. If a department member resides in King County (Vashon Island) tolls or ferry charges shall be paid if use of the vehicle is duty related.
9. Take home cars shall be issued to student deputies in accordance with the current collective bargaining agreement.
  - a. Entry level student deputies shall not be assigned a take home vehicle unless they have completed Phase II of the PTO Program.
  - b. Lateral hire deputies in Phase-II training may be assigned a take home vehicle.
10. Anyone who is suspended from duty must surrender the assigned vehicle during any period the suspension is in effect.
11. Patrol deputies participating in the program are expected to drive to and remain in their assigned district(s) during their normal duty hours unless directed to another area by higher authority, or by the requirements of their assignment, or as otherwise indicated in this manual section.
  - a. Deputies who choose not to take a vehicle home or whose vehicle take home authorization has been suspended shall be required to begin their shifts consistent with existing department policy and procedure.
12. Patrol sergeants who participate in the program shall begin and end their shift at their respective precinct to review incoming reports and exchange relevant information with the supervisor who is securing from duty.
13. Members who elect not to take a vehicle home, or who reside beyond the twenty-five (25) driving mile boundary, may leave that vehicle at an alternative King County facility or at an approved-secure government facility within a twenty-five (25) driving mile boundary of King County, if approved by their Precinct/Section Commander.

**9.03.025****GENERAL REGULATIONS: 04/19**

1. Department members assigned vehicles on a personal basis shall exercise good judgment in utilizing such vehicles and shall not drive, use, or park vehicles in a manner that will cause unfavorable comment or discredit to the department.
  - a. Citations/Infractions incurred by department members shall be the responsibility of the member.

2. Department members will not presume any special privileges with a vehicle when off-duty, (e.g. any deputy living in an apartment complex will park his/her vehicle in the designated area at all times, (not in a reserved" or "no parking" area).
3. Deputies on transitional duty or disability status for an extended period will have marked police vehicles removed from personal assignment until such time as the deputy can return to full duty status.
  - a. Transitional duty deputies shall not drive marked vehicles at any time.
  - b. Assigned vehicles for plain clothes commissioned members can be used for transitional duties if approved by a Precinct/Section Commander.
  - c. Members who normally drive marked vehicles and are on transitional duty shall be considered on a case-by-case basis when requesting the use of an un-marked vehicle.
4. Except in an emergency, unattended vehicles of all members shall be locked at all times. During off-duty hours, furlough days, all firearms, portable radios, computers and other items of obvious value will be locked in the trunk or removed from the vehicle.
5. When a vehicle is left unattended at any garage or other service facility for maintenance or repair, the employee shall remove all firearms, portable radios, computers and other items of value from the vehicle.
6. When a member is on approved leave for a period that exceeds five (5) days, exclusive of furlough days, the vehicle shall be left at the member's home, precinct parking lot, or other secure location approved by a supervisor.
  - a. The member is responsible for notifying their supervisor of the vehicle location and ensuring that they have access to the vehicle keys so that it may be used by other personnel if needed.
7. Vehicles assigned to Contract Cities, Metro, etc., may have other general regulations for use of those vehicles.
8. Absent of an emergency, members driving single occupant unmarked vehicles may not use HOV lanes during restricted hours.

9.03.030

**LAPTOP COMPUTERS:** 03/11

1. Department laptops contain highly sensitive information and shall be protected from loss, theft or unauthorized access. These devices contain information on suspects, but they also contain sensitive information on the victims of crime, and on department members.
2. Department members while on duty:
  - a. Shall protect mounted laptops by locking keyboards (using Ctrl-Alt-Del) and lowering the screen so it cannot be viewed outside the vehicle before leaving the vehicle.
  - b. Un-mounted laptops shall remain with the member or shall be locked in the vehicle's trunk.
3. Department members while off duty:
  - a. Shall not leave their assigned laptop in the vehicle mount or on the seats when not on duty.

- b. The laptop shall be stored at the appropriate worksite, locked in the vehicle trunk or taken inside the member's residence.
  - i. Members must maintain information sensitivity and access to the equipment by unauthorized people while at home.
4. Laptops taken on trips remain subject to the same protection requirements.

## 9.03.035

**OFF-DUTY VEHICLE OPERATION REQUIREMENTS:** 05/08

1. Use of department vehicles during off-duty employment is addressed in GOM 4.03.000.
2. Deputies using a vehicle off-duty are not required to check in and out of service, but should advise the radio dispatcher when they are near an emergency call for police services.
  - a. Deputies are normally expected to respond to emergency or felony "in-progress" calls while off-duty and in the area.
3. Deputies may be dispatched to in-progress details while on off-duty status.
  - a. It is the responsibility of the duty field supervisor and the Communication Center dispatcher to minimize the use of off-duty deputies
4. Deputies shall summon an on-duty deputy to handle minor details.
  - a. If immediate action is necessary, the off-duty deputy shall handle the call.
5. Overtime pay begins when an off-duty deputy is dispatched or on-views an incident.
6. Off-duty deputies who respond to incidents without being dispatched will not be placed in an overtime capacity unless authorized or allowed by a supervisor.
  - a. Overtime shall be paid according to the collective bargaining agreement.
7. It may also be necessary for deputies in an off-duty status to take enforcement action against traffic violators or persons committing other crimes that the deputy may on-view.
  - a. In these situations where law enforcement action is taken against violations of criminal statutes, the off-duty deputy will be in an overtime pay capacity beginning with notification to the Communications Center.
  - b. Where no criminal enforcement action is taken or the situation did not merit police intervention, overtime compensation will not be paid unless the involved deputy can justify the legitimacy of the off-duty police involvement.

## 9.03.040

**VEHICLE ACCESSORIES:** 10/02

1. All permanently attached accessories shall be approved in writing by the appropriate Division Commander, some examples include:
  - a. Flashlight battery chargers.
  - b. Baton holders.
  - c. Cellular phones.
  - d. Rifle racks.
2. Authorized accessories shall be professionally installed at the member's expense.

- a. Installation shall not affect the buy-back or resale value of the vehicle.
3. Electrical accessories should be inspected by the Radio Shop to ensure that they will not interfere with either the vehicle's electrical system or police radio.
4. Department members shall not purchase or install accessories with department funds without written approval by a Division Commander or his/her designee.
5. Installation of Citizen Band radios and permanently mounted police/fire frequency scanners is specifically prohibited upon installation of the 800 MHz radio system. Portable scanners (non-hard wire) are authorized.
  - a. EXCEPTION: Specific vehicles assigned to Special Operations, the Skykomish area and the North Bend Substation area may be equipped with Citizen Band radios upon the recommendation of the Precinct/Section Commander and with the approval of the Chief of Field Operations or designee. Upon reassignment to a different area these radios must be removed from the vehicle.

## 9.03.043

**VEHICLE APPEARANCE:** 06/22

1. Department members shall not place unauthorized stickers, advertisements, license plate frames, or other ornamentation in or on department vehicles.
2. Occasionally the KCSO may wish to display support for significant dates, events, celebrations, or other things of importance to the community. The Sheriff or Undersheriff may authorize temporary display of window stickers in support of such milestones or occurrences for up to one month.
3. The Sheriff or Undersheriff may authorize the permanent display of a window sticker memorializing KCSO members who have died in the line of duty.
4. Department members may request authorization to display a window sticker by submitting a memo through their chain of command requesting approval. The memo shall describe the milestone or occurrence they wish to support, how that milestone or occurrence is important to the community, and how it serves the mission and values of the KCSO. The memo should include a detailed description of the sticker and an image of the sticker if available.
5. Any window sticker displayed shall meet the following specifications:
  - a. Temporary stickers may be displayed for up to one month.
  - b. Stickers shall be a size that does not interfere with vehicle operation or officer safety.
  - c. Stickers shall be displayed in the lower left corner of the rear window.
  - d. Only one sticker may be displayed on a vehicle at any time.
  - e. Stickers shall be kept clean and in good condition.
  - f. Stickers shall be professional in appearance and have significance during the time of display.

## 9.03.045

**VEHICLE MAINTENANCE:** 06/22

1. Department members shall be responsible for the general maintenance of their vehicle (i.e., checking the oil and other fluids regularly).
2. Department members shall keep their vehicle clean.
  - a. Vehicles should only be washed at authorized vendor car washes.

- b. Vehicles may be washed at a refueling station when the wash is included with the refueling of the vehicle.
3. All non-emergency maintenance or cleaning of vehicles shall be performed during normal duty hours.
  - a. Compensation shall not be paid for vehicle maintenance on off-duty time unless prior arrangements are made with the member's supervisor.
  - b. On-duty maintenance should be approved by the shift supervisor before taking the vehicle out of service.
4. Department members shall not:
  - a. Make anything but minor repairs (i.e., lights, fuses, etc.).
  - b. Alter the body, general design, appearance, markings, and mechanical or electrical systems.
  - c. Request King County Fleet Administration to add, exchange, or modify equipment.
    - i. All requests shall be made through the Precinct Vehicle Coordinator.
  - d. Have any repairs made to the vehicle, other than at an authorized facility.
  - e. Use fuel, oil, lubricants, or other additives in the vehicle other than those approved.
5. Department members are responsible for taking vehicles in for warranty and other services (i.e., factory recalls, oil and lube changes, safety checks, etc.).

## 9.03.050

**ASSIGNED VEHICLE MAINTENANCE PROGRAM: 01/07**

1. The King County Fleet Administration is responsible for maintenance of sirens, tires, light bars, spotlights, rear window lights, grill lights, engines, transmissions, differentials, and shall perform other services to ensure vehicle safety.
2. Members requesting that non-routine repairs or non-routine work be performed by the Motor Pool or Radio Shop must first obtain approval through PMU.
3. Members shall review vendor maintenance forms for accuracy. The form should include:
  - a. Vehicle equipment number.
  - b. License plate number.
  - c. Printed name of operator.
4. Members shall sign the vendor maintenance and safety check forms.
5. Members should document any service complaints and forward a copy to the Precinct Fleet Coordinators.

## 9.03.055

**REPAIR OF DEPARTMENT VEHICLE BODY DAMAGE: 04/15**

1. When a department vehicle is damaged, department members shall notify their immediate supervisor.

2. The County garage shall obtain bids and initiate the necessary repairs when the damage exceeds one thousand (1,000) dollars or when the vehicle is disabled.
3. Department members may be asked to obtain bids on serviceable vehicles when the damage is minor. When asked, deputies shall:
  - a. Obtain three (3) repair estimates and forward the original copies to the County Garage supervisor, within five (5) working days of the request.
  - b. Deliver the vehicle to the selected vendor upon notification by County Garage Supervisor.
  - c. Inspect the vehicle when repairs are completed by the vendor.
  - d. Sign and forward the vendor's invoice to the County Garage Supervisor.

9.03.060

**INSPECTIONS BY SUPERVISORS:** 05/09

1. Supervisors shall personally conduct annual inspections of department member vehicles under their control to ensure they are in good condition and all equipment complies with regulations.
2. Supervisors shall ensure that a Fleet Control Inventory (Form A-169) is on file and the 24-Hour Take Home Vehicle Authorization (Form A-147) are properly completed and reflects the proper information on the vehicle and equipment assigned to the vehicle.

9.03.065

**FLEET CONTROL:** 10/02

1. The KCSO Fleet Administrator shall have the overall responsibility for:
  - a. All department vehicles.
  - b. All department equipment used in department vehicles.
  - c. All undercover license plates used on department vehicles.
  - d. All issues relating to fleet operations.
2. Supervisors shall fill out a Vehicle Inventory Form (A-169) when:
  - a. A new vehicle is assigned to the department's fleet.
  - b. When there is a substantial change in the configuration or outfitting of a specific vehicle.
  - c. As requested by the KCSO Fleet Administrator.

9.03.070

**PRECINCT/SECTION FLEET COORDINATORS:** 10/02

1. Precinct/Section Fleet Coordinators are individuals assigned from all major work locations to assist in maximizing the use of Sheriff's Office vehicles at their work sites. Precinct/Section Fleet Coordinators shall:
  - a. Keep track of all department vehicles at their work locations.
  - b. Be the primary issuing authority for vehicles and related equipment.
  - c. Be the primary issuing authority for issuing fuel cards at their work locations.
  - d. Ensure department vehicles are maintained according to Fleet Administration schedules.
  - e. Maintain Precinct pool cars.

9.03.075

**UNDERCOVER PLATES:** 03/11

1. Deputies/detectives, driving fleet vehicles, shall use undercover plates issued by Washington State.
2. Members requesting undercover plates for fleet vehicles shall make the request to the Fleet Administrator via the chain of command.

9.03.080

**EQUIPMENT, DEPARTMENT VEHICLES:** 02/21

1. Department vehicles (excluding leased and direct charge) shall have the following equipment:
  - a. Current Voyager Card.
  - b. Current Pacific Pride Card
  - c. Fire Extinguisher.
  - d. At least 2 Blankets.
  - e. Flares.
  - f. Tire Chains.
  - g. Complete Jack and Lug Wrench.
  - h. Spare tire properly inflated.
2. Vehicles assigned to the specific areas listed below shall have the following additional equipment:

**PATROL CARS**

- a. First aid kit with CPR mask.
- b. Shovel.

**UNDERCOVER VEHICLES**

- a. First aid kit with CPR mask.
- b. Undercover emergency lighting.
- c. Other equipment as may be required for the specific duty assignment.

**SPECIALTY VEHICLES**

- a. First aid kit with CPR mask.
- b. Other equipment as may be required for the specific duty assignment.

3. Department members are responsible for replenishing required items when needed.

9.03.085

**VEHICLE REFUELING:** 04/15

1. Department vehicles shall be refueled at Pacific Pride, King County refueling facilities or at other in-house fueling facilities when practical if the member has been issued the proper in-house fuel card.
2. All refueling entries shall have the driver's People Soft Number and correct vehicle mileage.

3. County refueling facilities are located at:

Black Diamond	20827 Auburn-Black Diamond Road, Auburn
Bruggers Bog/Cadman	19547 25 <sup>th</sup> Ave NE, Shoreline
Fall City	4343 Preston-Fall City Road, Fall City
Precinct 3	22300 SE 231 <sup>st</sup> Street, Maple Valley
Renton ER&R	155 Monroe Ave NE, Renton
Renton Wastewater Treatment	1200 Monster Road, Renton
Vashon	10021 SW Cemetery Road, Vashon Island

4. Pacific Pride locations are at: <https://www.pacificpride.com/location-search/>
5. Department members shall purchase "regular unleaded" gas at the least expensive fueling stations when they are unable to refuel at county facilities or Pacific Pride.

9.03.090

**VOYAGER AND PACIFIC PRIDE CREDIT CARD USE GUIDELINES:** 04/15

Voyager and Pacific Pride credit cards are assigned to each Fleet Administration motor vehicle.

1. Only the Voyager and Pacific Pride cards assigned to that vehicle shall be used.
2. Department members shall purchase "regular unleaded" gas at self-service pumps when they are unable to refuel at county facilities.
  - a. Purchase of "premium" or "super" requires a supervisor's approval.
3. All transactions shall include the driver's People Soft number and the correct vehicle mileage.
4. If the Voyager card does not work, call the 1-800 number on back of card and explain the problem.
  - a. If the problem is not solved, contact a supervisor.
5. Department members shall have a supervisor's approval making any emergency repairs over twenty-five (25) dollars.
  - a. After making emergency repairs, ensure the voyager card receipt contains the:
    - i. Signature and printed name of the authorized driver.
    - ii. Vehicle equipment number.
    - iii. Correct Mileage.
  - b. Supervisors shall:
    - i. Review the Voyager slip for approval.
    - ii. Sign the back of the credit slip and forward it to the Fleet Administrator.

9.03.095

**TOWING OF DEPARTMENT VEHICLES:** 10/02

1. The towing company with the current contract for that area shall be called for Fleet Administration vehicles
  - a. Wrecked Department vehicles shall be towed to the Renton maintenance facility.
  - b. Mechanically disabled vehicles shall be towed to the nearest County maintenance facility.

- c. Temporary disabled vehicles (vehicle stuck in mud, etc.) may be towed by the nearest tow company if the arrival of the contractual tow company will take too long.
  - i. Supervisor approval is required before using the nearest tow company.
- 2. Operators of Department leased vehicles shall familiarize themselves with any towing requirements set forth by the Department's Leased Vehicle Coordinator. Under no circumstances will the operator of a leased vehicle authorize a tow service to be charged to King County Fleet Administration.
- 3. Operators of Department owned (Direct Charge) vehicles shall contact:
  - a. Their supervisor, or
  - b. The Precinct Vehicle Coordinator, or
  - c. The Fleet Administrator, or
  - d. The Property Management

9.03.100

**EMERGENCY EQUIPMENT ON PRIVATE VEHICLES, PROHIBITED: 06/92**

- 1. Department members shall not install or carry on their private motor vehicles any type of emergency equipment without written permission from the Sheriff.

**KITTITAS COUNTY FIRE DISTRICT #2**  
**Ellensburg, WA**

**Resolution 25-25**

- SUBJECT:** Cashmere Valley Bank Account-Updated Resolution
- WHEREAS,** previous resolution 25-16 adopted are hereafter amended by this resolution, and
- WHEREAS,** The Board of Fire Commissioners finds that it would be efficient and improve cash management to pay invoices in a timely manner through revolving imprest checking account: and
- WHEREAS,** the state Budgetary, Accounting, and Reporting (BARS) Manual makes provisions for and outlines for such a system; and
- WHEREAS,** the Board of Fire Commissioners intend to create a revolving municipal imprest checking account through Cashmere Valley Bank and
- WHEREAS,** the Board intends by this Resolution to adopt a system for authorization, control, and implementation of a revolving imprest checking account; and
- WHEREAS,** the Board of Fire Commissioners hereby appoints the Financial Services Manager as the auditing officer and Administrative Services Manager as the deputy auditing officer for the district.
- WHEREAS,** RCW 42.24.180 allows them to expedite the payment of claims prior to the Board approving the claims provided the following conditions have been met:
- (1) The auditing officer designated to sign the checks shall each furnish an official bond in the amount not less than one hundred thousand dollars;
  - (2) Adopt contracting, hiring, purchasing and disbursing policies that implement effective internal control.
  - (3) Provide for the review of the documentation supporting claims paid and for its approval of all checks or warrants issued in payment of claims at its next regularly scheduled public meeting; and
  - (4) Shall require that if, upon review, it disapproves some claims, the auditing officer and the officer designated to sign the checks shall jointly cause the disapproved claims to be recognized as receivables of the District and to pursue collection diligently until the amounts disapproved

are collected or until District Commissioners are satisfied and approves the claims.

**AND NOW THEREFORE BE IT RESOLVED**, that the Board of Fire Commissioners, Kittitas County Fire District No. 2 hereby authorizes the following:

**IT IS HEREBY RESOLVED**, that the auditing officer shall establish on behalf of the District a revolving imprest checking account with the Cashmere Valley Bank also known as a municipal checking account; and

**AND BE IT FURTHER RESOLVED**, that the auditing officer shall acquire on behalf of the District, bonds in the amount of not less than \$100,000, for the auditing officer; and

**AND BE IT FURTHER RESOLVED**, that the following policy and procedure for operation of the revolving imprest checking account shall be:

1. All expenditures from the imprest account must be processed in accordance with the Washington State Budgeting, Accounting, and Reporting System (BARS), and federal and state law.
2. The original copy of all invoices and supporting documentation shall be on file at the district office
3. The auditing officer or deputy auditing officer shall review invoices received, note the date received and clearly indicate the account to which the expenditures are to be posted.
4. The auditing officer or deputy auditing officer shall review all invoices to be presented for payment.
5. Checks shall be signed by two parties, a combination of the auditing officer or deputy auditing or fire chief.
6. The auditing officer shall provide the District Commissioners, on a monthly basis, a copy of the imprest reconciliation of the revolving imprest account.
7. The District will furnish to Kittitas County Auditor/Kittitas County Treasurer a copy of the imprest account bank statements on a monthly basis.
8. The revolving imprest account shall be replenished monthly in the amount equal to the approved invoices paid.
9. No receipt may be deposited into the account other than approved replenishments and increases to the authorized balance.
10. The account may never be used for personal cash advances, loans or expenditures
11. Furnish the County Auditor with a copy of this executed resolution.

Adopted this 14th day of August 2025, at a regularly scheduled meeting of the Board of Fire Commissioners.

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Board Chair

Attest to:

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner