

**North Mason Regional Fire Authority
Board of Fire Commissioners Agenda
November 8th (Belfair) 5:00 PM**

Blue information and **Red action** requested

2016 Public Budget Hearing- Draft 2017 budget is attached

Call to order

Pledge of Allegiance

Approval of Minutes- October meeting minutes have been attached for review and approval.

Voucher Approval: Voucher materials for November have been attached for Board review

Financial Report

Administration Report

- **Flu Shots-** Flu shots will (likely) be available for Board members at the November 8 meeting.
- **Station 27 Bid Process Update**
- **MACECOM Strategic Planning Process Update**
- **Authority Newsletter Release and draft distribution**
- **County Fire ILA Update**
- **Fuel Theft Update**
- **Santa Programs/Belfair Christmas Parade**

Old Business

- **Tahuya Fire Station Design-** Staff will provide an update on the Tahuya Fire Station design process.

New Business

- **Fueling Procedures Policy Draft-** A draft policy on enhanced fueling procedures has been attached for the Board's review.
- **WFCA Conference Recap-** Commissioner Miller will provide a recap of the annual WFCA Conference
- **Medical Service Line Enhancement Program-** Staff will provide a presentation of a service line enhancement program that would improve medical service delivery in Mason County.
- **Station 27 Kitchen Remodel Bid Process-** On Monday November 21st staff will open all sealed bids for the Station 27 kitchen remodel project. All bids will be presented to the Board at the December 6th regularly scheduled meeting

- **Public Comment**
- **Good of the order**
- **Adjournment**

NORTH MASON REGIONAL FIRE AUTHORITY ANNUAL BUDGET 2017

The North Mason Regional Fire Authority's (NMRFA) 2017 annual budget is a document that is designed to, 1) help the NMRFA with the implementation of sound financial principals, 2) indicate program and service priorities and, 3) provide a means of communication for NMRFA financial matters to all internal and external stakeholders



Budget Goal: To provide financial resources and accountability for public safety service delivery in North Mason.

- 1) Distribute financial resources as determined by community need**
- 2) Provide financial resources for strategically developed Authority priorities**
- 3) Clearly communicate NMRFA objectives with the community served**
- 4) Ensure financial accountability and efficiency through data analysis and review**
- 5) Fund and maintain NMRFA savings contingencies to allow for future growth**
- 6) Provide for a financial review of systems to determine program(s) effectiveness**
- 7) Allow for evaluation of financial accountability and effectiveness outside of the NMRFA**

North Mason Regional Fire Authority
2017 Budgeted Revenue

Revenue	2014	2014 A	2015	2015 A	2016	2016 YTD	2017 Draft
NMRFA Property Fire Levy Tax	\$ 2,065,237	\$ 2,683,763	\$ 2,285,277	\$ 2,316,230	\$ 2,285,712	\$ 1,349,244	\$ 2,332,905
NMRFA EMS Levy Tax	\$ 620,000	\$ -	\$ 785,990	\$ 736,191	\$ 786,059	\$ 435,488	\$ 802,804
Ambulance Fees	\$ 491,541	\$ 473,087	\$ 516,118	\$ 463,793	\$ 531,602	\$ 314,200	\$ 530,000
Reserve Carryover	\$ 175,000	\$ 311,520	\$ -	\$ -	\$ -	\$ -	\$ -
Land Transfer (Timber)	\$ 23,000	\$ 115,840	\$ 23,000	\$ 220,773	\$ 23,000	\$ 22,780	\$ 23,000
Timber Excise Tax	\$ 17,000	\$ 37,549	\$ 17,000	\$ 52,038	\$ 17,000	\$ 22,306	\$ 17,000
Mission Creek Service Contract/ Wildfire	\$ 21,600	\$ 62,942	\$ 24,000	\$ 19,727	\$ 24,000	\$ 66,988	\$ 35,000
Interest	\$ 1,000	\$ 1,064	\$ 1,640	\$ 2,222	\$ 1,640	\$ 5,641	\$ 1,640
Misc. Utilities	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000
Grants	\$ 1,300	\$ 1,473	\$ 1,300	\$ 1,341	\$ 1,300	\$ 1,290	\$ 1,300
PPE Grant	\$ -	\$ 77,925	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Revenue Reimbursement	\$ 13,000	\$ 37,626	\$ 13,000	\$ 37,848	\$ 13,000	\$ 120,534	\$ 25,000
Schools/Parks Service Contract	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -
Private Contributions	\$ 1,000	\$ 235	\$ 1,000	\$ 1,653	\$ 1,000	\$ 1,534	\$ 1,000
Training/Practice Burns	\$ 5,000	\$ -	\$ 5,000	\$ 5,539	\$ 5,000	\$ 4,765	\$ 5,000
Junk/Salvage	\$ 15,000	\$ 1,281	\$ 15,000	\$ 44,522	\$ 15,000	\$ 100	\$ 15,000
Starting Balance	\$ 100,000	\$ 100,000	\$ 232,450	\$ 232,450	\$ 230,000	\$ 230,000	\$ 230,000
Federal SAFER Grant	\$ 120,000	\$ 148,017	\$ 120,000	\$ 46,238	\$ 120,000	\$ 37,791	\$ 120,000
Fire Marshal Reimbursement	\$ 10,000	\$ -	\$ 10,000	\$ 3,120	\$ 10,000	\$ 9,938	\$ 10,000
Insurance Recovery	\$ -	\$ 4,515	\$ -	\$ 12,309	\$ -	\$ 54,688	\$ 4,000
Miscellaneous	\$ -	\$ 13,450	\$ -	\$ 4,887	\$ -	\$ 3,514	\$ -
Total Revenue	\$ 3,684,678	\$ 4,070,287	\$ 4,055,775	\$ 4,200,880	\$ 4,069,313	\$ 2,680,801	\$ 4,156,649

NORTH MASON REGIONAL FIRE AUTHORITY

2017 Budget

EXPENDITURES	2014	2014 A	2015	2015 A	2016	2016 YTD	2017
Line Item Manager: Beau Bakken, Fire Chief							
Career Salaries	1,920,000	1,874,619	1,935,000	1,935,356	1,975,000	1,434,749	2,020,000
Career Benefit Costs	625,000	594,540	640,000	626,781	680,000	501,389	720,000
Retirement Medical Costs	12,000	8,729	12,000	11,507	15,000	12,677	15,000
Equipment and Facilities Fund	160,000	303,809	400,000	536,465	400,000	400,000	400,000
Emergency Reserve	-	-	-	-	-	-	-
Operational Misc. Expenses	10,000	7,873	10,000	9,753	10,000	6,379	10,000
Admin/Commissioner Training	12,500	9,577	12,500	5,792	12,500	3,748	12,500
Insurance	65,000	63,680	65,000	64,648	67,500	61,223	70,000
Legal Fees	6,000	126	4,000	176	4,000	390	4,000
Computer Upgrades	12,000	8,698	12,000	10,317	12,000	5,086	12,000
Ambulance Refunds	4,500	2,708	1,000	8,214	5,000	3,117	5,000
Elections	6,000	-	-	5,423	6,000	173	-
Professional Service	12,000	16,217	47,500	43,596	18,000	10,705	18,000
Commissioner Stipend	-	-	35,000	21,789	33,700	17,556	25,000
Subtotal	2,845,000	2,890,576	3,174,000	3,279,817	3,238,700	2,457,192	3,311,500
Line Item Manager: Katie Patti, Executive Assistant							
Postage	2,000	1,910	2,500	1,757	2,500	1,008	2,500
Office Supplies	8,000	6,150	8,000	5,141	8,000	2,703	18,000
Volunteer Pension and Disability	6,000	4,779	6,000	2,370	6,000	2,010	4,000
Legal Advertisements/Subs	500	211	500	2,813	2,000	175	2,000
Subtotal	16,500	13,050	17,000	12,081	18,500	5,896	26,500

NORTH MASON REGIONAL FIRE AUTHORITY

2017 Budget

EXPENDITURES	2014	2014 A	2015	2015 A	2016	2016 YTD	2017
Line Item Manager: Scott Cooper, Assistant Fire Chief							
Station Utilities	50,000	57,311	60,000	54,908	65,000	38,953	60,000
Preventative Maint. Contract	20,000	19,623	35,125	20,695	37,000	21,893	37,000
Vehicle Repairs	55,000	56,066	70,000	72,679	55,000	43,503	55,000
Vehicle Fuel	57,000	50,607	57,000	35,079	50,000	22,626	40,000
Infectious Disease, Safety, Health	5,000	1,557	3,000	4,644	3,000	980	3,000
Training	35,000	32,418	43,300	27,137	45,000	25,406	45,000
Fire Academy	10,000	1,122	-	4,810	10,000	7,130	7,000
EMT Class	-	11,157	-	-	-	-	-
Medic Unit Repair	-	43	-	-	-	-	-
Career Staff Education	20,000	9,504	20,000	8,000	20,000	5,102	15,000
Student Resident Program	45,000	26,557	35,000	21,163	35,000	28,289	35,000
Dispatching Services	40,000	34,170	35,000	34,170	35,513	26,635	36,399
EAP/CISD Services	2,000	1,904	2,000	1,565	2,000	1,076	2,000
Vol. Stipend/BLS Transports	38,000	12,433	15,000	7,480	10,000	2,227	5,000
Awards/Recognition/Code 13	650	901	650	478	850	760	850
Building Maintenance	30,000	32,418	15,000	14,206	15,000	12,445	23,500
(Capital Project) RFA Sign/Sta 27	29,028	6,066	72,750	15,743	30,000	-	-
Tree Damage Repair St 21	-	-	-	-	-	17,143	-
Subtotal	436,678	353,858	463,825	322,756	413,363	254,167	364,749
Line Item Manager: Carl Ehresman, Captain							
EMS Supplies	45,000	48,420	45,000	41,657	45,000	37,413	50,000
EMS Equipment	13,000	14,949	23,000	31,574	13,700	79,164	50,000
MPD/QA	8,000	5,766	8,000	7,200	8,000	4,888	8,000
Ambulance Billing	24,000	22,505	25,000	19,706	25,000	18,264	25,000
CRT Programs	10,000	7,454	5,000	4,381	5,000	360	3,000
Wellness (New)	5,000	4,969	5,000	2,953	5,000	388	5,000
Subtotal	105,000	104,062	111,000	107,472	101,700	140,477	141,000

NORTH MASON REGIONAL FIRE AUTHORITY

2017 Budget

EXPENDITURES	2014	2014 A	2015	2015 A	2016	2016 YTD	2017
Line Item Manager: Ryan Cleveland, Captain							
Wildland	5,000	4,066	5,000	4,483	5,000	40,583	12,000
ORV	1,500	1,019	1,500	115	1,500	-	1,500
Radio Upgrades	15,000	9,279	15,000	12,464	15,000	2,424	12,000
Fire Equipment Testing	10,000	11,577	12,000	12,337	12,000	11,159	12,000
Fire Equipment Replacement	22,500	20,484	20,700	18,715	20,700	9,602	20,700
Fire Equipment Reserve	27,500	22,422	30,000	27,164	30,000	30,000	30,000
SCBA/Compressor Maintenance	8,000	12,194	12,200	7,004	12,200	11,092	12,200
Station Amenities	13,500	11,408	4,000	2,029	4,000	1,086	4,000
Station Supplies	5,000	5,250	6,000	7,170	6,000	4,866	6,000
Subtotal	108,000	97,699	106,400	91,479	106,400	110,811	110,400
Line Item Manager: Jordan Reese, Captain							
Protective Equipment	13,000	93,650	16,050	15,461	16,500	12,289	36,000
Uniforms	15,000	14,556	15,000	11,233	15,000	6,359	16,000
Safety Improvements	-	-	7,000	1,151	8,000	537	2,500
Subtotal	28,000	108,206	38,050	27,845	39,500	19,185	54,500
Line Item Manager: Jeromy Hicks, Captain/Community Outreach Coordinator							
Community Newsletter/Mailers	7,000	5,072	7,000	2,852	7,000	-	6,000
Community Outreach Program	15,000	22,749	15,000	19,653	15,000	19,486	15,000
Authority Dinner	3,500	4,504	3,500	4,478	3,500	3,810	4,000
Fire Marshall Program	-	78	-	4,122	-	2,313	3,000
Subtotal	25,500	32,403	25,500	31,105	25,500	25,608	28,000
Line Item Manager: Volunteer Coordinator							
SAFER - Volunteer R & R	120,000	102,418	120,000	84,609	120,000	86,755	120,000
Subtotal	120,000	102,418	120,000	84,609	120,000	86,755	120,000
EXPENDITURE TOTALS	2014 \$3,684,678	2014A \$3,702,272	2015 \$4,055,775	2015A \$3,957,164	2016 \$4,063,663	2016 YTD \$3,100,092	2017 \$4,156,649

Revenue \$ 4,156,649
\$ -

Contingencies		
	Start of 2017	End of 2017
Emergency Contingency Balance	\$500,140.62	\$500,140.62
Capital Contingency Balance	\$110,924.19	\$1,510,924.19
Fire Equipment Contingency Balance	\$159,586.09	\$189,586.09

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
460 NE Old Belfair Hwy
10/11/2016

Present: Commissioners McIntosh, Kewish, Quigley, Miller, Severson; Executive Assistant Patti, Chief Bakken, Assistant Chief Cooper

Guests: Capt. Jeromy Hicks

Meeting Minutes: The meeting from September 13th and 20th were presented for approval.

Commissioner Quigley moved to approve the meeting minutes as presented. Commissioner Kewish seconded the motion. Motion approved.

Vouchers: Vouchers for the month of October #1610001 to #1610089 in the amount of \$257,747.46 were presented for approval.

Commissioner Miller inquired about the Kitsap Muffler charge and the details of the purchase.

Commissioner Miller moved to approve the vouchers as presented; Commissioner Kewish seconded the motion. Motion approved.

FINANCIAL REPORT: Chief Bakken will provide a full financial update at next month's meeting.

ADMINISTRATIVE:

Administrative Assistant/Volunteer Coordinator: We are thrilled to have Angie McCormick on board. She is doing a fantastic job and is acclimating well.

Station 27 Kitchen Remodel: We are moving forward with the bid process as discussed at the last meeting. Chief Bakken and AC Cooper are doing the final review on the scope of work. We expect the packet to be completed soon for Board approval.

Old Belfair Highway Speed Limit: The Fire Authority was unable to have a member in attendance at the County meeting to address the speed limit reduction on Old Belfair Highway. We were informed that the Mason County Commissioners voted in favor of reducing the speed limit on Old Belfair Highway from 45mph to 35mph.

MACECOM Strategic Planning Process: Chief Bakken reported we are assisting MACECOM with their Strategic Plan on October 27th. The plan is expected to take 9 months to complete.

Commissioner McIntosh inquired if the phone system change at MACECOM has impacted our operations. Chief Bakken indicated it did not.

Chief Bakken reported that MACECOM received an anonymous whistle blower complaint for lack of radio coverage throughout all of Mason Co. We know this situation is not unique to Mason Co. as other Counties report similar challenges. An investigation was completed and a recommendation made for them to create a policy that provides direction in the event of a lack of radio coverage.

NEW BUSINESS

Fuel System Update: Chief Bakken provided an update on the fuel system and what we are doing to strengthen the controls. He reported we are going to a 2 card fueling system. Each vehicle will have a card and it will need to go with a corresponding individual's fuel card. Daily checks are being made ensuring the fuel cards are in place and in the event a card is missing, Asst. Chief Cooper will investigate and the missing card will be deemed inactive and taken out of service. Each card will have an indicator that states which vehicle it is going to be on.

The investigation of former employee Matt Doran is underway. The case was recently referred to the Prosecutors office. Because the theft occurred in different jurisdictions, multiple agencies will be involved in the case. The WA State Auditor's Office has also received our documentation and is reviewing the information.

2017 Budget Draft: Commissioners received a copy of the Budget Draft (attached). If the Board agrees, we would like to hold the Budget Hearing just before our first Board meeting in November on the 8th at 5:00pm. Chief Bakken reviewed the draft with the Board.

Commissioner McIntosh inquired about the ambulance billing amounts shown in the budget. Chief Bakken explained this has to do with Medicare and the Affordable Care Act and provided an overview of the billing process. Commissioner McIntosh inquired about GEMT (Medicaid ground emergency medical transportation) and what it means for us. All agreed, more information is needed on this topic. Commissioner Quigley added she appreciated the additional year's data included on the draft budget.

Commissioner Quigley moved to hold the 2017 Budget Hearing on November 8 as presented; Commissioner Miller seconded the motion. Motion carried.

New Pass down System: Following a staff survey on the effectiveness of communication, we have begun using a web-based system called Samepage to aid and promote effective communication between shifts and amongst all levels in Fire Authority. Chief Bakken provided a demonstration to the Board and remarked it has been well-received by all members of the Fire Authority.

Executive Session: The Board of Commissioners went in to executive session at 6:15pm Per RCW 42.30.110(f). No action will be taken.

Present: Commissioner McIntosh, Quigley, Kewish, Chief Bakken, Assistant Chief Cooper, Executive Assistant Patti.

The Commissioners came out of Executive Session at 6:30pm. No action was taken.

Public Comment: None

Good of the Order: None

Commissioner Quigley moved to adjourn; Commissioner McIntosh seconded the motion. Motion carried. The meeting was adjourned at 6:40pm.

BOARD FOR VOLUNTEER FIREFIGHTERS

Present: Chief Bakken, AC Cooper, Volunteer Dani Willey, Executive Assistant Patti

Several volunteer physicals were presented for review and approval.

Assistant Chief Cooper made a motion to approve the physicals as presented; Volunteer Willey seconded the motion; Motion carried.

Retirement papers for former volunteer Steven Olsen was presented for review and approval.

Assistant Chief Cooper made a motion to approve the retirement as presented; Volunteer Willey seconded the motion; Motion carried.

With no further business the meeting was adjourned at 6:43pm.

Authority Secretary Katie Patti

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
14880 NE North Shore Rd
10/18/2016

Present: Commissioners Kewish; Quigley, Miller, Severson; Executive Assistant Patti, Chief Bakken, Assistant Chief Cooper. **Excused:** Commissioner McIntosh
Guests: Volunteer Gerry Morrow

Commissioner Quigley called the meeting to order and led the group in the pledge of allegiance.

Vouchers- A second batch of Vouchers for the month of October #160090 to #1610116 in the amount of \$39,535.42, were presented for approval.

Commissioner Miller moved to approve the vouchers as presented; Commissioner Severson seconded the motion. Motion approved.

FINANCIAL REPORT: Chief Bakken reported we are in the last financial period of the year. We are doing great and are on track for the end of the year. Healthcare premium increase is coming in at 11%. He reviewed the Health Reimbursement Account arrangement that the RFA has implemented a few years ago to assist employees with their copays and other medical expenses.

WA Fire Commissioners: The annual Fire Commissioners conference is coming up on October 27th in Yakima. Commissioner Bob Miller will be attending.

Newsletter: Captain Jeromy Hicks along with Rodika are working on the newsletter. This will be distributed in November.

Tahuya Fire Station Design: Assistant Chief Cooper spoke about the Fire Station Design and some of the issues we have recently been up against such as the septic system and the drain field as well as required parking spaces. AC Cooper will be meeting with the designer to come up with ideas on how to best move forward. There was discussion on with the old septic with the agreement that if we want the system to work for 50 years we may need to look at upgrading or replacing the tank all together.

ADMINISTRATIVE:

Equipment Surplus Request: A list of items that the Fire Authority believes to be surplus was sent out to Commissioners for review and approval (Attached).

Commissioner Quigley motioned to approve the list of surplus of items as presented; Commissioner Severson seconded the motion. Motion carried.

Fair Labor Standards Act (FLSA): Chief Bakken provided a presentation to the Commissioners on FLSA and two payroll issues we are working on an agreement with the union. The first is an issue of hours worked in a period of 24 days. If hours exceed 182hrs worked in a 24 day period, the employee should be paid time and ½ on any hours over the 182 threshold. We are required by law to look back two years and provide compensation if found to be over that threshold. We plan to have a dollar figure for review shortly.

The second issue, concerns how we calculate the hourly rate for employees. Per union contract, we use a 2920 calculation which is the number of hours you're scheduled to work equivalent to 1/3 of the year. We have found the U.S. Department of Labor does not have a "magic formula" but rather relies on case law for determining a calculation and we have found that our calculations are consistent. He added both issues have required extensive research and work including discussion with our attorney. We have received a notice of legal advice that we would like direction from the Board to share with the union. The Board directed Chief Bakken to share the letter with the union.

Tahuya Meeting Quarterly rather than Monthly: Chief Bakken indicated we started coming to Tahuya to meet the needs of the Tahuya community. He recommended that December would be our last meeting out in Tahuya and beginning in January we go to a quarterly meeting schedule in Tahuya. It was advised to obtain community input before we change the schedule. As a reminder, the CAC group still meets at Station 27 and is a great place to keep in touch with what's happening at the Fire Authority.

CAC Meeting: Commissioner Quigley provided a reminder of November's meeting.

Comments from the Tahuya Open House: Commissioner Quigley shared comments she received at the Tahuya Open House on the build and design. She shared those with AC Cooper.

Mason County Fire Commissioners Association Meetings: The meetings take place on the first Thursday of every other month at 6:00pm at the Shelton Civic Center. Commissioner McIntosh is the committee Chair. Commissioner Quigley encouraged other Commissioners to attend if their schedule allows. Executive Asst Patti will make sure everyone is on the email distribution list.

Public Comment: None

Good of the Order: We are going to get a group photo at the November 8th meeting to put on the website. Commissioners thanked members of A- shift for hosting dinner before last week's meeting. A good time was had by all.

Commissioner Quigley moved to adjourn; Commissioner Miller seconded the motion. Motion carried. The meeting was adjourned at 6:27pm.

Authority Secretary Katie Patti

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson

North Mason Regional Fire Authority Budget Summary

Month: November (91.7% of Year)

2016 Revenue

Budgeted Revenue for 2016 (with carryover):	\$6,185,433.82		
Revenue to be Collected in 2016 (without carryover):	\$4,069,313.00		
Collected Revenue Year to Date (with carryover):	\$5,891,948.89	(95.3% of budget)	
Collected Revenue Year to Date (without carryover):	\$3,639,363.30	(89.4% of budget)	
Revenue Left to be Collected for Year w/o carryover:	\$429,949.70	(10.6% of budget)	
Revenue Collected This Month	\$860,917.56	(21.2% of budget)	
Tax Revenue Year to Date:	\$2,662,059.76	(86.7%)	Tax Revenue Left to be Collected: \$409,711.24
Timber Revenue Year to Date:	\$49,747.52	(124%)	Timber Revenue Budgeted for Year: \$40,000.00
Ambulance Revenue Year to Date:	\$367,492.28	(69.1%)	Ambulance Revenue Left to Collect: \$164,109.72
DNR/WA State Wildfire Reimbursement Year To Date:	\$68,781.17		

2016 Expenditures

Budgeted Expenditures for 2016:	\$ 4,069,313.00		
Expenditures Year to Date*:	\$3,291,081.74	(80.9% of budget)	
Expenditures w/ Contingency Contributions	\$3,721,081.74	(91.4% of budget)	

Expenditure Funds Available: \$ 348,231.26 (8.6% of budget)

Expenditures For This Month*: \$325,287.98 (8.0% of budget)

* Does not include Contingency Expenditures

2016 Contingencies

Emergency Contingency Beginning of the Year Balance: \$500,140.68

Emergency Contingency Expenditures Year to Date: \$0.00 ER Expenditures This Month: \$0.00

Emergency Contingency Contributions Year to Date \$0.00

Emergency Contingency Current Balance: \$500,140.68

Capital Contingency Beginning of the Year Balance: \$781,394.05

Capital Contingency Expenditures Year to Date: \$215,790.91 CR Expenditures This Month: \$7,274.82

Capital Contingency Contributions Year to Date \$536,464.77

Capital Contingency Current Balance: \$1,102,067.91

Fire Equip Contingency Beginning of the Year Balance \$129,586.09

Fire Equipment Expenditures Year to Date \$0.00 FER Expenditures this month \$0.00

Fire Equipment Contributions Year to Date \$30,000.00

Fire Equipment Contingency Current Balance \$159,586.09

Funds Currently On Hand (In Bank Account)

Total Funds Available at the Beginning of the Month:	\$2,729,843.99	
Total Expenditures This Month	\$332,562.80	
Total Available Funds	\$2,397,281.19	
Reserve Funds:	\$1,761,794.68	
Operating Funds Available:	\$635,486.51	(Equals "Total Funds" Minus "Reserve Funds")
Available Funds Invested In State Investment Pool:	\$1,950,000.00	

Revised: November 7th, 2016

Fuel Procurement

CATEGORY: Administration
NUMBER: Admin-
EFFECTIVE: January 2015

REFERENCE

North Mason Regional Fire Authority

POLICY

The emergent and non-emergent use of vehicles and mechanical equipment at the North Mason Regional Fire Authority requires the Authority to use and maintain a comprehensive liquid fueling system. The liquid fueling system must allow for efficient and effective Authority operations while simultaneously safeguarding the Authority's assets and resources. It is the policy of the North Mason Regional Fire Authority that the following procedures be implemented as part of the Authority's liquid fueling system.

PROCEDURE

1. The North Mason Regional Fire Authority will maintain a fueling account with the Commercial Fueling Network (CFN). This account will be the only account used for the fueling of vehicles and portable mechanical equipment. No other fueling accounts will be used to provide liquid fuel for Authority operations without prior written authorization from the Board of Fire Commissioners.
2. Liquid fuel for Authority vehicles and equipment will only be procured using a CFN card system. This may be deviated from with authorization from the Authority's Fire Chief when a CFN station is not immediately available and fuel is required (ie wildland firefighting activities).
3. The following procedures will be used for the CFN fueling system.
 - a. Each vehicle in the Authority will be issued a single CFN fueling card. The fueling card will correspond to a vehicles specific fleet number.
 - b. For vehicles with a keyed ignition the fuel card will be hole punched and "mended" to the vehicles key ring.
 - c. For vehicles that do not have a keyed ignition, the CFN card will be placed inside the vehicle.
 - d. All CFN fueling cards will require a member issued PIN number in order to activate the fueling process.
 - e. Each individual member of the Authority will select a unique and personal 5 digit PIN. At no time will a member of the Authority share their personal fueling PIN number with another member of the Authority. This PIN, along with a vehicles fuel card will be required to fuel Authority vehicles and equipment.
 - f. Authority vehicles will be checked daily at staffed stations and weekly at non-staffed stations to ensure that the proper fuel card is on the correct vehicle. If a card is missing or the identification on the card does not match the correct vehicle placement, procedure #4 will be immediately implemented.

- g. Odometer readings will be required to be entered, when prompted, for all CFN fuel procurements.
 - h. The CFN account will be set up in such a way that the Authority's Assistant Fire Chief will receive an email notification after each fueling activity.
4. Lost CFN Cards: In the event that a CFN is found missing from a vehicle at any time, or a CFN card's identification does not correspond with the appropriate vehicle, the duty officer and Assistant Chief will be immediately notified. The missing card will be immediately deactivated and the Assistant Chief will review all CFN activity records for fraudulent activity on the lost card. Only the Authority's Assistant Chief will have the authority to order and issue a replacement card.
 5. The Authority will be provided with a monthly fuel procurement report from CFN. The procurement report will be reviewed by the Assistant Chief for proper fueling procedure adherence and resource protection. An affidavit with the Assistant Chief's signature, that attests for proper and authorized fueling will be required to accompany all filed CFN fueling reports. The CFN fueling reports will list all fueling activities to include the CFN card used, the odometer reading, the individual procuring the fuel and the physical location for fuel procurement.
 6. At no time will CFN cards be used to procure fuel for anything other than Authority operations.