

COMMISSIONERS MEETING AGENDA
Thursday, February 13, 2025 – 7:00pm

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
 - January 9th-Meeting Minutes
- 3.2 Acknowledge Correspondence
 - Thank you note from Badger Pocket Neighbors to Volunteer’s
- 3.3 Authorize to pay vouchers

FEBRUARY 2025		
Batch #	Amount	Description
2025.02.01	\$508,337.78	Payroll - General Fund 010
2025.02.02	\$219,349.25	Payroll - EMS Fund 011
2025.02.03	\$61,116.87	Payroll - Annual Volunteer General Fund 010
2025.02.04	\$14,901.74	Special Payroll - General Fund 010
2025.02.05	\$8,078.50	Accounts Payable - General Fund 010
2025.02.06	\$682.22	Accounts Payable - EMS Fund 011
2025.02.07	\$5,109.85	Accounts Payable - Equipment Fund 041
2025.02.08	\$83,015.75	Accounts Payable - General Fund 010
2025.02.09	\$30,366.01	Accounts Payable - EMS Fund 011
2025.02.10	\$681.36	Accounts Payable - CON Fund 020
2025.02.11	\$28,786.86	Accounts Payable - Equipment Fund 041
\$960,426.19		

4. Public Hearings: None
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 Fire Chief Objectives 2025

Action Item: Discussion and Motion

7.2 District Vehicle Use Policy 201.02

Action Item: Discussion

8. New Business

8.1 Resolution 25-07: Surplus

Action Item: Motion to Approve

8.2 Resolution 25-08: Declare Bad Debt

Action Item: Motion to Approve

9. Good of the Order

10. Executive Session: None

11. Adjournment

KITTITAS COUNTY FIRE DISTRICT #2
Ellensburg, Washington

Minutes of: Commissioners’ Board Meeting
Meeting date: January 9th, 2025
Meeting time: 7:00pm
Meeting place: 400 E. Mountain View, Station 29

Commissioners in Attendance: Pat Clerf, Scott Ciraulo, Neil O’Neill, Jerry Pettit and Ross Ogan.

Others in Attendance: Chief DJ Goldsmith, Deputy Chief Chris Moen, ASM McBride, FSM Beckett, and numerous firefighters.

1. Call to Order: Commissioner Ogan called the meeting to order at 1900 hours and led the Pledge of Allegiance.

2. Approval of Agenda:

Commissioner O’Neill 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.

2.1 Selection of Board of Fire Commissioner Board Chair for 2025.

2.2 Selection of Board of Fire Commissioner Vice Chair for 2025.

2.3 Selection of Board representative on local Board of Volunteer Firefighters.

2.4 Selection of Board representative on the Financial Review Committee.

2.5 Selection of Board representative on the Labor Management Committee.

2.6 Selection of Board representative at KITTCOM.

Commissioner O’Neill made a motion to keep the same Board representatives as 2024 for 2025. Commissioner Clerf seconded the motion. There was no further discussion. The Board voted unanimously to approve the motion.

3. Consent Agenda

Items listed under the Consent Agenda were distributed to Fire Commissioners in advance for study. All the following items were enacted with one motion:

3.1 Approve Meeting Minutes

- December 12, 2024 Meeting Minutes
- December 19, 2024 Special Meeting Minutes

3.2 Acknowledge Correspondence: None

3.3 Authorize to pay vouchers

JANUARY 2025		
Batch #	Amount	Description
2025.01.01	\$871,252.90	Payroll - General Fund 010
2025.01.02	\$386,398.55	Payroll - EMS Fund 011
2025.01.03	\$122,039.23	Special Payroll - General Fund 010
2025.01.04	\$121,345.13	Accounts Payable - General Fund 010
2025.01.05	\$103,822.61	Accounts Payable - EMS Fund 011
2025.01.06	\$90,730.11	Accounts Payable - CON Fund 020
2025.01.07	\$13,470.53	Accounts Payable - Equipment Fund 041
\$1,709,059.06		

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. Public Hearing: None

5. Public Comment: Thank you

6. Administrative Reports

6.1 Finance: FSM Beckett presented virtually the attached report and addressed the following:

- The overtime reports are attached for the month of December.
- Revenues for 2024 were 13 million. With Expenditures at 11.3 million.
- The financial statements are attached.

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

- Commissioner stipends increase to \$161 for 2025
- The banquet is tomorrow at 6pm at the Armory.
- Onboarded several new employees.

6.3 Deputy Chief Report: DC Moen presented the attached report addressed the following:

- There is lots of new information that he is learning.
- DC Moen is the ISO and will be attending ISO in February.
- There are two recently promoted officers on shift.

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

- Will Skold graduated from the academy and is assigned to shift now. Congratulations.
- There are two officer promotions and FF Campbell is now in the Training Lt. position.
- The fence project is getting completed and will have electronics installed when they arrive.
- The engines are showing their age and will need to be replaced soon, he is working on a plan.

6.5 Commissioner Report:

- Kittcom is starting to make progress with technology upgrades, they are also having traveling dispatchers arrive soon to help with staffing.

7. Unfinished Business: None.

8. New Business

8.1 Resolution 25-01: Cancel & Reissue Warrant: Commissioner Pettit made a motion to approve Resolution 25-01. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

8.2 Resolution 25-02 2025 Wage and Stipend Schedule: Commissioner Clerf made a motion to approve Resolution 25-02. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

8.3 Resolution 25-03 2025 Fee Schedule Amendment: Commissioner O'Neill made a motion to approve Resolution 25-03. Commissioner Pettit seconded the motion. There was no further discussion and the motion passed unanimously.

8.4 Resolution 25-04 Authorizing Commissioners to serve as Volunteer Firefighters Commissioner O'Neill made a motion to approve Resolution 25-04. Commissioner Ciraulo seconded the motion. There was no further discussion and the motion passed unanimously.

8.5 Resolution 25-05 Surplus Commissioner Clerf made a motion to approve Resolution 25-05. Commissioner Ciraulo seconded the motion. There was no further discussion and the motion passed unanimously.

8.6 Set Public Hearing Date for Performance Benchmarks: Commissioner O'Neill made a motion to set a Public Hearing Date for March 13th, 2025 @1900 hours to review and discuss performance

benchmarks. Commissioner Pettit seconded the motion. There was no further discussion and the motion passed unanimously.

8.7 District Vehicle Use Policy 201.02: Discussion occurred that the board felt the policy was complete and should include something for the day positions. ASM McBride spoke up that those are represented positions and the process is different. Attorney Snure has reviewed the process before and that is how we came up with this policy. The board discussed having an out of district limit for distance a vehicle can be driven. There was discussion to able this until next meeting.

8.8 Fire Chief Objectives for 2025: Commissioner Ogan stated that he feels like Chief Goldsmith is doing a great job, Commissioner Clerf, Pettit and O'Neill agreed. ASM McBride spoke about how the contract stated that a list of objectives would be given to Chief Goldsmith for this year. Commissioner Pettit agreed and stated that this list will help provide focus for the agency going forward. Discussion occurred about the strategic plan and how this is different. The board discussed needing additional time to review this matter at the next meeting.

8.9 Resolution 25-06 Fire Chief Delegation of Authority: Commissioner Pettit made a motion to adopt Resolution 24-04 2024 Regular Meeting Schedule. Commissioner O'Neill seconded the motion. There was no further discussions ant the motion passed unanimously.

9. Good of the Order: Commissioner Pettit requested that commissioner workflow be discussed next meeting.

10. Executive Session: None.

11. 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 2012 hours.

Board Chair

District Secretary



Badger Pocket Neighbors



Karen Blucher · 2h · 

Just wanted to give a HUGE THANK YOU to our Badger Pocket Volunteer Fire Crew. You were skilled, helpful, reassuring, kind and caring toward my husband and me. We are very lucky to have you close by!!!!



KITTITAS VALLEY FIRE & RESCUE

400 E Mountain View Ave • Ellensburg, WA 98926 • (509) 933-7239 • Fax (509) 933-7245

FINANCE UPDATE – FEBRUARY 13, 2025

- **Overtime Report:** The overtime report is attached.
- **Financial Statements:** The detailed financial statements with the January revenues and expenses are attached.
- **2024 Financial Report:** Report it attached for review.

KITTITAS VALLEY FIRE & RESCUE

Financial Report

For the Year Ended December 31, 2024



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FINANCE OVERVIEW

Kittitas Valley Fire & Rescue (KVFR) is a special purpose district (junior taxing district) that provides fire protection, fire prevention and investigation, emergency medical services (EMS), and rescue services to the public. The district was incorporated on April 25, 1945, and operates under Chapter 52 RCW and other laws of the state of Washington applicable to fire districts. KVFR's general operating activities are supported primarily through property taxes, ambulance transport fees and fire protection contracts. These financial resources are allocated to individual funds depending on their intended purpose. The following managerial funds are utilized for general operating activities:

General Fund – accounts for all resources and expenditures of a general nature that are not designated in another managerial fund.

EMS Fund – accounts for resources and expenditures resulting from operations that are related to EMS response, ambulance transport and billing.

Construction Fund – accounts for non-bond-related resources and expenditures resulting from the acquisition, construction, or remodeling of district fire stations and other structures necessary for the operations of the district.

Reserve Fund – includes the resources set aside for financially supporting other managerial funds that might need temporary support.

Equipment Replacement Fund – accounts for resources and expenditures resulting from the acquisition of assorted capital equipment needs for district operations.

Long-Term Planning Fund – established to save funds for future capital needs.

Long-Term Care Fund – includes resources reserved for financially supporting any additional long-term care responsibilities that the district is obligated to pay for Law Enforcement Officers' and Fire Fighters' Plan 1 (LEOFF 1) retirees.

Revolving Fund – a checking account that is used to pay small bills that are due between regular check runs. This account is reimbursed each month to maintain a \$1,000 balance.

In April 2014, the residents of the district voted to approve a \$6.7 million General Obligation Bond to build a new headquarters fire station. The funds for the bond were received in December 2014 and construction began in the spring of 2015. Staff moved into the new station in May 2016. The following funds were set up to track the bonds funds separate from the general operating funds:

Station Bond Fund – \$6.7 million of bond proceeds were deposited into this fund. Construction-related expenses were paid out of the Station Bond Fund. The entire amount of the bond was used so construction-related expenses were then paid out of the General Fund.

Debt Management Fund – the bond tax levy proceeds are being deposited into this fund with the principal and interest payments also being disbursed from this fund.

In July 2019, the Board of Fire Commissioners voted to approve a \$3.5 million Limited Tax General Obligation Bond for the construction to replace the station at 2020 Vantage Highway. The funds for the bond were received in September 2019 and construction began August of 2019.

Debt Management Fund – Station 21 Bond – a transfer will be made from the General Fund to this fund annually with the principal and interest payments being disbursed from this fund.

The district's fiscal year runs from January 1 through December 31 and KVFR utilizes cash basis accounting with which revenues are recognized when they are received, and expenditures are recognized when they are paid. The Washington State Auditor's Budgeting, Accounting and Reporting System

(BARS) defines revenue and expense classifications. Accounting records are maintained on a secured, in-house computer program.

For more information about KVFR's finances, please contact:

Fire Chief DJ Goldsmith at 509-933-7235 (goldsmithd@kvfr.org)

Finance Services Manager Manda Beckett at 509-933-7239 (beckettm@kvfr.org)

DIVISION OVERVIEW

Fire Commissioners: The Board of Fire Commissioners is the oversight body of the district and is responsible for managing and conducting the business affairs of the district. This includes making and executing all necessary contracts; employing any necessary services; adopting reasonable rules to govern the district and to perform its functions, and generally performing all such acts as may be necessary to carry out the objectives of the district. Commissioners are elected to six-year terms and represent the citizens of the district in at-large positions. Prior to 2008, Kittitas Valley Fire & Rescue had three commissioners. With voter approval on August 21, 2007, the Board of Fire Commissioners increased from three to five positions.

Administration: The Administrative Division consists of the Fire Chief, Deputy Chief, Financial Services Manager, Administrative Services Manager, and an Administrative Assistant. This division is dedicated to managing the organization; planning and organizing the agency; developing and implementing sound financial and human resources practices; providing public information; and to providing the highest quality of leadership, direction, and support to all divisions within Kittitas Valley Fire & Rescue.

Fire Suppression: The main function of the Suppression Division is to respond to 9-1-1 calls. Firefighters accomplish their mission by insuring equipment readiness, performing pre-fire planning, insuring their physical fitness, and practicing personal safety techniques always. Fire Suppression personnel must constantly train using the latest strategies and techniques to perform complex rescues, to suppress a working fire, and to handle emergencies resulting from natural or man-made disasters. Firefighters must stay abreast of the latest technology, procedures, and techniques for different types of rescues, firefighting techniques, and the ever-changing advances in medicine affecting the provision of EMS.

In addition to the thirty-nine career officers and firefighters, there are typically 60 to 75 volunteer firefighters assigned to six volunteer companies operating out of ten volunteer fire stations. Historically, six Resident Volunteer Firefighters provide additional supplementation.

Emergency Medical Services (EMS): The Emergency Medical Services Division is responsible for providing emergency medical care to the citizens. The division provides both advanced life support (ALS) and basic medical life support (BLS) services. Emergency Medical Technicians (EMTs) and Paramedics provide immediate medical assessment, evaluation, and treatment. They transport patients to Kittitas Valley Healthcare or out-of-area facilities for definitive treatment, as needed. The district must provide highly trained, skilled personnel and adequate vehicles and equipment to accomplish the division's mission. Emergency medical vehicles and equipment are maintained and upgraded to meet the ever-changing technologies of medical science. Vehicles are not only equipped for the safety of the district's patients and personnel, but also equipped with a wide array of medical equipment such as, cardiac monitor/defibrillators, oxygen, and many other instruments needed for the successful treatment of the critically ill or traumatized patient. EMS transport billing and patient account service are provided by a contracted service that specializes in patient billing and is coordinated by an in-house billing specialist.

Prevention: The Prevention Division is responsible for providing comprehensive fire prevention services. These services include public education, fire investigation, fire inspection and development services. The Prevention Captain, as the contractual Fire Marshal for the City of Ellensburg, is responsible for determining the cause and origin of each fire within the City of Ellensburg. Additionally, the Prevention Division works cooperatively with Kittitas County Code Enforcement personnel as needed. As part of the District's effort to improve life safety, KVFR conducts a fire and life safety inspection in each publicly accessible portion of all commercial buildings and in all places of employment

within the City of Ellensburg, on an annual basis. These inspections serve to reduce fire hazards, educate the community, familiarize responders with the buildings and help to reduce insurance rates. In 2021, a Prevention Inspector was added to the Prevention Division to help perform the fire and life safety inspections.

Training: In 2018, a new position of Day Lieutenant was added and reports to the Training Captain spending 60% of their time working for the Training Division and 40% of their time with the Prevention Division. With the additional position added to the Prevention Division in 2021 the Day Lieutenant now spends 100% of their time working for the Training Division. The Training Captain is responsible for coordinating and scheduling all department training. All suppression personnel must receive initial training and continuously maintain their skills. Newly hired full-time firefighters will be sent to the Washington State Fire Academy for the 16-week Firefighter I certification course. The maintenance of firefighter skills is achieved through in-service training. In-service training is accomplished through several methods: outside instructors, company level training, written tests, and in-house academies. Training requirements must be accomplished in compliance with Washington Administrative Code (WAC), Revised Code of Washington (RCW), and National Fire Protection Administration (NFPA) guidelines. As these standards change, KVFR training modules must be continually updated to remain compliant. All training must be recorded, and these records receive frequent evaluation for compliance.

Mechanic:

KVFR employs a full-time mechanic who is Emergency Vehicle Technician (EVT) certified at several levels. Having an in-house mechanic allows the district to obtain immediate repairs to the vehicle fleet and have confidence that the maintenance of the vehicles is consistent.

Facilities Maintenance Technician:

KVFR employs a full-time facilities maintenance technician to maintain and repair the complex building systems that the capital facilities have. This was a new position added in 2020. Having this position in-house allows us to make minor repairs and keep the buildings maintained.

BUDGET OVERVIEW

Each November, the district creates an annual budget for the following calendar year via a resolution adopted by the Board of Fire Commissioners. The budget constitutes legal authority for expenditures during the year and those appropriations lapse at the end of the fiscal year. Revenues and expenditures are budgeted at a fund level as described in the Finance Overview section on page three.

The Kittitas County Assessor’s office provides information on anticipated property tax revenues. Other revenue projections are based on the staff’s analysis of prior year actual revenues as well as predicted new sources of revenues, such as new or increased fire protection contracts, in the coming year.

Staff review prior year expenditures as a tool to help predict future expenditures. In addition, operations staff are asked to submit a list of what they feel they need to purchase in the coming year. The Fire Chief and the Board of Fire Commissioners review the requests, and the approved requests are incorporated into the expenditures budget.

BUDGET AMENDMENTS

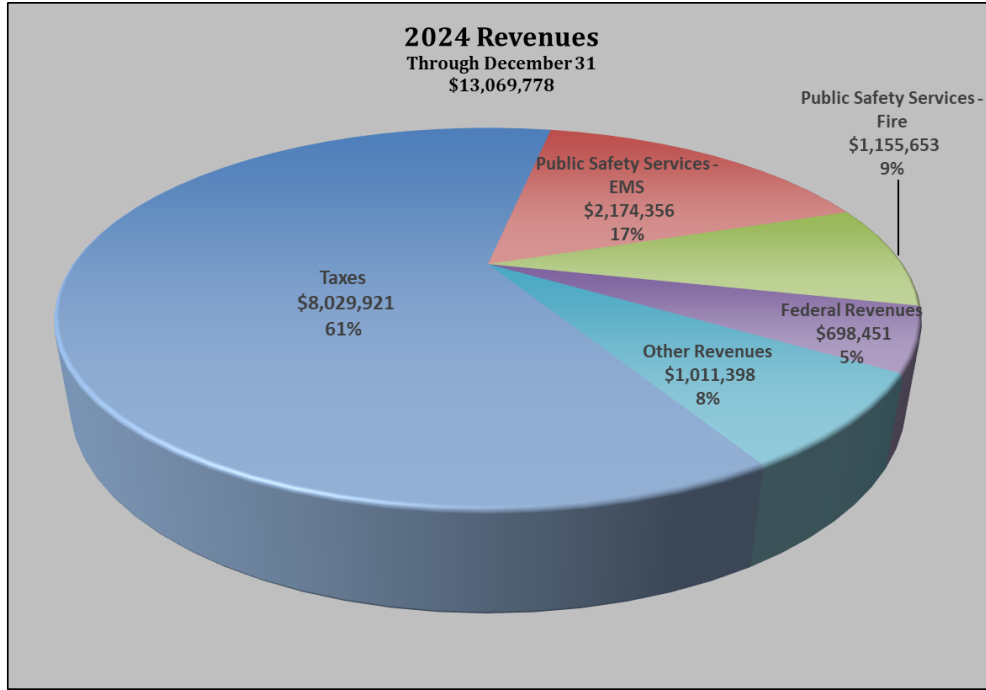
The budget that is adopted in November of each year is based on the knowledge that staff have at that time. While the best effort is made to adhere to the adopted budget, the changing nature of the district's business makes it necessary to amend the budget by approving additional expenditures as the year goes on. The district's performance in relation to the budget is monitored each month and a list of proposed changes is accumulated. The Commissioners and staff then meet to discuss the proposed changes and the budget is amended via resolution after a public hearing during a Board of Fire Commissioners meeting.

An amendment was passed after a public hearing at the December 2024 Board of Fire Commissioners meeting. The changes to the budget included an increase to the beginning fund balance of \$371,771 and an increase to revenues of \$1,451,170.

Details of the budget amendments are available from the Financial Services Manager.

2024 GENERAL OPERATING FUND REVENUE

The 2024 budget included operating fund revenues at \$13,069,778.



The following table shows revenue trends as of December 31 each year from 2020 through 2024.

Through December 31 of each year (excludes Station 29 Bond fund)					
Revenues	2020	2021	2022	2023	2024
Taxes	\$ 4,983,901	\$ 5,270,137	\$ 5,546,976	\$ 7,724,098	\$ 8,029,921
Licenses and Permits	\$ 5,624	\$ 3,746	\$ 8,499	\$ 5,022	\$ 6,034
Direct Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
Federal Revenues	\$ 473,487	\$ 723,207	\$ 985,953	\$ 750,232	\$ 1,290,621
Indirect Federal Grants			\$ 21,155	\$ 43,657	\$ -
State Grants	\$ 4,968	\$ 1,260	\$ 16,125	\$ 233,640	\$ 7,126
In-Lieu Payments	\$ 801	\$ 9,697	\$ 9,515	\$ 7,959	\$ 11,156
General Government Services	\$ 30	\$ 88			\$ -
Wildfire Mobilizations	\$ 51,607	\$ 196,824	\$ 118,359	\$ 60,807	\$ 43,154
Fire Suppression Services	\$ 994,876	\$ 1,022,264	\$ 1,061,661	\$ 1,094,327	\$ 1,112,499
Ambulance Transport Fees	\$ 1,499,441	\$ 1,487,521	\$ 1,525,204	\$ 1,692,877	\$ 2,174,356
Interest Earned	\$ 84,039	\$ 63,491	\$ 99,667	\$ 241,341	\$ 338,712
Rents and Leases	\$ 12,446	\$ 12,236	\$ 12,236	\$ 12,236	\$ 12,236
Donations	\$ 201	\$ 750	\$ 985	\$ 101	\$ 25,000
Other Revenues	\$ 12,112	\$ 17,408	\$ 33,372	\$ 16,428	\$ 17,394
Non Revenues	\$ 7,105	\$ 1,571	\$ 1,440	\$ 1,571	\$ 1,571
Disposition of Capital Assets		\$ 506	\$ 43,750	\$ -	\$ -
Total Revenues	\$ 8,130,638	\$ 8,810,704	\$ 9,484,898	\$ 11,884,295	\$ 13,069,778

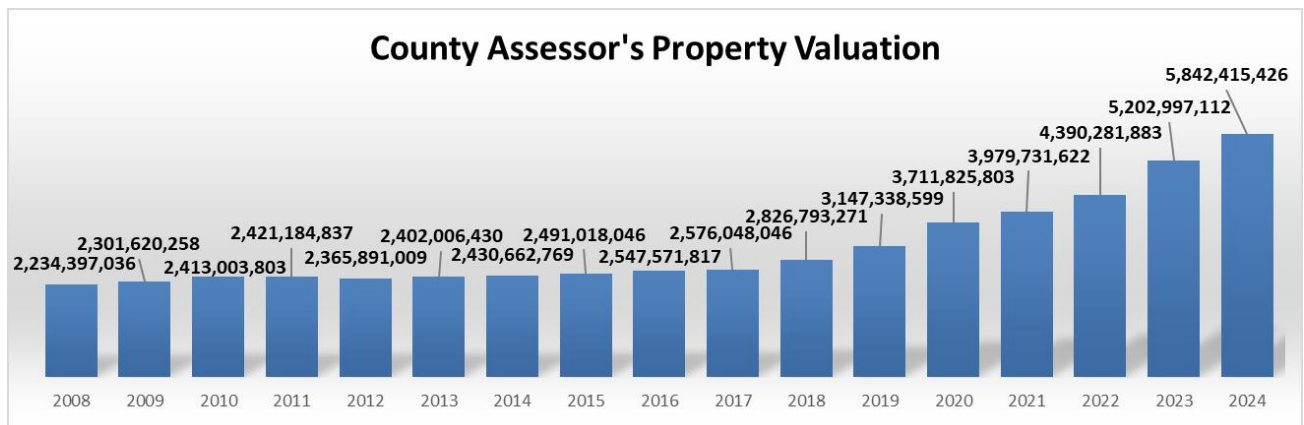
Taxes

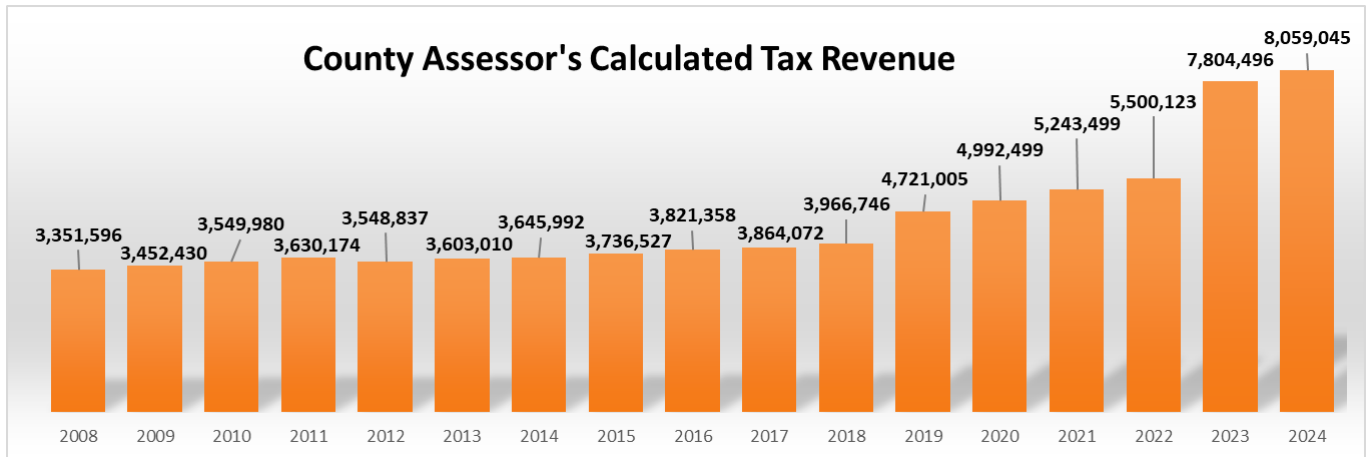
Property taxes are the largest funding source for KVFR operations. The 2024 budget included \$8,200,000 in property taxes. This is higher than anticipated revenue to ensure the district receives all possible revenue including back taxes. The district received \$8,029,921 or 98 percent of the budgeted amount. Taxes comprised 61 percent of the operating fund revenues received in 2024. Including the bond taxes, the total taxes collected were \$8,503,452.

The Kittitas County Assessor calculates the property tax revenue based on the valuation of property within the fire district. For 2024, the district’s total property value was \$5,842,415,426 and the fire tax levy rate was \$1.379403. This means that residents must pay \$1.379403 for each \$1,000 worth of value on their property, thus the 2024 calculated property tax revenue from properties within the district boundaries was \$8,059,045. The table below shows the past levy rates for the district as well as the assessed valuation and taxes due.

REGULAR PROPERTY TAXES

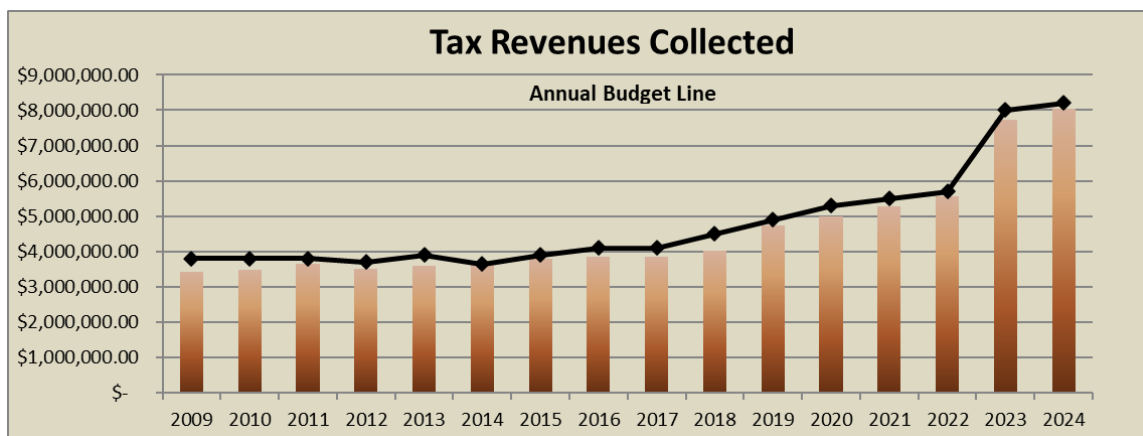
Assessed Valuation	Year	Levy Rate	Tax Due
\$623,017,007	2003	1.445500	\$900,571.08
\$645,088,452	2004	1.464300	\$944,603.02
\$675,740,225	2005	1.471800	\$994,554.46
\$778,597,115	2006	1.359400	\$1,058,501.22
\$893,913,190	2007	1.267000	\$1,132,420.26
\$2,234,397,036	2008	1.5000 (lid lift)	\$3,351,595.55
\$2,301,620,258	2009	1.500000	\$3,452,430.39
\$2,413,003,803	2010	1.471187	\$3,549,979.82
\$2,421,184,837	2011	1.499338	\$3,630,177.76
\$2,365,891,009	2012	1.500000	\$3,548,836.51
\$2,402,006,430	2013	1.500000	\$3,603,009.65
\$2,430,662,769	2014	1.499999	\$3,645,991.72
\$2,470,115,436	2015	1.500000	\$3,736,527.07
\$2,547,571,817	2016	1.500000	\$3,821,357.73
\$2,576,048,046	2017	1.500000	\$3,864,072.07
\$2,826,793,271	2018	1.403627	\$3,967,763.36
\$3,147,338,599	2019	1.49999 (lid lift)	\$4,721,004.75
\$3,710,572,526	2020	1.345025	\$4,992,498.50
\$3,979,731,622	2021	1.317551	\$5,243,499.38
\$4,390,281,883	2022	1.252795	\$5,500,123.19
\$5,202,997,112	2023	1.50000 (lid lift)	\$7,804,495.67
\$5,842,415,426	2024	1.379403	\$8,059,045.37





There was a difference between the County Assessor’s calculated amount of taxes and KVFR’s budgeted amount. The reasons for this variation are:

- The District’s Board of Fire Commissioners and management team intentionally overestimate the taxes so that a banked capacity situation can be avoided. A fire district may not collect more in taxes than it has budgeted for, so any “extra” taxes received by the county but not passed through to the district are considered banked capacity.
- The budget also considers prior year back taxes that may be collected during the budget year. Delinquent taxes are considered fully collectible because a lien affixes to the property after taxes are levied.



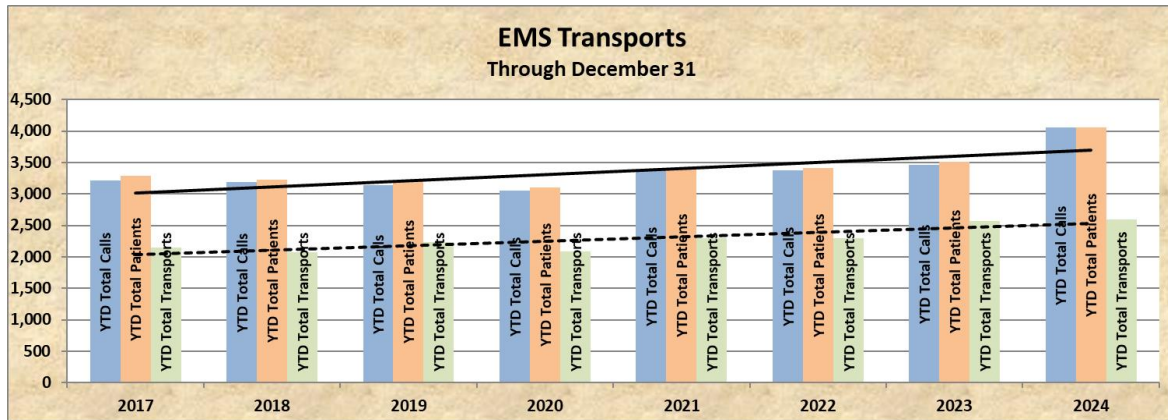
The first half of property taxes from county residents are due by April 30 each year with the second half of the taxes being due on October 31. This creates a cyclical source of revenue for KVFR. Because of the cyclical nature of the property tax receipts, KVFR’s commissioners and management team must ensure that the General Fund balance is adequately maintained to cover several months of payroll and other operating expenses until the next influx of property tax revenue is received.

Ambulance Transport Revenues

KVFR provides ambulance transport services from the scene to the hospital. Additionally, KVFR provides ambulance transport services between medical facilities. KVFR provides emergency medical services (EMS) in 1,240 square miles of Kittitas County. The patients are charged fees based upon the level of service they receive, the miles traveled, and their residency status. The fee structure is set up to

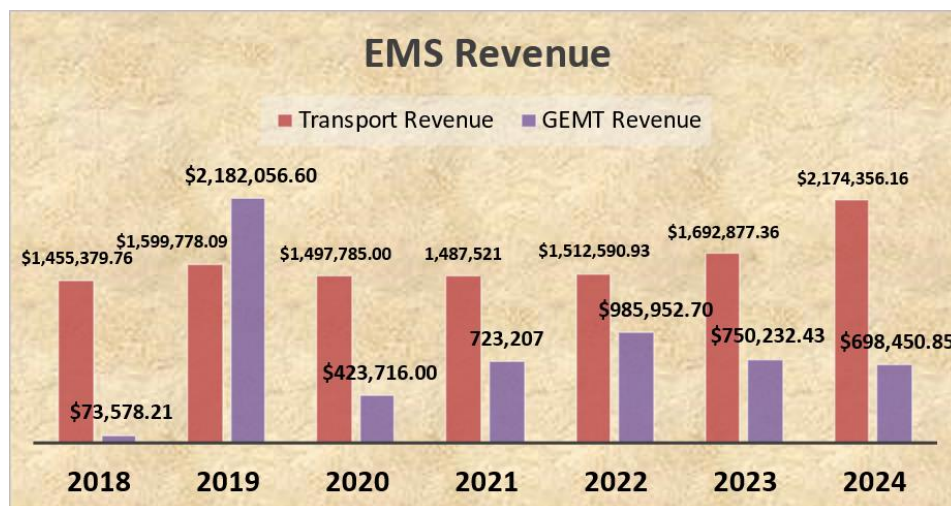
cover the costs of providing the services and is evaluated each year with adjustments being made to ensure that costs are covered.

The 2024 budget estimated that \$2,015,510 in transport revenues would be received. The final figures show that \$2,174,356 (108 percent of budget) was received for ambulance revenue. These funds amount to 17 percent of total operating revenues received.



GEMT Revenue

The district is participating in a program called Ground Emergency Medical Transport (GEMT) that we are receiving money from. This is a certified public expense program that recovers expenses for Medicaid patients. The long-term viability of this revenue line is still uncertain; hence we are treating this as one-time money.

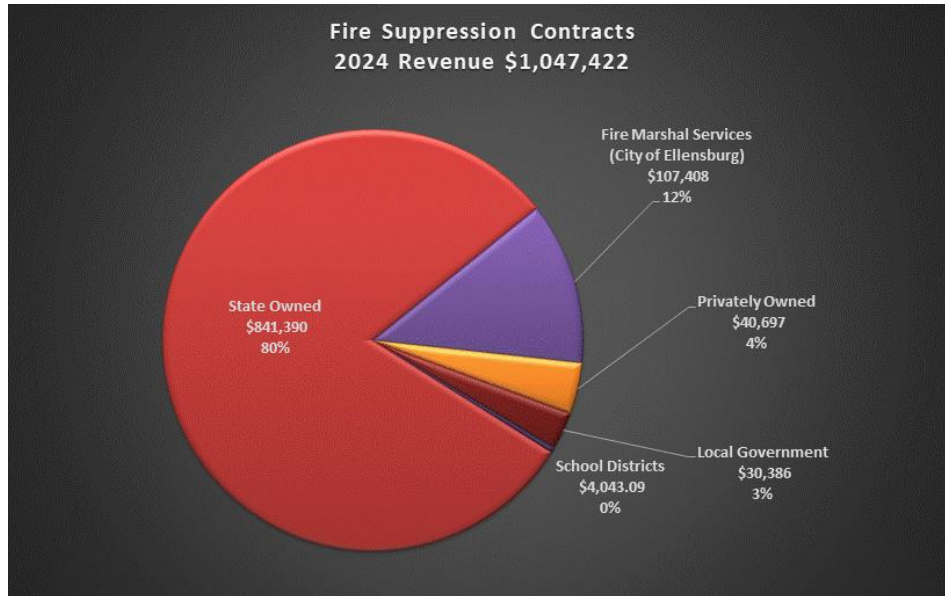


Fire Suppression Services

Most of the suppression services revenue is obtained from fire protection contracts. Federal, state, and local governmental agencies are not required to pay property taxes, so KVFR has entered into fire protection contracts with most of the governmental agencies that own property within the district's boundaries. The contracts are created on the same basis as the property taxes: the entities pay \$1.50 per

\$1,000 of their property value. Primary school districts pay a per student amount annually based on Washington State law and the Superintendent of Public Instruction (SPI) formula. In 2024 that figure was \$1.118422 per pupil.

The district also enters into fire suppression contracts with private individuals who own property adjacent to the district’s boundaries. The following chart shows the revenue received from each of these sources in 2024.



Checking plans for construction and permit fees are other sources of suppression service revenue.

Wildfire Mobilizations

During the wildfire season, the district sends personnel and apparatus to wildfires throughout the state. The district has agreements in place with the Washington State Patrol (WSP) Fire Marshal’s office, the Department of Natural Resources (DNR), the United States Forest Service (USFS), and Bureau of Land Management (BLM). KVFR is reimbursed for the cost of firefighting assistance through these agreements.

The District is reimbursed for 100 percent of the actual cost of sending personnel out on the wildfires. Equipment use is paid at rates established annually by the state and federal agencies. The accounting system is set up to track the personnel and equipment revenue types separately. Based on the data for 2019-2024, approximately 65 percent of the funds received have been for personnel expense reimbursement while the remaining 35 percent has been payment for the use of equipment. The 2024 revenues include \$2,307.22 in personnel costs and \$471.89 in equipment costs from 2023 mobilizations, received in 2024.

Revenues Earned	2019	2020	2021	2022	2023	2024
Personnel Reimbursement	\$ 10,256	\$ 22,202	\$ 158,232	\$ 66,743	\$ 37,255	\$ 23,286
Equipment Use	\$ 17,925	\$ 29,405	\$ 38,591	\$ 51,616	\$ 23,553	\$ 19,868
TOTAL	\$ 28,181	\$ 51,607	\$ 196,824	\$ 118,359	\$ 60,807	\$ 43,154

Grants

Department of Health

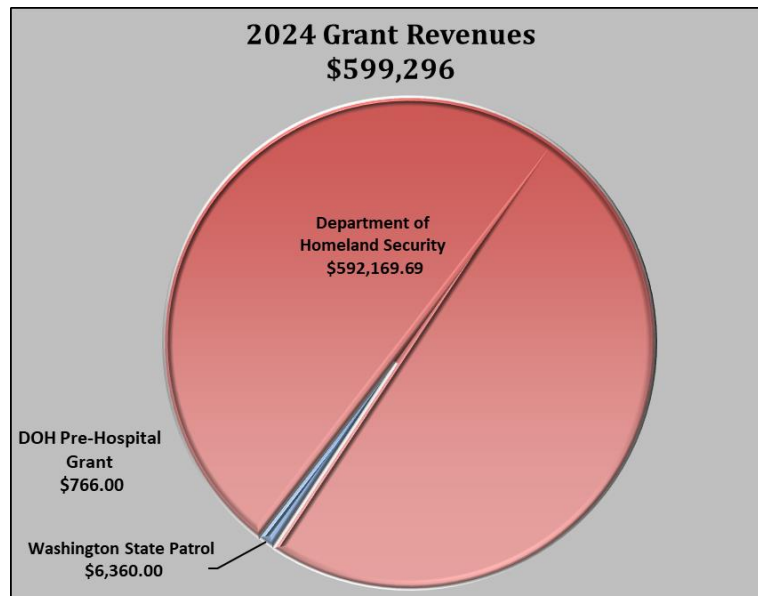
The Washington State Department of Health (DOH) Prehospital Participation Grant is disbursed each year to trauma-verified prehospital agencies. The purpose of the funds is to offset the costs of participating in the trauma system and can be used for equipment, staffing, training, and supplies. The state budget determines the total amount that is available each year and that amount is split evenly among all qualifying agencies who apply to receive the funds. The District received total revenue of \$766 from the grant in 2024.

Washington State Patrol

The Office of the State Fire Marshal implemented the Washington State Patrol (WSP) Basic Firefighter Training Program. The program provides agencies with the resources to enable training of firefighters to minimum safety standards. The program pays three dollars for every hour of basic firefighter training described in the program's handbook up to 200 hours; therefore, the amount received each year varies based on activity levels. In 2024 the District received \$6,360 from this program.

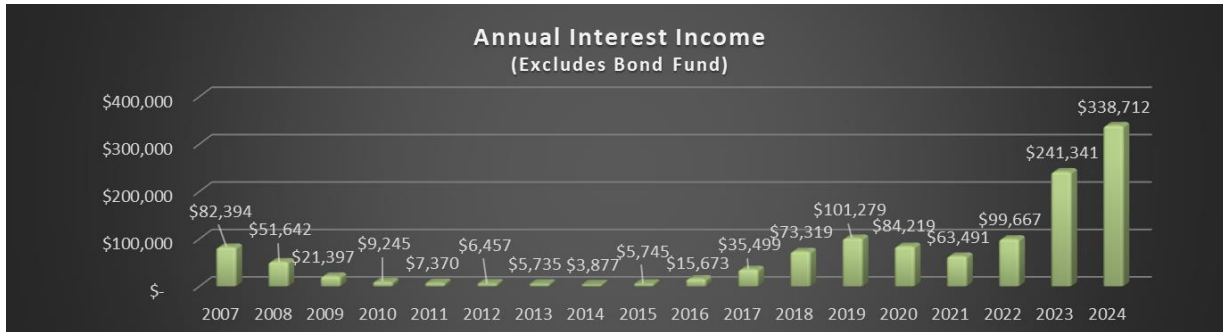
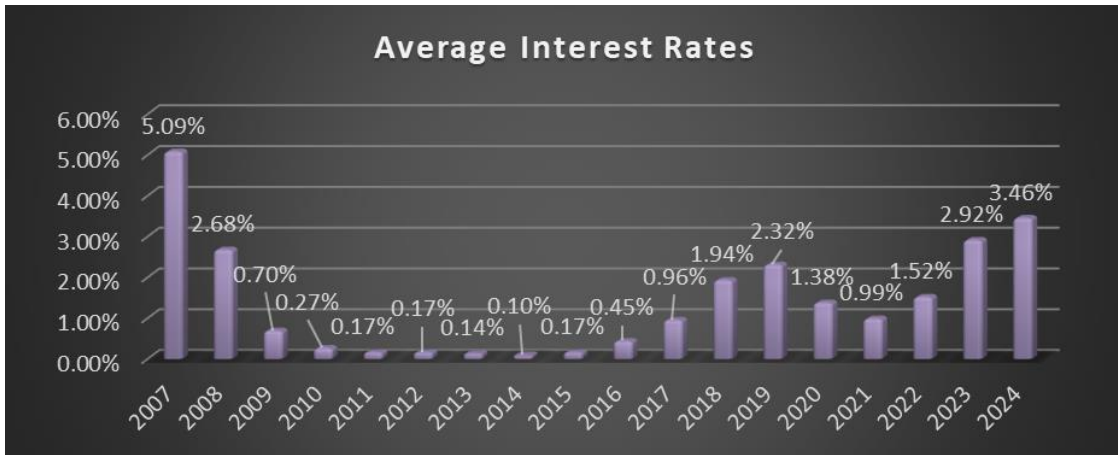
Department of Homeland Security

In 2023, the District was awarded \$666,619 Assistance to Firefighters Grant (AFG) through the Department of Homeland Security to purchase SCBAs. Once the bid process was complete the District was able to place the order for the equipment. So far, the District has requested and received \$592,169.69 of the federal funds in 2024 for SCBAs.



Interest Earned

The Kittitas County Treasurer acts as the bank for all the fire districts in the county. In 2024, KVFR's investments were held as part of the county's investments in the Local Government Investment Pool (LGIP) and the Kittitas County Investment Pool (KCIP). The average interest rate in 2024 was 3.46 percent and total interest income for the operating funds amounted to \$338,712.



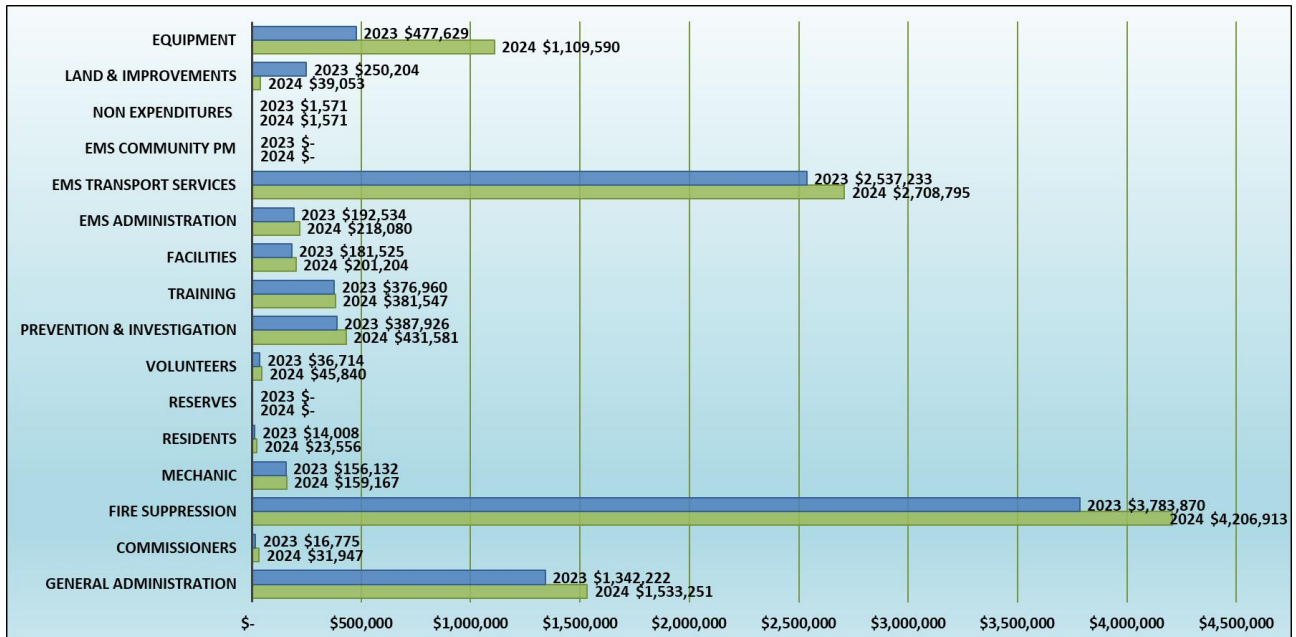
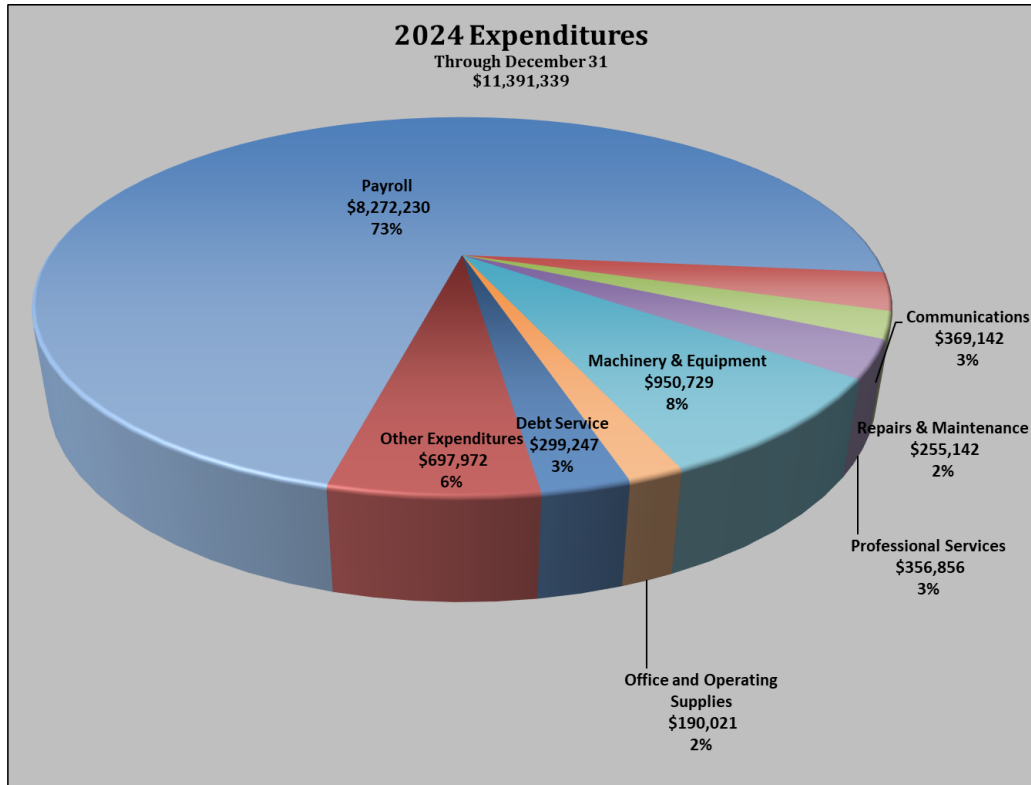
Other Revenues

Other revenues include rents and leases, license and permit fees, donations, in-lieu tax payments, application and testing fees, and general governmental services revenues. \$6,034 was received in 2024 for Construction Fire Permits.

Several years ago, the district entered into an agreement with American Tower to house a cell phone tower on the Vantage Highway property behind Station 21. Leasing this land generated approximately \$12,236 in the past year. Every five years the lease easement fee increases 15%.

2024 GENERAL OPERATING FUND EXPENDITURES

The 2024 budget included operating fund expenditures at \$11,391,339.

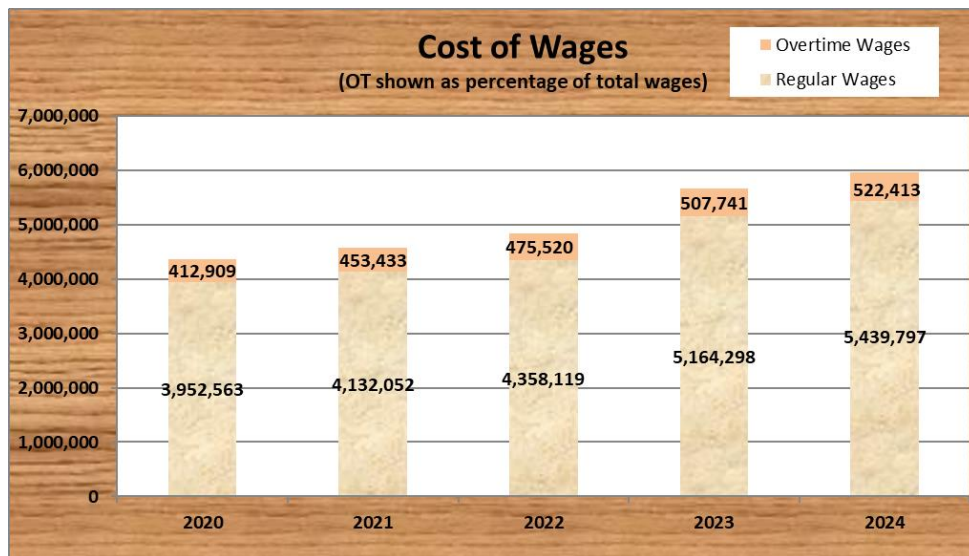


Payroll

Payroll expenditures comprise 73 percent of the 2024 total operating expenditures. Salaries and wages amounted to \$6,081,809 which includes wages for all employees (Volunteers, Residents, Staff & Career Positions), overtime, and deferred compensation. An additional \$2,190,421 was paid for employee benefits.

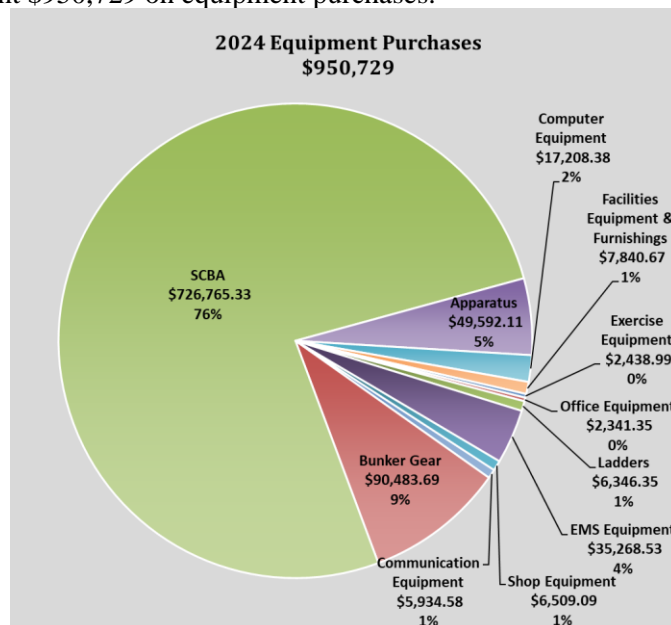
Of the \$6,081,809 paid for salaries and wages, \$522,413 (8.59 percent) was for overtime expenses and \$119,600 for deferred compensation. In 2010 we had 31 FTE's compared to now in 2024 we have 51 FTE's. Our operational cost curve continues to go up as we add personnel to meet the operational demand curve. We have added 1-mechanic, 1-facilities manager, 1 prevention inspector, 1-training lieutenant, 1-training administrative assistant, and 15 shift firefighter positions since 2010.

The cost of wages graph below shows the full time positions, wages and overtime.



Machinery and Equipment

In 2024, the district spent \$950,729 on equipment purchases:



With the AFG Grant, the District was able to purchase new SCBAs totalling \$657,966. \$592,170 was the portion of the purchase covered with grant funds and the remaining \$65,797 was the 10% match required with district funds. Additional SCBA purchases included RIT Pack, additional cylinders, and a new SCBA fit testing device. Bunker gear was the next largest equipment purchase made in 2024. Remaining equipment purchases include two lucas devices, bunker gear, used fire engine, and computer equipemnt.

Communications

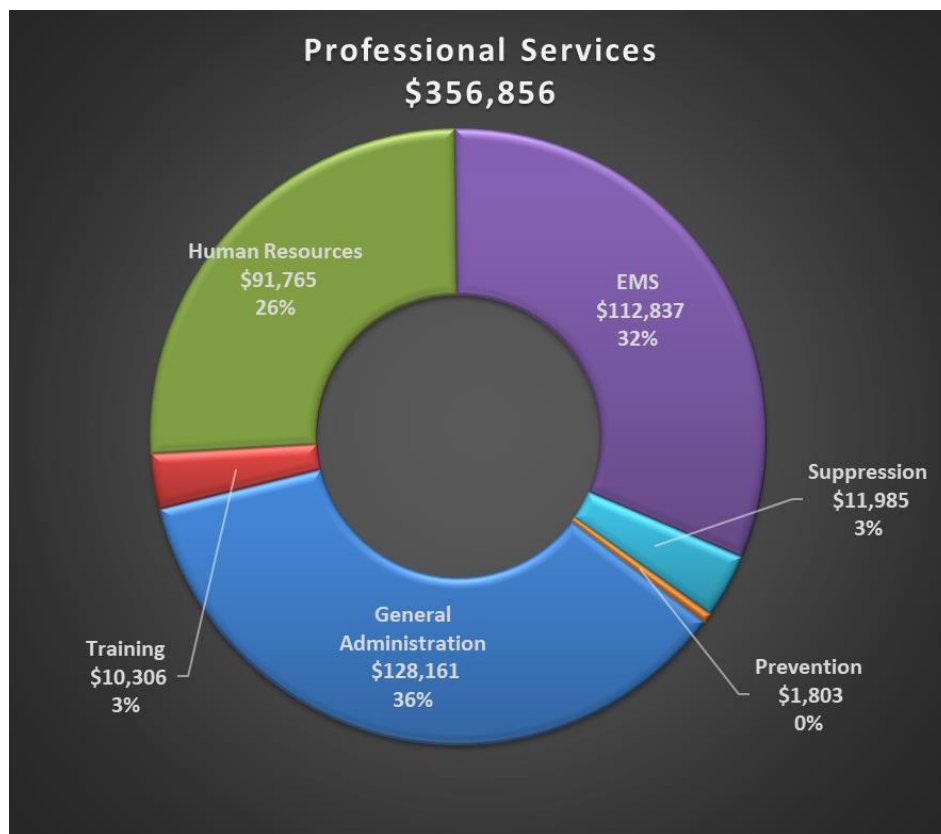
The majority of communications services costs can be attributed to dispatch services through KITTCOM. The District paid KITTCOM \$338,515 in 2024. The remaining \$30,627 in communications expenses includes the cost of phone service and postage.

Office and Operating Supplies

Patient supplies and medications account for the biggest portion of the operating supplies expenditures. The remaining supply expenses can be contributed to fire suppression supplies, station supplies, office supplies, and training supplies.

Professional Services

The professional services category accounts for three percent of the total general operating expenditures and includes a wide variety of service types.



In the General Administration division, typically the largest professional service category included is for IT services provided by the City of Ellensburg. This expense should have been \$49,287 for 2023, but only the invoice for first half was received and paid in 2023. 2024 included 2nd half 2023 services and 2024 services which totaled \$73,931. Another large administrative expense was legal fees which totaled or \$51,053. Major human resources professional services included Fire Chief hiring services and Lexipol policy management membership fees.

The Training Division service expenses included outside instructors to teach inhouse.

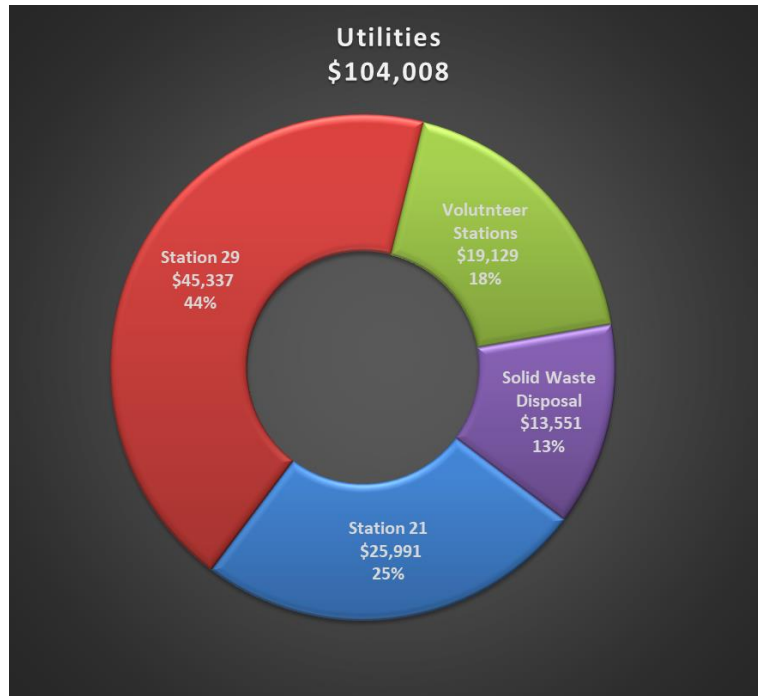
The EMS Professional Services includes \$30,000 to the consulting service that produces the certified expenditure reports in order to recive GEMT payments. The district employs Jack Horsley as the Medical Services Director and pays him a monthly stipend which amounted to \$12,500 for 2024. The largest expense in the EMS division was for ambulance billing services with Systems Design and electronic clamis processing fees for \$62,727.

Repairs and Maintenance

The District employs a mechanic to keep the apparatus fleet in working order. In addition to vehicle repairs and maintence, this category also includes expenditures to maintain the station buildings.

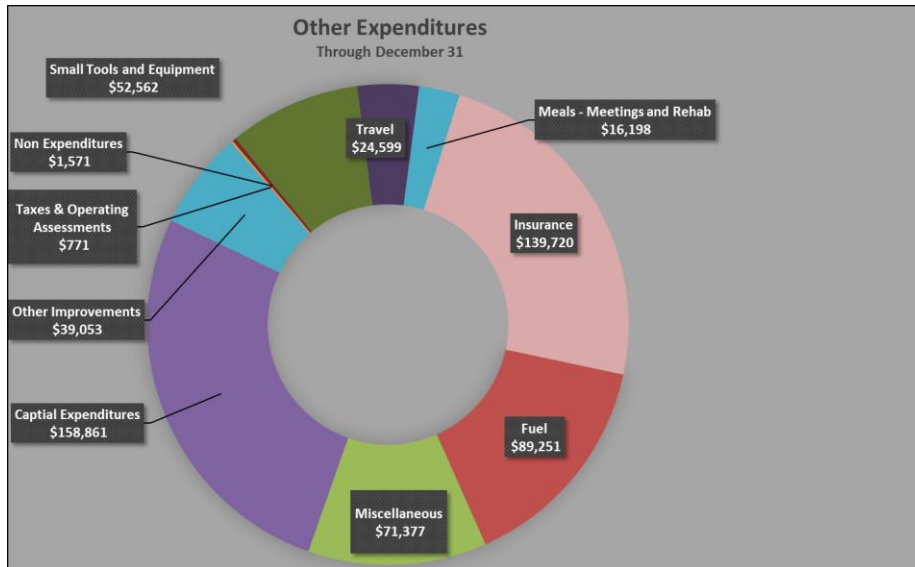
Utilities

The utility expenses for each station include electric, water, sewer and gas as applicable to each location. The solid waste disposal includes trash and recycle services at the two main stations as well as trips to the transfer station made by district staff.



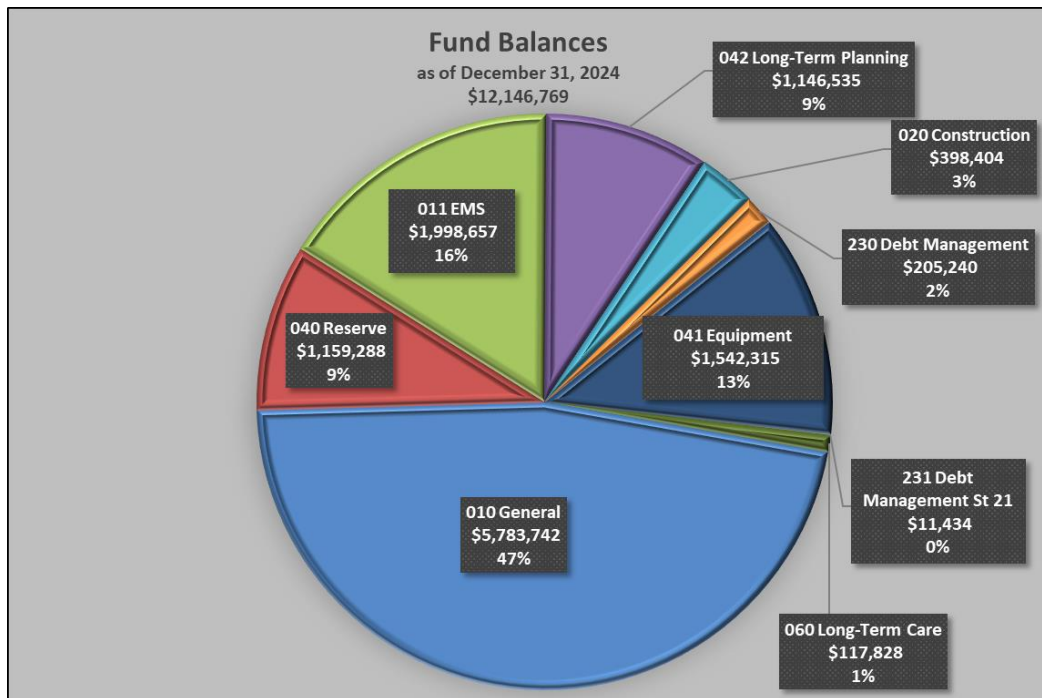
Other Expenditures

The remaining expenditures is comprised of the cost of fuel, the purchase of small tools and equipment, and costs for travel and training, advertising, insurance, and other miscellaneous expenses.



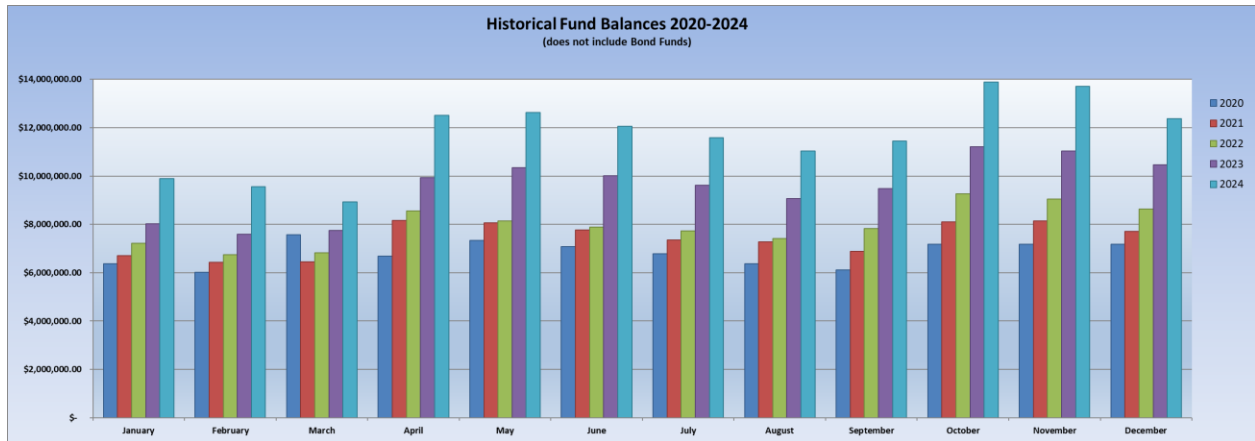
FUND BALANCES

The district currently has a healthy overall fund balance due to conservative planning by the Board of Fire Commissioners and management staff. The fund balance is the amount available at the end of the period after all receipts have been entered and all bills have been paid. At the end of 2024, KVFR had \$12,146,769 in cash and investments for the general operating funds. There was an additional \$205,240 in the St 29 Bond Debt Management Fund and \$11,434 in the St 21 Bond Management Fund at year-end for a total fund balance of \$12,363,442.



As previously mentioned, the property tax revenue is cyclical because of the semi-annual payment schedule. The district continues to pay bills throughout the year even though the bulk of its primary

funding is received in April and in October. The following graph demonstrates the trend of how the funds available to the district grow and shrink during the year between property tax payments.

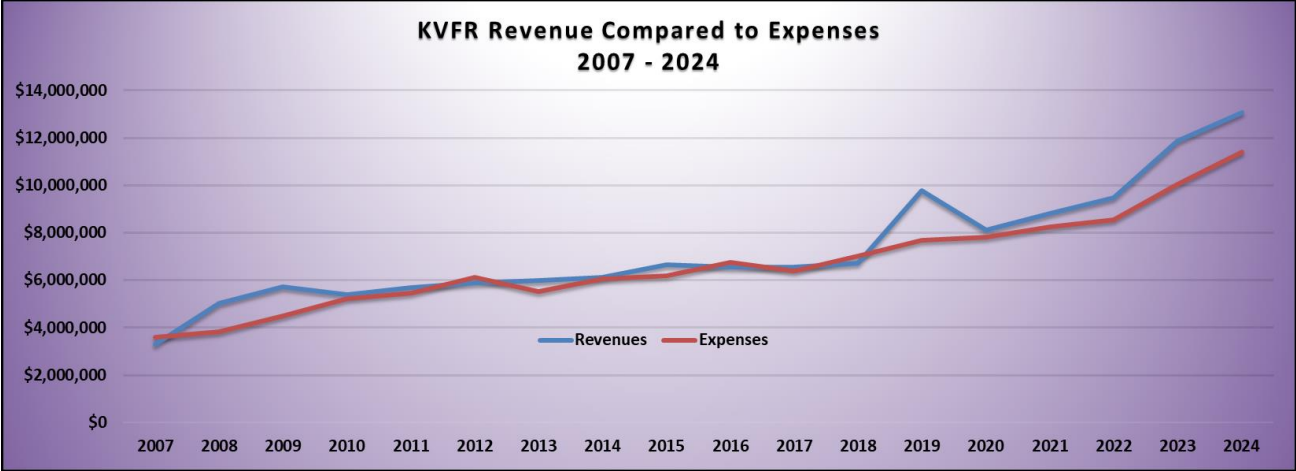


Part of the budgeting process is to determine how much of the property tax should be transferred from the General Fund to the other funds during the year to maintain their funding levels and to plan expenditures out of those funds. The following is a list of transfers that were made in 2024:

- \$400,000 from the General Fund to the EMS Fund. In 2019, the payroll costs for three additional Firefighters were added to the EMS Fund. While the fee schedule is built to cover the majority of the cost of services, the fees do not cover all costs. In addition, cash flow can be tight when patients or insurance companies do not pay their bills in a timely manner; therefore, tax money is needed to help cover EMS costs.
- \$290,000 from General Fund to the St 21 Bond Debt Service Fund. To fund the Station 21 principal and interest bond payments that are due in June and December of each year.
- \$2,000 from General Fund to the Long-Term Care Fund. The district is obligated to pay for medical care for two surviving LEOFF 1 members. This fund reserves money to be used if those individuals need to be housed in a long-term care facility.
- \$1,000,000 from the General Fund to the Equipment Fund. This money was transferred to purchase approved equipment.
- \$200,000 from the General Fund to the Construction Fund. This money was transferred for multiple construction projects to include, pipe for station 21, fencing at station 29 and seal coating the parking lots.

Changes in Fund Balance

Revenues exceeded expenses in 2024, thus increasing the operating fund balance by \$1,678,439. Some of this is due to the labor contract not being settled until the end of 2024 and wage increases are not reflected in the 2024 expenses. The retro wages were paid out in 2025. Additionally, planned equipment purchases did not occur within 2024.



2024 ACTUALS - OPERATING FUNDS ONLY									
	010 General	011 EMS	020 Construction	040 Reserve	041 Equipment	042 Long-Term Planning	060 Long-Term Care	231 Debt Service St 21	All Funds
Beginning Fund Balances	5,449,139	1,590,339	226,411	1,121,372	858,678	1,109,035	112,003	12,787	10,479,764
Total Revenues	9,404,546	2,935,193	11,046	37,917	634,367	37,499	3,825	5,385	13,069,778
Total Expenses	7,177,944	2,926,875	39,053	0	950,729	0	0	296,739	11,391,339
Total Transfers In	0	400,000	200,000	0	1,000,000	0	2,000	290,000	1,892,000
Total Transfers Out	1,892,000	0	0	0	0	0	0	0	1,892,000
Ending Fund Balance	5,783,742	1,998,657	398,404	1,159,288	1,542,315	1,146,535	117,828	11,434	12,158,203
Increase/(Decrease) in Fund Balance	334,602	408,318	171,993	37,917	683,638	37,499	5,825	(1,353)	1,678,439

BOND FUND FINANCIAL INFORMATION

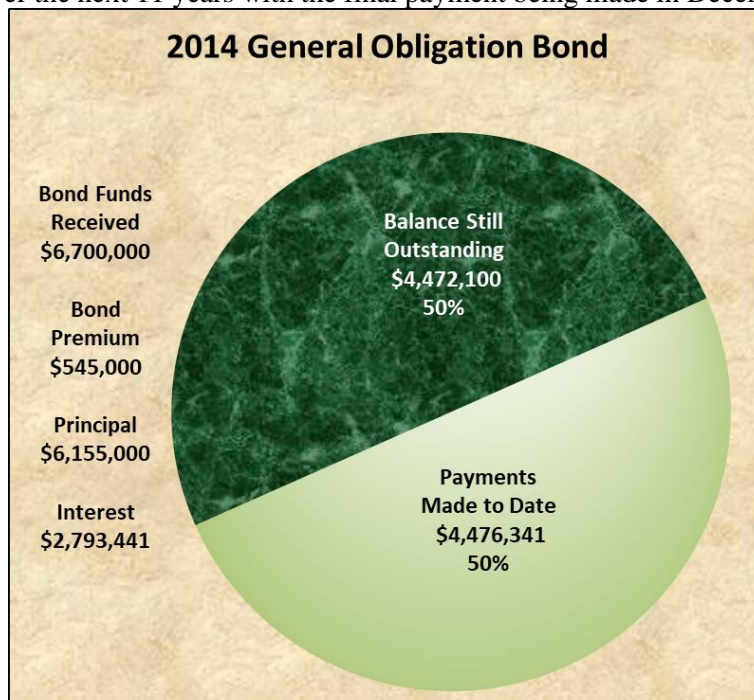
In April 2014, the residents of the district voted to approve a \$6.7 million, 20-year General Obligation Bond for the construction of a new headquarters fire station located at 400 E. Mountain View Avenue. The bonds were sold in October 2014 and the funds were received by the district on December 2, 2014.

To correctly account for the funds and ensure that they will be used only for their intended purpose, the district set up the Station Bond Fund and the Debt Management fund. As indicated on page three, these two funds are collectively referred to as the “Bond Funds” for the district and are referred to separately in financial reporting and budgeting processes. The following table shows the tax revenues and levy rates related to the 2014 Station Bond.

Assessed Valuation	Year	Levy Rate	Tax Due
\$2,470,115,436	2015	\$0.187031	\$461,988
\$2,529,149,777	2016	\$0.183100	\$463,087
\$2,555,680,416	2017	\$0.181202	\$463,094
\$2,801,923,961	2018	\$0.165956	\$464,996
\$3,040,913,595	2019	\$0.152913	\$464,995
\$3,583,867,055	2020	\$0.129746	\$464,992
\$3,846,416,922	2021	\$0.120891	\$464,997
\$4,360,830,423	2022	\$0.106630	\$464,995
\$5,166,385,242	2023	\$0.090972	\$469,996
\$5,798,617,896	2024	\$0.081915	\$474,994

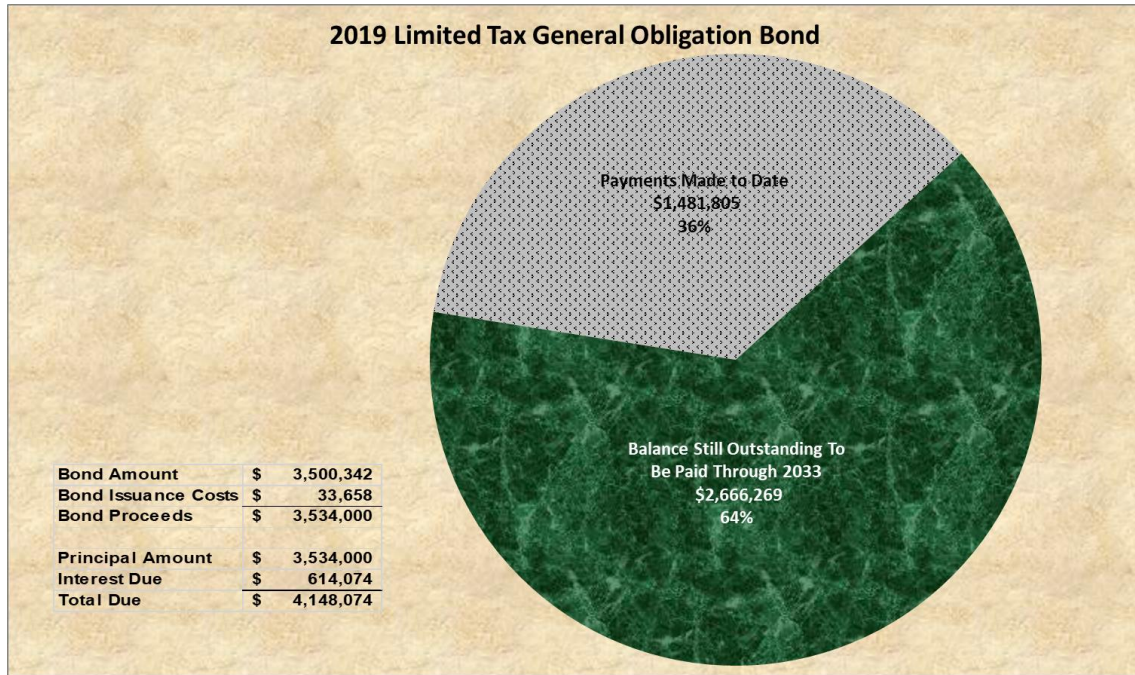
Bond Payments

The County Treasurer began collecting bond levy tax revenue in 2015 and made the first interest payment for the bond funds on June 1. The first interest and principal payment was made on December 1. The bond will be paid over the next 11 years with the final payment being made in December 2034.



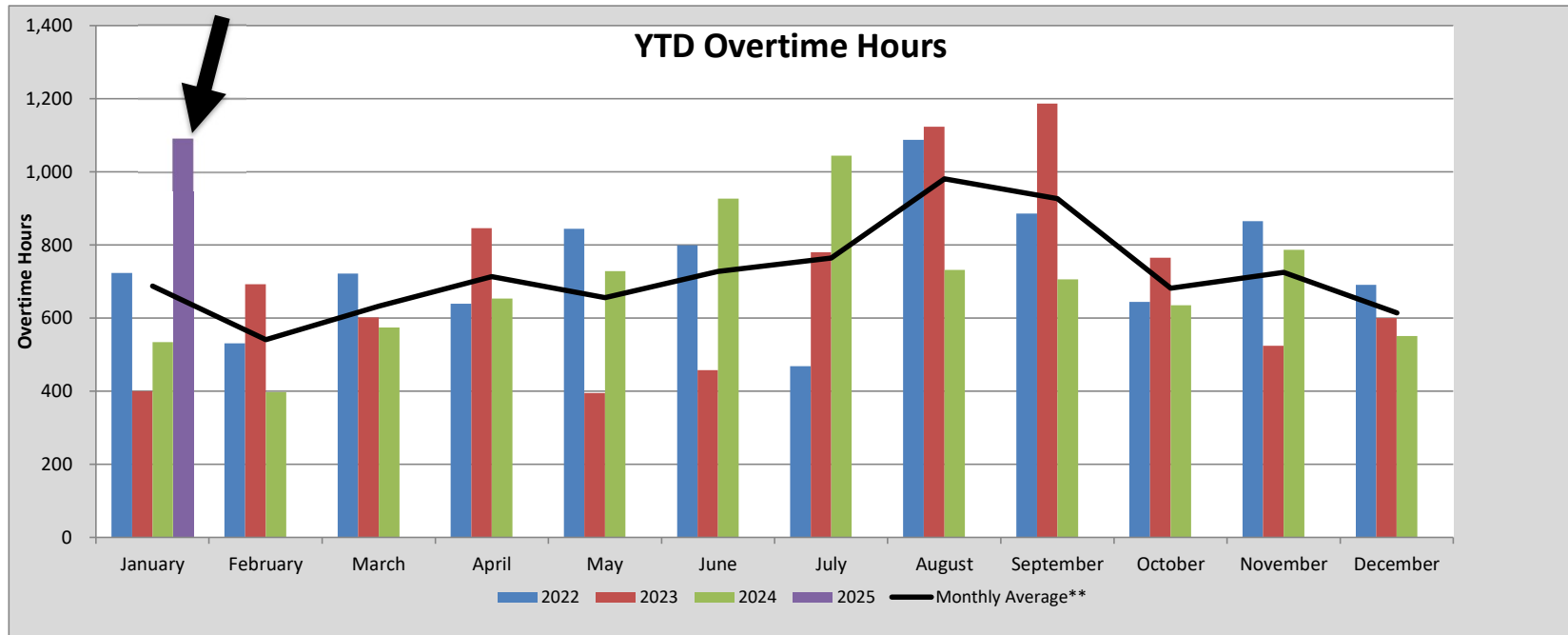
Commissioner Voted Bond

In July of 2019, the Board of Fire Commissioners voted to approve a \$3.5 million Limited Tax General Obligation Bond for the construction to replace the station at Vantage Highway. The first interest payment was made on June 1, 2020, and the first principal payment was made on December 1, 2020. The final bond payment being made in December 2033 unless the Board of Fire Commissioner chooses to pay it off early.



2022 - 2025 OVERTIME SUMMARY

	2022		2023		2024		2025	
	OT Hours	Dollars	OT Hours	Dollars	OT Hours	Dollars	OT Hours	Dollars
January	723.00	\$37,373.27	400.00	\$24,027.37	534.00	\$33,530.36	1,092.00	\$73,267.28
February	531.00	\$30,965.51	693.00	\$43,311.00	398.00	\$25,437.79		
March	722.00	\$43,033.00	602.00	\$35,651.21	574.00	\$36,140.99		
April	639.00	\$34,155.54	846.00	\$52,864.89	654.00	\$39,463.29		
May	844.00	\$46,019.68	395.00	\$23,599.07	729.00	\$45,747.64		
June	799.00	\$45,608.81	458.00	\$28,430.92	927.00	\$58,155.18		
July	469.00	\$25,901.46	780.00	\$48,750.48	1,045.00	\$64,963.73		
August	1,088.00	\$60,792.70	1,124.00	\$68,359.57	732.00	\$45,264.87		
September	886.00	\$47,938.83	1,187.00	\$71,313.88	706.00	\$46,306.95		
October	644.00	\$34,995.49	765.00	\$47,240.08	635.00	\$40,110.45		
November	865.00	\$47,212.27	524.00	\$31,842.74	787.00	\$49,395.62		
December	691.00	\$40,945.31	600.00	\$37,454.40	551.00	\$37,199.47		
Totals >>	8,901.00	\$494,941.87	8,374.00	\$512,845.61	8,272.00	\$521,716.34	1,092.00	\$73,267.28
Monthly Average	741.75	\$41,245.16	697.83	\$42,737.13	689.33	\$43,476.36	1,092.00	\$73,267.28



2025 BUDGET POSITION

KITTITAS COUNTY FIRE DISTRICT 2

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010 GENERAL FUND 636-010 Months: 01 To: 01

Revenues	Amt Budgeted	Revenues	Remaining	
310 Taxes				
311 10 00 000 Property Tax	8,500,000.00	33,765.46	8,466,234.54	0.4%
310 Taxes	8,500,000.00	33,765.46	8,466,234.54	0.4%
320 Licenses & Permits				
322 90 00 000 Fire Permit Construction	5,000.00	520.00	4,480.00	10.4%
320 Licenses & Permits	5,000.00	520.00	4,480.00	10.4%
330 State Generated Revenues				
334 01 30 000 State Grants - Washington State Patrol	5,500.00	0.00	5,500.00	0.0%
334 State Grants	5,500.00	0.00	5,500.00	0.0%
337 00 00 001 Leasehold Excise Tax	6,500.00	0.00	6,500.00	0.0%
337 00 00 002 Timber Harvest Tax	50.00	0.00	50.00	0.0%
337 07 01 000 In-Lieu Taxes	500.00	0.00	500.00	0.0%
337 In-Lieu Payments	7,050.00	0.00	7,050.00	0.0%
330 State Generated Revenues	12,550.00	0.00	12,550.00	0.0%
340 Charges For Services				
342 21 00 000 Fire Protection Contracts - Privately	40,000.00	14,122.21	25,877.79	35.3%
342 21 01 000 Fire Protection Contracts - State Owned	865,000.00	0.00	865,000.00	0.0%
342 21 01 001 Fire Protection Contracts - Local Government	31,000.00	0.00	31,000.00	0.0%
342 21 02 000 Fire Protection - School Districts	4,100.00	0.00	4,100.00	0.0%
342 21 03 000 Fire Marshal Services - City Of Ellensburg	135,000.00	0.00	135,000.00	0.0%
342 21 09 000 Fire Chief Services	12,000.00	12,000.00	0.00	100.0%
342 21 10 000 Mobilizations - Current Year Personnel	15,000.00	6,599.15	8,400.85	44.0%
342 21 10 001 Mobilizations - Current Year Equipment	10,000.00	2,185.49	7,814.51	21.9%
342 40 00 000 Plan Checking for Construction	2,000.00	178.54	1,821.46	8.9%
342 80 00 000 Dispatch Services	0.00	1,196.46	(1,196.46)	0.0%
342 Public Safety Services	1,114,100.00	36,281.85	1,077,818.15	3.3%
340 Charges For Services	1,114,100.00	36,281.85	1,077,818.15	3.3%
360 Misc Revenues				
361 11 00 010 Earned Interest	100,000.00	16,554.47	83,445.53	16.6%
361 Interest Earned	100,000.00	16,554.47	83,445.53	16.6%
362 50 00 000 Space & Facilities Lease (long term)	12,300.00	1,019.67	11,280.33	8.3%
362 Rents and Leases	12,300.00	1,019.67	11,280.33	8.3%
367 11 00 010 Donations - General	100.00	0.00	100.00	0.0%
367 Donations	100.00	0.00	100.00	0.0%
369 10 00 000 Sale of Surplus	500.00	0.00	500.00	0.0%
369 40 00 000 Judgements & Settlements	200.00	0.00	200.00	0.0%
369 91 00 010 Other Revenue	1,000.00	0.00	1,000.00	0.0%
369 91 04 000 Dividend/Rebate Payments	100.00	0.00	100.00	0.0%

2025 BUDGET POSITION

KITTITAS COUNTY FIRE DISTRICT 2

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010 GENERAL FUND 636-010

Months: 01 To: 01

Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues				
369 91 05 000 Credit Card Rebates	500.00	0.00	500.00	0.0%
369 Other Revenues	2,300.00	0.00	2,300.00	0.0%
360 Misc Revenues	114,700.00	17,574.14	97,125.86	15.3%
380 Non Revenues				
382 90 00 000 Leasehold Excise Tax Collected	1,570.00	130.93	1,439.07	8.3%
380 Non Revenues	1,570.00	130.93	1,439.07	8.3%
Fund Revenues:	9,747,920.00	88,272.38	9,659,647.62	0.9%

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 10 11 000 Administrative Staff Salaries	975,000.00	264,061.59	710,938.41	27.1%
522 10 12 000 Overtime	3,000.00	252.24	2,747.76	8.4%
522 10 13 000 Deferred Comp	21,600.00	2,000.00	19,600.00	9.3%
522 10 21 000 Medical Active	165,000.00	16,860.89	148,139.11	10.2%
522 10 22 000 L&I Insurance	20,000.00	955.52	19,044.48	4.8%
522 10 23 000 Retirement	71,000.00	9,897.91	61,102.09	13.9%
522 10 25 000 Social Security & Medicare	43,000.00	7,568.12	35,431.88	17.6%
522 10 26 000 Medical - Retired LEOFF I	40,000.00	4,250.46	35,749.54	10.6%
522 10 27 000 Long Term Care - LEOFF I	7,500.00	7,174.71	325.29	95.7%
522 10 29 000 Unemployment Benefits	500.00	0.00	500.00	0.0%
522 10 31 000 Op. Supplies Office	8,000.00	515.95	7,484.05	6.4%
522 10 31 001 Op. Supplies - HR	1,500.00	0.00	1,500.00	0.0%
522 10 33 000 Meeting Meals	2,000.00	57.00	1,943.00	2.9%
522 10 33 001 Annual Banquet	10,000.00	7,288.82	2,711.18	72.9%
522 10 35 000 Office Machines / Software	45,000.00	34,318.63	10,681.37	76.3%
522 10 41 000 Professional Services - Other Administrative	8,000.00	0.00	8,000.00	0.0%
522 10 41 002 City IT Contract Services	75,000.00	0.00	75,000.00	0.0%
522 10 41 003 Copy Machine Contracts	2,200.00	222.67	1,977.33	10.1%
522 10 41 005 Internet Services	6,000.00	0.00	6,000.00	0.0%
522 10 41 006 Legal Services - General	30,000.00	320.00	29,680.00	1.1%
522 10 41 008 Website Maintenance	10,000.00	0.00	10,000.00	0.0%
522 10 41 009 Government Professional Services	300.00	0.00	300.00	0.0%
522 10 41 010 Unclaimed Property Custodial	50.00	0.00	50.00	0.0%
522 10 41 011 County Auditor - Electronic Payments	900.00	192.00	708.00	21.3%
522 10 41 012 State Auditor Fees	15,000.00	0.00	15,000.00	0.0%
522 10 41 013 Advertising	4,500.00	365.27	4,134.73	8.1%
522 10 41 014 County Auditor - Election Fees	15,000.00	0.00	15,000.00	0.0%
522 10 41 200 Professional Services - Other HR	15,000.00	0.00	15,000.00	0.0%
522 10 41 201 Employee Assistance Program	2,000.00	138.75	1,861.25	6.9%
522 10 41 202 Exposure Expenses	300.00	0.00	300.00	0.0%
522 10 41 203 Hiring Process	12,000.00	2,287.16	9,712.84	19.1%
522 10 41 204 Immunizations For Employees	1,000.00	370.00	630.00	37.0%
522 10 41 205 Legal Services - HR	50,000.00	3,234.00	46,766.00	6.5%
522 10 42 001 Air Cards	600.00	40.04	559.96	6.7%
522 10 42 002 Cell Phones	4,900.00	497.92	4,402.08	10.2%
522 10 42 003 Office Phones	9,000.00	471.62	8,528.38	5.2%
522 10 42 004 Postage/Shipping	1,250.00	301.68	948.32	24.1%

2025 BUDGET POSITION

KITTITAS COUNTY FIRE DISTRICT 2

Time: 15:42:48 Date: 02/10/2025

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010 GENERAL FUND 636-010 Months: 01 To: 01

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 10 43 000 Travel, Lodging, Meals	20,000.00	111.01	19,888.99	0.6%
522 10 44 001 External Taxes & Operating Assessments	800.00	0.00	800.00	0.0%
522 10 46 000 Insurance	160,000.00	0.00	160,000.00	0.0%
522 10 49 000 Dues & Subscriptions	8,000.00	4,478.00	3,522.00	56.0%
522 10 49 001 Conferences / Training	15,000.00	1,070.00	13,930.00	7.1%
010 Administration	1,879,900.00	369,301.96	1,510,598.04	19.6%
522 11 11 000 Commissioners Stipends	23,000.00	3,381.00	19,619.00	14.7%
522 11 21 000 Medical Insurance	200.00	8.87	191.13	4.4%
522 11 22 000 L&I Insurance	200.00	3.98	196.02	2.0%
522 11 25 000 Social Security & Medicare	2,500.00	258.66	2,241.34	10.3%
522 11 43 000 Travel, Lodging, Meals	3,500.00	0.00	3,500.00	0.0%
522 11 49 001 Conferences / Training	2,500.00	0.00	2,500.00	0.0%
011 Commissioners	31,900.00	3,652.51	28,247.49	11.4%
522 20 11 000 Officers / Firefighters Wages	3,275,000.00	466,559.94	2,808,440.06	14.2%
522 20 12 000 Overtime	300,000.00	15,160.16	284,839.84	5.1%
522 20 13 000 Deferred Comp	98,000.00	7,800.00	90,200.00	8.0%
522 20 21 000 Medical - Active Employees	815,000.00	55,149.50	759,850.50	6.8%
522 20 22 000 L&I Insurance	160,000.00	12,869.84	147,130.16	8.0%
522 20 23 000 Retirement	200,000.00	25,627.51	174,372.49	12.8%
522 20 25 000 Social Security & Medicare	53,000.00	7,032.08	45,967.92	13.3%
522 20 26 000 Quarter Master Purchases	30,000.00	6,048.72	23,951.28	20.2%
522 20 26 001 Quarter Master Repairs	500.00	95.00	405.00	19.0%
522 20 26 002 Wildland PPE	25,000.00	0.00	25,000.00	0.0%
522 20 29 000 Unemployment Benefits	500.00	0.00	500.00	0.0%
522 20 31 003 Op. Supplies - All Stations	28,000.00	1,294.98	26,705.02	4.6%
522 20 31 004 Radio Supplies And Parts	2,000.00	0.00	2,000.00	0.0%
522 20 31 005 Wildland Equipment (non-Capital)	20,000.00	0.00	20,000.00	0.0%
522 20 32 000 Fuel Consumed	60,000.00	1,713.41	58,286.59	2.9%
522 20 33 000 Rehab Food & Beverages	6,500.00	0.00	6,500.00	0.0%
522 20 35 000 Small Tools & Equipment	15,000.00	0.00	15,000.00	0.0%
522 20 41 000 Professional Services - Other Suppression	5,000.00	0.00	5,000.00	0.0%
522 20 41 002 Fire Extinguisher Services	4,000.00	0.00	4,000.00	0.0%
522 20 41 003 Heavy Equipment On Fires	4,000.00	0.00	4,000.00	0.0%
522 20 42 001 Cell Phones	5,700.00	450.00	5,250.00	7.9%
522 20 42 002 Dispatch Services	70,000.00	16,718.26	53,281.74	23.9%
522 20 42 003 Postage/Shipping	1,000.00	8.66	991.34	0.9%
522 20 43 000 Travel, Lodging, Meals	5,000.00	0.00	5,000.00	0.0%
522 20 48 000 Repair & Maint. - Supplies	120,000.00	3,658.99	116,341.01	3.0%
522 20 48 001 Repair & Maint. - Services	45,000.00	0.00	45,000.00	0.0%
522 20 48 003 Radio Repair & Maint. - Services	4,000.00	0.00	4,000.00	0.0%
522 20 49 001 Conferences / Training	4,000.00	0.00	4,000.00	0.0%
020 Fire Suppression	5,356,200.00	620,187.05	4,736,012.95	11.6%
522 21 11 000 Mechanic Wages	107,000.00	11,535.66	95,464.34	10.8%
522 21 12 000 Overtime	5,000.00	0.00	5,000.00	0.0%
522 21 13 000 Deferred Comp	3,600.00	300.00	3,300.00	8.3%
522 21 21 000 Medical Insurance	37,000.00	2,429.46	34,570.54	6.6%
522 21 22 000 L&I Insurance	4,500.00	199.79	4,300.21	4.4%
522 21 23 000 Retirement	12,000.00	1,050.90	10,949.10	8.8%
522 21 25 000 Social Security & Medicare	10,000.00	905.43	9,094.57	9.1%
522 21 43 000 Travel, Lodging, Meals	2,000.00	0.00	2,000.00	0.0%
522 21 49 001 Conferences / Training	2,000.00	0.00	2,000.00	0.0%

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KITTITAS COUNTY FIRE DISTRICT 2

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010 GENERAL FUND 636-010

Months: 01 To: 01

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
021 Mechanic	183,100.00	16,421.24	166,678.76	9.0%
522 22 11 000 Resident FF Stipends	30,000.00	1,580.00	28,420.00	5.3%
522 22 21 000 Medical Insurance	50.00	0.00	50.00	0.0%
522 22 25 000 Social Security & Medicare	2,000.00	120.87	1,879.13	6.0%
022 Resident FF's	32,050.00	1,700.87	30,349.13	5.3%
522 24 11 000 Volunteer FF Stipends	50,000.00	2,045.00	47,955.00	4.1%
522 24 22 000 L& Insurance	10.00	0.00	10.00	0.0%
522 24 25 000 Social Security & Medicare	4,000.00	156.44	3,843.56	3.9%
522 24 28 000 Disability Insurance Vol Firefighters	9,000.00	0.00	9,000.00	0.0%
024 Volunteer FF's	63,010.00	2,201.44	60,808.56	3.5%
522 30 11 000 Prevention Wages	270,000.00	47,899.91	222,100.09	17.7%
522 30 12 000 Overtime	75,000.00	2,821.73	72,178.27	3.8%
522 30 13 000 Deferred Comp	7,200.00	600.00	6,600.00	8.3%
522 30 21 000 Medical - Active Employees	75,000.00	4,577.46	70,422.54	6.1%
522 30 22 000 L&I Insurance	14,000.00	859.24	13,140.76	6.1%
522 30 23 000 Retirement	18,000.00	2,698.39	15,301.61	15.0%
522 30 25 000 Social Security & Medicare	6,500.00	739.09	5,760.91	11.4%
522 30 31 000 Op. Supplies - Prevention	5,000.00	0.00	5,000.00	0.0%
522 30 31 001 Op. Supplies - Ready Set Go & Fire	500.00	0.00	500.00	0.0%
522 30 31 002 Op. Supplies - Pub Ed	2,500.00	0.00	2,500.00	0.0%
522 30 41 001 Investigations Services	1,500.00	0.00	1,500.00	0.0%
522 30 41 002 Plans Review	2,500.00	0.00	2,500.00	0.0%
522 30 42 001 Cell Phones	1,800.00	137.61	1,662.39	7.6%
522 30 42 002 Postage/Shipping	300.00	0.00	300.00	0.0%
522 30 43 000 Travel, Lodging, Meals	7,000.00	0.00	7,000.00	0.0%
522 30 49 000 Dues & Subscriptions	3,500.00	315.00	3,185.00	9.0%
522 30 49 001 Conferences / Training	5,000.00	0.00	5,000.00	0.0%
030 Prevention & Investigation	495,300.00	60,648.43	434,651.57	12.2%
522 45 11 000 Training Division Wages	270,000.00	19,055.03	250,944.97	7.1%
522 45 12 000 Overtime	35,000.00	276.00	34,724.00	0.8%
522 45 13 000 Deferred Comp	7,200.00	300.00	6,900.00	4.2%
522 45 21 000 Medical - Active Employees	60,000.00	2,449.89	57,550.11	4.1%
522 45 22 000 L&I Insurance	15,000.00	265.25	14,734.75	1.8%
522 45 23 000 Retirement	17,000.00	1,028.41	15,971.59	6.0%
522 45 25 000 Social Security & Medicare	5,000.00	282.11	4,717.89	5.6%
522 45 31 000 Op. Supplies / Training Aids	22,000.00	367.75	21,632.25	1.7%
522 45 33 000 Meeting Meals	3,000.00	0.00	3,000.00	0.0%
522 45 41 001 Fire Academy Tuition	40,000.00	0.00	40,000.00	0.0%
522 45 41 002 Outside Instructors	5,000.00	0.00	5,000.00	0.0%
522 45 41 003 Training Burns Expenses	3,000.00	0.00	3,000.00	0.0%
522 45 42 001 Cell Phones	4,200.00	332.72	3,867.28	7.9%
522 45 42 002 Postage/Shipping	100.00	0.00	100.00	0.0%
522 45 43 000 Travel, Lodging, Meals	3,000.00	0.00	3,000.00	0.0%
522 45 49 001 Conferences / Training	3,000.00	0.00	3,000.00	0.0%
045 Training Obtained by Employees	492,500.00	24,357.16	468,142.84	4.9%
522 50 31 003 Op. Supplies - All Stations	28,000.00	1,141.38	26,858.62	4.1%
522 50 47 000 Utilities - Station 21	35,000.00	2,352.47	32,647.53	6.7%
522 50 47 001 Utilities - Station 29	50,000.00	3,198.24	46,801.76	6.4%
522 50 47 002 Utilities - All Other Stations	30,000.00	3,183.95	26,816.05	10.6%

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010 GENERAL FUND 636-010 Months: 01 To: 01

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 50 47 003 Solid Waste Disposal	13,500.00	1,108.89	12,391.11	8.2%
522 50 48 000 Repair & Maint. - Supplies - St. 21	5,000.00	388.18	4,611.82	7.8%
522 50 48 001 Repair & Maint. - Supplies - St. 29	9,000.00	0.00	9,000.00	0.0%
522 50 48 002 Repair & Maint. - Supplies - All Others	5,000.00	0.00	5,000.00	0.0%
522 50 48 003 Repair & Maint. - Services - St. 21	7,000.00	75.88	6,924.12	1.1%
522 50 48 004 Repair & Maint. - Services - St. 29	45,000.00	1,943.83	43,056.17	4.3%
522 50 48 005 Repair & Maint. - Services - All Others	4,000.00	0.00	4,000.00	0.0%
050 Facilities	231,500.00	13,392.82	218,107.18	5.8%
522 Fire Control	8,765,460.00	1,111,863.48	7,653,596.52	12.7%
580 Non Expenditures				
582 90 00 000 Leasehold Excise Tax Remitted	1,572.00	392.78	1,179.22	25.0%
580 Non Expenditures	1,572.00	392.78	1,179.22	25.0%
591 Debt Service				
591 22 70 000 Copy Machine Contracts	2,600.00	209.00	2,391.00	8.0%
591 22 70 001 Portable Gas Monitors Lease	0.00	2,172.00	(2,172.00)	0.0%
000	2,600.00	2,381.00	219.00	91.6%
591 Debt Service	2,600.00	2,381.00	219.00	91.6%
594 Capital Expenditures				
594 22 70 000 Stryker Payment	158,862.00	0.00	158,862.00	0.0%
594 Capital Expenditures	158,862.00	0.00	158,862.00	0.0%
597 Interfund Transfers				
597 22 10 011 Transfer Out to Fund 011 EMS	500,000.00	0.00	500,000.00	0.0%
597 22 10 031 Transfer Out To Fund 231 Debt Service Fund Station 21 Bond	300,000.00	0.00	300,000.00	0.0%
597 22 10 060 Transfer Out to Fund 060 Long Term Care	2,000.00	0.00	2,000.00	0.0%
597 Interfund Transfers	802,000.00	0.00	802,000.00	0.0%
Fund Expenditures:	9,730,494.00	1,114,637.26	8,615,856.74	11.5%
Fund Excess/(Deficit):	17,426.00	(1,026,364.88)		

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KITTITAS COUNTY FIRE DISTRICT 2

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011 EMS FUND 636-011 Months: 01 To: 01

Revenues	Amt Budgeted	Revenues	Remaining
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330 State Generated Revenues

332 93 40 000 Ground Emergency Medical Transport (GEMT)	400,000.00	43,254.85	356,745.15 10.8%
000	400,000.00	43,254.85	356,745.15 10.8%
334 04 90 000 State Grants - Department of Health	500.00	0.00	500.00 0.0%
334 State Grants	500.00	0.00	500.00 0.0%
330 State Generated Revenues	400,500.00	43,254.85	357,245.15 10.8%

340 Charges For Services

342 60 01 000 Ambulance Transport - KVFR	360.00	40.00	320.00 11.1%
342 60 01 001 Ambulance Transport - Systems Design	1,700,000.00	191,196.77	1,508,803.23 11.2%
342 60 03 000 Ambulance Standby	10,000.00	0.00	10,000.00 0.0%
342 60 04 000 KVFR Ambulance Bad Debt Recovery	100.00	80.00	20.00 80.0%
342 60 05 000 EMS Non-Transport Fees	50.00	0.00	50.00 0.0%
342 Public Safety Services	1,710,510.00	191,316.77	1,519,193.23 11.2%
340 Charges For Services	1,710,510.00	191,316.77	1,519,193.23 11.2%

360 Misc Revenues

361 11 00 011 Earned Interest	30,000.00	5,283.08	24,716.92 17.6%
361 Interest Earned	30,000.00	5,283.08	24,716.92 17.6%
367 11 00 011 Donations - EMS	10.00	0.00	10.00 0.0%
367 Donations	10.00	0.00	10.00 0.0%
369 91 00 011 Other Revenue	50.00	0.00	50.00 0.0%
369 Other Revenues	50.00	0.00	50.00 0.0%
360 Misc Revenues	30,060.00	5,283.08	24,776.92 17.6%

397 Interfund Transfers

397 00 11 010 Transfer In From Fund 010 General	500,000.00	0.00	500,000.00 0.0%
397 Interfund Transfers	500,000.00	0.00	500,000.00 0.0%

Fund Revenues:	2,641,070.00	239,854.70	2,401,215.30 9.1%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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522 Fire Control

522 71 11 000 EMS Billing Wages	77,000.00	8,220.18	68,779.82 10.7%
522 71 13 000 Deferred Comp	3,600.00	300.00	3,300.00 8.3%
522 71 21 000 Medical - Active Employees	27,000.00	1,715.19	25,284.81 6.4%
522 71 22 000 L&I Insurance	500.00	25.74	474.26 5.1%
522 71 23 000 Retirement	8,000.00	748.86	7,251.14 9.4%
522 71 25 000 Social Security & Medicare	6,300.00	651.79	5,648.21 10.3%
522 71 31 000 Op. Supplies - Office	250.00	0.00	250.00 0.0%
522 71 41 000 Professional Services - EMS	40,000.00	35.45	39,964.55 0.1%

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KITTITAS COUNTY FIRE DISTRICT 2

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011 EMS FUND 636-011

Months: 01 To: 01

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 71 41 001 Collections Services	100.00	0.00	100.00	0.0%
522 71 41 002 Electronic Claims Services	68,000.00	4,979.76	63,020.24	7.3%
522 71 41 003 Medical Director Services	18,000.00	1,500.00	16,500.00	8.3%
522 71 43 000 Travel, Lodging, Meals	1,000.00	0.00	1,000.00	0.0%
522 71 49 001 Conferences / Training	1,000.00	0.00	1,000.00	0.0%
522 71 49 003 NSF Fees	50.00	0.00	50.00	0.0%
071 EMS Administration	250,800.00	18,176.97	232,623.03	7.2%
522 72 11 000 Officers/Firefighter Wages	1,850,000.00	293,446.35	1,556,553.65	15.9%
522 72 12 000 Overtime	225,000.00	24,804.68	200,195.32	11.0%
522 72 13 000 Deferred Comp	48,000.00	3,600.00	44,400.00	7.5%
522 72 21 000 Medical - Active Employees	360,000.00	23,799.97	336,200.03	6.6%
522 72 22 000 L&I Insurance	75,000.00	7,536.96	67,463.04	10.0%
522 72 23 000 Retirement	120,000.00	16,915.00	103,085.00	14.1%
522 72 25 000 Social Security & Medicare	31,000.00	4,633.83	26,366.17	14.9%
522 72 31 000 Patient Supplies	70,000.00	16,401.91	53,598.09	23.4%
522 72 31 001 Patient Medications	15,000.00	92.37	14,907.63	0.6%
522 72 31 002 EMS Op. Supplies	15,000.00	497.56	14,502.44	3.3%
522 72 32 000 Ambulance Fuel & Toll Fees	70,000.00	4,956.94	65,043.06	7.1%
522 72 41 002 EMS Provider Fees	6,000.00	2,988.00	3,012.00	49.8%
522 72 42 001 Cell Phones	7,000.00	563.92	6,436.08	8.1%
522 72 42 002 Dispatch Services (80%)	280,000.00	66,873.06	213,126.94	23.9%
522 72 42 003 Postage/Shipping	300.00	13.39	286.61	4.5%
522 72 43 000 Travel, Lodging, Meals	5,000.00	0.00	5,000.00	0.0%
522 72 43 001 Ambulance Transport Meals	6,000.00	956.43	5,043.57	15.9%
522 72 48 000 Repair & Maint. - Supplies	30,000.00	1,311.25	28,688.75	4.4%
522 72 48 001 Repair & Maint. - Services	20,000.00	208.67	19,791.33	1.0%
522 72 49 001 Conferences / Training	26,000.00	566.57	25,433.43	2.2%
522 72 49 003 Transport Refunds	15,000.00	1,912.78	13,087.22	12.8%
072 EMS Transport	3,274,300.00	472,079.64	2,802,220.36	14.4%
522 Fire Control	3,525,100.00	490,256.61	3,034,843.39	13.9%
Fund Expenditures:	3,525,100.00	490,256.61	3,034,843.39	13.9%
Fund Excess/(Deficit):	(884,030.00)	(250,401.91)		

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KITTITAS COUNTY FIRE DISTRICT 2

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020 CONSTRUCTION FUND 636-020

Months: 01 To: 01

Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues				
361 11 00 020 Earned Interest	6,500.00	1,169.35	5,330.65	18.0%
361 Interest Earned	6,500.00	1,169.35	5,330.65	18.0%
360 Misc Revenues	6,500.00	1,169.35	5,330.65	18.0%
Fund Revenues:	6,500.00	1,169.35	5,330.65	18.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures				
594 22 62 000 Buildings & Structures	80,000.00	0.00	80,000.00	0.0%
594 22 63 000 Other Improvements	100,000.00	90,730.11	9,269.89	90.7%
594 Capital Expenditures	180,000.00	90,730.11	89,269.89	50.4%
Fund Expenditures:	180,000.00	90,730.11	89,269.89	50.4%
Fund Excess/(Deficit):	(173,500.00)	(89,560.76)		

2025 BUDGET POSITION

KITTITAS COUNTY FIRE DISTRICT 2

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Revenues	Amt Budgeted	Revenues	Remaining	
040 RESERVE FUND 636-040 Months: 01 To: 01				
360 Misc Revenues				
361 11 00 040 Earned Interest	20,000.00	3,402.38	16,597.62	17.0%
360 Misc Revenues	20,000.00	3,402.38	16,597.62	17.0%
Fund Revenues:	20,000.00	3,402.38	16,597.62	17.0%
Fund Excess/(Deficit):	20,000.00	3,402.38		

2025 BUDGET POSITION

KITTITAS COUNTY FIRE DISTRICT 2

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041 EQUIPMENT FUND 636-041

Months: 01 To: 01

Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues				
361 11 00 041 Earned Interest	15,000.00	4,166.67	10,833.33	27.8%
361 Interest Earned	15,000.00	4,166.67	10,833.33	27.8%
360 Misc Revenues	15,000.00	4,166.67	10,833.33	27.8%
Fund Revenues:	15,000.00	4,166.67	10,833.33	27.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures				
594 22 64 001 Apparatus	35,000.00	0.00	35,000.00	0.0%
594 22 64 002 Bunker Gear	82,000.00	12,704.09	69,295.91	15.5%
594 22 64 003 Communication Equipment	17,000.00	0.00	17,000.00	0.0%
594 22 64 007 SCBA	97,500.00	766.44	96,733.56	0.8%
594 22 64 008 Ambulance Apparatus	600,000.00	0.00	600,000.00	0.0%
594 22 64 013 Computer Equipment	23,000.00	0.00	23,000.00	0.0%
594 22 64 015 Facilities Equipment And Furnishings	24,500.00	0.00	24,500.00	0.0%
594 22 64 018 Wildland PPE	25,328.00	0.00	25,328.00	0.0%
594 Capital Expenditures	904,328.00	13,470.53	890,857.47	1.5%
Fund Expenditures:	904,328.00	13,470.53	890,857.47	1.5%
Fund Excess/(Deficit):	(889,328.00)	(9,303.86)		

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KITTITAS COUNTY FIRE DISTRICT 2

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042 LONG TERM PLANNING FUND 636-042

Months: 01 To: 01

Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues				
361 11 00 042 Earned Interest	20,000.00	3,364.94	16,635.06	16.8%
360 Misc Revenues	20,000.00	3,364.94	16,635.06	16.8%
Fund Revenues:	20,000.00	3,364.94	16,635.06	16.8%
Fund Excess/(Deficit):	20,000.00	3,364.94		

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KITTITAS COUNTY FIRE DISTRICT 2

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060 LONG TERM CARE FUND 636-060

Months: 01 To: 01

Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues				
361 11 00 060 Earned Interest	2,000.00	345.81	1,654.19	17.3%
360 Misc Revenues	2,000.00	345.81	1,654.19	17.3%
397 Interfund Transfers				
397 00 60 010 Transfer In From Fund 010 General	2,000.00	0.00	2,000.00	0.0%
397 Interfund Transfers	2,000.00	0.00	2,000.00	0.0%
Fund Revenues:	4,000.00	345.81	3,654.19	8.6%
Fund Excess/(Deficit):	4,000.00	345.81		

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KITTITAS COUNTY FIRE DISTRICT 2

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230 DEBT SERVICE FUND - STATION BONI

Months: 01 To: 01

Revenues	Amt Budgeted	Revenues	Remaining	
310 Taxes				
311 10 00 030 Real & Personal Property Taxes	485,000.00	(0.91)	485,000.91	0.0%
310 Taxes	485,000.00	(0.91)	485,000.91	0.0%

360 Misc Revenues

361 11 00 030 Earned Interest	4,000.00	2,500.74	1,499.26	62.5%
360 Misc Revenues	4,000.00	2,500.74	1,499.26	62.5%

Fund Revenues:	489,000.00	2,499.83	486,500.17	0.5%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
592 22 80 000 Bond Management Fees	350.00	0.00	350.00	0.0%
522 Fire Control	350.00	0.00	350.00	0.0%

591 Debt Service

591 22 71 030 Bond Payments - Principal	300,000.00	0.00	300,000.00	0.0%
592 22 89 030 Bond Payments - Interest	146,550.00	0.00	146,550.00	0.0%
591 Debt Service	446,550.00	0.00	446,550.00	0.0%

Fund Expenditures:	446,900.00	0.00	446,900.00	0.0%
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Fund Excess/(Deficit):	42,100.00	2,499.83		
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2025 BUDGET POSITION

KITTITAS COUNTY FIRE DISTRICT 2

Time: 15:42:48 Date: 02/10/2025

Page: 14

321 DEBT SERVICE FUND - STATION 21 BC

Months: 01 To: 01

Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues				
361 11 00 031 Earned Interest	2,500.00	33.56	2,466.44	1.3%
360 Misc Revenues	2,500.00	33.56	2,466.44	1.3%
397 Interfund Transfers				
397 00 31 010 Transfer In From Fund 010 General	300,000.00	0.00	300,000.00	0.0%
397 Interfund Transfers	300,000.00	0.00	300,000.00	0.0%
Fund Revenues:	302,500.00	33.56	302,466.44	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service				
591 22 71 031 Bond Payments - Principal	245,000.00	0.00	245,000.00	0.0%
592 22 80 031 Bond Management Fees	300.00	0.00	300.00	0.0%
592 22 89 031 Bond Payments - Interest	51,402.80	0.00	51,402.80	0.0%
591 Debt Service	296,702.80	0.00	296,702.80	0.0%
Fund Expenditures:	296,702.80	0.00	296,702.80	0.0%
Fund Excess/(Deficit):	5,797.20	33.56		

2025 BUDGET POSITION TOTALS

KITTITAS COUNTY FIRE DISTRICT : Months: 01 To: 01 Time: 15:42:48 Date: 02/10/2025

Page: 15

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
010 GENERAL FUND 636-010	9,747,920.00	88,272.38	0.9%	9,730,494.00	1,114,637.26	11%
011 EMS FUND 636-011	2,641,070.00	239,854.70	9.1%	3,525,100.00	490,256.61	14%
020 CONSTRUCTION FUND 636-0	6,500.00	1,169.35	18.0%	180,000.00	90,730.11	50%
040 RESERVE FUND 636-040	20,000.00	3,402.38	17.0%	0.00	0.00	0%
041 EQUIPMENT FUND 636-041	15,000.00	4,166.67	27.8%	904,328.00	13,470.53	1%
042 LONG TERM PLANNING FUN	20,000.00	3,364.94	16.8%	0.00	0.00	0%
060 LONG TERM CARE FUND 636	4,000.00	345.81	8.6%	0.00	0.00	0%
230 DEBT SERVICE FUND - STAT	489,000.00	2,499.83	0.5%	446,900.00	0.00	0%
231 DEBT SERVICE FUND - STAT	302,500.00	33.56	0.0%	296,702.80	0.00	0%
	13,245,990.00	343,109.62	2.6%	15,083,524.80	1,709,094.51	11.3%



KITTITAS VALLEY FIRE & RESCUE

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

District Secretary Report

FEBURARY 2025

- Commissioner Spring Series are Saturday, June 7th in Chelan. Class TBD.
- **Annual Public Disclosure Process:** Between now and April 15, all Commissioners need to complete their annual Form F1 "Personal Financial Affairs Supplemental Page".
 - www.pdc.wa.gov
 - Click on "File Online" at the top of the page, in the green menu bar.
 - Click on Financial Affairs Disclosure (F1)

F-1 Personal Financial Affairs Statement

Purpose

Personal financial information is disclosed by candidates at the start of the campaign and annually by elected officials, state boards and commissions members, state agency directors, and legislative and gubernatorial professional staff. Allows the public to assess whether state officials may have conflicts of interest. [RCW 42.17A.710*](#)

Reports are required to be filed using the efilng system. You may request a hardship exemption if you are unable to file electronically. Email your request to pdc@pdc.wa.gov.

Due Date

- State, local, and judicial candidates file within two weeks of first raising or spending money for the campaign, reserving space or purchasing advertising to promote candidacy, authorizing someone else to do any of these activities, publicly announcing candidacy, or filing the declaration of candidacy. Reporting period = 12 months prior to the start of the campaign.
- Individuals appointed to finish an unexpired term or appointed to a covered state position file within two weeks of the appointment. Reporting period = 12 months prior to the appointment.
- Annual reports are due April 15 and cover the previous calendar year.

Note: Only one F-1 report per person per year is required.

File Now

- Offices Subject to Election- Position Number 1; Commissioner Ogan
Filing Week is 5th-May 9th, 2025

Bryan Elliott
Kittitas County Auditor
205 West 5th Ave – Suite 105
Ellensburg, WA 98926
Elections - 509-962-7503 | Fax 509-962-7687



January 3, 2025

Dear District Officials:

Please provide this office with a CURRENT map of your district boundary. Please differentiate between actual District Boundary Line and Service Area / UGA

Acceptable Formats:

- shape file
- paper map
- pdf emailed
- email a link, if available (and current)

Accurate information from you helps us provide your potential candidates & voters with the most current information.

What's important this year:

- **Boundary Lines:** it is extremely important that the Auditor's office has any recent annexations, complete director district boundary lines, if applicable, correct legal descriptions and a current map. *If you have plans of any upcoming annexations, please provide us with completed ordinance/resolution.*
- **RCW 4.96.020-** Tortious conduct of local governmental entities and their agents – *Claims – Presentment and filing – Contents.* **Requires** entities to appoint an agent to receive any claim for damages, and have it recorded with the County Auditor. Contact us if you have any questions, or to verify we have a current claims agent on record.
- **Oaths of Office-**
Please check your applicable RCW below. Every person **elected** to office in the State of Washington is required by our state and federal constitutions to take an oath prior to taking office. **Oaths are to be retained by the County Auditor:**
 - Cities/Towns; Mayor, Council, Clerk, Treasurer, City Attorney, Chief of Police - RCW 35.27.120; 35.23.081; 35A.12.080
 - School Directors – RCW 28A.343.360
 - Hospital, Sewer, Water Commissioner – RCW 29A.60.280; RCW 57.12.030; RCW 70.44.040
 - Fire District Commissioners & District Secretary – RCW 52.14.070,080
 - Cemetery District Commissioners– RCW 68.52.260
- **Understanding why we ask for Salary and how paid:** RCW 29A.24.091 – the filing fee is based on 1% of the annual salary; no filing fee for any office for which compensation is on a per diem or per meeting attended basis.

Please share with your Elected Officials:

- **Online filing:** candidates may begin filing for office Monday, May 5th at 8:00am. Filing will close at 5:00pm on Friday, May 9th.
 - Filings are updated once approved- view who has filed:
<https://voter.votewa.gov/CandidateList.aspx?e=893>

PAPER FILING IS STILL ACCEPTED ~ forms available for download:
<https://www.sos.wa.gov/elections/candidatefiling.aspx>

- ❖ if a candidate will not be able to file during filing week we can accept a paper filing, through the mail, beginning April 21st.

- **Local Voters' Pamphlet:** Candidates will have the opportunity to submit their photo and statement, to appear in the Local Voters' Pamphlet; each district is billed their portion.
 - Local Voters Pamphlet Administrative Rules can be found:
 - <https://www.co.kittitas.wa.us/auditor/elections/local-voters-pamphlet.aspx>

If a candidate is planning on participating in the Pamphlet, in order to submit their photo/statement, they will need to file for candidacy online -
<https://www.co.kittitas.wa.us/auditor/elections/participating.aspx>

Important Dates to Remember:

District Resolution to appear on the ballot:

Request Deadline	Election Date	Ballots Mailed	Ballots Due Back	Election Certified
12/13/2024	2/11/2025	1/21/2025	2/11/2025	2/21/2025
2/21/2025	4/22/2025	4/1/2025	4/22/2025	5/2/2025
5/2/2025	8/5/2025	7/15/2025	8/5/2025	8/19/2025
8/5/2025	11/4/2025	10/14/2025	11/4/2025	11/25/2025

2025 Candidate Filing Week ~ May 5th – May 9th

Local Voters' Pamphlet:

Election Date	Pro/ Against Committee Appointment Due Date	Pro/ Against Statements Due	Rebuttal Statements Due
April 22, 2025	February 21, 2025	February 25, 2025	February 28, 2025
August 5, 2025	May 2, 2025	May 6, 2025	May 9, 2025
November 4, 2025	August 5, 2025	August 12, 2025	August 15, 2025
Candidate Statements			
August 5, 2025	May 21, 2025	-	-
November 4, 2025	May 21, 2025	-	-
**November 4, 2025	October 17, 2025	** for write-in candidates only and will only appear in the online version.	

emailed 2/11/2025

Bryan Elliott
Kittitas County Auditor ~ Elections
205 West 5th Ave – Suite 105
Ellensburg, WA 98926
509-962-7503 Fax 509-962-7687



January 3, 2025

Kittitas County Fire District #2
Dbas Kittitas Valley Fire Rescue
400 E. Mountain View Ave
Ellensburg, WA 98926

Offices Subject to Election in 2025

1 The incumbent information below is reflective of our current information for your district. Please make any changes if resignations and appointments have occurred. Remember, if any resignations occur prior to the first day of filing, that position will be open for election this year. *If any resignations occur after this report is returned, please advise the County Auditor's Office *immediately* at 962-7631.

<u>POSITION NUMBER</u>	<u>NAME OF OFFICIAL</u>	<u>POSITION HELD</u>	<u>YEAR POSITION VOTED UPON</u>	<u>UP FOR ELECTION</u>	<u>Corrections/Updates/Appointments/Notes:</u>
Position #:					
1	Ross Ogan	Commissioner	2025	YES	
2	Pat Clerf	Commissioner	2029		
3	Jerry Pettit	Commissioner	2027		
4	Neil O'Neil	Commissioner	2027		
5	Scott Ciraulo	Commissioner	2029		

2 Please check the appropriate box:

- The information listed above is correct
- The information listed above is incorrect. The correct information has been noted.

3 Please provide compensation amount in the appropriate box:

Position	Annual Salary		Monthly per diem
Commissioner		OR	\$161.00
		OR	

RCW 29A.24.091 sets the filing fee based on compensation: 1% of annual salary; \$10.00 if annual salary is less than \$1,000; no fee if compensation is on a per diem or per meeting attended basis.

4 Form Completed by: Audrey McBride contact: 509.933.7231

Please complete and return this form via mail, email or fax by: February 28, 2025

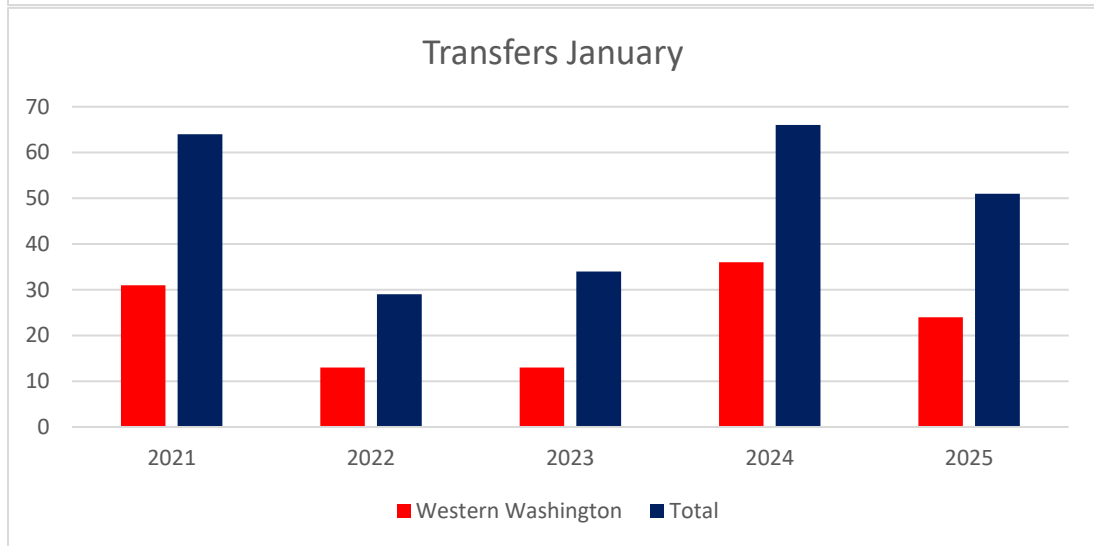
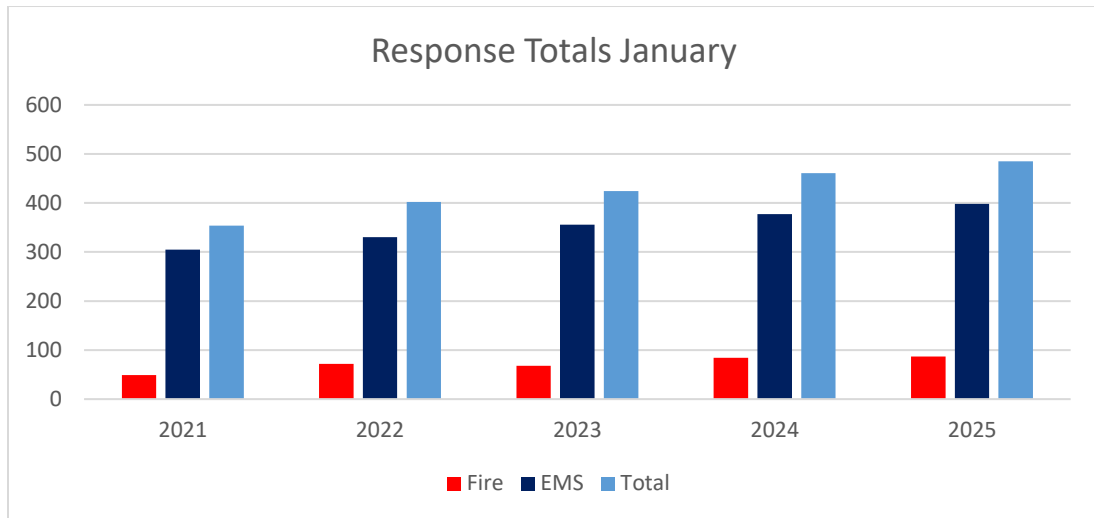
Questions? Please contact: Sue Higginbotham- Elections Manager
Email: Sue.higginbotham@co.kittitas.wa.us / Phone: 509.962.7631
Mail: 205 W. 5th Ave, Suite 105, Ellensburg, WA 98926

Filing Week is: May 5th – May 9th 2025

Deputy Fire Chief's Report - February 2025

Operations

- January was a busy month with 485 calls total with 397 EMS responses 88 Fire responses. That is a 5% increase from January of last year.
- Out of county transfers actually decreased almost 30% to 51 from 66. 24 of the 51 went to the west side of the state. The ratio of Eastern Washington to Western Washington transfers has stayed about the same at around 50%.



- Medic unit chassis – Dodge has changed their painting process. We had the option to keep the same build date but go with a white chassis and pay \$2500 each to have North Star paint them red or delay them 3-4 months to have factory paint. I was contacted again by North Star who said that if we go with the factory paint, there is a risk of that pushing the chassis back to the next model year, which, would cause an increase in cost and possibly option issues with the bid. It was decided to go with the white chassis and have North Star paint them. This should keep the same or nearly the same delivery date of around October of 2025.
- Still dealing with multiple team members on extended leave due to injuries, staffing implications have been felt. There have been two instances where staffing was below minimums for at least a few hours. No relief from this in the near future, however later this spring we will get the two members who are at the WSFTA back. Then later this spring/summer we will get the two members who are in the Paramedic program back. Granted all four of those members will be on some type of probation.
- We sent an engine and crew (Wallace, Rowatt, & Boyd) to California for the Palisades fire. They spent almost 2 ½ weeks down there. We received a lot of positive feedback from the public that we sent a crew to help out.
- Currently looking at our response guidelines, county wide project. Making some minor changes in an attempt to deepen our availability and ability to respond to concurrent alarms, especially during structure fires.
- Still waiting on electronics parts for the openers/key card readers for the security fence and gates at station 29. The vender told Matt the parts should be here by the end of February.

Training

- Recruit class – Going well about ½ way through.
- 2 new hires who came on board January 1st, Kyle Martin and Ian Brown started the Academy at North Bend on January 23rd. According to the evaluations we get every week they are doing very well. They will graduate on April 18th.

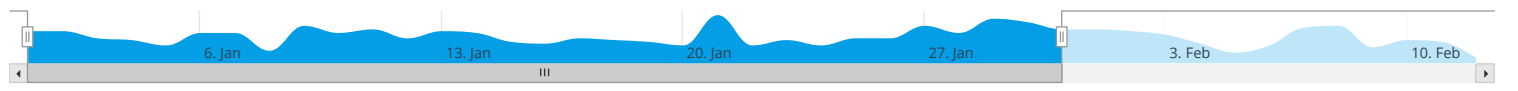
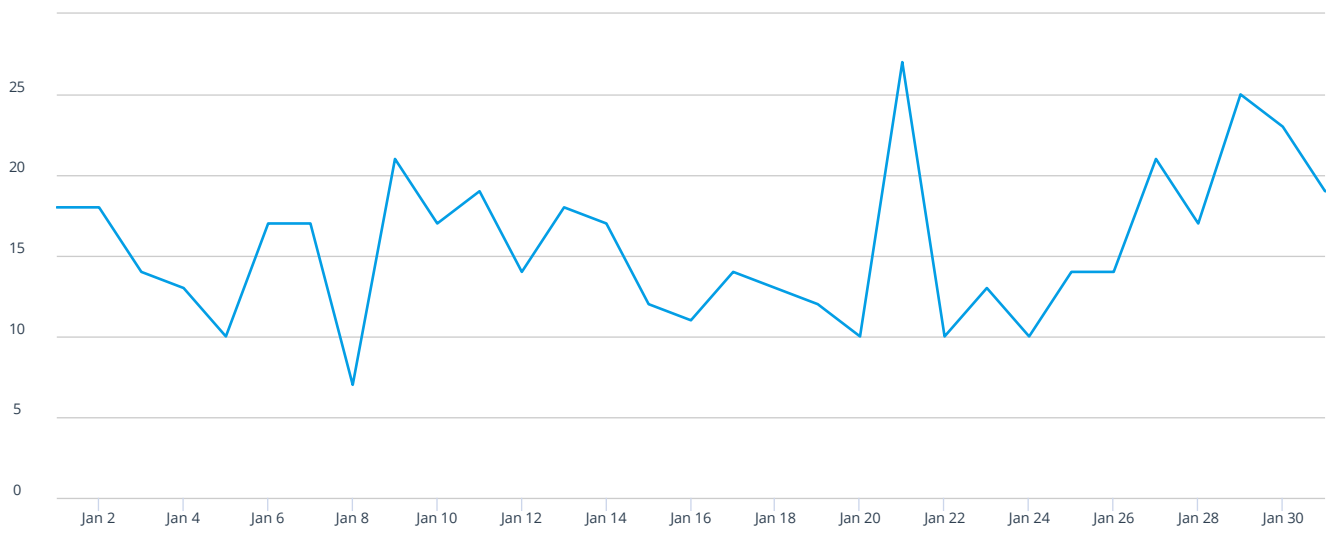
Custom ▾ Jan 1, 2025 - Jan 31, 2025 ▾

18%
FIRE
 Percentage of Total Incidents

82%
EMS
 Percentage of Total Incidents

485
INCIDENTS
 In Selected Time Slice

31
DAYS
 In Selected Time Slice



Counts | % Rows | % Columns | % All

Week Ending	1/5/25	1/12/25	1/19/25	1/26/25	2/2/25	2/9/25	2/16/25	2/23/25	3/2/25	3/9/25	3/16/25	3/23/25	3/30/25	Total
(11) Structure Fire	1		2	1	2									6
(13) Mobile property (vehicle) fire		1		1	1									3
(14) Natural vegetation fire		1		1	1									3
(20) Overpressure rupture, explosion, overheat, other			1											1
(30) Rescue, emergency medical call (EMS), other		1	1											2
(31) Medical assist					1									1
(32) Emergency medical service (EMS) incident	65	86	78	79	87									395
(38) Rescue or EMS standby			1											1
(41) Combustible/f... spills & leaks		1	1											2
(42) Chemical release, reaction, or toxic condition		1												1
(44) Electrical wiring/equipm. problem		1		1										2
(50) Service call, other			1	1										2
(51) Person in distress				2										2
(53) Smoke, odor problem	1				1									2

Week Ending	1/5/25	1/12/25	1/19/25	1/26/25	2/2/25	2/9/25	2/16/25	2/23/25	3/2/25	3/9/25	3/16/25	3/23/25	3/30/25	Total
(55) Public service assistance		1			2									3
(56) Unauthorized burning			2											2
(60) Good intent call, other		1	1											2
(61) Dispatched and canceled en route	5	6	4	1	5									21
(63) Controlled burning			2	1										3
(65) Steam, other gas mistaken for smoke			1		1									2
(70) False alarm and false call, other	1	8	1	4	3									17
(73) System or detector malfunction		1		5										6
(74) Unintentional system/detect... operation (no fire)		3	1	1	1									6
Total	73	112	97	98	105									485



KITTITAS VALLEY FIRE & RESCUE

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

Fire Chief Report FEBRUARY 2025

Staffing- Currently full staffed. Steve retired and will still serve as a volunteer. I would like to thank Steve for his amazing career and his family that supported him and continue to support him.

Department updates:

- Fence project is nearing completion as we wait for the final parts and installation.
- Bureau of Land Management Suppression Agreement is completed and valid.
- Meetings have or being scheduled with each member, committee, and group of the organization.
- With the assistance from the executive staff, gathering and compiling intel from the meetings to present a “State of the Agency” to the board in March meeting.
- Labor management went very well and will be occurring monthly to continue clear and effective communication.
- Response models are being reviewed for change to include auto/mutual aid to areas.
- Transfers from KVH are a top priority for a solution
- Call volumes are taxing our staffing and we are looking into how to manage this best

Outside Stakeholders:, Meeting are going very well and will be continuing with stakeholders.

Grants- Several grants are open or are opening we are actively working on and in to. I will have the team work on applying for the following: (DNR, DOE, Biden/Harris wildland mitigation and equipment grant, Puget Sound Energy).

Agreements / Contracts- I am reviewing and looking into several agreements/contracts or need for agreements and will be presenting the board with some options for several State and County Facilities. This will also look into Station 26 options as well. We have reached out to legal for the Station 21 drill and awaiting an answer if we need to still provide water to those residence now the land has changed ownership.

Fire Service Appreciation Dinner—What an amazing event for our team. I was honored and humbled to be a part of it. Congratulations to all the award recipients. Thank you, Sydney, for all the time and effort put into this special night.

Fleet and Maintenance- We are working towards a tracking/creating work order system to streamline processes.



KITTITAS VALLEY FIRE & RESCUE

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

California Deployment for Wildfire- Thank you to Lt Wallace, FF/PM Rowatt, and FF Boyd for stepping up and going to help our communities in need. E-262 was purchased for \$30k. KVFR grossed profited \$67k. KVFR will reinvest that into the wildland program in the purchase of a UTV that will be utilized in all disciplines of emergency response.

My Schedule—Monday thru Thursday 0700-1700 for the month. Due to my son's college basketball schedule, I will have some short-day trips in the general area. I am attending CIMT Class, in Anaheim CA currently. Columbia Southern University College is so far going smoothly. We have had some hours that a duty chief was not available. I currently have over 100 admin hours already.

Bowers Field Fuels Mitigation/Training Burn- Conversations are ongoing for a Fuels Mitigation and Training Burn for the Spring of 2025.

I would like to thank each member of KVFR. I want to reiterate what an amazing team that KVFR has. I am humbled, honored, and excited as we progress in the new season of KVFR. We continue to lead the way as one KVFR in a positive and effective manner for all.

Respectfully,

D.J. Goldsmith
Fire Chief

.....



KITTITAS VALLEY FIRE & RESCUE

Four Levels of Status

On-going	Represents an item that will be continually worked on. Beginning with the February report, each item with a status of on-going, will have a description of what has been recently completed and a description of what is the most pressing issue currently being worked on.
In Progress	Represents that we are actively working towards completion of the objective.
Deferred	Represents that the objective is currently not being worked on.
Completed	Represents an objective that as been achieved.

Objective	Activity	Status
Daily Briefings	Create an effective communications tool to brief all KVFR of daily and on-going activities.	In Progress
Relationship Building	Meet with stakeholders on a constant basis to ensure we are providing the best service to our community	On- Going
Response Matrix	Evaluate and/or modify current response matrix to include working with Kitcomm to update response	In Progress
Review of Policy/Procedure	Implement Lexipol Committee to review, edit, or add necessary policies and procedures	In Progress
Joint Training Program	Work with training on a agreed upon training schedule that will include a quarterly multi-company drill	On-Going
Prioritize the community and safety of KVFR when decisions making	Work with all in KVFR to ensure best practices are in play	On-Going
Fleet / Building replacement Plan	Build a long-term plan for both fleet and capital projects utilizing a committee	In Progress



KITTITAS VALLEY FIRE & RESCUE

Objective	Activity	Status
Review of technology integration and applications	Evaluate and recommend technology changes to include but not limited to: Ispy Fire, ESO, Target Solutions, Lexipol, First Net	In Progress
Strategic Plan	Begin to develop a long-term solution to include the foundation to which KVFR wants to build the plan from	Deferred
Annexation SunEast Reecer Creek	Annexation of Sun East and Reecer Creek	Deferred

KITTITAS VALLEY FIRE & RESCUE	
Policies and Procedures	
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.

Kittitas Valley Fire & Rescue

Policy Manual

Use of District Vehicles

- (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

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 th Ave NE, Shoreline
Fall City	4343 Preston-Fall City Road, Fall City
Precinct 3	22300 SE 231 st 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 #25-06

SUBJECT: DECLARATION OF SURPLUS

WHEREAS, District staff has examined and/or tested the need of certain inventory to determine functionality and reparability, compatibility with newer equipment, technology obsolescence, or NFPA standards compliance and serviceability, and

WHEREAS, the following inventory has been determined that it no longer meets the needs of the District:

- 4- Ring Cameras and Solar Power Supply

THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners, Kittitas County Fire District 2, hereby declare as surplus the above referenced list.

Adopted this 13th of February 2025, at the regular meeting of the Board of Fire Commissioners.

Attest to:

District Secretary

Board Chair

Commissioner

Commissioner

Commissioner

Commissioner

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

RESOLUTION 25-08

SUBJECT: DECLARE AS BAD DEBT; AUTHORIZE WRITE-OFF

WHEREAS, Kittitas County Fire District #2 provided ambulance transport service on the following calls and staff have determined them to be uncollectible for the reasons shown, and

Call Number	Original Principle	Reason
198-2019-4216:1	\$265.00	Collection Account/Uncollectible
198-2019-3653:1	\$717.70	Collection Account/Uncollectible
198-2022-0404:1	\$290.00	Collection Account/Uncollectible
198-2022-2120:1	\$290.00	Collection Account/Uncollectible
198-2022-0398:1	\$1,269.90	Collection Account/Uncollectible
198-2021-2544:1	\$994.50	Collection Account/Uncollectible
198-2021-2556:1	\$992.60	Collection Account/Uncollectible
198-2018-3382	\$901.60	Collection Account/Uncollectible
198-2019-0113	\$715.80	Collection Account/Uncollectible
198-2019-0537	\$937.70	Collection Account/Uncollectible
198-2018-0331	\$541.90	Collection Account/Uncollectible
198-2018-4011	\$206.82	Collection Account/Uncollectible
198-2018-0907	\$423.62	Collection Account/Uncollectible
198-2018-4016	\$133.03	Collection Account/Uncollectible
198-2019-2294	\$710.10	Collection Account/Uncollectible
198-2018-1842	\$1,114.43	Collection Account/Uncollectible
198-2017-0044	\$1,487.30	Collection Account/Uncollectible
198-2018-1384	\$894.00	Collection Account/Uncollectible
198-2018-2525	\$1,270.40	Collection Account/Uncollectible
198-2018-1057	\$1,236.20	Collection Account/Uncollectible
198-2018-2318	\$233.88	Collection Account/Uncollectible
198-2018-0610	\$890.20	Collection Account/Uncollectible
198-2018-3432	\$682.60	Collection Account/Uncollectible
198-2018-3542	\$953.40	Collection Account/Uncollectible
198-2019-3482:1	\$927.70	Collection Account/Uncollectible
2012-1047	\$1,188.50	Collection Account/Uncollectible
2012-1054	\$1,465.50	Collection Account/Uncollectible
198-2017-3588	\$1,056.00	Collection Account/Uncollectible
198-2018-3255	\$275.00	Collection Account/Uncollectible
198-2018-3258	\$275.00	Collection Account/Uncollectible
198-2017-2940	\$1,165.90	Collection Account/Uncollectible
198-2017-2943	\$1,874.60	Collection Account/Uncollectible
198-2018-0416	\$913.00	Collection Account/Uncollectible
198-2017-0733	\$443.90	Collection Account/Uncollectible
2016-3803	\$1,145.00	Collection Account/Uncollectible

198-2018-0419	\$227.04	Collection Account/Uncollectible
198-2018-1829	\$235.00	Collection Account/Uncollectible
198-2019-3327:1	\$677.52	Collection Account/Uncollectible
198-2019-3693:1	\$937.70	Collection Account/Uncollectible
198-2017-0956	\$705.40	Collection Account/Uncollectible
198-2018-3248	\$543.36	Collection Account/Uncollectible
198-2018-2079	\$921.00	Collection Account/Uncollectible
198-2018-2085	\$3,254.00	Collection Account/Uncollectible
198-2018-4026	\$1,088.30	Collection Account/Uncollectible
198-2019-3285	\$702.50	Collection Account/Uncollectible
198-2019-0456	\$309.92	Collection Account/Uncollectible
198-2017-2361	\$1,452.18	Collection Account/Uncollectible
198-2018-0312	\$112.92	Collection Account/Uncollectible
198-2018-0313	\$116.72	Collection Account/Uncollectible
198-2021-2619	\$115.63	Collection Account/Uncollectible
198-2021-2627	\$350.13	Collection Account/Uncollectible
198-2018-0297	\$1,179.20	Collection Account/Uncollectible
198-2017-0527	\$1,608.40	Collection Account/Uncollectible
198-2019-3812	\$1,636.40	Collection Account/Uncollectible
198-2017-3493	\$894.50	Collection Account/Uncollectible
198-2019-3560	\$165.00	Collection Account/Uncollectible
198-2018-2643	\$100.00	Collection Account/Uncollectible
198-2018-0671	\$252.47	Collection Account/Uncollectible
198-2018-3335	\$113.14	Collection Account/Uncollectible
198-2018-3336	\$246.71	Collection Account/Uncollectible
198-2019-1673	\$723.40	Collection Account/Uncollectible
198-2019-1945	\$966.20	Collection Account/Uncollectible
2012-319	\$220.00	Collection Account/Uncollectible
198-2018-2477	\$1,164.00	Collection Account/Uncollectible
198-2019-4239	\$708.20	Collection Account/Uncollectible
198-2018-1159	\$1,260.67	Collection Account/Uncollectible
198-2018-2660	\$3,254.00	Collection Account/Uncollectible
198-2017-0673	\$1,299.70	Collection Account/Uncollectible
198-2017-0675	\$1,867.00	Collection Account/Uncollectible
198-2018-3665	\$100.00	Collection Account/Uncollectible
198-2018-3665	\$265.00	Collection Account/Uncollectible
198-2018-1273	\$926.30	Collection Account/Uncollectible
198-2018-4225	\$1,037.90	Collection Account/Uncollectible
198-2017-1168	\$596.80	Collection Account/Uncollectible
198-2017-3053	\$1,179.20	Collection Account/Uncollectible
198-2021-0701	\$164.18	Collection Account/Uncollectible
198-2018-0945	\$659.50	Collection Account/Uncollectible
198-2018-0954	\$1,103.50	Collection Account/Uncollectible
198-2019-4057	\$73.83	Collection Account/Uncollectible
198-2019-4052	\$136.53	Collection Account/Uncollectible
198-2017-0203	\$195.90	Collection Account/Uncollectible

198-2019-3017	\$94.53	Collection Account/Uncollectible
198-2018-1760	\$85.09	Collection Account/Uncollectible
198-2019-3017	\$142.15	Collection Account/Uncollectible
198-2019-1530	\$1,209.50	Collection Account/Uncollectible
198-2018-1884	\$265.00	Collection Account/Uncollectible
198-2017-2265	\$91.08	Collection Account/Uncollectible
198-2019-3935	\$253.86	Collection Account/Uncollectible
198-2017-3882	\$999.90	Collection Account/Uncollectible
198-2017-3841	\$3,311.00	Collection Account/Uncollectible
198-2019-0343	\$1,948.60	Collection Account/Uncollectible
198-2018-1199	\$1,519.70	Collection Account/Uncollectible
198-2018-1440	\$880.70	Collection Account/Uncollectible
198-2018-0385	\$909.20	Collection Account/Uncollectible
198-2017-4151	\$1,492.00	Collection Account/Uncollectible
198-2018-2784	\$350.98	Collection Account/Uncollectible
198-2018-1772	\$109.12	Collection Account/Uncollectible
198-2017-0559	\$282.07	Collection Account/Uncollectible
198-2017-1169	\$112.94	Collection Account/Uncollectible
198-2017-1171	\$283.54	Collection Account/Uncollectible
198-2021-3194	\$196.64	Collection Account/Uncollectible
198-2019-1679	\$123.04	Collection Account/Uncollectible
198-2017-2645	\$141.72	Collection Account/Uncollectible
198-2018-2205	\$1,344.50	Collection Account/Uncollectible
198-2017-3013	\$93.95	Collection Account/Uncollectible
198-2017-1810	\$108.30	Collection Account/Uncollectible
198-2019-2087	\$846.47	Collection Account/Uncollectible
198-2017-1382	\$890.20	Collection Account/Uncollectible
198-2018-2599	\$905.40	Collection Account/Uncollectible
198-2018-2445	\$722.50	Collection Account/Uncollectible
198-2018-1440	\$880.70	Collection Account/Uncollectible
198-2018-0385	\$909.20	Collection Account/Uncollectible
198-2017-4151	\$1,492.00	Collection Account/Uncollectible
198-2018-2784	\$350.98	Collection Account/Uncollectible
198-2018-1772	\$109.12	Collection Account/Uncollectible
198-2017-0559	\$282.07	Collection Account/Uncollectible
198-2017-1169	\$112.94	Collection Account/Uncollectible
198-2017-1171	\$283.54	Collection Account/Uncollectible
198-2021-3194	\$196.64	Collection Account/Uncollectible
198-2019-1679	\$123.04	Collection Account/Uncollectible
198-2017-2645	\$141.72	Collection Account/Uncollectible
198-2018-2205	\$1,344.50	Collection Account/Uncollectible
198-2017-3013	\$93.95	Collection Account/Uncollectible
198-2017-1810	\$108.30	Collection Account/Uncollectible
198-2019-2087	\$846.47	Collection Account/Uncollectible
198-2017-1382	\$890.20	Collection Account/Uncollectible
198-2018-2599	\$905.40	Collection Account/Uncollectible

198-2018-2445	\$722.50	Collection Account/Uncollectible
198-2019-1451	\$93.07	Collection Account/Uncollectible
198-2018-3232	\$442.96	Collection Account/Uncollectible
198-2018-0890	\$109.56	Collection Account/Uncollectible
198-2018-0896	\$175.52	Collection Account/Uncollectible
198-2017-1958	\$1,816.50	Collection Account/Uncollectible
198-2017-1964	\$1,874.60	Collection Account/Uncollectible
198-2017-1888	\$265.00	Collection Account/Uncollectible
198-2018-2183	\$265.00	Collection Account/Uncollectible
198-2018-2154	\$182.70	Collection Account/Uncollectible
198-2017-0283	\$1,082.60	Collection Account/Uncollectible
198-2018-2294	\$265.00	Collection Account/Uncollectible
198-2018-3353	\$1,872.70	Collection Account/Uncollectible
198-2019-3903	\$184.78	Collection Account/Uncollectible
198-2017-3624	\$907.80	Collection Account/Uncollectible
198-2018-3029	\$911.10	Collection Account/Uncollectible
198-2018-1150	\$350.00	Collection Account/Uncollectible
198-2018-4157	\$1,207.70	Collection Account/Uncollectible
198-2017-3375	\$1,872.70	Collection Account/Uncollectible
198-2022-1319	\$3,290.00	Collection Account/Uncollectible
198-2017-3034	\$1,205.80	Collection Account/Uncollectible
79245-1	\$1,172.00	Collection Account/Uncollectible
198-2017-3247	\$594.00	Collection Account/Uncollectible
198-2017-1082	\$1,872.70	Collection Account/Uncollectible
198-2018-3477	\$180.42	Collection Account/Uncollectible
198-2018-1715	\$1,008.00	Collection Account/Uncollectible
198-2018-3055	\$1,087.80	Collection Account/Uncollectible
198-2019-1818	\$182.49	Collection Account/Uncollectible
198-2019-3581	\$330.65	Collection Account/Uncollectible
198-2017-2294	\$176.68	Collection Account/Uncollectible
198-2017-3128	\$113.82	Collection Account/Uncollectible
198-2018-2136	\$1,335.80	Collection Account/Uncollectible
198-2018-1442	\$684.50	Collection Account/Uncollectible
198-2018-0466	\$805.15	Collection Account/Uncollectible
198-2017-3796	\$459.63	Collection Account/Uncollectible
198-2019-3804	\$1,359.60	Collection Account/Uncollectible
198-2018-1681	\$242.83	Collection Account/Uncollectible
198-2017-2836	\$899.70	Collection Account/Uncollectible
198-2017-2840	\$3,003.00	Collection Account/Uncollectible
198-2019-0499	\$1,574.20	Collection Account/Uncollectible
2015-2208	\$200.00	Collection Account/Uncollectible
2015-2211	\$200.00	Collection Account/Uncollectible
198-2018-0346	\$911.60	Collection Account/Uncollectible
198-2018-1695	\$437.83	Collection Account/Uncollectible
198-2018-1800	\$492.42	Collection Account/Uncollectible
198-2018-0571	\$953.40	Collection Account/Uncollectible

198-2017-1803	\$799.95	Collection Account/Uncollectible
198-2019-4050	\$954.80	Collection Account/Uncollectible
198-2018-0974	\$682.60	Collection Account/Uncollectible
198-2018-1911	\$694.00	Collection Account/Uncollectible
198-2019-4186	\$704.40	Collection Account/Uncollectible
198-2018-0411	\$3,003.00	Collection Account/Uncollectible
198-2018-0500	\$122.22	Collection Account/Uncollectible
198-2018-3015	\$918.70	Collection Account/Uncollectible
198-2019-1791	\$115.51	Collection Account/Uncollectible
2016-3122	\$46.00	Collection Account/Uncollectible
198-2017-3153	\$894.00	Collection Account/Uncollectible
198-2019-4183	\$610.08	Collection Account/Uncollectible
198-2018-4086	\$707.30	Collection Account/Uncollectible
198-2018-1575	\$2,704.00	Collection Account/Uncollectible
198-2019-4182	\$265.00	Collection Account/Uncollectible
198-2017-3606	\$94.17	Collection Account/Uncollectible
198-2018-1717	\$93.75	Collection Account/Uncollectible
198-2018-4083	\$94.86	Collection Account/Uncollectible
198-2018-4092	\$94.64	Collection Account/Uncollectible
198-2018-4136	\$95.31	Collection Account/Uncollectible
198-2017-3671	\$111.17	Collection Account/Uncollectible
198-2018-0176	\$112.25	Collection Account/Uncollectible
198-2017-0119	\$250.00	Collection Account/Uncollectible
198-2018-0212	\$94.86	Collection Account/Uncollectible
198-2018-0489	\$95.98	Collection Account/Uncollectible
198-2018-1100	\$95.76	Collection Account/Uncollectible
198-2018-1553	\$95.31	Collection Account/Uncollectible
198-2018-0854	\$112.69	Collection Account/Uncollectible
198-2019-0482	\$161.15	Collection Account/Uncollectible
198-2017-0069	\$1,741.26	Collection Account/Uncollectible
198-2018-1445	\$1,694.10	Collection Account/Uncollectible
198-2017-2738	\$1,564.90	Collection Account/Uncollectible
198-2017-4084	\$138.19	Collection Account/Uncollectible
198-2018-3984	\$92.18	Collection Account/Uncollectible
198-2019-1238	\$182.49	Collection Account/Uncollectible
198-2017-1218	\$176.68	Collection Account/Uncollectible
198-2017-2562	\$331.69	Collection Account/Uncollectible
198-2017-2807	\$91.74	Collection Account/Uncollectible
198-2017-2811	\$57.53	Collection Account/Uncollectible
198-2017-0450	\$1,167.80	Collection Account/Uncollectible
198-2017-0263	\$1,500.60	Collection Account/Uncollectible
198-2018-0983	\$178.57	Collection Account/Uncollectible
198-2018-3028	\$897.80	Collection Account/Uncollectible
198-2019-0190	\$712.00	Collection Account/Uncollectible
198-2018-0679	\$122.76	Collection Account/Uncollectible
198-2018-1073	\$123.43	Collection Account/Uncollectible

198-2019-0413	\$95.91	Collection Account/Uncollectible
198-2017-3273	\$304.83	Collection Account/Uncollectible
198-2019-1624	\$112.08	Collection Account/Uncollectible
198-2018-3650	\$288.23	Collection Account/Uncollectible
198-2019-0140	\$112.31	Collection Account/Uncollectible
198-2019-0142	\$252.34	Collection Account/Uncollectible
198-2019-1281	\$111.86	Collection Account/Uncollectible
198-2019-1285	\$180.66	Collection Account/Uncollectible
198-2019-1515	\$111.86	Collection Account/Uncollectible
198-2017-2651	\$379.09	Collection Account/Uncollectible
198-2018-0397	\$954.80	Collection Account/Uncollectible
198-2018-2617	\$916.80	Collection Account/Uncollectible
198-2019-0654	\$96.13	Collection Account/Uncollectible
198-2019-0748	\$183.41	Collection Account/Uncollectible
198-2018-1152	\$229.32	Collection Account/Uncollectible
198-2019-3716	\$930.10	Collection Account/Uncollectible
198-2018-3388	\$461.11	Collection Account/Uncollectible
198-2019-1880	\$114.14	Collection Account/Uncollectible
198-2018-3092	\$904.00	Collection Account/Uncollectible
198-2018-0761	\$990.90	Collection Account/Uncollectible
198-2018-1784	\$3,235.00	Collection Account/Uncollectible
198-2019-3046	\$229.48	Collection Account/Uncollectible
198-2017-3546	\$258.46	Collection Account/Uncollectible
198-2017-3549	\$176.68	Collection Account/Uncollectible
198-2017-2633	\$177.12	Collection Account/Uncollectible
198-2018-2583	\$138.24	Collection Account/Uncollectible
198-2017-0655	\$1,143.40	Collection Account/Uncollectible
198-2017-0655	\$1,143.40	Collection Account/Uncollectible
198-2018-0565	\$257.75	Collection Account/Uncollectible
198-2019-0421	\$95.91	Collection Account/Uncollectible
198-2019-1788	\$1,526.80	Collection Account/Uncollectible
198-2017-3932	\$953.40	Collection Account/Uncollectible
198-2018-0495	\$110.01	Collection Account/Uncollectible
198-2017-1987	\$996.10	Collection Account/Uncollectible
198-2017-1990	\$1,695.30	Collection Account/Uncollectible
198-2019-1934	\$182.49	Collection Account/Uncollectible
198-2019-2076	\$1,056.90	Collection Account/Uncollectible
198-2018-2040	\$109.79	Collection Account/Uncollectible
198-2019-3205	\$836.56	Collection Account/Uncollectible
198-2018-0663	\$216.99	Collection Account/Uncollectible
198-2019-2905	\$229.89	Collection Account/Uncollectible
198-2019-3932	\$119.40	Collection Account/Uncollectible
198-2018-3597	\$1,602.70	Collection Account/Uncollectible
198-2017-0095	\$122.43	Collection Account/Uncollectible
198-2018-2429	\$1,437.90	Collection Account/Uncollectible
198-2017-1482	\$2,780.20	Collection Account/Uncollectible

198-2018-0063	\$650.80	Collection Account/Uncollectible
198-2018-0122	\$1,878.40	Collection Account/Uncollectible
198-2019-0945	\$207.84	Collection Account/Uncollectible
198-2017-0361	\$265.00	Collection Account/Uncollectible
198-2017-0155	\$2,778.00	Collection Account/Uncollectible
198-2019-3580	\$142.11	Collection Account/Uncollectible
198-2017-1821	\$721.10	Collection Account/Uncollectible
198-2021-1725	\$709.50	Collection Account/Uncollectible
198-2017-0497	\$108.96	Collection Account/Uncollectible
198-2017-0499	\$177.27	Collection Account/Uncollectible
198-2018-2505	\$140.18	Collection Account/Uncollectible
198-2019-1433	\$112.31	Collection Account/Uncollectible
198-2019-1435	\$191.07	Collection Account/Uncollectible
198-2018-0092	\$296.23	Collection Account/Uncollectible
198-2019-0926	\$1,230.30	Collection Account/Uncollectible
198-2019-0926-2	\$1,916.30	Collection Account/Uncollectible
198-2017-4169	\$612.05	Collection Account/Uncollectible
198-2017-4172	\$2,275.45	Collection Account/Uncollectible
198-2018-0715	\$142.98	Collection Account/Uncollectible
198-2018-3686	\$992.95	Collection Account/Uncollectible
198-2017-3176	\$177.71	Collection Account/Uncollectible
198-2017-2868	\$1,190.60	Collection Account/Uncollectible
2016-2367	\$1,221.00	Collection Account/Uncollectible
198-2019-0385	\$115.57	Collection Account/Uncollectible
198-2017-0082	\$1,742.40	Collection Account/Uncollectible
198-2017-3078	\$128.84	Collection Account/Uncollectible
198-2017-3080	\$177.12	Collection Account/Uncollectible
198-2017-3466	\$92.85	Collection Account/Uncollectible
198-2018-3398	\$737.68	Collection Account/Uncollectible
198-2018-3399	\$988.02	Collection Account/Uncollectible
198-2019-3662	\$931.50	Collection Account/Uncollectible
198-2017-3516	\$909.20	Collection Account/Uncollectible
198-2018-3979	\$97.10	Collection Account/Uncollectible
198-2018-3045	\$92.63	Collection Account/Uncollectible
198-2018-3231	\$109.79	Collection Account/Uncollectible
198-2018-3242	\$235.27	Collection Account/Uncollectible
198-2018-3272	\$1,591.30	Collection Account/Uncollectible
198-2018-2023	\$240.15	Collection Account/Uncollectible
198-2017-1965	\$897.80	Collection Account/Uncollectible
198-2018-3982	\$1,870.80	Collection Account/Uncollectible
198-2018-1466	\$265.00	Collection Account/Uncollectible
198-2019-1763	\$910.60	Collection Account/Uncollectible
198-2018-1801	\$2,008.40	Collection Account/Uncollectible
198-2017-0996	\$112.06	Collection Account/Uncollectible
198-2019-0958	\$161.60	Collection Account/Uncollectible
198-2018-2822	\$113.59	Collection Account/Uncollectible

198-2017-0263	\$1,500.60	Collection Account/Uncollectible
198-2017-1302	\$746.30	Collection Account/Uncollectible
198-2017-1329	\$636.99	Collection Account/Uncollectible
198-2017-1331	\$791.79	Collection Account/Uncollectible
198-2017-2916	\$914.90	Collection Account/Uncollectible
2014-2649	\$91.27	Collection Account/Uncollectible
198-2017-0213	\$241.00	Collection Account/Uncollectible

WHEREAS, the collection agency, Olympic Credit following due process deems these accounts to be uncollectible;

WHEREAS, these accounts have been reviewed by staff, 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 above referenced accounts, as uncollectible and authorizes write-off as a bad debt.

Adopted this 13th day of February 2025, at a regularly scheduled meeting of the Board of Commissioners.

Board Chair

Commissioner

Commissioner

Commissioner

Commissioner

Attest to:

District Secretary