



GRANT COUNTY FIRE DISTRICT 7

OFFICE ADMINISTRATOR REPORT

Public Records Requests

- Completed four Public Records Act (PRA) requests during the reporting period.
- All requests were processed within statutory timelines and closed with appropriate documentation and communication.

Training & Professional Development

- Coordinated with Grant County Fire District #3 and Ephrata Fire Department administrative staff to register for the WAPRO Conference scheduled for September 10 in Wenatchee.
- Confirmed attendance and ensured registration details were submitted for all participating agencies.

Finance & BARS Coding Updates

- Added new BARS codes to support State Mobilization (MOB) financial tracking:
 - State MOB Expenses: *522 20 33 00-00*
 - State MOB Reimbursement – Equipment: *342 22 02 00-00*
 - State MOB Reimbursement – Personal: *342 22 01 00-00*
- Updated internal documentation and communicated changes to ensure consistent coding for future MOB-related transactions.

Revenue & Deposits

- Processed and deposited \$400.08 received from SDW Dynamic Collections.
- Identified that the funds were sent to District #7 in error.
- Worked directly with SDW to determine the correct handling and ensure proper correction and documentation of the misdirected payment.



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CASH BALANCE:

GENERAL: \$ 274,035.69

RESERVE: \$ 36,066.44

EMS: \$ 6,571.23

DEPOSITS: \$ 110,211.83

EMS BILLING:

Total billed \$ **42,530.20** July

Total payments received \$ **9,180.89** July

COST RECOVERY:

CPWI Reimbursement \$ **10,003.17**

FEMA Reimbursement \$ **74,798.56**