



GRANT COUNTY FIRE DISTRICT 7

OFFICE ADMINISTRATOR REPORT

Property & Safety Coordination

Worked with Captain Friesen to draft and send a formal letter to the owner of the vacant property behind the station, requesting clarification on whether she has granted permission for the squatters currently occupying the area. She responded and stated that no one has permission to be on her property.

County & Personnel Setup

Coordinated with the County Auditor's Office to get several new members set up with employee ID numbers, ensuring they are properly entered into county systems for payroll, scheduling, and personnel tracking.

Additionally, **Connie has retired**, which means the County is no longer producing **STAR reports**. This creates a gap in the information we previously relied on for monthly and quarterly financial reconciliation. At this time, I am **uncertain how to proceed with reconciling our accounts in Springbrook** without the STAR reports and am evaluating what alternative documentation or reporting the County may be able to provide.

Board for Volunteer Firefighters (BOVFF)

Updated all BOVFF forms and remittance letters, ensuring accuracy, compliance, and readiness for monthly reporting and benefit tracking.

Scheduling & Workforce Management

Continued work in Sling, including:

- Updating schedules
- Managing PTO requests
- Adjusting shift coverage
- Improving workflow consistency for staff and volunteers



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a) CASH BALANCE:

GENERAL: \$ 342,511.05 **estimate**

RESERVE: \$ 35,746.24 **estimate**

EMS: \$ 6,489.88 **estimate**

DEPOSITS: \$ 144,030.62

b) EMS BILLING:

Total billed for I \$32,754.40

Total payments received for \$11,748.35

d) COST RECOVERY:

CPWI reimbursement \$10,606.82

FEMA reimbursement \$83,524.01

TRANSACTION JOURNAL SUMMARY

Company Code	Grant 7
Transaction Date	5/1/2026
Transaction Date	5/31/2026
Amount	0

Charges (26)

32,754.40

32,754.40

Payments

	Emergent	Non-Emergent	Total
Ck Ins	-2,114.96	0.00	-2,114.96
Ck Prv	-361.29	0.00	-361.29
EFT	-8,229.62	-309.21	-8,538.83
ePMT	-733.27	0.00	-733.27

-11,748.35

Adjustments

Financial Assist/Charity	-495.00
W/O Fee Schedule	-12,791.71
W/O to collections	-7,080.06

-20,366.77

Accounts Receivable Change

639.28

ANNUAL COLLECTION STATISTICS

Company	Grant 7
Date Of Service	6/1/2025
Date Of Service	5/31/2026
Invoices	0

Month	Tickets	Charges	Payments	Disallowed	Uncollected	Pending
Jun 25	36	40,571.00	-16,687.72	-20,489.58	-3,171.67	222.03
Jul 25	42	42,469.40	-15,110.28	-24,018.72	-2,890.40	450.00
Aug 25	32	38,162.80	-12,317.78	-24,623.02	-1,222.00	0.00
Sep 25	36	43,601.60	-13,439.44	-22,500.24	-4,050.17	3,611.75
Oct 25	27	38,981.80	-14,208.45	-23,110.47	-1,538.60	124.28
Nov 25	36	45,422.00	-20,692.65	-21,392.03	-2,912.00	425.32
Dec 25	33	48,606.80	-13,794.87	-29,753.05	-1,024.12	4,034.76
Jan 26	37	48,408.80	-12,740.35	-25,859.63	0.00	9,808.82
Feb 26	45	56,323.20	-18,101.17	-25,352.43	0.00	12,869.60
Mar 26	28	37,090.60	-9,015.85	-18,005.35	0.00	10,069.40
Apr 26	49	62,022.80	-9,730.06	-18,587.31	0.00	33,705.43
May 26	26	32,754.40	0.00	0.00	0.00	32,754.40
	427	534,415.20	-155,838.62	-253,691.83	-16,808.96	108,075.79

All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports

