# GRANT COUNTY FIRE DISTRICT 7
## OFFICE ADMINISTRATOR REPORT

**Administrative Activities**

- Completed six (6) Public Records Requests (PRRs).
- Completed and filed all Third Quarter (Q3) reports.
- Continued administrative support related to district financial reporting, records management, and compliance requirements.
- Participated in WA-PRO activities in coordination with Fire District 3. (PRR training)

**Professional Development**

- Request approval to attend the **Washington Finance Officers Association (WFOA) Annual Conference**, scheduled for **September 21-24, 2027, in Vancouver, Washington**.
- Training opportunities include:
    - Payroll and retirement reporting
    - Budgeting for fire districts
    - Grant administration
    - State audit preparation
    - Public records compliance
    - Accounts payable and receivable
    - Internal controls and financial policies

# CASH BALANCE:

GENERAL: $ 103,406.70
RESERVE: $ 36,276.53
EMS: $ 6,648.21
DEPOSITS: $ 88,162.86

# EMS BILLING:

Total billed **$ 40,338.00**
Total payments received **$ 20,011.53**

# COST RECOVERY:

CPWI Reimbursement **$ 45,751.49 9/8/2026 + $ 25,220.71 10/16/2026**
FEMA Reimbursement **$ 62,753.83 10/19/2026**

**Garred Road Fire State Mob Money Collected $4,443.00 Thank you to Captain Friesen for organizing this STATE MOB COLLECTED $13,643.10 Rail Road, Garred Road, and Equipment usage. Total collected $18,086.10**