GRANT COUNTY FIRE DISTRICT 7
OFFICE ADMINISTRATOR REPORT

Quarterly Reporting

- Began preparing and filing the 4th quarter reports.

Public Records Requests

- Completed one public records request and sent the closing letter.
- Produced 15 emails documenting communication between the District and the SAO.

Employee Handbook

- Received several signed Employee Handbook acknowledgments; continuing to collect remaining signatures. The chief made it clear they need to be in by April 7th, 2026.

Commissioner Training

- Commissioners must complete Open Government Training because state law requires them to understand OPMA and PRA rules so they can conduct public business transparently, lawfully, and without exposing the district to legal or financial risk. In your notebook are the instructions for completing this online training. Please email or print and turn your certificate to me.
- **https://www.atg.wa.gov/open-government-training#.U5t54nnn9D9**

Website Management

- Actively learning the new website platform.
- Becoming familiar with uploading agendas, minutes, and other required documents.

Annual Filing

- Started compiling the documents and information needed for the Annual Filing.

a) CASH BALANCE:

GENERAL: $
RESERVE: $
EMS: $
DEPOSITS: $

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b) EMS BILLING:

Total billed for March $36,629.20
Total payments received for March $11,984.15

d) COST RECOVERY: CPWI reimbursement $9,645.51