



GRANT COUNTY FIRE DISTRICT 7

OFFICE ADMINISTRATOR REPORT

Public Records Requests

- Currently processing **one active Public Records Act (PRA) request**.
- Coordinating with internal staff to gather responsive records and ensure compliance with statutory timelines under **RCW 42.56**.

Administrative Work & Compliance

- After **three years**, the District has **finally received the SSA BSO activation code** required to file **W-2s online**.
- Preparing to activate the code and verify access to Wage File Upload and W-2 Online services.
- Continuing routine administrative duties, filing, correspondence, and BARS coding maintenance.

Training & Professional Development

- Scheduled to attend **WAPRO Training in Wenatchee on September 10**.
- Training will cover PRA compliance, retention schedules, and updated case law.

CASH BALANCE:

GENERAL: \$

RESERVE: \$

EMS: \$

DEPOSITS: \$

EMS BILLING:

Total billed **\$23,913.40**

Total payments received **\$17,560.70**

COST RECOVERY:

CPWI Reimbursement **\$ 45,751.49**

FEMA Reimbursement \$