



GRANT COUNTY FIRE DISTRICT 7

OFFICE ADMINISTRATOR REPORT

1. Operational & Compliance Filings

- All required Q2 filings have been submitted, including ESD, PFML, WA Cares, and L&I. No outstanding issues reported.

The District is awaiting payroll information from the County to finalize and submit the Q2 Form 941. Filing will be completed immediately upon receipt of the necessary data.

2. ESO & Points Program

- Contact has been made with ESO regarding points program issues. A review session is being scheduled to address system errors and confirm correct configuration.

3. Onboarding & Personnel Administration

- Work continues on a standardized onboarding packet to ensure all new volunteers and employees receive consistent, complete, and timely enrollment materials.

Onboarding responsibilities have transitioned due to incomplete materials previously provided by the person who was responsible for onboarding. This change will improve accuracy, efficiency, and documentation consistency across personnel files.

4. Billing & Payment Processing

- Several PC payments were received with minimal detail on the accompanying letters, creating uncertainty regarding proper processing.

After contacting Systems Design West, it was determined the payments originated from Dynamic Collectors, our collection agency. Their letter format caused payments to be routed incorrectly to the District.

Dynamic Collectors will revise their letter to ensure payments are directed to our third-party biller (Systems Design West) moving forward.

- While receiving funds is positive, the lack of detail created administrative challenges in determining appropriate handling.



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CASH BALANCE:

GENERAL: \$343,564.37 May
RESERVE: \$35,853.47 May
EMS: \$ 6,508.86 May
DEPOSITS: \$ 145,083.94 May

EMS BILLING:

June

Total billed **\$55,461.60**
Total payments received **\$22,773.79**

COST RECOVERY:

CPWI Reimbursement **\$45,751.49 May and June**
FEMA Reimbursement **\$83,524.01 May**
FEMA Reimbursement **June \$74,798.56**