

## PAMPHLETS AND HELPS

- 1. Pamphlets and Helps List\*
- 2. Fire District Formation and Operation\*
- 2a. Fire District Formation Petition\*
- 3. Alternative Fuel Exemption Resolution\*
- 4. Annexation Petition (unincorporated areas)\*
- 4a. Annexation Analysis (city into fire district)\*
- 5. Merger Petition\*
- 6. Mutual Aid Agreement\*
- 7. Haz Mat Incident Command Agency Resolution\*
- 9. Oath of Office, Fire Commissioner\*
- 10. Oath of Office, District Secretary\*
- 11. Hose Test Cards\*
- 12. Surplus Property Resolution\*
- 13. Joint Organization & Operation FPD Resolution\*
- 14. Snure Seminars Publications Order Form\*
- 15. Vol Firefighters Reimbursement Resolution\*
- 16. Vol FF Recognition Banquet Resolution\*
- 17. Credit Card Policy & Procedure Resolution\*
- 18. Firefighters Wage Assignment Form\*
- 19. Commissioner Compensation Waiver Form\*
- 20. Resident FF Sample Agreement with District\*
- 21. Inventory of Equipment Sheets
- 22. Distribution of Expenditure Sheets
- 23. Access to Public Records and Resolution\*
- 24. Expense Account Sheets\*
- 25. Fire Hydrant Record Cards\*
- 26. Commissioner Compensation Policy\*
- 27. Per Diem Resolution\*
- 28. Vol FF Retirement Payment Resolution\*
- 29. Appointing a District Secretary Resolution\*
- 30. Excess Levy Resolution & Sample Ballot\*
- 32. Fire Department Daily Log\*
- 33. Equipment Maintenance Sheets
- 34. Supplementary Budget Resolution (to increase)\*
- 34a. Supplementary Budget Resolution (to decrease)\*
- 35. Firefighters Association Bylaws—Sample\*
- 36. Commissioner Serve as FF Resolution\*
- 37. Increase Number of Commissioners from Three to Five Resolution\*
- 38. Small Public Works Roster Packet\*
- 39. School Fire Drills\*
- 40. Petty Cash Resolution\*
- 41. Pumper Service Test Cards\*
- 42. Purchases \$10K-\$50K, Procedure to Secure Quotes Resolution\*
- 43. Vendors List Procedures for Quotation Resolution\*
- 44. Increase Regular Property Tax to 101% after Public Hearing on Budget Resolution\*
- 45. Equipment/Personnel Hourly Rate Schedule (WFC)\*
- 46. Apparatus Check “On Return to Station”\*
- 47. Mechanic’s Daily Report\*
- 48. Injury Report\*
- 49. Drill Report—Fire Department\*
- 50. Emergency Purchase Resolution\*
- 51. Burning Permit Pad\*
- 52. Burning Permit Resolution\*
- 53. Non-Voter Approved Indebtedness Resolution\*
- 54. Whistleblower Policy--Sample
- 55. Voucher Pad\*
- 56. Blanket Voucher Approval Form\*
- 57. Auditing Officer Appointment Resolution\*
- 58. “For Official Use Only” decals
- 59. General Obligation Bond Authorization Resolution & Sample Ballot\*
- 60. PDC Guidelines for Local Government Agencies in Election Campaigns
- 61. Contracts for Service—State Facilities\*
- 63. Commissioners Waiver/Reduction of Remuneration Form\*
- 64. Meeting Date Establishment Resolution\*
- 65. Meeting Date Change Resolution\*
- 66. Job Descriptions (suggested)
- 67. 101% Lid Lift Packet\*
- 68. Resolutions Required Under RCW 52\*
- 69. Chief, Secretary—Sample Contracts\*
- 71. EMS/6 or 10 Year Levy\*
- 71a. EMS/Permanent Levy\*
- 73. Issuance of Fire District Equipment\*
- 74. Fire Hall Rental Agreement Resolution\*
- 76. Non-Smoking Agreement—Sample\*
- 77. Benefits of Membership in WFCA\*
- 78. Employer Taxes/Benefits Information
- 80. Advance Travel Expense—Revolving Fund Resolution\*

\* These and many other helpful items are available at [www.wfca.wa.gov](http://www.wfca.wa.gov)