

1 **JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2**

2 P.O. BOX 433, QUILCENE, WASHINGTON 98376

3  
4 **BEFORE THE BOARD OF FIRE COMMISSIONERS**

5  
6 **IN THE MATTER OF:**

7 ADOPTING A REVISED GENERAL FEE  
8 SCHEDULE FOR DISTRICT SERVICES AND  
9 PERMITS, RESCINDING RESOLUTION  
10 2024-002 AND ALL PRIOR CONFLICTING  
11 FEE SCHEDULES.

**RESOLUTION NO.**

**2026-003**

12  
13 **WHEREAS**, Jefferson County Fire Protection District No. 2 is a fire protection district  
14 organized and existing under the laws of the State of Washington, specifically Title 52  
15 RCW; and

16 **WHEREAS**, the Board of Fire Commissioners (the "Board") serves as the legislative  
17 authority for the District and is authorized to establish reasonable rates, charges and fees  
18 for services provided by the District; and

19 **WHEREAS**, the Board previously established a schedule of general fees pursuant to  
20 Resolution 2024-002; and

21 **WHEREAS**, the Board has reviewed the administrative and operational costs associated  
22 with providing these services and has determined that it is in the best interest of the  
23 District, its residents, and property owners to update the general fee schedule to ensure  
24 fair cost recovery; now, therefore, be it

25 **RESOLVED**, by the Board of Fire Commissioners of Jefferson County Fire Protection  
26 District No. 2, as follows:

27 **Section 1. Adoption of Updated Fee Schedule.** The Board hereby approves and adopts  
28 the revised General Fee Schedule attached hereto as "Exhibit A" and incorporated herein

1 by this reference. All fees, charges, and rates detailed in Exhibit A shall be assessed for the  
2 respective permits or general services listed.

3 **Section 2. Rescission of Prior Fees.** Resolution No. 2024-002 and any prior resolutions,  
4 policies, or fee schedules previously adopted by the Board that conflict with the provisions  
5 of this Resolution or Exhibit A are hereby officially rescinded, superseded, and repealed in  
6 their entirety.

7 **Section 3. Severability.** If any section, subsection, sentence, clause, or phrase of this  
8 Resolution or Exhibit A is for any reason held to be invalid or unconstitutional by a court of  
9 competent jurisdiction, such decision shall not affect the validity of the remaining portions  
10 of this Resolution.

11 **Section 4. Effective Date.** This Resolution and the updated fees adopted herein shall  
12 take full effect on <sup>AUGUST</sup> ~~July~~ 1, 2026.

13 **ADOPTED**, by the Board of Fire Commissioners of Jefferson County Fire Protection  
14 District No. 2 at a regular open public meeting thereof, held this 15<sup>th</sup> day of June 2026.

20 ATTEST:

21 *Robert Rewitzer*

22 Robert Rewitzer, District Secretary

17 *Marcia Kelbon*

18 Marcia Kelbon, Commissioner, Chair

19 *Melody Bacchus*

20 Melody Bacchus, Commissioner

21 *Art Frank*

22 Art Frank, Commissioner

|     |     |                                     |
|-----|-----|-------------------------------------|
| YEA | NAY | <input checked="" type="checkbox"/> |
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**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2**

P.O. BOX 433, QUILCENE, WASHINGTON 98376

**EXHIBIT A**

**GENERAL FEE SCHEDULE**

Adopted via Resolution 2026-003 - Effective August 1, 2026.

**SECTION 1: BURNING PERMITS (CHAPTER 52.12 RCW)**

*Fees collected for administering and enforcing the burning permit program:*

| Service / Record Type | Fee Amount | Notes / Terms                       |
|-----------------------|------------|-------------------------------------|
| Burning Permit        | \$120.00   | Valid for 30 days unless restricted |

**SECTION 2: EDUCATION, ADMINISTRATIVE SERVICES & MISCELLANEOUS**

*Standard administrative processing fees passed through to the requesting party.*

| Service / Record Type        | Fee Amount           | Notes / Terms                                 |
|------------------------------|----------------------|-----------------------------------------------|
| Community CPR / First Aid    | \$54.79              | Plus 9.5% Sales Tax (total collected \$60.00) |
| Child and Babysitting Safety | \$36.53              | Plus 9.5% Sales Tax (total collected \$40.00) |
| Combined CPR & CABS          | \$73.06              | Plus 9.5% Sales Tax (total collected \$80.00) |
| Station 23 Garage Stall Rent | \$300.00             | Plus 12.84% Leasehold Excise Tax              |
| Credit/Debit Processing Fee  | Actual Cost (max 3%) | Pass through merchant processing surcharge    |
| Returned Check / NSF Fee     | \$40.00 / occurrence | Statutory maximum charge (RCW 62A.3-515)      |

**SECTION 3: PUBLIC RECORDS REQUESTS (RCW 42.56.120)**

*Pursuant to RCW 42.56.120(2), the District finds that calculating actual costs for records production would be unduly burdensome. The following statutory default fees shall apply:*

| Service / Record Type        | Fee Amount      | Notes / Terms                               |
|------------------------------|-----------------|---------------------------------------------|
| In-Person Inspection         | \$0.00          | By appointment only                         |
| Standard Paper Copies        | \$0.15 / page   | Letter or legal size, black & white         |
| Scanned Records              | \$0.10 / page   | Converting physical paper to digital files  |
| Digital Media Storage Device | Actual Cost     | Actual cost of USB flash drive, CD, or DVD  |
| Postage / Shipping           | Actual Cost     | Includes envelopes, mailers, and postage    |
| Advance Request Deposit      | 10% of Estimate | Required prior to processing large requests |

*Emergency Medical Services (EMS) Transport Fees have been adopted in a separate resolution.*