

## SNURE SEMINARS PUBLICATIONS AVAILABLE

The WFCFA is taking orders for Snure Seminars publications. To order any of the booklets, please complete the order form (attached) and return to the WFCFA at the address indicated.

### ***Fire Service Bidding Book***

A guide for fire protection districts and regional fire authorities to use in the purchase of equipment and property, the construction of buildings, and the disposal of surplus property. (Revised 2020)

### ***Ethics Handbook***

A comprehensive analysis of the laws of ethics governing commissioners and public employees with case studies and examples designed to assist commissioners and employees in complying with the law. (2020)

### ***Fair Labor Standards Act***

A review of the Fair Labor Standards Act and its application to fire districts and regional fire authorities. (Revised 2015)

### ***Municipal Finances Fire Districts & Regional Fire Authorities***

An overview of the statutory provisions that govern fire protection district (and regional fire authority) financing including taxation, service fees, debt obligations, leasing, revenue sources, and debt limitations. (Revised 2020)

### ***Fire Service Consolidations***

An analysis of the various methods of consolidating fire services between jurisdictions including contractual consolidations, mergers, annexations and regional fire protection service authorities. This handbook reviews the factors that must be considered to evaluate the feasibility of consolidation, the statutory methods and procedures required and analyzes the impacts of consolidation on governance, finances, staffing and services. (Revised 2017)

### ***Fire Service Personnel: Roles – Status – Duties***

A review of the roles, status, and duties of the commissioner, secretary, and chief and the interaction among the personnel of the district. (Revised 2020)

### ***Public Records Handbook***

A guide for the maintenance and disclosure of fire protection district and regional fire authority records. (Revised 2019)

### ***Open Public Meetings Handbook***

A guide for the conduct of the meetings of the board of commissioners of fire protection districts. (Revised 2019)

### ***Tax Laws and Personnel Compensation***

An analysis of the tax consequence of various forms of compensation and benefits provided to fire district personnel. (Revised 2020)

### ***Fire Service Employment Law Handbook***

An analysis of the creation, management, and termination of employment relationships in the fire service. This handbook includes the Tax Laws and Personnel Compensation Handbook (Revised 2015)

### ***Medical Records Management in the Fire Service.***

Provides a detailed review of HIPAA and the Washington Health Care Information Act as it relates to the creation, retention and disclosure of medical records created by fire service agencies, includes access to online forms. (Revised 2014)

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<b>Fire Service Employment Law Handbook*</b>	_____ X	\$ 45.00	=	_____
<b>Medical Records Management</b>	_____ X	\$ 45.00	=	_____
<b>Complete Set of 11 Volumes</b>	_____ X	\$ 400.00	=	_____

\*This handbook includes the Tax Laws and Personnel Compensation handbook

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