



COMMISSIONER BOARD MEETING

**August 13, 2020
5:30 PM
Fire District 7 Station 31 Training Room
VIA BLUEJEANS**

**SNOHOMISH COUNTY FIRE DISTRICT #7
WASHINGTON**

AGENDA

Lake Stevens Fire
 1825 South Lake Stevens Road
 Lake Stevens, WA 98258
 (425) 334-3034
 www.LSfire.org



Snohomish County Fire District 7
 163 Village Court
 Monroe, WA 98272
 (360) 794-7666
 www.Snofire7.org

BOARD OF FIRE COMMISSIONERS MEETING AGENDA
 SNOHOMISH COUNTY FIRE DISTRICT 7
 Fire District 7 Station 31 Training Room/ Via Blue Jeans
 163 Village Court, Monroe, WA 98272
 August 13, 2020 1730 hours

CALL TO ORDER

UNION COMMENT

IAFF

Teamsters

CHIEFS REPORT

CONSENT AGENDA

Approve Vouchers

Benefit Vouchers: 20-01948 – 20-01972; (\$695,079.34)

AP Vouchers: 20-01973 - 20-02144; (\$677,391.51)

Approval of Payroll

July 31, 2020: \$1,090,836.85

Approval of Minutes

Approve Regular Board Meeting Minutes – July 23, 2020

CORRESPONDENCE

Retirement Recognition

OLD BUSINESS

Discussion

COVID-19 Update

Sn0911 Lease Agreement Station 83

Station 83-bedroom addition (Rice Fergus Miller)

Delivery of SRFR Technical Rescue Vehicle

Standards of Coverage (Fitch)

City of Mill Creek Fire and EMS Agreement

Action

Lexipol District Policy Program

Capital Facilities Comprehensive Plan (Rice Fergus Miller)

Strategic Planning Scope of Work update

NEW BUSINESS

Discussion

Surplus Resolution

Action

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COMMISSIONER COMMITTEE REPORTS

Joint Fire Board with Mill Creek (Elmore / Fay / Waugh):
 Finance Committee (Elmore / Fay / Snyder / Waugh / Woolery):
 Policy Committee (Elmore / Edwards / Schaub / Woolery):
 Labor/Management (Waugh / Fay):
 Contract Bargaining (Waugh / Fay):
 Shop Committee (Edwards / Gagnon / Snyder / Woolery):
 Strategic Plan Committee (Fay / Schaub / Snyder / Steinruck):
 Capital Facilities Committee (Gagnon / Schaub / Snyder / Woolery):
 Government Liaisons:
 Lake Stevens (Gagnon / Steinruck):
 Monroe (Edwards / Snyder / Woolery):
 Mill Creek (Elmore / Fay / Waugh):
 Legislative (Elmore / Schaub):

OTHER MEETINGS ATTENDED

Snohomish County 911 (Waugh)
 Regional Coordination
 Leadership Meeting (Fay / Schaub)
 Sno-Isle Commissioner Meeting

GOOD OF THE ORDER

ATTENDANCE CHECK

Regular Commissioner Meeting, August 27, 2020 at 1730 - Station 31 Training Room/BlueJeans

EXECUTIVE SESSION

ADJOURNMENT

FIRE CHIEF REPORT



Chief's Report 8-13-20

COVID-19

District personnel remain focused on the District's mission of saving lives, protecting property, safeguarding the environment in a fiscally responsible manner. Given the current COVID-19 outbreak, extra attention has been given to the safety of our personnel and the District's response to care for our communities. We have been working closely with our Snohomish County regional partners including the other fire/EMS agencies, Snohomish County EMS, DEM, Dept. of Health, hospitals, the cities we serve, the school districts we serve, and others.

- There are no employees in isolation or quarantine
- Labor disruption is stable
- Call volume is normalizing.
- County call volume is normalizing
- Daily training is ongoing for all responders regarding personal protective equipment (PPE), decontamination, and response protocols
- The Infectious Control Task Force (ICTF) continues to work with the Safety Committee, Operations, Logistics, Technical Services, and Administration to monitor and develop best practices with the goal of maintaining a healthy environment for all employees and citizens.

OPERATIONS:

- **Key Secure Vehicle Knox Installation:** FM is working with the shop to schedule installation of the Knox Key Secure system in the remaining vehicles.
- **City of Lake Stevens/Snohomish County, Annexation:** No anticipated impact to the Department but remaining engaged with the process.
- **Full Time Recruits:** Will transition into Red Card Training next week.
- **PM Graduates:** Are on a day shift assignment completing fire training and beginning the Snohomish County paramedic integration program. Will transition to shift assignment with an assigned a preceptor.
- **Labor Management:** Working on the Policy and Procedure workflow.
- **Formal Company Inspections:** The Operations group is finalizing plans for 2021 rollout of formal company, station and vehicle inspections.
- **Station Mask Protection:** Emphasis on education and compliance. Chief Video and Memo.
- **Logo:** Committee is in the final stages of edits. Anticipated having the project completed and ready to submit to the BOC at the last meeting of August.

LOGISTICS:

- **Surplus Process Update:** As you are aware we have surplused many items this year clearing out unused items from the previous mergers. The Logistics Technicians have sold over \$75,000 worth of apparatus and equipment on www.publicsurplus.com to date, with more items to come to you for surplus approval.
- **Asset Inventory:** Melisa Jenkins and Bill Ekse have been working diligently to build our inventory process in Operative IQ. They are in the process of visiting all District facilities to inventory assets over \$5,000 and the small and attractive assets.
- **CDL Training:** Mike Frymire (Logistics Technician) will be starting his CDL training on August 17.
- **Station 71 Septic System:** Evergreen Sanitation has fixed the septic tank pumps and are working on switching the mound system to the reserve mound. Once this is complete we will start the necessary negotiations with Flower World on dividing the maintenance costs for the entire system.

CONSENT AGENDA

Snohomish County Fire District #7 Claims Voucher Summary

07/29/2020

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Voucher	Payee/Claimant	1099 Default	Amount
20-01948	AFLAC		673.32
20-01949	DEPARTMENT OF LABOR AND INDUSTRIES		97,114.94
20-01950	DEPARTMENT OF RETIREMENT SYSTEMS		390,796.89
20-01951	DIMARTINO & ASSOCIATES		22,325.23
20-01952	FIRE 7 FOUNDATION		427.50
20-01953	FIREPAC		918.04
20-01954	GENERAL TEAMSTERS UNION LOCAL 38		1,468.00
20-01955	HRA VEBA TRUST		65,754.36
20-01956	IAFF LOCAL 2781		492.50
20-01957	IAFF LOCAL 2781		704.00
20-01958	IAFF LOCAL 2781		3,768.96
20-01959	IAFF LOCAL 2781		477.50
20-01960	IAFF LOCAL 2781		7,640.24
20-01961	IAFF LOCAL 2781		784.00
20-01962	IAFF LOCAL 2781		477.50
20-01963	IAFF LOCAL 2781		3,768.96
20-01964	IAFF LOCAL 2781		492.50
20-01965	IAFF LOCAL 2781		7,640.24
20-01966	LOCAL IAFF 2781 PAC		473.00
20-01967	MATRIX TRUST COMPANY		20,108.96
20-01968	SNOHOMISH COUNTY FIRE DISTRICT 7		6,507.74
20-01969	TD AMERITRADE INSTITUTIONAL		388.50
20-01970	VOYA INSTITUTIONAL TRUST CO		47,414.83
20-01971	WSCFF FASTPAC		586.63
20-01972	WSCFF-EMP BENEFIT TRUST		13,875.00

Page Total	695,079.34
Cumulative Total	695,079.34



Snohomish County Fire District 7, WA

Docket of Claims Register

APPKT00492 - 08/13/2020 Board Packet - KP

By Docket/Claim Number

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0007	ABSOLUTE GRAPHIX	20-01973					1,457.29
	720273	New Recruit T-Shirts	Invoice	07/17/2020	New Recruit T-Shirts	001-504-522-20-31-07	118.69
	720298	Duty Shirts	Invoice	07/30/2020	Duty Shirts	001-504-522-20-31-07	1,338.60
1877	ADVANCE AUTO PARTS	20-01974					353.71
	6277-754098	Parts	Invoice	06/04/2020	Parts	500-511-522-60-34-01	353.71
0024	ALDERWOOD AUTO GLASS	20-01975					349.12
	17322	Shop Parts	Invoice	06/30/2020	Shop Parts	500-511-522-60-34-01	349.12
0025	ALDERWOOD WATER DISTRICT	20-01976					15.20
	ST73FMMAYJUL20	Water - ST 73	Invoice	07/16/2020	Water - ST 73	001-507-522-50-47-02	15.20
0025	ALDERWOOD WATER DISTRICT	20-01977					90.60
	ST73MAYJUL20	Water - ST 73	Invoice	07/16/2020	Water - ST 73	001-507-522-50-47-02	90.60
0028	ALL BATTERY SALES AND SERVICE	20-01978					657.22
	300-10075001	Shop Supplies	Invoice	07/20/2020	Shop Supplies	500-511-522-60-31-05	63.32
	300-10075126	Shop Supplies	Invoice	07/22/2020	Shop Supplies	500-511-522-60-31-05	198.38
	300-10075127	Shop Supplies	Invoice	07/22/2020	Shop Supplies	500-511-522-60-31-05	12.95
	300-10075154	Shop Supplies	Invoice	07/23/2020	Shop Supplies	500-511-522-60-31-05	119.03
	300-10075514	Shop Supplies	Invoice	07/30/2020	Shop Supplies	500-511-522-60-31-05	284.80
	300-10075529	Shop Supplies	Credit Memo	07/31/2020	Shop Supplies	500-511-522-60-31-05	-21.26
1999	ALL-AMERICAN LEADERSHIP	20-01979					2,000.00
	20129	Online Leadership Development - Mnt	Invoice	08/01/2020	Online Leadership Development - Mnt	001-506-522-45-49-08	2,000.00
1503	ALLSTREAM BUSINESS US, INC	20-01980					129.15
	16974569	Fire & Alarm Service - ST 31	Invoice	08/01/2020	Phone Service - ST 31	001-507-522-50-42-00	129.15
1503	ALLSTREAM BUSINESS US, INC	20-01981					114.42
	16981533	Phone Service - ST 32	Invoice	08/03/2020	Phone Service - ST 32	001-507-522-50-42-00	114.42
1503	ALLSTREAM BUSINESS US, INC	20-01982					324.65
	16971440	Fire & Alarm Service - 71, 74, 76, 77	Invoice	08/01/2020	Fire & Alarm Service - 71, 74, 76, 77	001-507-522-50-42-00	324.65
0032	ALPINE ROOF CARE	20-01983					10,225.51
	39765	Clean Roofs and Downspouts - ST 77	Invoice	07/13/2020	Clean Roofs, Gutters and Downspouts - ST 77	001-507-522-50-48-00	1,463.08
	39784	Clean roof, gutters and downspouts - ST 76	Invoice	07/16/2020	Clean roof, gutters and downspouts - ST 76	001-507-522-50-48-00	1,558.88
	39793	Clean roof, gutters and downspouts - ST 74	Invoice	07/21/2020	Clean roof, gutters and downspouts - ST 74	001-507-522-50-48-00	1,447.60
	39794	Clean roof, gutters and downspouts - ST 73	Invoice	07/22/2020	Clean roof, gutters and downspouts - ST 73	001-507-522-50-48-00	1,363.73
	39798	Roof/Gutter Cleaning - ST 31	Invoice	07/24/2020	Roof/Gutter Cleaning - ST 31	001-507-522-50-48-00	2,102.66
	39821	Roof/Gutter Cleaning - Admin Bldg	Invoice	07/29/2020	Roof/Gutter Cleaning - Admin Bldg	001-507-522-50-48-00	572.39
						300-507-522-50-48-00	1,717.17

Docket of Claims Register

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0036	ANDGAR MECHANICAL LLC 046990-1 12344	20-01984 AC Repair - Server Room - ST 31 Preventive Maintenance - ADMIN HVAC Invoice	Invoice	07/21/2020 07/14/2020	AC Repair - Server Room - ST 31 Preventive Maintenance - ADMIN HVAC	001-507-522-50-48-00 001-507-522-50-48-00 300-507-522-50-48-00	1,133.16 151.65 245.38 736.13
0040	ARAMARK UNIFORM SERVICES 1991841575 1991841576 1991850877 1991860618 1991860619	20-01985 Laundry Services - ST 31 Laundry Services - Shop Laundry Services - Shop Laundry Services - ST 31 Laundry Services - Shop	Invoice Invoice Invoice Invoice Invoice	07/23/2020 07/23/2020 07/30/2020 08/06/2020 08/06/2020	Floor Mat Service - ST 31 Laundry Services - Shop Laundry Services - Shop Floor Mat Service - ST 31 Laundry Services - Shop	001-507-522-50-48-00 500-511-522-60-41-04 500-511-522-60-41-04 001-507-522-50-48-00 500-511-522-60-41-04	288.31 21.86 78.86 76.84 31.89 78.86
1523	AT&T MOBILITY LLC 2872893007445X01162020	20-01986 Test Modem	Invoice	07/08/2020	Test Modem	001-502-522-10-42-00	46.71 46.71
1971	B&H FIRE AND SECURITY 2834 2955 2967 2968 2969 2970 2971 2988 2989 2991 2992 2994	20-01987 Fire Alarm Install - ST 73 Fire Alarm Tenant Improvement - ST 3 Fire Alarm Annual Inspection - ST 72 Fire Alarm Annual Inspection - ST 73 Fire Alarm Annual Inspection - Admin Bldg Fire Alarm Annual Inspection - ST 31 Fire Alarm Annual Inspection - ST 32 Fire Alarm Annual Inspection - ST 74 Fire Alarm Annual Inspection - ST 33 Fire Alarm Annual Inspection - ST 76 Fire Alarm Annual Inspection - ST 71 Fire Alarm Repair - ST 73	Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	05/05/2020 07/15/2020 07/21/2020 07/21/2020 07/21/2020 07/21/2020 07/21/2020 08/07/2020 08/07/2020 08/02/2020 08/02/2020 08/02/2020	Fire Alarm Install - ST 73 Fire Alarm Tenant Improvement - ST 3 Fire Alarm Annual Inspection - ST 72 Fire Alarm Annual Inspection - ST 73 Fire Alarm Annual Inspection - Admin Bldg Fire Alarm Annual Inspection Fire Alarm Annual Inspection - ST 32 Fire Alarm Annual Inspection - ST 74 Fire Alarm Annual Inspection - ST 33 Fire Alarm Annual Inspection - ST 76 Fire Alarm Annual Inspection - ST 71 Fire Alarm Repair - ST 73	001-507-594-50-63-00 300-507-594-50-62-01 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-48-00	14,618.76 8,428.61 2,637.18 382.20 382.20 88.72 266.18 354.90 354.90 377.30 377.30 358.80 381.15 229.32
0058	BICKFORD MOTORS INC. 1179328 1179370 1179392 1179409	20-01988 Shop Parts Shop Parts Shop Parts Shop Parts	Invoice Invoice Invoice Invoice	07/20/2020 07/21/2020 07/22/2020 07/21/2020	Shop Parts Shop Parts Shop Parts Shop Parts	500-511-522-60-34-01 500-511-522-60-34-01 500-511-522-60-34-01 500-511-522-60-34-01	577.67 394.92 64.44 92.77 25.54

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	Payable Number	Payable Description					Distribution Amount
0065	BOUND TREE MEDICAL, LLC	20-01989					26,737.26
	63511010	Medical Supplies	Invoice	04/13/2020	Medical Supplies	001-509-522-30-31-02	24.08
	83515527	Medical Supplies & Sm.Tools/Minor Eq	Invoice	02/21/2020	Medical Supplies	001-509-522-30-31-02	0.92
					Sm.Tools/Minor Equip.	001-509-522-20-35-00	82.09
	83596159	Medical Supplies & Sm.Tools/Minor Eq	Invoice	04/20/2020	Medical Supplies	001-509-522-30-31-02	60.91
					Sm.Tools/Minor Equip.	001-509-522-20-35-00	72.20
	83612961	Medications & Medical Supplies	Invoice	05/04/2020	Medical Supplies	001-509-522-30-31-02	61.62
					Medications	001-509-522-30-31-01	0.71
	83612962	Medical Supplies	Invoice	05/04/2020	Medical Supplies	001-509-522-30-31-02	285.96
	83641361	Medications	Invoice	05/28/2020	Medications	001-509-522-30-31-01	91.97
	83659287	Medications & Medical Supplies	Invoice	06/12/2020	Medical Supplies	001-509-522-30-31-02	130.28
					Medications	001-509-522-30-31-01	11.96
	83660562	Medications & Medical Supplies	Invoice	06/15/2020	Medical Supplies	001-509-522-30-31-02	33.46
					Medications	001-509-522-30-31-01	368.36
	83666294	Medications	Invoice	06/19/2020	Medications	001-509-522-30-31-01	409.77
	83666298	Medical Supplies	Invoice	06/19/2020	Medical Supplies	001-509-522-30-31-02	311.88
	83669814	Medications	Invoice	06/23/2020	Medications	001-509-522-30-31-01	458.40
	83673468	Medical Supplies	Invoice	06/25/2020	Medical Supplies	001-509-522-30-31-02	75.95
	83676450	Medical Supplies	Invoice	06/29/2020	Medical Supplies	001-509-522-30-31-02	105.58
	83680567	Medications	Invoice	07/01/2020	Medications	001-509-522-30-31-01	415.50
	83682212	Medications	Invoice	07/02/2020	Medications	001-509-522-30-31-01	1,146.00
	83683989	Medical Supplies	Invoice	07/03/2020	Medical Supplies	001-509-522-30-31-02	463.61
	83685527	Medications	Invoice	07/06/2020	Medications	001-509-522-30-31-01	578.75
	83685528	Medications & Medical Supplies	Invoice	07/06/2020	Medical Supplies	001-509-522-30-31-02	104.50
					Medications	001-509-522-30-31-01	141.27
	83685529	Medications	Invoice	07/06/2020	Medications	001-509-522-30-31-01	578.75
	83685531	Medical Supplies	Invoice	07/06/2020	Medical Supplies	001-509-522-30-31-02	96.58
	83686986	Medical Supplies	Invoice	07/07/2020	Medical Supplies	001-509-522-30-31-02	16.33
	83690422	Medications & Medical Supplies	Invoice	07/09/2020	Medical Supplies	001-509-522-30-31-02	55.96
					Medications	001-509-522-30-31-01	4.26
	83693618	Medications & Medical Supplies	Invoice	07/13/2020	Medical Supplies	001-509-522-30-31-02	97.01
					Medications	001-509-522-30-31-01	117.17
	83693619	Medications & Medical Supplies	Invoice	07/13/2020	Medical Supplies	001-509-522-30-31-02	571.32
					Medications	001-509-522-30-31-01	223.41
	83693620	Medications & Medical Supplies	Invoice	07/13/2020	Medical Supplies	001-509-522-30-31-02	1,511.13
					Medications	001-509-522-30-31-01	583.96
	83693621	Medications & Medical Supplies	Invoice	07/13/2020	Medical Supplies	001-509-522-30-31-02	681.25
					Medications	001-509-522-30-31-01	212.35
	83693622	Medical Supplies	Invoice	07/13/2020	Medical Supplies	001-509-522-30-31-02	578.00
	83693624	Medications	Invoice	07/13/2020	Medications	001-509-522-30-31-01	214.08
	83695886	Medications/Medical Supplies/Sm.Tools	Invoice	07/14/2020	Medical Sm.Tools/Minor Equip.	001-509-522-20-35-00	53.11
					Medical Supplies	001-509-522-30-31-02	218.74
					Medications	001-509-522-30-31-01	25.51

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	83695887	Medical Supplies	Invoice	07/14/2020	Medical Supplies	001-509-522-30-31-02	122.57
	83695888	Medical Supplies	Invoice	07/14/2020	Medical Supplies	001-509-522-30-31-02	192.22
	83699322	Medical Supplies	Invoice	07/16/2020	Medical Supplies	001-509-522-30-31-02	13.57
	83699323	Medical Supplies	Invoice	07/16/2020	Medical Supplies	001-509-522-30-31-02	457.18
	83699324	Medications/Medical Supplies/Sm.Tools Invoice		07/16/2020	Medical Sm.Tools/Minor Equip.	001-509-522-20-35-00	26.21
					Medical Supplies	001-509-522-30-31-02	1,986.18
					Medications	001-509-522-30-31-01	459.76
	83699325	Medical Supplies	Invoice	07/16/2020	Medical Supplies	001-509-522-30-31-02	55.03
	83699326	Medications/Medical Supplies/Sm.Tools Invoice		07/16/2020	Medical Sm.Tools/Minor Equip.	001-509-522-20-35-00	40.96
					Medical Supplies	001-509-522-30-31-02	1,540.61
					Medications	001-509-522-30-31-01	481.91
	83699327	Medications & Medical Supplies	Invoice	07/16/2020	Medical Supplies	001-509-522-30-31-02	302.55
					Medications	001-509-522-30-31-01	293.73
	83699328	Medical Supplies	Invoice	07/16/2020	Medical Supplies	001-509-522-30-31-02	184.65
	83699329	Medications & Medical Supplies	Invoice	07/16/2020	Medical Supplies	001-509-522-30-31-02	960.87
					Medications	001-509-522-30-31-01	8.12
	83701293	Medications/Medical Supplies/Sm.Tools Invoice		07/17/2020	Medical Sm.Tools/Minor Equip.	001-509-522-20-35-00	13.92
					Medical Supplies	001-509-522-30-31-02	235.32
					Medications	001-509-522-30-31-01	169.16
	83706241	Medications & Medical Supplies	Invoice	07/22/2020	Medical Supplies	001-509-522-30-31-02	217.62
					Medications	001-509-522-30-31-01	287.31
	83707701	Medications	Invoice	07/23/2020	Medications	001-509-522-30-31-01	578.75
	83707703	Medications & Medical Supplies	Invoice	07/23/2020	Medical Supplies	001-509-522-30-31-02	385.03
					Medications	001-509-522-30-31-01	169.16
	83707704	Medical Supplies & Sm.Tools/Minor Eq	Invoice	07/23/2020	Medical Sm.Tools/Minor Equip.	001-509-522-20-35-00	38.70
					Medical Supplies	001-509-522-30-31-02	335.64
	83709254	Medications	Invoice	07/24/2020	Medications	001-509-522-30-31-01	127.83
	83709255	Medications	Invoice	07/24/2020	Medications	001-509-522-30-31-01	347.52
	83709256	Medications & Medical Supplies	Invoice	07/24/2020	Medical Supplies	001-509-522-30-31-02	1,577.70
					Medications	001-509-522-30-31-01	790.04
	83709257	Medications	Invoice	07/24/2020	Medications	001-509-522-30-31-01	671.16
	83709260	Medications & Medical Supplies	Invoice	07/24/2020	Medical Supplies	001-509-522-30-31-02	1,182.03
					Medications	001-509-522-30-31-01	140.67
	83709261	Medications	Invoice	07/24/2020	Medications	001-509-522-30-31-01	677.09
	83710871	Medications & Medical Supplies	Invoice	07/27/2020	Medical Supplies	001-509-522-30-31-02	108.31
					Medications	001-509-522-30-31-01	53.00
	83713205	Medical Supplies	Invoice	07/28/2020	Medical Supplies	001-509-522-30-31-02	230.53
0068	BRAD TALLEY	20-01990					3,000.00
	JUL2020	Technical Services Contract	Invoice	08/01/2020	Technical Services Contract	001-509-522-20-41-02	3,000.00

Docket of Claims Register

APPKT00492 - 08/13/2020 Board Packet - KP

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0070	BRAKE & CLUTCH SUPPLY INC	20-01991					1,900.35
	92137	Shop Parts	Invoice	07/14/2020	Shop Parts	500-511-522-60-34-01	119.48
	92224	Shop Parts	Invoice	07/17/2020	Shop Parts	500-511-522-60-34-01	886.88
	92392	Shop Parts	Invoice	07/23/2020	Shop Parts	500-511-522-60-34-01	893.99
1909	BRAVO ENVIROMENTAL NW INC	20-01992					2,839.20
	62197	Stormwater Drain Maintenance - ST 72	Invoice	07/14/2020	Stormwater Drain Maintenance - ST 72	001-507-522-50-48-00	2,839.20
1912	BURNS FIRE PROTECTION SYSTEM	20-01993					327.00
	A7890	Air Compressor Service Call - ST 83	Invoice	07/17/2020	Air Compressor Service Call - ST 83	001-507-522-50-48-00	327.00
0094	CDW GOVERNMENT LLC	20-01994					4,391.89
	ZKD2711	Vipre anti-virus yearly renewal	Invoice	07/13/2020	Vipre anti-virus yearly renewal	001-512-522-10-49-04	3,261.95
	ZKN4230	34" monitor	Invoice	07/14/2020	Computer monitors	001-505-522-30-35-00	1,129.94
0096	CENTRAL WELDING SUPPLY	20-01995					1,535.44
	RN07202154	Oxygen Cylinder Rental (Inventory)	Invoice	07/31/2020	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	214.11
	RN07202155	Oxygen Cylinder Rental (Inventory)	Invoice	07/31/2020	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	165.74
	RN07202156	Oxygen Cylinder Rental (Inventory)	Invoice	07/31/2020	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	159.27
	RN07204011	Oxygen Cylinder Rental (Inventory)	Invoice	07/31/2020	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	391.16
	SP 819039	Oxygen	Invoice	07/22/2020	Oxygen	001-509-522-20-45-00	120.54
	SP 819231	Oxygen	Invoice	07/29/2020	Oxygen	001-509-522-20-45-00	98.30
	WV180771	Oxygen	Invoice	07/15/2020	Oxygen	001-509-522-20-45-00	386.32
0099	CHAMPION BOLT & SUPPLY	20-01996					261.75
	102043	Shop Supplies	Credit Memo	07/10/2020	Shop Supplies	500-511-522-60-31-05	-55.45
	102088	Shop Supplies	Credit Memo	08/03/2020	Shop Supplies	500-511-522-60-31-05	-12.65
	712535	Shop Supplies	Invoice	06/26/2020	Shop Supplies	500-511-522-60-31-05	11.04
	713921	Shop Supplies	Invoice	07/22/2020	Shop Supplies	500-511-522-60-31-05	288.34
	714696	Shop Supplies	Invoice	08/05/2020	Shop Supplies	500-511-522-60-31-05	30.47
0531	CHRISTENSEN, INC	20-01997					1,282.31
	0059625-IN	Shop Small Tools & Equip.	Invoice	07/21/2020	Portable/Mobile Lube Oil Cart Kit	500-511-522-60-35-00	1,282.31
0110	CITY OF MONROE	20-01998					881.04
	0042414	Cleaning Stormdrain System	Invoice	07/17/2020	Cleaning Storm Drain System	001-507-522-50-48-00	881.04
1891	CITY OF SNOHOMISH	20-01999					160.42
	ST83-MAYJUL20	Water - ST 83	Invoice	07/31/2020	Water - ST 83	001-507-522-50-47-02	160.42
0112	CLEARFLY COMMUNICATIONS	20-02000					419.65
	INV297711	Phone Service - North Battalion	Invoice	08/01/2020	Phone Service - North Battalion	001-507-522-50-42-00	419.65
0121	COGDILL, NICHOLS, REIN	20-02001					18,326.30
	26100.21M30	Attorney Services	Invoice	07/30/2020	Attorney Services	001-512-522-10-41-03	183.30
	26100.32M11	Labor Union Attorney Services	Invoice	07/30/2020	Labor Union Attorney Services	001-512-522-10-41-00	8,143.00
	RA7687	Labor Union Attorney Services	Invoice	07/28/2020	Labor Union Attorney Services	001-512-522-10-41-00	10,000.00
0125	COLUMBIA SOUTHERN UNIVERSITY	20-02002					621.00
	303654051120	FIR 3304 Tuition - Geoffrey Jacobs	Invoice	06/11/2020	FIR 3304 - Geoffrey Jacobs Tuition	001-506-522-45-49-10	621.00

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0126	COMCAST ST72-JULAUG20	20-02003 Internet Services - ST 72	Invoice	06/27/2020	Internet Services - ST 72	001-507-522-50-42-00	150.05 150.05
0126	COMCAST ST32-AUGSEP20	20-02004 Internet Services - ST 32	Invoice	07/25/2020	Internet Services - ST 32	001-507-522-50-42-00	160.07 160.07
0126	COMCAST ST31-AUGSEP20	20-02005 Internet Services - ST 31	Invoice	07/27/2020	Internet Services - ST 31	001-507-522-50-42-00 500-511-522-60-42-00	165.07 140.82 24.25
0126	COMCAST ST72-AUGSEP20	20-02006 Internet Services - ST 72	Invoice	07/27/2020	Internet Services - ST 72	001-507-522-50-42-00	160.05 160.05
0126	COMCAST ST83-JULAUG20	20-02007 Internet Services - ST 83	Invoice	07/08/2020	Internet Services - ST 83	001-507-522-50-42-00	146.01 146.01
0126	COMCAST ST76-AUGSEP20	20-02008 Internet Services - ST 76	Invoice	07/27/2020	Internet Services - ST 76	001-507-522-50-42-00	160.29 160.29
0126	COMCAST ST73-AUGSEP	20-02009 Internet Services - ST 73	Invoice	08/04/2020	Internet Services - ST 73	001-507-522-50-42-00	150.05 150.05
0126	COMCAST ST71-AUGSEP20	20-02010 Internet Services - ST 71	Invoice	08/07/2020	Internet Services - ST 71	001-507-522-50-42-00	154.79 154.79
0126	COMCAST ST77-AUGSEP20	20-02011 Internet Services - ST 77	Invoice	07/26/2020	Internet Services - ST 77	001-507-522-50-42-00	160.27 160.27
0126	COMCAST ADMIN-AUGSEP20	20-02012 Internet/Phone/TV Services - Admin Bldg	Invoice	08/07/2020	Internet/Phone/TV Srvcs - Admin Bldg	001-507-522-50-42-00	367.90 367.90
0127	COMDATA INC. 20336466	20-02013 Fuel	Invoice	08/01/2020	Fuel	001-504-522-20-32-00 001-509-522-20-32-00	4,124.83 2,062.42 2,062.41
0136	COURIERWEST, LLC 5419	20-02014 Mail Courier Service	Invoice	07/01/2020	Mail Courier Service	001-502-522-10-41-01	2,232.00 2,232.00
0138	CRESSY DOOR COMPANY, INC 150915	20-02015 Repair Aid Car Bay Door - ST 83	Invoice	07/28/2020	Repair Aid Car Bay Door - ST 83	001-507-522-50-48-00	513.67 513.67
0080	CREWSENSE LLC 0017446 0017526	20-02016 CrewSense Pro Support Plan CrewSense Pro Monthly Subscription	Invoice Invoice	08/01/2020 08/05/2020	CrewSense Pro Support Plan CrewSense Pro Monthly Subscription	001-512-522-10-41-04 001-512-522-10-41-04	1,228.09 99.99 1,128.10
1584	CROWN FIRE PROTECTION 18666	20-02017 Water Gong & Sprinkler Head Replace	Invoice	06/18/2020	Water Gong & Sprinkler Head Replace	001-507-522-50-48-00	2,770.46 2,770.46
0154	DELL MARKETING LP C/O DELL U 10411368976	20-02018 Dell 7220 Accessories, EPCR	Invoice	07/27/2020	Dell 7220 Accessories, EPCR	303-509-522-20-35-01	756.93 756.93
0156	DEPARTMENT GRAPHICS 10650	20-02019 Graphics for new BC apparatus	Invoice	07/21/2020	Graphics for new BC apparatus	301-504-594-22-64-02	521.55 521.55

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0164	DRUG FREE BUSINESS 405884	20-02020 Random Drug Test	Invoice	06/30/2020	Random Drug Test	500-511-522-60-41-06	118.00 49.00
	406819	Random Drug Test	Invoice	07/31/2020	Random Drug Test	500-511-522-60-41-06	69.00
0167	DUO-SAFETY LADDER CORPORA 475308-000	20-02021 Shop Parts	Invoice	07/14/2020	Shop Parts	500-511-522-60-34-01	2,354.43 2,354.43
0170	EASTSIDE A/V LLC 520	20-02022 Algo Pager - Station 32	Invoice	07/31/2020	Algo Pager - Station 32	001-512-522-10-35-00	464.10 464.10
1875	ELECTRONIC BUSINESS MACHIN AR170660	20-02023 Copy Machine Usage - Admin Bldg	Invoice	07/27/2020	Copy Machine Usage - Admin Bldg	001-502-522-10-31-00	289.00 289.00
0176	ELITE LOCK & SAFE 37898	20-02024 Door Deadlatch Replacement - Weight	Invoice	08/03/2020	Door Deadlatch Replacement - Weight	001-507-522-50-48-00	202.21 202.21
0178	EMERALD SERVICES, INC 83728149	20-02025 Hazardous Materials Disposal	Invoice	07/16/2020	Hazardous Materials Disposal	500-511-522-60-41-03	623.46 623.46
0185	EMS TECHNOLOGY SOLUTIONS, I 32903	20-02026 Operative IQ License/Maintenance Fees Invoice		08/01/2020	Operative IQ License Fee	001-509-522-20-41-01	1,733.00 1,248.00
					Sandbox License/Maintenance Fee	001-512-522-10-49-04	485.00
1938	EVERETT BAYSIDE MARINE INC 1-124649	20-02027 Shop Parts	Invoice	07/17/2020	Shop Parts	500-511-522-60-34-01	162.98 128.94
	1-124656	Shop Parts	Invoice	07/17/2020	Shop Parts	500-511-522-60-34-01	34.04
1642	EVERGREEN POWER SYSTEMS, IN 29435	20-02028 Lighting Repair/Upgrade - ST 74	Invoice	07/16/2020	Lighting Repair/Upgrade - ST 74	001-507-522-50-48-00	7,400.17 3,658.20
	29526	Power Supply Repair - Health Testing Unit	Invoice	07/29/2020	Power Supply Repair - Health Testing Unit	001-507-522-50-48-00	2,857.98
	29528	New Outlet - AC Unit - ST 81	Invoice	07/29/2020	New Outlet - AC Unit - ST 81	001-507-522-50-48-00	883.99
0212	FIRST WATCH FW106941	20-02029 First Pass	Invoice	07/16/2020	First Pass Monthly Subscription	001-509-522-20-41-08	403.00 403.00

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	Payable Number	Payable Description					Distribution Amount
0226	GALLS, LLC - DBA BLUMENTHAL I	20-02030					5,973.71
	015986919	Pants	Invoice	07/02/2020	Pants	001-504-522-20-31-07	244.73
	016005131	Boot	Invoice	07/07/2020	Boot	001-504-522-20-31-07	174.26
	016015135	Patch	Invoice	07/08/2020	Patch	001-504-522-20-31-07	13.22
	016024320	Boot	Invoice	07/09/2020	Boot	001-504-522-20-31-07	227.63
	016033147	Boot	Invoice	07/10/2020	Boot	001-504-522-20-31-07	180.12
	016051174	Necktie - B.Hunt	Invoice	07/14/2020	Necktie - B.Hunt	001-504-522-20-31-07	12.32
	016051179	Belt (x2) - A.Gleason	Invoice	07/14/2020	Belt (x2) - A.Gleason	001-504-522-20-31-07	47.94
	016071347	Cargo Pants - Beckham	Invoice	07/16/2020	Cargo Pants - Beckham	001-504-522-20-31-07	172.70
	016071348	Industrial Pants - Neville	Invoice	07/16/2020	Industrial Pants - Neville	001-504-522-20-31-07	132.12
	016071349	Belt, Industrial Pants - Blue	Invoice	07/16/2020	Belt, Industrial Pants - Blue	001-504-522-20-31-07	150.55
	016071371	Cargo Pants - Abers	Invoice	07/16/2020	Cargo Pants - Abers	001-504-522-20-31-07	168.68
	016079170	Boots (x2) - Entry Level FF	Invoice	07/16/2020	Boots (x2) - Entry Level FF	001-504-522-20-31-07	306.12
	016090418	Polo Shirt (x2) - DiMonda	Invoice	07/20/2020	Polo Shirt (x2) - DiMonda	001-504-522-20-31-07	102.73
	016107773	Belt, Cargo Pants - Cardona	Invoice	07/22/2020	Belt, Cargo Pants - Cardona	001-504-522-20-31-07	189.80
	016117372	Boots, Belts, Pants, Shirts - Entry Level	Invoice	07/23/2020	Boots, Belts, Pants, Shirts - Entry Level	001-504-522-20-31-07	2,815.80
	016125231	Boots - Bradley	Invoice	07/23/2020	Boots - Bradley	001-504-522-20-31-07	177.99
	016134902	Industrial Pants (x3) - Rybar	Invoice	07/27/2020	Industrial Pants (x3) - Rybar	001-504-522-20-31-07	382.56
	016134905	Boots, Chief Shirt - Petersen	Invoice	07/27/2020	Boots, Chief Shirt - Petersen	001-504-522-20-31-07	296.10
	016143859	Boots - Wigington	Invoice	07/28/2020	Boots - Wigington	001-504-522-20-31-07	178.34
1571	GENERAL FIRE APPARATUS	20-02031					877.27
	11834	Shop Parts	Invoice	07/15/2020	Shop Parts	500-511-522-60-34-01	71.59
	11844	Shop Parts	Invoice	07/15/2020	Shop Parts	500-511-522-60-34-01	805.68

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0238	GRAINGER 9473282557	20-02032 Smoke Detector Testers & Exit Signs	Invoice	03/12/2020	Exit Signs	001-507-522-50-35-00	3,229.63 40.72
	9584302989	Station Supplies	Invoice	07/09/2020	Smoke Detector Testers	001-507-522-50-48-00	146.50
	9590813045	Station Supplies	Invoice	07/15/2020	Station Supplies	001-507-522-50-31-00	115.09
	9591372595	Station Supplies	Invoice	07/15/2020	Station Supplies	001-507-522-50-31-00	117.64
	9591871950	Station Supplies	Invoice	07/16/2020	Station Supplies	001-507-522-50-31-00	117.64
	9592002639	Wildland Apparatus Maintenance Supp	Invoice	07/16/2020	Station Supplies	001-507-522-50-31-00	13.66
	9592002647	Station Supplies	Invoice	07/16/2020	Wildland Apparatus Maintenance Supp	001-504-522-20-35-01	120.87
	9592717020	Station Supplies	Invoice	07/16/2020	Station Supplies	001-507-522-50-31-00	302.47
	9594598956	Station Supplies	Invoice	07/16/2020	Station Supplies	001-507-522-50-31-00	22.91
	9595033839	Station Supplies	Invoice	07/20/2020	Station Supplies	001-507-522-50-31-00	172.64
	9595033847	Station Supplies	Invoice	07/20/2020	Station Supplies	001-507-522-50-31-00	221.24
	9596426107	Booster Fire Hose - ST 74	Invoice	07/20/2020	Station Supplies	001-507-522-50-31-00	336.94
	9597711770	Plastic Trigger Spray Bottle (White)	Invoice	07/21/2020	Booster Fire Hose - ST 74	001-507-522-50-35-00	396.27
	9598511112	Station Supplies	Invoice	07/22/2020	Plastic Trigger Spray Bottle (White)	001-507-522-50-35-00	9.42
	9599874766	Tire Inflator Gauge	Invoice	08/09/2020	Station Supplies	001-507-522-50-31-00	16.77
	9600246632	Station Supplies	Invoice	07/24/2020	Tire Inflator Gauge	001-504-522-20-35-00	66.50
	9602504483	Full Mortise Hinge (x4)	Invoice	07/24/2020	Station Supplies	001-507-522-50-31-00	44.26
	9603113367	Station Supplies	Invoice	07/27/2020	Full Mortise Hinge (x4)	001-507-522-50-35-00	101.65
	9603113375	Station Supplies	Invoice	07/28/2020	Station Supplies	001-507-522-50-31-00	117.64
	9603982670	Station Supplies	Invoice	07/28/2020	Station Supplies	001-507-522-50-31-00	732.22
1979	GROUNDWORKS	20-02033					16.58
	2007-9651	Land & Ground Maintenance - ST 81	Invoice	07/15/2020	Land & Ground Maintenance - ST 81	001-507-522-50-48-00	2,165.56 621.30
	2007-9652	Land and Ground Maintenance - ST 82	Invoice	07/15/2020	Land and Ground Maintenance - ST 82	001-507-522-50-48-00	834.94
	2007-9653	Land and Ground Maintenance - ST 83	Invoice	07/15/2020	Land and Ground Maintenance - ST 83	001-507-522-50-41-00	709.32
0257	HIGHWAY AUTO SUPPLY	20-02034					128.89
	1-587145	Parts	Invoice	07/07/2020	Parts	500-511-522-60-34-01	111.49
	1-587902	Parts	Invoice	07/14/2020	Parts	500-511-522-60-34-01	9.29
	1-588994	Shop Parts	Invoice	07/23/2020	Shop Parts	500-511-522-60-34-01	8.11
0258	HILL STREET CLEANERS	20-02035					141.55
	4963	Alteration	Invoice	07/01/2020	Alteration	001-502-522-10-41-01	10.93
	5087	Dry Cleaning & Alterations	Invoice	08/03/2020	Dry Cleaning & Alterations	001-502-522-10-41-01	130.62
1878	IMS ALLIANCE	20-02036					133.03
	20-2601	Passport/Locker Tags	Invoice	07/28/2020	Passport/Locker Tags	001-504-522-20-31-06	133.03
0276	IRON MOUNTAIN INC	20-02037					408.37
	202178578	Off Site Data Storage	Invoice	07/31/2020	Off Site Data Storage	001-512-522-10-41-04	408.37

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0277	ISOUTSOURCE	20-02038					22,365.37
	CW241674	IT Services	Invoice	07/15/2020	IT Services	001-512-522-10-41-04	4,478.50
	CW242069	IT Services	Invoice	07/31/2020	IT Services	001-512-522-10-41-04	16,641.59
	CW242206	IT Services	Invoice	07/31/2020	IT Services	001-512-522-10-41-04	446.29
	CW242640	IT Services	Invoice	08/06/2020	IT Services	001-512-522-10-41-04	798.99
0281	JAMIE SILVA	20-02039					402.47
	INV02767	Poly Sheets & Tape - COVID Safety - EN	Invoice	08/06/2020	Poly Sheets & Tape - COVID Safety - EN	001-509-522-20-48-02	402.47
1615	KEN'S RADIATOR INC	20-02040					46.11
	31048	Shop Parts	Invoice	07/17/2020	Shop Parts	500-511-522-60-34-01	46.11
0332	KUSSMAUL ELECTRONICS CO INC	20-02041					350.26
	0000171843	Shop Parts	Invoice	07/02/2020	Shop Parts	500-511-522-60-34-01	350.26
1879	LAKE STEVENS SEWER DISTRICT	20-02042					172.00
	ST82-AUG20	Sewer - ST 82	Invoice	08/01/2020	Sewer - ST 82	001-507-522-50-47-02	172.00
1879	LAKE STEVENS SEWER DISTRICT	20-02043					86.00
	ST81-AUG20	Sewer - ST 81	Invoice	08/01/2020	Sewer - ST 81	001-507-522-50-47-02	86.00
1879	LAKE STEVENS SEWER DISTRICT	20-02044					86.00
	ST84-AGU20	Sewer - ST 84	Invoice	08/01/2020	Sewer - ST 84	001-507-522-50-47-02	86.00
1835	LEAH SCHOOF	20-02045					22.00
	INV02699	WAPELRA Class Reimbursement	Invoice	07/15/2020	WAPELRA Class Reimbursement	001-502-522-45-49-02	22.00
0341	LEVRUM, INC	20-02046					1,500.00
	2206	Amended Contract Pricing Agreement	Invoice	07/13/2020	Increase licence fee by \$1,500	001-512-522-10-49-04	1,500.00
0349	LN CURTIS & SONS	20-02047					998.25
	INV382707	Shop Parts	Invoice	04/23/2020	Shop Parts	500-511-522-60-34-01	55.03
	INV383985	Shop Parts	Invoice	04/27/2020	Shop Parts	500-511-522-60-34-01	277.45
	INV398995	Shop Parts	Invoice	06/22/2020	Shop Parts	500-511-522-60-34-01	665.77
1603	MILL CREEK VIEW	20-02048					25.00
	11278	Newspaper Annual Subscription	Invoice	07/27/2020	Newspaper Annual Subscription	001-502-522-10-42-00	25.00
0382	MOTOR TRUCKS INC	20-02049					255.11
	ME164191	Shop Parts	Invoice	07/22/2020	Shop Parts	500-511-522-60-34-01	255.11
0387	MUNICIPAL EMERGENCY SERVIC	20-02050					356.95
	IN1471326	Bunker Gear Suspenders (x2)	Invoice	06/23/2020	Bunker Gear Suspenders (x2)	303-504-522-20-35-04	110.80
	IN1474018	SCBA Additional Tax	Invoice	07/01/2020	SCBA Additional Tax	303-504-594-20-64-04	45.60
	IN1480556	Bunker Gear Suspenders (x4)	Invoice	07/24/2020	Bunker Gear Suspenders (x4)	303-504-522-20-35-04	200.55
1673	NORTH SOUND PRODUCTIONS	20-02051					204.94
	SNOCO-FD7-2020-15	Communications Video	Invoice	07/29/2020	Communications Video	001-502-522-10-41-01	204.94
0424	NORTHWEST SAFETY CLEAN	20-02052					566.20
	20-27755	Training/Work Jacket Name Plate (x7)	Invoice	07/28/2020	Training/Work Jacket Name Plate (x7)	001-506-522-45-31-03	566.20

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0434	OFFICE DEPOT 103663602001 103744858001	20-02053 Office Supplies Office Supplies	Invoice Invoice	07/09/2020 07/09/2020	Files Paper Pad	001-502-522-10-31-00 001-502-522-10-31-00	46.05 40.85 5.20
1546	ORKIN 199513700 199513701 199513702 199513703 199513704 199513705 199513706 199513707 199513708 200241474 200241486 200299011	20-02054 Pest Control - ST 77 Pest Control - ST 74 Pest Control - ST 76 Pest Control - ST 72 Pest Control - ST 32 Pest Control - Admin Bldg Pest Control - ST 31 Pest Control - ST 73 Pest Control - ST 71 Pest Control - ST 82 Pest Control - ST 81 Pest Control - ST 83	Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	07/29/2020 07/29/2020 07/21/2020 07/21/2020 07/17/2020 07/17/2020 07/17/2020 07/21/2020 07/29/2020 07/10/2020 07/10/2020 07/31/2020	Pest Control - ST 77 Pest Control - ST 74 Pest Control - ST 76 Pest Control - ST 72 Pest Control - ST 32 Pest Control - Admin Bldg Pest Control - ST 31 Pest Control - ST 73 Pest Control - ST 71 Pest Control - ST 82 Pest Control - ST 81 Pest Control - ST 83	001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00	981.09 79.98 78.84 80.06 80.62 79.19 20.36 83.34 79.12 79.97 91.56 86.11 80.85
0451	PACIFIC POWER BATTERIES 17122390 17122422	20-02055 Shop Tool Repair & Maintenance Shop Parts	Invoice Invoice	07/22/2020 07/23/2020	Shop Tool Repair & Maintenance Shop Parts	500-511-522-60-48-01 500-511-522-60-34-01	512.76 31.68 481.08
0463	PERFORMANCE MARINE INC 16102	20-02056 Shop Parts	Invoice	05/07/2020	Shop Parts	500-511-522-60-34-01	2,721.63 2,721.63
0464	PERFORMANCE RADIATOR 7424273	20-02057 Shop Parts	Invoice	07/16/2020	Shop Parts	500-511-522-60-34-01	120.23 120.23
0466	PETROCARD SYSTEMS, INC. C605369 C610389	20-02058 Fuel Fuel	Invoice Invoice	07/15/2020 07/24/2020	Fuel Fuel	001-504-522-20-32-00 001-509-522-20-32-00 001-504-522-20-32-00 001-509-522-20-32-00	1,899.84 622.64 622.65 327.28 327.27
1916	PRAXAIR DISTRIBUTION INC 94396174 97888209	20-02059 Shop Supplies Shop Supplies	Invoice Invoice	01/22/2020 07/22/2020	Shop Supplies Shop Supplies	500-511-522-60-31-05 500-511-522-60-31-05	64.76 32.60 32.16
0477	PRO COMM MON SVC284630 MON SVC284633 MON SVC284634	20-02060 Fire Alarm Monitoring - ST 73 Fire Alarm Monitoring - ST 31 Fire Alarm Monitoring - ST 32	Invoice Invoice Invoice	07/20/2020 07/20/2020 07/20/2020	Fire Alarm Monitoring - ST 73 Fire Alarm Monitoring - ST 31 Fire Alarm Monitoring - ST 32	001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00	301.48 94.88 103.30 103.30
0479	PROFESSIONAL BUILDING SERVIC 10102 10103 10104	20-02061 Janitorial Services - ST 31 Janitorial Services - District Janitorial Services - DSHS	Invoice Invoice Invoice	08/01/2020 08/01/2020 08/01/2020	Janitorial Services - ST 31 Janitorial Services - District Janitorial Services - DSHS	001-507-522-50-41-00 001-507-522-50-41-00 300-507-522-50-41-00	3,661.38 543.38 587.50 2,530.50

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0308	PROPERTY MAINTENANCE COM/ M-953VW 083120.1	20-02062 Property Management - Admin Buildin	Invoice	08/01/2020	Property Management - Admin Buildir	001-507-522-50-41-00 300-507-522-50-41-00	819.75 204.94 614.81
0483	PUGET SOUND ENERGY ST76-JUNJUL20	20-02063 Natural Gas - ST 76	Invoice	07/20/2020	Natural Gas - ST 76	001-507-522-50-47-03	65.75 65.75
0483	PUGET SOUND ENERGY ST71JUNJUL20	20-02064 Natural Gas - ST 71	Invoice	07/16/2020	Natural Gas - ST 71	001-507-522-50-47-03	92.63 92.63
0483	PUGET SOUND ENERGY ST72-JUNJUL20	20-02065 Natural Gas - ST 72	Invoice	07/20/2020	Natural Gas - ST 72	001-507-522-50-47-03	38.04 38.04
0483	PUGET SOUND ENERGY ST33JUNJUL20	20-02066 Natural Gas - ST 33	Invoice	07/14/2020	Natural Gas - ST 33	001-507-522-50-47-03	117.70 117.70
0483	PUGET SOUND ENERGY ST73JUNJUL20	20-02067 Natural Gas - ST 73	Invoice	07/15/2020	Natural Gas - ST 73	001-507-522-50-47-03	103.06 103.06
0483	PUGET SOUND ENERGY ST74JUNJUL20	20-02068 Natural Gas - ST 74	Invoice	07/15/2020	Natural Gas - ST 74	001-507-522-50-47-03	64.13 64.13
0483	PUGET SOUND ENERGY ST77-JUNJUL20	20-02069 Natural Gas - ST 77	Invoice	07/20/2020	Natural Gas - ST 77	001-507-522-50-47-03	65.05 65.05
1532	PUGET SOUND HARDWARE, INC 7643	20-02070 Kitchen Entry Door Repair - ST 33	Invoice	08/01/2020	Kitchen Entry Door Repair - ST 33	001-507-522-50-48-00	194.02 194.02
0484	PURCELL TIRE & SERVICE CENTEF 24239393	20-02071 Shop Parts	Invoice	07/15/2020	Shop Parts	500-511-522-60-34-01	229.59 229.59
0494	REPUBLIC SERVICES #197 0197-002653447	20-02072 Recycling - ST 32	Invoice	07/31/2020	Recycling - ST 32	001-507-522-50-47-04	60.17 60.17
0494	REPUBLIC SERVICES #197 0197-002653028	20-02073 Refuse - Admin Building	Invoice	07/31/2020	Refuse - Admin Building	001-507-522-50-47-04 300-507-522-50-47-00	239.30 59.82 179.48
0494	REPUBLIC SERVICES #197 0197-002652252	20-02074 Refuse - ST 31	Invoice	07/31/2020	Refuse - ST 31	001-507-522-50-47-04 500-511-522-50-47-01	291.98 249.09 42.89
0494	REPUBLIC SERVICES #197 0197-002653494	20-02075 Refuse & Yard Waste - ST 81	Invoice	07/31/2020	Refuse & Yard Waste - ST 81	001-507-522-50-47-04	204.00 204.00
0494	REPUBLIC SERVICES #197 0197-002653002	20-02076 Recycling - ST 31	Invoice	07/31/2020	Recycling - ST 31	001-507-522-50-47-04 500-511-522-50-47-01	441.25 376.43 64.82
0494	REPUBLIC SERVICES #197 0197-002653096	20-02077 Refuse - ST 32	Invoice	07/31/2020	Refuse - ST 32	001-507-522-50-47-04	100.44 100.44

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0501	RICOH USA, INC. 103898606	20-02078 Copy Machine - ST 71	Invoice	07/10/2020	Copy Machine Lease - ST 71	001-512-522-10-45-00	438.33 295.98
					Copy Machine Usage - ST 71	001-502-522-10-31-00	142.35
0501	RICOH USA, INC. 103932642	20-02079 Copy Machine - Admin Bldg	Invoice	07/22/2020	Copy Machine Lease - Admin Bldg	001-512-522-10-45-00	501.17 232.88
					Copy Machine Usage - Admin Bldg	001-502-522-10-31-00	268.29
2035	ROSENBAUER SOUTH DAKOTA LI 0000085039 85040	20-02080 New LSF Engine	Invoice	01/07/2020	New LSF Engine	301-504-594-22-64-02	20,612.99 4,770.04
		LSF New Tender	Invoice	01/29/2020	LSF New Tender	301-504-594-22-64-02	15,842.95
1921	SEA-WESTERN INV6898	20-02081 Bunker Gear Gloves & Decon Bags	Invoice	07/22/2020	Bunker Gear Gloves & Decon Bags	001-504-522-20-31-10	641.04 641.04
0544	SILVER LAKE WATER ST76-JUL20	20-02082 Water & Sewer - ST 76	Invoice	07/31/2020	Water & Sewer - ST 76	001-507-522-50-47-02	172.30 172.30
0544	SILVER LAKE WATER ST76FM-JUL20	20-02083 Fire Meter - ST 76	Invoice	07/31/2020	Fire Meter - ST 76	001-507-522-50-47-02	47.60 47.60
0544	SILVER LAKE WATER ST77FM-JUL20	20-02084 Fire Meter - ST 77	Invoice	07/31/2020	Fire Meter - ST 77	001-507-522-50-47-02	47.60 47.60
0544	SILVER LAKE WATER ST77-JUL20	20-02085 Water & Sewer - ST 77	Invoice	07/31/2020	Water & Sewer - ST 77	001-507-522-50-47-02	131.93 131.93
1547	SNOHOMISH COUNTY 911 2705	20-02086 Dispatch Services	Invoice	08/01/2020	Dispatch Services	001-504-528-00-41-00	100,106.27 18,802.75
						001-509-528-00-41-00	75,211.02
	2746	EPCR	Invoice	08/01/2020	Electronic Patient Care Reporting	001-509-522-20-41-03	1,052.71
	2764	Managed Laptop Leases	Invoice	08/01/2020	Managed Laptop Leases	303-504-522-20-45-03	2,027.00
						303-509-522-20-45-00	3,012.79
1536	SNOHOMISH COUNTY FIRE DISTF 7/29/20 ECFSS INV02698	20-02087 Apparatus Fleet Maintenance - ECFSS	Invoice	07/29/2020	Apparatus Fleet Maintenance - ECFSS	500-511-522-60-31-02	33,431.93 708.33
		Use Tax - July 2020	Invoice	07/31/2020	Use Tax - July 2020	001-502-522-10-49-06	10.41
					Use Tax - July 2020	001-504-522-20-31-07	244.82
					Use Tax - July 2020	001-504-522-20-35-00	42.13
					Use Tax - July 2020	001-504-522-20-35-02	43.89
					Use Tax - July 2020	001-504-522-20-48-07	9.08
					Use Tax - July 2020	001-504-522-20-48-08	75.33
					Use Tax - July 2020	001-506-522-45-34-00	40.56
					Use Tax - July 2020	001-507-522-50-35-00	84.72
					Use Tax - July 2020	001-507-522-50-48-00	9.81
					Use Tax - July 2020	001-509-522-30-31-02	281.95
					Use Tax - July 2020	301-504-594-22-64-02	31,595.56
					Use Tax - July 2020	303-504-522-20-35-02	226.59
					Use Tax - July 2020	500-511-522-60-34-01	58.75

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1536	SNOHOMISH COUNTY FIRE DIST 7/29/20	20-02088 Apparatus Fleet Maintenance	Invoice	07/29/2020	Apparatus Fleet Maintenance - EMS	001-509-522-20-48-02	228,767.21
					Apparatus Fleet Maintenance - Suppre	001-504-522-20-48-01	22,523.30
							206,243.91
1550	SNOHOMISH COUNTY PLANNING I000532731	20-02089 Fire Investigation Service	Invoice	07/17/2020	Fire Investigation Service	001-505-522-30-41-00	334.75
0565	SNOHOMISH COUNTY PUD 135127454	20-02090 Electricity - ST 31	Invoice	07/21/2020	Electricity - ST 31	001-507-522-50-47-01	2,259.25
						500-511-522-50-47-01	1,927.37
							331.88
0565	SNOHOMISH COUNTY PUD 144981424	20-02091 Power - ST 77	Invoice	07/15/2020	Power - ST 77	001-507-522-50-47-01	145.32
0565	SNOHOMISH COUNTY PUD 135127455	20-02092 Electricity - Admin Bldg	Invoice	07/21/2020	Electricity - Admin Bldg	001-507-522-50-47-01	1,998.42
						300-507-522-50-47-00	499.60
							1,498.82
0565	SNOHOMISH COUNTY PUD 151574595	20-02093 Electricity - ST 32	Invoice	07/27/2020	Electricity - ST 32	001-507-522-50-47-01	271.99
0565	SNOHOMISH COUNTY PUD 148275283	20-02094 Electricity - ST 74	Invoice	07/23/2020	Electricity - ST 74	001-507-522-50-47-01	138.69
0565	SNOHOMISH COUNTY PUD 148272384	20-02095 Electricity - ST 73	Invoice	07/17/2020	Electricity - ST 73	001-507-522-50-47-01	235.66
0565	SNOHOMISH COUNTY PUD 108696060	20-02096 Electricity - ST 33	Invoice	07/24/2020	Electricity - ST 33	001-507-522-50-47-01	655.49
0565	SNOHOMISH COUNTY PUD 131823354	20-02097 Power - ST 72	Invoice	07/16/2020	Power - ST 72	001-507-522-50-47-01	423.69
0565	SNOHOMISH COUNTY PUD 144984843	20-02098 Electricity - ST 82	Invoice	07/21/2020	Electricity - ST 82	001-507-522-50-47-01	1,226.92
0565	SNOHOMISH COUNTY PUD 111984977	20-02099 Power - ST 81	Invoice	07/16/2020	Power - ST 81	001-507-522-50-47-01	755.23
0565	SNOHOMISH COUNTY PUD 125241028	20-02100 Electricity - ST 71	Invoice	07/29/2020	Electricity - ST 71	001-507-522-50-47-01	907.87
0565	SNOHOMISH COUNTY PUD 161191491	20-02101 Power - ST 82	Invoice	07/16/2020	Power - ST 82	001-507-522-50-47-01	19.10
0565	SNOHOMISH COUNTY PUD 158024696	20-02102 Electricity - ST 83	Invoice	08/03/2020	Electricity - ST 83	001-507-522-50-47-01	400.47
0567	SNURE LAW OFFICE AUG2020	20-02103 Attorney Services	Invoice	08/01/2020	Attorney Services	001-512-522-10-41-03	5,387.50
0569	SOUND PUBLISHING, INC 2512697	20-02104 2019 Annual Report Printing	Invoice	07/19/2020	2019 Annual Report Printing	001-502-522-10-49-05	9,053.62
	2512765	Summer Newsletter Printing	Invoice	07/19/2020	Summer Newsletter Printing	001-502-522-10-49-05	1,093.10
							7,960.52

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0572	SPEEDWAY CHEVROLET 123732	20-02105 Shop Parts	Invoice	07/15/2020	Shop Parts	500-511-522-60-34-01	928.13 56.33
	123760	Shop Parts	Invoice	07/20/2020	Shop Parts	500-511-522-60-34-01	338.49
	123765	Shop Parts	Invoice	07/16/2020	Shop Parts	500-511-522-60-34-01	120.61
	123827	Shop Parts	Invoice	07/21/2020	Shop Parts	500-511-522-60-34-01	16.22
	123856	Shop Parts	Invoice	07/24/2020	Shop Parts	500-511-522-60-34-01	340.15
	123868	Shop Parts	Invoice	07/23/2020	Shop Parts	500-511-522-60-34-01	56.33
0580	STATE OF WA DEPARTMENT OF I 600-355-392JULY20	20-02106 UBI 600-355-392 July 2020	Invoice	07/31/2020	UBI 600-355-392 July 2020	611-512-589-00-00-00	32,723.60 32,723.60
1990	STATION AUTOMATION INC 2228	20-02107 Operations Checks Software License Fee	Invoice	07/05/2020	Operations Checks Software License Fee	001-512-522-10-49-04	1,231.25 1,231.25
1965	STATION ORGANIC CLEANERS LSFD009	20-02108 Alterations and Drycleaning	Invoice	06/22/2020	Alterations and Drycleaning	001-502-522-10-41-01	62.62 62.62
2033	STRANDS HOME FURNISHINGS, I 30502	20-02109 Recliners	Invoice	06/30/2020	Recliners	303-507-522-50-35-00	5,279.19 5,279.19
1775	SUPER VACUUM MANUFACTURI 104831	20-02110 Tech Rescue Apparatus Buildout	Invoice	07/17/2020	Tech Rescue Apparatus Buildout	301-504-594-22-64-02	6,818.00 6,818.00
2034	SUPERHAWK CANOPIES 19836	20-02111 New Battalion Outfitting	Invoice	06/26/2020	New Battalion Outfitting	301-504-594-22-64-02	7,187.57 7,100.13
	19855	New BC Outfitting	Invoice	06/30/2020	New BC Outfitting	301-504-594-22-64-02	87.44
0587	SYSTEMS DESIGN WEST LLC 20201363	20-02112 Transport Billing	Invoice	07/13/2020	Transport Billing	001-509-522-20-41-05	13,715.80 13,715.80
1645	TELEFLEX, LLC 9502851399	20-02113 Medical Supplies	Invoice	07/24/2020	Medical Supplies	001-509-522-30-31-02	2,030.50 2,030.50
2028	TOWNZEN & ASSOCIATES, INC 20-70	20-02114 Sprinkler Plan Review - Farm at Mill Cr	Invoice	06/22/2020	Sprinkler Plan Review - Farm at Mill Cr	001-505-522-30-41-00	3,426.00 3,426.00
0610	TRUE NORTH EMERGENCY EQUIP A05146	20-02115 Shop Parts	Credit Memo	06/15/2020	Shop Parts	500-511-522-60-34-01	940.09 -90.94
	A05213	Shop Parts	Invoice	06/23/2020	Shop Parts	500-511-522-60-34-01	75.05
	A05261	Shop Parts	Invoice	06/30/2020	Shop Parts	500-511-522-60-34-01	98.43
	A05316	Shop Parts	Invoice	07/07/2020	Shop Parts	500-511-522-60-34-01	500.86
	A05323	Shop Parts	Invoice	07/07/2020	Shop Parts	500-511-522-60-34-01	48.52
	A05340	Shop Parts	Invoice	07/08/2020	Shop Parts	500-511-522-60-34-01	236.55
	A05356	Shop Parts	Invoice	07/09/2020	Shop Parts	500-511-522-60-34-01	180.79
	A05396	Shop Parts	Credit Memo	07/14/2020	Shop Parts	500-511-522-60-34-01	-208.74
	A05422	Shop Parts	Invoice	07/16/2020	Shop Parts	500-511-522-60-34-01	99.57
1577	TURNOUTRENTAL, LLC 22065	20-02116 Bunker Gear Rentals - Part Time Firefig	Invoice	06/15/2020	Bunker Gear Rentals - Part Time Firefig	303-504-522-20-35-04	1,350.00 1,350.00

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0631	VERATHON MEDICAL 80135606	20-02117 Medical Supplies	Invoice	07/09/2020	Medical Supplies	001-509-522-30-31-02	826.51 211.05
	80140245	Medical Supplies	Invoice	07/16/2020	Medical Supplies	001-509-522-30-31-02	224.73
	80144281	Medical Supplies	Invoice	07/21/2020	Medical Supplies	001-509-522-30-31-02	390.73
0633	VERIZON WIRELESS 9859644235	20-02118 Mifi (Huff)	Invoice	07/28/2020	Mifi (Huff)	001-504-522-20-42-00	61.87 61.87
0633	VERIZON WIRELESS 9858757860	20-02119 District Cell Phone -	Invoice	07/15/2020	District Cell Phone - Admin	001-502-522-10-42-00	2,686.54 253.09
					District Cell Phone - Commissioners	001-501-522-10-49-04	45.44
					District Cell Phone - EMS	001-509-522-20-42-01	469.12
					District Cell Phone - Facilities	001-507-522-50-42-00	143.61
					District Cell Phone - Finance	001-503-522-10-42-00	105.98
					District Cell Phone - Prevention	001-505-522-30-42-00	302.36
					District Cell Phone - Shop	500-511-522-60-42-00	143.61
					District Cell Phone - Suppression	001-504-522-20-42-00	965.83
					District Cell Phone - Training	001-506-522-45-42-00	241.92
					District Team Viewer Software	001-512-522-10-41-04	65.58
					Equipment Credit - Admin	001-502-522-10-35-00	-50.00
0633	VERIZON WIRELESS 9858757859	20-02120 MIFI	Invoice	07/15/2020	MIFI	001-509-522-20-41-04	2,350.58 2,350.58
0633	VERIZON WIRELESS 9859458677	20-02121 Crew/Apparatus Cell Phones	Invoice	07/25/2020	Crew/Apparatus Cell Phones	001-504-522-20-42-00	15.73 15.73
0633	VERIZON WIRELESS 9859523979	20-02122 District Cell Phones	Invoice	07/25/2020	District Cell Phone - Admin	001-502-522-10-42-00	1,228.23 266.97
					District Cell Phone - Commissioners	001-501-522-10-49-04	70.03
					District Cell Phone - EMS	001-509-522-20-42-01	250.80
					District Cell Phone - Facilities	001-507-522-50-42-00	50.16
					District Cell Phone - Prevention	001-505-522-30-42-00	164.91
					District Cell Phone - Shop	500-511-522-60-42-00	50.16
					District Cell Phone - Suppression	001-504-522-20-42-00	325.04
					District Cell Phone - Training	001-506-522-45-42-00	50.16
0648	WASTE MANAGEMENT NORTHM 0422971-2677-5	20-02123 Refuse - ST 71	Invoice	08/01/2020	Refuse - ST 71	001-507-522-50-47-04	204.61 204.61
0648	WASTE MANAGEMENT NORTHM 0423423-2677-6	20-02124 Recycle - ST 76	Invoice	08/01/2020	Recycle - ST 76	001-507-522-50-47-04	163.52 163.52
0648	WASTE MANAGEMENT NORTHM 0422970-2677-7	20-02125 Refuse - ST 72	Invoice	08/01/2020	Refuse - ST 72	001-507-522-50-47-04	117.27 117.27
0648	WASTE MANAGEMENT NORTHM 0425092-2677-7	20-02126 Recycle - ST 33	Invoice	08/01/2020	Recycle - ST 33	001-507-522-50-47-04	254.31 254.31

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0648	WASTE MANAGEMENT NORTHM 8947169-4968-6	20-02127 Refuse & Recycle - ST 83	Invoice	08/01/2020	Refuse & Recycle - ST 83	001-507-522-50-47-04	157.47 157.47
0648	WASTE MANAGEMENT NORTHM 0423120-2677-8	20-02128 Refuse & Recycle - ST 74	Invoice	08/01/2020	Refuse & Recycle - ST 74	001-507-522-50-47-04	125.25 125.25
0648	WASTE MANAGEMENT NORTHM 0423515-2677-9	20-02129 Recycle - Admin	Invoice	08/01/2020	Recycle - Admin	001-507-522-50-47-04 300-507-522-50-47-00	277.18 69.30 207.88
0648	WASTE MANAGEMENT NORTHM 0423053-2677-1	20-02130 Refuse - ST 76	Invoice	08/01/2020	Refuse - ST 76	001-507-522-50-47-04	117.37 117.37
0648	WASTE MANAGEMENT NORTHM 0423204-2677-0	20-02131 Refuse & Recycle - ST 77	Invoice	08/01/2020	Refuse & Recycle - ST 77	001-507-522-50-47-04	203.91 203.91
0648	WASTE MANAGEMENT NORTHM 0423422-2677-8	20-02132 Recycle - ST 72	Invoice	08/01/2020	Recycle - ST 72	001-507-522-50-47-04	109.05 109.05
0648	WASTE MANAGEMENT NORTHM 8947170-4968-4	20-02133 Refuse & Recycle - ST 82	Invoice	08/01/2020	Refuse & Recycle - ST 82	001-507-522-50-47-04	399.06 399.06
0648	WASTE MANAGEMENT NORTHM 0425091-2677-9	20-02134 Refuse - ST 33	Invoice	08/01/2020	Refuse - ST 33	001-507-522-50-47-04	206.94 206.94
0648	WASTE MANAGEMENT NORTHM 0423898-2677-9	20-02135 Refuse & Recycle - ST 73	Invoice	08/01/2020	Refuse & Recycle - ST 73	001-507-522-50-47-04	172.71 172.71
0648	WASTE MANAGEMENT NORTHM 0423421-2677-0	20-02136 Recycle - ST 71	Invoice	08/01/2020	Recycle - ST 71	001-507-522-50-47-04	272.05 272.05
0651	WAVE BUSINESS 103946501-0008119	20-02137 Internet Services - North Battalion	Invoice	05/01/2020	Internet Services - North Battalion	001-507-522-50-42-00	1,024.60 1,024.60
0651	WAVE BUSINESS 103086701-0008304	20-02138 Fiber Optic Connection - ST 31	Invoice	08/01/2020	Fiber Optic Connection - ST 31	001-507-522-50-42-00	550.23 550.23
0651	WAVE BUSINESS 103946501-0008229	20-02139 Internet Services - North Battalion	Invoice	07/01/2020	Internet Services - North Battalion	001-507-522-50-42-00	1,024.60 1,024.60
0651	WAVE BUSINESS 032004901-0008229	20-02140 Internet Services - ST 74	Invoice	07/01/2020	Internet Services - ST 74	001-507-522-50-42-00	136.12 136.12
0651	WAVE BUSINESS 032004901-0008304	20-02141 Internet Services - ST 74	Invoice	08/01/2020	Internet Services - ST 74	001-507-522-50-42-00	145.62 145.62
0651	WAVE BUSINESS 103946501-0008304	20-02142 Internet Services - North Battalion	Invoice	08/01/2020	Internet Services - North Battalion	001-507-522-50-42-00	1,024.60 1,024.60
0657	WELLSPRING FAMILY SERVICES E 264681	20-02143 Employee Assistance Program	Invoice	07/31/2020	Employee Assistance Program	001-510-522-20-20-15	470.90 470.90

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	Payable Number	Payable Description					Distribution Amount
2011	ZIPLY FIBER	20-02144					1,591.32
	NB-JULAUG20	Phones - North Battalion	Invoice	07/16/2020	Phones - North Battalion	001-507-522-50-42-00	1,096.37
	ST71JULAUG20	Fax & Fire Alarm Service - ST 71	Invoice	07/14/2020	Fax & Fire Alarm Service - ST 71	001-507-522-50-42-00	216.02
	ST73JUNAUG20	Fax & Fire Alarm Monitoring - ST 73	Invoice	07/10/2020	Fax & Fire Alarm Monitoring - ST 73	001-507-522-50-42-00	278.93
Total Claims: 172						Total Payment Amount:	677,391.51

Snohomish County Fire District #7

Claims Voucher Summary

08/11/2020

Page 1 of 6

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
20-01973	ABSOLUTE GRAPHIX		1,457.29
20-01974	ADVANCE AUTO PARTS		353.71
20-01975	ALDERWOOD AUTO GLASS		349.12
20-01976	ALDERWOOD WATER DISTRICT		15.20
20-01977	ALDERWOOD WATER DISTRICT		90.60
20-01978	ALL BATTERY SALES AND SERVICE		657.22
20-01979	ALL-AMERICAN LEADERSHIP		2,000.00
20-01980	ALLSTREAM BUSINESS US, INC		129.15
20-01981	ALLSTREAM BUSINESS US, INC		114.42
20-01982	ALLSTREAM BUSINESS US, INC		324.65
20-01983	ALPINE ROOF CARE		10,225.51
20-01984	ANDGAR MECHANICAL LLC		1,133.16
20-01985	ARAMARK UNIFORM SERVICES		288.31
20-01986	AT&T MOBILITY LLC		46.71
20-01987	B&H FIRE AND SECURITY		14,618.76
20-01988	BICKFORD MOTORS INC.		577.67
20-01989	BOUND TREE MEDICAL, LLC		26,737.26
20-01990	BRAD TALLEY		3,000.00
20-01991	BRAKE & CLUTCH SUPPLY INC		1,900.35
20-01992	BRAVO ENVIROMENTAL NW INC		2,839.20
20-01993	BURNS FIRE PROTECTION SYSTEMS		327.00
20-01994	CDW GOVERNMENT LLC		4,391.89
20-01995	CENTRAL WELDING SUPPLY		1,535.44
20-01996	CHAMPION BOLT & SUPPLY		261.75
20-01997	CHRISTENSEN, INC		1,282.31
20-01998	CITY OF MONROE		881.04
20-01999	CITY OF SNOHOMISH		160.42
20-02000	CLEARFLY COMMUNICATIONS		419.65
20-02001	COGDILL, NICHOLS, REIN		18,326.30
20-02002	COLUMBIA SOUTHERN UNIVERSITY		621.00
20-02003	COMCAST		150.05

Page Total

95,215.14

Cumulative Total

95,215.14

Snohomish County Fire District #7

08/11/2020

Claims Voucher Summary

Page 2 of 6

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
20-02004	COMCAST		160.07
20-02005	COMCAST		165.07
20-02006	COMCAST		160.05
20-02007	COMCAST		146.01
20-02008	COMCAST		160.29
20-02009	COMCAST		150.05
20-02010	COMCAST		154.79
20-02011	COMCAST		160.27
20-02012	COMCAST		367.90
20-02013	COMDATA INC.		4,124.83
20-02014	COURIERWEST, LLC		2,232.00
20-02015	CRESSY DOOR COMPANY, INC		513.67
20-02016	CREWSENSE LLC		1,228.09
20-02017	CROWN FIRE PROTECTION		2,770.46
20-02018	DELL MARKETING LP C/O DELL USA LP		756.93
20-02019	DEPARTMENT GRAPHICS		521.55
20-02020	DRUG FREE BUSINESS		118.00
20-02021	DUO-SAFETY LADDER CORPORATION		2,354.43
20-02022	EASTSIDE A/V LLC		464.10
20-02023	ELECTRONIC BUSINESS MACHINES		289.00
20-02024	ELITE LOCK & SAFE		202.21
20-02025	EMERALD SERVICES, INC		623.46
20-02026	EMS TECHNOLOGY SOLUTIONS, LLC		1,733.00
20-02027	EVERETT BAYSIDE MARINE INC		162.98
20-02028	EVERGREEN POWER SYSTEMS, INC		7,400.17
20-02029	FIRST WATCH		403.00
20-02030	GALLS, LLC - DBA BLUMENTHAL UNIFORM		5,973.71
20-02031	GENERAL FIRE APPARATUS		877.27
20-02032	GRAINGER		3,229.63
20-02033	GROUNDWORKS		2,165.56
20-02034	HIGHWAY AUTO SUPPLY		128.89

Page Total

39,897.44

Cumulative Total

135,112.58

Snohomish County Fire District #7

08/11/2020

Claims Voucher Summary

Page 3 of 6

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
20-02035	HILL STREET CLEANERS		141.55
20-02036	IMS ALLIANCE		133.03
20-02037	IRON MOUNTAIN INC		408.37
20-02038	ISOUTSOURCE		22,365.37
20-02039	JAMIE SILVA		402.47
20-02040	KEN'S RADIATOR INC		46.11
20-02041	KUSSMAUL ELECTRONICS CO INC		350.26
20-02042	LAKE STEVENS SEWER DISTRICT		172.00
20-02043	LAKE STEVENS SEWER DISTRICT		86.00
20-02044	LAKE STEVENS SEWER DISTRICT		86.00
20-02045	LEAH SCHOOF		22.00
20-02046	LEVRUM, INC		1,500.00
20-02047	LN CURTIS & SONS		998.25
20-02048	MILL CREEK VIEW		25.00
20-02049	MOTOR TRUCKS INC		255.11
20-02050	MUNICIPAL EMERGENCY SERVICES, INC.		356.95
20-02051	NORTH SOUND PRODUCTIONS		204.94
20-02052	NORTHWEST SAFETY CLEAN		566.20
20-02053	OFFICE DEPOT		46.05
20-02054	ORKIN		981.09
20-02055	PACIFIC POWER BATTERIES		512.76
20-02056	PERFORMANCE MARINE INC		2,721.63
20-02057	PERFORMANCE RADIATOR		120.23
20-02058	PETROCARD SYSTEMS, INC.		1,899.84
20-02059	PRAXAIR DISTRIBUTION INC		64.76
20-02060	PRO COMM		301.48
20-02061	PROFESSIONAL BUILDING SERVICES		3,661.38
20-02062	PROPERTY MAINTENANCE COM/RES		819.75
20-02063	PUGET SOUND ENERGY		65.75
20-02064	PUGET SOUND ENERGY		92.63
20-02065	PUGET SOUND ENERGY		38.04

Page Total

39,445.00

Cumulative Total

174,557.58

Snohomish County Fire District #7 Claims Voucher Summary

08/11/2020

Page 4 of 6

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
20-02066	PUGET SOUND ENERGY		117.70
20-02067	PUGET SOUND ENERGY		103.06
20-02068	PUGET SOUND ENERGY		64.13
20-02069	PUGET SOUND ENERGY		65.05
20-02070	PUGET SOUND HARDWARE, INC		194.02
20-02071	PURCELL TIRE & SERVICE CENTER		229.59
20-02072	REPUBLIC SERVICES #197		60.17
20-02073	REPUBLIC SERVICES #197		239.30
20-02074	REPUBLIC SERVICES #197		291.98
20-02075	REPUBLIC SERVICES #197		204.00
20-02076	REPUBLIC SERVICES #197		441.25
20-02077	REPUBLIC SERVICES #197		100.44
20-02078	RICOH USA, INC.		438.33
20-02079	RICOH USA, INC.		501.17
20-02080	ROSENBAUER SOUTH DAKOTA LLC		20,612.99
20-02081	SEA-WESTERN		641.04
20-02082	SILVER LAKE WATER		172.30
20-02083	SILVER LAKE WATER		47.60
20-02084	SILVER LAKE WATER		47.60
20-02085	SILVER LAKE WATER		131.93
20-02086	SNOHOMISH COUNTY 911		100,106.27
20-02087	SNOHOMISH COUNTY FIRE DISTRICT 7		33,431.93
20-02088	SNOHOMISH COUNTY FIRE DISTRICT 7		228,767.21
20-02089	SNOHOMISH COUNTY PLANNING AND DEVELOPMENT		334.75
20-02090	SNOHOMISH COUNTY PUD		2,259.25
20-02091	SNOHOMISH COUNTY PUD		145.32
20-02092	SNOHOMISH COUNTY PUD		1,998.42
20-02093	SNOHOMISH COUNTY PUD		271.99
20-02094	SNOHOMISH COUNTY PUD		138.69
20-02095	SNOHOMISH COUNTY PUD		235.66
20-02096	SNOHOMISH COUNTY PUD		655.49

Page Total

393,048.63

Cumulative Total

567,606.21

Snohomish County Fire District #7 Claims Voucher Summary

08/11/2020

Page 5 of 6

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
20-02097	SNOHOMISH COUNTY PUD		423.69
20-02098	SNOHOMISH COUNTY PUD		1,226.92
20-02099	SNOHOMISH COUNTY PUD		755.23
20-02100	SNOHOMISH COUNTY PUD		907.87
20-02101	SNOHOMISH COUNTY PUD		19.10
20-02102	SNOHOMISH COUNTY PUD		400.47
20-02103	SNURE LAW OFFICE		5,387.50
20-02104	SOUND PUBLISHING, INC		9,053.62
20-02105	SPEEDWAY CHEVROLET		928.13
20-02106	STATE OF WA DEPARTMENT OF REVENUE		32,723.60
20-02107	STATION AUTOMATION INC		1,231.25
20-02108	STATION ORGANIC CLEANERS		62.62
20-02109	STRANDS HOME FURNISHINGS, INC		5,279.19
20-02110	SUPER VACUUM MANUFACTURING CO INC		6,818.00
20-02111	SUPERHAWK CANOPIES		7,187.57
20-02112	SYSTEMS DESIGN WEST LLC		13,715.80
20-02113	TELEFLEX, LLC		2,030.50
20-02114	TOWNZEN & ASSOCIATES, INC		3,426.00
20-02115	TRUE NORTH EMERGENCY EQUIPMENT INC		940.09
20-02116	TURNOUTRENTAL, LLC		1,350.00
20-02117	VERATHON MEDICAL		826.51
20-02118	VERIZON WIRELESS		61.87
20-02119	VERIZON WIRELESS		2,686.54
20-02120	VERIZON WIRELESS		2,350.58
20-02121	VERIZON WIRELESS		15.73
20-02122	VERIZON WIRELESS		1,228.23
20-02123	WASTE MANAGEMENT NORTHWEST		204.61
20-02124	WASTE MANAGEMENT NORTHWEST		163.52
20-02125	WASTE MANAGEMENT NORTHWEST		117.27
20-02126	WASTE MANAGEMENT NORTHWEST		254.31
20-02127	WASTE MANAGEMENT NORTHWEST		157.47

Page Total

101,933.79

Cumulative Total

669,540.00

Snohomish County Fire District #7 Claims Voucher Summary

08/11/2020

Page 6 of 6

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
20-02128	WASTE MANAGEMENT NORTHWEST		125.25
20-02129	WASTE MANAGEMENT NORTHWEST		277.18
20-02130	WASTE MANAGEMENT NORTHWEST		117.37
20-02131	WASTE MANAGEMENT NORTHWEST		203.91
20-02132	WASTE MANAGEMENT NORTHWEST		109.05
20-02133	WASTE MANAGEMENT NORTHWEST		399.06
20-02134	WASTE MANAGEMENT NORTHWEST		206.94
20-02135	WASTE MANAGEMENT NORTHWEST		172.71
20-02136	WASTE MANAGEMENT NORTHWEST		272.05
20-02137	WAVE BUSINESS		1,024.60
20-02138	WAVE BUSINESS		550.23
20-02139	WAVE BUSINESS		1,024.60
20-02140	WAVE BUSINESS		136.12
20-02141	WAVE BUSINESS		145.62
20-02142	WAVE BUSINESS		1,024.60
20-02143	WELLSPRING FAMILY SERVICES EAP		470.90
20-02144	ZIPLY FIBER		1,591.32

Page Total

7,851.51

Cumulative Total

677,391.51



**Payroll Summary and Authorization Form
for the
July 31, 2020 Payroll**

I, the undersigned, do hereby certify that the foregoing payroll is, just, true and correct, that the persons whose names appear thereon actually performed labor as stated on the dates shown, that the amounts are actually due, and that the salary warrants and related benefit warrants shall be issued.

District Name: SNOHOMISH COUNTY FIRE DISTRICT 7

Direct Deposits: \$939,236.15

Paper Checks: \$11,886.61

Taxes: \$266,754.82

Allowed in the sum of: \$1,217,877.58

Reviewed by: 
District Administrative Coordinator

Prepared by: 
Payroll Specialist

Approved by
Commissioners: _____

Lake Stevens Fire
 1825 South Lake Stevens Road
 Lake Stevens, WA 98258
 (425) 334-3034
 www.LSfire.org



Snohomish County Fire District 7
 163 Village Court
 Monroe, WA 98272
 (360) 794-7666
 www.Snofire7.org

BOARD OF FIRE COMMISSIONERS MEETING
 SNOHOMISH COUNTY FIRE DISTRICT 7
 Fire District 7 Station 31 Training Room/ Via Blue Jeans
 163 Village Court, Monroe, WA 98272

July 23, 2020

1730 hours

CALL TO ORDER

Chairman Waugh called the meeting to order at 1733 hours. In attendance Chairman Waugh, Commissioner Elmore, and Commissioner Fay. In attendance via BlueJeans Commissioner Edwards, Commissioner Gagnon, Commissioner Schaub, Commissioner Snyder, Commissioner Steinruck and Commissioner Woolery.

UNION COMMENT

IAFF: Union President McConnell introduced the new hired firefighters.

CHIEFS REPORT

Fire Safety Inspections: Chief O'Brien noted the Inspection Bureau is working on a plan to have standardized inspections for the cities of Lake Stevens, Monroe and Mill Creek.

Crystal Lake: Chief O'Brien reported working with Crystal Lake residents developing a wildland interface program.

Washington Survey and Rating Bureau: Chief O'Brien gave a brief overview on the meeting with WSRB.

Bothell Fire Department: Chief O'Brien reported after considerable research and evaluation we will be unable to accommodate Bothell Fire during their construction project. We look forward to other future collaborations and partnerships.

SRFR Logo Development: Chief O'Brien reported on the process of developing the new logo to go with our name Snohomish Regional Fire and Rescue. The committee has met twice and are preparing submission in August to present to the Board of Commissioners for review and approval.

Paramedic Graduates: Chief O'Brien announced the graduation of our three Paramedic students. The graduation event will be limited to students and a small group of participants. Chief O'Brien expressed congratulations to Dave Albert, Jesse Freer, and Rohan Peterson on their accomplishment and looks forward to their return home.

CRP Update: Chief O'Brien reported Community Resource Paramedic Dave Hanson has asked to return to shift the first week of September. Operations and HR are in the process of filling the position. Chief also noted staff has met with South County Fire to discuss their CRP program and the possibility of collaborating in the future. Chief O'Brien thanked Dave Hanson for his great work.

CONSENT AGENDA

Approve Vouchers

Benefit Vouchers: 20-01785 – 20-01792; (\$588,964.97)

Benefit Voucher: 20-01794; (\$296,973.49)

AP Vouchers: 20-01795 – 20-01947; (\$874,820.35)

Lake Stevens Fire
 1825 South Lake Stevens Road
 Lake Stevens, WA 98258
 (425) 334-3034
 www.LSfire.org



Snohomish County Fire District 7
 163 Village Court
 Monroe, WA 98272
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 www.Snofire7.org

Approval of Payroll

July 09, 2020: \$1,090,836.85

Approval of Minutes

Approve Regular Board Meeting Minutes – July 09, 2020

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Fay.

On Vote, **Motion Carried 9/0**

OLD BUSINESS

Discussion

District Policies and Procedures: Commissioner Elmore noted a meeting scheduled for July 24 via GoToMeeting. There will be a review of Lexipol with committee members.

Standards of Cover (Fitch): Chief O'Brien briefed the Board of Commissioners on the process of updating the scope of work with Fitch and Associates to include a Community Risk Assessment. This will work together with our strategic plan and our capital facilities plan.

Station Evaluation (Rice Fergus Miller): Chief O'Brien noted the Facilities Committee met to look over the proposal from Rice Fergus Miller. Chief explained it would continue as a discussion item for now.

Station 83 bedroom addition (Rice Fergus Miller): Chief O'Brien explained the addition of a bedroom to 83 is not the only updates needed at 83. We will continue working with Rice Fergus Miller to come up with a plan to meet the needs of Station 83.

Engine Replacement: Assistant Chief Huff noted we have four engines that are moving past their twenty-year service life in 2021.

July 4th Report: Assistant Chief Huff presented a report on July 4, 2020 calls. This report gave a look back over three years showing an increase in volume this year over the two previous years. Chairman Waugh asked about a possible educational program going forward in accordance with the new County Ordinance beginning next year.

City of Mill Creek Fire and EMS Agreement (move to Executive Session)

Action

Letter to Everett Mayor

Motion to authorize the Chairman Waugh and Commissioner Steinruck to sign the partnership response letter to Mayor Franklin

Motion by Commissioner Elmore and 2nd by Commissioner Fay.

On Vote, **Motion Carried 9/0.**

NEW BUSINESS

Discussion

City of Lake Stevens Area Annexation with Snohomish County

Lake Stevens Fire
1825 South Lake Stevens Road
Lake Stevens, WA 98258
(425) 334-3034
www.LSfire.org



Snohomish County Fire District 7
163 Village Court
Monroe, WA 98272
(360) 794-7666
www.Snofire7.org

Action

Motion to authorize Chief O'Brien to notify City of Lake Stevens our intentions to be a party to the Southeast Interlocal Annexation.

Motion by Commissioner Snyder and 2nd by Commissioner Steinruck.

On Vote, **Motion Carried 9/0.**

COMMISSIONER COMMITTEE REPORTS

Joint Fire Board with Mill Creek (Elmore / Fay / Waugh):

Finance Committee (Elmore /Fay / Snyder / Waugh / Woolery):

Policy Committee (Elmore / Edwards / Schaub / Woolery):

Labor/Management (Waugh / Fay):

Contract Bargaining (Waugh / Fay):

Shop Committee (Snyder/Edwards / Gagnon / Woolery):

Strategic Plan Committee (Fay / Schaub / Snyder / Steinruck):

Capital Facilities Committee (Snyder/Gagnon / Schaub / Woolery):

Government Liaisons:

Lake Stevens (Gagnon / Steinruck):

Monroe (Edwards / Snyder / Woolery):

Mill Creek (Elmore / Fay / Waugh):

Legislative (Elmore / Schaub):

OTHER MEETINGS ATTENDED

Snohomish County 911 (Waugh): Chairman Waugh gave an update from Sno911 meeting.

Regional Coordination

Leadership Meeting (Fay / Schaub)

Sno-Isle Commissioner Meeting

GOOD OF THE ORDER

Commissioner Fay thanked all for their hard work. Commissioner Elmore congratulated the new hires. Chairman Waugh thanked PIO Chadwick and PES King on their Home Education Lessons and the recognitions they have received. Chairman Waugh also recognized Business Administrator Schoof and team on their effective and comprehensive financial report.

ATTENDANCE CHECK

All Board Members noted they would be available 1730 hours for the Regular Commissioner Meeting, August 13, 2020 at 1730 - Station 31 Training Room/BlueJeans

EXECUTIVE SESSION

At 1802 hours Chairman Waugh called for an executive session to discuss Mill Creek Fire and Emergency Medical Services Agreement RCW 42.30.110(1)(i) for twenty (20) minutes. At 1822 hours, an additional ten (10) was requested.

Chairman Waugh reconvened the open public meeting at 1832.

Motion to authorize Chief O'Brien to enter into negotiations with Mill Creek pertaining to Fire and Emergency Medical Services.

Motion by Commissioner Gagnon and 2nd by Commissioner Schaub.

On Vote, **Motion Carried 9/0.**

Lake Stevens Fire
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Lake Stevens, WA 98258
(425) 334-3034
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163 Village Court
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ADJOURNMENT

Chairman Waugh adjourned the meeting at 1835 hours.

Commissioner Randy Fay

Commissioner Rick Edwards

Vice Chairman Troy Elmore

Commissioner Paul Gagnon

Commissioner Jeff Schaub

Commissioner William Snyder

Commissioner Jim Steinruck

Chairman Roy Waugh

Commissioner Randal Woolery

Chief Kevin K. O'Brien

CORRESPONDENCE



July 18, 2020

Congratulations to

Sergeant Tom Sketham and
Lieutenant Duane Dai on their
retirements after 32 and 30 years
of faithful service in ^{our} Fire District,
also my gratitude for your commitment.

My thanks also for the active
members who continue to watch and
protect us from fire danger. -
from just a neighbor, Dorothy
Edrison

OLD BUSINESS - DISCUSSION

PERSONAL SERVICES AGREEMENT

This **PERSONAL SERVICES AGREEMENT**, with all the General Conditions and Exhibits attached hereto, which are incorporated herein by this reference (the "Agreement"), is made and entered into by and between **SNOHOMISH COUNTY FIRE DISTRICT #7** (the "District") and **FITCH & ASSOCIATES, LLC** ("Consultant") on the date of the last signature below. For and in consideration of the Compensation noted below, subject to the terms and conditions contained herein, Consultant agrees to perform the following work (the "Work") pursuant to the terms and conditions of this Agreement.

1. **Work.** Consultant agrees to perform the following Work in accordance with all applicable laws, codes, and industry standards as described in **Exhibit A**, which is incorporated herein. In the event of a conflict between any provision of the General Conditions and Exhibit A, the General Conditions prevail.

2. **Compensation.** The District shall pay Consultant the lump sum of **forty-nine thousand nine hundred fifty-five dollars (\$49,995)** for all Work completed in conformance with this Agreement. The District shall make four (4) equal payments of twelve-thousand four hundred ninety-eight dollars and seventy-five cents (\$12,498.75) for each of the following milestones completed to the District 's satisfaction:
 - Effective Date of this Agreement.
 - Delivery of acceptable Data Report.
 - Delivery of acceptable GIS Report.
 - Delivery of acceptable CFAI Compliant SOC Report.

The acceptability of the reports shall be within the sole discretion of the District.

3. **Term.** The term of this Agreement shall commence with the execution of this document and will terminate when all tasks associated with the scope of services herein and as modified by written Amendment have been completed by Consultant. This Agreement may be extended for multiple terms at the sole discretion of the District. If so extended, all of the terms and conditions herein shall apply to such extension.

4. **Representations.** The District and Consultant represent and warrant that the following statements are true and accurate:

***THIS AGREEMENT IS SUBJECT TO THE GENERAL CONDITIONS
ATTACHED HERETO AND INCORPORATED HEREIN.***

***THIS AGREEMENT CONTAINS AN INDEMNIFICATION OF CERTAIN
LIABILITIES AND A WAIVER OF CONSULTANT'S TITLE 51 RCW IMMUNITY.***

IN WITNESS WHEREOF, The District and Consultant have executed this Agreement, effective the date of the last authorized signature below.

FITCH & ASSOCIATES, LLC:

SNOHOMISH COUNTY FIRE DISTRICT #7:

Signature: _____

Signature: _____

Name: _____

Kevin O'Brien, its Fire Chief

Title: _____

Date: _____

Date: _____

GENERAL CONDITIONS

1. Accounting Records. Consultant will maintain accounting records, including, but not limited to original receipts, invoices, and related verification, in accordance with generally accepted accounting principles and practices to substantiate all invoiced amounts. To the extent required to verify the direct costs specific to the Work, these records will be available to the District during Consultant's normal business hours for a period of three (3) year after the expiration and/or termination of this Agreement, whichever is later.

2. Status as Independent Contractor.

Consultant will perform the Work as an independent contractor and not as an employee, agent, joint-venturer, fiduciary, or partner of the District. Consultant is responsible for the means and methods it uses in performing the Work. Consultant and its employees will not qualify for workers' compensation or other fringe benefits of any kind through the District. Neither Party has the right, power, or authority to bind the other.

3. Termination for Cause. This Agreement may be terminated by either party upon seven (7) days' written notice should one party fail to perform in accordance with its terms through no fault of the other. In the event that the party that fails to perform is the Consultant, the determination of "fail to perform in accordance with its terms" shall be in the sole judgment of the District. In the event of termination, Consultant shall be compensated for satisfactory services performed after the last milestone and prior to the termination date at an hourly rate of \$300 per hour. In no case, however, shall such compensation exceed the original amount of the Agreement as approved or as amended by the District. Any work product generated by Consultant prior to such termination shall be the sole property of the District, and Consultant agrees to provide the District with all such materials as a condition of receiving final payment.

4. Termination Without Cause. Further, this Agreement may be terminated by The District at any time for any reason whatsoever, at the sole discretion of the District, with seven (7) days' written notice. In the event of such termination, compensation shall be paid as provided in Paragraph 3 above.

5. Consultant Services. Consultant's services shall meet or exceed the standard for similar services performed by professionals in the Puget Sound region.

6. Charges for Additional Services.

Consultant shall obtain the written approval of the District for any charges for additional services performed by Consultant, the additional services of others retained by Consultant, or the furnishing of additional supplies, materials or equipment. Consultant shall not be entitled to compensation for any such additional charges incurred in violation of this paragraph without prior written Amendment to the Agreement.

7. Payment. Consultant shall submit statements of services rendered to the District in a form acceptable to the District. Payment is due within thirty (30) days of receiving an acceptable statement. In no event shall the District be charged interest on payments due or expenses incurred by Consultant under this Agreement.

8. Applicable Law. All federal, state and local laws applicable in the rendering of the services by Consultant shall be complied with in all respects by Consultant as shall all rules and regulations of the District and any other applicable governmental agency.

9. Deviations from Scope of Work. The District may at any time issue written directions within the general scope of this Agreement. If any such direction causes an increase or decrease in the cost of this Agreement or otherwise affects any other provision of this Agreement, Consultant shall immediately notify the District. The District may modify the amount spent for identified tasks within the scope of work providing that the total amount of the Agreement, or as modified by written Amendment, is not exceeded. Any work done in violation of this paragraph shall be at the sole expense of Consultant.

10. Review of Title Documents and Permit Documents. Prior to the submission of any documents related to any permits or the execution or recordation of any documents effecting title to any property, the said document shall be reviewed by the District. The District shall be responsible for all costs associated with such review.

11 Conflict of Interest. Consultant covenants that it presently has no interest and shall not acquire an interest, directly or indirectly, which would conflict in any manner or degree with its performance under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having such interest shall be employed by it or any of its sub-consultants.

12. Insurance. Consultant, concurrently with the execution of this Agreement, shall provide the District with evidence that Consultant has obtained and is maintaining the insurance listed as follows:

(a) Workers' Compensation Insurance as required by law.

(b) Comprehensive General Liability Insurance with a One Million Dollar (\$1,000,000) combined single limit for bodily injury and/or property damage per occurrence and an annual aggregate limit of Two Million Dollar (\$2,000,000).

(c) Automobile Liability Insurance covering all owned, hired, and non-owned automobiles or vehicles used by or on behalf of Consultant with a One Million Dollar (\$1,000,000) combined single limit for bodily injury and/or property damage per occurrence.

(d) Except with regard to Workers' Compensation Insurance, each of the policies required herein **shall name the District as an additional insured.** Furthermore, each policy of insurance required herein shall (i) be written as a primary policy; (ii) expressly provide that such insurance may not be materially changed, amended or canceled with respect to the District except upon thirty (30) days' prior written notice from the insurance company to the District; (iii) contain an express waiver of any right of subrogation by the insurance company against the District and its elected officials, employees, or agent; (iv) expressly provide that the insurance proceeds of any loss will be payable notwithstanding any act or negligence of Consultant which might otherwise result in a forfeiture of said insurance; and (v) in regard to physical property damage coverage, expressly provide that all proceeds shall be paid jointly to Consultant and the District.

(e) Consultant shall furnish the District with a copy of Certificates of Insurance, including Endorsements, evidencing policies of insurance required herein. Such Certificates shall specifically state that the insurance company or companies issuing such insurance policies shall give the District at least thirty (30) days' written notice in the event of insurance company's or companies' cancellation or material changes in any of the policies.

13. Indemnification. Consultant shall defend (with legal counsel satisfactory to the District), indemnify and hold the District, its elected officials, agents and employees harmless from and against all liabilities, obligations, fines, claims, damages, penalties, lawsuits, governmental proceedings, judgments, costs and expenses (including, without limitation, all attorneys' fees, costs and expenses of litigation):

- Arising out of any negligent act or omission of Consultant, its directors, officers, consultants, agents and/or employees in connection with the services provided pursuant to this Agreement; and/or
- Arising from a breach of this Agreement by Consultant; and/or
- Arising out of or due to any failure on the part of Consultant to perform or comply with any rule, ordinance or law to be kept and performed.

The District will inform Consultant of any such claim or demand that alleges liability based in whole or in part on any act or omission of Consultant, its directors, officers, agents, or employees. Thereafter Consultant shall (i) reasonably cooperate in the defense of such claim, and (ii) pay the District's defense of such claim as incurred, whether or not such claim is ultimately successful. In this regard, the District will reasonably cooperate with Consultant in allowing Consultant to jointly select, with the District, attorneys to defend the District and Consultant, provided that Consultant confirms its obligation to pay the District's defense costs.

FOR PURPOSES OF THE FOREGOING INDEMNIFICATION PROVISION ONLY, AND ONLY TO THE EXTENT OF CLAIMS AGAINST CONSULTANT BY THE DISTRICT UNDER SUCH INDEMNIFICATION PROVISION, CONSULTANT SPECIFICALLY WAIVES ANY IMMUNITY IT MAY BE GRANTED UNDER THE WASHINGTON STATE INDUSTRIAL INSURANCE ACT, TITLE 51 RCW OR ANY OTHER APPLICABLE FEDERAL OR STATE WORKERS' COMPENSATION ACTS. THE INDEMNIFICATION OBLIGATION UNDER THIS AGREEMENT SHALL NOT BE LIMITED IN ANY WAY BY ANY LIMITATION ON THE AMOUNT OR TYPE OF DAMAGES, COMPENSATION OR BENEFITS PAYABLE TO OR FOR ANY THIRD PARTY UNDER WORKERS' COMPENSATION ACTS, DISABILITY BENEFIT ACTS, OR OTHER EMPLOYEE BENEFIT ACTS.

14. Confidentiality. Any reports, documents, questionnaires, records, information or data given to or prepared or assembled under this Agreement shall be kept confidential unless a specific written waiver is obtained from the District and shall not be made available by Consultant to any individual or organization without prior written approval of the District except as may be ordered by a court of competent jurisdiction. The provisions of this section shall survive the expiration or earlier termination of this Agreement. The Parties shall execute a Business Associate Agreement as required under federal guidelines in accordance with Health Insurance Portability and Accountability Act ("HIPAA").

15. Plans, etc. Property of the District. All reports, original plans, drawings and specifications prepared by Consultant and any and all sub-consultants for the District and funded by the District are and shall remain the property of the District whether or not the project for which they are made is executed. This shall not apply to proprietary software or documentation that may be provided to the District and that was developed independent of funding by the District. Consultant assumes no liability for any use of the Drawings and Specifications other than that originally intended for this project. Originals, including electronic forms of the data prepared by Consultant and funded by the District shall become the property of the District.

No reports, records, questionnaires, or software programs provided by the District, or other documents produced in whole or in part by Consultant under this Agreement, shall be the subject of an application for copyright by or on behalf of Consultant.

16. Public Records Request. Correspondence, reports and other written work that is generated during the course of the relationship created by this Agreement, may be requested by third parties pursuant to the Washington State Public Records Act (RCW 42.56 *et. seq.*). The parties agree that in the event that such a request is filed, the party with whom the request is filed will promptly notify all other parties to this Agreement. The parties further agree that they will not disclose any such requested material until at least ten (10) business days after providing notification to all other parties to this Agreement. The intent of this clause is to provide all parties the opportunity to seek injunctive relief pursuant to RCW 42.56 so as to protect the vital functions of those entities. This clause shall survive the termination or expiration of this Agreement.

17. Electronic File Compatibility. All electronically-transmitted output must be compatible with the existing District software. Consultants shall check with the District for software application and system compatibility.

18. Jurisdiction. This Agreement is made and delivered in the State of Washington and shall be construed and enforced in accordance with the laws thereof. All claims concerning or arising out of this Agreement shall be resolved in the Superior Court for Snohomish County, Washington. Consultant expressly waives the right of removal to federal court. Both parties hereby waive the right to a jury trial in any such dispute.

19. Disputes. At the District's sole option, all claims, disputes, and other matters in question between the District and Consultant arising out of or relating to this Agreement, the breach thereof, or Work thereunder, shall be decided by arbitration conducted before the Judicial Arbitration and Mediation Service ("JAMS") located in Seattle, Washington in accordance with JAMS Comprehensive Arbitration Rules & Procedures in effect at the time of the dispute, unless the Parties agree in writing to an alternative dispute resolution process. If the District elects to arbitrate any such dispute, the District and Consultant shall be bound by any findings and award of such arbitration finally and without recourse to any court of law other than for the enforcement of the arbitrator's decision. As between the parties to this Agreement, the substantially prevailing party in any arbitration shall be entitled to an award of its attorneys' fees, costs and expert fees incurred. The District and Consultant expressly grant the arbitrator the authority to award attorneys' fees and costs.

If the District does not select Arbitration as the means of dispute resolution, all other claims, disputes and other matters in question between the District and Consultant arising out of or relating to this Agreement, the breach thereof, or work there under, shall be decided by an action filed exclusively in the Superior Court of Snohomish County, Washington. The parties irrevocably waive their right to federal court jurisdiction and their right to a trial by jury. The substantially prevailing party in any such litigation shall be entitled to an award of its attorneys' fees and costs.

No claim, dispute, or controversy shall interfere with the progress and performance of the Work and, unless otherwise agreed in writing, Consultant shall carry on the Work and maintain construction schedule as directed by the District pending resolution of any dispute, including arbitration or litigation, and, if so, the District shall continue to make payment of undisputed amounts due to Consultant in accordance with this Agreement.

20. Non-Discrimination. In connection with the performance of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, sexual orientation, national origin, age, marital status, genetic information, honorably discharged veteran or military status, presence of a sensory, mental or physical disability, or use of a trained dog guide or service animal. Consultant shall take affirmative action to ensure that applicants are employed and the employees are treated during employment without regard to their race, color, creed, religion, sex, sexual orientation, national origin, age, marital status, genetic information, honorably discharged veteran or military status, presence of a sensory, mental or physical disability, use of a trained dog guide or service animal or any other protected class.

21. Entire Agreement. This is the entire agreement between the parties. It may not be altered or modified except by a written amendment to this Agreement that references the intent of the parties to amend this Agreement. There is no other oral or written understanding between the parties concerning this matter. Consultant specifically understands that no District employees other than the designated District representative or their supervisors are authorized to direct the work of Consultant. This agreement may be executed in counterparts, which may be transmitted via email or other electronic transmittal, each of which shall constitute an original, and all of which will be deemed a single document. Signature of an email or other electronic transmittal copy of this agreement, and transmission of a signature page by email or other electronic transmittal, shall bind the signing party to the same degree as delivery of a signed original.

22. Signing Authority. Anyone signing this Agreement on behalf of Consultant personally certifies that they have the authority to execute said document on behalf of Consultant and that their signature is binding upon Consultant.

EXHIBIT A



August 4, 2020

Via email: sdorsey@snofire7.org

Deputy Chief Scott Dorsey
 Snohomish Fire District #7
 163 Village Court
 Monroe, WA 98272

Dear Chief Dorsey:

Thank you for your inquiry and considering Fitch & Associates (*FITCH*) to continue our relationship with the Snohomish County Fire District #7. We are pleased to be able to provide information for your consideration.

Per my discussions with you, and previously Deputy Chief Clinton and Deputy Chief Lundquist, we offer the following scope of work for your project:

Update the current Standards of Cover document with the most recent calendar year of data (2019) or the most recent 12-month period. This will include a full comprehensive data report and GIS report based on the newly formed entity.

The full standards of cover report will be wholly integrated with the changing organization. Therefore, the following deliverables will be provided:

- Quantitative Data Analysis Report
- GIS Report
- Standards of Cover Report including a Community Risk Assessment
- It is understood that the resulting SOC will adhere to and follow the rigor of the latest edition of the Commission on Fire Accreditation International's Standards of Cover process. (One of our consultants authored the 6th Edition CFAI SOC Manual)
- The project timeline is anticipated to begin September 1st and conclude by March 31, 2021.

Price: As proposed, a fixed price of \$49,995 is offered that is inclusive of all reasonable and customary travel and expenses.

Please contact me if we can answer any questions or offer additional information about scheduling next steps. Thank you again for allowing us to present this proposal for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Steven Knight".

Steven Knight, PhD
 Partner

Lake Stevens Fire
1825 South Lake Stevens Road
Lake Stevens, WA 98258
(425) 334-3034
www.LSfire.org



Snohomish County Fire District 7
163 Village Court
Monroe, WA 98272
(360) 794-7666
www.Snofire7.org

July 28, 2020

The City of Mill Creek
Attention: City Manager Michael Ciaravino
15728 Main Street
Mill Creek, WA 98012

Dear City Manager Michael Ceravino,

Snohomish County Fire District 7 is honored to serve the City of Mill Creek in fire and EMS services. The District has a strong bond to the Mill Creek Community and is very much interested in continuing service into the future.

Consistent with the Fire and Emergency Services Agreement that expires on Jan 1, 2023, the District is providing notice of the District's request to begin formal negotiations regarding a service contract renewal. Ideally, we would like to begin meeting with the City at an agreeable date and time during the week of August 17, 2020.

We look forward to meeting with you.

Respectfully,

A handwritten signature in black ink that reads "Kevin K. O'Brien".

Kevin K. O'Brien, Fire Chief

OLD BUSINESS - ACTION



SOLUTIONS PROPOSAL



PREPARED FOR:
Snohomish County Fire District 7
Deputy Chief D. Messer
mmesser@lsfire.org
(360) 217-2153

PREPARED BY:
Jeffrey Hopper
jhopper@lexipol.com
(816) 788-6644

2611 Internet Blvd, Ste 100
Frisco, Texas 75034
(844) 312-9500
www.lexipol.com

Executive Summary

Public safety agencies today face challenges of keeping personnel safe, reducing liability and maintaining a positive reputation. Add to that the dynamically changing legislative landscape and evolving best practices, and even the most progressive, forward-thinking agencies can struggle to keep up.

That is why Lexipol is pleased to present the Snohomish County Fire District 7 with a proposal for a customized policy management, update and training solution.

Our program is designed to save you time and money while protecting your personnel. Our team of public safety lawyers and policy experts continually monitor national and Washington-specific policy changes. We then use these updates to help provide the content and training your department needs to minimize risk and effectively serve your community.

AGENCY GOALS

The Snohomish County Fire District 7 is looking for a way to access comprehensive policies to limit agency risk and enhance personnel safety. By using Lexipol, you will achieve peace of mind knowing your policies are up-to-date and legally defensible. The incorporated policy training component reinforces your staff's understanding of policies and provides individual training acknowledgement.

Once you have high-quality policies in place, you want to be sure your personnel use them. The Lexipol program offers online access to your agency's policies through a web-based platform and mobile app. This flexibility allows your personnel to easily reference policies and complete training in the field. Using Lexipol's program will provide the Snohomish County Fire District 7 with:

- Policies that reflect up-to-date industry standards and best practices
- Content specific to the laws and practices of Washington
- Daily scenario-based training that reinforces your agency's policies
- Timely updates in response to new legislation and case law

THE LEXIPOL ADVANTAGE

Lexipol was founded by public safety experts who saw a need for legally defensible policy content that was continually monitored and updated based on legislative changes. Since the company launch in 2003, Lexipol has grown to represent more than 3,000 public safety agencies across the United States.

Lexipol is the only company with public safety professionals, attorneys and subject matter experts working together to provide essential policies and policy management tools, from continuous updates to mobile access to daily training. Our legal and content development teams follow a rigorous multi-step process to evaluate content for new policies and policy updates, reviewing thousands of pieces of legislation each year.

Agencies that use our policy service have clear, effective policy manuals that reflect the true values and philosophy of their agency. Proven benefits of using the Lexipol system include reduced risk and cost associated with litigation, reduced time spent developing and maintaining policy, and an

increased ability to focus resources on other agency priorities. We look forward to working with the Snohomish County Fire District 7 to realize these same benefits.

Scope of Services

Policy Manual

Legally defensible, up-to-date policies are the foundation for consistent, safe public safety operations and are key to lowering liability and risk. Lexipol's comprehensive policy manual covers all aspects of your agency's operations.

- More than 155 policies researched and written by public safety attorneys and subject matter experts
- Policies based on State and federal laws and regulations as well as nationwide best practices
- Content customized to reflect your agency's terminology and structure

Daily Training Bulletins (DTBs)

Even the best policy manual lacks effectiveness if it's not backed by training. Lexipol's Daily Training Bulletins are designed to help your personnel learn and apply your agency's policy content through 2-minute training exercises.

- Scenario-based training ties policy to real-world applications
- Understanding and retention of policy content is improved via a singular focus on one distinct aspect of the policy
- Each Daily Training Bulletin concludes with a question that confirms the user understood the training objective
- Daily Training Bulletins can be completed via computers or from smartphones, tablets or other mobile devices
- Reports show completion of Daily Training Bulletins by agency member and topic

Policy Updates

Lexipol's legal and content development teams continuously review state and federal laws and regulations, court decisions and evolving best practices. When needed, we create new and updated policies and provide them to your agency, making it simple and efficient to keep your policy content up to date.

- Updates delivered to you through Lexipol's web-based content delivery platform
- Changes presented in side-by-side comparison against existing policy so you can easily identify modifications/improvements
- Your agency can accept, reject or customize each update

Web-Based Delivery Platform and Mobile App (Knowledge Management System)

Lexipol's online content delivery platform, called KMS, provides secure storage and easy access to all your policy and training content, and our KMS mobile app facilitates staff use of policies and training completion.

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies, updates and training to staff
- Archival and easy retrieval of all versions of your agency's policy manual
- Mobile app provides in-the-field access to policy and training materials

Reports

Lexipol's Knowledge Management System provides intuitive reporting capabilities and easy-to-read reports that enhance command staff meetings and strategic planning.

- Track and report when your personnel have acknowledged policies and policy updates
- Produce reports showing completion of Daily Training Bulletins
- Sort reports by agency member, topic and other subgroups (e.g., shift, assignment)
- Reduce the time your supervisors spend verifying policy acknowledgement and training completion

Supplemental Publication Service

Lexipol's Supplemental Publication Service (SPS) streamlines the storage of your agency's content, giving you one place to access procedures, guidelines, general orders, training guides or secondary policy manuals.

- Electronically links department-specific procedural or supplemental content to your policy manual
- Provides electronic issuance and tracking for your agency's procedural or supplemental content
- Allows you to create Daily Training Bulletins against your procedural content
- Designed for standard operating guidelines, procedures, general orders or field guides

Fire Operations Procedures

- More than 20 best practice procedures designed to support safe operations
- Procedures address the operations most often cited as contributing to firefighter injury or death as well as the most common call types
- Scenario-based training reinforces live training
- Mobile-friendly decision trees make it easy to review a procedure on the way to a call

Standard Policy Cross-Reference

Making the transition to Lexipol starts with understanding how your agency's current policy content compares with Lexipol's master policy content. Our Standard Policy Cross-Reference service provides a logical method to distinguishing between the two.

- Analysis of your existing policies and procedures to identify content similar to Lexipol's state specific master content, as well as content unique to your jurisdiction and not covered within the Lexipol manual
- Your existing policies returned with annotations and tips to integrate into the Lexipol master content
- One-on-one review with your agency to discuss the cross-reference report



Proposal

Prepared By: Jeffrey Hopper
 Phone: (816) 788-6644
 Email: jhopper@lexipol.com

Quote #: Q-09861-1
Date: 6/23/2020
Valid Through: 9/21/2020

Overview

Lexipol is America's leading source of state-specific policy and training solutions that reduce risk, lower litigation costs and improve personnel safety in public safety agencies. The services proposed below are designed to guide your agency in providing up-to-date, legally defensible policy and training content to your personnel.

QTY	DESCRIPTION	UNIT PRICE	EXTENDED
1	Annual Fire Policy Manual & Daily Training Bulletins w/Supplemental Publication Service w/Fire Operations Procedures (12 Months)	USD 18,744.00	USD 18,744.00
	Subscription Line Items Total		USD 18,744.00
1	Fire Standard Policy Cross-Reference	USD 1,650.00	USD 1,650.00
	One-Time Line Items Total		USD 1,650.00
			USD 20,394.00
		TOTAL:	USD 20,394.00

*Fire pricing is based on 270 Fire Authorized Staff. Cross Reference Professional Services pricing is based on 150 pages.



AGREEMENT FOR USE OF SUBSCRIPTION MATERIAL

Agency's Name: Snohomish County Fire District 7
Agency's Address: 8010 180th St SE
Snohomish, Washington 98296

Attention: Deputy Chief D. Messer

Lexipol's Address: 2611 Internet Boulevard, Suite 100
Frisco, Texas 75034

Attention: Jeffrey Hopper

Effective Date: _____
(to be completed by Lexipol upon receipt of signed Agreement)

The Agreement for Use of Subscription Material is between Lexipol, LLC, a Delaware limited liability company ("**Lexipol**"), and the Agency identified above. The Agreement consists of (a) this cover sheet; (b) **Exhibit A** (Subscriptions Being Purchased and Subscription Fees) attached to this cover sheet, (c) **Exhibit B** (General Terms and Conditions) attached to this cover sheet, and (d) **Exhibit C** (Scope of Services) attached to this cover sheet. Capitalized terms that are used in Exhibit A and not defined therein shall have the respective meanings given to them in Exhibit B.

Agency
Signature: _____
Print Name: _____
Title: _____
Date Signed: _____

Lexipol
Signature: _____
Print Name: Van Holland
Title: Chief Financial Officer
Date Signed: _____

EXHIBIT A

SUBSCRIPTIONS BEING PURCHASED AND SUBSCRIPTION FEES

Agency is purchasing the following:

QTY	DESCRIPTION	UNIT PRICE	EXTENDED
1	Annual Fire Policy Manual & Daily Training Bulletins w/Supplemental Publication Service w/Fire Operations Procedures (12 Months)	USD 18,744.00	USD 18,744.00
	Subscription Line Items Total		USD 18,744.00
1	Fire Standard Policy Cross-Reference	USD 1,650.00	USD 1,650.00
	One-Time Line Items Total		USD 1,650.00
			USD 20,394.00
		TOTAL:	USD 20,394.00

*Fire pricing is based on 270 Fire Authorized Staff. Cross Reference Professional Services pricing is based on 150 pages.

*The above subscription services, and when applicable, implementation services, shall be invoiced by Lexipol upon the execution of this Agreement.

EXHIBIT B

GENERAL TERMS AND CONDITIONS

1. **Definitions.** For purposes of this Agreement, each of the following terms will have the meaning indicated in this Section:

1.1 **Agency's Account.** "**Agency's Account**" means the account by which Agency accesses the Subscription Materials.

1.2 **Agreement.** "**Agreement**" means (a) the cover sheet to which these General Terms and Conditions are attached, (b) Exhibit A (Subscriptions and Services Being Purchased and Related Fees) attached to that cover sheet, (c) these General Terms and Conditions, and (d) Exhibit C (Scope of Services).

1.3 **Initial Term/Contract Year.** "**Initial Term**" means the twelve-month period commencing on the Effective Date and "**Contract Year**" means each twelve-month period commencing on each anniversary of the Effective Date, except as may otherwise be modified by Section 2.1 Term below.

1.4 **Derivative Work.** "**Derivative Work**" means a work that is based on the Subscription Material or any portion thereof, such as a revision, modification, abridgement, condensation, expansion, or any other form in which the Subscription Material or any portion thereof may be recast, transformed, or adapted. For purposes of this Agreement, a Derivative Work also includes any compilation that incorporates any portion of the Subscription Material. Further, "**Derivative Work**" includes any work considered a "derivative work" under United States copyright law.

1.5 **Effective Date.** "**Effective Date**" means the date specified on the cover sheet to which these General Terms and Conditions are attached.

1.6 **Subscription Materials.** "**Subscription Materials**" means the policy manuals, supplemental policy publications, daily training bulletins and other materials provided by Lexipol to Agency from time to time during the term of this Agreement under the subscriptions purchased by Agency as specified in Exhibit A.

2. **Term and Termination.**

2.1 **Term.** This Agreement is effective upon the execution and delivery of this Agreement by both Lexipol and Agency, and shall continue in effect until the expiration of the Initial Term; provided, however, that the term of this Agreement will automatically be extended for successive one-year periods thereafter (each a Contract Year), unless either party gives written notice to the other party to the contrary not less than thirty (30) days prior to the expiration of the Initial Term or the then current Contract Year, as the case may be. Notwithstanding the foregoing, however, this Agreement will be subject to termination as provided in Section 2.2 below.

2.2 **Termination.** This Agreement may be terminated by either party, effective immediately, (a) in the event that the other party fails to discharge any obligation or remedy any default under this Agreement for a period of more than thirty (30) calendar days after it has been given written notice of such failure or default; or (b) in the event that the other party makes an assignment for the benefit of creditors or commences or has commenced against it any proceeding in bankruptcy, insolvency or reorganization pursuant to the bankruptcy laws of any applicable jurisdiction.

2.3 **Effect of Expiration or Termination.** Upon the expiration or termination of this Agreement, all of the rights granted to Agency by this Agreement to the subscriptions identified on Exhibit

A shall automatically terminate. The termination or expiration of this Agreement shall not, however, relieve either party from any obligation or liability that has accrued under this Agreement prior to the date of such termination or expiration. The right to terminate this Agreement pursuant to Section 2.2 above shall be in addition to, and not in lieu of, any other remedy, legal or equitable, to which the terminating party shall be entitled at law or in equity. The provisions of Sections 1 (Definitions), 4 (Copyright; Derivative Works; Lexipol's Ownership), 5 (Right to Use; Limitations on Use of Subscription Material and Derivative Works), 7 (Privacy Policy), 8 (Policy Adoption), 9 (Disclaimer of Liability), 10 (Limitation of Liability), 13 (Miscellaneous), and this Section 2.3 shall survive the expiration or termination of this Agreement for any reason whatsoever.

3. Subscription Fees, Etc.

3.1 Subscription Fee/Invoicing. Lexipol will invoice Agency at the commencement of the Subscription Service (Initial Term) and thirty (30) days prior to the date for each Contract Year (refer to 2.1 above). Agency will pay to Lexipol the subscription fee specified on Exhibit A within thirty (30) days following Agency's receipt of the invoice for such subscription and renewal fees. All invoices will be sent to Agency at the address for Agency specified on the cover sheet to which these General Terms and Conditions are attached. All payments will be made to Lexipol at the address for Lexipol specified on the cover sheet to which these General Terms and Conditions are attached. Lexipol reserves the right to increase pricing for subsequent Contract Years.

3.2 Taxes; Past Due Amounts. All amounts required to be paid under this Agreement, unless otherwise stated on Exhibit A, are exclusive of all taxes and similar fees now in force or enacted in the future imposed on the subscriptions purchased by Agency under this Agreement and/or delivery by Lexipol to Agency of Subscription Material, all of which Agency will be responsible for and will pay in full, except for taxes based on Lexipol's net income. In the event any amount owed by Agency is not paid when due, and such failure is not cured within ten (10) days after written notice thereof from Lexipol, then in addition to any other amount due, Agency shall pay a late payment charge on the overdue amount at a rate equal to the lower of (a) one percent (1%) per month, or (b) the highest rate permitted by applicable law.

4. Copyright; Derivative Works; Lexipol's Ownership. Agency acknowledges and agrees that the Subscription Material is a proprietary product of Lexipol, protected under U.S. copyright law, and that Lexipol reserves all rights not expressly granted in this Agreement. Subject to the terms and conditions contained in this Agreement, Lexipol hereby grants Agency the right to prepare Derivative Works, except as limited by the terms of this agreement; provided, however, that Agency acknowledges and agrees that Lexipol will be the sole owner of all right, title and interest in and to all Derivative Works prepared by or for Agency, including all copyrights and other intellectual property and proprietary rights therein or pertaining thereto, and Agency hereby assigns and transfers to Lexipol all right, title and interest in and to all Derivative Works prepared by or for Agency, including all copyrights and other intellectual property and proprietary rights therein or pertaining thereto. Agency will not remove from any copies of the Subscription Material provided by Lexipol to Agency any copyright notice or other proprietary notice of Lexipol appearing thereon, and shall include such copyright and other notices at the appropriate place on each copy of the Subscription Material and each copy of any Derivative Work made by or for Agency, in any form.

5. Right to Use; Limitations on Use of Subscription Material and Derivative Works. Subject to the terms and conditions contained in this Agreement, Lexipol hereby grants to Agency a perpetual, personal, fully paid-up, right to use, except as limited by the terms of this agreement the Subscription Material and any Derivative Works prepared by or for Agency, solely for the Agency's internal purposes. Agency will not use, copy, republish, lend, distribute, post on servers, transmit, redistribute, display, in whole or in part, by any means or medium, electronic or mechanical, or by any information storage and retrieval system, any Subscription Material or any Derivative Work prepared by or for Agency other than as expressly authorized by the immediately preceding sentence. Without limiting the generality of the foregoing, Agency will not import, upload, or otherwise make available any

Subscription Material or any Derivative Work prepared by or for Agency into or onto any third party knowledge, document, or other content management system or service without Lexipol's prior written consent. The foregoing does not, however, prohibit or restrict Agency from providing Subscription Material or Derivative Works prepared by or for Agency pursuant to an order from a court or other governmental agency or other legal process, or Freedom of Information Act (FOIA) request, or Public Records Act (PRA) request, nor does it prohibit or restrict Agency from displaying the adopted/approved final policy document on a publicly accessible website for official Agency purposes, so long as Agency includes the appropriate copyright and other proprietary notices on such final policy document as required by Section 4 above.

6. Account Security. Agency is solely responsible for maintaining the confidentiality of Agency's user name(s) and password(s) and the security of Agency's Account. Agency will not permit access to Agency's Account, or use of Agency's user name(s) and/or password(s) by any person or entity other than authorized Agency personnel. Agency will immediately notify Lexipol in writing if Agency becomes aware that any person or entity other than authorized Agency personnel has used Agency's Account or Agency's user name(s) and/or password(s).

7. Privacy Policy. Lexipol will hold all information Agency provides in confidence unless required to provide information in accordance with an order from a court or other governmental agency or other legal process such as a Freedom of Information Act (FOIA) request, or Public Records Act (PRA) request. Lexipol will use commercially reasonable efforts to ensure the security of information provided by Agency. Lexipol's system also uses Secure Socket Layer (SSL) Protocol for browsers supported by Lexipol application(s). SSL encrypts information as it travels between the Agency and Lexipol. However, Agency acknowledges and agrees that Internet data transmission is not always 100% secure and Lexipol does not warrant or guaranty that information Agency transmits utilizing the Lexipol system or online platform is 100% secure.

Agency acknowledges that Lexipol may provide view-only access and summary information (including but not limited to, status of number of policies developed or in development, percentage of staff reviews of developed policies, and percentage of DTBs taken) to the Agency's affiliated Risk Management Authority, Insurance Pool or Group, or Sponsoring Association, if they are actively funding their member Agencies' Subscription Fees.

8. Policy Adoption. Agency hereby acknowledges and agrees that any and all policies and Daily Training Bulletins (DTBs) included in the Subscription Material provided by Lexipol have been individually reviewed, customized and adopted by Agency for use by Agency. Agency further acknowledges and agrees that neither Lexipol nor any of its agents, employees or representatives shall be considered "policy makers" in any legal or other sense and that the chief executive of Agency will, for all purposes, be considered the "policy maker" with regard to each and every such policy and DTB.

9. Disclaimer of Liability. Agency acknowledges and agrees that Lexipol its officers, agents, managers, and employees will have no liability to Agency or any other person or entity arising from or related to the Subscription Materials, or any act or omission by Agency or its personnel pursuant to, or in reliance on, any of the Subscription Materials.

10. Limitation of Liability. Lexipol's cumulative liability to Agency and any other person or entity for any loss or damages resulting from any claims, demands, or actions arising out of or relating to this Agreement or the use of any Subscription Materials shall not exceed the subscription fees actually paid to Lexipol for the use of the Subscription Materials under this Agreement during the twelve-month period immediately prior to the assertion of such claim, demand or action. In no event shall Lexipol be liable for any indirect, incidental, consequential, special, or exemplary damages or lost profits, even if Lexipol has been advised of the possibility of such damages. The limitations set forth in this Section shall apply whether Agency's claim is based on breach of contract, tort, strict liability, product liability or any other theory or cause of action.

11. Non-Transferability. The subscriptions and rights to use the Subscription Material granted by this Agreement are personal to Agency and Agency shall not assign or otherwise transfer the same to any other person or entity.

12. Confidentiality. From time to time during the term of this Agreement, either party may be required to disclose information to the other party that is marked “confidential” or the like, or that is of such a type that the confidentiality thereof is reasonably apparent (“Confidential Information”). The receiving party will: (a) limit disclosure of any Confidential Information of the other party to the receiving party’s directors, officers, employees, agents and other representatives (collectively “Representatives”) who have a need to know such Confidential Information in connection with the business relationship between the parties to which this Agreement relates, and only for that purpose; (b) advise its Representatives of the confidential nature of the Confidential Information and of the obligations set forth in this Agreement and require such Representatives to keep the Confidential Information confidential and to use it only as permitted by this Agreement; (c) keep all Confidential Information confidential by using a reasonable degree of care, but not less than the degree of care used by it in safeguarding its own confidential information; and (d) not disclose any Confidential Information received by it to any third party (except as otherwise provided for herein). Notwithstanding the foregoing, however, a party may disclose Confidential Information of the other party pursuant to any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request, or Freedom of Information Act (FOIA) request, or Public Records Act (PRA) request, or similar method, provided that the party proposing to make any such disclosure will promptly notify, to the extent practicable, the other party in writing of such demand for disclosure so that the other party may, at its sole expense, seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the Confidential Information. Each party shall be responsible for any breach of this Section by any of such party’s Representatives.

Miscellaneous.

13.1 Governing Law. This Agreement shall be construed in accordance with, and governed by, the laws of the State of California, without giving effect to any choice of law doctrine that would cause the law of any other jurisdiction to apply.

13.2 Entire Agreement. This Agreement embodies the entire agreement and understanding of the parties hereto and hereby expressly supersedes any and all prior written and oral agreements and understandings with respect to the subject matter hereof, including without limitation any and all agreements and understandings pertaining to the use of the Subscription Materials by Agency. No representation, promise, inducement, or statement of intention has been made by any party hereto that is not embodied in this Agreement. Terms and conditions set forth in any purchase order, or any other form or document of Agency, which are inconsistent with, or in addition to, the terms and conditions set forth in this Agreement, are hereby objected to and rejected in their entirety, regardless of when received, without further action or notification by Lexipol, and shall not be considered binding on Lexipol unless specifically agreed to in writing by it.

13.3 Headings. The captions and other headings contained in this Agreement are for convenience only and shall not be considered a part of or affect the construction and interpretation of any provision of this Agreement.

13.4 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document.

13.5 Amendment. No amendment, modification, or supplement to this Agreement shall be binding unless it is in writing and signed by the party sought to be bound thereby.

13.6 Attorneys’ Fees. If any action is brought by either party to this Agreement against the other party regarding the subject matter hereof, the prevailing party shall be entitled to recover, in addition to any other relief granted, reasonable attorneys’ fees and expenses of litigation.

13.7 General Interpretation. The language used in this Agreement shall be deemed to be the language chosen by the parties hereto to express their mutual intent. This Agreement shall be construed without regard to any presumption or rule requiring construction against the party causing such instrument or any portion thereof to be drafted, or in favor of the party receiving a particular benefit under the Agreement. No rule of strict construction will be applied against any person or entity.

13.8 Notices. Any notice required by this Agreement or given in connection with it, shall be in writing and shall be given by personal delivery, by certified mail, postage prepaid, or by recognized overnight delivery service to the appropriate party at the address of such party stated on the cover sheet to which these General Terms and Conditions are attached, or such other address as such party may indicate by a notice delivered to the other party in accordance with the terms of this Section. Alternatively, electronic mail or facsimile notice is acceptable when acknowledged by the receiving party.

13.9 Invalidity of Provisions. Each of the provisions contained in this Agreement is distinct and severable and a declaration of invalidity or unenforceability of any such provision or part thereof by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision hereof. Further, if a court of competent jurisdiction finds any provision of this Agreement to be invalid or unenforceable, then the parties agree that the court should endeavor to give effect to the parties' intention as reflected in such provision to the maximum extent possible.

13.10 Waiver. Lexipol's failure to exercise, or delay in exercising, any right or remedy under any provision of this Agreement shall not constitute a waiver of such right or remedy.

End of General Terms and Conditions

EXHIBIT C

Scope of Services

Policy Manual

Legally defensible, up-to-date policies are the foundation for consistent, safe public safety operations and are key to lowering liability and risk. Lexipol's comprehensive policy manual covers all aspects of your agency's operations.

- More than 155 policies researched and written by public safety attorneys and subject matter experts
- Policies based on State and federal laws and regulations as well as nationwide best practices
- Content customized to reflect your agency's terminology and structure

Daily Training Bulletins (DTBs)

Even the best policy manual lacks effectiveness if it's not backed by training. Lexipol's Daily Training Bulletins are designed to help your personnel learn and apply your agency's policy content through 2-minute training exercises.

- Scenario-based training ties policy to real-world applications
- Understanding and retention of policy content is improved via a singular focus on one distinct aspect of the policy
- Each Daily Training Bulletin concludes with a question that confirms the user understood the training objective
- Daily Training Bulletins can be completed via computers or from smartphones, tablets or other mobile devices
- Reports show completion of Daily Training Bulletins by agency member and topic

Policy Updates

Lexipol's legal and content development teams continuously review state and federal laws and regulations, court decisions and evolving best practices. When needed, we create new and updated policies and provide them to your agency, making it simple and efficient to keep your policy content up to date.

- Updates delivered to you through Lexipol's web-based content delivery platform
- Changes presented in side-by-side comparison against existing policy so you can easily identify modifications/improvements
- Your agency can accept, reject or customize each update

Web-Based Delivery Platform and Mobile App (Knowledge Management System)

Lexipol's online content delivery platform, called KMS, provides secure storage and easy access to all your policy and training content, and our KMS mobile app facilitates staff use of policies and training completion.

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies, updates and training to staff
- Archival and easy retrieval of all versions of your agency's policy manual
- Mobile app provides in-the-field access to policy and training materials

Reports

Lexipol's Knowledge Management System provides intuitive reporting capabilities and easy-to-read reports that enhance command staff meetings and strategic planning.

- Track and report when your personnel have acknowledged policies and policy updates
- Produce reports showing completion of Daily Training Bulletins
- Sort reports by agency member, topic and other subgroups (e.g., shift, assignment)
- Reduce the time your supervisors spend verifying policy acknowledgement and training completion

Supplemental Publication Service

Lexipol's Supplemental Publication Service (SPS) streamlines the storage of your agency's content, giving you one place to access procedures, guidelines, general orders, training guides or secondary policy manuals.

- Electronically links department-specific procedural or supplemental content to your policy manual
- Provides electronic issuance and tracking for your agency's procedural or supplemental content
- Allows you to create Daily Training Bulletins against your procedural content
- Designed for standard operating guidelines, procedures, general orders or field guides

Fire Operations Procedures

- More than 20 best practice procedures designed to support safe operations
- Procedures address the operations most often cited as contributing to firefighter injury or death as well as the most common call types
- Scenario-based training reinforces live training
- Mobile-friendly decision trees make it easy to review a procedure on the way to a call

Standard Policy Cross-Reference

Making the transition to Lexipol starts with understanding how your agency's current policy content compares with Lexipol's master policy content. Our Standard Policy Cross-Reference service provides a logical method to distinguishing between the two.

- Analysis of your existing policies and procedures to identify content similar to Lexipol's state specific master content, as well as content unique to your jurisdiction and not covered within the Lexipol manual
- Your existing policies returned with annotations and tips to integrate into the Lexipol master content
- One-on-one review with your agency to discuss the cross-reference report



t 800.749.5104 f 407.210.0113 www.powerdms.com 101 S. Garland Ave, Ste 300 Orlando, FL 32801

Service Order

Contract Details		Order Details	
Account Number: A-206337		Order #: Q-92396	
Customer: Snohomish County Fire & Rescue (WA)		Order Date: 6/30/2020	
Sales Rep: Brad Enlow		Valid Until: 7/31/2020	
		Initial Term (months):	
Customer Contact		Billing Contact	
Billing Contact:	Snohomish County Fire & Rescue (WA) Mike Messer	Billing Contact Email:	mmesser@lsfire.org
Address:	Monroe, WA 98272	Phone:	4253286962
		Fax:	
Payment Terms		Notes:	
Payment Term:			
PO Number:			
Subscription Service			

Item	Type	Qty	Total
PowerDMS Pro Base	Recurring	1	\$3,000.00
Capture signatures to ensure acknowledgement of crucial content, and generate reports based on user activity. Create workflows to simplify content updates and approvals. View content changes side-by-side.			
PowerDMS Pro License	Recurring	312	\$3,641.98
Per user license for PowerDMS Pro			
PowerDMS Standards for CPSE/CFAI Fire & Emergency Service	Recurring	1	\$1,150.00
Attach proofs to show compliance with CPSE/CFAI Standard, assign assessment tasks, track revisions, and status-based grading.			
CPSE/CFAI Manual	Recurring	1	\$0.00
PowerDMS University - 100-499	Recurring	1	\$500.00
Access to PowerDMS University with unlimited Boot Camp registrations.			
TOTAL:			\$8,291.98

Additional Terms and Conditions

Payment Terms All invoices issued hereunder are **due upon the invoice due date**. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable.

Terms & Conditions Unless otherwise agreed in writing by PowerDMS and Licensee, this Service Order and the services to be furnished pursuant to this Service Order are subject to the terms and conditions set forth here: <http://www.powerdms.com/terms-and-conditions/>. The Effective Date (as defined in the terms and conditions) shall be the date set forth below.

Accepted and Agreed By:
Snohomish County Fire & Rescue (WA)

Signature: _____

Printed Name: _____

Title: _____

Date: _____

THE INFORMATION AND PRICING CONTAINED IN THIS SERVICE ORDER IS STRICTLY CONFIDENTIAL



AIA[®] Document B221[™] – 2018

Service Order for use with *Master Agreement Between Owner and Architect*

SERVICE ORDER number 06 made as of the Twenty First day of July in the year Two Thousand Twenty
(*In words, indicate day, month, and year.*)

BETWEEN the Owner:
(*Name, legal status, address, and other information*)

Snohomish Fire District 7
163 Village Court
Monroe, WA 98272
Telephone Number: 360-794-7666

and the Architect:
(*Name, legal status, address, and other information*)

Rice Fergus Miller, Inc.
275 5th Street, Suite 100
Bremerton, WA 98337
Telephone Number: 360-377-8773

for the following **PROJECT**:
(*Name, location, and detailed description*)

2019118.00 Snohomish Fire District 7 Capital Facilities Planning
Monroe, WA

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the Eleventh day of December in the year Two Thousand Seventeen
(*In words, indicate day, month, and year.*)

form a Service Agreement.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121[™]–2018, Standard Form of Master Agreement Between Owner and Architect

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	SERVICES UNDER THIS SERVICE ORDER
3	DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
4	COMPENSATION
5	INSURANCE
6	PARTY REPRESENTATIVES
7	ATTACHMENTS AND EXHIBITS

ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)

See Article 2; Services under this Service Order

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

§ 2.1.1 Basic Services

(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

Capital Facilities Planning Services

The fees listed in Article 5 are based upon the following assumptions and clarifications:

Task 1: Inventory of Existing Stations

Together with our team of engineers (structural, mechanical, electrical, and civil), we would tour preselected fire stations, documenting their physical and operational status through drawings, photographs, and written descriptions. The physical assessment would be undertaken on several levels. First, we would look at what areas of the station are at or near the end of their useful life. This top to bottom conditions survey would include everything from mechanical systems that have moving parts that may be wearing out to roofs that are in need of replacement. Our structural engineer would assess these existing facilities as to how they would perform during a significant earthquake. They would undertake a Tier 1 evaluation that would measure that performance against national standards.

Prior to the merger of Lake Stevens Fire and Snohomish Fire District 7, Lake Stevens Fire had commissioned Lawhead Architects to prepare a Capital Facilities Plan for their district. Programming, planning, and engineering reports prepared for those facilities would be reviewed and evaluated in consideration of the subsequent merger, validated, and utilized as applicable.

RFM and our team of engineers will be looking at the existing stations in light of current building codes. Compliance with current codes may be required as a result of a significant remodel or addition to any these existing structures. This will include compliance with WAC 296-305.

Task 2: Identify Facility Needs

This portion of your Capital Facilities Plan will be the most involved and intensive effort. It will be the planning stage that brings the strategic decisions that confirm which stations should be remodeled and which should be replaced. This is also the stage where we identify how much each individual project may cost, test the costs against funding alternatives, and prioritize those improvements within the available funds.

With a working committee of your choosing, we would facilitate a programming process on a project-by-project, detailed basis for each proposed capital project. This would entail not only the operational areas, living quarters, and support spaces, but also address issues such as community access, security concerns, training needs, decontamination practices, vehicle washing regulations, and emergency communications. Both our mechanical and electrical engineers would participate in this effort to confirm facility needs for heating, air conditioning, plumbing, fire protection, power, lighting, communications, and information technology integration. For existing stations recommended for remodeling, our structural engineer would identify how and where to upgrade the structure to resist a significant earthquake. Resultant impacts to mechanical and electrical systems would be identified so that they can be included in the overall scope of improvements. Also important in the remodeled stations will be determining how emergency operations can be provided without interruption while construction is underway.

With a comprehensive understanding of the district's capital project needs, our professional cost estimator would develop cost models for each project. Anticipated expenses for project soft costs would also be estimated. This would include items such as sales tax, fees for architectural and engineering services, permit fees, furniture, and equipment. We would assist the district in determining the sequencing priority and subsequent inflation for each project. If the total anticipated costs exceed the district's funding capacity, we would engage the district in a process to rebalance the scope of improvements. This could be accomplished by phasing improvements over time or scaling certain projects down.

While much of the work is undertaken directly with the working committee, the Architect would assist District leadership in keeping an executive committee of selected chiefs and commissioners informed throughout the process.

Task 3: Capital Facilities Plan Completion and Review

This task includes completion of the final report document. RFM will also assist with presenting and sharing the capital facilities plan on an as-needed basis and at the direction of the District.

* * *

The District's preliminary thoughts on a facility-by-facility basis would be as follows:

Fire Station 31. Improvements would include interior remodeling of several areas for more efficient use of space, including modifications for single occupant sleep rooms and restrooms, and replacing the maintenance canopy with a new permanent bay.

Fire Station 32. Improvements include remodeling and expanding this station on the current property if possible and cost effective, including its capacity in terms of sleep rooms and apparatus bay space. Alternative would be to replace this station in its entirety on a new parcel.

Fire Station 33. No improvements are anticipated for this station at this time.

Fire Station 71. Improvements would include remodeling and upgrading this station to modern design standards and more efficient use of space. No building additions are anticipated.

Fire Station 72. It is anticipated that the existing station would be demolished, and a new station built in its place on the same parcel. Capacity for this new station would likely be 8 single occupant sleep rooms and 3 double deep

drive-through apparatus bays, including maneuvering space for a ladder truck.

Fire Station 73. Improvements would include remodeling and upgrading this station to modern design standards. Building additions are unlikely due to tight site constraints. Possible alternative would be replacing Stations 71 and 73 with a single new station located somewhere between them. This alternative would include identification and acquisition of property for the new station.

Fire Station 74 (Logistics). Improvements would include remodeling this station to better serve as a warehouse and distribution center for the District's equipment and supplies.

Fire Station 76. No improvements are anticipated for this station until further agreements are reached with the City of Mill Creek.

Fire Station 77. Improvements would include remodeling and upgrading this station to modern design standards. Building additions are unlikely due to tight site constraints. A possible alternative could be combining Stations 77's response capabilities with South County Fire & Rescue's Silver Firs Fire Station.

Fire Station 81. It is anticipated that the current station would be demolished and replaced with a new station on the current Station 81 property. Capacity for this new station would likely be 8 single occupant sleep rooms and 4 drive-through apparatus bays. A wetlands report was prepared for this parcel by The Watershed Company, dated 9/27/17. A geotechnical report was prepared for this parcel by Associated Earth Sciences, dated 9/6/17. A civil engineering assessment was prepared for this parcel by KPFF Engineers, dated 2/8/18.

Fire Station 82. Improvements would include minor interior remodel. Areas desiring improvement include decontamination and clean-up, EMS storage, sleep room lockers, and front apron improvements to accommodate ladder truck maneuvering.

Fire Station 83. Improvements would include remodeling and expanding this station on the current property, primary in terms of living quarters. Previous planning recommended a size increase from approximately 2,700 sf to 5,100 sf. A civil engineering assessment was prepared for this parcel by KPFF Engineers, dated 3/2/18. A structural assessment of this station was prepared by KPFF Engineers, dated 12/13/17. A mechanical and electrical engineering assessment for this station was prepared by Hultz BHU Engineers, dated 11/28/17.

Fire Station 84. This project is envisioned as a new station on property recently purchased by Lake Stevens Fire located at 8127/8203 20th Street SE, Lake Stevens, WA (Parcels #00431400300300, #00431400300301, #00609500001000, and #00431400300400). Capacity for this new station would likely be 8 single occupant sleep rooms and 3 drive-through apparatus bays.

Support Facility at 84. Preliminary planning when the property was purchased for the new Fire Station 84, consideration was given for constructing a new administration building on the same parcel. Services associated with this capital facility planning effort would include determining the highest and best use for this buildable area given the subsequent merger of Lake Stevens Fire and Snohomish Fire District 7. Alternatives could include constructing administrative functions here or elsewhere, or alternative support needs such as a satellite vehicle maintenance shop or logistics warehousing.

Project Team: The project team shall include:

Architectural: Rice Fergus Miller	Civil Engineering: Reid Middleton
Structural Engineering: Reid Middleton	Mechanical/Electrical/Plumbing: Sider & Byers
Professional Cost Estimating: ProDims	

§ 2.1.2 Additional Services

(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

None anticipated at this time but may be required or desired in the future as the planning process progresses. Any additional services would be undertaken only by mutual agreement of Owner and Architect and in writing.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

Not applicable.

.2 Substantial Completion date:

Not Applicable

ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum
(Insert amount)

Task 1: Inventory of Existing Station	Time & Expense to a Maximum Amount of: \$45,235
Task 2: Identify Facility Needs	TBD at Completion of Task 1
Task 3: Facility Plan Completion & Review	TBD at Completion of Task 2
Reimbursable Expense Allowance	\$1,500
Total Initial Authorized Compensation	\$46,735

(Paragraphs deleted)

Task 2 and 3 will not be undertaken, or obligated, until authorized in writing by the District.

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

To be mutually agreed in writing prior to commencement of such services.

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

§ 4.4 When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:

Init.

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User Notes:

(1198345323)

(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

No additional requirements.

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

Coverage	Limits
Not Applicable	

ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:
(List name, address, and other information.)

Jamie Silva
Snohomish Fire District 7
163 Village Court
Monroe, WA 98272
Telephone Number: 360-794-7666

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:
(List name, address, and other information.)

Dave Fergus, Principal
Rice Fergus Miller, Inc.


275 5th Street, Suite 100
Bremerton, WA 98337
Telephone Number: 360-377-8773

ARTICLE 7 ATTACHMENTS AND EXHIBITS

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- .2 Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement.)
- .3 Other documents:
(List other documents, if any, including additional scopes of service forming part of this Service Order.)

This Service Order entered into as of the day and year first written above.



OWNER (Signature)

ARCHITECT (Signature)

(Printed name and title)

Dave Fergus, Principal

(Printed name, title, and license number, if required)



Init.



|| MEMORANDUM OF AGREEMENT

between Snohomish Regional Fire and Rescue Regional Fire and Rescue & Agatha Consulting

I. INTRODUCTION

THIS MEMORANDUM OF AGREEMENT (MOA) (“Memorandum”), dated August 13, 2020, between the Snohomish Regional Fire and Rescue (“CLIENT”), represented by Scott Dorsey, Assistant Chief; and Agatha Consulting (“CONSULTANT”), represented by Heather Niemi, Principal; collectively referred to as “the Partners”.

The Partners wish to work together and in compliance with the following clauses:

II. GOAL

The goal of this Memorandum is to provide a scope of work, timeline, engagement process, and cost proposal to support the integration and update of the Snohomish Regional Fire and Rescue strategic plan.

III. OVERVIEW

Agatha Consulting is pleased to submit this “MOA” for services to support the Snohomish Regional Fire and Rescue in its development of an updated strategic plan document that reflects the shared vision, mission, values and goals of the newly-formed department. Agatha Consulting has deep experience in strategic facilitation, stakeholder engagement, and creating meaningful, actionable plans for organizations. Using this skill set, we will work with you and your teams to design an engaging process with team members across the organization to develop an updated strategic plan.

Purpose

Having recently completed a merger on January 1, 2020, Snohomish Regional Fire and Rescue is seeking to merge and update the department’s strategic plan. Objectives for the planning process include:

- Development of a single, strategic plan document that reflects the shared vision, mission, values and goals of the newly-formed department;
- A process and plan that meets the criteria for Center for Public Safety Excellence (CPSE) accreditation;
- A process that includes broad community, stakeholder and employee input; and,
- A plan that will provide strategic guidance on other key department initiatives, , accreditation, capital facilities planning and levy development processes.

The planning process will span several months and incorporate a variety of data sources. Ultimately, the department will come away with a living document that will guide organizational decision-making, keep the team grounded in purpose, and serve as a key communication tool for stakeholders and the public.



IV. OUR PROPOSAL

A. Core Planning Team

The strategic plan will articulate a vision for the organization for the next three-five years; identify top-level priorities or objectives; define clear action items such that the organization is able to achieve its priorities; and, specifically assign internal accountability and timelines for achieving the goals contained within the plan.

The driving force behind the new strategic plan will be an internal workgroup made up of representatives across and from all levels of the organization.

The Core Planning Team's work will be roughly organized as follows:

Meeting	Date	Topic
#1	Early June	<p>Kick-off, Process Overview and Context Setting</p> <p>This will be the core planning team's opportunity to provide input into the proposed planning process, discuss any additional information they may want to gather, and share hopes or concerns for the process.</p> <p>Depending on the amount of work needing to be done, this work session could also include a review of the mission and core values.</p>
#2	August	<p>Mission, Vision and Core Values</p> <p>Because the recently merged organizations already have established mission and vision statements, and core values, the focus of this session will be to set a new, 3-5 year vision for the organization, develop a shared mission statement, and agree to 3-5 core values that truly reflect the merged organization.</p>
#3	TBD	<p>SWOT Analysis</p> <p>This will be the opportunity for the core planning team to bring together their own experience and perspectives on the organization, as well as incorporate data from other strategic planning process elements, such as the organizational cultural assessment and stakeholder/community leader input. This process will also include the development of critical issue and service gaps per CPSE guidelines.</p>
#4	TBD	<p>Interviews and Surveys</p> <p>See Section B below</p>
#5	TBD	<p>Goals and Strategies</p> <p>During this focused session the core planning team will work in groups to develop the 3-5 top priorities or goals for the organization over the lifespan of the strategic plan. The team will identify the most important concrete action items to advance each priority.</p>
#6	TBD	<p>Review and Implementation</p>



		This final core team planning session will be focused on reviewing the draft goals and strategies, as well as defining key owners for each within the organization, and timelines as appropriate.
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Each work session will be scheduled for 1.5 – 2 hours and may include a small prep assignment (for example reviewing survey data or coming up with responses to specific prompts).

B. Community Leader/Stakeholder Engagement Process

As part of the strategic plan process the department will convene a Community Leader Advisory Committee that will consist of key stakeholders, customers and community representatives. This advisory committees' role will be to share their perspective on the department priorities, potential gaps in service, and possible opportunities.

Membership of the Community Leader Advisory Committee will be determined by the Chief in collaboration with the Core Planning Team. The Community Leader Advisory Committee will meet as needed¹ throughout the strategic planning process and will ideally remain engaged in an advisory role throughout the duration of the department's strategic plan. Members of the Committee may also be asked to participate in 1:1 stakeholder interviews to solicit additional insight into the department's new vision and priorities.

Integration of Survey Data and Internal Cultural Assessment

There are two other key components to the strategic planning process – a community survey and an internal assessment/culture review. The data – both quantitative and qualitative – from these assessments will be critical to the Core Planning Team's work in order to validate the SWOT and the development of the strategic plan.

Element	Date	Topic
4A	TBD	Design: Survey and Interview Based on SWOT Analysis and input from Core Planning Team, develop Community Survey and/or Interview Template. Core Planning team identify target audience.
4B	TBD	Approve: Survey and Interview Finalize design for execution.
#3	TBD	Execute: Survey and Interview Consultant team submit and monitor survey and facilitate interviews.
#4	TBD	Summaries:

¹ Per Chief O'Brien: I think we would be good to have 1. An initial meeting facilitated by AGATHA. 2. Email follow-ups sent to the CLAC throughout the process. 3. A final meeting where the CLAC approves the final draft of the Strategic Plan. All that said, we could absolutely ask them to meet more.



		Consultant team provide Executive Summary and analysis of Survey and Interview results to validate SWOT and inform goals and strategy.
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V. PROPOSAL PRICING

Estimated Cost for Process Facilitation

	HOURS	COST
Core Planning Team Facilitation	21	\$2,730
Vision, Mission, Core Values	26	\$3,380
Stakeholder Meeting Prep, Facilitation and Follow-up	15	\$1,950
Goals and Objectives	15	\$1,950
Operations Plan	13	\$1,690
Publish, Review and Implement	5	\$650
Total	95	\$12,350
Other Consulting as required specific to this MOA	TBD	\$130 per hour

CONSULTANT Will: Present invoice to Snohomish Regional Fire and Rescue for services. For details, please see Exhibit A.

Snohomish Regional Fire and Rescue Will: Pay presented invoices within 30 days of submission.

VI. ROLES AND RESPONSIBILITIES OF PARTNERS

CONSULTANT Will: Facilitate, lead and review strategy meetings and material development in collaboration with the Snohomish Regional Fire and Rescue team. Ensure that a project plan is in place and that milestones are met. Communicate status back to sponsor and team lead on a regular basis, no less than at each milestone noted in the project plan.

Snohomish Regional Fire and Rescue Will: Provide data, materials and access to employees, to enable the completion of each deliverable.

VII. PRINCIPAL CONTACTS



The Principal Contacts for each one of the organizations is:

Snohomish Regional Fire and Rescue:

Scott Dorsey, MS, ~~Assistant Chief/Planning~~ Deputy Chief

163 Village Ct. Monroe, WA 98272

(360) 794-7666 ext. 3961

sdorsey@snofire7.org

CONSULTANT:

Heather Niemi, Principal

16614 SE 27th St, Bellevue, WA 98008

650-291-6670

heather.niemi@agathaconsulting.com

Such Principal Contacts may be changed in writing from time to time by their respective Partners.

VIII. USE OF INTELLECTUAL PROPERTY

The parties agree that any intellectual property, which is jointly developed through activities covered under this MOA, can be used by either party for educational purposes without obtaining consent from the other and without any need to account to the other.

All other intellectual property used in the implementation of the MOA will remain the property of the party that provided it. This property can be used by either party for purposes covered by the MOA but consent will be obtained from the owner of the property before using it for purposes not covered by the MOA.

IX. EFFECTIVE DATES AND AMENDMENTS

This MOA shall take effect upon signing by both Parties and shall remain in effect for a period of one year from that date unless earlier terminated. Neither party may assign or transfer all or any portion of this MOA without the prior written consent of the other party. The MOA may be renewed at the end of this period by mutual agreement by both Parties. The provisions of this MOA may only be amended or waived by mutual written agreement by both Parties.

The individuals signing this MOA on behalf of their respective entities represent and warrant (without personal liability therefor) that upon the signature of each, this MOA shall have been duly executed by the entity each represents.

X. TERMINATION

Any Party may terminate this MOA and any related agreement, work plan and budget at any time and for any reason by giving 7 days prior written notice to the other Party; provided, however, that in the event CONSULTANT fails to



perform any of its obligations under this MOA, Snohomish Regional Fire and Rescue shall have the right to terminate this MOA and any related agreement, work plan and budget immediately upon written notice.

XI. TRANSFER OF FUNDS

The parties acknowledge and agree that this MOA does not create any financial or funding obligation on either party, and that such obligations shall arise only upon joint execution of a subsequent agreement or work plan (which shall include a budget) that specifically delineates the terms and nature of such obligations and that references this MOA. Such subsequent agreements or workplans, and budgets, will be subject to funding being specifically available for the purposes outlined therein.

XII. NO JOINT VENTURE

Notwithstanding the terms "Partners" and "Partnership", the Partners agree that they are not entering into a Legal Partnership, joint venture or other such business arrangement, nor is the purpose of the Partners to enter into a commercial undertaking for monetary gain. Neither Partner will refer to or treat the arrangements under this Agreement as a Legal Partnership or take any action inconsistent with such intention.

XIII. DISPUTE RESOLUTION

The Partners hereby agree that, in the event of any dispute between the Partners relating to this Agreement, the Partners shall first seek to resolve the dispute through informal discussions. In the event any dispute cannot be resolved informally within 10 calendar and consecutive days, the Partners agree that the dispute will be negotiated between the Partners through mediation if Partners can agree on a mediator. The costs of mediation shall be shared equally by the Partners. Neither Partner waives its legal rights to adjudicate this Agreement in a legal forum.

XIV. ENTIRETY

This Agreement, including all Annexes, embodies the entire and complete understanding and agreement between the Partners and no amendment will be effective unless signed by both Partners. Such signature by both Partners may be made electronically.

FOR Snohomish Regional Fire and Rescue

Date

Kevin O'Brien, Fire Chief

FOR Agatha Consulting

Date



Heather Niemi, Principal



Exhibit A: PERSONAL SERVICES AGREEMENT

This **PERSONAL SERVICES AGREEMENT**, with all the General Conditions and Exhibits attached hereto, which are incorporated herein by this reference (the "Agreement"), is made and entered into by and between **SNOHOMISH COUNTY FIRE DISTRICT #7** (the "District") and **AGATHA CONSULTING** ("Consultant") on the date of the last signature below. For and in consideration of the Compensation noted below, subject to the terms and conditions contained herein, Consultant agrees to perform the following work (the "Work") pursuant to the terms and conditions of this Agreement.

1. **Work.** Consultant agrees to perform the following Work in accordance with all applicable laws, codes, and industry standards as described in **Exhibit A**, which is incorporated herein. In the event of a conflict between any provision of the General Conditions and Exhibit A, the General Conditions prevail.
2. **Compensation.** The District shall pay Consultant **twelve thousand three hundred and fifty dollars (\$12,350)** for all Work completed in conformance with this Agreement. Invoices can be submitted at each milestone noted in the project plan. The District shall pay invoices **within 30 days of submission for each of the following milestones completed to the District's satisfaction:**

- Development of a single, strategic plan document that reflects the shared vision, mission, values and goals of the newly-formed department;
- A process and plan that meets the criteria for Center for Public Safety Excellence (CPSE) accreditation;
- A process that includes broad community, stakeholder and employee input; and,
- A plan that will provide strategic guidance on other key department initiatives, accreditation, capital facilities planning and levy development processes.

The acceptability of the reports shall be within the sole discretion of the District.

3. **Term.** The term of this Agreement shall commence with the execution of this document and will terminate when all tasks associated with the scope of services herein and as modified by written Amendment have been completed by Consultant. This Agreement may be extended for multiple terms at the sole discretion of the District. If so extended, all of the terms and conditions herein shall apply to such extension.

4. **Representations.** The District and Consultant represent and warrant that the following statements are true and accurate:

***THIS AGREEMENT IS SUBJECT TO THE GENERAL CONDITIONS ATTACHED
HERETO AND INCORPORATED HEREIN.***

***THIS AGREEMENT CONTAINS AN INDEMNIFICATION OF CERTAIN LIABILITIES
AND A WAIVER OF CONSULTANT'S TITLE 51 RCW IMMUNITY.***



IN WITNESS WHEREOF, The District and Consultant have executed this Agreement, effective the date of the last authorized signature below.

AGATHA CONSULTING:

SNOHOMISH REGIONAL FIRE AND RESCUE:

Signature: _____

Signature: _____

Name: _____

Kevin O'Brien, its Fire Chief

Title: _____

Date: _____

Date: _____

NEW BUSINESS - DISCUSSION

SNOHOMISH COUNTY FIRE DISTRICT #7

RESOLUTION #2020-19

A RESOLUTION TO SURPLUS THE OLD SCBA COMPRESSOR AND FILL STATION FROM STATION 72, AMBULANCE, COTS, BOOSTER PUMP, LAWN EDGER, GENERATORS, FAN, HOSE AND COMPUTERS

WHEREAS, Snohomish County Fire District 7 presently owns the equipment listed on the attached Exhibit A "Equipment and Apparatus:" and

WHEREAS, The District no longer has a need for the Equipment/Apparatus and the Equipment/Apparatus is surplus to the needs of the District;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Equipment and Apparatus is surplus to the needs of the District.
2. The Fire Chief or designee(s) is authorized to sell or otherwise dispose of the Equipment and Apparatus using commercially reasonable methods established by the Fire Chief or designee.

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH COUNTY FIRE DISTRICT #7 THIS 27th DAY OF AUGUST, 2020.

Rick Edwards, Commissioner

Troy Elmore, Commissioner

Randy Fay, Commissioner

Paul Gagnon, Commissioner

Jeff Schaub, Commissioner

William Snyder, Commissioner

Jim Steinruck, Commissioner

Roy Waugh, Commissioner

Randall Woolery, Commissioner

ATTEST:

District Secretary

EXHIBIT "A" EQUIPMENT/APPARATUS

Manufacture	Description	Dept. Tag Number/ID #
Bauer	SCBA Fill Station (station 72)	05391
Bauer	SCBA Compressor (station 72)	00613
Chevy	4X4 Ambulance #M9901	Vin 1GBJK34F7XF066765
Ferno	Cot	# L-89465
Ferno	Cot	# 07-039167
Ferno	Cot	# HH-68604
Wildfire Pacific	Pump w/booster Reel 18 hp	#A-0998
Troy Built	9 hp Lawn Edger	No Number
Honda	Generator EB2200X	D3 - 00001
Honda	Generator EM2200X	No Number
Honda	Generator EM2500	#ezcn1026720
Super Vac	Fan 718G4	No Number
Getac	Mobile Computer	REC39S0098
Getac	Mobile Computer	RD339S0326
Getac	Mobile Computer	RD239S0664
Getac	Mobile Computer	RE139S0186
Getac	Mobile Computer	RD339S0313
Getac	Mobile Computer	RD339S0374
HP	Elite Book Computer	2CE14326D6
HP	Elite Book Computer	2CE0360FDK
HP	Elite Book Computer	2CE309013T
HP	Elite Book Computer	2CE309013Y
HP	Elite Book Computer	2CE3171PV4

<u>1 3/4" Hose</u>			
03-08	08-147	06-65	88-91
01-44	08-145	08-39	88-41
06-28	04-40	06-62	03-14
08-16	98-21	04-82	08-69
08-10	98-20	87-52	13-10
08-22	08-11	88-88	98-06
08-26	08-17	93-32	08-18
06-36	06-63	90-28	98-03
08-25	08-41	97-12	98-33
04-43	06-69	05-01	08-59

NEW BUSINESS - ACTION

COMMITTEE REPORTS

OTHER MEETINGS ATTENDED

EXECUTIVE SESSION