



**COMMISSIONER
BOARD MEETING**

October 28, 2021

5:30 PM

**SRFR Station 31 Training Room
VIA BLUEJEANS**

**Snohomish Regional Fire & Rescue
WASHINGTON**

AGENDA



**BOARD OF FIRE COMMISSIONERS MEETING AGENDA
SNOHOMISH REGIONAL FIRE & RESCUE**

SRFR Station 31 Training Room/ Via Blue Jeans
163 Village Court, Monroe, WA 98272
October 28, 2021 1730 hours

CALL TO ORDER

PUBLIC COMMENT

UNION COMMENT

IAFF
Teamsters

CHIEF’S REPORT

CONSENT AGENDA

Approve Vouchers

Benefit Vouchers: 21-024434 to 21-02440; (\$1,032,539.98)
AP Vouchers: 21-02452 to 21-02528; (\$224,542.55)

Approval of Payroll

October 15, 2021 (\$2,993,710.34)

Approval of Minutes

Approve Regular Board Meeting Minutes –October 14, 2021
Approve Special Board Meeting Minutes – October 18, 2021

CORRESPONDENCE

OLD BUSINESS

Discussion

2022 Team Structure
2022 SCFD#5 ALS Agreement Draft

Action

Janitorial Contract
Resolution 2021-9: Surplus Vehicles and Equipment

NEW BUSINESS

Discussion

City of Sultan Fire Marshal ILA
MDC Laptop Lease Replacement

Action



COMMISSIONER COMMITTEE REPORTS

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

Committee	Chair	Last Mtg	Next
Mill Creek	Fay		TBD
Finance	Elmore	10/28/21	11/9/21
Contracts	Waugh	10/4/21	11/1/21
Capital Facilities	Snyder	9/20/21	TBD
Sno Cnty 911	Waugh	10/21/21	11/15/21
Leadership	Schaub	9/9/21	12/1/21
Sno-Isle Commr.	Fay	10/7/21	11/4/21
Revenue Planning		10/19/21	TBD

OTHER MEETINGS ATTENDED

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

GOOD OF THE ORDER

ATTENDANCE CHECK

Regular Commissioner Meeting November 9, 2021 at 1730 - Station 31 Training Room/BlueJeans

EXECUTIVE SESSION

RCW 42.30.110(1)(g), Review the performance of a public employee.

ADJOURNMENT

FIRE CHIEF REPORT



Tuesday, October 26, 2021

OPERATIONS

Significant Alarms

Snohomish Regional Fire & Rescue was dispatched to a hazardous materials incident in an industrial park. Responders arrived and safely determined that the unidentified gas leak was a cryogenic container "off gassing" as a normal function of the container. Units were placed back into service about 20 minutes later without issue.

Snohomish Regional Fire & Rescue was dispatched with South County Fire to a report of a vehicle off the roadway with injury. Units arrived on the scene to find a patient in a vehicle without breathing or a pulse. Patient care was established immediately by our first responders. The patient was pronounced deceased from injuries due to trauma. Authorities remained on the scene to conduct an accident investigation.

Snohomish Regional Fire & Rescue was dispatched to a cardiopulmonary resuscitation (CPR) in progress. Immediate high performance CPR and advanced life support measures were begun upon the arrival of first responders. The patient was transported to a local hospital after regaining spontaneous circulation during rescue efforts.

Fire Suppression / Special Operations

The Operations Division conducted two 'Chief's Inspection' Drills at Station 32 Delta and Station 76 Bravo shifts respectively. Both crews performed exceptionally well during these inspections.

Staff continue to work with Dr. Steve Knight of Fitch and Associates towards editing a rough draft of our Community Risk Assessment and Standard of Coverage document. It is the expectation that Dr. Knight and the team will present the complete document to the Board of Commissioners in November.

The Operations Division met with representatives of the First Watch System to orient themselves to the data platform that Snohomish Regional Fire & Rescue currently utilizes.

Emergency Medical Services

Staff are working on the procedure for daily COVID testing and the training that will go with training employees to administer the daily COVID tests.

Staff have been working on the Member Discipline Procedure and Policy 2-17. The policy will go to the Standards Committee for review.



EMS is working on gathering and sending Dr. Knight the Cares Data for 2017-2019.

The Deputy Chief of EMS and BC Kosiba presented Firefighter Steve Kuhlman a meritorious accommodation for his assistance to Mount Vernon Fire and the Citizens of Mount Vernon. Firefighter Kuhlman was shopping with his family in Mount Vernon when he witnessed a cardiac arrest in the Mount Vernon Safeway. Firefighter Kuhlman stepped in and assisted the Safeway Pharmacist with the resuscitation. He remained on scene and assisted Mount Vernon Fire until they had enough resources on scene. Thank you, Firefighter Kuhlman, for going above and beyond and representing Snohomish Regional Fire & Rescue in an extremely positive and professional manner.

Great news! In conjunction with our surrounding fire agencies and in compliance with the Department of Labor and Industries, we will very soon be implementing daily COVID testing for our firefighters. Additionally, after firefighters test negative, they may remove their masks in the fire station. This development will enhance safety for the public and our team while providing a huge morale booster for our responders.

Training

The Training Division has adjusted the timelines for hands on training to support frontline operations and is temporarily withholding on duty members from working as instructors or attending outside training while on duty.

SCFTA Recruit Class 21-02 has reached the halfway mark and conducted a portion of their live fire training at the Sky Valley Fire burn facility. The SRFR Company Officers and Recruits are working extremely hard and learning a lot.

The SRFR Class 21-01 Probationary Firefighters that are currently assigned to Operations are completing their second round of Training Division Evaluations and are proceeding well through their probationary process.

Human Resources and the Training Division concluded the Driver Operator Promotional Process on October 19th. Congratulations to the four candidates that completed the process and are eligible for promotion.

The second round of interviews for Entry Level Firefighter are being conducted October 25th - October 28th with the Chief's interview scheduled for the first week of December. The projected hire date is January 17, 2022.



Administration

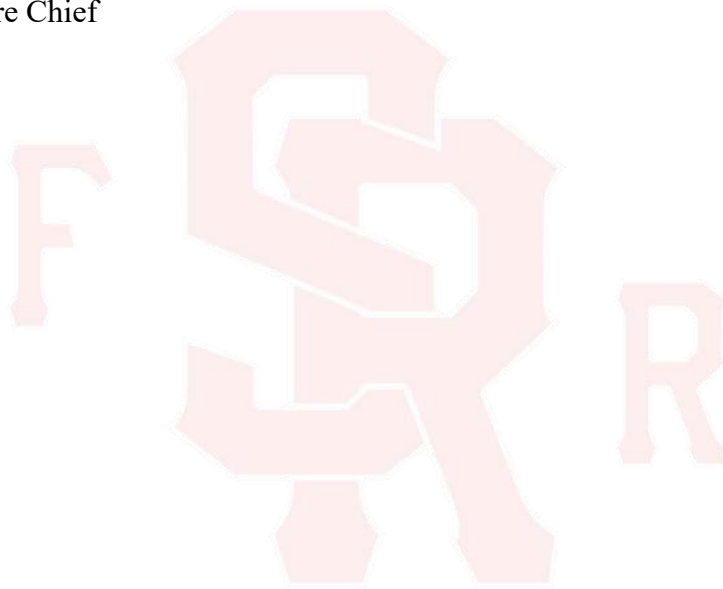
Throughout the week of 10/19 through 10/23 staff hosted three community meetings regarding the levy lid lift. Additionally, staff visited with the Monroe Senior Center and Lake Stevens Senior Center to discuss the levy lid lift.

10/20 through 10/23, Commissioners and staff attended the 2021 Washington Fire Commissioners Conference in Marysville.

10/26, staff met with leadership from the City of Monroe to discuss a potential partnership in response to mental health issues.

Thank you to our hard working team members for all you do for the communities we serve!

Kevin O'Brien, Fire Chief



CONSENT AGENDA

Snohomish County Fire District #7 Claims Voucher Fund Summary

10/25/2021

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
Fund: General Fund #001			
21-02443	HRA VEBA TRUST		909,869.82
21-02440	DEPARTMENT OF RETIREMENT SYSTEMS		95,551.50
Fund: General Fund #001 Total			1,005,421.32
Fund: Retirement Reserve #002			
21-02444	LEOFF TRUST		8,643.24
Fund: Retirement Reserve #002 Total			8,643.24
Fund: Shop #500			
21-02443	HRA VEBA TRUST		16,210.58
21-02440	DEPARTMENT OF RETIREMENT SYSTEMS		2,264.84
Fund: Shop #500 Total			18,475.42

Fund Summary

General Fund #001	1,005,421.32
Retirement Reserve #002	8,643.24
Shop #500	18,475.42
	1,032,539.98



Snohomish Regional Fire & Rescue, WA

Docket of Claims Register

APPKT00841 - 10/28/2021 Board Meeting - KP

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount	Distribution Amount
0020	AIR EXCHANGE, INC	91605679	Exhaust System Parts (Grabber, Hose C	Invoice	10/08/2021	Exhaust System Parts (Grabber, Hose C	001-507-522-50-48-00	688.84	688.84
0028	ALL BATTERY SALES AND SERVICE	300-10093046	Shop Supplies	Invoice	10/22/2021	Shop Supplies	500-511-522-60-31-05	309.43	309.43
2106	AMAZON CAPITAL SERVICES, INC	149T-WCQ4-7LJF	Brochure/Marketing Display Holder 6x	Invoice	10/07/2021	Brochure/Marketing Display Holder 6x	001-507-522-50-35-00	91.62	91.62
		14ML-6NLH-NK9L	Reciprocating Saw Blade (50pk) (x2)	Invoice	10/06/2021	Reciprocating Saw Blade (50pk) (x2)	001-504-522-20-48-02	383.76	383.76
		1FCC-NFXQ-M1FV	Prof.Grđ Electrcl Tape (Red,Brwn,Greer	Invoice	10/20/2021	Prof.Grđ Electrcl Tape (Red,Brwn,Greer	001-504-522-20-31-01	60.22	60.22
		1G3W-LP66-C44R	Zip Ties (1,000pk) (x2), Caulk Saving Ca	Invoice	10/23/2021	Zip Ties (1,000pk) (x2), Caulk Saving Ca	001-507-522-50-48-00	67.88	67.88
		1Q9X-LJYL-7HPR	2-Shelf Utility/Service Cart (x2)	Invoice	10/23/2021	2-Shelf Utility/Service Cart (x2)	001-507-522-50-35-00	237.14	237.14
		1XPD-1K3J-M76R	Water Filters (Drinking/Bottle Filling Fc	Invoice	10/22/2021	Water Filters (Drinking/Bottle Filling Fc	001-507-522-50-31-00	124.51	124.51
		1YWP-PT96-H3MT	Hex Shank Twist Drill Bit Set (x3)	Invoice	10/19/2021	Hex Shank Twist Drill Bit Set (x3)	001-507-522-50-35-00	29.79	29.79
0034	AMERIZORB RECOVERY	13305	Throw & Go Professional Absorbent (p	Invoice	10/14/2021	Throw & Go Professional Absorbent (p	001-504-522-20-31-01	2,119.99	2,119.99
1881	APPLIANCE MECHANIC	19209	Dishwasher Service Call/Repair (OWI S	Invoice	09/16/2021	Dishwasher Service Call/Repair (OWI S	001-507-522-50-48-00	229.32	229.32
		19739	Refrigerator Servc Call/Repair (Relay Ki	Invoice	10/25/2021	Refrigerator Servc Call/Repair (Relay Ki	001-507-522-50-48-00	299.76	299.76
0040	ARAMARK UNIFORM SERVICES	656000125202	Uniform/Laundry Services - Shop	Invoice	10/14/2021	Uniform/Laundry Services - Shop	500-511-522-60-41-04	83.29	83.29
		656000125204	Floor Mat & Mop Supply Services - ST :	Invoice	10/14/2021	Floor Mat & Mop Supply Services - ST :	001-507-522-50-41-00	16.39	16.39
		656000128387	Uniform/Laundry Services - Shop	Invoice	10/21/2021	Uniform/Laundry Services - Shop	500-511-522-60-41-04	80.98	80.98
1523	AT&T MOBILITY LLC	287289300744X10162021	Test Modem Data Plan	Invoice	10/08/2021	Test Modem Data Plan	001-513-522-10-42-00	46.71	46.71
1971	B&H FIRE AND SECURITY	3820	Fire Alarm Panel Service Call - ST 33	Invoice	10/14/2021	Fire Alarm Panel Service Call - ST 33	001-507-522-50-48-00	226.38	226.38
0058	BICKFORD MOTORS INC.	1206623	Shop Parts	Invoice	10/05/2021	Shop Parts	500-511-522-60-34-01	308.87	308.87
		1206811	Shop Parts	Invoice	10/07/2021	Shop Parts	500-511-522-60-34-01	145.16	145.16
		1206827	Shop Parts	Invoice	10/07/2021	Shop Parts	500-511-522-60-34-01	50.22	50.22
		1206829	Shop Parts	Invoice	10/07/2021	Shop Parts	500-511-522-60-34-01	330.26	330.26
		1206860	Shop Parts	Invoice	10/07/2021	Shop Parts	500-511-522-60-34-01	23.16	23.16

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
0073	BRAUN NORTHWEST INC	21-02461					307.96
	31444	Shop Parts	Invoice	09/10/2021	Shop Parts	500-511-522-60-34-01	71.44
	31623	Shop Parts	Invoice	09/30/2021	Shop Parts	500-511-522-60-34-01	180.83
	31624	Shop Parts	Invoice	09/30/2021	Shop Parts	500-511-522-60-34-01	55.69
0074	BRENDAN GRACE	21-02462					634.50
	INV06838	Tuition Reimbursement - MAT 1302	Invoice	10/11/2021	Tuition Reimbursement - MAT 1302	001-506-522-45-49-10	634.50
1913	CANON FINANCIAL SERVICES INC	21-02463					588.71
	27478528	Copier Machine Lease - Sonya	Invoice	10/12/2021	Copier Machine Lease - Sonya	001-512-522-10-45-00	36.78
	27478530	Copier Machine Lease - ST 83	Invoice	10/12/2021	Copier Machine Lease - ST 83	001-512-522-10-45-00	36.18
	27511867	Copier Machine Lease - ST 82 Admin	Invoice	10/12/2021	Copier Machine Lease - ST 82 Admin	001-512-522-10-45-00	218.47
	27511868	Copier Machine Lease - ST 82	Invoice	10/12/2021	Copier Machine Lease - ST 82	001-512-522-10-45-00	36.58
	27511869	Copier Machine Lease - ST 81	Invoice	10/12/2021	Copier Machine Lease - ST 81	001-512-522-10-45-00	36.58
	27525860	Copier Machine Lease - Admin POD	Invoice	10/13/2021	Copier Machine Lease - Admin POD	001-512-522-10-45-00	224.12
0094	CDW GOVERNMENT LLC	21-02464					6,118.32
	L451373	Lenovo Premier Support/Protect Bund	Invoice	09/29/2021	Lenovo Premier Support/Protect Bund	001-513-522-10-49-04	82.69
	M156857	SonicWall Network Security Mgmt Lic	Invoice	10/13/2021	SonicWall Network Security Mgmt Lic	001-513-522-10-49-04	6,035.63
0096	CENTRAL WELDING SUPPLY	21-02465					190.40
	SP 877893	Oxygen Cylinder Exchange/Re-Fill (x17,	Invoice	10/21/2021	Oxygen Cylinder Exchange/Re-Fill (x17	001-509-522-20-45-00	190.40
0103	CHMELIK SITKIN & DAVIS P.S.	21-02466					4,015.00
	107162	Attorney Services	Invoice	09/30/2021	Attorney Services	001-512-522-10-41-03	4,015.00
2140	COMPLETE THREAT PREPAREDNE	21-02467					17,650.08
	0207	CovClear Rapid Test Kit (COVID-19) (x1,	Invoice	10/12/2021	CovClear Rapid Test Kit (COVID-19) (x1	001-507-522-50-31-00	17,650.08
0156	DEPT. GRAPHICS	21-02468					4,183.38
	11311	Apparatus Placard Inserts (R&R) - Nort	Invoice	08/26/2021	Apparatus Placard Inserts (R&R) - Nort	001-512-522-10-49-06	905.85
	11364	Apparatus Graphics/Decal Installations	Invoice	10/12/2021	Apparatus Graphics/Decal Installations	001-512-522-10-49-06	3,277.53
1875	ELECTRONIC BUSINESS MACHINE	21-02469					70.43
	AR203825	Copier Machine Usage - Admin POD	Invoice	10/19/2021	Copier Machine Usage - Admin POD	001-502-522-10-31-00	70.43
0178	EMERALD SERVICES, INC	21-02470					59.15
	87287925	Hazardous Materials Disposal (Shop)	Invoice	09/29/2021	Hazardous Materials Disposal (Shop)	500-511-522-60-41-03	59.15
0182	EMERGENT RESPIRATORY	21-02471					430.00
	35006941	CPAP Machine Supplies - ST 82	Invoice	10/13/2021	CPAP Machine Supplies - ST 82	001-509-522-30-31-02	430.00
1677	ESO SOLUTIONS, INC	21-02472					782.42
	ESO-61093	Medical Director Oversight/Umbrella /	Invoice	09/15/2021	Medical Director Oversight/Umbrella /	001-509-522-20-49-02	782.42
1642	EVERGREEN POWER SYSTEMS, IN	21-02473					2,262.51
	31787	Remove & Replace 2 HID Lgths w/ LED	Invoice	10/21/2021	Remove & Replace 2 HID Lgths w/ LED	001-507-522-50-48-00	1,180.44
	31824	Remove & Replace New Pole Luminari	Invoice	10/25/2021	Remove & Replace New Pole Luminari	001-507-522-50-48-00	1,082.07

Docket of Claims Register

APPKT00841 - 10/28/2021 Board Meeting - KP

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
0226	GALLS, LLC - DBA BLUMENTHAL U	21-02474					3,885.36
	018950430	SRFR Uniform T-Shirts (x10)	Invoice	07/30/2021	SRFR Uniform T-Shirts (x10)	001-512-522-10-49-06	194.01
	019427383	Name Plate	Invoice	10/01/2021	Name Plate	001-504-522-20-31-07	19.66
	019442621	Name Plate	Invoice	10/05/2021	Name Plate	001-504-522-20-31-07	17.30
	019442664	Blank Embroiderable Patch - Dark Navy	Invoice	10/05/2021	Blank Embroiderable Patch - Dark Navy	001-504-522-20-31-07	185.28
	019452616	Uniform Metal Badge (SRFR)	Invoice	10/05/2021	Uniform Metal Badge (SRFR)	001-512-522-10-49-06	104.78
	019463054	Duty Boots	Invoice	10/07/2021	Duty Boots	001-504-522-20-31-07	221.30
	019463063	Class A Bell Cap	Invoice	10/07/2021	Class A Bell Cap	001-504-522-20-31-07	62.12
	019463079	Softshell Fleece Jacket	Invoice	10/07/2021	Softshell Fleece Jacket	001-504-522-20-31-07	182.55
	019481248	Quarter Boots	Invoice	10/08/2021	Quarter Boots	001-504-522-20-31-07	171.44
	019485403	Softshell Fleece Jacket, Firefighter Pant	Invoice	10/11/2021	Softshell Fleece Jacket, Firefighter Pant	001-504-522-20-31-07	422.80
	019517231	Uniform Metal Badge (SRFR) (x22)	Invoice	10/13/2021	Uniform Metal Badge (SRFR) (x22)	001-512-522-10-49-06	2,304.12
0238	GRAINGER	21-02475					1,450.04
	9084502773	Station Operating Supplies	Invoice	10/13/2021	Station Operating Supplies	001-507-522-50-31-00	263.59
	9084772475	Station Operating Supplies & Sm.Tools	Invoice	10/13/2021	Garden Hose/Water Nozzle - ST 83	001-507-522-50-31-00	39.48
					Station Operating Supplies	001-507-522-50-31-00	276.94
	9089932066	Station Operating Supplies	Invoice	10/18/2021	Station Operating Supplies	001-507-522-50-31-00	224.41
	9097830146	Station Operating Supplies	Invoice	10/25/2021	Station Operating Supplies	001-507-522-50-31-00	263.59
	9098158356	Station Operating Supplies	Invoice	10/25/2021	Station Operating Supplies	001-507-522-50-31-00	259.59
	9098337984	Toilet Hndle Assmbly/Manual Flush Va	Invoice	10/25/2021	Toilet Hndle Assmbly/Manual Flush Va	001-507-522-50-48-00	122.44
1660	HARBORVIEW INVESTMENT LTD	21-02476					1,970.00
	11/2021	Paramedic School Rent (#2-702) - Nove	Invoice	11/01/2021	Paramedic School Rent (#2-702) - MO	001-506-522-45-49-37	1,970.00
2105	HD SUPPLY MAINTENANCE SOLU	21-02477					191.29
	9196709545	Pressure Assist Flushing System - ST 82	Invoice	10/21/2021	Pressure Assist Flushing System - ST 82	001-507-522-50-48-00	191.29
0252	HEALTHFORCE PARTNERS INC.	21-02478					7,815.00
	20274	Pre-Employment/New Hire Physicals	Invoice	09/30/2021	Pre-Employment/New Hire Physicals	001-510-522-20-41-06	7,815.00
0258	HILL STREET CLEANERS	21-02479					276.54
	6820	Alterations & Patch Replacements (SRF	Invoice	10/01/2021	Uniform Alterations	001-504-522-20-31-07	148.65
					Uniform Patch Replacements (SRFR)	001-512-522-10-49-06	127.89
0277	ISOUTSOURCE	21-02480					20,476.60
	CW258235	Monthly Software Fees/Monitoring Se	Invoice	10/13/2021	Monthly Software Fees/Monitoring Se	001-513-522-10-41-04	1,294.11
	CW258436	IT Services	Invoice	10/15/2021	IT Services	001-513-522-10-41-04	19,182.49
1910	JUDD & BLACK ELECTRIC INC	21-02481					2,180.85
	8726485-2	Refrigerator - ST 74	Invoice	10/15/2021	Refrigerator - ST 74	001-507-522-50-35-00	2,180.85
0328	KOOL CHANGE PRINTING INC.	21-02482					389.37
	46865	SRFR Business Cards	Invoice	07/16/2021	SRFR Business Cards	001-512-522-10-49-06	309.12
	46978	SRFR Business Cards	Invoice	07/30/2021	SRFR Business Cards	001-512-522-10-49-06	80.25
0330	KROESEN'S UNIFORM COMPANY	21-02483					42.58
	65316	Lab Coat/Uniform Smock (Paramedica	Invoice	10/06/2021	Lab Coat/Uniform Smock (Paramedica	001-506-522-45-49-37	42.58

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
1954	LAKE STEVENS ATHLETIC CLUB 47667	21-02484 Monthly Gym Membership (November	Invoice	10/22/2021	Monthly Gym Membership (November	001-510-522-20-49-00	107.91 107.91
0339	LES SCHWAB WAREHOUSE CENTI 32500955573	21-02485 Shop Parts	Invoice	10/06/2021	Shop Parts	500-511-522-60-34-01	46.99 46.99
0348	LIZ LOOMIS PUBLIC AFFAIRS SRF-1021 SRF-1023	21-02486 Public Affairs Support/Marketing (Sept Public Affairs Support/Marketing (Augu	Invoice Invoice	10/11/2021 10/15/2021	Public Affairs Support/Marketing (Sept Public Affairs Support/Marketing (Augu	001-502-522-10-41-01 001-502-522-10-41-01	10,027.36 5,013.68 5,013.68
0349	LN CURTIS & SONS INV529420	21-02487 Custom Struct. Fire Helmt (G.Guptill) -	Invoice	09/24/2021	Custom Struct. Fire Helmt (G.Guptill) -	303-504-522-20-35-04	320.47 320.47
0352	LOWE'S 909849 910606 910806 922026 922479	21-02488 Paint Roller Kit,Paint Roller Covers,Pair Heavy Duty/Industrial Garden Hose, Li Drywall Compnd,Mud Pan,Marking Pai Shop Parts Shop Parts	Invoice Invoice Invoice Invoice Invoice	10/01/2021 09/03/2021 09/28/2021 09/27/2021 09/16/2021	Paint Roller Kit,Paint Roller Covers,Pair Heavy Duty/Industrial Garden Hose Light Bulbs Drywall Compnd,Mud Pan,Marking Pai Shop Parts Shop Parts	001-507-522-50-48-00 001-507-522-50-35-00 001-507-522-50-31-00 001-507-522-50-48-00 500-511-522-60-34-01 500-511-522-60-34-01	249.51 29.51 78.46 42.92 74.58 21.77 2.27
2139	MASTER ELECTRIC CO., INC. SD35999 SD36413	21-02489 Corridor & Elevator Light/Electrical Rej Ballast (7) & Light Bulb (11) Replaceme	Invoice Invoice	08/30/2021 09/24/2021	Corridor & Elevator Light/Electrical Rej Ballast (7) & Light Bulb (11) Replaceme	001-507-522-50-48-00 300-507-522-50-48-00 001-507-522-50-48-00 300-507-522-50-48-00	1,698.53 63.78 361.40 191.00 1,082.35
2011	NORTHWEST FIBER, LLC NB-OCTNOV21 ST71-OCTNOV21 ST73-OCTNOV21	21-02490 Phone Services - ST 81, 82, 83, HQ Fax & Alarm Services - ST 71 Fax & Alarm Services - ST 73	Invoice Invoice Invoice	10/16/2021 10/14/2021 10/10/2021	Phone Services - ST 81, 82, 83, HQ Fax & Alarm Services - ST 71 Fax & Alarm Services - ST 73	001-513-522-50-42-01 001-513-522-50-42-01 001-513-522-50-42-01	1,659.68 1,111.70 208.03 339.95
0424	NORTHWEST SAFETY CLEAN 21-30846 21-30993	21-02491 Bunker Gear Cleaning/Repairs/Alteratr Bunker Gear Cleaning, Repairs & Alterz	Invoice Invoice	10/04/2021 10/19/2021	Bunker Gear Cleaning, Repairs & Alterz Bunker Gear Remove/Replace Logo (SF Bunker Gear Cleaning, Repairs & Alterz	001-504-522-20-48-11 001-512-522-10-49-06 001-504-522-20-48-11	2,575.77 1,526.72 479.77 569.28
0434	OFFICE DEPOT 204887841001 204913057001	21-02492 Post-It Sticky Notes (6pk) (x5) Wireless Phone Headset (Front Desk)	Invoice Invoice	10/12/2021 10/12/2021	Post-It Sticky Notes (6pk) (x5) Wireless Phone Headset (Front Desk)	001-502-522-10-31-00 001-513-522-10-35-00	129.89 25.05 104.84
0483	PUGET SOUND ENERGY ST76-SEPOCT21	21-02493 Natural Gas - ST 76	Invoice	10/19/2021	Natural Gas - ST 76	001-507-522-50-47-03	141.99 141.99
0483	PUGET SOUND ENERGY ST74-SEPOCT21	21-02494 Natural Gas - ST 74	Invoice	10/14/2021	Natural Gas - ST 74	001-507-522-50-47-03	180.33 180.33
0483	PUGET SOUND ENERGY ST31-SEPOCT21	21-02495 Natural Gas - ST 31	Invoice	10/07/2021	Natural Gas - ST 31	001-507-522-50-47-03	36.11 36.11

Docket of Claims Register

APPKT00841 - 10/28/2021 Board Meeting - KP

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
0483	PUGET SOUND ENERGY	21-02496					108.13
	ST82-SEPOCT21	Natural Gas - ST 82	Invoice	10/06/2021	Natural Gas - ST 82	001-507-522-50-47-03	108.13
0483	PUGET SOUND ENERGY	21-02497					173.91
	ST72-SEPOCT21	Natural Gas - ST 72	Invoice	10/19/2021	Natural Gas - ST 72	001-507-522-50-47-03	173.91
0483	PUGET SOUND ENERGY	21-02498					154.27
	ST77-SEPOCT21	Natural Gas - ST 77	Invoice	10/19/2021	Natural Gas - ST 77	001-507-522-50-47-03	154.27
0483	PUGET SOUND ENERGY	21-02499					130.76
	ST73-SEPOCT21	Natural Gas - ST 73	Invoice	10/14/2021	Natural Gas - ST 73	001-507-522-50-47-03	130.76
0483	PUGET SOUND ENERGY	21-02500					144.30
	ST71-SEPOCT21	Natural Gas - ST 71	Invoice	10/15/2021	Natural Gas - ST 71	001-507-522-50-47-03	144.30
0483	PUGET SOUND ENERGY	21-02501					131.72
	ST33-SEPOCT21	Natural Gas - ST 33	Invoice	10/13/2021	Natural Gas - ST 33	001-507-522-50-47-03	131.72
0483	PUGET SOUND ENERGY	21-02502					205.56
	ADMIN-SEPOCT21	Natural Gas - Admin Bldg	Invoice	10/07/2021	Natural Gas - Admin Bldg	001-507-522-50-47-03	30.83
						300-507-522-50-47-00	174.73
0483	PUGET SOUND ENERGY	21-02503					35.87
	ST82STOR-SEPOCT21	Natural Gas - ST 82 Storage	Invoice	10/06/2021	Natural Gas - ST 82 Storage	001-507-522-50-47-03	35.87
0483	PUGET SOUND ENERGY	21-02504					87.64
	ST81-SEPOCT21	Natural Gas - ST 81	Invoice	10/06/2021	Natural Gas - ST 81	001-507-522-50-47-03	87.64
0499	RICE FERGUS MILLER	21-02505					45,619.80
	2019118.00-012	Capital Facilities Planning - Statns Plan	Invoice	10/12/2021	Capital Facilities Planning - Statns Plan	300-507-594-50-62-01	24,800.34
	2020053.00-009	Capital Facilities Planning - ST83 Dsgn/	Invoice	10/12/2021	Capital Facilities Planning - ST83 Dsgn/	300-507-594-50-62-01	20,819.46
0501	RICOH USA, INC.	21-02506					512.37
	105505822	Copier Machine - ST 71	Invoice	10/11/2021	Copier Machine Lease - ST 71	001-512-522-10-45-00	319.07
						001-502-522-10-31-00	193.30
1536	SNOHOMISH COUNTY FIRE DISTF	21-02507					16,964.42
	6348	Annexation Filing Fee (Parcel 2706270)	Invoice	10/07/2021	Annexation Filing Fee (Parcel 2706270)	001-502-522-10-41-01	50.00
	6350	2021 Levy Mailer Postage	Invoice	10/11/2021	2021 Levy Mailer Postage	001-515-522-30-42-01	13,876.16
	6351	EMS Transport Refund	Invoice	10/21/2021	EMS Transport Refund	001-509-589-26-49-00	80.12
	6352	EMS Transport Refund	Invoice	10/21/2021	EMS Transport Refund	001-509-589-26-49-00	1,017.24
	6353	EMS Transport Refund	Invoice	10/21/2021	EMS Transport Refund	001-509-589-26-49-00	544.94
	6354	EMS Transport Refund	Invoice	10/21/2021	EMS Transport Refund	001-509-589-26-49-00	462.26
	6356	EMS Transport Refund	Invoice	10/21/2021	EMS Transport Refund	001-509-589-26-49-00	266.64
	6357	EMS Transport Refund	Invoice	10/21/2021	EMS Transport Refund	001-509-589-26-49-00	667.06
0565	SNOHOMISH COUNTY PUD	21-02508					1,276.56
	148536494	Electricity - ST 31	Invoice	10/18/2021	Electricity - ST 31	001-507-522-50-47-01	1,276.56
0565	SNOHOMISH COUNTY PUD	21-02509					655.62
	135387357	Electricity & Water - ST 81	Invoice	10/13/2021	Electricity - ST 81	001-507-522-50-47-01	540.90
					Water - ST 81	001-507-522-50-47-02	114.72

Docket of Claims Register

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0565	SNOHOMISH COUNTY PUD 122177723	21-02510 Electricity - ST 73	Invoice	10/15/2021	Electricity - ST 73	001-507-522-50-47-01	214.66 214.66
0565	SNOHOMISH COUNTY PUD 148536495	21-02511 Electricity - Admin Bldg	Invoice	10/18/2021	Electricity - Admin Bldg	001-507-522-50-47-01 300-507-522-50-47-00	1,101.80 165.27 936.53
0565	SNOHOMISH COUNTY PUD 132080083	21-02512 Electricity - ST 77	Invoice	10/13/2021	Electricity - ST 77	001-507-522-50-47-01	264.37 264.37
0565	SNOHOMISH COUNTY PUD 132076518	21-02513 Electricity - ST 76	Invoice	10/07/2021	Electricity - ST 76	001-507-522-50-47-01	278.56 278.56
0565	SNOHOMISH COUNTY PUD 115561197	21-02514 Electricity & Water - ST 82	Invoice	10/15/2021	Electricity - ST 82 Water - ST 82	001-507-522-50-47-01 001-507-522-50-47-02	1,107.68 902.46 205.22
0565	SNOHOMISH COUNTY PUD 108963938	21-02515 Electricity - ST 82 Storage	Invoice	10/13/2021	Electricity - ST 82 Storage	001-507-522-50-47-01	18.47 18.47
0565	SNOHOMISH COUNTY PUD 118859578	21-02516 Electricity - ST 72	Invoice	10/13/2021	Electricity - ST 72	001-507-522-50-47-01	387.31 387.31
1935	SNOHOMISH VALLEY ROOFING IN 26290 26387	21-02517 Dumpster Rntl (17yrd) - ST82 Storage E Dumpster Rntl (17yrd) - ST82 Storage E	Invoice Invoice	10/06/2021 10/20/2021	Dumpster Rntl (17yrd) - ST82 Storage E Dumpster Rntl (17yrd) - ST82 Storage E	001-507-522-50-48-00 001-507-522-50-48-00	1,085.20 548.95 536.25
0569	SOUND PUBLISHING, INC 8038557	21-02518 Newspaper Legal Notice Posting (Anne	Invoice	09/30/2021	Newspaper Legal Notice Posting (Anne	001-502-522-10-44-00	64.40 64.40
2057	SPRAGUE PEST SOLUTIONS 4619573 4619575 4619578 4619579 4619580 4619581 4619582 4619583 4645272 4645280 4645285	21-02519 Monthly Pest Control Services - ST 74 Pest Control Perimeter Services (Trianr Monthly Pest Control Services - ST 82 Pest Control Perimeter Services (Trianr Monthly Pest Control Services - ST 83 Pest Control Perimeter Services (Trianr Monthly Pest Control Services - ST 81 Pest Control Perimeter Services (Trianr Monthly Pest Control Services - Admin Monthly Pest Control Services - ST 76 Monthly Pest Control Services - ST 31	Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	09/28/2021 09/28/2021 09/27/2021 09/27/2021 09/27/2021 09/27/2021 09/27/2021 09/27/2021 10/04/2021 10/05/2021 10/04/2021	Monthly Pest Control Services - ST 74 Pest Control Perimeter Services (Trianr Monthly Pest Control Services - ST 82 Pest Control Perimeter Services (Trianr Monthly Pest Control Services - ST 83 Pest Control Perimeter Services (Trianr Monthly Pest Control Services - ST 81 Pest Control Perimeter Services (Trianr Monthly Pest Control Services - Admin Monthly Pest Control Services - ST 76 Monthly Pest Control Services - ST 31	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	1,067.86 90.09 109.20 89.93 109.00 90.09 109.20 89.93 109.00 13.53 76.64 91.08 90.17
1634	STRYKER SALES CORPORATION 3521879M	21-02520 SMRT Power Kit (Stretcher Charger Pac	Invoice	09/17/2021	SMRT Power Kit (Stretcher Charger Pac	001-509-522-20-35-00	1,205.86 1,205.86

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
2073	TARGET SOLUTIONS LEARNING L	21-02521					1,736.53
	INV34907	CrewSense Pro Monthly Subscription (Invoice	11/01/2021	CrewSense Pro Monthly Subscription (001-513-522-10-49-04	408.45
	INV34912	CrewSense Pro Support Plan (LSF)	Invoice	11/01/2021	CrewSense Pro Support Plan (LSF)	001-513-522-10-49-04	99.99
	INV34924	CrewSense Pro Monthly Subscrptn & P	Invoice	11/01/2021	CrewSense Pro Monthly Subscrptn & P	001-513-522-10-49-04	1,228.09
1645	TELEFLEX, LLC	21-02522					1,349.58
	9504561637	Medical Supplies	Invoice	10/11/2021	Medical Supplies	001-509-522-30-31-02	676.83
	9504573461	Medical Supplies	Invoice	10/13/2021	Medical Supplies	001-509-522-30-31-02	672.75
2143	TULALIP RESORT CASINO	21-02523					22,000.00
	2022 AWARDS BANQUET	2022 Awards Banquet Hall Room Rese	Invoice	10/15/2021	2022 Awards Banquet Hall Room Rese	001-502-522-10-49-07	22,000.00
0631	VERATHON MEDICAL	21-02524					419.20
	80373348	Medical Supplies	Invoice	10/20/2021	Medical Supplies	001-509-522-30-31-02	419.20
0633	VERIZON WIRELESS SERVICES LLC	21-02525					3,511.60
	9890687528	District Mifi Plans	Invoice	10/15/2021	District Mifi Plans	001-513-522-10-42-00	3,511.60
0633	VERIZON WIRELESS SERVICES LLC	21-02526					2,950.14
	9890687529	District Cell Phones	Invoice	10/15/2021	District Cell Phones - Fire	001-513-522-10-42-00	2,781.62
					District Cell Phones - Shop	500-511-522-60-42-00	168.52
0579	WASHINGTON STATE AUDITOR'S	21-02527					836.94
	L144584	Accountability & Local Common Syster	Invoice	10/12/2021	Accountability & Local Common Syster	001-512-522-10-41-12	836.94
2129	WEX BANK	21-02528					19,642.75
	74574878	Fuel	Invoice	09/30/2021	Fuel - EMS	500-511-522-60-32-00	9,713.43
					Fuel - Shop	500-511-522-60-32-00	215.90
					Fuel - Suppression	500-511-522-60-32-00	9,713.42
Total Claims: 77						Total Payment Amount:	224,542.55

Snohomish County Fire District #7

10/27/2021

Claims Voucher Summary

Page 1 of 3

Fund: Shop #500

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
21-02452	AIR EXCHANGE, INC		688.84
21-02453	ALL BATTERY SALES AND SERVICE		309.43
21-02454	AMAZON CAPITAL SERVICES, INC		994.92
21-02455	AMERIZORB RECOVERY		2,119.99
21-02456	APPLIANCE MECHANIC		529.08
21-02457	ARAMARK UNIFORM SERVICES		180.66
21-02458	AT&T MOBILITY LLC		46.71
21-02459	B&H FIRE AND SECURITY		226.38
21-02460	BICKFORD MOTORS INC.		857.67
21-02461	BRAUN NORTHWEST INC		307.96
21-02462	BRENDAN GRACE		634.50
21-02463	CANON FINANCIAL SERVICES INC		588.71
21-02464	CDW GOVERNMENT LLC		6,118.32
21-02465	CENTRAL WELDING SUPPLY		190.40
21-02466	CHMELIK SITKIN & DAVIS P.S.		4,015.00
21-02467	COMPLETE THREAT PREPAREDNESS		17,650.08
21-02468	DEPT. GRAPHICS		4,183.38
21-02469	ELECTRONIC BUSINESS MACHINES		70.43
21-02470	EMERALD SERVICES, INC		59.15
21-02471	EMERGENT RESPIRATORY		430.00
21-02472	ESO SOLUTIONS, INC		782.42
21-02473	EVERGREEN POWER SYSTEMS, INC		2,262.51
21-02474	GALLS, LLC - DBA BLUMENTHAL UNIFORM		3,885.36
21-02475	GRAINGER		1,450.04
21-02476	HARBORVIEW INVESTMENT LTD		1,970.00
21-02477	HD SUPPLY MAINTENANCE SOLUTIONS		191.29
21-02478	HEALTHFORCE PARTNERS INC.		7,815.00
21-02479	HILL STREET CLEANERS		276.54
21-02480	ISOUTSOURCE		20,476.60
21-02481	JUDD & BLACK ELECTRIC INC		2,180.85
21-02482	KOOL CHANGE PRINTING INC.		389.37

Page Total

81,881.59

Cumulative Total

81,881.59

Snohomish County Fire District #7

10/27/2021

Claims Voucher Summary

Page 2 of 3

Fund: Shop #500

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
21-02483	KROESEN'S UNIFORM COMPANY		42.58
21-02484	LAKE STEVENS ATHLETIC CLUB		107.91
21-02485	LES SCHWAB WAREHOUSE CENTER		46.99
21-02486	LIZ LOOMIS PUBLIC AFFAIRS		10,027.36
21-02487	LN CURTIS & SONS		320.47
21-02488	LOWE'S		249.51
21-02489	MASTER ELECTRIC CO., INC.		1,698.53
21-02490	NORTHWEST FIBER, LLC		1,659.68
21-02491	NORTHWEST SAFETY CLEAN		2,575.77
21-02492	OFFICE DEPOT		129.89
21-02493	PUGET SOUND ENERGY		141.99
21-02494	PUGET SOUND ENERGY		180.33
21-02495	PUGET SOUND ENERGY		36.11
21-02496	PUGET SOUND ENERGY		108.13
21-02497	PUGET SOUND ENERGY		173.91
21-02498	PUGET SOUND ENERGY		154.27
21-02499	PUGET SOUND ENERGY		130.76
21-02500	PUGET SOUND ENERGY		144.30
21-02501	PUGET SOUND ENERGY		131.72
21-02502	PUGET SOUND ENERGY		205.56
21-02503	PUGET SOUND ENERGY		35.87
21-02504	PUGET SOUND ENERGY		87.64
21-02505	RICE FERGUS MILLER		45,619.80
21-02506	RICOH USA, INC.		512.37
21-02507	SNOHOMISH COUNTY FIRE DISTRICT 7		16,964.42
21-02508	SNOHOMISH COUNTY PUD		1,276.56
21-02509	SNOHOMISH COUNTY PUD		655.62
21-02510	SNOHOMISH COUNTY PUD		214.66
21-02511	SNOHOMISH COUNTY PUD		1,101.80
21-02512	SNOHOMISH COUNTY PUD		264.37
21-02513	SNOHOMISH COUNTY PUD		278.56

Page Total 85,277.44

Cumulative Total 167,159.03

Snohomish County Fire District #7 Claims Voucher Summary

10/27/2021

Page 3 of 3

Fund: Shop #500

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
21-02514	SNOHOMISH COUNTY PUD		1,107.68
21-02515	SNOHOMISH COUNTY PUD		18.47
21-02516	SNOHOMISH COUNTY PUD		387.31
21-02517	SNOHOMISH VALLEY ROOFING INC		1,085.20
21-02518	SOUND PUBLISHING, INC		64.40
21-02519	SPRAGUE PEST SOLUTIONS		1,067.86
21-02520	STRYKER SALES CORPORATION		1,205.86
21-02521	TARGET SOLUTIONS LEARNING LLC		1,736.53
21-02522	TELEFLEX, LLC		1,349.58
21-02523	TULALIP RESORT CASINO		22,000.00
21-02524	VERATHON MEDICAL		419.20
21-02525	VERIZON WIRELESS SERVICES LLC		3,511.60
21-02526	VERIZON WIRELESS SERVICES LLC		2,950.14
21-02527	WASHINGTON STATE AUDITOR'S OFFICE		836.94
21-02528	WEX BANK		19,642.75

Page Total 57,383.52

Cumulative Total 224,542.55



Payroll Summary and Authorization Form for the:

10/15/2021 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 Regional Fire & Rescue

Direct Deposits: \$2,028,191.07

Paper Checks: \$132,161.23

Taxes: \$833,358.04

Allowed in the sum of: \$2,993,710.34

Reviewed by: Denise Mattern

District Administrative Coordinator

Prepared by: Jessica Ober

Payroll Specialist

Approved by Commissioners:



**BOARD OF FIRE COMMISSIONERS MEETING MINUTES
SNOHOMISH REGIONAL FIRE & RESCUE**

SRFR Station 31 Training Room/ Via Blue Jeans
163 Village Court, Monroe, WA 98272
October 14, 2021 1730 hours

CALL TO ORDER: Chairman Waugh called the meeting to order at 1730 hours, in attendance were Commissioner Edwards, Commissioner Elmore, Commissioner Fay, and Commissioner Steinruck. In attendance via video were Commissioner Gagnon, Commissioner Schaub; Commissioner Snyder and Commissioner Woolery.

PUBLIC COMMENT: Multiple comments from department members and private citizens regarding the Governor of Washington's Proclamation #21-14 and its vaccine mandate.

UNION COMMENT

IAFF: President McConnell explained the MOU being presented to the Board of Commissioners at this meeting is to address the impacts of the mandate that has been issued by Governor Inslee. The MOU is specifically for the resolution of impact bargaining of Policy 921 and Proclamation 21-14.

Teamsters: None

CHIEF'S REPORT: As presented.

CONSENT AGENDA

Approve Vouchers

Benefit Vouchers: 21-02253 to 21-02258; (\$152,086.15)

Benefit Vouchers: 21-02421 to 21-02438; (\$454,137.67)

AP Voucher: 21-02250; (\$23,512.96)

AP Vouchers: 21-02259 to 21-02419; (\$436,042.30)

Approval of Payroll

September 30, 2021 (\$1,240,643.45)

Approval of Minutes

Approve Regular Board Meeting Minutes –September 23, 2021

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Steinruck and 2nd by Commissioner Edward.

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

CORRESPONDENCE

OLD BUSINESS

Discussion

Action

Station Signage



Motion to approve the bid from Signco as submitted.

Motion by Commissioner Elmore and 2nd by Commissioner Fay.
On Vote, **Motion carried 9/0**

Budget Amendment #2

Motion to approve the Budget Amendment #2 as submitted.

Motion by Commissioner Elmore and 2nd by Commissioner Fay.
On Vote, **Motion carried 9/0**

Resolution: 2021-8 Annexation Approval

Motion to approve Resolution 2021-8 Annexation Approval.

Motion by Commissioner Elmore and 2nd by Commissioner Edward.
On Vote, **Motion carried 9/0**

NEW BUSINESS

Discussion

Resolution 2021-9 Surplus vehicles and equipment: Assistant Chief Silva briefed the BOC on the overall project. Recommend move to action next Board of Commissioner's meeting.

Janitorial contract: Assistant Chief Silva outlined the process. Recommend move to action next Board of Commissioner's meeting.

Leadership Structure: Chief O'Brien overviewed the need to realign our Leadership Structure due to upcoming retirements. He informed the Board members there will be more information presented at the next Board of Commissioner's meeting.

Action

Vaccination Mandate MOU

Motion to approve MOU Vaccine Mandate as submitted.

Motion by Commissioner Fay and 2nd by Commissioner Elmore.
On Vote, **Motion carried 8 to 1.**

COMMISSIONER COMMITTEE REPORTS

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

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

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

Contracts Committee (Waugh/Elmore/Fay): NA

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



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

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

Government Liaisons:

- Lake Stevens (Gagnon/Steinruck)*
- Monroe (Edwards/Snyder/Woolery)*
- Mill Creek (Elmore/Fay)*
- Legislative (Elmore/Schaub)*

OTHER MEETINGS ATTENDED

Snohomish County 911 (Vaugh): NA

Leadership Meeting (Fay/Schaub): NA

Sno-Isle Commissioner Meeting (Fay): NA

GOOD OF THE ORDER: Commissioner Gagnon thanked Penny Coyne for her generous donation, it was much appreciated.

ATTENDANCE CHECK: All Board members noted availability October 28, 23021 for the regular Commissioner Meeting at 1730 - Station 31 Training Room/BlueJeans.

EXECUTIVE SESSION: Cancelled

ADJOURNMENT: Chairman Vaughn adjourned the meeting at 1918 hours.

Snohomish Regional Fire & Rescue

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



**BOARD OF FIRE COMMISSIONERS MEETING MINUTES
SNOHOMISH REGIONAL FIRE & RESCUE**

SRFR Station 31 Training Room/ Via Blue Jeans
163 Village Court, Monroe, WA 98272
October 18, 2021 1730 hours

CALL TO ORDER: Chairman Waugh called the meeting to order at 1730 hours, in attendance Commissioner Edwards, Commissioner Elmore, Commissioner Fay, Commissioner Gagnon, Commissioner Schaub, Commissioner Snyder, Commissioner Steinruck, and Commissioner Woolery.

EXECUTIVE SESSION: At 1732 hours Chairman Waugh called for 30 minutes in Executive Session pursuant to RCW 42.30.140(4)(b) Labor Negotiations in which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress. Chairman Waugh stated he expected a decision to be made at the end of the session. Chairman Waugh asked for an extension of twenty-five minutes at 1802 hours. Chairman Waugh reconvened the Special Board Meeting at 18:27.

OLD BUSINESS

Action

Vaccination Mandate MOU

Motion of the Board affirms the support of the MOU that has been approved by the union; this motion directs the Fire Chief to deny reasonable accommodation requests when addressing individual requests for accommodations if the Fire Chief determines that such accommodations create an undue liability, operational or financial burden on the District.

Motion by Commissioner Elmore and 2nd by Commissioner Steinruck.

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

GOOD OF THE ORDER

ADJOURNMENT: Chairman Waugh adjourned the Special Board Meeting at 1829 hours.

Snohomish Regional Fire & Rescue

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

CORRESPONDENCE

OLD BUSINESS - DISCUSSION



Request for Action by the Board (R.A.B)

The purpose of the RAB is to provide a standardized format for presenting initiatives requiring action by the Board of Fire Commissioners. The RAB serves as a guide and checklist intended to provide the detailed, relevant, information needed to help the Board take action on projects, programs, and other initiatives.

Initiative Name: 2022 Team Structure	
Executive member responsible for guiding the initiative: The RAB Champion Chief O'Brien	
Type of Action: <input checked="" type="checkbox"/> Simple Motion <input type="checkbox"/> Resolution	
Initiative Description: <ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • Reason RAB must be approved outside of the annual budget process 	<p>Develop an organizational team structure that supports the mission of the district, is fiscally responsible, and provides succession mentoring for future leadership.</p> <p>Establish stability in the Sections of Operations, Planning, Logistics, and Administration</p> <p>Provide more task-level services while reducing executive officers (2).</p> <p>Budget Impact - \$86,000 Budget increase for 2022 (With implementation of Phase 1 and Phase 2)</p> <p>(See attached letter to the Board)</p>
Financial Impact:	Expense: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ Long-term annual amounts(s): \$ *Staff are currently researching the election costs.* Currently Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$ Budget Amendment Needed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ \$86,000 <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended:
Risk Assessment:	Risk if approved: N/A Risk if not approved: N/A

Legal Review:	
	<input type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <input type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <input checked="" type="checkbox"/> N/A
Presented to, and Approved by, Senior Staff	
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Commissioner Sub-Committee Approval	
	Initiative presented to commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>
For Fire Chief Approval:	
	<input type="checkbox"/> RAB document complete <input type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Secretary (Mindy Leber) <p style="text-align: center;"><i>Fire Chief will approve and distribute by email to the Board of Commissioners – champion/senior staff will be cc'd on the email distribution</i></p> <p style="text-align: center;"><i>Fire Chief will coordinate with Senior Staff for RAB introduction</i></p>
Champion: Confirmed email sent to Board by Fire Chief	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Board of Fire Commissioners	RAB initiatives go through the following process: <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Executive Staff member assigned to develop the initiative (the RAB Champion) presents initiative to the Board (maximum time for presentation is ten minutes) 4. At a second commissioner meeting, initiatives may be assigned as an action item for approval
Execution:	It is the responsibility of the RAB Champion to execute implementation, processing, and tracking.



October 26, 2021 (Update)

To: The Board of Fire Commissioners

From: Chief O'Brien

Re: Leadership Team Changes

Background

2022 will bring about significant change in the executive officer ranks with the following retirements:

- DC Dorsey, October 31, 2021 (Annual leave will be used throughout the month of October)
- AC Silva, December 31, 2021
- AC Huff, March 2022
- DC Clinton, October 2022

While those four chiefs will be missed and we honor their service, I believe we have outstanding leaders within our organization who will help SRFR achieve success. With the help of our Executive Staff, we have developed a Leadership Team Plan.

Plan

Develop an organizational team structure that supports the mission of the district, is fiscally responsible, and provides succession mentoring for future leadership.

Establish stability in the Sections of Operations, Planning, Logistics, and Administration

Provide more task-level services while reducing executive officers (2).

Budget Impact - \$86,000 Budget increase for 2022

Phase One – Immediate

- Maintain three Assistant Chiefs with the following assignments:
 - Operations (Currently Huff) – Suppression, EMS, Special Operations, Training and Safety, (Safety is combined with Training)
 - Logistics (Currently Silva) – Combine with Technical Services (Guptill) to include Shop, IT, Communications Infrastructure, and Logistics.



- Planning (Currently under Operations) – Fire and Life Safety (Role of Fire Marshal), Data Analysis, GIS, Public Affairs (PIO/PIE, Communications)
- Recruit and test for AC and DC eligibility lists
- Recruit, interview and promote for the AC of Planning in Q4 2021
- Recruit, interview, and promote for the DC of Safety in Q4 2021
 - The DC of Safety will be assigned to Training and Safety to be mentored by DC Clinton and the AC of Operations. Following the retirement of DC Clinton, the DC of Safety will assume the position of DC of Training and Safety.
- Recruit, interview, and promote the DC of Logistics in Q4 2021
- Recruit and interview for open DC position(s) due to promotions to AC

Phase 2 – Q1 2022 (Provided a successful levy in November)

Training and Safety Division

- Following the retirement of DC Clinton, transition the Safety DC to Training and Safety DC
- Add a Safety Captain to the Training and Safety Division

EMS Division

- Add a Day Shift MSO

Fire and Life Safety

- Add two Inspectors

Administrative Services

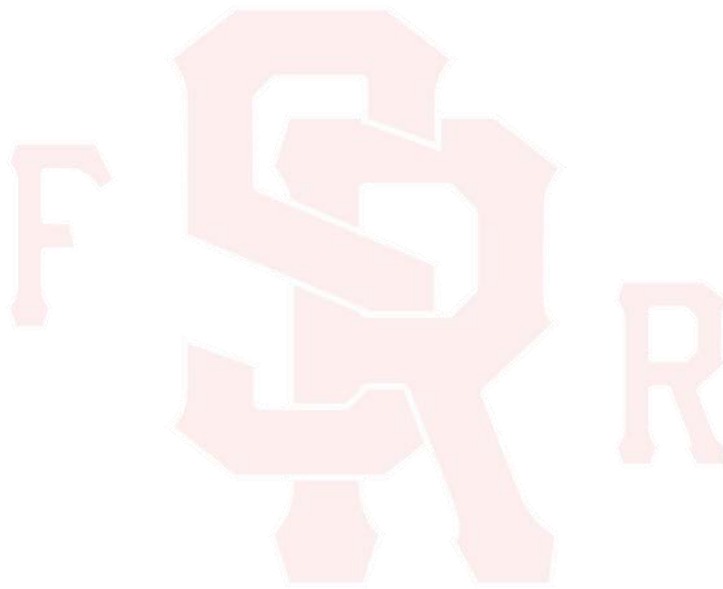
- Supporting a stable infrastructure and proactive succession planning; evaluate and plan for FTE support at the task level in all sections: Logistics, Operations, Planning, Administration.

Monitor

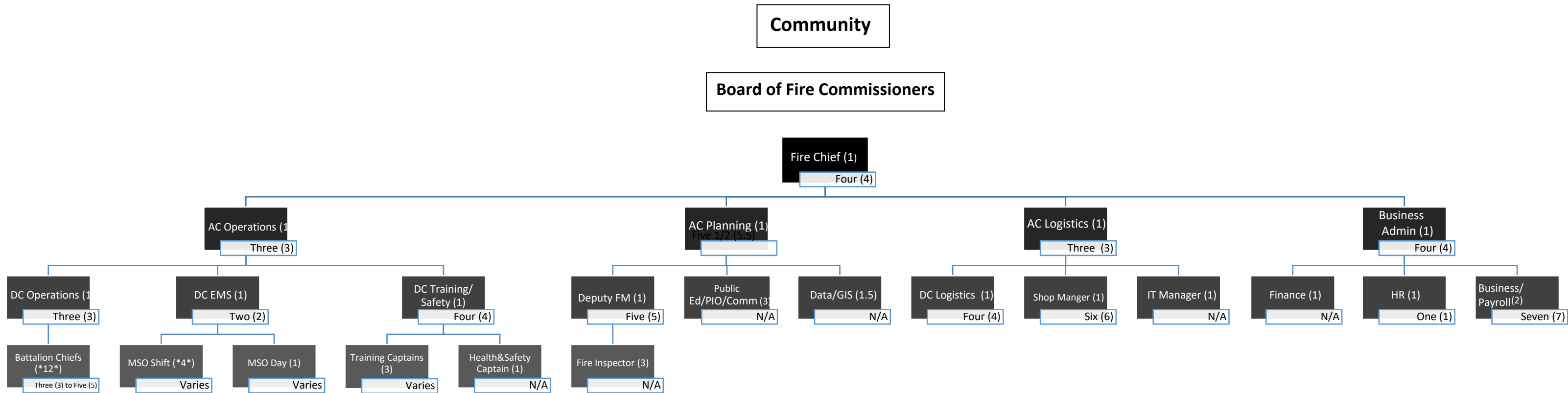
Constantly monitor the team structure to assure alignment with the District's mission, vision, values and fiscal responsibility.



- Adjust team structure according to District needs and financial boundaries.



Proposed SRFR Leadership Team Structure 2022



	Chief	Assistant Chief	Deputy Chief	Battalion Chief	Captain	MSO	CRP	Fire Inspectors	Lieutenant	Deputy FM	Total
Pre Merger	2	3	5	12	14	4	1	3	32	0	76
Merger	1	3	6	12	3	4	1	2	44	0	76
Current	1	3	5	12	3	4	0	2	44	0	74
Version 1	1	3	4	12	4	5	0	3	44	1	77



Request for Action by the Board (R.A.B)

The purpose of the RAB is to provide a standardized format for presenting initiatives requiring action by the Board of Fire Commissioners. The RAB serves as a guide and checklist intended to provide the detailed, relevant, information needed to help the Board take action on projects, programs, and other initiatives.

Initiative Name:	2022 SCFD#5 ALS ILA		
Executive member responsible for guiding the initiative: The RAB Champion	Larry Huff		
Type of Action:	<input checked="" type="checkbox"/> Simple Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • Reason RAB must be approved outside of the annual budget process 		
	<p>SRFR and SCFD#5 entered into an ILA for ALS Service in 2020 which included service reimbursement for years 2019 and 2020. In 2020 both parties agreed to an addendum for continued service thru 2021.</p> <p>SCFD#5 receives ALS service from Sky Valley Fire (63%) and SRFR (37%). 2019 through 1st half of 2021 SRFR has collected \$129,658 thru the ILA. This does not include ambulance billing or GEMT reimbursement. The Avg. hourly utilization reimbursement is \$400/hour for the ILA by itself.</p> <p>This 2022 addendum is based on the same formula previously used in 2019-2021. With an increase to the base formula of 4.48%.</p>		
Financial Impact:	<p>Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Revenue: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$</p> <p>Initial amount: \$</p> <p>Long-term annual amounts(s): \$</p> <p>Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ Revenue \$25,000</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	<p>Risk if approved: None</p> <p>Risk if not approved: Loss of base revenue from SCFD#5 averaging \$50,000/yr.</p>		

Legal Review:	
<input type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <input type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <input checked="" type="checkbox"/> N/A	
Presented to, and Approved by, Senior Staff	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Commissioner Sub-Committee Approval	
Initiative presented to commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>	
For Fire Chief Approval:	
<input type="checkbox"/> RAB document complete <input type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Secretary (Mindy Leber) <p style="text-align: center;"><i>Fire Chief will approve and distribute by email to the Board of Commissioners – champion/senior staff will be cc'd on the email distribution</i></p> <p style="text-align: center;"><i>Fire Chief will coordinate with Senior Staff for RAB introduction</i></p>	
Champion: Confirmed email sent to Board by Fire Chief	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Board of Fire Commissioners	
RAB initiatives go through the following process: <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Executive Staff member assigned to develop the initiative (the RAB Champion) presents initiative to the Board (maximum time for presentation is ten minutes) 4. At a second commissioner meeting, initiatives may be assigned as an action item for approval 	
Execution:	It is the responsibility of the RAB Champion to execute implementation, processing, and tracking.



**AMENDMENT TO INTERIM INTERLOCAL AGREEMENT FOR
ADVANCED LIFE SUPPORT SERVICES**

THIS AMENDMENT TO INTERIM INTERLOCAL AGREEMENT FOR ADVANCED LIFE SUPPORT SERVICES (“Interim Agreement”) is entered into between Snohomish Regional Fire and Rescue (“SRFR”), and Snohomish County Fire Protection District No. 5 (“District 5”) (individually, “Party” and collectively, “Parties”) for advanced life support services.

I. RECITALS

This Interim Agreement is made with reference to the following facts:

- A.** On April 13, 2020, the Parties entered into an Interim Interlocal Agreement for Advanced Life Support Services (the “Interim Agreement”);
- B.** The Parties are continuing to explore a longer-term agreement for ALS Services that is fair and equitable to the citizens of both agencies and is fiscally responsible; and
- C.** The Parties desire to extend the term of the Interim Agreement to give them additional time to discuss a successor, long-term agreement.

II. TERMS AND CONDITIONS

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the Parties agree as follows.

- 1. **Contract Payment for Service. 2022 Formula:** $D5\ AV\ (\$1,299,781,336) \times EQ.\ Levy\ Rate\ (\$0.118185173)/1000 = \$153,614.88$

By way of example, if the ratio of ALS Total OOS minutes stays the same in 2022, SRFR would receive 37.41% of \$153,614.88 = \$57,467.33.
- 2. **Term.** The Expiration Date of the Interim Agreement shall be extended to December 31, 2022.
- 3. **Other Terms and Conditions.** All other terms and conditions in the Interim Agreement shall remain the same and in full force and effect.

DATED: _____

DATED: _____

**SNOHOMISH REGIONAL
FIRE AND RESCUE**

**SNOHOMISH COUNTY
FIRE PROTECTION DISTRICT 5**

Roy Waugh, Chairman

Steven Fox, Fire Commissioner



Troy Elmore, Vice Chairman

Brian Cople, Fire Commissioner

Jeff Schaub, Fire Commissioner

Kelly Geiger, Fire Commissioner

Randy Woolery, Fire Commissioner

ATTEST:

Randy Fay, Fire Commissioner

Cathy Barth, District Secretary

Paul Gagnon, Fire Commissioner

Jim Steinruck, Fire Commissioner

Rick Edwards, Fire Commissioner

Bill Snyder, Fire Commissioner

ATTEST:

Leah Schoof, Business Administrator

OLD BUSINESS - ACTION



Request for Action by the Board (R.A.B)

The purpose of the RAB is to provide a standardized format for presenting initiatives requiring action by the Board of Fire Commissioners. The RAB serves as a guide and checklist intended to provide the detailed, relevant, information needed to help the Board take action on projects, programs, and other initiatives.

Initiative Name:	Janitorial Contract		
Executive member responsible for guiding the initiative: The RAB Champion		Jamie Silva	
Type of Action:	<input checked="" type="checkbox"/> Simple Motion <input type="checkbox"/> Resolution		
Initiative Description:	<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • Reason RAB must be approved outside of the annual budget process 		
	<p>We provide janitorial services for the entire administration building and the front end of Station 31. We inherited the current company when we purchased the building from US Bank. We started the process to get quotes through the Small Works Roster and then COVID started. We thought it would not be a good idea to change services during this time. The current janitorial service has been subpar, and we have received numerous complaints from our tenants (DSHS). We have decided it was time to search for a new vendor. We have utilized the MRSC Small Works Roster to receive current quotes for this service. BK Industries & Solutions Inc. has the best quote.</p> <p>The current company charges \$43,937 annually and the quote from BK Industries & Solutions is \$38,004. This is a \$5,933 savings.</p> <p>I have attached a contract (provided by Brian Snure) that has been signed by the vendor for your review and approval.</p>		
Financial Impact:	<p>Expense: <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$</p> <p>Initial amount: \$ 38,004 annually</p> <p>Long-term annual amounts(s): \$</p> <p>Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	<p>Risk if approved:</p> <ul style="list-style-type: none"> • N/A 		

Risk if not approved:

- Continue to have poor janitorial service

Legal Review:

- Initiative conforms with District policy/procedure number (attach):
- Initiatives that require legal review (contracts, other initiatives):
- Contracts
 - Has been reviewed and approved by legal
 - Includes all costs
 - Includes term
 - Includes 'do not exceed' language
- N/A

Presented to, and Approved by, Senior Staff

Yes No

Commissioner Sub-Committee Approval

Initiative presented to commissioner sub-committee: Yes No
 Approved by commissioner sub-committee: Yes No
 N/A:

For Fire Chief Approval:

- RAB document complete
- Supporting documentation attached
- Information sent to Fire Chief, Senior Staff, and Board Secretary (Mindy Leber)

*Fire Chief will approve and distribute by email to the Board of Commissioners –
 champion/senior staff will be cc'd on the email distribution*

Fire Chief will coordinate with Senior Staff for RAB introduction

Champion: Confirmed email sent to Board by Fire Chief

Yes No

Board of Fire Commissioners

RAB initiatives go through the following process:

1. Senior Staff approval to move forward to a committee/board
2. Initiatives are introduced to the appropriate committee for review
3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item
 - The Executive Staff member assigned to develop the initiative (the RAB Champion) presents initiative to the Board (maximum time for presentation is ten minutes)

- | | |
|-------------------|--|
| | 4. At a second commissioner meeting, initiatives may be assigned as an action item for approval |
| | |
| Execution: | It is the responsibility of the RAB Champion to execute implementation, processing, and tracking. |
| | |

JANITORIAL SERVICES CONTRACT

This Contract is entered into between Snohomish Regional Fire and Rescue, a municipal corporation, referred to as "Owner", and BK Industries & Solutions Inc. referred to as "Contractor."

In consideration of the following terms and conditions and those contained in the documents incorporated by reference and made a part of this Contract, the parties agree as follows:

1. THE PROJECT

- 1.1. The Contractor shall perform all work and furnish all tools, materials, labor and equipment for the Owner and all work associated with the project entitled: Janitorial Services.
- 1.2. The Project shall be performed in accordance with this Public Works Contract and the following Contract Documents: Exhibit 1 – Scope of Work (A: Dept. Of Children Youth and Families/Snohomish Regional Fire & Rescue, B: Snohomish Regional Fire & Rescue Exhibit 2- Public Works Certifications and all other forms and documents referenced in such documents which are hereby referred to as the Contract Documents and by this reference are made a part of this Contract.
- 1.3. The Contract Documents shall be read together. Unless otherwise specified in this Agreement. In the event that any of the terms of Contract Documents conflict with each other, the following shall be the order of precedence:
 - 1.3.1. The terms of this Document entitled “Public Works Contract” shall take precedence over the terms of **Exhibits 1**, and **2**. The terms of **Exhibit 1** shall take precedence over the terms of **Exhibit 2**. Any conflicts in the contract documents shall be brought to the attention of the Owner.
- 1.4. The Contractor shall provide and bear all expense of all equipment, work, and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the Project provided for in the Contract Documents and every part thereof, except as mentioned in the specifications to be furnished by the Owner.
- 1.5. The Contractor is responsible for complying with all Federal, State, and local regulations affecting the Project including but not limited to Chapter 70.86 RCW, Chapter 296-305 WAC and Chapter 294-24WAC.

2. COMPENSATION

- 2.1. The Owner shall pay the Contractor for the full performance of the Contract the sum of **\$34,549 + WA State Sales Tax Annually** in accordance with the provisions below.

- 2.2. The Contractor shall provide monthly statements which shall indicate the work performed as of the end of the period covered by the statement.
- 2.3. Statements approved by the Owner will be processed for payment within 45 days of receipt.
- 2.4. Washington State Sales Tax shall be included on each statement submitted by the Contractor.

3. BOND

- 3.1. This Contract is for less than \$50,000, Owner waives the Performance Bond pursuant to RCW 39.04.155(3).

4. INDEMNIFICATION AND HOLD HARMLESS

- 4.1. The Contractor shall indemnify, defend and save the Owner and its commissioners, officers, employees and agents harmless from any and all claims and risks and losses, damages, demands, suits, judgments and attorney's fees or other expenses of any kind on account of or relating to injury to or death of any and all persons or on account of all property damage of any kind, or in any manner connected with the work performed under this Contract, or caused in whole or in part by the Contractor, a subcontractor or their property, employees or agents during performance of the work or at any time before final acceptance, except only for those losses resulting from the sole negligence of the Owner with regard to activities within the Contractor's scope of work
- 4.2. However, should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Owner, its members, officers, employees and agents, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.
- 4.3. In an arbitration or lawsuit with respect to this hold harmless provision, the Contractor shall prepare and defend that lawsuit at its own cost and expense. If judgment is rendered or settlement made requiring payment of damages by the Owner, its officers, agents, employees and volunteers, the Contractor shall pay the same.

5. INSURANCE

- 5.1. The Contractor shall obtain the insurance described in this section from insurers approved by the State Insurance Commissioner pursuant to RCW Title 48. The insurance must be provided by an insurer with a rating of A-VII or higher in the A.M. Best's Key Rating Guide. The Owner reserves the right to approve or reject the

insurance provided, based on the insurer (including financial condition), terms and coverage, the Certificate of Insurance, and/or endorsements.

- 5.2. The Contractor shall keep this insurance in force during the term of the Contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated in Section 5.3.
- 5.3. If any insurance policy is written on a claims made form, its retroactive date, and that of all subsequent renewals, shall be no later than the effective date of this Contract. The policy shall state that coverage is claims made, and state the retroactive date. Claims-made form coverage shall be maintained by the Contractor for a minimum of 36 months following the Final Completion or earlier termination of this Contract, and the Contractor shall annually provide the Owner with proof of renewal. If renewal of the claims made form of coverage becomes unavailable, or economically prohibitive, the Contractor shall purchase an extended reporting period (“tail”) or execute another form of guarantee acceptable to the Owner to assure financial responsibility for liability for services performed.
- 5.4. The Contractor’s and all sub contractors’ insurance coverage shall be primary and non-contributory insurance as respects the Owner’s insurance, self-insurance, or insurance pool coverage.
- 5.5. The Contractor and the Owner waive all rights against each other, any of their Subcontractors, Sub-subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent covered by Builders Risk insurance or other property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.
- 5.6. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Owner may, after giving five business days’ notice to the Contractor to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Owner on demand, or at the sole discretion of the Owner, offset against funds due the Contractor from the Owner.
- 5.7. The Contractor’s maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Owner’s recourse to any remedy available at law or in equity. All deductibles and self-insured retentions must be disclosed and are subject to approval by the Owner. The cost of any claim payments falling within the deductible shall be the responsibility of the Contractor.
- 5.8. The Contractor shall provide the Owner and all Additional Insureds with written notice of any policy cancellation, within two business days of their receipt of such notice.

- 5.9. The Contractor shall not begin work under the Contract until the required insurance has been obtained and approved by the Owner.
- 5.10. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the contract and no additional payment will be made.
- 5.11. All insurance policies, with the exception of Workers Compensation, shall name the following listed entities as additional insured(s):
- 5.11.1. The Owner and its officers, elected officials, employees, agents, and volunteers;
- 5.11.2. The above-listed entities shall be additional insured(s) for the full available limits of liability maintained by the Contractor, whether primary, excess, contingent or otherwise, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract, and irrespective of whether the Certificate of Insurance provided by the Contractor describes limits lower than those maintained by the Contractor.
- 5.12. The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Owner is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.
- 5.13. The Contractor shall deliver to the Owner a Certificate(s) of Insurance and endorsements for each policy of insurance meeting the requirements set forth herein before commencement of the work.

6. TYPES OF INSURANCE REQUIREMENTS

- 6.1. The Contractor's required insurance shall be of the types and coverage as stated below:
- 6.1.1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
- 6.1.2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an endorsement providing at least as broad coverage. There shall be no exclusion for liability arising from explosion, collapse or

underground property damage. The Owner shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Owner using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

- 6.1.3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

7. MINIMUM AMOUNTS OF INSURANCE

7.1. The Contractor shall maintain the following insurance limits:

- 7.1.1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- 7.1.2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- 7.1.3. If the Contractor maintains higher insurance limits than the minimums shown above, the Owner shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract or whether any certificate of insurance furnished to the Owner evidences limits of liability lower than those maintained by the Contractor.

8. CHANGE ORDERS

- 8.1. The Owner reserves the right to make, at any time during the Project, such changes in quantities and such alterations in the Project as are necessary to satisfactorily complete the project. Such changes in quantities and alterations shall not invalidate the contract nor release the surety, and the Contractor agrees to perform the work as altered. The Contractor shall proceed with the work upon receiving a written change order approved by the Owner. In spite of any protest or claim, the Contractor shall proceed promptly with the work as the Owner orders.

9. CLAIMS

- 9.1. The Contractor shall give written notice to the Owner of all claims other than change orders within five (5) calendar days of the occurrence of events giving rise to the claim. Any claim for damages, additional payment for any reason, or extension of time, shall be conclusively deemed to have been waived by the Contractor unless a timely written claim is made in strict accordance with the applicable provisions of this Agreement. FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM WITHIN THE TIME ALLOWED SHALL BE AN

ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

10. TERM, TERMINATION AND RENEWAL:

- 10.1. This Contract shall be effective November 1, 2021 and shall remain in effect until November 1, 2023 unless terminated earlier in accordance with the early termination provisions herein.
- 10.2. If Contractor breaches any of its obligations under this Contract, and fails to cure the same within five (5) days of written notice to do so, the Owner may terminate this Contract, in which case the Owner shall pay the Contractor cost incurred to date of written notice.
- 10.3. The Owner may terminate this Contract upon ten (10) days written notice to the Contractor for any reason and without cause in which case the Owner shall pay the Contractor for costs incurred to the date of written notice.
- 10.4. The Owner may, in Owner's sole discretion, grant a renewal of this Contract for up to an additional 1 years subject to mutual agreement on the adjustment of any Compensation under Section 2.
- 10.5. In the event the Owner substantially changes the scope of the Work identified in Section 1, Contractor shall have the right to terminate this Contract upon sixty (60) days written notice to the Owner.

11. CONTRACTOR RECORDS

- 11.1. Contractor agrees to make all project related books and records available to the Owner for inspection, review, photocopying and audit in the event of a Contract related dispute, claim, modification or other Contract related action at reasonable times and at places designated by the Owner.

12. PREVAILING WAGES

- 12.1. The Contractor represents under penalty of perjury of the laws of the state of Washington, that the only individuals providing services under this contract are exempt from prevailing wages pursuant to WAC 296-127-026 as either the sole owner or spouse of the owner of Contractor's company, a partner owning at least thirty percent of Contractor's Company or the president, vice president or treasurer of the Contractor's corporation if such officer owns at least thirty percent of the corporation.

Brian Kim

Signature of Contractor

If not signed by Contractor, the following sections shall control.

12.2. The Contractor shall pay prevailing wages and shall comply with chapter RCW 39.12 and chapter 49.28 RCW. A Notice of Intent to Pay Prevailing Wages and prevailing wage rates for the Project must be posted on the Project site. At the end of December each year this contract is in force, the Contractor and its subcontractors shall submit Affidavits of Wages Paid to the Department of Labor and Industries for certification by the director. Final payment on the Contract shall be withheld until certification by the director has been received by the Owner that the prevailing wage requirements of the statute have been satisfied. The Contractor certifies that it has not been cited for two violations within the last five (5) years, and is not prohibited from bidding on public works contract. The Contractor further certifies that it will use no subcontractor who is prohibited.

12.3. Prevailing Wages for the county in which the Project is located can be found at: <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>

13. RETAINAGE

13.1. If the contract sum is less than \$350,000 and Contractor has posted a Performance Bond Owner hereby waives the retained percentage and Contractor expressly agrees that Contractor shall be strictly liable for any and all failures to pay the State with respect to taxes imposed pursuant to Title 82 RCW, and (2) the claims of any person arising under the Contract, including attorney fees incurred by Owner, to enforce this obligation.

13.2. If the contract sum is less than \$50,000, the performance bond is waived and Owner hereby waives the retained percentage. Contractor expressly agrees that Contractor shall be strictly liable for any and all failures to pay the State with respect to taxes imposed pursuant to Title 82 RCW, and (2) the claims of any person arising under the Contract, including attorney fees incurred by Owner, to enforce this obligation.

14. PROJECT SAFETY.

14.1. The Contractor shall be solely and completely responsible for safety conditions on the job site, including the safety of all persons and property during performance of the work to complete the Project. The services of Owner's employees or the Owner's agents or Consultant's personnel in conducting construction review of the Contractor's performance is not intended to include review of the adequacy of the Contractor's work methods, equipment, bracing, scaffolding or trenching, or safety measures in, on or near the construction site. The Contractor shall provide safe access for the Owner and its inspectors to adequately inspect the quality of work and the conformance with project specifications.

14.2. Contractor is responsible for locating any underground utilities affected by the Project and is deemed to be an excavator for purposes of chapter 19.122 RCW. Contractor shall be responsible for compliance with chapter 19.122 RCW, including utilization

of the "one call" locator system before commencing any excavation activities. Contractor is also responsible for ensuring adequate trench safety and compliance as required by the Washington State Industrial and Health Act. The Contractor shall be responsible to notify, pay for and coordinate Contractor's work with One Call service at 456-8000.

15. DISPUTE RESOLUTION

- 15.1. If the parties are unable to resolve a dispute regarding this Agreement through negotiation, any party may request mediation through a process to be mutually agreed to in good faith between the parties within 30 days of a party notifying the other parties in writing that a dispute exists "Dispute Notice." The participating parties shall share equally the costs of mediation and each participating party shall be responsible for its own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.
- 15.2. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute then, within 45 calendar days of the Dispute Notice or within 30 days of end of the mediation, either party may submit the dispute to binding arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the Superior Court as amended, located in the county in which the Project is located, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator selected pursuant to the Mandatory Arbitration Rules with all participating parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. The prevailing party, in addition to costs, shall be entitled to reasonable attorney's fees as determined by the arbitrator.
- 15.3. Following the arbitrator's issuance of a ruling/award, either party shall have 30 calendar days from the date of the ruling/award to file and serve a demand for a bench trial de novo in the Superior Court of the County in which the Project is located. The court shall determine all questions of law and fact without empanelling a jury for any purpose.
- 15.4. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.
- 15.5. The prevailing party in any action to enforce the terms of this contract, in addition to costs, shall be entitled to reasonable attorney's fees and expenses of arbitration including expert witness fees, paralegal costs and copying costs as determined by the arbitrator or court including costs and fees incurred on appeal.

16. LIMITATION OF ACTIONS

16.1. CONTRACTOR MUST, IN ANY EVENT, FILE ANY LAWSUIT ARISING FROM OR CONNECTED WITH THIS AGREEMENT WITHIN 120 CALENDAR DAYS FROM THE DATE THE CONTRACT WORK IS COMPLETE OR CONTRACTOR'S ABILITY TO FILE THAT CLAIM OR SUIT SHALL BE FOREVER BARRED. THIS SECTION FURTHER LIMITS ANY APPLICABLE STATUTORY LIMITATIONS PERIOD.

17. MISCELLANEOUS PROVISIONS

17.1. Independent Contractor. The parties intend that the Contract Document will create an independent contractor relationship.

17.2. Nondiscrimination. In the hiring of employees for the performance of work under the Contract Documents the Contractor, its subcontractors, or any person acting on behalf of Contractor shall not, by reason of race, religion, color, sex, age, sexual orientation, national origin, or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

17.3. Compliance with Laws. Contractor shall comply with all federal, state and local laws, rules and regulations that are now effective or in the future become applicable to Contractor's business, equipment, and personnel engaged in operations covered by the Contract Documents or accruing out of the performance of those operations.

17.4. Work Performed at Contractor's Risk. Contractor shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the contract work. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

17.5. Nonwaiver of Breach. The failure of the Owner to insist upon strict performance of any of the terms and rights contained herein, or to exercise any option herein conferred in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and they shall remain in full force and effect.

17.6. Governing Law. The Contract Documents shall be governed and construed in accordance with the laws of the State of Washington. If any dispute arises between the Owner and Contractor under any of the provisions of the Contract Documents, resolution of that dispute shall be available only through the jurisdiction, venue, and rules of the Superior Court of the County in which the Project is located.

17.7. Written Notice. All communications regarding the contract shall be sent to the parties at the addresses listed on the signature page of the contract, unless otherwise notified. Any written notice shall become effective upon delivery, but in any event three (3)

calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in the contract.

17.8. Assignment. Any assignment of this contract by the Contractor without the written consent of the Owner shall be void.

17.9. Subcontracting. Contractor may not subcontract any portion of the services required by this Contract without the specific written consent of the Contract Administrator, which shall not be unreasonable withheld. Such consent shall not relieve contractor from its responsibilities under this Contract for the services performed by a subcontractor.

17.10. Modification. No waiver, alteration, or modification of any of the provisions of the Contract Documents shall be binding unless in writing and signed by a duly authorized representative of the Owner and Contractor.

17.11. Severability. If any one or more sections, sub-sections, or sentences of the contract are held to be unconstitutional or invalid, that decision shall not affect the validity of the remaining portion of the contract and the remainder shall remain in full force and effect.

17.12. Entire Agreement. The written provisions and terms of the Contract Documents, which include these General Conditions as well as the mechanical, electrical, and structural consultants' specifications, provisions, and plans, together with any attached exhibits, supersede all prior verbal statements by any representative of the Owner, and those statements shall not be construed as forming a part of or altering in any manner the Contract Documents. The Contract Documents and any attached Exhibits contain the entire agreement between the parties. Should any language in any Exhibit to the Contract Documents conflict with any language contained in the Contract Documents, the terms of the Contract Documents shall prevail.

Owner

Contractor

By: _____

By: Brian Kim

Contractor Reg. No. 83 - 3344 - 972
UBI Number: 604 - 388 - 773

Dated: _____

Dated: 07 Oct 2021

EXHIBIT 1 – SCOPE OF WORK

EXHIBIT A
Janitorial Specifications

1. Tenants: Dept. of Children Youth and Families / Snohomish Regional Fire & Rescue
 Address: 953 Village Way Suite 25, Monroe, WA
 Lessee Contact Person: Jamie Silva
 Phone Number: (360)-794-7666

2. GENERAL INFORMATION

For purposes of this Exhibit, the term “Lessor” means the Lessor, Lessor’s employees and/or the Lessor’s Contractor(s). The term “Lessee” means the tenant state agency.

3. SPECIFIC INFORMATION

Equipment and Cleaning Supplies: The Department of Ecology and the Department of Enterprise Services have partnered to promote the purchase and use of environmentally safe products in state-occupied facilities. In doing so, we will help protect and restore bio-diversity and ecosystem integrity to provide a sustainable environment for the State of Washington. In order to promote these principles of sustainability, the State of Washington requires that all cleaning products used within state occupied facilities shall, when feasible, be environmentally safe, biodegradable, and be low-VOC (Volatile Organic Compounds). Our goal is 100% use of “green” products as defined by Green Seal’s GS-37 and GS-40 standards (see website listing at end of exhibit.).

Air Quality: Because indoor air quality protection is a concern for agencies, all vacuum cleaners will be of a type that can remove 99.97% of harmful particles, including dust, mold spores, and most microscopic respiratory irritants and allergens down to 1 micron. If disposable vacuum bags are used, they must be replaced in accordance with the manufacturer’s directions once filled and cannot be re-used. All vacuums must meet or exceed the following requirements: 12 amp motors; a suction of 85 inches; and airflow of 100 cfm.

4. LESSEE RESPONSIBILITIES:

Janitorial Specification Schedule: The Lessee will reproduce a copy of the Janitorial Specification Sheets for each month of the year; post the current month's sheets in a conspicuous location; verify that janitorial services are performed as scheduled; rate services at the end of each month as either (S) Satisfactory or (U) Un-satisfactory; and contact the Lessor (or vendor personnel) to discuss any deficiencies and actions necessary to correct any deficiencies. A written memo documenting the date of discussion, names of individuals involved, and specific concerns discussed should be attached to the Janitorial Specifications for the month concerned.

Janitorial Supplies: When the lease specifies that the Lessee will provide any janitorial supplies, and unless otherwise specified in the lease, the Lessee, where feasible, will provide environmentally safe and biodegradable janitorial supplies. The Lessee will provide Material Safety Data Sheets (MSDS) to the Lessor for all janitorial supplies provided by the Lessee. The Lessor shall provide a secure storage area on the premises to secure any janitorial supplies furnished by the Lessee. No janitorial supplies furnished by the Lessee will be removed from the premises or used for any purpose but janitorial services provided to the premises.

Housekeeping: The Lessee will follow good housekeeping practices, including proper disposal of open food and drink, toner cartridges, and any other items that may attract pests, damage Lessor's property, or threaten health.

Recycling: Where recycling programs are in effect, Lessee will properly separate recycling material from trash and use the appropriate receptacles for disposal.

TO BE USED ONLY WHEN THE LESSEE PROVIDES LIGHT TUBES/BULBS: When the Lessee provides light bulbs/tubes under the terms of the lease, the Lessee will establish a lighting recycling program for spent lighting. The Office of State Procurement has a statewide convenience recycling contract for use by state agencies.

5. LESSOR RESPONSIBILITIES:

Janitorial Specification Schedule: Lessors are expected to adhere to the Janitorial Specification schedule as shown; but Lessors, with the concurrence of assigned Lessee personnel, may alter the performance schedule as long as the required performances are maintained. Lessors should also converse, on a monthly basis, with Lessee to ensure that the agency is satisfied with the service level.

Recycling and Disposal: The Lessor will establish a recycling program for spent lighting identified under Washington Administrative Code 173-303-573 (such as fluorescent tubes). The Lessor will properly dispose of all hazardous waste (such as certain lamp ballasts.)

Safety and Health: Lessor shall comply with any and all Federal, State and Local Laws, codes, ordinances or rules that apply to janitorial cleaning service operations and to health and safety in the workplace. This includes compliance with Prevailing Wage rules and environmental requirements of any appropriate jurisdiction. Safe and healthful practices shall be followed in performance of all work.

Energy and Utilities: The Lessor will require that unnecessary lights will be turned off except in areas where janitorial work is in progress and will be turned off upon completion of work. Safety lighting and code requirements may dictate that certain lighting be on at all times. To conserve energy, exterior doors and windows will not be opened unless necessary to perform janitorial work. Water supplies will be turned off except when needed and will not be left running unattended. Doors and windows will be closed and locked prior to janitorial staff departing the premises.

Hours of Work: Janitor services, except exterior work and work done on Saturdays, Sundays, and Holidays, shall be performed to completion only between the hours of 5:30 P.M. and 6 A.M. unless otherwise specified in writing between the Lessor and the Lessee, or, if circumstances warrant a temporary change, unless pre-approved by the designated Lessee contact(s). If normal scheduled services fall on a holiday, the services will be performed the following work night. On request, a responsible representative of the Lessor shall make himself/herself available during office hours for joint inspection of the premises, consultation and/or receipt of instructions.

Tools, equipment and supplies: Unless otherwise provided in the lease, the Lessor shall supply all necessary tools, equipment, and waxes, strippers, cleaners, brooms, mops, buckets, buffers and all other tools and supplies for the provision of janitorial services. Equipment must be professional/commercial grade and materials shall be first quality, shall give good service and shall give results satisfactory to the Lessee. The State encourages janitorial services to use micro fiber cleaning cloths, dust mops and wet mops. These tools often provide added cleaning power, collecting dirt and dust rather than just pushing it around. They can be washed and reused many times and reduce cleaning time. Micro fiber may also pick up bacteria where larger fibers cannot.

The Lessor will supply current Material Safety Data Sheets (MSDS) for all janitorial supplies supplied by the Lessor. An MSDS will be provided before each new product is introduced. At lease inception and at least annually thereafter, the Lessor will provide the Lessee an updated set of MSDS sheets used by janitorial staff. Where feasible, all cleaning supplies used within state facilities shall be environmentally safe. Only environmentally safe, biodegradable and low-VOC cleaning supplies approved by the Lessee shall be used.

The State strongly recommends that the total number of cleaning supplies/chemicals be restricted to as few products as possible. The State, for example, requires hot water extraction methods for cleaning carpets, provided this method will not void warranties. Many environmentally safe products are suitable for a number of different cleaning needs. A smaller number of chemicals reduces the possibility of workers being exposed by possible harmful interactions of different chemicals, reduces the amount of chemical inventory on site, simplifies training of janitorial workers, and simplifies purchasing of janitorial supplies.

The Lessor will maintain neat and clean janitorial closets. This improves safety, makes inventory easier, helps eliminate old products no longer used and reduces the chances of unsafe product interactions.

All janitorial cleaning supplies and/or chemicals to be used and/or stored on the premises must be pre-approved for use by the Lessee's designated contact.

Lessee Information and Equipment: The Lessor shall prohibit janitorial service providers from moving and reading papers on desks, opening desk drawers and cabinets, and using telephones and office equipment provided for official business. The Lessor shall prohibit children and non-employees from being on the premises during the time janitorial services are being performed.

Security: Refer to "Security" in lease.

Lessor Performance: All work is to be performed completely and in a professional manner to the satisfaction of the Lessee. The Lessor will perform janitorial services in accordance with the specifications in the charts below. The Lessor will provide performance report forms at least monthly for the Lessee to complete. Lessee will provide Lessor a copy of completed reports.

6. CONFLICTS:

The Lessee and the Lessor should contact each other as soon as possible when janitorial service issues arise and jointly agree on resolutions. If janitorial services issues cannot be resolved, the Lessor and/or the Lessee should contact the Department of Enterprise Services's office of Real Estate Services.

7. **HELPFUL RESOURCES:**

Governor's Executive Order 02-03: Sustainable Practices by State Agencies
http://www.governor.wa.gov/actions/orders/eoarchive/eo_02-03.htm

Enterprise Services's The Environmentally Preferable Purchasing Reference Guide:
<http://www.des.wa.gov/pca/Forms/EPP-Manual.doc>

Environmental Protection Agency's Guidance on Environmentally Preferable Purchasing
<http://www.epa.gov/opptintr/epp/guidance/fanalguidance.htm#GuidingPrinciple1>

State of California's Environmentally Preferable Products Database
<http://www.eppbuildingproducts.org>

Green Seal's Product Recommendations
<http://www.greenseal.org/recommendations.htm#product>

Pennsylvania's Green Building Operations and Maintenance Manual
<http://www.dgs.state.pa.us/dgs/cwp/view.asp?a=3&q=118184>

Governor's Executive Order 05-01: Establishing Sustainability and Efficiency Goals for State Operations. <http://www.governor.wa.gov/actions/orders/eoarchive/eo05-01.htm>

Exhibit A: Janitorial Specifications

	Day(s) or month(s) job to be performed	Required Schedule
1. Spot vacuum all carpeted areas and rugs.	1. Daily, as needed	5 X WEEK
2. Spot dust mop all uncarpeted floors.	2. Daily, as needed	5 X WEEK
3. Detail Vacuum or dust mop all uncarpeted floors. Vacuuming is to be done using appropriate floor tool. If dust mopping, use clean, treated dust mop or untreated micro fiber mop.	3. Per Schedule	
A. Reception, entrance, lobby areas	Per Schedule	5 X WEEK
B. General office area	Per Schedule	3 X WEEK
C. Lunchroom/coffee room area.	Per Schedule	3 X WEEK
D. Restroom areas See specification #19		
E. Supply/mailroom area	Per Schedule	1 X WEEK
F. Stairway/	Per Schedule	1 X WEEK
G. Hall area	Per Schedule	5 X WEEK
G. Other	Daily as needed	TBD
4. Detail vacuum all carpeted areas and rugs	To Be Determined	
A. Reception, entrance, lobby areas	4. Per Schedule	3 X WEEK
B. General office area	Per Schedule	1-2 X WEEK
C. Lunchroom/coffee room area	Per Schedule	5 X WEEK
D. Supply/mailroom area	Per Schedule	1 X WEEK
E. Stairway/hall area	Per Schedule	2 X WEEK
F. Other	Per Schedule	TBD
5. Strip, seal and wax all tiled floors	To Be Determined	
A. Reception, entrance, lobby areas	5. Annually	1 X YEAR
B. General office area	Per Schedule	Or more often, as needed, based on performance ratings.
C. Lunchroom/coffee room area	Per Schedule	
D. Restroom areas (employee/public)	Per Schedule	
E. Supply/mailroom area	Per Schedule	
F. Stairway/hall area	Per Schedule	
G. Other	Per Schedule	
6. Machine scrub and top coat tiled floors	To Be Determined	TBD
A. Reception, entrance, lobby areas	6. Per Schedule	2 X YEAR
B. General office area	Per Schedule	2 X YEAR
C. Lunchroom/coffee room area	Per Schedule	2 X YEAR
D. Restroom areas (employee/public)	Per Schedule	2 X YEAR
E. Supply/mailroom area	Per Schedule	2 X YEAR
F. Stairway/hall area	Per Schedule	2 X YEAR
G. Other	Per Schedule	1 X YEAR
	Per Schedule	2 X YEAR
	To Be Determined	TBD

Exhibit A: Janitorial Specifications

	Day(s) or month(s) job to be performed	Required Schedule
7. Maintain elevator floors using procedures for tile or carpeted floors as applicable. <ul style="list-style-type: none"> Clean door grooves in elevators 	7. As Above Per Schedule	As Above 1X MONTH
8. Spot vacuum and/or wet mop carpet or rubber mats and runners	6. Daily as needed	5 X Week
9. Spot damp mop all tiled floors	9. Daily, as needed	5 X WEEK
10. Mop tiled floors <ul style="list-style-type: none"> A. Reception, entrance, lobby areas B. General office area C. Lunchroom/coffee room area D. Supply/mailroom area E. Stairway/hall area F. Other 	10. Per Schedule Per Schedule Per Schedule Per Schedule Per Schedule To Be Determined	2 X WEEK 1 X WEEK 2 X WEEK 1 X WEEK 1 X WEEK TBD
11. Dust all cleared horizontal surfaces within reach (Contractor to provide Lessee with a schedule of areas to be detail dusted)	11. Per Schedule	1 X WEEK
12. Dust all high ledges, including picture frames that require a ladder to reach	12. Per Schedule	4 X YEAR
13. Spot clean finger marks, smudges, etc. from glass doors, glass partitions, wooden/metal doors, trim, light switches, walls, woodwork, etc.	13. Daily as needed	5 X WEEK
14. Vacuum cloth-covered chairs and couches.	14. Per Schedule	2-X YEAR
15. Clean all plastic or vinyl covered furniture such as chairs and couches.	15. Per Schedule	2 X YEAR
16. Dust both horizontal and vertical Venetian blinds.	16. Per Schedule	2 X YEAR
17. Dust/clean all light fixtures and ceiling vents.	17. Per Schedule	1 X YEAR
18. Empty all waste receptacles and deposit in outside garbage cans/bins.	18. Daily	5 X WEEK
19. Empty recycling containers (if tenant has program)	19. Per Schedule	1 X WEEK

Exhibit A: Janitorial Specifications

	Day(s) or month(s) job to be performed	Required Schedule
<p>20. Restrooms:</p> <ul style="list-style-type: none"> • Clean/disinfect all toilet bowls & urinals. • Clean/wash basins and attached fixtures. • Clean all mirrors. • Sweep, damp mop & disinfect all restroom floors. • Detail clean sinks, urinals and toilets using control chemicals • Wash and disinfect toilet partition walls • Wash and disinfect restroom walls • Fill all toilet paper receptacles, paper towel receptacles, soap dispensers, etc. <p>Miscellaneous Job Performances</p> <p>21. Clean drinking fountains.</p> <p>22. Clean outer surfaces of vending machines.</p> <p>23. Wash interior side of windows.</p> <p>24. Wash exterior side of windows.</p> <p>25. Clean lunchroom counter tops and table tops.</p> <p>26. Clean and disinfect inside and outside of all waste receptacles, including restroom receptacles.</p> <p>27. Replace light bulbs including outside fixtures and fluorescent tubes.* (Recycle spent lighting.)</p> <p>28. Vacuum/clean cloth/vinyl partitions.</p> <p>29. Secure/lock doors and gates</p> <p>30. Clean carpet at least once per year using hot water extraction methods, unless this method will void warranties. Apply water and stain retardant as recommended by the manufacturer. To be scheduled with Lessee's Designated representative</p> <p>Exterior Job Performances</p> <p>31. Sweep all outside entrances, stairs and walkways.</p> <p>32. Police outside entrances, stairs, walkways to remove debris, picking up litter and debris within a 10-foot radius of the building.</p> <p>33. Remove ice and snow from walkways and building entrances.</p> <p>*Fluorescent tubes must be disposed of as a dangerous waste per WAC 173-303-573. For further information on disposal contact the Department of Ecology.</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Per Schedule</p> <p>Per Schedule</p> <p>Per Schedule</p> <p>Daily</p> <p>21. Daily</p> <p>22. Per Schedule</p> <p>23. Per Schedule</p> <p>24. Per Schedule</p> <p>25. Daily</p> <p>26. Per Schedule</p> <p>27. As Needed</p> <p>28. Per Schedule</p> <p>29. Daily</p> <p>30. Per Schedule</p> <p>31. Daily</p> <p>32. Daily</p> <p>33. As needed</p>	<p>5 X WEEK</p> <p>5 X WEEK</p> <p>5 X WEEK</p> <p>5 X WEEK</p> <p>1 X WEEK</p> <p>1X MONTH</p> <p>2 X YEAR</p> <p>5 X WEEK</p> <p>5 X WEEK</p> <p>1X MONTH</p> <p>2 X YEAR</p> <p>5 X WEEK</p> <p>2 X YEAR</p> <p>AS NEEDED</p> <p>1 X YEAR</p> <p>AS</p> <p>NEEDED</p> <p>1 X YEAR</p> <p>1 X WEEK</p> <p>5 X WEEK</p>

Please Initial

EXHIBIT B
Janitorial Specifications

1. Tenants: Snohomish Regional Fire & Rescue

Address: 163 Village CT, Monroe, WA

Lessee Contact Person: Jamie Silva

Phone Number: (360)-794-7666

2. GENERAL INFORMATION

For purposes of this Exhibit, the term "Lessor" means the Lessor, Lessor's employees and/or the Lessor's Contractor(s). The term "Lessee" means the tenant state agency.

3. SPECIFIC INFORMATION

Equipment and Cleaning Supplies: The Department of Ecology and the Department of Enterprise Services have partnered to promote the purchase and use of environmentally safe products in state-occupied facilities. In doing so, we will help protect and restore bio-diversity and ecosystem integrity to provide a sustainable environment for the State of Washington. In order to promote these principles of sustainability, the State of Washington requires that all cleaning products used within state occupied facilities shall, when feasible, be environmentally safe, biodegradable, and be low-VOC (Volatile Organic Compounds). Our goal is 100% use of "green" products as defined by Green Seal's GS-37 and GS-40 standards (see website listing at end of exhibit.).

Air Quality: Because indoor air quality protection is a concern for agencies, all vacuum cleaners will be of a type that can remove 99.97% of harmful particles, including dust, mold spores, and most microscopic respiratory irritants and allergens down to 1 micron. If disposable vacuum bags are used, they must be replaced in accordance with the manufacturer's directions once filled and cannot be re-used. All vacuums must meet or exceed the following requirements: 12 amp motors; a suction of 85 inches; and airflow of 100 cfm.

4. LESSEE RESPONSIBILITIES:

Janitorial Specification Schedule: The Lessee will reproduce a copy of the Janitorial Specification Sheets for each month of the year; post the current month's sheets in a conspicuous location; verify that janitorial services are performed as scheduled; rate services at the end of each month as either (S) Satisfactory or (U) Un-satisfactory; and contact the Lessor (or vendor personnel) to discuss any deficiencies and actions necessary to correct any deficiencies. A written memo documenting the date of discussion, names of individuals involved, and specific concerns discussed should be attached to the Janitorial Specifications for the month concerned.

Janitorial Supplies: When the lease specifies that the Lessee will provide any janitorial supplies, and unless otherwise specified in the lease, the Lessee, where feasible, will provide environmentally safe and biodegradable janitorial supplies. The Lessee will provide Material Safety Data Sheets (MSDS) to the Lessor for all janitorial supplies provided by the Lessee. The Lessor shall provide a secure storage area on the premises to secure any janitorial supplies furnished by the Lessee. No janitorial supplies furnished by the Lessee will be removed from the premises or used for any purpose but janitorial services provided to the premises.

Housekeeping: The Lessee will follow good housekeeping practices, including proper disposal of open food and drink, toner cartridges, and any other items that may attract pests, damage Lessor's property, or threaten health.

Recycling: Where recycling programs are in effect, Lessee will properly separate recycling material from trash and use the appropriate receptacles for disposal.

TO BE USED ONLY WHEN THE LESSEE PROVIDES LIGHT TUBES/BULBS: When the Lessee provides light bulbs/tubes under the terms of the lease, the Lessee will establish a lighting recycling program for spent lighting. The Office of State Procurement has a statewide convenience recycling contract for use by state agencies.

5. LESSOR RESPONSIBILITIES:

Janitorial Specification Schedule: Lessors are expected to adhere to the Janitorial Specification schedule as shown; but Lessors, with the concurrence of assigned Lessee personnel, may alter the performance schedule as long as the required performances are maintained. Lessors should also converse, on a monthly basis, with Lessee to ensure that the agency is satisfied with the service level.

Recycling and Disposal: The Lessor will establish a recycling program for spent lighting identified under Washington Administrative Code 173-303-573 (such as fluorescent tubes). The Lessor will properly dispose of all hazardous waste (such as certain lamp ballasts.)

Safety and Health: Lessor shall comply with any and all Federal, State and Local Laws, codes, ordinances or rules that apply to janitorial cleaning service operations and to health and safety in the workplace. This includes compliance with Prevailing Wage rules and environmental requirements of any appropriate jurisdiction. Safe and healthful practices shall be followed in performance of all work.

Energy and Utilities: The Lessor will require that unnecessary lights will be turned off except in areas where janitorial work is in progress and will be turned off upon completion of work. Safety lighting and code requirements may dictate that certain lighting be on at all times. To conserve energy, exterior doors and windows will not be opened unless necessary to perform janitorial work. Water supplies will be turned off except when needed and will not be left running unattended. Doors and windows will be closed and locked prior to janitorial staff departing the premises.

Hours of Work: Janitor services, except exterior work and work done on Saturdays, Sundays, and Holidays, shall be performed to completion only between the hours of 5:30 P.M. and 6 A.M. unless otherwise specified in writing between the Lessor and the Lessee, or, if circumstances warrant a temporary change, unless pre-approved by the designated Lessee contact(s). If normal scheduled services fall on a holiday, the services will be performed the following work night. On request, a responsible representative of the Lessor shall make himself/herself available during office hours for joint inspection of the premises, consultation and/or receipt of instructions.

Tools, equipment and supplies: Unless otherwise provided in the lease, the Lessor shall supply all necessary tools, equipment, and waxes, strippers, cleaners, brooms, mops, buckets, buffers and all other tools and supplies for the provision of janitorial services. Equipment must be professional/commercial grade and materials shall be first quality, shall give good service and shall give results satisfactory to the Lessee. The State encourages janitorial services to use micro fiber cleaning cloths, dust mops and wet mops. These tools often provide added cleaning power, collecting dirt and dust rather than just pushing it around. They can be washed and reused many times and reduce cleaning time. Micro fiber may also pick up bacteria where larger fibers cannot.

The Lessor will supply current Material Safety Data Sheets (MSDS) for all janitorial supplies supplied by the Lessor. An MSDS will be provided before each new product is introduced. At lease inception and at least annually thereafter, the Lessor will provide the Lessee an updated set of MSDS sheets used by janitorial staff. Where feasible, all cleaning supplies used within state facilities shall be environmentally safe. Only environmentally safe, biodegradable and low-VOC cleaning supplies approved by the Lessee shall be used.

The State strongly recommends that the total number of cleaning supplies/chemicals be restricted to as few products as possible. The State, for example, requires hot water extraction methods for cleaning carpets, provided this method will not void warranties. Many environmentally safe products are suitable for a number of different cleaning needs. A smaller number of chemicals reduces the possibility of workers being exposed by possible harmful interactions of different chemicals, reduces the amount of chemical inventory on site, simplifies training of janitorial workers, and simplifies purchasing of janitorial supplies.

The Lessor will maintain neat and clean janitorial closets. This improves safety, makes inventory easier, helps eliminate old products no longer used and reduces the chances of unsafe product interactions.

All janitorial cleaning supplies and/or chemicals to be used and/or stored on the premises must be pre-approved for use by the Lessee's designated contact.

Lessee Information and Equipment: The Lessor shall prohibit janitorial service providers from moving and reading papers on desks, opening desk drawers and cabinets, and using telephones and office equipment provided for official business. The Lessor shall prohibit children and non-employees from being on the premises during the time janitorial services are being performed.

Security: Refer to "Security" in lease.

Lessor Performance: All work is to be performed completely and in a professional manner to the satisfaction of the Lessee. The Lessor will perform janitorial services in accordance with the specifications in the charts below. The Lessor will provide performance report forms at least monthly for the Lessee to complete. Lessee will provide Lessor a copy of completed reports.

6. CONFLICTS:

The Lessee and the Lessor should contact each other as soon as possible when janitorial service issues arise and jointly agree on resolutions. If janitorial services issues cannot be resolved, the Lessor and/or the Lessee should contact the Department of Enterprise Services's office of Real Estate Services.

7. **HELPFUL RESOURCES:**

Governor's Executive Order 02-03: Sustainable Practices by State Agencies
http://www.governor.wa.gov/actions/orders/eoarchive/eo_02-03.htm

Enterprise Services's The Environmentally Preferable Purchasing Reference Guide:
<http://www.des.wa.gov/pca/Forms/EPP-Manual.doc>

Environmental Protection Agency's Guidance on Environmentally Preferable Purchasing
<http://www.epa.gov/opptintr/epp/guidance/fanalguidance.htm#GuidingPrinciple1>

State of California's Environmentally Preferable Products Database
<http://www.eppbuildingproducts.org>

Green Seal's Product Recommendations
<http://www.greenseal.org/recommendations.htm#product>

Pennsylvania's Green Building Operations and Maintenance Manual
<http://www.dgs.state.pa.us/dgs/cwp/view.asp?a=3&q=118184>

Governor's Executive Order 05-01: Establishing Sustainability and Efficiency Goals for State Operations. <http://www.governor.wa.gov/actions/orders/eoarchive/eo05-01.htm>

Exhibit B: Janitorial Specifications

	Day(s) or month(s) job to be performed	Required Schedule
1. Spot vacuum all carpeted areas and rugs.	1. Daily, as needed	5 X WEEK
2. Spot dust mop all uncarpeted floors.	2. Daily, as needed	5 X WEEK
3. Detail Vacuum or dust mop all uncarpeted floors. Vacuuming is to be done using appropriate floor tool. If dust mopping, use clean, treated dust mop or untreated micro fiber mop.	3. Per Schedule	
A. Reception, entrance, lobby areas	Per Schedule	5 X WEEK
B. General office area	Per Schedule	3 X WEEK
C. Restroom areas See specification #19		
D. Hall area	Daily as needed	5 X WEEK
4. Detail vacuum all carpeted areas and rugs	4.	
A. Reception, entrance, lobby areas	Per Schedule	3 X WEEK
B. General office area	Per Schedule	1-2 X WEEK
5. Strip, seal and wax all tiled floors	5. Annually	1 X YEAR
A. Restroom areas (employee/public)	Per Schedule	
6. Machine scrub and top coat tiled floors	6. Per Schedule	2 X YEAR
A. Restroom areas (employee/public)	Per Schedule	2 X YEAR

Exhibit B: Janitorial Specifications

Day(s) or month(s) job to be performed	Maximum performance allowed
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7. Spot vacuum and/or wet mop carpet or rubber mats and runners	7. Daily as needed	5 X Week
8. Spot damp mop all tiled floors	8. Daily, as needed	5 X WEEK
9. Mop tiled floors A. Entrance B. Restroom areas (employee/public)	9. Per Schedule Per Schedule	2 X WEEK 1 X WEEK
10. Dust all cleared horizontal surfaces within reach (Contractor to provide Lessee with a schedule of areas to be detail dusted)	10. Per Schedule	1 X WEEK
11. Dust all high ledges, including picture frames that require a ladder to reach	11. Per Schedule	1 X WEEK
12. Spot clean finger marks, smudges, etc. from glass doors, glass partitions, wooden/metal doors, trim, light switches, walls, woodwork, etc.	12. Daily as needed	5 X WEEK
13. Vacuum cloth-covered chairs and couches.	13. Per Schedule	2X YEAR
14. Clean all plastic or vinyl covered furniture such as chairs and couches.	14. Per Schedule	2 X YEAR
15. Dust both horizontal and vertical Venetian blinds	15. Per Schedule	2 X YEAR
16. Dust/clean all light fixtures and ceiling vents.	16. Per Schedule	1 X YEAR
17. Empty all waste receptacles and deposit in outside garbage cans/bins.	17. Daily	5 X WEEK
18. Empty recycling containers (if tenant has program)	18. Per Schedule	1 X WEEK

Exhibit B: Janitorial Specifications

	Day(s) or month(s) job to be performed	Maximum performance allowed
<p>19. Restrooms:</p> <ul style="list-style-type: none"> • Clean/disinfect all toilet bowls & urinals. • Clean/wash basins and attached fixtures. • Clean all mirrors. • Sweep, damp mop & disinfect all restroom floors. • Detail clean sinks, urinals and toilets using control chemicals • Wash and disinfect toilet partition walls • Wash and disinfect restroom walls • Fill all toilet paper receptacles, paper towel receptacles, soap dispensers, etc. <p>Miscellaneous Job Performances</p> <p>20. Clean drinking fountains.</p> <p>21. Clean outer surfaces of vending machines.</p> <p>22. Wash interior side of windows.</p> <p>23. Wash exterior side of windows.</p> <p>24. Clean and disinfect inside and outside of all waste receptacles, including restroom receptacles.</p> <p>25. Replace light bulbs including outside fixtures and fluorescent tubes.* (Recycle spent lighting.)</p> <p>26. Secure/lock doors and gates</p> <p>27. Clean carpet at least once per year using hot water extraction methods, unless this method will void warranties. Apply water and stain retardant as recommended by the manufacturer. To be scheduled with Lessee's Designated representative</p> <p>Exterior Job Performances</p> <p>28. Sweep all outside entrances, stairs and walkways.</p> <p>29. Police outside entrances, stairs, walkways to remove debris, picking up litter and debris within a 10-foot radius of the building.</p> <p>30. Remove ice and snow from walkways and building entrances.</p> <p>*Fluorescent tubes must be disposed of as a dangerous waste per WAC 173-303-573. For further information on disposal contact the Department of Ecology.</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Per Schedule</p> <p>Per Schedule</p> <p>Per Schedule</p> <p>Daily</p> <p>20. Daily</p> <p>21. Per Schedule</p> <p>22. Per Schedule</p> <p>23. Per Schedule</p> <p>24. Per Schedule</p> <p>25. As Needed</p> <p>26. Daily</p> <p>27. Per Schedule</p> <p>28. Daily</p> <p>29. Daily</p> <p>30. As needed</p>	<p>5 X WEEK</p> <p>5 X WEEK</p> <p>5 X WEEK</p> <p>5 X WEEK</p> <p>1 X WEEK</p> <p>1X MONTH</p> <p>2 X YEAR</p> <p>5 X WEEK</p> <p>5 X WEEK</p> <p>1X MONTH</p> <p>2 X YEAR</p> <p>2 X YEAR</p> <p>2 X YEAR</p> <p>AS NEEDED</p> <p>5 X WEEK</p> <p>1 X YEAR</p> <p>5 X WEEK</p>

EXHIBIT 2

PUBLIC WORKS CERTIFICATIONS

1. The contractor hereby certifies that, within the three-year period immediately preceding the date of this contract, the contractor is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction; and
2. The bidder hereby certifies that the bidder is in compliance with the Washington State Department of Labor and Industries Contractor Training Requirement established by RCW 39.04.350 or is exempt from such requirements.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

BK Industries & Solutions Inc

Contractor’s Business Name

Brian Kim

Signature of Authorized Official*

Brian Kim

Printed Name

President

Title

07 Oct 2021

Date

Des Moines

City

WA

State

SNOHOMISH REGIONAL FIRE & RESCUE

RESOLUTION #2021-9

A RESOLUTION TO SURPLUS VEHICLES AND EQUIPMENT

WHEREAS, Snohomish Regional Fire & Rescue presently owns the vehicles and equipment listed on the attached Exhibit A "Equipment:" and

WHEREAS, The District no longer has a need for the vehicles and equipment and the vehicles and equipment is surplus to the needs of the District;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

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

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH REGIONAL FIRE & RESCUE THIS 28 DAY OF OCTOBER, 2021.

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" VEHICLES & EQUIPMENT

Item	Quantity	Serial number/VIN	Inventory Number	License Number
1985 Amgen Military Truck	1	C520307993	U8501	59151C
1995 International/ Darley Tender	1	1HTSHADR8SH614477	T9501	31410C
1995 Chevrolet Suburban	1	LGNGK26F2SJ414143		17670D
1998 LaFrance Pumper	1	4Z36ESEB4WR966426	E9801	38248C
2001 Ford Excursion	1	1FMNU41SX1ED29998	S0101`	60427C
2005 Chevrolet Suburban	1	3GNGK26U95G201369	S0501	67947C
2008 Ford Escape	1	1FMCV93148KE20107	S0804	85472C
Honda 1000 Generator	1	EZGA-1246217	N/A	N/A
Honda 1000 Generator	1	EZGA-1246221	N/A	N/A
Delta Hydro 2000 hose tester	1	HT-0201479	LS- 31D08-100097	N/A
Super Vac Fan	1	09407	LS-31D08-101175	N/A
Super Vac Fan	1	14181	N/A	N/A
Unifire Fan	1	GC02-6501092	N/A	N/A
Unifire Fan	1	GCAFT-2708412	D7-06647	N/A
Amkus Hydraulic Pump	1	02120015	N/A	N/A
Amkus Hydraulic Pump	1	98070493	N/A	N/A
Holmatro Single Attachment pump	1	Unknown	Unknown	N/A
Amkus Spreader AMK-30CX	1	00024146	N/A	N/A
Amkus Cutter AMK-25C	1	98080852	N/A	N/A
Amkus Ram AMK-40R	1	02093860	N/A	N/A
Holmatro Combo 3150-UI	1	315000656	N/A	N/A
Holmatro Cutter	1	Unknown	Unknown	N/A
Holmatro Ram	1	Unknown	Unknown	N/A
Holmatro Cutter	1	Unknown	Unknown	N/A
Hurricane Fan	1	GC02-4952605	LS-3011	N/A
Holmatro Pump	1	PPU1501667	N/A	N/A
holmatro Pump	1	9816242	N/A	N/A
Paratech Airbag System- Expired	1	Unknown	Unknown	N/A
IMS Alliance Command Board Sets	8	N/A	N/A	N/A
Hose Clamps	5	N/A	N/A	N/A
Fire Hose 4" in feet	1800	N/A	N/A	N/A
Fire Hose 2.5" in feet	50	N/A	N/A	N/A
Fire Hose 1 3/4" in feet	150	N/A	N/A	N/A
Super Vac Fan	1	SKC36NN1855	N/A	N/A
LifePak 10	1	2781	N/A	N/A
Bullard Tic	1	Unknown	D7-05750	N/A

NEW BUSINESS - DISCUSSION



Request for Action by the Board (R.A.B)

The purpose of the RAB is to provide a standardized format for presenting initiatives requiring action by the Board of Fire Commissioners. The RAB serves as a guide and checklist intended to provide the detailed, relevant, information needed to help the Board take action on projects, programs, and other initiatives.

Initiative Name:	City of Sultan Interlocal Agreement for Fire Marshal Services		
Executive member responsible for guiding the initiative: The RAB Champion	DC Mike Messer		
Type of Action:	<input checked="" type="checkbox"/> Simple Motion <input type="checkbox"/> Resolution		
Initiative Description:	<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) 		
	<p>The City of Sultan is requesting to contract with SRFR for Fire Marshal services. The city has never been serviced by a professional fire marshal with past and current city staff lacking subject matter expertise. Rick Karnes, former Building Official recommended SRFR as a potential partner. The goal of the proposed ILA is to provide the City of Sultan with full fire marshal services pertaining to fire code inspection, plan review, and enforcement. Office of the Fire Marshal staff have been engaged with Sultan city staff reviewing needs, potential service implementation, and fees for service. The attached proposed ILA has been approved by SRFR senior staff, legal, and City of Sultan staff with their amendments.</p>		
Financial Impact:	<p>Expense: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Revenue: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$20,217 (0.09 FTE) Initial amount: \$ 0 Long-term annual amounts(s): \$21,040 revenue or 105% of actual cost of services</p> <p>Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$</p>		
Risk Assessment:	<p>Risk if approved: No risk if approved. Sultan workload can be absorbed with current staff.</p> <p>Risk if not approved: None. The City of Sultan is serviced by Snohomish FPD #5.</p>		
Legal Review:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Initiative conforms with District policy/procedure number (attach): Resolution 2020-14 <input checked="" type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs 		

	<ul style="list-style-type: none"> • Includes term • Includes 'do not exceed' language <input type="checkbox"/> N/A
Presented to, and Approved by, Senior Staff	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Commissioner Sub-Committee Approval	
	Initiative presented to commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>
For Fire Chief Approval:	
	<input type="checkbox"/> RAB document complete <input type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Secretary (Mindy Leber) <i>Fire Chief will approve and distribute by email to the Board of Commissioners – champion/senior staff will be cc'd on the email distribution</i> <i>Fire Chief will coordinate with Senior Staff for RAB introduction</i>
Champion: Received email sent to Board by Fire Chief	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Board of Fire Commissioners	RAB initiatives go through a "Two-Touch" process <ol style="list-style-type: none"> 1. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Executive Staff member assigned to develop the initiative (the RAB Champion) presents initiative to the Board (maximum time for presentation is ten minutes) 2. At a second commissioner meeting, initiatives may be assigned as an action item for approval
Execution:	It is the responsibility of the RAB Champion to execute implementation, processing, and tracking.

FIRE MARSHAL SERVICES INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (“Agreement”) is entered into between the SNOHOMISH REGIONAL FIRE & RESCUE (“SRFR”), and the undersigned City of Sultan (“City”).

RECITALS

1. SRFR and the City are public agencies as defined by Ch. 39.34 of the Revised Code of Washington (“RCW”), and are authorized to enter into interlocal agreements on the basis of mutual advantage and to provide services and facilities in the manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs of local communities; and
2. SRFR maintains a professional fire and life safety division that regularly performs administration of the fire code and conducts inspections, plan reviews, and/or fire investigations “Fire Marshal Services;” and
3. SRFR has statutory authority to provide Fire Marshal Services pursuant to RCW 52.12.031; and
4. The City desires to use SRFR’s Fire Marshal Services to assist the City in managing the City’s responsibilities under Washington State Law.

AGREEMENT

NOW THEREFORE, in consideration of the terms and provisions contained herein, it is agreed between SRFR and the City as follows:

1. Definitions.

- 1.1. **City Point of Contact.** The City’s Point of Contact shall be the City Administrator or his/her designee, as designated in writing, and shall be the primary contact with the SRFR Fire Marshal and Fire Chief.
- 1.2. **Fire Chief.** The appointed Fire Chief of SRFR.
- 1.3. **Fire Marshal Services.** The services identified on Exhibit A to this Agreement.
- 1.4. **Fire Marshal.** The Fire Marshal designated by SRFR to be the responsible official for providing the Fire Marshal Services.

2. **Services.** It is the purpose of this Agreement to establish the framework to allow SRFR to perform the Fire Marshal Services set forth in Exhibit A as required by the City to fulfil its statutory obligations to provide the Fire Marshal Services to its citizens.

- 3. Compensation.** In consideration of this Agreement and the services provided, the City will compensate SRFr as follows:
- 3.1.** The City will adopt the SRFr rate fee schedule in Exhibit B for all Fire Marshal Services and shall remit to SRFr 100% of the fees collected less any City administrative and/or technology fees collected in addition to the identified SRFr fee. Except for fees billed and collected directly by SRFr as set forth in Section 3.2, the City shall be responsible for the billing and collection of all such fees. The City shall account for and remit all fees collected to SRFr on a quarterly basis.
- 3.1.1.** If at such time SRFr elects to use its own permitting, plan review and inspection software for the purpose of new construction and development, SRFr shall be responsible for billing and collection of fees. SRFr shall remit to the City, on a quarterly basis, City specific administrative fees collected.
- 3.2.** SRFr shall be responsible for billing and collection of all annual inspection, operational permit, and related fees.
- 4. Administration of Agreement.** To carry out the purpose of this Agreement, a two-person board is hereby created to administer this Agreement (“Administrative Board”). The Administrative Board shall consist of the Fire Chief for the SRFr and the City Administrator of Sultan. . The Administrative Board shall meet no less than one time per year to discuss the performance of the obligations of SRFr and the City pursuant to this Agreement. The Administrative Board may, at its discretion and by mutual agreement, develop policies and procedures to aid in the implementation of this Agreement.
- 5. Designation of Fire Chief and Fire Marshal for Out-of-District Cities.** For the purposes of enforcement of federal, state, and City laws relating to the provision of the Fire Marshal Services and for the purposes of complying with federal and state grant programs or any other programs which relate to the provision of Fire Marshal Services, the City hereby designates the Fire Chief of the fire district having jurisdiction as the City’s Fire Chief, and SRFr’s Fire Marshal as the City’s Fire Marshal and Fire Code Official. Notwithstanding the preceding designations, the Fire Chief shall remain an employee of the fire district having jurisdiction and Fire Marshal shall remain an employee of SRFr and SRFr shall retain absolute discretion over all employment decisions relating to the Fire Marshal.
- 6. Communications.** The Fire Marshal will use reasonable efforts to keep the City’s Point of Contact informed and apprised of problems and/or circumstances arising from the provision of Fire Marshal Services. The City’s Point of Contact will use reasonable efforts to keep the Fire Marshal informed and apprised of circumstances within the City’s jurisdiction that impact or affect the Fire Marshal Services.
- 7. Fire Code Administration/Standardization.** The City is responsible for adopting the Washington State Fire Code as amended by the City. The City’s local code amendments shall be adopted in consultation with the Fire Marshal. SRFr provides

Fire Marshal Services to multiple cities and is working with each city to standardize the adoption, review, and enforcement of the Fire Code on a regional basis. The City agrees to work with SRFR to adopt Fire Code and design standards that are consistent and uniform across the jurisdictions served by SRFR.

- 8. Fire Code Enforcement.** Subject to the Fire Marshal's role as defined in Exhibit A, the City shall be responsible for taking any action to enforce the provisions of the City's adopted Fire Code. The City shall be fully responsible for bringing any cause of action before any court, hearing examiner, board, committee, or other body empowered to determine responsibility for violations of the City's Fire Code and shall be responsible for pursuing and collecting any fines, penalties, compliance, and abatement. SRFR employees and agents that provide the Fire Marshal services will cooperate with and be available for all City enforcement actions.
- 9. Records.** Except for working copies, all other records, documents, and drawings pertaining to the Fire Marshal services provided for under this Agreement shall be maintained at a City location determined by the City and shall be the sole property of the City.
- 10. Duration.** This Agreement shall become effective on the date specified in **Exhibit A**, and shall remain in full force and effect until the Agreement is terminated in accordance with **Section 12**.

11. Termination.

- 11.1. Trial Period.** This Agreement may be terminated by either party in the first six months with 14 days' advance written notice.
- 11.2. Termination by Notice.** Either party may terminate this Agreement by providing the other party with 365 days advance written notice of an intent to terminate or renegotiate. If the Notice is requesting renegotiation the parties must reach agreement on the renegotiated terms within 180 days of the Notice or the Agreement will terminate on the 365th day following the Notice.
- 11.3. Termination by Mutual Written Agreement.** This Agreement may be terminated at any time by mutual written agreement of the parties.
- 11.4. Termination for Breach.** SRFR may terminate this Agreement with fourteen (14) days advance written notice upon the failure of the City to make payments as required by this Agreement. The City may terminate this Agreement upon fourteen (14) days advance written notice in the event SRFR fails to provide services as required in this Agreement. Prior to termination for Breach, the party claiming breach must provide written notice to the breaching party stating the basis of the breach and the party receiving notice shall have 14 calendar days in which to cure the breach before Notice of Termination can be provided.

12. Indemnification and Hold Harmless.

12.1. The City agrees to defend, indemnify, and hold harmless SRFR and each of its employees, officials, agents, and volunteers from any and all losses, claims, liabilities, lawsuits, or legal judgments arising out of any negligent or tortious actions or inactions by the City or any of its employees, officials, agents, or volunteers, while acting within the scope of the duties required by this Agreement. All costs, including but not limited to attorney's fees, court fees, mediation fees, arbitration fees, settlements, awards of compensation, awards of damages of every kind, etc., shall be paid by the City or its insurer. This provision shall survive the expiration of this Agreement. This provision shall also survive and remain in effect in the event that a court or other entity with jurisdiction determines that this Agreement is not enforceable.

12.2. SRFR agrees to defend, indemnify, and hold harmless the City and each of its employees, officials, agents, and volunteers from any and all losses, damages, claims, liabilities, lawsuits, or legal judgments arising out of any negligent or tortious actions or inactions by SRFR or any of its employees, officials, agents, or volunteers, while acting within the scope of the duties required by this Agreement. All costs, including but not limited to attorney's fees, court fees, mediation fees, arbitration fees, settlements, awards of compensation, awards of damages of every kind, etc., shall be paid by SRFR or its insurer. This provision shall survive the expiration or earlier termination of this Agreement. This provision shall also survive and remain in effect in the event that a court or other entity with jurisdiction determines that this interlocal Agreement is not enforceable.

12.3. It is further specifically and expressly understood that the indemnification provided herein constitutes each party's waiver of immunity under industrial insurance, Title 51 RCW, solely to carry out the purposes of this indemnification clause. The parties further acknowledge that they have mutually negotiated this waiver.

13. Insurance. SRFR and the City shall carry and maintain, for the duration of this Agreement, general liability, automobile liability, property damage, and errors and omissions insurance coverage with an admitted carrier for the state of Washington.

14. Dispute Resolution. Prior to any other action, the parties shall meet and attempt to negotiate a resolution to such dispute.

14.1. Mediation. If the parties are unable to resolve a dispute regarding this Agreement through negotiation, either party may demand mediation through a process to be mutually agreed to in good faith between the parties within 30 days. The parties shall share equally the costs of mediation and each party shall be responsible for their own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.

14.2. Arbitration. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute then, within 30 calendar days, either party

may submit the dispute to arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the Snohomish County Superior Court, Snohomish County, Washington, as amended, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator selected pursuant to the Mandatory Arbitration Rules with both parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. Each party shall be responsible for its own costs in preparing for and participating in the arbitration, including expert witness fees and reasonable attorney's fees.

14.3. Judicial. Following the arbitrator's issuance of a ruling/award, either party shall have 30 calendar days from the date of the ruling/award to file and serve a demand for a bench trial de novo in the Snohomish County Superior Court. The court shall determine all questions of law and fact without empaneling a jury for any purpose. If the party demanding the trial de novo does not improve its position from the arbitrator's ruling/award following a final judgment, that party shall pay all costs, expenses and attorney fees to the other party, including all costs, attorney fees and expenses associated with any appeals.

14.4. Final Remedy. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.

15. Miscellaneous.

15.1. Ownership of Property. The parties to this Agreement do not contemplate the acquisition of any jointly owned property to carry out the purposes of this Agreement. Any property owned by SRFR shall remain the property of the SRFR and any property owned by the City shall remain the property of the City.

15.2. Non-Waiver of Breach. The failure of either party to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect.

15.3. Assignment. Any assignment of this Agreement by either party without the prior written consent of the non-assigning party shall be void. If the non-assigning party gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent.

- 15.4. Non-Exclusive.** The parties recognize that SRFr may enter additional interlocal agreements with other government agencies for the performance of the work called for in this Agreement. The parties also recognize that SRFr may become a party to an interlocal agency in conjunction with other Snohomish county municipalities for the purpose of performing the work called for in this Agreement. The City agrees that by signing this Agreement, the performance of the work called for in this Agreement may be performed by an interlocal agency in which SRFr is a party, and that personnel who are employed by jurisdictions other than the SRFr which are a party to that other interlocal agreement may perform the work called for in this Agreement; provided that all other terms of this Agreement shall apply to the performance of the work in Agency. Nothing herein shall compromise the services provided to the City pursuant to this Agreement.
- 15.5. Modification.** No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of each party and subject to ratification by the legislative body of each party.
- 15.6. Compliance with Laws.** Each party agrees to comply with all local, federal and state laws, rules, and regulations that are now effective or in the future become applicable to this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Any action related to this Agreement shall be brought in Snohomish County.
- 15.7. Entire Agreement.** The written terms and provisions of this Agreement, together with any exhibits attached hereto, shall supersede all prior communications, negotiations, representations or agreements, either verbal or written of any officer or other representative of each party, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Agreement. All of the exhibits are hereby made part of this Agreement. Should any of the language of any exhibits to this Agreement conflict with any language contained in this Agreement, the language of this document shall prevail.
- 15.8. Amendments.** The Fire Chief and the City Administrator may agree to written amendments of Exhibit A without obtaining further approval from SRFr's or the City's legislative bodies.
- 15.9. Severability.** If any section of this Agreement is adjudicated to be invalid, such action shall not affect the validity of any section not so adjudicated.
- 15.10. Interpretation.** The legal presumption that an ambiguous term of this Agreement should be interpreted against the party who prepared the Agreement shall not apply.

- 15.11. Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective upon personal service or three (3) business days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
- 15.12. Interlocal.** This Agreement is authorized under RCW 39.34.080. Nothing herein shall be construed to create a partnership or joint venture between the Parties. This Agreement shall be filed with the Snohomish County Auditor or listed by subject on the City's or SRF's website or other electronically retrievable public source, pursuant to RCW 39.34.040.

City:

Snohomish Regional Fire & Rescue:

By: _____

By: _____

Print Name: _____

Print Name: _____

Its _____

Its _____

DATE: _____

DATE: _____

NOTICES TO BE SENT TO:

NOTICES TO BE SENT TO:

EXHIBIT A

ILA EFFECTIVE DATE _____

SCOPE OF FIRE MARSHAL SERVICES

1. Land Use, Special Event, Building, Fire Plan Review and Permit Inspections
 - 1.1. SRFR shall verify fire and life safety code compliance of the Washington State Building Code, Existing Building Code, Fire Code, Residential Code, and Wildland Urban Interface Code including any locally adopted amendments, codes, and/or standards by the City.
 - 1.2. SRFR shall conduct plan reviews on all Land Use, Special Event, Building, Fire Protection, and other related applications to the City for development.
 - 1.3. SRFR and each of its employees, officials, agents, and volunteers as identified by the Fire Marshal shall be granted access to the City's software used for permitting, plan review and inspection.
 - 1.3.1. SRFR may elect, for the purpose of efficiency, to purchase and maintain its own permitting, plan review and inspection software. At the point that SRFR establishes its own software, the City agrees to upload all necessary applicant information, documents and related files to the SRFR software.
 - 1.4. SRFR shall be notified in a mutually agreed upon manner of pending plans due for review. Once notification is given, SRFR agrees to complete plan review within 14 business days of receipt from the City's permit coordinator.
 - 1.5. SRFR Fire Marshal personnel shall be available, with reasonable notice, for both in-person and virtual pre-application and pre-construction conferences.
 - 1.6. SRFR shall conduct field inspections of new construction, development, and events as required by the Washington State Fire Code and its referenced standards.
 - 1.6.1. SRFR shall be notified by the applicant, contractor, or other responsible party when permitted work is ready for inspection. Inspection requests shall be placed directly to SRFR, by phone or email, with a minimum of forty-eight (48) hours notice from the requested inspection date.

2. Annual Fire Safety Inspections of Businesses and Related Occupancies
 - 2.1. SRFR shall provide annual fire safety inspections of business and occupancies within the corporate limits of the City beginning January 1, 2022.
 - 2.1.1. A fire safety inspection shall be conducted for each commercial civic address, building, suite, and building shell and/or common space (when applicable).
 - 2.1.2. SRFR shall be responsible for transmission of the completed annual fire safety inspection report to the owner, the owner's authorized agent, operator, occupant or other responsible person.
 - 2.2. SRFR shall issue state mandated operational permits, when required, during the annual fire safety inspection. Once issued, SRFR shall renew operational permits during the annual fire safety inspection.

2.3. For annual fire inspection and operational permitting performed between January 1, 2022 and December 31, 2022, the City shall pay to SRFR the fees referenced in Section 4: Tables A and B, invoiced for each business. SRFR shall invoice the City on a monthly basis. Beginning January 1, 2023 SRFR shall invoice each businesses owner or identified representative.

3. Fire Investigation Services

3.1. It shall be the responsibility of the City and/or its fire district having jurisdiction to provide and/or contract for fire investigation services.

4. Public Fire and Life Safety Education

4.1. It shall be the responsibility of the City and/or its fire district having jurisdiction to provide public fire and life safety education.

4.1.1. SRFR, based on the availability of funding and resources, at the discretion of the City and fire district having jurisdiction, may provide and/or assist with public fire and life safety education programs.

5. Qualifications and Training of Personnel

5.1. Fire Code Enforcement: Personnel with primary fire code enforcement duties shall hold the following certifications and designations as appropriate for their rank and position.

5.1.1. Required:

- 5.1.1.1. ICC Fire Inspector I
- 5.1.1.2. ICC Fire Inspector II
- 5.1.1.3. ICC Fire Plans Examiner
- 5.1.1.4. ICC Certified Fire Marshal

5.1.2. Optional:

- 5.1.2.1. CPC Fire Marshal
- 5.1.2.2. ICC Fire Code Specialist
- 5.1.2.3. NFPA Certified Fire Protection Specialist

5.1.3. Temporary Personnel:

- 5.1.3.1. SRFR may assign personnel temporarily to fire code enforcement duties. All temporary personnel shall receive fire code enforcement training as approved by the Fire Marshal prior to engaging in code enforcement duties.

5.2. Fire Investigation: Personnel with primary fire investigation duties shall hold the following certifications as appropriate for their rank and position. (Note: SRFR contracts with Snohomish County Fire Marshal's Office for Fire Investigation Services. Qualifications of SCFMO personnel is determined by SCFMO.)

5.2.1. Required:

- 5.2.1.1. IAAI Fire Investigation Technician
- 5.2.1.2. IAAI Certified Fire Investigator
- 5.2.1.3. IFSAC Certified Fire Investigator

5.2.2. Optional

- 5.2.2.1. NFA Fire Investigation for First Responders

5.3. Public Fire and Life Safety Education: Personnel with primary public fire and life safety education shall hold the following certifications and qualifications as appropriate for their rank and position.

5.3.1. Required:

5.3.1.1. IFSAC Fire and Life Safety Educator

5.3.2. Optional

5.3.2.1. AHA BLS Instructor

5.3.2.2. NFA Youth Firesetter Intervention Specialist

5.3.2.3. SafeKids Worldwide Child Passenger Seat Technician

5.4. Continuing Education and Training

5.4.1. Fire code enforcement personnel shall be provided a minimum of sixteen (16) hours of related continuing education training per year to meet Washington Survey and Rating Bureau (WSRB) and International Code Council (ICC) training and recertification requirements.

5.4.2. Fire investigation personnel shall be provided a minimum of eighty (80) hours of related continuing education over a five (5) year period to meet International Association of Arson Investigators (IAA), WSRB, and Washington State Patrol (WSP) recertification requirements as applicable.

5.4.3. Public fire and life safety personnel shall be provided a minimum of sixteen (16) hours of related continuing education training per year to meet WSRB training requirements.

6. Annual Report

6.1. SRFR shall provide to the City an annual fire marshal services report consisting of the annual program appraisals for each Fire Marshal Service program provided to the City. The annual fire marshal services report shall be provided by no later than April 1st of each year.

EXHIBIT B**ILA EFFECTIVE DATE _____****FIRE MARSHAL SERVICES FEE SCHEDULE**

The Fee Schedule may be modified from time to time by unanimous decision of the Administrative Board. The fees will be adjusted annually by the Seattle-Tacoma-Bellevue CPI-U published in June of the year prior to the effective date of the adjustment and will be rounded to the nearest whole dollar.

Section 1. Land Use Application Fees

Fees for land use application plan review shall be listed below. Unless otherwise specified, all fees are comprehensive for initial plan review with two (2) review correction cycles.

Table A – Pre-Applications	
For all land use pre-applications and pre-check of applications.	
Type	Fee
Pre-Application or Pre-Check of Application	\$35

Table B – Commercial and Residential Development	
For all commercial and residential developments where applicable.	
Type	Fee
Conditional Use Permit including Administrative	\$110
Site Plan Review	\$330
Construction Plans	\$440
Binding Site Plan	\$330
Deviation, Modification or Variance Review	\$110

Table C – Residential Plats	
For all residential plats.	
Type	Fee
Preliminary Short Plat (1-9 lots)	\$110
Preliminary Plat (10-30 lots)	\$220
Preliminary Plat (31 and greater lots)	\$330
Construction Plans (1-9 lots)	\$110
Construction Plans (10-30 lots)	\$220
Construction Plans (31 and greater lots)	\$330
Final Short Plat (1-9 lots)	\$110
Final Plat (10-30 lots)	\$110
Final Plat (31 and greater lots)	\$110

Table D – Miscellaneous Land Use Review	
For all other land use applications not listed in Section 1 Tables A-C.	
Type	Fee
Miscellaneous Land Use Permit Review	\$110

Section 2. Building Permit Fees

Fees for commercial building plan review shall be listed below. Unless otherwise specified, all fees are comprehensive for plan review, permit issuance and two (2) site inspections.

Table A - Fire District Commercial Building Plan Review	
For new and tenant improvement building permits. Applies to all occupancy types including group U.	
Construction Valuation	Fee
One- and Two-Family Dwellings under WSRC	\$35
\$0-\$5,000	\$35
\$5,001-\$10,000	\$65
\$10,001-\$25,000	\$100
\$25,001-\$50,000	\$195
\$50,001-\$250,000	\$325
\$250,001-\$500,000	\$455
\$500,001-\$1,000,000	\$620
\$1,000,001-\$2,000,000	\$780
Over \$2,000,000	\$975

Section 3. Special Event Permit Fees

Fees for all special events. Unless otherwise specified, all fees are comprehensive for plan review with two (2) review correction cycles, permit issuance and two (2) site inspections.

Table A – Special Event Permit Fees	
For all special event permits.	
Request for waivers of fees for non-profit events shall be made in writing to the Fire Marshal no less than 60 days before the event.	
Type	Fee
Special Event Permit (not to exceed 1,000 persons)	\$50
Special Event Permit (1,001 persons or greater)	\$105

Section 4. Fire Safety Inspections, Operational and Construction Permits

Fees for fire safety inspections and fire permits shall be as listed in Tables A through L below. Fees listed in Tables C through L are comprehensive for plan review, permit issuance, and two (2) site inspections.

Table A - Fire Safety Inspection Fees	
Inspected Square-footage (SF)	Fee
1-1,000	\$25
1,001-2,500	\$50
2,501-10,000	\$75
10,001-50,000	\$150
50,001-150,000	\$300
150,001-400,000	\$425
Over 400,000	\$550
R-2 Apartment Buildings	
	Fee
1 and 2 story	\$25
3 story and greater	\$50
Interior hallways	SF Fee
Other Fees	
	Fee
Re-inspection Fee (for uncorrected violations at time of re-inspection)	\$50

Table B - Operational Fire Permits			
An Operational Fire Permit constitutes permission to store, or handle hazardous materials, or to operate processes that may produce conditions hazardous to life or property.			
An Operational Fire Permit is required prior to engagement in the activities, operations, practices, or functions described in WSFC 105.6 AND, if an ongoing operation, is required to be renewed at least annually.			
WSFC Reference	Permit	Required for:	Fee
105.6.1	Aerosol Products	Level 2 or Level 3 aerosol products in excess of 500 pounds.	\$75
105.6.2	Amusement Buildings	Operation of a special amusement building.	\$75
105.6.3	Aviation Facilities	Using a Group H or Group S occupancy for aircraft servicing or repair and aircraft fuel-servicing vehicles.	\$75
105.6.4 (A)	Carbon Dioxide Systems	Carbon dioxide systems having more than 100 pounds of carbon dioxide.	\$75
105.6.4 (B)	Carnivals and Fairs	Conducting a carnival or fair.	\$75

105.6.5	Cellulose Nitrate Film	Storage, handling or using cellulose nitrate film in a Group A occupancy.	\$75
105.6.6	Combustible Dust-Producing Operations	Operation of a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2.	\$75
105.6.7	Combustible Fibers	Storage and handling of combustible fibers in quantities greater than 100 cubic feet.	\$75
105.6.8	Compressed Gases	Storage, use or handling of compressed gases in excess of the amounts listed in Table 105.6.8.	\$75
105.6.9	Covered and Open Mall Buildings	(1) The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall. (2) The display of liquid- or gas-fired equipment in the mall. (3) The use of open-flame or flame-producing equipment in the mall.	\$75
105.6.10	Cryogenic Fluids	Production, storage, transportation on site, use, handling or dispensing cryogenic fluids in excess of the amounts listed in Table 105.6.10.	\$75
105.6.11	Cutting and Welding	Cutting or welding operations.	\$75
105.6.12	Dry Cleaning	Dry cleaning or to change to a more hazardous cleaning solvent used in existing dry-cleaning equipment.	\$75
105.6.13	Exhibits and Trade Shows	Operation of exhibits and trade shows	\$75
105.6.14	Explosives	Manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special	See Section 4, Table C

		effects within the scope of Chapter 56.	
105.6.15	Fire Hydrants and Valves	Contact water purveyor having jurisdiction.	No Fee
105.6.16	Flammable and Combustible Liquids	See WSFC 105.6.16 for permit requirements.	\$75
105.6.17	Floor Finishing	Floor finishing or surfacing operations exceeding 350 square feet using Class I or Class II liquids.	\$75
105.6.18	Fruit and Crop Ripening	Operation of a fruit- or crop-ripening facility or conduct a fruit-ripening process using ethylene gas.	\$75
105.6.19	Fumigation and Insecticidal Fogging	Operation of a business of fumigation or insecticidal fogging, and to maintain a room, vault or chamber in which a toxic or flammable fumigant is used.	\$75
105.6.20	Hazardous Materials	Storage, transportation on site, dispensing, use or handling of hazardous materials in excess of the amounts listed in Table 105.6.20.	\$75
105.6.21	HPM Facilities	Storage, handling or use hazardous production materials.	\$75
105.6.22	High-Piled Storage	use a building or portion thereof with more than 500 square feet, including aisles, of high piled storage.	\$75
105.6.23	Hot Work Operations	Hot work including, but not limited to: (1) Public exhibitions and demonstrations where hot work is conducted. (2) Use of portable hot work equipment inside a structure. (3) Fixed-site hot work equipment, such as welding booths. (4) Hot work conducted within a wildfire risk area. (5) Application of roof coverings with the use of an open-flame device. (6) Where approved, the fire code official shall issue a	\$75

		permit to carry out a hot work program.	
105.6.24	Industrial Ovens	Operation of industrial ovens regulated by Chapter 30.	\$75
105.6.25	Lumber Yards and Woodworking Plants	Storage or processing of lumber exceeding 100,000 board feet.	\$75
105.6.26	Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings	Display, operation or demonstration of liquid- or gas-fueled vehicles or equipment in assembly buildings.	\$75
105.6.27	LP Gas	(1) Storage and use of LP-gas. (2) Operation of cargo tankers that transport LP-gas.	\$75
105.6.28 (A)	Magnesium	Melting, casting, heat treatment or grind more than 10 pounds of magnesium.	\$75
105.6.28 (B)	Marijuana Extraction Systems	An operational permit is required to use a marijuana / cannabis extraction system regulated under WAC 314-55-104.	\$75
105.6.29	Miscellaneous Combustible Storage	Store in any building or on any premises in excess of 2,500 cubic feet gross volume of combustible empty packing cases, boxes, barrels or similar containers, combustible pallets, rubber tires, rubber, cork or similar combustible material.	\$75
105.6.30	Mobile Food Preparation Vehicles	Mobile food preparation vehicles equipped with appliances that produce smoke or grease-laden vapors or utilize LP-gas systems or CNG systems.	\$75
105.6.31	Motor Fuel-Dispensing Facilities	Operation of automotive, marine and fleet motor fuel-dispensing facilities.	\$75
105.6.32	Open Burning	Kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground.	\$75

105.6.33	Open Flames and Torches	Removing paint with a torch; or to use a torch or open-flame device in a wildfire risk area.	\$75
105.6.34	Open Flames and Candles	Use of open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments.	\$75
105.6.35	Organic Coatings	Any organic-coating manufacturing operation producing more than 1 gallon of an organic coating in one day.	\$75
105.6.36	Outdoor Assembly Event	Conduct an outdoor assembly event where planned attendance exceeds 1,000 persons.	See Section 3, Table A
105.6.37	Places of Assembly	Operation a place of assembly.	\$75
105.6.38	Plant Extraction Systems	To use plant extraction systems.	\$75
105.6.39	Private Fire Hydrants	The removal from service, use or operation of private fire hydrants.	\$75
105.6.40	Pyrotechnic Special Effects Material	Use and handling of pyrotechnic special effects material.	\$75
105.6.41	Pyroxylin Plastics	Storage or handling of more than 25 pounds of cellulose nitrate (pyroxylin) plastics, and for the assembly or manufacture of articles involving pyroxylin plastics.	\$75
105.6.42	Refrigeration Equipment	Operation of a mechanical refrigeration unit or system regulated by Chapter 6.	\$75
105.6.43	Repair Garages and Motor Fuel-Dispensing Facilities	Operation of repair garages.	\$75
105.6.44	Rooftop Heliports	Operation of a rooftop heliport.	\$75
105.6.45	Spraying or Dipping	Conducting a spraying or dipping operation utilizing flammable or combustible liquids, or the application of combustible powders regulated by Chapter 24.	\$75

105.6.46	Storage of Scrap Tires and Tire Byproducts	Establishing, conducting or maintaining storage of scrap tires and tire byproducts that exceeds 2,500 cubic feet of total volume of scrap tires, and for indoor storage of tires and tire byproducts.	\$75
105.6.47	Temporary Membrane Structures and Tents	Operation of an air-supported temporary membrane structure, a temporary stage canopy or a tent having an area in excess of 400 square feet.	See Section 4, Table D
105.6.48	Tire-Rebuilding Plants	Operation and maintenance of a tire-rebuilding plant.	\$75
105.6.49	Waste Handling	Operation of wrecking yards, junk yards and waste material-handling facilities.	\$75
105.6.50	Wood Products	Storage of chips, hogged material, lumber or plywood in excess of 200 cubic feet.	\$75
WAC 173-425-060	Residential Open Burning (Only for unincorporated areas of Snohomish Regional Fire & Rescue boundary)	Outdoor burning of leaves, clippings, prunings and other yard and gardening refuse originating on lands immediately adjacent and in close proximity to a human dwelling and burned on such lands by the property owner or his or her designee.	\$25

Table C - Explosives	
WSFC 105.6.14 Required for manufacturing, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of Chapter 56.	
Blasting	
Type	Fee
Blasting (Licensed blasters in accordance with WAC 296-52 only)	\$350
Temporary Storage	\$245
Public Fireworks Display	
Type	Fee
Public Display (Licensed pyrotechnic operators in accordance with RCW 70.77 only)	\$350
Temporary Storage	\$245
Retail and Wholesale Fireworks	
Type	Fee
CFRS Facility - Wood Stand	\$100
CFRS Facility - Tent or Canopy	\$100
Fireworks sales in other than a CFRS Facility	\$100

Table D – Temporary Structures, Canopies, and Tents	
WSFC 105.7.22 Required to erect and take down a temporary special event structure.	
WSFC 105.7.25 Required to erect an air-supported temporary membrane structure, a temporary stage canopy or a tent having an area in excess of 400 square feet. Fees listed below include issuance of operational permit 105.6.47.	
Temporary Assembly Membrane Structures, Canopies, and Tents	
Occupant Load	Fee
50-99 persons	\$85
Over 100 persons	\$170
Temporary Membrane Structures, Canopies, Tents, and Special Event Structures	
Duration of Use	Fee
Less than 3 Days	\$35
4-180 Days	\$105

Table E - Automatic Fire Extinguishing and Water Supply Systems	
WSFC 105.7.1 required for installation of or modification to an automatic fire-extinguishing system.	
NFPA 13 and 13R Fire Sprinkler Systems	
Devices are individual parts of an automatic fire extinguishing system including, but not limited to sprinkler heads, risers, valves, gongs and other such devices. Each part of the system is one device.	
Tenant Improvement or Modification to Existing System	
Number of Heads and Devices	Fee
1-2	\$120
3-5	\$205
6-10	\$280
11-20	\$365
21-40	\$485
41-100	\$600
101-200	\$765
201-300	\$925
Over 300	\$1,010
New System	
Number of Heads and Devices	Fee
1-100	\$600
101-200	\$765
201-300	\$925
Over 300	\$1,010
NFPA 13D Residential Fire Sprinkler Systems	
Number of Heads and Devices	Fee
1-10	\$205
11-25	\$280
Over 25	\$365
*Non-required NFPA 13D systems shall not be charged a fee for plan review, permits or inspections.	
NFPA 14 Standpipe Systems	
WSFC 105.7.24 Required for the installation, modification or removal from service of a standpipe system.	
Class	Fee
I, II or III	\$365
NFPA 20 Fire Pumps and Related Equipment	
WSFC 105.7.8 Required for installation of or modification to fire pumps and related fuel tanks, jockey pumps, controllers and generators.	
Quantity	Fee
Fee per each fire pump	\$365

Private Fire Hydrants	
WSFC 105.7.19 Required for the installation or modification of private fire hydrants.	
Quantity	Fee
Fee per each private fire hydrant	\$160

Underground Supply Piping for Automatic Sprinkler Systems	
WSFC 105.7.26 Required for the installation of the portion of the underground water supply piping, public or private, supplying a water-based fire protection system. The permit shall apply to all underground piping and appurtenances downstream of the first control valve on the lateral piping or service line from the distribution main to one foot above finished floor of the facility with the fire protection system.	
Quantity	Fee
Fee per each underground supply line	\$160
UL300 Commercial Cooking Hood Suppression Systems & NFPA 2001 Clean Agent Systems	
Type	Fee
Pre-Engineered	\$205
Custom Engineered	\$365

Table F - Fire Alarm and Detection Systems and Related Equipment	
WSFC 105.7.7 Required for installation of or modification to fire alarm and detection systems and related equipment.	
Devices include individual parts of a fire alarm system including, but not limited to initiating devices, notification appliances, NAC panels, modules, relays, remote annunciation panels, and other such devices. Each part of the system is one device.	
Note: Central Station Service required. All service providers shall be UL listed and meet the requirements of NFPA 72 Chapter 26.3.2.	
Tenant Improvement or Modification to Existing System	
Number of Devices	Fee
1-2	\$120
3-5	\$205
6-10	\$280
11-20	\$365
21-40	\$485
41-100	\$600
101-200	\$765
Over 200	\$925
New System	
Number of Devices	Fee
1-100	\$600
101-200	\$765
Over 200	\$925

FACP and Communicator	
In addition to the above device fees shown, the following fees also apply:	
Condition	Fee
Replacement	\$205
New	\$320

Table G - Hazardous Materials	
WSFC 105.7.13 Required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a storage facility or other area regulated by Chapter 50 where the hazardous materials in use or storage exceed the amounts listed in Table 105.6.20.	
Quantity	Fee
1-2 Hazardous Materials	\$160
3-5 Hazardous Materials	\$320
Over 5 Hazardous Materials	\$645

Table H – Compressed Gases, Cryogenics, and Liquids	
Compressed Gases	
WSFC 105.7.4 Where the compressed gases in use or storage exceed the amounts listed in Table 105.6.8, a construction permit is required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a compressed gas system.	
Type	Fee
Compressed Gas System	\$320
Cryogenic Fluids	
WSFC 105.7.5 Required for installation of or alteration to outdoor stationary cryogenic fluid storage systems where the system capacity exceeds the amounts listed in Table 105.6.10.	
Quantity	Fee
500 Gallons or Less	\$160
501-1,000 Gallons	\$320
Over 1,000 Gallons	\$345
Flammable and Combustible Liquids	
WSFC 105.7.9 Required to (1) to install, repair or modify a pipeline for the transportation of flammable or combustible liquids. (2) To install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used. (3) To install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank.	
Type	Fee
(1) Pipeline	\$320
(2) Vehicles, Equipment, Facilities, etc.	\$320

Tanks	Fee
500 Gallons or Less	\$160
501-1,000 Gallons	\$320
Over 1,000 Gallons	\$645
Residential Fuel Tank Install or Abandonment	\$85

Liquefied Petroleum Gas	
WSFC 105.7.16 Required for installation of or modification to an LP-gas system.	
Tanks	Fee
500 Gallons or Less	\$160
501-1,000 Gallons	\$320
Over 1,000	\$645
Residential LP-Gas System	\$85

Table I - Industrial Ovens, Marijuana/Plant Extraction Systems, and Spraying/Dipping	
Industrial Ovens	
WSFC 105.7.15 Required for installation of industrial ovens regulated by Chapter 30.	
Classification	Fee
Class A, B, C or D per Oven	\$160
Marijuana and Plant Extraction Systems	
WSFC 105.7.17(A) Required to install a marijuana/cannabis extraction system regulated under WAC 314-55-104.	
WSFC 105.7.18 Required for installation of or modification to plant extraction systems.	
Valuation	Fee
\$25,000 or Less	\$115
\$25,001-\$50,000	\$320
\$50,001-\$100,000	\$645
Over \$100,000	\$805
Spraying or Dipping	
WSFC 105.7.23 Required to install or modify a spray room, dip tank or booth.	
Type	Fee
Pre-Engineered Booth or Tank	\$320
Site-Built Room, Booth, or Tank	\$645

Table J – Building Systems and Services	
Battery Systems	
WSFC 105.7.2 Required to install stationary storage battery systems regulated by Section 1206.2	
Quantity	Fee
Flow batteries with capacity > 20 kWh	\$320
Lead Acid, all types, with capacity > 70 kWh	\$320
Lithium, all types, with capacity > 20 kWh	\$320
Nickel Cadmium with capacity > 70 kWh	\$320
Sodium, all types, with capacity > 20 kWh	\$320
Other Battery Technologies with capacity > 10 kWh	\$320
Capacitor Energy Storage Systems	
WSFC 105.7.3 Required to install capacitor energy storage systems regulated by Section 1206.3 and having capacities exceeding 3 kWh.	
Type	Fee
Capacitor Energy Storage System >3 kWh	\$645
Emergency Responder Radio Coverage Systems	
WSFC 105.7.6 required for installation of or modification to emergency responder radio coverage systems and related equipment.	
Type	Fee
Passive Distributed Antenna System	\$320
Active, Hybrid or Digital Distributed Antenna System	\$645
Fuel Cell Power Systems	
WSFC 105.7.10 Required to install stationary fuel cell power systems.	
Type	Fee
Fuel Cell Power System	\$645
Gas Detection Systems	
WSFC 105.7.11 required for the installation of or modification to gas detection systems.	
Type	Fee
Gas Detection System	\$320
Smoke Control or Exhaust Systems	
WSFC 105.7.20 required for installation of or alteration to smoke control or smoke exhaust systems.	
Type	Fee
Passive	\$320
Mechanical	\$965
Solar Photovoltaic Power System	
WSFC 105.7.21 required to install or modify solar photovoltaic power systems.	
Type	Fee
Residential PV System	\$160
Commercial PV System	\$645

Table K – Specialized Building Areas	
High-Piled Combustible Storage	
WSFC 105.7.14 Required for the installation of or modification to a structure exceeding 500 square feet, including aisles, for high-piled combustible storage.	
Type	Fee
High-piled Storage Installation	\$320
High-piled Storage Modification	\$160
Motor Vehicle Repair Rooms and Booths	
WSFC 105.7.17(B) Required to install or modify a motor vehicle repair room or booth for vehicles that use CNG, LNG, hydrogen or other lighter-than-air motor fuels.	
Type	Fee
Pre-Engineered Motor Vehicle Repair Booth	\$320
Site-Built Motor Vehicle Repair Room or Booth	\$645

Table L - Gates and Barricades Across Fire Apparatus Roads	
WSFC 105.7.12 Required for the installation of or modification to a gate or barricade across a fire apparatus access road.	
Type	Fee
Fee per each gate or barricade	\$160

Section 5. Related Fire Marshal Services Fees

Fees for related fire marshal services shall be listed below. Fees listed in Table O are for reference only and are collected by the referenced city in addition to the fire district fee.

Table M - Fire Investigation Fees	
Cause Determined As	Fee
Accidental, Natural or Undetermined	No Fee
Incendiary (intentionally set or criminal fire, arson)	Actual cost shall be billed to the convicted party for investigation, report preparation, courtroom preparation and testimony as received from Snohomish County in accordance with the current ILA.

Table N - Miscellaneous Fees	
Description	Fee
After Hours Inspections (Regular Hours: Monday-Thursday 8:00am - 4:00pm excluding Holidays)	\$115 per Hour; 2 Hour Minimum
Construction Permit Extension (additional 180 days)	\$150
Construction Inspection Fee (for uncorrected violations after 2 nd site inspection or phased construction after 2 nd site inspection per inspection type)	\$120
Expired Fire Construction Permit Re-Issuance (for expired permits not exceeding 1-year abandonment)	50% of Permit Fee
Firefighter Fire Watch or Standby	\$70 per Hour per Firefighter; 2 Hour Minimum
Fire Flow Determination	Contact Water Purveyor Having Jurisdiction
Invoice Late Fee (delinquent 60 days after invoice)	10% of Invoice, Minimum \$25
Plan Review Fee (for additional corrections or modifications to plans after 2nd review cycle)	\$120
Outside Consultant Review	Actual Cost Plus 50% of Permit Fee
Returned Check Fee	\$20
Work Without a Permit	Permit Fee x 3

Table O – ILA City Fees	
Description	Fee
City of Lake Stevens Administrative Fee	15% of Permit Fee
City of Lake Stevens Technology Fee	3% of Permit Fee
City of Monroe Administrative Fee	10% of Permit Fee, minimum \$25
City of Monroe Technology Fee	5% of Permit Fee
City of Sultan Administrative Fee	15% of Permit Fee
City of Sultan Technology Fee	3% of Permit Fee



Request for Action by the Board (R.A.B)

The purpose of the RAB is to provide a standardized format for presenting initiatives requiring action by the Board of Fire Commissioners. The RAB serves as a guide and checklist intended to provide the detailed, relevant, information needed to help the Board take action on projects, programs, and other initiatives.

Initiative Name:	MDC Laptop Lease
Executive member responsible for guiding the initiative:	AC Guptill
Type of Action:	<input checked="" type="checkbox"/> Simple Motion <input type="checkbox"/> Resolution
Initiative Description: <ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • Reason RAB must be approved outside of the annual budget process 	<p>SRFR has participated in the Sno 911 leased, managed MDC program since its inception with SNOFAC. Lake Stevens Fire had 2 separate leases and Fire District 7 had 3.</p> <p>Two of these legacy leases have expired and been paid in full. A third lease is set to expire in March of 2022 and a fourth in June of 2022.</p> <p>This represent 43 of our 60 MDC's we have from this program.</p> <p>Upon the expiration or full payment of the leases, the agency has the option to take ownership of the MDC's at no cost. IT has done a survey of the devices and is planning to take ownership of just less than half of the devices that are in decent condition. These devices will be used as reserves and earmarked for other agency use.</p> <p>In order to keep the front line response apparatus MDC's in a reliable state, we need to renew a lease for new MDC's. This lease will be for 30 new Dell MDC's. These new MDC's will have larger hard drives which will allow the inclusion of the aerial ortho map layer now available in New World to be utilized. Most of the current lease MDC's have too small of a hard drive to allow the addition of the ortho layers so this will be an improvement to the mapping capabilities on the mobile CAD system.</p> <p>We will also need to evaluate the 14 MDC's that the leases expire in March and July of 22 and likely add another lease at that time to keep the operations reliable.</p> <p>This lease will cost \$2,025.60 per month for a term of 60 months. The lease also includes a warranty for the full 60-month term as well as technical support from Sno 911.</p> <p>This initiative is consistent with our strategic plan as it significantly improves our emergency operations.</p>

Financial Impact:	Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ Long-term annual amounts(s): \$ Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> If yes: Fund(s)/line item(s) to be amended:
Risk Assessment:	Risk if approved: None Risk if not approved: Loss of effectiveness of mobile data computer systems. Would significantly affect emergency response operations.
Legal Review:	<input type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <input type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> Contracts Has been reviewed and approved by legal Includes all costs Includes term Includes 'do not exceed' language <input checked="" type="checkbox"/> N/A This base agreement has not changed since original review. This will be the 6 th identical agreement of this type for SRFR.
Presented to, and Approved by, Senior Staff	<input type="checkbox"/> Yes <input type="checkbox"/> No
Commissioner Sub-Committee Approval	Initiative presented to commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>
For Fire Chief Approval:	<input checked="" type="checkbox"/> RAB document complete <input checked="" type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Secretary (Mindy Leber)

Fire Chief will approve and distribute by email to the Board of Commissioners – champion/senior staff will be cc'd on the email distribution

Fire Chief will coordinate with Senior Staff for RAB introduction

Champion: Confirmed email sent to Board by Fire Chief

Yes No

Board of Fire Commissioners

RAB initiatives go through the following process:

1. Senior Staff approval to move forward to a committee/board
2. Initiatives are introduced to the appropriate committee for review
3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item
 - o The Executive Staff member assigned to develop the initiative (the RAB Champion) presents initiative to the Board (maximum time for presentation is ten minutes)
4. At a second commissioner meeting, initiatives may be assigned as an action item for approval

Execution:

It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.

Current Leases

Expiration	Agency	Units	Ea	Per month Expense
3/9/2021	LSF	12	\$	119.03
7/4/2021	D-7	17	\$	53.26
3/31/2022	LSF	4	\$	140.00
6/1/2022	D-7	10	\$	125.44
8/31/2023	D-7	16	\$	71.83
Total Devices		59		Monthly Total
				Annual Total

Proposed Lease

1/1/2027	SRFR	30	\$	67.52
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		Current Amount
Current	\$	3,355.75
Apr-22	\$	2,403.68
1-Jul	\$	1,149.28

Per month Total

\$	1,428.36
\$	905.42
\$	560.00
\$	1,254.40
\$	1,149.28
\$	5,297.46
\$	63,569.52

\$ 2,025.60

Proposed Amount

\$	5,381.35
\$	4,429.28
\$	3,174.88

ENHANCED SERVICE LEVEL AGREEMENT

THIS AMENDED AND RESTATED ENHANCED SERVICE LEVEL AGREEMENT (this “ESL Agreement”) is entered effective the **1st DAY OF NOVEMBER, 2021** (the “Effective Date”) by and between the SNOHOMISH COUNTY 911, an interlocal association under the laws of the State of Washington (“SNOHOMISH COUNTY 911”) and **SNOHOMISH REGIONAL FIRE & RESCUE** a SNOHOMISH COUNTY 911 member agency (“Member Agency”).

RECITALS

A. Member Agency has sought guidance from SNOHOMISH COUNTY 911 with respect to Member Agency’s public safety mobile system technical needs.

B. Pursuant to the request of Member Agency and at the direction of SNOHOMISH COUNTY 911’s Board of Directors, SNOHOMISH COUNTY 911 has developed a Managed Laptop Program to offer standard public safety grade computer systems and support to participating member agencies.

C. Under the Managed Laptop Program, the standard equipment is supported by SNOHOMISH COUNTY 911 staff for all SNOHOMISH COUNTY 911 provided or supported public safety software and systems.

D. Pursuant to the terms and conditions of this ESL Agreement, Member Agency agrees to enter into SNOHOMISH COUNTY 911’s Managed Laptop Program.

AGREEMENT

FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which are hereby acknowledged, SNOHOMISH COUNTY 911 and Member Agency agree as follows:

1. Purpose. The purpose of this ESL Agreement is to establish the terms and conditions for Member Agency’s participation in SNOHOMISH COUNTY 911’s Managed Laptop Program, including the obligations and responsibilities of SNOHOMISH COUNTY 911 and Member Agency.

2. SNOHOMISH COUNTY 911 Responsibilities. During the term of this ESL Agreement, SNOHOMISH COUNTY 911 shall be responsible for the following:

a. SNOHOMISH COUNTY 911 shall provide Member Agency with laptop computers and related equipment (battery, power cord, etc.), meeting the specifications set forth in Exhibit “A” attached hereto.

b. SNOHOMISH COUNTY 911 shall provide Member Agency with a commercial wireless device (“Air Card”) compatible with the laptop computer.

c. SNOHOMISH COUNTY 911 shall pay the Air Card monthly costs and the costs attributable to the standard basic software for the laptop computer.

d. SNOHOMISH COUNTY 911 shall provide Member Agency with standard systems software (MS Windows, security software, MS Server and CALs), along with select public safety software licenses (New World Mobile, NetMotion, etc.).

e. SNOHOMISH COUNTY 911 shall provide GPS/AVL device and equipment compatible with the laptop computer.

f. SNOHOMISH COUNTY 911 shall provide for setup, configuration and testing of the laptop computer and any provided ancillary devices thereto.

g. SNOHOMISH COUNTY 911 shall provide for ongoing support of the SNOHOMISH COUNTY 911-provided software and hardware. SNOHOMISH COUNTY 911 shall provide repair and replacement services consistent with vendor warranty. Beginning **NOVEMBER 1, 2021** and continuing through the end of this agreement, Member Agency shall be responsible to pay SNOHOMISH COUNTY 911 for any labor costs for repair and replacement services provided pursuant to this Agreement. SNOHOMISH COUNTY 911 will be charging its labor at it's, then, prevailing rate. The support services provided by SNOHOMISH COUNTY 911 shall be delivered when technical staff is available during normal SNOHOMISH COUNTY 911 administrative business hours.

h. SNOHOMISH COUNTY 911 shall provide at least one (1) shared "rapid replacement device" (to be shared between other managed laptop program agencies on a first-come-first-serve basis.

3. Member Agency Responsibilities. During the term of this ESL Agreement, Member Agency shall be responsible for the following:

a. Member Agency shall be responsible for providing any other software in addition to the standard system software provided by SNOHOMISH COUNTY 911 provided, however, other software must be preapproved by SNOHOMISH COUNTY 911. Other software currently includes: Streets/maps, ESO & SECTOR. Member Agency's responsibility with respect to other software includes purchase, installation and support of non-SNOHOMISH COUNTY 911 supported software.

b. Member Agency shall be responsible for the safe use, proper and secure installation/mounting of the laptop and SNOHOMISH COUNTY 911 provided equipment to assure there is no safety hazard or other risk created by the improper mounting or use. Member Agency shall ensure all equipment installation is completed to SNOHOMISH COUNTY 911's specifications. Member Agency shall also be responsible for the proper handling and general care of the laptop computer and any ancillary equipment. If the laptop computer or any ancillary equipment is damaged due to Member Agency's fault or neglect, any costs beyond warranty coverage, shall be paid by Member Agency.

c. Member Agency shall be responsible for the transport of the laptop computer and/or other devices needing support to and from the SNOHOMISH COUNTY 911 facilities typically during normal business hours.

d. Member Agency shall pay the monthly fee as specified on **Exhibit A (30 units at \$67.52 per unit)** to SNOHOMISH COUNTY 911 on or before the **15** day of each month for the sixty (60) months of this Agreement except as noted in 3.e. **This fee may vary slightly based on final purchase costs.** In the event that Member Agency chooses to add more equipment pursuant to this ESL Agreement, as SNOHOMISH COUNTY 911 may agree, **Exhibit A** shall then, upon that circumstance, be updated,

initialed by the Parties, and the monthly fee shall at that time be adjusted to reflect the new equipment with the new charge commencing on the first day of the first month after the new equipment is functional. All other terms and conditions of the ESL Agreement shall continue in full force and effect.

e. Beginning **NOVEMBER 2021** and continuing through the end of this agreement, Member Agency shall be responsible to pay SNOHOMISH COUNTY 911 for any labor costs for repair and replacement services provided pursuant to this Agreement. The labor costs charged shall be reasonably determined by SNOHOMISH COUNTY 911 considering appropriate factors including, without limitation, the previous history of Member Agency and other participants in the Managed Laptop Program. The labor costs may be charged monthly based on an anticipated average cost or charged based on actual use in SNOHOMISH COUNTY 911’s discretion.

f. Member Agency shall pay any costs related to the laptop computers, related hardware or software except those costs expressly assumed by SNOHOMISH COUNTY 911.

4. Release. Member Agency acknowledges and understands that SNOHOMISH COUNTY 911 is simply acting as a facilitator by obtaining the laptop computer(s) that the parties have agreed upon and arranging for terms under which Member Agency may have the use of the laptop computer(s), software and support services but that SNOHOMISH COUNTY 911 is providing its facilitation role without specific warranties on its part as to the hardware, software and/or support services provided to Member Agency pursuant to this ESL Agreement. Thus, Member Agency agrees to release and forever discharge SNOHOMISH COUNTY 911 from any and all liability whatsoever that might arise from SNOHOMISH COUNTY 911’s duties and responsibilities under this ESL Agreement.

5. Term. The term of this ESL Agreement shall be sixty (60) months from the Effective Date which date for termination shall be the “Scheduled Termination Date. In the event that Member Agency shall seek to terminate this ESL Agreement prior to the Scheduled Termination Date, Member Agency must negotiate early termination terms and conditions acceptable to SNOHOMISH COUNTY 911.

MEMBER AGENCY:

SNOHOMISH COUNTY 911:

By: _____

By: _____

Title: _____

Title: Board President

Date: _____, 2021

Date: _____, 2021

**Snohomish Regional Fire & Rescue
Exhibit A**

Contract Term: July 1, 2021 thru June 30, 2026

Line	Qty	Item Description	Unit Cost	Total
1	30	DELL Latitude Rugged 5420	\$2,734.27	\$82,028.10
2	30	5 year Accidental Damage Coverage (Included)	\$0.00	\$0.00
3	0	*Sierra Wireless AirLink MP70 Kit Accessories/Services	\$0.00	\$0.00
4	30	Microsoft Windows Professional (Included)	\$0.00	\$0.00
5	30	Microsoft Office Standard	\$293.24	\$8,797.20
6	30	Palo Alto Cortex Traps Security - 5 years	\$176.75	\$5,302.50
7	30	Microsoft Server CAL	\$24.29	\$728.70
8	0	Airlink Management Service 5 years	\$0.00	\$0.00
9	30	New World Systems Mobile (included)	\$0.00	\$0.00
10		Hardware Installation NOT INCLUDED (agency responsibility)	\$0.00	\$0.00
		Tax	\$316.40	\$9,491.94
11		Total Purchase Unit Cost / Combined	\$3,544.95	\$106,348.44
12		Re-occurring Monthly Costs		
13		Verizon LTE Broadband Internet Service	\$ -	
14		Verizon Public Safety Priority Service (if applicable)	\$ -	
15		Monthly Unit Cost Summary	Per Unit	
16		Hardware/Software Cost Per Unit	\$59.08	
17		Shared Spare Hardware/Software Cost Per Unit	\$2.53	
18		Verizon LTE Broadband Service	\$0.00	
20		Monthly Labor Cost - 10%	\$5.91	
21			\$0.00	
22		Total Monthly Cost Per Unit	\$67.52	
24	30	Total Monthly Cost	\$2,025.60	

Notes/Remarks:

Line 2: ADP coverages defined by manufacturer. Agency is responsible for all non-covered costs.
 Line 13: Broadband costs may vary. Agency is responsible for full amount of service and overages.
 Line 14: Priority Service is not yet available. When available agencies may opt in to paying an additional charge to receive the service.
 Line 17: Represents the proportional share for a single spare backup laptop only (Sierra Wireless excluded).
 Line 22: We have done our best to fully estimate these costs. Final cost may vary slightly based on tax/shipping and other minor additional costs.

SNO911 retains ownership of all licenses, hardware & software with the exception of agency provided & SNO911 approved hardware/software (Streets/Maps, ALPR, etc.).

NEW BUSINESS - ACTION

COMMITTEE REPORTS

OTHER MEETINGS ATTENDED

EXECUTIVE SESSION