



---

**COMMISSIONER  
BOARD MEETING**

**March 10, 2022**

**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  
March 10, 2022 1730 hours

**CALL TO ORDER**

**PUBLIC COMMENT**

**UNION COMMENT**

**CHIEF’S REPORT**

**CONSENT AGENDA**

**Approve Vouchers**

Benefits Vouchers: 22-00435 to 22-00455; (\$682,755.58)  
AP Vouchers: 22-00456 to 22-00588; (\$460,642.39)

**Approval of Payroll**

February 28, 2022 (\$1,165,921.35)

**Approval of Minutes**

Approve Workshop Minutes –February 15-17, 2022  
Approve Regular Board Meeting Minutes – February 24, 2022

**OLD BUSINESS**

**Discussion**

**Action**

Sno911 Leased Contract Agreement  
Teamsters Union Local No. 38 Draft Agreement

**NEW BUSINESS**

**Discussion**

2022 Staffing and Hiring Plan RAB  
Landscaping Contract and RAB  
Partnership ILA: South County Fire

**Action**



**COMMISSIONER COMMITTEE REPORTS**

Finance Committee (**Elmore**/Waugh)

**OTHER MEETINGS ATTENDED**

Snohomish County 911 (**Waugh**)

Sno-Isle Commissioner Meeting (**Fay**)

**GOOD OF THE ORDER**

**ATTENDANCE CHECK**

Regular Commissioner Meeting March 24, 2022, at 1730 - Station 31 Training Room/BlueJeans.

**EXECUTIVE SESSION**

**ADJOURNMENT**

<b>Committee</b>	<b>Chair</b>	<b>Last Mtg</b>	<b>Next Mtg</b>
Finance	Elmore	2/24/22	3/24/22
Capital Facilities	Waugh	1/11/22	TBD
Citizen's Advisory		11/1/21	TBD
Sno Cnty 911	Waugh	2/17/22	3/16/22
Sno-Isle Commr.	Fay	3/3/22	4/7/22

# **FIRE CHIEF REPORT**

# **CONSENT AGENDA**

## Snohomish County Fire District #7 Claims Voucher Summary

03/03/2022

Page 1 of 1

Fund: General Fund #001

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

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
22-00435	AFLAC		623.16
22-00436	DEPARTMENT OF RETIREMENT SYSTEMS		442,926.69
22-00437	FIRE 7 FOUNDATION		442.50
22-00438	FIREPAC		1,038.21
22-00439	GENERAL TEAMSTERS UNION LOCAL 38		1,260.00
22-00440	HRA VEBA TRUST		53,412.32
22-00441	IAFF LOCAL 2781		3,909.10
22-00442	IAFF LOCAL 2781		792.00
22-00443	IAFF LOCAL 2781		8,690.45
22-00444	IAFF LOCAL 2781		796.00
22-00445	IAFF LOCAL 2781		500.00
22-00446	IAFF LOCAL 2781		3,887.02
22-00447	IAFF LOCAL 2781		497.50
22-00448	IAFF LOCAL 2781		8,641.90
22-00449	LOCAL IAFF 2781 PAC		666.00
22-00450	MATRIX TRUST COMPANY		24,792.21
22-00451	PAID FAMILY & MEDICAL LEAVE		17,735.81
22-00452	TD AMERITRADE INSTITUTIONAL		388.50
22-00453	VOYA INSTITUTIONAL TRUST CO		82,391.10
22-00454	WSCFF FASTPAC		790.11
22-00455	WSCFF-EMP BENEFIT TRUST		28,575.00

	<b>Page Total</b>	682,755.58
--	-------------------	------------

	<b>Cumulative Total</b>	682,755.58
--	-------------------------	------------



Snohomish Regional Fire & Rescue, WA

8  
**Docket of Claims Register**

APPKT00943 - 03/10/2022 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
2169	ACTIVE911, INC	388772	Active911 'ActiveAlert' App Subscriptic	Invoice	02/24/2022	Active911 'ActiveAlert' App Subscriptic	001-513-522-10-49-04	1,215.96
0028	ALL BATTERY SALES AND SERVICE	300-10097240	Shop Supplies	Invoice	02/17/2022	Shop Supplies	050-511-522-60-31-05	62.30
1503	ALLSTREAM BUSINESS US, INC	18176329	Phone/Fax/Alarm Services - ST 71, 74,	Invoice	03/01/2022	Phone/Fax/Alarm Services - ST 71, 74,	001-513-522-50-42-01	319.50
1503	ALLSTREAM BUSINESS US, INC	18177767	Phone/Fax/Alarm Services - ST 31	Invoice	03/01/2022	Phone/Fax/Alarm Services - ST 31	001-513-522-50-42-01	219.95
1503	ALLSTREAM BUSINESS US, INC	18186567	Phone/Fax/Alarm Services - ST 32	Invoice	03/03/2022	Phone/Fax/Alarm Services - ST 32	001-513-522-50-42-01	112.63
2106	AMAZON CAPITAL SERVICES, INC	13T3-RCTM-DRVC	Shop Small Tools & Equipment	Invoice	02/22/2022	Shop Small Tools & Equipment	050-511-522-60-35-00	130.07
		144M-VVWH-71K1	Shop Parts	Invoice	02/09/2022	Shop Parts	050-511-522-60-34-01	150.72
		17Q4-T9YL-FDX6	Reusable/Permanent Keurig Coffee Filt	Invoice	03/02/2022	Reusable/Permanent Keurig Coffee Filt	001-507-522-50-31-00	16.12
		1CXK-6TGP-TCWC	Shop Small Tools & Equipment	Invoice	02/01/2022	Shop Small Tools & Equipment	050-511-522-60-35-00	311.49
		1DPG-QLDM-H1X4	Spatula Sets,Mixing Spoon,Tongs,Can C	Invoice	02/16/2022	Spatula Sets,Mixing Spoon,Tongs,Can C	001-507-522-50-35-00	237.54
		1F7M-76TM-MW3X	Reciprocating Saw Blade (9") (x5)	Invoice	02/16/2022	Reciprocating Saw Blade (9") (x5)	001-504-522-20-48-02	77.55
		1FFX-9HCY-1NMY	Clothes Hangers (10pk) (x5) - ST 81	Invoice	02/25/2022	Clothes Hangers (10pk) (x5) - ST 81	001-507-522-50-35-00	84.40
		1FRG-4QWG-RWPX	Shop Parts	Invoice	02/08/2022	Shop Parts	050-511-522-60-34-01	21.84
		1J7G-CFM1-X6RC	Cheese Slicer,Box Grater,Ice Cream Sco	Invoice	02/24/2022	Cheese Slicer,Box Grater,Ice Cream Sco	001-507-522-50-35-00	40.45
		1J7G-CFM1-XW13	Collapsible Storage Basket (3pk)	Invoice	02/24/2022	Collapsible Storage Basket (3pk)	001-502-522-10-35-00	35.30
		1JYW-Y76Y-PK77	PreMax Pre-Filter (IQAir Air Purifier)	Invoice	02/21/2022	PreMax Pre-Filter (IQAir Air Purifier)	001-510-522-20-31-01	85.16
		1QJM-QMD4-H4Y9	Shop Small Tools & Equipment	Invoice	02/06/2022	Shop Small Tools & Equipment	050-511-522-60-35-00	171.46
		1QXC-DQXH-TH1L	USB Cable (Type C to DisplayPort 1.4) (	Invoice	02/24/2022	USB Cable (Type C to DisplayPort 1.4) (	001-513-522-10-35-00	224.28
		1T9J-LCPD-9JCX	Magocard Color Ribbon (Key Card/ID B:	Invoice	02/19/2022	Magocard Color Ribbon (Key Card/ID B:	001-513-522-10-35-00	254.12
		1TWQ-NKJ7-713H	Shop Supplies	Invoice	02/22/2022	Shop Supplies	050-511-522-60-31-05	19.32
		1WGM-XRH1-3MVY	Automotive Metal Polishing Tool (Drill	Invoice	02/17/2022	Automotive Metal Polishing Tool (Drill	001-513-522-20-48-01	26.72
		1YNN-N3Y3-XFVW	Water Hose Nozzle (x3) - ST 71	Invoice	02/24/2022	Water Hose Nozzle (x3) - ST 71	001-507-522-50-35-00	31.83
0040	ARAMARK UNIFORM SERVICES	656000196174	Shop Supplies/Uniform Rental/Laundr	Invoice	02/24/2022	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	77.59
		656000200296	Shop Supplies/Uniform Rental/Laundr	Invoice	03/03/2022	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	79.91
		656000200300	Shop Towels, Floor Mat & Mop Supply	Invoice	03/03/2022	Shop Towels, Floor Mat & Mop Supply	001-507-522-50-41-00	16.39
1523	AT&T MOBILITY LLC	287289300744X02162022	Test Modem Data Plan	Invoice	02/08/2022	Test Modem Data Plan	001-513-522-10-42-00	46.71



## Docket of Claims Register

APPKT00943 - 03/10/2022 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
1971	B&H FIRE AND SECURITY	22-00464					204.82
	4057	Fire Alarm Servc Call (Phone Line 2 Issu	Invoice	03/01/2022	Fire Alarm Servc Call (Phone Line 2 Issu	001-507-522-50-48-00	204.82
1524	BADGLEY'S LANDSCAPE LLC	22-00465					8,734.87
	89639	Landscaping Maintenance - ST 33, 71,	Invoice	03/01/2022	Landscaping Maintenance - ST 33, 71,	001-507-522-50-41-00	3,590.64
	89640	Landscaping Maintenance - ST 77	Invoice	03/01/2022	Landscaping Maintenance - ST 77	001-507-522-50-41-00	456.78
	89641	Landscaping Maintenance - ST 76	Invoice	03/01/2022	Landscaping Maintenance - ST 76	001-507-522-50-41-00	782.70
	89642	Landscaping Maintenance - Admin Bld	Invoice	03/01/2022	Landscaping Maintenance - Admin Bld	001-507-522-50-41-00	2,267.52
						300-507-522-50-41-00	658.07
	89643	Landscaping Maintenance - ST 72	Invoice	03/01/2022	Landscaping Maintenance - ST 72	001-507-522-50-41-00	979.16
0058	BICKFORD MOTORS INC.	22-00466					353.50
	1214585	Shop Parts	Invoice	02/10/2022	Shop Parts	050-511-522-60-34-01	39.59
	1215020	Shop Parts	Invoice	02/14/2022	Shop Parts	050-511-522-60-34-01	117.24
	1215186	Shop Parts	Invoice	02/15/2022	Shop Parts	050-511-522-60-34-01	41.04
	1215328	Shop Parts	Invoice	02/17/2022	Shop Parts	050-511-522-60-34-01	5.18
	1215705	Shop Parts	Invoice	02/23/2022	Shop Parts	050-511-522-60-34-01	44.98
	1215706	Shop Parts	Invoice	02/23/2022	Shop Parts	050-511-522-60-34-01	11.10
	1215788	Shop Parts	Invoice	02/24/2022	Shop Parts	050-511-522-60-34-01	4.28
	1215865	Shop Parts	Invoice	02/24/2022	Shop Parts	050-511-522-60-34-01	90.09
2152	BK INDUSTRIES & SOLUTIONS INC	22-00467					2,879.08
	1137	Janitorial Monthly Services - DSHS,Adn	Invoice	03/01/2022	Janitorial Monthly Services - Admin Su	001-507-522-50-41-00	889.35
					Janitorial Monthly Services - DSHS	300-507-522-50-41-00	1,989.73

## Docket of Claims Register

APPKT00943 - 03/10/2022 Board Meeting - KP

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
0065	BOUND TREE MEDICAL, LLC	22-00468					16,099.58
	84352257	Medical Supplies & Medical Sm.Tools/I	Invoice	01/06/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	6.49
					Medical Supplies	001-509-522-30-31-01	266.65
	84355877	Medical Supplies	Invoice	01/10/2022	Medical Supplies	001-509-522-30-31-01	43.58
	84355878	Medications	Invoice	01/10/2022	Medications	001-509-522-30-31-01	566.79
	84355879	Medical Small Tools/Minor Equipment	Invoice	01/10/2022	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	329.40
	84358033	Medical Supplies	Invoice	01/11/2022	Medical Supplies	001-509-522-30-31-01	113.76
	84361778	Medical Supplies	Invoice	01/13/2022	Medical Supplies	001-509-522-30-31-01	69.98
	84361779	Medications	Invoice	01/13/2022	Medications	001-509-522-30-31-01	749.29
	84361780	Medications	Invoice	01/13/2022	Medications	001-509-522-30-31-01	128.51
	84361781	Medications & Medical Supplies	Invoice	01/13/2022	Medications & Medical Supplies	001-509-522-30-31-01	1,464.57
	84361782	Medical Supplies	Invoice	01/13/2022	Medical Supplies	001-509-522-30-31-01	525.38
	84361783	Medications	Invoice	01/13/2022	Medications	001-509-522-30-31-01	1,157.50
	84363453	Medications	Invoice	01/17/2022	Medications	001-509-522-30-31-01	566.79
	84363454	Medications/Medical Supplies/Medica	Invoice	01/17/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	33.35
					Medications & Medical Supplies	001-509-522-30-31-01	126.74
	84363455	Medical Supplies	Invoice	01/17/2022	Medical Supplies	001-509-522-30-31-01	19.06
	84363456	Medical Supplies	Invoice	01/17/2022	Medical Supplies	001-509-522-30-31-01	18.90
	84363457	Medical Supplies	Invoice	01/17/2022	Medical Supplies	001-509-522-30-31-01	1.29
	84364955	Medications & Medical Supplies	Invoice	01/17/2022	Medications & Medical Supplies	001-509-522-30-31-01	389.79
	84364956	Medical Supplies & Medical Sm.Tools/I	Invoice	01/17/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	209.09
					Medical Supplies	001-509-522-30-31-01	1,822.25
	84364957	Medications & Medical Supplies	Invoice	01/17/2022	Medications & Medical Supplies	001-509-522-30-31-01	916.03
	84366217	Medications/Medical Supplies/Medica	Invoice	01/18/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	175.83
					Medications & Medical Supplies	001-509-522-30-31-01	1,283.19
	84366218	Medical Supplies	Invoice	01/18/2022	Medical Supplies	001-509-522-30-31-01	5.87
	84368279	Medical Supplies & Medical Sm.Tools/I	Invoice	01/19/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	6.69
					Medical Supplies	001-509-522-30-31-01	1,146.34
	84368280	Medical Small Tools/Minor Equipment	Invoice	01/19/2022	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	182.77
	84368281	Medical Small Tools/Minor Equipment	Invoice	01/19/2022	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	66.55
	84368282	Medications & Medical Supplies	Invoice	01/19/2022	Medications & Medical Supplies	001-509-522-30-31-01	1,343.60
	84368283	Medications & Medical Supplies	Invoice	01/19/2022	Medications & Medical Supplies	001-509-522-30-31-01	231.26
	84368284	Medical Supplies	Invoice	01/19/2022	Medical Supplies	001-509-522-30-31-01	23.50
	84370545	Medical Supplies	Invoice	01/20/2022	Medical Supplies	001-509-522-30-31-01	225.00
	84374707	Medical Supplies	Invoice	01/24/2022	Medical Supplies	001-509-522-30-31-01	811.53
	84377400	Medical Supplies	Invoice	01/25/2022	Medical Supplies	001-509-522-30-31-01	667.77
	84379450	Medical Supplies	Invoice	01/26/2022	Medical Supplies	001-509-522-30-31-01	10.78
	84379451	Medical Supplies	Invoice	01/26/2022	Medical Supplies	001-509-522-30-31-01	393.71
0068	BRAD TALLEY	22-00469					4,000.00
	FEB2022	EMS Srvc Contract - Medical Supervisi	Invoice	03/01/2022	EMS Srvc Contract - Medical Supervisi	001-509-522-20-41-02	4,000.00

## 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
0070	BRAKE & CLUTCH SUPPLY INC	22-00470					805.31
	106904	Shop Parts	Invoice	02/10/2022	Shop Parts	050-511-522-60-34-01	10.41
	107067	Shop Parts	Invoice	02/16/2022	Shop Parts	050-511-522-60-34-01	33.51
	107305	Shop Parts	Invoice	02/24/2022	Shop Parts	050-511-522-60-34-01	104.24
	107341	Shop Parts	Invoice	02/25/2022	Shop Parts	050-511-522-60-34-01	657.15
1742	BRANDON VARGAS	22-00471					140.08
	INV07480	CDL Class A license Renewal Reimburse	Invoice	01/14/2022	CDL Class A license Renewal Reimburse	001-507-522-50-49-00	140.08
0073	BRAUN NORTHWEST INC	22-00472					1,861.87
	32088	Shop Parts	Invoice	02/03/2022	Shop Parts	050-511-522-60-34-01	132.42
	32128	App. Placard Blank Inserts (Red) & SS F	Invoice	02/10/2022	App. Placard Blank Inserts (Red) & SS F	001-513-522-20-48-01	1,729.45
1583	BRYAN HUNT	22-00473					577.95
	INV07477	Wildland Per Diem Reimbursmnt (Jose	Invoice	12/13/2021	Wildland Per Diem Reimbursmnt (Jose	001-514-522-20-43-01	577.95
1573	CASCADE RESCUE COMPANY	22-00474					54.00
	INV00325669	Rescue Swimmer Supplies (WRT)	Invoice	02/16/2022	Rescue Swimmer Supplies (WRT)	001-514-522-20-31-09	54.00
0095	CENTRAL SUPPLY INTERNATIONAL	22-00475					1,193.74
	1666	Shop Parts	Invoice	02/07/2022	Shop Parts	050-511-522-60-34-01	1,193.74
0096	CENTRAL WELDING SUPPLY	22-00476					1,403.66
	RN02222188	Oxygen Cylinder Rental (Inventory)	Invoice	02/28/2022	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	233.97
	RN02222189	Oxygen Cylinder Rental (Inventory)	Invoice	02/28/2022	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	173.70
	RN02222190	Oxygen Cylinder Rental (Inventory)	Invoice	02/28/2022	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	166.98
	RN02224339	Oxygen Cylinder Rental (Inventory)	Invoice	02/28/2022	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	410.58
	SP 878880	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	03/03/2022	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	105.33
	WV 202135	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	02/21/2022	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	313.10
0099	CHAMPION BOLT & SUPPLY INC	22-00477					20.77
	743093	Shop Parts	Invoice	02/15/2022	Shop Parts	050-511-522-60-34-01	20.77
0531	CHRISTENSEN, INC	22-00478					2,395.39
	0283779-IN	Shop Parts	Invoice	02/23/2022	Shop Parts	050-511-522-60-34-01	2,395.39
0112	CLEARFLY COMMUNICATIONS	22-00479					776.93
	INV408328	Phone/Fax Services - Admin Bldg, ST 3:	Invoice	03/01/2022	Phone/Fax Services - Admin Bldg, ST 3:	001-513-522-50-42-01	776.93
0125	COLUMBIA SOUTHERN UNIVERSITY	22-00480					634.50
	315464022422	Tuition FIR3304 - R.Seda	Invoice	02/25/2022	Tuition FIR3304 - R.Seda	001-506-522-45-49-10	634.50
0126	COMCAST	22-00481					151.93
	ST77-MARAPR22	Internet Services - ST 77	Invoice	02/26/2022	Internet Services - ST 77	001-513-522-50-42-01	151.93
0126	COMCAST	22-00482					156.71
	ST31-MARAPR22	Internet Services - ST 31	Invoice	02/27/2022	Internet Services - ST 31	001-513-522-50-42-01	156.71
0126	COMCAST	22-00483					151.71
	ST32-MARAPR22	Internet Services - ST 32	Invoice	02/25/2022	Internet Services - ST 32	001-513-522-50-42-01	151.71

## 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
0126	COMCAST	22-00484					151.69
	ST72-MARAPR22	Internet Services - ST 72	Invoice	02/27/2022	Internet Services - ST 72	001-513-522-50-42-01	151.69
0126	COMCAST	22-00485					151.69
	ST73-MARAPR22	Internet Services - ST 73	Invoice	03/04/2022	Internet Services - ST 73	001-513-522-50-42-01	151.69
0126	COMCAST	22-00486					151.95
	ST76-MARAPR22	Internet Services - ST 76	Invoice	02/27/2022	Internet Services - ST 76	001-513-522-50-42-01	151.95
0127	COMDATA INC.	22-00487					2,578.52
	20370530	Fuel	Invoice	03/01/2022	Fuel - EMS	001-509-522-20-32-00	1,222.96
					Fuel - Shop	050-511-522-60-32-00	132.60
					Fuel - Suppression	001-504-522-20-32-00	1,222.96
1882	CONCENTRA MEDICAL CENTERS	22-00488					422.50
	74414217	Annual Employee Physical	Invoice	02/16/2022	Annual Employee Physical	001-510-522-20-41-06	422.50
0138	CRESSY DOOR COMPANY, INC	22-00489					4,866.15
	169289	Bay Door Servc Call/Repair (Rollers&Hi	Invoice	02/17/2022	Bay Door Servc Call/Repair (Rollers&Hi	001-507-522-50-48-00	886.17
	169295	Bay Door Repair (New Special Order Sç	Invoice	02/17/2022	Bay Door Repair (New Special Order Sç	001-507-522-50-48-00	3,979.98
1745	DAN HOWARD	22-00490					156.75
	INV07473	Wildland Per Diem Reimbursement (C	Invoice	09/21/2021	Wildland Per Diem Reimbursement (C	001-514-522-20-43-01	156.75
1853	DANIEL MURDOCK	22-00491					724.88
	INV07479	Tuition & Textbook Book Access Reimb	Invoice	02/22/2022	Student Online Book Access Portal Fee	001-506-522-45-34-00	86.63
					Tuition Reimbursement - PSYC 100	001-506-522-45-49-10	638.25
1640	DAVE HANSON	22-00492					220.00
	INV07481	ACLS Renewal Course/Registration Rei	Invoice	02/28/2022	ACLS Renewal Course/Registration Rei	001-509-522-45-49-02	220.00
0154	DELL MARKETING LP C/O DELL U:	22-00493					2,722.23
	10529199683	Dell Server ProSupport (4-Hour & Miss	Invoice	10/28/2021	Dell Server ProSupport (4-Hour & Miss	001-513-522-10-49-04	2,722.23
0156	DEPT. GRAPHICS	22-00494					559.98
	11531	Apparatus Placard Inserts Reflective Tex	Invoice	02/17/2022	Apparatus Placard Inserts Reflective Tex	001-513-522-20-48-01	559.98
1642	EVERGREEN POWER SYSTEMS, IN	22-00495					3,198.81
	32536	New Wall Recess Heaters System Insta	Invoice	02/18/2022	New Wall Recess Heaters System Insta	001-507-522-50-48-00	1,340.70
	32582	Smoke Detector & Testing Connector I	Invoice	02/28/2022	Smoke Detector & Testing Connector I	001-507-522-50-48-00	836.15
	32583	Electrcl Servc Call/Repair (GFCI Recept	Invoice	02/28/2022	Electrcl Servc Call/Repair (GFCI Recept	001-507-522-50-48-00	651.36
	32584	Relocate Locution System Outlet - ST 8	Invoice	02/28/2022	Relocate Locution System Outlet - ST 8	001-507-522-50-48-00	370.60
2121	FIRECOM	22-00496					237.50
	INV333104	Shop Parts	Invoice	02/24/2022	Shop Parts	050-511-522-60-34-01	237.50
0212	FIRSTWATCH	22-00497					635.00
	FW108846	FirstPass & FOAM Modules Monthly St	Invoice	03/04/2022	FirstPass & FOAM Modules Monthly St	001-509-522-20-49-02	635.00

## 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
0222	FREIGHTLINER NORTHWEST	22-00498					108.47
	PC304003407;01	Shop Parts	Invoice	02/10/2022	Shop Parts	050-511-522-60-34-01	9.97
	PC304003431;01	Shop Parts	Invoice	02/11/2022	Shop Parts	050-511-522-60-34-01	108.47
	PC304003662;01	Shop Parts	Credit Memo	02/21/2022	Shop Parts	050-511-522-60-34-01	-9.97
0226	GALLS, LLC - DBA BLUMENTHAL U	22-00499					2,556.18
	020403671	Class A Alteration (Collar Insignia)	Invoice	02/09/2022	Class A Alteration (Collar Insignia)	001-504-522-20-31-07	2.74
	020413536	Diamond Quilted Jacket	Invoice	02/10/2022	Diamond Quilted Jacket	001-504-522-20-31-07	91.36
	020413589	Quarter Boots	Invoice	02/10/2022	Quarter Boots	001-504-522-20-31-07	184.84
	020413606	1/2 Zip Turtleneck Sweatshirt	Invoice	02/10/2022	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	101.53
	020413643	1/2 Zip Turtleneck Sweatshirt	Invoice	02/10/2022	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	118.72
	020423086	1/2 Zip Turtleneck Sweatshirt	Invoice	02/11/2022	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	112.04
	020423096	1/2 Zip Turtleneck Sweatshirt	Invoice	02/11/2022	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	211.45
	020423098	1/2 Zip Turtleneck Sweatshirt	Invoice	02/11/2022	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	112.05
	020432106	Uniform Metal Badge (x9)	Invoice	02/11/2022	Uniform Metal Badge (x9)	001-504-522-20-31-07	970.18
	020435844	Station Wear Pants	Invoice	02/14/2022	Station Wear Pants	001-504-522-20-31-07	126.13
	020435852	Class A Alterations	Invoice	02/14/2022	Class A Alterations	001-504-522-20-31-07	17.91
	020444987	Uniform Metal Badge	Invoice	02/14/2022	Uniform Metal Badge	001-504-522-20-31-07	113.62
	020455643	Name Plate	Invoice	02/15/2022	Name Plate	001-504-522-20-31-07	17.94
	020456816	Class A Alterations (AC Promotion)	Invoice	02/16/2022	Class A Alterations (AC Promotion)	001-504-522-20-31-07	77.80
	020467650	Station Boots (Quick Release)	Invoice	02/17/2022	Station Boots (Quick Release)	001-504-522-20-31-07	131.16
	020467674	L/S Chief Shirt	Invoice	02/17/2022	L/S Chief Shirt	001-504-522-20-31-07	166.71
1571	GENERAL FIRE APPARATUS	22-00500					268.07
	14400	Shop Parts	Invoice	02/24/2022	Shop Parts	050-511-522-60-34-01	268.07
0238	GRAINGER	22-00501					1,548.27
	9217024984	Bathtub/Shower Valve Repair Kit - ST 8	Invoice	02/17/2022	Bathtub/Shower Valve Repair Kit - ST 8	001-507-522-50-48-00	269.16
	9225100099	Station Operating Supplies	Invoice	02/24/2022	Station Operating Supplies	001-507-522-50-31-00	399.89
	9228244167	Station Operating Supplies	Invoice	02/28/2022	Station Operating Supplies	001-507-522-50-31-00	380.93
	9228255643	Station Operating Supplies	Invoice	03/01/2022	Station Operating Supplies	001-507-522-50-31-00	77.69
	9229417481	Station Operating Supplies	Invoice	03/01/2022	Station Operating Supplies	001-507-522-50-31-00	6.61
	9230859150	Station Operating Supplies	Invoice	03/02/2022	Station Operating Supplies	001-507-522-50-31-00	35.73
	9230931017	Station Operating Supplies	Invoice	03/02/2022	Station Operating Supplies	001-507-522-50-31-00	36.96
	9231370637	Station Operating Supplies	Invoice	03/02/2022	Station Operating Supplies	001-507-522-50-31-00	330.81
	9232057811	Station Operating Supplies	Invoice	03/03/2022	Station Operating Supplies	001-507-522-50-31-00	10.49
0241	GRAYBAR ELECTRIC COMPANY IN	22-00502					393.21
	9325164873	Shop Parts	Invoice	01/18/2022	Shop Parts	050-511-522-60-34-01	393.21
2067	GREENHAUS PORTABLE RESTROC	22-00503					485.00
	18935	Portable Restroom Rentl (Trench CE Dr	Invoice	09/29/2021	Portable Restroom Rentl (Trench CE Dr	001-506-522-45-31-03	205.00
	20302	Portable Restrml Rental (2/17/22-3/16)	Invoice	02/23/2022	Portable Restrml Rental (2/17/22-3/16)	001-506-522-45-49-23	280.00

## 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
1979	GROUNDWORKS	22-00504					2,464.26
	9651-2202	Landscaping Monthly Maintenance - S	Invoice	02/28/2022	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	690.46
	9652-2202	Landscaping Monthly Maintenance - S	Invoice	02/28/2022	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	859.99
	9653-2202	Landscaping Monthly Maintenance - S	Invoice	02/28/2022	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	913.81
2105	HD SUPPLY MAINTENANCE SOLU	22-00505					233.07
	9200658727	Electric Wall Heater - ST 72	Invoice	03/04/2022	Electric Wall Heater - ST 72	001-507-522-50-48-00	233.07
2171	HIGHLAND WATER DISTRICT	22-00506					632.00
	100	Fire Flow Testing (6 Hydrants)	Invoice	02/22/2022	Fire Flow Testing (6 Hydrants)	001-505-522-30-41-00	632.00
0260	HUGHES FIRE EQUIPMENT	22-00507					3,049.48
	573734	Shop Parts	Invoice	02/11/2022	Shop Parts	050-511-522-60-34-01	376.05
	573824	Shop Parts	Invoice	02/14/2022	Shop Parts	050-511-522-60-34-01	434.83
	573872	Shop Parts	Invoice	02/15/2022	Shop Parts	050-511-522-60-34-01	298.70
	574051	Shop Parts	Invoice	02/18/2022	Shop Parts	050-511-522-60-34-01	421.85
	574052	Shop Parts	Invoice	02/18/2022	Shop Parts	050-511-522-60-34-01	438.70
	574077	Shop Parts	Invoice	02/18/2022	Shop Parts	050-511-522-60-34-01	1,041.98
	574110	Shop Parts	Invoice	02/21/2022	Shop Parts	050-511-522-60-34-01	37.37
1878	IMS ALLIANCE	22-00508					48.62
	22-0619	Passport Name & Locker Tags	Invoice	02/23/2022	Passport Name & Locker Tags	001-504-522-20-31-01	48.62
1872	INTERSTATE ALL BATTERY CENTE	22-00509					275.24
	50009022	Shop Parts	Invoice	02/10/2022	Shop Parts	050-511-522-60-34-01	275.24
0276	IRON MOUNTAIN INC	22-00510					614.27
	202506401	OffSite Server Data Storage	Invoice	02/28/2022	OffSite Server Data Storage	001-513-522-10-41-04	614.27
0277	ISOUTSOURCE	22-00511					20,883.13
	CW263394	IT Services	Invoice	02/28/2022	IT Services	001-513-522-10-41-04	20,883.13
1828	JACOB MCCANN	22-00512					156.75
	INV07474	Wildland Per Diem Reimbursement (C	Invoice	09/21/2021	Wildland Per Diem Reimbursement (C	001-514-522-20-43-01	156.75
1545	JEFF DICKINSON	22-00513					156.75
	INV07475	Wildland Per Diem Reimbursement (C	Invoice	09/21/2021	Wildland Per Diem Reimbursement (C	001-514-522-20-43-01	156.75
0291	JEFF ZORNES	22-00514					156.75
	INV07476	Wildland Per Diem Reimbursement (C	Invoice	09/21/2021	Wildland Per Diem Reimbursement (C	001-514-522-20-43-01	156.75
0343	LIFE-ASSIST INC	22-00515					313.07
	1153389	Medical Supplies	Invoice	11/22/2021	Medical Supplies	001-509-522-30-31-01	39.35
	1155010	Medical Supplies	Invoice	11/30/2021	Medical Supplies	001-509-522-30-31-01	24.26
	1155011	Medical Supplies	Invoice	11/30/2021	Medical Supplies	001-509-522-30-31-01	24.53
	1155012	Medical Supplies	Invoice	11/30/2021	Medical Supplies	001-509-522-30-31-01	24.53
	1167952	Medical Small Tools/Minor Equipment	Invoice	01/14/2022	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	200.40
1916	LINDE GAS & EQUIPMENT INC.	22-00516					35.60
	69023019	Shop Supplies	Invoice	02/22/2022	Shop Supplies	050-511-522-60-31-05	35.60

## 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
0352	LOWE'S	22-00517					1,305.80
	901442	Lumber (Furring Strips) & Wall Texture	Invoice	01/24/2022	Lumber (Furring Strips) - Forcible Entry	001-506-522-45-31-03	104.38
					Wall Texture (x2) - ST 71, 82	001-507-522-50-48-00	31.11
	901459	Lumber, Door Bolt, Microwave	Invoice	01/06/2022	Lumber (ST 73), Door Bolt (ST 71)	001-507-522-50-48-00	76.35
					Microwave - ST 31	001-507-522-50-35-00	150.58
	909296	Drywall Joint Compnd,Step Flshing,Wnd	Invoice	01/14/2022	Drywall Joint Compound, Step Flashing	001-507-522-50-48-00	9.26
					Space Heater - ST 32	001-507-522-50-35-00	98.65
					Windex	001-507-522-50-31-00	4.75
	909941	Drywall Squares/Repair Patches, Propa	Invoice	01/12/2022	Drywall Squares/Repair Patches - ST 71	001-507-522-50-48-00	17.67
					Propane Tank Exchange (x6)	001-507-522-50-47-03	130.70
	911050	Spray Foam Insultn,Hardwre,Tape,Scre	Invoice	01/21/2022	Hex Shank Screwdriver Drill Bit Set (6p	001-507-522-50-35-00	5.76
					Spray Foam Insulation,Hardwre/Space	001-507-522-50-48-00	15.31
	922024	Space Heater - ST 72	Invoice	01/20/2022	Space Heater - ST 72	001-507-522-50-35-00	51.92
	922223	Wire Brush (x4) - ST 83	Invoice	01/08/2022	Wire Brush (x4) - ST 83	001-507-522-50-35-00	16.53
	974664	Dryer (w/ Accessories) - ST 32	Invoice	01/21/2022	Dryer (w/ Accessories) - ST 32	001-507-522-50-35-00	592.83
0082	MIKE CAMERER	22-00518					146.06
	INV07482	ASE Tests Reimbursement (A2R, A4R)	Invoice	02/18/2022	ASE Tests Reimbursement (A2R, A4R)	050-511-522-45-49-01	146.06
0379	MOBILE HEALTH RESOURCES	22-00519					1,240.70
	21476	Monthly EMS Patient Experience Surve	Invoice	02/28/2022	Monthly EMS Patient Experience Surve	001-509-522-20-49-02	1,240.70

## Docket of Claims Register

APPKT00943 - 03/10/2022 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
0380	MONROE PARTS HOUSE	22-00520					2,763.14
	869384	Shop Parts	Invoice	02/01/2022	Shop Parts	050-511-522-60-34-01	64.91
	869461	Shop Parts	Invoice	02/01/2022	Shop Parts	050-511-522-60-34-01	195.48
	869614	Shop Parts	Invoice	02/02/2022	Shop Parts	050-511-522-60-34-01	3.43
	869616	Shop Parts	Invoice	02/02/2022	Shop Parts	050-511-522-60-34-01	74.30
	869669	Shop Parts	Invoice	02/03/2022	Shop Parts	050-511-522-60-34-01	70.12
	869698	Shop Parts	Invoice	02/03/2022	Shop Parts	050-511-522-60-34-01	679.15
	869752	Shop Parts	Credit Memo	02/03/2022	Shop Parts	050-511-522-60-34-01	-37.15
	869777	Shop Parts	Invoice	02/03/2022	Shop Parts	050-511-522-60-34-01	17.80
	869783	Shop Parts	Invoice	02/03/2022	Shop Parts	050-511-522-60-34-01	19.91
	869827	Shop Parts	Credit Memo	02/04/2022	Shop Parts	050-511-522-60-34-01	-679.15
	870178	Shop Parts	Invoice	02/07/2022	Shop Parts	050-511-522-60-34-01	57.27
	870201	Shop Parts	Invoice	02/07/2022	Shop Parts	050-511-522-60-34-01	18.56
	870227	Antifreeze/Coolant (PreDiluted) (x3) - 5	Invoice	02/07/2022	Antifreeze/Coolant (PreDiluted) (x3) - 5	001-513-522-20-48-01	31.74
	870298	Shop Parts	Invoice	02/08/2022	Shop Parts	050-511-522-60-34-01	49.25
	870318	Shop Parts	Invoice	02/08/2022	Shop Parts	050-511-522-60-34-01	55.13
	870319	Shop Parts	Invoice	02/08/2022	Shop Parts	050-511-522-60-34-01	6.06
	870541	Shop Parts	Invoice	02/09/2022	Shop Parts	050-511-522-60-34-01	204.18
	870543	Shop Parts	Invoice	02/09/2022	Shop Parts	050-511-522-60-34-01	16.54
	870548	Shop Parts	Invoice	02/09/2022	Shop Parts	050-511-522-60-34-01	29.71
	870668	Shop Parts	Invoice	02/10/2022	Shop Parts	050-511-522-60-34-01	30.56
	870683	Shop Tools & Equipment Repair/Maint	Invoice	02/10/2022	Shop Tools & Equipment Repair/Maint	050-511-522-60-48-01	56.37
	870805	Shop Supplies	Invoice	02/11/2022	Shop Supplies	050-511-522-60-31-05	10.92
	871028	Shop Parts	Credit Memo	02/14/2022	Shop Parts	050-511-522-60-34-01	-30.56
	871060	Shop Parts	Invoice	02/14/2022	Shop Parts	050-511-522-60-34-01	6.06
	871096	Shop Parts	Invoice	02/14/2022	Shop Parts	050-511-522-60-34-01	57.27
	871115	Shop Parts	Invoice	02/14/2022	Shop Parts	050-511-522-60-34-01	24.04
	871151	Shop Parts	Credit Memo	02/14/2022	Shop Parts	050-511-522-60-34-01	-7.98
	871189	Shop Parts	Invoice	02/15/2022	Shop Parts	050-511-522-60-34-01	372.10
	871201	Shop Parts	Invoice	02/15/2022	Shop Parts	050-511-522-60-34-01	6.06
	871203	Shop Parts	Credit Memo	02/15/2022	Shop Parts	050-511-522-60-34-01	-39.35
	871228	Shop Parts	Invoice	02/15/2022	Shop Parts	050-511-522-60-34-01	6.06
	871246	Shop Small Tools & Equipment	Invoice	02/15/2022	Shop Small Tools & Equipment	050-511-522-60-35-00	18.20
	871264	Shop Parts	Invoice	02/15/2022	Shop Parts	050-511-522-60-34-01	27.89
	871272	Shop Parts	Invoice	02/15/2022	Shop Parts	050-511-522-60-34-01	69.54
	871309	Shop Parts	Invoice	02/15/2022	Shop Parts	050-511-522-60-34-01	20.24
	871399	Shop Parts	Invoice	02/16/2022	Shop Parts	050-511-522-60-34-01	18.14
	871415	Shop Parts	Invoice	02/16/2022	Shop Parts	050-511-522-60-34-01	3.53
	871436	Shop Parts	Invoice	02/16/2022	Shop Parts	050-511-522-60-34-01	2.20
	871527	Shop Parts	Invoice	02/17/2022	Shop Parts	050-511-522-60-34-01	6.06
	871575	Shop Parts	Invoice	02/17/2022	Shop Parts	050-511-522-60-34-01	817.95
	871584	Shop Parts	Credit Memo	02/17/2022	Shop Parts	050-511-522-60-34-01	-59.02
	871602	Shop Parts	Invoice	02/17/2022	Shop Parts	050-511-522-60-34-01	14.60



## Docket of Claims Register

APPKT00943 - 03/10/2022 Board Meeting - KP

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
	871667	Shop Parts	Invoice	02/18/2022	Shop Parts	050-511-522-60-34-01	91.54
	872174	Dex III/Mercon Automatc Transmssn Fl	Invoice	02/22/2022	Dex III/Mercon Automatc Transmssn Fl	001-513-522-20-48-01	19.65
	872269	Shop Parts	Invoice	02/23/2022	Shop Parts	050-511-522-60-34-01	27.43
	872283	Shop Parts	Invoice	02/23/2022	Shop Parts	050-511-522-60-34-01	28.13
	872308	Shop Parts	Credit Memo	02/23/2022	Shop Parts	050-511-522-60-34-01	-168.32
	872506	Shop Parts	Invoice	02/24/2022	Shop Parts	050-511-522-60-34-01	34.37
	872597	Shop Parts	Invoice	02/25/2022	Shop Parts	050-511-522-60-34-01	243.58
	872696	Shop Parts	Invoice	02/25/2022	Shop Parts	050-511-522-60-34-01	138.76
	873001	Shop Parts	Invoice	02/28/2022	Shop Parts	050-511-522-60-34-01	39.88
0381	MONROE UPHOLSTERY	22-00521					109.40
	7812	Shop Parts	Invoice	02/14/2022	Shop Parts	050-511-522-60-34-01	109.40
1673	NORTH SOUND PRODUCTIONS	22-00522					368.89
	SRFR-2022-02	Videogrphy & Editing Srvcs (Chief's Vid	Invoice	03/05/2022	Videogrphy & Editing Srvcs (Chief's Vid	001-515-522-30-41-00	368.89
2011	NORTHWEST FIBER, LLC	22-00523					1,295.86
	NB-FEBMAR22	Phone Services - ST 81, 82, 83, HQ	Invoice	02/16/2022	Phone Services - ST 81, 82, 83, HQ	001-513-522-50-42-01	1,089.90
	ST71-FEBMAR22	Fax & Alarm Services - ST 71	Invoice	02/14/2022	Fax & Alarm Services - ST 71	001-513-522-50-42-01	205.96
1549	NRS	22-00524					672.44
	1188792	Compct Rescue Throw Bag (70') (x10),	Invoice	02/15/2022	Compct Rescue Throw Bag (70') (x10),	001-514-522-20-35-03	672.44
0434	OFFICE DEPOT, INC	22-00525					646.47
	220573019001	Paper Shredder - ST 32	Invoice	01/07/2022	Paper Shredder - ST 32	001-502-522-10-35-00	210.08
	227295412001	Nameplate Sign Holder (w/ Adhesive T	Invoice	02/17/2022	Nameplate Sign Holder (w/ Adhesive T	001-502-522-10-35-00	96.58
	227295789001	Copy Paper (10 Reams) (x2)	Invoice	02/18/2022	Copy Paper (10 Reams) (x2)	001-502-522-10-31-00	147.25
	227328085001	Magnetic Label Holder (1.375x4.375")	Invoice	02/17/2022	Magnetic Label Holder (1.375x4.375")	001-502-522-10-31-00	9.28
	230897699001	Printer Ink (Shop)	Invoice	02/28/2022	Printer Ink (Shop)	050-511-522-60-31-03	183.28
0185	OPERATIVE IQ	22-00526					2,115.00
	43457	Operative IQ License/Maintenance Fee	Invoice	03/01/2022	Fleet Mgmnt Licenses/Sandbox Mainte	001-513-522-10-49-04	695.00
					Operative IQ Inventory/Asset Mngmnt	001-509-522-20-49-02	1,320.00
					RFID Data Service License Fee	001-513-522-10-49-04	100.00
0308	PROPERTY MAINTENANCE COM/	22-00527					819.75
	M-953VW 033122.1	Property Management Monthly Servic	Invoice	03/01/2022	Property Management Monthly Servic	001-507-522-50-41-00	122.96
						300-507-522-50-41-00	696.79
0483	PUGET SOUND ENERGY	22-00528					718.52
	ST71-JANFEB22	Natural Gas - ST 71	Invoice	02/14/2022	Natural Gas - ST 71	001-507-522-50-47-03	718.52
0483	PUGET SOUND ENERGY	22-00529					466.78
	ST77-JANFEB22	Natural Gas - ST 77	Invoice	02/16/2022	Natural Gas - ST 77	001-507-522-50-47-03	466.78
0483	PUGET SOUND ENERGY	22-00530					497.18
	ST76-JANFEB22	Natural Gas - ST 76	Invoice	02/16/2022	Natural Gas - ST 76	001-507-522-50-47-03	497.18

## Docket of Claims Register

APPKT00943 - 03/10/2022 Board Meeting - KP

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
0483	PUGET SOUND ENERGY	22-00531					1,133.08
	ADMIN-JANFEB22	Natural Gas - Admin Bldg	Invoice	02/07/2022	Natural Gas - Admin Bldg	001-507-522-50-47-03	169.96
						300-507-522-50-47-00	963.12
0483	PUGET SOUND ENERGY	22-00532					363.17
	ST72-JANFEB22	Natural Gas - ST 72	Invoice	02/16/2022	Natural Gas - ST 72	001-507-522-50-47-03	363.17
0483	PUGET SOUND ENERGY	22-00533					36.11
	ST31-JANFEB22	Natural Gas - ST 31	Invoice	02/07/2022	Natural Gas - ST 31	001-507-522-50-47-03	36.11
0484	PURCELL TIRE & SERVICE CENTER	22-00534					5,573.95
	24251587	Shop Parts	Invoice	02/01/2022	Shop Parts	050-511-522-60-34-01	719.81
	24251879	Shop Parts	Invoice	02/15/2022	Shop Parts	050-511-522-60-34-01	1,860.21
	24251906	Shop Parts	Invoice	02/16/2022	Shop Parts	050-511-522-60-34-01	1,578.94
	24252093	Shop Parts	Invoice	02/25/2022	Shop Parts	050-511-522-60-34-01	1,414.99
0494	REPUBLIC SERVICES #197	22-00535					501.95
	0197-002923842	Recycling - ST 31	Invoice	02/28/2022	Recycling - ST 31	001-507-522-50-47-04	501.95
0494	REPUBLIC SERVICES #197	22-00536					313.49
	0197-002923166	Refuse - ST 31	Invoice	02/28/2022	Refuse - ST 31	001-507-522-50-47-04	313.49
0494	REPUBLIC SERVICES #197	22-00537					73.41
	0197-002924240	Recycling - ST 32	Invoice	02/28/2022	Recycling - ST 32	001-507-522-50-47-04	73.41
0494	REPUBLIC SERVICES #197	22-00538					107.77
	0197-002923924	Refuse - ST 32	Invoice	02/28/2022	Refuse - ST 32	001-507-522-50-47-04	107.77
0494	REPUBLIC SERVICES #197	22-00539					256.88
	0197-002923865	Refuse - Admin Building	Invoice	02/28/2022	Refuse - Admin Building	001-507-522-50-47-04	38.53
						300-507-522-50-47-00	218.35
0501	RICOH USA, INC.	22-00540					291.73
	105904991	Copier Machine - Admin Bldg	Invoice	02/18/2022	Copier Machine Lease - Admin Bldg	001-512-522-10-45-00	254.54
						001-502-522-10-31-00	37.19
1662	RIDGID PLUMBING AND DRAIN S	22-00541					3,106.50
	4202	Water Heater Tank Assembly Install (G	Invoice	03/06/2022	Water Heater Tank Assembly Install (G	001-507-522-50-48-00	3,106.50
1534	ROMAINE ELECTRIC	22-00542					678.47
	5-035015	Shop Parts	Invoice	02/11/2022	Shop Parts	050-511-522-60-34-01	678.47
1921	SEA-WESTERN	22-00543					59,802.00
	INV14661	Turnout/Bunker Gear - Coat (x6), Pants	Invoice	02/11/2022	Turnout/Bunker Gear - Coat (x6), Pants	303-504-522-20-35-04	17,955.43
	INV14922	Turnout/Bunker Gear - Coat (x14), Pan	Invoice	02/25/2022	Turnout/Bunker Gear - Coat (x14), Pan	303-504-522-20-35-04	41,846.57
2148	SIGNCO	22-00544					35,195.78
	135385	Station Metal Cabinet/Post Signs Instal	Invoice	01/24/2022	Station Metal Cabinet/Post Signs Instal	001-512-522-10-49-06	28,497.54
	135390	Statn New LED Sign Faces (Material&lr	Invoice	01/24/2022	Statn New LED Sign Faces (Material&lr	001-512-522-10-49-06	2,941.37
	135391	Statn New LED Sign Faces (Material&lr	Invoice	01/24/2022	Statn New LED Sign Faces (Material&lr	001-512-522-10-49-06	2,855.34
	135428	Sign Permit Fee - ST 32	Invoice	02/25/2022	Sign Permit Fee - ST 32	001-512-522-10-49-06	130.53
	135434	Sign Permit Fees (#221021160&22102	Invoice	03/02/2022	Sign Permit Fees (#221021160&22102	001-512-522-10-49-06	771.00

## 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
0544	SILVER LAKE WATER ST76-FEB22	22-00545 Water & Sewer - ST 76	Invoice	02/28/2022	Water & Sewer - ST 76	001-507-522-50-47-02	499.67 499.67
0544	SILVER LAKE WATER ST76FM-FEB22	22-00546 Water (Fire Meter) - ST 76	Invoice	02/28/2022	Water (Fire Meter) - ST 76	001-507-522-50-47-02	166.60 166.60
0544	SILVER LAKE WATER ST77-FEB22	22-00547 Water & Sewer - ST 77	Invoice	02/28/2022	Water & Sewer - ST 77	001-507-522-50-47-02	120.65 120.65
0544	SILVER LAKE WATER ST77FM-FEB22	22-00548 Water (Fire Meter) - ST 77	Invoice	02/28/2022	Water (Fire Meter) - ST 77	001-507-522-50-47-02	166.60 166.60
0550	SMARSH INC INV00691693	22-00549 Electronic Communications Archiving S	Credit Memo	12/31/2021	Electronic Communications Archiving S	001-513-522-10-41-04	29,256.42 -3,704.61
	INV00695341	Electronic Communications Archiving S	Invoice	01/31/2022	Electronic Communications Archiving S	001-513-522-10-41-04	23.07
	INV00702037	Electronic Communications Archiving S	Invoice	02/28/2022	Electronic Communications Archiving S	001-513-522-10-41-04	32,937.96
1547	SNOHOMISH COUNTY 911 4422	22-00550 Monthly Dispatch Services	Invoice	03/01/2022	Monthly Dispatch Services	001-504-528-00-41-00	97,723.00 18,755.14
	4429	Monthly EPCR	Invoice	03/01/2022	Monthly Electronic Patient Care Repor	001-509-528-00-41-00	75,020.57
	4456	Managed Laptop Leases	Invoice	03/01/2022	Managed Laptop Leases	001-509-522-20-49-02 303-504-522-20-45-03 303-509-522-20-45-00	1,280.18 1,072.71 1,594.40
1550	SNOHOMISH COUNTY PLANNING I000579255	22-00551 ILA Fire Investigation Services (Case 20	Invoice	12/31/2021	ILA Fire Investigation Services (Case 20	001-505-522-30-41-00	344.50 344.50
0565	SNOHOMISH COUNTY PUD 155151733	22-00552 Electricity - Admin Bldg	Invoice	02/18/2022	Electricity - Admin Bldg	001-507-522-50-47-01 300-507-522-50-47-00	1,297.24 194.59 1,102.65
0565	SNOHOMISH COUNTY PUD 158345282	22-00553 Electricity - ST 32	Invoice	02/24/2022	Electricity - ST 32	001-507-522-50-47-01	269.32 269.32
0565	SNOHOMISH COUNTY PUD 158345295	22-00554 Electricity - ST 33	Invoice	02/24/2022	Electricity - ST 33	001-507-522-50-47-01	944.72 944.72
0565	SNOHOMISH COUNTY PUD 145314436	22-00555 Electricity & Water - ST 82	Invoice	02/17/2022	Electricity - ST 82 Water - ST 82	001-507-522-50-47-01 001-507-522-50-47-02	1,392.19 1,176.67 215.52
0565	SNOHOMISH COUNTY PUD 155151732	22-00556 Electricity - ST 31	Invoice	02/18/2022	Electricity - ST 31	001-507-522-50-47-01	1,822.98 1,822.98
0565	SNOHOMISH COUNTY PUD 148607413	22-00557 Electricity - ST 73	Invoice	02/18/2022	Electricity - ST 73	001-507-522-50-47-01	251.72 251.72
0565	SNOHOMISH COUNTY PUD 141984106	22-00558 Electricity - ST 74	Invoice	02/24/2022	Electricity - ST 74	001-507-522-50-47-01	164.52 164.52

## 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
1536	SNOHOMISH REGIONAL FIRE & R FIRE-02/24/22	22-00559 Apparatus Fleet Maintenance	Invoice	02/24/2022	Apparatus Fleet Maintenance - EMS	001-509-522-20-48-01	67,929.72
					Apparatus Fleet Maintenance - Suppre	001-513-522-20-48-01	15,992.15
							51,937.57
1536	SNOHOMISH REGIONAL FIRE & R ECFSS-02/24/22	22-00560 Apparatus Fleet Maintenance - ECFSS	Invoice	02/24/2022	Apparatus Fleet Maintenance - ECFSS	050-511-522-60-31-02	929.65
							929.65
2057	SPRAGUE PEST SOLUTIONS 4736158	22-00561 Monthly Pest Control Services - Admin	Invoice	02/18/2022	Monthly Pest Control Services - Admin	001-507-522-50-41-00	362.25
	4736160	Monthly Pest Control Services - ST 73	Invoice	02/17/2022	Monthly Pest Control Services - ST 73	001-507-522-50-41-00	90.17
	4736166	Monthly Pest Control Services - ST 76	Invoice	02/09/2022	Monthly Pest Control Services - ST 76	001-507-522-50-41-00	90.83
	4736171	Monthly Pest Control Services - ST 31	Invoice	02/18/2022	Monthly Pest Control Services - ST 31	001-507-522-50-41-00	91.08
							90.17
1614	STEVE GUPTILL INV07483	22-00562 Spartan Pumper Truck Pre-Build Trip Pi	Invoice	02/14/2022	Spartan Pumper Truck Pre-Build Trip Pi	301-504-594-22-64-02	206.50
							206.50
1934	SUBURBAN PROPANE, L.P. ST83-ANNUAL 2022	22-00563 Propane Tank Rental Annual Fee - ST 8	Invoice	02/14/2022	Propane Tank Rental Annual Fee - ST 8	001-507-522-50-47-03	2,430.59
	ST83-FEB22	OnSite Mobile Propane Delivery - ST 8:	Invoice	02/22/2022	OnSite Mobile Propane Delivery - ST 8:	001-507-522-50-47-03	19.62
							2,410.97
1624	TK ELEVATOR 6000561762	22-00564 Elevator Safety Test/Inspection - Admin	Invoice	02/16/2022	Elevator Safety Test/Inspection - Admin	001-507-522-50-41-00	2,167.46
						300-507-522-50-41-00	325.12
							1,842.34
0603	TOWN & COUNTRY TRACTOR INC 178915	22-00565 Chain Saw Repair Parts (Academy)	Invoice	01/27/2022	Chain Saw Repair Parts (Academy)	001-506-522-45-49-23	86.09
							86.09
0610	TRUE NORTH EMERGENCY EQUIP A10722	22-00566 Shop Parts	Invoice	02/07/2022	Shop Parts	050-511-522-60-34-01	4,729.32
	A10745	Shop Parts	Invoice	02/09/2022	Shop Parts	050-511-522-60-34-01	545.87
	A10749	Shop Parts	Invoice	02/09/2022	Shop Parts	050-511-522-60-34-01	125.26
	A10816	Shop Parts	Invoice	02/17/2022	Shop Parts	050-511-522-60-34-01	75.04
	A10851	Shop Parts	Invoice	02/18/2022	Shop Parts	050-511-522-60-34-01	577.81
	A10875	Shop Parts	Invoice	02/22/2022	Shop Parts	050-511-522-60-34-01	659.79
							2,745.55
0633	VERIZON WIRELESS SERVICES LLC 9899615244	22-00567 District Cell Phones	Invoice	02/15/2022	District Cell Phones - Fire	001-513-522-10-42-00	3,479.58
					District Cell Phones - Fire (Equipment C	001-513-522-10-35-00	2,655.44
					District Cell Phones - Shop	050-511-522-60-42-00	655.74
							168.40
0633	VERIZON WIRELESS SERVICES LLC 9899615243	22-00568 District Mifi Plans	Invoice	02/15/2022	District Mifi Plans	001-513-522-10-42-00	4,193.16
							4,193.16
0648	WASTE MANAGEMENT NORTHW 0977890-2677-6	22-00569 Refuse - ST 33	Invoice	03/01/2022	Refuse - ST 33	001-507-522-50-47-04	209.47
							209.47
0648	WASTE MANAGEMENT NORTHW 9221093-4968-3	22-00570 Refuse & Recycle - ST 83	Invoice	03/01/2022	Refuse & Recycle - ST 83	001-507-522-50-47-04	203.19
							203.19
0648	WASTE MANAGEMENT NORTHW 0905556-4968-1	22-00571 Refuse & Recycle - ST 82	Invoice	03/01/2022	Refuse & Recycle - ST 82	001-507-522-50-47-04	263.64
							263.64

## 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
0648	WASTE MANAGEMENT NORTHW 0905789-4968-8	22-00572 Recycling - ST 81	Invoice	03/01/2022	Recycling - ST 81	001-507-522-50-47-04	172.68
0648	WASTE MANAGEMENT NORTHW 0976826-2677-1	22-00573 Refuse & Recycle - ST 73	Invoice	03/01/2022	Refuse & Recycle - ST 73	001-507-522-50-47-04	223.48
0648	WASTE MANAGEMENT NORTHW 0976379-2677-1	22-00574 Recycling - ST 71	Invoice	03/01/2022	Recycling - ST 71	001-507-522-50-47-04	423.29
0648	WASTE MANAGEMENT NORTHW 0976381-2677-7	22-00575 Recycling - ST 76	Invoice	03/01/2022	Recycling - ST 76	001-507-522-50-47-04	239.52
0648	WASTE MANAGEMENT NORTHW 0976468-2677-2	22-00576 Recycling - Admin Bldg	Invoice	03/01/2022	Recycling - Admin Bldg	001-507-522-50-47-04 300-507-522-50-47-00	425.26 63.79 361.47
0648	WASTE MANAGEMENT NORTHW 0975957-2677-5	22-00577 Refuse - ST 71	Invoice	03/01/2022	Refuse - ST 71	001-507-522-50-47-04	216.00
0648	WASTE MANAGEMENT NORTHW 0975956-2677-7	22-00578 Refuse - ST 72	Invoice	03/01/2022	Refuse - ST 72	001-507-522-50-47-04	118.72
0648	WASTE MANAGEMENT NORTHW 0977891-2677-4	22-00579 Recycling - ST 33	Invoice	03/01/2022	Recycling - ST 33	001-507-522-50-47-04	350.95
0648	WASTE MANAGEMENT NORTHW 0976036-2677-7	22-00580 Refuse - ST 76	Invoice	03/01/2022	Refuse - ST 76	001-507-522-50-47-04	118.82
0648	WASTE MANAGEMENT NORTHW 0976100-2677-1	22-00581 Refuse & Recycle - ST 74	Invoice	03/01/2022	Refuse & Recycle - ST 74	001-507-522-50-47-04	147.80
0648	WASTE MANAGEMENT NORTHW 0976175-2677-3	22-00582 Refuse & Recycle - ST 77	Invoice	03/01/2022	Refuse & Recycle - ST 77	001-507-522-50-47-04	255.08
0648	WASTE MANAGEMENT NORTHW 0976380-2677-9	22-00583 Recycling - ST 72	Invoice	03/01/2022	Recycling - ST 72	001-507-522-50-47-04	169.14
0648	WASTE MANAGEMENT NORTHW 0905790-4968-6	22-00584 Refuse - ST 81	Invoice	03/01/2022	Refuse - ST 81	001-507-522-50-47-04	185.03
0651	WAVE BUSINESS 103946501-0009363	22-00585 Fiber Optic Connection - ST 81, 82	Invoice	03/02/2022	Fiber Optic Connection - ST 81, 82	001-513-522-50-42-01	1,024.60
0657	WELLSPRING FAMILY SERVICES E 277838	22-00586 Employee Assistance Program Monthly	Invoice	02/28/2022	Employee Assistance Program Monthly	001-510-522-20-20-15	470.90
2129	WEX BANK 78979662	22-00587 Fuel	Invoice	02/28/2022	Fuel - EMS Fuel - Shop Fuel - Suppression	001-509-522-20-32-00 050-511-522-60-32-00 001-504-522-20-32-00	15,493.08 7,670.53 152.02 7,670.53

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
0665	WHELEN ENGINEERING COMPAN	22-00588					Distribution Amount
	073589	Shop Parts	Invoice	02/25/2022	Shop Parts	050-511-522-60-34-01	575.46
<b>Total Claims: 133</b>						<b>Total Payment Amount:</b>	<b>460,642.39</b>

## Snohomish County Fire District #7

### Claims Voucher Summary

03/08/2022

Page 1 of 5

Fund: Shop - Expense #050

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
22-00456	ACTIVE911, INC		1,215.96
22-00457	ALL BATTERY SALES AND SERVICE		62.30
22-00458	ALLSTREAM BUSINESS US, INC		319.50
22-00459	ALLSTREAM BUSINESS US, INC		219.95
22-00460	ALLSTREAM BUSINESS US, INC		112.63
22-00461	AMAZON CAPITAL SERVICES, INC		1,918.37
22-00462	ARAMARK UNIFORM SERVICES		173.89
22-00463	AT&T MOBILITY LLC		46.71
22-00464	B&H FIRE AND SECURITY		204.82
22-00465	BADGLEY'S LANDSCAPE LLC		8,734.87
22-00466	BICKFORD MOTORS INC.		353.50
22-00467	BK INDUSTRIES & SOLUTIONS INC		2,879.08
22-00468	BOUND TREE MEDICAL, LLC		16,099.58
22-00469	BRAD TALLEY		4,000.00
22-00470	BRAKE & CLUTCH SUPPLY INC		805.31
22-00471	BRANDON VARGAS		140.08
22-00472	BRAUN NORTHWEST INC		1,861.87
22-00473	BRYAN HUNT		577.95
22-00474	CASCADE RESCUE COMPANY		54.00
22-00475	CENTRAL SUPPLY INTERNATIONAL		1,193.74
22-00476	CENTRAL WELDING SUPPLY		1,403.66
22-00477	CHAMPION BOLT & SUPPLY INC		20.77
22-00478	CHRISTENSEN, INC		2,395.39
22-00479	CLEARFLY COMMUNICATIONS		776.93
22-00480	COLUMBIA SOUTHERN UNIVERSITY		634.50
22-00481	COMCAST		151.93
22-00482	COMCAST		156.71
22-00483	COMCAST		151.71
22-00484	COMCAST		151.69
22-00485	COMCAST		151.69
22-00486	COMCAST		151.95

**Page Total** 47,121.04

**Cumulative Total** 47,121.04

## Snohomish County Fire District #7

### Claims Voucher Summary

03/08/2022

Page 2 of 5

Fund: Shop - Expense #050

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
22-00487	COMDATA INC.		2,578.52
22-00488	CONCENTRA MEDICAL CENTERS		422.50
22-00489	CRESSY DOOR COMPANY, INC		4,866.15
22-00490	DAN HOWARD		156.75
22-00491	DANIEL MURDOCK		724.88
22-00492	DAVE HANSON		220.00
22-00493	DELL MARKETING LP C/O DELL USA LP		2,722.23
22-00494	DEPT. GRAPHICS		559.98
22-00495	EVERGREEN POWER SYSTEMS, INC		3,198.81
22-00496	FIRECOM		237.50
22-00497	FIRSTWATCH		635.00
22-00498	FREIGHTLINER NORTHWEST		108.47
22-00499	GALLS, LLC - DBA BLUMENTHAL UNIFORM		2,556.18
22-00500	GENERAL FIRE APPARATUS		268.07
22-00501	GRAINGER		1,548.27
22-00502	GRAYBAR ELECTRIC COMPANY INC		393.21
22-00503	GREENHAUS PORTABLE RESTROOMS		485.00
22-00504	GROUNDWORKS		2,464.26
22-00505	HD SUPPLY MAINTENANCE SOLUTIONS		233.07
22-00506	HIGHLAND WATER DISTRICT		632.00
22-00507	HUGHES FIRE EQUIPMENT		3,049.48
22-00508	IMS ALLIANCE		48.62
22-00509	INTERSTATE ALL BATTERY CENTER		275.24
22-00510	IRON MOUNTAIN INC		614.27
22-00511	ISOUTSOURCE		20,883.13
22-00512	JACOB MCCANN		156.75
22-00513	JEFF DICKINSON		156.75
22-00514	JEFF ZORNES		156.75
22-00515	LIFE-ASSIST INC		313.07
22-00516	LINDE GAS & EQUIPMENT INC.		35.60
22-00517	LOWE'S		1,305.80
		<b>Page Total</b>	52,006.31
		<b>Cumulative Total</b>	99,127.35



## Snohomish County Fire District #7

### Claims Voucher Summary

03/08/2022

Page 3 of 5

Fund: Shop - Expense #050

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
22-00518	MIKE CAMERER		146.06
22-00519	MOBILE HEALTH RESOURCES		1,240.70
22-00520	MONROE PARTS HOUSE		2,763.14
22-00521	MONROE UPHOLSTERY		109.40
22-00522	NORTH SOUND PRODUCTIONS		368.89
22-00523	NORTHWEST FIBER, LLC		1,295.86
22-00524	NRS		672.44
22-00525	OFFICE DEPOT, INC		646.47
22-00526	OPERATIVE IQ		2,115.00
22-00527	PROPERTY MAINTENANCE COM/RES		819.75
22-00528	PUGET SOUND ENERGY		718.52
22-00529	PUGET SOUND ENERGY		466.78
22-00530	PUGET SOUND ENERGY		497.18
22-00531	PUGET SOUND ENERGY		1,133.08
22-00532	PUGET SOUND ENERGY		363.17
22-00533	PUGET SOUND ENERGY		36.11
22-00534	PURCELL TIRE & SERVICE CENTER		5,573.95
22-00535	REPUBLIC SERVICES #197		501.95
22-00536	REPUBLIC SERVICES #197		313.49
22-00537	REPUBLIC SERVICES #197		73.41
22-00538	REPUBLIC SERVICES #197		107.77
22-00539	REPUBLIC SERVICES #197		256.88
22-00540	RICOH USA, INC.		291.73
22-00541	RIDGID PLUMBING AND DRAIN SERVICES LLC		3,106.50
22-00542	ROMAINE ELECTRIC		678.47
22-00543	SEA-WESTERN		59,802.00
22-00544	SIGNCO		35,195.78
22-00545	SILVER LAKE WATER		499.67
22-00546	SILVER LAKE WATER		166.60
22-00547	SILVER LAKE WATER		120.65
22-00548	SILVER LAKE WATER		166.60

**Page Total**

120,248.00

**Cumulative Total**

219,375.35

## Snohomish County Fire District #7

### Claims Voucher Summary

03/08/2022

Page 4 of 5

Fund: Shop - Expense #050

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
22-00549	SMARSH INC		29,256.42
22-00550	SNOHOMISH COUNTY 911		97,723.00
22-00551	SNOHOMISH COUNTY PLANNING AND DEVELOPMENT SERVICE		344.50
22-00552	SNOHOMISH COUNTY PUD		1,297.24
22-00553	SNOHOMISH COUNTY PUD		269.32
22-00554	SNOHOMISH COUNTY PUD		944.72
22-00555	SNOHOMISH COUNTY PUD		1,392.19
22-00556	SNOHOMISH COUNTY PUD		1,822.98
22-00557	SNOHOMISH COUNTY PUD		251.72
22-00558	SNOHOMISH COUNTY PUD		164.52
22-00559	SNOHOMISH REGIONAL FIRE & RESCUE		67,929.72
22-00560	SNOHOMISH REGIONAL FIRE & RESCUE		929.65
22-00561	SPRAGUE PEST SOLUTIONS		362.25
22-00562	STEVE GUPTILL		206.50
22-00563	SUBURBAN PROPANE, L.P.		2,430.59
22-00564	TK ELEVATOR		2,167.46
22-00565	TOWN & COUNTRY TRACTOR INC.		86.09
22-00566	TRUE NORTH EMERGENCY EQUIPMENT INC		4,729.32
22-00567	VERIZON WIRELESS SERVICES LLC		3,479.58
22-00568	VERIZON WIRELESS SERVICES LLC		4,193.16
22-00569	WASTE MANAGEMENT NORTHWEST		209.47
22-00570	WASTE MANAGEMENT NORTHWEST		203.19
22-00571	WASTE MANAGEMENT NORTHWEST		263.64
22-00572	WASTE MANAGEMENT NORTHWEST		172.68
22-00573	WASTE MANAGEMENT NORTHWEST		223.48
22-00574	WASTE MANAGEMENT NORTHWEST		423.29
22-00575	WASTE MANAGEMENT NORTHWEST		239.52
22-00576	WASTE MANAGEMENT NORTHWEST		425.26
22-00577	WASTE MANAGEMENT NORTHWEST		216.00
22-00578	WASTE MANAGEMENT NORTHWEST		118.72
22-00579	WASTE MANAGEMENT NORTHWEST		350.95

**Page Total**

222,827.13

**Cumulative Total**

442,202.48

## Snohomish County Fire District #7

### Claims Voucher Summary

03/08/2022

Page 5 of 5

Fund: Shop - Expense #050

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
22-00580	WASTE MANAGEMENT NORTHWEST		118.82
22-00581	WASTE MANAGEMENT NORTHWEST		147.80
22-00582	WASTE MANAGEMENT NORTHWEST		255.08
22-00583	WASTE MANAGEMENT NORTHWEST		169.14
22-00584	WASTE MANAGEMENT NORTHWEST		185.03
22-00585	WAVE BUSINESS		1,024.60
22-00586	WELLSPRING FAMILY SERVICES EAP		470.90
22-00587	WEX BANK		15,493.08
22-00588	WHELEN ENGINEERING COMPANY		575.46

**Page Total** 18,439.91

**Cumulative Total** 460,642.39



**Payroll Summary and Authorization Form for the:**

---

**02/28/2022 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:** \$903,424.68

**Paper Checks:** \$7,109.66

**Taxes:** \$255,387.01

**Allowed in the sum of: \$1,165,921.35**

---

**Reviewed by:** Denise Mattern  
**District Administrative Coordinator**

**Prepared by:** Jessica Ober  
**Payroll Specialist**

**Approved by Commissioners:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **COMEX WORKSHOP MEETING MINUTES SNOHOMISH REGIONAL FIRE & RESCUE**

Majestic Inn & Spa – Garden Conference Room  
409 Commercial Avenue, Anacortes, WA  
February 15-17, 2022

### **FEBRUARY 15<sup>th</sup>**

**CALL TO ORDER:** Chief O'Brien called the workshop to order at 1005 hours. In attendance were Commissioner Elmore, Commissioner Edwards, Commissioner Fay, Commissioner Gagnon, Commissioner Schaub, Commissioner Steinruck, and Commissioner Waugh.

#### **AGENDA TOPICS**

1000-1100: Welcome – Safety Plan - Ground Rules – Teambuilder “You Win in the Locker Room First”  
1100-1230: Brian Snure Presentation on Governance  
1230-1330: Working Lunch - Small Group Discussion on Governance  
1330-1600: Governance, Policy, Commissioner Duties and Committees with Brian Snure  
1600-1700: Strategic Plan  
1700-1730: Teambuilder - Locker Room

**ADJOURNMENT:** Chief O'Brien adjourned the workshop at 1800 hours.

### **FEBRUARY 16<sup>th</sup>**

**CALL TO ORDER:** Chief O'Brien called the workshop to order at 0800 hours. In attendance were Commissioner Elmore, Commissioner Edwards, Commissioner Fay, Commissioner Gagnon, Commissioner Schaub, Commissioner Steinruck, and Commissioner Waugh.

#### **AGENDA TOPICS**

0800-0900: Working Breakfast – Small Groups  
0900-0930: Welcome – Teambuilder - Locker Room  
0930-1030: Standards of Cover – Mill Creek Ops  
1030-1200: Capital Plan - Identify 2-3 projects to initiate - Future of HQ  
1200-1300: Working Lunch – Review Morning  
1300-1400: 2022 Staffing Plan – Admin, Fire and Life Safety – Operations – Logistics  
1400-1500: Financial Forecasting Model  
1500-1600: Budget Reinfusion Plan  
1630-1730: Developing the 2022 Game Plan

**ADJOURNMENT:** Chief O'Brien adjourned the workshop at 1730 hours.



**FEBRUARY 17<sup>th</sup>**

**CALL TO ORDER:** Chief O'Brien called the workshop to order at 0800 hours. In attendance were Commissioner Elmore, Commissioner Edwards, Commissioner Fay, Commissioner Gagnon, Commissioner Schaub, Commissioner Steinruck, and Commissioner Waugh.

**AGENDA TOPICS**

- 0800-0900: Working Breakfast – Small Groups
- 0900-0930: Teambuilder
- 0930-1030: Review - Bringing it in for a Landing - Small Group
- 1030-1200: The 2022 Game Plan and teambuilder

**ADJOURNMENT:** Chief O'Brien adjourned the workshop at 1130 hours.

**Snohomish Regional Fire & Rescue**

\_\_\_\_\_  
Commissioner Rick Edwards

\_\_\_\_\_  
Chairman Troy Elmore

\_\_\_\_\_  
Vice Chairman Randy Fay

\_\_\_\_\_  
Commissioner Paul Gagnon

\_\_\_\_\_  
Commissioner Jeff Schaub

\_\_\_\_\_  
Commissioner Jim Steinruck

\_\_\_\_\_  
Commissioner Roy Waugh



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

SRFR Station 31 Training Room/ Via Blue Jeans  
163 Village Court, Monroe, WA 98272  
February 24, 2022 1730 hours

**CALL TO ORDER** Chairman Elmore called the meeting to order at 1730 hours. In attendance were also Commissioner Edwards, Commissioner Fay, Commissioner Schaub, and Commissioner Steinruck. In attendance via video was Commissioner Gagnon. Due to connectivity issues, Commissioner Waugh participated via phone.

**PUBLIC COMMENT** None

**UNION COMMENT**

IAFF None

Teamsters

**CHIEF'S REPORT:** Chief overviewed the Commissioners retreat referred to as COMEX 2022 Retreat. Topics included: governance, strategic plan, standards of coverage, 2022 staffing plan, and financial forecasting.

SRFR honored Lieutenant Michael Hill who retired after 35 years in the fire service. Chief O'Brien asked Assistant Chief Guptill to update the Board of Commissioners on the order of changes regarding our engines order from Spartan.

Assistant Chief Guptill explained the ordering process and defined the first change of order process. Trying to keep the project on its timeline we are working hard to get the first change of order completed. After much discussion it was determined to allow up to 10% over the bid amount to cover any cost that might occur during the change of order process.

**Motion to authorize/allow an overage of bid cost during the change order process; not to exceed \$800,000 per vehicle.**

Motion by Commissioner Fay and 2<sup>nd</sup> by Commissioner Steinruck

On Vote, **Motion carried 7/0.**

**CONSENT AGENDA**

**Approve Vouchers**

*Benefits Vouchers: 22-00289 to 22-00309; (\$865,797.59)*

*Benefits Vouchers: 22-00312 to 22-00320; (\$675,249.79)*

*AP Voucher: 22-00310; (\$72,480.23)*

*AP Vouchers: 22-00321 to 22-00433; (270,568.82)*

**Approval of Payroll**

*February 15, 2022 (\$1,450,564.27)*

**Approval of Minutes**

*Approve Regular Board Meeting Minutes – February 10, 2022*

**Motion to approve the Consent Agenda as submitted.**

Motion by Commissioner Steinruck and 2<sup>nd</sup> by Commissioner Schaub.

On Vote, **Motion carried 7/0.**



## **OLD BUSINESS**

### **Discussion**

### **Action**

*COVID-19 Booster Vaccination Incentive*

**Motion to approve the COVID-19 Booster Vaccine Incentive MOU as submitted.**

Motion by Commissioner Schaub and 2<sup>nd</sup> by Commissioner Edwards.

On Vote, **Motion carried 7/0.**

## **NEW BUSINESS**

### **Discussion**

*Sno911 Leased Contract Agreement:* Assistant Chief Guptill explained the leasing process and purpose for our Mobile Data Computers (MDC's).

### **Action**

## **COMMISSIONER COMMITTEE REPORTS**

*Finance Committee (Elmore/Waugh):* Chairman Elmore reported on the highlights from the latest meeting; they included negotiations with Teamsters Union, budget reinfusion and Commissioner Committee assignments.

## **OTHER MEETINGS ATTENDED**

*Snohomish County 911 (Waugh):* NA

*Sno-Isle Commissioner Meeting (Fay):* Commissioner Fay announced the banquet is being held March 26, 2022 at Angel of the Winds Resort.

## **GOOD OF THE ORDER**

Commissioner Fay thanked everyone involved in the COMEX 2022 Retreat. Chairman Elmore also thanked all those who put the COMEX 2022 Retreat together.

## **ATTENDANCE CHECK**

All board members noted availability for the Regular Commissioner Meeting March 10, 2022, at 1730 - Station 31 Training Room/BlueJeans.

**EXECUTIVE SESSION:** At 1753 hours Chairman Elmore called for an executive session pursuant to RCW 42.30.140(4)(a) to discuss labor negotiations and RCW 42.30.110(1)(g) to review performance of a public employee. He asked for fifteen (15) minutes.

Chairman Elmore reconvened the regular meeting at 1808 hours.

**ADJOURNMENT:** Chairman Elmore adjourned the meeting at 1808 hours.





**Snohomish Regional Fire & Rescue**

---

Commissioner Rick Edwards

---

Chairman Troy Elmore

---

Vice Chairman Randy Fay

---

Commissioner Paul Gagnon

---

Commissioner Jeff Schaub

---

Commissioner Jim Steinruck

---

Commissioner Roy Waugh

# **OLD BUSINESS - DISCUSSION**

# **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.

<b>Initiative Name:</b>	MDC Laptop Lease
<b>Executive member responsible for guiding the initiative:</b>	AC Guptill
<b>Type of Action:</b>	<input checked="" type="checkbox"/> Simple Motion <input type="checkbox"/> Resolution
<b>Initiative Description:</b> <ul style="list-style-type: none"> <li>• <b>Brief Description</b></li> <li>• <b>Goal of Initiative</b></li> <li>• <b>Initiative Results (deliverables)</b></li> <li>• <b>Connection to Strategic Plan</b></li> <li>• <b>Supporting Documentation (attach)</b> <ul style="list-style-type: none"> <li>○ <b>Scope of work</b></li> <li>○ <b>Contract(s)</b></li> <li>○ <b>Project proposal(s)</b></li> <li>○ <b>Presentation(s)</b></li> </ul> </li> <li>• <b>Reason RAB must be approved outside of the annual budget process</b></li> </ul>	<p>SRFR has participated in the Sno 911 leased, managed MDC program since its inception with SNOPAC. Lake Stevens Fire had 2 separate leases and Fire District 7 had 3.</p> <p>The first 2 leases expired in 2021 and those units were replaced with the last lease approved by the Board in late 2021. Another lease is set to expire at the end of May this year and another at the end of May 2023.</p> <p>The expiring leases represent another 15 MDC's.</p> <p>While upon the expiration or full payment of the leases, the agency has the option to take ownership of the MDC's at no cost, we have been experiencing a very high failure rate in the devices nearing the end of the 5-year lease. IT has done a survey of the devices and is planning to take ownership of a few devices for emergency spares. 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>There is a slight increase since the last lease was approved and the total expense for the new lease for 30 units is \$2,238.90 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> <p>We have sufficient funds budgeted to handle this additional lease.</p>

<b>Financial Impact:</b>	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): \$ \$2,238.90 per month 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 checked="" type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> <li>If yes: Fund(s)/line item(s) to be amended:</li> </ul>
<b>Risk Assessment:</b>	Risk if approved: None  Risk if not approved: Loss of effectiveness of mobile data computer systems. Would significantly affect emergency response operations.
<b>Legal Review:</b>	<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"> <li>Contracts</li> <li>Has been reviewed and approved by legal</li> <li>Includes all costs</li> <li>Includes term</li> <li>Includes 'do not exceed' language</li> </ul> <input checked="" type="checkbox"/> N/A This base agreement has not changed since original review. This will be the 7 <sup>th</sup> identical agreement of this type for SRFR.
<b>Presented to, and Approved by, Senior Staff</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Commissioner Sub-Committee Approval</b>	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"/>
<b>For Fire Chief Approval:</b>	<input checked="" type="checkbox"/> RAB document complete  <input checked="" type="checkbox"/> 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 Executive to execute implementation, processing, and tracking.**

## **ENHANCED SERVICE LEVEL AGREEMENT**

THIS AMENDED AND RESTATED ENHANCED SERVICE LEVEL AGREEMENT (this “ESL Agreement”) is entered effective the **1st DAY OF APRIL, 2022** (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 AND 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 **APRIL 1, 2022** 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 \$74.63 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 **APRIL 2020** 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 and Rescue  
Exhibit A**

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

Line	Qty	Item Description	Unit Cost	Total
1	30	DELL Latitude Rugged 5430	\$3,071.83	\$92,154.90
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		<b>Hardware Installation NOT INCLUDED (agency responsibility)</b>	\$0.00	\$0.00
		<b>Tax</b>	\$349.48	\$10,484.36
11		<b>Total Purchase Unit Cost / Combined</b>	<b>\$3,915.59</b>	<b>\$117,467.66</b>
12		<b>Re-occurring Monthly Costs</b>		
13		Verizon LTE Broadband Internet Service	\$ -	
14		Verizon Public Safety Priority Service (if applicable)	\$ -	
15		<b>Monthly Unit Cost Summary</b>	<b>Per Unit</b>	
16		Hardware/Software Cost Per Unit	\$65.26	
17		Shared Spare Hardware/Software Cost Per Unit	\$2.84	
18		Verizon LTE Broadband Service	\$0.00	
20		Monthly Labor Cost - 10%	\$6.53	
21			\$0.00	
22		<b>Total Monthly Cost Per Unit</b>	<b>\$74.63</b>	
24	30	<b>Total Monthly Cost</b>		<b>\$2,238.90</b>

**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.).

# AGREEMENT

## By and Between

**Snohomish ~~Fire District No. 7~~ Regional Fire and Rescue**

**And**

**General Teamsters Union Local No. 38**

### ARTICLE 1 – Recognition

Section 1.1 - Snohomish ~~County Fire District 7~~ Regional Fire and Rescue recognizes Teamsters Union Local No. 38, hereinafter referred to as the Union, as the exclusive bargaining representative for all full-time and regular part-time administrative personnel of ~~the Snohomish County Fire District 7~~ Snohomish Regional Fire and Rescue, including the Public Educator/Public Information Officer, excluding uniformed employees, supervisors, confidential employees, and all other employees.

### ARTICLE 2 – Non- Discrimination

Section 2.1 – Neither the District nor the Union shall, contrary to any provisions of the law, discriminate against an employee because of age, sex, marital status, race, creed, color, sexual orientation, national origin or disability or any other protected class as identified in state and federal law.

Section 2.2 – The District agrees not to discriminate against any employee for their membership in, or lawful activities on behalf of the union.

### ARTICLE 3 – Union Membership

Section 3.1 –The Employer will inform new bargaining unit employees of the Union’s exclusive representation status. Employees may choose to become a member of the Union within thirty (30) days of entry into the bargaining unit or on an annual basis during the month of December.

Section 3.2 –The Employer agrees to supply the Union the names of all new hires, persons entering the bargaining unit, and/or performing work covered by this Agreement within fourteen (14) days of the individual’s start of work in the bargaining unit. This list will include the employee name, job classification, residence address and phone number.

Section 3.3 – The Employer will provide the Union access to all newly hired employees and/or persons entering into the bargaining unit within fifteen (15) days of such hire or entry into the unit. The Employer will allow the Union at least thirty (30) minutes to meet with such individual during the employee’s normal working hours and at his or her usual worksite or a mutually agreed location.

## **~~Article~~ ARTICLE 4 – Temporary Employees**

Section 4.1 - Temporary positions shall not exceed six (6) months in duration. No temporary employee shall be utilized to do bargaining unit work if any qualified regular full or regular part-time employees have had their hours reduced or their position eliminated within the previous 24 months. Temporary employees used to fill positions vacated by virtue of termination or retirement shall not be used to do the work of any bargaining unit position for more than ninety (90) days per position per year. These limitations may be extended by mutual agreement between the District and the Union.

## **ARTICLE 5 – Prevailing Rights**

Section 5.1 – All rights, privileges and working conditions enjoyed by the employees at the present time which are not included in this contract shall remain in effect, unchanged and unaffected, during the term of the Contract unless changed by mutual consent.

## **ARTICLE 6 – Management Rights**

Section 6.1 – Any and all rights concerned with the management and operations of the District are vested exclusively in the District unless otherwise provided for by the explicit terms and conditions of the Agreement. By way of example, the District has the authority to adopt reasonable rules for the operation of the department and the conduct of its employees; to discipline or discharge employees for just cause; to lay off employees due to financial reasons; to transfer and promote employees; to assign work and determine job content and job duties of employees; to schedule hours of work; to determine the number of personnel to be assigned to duty at any time; to establish reasonable performance and productivity standards; to introduce and use new, improved, or automated methods and equipment; to establish and/or revise the methods, processes, and means of providing departmental services; to build, move, or modify its facilities; and to take action on any matter in the event of an emergency.

Section 6.2 – Just Cause: No Employee may be disciplined except for just cause; provided, however a probationary employee may be disciplined, including termination, for any reason and without cause.

## **ARTICLE 7 – Union Business**

Section 7.1 – One (1) member of the negotiation team shall be allowed time off with pay for meetings; provided, however that the District and the Union will cooperate in scheduling negotiation sessions so as to minimize the cost to the District.

Section 7.2 – The Union shall have the right to enter the District establishment for the purpose of checking on the operation of this Agreement. Such visits will not interrupt or delay work, which is in progress.

Section 7.3 – The District shall provide a standard bulletin board for use of the Union at the District offices in a convenient location approved by the District, and accessible to employees.

Section 7.4 – The Union will provide an accurate copy of the current contract to each new employee.

Section 7.5 – The Shop Steward shall be granted a total of 5 days unpaid leave per calendar year to attend Union sponsored events. Time off will not incur or create any overtime liability to the District.

Section 7.6 – The Employer agrees to make payroll deductions for regular dues and assessments upon receipt of written authorization from the Union member on the payroll deduction authorization form supplied by the Union. For each Union member that has submitted a payroll deduction authorization form, the Employer shall deduct 50% of the monthly Union dues payable to the Union from each union member's pay for each pay period. In addition, the Union shall, in writing, inform the Employer of each nonmember employee that has voluntarily elected to become a fair share fee payer in the bargaining unit. The Union shall further inform the Employer of the amount to be paid each month to the Union by fair share fee payers. For each nonmember employee that has submitted a payroll deduction authorization form, the Employer shall deduct 50% of the monthly fee payable to the Union from their pay for each pay period. Once each month, the Employer shall issue a check to the Union equal to the amounts withheld for Union dues and fair share fees.

Section 7.7 – The Shop Steward will be allowed to attend Commissioner meetings during work hours. That person will remain on the clock. In the event the Shop Steward is unable to attend, a designee from the bargaining unit may attend in their place.

## **ARTICLE 8 – Health Care**

Section 8.1 – The District agrees to provide a Major Medical Plan (to include Vision care) and Dental Plan throughout the life of this Contract. The District will pay 100% of the employee's coverage and dependent coverage for the Plans listed in 8.1.1 and 8.1.2.

Section 8.1.1 – The District agrees to provide ~~the a~~ Dental Plan; the program currently selected is provided by the Washington Fire Commissioners Association.

Section 8.1.2 – The District agrees to provide a Major Medical and Vision Plan; the program currently selected is provided through the LEOFF Health and Welfare Trust, Plan B. Because this is a high deductible plan and out of pocket expenses are expected:

8.1.2 (a) Members of this bargaining unit that elect individual (employee only) medical coverage, shall have \$250 per month (\$3,000/year) placed into their VEBA account.

8.1.2 (b) Members of this bargaining unit that elect medical coverage for themselves and at least one other eligible dependent (spouse/qualified domestic partner/child/children) shall have \$500 per month (\$6,000/year) placed into their VEBA account.

Section 8.1.3– If there are any significant political or monetary changes that affect this plan, both parties agree to negotiate this issue.

Section 8.1.4 – Provided that all of the following conditions 7.1.4.1 and 7.1.4.2 are satisfied, an employee who elects to waive medical coverage for themselves and/or any of their eligible dependents, will be eligible to receive a portion of the applicable medical cost of coverage savings with a maximum amount allowable of \$1,000.00 per month (see examples below).

A. If an employee is eligible for employee and family coverage, but waives coverage on themselves and all dependents, the savings to the District is at the family rate. The employee would be eligible for the savings, up to the maximum amount allowed.

B. If an employee is eligible for employee and spouse coverage and elects coverage for themselves only, they would be eligible the difference between employee and spouse coverage and employee only coverage that results in a savings to the District, up to the maximum amount allowed.

8.1.4.1 -Annually the employee must provide written proof of healthcare coverage under another plan to receive the applicable medical cost of coverage savings monthly payment. Eligibility for such payment is the date coverage began or January 1<sup>st</sup>, whichever is later.

8.1.4.2 – If this section contributes to any of the following situations, the parties will meet to negotiate:

- Inability to meet eligibility requirements for the major medial plan identified in Section 8.1.2
- Impacts to the regular rate of pay for any employee
- Impacts to the bona fide status of the District’s benefit plan

Section 8.2 – Short Term Disability: The District shall contribute up to \$45.00 per month, per employee, enrolled in the Plan A Short Term Disability coverage Program providing twenty four (24) hour a day coverage, and with no more than a thirty (30) day waiting period. The Employee may choose to pay for the Plan B Long Term Disability coverage provided under the Plan. The program currently selected is through the Washington State Council of Firefighters LEOFF II Disability Plan (Plan A and Plan B).

Section 8.3 – The District agrees that if an employee covered by this Contract becomes disabled and unable to work, then that employee may, in fact, take off time to the extent that the employee

has accrued unused sick leave, holiday time, or vacation time. While on disability the Employee shall accrue sick leave, holiday and vacation time for the first six (6) months.

Section 8.4 – The District will provide a life insurance plan benefit of \$25,000 for the employee, currently administered by the VFIS Group Life Insurance Plan to continue as currently administered for the life of the agreement.

## **ARTICLE 9 – Substance Abuse**

Section 9.1 – The District and the Union jointly recognize that alcohol and drug abuse problems can create a serious safety hazard and constitute an illness that can be debilitating. The District may require screening an employee where it has reasonable suspicions to believe said employee is under the influence of alcohol or drugs while at work.

Section 9.2 – The District agrees not to discipline an employee who voluntarily comes forward or one who is involuntarily brought forward. In such cases, and in both instances, the employee’s condition shall be treated as the illness it is. The employee shall be given an unpaid leave of absence, once sick leave and other leaves have been exhausted, of sufficient duration as determined by competent medical personnel, to treat his/her problem.

## **ARTICLE 10 – Sick Leave**

Section 10.1 – Sick Leave is accrued and intended to provide coverage for employees as per the Washington State ~~Safe and~~ Sick Leave Law. Employees working forty (40) hour workweek shall accrue twelve (12) hours of sick leave per month. Regular Part-time employees shall accrue prorated sick leave (i.e. 20 hours work schedule shall accrue 6 hours of sick leave per month). Employees will be allowed to accrue up to and carry over a maximum balance of 1240 hours of sick leave. At the end of each year, any hours over such limit will be cashed out in accordance with Article 26.1.

Section 10.1.1 – For 2021 only, if an employee does not use any of their sick leave in a calendar year then they shall be given twenty-four (24) hours sick leave to be added to their sick leave bank for the next year.

Section 10.1.2 - -New hires shall be given 72 hours of sick leave upon employment, however shall not accrue any additional sick leave until the employee’s 6 month probation period is complete. In the case of an extended probationary period the employee shall begin to accrue sick leave at the same rate as other employees.

Section 10.2 – To qualify for sick leave, the employee must notify their supervisor at least one hour prior to the beginning of the work shift, or if already at work, anytime during the shift. The District may require the employee to obtain a “Physicians Release to Return to Work” in accordance with existing state and federal laws.

Section 10.3 – In the event of a catastrophic illness or injury causing an employee long term recovery, which uses up all their benefits, employees can donate sick leave to the affected employee(s). Sick leave donation will be calculated on a pay period basis. The District and union

will identify the needed hours per month and divide the needed hours among the employees voluntarily contributing to the affected employee.

~~Section 10.4—In the event an employee needs to use sick leave to attend medical or dental appointments, he/she will not be penalized for using sick leave during the calendar year and will not be precluded from incentives as outlined in the labor agreement.~~

Section 10.45 – In the event that an employee is off work as the result of a non-job related injury/illness that employee may be offered modified work assignment not to exceed 90 days based on work availability, qualifications and doctors note. No modified work assignment shall be considered a modification or change to that employees regular job description.

Section 10.56 – Upon separation from service, the employee shall utilize their unused sick leave by rolling their remaining amount at one dollar (\$1.00) on the dollar (\$1.00) into their VEBA account or other qualified plan as established by the bargaining unit’s applicable MOU.

## **ARTICLE 11 – Working Hours**

Section 11.1 – The District and the Union recognize that employees covered by this Contract may be working in a standard eight (8) hour shift (Monday through Friday) inclusive of a one hour paid lunch, a standard ten hour shift (Monday through Thursday or Tuesday through Friday) inclusive of a one hour paid lunch, or any full-time or part-time schedule assigned by the District. The work hours shall be arranged with the Fire Chief, or designee, according to the needs of the Department, as determined solely by the Fire Chief.

Section 11.2 ~~All e~~Employees who work a schedule of less than 30 hours shall have medical, dental, vision prorated based on the number of hours worked to a maximum out of pocket of \$200.00 per month. ~~Members who are employed on or before the ratification date of this agreement and maintain continuous employment shall be grandfathered at their current benefit levels (no proration of benefits shall be applied).~~

## **ARTICLE 12 – Supplementary Leave**

Section 12.1 – Employees shall be granted leave to perform jury services and while performing such service shall receive their regular rate of pay, less any compensation received for regularly scheduled duty days while serving jury duty. Employees are required to report for work during all hours they are released from jury service. If less than two (2) hours remain from time of release to end of regular shift, employees shall call their supervisor for instructions.

Section 12.2 – Leave of Absence Without Pay: The District agrees that, if in the opinion of the Fire Chief, and with the approval of the Board of Commissioners, it would be in the interest and welfare of the employee, any employee covered by this Contract may be granted a leave of absence without pay for a period not to exceed one (1) year, unless otherwise agreed through a letter of understanding. No leave of absence shall be granted to any employee covered under this



Contract until such employee has first utilized all of his/her unused vacation and holiday time. Vacation, sick leave, and holiday benefits shall not accrue during leaves of absence without pay.

Section 12.3 – Bereavement Leave: Employees shall be entitled to bereavement leave in the event of the death of an employee’s mother, father, brother, sister, spouse or domestic partner, child or legal dependent, grandparent, mother-in-law or father-in-law, or step-family equivalent to the above named, or those who stood “in loco parentis” role and relations to the same degree of the employees current spouse or domestic partner. Employees may receive up to three (3) days, per incident. If the employee is required to travel outside of Washington State, then they shall be granted five (5) days per incident. Any time beyond this amount required because of extenuating circumstances, shall be at the discretion of the Fire Chief and must be approved in advance. Excess time allowed may be drawn from any accrued leave bank. If no accrual banks are available, leave without pay may be utilized.

Section 12.4 – Employees required to testify on their day off before any court, judge, justice, or magistrate on job related issues shall first notify the District by way of providing a copy of the order to appear, and such time will be considered as time worked for purposes of determining overtime.

Section 12.5 – The employer shall provide all eligible employees with all rights and benefits in accordance with the Federal Family and Medical Leave Act of 1993 and any other state or federal applicable leave laws.

~~Section 12.6 - For all purposes concerning application of FMLA such leave shall be credited and computed/calculated on a rolling 12-month period measured on a calendar year basis commencing January 1 and ending December 31 backwards.~~

## **ARTICLE 13 – Vacation**

Section 13.1 – The District agrees that any employee covered under this Contract shall be entitled to the following vacation, with pay as follows:

<u>Length of service</u>	<u>Hours</u>
Date of employment to 1 <sup>st</sup> anniversary	48
1 <sup>st</sup> anniversary date to 2 <sup>nd</sup> anniversary	96
2 <sup>nd</sup> anniversary date to 5 <sup>th</sup> anniversary	120
5 <sup>th</sup> anniversary date to 8 <sup>th</sup> anniversary	168
8 <sup>th</sup> anniversary date to 12 <sup>th</sup> anniversary	192
12 <sup>th</sup> anniversary date to 17 <sup>th</sup> anniversary	216
17 <sup>th</sup> anniversary date to 19 <sup>th</sup> anniversary	240
19 <sup>th</sup> anniversary date to 21 <sup>st</sup> anniversary	264
21 <sup>st</sup> anniversary date to 25 <sup>th</sup> anniversary	312
25 <sup>th</sup> anniversary date and thereafter	336

Section 13.2 – Vacation time shall be accrued on a monthly basis for the purposes of determining vacation liability. Vacation time shall not be cumulative from year to year. Unused vacation days will be compensated at the employee’s regular daily rate of pay. Such payment shall be made in the December 31<sup>st</sup> paycheck with the option of half being paid in the June 30<sup>th</sup> check. Employees must make cash out designations by December 15<sup>th</sup> of each year to be applicable for the following year.

~~Section 13.2 A – Annual Leave Carryover: Any member with annual leave carryover hours will be given the option to convert 100% of those hours into compensatory time or they may cash out on a one dollar (\$1.00) on one dollar (\$1.00) basis up to 50% of their annual leave carryover 10/31/16. If an employee has a compensatory time balance exceeding the maximum allowable hours on December 31, 2019, the hours exceeding the maximum will be cashed out on that day.~~

Section 13.3 – Vacation schedules shall be coordinated with other employees to ensure continued coverage of positions and operation of the District and shall be mutually agreed between the employer and the employee. Vacations shall be granted on a first come first served basis, with seniority being the determining factor in cases where two employees request the same time off simultaneously.

Section 13.4 – All regular part time Employees shall receive a percent of the ~~above~~ hours reflected in Section 13.1, equal to the percent such regular part time Employee’s hours bears to 40 hours per work week.

Section 13.5 – For efficiency and consistency, Holiday and Vacation hours will be treated the same for purpose of scheduling and sell back.

Section 13.6 - Employees may choose to sell back vacation. All vacation hours requested to be sold back the following year for cash shall be submitted prior to December 15<sup>th</sup> of each year.

Section 13.7 - Employees requesting vacation sellback may split the hours to be sold back in their end of June paycheck and end of December paycheck, or may request all sellback to be in their end of December paycheck. No more than 50% of the employees allowed hours may be sold back in June.

Section 13.8 - Seniority shall be based on date of hire by the ~~Department~~District.

## **ARTICLE 14 – Holidays**

Section 14.1 – Employees covered under this Contract shall be granted a total of one hundred-eight hours per year. There are 10 recognized holidays (New Year’s Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day) and the remainder of hours are “floaters”. Employees shall be allowed to take all recognized holidays off. Should a holiday fall on an employees regularly scheduled day off the holiday hours shall be scheduled as floaters.

When employees work on holidays (except as identified in section 14.2) they will receive straight time pay and the holiday time not used shall be scheduled in accordance with Article 13.

Section 14.2 – Because some holidays can be non-conducive for employees to work, the following are holidays that all members of this labor group (excluding the PIO/PE) shall take off:

New Year's Day  
 Memorial Day  
 Independence Day  
 Labor Day  
 Thanksgiving Day  
 Day after Thanksgiving  
 Christmas Day

Section 14.3 – Holiday sell back shall be consistent with Section 13.5.

14.4 All employees shall be allowed two unpaid holidays per calendar year for reasons of faith or conscience or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization. (ref; Chapter 168, Laws of 2014, and further defined in WAC 82-56-020 and 030).

14.4.1 Requests and approval for unpaid holidays shall be in accordance with Article 13, and coordinated so as not to disrupt the necessary business of the District. Requests shall be submitted at least 2 business days in advance. Disruption of necessary business is a bonafide basis to deny the holiday request.

14.4.2 These two additional holidays do not qualify for sellback, cannot be donated to other employees and the time is not cumulative from year to year.

## **ARTICLE 15 – Wage Rates/Scale**

Section 15.1 – The District agrees that employees covered under this Contract shall be paid a hourly wage as outlined in ~~Article 20~~ Appendix A. Employees shall be paid on the 15<sup>th</sup> and the last working day of each month. When the normal pay day would fall on a weekend, the employee shall be paid on the preceding Friday.

Section 15.2 – For the purpose of payroll, when an employee receives a pay increase or decrease, for any reason, the associated pay change shall follow the effective dates below:

Section 15.2.1 Promotions and Longevity: Effective 1<sup>st</sup> of the month that the change occurs.

Section 15.2.2 All other pay changes: Effective the 1<sup>st</sup> day of the pay period following the effective date of the change.

## ARTICLE 16 – Overtime Pay

Section 16.1 – Overtime is defined as hours worked in excess of 40 hours per FLSA workweek. Employees who work more than their regularly scheduled work day may choose to either “flex” the time within their FLSA work cycle or receive overtime pay. Such changes shall ~~Employee’s must be~~ communicated and /authorized flex/overtime in advance by ~~with~~ their supervisor.

Section 16.2 – In the event that District mandated overtime is not an extension at the beginning or end of a normal shift, the minimum payment shall be for two (2) hours at the rate of one and one-half (1 ½) times the regular rate of pay; provided, however, that if an employee is called again and within said two (2) hour period, the calls shall be deemed merged into one overtime period.

Section 16.3 – Overtime shall be at the rate of one and one-half (1 ½) times the employees rate of pay and shall be paid on 15 minute increments of time, except as provided in Section 16.2.

Section 16.4 – When an employee works overtime of 2 hours or more he/she shall choose to be compensated in one of ~~three (3)~~ two (2) ways.

- A. One and one-half (1 ½) times the employees regular rate of pay.
- B. All compensatory time at one and one-half the total hours worked. If an employee is called to work an overtime shift to cover a comp time shift, that employee will only be eligible for option “A” above.
- ~~C. A combination of A and B above, not to exceed the comp time hour limit.~~

## ARTICLE 17 – Dress Code:

Section 17.1- The District will meet with affected bargaining unit members to select uniforms as necessary. All such uniforms and safety shoes shall be issued (as needed according to bargaining unit position) by the District quartermaster and shall adhere to the uniform procedure.

## ARTICLE 18 – Grievance Procedure

Section 18.1 – A grievance shall be defined as a dispute between the Employer and an Employee or the Union which may arise because of interpretation, application, or alleged violation of any specific terms or provisions of this Agreement. Only the Union may file and pursue a grievance on its behalf or in its representative capacity for a Bargaining Unit Member.

Section 18.2 – Definitions:

- A. GRIEVANT: A grievant is an employee or, in the case of the Union’s contractual rights, the Union.
- B. DAYS: Days in this procedure are calendar days, not including weekends or holidays.

Section 18.3 – Timeliness: Grievances shall be processed in the following manner and within the stated time limits. Time limits provided in this procedure may be extended only by mutual written agreement.

Section 18.3.1 – Failure on the part of the Fire District at any step of this procedure to communicate the decision on a grievance within the specific or mutually extended time limits shall permit the grievant to lodge an appeal at the net step of this procedure.

Section 18.3.2 – Failure of the grievant (employee or Union) to present or proceed with the grievance within the specified or mutually extended time limits will render the grievance waived.

Section 18.4 – Representation: The Union shall act as the representative of the grievant at all stages of the procedure after Step 1. The determination of whether to process, settle, or drop such grievances shall be made exclusively by the Union.

Section 18.5 – Process:

Step 1: Informal Level—Informal submission of the grievance to supervisor. Within THIRTY (30) days following the occurrence of the event giving rise to the grievance, or THIRTY (30) days after the event is known, or reasonably should have been known, the employee shall attempt to resolve the grievance informally with the immediate supervisor. The immediate supervisor shall respond in writing within ten (10) days of the employee's presentations.

Step 2: Formal Level--Written submission of grievance to Fire Chief. If the grievance is not resolved informally, it shall be reduced to writing and submitted to the Fire Chief within fifteen (15) days after receipt of the informal response. The written grievance shall contain:

- A. Reference to the specific terms of the Contract which have been violated.
- B. Issues involved.
- C. Remedy sought.

The Fire Chief or his/her designee shall issue a written response, including his/her decision and reasons therefore within fifteen (15) calendar days of receipt of a complaint. If a settlement is not reached, the Union may move the grievance to Step 3.

Step 3: Fire Commissioner Level--Written submission of the grievance to The Board of Fire Commissioners.

If the grievance is not resolved informally, it shall be reduced to writing and submitted to the Board of Fire Commissioners within fifteen (15) days after receipt of the Fire Chief's response in step 2.

Step 4: Arbitration

If no settlement is reached in Step 3, the Union may request that the matter be submitted to an arbiter within fifteen (15) days of the decision in step 3.

- A. Written notice of a request for arbitration shall be made to the Fire Chief within fifteen (15) days of receipt of the disposition letter at Step 3.

- B. Arbitrator shall be limited determining to whether there has been a violation, misinterpretation or improper application of the terms and conditions of this Agreement and the appropriate remedy.
- C. When a timely request has been made for arbitration, the parties shall attempt to select an impartial arbitrator to hear and decide the particular case. If the parties are unable to agree to an arbitrator within the ten (10) days after submission of the written request for arbitration, a list of nine (9) arbitrators shall be requested from PERC. The parties shall alternately strike names until one arbitrator remains and that arbitrator shall hear the case. The party that will strike the first name shall be determined by coin toss.
- D. Arbitration proceedings shall be in accordance with the following:
  1. Each party shall pay any compensation and expenses relating to its own witnesses or representatives including attorney's fees.
  2. All other costs related to this process, including the fees of the arbitrator, shall be borne 50% by the Employer and 50% by the Union.
  3. The total cost of the stenographic record, if requested, will be paid by the party requesting it. If the other party also requests a copy, that party will pay one-half (1/2) of the stenographic cost.

Section 18.6 – Binding Effect of Award: All decisions arrived at under the provisions of this article by the representatives of the District and the Union at Steps 1,2,& 3, or by the arbitrator, shall be final and binding on both parties, provided, however, that in arriving at such decisions neither of the parties nor the arbitrator shall have the authority to alter this Contract in whole or in part.

Section 18.7 – Limits of the Arbitrator: The arbitrator cannot order the District to take action contrary to law or the terms of this contract.

Section 18.8 – Freedom From Reprisal: There will be no reprisals against the grievant or others as a result of his/her participation in this process.

## **ARTICLE 19 – Communications**

Section 19.1 – It is recognized by both parties that good communication is important to everyone in the District. As such, it is agreed that representatives of the Union and representatives from the management of the District shall regularly meet to discuss matters of interest to each party. Such meetings shall be held at the request of either party.

## **~~ARTICLE 20 – Wage Scale~~**

~~Section 20.1 – See Appendix A attached.~~

## **ARTICLE 20 – Commercial Drivers License (CDL)**

Section 20.1 – Logistics Technicians may be required to shuttle vehicles over a gross vehicle weight of 26,000 lbs. which require a Commercial Driver's License (CDL) to operate. The

District shall require Logistic Technicians, who are designated to operate vehicles requiring a Class A CDL, to obtain a Class A CDL.

Section 20.2 – The District shall designate a minimum of two (2) Non-Probationary Logistic Technicians to obtain and maintain a Class A CDL, consistent with the state requirements, necessary to move vehicles throughout the District.

Section 20.3 – The District shall pay for all costs associated with the schooling/training required for approved Logistic Technicians to obtain a Class A CDL\*. The Employee shall pay the cost of a second test or any additional tests, if necessary.

Section 20.3.1 – If the employee separates employment from the District within 24 months of his or her start date, the employee shall be responsible to reimburse the District the prorated amount of the total amount to obtain the Class A CDL (e.g. if an employee leaves after twenty (20) months, they would be responsible for a four (4) month portion of the twenty-four (24) month cost distribution, etc.).

\*This shall not apply to any applicant or assistant that has obtained and/or maintained a Class A CDL on their own time.

Section 20.4 – Employees shall be on paid time (including drive time from regular clock in duty station to school site) while attending any required CDL schooling/training.

Section 20.5 – The District shall pay for any Department of Transportation (DOT) required physicals. DOT physicals shall be taken on paid time. All DOT Required Random Drug testing will be paid for by the District. All DOT required Random Drug tests will be taken on paid time.

Section 20.6 – The District shall pay for the cost of the difference between the designated employee’s standard driver’s license and the Class A CDL cost.

Section 20.7 – All Logistics Technicians who hold a valid Class A CDL and are designated by the District to act in that capacity, shall make an additional monthly wage of two (2%) percent of the top step logistics technician base wage.

## **ARTICLE 21 – Reduction in Force**

Section 21.1 – The Employer reserves the right to layoff for lack of work or funds, or the occurrence of conditions beyond the control of the Employer. Should the Employer determine that conditions require a reduction in force, the following shall apply:

Section 21.2 – The Employer shall notify the Union in writing within ten (10) calendar days of the decision to lay off. This notification allows the Union to request to bargain the impacts and effects of the layoff decision.

Section 21.3 – The Employer shall notify the affected personnel no less than thirty (30) calendar days prior to the effective date of any layoff.

Section 21.4 – Personnel with the lowest seniority (by date of hire, as a regular status employee) shall be laid off first; provided, that such layoff will not create a vacancy in an essential position. Essential position shall be defined as a position whose function is necessary to carry out the central functions of the Employer and there is no other person qualified by training, education and experience to fill the position. If a vacancy in an essential position would be created by following the seniority based layoff, then in that event the Employer shall have the discretion to lay off the next lowest seniority employee. In the event personnel have the same date of hire, layoff shall be determined by a final entry-level test scores, with the employee having the lowest test score laid off first.

The Employer shall have the right to evaluate and determine if there is a lack of work and/or funds such that layoffs are necessary and to evaluate and determine essential and non-essential positions when there is either lack of work or funds necessitating layoffs.

Section 21.5 – Any employee(s) laid off in accordance with this Article shall have the right to continue insurance coverage at their expense in accordance with applicable federal and state law. The Employer will pay the first full month's coverage following the date of layoff.

Section 21.6 – Employees shall be placed on an eligibility list for recall to any open position for which the Employee is qualified by education and experience, in reverse order of layoff. This eligibility list for recall shall be in effect for a period of two (2) years from the date of layoff, or until the list is exhausted, whichever occurs first.

## **ARTICLE 22 – Savings Clause**

Section 22.1 – If any provision of this Contract or the application of such provision should be rendered or declared invalid by any court, or arbiter action or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Contract shall remain in full force and effect.

## **ARTICLE 23 – Military Leave**

Section 23.1 – Those personnel who are members of the Washington National Guard, Air Force, Coast Guard, Army, Navy or Marine Corps reserve of the United States shall be entitled to and granted military leave of absence from duty for a period not exceeding twenty-one (21) days during each calendar year. Such military leave shall be granted so the employee may take part in active training duty in such a manner and at such a time as he/she may be ordered to active training duty. Such military leave of absence shall be in addition to any vacation or sick leave to which the employee might otherwise be entitled and shall not involve any loss of efficiency rating, privileges or pay. During the period of military leave, the employee shall receive his/her normal pay.

Section 23.2 – Employees shall provide the District a copy of their military orders to report for training duty within (7) days after receiving their orders.



Section 23.3 – Should an employee be called to active duty he/she shall, at a minimum, be carried on the Employer rolls in an inactive status. Upon return from military service, the employee shall be entitled to be reassigned to the position held at the time the employee was placed in inactive status or to another position equally acceptable to the employee and the Employer. The employee's seniority shall not be broken due to being called to active military duty.

#### **ARTICLE 24 – Discipline**

Section 24.1 – The Union agrees that its members shall comply in full with District rules, regulations, policies and procedures providing however, such rules and regulations have not violated any state or federal laws by way of implementation.

Section 24.2 – All employees shall have access to a copy of the above-mentioned rules and regulations upon employment.

Section 24.3 – It is recognized that discipline is a rehabilitative process and as such no employee shall be disciplined or discharged without just cause.

Section 24.4 – The employee shall be granted Union Representation throughout any discipline process when requested, with copies of discipline documentation as to what the allegations are provided to the employee and their Union Representative in a timely manner. In cases involving demotion, suspension or discharge, the employee and the Union shall be notified in writing at least five (5) calendar days before the Loudermill meeting. The notification shall state the purpose of the meeting, and the time and place of the meeting

#### **ARTICLE 25 – Probationary Periods**

Section 25.1 – All new employees will be required to serve a probationary period of six months from the date of employment. The District shall provide each employee with an objective evaluation of his or her job performance and progress every thirty (30) days while on probation with a final evaluation at 6 months with a recommendation regarding continued employment.

Section 25.2 – Failure to successfully complete the probationary period shall be just cause for termination.

#### **ARTICLE 26 – Deferred Compensation**

Section 26.1 – The District will buy back unused sick hours in excess of 480 hours at one dollar, (\$1) on the dollar, up to a maximum of 192 hours each calendar year. Proceeds from all sick time sold may be placed in the deferred compensation program or sold back for cash.

Section 26.2 – The District will match up to two (2%) percent of the employee's base salary per month for employees participating in the deferred compensation program commencing with the first month following the date of signing.

## **ARTICLE 27 – Comp Time**

Section 27.1 – Comp Time shall be scheduled utilizing the same criteria as vacation/holiday time. Employees may choose to sell back any portion of their Comp Time at any time. Comp time accrual shall not exceed 80 hours at the end of each calendar year. Requests must be made in writing.

## **ARTICLE 28 – Seniority**

Section 28.1 – Seniority shall be determined by the continuous service in the District calculated from the date of employment. Continuous service shall be broken only by resignation, discharge, or retirement.

## **ARTICLE 29 – Longevity**

Section 29.1 – Union members shall receive the following longevity pay increases based on seniority with the District:

<u>Months</u>	<u>% of base wage increase</u>
60 - 119	1
120 - 179	3
180-239	4
240 - 299	5
300 and thereafter	7

The following members current longevity will be “grandfathered” in at the current 2013 rate as follows:

Kenneth Vickers      \$138.64 Per Month

Any cost of living increases will apply to these rates. Subsequent increases in longevity will be based on the member’s rate of pay and will be added to the above rates and cost of living increases will also apply.

## **ARTICLE 30 – VEBA**

Section 30.1 – There shall be three (3) designated periods of contribution in which the District shall contribute to each eligible employees’ MSA/VEBA account:

30.1.1 – In accordance with Article 87 – Health Care

30.1.2 – Monthly

As an incentive to not use sick leave, each member in conjunction with Section 10.1.1, a sliding scale VEBA contribution will be made monthly based off the member's previous year sick leave usage. The scale shall be:

0 hours	\$125.00
1 – 40 hours	\$100.00
41 – 80 hours	\$75.00
81 – 120 hours	\$50.00
>120 hour	\$0.00

### 30.1.3 – Upon separation of employment or retirement.

Upon separation of employment or retirement as officially documented in the employee's personnel file, all remaining sick leave hours shall be converted in accordance with section 10.6.

Section 30.2 – In the event an employee needs to use sick leave to attend medical or dental appointments, he/she will not be penalized for using sick leave during the calendar year and will not be precluded from incentives as outlined in the labor agreement.

## **ARTICLE 31 – Policy and Procedure**

Section 31.1 – All Employees shall adhere to all regularly adopted policies and procedures unless such policies and procedures specifically conflict with the terms of this Collective Bargaining Agreement.

## **Article-ARTICLE 32 – Retirement**

32.1 Teamsters Pension – The bargaining unit shall have the right to allocate/divert a portion of any wage increase provided by this Agreement to the Western Conference of Teamsters Pension Trust as such time and in such amounts as may be determined by the bargaining unit.

## **Article-ARTICLE 33 – Education**

Section 33.1 – The Board and the Union agree upon the concept of employees continuing their education in support of their current position within the Fire Department. To support employee's request for continuing education the following conditions shall apply;

Section 33.1.1 – The employee must have ~~two (2) years of continuous service (from their first day of compensated work within the bargaining unit which includes~~ completed their probationary period: within the Department.

Section 33.1.2 – Any single course or program of courses must relate directly to the employee's current position and have prior Board or designee approval before enrollment.

Section 33.1.3 – The Fire Chief~~Board~~, or designee, shall determine the appropriateness of the course/program to the employee's position.

Section 33.1.4 – When pre-approved by the ~~Board~~Fire Chief or designee the cost of course/program tuition, text books and lab fees shall be reimbursed to the employee-upon successful completion of the course/program.

Section 33.1.5 – Effective January 1, 2022, employees who hold the following degrees in management, business, executive, administration or education field, and from an accredited college or university, shall receive the following benefit:

- Associate's Degree: 0.5% of base salary (includes any AA, AS, AAA, and/or AAS degrees including those that are part of a BA or Masters that don't fit into the above listed degrees but are from an accredited college or university.)
- Bachelor's Degree: 1.0% of base salary
- Master's Degree: 1.5% of base salary

#### **ARTICLE 34 – Duration**

This Agreement shall be effective January 1, 2018~~21~~, and shall remain in full force and effect through December 31, 2020~~3~~. The parties agree that they will reopen this Agreement at least 60 days prior to the expiration to negotiate the provisions of this Agreement.

Signed this \_\_\_\_\_ Day of \_\_\_\_\_, 2022~~18~~

For the Employer, Commissioners: \_\_\_\_\_ For the Union:

Troy Elmore, Chairman

Samantha Kantak, Secretary-Treasurer

Rick Edwards, Commissioner

Randy Fay, Commissioner

Paul Gagnon, Commissioner

Jeff Schaub, Commissioner

Jim Steinruck, Commissioner

Roy Waugh, Commissioner

Kevin O'Brien, Fire Chief

For the Employer, Commissioners: \_\_\_\_\_

For the Union: \_\_\_\_\_

R. Fay

Steven C. Chandler  
Secretary-Treasurer

J. Schaub

W. Snyder

---

---

R. Waugh

---

---

L. Wells

---

---

R. Woolery

Fire Chief:

---

---

G. Meek

## Appendix A

2021 \$0.75 across the board wage increase

2022 \$1.50 across the board wage increase

2023 \$1.50 across the board wage increase

As outlined in the wage matrix: January 1, 2021 \$0.75 base wage increase, 2022 \$1.50 base wage increase, 2023 \$1.50 base wage increase.

January 1, 2018 1%; Increase Wage Scale January 1, 2019 (CPI-W), not less than 2% not more than 4%; January 1, 2020 (CPI-W) not less than 2% not more than 4%. The Seattle Tacoma-Bellevue Index CPI-W from June to June shall be utilized to calculate increases.

Higher classification – In the event an employee is assigned work in a higher classification, on a temporary basis, for more than one (1) hour, than that to which he/she is regularly assigned, the employee shall be paid at the higher classification for that day. Such increase in pay will be defined as the difference between base salaries added as a premium for the day. If an employee is in the highest classification established by the District, they will be eligible for five percent (5%) increase. If there are concerns that someone is working outside of their classification, it will be brought to the attention of the Fire Chief, or their designee, in writing for immediate discussion and review. Any retroactive amount will be from the time the Chief receives the written notice.

<u>As of January 1, 2021 Teamster Salary Ranges</u>					
<u>Positions</u>	<u>Salary Steps (Monthly)</u>				
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<u>Public Information &amp; Education Officer</u>	<u>\$ 6,348</u>	<u>\$ 6,816</u>	<u>\$ 7,282</u>	<u>\$ 7,748</u>	<u>\$ 8,215</u>
<u>Public Education Specialist</u>	<u>\$ 5,779</u>	<u>\$ 6,204</u>	<u>\$ 6,617</u>	<u>\$ 7,050</u>	<u>\$ 7,474</u>
<u>Dist. Administrative Coordinator</u>	<u>\$ 5,647</u>	<u>\$ 6,060</u>	<u>\$ 6,474</u>	<u>\$ 6,888</u>	<u>\$ 7,301</u>
<u>Data Analyst</u>	<u>\$ 6,207</u>	<u>\$ 6,663</u>	<u>\$ 7,118</u>	<u>\$ 7,574</u>	<u>\$ 8,030</u>
<u>Executive Assistant</u>	<u>\$ 5,210</u>	<u>\$ 5,590</u>	<u>\$ 5,971</u>	<u>\$ 6,350</u>	<u>\$ 6,732</u>
<u>GIS Coordinator</u>	<u>\$ 5,255</u>	<u>\$ 5,640</u>	<u>\$ 6,024</u>	<u>\$ 6,409</u>	<u>\$ 6,792</u>
<u>Administrative Specialist</u>	<u>\$ 4,977</u>	<u>\$ 5,341</u>	<u>\$ 5,703</u>	<u>\$ 6,068</u>	<u>\$ 6,430</u>
<u>AP/AR Specialist</u>	<u>\$ 4,687</u>	<u>\$ 5,028</u>	<u>\$ 5,369</u>	<u>\$ 5,711</u>	<u>\$ 6,052</u>
<u>Administrative Assistant</u>	<u>\$ 4,269</u>	<u>\$ 4,580</u>	<u>\$ 4,890</u>	<u>\$ 5,198</u>	<u>\$ 5,507</u>
<u>Logistics Assistant</u>	<u>\$ 4,939</u>	<u>\$ 5,298</u>	<u>\$ 5,659</u>	<u>\$ 5,982</u>	<u>\$ 6,339</u>

<b>As of January 1, 2022 Teamster Salary Ranges</b>					
<b>Positions</b>	<b>Salary Steps (Monthly)</b>				
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Public Information & Education Officer	\$ 6,608	\$ 7,076	\$ 7,542	\$ 8,008	\$ 8,475
Public Education Specialist	\$ 6,039	\$ 6,464	\$ 6,877	\$ 7,310	\$ 7,734
Dist. Administrative Coordinator	\$ 5,907	\$ 6,320	\$ 6,734	\$ 7,148	\$ 7,561
Data Analyst	\$ 6,467	\$ 6,923	\$ 7,378	\$ 7,834	\$ 8,290
Executive Assistant	\$ 5,470	\$ 5,850	\$ 6,231	\$ 6,610	\$ 6,992
GIS Coordinator	\$ 5,515	\$ 5,900	\$ 6,284	\$ 6,669	\$ 7,052
Administrative Specialist	\$ 5,237	\$ 5,601	\$ 5,963	\$ 6,328	\$ 6,690
AP/AR Specialist	\$ 4,947	\$ 5,288	\$ 5,629	\$ 5,971	\$ 6,312
Administrative Assistant	\$ 4,529	\$ 4,840	\$ 5,150	\$ 5,458	\$ 5,767
Logistics Assistant	\$ 5,199	\$ 5,558	\$ 5,919	\$ 6,242	\$ 6,599
<b>As of January 1, 2023 Teamster Salary Ranges</b>					
<b>Positions</b>	<b>Salary Steps (Monthly)</b>				
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Public Information & Education Officer	\$ 6,868	\$ 7,336	\$ 7,802	\$ 8,268	\$ 8,735
Public Education Specialist	\$ 6,299	\$ 6,724	\$ 7,137	\$ 7,570	\$ 7,994
Dist. Administrative Coordinator	\$ 6,167	\$ 6,580	\$ 6,994	\$ 7,408	\$ 7,821
Data Analyst	\$ 6,727	\$ 7,183	\$ 7,638	\$ 8,094	\$ 8,550
Executive Assistant	\$ 5,730	\$ 6,110	\$ 6,491	\$ 6,870	\$ 7,252
GIS Coordinator	\$ 5,775	\$ 6,160	\$ 6,544	\$ 6,929	\$ 7,312
Administrative Specialist	\$ 5,497	\$ 5,861	\$ 6,223	\$ 6,588	\$ 6,950
AP/AR Specialist	\$ 5,207	\$ 5,548	\$ 5,889	\$ 6,231	\$ 6,572
Administrative Assistant	\$ 4,789	\$ 5,100	\$ 5,410	\$ 5,718	\$ 6,027
Logistics Assistant	\$ 5,459	\$ 5,818	\$ 6,179	\$ 6,502	\$ 6,859

<b>As of January 1, 2017 Teamster Salary Ranges (30% Range Spread)</b>					
<b>Positions</b>	<b>Salary Steps (Monthly)</b>				
	<b>Step-1</b>	<b>Step-2</b>	<b>Step-3</b>	<b>Step-4</b>	<b>Step-5</b>
PIO/PE	\$5,826	\$6,263	\$6,700	\$7,137	\$7,574
Dist. Administrative Coordinator	\$5,168	\$5,555	\$5,943	\$6,331	\$6,718
Management/Data Analyst	\$5,152	\$5,539	\$5,925	\$6,311	\$6,698
Executive Assistant	\$4,758	\$5,115	\$5,472	\$5,828	\$6,185
GIS Coordinator	\$4,801	\$5,161	\$5,522	\$5,882	\$6,242
Administrative Specialist	\$4,540	\$4,881	\$5,221	\$5,562	\$5,902
AP/AR Specialist	\$4,268	\$4,588	\$4,908	\$5,228	\$5,548
Administrative Assistant	\$3,790	\$4,074	\$4,358	\$4,642	\$4,926
Operations Assistant	\$4,217	\$4,533	\$4,849	\$5,165	\$5,481



Note 1: No employee's pay shall be reduced by adoption of this agreement. Any employee being compensated at a higher step than their years of service permits shall automatically fall within that step and shall progress on the scale accordingly.

<b>As of January 1, 2018 Teamster Salary Ranges (30% Range Spread)</b>					
<b>Positions</b>	<b>Salary Steps (Monthly)</b>				
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
PIO/PE	\$5,884	\$6,326	\$6,767	\$7,208	\$7,650
Dist. Administrative Coordinator	\$5,220	\$5,611	\$6,002	\$6,394	\$6,785
Management/Data Analyst	\$5,204	\$5,594	\$5,984	\$6,374	\$6,765
Executive Assistant	\$4,806	\$5,166	\$5,527	\$5,886	\$6,247
GIS Coordinator	\$4,849	\$5,213	\$5,577	\$5,941	\$6,304
Administrative Specialist	\$4,585	\$4,930	\$5,273	\$5,618	\$5,961
AP/AR Specialist	\$4,311	\$4,634	\$4,957	\$5,280	\$5,603
Administrative Assistant	\$3,828	\$4,115	\$4,402	\$4,688	\$4,975
Operations Assistant	\$4,259	\$4,578	\$4,897	\$5,217	\$5,536

# **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.

<b>Initiative Name:</b>	2022 Staffing Plan		
<b>Executive member responsible for guiding the initiative:</b>	Executive Staff		
<b>Type of Action:</b>	<input checked="" type="checkbox"/> Simple Motion	<input type="checkbox"/> Resolution	
<b>Initiative Description:</b>	<p>Given the needs of effectively operating the District and in accordance with the Mission and Strategic Plan, staff presented an update to the 2022 Staffing Plan (Operations, Planning, Logistics, Admin Team) at the 2022 Commissioner Workshop in February.</p> <p>Execution of the 2022 staffing and hiring plan includes:</p> <ul style="list-style-type: none"> <li>• Training Captain (3 FTE) (Approved in 2021)</li> <li>• MSO – Day Captain (1 FTE) (Approved in 2021)</li> <li>• Health and Safety Captain (1 FTE) (Approved in 2021)</li> <li>• Fire Inspectors (2 FTE) (Approved in 2021)</li> <li>• Replacement firefighters and firefighter/paramedics (30 FTE)</li> <li>• Logistics Technician (1 FTE)</li> <li>• IT Supervisor and IT Assistant (2 FTE)</li> <li>• HR Analyst and Confidential Support (2 FTE)</li> <li>• Administrative Specialist and Assistant (payroll/benefits) (2 FTE)</li> <li>• Confidential Support for Senior Staff (1 FTE)</li> <li>• Convert PES position to PIEO</li> </ul>		
<b>Initiative Description:</b>	<ul style="list-style-type: none"> <li>• <b>Brief Description</b></li> <li>• <b>Goal of Initiative</b></li> <li>• <b>Initiative Results (deliverables)</b></li> <li>• <b>Connection to Strategic Plan</b></li> <li>• <b>Supporting Documentation (attach)</b> <ul style="list-style-type: none"> <li>○ <b>Scope of work</b></li> <li>○ <b>Contract(s)</b></li> <li>○ <b>Project proposal(s)</b></li> <li>○ <b>Presentation(s)</b></li> </ul> </li> <li>• <b>Reason RAB must be approved outside of the annual budget process</b></li> </ul>		
<b>Financial Impact:</b>	<p>Expense: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Total amount of initiative Phase 2: ≈ \$1,022,981  Initial amount: n/a  Long-term annual amounts(s): \$ continuous</p> <p>Currently Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$</p> <p>Budget Amendment Needed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> <li>• If yes: Fund(s)/line item(s) to be amended: wages/benefits</li> </ul>		
<b>Risk Assessment:</b>	Risk if approved: If approved, this would include costs to the District associated with staffing career employees.		

Risk if not approved: The District will continue to experience fractures in systems and processes which will result in significant errors, decreased services, and potential outsourcing of duties.

**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*

**Executive: 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 Executive to execute implementation, processing, and tracking.**



# Staffing Plan: Additional Information

Position	Additional Information
<p><b>Operations:</b></p> <ul style="list-style-type: none"> <li>• <b>Backfill FF</b></li> </ul>	<p>The Operations Division within Snohomish Regional Fire and Rescue has been put to the test from external factors over the last couple of years. An ongoing global pandemic, civil unrest, and organizational change through the merger of two organizations has pushed our frontline firefighters to work with a higher degree of stress. Retirements, leave of absences due to the vaccine mandate, the challenges in maintaining a part time firefighter program, and the industry wide challenge of recruiting new firefighters has contributed to a diminished career staffing level of 173 members by the end of 2022.</p> <p>The SRFR operations FTEs should total 203 career firefighters.</p> <p>In light of the challenges mentioned above, the Operations Division is developing a plan to replenish staffing to ensure a commensurate level deployment for all three of our battalions and plan for the potential loss of a part-time program and the City of Mill Creek in 2023. This plan includes the hiring of 30 firefighters and paramedics.</p>
<p><b>Payroll / Benefits</b></p> <ul style="list-style-type: none"> <li>• <b>Specialist</b></li> <li>• <b>Assistant</b></li> </ul>	<p>The Payroll/Benefits and Admin Division is set up to provide varying services. The following are examples of services that currently are lacking in support: compensation and benefit code changes, buyback of leave management, daily leave corrections and audits, PFML pay usage and verification, analysis and cross reconciliation of the staffing program (Crewsense) and payroll program (Incode), annual leave sellback / hour loading / verification and audit, DRS reporting for wages and retirement, pay changes for longevity, steps, promotions, transfers, new hires, proration; wellness eligibility, program data entry, onboarding and reconciliation of auditing reports.</p> <p>Prior to the Covid-19 pandemic, the payroll and admin division were operating over capacity and needed additional staff support. The impact of two mergers caused fractures in systems and processes that caused failures in accurate pay, financial reconciliation and auditing and project completion. In 2020, as the District focused on budget cuts and as the COVID-19 pandemic escalated the payroll and admin division had to prioritize tasks and reduce services to meet the emergent needs. Most recently a significant effort has been placed on auditing hours and leave balances to ensure accurate pay. The standard procedure to request help would be to submit a request for 2023 within the annual budget cycle. The payroll and admin division have reduced service levels to mandatory functions in response to capacity demands; however, the demand for mandatory services increases with each fracture requiring reactive research, analysis and correction.</p>

<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• <b>Confidential Support</b></li> </ul>	<p>Specialist Position: The payroll / benefits specialist position would support district buyback process for L&amp;I and disability leave, correction and audit of leave, PFML leave verification and audit between the payroll system Incode and the staffing system Crewsense; the annual sellback, hour load, verification and audit process; and support to the benefits specialist for projects like the DRS holiday and hour reporting.</p> <p>Assistant Position: The duties of the assistant position would include pay changes for longevity, steps, promotions, transfers, new hires, proration; wellness eligibility for pay, cross-program payroll data entry, onboarding, and generating reports to audit reconciliation spreadsheets.</p> <p>The executive administration is currently operating without confidential administrative support. Key correspondence and outreach has been delayed. The confidential support provided includes senior staff support, meeting minutes, Fire Chief/Senior Staff correspondence and clerical support, coordination of meetings, public speaking, event representation and meet-up, general tasks, Proposed Project Impact Statement and Request for Action by the Board coordination, training and workshop coordination and confidential support for executive issues and projects.</p>
<p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>• <b>Analyst</b></li> <li>• <b>Confidential Support</b></li> </ul>	<p>The Human Resources Division is set up to provide varying services including employee recruitment and selection processes, compensation and benefits analysis, collaboration and support for the employee evaluation process, coordination with legal, implementation of laws, policies and guidelines, guidance for employees through FMLA and other leave management, labor and industry injury management, coordination of light duty, budgeting, labor negotiations, federal and state reporting i.e. Affordable Care Act, district-wide harassment and discrimination training, labor/management support, District benefits program review, retirements, status/assignment changes, accreditation, promotional processes, job classification analysis, development and management of intranet employee forms and support, public disclosure, public records and information requests and customer service support for employees. Prior to the Covid-19 pandemic, the HR division was operating at its capacity. In 2020, as the District focused on budget cuts and as the COVID-19 pandemic escalated the HR division had to prioritize tasks and reduce services to meet the emergent needs. Most recently a government mandate has been released regarding Covid-19 vaccinations and the need for HR to manage requests for accommodation and proof of vaccination. The HR division has reduced service levels to mandatory functions in response to capacity demands; however the demand for mandatory services has increased again with the most recent mandates, potential litigation, backfill hiring and District-wide training needs.</p> <p>Analyst Position: The duties of the HR Analyst would include the interactive process for ADA/ADAAA accommodations, L&amp;I and Light duty case management with L&amp;I and the employee, return to work and disability management, employee benefit eligibility and program coordination and the HR employee website section development.</p> <p>Confidential Support Position: The duties of the confidential support position would include the primary internal customer service support along with benefit access management, internal tracking and controls for HR reporting, scheduling the hiring, promotional and transfer process and communications, document management, HR email contact and correspondence, comparable data research and support, and L&amp;I accommodations support.</p>

<p><b>Logistics</b></p> <ul style="list-style-type: none"> <li>• <b>Technician</b></li> </ul>	<p>The Logistics Division is located at Station 74 and provides the needed support of logistics, supply, and maintenance for the District. To keep up with the needs of a growing fire district, the workload of the assigned staff has increased significantly. Many tasks previously handled by other groups or Divisions in the organization have been centralized to Logistics to improve the service to our responders. While leading the re-organization of the Logistics Division, the previous Assistant Chief provided a significant amount of task level assistance to the Logistics Staff.</p> <p>With the increasing workload in the section and the significant task payload that the District is positioned to begin with the construction and remodel of multiple facilities, there is a gap in available hours. We also anticipate the loss of a light duty employee who has been assigned to the Logistics Division for many months.</p> <p>The requested FTE will improve service with the goal of providing excellent customer service and support to the facilities and employees of the District. The duties will include coverage of increase of workload of the current Logistics Techs (3-FTE), task level workload previously provided by the Assistant Chief, and workload previously provided by a light duty employee including fulfilling service tickets, maintenance, small projects and district vehicle shuttling.</p>
<p><b>IT:</b></p> <ul style="list-style-type: none"> <li>• <b>IT Supervisor</b></li> <li>• <b>Assistant</b></li> </ul>	<p>The District's technology needs have progressed to the level where a reinvestment is needed in the Information Technology group. The current District IT FTE is overwhelmed with internal demands. Many of these demands can be outsourced but many need internal attention to be addressed effectively and in a timely manner. In 2020, SRRFR utilized 1,506 billable hours of time from ISOOutsource. The total expense for that time was \$328,452.31. In 2021 that amount rose to 2,901 hours for a total of \$575,269.47. Many of the 2021 hours and some of the 2020 hours were a result of the cyber breach that we experienced and another large amount of the 2021 hours were for the Domain and Network project. It is certainly anticipated that many more of these large projects will continue to be necessary and additional internal IT staff will go to great lengths to reduce our dependency on outside technical support.</p> <p>IT Supervisor Position: With the addition of an IT Supervisor position, the current IT Technician can be freed up to focus on internal customer support needs like those that the position was originally designed to handle. The IT manager will work at the direction of the AC of Technical Services to work on maintaining the highest level of security and productivity for the District. Currently the on-boarding and off-boarding duties that are required any time we bring new employees in, separate employees or change their employment status in any way are separated out across several Divisions and multiple employees within those divisions. This FTE would handle all those functions, which drastically improves timeliness and task completion quality. Many of the other duties are administrative and repetitive in nature and can be completed easily by an employee in this classification. This would free the Division Head(s) that are completing these tasks now to focus on much higher-level tasks and organizational priorities. Currently, many of these tasks are delayed in completion due to competing priorities, and this often causes operational inefficiencies. This position will also support succession planning as the Logistics and IT divisions are merged.</p> <p>Tech Administrative Assistant Position: The tech services administrative assistant would support the following areas: technology user access management, to include: CrewSense, New World, training program, Incode, Active 911, Operative IQ, Network Access, EMS system, Knox box access, Squarerigger. Additionally, the position would support: maintenance of users in the Allworx phone system, door security user configuration, door security/ID cards, automobile insurance claim coordination, vehicle inventory management, vehicle title and registration management, fuel card management, agency fueling site use reports, cell phone coordination, radio system assignments and tracking, pager inventory and programming, email distribution</p>

	<p>group maintenance, employee maintenance in CrewSense, Incode user configuration maintenance, Squarerigger user maintenance, data modem maintenance and inventory control, and support to the logistics administrative specialist.</p> <p>The addition of these positions will help the entire organization be much more effective.</p>
<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• <b>PIO/E</b></li> </ul>	<p>There is a need for parity and support in the critical PIEO position. Reclassifying the current Public Education Specialist to a Public Information and Education Officer creates a deeper bench in staff for support, ensures equality within the community relations division positions doing the same work, and establishes a framework for future growth by designating areas of focus for each PIEO.</p>



# Draft Staffing Plan 2022

Position	Advertising	Application Review & Screening	Testing	Round 1 Interviews	Round 2 Interviews	Reference Checking	Chief Officers Interview	Background & Screening Process	Conditional Offer of Employment	Physicals	Final Offer of Employment or Promotional List	First Day
Public Information & Education Officer	November - December	January	January	February	February	February	February	February	n/a	n/a	February	March
Paramedic School Test	November - January	January	February	March	n/a	n/a	March	n/a	n/a	n/a	March	September
Entry Level Fire Fighter	January - February	March	n/a	March	March	April	May	May	May	May & June	June	July
Entry Level Fire Fighter/Paramedic	January - February	March	n/a	March	March	April	May	May	May	May & June	June	July
Mechanic	February	March	March	March	April	April	n/a	April	April	n/a	May	May
Classification Group 1	March	April	April	May	May	May	May	May	May	n/a	May	June
Captains Promotional Test	January - March	April	April	May	May	n/a	May/June	n/a	n/a	n/a	June	July
Hazmat Team Test	January - March	April	April	May	June	n/a	n/a	n/a	n/a	n/a	June	July
Fire Inspectors Promotional Test	March - May	May	June	June/July	July	n/a	July	n/a	n/a	n/a	July	August
Classification Group 2	April	May	June	June	July	July	July	July	n/a	n/a	July	August
Classification Group 3	May	June	July	July	August	August	August	August	n/a	n/a	August	September
Classification Group 4	June	July	July	August	August	August	August	September	n/a	n/a	September	October
Classification Group 5	June	August	August	September	September	September	September	September	n/a	n/a	September	October
Driver/Operator Promotional Test	June - July	August	September	n/a	n/a	n/a	October	n/a	n/a	n/a	October	November
Entry level Firefighters	July-August	September	September	October	October	November	December	December	December	December	December	January 2023

**Key:** Contractual Timelines    2022 Q1    2022 Q2    2022 Q3    2022 Q4



## 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.

<b>Initiative Name:</b>	Ground Maintenance Services		
<b>Executive member responsible for guiding the initiative: The RAB Champion</b>		Deputy Chief Ron Rasmussen	
<b>Type of Action:</b>	<input checked="" type="checkbox"/> Simple Motion	<input type="checkbox"/> Resolution	
<b>Initiative Description:</b>	<ul style="list-style-type: none"> <li>• <b>Brief Description</b></li> <li>• <b>Goal of Initiative</b></li> <li>• <b>Initiative Results (deliverables)</b></li> <li>• <b>Connection to Strategic Plan</b></li> <li>• <b>Supporting Documentation (attach)</b> <ul style="list-style-type: none"> <li>○ <b>Scope of work</b></li> <li>○ <b>Contract(s)</b></li> <li>○ <b>Project proposal(s)</b></li> <li>○ <b>Presentation(s)</b></li> </ul> </li> <li>• <b>Reason RAB must be approved outside of the annual budget process</b></li> </ul>		
	<p>The current ground maintenance contracts are set to expire March 31<sup>st</sup>, 2022. We currently have two contracts. One with Badgley Landscaping that performs the work in the East and West Battalions and the other with GroundWorks who performs the work in the North Battalion. The goal of the initiative is to combine the duties into one contract district wide. This will streamline district processes of managing two separate contracts and managing two separate contractors. We have pulled the list of Landscape maintenance contractors off MRSC and sent invitations to submit quotes for the scope of work detailed in the bid packets. The deadline to submit quotes was March 9<sup>th</sup> at 5:00 PM. Bid Packet and draft contract have been reviewed by legal. Selected company and proposed bid price will be presented at Finance committee meeting on March 24<sup>th</sup> 2022.</p>		
<b>Financial Impact:</b>	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 checked="" type="checkbox"/> N/A  Total amount of initiative (attach amount breakdown if applicable): \$ 169,000 Budgeted for 2022 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 checked="" type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> <li>• If yes: Fund(s)/line item(s) to be amended:</li> </ul>		
<b>Risk Assessment:</b>	Risk if approved: None          Risk if not approved: Reduction of appearance of station grounds.		

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

SPECIFICATIONS & INFORMATION  
FOR  
GROUNDS MAINTENANCE SERVICES

SNOHOMISH REGIONAL FIRE AND RESCUE  
163 VILLAGE COURT  
MONROE, WASHINGTON 98272

FIRE CHIEF  
Kevin O'Brien

PROJECT MANAGER  
DEPUTY CHIEF Ron Rasmussen



Re: Grounds Maintenance Services  
Invitation to Submit Quote

To whom it may concern:

You are a company listed on the MRSC small works roster for Landscape Maintenance. You are invited to submit a quote for the ground's maintenance of several of our facilities at Snohomish Regional Fire and Rescue.

Quotes are to be submitted by 5:00 P.M. PDT on March 9<sup>th</sup>, 2022. Quotes can be emailed ([logistics@sfrf.org](mailto:logistics@sfrf.org)), mailed or dropped off in person, attention to Deputy Chief Ron Rasmussen – Grounds Maintenance, at 163 Village Court, Monroe, WA 98272.

The successful quote will be chosen within thirty (30) days of the closing date pending administrative review. Snohomish Regional Fire and Rescue reserves the right to reject any or all quotes or to accept any quote and any combination of quotes presented.

Successful quote will be required to comply with prevailing wage laws, Chapter 39.12 R.C.W., and post an acceptable performance and payment bond or other surety for one hundred percent (100%) of the quote amount for the entire project in compliance with RCW 39.08.010.

Snohomish Regional Fire and Rescue will affirmatively ensure that in any contracts entered pursuant to this advertisement, minority, women, and socially and economically disadvantaged business enterprises will be afforded full opportunity to submit quotes and will not be unlawfully discriminated against in consideration for an award.

Sincerely,

Ron Rasmussen  
Deputy Chief - Logistics

Publication Date(s): \_\_\_\_\_

## SECTION A - SUMMARY

Snohomish Regional Fire and Rescue is soliciting quotes for Grounds Maintenance Service. The services will be needed for the following locations:

### Starting April 1<sup>st</sup> 2022

- Station 31 163 Village Court, Monroe, WA 98272
- Station 32 22122 132<sup>nd</sup> St, Monroe WA 98272
- Station 33 19424 Fales Road, Snohomish WA 98296
- Fryelands Vacant lot. 14385 169<sup>th</sup> Drive SE Monroe, WA 98272 **(Quarterly Maintenance)**
- Station 71 8010 180<sup>th</sup> Street SE, Snohomish WA 98296
- Station 71 Septic Mound system **(Quarterly Maintenance)**
- Station 72 3431 180<sup>th</sup> Street SE, Bothell WA 98021
- Station 73 22225 45<sup>th</sup> Avenue SE, Bothell, WA 98021
- Logistics Bldg (Station 74) 21709 99<sup>th</sup> Avenue SE, Snohomish WA 98296
- Station 76 1020 153<sup>rd</sup> Street SE, Mill Creek, WA 98012
- Station 77 6610 Snohomish-Cascade Drive, Snohomish, WA 98296
- Administration Building 953 Village Way, Monroe, WA 98272
- Station #81, 12409 21<sup>st</sup> St. NE, Lake Stevens, WA
- Station #82, 9811 Chapel Hill Rd., Lake Stevens, WA
- Station #83, 13717 Division St., Lake Stevens, WA
- Station #84 Property 8127 20<sup>th</sup> St SE Lake Stevens, WA 98258 **(Quarterly Maintenance)**

## SECTION B - GENERAL INSTRUCTIONS TO QUOTE

B.0 Snohomish Regional Fire and Rescue is the lead entity issuing this invitation for quotes.

B.1 For questions regarding these specifications or the quote process may contact:

Snohomish Regional Fire and Rescue  
 Project Manager: Deputy Chief Ron Rasmussen  
 163 Village Court  
 Monroe, Washington 98272  
 Phone: (360) 794-7666, Fax: (360)926-4053, Email: ron.rasmussen@srfr.org

The Project Manager (or designee) shall remain the authorized agent to address any final questions or comments regarding this invitation for quote.

## SECTION D – SCOPE OF WORK:

Provide all supervision, labor, materials and transportation required to maintain the premises in attractive condition throughout the year as specified below. All parts, grass clippings and debris generated from the performance of work shall be removed from site as a condition of this contract.

## SECTION E – SPECIFICATIONS FOR LANDSCAPE MAINTENANCE:

## E.0 - Lawn Care

### 1) Mowing, Trimming and Edging

- a) General turf areas will be mowed as specified below at mowing height of 2" – 2 ½ ". Mowing height may be increased by 25% in the summer to reduce stress on the turf.
- b) Mowing shall be provided approximately 34 weeks per year, subject to seasonal growing conditions.
- c) Clippings will be blown from all sidewalks and hard surfaces.
- d) Trimming shall be performed by power line trimmers weekly during the growing season and as needed during the remainder of the year.
- e) Edging of all accessible sidewalks and beds shall be provided every other week during the growing season.
- f) Mowing will be provided as follows;
 

January	One mowing or as needed depending on weather conditions
February	One mowing or as needed depending on weather conditions
March	Two mowing per month also depending on weather
April	Weekly mowing
May	Weekly mowing
June	Weekly mowing
July	Weekly mowing
August	Weekly mowing
September	Weekly mowing
October	Weekly mowing
November	One mowing or as needed depending on weather conditions
December	One mowing or as needed depending on weather conditions

### 2) Fertilization of Turf

- a) Turf areas will be fertilized four (4) times per year.

### 3) Aeration

- a) Aeration of all accessible turf areas in the Spring

## E.1 - Care of Trees, Shrubs, and Ground Covers

### 1. Fertilizing

- a) Ornamental trees, shrubs and ground covers will be fertilized two (2) times per year during the growing season.
- b) Power spraying of trees, shrubs and ground cover w/pesticides shall be accomplished by a licensed professional spraying company and will bear an additional charge.

### 2. Pruning

- a) Prune ornamental trees and shrubs to maintain desired shape and meet space limitations. Prune all trees to provide a minimum seven (7) foot clearance above all walkways. Pruning will be done as necessary to keep trees and shrubs away from buildings. Promptly remove dead, diseased and damaged growth.
- b) Prune deciduous trees during winter dormancy. Prune evergreen trees once per year or as needed to maintain desired shape and clearances. Remove all pruning from site. Contractor scope is limited to trees that can be reached by an Orchard ladder (maximum of 12 ft.). Other large trees will be trimmed by a tree service company, as needed, and will bear an additional charge.
- c) Trim or shear shrubs to maintain desired shape and function, and to provide neat edges along boundaries of desired growth. Hedges to be pruned as needed to maintain clearance from structures or walking surfaces and to maintain a neat appearance.

Note: Renovation pruning of trees, shrubs and ground cover will bear an additional charge. Topping of trees is not included and is not an acceptable pruning practice.

## E.2 - General Maintenance

1. Bed Raking
  - a) Beds will be cultivated as necessary where no ground cover exists to maintain fresh appearing mulch.
  - b) Leaves shall be removed from the site between September and December or as otherwise needed to maintain a fresh appearing mulch and site.
2. Miscellaneous
  - a) Ailing and/or dead plants shall be brought to owner's attention and treatment or replacement discussed. New plantings shall be discussed with the owner and estimates provided.
  - b) Walkways will be power blown to remove debris caused by maintenance work and seasonal leaf drop.

## E.3 - Irrigation System

1. Maintenance
  - a) *Contractor will be responsible for the spring start up and winterization of the irrigation system.*
  - b) At the sites necessary, irrigation systems will operate between the hours of midnight and 5:00 am. Irrigation run times shall be adequate to provide one (1) inch of water per week for all landscape areas. Irrigation will begin June 1st and end September 15<sup>th</sup>.

## E.4 - Work Not Included (except under a separate work contract)

1. Repairs or replacement of losses and/or damage beyond the contractor's control.
2. New plantings, removal of existing and/or dead plants, and other special services.

## E.5 - Optional Services

1. Thatching, over-seeding lawns.
2. Bark mulch applications.
3. Moss kill applications.
4. Spot treatment to control weed grasses in lawns.
5. Parking lot cleaning other than leaves and debris.

Note: Optional services will be performed only upon the approval of the owner/representative and will bear an additional charge.

## SECTION F – General Conditions:

### F.0 Statutes, Laws, Codes, and Regulations

All statutes, codes, municipal ordinances, and regulations shall be complied within the pursuit of all portions of the work.

### F.1 Inspection of Work

All labor, materials, and equipment furnished by the contractor shall be subject to the inspection and approval of the Fire District's representative at any time during the progress of the work and until final completion thereof. The Fire District will not pay for unauthorized or defective work. At the direction of the Fire District's representative, the contractor shall immediately remedy, remove,



replace, or dispose of unauthorized or defective work or materials and bear all costs of doing so.

#### F.2 Contractor and Subcontractor Responsibility Criteria

A public works contractor must verify responsibility criteria for each first-tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify responsibility criteria for each of its subcontractors. Verification shall include that each subcontractor, at the time of subcontract execution, meets the responsibility criteria listed in RCW 39.04.350(1) and possesses an electrical contractor license, if required by Chapter 19.28 RCW, or an elevator contractor license, if required by Chapter 70.87 RCW. This verification requirement, as well as the responsibility criteria, must be included in every public works contract and subcontract of every tier.

#### F.3 Prevailing Wages

The rate of wages to be paid to all workmen, laborers, or mechanics employed in the performance of any part of this contract shall be in accordance with the provisions of Chapter 39.12 R.C.W., as amended, and the rules and regulations of the Department of Labor and Industries. Copies of prevailing wage rates for Snohomish County can be obtained upon request or at <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>

IN AS MUCH AS THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR PAYING THE PREVAILING WAGE, IT IS IMPERATIVE THAT ALL CONTRACTORS FAMILIARIZE THEMSELVES WITH THE CURRENT WAGE RATES BEFORE SUBMITTING ON THESE SPECIFICATIONS.

The successful contractor must submit an "Intent to Pay Prevailing Wages" form. A copy of the current Washington State Prevailing Wage Rates for Snohomish County is included. Certified Payrolls, including "No Work Performed" periods, are a requirement and shall be submitted by both the contractor and any and all subcontractors regardless of tier.

#### F.4 Performance and Payment Bonds

The successful contractor may be required to supply the Fire District with an acceptable performance and payment bond or other surety for one hundred percent (100%) of the quote amount for the entire project in compliance with RCW 39.08.010.

# Snohomish Regional Fire and Rescue

163 Village Court, Monroe, WA 98272  
(360) 794-7666

## Grounds Maintenance Quote Form

Business/Owner Name & Address				
BUSINESS NAME			WA STATE TAX ID NO. (UBI NO.) – Required for business	
BUSINESS ADDRESS		SUITE #	E-MAIL ADDRESS	
MAILING ADDRESS	SUITE #	CITY	STATE	ZIP
BUSINESS PHONE NO.	# OF YEARS IN BUSINESS	NUMBER OF EMPLOYEES		
BUSINESS OWNER'S NAME		FULL-TIME: _____ PART-TIME: _____ BUSINESS PHONE NO.		

Contact Information		
CONTACT NAME #1	TITLE	PHONE NO.
CONTACT NAME #2	TITLE	PHONE NO.
CONTACT NAME #3	TITLE	PHONE NO.
NORMAL BUSINESS HOURS		DAYS CLOSED
FROM:	TO:	<input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THURS <input type="checkbox"/> FRI <input type="checkbox"/> SAT

Reference Information		
REFERENCE NAME #1	TITLE	PHONE NO.
REFERENCE NAME #2	TITLE	PHONE NO.
REFERENCE NAME #3	TITLE	PHONE NO.

Authorized Company Signature		
Having carefully examined the quoteder instructions and specifications, the undersigned does hereby submit the following quote to Snohomish County Fire Protection District #7, Monroe, WA. The undersigned does hereby acknowledge the information provided within this application is accurate.		
AUTHORIZE COMPANY SIGNATURE		AUTHORIZED COMPANY PRINTED NAME
AUTHORIZED COMPANY TITLE	DATE	PHONE NO.

After reviewing the attached specifications and information, we the above listed supplier, hereby submit the following quote proposal to the above for the services of grounds maintenance for District #7.

Service Cost Total

Complete annual cost as specified.	\$ _____
Applicable taxes	% _____
Total quote price for services	\$ _____

Location Cost Breakdown

<u>Location</u>	<u>Annual Service Cost</u>	<u>Tax%</u>
Annual Service @ Snohomish Regional Station 31	\$ _____	% _____
Annual Service @ Snohomish Regional Station 32	\$ _____	% _____
Annual Service @ Snohomish Regional Station 33	\$ _____	% _____
Annual Service @ Snohomish Regional Station 71	\$ _____	% _____
Annual Service @ Snohomish Regional Station 72	\$ _____	% _____
Annual Service @ Snohomish Regional Station 73	\$ _____	% _____
Annual Service @ Snohomish Regional Station 74	\$ _____	% _____
Annual Service @ Snohomish Regional Station 76	\$ _____	% _____
Annual Service @ Snohomish Regional Station 77	\$ _____	% _____
Annual Service @ Snohomish Regional Station 81	\$ _____	% _____
Annual Service @ Snohomish Regional Station 82	\$ _____	% _____
Annual service @ Snohomish Regional Station 83	\$ _____	% _____
Annual service @ Snohomish Regional Admin Bldg.	\$ _____	% _____
Quarterly @ Snohomish Regional. 71 Septic Mound	\$ _____	% _____
Quarterly Service @ Fryelands vacant lot	\$ _____	% _____
Quarterly Service @ Snohomish Regional. Station 84 property	\$ _____	% _____



EXCEPTIONS TO SPECIFICATIONS:

Exceptions to these specifications shall be noted below. All exceptions taken shall be recorded per the guidelines defined above. Each exception shall be noted by page number and item header. If additional space is required for exceptions, then the you shall use additional paper as necessary, however the same format shall be used.

Page #: \_\_\_\_\_ Header: \_\_\_\_\_  
Exception: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Page #: \_\_\_\_\_ Header: \_\_\_\_\_  
Exception: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Page #: \_\_\_\_\_ Header: \_\_\_\_\_  
Exception: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Page #: \_\_\_\_\_ Header: \_\_\_\_\_  
Exception: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Page #: \_\_\_\_\_ Header: \_\_\_\_\_  
Exception: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Page #: \_\_\_\_\_ Header: \_\_\_\_\_  
Exception: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SAMPLE CONTRACT

### MAINTENANCE CONTRACT

This Contract is entered into between Snohomish Regional Fire Rescue, a municipal corporation, referred to as "Owner", and [REDACTED] 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: [REDACTED].
- 1.2. The Project shall be performed in accordance with this Public Works Contract and the following Contract Documents: **Exhibit 1 – Scope of Work, 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 \$ [REDACTED] 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. Except as provided below, Contractor shall provide a performance and payment bond to the Owner in accordance with RCW 39.08.010. Such bonds shall be issued by surety licensed to business in the State of Washington acceptable to Owner in a form substantially in compliance with the form included in the Contract Documents.
  - 3.1.1. If this Contract is for less than \$50,000.00 and Owner has signed below, bond is waived.

---

**Signature of Owner**

**If not signed by Owner, the following paragraphs shall control.**

- 3.1.2. If this Contract is for less than \$150,000, Contractor may authorize the Owner in writing, in lieu of the bond, to retain 10% of the Contract amount in accordance with RCW 39.08.010 to be held and managed consistent with the requirements specified in Section 13.

**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 April 1st, 2022 and shall remain in effect until March 31st, 2024 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.

---

**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 sub-contractor 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. The contract sum is less than \$350,000 and Owner has posted a Performance Bond. Accordingly, 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.

---

**Signature of Owner**

**If not signed by Owner, the following paragraphs shall control.**

13.2. Pursuant to RCW 60.28, a sum of 5 percent (or 10 percent if the Contract Sum is less than \$150,000 and Contractor has requested a waiver of the performance bond requirement under Section 3) of the monies earned by the Contractor will be retained from each monthly payment. Such retainage shall be used as a trust fund for the protection and payment (1) to the State with respect to taxes imposed pursuant to Title 82 RCW, and (2) the claims of any person arising under the Contract.

13.3. Monies retained under this Section shall be retained in a fund by the Owner unless Contractor elects for an alternative method of holding the retainage as provided under RCW 60.28.

13.4. The Contractor agrees to notify Owner within five (5) days of the receipt of any of the following:

13.4.1. Notification that a lien may be claimed by any person, firm or corporation furnishing materials, supplies or equipment to any subcontractor for work on the project in accordance with RCW 60.28.015.

13.4.2. Notification by the Department of Labor and Industries of any proceedings, complaint or investigation conducted under the provisions of RCW 39.12.065.

- 13.4.3. The retained percentage may be held by Owner until all claims and proceedings referred to above have been resolved to the satisfaction of Owner.
- 13.4.4. In the event the retainage is insufficient to cover payment of the items set forth in Section 13.1, Contractor shall be liable for all such insufficiencies and all costs incurred by Owner, including attorney fees, to recover such insufficiencies.

**13.5.** For purposes of releasing the retainage, the Owner shall close out each contract year and at the end of December and shall release the retainage in accordance with RCW 60.28.051-.080.

#### 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 purposed 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 empaneling 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: \_\_\_\_\_

Contractor Reg. No. \_\_\_\_\_

UBI Number: \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

# **NEW BUSINESS - ACTION**

# COMMITTEE REPORTS

## **OTHER MEETINGS ATTENDED**



# **EXECUTIVE SESSION**