



COMMISSIONER BOARD MEETING

APRIL 28, 2022

5:30 PM

SRFR STATION 31 TRAINING ROOM

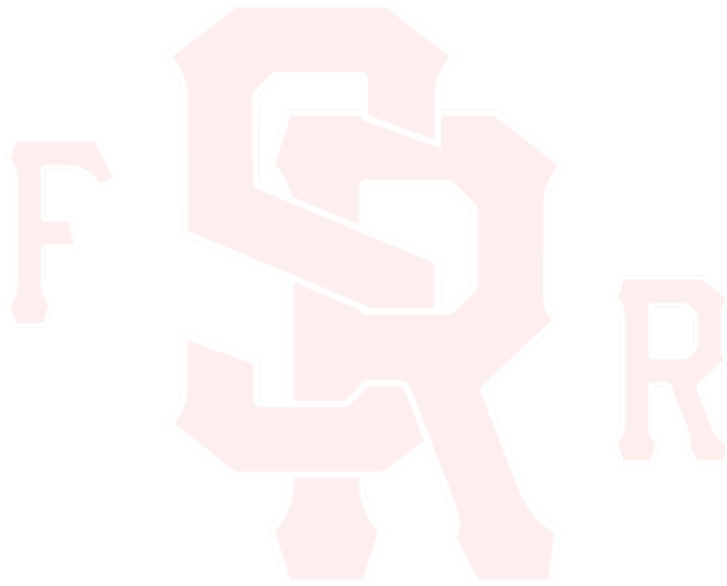
VIA BLUEJEANS

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
April 28, 2022 1730 hours

CALL TO ORDER

PUBLIC COMMENT

**Crew Special Recognition*

UNION COMMENT

CHIEF'S REPORT

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	TBD			
Finance	Elmore	4/28	5/26	Yes
Citizen's Advisory	TBD			
Sno911	Waugh	4/21	5/19	Yes
Sno Isle Commissioners	Fay	4/7	5/5	No
Other				

CONSENT AGENDA

Approve Vouchers

AP Vouchers: 22-02108 to 22-02200; (\$165,231.14)
Benefits Vouchers: 22-02099 to 22-02107; (\$710,827.85)

Approval of Payroll

April 15, 2022 (\$1,221,626.56)

Approval of Minutes

Approve Regular Board Meeting Minutes – April 14, 2022

OLD BUSINESS

Discussion
Board Policy

**Action**

Budget Amendment #1
Resolution 2022-01 Surplus List
Vaccine Mandate

NEW BUSINESS**Discussion**

Electronic and Authorized Signature Policy
Board Meeting Date Change
Resolution 2022-02 Close Training Center Fund
Resolution 2022-03 Close PFML Fund
Pacific Northwest Seismic Network Partnership

Action**GOOD OF THE ORDER****ATTENDANCE CHECK**

Regular Commissioner Meeting May 12, 2022, at 1730 - Station 31 Training Room/BlueJeans

EXECUTIVE SESSION**ADJOURNMENT**



COMMISSIONER REPORTS





CONSENT AGENDA





Snohomish Regional Fire & Rescue, WA

7
Docket of Claims Register

APPKT00985 - 04/28/2022 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	409645	Missed Sales Tax: Inv.402995 (App Yrly	Invoice	04/25/2022	Missed Sales Tax: Inv.402995 (App Yrly	001-513-522-10-49-04	64.63	64.63
0028	ALL BATTERY SALES AND SERVICE	300-10099762	Shop Supplies	Invoice	04/19/2022	Shop Supplies	050-511-522-60-31-05	718.87	718.87
2106	AMAZON CAPITAL SERVICES, INC	111P-NWWW-DLXT	Binoculars - ST 73	Invoice	04/15/2022	Binoculars - ST 73	001-504-522-20-35-00	91.26	91.26
		11H1-QYW7-6PCG	USB Flash Drive (x3)	Invoice	04/19/2022	USB Flash Drive (x3)	001-513-522-10-35-00	50.16	50.16
		11H1-QYW7-H3G7	Shop Parts	Invoice	04/20/2022	Shop Parts	050-511-522-60-34-01	24.76	24.76
		136T-VM1J-Y4CN	Kitchen Steak Knife Set (8pc) (x3)	Invoice	04/14/2022	Kitchen Steak Knife Set (8pc) (x3)	001-507-522-50-35-00	54.48	54.48
		1C64-KLPF-94NF	Sleeping Bag Carrier (Air Hoses),Kitche	Invoice	04/14/2022	Sleeping Bag Carrier (Air Hoses) - ST 82	001-504-522-20-35-00	12.66	12.66
						Spoons (x24),Forks (x48),Plates (x18),B	001-507-522-50-35-00	178.96	178.96
		1FLP-YVH7-49T4	Video Backdrop/Green Screen Assemb	Invoice	04/14/2022	Video Backdrop/Green Screen Assemb	001-515-522-30-35-00	103.91	103.91
		1M4W-1YMG-NLGC	G4 Bi-Pin Halogen Light Bulb (10pk)	Invoice	04/17/2022	G4 Bi-Pin Halogen Light Bulb (10pk)	001-507-522-50-31-00	10.67	10.67
		1NJ7-3XD1-37N7	Shop Parts	Invoice	03/29/2022	Shop Parts	050-511-522-60-34-01	14.01	14.01
		1QVG-4WFK-M96G	Ventilation Caps (Type B Gas Vent Terr	Invoice	04/20/2022	Ventilation Caps (Type B Gas Vent Terr	001-507-522-50-48-00	44.28	44.28
		1R3Q-R9KR-MCWP	iPhone SE 3/2 Screen Protector (3pk)	Invoice	04/17/2022	iPhone SE 3/2 Screen Protector (3pk)	001-513-522-10-35-00	7.65	7.65
		1VMT-YGWP-CQRN	Garage Door Opener Remote (Statn Ba	Invoice	04/16/2022	Garage Door Opener Remote (Statn Ba	001-507-522-50-48-00	115.08	115.08
1967	AMERIGAS	3134951445	OnSite Mobile Propane Delivery - ST 3:	Invoice	04/06/2022	OnSite Mobile Propane Delivery - ST 3:	001-507-522-50-47-03	219.01	219.01
0040	ARAMARK UNIFORM SERVICES	656000221441	Shop Supplies/Uniform Rental/Laundr	Invoice	04/14/2022	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	79.28	79.28
		656000221443	Shop Towels, Floor Mat & Mop Supply	Invoice	04/14/2022	Shop Towels, Floor Mat & Mop Supply	001-507-522-50-41-00	31.93	31.93
		656000224955	Shop Supplies/Uniform Rental/Laundr	Invoice	04/21/2022	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	76.96	76.96
1669	ARI PHOENIX INC	0078462-IN	Shop Tools & Equipment Repair/Maint	Invoice	03/25/2022	Shop Tools & Equipment Repair/Maint	050-511-522-60-48-01	1,743.34	1,743.34
1971	B&H FIRE AND SECURITY	4177	Fire Alarm Panel Srvc Call/Rep. (Batteri	Invoice	04/19/2022	Fire Alarm Panel Srvc Call/Rep. (Batteri	001-507-522-50-48-00	348.95	348.95
0058	BICKFORD MOTORS INC.	1209498	Shop Parts	Invoice	11/18/2021	Shop Parts	050-511-522-60-34-01	33.66	33.66
		1218666	Shop Parts	Invoice	04/05/2022	Shop Parts	050-511-522-60-34-01	23.18	23.18
		1218715	Shop Parts	Invoice	04/05/2022	Shop Parts	050-511-522-60-34-01	32.43	32.43
		1218752	Shop Parts	Invoice	04/07/2022	Shop Parts	050-511-522-60-34-01	155.72	155.72
		1219001	Shop Parts	Invoice	04/11/2022	Shop Parts	050-511-522-60-34-01	132.48	132.48
		1219049	Shop Parts	Invoice	04/11/2022	Shop Parts	050-511-522-60-34-01	42.88	42.88
		CM1217297	Shop Parts	Credit Memo	03/25/2022	Shop Parts	050-511-522-60-34-01	-231.15	-231.15

Docket of Claims Register

APPKT00985 - 04/28/2022 Board Meeting - KP

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
1581	BILL GUNTERMAN INV07717	22-02116 Car Rental Reimbrsmnt (Honor Guard /	Invoice	04/11/2022	Car Rental Reimbrsmnt (Honor Guard /	001-506-522-45-43-00	547.97 547.97
0070	BRAKE & CLUTCH SUPPLY INC 108618 108629 108633	22-02117 Shop Parts Shop Parts Shop Parts	Invoice Invoice Credit Memo	04/12/2022 04/12/2022 04/12/2022	Shop Parts Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01	159.39 153.93 159.39 -153.93
0073	BRAUN NORTHWEST INC 32281	22-02118 Shop Parts	Invoice	03/24/2022	Shop Parts	050-511-522-60-34-01	173.61 173.61
1913	CANON FINANCIAL SERVICES INC 28377264 28377266 28399620 28399621 28399622 28419812	22-02119 Copier Machine Lease - Sonya Copier Machine Lease - ST 83 Copier Machine Lease - ST 82 Admin Copier Machine Lease - ST 82 Copier Machine Lease - ST 81 Copier Machine Lease - Admin POD	Invoice Invoice Invoice Invoice Invoice Invoice	04/12/2022 04/12/2022 04/12/2022 04/12/2022 04/12/2022 04/12/2022	Copier Machine Lease - Sonya Copier Machine Lease - ST 83 Copier Machine Lease - ST 82 Admin Copier Machine Lease - ST 82 Copier Machine Lease - ST 81 Copier Machine Lease - Admin POD	001-512-591-22-70-00 001-512-591-22-70-00 001-512-591-22-70-00 001-512-591-22-70-00 001-512-591-22-70-00 001-512-591-22-70-00	589.23 36.81 36.21 218.67 36.61 36.61 224.32
2147	CASCADE FIRE EQUIPMENT COM 122580	22-02120 Shop Parts	Invoice	03/25/2022	Shop Parts	050-511-522-60-34-01	27.33 27.33
0094	CDW GOVERNMENT LLC T266769	22-02121 LCD Computer Monitor (22") (Admin) (Invoice	03/09/2022	LCD Computer Monitor (22") (Admin) (303-502-522-10-35-00	3,257.23 3,257.23
0096	CENTRAL WELDING SUPPLY SP 879119	22-02122 Oxygen Cylinder Exchange/Re-Fill (x9)	Invoice	04/21/2022	Oxygen Cylinder Exchange/Re-Fill (x9)	001-509-522-20-45-00	131.99 131.99
0099	CHAMPION BOLT & SUPPLY INC 745402	22-02123 Shop Parts	Invoice	04/06/2022	Shop Parts	050-511-522-60-34-01	45.95 45.95
0103	CHMELIK SITKIN & DAVIS P.S. 110162	22-02124 Monthly Attorney Services (March)	Invoice	03/31/2022	Monthly Attorney Services (March)	001-512-522-10-41-03	1,440.00 1,440.00
0110	CITY OF MONROE ADMIN-MAR22	22-02125 Water, Stormwater & Sewer - Admin B	Invoice	04/05/2022	Water, Stormwater & Sewer - Admin B	001-507-522-50-47-02 300-507-522-50-47-00	393.34 59.00 334.34
0110	CITY OF MONROE ST31IRR-MAR22	22-02126 Water (Irrigation Meter) - ST 31	Invoice	04/05/2022	Water (Irrigation Meter) - ST 31	001-507-522-50-47-02	35.14 35.14
0110	CITY OF MONROE ST31-MAR22	22-02127 Water, Stormwater & Sewer - ST 31	Invoice	04/05/2022	Water, Stormwater & Sewer - ST 31	001-507-522-50-47-02	625.05 625.05
0110	CITY OF MONROE ST32-MAR22	22-02128 Water & Stormwater - ST 32	Invoice	04/05/2022	Water & Stormwater - ST 32	001-507-522-50-47-02	137.53 137.53
2118	CPS HR CONSULTING SOP55000	22-02129 Emplymnt Test Materials/Rental (Conf	Invoice	04/18/2022	Emplymnt Test Materials/Rental (Conf	001-503-522-10-49-06	1,326.00 1,326.00

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Vendor #	Payable Number	Payable Description					Distribution Amount
1608	CUMMINS SALES AND SERVICE	22-02130					230.54
	15-85228	Shop Parts	Invoice	03/11/2022	Shop Parts	050-511-522-60-34-01	178.76
	15-85384	Shop Parts	Invoice	03/22/2022	Shop Parts	050-511-522-60-34-01	51.78
1931	DAVIS DOOR SERVICE, INC.	22-02131					822.63
	275297	Bay Door Srv Call/Repair (ReSecure Rol	Invoice	04/19/2022	Bay Door Srv Call/Repair (ReSecure Rol	001-507-522-50-48-00	822.63
0149	DAY & NITE PLUMBING	22-02132					1,689.14
	31589708	Plumbng Inspctn (Leak/Mildew/Mold)	Invoice	04/13/2022	Plumbng Inspctn (Leak/Mildew/Mold)	001-507-522-50-48-00	1,689.14
1938	EVERETT BAYSIDE MARINE, INC.	22-02133					87.46
	680	Shop Parts	Invoice	04/06/2022	Shop Parts	050-511-522-60-34-01	87.46
2003	EVERGREEN SANITATION	22-02134					969.35
	1178906	Septic System Maintenance (Pump Tan	Invoice	02/08/2022	Septic System Maintenance (Pump Tar	001-507-522-50-48-00	672.90
	1178929	Septic Tank System Servc Call (Tank Flo	Invoice	02/17/2022	Septic Tank System Servc Call (Tank Flo	001-507-522-50-48-00	296.45
0222	FREIGHTLINER NORTHWEST	22-02135					1,357.58
	PC304004764;01	Shop Parts	Invoice	04/11/2022	Shop Parts	050-511-522-60-34-01	224.66
	PC304004764;02	Shop Parts	Invoice	04/11/2022	Shop Parts	050-511-522-60-34-01	46.24
	PC304004764;03	Shop Parts	Invoice	04/12/2022	Shop Parts	050-511-522-60-34-01	27.23
	PC304004854;01	Shop Parts	Invoice	04/13/2022	Shop Parts	050-511-522-60-34-01	951.67
	PC304004859;01	Shop Parts	Invoice	04/13/2022	Shop Parts	050-511-522-60-34-01	107.78
0226	GALLS, LLC - DBA BLUMENTHAL U	22-02136					2,854.44
	020381242	Class A Alterations (BC Promotion)	Invoice	02/07/2022	Class A Alterations (BC Promotion)	001-504-522-20-31-07	84.42
	020853813	Station Wear Pants	Invoice	04/06/2022	Station Wear Pants	001-504-522-20-31-07	126.00
	020853821	Blank Unapplied Namestrip (Yellow/Bl	Invoice	04/06/2022	Blank Unapplied Namestrip (Yellow/Bl	001-504-522-20-31-07	97.80
	020863429	Uniform Metal Badge	Invoice	04/06/2022	Uniform Metal Badge	001-504-522-20-31-07	182.64
	020864475	Duty Boots	Invoice	04/07/2022	Duty Boots	001-504-522-20-31-07	157.07
	020864488	Leather Belt, Quarter Boots (PIEO Unif	Invoice	04/07/2022	Leather Belt, Quarter Boots (PIEO Unif	001-504-522-20-31-07	248.26
	020873971	Uniform Metal Badge (x6)	Invoice	04/07/2022	Uniform Metal Badge (x6)	001-504-522-20-31-07	746.05
	020875425	Softshell Fleece Jacket	Invoice	04/08/2022	Softshell Fleece Jacket	001-504-522-20-31-07	183.18
	020888222	Station Wear Pants	Invoice	04/11/2022	Station Wear Pants	001-504-522-20-31-07	122.74
	020893062	Tactical 'Fast-Tac' Urban Pants (PIEO U	Invoice	04/11/2022	Tactical 'Fast-Tac' Urban Pants (PIEO U	001-504-522-20-31-07	196.74
	020897570	Name Plate	Invoice	04/11/2022	Name Plate	001-504-522-20-31-07	17.71
	020898780	Industrial Pants (x3)	Invoice	04/12/2022	Industrial Pants	001-504-522-20-31-07	511.52
	020898822	Duty Boots	Invoice	04/12/2022	Duty Boots	001-504-522-20-31-07	180.31
0238	GRAINGER	22-02137					1,842.24
	9276456192	Station Operating Supplies	Invoice	04/12/2022	Station Operating Supplies	001-507-522-50-31-00	879.69
	9279905914	Meter Key (x2)	Invoice	04/14/2022	Meter Key (x2)	001-507-522-50-35-00	56.33
	9281229022	Station Operating Supplies	Invoice	04/15/2022	Station Operating Supplies	001-507-522-50-31-00	143.53
	9283715507	Station Operating Supplies	Invoice	04/19/2022	Station Operating Supplies	001-507-522-50-31-00	276.05
	9285745577	Batteries & Station Operating Supplies	Invoice	04/20/2022	Batteries & Station Operating Supplies	001-507-522-50-31-00	486.64
1660	HARBORVIEW INVESTMENT LTD	22-02138					1,970.00
	05/2022	Paramedic School Rent (#2-702) - May	Invoice	05/01/2022	Paramedic School Rent (#2-702) - May	001-506-522-45-49-37	1,970.00

Docket of Claims Register

APPKT00985 - 04/28/2022 Board Meeting - KP

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
0252	HEALTHFORCE PARTNERS INC. 21485	22-02139 Employee Annual Physical	Invoice	03/31/2022	Employee Annual Physical	001-510-522-20-41-06	110.00 110.00
0258	HILL STREET CLEANERS 7563	22-02140 Uniform Alterations & Name/Patch Pla	Invoice	04/15/2022	Uniform Alterations & Name/Patch Pla	001-504-522-20-31-07	170.51 170.51
0260	HUGHES FIRE EQUIPMENT 575689 575981	22-02141 Shop Parts Shop Parts	Invoice Invoice	03/31/2022 04/07/2022	Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01	337.61 273.52 64.09
0277	ISOUTSOURCE CW265272 CW265414	22-02142 Monthly Software Fees/Monitoring Se IT Services	Invoice Invoice	04/15/2022 04/15/2022	Monthly Software Fees/Monitoring Se IT Services	001-513-522-10-41-04 001-513-522-10-41-04	16,013.25 966.01 15,047.24
1780	JERALD AAMOLD INV07718	22-02143 Training Gear/Clothing Reimbursemen	Invoice	04/07/2022	Training Gear/Clothing Reimbursemen	001-506-522-45-31-03	31.03 31.03
1631	KAMAN FLUID POWER LLC L25600-001	22-02144 Shop Parts	Invoice	03/23/2022	Shop Parts	050-511-522-60-34-01	11.97 11.97
0312	KENNY'S TRUCK PARTS & REPAIR 62690	22-02145 Shop Parts	Invoice	04/05/2022	Shop Parts	050-511-522-60-34-01	52.87 52.87
0313	KENT D. BRUCE CO., LLC 10295	22-02146 Shop Parts	Invoice	04/01/2022	Shop Parts	050-511-522-60-34-01	2,089.71 2,089.71
0349	L.N. CURTIS & SONS INV581223 INV582830 INV586372 INV587036 INV587443 INV588147	22-02147 Rapid Attack Monitor (RAM XD) Repair Structural/Particulate Fire Hood (x200) Structural Bunker Boots Structural Bunker Boots (x2) Structural Bunker Boots Structural Bunker Boots (x2)	Invoice Invoice Invoice Invoice Invoice Invoice	03/28/2022 03/31/2022 04/13/2022 04/14/2022 04/18/2022 04/19/2022	Rapid Attack Monitor (RAM XD) Repair Structural/Particulate Fire Hood (x200) Structural Bunker Boots Structural Bunker Boots (x2) Structural Bunker Boots Structural Bunker Boots (x2)	001-504-522-20-48-02 303-504-522-20-35-04 303-504-522-20-35-04 303-504-522-20-35-04 303-504-522-20-35-04 303-504-522-20-35-04	19,674.03 204.92 16,368.02 536.19 1,020.30 536.17 1,008.43
0352	LOWE'S 909537 910151 910776 910951 910994 922323 922330 922355 922647 922735 924811	22-02148 Cove Moulding - ST 71 Lever Door Handle Assembly - Admin E Shop Parts Foam Board Insulation,Perforated-Slot Shop Parts GFI/GFCI Receptacle (Duplex Outlet) Extension Cord (25') BBQ Grill Heat Plates (5pk) & Cooking Handheld Sprayer (1Gal) Spray Foam Insulation (12oz) (x3) Fireblock Insulating Foam Sealant (12o	Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	03/21/2022 03/01/2022 03/22/2022 03/07/2022 03/08/2022 03/09/2022 03/09/2022 03/10/2022 03/14/2022 03/15/2022 03/16/2022	Cove Moulding - ST 71 Lever Door Handle Assembly - Admin E Shop Parts Foam Board Insulation,Perforated-Slot Shop Parts GFI/GFCI Receptacle (Duplex Outlet) Extension Cord (25') BBQ Grill Heat Plates (5pk) & Cooking Handheld Sprayer (1Gal) Spray Foam Insulation (12oz) (x3) Fireblock Insulating Foam Sealant (12o	001-507-522-50-48-00 001-507-522-50-48-00 050-511-522-60-34-01 001-507-522-50-48-00 050-511-522-60-34-01 001-507-522-50-48-00 001-507-522-50-35-00 001-507-522-50-35-00 001-507-522-50-35-00 001-507-522-50-48-00 001-507-522-50-48-00	522.24 6.21 66.44 45.60 30.75 61.25 19.64 50.76 186.37 12.43 15.54 27.25
0364	MATTHEW HERETH INV07719	22-02149 Mileage Reimbursement: Station Move	Invoice	04/17/2022	Mileage Reimbursement: Station Move	001-504-522-20-49-04	7.54 7.54

Docket of Claims Register

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
1605	MCDANIELS DO-IT-BEST K45224	22-02150 Shop Parts	Invoice	03/30/2022	Shop Parts	050-511-522-60-34-01	25.95
2011	NORTHWEST FIBER, LLC NB-APRMAY22	22-02151 Phone Services - ST 81, 82, 83, HQ	Invoice	04/16/2022	Phone Services - ST 81, 82, 83, HQ	001-513-522-50-42-01	1,613.72
	ST71-APRMAY22	Fax & Alarm Services - ST 71	Invoice	04/14/2022	Fax & Alarm Services - ST 71	001-513-522-50-42-01	1,072.24
	ST73-APRMAY22	Fax & Alarm Services - ST 73	Invoice	04/10/2022	Fax & Alarm Services - ST 73	001-513-522-50-42-01	205.36
0424	NORTHWEST SAFETY CLEAN 22-32146	22-02152 Bunker Gear Cleaning/Repairs/Alteratr	Invoice	03/31/2022	Bunker Gear Cleaning, Repairs & Alterc	001-504-522-20-48-11	761.51
					Bunker Gear Logo Install (SRFR)	001-512-522-10-49-06	695.80
							65.71
0451	PACIFIC POWER BATTERIES 17134795	22-02153 Shop Parts	Invoice	03/24/2022	Shop Parts	050-511-522-60-34-01	724.31
	17134883	CR123A Battery (12pk) (x3)	Invoice	03/28/2022	CR123A Battery (12pk) (x3) (Helmet Li	001-504-522-20-31-01	529.14
1563	PETE PARRISH INV07720	22-02154 Duty Boots Reimbursement (Resole Or	Invoice	04/12/2022	Duty Boots Reimbursement (Resole Or	001-504-522-20-31-07	195.17
							141.18
0466	PETROCARD, INC. C894091	22-02155 OnSite Mobile Fueling Service - ST 71,	Invoice	04/11/2022	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00	1,835.77
						001-509-522-20-32-00	917.88
							917.89
0483	PUGET SOUND ENERGY ST33-MARAPR22	22-02156 Natural Gas - ST 33	Invoice	04/13/2022	Natural Gas - ST 33	001-507-522-50-47-03	367.58
							367.58
0483	PUGET SOUND ENERGY ST74-MARAPR22	22-02157 Natural Gas - ST 74	Invoice	04/15/2022	Natural Gas - ST 74	001-507-522-50-47-03	379.83
							379.83
0483	PUGET SOUND ENERGY ADMIN-MARAPR22	22-02158 Natural Gas - Admin Bldg	Invoice	04/08/2022	Natural Gas - Admin Bldg	001-507-522-50-47-03	704.92
						300-507-522-50-47-00	105.74
							599.18
0483	PUGET SOUND ENERGY ST73-MARAPR22	22-02159 Natural Gas - ST 73	Invoice	04/14/2022	Natural Gas - ST 73	001-507-522-50-47-03	265.28
							265.28
0483	PUGET SOUND ENERGY ST31-MARAPR22	22-02160 Natural Gas - ST 31	Invoice	04/08/2022	Natural Gas - ST 31	001-507-522-50-47-03	36.11
							36.11
0483	PUGET SOUND ENERGY ST72-MARAPR22	22-02161 Natural Gas - ST 72	Invoice	04/19/2022	Natural Gas - ST 72	001-507-522-50-47-03	207.83
							207.83
0483	PUGET SOUND ENERGY ST77-MARAPR22	22-02162 Natural Gas - ST 77	Invoice	04/19/2022	Natural Gas - ST 77	001-507-522-50-47-03	392.38
							392.38
0483	PUGET SOUND ENERGY ST71-MARAPR22	22-02163 Natural Gas - ST 71	Invoice	04/15/2022	Natural Gas - ST 71	001-507-522-50-47-03	523.52
							523.52
0483	PUGET SOUND ENERGY ST82STOR-MARAPR22	22-02164 Natural Gas - ST 82 Storage	Invoice	04/07/2022	Natural Gas - ST 82 Storage	001-507-522-50-47-03	35.87
							35.87
0483	PUGET SOUND ENERGY ST81-MARAPR22	22-02165 Natural Gas - ST 81	Invoice	04/07/2022	Natural Gas - ST 81	001-507-522-50-47-03	493.15
							493.15

Docket of Claims Register

APPKT00985 - 04/28/2022 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	22-02166					390.80
	ST76-MARAPR22	Natural Gas - ST 76	Invoice	04/19/2022	Natural Gas - ST 76	001-507-522-50-47-03	390.80
0483	PUGET SOUND ENERGY	22-02167					475.30
	ST82-MARAPR22	Natural Gas - ST 82	Invoice	04/07/2022	Natural Gas - ST 82	001-507-522-50-47-03	475.30
0484	PURCELL TIRE & SERVICE CENTER	22-02168					1,857.47
	24252498	New Tires Instll & Alignment (U1701 Lr	Invoice	03/22/2022	New Tires Instll & Alignment (U1701 Lr	001-513-522-20-48-01	1,368.64
	24252944	Shop Parts	Invoice	04/07/2022	Shop Parts	050-511-522-60-34-01	488.83
1533	REHN & ASSOCIATES	22-02169					50.00
	IN0000159850	COBRA Rights Notice Letter (x2)	Invoice	03/31/2022	COBRA Rights Notice Letter (x2)	001-502-522-10-41-01	50.00
0499	RICE FERGUS MILLER	22-02170					3,737.02
	2019118.00-016	Capital Facilities Addtnl Planning - Adn	Invoice	04/12/2022	Capital Facilities Addtnl Planning - Adn	300-507-594-50-62-01	2,697.50
	2020053.00-014	Capital Facilities Planning - ST83 Mngr	Invoice	04/12/2022	Capital Facilities Planning - ST83 Mngr	300-507-594-50-62-83	1,039.52
0501	RICOH USA, INC.	22-02171					366.22
	106060128	Copier Machine - ST 71	Invoice	04/08/2022	Copier Machine Lease - ST 71	001-512-591-22-70-00	319.07
					Copier Machine Usage - ST 71	001-502-522-10-31-00	47.15
0501	RICOH USA, INC.	22-02172					396.66
	106033129	Copier Machine Lease - ST 31	Invoice	04/04/2022	Copier Machine Lease - ST 31	001-512-591-22-70-00	396.66
0501	RICOH USA, INC.	22-02173					50.91
	106042913	Copier Machine Lease - ST 74/Logistics	Invoice	05/01/2022	Copier Machine Lease - ST 74/Logistics	001-512-591-22-70-00	50.91
0517	S & P DESIGN INC	22-02174					263.14
	12875	SRFR Uniform/Apparel - Chaplain D.Fit	Invoice	04/15/2022	SRFR Uniform/Apparel - Chaplain D.Fit	001-512-522-10-49-06	180.56
	12884	Uniform Polo & 1/4 Zip Sweatshirt - L.I	Invoice	04/18/2022	Uniform Polo & 1/4 Zip Sweatshirt - L.I	001-504-522-20-31-07	82.58
0524	SAFETY HOME ADDRESS	22-02175					902.15
	13242	Address Sign Materials (Reflctv Blank P	Invoice	04/12/2022	Address Sign Materials (Reflctv Blank F	001-505-522-30-31-00	902.15
1921	SEA-WESTERN INC	22-02176					38,570.84
	INV15686	Attack & Supply Line Fire Hoses (New E	Invoice	04/11/2022	Attack & Supply Line Fire Hoses (New E	303-504-522-20-35-00	22,034.32
	INV15950	Attack & Supply Line Fire Hoses (New E	Invoice	04/21/2022	Attack & Supply Line Fire Hoses (New E	303-504-522-20-35-00	16,536.52
2148	SIGNCO	22-02177					2,062.33
	135482	Free Stndng SRFR Sgn Instll - Admn,ST:	Invoice	04/07/2022	Free Stndng SRFR Sgn Instll - Admn,ST:	001-512-522-10-49-06	2,062.33
1905	SNOHOMISH CO-OP INC	22-02178					294.39
	306740	Fuel Credit/Refund (Error - Charged Wi	Credit Memo	02/01/2022	Fuel Credit/Refund (Error - Charged Wi	001-504-522-20-32-00	-72.06
	308074	Fuel (BT81/W0101)	Invoice	04/13/2022	Fuel (BT81/W0101)	001-504-522-20-32-00	366.45
1550	SNOHOMISH COUNTY PLANNING	22-02179					926.50
	I000583057	ILA Fire Investigation Services (Case 20	Invoice	04/11/2022	ILA Fire Investigation Services (Case 20	001-505-522-30-41-00	463.25
	I000583058	ILA Fire Investigation Services (Case 20	Invoice	04/11/2022	ILA Fire Investigation Services (Case 20	001-505-522-30-41-00	463.25
0565	SNOHOMISH COUNTY PUD	22-02180					1,444.12
	161544361	Electricity - Admin Bldg	Invoice	04/19/2022	Electricity - Admin Bldg	001-507-522-50-47-01	216.62
						300-507-522-50-47-00	1,227.50

Docket of Claims Register

APPKT00985 - 04/28/2022 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
0565	SNOHOMISH COUNTY PUD 115667054	22-02181 Electricity - ST 77	Invoice	04/18/2022	Electricity - ST 77	001-507-522-50-47-01	271.03
0565	SNOHOMISH COUNTY PUD 122279030	22-02182 Electricity - ST 72	Invoice	04/14/2022	Electricity - ST 72	001-507-522-50-47-01	701.86
0565	SNOHOMISH COUNTY PUD 122275998	22-02183 Electricity - ST 76	Invoice	04/11/2022	Electricity - ST 76	001-507-522-50-47-01	280.44
0565	SNOHOMISH COUNTY PUD 125602030	22-02184 Electricity & Water - ST 81	Invoice	04/14/2022	Electricity - ST 81 Water - ST 81	001-507-522-50-47-01 001-507-522-50-47-02	741.15 617.89 123.26
0565	SNOHOMISH COUNTY PUD 161544360	22-02185 Electricity - ST 31	Invoice	04/19/2022	Electricity - ST 31	001-507-522-50-47-01	1,811.80
0565	SNOHOMISH COUNTY PUD 118968324	22-02186 Electricity - ST 82 Storage	Invoice	04/14/2022	Electricity - ST 82 Storage	001-507-522-50-47-01	20.29
1536	SNOHOMISH REGIONAL FIRE & R 6380	22-02187 DRS Account Reconciliation/Interest Cl	Invoice	04/13/2022	DRS Account Reconciliation/Interest Cl	001-512-522-10-41-02	5.43
2057	SPRAGUE PEST SOLUTIONS 4759139 4759146 4759147 4759153 4759154 4759155 4759156 4783712 4783717 4783725	22-02188 Pest Control Perimeter Services (Trianr Monthly Pest Control Services - ST 77 Pest Control Perimeter Services (Trianr Monthly Pest Control Services - ST 71 Pest Control Perimeter Services (Trianr Monthly Pest Control Services - ST 33 Pest Control Perimeter Services (Trianr Monthly Pest Control Services - ST 33 Pest Control Perimeter Services (Trianr Monthly Pest Control Services - Admin Monthly Pest Control Services - ST 81 Monthly Pest Control Services - ST 31	Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	03/28/2022 03/28/2022 03/28/2022 03/28/2022 03/28/2022 03/28/2022 03/28/2022 04/07/2022 04/08/2022 04/07/2022	Pest Control Perimeter Services (Trianr Monthly Pest Control Services - ST 77 Pest Control Perimeter Services (Trianr Monthly Pest Control Services - ST 71 Pest Control Perimeter Services (Trianr Monthly Pest Control Services - ST 33 Pest Control Perimeter Services (Trianr Monthly Pest Control Services - Admin Monthly Pest Control Services - ST 81 Monthly Pest Control Services - ST 31	001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00	978.50 110.10 90.09 109.20 90.09 109.20 90.09 109.20 90.26 90.01 90.26
1933	STAPLES 3032318411 3036491181	22-02189 Post-It Sticky Notes (24pk) (x2) Copy Paper,Binder Clips,Envelopes,Stor	Invoice Invoice	03/01/2022 03/08/2022	Post-It Sticky Notes (24pk) (x2) Clear Storage Container/Bin Copy Paper,Binder Clips,EasyClose Cat	001-502-522-10-31-00 001-502-522-10-35-00 001-502-522-10-31-00	185.29 32.77 11.25 141.27
0587	SYSTEMS DESIGN WEST, LLC 20220699	22-02190 EMS Transport Billing Monthly Service:	Invoice	04/14/2022	EMS Transport Billing Monthly Service:	001-509-522-20-41-05	13,154.72
2073	TARGET SOLUTIONS LEARNING L INV46361 INV46411 INV46436 INV46480	22-02191 CrewSense Pro Monthly Subscrptn & P CrewSense Pro Monthly Subscrptn & P CrewSense Pro Monthly Subscrptn & P CrewSense Pro Monthly Subscrptn & P	Invoice Invoice Invoice Invoice	01/01/2022 02/01/2022 03/01/2022 04/01/2022	CrewSense Pro Monthly Subscrptn & P CrewSense Pro Monthly Subscrptn & P CrewSense Pro Monthly Subscrptn & P CrewSense Pro Monthly Subscrptn & P	001-513-522-10-49-04 001-513-522-10-49-04 001-513-522-10-49-04 001-513-522-10-49-04	4,912.36 1,228.09 1,228.09 1,228.09 1,228.09

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
1645	TELEFLEX, LLC	22-02192					2,680.00
	9505311048	Medical Supplies	Invoice	04/06/2022	Medical Supplies	001-509-522-30-31-01	1,340.00
	9505311050	Medical Supplies	Invoice	04/06/2022	Medical Supplies	001-509-522-30-31-01	1,340.00
0610	TRUE NORTH EMERGENCY EQUIP	22-02193					1,294.80
	A11228	Shop Parts	Invoice	03/30/2022	Shop Parts	050-511-522-60-34-01	568.83
	A11234	Shop Parts	Invoice	03/31/2022	Shop Parts	050-511-522-60-34-01	220.50
	A11242	Shop Parts	Invoice	03/31/2022	Shop Parts	050-511-522-60-34-01	234.84
	A11286	Shop Parts	Invoice	04/05/2022	Shop Parts	050-511-522-60-34-01	219.71
	A11287	Shop Parts	Invoice	04/05/2022	Shop Parts	050-511-522-60-34-01	50.92
2005	VELOCITYEHS	22-02194					4,555.81
	255071	HQ Platform (SDS/Chemcl Mgmt) & E	Invoice	03/30/2022	HQ Platform (SDS/Chemcl Mgmt) & E	001-510-522-20-49-04	4,555.81
0631	VERATHON MEDICAL	22-02195					657.55
	80470090	Medical Supplies	Invoice	04/22/2022	Medical Supplies	001-509-522-30-31-01	657.55
0633	VERIZON WIRELESS SERVICES LLC	22-02196					2,856.14
	9904221334	District Cell Phones	Invoice	04/15/2022	District Cell Phones - Fire	001-513-522-10-42-00	2,687.78
					District Cell Phones - Shop	050-511-522-60-42-00	168.36
0633	VERIZON WIRELESS SERVICES LLC	22-02197					4,191.53
	9904221333	District Mifi Plans	Invoice	04/15/2022	District Mifi Plans	001-513-522-10-42-00	4,191.53
0651	WAVE BUSINESS	22-02198					1,191.95
	103131101-0009419	Fiber Optic Connection - ST 31, 33	Invoice	04/01/2022	Fiber Optic Connection - ST 31, 33	001-513-522-50-42-01	1,191.95
0651	WAVE BUSINESS	22-02199					147.76
	032004901-0009419	Internet & Cable/TV Services - ST 74	Invoice	04/01/2022	Internet & Cable/TV Services - ST 74	001-513-522-50-42-01	147.76
0665	WHELEN ENGINEERING COMPAN	22-02200					382.02
	094148	Shop Parts	Invoice	04/05/2022	Shop Parts	050-511-522-60-34-01	56.45
	096253	Shop Parts	Invoice	04/07/2022	Shop Parts	050-511-522-60-34-01	325.57
Total Claims: 93						Total Payment Amount:	165,231.14

Snohomish County Fire District #7

04/26/2022

Claims Voucher Summary

Page 1 of 3

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
22-02108	ACTIVE911, INC		64.63
22-02109	ALL BATTERY SALES AND SERVICE		718.87
22-02110	AMAZON CAPITAL SERVICES, INC		707.88
22-02111	AMERIGAS		219.01
22-02112	ARAMARK UNIFORM SERVICES		188.17
22-02113	ARI PHOENIX INC		1,743.34
22-02114	B&H FIRE AND SECURITY		348.95
22-02115	BICKFORD MOTORS INC.		189.20
22-02116	BILL GUNTERMAN		547.97
22-02117	BRAKE & CLUTCH SUPPLY INC		159.39
22-02118	BRAUN NORTHWEST INC		173.61
22-02119	CANON FINANCIAL SERVICES INC		589.23
22-02120	CASCADE FIRE EQUIPMENT COMPANY		27.33
22-02121	CDW GOVERNMENT LLC		3,257.23
22-02122	CENTRAL WELDING SUPPLY		131.99
22-02123	CHAMPION BOLT & SUPPLY INC		45.95
22-02124	CHMELIK SITKIN & DAVIS P.S.		1,440.00
22-02125	CITY OF MONROE		393.34
22-02126	CITY OF MONROE		35.14
22-02127	CITY OF MONROE		625.05
22-02128	CITY OF MONROE		137.53
22-02129	CPS HR CONSULTING		1,326.00
22-02130	CUMMINS SALES AND SERVICE		230.54
22-02131	DAVIS DOOR SERVICE, INC.		822.63
22-02132	DAY & NITE PLUMBING		1,689.14
22-02133	EVERETT BAYSIDE MARINE, INC.		87.46
22-02134	EVERGREEN SANITATION		969.35
22-02135	FREIGHTLINER NORTHWEST		1,357.58
22-02136	GALLS, LLC - DBA BLUMENTHAL UNIFORM		2,854.44
22-02137	GRAINGER		1,842.24
22-02138	HARBORVIEW INVESTMENT LTD		1,970.00

Page Total 24,893.19

Cumulative Total 24,893.19

Snohomish County Fire District #7

04/26/2022

Claims Voucher Summary

Page 2 of 3

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
22-02139	HEALTHFORCE PARTNERS INC.		110.00
22-02140	HILL STREET CLEANERS		170.51
22-02141	HUGHES FIRE EQUIPMENT		337.61
22-02142	ISOUTSOURCE		16,013.25
22-02143	JERALD AAMOLD		31.03
22-02144	KAMAN FLUID POWER LLC		11.97
22-02145	KENNY'S TRUCK PARTS & REPAIR		52.87
22-02146	KENT D. BRUCE CO., LLC		2,089.71
22-02147	L.N. CURTIS & SONS		19,674.03
22-02148	LOWE'S		522.24
22-02149	MATTHEW HERETH		7.54
22-02150	MCDANIELS DO-IT-BEST		25.95
22-02151	NORTHWEST FIBER, LLC		1,613.72
22-02152	NORTHWEST SAFETY CLEAN		761.51
22-02153	PACIFIC POWER BATTERIES		724.31
22-02154	PETE PARRISH		141.18
22-02155	PETROCARD, INC.		1,835.77
22-02156	PUGET SOUND ENERGY		367.58
22-02157	PUGET SOUND ENERGY		379.83
22-02158	PUGET SOUND ENERGY		704.92
22-02159	PUGET SOUND ENERGY		265.28
22-02160	PUGET SOUND ENERGY		36.11
22-02161	PUGET SOUND ENERGY		207.83
22-02162	PUGET SOUND ENERGY		392.38
22-02163	PUGET SOUND ENERGY		523.52
22-02164	PUGET SOUND ENERGY		35.87
22-02165	PUGET SOUND ENERGY		493.15
22-02166	PUGET SOUND ENERGY		390.80
22-02167	PUGET SOUND ENERGY		475.30
22-02168	PURCELL TIRE & SERVICE CENTER		1,857.47
22-02169	REHN & ASSOCIATES		50.00

Page Total	50,303.24
Cumulative Total	75,196.43

Snohomish County Fire District #7 Claims Voucher Summary

04/26/2022

Page 3 of 3

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
22-02170	RICE FERGUS MILLER		3,737.02
22-02171	RICOH USA, INC.		366.22
22-02172	RICOH USA, INC.		396.66
22-02173	RICOH USA, INC.		50.91
22-02174	S & P DESIGN INC		263.14
22-02175	SAFETY HOME ADDRESS		902.15
22-02176	SEA-WESTERN INC		38,570.84
22-02177	SIGNCO		2,062.33
22-02178	SNOHOMISH CO-OP INC		294.39
22-02179	SNOHOMISH COUNTY PLANNING AND DEVELOPMENT SERVICE		926.50
22-02180	SNOHOMISH COUNTY PUD		1,444.12
22-02181	SNOHOMISH COUNTY PUD		271.03
22-02182	SNOHOMISH COUNTY PUD		701.86
22-02183	SNOHOMISH COUNTY PUD		280.44
22-02184	SNOHOMISH COUNTY PUD		741.15
22-02185	SNOHOMISH COUNTY PUD		1,811.80
22-02186	SNOHOMISH COUNTY PUD		20.29
22-02187	SNOHOMISH REGIONAL FIRE & RESCUE		5.43
22-02188	SPRAGUE PEST SOLUTIONS		978.50
22-02189	STAPLES		185.29
22-02190	SYSTEMS DESIGN WEST, LLC		13,154.72
22-02191	TARGET SOLUTIONS LEARNING LLC		4,912.36
22-02192	TELEFLEX, LLC		2,680.00
22-02193	TRUE NORTH EMERGENCY EQUIPMENT INC		1,294.80
22-02194	VELOCITYEHS		4,555.81
22-02195	VERATHON MEDICAL		657.55
22-02196	VERIZON WIRELESS SERVICES LLC		2,856.14
22-02197	VERIZON WIRELESS SERVICES LLC		4,191.53
22-02198	WAVE BUSINESS		1,191.95
22-02199	WAVE BUSINESS		147.76
22-02200	WHELEN ENGINEERING COMPANY		382.02

Page Total

90,034.71

Cumulative Total

165,231.14

Snohomish County Fire District #7

18

04/22/2022

Claims Voucher

Page 1 of 9

Voucher No: 22-02099

Claim of: 0160

DEPARTMENT OF RETIREMENT SYSTEMS

PO BOX 9018

OLYMPIA, WA 98507-9018


Fund: General Fund #001

Invoice #	Account #	Date	Description	Amount
CM00899	001-231-50-00-09	4/14/2022	DRS-Deferred Comp Program Report Grp 902C14	-114.72
INV07653	001-231-50-00-09	4/15/2022	DRS Deferred Comp Program Report Grp 902C14	2,787.60
INV07653	050-231-50-00-09	4/15/2022	DRS Deferred Comp Program Report Grp 902C14	500.16
INV07654	001-231-50-00-09	4/15/2022	DRS-Deferred Comp Program Report Grp 902C14	21,701.19
INV07654	050-231-50-00-09	4/15/2022	DRS-Deferred Comp Program Report Grp 902C14	1,702.78
INV07655	001-231-50-00-09	4/15/2022	DRS-Deferred Comp Program Report Grp 902C14	1,533.88

Voucher Total

28,110.89

I the undersigned do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the above-named governmental unit, and that I am authorized to authenticate and certify said claim.

Signature , Auditing Officer Date 04/22/2022

Audited By _____ Date _____ Input By _____ Date _____

Snohomish County Fire District #7

04/20/2022

Claims Voucher

Voucher No: 22-02100


Claim of: 1514
DIMARTINO & ASSOCIATES
P.O. Box 743737
Los Angeles, CA 90074

Fund: General Fund #001

Invoice #	Account #	Date	Description	Amount
CM00906	001-231-50-00-18	4/14/2022	DIMARTINO & ASSOCIATES: Life and Disability	-62.33
INV07669	001-231-50-00-18	4/15/2022	DIMARTINO & ASSOCIATES: Life and Disability	20,290.80
INV07669	050-231-50-00-18	4/15/2022	DIMARTINO & ASSOCIATES: Life and Disability	818.71

Voucher Total**21,047.18**

I the undersigned do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the above-named governmental unit, and that I am authorized to authenticate and certify said claim.

Signature , Auditing Officer Date 04/20/2022

Audited By _____ Date _____ Input By _____ Date _____

Snohomish County Fire District #7

04/20/2022

Claims Voucher

Voucher No: 22-02101


Claim of: 1521
FIRE 7 FOUNDATION
PO BOX 697
LAKE STEVENS, WA 98258-

Fund: General Fund #001

Invoice #	Account #	Date	Description	Amount
CM00902	001-231-50-00-26	4/14/2022	Fire 7 Foundation	-10.00
INV07664	001-231-50-00-26	4/15/2022	Fire 7 Foundation	432.50

Voucher Total**422.50**

I the undersigned do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the above-named governmental unit, and that I am authorized to authenticate and certify said claim.

Signature , Auditing Officer Date 04/20/2022

Audited By _____ Date _____ Input By _____ Date _____

Snohomish County Fire District #7

04/20/2022

Claims Voucher

Voucher No: 22-02102

Claim of: 1513
HRA VEBA TRUST
PO BOX 807
SPOKANE, WA 99210-1074

Fund: General Fund #001

Invoice #	Account #	Date	Description	Amount
INV07687	001-231-50-00-17	4/15/2022	HRA VEBA TRUST: VEBA Contributions	112,743.55
INV07687	050-231-50-00-17	4/15/2022	HRA VEBA TRUST: VEBA Contributions	1,625.00
INV07688	001-231-50-00-17	4/15/2022	HRA VEBA TRUST: Monthly-Teamsters, Exec & BCs	765.63
INV07689	001-231-50-00-17	4/15/2022	HRA VEBA TRUST: Retirees	166.67
INV07689	002-231-50-00-17	4/15/2022	HRA VEBA TRUST: Retirees	3,124.91

Voucher Total 118,425.76

I the undersigned do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the above-named governmental unit, and that I am authorized to authenticate and certify said claim.

Signature , Auditing Officer Date 04/20/2022

Audited By _____ Date _____ Input By _____ Date _____

Snohomish County Fire District #7

04/20/2022

Claims Voucher

Voucher No: 22-02103

Claim of: 0338
LEOFF TRUST
4407 N DIVISION SUITE 516
SPOKANE, WA 99207

Fund: General Fund #001

Invoice #	Account #	Date	Description	Amount
INV07666	001-211-00-00-00	4/15/2022	LEOFF TRUST: Healthcare Premiums	357,877.31
INV07666	002-211-00-00-00	4/15/2022	LEOFF TRUST: Healthcare Premiums	16,265.28
INV07666	050-211-00-00-00	4/15/2022	LEOFF TRUST: Healthcare Premiums	12,132.28

Voucher Total 386,274.87

I the undersigned do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the above-named governmental unit, and that I am authorized to authenticate and certify said claim.

Signature , Auditing Officer Date 04/20/2022

Audited By _____ Date _____ Input By _____ Date _____

Snohomish County Fire District #7

04/20/2022

Claims Voucher

Voucher No: 22-02104

Claim of: 2020

MATRIX TRUST COMPANY

ATTN: TPA 000419

PO BOX 22294


Fund: General Fund #001

NEW YORK, NY 10087-2294

Invoice #	Account #	Date	Description	Amount
CM00900	001-231-50-00-09	4/14/2022	Matrix Trust Co TPPA 000419, #07M0041, Orion FTJ	-123.59
CM00917	001-231-50-00-09	4/19/2022	Matrix Trust Co TPPA 000419, #07M0041, Orion FTJ	-563.26
INV07656	001-231-50-00-09	4/15/2022	Matrix Trust Co. TPA 000419, # 07M0041, Orion FTJ	1,811.80
INV07657	001-231-50-00-09	4/15/2022	Matrix Trust Co TPPA 000419, #07M0041, Orion FTJ	21,135.19
INV07658	001-231-50-00-09	4/15/2022	Matrix Trust Co TPPA 000419, #07M0041, Orion FTJ	1,457.96
INV07679	001-231-50-00-09	4/15/2022	Matrix Trust Co TPPA 000419, #07M0041, Orion FTJ	884.44

Voucher Total**24,602.54**

I the undersigned do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the above-named governmental unit, and that I am authorized to authenticate and certify said claim.

Signature , Auditing Officer Date 04/20/2022

Audited By _____ Date _____ Input By _____ Date _____

Snohomish County Fire District #7

04/20/2022

Claims Voucher

Voucher No: 22-02105

Claim of: 1507
TD AMERITRADE INSTITUTIONAL
PO BOX 919094
SAN DIEGO, CA 92191-

Fund: General Fund #001

Invoice #	Account #	Date	Description	Amount
INV07681	001-231-50-00-09	4/15/2022	TD Ameritrade Institutional: FTJ Roth IRA Plan ID	388.50

Voucher Total 388.50

I the undersigned do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the above-named governmental unit, and that I am authorized to authenticate and certify said claim.

Signature *Cherrille Sator*, Auditing Officer Date 04/20/2022

Audited By _____ Date _____ Input By _____ Date _____

Snohomish County Fire District #7

04/20/2022

Claims Voucher

Voucher No: 22-02106

Claim of: 0612
TRUSTEED PLANS SERVICE CORP
PO BOX 2990
TACOMA, WA 98401

Fund: General Fund #001

Invoice #	Account #	Date	Description	Amount
INV07662	001-211-00-00-00	4/15/2022	TRUSTEED PLANS SERVICE CORP: Dental Premiums	29,724.02
INV07662	050-211-00-00-00	4/15/2022	TRUSTEED PLANS SERVICE CORP: Dental Premiums	1,171.53

Voucher Total 30,895.55

I the undersigned do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the above-named governmental unit, and that I am authorized to authenticate and certify said claim.

Signature , Auditing Officer Date 04/20/2022

Audited By _____ Date _____ Input By _____ Date _____

Snohomish County Fire District #7

04/20/2022

Claims Voucher

Page 9 of 9

Voucher No: 22-02107

Claim of: 1508

VOYA INSTITUTIONAL TRUST CO

PO BOX 3015


NEW YORK, NY 10116-3015

Fund: General Fund #001

Invoice #	Account #	Date	Description	Amount
CM00901	001-231-50-00-09	4/14/2022	VOYA Def Comp - Plan #664360	-1,485.84
INV07659	001-231-50-00-09	4/15/2022	VOYA Def Comp - Plan #664360	13,388.63
INV07660	001-231-50-00-09	4/15/2022	VOYA Def Comp - Plan #664360	59,724.80
INV07660	050-231-50-00-09	4/15/2022	VOYA Def Comp - Plan #664360	155.53
INV07661	001-231-50-00-09	4/15/2022	VOYA Def Comp - Plan #664360	27,411.65
INV07680	001-231-50-00-09	4/15/2022	VOYA Roth457 Def Comp - Billing Grp: VK3264	765.48
INV07710	001-231-50-00-09	4/14/2022	VOYA Def Comp - Plan #664360	136.55
INV07713	001-231-50-00-09	4/19/2022	VOYA Def Comp - Plan #664360	563.26

Voucher Total**100,660.06**

I the undersigned do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the above-named governmental unit, and that I am authorized to authenticate and certify said claim.

Signature , Auditing Officer Date 04/20/2022

Audited By _____ Date _____ Input By _____ Date _____

Snohomish County Fire District #7 Claims Voucher Summary

04/20/2022

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
22-02099	DEPARTMENT OF RETIREMENT SYSTEMS		28,110.89
22-02100	DIMARTINO & ASSOCIATES		21,047.18
22-02101	FIRE 7 FOUNDATION		422.50
22-02102	HRA VEBA TRUST		118,425.76
22-02103	LEOFF TRUST		386,274.87
22-02104	MATRIX TRUST COMPANY		24,602.54
22-02105	TD AMERITRADE INSTITUTIONAL		388.50
22-02106	TRUSTEED PLANS SERVICE CORP		30,895.55
22-02107	VOYA INSTITUTIONAL TRUST CO		100,660.06

Page Total 710,827.85

Cumulative Total 710,827.85



Payroll Summary and Authorization Form for the:

04/15/2022 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: \$922,762.78

Paper Checks: \$16,241.77

Taxes: \$282,622.01

Allowed in the sum of: \$1,221,626.56

Reviewed by: Denise Mattern
District Administrative Coordinator

Prepared by: Jennifer [Signature]
Payroll Specialist

Approved by Commissioners: _____



BOARD OF FIRE COMMISSIONERS MEETING MINUTES SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room/ Via Blue Jeans
163 Village Court, Monroe, WA 98272
April 14, 2022 1730 hours

CALL TO ORDER: Vice-Chairman Fay called the meeting to order at 1730 hours. In attendance were Commissioner Edwards, Commissioner Schaub, and Commissioner Steinruck. In attendance via video were Commissioner Elmore and Commissioner Waugh. Absent with previous notice was Commissioner Gagnon.

- *Vice-Chairman Fay announced an additional item has been added to the agenda regarding Board Governance and policies under New Business Discussion.*

Chief O'Brien started the meeting off with the announcement "We want to bring our people back." He went on to say work is being done with the Union to develop a plan to bring our people back who have been unable to work due to Proclamation 21-14.

PUBLIC COMMENT: There were many public comments in support of bringing all Snohomish Regional Fire & Rescue Firefighters back to duty.

UNION COMMENT: IAFF President Fisher reiterated the stance of the Union to return all members back to the line. He feels very optimistic in the direction SRFR is going and believes this will be happening sooner than later.

CHIEF'S REPORT: As presented. Chief O'Brien thanked all the people who shared their comments. He emphasized his commitment to making this happen.

Special guests: On August 1, 2021, the six members of the Calandrillo Family were traveling eastbound on SR2 making their way to Chelan for their annual family vacation. They were hit head on and suffered catastrophic injuries. The Calandrillo Family wanted to thank their first responders in person. The Board of Commissioners were honored to welcome them and hear their story. Thank you to the Calandrillos and to all of the first responders who saved their lives.

CONSENT AGENDA:

Approve Vouchers

Benefits Vouchers: 22-00725 to 22-00748; (\$635,100.15)

L&I Quarterly Benefits Voucher: 22-00749; (\$295,242.08)

AP Vouchers: 22-00678 to 22-00723; (\$290,361.70)

AP Vouchers: 22-00752 to 22-02096; (\$438,533.70)

Approval of Payroll

March 31, 2022 (\$1,185,535.81)



Approval of Minutes

Approve Regular Board Meeting Minutes – March 24, 2022

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Steinruck and 2nd by Commissioner Edwards.

On Vote, **Motion carried 5/0.**

OLD BUSINESS:

Discussion

Commissioner Committee Assignments: Finance Committee; Elmore, Fay and Waugh. Capital Facilities; Edwards, Schaub and Steinruck. Citizen Advisory Committee; all Board Members.

Action

Strategic Communications Contract (Loomis)

Motion to approve the Strategic Communications Contract (Loomis) as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Steinruck.

On Vote, **Motion carried 6/0.**

NEW BUSINESS:

Discussion

Resolution 2022-1 Surplus list: Deputy Chief Rasmussen stated Resolution 2022-1 was as presented. Recommend move to action next BOC meeting.

Budget Amendment #1: Chief Financial Officer Tabor presented the highlights of budget amendment #1. This included changes to the beginning fund balances, earmarks/encumbrances and back pay for contracts.
Snohomish Regional Fire and Rescue Board of Commissioners Rules and Policies: For review as submitted.

Action

COMMISSIONER COMMITTEE REPORTS: NA

OTHER MEETINGS ATTENDED:

Snohomish County 911 (Waugh): Commissioner Waugh recommended keeping Assistant Chief Guptill as part of the board of Snohomish 911.

Sno-Isle Commissioner Meeting (Fay): Commissioner Fay commented on the success of the banquet.

GOOD OF THE ORDER:

ATTENDANCE CHECK: Board Members noted availability for the Regular Commissioner Meeting April 28, 2022, at 1730 - Station 31 Training Room/Blue Jeans with exception Commissioner Gagnon who will be absent with notice.

EXECUTIVE SESSION: At 1854 hours an executive session was called pursuant to RCW 42.30.110(1)(i): to discuss pending litigation with legal counsel; RCW 42.30.140(4)(b): to discuss labor negotiations and RCW 42.30.110(1)(c): to discuss the sale of real estate by Vice-Chairman Fay. He asked for fifteen (15) minutes.



Vice Chairman Fay reconvened the open public meeting at 1909 hours with no action taken.

ADJOURNMENT: Vice-Chairman Fay adjourned the meeting at 1910 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



DRAFT (4_13_22)
SNOHOMISH REGIONAL FIRE RESCUE
GOVERNING RULES AND BOARD POLICIES
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SECTION - 1. AUTHORITY

- 1.1. Status.** Snohomish Regional Fire Rescue is a municipal corporation organized and operating pursuant to Title 52 RCW.
- 1.2. Board of Commissioners.** The Board of Commissioners “Board” possesses the powers and authority as set forth in Title 52 RCW and other applicable provisions of the Revised Code of Washington.
- 1.3. Purpose.** The Board of Commissioners hereby establishes the following Governing Rules and Board Policies to guide the conduct of the Board in managing the operation of the fire district. These rules shall be in effect upon adoption by resolution of Board and until such time as they are amended or new rules are adopted in the manner provided by these rules.

SECTION - 2. COMMISSIONERSHIP/QUORUM/VOTING/VACANCIES

- 2.1. Commissioner Positions.** The Board of Commissioners consists of five Commissioner positions each with a six-year term. Elected Commissioners shall take office at the first meeting in January following an election, provided that Commissioners elected to fill the remainder of a vacant term may take office at the first meeting following the certification of the election.
- 2.2. Commissioner Oath.** Commissioners shall take an oath of office before beginning to perform the duties of the office, but no more than ten days prior to the date the Commissioner's term begins.

2.3. Individual Commissioners.

- (a)** Each Commissioner is an elected or appointed representative of the residents of the Fire Protection District. Commissioners are entitled to vote on all matters coming before the Board and to make and second motions regardless of whether the Commissioner is serving as chair.
- (b)** Individual Commissioners do not have authority to manage or direct the affairs of the District. Administrative and managerial powers may only be exercised by those persons to whom such powers are delegated by action of the Board. The principal executive and administrative officer of the District is the Chief who has the responsibility for the management of the daily affairs of the District, for the supervision of District personnel and for the establishment of a chain of command to carry out such supervision.
- (c)** Commissioners are encouraged to become familiar with the District operations. The fire chief or designee shall provide new commissioners with a District orientation, station visits and staff introductions. Commissioners are encouraged to notify the fire chief prior to visiting a fire station. If prior notice is not feasible, the commissioner shall notify the chief after the visit.
- (d)** Individual Commissioners communicating with personnel shall not present themselves as representing official positions of the Board of Commissioners. It is a policy of the District, that individual Commissioners shall not supervise, direct or discipline District personnel. It is the entire Board's role to supervise the fire chief.
- (e)** Commissioners may communicate directly with the fire chief to address significant or time sensitive concerns or issues with District operations.
- (f)** The Chief shall be the primary contact with District legal counsel. The chair may contact legal counsel when necessary. Individual commissioners may contact legal counsel only with approval of the chair or the Board.
- 2.4. Quorum.** A quorum shall constitute a majority of the Commissioners.

- 2.5. Voting.** The Board shall act by majority vote except where statutory requirements require a supermajority or unanimous vote in which case the statutory requirement shall control. Voting shall occur as follows:
- (a) **Voice vote.** A generalized verbal indication by the Board as a whole of "yea or nay" vote on a matter, the outcome of which vote shall be recorded in the official minutes of the Board. Silence of a Commissioner during a voice vote shall be recorded as a vote with the prevailing side, except where such a Commissioner abstains because of a stated conflict of interest or appearance of fairness.
 - (b) **Roll call vote.** A roll call vote may be requested by the Chair or by any Commissioner.
 - (c) **Abstentions.** It is the responsibility of each Commissioner to vote when requested on a matter before the full Board. However, a Commissioner may abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness.
 - (d) **Votes by Chair.** The Chair may vote on the same basis as any other Commissioner.
- 2.6. Absences.** Commissioners will inform the Chair or Board Secretary if they are unable to attend any Board meeting, or if they knowingly will be late to any meeting. The minutes will show the Commissioner as having an excused absence unless the Board approves a motion declaring the absence to be unexcused.
- 2.7. Remote Attendance.** Board members may attend meetings remotely provided that such arrangements are made in advance with the Board Secretary and provided that technology permits the remote Board member to hear and be heard by the other Board members and any public and staff attending the meeting.
- 2.8. Removal of Commissioner.** If a Commissioner has three unexcused absences from three consecutive regularly scheduled meetings of the Board the Commissioner shall be removed from the Board and that member's position shall be considered as a vacancy to be filled in accordance with Section 2.8. The Board Secretary shall notify the Commissioner by mail after two consecutive unexcused absences that the position will be declared vacant if the Commissioner is absent without being excused from the next regularly scheduled meeting of the Board.
- 2.9. Vacancies.** In case of a board vacancy, the remaining Commissioners shall fill such vacancy by appointment. The appointee shall be a registered voter residing within the jurisdictional boundaries of the District and shall serve until the next regularly scheduled fire district general election, at which time the individual elected shall take office on the certification of the election and serve the remainder of the unexpired term. The board may fill the position immediately or may go through an application process substantially as follows:

- (a) The Board will publish notice of the vacancy and receive applications from any qualified persons seeking to fill the position for a minimum of fifteen calendar days after suitable public notice.
- (b) After applications have been received, the Board may conduct interviews of the candidates in an open public meeting.
- (c) The Board shall appoint a qualified individual to fill the vacancy within ninety (90) days, by a vote of the remaining fire Commissioners.
- (d) If the Board fails to fill the vacancy within the ninety-day period the Board shall notify the county legislative authority and the county legislative authority shall make the appointment.

SECTION - 3. BOARD CHAIR SELECTION/DUTIES

- 3.1. Selection of Chair.** Annually at the first meeting in January of each year, or if required at other times by changes in the Commissionership, the members thereof, by majority vote, shall designate one Commissioner to serve as Chair and one Commissioner to serve as Vice Chair for the ensuing year. Nominations will be called for and closed by the governing Board before the vote.
- 3.2. Conduct of Meetings.** The Chair shall preside at all meetings of the Board and, in the absence of the Chair, the Vice Chair will act in that capacity. If both the Chair and Vice Chair are absent and a quorum is present, the Board shall elect one of its members to serve as Chair until the return of the Chair or Vice Chair.
- 3.3. Duties of the Chair:**
 - (a) Shall preserve order and decorum at all meetings of the Board and cause the removal of any person from any meeting for disorderly conduct;
 - (b) Shall observe and enforce all rules adopted by the Board;

SECTION - 4. BOARD SECRETARY

- 4.1.** The Board shall appoint a qualified individual to serve as Secretary to the Board of Commissioners as required by RCW 52.14.080. The Secretary shall take an oath of office and shall perform all duties as required by law or as assigned by the Board.

SECTION - 5. BOARD MEETINGS

- 5.1. Open Public Meetings.** All meetings of the Board shall be open to the public and all persons shall be permitted to attend any meeting of this body, except as provided in RCW Chapter 42.30. The Board Secretary, or designee, shall be responsible for preparing agendas for all Board meetings. The Board Secretary, or designee, shall cause to be prepared minutes of all of the Board meetings, which minutes shall contain an account of

all official actions of the Board. The open public portions of the Board meetings shall be electronically recorded and retained for the period of time as provided by State law.

- 5.2. Regular Meetings.** The date, time and location of the regular meetings of the Board shall be established by Resolution of the Board.
- 5.3. Special Meetings.** Special Meetings may be called by the Chair or by any three members of the Board by written notice delivered to each member of the Board in the manner required by RCW 42.30.080.
- 5.4. Emergency Meetings.** Emergency meetings may be called by the Chair, in accordance with RCW 42.30.070.
- 5.5. Executive and Closed Sessions.** The Board may hold executive sessions pursuant to a purpose authorized under RCW 42.30.110 and may hold closed meetings pursuant to RCW 42.30.140. Attendance in executive sessions or closed meetings shall be limited to the Commissioners and such other staff members and consultants authorized by the Chair or a majority of the Commissioners. The public is restricted from attendance. Executive and closed sessions shall not be recorded.
- 5.6. Cancellation of Meetings.** Meetings may be canceled by the chair or by a majority vote of the Board and proper notice given by the Board Secretary.
- 5.7. Meeting Relocations.** Regular Meetings may be relocated if necessary to meet the needs of the Board. For regular meetings, temporary or permanent relocations shall be established by Board Resolution or through the use of the adjournment/continuation procedures set forth in RCW 42.30.090 and RCW 42.30.100.

SECTION - 6. ORDER OF BUSINESS/REGULAR BOARD MEETING AGENDA

- 6.1. Agenda Preparation.** All items to be included on the Board's agenda for consideration should be submitted to the Board Secretary or designee, in full by Noon two days preceding each regular Board meeting. The Board Secretary or designee shall then prepare a proposed agenda according to the order of business, for approval by the Chair, or Chair's designee. A final agenda will then be prepared by the Board Secretary, or designee and distributed to Commissioners as the official agenda for the meeting. The agenda shall be posted on the District website at least 24 hours in advance of the meeting but may be modified at any time. The agenda format of the Regular Board meeting shall be substantially as follows:
 - (a) Call to order.** The Chair shall call the meeting to order.
 - (b) Flag salute.** The Chair, Commissioners and, at times, invited guests will lead the flag salute.
 - (c) Roll call.** The Chair will call the roll. Commissioners may request to be excused from a meeting by requesting the same of the Chair in advance of the meeting.

- (d) **Agenda modifications.** Changes to the Board's published agenda may be requested and announced at this time.
- (e) **Announcements, Proclamations and Presentations.** A proclamation is defined as an official announcement made by the Chair or the Governance Board regarding a non-controversial event, activity or special interest group which has a major authority-wide impact.
- (f) **Public Comment.** Members of the audience may comment on items relating to any matter related to District business under the Public Comment period. Comments are limited to three (3) minutes per person, and a total of fifteen (15) minutes per topic pursuant to the rules established under Section 8 of these Rules. Citizens may also speak on individual agenda items on the printed agenda at the time they are considered by the Board when specifically invited to do so by the Chair.
- (g) **Union Comment.** Union Representatives may comment and inform the Board of issues of interest to the Unions.
- (h) **Chief's Report.** The Chief, or Chief's designee, shall provide a report informing the Board of the operations of the District.
- (i) **Consent Agenda.** Approval of the Consent Agenda, including items considered to be routine and non-controversial, may be approved by one motion. Items on the Consent Agenda include but are not limited to the following. Any Commissioner may remove any item from the Consent Agenda for separate discussion and action.
 - (i) Approval of minutes.
 - (ii) Fixing dates for public hearings and appeals.
 - (iii) Approval of claims and vouchers, bid awards and contracts.
 - (iv) Other items designated by the Governance Board.
- (j) **Old Business.** Unfinished business of a general nature.
- (k) **New Business.** Business that has not been previously before the Governance Board.
- (l) **Board Committee Reports/Meeting Report.** Board Committee Chairs report on action and activities of their respective Board Committees and other meetings attended.
- (m) **Good of the Order**
- (n) **Future Meetings.**
- (o) **Executive Sessions.** When executive sessions are required the Chair shall announce the time of the executive session and the purpose of the executive session

with specific reference to the statutory authority for the executive session. The Chair may, but is not required, to announce whether action is anticipated to follow the executive session. Executive sessions may be extended as necessary by announcing the time extensions.

(p) Adjournment.

- 6.2. Recess.** The foregoing agenda may be interrupted for a stated time as called by the Chair to recess for any reason.

SECTION - 7. CONDUCT AT MEETINGS/DEBATES/RULES OF PROCEDURE

- 7.1. Interruption.** No member of the Board, including the Chair, shall interrupt or argue with any other member while such member has the floor, other than the Chair's duty to preserve order during meetings.
- 7.2. Courtesy.** All speakers, including members of the Board, which includes the Chair, in the discussion, comments, or debate of any matter or issue shall address their remarks to the Chair, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any other member of the Board, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.
- 7.3. Challenge to Ruling.** - Any member of the Board, including the Chair, shall have the right to challenge any action or ruling of the Chair, or member, as the case may be, in which case the decision of the majority of the members of the Board present, including the Chair, shall govern.
- 7.4. Rules of Order.** These Rules establish the governing rules of order for the Board. In the event a situation arises in which these Rules do not adequately address or resolve a procedural issue, then, except where such rules conflict with these rules or state law, the rules of procedure for small boards established in the latest edition of *Roberts Rules Of Order, Newly Revised* shall control.
- (a) If a motion does not receive a second, it dies. Matters that do not constitute a motion include nominations, withdrawal of motion by the person making the motion, request for a roll call vote, and point of order or privilege; therefore a second is not needed for those matters.
 - (b) A motion that receives a tie vote is deemed to have failed.
 - (c) When making motions, Commissioners shall be clear and concise and not include arguments for the motion within the motion.
 - (d) After a motion has been made and seconded, the Commissioners may discuss their opinions on the issue prior to the vote.

- (e) If any Commissioner wishes to abstain, from a vote, that Commissioner shall advise the Governance Board, and shall remove and absent himself/herself from the deliberations and considerations of the motion, and shall have no further participation in the matter. Such advice shall be given prior to any discussion or participation on the subject matter or as soon thereafter as the Commissioner perceives a need to abstain, provided that, prior to the time that a Commissioner gives advice of an intent to abstain from an issue, the Commissioner may confer with the District Attorney to determine if the basis for the Commissioner's intended abstention is appropriate. If the intended abstention can be anticipated in advance, the conference with the District Attorney should occur prior to the meeting at which the subject matter would be coming before the Board.
- (f) A motion may be withdrawn by the maker of the motion at any time without the consent of the Board.
- (g) A motion to table is non-debatable and shall preclude all amendments or debates of the issue under consideration. A motion to table is to be used in instances where circumstances or situations arise which necessitate the interruption of the Board members' consideration of the matter then before them. A motion to table, if passed, shall cause the subject matter to be tabled until the interrupting circumstances or situations have been resolved, or until a time certain, if specified in the motion to table. To remove an item from the table in advance of the time certain requires a majority vote.
- (h) A motion to postpone to a certain time is debatable, is amendable and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special Governing Board meeting.
- (i) A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.
- (j) A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a majority vote; debate is reopened if the motion fails.
- (k) A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- (l) Motions that cannot be amended include: Motion to adjourn, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
- (m) Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (n) Debate of a motion only occurs after the motion has been moved and seconded.

- (o) When a question has been decided, any Board member who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be made until the next Regular Board meeting.
- (p) The District Attorney shall act as the Board's parliamentarian and shall decide all questions of interpretations of these rules which may arise at a Board meeting.
- (q) These rules may be amended, or new rules adopted, by a majority vote of the full Board.

SECTION - 8. PUBLIC COMMENTS

- 8.1.** Persons addressing the Board, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and address for the record, and limit their remarks to three (3) minutes. All remarks will be addressed to the Board as a whole. The Board Secretary shall serve as timekeeper. The Chair, or a majority of the Board, may make exceptions to the time restrictions of persons addressing the Board when warranted, in the discretion of the Chair or the Board.
- 8.2.** Any person making personal, impertinent or slanderous remarks while addressing the Board shall be barred from further audience participation by the Chair, unless permission to continue is granted by a majority vote of the Board.

SECTION - 9. PUBLIC HEARINGS AND APPEALS

- 9.1. Quasi Judicial Hearings.** Quasi-Judicial hearings require a decision be made by the Board using a certain process, which may include a record of evidence considered and specific findings made. The following procedure shall apply:
 - (a) The Fire Chief or designee will present the District's position and findings. Staff will be available to respond to Board questions.
 - (b) The proponent spokesperson shall speak first and be allowed (10) minutes unless extended by the Chair. The Board may ask questions.
 - (c) Each side shall then be allowed five (5) minutes, unless extended by the Chair, for rebuttal, with the proponent spokesperson speaking first, followed by the opponent spokesperson.
 - (d) The Board Secretary shall serve as timekeeper during these hearings.
 - (e) After each proponent and opponent spokesperson have used their speaking time, Board may ask further questions of the speakers, who shall be entitled to respond but limit their response to the question asked.
- 9.2. Public Hearings.** Public hearings where a general audience is in attendance to present arguments for or against a public issue:

- (a) The Fire Chief or designee shall present the issue to the Board and respond to questions.
- (b) A person may speak for three (3) minutes. The Chair may make exceptions to the time restrictions of persons speaking at a public hearing when warranted, in the discretion of the Chair.
- (c) The Board Secretary shall serve as timekeeper during these hearings.
- (d) After the speaker has used the speaker's allotted time, the Board may ask questions of the speaker and the speaker may respond, but may not engage in further debate.
- (e) The hearing will then be closed to public participation and open for discussion among Board members.

9.3. The Chair may exercise changes in the procedures at a particular meeting or hearing, but the decision to do so may be overruled by a majority vote of the Board.

SECTION - 10. BOARD MEETING STAFFING

- 10.1. Board Secretary.** The Board Secretary, or designee, shall attend all meetings of the Board unless excused by the Chair or the Chief and in such event, an acting Board Secretary shall be designated to attend the meeting by the Chair or the Chief.
- 10.2. Fire Chief.** The Fire Chief or designee shall attend all meetings of the Board unless excused.
- 10.3. District Attorney.** The District Attorney shall attend all meetings of the Board when requested by the Chief or the Chair and shall, upon request, give an opinion, either written or oral, on legal questions.

SECTION - 11. BOARD RELATIONS WITH STAFF

- 11.1. Mutual Respect.** There will be mutual respect from both District staff and Board members of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.
- 11.2. Roles.** District staff will acknowledge the Board as policy makers, and the Board members will acknowledge District staff as administering the Board's policies.
- 11.3. Communications.** All written informational material requested of District staff by any individual Board members shall be submitted to (or made available to) all Board members unless other reasons preclude such distribution, in which case the reasons shall be communicated to the Board members by the Chair or designee.
 - (a) Board members shall not attempt to coerce or influence District staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of District licenses or permits.

- (b) Board members shall not attempt to change or interfere with the operating rules and practices of the District.
- (c) No Board member shall direct the Chair to initiate any action or prepare any report that is significant in nature or initiate any project or study without the consent of a majority of the Board.
- (d) Individual requests for information can be made directly to the Fire Chief unless otherwise determined by the Chair. If the request would create a change in work assignments or District staffing levels, the request must be made through the Chair.

SECTION - 12. BOARD COMMITTEES/COMMUNITY LIAISONS

12.1. Standing Committees. Standing Committees of the Board of Commissioners shall each have two commissioners and are established as follows:

- (a) **Finance Committee.** Reviews and provides guidance regarding matters of finance, budget, contracts, human resources, labor issues, risk management, etc.
- (b) **Capital Facilities Committee.** Reviews and provides guidance regarding matters of real property, fire Stations, facilities, maintenance, vehicles, etc.
- (c) **Citizens Advisory Committee (CAC).** Provides for citizen participation in the planning process and critical issue review for the District. Commissioners shall lead the committee and work to involve citizens to review, validate, gather, and provide citizen input on any given topic requested by the Board.
 - (i) All Commissioners shall be members of the CAC.
 - (ii) Citizen members of the CAC shall be selected by the Commissioners.

12.2. Ad Hoc Committees. The Board may establish Ad Hoc Committees as necessary to address specific issues of interest to the Board and the District.

12.3. Committee Appointments. Committee Appointments shall be made by the Board Chair after seeking input from the Board members. Committee appointments shall generally be made at the first Board meeting in January but may be adjusted or changed at any time to meet the needs of the Board. Board Committees, except the CAC, shall not consist of a quorum of the Governing Board as defined in these rules.

12.4. Committee Authority. Board Committees are purely advisory in nature, shall not have any decision making authority, and are not authorized to “act on behalf of” the Governing Board as that term has been defined by the *Washington State Supreme Court in Citizens Alliance for Property Rights Legal Fund v. San Juan County*, 184 Wn.2d 428 (2015). Board Committees are not intended to meet the definition of a Public Agency under RCW 42.30.020(1) and such meetings shall not be required to comply with the Open Public Meetings Act

12.5. Community Participation.

- (a) Board members shall serve as community liaisons with other governmental entities and community organizations as identified by the Board.
- (b) All Commissioners are encouraged to local government and County meetings, service clubs, chambers of commerce, and other organizations. Attendance and participation of such activities should be coordinated. Individual Commissioners could be slated to attend.

SECTION - 13. BOARD REPRESENTATION

- 13.1.** If a Commissioner appears on behalf of the District before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Commissioner needs to state the majority position of the Governance Board if known, on such issue. Personal opinions and comments which differ from those of the Board majority may be expressed if the Commissioner clarifies that these statements do not represent the Board's position. Commissioners need to have other Commissioner's concurrence before representing another Commissioner's view or position with the media, another government agency or community organization.

SECTION - 14. CONFIDENTIALITY

- 14.1.** Commissioners should keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the District's position is not compromised. Confidentiality also includes information provided to Commissioners outside of Executive Sessions when the information is considered exempt from disclosure under exemptions set forth in the Revised Code of Washington.

SECTION - 15. BOARD COMPENSATION

- 15.1. Commissioner Compensation.** Commissioners shall receive compensation in the manner provided in RCW 52.14.010 implemented in accordance with the following rules. It is the function of the Board to approve the services that any member is authorized to perform for the District. Members of the Board shall be entitled to receive the full amount of compensation authorized by statute for the following activities:

- (a) Actual attendance at all regular and special meetings of the Board.
- (b) Attendance at Board designated committee meetings.
- (c) Attendance at regular Fire Commissioners Association meetings and at meetings of the Board of Directors of the Association if the Commissioner is a member of the Board.
- (d) Attendance at Washington Fire Commissioners Association meetings, conferences and seminars.

- (e) Attendance at Fire District related seminars and educational classes.
- (f) Attendance at Fire District open house functions.
- (g) Travel time when a separate day of travel is required because of the location and scheduling of the activity.
- (h) Attendance at other Fire District related activities approved by the Board.

15.2. Waiver of Commissioner Compensation. Any Commissioner may waive all or any portion of his or her compensation payable under this section, by a written waiver filed with the Board Secretary prior to the date on which the compensation would otherwise be earned. The waiver shall specify the time period or the specific activities for which the waiver is made.

15.3. Commissioner Expense Reimbursement., Commissioners shall, on approval by the Chair, receive reimbursement of reasonable expenses incurred in attending activities, meetings and events held outside of the District including the following:

- (a) Mileage reimbursement for use of personal automobiles at the District approved rate together with parking fees, ferry fees, etc.
- (b) Registration fees for conferences, seminars and educational classes related to governance of the District.
- (c) Actual expenses for overnight accommodations when required by the nature of the activity attended (receipts required) not to exceed per diem rates as posted on the General Services Administration (GSA) Federal Per Diem Rates website .
- (d) Actual Meal expense including gratuity (receipts required) when meals are not provided in the registration fee at an event attended not to exceed per diem rates as posted on the General Services Administration (GSA) Federal Per Diem Rates website.

SECTION - 16. ACCESS TO DISTRICT RECORDS

16.1. Each Commissioner shall have access to District records during regular business hours of the District; provided, that the review or examination of the records shall not interfere with the normal operation of the District staff. Commissioners shall not remove original District records from District buildings. The administration shall provide copies of records requested by Commissioners subject to the following limitations:

16.2. No copies of confidential records will be provided without prior approval of the Board.

16.3. Copies will be provided promptly, provided the copying shall not unduly interfere with normal operations of the administrative personnel.

- 16.4.** District records and information obtained from District records may not be used by Commissioners for non-District business nor disclosed to unauthorized persons.

SECTION - 17. PERSONAL LIABILITY PROTECTION

- 17.1. Insurance.** The Commissioners shall be included as named insureds on all applicable District insurance policies. In the event a Commissioner shall be individually named as a defendant in any litigation arising out of the performance by the Commissioner of District business and the District's insurance carrier shall deny coverage and refuse to provide defense to the action, the District shall provide the Commissioner with defense coverage and liability protection subject to the following conditions:

- (a) The cause of action must have arisen as a result of the action or non-action of the Commissioner while acting within the scope and authority of the office of Commissioner.
- (b) The cause of action must not have arisen as a result of intentionally negligent or criminal conduct of the Commissioner.

- 17.2. Liability Protection Procedure.** The following procedure shall be used to determine if the District shall provide the defense and liability coverage for a Commissioner.

- (a) The matter shall be referred to the District's attorney for investigation and review.
- (b) The District's attorney or designee shall fully investigate the facts and circumstances of the litigation and the actions of the defendant Commissioner.
- (c) The District's attorney shall report to the Board in writing the results of the investigation and research. A copy of the report shall be furnished to each Commissioner under the attorney-client communication privilege.
- (d) The Board shall make the final determination based on the report and investigation of the attorney.

SECTION - 18. ETHICS

- 18.1. Purpose.** The District and its Commissioners find that the proper operation of a fire protection district, as a taxpayer-supported public entity, requires that public officers, and particularly elected officials primarily responsible for the lawful management of the municipal corporation, be ethical, independent, impartial and responsible to the people, as fiduciaries. This policy is limited in scope; it only applies to the Commissioners of this District.

- 18.2. Policy.** The policy of the District is that this Ethics Policy shall be strictly adhered to, and that it shall be interpreted liberally so as to accomplish its purpose. The goal of the District is to establish and maintain the highest ethical standards for its leaders, so that they may establish an example for all District employees to emulate. The expectations of the Board and the District shall be that the prohibitions contained herein will always be honored and

that the recommendations contained herein will be aspired to, and achieved whenever feasible.

18.3. Definitions. The following terms or words shall have the following meanings, throughout this ethics policy:

- (a) **Major Infraction:** A major infraction means and includes misfeasance, malfeasance, violation of the oath of office, violation of the Washington State or U.S. Constitution or a state statute or any other offense listed herein that involves honesty or integrity.
- (b) **Minor Infraction:** A minor infraction means any ethics code violation not deemed to be major.
- (c) **Misfeasance:** Misfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, misfeasance means the performance of a duty in an improper manner or with the appearance of impropriety.
- (d) **Malfeasance:** Malfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, malfeasance means the commission of an unlawful act.
- (e) **Violation of oath of office:** This term is also defined by statute and means the neglect or willful failure of an elected public official to perform faithfully the duties imposed by law. Violation of a statute, particularly one that prescribes a duty for a Commissioner, would be an example of a violation of the oath of office.

18.4. Prohibited Conduct- A Commissioner Shall Not:

- (a) Have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature that is in conflict with the proper discharge of the Commissioner's duties.
- (b) Be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through, or under the supervision of the Commissioner, in whole or in part, and shall not accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in any such contract, sale, lease, purchase, or grant, except as set forth below.
- (c) Use his or her position to secure special privileges or exemptions for himself, herself, or others.
- (d) Give or receive or agree to receive any compensation, gift, reward, or gratuity from a source other than the District, for a matter connected with or related to the Commissioner's services unless provided for by law.

- (e) Receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the Commissioner, or be considered as part of a reward for action or inaction.
- (f) Accept employment or engage in business or professional activity that the Commissioner might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
- (g) Neither disclose confidential information gained by reason of the Commissioner's position, nor may the Commissioner otherwise use such information for his or her personal gain or benefit.
- (h) Except in the course of official duties or incident to official duties, assist any person, directly or indirectly, in a transaction involving the District, where such Commissioner's assistance is, or to a reasonable person would appear to be, enhanced or affected by the Commissioner's position.
- (i) Employ or use any District employee or other person, District funds or money, or District property under the Commissioner's official control or direction, or in his or her official custody, for the private benefit or gain of the Commissioner, an employee of the District, or another person, except as allowed by law. This section does not prohibit use of public resources to benefit citizens or others when such is part of District functions or official duties, or otherwise allowed by law.
- (j) Use the facilities, personnel or resources of the District to assist or oppose a campaign for election or for the promotion or opposition to a ballot proposition, except pursuant to one of the recognized exceptions to RCW 42.17A.555.
- (k) Participate, by voting or otherwise, in any issue that comes before the Board, when the Commissioner has any direct or indirect personal or financial stake in the outcome of the matter.
- (l) Campaign for, or accept appointment or election to, any public office that would be incompatible with the office of Commissioner, if concurrently serving as a Commissioner.

18.5. Recommended Conduct - At All times a Commissioner should:

- (a) Respect and comply with the law.
- (b) Act at all times in a manner that promotes public confidence in the office of Commissioner.
- (c) Participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards.

- (d) Exhibit unquestionable integrity and have an uprightness of character and soundness of moral principle.
- (e) Show respect for others through temperance, fairness and civility in the execution of their duties and conduct of their personal life.
- (f) Have the courage to do what is right and stand up for those without power or authority.
- (g) Have compassion that is inherent to understanding another's problems while controlling and understanding personal feelings.
- (h) Conduct political campaigns in an honest and forthright manner, without attacking others in a negative way.
- (i) Lead by example.
- (j) Never forget that public office requires public trust and confidence.

18.6. Exceptions.

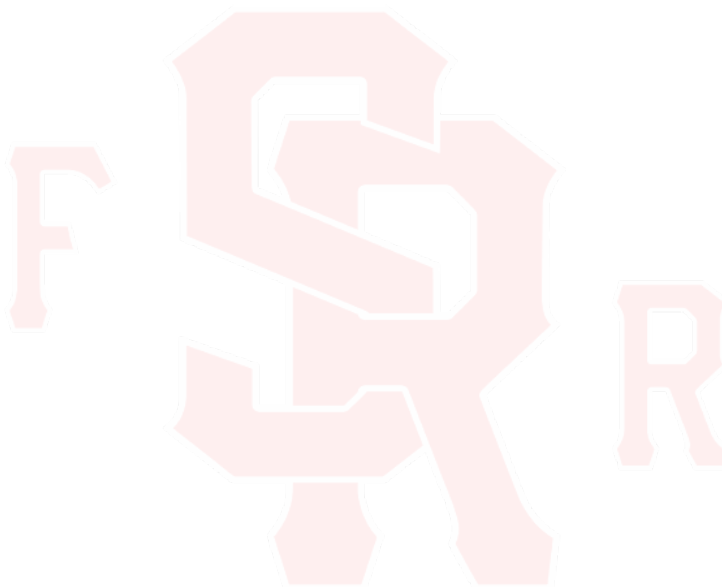
- (a) A Commissioner is allowed by state statute to be financially involved in a contract with the District, so long as payment to the Commissioner or his/her business does not exceed \$1,500.00 in any calendar month, provided that such Commissioner shall not vote on any such contract in which he/she is beneficially interested. Moreover, such interest shall be disclosed to the Board and noted in the minutes before formation of the contract.
- (b) A Commissioner may accept a gift in the form of food or beverage on infrequent occasions in the ordinary course of performance of duties, but no such gift shall exceed a value of fifty dollars (\$50.00).
- (c) A Commissioner is not deemed to have an interest in a contract, as those terms are used herein, if the Commissioner has only a remote interest in the contract, so long as disclosure is made. A remote interest means, for example, the interest of a nonsalaried officer of a nonprofit corporation, the interest of an employee of a contracting party, where the compensation of that employee (Commissioner) consists entirely of fixed wages or salary, the interest of only a landlord or tenant of the contracting party, or the interest of a less than 1% shareholder of a contracting corporation or cooperative; provided that this exception does not apply to a Commissioner who attempts to influence, or does influence other District officers with respect to entering into the contract.

18.7. Complaints. All complaints or requests for investigation of an alleged violation of this policy shall be in writing and signed by the complainant.



OLD BUSINESS

ACTION



Budget Amendment #1

GENERAL FUND:				
BEGINNING FUND BALANCE CHANGE:	reasons	actual balance	original budgeted	\$ change
Beginning Cash cash & Investments		\$ 39,946,541	\$ 33,132,919	\$ 6,813,622
REVENUE ITEMS:				
	reasons	new revenue amt.	original budgeted	\$ change
Federal Direct Grants	COVID supplies	\$ 80,000	\$ -	\$ 80,000
Total Revenue Increases (Decreases)				\$ - \$ 80,000
EXPENDITURE CHANGES:				
EXPENDITURE ITEMS:	reasons	new expenditure amt.	original budgeted	\$ change
ADDITIONAL UNBUDGETED REQUESTS				
Health and Safety				
Supplies	COVID-19 supplies	\$ 82,000	\$ 2,000	\$ 80,000
EARMARKS/ ENCUMBRANCES				
Suppression				
Small tools & equipment	ladders & lines - Encumbrances	\$ 225,000	\$ 205,000	\$ 20,000
Facilities/ Logistics				
repair & maintenance- logistics bldg. flooring from Bequest	unspent bequest finds	\$ 473,349	\$ 469,000	\$ 4,349
Non- Departmental - Inter-fund Transfers to Apparatus Fund for EMS				
Medicaid Transformation Demonstration Funds - 2021 encumbrance	see 4th qtr. Report p. 18 & p. 37	\$ 343,090	\$ -	\$ 343,090
Medicaid Transformation Demonstration Funds - additional funds	see 4th qtr. Report p. 18 & p. 38	\$ 40,785	\$ -	\$ 40,785
One-time merger costs	unspent merger costs	\$ 399,487	\$ -	\$ 399,487
Special Operations				
Rescue Swimmer Supplies	late invoice	\$ 11,657	\$ 10,000	\$ 1,657
Small tools & Equipment	late invoice	\$ 14,228	\$ 10,000	\$ 4,228
2020- 2021 BACK- PAY New BC Contract				
Suppression				
Wages	BC contract approved 12/21	\$ 17,930,193	\$ 17,727,000	\$ 203,193
Retirement	BC contract approved 12/21	\$ 1,199,769	\$ 1,189,000	\$ 10,769
Medicare	BC contract approved 12/21	\$ 326,946	\$ 324,000	\$ 2,946
Deferred Comp	BC contract approved 12/21	\$ 993,772	\$ 957,000	\$ 36,772
TEAMSTERS BACK-PAY 2020-2021				
Administration				
Wages	Teamsters Contract approved in 2022	\$ 1,359,853	\$ 1,335,300	\$ 24,553
Retirement	Teamsters Contract approved in 2022	\$ 105,769	\$ 102,700	\$ 3,069
Medicare	Teamsters Contract approved in 2022	\$ 22,356	\$ 22,000	\$ 356
Deferred Comp	Teamsters Contract approved in 2022	\$ 4,577	\$ 4,500	\$ 77
Finance & HR				
Wages	Teamsters Contract approved in 2022	\$ 1,070,345	\$ 1,057,000	\$ 13,345
Retirement	Teamsters Contract approved in 2022	\$ 123,768	\$ 122,100	\$ 1,668
Medicare	Teamsters Contract approved in 2022	\$ 18,194	\$ 18,000	\$ 194
Deferred Comp	Teamsters Contract approved in 2022	\$ 27,244	\$ 27,000	\$ 244
Fire and Life Safety (CRR)				
Wages	Teamsters Contract approved in 2022	\$ 632,708	\$ 631,000	\$ 1,708
Retirement	Teamsters Contract approved in 2022	\$ 60,214	\$ 60,000	\$ 214
Medicare	Teamsters Contract approved in 2022	\$ 12,725	\$ 12,700	\$ 25
Deferred Comp	Teamsters Contract approved in 2022	\$ 16,932	\$ 16,900	\$ 32
Training				
Wages	Teamsters Contract approved in 2022	\$ 801,538	\$ 797,000	\$ 4,538
Retirement	Teamsters Contract approved in 2022	\$ 56,567	\$ 56,000	\$ 567
Medicare	Teamsters Contract approved in 2022	\$ 14,566	\$ 14,500	\$ 66
Deferred Comp	Teamsters Contract approved in 2022	\$ 30,175	\$ 30,100	\$ 75
Logistics/ Facilities				
Wages	Teamsters Contract approved in 2022	\$ 347,073	\$ 320,100	\$ 26,973
Retirement	Teamsters Contract approved in 2022	\$ 37,672	\$ 34,300	\$ 3,372
Medicare	Teamsters Contract approved in 2022	\$ 5,391	\$ 5,000	\$ 391
Deferred Comp	Teamsters Contract approved in 2022	\$ 6,290	\$ 5,800	\$ 490
Strategic Planning and Public Affairs				
Wages	Teamsters Contract approved in 2022	\$ 521,500	\$ 506,300	\$ 15,200
Retirement	Teamsters Contract approved in 2022	\$ 51,100	\$ 49,200	\$ 1,900
Medicare	Teamsters Contract approved in 2022	\$ 8,920	\$ 8,700	\$ 220
Deferred Comp	Teamsters Contract approved in 2022	\$ 6,600	\$ 6,400	\$ 200
NEW TEAMSTERS CONTRACT				
Administration				
Wages	New Teamsters Contract	\$ 1,359,716	\$ 1,335,300	\$ 24,416
Retirement	New Teamsters Contract	\$ 105,159	\$ 102,700	\$ 2,459

Medicare	New Teamsters Contract	\$	22,280	\$	22,000	\$	280
Deferred Comp	New Teamsters Contract	\$	8,259	\$	4,500	\$	3,759
					\$		-
Finance & HR					\$		-
Wages	New Teamsters Contract	\$	1,068,516	\$	1,057,000	\$	11,516
Retirement	New Teamsters Contract	\$	123,485	\$	122,100	\$	1,385
Medicare	New Teamsters Contract	\$	18,169	\$	18,000	\$	169
Deferred Comp	New Teamsters Contract	\$	27,218	\$	27,000	\$	218
					\$		-
					\$		-
Fire and Life Safety (CRR)							
Wages	New Teamsters Contract	\$	658,396	\$	631,000	\$	27,396
Retirement	New Teamsters Contract	\$	61,960	\$	60,000	\$	1,960
Medicare	New Teamsters Contract	\$	13,189	\$	12,700	\$	489
Deferred Comp	New Teamsters Contract	\$	17,741	\$	16,900	\$	841
Training							
Wages	New Teamsters Contract	\$	847,429	\$	797,000	\$	50,429
Retirement	New Teamsters Contract	\$	58,980	\$	56,000	\$	2,980
Medicare	New Teamsters Contract	\$	14,989	\$	14,500	\$	489
Deferred Comp	New Teamsters Contract	\$	30,941	\$	30,100	\$	841
Logistics/ Facilities							
Wages	New Teamsters Contract	\$	347,063	\$	320,100	\$	26,963
Retirement	New Teamsters Contract	\$	37,077	\$	34,300	\$	2,777
Medicare	New Teamsters Contract	\$	5,245	\$	5,000	\$	245
Deferred Comp	New Teamsters Contract	\$	6,271	\$	5,800	\$	471
Strategic Planning and Public Affairs							
Wages	New Teamsters Contract	\$	518,918	\$	506,300	\$	12,618
Retirement	New Teamsters Contract	\$	50,494	\$	49,200	\$	1,294
Medicare	New Teamsters Contract	\$	8,859	\$	8,700	\$	159
Deferred Comp	New Teamsters Contract	\$	6,645	\$	6,400	\$	245
BUDGET REINFUSION (RESTORATION OF PRIOR YEAR BUDGET CUTS)							
Legislative							
Travel	Training, workshop, event space accommo	\$	30,200	\$	19,200	\$	11,000
Administration							
Overtime	Overtime	\$	3,000		1,050	\$	1,950
Supplies	Supplies	\$	26,000		24,925	\$	1,075
Professional Services	Messaging, org health/culture, mail courier	\$	95,365		90,840	\$	4,525
Other Misc.	Annual Banquet	\$	20,805		10,000	\$	10,805
Finance & HR							
Overtime	Overtime	\$	7,500		1,400	\$	6,100
Other Misc.	Background checks / CPS Testing, etc	\$	17,108		11,608	\$	5,500
Suppression							
Overtime	Meetings, Committees, Backfill	\$	3,298,768		2,819,710	\$	479,058
Uniforms	honor Guard Uniforms	\$	180,550		177,550	\$	3,000
Repair & Maintenance- Bunker Gear	Bunker Gear repair & maintenance	\$	56,000		32,000	\$	24,000
Fire and Life Safety (CRR)							
Small tools & Equipment	vehicle retrofit, computer/monitor, iPad ta	\$	25,700		9,800	\$	15,900
Professional Services	ILA Fire investigation services	\$	17,500		15,000	\$	2,500
Travel	WASAFM Fire Prevention	\$	7,000		4,500	\$	2,500
Training							
Miscellaneous Supplies	Props/Supplies	\$	56,351		52,226	\$	4,125
Small Tools & Equipment	SCBAs/Equipment	\$	115,552		85,552	\$	30,000
Professional Services	ODA/Nozzle forward	\$	6,500		1,500	\$	5,000
Travel Expenses	Rosencrance, CISM, WFC, Engine/DO Comr	\$	85,565		22,000	\$	63,565
Chaplains Training	Chaplains training	\$	2,000		1,000	\$	1,000
Testing/Training Facility Rental	Culture, event space, accommodation	\$	65,900		49,900	\$	16,000
Registration	Training registration	\$	244,600		215,600	\$	29,000
Training Harborview	PM Training	\$	40,500		30,000	\$	10,500
Logistics (Facilities)							
Training Registration	Training: Chain saw repair/small engine/pl	\$	10,500	\$	8,000	\$	2,500
EMS							
Overtime (PM OT)	Overtime: Run review, division mtg, commi		927,298		894,630	\$	32,668
Travel	Eagles, ESO Wave, ALS/PALS, MSO/DC Trair		8,800		-	\$	8,800
Repair & Maintenance	Repair/Maint		365,500		364,000	\$	1,500
Other Miscellaneous	EMS Misc: Run review		4,000		2,000	\$	2,000
Training Registration	Training/Reg: Eagles, ESO Wave, ALS/PALS,		20,300		14,000	\$	6,300
Health & Safety							
Operating Supplies	Operating Supplies		4,000		2,000	\$	2,000
Small Tools & Eqpt.	Small tools & Eqpt.		6,905		3,605	\$	3,300

Annual & Hazmat Physicals	Screening/Testing/Physical		24,425	21,425	\$	3,000	
Professional Consultant	CPSE/Accreditation/Peer Support/NASP Ce		9,140	8,740	\$	400	
Travel	CPSE/Accreditation/Peer Support/NASP Ce		91,625	76,625	\$	15,000	
Repair & Maintenance	Repair/Maintenance: Respirator fit testing,		6,000	3,000	\$	3,000	
Software Subscription/License	Software subscription: Lexipol		88,956	86,900	\$	2,056	
Training Registration	Training/Registration: CPSE/Accreditation/I		31,825	19,700	\$	12,125	
Special Operations							
Supplies	Rescue Swimmer equipment	\$	17,500	10,000	\$	7,500	
Equipment	Rescue Swimmer supplies	\$	30,000	10,000	\$	20,000	
Total Expenditure Increases (Decreases)						\$	2,270,404
Net increase (decrease) in fund balance						\$	4,623,218

RETIREMENT RESERVE FUND:				
BEGINNING FUND BALANCE CHANGE:	reasons	actual balance	original budgeted	\$ change
Beginning Cash Balance - County cash & Investments		\$ 3,952,538	\$ 3,719,994	\$ 232,544
EXPENDITURE ITEMS:	reasons	new expenditure amt.	original budgeted	\$ change
				\$ -
Total Expenditure Increases (Decreases)				\$ -
Net increase (decrease) in fund balance				\$ 232,544

PFMLA FUND:				
BEGINNING FUND BALANCE CHANGE:	reasons	actual balance	original budgeted	\$ change
Beginning Cash Balance - County cash & Investments		\$ 90	\$ 39,387	\$ (39,297)
Net increase (decrease) in fund balance				\$ (39,297)

CONSTRUCTION FUND:				
BEGINNING FUND BALANCE CHANGE:	reasons	actual balance	original budgeted	\$ change
Beginning Cash Balance - County cash & Investments		\$ 7,510,180	\$ 7,184,882	\$ 325,298
EXPENDITURE ITEMS:	reasons	new expenditure amt.	original budgeted	\$ change
2021 ENCUMBRANCES:				
Facilities/ Logistics				
Station 31 HVAC		\$ 39,233	\$ 24,383	\$ 14,850
Station 32 parking lot, curbing & flooring		\$ 286,197	\$ 233,754	\$ 52,443
Station 81		\$ 137,901	\$ 3,162	\$ 134,739
Station 82 parking lot		\$ 337,940	\$ 256,841	\$ 81,099
Station 83 parking lot		\$ 933,652	\$ 901,288	\$ 32,364
Total Expenditure Increases (Decreases)				\$ 315,495
Net increase (decrease) in fund balance				\$ 9,803

EQUIPMENT FUND:				
BEGINNING FUND BALANCE CHANGE:	reasons	actual balance	original budgeted	\$ change
Beginning Cash Balance - County cash & Investments		\$ 1,464,832	\$ 879,279	\$ 585,553
EXPENDITURE ITEMS:	reasons	new expenditure amt.	original budgeted	\$ change
NEW SPENDING:				
Suppression:				
Thermal Imaging Cameras	old ones no longer supported	\$ 50,000	\$ -	\$ 50,000
Total Expenditure Increases (Decreases)				\$ 50,000
Net increase (decrease) in fund balance				\$ 535,553

BOND FUNDS:				
BEGINNING FUND BALANCE CHANGE:	reasons	actual balance	original budgeted	\$ change
Beginning Cash Balance - County cash & Investments		\$ 42,169	\$ 46,296	\$ (4,127)
Net increase (decrease) in fund balance				\$ (4,127)

EMERGENCY RESERVE FUND:				
BEGINNING FUND BALANCE CHANGE:	reasons	actual balance	original budgeted	\$ change
Beginning Cash Balance - County cash & Investments		\$ 7,809,766	\$ 7,792,810	\$ 16,956
Net increase (decrease) in fund balance				\$ 16,956

APPARATUS FUND:				
BEGINNING FUND BALANCE CHANGE:	reasons	actual balance	original budgeted	\$ change
Beginning Cash Balance - County cash & Investments		\$ 6,358,343	\$ 5,374,748	\$ 983,595
REVENUE ITEMS:	reasons	new revenue amt.	original budgeted	\$ change
Inter-fund Transfers In (from General Fund) - EMS Earmarks	See Earmarks above	\$ 2,418,275	\$ 2,034,400	\$ 383,875
				\$ -
Total Revenue Increases (Decreases)				\$ 383,875
EXPENDITURE ITEMS:	reasons	new expenditure amt.	original budgeted	\$ change
Suppression:				
Apparatus Capital Outlay - new engines	2021 encumbrance	\$ 2,940,386	\$ 1,550,849	\$ 1,389,537
Apparatus Capital Outlay - new engines- change orders /contract costs/tax	added costs for engines	\$ 518,000	\$ -	\$ 518,000
EMS				\$ -
Capital Outlay New Ambulances- Earmarked & additional spending	See Earmarks above	\$ 450,000	\$ -	\$ 450,000
BUDGET REINFUSION (RESTORATION OF PRIOR YEAR BUDGET CUTS)				
Administration				\$ -
Capital Outlay- Apparatus	Command Vehicles -est. increased cost)	\$ 103,446	\$ 66,554	\$ 36,892
Suppression				\$ -
Capital Outlay- Apparatus	Command Vehicles -est. increased cost)	\$ 1,571,855	\$ 1,550,849	\$ 21,006
Training				
Capital Outlay- Apparatus	Training Vehicle & Shuttle Van	\$ 151,000	\$ -	\$ 151,000
Total Expenditure Increases (Decreases)				\$ 2,566,435
Net increase (decrease) in fund balance				\$ (1,198,965)

SHOP FUNDS:				
BEGINNING FUND BALANCE CHANGE:	reasons	actual balance	original budgeted	\$ change
Beginning Cash Balance - County cash & Investments		\$ 1,264,943	\$ 995,885	\$ 269,058
EXPENDITURE ITEMS:	reasons	new expenditure amt.	original budgeted	\$ change
				\$ -
Net increase (decrease) in fund balance				\$ 269,058

DATE: 4/28/2022

Motion to approve budget amendment #1 as presented above :

Troy Elmore, Chairman_____
Rick Edwards_____
Randy Fay_____
Paul Gagnon_____
Jeff Schaub_____
Jim Steinruck_____
Roy Waugh_____
attest to: Secretary to the Board



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

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

Initiative Name:	Resolution 2022-01 Surplus List		
Executive member responsible for guiding the initiative:	DC Ron Rasmussen		
Type of Action:	<input type="checkbox"/> Motion	<input checked="" type="checkbox"/> Resolution	
Initiative Description:	<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 		
	<p>From time to time the District gathers surplus vehicles and equipment that are no longer able to be utilized by the district. The district may, pursuant to RCW 39.33.010 sell transfer, exchange or otherwise dispose of any property. The district intends to surplus the property listed in Appendix A of Resolution 2022-01</p> <p>The goal is to follow State law and established district policies and to be prudent with taxpayer dollars.</p>		
Financial Impact:	<p>Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Revenue: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$</p> <p>Initial amount: \$ TBD</p> <p>Long-term annual amounts(s): \$ None</p> <p>Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ N/A</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ N/A</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	<p>Risk if approved: N/A</p> <p>Risk if not approved: N/A</p>		

Legal Review:	
<input checked="" type="checkbox"/> Initiative conforms with District policy/procedure number (attach): Policy 55: Disposal of Surplus Property <input type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <input checked="" type="checkbox"/> N/A	
Presented to, and Approved by, Senior Staff	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Commissioner Sub-Committee Approval	
Initiative presented to commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>	
For Fire Chief Approval:	
<input type="checkbox"/> RAB document complete <input type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Secretary (Mindy Leber) <i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution</i> <i>Fire Chief will coordinate with Senior Staff for RAB introduction</i>	
RAB Executive: Confirmed email sent to Board by Fire Chief	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Board of Fire Commissioners	
RAB initiatives go through the following process: <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Senior Staff member assigned to develop the initiative 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.



SNOHOMISH REGIONAL FIRE AND RESCUE

RESOLUTION #2022- 01

A RESOLUTION TO SURPLUS VEHICLES AND EQUIPMENT

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

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

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

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH REGIONAL FIRE AND RESCUE THIS 28 DAY OF April 2022.

Rick Edwards, Commissioner

Troy Elmore, Commissioner

Randy Fay, Commissioner

Paul Gagnon, Commissioner

Jeff Schaub, Commissioner

Jim Steinruck, Commissioner

Roy Waugh, Commissioner

ATTEST:

District Secretary



SNOHOMISH REGIONAL FIRE & RESCUE

EXHIBIT "A" VEHICLES & EQUIPMENT

Item	Quantity	Serial number/VIN	Inventory Number	License Number
2001 American LaFrance	1	4Z3AAACGX1RH91481	N/A	N/A
1992 Safety Trailer	1	1SSTT1NT8N11SS058	NA	23549C
Ladder 35ft	1	N/A	NHTS 20540	N/A
Ladder 35ft	1	N/A	NHTS 20549	N/A
Ladder 45ft	1	N/A	NHTS 20538	N/A
Blitz fire monitor	1	X153622	N/A	N/A
Rescue 42 shark	2	N/A	N/A	N/A
Ladder butt guard	4	N/A	N/A	N/A
Ace bench Grinder	1	N/A	LS-31D08-101497	N/A
Fuel Cans	7	N/A	N/A	N/A
Ready Heater	1	N/A	D7-05247	N/A
Ready Heater	1	N/A	D7-01734	N/A
Ready Heater	1	N/A	D7-05237	N/A
Darley Portable Pump	1	57149	N/A	N/A
Smart Board w/ Printer	1	N/A	N/A	N/A
Bunker Rack/ Rolling	1	N/A	N/A	N/A
17-19 chevy 2500 bumper	2	N/A	N/A	N/A
IMS board sets	9	N/A	N/A	N/A
Bunn Coffee maker	1	CWTF601579	N/A	N/A
Bunn Coffee maker	1	VPR0574507	N/A	N/A
Bunn Coffee maker	1	HP00029190	N/A	N/A
Small Chipper	1	N/A	D7-01838	N/A
2.5" nozzles	4	N/A	N/A	N/A
1 3/4" Nozzles	5	N/A	N/A	N/A
Blackhawk porta power	1	N/A	D7-01958	N/A
2004 Ford Expedition	1	1FMPU16LX4LB38655	N/A	62548C
Blackhawk porta power	1	FK27873	51526	N/A
SCOTT 4.5 SCBA	1	N/A	23	N/A
SCOTT 4.5 SCBA	1	N/A	105	N/A
SCOTT 4.5 SCBA	1	N/A	1115	N/A
SCOTT 4.5 SCBA	1	N/A	1001	N/A



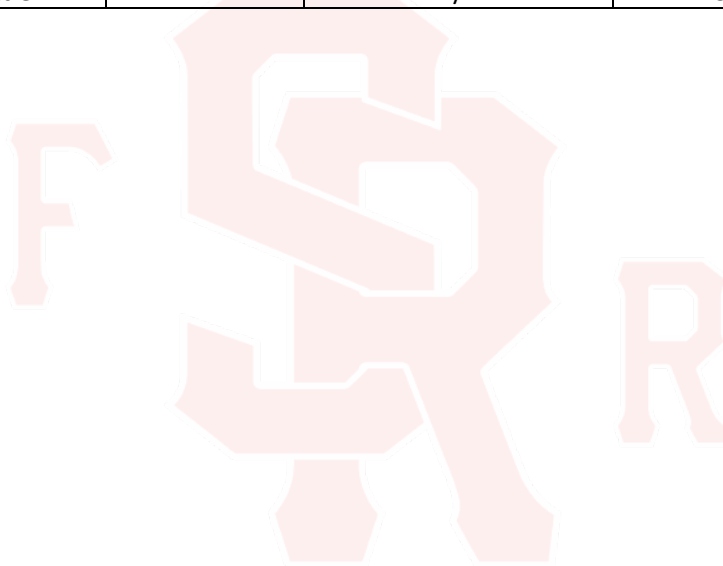
SNOHOMISH REGIONAL FIRE & RESCUE

SCOTT 4.5 SCBA	1	N/A	P-030	N/A
SCOTT 4.5 SCBA	1	N/A	1100	N/A
SCOTT 4.5 SCBA	1	N/A	1128	N/A
SCOTT 4.5 SCBA	1	N/A	1112	N/A
SCOTT 4.5 SCBA	1	N/A	1102	N/A
SCOTT 4.5 SCBA	1	N/A	40X	N/A
SCOTT 4.5 SCBA	1	N/A	1116	N/A
SCOTT 4.5 SCBA	1	N/A	1137	N/A
SCOTT 4.5 SCBA	1	N/A	1121	N/A
SCOTT 4.5 SCBA	1	N/A	P-025	N/A
SCOTT 4.5 SCBA	1	N/A	UNKNOWN	N/A
SCOTT 4.5 SCBA	1	N/A	113X	N/A
SCOTT 4.5 SCBA	1	N/A	81	N/A
SCOTT 4.5 SCBA	1	N/A	82	N/A
SCOTT 4.5 SCBA	1	N/A	83	N/A
SCOTT 4.5 SCBA	1	N/A	P-016	N/A
SCOTT 4.5 SCBA	1	N/A	11XX	N/A
SCOTT 4.5 SCBA	1	N/A	P-OXX	N/A
SCOTT 4.5 SCBA	1	N/A	305	N/A
SCOTT 4.5 SCBA	1	N/A	1134	N/A
SCOTT 4.5 SCBA	1	N/A	1110	N/A
SCOTT 4.5 SCBA	1	N/A	1149	N/A
SCOTT 4.5 SCBA	1	N/A	1125	N/A
SCOTT 4.5 SCBA	1	N/A	1111	N/A
SCOTT 4.5 SCBA	1	N/A	P-029	N/A
SCOTT 4.5 SCBA	1	N/A	UNKNOWN	N/A
SCOTT 4.5 SCBA	1	N/A	18-Mar	N/A
SCOTT 4.5 SCBA	1	N/A	112X	N/A
SCOTT 4.5 SCBA	1	N/A	80	N/A
SCOTT 4.5 SCBA	1	N/A	503	N/A
SCOTT 4.5 SCBA	1	N/A	1129	N/A
SCOTT 4.5 SCBA	1	N/A	1132	N/A
SCOTT 4.5 SCBA	1	N/A	1108	N/A
SCOTT 4.5 SCBA	1	N/A	1120	N/A
SCOTT 4.5 SCBA	1	N/A	1117	N/A
SCOTT 4.5 SCBA	1	N/A	1138	N/A
Scott 4.5 Bottle	1	N/A	100796	N/A
Scott 4.5 Bottle	1	N/A	82725	N/A
Scott 4.5 Bottle	1	N/A	85427	N/A



SNOHOMISH REGIONAL FIRE & RESCUE

Scott 4.5 Bottle	1	N/A	324469	N/A
Scott 4.5 Bottle	1	N/A	82699	N/A
Scott 4.5 Bottle	1	N/A	324057	N/A
Scott 4.5 Bottle	1	N/A	132	N/A
Scott 4.5 Bottle	1	N/A	PFA-265	N/A
Scott 4.5 Bottle	1	N/A	145823	N/A
Scott 4.5 Bottle	1	N/A	839	N/A
Scott 4.5 Bottle	1	N/A	1022	N/A
Scott 4.5 Bottle	1	N/A	1045	N/A
Scott 4.5 Bottle	1	N/A	1068	N/A
Scott 4.5 Bottle	1	N/A	324058	N/A
Scott 4.5 Bottle	1	N/A	82164	N/A
Scott 4.5 Bottle	1	N/A	324478	N/A





April 20, 2022

To: The Board of Fire Commissioners
 From: Chief O'Brien
 Re: Vaccine Mandate Accommodation Review

Dear Commissioners,

On August 9, 2021, Governor Jay Inslee issued Proclamation 21-14 requiring state employees and health care and long-term care providers to be fully vaccinated after October 18, 2021. SRFR is complying with the Governor's Proclamation. As an ongoing analysis, staff are engaged in an evaluation of the district's ability to modify accommodations provided to employees with a disability or sincerely held religious beliefs that prevent them from receiving the COVID-19 vaccination. Criteria under review includes the following:

- The lawful and regulatory requirements contained in Governor Jay Inslee's August 9, 2021, Proclamation 21-14 requiring state employees and health care and long-term care providers to be fully vaccinated after October 18, 2021
- The Vaccine Mandate Accommodation MOU with Local 2781
- Recommendations from the CDC, Snohomish Health District, and MPD Dr. Eric Cooper
- Legal review
- Operational impacts
- Health and safety impacts
- Logistical impacts
- Risk management impacts
- Community impacts
- Internal culture impacts
- Financial impacts
- Insurance coverage
- Review of other agencies' accommodation policies
- Analysis of possible accommodation change

The district's mission is to save lives, protect property, safeguard the environment, and take care of people.

After the review and analysis of the factors mentioned above, and within the authority of the 2021-10-14 IAFF and District approved Memorandum of Understanding, staff and I make the following recommendation:

- The district will reevaluate what accommodations it can grant to individuals with a disability or sincerely held religious beliefs that prevent them from receiving the COVID-19 vaccination, so that those employees may be able to return to operational duty as health care



providers with safety precautions for employees with an approved exemption in compliance with Proclamation 21-14.

- Based on the situation of the virus, safety precautions may include daily testing, masking, self-assessments, symptom monitoring, and social distancing.

It is important to note that key factors in the analysis include the current COVID-19 situation in the SRFR service area, legal review, risk management impacts, and health and safety impacts.

We have consulted with IAFF Local 2781 leadership and they support this recommendation.

Currently SRFR has 13 employees who have an authorized exemption. We will continue to evaluate all employees' accommodation status on an individual basis and if appropriate, offer employees an option to return to duty.

Please let me know if you have any questions or concerns.

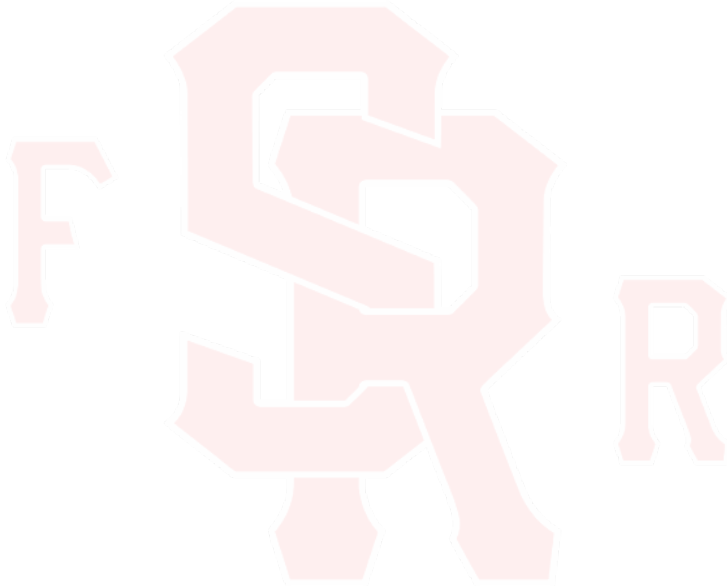
Respectfully,

Kevin O'Brien, Fire Chief



NEW BUSINESS

DISCUSSION





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

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

Initiative Name:	Electronic and Authorized Signature Policy		
Executive member responsible for guiding the initiative:	Business Administrator Schoof / AC Guptill		
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<p>The adoption of an electronic signature policy will promote efficiency, conserve public resources and provide reasonable assurance of the integrity and authenticity of electronic documents when electronic signatures are used by the District.</p> <p>Some examples of how this program will benefit our district are:</p> <ul style="list-style-type: none"> • Faster document signature turnaround time for Commissioners, Chairman, Union, Chiefs, and Human Resources. <ul style="list-style-type: none"> ○ Currently members must print out documents and pass around for physical signatures often leading to misplaced/lost documents and extended turnaround times. • Employer signature of employee third-party benefit forms • Efficiency in signing various contracts and agreements with outside agencies • Signing records requests <p>As a larger agency, this program would improve efficiency and reduce document turnaround time.</p>		
Initiative Description:	<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 		
Financial Impact:	Expense: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): ≈ \$ 3,900 Initial amount: ≈ \$ 3,900 Long-term annual amounts(s): ≈ \$ 4,000 Currently Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$ Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		

Risk Assessment:	<p>Risk if approved: The District should adopt a policy to manage the electronic and authorized signature policy to ensure a low risk for fraud.</p> <p>Risk if not approved: Efficiency will continue to be affected, as well as turnaround time for producing timely responses to requests for documents.</p>
Legal Review:	<p><input type="checkbox"/> Initiative conforms with District policy/procedure number (attach):</p> <p><input checked="" type="checkbox"/> Initiatives that require legal review (contracts, other initiatives):</p> <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <p><input type="checkbox"/> N/A</p>
Presented to, and Approved by, Senior Staff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Commissioner Sub-Committee Approval	<p>Initiative presented to commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>N/A: <input type="checkbox"/></p>
For Fire Chief Approval:	<p><input checked="" type="checkbox"/> RAB document complete</p> <p><input checked="" type="checkbox"/> Supporting documentation attached</p> <p><input checked="" type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Secretary (Mindy Leber)</p> <p style="text-align: center;"><i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution</i></p> <p style="text-align: center;"><i>Fire Chief will coordinate with Senior Staff for RAB introduction</i></p>
RAB Executive: Confirmed email sent to Board by Fire Chief	<input type="checkbox"/> Yes <input type="checkbox"/> No
Board of Fire Commissioners	<p>RAB initiatives go through the following process:</p> <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Senior Staff member assigned to develop the initiative 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. |
| | |

Government - Price Quotation



DocuSign Government at Carahsoft



11493 Sunset Hills Road | Suite 100 | Reston, Virginia 20190
 Phone (703) 871-8500 | Fax (703) 871-8505 | Toll Free (888) 662-2724
 www.carahsoft.com | sales@carahsoft.com

TO: Martin Paietta
 Snohomish Regional Fire & Rescue
 163 Village Ct
 Monroe, WA 98012 USA

FROM: Israiel Thomas
 DocuSign Government at Carahsoft
 11493 Sunset Hills Road
 Suite 100
 Reston, Virginia 20190

EMAIL: martin.paietta@sfrf.org

EMAIL: Israiel.Thomas@carahsoft.com

PHONE: (360) 217-2177

PHONE: (571) 662-3385

FAX: (703) 871-8505

TERMS: Contract Number: 05116
 NASPO Master Contract Number: AR2472
 Contract Term: 07/17/2017 to 09/15/2026
 Shipping Point: FOB Destination
 Credit Cards: VISA/MasterCard/AMEX
 Remit To: Same as Above
 Payment Terms: Net 30 (On Approved Credit)
 Sales Tax May Apply

QUOTE NO: 33498087
QUOTE DATE: 04/14/2022
QUOTE EXPIRES: 05/13/2022
RFQ NO:
SHIPPING: ESD
TOTAL PRICE: \$3,538.85

WA Tax \$332.65

TOTAL QUOTE: \$3,871.50

LINE NO.	PART NO.	DESCRIPTION	-	QUOTE PRICE	QTY	EXTENDED PRICE
1	APT-0463	DocuSign Enterprise Pro Edition - Envelope Subs. DocuSign, Inc. - APT-0463 Start Date: 05/15/2022 End Date: 05/14/2023	\$4,289.50	COOP	500	\$2,144.75
2	APT-0459	Adoption Consulting DocuSign, Inc. - APT-0459 Start Date: 05/15/2022 End Date: 08/13/2022	\$1,072.39	COOP	1	\$1,072.39
3	APT-0075	Premier Support 15% of Recurring Fees (15% of List Price per \$100 of List License Fees) DocuSign, Inc. - APT-0075 Start Date: 05/15/2022 End Date: 05/14/2023	\$321.71	COOP	1	\$321.71
SUBTOTAL:						\$3,538.85
TOTAL PRICE:						\$3,538.85
WA Tax:						\$332.65
TOTAL QUOTE:						\$3,871.50

Government - Price Quotation



DocuSign Government at Carahsoft



11493 Sunset Hills Road | Suite 100 | Reston, Virginia 20190
Phone (703) 871-8500 | Fax (703) 871-8505 | Toll Free (888) 662-2724
www.carahsoft.com | sales@carahsoft.com

LINE NO.	PART NO.	DESCRIPTION	-	QUOTE PRICE	QTY	EXTENDED PRICE
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Product Details

eSignature Envelope Allowance: 500

Overage/Usage Fees

eSignature Enterprise Pro Edition - Envelope Subs. (Per Transaction): \$8.80

Customer must reference Quote number on Purchase Order.

Should Customer purchase via Reseller all terms of Carahsoft Quote must be incorporated in Reseller quote and Customer Purchase Order to Reseller.

Any increase in subscription and support pricing will be in accordance with DocuSign's pricing and policies in effect at the time of the renewal or as otherwise agreed to by the parties.

Licensee agrees that any order for DocuSign will be governed by the terms and conditions of the Carahsoft DocuSign Service Agreement copies of which are found at https://static.carahsoft.com/concrete/files/8616/1374/4909/DocuSign_Master_Services_Agreement_for_US_Public_Entities.pdf and all Schedules referenced by the Service Terms are made a part hereof. Licensee acknowledges it has had the opportunity to review the Agreement, prior to executing an order.

Electronic and Authorized Signatures

214.1 PURPOSE

The District has determined that the adoption of an electronic signature policy will promote efficiency, conserve public resources and provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District.

214.2 DEFINITIONS

Designee: A District employee who has been designated by the Board of Commissioners or Fire Chief to sign District records on the District's behalf using an electronic signature.

Electronic Signature: An electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Authorized Signature: A Fire Commissioner's signature affixed by the Board Secretary with the permission of the individual Fire Commissioner.

Wet Signature: A signature created when a person physically marks a document with the intent to sign the record.

214.3 POLICY

The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a wet signature.

The District further authorizes the use of Authorized Signatures for all documents that have been formally approved by the Board of Commissioners in an open public meeting when the Fire Commissioners have authorized the Board Secretary to affix their signatures to the document.

The Fire Chief shall designate one or more commercially reasonable signature platforms that meet the appropriate Security Procedures, as defined under Chapter 1.80 RCW, for affixing electronic signatures to District records.

The Board of Commissioners, Fire Chief, Business Administrator or Secretary to the Board and their designees are authorized to use electronic signature platforms approved under Section 3 to affix electronic signatures to District records including Board of Commissioners meeting minutes, resolutions, vouchers, warrants, any and all contracts to which the District is a party and the other parties to the contract have agreed to use electronic signatures, records in which an electronic signature is required by a third party and other District records as authorized by the Fire Chief.

Electronic signatures can only be applied by the authorized signer whose signature is required. Records signed on behalf of an authorized signer by a designee shall use the designee's own electronic signature.

Electronic and Authorized Signatures

If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.

If an individual authorized under this policy to use electronic signatures in a transaction affixes a signature in error, the individual shall (1) Promptly notify any other parties of the error and that the individual did not intend to be bound by the erroneous electronic signature and (2) Take reasonable steps to return or destroy the electronic record and return or recover any consideration received as a result of the erroneous signature.

The District shall retain all records that are signed electronically in accordance with District policies and the Washington State record retention requirements.

This Policy in no way affects the District's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.

This Policy is intended to comply with the Uniform Electronic Transactions Act and shall be interpreted consistent with that Act as adopted and implemented under Washington Law.

**SNOHOMISH REGIONAL FIRE AND RESCUE
RESOLUTION #2022-02**

A RESOLUTION TO CLOSE THE TRAINING CENTER FUND

WHEREAS, The Board of Fire Commissioners have determined that the District is not planning to construct a training center in the near future;

WHEREAS, The Board of Fire Commissioners have determined that it is not necessary for the District to accumulate funds over time for a training center, and;

WHEREAS, The Board of Fire Commissioners have determined that it is beneficial for the District to close the Training Center Fund;

WHEREAS, It is the intent of the Board of Fire Commissioners that the any remaining balance in the Training Center Fund be transferred to the District's Construction Fund.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF SNOHOMISH REGIONAL FIRE AND RESCUE, SNOHOMISH COUNTY, STATE OF WASHINGTON THAT:

1. The District's Training Center Fund shall be closed.
2. The remaining balance in the Training Center Fund shall be moved to the Construction Fund.

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH REGIONAL FIRE AND RESCUE THIS 12th DAY OF MAY 2022.

Rick Edwards, Commissioner

Troy Elmore, Commissioner

Randy Fay, Commissioner

Paul Gagnon, Commissioner

Jeff Schaub, Commissioner

Jim Steinruck, Commissioner

Roy Waugh, Commissioner

Attest to: Secretary to Board

**SNOHOMISH REGIONAL FIRE AND RESCUE
RESOLUTION #2022-03**

A RESOLUTION TO CLOSE THE PFMLA FUND

WHEREAS, The Board of Fire Commissioners have determined that the state is now responsible for the administration of the paid family and medical leave program;

WHEREAS, The Board of Fire Commissioners have determined that the District is no longer responsible for administering voluntary paid family and medical leave program in accordance with Washington State guidelines;

WHEREAS, The Board of Fire Commissioners have determined that it is no longer necessary for the District to accumulate premiums paid by District employees in a separate fund for the paid family and medical leave program;

WHEREAS, The Board of Fire Commissioners have determined that it is beneficial for the District to close the Paid Family and Medical Leave Fund (PFML Fund);

WHEREAS, It is the intent of the Board of Fire Commissioners that the any remaining balance in the PFML Fund be transferred to the District's General Fund.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF SNOHOMISH REGIONAL FIRE AND RESCUE, SNOHOMISH COUNTY, STATE OF WASHINGTON THAT:

1. The District's PFML Fund shall be closed.
2. The remaining balance in the PFML Fund shall be moved to the General Fund.

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH REGIONAL FIRE AND RESCUE THIS 12th DAY OF MAY 2022.

Rick Edwards, Commissioner

Troy Elmore, Commissioner

Randy Fay, Commissioner

Paul Gagnon, Commissioner

Jeff Schaub, Commissioner

Jim Steinruck, Commissioner

Roy Waugh, Commissioner

Attest to: Secretary to Board



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

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

Initiative Name:	ShakeAlert Earthquake Early Warning System		
Executive member responsible for guiding the initiative:	DC Ron Rasmussen		
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 		
	<p>The Pacific Northwest Seismic Network has requested from Snohomish Regional Fire and Rescue space on the hose tower at Station 31 to install an antenna that can relay rapid and early earthquake data from ShakeAlert, an Earthquake Early Warning System. There will be no cost to the district other than the use of a 120-volt outlet for backup low-level power that is expected to draw no more than 10 watts. This initiative is an excellent opportunity to collaborate with regional partners in providing a system/service to our community that could save lives in a natural disaster situation. The tower is also currently being used by Verizon. Verizon reviewed the plan and provided their recommended locations. The Pacific Northwest Seismic Network agreed with Verizon's recommendations. Agreement has been reviewed by legal.</p>		
Financial Impact:	<p>Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$</p> <p>Initial amount: \$ N/A</p> <p>Long-term annual amounts(s): \$ N/A</p> <p>Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ N/A</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	<p>Risk if approved: None</p> <p>Risk if not approved: None</p>		

Legal Review:		
<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"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <input type="checkbox"/> N/A		
Presented to, and Approved by, Senior Staff		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Commissioner Sub-Committee Approval		Initiative presented to commissioner sub-committee: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input checked="" type="checkbox"/>
For Fire Chief Approval:		<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 – RAB executive/senior staff will be cc'd on the email distribution</i> <i>Fire Chief will coordinate with Senior Staff for RAB introduction</i>
RAB Executive: Confirmed email sent to Board by Fire Chief		<input type="checkbox"/> Yes <input type="checkbox"/> No
Board of Fire Commissioners	RAB initiatives go through the following process: <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Senior Staff member assigned to develop the initiative 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.	

Site Access Agreement for Seismic Monitoring

Date: _____

This Site Access Agreement (“Agreement”) is between _____ (“Grantor”) as property owner and the University of Washington, a state institution of higher education (“UW”) on behalf of the Pacific Northwest Seismic Network (“PNSN”), a cooperative organization whose members include UW, the University of Oregon and the U.S. Geologic Survey.

RECITALS

- A. PNSN is conducting research in Washington and Oregon identifying earthquake hazards, assessing earthquake risks, and monitoring seismic activity with emphasis on data contribution to *ShakeAlert*, an Earthquake Early Warning system.
- B. This research includes installing equipment at various sites and Grantor wishes to support PNSN by granting access for this purpose.

TERMS

1. Ownership. Grantor owns the real property (“Property”) located at:
 Physical Address: _____
 Tax Parcel #(s): _____
 Equipment Location: _____
 Latitude: _____ Longitude: _____
 Station Name: _____
2. Permission. At UW’s sole cost, Grantor grants PNSN and PNSN’s members permission to enter the Property for the limited purpose of conducting seismic monitoring, operation, maintenance and retrieval of data. This includes the right to construct, install, inspect, relocate, and maintain telecommunications equipment (“Equipment”).
3. Term and Termination of the Agreement. This Agreement will be in effect from _____ and will continue through _____ and then automatically renew every five (5) years. Either party may terminate this Agreement at any time by providing at least ninety-(90)-days’ written notice to the other party.
4. Installation, Operation & Removal.
 - a. PNSN will notify Grantor prior to installing any Equipment on the Property. Entry onto the Property by PNSN may occur only at reasonable times after reasonable notice to Grantor as provided below in Section 9(b). While on the Property, PNSN will use all reasonable efforts not to interfere with Grantor’s use of the Property.

- b. If the Equipment is located within Grantor's building, PNSN may use one (1) 120-volt outlet for backup low-level power that is expected to draw no more than 10 watts.
 - c. In order to record seismic activity, the Equipment must be located so that it does not move during seismic events. As a result, placement of the Equipment may require anchoring, fixing or bolting of the Equipment to the Property with the prior approval of Grantor.
 - d. PNSN will install, maintain, and operate the Equipment in accordance with applicable law and with all reasonable precaution to avoid damage to Grantor's land or property.
 - e. Upon termination of this Agreement, PNSN will remove the Equipment and restore areas of the Property on which the Equipment was located to their pre-existing condition (as nearly as possible) prior to the commencement of activities under this Agreement. This removal and restoration will be completed within ninety (90) days after the date of termination unless extended by the mutual agreement of the parties, such agreement not to be unreasonably withheld.
5. Condition of the Property. UW acknowledges that (a) Grantor has made no representation or warranty concerning the condition of the Property or the fitness of its use for seismic monitoring and, (b) entry onto the Property is accepted strictly in an "as is" condition and solely at the risk of PNSN and its members.
6. Right to Remove Equipment. Equipment located on the Property will not become a fixture. PNSN will have the right to remove any or all of the Equipment at any time.
7. Liens. PNSN shall not permit any mechanics or other liens to be filed against the Property by reason of labor or materials furnished to the Property by PNSN.
8. Liability/Insurance. Grantor shall be reimbursed for losses arising from property damage caused in whole or in part by the negligent act or omission of any employee or agent of the UW or PNSN while performing activities under this Agreement. Grantor assumes no liability for loss or damage to the Equipment or for injuries to UW's agents, contractors, employees or representatives while in, on, or about the Property.

9. Notices.

(a) General Notices. Notices to the other party, for matters not involving access and entry to the Property, will be effective three (3) days after mailing in the US mail, postage prepaid, certified or registered mail, return receipt requested. Any notice by personal delivery will be deemed given when actually delivered.

To Grantor at:

Name: _____
 Address: _____

 Phone: _____
 Email: _____

To UW/PNSN at:

University of Washington
 PNSN
 Campus Box 351310
 Seattle, WA 98195-1310
 Phone: (206) 616-0942
 e-mail: pnsn-admin@uw.edu

(b) Notices for Access and Entry to the Property. Grantor’s preferred means for being contacted when PNSN is planning to access and enter the Property is by ___ phone, ___ e-mail, or ___ not all. Notices for access and entry to the Property shall be provided to Grantor as set forth above in Section 9(a) unless as may be alternatively provided below:

Name: _____
 Phone: _____
 Email: _____

10. Transfer or Sale of Property. Grantor will notify (a) UW of any sale or transfer of the Property at least thirty (30) days prior to such sale or transfer and (b) any third-party purchaser/transferee of the Property of the existence and terms of this Agreement.

11. Authority. Grantor represents and warrants that Grantor owns the Property and has the legal authority to enter into this Agreement and grant UW the access it provides.

AGREED TO BY:

GRANTOR

Signed: _____
 Name: _____
 Title: _____
 Date: _____

UW

By: _____
 Name: Dr J Renate Hartog
 Title: PNSN Network Manager
 Date: _____



Dear Site Host:

On behalf of everyone here at the Pacific Northwest Seismic Network, I would like to thank you for your participation in the ShakeAlert Earthquake Early Warning system. The ShakeAlert system is being built to provide people on the West Coast a critical warning before an earthquake's destructive shaking hits. This will give people crucial time to take protective actions, and it cannot happen without your help and the help of others like you.

How does it work? The Pacific Northwest Seismic Network is a collaboration between the University of Washington, the University of Oregon, and the United States Geological Survey. We are developing and implementing the ShakeAlert Earthquake Early Warning system to immediately warn the public when a damaging earthquake starts to occur. With earthquake sensors spread across the Pacific Northwest, the ShakeAlert system rapidly detects a strong earthquake using the nearest sensors, determines the magnitude and location, and immediately sends out an alert, before the destructive shaking has time to reach most of the public. This provides up to tens of seconds of warning before intense shaking hits, allowing people to take cover, drivers to pull over, tunnels and drawbridges to stop traffic, hospitals to pause surgeries, and gas valves to close.

Your site will be named UW.SRFR-R and it will telemeter data from UW.BHW. Please find attached a copy of the siting report which includes the proposed location for the equipment, installation details, and all other information relevant to the installation at your location. Within the next few months, the PNSN will be reaching out to you to schedule the station installation between you and our contractor. We plan on giving you plenty of heads up, but if you have any concerns, questions, or corrections, please do not hesitate to let us know.

Also attached is a copy of our land use agreement. Please read through this, sign it, and send it back to us via email. If you would prefer hard copies of the documents, just let us know. Again, if you have any questions please contact us at 206-685-8180 or by email at pnsn@uw.edu.

For more information about the Pacific Northwest Seismic Network, visit our website at www.pnsn.org. You can also learn more about the ShakeAlert Earthquake Early Warning project at www.shakealert.org.

Thank you again from the PNSN and the Pacific Northwest for your participation in this effort to save lives!

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Renate Hartog', is written over a light blue horizontal line.

Dr J Renate Hartog
PNSN Network Manager



ShakeAlert Repeater Siting Report

Station: SRFR-R

Site Coordinates: 47.85054° -121.98319°

Elevation: 17m (ground level)

PLSS Information: S1 T27N R6E

Magnetic Declination: 15.47° E

Landowner:

Name: Snohomish Regional Fire & Rescue
Site Address: Station 31
163 Village Court
Monroe, WA 98272

Contact(s):

Main contact: Assistant Fire Chief Jamie L. Silva
Office phone: 360-794-7666
Mobile phone: 425-754-4988
E-mail: jsilva@snofire7.org
Mailing address: 953 Village Way
Monroe, WA 98272

Network contact: Martin Paietta <mpaietta@snofire7.org>
Office phone: 360-794-7666
Mobile phone: 360-217-2177
E-mail: mpaietta@snofire7.org

Site Type: Repeater/demarcation site for site BHW

Site Visit: 2 June 2021
Visitors: Graylan Vincent
Report by: Graylan Vincent
Report approval: Karl Hagel 6/9/2021

Instrumentation to be Installed:

- Directional antenna
- Shoebox-sized enclosure containing a telemetry radio and electronics.

Instrument Location:

The antenna would be located atop the hose tower, pointing west-southwest to site BHW on Bald Hill.

The radio enclosure box would be located indoors, and plugged into an electrical outlet. The radio enclosure box would be connected to the antenna with coax cable and to the network switch with network cable. Note: The overall cable distance between the antenna and network switch is likely to be over 150'.

Power Option:

- Outlet

Internet Option:

- Network switch in the building

Issues and Additional Information:

- All personnel must request permission from the main contact to enter the site area and/or perform any installation or servicing.
- The west side of the hose tower is used by the fire fighters with ladders for training purposes--no equipment should be put on the west face of the hose tower.
- The exact location of the cable run and radio enclosure box is to be determined by the contractor based on ease of installation.
- A Verizon cell site is located atop the same hose tower but on the opposite site of the tower from our desired antenna placement. Chief Silva indicated that Verizon would need to be contacted to ensure no interference of equipment.
- Unistruts are mounted atop the hose tower roof, inside and just below the railing, and could easily be used for attaching a 5' antenna mast.
- The height of the tower is 60 feet from ground level to the railing.
- The cable distance between the antenna and network switch is likely to be over 150'.
- Unrelated note: Site MNRO is located in the library just across the street.
- Vehicle accessibility: paved, accessible year round
- Environmental hazards: None expected

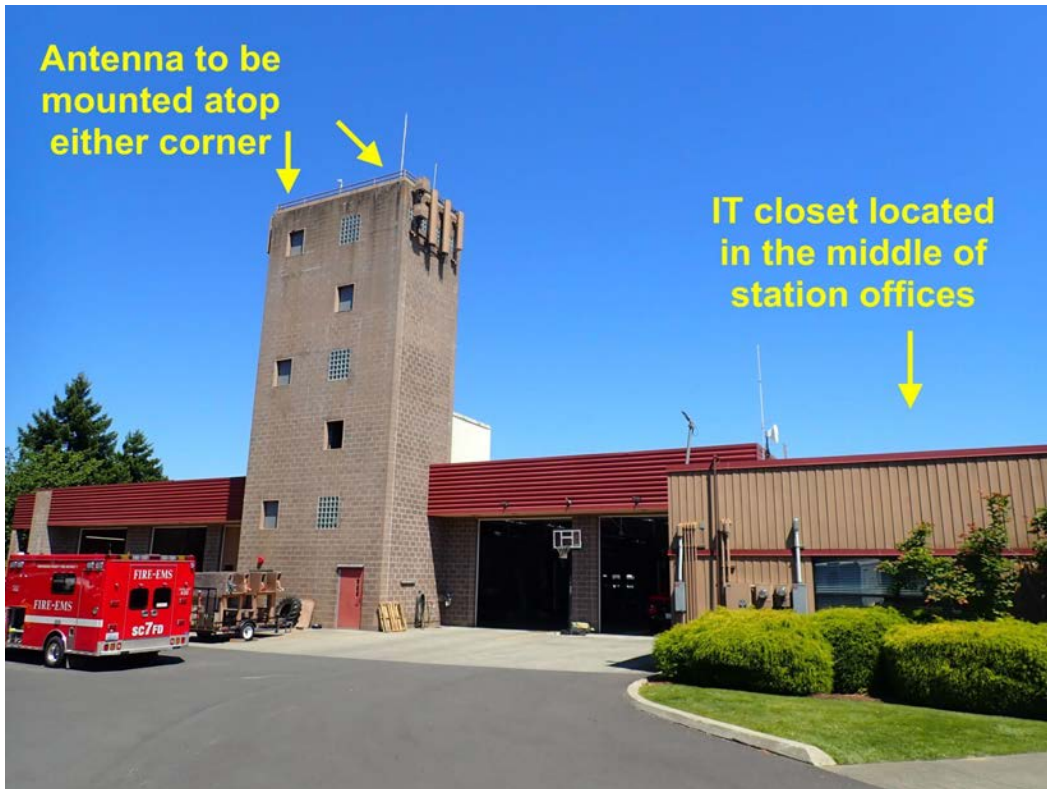
Site Photos:

Image 1: Looking at the west face of Station 31.



Image 2: Looking at the south face of the hose tower and Verizon equipment room on the station roof.



Image 3: Looking at the north face of the hose tower from the station roof.



Image 4: Signs on the Verizon equipment room.



Image 5: Verizon sign.



Image 6: The hose tower has stairs with a short ladder to the roof.



Image 7: View towards Bald Hill and site BHW from atop the hose tower.



Image 8: View to Bald Hill through binoculars.



Image 9: View atop the hose tower.



Image 10: Unistruts are mounted at each corner of the hose tower roof. A 5' antenna mast could easily be attached to these.

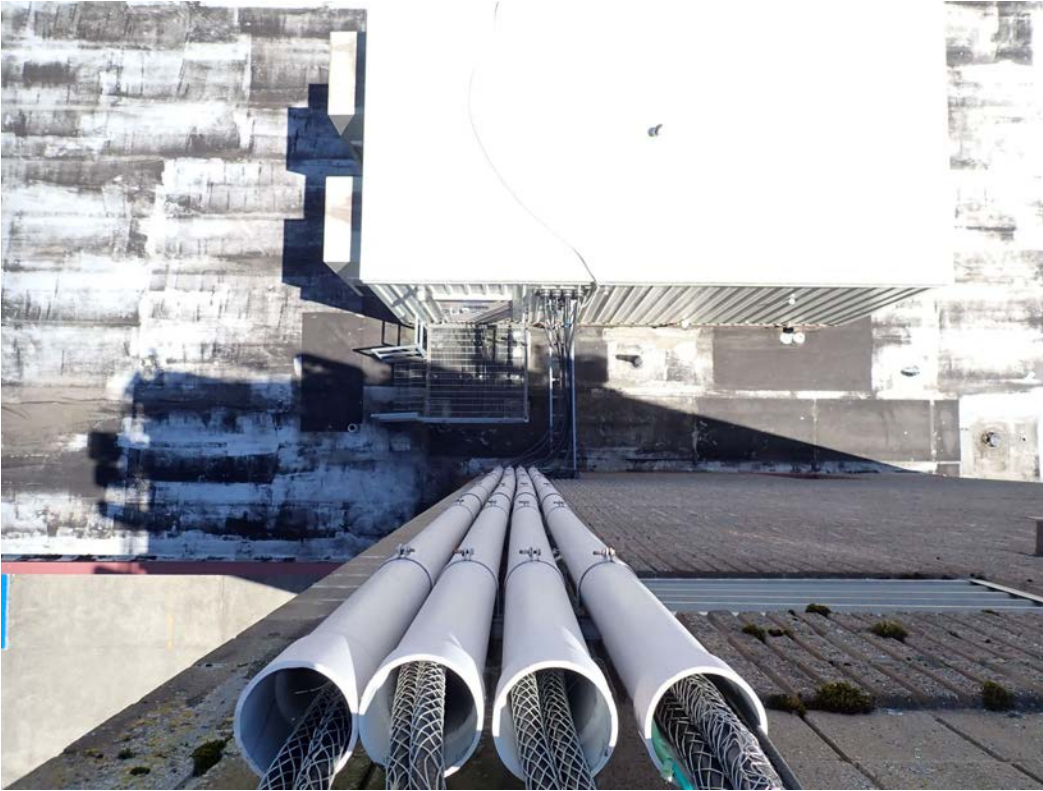


Image 11: Looking down the east side of the tower with cable conduits.



Image 12: Nearby Ubiquiti equipment and building penetration.



Image 13: Detailed view of the penetration.

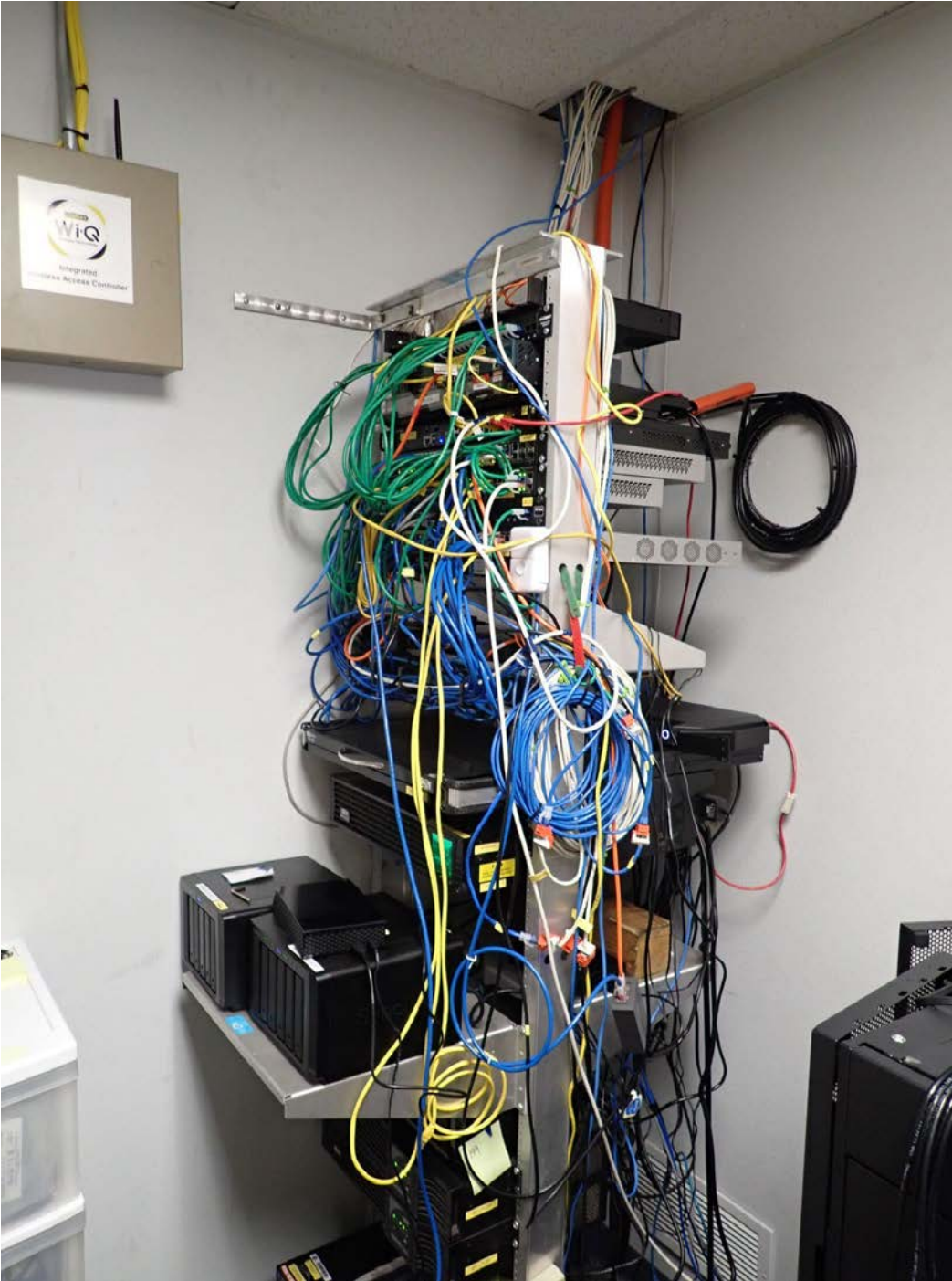


Image 14: Network switch.

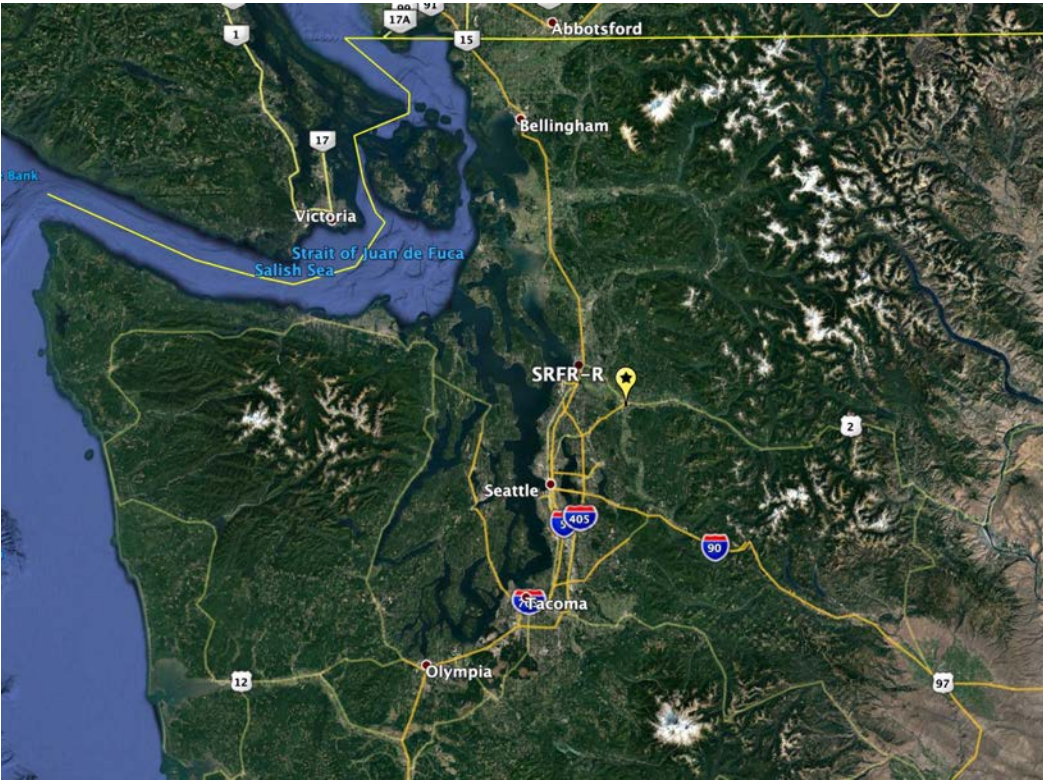


Image 15: Statewide view.

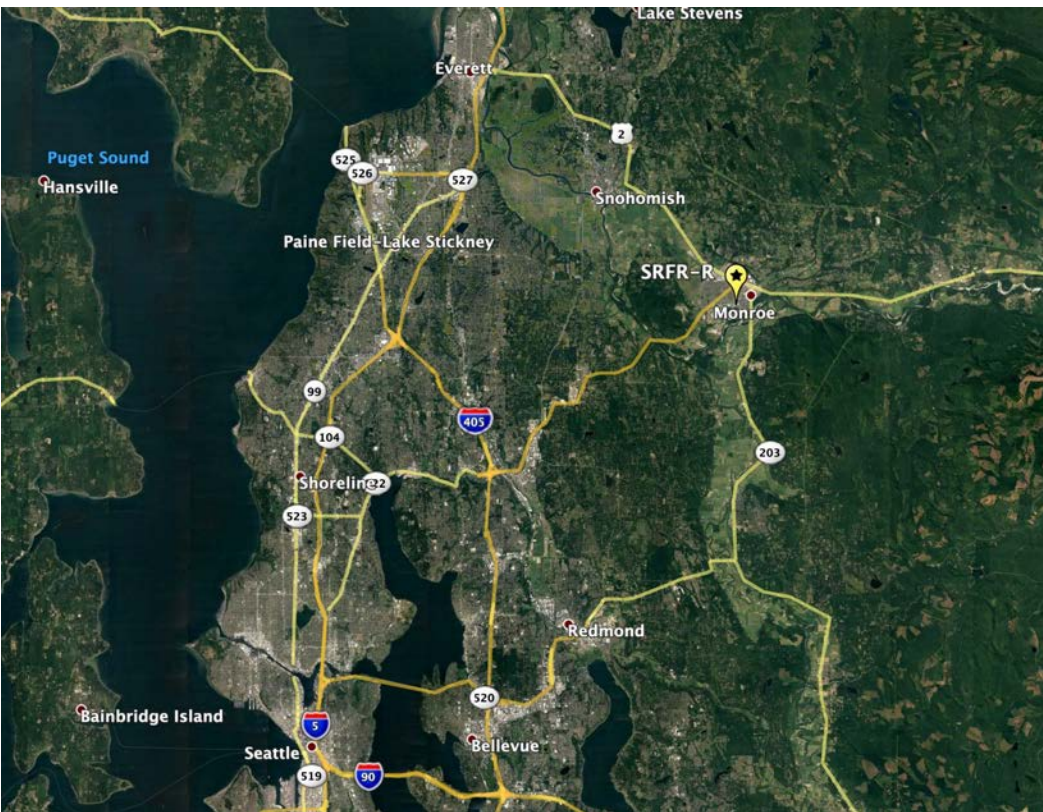


Image 16: Regional view.



Image 17: Town view with relation to site BHW.

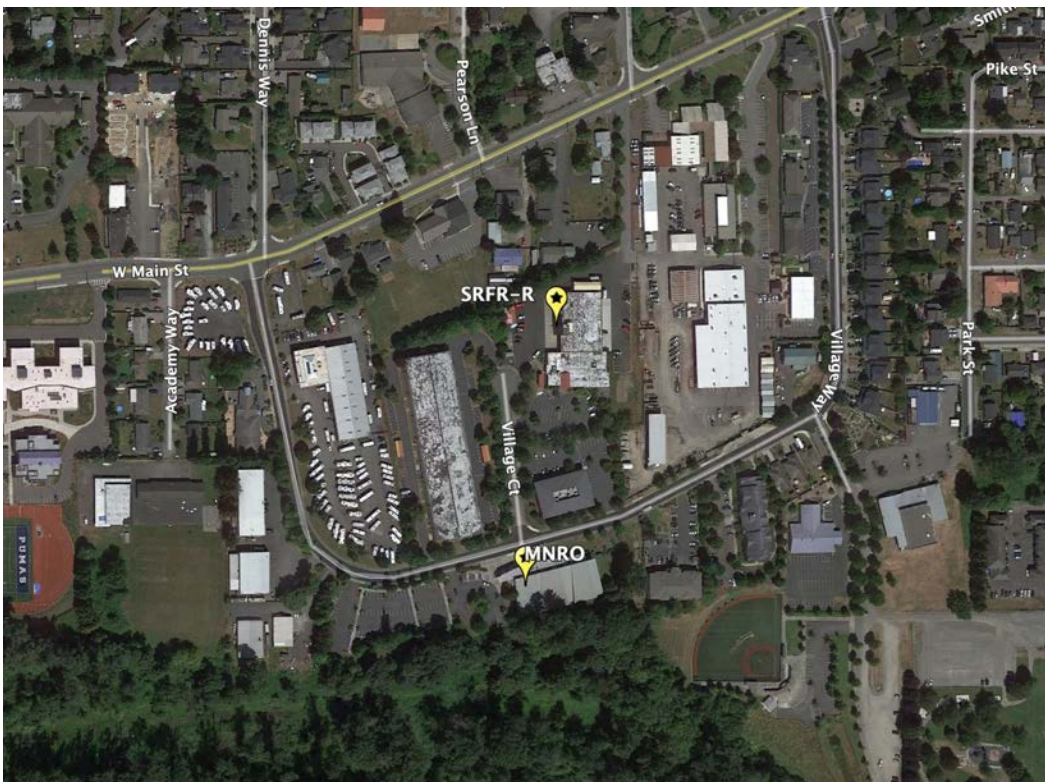


Image 18: Local view with nearby site MNRO.



NEW BUSINESS

ACTION

