



SNOHOMISH REGIONAL FIRE & RESCUE

COMMISSIONER BOARD MEETING

MAY 12, 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
May 12, 2022 1730 hours

CALL TO ORDER

PUBLIC COMMENT

UNION COMMENT

CHIEF'S REPORT

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	TBD			
Finance	Elmore	4/28	5/26	No
Citizen's Advisory	TBD			
Sno911	Waugh	4/21	5/19	No
Sno Isle Commissioners	Fay	5/5	6/1	Yes
Other				

CONSENT AGENDA

Approve Vouchers

AP Vouchers: 22-02228 to 22-02318; (\$335,620.87)
Benefits Vouchers: 22-02202 to 22-02227; (\$645,043.74)

Approval of Payroll

April 29, 2022 (\$1,251,135.34)

Approval of Minutes

Approve Regular Board Meeting Minutes – April 28, 2022

OLD BUSINESS

Discussion

Board Policy

Action

Electronic and Authorized Signature Policy



Resolution 2022-2 Close Training Center Fund
Resolution 2022-03 Close PFMLS Fund
Pacific Northwest Seismic Network Partnership

NEW BUSINESS

Discussion
Action

GOOD OF THE ORDER

ATTENDANCE CHECK

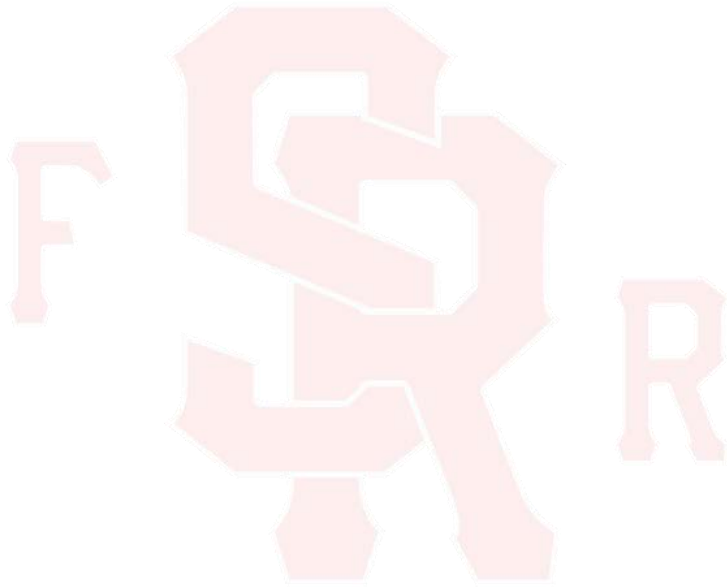
Regular Commissioner Meeting May 31, 2022, at 1730 - Station 31 Training Room/BlueJeans

EXECUTIVE SESSION

ADJOURNMENT



CHIEF'S REPORT





CONSENT AGENDA





Snohomish Regional Fire & Rescue, WA

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Docket of Claims Register

APPKT00996 - 05/12/2022 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
0016	ADVANCE TESTING & SERVICE	22-02228						1,031.79
	23046	22-02228	Backflow System Repairs - ST 73, 76, 8:	Invoice	04/26/2022	Backflow System Repairs - ST 73, 76, 8:	001-507-522-50-48-00	1,031.79
1503	ALLSTREAM BUSINESS US, INC	22-02229						218.99
	18371702	22-02229	Phone/Fax/Alarm Services - ST 31	Invoice	05/01/2022	Phone/Fax/Alarm Services - ST 31	001-513-522-50-42-01	218.99
1503	ALLSTREAM BUSINESS US, INC	22-02230						112.21
	18376190	22-02230	Phone/Fax/Alarm Services - ST 32	Invoice	05/03/2022	Phone/Fax/Alarm Services - ST 32	001-513-522-50-42-01	112.21
1503	ALLSTREAM BUSINESS US, INC	22-02231						318.26
	18368887	22-02231	Phone/Fax/Alarm Services - ST 71, 74,	Invoice	05/11/2022	Phone/Fax/Alarm Services - ST 71, 74,	001-513-522-50-42-01	318.26
2106	AMAZON CAPITAL SERVICES, INC	22-02232						785.91
	11FX-TWGG-LV7K	22-02232	Kitchn Sink Instnt Hot Water Dispensr :	Invoice	04/23/2022	Kitchn Sink Instnt Hot Water Dispensr :	001-507-522-50-35-00	236.81
	1K4T-Q6LL-CYG4	22-02232	BBQ Grill (Dual Fuel), Nat. Gas Convrsn	Invoice	04/24/2022	BBQ Grill (Dual Fuel), Nat. Gas Convrsn	001-507-522-50-35-00	426.53
	1MJ3-MTG1-3V4N	22-02232	Shop Supplies	Invoice	03/24/2022	Shop Supplies	050-511-522-60-31-05	13.65
	1XHF-TJJQ-6TDM	22-02232	"Recycle Used Batteries Here" Sign, Air	Invoice	04/24/2022	"Recycle Used Batteries Here" Sign (x5	001-507-522-50-35-00	53.89
						Recoil Air Compressor Hose (x3)	001-504-522-20-35-00	55.03
1967	AMERIGAS	22-02233						236.34
	3135422418	22-02233	OnSite Mobile Propane Delivery - ST 3:	Invoice	04/16/2022	OnSite Mobile Propane Delivery - ST 3:	001-507-522-50-47-03	236.34
0036	ANDGAR MECHANICAL LLC	22-02234						17,270.05
	15988	22-02234	Heat Pump/Air Handler Unit Installatio	Invoice	04/20/2022	Heat Pump/Air Handler Unit Installatic	300-507-594-50-62-72	17,270.05
0040	ARAMARK UNIFORM SERVICES	22-02235						173.84
	656000228631	22-02235	Shop Supplies/Uniform Rental/Laundr	Invoice	04/28/2022	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	79.28
	656000228636	22-02235	Shop Towels, Floor Mat & Mop Supply	Invoice	04/28/2022	Shop Towels, Floor Mat & Mop Supply	001-507-522-50-41-00	16.41
	656000232289	22-02235	Shop Supplies/Uniform Rental/Laundr	Invoice	05/05/2022	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	78.15
0058	BICKFORD MOTORS INC.	22-02236						354.87
	1219353	22-02236	Shop Parts	Invoice	04/14/2022	Shop Parts	050-511-522-60-34-01	90.71
	1219412	22-02236	Shop Parts	Invoice	04/15/2022	Shop Parts	050-511-522-60-34-01	264.16
2152	BK INDUSTRIES & SOLUTIONS INC	22-02237						2,879.08
	1154	22-02237	Janitorial Monthly Services - DSHS,ADN	Invoice	05/02/2022	Janitorial Monthly Services - Admin Su	001-507-522-50-41-00	889.35
						Janitorial Monthly Services - DSHS	300-507-522-50-41-00	1,989.73

Docket of Claims Register

APPKT00996 - 05/12/2022 Board Meeting - KP

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
0065	BOUND TREE MEDICAL, LLC	22-02238					44,791.44
	84382783	Medications & Medical Supplies	Invoice	01/28/2022	Medications & Medical Supplies	001-509-522-30-31-01	655.54
	84424172	Medical Supplies & Medical Sm.Tools/I	Invoice	03/01/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	29.84
					Medical Supplies	001-509-522-30-31-01	969.88
	84424173	Medical Supplies & Medical Sm.Tools/I	Invoice	03/01/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	425.17
					Medical Supplies	001-509-522-30-31-01	1,654.94
	84425826	Medications & Medical Supplies	Invoice	03/02/2022	Medications & Medical Supplies	001-509-522-30-31-01	1,780.35
	84425827	Medications	Invoice	03/02/2022	Medications	001-509-522-30-31-01	6.42
	84425828	Medical Supplies	Invoice	03/02/2022	Medical Supplies	001-509-522-30-31-01	21.51
	84425829	Medical Supplies	Invoice	03/02/2022	Medical Supplies	001-509-522-30-31-01	226.16
	84425830	Medications & Medical Supplies	Invoice	03/02/2022	Medications & Medical Supplies	001-509-522-30-31-01	738.06
	84425831	Medications/Medical Supplies/Medica	Invoice	03/02/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	304.90
					Medications & Medical Supplies	001-509-522-30-31-01	3,896.46
	84427875	Medications & Medical Supplies	Invoice	03/03/2022	Medications & Medical Supplies	001-509-522-30-31-01	85.22
	84427876	Medications & Medical Supplies	Invoice	03/03/2022	Medications & Medical Supplies	001-509-522-30-31-01	142.76
	84427877	Medical Supplies	Invoice	03/03/2022	Medical Supplies	001-509-522-30-31-01	11.75
	84429758	Medications/Medical Supplies/Medica	Invoice	03/04/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	29.28
					Medications & Medical Supplies	001-509-522-30-31-01	1,396.23
	84429759	Medical Supplies	Invoice	03/04/2022	Medical Supplies	001-509-522-30-31-01	19.44
	84429760	Medical Supplies	Invoice	03/04/2022	Medical Supplies	001-509-522-30-31-01	43.82
	84429761	Medical Supplies	Invoice	03/04/2022	Medical Supplies	001-509-522-30-31-01	21.90
	84429762	Medications & Medical Supplies	Invoice	03/04/2022	Medications & Medical Supplies	001-509-522-30-31-01	624.41
	84429763	Medical Supplies	Invoice	03/04/2022	Medical Supplies	001-509-522-30-31-01	802.03
	84431972	Medical Supplies & Medical Sm.Tools/I	Invoice	03/07/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	142.31
					Medical Supplies	001-509-522-30-31-01	85.59
	84436157	Medications & Medical Supplies	Invoice	03/09/2022	Medications & Medical Supplies	001-509-522-30-31-01	785.84
	84438307	Medical Small Tools/Minor Equipment	Invoice	03/10/2022	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	365.96
	84438308	Medical Supplies	Invoice	03/10/2022	Medical Supplies	001-509-522-30-31-01	48.40
	84438309	Medical Supplies	Invoice	03/10/2022	Medical Supplies	001-509-522-30-31-01	591.65
	84442361	Medications & Medical Supplies	Invoice	03/14/2022	Medications & Medical Supplies	001-509-522-30-31-01	540.95
	84446596	Medical Supplies	Invoice	03/16/2022	Medical Supplies	001-509-522-30-31-01	53.59
	84448467	Medications/Medical Supplies/Medica	Invoice	03/17/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	106.35
					Medications & Medical Supplies	001-509-522-30-31-01	928.55
	84450335	Medical Supplies	Invoice	03/18/2022	Medical Supplies	001-509-522-30-31-01	353.66
	84450336	Medical Supplies	Invoice	03/18/2022	Medical Supplies	001-509-522-30-31-01	2.40
	84450337	Medical Small Tools/Minor Equipment	Invoice	03/18/2022	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	473.50
	84451992	Medications/Medical Supplies/Medica	Invoice	03/21/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	12.31
					Medications & Medical Supplies	001-509-522-30-31-01	1,513.42
	84451993	Medications & Medical Supplies	Invoice	03/21/2022	Medications & Medical Supplies	001-509-522-30-31-01	500.89
	84451994	Medications & Medical Supplies	Invoice	03/21/2022	Medications & Medical Supplies	001-509-522-30-31-01	1,151.14
	84451995	Medications	Invoice	03/21/2022	Medications	001-509-522-30-31-01	65.46
	84451996	Medical Supplies	Invoice	03/21/2022	Medical Supplies	001-509-522-30-31-01	306.13
	84451997	Medications	Invoice	03/21/2022	Medications	001-509-522-30-31-01	415.50

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	84451998	Medications/Medical Supplies/Medica	Invoice	03/21/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	8.58
					Medications & Medical Supplies	001-509-522-30-31-01	1,419.18
	84457769	Medical Supplies	Invoice	03/24/2022	Medical Supplies	001-509-522-30-31-01	32.05
	84459322	Medical Supplies & Medical Sm.Tools/t	Invoice	03/25/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	26.79
					Medical Supplies	001-509-522-30-31-01	1,573.71
	84459323	Medical Supplies	Invoice	03/25/2022	Medical Supplies	001-509-522-30-31-01	32.16
	84460970	Medications	Invoice	03/28/2022	Medications	001-509-522-30-31-01	848.92
	84460971	Medications & Medical Supplies	Invoice	03/28/2022	Medications & Medical Supplies	001-509-522-30-31-01	2,279.88
	84460973	Medical Supplies	Invoice	03/28/2022	Medical Supplies	001-509-522-30-31-01	216.01
	84460974	Medical Supplies & Medical Sm.Tools/t	Invoice	03/28/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	641.27
					Medical Supplies	001-509-522-30-31-01	1,911.16
	84462999	Medical Supplies	Invoice	03/29/2022	Medical Supplies	001-509-522-30-31-01	35.55
	84465218	Medical Small Tools/Minor Equipment	Invoice	03/30/2022	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	582.30
	84465219	Medications/Medical Supplies/Medica	Invoice	03/30/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	15.64
					Medications & Medical Supplies	001-509-522-30-31-01	2,009.41
	84467282	Medical Supplies	Invoice	03/31/2022	Medical Supplies	001-509-522-30-31-01	19.79
	84470710	Medications & Medical Supplies	Invoice	04/04/2022	Medications & Medical Supplies	001-509-522-30-31-01	97.06
	84472859	Medical Supplies & Medical Sm.Tools/t	Invoice	04/05/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	216.39
					Medical Supplies	001-509-522-30-31-01	151.82
	84472861	Medical Supplies	Invoice	04/05/2022	Medical Supplies	001-509-522-30-31-01	129.83
	84472862	Medications	Invoice	04/05/2022	Medications	001-509-522-30-31-01	1,335.50
	84472863	Medications	Invoice	04/05/2022	Medications	001-509-522-30-31-01	327.29
	84472864	Medications	Invoice	04/05/2022	Medications	001-509-522-30-31-01	981.89
	84475157	Medications & Medical Supplies	Invoice	04/06/2022	Medications & Medical Supplies	001-509-522-30-31-01	416.62
	84477175	Medical Supplies	Invoice	04/07/2022	Medical Supplies	001-509-522-30-31-01	44.66
	84477176	Medical Supplies	Invoice	04/07/2022	Medical Supplies	001-509-522-30-31-01	107.00
	84478971	Medications/Medical Supplies/Medica	Invoice	04/08/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	53.74
					Medications & Medical Supplies	001-509-522-30-31-01	835.17
	84480897	Medical Supplies	Invoice	04/11/2022	Medical Supplies	001-509-522-30-31-01	65.93
	84480898	Medical Supplies & Medical Sm.Tools/t	Invoice	04/11/2022	Medical Small Tools/Minor Equip.	001-509-522-20-35-00	18.46
					Medical Supplies	001-509-522-30-31-01	78.99
	84480899	Medications & Medical Supplies	Invoice	04/11/2022	Medications & Medical Supplies	001-509-522-30-31-01	469.58
	84482950	Medical Supplies	Invoice	04/12/2022	Medical Supplies	001-509-522-30-31-01	32.52
	84482951	Medical Supplies	Invoice	04/12/2022	Medical Supplies	001-509-522-30-31-01	30.20
	84484850	Medical Supplies	Invoice	04/13/2022	Medical Supplies	001-509-522-30-31-01	351.59
	84489629	Medications	Invoice	04/18/2022	Medications	001-509-522-30-31-01	621.90
	84489630	Medications	Invoice	04/18/2022	Medications	001-509-522-30-31-01	1,077.26
	84489631	Medical Supplies	Invoice	04/18/2022	Medical Supplies	001-509-522-30-31-01	29.46
	84491451	Medications	Invoice	04/19/2022	Medications	001-509-522-30-31-01	553.13
	84491452	Medications & Medical Supplies	Invoice	04/19/2022	Medications & Medical Supplies	001-509-522-30-31-01	1,298.45
	84493187	Medications	Invoice	04/20/2022	Medications	001-509-522-30-31-01	17.63
	84493188	Medical Supplies	Invoice	04/20/2022	Medical Supplies	001-509-522-30-31-01	680.33
	84494760	Medical Supplies	Invoice	04/21/2022	Medical Supplies	001-509-522-30-31-01	117.95

Docket of Claims Register

APPKT00996 - 05/12/2022 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
	84497691	Medical Supplies	Invoice	04/25/2022	Medical Supplies	001-509-522-30-31-01	4.47
	84499510	Medications/Medical Supplies/Medica	Invoice	04/26/2022	Medical Small Tools/Minor Equip. Medications & Medical Supplies	001-509-522-20-35-00 001-509-522-30-31-01	98.86 359.17
	84501218	Medical Supplies	Invoice	04/27/2022	Medical Supplies	001-509-522-30-31-01	206.52
0068	BRAD TALLEY	22-02239					4,000.00
	APR2022	EMS Srvcs Contract - Medical Supervisi	Invoice	05/01/2022	EMS Srvcs Contract - Medical Supervisi	001-509-522-20-41-02	4,000.00
0070	BRAKE & CLUTCH SUPPLY INC	22-02240					221.33
	108813	Shop Parts	Invoice	04/19/2022	Shop Parts	050-511-522-60-34-01	61.94
	108855	Shop Parts	Invoice	04/20/2022	Shop Parts	050-511-522-60-34-01	159.39
0096	CENTRAL WELDING SUPPLY	22-02241					1,432.95
	RN04222195	Oxygen Cylinder Rental (Inventory)	Invoice	04/30/2022	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	234.19
	RN04222196	Oxygen Cylinder Rental (Inventory)	Invoice	04/30/2022	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	173.86
	RN04222197	Oxygen Cylinder Rental (Inventory)	Invoice	04/30/2022	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	167.14
	RN04224380	Oxygen Cylinder Rental (Inventory)	Invoice	04/30/2022	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	410.95
	SP 879149	Oxygen Cylinder Exchange/Re-Fill (x9)	Invoice	04/29/2022	Oxygen Cylinder Exchange/Re-Fill (x9)	001-509-522-20-45-00	102.24
	SP 879178	Oxygen Cylinder Exchange/Re-Fill (x5)	Invoice	05/05/2022	Oxygen Cylinder Exchange/Re-Fill (x5)	001-509-522-20-45-00	73.31
	WV 204405	Oxygen Cylinder Exchange/Re-Fill (x5)	Invoice	04/22/2022	Oxygen Cylinder Exchange/Re-Fill (x5)	001-509-522-20-45-00	271.26
0103	CHMELIK SITKIN & DAVIS P.S.	22-02242					5,484.00
	110158	Attorney Srvcs (Employmnt/EEOC Com	Invoice	03/31/2022	Attorney Srvcs (Employmnt/EEOC Com	001-512-522-10-41-03	130.00
	110159	Attorney Srvcs (Employmnt/EEOC Comp	Invoice	03/31/2022	Attorney Srvcs (Employmnt/EEOC Comp	001-512-522-10-41-03	3,822.00
	110160	Attorney Srvcs (Employmnt/EEOC Comp	Invoice	03/31/2022	Attorney Srvcs (Employmnt/EEOC Comp	001-512-522-10-41-03	1,272.00
	110161	Attorney Srvcs (Employmnt/EEOC Cor	Invoice	03/31/2022	Attorney Srvcs (Employmnt/EEOC Cor	001-512-522-10-41-03	260.00
0110	CITY OF MONROE	22-02243					146.04
	ST32-APR22	Water & Stormwater - ST 32	Invoice	05/03/2022	Water & Stormwater - ST 32	001-507-522-50-47-02	146.04
0110	CITY OF MONROE	22-02244					404.94
	ADMIN-APR22	Water, Stormwater & Sewer - Admin B	Invoice	05/03/2022	Water, Stormwater & Sewer - Admin B	001-507-522-50-47-02 300-507-522-50-47-00	60.74 344.20
0110	CITY OF MONROE	22-02245					35.14
	ST31IRR-APR22	Water (Irrigation Meter) - ST 31	Invoice	05/03/2022	Water (Irrigation Meter) - ST 31	001-507-522-50-47-02	35.14
0110	CITY OF MONROE	22-02246					701.17
	ST31-APR22	Water, Stormwater & Sewer - ST 31	Invoice	05/03/2022	Water, Stormwater & Sewer - ST 31	001-507-522-50-47-02	701.17
0112	CLEARFLY COMMUNICATIONS	22-02247					764.20
	INV421515	Phone/Fax Services - Admin Bldg, ST 3:	Invoice	05/01/2022	Phone/Fax Services - Admin Bldg, ST 3:	001-513-522-50-42-01	764.20
0121	COGDILL NICHOLS REIN WARTELI	22-02248					13,155.10
	26100.36M14	Attorney Services (Pereira)	Invoice	04/28/2022	Attorney Services (Pereira)	001-512-522-10-41-03	12,753.60
	26100.39M1	Labor Union Attorney Services	Invoice	04/28/2022	Labor Union Attorney Services	001-512-522-10-41-00	401.50
0126	COMCAST	22-02249					151.71
	ST73-MAYJUN22	Internet Services - ST 73	Invoice	05/04/2022	Internet Services - ST 73	001-513-522-50-42-01	151.71

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0126	COMCAST	22-02250					156.73
	ST31-MAYJUN22	Internet Services - ST 31	Invoice	04/27/2022	Internet Services - ST 31	001-513-522-50-42-01	156.73
0126	COMCAST	22-02251					151.97
	ST76-MAYJUN22	Internet Services - ST 76	Invoice	04/27/2022	Internet Services - ST 76	001-513-522-50-42-01	151.97
0126	COMCAST	22-02252					509.87
	ADMIN-MAYJUN22	Internet/Phone/TV Services - Admin Bl	Invoice	05/07/2022	Internet/Phone/TV Srvc - Admin Bldg	001-513-522-50-42-01	509.87
0126	COMCAST	22-02253					156.43
	ST71-MAYJUN22	Internet Services - ST 71	Invoice	05/07/2022	Internet Services - ST 71	001-513-522-50-42-01	156.43
0126	COMCAST	22-02254					151.73
	ST32-MAYJUN22	Internet Services - ST 32	Invoice	04/25/2022	Internet Services - ST 32	001-513-522-50-42-01	151.73
0126	COMCAST	22-02255					151.71
	ST72-MAYJUN22	Internet Services - ST 72	Invoice	04/27/2022	Internet Services - ST 72	001-513-522-50-42-01	151.71
0126	COMCAST	22-02256					104.81
	ST83-MAYJUN22	Internet Services - ST 83	Invoice	05/08/2022	Internet Services - ST 83	001-513-522-50-42-01	104.81
0126	COMCAST	22-02257					151.95
	ST77-MAYJUN22	Internet Services - ST 77	Invoice	04/26/2022	Internet Services - ST 77	001-513-522-50-42-01	151.95
0127	COMDATA INC.	22-02258					5,565.06
	20371613	Fuel	Invoice	05/01/2022	Fuel - EMS	001-509-522-20-32-00	2,587.99
					Fuel - Shop	050-511-522-60-32-00	389.09
					Fuel - Suppression	001-504-522-20-32-00	2,587.98
0138	CRESSY DOOR COMPANY, INC	22-02259					404.45
	171542	Bay Door Servc Call/Repair (Temp. Doo	Invoice	04/21/2022	Bay Door Servc Call/Repair (Temp. Doc	001-507-522-50-48-00	404.45
0139	CROSS VALLEY WATER DISTRICT	22-02260					294.39
	2910028	Water - ST 74/Logistcs	Invoice	04/30/2022	Water - ST 74/Logistics	001-507-522-50-47-02	294.39
0139	CROSS VALLEY WATER DISTRICT	22-02261					396.47
	2907810	Water - ST 71	Invoice	04/30/2022	Water - ST 71	001-507-522-50-47-02	396.47
0139	CROSS VALLEY WATER DISTRICT	22-02262					698.83
	2910745	Water - ST 33	Invoice	04/30/2022	Water - ST 33	001-507-522-50-47-02	698.83
1853	DANIEL MURDOCK	22-02263					719.48
	INV07855	Tuition & TextBook Reimbursement - C	Invoice	05/05/2022	Cengage Advntg Books: Looking Out/L	001-506-522-45-34-00	81.23
					Tuition Reimbursement - CMST&210	001-506-522-45-49-10	638.25
0148	DAVID SWEARINGEN	22-02264					220.00
	INV07854	Duty Boots Reimbursement	Invoice	04/29/2022	Duty Boots Reimbursement	001-504-522-20-31-07	220.00
1600	DIRECTV, LLC	22-02265					103.98
	050747001X220502	Cable/TV Services - ST 33	Invoice	05/02/2022	Cable/TV Services - ST 33	001-513-522-50-42-01	103.98
0164	DRUG FREE BUSINESS	22-02266					49.00
	429188	Random Drug Test	Invoice	04/29/2022	Random Drug Test	050-511-522-60-41-06	49.00

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
1875	ELECTRONIC BUSINESS MACHINE	22-02267					13.83
	AR218863	Copier Machine Usage - Admin POD	Invoice	04/30/2022	Copier Machine Usage - Admin POD	001-502-522-10-31-00	13.83
0183	EMPLOYMENT SECURITY DEPART	22-02268					28,943.64
	2022 UNEMPLOYMENT-Q1	Unemployment Billing: 2022 Quarter 1	Invoice	03/31/2022	Unemployment Billing: 2022 Quarter 1	001-512-522-20-20-14	28,943.64
1642	EVERGREEN POWER SYSTEMS, IN	22-02269					3,869.50
	32943	Electrical Troubleshooting (Locution) -	Invoice	04/27/2022	Electrical Troubleshooting (Locution) -	001-507-522-50-48-00	3,869.50
0212	FIRSTWATCH	22-02270					635.00
	FW109036	FirstPass & FOAM Modules Monthly Su	Invoice	05/02/2022	FirstPass & FOAM Modules Monthly Su	001-509-522-20-49-02	635.00
2145	FP MAILING SOLUTIONS	22-02271					154.25
	RI105299155	Postage Machine Lease (Quarterly)	Invoice	04/22/2022	Postage Machine Lease (Quarterly)	001-512-591-22-70-00	154.25
0222	FREIGHTLINER NORTHWEST	22-02272					900.99
	PC304004958;01	Shop Parts	Invoice	04/19/2022	Shop Parts	050-511-522-60-34-01	538.24
	PC304004958;02	Shop Parts	Invoice	04/19/2022	Shop Parts	050-511-522-60-34-01	542.45
	PC304004958;03	Shop Parts	Invoice	04/19/2022	Shop Parts	050-511-522-60-34-01	117.04
	PC304004994;01	Shop Parts	Invoice	04/20/2022	Shop Parts	050-511-522-60-34-01	113.62
	PC304005001;01	Shop Parts	Invoice	04/20/2022	Shop Parts	050-511-522-60-34-01	37.87
	PC304005010;01	Shop Parts	Credit Memo	04/20/2022	Shop Parts	050-511-522-60-34-01	-810.13
	PC304005012;01	Shop Parts	Invoice	04/20/2022	Shop Parts	050-511-522-60-34-01	187.85
	PC304005015;01	Shop Parts	Invoice	04/21/2022	Shop Parts	050-511-522-60-34-01	107.78
	PC304005027;01	Shop Parts	Invoice	04/21/2022	Shop Parts	050-511-522-60-34-01	66.27

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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
0226	GALLS, LLC - DBA BLUMENTHAL U	22-02273					5,271.18
	020910497	Firefighter Pants	Invoice	04/13/2022	Firefighter Pants	001-504-522-20-31-07	150.02
	020910511	Velcro Necktie w/ Buttonholes, Leathe	Invoice	04/13/2022	Velcro Necktie w/ Buttonholes, Leathe	001-504-522-20-31-07	44.95
	020920966	Industrial Pants (x2)	Invoice	04/14/2022	Industrial Pants (x2)	001-504-522-20-31-07	286.39
	020931038	Polyester/Wool Class A Double Breaste	Invoice	04/15/2022	Polyester/Wool Class A Double Breaste	001-504-522-20-31-07	487.63
	020931087	Duty Boots	Invoice	04/15/2022	Duty Boots	001-504-522-20-31-07	153.29
	020931103	Fleece Jacket,S/S Chief Shirt,Industrial	Invoice	04/15/2022	Fleece Jacket,S/S Chief Shirt,Industrial	001-504-522-20-31-07	458.68
	020931165	Leather Belt	Invoice	04/15/2022	Leather Belt	001-504-522-20-31-07	25.22
	020942658	Class A Alterations	Invoice	04/18/2022	Class A Alterations	001-504-522-20-31-07	28.91
	020952346	Quarter Boots (Return/Refund)	Credit Memo	04/18/2022	Quarter Boots (Return/Refund)	001-504-522-20-31-07	-180.20
	020952909	Class A Alterations	Invoice	04/19/2022	Class A Alterations	001-504-522-20-31-07	161.17
	020952942	Name Plate	Invoice	04/19/2022	Name Plate	001-504-522-20-31-07	19.66
	020952943	Name Plate	Invoice	04/19/2022	Name Plate	001-504-522-20-31-07	17.48
	020952959	Dress/Uniform Shoes (Academy Oxford)	Invoice	04/19/2022	Dress/Uniform Shoes (Academy Oxford)	001-504-522-20-31-07	81.98
	020952990	Firefighter Pants (x2)	Invoice	04/19/2022	Firefighter Pants (x2)	001-504-522-20-31-07	287.18
	020952991	Industrial Pants (x2), Leather Belt	Invoice	04/19/2022	Industrial Pants (x2), Leather Belt	001-504-522-20-31-07	312.13
	020959499	Quarter Boots	Invoice	04/19/2022	Quarter Boots	001-504-522-20-31-07	176.74
	020963987	S/S Chief Shirt (x2), L/S Chief Shirt (x2)	Invoice	04/20/2022	S/S Chief Shirt (x2), L/S Chief Shirt (x2)	001-504-522-20-31-07	795.44
	020964011	Station Wear Pants	Invoice	04/20/2022	Station Wear Pants	001-504-522-20-31-07	122.74
	020964068	S/S Polyester Comman Shirt (No Zipper)	Invoice	04/20/2022	S/S Polyester Comman Shirt (No Zipper)	001-504-522-20-31-07	56.06
	020964117	Industrial Pants (x2)	Invoice	04/20/2022	Industrial Pants (x2)	001-504-522-20-31-07	281.99
	020973858	Uniform Metal Badge (x2)	Invoice	04/20/2022	Uniform Metal Badge (x2)	001-504-522-20-31-07	238.26
	020975073	Velcro Necktie w/ Buttonholes	Invoice	04/21/2022	Velcro Necktie w/ Buttonholes	001-504-522-20-31-07	15.29
	020986223	Velcro Necktie w/ Buttonholes	Invoice	04/22/2022	Velcro Necktie w/ Buttonholes	001-504-522-20-31-07	16.53
	021000470	Station Wear Pants	Invoice	04/25/2022	Station Wear Pants	001-504-522-20-31-07	109.65
	021009921	Duty Boots (Return/Refund)	Credit Memo	04/25/2022	Duty Boots (Return/Refund)	001-504-522-20-31-07	-153.43
	021010855	Name Plate	Invoice	04/26/2022	Name Plate	001-504-522-20-31-07	19.66
	021010861	Uniform/Service Dress Skirt	Invoice	04/26/2022	Uniform/Service Dress Skirt	001-504-522-20-31-07	141.93
	021010899	1/2 Zip Turtleneck Sweatshirt	Invoice	04/26/2022	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	103.78
	021022533	Polyster/Wool Class A Dble Breasted Dr	Invoice	04/27/2022	Polyster/Wool Class A Dble Breasted Dr	001-504-522-20-31-07	383.06
	021022605	Industrial Pants (x4), Leather Belt	Invoice	04/27/2022	Industrial Pants (x4), Leather Belt	001-504-522-20-31-07	628.99
0238	GRAINGER	22-02274					3,145.26
	9293757366	Station Operating Supplies	Invoice	04/27/2022	Station Operating Supplies	001-507-522-50-31-00	462.40
	9293757374	Station Operating Supplies	Invoice	04/27/2022	Station Operating Supplies	001-507-522-50-31-00	156.48
	9294286373	Station Operating Supplies	Invoice	04/27/2022	Station Operating Supplies	001-507-522-50-31-00	407.14
	9294306775	Station Operating Supplies	Invoice	04/28/2022	Station Operating Supplies	001-507-522-50-31-00	16.00
	9298773103	AA Batteries (24pk) (x48)	Invoice	05/02/2022	AA Batteries (24pk) (x48)	001-507-522-50-31-00	327.38
	9299502675	Station Operating Supplies	Invoice	05/03/2022	Station Operating Supplies	001-507-522-50-31-00	659.06
	9299666017	Station Operating Supplies	Invoice	05/03/2022	Station Operating Supplies	001-507-522-50-31-00	613.47
	9299666025	Station Operating Supplies	Invoice	05/03/2022	Station Operating Supplies	001-507-522-50-31-00	503.33
1660	HARBORVIEW INVESTMENT LTD	22-02275					1,970.00
	06/2022	Paramedic School Rent (#2-702) - June	Invoice	06/01/2022	Paramedic School Rent (#2-702) - June	001-506-522-45-49-37	1,970.00

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0260	HUGHES FIRE EQUIPMENT 576655	22-02276 Shop Parts	Invoice	04/25/2022	Shop Parts	050-511-522-60-34-01	120.28 120.28
1878	IMS ALLIANCE 22-1262	22-02277 Passport Name & Locker Tags	Invoice	04/27/2022	Passport Name & Locker Tags	001-504-522-20-31-01	56.92 56.92
1872	INTERSTATE ALL BATTERY CENTE 999705226	22-02278 Shop Parts	Invoice	04/20/2022	Shop Parts	050-511-522-60-34-01	168.03 168.03
0276	IRON MOUNTAIN INC 202541276	22-02279 OffSite Server Data Storage	Invoice	04/30/2022	OffSite Server Data Storage	001-513-522-10-41-04	631.35 631.35
0277	ISOUTSOURCE CW265942	22-02280 IT Services	Invoice	04/30/2022	IT Services	001-513-522-10-41-04	24,379.32 24,379.32
0313	KENT D. BRUCE CO., LLC 10363 10472	22-02281 Shop Parts Shop Parts	Invoice Invoice	04/08/2022 04/22/2022	Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01	2,943.51 1,625.61 1,317.90
0349	L.N. CURTIS & SONS INV587685	22-02282 Structural Bunker Boots	Invoice	04/18/2022	Structural Bunker Boots	303-504-522-20-35-04	510.15 510.15
1879	LAKE STEVENS SEWER DISTRICT ST81-MAY22	22-02283 Sewer - ST 81 (Account 6681.01)	Invoice	05/01/2022	Sewer - ST 81	001-507-522-50-47-02	86.00 86.00
1879	LAKE STEVENS SEWER DISTRICT ST82-MAY22	22-02284 Sewer - ST 82 (Account 3655.01)	Invoice	05/01/2022	Sewer - ST 82	001-507-522-50-47-02	172.00 172.00
1596	LEMAY MOBILE SHREDDING 4746076S185 4746077S185 4746078S185	22-02285 OnSite Mobile Shredding Services - ST OnSite Mobile Shredding Services - Ad OnSite Mobile Shredding Services - ST	Invoice Invoice Invoice	05/01/2022 05/01/2022 05/01/2022	OnSite Mobile Shredding Services - ST OnSite Mobile Shredding Services - ST OnSite Mobile Shredding Services - ST	001-502-522-10-41-01 001-502-522-10-41-01 001-502-522-10-41-01	136.50 45.50 45.50 45.50
0348	LIZ LOOMIS PUBLIC AFFAIRS SRF-0522	22-02286 Public Affairs Support/Marketing Servi	Invoice	05/01/2022	Public Affairs Support/Marketing Servi	001-502-522-10-41-01	4,938.51 4,938.51
1603	MILL CREEK VIEW 11824	22-02287 Newspaper Ad/Article (ST76/Mill Creel	Invoice	05/08/2022	Newspaper Ad/Article (ST76/Mill Creel	001-515-522-30-42-01	375.00 375.00
0379	MOBILE HEALTH RESOURCES 21654	22-02288 Monthly EMS Patient Experience Surve	Invoice	04/30/2022	Monthly EMS Patient Experience Surve	001-509-522-20-49-02	1,508.60 1,508.60
0387	MUNICIPAL EMERGENCY SERVI IN1660085 IN1699022	22-02289 Breathing Air Compressor Prev.Maint. Shop Parts	Invoice Invoice	12/28/2021 04/08/2022	Breathing Air Compressor Prev.Maint. Shop Parts	001-504-522-20-41-01 050-511-522-60-34-01	1,301.41 1,109.45 191.96
2011	NORTHWEST FIBER, LLC ADMIN-APRMAY22	22-02290 Fire Alarm Phone Lines/Connection - A	Invoice	04/28/2022	Fire Alarm Phone Lines/Connection - A	001-513-522-50-42-01	150.91 150.91
0434	OFFICE DEPOT, INC 235679697001	22-02291 Dry Erase Markers, Washable Markers	Invoice	04/21/2022	Dry Erase Markers, Washable Markers	001-502-522-10-31-00	36.41 36.41

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0185	OPERATIVE IQ 44816	22-02292 Operative IQ License/Maintenance Fee	Invoice	05/01/2022	Fleet Mgmt Licenses/Sandbox Maint	001-513-522-10-49-04	2,324.39 763.81
					Operative IQ Inventory/Asset Mngmt	001-509-522-20-49-02	1,450.68
					RFID Data Service License Fee	001-513-522-10-49-04	109.90
0308	PROPERTY MAINTENANCE COM/ M-953V 053122.1	22-02293 Property Management Monthly Servic	Invoice	05/01/2022	Property Management Monthly Servic	001-507-522-50-41-00	820.50 123.08
						300-507-522-50-41-00	697.42
0494	REPUBLIC SERVICES #197 0197-002949255	22-02294 Refuse - ST 31	Invoice	04/30/2022	Refuse - ST 31	001-507-522-50-47-04	313.49 313.49
0494	REPUBLIC SERVICES #197 0197-002950079	22-02295 Refuse - ST 32	Invoice	04/30/2022	Refuse - ST 32	001-507-522-50-47-04	107.77 107.77
0494	REPUBLIC SERVICES #197 0197-002949998	22-02296 Recycling - ST 31	Invoice	04/30/2022	Recycling - ST 31	001-507-522-50-47-04	590.45 590.45
0494	REPUBLIC SERVICES #197 0197-002950020	22-02297 Refuse - Admin Building	Invoice	04/30/2022	Refuse - Admin Building	001-507-522-50-47-04	256.88 38.53
						300-507-522-50-47-00	218.35
0494	REPUBLIC SERVICES #197 0197-002950395	22-02298 Recycling - ST 32	Invoice	04/30/2022	Recycling - ST 32	001-507-522-50-47-04	73.19 73.19
0501	RICOH USA, INC. I06089876	22-02299 Copier Machine - Admin Bldg	Invoice	04/21/2022	Copier Machine Lease - Admin Bldg	001-512-591-22-70-00	329.57 254.54
					Copier Machine Usage - Admin Bldg	001-502-522-10-31-00	75.03
0544	SILVER LAKE WATER ST77-APR22	22-02300 Water & Sewer - ST 77	Invoice	04/30/2022	Water & Sewer - ST 77	001-507-522-50-47-02	117.70 117.70
0544	SILVER LAKE WATER ST76-APR22	22-02301 Water & Sewer - ST 76	Invoice	04/30/2022	Water & Sewer - ST 76	001-507-522-50-47-02	646.58 646.58
0544	SILVER LAKE WATER ST77FM-APR22	22-02302 Water (Fire Meter) - ST 77	Invoice	04/30/2022	Water (Fire Meter) - ST 77	001-507-522-50-47-02	166.60 166.60
0544	SILVER LAKE WATER ST76FM-APR22	22-02303 Water (Fire Meter) - ST 76	Invoice	04/30/2022	Water (Fire Meter) - ST 76	001-507-522-50-47-02	166.60 166.60
1547	SNOHOMISH COUNTY 911 4617	22-02304 Monthly Dispatch Services	Invoice	05/01/2022	Monthly Dispatch Services	001-504-528-00-41-00	99,563.80 18,755.14
	4677	Monthly EPCR	Invoice	05/01/2022	Monthly Electronic Patient Care Repor	001-509-528-00-41-00	75,020.57 1,095.38
	4707	Managed Laptop Leases	Invoice	05/01/2022	Managed Laptop Leases	303-504-591-22-70-00	1,887.41 2,805.30
						303-509-591-22-70-00	
0565	SNOHOMISH COUNTY PUD 145352772	22-02305 Electricity - ST 74	Invoice	04/25/2022	Electricity - ST 74	001-507-522-50-47-01	140.00 140.00

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount	
Vendor #	Payable Number	Payable Description					Distribution Amount	
0565	SNOHOMISH COUNTY PUD 100632331	22-02306 Electricity & Water - ST 82	Invoice	04/21/2022	Electricity - ST 82 Water - ST 82	001-507-522-50-47-01 001-507-522-50-47-02	1,310.86 1,071.49 239.37	
0565	SNOHOMISH COUNTY PUD 109083800	22-02307 Electricity - ST 83	Invoice	04/29/2022	Electricity - ST 83	001-507-522-50-47-01	382.05 382.05	
0565	SNOHOMISH COUNTY PUD 100633076	22-02308 Electricity - ST 73	Invoice	04/25/2022	Electricity - ST 73	001-507-522-50-47-01	236.55 236.55	
0565	SNOHOMISH COUNTY PUD 142017723	22-02309 Electricity - ST 33	Invoice	04/22/2022	Electricity - ST 33	001-507-522-50-47-01	917.11 917.11	
0565	SNOHOMISH COUNTY PUD 161545742	22-02310 Electricity - ST 32	Invoice	04/22/2022	Electricity - ST 32	001-507-522-50-47-01	278.30 278.30	
0565	SNOHOMISH COUNTY PUD 118976304	22-02311 Electricity - ST 71	Invoice	04/27/2022	Electricity - ST 71	001-507-522-50-47-01	1,348.26 1,348.26	
0567	SNURE LAW OFFICE, PSC APR2022	22-02312 Monthly Attorney Services (April)	Invoice	05/01/2022	Monthly Attorney Services (April)	001-512-522-10-41-03	3,932.50 3,932.50	
0572	SPEEDWAY CHEVROLET 132714 132720 132727 132922 132957 CM132957	22-02313 Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts	Invoice Invoice Invoice Invoice Invoice Credit Memo	04/04/2022 04/05/2022 04/05/2022 04/18/2022 04/22/2022 04/22/2022	Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01	662.48 62.76 63.39 43.67 171.29 348.70 -27.33	
2057	SPRAGUE PEST SOLUTIONS 4783713 4783714 4783715 4783716 4783720 4783723 4783724	22-02314 Monthly Pest Control Services - ST 74 Monthly Pest Control Services - ST 73 Monthly Pest Control Services - ST 82 Monthly Pest Control Services - ST 83 Monthly Pest Control Services - ST 76 Monthly Pest Control Services - ST 33 Monthly Pest Control Services - ST 32	Invoice Invoice Invoice Invoice Invoice Invoice Invoice	04/19/2022 04/11/2022 04/22/2022 04/22/2022 04/21/2022 04/19/2022 04/22/2022	Monthly Pest Control Services - ST 74 Monthly Pest Control Services - ST 73 Monthly Pest Control Services - ST 82 Monthly Pest Control Services - ST 83 Monthly Pest Control Services - ST 76 Monthly Pest Control Services - ST 33 Monthly Pest Control Services - ST 32	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	632.77 90.17 90.83 90.01 90.17 91.16 90.17 90.26	
1934	SUBURBAN PROPANE, L.P. ST83-APR22	22-02315 OnSite Mobile Propane Delivery - ST 8:	Invoice	04/19/2022	OnSite Mobile Propane Delivery - ST 8:	001-507-522-50-47-03	1,140.78 1,140.78	
0610	TRUE NORTH EMERGENCY EQUIP A11338 A11344 A11366 A11395 A11397 A11429 A11437	22-02316 Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts	Invoice Invoice Invoice Invoice Invoice Invoice Invoice	04/13/2022 04/14/2022 04/15/2022 04/19/2022 04/19/2022 04/22/2022 04/25/2022	Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01	5,031.01 316.06 1,655.30 476.01 32.38 2,011.40 476.04 63.82	

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
0624	US BANK	22-02317					Distribution Amount
	USBANK-MAR22	District Credit Card Charges - March 20	Invoice	03/25/2022	1/4 Zip Turtleneck Sweatshirt (x2)	001-504-522-20-31-07	26,833.39
					2018 Uniform Plumbing Code eBook	001-505-522-30-31-00	177.02
					2020 Emergency Response Guidebook	001-506-522-45-49-23	115.00
					2022 ACCIS Spring Conference Regist.	001-513-522-45-49-00	112.35
					2022 CPSE Excellence Conference Regi	001-506-522-45-49-02	400.00
					'22 Natnl PELRA Annual Training Conf.	001-502-522-45-49-02	765.00
					2-Strk Eng.Fuel,Bar&Chain Oil,Chain S	001-506-522-45-49-23	799.00
					ACCIS (Assoc.Cnty & City Info Sysms) f	001-513-522-20-49-02	431.29
					Adobe Creative Cloud Software Month	001-502-522-10-49-01	75.00
					Air Hose Fittings (Coupler & Plug Set)	001-504-522-20-35-00	57.92
					Airfare (2022 CPSE Excellence Conf.) - (001-506-522-45-43-00	9.80
					Airfare (Command Officer Boot Camp (001-506-522-45-43-00	1,197.20
					Airfare (Command Officer Boot Camp (001-506-522-45-43-00	1,007.10
					Airfare (Prefd Seat) (CO Boot Camp Co	001-506-522-45-43-00	568.60
					Apparatus Mud Guard Set (Front & Ba	001-513-522-20-48-01	4.99
					Background Check (SterlingNOW) - Kin	001-503-522-10-49-06	84.28
					Background Check (SterlingNOW) - Mc	001-503-522-10-49-06	79.95
					Barbell,20lb Wall Ball,50lb Dumbbell V	001-510-522-20-35-01	79.95
					Biohazardous/Medical Waste Disposal	001-509-522-20-41-06	547.40
					Breakfast - Operations Mtg (SRFR & Gr	001-504-522-20-49-04	103.60
					Business Cards (SRFR General Purpose,	001-502-522-10-31-00	63.95
					CalendarWiz Professional Software Mr	001-513-522-10-49-04	34.97
					Car Rental (2022 CPSE Excellence Conf	001-506-522-45-43-00	29.00
					Car Rental (Coll Prot) (2022 CPSE Excel	001-506-522-45-43-00	561.44
					Car Rental (Remain Bal) ('22 CPSE Exce	001-506-522-45-43-00	60.00
					Car Rental Insurance (2022 CPSE Excell	001-506-522-45-43-00	75.85
					Caribe Royale Hotel (CPSE Excellnc Cor	001-506-522-45-43-00	66.00
					Chain Saw Parts (Academy)	001-506-522-45-49-23	223.88
					Coffee/Snacks - Operations Battaln Chi	001-504-522-20-49-04	11.92
					Custm Embroidered Patches (SRFR Wa	001-514-522-20-31-09	59.52
					Custom Presentation Folder (SRFR Log	001-512-522-10-49-06	227.00
					Custom PVC Patches (SRFR Water Resc	001-514-522-20-31-09	1,468.23
					Designatd Infectn Contrl Offcr Course f	001-509-522-45-49-02	579.00
					Diesel Exh. Fluid (DEF),LED Motn Actvt	001-504-522-20-32-00	425.00
						001-507-522-50-35-00	28.01
					Donuts - Operations Battalion Chiefs (E	001-504-522-20-49-04	86.21
					Drivr/Passngr Side Heatd Towng Mirro	001-513-522-20-48-01	24.00
					Emplyee Pymnt: Hotel Restr Bill-To-Rm	001-501-522-10-43-01	500.34
					Fake Blood (EMS Practical Training Sup	001-509-522-20-49-04	5.35
					FastField Mobile Forms Software Mont	001-505-522-30-49-04	59.27
					Freight/Shipping Charge (Locution Parl	001-513-522-20-48-03	836.15
					Fuel (Academy)	001-506-522-45-49-23	39.07
							150.00

Docket of Claims Register

APPKT00996 - 05/12/2022 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
	USBANK-MAR22	District Credit Card Charges - March 20	Invoice	03/25/2022	Fuel (Academy)	001-506-522-45-49-23	150.00
					Fuel (Academy)	001-506-522-45-49-23	100.00
					Fuel (U1701 Logistics Van)	001-504-522-20-32-00	135.53
					Good To Go Auto Replenish Payment	001-509-522-20-49-01	30.00
					Good To Go Toll Bill	001-509-522-20-49-01	5.50
					Graduation Awards (Radio Strap Sets)	001-506-522-45-49-23	280.50
					Helmet Shield/Accountability Passport	001-504-522-20-31-10	78.97
					Helmet Shields (PIEO Mongillo)	001-504-522-20-31-10	59.84
					Helmet Shields (Probationary Firefight	001-504-522-20-31-10	1,558.74
					Helmet Shields (ST76/South County Tr	001-504-522-20-31-10	1,422.11
					Hose Mender (x2) (Female & Male)	001-506-522-45-31-03	23.16
					Hotel Restr Bill-To-Rm Chrg REFUND (C	001-501-522-10-43-01	-10.00
					Hotel Restr Bill-To-Rm Chrg REFUND (C	001-501-522-10-43-01	-0.88
					Insulation/Sound Deadening Board (A	001-506-522-45-49-23	312.53
					Keurig Coffee Filter Basket (K Duo)	001-507-522-50-31-00	22.53
					Key Padlock, Staple Gun Staples (Acad	001-506-522-45-49-23	133.20
					Kitchen Countertop&Side Splash,Read	001-507-522-50-48-00	162.57
					Kitchen Countertop&Side Splash,Read	001-507-522-50-48-00	-162.57
					Kitchen Sink Faucet Head & Hose Asse	001-507-522-50-48-00	21.79
					Kitchen Towels - ST 82	001-507-522-50-35-00	14.17
					Lamp - ST74/Logistics	001-507-522-50-35-00	20.76
					LS Chamber of Commerce Member Lui	001-502-522-10-49-06	20.00
					LS Chamber of Commerce Member Lui	001-502-522-10-49-06	20.00
					LS Chamber of Commerce Member Lui	001-502-522-10-49-06	20.00
					Lunch - Career FF Interview Panel	001-503-522-10-49-06	181.00
					Lunch - Career FF Interview Panel	001-503-522-10-49-06	243.58
					Lunch - Career FF Interview Panel	001-503-522-10-49-06	154.75
					Lunch - Career FF Interview Panel	001-503-522-10-49-06	184.54
					Marine Boat Trailer Jack (Jet Ski/Prsnl \	001-513-522-20-48-01	84.86
					Metal/Steel Sheets (Forcible Entry) (Ac	001-506-522-45-49-23	207.25
					Microsoft 'Office 365 E1' License Mnth	001-513-522-10-49-04	15.31
					Natnl Assoc. of Safety Professnls (NASF	001-510-522-20-49-01	195.00
					Office Chair (x3)	001-502-522-10-35-00	646.77
					PreMxd/2-Cycle Engine Fuel,Carriage E	001-506-522-45-49-23	164.46
					Propane (Academy)	001-506-522-45-49-23	43.58
					Pumpng & Aerial App.Drivr/Opertr Exa	001-506-522-45-34-00	300.00
					Pumpng&Aerial App.DO,Pumpng App.	001-506-522-45-34-00	748.40
					Quality Improv. Fire & Emerg. Servcs V	001-510-522-45-49-00	1,300.00
					Ridin' The Right Seat Conference Reg. -	001-506-522-45-49-02	550.00
					Rubber Mat (x2) - ST 81 Fitness Room	001-510-522-20-35-01	107.09
					Satin Ribbon (EMS Practical Training St	001-509-522-20-49-04	16.15
					Secure Fax Line SetUp Fee (Records Re	001-513-522-50-42-01	25.90
					Shop Parts	050-511-522-60-34-01	563.53

Docket of Claims Register

APPKT00996 - 05/12/2022 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
	USBANK-MAR22	District Credit Card Charges - March 2022	Invoice	03/25/2022	Shop Parts	050-511-522-60-34-01	110.97
					Shop Parts	050-511-522-60-34-01	3.38
					Shop Parts	050-511-522-60-34-01	46.66
					Shop Parts	050-511-522-60-34-01	6.43
					Shop Parts	050-511-522-60-34-01	597.69
					Shop Parts	050-511-522-60-34-01	1,033.00
					Shop Parts	050-511-522-60-34-01	-597.69
					Shop Small Tools & Equipment	050-511-522-60-35-00	628.42
					Shop Supplies	050-511-522-60-31-05	70.81
					Shower Head Replacement Parts - ST 8	001-507-522-50-48-00	15.89
					Shower Head Replacement Parts - ST 8	001-507-522-50-48-00	49.67
					Smoke Fluid/Juice (Fog-Smoke Machin	001-506-522-45-49-23	991.76
					Snacks/Refreshments - Career FF Inter	001-503-522-10-49-06	105.14
					Snacks/Refreshments - Logistics/IT/Shc	001-502-522-10-49-06	63.52
					Snohomish Cnty Career Fair: Employer	001-502-522-10-44-00	470.00
					SRFR 2022 Calendars (McConnell & Mc	001-502-522-10-31-00	40.44
					SRFR 2023 Calendars/Business Cards (001-506-522-45-31-03	84.62
					SRFR 2023 Large Format Calendars (Tr	001-506-522-45-31-03	34.87
					'The Art of Presenting' Course Regist. -	001-506-522-45-49-02	250.00
					Uniform Embroidery (1/4 Zip Turtlene	001-504-522-20-31-07	12.02
					Universal Sink/Tub/Shower Faucet Har	001-507-522-50-48-00	15.25
					WA State Patrol (WSP) Background Che	001-503-522-10-49-06	11.00
					WA State Patrol (WSP) Background Che	001-503-522-10-49-06	11.00
					Water Dispenser Rental (Monthly) (Sh	050-511-522-60-31-04	47.15
					Website Domain Renewl (monroefire3	001-513-522-10-49-04	4.36
					Wifi/Internet Servcs - Paramedic Stude	001-506-522-45-49-37	73.44
					Wireless Security Alert System (x3) - ST	001-507-522-50-35-00	49.14
					Work/Uniform Pants - M.Jenkins	001-504-522-20-31-07	44.00
					Zoom 'Standard Pro' Software Annual	001-503-522-10-49-01	163.84
					Zoom 'Standard Pro' Software Monthly	001-513-522-10-49-04	16.38
0665	WHELEN ENGINEERING COMPAN	22-02318					222.52
	105345	Shop Parts	Invoice	04/25/2022	Shop Parts	050-511-522-60-34-01	222.52
						Total Claims: 91	Total Payment Amount: 335,620.87

Snohomish County Fire District #7

Claims Voucher Summary

05/11/2022

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
22-02228	ADVANCE TESTING & SERVICE		1,031.79
22-02229	ALLSTREAM BUSINESS US, INC		218.99
22-02230	ALLSTREAM BUSINESS US, INC		112.21
22-02231	ALLSTREAM BUSINESS US, INC		318.26
22-02232	AMAZON CAPITAL SERVICES, INC		785.91
22-02233	AMERIGAS		236.34
22-02234	ANDGAR MECHANICAL LLC		17,270.05
22-02235	ARAMARK UNIFORM SERVICES		173.84
22-02236	BICKFORD MOTORS INC.		354.87
22-02237	BK INDUSTRIES & SOLUTIONS INC		2,879.08
22-02238	BOUND TREE MEDICAL, LLC		44,791.44
22-02239	BRAD TALLEY		4,000.00
22-02240	BRAKE & CLUTCH SUPPLY INC		221.33
22-02241	CENTRAL WELDING SUPPLY		1,432.95
22-02242	CHMELIK SITKIN & DAVIS P.S.		5,484.00
22-02243	CITY OF MONROE		146.04
22-02244	CITY OF MONROE		404.94
22-02245	CITY OF MONROE		35.14
22-02246	CITY OF MONROE		701.17
22-02247	CLEARFLY COMMUNICATIONS		764.20
22-02248	COGDILL NICHOLS REIN WARTELLE ANDREWS		13,155.10
22-02249	COMCAST		151.71
22-02250	COMCAST		156.73
22-02251	COMCAST		151.97
22-02252	COMCAST		509.87
22-02253	COMCAST		156.43
22-02254	COMCAST		151.73
22-02255	COMCAST		151.71
22-02256	COMCAST		104.81
22-02257	COMCAST		151.95
22-02258	COMDATA INC.		5,565.06

Page Total

101,769.62

Cumulative Total

101,769.62

Snohomish County Fire District #7

05/11/2022

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
22-02259	CRESSY DOOR COMPANY, INC		404.45
22-02260	CROSS VALLEY WATER DISTRICT		294.39
22-02261	CROSS VALLEY WATER DISTRICT		396.47
22-02262	CROSS VALLEY WATER DISTRICT		698.83
22-02263	DANIEL MURDOCK		719.48
22-02264	DAVID SWEARINGEN		220.00
22-02265	DIRECTV, LLC		103.98
22-02266	DRUG FREE BUSINESS		49.00
22-02267	ELECTRONIC BUSINESS MACHINES		13.83
22-02268	EMPLOYMENT SECURITY DEPARTMENT		28,943.64
22-02269	EVERGREEN POWER SYSTEMS, INC		3,869.50
22-02270	FIRSTWATCH		635.00
22-02271	FP MAILING SOLUTIONS		154.25
22-02272	FREIGHTLINER NORTHWEST		900.99
22-02273	GALLS, LLC - DBA BLUMENTHAL UNIFORM		5,271.18
22-02274	GRAINGER		3,145.26
22-02275	HARBORVIEW INVESTMENT LTD		1,970.00
22-02276	HUGHES FIRE EQUIPMENT		120.28
22-02277	IMS ALLIANCE		56.92
22-02278	INTERSTATE ALL BATTERY CENTER		168.03
22-02279	IRON MOUNTAIN INC		631.35
22-02280	ISOUTSOURCE		24,379.32
22-02281	KENT D. BRUCE CO., LLC		2,943.51
22-02282	L.N. CURTIS & SONS		510.15
22-02283	LAKE STEVENS SEWER DISTRICT		86.00
22-02284	LAKE STEVENS SEWER DISTRICT		172.00
22-02285	LEMAY MOBILE SHREDDING		136.50
22-02286	LIZ LOOMIS PUBLIC AFFAIRS		4,938.51
22-02287	MILL CREEK VIEW		375.00
22-02288	MOBILE HEALTH RESOURCES		1,508.60
22-02289	MUNICIPAL EMERGENCY SERVICES, INC.		1,301.41
		Page Total	85,117.83
		Cumulative Total	186,887.45

Snohomish County Fire District #7 Claims Voucher Summary

05/11/2022

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
22-02290	NORTHWEST FIBER, LLC		150.91
22-02291	OFFICE DEPOT, INC		36.41
22-02292	OPERATIVE IQ		2,324.39
22-02293	PROPERTY MAINTENANCE COM/RES		820.50
22-02294	REPUBLIC SERVICES #197		313.49
22-02295	REPUBLIC SERVICES #197		107.77
22-02296	REPUBLIC SERVICES #197		590.45
22-02297	REPUBLIC SERVICES #197		256.88
22-02298	REPUBLIC SERVICES #197		73.19
22-02299	RICOH USA, INC.		329.57
22-02300	SILVER LAKE WATER		117.70
22-02301	SILVER LAKE WATER		646.58
22-02302	SILVER LAKE WATER		166.60
22-02303	SILVER LAKE WATER		166.60
22-02304	SNOHOMISH COUNTY 911		99,563.80
22-02305	SNOHOMISH COUNTY PUD		140.00
22-02306	SNOHOMISH COUNTY PUD		1,310.86
22-02307	SNOHOMISH COUNTY PUD		382.05
22-02308	SNOHOMISH COUNTY PUD		236.55
22-02309	SNOHOMISH COUNTY PUD		917.11
22-02310	SNOHOMISH COUNTY PUD		278.30
22-02311	SNOHOMISH COUNTY PUD		1,348.26
22-02312	SNURE LAW OFFICE, PSC		3,932.50
22-02313	SPEEDWAY CHEVROLET		662.48
22-02314	SPRAGUE PEST SOLUTIONS		632.77
22-02315	SUBURBAN PROPANE, L.P.		1,140.78
22-02316	TRUE NORTH EMERGENCY EQUIPMENT INC		5,031.01
22-02317	US BANK		26,833.39
22-02318	WHELEN ENGINEERING COMPANY		222.52

Page Total

148,733.42

Cumulative Total

335,620.87

Snohomish County Fire District #7

Claims Voucher Summary

05/02/2022

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
22-02202	AFLAC		623.16
22-02203	DEPARTMENT OF RETIREMENT SYSTEMS		413,740.49
22-02204	FIRE 7 FOUNDATION		432.50
22-02205	FIREPAC		967.97
22-02206	GENERAL TEAMSTERS UNION LOCAL 38		1,342.00
22-02207	HRA VEBA TRUST		52,165.98
22-02208	IAFF LOCAL 2781		48.55
22-02209	IAFF LOCAL 2781		8,496.25
22-02210	IAFF LOCAL 2781		3,808.35
22-02211	IAFF LOCAL 2781		8,399.15
22-02212	IAFF LOCAL 2781		3,766.18
22-02213	IAFF LOCAL 2781		20.15
22-02214	IAFF LOCAL 2781		772.00
22-02215	IAFF LOCAL 2781		20.14
22-02216	IAFF LOCAL 2781		2.50
22-02217	IAFF LOCAL 2781		480.00
22-02218	IAFF LOCAL 2781		4.00
22-02219	IAFF LOCAL 2781		485.00
22-02220	IAFF LOCAL 2781		764.00
22-02221	LOCAL IAFF 2781 PAC		633.50
22-02222	MATRIX TRUST COMPANY		24,726.13
22-02223	PAID FAMILY & MEDICAL LEAVE		16,735.26
22-02224	TD AMERITRADE INSTITUTIONAL		388.50
22-02225	VOYA INSTITUTIONAL TRUST CO		78,125.93
22-02226	WSCFF FASTPAC		721.05
22-02227	WSCFF-EMP BENEFIT TRUST		27,375.00

Page Total 645,043.74

Cumulative Total 645,043.74



Payroll Summary and Authorization Form for the:

04/30/2022 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: \$957,783.95

Paper Checks: \$9,882.56

Taxes: \$283,468.83

Allowed in the sum of: \$1,251,135.34

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 28, 2022 1730 hours

CALL TO ORDER: Chairman Elmore called the meeting to order at 1730 hours, also in attendance were Commissioner Edwards, Commissioner Fay, Commissioner Schaub, Commissioner Steinruck and Commissioner Waugh. Absent with previous notice Commissioner Gagnon.

CHIEF'S REPORT: Chief O'Brien thanked all in attendance. He expressed his appreciation of input given by citizens during the last few meetings. Chief O'Brien stated a plan has been drafted to bring all Firefighters back to duty. It will be proposed at today's meeting.

Chief O'Brien introduced Penny Coyne and asked her to share her good news. After watching the memorial service for Officer Dan Rocha, Ms. Coyne was moved to contact the organization Tunnel to Tower Foundation. The Tunnel to Tower Foundation offers a Fallen First Responder Home Program in which the foundation will pay the balance of the mortgage of the fallen officer. The Dan Rocha Family was submitted by Ms. Coyne and has been accepted as recipients. Thank you, Ms. Coyne, for your action.

****Crew Special Recognition:*** East Battalion C-Shift presented a Citizen award to Mackenzie Lindell for her humanity towards her neighbor. Thank you, Ms. Lindell, for exceeding the expectations of neighborly.

PUBLIC COMMENT: Public comment was given in support of bringing back Firefighters that have been off duty due to the Vaccine Mandate Proclamation 21-14.

UNION COMMENT: Union President Fisher thanked the organization for working with the IAFF to develop a plan to bring all of our firefighters back to duty. He urged the Board of Commissioners to support the proposal.

COMMISSIONER REPORTS

Finance Committee report: Commissioner Elmore provided the highlights from the meeting which included GEMT reimbursement, Resolutions 2022-2 and 2022-3, Post-retirement medical leave and electronic signature policy.

Sno911: Commissioner Waugh commented on featured topics from the meeting held on April 21, they included: 2021 fund carryover, new dispatch center funding, county-wide public safety radio system upgrade, re-examination of Station 83 radio tower continuance, and Assistance Chief Guptill and Commissioner Waugh remaining on Sno911 Board of Directors.



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

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner **Steinruck** and 2nd by Commissioner Schaub.

On Vote, Motion carried 6/0.

OLD BUSINESS

Discussion

Board Policy: Chief O'Brien reported on the continuing work being done to create a Snohomish Regional Fire & Rescue Board Policy. It was vetted through the Finance Committee with a few changes suggested. Process will be continuing.

Action

Budget Amendment #1

Motion to approve Budget Amendment #1 as submitted.

Motion by Commissioner Waugh and 2nd by Commissioner Edwards.

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

Resolution 2022-01 Surplus List

Motion to approve Resolution 2022-01 Surplus list.

Motion by Commissioner Edwards and 2nd by Commissioner Fay.

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

Vaccine Mandate

Motion to approve the Fire Chief and staff to reevaluate what reasonable accommodations the District can provide 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 in compliance with Proclamation 21-14.

Motion by Commissioner Waugh and 2nd by Commissioner Steinruck.

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



NEW BUSINESS

Discussion

Electronic and Authorized Signature Policy: Business Administrator Schoof overviewed the policy. Recommend move to action next Board meeting.

Board Meeting Date Change: Due to a conflict in scheduling with the May 26, 2022 Board of Commissioners meeting and the Chief's Conference, a decision was made to change the meeting date to Tuesday, May 31, 2022.

Resolution 2022-02 Close Training Center Fund: CFO Tabor requested we close the Training Center Fund due to the selling of the training center property and we transfer the nominal balance to the Construction Fund.

Resolution 2022-03 Close PFML Fund: PFML is being managed by the state, the fund is no longer needed recommend move to action next board meeting.

Pacific Northwest Seismic Network Partnership: Chief O' Brien explained to the Board the request to install a sensor for early warnings due to an earthquake while partnering with PNSN. This is at no cost to the district.

Action

GOOD OF THE ORDER

ATTENDANCE CHECK: All Board Members noted availability for the Regular Commissioner Meeting May 12, 2022 at 1730 - Station 31 Training Room/BlueJeans.

EXECUTIVE SESSION

ADJOURNMENT: Chairman Elmore adjourned the meeting at 1803 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. It is suggested that all contact go through the chair and Fire Chief; however, any commissioner may contact legal counsel.~~

- 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.
- ~~(h)~~(i) **Board Committee Reports/Meeting Report.** Board Committee Chairs report on action and activities of their respective Board Committees and other meetings attended.
- ~~(i)~~(j) **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)~~(k) **Old Business.** Unfinished business of a general nature.
- ~~(k)~~(l) **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**

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(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





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



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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 PFML 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 HartogTitle: 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'.

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.

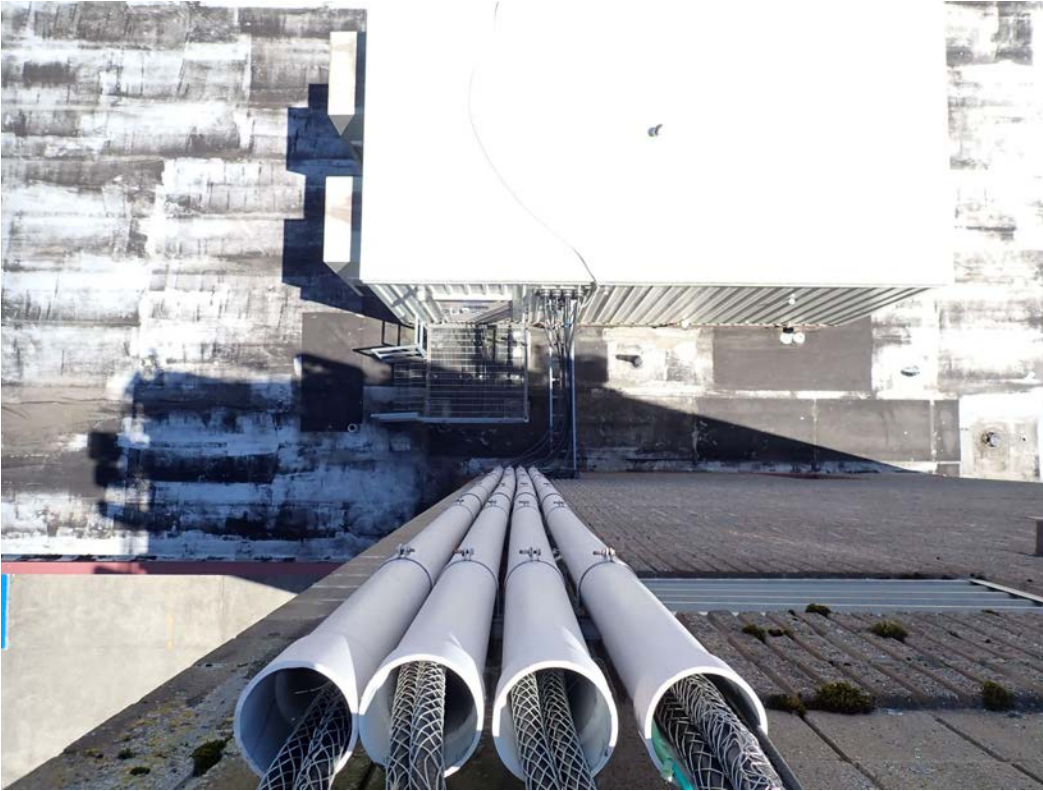


Image 11: Looking down the east side of the tower with cable conduits.



Image 12: Nearby Ubiquiti equipment and building penetration.



Image 13: Detailed view of the penetration.

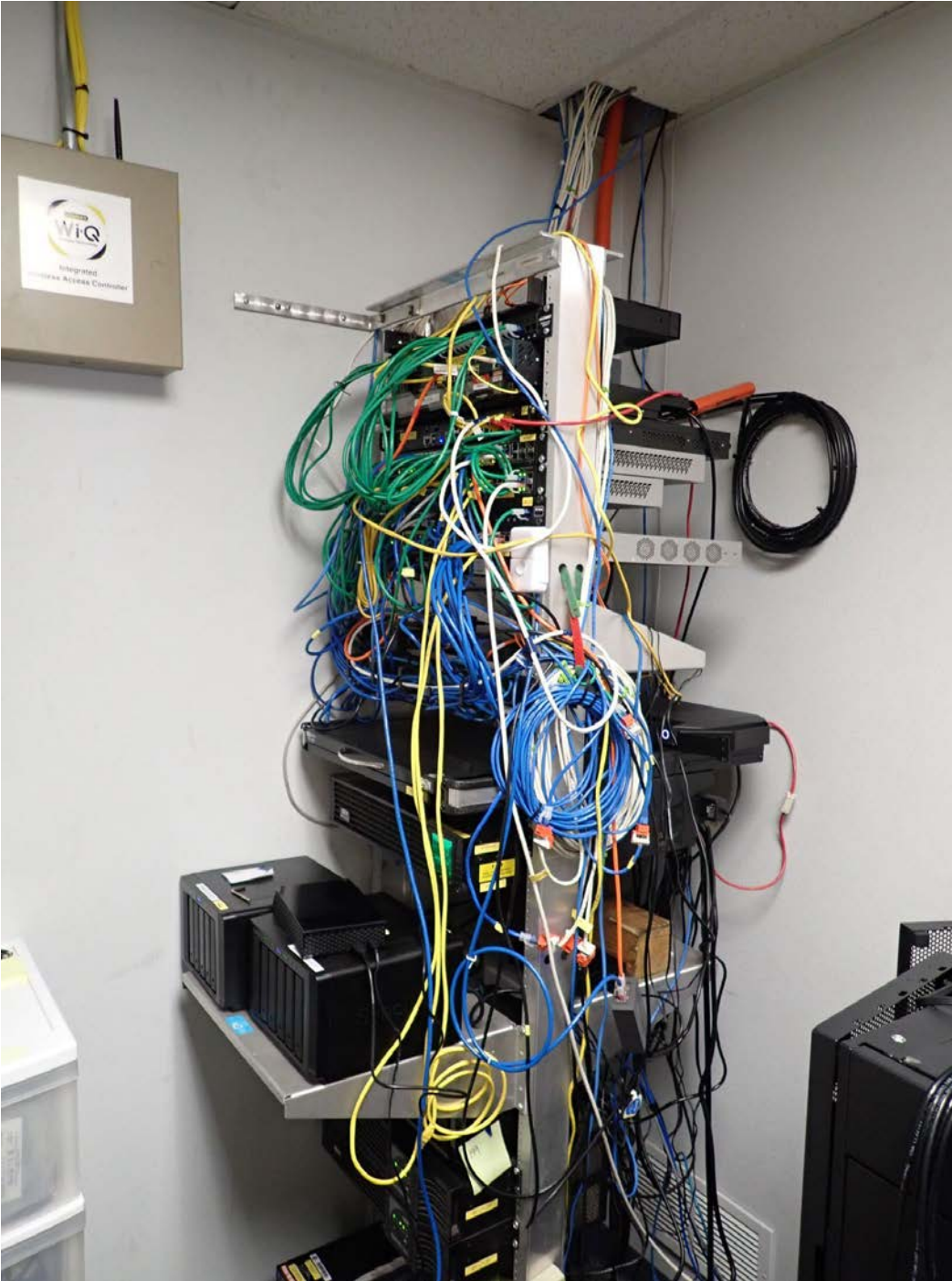


Image 14: Network switch.

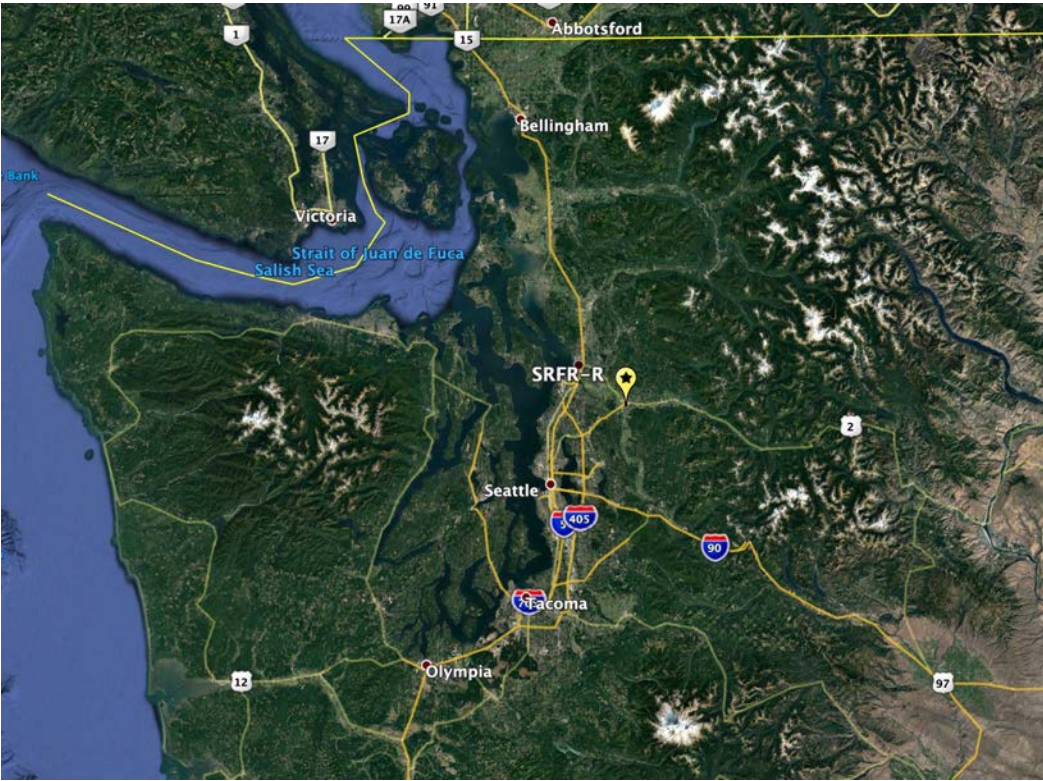


Image 15: Statewide view.

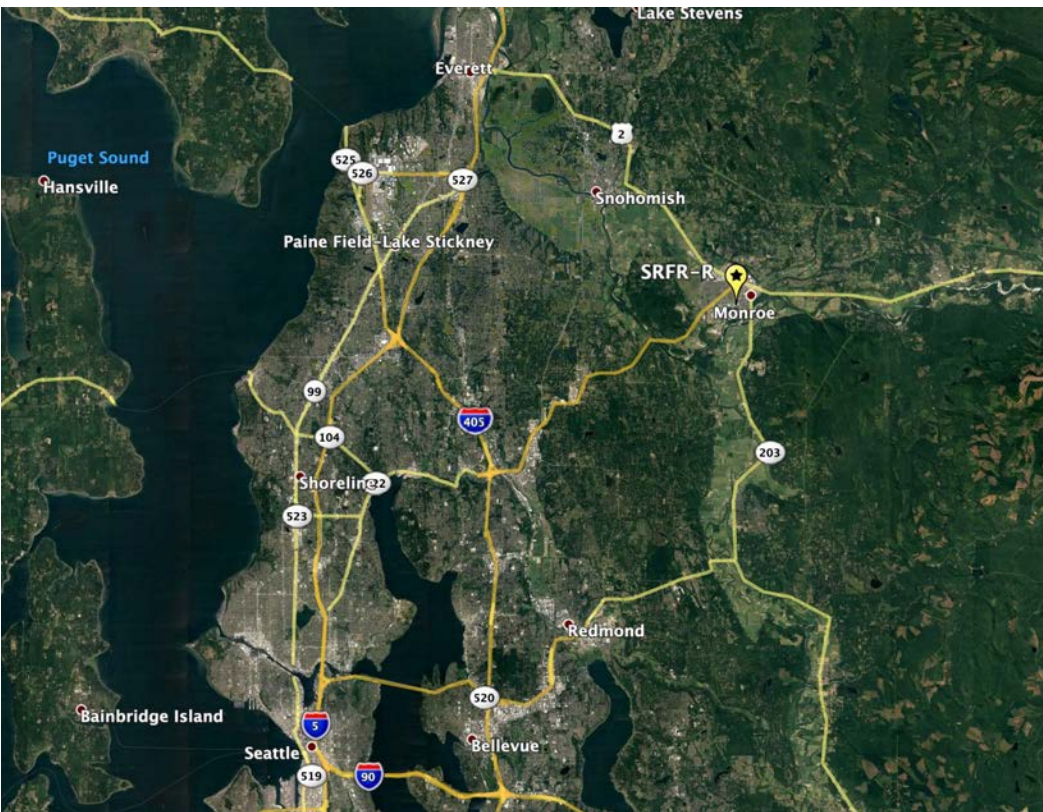


Image 16: Regional view.

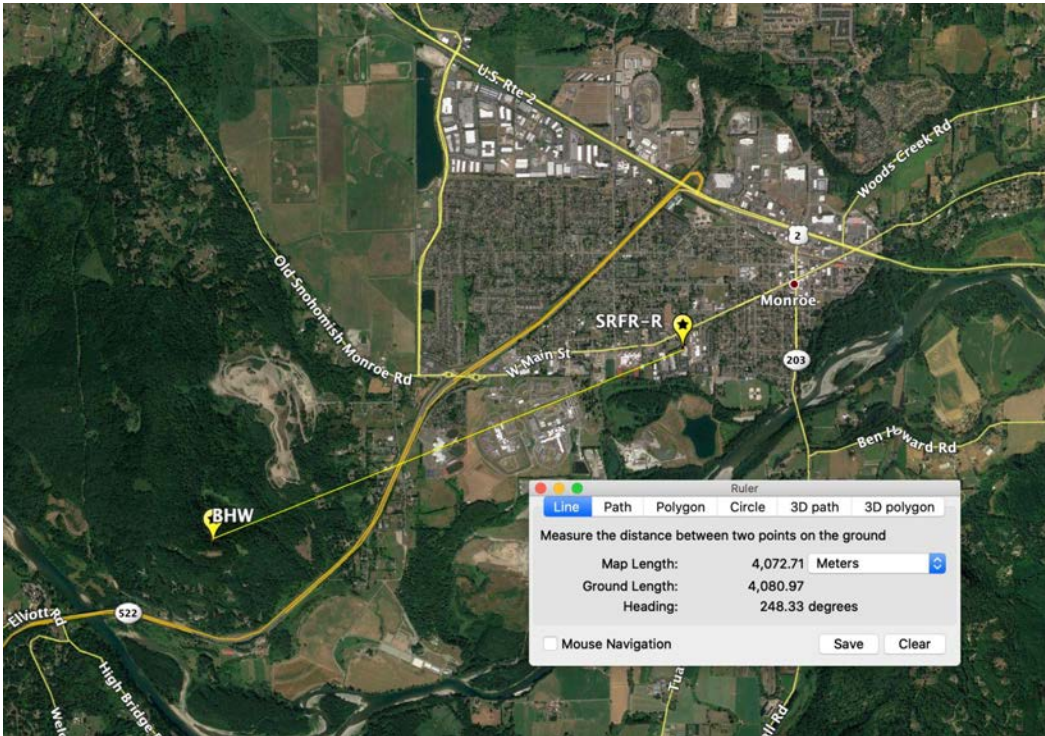


Image 17: Town view with relation to site BHW.

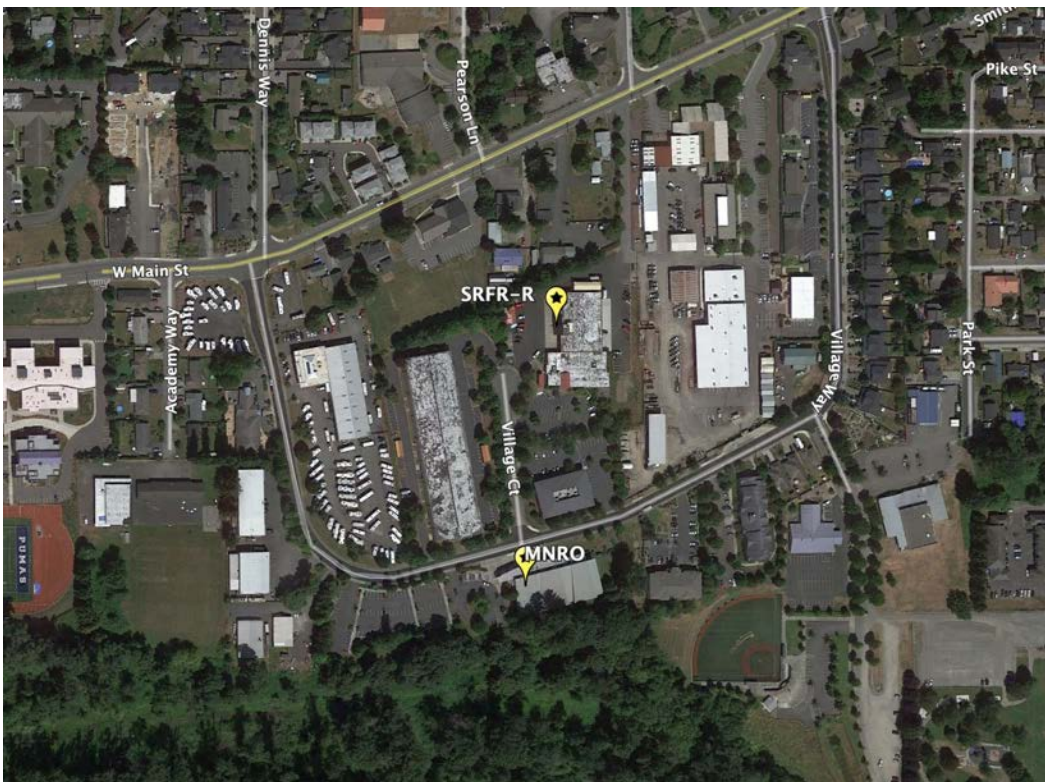


Image 18: Local view with nearby site MNRO.



NEW BUSINESS

DISCUSSION





NEW BUSINESS

ACTION



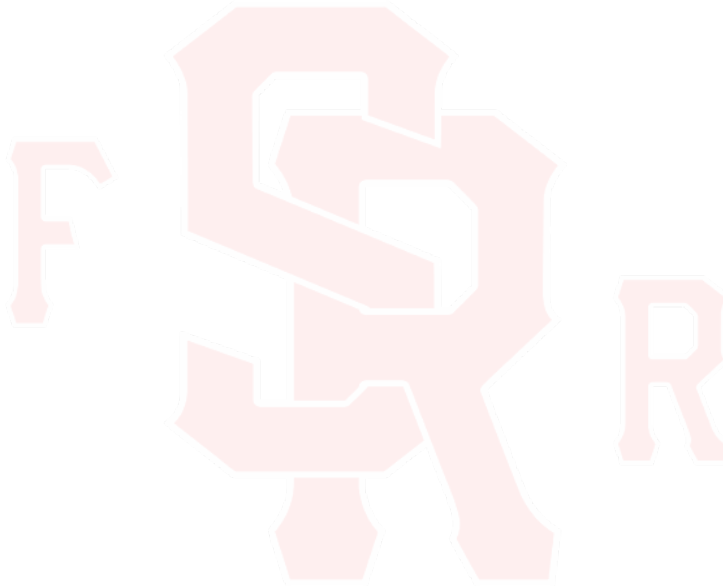


COMMISSIONER COMMITTEE REPORTS





OTHER MEETINGS ATTENDED





EXECUTIVE SESSION

