



COMMISSIONER BOARD MEETING

DECEMBER 28, 2023

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 Zoom

163 Village Court, Monroe, WA 98272

December 28, 2023, 1730 hours

CALL TO ORDER

PUBLIC COMMENT

UNION COMMENT

CHIEF'S REPORT

COMMISSIONER REPORTS:

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	11/28/23	1/23/24	No
Finance Committee	Elmore	12/28/23	1/25/24	Yes
Post-Employment Medical	Elmore	9/8/22		
Sno911	Waugh	12/21/23	1/18/24	Yes
Sno Isle Commissioners	Fay	12/7/23	1/4/24	No
Leadership Meeting	Schaub	10/25/23	TBD	No
Policy Committee	Schaub	12/14/23	1/11/24	No

COMMITTEE MEETING MINUTES

CONSENT AGENDA

Approve Vouchers

Benefit Vouchers: 23-03116 to 23-03125; (\$768,623.87)

Benefit Vouchers: 23-03126 to 23-03141; (\$791,333.30)

Q4 L&I Vouchers: 23-03142; (\$264,424.80)

AP Vouchers: 23-03245 to 23-03348; (\$580,505.14)

Approval of Payroll

December 15, 2023 (\$1,161,673.99)

Approval of Minutes

Approve Regular Board Meeting Minutes December 14, 2023



OLD BUSINESS

Discussion

Action

Board Chair 2024 Appointment

Policy Review

- Policy 304
- Policy 326
- Policy 402
- Policy 702
- Policy 902
- Policy 908
- Policy 909

Budget Amendment #3

Progressive Design-Build PRC process: Attorney services

Brightwater Contract Renewal

Resolution 2023-14 Surplus Equipment

NEW BUSINESS

Discussion

Action

GOOD OF THE ORDER

ATTENDANCE CHECK

Regular Commissioner Meeting January 11, 2024, at 1730 - Station 31 Training Room/Zoom.

EXECUTIVE SESSION:

ADJOURNMENT



CHIEF'S REPORT





COMMISSIONER REPORTS





COMMITTEE MEETING MINUTES





CONSENT AGENDA



Snohomish Regional Fire and Rescue Claims Voucher Summary

12/15/2023

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
23-03116	DEPARTMENT OF RETIREMENT SYSTEMS		30,281.82
23-03117	DIMARTINO & ASSOCIATES		22,804.22
23-03118	FIRE 7 FOUNDATION		610.00
23-03119	HRA VEBA TRUST		103,094.92
23-03120	LEOFF TRUST		449,385.02
23-03121	MATRIX TRUST COMPANY		19,118.61
23-03122	TD AMERITRADE INSTITUTIONAL		388.50
23-03123	TRUSTEED PLANS SERVICE CORP		34,106.24
23-03124	VOYA INSTITUTIONAL TRUST CO		108,070.29
23-03125	WASHINGTON STATE SUPPORT REGISTRY		764.25

	Page Total	768,623.87
	Cumulative Total	768,623.87

Snohomish Regional Fire and Rescue Claims Voucher Summary

12/27/2023

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
23-03126	AFLAC		591.44
23-03127	DEPARTMENT OF RETIREMENT SYSTEMS		493,524.62
23-03128	FIRE 7 FOUNDATION		610.00
23-03129	FIREPAC		1,050.28
23-03130	GENERAL TEAMSTERS UNION LOCAL 38		1,890.00
23-03131	HRA VEBA TRUST		56,832.50
23-03132	IAFF LOCAL 2781		30,627.40
23-03133	IAFF LOCAL 2781 PAC		921.10
23-03134	IAFF LOCAL 2781 RFA		1,080.00
23-03135	MATRIX TRUST COMPANY		19,944.64
23-03136	PAID FAMILY & MEDICAL LEAVE		27,587.16
23-03137	TD AMERITRADE INSTITUTIONAL		388.50
23-03138	VOYA INSTITUTIONAL TRUST CO		122,100.79
23-03139	WASHINGTON STATE SUPPORT REGISTRY		764.25
23-03140	WSCFF FASTPAC		1,770.62
23-03141	WSCFF-EMP BENEFIT TRUST		31,650.00

Page Total	791,333.30
Cumulative Total	791,333.30

Snohomish Regional Fire and Rescue Claims Voucher Summary

12/27/2023

Page 1 of 1

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
23-03142	DEPARTMENT OF LABOR AND INDUSTRIES		264,424.80

	Page Total	264,424.80
	Cumulative Total	264,424.80

Snohomish Regional Fire and Rescue Claims Voucher Summary

12/27/2023

Page 1 of 4

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
23-03245	ADVANCED TRAFFIC PRODUCTS INC		1,603.80
23-03247	ALL BATTERY SALES AND SERVICE		503.74
23-03248	AMAZON CAPITAL SERVICES, INC		3,730.21
23-03249	ANDGAR MECHANICAL LLC		4,833.92
23-03250	APPLIANCE MECHANIC		557.43
23-03251	ARAMARK UNIFORM SERVICES		198.91
23-03252	AT&T MOBILITY LLC		46.72
23-03253	B&H FIRE AND SECURITY		329.57
23-03254	BENJAMIN TOWERS		95.09
23-03255	BICKFORD MOTORS INC.		183.79
23-03256	BOUND TREE MEDICAL, LLC		11,676.69
23-03257	BRAKE & CLUTCH SUPPLY INC		1,211.45
23-03258	BRANDON VARGAS		671.80
23-03259	BRENDAN GRACE		489.00
23-03260	CANON FINANCIAL SERVICES INC		886.47
23-03261	CENTRAL SUPPLY INTERNATIONAL		2,407.47
23-03262	CENTRAL WELDING SUPPLY		115.67
23-03263	CHINOOK LUMBER		1,321.06
23-03264	CHMELIK SITKIN & DAVIS P.S.		2,228.00
23-03265	CITY OF MONROE		148.85
23-03266	CITY OF MONROE		36.19
23-03267	CITY OF MONROE		447.37
23-03268	CITY OF MONROE		865.68
23-03269	COMCAST		306.71
23-03270	COMCAST		311.43
23-03271	COMCAST		616.29
23-03272	COMCAST		104.81
23-03273	CREATION ORGANICS, LLC		4,312.36
23-03274	DELL MARKETING LP C/O DELL USA LP		5,802.06
23-03275	DISENOZ		50.04
23-03276	ELECTRONIC BUSINESS MACHINES		618.74
Page Total			46,711.32
Cumulative Total			46,711.32

Snohomish Regional Fire and Rescue Claims Voucher Summary

12/27/2023

Page 2 of 4

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
23-03277	EMERALD SERVICES, INC		440.64
23-03278	FASTFIELDFORMS		2,975.68
23-03279	FREIGHTLINER NORTHWEST		132.57
23-03280	GALLS, LLC		5,975.83
23-03281	GENERAL FIRE APPARATUS		772.85
23-03282	GITT'S SPRING CO		6,814.50
23-03283	GME SUPPLY COMPANY		420.81
23-03284	GRAINGER		4,944.92
23-03285	HARBORVIEW INVESTMENT LTD		1,710.00
23-03286	HONOR GUARD CLINICS AND SCHOOLS		2,200.00
23-03287	IMS ALLIANCE		39.22
23-03288	ISOUTSOURCE		31,349.84
23-03289	JOHN THOMAS		272.88
23-03290	KATHERINE POWERS		314.57
23-03291	KNOWBE4, INC.		6,873.62
23-03292	L.N. CURTIS & SONS		459.63
23-03293	LOWE'S		2,050.17
23-03294	MEDICAL EDUCATION AND TRAINING INDUSTRIES, LLC		2,000.00
23-03295	MIKE CAMERER		381.54
23-03296	MOBILE HEALTH RESOURCES		1,782.30
23-03297	MONROE STORAGE PARTNERS 1 LLC		146.00
23-03298	MUNICIPAL EMERGENCY SERVICES, INC.		1,321.14
23-03299	NELSON TRUCK EQUIPMENT CO., INC		38,546.57
23-03300	NORTHWEST SAFETY CLEAN		1,139.45
23-03301	NORWEST BUSINESS SERVICES, INC		2,250.00
23-03302	OAC SERVICES, INC.		8,667.70
23-03303	ODP BUSINESS SOLUTIONS, LLC		327.17
23-03304	PETROCARD, INC.		1,997.49
23-03305	PROPERTY MAINTENANCE COM/RES		1,094.00
23-03306	PUGET SOUND ENERGY		840.58
23-03307	PUGET SOUND ENERGY		356.10

Page Total

128,597.77

Cumulative Total

175,309.09

Snohomish Regional Fire and Rescue Claims Voucher Summary

12/27/2023

Page 3 of 4

Fund: General Fund #001

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Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
23-03308	PUGET SOUND ENERGY		780.65
23-03309	PUGET SOUND ENERGY		324.13
23-03310	PUGET SOUND ENERGY		1,307.53
23-03311	PUGET SOUND ENERGY		570.16
23-03312	PUGET SOUND ENERGY		818.63
23-03313	PURCELL TIRE & SERVICE CENTER		8,180.95
23-03314	REHN & ASSOCIATES		75.00
23-03315	RICE FERGUS MILLER, INC.		15,332.88
23-03316	RICOH USA, INC.		182.98
23-03317	RICOH USA, INC.		544.86
23-03318	RICOH USA, INC.		50.91
23-03319	SEA-WESTERN INC		96,297.64
23-03320	SISKUN POWER EQUIPMENT		4,383.58
23-03321	SNOHOMISH CO-OP INC		226.32
23-03322	SNOHOMISH COUNTY 911		995.54
23-03323	SNOHOMISH COUNTY FIRE DISTRICT #4		1,575.00
23-03324	SNOHOMISH COUNTY PUD		323.64
23-03325	SNOHOMISH COUNTY PUD		45.68
23-03326	SNOHOMISH COUNTY PUD		83.54
23-03327	SNOHOMISH COUNTY PUD		300.52
23-03328	SNOHOMISH COUNTY PUD		361.65
23-03329	SNOHOMISH COUNTY PUD		889.15
23-03330	SNOHOMISH REGIONAL FIRE & RESCUE		162,311.87
23-03331	SNOHOMISH VALLEY ROOFING INC		632.40
23-03332	SPEEDWAY CHEVROLET		626.21
23-03333	SPRAGUE PEST SOLUTIONS		991.12
23-03334	STRYKER SALES CORPORATION		1,027.21
23-03335	SYSTEMS DESIGN WEST, LLC		11,829.50
23-03336	TK ELEVATOR		3,791.80
23-03337	TRUE NORTH EMERGENCY EQUIPMENT INC		452.70
23-03338	TYLER TECHNOLOGIES INC		2,398.00

Page Total

317,711.75

Cumulative Total

493,020.84

Snohomish Regional Fire and Rescue Claims Voucher Summary

12/27/2023

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Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
23-03339	UNITED RENTALS (NORTH AMERICA), INC.		176.88
23-03340	US BANK		56,835.79
23-03341	VERATHON MEDICAL		15,055.46
23-03342	WASHINGTON FIRE COMMISSIONERS ASSOCIATION		2,430.00
23-03343	WASHINGTON STATE AUDITOR'S OFFICE		3,586.80
23-03344	WAVE		7,529.81
23-03345	WAVE		900.80
23-03346	WHELEN ENGINEERING COMPANY		381.86
23-03347	ZIPLY FIBER		394.72
23-03348	ZIPLY FIBER		192.18

Page Total	87,484.30
Cumulative Total	580,505.14



Snohomish Regional Fire & Rescue, WA

Docket of Claims Register

APPKT01476 - 12.28.2023 Board Meeting ER

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
0017	ADVANCED TRAFFIC PRODUCTS	23-03245						1,603.80
		0000037411	Shop Parts	Invoice	12/12/2023	Shop Parts	050-511-522-60-34-01	1,603.80
2335	ALL BATTERY SALES AND SERVICE	23-03247						503.74
		300-10130198	Shop Supplies	Invoice	12/19/2023	Shop Supplies	050-511-522-60-31-05	503.74
2106	AMAZON CAPITAL SERVICES, INC	23-03248						3,730.21
		14TT-NH3N-C1R3	Chain Metal Scrubber	Invoice	12/12/2023	Chain Metal Scrubber	001-507-522-50-31-00	10.78
		16PK-FTJJ-7VQL	Shop Parts	Invoice	12/15/2023	Shop Parts	050-511-522-60-34-01	60.97
		17M9-FR XR-7C4N	Garmin Rino 750 2-Way Radio and GPS	Invoice	12/22/2023	Garmin 2-Way Radio and GPS	001-504-522-20-31-01	530.10
		17MQ-YPGF-HPMK	Streamlight Litebox Lantern - B81	Invoice	12/23/2023	Streamlight Litebox Lantern - B81	001-504-522-20-31-01	201.76
		17TH-JKX9-41PR	Hipa Chainsaw Sprocket Cover - E72	Invoice	12/07/2023	Hipa Chainsaw Sprocket Cover/Chnsw	001-504-522-20-31-01	77.19
		1C79-VRTF-3QVD	Mkeke Compatible for iPhone 13/14 C	Invoice	12/15/2023	Mkeke Compatible for iPhone 13/14 C	001-513-522-10-35-00	9.84
		1FCN-RQWK-N4Q7	New Engine Supplies	Invoice	12/20/2023	Life Jacket/Rescue Throw Rope/Storage	001-504-522-20-31-01	259.44
		1H7G-1RVR-XGCX	Amerex Fire Extinguisher (2 Pack) - BC	Invoice	12/07/2023	Amerex Fire Extinguisher (2 Pack)- BC	001-504-522-20-31-01	369.02
		1JL9-94DQ-HXWW	Eagle Type I Metal Safety Can - ST 31	Invoice	12/05/2023	Eagle Type I Metal Safety Can - ST 31	001-507-522-50-35-00	79.44
		1JV7-137M-TL96	Shop Supplies	Invoice	12/13/2023	Shop Supplies	050-511-522-60-31-05	70.02
		1LHD-TQT1-JQHX	Rubber Hybrid Garden Hose - ST 71	Invoice	12/05/2023	Rubber Hybrid Garden Hose - ST 71	001-507-522-50-48-00	49.62
		1P9F-F7LD-QVCL	Wireless Headset w/Noise Cancelling	Invoice	12/14/2023	Wireless Headset w/Noise Cancelling	001-515-522-30-35-00	61.25
		1PXN-YCVH-MWVDV	GASPRO Natural Gas Hose	Invoice	12/13/2023	GASPRO Natural Gas Hose - ST 32	001-507-522-50-35-00	37.75
		1Q7M-1VFD-F9R7	Rechargeable Flashlight/Metal Scrubber	Invoice	12/15/2023	Rechargeable Flashlight/Metal Scrubber	001-504-522-20-31-01	178.01
		1T7Q-7VL7-M43F	Rope Rescue Technician Manual	Invoice	12/13/2023	Rope Rescue Technician Manual	001-506-522-45-34-00	101.61
		1TQN-14QV-JYNM	3M Ear Plugs	Invoice	12/06/2023	3M Ear Plugs	001-507-522-50-31-00	24.90
		1WFC-9DNK-1YCC	Shop Parts	Invoice	12/20/2023	Shop Parts	050-511-522-60-34-01	34.42
		1WRT-V3D6-1147	Fire Extinguisher (2 pack)	Invoice	12/07/2023	Fire Extinguisher (2 pack) - BC Rigs	001-504-522-20-31-01	361.47
		1WWR-Q4DL-1M3C	Shop Parts	Invoice	12/14/2023	Shop Parts	050-511-522-60-34-01	166.48
		1X4C-J4QK-1H1D	Rescue Tube/Folding Hand Truck/Pinch	Invoice	12/19/2023	Rescue Tube/Folding Hand Truck/Pinch	001-504-522-20-31-01	497.02
		1Y6H-JPX6-13QD	Shop Parts	Invoice	12/21/2023	Shop Parts	050-511-522-60-34-01	57.36
		1YKN-N9HL-7P3H	Rescue Throw Rope/Life Jacket	Invoice	12/22/2023	Rescue Throw Rope/Life Jacket	001-504-522-20-31-01	491.76
0036	ANDGAR MECHANICAL LLC	23-03249						4,833.92
		18346	Service Call (Replaced Pump/Igniter) -	Invoice	12/14/2023	Service Call (Replaced Pump/Igniter) -	001-507-522-50-48-00	1,758.23
		18350	Service Call (Replaced Gas Valve/Contr	Invoice	12/14/2023	Service Call (Replaced Gas Valve/Contr	001-507-522-50-48-00	3,075.69
1881	APPLIANCE MECHANIC	23-03250						557.43
		17523	Dishwasher Servc Call Repair (Loud No	Invoice	12/12/2007	Dishwasher Servc Call Repair (Loud No	001-507-522-50-48-00	557.43

Docket of Claims Register

APPKT01476 - 12.28.2023 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0040	ARAMARK UNIFORM SERVICES	23-03251					198.91
	6560305370	Shop Supplies/Uniform Rental/Laundr	Invoice	12/14/2023	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	82.33
	6560308276	Shop Towels, Floor Mat & Mop Supply	Invoice	12/21/2023	Shop Towels, Floor Mat & Mop Supply	001-507-522-50-41-00	31.93
	6560308277	Shop Supplies/Uniform Rental/Laundr	Invoice	12/21/2023	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	84.65
1523	AT&T MOBILITY LLC	23-03252					46.72
	287289300744X12162023	Test Modem Data Plan	Invoice	12/08/2023	Test Modem Data Plan	001-513-522-10-42-00	46.72
1971	B&H FIRE AND SECURITY	23-03253					329.57
	5924	Fire Alarm Monitoring (Jan/Feb/Mar 2	Invoice	12/18/2023	Fire Alarm Monitoring (Jan/Feb/Mar 2	001-507-522-50-41-00	91.73
	5938	Fire Alarm Monitoring (Jan/Feb/Mar 2	Invoice	12/18/2023	Fire Alarm Monitoring (Jan/Feb/Mar 2	001-507-522-50-41-00	90.55
	5979	Fire Alarm Monitoring (Jan/Feb/Mar 2	Invoice	12/19/2023	Fire Alarm Monitoring (Jan/Feb/Mar 2	001-507-522-50-41-00	147.29
2127	BENJAMIN TOWERS	23-03254					95.09
	INV10662	ASE Test Reimbursement (T6, Registrat	Invoice	12/05/2023	ASE Test Reimbursement (T6, Registrat	050-511-522-45-49-01	95.09
0058	BICKFORD MOTORS INC.	23-03255					183.79
	1262677	Shop Parts	Invoice	12/13/2023	Shop Parts	050-511-522-60-34-01	183.79
0065	BOUND TREE MEDICAL, LLC	23-03256					11,676.69
	85172497	Medical Supplies	Invoice	12/01/2023	Medical Supplies	001-509-522-30-31-01	6,402.08
	85173527	Medications & Medical Supplies	Invoice	12/04/2023	Medications & Medical Supplies	001-509-522-30-31-01	1,751.90
	85178324	Medications	Invoice	12/07/2023	Medications	001-509-522-30-31-01	214.19
	85179508	Medications	Invoice	12/08/2023	Medications	001-509-522-30-31-01	1,477.04
	85181297	Medications & Medical Supplies	Invoice	12/11/2023	Medications & Medical Supplies	001-509-522-30-31-01	889.84
	85183011	Medical Supplies	Invoice	12/12/2023	Medical Supplies	001-509-522-30-31-01	941.64
0070	BRAKE & CLUTCH SUPPLY INC	23-03257					1,211.45
	124763	Shop Parts	Invoice	12/12/2023	Shop Parts	050-511-522-60-34-01	1,211.45
1742	BRANDON VARGAS	23-03258					671.80
	INV10716	Air Fare Reimbursement (Tyler Connec	Invoice	12/27/2023	Air Fare Reimbursement (Tyler Connec	001-503-522-10-43-00	671.80
0074	BRENDAN GRACE	23-03259					489.00
	INV10660	Per Diem (2023 Battallion Chief Boot C	Invoice	11/01/2023	Per Diem (2023 Battallion Chief Boot C	001-506-522-45-43-00	489.00
1913	CANON FINANCIAL SERVICES INC	23-03260					886.47
	31744333	Copier Lease - Admn DAC & POD,ST81	Invoice	12/12/2023	Copier Machine Lease - Admn DAC&P	001-512-591-22-70-00	589.87
	31756628	Copier Machine Lease - Admin Bldg (C	Invoice	12/12/2023	Copier Machine Lease - Admin Bldg (C	001-512-591-22-70-00	296.60
0095	CENTRAL SUPPLY INTERNATIONAL	23-03261					2,407.47
	1863	Shop Parts	Invoice	12/01/2023	Shop Parts	050-511-522-60-34-01	192.07
	1865	Shop Parts	Invoice	12/13/2023	Shop Parts	050-511-522-60-34-01	2,215.40
0096	CENTRAL WELDING SUPPLY	23-03262					115.67
	SP 212986	Oxygen Cylinder Rental (Inventory)	Credit Memo	12/14/2023	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	-128.29
	SP 886143	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	12/20/2023	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	98.19
	SP 923595	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	12/21/2023	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	145.77

Docket of Claims Register

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0101	CHINOOK LUMBER 1990617	23-03263 Lumber for Work Bench - ST 77	Invoice	12/12/2023	Lumber for Work Bench - ST 77	001-507-522-50-35-00	1,321.06 45.42
	1991682	Lumber for Hose Cart	Invoice	12/18/2023	Lumber for Hose Cart	001-506-522-45-35-00	1,170.07
	1991732	Prem KD Doug Fir/Glue/Framing(New	Invoice	12/18/2023	Prem KD Doug Fir/Glue/Framing(New	001-504-522-20-35-00	105.57
0103	CHMELIK SITKIN & DAVIS P.S. 120249	23-03264 Monthly Attorney Services (November	Invoice	11/30/2023	Monthly Attorney Services (November	001-512-522-10-41-03	2,228.00 2,228.00
0110	CITY OF MONROE ST32-NOV23	23-03265 Water & Stormwater - ST 32	Invoice	12/05/2023	Water & Stormwater - ST 32	001-507-522-50-47-02	148.85 148.85
0110	CITY OF MONROE ST31IRR-NOV23	23-03266 Water (Irrigation Meter) - ST 31	Invoice	12/05/2023	Water (Irrigation Meter) - ST 31	001-507-522-50-47-02	36.19 36.19
0110	CITY OF MONROE ADMIN-NOV23	23-03267 Water, Stormwater & Sewer - Admin B	Invoice	12/05/2023	Water, Stormwater & Sewer - Admin B	001-507-522-50-47-02 300-507-522-50-47-00	447.37 228.16 219.21
0110	CITY OF MONROE ST31-NOV23	23-03268 Water, Stormwater & Sewer - ST 31	Invoice	12/05/2023	Water, Stormwater & Sewer - ST 31	001-507-522-50-47-02	865.68 865.68
0126	COMCAST ST73-DEC23/JAN24	23-03269 Internet Services - ST 73	Invoice	12/04/2023	Internet Services - ST 73	001-513-522-50-42-01	306.71 306.71
0126	COMCAST ST71-DEC23/JAN24	23-03270 Internet Services - ST 71	Invoice	12/07/2023	Internet Services - ST 71	001-513-522-50-42-01	311.43 311.43
0126	COMCAST ADMIN-DEC23/JAN24	23-03271 Internet/Phone/TV Services - Admin B	Invoice	12/07/2023	Internet/Phone/TV Srvcs - Admin Bldg	001-513-522-50-42-01	616.29 616.29
0126	COMCAST ST83-DEC23/JAN24	23-03272 Internet Services - ST 83	Invoice	12/08/2023	Internet Services - ST 83	001-513-522-50-42-01	104.81 104.81
2248	CREATION ORGANICS, LLC 3106	23-03273 Amerizorb Throw & GO	Invoice	12/04/2023	Amerizorb Throw & Go	001-507-522-50-31-00	4,312.36 4,312.36
0154	DELL MARKETING LP C/O DELL U 10709360711	23-03274 VMWare for Dell Servers	Invoice	11/07/2023	VMWare for Dell Servers	303-502-594-10-64-01	5,802.06 5,802.06
2319	DISENOZ 51538	23-03275 Shop Parts	Invoice	11/30/2023	Shop Parts	050-511-522-60-34-01	50.04 50.04
1875	ELECTRONIC BUSINESS MACHINE AR265298	23-03276 Copier Machine Usage - Admn DAC,ST	Invoice	11/30/2023	Copier Machine Usage - Admn DAC,ST	001-502-522-10-31-00	618.74 27.15
	AR265417	Copier Machine Usage - Admin Bldg (P	Invoice	11/30/2023	Copier Machine Usage - Admin Bldg (P	001-502-522-10-31-00	189.14
	AR265426	Copier Machine Usage - Admin Bldg (C	Invoice	11/30/2023	Copier Machine Usage - Admin Bldg (C	001-502-522-10-31-00	402.45
0178	EMERALD SERVICES, INC 93244725	23-03277 Hazardous Materials Disposal (Shop)	Invoice	12/08/2023	Hazardous Materials Disposal (Shop)	050-511-522-60-41-03	440.64 440.64

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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
2296	FASTFIELDFORMS 12588	23-03278 Mobile Forms Software Monthly Subsc	Invoice	10/07/2023	Mobile Forms Software Monthly Subsc	001-516-522-30-49-04	2,975.68 929.90
	12855	Mobile Forms Software Monthly Subsc	Invoice	11/07/2023	Mobile Forms Software Monthly Subsc	001-516-522-30-49-04	929.90
	13113	Mobile Forms Software Monthly Subsc	Invoice	12/07/2023	Mobile Forms Software Monthly Sub-I	001-516-522-30-49-04	1,115.88
0222	FREIGHTLINER NORTHWEST PC304018547;01	23-03279 Shop Parts	Invoice	12/12/2023	Shop Parts	050-511-522-60-34-01	132.57 132.57
0226	GALLS, LLC	23-03280					5,975.83
	026343449	Diamond Quilted Jacket	Invoice	11/24/2023	Diamond Quilted Jacket	001-504-522-20-31-07	99.08
	026358183	Class A Alterations	Invoice	11/27/2023	Class A Alteration	001-504-522-20-31-07	15.69
	026358186	S/S Station Wear Shirt	Invoice	11/27/2023	S/S Station Wear Shirt	001-504-522-20-31-07	324.37
	026358247	Duty Boots	Invoice	11/27/2023	Duty Boots	001-504-522-20-31-07	196.89
	026358266	Industrial Pants	Invoice	11/27/2023	Industrial Pants	001-504-522-20-31-07	287.18
	026358293	1/2 Zip Turtleneck Sweatshirt	Invoice	11/27/2023	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	118.63
	026385869	S/S Chief Shirt	Invoice	11/29/2023	S/S Chief Shirt	001-504-522-20-31-07	169.03
	026385951	S/S Chief Shirt	Invoice	11/29/2023	S/S Chief Shirt	001-504-522-20-31-07	273.26
	026398821	Diamond Quilted Jacket	Invoice	11/30/2023	Diamond Quilted Jacket	001-504-522-20-31-07	99.18
	026414557	Diamond Quilted Jacket/Duty Boot/Ca	Invoice	12/01/2023	Diamond Quilted Jacket/Duty Boots/Ci	001-504-522-20-31-07	984.61
	026433212	Polyester/Wool Double Breasted Class	Invoice	12/04/2023	Polyester/Wool Double Breasted Class	001-504-522-20-31-07	699.75
	026433234	Blank Embroiderable Patch (x20)	Invoice	12/04/2023	Blank Embroiderable Patch (x20)	001-504-522-20-31-07	165.69
	026446699	Class A Bell Crown Cap	Invoice	12/05/2023	Class A Bell Crown Cap	001-504-522-20-31-07	56.12
	026446743	S/S Chief Shirt	Invoice	12/05/2023	S/S Chief Shirt	001-504-522-20-31-07	162.03
	026451322	L/S Polyester Command Shirt	Invoice	12/05/2023	L/S Polyester Command Shirt	001-504-522-20-31-07	46.73
	026459637	Diamond Quilted Jacket	Invoice	12/06/2023	Diamond Quilted Jacket	001-504-522-20-31-07	99.18
	026469612	Uniform Metal Badge (x7)	Invoice	12/06/2023	Uniform Metal Badge (x7)	001-504-522-20-31-07	881.99
	026470856	Firefighter Pants	Invoice	12/07/2023	Firefighter Pants	001-504-522-20-31-07	286.91
	026470870	Class A Alterations	Invoice	12/07/2023	Class A Alteration	001-504-522-20-31-07	67.61
	026481747	Class A Alterations	Invoice	12/08/2023	Class A Alteration	001-504-522-20-31-07	79.22
	026500623	Blank Embroiderable Patch x 9	Invoice	12/11/2023	Blank Embroiderable Patch x9	001-504-522-20-31-07	74.54
	026514320	Softshell Fleece Jacket	Invoice	12/12/2023	Softshell Fleece Jacket	001-504-522-20-31-07	217.50
	026514325	S/S Chief Shirt	Invoice	12/12/2023	S/S Chief Shirt	001-504-522-20-31-07	272.30
	026526762	Industrial Pants	Invoice	12/13/2023	Industrial Pants	001-504-522-20-31-07	290.06
	026526837	Blank Embroiderable Patch	Invoice	12/13/2023	Blank Embroiderable Patch	001-504-522-20-31-07	8.28
1571	GENERAL FIRE APPARATUS 17615	23-03281 Shop Parts	Invoice	12/05/2023	Shop Parts	050-511-522-60-34-01	772.85 772.85
0233	GITT'S SPRING CO 049514	23-03282 Shop Parts	Invoice	12/05/2023	Shop Parts	050-511-522-60-34-01	6,814.50 5,490.41
	049604	Shop Parts	Invoice	12/14/2023	Shop Parts	050-511-522-60-34-01	1,324.09
2302	GME SUPPLY COMPANY 6920737	23-03283 Tech Rescue Supplies (PMI 8mm Prusik	Invoice	12/08/2023	Tech Rescue Supplies (PMI 8mm Prusik	001-514-522-20-31-11	420.81 420.81

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0238	GRAINGER	23-03284					4,944.92
	9926815557	Shop Parts	Invoice	12/07/2023	Shop Parts	050-511-522-60-34-01	378.52
	9933388499	Station Operating Supplies	Invoice	12/12/2023	Station Operating Supplies	001-507-522-50-31-00	881.38
	9933388507	Station Operating Supplies	Invoice	12/12/2023	Station Operating Supplies	001-507-522-50-31-00	726.61
	9933388515	Station Operating Supplies	Invoice	12/12/2023	Station Operating Supplies	001-507-522-50-31-00	11.79
	9933388523	Station Operating Supplies	Invoice	12/12/2023	Station Operating Supplies	001-507-522-50-31-00	198.40
	9933388531	Station Operating Supplies	Invoice	12/12/2023	Station Operating Supplies	001-507-522-50-31-00	432.72
	9933388549	Station Operating Supplies	Invoice	12/12/2023	Station Operating Supplies	001-507-522-50-31-00	155.45
	9933388556	Station Operating Supplies	Invoice	12/12/2023	Station Operating Supplies	001-507-522-50-31-00	238.72
	9933424849	Station Operating Supplies	Invoice	12/12/2023	Station Operating Supplies	001-507-522-50-31-00	275.56
	9933424864	Station Operating Supplies	Invoice	12/12/2023	Station Operating Supplies	001-507-522-50-31-00	455.53
	9933457443	Station Operating Supplies	Invoice	12/13/2023	Station Operating Supplies	001-507-522-50-31-00	1,190.24
1660	HARBORVIEW INVESTMENT LTD 01/2024	23-03285 Paramedic School Housing Rent (#2-10	Invoice	01/01/2024	Paramedic School Housing Rent (#2-10	001-506-522-45-49-37	1,710.00
2165	HONOR GUARD CLINICS AND SCI 2315	23-03286 Honor Guard Commander/FOS Combc	Invoice	12/03/2023	Honor Guard Commander/FOS Combc	001-506-522-45-49-02	2,200.00
1878	IMS ALLIANCE 23-3558	23-03287 Passport Name & Locker Tags (x14)	Invoice	12/22/2023	Passport Name & Locker Tags (x14)	001-504-522-20-31-01	39.22
0277	ISOUTSOURCE CW289211 CW289216 CW289724	23-03288 IT Services IT Services IT Services	Invoice Invoice Invoice	12/15/2023 12/26/2023 12/26/2023	IT Services IT Services IT Services	001-513-522-10-41-04 001-513-522-10-41-04 001-513-522-10-41-04	31,349.84 14,957.50 15,786.26 606.08
0596	JOHN THOMAS INV10659 INV10661	23-03289 ASE Test Reimbursement (A-9) DOT Physical Exam Reimbursement	Invoice Invoice	12/11/2023 12/01/2023	ASE Test Reimbursement (A-9) DOT Physical Exam Reimbursement	050-511-522-45-49-01 050-511-522-60-41-10	272.88 93.88 179.00
1681	KATHERINE POWERS INV10658	23-03290 Expense Reimb (3 Drawer Mobile File (Invoice	12/08/2023	Expense Reimb (3 Drawer Mobile File (001-507-522-50-35-00	314.57
2210	KNOWBE4, INC. INV294247	23-03291 Sercurity Awareness Train.,PhishER,Co	Invoice	12/02/2023	Sercurity Awareness Train.,PhishER,Co	001-506-522-45-49-02	6,873.62
0349	L.N. CURTIS & SONS INV770607 INV771981	23-03292 Shop Parts Shop Parts	Invoice Invoice	12/05/2023 12/08/2023	Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01	459.63 181.61 278.02

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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
0352	LOWE'S	23-03293					2,050.17
	901542-MENQIX	Supplies for ST 77 Workbench	Invoice	12/10/2023	Supplies for ST 77 Workbench	001-507-522-50-31-00	140.58
	901644-MDAILR	Metabo 18-Gauge Finish Staples	Invoice	12/01/2023	Metabo 18-Gauge Finish Staples	001-507-522-50-31-00	37.35
	901691-MEHBEH	Tool Boxes - New Engines	Invoice	12/07/2023	Tool Boxes - New Engines	001-504-522-20-35-00	698.15
	901762-MELHRT	Shop Parts	Invoice	12/08/2023	Shop Parts	050-511-522-60-34-01	41.53
	901884-MFLDLI	Tools for New Engine (Part 2)	Invoice	12/15/2023	Tools for New Engine (Part 2)	001-504-522-20-35-00	677.92
	974665-MDRAHQ	Shop Parts	Invoice	12/06/2023	Shop Parts	050-511-522-60-34-01	41.35
	975923-MFOENJ	Skil Circular Saw Blade	Invoice	12/18/2023	Skil Circular Saw Blade	001-507-522-50-35-00	15.63
	983842-MCMCCX	J-B Weld Pro Size Twin Tubes Adhesive	Invoice	11/28/2023	J-B Weld Pro Size Twin Tubes Adhesive	001-507-522-50-31-00	21.80
	987629-LRWWT	Propane Tank Exchange	Invoice	09/13/2023	Propane Tank Exchange	001-507-522-50-47-03	96.18
	989246-MCWAUC	Ceramic Heater/Bolts	Invoice	11/30/2023	Ceramic Heater/Bolts	001-507-522-50-31-00	8.26
					Ceramic Heater/Bolts	001-507-522-50-35-00	67.53
	989407-MADSUP	'Moss B Ware' Moss Treatment - ST 33	Invoice	11/09/2023	'Moss B Ware' Moss Treatment - ST 33	001-507-522-50-48-00	22.82
	989618-MEXIBS	Shop Supplies	Invoice	12/12/2023	Shop Supplies	050-511-522-60-34-01	34.80
	990614-MDAILW	KB 12-pc Air Acc. Kit (New Airline for E	Invoice	12/01/2023	KB 12-pc Air Acc. Kit (New Airline for E	001-504-522-20-31-01	31.14
	992615-MFCILL	Shop Parts	Invoice	12/13/2023	Shop Parts	050-511-522-60-34-01	32.07
	992628-MFCILM	Shop Parts	Invoice	12/13/2023	Shop Parts	050-511-522-60-34-01	83.06
2299	MEDICAL EDUCATION AND TRAIL	23-03294					2,000.00
	000028	ACLS Renewal 1-8	Invoice	12/14/2023	ACLS Renewal 1-8	001-509-522-20-49-01	2,000.00
0082	MIKE CAMERER	23-03295					381.54
	INV10663	2023-2025 Work Boot Reimbursement	Invoice	12/12/2023	2023-2025 Work Boot Reimbursement	050-511-522-60-31-01	381.54
0379	MOBILE HEALTH RESOURCES	23-03296					1,782.30
	23828	Monthly EMS Patient Experience Surve	Invoice	11/30/2023	Monthly EMS Patient Experience Surve	001-509-522-20-49-02	1,002.30
	23857	2023 Annual System Monitoring & Ma	Invoice	12/31/2023	2023 Annual System Monitoring & Ma	001-509-522-20-49-01	780.00
2256	MONROE STORAGE PARTNERS 1	23-03297					146.00
	38413	Storage Unit Monthly Rental (Jan 2024	Invoice	12/17/2023	Storage Unit Monthly Rental (Jan 2024	001-507-522-50-45-00	146.00
0387	MUNICIPAL EMERGENCY SERVIC	23-03298					1,321.14
	IN1979343	SCBA Flow Test/Repair/Maint/Batt Rep	Invoice	12/18/2023	SCBA Flow Test/Repair/Maint/Batt Rep	001-504-522-20-48-12	651.24
	IN1982331	Structual Firefighter Gloves (x20)	Invoice	12/26/2023	Structual Firefighter Gloves (x20)	303-504-522-20-35-04	669.90
1778	NELSON TRUCK EQUIPMENT CO.	23-03299					38,546.57
	743887	Parts for New Engine - Shop	Invoice	06/01/2023	Parts for New Engine - Shop	301-504-594-22-64-02	38,546.57
0424	NORTHWEST SAFETY CLEAN	23-03300					1,139.45
	23-36977	Bunker Gear Cleaning, Repairs & Alter	Invoice	12/12/2023	Bunker Gear Cleaning, Repairs & Alter	001-504-522-20-48-11	340.13
	23-37023	Bunker Gear Cleaning, Repairs & Alter	Invoice	12/18/2023	Bunker Gear Cleaning, Repairs & Alter	001-504-522-20-48-11	799.32
0426	NORWEST BUSINESS SERVICES, I	23-03301					2,250.00
	23122001	Website Monthly Maintenance Fee (Or	Invoice	12/20/2023	Website Monthly Maintenance Fee (Or	001-513-522-10-41-04	2,250.00

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2333	OAC SERVICES, INC. 147504	23-03302 Professional Services CM Labor/App. E	Invoice	12/14/2023	Professional Services CM Labor - ST32	300-507-594-50-62-81	8,667.70 1,997.80
	147508	Professional Services CM Labor - ST83/	Invoice	12/14/2023	Professional Services CM Labor/Consu	300-507-594-50-62-32	5,592.30
					Professional Services CM Labor - ST31	300-507-594-50-62-31	420.00
					Professional Services CM Labor - ST83	300-507-594-50-62-83	657.60
2252	ODP BUSINESS SOLUTIONS, LLC 345519765001	23-03303 Tissues/Pens/Post It Flags/Binders	Invoice	12/19/2023	Tissues/Pens/Post It Flags/Binders	001-502-522-10-31-00	327.17 112.82
	345583781001	Laminate/Copy Paper	Invoice	12/07/2023	Laminate/Copy Paper - ST 71	001-502-522-10-31-00	91.08
	345583782001	Laminate Pouch - ST 71	Invoice	12/08/2023	Laminate Pouch - ST 71	001-502-522-10-31-00	11.07
	345585408001	Laminator - ST 71	Invoice	12/07/2023	Laminator - ST 71	001-507-522-50-35-00	71.56
	346188743001	Index Cards/Pens/Sharpie	Invoice	12/19/2023	Index Cards/Pens/Sharpie	001-502-522-10-31-00	40.64
0466	PETROCARD, INC. C344265	23-03304 OnSite Mobile Fueling Service - ST 71,	Invoice	12/13/2023	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00	1,997.49 153.02
	C353187	OnSite Mobile Fueling Service - ST 71,	Invoice	12/20/2023	OnSite Mobile Fueling Service - ST 71,	001-509-522-20-32-00	153.02
					OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00	845.72
					OnSite Mobile Fueling Service - ST 71,	001-509-522-20-32-00	845.73
0308	PROPERTY MAINTENANCE COM/ 953VW 13124.1	23-03305 Property Management Monthly Servic	Invoice	12/27/2023	Property Management Monthly Servic	001-507-522-50-41-00	1,094.00 418.46
	SRFR 123123.2	Property Management Monthly Servic	Invoice	12/04/2023	Property Management Monthly Servic	300-507-522-50-41-00	402.04
					Property Management Monthly Servic	001-507-522-50-41-00	139.48
					Property Management Monthly Servic	300-507-522-50-41-00	134.02
0483	PUGET SOUND ENERGY ST33-NOVDEC23	23-03306 Natural Gas - ST 33	Invoice	12/12/2023	Natural Gas - ST 33	001-507-522-50-47-03	840.58 840.58
0483	PUGET SOUND ENERGY ST73-NOVDEC23	23-03307 Natural Gas - ST 73	Invoice	12/13/2023	Natural Gas - ST 73	001-507-522-50-47-03	356.10 356.10
0483	PUGET SOUND ENERGY ST71-NOVDEC23	23-03308 Natural Gas - ST 71	Invoice	12/14/2023	Natural Gas - ST 71	001-507-522-50-47-03	780.65 780.65
0483	PUGET SOUND ENERGY ST74-NOVDEC23	23-03309 Natural Gas - ST 74/Logistics Bldg	Invoice	12/13/2023	Natural Gas - ST 74/Logistics Bldg	001-507-522-50-47-03	324.13 324.13
0483	PUGET SOUND ENERGY ADMIN-NOVDEC23	23-03310 Natural Gas - Admin Bldg	Invoice	12/08/2023	Natural Gas - Admin Bldg	001-507-522-50-47-03	1,307.53 666.84
						300-507-522-50-47-00	640.69
0483	PUGET SOUND ENERGY ST82-NOVDEC23	23-03311 Natural Gas - ST 82	Invoice	12/07/2023	Natural Gas - ST 82	001-507-522-50-47-03	570.16 570.16
0483	PUGET SOUND ENERGY ST81-NOVDEC23	23-03312 Natural Gas - ST 81	Invoice	12/07/2023	Natural Gas - ST 81	001-507-522-50-47-03	818.63 818.63

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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
0484	PURCELL TIRE & SERVICE CENTE	23-03313					8,180.95
	24264687	Shop Parts	Invoice	12/05/2023	Shop Parts	050-511-522-60-34-01	1,998.55
	24264757	Shop Parts	Invoice	12/07/2023	Shop Parts	050-511-522-60-34-01	2,874.60
	24264830	Shop Parts	Invoice	12/13/2023	Shop Parts	050-511-522-60-34-01	1,587.20
	24264849	Shop Parts	Invoice	12/13/2023	Shop Parts	050-511-522-60-34-01	1,720.60
1533	REHN & ASSOCIATES	23-03314					75.00
	INV-00200289	COBRA Rights Notice Letter (x3)	Invoice	11/30/2023	COBRA Rights Notice Letter (x3)	001-502-522-10-41-01	75.00
0499	RICE FERGUS MILLER, INC.	23-03315					15,332.88
	2020053.00-030	Cap. Facilities Planning (Bid/Constructi	Invoice	12/07/2023	Cap. Facilities Planning (Bid/Constructi	300-507-594-50-62-83	11,948.88
	2022073.00-011	Cap. Facilities Planning - Shop Add Ren	Invoice	12/07/2023	Cap. Facilities Planning - Shop Add Ren	300-507-594-50-62-00	3,384.00
0501	RICOH USA, INC.	23-03316					182.98
	107863930	Copier Machine - ST 71	Invoice	12/11/2023	Copier Machine Usage - ST 71	001-502-522-10-31-00	182.98
0501	RICOH USA, INC.	23-03317					544.86
	107830855	Copier Machine - ST 31	Invoice	12/04/2023	Copier Machine Lease - ST 31	001-512-591-22-70-00	362.57
					Copier Machine Usage - ST 31	001-502-522-10-31-00	182.29
0501	RICOH USA, INC.	23-03318					50.91
	107853966	Copier Machine Lease - ST 74/Logistics	Invoice	12/07/2023	Copier Machine Lease - ST 74/Logistics	001-512-591-22-70-00	50.91
1921	SEA-WESTERN INC	23-03319					96,297.64
	INV28020	Live Fire Instructor SCBA's and Bottles	Invoice	12/04/2023	Live Fire Instructor SCBA's and Bottles	303-506-594-45-64-00	95,858.36
	INV28213	Elkhart Brass 1.5 XD Shutoff	Invoice	12/12/2023	Elkhart Brass 1.5 XD Shutoff	001-504-522-20-35-00	439.28
0546	SISKUN POWER EQUIPMENT	23-03320					4,383.58
	467935	Saw parts	Invoice	12/14/2023	Saw parts	001-504-522-20-31-01	2,137.72
	467936	Saw Repair Parts	Invoice	12/14/2023	Saw Repair Parts	001-504-522-20-48-02	643.57
	468012	Parts ordered for Saw Shop	Invoice	12/18/2023	Parts ordered for Saw Shop	001-504-522-20-31-01	1,602.29
1905	SNOHOMISH CO-OP INC	23-03321					226.32
	316679	Fuel	Invoice	12/05/2023	Fuel	001-504-522-20-32-00	82.40
	F47766	Fuel	Invoice	12/04/2023	Fuel	001-504-522-20-32-00	143.92
1547	SNOHOMISH COUNTY 911	23-03322					995.54
	6722	Monthly EPCR	Invoice	12/01/2023	Monthly Electronic Patient Care Repor	001-509-522-20-49-02	995.54
0520	SNOHOMISH COUNTY FIRE DISTF	23-03323					1,575.00
	23.59	Harvey Room Facility Rental x9 (2/5/24	Invoice	12/08/2023	Harvey Room Facility Rental x9 (2/5/24	001-506-522-45-45-00	1,575.00
0565	SNOHOMISH COUNTY PUD	23-03324					323.64
	109445730	Electricity - ST 77	Invoice	12/12/2023	Electricity - ST 77	001-507-522-50-47-01	323.64
0565	SNOHOMISH COUNTY PUD	23-03325					45.68
	112724460	Electricity - ST 82 Garage/Storage Bldg	Invoice	12/14/2023	Electricity - ST 82 Garage/Storage Bldg	001-507-522-50-47-01	45.68
0565	SNOHOMISH COUNTY PUD	23-03326					83.54
	100763389	Electricity - ST 83	Invoice	12/05/2023	Electricity - ST 83	001-507-522-50-47-01	83.54

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
0565	SNOHOMISH COUNTY PUD 129225996	23-03327 Electricity - ST 73	Invoice	12/13/2023	Electricity - ST 73	001-507-522-50-47-01	300.52
0565	SNOHOMISH COUNTY PUD 109448045	23-03328 Electricity - ST 72	Invoice	12/15/2023	Electricity - ST 72	001-507-522-50-47-01	361.65
0565	SNOHOMISH COUNTY PUD 119324738	23-03329 Electricity & Water - ST 81	Invoice	12/14/2023	Electricity - ST 81 Water - ST 81	001-507-522-50-47-01 001-507-522-50-47-02	889.15 743.95 145.20
1536	SNOHOMISH REGIONAL FIRE & R FIRE-12/14/2023	23-03330 Apparatus Fleet Maintenance Services	Invoice	12/14/2023	Apparatus Fleet Maintenance - EMS U Apparatus Fleet Maintenance - Suppre	001-509-522-20-48-01 001-513-522-20-48-01	162,311.87 32,505.22 129,806.65
1935	SNOHOMISH VALLEY ROOFING II 31331	23-03331 Dumpster Rental (17Yd) - ST83 Tnng Pr	Invoice	12/26/2023	Dumpster Rental (17Yd) - ST83 Tnng Pr	001-506-522-45-31-03	632.40 632.40
0572	SPEEDWAY CHEVROLET 140549 140566 140576 141544 CM140566	23-03332 Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts	Invoice Invoice Invoice Invoice Credit Memo	12/08/2023 12/08/2023 12/13/2023 12/08/2023 12/11/2023	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	626.21 145.17 512.21 60.17 105.58 -196.92
2057	SPRAGUE PEST SOLUTIONS 5261219 5291217 5291221 5291222 5291223 5291224 5291225 5291226 5291227	23-03333 Monthly Pest Control Services - ST 82 Monthly Pest Control Servcs - ST 74/Lc Monthly Pest Control Services - ST 81 Monthly Pest Control Services - ST 77 Monthly Pest Control Services - ST 72 Monthly Pest Control Services - ST 71 Monthly Pest Control Services - ST 33 Monthly Pest Control Services - ST 32 Monthly Pest Control Services - ST 31	Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	12/12/2023 12/11/2023 12/12/2023 12/19/2023 12/18/2023 12/18/2023 12/11/2023 12/14/2023 12/21/2023	Monthly Pest Control Services - ST 82 Monthly Pest Control Servcs - ST 74/Lc Monthly Pest Control Services - ST 81 Monthly Pest Control Services - ST 77 Monthly Pest Control Services - ST 72 Monthly Pest Control Services - ST 71 Monthly Pest Control Services - ST 33 Monthly Pest Control Services - ST 32 Monthly Pest Control Services - ST 31	001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00	991.12 109.11 109.11 109.11 109.11 118.04 109.11 109.11 109.21 109.21
1634	STRYKER SALES CORPORATION 9205121856	23-03334 Battery Replacement (Lifepak 1000) x2	Invoice	11/30/2023	Battery Replacement (Lifepak 1000) x2	001-509-522-20-35-00	1,027.21 1,027.21
0587	SYSTEMS DESIGN WEST, LLC 20232501	23-03335 EMS Transport Billing Monthly Service:	Invoice	12/12/2023	EMS Transport Billing Monthly Service:	001-509-522-20-41-05	11,829.50 11,829.50
1624	TK ELEVATOR 6000692329	23-03336 Elevator Maintenance Annual (2nd Insi	Invoice	11/30/2023	Elevator Maintenance Annual (2nd Insi	001-507-522-50-41-00 300-507-522-50-41-00	3,791.80 1,933.82 1,857.98
0610	TRUE NORTH EMERGENCY EQUIP A16345 A16402	23-03337 Shop Parts Shop Parts	Invoice Invoice	12/01/2023 12/08/2023	Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01	452.70 228.21 224.49

Docket of Claims Register

APPKT01476 - 12.28.2023 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0614	TYLER TECHNOLOGIES INC 1595	23-03338 Registration - Tyler Conference (Brand	Invoice	12/26/2023	Registration - Tyler Conference (Brand	001-503-522-45-49-02	2,398.00 2,398.00
2306	UNITED RENTALS (NORTH AMER 225472804-003	23-03339 Cap. Facilities Planning (Container Ren	Invoice	11/29/2023	Cap. Facilities Planning (Container Ren	300-507-594-50-62-83	176.88 176.88

Docket of Claims Register

APPKT01476 - 12.28.2023 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
0624	US BANK	23-03340					Distribution Amount
	USBANK-NOV23	District Credit Card Charges - Novembe	Invoice	11/27/2023	"Invitations" 2024 Annual Banquet Pri	001-502-522-10-49-07	56,835.79
					"Save The Dates" 2024 Annual Banque	001-502-522-10-49-07	316.93
					"Save The Dates" 2024 Annual Banque	001-502-522-10-49-07	51.22
					1975 Standard BDLG Code Online Dow	001-505-522-30-31-00	29.98
					67-Fire Inspector II Code Cycle 2018 (E	001-505-522-45-49-02	87.52
					AA Baggage Fee (BC Boot Camp 2023)	001-506-522-45-43-00	290.00
					Alaska Airfare (Officer Development Pr	001-506-522-45-43-00	30.00
					Amazon - Anniversary Gift Garment Bag	001-502-522-10-49-07	4,804.80
					Anniversary Custom 2024 Annual Banc	001-502-522-10-49-07	75.52
					ANSI/IKECA C10-2021 (Comm Kitchen	001-505-522-30-49-04	434.97
					Background Check (SterlingNOW)	001-503-522-10-49-06	32.82
					Background Check (SterlingNOW)	001-503-522-10-49-06	85.00
					Background Check (SterlingNOW))	001-503-522-10-49-06	85.00
					Background Check (WSP)	001-503-522-10-49-06	85.00
					Background Check (WSP)	001-503-522-10-49-06	33.00
					Background Check (WSP)	001-503-522-10-49-06	44.00
					Background Check (WSP)	001-503-522-10-49-06	44.00
					BestWestern Lodging (2023 WFCA Sen	001-502-522-10-43-00	110.00
					BestWestern Lodging (2023 WFCA Sen	001-502-522-10-43-00	313.42
					BestWestern Lodging (2023 WFCA Sen	001-502-522-10-43-00	313.42
					BestWestern Lodging (2023 WFCA Sen	001-501-522-10-43-01	313.42
					CalendarWiz Professional Software Mr	001-513-522-10-49-04	156.71
					Chaplain Training Lunch (x8)	001-506-522-45-41-01	29.00
					Chiefs Interview (Snacks)-Leah,Pam,Lu	001-503-522-10-49-06	69.79
					Chiefs Interview Panel Lunch - Leah,Pa	001-503-522-10-49-06	15.99
					Chiefs Meeting Lunch (O'Brien & Vand	001-502-522-10-49-06	32.96
					Coffee Leadership Meeting x17 (10/15	001-506-522-45-31-03	44.10
					Coffee x32 (Curt Varone Class Station4	001-506-522-45-31-03	70.64
					Coffee x32 (Curt Varone Class Station4	001-506-522-45-31-03	87.44
					Commendation Awards 2024 Annual E	001-502-522-10-49-07	87.44
					Commendation Awards 2024 Annual E	001-502-522-10-49-07	77.35
					ConnectWise Renewal License	001-513-522-10-49-04	1,001.60
					ConnectWise Renewal License (Taxes)	001-513-522-10-49-04	1,908.00
					Cotton Academy Tee Shirts (x449)	001-506-522-45-49-23	179.35
					CPSE Excellence Conf. Airfare - Titland	001-506-522-45-43-00	5,451.49
					CPSE Excellence Conference Registrati	001-506-522-45-49-02	447.80
					CPSE Registration (Peer Assesor Trainir	001-516-522-45-49-02	720.00
					Crushed Rock (Gravel) - Logistics Outdr	001-507-522-50-49-00	400.00
					Crushed Rock (Gravel) - Logistics Outdr	001-507-522-50-49-00	206.16
					Crushed Rock (Gravel) - Logistics Outdr	001-507-522-50-49-00	206.16
					Crushed Rock (Gravel) - Logistics Outdr	001-507-522-50-49-00	206.16
					Custom 2024 Annual Banquet Gifts	001-502-522-10-49-07	194.21
					Custom Embroidered Patches (Water F	001-514-522-20-35-03	443.00
					Duck Tape 15 Yrd (Training Division)	001-506-522-45-31-03	25.50

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	USBANK-NOV23	District Credit Card Charges - Novembe	Invoice	11/27/2023	EMT Text Books (MedicSchool Testing)	001-506-522-45-34-00	1,019.43
					Endeavor Registration (Station Design)	001-507-522-45-49-02	2,160.00
					Faro Zone Maint 3yr Renewal (x4)	001-516-522-30-49-04	440.00
					Fire Inspector II Boot Camp Registratio	001-505-522-45-49-02	450.00
					Fire Plan Review Class Registration - Bc	001-505-522-45-49-02	475.00
					Fog Machine (x4) Fog Machine Fluid (x	001-506-522-45-49-23	2,666.85
					Freight Charges (Equip. Repairs) Fit Tes	001-507-522-50-48-00	446.20
					Galls Uniform Pants (x2) - Kaitlin PIEO'	001-504-522-20-31-07	117.03
					Gatorade (West Battallion Crew) (x11 C	001-504-522-20-31-01	272.87
					'Good To Go' Pass Account Auto Reple	001-509-522-20-49-01	30.00
					Hardware (Repaired Recliner) - ST82	001-507-522-50-35-00	5.20
					Helmet Shield/Custom Embroidery	001-504-522-20-31-10	291.83
					Holiday Inn Lodging (Engine Inspector	001-504-522-20-43-00	139.80
					Holiday Inn Lodging (Engine Inspector	001-504-522-20-43-00	139.80
					Holiday Inn Lodging (Engine Inspector	001-504-522-20-43-00	139.80
					Home Depot - (M73) Repair (J-Hk & Sc	001-504-522-20-48-02	15.68
					Home Depot - Leather Work Gloves (2)	001-507-522-50-35-00	38.92
					Home Depot (Bathroom Bulbs 4pk) - S	001-507-522-50-31-00	12.54
					Home Depot (BSink Drain Extension Pi	001-507-522-50-35-00	7.12
					Home Depot (Pivot Hldr Light Fixture)/	001-507-522-50-48-00	17.70
					Honeywell Thermostat (Bay) - ST82	001-510-522-20-35-01	43.59
					Human Resource Retreat Lunch (x4)	001-503-522-10-49-06	80.11
					HVAC Filters (x4) - ST71	001-507-522-50-31-00	71.00
					IFSTA (Fire Protection PublicationTextb	001-506-522-45-34-00	87.28
					Interview/Negotiation Property Meeti	001-502-522-10-49-06	61.23
					Interviews (O'Brien, Leah, Lundquist, Ho	001-502-522-10-49-06	91.56
					Lake Stevens Harvest Fest Booth (Cand	001-515-522-30-31-01	127.92
					LS Best Storage Monthly Rental Unit (x	001-507-522-50-45-00	150.00
					LS Chamber Of Commerce Lunch (x6)	001-502-522-10-49-06	120.00
					LS Harvestfest (Tri-Funct. Blinking Light	001-515-522-30-31-01	884.48
					Lunch (Engine Inspection - Ron, John, Sl	050-511-522-60-43-00	129.00
					Lunch x 32 (Curt Varone Class Station 4	001-506-522-45-31-03	370.69
					Lunch x32 (Curt Varone Class Station4:	001-506-522-45-31-03	760.04
					Marker Pens 6pk (Training Division)	001-506-522-45-31-03	11.43
					Microsoft "Office 3654 E1" License Mo	001-513-522-10-49-04	15.32
					Monroe Chamber Of Commerce Luncl	001-502-522-10-49-06	80.00
					MRSC Roster Annual Membership Ren	001-502-522-10-49-01	135.00
					Office Chairs (x4) - ST73	001-507-522-50-35-00	431.56
					Office Chairs (x6) - ST82	001-507-522-50-35-00	647.34
					Officer Development Conf. Airfare - T.C	001-506-522-45-43-00	941.40
					Officer Development Program Regis. (J	001-506-522-45-43-00	2,700.00
					Officer Development Program Regis. Jc	001-506-522-45-43-00	550.00
					Padlock Gate Replacement/Repair - ST	001-507-522-50-48-00	27.31

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	USBANK-NOV23	District Credit Card Charges - Novembe	Invoice	11/27/2023	Peer Fitness Certification Course Reg. (001-510-522-45-49-00	899.00
					Peer Fitness Certification Course Reg. (001-510-522-45-49-00	899.00
					Personal Space Heater (A83) - ST83	001-504-522-20-35-00	46.99
					Personalized Plates 2024 Annual Banq	001-502-522-10-49-07	1,785.00
					Personalized Tags 2024 Annual Banque	001-502-522-10-49-07	51.75
					Plastic Bin (Lake Stevens Harvest Fest)	001-502-522-10-49-06	8.74
					PPH Self Drill Hardware - ST 82	001-507-522-50-35-00	7.09
					Primo (Crystal Water Springs) Monthly	050-511-522-60-31-04	60.42
					Pro-Bar Halligan 30-Inch Tool (A81) - S	001-504-522-20-35-00	347.99
					PXT 201 2022 Auto Extriction Reg.-Stra	001-506-522-45-49-02	1,300.00
					Rental (Guest Speaker Kurt Isaakson/K	001-506-522-45-45-00	512.00
					Return (WaterProof Utility Case) - Logi	001-507-522-50-35-00	-23.14
					SEA Airport Prkg (10/22-28/23 BC Boo	001-506-522-45-43-00	222.00
					Shop Parts	050-511-522-60-34-01	27.31
					Shop Parts	050-511-522-60-34-01	1,382.50
					Shop Parts	050-511-522-60-34-01	178.25
					Shop Parts	050-511-522-60-34-01	160.78
					Snacks (Leadership Meeting 10/25/23)	001-502-522-10-49-06	73.09
					Snacks (Nov. Skills Run Review)	001-509-522-20-49-04	32.55
					Snacks (Skills Run Review)	001-509-522-20-49-04	35.83
					Snacks x32 (Curt Varone Class Station4	001-506-522-45-31-03	186.76
					Snacks x32 (Curt Varone Class Station4	001-506-522-45-31-03	196.31
					Spray Paint x7 (Tiller Training Site)	001-506-522-45-31-02	67.90
					SpringHill Hotel Lodging (2023 BC Boo	001-506-522-45-43-00	1,017.24
					SpringHill HotelLodging(BC BootCamp	001-506-522-45-43-00	1,017.24
					SpringHill HtlL Lodging(BC BootCamp C	001-506-522-45-43-00	1,017.24
					SRFR Custom Embroidery - Shop Parts	050-511-522-60-31-01	10.93
					Storage Container (Conex Box) - Logist	001-507-522-50-35-00	3,938.35
					Storage Racks (x2) - ST71	001-507-522-50-35-00	474.74
					Streamline Custom Embroided (x5)	001-504-522-20-31-07	81.98
					SUMP/Motor (Dishwasher Repair) - ST	001-507-522-50-35-00	202.14
					Toilet Paper, Bags, Water 40pk	001-507-522-50-31-00	55.00
					Tools & Supp(Truck Block Trai/Vent Prc	001-506-522-45-31-03	1,207.39
					Traumatic Grief Conference	001-506-522-45-41-01	65.00
					Tulalip Hotel Lodging (2023 WFCA Ann	001-501-522-10-43-01	411.96
					Tulalip Hotel Lodging (2023 WFCA Ann	001-501-522-10-43-01	411.96
					Tulalip Hotel Lodging (2023 WFCA Ann	001-501-522-10-43-01	411.96
					Tulalip Hotel Lodging (2023 WFCA Ann	001-501-522-10-43-01	411.96
					Universal Fire Key(x29) FlexShaft Hoise	001-505-522-30-35-00	332.63
					Vinyl Banners w/Gormmet - Training D	001-506-522-45-35-00	188.55
					Waterproof Case/Tarp/Rope - Stock	001-507-522-50-35-00	40.45
					Work Shoes - Frymire	001-504-522-20-31-07	82.05

Docket of Claims Register

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0631	VERATHON MEDICAL 80796704	23-03341 Glidescope Go Blades	Invoice	12/12/2023	Glidescope Go Blades	001-509-522-30-31-01	15,055.46 14,813.78
	80804907	Medical Supplies	Invoice	12/26/2023	Medical Supplies	001-509-522-30-31-01	112.71
	80804929	Medical Supplies	Invoice	12/26/2023	Medical Supplies	001-509-522-30-31-01	128.97
0639	WASHINGTON FIRE COMMISSIO 200001495	23-03342 2023 WFCA Annual Conference Registr	Invoice	09/27/2023	2023 WFCA Annual Conference Registr	001-501-522-45-49-01	2,430.00 2,430.00
0579	WASHINGTON STATE AUDITOR'S L158100	23-03343 Financial Audit (2022)	Invoice	12/11/2023	Financial Audit (2022)	001-512-522-10-41-12	3,586.80 3,586.80
0651	WAVE 132631801-0010518	23-03344 Fiber Optic Connections & Cable/TV Se	Invoice	12/01/2023	Cable/TV Services - ST 74 (Logistics) Fiber Optic Connectn - The Cnty,ST31-	001-513-522-50-42-01 001-513-522-50-42-01	7,529.81 31.90 7,497.91
0651	WAVE 129266301-0010518	23-03345 Fiber Optic Connection - ST 72	Invoice	12/23/2023	Fiber Optic Connection - ST 72	001-513-522-50-42-01	900.80 900.80
0665	WHELEN ENGINEERING COMPAN 403711	23-03346 Shop Parts	Invoice	11/30/2023	Shop Parts	050-511-522-60-34-01	381.86 249.50
	409774	Shop Parts	Invoice	12/11/2023	Shop Parts	050-511-522-60-34-01	132.36
2011	ZIPLY FIBER ST73-DEC23/JAN24	23-03347 Fax & Alarm Connection Services - ST 7	Invoice	12/10/2023	Fax & Alarm Connection Services - ST 7	001-513-522-50-42-01	394.72 394.72
2011	ZIPLY FIBER ADMIN-NOVDEC23	23-03348 Fire Alarm Phone Lines/Connection - A	Invoice	11/28/2023	Fire Alarm Phone Lines/Connection - A	001-513-522-50-42-01	192.18 192.18
Total Claims: 103						Total Payment Amount:	580,505.14



Payroll Summary and Authorization Form for the:

12/15/2023 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: \$910,012.96

Paper Checks: \$4,596.54

Taxes: \$247,064.49

Allowed in the sum of: \$1,161,673.99

Reviewed by: Brandon Vargas
District Administrative Coordinator

Prepared by: Erick Ramirez
Payroll Specialist

Approved by Commissioners: _____



BOARD OF FIRE COMMISSIONERS MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room/ Via Zoom

163 Village Court, Monroe, WA 98272

December 14, 2023, 1730 hours

CALL TO ORDER: Chairman Elmore called to order the meeting at 1730 hours. In attendance were Commissioner Edwards, Commissioner Fay, Commissioner Schaub, Commissioner Steinruck. Attending via Zoom was Commissioner Waugh. Commissioner Gagnon was absent with notice.

PUBLIC COMMENT: Public comment was made regarding the relationship between Snohomish County Fire District 4 and Snohomish Regional Fire & Rescue.

UNION COMMENT: NA

CHIEF'S REPORT: *As presented.* Highlights included kudos to the water rescue teams and crews for their two water rescues on December 5th. Congratulations to the 14 new recruits that graduated from academy today.

COMMISSIONER REPORTS:

Capital Facilities: Reported by Commissioner Steinruck

Sno-Isle: Commissioner Fay reported that beginning January 2024 Steve Fox will be the new president and Commissioner Fay will be serving as Vice President. Commissioner Waugh will serve as a Trustee. The annual banquet will be January 27th at Shawn O'Donnell's.

Policy Committee: Commissioner Schaub shared that there are several policies that we will be approving. There are more policies in the pipeline, and we continue to make progress. Kudos to Deputy Chief McConnell and Firefighter Dahl for their hard work on these policies.

COMMITTEE MEETING MINUTES

CONSENT AGENDA

Approve Vouchers

Benefit Vouchers: 23-02935 to 23-02950; (\$700,450.19)

AP Vouchers: 23-02951 to 23-03115; (\$780,690.11)

Approval of Payroll

November 30, 2023 (\$1,229,865.65)

Approval of Minutes

Approve Regular Board Meeting Minutes December 14, 2023



Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Fay and 2nd by Commissioner Schaub.

On Vote, Motion carried 6/0.

OLD BUSINESS

Discussion

Action

- Policy 300 Incident Management
- Policy 301 Emergency Response
- Policy 302 Fire Ground Accountability
- Policy 303 Rapid Intervention Two-in Two-Out
- Policy 305 Tactical Withdrawal
- Policy 500 Patient care Reports (PCR)
- Policy 501 Medical Supplies
- Policy 503 Advance Health Care Directives
- Policy 504 Latex Sensitivity
- Policy 613 Training Records
- Policy 616 Live-fire Training
- Policy 901 Division of Occupational Safety and Health (DOSH)
- Policy 915 Personal Protective Equipment

Motion to approve Polices 300, 301, 302, 303, 305, 500, 501, 503, 504, 613, 616, 901, and 915 as submitted.

Motion by Commissioner Steinruck and 2nd by Commissioner Edwards.

On Vote, Motion carried 6/0.

Benefits Resolutions 2023-15 and 2023-16: addition of Juneteenth Holiday

Motion to approve Resolutions 2023-15 and 2023-16 as submitted.

Motion by Commissioner Fay and 2nd by Commissioner Schaub.

On Vote, Motion carried 6/0.

Executive and Exempt contracts

Motion to approve cost of living adjustment consistent with June 2023 CPI-U for Executive and Exempt Contracts as submitted.

Motion by Commissioner Steinruck and 2nd by Chairman Elmore.

On Vote, Motion carried 6/0.

Post-Retirement Medical Contract

- Rob Fisher
- Ray Kosiba
- Joel Lengkeek



- Erik Liddiatt
- Jeff Thompson

Motion to approve Post-Retirement Medical Contract for 2024 Retirees as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Edwards.

On Vote, Motion carried 6/0.

NEW BUSINESS

Discussion

Board Chair and Vice Chair 2024 Appointment: Commissioner Schaub called to have current Chairman Elmore continue to be Chair. Chairman Elmore nominated Commissioner Fay to continue as Vice Chair.

Fire Chief Contract: Moved to executive session per RCW 42.30.110(1)(g) To review the performance of a public employee.

Policy Review

- Policy 304
- Policy 326
- Policy 402
- Policy 702
- Policy 902
- Policy 908
- Policy 909

Deputy Chief McConnell offered to take any questions on the proposed polices. Commissioner Waugh said he appreciated DC McConnell's attention to detail and thanked him for answering all his questions.

Budget Amendment #3: Business Administrator Schoof explained this is a first look at the proposed budget amendments. She thanked Chief Financial Officer Tabor for her hard work.

Progressive Design-Build PRC process: Attorney services: Deputy Chief Rasmussen explained, due to the differences with the progressive design build process, it has been suggested we use an attorney with construction management and procurement experience. We would like to move forward using Pacifica Law Group for this process.

Brightwater Contract Renewal: Business Administrator Schoof shared the interlocal agreement is up for renewal. The agreement has a 5-year term with the interlocal agreement having three consecutive terms. This will be our 2nd of three term renewals.

Resolution 2023-14 Surplus Equipment: Deputy Chief Rasmussen reported this is a first look at a large list of surplus items that have been accumulating.

Action



Oaths of Office: Chairman Elmore and Commissioner Fay were sworn in for their next 6 years of service.

GOOD OF THE ORDER: Chairman Elmore thanked the Executive Team for their high-quality work and Chief O'Brien for his leadership. Also complimented the strong work of the crews on the streets during the recent flooding.

ATTENDANCE CHECK: Board Members noted availability for the Regular Commissioner Meeting December 28, 2023, at 1730-Station 31 Training Room/Zoom.

EXECUTIVE SESSION: Chairman Elmore called for Executive Session to begin at 1755 hours for thirty (30) minutes pursuant to RCW 42.30.110(1)(g) To review the performance of a public employee and RCW 42.30.140(4)(a) labor negotiations. The Regular Board of Commissioner meeting resumed at 1840 hours after extension requests of fifteen (15) minutes.

Chairman Elmore made a motion to approve the Fire Chief's annual review as submitted and approve the benefits and wage package as discussed in executive session. Motion was 2nd by Commissioner Fay.

Motion to approve the Fire Chief's Annual Review and Approve the Benefits and Wage Package as Discussed in Executive Session.

Motion by Chairman Elmore and 2nd by Commissioner Fay.

On Vote, Motion carried 6/0.

ADJOURNMENT: Chairman Elmore adjourned the meeting at 1842 hours.

Snohomish Regional Fire & Rescue

Commissioner Rick Edwards

Chairman Troy Elmore

Vice Chairman Randy Fay

Commissioner Paul Gagnon



Commissioner Jeff Schaub

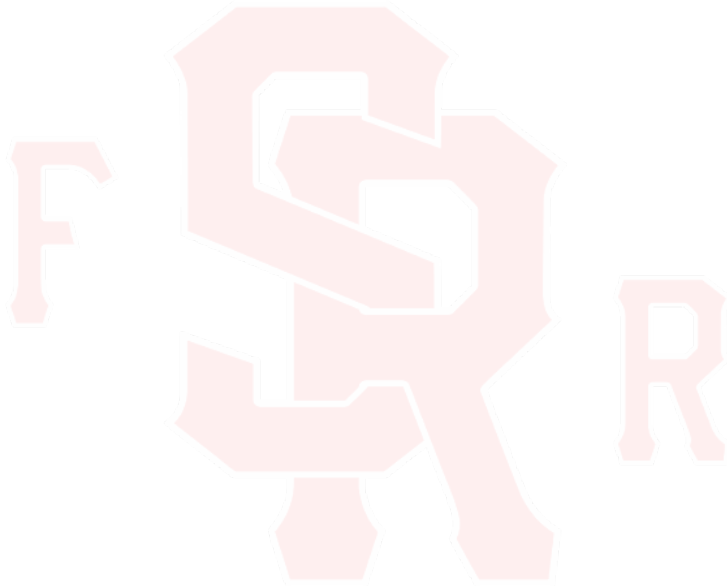
Commissioner Jim Steinruck

Commissioner Roy Waugh



OLD BUSINESS

DISCUSSION





OLD BUSINESS

ACTION





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

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

Initiative Name:	Draft Policy Approval		
Executive member responsible for guiding the initiative:	DC McConnell		
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<p>The agency is working through adoption of updated policies developed in the Lexipol format. The policy approval process includes division head review, staff policy committee review, labor review, senior staff review, commission policy committee review, and final board adoption. This is an ongoing process requiring monthly review and approval.</p> <p>Draft Policy:</p> <ul style="list-style-type: none"> 304 Urban Search and Rescue 326 Traffic Collisions 402 Fire Investigators 702 Apparatus Inspections, Testing, Repair and Maintenance 902 Washington DOSH Notification of Injury or Death 908 Respiratory Protection Program 909 Personal Alert Safety System PASS Devices 		
<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:	<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: \$</p> <p>Long-term annual amount(s): \$</p> <p>Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input 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: N/A</p> <p>Risk if not approved: Increased liability due to outdated policies that do not match current agency practices or meet organizational needs.</p>		

Legal Review:	
<input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>	
For Fire Chief Approval:	
<input checked="" type="checkbox"/> RAB document complete <input checked="" type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (Mindy Leber) <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	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.

Urban Search and Rescue (USAR)

304.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the Federal Emergency Management Administration (FEMA) Urban Search and Rescue (USAR) Response System as a resource for disaster response.

304.2 POLICY

It is the policy of Snohomish Regional Fire & Rescue to utilize the FEMA USAR resources in the event of an urban disaster, as appropriate.

304.3 RESOURCES

USAR is a multi-hazard discipline and may be used for a variety of disasters, including hurricanes, earthquakes, typhoons, storms, tornadoes, floods, dam failures, technological accidents, terrorist activities and hazardous material releases.

USAR task forces have four areas of specialization: searches, to find victims who are trapped after a disaster; rescues, which include safely digging victims out of collapsed concrete or metal; technical: structural specialists who help make rescues safe for the rescuers; medical: caring for victims before and after a rescue.

If a disaster warrants national USAR support, FEMA may deploy task forces within six hours of notification and can provide additional teams as necessary to support Snohomish Regional Fire & Rescue's efforts to locate victims and manage recovery operations.

The following resources are generally available from the FEMA USAR Response System:

- Air Search Team (fixed-wing)
- Airborne Reconnaissance (fixed-wing)
- Canine - Avalanche/Snow
- Canine - Disaster Response
- Canine - Land/Cadaver
- Canine - Water
- Canine - Wilderness
- Canine - Wilderness Tracking and Trailing
- Cave Search and Rescue Team
- Collapse Search and Rescue Team
- Mine and Tunnel Search and Rescue Team
- Mountain Search and Rescue Team

Urban Search and Rescue (USAR)

- Radio Direction Finding Team
- Swift Water and Flood Search, and Dive Rescue Team
- USAR Incident Support Team
- USAR Task Force
- Wilderness Search and Rescue Team

More information about the specific capabilities and sustainability of USAR resources may be obtained on the FEMA website.

Traffic Collisions

1. Space under reference corrected in Lexipol*
2. Address accident classifications and responsibilities. Does the policy need more added or will the procedure provide clarification necessary?

326.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic collisions involving district vehicles and district personnel on official business. This policy applies to collisions involving any district-owned vehicle and to collisions any time district business is being conducted, regardless of who owns the vehicle involved.

Reference:

[SRFR Apparatus Collision Review Form](#)

SRFR Procedure [7-07 Accident Investigation and Reporting](#)

326.2 POLICY

Note: "CUSTOM:Health & Safety Officer" is a Lexipol error with a text entity, we will work with Lexipol to fix prior to final copy being issued.

Best Practice MODIFIED

It is the policy of this district to investigate all district traffic collisions, with the intent of learning the cause of the collision, contributing factors and implementing corrective measures when appropriate. It is the role of the CUSTOM:Health & Safety Officer and Safety Committee to review any Apparatus Collisions and determined if an investigation is appropriate.

326.3 REPORTING RESPONSIBILITIES

Best Practice MODIFIED

All district members involved in a traffic collision in a vehicle owned by the District or while conducting district business, regardless of who owns the vehicle, shall immediately report the collision to the appropriate local law enforcement agency and notify an on-duty supervisor.

All district members involved in a traffic collision shall also complete and submit an Apparatus Collision Review Form to their supervisor and designated CUSTOM:Health & Safety Officer, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form.

Line personnel supervisors are responsible for reporting traffic collisions to the Battalion Chief. This form shall be completed within 24 hours of the occurrence and initially forwarded to the appropriate Battalion Chief. Once notified of a traffic collision, the Battalion Chief is responsible for ensuring that the completed Apparatus Collision Review Form is forwarded to the CUSTOM:Health & Safety Officer for review.

326.4 CONFIDENTIALITY OF DISTRICT COLLISION INVESTIGATION

Best Practice MODIFIED

Traffic Collisions

All internally generated reports, statements, photographs, diagrams and other materials shall be considered confidential and may not be released except as required by law. Copies of any collision reports obtained from involved law enforcement agencies shall also be considered confidential and subject to release only as authorized by law ([RCW 46.52.080](#)).

Attachments

Apparatus Collision Review Form_2022.pdf

Section Three: Apparatus Driver Information

Driver Name (Print) Shift Station Assignment Drivers License #

In your opinion, was the collision preventable? YES NO

Describe below how this collision might have been prevented?

Four horizontal lines for describing how the collision might have been prevented.

Consecutive hours worked at time of collision?

Signature and Date lines with a 'SIGN HERE' arrow pointing to the signature line.

Section Four: Apparatus Officer Information

Apparatus Officer Printed Name Shift Station Assignment Drivers License #

In your opinion, was the collision preventable? YES NO

Describe below:

Three horizontal lines for describing the collision preventability.

In your opinion who or what was responsible for this collision?

Describe below:

Three horizontal lines for describing responsibility for the collision.

Do you agree with the information in the above sections? YES NO

If No, what exception do you take to the information?

Three horizontal lines for providing an exception to the information.

Signature and Date lines with a 'SIGN HERE' arrow pointing to the signature line.

Section Five: Battalion Chief Review - *To be completed by On-Duty Battalion Chief*

Battalion Chief Name (Print)

Shift

Date Completed

Do you agree with section one to four? YES NO

If any, what exceptions do you take to the information? Explain below:

What actions did you take as a result of this incident?

What issues were identified that likely will need follow-up? IE: Private property, vehicle repair Etc.

What repair, if any, is needed for district apparatus?

Can affected apparatus remain in service? YES NO

Maintenance order submitted for repair - OPIQ # _____

Safety inspection of involved apparatus completed by Services on _____
Date

Copy of report sent to Operations Chief _____
Date

SIGN HERE →

Battalion Chief Signature

Date

Section Six: Safety Committe Review

Date recieved by Health & Safety Officer

Date of Safety Committee Review

Any Additional information:

Safety Committee Recommendation & Action:

SIGN HERE → _____
Health & Safety Officer Signature Date

7-07 Accident Investigation and Reporting.pdf

SNOHOMISH COUNTY FIRE DISTRICT #7

Department Policy & Procedure

SUBJECT: ACCIDENT INVESTIGATION & REPORTING – FATALITIES AND SERIOUS INJURIES

EFFECTIVE DATE: 6/1/97, Updated 2/20/04

NUMBER: 7-07

APPROVAL: _____

1.0 PURPOSE:

- 1.1 To establish standard accident investigation guidelines for occupational deaths and serious injuries.

2.0 PERSONNEL AFFECTED:

- 2.1 Total department.

3.0 REFERENCE:

- 3.1 WAC 296-305-01503
 3.2 WAC 296-800-320
 3.3 *District Occupational Injury, Illness and Exposure Review Form*

4.0 DEFINITIONS:

- 4.1 N/A.

5.0 POLICY:

- 5.1 After the emergency actions following accidents that cause serious injuries that have immediate symptoms, a preliminary investigation of the cause of the accident shall be conducted. A person designated by the Fire Chief shall conduct the investigation. The findings of the investigation shall be documented for reference at any time following formal investigations.
- 5.2 Within eight (8) hours after a fatality or probable fatality of any member from a work-related incident or the inpatient hospitalization of two or more members as a result of a work-related incident, the Fire Chief shall orally report the fatality/multiple hospitalization by telephone or in person, to the Department of Labor and Industries at (425) 290-1300.
- 5.3 Equipment involved in an accident resulting in an immediate or probable fatality, shall not be moved, until a representative of the Consultation and Compliance Services Division of the Department of Labor and Industries investigates the accident and releases such equipment, *except* where removal is essential to prevent further accident. When necessary to remove the victim, such equipment may be moved only to the extent of making possible such removal.
- 5.4 Upon arrival of the Department of Labor and Industries investigator, the Fire Chief or designee shall assign as many personnel as are deemed necessary to assist the Department of Labor and Industries in conducting the investigation.
- 5.5 The District shall preserve all records, photographic materials, audio, video, recordings, or other documentation concerning an accident for a period of seven years.
- 5.6 Accident information will be shared with personnel.

SNOHOMISH COUNTY FIRE DISTRICT #7

Department Policy & Procedure

6.0 RESPONSIBILITY:

- 6.1 All members are required to abide by the provisions of this procedure.
- 6.2 The District Health & Safety Officer shall assure that all reportable accidents are reported and investigated.
- 6.3 The Deputy Chief of Operations will be responsible to define corrective action. A time line must be established as to when the corrective action must be completed. Every investigation should include an action plan.
- 6.4 Battalion Chiefs are responsible to assure affected members complete necessary reports.
- 6.5 Company Officers shall ensure that accident-reporting procedures are initiated per District policy.

7.0 GUIDELINES

- 7.1 The purpose of an investigation is to find the cause of an accident and prevent further occurrences, not to fix blame. An unbiased approach is necessary to obtain objective findings.
 - 7.1.1 Interview the injured party and available witnesses, as soon as possible, to determine the following:
 - (a) Circumstances preceding and surrounding the incident—what were underlying and contributing causes, as well as immediate causes?
 - (b) What physical hazards existed at the time of the accident, such as unprotected openings, or housekeeping, slippery surfaces, protruding nails, etc.?
 - (c) Were defective tools, equipment or materials provided to workers—or were they improperly used?
 - (d) Was personal protective equipment not provided, was PPE defective, not used, or used improperly?
 - (e) Did unsafe work practices contribute to the incident, including improper lifting or handling of materials?
 - (f) What safety rules or safety training might have prevented the accident?
 - (g) What unsafe conditions or unsafe actions were caused by a third party – for example, another department or a contractor?
 - 7.1.2 If possible, interview injured individuals at the scene of the accident and “walk through” a re-enactment. Be careful not to repeat any act that may have caused the injury.
 - 7.1.3 Privacy is important during interviews. Interview witnesses one at a time. Talk with anyone who has knowledge of the accident, even if they did not actually witness the mishap. Express sincere appreciation to anyone who helped with the investigation.
 - 7.1.4 Record the names, addresses and statements of witnesses. Consider taking signed, dated statements if facts are unclear or an element of controversy exists.
 - 7.1.5 If a third party or defective product contributed to the accident save any evidence. It could be critical to the recovery of claim costs.
 - 7.1.6 In major incidents use sketches, diagrams and photos, to document details graphically. Take measurements when appropriate.
 - 7.1.7 Define corrective actions that should be taken to prevent re-occurrence.

Fire Investigations

402.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions responded to by Snohomish Regional Fire & Rescue and occurring within this jurisdiction are investigated and properly documented in accordance with state and federal laws and national standards.

402.2 POLICY

It is the policy of Snohomish Regional Fire & Rescue to promptly investigate the cause, origin, and circumstances of fires and explosions occurring in this jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property.

402.3 RESPONSIBILITIES

The Fire Chief has overall responsibility for fire investigations. The Fire Marshal is responsible for management of the fire investigations program. The Incident Commander (IC) of each incident is responsible for ensuring that each fire is investigated for origin and cause.

402.4 INCIDENT REPORTS

To ensure district incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report to the Fire Marshal for each investigation conducted. All areas of the report are to be filled out. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The Fire Marshal is responsible for reviewing and approving the investigative reports.

402.4.1 STATE REPORTING

The Fire Marshal shall immediately report the results of any fire investigation to local law enforcement and the Washington State Fire Marshal when the cause of a fire is determined to be suspicious or criminal in nature ([RCW 43.44.050](#)).

402.5 FIRE INVESTIGATORS

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation.

Fire investigators shall follow a systematic approach based on the scientific method and National Fire Protection Association (NFPA) 921: Guide for Fire and Explosion Investigations when conducting a fire investigation for the purpose of origin and cause determination.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the Fire Marshal and request the assistance of a Snohomish County Fire Marshal or local Law Enforcement Officer with arrest authority, if appropriate.

Fire Investigations

402.5.1 FIRE INVESTIGATOR QUALIFICATIONS

Fire investigators should:

- (a) Meet the job performance requirements of the National Fire Protection Association (NFPA) 1033: Standard for Professional Qualifications for Fire Investigators.
- (b) Complete and maintain the certification requirements of the International Association of Arson Investigators (IAAI), and the Washington State Fire Investigator's International Fire Service Accreditation Congress (IFSAC) certificate.
- (c) Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

Apparatus Inspections, Testing, Repair, and Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the testing, inspection, repair, and maintenance responsibilities of members with regard to district vehicles and apparatus. Vehicles and apparatus shall comply with all regulations in the Washington Administrative Code, Washington Motor Vehicles Code, and/or the applicable sections of National Fire Protection Association (NFPA) 1002. Inspections also ensure that vehicles and apparatus are properly equipped, maintained, refueled, and present a professional appearance.

702.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - A vehicle or combination of vehicles, owned by a regularly organized fire suppression agency, designed, maintained, and used exclusively for fire suppression and rescue or for fire prevention activities ([RCW 46.44.190](#)).

In-reserve - Any district vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

In-service - Any vehicle or apparatus that is either staffed or cross-staffed by members of the Operations Section or that is pre-positioned to be readily available to on-duty Operations personnel for calls for service (e.g., airport rescue or firefighting apparatus).

Staff vehicles - Typically, district vehicles that are assigned to members other than first response apparatus. Staff vehicles can serve as emergency response units or non-emergency support functions.

702.2 POLICY

It is the policy of Snohomish Regional Fire & Rescue that all vehicles and apparatus comply with the applicable federal and state vehicle operating and safety criteria. All vehicles and apparatus should be inspected in accordance with an approved inspection schedule, including in-service and reserve apparatus. Vehicles and apparatus that are out-of-service for testing, maintenance, or repair need not be inspected until they are returned to service or released to in-reserve status.

702.3 RESPONSIBILITIES

702.3.1 FLEET MANAGER RESPONSIBILITIES

The Fire Chief should appoint a fleet manager who is responsible for:

- (a) Developing and implementing a program to ensure all apparatus are maintained, tested, inspected, and repaired as required ([WAC 296-305-04507](#); [WAC 296-305-04510](#)).

Apparatus Inspections, Testing, Repair, and Maintenance

- (b) Ensuring that all certification, testing, repair, and maintenance performed on fleet apparatus is performed by qualified technicians ([WAC 296-305-04507](#)).

Washington DOSH Notification of Injury or Death

902.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the District to immediately report to the Washington Division of Occupational Safety and Health (DOSH) an employment-related death or serious injury of any district members.

902.2 POLICY

The District will comply with DOSH reporting requirements in the event of a serious injury or death ([WAC 296-305-01501](#); [WAC 296-27-031](#)).

902.3 MANDATORY NOTIFICATION

DOSH shall be notified by telephone or in person as soon as practicable, but no longer than eight hours after the District has knowledge of a work-related incident that causes ([WAC 296-305-01501](#); [WAC 296-27-031](#)):

- (a) A fatal or potentially fatal injury of any member.
- (b) Injury requiring inpatient hospitalization of any member.

DOSH shall also be notified within 24 hours of a work-related incident that results in either an amputation or the loss of an eye that does not require inpatient hospitalization.

Fatalities or hospitalizations that occur within 30 days of an incident must also be reported to DOSH.

902.4 REQUIRED INFORMATION

DOSH requires the following information, if available, to be submitted with the notification ([WAC 296-305-01501](#); [WAC 296-27-031](#)):

- (a) Establishment name
- (b) Location of the incident
- (c) Date and time of the incident
- (d) Number of fatalities, hospitalized members, amputations or members who suffered the loss of an eye
- (e) Contact person and telephone number
- (f) Names of injured or deceased members
- (g) Brief description of the incident
- (h) The type of reportable event (e.g., fatality, inpatient hospitalization, amputation, loss of an eye)

During normal business hours, the Battalion Chief shall provide the information to the Human Resources directly when the injury involves a member of this district. Human Resources is

Washington DOSH Notification of Injury or Death

responsible for reporting the required information to DOSH at the contact number maintained by Human Resources.

Respiratory Protection Program

908.1 PURPOSE AND SCOPE

State MODIFIED

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the District, the requirements and guidelines for the use of respirators, and other mandates associated with their use.

This policy applies to all members whose job duties could require them to use respiratory protection, due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. This policy is not meant to address communicable disease protection addressed elsewhere ([RCW 49.17.050](#); [WAC 296-305-01003](#); [WAC 296-842-100](#) et seq.; [WAC 296-305-04001](#)).

908.1.1 DEFINITIONS

State

Definitions related to this policy include:

Immediately dangerous to life or health (IDLH) - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Respiratory protection - Any device that is worn by the user to reduce or eliminate exposure to harmful contaminants through the inhalation of those contaminants.

908.2 POLICY

State MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of protection may be increased or decreased by a company officer or Incident Commander (IC) based on an evaluation of the hazard. Members shall not be required or allowed to enter or work in, hazardous conditions without proper respiratory protection and shall be trained in the proper use and care of these devices.

908.3 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR

State

The Fire Chief will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the District meets any legal mandates related to respiratory protection.

The administrator shall:

- (a) Maintain, implement, and administer a written respiratory protection program.

Respiratory Protection Program

- (b) Ensure the written respiratory protection program and related procedures are followed and appropriate.
- (c) Ensure the procedures and written respiratory protection program address relevant mandates.
- (d) Ensure selected respirators continue to effectively protect members.
- (e) Have supervisors periodically monitor member respirator use to make sure members are using them properly.
- (f) Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following:
 - 1. Respirator fit during use
 - 2. Any effects of respirator use on work performance
 - 3. Respirators being appropriate for the hazards encountered
 - 4. Proper use under current work site conditions
 - 5. Proper maintenance
- (g) Ensure the District covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel, and wages, as applicable.
- (h) Provide direction for respirator selection.
- (i) Require medical evaluations for members who use respiratory protection as set forth in 29 CFR 1910.134.

908.4 USE OF RESPIRATORY PROTECTION

State **MODIFIED**

Members exposed to harmful environments in the course of their assigned activities shall use respiratory protection devices.

Members using respiratory protection shall ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

Members shall not wear corrective glasses, goggles, or other personal protective equipment (PPE) that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

For all tight-fitting respirators, members shall perform a user seal check each time they put on the respirators, using the procedures in 29 CFR 1910.134, App. B-1 or other district-approved procedures recommended by the respirator manufacturer.

Company officers shall monitor members using respiratory protection and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure

Respiratory Protection Program

or stress may affect respirator effectiveness, the company officer shall re-evaluate the continued effectiveness of the respirator and shall direct the member to leave the respirator use area when:

- It is necessary for the member to wash their face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- The member detects vapor or gas breakthrough, or when there is a change in breathing resistance or leakage of the facepiece.
- The member needs to replace the respirator or the filter, cartridge, or canister.

Members who detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece shall replace or repair the respirator before returning to the work area.

Members shall be allowed to use only the make, model, and size respirator with which they have passed a fit test in the last 12 months.

908.5 EQUIPMENT ACQUISITION AND SPECIFICATIONS

State

908.5.1 SCBA REQUIREMENTS

State MODIFIED

SCBA shall meet the standards found in the most current National Fire Protection Association (NFPA) publication and approved by NIOSH.

Snohomish Regional Fire & Rescue shall use only the respirator manufacturer's NIOSH-approved breathing-gas containers, marked and maintained in accordance with the quality assurance provisions of the NIOSH approval for the SCBA as issued in accordance with the NIOSH respirator certification standard at 42 CFR 84.1 et seq.

908.5.2 COMPRESSED BREATHING AIR

State

Any purchases of compressed breathing air from a vendor or breathing air made by the District shall be tested and documentation maintained certifying the following:

- (a) Breathing air shall be tested quarterly by using an air sample taken from the same outlet and in the same manner as the respirator breathing air cylinders are filled or the air-line respirators are connected.
- (b) Breathing air meets the requirements of either the 2003 edition of NFPA 1989, Standard on Breathing Air Quality for Fire and Emergency Services Respiratory Protection or the 2018 edition of ANSI/CGA G6-1 Commodity Specification for Air, with a minimum air quality of grade D.
- (c) A water vapor level of 24 ppm or less.

908.6 RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE

State MODIFIED

Respiratory Protection Program

All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter, and if any of the following conditions arise between annual tests:

- (a) A member reports medical signs or symptoms that are related to the ability to use a respirator.
- (b) A Physician or Licensed Health Care Professional (PLHCP), a supervisor, or the respirator program administrator informs the employer that an employee needs to be reevaluated.
- (c) Information from the respiratory protection program indicates a need for an employee re-evaluation; this includes observations made during fit testing and program evaluation.
- (d) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The questionnaires will be reviewed by a PLHCP selected by the District to determine which, if any, members need to complete physical examinations.

The designated program administrator shall be responsible for maintaining records of all respirator medical evaluation questionnaires and any subsequent physical examination results.

Members and their representatives may examine and copy their medical evaluation records (WAC 296-842-12010).

908.7 EXPOSURES

State

Any member who is exposed to a hazardous atmosphere should immediately leave the room or area and move to an area containing fresh, uncontaminated air. Physical symptoms of hazardous atmosphere exposure may include but are not limited to:

- Difficulty breathing.
- Dizziness, headache, or other distress symptoms.
- A sense of irritation.
- A smell or taste of contaminants.

If a member feels ill or impaired in any way, a supervisor should be notified and emergency medical personnel summoned if not already available on-scene. Any time there is a doubt about the need for medical care, medical care shall be obtained. Any injury or exposure must be documented on an injury reporting form. Under most circumstances, the exposed member should not drive a vehicle.

An attempt should be made to identify the exposure agent by questioning the facility representative or by reviewing the hazardous materials inventory. A supervisor should attempt to make this determination. If possible, a Safety Data Sheet for the exposure agent should be obtained.

Respiratory Protection Program

Personal Alert Safety System (PASS) Devices

909.1 PURPOSE AND SCOPE

State MODIFIED

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities or other immediately dangerous to life and health (IDLH) conditions that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU) or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement ([WAC 296-305-02017](#)).

909.2 POLICY

State MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to provide all members engaged in interior structural firefighting activities or other emergency operations that require use of an SCBA with a personal alarm device. The District shall provide written procedures for the use, care and maintenance of personal alarm devices ([WAC 296-305-02017](#); [WAC 296-305-07002\(1\)](#)).

909.3 USE OF PERSONAL ALARM DEVICES

State MODIFIED

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) standard 1982, 1993 edition and [WAC 296-305-02017](#).

Members should wear a personal alarm device any time they are in atmospheres that are IDLH.

The Incident Commander shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

In the event any member involved in emergency operations at a scene becomes lost, trapped, or disoriented and can not self rescue or use other methods to alert their crew or summon help (i.e. face-to-face, radio) the PASS device can be activated to assist in other members locating the member in distress. When radio communication is still attainable, the member should notify the incident commander of their Mayday in accordance with the currently adopted [Snohomish County IMS Guidelines](#).

909.4 MAINTENANCE OF PERSONAL ALARM DEVICES

State MODIFIED

All PASS devices shall be repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations ([WAC 296-305-02017\(2\)](#)).

Attachments

60-03-19-snohomish-county-ims-guideline.pdf

Snohomish County Fire Chiefs Association

DOCUMENT 60-03-19

Adopted 11/2/2019 – General membership meeting

SNOHOMISH COUNTY INCIDENT MANAGEMENT SYSTEM GUIDELINE

- 1.0:Function 1 - Deployment**
- 2.0:Function 2 - Assumption, Confirmation, & Positioning**
- 3.0:Function 3 - Situation Evaluation**
- 4.0:Function 4 - Strategy & Incident Action Planning**
- 5.0:Function 5 - Communications**
- 6.0:Function 6 - Organization**
- 7.0:Function 7 - Review, Evaluation, & Revision**
- 8.0:Function 8 - Continue, Support, & Terminate Command**
- 9.0:Managing Maydays**
- Appendix A:Definitions**
- Appendix B:Snohomish County IMS Communications Form**

The 8-Functions of Command define the responsibilities of the Incident Commander in directing standard activities that are performed by all responders to safely mitigate fire related incidents.

1.0 - Command Function #1 – DEPLOYMENT

The major goal of Command Function 1 is to provide and manage a steady, adequate and timely stream of appropriate resources.

Company Status

The IC is the resource allocator for the incident and is responsible for managing all assigned resources and work cycles on the strategic level. The standard deployment management that an IC must manage on every incident includes the following items:

- Appropriate Resources Dispatched
- Standard incident response
- Staging
- Assignments to the incident scene by the IC
- Accountability in a hazard zone
- Work/Rest Cycle
- On-Deck
- Recycling
- Rehabbing
- Ready for reassignment
- -Releasing companies from scene

Dispatch Center

The major goal of the local dispatch center is to dispatch the appropriate amount and type of resource(s) to the scene of an emergency immediately after the receipt of the appropriate information.

Standard Structural Fire Dispatch Packages:

- **Fire Single:** A one (1) unit Engine Company response to a reported fire that poses no significant danger/threat to people or property.
- **Fire Residential (FR):** A multi-unit response dispatched to a reported fire in a house
- **Fire Residential Confirmed (FRC):** A multi-unit response dispatched to a confirmed fire in a house.
- **Fire Commercial (FC):** A full multi-unit response dispatched to a reported fire in a commercial structure or high life safety structure.
- **Fire Commercial Confirmed (FCC):** A full multi-unit response dispatched to a confirmed fire in a commercial structure or high life safety structure.
- **Greater Alarms:** 2nd, 3rd, 4th and greater alarms shall initiate the dispatch of additional resources beyond the 1st alarm as determined by each fire agency.

When incidents are upgraded to greater alarms: 2nd, 3rd and 4th alarm: dispatch when requested by the IC will:

- Designate a radio channel as the Level 2 channel.
- Direct all greater alarm response units to respond on the Level 2 channel.
- Direct all greater alarm response units to report to Level 2 and provide the location.

Elapsed Time Notifications (ETN):

10-minute timers will automatically be assigned to the following:

- FRC (Fire Residential Confirmed)
- FCC (Fire Commercial Confirmed)
- MCI (Mass Casualty Incident-All responses)
- HZ (HAZMAT-All responses)
- MEDX (Upgraded Medic Response)
- MVCE (Motor Vehicle Collision – Extrication)
- All Technical Rescue Responses

The SNOCOM will announce over the tactical frequency an elapsed time notification every ten (10) minutes until the incident is placed under control, or until command requests to discontinue or restructure the ETN's.

The IC must verbally acknowledge each 10-minute notification by re-announcing the incident's strategy over the assigned tactical radio frequency until the incident is placed under control, or until command requests to discontinue or restructure the notifications.

Staging Procedures

Level 1

Level 1 procedures are in effect for all units dispatched on the 1st alarm assignment and are automatically activated when the officer of the initial arriving unit clears dispatch to give their initial radio report and assumes command.

- Applies to all initial responders on the 1st alarm.
- 1st Apparatus, 1st Ladder (if on 1st alarm) & BC respond directly to the scene.
- Immediately goes into effect with Initial Radio Report from IC #1.
- All subsequent arriving units Level 1, 1 block away in their direction of travel while not passing their last tactical option.
- Each unit at Level 1 will simply state their unit is Level 1, "E-1 is Level 1".

Level 2

Units dispatched as part of 2nd or greater alarms should report to Level 2 as designated by the IC.

Unless otherwise assigned, the Company Officer of the first Engine or Ladder Company to arrive at Level 2 will assume the role of Level 2. The Level 2 staging manager will be identified as "Level 2" on the radio.

Level 2 will perform the following duties:

- Notify the IC or Logistics upon their arrival at the staging area on the assigned Level 2 channel.
- Verify the companies available at the Level 2 location.

- Determine from the IC or Logistics the minimum complement of units to be maintained in the Level 2.
- Contact the IC or Logistics for additional resources when the number of companies in Level 2 falls below the established minimum.
- Maintain a current list of available companies in Level 2.
- Organize the apparatus so it can be easily deployed out of Level 2 if necessary.
- Maintain a list of companies that have been deployed to the incident site and their initial assignments from the Level 2.
- Relay the assignment of units from the IC/Logistics face-to-face to the Level 2 companies.
- Relay to companies the following information when they are assigned out of Level 2:
 1. Any tasks, the location and the objectives assigned to the unit.
 2. The area where to report to or the Division/Group Supervisor to whom they are to report to.
 3. The tactical channel on which they are to operate on.

Once dispatched, all greater alarm companies responding to a Level 2 location will report responding and arrival using their MDC if available and otherwise stay off the air unless contacted by dispatch, Level 2, or command. Once arriving at Level 2, the Company Officer of the Unit will report in person to Level 2. The crew will standby with their unit, with the crew intact, with apparatus warning lights turned off until they are assigned to incident site duties or released from the scene.

When assigned, companies entering fireground operations from Level 2 will communicate directly with Command or their assigned Division/Group Supervisor for further instructions (if needed).

IC Assigning Units into a Hazard Zone

Incident operations are conducted around the completion of the tactical priorities. Incident communications should mirror this simple concept. IC's will need to use TLO (Task, Location, Objective) when assigning any unit into the hazard zone

- Tasks
- The location of those tasks
- The objectives of the tasks

Control Zones:

- Cold zone: The control zone of an incident that contains the command post and such other support functions as are deemed necessary to control the incident. The cold zone establishes the public exclusion or clean zone. There are minimal risks of human injury or exposure in this zone.
- Exclusion zone: The control zone designated to exclude all unauthorized personnel, responders, and equipment. Examples of exclusion zones could be holes in floors, explosive devices, wires down, or collapse hazards.
- Hot zone: The control zone immediately surrounding the hazard area, which extends far enough to prevent adverse effects to personnel outside the zone. The hot zone is presenting the greatest risk to members and will often be classified as an IDLH atmosphere. For structure fires, the standard Hot Zone is the structure.
- Warm zone: The control zone outside the hot zone where personnel and equipment decontamination and the hot zone support takes place. The warm zone is a limited access area for members directly aiding or in support of operations in the hot zone.

Significant risk of human injury (respiratory, exposures, etc.) can still exist in the warm zone. For Structure fires, the warm zone is typically the yard of the structure and is where On-deck companies are typically located.

Defining standard control zones for structure fires is a WAC requirement. Standard Control zones for structure fires will be:

Hot Zone:

For structure fires, the standard hot zone is the structure on fire

Warm Zone:

For structure fires, the standard warm zone is the area immediately surrounding the structure up to the command post. This is typically the yard for a house.

Cold Zone:

For structure fires, the standard cold zone is the command post and beyond.

There are no standard Exclusion Zones and any Exclusion Zone will need to be stated over the air as either priority traffic or emergency traffic depending on the situation.

Finally, at the 10-minute marker, the Incident Commander will state "Standard Control Zones in place" if applicable. If standard control zones differ from the above, the Incident Commander will define the Zones over the air.

[Reference \(WAC 296-305-01005\)](#)

Establishing Two In -Two Out:

The standard 1st responsibility for On-Deck companies is RIC.

During the initial stages of a structure fire where only one team is operating in the hot zone, Two In-Two Out shall be established prior to making entry into an IDLH environment. The Initial Two In-Two Out can consist of the Incident Commander and the Pump Operator. Once an incident is no longer in the initial stages, where more than one team is operating in the hot zone, a dedicated RIC should be considered. A RIC shall consist of at least two firefighters held outside the hot zone available for immediate assistance or rescue of an entry crew.

In the case of a known rescue, a minimum of One-Out shall be established prior to making entry into an IDLH environment. The Incident Commander or Pump Operator may function as the One-Out.

Members designated as initial Two In-Two Out and RIC, shall be wearing all structural PPE with their SCBA in the standby position.

[Reference WAC 296-305-05002](#)

Air Management

All members utilizing Self-Contained Breathing Apparatus (SCBA) will check their air levels before they enter any hazardous atmosphere. Members must have a minimum of 90% air in their cylinder in order to make initial entry into any hazardous atmosphere.

Officers and team leaders should consider notifying the IC or their Division/Group Supervisor when their first team member's 50% heads-up-display (HUD) light activates. This allows the IMS Supervisor to be informed of the team's air situation and to pre-plan for replacing that team in the IDLH environment. Air reports shall be given as 50+ or 50-.

The 3 Deep Deployment Model

The IC must always provide a steady, adequate stream of resources. 3 Deep is the concept where an IC always has a steady stream of workers for the required tasks based on the incident's critical factors.

The 3-Deep Deployment process starts out with the initial arriving workers who have been assigned into and are working in the hazard zone – the first layer.

After these key tactical positions have been covered, subsequent arriving units are assigned to On-Deck positions at the entry points already utilized by initial arriving units

Once all of the critical tactical areas are adequately backed up with On-Deck Units, subsequent arriving units will be either Level 1 or 2. These Level 1 and Level 2 units now give the IC the tactical reserve needed to replace companies or to back fill any companies addressing a sudden incident problem - the third layer.

On-Deck

“On-Deck” is defined as: a forward staging position located just outside the immediate hazard zone, safely distanced from the entrance of a tactical position/Division/Group. Once a crew is assigned to an On-Deck position, they are first and foremost a Rapid Intervention Crew until they are given an assignment into the hazard zone.

The most likely assignments for On-Deck companies are:

- Reinforce a position within an assigned division/group
- Crew relief within an assigned division/group
- Any other tactical position assigned by the IC
- Deploy as a RIC unit

A crew assigned to an On-Deck position must be intact with full PPE, spare air cylinders, and the RIC bag. On-Deck crews must remain intact, in a ready state and monitor the tactical channel at all times. On-Deck crews must also size up the area that they are assigned to, this size up should include:

- Locating the structures entrance/exit points in their assigned area
- Interior and exterior conditions
- Unit ID of crews operating inside the structure
- Approximate location of interior crews
- Identify which crews are operating each hose line

Company Recycling

Recycling is a timely and efficient means of gross decontamination, air replacement, and re-hydration of companies while maintaining their Division/Group assignment.

Rehab

Rehab is an assignment to a formal rehab location (close to the emergency scene) where Units will be decontaminated, medically evaluated, rehydrated, and replenished.

Division/Group Supervisor and company officers working a hazard zone are always responsible to monitor the welfare of their personnel and determine if Division/Group recycling or a formal rehab is appropriate. Once rehabbed, units can be assigned back to the incident scene or placed back into service as directed by the IC or Operations Section Chief.

2.0 - Command Function #2 – Assume, Confirm and the Positioning of Command

The major goal of Command Function 2 is to quickly establish and confirm a single IC and to place that IC in the most effective command position as long as the hazard zone exists.

Establishing Command:

Command should be formally declared on all incidents where three (3) or more units are dispatched/arrive.

The first unit or member to arrive to the scene of a multi-unit dispatched incident will establish command of the incident by transmitting a standard Initial Radio Report (IRR).

The confirmation of command occurs when the Dispatch Center uses the Order Model to repeat the IRR back to all responding units, confirming that the initial arriving unit is in command of the incident.

Establishing command causes the first-arriving unit or member (the IC) to size up the incident, determine the incident's strategy and formulate an Incident Action Plan (IAP). All of this is executed and shared with all the incident participants when the IC transmits an IRR.

Once command has been established, all normal communication between the dispatch center and the incident will be directed through command.

The initial Incident Commander shall remain in command until command is transferred, or the incident is stabilized, and command is terminated.

A formal IC must be in place, performing the functions of command, whenever a hazard zone exists.

Naming Command - Radio Designation:

The radio designation "**COMMAND**" will be used along with the major cross road, or the specific occupancy name of the incident site (i.e. "Main Street Command", "St. Joe's Hospital Command"). This designation will not change throughout the duration of the incident.

Command Modes:

The IC's position will greatly affect their ability to control the incident scene. Typically, the Company Officer of the first arriving Company will become the initial IC for the incident, IC #1.

There are three command modes that a Company Officer can place themselves in, depending on the situation. These three command modes are:

- Investigative Mode
- Fast-Action Mode
- "Command" Mode

Transferring Command

The 1st arriving Battalion Chief (or Chief Officer) will respond directly to the scene. If an active hazard zone still exists or if there are still tactical benchmarks to coordinate, command should be upgraded into the Command position. When arriving to the scene, IC #2 must transfer command in the following manner:

1. Size-Up - verify that all operating positions match the current incident conditions.
2. Transmit that your unit is On-Scene ("Battalion 1 On-Scene").
3. Contact IC #1; verify the position & function of all hazard zone resource with IC#1.
4. Announce that you will be transferring command: "taking it from out here".
5. Contact and confirm the command transfer with dispatch, announce the current strategy, and make a resource determination.
6. Command transfers to other arriving resources in-lieu of an arriving chief officer can occur when appropriate.

Upgrading the Command Post (CP)

For incidents that are complex or will require a larger amount of resources, a Command Team should be quickly formed to manage the incident. For large scale incidents, an Incident Management Team should be considered.

3.0 - Command Function #3 – Situation Evaluation

The major goal of Command Function 3 is to develop a regular approach to size-up using standard information-management forms that identify the incident's major critical factors.

Matching standard conditions to standard actions

Standard conditions are identified as the incident's **Critical Factors**. We must identify the incident's critical factors before taking any action.

Critical Factors

Virtually every incident factor has a related set of consequences ranging from minor to fatal. This is what makes critical factors *critical*. A major function of IC information management is to identify the factors with the most severe consequences and then concentrate on reducing, stabilizing, eliminating or avoiding the possible outcomes of those critical factors. This requires the IC to develop a standard approach of sorting and prioritizing critical factors.

The IC needs a simple system to deal with all basic incident information. Critical factors offer such a system. There 8 basic critical factor categories:

1. Building Type
2. Occupancy
3. Arrangement

4. Life safety
5. Fire
6. Resource
7. Action
8. Special circumstances

Managing Critical Factors

Command deals with these incident factors through a systematic management process that:

1. Includes a rapid overall evaluation.
2. Sorts the critical factors in order of priority.
3. Seeks more information about each of those factors.
4. Focuses on the major factors affecting the incident (fire).
5. Quickly and properly reacts to visual observation and L-CAN A reports.

Consider Fixed Factors – Manage Variable Factors

Fixed factors pertain to the things that can't be changed, such as the way a building sits on a piece of property, the occupancy type or the distance of an exposure. These fixed factors present certain realities that the IC must plug into their incident action plan.

Fixed Factors:

- Building
- Occupancy Type
- Arrangement
- Special Circumstances

Variable factors are things the IC can change. If a building is full of smoke, the IC can order ventilation. If the building is heavily secured, a ladder/truck/Engine company can force entry. Engine crews manage the fire by applying a sufficient amount of water to extinguishing it. When we don't (or can't) control the variable factors, we should be in safe locations, away from the factors that may harm us.

Variable Factors:

- Life
- Fire
- Resource
- Action

Quickly Identify & React to Safety “Red Flags”

A red flag will not necessarily change the overall incident strategy or incident action plan, but it must be identified and addressed by the IC and the rest of the hazard zone team. This is a big part of how the IC ensures everyone goes home when the event is over. Some examples of red flags include:

- Fire in the attic space
- Fire in a basement
- Operating above a fire (basements, floor above the fire)
- Zero visibility
- Encountering high heat
- Reports of, “We can't find the fire” beyond the normal discovery time

- More than one (1) request to back-up an attack position
- Reports that state “fire control” but you can still see active fire conditions from the command post
- Victim(s) located
- Wind-driven fires
- Smoke/fire showing from cracks in walls.

4.0 - Command Function #4 – Strategy & Incident Action Planning

The major goal of Command Function 4 is the systematic evaluation of the incident’s critical factors to produce standard, safe, well-managed incident outcomes so that we match standard conditions to standard actions for standard outcomes.

Risk Management Plan (RMP)

The following Risk Management Plan (RMP) will always be used whenever a hazard zone exists:

- We will risk our lives a lot to save savable lives
- We will risk our lives a little to save savable property
- We will NOT risk our lives at all for lives or property that are already lost

Determine the Overall Incident Strategy

Overall operational strategy is divided into only two categories: Offensive or Defensive.

- Offensive operations are conducted inside a hazard zone
- Defensive operations are conducted outside of the hazard zone -

Use the Incident Organization & Communications to Implement the Strategy/IAP

The IC uses the radio to manage incident operations. This starts with the initial radio report where the initial strategy is declared. Subsequent arriving units who are Level 1 are given a specific task, location and objectives in their assignments. Once in place, these units will report back to Command (or Division/Group if established) the conditions in their assigned area. These actions connect everyone together on the incident site and help the IC manage the proper strategy based on the current conditions.

Tactical Priorities

Once the overall incident strategy has been determined, the IC must manage the completion of the tactical priorities for the chosen strategy. Each strategy has a different set of tactical priorities to complete.

Offensive Incident Action Planning

When an incident’s critical factors and the risk-management plan indicate the offensive strategy, firefighting forces will enter the structure (hazard zone) to attempt to control the incident hazards. An offensive IAP is based on the standard offensive tactical priorities.

Offensive Strategy Tactical Priorities and their corresponding completion benchmarks:

- Fire Control (F/C) – “Under Control”
- Life Safety – Primary and Secondary Searches- Reporting “Nothing Found”. The IC announces “All Clear(s)” only after the Secondary search reports nothing found.
- Property Conservation – “Loss Stopped” (L/S)

- Customer Stabilization – Short term

Offensive Loss Control Operations

All loss control operations start with putting the fire out. All three organizational levels must constantly remain aware that all actions are designed to protect savable property and control loss (from response to leaving the scene).

After achieving fire control, we must direct all efforts on the incident scene toward controlling and preventing any unnecessary property damage. These efforts fall into 2 categories:

- Overhaul
- Salvage

Defensive Incident Action Planning

A defensive situation is where the incident problem has evolved to the point that lives and property are no longer savable and offensive tactics are no longer effective or safe. The entire defensive strategy is based on protecting firefighters.

Firefighter safety is the No. 1 defensive priority. No firefighter should be injured on a defensive fire.

Defensive Strategy Tactical Priorities and their corresponding completion benchmarks:

- Define the Hazard Zone
- Establish Cut-offs - Forward progress stopped
- Search exposures - Primary and Secondary Searches.
- Protect exposures - "Fire Control" - Loss Stopped

Strategic Shift from an Offensive Strategy to a Defensive Strategy

A change from Offensive to Defensive strategy will be handled as emergency traffic as detailed in Command Function 5.

5.0 - Command Function #5 – Communications

The major goal for Command Function 5 is for the IC to initiate, maintain, and control effective incident communications.

Keep Communications Simple: Use Plain Text

We conduct incident operations using plain text communications that are directed toward the completion of the tactical priorities and firefighter safety.

Mix & Match Forms of Communications: Face-to-Face/Radio/Computers/SOPs

Face-to-face communication is the most effective form of communication. It should be the preferred form of communication on the task and tactical levels of the incident site.

Radio communications are the way that the tactical and task levels connect with the IC working on the strategic level.

Listen Critically: Understand Communications Difficulties from Tough Operating Positions

We put an IC in a strategic command post (outside the hazard zone, inside a vehicle designed to be a command post) so they have an ideal position to send and receive information.

Some incidents may require the use of multiple radio frequencies in order to support operations outside of the hazard zone (Level 1 & 2 Rehab, Safety, Planning, Logistics, etc.). Each additional channel activated for the incident must always have a dedicated person assigned to manage that channel. The IC must only be responsible for the operation of one (1) tactical radio frequency while an active hazard zone exists.

To maintain an effective span of control and supervision of specific areas of the fire ground the IC may choose to assign a tactical supervisor if there are 2 or more units working in the same geographic area. Command may designate one of the units as the geographic supervisor and all communications from that area will be from the tactical supervisor to the IC. This supervisor will normally be assigned as a Division supervisor.

Division/Group supervisors will communicate with their assigned companies over the radio or face-to-face depending on their proximity to one another, but preferably face-to-face. The Division/Group supervisor will communicate with the IC over the tactical channel.

Utilize the Standard Order Model to Structure Communications

The order model standardizes how the incident's participants will exchange two-way radio communications. The Order Model's required steps are:

1. When the sender is ready to transmit a message, they call the receiver to determine if they are ready to receive the message;
2. The receiver then acknowledges the sender;
3. When the sender receives the readiness reply, they can transmit the message;
4. The receiver then gives a brief restatement of the message to acknowledge the receipt of the message; and
5. The sender states "Affirmative" or restates the message if misunderstood.

Example:

5th Command: "E21 from 5th Command"

E21: "E21"

5th Command: "E21 on-deck side Alpha"

E21: "E21, on-deck side Alpha"

5th Command: "Affirmative"

The seven basic types of radio transmissions on a hazard zone:

- Initial Radio Report
- Follow-Up Report
- Assigning Units
- Command Transfer
- Status Changes
- Roof Reporting
- Strategic Shifts

Begin & Control Communications upon Arrival with a Standard Initial Radio Report

The IRR must include the following reporting elements:

1. Hail SNOCOM announce your arrival on the scene

2. Building/area description
3. Describe the problem
4. Action being taken – Initial I.A.P.
5. Strategy
6. Resource determination
7. Assume and name Command

Building/area description: Will be described in 3 different categories:

- Size (small, medium, large, mega)
- Height (number of stories)
- Occupancy type

Occupancy type will many times drive our IAP. Identifying it on the IRR paints a picture to all other responders of the type of situation they're responding into. Here are some basic, common occupancy types:

House	Apartments	Townhomes	Commercial
Row houses	Restaurant/Bar	Public assembly	Big Box
High rise	Institutional	Strip Mall	Mid-Rise

Describing the problem

The following are the terms that are to be used when describing fire conditions:

- Nothing showing
- Light smoke showing
- Working fire
- Defensive fire conditions

The location of the problem must also be identified on the IRR. This includes reporting:

- What floor the problem is located on
- For longer buildings (apartments, strip malls, etc.) middle or what end (Bravo or Delta)
- For larger structures – What side of the structure is problem located on

Initial Incident Action Plan (IAP): Incident action plans describe our operational plan for completing the tactical priorities. IAPs should be short and to the point. The initial IAP should include the following:

- The tasks of the initial arriving unit
- The location of the tasks
- The objectives of the tasks

Declaration of the Incident's Strategy: Overall operational strategy is divided into only two categories: Offensive or Defensive.

Resource determination: 1st arriving IC's must match the incidents problems with the resources required to solve the incidents problems. The request for the appropriate amount resource must happen at the beginning of the event, where our window of opportunity has the greatest chance for success. One of the following resource determinations must be made on the IRR:

- Cancel the original assignment

- Hold the alarm continue original assignment
- Balance to correct alarm type (e.g. from a FR to FRC; FRC to FCC)
- Upgrade to additional alarms

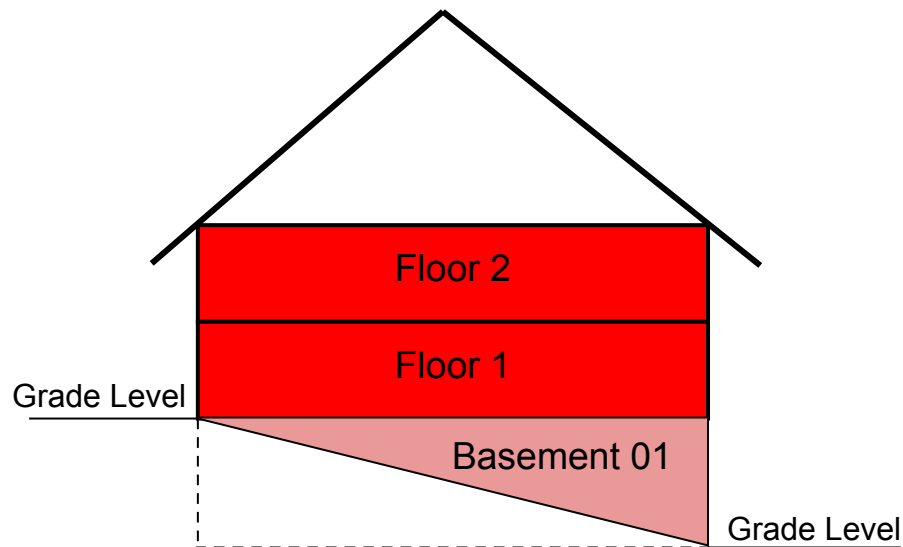
Assume and Name Command:

Use location/occupancy to name command. The radio designation "**COMMAND**" will be used along with the major cross road, or the specific occupancy name of the incident site (i.e. "Main Street Command")

Follow-Up Reports

Follow-Up Reports should include the following information:

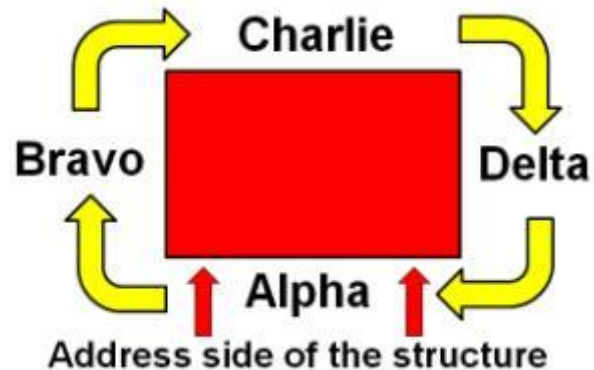
1. Result of a 360 (if performed)
 - a. Complete or not complete life safety
 - b. Number of stories from side Charlie
 - c. Basement, type and condition if present. If a basement is found, the follow-up report will include verbiage similar to: "2 stories from Charlie with a -Walk-out basement". (This implies 3 total floors: Floor 2, Floor 1, Basement).



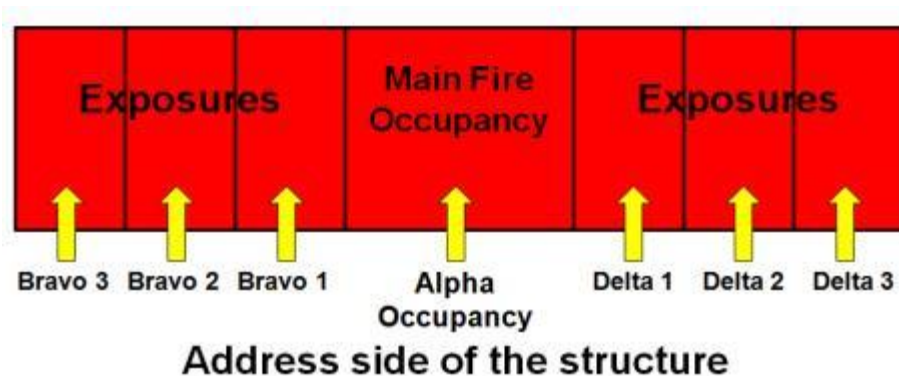
2. Any changes to the initial IAP
3. Accountability location
4. Any immediate safety concerns

Geographic Landmarks:

Sides of a building will be described as:



The Alpha side of the structure is "usually" the address, street side. There will be many situations where it is not clear where the Alpha side is. In situations where there is any confusion on the incident's landmarks, the initial arriving IC's must make it clear where Alpha side is located.



Exposures: We identify exposed structures to the main fire occupancy by the side they are on starting with the closest, moving to the next exposure and so on. When the IC can give the exposure number and the occupancy type/apartment number it greatly enhances our directional sense of awareness.

Floors: Are identified by stories above and below ground level. Using Divisions, the individual floor will take on the same floor number as the Division (floor 2 becomes "Division 2"). Basements or floors below grade are numbered in descending order and preceded by a zero ("Basement 02" or "Division Basement 02"). For only 1 floor below grade, the floor will be called "Basement". For greater than 1 floor below grade the term "Basement 01", "Basement 02", "Basement 03", etc. will be used. When the building numbering system differs from a standard number of floors, the building numbering system can be utilized to clear up confusion. When parking garages are present, consider using the building numbering system. For example: "Parking 1" for a building labeled P1. When operating on a roof, consider making a "Roof Division."

Roof Division

Floor 4- Division 4
Floor 3- Division 3
Floor 2- Division 2
Floor 1- Division 1
Basement 01- Division Basement 01
Basement 02- Division Basement 02

Assigning Units

Incident operations are conducted around the completion of the tactical priorities. The IC must structure unit assignments around:

- Addressing the incident's critical factors
- The completion of the tactical priorities
- Tactical reserve (On-Deck)

When subsequent arriving units arrive to Level 1 locations, they will simply announce that they are Level 1: "Engine 2 is Level 1". Dispatch will not acknowledge any Level 1 units over the tactical channel. Command will then contact Level 1 units and assign them to the incident site based on their IAP.

Orders to Level 1 units should be structured in a T.L.O format:

- Apparatus location ("spot on the alpha side")
- Tasks
- Location of the tasks
- Objectives of the tasks

Command Transfers

Command must be transferred in a standard manner (per SOG's). The following sequence represents a standard command transfer:

- Verify that all operating positions match the current incident conditions.
- Announce your arrival to scene (Dispatch will acknowledge).
- Contact the current IC using the Order Model.
- Verify, document and confirm the position and function of all resources located in the hazard zone with the current IC along with obtaining a L-CANA report.
- Inform the current IC that you'll be "Taking it from out here".
- Contact Dispatch.
- Announce that you'll be assuming command ("BC-1 will be assuming Main St. Command").
- Re-announce the overall incident strategy.

- Make a resource determination.
- Announce the CP location.

L-CANA Reporting

L-CANA reporting gives assigned units a regular, consistent way to report back to the IC on their progress and needs.

- Location
- Conditions
- Actions
- Needs
- Air Supply (reported as 50+ or 50-)

Radio Discipline

The IC **MUST** control the radio traffic on the tactical channel, or they will not be able to control the overall incident site. The following radio guidelines are to be strictly adhered to when there are units assigned into a hazard zone:

- Know exactly what you're going to say before clicking the microphone to talk.
- Only communicate information on the tactical channel that pertains to the completion of the tactical priorities and firefighter safety.
- Always let communication loops close before clicking the microphone button to talk.
- Let the IC be the one to contact you.
- Always give a **NEEDS** assessment with every L-CANA report (or give with "No Needs").
- Avoid good news reporting (Nothing Found, Under Control, PARs) unless it is requested by the IC.

There are 5 major types of radio communication to the IC:

1. Normal radio traffic
2. L-CANA Reports (crew driven non-priority needs report, see L-CANA Report below)
3. Status Changes
4. Roof reports
5. Priority traffic

Normal radio traffic:

Normal radio traffic should be the most common communication performed on the emergency scene. In most instances, normal radio traffic should only be initiated by the IC.

Command must structure all normal radio traffic using the Order Model. This does not eliminate a Unit's responsibility to contact the IC with:

- Status changes
- Roof reports
- Priority traffic

Status Changes

A status change is defined as: moving from an assigned work location to a different geographic work location; exiting the structure to recycle or rehab; or a crew completing their assignment. A Status Change should be given in the L-CANA format. Any needs request should be given by prefacing Command with the phrase "Status Change." For example: "144th Command from E31 with a Status Change."

Roof Reports

A company assigned to the roof will make the following assessment (size-up) of the roof:

- Type of roof if not easily identified from the ground (peaked, flat, bowstring, etc.)
- Stability of the roof (stable, unstable)
- Fire or smoke conditions and their location on the roof
- Location of any firewalls
- Unusual heavy roof loads (if present)
- Conditions in the attic (if known)
- Basic blueprint of the building if unusual

Roof Reports on residential structures are primarily focused on ventilation access and preparation for coordinated ventilation.

Reports from the roof containing any of the following information should be structured as priority traffic and should be made as soon as possible:

- Unstable roof
- Imminent collapse potential
- A locally identified hazardous roof structure (bowstring, etc.)
- Working fire in the attic space

Priority Traffic Reports

The following are examples of instances where a unit can break radio silence. These transmissions should be structured as Priority Traffic reports (example: "Main Command from Delta Division - Priority Traffic") and they MUST be transmitted as soon as the information is obtained:

- Unable to complete a critical assigned task/tactical objective
- Urgent need to be reinforced/backed-up to complete an assigned task/tactical objective
- Victims encountered
- Working concealed space fires not easily controlled by the locating unit
- A roof report that includes: attic fire, unsafe roof structure, imminent collapse threat
- Sudden, significant incident events (flashover, backdraft, collapse)

Unit/members with priority traffic can break into the order model of normal radio traffic to deliver their priority traffic report.

Emergency Traffic

The IC is the only person who can initiate an emergency traffic report. Companies operating in and around the hazard zone will contact the IC with priority traffic reports and the IC will determine the need for emergency traffic and the corresponding tones. When emergency traffic is given, the IC will contact the dispatch center directly to initiate the report. Once emergency traffic has been requested, the dispatch center will immediately activate the emergency traffic tones.

The emergency traffic report should be structured in the following manner:

- The IC will contact the dispatch center directly and ask for emergency traffic
- The dispatch center will sound the emergency traffic tones
- The IC will deliver the emergency traffic radio report

- Once the report has been given, the dispatch center will repeat the emergency traffic report verbatim on the channel it was given on.

Emergency traffic will receive the highest communications priority from the dispatch center and the IC. All other units operating at the incident site will maintain radio discipline until the emergency traffic has been cleared by the IC. Once the situation that caused the Emergency Traffic has been mitigated (PAR's obtained, power shut off, etc.), the IC should contact SNOCOM and clear the Emergency Traffic with a brief report stating why. "SNOCOM from Command, all units have exited the structure with PAR's. We are now in a Defensive strategy. Open the air to normal radio traffic". Limit fireground communications to only radio traffic that directly pertains to the Emergency traffic. Examples include other Priority Traffic, Maydays, PARs.

Offensive to Defensive Strategic Shift

The announcement of a change to a defensive strategy will be made as follows:

- Contact SNOCOM – Ask for Emergency Traffic
- Emergency Tones transmitted
- Announce to all hazard zone units:
 - Shifting to the Defensive Strategy
 - All Unit's "Withdraw" or "Abandon" the structure
 - All Units report PAR's upon exit
- SNOCOM repeats Emergency Traffic report - verbatim

"Withdraw" will be defined as: an orderly withdrawal where interior lines and equipment will be withdrawn and repositioned/shut down when changing to a defensive strategy.

"Abandon" will be defined as: an emergency retreat where all hose lines and heavy equipment will be left in place, if not needed for exit, and all members in the hazard zone will exit the structure as quickly and as safely as possible.

A PAR (Personnel Accountability Report) shall be obtained for all units exiting the hazard zone after any switch from an offensive to a defensive strategy.

Command's greatest priority once a strategic shift has been initiated is the safe exit of all units located in the hazard zone. Level 1 units and other units working outside the hazard zone shall maintain radio silence until all PAR's have been tallied (unless they have priority traffic).

Company officers will account for their crews and advise their Division/Group Supervisor or Command on the status of their crew upon exiting.

Division/Group Supervisors will notify Command of the status of the individual crews assigned to their Division/Group upon their exit.

PAR's

PAR: A Personnel Accountability Report (PAR) involves confirmation that all personnel assigned are accounted for and have an adequate air supply to safely exit the hazard zone.

Reports of PAR's should be conducted face-to-face within the Division/Group or Company and transmitted as one entire report whenever possible.

General Fireground PAR Announcement:

During strategic shifts or when the IC needs to PAR multiple units in the hazard zone, the IC may make a general announcement to all units on the fireground: "All units operating at MAIN STREET COMMAND, stand-by for PAR", all individuals, units, and/or Division's shall:

- Notify their company officer of their condition and location.
- Notify the supervisor of their assigned Division/Group of their condition and location.
- Division/Group supervisors shall be responsible for the count and location of all personnel assigned under their command who are in the hazard zone.
- Wait for Command to contact you.
- After all companies or Division/Group have been accounted for, the IC shall transmit a PAR to the dispatch center for the entire incident.
- Whenever possible the individual units will report their status to their supervisor face to face to keep the radio frequency open for other critical communications.

The IC must drive the PAR to avoid multiple units contacting him/her first. Unless a Unit DOES NOT have a PAR, they should maintain radio silence until contacted by the IC to report their PAR.

Crew Announcing PAR:

Crews will report PAR on exit when directed by the IC. Example: "All units operating at MAIN STREET COMMAND, withdrawal from the building and report PAR on exit." In this scenario, the crews will contact their Division/Group Supervisor when assigned, or Command, when they have exited the structure: "MAIN COMMAND FROM E1", "MAIN COMMAND", "E1 has exited the building on Alpha side- PAR." Crews or Division/Group Supervisors DO NOT wait for COMMAND to contact them. Instead they report PAR on exit.

Situations that may require a PAR include:

- Changing from an offensive to a defensive strategy
- Missing or unaccounted for members.
- Sudden, unexpected events in the hazard zone.
- A Mayday (depending on the circumstances).
- Anytime the IC feels it is necessary.

Accountability:

Implementation of the passport system will occur at any incident that requires the use of an SCBA. The use of the accountability system will commence as the first unit arrives on the scene. The first arriving company will give an IRR and assume command. In the follow-up report, their accountability unit identification and geographic location will be announced. Example: "E-1 will be the Alpha side accountability location".

As Level 1 units are assigned, Command will give assignments, which will include their respective accountability unit identification and geographic location. Each crew/unit will deliver their passport to the accountability location identified by the Follow-up Report. Normally, it will be located at the attack engine's driver's side door.

Ladder companies will place their passport on the apparatus accountability board located on the inside of the driver's door when going to the roof to perform ventilation. When going to the interior of the structure, each ladder crew will deliver their passport to the accountability location at their point of entry.

Once a passport is delivered to the accountability location, the passport will remain on the designated accountability board until supervision is upgraded to a Division/Group Supervisor.

Upon exit, the Company Officer must retrieve their passport. The Company Officer, Engineer or Division/Group Supervisor will be responsible to see that passports are retrieved.

Crews exiting at a different location other than the original point of entry must immediately notify their original Division/Group and/or accountability officer of their changed status. Their passport must also be retrieved.

6.0 - Command Function #6 – Organization

The major goal of Command Function 6 is to develop an effective incident organization using the Division/Group designations to decentralize & delegate tactical responsibilities.

Organizational Levels

There are 3 operational levels that function at the scene of every hazard zone. They are:

- Strategic level
- Tactical level
- Task level

Strategic Level - This organizational level is designed around the IC (and Command Team) operating in the Command position and working out of a stationary command post. The Strategic level involves coordinating the activities necessary for overall operational control, determining the incident's strategy, and developing an IAP that completes the incident's tactical objectives.

Tactical Level - The first management "subdivision" of the incident scene is done by assigning Division/Group responsibilities. Division/Group Supervisors are responsible for the tactical deployment and supervision of all assigned resources in their assigned area. These tactical assignments are made directly by the IC to specific units.

Task Level – This organizational level is where work is performed by assigned companies. The Strategic and Tactical levels are in place to support the task level. Task level activities are supervised by Company Officers working with the members of their companies directly in the hazard zone.

The task level is the most important level on the incident site because it solves the incidents problems while taking place in an IDLH atmosphere that can kill the workers. All activities outside the hazard zone are in place to support units working on the task level.

Fast Action IC's (IC#1)

A fast action IC is the only person on the entire response team who will operate on all 3 organizational levels.

- Strategic level - IC #1 will size up the incident's critical factors, declare the incident strategy and assume command of the incident.
- Tactical level - IC #1 will implement and execute an IAP that addresses the incidents critical factors in order to facilitate the completion of the tactical priorities.
- Task Level – IC #1 will directly supervise and assist their crew members with the tasks required to bring the incident's problems under control.

Incidents that are not quickly controlled, are escalating, or are significant in scope and size upon our arrival, must have the Strategic and Tactical operational levels upgraded as required.

When IC #2, arrives on scene and transfers command from the fast action IC, they assume responsibility for the strategic level of the operation.

Subdividing the Incident Scene

An IC must have a system in place where the rate of assigning companies to the emergency scene doesn't exceed their span of control. The IC accomplishes this by forecasting and establishing geographic and functional responsibilities that divides the incident scene into smaller, more manageable tactical sub-divisions.

IC's manage strategic level accountability by controlling both the position and function of all hazard zone units using a tactical worksheet. All units assigned into the hazard zone must be assigned to a specific supervisor where they will be responsible for the completion of all tactical priorities (Search (Primary and Secondary P/S, Fire Control (F/C), Loss Control (L/C) On-deck (O/D) in their assigned area.

Preferably, Divisions will work in hazard zones (warm or hot control zones) and Groups will work in non-hazard zones (warm or cold control zones).

Forecasting and Establishing Geographic & Functional Responsibilities

Subdividing the incident site provides tactical supervision, direction and support to units assigned and operating in a hazard zone. This delegated management also helps the IC to achieve the incidents tactical objectives much more safely and effectively.

Company Officer Hazard Zone Tactical Supervision

When 2 or more units are working in the same area, the IC should designate one of the Company Officer's (usually the 1st arriving unit to the location) as the Division/Group Supervisor. This will prevent 2 companies working in the same area from reporting the same information to the IC.

When assigning a unit to deploy to and/or assume initial geographic or functional responsibilities, the IC needs to transmit:

- The location or function of the subdivision
- The Division/Group appropriate name
- The tactical objectives to be addressed in the Division/Group
- The units currently assigned to the work area

The Division Supervisor should give a L-CANA report when requested by the IC that includes the following information:

- The conditions in their assigned area
- Their current actions
- Any tactical objectives that have been met
- A needs assessment in their assigned area (or no needs)
- Any significant safety concerns in and around their work area

Units that are deployed into a Division/Group that has not yet been upgraded with a Command Officer must drop off their unit passport to the predetermined accountability location.

Command Officer – Hazard Zone Tactical Supervision

Upgrading Division/Group supervision from a Company Officer to a Command Officer greatly facilitates the completion of the Division/Group's objectives and firefighter safety and needs to be a well-practiced and regular occurrence on the incident site.

All subsequent arriving Chief Officers should Level 1 over the tactical radio frequency, and then prepare for a Division/Group assignment. If not immediately assigned, report to the command post.

When assigning a Chief Officer to assume geographic or functional responsibilities, the IC will need to transmit:

- The location of the Division/Group
- The Division/Group's appropriate name
- The tactical objectives to be addressed in the Division/Group
- The units currently assigned to the work area
- The current Division/Group Supervisor they will be replacing (if any)

Chief Officers who are assigned Division/Group responsibilities must:

- Park their response vehicle in a manner that won't block apparatus access into the scene/work area
- Don their full protective gear
- Gather the necessary accountability equipment and portable radio
- Report to their assigned location
- Implement the Passport Accountability and Air Management system within their Division/Group

There are 2 main functional areas that a Division/Group Supervisor must manage in their assigned Division. They are:

- The **Tactical** level requirements to run the Division/Group
- The **Embedded Safety** requirements to run the Division/Group

One (1) Command Officer can routinely manage both the **Tactical and Embedded Safety** requirements for an assigned area. Depending on the situation, supervising 4 to 5 companies usually maxes out the span of control for 1 person managing the Division/Group and supervision should be reinforced with subsequent arriving IDLH qualified supervisors (Chief Officers, Safety Officers, Training Officers, qualified Staff Officers).

When assigning resource to a Division/Group that has a Command Officer, the IC must include:

- The geographical location of the assignment
- Identify the Division/Group Supervisor that they will be reporting to/working under

Command must then contact the Division/Group Supervisor and inform them what additional resource has been assigned to their area. It will then be the Division/Group Supervisor's responsibility to contact the assigned unit and deliver any orders required to get the company into action in the Division/Group.

The goal of the deployment and Division/Group system is to always have enough workers **assigned performing the work**, to have enough workers **that are assigned to On-Deck positions within the Division/Group that are ready to go to work**, and then have enough of a tactical reserve in **Level 1 or Level 2 positions, waiting to be assigned to go to work**.

7.0 - Command Function #7 - Review, Evaluate, Revise

The major goal of Command Function 7 is to confirm that the current strategy and IAP meets the incident's tactical requirements and adequately provides for worker safety. The IC uses visual size-up and progress reports as the basis for Command Function 7.

Quickly Make Strategy Transitions and IAP Revisions Based on the Risk Management Plan (RMP) and Changing/Forecasted Conditions

After assigned resources have had a chance to assume their key tactical positions and begin operations, the IC must quickly determine their effectiveness on controlling the incident problems.

- In general, a well-executed, offensive fire attack will quickly control the fire.
- If the fire continues to grow despite control efforts, it is a sure sign the current plan is not working.
- The IC must quickly determine whether they can solve the problem by:
 1. Reinforcing current positions or
 2. Establishing key attack position(s) that aren't yet covered.
- If the fire is too big to control with handlines from interior positions, a strategic change from offensive to defensive is required.
- This decision must consider how long it will take to get required resources into position, as well as how long it will take to evacuate and account for interior crews if conditions continue to worsen.

When the current IAP doesn't solve the incident problem(s), the IC must revise it based on the bullet points listed above.

8.0 - Command Function #8 – Continue, Support & Terminate Command

The major goal of Command Function 8 is to provide enough command to manage the required units for the necessary length of time in order to achieve the tactical priorities and protect all of the hazard zone workers.

Assume, Maintain & Upgrade an Effective Command Position

Offensive incident operations usually begin with a Company Officer IC (IC#1) operating in the fast-action position. This ends when the incident problem is solved or when command is transferred to an IC who will operate in the Command position (IC#2). Command is then reinforced as later-arriving Chiefs arrive on the scene and support the IC.

Depending on arrival order and rank, later-arriving Chief Officers can be assigned to the following standard Command support positions:

- Division/Group Supervisors
- Command Aide (aka: Field Incident Technician/FIT)
- Senior Advisor (S/A)
- Branch positions
- Section positions

As the command requirements for the incident grow, so should the command post. The command team will usually operate from a larger "command van" command post.

We use the same system to de-escalate command that we used to escalate it, always matching the level of command to the current situation.

Consider the Time It Takes To Complete Each Tactical Priority

The tactical priorities represent the core of the IAP at any given point during incident operations.

Estimate how long each tactical priority will take, along with how many people or crews it will take to accomplish them. This should give the IC a general idea of how many command officers they will need to request to the scene.

Estimate the Duration of Command

If the incident is going to last beyond the time a command team can reasonably manage, a schedule should be developed. This schedule should manage command-team rotations, as well as rotations for any other staffing positions filled throughout the event. Incident Management Teams should be considered for large, complex incidents and those with multiple operating periods.

The Command Aide

IC#2 will need to assign subsequent arriving Chief Officers to either:

- Forward positions on the hazard zone site as Division/Group Supervisors.
- Command support roles to assist the IC in directly managing the incident.

The first command support position is the Command Aide. The Command Aide's roles and responsibilities include:

- Evaluate and recommend changes to the incident action plan - the IC and the Command Aide continually engage in a "challenge-and-verify" exchange;
- Provide direction relating to tactical priorities, specific critical incident factors and safety;
- Evaluate the need for additional resources;
- Assign logistics responsibilities;
- Assist with the tactical worksheet for resource control, accountability and tracking;
- Evaluate the incident organization and span of control.
- Monitor the staging radio channel and communicate with the Staging Area Manager on this channel.

Senior Advisor

The second member of the command team is the Senior Advisor. The SA is normally the highest-ranking member of the command team and the highest-ranking response chief should assume the role of SA, e.g. the Shift Commander, Duty Chief, etc. Their major responsibility is to look at the entire incident and its impact from a broader perspective and to provide direction, guidance and advice to the rest of the command team and support staff. The SA manages and oversees the command post. The SA's roles and responsibilities:

- Review and evaluate the incident action plan, and initiate any needed changes (more challenge and verify);
- Provide ongoing review of the overall incident (the big picture);
- Review the organizational structure, initiating change or expansion to meet incident needs;
- Recommend section and branch functions as required;
- Manage appropriate sections as needed;

- Provide management and coordination between the key radio operators in the command post (IC/SO, safety, logistics);
- Serve as liaison with other city agencies and officials, outside agencies, property owners and tenants; and
- Forecast (and react to) the effect this incident will have in tomorrow morning's newspaper (front page, above the fold).

When a Command Aide and SA are supporting the IC in the command post, you have an integrated, three-person team working together to perform the functions of command. The IC should use the radio designation "Command" and will generally be the only member of the command team communicating over the tactical radio frequency (the hazard-zone channel).

Implement Management Sections and Branches as Necessary

Large, complex incident operations require a larger command staff to manage any additional organizational positions. These positions provide logistical, planning and administrative support; they also fill safety and branch officer roles where needed.

Command Staff and Section Chiefs

As incident operations escalate in time, size and complexity, the strategic-level responsibilities can overwhelm the command team. To avoid this command "overload," we can expand the incident organization by assigning command and section-level positions. These positions include:

- Logistics
- Planning
- Operations
- Admin
- Safety
- PIO
- Liaison

Reduce the Command Structure as Part of the Ending Stages of Incident Operations

We use the same system to conclude incident operations that we use to expand the command structure for escalating events.

The command transfer is generally accomplished by transferring command back to an officer of a unit who will remain on the scene until the event is complete.

Place Resources Back Into Service with a Demobilization Plan

The IC's demobilization plan should begin with replacing the most fatigued companies first. If it will take some length of time to get these ready for service, they can remain unavailable until they get their rig restocked (hose loaded, fluids topped off, tools and equipment restocked, etc.).

For large-scale incidents where many units will be going back into service, the IC needs to ensure that the correct number and type of units will remain on scene until all the incident's needs have been met. This includes making sure the customer(s) have any needed after-incident support (Red Cross, social services, insurance company, family support, etc.).

09 - Managing Maydays

The IC must use the same critical factor-based command system to manage a Mayday that is used to manage all of our other IDLH hazard zone activity

Mayday Prevention

The best way to run a Mayday incident is to operate in a manner that eliminates them from occurring in the first place.

The #1 way to prevent Maydays from happening is for the IC to always operate in the correct strategy based on the current critical factors of the incident

General Mayday Guidelines

Declaring a Mayday

Maydays must be declared/transmitted as soon as the person or crew(s) affected knows that they cannot safely exit an IDLH hazard zone.

Resources

The Mayday emergency traffic report to the dispatch center should include a resource determination (i.e. additional alarms) that can adequately address the Mayday as well as all of the other critical factors that are occurring at the incident site.

Fire Control

Operating interior crews that are actively addressing fire control when a Mayday occurs should continue with their fire control efforts. **Put the fire out!**

Communications

All hazard zone operations and Mayday operations will remain on the same tactical channel when a Mayday has been declared. This connects all hazard zone companies to the Mayday operation and it also helps the IC and/or Division Supervisors facilitate the "Help Order" (covered later in the SOP).

A "NO-PAR" policy will be in effect once a Mayday has been transmitted. Some types of Maydays (collapses, extreme fire behavior, etc.) will require the IC to perform a PAR to determine the scope of the problem and what Units were affected by the conditions. PARs must be driven by the IC. When performing a general fireground PAR, the IC should announce to all units "all units operating at MAIN COMMAND stand-by for PAR".

All operating units will maintain radio silence once a mayday has been transmitted. All operating units will ONLY transmit mayday announcements (you're having a Mayday), priority traffic, and status change reports during a mayday.

Mayday L-CANA reporting becomes very critical when declaring a mayday. The sender must be very specific on the NEEDS required to help resolve the Mayday.

Air Supply

Any unconscious or downed Mayday firefighter (unable to move on their own power or assist in the rescue in any way) will require extra time and resources to remove them from the hazard zone. Many times, Maydays of this nature will require the rescue to be performed in stages:

1. Locate the firefighter(s)
2. Air trans filling
3. Packaging
4. Extrication of the firefighter(s) from the hazard zone

The Help Order

Mayday studies and national statistics show that approximately 80% of Maydays are resolved by:

- The firefighter having the Mayday performs self-rescue.
- The firefighter's own crew members perform the rescue.
- Another company already working in the hazard zone performs the rescue.
- A combination of all three of the above.

The IC and the rest of the Command team will utilize the "Help Order" during a Mayday operation.

The Help Order is the order in which an IC or a Division/Group Supervisor will try to assist a firefighter who is experiencing a Mayday. This order is:

- Communicating to a lost firefighter self-rescue techniques to assist with the rescue;
- Using a Mayday firefighter(s) own company or a company already located inside of the hazard zone to assist with the rescue;
- Using an On-Deck company located outside of the hazard zone as a RIC crew

A lost firefighter who can talk on a portable radio should be able to provide a standard Mayday L-CANA report (covered later in the SOG). The IC should acknowledge the Mayday L-CANA report and respond back with the following to the Mayday firefighter(s):

- Verbally state to the Mayday firefighter(s): "stay calm and control your breathing".
- Maintain radio contact long enough to get a enough information in order to implement an adequate rescue IAP.
- Have them activate their PASS unit (shut the PASS unit off when talking on the radio).
- Mayday firefighter(s) may be difficult to clear/communicate with once they have activated their PASS unit.

When communicating with a Mayday firefighter's own crew or with another crew who can assist with the rescue, the IC or Division Supervisor must consider 3 things when using the Help Order:

1. The air limitations of the interior working crews.
2. The possibility of interior crews lacking the tools required to make the rescue.
3. The fire control efforts required to maintain interior tenability. Other operating interior crews that are actively addressing fire control when a Mayday occurs should continue with their fire control efforts. **Put the fire out!**

When deploying On-Deck crews as RIC crews, they must properly equip themselves, have a rescue plan, and be ordered into the hazard zone by the IC or Division/Group Supervisor before making entry. Outside On-Deck crews that are deployed to perform rescue activities should always bring the RIC Bag with trans-fill capabilities along with any other equipment needed to solve the Mayday.

Mayday Communication Algorithm

Once a member or unit determines they cannot safely exit the hazard zone, declare a Mayday over the incident's assigned tactical channel by announcing Mayday 3 times:

Mayday, Mayday, Mayday

While still keying the microphone, the Mayday member or unit will provide a L-CANA Report that includes:

- Who: The identity of who is having the Mayday. Unit, Unit riding position, or entire name
- What: Caused the condition(s) of the Mayday
- Where: Identify your current location/surroundings or your last known location
- Provide the NEEDS that will help resolve the Mayday (critical)
- Air status report

IC will acknowledge the Mayday L-CANA report using the Order Model

IC will provide any necessary self-help information required to the Mayday firefighter or unit

If required, quickly make any necessary unit deployment(s) to start addressing the Mayday

Contact dispatch center and ask for Emergency Traffic Tones (critical)

After the Emergency Traffic Tones have been transmitted - transmit:

- Brief Mayday update that includes the who, what, and where of the Mayday
- Tell all units operating at the scene to maintain radio silence
- Request any additional resources that are required to completely resolve the Mayday

Dispatch center will repeat the Emergency Traffic report using the Order Model

The IC will then manage the Mayday based on the NEEDS report given in the Mayday L-CANA report, or they will push the management of the Mayday down to the Division/Group Supervisor who is having the Mayday in their Division/Group

Mayday Operational Guidelines (Task, Tactical, & Strategic Levels)

Task/Company/Firefighter Level Mayday Responsibilities

Firefighter or interior Unit having the Mayday must:

- Call for a Mayday as soon as you realize you cannot safely exit the hazard zone
- Declare a Mayday (x's 3) to ensure priority radio traffic, DO NOT un-key the microphone
- Give a L-CANA report that includes: (Location, Conditions, Actions, Needs, Air)
 - Who: Your identity - unit, unit riding position, or entire name
 - What: Caused the condition(s) of the Mayday
 - Where: Identify your current location/surroundings or your last known location
 - NEEDS: The needs that will help resolve the Mayday (critical)
 - Air status report
- Calm down and begin self-help/self-rescue techniques
- Conserve your air
- Activate your Personal Alert Safety System (PASS) if appropriate
- Maintain radio contact with the IC or the Division Supervisor as required

Other Companies operating in the hazard zone during a Mayday must maintain radio silence. If however other companies have pertinent information that directly relates to the Mayday, those messages can be transmitted. Example include obtained fire control, crew is nearby and can assist with the mayday, etc.

Strategic Level Mayday Responsibilities

When a Mayday is declared on the fireground, the IC must:

- Confirm the critical factors – the risk management plan – and the overall strategy
- Take STRONG control of the communications process
- Follow the Mayday communication algorithm
- Change the IAP to high priority rescue effort
- A NO PAR policy will take effect
- Assign BC's/Chief Officers (i.e. Warm Zone Supervisors) into Division/Groups if not already assigned
- Coordinate and support the rescue efforts with the Division/Groups as required
- Expand the command organization
- Support the fire fight when necessary – **Put the fire out!**
- Provide the required support work
- Establish triage, treatment, and transport if Medical Group isn't assigned.
- Consider the medical and technical requirements for the rescue

On-Deck companies must use great discipline when there is no Division/Group Supervisor in place during a Mayday. On-Deck crews must properly equip themselves, have a rescue plan, and be ordered into the hazard zone by the IC before making entry.

The IC should assign Division/Group responsibilities as soon as possible into the event (when none are in place when the Mayday is declared).

EMER Button Activation

EMER button activation should be used as a last resort, after attempting to contact the IC three times. The EMER button may also be used if you are unable to transmit over the radio to the IC.

Clearing Mayday operations

Once all affected firefighters have been removed from the hazard zone, the IC must ensure that they are handed over to treatment and that there are enough resources on-scene or responding to adequately treat and transport all of the injured firefighters.

The suitability of personnel to continue to work in IDLH atmospheres will be directly impacted by the severity of the Mayday. Company and Command Officers must evaluate the mental and physical wellness of any deployed member working on the Mayday prior to sending them back to work on the incident's problems.

Once the Mayday(s) have been controlled, all personnel are accounted for and there is adequate treatment under way, the IC should contact the dispatch center and clear the Mayday radio traffic. This announcement should include:

- A brief Mayday conclusion report
- The strategy and IAP for the next operational period in the incident
- Resource determination
- Open the air for normal radio traffic

Appendix A: Definitions

Abandon the Structure: An emergency retreat where all hose lines and heavy equipment will be left in place, if not needed for exit, and all members in the hazard zone will exit the structure as quickly and as safely as possible.

Accountability Location: As Level 1 and Level 2 units are assigned, Command will give assignments, which will include their respective accountability unit identification and geographic location. Each crew/unit will deliver their passport to the engineer of the accountability engine where they deploy a hand line from, and it will be placed on the accountability board located on the inside of the driver's door. Ladder crews will place their passport on the apparatus accountability board located on the inside of the driver's door when going to the roof to perform ventilation.

Balancing Alarms: Requesting the call be filled out to a higher level 1st alarm (e.g. from a FR to a FC); or from a FR to FRC or FC to FCC.

Clearing the Alarm: Hailing the dispatch center using your radio designator ("SNOPAC from E1"). This will ensure that you deliver your IRR on the correct channel, notify all responders you are about to deliver an IRR and assume command, and automatically activate Level I staging.

Command Aide/FIT: A command support role assigned to assist the IC in directly managing an incident.

Defensive Strategy: An incident where the problem has evolved to the point that lives and property are no longer savable and offensive tactics are no longer effective or safe. The entire defensive strategy is based on protecting firefighters.

Embedded Safety: The active safety function performed by Division/Group Supervisors where crews are operating under their supervision in a hazard zone. These functions include managing division/group accountability, tracking and managing interior crew work times, rotating crews out of the hazard zone, managing on-deck, recycle, and rehabbing crews, and monitoring for any safety hazards.

Emergency Traffic: The IC is the only person who can initiate an emergency traffic report. Emergency traffic will receive the highest communications priority from the Alarm/Dispatch center and the IC. All other units operating at the incident site will maintain radio discipline until the emergency traffic has been cleared by the IC. Dispatch will transmit 3 alert tones when emergency traffic is requested.

Fixed Factors: Those aspects of an incident that cannot be changed including the building, occupancy type, arrangement, and any special circumstances.

Follow-up Report: Report following the Initial Radio Report (IRR) stating: 360 complete or not complete, confirm number of stories and basement(s), IAP changes or state no changes to the IAP, accountability location given.

Hold the Alarm: Resource determination where the alarm that is dispatched will continue as dispatched.

Initial Radio Report: The initial report given by the first arriving IC to provide dispatch and all units responding, with a size up of conditions seen from the initial command position.

L-CANA Reports: Crews report on Location, Conditions, Actions, Needs, and Air.

Level 1: Initial alarm arriving resources, with the exception of the 1st arriving apparatus and BC, should respond to Level 1. This should be in an uncommitted position one block from the scene. Units should announce that they are Level 1. For engine companies this means that they don't pass their last water source (in a hydrated area). Ladder/Truck companies don't pass their last access point into the incident site. All Level 1 units must wait for an assignment from the IC before proceeding out of their Level 1 location.

Level 2: Level 2 procedures are used for greater alarm assignments. It is a centralized staging location adjacent to the incident scene where later arriving resources will assemble. Level 2 should be close enough to the incident scene to provide timely access, but is located in an area that is out of the way and not exposed to the incident's hazards. Dispatched greater Alarm Units should be dispatched to a Level 2 location on a different radio frequency from the hazard zone frequency as designated by the dispatch agency.

Mayday: Anytime a firefighter cannot safely exit an IDLH hazard zone.

Offensive Strategy: Strategy used at incidents where lives and property are savable. Operations are conducted inside the hazard zone.

On-Deck: A forward staging position located just outside the immediate hazard zone, safely distanced from the entrance of a tactical position/Division. *Once a crew is assigned to an On-Deck position, they are first and foremost a Rapid Intervention Crew until they are given an assignment into the hazard zone. On-deck Crews shall bring a RIC Bag when assigned.*

PAR: A Personnel Accountability Report (PAR) involves confirmation that all personnel assigned are accounted for and have an adequate air supply to safely exit the hazard zone.

Priority Traffic: Crew driven communication where "red flags" exist on the scene. Examples include:

- Unable to complete a critical assigned task/tactical objective
- Urgent need to be reinforced/backed-up to complete an assigned task/tactical objective
- Victims encountered
- Working concealed space fires not easily controlled by the locating unit
- A roof report that includes: attic fire, unsafe roof structure, imminent collapse threat
- Sudden, significant incident events (backdraft, flashover).

Quick Hit: Offensive fire attack where water is applied from the exterior of the structure

Recycle: A timely and efficient means of air replacement and re-hydration of companies while maintaining their Division/Group assignment. If conditions permit, a company's work cycle could be up to 2 air cylinders.

Rehab: An assignment to a formal rehab location (close to the emergency scene) where units will be decontaminated, medically evaluated, rehydrated, and replenished.

Roof Report: Normal radio traffic terminology that is crew driven and involves describing the pitch, stability, location of fire walls, attic fire involvement from the roof.

Status Change: Normal radio traffic terminology that is crew driven and can involve moving from an assigned work location to a different geographic work location, exiting the structure to recycle or rehab, or a crew completing their assignment. Status Changes are given in the L-CANA format. Examples include crews needing salvage tarps or crews needing equipment during overhaul. The above are NOT Priority Traffic Needs. They are routine needs requests that are given as a “Status Change.”

Upgrade the alarm: Resource determination where the IC adds additional alarms to the alarm originally dispatched. “Dispatch from Main Command, Upgrade to a second/third/fourth alarm confirmed Commercial Fire”.

Variable Factors: Those elements of an incident which can be changed by the direction of the IC and the action of the crews including: life, fire, resources, and actions.

Withdraw: An orderly withdrawal where interior lines and equipment will be withdrawn and repositioned when changing to a defensive strategy.

Confirmed Working Fire: A situation that will require at least the commitment of all responding companies. This report advises dispatch that the companies will be engaged in tactical activities and will be held at the scene for an extended period of time.

3 Deep Deployment: The strategy implemented by the IC to always providing a steady, adequate stream of resources. It begins with the initial arriving workers assigned into the hazard zone - the first layer. Subsequent arriving units are assigned to On-Deck positions at the entry points already utilized by initial arriving units - the second layer. Once all of the critical tactical areas are adequately backed up with On-Deck Units, subsequent arriving units will be either Level 1 or Level 2. These units now give the IC the tactical reserve needed to replace companies or to back fill any companies addressing a sudden incident problem - the third layer.

Appendix B: IMS Communications Form

Snohomish County IMS Communications

Alarm/Dispatch Center - Standard Communication Forms

<p style="text-align: center;">Initial Radio Report</p> <p>Building/Area Description: Size: Small Medium Large Mega Height: 1 2 3 4 5 Occupancy Type: House Multi-Family (Garden, Center hallway, Townhouse) Commercial Strip Mall Big Box Mid Rise</p> <p>Problem Description: Nothing Showing Light Smoke Working Fire Defensive Fire Conditions Location of the Problem: _____</p> <p>Initial Incident Action Plan: Apparatus Location (Spot) Tasks: Water Supply Stretch 2 ½" or 1 ¾" HZSP Quick hit Def Op Location: Alpha Bravo Charlie Delta Floor: 1 2 3 4 5 Objectives: Primary Search Fire Control Extension Quick Hit Strategy: Offensive Defensive</p> <p>Resource Determination: Cancel Hold Alarm Continue non-code Balance Alarm Type Upgrade to greater alarm: Level 2 located at _____</p>	<p style="text-align: center;">Follow-Up Report</p> <p>Results of the 360: Not Completed Completed</p> <p>Stories from Charlie Side _____</p> <p>Basement Type: No basement Full Look-out Walk-Out</p> <p>Any Changes to IAP Yes No _____</p> <p>E _____ will be the Accountability Location Alpha Bravo Charlie Delta</p>
--	--

<p>Unit Assignment</p> <p>Unit: _____</p> <p>Tasks: _____</p> <p>Location: _____</p> <p>Objectives: P/S F/C L/C O/D</p>	<p>Unit Assignment</p> <p>Unit: _____</p> <p>Tasks: _____</p> <p>Location: _____</p> <p>Objectives: P/S F/C L/C O/D</p>	<p>Unit Assignment</p> <p>Unit: _____</p> <p>Tasks: _____</p> <p>Location: _____</p> <p>Objectives: P/S F/C L/C O/D</p>
--	--	--

<p>Command Transfer</p> <p>Unit: _____ Assume Command: Yes No CP Location: _____ Strategy: Offensive Defensive Cancel Assn Resource Determination: Hold Assn Balance Assn Greater</p>	<p>Unit Rundown: _____</p>	<p>Transfer L-CANA: _____</p>
--	----------------------------	-------------------------------

<p>L-CANA Report Unit: _____ IC driven Priority traffic Status Change Good news</p> <p>Conditions: Smoke Heat Visibility</p> <p>Tactical Priorities Achieved: Search Nothing found Fire Control Extension Loss stopped</p> <p>Needs: No Needs or Requesting _____</p>
--

Budget Amendment #3

GENERAL FUND:					
REVENUE CHANGES:					
REVENUE ITEMS:	reasons	new expenditure amt.	original budgeted	\$ change	
FIIRE Grant	FIIRE GRANT	\$ 16,106	\$ -	\$ 16,106	
				\$ 16,106	
EXPENDITURE CHANGES:					
EXPENDITURE ITEMS:	reasons	new expenditure amt.	original budgeted	\$ change	
Suppression:					
Small Tools & Equipment	StormStick Decon - See RAB	\$ 171,106	\$ 155,000	\$ 16,106	
Technical Services:					
IT Services	see executive summary	\$ 566,562	\$ 450,000	\$ 116,562	
Total Expenditure Increases (Decreases)				\$ 132,668	
Net increase (decrease) in fund balance				\$ (116,562)	

DATE: 12/28/2023

Motion to approve budget amendment #2 as presented above :

Troy Elmore, Chairman

Rick Edwards

Randy Fay

Paul Gagnon

Jeff Schaub

Jim Steinruck

Roy Waugh

attest to: Secretary to the Board



EXECUTIVE SUMMARY

DATE: December 6, 2023
PREPARED BY: Deputy Chief Colby Titland
RE: Budget Amendment: Suppression Small Tools and Equipment

BACKGROUND and OVERVIEW

Our current decontamination process requires the firefighters to make soap solution, spray each other with a garden hose, scrub the soap solution, and then spray each other off. This can take up to 3-5 minutes per individual if done correctly. Often, firefighters do not complete all the necessary steps. StormStick Decontamination is an unmanned system that can clean a firefighter's gear with detergent and a brush in 25 seconds. The flow and pressure are self-regulated by the equipment.

With the purchase of the StormStick Decon system for each of our 10 front line engines, we can streamline the decontamination process while increasing effectiveness. The StormStick Decon system allows for a stand-alone system to be in place, away from personnel not in full SCBA/PPE. It assists in removing toxins from PPE before doffing to minimize exposure to skin/lungs as well as downstream cross-contamination exposure.

The StormStick fulfills the strategic goals of Objective 1.4 for evaluating equipment and technology to help our response capabilities. In addition to this objective, it also fulfills the goal of helping the physical well-being of our members by offering a tool that makes carcinogen reduction easier.

Health & Safety submitted for a grant through the L&I FIIRE program and was subsequently approved for and received the grant funds in 2023. All the equipment was purchased for a total price of \$23,716.34 from StormStick Decon. Labor and Industries awarded \$16,106 for the grant which left SRFR's liability at \$7610.34.

Q4 2023 pending request is to increase the Suppression-small tools line item 001-504-522-20-35-00 by the \$16,106 that was awarded from the grant.



EXECUTIVE SUMMARY

DATE: November 16, 2023
PREPARED BY: IT Manager Paul Charbeneau
RE: Budget Amendment: 2023 IT Services

BACKGROUND and OVERVIEW

Snohomish Regional Fire and Rescue budgeted \$450,000 for IT Services in 2023. This is slated for Technical Services including support from IS Outsource, off-site data storage, website maintenance, and AV and phone system maintenance. During the year Assistant Chief Steve Guptill retired and the district hired a new dedicated IT Manager, Paul Charbeneau. This personnel change required additional onboarding, training time and support from IS Outsource. In addition, there is a project ongoing in 2023 to change the internet provider for several of our locations from Comcast to the county's fiber service and replace servers and data migration at our county datacenter. These efforts require engineering and support from IS Outsource and are drawn from our regular support time with them. This change will allow us to turn off Comcast service at several sites and use the fiber circuit direct from Snohomish County. Services provided by ISOutsource helps our IT department maintain a high level of support for all our crew.

The cost for IT Services in 2023 will be higher than anticipated due to the personnel changes and circuit adjustments, in addition to the server migration project. Line item 001-513-522-10-41-04 will require an amendment of approximately \$116,562.

Details as of 11/16/23:

001-513-522-10-41-04:

- Budget: \$450,000
- Activity: \$476,702

Q4 2023 activities that are in progress or planned for the period November 16th through the end of 2023.

- IS Outsource Recurring Monthly Support and Monitoring services - \$73,470
- Fiber Initiative estimate to completion - \$20,000
This project has been ongoing for the last couple years and is very near completion
- Pending server replacement initiative - \$21,326
It is possible this work would not be billed until we get into 2024
- Other recurring fees from Iron Mountain storage and Smarsh archiving - \$1766

Q4 2023 pending requested amendment \$116,562.

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>
For Fire Chief Approval:	
	<input 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 Support (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 checked="" 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.



T 206.245.1700
1191 2nd Avenue, Suite 2000
Seattle, WA 98101-3404
pacificallawgroup.com

Zak Tomlinson
zak.tomlinson@pacificallawgroup.com

November 20, 2023

Ron Rasmussen
Deputy Chief / Logistics
Snohomish Regional Fire & Rescue
163 Village Court
Monroe, WA 98272

Re: Legal Representation

Dear Mr. Rasmussen:

Thank you for selecting Pacifica Law Group LLP to represent Snohomish Regional Fire and Rescue ("SRFR") to represent it in connection with its upcoming Progressive Design Build projects. This letter will also apply to any additional matters that we undertake at your request, unless otherwise specified in a separate engagement letter addressing that matter.

The principal factors in determining our fees will be the time and effort devoted to the matter and the hourly rates of the lawyers and paralegals involved. I will have primary oversight for Pacifica Law Group's representation of SRFR, but we assign other firm lawyers and paralegals when necessary, beneficial or cost-effective and when desirable to meet the time constraints of the matter. My hourly rate for this work will be \$475 through the end of 2024. Billing rates may be adjusted not more frequently than annually, usually on January 1. Services performed after the effective date of the new rates will be charged at the new applicable rates. We do not charge for costs incurred internally (photocopying, long distance telephone charges, electronic legal research services and the like). However, to the extent we incur costs from outside vendors directly related to your work, these costs will be passed through to you without mark-up. We issue invoices for our fees and any disbursements on a monthly basis. These invoices include detail that most of our clients find sufficient, but please let me know at any time if more detailed information is needed on our invoices. You can reach me at the office at (206) 245-1700.

As lawyers, we are of course regulated by ethical rules, including rules governing conflicts of interest, in the jurisdictions in which we practice. Based on our review of our records and the information you have provided regarding adverse or potentially adverse parties, the representation of SRFR on this initial matter does not create a conflict of interest for Pacifica Law Group.

Please let me know immediately if there are other adverse or potentially adverse party names to check, or other names that you believe we should check. If you learn about significant name

Ron Rasmussen, Deputy Chief / Logistics
Snohomish Regional Fire and Rescue
November 20, 2023
Page 2

changes of any of the entities or about additional adverse or potentially adverse parties, please advise us so our records can be updated. Our representation of SRFR does not include acting as counsel for any entity in which SRFR holds equity or any subsidiary, affiliate, equityholder, employee, family member or other person unless such additional representation is separately and clearly undertaken by us.

Pacifica Law Group represents many other companies, individuals and government agencies (“clients”). During the time we are representing SRFR we may be asked to represent:

- (1) other present or future clients in transactions, litigation or other disputes adverse to SRFR that are not substantially related to our representation of SRFR; and/or
- (2) in matters not substantially related to our work for SRFR, parties who have interests adverse to SRFR in matters we are handling for SRFR.

We request SRFR’s consent to allow Pacifica Law Group to undertake such future representations without the need to obtain any further or separate approval from SRFR, as long as those matters are not substantially related to matters in which Pacifica Law Group is representing, or has represented, SRFR. Your signature below constitutes SRFR’s consent to such representation. We agree not to use any proprietary or other confidential nonpublic information concerning SRFR acquired by us as a result of our representation of SRFR to SRFR’s material disadvantage in connection with any litigation or other matter in which we are adverse to SRFR.

During our representation of you, there may from time to time be issues that raise questions as to our duties under the rules of professional conduct that apply to lawyers. These might include, e.g., conflict of interest issues, and could even include issues raised because of a dispute between us and a client over the handling of a matter. Under normal circumstances when such issues arise we would seek the advice of our Professional Standards Counsel, Loss Prevention partners or Professional Standards Conflicts Attorneys who are experts in such matters. Historically, we have considered such consultations to be attorney-client privileged conversations between firm personnel and the counsel for the firm. In recent years, however, there have been judicial decisions indicating that under some circumstances such conversations involve a conflict of interest between client and attorney and that an attorney’s consultation with its counsel may not be privileged, unless the attorney either withdraws from the representation of the client or obtains the client’s consent to consult with its counsel.

We believe that it is in our client’s interests, as well as Pacifica Law Group’s interest, that in the event legal ethics or related issues arise during a representation, we receive expert analysis of our obligations. Accordingly, as part of our agreement concerning our representation of SRFR, you agree that if we determine in our own discretion during the course of the representation that it is either necessary or appropriate to consult with our firm counsel (either Pacifica Law Group’s

Ron Rasmussen, Deputy Chief / Logistics
Snohomish Regional Fire and Rescue
November 20, 2023
Page 3

internal counsel or, if we choose, outside counsel) we have your consent to do so and that our representation of you shall not, thereby, waive any attorney-client privilege that Pacifica Law Group may have to protect the confidentiality of our communications with counsel.

This letter confirms the terms and conditions on which Pacifica Law Group LLP will provide legal services to SRFR. Unless otherwise agreed in writing, the terms of this letter will also apply to any additional matters that we undertake at SRFR's request. If this letter correctly sets forth our understanding, please sign and date a copy of this letter and promptly return it to me. If you have any questions about this letter or generally about our services or bills, please call me at any time. We look forward to working with you and thank you for placing your confidence in Pacifica Law Group.

Sincerely yours,

PACIFICA LAW GROUP LLP

By: 

Zak Tomlinson

ACCEPTED AND AGREED:

CLIENT: SNOHOMISH REGIONAL FIRE AND RESCUE

Name: Ron Rasmussen
Title: Deputy Chief / Logistics

Date: _____

PRIVILEGED & CONFIDENTIAL

CASE BUDGET WORKSHEET

Snohomish Regional Fire & Rescue

MATTER NAME:

MATTER NUMBER:

DATE: 3/20/2023

ACTIVITY	PERSONNEL	HOURS	HOURLY RATE	Budget
1. Initial Meeting Attend initial in person meetings with the Owner and the Owner Advisor to assist in establishing Project goals from a legal perspective. The Project goals will establish the basis for the RFQ and RFP Scopes of Work.	Z. Tomlinson	5	\$475	\$2,375.00
2. Project Review Committee Application Assist the Owner in obtaining approval from the State’s Capital Project Advisory Review Board - Project Review Committee (PRC), including review of application.	Z. Tomlinson	4	\$475	\$1,900.00
3. Development of RFP and RFQ Evaluation Criteria, Scopes of Work and Contracting Advice Provide legal assistance and opinion in drafting RFQ and RFP, including draft contract documents; attend meetings to discuss same.	Z. Tomlinson	25	\$475	\$11,875.00
4. Post Award Negotiation / Assistance Provide assistance in contract negotiations and other post-award issues.	Z. Tomlinson	25	\$475	\$11,875.00
5. Contract Disputes If required, the Attorney will provide dispute resolution, claims avoidance or litigation support related to Progressive Design-Build.	Z. Tomlinson	tbd	\$475	

Total \$ 28,025.00



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:	King County Brightwater Treatment Plant Interlocal Agreement Renewal		
Executive member responsible for guiding the initiative:	Business Administrator Leah Schoof		
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<p>SRFR has an interlocal agreement (ILA) with King County for fire protection services for the Brightwater Treatment Plant that expires 12.31.23. The ILA has a five-year term and is on its second (of three) consecutive terms.</p> <p>In collaboration with King County the ILA has been updated for the 2023-2028 term. The annual revenue will increase \$8,994.31 (from \$112,449.50 to \$121,443.81) based on the current assessed value and budget methodology of calculation outlined in Exhibit A.</p> <p>The attached draft ILA extension has been reviewed by Brian and is approved to form and ready for the upcoming board meeting on the 14th.</p>		
<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:	<p>Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Revenue: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$ 8,994.31</p> <p>Initial amount: \$</p> <p>Long-term annual amount(s): \$</p> <p>Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	<p>Risk if approved: n/a</p> <p>Risk if not approved: n/a</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 type="checkbox"/> No Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>	
For Fire Chief Approval:	
<input checked="" type="checkbox"/> RAB document complete <input checked="" type="checkbox"/> Supporting documentation attached <input checked="" type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (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.

**King County**

Department of Natural Resources and Parks
Wastewater Treatment Division

King Street Center, KSC-NR-0501
201 S Jackson Street
Seattle, WA 98104-3855
206-684-1280 Fax 206-684-1959 TTY Relay: 711

August 1, 2013

Gary Meek
Fire Chief
8010 180th Street S.E.
Snohomish, WA 98296

Re: Agreement for Fire Protection Services/Brightwater

Dear Gary;

Enclosed you will find a fully executed copy of the Interlocal Agreement for Fire and Emergency Medical Services for the Brightwater Treatment Plant for your file.

I appreciate your assistance in this matter.

Yours very truly,

Stan Hummel, P.E.
Capital Projects Managing Supervisor
(206) 205-0875

ATTACHMENT A

**INTERLOCAL AGREEMENT
FOR FIRE PROTECTION, EMERGENCY MEDICAL AND RELATED
SERVICES TO THE BRIGHTWATER TREATMENT PLANT**

THIS INTERLOCAL AGREEMENT (Agreement) is made by and between King County, a home rule charter county, a political subdivision of the State of Washington, hereinafter referred to as the "County", and the Snohomish County Fire Protection District No. 7, a municipal corporation of the State of Washington, hereinafter referred to as the "District." County and District may also be collectively referred to as the "Parties" and individually as "Party."

WHEREAS this Agreement is entered into by the County and District pursuant to the authority of RCW 52.30.020 and Chapter 39.34, RCW; and

WHEREAS, the District currently provides fire protection, hazardous material response, technical rescue and emergency medical services to the Brightwater Regional Wastewater Treatment Plant (Brightwater Treatment Plant); and

WHEREAS on July 8, 2011, the District filed a Claim for Damages against the County alleging that the District has provided fire protection and medical services to the Brightwater Treatment Plant since 2007 and that the County is obligated to pay for the value of those services and to enter into an Agreement for the continued provision of those services (the "District's Claim for Damages"); and

WHEREAS the County denies the allegations set forth in the District's Claim for Damages and does not admit any liability; and

WHEREAS the County and District understand and acknowledge that the Parties enter into this Agreement, in part, as a compromise settlement of disputed claims and that the furnishing of the consideration for this Agreement shall not be deemed or construed as an admission of liability by either of the Parties; and

WHEREAS, the Parties have negotiated this Agreement in good faith.

NOW THEREFORE, in consideration of the mutual promises set forth herein, the Parties agree as follows:

1. Purpose of Agreement

This Agreement establishes the services to be provided by the District and the payments to be made by the County for the District to provide all fire related services, including but not limited to, fire protection, hazardous material response, technical rescue, emergency medical services and related services to the Brightwater Treatment Plant.

ATTACHMENT A

2. Duration of Agreement

2.1 This Agreement shall commence on the date that this Agreement is executed by authorized representatives of both Parties (the "Commencement Date") and end on December 31, 2018 (the "Expiration Date"), unless earlier terminated in accordance with the terms and conditions contained herein. This period shall be referred to as the "Initial Term." Upon expiration of the Initial Term, the Parties may, upon mutual agreement, renew the Agreement for up to three successive five (5) year terms (the "Renewal Terms") on the same terms and conditions set as forth herein. However for each Renewal Term, the Parties shall adjust the Cost of Service based upon the methodology set forth in Exhibit A or upon a different methodology mutually agreed to by the Parties.

2.2 Renewal. The Parties agree that at least six (6) months prior to the Expiration Date of the Initial Term, the Parties will meet to discuss the renewal of this Agreement. If both Parties agree to renew the Agreement then the Parties will reassess and determine the Cost of Service as described in Section 5 herein based upon the methodology set forth in Exhibit A, which Exhibit is incorporated herein by this reference, or upon a different methodology mutually agreed to by the Parties. The Parties agree that at least six (6) months prior to the expiration of the first Renewal Term, the Parties will meet to discuss the renewal of this Agreement for a second Renewal Term. If both Parties agree to renew the Agreement for a second Renewal Term, then the Parties will reassess and determine the Cost of Service as described in Section 5 herein based upon the methodology set forth in Exhibit A or upon a different methodology mutually agreed to by the Parties. The Parties agree that at least six (6) months prior to the expiration of the second Renewal Term, the Parties will meet to discuss the renewal of this Agreement for a third Renewal Term. If both Parties agree to renew the Agreement for a third Renewal Term, then the Parties will reassess and determine the Cost of Service as described in Section 5 based upon the methodology set forth in Exhibit A or upon a different methodology mutually agreed to by the Parties.

3. Termination

3.1 Termination as a Matter of Right. Either Party may give notice of termination of this Agreement for any reason or no reason by providing the other Party with at least one (1) year written notice of its intent to terminate. If this Agreement is terminated by the County, then the County shall provide the District with the name of its new service provider.

3.2 Breach and Termination for Cause. A "Material Breach" shall be defined as either (1) the District's failure to provide services at the level specified in Section 4 and Exhibit B, which Exhibit is incorporated herein by this reference; (2) the County's failure to pay the contract payments specified in Section 5; or 3) any other failure of a Party to perform an obligation required

ATTACHMENT A

by this Agreement. Either Party may terminate this Agreement in the event of a Material Breach of this Agreement by the other Party; provided, however, that the non-breaching Party shall provide the breaching Party with written notice which sets forth the alleged Material Breach(es) and states a reasonable time to cure the breach (not to exceed sixty (60) days), the "Cure period." In the event that the breaching Party fails to cure such Material Breaches during the Cure Period, then this Agreement shall automatically terminate without further action.

- 3.3 Upon the effective date of the termination, the County shall not be obligated to make any additional payments to the District.

4. Services Provided

During the term of this Agreement, the District agrees to provide the County with all services as set forth below to the Brightwater Treatment Plant.

- 4.1 **Fire Suppression Services.** The District shall provide all services necessary for fire suppression, hazardous material response, and rescue in accordance with attached Exhibit B Performance Standards and Level of Service.
- 4.2 **Emergency Medical Services.** The District shall provide the County with all services necessary for basic and advanced life support, emergency medical service, to the Brightwater Treatment Plant as more particularly described in attached Exhibit B Performance Standards and Level of Service.

5. Cost of Services and Payments

In consideration of the services provided by the District, beginning in the year 2013, the County shall pay to the District each year on or before April 30 one lump sum payment in the amount of \$85,720 as the Cost of Service for that year. This amount shall remain fixed and constant throughout the Initial Term of this Agreement. If both Parties agree to renew the Agreement for an additional five (5) year term, then the Parties will reassess and determine the Cost of Service for this first Renewal Term based upon the methodology set forth in Exhibit A or upon a different methodology mutually agreed to by the Parties. The amount calculated shall be referred to as the Cost of Service for the first Renewal Term. If both Parties agree to renew the Agreement for a second Renewal Term, then the Parties will reassess and determine the Cost of Service based upon the methodology set forth in Exhibit A or upon a different methodology mutually agreed to by the Parties. The amount calculated shall be referred to as the Cost of Service for the second Renewal Term. The Parties agree that at least six (6) months prior to the expiration of the second Renewal Term, the Parties will meet to discuss the renewal of this Agreement for a third Renewal Term. If both Parties agree to renew the Agreement for a third Renewal Term, then the Parties will reassess and determine the Cost of Service based upon the methodology set forth in Exhibit A or upon a different methodology mutually agreed to by the Parties. The amount calculated shall be referred to as the Cost of Service for the third Renewal Term.

ATTACHMENT A**6. Organization**

The Parties recognize and agree that the Parties hereto are independent governments. Except for the specific terms herein, nothing herein shall be construed to limit the discretion of the governing bodies of each Party. Nothing herein shall be construed as creating an association, joint venture, or partnership between the Parties, nor to impose any partnership obligations or liabilities on either Party. Neither Party shall have any right, power, or authority to enter into any agreement or undertaking for or on behalf of, to act as or be an agent or representative of, or to otherwise bind the other Party. Specifically and without limiting the foregoing, subject to compliance with Exhibit B Performance Standards and Level of Service, the District shall have the sole discretion and the obligation to determine the exact method by which the Services described in Section 4 above are provided to the Brightwater Treatment Plant.

No new or separate legal or administrative agency is created to administer the provisions of this Agreement.

7. Resolution of District's Claim for Damages

- 7.1 As a full and complete resolution of the District's Claim for Damages, the County shall pay the District the sum of Eighty Five Thousand Seven Hundred and Twenty Dollars (U.S. \$85,720.00) within thirty (30) days of the execution of this Agreement by the Parties.
- 7.2 In consideration of the mutual covenants contained herein, the District, on behalf of itself and its past and present agents, officers, officials, directors, employees, legal representatives, contractors, consultants, successors and assigns (collectively, the "Releasing Parties") does hereby fully and forever release and discharge the County and its past and present agents, officers, officials, directors, employees, legal representatives, contractors, consultants, successors and assigns (collectively, the "Released Parties") from any and all claims, demands, damages, losses, expenses, causes of action, lawsuits, obligations, costs, judgments, or liabilities of any kind or nature, at law or at equity, whether, known or unknown, suspected or unsuspected, or that anyone claiming by, through or under the Releasing Parties may now have or may in the future claim to have against King County or the Released Parties either directly or indirectly arising out of, or in connection with, those matters that have been or could have been brought in connection with or relating to the District's Claim for Damages. This release and discharge are to be inclusive of any actual or potential claims for attorneys' fees and/or costs.
- 7.3 The Parties agree that the payment of the aforesaid consideration is done entirely for the purpose of a compromise and settlement of a bona fide dispute. Neither the consideration set forth herein, nor the compromise and settlement of said dispute, nor anything contained herein, shall be construed to

ATTACHMENT A

be an admission by the County of liability to the District or to any other person or entity, nor shall it be construed to create any rights or interests in third persons or entities. The Parties agree and acknowledge that the fact of this settlement may not be used by the District to prove or establish liability in any action.

8. Indemnification

- 8.1 The District shall defend, indemnify, and hold the County and its officers, officials, employees, and agents free and harmless from any and all demands, costs, claims, judgments, orders, or decrees for personal injuries, death or damage to property arising out of or in any way resulting from any act or omission of the District, or its officers, officials, employees, volunteers, or agents in the performance of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the County, its officers, officials, employees, volunteers, or agent, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the District; and provided further that nothing herein shall require the District to hold harmless or defend the County from any claims arising from the sole negligence of the County, its officers, officials, employees, volunteers, and agents. No liability shall attach to the County by reason of entering into this Agreement except as expressly provided herein.
- 8.2 The County shall defend, indemnify, and hold the District and its officers, officials, employees, and agents free and harmless from any and all demands, costs, claims, judgments, orders, or decrees for personal injuries, death, or damage to property arising out of or in any way resulting from any act or omission of the County, or its officers, officials, employees, volunteers, or agents in the performance of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the District, its officers, officials, employees, volunteers, or agent, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the County; and provided further that nothing herein shall require the County to hold harmless or defend the District from any claims arising from the sole negligence of the District, its officers, officials, employees, volunteers, and agents. No liability shall attach to the District by reason of entering into this Agreement except as expressly provided herein.
- 8.3 Solely for purposes of enforcing the indemnification obligations of a Party under this Section 8, each Party expressly waives, by mutual negotiation, its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, and agrees that the obligation to indemnify, defend, and hold harmless provided for in this Section 8 extends to any such claim brought against the indemnified Party by or on behalf of any employee of the indemnifying Party. The foregoing waiver shall not in any way preclude the

ATTACHMENT A

indemnifying Party from raising such immunity as a defense against any claim brought against the indemnifying Party by any of its employees.

9. Insurance

The District shall obtain and maintain at all times hereunder (i) a commercial general liability insurance policy with a minimum policy limit of General Liability - \$1,000,000 combined single limit per occurrence and for those policies with aggregate limits, a \$2,000,000 aggregate limit; (ii) a minimum umbrella coverage of \$6,000,000 each occurrence and \$10,000,000 annual aggregate; (iii) errors and omissions coverage including employment practices liability \$1,000,000 per occurrence and \$2,000,000 annual aggregate; (iv) Automobile Liability - \$1,000,000 combined single limit per accident for bodily injury and property damage; and (v) Workers' Compensation - statutory requirements of the state of residence and employer's liability or stop gap coverage of \$1,000,000 per occurrence, each placed with a reputable and financially strong insurance carrier with an A-rating or better. The policy(ies) shall provide that such policy(ies) shall not be terminated or reduced without thirty (30) days prior notice to the County. On an annual basis, the District will provide a certificate of insurance to the County evidencing the aforementioned coverage.

10. No Third Party Liability and Public Duty Doctrine

This Agreement shall not be construed to provide any benefits to or create a cause of action for or on behalf of any third parties. Specifically and without limiting the foregoing, this Agreement shall not create or be construed as creating an exception to the Public Duty Doctrine.

11. Nondiscrimination

- 11.1 **Employment.** The District agrees not to discriminate against any employee or applicant for employment because of sex, age, race, color, creed, national origin, sexual orientation, marital status, or the presence of any sensory, mental, or physical handicap, unless based upon a bonafide occupational qualification. This requirement shall apply without limitation to all aspects of employment (including lay-offs or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship) and advertisement.
- 11.2 **Services and Activities.** No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, sexual orientation, age (except minimum age and retirement provisions), marital status, or the presence of any sensory, mental, or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this Agreement and shall be grounds for

ATTACHMENT A

termination or suspension in whole or in part of this Agreement by the County and may result in ineligibility for future County agreements.

- 11.3 Other Non-Discrimination Laws. The District shall also comply with all applicable anti-discrimination laws or requirements of any and all jurisdictions having authority.

12. Compliance with Laws and Regulations

The Parties shall comply with all applicable rules and regulations pertaining to them in connection with the matters covered herein.

13. Notices

Any notice required to be given by either Party to the other pursuant to any provision of this Agreement or any law, present or future, shall be in writing and shall be deemed to have been duly given or sent if either delivered personally, sent by nationally recognized overnight delivery service or sent via United States Mail addressed to the following:

To District: Snohomish County Fire Protection District
No. 7
8010 - 180th Street SE
Snohomish, WA 98296

With a Copy to: W. Mitchell Cogdill
Cogdill Nichols Rein Wartelle Andrews
Vail
3232 Rockefeller Avenue
Everett, WA 98201

To County: King County
Wastewater Treatment Division
Mailstop: KSC-NR-0503
201 South Jackson Street, Suite 503
Seattle, WA 98104-3855
Attn: Director of Wastewater Treatment
Division

With a Copy to: King County Prosecutor's Office
King County Courthouse – W400
516 Third Avenue
Seattle, WA 98104
Attn: Verna P. Bromley
Sr. Deputy Prosecuting Attorney
Fax: (206) 296-0415

ATTACHMENT A

or, to such other person or address as is hereafter designated in writing by either Party to the other. Each Party may change its notice address set forth in this section by giving notice of a new address to the other Party in accordance with this section.

Notices may also be given by facsimile transmission (provided the fax machine has printed a confirmation of receipt). All notices that are mailed shall be deemed received three (3) business days after mailing. All other notices shall be deemed complete upon actual receipt or refusal to accept delivery.

14. Dispute Resolution

The parties shall use reasonable efforts to mediate any dispute arising under this Agreement. In the event of such a dispute, each party shall designate, in writing, not more than three (3) candidates it proposes to act as a non-binding mediator within ten (10) days following notification of a dispute. If the Parties cannot agree on one of the mediators from the combined list within five (5) days, then the Parties shall promptly meet and select a mediator by blind draw. Upon selection of the mediator, the Parties shall within forty-five (45) days or as soon thereafter as possible, meet and engage in a mediation of the dispute with the assistance of the mediator. The cost for the mediation services shall be borne equally between the Parties, each party paying one-half of the cost. The mediator shall determine reasonable procedures. Testimony and briefing, if any, provided to the mediator shall be inadmissible in any subsequent court proceedings. If mediation fails to resolve the dispute, the Parties may thereafter seek redress in a court of competent jurisdiction. Nothing in this section shall be construed to prohibit either Party from exercising its right to terminate this Agreement as otherwise provided in this Agreement or be construed as a pre-condition to the exercise of such right to terminate.

15. Assignment

The Parties shall not assign this Agreement or any interest, obligation, or duty herein without the express written consent of the other Party.

16. Approval

This Agreement is expressly conditioned upon and subject to the written approval of the authorized representatives of the County and by ordinance of the County Council and by resolution of the District Board of Commissioners and shall not be binding unless and until so approved. This Agreement may be altered, amended, or waived only by a written amendment executed, in the same manner, by both Parties.

17. General Provisions

- 17.1 All of the terms, covenants, and conditions in this Agreement shall extend to and bind any approved legal successors and assigns of the Parties hereto.

ATTACHMENT A

- 17.2 This Agreement shall be deemed to be made and construed in accordance with the laws of the State of Washington. Jurisdiction and venue for any action arising out of this Agreement shall be in King County Washington.
- 17.3 The headings in the Agreement are for convenience only and do not in any way limit or amplify the provisions of this Agreement.
- 17.4 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be held to be invalid or unenforceable by a final decision of any court having jurisdiction on the matter, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and shall continue in full force and effect unless such court determines that such invalidity or unenforceability materially interferes with or defeats the purposes hereof, at which time the County shall have the right to terminate the Agreement for cause.
- 17.5 This Agreement constitutes the entire agreement between the Parties. There are no terms, obligations, covenants, or conditions other than those contained herein. No modifications or amendments of this Agreement shall be valid or effective unless evidenced by an agreement in writing signed by both Parties.
- 17.6 A copy of this Agreement shall be filed with the Snohomish County Auditor's Office.
- 17.7 This Agreement may be executed in counterpart each of which when so executed and delivered shall be an original, but such counterparts shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the District and the County have executed this Agreement as of the latter date of signature below.

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 7

By: Gary A. Meek

GARY A. MEEK
Print Name

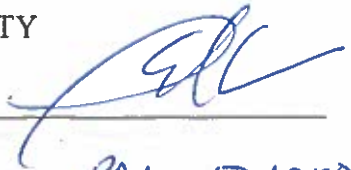
TITLE FIRE CHIEF

DATE 7/25/13

ATTACHMENT A

KING COUNTY

By: _____



PAM ELARD

Print Name

TITLE _____

DIRECTOR, WASTEWATER TREATMENT DEPT

DATE _____

31 July 2013

EXHIBIT A**METHODOLOGY FOR CALCULATING COST OF SERVICE FOR DISTRICT SERVICES TO THE BRIGHTWATER TREATMENT PLANT**

Beginning in the year 2019, the Parties shall determine the Cost of Service due to the District for providing services pursuant to this Agreement to the Brightwater Treatment Plant by taking the ratio of the Brightwater Treatment Plant's assessed value of improvements (excluding land) as determined by the Snohomish County Assessor to the total of all assessed improvements (excluding land) in the District's service area, as determined by the Snohomish County Assessor, and then multiply that ratio by the District's expenditures related to Fire Protection.

For the Life Safety component, the Parties would add to the amount calculated above a fixed amount of \$7,936. This number has been derived by calculating the ratio of the average number of persons at the Brightwater Treatment Plant (113) compared to the number of persons in the District (70,000) multiplied by the District's expenditures related to Life Safety. The Parties could revisit this fixed amount only if the average number of persons at the Brightwater Treatment Plant increases by more than 20 percent. In that case, then the amount would be calculated based upon the ratio of the average number of persons at the Brightwater Treatment Plant compared to the number of persons in the District multiplied by the District's expenditures related to Life Safety.

The total amount from above would then be multiplied by the ratio of the District's costs funded through property taxes. The total amount would then stay fixed through the Renewal Term.

The following example is provided to demonstrate how the Cost of Service for the Renewal Period will be calculated.

EXHIBIT A**HYPOTHETICAL VALUES FOR HYPOTHETICAL RENEWAL TERM IN 20XX**

(The Parties acknowledge that the actual values in year 20XX may be significantly more or significantly less than the values set forth below)

Variables		
Assessed Land Value in District 7 service area in 20XX	A	\$2,952,622,738
Assessed Improvement Value in District 7 service area in 20XX	B	\$3,890,376,510
Total Assessed Value (AV) in District 7 service area in 20XX	C	\$6,843,039,248
Brightwater Assessed Land Value in 20XX	D	\$ 22,495,600
Brightwater Assessed Improvement Value in 20XX	E	\$ 30,619,300
Brightwater Total AV in 20XX	F	\$ 53,114,900
District 7 Fire Protection Budget in 20XX	G	\$ 13,618,688
District 7 Emergency Medical Services (EMS) Budget in 20XX	H	\$ 5,017,669
District 7 Total Operating Budget for 20XX	J	\$ 18,636,357
District 7 Total Budgeted Revenues for 20XX	K	\$ 17,159,017
District 7 Total Budgeted Property Taxes for 20XX	L	\$ 13,494,086
Population within District 7 service area in 20XX	M	70,000
Average No. of Persons at Brightwater in 20XX	N	113

Using the values set forth above the Cost of Service pursuant to Section 5 of the Agreement would be calculated as follows:

FIRE PROTECTION COMPONENT

Step 1:	0.8%
Brightwater proportional share of improvements (E/B)	
Step 2:	
Brightwater share of Fire Protection Budget (Step 1 x G)	\$107,186

EMS COMPONENT

Step 3:	0.2%
Brightwater proportional share of population (N/M)	
Step 4:	\$ 7,936
Is average No. of persons at Brightwater greater than 113 x 120% (135.6)? If yes, then go to Step 5. If no, then skip Step 5 and use \$7,936 for the value in Step 4.	
Step 5 (if applicable):	N/A
Brightwater share of EMS budget (Step 3 x H)	

EXHIBIT A

Step 6: District 7 property taxes as a percentage of total District 7 revenues	78.641%
Step 7: Fire Protection Component + EMS component (Step 2 + Step 4 or Step 5)	\$115,122
Step 8: Example of Total Brightwater Cost of Service for Hypothetical Renewal Term for year 20XX (Step 7 x Step 6)	\$90,533

PERFORMANCE STANDARDS AND LEVEL OF SERVICE

It is the intent of the District to provide and maintain throughout the term of this Agreement, comprehensive fire and emergency medical services (EMS) to the Brightwater Treatment Plant at or above the level of service and performance King County has received to date. For purposes of establishing a definable level of service, the District and County agree to the following:

1. Fire Suppression Services

The District shall provide all services necessary for fire suppression, hazardous material response and rescue, including all of the following:

- 1.1 Provide Hazardous Materials response capability.
- 1.2 Provide Urban Search and Rescue response.
- 1.3 Provide confined space rescue response.
- 1.4 Provide all fire-related services.
- 1.5 Perform annual training and crew familiarization of the Brightwater Treatment Plant to help maintain a state of readiness.

2. Average Response Time

The District shall maintain an average response time of seven minutes 30 seconds (7:30) for all fire and EMS calls to the Brightwater Treatment Plant. Average response time shall be calculated by summing the time of dispatch to arrival on the scene for all of the fire and EMS calls for a given period of time and dividing that sum by the total number of calls in the defined period.

3. State Law

In addition to the performance standard set forth above, the District agrees to comply with performance measures as set forth in RCW Chapters 35.103 and 52.33 as currently stated or hereafter amended.

4. Emergency Medical Services

Emergency medical services shall be provided at a level consistent with operational guidelines of the District. The District shall maintain and operate emergency medical service vehicles in accordance with Chapter 18.73 RCW and WAC 246-976.

RENEWAL OF INTERLOCAL AGREEMENT FOR FIRE PROTECTION, EMERGENCY MEDICAL AND RELATED SERVICES TO THE BRIGHTWATER TREATMENT PLANT

THIS RENEWAL (the “Renewal”) of **INTERLOCAL AGREEMENT** (the “Agreement”) is made and entered into this 28th day of December 2023, by and between **SNOHOMISH REGIONAL FIRE AND RESCUE**, a municipal corporation (the “District”) and **KING COUNTY**, a County and District may be collectively referred to herein as the “Parties.”

WHEREAS, the Parties executed an Interlocal Agreement for Fire Protection, Emergency Medical, and Related Services to the Brightwater Treatment Plant (the “ILA”) on July 31, 2013, and a renewal agreement on July 3rd, 2018; and

WHEREAS, the Term of the Renewal Agreement expires December 31, 2023, but is subject to renewal as provided in Section 2.1 of the ILA; and

WHEREAS, the Parties have mutually agreed to renew the ILA for a five-year term as provided in the ILA.

NOW, THEREFORE, in consideration of the foregoing, and of the following terms and conditions, **IT IS MUTUALLY AGREED AS FOLLOWS:**

1. **Renewal**. The ILA is hereby renewed for an additional five (5) year term commencing on January 1, 2024, and terminating on December 31, 2028 (the “Second Renewal Term”).
2. **Cost of Services and Payment**. Beginning January 1, 2024, the annual Cost of Service for the Second Renewal Term shall be \$121,443.81. This amount is based on the methodology set forth in Exhibit A. This amount shall remain fixed and constant throughout the Second Renewal Term.
3. **All Other Terms and Conditions**. The Parties agree, except as otherwise provided in this Renewal, that all other terms of the Agreement shall remain unchanged and unaltered and that the Agreement is otherwise in full force and effect pursuant to the terms of the Agreement.

IN WITNESS WHEREOF, the District and the County have executed this Renewal as of the latter date of signature below.

SNOHOMISH REGIONAL FIRE AND RESCUE

By: _____

Kevin O'Brien, Fire Chief

Date: _____

KING COUNTY

By: _____

Printed Name: _____

Date: _____



SNOHOMISH REGIONAL FIRE AND RESCUE

RESOLUTION #2023-14

A RESOLUTION TO SURPLUS EQUIPMENT

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

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

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

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH REGIONAL FIRE AND RESCUE THIS 28th DAY OF December 2023.

Rick Edwards, Commissioner

Troy Elmore, Commissioner

Randy Fay, Commissioner

Paul Gagnon, Commissioner

Jeff Schaub, Commissioner

Jim Steinruck, Commissioner

Roy Waugh, Commissioner

ATTEST:

District Secretary



Exhibit A

See Attached List



NEW BUSINESS

DISCUSSION





NEW BUSINESS

ACTION





EXECUTIVE SESSION

