



COMMISSIONER BOARD MEETING

MAY 9, 2024

5:30 PM

SRFR STATION 31 TRAINING ROOM

VIA ZOOM

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

May 9, 2024, 1730 hours

CALL TO ORDER

PUBLIC COMMENT

UNION COMMENT

CHIEF'S REPORT

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	4/23/24	5/21/24	No
Finance Committee	Elmore	4/25/24	5/23/24	No
Sno911	Waugh	4/18/24	5/16/24	No
Sno-Isle Commissioners	Fay	5/2/24	6/6/24	Yes
Leadership Meeting	Schaub	4/24/24	7/24/24	No
Policy Committee	Schaub	5/9/24	6/13/24	Yes

COMMITTEE MEETING MINUTES

Capital Facilities Committee – April 23, 2024

Finance Committee – April 25, 2024

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-01092 to 24-01107; (\$745,998.05)

AP Vouchers: 24-01108 to 24-01235; (\$631,371.22)

Approval of Payroll

April 30, 2024 (\$1,451,620.11)

Approval of Minutes

Approve Regular Board Meeting Minutes April 25, 2024



OLD BUSINESS

Discussion

Fire Training Facility Agreement

Cultural Health Report / Continuous Improvement: PPIS and RAB Review

Action

Shop Contract: Hour Correction MOU

NEW BUSINESS

Discussion

Compensation Study

Sno911 ILA Proposed Amendments

Action

Resolution 2024-4 for Property Acquisition

GOOD OF THE ORDER

ATTENDANCE CHECK

Regular Commissioner Meeting May 23, 2024, at 1730 - Station 31 Training Room/Zoom.

EXECUTIVE SESSION

ADJOURNMENT



CHIEF'S REPORT





COMMISSIONER REPORTS





COMMITTEE MEETING MINUTES



Capital Facilities Committee Meeting Minutes

April 23rd, 2024

Discussion Notes

➤ **Station 83 Update:**

83 is progressing- Plumbing, HVAC and electrical have been roughed in. Some issues that we have been working on listed below:

- *Siding discussion*
- *Water damage*
- *Low Voltage- IBEW 46 Strike 4/11*

➤ **Station 31 Shop Update:**

- *Bid Opening-Bids- 7 companies provided bids.*

➤ **Interactive Contractor Meetings for 81&32 projects:**

- **Three Companies**
BNB/Miller Hull
Cornerstone/Integrus
Abbott/Lawhead

Next steps are the 3 potential teams will submit Management Plans for our review and grading of their management plans.

➤ **Station 32 Update:**

- *Alternate site: Visited the site with committee.*

➤ **Station 81 Update: Working with city on:**

- *Storm water*
- *Temporary Housing*

➤ **Station 72 Water/Septic/Air quality**

- **Water**
 - *Tested found Total Coliform-Notified Health& Safety, BC Lt's, Ops-Low risk.*
 - *Brought out drinking water, installed filter on Kitchen sink.*
 - *Started process of public water-Alderwood water.*
 - *Treated well with chlorine 4/23 crews to 71 for 48 hours.*

- ***Well, working on issue, been in communication with homeowners. Septic group inspected the system and said it was on borrowed time.***
 - ***Could take up to a year to hook up to sewer / Silverlake water. Engineer on board first.***
 - ***Air Quality- Ducts cleaned, Carpets cleaned, Air Testing 4/24/2024.***
-
- **Admin. Bldg.:**
New paint, New Carpets. Plan being worked out who is moving into area.
-
- **Station Design Conference:**
-
- **Next Meeting: May 28th, 2024**



Finance Committee Minutes 04.25.24

Brief overview of the forecasting model

Continuing to collect information for the risk management agency assessment

Reviewed the shop contract hour correction MOU

Reviewed the compensation study RAB



CONSENT AGENDA



Snohomish Regional Fire and Rescue Claims Voucher Summary

04/30/2024

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
24-01092	AFLAC		591.44
24-01093	DEPARTMENT OF RETIREMENT SYSTEMS		464,250.02
24-01094	FIRE 7 FOUNDATION		587.50
24-01095	FIREPAC		1,012.48
24-01096	GENERAL TEAMSTERS UNION LOCAL 38		1,955.00
24-01097	HRA VEBA TRUST		85,603.27
24-01098	IAFF LOCAL 2781		30,019.08
24-01099	IAFF LOCAL 2781 PAC		935.00
24-01100	IAFF LOCAL 2781 RFA		1,060.00
24-01101	MATRIX TRUST COMPANY		21,243.35
24-01102	TD AMERITRADE INSTITUTIONAL		388.50
24-01103	VOYA INSTITUTIONAL TRUST CO		105,247.97
24-01104	WASHINGTON STATE SUPPORT REGISTRY		646.75
24-01105	WASHINGTON STATE SUPPORT REGISTRY		377.50
24-01106	WSCFF FASTPAC		880.19
24-01107	WSCFF-EMP BENEFIT TRUST		31,200.00

Page Total	745,998.05
Cumulative Total	745,998.05

Docket of Claims Register

APPKT01588 - 05.09.2024 Board Meeting ER

By Docket/Claim Number



Snohomish Regional Fire & Rescue, WA

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
2189	AJ'S LANDCARE, INC	24-01108						10,207.51
		121215941	Field Mowing/Quarterly Maint. - Fryel	Invoice	04/29/2024	Field Mowing/Quarterly Maint. - Fryel	001-507-522-50-41-00	218.80
		121215942	Landscaping Monthly Maintenance - A	Invoice	04/29/2024	Landscaping Monthly Maintenance - A	001-507-522-50-41-00	884.31
		121215943	Landscaping Monthly Maintenance - S	Invoice	04/29/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	957.25
		121215944	Landscaping Monthly Maintenance - S	Invoice	04/29/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	911.66
		121215945	Landscaping Monthly Maintenance - S	Invoice	04/29/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	944.13
		121215946	Landscaping Monthly Maintenance - S	Logistics	04/29/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	899.16
		121215947	Landscaping Monthly Maintenance - S	Invoice	04/29/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	854.21
		121215948	Landscaping Monthly Maintenance - S	Invoice	04/29/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	929.05
		121215949	Landscaping Monthly Maintenance - S	Invoice	04/29/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	469.63
		121215950	Landscaping Monthly Maintenance - S	Invoice	04/29/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	699.11
		121215951	Landscaping Monthly Maintenance - S	Invoice	04/29/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	700.06
		121215952	Landscaping Monthly Maintenance - S	Invoice	04/29/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	840.98
		121215953	Landscaping Monthly Maintenance - S	Invoice	04/29/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	899.16
0028	ALL BATTERY SALES AND SERVICE	24-01109						591.14
		300-10138995	Shop Parts	Invoice	04/23/2024	Shop Parts	050-511-522-60-31-05	591.14
0030	ALLEGIS CORPORATION	24-01110						90.71
		3002585	Shop Parts	Invoice	04/15/2024	Shop Parts	050-511-522-60-34-01	90.71
1503	ALLSTREAM BUSINESS US, INC	24-01111						371.51
		20513424	Fire Alarm Phone Lines/Connection Service	Invoice	05/03/2024	Fire Alarm Phone Lines/Connection Service	001-513-522-50-42-01	371.51
1503	ALLSTREAM BUSINESS US, INC	24-01112						496.99
		20505629	Fire Alarm Phone Lines/Connection Service	Invoice	05/01/2024	Fire Alarm Phone Lines/Connection Service	001-513-522-50-42-01	496.99

Docket of Claims Register

APPKT01588 - 05.09.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number		Payable Description					Distribution Amount
2106	AMAZON CAPITAL SERVICES, INC	24-01113						3,167.11
	11K7-VXGY-YPQG		Logitech Full Size Wireless Mouse - Logistics	Invoice	04/26/2024	Logitech Full Size Wireless Mouse - Logistics	001-513-522-10-35-00	26.96
	14NV-VW74-CNQ9		Frigidaire Water Filter (x2) - ST81	Invoice	04/30/2024	Frigidaire Water Filter (x2) - ST81	001-507-522-50-31-00	92.80
	169L-9RJF-6YFN		12V Cordless Rotary Tool Kit w/ Rech. Battery	Invoice	04/23/2024	12V Cordless Rotary Tool Kit w/ Rech. Battery	001-507-522-50-35-00	104.79
	16G3-1XCQ-JJKL		Electric Wall Heater 2250W - ST 71	Invoice	04/21/2024	Electric Wall Heater 2250W - ST 71	001-507-522-50-35-00	285.72
	16QQ-KJ39-69YK		CAT Ethernet Cables 10ft 10pk (x7) - IT Dept	Invoice	04/30/2024	CAT Ethernet Cables 10ft 10pk (x7) - IT Dept	001-513-522-10-35-00	175.00
	1739-N4MF-MVHR		BIC Black BallPoint Pens 12ct (x12) - ST	Invoice	04/29/2024	BIC Black BallPoint Pens 12ct (x12) - ST	001-502-522-10-31-00	75.72
	19TC-1JRL-9TVJ		Logitech Wireless Keyborad - Brandie	Invoice	04/23/2024	Logitech Wireless Keyborad - Brandie	001-513-522-10-35-00	53.94
	19TV-64XR-QPNY		25 Plastic Label Holders, Avery Labels - ST74	Invoice	05/01/2024	25 Plastic Label Holders, Avery Labels - ST74	001-502-522-10-31-00	19.29
	19Y6-34JC-3WTT		Super Glue Ultra Lite Gel Adhesive (x2)	Invoice	04/29/2024	Super Glue Ultra Lite Gel Adhesive (x2)	001-507-522-50-31-00	10.22
	1C76-7NF7-VVW7		Sunscreen 24ct x2, Goggles 12pk x4-Waterproof Camp	Invoice	05/02/2024	Sunscreen 24ct x2, Goggles 12pk x4-Waterproof Camp	001-513-522-30-31-01	167.56
	1DPT-GQ1H-639Y		Rechargable Batteries 2pk Canon Camera Training	Invoice	04/30/2024	Rechargable Batteries 2pk Canon Camera Training	001-513-522-10-35-00	53.90
	1F6V-DFTW-HQD3		Microfiber Duster, Swifter Refills 28ct - ST74	Invoice	04/28/2024	Microfiber Duster, Swifter Refills 28ct - ST74	001-507-522-50-31-00	58.75
	1F6V-DFTW-MYX6		EXPO Dry Erase Marker 4pk (x10) - ST7	Invoice	04/29/2024	EXPO Dry Erase Marker 4pk (x10) - ST7	001-502-522-10-31-00	74.70
	1F6W-3JMC-9RQX		Tactical Cargo Pants - Special Ops	Invoice	04/27/2024	Tactical Cargo Pants - Special Ops	001-514-522-20-35-03	92.99
	1G3Y-RX7X-3GVQ		Replacement Timer Knobs 6pk - ST 81	Invoice	04/29/2024	Replacement Timer Knobs 6pk - ST 81	001-507-522-50-48-00	10.78
	1GYQ-NR9M-46Q7		Replacement Dishwasher Bracket 2pk	Invoice	04/19/2024	Replacement Dishwasher Bracket 2pk	001-507-522-50-48-00	8.45
	1JF9-RPJW-GXY3		Custom Name Plates (x7) by IT	Invoice	04/24/2024	Custom Name Plates (x7) by IT	001-501-522-10-49-04	83.43
	1K13-KGMJ-4NKL		Metal Shelving 5 Tier Storage (Logistics)	Invoice	04/22/2024	Metal Shelving 5 Tier Storage (Logistics)	001-507-522-50-35-00	242.75
	1LP1-D13W-3JKY		Wireless Bluetooth Mouse (Logistics)	Invoice	04/22/2024	Wireless Bluetooth Mouse (Logistics)	001-513-522-10-35-00	17.25
	1LTD-NL4W-19Q1		Cordless Rotary Tool Kit w/ Battery Pack	Invoice	04/22/2024	Cordless Rotary Tool Kit w/ Battery Pack	001-507-522-50-35-00	104.79
	1LVN-VFRX-1TNL		HP Color Wireless All-In-One Printer - I	Invoice	04/26/2024	HP Color Wireless All-In-One Printer - I	001-513-522-10-35-00	600.61
	1PNG-VH7M-VWFG		Scotch-Brite Dish Brushes 4pk - ST72	Invoice	05/02/2024	Scotch-Brite Dish Brushes 4pk - ST72	001-507-522-50-31-00	14.57
	1PNQ-3CN9-371C		Cabinet Hinges Wrap Around 5Pair - ST	Invoice	04/26/2024	Cabinet Hinges Wrap Around 5Pair - ST	001-507-522-50-48-00	16.26
	1QXM-W77H-LMLD		Flooring Strip (Repair) - Admin Breakro	Invoice	04/28/2024	Flooring Strip (Repair) - Admin Breakro	001-507-522-50-48-00	15.56
	1RDQ-DWQ4-3HFT		Garden Hose Reel Cart 200ft - ST2	Invoice	04/18/2024	Garden Hose Reel Cart 200ft - ST2	001-507-522-50-35-00	191.26
	1RHP-W7L1-67L6		USB Laptop Magnetic Adapter (EPCR)(x2)	Invoice	04/23/2024	USB Laptop Magnetic Adapter (EPCR)(x2)	001-513-522-10-35-00	219.20
	1RY3-6TPL-4NXN		Color Magnets 56pk, Hanging Fldrs 50	Invoice	04/30/2024	Color Magnets 56pk, Hanging Fldrs 50	001-502-522-10-31-00	39.33
	1W7W-XDKP-QL7Q		Tactical Cargo Pant, WRSI Kayak Helmet	Special Ops	04/25/2024	Tactical Cargo Pant, WRSI Kayak Helmet	001-513-522-20-31-09	240.63
	1WWL-CFLW-HKQ7		Replacement Stove Burner Knob - ST74	Invoice	04/24/2024	Replacement Stove Burner Knob - ST74	001-507-522-50-48-00	17.04
	1X4H-RH6Q-3M9K		MaxiFoam Nitrile Coated Gloves 3Pair	Invoice	04/29/2024	MaxiFoam Nitrile Coated Gloves 3Pair	001-507-522-50-31-00	37.76
	1YRT-M1GF-4Q4G		Replacement Adapter Charger - Trainir	Invoice	04/22/2024	Replacement Adapter Charger - Trainir	001-513-522-10-35-00	15.10
0036	ANDGAR MECHANICAL LLC	24-01114						2,738.19
	18824		HVAC Service Call (Repair/Replaced) - !	Invoice	04/19/2024	HVAC Service Call (Repair/Replaced) - !	001-507-522-50-48-00	2,738.19
2359	AQUALIS	24-01115						17,158.64
	INV22690		Annual Stormwater Service & Repair -	Invoice	04/25/2024	Annual Stormwater Service & Repair -	001-507-522-50-48-00	17,158.64
2263	ARG INDUSTRIAL	24-01116						276.34
	N064027		Shop Tools	Invoice	04/23/2024	Shop Tools	050-511-522-60-35-00	28.85
	N064113		Shop Parts	Invoice	04/25/2024	Shop Parts	050-511-522-60-34-01	247.49
1523	AT&T MOBILITY LLC	24-01117						4,011.75
	287332399606X04272024		District Cell Phones (New)	Invoice	04/19/2024	District Cell Phones (New)	001-513-522-10-42-00	4,011.75

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
2349	AXTHELM CONSTRUCTION, INC. 202337-04	24-01118 Station 83 Remodel (Contract Pay-App #4110183	Invoice	04/16/2024	Station 83 Remodel (Contract Pay-App #4110183	001-512-594-50-62-83	78,533.28
0058	BICKFORD MOTORS INC. 1271391 1271414 1271456 1271769 1271848 CM1270776 CM1270776A	24-01119 Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts	Invoice Invoice Invoice Invoice Invoice Credit Memo Credit Memo	04/22/2024 04/02/2024 04/22/2024 04/26/2024 04/30/2024 04/19/2024 04/19/2024	Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01	937.28 431.43 147.68 73.55 170.90 420.22 -218.80 -87.70
0065	BOUND TREE MEDICAL, LLC 85295978 85295979 85295980 85309476 85315384 85324426 85324427 85324428 85324429 85324430	24-01120 Medical Supplies Medications & Medical Supplies Medical Supplies Medications Medications & Medical Supplies Medications Medications Medications & Medical Sm.Tools/Minor Equipment Medical Supplies Medications & Medical Supplies	Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	03/29/2024 03/29/2024 03/29/2024 04/10/2024 04/16/2024 04/24/2024 04/24/2024 04/24/2024 04/24/2024 04/24/2024	Medical Supplies Medications & Medical Supplies Medical Supplies Medications Medications & Medical Supplies Medications Medications Medical Small Tools/Minor Equipment Medications/Medical Supplies Medical Supplies Medications & Medical Supplies	001-509-522-30-31-01 001-509-522-30-31-01 001-509-522-30-31-01 001-509-522-30-31-01 001-509-522-30-31-01 001-509-522-30-31-01 001-509-522-30-31-01 001-509-522-20-35-00 001-509-522-30-31-01 001-509-522-30-31-01 001-509-522-30-31-01	7,403.82 841.30 2,180.02 281.98 104.05 339.77 233.08 349.62 107.58 1,078.53 379.28 1,508.61
1913	CANON FINANCIAL SERVICES INC 32427375 32427376 32427377 32427378	24-01121 Copier Machine Lease - ST81 Copier Machine Lease - ST71 Copier Machine Lease - ST31 Copier Machine Lease (DX 5271F) - ST8	Invoice Invoice Invoice Invoice	04/12/2024 04/12/2024 04/12/2024 04/12/2024	Copier Machine Lease - ST81 Copier Machine Lease - ST71 Copier Machine Lease - ST31 Copier Machine Lease (DX 5271F) - ST8	001-512-591-22-70-00 001-512-591-22-70-00 001-512-591-22-70-00 001-512-591-22-70-00	732.34 38.88 325.02 329.53 38.91
0096	CENTRAL WELDING SUPPLY 0002046214 0002046923 0002047894 0002056498 0002057616	24-01122 Oxygen Cylinder Exchange/Re-Fill (x2) Oxygen Cylinder Exchange/Re-Fill (x2) Oxygen Cylinder Exchange/Re-Fill (x7) Oxygen Cylinder Rental (Inventory) Oxygen Cylinder Rental (Inventory)	Invoice Invoice Invoice Invoice Invoice	04/22/2024 04/23/2024 04/24/2024 04/30/2024 04/30/2024	Oxygen Cylinder Exchange/Re-Fill (x2) Oxygen Cylinder Exchange/Re-Fill (x2) Oxygen Cylinder Exchange/Re-Fill (x7) Oxygen Cylinder Rental (Inventory) Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00 001-509-522-20-45-00 001-509-522-20-45-00 001-509-522-20-45-00 001-509-522-20-45-00	771.59 120.93 17.07 305.50 257.62 70.47
0531	CHRISTENSEN, INC 0564932-IN	24-01123 Diesel Exhaust Fluid (DEF) (x40) - ST31	Invoice	05/02/2024	Diesel Exhaust Fluid (DEF) (x40) - ST31	001-504-522-20-32-00	308.86 308.86
0112	CLEARFLY COMMUNICATIONS INV602827	24-01124 Phone/Fax Services - Admin Bldg, ST 3	Invoice	05/01/2024	Phone/Fax Services - Admin Bldg, ST 3	001-513-522-50-42-01	763.06 763.06
0126	COMCAST ST31-MAYJUN24	24-01125 Internet Services - ST 31	Invoice	05/03/2024	Internet Services - ST 31	001-513-522-50-42-01	315.00 315.00

Docket of Claims Register

APPKT01588 - 05.09.2024 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0127	COMDATA INC. 20408020	24-01126 Apparatus Fuel	Invoice	05/01/2024	Apparatus Fuel - EMS Apparatus Fuel - Suppression	001-509-522-20-32-00 001-504-522-20-32-00	2,065.89 1,032.95 1,032.94
0459	CONWAY SHIELDS 0520630	24-01127 Helmet Shields	Invoice	04/10/2024	Helmet Shields	001-504-522-20-31-10	2,654.35 2,654.35
0136	COURIERWEST 7754	24-01128 Mail Courier Monthly Service (April 20	Invoice	04/01/2024	Mail Courier Monthly Service (April 20	001-502-522-10-41-01	2,464.65 2,464.65
0138	CRESSY DOOR COMPANY, INC 195793	24-01129 Bay Door Service Call (Reset Cables) - S	Invoice	04/30/2024	Bay Door Service Call (Reset Cables) - S	001-507-522-50-48-00	981.89 981.89
1584	CROWN FIRE PROTECTION 20449	24-01130 Demo Assembly/Install New Fount/Rej	Invoice	04/23/2024	Demo Assembly/Install New Fount/Rej	001-507-522-50-48-00	826.51 826.51
1608	CUMMINS SALES AND SERVICE 13-39151 13-39160	24-01131 Shop Parts Shop Parts	Invoice Invoice	04/10/2024 04/10/2024	Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01	1,611.37 1,453.33 158.04
1862	DAVID PETERSEN INV11392	24-01132 Small Tool and Supply Reimbursement	Invoice	04/26/2024	Small Tool and Supply Reimbursement	001-506-522-45-35-00	90.78 90.78
0154	DELL MARKETING LP C/O DELL U 10742012432	24-01133 10 Dell Latitude 7230 Rugged Tablet	Invoice	04/09/2024	10 Dell Latitude 7230 Rugged Tablet	303-509-594-20-64-11	42,423.58 42,423.58
1600	DIRECTV, LLC 050747001X240502	24-01134 Cable/TV Services - ST 33	Invoice	05/02/2024	Cable/TV Services - ST 33	001-513-522-50-42-01	120.98 120.98
0164	DRUG FREE BUSINESS 452983	24-01135 Random Drug Test (Z.Lewis)	Invoice	04/30/2024	Random Drug Test (Z.Lewis)	001-507-522-50-41-02	89.00 89.00
2267	EDGE ANALYTICAL, INC. 24-11857	24-01136 Kitchen Facuet (Chromogenic Substrat	Invoice	04/29/2024	Kitchen Facuet (Chromogenic Substrat	001-510-522-20-41-07	33.00 33.00
0183	EMPLOYMENT SECURITY DEPAR 2024 UNEMPLOYMENT-Q1 FEE	24-01137 Unemployment Billing: 2024 QTR1(60	Invoice	04/13/2024	Unemployment Billing: 2024 QTR1(60	001-512-522-20-20-14	9,385.62 9,385.62
2343	EMSCONNECT, LLC 10810	24-01138 EMS Subscription Monthly Dues (EMS Edu	Invoice	05/01/2024	EMS Subscription Monthly Dues	001-509-522-20-49-02	1,415.50 1,415.50
2003	EVERGREEN SANITATION 1186003	24-01139 Septic Tank System Service Call (Pump Tank	Invoice	02/16/2024	Septic Tank System Service Call (Pump Tank	001-507-522-50-48-00	1,553.91 1,553.91
2192	FIRE SERVICE REPAIR LLC 6430	24-01140 Shop Parts	Invoice	04/18/2024	Shop Parts	052-511-594-00-64-00	1,641.00 1,641.00
2334	FIRST CLASS BUILDING SUPPLY A 3949	24-01141 Janitorial Monthly Services - DCYF/ADP	Invoice	05/03/2024	Janitorial Monthly Services - DCYF/ADP	001-507-522-50-41-00 300-507-522-50-41-00	2,687.00 1,370.37 1,316.63
0212	FIRSTWATCH FW111314	24-01142 FirstPass & FOAM Modules Monthly Sub	Invoice	05/01/2024	FirstPass & FOAM Modules Monthly Sub	001-509-522-20-49-02	635.00 635.00

Docket of Claims Register

APPKT01588 - 05.09.2024 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0072	FITNESS EXPERTS 430500	24-01143 Treadmill Repair (Cleaned & Lubed) - S	Invoice	04/30/2024	Treadmill Repair (Cleaned & Lubed) - S	001-510-522-20-48-00	136.63 136.63
0222	FREIGHTLINER NORTHWEST PC304021925;01 PC304022041;01	24-01144 Shop Parts Shop Parts	Invoice Invoice	04/19/2024 04/25/2024	Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01	478.37 41.79 436.58
0226	GALLS, LLC 027625155 027625158 027625282 027625283 027635899 027637189 027637215 027655540 027668304 027668328 027668329 027668373 027668383 027668417 027669008 027680878 027680879 027680884 027680885 027680925 027680992 027691837 027693562 027693588 027693596 027704999 027706150 027706238 027716662	24-01145 Cargo Pants Industrial Pants 1/2 Zip Turtleneck Sweatshirt 1/2 Zip Turtleneck Sweatshirt Uniform Metal Badge (x2) 1/2 Zip Turtleneck Sweatshirt Quarter Boots Tactical 'TacLite Pro' Pants (x2) NOMEX Firefighter Pants (x2) NOMEX Cargo Pants (x3), Leather Belt Uniform Metal Pins (x13) L/S Chief Shirt Softshell Fleece Jacket Polyester/Wool Class A Dress Pants L/S Polyester Command Shirt Polyester/Wool Class A Dress Pants Polyester/Wool Class A Dress Pants Industrial Pants Industrial Pants Softshell Fleece Jacket 5 Crossed Bugles Pin x4 Uniform Metal Badge (x1) L/S Chief Shirt 1/4 Zip L/S Soft Shell Job Shirt Pro Duty Pullover Duty Boots Industrial Pants Softshell Fleece Jacket Name Plate	Invoice Credit Memo Invoice Invoice Invoice Invoice	04/11/2024 04/11/2024 04/11/2024 04/11/2024 04/11/2024 04/12/2024 04/12/2024 04/15/2024 04/16/2024 04/16/2024 04/16/2024 04/16/2024 04/16/2024 04/16/2024 04/16/2024 04/16/2024 04/17/2024 04/17/2024 04/17/2024 04/17/2024 04/17/2024 04/17/2024 04/17/2024 04/17/2024 04/18/2024 04/18/2024 04/18/2024 04/18/2024 04/19/2024 04/19/2024 04/19/2024	Cargo Pants Industrial Pants 1/2 Zip Turtleneck Sweatshirt 1/2 Zip Turtleneck Sweatshirt Uniform Metal Badge (x2) 1/2 Zip Turtleneck Sweatshirt Quarter Boots Tactical 'TacLite Pro' Pants (x2) NOMEX Firefighter Pants (x2) NOMEX Cargo Pants (x3), Leather Belt Uniform Metal Pins (x13) L/S Chief Shirt Softshell Fleece Jacket Polyester/Wool Class A Dress Pants L/S Polyester Command Shirt Polyester/Wool Class A Dress Pants Polyester/Wool Class A Dress Pants Industrial Pants Industrial Pants Softshell Fleece Jacket 5 Crossed Bugles Pin x4 Uniform Metal Badge (x1) L/S Chief Shirt 1/4 Zip L/S Soft Shell Job Shirt Pro Duty Pullover Duty Boots Industrial Pants Softshell Fleece Jacket Name Plate	001-504-522-20-31-07 001-504-522-20-31-07	5,348.63 435.41 430.37 118.63 221.31 286.60 111.78 136.07 120.78 287.18 678.53 109.98 171.07 203.73 171.83 60.39 171.83 171.99 290.06 287.18 203.73 33.84 119.13 67.47 98.86 133.29 -352.46 286.91 266.58 26.56
1571	GENERAL FIRE APPARATUS 18450	24-01146 Shop Parts	Invoice	04/30/2024	Shop Parts	050-511-522-60-34-01	1,009.55 1,009.55

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	Payable Number	Payable Description					Distribution Amount
0238	GRAINGER	24-01147					4,096.95
	9103463734	Station Operating Supplies	Invoice	04/30/2024	Station Operating Supplies	001-507-522-50-31-00	631.55
	9103463742	Station Operating Supplies	Invoice	04/30/2024	Station Operating Supplies	001-507-522-50-31-00	65.85
	9103463759	Station Operating Supplies	Invoice	04/30/2024	Station Operating Supplies	001-507-522-50-31-00	106.35
	9103633849	Station Operating Supplies	Invoice	04/30/2024	Station Operating Supplies	001-507-522-50-31-00	654.77
	9103633856	Station Operating Supplies	Invoice	04/30/2024	Station Operating Supplies	001-507-522-50-31-00	805.52
	9103633864	Station Operating Supplies	Invoice	04/30/2024	Station Operating Supplies	001-507-522-50-31-00	375.57
	9103633872	Station Operating Supplies	Invoice	04/30/2024	Station Operating Supplies	001-507-522-50-31-00	307.55
	9103633880	Station Operating Supplies	Invoice	04/30/2024	Station Operating Supplies	001-507-522-50-31-00	226.47
	9103633898	Station Operating Supplies	Invoice	04/30/2024	Station Operating Supplies	001-507-522-50-31-00	406.36
	9103658804	Station Operating Supplies	Invoice	04/30/2024	Station Operating Supplies - ST 71	001-507-522-50-31-00	516.96
0260	HUGHES FIRE EQUIPMENT, INC	24-01148					156.95
	605801	Shop Parts	Invoice	04/22/2024	Shop Parts	050-511-522-60-34-01	156.95
1878	IMS ALLIANCE	24-01149					34.37
	24-1276	Passport Name Tag (x16)	Invoice	04/30/2024	Passport Name Tag (x16)	001-504-522-20-31-01	34.37
2104	INTERFACE SYSTEMS, LLC	24-01150					4,000.00
	05032024	Annual Refresh Fire Database (First Bill	Invoice	05/03/2024	Annual Refresh Fire Database (First Bill	001-502-522-10-41-01	4,000.00
0349	L.N. CURTIS & SONS	24-01151					241.08
	INV814305	Custom Portable Instrument Parts MS/	Invoice	04/17/2024	Custom Portable Instrument Parts MS/	001-504-522-20-48-02	241.08
1879	LAKE STEVENS SEWER DISTRICT	24-01152					198.00
	ST82-MAY2024	Sewer - ST 82 (Account 3655.01)	Invoice	05/01/2024	Sewer - ST 82	001-507-522-50-47-02	198.00
1879	LAKE STEVENS SEWER DISTRICT	24-01153					99.00
	ST81-MAY2024	Sewer - ST 81 (Account 6681.01)	Invoice	05/01/2024	Sewer - ST 81	001-507-522-50-47-02	99.00
1835	LEAH SCHOOF	24-01154					508.78
	INV11389	Per Diem Reimb. (2024 N.PELRA Traini	Invoice	04/15/2024	Per Diem Reimb. (2024 N.PELRA Traini	001-502-522-10-43-00	508.78
1596	LEMAY MOBILE SHREDDING	24-01155					220.50
	4839656S185	OnSite Mobile Shredding Services - ST	Invoice	05/01/2024	OnSite Mobile Shredding Services - ST	001-502-522-10-41-01	54.00
	4839657S185	OnSite Mobile Shredding Services - Ad	Invoice	05/01/2024	OnSite Mobile Shredding Services - Ad	001-502-522-10-41-01	112.50
	4839658S185	OnSite Mobile Shredding Services - ST	Invoice	05/01/2024	OnSite Mobile Shredding Services - ST	001-502-522-10-41-01	54.00
0343	LIFE-ASSIST INC	24-01156					252.48
	1430394	Medical Supplies	Invoice	04/29/2024	Medical Supplies	001-509-522-30-31-01	252.48
2348	MATTHEW J. BEECROFT	24-01157					4,000.00
	MAY2024	EMS Servcs Contract: Medcial Supervis	Invoice	05/01/2024	EMS Servcs Contract: Medcial Supervis	001-509-522-20-41-02	4,000.00

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	Payable Number	Payable Description					Distribution Amount
0380	MONROE PARTS HOUSE	24-01158					9,042.91
	965676	Shop Parts	Invoice	04/01/2024	Shop Parts	050-511-522-60-34-01	57.81
	965750	Shop Parts	Invoice	04/02/2024	Shop Parts	050-511-522-60-34-01	136.14
	965801	Shop Parts	Invoice	04/02/2024	Shop Parts	050-511-522-60-34-01	516.20
	965807	Shop Parts	Invoice	04/02/2024	Shop Parts	050-511-522-60-34-01	15.31
	965833	Shop Parts	Invoice	04/02/2024	Shop Parts	050-511-522-60-34-01	76.79
	965857	Shop Parts	Invoice	04/02/2024	Shop Parts	050-511-522-60-34-01	119.30
	965872	Shop Parts	Invoice	04/02/2024	Shop Parts	050-511-522-60-34-01	24.06
	965877	Shop Parts	Invoice	04/02/2024	Shop Parts	050-511-522-60-34-01	46.97
	965889	Shop Parts	Credit Memo	04/02/2024	Shop Parts	050-511-522-60-34-01	-15.31
	965901	Shop Parts	Credit Memo	04/02/2024	Shop Parts	050-511-522-60-34-01	-198.27
	965910	Shop Parts	Invoice	04/02/2024	Shop Parts	050-511-522-60-34-01	55.09
	965929	Shop Parts	Invoice	04/03/2024	Shop Parts	050-511-522-60-34-01	249.26
	965939	Shop Parts	Invoice	04/03/2024	Shop Parts	050-511-522-60-34-01	76.79
	966003	Shop Parts	Invoice	04/03/2024	Shop Parts	050-511-522-60-34-01	185.99
	966005	Shop Parts	Invoice	04/03/2024	Shop Parts	050-511-522-60-34-01	7.42
	966033	Shop Parts	Credit Memo	04/03/2024	Shop Parts	050-511-522-60-34-01	-40.48
	966166	Shop Parts	Invoice	04/04/2024	Shop Parts	050-511-522-60-34-01	21.87
	966234	Shop Parts	Invoice	04/05/2024	Shop Parts	050-511-522-60-34-01	18.92
	966328	Shop Parts	Invoice	04/05/2024	Shop Parts	050-511-522-60-34-01	9.34
	966505	Shop Parts	Invoice	04/08/2024	Shop Parts	050-511-522-60-34-01	536.10
	966578	Shop Supplies	Invoice	04/08/2024	Shop Supplies	050-511-522-60-31-05	61.05
	966612	Shop Parts	Invoice	04/08/2024	Shop Parts	050-511-522-60-34-01	7.87
	966683	Shop Parts	Invoice	04/09/2024	Shop Parts	050-511-522-60-34-01	12.08
	966721	Shop Parts	Invoice	04/09/2024	Shop Parts	050-511-522-60-34-01	6.39
	966724	Shop Parts	Credit Memo	04/09/2024	Shop Parts	050-511-522-60-34-01	-395.77
	966726	Shop Parts	Invoice	04/09/2024	Shop Parts	050-511-522-60-34-01	6.19
	966746	Shop Parts	Invoice	04/09/2024	Shop Parts	050-511-522-60-34-01	0.83
	966787	Shop Parts	Invoice	04/10/2024	Shop Parts	050-511-522-60-34-01	60.89
	966930	Shop Parts	Invoice	04/10/2024	Shop Parts	050-511-522-60-34-01	48.33
	966938	Shop Parts	Invoice	04/10/2024	Shop Parts	050-511-522-60-34-01	123.71
	966945	Shop Parts	Invoice	04/11/2024	Shop Parts	050-511-522-60-34-01	19.68
	966954	Shop Parts	Invoice	04/11/2024	Shop Parts	050-511-522-60-34-01	38.71
	967005	Shop Parts	Invoice	04/11/2024	Shop Parts	050-511-522-60-34-01	21.96
	967013	Shop Parts	Invoice	04/11/2024	Shop Parts	050-511-522-60-34-01	22.96
	967017	Shop Parts	Invoice	04/11/2024	Shop Parts	050-511-522-60-34-01	45.06
	967019	Shop Parts	Invoice	04/11/2024	Shop Parts	050-511-522-60-34-01	100.95
	967022	Shop Supplies	Invoice	04/11/2024	Shop Supplies	050-511-522-60-31-05	78.66
	967023	Shop Parts	Invoice	04/11/2024	Shop Parts	050-511-522-60-34-01	92.76
	967070	Shop Parts	Invoice	04/11/2024	Shop Parts	050-511-522-60-34-01	456.88
	967084	Shop Parts	Invoice	04/11/2024	Shop Parts	050-511-522-60-34-01	43.19
	967105	Shop Parts	Invoice	04/11/2024	Shop Parts	050-511-522-60-34-01	47.67
	967211	Shop Parts	Invoice	04/12/2024	Shop Parts	050-511-522-60-34-01	17.93

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	Payable Number	Payable Description					Distribution Amount
	967274	Shop Parts	Invoice	04/12/2024	Shop Parts	050-511-522-60-34-01	20.67
	967275	Shop Parts	Invoice	04/12/2024	Shop Parts	050-511-522-60-34-01	20.67
	967514	Shop Parts	Invoice	04/15/2024	Shop Parts	050-511-522-60-34-01	14.40
	967596	Shop Parts	Invoice	04/15/2024	Shop Parts	050-511-522-60-34-01	63.89
	967666	Shop Parts	Invoice	04/16/2024	Shop Parts	050-511-522-60-34-01	23.42
	967677	Shop Parts	Invoice	04/16/2024	Shop Parts	050-511-522-60-34-01	26.23
	967678	Shop Parts	Invoice	04/16/2024	Shop Parts	050-511-522-60-34-01	114.47
	967699	Shop Parts	Invoice	04/16/2024	Shop Parts	050-511-522-60-34-01	46.10
	967708	Shop Parts	Credit Memo	04/16/2024	Shop Parts	050-511-522-60-34-01	-43.19
	967709	Shop Small Tools & Equipment	Invoice	04/16/2024	Shop Small Tools & Equipment	050-511-522-60-35-00	61.78
	967715	Shop Parts	Invoice	04/16/2024	Shop Parts	050-511-522-60-34-01	4.91
	967740	Shop Parts	Invoice	04/16/2024	Shop Parts	050-511-522-60-34-01	20.76
	967773	Shop Parts	Invoice	04/16/2024	Shop Parts	050-511-522-60-34-01	44.60
	967818	Shop Parts	Invoice	04/17/2024	Shop Parts	050-511-522-60-34-01	34.55
	967833	Shop Parts	Invoice	04/17/2024	Shop Parts	050-511-522-60-34-01	72.64
	967896	Shop Parts	Invoice	04/17/2024	Shop Parts	050-511-522-60-34-01	16.38
	967914	Shop Parts	Invoice	04/17/2024	Shop Parts	050-511-522-60-34-01	116.40
	967978	Shop Parts	Invoice	04/17/2024	Shop Parts	050-511-522-60-34-01	40.47
	967986	Shop Parts	Invoice	04/18/2024	Shop Parts	050-511-522-60-34-01	40.94
	967989	Shop Parts	Invoice	04/18/2024	Shop Parts	050-511-522-60-34-01	21.96
	967990	Shop Parts	Invoice	04/18/2024	Shop Parts	050-511-522-60-34-01	23.29
	967999	Shop Parts	Invoice	04/18/2024	Shop Parts	050-511-522-60-34-01	40.47
	968009	Shop Parts	Invoice	04/18/2024	Shop Parts	050-511-522-60-34-01	10.38
	968070	Shop Parts	Invoice	04/18/2024	Shop Parts	050-511-522-60-34-01	90.57
	968087	Shop Parts	Invoice	04/18/2024	Shop Parts	050-511-522-60-34-01	32.81
	968131	Shop Parts	Invoice	04/18/2024	Shop Parts	050-511-522-60-34-01	14.22
	968132	Shop Supplies	Invoice	04/18/2024	Shop Supplies	050-511-522-60-31-05	32.75
	968212	Shop Parts	Invoice	04/19/2024	Shop Parts	050-511-522-60-34-01	92.05
	968218	Shop Parts	Invoice	04/19/2024	Shop Parts	050-511-522-60-34-01	50.74
	968541	Shop Parts	Invoice	04/22/2024	Shop Parts	050-511-522-60-34-01	23.53
	968542	Shop Parts	Invoice	04/22/2024	Shop Parts	050-511-522-60-34-01	23.53
	968576	Shop Parts	Invoice	04/22/2024	Shop Parts	050-511-522-60-34-01	28.59
	968650	Shop Parts	Invoice	04/22/2024	Shop Parts	050-511-522-60-34-01	199.35
	968700	Shop Parts	Invoice	04/23/2024	Shop Parts	050-511-522-60-34-01	53.22
	968722	Shop Parts	Invoice	04/23/2024	Shop Parts	050-511-522-60-34-01	1,280.46
	968725	Shop Parts	Credit Memo	04/23/2024	Shop Parts	050-511-522-60-34-01	-177.23
	968733	Shop Parts	Invoice	04/23/2024	Shop Parts	050-511-522-60-34-01	39.20
	968813	Shop Parts	Invoice	04/23/2024	Shop Parts	050-511-522-60-34-01	20.83
	968846	Shop Parts	Invoice	04/23/2024	Shop Parts	050-511-522-60-34-01	28.42
	968917	Shop Parts	Invoice	04/24/2024	Shop Parts	050-511-522-60-34-01	244.14
	968942	Shop Parts	Invoice	04/24/2024	Shop Parts	050-511-522-60-34-01	74.81
	968946	Shop Parts	Invoice	04/24/2024	Shop Parts	050-511-522-60-34-01	95.50
	968963	Shop Parts	Invoice	04/24/2024	Shop Parts	050-511-522-60-34-01	15.83

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	969001	Shop Parts	Invoice	04/24/2024	Shop Parts	050-511-522-60-34-01	103.60
	969020	Shop Parts	Invoice	04/24/2024	Shop Parts	050-511-522-60-34-01	402.01
	969042	Shop Parts	Invoice	04/25/2024	Shop Parts	050-511-522-60-34-01	201.15
	969046	Shop Parts	Credit Memo	04/25/2024	Shop Parts	050-511-522-60-34-01	-50.20
	969053	Shop Parts	Credit Memo	04/25/2024	Shop Parts	050-511-522-60-34-01	-39.38
	969055	Shop Supplies	Invoice	04/25/2024	Shop Supplies	050-511-522-60-31-05	106.11
	969064	Shop Parts	Invoice	04/25/2024	Shop Parts	050-511-522-60-34-01	6.80
	969067	Shop Parts	Invoice	04/25/2024	Shop Parts	050-511-522-60-34-01	181.71
	969068	Shop Parts	Invoice	04/25/2024	Shop Parts	050-511-522-60-34-01	22.19
	969093	Shop Parts	Invoice	04/25/2024	Shop Parts	050-511-522-60-34-01	47.01
	969106	Shop Parts	Invoice	04/25/2024	Shop Parts	050-511-522-60-34-01	21.32
	969111	Shop Parts	Invoice	04/25/2024	Shop Parts	050-511-522-60-34-01	20.65
	969137	Shop Parts	Invoice	04/25/2024	Shop Parts	050-511-522-60-34-01	53.72
	969148	Shop Parts	Invoice	04/25/2024	Shop Parts	050-511-522-60-34-01	18.65
	969150	Shop Parts	Invoice	04/25/2024	Shop Parts	050-511-522-60-34-01	4.91
	969167	Shop Parts	Invoice	04/25/2024	Shop Parts	050-511-522-60-34-01	4.90
	969185	Shop Parts	Invoice	04/25/2024	Shop Parts	050-511-522-60-34-01	11.13
	969293	Shop Parts	Invoice	04/26/2024	Shop Parts	050-511-522-60-34-01	10.51
	969303	Shop Parts	Invoice	04/26/2024	Shop Parts	050-511-522-60-34-01	29.47
	969479	Shop Parts	Invoice	04/29/2024	Shop Parts	050-511-522-60-34-01	22.93
	969481	Shop Parts	Invoice	04/29/2024	Shop Parts	050-511-522-60-34-01	58.08
	969515	Shop Parts	Invoice	04/29/2024	Shop Parts	050-511-522-60-34-01	297.62
	969518	Shop Parts	Invoice	04/29/2024	Shop Parts	050-511-522-60-34-01	44.21
	969566	Shop Parts	Invoice	04/29/2024	Shop Parts	050-511-522-60-34-01	34.55
	969579	Shop Parts	Invoice	04/29/2024	Shop Parts	050-511-522-60-34-01	25.80
	969618	Shop Parts	Credit Memo	04/29/2024	Shop Parts	050-511-522-60-34-01	-19.69
	969659	Shop Parts	Invoice	04/30/2024	Shop Parts	050-511-522-60-34-01	145.68
	9696600	Shop Parts	Invoice	04/30/2024	Shop Parts	050-511-522-60-34-01	36.42
	969692	Shop Parts	Invoice	04/30/2024	Shop Parts	050-511-522-60-34-01	523.50
	969721	Shop Parts	Credit Memo	04/30/2024	Shop Parts	050-511-522-60-34-01	-39.38
	969723	Shop Parts	Invoice	04/30/2024	Shop Parts	050-511-522-60-34-01	104.53
	969739	Shop Parts	Invoice	04/30/2024	Shop Parts	050-511-522-60-34-01	924.65
	969761	Shop Parts	Invoice	04/30/2024	Shop Parts	050-511-522-60-34-01	74.82
	969766	Shop Parts	Credit Memo	04/30/2024	Shop Parts	050-511-522-60-34-01	-434.37
	969776	Shop Parts	Invoice	04/30/2024	Shop Parts	050-511-522-60-34-01	54.40
	969786	Shop Parts	Invoice	04/30/2024	Shop Parts	050-511-522-60-34-01	116.11
2068	MONROE VISION CLINIC, INC.	24-01159					450.00
	850590	Facepiece Respirator Prescription Lenses	Invoice	03/28/2024	Facepiece Respirator Prescription Lenses	001-505-522-30-35-00	450.00
0387	MUNICIPAL EMERGENCY SERVIC	24-01160					4,900.98
	IN2045057	15 Gear Bags	Invoice	04/26/2024	15 Gear Bags	001-504-522-20-31-10	1,237.47
	IN2045076	Bunker gloves	Invoice	04/26/2024	Bunker gloves	303-504-594-20-64-04	3,663.51

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2396	MYSTERY RANCH LTD IN211325	24-01161 22 Flight Monster-Black-OS (Wildland I	Invoice	05/01/2024	22 Flight Monster-Black-OS (Wildland I	001-514-522-20-35-01	5,949.11 5,949.11
2401	NOBLE SUPPLY & LOGISTICS VFR011346	24-01162 Above/Below Training (8Hrs 4/2/24) (x	Invoice	04/11/2024	Above/Below Training (8Hrs 4/2/24) (x	001-506-522-45-49-02	6,450.00 6,450.00
0424	NORTHWEST SAFETY CLEAN 24-45200 24-45201	24-01163 Bunker Gear Cleaning, Repairs & Alterat Bunker Gear Cleaning, Repairs & Alterat	Invoice Invoice	04/26/2024 04/26/2024	Bunker Gear Cleaning, Repairs & Alterat Bunker Gear Cleaning, Repairs & Alterat	001-504-522-20-48-11 001-504-522-20-48-11	1,458.87 841.29 617.58
2176	NORTHWEST TROPHY & AWARD 227028	24-01164 Uniform Custom Belt Buckles (x100)	Invoice	05/03/2024	Uniform Custom Belt Buckles (x100)	001-504-522-20-31-07	1,223.65 1,223.65
2252	ODP BUSINESS SOLUTIONS, LLC 362587081001 362908695001 364887093001	24-01165 Avery Index Cards 6pk (x4) - Tech Resc Binder 1" Blue (x20) - Tech Rescue 5x8 White Narrow Ruled Pads 50shts 1	Invoice Invoice Invoice	04/19/2024 04/17/2024 04/23/2024	Avery Index Cards 6pk (x4) - Tech Resc Binder 1" Blue (x20) 5x8 White Narrow Ruled Pads 50shts 1	001-502-522-10-31-00 001-502-522-10-31-00 001-502-522-10-31-00	87.58 35.18 33.23 19.17
0185	OPERATIVE IQ 60524	24-01166 Operative IQ License/Maintenance Fees	Invoice	05/02/2024	Fleet Mgmt Licenses/Sandbox Maint Operative IQ Inventory/Asset Mngmnt RFID Data Service License Fee	001-513-522-10-49-04 001-507-522-20-49-02 001-513-522-10-49-04	3,470.06 880.47 2,481.69 107.90
0451	PACIFIC POWER BATTERIES 17147924	24-01167 Shop Parts	Invoice	04/26/2024	Shop Parts	050-511-522-60-34-01	323.82 323.82
0483	PUGET SOUND ENERGY ST72-MARAPR24	24-01168 Natural Gas - ST 72	Invoice	04/17/2024	Natural Gas - ST 72	001-507-522-50-47-03	204.48 204.48
0483	PUGET SOUND ENERGY ST77-MARAPR24	24-01169 Natural Gas - ST 77	Invoice	04/17/2024	Natural Gas - ST 77	001-507-522-50-47-03	285.94 285.94
0483	PUGET SOUND ENERGY ST71-MARAPR24	24-01170 Natural Gas - ST 71	Invoice	05/03/2024	Natural Gas - ST 71	001-507-522-50-47-03	283.32 283.32
0483	PUGET SOUND ENERGY ST73-MARAPR24	24-01171 Natural Gas - ST 73	Invoice	04/12/2024	Natural Gas - ST 73	001-507-522-50-47-03	203.54 203.54
0483	PUGET SOUND ENERGY ST74-MARAPR24	24-01172 Natural Gas - ST 74/Logistics Bldg	Invoice	04/12/2024	Natural Gas - ST 74/Logistics Bldg	001-507-522-50-47-03	223.33 223.33
0484	PURCELL TIRE & SERVICE CENTEF 24267367	24-01173 Shop Parts	Invoice	05/02/2024	Shop Parts	050-511-522-60-34-01	821.07 821.07
2250	PURE CLEAN CARPET CLEANING 56257415	24-01174 Commercial Carpet Cleaning Services -	Invoice	04/23/2024	Commercial Carpet Cleaning Services -	001-507-522-50-48-00	716.25 716.25
0494	REPUBLIC SERVICES #197 0197-003336761	24-01175 Refuse - ST 31	Invoice	04/30/2024	Refuse - ST 31	001-507-522-50-47-04	334.64 334.64
0494	REPUBLIC SERVICES #197 0197-003337513	24-01176 Refuse - ST 32	Invoice	04/30/2024	Refuse - ST 32	001-507-522-50-47-04	276.33 276.33

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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
0494	REPUBLIC SERVICES #197 0197-003337465	24-01177 Refuse - Admin Building	Invoice	04/30/2024	Refuse - Admin Building	001-507-522-50-47-04 300-507-522-50-47-00	275.03 140.27 134.76
0494	REPUBLIC SERVICES #197 0197-003337447	24-01178 Recycling - ST 31	Invoice	04/30/2024	Recycling - ST 31	001-507-522-50-47-04	742.92 742.92
0494	REPUBLIC SERVICES #197 0197-003337800	24-01179 Recycling - ST 32	Invoice	04/30/2024	Recycling - ST 32	001-507-522-50-47-04	113.36 113.36
0501	RICOH USA, INC. 108192664	24-01180 Copier Machine Lease - ST 74/Logistics Bldg	Invoice	04/05/2024	Copier Machine Lease - ST 74/Logistics Bldg	001-512-591-22-70-00	50.91 50.91
0517	S & P DESIGN INC 14197	24-01181 1/4 Zip Up Pullover (x21)(Admin Day)	Invoice	04/23/2024	1/4 Zip Up Pullover (x21)(Admin Day)	001-504-522-20-31-07	809.24 809.24
1755	SAM LANGHELD INV11391	24-01182 Station Pride Reimbursement - ST72	Invoice	04/18/2024	Station Pride Reimbursement - ST72	001-504-522-20-31-01	293.77 293.77
1921	SEA-WESTERN INC INV31995	24-01183 New Engine Tools(Seawestern)	Invoice	04/30/2024	New Engine Tools(Seawestern)	001-504-522-20-35-00	4,709.84 4,709.84
2273	SKY POWER WASH 5846 5854	24-01184 Roof & Concrete Cleaning - ST71 Roof & Gutter Cleaning - ST73,72,77	Invoice Invoice	04/23/2024 04/22/2024	Roof & Concrete Cleaning - ST71 Roof & Gutter Cleaning - ST73,72,77	001-507-522-50-48-00 001-507-522-50-48-00	4,094.26 2,435.30 1,658.96
0550	SMARSH INC INV-168405	24-01185 Electronic Communications Archiving Services	Invoice	04/30/2024	Electronic Communications Archiving Services	001-513-522-10-41-04	140.47 140.47
1547	SNOHOMISH COUNTY 911 7158 7165 7191	24-01186 Monthly Dispatch Services (Assessment) Monthly EPCR Managed Laptop Leases (Monthly)	Invoice Invoice Invoice	05/02/2024 05/01/2024 05/01/2024	Monthly Dispatch Services (Assessment) Monthly Electronic Patient Care Reporting Managed Laptop Leases (Monthly)	001-504-528-00-41-00 001-509-528-00-41-00 001-509-522-20-49-02 303-504-591-22-70-00 303-509-591-22-70-00	92,200.86 17,791.47 71,165.88 1,005.11 900.28 1,338.12
0565	SNOHOMISH COUNTY PUD 152383101	24-01187 Electricity & Water - ST 82	Invoice	04/15/2024	Electricity - ST 82 Water - ST 82	001-507-522-50-47-01 001-507-522-50-47-02	1,467.59 1,175.74 291.85
0565	SNOHOMISH COUNTY PUD 165186701	24-01188 Electricity - Admin Bldg	Invoice	04/18/2024	Electricity - Admin Bldg	001-507-522-50-47-01 300-507-522-50-47-00	1,039.01 529.90 509.11
0565	SNOHOMISH COUNTY PUD 139110707	24-01189 Electricity - ST 71	Invoice	04/24/2024	Electricity - ST 71	001-507-522-50-47-01	1,132.62 1,132.62
0565	SNOHOMISH COUNTY PUD 161997171	24-01190 Electricity - ST 33	Invoice	05/15/2024	Electricity - ST 33	001-507-522-50-47-01	787.26 787.26
0565	SNOHOMISH COUNTY PUD 168335380	24-01191 Electricity - ST 32	Invoice	04/22/2024	Electricity - ST 32	001-507-522-50-47-01	247.85 247.85

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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
0565	SNOHOMISH COUNTY PUD 165184212	24-01192 Electricity & Water - ST 81	Invoice	04/15/2024	Electricity - ST 81 Water - ST 81	001-507-522-50-47-01 001-507-522-50-47-02	755.50 598.77 156.73
0565	SNOHOMISH COUNTY PUD 109516350	24-01193 Electricity - ST 74/Logistics Bldg	Invoice	04/22/2024	Electricity - ST 74/Logistics Bldg	001-507-522-50-47-01	311.16 311.16
0565	SNOHOMISH COUNTY PUD 116094353	24-01194 Electricity - ST 72	Invoice	04/12/2024	Electricity - ST 72	001-507-522-50-47-01	597.48 597.48
1536	SNOHOMISH REGIONAL FIRE & R FIRE-05/03/2024	24-01195 Apparatus Fleet Maintenance Services	Invoice	05/03/2024	Apparatus Fleet Maintenance - Suppre	001-513-522-20-48-01	2,347.07 2,347.07
1536	SNOHOMISH REGIONAL FIRE & R EXCISE TAX-APR24	24-01196 Sales & Use Tax - April 2024	Invoice	05/01/2024	Sales & Use Tax - April 2024 Sales & Use Tax - April 2024	001-505-522-30-31-00 001-505-522-30-31-00	62.50 1.17 61.33
1536	SNOHOMISH REGIONAL FIRE & R FIRE-05/01/2024	24-01197 Apparatus Fleet Maintenance Services	Invoice	05/01/2024	Apparatus Fleet Maintenance - EMS U Apparatus Fleet Maintenance - Suppre	001-509-522-20-48-01 001-513-522-20-48-01	165,534.89 32,580.87 132,954.02
0572	SPEEDWAY CHEVROLET 142187 142193 142194 142201	24-01198 Shop Parts Shop Parts Shop Parts Shop Parts	Invoice Invoice Invoice Invoice	04/30/2024 04/30/2024 04/30/2024 05/01/2024	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	1,090.91 480.46 479.37 94.65 36.43
2057	SPRAGUE PEST SOLUTIONS 5401740 5401744 5401745 5432611 5447678	24-01199 Monthly Pest Control Services - ST 77 Monthly Pest Control Services - ST 32 Monthly Pest Control Services - ST 31 Monthly Pest Control Services - ST 73 Service Call (Replaved Rodent Bate Station)	Invoice Invoice Invoice Invoice Invoice	04/22/2024 04/26/2024 04/24/2024 05/01/2024 04/26/2024	Monthly Pest Control Services - ST 77 Monthly Pest Control Services - ST 32 Monthly Pest Control Services - ST 31 Monthly Pest Control Services - ST 73 Service Call (Replaved Rodent Bate Station)	001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-48-00	480.21 109.11 109.21 109.21 110.01 42.67
0580	STATE OF WA DEPARTMENT OF I EXCISE TAX-APR24	24-01200 Sales & Use Tax - April 2024 (600-355-	Invoice	05/01/2024	Sales & Use Tax - April 2024 (600-355-	630-512-589-00-00-00	62.50 62.50
2184	STERICYCLE, INC. 8006991638	24-01201 Biohazardous/Medical Waste Disposal	Invoice	04/30/2024	Biohazardous/Medical Waste Disposal	001-509-522-20-41-06	214.10 214.10
0582	STEVEN TICKLE INV11390	24-01202 Per Diem Reimb. (Fire Department Inst	Invoice	04/16/2024	Per Diem Reimb. (Fire Department Inst	001-506-522-45-43-00	247.50 247.50
1634	STRYKER SALES CORPORATION 9206001194	24-01203 DCI ADT Reusable Sensor (2pc)	Invoice	04/17/2024	DCI ADT Reusable Sensor (2pc)	001-509-522-20-35-00	1,297.61 1,297.61
1645	TELEFLEX, LLC 9508313904	24-01204 Medical Supplies ('EZ-IO' Needle & Sta	Invoice	04/15/2024	Medical Supplies ('EZ-IO' Needle & Sta	001-509-522-30-31-01	677.50 677.50
2288	TRUCKPRO, LLC 316-0103621	24-01205 Shop Parts	Invoice	04/25/2024	Shop Parts	050-511-522-60-34-01	141.05 141.05

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
0610	TRUE NORTH EMERGENCY EQUIP	24-01206					722.17
	A17519	Shop Parts	Invoice	04/19/2024	Shop Parts	050-511-522-60-34-01	108.97
	A17540	Shop Parts	Invoice	04/22/2024	Shop Parts	050-511-522-60-34-01	113.81
	A17555	Shop Parts	Invoice	04/23/2024	Shop Parts	050-511-522-60-34-01	335.29
	A17602	Shop Parts	Invoice	04/29/2024	Shop Parts	050-511-522-60-34-01	164.10
0614	TYLER TECHNOLOGIES INC	24-01207					43,791.75
	025-461218	Tyler Incode SaaS (Year 3) Annual Dues	Invoice	04/15/2024	Tyler Incode SaaS (Year 3) Annual Dues	001-513-522-10-49-04	43,791.75
2221	ULINE, INC	24-01208					1,372.90
	177176722	Station 77 Downtown Office Desk 48x24x36	Invoice	04/22/2024	Station 77 Downtown Office Desk 48x24x36	001-507-522-50-35-00	511.11
	177196520	File Cabinets for the Admin Support Sc	Invoice	04/22/2024	File Cabinets for the Admin Support Sc	001-507-522-50-35-00	861.79
1663	UNDERWATER SPORTS, INC.	24-01209					82.71
	316165	Sealhoutte Grey Mask Camo - Special Op	Invoice	04/13/2024	Sealhoutte Grey Mask Camo - Special Op	001-514-522-20-31-09	82.71
2306	UNITED RENTALS (NORTH AMER	24-01210					176.88
	225472804-008	Cap. Facilities Planning (Container Rental	Invoice	04/17/2024	Cap. Facilities Planning (Container Rental	001-507-594-50-62-83	176.88
0633	VERIZON WIRELESS SERVICES LLC	24-01211					725.81
	9961716140	District Cell Phones	Invoice	04/15/2024	District Cell Phones - Fire	001-513-522-10-42-00	725.81
0633	VERIZON WIRELESS SERVICES LLC	24-01212					4,856.95
	9961716139	District Mifi Plans	Invoice	04/15/2024	District Mifi Plans	001-513-522-10-42-00	4,856.95
0040	VESTIS	24-01213					154.58
	6560372116	Maint. Srvcs Towels, Floor Mat & Mop	Invoice	04/25/2024	Maint. Srvcs Towels, Floor Mat & Mop	001-507-522-50-48-00	16.40
	6560372117	Shop Supplies/Uniform Rental/Laundr	Invoice	04/25/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	71.39
	6560376317	Shop Supplies/Uniform Rental/Laundr	Invoice	05/02/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	66.79
2274	WALDORF UNIVERSITY	24-01214					7,897.50
	24-0070	Clinton - Tuition FSC 3345	Invoice	05/01/2024	Clinton - Tuition FSC 3345	001-506-522-45-49-10	877.50
	24-0077	DeSalvo - Tuition - FSC 3210 and FSC 3345	Invoice	05/01/2024	DeSalvo - Tuition - FSC 3210	001-506-522-45-49-10	877.50
					DeSalvo - Tuition - FSC 3345	001-506-522-45-49-10	877.50
	24-0078	Neville -Tuition - FSC 3345	Invoice	05/01/2024	Neville -Tuition - FSC 3345	001-506-522-45-49-10	877.50
	24-0081	Vaughn - Tuition - FSC 3345	Invoice	05/01/2024	Vaughn - Tuition - FSC 3345	001-506-522-45-49-10	877.50
	24-0083	Deline - Tuition - FSC3345	Invoice	05/01/2024	Deline - Tuition - FSC3345	001-506-522-45-49-10	877.50
	24-0086	Fineman - Tuition - FSC3345	Invoice	05/01/2024	Fineman - Tuition - FSC3345	001-506-522-45-49-10	877.50
	24-0087	Taylor - Tuition - FSC 3345	Invoice	05/01/2024	Taylor - Tuition - FSC 3345	001-506-522-45-49-10	877.50
	24-0088	Pack - Tuition - FSC 3345	Invoice	05/01/2024	Pack - Tuition - FSC 3345	001-506-522-45-49-10	877.50
0639	WASHINGTON FIRE COMMISSIOI	24-01215					900.00
	200001826	2024 WFCFA Spring Seminar Registration (Contract)(x4)	Invoice	04/23/2024	2024 WFCFA Spring Seminar Registration (Contract)(x4)	001-506-522-45-49-02	900.00
0648	WASTE MANAGEMENT NORTHM	24-01216					179.43
	1016121-4968-8	Refuse - ST 81	Invoice	05/01/2024	Refuse - ST 81	001-507-522-50-47-04	179.43
0648	WASTE MANAGEMENT NORTHM	24-01217					604.70
	1722897-2677-7	Recycling - ST 33	Invoice	05/01/2024	Recycling - ST 33	001-507-522-50-47-04	604.70

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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
0648	WASTE MANAGEMENT NORTHM 1721444-2677-9	24-01218 Refuse & Recycle - ST 77	Invoice	05/01/2024	Refuse & Recycle - ST 77	001-507-522-50-47-04	356.48
0648	WASTE MANAGEMENT NORTHM 1722896-2677-9	24-01219 Refuse - ST 33	Invoice	05/01/2024	Refuse - ST 33	001-507-522-50-47-04	207.41
0648	WASTE MANAGEMENT NORTHM 9503653-4968-3	24-01220 Refuse & Recycle - ST 83	Invoice	05/01/2024	Refuse & Recycle - ST 83	001-507-522-50-47-04	257.46
0648	WASTE MANAGEMENT NORTHM 1016120-4968-0	24-01221 Recycling - ST 81	Invoice	05/01/2024	Recycling - ST 81	001-507-522-50-47-04	259.54
0648	WASTE MANAGEMENT NORTHM 1721246-2677-8	24-01222 Refuse - ST 71	Invoice	05/01/2024	Refuse - ST 71	001-507-522-50-47-04	117.54
0648	WASTE MANAGEMENT NORTHM 1721247-2677-6	24-01223 Refuse - ST 71	Invoice	05/01/2024	Refuse - ST 71	001-507-522-50-47-04	187.07
0648	WASTE MANAGEMENT NORTHM 1015923-4968-8	24-01224 Refuse & Recycle - ST 82	Invoice	05/01/2024	Refuse & Recycle - ST 82	001-507-522-50-47-04	588.29
0648	WASTE MANAGEMENT NORTHM 1721378-2677-9	24-01225 Refuse & Recycle - ST 74/Logistics Bldg	Invoice	05/01/2024	Refuse & Recycle - ST 74/Logistics Bldg	001-507-522-50-47-04	442.60
0648	WASTE MANAGEMENT NORTHM 1721630-2677-3	24-01226 Recycling - ST 72	Invoice	05/01/2024	Recycling - ST 72	001-507-522-50-47-04	245.90
0648	WASTE MANAGEMENT NORTHM 1721629-2677-5	24-01227 Recycling - ST 71	Invoice	05/01/2024	Recycling - ST 71	001-507-522-50-47-04	731.14
0648	WASTE MANAGEMENT NORTHM 1721708-2677-7	24-01228 Recycling - Admin Bldg	Invoice	05/01/2024	Recycling - Admin Bldg	001-507-522-50-47-04 300-507-522-50-47-00	650.05
0648	WASTE MANAGEMENT NORTHM 1722015-2677-6	24-01229 Refuse & Recycle - ST 73	Invoice	05/01/2024	Refuse & Recycle - ST 73	001-507-522-50-47-04	288.92
1598	WEIDNER & ASSOCIATES, INC 68476	24-01230 Fan Blade Wheel / MagneGrip Exhaust	Invoice	04/17/2024	Fan Blade Wheel / MagneGrip Exhaust	001-507-522-50-48-00	2,635.50
0657	WELLSPRING FAMILY SERVICES E 295200	24-01231 Employee Assistance Program Monthly	Invoice	04/30/2024	Employee Assistance Program Monthly	001-510-522-20-20-15	720.20
2129	WEX BANK 96723580	24-01232 Apparatus Fuel	Invoice	04/30/2024	Apparatus Fuel - EMS Apparatus Fuel - Shop Apparatus Fuel - Suppression	001-509-522-20-32-00 050-511-522-60-32-00 001-504-522-20-32-00	22,052.21
0665	WHELEN ENGINEERING COMPAN 488872	24-01233 Shop Parts	Invoice	04/30/2024	Shop Parts	050-511-522-60-34-01	545.32
2011	ZIPLY FIBER ST73-APRMAY24	24-01234 Fax & Alarm Connection Services - ST 73	Invoice	04/10/2024	Fax & Alarm Connection Services - ST 73	001-513-522-50-42-01	407.29

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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
2011	ZIPLY FIBER	24-01235					245.63
	ST33-APRMAY24	Elevator & Fire Alarm Phone Lines/Cor	Invoice	04/14/2024	Elevator & Fire Alarm Phone Lines/Cor	001-513-522-50-42-01	245.63
Total Claims: 128						Total Payment Amount:	631,371.22

Snohomish Regional Fire and Rescue Claims Voucher Summary

05/07/2024

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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
24-01108	AJ'S LANDCARE, INC		10,207.51
24-01109	ALL BATTERY SALES AND SERVICE		591.14
24-01110	ALLEGIS CORPORATION		90.71
24-01111	ALLSTREAM BUSINESS US, INC		371.51
24-01112	ALLSTREAM BUSINESS US, INC		496.99
24-01113	AMAZON CAPITAL SERVICES, INC		3,167.11
24-01114	ANDGAR MECHANICAL LLC		2,738.19
24-01115	AQUALIS		17,158.64
24-01116	ARG INDUSTRIAL		276.34
24-01117	AT&T MOBILITY LLC		4,011.75
24-01118	AXTHELM CONSTRUCTION, INC.		78,533.28
24-01119	BICKFORD MOTORS INC.		937.28
24-01120	BOUND TREE MEDICAL, LLC		7,403.82
24-01121	CANON FINANCIAL SERVICES INC		732.34
24-01122	CENTRAL WELDING SUPPLY		771.59
24-01123	CHRISTENSEN, INC		308.86
24-01124	CLEARFLY COMMUNICATIONS		763.06
24-01125	COMCAST		315.00
24-01126	COMDATA INC.		2,065.89
24-01127	CONWAY SHIELDS		2,654.35
24-01128	COURIERWEST		2,464.65
24-01129	CRESSY DOOR COMPANY, INC		981.89
24-01130	CROWN FIRE PROTECTION		826.51
24-01131	CUMMINS SALES AND SERVICE		1,611.37
24-01132	DAVID PETERSEN		90.78
24-01133	DELL MARKETING LP C/O DELL USA LP		42,423.58
24-01134	DIRECTV, LLC		120.98
24-01135	DRUG FREE BUSINESS		89.00
24-01136	EDGE ANALYTICAL, INC.		33.00
24-01137	EMPLOYMENT SECURITY DEPARTMENT		9,385.62
24-01138	EMSCONNECT, LLC		1,415.50

Page Total	193,038.24
Cumulative Total	193,038.24

Snohomish Regional Fire and Rescue Claims Voucher Summary

05/07/2024

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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
24-01139	EVERGREEN SANITATION		1,553.91
24-01140	FIRE SERVICE REPAIR LLC		1,641.00
24-01141	FIRST CLASS BUILDING SUPPLY AND SERVICES		2,687.00
24-01142	FIRSTWATCH		635.00
24-01143	FITNESS EXPERTS		136.63
24-01144	FREIGHTLINER NORTHWEST		478.37
24-01145	GALLS, LLC		5,348.63
24-01146	GENERAL FIRE APPARATUS		1,009.55
24-01147	GRAINGER		4,096.95
24-01148	HUGHES FIRE EQUIPMENT, INC		156.95
24-01149	IMS ALLIANCE		34.37
24-01150	INTERFACE SYSTEMS, LLC		4,000.00
24-01151	L.N. CURTIS & SONS		241.08
24-01152	LAKE STEVENS SEWER DISTRICT		198.00
24-01153	LAKE STEVENS SEWER DISTRICT		99.00
24-01154	LEAH SCHOOF		508.78
24-01155	LEMAY MOBILE SHREDDING		220.50
24-01156	LIFE-ASSIST INC		252.48
24-01157	MATTHEW J. BEECROFT		4,000.00
24-01158	MONROE PARTS HOUSE		9,042.91
24-01159	MONROE VISION CLINIC, INC.		450.00
24-01160	MUNICIPAL EMERGENCY SERVICES, INC.		4,900.98
24-01161	MYSTERY RANCH LTD		5,949.11
24-01162	NOBLE SUPPLY & LOGISTICS		6,450.00
24-01163	NORTHWEST SAFETY CLEAN		1,458.87
24-01164	NORTHWEST TROPHY & AWARDS		1,223.65
24-01165	ODP BUSINESS SOLUTIONS, LLC		87.58
24-01166	OPERATIVE IQ		3,470.06
24-01167	PACIFIC POWER BATTERIES		323.82
24-01168	PUGET SOUND ENERGY		204.48
24-01169	PUGET SOUND ENERGY		285.94

Page Total

61,145.60

Cumulative Total

254,183.84

Snohomish Regional Fire and Rescue Claims Voucher Summary

05/07/2024

Page 3 of 5

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
24-01170	PUGET SOUND ENERGY		283.32
24-01171	PUGET SOUND ENERGY		203.54
24-01172	PUGET SOUND ENERGY		223.33
24-01173	PURCELL TIRE & SERVICE CENTER		821.07
24-01174	PURE CLEAN CARPET CLEANING		716.25
24-01175	REPUBLIC SERVICES #197		334.64
24-01176	REPUBLIC SERVICES #197		276.33
24-01177	REPUBLIC SERVICES #197		275.03
24-01178	REPUBLIC SERVICES #197		742.92
24-01179	REPUBLIC SERVICES #197		113.36
24-01180	RICOH USA, INC.		50.91
24-01181	S & P DESIGN INC		809.24
24-01182	SAM LANGHELD		293.77
24-01183	SEA-WESTERN INC		4,709.84
24-01184	SKY POWER WASH		4,094.26
24-01185	SMARSH INC		140.47
24-01186	SNOHOMISH COUNTY 911		92,200.86
24-01187	SNOHOMISH COUNTY PUD		1,467.59
24-01188	SNOHOMISH COUNTY PUD		1,039.01
24-01189	SNOHOMISH COUNTY PUD		1,132.62
24-01190	SNOHOMISH COUNTY PUD		787.26
24-01191	SNOHOMISH COUNTY PUD		247.85
24-01192	SNOHOMISH COUNTY PUD		755.50
24-01193	SNOHOMISH COUNTY PUD		311.16
24-01194	SNOHOMISH COUNTY PUD		597.48
24-01195	SNOHOMISH REGIONAL FIRE & RESCUE		2,347.07
24-01196	SNOHOMISH REGIONAL FIRE & RESCUE		62.50
24-01197	SNOHOMISH REGIONAL FIRE & RESCUE		165,534.89
24-01198	SPEEDWAY CHEVROLET		1,090.91
24-01199	SPRAGUE PEST SOLUTIONS		480.21
24-01200	STATE OF WA DEPARTMENT OF REVENUE		62.50

Page Total

282,205.69

Cumulative Total

536,389.53

Snohomish Regional Fire and Rescue Claims Voucher Summary

05/07/2024

Page 4 of 5

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
24-01201	STERICYCLE, INC.		214.10
24-01202	STEVEN TICKLE		247.50
24-01203	STRYKER SALES CORPORATION		1,297.61
24-01204	TELEFLEX, LLC		677.50
24-01205	TRUCKPRO, LLC		141.05
24-01206	TRUE NORTH EMERGENCY EQUIPMENT INC		722.17
24-01207	TYLER TECHNOLOGIES INC		43,791.75
24-01208	ULINE, INC		1,372.90
24-01209	UNDERWATER SPORTS, INC.		82.71
24-01210	UNITED RENTALS (NORTH AMERICA), INC.		176.88
24-01211	VERIZON WIRELESS SERVICES LLC		725.81
24-01212	VERIZON WIRELESS SERVICES LLC		4,856.95
24-01213	VESTIS		154.58
24-01214	WALDORF UNIVERSITY		7,897.50
24-01215	WASHINGTON FIRE COMMISSIONERS ASSOCIATION		900.00
24-01216	WASTE MANAGEMENT NORTHWEST		179.43
24-01217	WASTE MANAGEMENT NORTHWEST		604.70
24-01218	WASTE MANAGEMENT NORTHWEST		356.48
24-01219	WASTE MANAGEMENT NORTHWEST		207.41
24-01220	WASTE MANAGEMENT NORTHWEST		257.46
24-01221	WASTE MANAGEMENT NORTHWEST		259.54
24-01222	WASTE MANAGEMENT NORTHWEST		117.54
24-01223	WASTE MANAGEMENT NORTHWEST		187.07
24-01224	WASTE MANAGEMENT NORTHWEST		588.29
24-01225	WASTE MANAGEMENT NORTHWEST		442.60
24-01226	WASTE MANAGEMENT NORTHWEST		245.90
24-01227	WASTE MANAGEMENT NORTHWEST		731.14
24-01228	WASTE MANAGEMENT NORTHWEST		650.05
24-01229	WASTE MANAGEMENT NORTHWEST		288.92
24-01230	WEIDNER & ASSOCIATES, INC		2,635.50
24-01231	WELLSPRING FAMILY SERVICES EAP		720.20

Page Total

71,731.24

Cumulative Total

608,120.77

Snohomish Regional Fire and Rescue Claims Voucher Summary

05/07/2024

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
24-01232	WEX BANK		22,052.21
24-01233	WHELEN ENGINEERING COMPANY		545.32
24-01234	ZIPLY FIBER		407.29
24-01235	ZIPLY FIBER		245.63

Page Total 23,250.45

Cumulative Total 631,371.22



Payroll Summary and Authorization Form for the:

4/30/2024 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: \$1,115,588.72

Paper Checks: \$9,042.93

Taxes: \$326,988.46

Allowed in the sum of: \$1,451,620.11

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

April 25, 2024, 1730 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 1730 hours. In attendance were Commissioner Edwards, Chairman Elmore, Vice Chairman Fay, Commissioner Schaub, Commissioner Steinruck, and Commissioner Waugh; and via Zoom was District Secretary Snure. Also, Commissioner Gagnon was an excused absence.

PUBLIC COMMENT

N/A

UNION COMMENT

IAFF – One comment from the IAFF thanked everyone for all the positive turns in the last couple of weeks and for all the cooperation. The training with South County Fire has been really positive and appreciated.

CHIEF'S REPORT

As presented. Chief O'Brien thanked the crews and the staff for doing a great job. He congratulated our new promotions: new Driver/Operators Nate Brown, Geoff Jacobs, and Ross Rumann; new Lieutenants Travis Rask, Chris Robertson, Chad Squire, and Steve Kuhlman; and new Battalion Chiefs James Hammeren, Jamal Beckham, and Chris Stablein.

COMMISSIONER REPORTS

Capital Facilities Committee – Commissioner Steinruck commented that they discussed the following topics: Station 83 Update, Station 31 Shop Update, Station 81 Update, Station 82 Update, Station 32 Update regarding alternate site, Station 72 Update regarding water and septic, Admin Building Update, and the Upcoming Station Design Conference.

Finance Committee – Chairman Elmore commented that they reviewed the forecasting model regarding levies, fire benefit charge, bonds, and staffing. They also discussed the risk management assessment update, changes to shop contract and executive compensation study.

Post-Employment Medical – Chairman Elmore confirmed with the Board to remove the topic of Post-Employment Medical from the Committee Reports.



Sno911 Committee – Commissioner Waugh commented that Assistant Chief Lundquist was reelected as a voting member from our agency. He also had a Snohomish County EMS Task Force meeting where they received an update from Dr. Keay and Scott Dorsey regarding their current status, they are moving ahead more efficiently.

Leadership Meeting – Commissioner Schaub commented that there was lots of good discussion at the Leadership Meeting with an attitude of solving problems. The crews appreciated the transparency from the Chief. Commissioner Waugh agreed it was a positive interaction with the members.

Sno-Isle Commissioner Meeting – Vice Chairman Fay commented that May is going to be a hybrid meeting and Gold Bar is going to host. The new sheriff will be their guest speaker and this will be open to our chief officers as well.

COMMITTEE MEETING MINUTES

Policy Committee – April 11, 2024

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-00990 to 24-01000; (\$766,951.33)

AP Vouchers: 24-01001 to 24-01091; (\$521,908.17)

Approval of Payroll

April 15, 2024 (\$1,373,378.48)

Approval of Minutes

Approve COMEX Workshop Meeting Minutes March 25-27, 2024

Approve Regular Board Meeting Minutes April 11, 2024

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Edwards and 2nd by Commissioner Schaub.

On vote, Motion carried 6/0.

OLD BUSINESS

Discussion

Sikora Report

Chief O'Brien reported on what they have been doing to address the Sikora Report findings. They have been meeting with the crews individually, and during morning briefings. They discussed the report at the Leadership Meeting with multiple group discussions. Chief O'Brien is attending the Battalion Chief and Lieutenant Meetings along with Assistant Chief Lundquist. The Cultural Leadership Team (CLT) has been meeting and they are working on some ideas. Additionally, a hiring committee has recently been formed and they are looking forward to seeing some new processes. Our HR Division is committed to transforming our HR into the best internal HR possible.



Vice Chairmen Fay thanked the IAFF for their comments this evening. He mentioned that they came out of COMEX knowing that with the feedback received, this is going to be a long haul. There are things that need better communication and things that need to be fixed. Your feedback and your patience is important; we want to collaborate with you and get it right so we have a good strong path going forward. He asked if there has been any discussion about changing the mission of the CLT? Chief O'Brien confirmed that this would be their choice, and they would like a commissioner to be on their committee.

Lieutenant Gardner commented that there is a two-year commitment with this current committee. At the end of this year there will be a restructuring and we will seek out new members for the committee.

Action

Darkhorse Community Risk Assessment: CRA Module

Motion to approve the Darkhorse Community Risk Assessment: CRA Module as submitted.

Motion by Commissioner Waugh and 2nd by Commissioner Steinruck.

On vote, Motion carried 6/0.

Policy Review

- Policy 309 Staging
- Policy 315 Wildland Firefighting
- Policy 606 Hearing Loss Prevention & Noise Control Training
- Policy 918 Health & Safety

Motion to approve Policies 309, 315, 606, and 918 as submitted.

Motion by Chairman Elmore and 2nd by Vice Chairman Fay.

On vote, Motion carried 6/0.

Resolution 2024-3 Quarter 1 Surplus

Motion to approve Resolution 2024-3 Quarter 1 Surplus as submitted.

Motion by Commissioner Edwards and 2nd by Commissioner Schaub.

On vote, Motion carried 6/0.

NEW BUSINESS

Discussion

Shop Contract: Hour Correction MOU

Assistant Chief Messer commented that we have some housekeeping to do for our shop as they move to a 4/10 schedule. DC Rasmussen confirmed this is a housekeeping item regarding their vacation and holidays to adjust for the new 10-hour days. There is no change to the amount of paid time off.



Action
N/A

GOOD OF THE ORDER

Commissioner Steinruck – As we show more visibility in the stations and build that trust with our members, what do we do with that information? How do we bring it back to the Commissioners? There are going to be some things that we will need to get information back to the members, how do we bring this forward?

Chairman Elmore – I would get permission to bring information back to the Chief, and keep names confidential if requested.

Commissioner Steinruck – When we do what we are doing, for example, with Station 83 and move our vehicles up to Station 82, how do we let the public know what is going on? How does the public get the information that they are still protected.

Vice Chairman Fay – A while back when we were looking to combine two stations, we decided to hold public meetings and discussed the plans moving forward. We also used the district newsletter to communicate our message.

Chairman Elmore – If we have information that is appropriate for a Board Meeting, we could address it at the Good of the Order.

Commissioner Waugh – We have a chain of command to work through an issue and we would take the information to the Chief.

Chief O'Brien commented he would appreciate hearing from our Board Members if they have had a conversation with one of our members. It's healthy.

Commissioner Waugh – The Fire Commissioners Education Committee met recently and the topic for the Chelan Conference is strategic planning. The fall conference will focus on volunteerism updates, lid lifts and taxes, labor negotiations, and diversity in the fire service.

Commissioner Schaub – It's exciting to see the progress for Station 81 and Station 72; it has been a very positive experience.

ATTENDANCE CHECK

Regular Commissioner Meeting May 9, 2024, at 1730 - Station 31 Training Room/Zoom.

EXECUTIVE SESSION

RCW 42.30.110(1)(b): To discuss the purchase or lease of real estate



Chairman Elmore called for an Executive Session to begin at 1815 hours for 10 minutes. Chairman Elmore extended the executive session for an additional 5 minutes, until 1830 hours. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1830 hours and announced there would be no decision at this time.

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1830 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





Request for Action by the Board

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:	Training Facility Joint Use Agreement		
Executive member responsible for guiding the initiative:	AC Lundquist		
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 		
	<p>In consideration of further regional collaboration amongst training divisions, Snohomish County Fire District 4 (District 4) and Snohomish Regional Fire and Rescue (SRFR) have created an inter-local agreement that creates an efficient and effective training delivery system that is geographically advantageous for each respectively. Both District's will work cooperatively to develop a streamlined scheduling program/calendar that both District's respective training divisions can access to establish individual and joint training events. SRFR shall pay \$25,000 per year as rent for the use of the facility.</p>		
Financial Impact:	<p>Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$25,000/year as rent for the use of the Facility. Initial amount: \$25,000 Long-term annual amount(s): \$ 25,000 until December 31st, 2028 unless expressed termination earlier by either agency.</p> <p>Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ Line item 001-506-522-45-45-00</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: Snohomish Fire's RLB training facility is ideally located geographically in a prime location where all three SRFR battalions are relatively close. Conducting scheduled training outside of the RLB limits the ability a crew is reliable within their first due area immediately</p>		

	<p>before and after this training.</p> <p>Risk if not approved: If not approved, SRFR will continue to pay on a “case-by-case” basis to use the RLB training site. This would not allow for priority scheduling when conducting hands-on training and we would be forced to look elsewhere if it were not available at the RLB in Snohomish.</p>
Legal Review:	<p><input checked="" type="checkbox"/> Initiative conforms with District policy/procedure number (attach):</p> <p><input checked="" type="checkbox"/> Initiatives that require legal review (contracts, other initiatives):</p> <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes ‘do not exceed’ language <p><input type="checkbox"/> N/A</p>
Presented to, and Approved by, Senior Staff	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
Commissioner Sub-Committee Approval	<p>Initiative presented to commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>N/A: <input type="checkbox"/></p>
For Fire Chief Approval:	<p><input checked="" type="checkbox"/> RAB document complete</p> <p><input checked="" type="checkbox"/> Supporting documentation attached</p> <p><input checked="" type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (Mindy Leber)</p> <p style="text-align: center;"><i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc’d on the email distribution</i></p> <p style="text-align: center;"><i>Fire Chief will coordinate with Senior Staff for RAB introduction</i></p>
RAB Executive: Confirmed email sent to Board by Fire Chief	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Board of Fire Commissioners	<p>RAB initiatives go through the following process:</p> <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes) 4. At a second commissioner meeting, initiatives may be assigned as an action item for approval

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

FIRE TRAINING FACILITY USE AGREEMENT

THIS AGREEMENT is made and entered into by and between Snohomish County Fire Protection District No. 4 “District 4” and Snohomish Regional Fire and Rescue “SRFR” collectively referred to as Agency or Agencies.

RECITALS

1. District 4 owns a fire training facility (the “Facility”) at 6425 S. Machias Road, Snohomish Washington; and
2. SRFR would benefit from a long term agreement allowing use of the Facility on a regular basis for training purposes for its personnel.

AGREEMENT

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

1. **Facility Use**. District 4 shall be the primary users of the Facility. District 4 will coordinate with SRFR during the fall of each year to schedule training, with an effort to coordinate training functions, subjects and times.
2. **Scheduling**. The Agencies shall work cooperatively to develop a streamlined scheduling program/calendar that both Agency’s training divisions can access to establish individual and joint training events. The program calendar shall be accessible for viewing purposes only by the employees of both Agencies. The Agencies shall cooperatively schedule group training to encourage joint training of both Agency’s employees.
3. **Facility Ownership**. District 4 shall remain the owner of the Facility including all Capital Improvements made pursuant to this Agreement.
4. **Facility Use Fee**. SRFR shall pay District 4 the following amounts as consideration for the joint use benefits established under this Agreement.
 - 4.1. \$25,000 per year as rent for the use of the Facility. SRFR shall pay the half of the sum on June 1 and the other half on December 1 of each year this Agreement is in effect.
 - 4.2. Capital improvement projects will be evaluated by each agency via a project proposals and funding allocation. Projects fully developed and funded by District 4 will not be subject to this section.
 - 4.3. The amount in Sections 4.1 shall be adjusted each January 1 beginning in 2025 by the annual CPI-U for Seattle-Tacoma-Bellevue as reported in June of the prior year.
5. **Term of Agreement**. The term of this Agreement shall commence upon execution by the Agencies and shall continue until December 31, 2028 (the “Expiration Date”) unless expressly

terminated earlier by either Agency. The Agreement may be extended for two additional five-year terms on mutual agreement of the Agencies. Either Agency may terminate this Agreement prior to the Expiration Date by providing notice in writing to the other at least 365 days prior to the effective termination date. In the event of early termination by either Agency, the SRFR's rent payments shall be prorated for the year based on the date of termination.

6. **Consumables and Supplies**. The Agencies shall split costs of consumables and supplies used in joint training exercises on a pro rata basis based on the respective numbers of employees engaged in the joint training. For individual training, each Agency shall be solely responsible for the costs of consumables and supplies used for such individual training. Each party shall only use their own consumables and supplies for company level training. A flat fee for the use of the Everett water system (the hydrant outside the fence on Machias) of XXXX per day will be charged to the individual agency or pro rata basis for joint training. Water usage by SRFR must be pre-approved by the District 4 training division and documented.
7. **Instructors**. Each Agency shall provide its own instructors for training. All instructors shall be required to meet District 4 requirements for use of the Facility and live fire training. District 4 shall provide SRFR with at least 90 days' notice of any changes to these requirements, and shall provide SRFR with a summary of its present requirements prior to execution of this Agreement.
8. **Safety Officers**. A Safety Officer will be designated for all training activities. For all training involving more than one (1) operational crew and/or multiple apparatus, an individual shall be assigned to function as Safety Officer for the entire site and duration of the activity, with all rights and responsibilities as assigned by applicable NFPA Standards and department policy. The Safety Officer(s) shall hold current certification meeting NFPA, Standard 1521. All personnel assigned as accessory Safety Officers to support a training activity shall also hold current certification meeting NFPA Standard 1521. The District shall maintain a list of qualified personnel who may be utilized by Users, and User will be required to provide applicable documentation to the District for personnel who they wish to use as Safety Officer.
9. **Prop Manager**. Each Agency shall be required to provide a "Prop Manager" to manage and oversee the operation and use of the Live Fire Training Prop, Training Tower and associated equipment, pressurized fire hydrant system and associated equipment, or any other accessory prop requiring special knowledge of the operation. District 4 will train these personnel and provide SRFR with a list of those capable of fulfilling the position, and/or SRFR may make arrangements to have a trained District 4 representative available during its training. For the use of the Live Fire Prop, this person shall have no other duties than to manage the prop. The Live Fire Training Prop Manager must be NFPA 1403 Certified.
10. **Security and Facility Access**. Each Agency shall maintain the security of the Facility at all times and shall only provide access codes and or keys to those Agency personnel with a need to access the Facility. Each SRFR BC and DC of Operations and Training will receive a security key card for the RLB that will be maintained by SRFR. Any security key card losses will be immediately reported to District 4. Authorized personnel of each Agency shall have access to the Facility on a twenty-four hour per day, seven day per week basis.

- 11. Rules of Facility Use.** Both Agency's shall comply with District 4's adopted rules and policies regarding the use of the Facility. The current version of these rules and policies as adopted by District 4 are attached hereto and incorporated herein as Exhibit "A." District 4 reserves the right to reasonably change these rules and policies at any time upon ninety (90) day's advance notice to SRFR to ensure the orderly and safe use of the Facility. SRFR agrees to enforce compliance of the facility rules for all attending SRFR personnel by all reasonable means available to SRFR. SRFR may recommend revisions to the Facility Use Rules when necessary.
- 12. Facility Neat and Clean.** Both Agencies agree to keep the Facility in a neat and clean condition as reasonably can be expected during use of the Facility. At the end of each Training Session or use, both Agencies agree to leave the Facility in as good a condition as received. Each Agency further agrees that it will clean the Facility after each Training Session or use to the condition it was in prior to that Agency's use. If SRFR fails to comply with this paragraph, District 4 shall first notify SRFR and offer SRFR an opportunity to conduct such cleaning; in the event that SRFR cannot or will not conduct such cleaning prior to the next date on which the Facility will be used, District 4 may bill SRFR for any costs reasonably incurred to clean or repair the Facility.
- 13. Acknowledgement of Risk.** SRFR understands and acknowledges that use of the Training Facility involves a certain amount of risk and potential for bodily injury to SRFR's personnel, officers, trainees, agents and instructors. SRFR acknowledges that:
- 13.1. Injuries are a common and ordinary occurrence associated with the use of the Training Facility.
- 13.2. The social and economic losses and/or damages, which could result from those risks and dangers described above, could be severe.
- 13.3. These risks and dangers may be caused by the action, inaction or negligence of the participant or the action, inaction or negligence of the others, including, but not limited to SRFR, its personnel, officers, trainees, instructors and agents or the personnel, officers and agents of the District.
- 13.4. There may be other risks not known or not reasonably foreseeable at this time.
- 14. Liability.** SRFR has inspected the Facility and finds it acceptable for its intended uses. SRFR is not relying upon any representations or warranties concerning the Facility except those that may be set forth herein. SRFR accepts sole responsibility for all accidents, damages, bodily injury or damage to personal property occurring during SRFR's use of the Facility. To the extent applicable by law, and pursuant to the terms of any other agreement between the Agencies:
- 14.1. **Property Damage:** Each Agency waives any and all claims, suits and causes of action against the other Agency, its employees, commissioners, volunteers, officers or agents for any property loss or damage done to the Agency's property, whether real, personal or mixed, occasioned by the Agency's activities on the Facility. Provided, however this waiver shall not apply to claims or damages arising from the negligence, or willful misconduct of the other Agency, its employees, commissioners, volunteers,

officers or agents. It shall be each Agency's responsibility to provide its own protection against casualty losses of whatsoever kind or nature, regardless of whether or not such loss is occasioned by the acts or omissions of the other Agency, third party, or act of nature.

- 14.2. **Responsibility for Damage to Training Facility.** Each Agency agrees to be solely responsible for any damage that may occur to the Facility and other equipment and facilities located on or about the Training Facility area as a result of or related to the Agency's use of the Training Facility.

15. Indemnification/Hold Harmless. Each Agency shall, at all times, be solely responsible for the acts or the failure to act of its personnel that occur or arise in any way out of the performance of this Agreement and the use of the Facility by its personnel only and to save and hold the other Agency and its personnel and officials harmless from all costs, expenses, losses and damages, including cost of defense, incurred as a result of any acts or omissions of the District's personnel relating to the performance of this Agreement. It is further specifically and expressly understood that the indemnification provided herein constitutes each Agency's waiver of immunity under industrial insurance, Title 51 RCW, solely to carry out the purposes of this indemnification clause. The Agencies further acknowledge that they have mutually negotiated this waiver. Neither party shall be deemed to be an agent of the other during the performance of this Agreement.

16. Insurance.

- 16.1. Each Agency shall each carry and maintain, for the duration of this Agreement, general liability insurance. The insurance policies shall be endorsed to name the other Agency of this Agreement and its officials, officers, employees, and volunteers, who are acting within the scope of this Agreement as additional insureds for any and all actions taken by each Agency, its officials, officers, employees, and volunteers in the scope of their duties pursuant to this Agreement. In the alternative, each Agency may satisfy the requirements of this section by becoming or remaining a participant in a self-insurance pool in the state of Washington with stated limits equal to or greater than the limits specified herein.

- 16.2. District 4 shall maintain Property Insurance on the Facility and on District 4 personal property located in the Facility.

- 16.3. SRFR shall maintain Property Insurance on SRFR personal property located in the Facility.

17. Dispute Resolution.

- 17.1. Prior to any other action, if there is a dispute, the Fire Chiefs, or their designees shall meet to see if a resolution can be reached.

- 17.2. If the Agencies are unable to resolve a dispute regarding this Agreement through negotiation, either Agency may demand mediation through a process to be mutually agreed to in good faith between the Agencies within 30 days. The Agencies shall share

equally the costs of mediation and each Agency shall be responsible for their own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees. If the parties cannot agree upon a mediator within ten (10) days of the demand for mediation, either party may proceed with litigation as provided below.

17.3. Any disputes not submitted to, or resolved in, mediation shall be decided by the Snohomish County Superior Court unless the parties mutually agree to submit the dispute to arbitration. Each party expressly waives the right to a jury trial.

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

18. Miscellaneous.

18.1. **No Separate Entity Created.** This Agreement does not establish a separate legal entity, joint board, or administrative section for the purpose of acquiring, managing, or disposing of property, or any other financial obligation.

18.2. **Administration.** This Agreement shall be administered jointly by the Fire Chiefs officers of the respective Agencies.

18.3. **Benefits.** This agreement is entered into for the benefit of the parties to this agreement only and shall confer no benefits, direct or implied, on any third persons.

18.4. **Entire Agreement/Modification.** This Agreement represents the entire agreement of the Agencies with respect to the subject matter hereof and supersedes all prior negotiations or discussions with respect thereto. This Agreement may be amended or modified by written instrument signed by the Agencies.

18.5. **Publication on Website.** This Agreement shall either be filed with the County Auditor or listed on each Agency's websites in compliance with RCW 39.34.040. The failure to correctly list this Agreement shall not nullify any term of this Agreement.

18.6. **Non-Waiver.** The failure of either party to insist upon strict performance of this Agreement shall not impact that party's right to insist upon strict performance at a later time.

18.7. **Interpretation.** Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement. The language in this Agreement shall be interpreted as to its fair meaning and not strictly for or against any party.

18.8. **Severability.** If any section of this Agreement is adjudicated to be invalid, such action shall not affect the validity of any section not so adjudicated.

18.9. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

18.10. **Notice.** All communications regarding this Agreement shall be sent to the Agencies at the Agencies regular business address unless notified to the contrary. Any written notice hereunder shall become effective upon personal service or three (3) business days after the date of mailing by first class or certified mail and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

IN WITNESS WHEREOF, the Agencies have executed this Agreement as of the day and year first above written.

**Snohomish County Fire Protection
District No. 4**

Snohomish Regional Fire and Rescue

By: _____
Don Waller, Fire Chief
DATE: _____

By: _____
Kevin O'Brien Fire Chief
DATE: _____

EXHIBIT "A" FACILITY USE RULES AND POLICIES

Purpose:

To provide a guideline that establishes rules of operation for the Fire District #4 Training Facility and unattached perimeter props to ensure safe and effective training operations for all approved users.

Guidelines:

1. Authorization:

- 1.1. All internal training sessions at the Training Tower must be pre-approved by the On-duty Battalion Chief.
- 1.2. All external training requests shall be in written format (email is acceptable) and shall be received by the Administrative Secretary for the District no less than three (3) weeks prior to the requested date of use.
 - 1.2.1. The request shall include the type of training; i.e., hose evolutions, search and rescue, firefighter survival, ground ladders.
 - 1.2.2. A description of the tower props that will be included in the training; i.e., ventilation props, outside stairwell, residential portion, standpipe and interior stairwell, forcible entry props.
 - 1.2.3. The amount of time and or number of days the site will be utilized.
 - 1.2.4. Any additional training equipment that is being requested, i.e., cones, manikins, ground ladders, hose, appliances, etc.
 - 1.2.5. Anticipated consumable usage. This will typically be for smoke machine fluid, ventilation prop or forcible entry materials and Class A live fire burning materials.
 - 1.2.6. Accurate post drill consumable usage shall be reported to the On Duty Chief Officer via a Consumable Report upon completion of the drill session(s).
 - 1.2.7. All requests shall be forwarded to the District Safety Officer to ensure that all applicable safety laws and regulations are complied with.
 - 1.2.8. The District will notify requesting Agency of approval or denial within five business days of receipt of request.
- 1.3. Use of the Training site is not guaranteed until approved and posted on the District Facility Use Calendar.

2. General Rules:

- 2.1. The training ground is a professional work environment and all activities will be conducted in a safe and professional manner. Water-fights, horseplay, running, and any other unsafe conduct will not be allowed.
 - 2.2. Tobacco, Alcohol, and or Drug use (IN ANY FORM) are not allowed on site. NO EXCEPTIONS
 - 2.3. Any non-compliance with the department policies and procedures may result in the termination of the drill scenario and may lead to disciplinary action.
 - 2.4. All appropriate personal protective equipment shall be worn.
 - 2.5. All personnel rules of conduct apply on the training grounds.
 - 2.6. All non- Fire District 4 and SFRFR personnel must sign a liability wavier form prior to their participation on the drill ground.
3. Drill Ground and Facility Rules:
- 3.1. Apparatus speeds for driving drill will be kept to the maximum needed to adequately perform drills.
 - 3.2. NO building, prop or site appliance or equipment shall be used unless an individual recognized and trained as a Prop Manager is on site during the drill.
 - 3.3. Drills will not be conducted during freezing conditions.
 - 3.4. A Safety Officer will be assigned for all Multiple Company Drills (MCO). For single crew/apparatus training the Company Officer shall be recognized as the Safety Officer.
 - 3.5. Safety and Company Officers will monitor temperature conditions for drills held during inclement temperatures, hot or cold, and will appropriately monitor personnel for their physical reaction during those drills.
 - 3.6. All accidents and/or injuries, damage to the facility, apparatus or equipment, or broken or malfunctioning equipment, shall be immediately reported to the ON-Duty Battalion Chief for District 4 and SFRFR.
 - 3.7. Post Drill cleanup shall be appropriate to the drill ground used, and closure of the facility will comply with Shutdown Procedures as posted for the site.
 - 3.8. Instructors/User shall complete a Training Plan, to include at the minimum an ICS Form 201, 202 and 203 for all MED to HIGH Risk and MED to HIGH Impact Training. This will be submitted with the Training Request and may be negotiated with the District pertaining to details of the planned event.
 - 3.9. Fire Hydrant use on site is allowed under the tenants of this policy. Fire Hydrants outside the site shall not be used for training purposes without the approval of the On-Duty

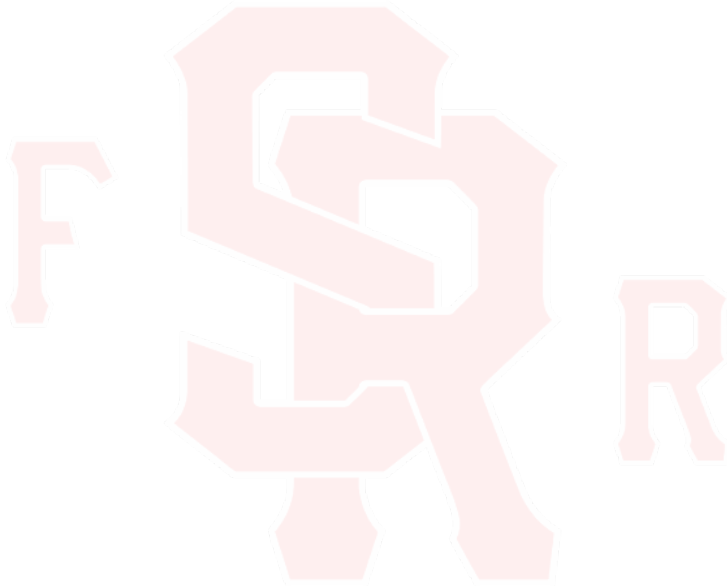
Battalion Chief and may incur expense on behalf of the User as a consumable resource.

The on-duty Battalion Chief shall be contacted at Station 43, (360) 568 – 2141 for all issues at any time.



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:	Shop 4/10 Holiday time adjustment MOU		
Executive member responsible for guiding the initiative:	DC Ron Rasmussen		
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 		
	<p>The shop has moved to a 4/10 work schedule per article 4.1 of their Employment agreement. The request was made by the shop employees to move to a 4/10 schedule. The move will benefit the district during the construction of the shop addition by spreading staffing out over the week during construction. The MOU will adjust the Holidays in 5.4 from 9 hours to 10 hours to represent a day's work in the new schedule. The MOU also replaces the Vacation table in Article 6 to represent hours per year and not days per year. The MOU does not increase vacation hours. The MOU was worked on in collaboration with the shop staff and drafted and reviewed by legal counsel.</p>		
Financial Impact:	Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ Long-term annual amount(s): \$ Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	Risk if approved: None. Risk if not approved: None.		

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 type="checkbox"/> Yes <input type="checkbox"/> No	
Commissioner Sub-Committee Approval	
Initiative presented to commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>	
For Fire Chief Approval:	
<input type="checkbox"/> RAB document complete <input type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board 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.



MEMORANDUM OF UNDERSTANDING

by and between the
Snohomish Regional Fire and Rescue
and
Snohomish Regional Fire and Rescue Shop Personnel
as it applies to the **10-Hour Shift Assignments**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by and between the SNOHOMISH REGIONAL FIRE AND RESCUE (the "District") and Snohomish Regional Fire and Rescue Shop Personnel (the "Shop") (collectively, the "Parties") are parties to an Employment agreement expires December 31, 2025 (the "Agreement"); and

WHEREAS, to facilitate the assignment of Shop employees to four (4) 10-hour days as provided in Section 4.1 of the CBA, the parties agree to the revisions to the Agreement provided herein.

NOW, THEREFORE, in consideration of these premises and the promises contained herein, and intending to be legally bound, the Parties agree as follows:

1. **Holidays.** Section 5.4 of the Agreement shall be deleted and replaced with the following:
 - 5.4 Each Holiday shall count as a regularly scheduled day worked for compensation purpose (not to exceed 10 hours).
2. **Vacation Accrual.** Section 6.1 of the Agreement shall be deleted and replaced with the following:
 - 6.1 Employees shall receive vacation benefits as follows:

Months of Service	Hours Per Year
0-36	80
37-84	120
85-132	160
133-144	168
145-156	176
157-168	184



169-180	192
181+	200

3. **Vacation Cap.** Section 6.3 of the Agreement shall be deleted and replaced with the following:

6.3 All vacation time accrued to the benefit of the employee shall be used each year on or before December 31 , except that 120 hours of vacation time may be accrued and carried over into the next year. Said carry-over may be taken as time off in conjunction with regular vacation leave upon approval and scheduling with the Fire Chief, or designee.

DATED this ____ day of _____, 2024.

SNOHOMISH REGIONAL FIRE AND RESCUE

Troy Elmore, Board Chairman

SNOHOMISH REGIONAL FIRE AND RESCUE SHOP PERSONNEL

Micheal Camerer

David Jonker

Daniel Kindig

Cameron Main

Shawn Seltz

Jack Sharpe

John Thomas

Ben Towers

EMPLOYMENT AGREEMENT

BETWEEN

**SNOHOMISH REGIONAL FIRE
AND RESCUE**

AND

**SNOHOMISH REGIONAL FIRE
AND RESCUE
SHOP PERSONNEL**

January 1, 2023 – December 31, 2025

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Article 1 Agreement

- 1.1 The articles contained herein constitute an agreement between Snohomish Regional Fire and Rescue, (hereinafter referred to as the "Employer" and Snohomish Regional Fire and Rescue Shop Personnel, (hereinafter referred to as "Employee" or "Employees"), governing wages, hours and working conditions of employment.

Article 2 Employee Evaluation

- 2.1 Improvement of employee performance is one of the major purposes of employee evaluation. It is the belief of Snohomish Regional Fire and Rescue that employee performance can be improved through a comprehensive program of employee appraisal.
- 2.2 All new employees shall be provided a written evaluation of their performance within the first ninety (90) days of employment. Thereafter, every employee shall be evaluated at least once annually, in writing. The evaluation cycle shall be based on the employee's hire date.
- 2.3 Employees, based on their work performance, may receive a written evaluation at any time during the year. Each annual evaluation will concern an employee's work performance focusing on strengths and weaknesses, or areas where improvement is needed. Work deficiencies may result in the development of a work improvement plan. Work performance that is judged to be less than satisfactory or below departmental standards may be cause for termination.
- 2.4 The annual evaluation shall be given to the employee in a confidential conference. Upon completion of the evaluation conference the supervisor and the employee shall sign and date the evaluation form. The signature of the employee indicates the employee has seen the evaluation and does not indicate the employee necessarily agrees with the content. The content of the evaluation is not subject to grievance.
- 2.5 The employee shall have the right to attach a written statement of explanation to the annual evaluation which shall be attached to the evaluation, provided such written attachment is given to the supervisor for attachment within ten (10) days of the evaluation conference.
- 2.6 A copy of the written evaluation shall be placed in the employee's personnel file and a copy shall be given to the employee.
- 2.7 All days referred to in this section shall mean calendar days.



Article 3 Salary Schedule

- 3.1 The Salary for 2023 shall be as identified in the attached Appendix A.1.
- 3.1.1 The rates of pay set forth in Section A.1 shall be adjusted annually, January 1st, based upon 100% Seattle-Tacoma-Bellevue Index, Urban Wage Earners and Clerical Workers (CPI-W), June of the previous year to June of the current year with a minimum of 1% and a maximum of 5.5%.
- 3.2 Movement on the salary schedule shall be within the established time parameters and subject to a positive and successful completion of the Employee Development Review (EDR). Any items on the EDR marked as improvement needed or unsatisfactory may, upon recommendation of the supervisor or the Assistant Fire Chief to the Fire Chief, shall be cause to hold the employee in the same salary step for one or more years.
- 3.3 In the event an employee works in a higher classification on a temporary basis than that to which he/she is regularly assigned, the employee shall be paid a stipend of 7% of the top step Fire Service Mechanic while serving in the higher classification.
- 3.4 The District shall match each Employee's contribution up to four percent (4%) of the Employee's base salary toward the Employee's Deferred Compensation Plan. The District shall make this contribution directly to the Employee's Plan.

Article 4 Hours of Work, Work Week and Work Shift

- 4.1 The workweek shall consist of forty (40) hours exclusive of mealtime. The work hours shall be flexible and arranged with the Fire Chief, or designee, according to the needs of the employer, as determined solely by the Fire Chief or his/her designee. The flexible work hours shall include various alternate workdays, workweeks, and work shift schedules for employees within the designated workweek. Unless otherwise arranged with any particular employee, the workweek shall be defined as 00:00 a.m. Monday to 24:00 p.m. Sunday.
- 4.2 Any time an employee's regularly assigned work week, work hours or work shift is changed, the employee shall be given seven (7) days' notice of the change, unless an emergency is determined, by the Fire Chief or designee, that the change must occur in less than the seven days noted above.
- 4.3 All work performed in excess of forty (40) hours within the designated workweek shall constitute overtime and shall be paid at one and one-half times the employee's hourly rate of pay (to be paid in fifteen [15] minute increments). Overtime shall not be paid for work performed on Saturday or Sunday if these days are a part of the employee's regular forty (40) hour workweek.
- 4.4 Compensation time may be utilized in lieu of overtime upon the request of the employee, and upon prior approval of the supervisor. Compensation time shall be

earned at the rate of one and one-half times the hours worked. A maximum of twenty-four (24) hours compensation time may be carried on the books at any time. When accrued compensation time exceeds twenty-four (24) hours, the employee must use the time or be compensated for the time, at the employee's request, within the next forty-five (45) days, so the accrued compensation drops below the maximum of twenty-four (24) hours.

- 4.5 Employees must receive prior approval/authorization from the Fire Chief, or designee for any and all overtime work. Once approval of overtime has been attained, actual hours worked shall be recorded on the employee's daily timecard. Failure to obtain prior authorization for any and all overtime may result in progressive discipline.

Article 5 Holidays

- 5.1 The Employee shall receive the following paid Holidays as recognized by Snohomish County:

- New Year's Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day
- Floating Holiday
- Memorial Day
- President's Day
- Martin Luther King's Day

- 5.2 Scheduling of the floating Holiday shall be taken subject to approval of the Fire Chief or designee.

- 5.3 In the event a holiday falls on Saturday or Sunday, the Friday preceding or the Monday following, as the case may be, shall be designated as the holiday.

- 5.4 Each Holiday shall count as an regularly scheduled day worked for compensation purposes (not to exceed 9 hours).

- 5.5 All floating holiday time accrued to the benefit of the employee shall be used each year on or before December 31.

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

Requests and approval for unpaid holidays shall be in accordance with Article 6, and coordinated so as not to disrupt the necessary business of the District. Requests shall be submitted at least two (2) business days in advance. Disruption of necessary business is a bonafide basis to deny the holiday request.

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

Article 6 Vacation

6.1 Employee shall receive vacation benefits as follows:

Years of Service	Days Per Year
0-3	10
4-7	15
8-11	20
12	21
13	22
14	23
15	24
16+	25

The figures above are based on an 8 hour day.

- 6.2 Scheduling of vacation shall be subject to approval by the Fire Chief, or designee.
- 6.3 All vacation time accrued to the benefit of the employee shall be used each year on or before December 31, except that 15 days (120 hours) of vacation time may be accrued and carried over into the next year. Said carry-over may be taken as time off in conjunction with regular vacation leave upon approval and scheduling with the Fire Chief, or designee.
- 6.4 Upon retirement or separation, any accrued vacation leave shall be cashed out at the rate of one (1) hour's pay for each one (1) hours of accrued vacation. The rate of pay shall be at the rate the employee was earning at the time of retirement or separation.

Article 7 Sick Leave

- 7.1 The employee shall accrue sick leave at the rate of 10 hours for each full calendar month of employment. Sick leave may not be used in advance of its accumulation.
- 7.2 Where advance notice can be given, employee must give such notice to the Employer of intent to use sick leave or the Employee will not receive pay for those hours not worked. Where advance notice cannot be given, notice shall be given as soon as feasible so that payroll adjustments may be made in a timely manner.

- 7.3 Sick leave may be used for the following purposes: personal injury or illness of the employee, forced quarantine of the employee, care and supervision of Employee's dependent child under the age of eighteen, care of Employee's spouse, and Employee's medical and dental appointments. Where three (3) days of sick leave are used in a period of five (5) consecutive working days, the employee shall provide to the Employer, when requested, a doctor's certification as to the limitations of the Employee, which necessitated the absence from work. After five (5) sick leave occurrences in the previous twelve (12) month period, the member may be counseled, and at the discretion of the Fire Chief, or designee, proof of medical treatment may be required for any future illness.
- 7.4 The Employer shall establish a Sick Leave Buy-Back and Cash-Out Program according to the following requirements:
- 7.4.1 The maximum amount of sick leave that an employee may carry is one thousand four hundred forty (1440) hours. Sick leave hours earned in excess of one thousand four hundred forty (1,440) hours may be cashed out or paid out to the employee's VEBA account at a rate of fifty percent (50%) of the affected employee's hourly rate. Such payment will be made on time at the end of each calendar year.
 - 7.4.2 Upon retirement in the PERS system, any accrued sick leave shall be eligible for sick leave cash out. The retirement cash out shall be paid at the rate of one (1) hour's pay for each two (2) hours of accrued sick leave to the maximum of 1440 hours of sick leave. The rate of pay shall be at the rate the employee was earning at the time of retirement.
 - 7.4.3 If an Employee resigns and provides at least sixty (60) calendar days' notice to the Employer, and if the employee is in "good standing" at the time of the resignation, the employee may select to cash-out all accrued sick leave at the rate of one (1) hours pay, at their current rate of pay, for each two (2) hours of sick leave on the employee's account balance.
 - 7.4.4 If an employee resigns from and does not provide at least sixty (60) calendar days' notice to the Employer, or if the employee is not in "good standing" at the time of their resignation, the employee shall be allowed to cash out their accrued sick leave at the rate of one (1) hours pay, at their current rate of pay, for each four (4) hours of sick leave on the employee's account balance.
 - 7.4.5 The Fire Chief, or designee, shall determine the "standing" of an employee at the time of their resignation, as described in sections 7.4.3 and 7.4.4 above.
 - 7.4.6 Upon termination, an employee shall not be eligible for any sick leave

cash-out.

Article 8 Bereavement Leave

8.1 Upon notification, and with Employer approval, Employees shall be granted bereavement leave with pay in the event of death in the immediate family of the employee. The maximum leave allowed shall be three (3) shifts. Should additional time be requested and approved by the Employer, the Employee may draw against accumulated sick leave. The term "immediate family" shall include: Spouse and children of the Employee or spouse, mother, father, stepmother, stepfather, brother or sister of the Employee or spouse, grandparents and grandchildren including step brothers and sisters of employee or spouse any relative living in the immediate household of Employee.

Article 9 Tool and Boot Allowance

9.1 The Employer shall provide the employee with a tool allowance in the amount of \$750 per eligible employee the following calendar year.

9.1.1 Employees must submit actual receipts to the Fire Chief or designee for reimbursement. The allowance is limited to the purchase of tools. Receipts submitted for items other than tools will be rejected. Only tools purchased within the calendar will be considered for reimbursement. Mechanics may receive preauthorization from the shop operations manager for tool purchase reimbursement over multiple years at the sole discretion of the Employer.

9.2 The Employer shall reimburse each employee up to \$540.00 for work boots during the contract period.

Article 10 Insurance Benefits

10.1 The Employer agrees to provide a Major Medical Plan to include Vision and Dental care throughout the life of this contract. The District will pay 100% of the employee's and dependent coverage in the plan. The Union and District shall have the right to reopen this section, 7.1, and its subsections, during the contract period, provided that sufficient advanced notice is given to the District so as to allow opting out of the current plan for the succeeding contract year or years should the parties agree to that in bargaining.

10.2 The cost savings between the Employer's previous plan and the current plan is so substantial, the Employer agrees to return cost savings to the members in the following manner.

- 10.2.1 Each single member of this bargaining unit shall have a monthly contribution to their VEBA account of \$250.00 (up to a maximum of \$3000.00 per calendar year).
- 10.2.2 Each member of this bargaining unit with dependent(s) shall have monthly contribution to their VEBA account of \$500.00 (up to a maximum of \$6000.00 per calendar year).
- 10.3 If there are any significant political or monetary changes that affect this plan, both parties agree to negotiate this issue.

Article 11 Retirement

- 11.1 Each eligible employee shall be enrolled in the Public Employees Retirement System (PERS).

Article 12 Separation

- 12.1 When an employee resigns or is dismissed, this constitutes separation from service. To resign in good standing, the employee must give at least sixty (60) days written notice, unless the Employer waives the requirement of written notice.

Article 13 Suspension or Dismissal

- 13.1 The Employer may summarily suspend or dismiss an Employee on written notice delivered to the Employee for any reasons of substantial impairment of job performance or of circumstances adverse to public and/or departmental trust, including but not limited to the following:

- Neglect of duty
- Incompetence
- Conviction of a crime involving moral turpitude
- Physical or mental incapacity
- Insubordination
- Malfeasance
- Gross Misconduct
- Willful violation of policy, procedures or regulations
- Conflict of interest
- Not meeting job performance standards

- 13.2 Depending upon severity, the Employer may also choose to suspend an employee without pay for any cause set forth herein. The Employer shall notify the Employee in person and in writing of such suspension. Such notice shall include a written statement of specified charges and the length of the suspension.

Article 14 Reduction in Force

- 14.1 If the Employer determines that it is unable to continue an Employee's position due to the lack of financial resources or the position is eliminated or consolidated, the Employer agrees to give the Employee at least sixty (60) days written notice of termination. The decision of the Employer is final and not subject to grievance.

Article 15 Grievance Procedure

- 15.1 The purpose of this procedure is to provide a method of resolving any grievances. All days referenced in this article shall mean "calendar days."
- 15.2 A grievance is defined as a dispute involving the interpretation or application of the specific terms of this agreement. Prior to submitting a grievance in writing to the Fire Chief, the employee shall first meet with their immediate supervisor in an attempt to resolve the potential grievance. This meeting must be within the timelines referred to in Article 14.3 below.
- 15.3 The Employee, within fourteen (14) calendar days from the date such grievance occurred, or reasonably should have been discovered, may bring said grievance to the attention of the Fire Chief.
- 15.4 The Fire Chief shall seek to resolve the alleged grievance within seven (7) calendar days. Should the Fire Chief fail to resolve the alleged grievance within seven (7) calendar days, then the matter shall be referred to Snohomish Regional Fire and Rescue as the legal employer.
- 15.5 The Employee shall be entitled to a hearing with the Snohomish Regional Fire Commissioners at the next regular meeting of the Board, following reasonable notice to the Employee of such meeting. If the grievance is not settled to the Employee's satisfaction by the Board, within five (5) calendar days following the Board meeting, the Employee may, within ten (10) calendar days following the Board's decision, submit in writing to the Board a request for arbitration.
- 15.6 The Employee shall be entitled to choose one arbitrator of his or her choice and the Snohomish Regional Fire and Rescue Board shall be entitled to choose one arbitrator of its choice. The two arbitrators selected by the parties shall themselves select the third arbitrator. Selection of the arbitrators shall be completed within sixty (60) calendar days of the filing of the request for arbitration by the Employee.
- 15.7 The arbitrators shall convene, review the record, and if in their opinion they wish to do so, conduct a hearing in which evidence may be presented and issue their written decision within thirty (30) calendar days following the selection of the arbitration panel. The arbitration panel's decision shall be final and binding on both the Employer and the Employee. The arbitrators shall not have the authority to exceed the provisions of this contract.

- 15.8 The arbitrators cannot make a decision ordering either party to take action that is contrary to law.
- 15.9 The Employee and Employer shall each pay any compensation and expenses relating to its own witnesses or representatives.
- 15.10 The arbitrators shall specify in the award which of the parties shall pay for costs of arbitration, including the compensation of the arbitrators and their expenses, on the basis that the party more substantially ruled against by the arbitrators should be the party to pay for the arbitration.
- 15.11 Failure by the Employee to comply with the decision of the arbitration panel shall be grounds for immediate dismissal from employment.
- 15.12 The total cost of a stenographic record, or recording, if requested, will be paid by the party requesting it. If the other party also requests a copy, both parties will pay one-half (1/2) of the stenographic costs or recording costs.
- 15.13 The validity, interpretation and execution of this contract and the performance of and rights accruing under this contract are all to be governed by the laws of the State of Washington. Should any party file an action concerning any of the terms of this contract, venue shall be in the Snohomish County Superior Court, State of Washington.

Article 16 Savings Clause

- 16.1 If any provision of this agreement should be held invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by such tribunal, the remainder of this agreement shall not be affected thereby, and the parties shall immediately commence negotiations for the purpose of arriving at a mutually satisfactory replacement of such provision.

Article 17 Certification Compensation and CDL Renewals/Testing

- 17.1 The certifications covered by this plan are limited to Automotive Service Excellence (ASE) and/or Emergency Vehicle Certification Commission (EVT).
- 17.2 It is agreed that the following certifications will be considered the minimum level of certification for the Mechanic 1, Mechanic 2, and Apprentice Mechanics.
- 17.3 Minimum Certification Level:

ASE Tests

A-4	Automobile Steering and Suspension
A-5	Brakes
A-6 or T-6	Electrical/Electronic Systems



T-4 Truck Brakes
T-5 Truck Steering and Suspension

EVT Tests

E-0 Inspections, Maintenance and Testing of Ambulance
F-1 Inspections, Maintenance and Testing of Fire Apparatus

- 17.4 Employees who do not meet the minimum level of certification at time of initial employment or at the commencement of this agreement will be given twenty four (24) months to achieve the minimum level of certification. If after 24 months the employee is still not certified to the minimum level as outlined in this agreement, the employee will be held at the current salary step for a period of One (1) year. If after the one year salary freeze the employee has still failed to become certified to the minimum level, the employee is subject to discipline up to and including termination.
- 17.5 Employees who achieve the minimum certification level but fail to maintain the minimum certification level will be given a chance to recertify for a period of one (1) year. If after the first full year or two (2) attempts at recertifying the employee has not successfully passed the recertification test(s), the employee will be reduced one step in pay for a period of one (1) year. If after the year of reduced pay or an additional two (2) recertification attempts the employee is not successful in recertifying, the employee is subject to discipline up to and including termination.
- 17.6 Once the employee has achieved the minimum level of certification, The Employer will compensate the employee for each ASE and/or EVT test successfully passed as follows;
- 17.7 Individual Certifications (ASE, EVT) = \$ 15.00 per test per month
EVT Master Level Certifications listed below = \$ 150.00 per master per month
Fire Apparatus Technician
Ambulance Technician
- 17.8 The Employer will continue to reimburse the Employee for the costs associated with the tests provided the employee provides a receipt and proof of successful completion.
- 17.9 The employee is responsible for providing in writing to The Employer all certification status information including initial certification dates and types as well as recertification information and any lapse in certifications. Certification compensation adjustments will be made quarterly (January 1, April 1, July 1 and October 1) Failure to report certification changes will result in disciplinary action and/or loss of benefit.
- 17.10 All certifications shall be approved by the Chief or designee prior to being compensated per this agreement.
- 17.11 Employees shall be allowed to obtain work-related CDL physicals, CDL License

renewals and perform CDL random drug testing on duty.

Article 18 Duration

18.1 Employment terms outlined in this agreement shall be in effect from January 1, 2023 to December 31, 2025. Provided, however, that either party may reopen this Agreement for the purpose of negotiating Article 3 in the second year of the Agreement by serving written notice of a desire to reopen no later than October 3 of the preceding year. If prior to December 31, 2025 the parties have not entered into a new contract, but are in the process of negotiations, then this agreement shall continue on the same terms and conditions until a new agreement has been negotiated.

18.2 This Agreement shall terminate as to any Employee who is separated from employment due to discharge, resignation or retirement.

Article 19 Entire Agreement

19.1 The provisions of this Agreement and the personnel policies of the Employer represent the entire agreement among the parties hereto. No past practice or other unwritten policies or practices shall be deemed to govern the relationship between the parties. In the event of a conflict between the personnel policies of the Employer and this Agreement, this Agreement shall control.

Article 20 Effect: Amendments

20.1 This agreement shall be deemed to be a separate agreement between the Employer and each employee who signs this Agreement. This Agreement may be modified by mutual agreement of the District and all Employees.

20.2 Any person offered employment for the Snohomish Regional Fire and Rescue Shop shall be entitled to become a signatory to this Agreement. A newly hired shop employee who wishes to become a signatory to this Agreement shall execute the Agreement and return a copy to the District on or before the first day of employment. The Agreement will become binding upon such employee upon execution.

The undersigned do hereby approve and agree to the terms of this agreement.

Dated this 22nd day of December 2022.

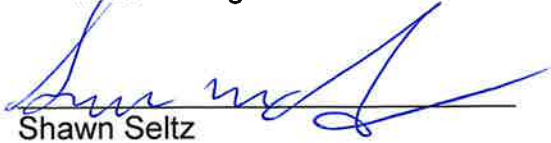
Board of Fire Commissioners
Snohomish Regional Fire and Rescue



Troy Elmore, Chairman



Shop Personnel
Snohomish Regional Fire and Rescue


Shawn Seltz

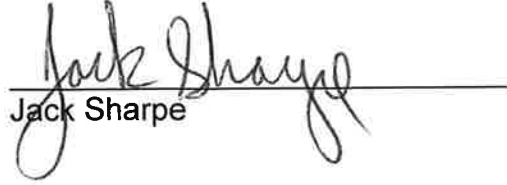

Michael Camerer


Daniel Kindig


Ben Towers


John Thomas


David Jonker


Jack Sharpe



APPENDIX "A"

A.1 The annual rates of pay for employees covered by this Agreement shall be as follows for 2023 (1.0% fixed wage increase and the 9.5%-CPI-W, Seattle-Tacoma-Bellevue COLA for a total of 10.5%):

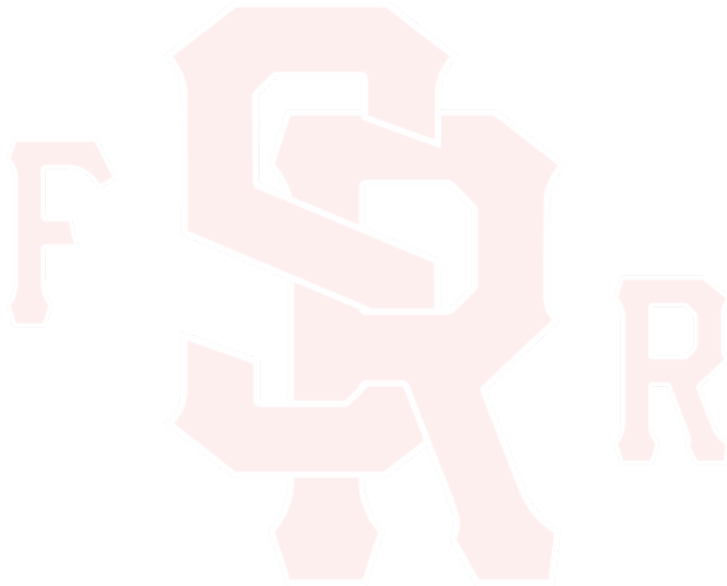
Classification		Step A	Step B	Step C	Step D	Step E	Step F
	Top Step	75%	80%	85%	90%	95%	100%
Shop Operations Manager	114%	\$ 93,265	\$ 99,483	\$ 105,701	\$ 111,918	\$ 118,136	\$ 124,354
Lead Fire Service Mechanic	107%	\$ 87,539	\$ 93,374	\$ 99,210	\$ 105,046	\$ 110,882	\$ 116,718
Fire Service Mechanic	100%	\$ 81,812	\$ 87,266	\$ 92,720	\$ 98,174	\$ 103,628	\$ 109,082
Fire Service Apprentice	95%	\$ 69,540	\$ 73,631	\$ 77,721			

All Salary calculations shall be done by rounding of numbers to the nearest whole dollar. (Example \$40,332.55 = \$40,333.00 and \$40,332.45 = \$40,332.00)



NEW BUSINESS

DISCUSSION





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

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

Initiative Name:	Compensation Study		
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>Compensation philosophy and structure for SRFR's executive group is scheduled and budgeted for review in 2024. SRFR is reviewing an option to seek consulting support to complete a compensation review of the Fire Chief, Assistant Fire Chief, Deputy Fire Chief, Business Administrator, Chief Financial Officer, and Human Resources Director positions.</p> <p>The consulting support would provide a broad range of services outlined in the attached proposal to include salary and benefits research, market study, and review of pay equity. The project would take approximately three months to complete and would cost \$12,000.</p> <p>Compensation Connections is a Seattle-area consulting firm founded in 2014 and has served hundreds of non-profit, for-profit and public sector organizations ranging in size from ten employees to 10,000 employees. Some of the jurisdictions served include: Puget Sound Regional Fire Authority, Snohomish County 911, South King Fire & Rescue, City of Edmonds, City of Lake Stevens and others.</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 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): \$ 12,000 Initial amount: \$ 12,000 Long-term annual amount(s): \$ 0</p> <p>Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Line Item: 001.502.522.10.41.01</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: The study is budgeted so there is no risk</p> <p>Risk if not approved: Delay of completion of study until 2025</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.

Compensation Consulting Proposal Snohomish Regional Fire & Rescue April 23, 2024



A. Background

Snohomish Regional Fire & Rescue (SRFR) provides fire suppression and emergency medical services through highly-trained personnel and state-of-the-art rescue programs. SRFR serves more than 175,000 residents in Lake Stevens, Monroe, Maltby, Clearview, and unincorporated southeast Snohomish County, which covers over 140 square miles. The organization responds to an average of 17,000 emergency calls per year.

SRFR is seeking consulting support to complete a compensation review of its executive team, which includes Fire Chief, Assistant Chief, Deputy Chief, Business Administrator, Chief Financial Officer, and Human Resources Director.

Compensation Connections would be delighted to work with Snohomish Regional Fire & Rescue. We understand the study deliverables to include:

1. Salary and benefits research of comparable positions in appropriate organizations.
2. Suggested market-based pay range for each position.
3. Recommendation for pay placement of the incumbents.

B. Approach

We will follow these steps for the market study:

Step 1: Identify Competitive Market / Comparators:

Working with the Business Administrator and the Finance Committee, we will discuss the organization's compensation philosophy, and identify potential data sources including published surveys and comparator agencies (these may be located in Washington and across the US). Dimensions used to determine organizations for comparison may include operating budget, organization headcount, services, and call volume.

Step 2: Incumbent Interviews:

We will interview incumbents (depending on their availability) to ensure our understanding of the purpose of each position, the essential functions, the connections between the positions, what makes the position different from similar roles at other organizations, and other relevant information for each position.

Step 3: Market Data and Analysis:

We will research market data for the six positions at the identified comparators and in published surveys. Then we will compile and analyze the market data and compare it to the current salaries and benefits for the incumbents. In addition, we will develop a market-based pay range for each position and suggest pay placement for the incumbent based on experience, job performance, and other factors critical to SRFR.

Step 4: Recommendations and Presentations:

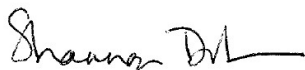
We will prepare a report of findings with sufficient detail to document our research and the basis for our recommendations. We will present the draft report to the Finance Committee. We may revise the report based on their feedback, then present the final report again. If desired, we can also present the report to the Board of Commissioners.

C. Timeline and Budget

The study will take approximately three months to complete and we understand SRFR may be able to begin the project in mid/late May or early June. The budget for the study is \$12,000, which will be invoiced 50% upon project kick-off and 50% at project completion.

Thank you for providing us with this opportunity to present our proposal. Please reach out if you have any questions or would like additional information.

Best regards,



Shannon Drohman, MS, CCP, SHRM-SCP
Principal, Compensation Connections
shannon@compensationconnections.com
O: 206-946-8056



Nancy Kasmar, MS, CCP, SPHR, SHRM-SCP
Principal, Compensation Connections
nancyk@compensationconnections.com
O: 206-946-8056, C: 425-591-4539

Acknowledged and Agreed:

Authorized
Representative: _____

Date: _____

Signature: _____

Organization: Snohomish Regional Fire & Rescue

About Compensation Connections

Compensation Connections is a Seattle-area consulting firm advising organizations in matters related to total rewards. The firm was founded by Shannon Drohman and Nancy Kasmar in 2014.

Over the past several years, the Compensation Connections team has worked with hundreds of non-profit, for-profit, and public sector organizations ranging in size from ten employees to more than 10,000 staff members. We've assisted with the design or update of compensation programs, market studies, pay equity analysis, job analysis, job descriptions, FLSA assessment, performance management systems, budget impact analysis, and implementation.

We have worked with several public safety agencies including:

- I-Comm 911 – executive team
- Kitsap 911 – executive team and staff
- Puget Sound Regional Fire Authority – staff
- Snohomish County 911 – executive team and staff
- South King Fire & Rescue – executive team and staff
- South Sound 911 – executive team and staff (staff study is in progress)
- Valley Communications 911 – executive team and staff (study is in progress)

In addition, we have worked with many cities and counties including:

- City of Edmonds
- City of Fife
- City of Fircrest
- City of Lacey
- City of Lake Stevens
- City of Seattle
- City of Tacoma
- City and County of Denver
- Skagit County
- Kitsap County
- Yakima County

Shannon Drohman is a Principal of the firm. She has 20+ years of experience in compensation and human resources, including designing compensation and classification programs, conducting custom surveys, creating internal value systems, and performing pay equity analysis. Industries include public sector, education, non-profit, manufacturing, technology, health care, and professional services. Credentials include an MS/HR, SHRM-SCP and CM/HR certifications and Certified Compensation Professional (CCP) designation.

Nancy Kasmar is a Principal of Compensation Connections. She has over 25 years of management experience in addition to 10 years in human resources and total rewards. She has worked with hundreds of organizations throughout North America as a compensation consultant. Nancy holds a Senior Professional in Human Resources (SPHR) designation with an additional certification as a Certified Compensation Professional (CCP). She is also certified as a SHRM-SCP.

www.compensationconnections.com

STANDARD TERMS AND CONDITIONS

1. **Services.** Compensation Connections LLC will provide the professional services and deliverables described in the attached Statement of Work (SOW).
2. **Organization Personnel.** Compensation Connections LLC will be responsible for the performance of its personnel, including its employees, agents and subcontractors (collectively, "Personnel") under this Agreement.
3. **Dues, Fees, Expenses and Invoices and Taxes**
 - 3.1. **Dues and Fees.** Client is subject to, and agrees to abide by, the Compensation Connections LLC Rates in effect as of the effective day of this Agreement. Client will compensate Compensation Connections LLC for services rendered in the above Statement of Work.
 - 3.2. **Expenses.** Client will reimburse Compensation Connections LLC for expenses that Compensation Connections LLC reasonably incurs in connection with the Services defined in Section 1.
 - 3.3. **Invoices.** Fees and Expenses. Unless otherwise set forth in an applicable Statement of Work (SOW), Client will pay Compensation Connections LLC all undisputed amounts within 30 days after receipt of Compensation Connections LLC invoice. Client is responsible for all applicable taxes, duties or other charges, including sales or use taxes, imposed by any federal, state or local governmental entity on Services and Deliverables provided by Compensation Connections LLC under this Agreement. If Compensation Connections LLC is obligated by applicable law or regulation to collect and remit any taxes relating to the Services, then Compensation Connections LLC will add the appropriate amount to Client's invoices as a separate line item.
4. **Term**
 - 4.1. **Term.** The term of this Agreement will begin on the Effective Date and will continue for the duration of work for Client by Compensation Connections LLC.
 - 4.2. **Termination.** Client may terminate this Agreement in whole or in part, on thirty (30) days' prior written notice. If Client terminates the Agreement pursuant to this Section, Client will be responsible for any portion of the compensation owed to Compensation Connections LLC for any Services, or Expenses provided through the termination date.
5. **Ownership and Copyright of Materials**
 - 5.1. **Written Materials.** Written materials as used within this Agreement shall mean all written materials created by or for Client and delivered or communicated to Client by or on behalf of Compensation Connections LLC, including but not limited to all drafts and final revisions, electronic copies, derivative works, and all correspondence and written communication incident thereto.
 - 5.2. **Electronic Materials.** Electronic materials as used within this Agreement and pursuant to any Statement of Work (SOW) shall mean all electronic materials created by or for Client and delivered or communicated to Client by or on behalf of Compensation Connections LLC, including but not limited to all drafts and final revisions, electronic copies, video components, audio components, DVD or CD versions, derivative works, and all correspondence and written communication incidental thereto.
 - 5.3. **Copyrights.** Compensation Connections LLC retains ownership of all copyrights in the written and electronic materials designed for or delivered to Client and any copies thereof.
 - 5.4. **Trade Secrets.** The written and electronic materials, any information relating to the use of the same, and any methodologies embodied therein are confidential trade secrets and remain the exclusive property of Compensation Connections LLC
 - 5.5. **Videotaping, Audio Taping, Photographing of Personnel.** The videotaping, audio taping or photographing of Compensation Connections LLC Personnel by any means is strictly prohibited unless prior written or e-mail authorization is granted by Compensation Connections LLC.
6. **Non-Disclosure**
 - 6.1. The undersigned acknowledges that the Client has furnished to Compensation Connections certain proprietary data ("Confidential Information") relating to the business affairs and operations of the Client for use by Compensation Connections as part its work on behalf of the Client.
 - 6.2. It is acknowledged by Compensation Connections that the information provided by the Client is confidential; therefore, Compensation Connections agrees not to disclose it and not to disclose

that any discussions or contracts with the Client have occurred or are intended, other than as provided for in the following paragraph.

- 6.3. It is acknowledged by the Parties that the information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by the disclosing party, except as provided in this agreement, may cause serious harm or damage to the other party, and its owners and officers. Therefore, Compensation Connections agrees that Compensation Connections will not use the information furnished for any purpose other than as stated above, and agrees that Compensation Connections will not either directly or indirectly by agent, employee, or representative, disclose this information, either in whole or in part, to any third party; provided, however that (a) information furnished may be disclosed only to those directors, officers and employees of Compensation Connections and to Compensation Connections' advisors or their representatives who need such information for the purpose of evaluating any possible transaction (it being understood that those directors, officers, employees, advisors and representatives shall be informed by Compensation Connections of the confidential nature of such information and shall be directed by Compensation Connections to treat such information confidentially), and (b) any disclosure of information may be made to which the Client consents in writing.
7. **Independent Contractor Relationship.** Compensation Connections LLC is and shall be an independent contractor and shall have the sole right to supervise, manage, operate, control, and direct the performance of the details incident to its agents or subcontractor's duties hereunder. IN NO EVENT SHALL COMPENSATION CONNECTIONS LLC AND/OR ITS SUBSIDIARY OR SUBSIDIARIES, BE OBLIGATED OR HELD LIABLE TO CLIENT ORGANIZATION OR ITS PARTICIPANTS FOR ANY DAMAGES DUE TO THE PERFORMANCE OR NON-PERFORMANCE OF THE SERVICE, PRODUCT OR PROGRAM, AND FOR ANY OTHER REASON RELATED TO THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO LOST PROFITS, DELAYS, SUITS BY THIRD PARTIES, CONSEQUENTIAL OR INCIDENTAL DAMAGES.
8. **Governing Law.** This Agreement is governed by the laws of the State of Washington, excluding its conflicts of law rules. Exclusive venue for any action hereunder will lie in the state and federal courts located in Snohomish County, Washington and both parties hereby submit to the jurisdiction of such courts. The prevailing party in any action hereunder will be entitled to its' reasonable attorney's fees and costs.
9. **Entire Agreement/Amendments.** This Agreement, including all exhibits that are incorporated herein by reference, contains the entire agreement of the parties regarding the subject matter described herein. The provisions of this Agreement may not be amended except by an agreement in writing signed by authorized representatives of both parties referencing this Agreement and stating their intention to amend this Agreement.
10. **Severability.** If any provision of this Agreement is invalid or unenforceable in any jurisdiction, the other provisions herein will remain in full force and effect in such jurisdiction and will be liberally construed to effectuate the purpose and intent of this Agreement.
11. **Successor and Assigns.** Compensation Connections LLC may assign, directly or indirectly, all or part of its rights or obligations under this Agreement with the advance written consent of the Client. This agreement benefits and binds the parties and their successors and assigns.
12. **Waiver.** The failure of Compensation Connections LLC or Client to enforce at any time any provision of this Agreement shall not be construed as a waiver thereof.

EXECUTIVE SUMMARY

2023 Executive Director Compensation Study

Prepared for South Sound 911

Executive Summary

2023 Executive Director Compensation Study

Introduction

South Sound 911 requested that Compensation Connections complete a compensation market study for the Executive Director position. The purpose of the study is to ensure the incumbent is paid competitively in South Sound 911's labor market and is paid within a reasonable market range for the scope of the position. This report reflects this purpose for the South Sound 911's Executive Director position.

Background

The agency operates a regional 911 center in Pierce County which answers over one million emergency and non-emergency calls annually. In 2019, South Sound 911 became a Public Development Authority (PDA) and currently supports 19 law enforcement and 19 fire/EMS agencies. South Sound 911's mission is to provide a modern, unified emergency communication and response system to protect and serve our communities and partner agencies.

The following dimensions of South Sound 911 were used in the compensation analysis:

1. Call volume of approximately 1 million
2. Population served of approximately 900 thousand
3. Revenue of about \$60.6 million
4. Approximately 250 employees
5. The Executive Director reports to the Board of Directors

Purpose

The purpose of this analysis is to gather external Executive Director compensation data and extrapolate what a reasonable pay range would be for this position. The analysis will not provide an exact market data *point per se*, but a *range of pay* that would be considered reasonable given the data available and the assumptions outlined above.

Market Data Sources

When researching competitive compensation for the Executive Director, we utilized multiple market data sources including published surveys and targeted research of comparable organizations.

The first published data source of market data was CompAnalyst by Salary.com. CompAnalyst is an online survey platform aggregating market data from hundreds of national and regional published salary surveys with over 4,000 job titles and levels. The scope cuts of data used in the analysis represent the government sector and a general/all-industry scope in the Tacoma area, with a revenue/operating budget between \$50 and \$200 million.

The second published data source is the Economic Research Institute (ERI) Salary Assessor. This online survey includes compensation data for over 1,000 middle and senior management benchmark jobs. The data can be scoped by revenue or headcount to a targeted geographic area using the North American Industry Classification System (NAICS) code. The scope of data representing organizations in the Tacoma area with a NAICS code of 921100 and a budget size of \$61.0 million was used in the analysis. This NAICS code is specific to organizations that are governmental organizations.

Compensation Connections conducted a comprehensive search for comparable organizations. The comparable research focused first on Washington and California communication centers and regional fire districts and then moved out to other states in the western region. The parameters for this research were call volume for communications centers above 500,000 and fire authorities' incidents reported above 20,000. The following organizations are included in the analysis:

- **Community Safety and Communications Center** – *Seattle, King County, WA*
- **Los Angeles Communications Center** – *Los Angeles County, CA*
- **Monterey Emergency Communications 911** – *Monterey County, CA*
- **Orange County Fire Authority** – *Orange County, CA*
- **Puget Sound Regional Fire Authority** – *King County, WA*
- **Renton Regional Fire Authority** – *King County, WA*
- **San Diego County Fire Protection** – *San Diego, CA*
- **Santa Cruz Regional 911** – *Santa Cruz, CA*
- **Snohomish 911** – *Snohomish County, WA*
- **Spokane Regional Emergency Communications** – *Spokane County, WA*
- **Valley Communication Center** – *King County, WA*
- **Washington County Consolidated Communications Agency** – *Washington County, OR*

The research focused on organizations where the leader operationally reported to a board. The Community Safety and Communications Center of Seattle is an exception to the reporting structure but was included as a local competitor.

Published Survey Data

The following table displays the data collected from the published survey sources. The bolded Base Pay 50th percentile data is the primary data point used for developing a reasonable range of pay.

Published Survey Data - Executive Director								
Survey Title	Survey Scope	Title	Base Pay 25th %tile	Base Pay 50th %tile	Base Pay 75th %tile	Total Comp 25th %tile	Total Comp 50th %tile	Total Comp 75th %tile
CompAnalyst - 3Q 2023	CompAnalyst - 3Q 2023 CompAnalyst (2023) - Tacoma, WA (Metro) - All Industries - \$50M - \$200M Revenues (\$ USD)	Top Contact Center Executive	\$218,505	\$261,032	\$302,230	\$265,351	\$323,825	\$410,762
CompAnalyst - 3Q 2024	CompAnalyst - 3Q 2023 CompAnalyst (2023) - Tacoma, WA (Metro) - Government - \$50M - \$200M Revenues (\$ USD)	Chief Operating Officer	\$225,703	\$289,715	\$375,544	\$288,940	\$407,661	\$595,267
ERI - 3Q	ERI - 3Q 2023 ERI Executive (2023) - Tacoma, Washington - Government Support Services - eSIC: 9100, NAICS: 921100, usSEC: 9721 - \$61,900,000	Executive Director CEO	\$212,085	\$290,060	\$391,251	\$303,655	\$415,387	\$560,261

The salary survey data was aged 4.0% per year from the survey effective date to September 1, 2023. Aging data to a single point in time assures a common point of comparison for the market data and is best practice when conducting a compensation review.

Comparable Organizations

The following table displays the data collected from comparable 911 communications centers and fire authorities. The base pay data is the primary data point used for developing a reasonable range of pay. Because comparable organizations vary in their components, we include the per capita as a reference point. The median per capita base pay is \$0.32 for 911 communication centers.

Comparable 911 Communication - Executive Director					
Organization	Call Volume	Population Served	Title	Base	Base Pay Per Capita
Community Safety and Communications Center	900,000	725,487	Director	\$218,850	\$0.30
Los Angeles Communications Center	2,700,000	9,750,000	Captain/Commander Communications Center	\$207,908	\$0.02
Monterey Emergency Communications 911	715,838	437,325	Director of Emergency Communication	\$175,928	\$0.40
Santa Cruz Regional 911	527,155	330,000	General Manager	\$173,779	\$0.53
Snohomish 911	720,301	800,000	Executive Director	\$240,815	\$0.30
Spokane Regional Emergency Communications	585,645	549,690	Executive Director	\$186,489	\$0.34
Valley Communication Center	741,320	508,445	Executive Director	\$217,643	\$0.43
Washington County Consolidated Communications Agency	555,000	609,235	Agency Director	\$160,943	\$0.26

The following table displays the data collected from comparable Regional Fire Districts. The median per capita base pay is \$1.38 for comparable fire authorities.

Comparable Fire - Executive Director					
Organization	Incidents	Population Served	Title	Base	Base Pay Per Capita
Orange County Fire Authority	175,457	1,910,233	Fire Chief	\$312,216	\$0.16
Puget Sound Regional Fire Authority	33,232	260,000	Fire Chief	\$241,133	\$0.93
Renton Regional Fire Authority	23,377	135,504	Fire Chief	\$216,216	\$1.60
San Diego County Fire Authority	22,000	44,747	Fire Chief	\$188,973	\$4.22

Overall Findings

The current base salary for the South Sound 911's Executive Director is \$255,118. The tables below show the incumbent's pay in relation to the comparable organizations and published survey market data. The tables on the left are ordered by salary.

The population served can impact the executive compensation for emergency service organizations; therefore, the tables on the right are ordered by base pay per capita, sorted from lowest to highest. The median per capita base pay for communication centers and fire authorities combined is \$0.37.

Executive Director	
Source Ordered by Salary Lowest to Highest Comparables - 911 Communication	
Washington County Consolidated Communications Agency	\$160,943
Santa Cruz Regional 911	\$173,779
Monterey Emergency Communications 911	\$175,928
Spokane Regional Emergency Communications	\$186,489
Los Angeles Communications Center	\$207,908
Valley Communication Center	\$217,643
Community Safety and Communications Center	\$218,850
Snohomish 911	\$240,815
South Sound 911	\$255,118

Source Ordered by Salary Lowest to Highest Comparables - Fire	
San Diego County Fire Protection	\$188,973
Renton Regional Fire Authority	\$216,216
South Sound 911	\$255,118
Puget Sound Regional Fire Authority	\$305,275
Orange County Fire Authority	\$312,216

Source Ordered by Salary Lowest to Highest Published Surveys	
South Sound 911	\$255,118
CompAnalyst - 3Q 2023 - Top Contact Center Executive	\$261,032
CompAnalyst - 3Q 2024 - Chief Operating Officer	\$276,546
ERI - 3Q - Executive Director CEO	\$301,663

Executive Director by Per Capita		Base Pay Per Capita
Source Ordered by Per Capita Lowest to Highest Comparables - 911 Communication		
Los Angeles Communications Center	\$207,908	\$0.02
Washington County Consolidated Communications Agency	\$160,943	\$0.26
South Sound 911	\$255,118	\$0.28
Snohomish 911	\$240,815	\$0.30
Community Safety and Communications Center	\$218,850	\$0.30
Spokane Regional Emergency Communications	\$186,489	\$0.34
Monterey Emergency Communications 911	\$175,928	\$0.40
Valley Communication Center	\$217,643	\$0.43
Santa Cruz Regional 911	\$173,779	\$0.53

Source Ordered by Per Capita Lowest to Highest Comparables - Fire		Base Pay Per Capita
Orange County Fire Authority	\$312,216	
South Sound 911	\$255,118	\$0.28
Puget Sound Regional Fire Authority	\$305,275	\$1.17
Renton Regional Fire Authority	\$216,216	\$1.60
San Diego County Fire Protection	\$188,973	\$4.21

Overall Findings – Continued

The average pay in communications centers for an Executive director is \$197,794. The average of the fire authority comparable data is \$255,670. The average of the published survey data is \$280,269. The median per capita rate for the comparable emergency services organizations is \$0.37, and the incumbent's pay at this per capita rate would be \$343,226. Using only the communications center's per capita rate (\$0.32), the incumbent's pay would be \$296,653. The overall average for these data points is \$257,597.

Executive Director Pay/Market Summary	
Average Comparable Data - 911 Communication Centers	\$197,794
Average Comparable Data - Fire Authorities	\$255,670
Average of Published Survey Data (50th %tile)	\$280,269
Average Per Capita Salary Calculation- 911 Centers	\$296,653
Average of All Data	\$257,597
South Sound 911 Executive Director	\$255,118

South Sound 911 Executive Director's salary is higher than the comparable data for communications centers and slightly below the average regional fire authorities compensation. However, South Sound 911 Center has a higher call volume, service population, and employee count than most comparable organizations. The Executive Director's salary is below the published survey data, where the operating budget was used to scope the matches.

The median per capita rate for the comparable emergency services organizations is \$0.37, and the incumbent's pay at this per capita rate would be \$343,226. Using only the communications center's per capita rate (\$0.32), the incumbent's pay would be \$296,653.

Reasonable Range of Base Pay


Several factors can be considered when looking at reasonable pay for an executive at any organization. There is the organization's financial size, the overall complexity, the industry, and the general business operations. Finally, there is the "market." The market represents the "going rate" of a position in other organizations of comparable size and type. A reasonable level of compensation typically is represented by a range of pay that would make sense based on all the relevant factors.

A range of pay (below) was developed with the midpoint of the range anchored in the market data at the 50th percentile. For South Sound 911, the proposed Executive Director range midpoint is \$257,597.

South Sound 911 - Executive Director

Base Pay Range 50th %tile				
Minimum	25th	Midpoint	75th	Maximum
198,151	227,874	257,597	287,319	317,042

The proposed range for the Executive Director is \$198,151 to \$317,042.


 Incumbent Pay \$255,118
 Compa-ratio 0.99

The incumbent's pay is slightly below the midpoint of the market range. Pay between the minimum and 25th percentile is appropriate for incumbents new/developing in a role. Base pay at the 50th (compa-ratio .90-1.00) of a range would be appropriate for an incumbent with about 5 years' tenure in a position or relevant prior experience. A comp-ratio of 1.15 to 1.20 is appropriate for an incumbent with 10-15 years of experience.

The incumbent has been in the current role for over three years and has significant prior experience at a manager and executive director level.

According to WorldatWork's latest Salary Budget Planning Survey, organizations are budgeting an average increase of 4.0% in 2024. This is lower than actual increases in 2023 (4.4%) but still higher than in 2022 and prior years. The government sector appears on par with these national projections. The following chart illustrates a 4% pay increase for the incumbent.

Title	Base Pay Analysis						
	Current Base Pay	Current Compa-Ratio	Market Driven Range			Example Increase	Example Compa-ratio
			Minimum	Midpoint	Maximum		
Executive Director	\$255,118	0.99	198,151	257,597	317,042	4.0%	1.03

End Note

Paying employees at a level consistent with their experience and performance has been mentioned several times. Below is a matrix detailing one method for determining the compa-ratio for years of relevant experience.

Compa-ratio Matrix	
Years of Experience*	Compa-ratio
0-2 years	0.75 to 0.88
3-5 years	0.90 to 1.00
6-10 years	1.00 to 1.10
11-15 years	1.10 to 1.20
16-20 years	1.20 to 1.24
21+ years	1.24 (top of range)

* Directly related job experience.

Other factors to consider:
- Job performance
- Potential
- Value to the organization

Experience of the Consulting Firm

The following is background information on our firm. Compensation Connections LLC is a total rewards consulting organization founded in 2014.

Kathy Marek conducted this compensation study. She is a Certified Compensation Professional with over 25 years of human resources and compensation work experience in many industry sectors.

We certify that Compensation Connections LLC is an independent consulting firm. We provide compensation and benefits reviews and studies, including regularly performing executive total compensation studies for taxable and tax-exempt organizations. We have utilized relevant and comparable survey data. We have documented the data and information that forms the basis for our analysis covering the Executive Director.

In addition, our firm and consultant are qualified to provide total compensation studies and opinions of the type presented in this narrative. We affirm that neither the client nor any of its directors or officers influenced, restrained, or otherwise impacted our project procedures or analysis in preparing this report.

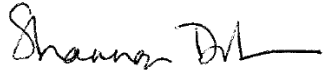
We are not a law firm and cannot practice law; therefore, our report does not contain any legal advice. Our opinion is only related to the reasonableness and comparability of the compensation of the executive positions.

Conclusion Regarding Compensation Plan

The current compensation plan represents a fair market value for the services to be provided by the Executive Director and is, in our opinion, a reasonable compensation plan. The recommendations related to increases to base pay are designed to increase the market competitiveness of the cash compensation elements of the incumbents' total compensation package.

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

Thank you,



Shannon Drohman, MS, CCP, SPHR, SHRM-SCP
Principal, Compensation Connections



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:	Proposed Amendments to the Sno911 Interlocal Agreement		
Executive member responsible for guiding the initiative:	AC Lundquist		
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 		
	Attached are proposed amendment changes to the Snohomish County 911 (SNO911) Interlocal Agreement (ILA). The SNO911 Board has reviewed a draft of the changes and are requesting your approval by May 31, 2024. The type of amendments being made require every SNO911 Principal Member to approve through their legislative body, unless this authority has been delegated within your individual jurisdiction.		
Financial Impact:	Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ Long-term annual amount(s): \$ Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	Risk if approved: Risk if not approved:		

Legal Review:	
<input checked="" type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <input type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <input checked="" type="checkbox"/> N/A	
Presented to, and Approved by, Senior Staff	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Commissioner Sub-Committee Approval	
Initiative presented to commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input checked="" 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.



ACTION REQUESTED for Proposed Amendments to the SNO911 Interlocal Agreement

Date: April 29, 2024
To: Principals of Snohomish County 911
From: Terry Peterson, Deputy Director/Board Secretary
RE: Legislative Action Requested – Updated Interlocal Agreement

Enclosed are proposed amendments to the Snohomish County 911 (SNO911) Interlocal Agreement (ILA). The SNO911 Board has reviewed a draft of the changes and are requesting your approval by May 31, 2024. The type of amendments being made require every SNO911 Principal Member to approve through their legislative body.

The recommended changes are focused in **Exhibit A – Process for Selecting Governing Board Members and Alternates**. The existing ILA divides the 10 Police Agency Board Seats by simple population. The SNO911 Board is recommending this be modified to more closely follow the assessment formula, by dividing the Police Board Seats by pro rata share of the Admin/Technology Cost Center; which is essentially a reflection of the core components of the SNO911 Assessment Formula. The Assessment Formula allocates costs by formulaically using 54% on Calls For Service (Activity), 23% on jurisdiction population, and 23% jurisdiction assessed value. The SNO911 Board believes this change is a better representation of members size, usage, and participation on the Agency.

The second recommend change is the elimination of the single non-voting board seat. This was designed to provide a non-voting board seat for single-service providers (an agency who provides only fire or police, but not both) or an associate member (an agency who contracts both police and fire services to another provider(s)). The experience since SNO911 went into live operations in 2017 is that this seat has only been filled approximately half of the time and often the representative does not actively participate. All members are welcome to attend and participate in any SNO911 Board Meeting or Committee without this additional designation.

Finally, there are two additional non-substantive additional changes, [Exhibit A, Step 3, viii]: more closely aligns with how caucus voting has been managed post-pandemic where caucusing has been done remotely. [Exhibit B]: Eliminates the term “Wireless Technology” which is no longer a department at SNO911 and is fully merged within the Technology department.

A copy of the updated ILA, with red-lined revisions, is attached to this memo.

Action is requested by your legislative body to approve the changes by May 31, 2024.

If you would like to provide comment to the Board we welcome your participation. This item is on

the agenda for discussion at the Regular Board Meeting May 16, 2024 at 0830 via the Zoom link below. The SNO911 Board Meets Monthly on the third-Thursday of the month at 0830. Meeting notice and details are posted on our website at www.sno911.org.

<https://us02web.zoom.us/j/86000466014?pwd=YWxBbE9HMIJuT2ZXMmtYVU8rSnBkUT09>

If your agency has any comments or questions regarding the proposed amendments, you can reach me at tpeterson@sno911.org or (425) 615-0714.

Informational Timeline:

- April 18th: SNO911 Board approves ILA changes for consideration by all principal legislative bodies and notice is sent electronically.
- May 16th: Principal Member Agencies have opportunity to discuss at regular SNO911 Board Meeting. Principals may attend in person or email inquiries to SNO911 Secretary.
- May 31st: Principals deadline for Approval/Rejection of changes
- June 20th: SNO911 Board to consider ratification of ILA changes

**AMENDED AND RESTATED
SNOHOMISH COUNTY REGIONAL PUBLIC SAFETY
COMMUNICATIONS AGENCY
INTERLOCAL AGREEMENT**

**REVISED AUGUST 2, 2018; SEPTEMBER 19, 2019; NOVEMBER 21, 2019;
AUGUST 20, 2020; APRIL 21, 2022, XXX XX, 2024**

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AMENDED AND RESTATED SNOHOMISH COUNTY REGIONAL PUBLIC
SAFETY COMMUNICATIONS AGENCY INTERLOCAL AGREEMENT

THIS AMENDED AND RESTATED SNOHOMISH COUNTY REGIONAL PUBLIC SAFETY COMMUNICATIONS AGENCY INTERLOCAL AGREEMENT (this “Agreement”), incorporating all exhibits hereto, is authorized by the parties to the Snohomish County Regional Public Safety Communications Agency Interlocal Agreement effective as of ~~April 21, 2022~~June 20, 2024.

RECITALS

WHEREAS, pursuant to chapters 24.03 and 24.06 of the Revised Code of Washington (“RCW”), the Snohomish County Regional Public Safety Communications Agency Interlocal Agreement, deemed adopted and effective as of January 1, 2018, including the exhibits thereto (the “Original Agreement”), and the Articles of Incorporation Due to Consolidation filed on October 18, 2017 (the “Articles of Consolidation”), the governing boards of the Southwest Snohomish County Public Safety Communication Agency, a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.03 RCW as expressly authorized by RCW 39.34.030(3)(b) (“SNOCOM”), and the Snohomish County Police Staff and Auxiliary Services Center, a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.06 RCW as expressly authorized by RCW 39.34.030(3)(b) (“SNOPAC”), voted to consolidate SNOCOM and SNOPAC into a new single corporation under chapter 24.06 RCW known as the “Snohomish County Regional Public Safety Communications Agency” (“Snohomish County 911”); and

WHEREAS, the governing boards of Snohomish County 911 and the Snohomish County Emergency Radio System, a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.06 RCW as expressly authorized by RCW 39.34.030(3)(b) (“SERS”), voted to merge SERS into Snohomish County 911 effective January 1, 2019; and

WHEREAS, Snohomish County 911 provides emergency communication services on behalf of its member agencies throughout Snohomish County; and

WHEREAS, the Original Agreement was amended on August 2, 2018; September 19, 2019; November 21, 2019; ~~and~~ August 20, 2020; and April 21, 2022;

WHEREAS, by this Amended and Restated Agreement effective as of the date stated above, the Governing Board of Snohomish County 911 desires to create procedural

efficiencies and remove historical provisions that are no longer applicable from this Agreement;

WHEREAS, this Agreement is authorized by the Interlocal Cooperation Act (chapter 39.34 RCW) and the Nonprofit Miscellaneous and Mutual Corporations Act (chapter 24.06 RCW);

NOW THEREFORE, in consideration of the promises and agreements contained in this Agreement and subject to the terms and conditions set forth herein, it is mutually understood and agreed by the parties as follows:

SECTION 1. CREATION OF SNOHOMISH COUNTY 911; MERGER.

a. Creation of Snohomish County 911. Pursuant to Resolution No. 2017-02 adopted by the SNOCOM Board of Directors on October 12, 2017 and Resolution No. 2017-02 adopted by the SNOPAC Board of Directors on October 12, 2017, at least two-thirds of each Board voted in favor of consolidating SNOCOM and SNOPAC as described in the Original Agreement and approved a plan of consolidation (the “Plan of Consolidation”) as required by chapters 24.03 and 24.06 RCW. Subsequent to such approval, representatives of SNOCOM and SNOPAC executed the Articles of Consolidation and filed such Articles with the Secretary of State. As permitted by RCW 23.95.210, the effective date for the consolidation was January 1, 2018 (the “Consolidation Effective Date”). As of the Consolidation Effective Date:

i. SNOCOM and SNOPAC became a single corporation to be known as “Snohomish County 911.” Snohomish County 911 was organized as a municipal instrumentality of its Principals pursuant to RCW 39.34.030 and as a nonprofit corporation under chapter 24.06 RCW as authorized by chapter 39.34 RCW.

ii. SNOCOM, SNOPAC and each party to the Original Agreement (listed in **Exhibit C** attached hereto) delegated to Snohomish County 911 the authority to provide emergency communication services as provided herein.

iii. The separate existence of SNOCOM and SNOPAC, except as formed as Snohomish County 911, ceased.

iv. As a result, Snohomish County 911 possesses all the rights, privileges, immunities, and franchises, of both a public and private nature, of each of SNOCOM and SNOPAC; and all property, real, personal and mixed, and all debts due on whatever account, and all other choses in action, and all and every other interest, of or belonging to or due to each of SNOCOM and SNOPAC, were

taken and deemed transferred to and vested in Snohomish County 911 without further act or deed; and title to any real estate, or any interest therein, vested in Snohomish County 911.

v. Snohomish County 911 is responsible and liable for all the liabilities and obligations of each of SNOCOM and SNOPAC, and any claim existing or action or proceeding pending by or against any of such corporations may be prosecuted as if such consolidation had not taken place, or Snohomish County 911 may be substituted in its place. Neither the rights of creditors nor any liens upon the property of SNOCOM or SNOPAC shall be impaired by such consolidation.

vi. Snohomish County 911, as successor to SNOCOM and SNOPAC, has all rights, privileges, interest, defenses and indemnity protections of all insurance providers for SNOCOM and SNOPAC, including past and current providers, that existed prior to consolidation.

b. Merger of SERS and Snohomish County 911. Pursuant to Resolution No. 18-01 adopted by the SERS Board of Directors on October 4, 2018 and Resolution No. 2018-17 adopted by the Snohomish County 911 Board of Directors on October 18, 2018, at least two-thirds of each Board voted in favor to merge SERS into Snohomish County 911 as described in this Agreement and approved a plan of merger (the “Plan of Merger”) as required by chapter 24.06 RCW. Subsequent to such approval, representatives of SERS and Snohomish County 911 executed the Articles of Merger and filed such Articles with the Secretary of State. As permitted by RCW 23.95.210, the effective date for the merger was January 1, 2019 (the “Merger Effective Date”). As of the Merger Effective Date:

i. SERS was merged into Snohomish County 911 as provided in the Articles of Merger.

ii. The separate existence of SERS ceased.

iii. Snohomish County 911 thereupon and thereafter possessed all the rights, privileges, immunities, and franchises, of both a public and private nature, of SERS; and all property, real, personal and mixed, and all debts due on whatever account, and all other choses in action, and all and every other interest, of or belonging to or due to SERS, were and shall be taken and deemed to be transferred to and vested in Snohomish County 911 without further act or deed; and the title to any real estate, or any interest therein, vested in Snohomish County 911 shall not revert or be in any way impaired by reason of such merger.

iv. Snohomish County 911 was and shall be responsible and liable for all the liabilities and obligations of SERS, and any claim existing or action or proceeding pending by or against any of such corporation may be prosecuted as if such merger had not taken place, or Snohomish County 911 may be substituted in its place. Neither the rights of creditors nor any liens upon the property of SERS shall be impaired by such merger.

v. Snohomish County 911, as successor to SERS, has all rights, privileges, interest, defenses and indemnity protections of all insurance providers for SERS, including past and current providers, that existed prior to merger.

vi. All amounts held in reserve funds held by SERS as of the Merger Effective Date were transferred to Snohomish County 911 to be placed in a Radio System reserve fund or funds at Snohomish County 911.

vii. The statements set forth in the Articles of Merger shall be deemed to be the articles of incorporation of Snohomish County 911, and shall amend and restate, in their entirety, the Articles of Consolidation.

viii. This Agreement shall govern the Snohomish County 911.

ix. Snohomish County 911 has and shall continue to have all the rights, privileges, immunities and powers and shall be subject to all the duties and liabilities of a nonprofit corporation organized under chapter 24.06 RCW.

SECTION 2. TERM OF AGREEMENT.

This Agreement shall carry forward the initial 6-year term provided for in the Original Agreement. The initial term of this Agreement, therefore, shall be from the Merger Effective Date through December 31, 2023 (the “Initial Term”). Thereafter, this Agreement shall be of infinite duration, subject to termination provisions contained herein. During the Initial Term no Principal may withdraw from this Agreement, provided that a Principal may convert or be converted to Subscriber status as provided in Sections 12 and 14, may annex to or join with another Principal as described in Section 6.q, or may upon action of the Governing Board be terminated from participation in this Agreement as provided in Section 12.

SECTION 3. DEFINITIONS.

Capitalized terms used in this Agreement shall have the following meanings:

a. Additional Services. “Additional Services” are optional services provided by Snohomish County 911 that assist Participating Agencies in the performance of their

emergency services duties but are outside the scope of Emergency Communications Services as defined in Section 4.a., for example and without limitation, managed mobile computer services. Additional Services may be offered to all Principals and Subscribers from time to time by separate contract. Terms of agreement for provision of Additional Services are to be negotiated between Snohomish County 911 and a Participating Agency and require Simple Majority Vote approval of the Governing Board. Fees for Additional Services are not part of the Assessment Formula and are not considered User Fees.

b. Agreement. “Agreement” means this Amended and Restated Snohomish County Regional Public Safety Communications Agency Interlocal Agreement, as it may hereafter be further amended or modified from time to time, together with all exhibits and appendices hereto, as they may hereafter be amended or modified.

c. Ancillary Services. “Ancillary Services” are services that are part of the overall array of Emergency Communications Services, and related to the core functioning of Emergency Communications Services, for example and without limitation, Police Records Services and school panic button monitoring. Ancillary Services are provided by Snohomish County 911 to all Principals and Subscribers and the costs of Ancillary Services are incorporated into User Fees and Assessments.

d. Articles of Consolidation. “Articles of Consolidation” mean the Articles of Incorporation Due to Consolidation of Snohomish County 911 as defined in Section 1.

e. Articles of Merger. “Articles of Merger” mean the Articles of Incorporation Due to Merger of Snohomish County 911 as defined in Section 1.

f. Assessments. “Assessments” mean the portion of User Fees charged to Principals for Emergency Communication Services in accordance with the Assessments formula as provided for in **Exhibit B**. Assessments are a subset of User Fees. Changes to the Assessment formula require Supermajority Approval of the Governing Board.

g. Associate Agency. “Associate Agency” is a unit of local government that has agreed to the terms of this Agreement from time to time who is not a Direct Provider and is not Directly Served by Snohomish County 911 but which receives police and/or fire/EMS services through a contract with a Principal or Subscriber of Snohomish County 911. Associate Agencies participate in the selection of a non-voting Governing Board Member as described in **Exhibit A**. A list of the Associate Agencies as of the Merger Effective Date is included in **Exhibit C**.

h. Consolidation Effective Date. “Consolidation Effective Date” means January 1, 2018.

i. Directly Served. “Directly Served” means Principals and Subscribers who receive Emergency Communication Services from Snohomish County 911 and pay User Fees to Snohomish County 911 in exchange for such services. A Principal or Subscriber may operate both fire/EMS service and police service but elect to have only one or the other service Directly Served by Snohomish County 911.

j. Direct Provider. “Direct Provider” means a Participating Agency that provides fire/EMS services and/or police services directly, rather than through contract with another agency.

k. EMS. “EMS” means Emergency Medical Services as described in RCW 84.52.069(5), as now or later amended, including the provision by the Participating Agencies of emergency medical care or emergency medical services, including related personnel costs, training for such personnel, and related equipment, supplies, vehicles and structures needed for the provision of emergency medical care or EMS.

l. Enhanced Police Records Services. “Enhanced Police Records Services” are services in addition to Police Records Services, and include computer searches and actions to enter, modify or delete computer police records associated with: misdemeanor warrants, orders of protection and other orders and directives; stolen property, vehicles, guns or missing persons; performing 20-minute warrant hit confirmations; and serving as the legal holder of records on behalf of a Police Agency for such records.

m. Executive Director. The “Executive Director” is the chief executive officer for Snohomish County 911 appointed by and serving at the pleasure of the Governing Board.

n. Emergency Communication Services. “Emergency Communication Services” mean those services described in Section 4.a.

o. Emergency Public Safety Radio System. The “Emergency Public Safety Radio System” or “Radio System” is the Snohomish County emergency radio system developed, owned and operated by SERS prior to the Merger Effective Date, including all additions, replacement and improvements thereto, and shall include the Emergency Radio System Replacement Project.

p. Emergency Public Radio System Replacement Project. The “Emergency Public Radio System Replacement Project” or “Radio System Replacement Project” is the project to (i) replace and upgrade the Radio System as it exists as of the Merger Effective Date, including all equipment, improvements and real and personal property necessary to accomplish such project, (ii) provide for an initial replacement of the existing subscriber

equipment for public safety agencies within Snohomish County, and (ii) replace the existing alpha-numeric paging system.

q. Fire Agency. A “Fire Agency” is a Principal that is a Direct Provider of fire and/or EMS services.

r. Fire/EMS Technical Advisory Committee. The “Fire/EMS Technical Advisory Committee” is the advisory board composed of Representatives from Principal and Subscriber fire and EMS departments or agencies as described in Section 7.

s. Governing Board. The “Governing Board” is the body described in Section 6 and shall be the governing body of Snohomish County 911.

t. Initial Term. “Initial Term” shall have the meaning set forth in Section 2 of this Agreement.

u. Merger Effective Date. The “Merger Effective Date” is January 1, 2019.

v. Member. A “Member” or “Governing Board Member” is the individual representing a Principal on the Governing Board, or his or her designated alternate.

w. Original Agreement. “Original Agreement” means the Snohomish County Regional Public Safety Communications Agency Interlocal Agreement, deemed adopted and effective as of January 1, 2018, including the exhibits thereto. The parties to the Original Agreement were Principals of Snohomish County 911 as of the Consolidation Effective Date and will continue to be Principals of Snohomish County 911 as of the Merger Effective Date. A list of the Principals as of the Merger Effective Date is included in **Exhibit C**.

x. Participating Agencies or Participants. “Participating Agencies” or “Participants” refer to Principals and all Subscribers, as they may be so constituted from time to time, and individually referred to as a “Participating Agency” or “Participant.”

y. Plan of Consolidation. “Plan of Consolidation” means the plan approved by SNOPAC and SNOCOM as required by chapters 24.03 and 24.06 RCW.

z. Plan of Merger. “Plan of Merger” means the plan approved by Snohomish County 911 and SERS as required by chapter 24.06 RCW.

aa. Police Agency. A “Police Agency” is a Principal that is a Direct Provider of policing services.

bb. Police Records Services. “Police Records Services” include performing computer searches and entries to locate and/or clear of public safety database records (WACIC/NCIC) including but not limited to stolen articles, stolen vehicles, stolen guns, missing persons and warrants, as well as entry and dissemination of State ACCESS system administrative messages.

cc. Police Technical Advisory Committee. The “Police Technical Advisory Committee” is the advisory board composed of Representatives from Principal and Subscriber police, sheriff or similar departments or agencies as described in Section 7.

dd. Principal. A “Principal” is a general purpose municipal corporation or government agency, a fire district, a Public Safety Interlocal Operation, a regional fire protection service authority created pursuant to chapter 52.26 RCW, or a State agency created under the laws of State, which is a Direct Provider of police services or fire/EMS services or both, and which is a party to the Original Agreement, has executed this Agreement, or has agreed in writing to the terms of this Agreement. The Principals of Snohomish County 911 as of the Merger Effective Date are listed in **Exhibit C**.

ee. Public Safety Interlocal Operation. “Public Safety Interlocal Operation” includes a joint operation of fire districts and cities for provision of public fire and EMS services entered into and operating pursuant to chapter 39.34 RCW, and may also include a public development authority created pursuant to RCW 35.21.730 et. seq. or a regional fire protection service authority created pursuant to chapter 52.26 RCW, or a nonprofit corporation created for the purpose of facilitating a joint operation between fire districts and cities pursuant to RCW 39.34.030(3).

ff. Radio System. “Radio System” means the Emergency Public Safety Radio System.

gg. Radio Unit. A “Radio Unit” is a mobile (vehicular), portable (handheld) or control station (desktop) radio which has been authorized and programmed to operate on the Emergency Public Safety Radio System.

hh. Representative. “Representative” refers to the individual representing a Principal or a Subscriber on the Police Technical Advisory Committee or Fire/EMS Technical Advisory Committee, or his or her designated alternate.

ii. SERS. “SERS” was the Snohomish County Emergency Radio System agency created pursuant to chapters 39.34 and 24.06 RCW and an interlocal agreement effective July 1, 1999, as thereafter amended.

jj. Simple-Majority Vote. A “Simple-Majority Vote” of the Governing Board means a majority of the votes of the Members present constituting a quorum and voting.

kk. Single-Service Principal. A “Single-Service Principal” is a Principal that is formed as a city or town under the laws of State that (1) directly provides either fire/EMS service or police service, but not both, and (2) receives the service it does not directly provide from a Principal or Subscriber.

ll. SNOCOM. “SNOCOM” was the Southwest Snohomish County Public Safety Communication Agency, formed pursuant to chapters 39.34 and 24.03 RCW.

mm. Snohomish County 911. “Snohomish County 911” refers to the intergovernmental agency formed as of the Consolidation Effective Date pursuant to chapters 39.34 and 24.06 RCW, the Original Agreement (as amended and restated by this Agreement) and the Articles of Consolidation.

nn. SNOPAC. “SNOPAC” was the Snohomish County Police Staff and Auxiliary Services Center formed pursuant to chapters 39.34 and 24.06 RCW.

oo. State. “State” means the state of Washington.

pp. Subscriber. A “Subscriber” is a public or private entity or agency that has agreed to pay Snohomish County 911 for Emergency Communication Services or other services as offered at a rate or rates according to such terms and conditions as may be established by Snohomish County 911 as evidenced by separate contract between Snohomish County 911 and such entity. A “Subscriber” may also be a Principal that is converted to Subscriber status as provided in Sections 12 and 14.

qq. Supermajority Vote. A “Supermajority Vote” means Governing Board approval of an item accomplished by securing affirmative votes of both: (1) not less than seventy percent (70%) of all Members of the Governing Board present constituting a quorum and voting, and (2) not less than one voting Governing Board Member representing a Principal Fire Agency or Agencies.

rr. Technical Advisory Committees. “Technical Advisory Committees” are the Police Technical Advisory Committee and the Fire/EMS Technical Advisory Committee established by Section 7.

ss. User Fees. “User Fees” are fees for service charged to Participating Agencies for all services for Emergency Communication Services provided by Snohomish County 911 whether provided to Principals or Subscribers. User Fees exclude fees for Additional Services and nominal annual membership fees charged to Associate Agencies.

User Fees charged to Subscribers may be approved by Simple Majority Vote of the Governing Board.

tt. 911 Calls. “911 Calls” are those calls received or dispatched via the statewide emergency communication network of telephone or via other communications means as described in chapter 38.52 RCW.

SECTION 4. SNOHOMISH COUNTY 911 SERVICES.

a. Snohomish County 911 has the responsibility and authority for providing Emergency Communication Services and all related incidental functions for communicating and dispatching services between the public and Participating Agencies in the furtherance of improved public safety and emergency response, including the following more specifically described services (collectively, “Emergency Communication Services”):

i. Receiving 911 Calls and non-emergency public safety calls for police, fire and medical services;

ii. Notifying, dispatching, directing, supporting and coordinating public safety personnel response, including dispatching emergency police, fire, medical and other special or supporting specialized emergency responses services and resources (for example and without limitation, SWAT response);

iii. Hosting, configuring, and administering public safety technology networks, systems and applications in support of the delivery of Emergency Communications Services;

iv. Updating, maintaining and managing radio communications systems (excluding, unless specifically approved by Governing Board, the Emergency Public Safety Radio System), computer systems, support files and resource materials necessary to accomplish the above;

v. Police Records Services;

vi. Establishing and updating from time to time standard protocols for communications to and from personnel in the field;

vii. Providing certain Ancillary Services; and

viii. Upon a Supermajority Vote of the Governing Board (which approval was received at the time of approval of this Agreement and shall become effective as of the Merger Effective Date), providing services previously provided

by SERS together with all necessary or advisable additional services and actions directly related to the Emergency Public Radio System.

b. Beginning January 1, 2022, Enhanced Police Records Services shall be provided as an Additional Service to former SNOCOM Police Agencies in recognition of those agencies' prior receipt of those services from SNOCOM prior to the Consolidation Effective Date.

c. Snohomish County 911 may also, when authorized by a Simple Majority Vote of the Governing Board, provide Additional Services. Additional Services will be offered by separate contract as optional services to Participating Agencies. Charges for Additional Services, if any, shall be accounted for separately and shall not be included in the calculation of User Fees.

SECTION 5. SNOHOMISH COUNTY 911 POWERS.

Snohomish County 911, through its Governing Board, shall have all powers allowed by law for interlocal agencies created under RCW 39.34.030 and chapter 24.06 RCW, as they now exist or may hereafter be amended, and as authorized, amended, or removed by the Governing Board, as provided for in this Agreement, and including but not limited to the following:

- a. Recommend action to the legislative bodies of the Participating Agencies;
- b. Review and approve budgets for Snohomish County 911;
- c. Establish policies for expenditures of budget items for Snohomish County 911;
- d. Review and adopt personnel policies for Snohomish County 911;
- e. Review and approve operating policies and procedures for Snohomish County 911, its programs and Emergency Communication Services provided pursuant to this Agreement;
- f. Establish a fund or special fund or funds as authorized by RCW 39.34.030 for the operation of the Snohomish County 911;
- g. Conduct regular and special meetings as may be designated by the Governing Board consistent with the State Open Public Meetings Act (chapter 42.30 RCW);

- h. Maintain and manage records in accordance with the State Public Records Act (chapter 42.56 RCW and chapter 40.14 RCW) and other applicable State applicable and federal records laws and regulations;
- i. Determine what services (including but not limited to Emergency Communication Services and Additional Services) shall be offered and under what terms they shall be offered;
- j. Retain, terminate, direct and supervise the Executive Director;
- k. Create committees to review and make recommendations for purposes and duties of committees;
- l. Approve strategic plans;
- m. Approve the addition of new Principals and Subscribers and the terms of their participation in Snohomish County 911 and receipt of Emergency Communication Services;
- n. Enter into agreements with or make purchases from third parties for goods, assets, property and/or services necessary to fully implement the purposes of this Agreement;
- o. Establish fees and charges for services provided to Participating Agencies;
- p. Direct and supervise the activities of any advisory board or committee established by the Governing Board;
- q. Enter into agreements with, and receive and distribute funds, from any federal, state or local agencies;
- r. To the extent permitted by law, accept loans or grants of funds from any federal, state, local or private agencies and receive and distribute such funds;
- s. Receive all funds allocated to Snohomish County 911 for services provided pursuant to this Agreement;
- t. Purchase, take, receive, lease, take by gift, or otherwise acquire, own, hold, construct, improve, use and otherwise deal in and with real or personal property, or any interest therein, in the name of Snohomish County 911;
- u. Sell, convey, lease, exchange, transfer, and otherwise dispose of all of its real and personal property and assets;

v. Sue and be sued, complain and defend, in all courts of competent jurisdiction in Snohomish County 911's name;

w. Make and alter bylaws for the administration and regulation of its affairs consistent with this Agreement;

x. Hold radio frequency licenses and software and other licenses to enable Snohomish County 911 to operate radio communications and dispatch systems to meet its public safety responsibilities;

y. Enter into contracts with Subscribers to provide Emergency Communication Services and Additional Services pursuant to this Agreement;

z. Any and all other acts necessary to further Snohomish County 911's goals and purposes; and

aa. Except as expressly provided above or in Section 13, Snohomish County 911 shall not have the power or authority to issue debt in its own name.

SECTION 6. GOVERNING BOARD: COMPOSITION AND OPERATION.

a. Composition. Snohomish County 911 shall be governed by a Governing Board composed of fifteen (15) voting members ~~and one (1) non-voting member.~~ Ten (10) of the Governing Board voting member seats shall be allocated to Police Agencies; and five (5) Governing Board voting member seats shall be allocated to Fire Agencies; ~~and one (1) non-voting member seat shall be allocated to an Associate Agency or a Single-Service Principal.~~ Governing Board Members and their alternates shall be selected in the manner described in **Exhibit A**.

b. Qualifications to Serve. A Governing Board Member, or his or her alternate must be duly selected in the manner described in **Exhibit A** and must be either: an elected official; chief administrative officer; chief law enforcement officer or fire chief from a Principal, or a person directly-reporting to the chief law enforcement officer or fire chief; or in the case of Snohomish County, the Snohomish County Executive or a person reporting directly to the Snohomish County Executive.

c. Terms of Office. Governing Board Members are elected every two (2) years by caucuses no later than the April Governing Board meeting of that year, as described further in **Exhibit A**. The terms of the newly elected Board Members commence with the first Governing Board meeting in May.

d. Election to Receive Service From Snohomish County 911; Impact on Governing Board Representation. Each Principal shall determine which of its respective

public service departments or operations will be Directly Served by Snohomish County 911. The initial election by each Principal as to which of their respective departments or operations will receive services from Snohomish County 911 will be recorded by the submittal by each Principal of a completed service election form. The service election form determines whether a Principal participates in a caucus to select either or both a Police Agency Governing Board Member or a Fire Agency Governing Board Member. Single Service Principals shall also participate in the caucus for the non-voting Governing Board Member. Each Principal shall promptly provide written notice to Snohomish County 911 of any changes in its services impacting its qualification as a Police Agency or Fire Agency.

e. Conditions for Serving on Governing Board. All Governing Board Members and their alternates shall serve without compensation from Snohomish County 911. However, Snohomish County 911 may pay for or reimburse Governing Board Members and alternates for reasonable out-of-pocket costs related to service on the Governing Board. Members may only serve for such time as they meet the qualification of a Governing Board Member for the Principals with which they served of the start date of their then current term on the Governing Board.

f. Alternates. Alternates shall be selected and shall serve in the absence of Governing Board Members in the manner described in **Exhibit A**. Alternates must meet the same qualifications as Governing Board Member.

g. Quorum. A simple majority of the voting Members (or their alternates) in number (excluding any Member that represents a Principal which been terminated by vote of the Governing Board, or which has given notice of withdrawal and is not permitted to vote per terms of Section 17.f) shall constitute a quorum of the Governing Board for purposes of doing business on any issue.

h. Voting. The Board shall strive to operate by consensus. All Board decisions on items not listed in Section 6.i require a Simple Majority Vote for approval. A Governing Board Member may not split his or her vote on an issue and there shall be no weighted voting. No voting by proxies or mail-in ballots is allowed. Voting by a designated alternate is not considered a vote by proxy. A Governing Board Member representing a Principal that has given notice of withdrawal or which has been terminated by vote of the Governing Board shall be authorized to cast votes at the Governing Board only on budget items to be implemented prior to the withdrawal or termination date.

i. Items Requiring Supermajority Vote for Approval. A Supermajority Vote of the Governing Board shall be required in order to approve the following items or actions:

- i. Amendment to the Principals' Assessment formula(s);

- ii. Approval of a budget that exceeds the prior approved budget by a percentage in excess of the most recently published Consumer Price Index – Urban for the Seattle/ Tacoma/Bremerton metropolitan area, June - June, calculated by the Federal Bureau of Labor Statistics, or its successor index, plus 4% (adjusted as necessary to accomplish the same annual cost increase limitation in the event Snohomish County 911 transitions to a biennial budget).
 - iii. A decision to acquire assets, equipment, real or personal property valued at over \$500,000;
 - iv. Admission of a new Principal (other than admission of an Associate Agency as a Principal, or a Principal created by the merger, consolidation or other process as described in Section 6.r);
 - v. Reinstatement of a Principal that has been converted to Subscriber;
 - vi. Appointing the Executive Director (a Simple Majority Vote is required for removal of the Executive Director);
 - vii. Expansion of the scope of services provided by Snohomish County 911 within the Scope of Section 4.a and 4.b;
 - viii. Adoption or amendment of any bylaws, or amendment of the Articles;
 - ix. Merger, consolidation, sale of all or substantially all assets of the Snohomish County 911 per Section 19;
 - x. Modification of this Agreement (except for those items requiring approval of all legislative bodies of the Principals per Section 18);
 - xi. Termination or dissolution of Snohomish County 911 per Section 20;
 - xii. Approval of debt pursuant to Section 13; and
 - xiii. Any other action requiring a two-thirds or sixty six-percent (66%) supermajority vote under chapter 24.06 RCW.
- j. Officers. The Governing Board shall have four officers, a President and Vice-President, Secretary and Treasurer, who will serve two (2) year terms, coterminous with Governing Board Member elections. It will be the function of the President to preside at the meetings of the Governing Board. The Vice-President shall assume this role in

absence of the President. Immediately following the election of Governing Board Members, at the first meeting of the Governing Board, the officers shall be elected by Simple Majority Vote of the Members. In the event of a vacancy in the President position, the Vice-President shall assume the President position for the balance of the term of the departed President. In the event of a vacancy in the Vice-President position, the Governing Board shall by Simple Majority Vote elect a new Vice-President to serve to the balance of the term of the departed Vice-President. Any officer appointed by the Governing Board may be immediately removed by Simple Majority Vote of the Governing Board, with or without cause, in which event the Governing Board shall promptly elect a new officer who shall serve for the remainder of the unexpired two-year term. The Governing Board may appoint persons to serve as Secretary and Treasurer of Snohomish County 911; provided, that such persons shall not be Members of the Governing Board. The duties of all officers shall be further described in the Snohomish County 911 Bylaws.

k. Staffing. The Executive Director shall assign agency staff to support the Governing Board as he or she deems appropriate.

l. Meetings. The Governing Board shall meet not less than four (4) times per year, at least once each calendar quarter, at a time and place designated by the President of the Governing Board or by a majority of its Members. Regular meetings shall be held pursuant to a schedule adopted by the Governing Board. Special meetings may be called by the President or a majority of Governing Board Members upon giving all other Members notice of such meeting in accordance with chapter 42.30 RCW (which, as of the date of this Agreement, requires written notice to be provided to each Member at least twenty-four (24) hours prior to the meeting). Notwithstanding the foregoing, the President or Members calling a special meeting will, in good faith, attempt to provide at least ten (10) days prior written notice of a special meeting, however, failure to do so will not invalidate any otherwise legal action taken at a meeting where the proper notice was provided in accordance with chapter 42.30 RCW. In an emergency, the Governing Board may dispense with written notice requirements for special meetings, but must, in good faith, implement best efforts to provide fair and reasonable notice to all Governing Board Members. Members of the Governing Board may participate in a meeting through the use of any means of communication by which all Members and members of the public participating in such meeting can hear each other during the meeting. Any Governing Board Members participating in a meeting by such means is deemed to be present in person at the meeting for all purposes including, but not limited to, establishing a quorum.

m. Bylaws. The Governing Board shall be authorized to establish bylaws that govern procedures of the Governing Board.

n. Parliamentary Authority. Robert's Revised Rules of Order shall govern any proceeding of the Governing Board to the extent not inconsistent with this Agreement or the bylaws adopted by the Governing Board.

o. Consultation with Technical Advisory Committees. It is the intent of this Agreement that the Governing Board shall seek the active participation and advice of Participating Agencies in the determination of Snohomish County 911 operating policies. The Technical Advisory Committees shall have the opportunity to provide reports at each regular Governing Board meeting. The Governing Board shall consider input from the Technical Advisory Committees in its deliberations.

p. Boundary Changes or Service Territory Changes. It is the responsibility of each Participating Agency to provide reasonable advance notice to Snohomish County 911 of any boundary changes, or service territory changes that may occur due to annexation, merger, or other reason, so that Snohomish County 911 may accurately dispatch calls, accurately track calls for service data and accurately assess User Fees; provided, however, until such time as Snohomish County 911 has sufficiently accurate data (such as an official population estimate from the State) by which to calculate User Fees for the Participating Agencies(s) involved, Snohomish County 911 shall continue to bill each Participating Agency on the basis of Snohomish County 911's most accurate data and the parties involved in the boundary or service territory change shall amongst themselves address any User Fee allocation issues.

q. Service Changes; Merger or Annexation of a Participating Agency; Formation of New Public Safety Interlocal Operation. It is the responsibility of each Participating Agency to provide reasonable advance notice to Snohomish County 911 of any boundary changes, or service territory changes that may occur due to annexation, merger, or other reason.

In the event a Participating Agency merges or annexes to a Principal or becomes a member agency of a Public Safety Interlocal Operation that is a Principal, the merged or annexed Participating Agency's rights and obligations under this Agreement shall be assumed in full by the Principal without further action by the Governing Board.

In the event that Participating Agencies, which meet the qualifications of this paragraph, join together to create a new Public Safety Interlocal Operation (for example and without limitation, creation of a new regional fire authority under chapter 52.26 RCW), and as a result of such formation the fire/EMS operation or police operation of such Participating Agencies are no longer Directly Served by Snohomish County 911, then after all of the necessary assignments and agreements are executed related to the creation of the Public Safety Interlocal Operation, the newly created Public Safety Interlocal Operation shall become a Principal and a party to this Agreement without further action of the Governing

Board. At such time the rights and obligations of the forming Participating Agencies shall be assumed by the Public Safety Interlocal Operation. Notwithstanding the foregoing, in order for the newly created Public Safety Interlocal Operation to become a Principal and a party to this Agreement without further action of the Governing Board, each Participating Agency at the time of formation of the newly created Public Safety Interlocal Operation must (i) be a current Principal and party to this Agreement, or (ii) have previously been a member of SNOCOM or SNOFAC and otherwise independently qualifies as a Principal under this Agreement.

Notwithstanding anything in this paragraph to the contrary, if a merged or annexed Principal retains a separate public safety operation that is Directly Served by Snohomish County 911, then that Principal shall maintain its status and shall retain all its rights and obligations under this Agreement with respect to its Directly Served public safety operation.

r. Associate Agencies. Associate Agencies shall be charged a nominal annual membership fee at a level set from time to time by Simple Majority Vote of the Governing Board. An Associate Agency which stops contracting for police and/or fire/EMS services from a Principal and requests to be Directly Served by Snohomish County 911 shall be approved by the Governing Board as a Principal per Section 14.d and shall not be subject to any latecomer fees in making this transition.

SECTION 7. TECHNICAL ADVISORY COMMITTEES.

a. Creation and Membership. Two Technical Advisory Committees shall be created to serve in an advisory capacity to the Governing Board and Executive Director.

i. Police Technical Advisory Committee. The Police Technical Advisory Committee shall consist of the chief or his or her designee from each Principal and Subscriber police department or equivalent agency or operation Directly Served by Snohomish County 911.

ii. Fire/EMS Technical Advisory Committee. The Fire/EMS Technical Advisory Committee shall consist of the chief or his or her designee from each Principal and Subscriber with a Fire/EMS department or equivalent agency or operation Directly Served by Snohomish County 911.

b. Technical Advisory Committee Representatives. Persons serving on either Technical Advisory Committee shall serve without compensation from Snohomish County 911. However, Snohomish County 911 may pay for or reimburse Representatives and alternates for reasonable out-of-pocket costs related to service on the Technical Advisory Committees.

c. Alternates. Each Representative serving on a Technical Advisory Committee may designate one alternate, confirmed in writing, to serve when such Representative is absent or unable to serve provided that such alternates must have operational responsibilities within their respective agencies. Written notice of the appointment of an alternate shall be provided to the Chair the applicable Technical Advisory Committee prior to the alternate serving in the absence of the Representative.

d. Powers. Each Technical Advisory Committee shall meet individually as frequently as their members deem appropriate, but not less than twice each year, for the purpose of promoting interagency collaboration and cooperation, information sharing, discussion and review of agency operating policy and such other matters as the Governing Board may request. The Technical Advisory Committees shall provide advice, information, and recommendations to the Governing Board and the Executive Director.

e. Quorum. One-quarter of the Representatives of each Technical Advisory Committee (or any alternates present and participating in place of a Representative) shall constitute a quorum for meetings of such Committee.

f. Voting. All actions and recommendations of the Technical Advisory Committees shall be approved by majority vote of those present and voting. Each Representative shall have one vote. There will be no weighted voting, proxy voting, or mail-in voting.

g. Officers. Each Technical Advisory Committee shall have two officers, a Chair and Vice-Chair. It will be the function of the Chair to preside at the meetings of his/her respective Technical Advisory Committee, and the Vice-Chair shall assume this role in absence of the Chair. The officers shall be annually elected by vote of the Committee Representatives.

h. Staffing. The Technical Advisory Committees shall be staffed by the Executive Director, or his or her designee, and such additional agency staffing as the Executive Director may deem appropriate.

i. Meetings. All meetings of each Technical Advisory Committee shall be open to the public if and to the extent required by chapter 42.30 RCW. Regular meetings shall be held pursuant to a schedule approved by the Technical Advisory Committee. Special meetings may be called by the Chair of the Technical Advisory Committee or a majority of the Representatives of the Technical Advisory Committee. Members of the Technical Advisory Committees may participate in meetings through the use of any means of communication by which all Representatives and members of the public participating in such meeting can hear each other during the meeting. Any Representatives participating

in a meeting by such means is deemed to be present in person at the meeting for all purposes including, but not limited to, establishing a quorum.

SECTION 8. ANNUAL AGENCY REPORT.

a. Contents. The Executive Director shall prepare an Annual Agency Report no later than April of each year. The report shall include a description of:

- i. Activities of Snohomish County 911 for the previous calendar year;
- ii. The proposed work program and significant events in the current calendar year; financial condition of Snohomish County 911;
- iii. Results of Governing Board adopted performance benchmarks; and
- iv. The proposed budget policy for the upcoming year.

b. Availability. The Executive Director shall ensure that the Annual Agency Report is distributed to the Governing Board and Principals and made available the general public each year.

SECTION 9. EXECUTIVE DIRECTOR.

The Governing Board shall be responsible for the appointment and termination of the Executive Director. An interim Executive Director may be appointed to serve in such capacity until a permanent Executive Director is appointed by the Governing Board. A Supermajority Vote of the Governing Board is required to appoint the Executive Director of Snohomish County 911.

The Executive Director shall be responsible to the Governing Board and shall advise it from time to time on a proposed budget and other appropriate matters in order to fully implement the purposes of this Agreement. The Executive Director shall administer Snohomish County 911 in its day-to-day operations, including but not limited to: approving and overseeing the administration of all operating procedures and public records management procedures consistent with Governing Board policies; and appointing persons to fill other staff positions in the Snohomish County 911 and overseeing the evaluation and discipline, hiring and firing of employees, and administration of collective bargaining agreements and other personnel contracts consistent with Governing Board policies.

Only the Governing Board shall be authorized to hire or retain legal counsel and independent accountants and auditors. Other consultants or legal counsel for specialized purposes within the Executive Director's signing authority as it may be defined by the Board from time to time may be designated in such manner as the Governing Board may determine subject to Sections 5 and 6.

The Executive Director shall have experience in technical, financial and administrative fields and his or her appointment shall be on the basis of merit only. The Executive Director is an "at will" employee and may be terminated upon the Simple Majority Vote of the Governing Board.

SECTION 10. PERSONNEL POLICY

The Executive Director shall, as necessary from time to time, submit to the Governing Board a proposed personnel policy for the Governing Board's approval, rejection or modification. All modifications or revisions to such personnel policies must be approved by the Governing Board if and to the extent required in such policies.

SECTION 11. OPERATIONAL POLICY AND SYSTEM EVALUATION; RADIO SYSTEM OPERATIONS.

- a. Operational Effectiveness. The Executive Director shall actively consider and evaluate means and opportunities toward the enhancement of operational effectiveness of emergency services. The Executive Director shall present his or her recommendations to the Technical Advisory Committees and the Governing Board from time to time.
- b. Operational Standards for Radio System. The Governing Board shall adopt operation and maintenance standards for the Radio System. The Technical Advisory Committees shall submit to the Governing Board recommendations regarding operation and maintenance standards for the Radio System.
- c. Radio System Use. Each Participating Agency shall use the Radio System exclusively for approved Radio System purposes and in strict accordance with all applicable federal law and regulations. Principals hereby agree, and Subscribers shall agree in their applicable contract to agree, to abide by all Federal Communication Commission rules and regulations concerning the use of shared radio facilities.
- d. Radio System Access Priorities. Principals shall have priority access to the Radio System. Upon approval by the Governing Board, access may be provided by contract to Subscribers in the following priority:

- i. Priority 1: public safety (police, fire and emergency medical services) Subscribers; Subscribers able to interact with control stations in public school districts and public hospitals within Snohomish County; and other public agencies served by compatible radio communication systems;
- ii. Priority 2: other public agencies with emergency response duties; and
- iii. Priority 3: other entities, as determined by the Governing Board.

Emergency Public Safety Radio System Replacement Project. Notwithstanding anything in this Agreement to the contrary, no Participating Agency assumes the obligation to fund capital costs related to the design, development, construction or maintenance of the Radio System Replacement Project, and neither the full faith and credit or taxing power is pledged by a Participating Agency for such purpose, except as such obligation may be agreed to and specifically set forth in a separate agreement between the Participating Agency and Snohomish County. **SECTION 12. BUDGET; ASSESSMENT FORMULA; PAYMENT OF ASSESSMENTS; DELINQUENCIES; RESERVE FUNDS.**

a. Budget Fiscal Year. The Snohomish County 911 budget fiscal year shall be either the calendar year, or two calendar years, as the Governing Board may determine.

c. Budget Approval. The Executive Director shall present a proposed budget to the Governing Board by no later than **August 1** preceding the next budget period and the Governing Board shall approve its budget by no later than **September 25**. Thereafter and in no event later than **September 30**, Participating Agencies shall be advised on the programs and objectives contained in the proposed budget, of any changes in the User Fee formula(e), and of the required financial participation for each Principal and Subscriber for the following year(s) based upon the proposed budget. Participation by each Principal and Subscriber is contingent upon subsequent legislative appropriation for the following fiscal year. Principals and Subscribers shall promptly notify Snohomish County 911 if it does not approve its budget allocation. Any Principal not approving its full budget allocation (Assessment and cost of any Additional Services it has agreed to purchase) shall be automatically converted to Subscriber status effective the first day of the budget year (whether biennial or annual) for which the Principal did not approve its budget allocation, and subject to penalty as described in Section 12.

d. User Fee Formula. The User Fee formula applicable to Principals for Emergency Communications Services referred to as the “Assessment formula”, shall be initially approved as set forth in **Exhibit B** to this Agreement. The Assessment formula(e) may be changed from time to time as part of the budget process, and any such changes shall be approved by Supermajority Vote of the Governing Board in accordance with Section 6.i. Additional Services require only Simple Majority Vote of the Governing

Board to approve. The Assessment formula(e) for Principals may be different from the User Fee formula applicable to Subscribers. It is expressly contemplated that Participating Agencies may become subject to differential User Fee formulae (including differential Assessment formula(e)) over time based upon the benefit conferred to such agencies.

e. Payment of Assessments. Assessments shall be payable not less frequently than quarterly on or before such dates as the Governing Board may determine.

f. Delinquent Assessments. Snohomish County 911 shall, within seven (7) business days of the due date, send notice to any delinquent Principal and provide a 60-day cure period from the original due date of the payment. If such Assessments, are not paid in full within 60 (sixty) days of the original due date, then the Principal delinquent in payment of Assessments shall upon such 60th day be deemed immediately converted to the status of a Subscriber as described in Section 14. In the event a Principal converted to Subscriber status due to non-payment of fees shall not have paid in full all Assessments owing by six (6) months after the original due date, then the Governing Board may terminate services to such Subscriber, which termination shall not absolve the Subscriber of its obligation to pay all Assessments past due, together with all accrued interest, calculated at 1.5% per month from the date the Assessment was originally due.

g. Terms of Subscriber Contracts. Snohomish County 911 may enter into contracts with Subscribers from time to time for the purpose of providing Emergency Communication Services and other services as provided herein. Subscriber contracts may provide for the same or different payment schedules and payment formulas as those which apply to Principals; provided that, a Subscriber which, at the time it determined to become a Subscriber, was qualified to become a Principal but elected not to, shall be subject to payment of a risk premium of not less than six percent of its annual User Fees, or such other greater amount as the Governing Board may determine. Revenues from such risk premium shall be placed in Snohomish County 911 reserves.

Subscriber contracts shall provide that User Fees not paid when due by a Subscriber shall begin to accrue interest on the date the User Fee was originally due and shall continue until the User Fee is paid (together with all accrued interest) in full at the Federal Prime Rate plus 3%. Snohomish County 911 shall, within seven (7) business days of the due date, send notice to any delinquent Subscriber. In the event a Subscriber does not pay in full all User Fees plus accrued interest within six (6) months from the date of initial delinquency, the Governing Board may terminate services to such Subscriber. Any such termination shall not absolve the Subscriber of its obligation to pay any amounts owing to Snohomish County 911, including any accrued interest.

h. Reserve Funds. The Governing Board shall establish capital and operating reserve funds or accounts at the times and in the amounts necessary to ensure funds are

on hand to reasonably address planned and unforeseen capital and operating expenses and to minimize the need for large increases in Assessments and/or User Fees from year to year as a result of acquisition or replacement of capital assets or equipment, and to fund the timely replacement of aging technology, equipment and systems.

SECTION 13. ISSUANCE OF DEBT.

Except as otherwise provided in Section 5, Snohomish County 911 shall not have the power to issue obligations or to incur debt. However, it is anticipated that Snohomish County 911 may require capital funding from time to time to support facilities, technology and equipment needs. Bonds, notes or other evidences of indebtedness may be issued from time to time by one or more Participating Agencies or by another issuer pursuant to a separate agreement between one or more Participating Agencies and Snohomish County 911 in order to provide capital financing for Snohomish County 911 on terms as agreed upon by the parties thereto. The security and sources of payment for any such debt will be determined at the time of issuance, which may include User Fees and/or capital contributions from the Principals. Any User Fees and/or capital contributions for such purposes shall be approved by Supermajority Vote of the Governing Board. Further, in the event that any Principal is obligated to make a capital contribution, such obligation shall be subject to approval by its legislative authority.

To the extent that any bonds or other debt is issued on a tax-exempt basis under Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"), the Participating Agencies agree to not (1) make any use of the proceeds from the sale of such bonds or other debt that will cause the bonds or other debt to be "arbitrage bonds" within the meaning of the Code, or (2) act or fail to act in a manner that will cause the bonds or other debt to be considered obligations not described in Section 103(a) of the Code.

Notwithstanding the foregoing, nothing in this Agreement shall be interpreted to amend or otherwise modify any terms or conditions of a separate agreement between a Participating Agency and Snohomish County (or other Participating Agency or Agencies) with respect to capital contributions, guarantees or the repayment of debt.

SECTION 14. CONVERSION OF STATUS OF PARTICIPATING AGENCIES; ADDITION OF NEW PRINCIPALS OR SUBSCRIBERS; PROVISION OF ADDITIONAL SERVICE TO PRINCIPALS.

a. As described in Sections 12.c and 12.f hereof, a Principal may be converted to Subscriber status for failure to approve its share of the budget or for nonpayment or delinquency in payment of User Fees. On the date of such conversion, said former Principal shall:

- i. lose its right to participate in a caucus for selecting a voting Governing Board member;
- ii. lose its right to receive a share of Snohomish County 911 assets upon dissolution of Snohomish County 911;
- iii. become subject to payment of User Fees in accordance with the then applicable User Fee formula for Subscribers; and
- iv. be bound by the terms of the applicable Subscriber service contract(s).

The conversion of a Principal to Subscriber shall not discharge or relieve any Principal of its outstanding obligations to Snohomish County 911.

b. A Principal may alternately elect to convert to Subscriber status effective the first day of the next budget period (whether Snohomish County 911 is operating under an annual or biennial budget) by giving notice of its intent to the Governing Board not less than nine (9) months in advance of such effective date. Such conversion shall be effective as proposed without further action of the Governing Board, barring any basis for terminating the Principal and action thereon by the Governing Board.

c. A governmental entity otherwise meeting the qualifications of a Principal in Section 3 hereof may be admitted as a Principal of Snohomish County 911 upon Supermajority Vote of the Governing Board as required under Section 6.j. Similarly, a Subscriber may apply to the Governing Board to be converted to Principal status. As a condition of becoming a Principal, whether by conversion or new admission, the Governing Board may require payment or other contributions or actions by the new Principal as the Governing Board may deem appropriate, and may set such start date for service as it deems appropriate, it being the intention of this provision that the addition of new Principals shall not cause the then-current Participants to incur additional cost. Upon such conversion or new admission, such new Principal shall execute this Agreement or agree in writing to the term of this Agreement in its capacity as Principal and shall thereafter be subject to all provisions of this Agreement applicable to Principals.

d. Notwithstanding anything to the contrary in this Agreement, an Associate Agency meeting the qualifications of a Principal may become a Principal effective the first day of the next budget year, without making any latecomer payment or contribution, upon giving notice of its intent to the Governing Board not less than nine (9) months in advance of such effective date. Such conversion shall be become effective on such date without further action of the Governing Board.

e. The determination of whether to accept new Subscribers shall be made by the Governing Board in a manner similar, and subject to such terms and conditions, as that for accepting new Principals, it being the intention that the addition of new Subscribers shall not cause pre-existing Participating Agencies to incur additional cost.

f. A Principal wishing to receive service from Snohomish County 911 for an operating department in addition to a department already served by Snohomish County 911 may make application to the Governing Board in the same manner as, and be subject to such conditions and approvals as the Governing Board may deem appropriate for, an entity (other than an Associate Agency) seeking admission as a new Principal.

SECTION 15. RETAINED POWERS OF PARTICIPATING AGENCIES.

Each Participating Agency shall retain the responsibility and authority for its operational departments and for such equipment and services as are required at its place of operation to interconnect to Snohomish County 911's operations. Interconnecting equipment and services necessary to the provision of authorized Snohomish County 911 services may be funded through Snohomish County 911's budget and operational programs.

SECTION 16. INVENTORY AND PROPERTY.

Equipment, vehicles and furnishings for Snohomish County 911's operation shall be acquired as provided by law. If any Participating Agency provides equipment or furnishings for Snohomish County 911's use, title to the same shall rest with the respective local entity unless that equipment or furnishing is acquired by Snohomish County 911. The Executive Director shall maintain and bi-annually update an inventory of equipment and furnishings owned by, leased or temporarily assigned to Snohomish County 911, and the values thereof. In event of dissolution or termination of Snohomish County 911, assigned or loaned items shall be returned to the lending entity and all other items or funds derived from the sale thereof shall be distributed to Principals as described in Section 20.

SECTION 17. WITHDRAWAL BY OR TERMINATION OF PRINCIPAL.

a. Any Principal may withdraw its membership and terminate its participation in this Agreement by providing written notice and serving that notice on the Governing Board on or before June 30 in any year. After providing appropriate notice as provided in this Section, that Principal's membership withdrawal shall become effective on the last day of the calendar year following the year in which the notice is given. A Principal that has given notice of its intent to terminate must meet with the Executive Director or his or her designee to develop a departure plan. The departure plan is intended to ensure an orderly separation of the Principal from New Agency and ensure minimal disruption in 911 Calls response for the public. The departure plan may include the transfer of funds and equipment

or other assets and must be approved by Simple Majority Vote of the Board. Notwithstanding anything herein to the contrary, Principals shall be prohibited from withdrawing their membership and terminating their participation in this Agreement during the Initial Term; provided, a Principal may give appropriate notice of its intent to withdraw pursuant to this Section during the Initial Term, and in such event that Principal's membership withdrawal shall become effective on the last day of the calendar year that coincides with the end of the Initial Term.

b. Notwithstanding the foregoing, a Principal may be terminated at any time by action of the Governing Board for delinquencies of at least six (6) months in payment of Assessments and interest per Section 12.f.

c. Time is of the essence in giving notice of termination and/or withdrawal.

d. A terminating and/or withdrawing Principal is deemed to forfeit any and all rights it may have to Snohomish County 911's personal or real property, or any other ownership in Snohomish County 911, unless otherwise provided by the Governing Board; provided further that this forfeit of rights shall not apply to personal property on loan to Snohomish County 911 from the terminating or withdrawing Principal.

e. The termination and/or withdrawal of a Principal shall not discharge or relieve any Principal of its outstanding obligations to Snohomish County 911.

f. A Governing Board Member representing a Principal that (i) has given notice of withdrawal, or (ii) has been terminated by vote of the Governing Board which termination is effective at a future date, shall be authorized to cast votes at the Governing Board only on budgets items to be implemented prior to the withdrawal or termination date.

SECTION 18. AMENDMENT OF AGREEMENT.

The following terms of this Agreement may only be amended in writing after receipt of the approval of the legislative authorities of all Principals:

- a. Expansion of the scope of services provided by the Snohomish County 911 beyond the scope of Section 4.
- b. The composition of the Governing Board and terms of office as provided in Sections 6.a and 6.d.
- c. Voting rights of Governing Board Members.
- d. Powers of the Governing Board.

- e. Hold harmless and indemnification requirements.
- f. Provisions regarding duration, termination or withdrawal.
- g. The conditions of this Section.

The parties to this Agreement acknowledge and agree that provisions in this Agreement that are not specifically identified in (a) through (g) above reflect the Principals' direction as to the initial operational and administrative policies and procedures to be implemented by the Governing Board. With the exception of the foregoing items that require affirmative approval of the legislative authorities of all Principals, the parties to this Agreement authorize the Governing Board to modify this Agreement from time to time in order to carry out the corporate purposes of Snohomish County 911. Any such modification shall be in writing and executed by the President of the Governing Board after providing not less than thirty (30) days' advance written notice to all Principals of such proposed modification, and upon approval of a Supermajority Vote of the Governing Board.

Nothing in this Section shall be construed to require legislative authority consent for the addition of a new Principal, conversion of an Associate Agency to a Principal, or agreement to serve an additional Subscriber.

SECTION 19. MERGER, CONSOLIDATION OR SALE OF ALL OR SUBSTANTIALLY ALL ASSETS.

Approval of the merger or consolidation of Snohomish County 911 with another entity, or the sale of all or substantially all assets of Snohomish County 911, shall require a Supermajority Vote of the Governing Board.

SECTION 20. TERMINATION OF AGREEMENT; DISSOLUTION.

a. Generally. This Agreement may be terminated upon the approval of a Supermajority Vote of the Governing Board. The termination shall be by direction of the Governing Board to wind up business by a date specified by the Governing Board, which date shall be at least one (1) year following the date of the vote to terminate. Upon the final termination date, this Agreement shall be fully terminated.

b. Distribution of Property on Termination of Agreement. Upon termination of this Agreement, all property acquired during the life of this Agreement remaining in ownership of Snohomish County 911 shall be disposed of in the following manner:

- i. Real or Personal Property. All real or personal property purchased pursuant to this Agreement and all unexpended funds or reserve funds, net of all outstanding Snohomish County 911 liabilities, shall be distributed to those

Principals still participating in the Snohomish County 911 on the day prior to the termination date and shall be apportioned between Principals based on the ratio that the average of each Principals' contributions to the operating budget over the preceding five (5) years bears to the total of all then remaining Principals' User Fees paid during such five-year period. The Governing Board shall have the discretion to allocate the real or personal property and funds as it deems appropriate, and the apportionment, determined consistent with the preceding sentence, need not be exact.

ii. Loaned Property. In the event of dissolution or termination of the Snohomish County 911, assigned or loaned assets shall be returned to the lending entity.

iii. Allocation of Liabilities. In the event outstanding liabilities of the Snohomish County 911 exceed the value of personal and real property and funds on hand, all Principals shall contribute to retirement of those liabilities in the same manner as which they would share in the distribution of properties and funds.

c. Notwithstanding the foregoing, this Agreement may not be terminated if to do so would abrogate or otherwise impair any outstanding obligations of the Snohomish County 911, unless provision is made for those obligations.

SECTION 21. DISPUTE RESOLUTION.

a. Whenever any dispute arises between a Principal or the Principals or between the Principals and the Snohomish County 911 (referred to collectively in this Section as the "parties") under this Agreement which is not resolved by routine meetings or communications, the parties agree to seek resolution of such dispute by the process described in this Section, which shall also be binding on Subscribers.

b. The parties shall seek in good faith to resolve any such dispute or concern by meeting, as soon as feasible. The meeting shall include the President of the Governing Board, the Executive Director, and a representative(s) of the Principal(s), if a Principal(s) is involved in the dispute, and/or a person designated by the Subscriber(s), if a Subscriber(s) is involved in the dispute.

c. If the parties do not come to an agreement on the dispute or concern, any party may request mediation through a process to be mutually agreed to in good faith between the parties within 30 days, which may include binding or nonbinding decisions or recommendations (whichever is mutually agreed to). The mediator(s) shall be mutually agreed upon and shall be skilled in the legal and business aspects of the subject matter of

this Agreement. The parties shall share equally the costs of mediation and assume their own costs.

SECTION 22. INSURANCE.

The Governing Board, Executive Director, and Technical Advisory Committees shall take such steps as are reasonably practicable to minimize the liability of the Participating Agencies, including but not limited to the utilization of sound business practice. The Governing Board shall determine which, if any, insurance policies or self-insurance programs for governmental entities authorized in the State of Washington may be reasonably and practicably acquired to cover liability exposures and other potential losses arising from the operations of the Snohomish County 911 and the activities of the parties pursuant to this Agreement (which may include Directors and Officers, Commercial General Liability, Auto, Workers' Compensation, Stop Gap/Employer's Liability, errors and omissions, crime/ fidelity insurance, CyberRisk, property damage or loss), and shall direct the acquisition of same.

SECTION 23. INDEMNIFICATION AND HOLD HARMLESS.

a. Each Principal shall defend, indemnify and hold other Principals, their officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of that Principal's negligent acts or omissions in connection with the performance of its obligations under this Agreement, except to the extent the injuries or damages are caused solely by the acts of a Principal; provided, that if any such Claim is based on the concurrent negligence of more than one Principal, then the indemnifying party's obligation hereunder applies only to the extent of its negligence.

b. Each Principal shall defend, indemnify and hold the Snohomish County 911 and its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of that Principal's negligent acts or omissions in connection with the performance of its obligations under this Agreement, except to the extent the injuries and damages are caused solely by the acts of the Snohomish County 911; provided, that if any such Claim is based on the concurrent negligence of Snohomish County 911 and Principal, then the indemnifying party's obligation hereunder applies only to the extent of its negligence.

c. As provided in its Articles, the Snohomish County 911 shall defend, indemnify and hold each Principal its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of the Snohomish County 911's acts or omissions in connection with the

performance of its obligations under this Agreement, except to the extent the injuries and damages are caused solely by the acts of any Principal;; provided, that if any such Claim is based on the concurrent negligence of Snohomish County 911 and a Principal, then the indemnifying party's obligation hereunder applies only to the extent of its negligence.

d. The Snohomish County 911 will hold harmless, indemnify and defend its officers, officials, employees and volunteers from any and all legal liability, claims or lawsuits of any kind for injuries, damages, losses of any kind occurring to another, including attorney fees, which may arise out of the good faith performance of their duties to the Snohomish County 911 and performed in the scope of their employment or service to the Snohomish County 911, except to the extent the injuries, losses and/or damages are caused by the intentional and knowing wrongful acts of any of the Snohomish County 911's officers, officials, employees or volunteers.

e. Subscribers shall be required to agree to indemnify and hold harmless each Principal and the Snohomish County 911, their officers, officials, employees and volunteers from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of Subscriber's negligent acts or omissions in connection with the receipt of services from Snohomish County 911. To such degree as the Governing Board determines to be reasonable, appropriate, and consistent with applicable law and to be in the best interests of Snohomish County 911, Snohomish County 911 may also indemnify and hold harmless Subscribers.

f. In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of a party hereto and the Snohomish County 911, its officers, officials, employees, and volunteers, the party's liability hereunder shall be only to the extent of the party's negligence. It is further specifically and expressly understood that the indemnification provided in this Section constitutes the party's waiver of immunity under Industrial Insurance Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this Section shall survive the expiration or termination of this Agreement.

g. Each party shall give the other parties proper notice as provided herein of any claim or suit coming within the purview of these indemnities. Termination of this Agreement, a Principal's withdrawal from the Snohomish County 911, or a Principal's conversion to Subscriber status (collectively for purposes of this subparagraph "Termination"), shall not affect the continuing obligations of each of the parties as indemnitors hereunder with respect to those indemnities and which shall have occurred prior to such Termination.

SECTION 24. INTERGOVERNMENTAL COOPERATION.

The Snohomish County 911 shall cooperate with local, state and federal governmental agencies in order to maximize the utilization of any grant funds for equipment and operations and to enhance the effectiveness of the Snohomish County 911's operations and minimize costs of service delivery.

SECTION 25. NOTICE.

Notices required to be given to Snohomish County 911 under the terms of this Agreement shall be directed to the following unless all Principals are otherwise notified in writing:

President of the Governing Board and Executive Director, Snohomish County 911
c/o Snohomish County 911
1121 S.E. Everett Mall Way, Suite 200
Everett, WA 98208

Notices to Principals, Subscribers, Associate Agencies, Governing Board Members or Representatives required hereunder may be given by mail, overnight delivery, facsimile or email, or personal delivery. Each Principal shall provide the President of the Governing Board written notice of the address for providing notice to said Principal. Any Principal wishing to change its mail or email address shall promptly notify the President of the Governing Board. Notice or other written communication shall be deemed to be delivered at the time when the same is postmarked in the mail or overnight delivery services, sent by facsimile or email (with confirmation of transmission), or received by personal delivery.

SECTION 26. COMPLIANCE WITH LAWS.

During the term of this Agreement, the parties hereto agree to comply with all federal, State, and local laws as necessary to carry out the terms of this Agreement. Further, to the extent that any Emergency Communication Services and/or Additional Services involve the retention, security, confidentiality or other handling of certain "protected" health information under the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations thereunder by the U.S. Department of Health and Human Services and other applicable laws including chapter 70.02 RCW, the Washington Uniform Health Care Information Act, as amended, the parties agree to comply with such laws and execute documents as necessary to implement the requirements under such laws.

SECTION 27. VENUE.

The venue for any action related to this Agreement shall be in the Superior Court in and for Snohomish County, Washington at Everett, Washington, or if applicable, in Federal District Court, Western District of Washington.

SECTION 28. NO THIRD PARTY BENEFICIARIES.

There are no third-party beneficiaries to this Agreement. No person or entity other than a party to this Agreement shall have any rights hereunder or any authority to enforce its provisions, and any such rights or enforcement must be consistent with and subject to the terms of this Agreement. In addition to the foregoing, nothing in this Agreement is intended to create a special relationship or other basis for third party liability.

SECTION 29. SEVERABILITY.

The invalidity or any clause, sentence, paragraph, subdivision, section or portion of this Agreement shall not affect the validity of the remainder of this Agreement.

SECTION 30. RATIFICATION.

All prior acts taken by the Principals and Snohomish County 911 consistent with this Agreement are hereby ratified and confirmed.

SECTION 31. EXECUTION, COUNTERPARTS, AMENDMENT AND RESTATEMENT OF ORIGINAL AGREEMENT, AND EFFECTIVE DATE.

The Original Agreement was executed on behalf of each Principal by its duly authorized representative following approval of the Original Agreement by motion, resolution or ordinance of its legislative authority. Pursuant to the terms of the Original Agreement and except for certain amendments as provided in Section 18 of the Original Agreement, the Original Agreement may be amended from time to time by Supermajority Vote of the Governing Board of Snohomish County 911 without further approval of legislative authorities of the Principals.

Pursuant to Section 4, Section 6.j and Section 18 of the Original Agreement, after giving 30 days' notice to each Principal as required by Section 18 of the Original Agreement, the Governing Board of Snohomish County 911, by Supermajority Vote of its Principals, authorized the amendment and restatement of the Original Agreement by the execution and delivery of this Agreement.

This Agreement shall be deemed adopted and effective as of ~~April 21 XXXX XX, 2022~~ June 20, 2024, and as of such date, this Agreement shall control the operations and governance

of Snohomish County 911. This Agreement shall be filed and/or posted as required by chapter 39.34 RCW.

This Agreement shall be executed by the President of the Governing Board, and attested to by the Secretary of the Governing Board.

IN WITNESS WHEREOF, this Agreement shall be effective as of the date set forth above.

Snohomish County 911

By: _____
Jon Nehring
Board President

Attest:

By: _____
Terry Peterson
Board Secretary

Approved as to Form:

By: _____
Attorney for Snohomish County 911

EXHIBIT A

Process for Selecting Governing Board Members and Alternates

~~Governing Board Members shall be selected as soon as practicable, not no later than sixty (60) days following the ratification of changes to Exhibit A, through the process described below. Initial terms for Board Members shall run through 2026 and Beginning beginning in 20222026,~~ Governing Board Members are selected every two (2) years in April, through the process described below.

If not defined in this **Exhibit A**, capitalized terms have the meaning stated in the Agreement.

As used in this **Exhibit A**:

- **Population Served** means the residential population of all territory Directly Served by a Principal Police Agency or Fire Agency, according to the most recent annual report issued by the State Office of Financial Management each year determining the population of each jurisdiction.
- **Administration and Technology Cost Center** means all costs allocated to this cost center that are not otherwise attributed to another cost center as defined in **Exhibit B**.
- —

Step 1. Police Agencies are divided into four (4) caucuses

- a. Rank each Police Agency by ~~Population Served~~ **the pro rata share of the Administration and Technology Cost Center for each Police Agency** from smallest to largest, *provided, however*, that to avoid double counting, Population Served shall be based on the population for which the Police Agency has general policing responsibilities; contracts for special services (such as bomb squad or SWAT responses only) are not included in the calculation of Population Served.
- b. Snohomish County shall be its own caucus (until and unless it is no longer the largest Police Agency in terms of ~~Population Served~~ **pro rata share of the Administration and Technology Cost Center**, in which case all four caucuses shall be determined as per Subsection c below).
- c. The remaining Police Agencies shall be divided into three roughly equal caucuses based on ~~Population Served~~ **pro rata share of the Administration and Technology Cost Center**, starting from the smallest Police Agency and working up to agencies serving more population. In deciding where to divide caucuses, the following rules shall apply:

- i. ~~No~~ Police Agency shall be divided into two caucuses.
- ii. Caucuses with the smallest agencies (the two caucuses with three Governing Board Member seats, referred to as Small and Medium Police Agencies on the Police Agencies Table below) shall be sized by rounding up (exceeding the ~~population target~~pro rata share target to the extent necessary to completely include the ~~target population~~pro rata share target and not divide any Police Agency between caucuses), and the larger Police Agency caucus (two Governing Board Member seats, referred to as Next Largest Police Agencies in the Police Agencies Table below) shall be rounded down.

Step 2. Fire Agencies are divided into three (3) caucuses

- a. Rank each Fire Agency by **Population Served**, from the smallest to the largest, *provided, however*, that to avoid double counting, Population Served shall be based on fire suppression responsibility; contracts for limited services (such as BLS/ALS response/transport) are not included in the calculation of Population Served.
- b. Divide the Fire Agencies into three (3) caucuses based on whether they are small, medium or large agency, defined as follows:
 - i. A Large Fire Agency is defined as an agency serving 14% or more of the total Population Served by all Fire Agencies.
 - ii. A Medium Fire Agency is defined as an agency serving more than 3% and less than 14% of the total Population Served by all Fire Agencies.
 - iii. A Small Fire Agencies is defined as an agency serving 3% or less of the total Population Served by all Fire Agencies.

Step 3. Each Caucus selects Board Members

- a. In April, designated representatives from each Principal in each Police Agency caucus and each Fire Agency caucus shall meet together and select Governing Board Members to represent them on the Governing Board for the next two-year term. Caucuses may determine their own rules for nominating and selecting Governing Board Members, provided that the following rules shall apply:
 - i. Representatives to the caucus shall be designated by the legislative body of the Principal they represent (or by such other person as local codes may require). Designated representatives must be qualified to serve as a Governing Board Member.

- ii. An individual need not attend the caucus in order to be selected as a Governing Board Member, so long as the person otherwise meet the qualifications of a Governing Board Member.
- iii. Each Principal within a caucus shall have an equal vote in selecting each Governing Board Member.
- iv. Any Principal who has designated more than one representative to the caucus, and is unable to unanimously decide where to place their vote, at the time the vote is called, shall forfeit their vote.
- v. Voting by proxy will not be allowed.
- vi. No Principal may have an elected official or staff member hold more than one (1) Governing Board seat in a single caucus unless there are more seats than Principals in the caucus.
- vii. The Secretary shall record the votes of the caucus. Each caucus shall submit a written statement to the Secretary of Snohomish County 911, signed by not less than half of the caucus' representatives participating in the meeting, confirming the individuals to whom the caucus's Board seats are to be allocated for the next term of office. This record shall be included in the next regularly scheduled board meeting packet.

~~b. Designated representatives from each Associate Agency and each Single-Service Principal shall also form a caucus to select a single non-voting Board Member. Representatives to the caucus shall be designated in the same manner as described in Step 3.a.i, one from each Associate Agency and each Single-Service Principal. The caucus rules described in Step 3.a apply, as do rules for selecting an alternate as described in Step 4. In no event shall the Governing Board Member appointed by this caucus be from an agency that also has a voting Governing Board Member elected for the same board term.~~

e.b. The number of Governing Board Members to be selected by each caucus shall be as follows:

Police Agencies (10 Board Members)

<p>Caucus 1: Largest Agencies (Currently Snohomish County is the only member)</p>	<p>2 Governing Board Members, one of which must be the County Sheriff or an assistant or deputy sheriff directly reporting to the Sheriff – unless or until the County is no longer the Largest Policy Agency (in terms of Population Served), in which case the two board members shall be selected as per Caucus 2.</p>
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Caucus 2: Next Largest Police Agencies	2 Governing Board Members, of which one must be operational staff and one must be an elected official
Caucus 3: Medium Police Agencies	3 Governing Board Members, of which one must be an operational staff and one must be an elected official
Caucus 4: Small Police Agencies	3 Governing Board Members, of which one must be an operational staff and one of must be an elected official

Fire Agencies (5 Board Members)

Caucus 1: Large Fire/EMS Agencies	3 Governing Board Members
Caucus 2: Medium Fire/EMS Agencies	1 Governing Board Member
Caucus 3: Small Fire/EMS agencies	1 Governing Board Member

~~**Associate Agencies and Single-Service Principals (1 non-voting Governing Board Member)**~~

1 Caucus	1 non-voting Board Member
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Step 4. Each Caucus Selects a Slate of Designated Alternates, in Priority Order.

- a. Each caucus shall select a slate of designated alternates in a number equal to the number of Governing Board seats allocated to that caucus.
- b. Each caucus shall prioritize its alternates to determine the order in which the alternates are called upon to participate at a Governing Board meeting in the event of an absence of any Governing Board member representing the caucus.

Caucuses may determine their own rules for nominating and selecting Board Alternates, provided that the rules set forth in Step 3.a for selecting of Board Members shall apply.

Vacancies

Any vacancies shall be promptly filled by the appointing caucus, which shall meet either in person or telephonically to select a replacement Board Member and/or Alternate to serve

the remainder of the vacant position's unexpired term. Such selection process shall be subject to the rules outlined in **Step 3**.

EXHIBIT B

Principal Assessment Formula

Assessments are calculated and charged separately for each Emergency Communications Service provided for each Principal that has elected to receive such service. A Principal that has elected to receive both Police and Fire/EMS Emergency Communications Services will pay one Assessment for service to its Police agency and one Assessment for service to its Fire/EMS agency. A Principal that has elected to receive only police **or** Fire/EMS Emergency Communications Services from Snohomish County 911 only pays an Assessment for the service so received.

Capitalized terms used in **Exhibit B** not defined in this **Exhibit B** have the meaning set forth in the body of the Interlocal Agreement.

Description of the formula to derive Assessments for individual Principals.

Step 1: Divide the Net Adopted Budget into four cost pools:

- **Administration ~~,and Technology, and Wireless Technology~~**
- **Call Takers**
- **Police Dispatch**
- **Fire Dispatch**

The costs allocable to each cost pool are further defined below (see “Definitions”)

Step 2: Apply Revenues to cost pools according to the following guidelines:

- E-911 Tax Revenues will first be applied to offset all costs associated with the **Call Takers** cost pool. Any E-911 Tax Revenues over and above the amount necessary to fund all costs in the **Call Takers** cost pool will be applied to fund permissible costs for such revenues within the **Administration, Technology, and Wireless Technology** cost pool.
- Emergency Communications and Facility Tax Revenues will be applied to fund permissible costs for such revenues within the Administration, Technology, and Wireless Technology cost pool. Revenues that exceed the Administration, Technology, and Wireless Technology cost pool will be applied to member assessments using the formula assigned to this cost pool.
- The portion of Subscriber Contract revenues attributable to all Emergency Communications Services *except* revenues attributable to the Wireless Technology cost pool will be applied to the **Police Dispatch** and/or **Fire Dispatch** cost pool, based on the services billed to the Subscriber. For example, revenues from a Subscriber contract for Emergency Communications Services with the Stillaguamish Tribe to service its Police Agency will be applied to reduce the size of the Police Dispatch cost pool, except for any increment of such revenue charged for Wireless Technology cost pool items.

- The portion of any Subscriber Contract revenues attributable to Radio System services will be applied to the Administration, Technology, and Wireless Technology cost pool, including but not limited to any revenues attributable to cell tower leases and other non-Assessment revenue attributable to the Radio System.
- Additional Services revenues will be applied to the Administration and Technology, Police Dispatch, Fire Dispatch, and/or Wireless Technology cost pool, based upon where the costs of those services are allocated.

Step 3: Divide the Administration and Technology, Call Taker, Police Dispatch and Fire Dispatch cost pools between Police Agencies and Fire Agencies:

- Amounts in the **Administration and Technology** cost pool will be divided based on the ratio of dispatch workstations assigned to each service (initially, 8 police dispatch stations and 5 fire stations)
 - Police 62%
 - Fire 38%

If the Board approves deployment of an additional dispatch work station to serve Police or Fire Agencies, this ratio will automatically change (the change is not considered a formula change requiring Governing Board approval).

- Amounts in the **Call Taker** cost pool will be divided based on a ratio that reflects an assessment of actual time spent by call takers processing each type of call:
 - Police 75%
 - Fire 25%

A change in this ratio requires Supermajority Vote of the Governing Board.

- Calculate a **Cost per Console** by dividing total Police Dispatch and Fire Dispatch Costs by the total number of dispatch stations.
- Amounts in the **Police Dispatch** cost pool are allocated to Police Agencies and are further separated out on a **Cost-per-Console** basis as between Shared Dispatch Station costs and Dedicated Dispatch Station costs. (In 2017, of the 8 Initial Police Dispatch stations, 5 were shared and 3 were dedicated—1 to Marysville Police, and 2 to Everett Police).
- Amounts in the **Fire Dispatch** cost pool are allocated to Fire Agencies and are further separated out on a **Cost-per-Console** basis as between Shared Dispatch Station costs and Dedicated Dispatch Station costs (In 2017, there were 5 Shared Dispatch Stations in the Fire Dispatch cost pool and no Dedicated Dispatch Stations).

Step 4: Allocate costs to individual Principals, calculating Fire and Police Agency assessments separately as follows:

- **Police Agency Principal Assessments:**

1. Calculate the sum of costs allocated to all Police Agencies in the **Administration and Technology** Cost pool plus the **Call Taker** cost pool, and *subtract* Police Agency Subscriber contract revenues. Allocate the resulting total amount between all Police Agency Principals based on the **Shared Cost Allocation Calculation**. The total Police Agency Principal Assessment for any individual Principal is this amount *plus* the individual dispatch cost allocation derived from *either* item 2 or 3 below as applicable to the individual Principal:
2. **For Principal Police Agencies assigned to Shared Police Dispatch stations:** Each such Principal is allocated a shared of all Shared Police Dispatch Station costs based on the **Shared Cost Allocation Calculation**.
3. **For Principal Police Agencies with Dedicated Police Dispatch stations:** Each such Principal is allocated a cost equivalent to the **Cost per Console** multiplied by the number of dedicated Police Dispatch stations for which they have contracted.

- **Fire Agency Principal Assessments:**

1. Calculate the sum of costs allocated to all Fire Agencies in the **Administration and Technology** Cost pool plus the **Call Taker** cost pool, and *subtract* Fire Agency Subscriber contract revenues. Allocate the resulting total amount between all Fire Agency Principals based on the **Shared Cost Allocation Calculation**. The total Fire Agency Principal Assessment for any individual Principal is this amount *plus* the individual dispatch cost allocation derived from *either* item 2 or 3 below as applicable to the individual Principal.
2. **For Principal Fire Agencies assigned to Shared Fire Dispatch stations:** Each such Principal is allocated a shared of all Shared Fire Dispatch Station costs based on the **Shared Cost Allocation Calculation**.
3. **For Principal Fire Agencies with Dedicated Fire Dispatch stations:** Each such Principal is allocated a cost equivalent to the **Cost per Console** multiplied by the number of dedicated Fire Dispatch stations for which they have contracted.

- **Shared Cost Allocation Calculation:**

Take the total sum to be allocated and divide it up based on three different factors:

1. 54% of total costs are allocated based on the percentage share of a Principal's Calls for Service as compared to total Calls for Service of all such agencies (police or fire—including Principals and Subscribers). Calls for Service shall be calculated as an annual average based on the most recent 8 calendar quarters (see definition of Call Calculation Period).
2. 23% of costs are allocated based on the percentage share of a Principal's Assessed Value as compared to the total Assessed Value of all such agencies (police or fire, Principals and Subscribers).
3. 23% of costs are allocated based on the percentage share of a Principal's Population Served as compared to the total Population of all such agencies (police or fire, Principals and Subscribers).

Principals who were "SERS Phase II" agencies and have a contract with Snohomish County whereby the Principals remit operations and maintenance expenses for SERS to the County to be passed through to SERS will continue to pay operation and maintenance expense of the Radio System under such existing agreements until such agreements are modified to permit direct payment of these charges, or such until such agreements expire, whichever is first.

DEFINITIONS

Fire Agency or Fire Agencies: unless expressly noted otherwise, in this Exhibit these terms include both Principals and Subscribers Directly Providing fire and medical services that are Directly Served by Snohomish County 911.

Police Agency or Police Agencies: unless expressly noted otherwise, in this Exhibit these terms include both Principals and Subscribers Directly Providing police services that are Directly Served by Snohomish County 911.

Cost-Per-Console Total labor costs to staff all police and fire dispatch consoles divided by the number of consoles.

Net Adopted Budget means the budget approved by the Governing Board after action by all individual Principals, applicable in the time period for which the **Assessment** is payable, *less Other Revenues*.

Other Revenues mean revenues received by Snohomish County 911 from sources other than User Fees, E-911 tax revenues and Additional Services, including without limitation Associate Agency fees, other miscellaneous revenues, grants, or awards that may be available from time to time to offset the operating and capital costs of Snohomish County 911.

Administration ~~and Technology~~, ~~Technology and Wireless Technology~~ Costs include all costs associated with providing the supervision, management, facilities costs, insurance, reserve contributions, etc., of running the public safety dispatch center and technologies including wireless technologies, and all other expenditures in the Net Adopted Budget not included in the definition of Call Taker Costs and Dispatch Costs.

Call Taker Costs include all **labor costs** associated with the prescribed number of operational staff assigned to staff the call taking function.

Police Dispatch Costs include all **labor costs** associated with the prescribed number of operational staff assigned to all dispatch workstations designated for serving Police Agencies.

Fire Dispatch Costs include all labor costs associated with the prescribed number of operational staff assigned to all dispatch workstations designated for serving Fire Agencies.

Shared Dispatch Stations are dispatch stations that not dedicated by agreement (as opposed to workload allocation) to serve a single Principal or Subscriber.

Dedicated Dispatch Stations are dispatch stations that are dedicated by agreement to serve a single Principal or Subscriber.

Labor Costs are direct costs of salary and benefits.

E-911 tax revenues mean revenues received by Snohomish County 911 from Snohomish County pursuant to State law.

Calls for Service are defined on Appendix B-1, *provided* that until Snohomish County 911 has been in operation for more than three years, the calculation of the number of **Calls for Service** shall be determined in whole or in part (to the extent necessary to determine the two-year average number of calls for service) based on the number of **Calls for Service** by each **Charged Operation** as reported by the records of the dispatch agency previously serving each **Charged Operation**, and consistent with the definition of **Calls for Service** in **Appendix B-1**.

Charged Operation refers to an individual Principal's fire/EMS agency/operation, being charged under the **Assessment** formula.

The **Call Calculation Period** is defined as the first calendar quarter of the preceding budget year, and the 7 calendar quarters preceding that. (For example, in 2019, the Call Calculation Period be the first quarter of 2018, plus the preceding 7 calendar quarters—all of 2017, and the last three quarters of 2016).

Population Served has the meaning set forth in **Exhibit A**.

Assessed Value is the **Assessed Value** of taxable real property in an individual Principal or Subscriber's or Snohomish County 911 **Service Territory** for the **Charged Operation** (as applicable) for the most recently available tax year, as published by the State Office of Financial Management or Snohomish County Assessor.

"Service Area" means the geographic area of all territory Directly Served by a Principal Police Agency or Fire Agency, with the County's Service Area excluding incorporated areas that are Directly Served by another Police Agency.

Appendix B-1 Definition of “Calls for Service”

The purpose of this Exhibit is to define Calls for Service for purposes of billing/funding calculations.

Snohomish County 911 will bill each Principal based on the User Fee formula, which incorporates consideration of Calls for Service as defined in this Exhibit.

Section 1. Call for Service Defined: Snohomish County 911 defines a Call for Service for workload analysis and User Fee calculation as any request for service or unit initiated activity resulting in creation of a Computer Aided Dispatch System (CAD) incident that requires oversight by or interaction with Snohomish County 911 personnel, with the exception of the following:

- a. Any **mutual aid incident** where another Snohomish County 911 Principal within the same classification (police/fire/medic) is dispatched as the primary responding agency. *For example*, a police department that responds into another police department’s jurisdiction to provide assistance does not constitute a Call for Service charged to the mutual aid responder. However, an incident involving both police and fire/EMS would result in a Call for Service for both classifications. Similarly, any mutual aid request dispatched to a location outside the Snohomish County 911 service area shall not constitute a Call for Service.
- b. Any incident that is a **duplicate** of another Call for Service, or **associated** with another Call for Service. *For example*, multiple calls about a single brush fire incident will result in only one Call for Service for the fire/EMS responder.
- c. Any incident that is **cancelled** by Snohomish County 911 personnel due to an error or similar internal reasons. *This does not include “cleared incidents”*, which are incidents that are cancelled when the requesting party calls back to cancel the response after the incident has been entered into CAD.
- d. Any **informational broadcast** including but not limited to CAD entries type codes of NOTICE, NOTICEP & INFO.
- e. Any **informational incident** used for tracking non police or Fire/EMS activity created by dispatchers solely for the purpose of assisting the dispatcher in tracking such activity, *for example*, utility call-outs.

Section 2: Assignment of CFS: As a general rule, CAD incidents are assigned to a Principal when the incident occurs within its authorized dispatch area (geo-verified location) and service discipline (Police/Fire) with the following exceptions:

- a. **Transit, Fire Marshall, Narcotics Task Force:** these incidents are assigned to the responsible countywide agency regardless of location.

- b. **Traffic Stops:** assigned to the initiating agency.
- c. **Non-geo verified incidents, in County:** assigned to initiating agency.

If there are significant anomalies in the manner calls have been measured by SNOCOM and SNOBAC, those anomalies shall be adjusted in a manner determined reasonable by the Governing Board (Supermajority Vote item) in order to develop a fair means for determining the number of calls across all agencies.

EXHIBIT C**Principals and Associate Agencies of Snohomish County 911****PRINCIPALS:**

SNOHOMISH COUNTY
CITY OF ARLINGTON
CITY OF BRIER
CITY OF EDMONDS
CITY OF EVERETT
CITY OF LAKE STEVENS
CITY OF LYNNWOOD
CITY OF MARYSVILLE
CITY OF MILL CREEK
CITY OF MONROE
CITY OF MOUNTLAKE TERRACE
CITY OF MUKILTEO
CITY OF WOODWAY
MARYSVILLE FIRE DISTRICT
NORTH COUNTY REGIONAL FIRE AUTHORITY
SNOHOMISH REGIONAL FIRE AND RESCUE
SNOHOMISH COUNTY FIRE DISTRICT NO. 4
SNOHOMISH COUNTY FIRE DISTRICT NO. 5
SNOHOMISH COUNTY FIRE DISTRICT NO. 15
SNOHOMISH COUNTY FIRE DISTRICT NO. 16
SNOHOMISH COUNTY FIRE DISTRICT NO. 17
SNOHOMISH COUNTY FIRE DISTRICT NO. 19
SNOHOMISH COUNTY FIRE DISTRICT NO. 21
SNOHOMISH COUNTY FIRE DISTRICT NO. 22
~~SNOHOMISH COUNTY FIRE DISTRICT NO. 23~~
SNOHOMISH COUNTY FIRE DISTRICT NO. 24
SNOHOMISH COUNTY FIRE DISTRICT NO. 25
SNOHOMISH COUNTY FIRE DISTRICT NO. 26
SNOHOMISH COUNTY FIRE DISTRICT NO. 27
SNOHOMISH COUNTY FIRE DISTRICT NO. 28

ASSOCIATE AGENCIES:
CITY OF DARRINGTON
CITY OF GOLD BAR
CITY OF GRANITE FALLS
CITY OF SNOHOMISH
CITY OF STANWOOD
CITY OF SULTAN



NEW 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:	Station 32 Oak Street Property Purchase		
Executive member responsible for guiding the initiative:	Chief O'Brien		
Type of Action:	<input type="checkbox"/> Motion	<input checked="" type="checkbox"/> Resolution	
Initiative Description:	<p>SRFR has been in search of property to relocate Station 32 in Monroe. We have found a piece of property that is in a very good location and is 2.16 acres, enough room to build a fire station.</p> <p>Price: \$1,300,000 Earnest Money: \$10,000 Feasibility period: 60 days Closing: 30 days but seller has the right to extend up to 180 days but will give possession once the initial 30-day period has passed. One (1) thirty (30) day feasibility extension for \$5,000 which will be nonrefundable and nonapplicable. The agreement is subject to approval of the Board of Commissioners within 30 days.</p> <p>The attached resolution approves the following:</p> <ol style="list-style-type: none"> 1. The Board of Commissioner's hereby approves the Real Estate Purchase and Sale Agreement thereby satisfying the Board approval contingency. 2. Chief Kevin O'Brien is authorized to agree to any non-monetary modifications to the Real Estate Purchase and Sale Agreement upon review and approval of District legal counsel. 3. Chief Kevin O'Brien is authorized to retain necessary consultants and to make any necessary decisions relating to the feasibility contingency. 4. Chief Kevin O'Brien is authorized to execute all other necessary documents to complete the closing of the purchase of the Property from the Seller. 		
<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 			

Financial Impact:	Expense: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$1,300,000 Long-term annual amount(s): \$ Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended:
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Risk Assessment:	Risk if approved: N/A Risk if not approved: Potential loss of Station property acquisition.
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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
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Presented to, and Approved by, Senior Staff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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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"/>
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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
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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

Fire Chief will coordinate with Senior Staff for RAB introduction

RAB Executive: Confirmed email sent to Board by Fire Chief

Yes No

Board of Fire Commissioners

RAB initiatives go through the following process:

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

Execution:

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

**SNOHOMISH REGIONAL FIRE AND RESCUE
RESOLUTION NO. 2024-4**

**RESOLUTION AUTHORIZING PURCHASE OF REAL PROPERTY AND AUTHORIZING
EXECUTION OF DOCUMENTS**

WHEREAS, The Board of Commissioners of Snohomish Regional Fire and Rescue has determined that it is in the best interest of the District that additional real property for the be acquired by the District for a public purpose; and

WHEREAS, the District, as a municipal corporation of the State of Washington, is authorized to acquire and own real property pursuant to RCW 52.12.011 and .012; and

WHEREAS, Oak Street Development, LLC “Seller” own a parcel of property suitable to the needs of the District located at 19959 Oaks St. Monroe, WA (Tax Parcel Number 27070600200300) “Property;” and

WHEREAS, The Board of Commissioners directed the Fire Chief to enter into negotiations with the owner of the property to purchase the Property subject to approval of the Board of Commissioners.

WHEREAS, The Fire Chief has negotiated and executed a Purchase and Sale Agreement with the Seller in the amount of \$1,300,000 subject to feasibility and Board approval contingencies.

WHEREAS, the Board of Commissioners believes the acquisition of the Property consistent with the terms of the Real Estate Purchase and Sale Agreement negotiated by the Chief is in the best interest of the District.

NOW THEREFORE, be it resolved that the Board of Commissioners of Snohomish Regional Fire and Rescue as follows:

1. The Board of Commissioner’s hereby approves the Real Estate Purchase and Sale Agreement thereby satisfying the Board approval contingency.
2. Chief Kevin O’Brien is authorized to agree to any non-monetary modifications to the Real Estate Purchase and Sale Agreement upon review and approval of District legal counsel.
3. Chief Kevin O’Brien is authorized to retain necessary consultants and to make any necessary decisions relating to the feasibility contingency.
4. Chief Kevin O’Brien is authorized to execute all other necessary documents to complete the closing of the purchase of the Property from the Seller.

ADOPTED by the Board of Commissioners of Snohomish Regional Fire and Rescue at an open public meeting of such Board on the 9th day of May, 2024, the following Commissioners being present and voting:

Rick Edwards, Commissioner

Troy Elmore, Commissioner

Randy Fay, Commissioner

Paul Gagnon, Commissioner

Jeff Schaub, Commissioner

Jim Steinruck, Commissioner

Roy Waugh, Commissioner

Attest to: District Secretary



EXECUTIVE SESSION

