



COMMISSIONER BOARD MEETING

MAY 23, 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 23, 2024, 1730 hours

CALL TO ORDER

BADGE CEREMONY FOR FIRE MARSHAL'S OFFICE

PUBLIC COMMENT

UNION COMMENT

CHIEF'S REPORT

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	5/21/24	6/25/24	Yes
Finance Committee	Elmore	5/23/24	6/27/24	Yes
Sno911	Waugh	5/16/24	6/20/24	Yes
Sno-Isle Commissioners	Fay	5/2/24	6/6/24	No
Leadership Meeting	Schaub	4/24/24	7/24/24	No
Policy Committee	Schaub	5/9/24	6/13/24	No

COMMITTEE MEETING MINUTES

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-01237 to 24-01247; (\$762,534.08)

AP Vouchers: 24-01248 to 24-01352; (\$445,146.12)

Approval of Payroll

May 15, 2024 (\$1,440,653.62)

Approval of Minutes

Approve Regular Board Meeting Minutes May 9, 2024



OLD BUSINESS

Discussion

Continuous Improvement

Action

Compensation Study
Sno911 ILA Proposed Amendments
Fire Training Facility Agreement

NEW BUSINESS

Discussion

Policy Review

- Policy 318 Safe Haven for Newborns
- Policy 322 Child Abuse Reporting
- Policy 323 Disposition of Valuables
- Policy 325 Adult Abuse
- Policy 335 Firefighter Rescue Survey
- Policy 604 Hazard Communication Program Training
- Policy 710 Non-Official Use of District Property
- Policy 903 Communicable Diseases

Action

Contractor and Design Team: Stations 32 and 81 Projects

GOOD OF THE ORDER

ATTENDANCE CHECK

Regular Commissioner Meeting June 13, 2024, at 1730 - Station 31 Training Room/Zoom.

EXECUTIVE SESSION

ADJOURNMENT



CHIEF'S REPORT





COMMISSIONER REPORTS





COMMITTEE MEETING MINUTES





CONSENT AGENDA



Snohomish Regional Fire and Rescue Claims Voucher Summary

05/15/2024

Page 1 of 1

Fund: Shop - Expense #050

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
24-01237	DEPARTMENT OF RETIREMENT SYSTEMS		27,993.17
24-01238	DIMARTINO & ASSOCIATES		22,799.41
24-01239	FIRE 7 FOUNDATION		587.50
24-01240	HRA VEBA TRUST		87,951.94
24-01241	LEOFF TRUST		460,223.32
24-01242	MATRIX TRUST COMPANY		21,569.60
24-01243	TD AMERITRADE INSTITUTIONAL		388.50
24-01244	TRUSTEED PLANS SERVICE CORP		34,012.40
24-01245	VOYA INSTITUTIONAL TRUST CO		105,983.99
24-01246	WASHINGTON STATE SUPPORT REGISTRY		377.50
24-01247	WASHINGTON STATE SUPPORT REGISTRY		646.75

Page Total 762,534.08

Cumulative Total 762,534.08

Docket of Claims Register

APPKT01599 - 05.23.2024 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	Distribution Amount
0024	ALDERWOOD AUTO GLASS	24-01248						82.05	
	20560	Shop Parts	Invoice	05/02/2024	Shop Parts	050-511-522-60-34-01		82.05	
0030	ALLEGIS CORPORATION	24-01249						223.45	
	3002659	Shop Parts	Invoice	04/15/2024	Shop Parts	050-511-522-60-34-01		223.45	
2106	AMAZON CAPITAL SERVICES, INC	24-01250						3,719.17	
	11J4-VHWW-7XG9	HDMI VGA Adapter (Computer) - ST 82	Invoice	05/09/2024	HDMI VGA Adapter (Computer) - ST 82	001-513-522-10-35-00		8.57	
	11J4-VHWW-MRFM	Shop Parts	Invoice	05/10/2024	Shop Parts	050-511-522-60-34-01		21.25	
	14YR-NRN1-1CXR	Refrig. Water Filter(x4),Toilet Ppr Cadd	Invoice	05/02/2024	Refrigerator Water Filter (x4) - ST74	001-507-522-50-31-00		172.57	
						001-507-522-50-35-00		53.53	
	1937-LQ7C-WLD9	ZAGG rugged Book iPad 10.9" (x10) - R	Invoice	05/12/2024	ZAGG rugged Book iPad 10.9" (x10) - R	001-506-522-45-35-00		1,402.60	
	1CFF-FDN6-T4PD	Printhead Replacement (Denise/HR) R	Credit Memo	05/11/2024	Printhead Replacement (Denise/HR) R	001-513-522-10-35-00		-113.77	
	1DNV-7FFQ-6JNL	Kohler Standard Plunger (x2) - ST 82	Invoice	05/08/2024	Kohler Standard Plunger (x2) - ST 82	001-507-522-50-35-00		29.06	
	1F1X-PKH4-4KDK	Primer 1 GL, Full Body Mirror - ST72 (G	Invoice	05/13/2024	Full Body Mirror - ST72 (Gym)	001-507-522-50-35-00		49.16	
						001-507-522-50-48-00		179.23	
	1FWN-DQYH-QCJY	Shop Parts	Invoice	05/06/2024	Shop Parts	050-511-522-60-34-01		48.48	
	1K4H-TH9C-97YP	Flash Drive 10pk - Logistics (Surplus Pr	Invoice	05/08/2024	Flash Drive 10pk - Logistics (Surplus Pr	001-507-522-50-31-00		19.96	
	1MT1-QYKC-YDFV	Wasp/Hornet Killer 12pk (x3) - Stock	Invoice	05/12/2024	Wasp/Hornet Killer 12pk (x3) - Stock	001-507-522-50-31-00		144.90	
	1NRR-PLMP-X97W	All Weather Patio Chairs 4pk - ST32	Invoice	05/12/2024	All Weather Patio Chairs 4pk - ST32	001-507-522-50-35-00		185.97	
	1P9G-J3JH-7DC6	Face Shield Lightweight Mask - ST81	Invoice	05/07/2024	Face Shield Headgear Mask - ST81	001-507-522-50-35-00		17.43	
	1PMQ-KDN3-6CQT	NRS Workboot Water Shoes - Special C	Invoice	05/03/2024	NRS Workboot Water Shoes - Special C	001-514-522-20-31-09		103.88	
	1PPD-G674-XFL3	Shop Parts	Invoice	05/02/2024	Shop Parts	050-511-522-60-34-01		275.09	
	1TX4-MRF9-33PX	Shop Supplies	Invoice	05/03/2024	Shop Supplies	050-511-522-60-31-05		54.36	
	1VLW-J4Y4-YH4M	HP Laser Pro M404n, MICR Ink - Admir	Invoice	05/12/2024	HP Laser Pro M404n, MICR Ink - Admir	001-513-522-10-35-00		808.36	
	1VLW-J7Y4-171Y	Fire & Emergency 6th Edition (x3) - (AC	Invoice	05/08/2024	Fire & Emergency 6th Edition (x3) - (AC	001-506-522-45-34-00		258.54	
2359	AQUALIS	24-01251						2,095.69	
	INV22781	Cleaning CB's/Inspection of Control Str	Invoice	05/10/2024	Cleaning CB's/Inspection of Control Str	001-507-522-50-48-00		2,095.69	
2263	ARG INDUSTRIAL	24-01252						257.07	
	N064309	Shop Parts	Invoice	05/03/2024	Shop Parts	050-511-522-60-34-01		257.07	
2383	AT&T MOBILITY - CC	24-01253						426.93	
	UCF042024	CradlePoint Data Modems (Acct.5005€	Invoice	05/04/2024	CradlePoint Data Modems	001-513-522-10-42-00		426.93	
1788	AUGIE CARDONA	24-01254						232.37	
	INV11468	Uniform Reimbursement (Station Duty I	Invoice	04/13/2024	Uniform Reimbursement (Station Duty I	001-504-522-20-31-07		232.37	
2349	AXTHELM CONSTRUCTION, INC.	24-01255						136,787.18	
	202337-05	Station 83 Remodel (Contract Pay-App	Invoice	05/08/2024	Station 83 Remodel (Contract Pay-App	300-507-594-50-62-83		136,787.18	

Docket of Claims Register

APPKT01599 - 05.23.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0058	BICKFORD MOTORS INC.	24-01256					699.09
	1272577	Shop Parts	Invoice	05/08/2024	Shop Parts	050-511-522-60-34-01	487.26
	1272673	Shop Parts	Invoice	05/09/2024	Shop Parts	050-511-522-60-34-01	211.83
0065	BOUND TREE MEDICAL, LLC	24-01257					1,810.28
	85325953	Medical Supplies	Invoice	04/25/2024	Medical Supplies	001-509-522-30-31-01	0.56
	85327436	Medications	Invoice	04/26/2024	Medications	001-509-522-30-31-01	10.58
	85327438	Medications & Medical Supplies	Invoice	04/26/2024	Medications & Medical Supplies	001-509-522-30-31-01	308.87
	85329203	Medical Supplies	Invoice	04/29/2024	Medical Supplies	001-509-522-30-31-01	125.80
	85329204	Medical Supplies & Medical Sm.Tools/I	Invoice	04/29/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	102.28
					Medical Supplies	001-509-522-30-31-01	467.93
	85329205	Medications	Invoice	04/29/2024	Medications	001-509-522-30-31-01	54.99
	85333326	Medications & Medical Supplies	Invoice	05/01/2024	Medications & Medical Supplies	001-509-522-30-31-01	367.58
	885329206	Medications	Invoice	04/29/2024	Medications	001-509-522-30-31-01	371.69
1654	BRAD HENNING	24-01258					193.00
	INV11462	Uniform Reimbursement (Duty Boots)	Invoice	04/27/2024	Uniform Reimbursement (Duty Boots)	001-504-522-20-31-07	193.00
0070	BRAKE & CLUTCH SUPPLY INC	24-01259					1,858.42
	128761	Shop Parts	Invoice	05/02/2024	Shop Parts	050-511-522-60-34-01	171.03
	128794	Shop Parts	Invoice	05/02/2024	Shop Parts	050-511-522-60-34-01	1,572.43
	128795	Shop Parts	Invoice	05/02/2024	Shop Parts	050-511-522-60-34-01	114.96
0073	BRAUN NORTHWEST INC	24-01260					416.81
	38742	Shop Parts	Invoice	04/30/2024	Shop Parts	050-511-522-60-34-01	416.81
1922	BROWN'S PLUMBING & PUMP	24-01261					838.27
	60010	Chlorinated well, Replaced bolts on we	Invoice	05/01/2024	Chlorinated well, Replaced bolts on we	001-507-522-50-41-00	838.27
2406	CALIBER AUTO CARE	24-01262					5,800.81
	2916044974	Interior & Exterior Repairs (2008 Chev)	Invoice	04/25/2024	Interior & Exterior Repairs (2008 Chev)	001-512-522-41-46-00	5,800.81
1913	CANON FINANCIAL SERVICES INC	24-01263					739.99
	32580894	Copier Machine Lease - Admin/ST82	Invoice	05/12/2024	Copier Machine Lease - Admin/ST82	001-512-591-22-70-00	443.39
	32594487	Copier Machine Lease - Admin Bldg (C	Invoice	05/12/2024	Copier Machine Lease - Admin Bldg (C	001-512-591-22-70-00	296.60
1573	CASCADE RESCUE COMPANY	24-01264					2,446.40
	INV000396737	Replacement Rop Gear/Clutch for Engi	Invoice	05/03/2024	Replacement Rop Gear/Clutch for Engi	001-514-522-20-35-04	2,446.40
0096	CENTRAL WELDING SUPPLY	24-01265					1,509.04
	0002059926	Oxygen Cylinder Exchange/Re-Fill (x5)	Invoice	05/02/2024	Oxygen Cylinder Exchange/Re-Fill (x5)	001-509-522-20-45-00	250.76
	0002061753	Oxygen Cylinder Exchange/Re-Fill (x9)	Invoice	05/06/2024	Oxygen Cylinder Exchange/Re-Fill (x9)	001-509-522-20-45-00	398.87
	0002062596	Oxygen Cylinder Exchange/Re-Fill	Invoice	05/07/2024	Oxygen Cylinder Exchange/Re-Fill	001-509-522-20-45-00	8.53
	0002063489	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	05/08/2024	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	275.21
	0002066274	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	05/13/2024	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	307.10
	0002069021	Oxygen Cylinder Exchange/Re-Fill (x7)	Invoice	05/15/2024	Oxygen Cylinder Exchange/Re-Fill (x7)	001-509-522-20-45-00	268.57

Docket of Claims Register

APPKT01599 - 05.23.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0099	CHAMPION BOLT & SUPPLY INC	24-01266					775.18
	779232	Shop Parts	Invoice	05/02/2024	Shop Parts	050-511-522-60-34-01	3.93
	779554	Shop Supplies	Invoice	05/09/2024	Shop Supplies	050-511-522-60-31-05	330.21
	779557	Shop Parts	Invoice	05/09/2024	Shop Parts	050-511-522-60-34-01	12.47
	779559	Shop Supplies	Invoice	05/09/2024	Shop Supplies	050-511-522-60-31-05	298.67
	779636	Shop Supplies	Invoice	05/10/2024	Shop Supplies	050-511-522-60-31-05	129.90
0101	CHINOOK LUMBER	24-01267					232.93
	2021465	Lumber & Materials (Trailer Supplies) -	Invoice	05/20/2024	Lumber & Materials (Trailer Supplies) -	001-506-522-45-31-03	232.93
0105	CHRISTIAN DIMONDA	24-01268					611.16
	INV11460	Per Diem Reimbimbursement (2024 FI	Invoice	05/13/2024	Per Diem Reimbimbursement (2024 FI	001-506-522-45-43-00	611.16
0110	CITY OF MONROE	24-01269					37.28
	ST31IRR-APR24	Water (Irrigation Meter) - ST 31	Invoice	05/02/2024	Water (Irrigation Meter) - ST 31	001-507-522-50-47-02	37.28
0110	CITY OF MONROE	24-01270					490.00
	ADMIN-APR24	Water, Stormwater & Sewer - Admin B	Invoice	05/02/2024	Water, Stormwater & Sewer - Admin B	001-507-522-50-47-02 300-507-522-50-47-00	249.90 240.10
0110	CITY OF MONROE	24-01271					155.15
	ST32-APR24	Water & Stormwater - ST 32	Invoice	05/02/2024	Water & Stormwater - ST 32	001-507-522-50-47-02	155.15
0110	CITY OF MONROE	24-01272					907.49
	ST31-APR24	Water, Stormwater & Sewer - ST 31	Invoice	05/02/2024	Water, Stormwater & Sewer - ST 31	001-507-522-50-47-02	907.49
2408	CODY MACK	24-01273					1,768.78
	INV11470	Tuition Reimb.(Fall23-Fire203)(Wint24	Invoice	04/15/2024	Tuition Reimb.(Fall23-Fire203)(Wint24	001-506-522-45-49-10	1,768.78
0126	COMCAST	24-01274					309.98
	ST73-MAYJUN24	Internet Services - ST 73	Invoice	05/04/2024	Internet Services - ST 73	001-513-522-50-42-01	309.98
0136	COURIERWEST	24-01275					2,388.24
	7641	Mail Courier Monthly Service (January	Invoice	12/01/2024	Mail Courier Monthly Service (January	001-502-522-10-41-01	2,388.24
0138	CRESSY DOOR COMPANY, INC	24-01276					2,784.04
	196073	Bay Door Srvc Call (Jammed/Photo Eye	Invoice	05/09/2024	Bay Door Srvc Call (Jammed/Photo Eye	001-507-522-50-48-00	585.10
	196190	Bay Door Srvc Call (Jammed Door Repa	Invoice	05/13/2024	Bay Door Srvc Call (Jammed Door Repa	001-507-522-50-48-00	2,198.94
0139	CROSS VALLEY WATER DISTRICT	24-01277					843.00
	3154365	Water - ST 33	Invoice	04/30/2024	Water - ST 33	001-507-522-50-47-02	843.00
0139	CROSS VALLEY WATER DISTRICT	24-01278					338.40
	3154364	Water - ST 74/Logistics Bldg	Invoice	04/30/2024	Water - ST 74/Logistics Bldg	001-507-522-50-47-02	338.40
0139	CROSS VALLEY WATER DISTRICT	24-01279					909.75
	3154363	Water - ST 71	Invoice	04/30/2024	Water - ST 71	001-507-522-50-47-02	909.75
2403	DARKHORSE EMERGENCY CORP.	24-01280					40,000.00
	INV-E0078	Darkhorse Emergency Software Annua	Invoice	04/25/2024	Darkhorse Emergency Software Annua	001-516-522-30-49-04	40,000.00
0300	DAVE JONKER	24-01281					217.99
	INV11464	ASE Test (A1-8R,L1R & T2R,T4R,T5R M)	Invoice	05/01/2024	ASE Test (A1-8R,L1R & T2R,T4R,T5R M)	050-511-522-45-49-01	217.99

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
2000	DESERT DIAMOND INDUSTRIES L	24-01282					1,620.00
	INV-006637	Safety Saw Blade (x4) New Engine #5	Invoice	05/07/2024	Safety Saw Blade (x4) New Engine #5	001-504-522-20-31-01	1,620.00
2318	DILLON CLINTON	24-01283					400.00
	INV11463	PNW Fire Conference Registration Fee:	Invoice	05/13/2024	PNW Fire Conference Registration Fee:	001-506-522-45-49-02	400.00
1875	ELECTRONIC BUSINESS MACHINE	24-01284					16.84
	AR276852	Copier Machine Usage - ST71	Invoice	04/30/2024	Copier Machine Usage - ST71	001-502-522-10-31-00	16.84
1938	EVERETT BAYSIDE MARINE INC	24-01285					439.47
	8089	Shop Parts	Invoice	04/11/2024	Shop Parts	050-511-522-60-34-01	334.60
	8139	Shop Parts	Invoice	04/23/2024	Shop Parts	050-511-522-60-34-01	105.59
	8218	Shop Parts	Credit Memo	04/23/2024	Shop Parts	050-511-522-60-34-01	-0.72
2117	EVERGREEN SAFETY COUNCIL	24-01286					2,163.06
	INV12861	Forklift Operator Training Registration	Invoice	05/09/2024	Forklift Operator Training Registration	050-511-522-45-49-01	618.02
					Forklift Operator Training Registration(001-507-522-45-49-02	1,545.04
2145	FP MAILING SOLUTIONS	24-01287					154.25
	RI106198019	Postage Machine Lease (Quarterly)	Invoice	04/21/2024	Postage Machine Lease (Quarterly)	001-512-591-22-70-00	154.25
0222	FREIGHTLINER NORTHWEST	24-01288					103.48
	PC304022376;01	Shop Parts	Invoice	05/07/2024	Shop Parts	050-511-522-60-34-01	103.48

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0226	GALLS, LLC	24-01289					8,446.41
	027723703	Softshell Fleece Jacket	Invoice	04/22/2024	Softshell Fleece Jacket	001-504-522-20-31-07	203.55
	027723705	Firefighter Pants	Invoice	04/22/2024	Nomex IIIA Firefighter Pants	001-504-522-20-31-07	145.03
	027723720	Polyester/Wool Class A Dress Pants	Invoice	04/22/2024	Polyester/Wool Class A Dress Pants	001-504-522-20-31-07	190.91
	027734334	Waterproof Duty Boots (x4) (Return)	Credit Memo	04/02/2024	Waterproof Duty Boots (x4) (Return)	001-504-522-20-31-07	-1,409.84
	027735562	Quarter Boots	Invoice	04/23/2024	Quarter Boots	001-504-522-20-31-07	134.71
	027760410	Badge Application Tab, Jumpsuit Badge	Invoice	04/25/2024	Badge Application Tab, Jumpsuit Badge	001-504-522-20-31-07	21.08
	027766634	Carhartt Overalls (x3)	Invoice	04/25/2024	Carhartt Overalls (x3)	001-504-522-20-31-07	265.60
	027772261	Quarter Boots	Invoice	04/26/2024	Quarter Boots	001-504-522-20-31-07	136.19
	027775012	Tactical Men's Short Sleeve Polo	Invoice	04/26/2024	Tactical Men's Short Sleeve Polo	001-504-522-20-31-07	72.03
	027788911	S/S Chief Shirt (x3)	Invoice	04/29/2024	S/S Chief Shirt (x3)	001-504-522-20-31-07	435.25
	027801826	Leather Belt, Industrial Pants (x2)	Invoice	04/30/2024	Leather Belt, Industrial Pants (x2)	001-504-522-20-31-07	308.00
	027801926	L/S Polyester Command Shirt	Invoice	05/20/2024	L/S Polyester Command Shirt	001-504-522-20-31-07	70.71
	027819693	L/S Chief Shirt	Invoice	05/01/2024	L/S Chief Shirt	001-504-522-20-31-07	169.67
	027824099	Waterproof Duty Boots	Invoice	05/01/2024	Waterproof Duty Boots	001-504-522-20-31-07	177.07
	027830545	Blank Embroiderable Patch (x3)	Invoice	05/02/2024	Blank Embroiderable Patch (x3)	001-504-522-20-31-07	39.17
	027841339	Firefighter Pants	Invoice	05/03/2024	Nomex IIIA Firefighter Pants	001-504-522-20-31-07	178.84
	027857699	Industrial Pants (x2)	Invoice	05/06/2024	Industrial Pants (x2)	001-504-522-20-31-07	281.99
	027857712	Duty Boots	Invoice	05/06/2024	Duty Boots	001-504-522-20-31-07	153.43
	027857732	Name Plate	Invoice	05/06/2024	Name Plate	001-504-522-20-31-07	26.56
	027857736	Bugle Pin (x12), 3-Crossed Pin	Invoice	05/06/2024	Bugle Pin (x12), 3-Crossed Pin	001-504-522-20-31-07	109.98
	027867488	Uniform Metal Badge (x15)	Invoice	05/06/2024	Uniform Metal Badge (x15)	001-504-522-20-31-07	1,885.47
	027867686	Name Plate	Invoice	05/06/2024	Name Plate	001-504-522-20-31-07	26.56
	027869036	Industrial Pants (x3)	Invoice	05/07/2024	Industrial Pants (x3)	001-504-522-20-31-07	423.38
	027869077	Quarter Boots	Invoice	05/07/2024	Quarter Boots	001-504-522-20-31-07	107.92
	027869078	Dress/Uniform Shoes (Academy Oxford)	Invoice	05/07/2024	Dress/Uniform Shoes (Academy Oxford)	001-504-522-20-31-07	79.49
	027869082	Duty Boots	Invoice	05/07/2024	Duty Boots	001-504-522-20-31-07	153.29
	027869109	1/4 Zip Turtleneck Sweatshirt Fleece	Invoice	05/07/2024	1/4 Zip Turtleneck Sweatshirt Fleece	001-504-522-20-31-07	133.40
	027869110	1/4 Zip Turtleneck Sweatshirt	Invoice	05/07/2024	1/4 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	98.86
	027869163	Quarter Boots	Invoice	05/07/2024	Quarter Boots	001-504-522-20-31-07	221.33
	027880503	Cargo Pants	Invoice	05/08/2024	Cargo Pants	001-504-522-20-31-07	217.71
	027880504	Firefighter Pants (x2)	Invoice	05/08/2024	Nomex IIIA Firefighter Pants (x2)	001-504-522-20-31-07	357.35
	027880508	Firefighter Pants	Invoice	05/08/2024	Nomex IIIA Firefighter Pants	001-504-522-20-31-07	145.03
	027880523	Industrial Pants (x2)	Invoice	05/08/2024	Industrial Pants (x2)	001-504-522-20-31-07	282.25
	027891597	Firefighter Pants	Invoice	05/09/2024	Nomex IIIA Firefighter Pants	001-504-522-20-31-07	145.03
	027900319	Uniform Reverse Panel Custom Badge	Invoice	05/09/2024	Uniform Reverse Panel Custom Badge	001-504-522-20-31-07	1,049.28
	027901748	1/4 Zip Pullover SoftShell	Invoice	05/10/2024	1/4 Zip Pullover SoftShell	001-504-522-20-31-07	98.94
	027927672	Recessed Belt Clip Holder w/ Chain	Invoice	05/13/2024	Recessed Belt Clip Holder w/ Chain	001-504-522-20-31-07	42.11
	027927805	Quarter Boots	Invoice	05/13/2024	Quarter Boots	001-504-522-20-31-07	221.50
	027929371	Industrial Pants (x2)	Invoice	05/14/2024	Industrial Pants (x2)	001-504-522-20-31-07	282.25
	027940268	Quarter Boots	Invoice	05/14/2024	Quarter Boots	001-504-522-20-31-07	222.32
	027940271	Quarter Boots	Invoice	05/14/2024	Quarter Boots	001-504-522-20-31-07	222.32
	027940278	Quarter Boots	Invoice	05/14/2024	Quarter Boots	001-504-522-20-31-07	222.32

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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
	027952708	1/4 Zip Pullover Sweatshirt	Invoice	05/15/2024	1/4 Zip Pullover Sweatshirt	001-504-522-20-31-07	98.37
2287	GEOENGINEERS, INC. 0197704	24-01290 Cap. Facilities Plan.(Demo/CPT Testing	Invoice	05/10/2024	Cap. Facilities Plan.(Demo/CPT Testing	300-507-594-50-62-00	2,875.00 2,875.00
0238	GRAINGER 9115542558 9120516134	24-01291 Station Operating Supplies Station Supplies (Steel Drawer Cabinet	Invoice Invoice	05/10/2024 05/16/2024	Station Operating Supplies Station Supplies (Steel Drawer Cabinet	001-507-522-50-31-00 001-507-522-50-35-00	10,186.97 41.98 10,144.99
1660	HARBORVIEW INVESTMENT LTD 06/2024	24-01292 Paramedic School Housing Rent (#2-1C	Invoice	06/01/2024	Paramedic School Housing Rent (#2-1C	001-506-522-45-49-37	1,710.00 1,710.00
0252	HEALTHFORCE PARTNERS INC. 25904	24-01293 Pre-Employment/New Hire Physicals (Invoice	04/30/2024	Pre-Employment/New Hire Physicals (001-510-522-20-41-06	380.00 380.00
0258	HILL STREET CLEANERS 11489	24-01294 Uniform Repairs, Alteratns & Name/Pa	Invoice	05/15/2024	Uniform Repairs, Alteratns & Name/Pa	001-504-522-20-31-07	183.79 183.79
1878	IMS ALLIANCE 24-1320 24-1385	24-01295 Passport Name & Locker Tags (x8) Passport Name & Locker Tags (x7)	Invoice Invoice	05/03/2024 05/10/2024	Passport Name & Locker Tags (x8) Passport Name & Locker Tags (x7)	001-504-522-20-31-01 001-504-522-20-31-01	51.84 28.86 22.98
1665	INDUSTRIAL FABRICATION COMF 11991	24-01296 Shop Parts	Invoice	04/24/2024	Shop Parts	050-511-522-60-34-01	536.77 536.77
0276	IRON MOUNTAIN INC 202863849	24-01297 OffSite Server Data Storage Services (A	Invoice	04/30/2024	OffSite Server Data Storage Services (A	001-513-522-10-41-04	812.12 812.12
0277	ISOUTSOURCE CW294896 CW295033 CW295034	24-01298 IT Services IT Services Monthly Software Fees/Monitoring Se	Invoice Invoice Invoice	04/30/2024 04/30/2024 04/30/2024	IT Services IT Services Monthly Software Fees/Monitoring Se	001-513-522-10-41-04 001-513-522-10-41-04 001-513-522-10-41-04	15,144.67 2,701.60 364.00 12,079.07
0288	JEFF SCHAUB INV11466 INV11467	24-01299 Mileage Reimb. 24' NW Leadership Co Mileage Reimbursement 23' WFCA/Co	Invoice Invoice	04/03/2024 11/16/2023	Mileage Reimb. 24' NW Leadership Co Mileage Reimbursement 23' WFCA/Co	001-501-522-10-43-01 001-501-522-10-43-01	129.06 80.98 48.08
2409	JEREMY JENSEN INV11465	24-01300 Boot Allowance Reimbursement (2024	Invoice	04/28/2024	Boot Allowance Reimbursement (2024	050-511-522-60-31-01	212.13 212.13
2233	KRISTOPHER CHRISTENSEN INV11461 INV11469	24-01301 Car Rental Reimburs. (Honor Guard Ac Uniform Reimbursement (Station Duty	Invoice Invoice	04/27/2024 04/27/2024	Car Rental Reimburs. (Honor Guard Ac Uniform Reimbursement (Station Duty	001-506-522-45-43-00 001-504-522-20-31-07	611.08 378.71 232.37
0349	L.N. CURTIS & SONS INV822468	24-01302 Gauge Parts (x3) Repair	Invoice	05/09/2024	Gauge Parts (x3) Repair	001-504-522-20-48-02	110.40 110.40
1954	LAKE STEVENS ATHLETIC CLUB 67453 67454	24-01303 Monthly Gym Membership (May 2024 Monthly Gym Membership (June 2024	Invoice Invoice	05/15/2024 05/15/2024	Monthly Gym Membership (May 2024 Monthly Gym Membership (June 2024	001-510-522-20-49-00 001-510-522-20-49-00	218.00 109.00 109.00
1595	LEROY SCHWARTZ III INV11400	24-01304 ICC Fire Inspector II Certification Reimt	Invoice	04/15/2024	ICC Fire Inspector II Certification Reimt	001-505-522-45-49-02	1,355.00 1,355.00

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0352	LOWE'S	24-01305					779.95
	901966-MVGIXZ	Shop Parts	Invoice	04/11/2024	Shop Parts	050-511-522-60-34-01	206.82
	975686-MTXRXS	Washing Machine - ST74	Invoice	04/02/2024	Washing Machine - ST74	001-507-522-50-35-00	496.79
	978631-MVMQNF	Bolts (x4) Used for Fan Blade - ST31	Invoice	04/13/2024	Bolts (x4) Used for Fan Blade - ST31	001-507-522-50-35-00	2.98
	980314-MTVGND	Drainfield Repair (Parts) - ST 72	Invoice	04/02/2024	Drainfield Repair (Parts) - ST 72	001-507-522-50-48-00	41.82
	991527-MVXOON	Plumbing Repair Parts - ST 31	Invoice	04/16/2024	Plumbing Repair Parts - ST 31	001-507-522-50-48-00	54.86
	995396-MUSATF	Electrical Light Switch Wall Plate - Stoc	Invoice	04/08/2024	Electrical Light Switch Wall Plate - Stoc	001-507-522-50-31-00	8.30
	999100-MVBPMT	Wall Anchors 10ct - Logistics Stock	Invoice	04/10/2024	Wall Anchors 10ct - Logistics Stock	001-507-522-50-35-00	14.53
	999635-MWHPGF	Hose Clamp/DW Air Gap Brsh/Caps (Ri	Credit Memo	04/18/2024	Hose Clamp/DW Air Gap Brsh/Caps (Ri	001-507-522-50-48-00	-46.15
2389	MATTRESS FIRM, INC	24-01306					5,257.32
	24-0060	PressureSmart 2.0 Firm 11" Mattress T	Invoice	03/28/2024	PressureSmart 2.0 Firm 11" Mattress T	303-507-594-50-64-01	5,257.32
0381	MONROE UPHOLSTERY	24-01307					382.90
	8241	Shop Parts	Invoice	05/07/2024	Shop Parts	050-511-522-60-34-01	382.90
0387	MUNICIPAL EMERGENCY SERVIC	24-01308					160.18
	IN2052365	SCBA Evaluations & Repairs	Invoice	05/13/2024	SCBA Evaluations & Repairs	001-504-522-20-48-12	160.18
2131	MURRAY GUDMUNDSON JR CON	24-01309					4,666.68
	T2024-5-5	Resident Drive Way Repair (L71 - Stuck	Invoice	05/09/2024	Resident Drive Way Repair (L71 - Stuck	001-507-522-50-41-00	4,666.68
0411	NICHOLSON & ASSOCIATES INSU	24-01310					1,200.00
	50661	WFCA Spring Seminar 2024 (x3Comm.	Invoice	05/03/2024	WFCA Spring Seminar 2024 (Schaub,G	001-501-522-45-49-01	450.00
	51026	Pre-Seminar Speakers/Chelan Class Re	Invoice	05/14/2024	WFCA Spring Seminar 2024(O'Brien,Lu	001-506-522-45-49-02	600.00
					Pre-Seminar Speakers/Chelan Class Re	001-501-522-45-49-01	150.00
2333	OAC SERVICES, INC.	24-01311					21,378.27
	148612	Profesional Services CM Labor/Appr/Ev	Invoice	05/13/2024	Profesional Services CM Labor/Appr/Ev	300-507-594-50-62-81	7,072.49
	148613	Profesional Srvc CM Labor/Constrctio	Invoice	05/13/2024	Profesional Services CM Labor/Appr/Ev	300-507-594-50-62-81	6,766.18
					Profesional Srvc CM Labor/Constrctio	300-507-594-50-62-31	3,249.30
					Profesional Srvc CM Labor/Constrctio	300-507-594-50-62-83	4,290.30
2252	ODP BUSINESS SOLUTIONS, LLC	24-01312					5.71
	365762917001	6 Section LG Folders (Return) - Admin I	Credit Memo	05/03/2024	6 Section LG Folders (Return) - Admin I	001-502-522-10-31-00	-74.39
	366163732001	Paprr Clip1000ct,10pk, DskPd, Notbk (x	Invoice	05/02/2024	Paprr Clip1000ct,10pk,DeskPad,Notboc	001-502-522-10-31-00	39.73
					Purell Sanitizer, Tissue Kleenex 6pk (x2	001-507-522-50-31-00	40.37
0451	PACIFIC POWER BATTERIES	24-01313					323.82
	17148147	Shop Parts	Invoice	05/09/2024	Shop Parts	050-511-522-60-34-01	323.82
0464	PERFORMANCE RADIATOR PACIF	24-01314					261.47
	8791976	Shop Parts	Invoice	04/30/2024	Shop Parts	050-511-522-60-34-01	167.54
	8797259	Shop Parts	Invoice	05/06/2024	Shop Parts	050-511-522-60-34-01	261.47
	8798104	Shop Parts	Credit Memo	05/07/2024	Shop Parts	050-511-522-60-34-01	-167.54

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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
0466	PETROCARD, INC. C457076	24-01315 OnSite Mobile Fueling Service - ST 71,	Invoice	05/01/2024	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00 001-509-522-20-32-00	3,289.61 1,032.72 1,032.72
	C459128	OnSite Mobile Fueling Service - ST 71,	Invoice	05/15/2024	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00 001-509-522-20-32-00	612.08 612.09
0483	PUGET SOUND ENERGY ST82-APRMAY24	24-01316 Natural Gas - ST 82	Invoice	05/06/2024	Natural Gas - ST 82	001-507-522-50-47-03	355.98 355.98
0483	PUGET SOUND ENERGY ST33-APRMAY24	24-01317 Natural Gas - ST 33	Invoice	05/13/2024	Natural Gas - ST 33	001-507-522-50-47-03	529.27 529.27
0483	PUGET SOUND ENERGY ST81-APRMAY24	24-01318 Natural Gas - ST 81	Invoice	05/06/2024	Natural Gas - ST 81	001-507-522-50-47-03	402.90 402.90
0483	PUGET SOUND ENERGY ADMIN-APRMAY24	24-01319 Natural Gas - Admin Bldg	Invoice	05/06/2024	Natural Gas - Admin Bldg	001-507-522-50-47-03 300-507-522-50-47-00	814.63 415.46 399.17
1533	REHN & ASSOCIATES INV-00202367	24-01320 COBRA Rights Notice Letter (Retiremnt	Invoice	04/30/2024	COBRA Rights Notice Letter (Retiremnt	001-502-522-10-41-01	84.00 84.00
0499	RICE FERGUS MILLER, INC. 2020053.00-035 2022073.00-015	24-01321 Cap. Facilities Planning (Bid/Constructi Cap. Facilities Planning - Shop Add. Rei	Invoice Invoice	05/07/2024 05/07/2024	Cap. Facilities Planning (Bid/Constructi Cap. Facilities Planning - Shop Add. Rei	300-507-594-50-62-83 300-507-594-50-62-00	42,646.41 18,149.50 24,496.91
1995	RICK EDWARDS INV11474	24-01322 NW Leadership Mileage Reimburseme	Invoice	04/10/2024	NW Leadership Mileage Reimburseme	001-501-522-10-43-01	79.06 79.06
0501	RICOH USA, INC. 108274200	24-01323 Copier Machine Lease - ST 74/Logistics	Invoice	05/07/2024	Copier Machine Lease - ST 74/Logistics	001-512-591-22-70-00	50.91 50.91
0517	S & P DESIGN INC 14216	24-01324 Carhart Jacket (B.R.), Micro Mesh Polo	Invoice	05/06/2024	Carhart Jacket (B.R.), Micro Mesh Polo	001-504-522-20-31-07	323.69 323.69
1755	SAM LANGHELD INV11401	24-01325 Tuit.Reimb.- F2305/A1301/B1301/M1:	Invoice	04/21/2024	Tuit.Reimb.- F2305/A1301/B1301/M1:	001-506-522-45-49-10	4,584.00 4,584.00
1776	SEATTLE CITY LIGHT PMAPT-MARMAY24	24-01326 Electricity - Paramedic Students Apartr	Invoice	05/03/2024	Electricity - Paramedic Students Apartr	001-506-522-45-49-37	45.16 45.16
1921	SEA-WESTERN INC INV31895	24-01327 Turnout/Bunker Gear - Coat (x3), Pants	Invoice	04/26/2024	Turnout/Bunker Gear - Coat (x3), Pant:	303-504-594-20-64-04	11,546.23 11,546.23
0544	SILVER LAKE WATER ST77-APR24	24-01328 Water & Sewer - ST 77	Invoice	05/15/2024	Water & Sewer - ST 77	001-507-522-50-47-02	117.75 117.75
0544	SILVER LAKE WATER ST77FM-APR24	24-01329 Water (Fire Meter) - ST 77	Invoice	05/15/2024	Water (Fire Meter) - ST 77	001-507-522-50-47-02	185.30 185.30
2273	SKY POWER WASH 5892	24-01330 Concrete Cleaning / Asphalt Treatment	Invoice	05/11/2024	Concrete Cleaning / Asphalt Treatment	001-507-522-50-48-00	2,745.19 2,745.19

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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
1547	SNOHOMISH COUNTY 911 7079	24-01331 Monthly EPCR	Invoice	05/08/2024	Monthly Electronic Patient Care Repor	001-509-522-20-49-02	995.54 995.54
0565	SNOHOMISH COUNTY PUD 145798639	24-01332 Electricity - ST 83	Invoice	05/01/2024	Electricity - ST 83	001-507-522-50-47-01	86.52 86.52
0565	SNOHOMISH COUNTY PUD 116110725	24-01333 Electricity - ST 73	Invoice	05/10/2024	Electricity - ST 73	001-507-522-50-47-01	222.00 222.00
0565	SNOHOMISH COUNTY PUD 129309319	24-01334 Electricity & Water - ST 81	Invoice	05/14/2024	Electricity - ST 81 Water - ST 81	001-507-522-50-47-01 001-507-522-50-47-02	780.95 632.95 148.00
0565	SNOHOMISH COUNTY PUD 135920218	24-01335 Electricity - ST 82 Garage/Storage Bldg	Invoice	05/14/2024	Electricity - ST 82 Garage/Storage Bldg	001-507-522-50-47-01	32.63 32.63
0565	SNOHOMISH COUNTY PUD 122716519	24-01336 Electricity - ST 72	Invoice	05/10/2024	Electricity - ST 72	001-507-522-50-47-01	493.76 493.76
0567	SNURE LAW OFFICE, PSC APR2024	24-01337 Monthly Attorney Services (April 2024)	Invoice	04/25/2024	Monthly Attorney Services (April 2024)	001-512-522-10-41-03	3,488.00 3,488.00
0572	SPEEDWAY CHEVROLET 142319 CM142319	24-01338 Shop Parts Shop Parts	Invoice Credit Memo	05/13/2024 05/13/2024	Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01	160.86 215.56 -54.70
2057	SPRAGUE PEST SOLUTIONS 5432610 5432612 5432613 5432614 5432617	24-01339 Monthly Pest Control Servcs - ST 74/Lc Monthly Pest Control Services - ST 82 Monthly Pest Control Services - ST 83 Monthly Pest Control Services - ST 81 Monthly Pest Control Services - ST 71	Invoice Invoice Invoice Invoice Invoice	05/14/2024 05/15/2024 05/03/2024 05/03/2024 05/15/2024	Monthly Pest Control Servcs - ST 74/Lc Monthly Pest Control Services - ST 82 Monthly Pest Control Services - ST 83 Monthly Pest Control Services - ST 81 Monthly Pest Control Services - ST 71	001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00	545.55 109.11 109.11 109.11 109.11 109.11
0580	STATE OF WA DEPARTMENT OF I 0-040-184-711 0-040-266-662	24-01340 Business License Renewal for Station 8 Business License Renewal for Station 8	Invoice Invoice	05/09/2024 05/09/2024	Business License Renewal for Station 8 Business License Renewal for Station 8	001-502-522-10-49-06 001-502-522-10-49-06	60.00 30.00 30.00
1634	STRYKER SALES CORPORATION 9206097386	24-01341 M-LNCS E1 Adult Ear Sensor 3pk	Invoice	05/01/2024	M-LNCS E1 Adult Ear Sensor 3pk	001-509-522-30-31-01	1,169.38 1,169.38
0587	SYSTEMS DESIGN WEST, LLC 20240672	24-01342 EMS Transport Billing Monthly Service:	Invoice	05/09/2024	EMS Transport Billing Monthly Service:	001-509-522-20-41-05	11,353.73 11,353.73
0603	TOWN & COUNTRY TRACTOR INC 179917 198222 200513	24-01343 Shop Parts ChainSaw Maintenance/Repair Parts Chain Saw Maintenance/Repair Parts	Credit Memo Invoice Invoice	03/16/2024 01/29/2024 04/16/2024	Shop Parts ChainSaw Maintenance/Repair Parts Chain Saw Maintenance/Repair Parts	050-511-522-60-34-01 001-504-522-20-48-02 001-504-522-20-48-02	1,927.15 -86.09 11.27 2,001.97
2221	ULINE, INC 177383612	24-01344 Pallets for the shop renovation	Invoice	04/25/2024	Pallets for the shop renovation	001-507-522-50-35-00	1,057.10 1,057.10

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	Payable Number	Payable Description					Distribution Amount
1663	UNDERWATER SPORTS, INC. 316386	24-01345 Atomic Frameless Mask Blk - Special O	Invoice	04/25/2024	Atomic Frameless Mask Blk - Special O	001-514-522-20-31-09	121.33 121.33

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Vendor #	Payable Number	Payable Description					Distribution Amount
0624	US BANK	24-01346					49,220.15
	USBANK-APR24	District Credit Card Charges - April 202	Invoice	04/25/2024	3 Ring Binders/Plastic Dividers	001-502-522-10-31-00	106.27
					ACLS Training - Tower	001-509-522-45-49-02	379.97
					Air Hose/Staples/Coupler (Lowe's)	001-506-522-45-49-23	317.34
					Air Quality/ Mold Test - ST 72	001-507-522-50-48-00	1,622.00
					Airfare - Training Conf - Gardner	001-506-522-45-43-00	497.19
					Airfare - WUI Conference - Kees	001-506-522-45-43-00	319.01
					Airport Parking - DiMonda - FDIC Inter	001-506-522-45-43-00	136.76
					Airport Parking - WUI Conference - Dic	001-506-522-45-43-00	148.00
					Airport Parking (Masterpark) - Tickle	001-506-522-45-43-00	91.10
					Airport Parking- Workhuman Live Conl	001-503-522-10-43-00	152.70
					Annual Physical (Evergreen Health) - V	001-510-522-20-41-06	947.39
					Baggage Fee (Delta) - Schoof	001-502-522-10-43-00	35.00
					Bin Organizers for Tool Box	001-507-522-50-35-00	21.94
					Binding Machine	001-502-522-10-35-00	214.05
					Blinds/Rollershades - Admin Addition	001-507-522-50-35-00	1,462.14
					Bottled Water (Costco) 48 Case Pallet -	001-507-522-50-31-00	480.91
					CalendarWiz Prof. Software Mnthly Sul	001-513-522-10-49-04	29.00
					Chainmail Scrubber/Outlet Wall Plates	001-507-522-50-31-00	36.20
					Chaplain Lunch (Contos)	001-509-522-20-49-04	94.32
					Cisco Transceiver Module x6	001-513-522-10-35-00	468.24
					Coffee (Starbucks) - Captain Testing	001-506-522-45-31-03	43.16
					Coffee and Snacks for BC Meeting	001-504-522-20-31-01	49.98
					Damage Deposit Refund (Speaker Kurt	001-506-522-45-45-00	-200.00
					Dinner (Old Spaghetti Factory) -Comex	001-506-522-45-43-00	625.34
					Dinner (The Forum) -Comex	001-506-522-45-43-00	507.41
					Dumbbells/Bumper Plates/Landmine-	001-510-522-20-35-01	511.04
					Duplicate Key Made	001-507-522-50-49-00	11.49
					Fire Hooks (Exchange)	001-506-522-45-49-23	-3.88
					Fire Protection Handbook x2/Member.	001-505-522-45-49-02	3,925.00
					Firefighter Drop Rope Bag x8	001-504-522-20-35-00	212.40
					Fitness Equipment	001-510-522-20-35-01	65.76
					Fitness Equipment (Ace Hardware)	001-510-522-20-35-01	40.32
					Fitness Equipment (Perform Better)	001-510-522-20-35-01	504.03
					Forza Forensics	001-505-522-45-49-02	336.37
					Forza Forensics	001-505-522-45-49-02	336.37
					Garbage Can (Costco) - ST 74	001-507-522-50-35-00	80.91
					Gatorade (Costco) Variety Pk (x12) - ST	001-507-522-50-31-00	301.54
					Glacier West Storage Unit	001-507-522-50-45-00	146.00
					GoDaddy Domain Renewal - 1 Year	001-513-522-10-49-04	38.34
					Hardware - Drinking Fountain -Wellne:	001-507-522-50-48-00	13.04
					Heavy Duty Sherpa Lined Jacket - Shop	050-511-522-60-31-01	184.73
					Hinges/Hooks (Ace Hardware) - ST 31	001-507-522-50-35-00	109.25

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	USBANK-APR24	District Credit Card Charges - April 202	Invoice	04/25/2024	Hitch Pin x5/ Mounting Tow x5 - New f	001-504-522-20-35-00	515.60
					Hotel - FDIC Conference - Tickle	001-506-522-45-43-00	926.64
					Hotel - Honor Guard Train Academy - C	001-506-522-45-43-00	1,207.28
					Hotel - Honor Guard Train Academy - F	001-506-522-45-43-00	754.55
					Hotel - Honor Guard Train Academy - S	001-506-522-45-43-00	640.00
					Hotel - Honor Guard Train Academy - S	001-506-522-45-43-00	114.55
					Hotel - WUI Conference - Dickinson	001-506-522-45-43-00	531.45
					Hotel - WUI Conference - Kees	001-506-522-45-43-00	531.45
					Hotel (Enzian Inn) - Fall Comex	001-506-522-45-43-00	500.00
					Hotel (Fairmont) - Workhuman live	001-503-522-10-43-00	2,172.12
					Hotel (FDIC Conf) - DiMonda	001-506-522-45-43-00	3,135.60
					Hotel (Heathman) - CLT retreat May 20	001-506-522-45-43-00	2,734.00
					Hotel (Hilton Garden) - Honor Guard Ti	001-506-522-45-43-00	1,056.37
					Hotel (Westin) - Schoof - NPELRA Conf.	001-502-522-10-43-00	1,469.25
					ICC Membership Renewal - Messer	001-505-522-30-49-02	204.00
					ICC Renewal - Bowen	001-505-522-30-49-02	110.00
					Intl Code Council	001-505-522-30-49-02	446.00
					IRA Green - Jamal Placeholder	001-514-522-20-31-09	62.65
					IReTV USB Receiver	001-513-522-10-35-00	23.14
					Lake Stevens Chamber Luncheon x7	001-502-522-10-49-06	140.00
					LS Best Storage Unit Monthly Rental (x	001-507-522-50-45-00	150.00
					Lunch - Ana Towers SCEMS Eval	001-509-522-20-49-04	25.23
					Lunch - BC Interviews	001-504-522-20-49-04	41.60
					Lunch - Captains Testing	001-506-522-45-31-03	373.00
					Lunch - EMS Training	001-509-522-20-49-04	53.68
					Lunch - Interview Panel - Records Spec	001-503-522-10-49-06	84.25
					Lunch - Swiftwater Training	001-506-522-45-31-03	252.02
					Marking Paint	001-514-522-20-35-04	87.42
					Mask (Underwater Sports) - Perron	001-514-522-20-31-09	88.13
					Metal T-Post/Orange Snow Fence	001-514-522-20-35-04	205.13
					Microsoft 'Office 365 E1' License Mnth	001-513-522-10-49-04	15.32
					Monroe Chamber Luncheon x4	001-502-522-10-49-06	64.00
					Network Solutions - Renewal of Domai	001-513-522-10-49-04	10.94
					New Hire/Job Open Adver(Conf.Suppo	001-502-522-10-44-00	125.00
					New Hire/Job Open Advert(Data Analy	001-502-522-10-44-00	125.00
					NFPA Conf and Expo Registration - Bov	001-505-522-45-49-02	1,695.00
					PALS Training - Tower	001-509-522-45-49-02	399.31
					Paper Plates/Plastic Forks (Costco) - Ac	001-507-522-50-31-00	36.05
					Paramedic Protocol Provider License x	001-513-522-10-49-04	174.86
					Paramedic Protocol Provider Licenses)	001-513-522-10-49-04	218.58
					Parts for Washing Machine Repair	001-507-522-50-48-00	201.24
					Performance Softshell Jacket - Shop	050-511-522-60-31-01	88.82
					Pulley x2	001-514-522-20-35-04	295.65

Docket of Claims Register

APPKT01599 - 05.23.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	USBANK-APR24	District Credit Card Charges - April 202	Invoice	04/25/2024	Refund - BlueJeans	001-513-522-10-49-04	-46.37
					Refund - ICC Membership Renewal - IV	001-505-522-30-49-02	-204.00
					Replacement Cones - E31	001-504-522-20-35-00	329.30
					Reusable Blood Pressure Cuff x15	001-509-522-20-35-00	408.81
					Sandwich Platters - Admin Day	001-502-522-10-49-06	104.91
					Screwdriver/Reciprocating Saw Blades	001-506-522-45-49-23	60.57
					Seat Upgrade - WUI Conference - Kees	001-506-522-45-43-00	52.98
					Shop Parts	050-511-522-60-34-01	97.55
					Shop Parts	050-511-522-60-34-01	33.82
					Shop Parts	050-511-522-60-34-01	315.34
					Shop Parts	050-511-522-60-34-01	153.31
					Shop Parts	050-511-522-60-34-01	68.81
					Shop Tools	050-511-522-60-35-00	2,543.55
					Shop Tools	050-511-522-60-48-01	773.03
					Sky Valley Chamber Luncheon x2	001-502-522-10-49-06	30.00
					Slybroadcast - Ringing Voicemail Deliv	001-503-522-10-49-06	40.00
					Snack - EMS Run Review & Meeting	001-509-522-20-49-04	31.08
					Snacks - EMS Training	001-509-522-20-49-04	17.49
					Snacks (Safeway) - Capt. Testing	001-506-522-45-31-03	71.02
					Snacks/Coffee - Leber Retirement	001-502-522-10-49-06	60.05
					Survey Monkey(Renewal)	001-506-522-45-31-03	108.01
					Toilet Seat - ST 71	001-507-522-50-35-00	27.30
					TV (Costco) - Admin Pod	001-507-522-50-35-00	2,481.68
					TV (Costco) - Logistics	001-507-522-50-35-00	714.33
					Uber - FDIC Conf - Tickle	001-506-522-45-43-00	56.42
					Uber - FDIC Conference - Tickle	001-506-522-45-43-00	37.66
					Uber - Schoof	001-502-522-10-43-00	39.41
					Uber - Schoof	001-502-522-10-43-00	23.94
					UPS - Mailing District Gear to Brian Sni	001-502-522-10-42-00	8.95
					WA State Patrol (WSP) Background Ch	001-503-522-10-49-06	11.00
					Water Delivery & Dispenser Rental (Sh	050-511-522-60-31-04	60.42
					WFC - FORCE Conference - Lunquist	001-506-522-45-43-00	550.00
					WFC - FORCE Conference - Lunquist	001-506-522-45-43-00	100.00
					WFOA (Federal Award Requir) Registra	001-503-522-45-49-02	75.00
					WFOA Membership - Vargas	001-503-522-10-49-01	75.00
					WFOA Membership Dues - Bazinet	001-503-522-10-49-01	75.00
					WFOA Membership Dues - Jenkins	001-503-522-10-49-01	75.00
					WFOA Membership Dues - Ruiz	001-503-522-10-49-01	75.00
					Wildland Supplies - New Engines	001-504-522-20-35-00	1,851.91
					Zoom One Pro x 2 - Annual	001-515-522-30-49-04	349.86
0631	VERATHON MEDICAL	24-01347					1,638.53
	80896929	Medical Supplies	Invoice	05/16/2024	Medical Supplies	001-509-522-30-31-01	1,157.61
	80897630	Medical Supplies	Invoice	05/14/2024	Medical Supplies	001-509-522-30-31-01	480.92

Docket of Claims Register

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0040	VESTIS	24-01348					96.70
	6560379278	Maint. Srvc Towels, Floor Mat & Mop	Invoice	05/09/2024	Maint. Srvc Towels, Floor Mat & Mop	001-507-522-50-48-00	26.52
	6560379286	Shop Supplies/Uniform Rental/Laundr	Invoice	05/09/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	70.18
0651	WAVE	24-01349					7,499.81
	132631801-0010797	Fiber Optic Connection - County (Rock	Invoice	05/01/2024	Fiber Optic Connection & Cable/TV Ser	001-513-522-50-42-01	7,499.81
0651	WAVE	24-01350					900.80
	129266301-0010797	Fiber Optic Connection - ST 72	Invoice	05/01/2024	Fiber Optic Connection - ST 72	001-513-522-50-42-01	900.80
0665	WHELEN ENGINEERING COMPAN	24-01351					111.25
	491295	Shop Parts	Invoice	05/02/2024	Shop Parts	050-511-522-60-34-01	111.25
2011	ZIPLY FIBER	24-01352					202.26
	ADMIN-APRMAY24	Fire Alarm Phone Lines/Connection - A	Invoice	04/28/2024	Fire Alarm Phone Lines/Connection - A	001-513-522-50-42-01	202.26
Total Claims: 105						Total Payment Amount:	445,146.12

Snohomish Regional Fire and Rescue Claims Voucher Summary

05/21/2024

Page 1 of 4

Fund: General Fund #001

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

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
24-01248	ALDERWOOD AUTO GLASS		82.05
24-01249	ALLEGIS CORPORATION		223.45
24-01250	AMAZON CAPITAL SERVICES, INC		3,719.17
24-01251	AQUALIS		2,095.69
24-01252	ARG INDUSTRIAL		257.07
24-01253	AT&T MOBILITY - CC		426.93
24-01254	AUGIE CARDONA		232.37
24-01255	AXTHELM CONSTRUCTION, INC.		136,787.18
24-01256	BICKFORD MOTORS INC.		699.09
24-01257	BOUND TREE MEDICAL, LLC		1,810.28
24-01258	BRAD HENNING		193.00
24-01259	BRAKE & CLUTCH SUPPLY INC		1,858.42
24-01260	BRAUN NORTHWEST INC		416.81
24-01261	BROWN'S PLUMBING & PUMP		838.27
24-01262	CALIBER AUTO CARE		5,800.81
24-01263	CANON FINANCIAL SERVICES INC		739.99
24-01264	CASCADE RESCUE COMPANY		2,446.40
24-01265	CENTRAL WELDING SUPPLY		1,509.04
24-01266	CHAMPION BOLT & SUPPLY INC		775.18
24-01267	CHINOOK LUMBER		232.93
24-01268	CHRISTIAN DIMONDA		611.16
24-01269	CITY OF MONROE		37.28
24-01270	CITY OF MONROE		490.00
24-01271	CITY OF MONROE		155.15
24-01272	CITY OF MONROE		907.49
24-01273	CODY MACK		1,768.78
24-01274	COMCAST		309.98
24-01275	COURIERWEST		2,388.24
24-01276	CRESSY DOOR COMPANY, INC		2,784.04
24-01277	CROSS VALLEY WATER DISTRICT		843.00
24-01278	CROSS VALLEY WATER DISTRICT		338.40

Page Total 171,777.65

Cumulative Total 171,777.65

Snohomish Regional Fire and Rescue Claims Voucher Summary

05/21/2024

Page 2 of 4

Fund: General Fund #001

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

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
24-01279	CROSS VALLEY WATER DISTRICT		909.75
24-01280	DARKHORSE EMERGENCY CORP.		40,000.00
24-01281	DAVE JONKER		217.99
24-01282	DESERT DIAMOND INDUSTRIES LLC		1,620.00
24-01283	DILLON CLINTON		400.00
24-01284	ELECTRONIC BUSINESS MACHINES		16.84
24-01285	EVERETT BAYSIDE MARINE INC		439.47
24-01286	EVERGREEN SAFETY COUNCIL		2,163.06
24-01287	FP MAILING SOLUTIONS		154.25
24-01288	FREIGHTLINER NORTHWEST		103.48
24-01289	GALLS, LLC		8,446.41
24-01290	GEOENGINEERS, INC.		2,875.00
24-01291	GRAINGER		10,186.97
24-01292	HARBORVIEW INVESTMENT LTD		1,710.00
24-01293	HEALTHFORCE PARTNERS INC.		380.00
24-01294	HILL STREET CLEANERS		183.79
24-01295	IMS ALLIANCE		51.84
24-01296	INDUSTRIAL FABRICATION COMPANY		536.77
24-01297	IRON MOUNTAIN INC		812.12
24-01298	ISOUTSOURCE		15,144.67
24-01299	JEFF SCHAUB		129.06
24-01300	JEREMY JENSEN		212.13
24-01301	KRISTOPHER CHRISTENSEN		611.08
24-01302	L.N. CURTIS & SONS		110.40
24-01303	LAKE STEVENS ATHLETIC CLUB		218.00
24-01304	LEROY SCHWARTZ III		1,355.00
24-01305	LOWE'S		779.95
24-01306	MATTRESS FIRM, INC		5,257.32
24-01307	MONROE UPHOLSTERY		382.90
24-01308	MUNICIPAL EMERGENCY SERVICES, INC.		160.18
24-01309	MURRAY GUDMUNDSON JR CONSTRUCTION INC.		4,666.68

Page Total

100,235.11

Cumulative Total

272,012.76

Snohomish Regional Fire and Rescue Claims Voucher Summary

05/21/2024

Page 3 of 4

Fund: General Fund #001

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

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
24-01310	NICHOLSON & ASSOCIATES INSURANCE, LLC		1,200.00
24-01311	OAC SERVICES, INC.		21,378.27
24-01312	ODP BUSINESS SOLUTIONS, LLC		5.71
24-01313	PACIFIC POWER BATTERIES		323.82
24-01314	PERFORMANCE RADIATOR PACIFIC, LLC		261.47
24-01315	PETROCARD, INC.		3,289.61
24-01316	PUGET SOUND ENERGY		355.98
24-01317	PUGET SOUND ENERGY		529.27
24-01318	PUGET SOUND ENERGY		402.90
24-01319	PUGET SOUND ENERGY		814.63
24-01320	REHN & ASSOCIATES		84.00
24-01321	RICE FERGUS MILLER, INC.		42,646.41
24-01322	RICK EDWARDS		79.06
24-01323	RICOH USA, INC.		50.91
24-01324	S & P DESIGN INC		323.69
24-01325	SAM LANGHELD		4,584.00
24-01326	SEATTLE CITY LIGHT		45.16
24-01327	SEA-WESTERN INC		11,546.23
24-01328	SILVER LAKE WATER		117.75
24-01329	SILVER LAKE WATER		185.30
24-01330	SKY POWER WASH		2,745.19
24-01331	SNOHOMISH COUNTY 911		995.54
24-01332	SNOHOMISH COUNTY PUD		86.52
24-01333	SNOHOMISH COUNTY PUD		222.00
24-01334	SNOHOMISH COUNTY PUD		780.95
24-01335	SNOHOMISH COUNTY PUD		32.63
24-01336	SNOHOMISH COUNTY PUD		493.76
24-01337	SNURE LAW OFFICE, PSC		3,488.00
24-01338	SPEEDWAY CHEVROLET		160.86
24-01339	SPRAGUE PEST SOLUTIONS		545.55
24-01340	STATE OF WA DEPARTMENT OF REVENUE		60.00

Page Total

97,835.17

Cumulative Total

369,847.93

Snohomish Regional Fire and Rescue Claims Voucher Summary

05/21/2024

Page 4 of 4

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
24-01341	STRYKER SALES CORPORATION		1,169.38
24-01342	SYSTEMS DESIGN WEST, LLC		11,353.73
24-01343	TOWN & COUNTRY TRACTOR INC.		1,927.15
24-01344	ULINE, INC		1,057.10
24-01345	UNDERWATER SPORTS, INC.		121.33
24-01346	US BANK		49,220.15
24-01347	VERATHON MEDICAL		1,638.53
24-01348	VESTIS		96.70
24-01349	WAVE		7,499.81
24-01350	WAVE		900.80
24-01351	WHELEN ENGINEERING COMPANY		111.25
24-01352	ZIPLY FIBER		202.26

Page Total 75,298.19

Cumulative Total 445,146.12



Payroll Summary and Authorization Form for the:

5/15/2024 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: \$1,109,011.30

Paper Checks: \$0.00

Taxes: \$331,642.32

Allowed in the sum of: \$1,440,653.62

Reviewed by:

[Handwritten Signature]

District Administrative Coordinator CFO

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

May 9, 2024, 1730 hours

CALL TO ORDER

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

PUBLIC COMMENT

Three comments from Local 425 regarding future construction projects.

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Chief O'Brien congratulated our newly promoted Deputy Fire Marshal 1 Leroy Schwartz, and he thanked the crews for their recent rescue from a tree.

Assistant Chief Messer commented that Leroy Schwartz was promoted to Deputy Fire Marshal 1 effective May 1st. Ratification of the IAFF 2023-2025 CBA on March 14th provided for retitling and rank recognition of positions within the Office of the Fire Marshal and included a career development plan for our members. There has been a significant increase in demand for our services. Our plan reviews have increased by 56% from 2021 to 2023, construction inspections have increased by 67% from 2021 to 2023, and the total number of annual safety inspections needed to be completed is 2,117.

COMMISSIONER REPORTS

Capital Facilities Committee - Commissioner Steinruck thanked Deputy Chief Rasmussen for submitting the minutes from April 23rd.

Sno-Isle Commissioners - Commissioner Fay commented that he was unable to attend in person. Commissioner Waugh commented that they had a nice turnout in Sultan. They voted to write a letter to the County Council to ask that fireworks sales be banned where the discharge of fireworks is already banned. Commissioner Steinruck commented that the Snohomish County Sheriff's message was well received.



Policy Committee - Commissioner Schaub commented that they met earlier today, and they continue to make progress. They are currently working through eight additional policies.

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

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Steinruck and 2nd by Commissioner Edwards.

On vote, Motion carried 7/0. Commissioner Gagnon abstained from the April 25th Board Meeting Minutes.

OLD BUSINESS

Discussion

Fire Training Facility Agreement

Chief O'Brien commented that this is a new agreement with Snohomish County Fire District 4, and it is a great opportunity to partner.

Assistant Chief Lundquist commented that this gives our training divisions an opportunity to preplan the years ahead and coordinate scheduled training events. There is no financial impact with this agreement, as we currently budget this same amount.

Cultural Health Report / Continuous Improvement: PPIS and RAB Review

Chief O'Brien shared a presentation about the commissioner board approval process that we currently have in place. He explained that this process is highly accountable and very efficient. It starts with an idea, then the next step is the PPIS (Proposed Project Impact Statement) which is a form that outlines the plan. Then it goes to the Executive Staff, then it goes to Senior Staff, and then the next step is the RAB (Requested Action by the Board) which is emailed to the Board of Commissioners with a detailed explanation. The next step is that it goes to the Commissioner Subcommittee, and then we have a commissioner review period where there would be a first touch with the Commissioner Board Meeting. Next there would be the second touch with the next Commissioner Board Meeting where it would be



approved or not approved. We need to make sure it is right for the community, right for our people, and make sure it is safe and based on our mission. It needs to be fiscally responsible. We need to consider innovation and advancement and be sure it is approved by legal. It is a very efficient system; however we can do better at letting people know about the system we have in place.

Commissioner Steinruck asked how we can share this with our members and Chief O'Brien commented that he plans to share this presentation with the crews as well.

Action

Shop Contract: Hour Correction MOU

Deputy Chief Rasmussen commented that the Shop has moved to a 4/10 schedule, and this simply updates the language to reflect this.

Motion to approve the Shop 4/10 Holiday Time Adjustment MOU as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Gagnon.

On vote, Motion carried 7/0.

NEW BUSINESS

Discussion

Compensation Study

Chief O'Brien commented that we want to be sure the Executive Staff contracts are in line with the market.

Business Administrator Schoof commented that we had this in the budget for 2024. We brought this proposal to the Finance Committee, and it is now ready for the Commissioners' initial review.

Commissioner Schaub asked how we find comparable districts; and Business Administrator Schoof commented that one of their first steps will be to meet with the Finance Committee to determine comparable districts. Chairman Elmore let the Commissioners know they can reach out to him if they have thoughts on what should be considered to help determine the comparables.

Sno911 ILA Proposed Amendments

Assistant Chief Lundquist commented that we have an interlocal agreement with Sno911. They are looking to amend language that does not directly impact us. These changes address a proposed way of selecting the governing board members and alternates as well as the elimination of the single non-voting board seat.

Action

Resolution 2024-4 for Property Acquisition

Chief O'Brien commented that SRFRR has been in search of property to relocate Station 32 in Monroe. We have found an ideal piece of property that is in a very good location on Oaks Street, immediately behind



Coastal Farm & Ranch. The property is 2.16 acres, with enough room to build a fire station.

Please note, a final closing of the property is contingent upon a rigorous feasibility study.

- Price: \$1,300,000
- Earnest Money: \$10,000
- Feasibility Period: 60 days
- Closing: 30 days but the seller has the right to extend it up to 180 days and 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.

Chief O'Brien thanked Deputy Chief Rasmussen, Assistant Chief Lundquist, and legal counsel Brian Snure for their efforts on this.

Motion to approve Resolution 2024-4 for Property Acquisition as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Steinruck.

On vote, Motion carried 7/0.

GOOD OF THE ORDER

Vice Chairman Fay commented that the County Council will be meeting next week, and South County will be presenting this proposal to the county.

Motion to support the adoption of Snohomish County Ordinance #23-057 which amends Snohomish County code section 30.53A.710 to prohibit the sale of fireworks in areas where they are not allowed for discharge.

Motion by Commissioner Schaub and 2nd by Commissioner Waugh.

On vote, Motion carried 7/0.

Commissioner Steinruck noticed there was water training at Davies Beach the other day and commented that it was well organized and great to see them in action.

Chairman Elmore apologized for attending today's meeting remotely, as he is dealing with back issues.

Commissioner Waugh was invited to attend the Cultural Leadership Team (CLT) retreat next week, and after checking in with our Chair and Vice Chair, he accepted the invitation.

ATTENDANCE CHECK

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

Commissioner Steinruck will be unavailable for the May 23rd Commissioner Meeting and Commissioner Waugh plans to attend remotely.



EXECUTIVE SESSION

N/A

ADJOURNMENT

Vice Chairman Fay adjourned the meeting at 1820 hours.

Snohomish Regional Fire & Rescue

 Commissioner Rick Edwards

 Chairman Troy Elmore

 Vice Chairman Randy Fay

 Commissioner Paul Gagnon

 Commissioner Jeff Schaub

 Commissioner Jim Steinruck

 Commissioner Roy Waugh



OLD BUSINESS

DISCUSSION





OLD BUSINESS

ACTION





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

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

Initiative Name:	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 SFR's executive group is scheduled and budgeted for review in 2024. SFR 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:

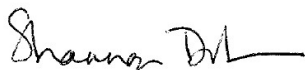
We will prepare a report of findings with sufficient detail to document our research and the basis for our recommendations. We will present the draft report to the Finance Committee. We may revise the report based on their feedback, then present the final report again. If desired, we can also present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



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

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.



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:	Draft Policy Approval #POL-2405		
Executive member responsible for guiding the initiative:	DC McConnell		
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<p>The agency is working through adoption of updated policies developed in the Lexipol format. The policy approval process includes division head review, staff policy committee review, labor review, senior staff review, commission policy committee review, and final board adoption. This is an ongoing process requiring monthly review and approval.</p> <p>Draft Policy:</p> <ul style="list-style-type: none"> • 318 Safe Haven for Newborns • 322 Child Abuse Reporting • 323 Disposition of Valuables • 325 Adult Abuse • 335 Firefighter Rescue Survey • 604 Hazard Communication Program Training • 710 Non-Official Use of District Property • 903 Communicable Diseases 		
<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 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: N/A		

	Risk if not approved: Increased liability due to outdated policies that do not match current agency practices or meet organizational needs.
Legal Review:	<input checked="" type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <input checked="" type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <input type="checkbox"/> N/A
Presented to, and Approved by, Senior Staff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Commissioner Sub-Committee Approval	Initiative presented to commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>
For Fire Chief Approval:	<input checked="" type="checkbox"/> RAB document complete <input checked="" type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (Mindy Leber) <p style="text-align: center;"><i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution</i></p> <p style="text-align: center;"><i>Fire Chief will coordinate with Senior Staff for RAB introduction</i></p>
RAB Executive: Confirmed email sent to Board by Fire Chief	<input type="checkbox"/> Yes <input type="checkbox"/> No
Board of Fire Commissioners	RAB initiatives go through the following process: <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes) 4. At a second commissioner meeting, initiatives may be assigned as an action item for approval

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

318.1 PURPOSE AND SCOPE

State MODIFIED

This policy establishes the guidelines to comply with the Washington Newborn Safety Act ([RCW 13.34.360](#)).

This policy addresses infants who are less than 72 hours old and are transferred under the terms of the Newborn Safety Act. This policy does not address illegal desertion or abandonment of an infant as defined in [WAC 110-30-0040](#). For an abandoned infant, see the Child Abuse Reporting Policy.

318.2 POLICY

State MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to provide an option to protect infants by allowing parents to safely and confidentially transfer infants at any staffed fire station while fire personnel are present ([RCW 13.34.360](#)).

318.3 TRANSFER OF NEWBORN

Agency Content

A Patient Care Report (PCR) will be completed for each newborn left with District employees under the Safe Haven Law. This report will include any information provided by the individuals relinquishing their care of the infant.

Washington law protects the confidentiality of those using the Safe Haven Law. District employees may ask about the newborn's background (name, family history, DOB), but cannot pressure parents for information they don't wish to provide.

Child Abuse Reporting

322.1 PURPOSE AND SCOPE

State MODIFIED

The purpose of this policy is to provide guidelines for the reporting of suspected child abuse or neglect ([RCW 26.44.030](#)).

322.1.1 DEFINITIONS

State MODIFIED

Definitions related to this policy include ([RCW 26.44.020](#)):

Child - Any person under the age of 18 years of age.

Child abuse - An injury to a child that causes harm to the child's health, welfare, or safety, excluding lawful discipline under [RCW 9A.16.100](#), or the negligent treatment or maltreatment by a person who is responsible for, or providing care to, a child. Abuse includes sexual abuse, sexual exploitation, and genital mutilation.

322.2 POLICY

State MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to report suspected child abuse to local law enforcement.

322.3 NOTIFICATION

State MODIFIED

All members of this district are responsible for the timely and proper reporting of suspected child abuse ([RCW 26.44.030](#)).

322.3.1 NOTIFICATION GUIDELINE

State MODIFIED

Notification should occur as follows:

- (a) Members shall immediately notify the appropriate law enforcement agency by telephone or other means (i.e. dispatch to scene, face to face on scene) when there is reasonable cause to believe a child has suffered any suspected abuse ([RCW 26.44.030](#)).
- (b) Notification should include the following, if known ([RCW 26.44.040](#)):
 1. The name, address, and age of the child.
 2. The name and address of the child's parents, stepparents, guardians, or other persons having custody of the child.
 3. The nature and extent of the alleged injury or injuries.
 4. The nature and extent of the alleged neglect.
 5. The nature and extent of the alleged sexual abuse.

Child Abuse Reporting

6. Any evidence of previous injuries, including the nature and extent of the injury.
7. Any other information that may be helpful in establishing the cause of the child's death, injury or injuries, and the identity of the alleged perpetrator or perpetrators.

The district EMS supervisor should be notified of the incident as soon as practicable. A written report shall be prepared and, if requested, forwarded to law enforcement or the Department of Children, Youth, and Families' Child Protective Services.

If a child is being transported to a medical facility, the receiving center triage nurse or physician shall be notified of the situation upon the child's arrival in addition to the report to law enforcement. Failure to report an incident of known or reasonably suspected child abuse by a mandated reporter is a gross misdemeanor and may also result in discipline ([RCW 26.44.080](#)).

322.4 CONFIDENTIALITY

Best Practice

Reports of child abuse are confidential and will only be released in accordance with the Release of Records Policy.

Disposition of Valuables

323.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This purpose of this policy is to outline agency responsibilities when handling valuable items that are placed in the care of the District following an emergency incident. This policy applies to all employees.

323.2 POLICY

Best Practice MODIFIED

Snohomish Regional Fire & Rescue will take reasonable measures to safeguard the valuables of others that are placed in the care of the District following an emergency incident. The District does not have appropriate facilities for securely storing valuables. Therefore, alternatives to removing valuables from the scene of emergencies should be taken whenever practicable. Transferring the items to local law enforcement or the destination hospital is preferred. If the valuables must remain in the custody of the agency, the items must be labeled with the owner's information, and held securely at a District facility, until such time that they can be transferred to the owner, owner's representative, or otherwise legally disposed of.

Adult Abuse

325.1 PURPOSE AND SCOPE

State MODIFIED

This policy provides members of Snohomish Regional Fire & Rescue with guidance regarding their role in the detection of and intervention in incidents of adult abuse.

325.1.1 DEFINITIONS

State MODIFIED

Definitions related to this policy include ([RCW 74.34.020](#)):

Adult abuse - An intentional, willful, or reckless action or inaction that inflicts injury, unreasonable confinement, intimidation, or punishment on a vulnerable adult. It includes sexual abuse, mental abuse, physical abuse, exploitation, and neglect. A vulnerable adult includes persons who:

- (a) Are 60 years of age or older with a functional, mental, or physical inability to care for themselves; or
- (b) Subject to a guardianship under [RCW 11.130.265](#) or adult subject to conservatorship under [RCW 11.130.360](#); or
- (c) Have a developmental disability per [RCW 71A.10.020](#); or
- (d) Admitted to any facility; or
- (e) Receiving services from home health, hospice, or home care agencies licensed or required to be licensed under chapter [70.127](#) RCW; or
- (f) Receiving services from an individual provider; or
- (g) Who self-directs his or her own care and receives services from a personal aide under chapter [74.39](#) RCW.

325.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to report adult abuse to the Department of Social and Health Services (DSHS) and local law enforcement.

325.3 MANDATORY NOTIFICATION

State MODIFIED

Firefighters, paramedics, EMTs, AEMTs, and other district members certified under [RCW 18.71.205](#) are designated as mandated reporters ([RCW 74.34.020](#)).

A mandated reporter of this district shall immediately notify DSHS and law enforcement of any suspected adult abuse. The medical examiner or coroner shall also be notified in case of a death that may be related to adult abuse ([RCW 74.34.035](#)).

Notification shall include, if known ([RCW 74.34.035](#)):

- (a) The name and address of the person making the report.

Adult Abuse

- (b) The name and address of the vulnerable adult and the name of the facility or agency providing care of the vulnerable adult.
- (c) The name and address of the legal guardian or alternate decision maker.
- (d) The nature and extent of the abandonment, abuse, financial exploitation, neglect, or self-neglect.
- (e) Any history of previous abandonment, abuse, financial exploitation, neglect, or self-neglect.
- (f) The identity of the alleged perpetrator.
- (g) Other information that may be helpful in establishing the extent of abandonment, abuse, financial exploitation, neglect, or the cause of death of a deceased vulnerable adult.

The district EMS supervisor should be notified as soon as practicable, and a record of the written report should be retained.

Failure to report an incident of known or reasonably suspected adult abuse by a mandated reporter is a misdemeanor and may also result in discipline ([RCW 74.34.053](#)).

325.4 REQUESTS FOR INFORMATION

State **MODIFIED**

Reports of adult abuse are confidential and will only be released in accordance with the Release of Records Policy ([RCW 74.34.095](#)).

Firefighter Rescue Survey

335.1 PURPOSE

Agency Content

To report civilian rescues that occur within the boundaries of Snohomish Regional Fire & Rescue as the result of fire ground operations while on operating at the scene of structure fires. Any structure fire where a civilian rescue was made shall result in reporting that rescue to the Firefighter Rescue Survey (FRS) at www.FirefighterRescueSurvey.com. The mission of FRS is to protect and preserve civilian life through the sharing of information and data collected from firsthand reports of rescues made by firefighters. The National Fire Incident Reporting System does not collect statistics or require specific documentation for these events; therefore, this supplemental reporting system is required documentation for these events. Snohomish Regional Fire & Rescue understands that contributing information from our local experience is a critical component to improving patient outcomes and influencing evidence-based operations globally.

335.1.1 PERSONNEL AFFECTED

Agency Content

All line personnel

335.2 REFERENCE

Agency Content

www.FirefighterRescueSurvey.com

335.3 DEFINITIONS

Agency Content

Civilian Rescue: The act of intervening and/ or removing a person from danger. Person does not need to have survived the event to be recorded in the survey. Person may be conscious and able to assist themselves provided fire department members have assisted them away from the hazard area. Examples of victims:

- 1) Ladder thrown to floor two balcony to assist conscious victim down ladder
- 2) Conscious, ambulatory victim located in IDLH, fire department personnel assisted them to the exterior
- 3) Unconscious victim removed from IDLH by fire department personnel.
 - Best judgment will be used to determine what is a rescue and what is not, the above definition of a civilian rescue is to be used as a guideline only.

Structure Fire: A fire involving any structure that may be occupied permanently or temporary. Structure fire shall include: Single or multi-family dwelling, mobile or manufactured home, care home, multi-use occupancy, commercial structure, barn/ shed/ outbuilding.

Firefighter Rescue Survey

335.4 POLICY

Agency Content

Snohomish Regional Fire & Rescue will participate in the nationally recognized Firefighter Rescue Survey program to raise awareness and demonstrate the value of firefighting rescue reporting for the improvement of civilian outcomes and fire ground operations.

335.4.1 GUIDELINES

Agency Content

Incidents that involve civilian rescue from structure fires located within SRFR boundaries will require an FRS survey to be completed. FRS is located at www.FirefighterRescueSurvey.com. Survey will be completed regardless of patient outcome. Submit only a single survey for each incident, regardless of the number of rescues. If multiple rescues are made on one incident, follow the FRS prompts to submit information on each rescue. Survey will be completed in its entirety. No member will be forced to identify themselves or their crew and the survey has no identification factors for tracking submitted information back to an organization, individual or patient. Members will not be forced to be interviewed. No PHI is required from FRS. Only already published video and press releases may be shared.

335.5 RESPONSIBILITY

Agency Content

It shall be the responsibility of the involved Battalion Chief or incident commander to assure that one member of the involved rescue team completes the FRS.

Hazard Communication Program Training

604.1 PURPOSE AND SCOPE

State **MODIFIED**

The purpose of this policy is to establish the required training regarding the district's hazard communication program. This policy identifies who must receive training, training content requirements, when additional or supplemental training is required and what record keeping is necessary to comply with state law ([WAC 296-901-14016](#)).

604.1.1 DEFINITIONS

State **MODIFIED**

Definitions related to this policy include ([WAC 296-901-14006](#)):

Hazardous chemical - Any chemical that is classified as a physical hazard or health hazard, simple asphyxiant, combustible dust or pyrophoric gas, or a hazard not otherwise classified.

Health hazard - Any chemical that is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure), skin corrosion or irritation, serious eye damage or eye irritation, respiratory or skin sensitization, germ cell mutagenicity, carcinogenicity, reproductive toxicity, specific target organ toxicity (single or repeated exposure), or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in [WAC 296-901-14022](#), Appendix A, Health Hazard Criteria.

604.2 POLICY

State **MODIFIED**

It is the policy of Snohomish Regional Fire & Rescue, in accordance with the Hazard Communication Policy, to provide members with effective information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced.

604.3 TRAINING REQUIREMENTS

State **MODIFIED**

The initial hazard communication program training shall include, but is not limited to, the following topics ([WAC 296-901-14016](#)):

- (a) Members shall be informed of any operations in their work area where hazardous chemicals are present.
- (b) Members shall be informed of the location and availability of the written hazard communication program, including information regarding any hazardous chemicals and Safety Data Sheets (SDS), as required by the state.
- (c) Members shall be trained in the methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
- (d) Members shall be trained in the physical and health hazards of the chemicals in the work area and the measures they can take to protect themselves, including

Hazard Communication Program Training

specific procedures the District has implemented to protect them from exposure to hazardous chemicals. These include appropriate work practices, engineering controls, emergency procedures and personal protective equipment (PPE).

- (e) Members shall be provided with an explanation of the labeling system and the SDS, and how they can obtain and use the appropriate hazard information.

604.4 TRAINING RECORDS

Best Practice **MODIFIED**

The Deputy Chief shall be responsible for maintaining records of all hazard communication program training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Deputy Chief shall maintain the training records in accordance with established records retention schedules.

Non-Official Use of District Property

710.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidance on the non-official use of district property. District property includes, but is not limited to, all portable pumps, chain saws, rescue saws, generators, fire hoses, hose adapters, suction hoses, ladders, rescue equipment, small tools or any power driven tools.

District property also includes use of the district's name, logos or other branding materials not intended for general distribution or marketing campaigns.

710.2 POLICY

Best Practice **MODIFIED**

Except for de minimis use of office equipment, personal use of district property is not authorized. No equipment or material shall be loaned or used by a member for any purpose other than official district business without the express prior approval of the Fire Chief or the authorized designee.

Communicable Diseases

903.1 PURPOSE AND SCOPE

Best Practice

This policy is intended to provide guidelines to assist in minimizing the risk of district members contracting and/or spreading communicable diseases.

903.1.1 DEFINITIONS

Best Practice MODIFIED

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, or tissue, or by breathing or coughing. These diseases commonly include but are not limited to hepatitis B (HBV), HIV, and tuberculosis.

Exposure - When an eye, mouth, mucous membrane, or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing, or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur as the result of a member's position at Snohomish Regional Fire & Rescue (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

Occupational exposure - An exposure that may be reasonably anticipated in the performance of a member's duties.

903.2 POLICY

Best Practice MODIFIED

Communicable disease exposure is an occupational health hazard and transmission is possible during emergency responses and other departmental and in-station operations. The health and welfare of each member is a joint concern and the responsibility of the member and Snohomish Regional Fire & Rescue. While each member is ultimately responsible for his/her own health, Snohomish Regional Fire & Rescue recognizes its responsibility to provide a safe workplace and to provide each member with reasonable protection from occupationally acquired communicable diseases.

It is also the policy of Snohomish Regional Fire & Rescue to provide fire, rescue, and emergency medical services to the public, despite any known or suspected diagnosis of communicable disease, and to provide post-exposure follow-up to district members in compliance with all applicable state and federal standards.

Snohomish Regional Fire & Rescue is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

Communicable Diseases

903.3 HEALTH AND SAFETY OFFICER

State **MODIFIED**

The Health and Safety Officer shall ensure that the District has developed an exposure control plan ([WAC 296-305-02501](#)).

The Health and Safety Officer shall also be responsible for:

- (a) Investigating reports of exposures or suspected exposures to communicable diseases.
- (b) Providing guidance and follow-up instructions when an exposure occurs.
- (c) Communicating with hospital infection control personnel.
- (d) Coordinating collection, management, security, and confidentiality of exposure records.
- (e) Remaining current on legal requirements concerning bloodborne pathogens and other communicable diseases.
- (f) Acting as a liaison to the Washington Department of Labor and Industry regarding communicable disease issues.
- (g) Conducting periodic program audits.
- (h) Ensuring that exposure report forms are available and adequate for members to properly report incidents of exposure.
- (i) Coordinating with the Deputy Chief in developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing and updating the training program.
- (j) Coordinating reviews of the plan.
- (k) Functioning as a liaison between area hospitals and district members to provide notification that a communicable disease exposure is suspected or has been determined by hospital medical personnel ([WAC 296-305-02501](#)).

903.4 EXPOSURE CONTROL PLAN

State **MODIFIED**

The exposure control plan shall be in writing, comply with all legal requirements, be accessible to all members, and remain consistent with the district's Accident, Illness and Injury Prevention Program and this policy ([WAC 296-305-02501](#); [WAC 296-823-100](#) et seq.).

903.4.1 SPECIFIC CONTENTS OF THE EXPOSURE CONTROL PLAN

State **MODIFIED**

The plan will include:

- (a) The identification of positions with the potential for exposure, and whether those positions require personal protective equipment (PPE) per [WAC 296-823-11005](#). This will include:

Communicable Diseases

1. Determinations of which members may experience an occupational exposure. This determination must be made without considering the use of PPE.
2. The determinations will contain:
 - (a) A list of job classifications in which all members have occupational exposure.
 - (b) A list of job classifications and a description of the tasks and procedures in which some members have occupational exposure.
- (b) Protocols to be followed immediately after a report of an exposure ([WAC 296-305-02501](#)).
- (c) Protocols to comply with reporting requirements in the Washington Industrial Safety and Health Act ([RCW 49.17.010](#) et seq.; [WAC 296-800-110](#) et seq.)
- (d) Measures to eliminate or minimize occupational exposure, as set forth in [WAC 296-823-11010](#) and [WAC 296-823-140](#), and how members will be informed of those measures. The measures should include proper hand washing ([WAC 296-823-14030](#)).
- (e) A plan for the distribution and use of PPE related to communicable diseases ([WAC 296-823-150](#); [WAC 296-305-02501](#)).
- (f) Directions for appropriate labeling of contaminated items ([WAC 296-823-14025](#)).
- (g) Rules regarding worksite maintenance in accordance with [WAC 296-823-14055](#).
- (h) Rules regarding waste in accordance with [WAC 296-823-14060](#).
- (i) Procedures and a training program related to airborne transmissible diseases. This includes tuberculosis exposure and respiratory requirements ([WAC 296-305-02501](#)).
- (j) Confidentiality requirements and medical protocols as set forth in [WAC 296-305-02501](#).

903.4.2 EXPOSURE CONTROL PLAN REVIEW

State **MODIFIED**

The plan should be reviewed and updated at least annually by the Health and Safety Officer ([WAC 296-823-11010](#)).

The plan shall be reviewed in the event of changes to the tasks and procedures, job classifications, or technologies that may eliminate or reduce exposure. Appropriate modifications should be made to reflect any of these changes ([WAC 296-823-11010](#)).

When reviewing the plan, the Health and Safety Officer shall solicit input from members of various work areas, including those who are responsible for direct patient care and are potentially exposed to injuries from contaminated sharps, and document the comments as well as the names and positions of those who respond ([WAC 296-823-11010](#)).

903.5 EXPOSURE PREVENTION AND MITIGATION

State

Communicable Diseases

903.5.1 IMMUNIZATIONS

State **MODIFIED**

All district members who, in the line of duty, may be exposed to or have contact with a communicable disease shall be offered appropriate immunizations and treatment. This includes making the HBV vaccination available, in accordance with applicable regulations ([WAC 296-823-130](#)).



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:	BN Builders (BNB)& Miller Hull Station 32 & 81 Projects-Notice of Award/Contract Negotiations		
Executive member responsible for guiding the initiative:	DC Ron Rasmussen		
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<p>The progressive design build team selection process for our current projects concluded on May 15th with the selection committee finalizing their scoring of three potential contractor / architect teams.</p> <p>The process began in March with the selection of the scoring team that consisted of Commissioner Schaub, AC Messer, AC Lundquist, DC Rasmussen and Adam Johnson from OAC. Diana Brown and Evie Lasseter from OAC helped guide the review and scoring process. The review and scoring process was based on a total of 200 points and consisted of:</p> <ul style="list-style-type: none"> Review and scoring of 7 statements of qualifications from design/build teams in mid-March. The top 3 design/build teams were selected to participate in interactive meetings with SRFR and OAC on April 16th and 17th. The final portion of scoring was review of the management plan. Management plans summarize a team's course of action from contract award to project completion at a high level. The SRFR/OAC selection committee met May 15th to score the management plans and fee proposals to choose the top company. The successful design/build team was selected based on cumulative score and will be presented to the Board of Commissioners for approval. As of May 16th, teams have been notified of their status and intent to award. <p>The SRFR/OAC selection committee recommends to the Board of Commissioners to allow the Fire Chief to offer a Notice of Award and enter into contract negotiations with BN Builders (BNB) and Miller Hull.</p> <p>Adam Johnson will be doing a brief presentation of the process to the Board of Commissioners at the May 23rd, 2024, Commissioners meeting.</p>		
Initiative Description:	<ul style="list-style-type: none"> Brief Description Goal of Initiative Initiative Results (deliverables) Connection to Strategic Plan Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) If Financial: Reason RAB must be approved outside of the annual budget process 		
Financial Impact:	Expense: <input 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: \$		

	<p>Long-term annual amount(s): \$</p> <p>Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended:
Risk Assessment:	<p>Risk if approved:</p> <p>Risk if not approved:</p>
Legal Review:	<p><input type="checkbox"/> Initiative conforms with District policy/procedure number (attach):</p> <p><input 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 checked="" type="checkbox"/> N/A</p>
Presented to, and Approved by, Senior Staff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Commissioner Sub-Committee Approval	<p>Initiative presented to commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Approved by commissioner sub-committee: <input checked="" 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><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><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/board2. Initiatives are introduced to the appropriate committee for review3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item<ul style="list-style-type: none">○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes)4. At a second commissioner meeting, initiatives may be assigned as an action item for approval
Execution:	It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.

Snohomish Regional Fire & Rescue - Stations 32 and 81 PDB Selection Summary

	Step 1	Step 2	TOTAL SCORE
Possible	100	100	200
Team			
Cornerstone + Integrus	90	77.00	167.00
BNB + MillerHull	93	89.26	182.26
Abbott + Lawhead	91	84.70	175.70
<i>Mortenson + RFM</i>	84	-	-
<i>Garco + TCA</i>	87	-	-
<i>TRICO + Carletti</i>	68	-	-
<i>Schuchart + EHDD</i>	38	-	-



EXECUTIVE SESSION

