



COMMISSIONER BOARD MEETING

NOVEMBER 25, 2024

5:30 PM

SRFR STATION 31 TRAINING ROOM

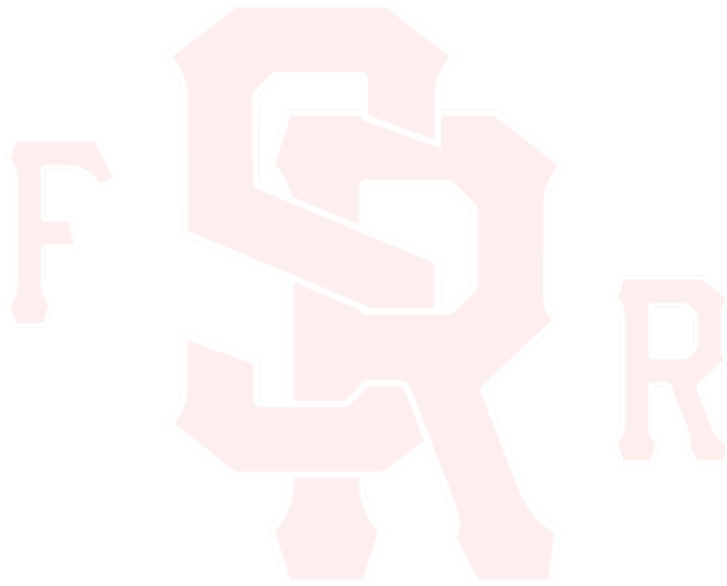
VIA ZOOM

SNOHOMISH REGIONAL FIRE & RESCUE

WASHINGTON



AGENDA





BOARD OF FIRE COMMISSIONERS MEETING AGENDA

SNOHOMISH REGIONAL FIRE & RESCUE

SRRF Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

November 25, 2024, 1730 hours

CALL TO ORDER

PUBLIC COMMENT

UNION COMMENT

CHIEF'S REPORT

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	10/22/24	11/26/24	No
Finance Committee	Elmore	10/21/24	11/25/24	Yes
Sno911	Waugh	11/21/24	12/19/24	Yes
Sno-Isle Commissioners	Fay	11/7/24	12/5/24	No
Leadership Meeting	Schaub	11/21/24	1/15/25	Yes
Policy Committee	Schaub	11/14/24	12/12/24	No

COMMITTEE MEETING MINUTES

Policy – November 14, 2024

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-02982 to 24-02991; (\$757,062.72)

AP Vouchers: 24-02992 to 24-03263; (\$356,015.52)

Approval of Payroll

November 15, 2024 (\$1,483,010.29)

Approval of Minutes

Approve Regular Board Meeting Minutes November 14, 2024



OLD BUSINESS

Discussion

Action

Retirement Medical COLA Resolution 2024-13

Retirement Date Change Resolution 2024-14

Transport Rates Update Resolution 2024-15

Policy Review

- Policy 311 Elevator Entrapments
- Policy 312 Elevator Restrictions During Emergencies
- Policy 319 Hazardous Materials Response
- Policy 609 National Incident Management System (NIMS) Training
- Policy 912 Fire Station Safety
- Policy 916 Hazardous Energy Control
- Policy 1001 Performance Evaluations
- Policy 1002 Promotions and Transfers
- Policy 1005 Career Advancement
- Policy 1037 Family Support Liaison

NEW BUSINESS

Discussion

Third Quarter Finance Report & Budget Amendment #3

CARES ILA

Medic Unit Purchase

Engines & Ladder Purchase

Policy Review

- Policy 313 Swiftwater Rescue and Flood Search and Rescue Responses
- Policy 314 Confined Space Rescue Response
- Policy 316 Trench Rescues
- Policy 321 Scene Preservation
- Policy 801 Public Records Disclosure Policy
- Policy 802 Subpoenas
- Policy 913 Ground Ladders
- Policy 1003 Position Descriptions
- Policy 1006 Fire Officer Development
- Policy 1007 Educational Incentives
- Policy 1100 Facility Security
- Policy 1103 Flag Display

Action

Executive Contracts



GOOD OF THE ORDER

ATTENDANCE CHECK

Regular Commissioner Meeting December 12, 2024, at 1730 - Station 31 Training Room/Zoom

EXECUTIVE SESSION

ADJOURNMENT

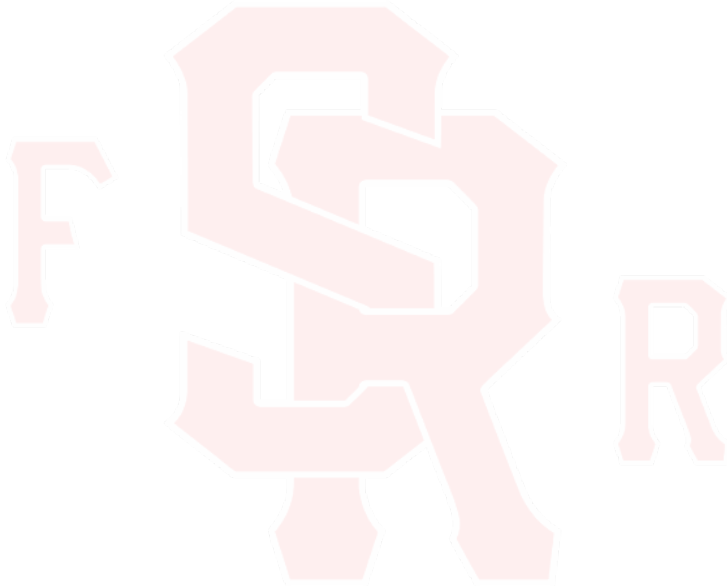


CHIEF'S REPORT





COMMISSIONER REPORTS





COMMITTEE MEETING MINUTES





Commissioner Policy Committee Meeting

November 14th, 2024 16:30

Members Present: Commissioner Schaub, Commissioner Fay, Commissioner Elmore (virtual)

Staff Present: DC McConnell, Acting DFM Dahl

Meeting called to order: @16:30 Committee Chair Commissioner Schaub called the meeting to order.

Approval of Minutes: Commissioner Policy Committee meeting minutes 10/10/2024 were approved electronically, unanimously. Minutes were approved in the 10/21/2024 Board packet.

Discussion: Staff reported on the policies in the process. Staff updated the committee on our progress, only 3 un-issued policies left to be entered into the review process, we are possibly looking at having all policies in the review process by the end of 2024. Committee also carried further discussion from the last meeting discussing the policy process as a whole, it's future outlook, current time and resource limitations, and getting our procedures up and running as (new) policy review comes to a close and goes into a 1-3 year review cycle based on an organizational risk assessment.

Reviewed Policies:

- 313 Swiftwater Rescue and Flood Search and Rescue Response
 - Approved
- 314 Confined Space Rescue Response
 - Approved
- 316 Trench Rescues
 - Approved
- 321 Scene Preservation
 - Approved
- 801 Public Records Disclosure Policy
 - Approved

- 802 Subpoenas
 - Approved
- 913 Ground Ladders
 - Approved
- 1003 Position Descriptions
 - Approved
- 1006 Fire Officer Development
 - Approved
- 1007 Educational Incentives
 - Approved
- 1100 Facility Security
 - Approved
- 1103 Flag Display
 - Approved

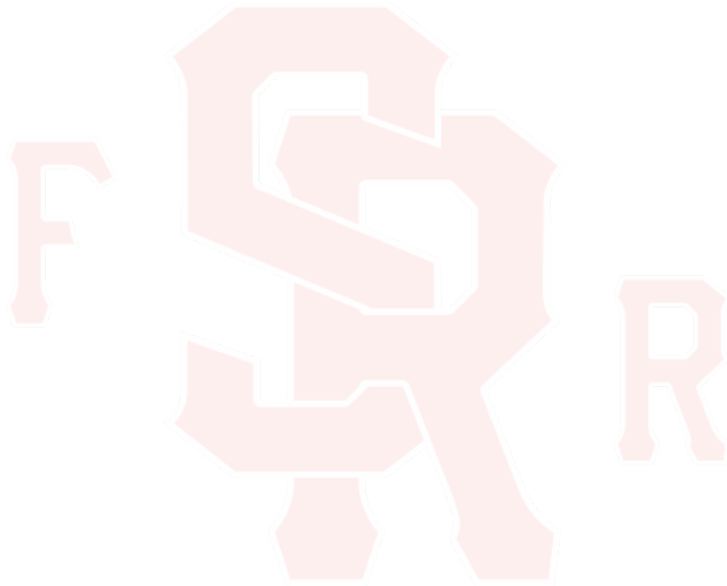
Closing Comments: The Commissioners are involved in the review process at multiple levels so sometimes the emails can get confusing on which policies are being reviewed at which level and at where in the process. Staff is going to look into our emails at the different levels and clean up the subjects of them to rectify any confusion.

Next Meeting set for December 12th @ 16:30.

Meet adjournment @ 17:00



CONSENT AGENDA



Snohomish Regional Fire and Rescue Claims Voucher Summary

11/21/2024

Page 1 of 1

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
24-02982	DEPARTMENT OF RETIREMENT SYSTEMS		30,994.44
24-02983	DIMARTINO & ASSOCIATES		23,528.08
24-02984	FIRE 7 FOUNDATION		642.50
24-02985	HRA VEBA TRUST		64,613.24
24-02986	LEOFF TRUST		470,717.62
24-02987	MATRIX TRUST COMPANY		19,935.68
24-02988	TD AMERITRADE INSTITUTIONAL		388.50
24-02989	TRUSTEED PLANS SERVICE CORP		35,753.76
24-02990	VOYA INSTITUTIONAL TRUST CO		109,241.69
24-02991	WASHINGTON STATE SUPPORT REGISTRY		1,247.21

Page Total	757,062.72
Cumulative Total	757,062.72



Snohomish Regional Fire & Rescue, WA

Docket of Claims Register

APPKT01727 - 11.25.2024 Board Meeting ER

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0012	ACROSS THE STREET PRODUCTIC	24-02992						770.00
		26608	Blue Card Online Training - Hanson	Invoice	11/12/2024	Blue Card Online Training - Hanson	001-506-522-45-49-02	385.00
		26626	Blue Crad Online Training - Olsen	Invoice	11/13/2024	Blue Crad Online Training - Olsen	001-506-522-45-49-02	385.00
2189	AJ'S LANDCARE, INC	24-03174						3,075.15
		121216378	Landscaping Cleanup (Add. Requestt) -	Invoice	11/11/2024	Landscaping Cleanup (Add. Requestt) -	001-507-522-50-41-00	3,075.15

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
2106	AMAZON CAPITAL SERVICES, INC	24-03175					22,010.40
	1111-VF7H-7V4W	TV Mount & Tilt Kit - FM Office	Invoice	11/19/2024	TV Mount & Tilt Kit - FM Office	001-507-522-50-35-00	24.80
	1174-4Q67-1C3Y	Shop Tools	Invoice	09/25/2024	Shop Tools	050-511-522-60-35-00	1,361.36
	131L-T6C6-1DCC	Ergonomic Keyboard, Wireless Mouse	Invoice	11/12/2024	Ergonomic Keyboard, Wireless Mouse	001-515-522-30-31-01	204.67
	13DK-N7ND-GMP9	Foam Standing Desk Mat - Vriti Office	Invoice	11/15/2024	Foam Standing Desk Mat - Vriti Office	001-502-522-10-31-00	41.81
	147C-V9TJ-66FD	Brush Step Entrance Mat 3x5 - ST 77	Invoice	11/18/2024	Brush Step Entrance Mat 3x5 - ST 77	001-507-522-50-31-00	62.03
	16FN-DHRV-JRNC	Fog Machine Fluid 4 gallons - Training I	Invoice	11/12/2024	Fog Machine Fluid 4 gallons - Training I	001-506-522-45-31-02	136.75
	171Q-64XD-NHTD	High Density Fog Fluid (x4) - Training D	Invoice	11/08/2024	High Density Fog Fluid (x4) - Training D	001-506-522-45-31-02	148.76
	1933-MF7J-67DF	Water & Ice Refrigerator Replacement	Invoice	11/14/2024	Water & Ice Refrigerator Replacement	001-507-522-50-31-00	145.59
	19H1-QHDD-4R9W	Fog Machine Fluid (x2) - Training Divisi	Invoice	11/19/2024	Fog Machine Fluid (x2) - Training Divisi	001-506-522-45-31-02	269.76
	1CJ4-C7LQ-46X4	Wireless Keyboard & Mouse (x10) - IT	Invoice	11/14/2024	Wireless Keyboard & Mouse (x10) - IT	001-513-522-10-35-00	284.10
	1DKM-GWRQ-1MKM	Machinest Bench, Lift Table Cart - SHO	Invoice	11/13/2024	Machinest Bench, Lift Table Cart - SHO	052-511-594-00-64-00	2,767.08
	1DMR-N67k-1177	Flourescent Tube Light Bulbs 10pk - ST	Invoice	11/12/2024	Flourescent Tube Light Bulbs 10pk - ST	001-507-522-50-31-00	49.61
	1FQ6-CQPL-4Y1V	Emergency Care Textbook (x6) - EMS	Invoice	11/19/2024	Emergency Care Textbook (x6) - EMS	001-506-522-45-34-00	806.16
	1FT6-V63J-N4GH	Shop Supplies	Invoice	11/08/2024	Shop Supplies	050-511-522-60-31-05	10.93
	1FTF-7RTX-HFV9	Coffee Filters, Coffee 12oz 2pk, USB C -	Invoice	11/15/2024	Coffee Filters, Coffee 12oz 2pk, USB C -	001-506-522-45-31-03	60.44
	1GDF-XGH9-7CV6	Fog Machine Cleaner - Training	Invoice	11/12/2024	Fog Machine Cleaner - Training	001-506-522-45-31-02	18.04
	1H3D-QP3M-3DY4	Full Motion TV Mount 42"-84" - FM Bc	Invoice	11/06/2024	Full Motion TV Mount 42"-84" - FM Bc	001-505-522-30-35-00	53.18
	1KC6-NRWT-3H6K	2pk Car Phone Mounts (x5) - IT Divisio	Invoice	11/12/2024	2pk Car Phone Mounts (x5) - IT Divisio	001-513-522-10-35-00	71.05
	1L36-WY41-4FMN	12 & 24 Piece Silverware (x5), Space H	Invoice	11/19/2024	12 & 24 Piece Silverware (x5) - Logistic	001-507-522-50-31-00	77.70
					Comfort Space Heater w/Remote - Log	001-507-522-50-35-00	43.15
	1M9M-7XMR-4RYF	Durham Steel Work Bench (x2) - Shop	Invoice	11/20/2024	Durham Steel Work Bench (x2) - Shop	052-511-594-00-64-00	2,469.00
	1MF4-WHK1-G4VW	Water Boots (Black/Black) (x2) - Spec C	Invoice	11/15/2024	Water Boots (Black/Black) (x2) - Spec C	001-514-522-20-31-09	104.80
	1N37-PHM1-MR9R	Laptop Tablet Mrcsft Surface (x5) - Trai	Invoice	11/08/2024	Laptop Tablet Mrcsft Surface (x5) - Trai	001-506-522-45-35-00	6,006.05
	1NMX-VLC7-LC3W	12 Inch Adjustable Wide Angle Mirror	Invoice	11/08/2024	12 Inch Adjustable Wide Angle Mirror	001-507-522-50-35-00	28.04
	1PXG-G4TQ-LNRN	Fog Machine Fluid 4 gallons- Training I	Invoice	11/12/2024	Fog Machine Fluid 4 gallons- Training I	001-506-522-45-31-02	136.75
	1QD1-RTF1-1HM4	LED Flashlights (Neon Yellow) (x40) - S	Invoice	11/12/2024	LED Flashlights (Neon Yellow) (x40) - S	001-514-522-20-31-09	2,266.80
	1QGQ-61NL-1MXD	Water Boots US10 - Special Ops	Invoice	11/18/2024	Water Boots US10 - Special Ops	001-514-522-20-31-09	52.40
	1QN7-XQX7-37X4	Microsft Surface Tblt w/pen (x5) - NH 1	Invoice	11/06/2024	Microsft Surface Tblt w/pen (x5) - NH 1	001-504-522-20-35-00	1,039.25
	1RRQ-KC79-1117	Air Purifier Replacement Filter - ST 31	Invoice	11/18/2024	Air Purifier Replacement Filter - ST 31	001-507-522-50-31-00	97.38
	1TRP-1J46-1GJY	Clear Plastic Push Pins 100pk (x2) - Lo	Invoice	11/12/2024	Clear Plastic Push Pins 100pk (x2) - Lo	001-502-522-10-31-00	16.43
	1WFN-WVDY-1W1T	Shop Tools	Invoice	11/12/2024	Shop Tools	050-511-522-60-49-01	2,013.93
	1YFT-JXVQ-39MV	Microsoft Surface Pro Tblts w/Pen(x5)	Invoice	11/06/2024	Microsoft Surface Pro Tblts w/Pen(x5)	001-506-522-45-35-00	1,039.25
	1YFT-JXVQ-F6MF	Screen Protector Tablets 2pk (x5) - Trai	Invoice	11/07/2024	Screen Protector Tablets 2pk (x5) - Trai	001-506-522-45-35-00	103.35
2383	AT&T MOBILITY - CC	24-03176					503.14
	UCF102024	CradlePoint Data Modems (Acct.5005€	Invoice	11/04/2024	CradlePoint Data Modems	001-513-522-10-42-00	503.14
2473	BLACK RHINO MARKETING	24-03177					309.13
	22548	24oz Water Bottles "Woman In Fire" (x	Invoice	06/27/2024	24oz Water Bottles "Woman In Fire" (x	001-504-522-20-31-01	309.13

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
0065	BOUND TREE MEDICAL, LLC	24-03178					10,842.40
	85536981	Medications & Medical Supplies	Invoice	10/25/2024	Medications & Medical Supplies	001-509-522-30-31-01	3,415.34
	85536982	Medications/Medical Supplies/Medica	Invoice	10/25/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	102.38
					Medications & Medical Supplies	001-509-522-30-31-01	1,615.41
	85540406	Medications & Medical Supplies	Invoice	10/29/2024	Medications & Medical Supplies	001-509-522-30-31-01	1,784.83
	85540407	Medical Small Tools/Minor Equipment	Invoice	10/29/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	31.06
	85546233	Medical Supplies	Invoice	11/04/2024	Medical Supplies	001-509-522-30-31-01	1,119.12
	85554765	Medications & Medical Supplies	Invoice	11/11/2024	Medications & Medical Supplies	001-509-522-30-31-01	719.58
	85554766	Medications & Medical Supplies	Invoice	11/11/2024	Medications & Medical Supplies	001-509-522-30-31-01	1,960.68
	85556540	Medical Supplies	Invoice	11/12/2024	Medical Supplies	001-509-522-30-31-01	94.00
1869	BRANDIE REECE	24-03179					211.00
	INV12425	Per Diem Operative IQ Conference 202	Invoice	11/19/2024	Per Diem Operative IQ Conference 202	001-507-522-45-49-02	211.00
2330	BRASS EAGLE FABRICATION AND	24-03180					19,162.50
	Snohomish Regional Fire and Re	Forcible Entry Doors for Training	Invoice	11/12/2024	Forcible Entry Doors for Training	001-506-522-45-35-00	19,162.50
1913	CANON FINANCIAL SERVICES INC	24-03181					1,769.58
	36198653	Copier Machine Lease - ST31 (Main Lo	Invoice	11/11/2024	Copier Machine Lease - ST31 (Main Lo	001-512-591-22-70-00	329.53
	36200387	Copier Machine Usage- Admin Bldg (C	Invoice	11/11/2024	Copier Machine Usage- Admin Bldg (C	001-502-522-10-31-00	38.91
	36201022	Copier Machine Usage- Admin Bldg (P	Invoice	10/11/2024	Copier Machine Usage- Admin Bldg (P	001-502-522-10-31-00	296.60
	36201023	Copier Machine Usage- ST81	Invoice	11/11/2024	Copier Machine Usage- ST81	001-502-522-10-31-00	38.88
	36201024	Copier Machine Lease - ST71	Invoice	11/11/2024	Copier Machine Lease - ST71	001-512-591-22-70-00	325.02
	36201025	GIS PROGRAF Machine Lease - Admin	Invoice	11/11/2024	GIS (imagePROGRAF PRO 4600)	001-512-591-22-70-00	225.33
	36201026	Copier Machine Lease (x4) - ST31	Invoice	11/11/2024	Copier Machine Lease (x4) - ST31	001-512-591-22-70-00	71.92
	36508456	Copier Machine Lease - ST82, Admin C	Invoice	11/11/2024	Copier Machine Lease - ST82, Admin C	001-512-591-22-70-00	443.39
2470	CENTRAL PARK APARTMENTS ON	24-03182					1,526.50
	12/2024	Paramedic School Housing Rent (#191	Invoice	12/01/2024	Paramedic School Housing Rent (#191	001-506-522-45-49-37	1,526.50
0096	CENTRAL WELDING SUPPLY	24-03183					1,306.85
	0002206727	Oxygen Cylinder Exchange/Re-Fill (x3)	Invoice	10/28/2024	Oxygen Cylinder Exchange/Re-Fill (x3)	001-509-522-20-45-00	155.73
	0002209359	Oxygen Cylinder Exchange/Re-Fill (x7)	Invoice	10/31/2024	Oxygen Cylinder Exchange/Re-Fill (x7)	001-509-522-20-45-00	349.08
	0002221962	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	11/11/2024	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	268.82
	0002222354	Oxygen Cylinder Exchange/Re-Fill (x7)	Invoice	11/11/2024	Oxygen Cylinder Exchange/Re-Fill (x7)	001-509-522-20-45-00	301.59
	0002224753	Oxygen Cylinder Exchange/Re-Fill (x5)	Invoice	11/14/2024	Oxygen Cylinder Exchange/Re-Fill (x5)	001-509-522-20-45-00	231.63
0531	CHRISTENSEN, INC	24-03184					277.92
	0640022-IN	Diesel Exhaust Fluid (DEF) - ST81	Invoice	11/12/2024	Diesel Exhaust Fluid (DEF) - ST81	001-504-522-20-32-00	277.92
2041	CLARIS INTERNATIONAL INC	24-03185					2,002.02
	5858866	File Maker Pro 2 Year License	Invoice	09/26/2024	File Maker Pro 2 Year License	001-513-522-10-49-04	2,002.02
2111	COMMLINQ TECHNOLOGIES	24-03186					82.05
	7428	Allworx Phone System Software Updat	Invoice	11/14/2024	Allworx Phone System Software Updat	001-513-522-10-41-04	82.05
0138	CRESSY DOOR COMPANY, INC	24-03187					1,109.48
	199373	Bay Door Service Call (Reset Chain) - S	Invoice	08/21/2024	Bay Door Service Call (Reset Chain) - S	001-507-522-50-48-00	400.58
	202360	Bay Door Services Call (Adjusted Clutcf	Invoice	11/05/2024	Bay Door Services Call (Adjusted Clutcf	001-507-522-50-48-00	708.90

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
0103	CSD ATTORNEYS AT LAW P.S. 126499	24-03188 Monthly Attorney Services (October 20	Invoice	10/31/2024	Monthly Attorney Services (October 20	001-512-522-10-41-03	7,481.85 7,481.85
0164	DRUG FREE BUSINESS 458100	24-03189 Random Drug Test (Shop)	Invoice	10/31/2024	Random Drug Test (Shop)	050-511-522-60-41-06	54.00 54.00
1875	ELECTRONIC BUSINESS MACHINE AR291296	24-03190 Copier Machine Usage - Admin Bldg (C	Invoice	11/11/2024	Copier Machine Usage - Admin Bldg (C	001-502-522-10-31-00	350.96 350.96
0176	ELITE LOCK & SAFE 34948	24-03191 Schlage Everest Keys (x10) - Training O	Invoice	10/30/2024	Schlage Everest Keys (x10) - Training O	001-507-522-50-35-00	92.99 92.99
2343	EMSCONNECT, LLC 11840	24-03192 EMS Subscription Monthly Dues (EMS	Invoice	11/01/2024	EMS Subscription Monthly Dues (x221)	001-509-522-20-49-02	1,441.50 1,441.50
2475	FRITZ HUNTER INV12437	24-03193 Reimb. Pre-Employment/New Hire Ph	Invoice	10/31/2024	Reimb. Pre-Employment/New Hire Ph	001-510-522-20-41-06	619.18 619.18
0226	GALLS, LLC	24-03194					
	029550577	Stitching Duty Belt	Invoice	11/05/2024	Stitching Duty Belt	001-504-522-20-31-07	89.63
	029554558	Station Wear Pants (x2)	Invoice	11/05/2024	Station Wear Pants (x2)	001-504-522-20-31-07	260.85
	029575088	Dress Shoes (Academy Oxford),DAC Sh	Invoice	11/07/2024	Dress Shoes (Academy Oxford),DAC Sh	001-504-522-20-31-07	275.64
	029586633	Blank Embroiderable Patch (Black) (x5)	Invoice	11/08/2024	Blank Embroiderable Patch (Black) (x5)	001-504-522-20-31-07	41.42
	029601840	Quarter Boots	Invoice	11/01/2024	Quarter Boots	001-504-522-20-31-07	222.48
	029613827	Duty Boots	Invoice	11/12/2024	Duty Boots	001-504-522-20-31-07	196.71
	029626772	Firefighter Pants (x3)	Invoice	11/13/2024	Nomex IIIA Firefighter Pants (x3)	001-504-522-20-31-07	435.29
	029626832	Firefighter Pants (x2)	Invoice	11/13/2024	Nomex IIIA Firefighter Pants (x2)	001-504-522-20-31-07	290.46
	029637534	Uniform Metal Badge (x9)	Invoice	11/13/2024	Uniform Metal Badge (x9)	001-504-522-20-31-07	1,426.41
	029638934	Tactical Short Sleeve Polo	Invoice	11/14/2024	Tactical Short Sleeve Polo	001-504-522-20-31-07	68.26
	029638990	Name Plate	Invoice	11/14/2024	Name Plate	001-504-522-20-31-07	26.56
	029670353	L/S Chief Shirt	Invoice	11/18/2024	L/S Chief Shirt	001-504-522-20-31-07	104.18
	029670357	L/S Polyester Command Shirt	Invoice	11/18/2024	L/S Polyester Command Shirt	001-504-522-20-31-07	72.91
	029682632	Polyester/Wool Double Breasted Class	Invoice	11/19/2024	Polyester/Wool Double Breasted Class	001-504-522-20-31-07	497.16
	029682639	Blank Embroiderable Patch (Black) (x6)	Invoice	11/19/2024	Blank Embroiderable Patch (Black) (x6)	001-504-522-20-31-07	41.79

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
0238	GRAINGER	24-03195					3,413.44
	9313754377	Station Operating Supplies	Invoice	11/12/2024	Station Operating Supplies	001-507-522-50-31-00	35.98
	9313754385	Station Operating Supplies	Invoice	11/12/2024	Station Operating Supplies	001-507-522-50-31-00	98.69
	9313754393	Station Operating Supplies	Invoice	11/12/2024	Station Operating Supplies	001-507-522-50-31-00	345.40
	9313754401	Station Operating Supplies	Invoice	11/12/2024	Station Operating Supplies	001-507-522-50-31-00	190.68
	9313754419	Station Operating Supplies	Invoice	11/12/2024	Station Operating Supplies	001-507-522-50-31-00	86.45
	9314140337	Station Operating Supplies	Invoice	11/12/2024	Station Operating Supplies	001-507-522-50-31-00	475.71
	9314140345	Station Operating Supplies	Invoice	11/12/2024	Station Operating Supplies	001-507-522-50-31-00	288.14
	9314140352	Station Operating Supplies	Invoice	11/12/2024	Station Operating Supplies	001-507-522-50-31-00	469.37
	9314140360	Station Operating Supplies	Invoice	11/12/2024	Station Operating Supplies	001-507-522-50-31-00	416.94
	9314140378	Station Operating Supplies	Invoice	11/12/2024	Station Operating Supplies	001-507-522-50-31-00	375.40
	9314140386	Station Operating Supplies	Invoice	11/12/2024	Station Operating Supplies	001-507-522-50-31-00	410.59
	9314143223	Station Operating Supplies	Invoice	11/12/2024	Station Operating Supplies	001-507-522-50-31-00	87.53
	9314153231	Station Operating Supplies	Invoice	11/12/2024	Station Operating Supplies	001-507-522-50-31-00	87.53
	9321223282	Station Operating Supplies	Invoice	11/19/2024	Station Operating Supplies	001-507-522-50-31-00	45.03
0252	HEALTHFORCE PARTNERS INC. 27038	24-03196 Pre-Employment/New Hire Physical (C	Invoice	10/31/2024	Pre-Employment/New Hire Physical (C	001-510-522-20-41-06	130.00
2460	HOTEL INDIGO EVERETT 0051149-3	24-03197 Hotel Rms, Event Mtg. F&B Rntl - 3rd C	Invoice	10/08/2024	Hotel Rms, Event Mtg. F&B Rntl - 3rd C	001-506-522-45-43-00	3,000.00
1878	IMS ALLIANCE 24-2839 24-2889	24-03198 Passport Name Tag (x6) Passport Name Tag (x6)	Invoice Invoice	10/31/2024 11/11/2024	Passport Name Tag (x6) Passport Name Tag (x6)	001-504-522-20-31-01 001-504-522-20-31-01	34.20 17.10 17.10
0277	ISOUTSOURCE CW303026	24-03199 IT Services	Invoice	10/31/2024	IT Services	001-513-522-10-41-04	25,336.38
2179	JAMES STEINRUCK INV12430 INV12447	24-03200 Per Diem WFCA Conference 2024 Per Diem WFCA Conference 24' (Incid	Invoice Invoice	11/21/2024 11/21/2024	Per Diem WFCA Conference 2024 Per Diem WFCA Conference 24' (Incid	001-506-522-45-43-00 001-506-522-45-43-00	701.92 686.92 15.00
0288	JEFF SCHAUB INV12428	24-03201 Per Diem WFCA Conference 2024	Invoice	11/11/2024	Per Diem WFCA Conference 2024	001-506-522-45-43-00	243.00
2409	JEREMY JENSEN INV12426	24-03202 EVT/ASE Test Reimbursement (E1-4,S1	Invoice	11/20/2024	EVT/ASE Test Reimbursement (E1-4,S1	050-511-522-45-49-01	669.23
1752	KAITLIN KING INV12433	24-03203 Tuition Reimbursement & TextBooks (N	Invoice	11/14/2024	Tuition Reimbursement & TextBooks (N	001-506-522-45-49-10	1,353.09
1954	LAKE STEVENS ATHLETIC CLUB 71274	24-03204 Monthly Gym Membership (December	Invoice	11/18/2024	Monthly Gym Membership (December	001-510-522-20-49-00	109.00

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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
2404	LAWSON PRODUCTS, INC.	24-03205					343.94
	9311961537	Black & red Fusion Wrap, PryBar (Tools	Invoice	10/28/2024	Black & red Fusion Wrap, PryBar (Tools	001-507-522-50-35-00	125.63
	9311976197	Ironclad CRYO Insulated Knit Gloves (x	Invoice	11/01/2024	Ironclad CRYO Insulated Knit Gloves (x	001-507-522-50-31-00	289.26
	9311987440	High Tension Hacksaw Frame (Logistics	Invoice	11/05/2024	High Tension Hacksaw Frame (Logistics	001-507-522-50-35-00	44.90
	9312014188	Auto Adjust Pliers - Logistics Tool	Invoice	11/17/2024	Auto Adjust Pliers - Logistics Tool	001-507-522-50-35-00	8.08
	9312017062	Auto AdjustPliers (x2) (Logistics Tools)	Invoice	11/18/2024	Auto AdjustPliers (x2) (Logistics Tools)	001-507-522-50-35-00	20.70
	9500296310	CRYO Insulated Glove Credit (1 Pair) - L	Credit Memo	11/15/2024	CRYO Insulated Glove Credit (1 Pair) - L	001-507-522-50-31-00	-144.63
1595	LEROY SCHWARTZ III	24-03206					140.00
	INV12432	Per Diem WSAFM fire Prevention Conf	Invoice	11/05/2024	Per Diem WSAFM fire Prevention Conf	001-505-522-30-43-00	140.00
0343	LIFE-ASSIST INC	24-03207					1,064.71
	1528576	Medical Supplies	Invoice	11/14/2024	Medical Supplies	001-509-522-30-31-01	636.67
	1528706	Medical Supplies	Invoice	11/14/2024	Medical Supplies	001-509-522-30-31-01	428.04
2348	MATTHEW J. BEECROFT	24-03208					4,000.00
	DEC2024	EMS Servcs Contract: Medcial Supervis	Invoice	12/01/2024	EMS Servcs Contract: Medcial Supervis	001-509-522-20-41-02	4,000.00
0082	MIKE CAMERER	24-03209					135.00
	INV12435	EVT Test Reimbursement (R1/5/8)	Invoice	11/18/2024	EVT Test Reimbursement (R1/5/8)	050-511-522-45-49-01	135.00
2241	MITCHELL1	24-03210					2,087.35
	31808838	Shop	Invoice	10/31/2024	Shop	050-511-522-60-41-08	2,087.35
0379	MOBILE HEALTH RESOURCES	24-03211					1,123.50
	24789	Monthly EMS Patient Experience Surve	Invoice	10/31/2024	Monthly EMS Patient Experience Surve	001-509-522-20-49-02	1,123.50
0387	MUNICIPAL EMERGENCY SERVIC	24-03212					13,721.50
	IN2149547	SCBA Flow Test (Repair/Maint/Batt Re	Invoice	11/08/2024	SCBA Flow Test (Repair/Maint/Batt Re	001-504-522-20-48-12	1,052.11
	IN2151786	10 Seek Fire Pro 300's and mounts	Invoice	11/12/2024	Fire Pro 300 Aluminum Carabiner Mou	001-504-522-20-35-00	351.29
					Seek FirePRO 300 Thermal Imagers	001-504-522-20-35-00	12,318.10
2358	NORTHWEST PROPANE LLC	24-03213					564.79
	U0268918	OnSite Mobile Propane Delivery (218.1	Invoice	11/19/2024	OnSite Mobile Propane Delivery (218.1	001-507-522-50-47-03	564.79
1549	NRS	24-03214					52.14
	1660952	NRS Super High Pressure Pump - Spec	Invoice	11/12/2024	NRS Super High Pressure Pump - Spec	001-514-522-20-31-09	52.14
2333	OAC SERVICES, INC.	24-03215					32,056.09
	149958	Professional Services CM Labor/Appr/i	Invoice	11/15/2024	Professional Services CM Labor/Appr/i	300-507-594-50-62-32	17,921.30
					Professional Services CM Labor/Appr/i	300-507-594-50-62-81	523.69
	149980	Professional Services CM Labor/Cnstrc	Invoice	11/18/2024	Professional Services CM Labor/Cnstrc	300-507-594-50-62-31	8,276.14
					Professional Services CM Labor/Cnstrc	300-507-594-50-62-83	5,334.96

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	Payable Number	Payable Description					Distribution Amount
2252	ODP BUSINESS SOLUTIONS, LLC	24-03216					679.08
	389526759001	Legal Pad, Letter Hngr,Mrkr,Hightlr,Pos	Invoice	11/07/2024	Legal Pad, Letter Hngr,Mrkr,Hightlr,Pos	001-502-522-10-31-00	46.63
	389721582001	Cork Bulletin Board (x2) - Training Supp	Invoice	11/08/2024	Cork Bulletin Board (x2) - Training Supp	001-507-522-50-35-00	84.02
	389721621001	Desk Organizer (Black) - Training Suppl	Invoice	11/11/2024	Desk Organizer (Black) - Training Suppl	001-502-522-10-35-00	27.01
	392090133001	Paper 10 Reams (x3), Legal Pads 6pk (x	Invoice	11/12/2024	Paper 10 Reams (x3), Legal Pads 6pk (x	001-502-522-10-31-00	184.35
	392126293001	Magentic Label Holders 10pk (x3) - Adi	Invoice	11/12/2024	Magentic Label Holders 10pk (x3) - Adi	001-502-522-10-35-00	29.18
	394355468001	Pen,Hghltr,Ink,MiniPad,Tape&Dispense	Invoice	10/30/2024	Pen,Hghltr,Ink,MiniPad,Tape&Dispense	001-502-522-10-31-00	257.49
	394413515001	Commander Hooks 6pk - ST 74	Invoice	10/31/2024	Commander Hooks 6pk - ST 74	001-502-522-10-31-00	19.54
	394413516001	Letter Paper Pad 50 Sheet 12pk - ST 74	Invoice	10/31/2024	Letter Paper Pad 50 Sheet 12pk - ST 74	001-502-522-10-31-00	30.86
2465	ORIGINAL WATERMEN, INC.	24-03217					1,803.45
	92840	Mainstay Board Shorts (x45) - Special C	Invoice	11/07/2024	Mainstay Board Shorts (x45) - Special C	001-514-522-20-31-09	1,803.45
2332	OTTO ROSENAU & ASSOCIATES,	24-03218					5,381.75
	91227	Professional Services (GEOTech Engine	Invoice	11/08/2024	Professional Services (GEOTech Engine	300-507-594-50-62-32	1,375.00
	91228	Professional Services (Geo Tech Engine	Invoice	11/08/2024	Professional Services (Geo Tech Engine	300-507-594-50-62-81	500.00
	91430	Professional Srvc Est/Struct Insptcn/M	Invoice	11/18/2024	Professional Srvc Est/Struct Insptcn/M	300-507-594-50-62-00	2,875.00
	91431	Professional Srvc Estimate/Inspection	Invoice	11/18/2024	Professional Srvc Estimate/Inspection	300-507-594-50-62-83	631.75
1975	PAUL GAGNON	24-03219					385.92
	INV12427	Mileage Reimbursement WFCA 2024	Invoice	11/18/2024	Mileage Reimbursement WFCA 2024	001-501-522-10-43-01	385.92
0466	PETROCARD, INC.	24-03220					1,884.92
	C604129	OnSite Mobile Fueling Service - ST 71,	Invoice	11/14/2024	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00 001-509-522-20-32-00	942.46 942.46
1651	PIERRE FORD OF LYNNWOOD	24-03221					998.38
	FOCS603604	Shop Parts	Invoice	10/23/2024	Shop Parts	050-511-522-60-34-01	998.38
0483	PUGET SOUND ENERGY	24-03222					534.76
	ST33-OCTNOV24	Natural Gas - ST 33 (220017363437)	Invoice	11/12/2024	Natural Gas - ST 33 (220017363437)	001-507-522-50-47-03	534.76
0483	PUGET SOUND ENERGY	24-03223					257.31
	ST74-OCTNOV24	Natural Gas - ST 74/Logistics Bldg (220	Invoice	11/20/2024	Natural Gas - ST 74/Logistics Bldg (220	001-507-522-50-47-03	257.31
0483	PUGET SOUND ENERGY	24-03224					222.86
	ST73-OCTNOV24	Natural Gas - ST 73 (200014833566)	Invoice	11/13/2024	Natural Gas - ST 73 (200014833566)	001-507-522-50-47-03	222.86
0483	PUGET SOUND ENERGY	24-03225					97.75
	ST81-SEPOCT24	Natural Gas - ST 81 (220021970383)	Invoice	10/07/2024	Natural Gas - ST 81 (220021970383)	001-507-522-50-47-03	97.75
0483	PUGET SOUND ENERGY	24-03226					406.50
	ST82-OCTNOV24	Natural Gas - ST 82 (220021970490)	Invoice	11/06/2024	Natural Gas - ST 82 (220021970490)	001-507-522-50-47-03	406.50
0483	PUGET SOUND ENERGY	24-03227					491.56
	ADMIN-SEPOCT24	Natural Gas - Admin Bldg (220031644C	Invoice	10/09/2024	Natural Gas - Admin Bldg (220031644C	001-507-522-50-47-03 300-507-522-50-47-00	250.70 240.86
0483	PUGET SOUND ENERGY	24-03228					247.71
	ST81-OCTNOV24	Natural Gas - ST 81 (220021970383)	Invoice	11/06/2024	Natural Gas - ST 81 (220021970383)	001-507-522-50-47-03	247.71

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APPKT01727 - 11.25.2024 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0483	PUGET SOUND ENERGY ADMIN-OCTNOV24	24-03229 Natural Gas - Admin Bldg (2200316440	Invoice	11/07/2024	Natural Gas - Admin Bldg (2200316440	001-507-522-50-47-03 300-507-522-50-47-00	683.96 348.82 335.14
0483	PUGET SOUND ENERGY ST82-SEPOCT24	24-03230 Natural Gas - ST 82 (220021970490)	Invoice	10/07/2024	Natural Gas - ST 82 (220021970490)	001-507-522-50-47-03	144.65 144.65
0501	RICOH USA, INC. 108737186	24-03231 Copier Machine Lease - ST 74/Logistics	Invoice	11/06/2024	Copier Machine Lease - ST 74/Logistics	001-512-591-22-70-00	50.91 50.91
1867	RONALD RASMUSSEN JR INV12434	24-03232 Per Diem Operative IQ Conference 202	Invoice	11/19/2024	Per Diem Operative IQ Conference 202	001-507-522-45-49-02	268.57 268.57
0513	ROSE CITY LABEL 162476	24-03233 SRFR Badge Sticker (7,000)	Invoice	10/29/2024	SRFR Badge Sticker (7,000)	001-515-522-30-31-01	547.68 547.68
0515	ROY WAUGH INV12429	24-03234 Per Diem WFCA Conference 2024	Invoice	10/28/2024	Per Diem WFCA Conference 2024	001-506-522-45-43-00	346.20 346.20
1921	SEA-WESTERN INC CM2670 INV36966 INV37306 INV37399	24-03235 Credit Memo for Overcharged Freight/ Service - Replaced Fenestra (Mask Rep Trash Hooks (Updated) Safety Strap for Stinger 2.0 Monitor (V	Credit Memo Invoice Invoice Invoice	11/20/2024 10/29/2024 11/15/2024 11/19/2024	Credit Memo for Overcharged Freight/ Service - Replaced Fenestra (Mask Rep Trash Hooks (Updated) Safety Strap for Stinger 2.0 Monitor (V	001-504-522-20-35-00 001-504-522-20-48-12 001-504-522-20-35-00 001-504-522-20-48-02	2,165.69 -761.73 238.29 2,550.37 138.76
0536	SEQUOYAH NETWORK SERVICES 5649	24-03236 Locution System (Admin Bldg Cable Ad	Invoice	11/18/2024	Locution System (Admin Bldg Cable Ad	303-502-594-10-64-00	1,685.35 1,685.35
2474	SETH LAWSON INV12436	24-03237 SL Buy Back Reimbursement (8/21-9/1	Invoice	11/15/2024	SL Buy Back Reimbursement (8/21-9/1	001-504-522-20-20-09	540.48 540.48
0546	SISKUN POWER EQUIPMENT 478059	24-03238 Chain Saw Repair Parts	Invoice	11/19/2024	Chain Saw Repair Parts	001-504-522-20-48-02	327.82 327.82
0565	SNOHOMISH COUNTY PUD 165327577	24-03239 Electricity - ST 73	Invoice	11/12/2024	Electricity - ST 73	001-507-522-50-47-01	253.42 253.42
0565	SNOHOMISH COUNTY PUD 122815725	24-03240 Electricity & Water - ST 82	Invoice	11/13/2024	Electricity - ST 82 Water - ST 82	001-507-522-50-47-01 001-507-522-50-47-02	1,274.77 918.25 356.52
0565	SNOHOMISH COUNTY PUD 116211744	24-03241 Electricity - ST 77	Invoice	11/12/2024	Electricity - ST 77	001-507-522-50-47-01	244.68 244.68
0565	SNOHOMISH COUNTY PUD 109625936	24-03242 Electricity - ST 72	Invoice	11/12/2024	Electricity - ST 72	001-507-522-50-47-01	449.57 449.57
0565	SNOHOMISH COUNTY PUD 132714174	24-03243 Electricity - ST 82 Garage/Storage Bldg	Invoice	11/13/2024	Electricity - ST 82 Garage/Storage Bldg	001-507-522-50-47-01	24.58 24.58
1536	SNOHOMISH REGIONAL FIRE & R FIRE-10/01/2024	24-03244 Apparatus Fleet Maintenance Services	Invoice	10/01/2024	Apparatus Fleet Maintenance - Suppre	001-513-522-20-48-01	1,544.79 1,544.79

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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
1536	SNOHOMISH REGIONAL FIRE & R FIRE-11/15/2024	24-03245 Apparatus Fleet Maintenance Services	Invoice	11/15/2024	Apparatus Fleet Maintenance - EMS U	001-509-522-20-48-01	51,232.06
					Apparatus Fleet Maintenance - Suppre	001-513-522-20-48-01	14,965.47
							36,266.59
1536	SNOHOMISH REGIONAL FIRE & R FIRE-11/19/2024	24-03246 Apparatus Fleet Maintenance Services	Invoice	11/19/2024	Apparatus Fleet Maintenance - Suppre	001-513-522-20-48-01	1,638.80
							1,638.80
1935	SNOHOMISH VALLEY ROOFING II 34098	24-03247 Dumpster Rental (17yd) - Tnng Prop (N	Invoice	11/12/2024	Dumpster Rental (17yd) - Tnng Prop (N	001-506-522-45-31-03	525.62
							525.62
2057	SPRAGUE PEST SOLUTIONS 5624487	24-03248 Monthly Pest Control Services - ST 73	Invoice	11/14/2024	Monthly Pest Control Services - ST 73	001-507-522-50-41-00	241.14
	5624495	Monthly Pest Control Services - ST 32	Invoice	11/20/2024	Monthly Pest Control Services - ST 32	001-507-522-50-41-00	121.01
							120.13
0575	SQUARERIGGER SOFTWARE 00016254	24-03249 Squarerigger (SQ&) Annual Maint. Rnw	Invoice	11/15/2024	Squarerigger (SQ&) Annual Maint. Rnw	050-511-522-60-41-08	6,988.47
							6,988.47
2379	SRFR - PETTY CASH 0-092-417-399	24-03250 DOL Driving Record Request (x4)	Invoice	10/24/2024	DOL Driving Record Request (x4)	001-503-522-10-49-06	4,920.91
	0-092-809-681	DOL Driving Record Request (x13)	Invoice	11/05/2024	DOL Driving Record Request (x13)	001-503-522-10-49-06	60.00
	0-092-840-313	DOL Driving Record Request (x14)	Invoice	11/05/2024	DOL Driving Record Request (x14)	001-503-522-10-49-06	195.00
	2005	EMS Transport Services Billing Refund	Invoice	11/20/2024	EMS Transport Services Billing Refund	001-509-589-26-49-00	210.00
	2006	EMS Transport Services Billing Refund	Invoice	11/20/2024	EMS Transport Services Billing Refund	001-509-589-26-49-00	745.59
	2007	EMS Transport Services Billing Refund	Invoice	11/20/2024	EMS Transport Services Billing Refund	001-509-589-26-49-00	752.32
	2008	EMS Transport Services Billing Refund	Invoice	11/20/2024	EMS Transport Services Billing Refund	001-509-589-26-49-00	178.91
	2010	EMS Transport Services Billing Refund	Invoice	11/20/2024	EMS Transport Services Billing Refund	001-509-589-26-49-00	89.44
	2011	EMS Transport Services Billing Refund	Invoice	11/20/2024	EMS Transport Services Billing Refund	001-509-589-26-49-00	1,056.59
	2012	EMS Transport Services Billing Refund	Invoice	11/20/2024	EMS Transport Services Billing Refund	001-509-589-26-49-00	100.00
	2013	EMS Transport Services Billing Refund	Invoice	11/20/2024	EMS Transport Services Billing Refund	001-509-589-26-49-00	384.40
	2014	EMS Transport Services Billing Refund	Invoice	11/20/2024	EMS Transport Services Billing Refund	001-509-589-26-49-00	85.60
	2015	EMS Transport Services Billing Refund	Invoice	11/20/2024	EMS Transport Services Billing Refund	001-509-589-26-49-00	838.06
	2016	EMS Transport Services Billing Refund	Invoice	11/20/2024	EMS Transport Services Billing Refund	001-509-589-26-49-00	125.00
							100.00
2415	SUPERIOR SEPTIC SERVICE, LLC 22323676	24-03251 Septic Tank Srvc Call (Flooded/19000gl	Invoice	11/08/2024	Septic Tank Srvc Call (Flooded/19000gl	001-507-522-50-48-00	2,960.48
	22367328	Septic Tank Maint. (Pumped 2100gl) - :	Invoice	11/15/2024	Septic Tank Maint. (Pumped 2100gl) - :	001-507-522-50-48-00	1,417.94
							1,542.54
0603	TOWN & COUNTRY TRACTOR INC 206172	24-03252 Chain Saw Maintenance Repair/Parts	Invoice	10/07/2024	Chain Saw Maintenance Repair/Parts -	001-506-522-45-49-23	344.62
	207969	Chain Saw Maintenance Repair/Parts -	Invoice	10/29/2024	Chain Saw Maintenance Repair/Parts -	001-504-522-20-48-02	229.74
							114.88
2204	TROY ELMORE INV12431	24-03253 Per Diem WFCM Conference 2024	Invoice	11/14/2024	Per Diem WFCM Conference 2024	001-506-522-45-43-00	440.31
							440.31
2194	TRUCKVAULT, INC 279141	24-03254 Custom made truck vault for Chevy Tal	Invoice	11/19/2024	Custom TruckVault Vehicle Model/Year	001-505-522-30-35-00	3,591.25
							3,591.25
2221	ULINE, INC 185794229	24-03255 Quarter Dome Safety Mirror - Admin H	Invoice	11/18/2024	Quarter Dome Safety Mirror - Admin H	001-507-522-50-35-00	55.03
							55.03

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0624	US BANK	24-03256					Distribution Amount
	USBANK-OCT24	District Credit Card Charges - OCTOBEF	Invoice	11/18/2024	12V Power Supply x 1 (Joolca)	001-514-522-20-35-03	59,054.27
					30 Year Service Award (Le Creuset)	001-502-522-10-49-07	66.69
					6' Table x 2 (Costco)	001-515-522-30-35-00	126.06
					Airfare for CPSE Excellence-Titland (Ala	001-506-522-45-43-00	109.28
					Alabama College Refund-Officer Cours	001-515-522-45-49-02	496.19
					Battery Packs 24ct x 3 packs (Safeway)	001-506-522-45-31-03	-510.00
					Beverages & Snacks for D/O Promo Prc	001-506-522-45-45-00	77.66
					Beverages for Open House (Safeway)	001-515-522-30-31-01	147.07
					Blinds for Chief O'Brien's Office (Blinds	001-507-522-50-48-00	56.92
					Blinds for Door @ 83 (Blinds.com)	001-507-522-50-48-00	427.48
					Book for Admin Library-Bridges to Hea	001-506-522-45-34-00	95.29
					Business Cards x 6 (Vista Print)	001-502-522-10-31-00	20.00
					Calendar Wiz Monthly Charge	001-513-522-10-49-04	144.36
					Celo Wrap & Ribbon for Open House (I	001-515-522-30-31-01	29.00
					CFPS Program Application Fee (Bowen	001-505-522-45-49-02	23.47
					Chaplain's Meeting (Contos Pizza)	001-502-522-10-49-06	399.00
					Cisco Compatible Tranceiver Module (f	001-513-522-10-35-00	143.34
					CLT Retreat Jan 2025 - Hotel Indigo	001-506-522-45-43-00	87.52
					Coffee Crmr for Open House at 31 (Wa	001-515-522-30-31-01	2,575.00
					Coffee for D/O Promo Process (Starbur	001-506-522-45-45-00	34.75
					Coffee for D/O Promo Process (Starbur	001-506-522-45-45-00	65.58
					Coffee for Live Fire Training (Starbucks	001-506-522-45-31-03	43.72
					Coffee for Live Fire Training (Starbucks	001-506-522-45-31-03	43.76
					Coffee for Live Fire Training (Starbucks	001-506-522-45-45-00	44.76
					Coffee for Live Fire Training (Starbucks	001-506-522-45-31-03	65.64
					Coffee for Live Fire Training (Starbucks	001-506-522-45-31-03	43.76
					Coffee for Live Fire Training (Starbucks	001-506-522-45-31-03	43.76
					Coffee for Open House at 31 (Fred Me	001-515-522-30-31-01	107.53
					Collapsible Satey Cone 5 pack-E82 (Toc	001-504-522-20-35-00	325.07
					CPSE Registration (Elsa Sexton)	001-516-522-45-49-02	720.00
					CPSE Registration (McConnell)	001-516-522-45-49-02	720.00
					CPSE Registration (Titland)	001-506-522-45-49-02	720.00
					CPSE Registration (Vriti Jain)	001-516-522-45-49-02	720.00
					Custom cards for Hazmat Team (Taylor	001-514-522-20-35-02	2,800.00
					D/O Promo Process (Japan Teriyaki)	001-506-522-45-45-00	215.25
					DEF for E1401	001-504-522-20-32-00	54.68
					Detergent Activators (Stormstick)	001-506-522-45-35-00	139.00
					Diablo Grinding & Polish Disc x 3 (Hom	001-506-522-45-31-03	108.14
					Diablo Grinding & Polish Disc x 3 (Hom	001-506-522-45-31-03	30.74
					Donuts for hiring committee workshop	001-504-522-20-31-03	32.59
					Donuts for lateral FF/RM interviews (Tr	001-504-522-20-31-01	34.74
					Donuts for Open House (Henry's)	001-515-522-30-49-06	39.31
					Drinking Water (Safeway)	001-506-522-45-45-00	1.07

Docket of Claims Register

APPKT01727 - 11.25.2024 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-OCT24	District Credit Card Charges - OCTOBEF	Invoice	11/18/2024	DTG Recycle	050-511-522-60-34-01	20.00
					E33 Bell Style Swivel Reducer (FF Depo	001-504-522-20-35-00	277.21
					Electric Vehicle Fire Exting Blnkt (Darle	001-504-522-20-35-00	9.31
					Electric Vehicle Fire Extinguish Blanket	001-504-522-20-35-00	3,709.20
					Fire & Emergency Services Books x 10	001-506-522-45-34-00	836.92
					Food for Interview Panel Members (La	001-503-522-10-49-06	156.88
					Food for Interviews (Taqueria)	001-503-522-10-49-06	83.94
					Food for ISO Class @ 71 (Safeway)	001-506-522-45-31-03	56.06
					Food for ISO Class @ 71 (Safeway)10/1	001-506-522-45-31-03	45.08
					Food for Live Fire Instructor Group (He	001-506-522-45-31-03	27.43
					Food for Live Fire Instructor Group (He	001-506-522-45-31-03	47.08
					Food for Live Fire Instructor Group (Sal	001-506-522-45-31-03	70.30
					Food for Live Fire Instructor Group (Sal	001-506-522-45-31-03	295.58
					Food for Live Fire Instructor Group (Sal	001-506-522-45-31-03	117.54
					Fuel for Chain Saws (Ace Hardware)	001-504-522-20-31-01	305.95
					Fuel for E1401 (fuel card was missing)	001-504-522-20-31-10	94.33
					Fuel for Engine Saws (Ace Hardware)	001-504-522-20-31-01	305.95
					Good to Go Payment	001-504-522-20-49-04	30.00
					Hazardous Materials Books x 2 (Fire Pu	001-506-522-45-34-00	205.01
					Heaters for ST 31 (Coastal)	001-507-522-50-48-00	175.00
					Hedgetrim Trimmer (Coastal)	001-507-522-50-35-00	688.10
					Hotel for Conference-Grace (Clearwate	001-506-522-45-43-00	366.96
					Hotel for FDIC Int'l Conf. (Hotel Indy) D	001-506-522-45-43-00	2,858.43
					Hotel for Force Conference (FivePine) I	001-506-522-45-43-00	911.55
					Hotel for FPI (Midtowner)	001-516-522-30-43-00	367.62
					Hotel for Neo Gov-Holtgeerts (Harrahs	001-503-522-10-43-00	640.81
					Hotel for Neo Gov-Jenkins (Harrah's)	001-503-522-10-43-00	654.21
					Hotel for NeoGov	001-503-522-10-43-00	734.21
					Hotel for NeoGov (Mattern)	001-503-522-10-43-00	342.00
					Hotel for WFAS-Ayer (Hotel Indigo)	001-502-522-10-41-01	131.80
					Hotel for WFAS-Gonzalez (Hotel Indigo)	001-502-522-10-41-01	131.80
					Hotel for WFAS-Lamb (Hotel Indigo)	001-502-522-10-41-01	131.80
					Hotel for WFAS-Reece (Hotel Indigo)	001-502-522-10-41-01	263.60
					Hotel for WFAS-Richmond (Hotel Indig	001-502-522-10-41-01	131.80
					Hotel for WFCA Conf-Commissioners(c	001-506-522-45-43-00	3,604.41
					Hotel-WA St Assn of FM-Bowen (Midtc	001-505-522-30-43-00	490.16
					Hotel-WA St Assn of FM-Dahl (Midtow	001-505-522-30-43-00	612.70
					Hotel-WA St Assn of FM-Fisher (Midto	001-505-522-30-43-00	490.16
					Hotel-WA St Assn of FM-LeDuc (Midto	001-505-522-30-43-00	612.70
					Hotel-WA St Assn of FM-Schwartz (Mic	001-505-522-30-43-00	490.16
					HOTTAP Bracket & Outing Kit (Joolca)	001-514-522-20-35-03	577.64
					Interview Snacks (Safeway)	001-503-522-10-49-06	40.60
					Ladder Repair (HLB Custom Fabricatio	050-511-522-60-34-01	2,379.48

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	USBANK-OCT24	District Credit Card Charges - OCTOBEF	Invoice	11/18/2024	Lemonade and Splenda for Open Hous	001-515-522-30-31-01	40.17
					LinkedIn Job Post-Leave Specialist	001-502-522-10-31-00	130.00
					Lk Stevens Chamber Lunch - October	001-502-522-10-49-06	140.00
					Loader Rental (Sound Equipment)	001-506-522-45-35-00	1,600.00
					Logi Store Minnetonka	001-505-522-30-35-00	196.91
					Logi Store Minnetonka	001-505-522-30-35-00	317.23
					Lunch for D/O Promo Process (Jersey M	001-506-522-45-45-00	230.67
					Lunch for EMS Training (Haggen) Marc	001-509-522-20-49-04	53.18
					Lunch for Leave Specialist Interviews (C	001-503-522-10-49-06	103.80
					Lunch for Open House (Pizza & Pints)	001-515-522-30-31-01	644.57
					Lunch for PM/FF lateral Interviews(Ma	001-503-522-10-49-06	337.87
					Lunch for PM/FF lateral Interviews(The	001-503-522-10-49-06	367.23
					Lunches at Live Fire Training 10/17 (Jer	001-506-522-45-31-03	166.42
					Lunches at Live Fire Training 10/17 (Jer	001-506-522-45-31-03	83.25
					Lunches at Live Fire Training 10/17 (Jer	001-506-522-45-31-03	166.42
					Lunches at Live Fire Training 10/19 (Jer	001-506-522-45-31-03	332.75
					Lunches at Live Fire Training 10/19 (Jer	001-506-522-45-31-03	83.25
					Manikin maintenance (True Value)	001-509-522-20-35-00	95.20
					Meal for Live Fire Training (Maggy's)	001-506-522-45-45-00	621.29
					Microsoft 365 monthly License Fee	001-513-522-10-49-04	15.32
					Monroe Chamber Lunch - October	001-502-522-10-49-06	96.00
					Nails & Staples-Training Traylor (Lowe's	001-506-522-45-31-03	98.96
					Napkins,Cups,Tablecovers for Open Ho	001-515-522-30-31-01	79.84
					NFPA Books for Shop x 4 (NFPA Nat'l)	050-511-522-60-35-00	689.34
					NRP class snacks (QFC)	001-509-522-20-49-04	28.23
					Open House Snacks (Henry's)	001-515-522-30-31-01	39.31
					OSB Sheathing for Training (Lowe's)	001-506-522-45-31-03	1,140.33
					Parking for conference (Doug Fox) Lun	001-506-522-45-43-00	72.40
					Parts for Refrigerator in Admin Additio	001-507-522-50-48-00	332.54
					Pocket Knives for Service Awards (Ama	001-502-522-10-49-07	81.10
					Propane (Tractor Supply)	001-507-522-50-47-03	61.74
					PUBL: SRFR x 45 (Jones & Bartlett Lear	001-514-522-20-35-03	3,576.90
					Rags - Sellars 200 count (Lowe's)	001-506-522-45-31-03	15.29
					RB 3/16 in x 10ft ZP PRF-training (Lowe	001-506-522-45-31-03	21.09
					Registration for FDIC 2025 - Dimonda	001-509-522-45-49-02	1,280.00
					Registration for FDIC Int'l - Basta	001-506-522-45-49-02	654.00
					Rent for Storage Unit H81 (Glacier Wes	001-507-522-50-45-00	146.00
					Rent for Storage Units C54 & C60(Lk St	001-507-522-50-45-00	150.00
					Rental Car (Avis) Lundquist	001-506-522-45-43-00	459.07
					Rescue Blade x 4 (Diamond Tools)	001-506-522-45-35-00	902.57
					Run Review Snacks (QFC)	001-509-522-20-49-04	59.17
					Run Review Snacks (Safeway)	001-509-522-20-49-04	53.15
					Safety Softshell Jacket (Summit)	050-511-522-60-31-01	104.93

Docket of Claims Register

APPKT01727 - 11.25.2024 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-OCT24	District Credit Card Charges - OCTOBE	Invoice	11/18/2024	Safety Work Boots-Messer (GOVX)	001-504-522-20-31-07	147.62
					SALAD Conversion for airway maikin (T	001-509-522-20-35-00	57.39
					Service Awards-Knife & Tumblers (Am	001-502-522-10-49-07	655.99
					Sky Valley Chamber Lunch-October	001-502-522-10-49-06	45.00
					Snacks for Battalion Chief Mtg (Henry'	001-504-522-20-31-01	21.65
					Snacks for Battalion Chief Mtg (Safewa	001-504-522-20-31-01	60.79
					Snacks for EMS Training (Haggen)	001-509-522-20-49-04	53.40
					Snacks for EMS Training (Haggen) Mari	001-509-522-20-49-04	36.00
					Snacks for Interviews (Safeway)	001-503-522-10-49-06	39.96
					Snacks for Live Fire Training (Fred Mey	001-506-522-45-45-00	120.14
					Snacks for Open House at 31 (Fred Me	001-515-522-30-31-01	221.17
					Snacks for Open House at 31 (Safeway	001-515-522-30-31-01	39.02
					Snacks for Open House at 31 (Safeway	001-515-522-30-31-01	66.70
					SRFR Banquet Invitations (Canva)	001-502-522-10-49-07	165.00
					Sugar Packets for Open House (Safewa	001-515-522-30-31-01	17.25
					Supplies for ST 83 (Ace Hardware)	001-507-522-50-31-00	54.61
					Surface Pro Charger x 2	001-502-522-10-31-00	63.98
					Tarps for Training (Walmart)	001-506-522-45-31-03	125.68
					Toaster Oven for Admin Addition (Groc	001-507-522-50-35-00	65.63
					Tulalip Hotel-accidental charge-credit r	001-506-522-45-43-00	411.96
					UPS Postage for ACA Tax Penalty Abate	001-502-522-10-42-00	8.00
					UPS Postage for Oak St Escrow Deposi	001-502-522-10-42-00	21.81
					UPS Postage for Paramedic School Che	001-502-522-10-42-00	45.07
					USPS certified mail	001-502-522-10-42-00	23.20
					Water Bottles & Bags for Open House	001-515-522-30-31-01	41.25
					Water Delivery (Crystal Springs)	050-511-522-60-31-04	84.45
					WFCA 2025 - Tulalip First Night - Edwa	001-506-522-45-43-00	189.27
					WFCA 2025 - Tulalip First Night - Elmor	001-506-522-45-43-00	189.27
					WFCA 2025 - Tulalip First Night - Fay	001-506-522-45-43-00	189.27
					WFCA 2025 - Tulalip First Night - Gagn	001-506-522-45-43-00	189.27
					WFCA 2025 - Tulalip First Night - Mess	001-506-522-45-43-00	189.27
					WFCA 2025 - Tulalip First Night - O'Brie	001-506-522-45-43-00	189.27
					WFCA 2025 - Tulalip First Night - Schau	001-506-522-45-43-00	189.27
					WFCA 2025 - Tulalip First Night - Schoc	001-506-522-45-43-00	189.27
					WFCA 2025 - Tulalip First Night - Steir	001-506-522-45-43-00	189.27
					WFCA 2025 - Tulalip First Night - Waug	001-506-522-45-43-00	189.27
					WFCA 2025 First Night - Tulalip - Lund	001-506-522-45-43-00	189.27
					Wheel Chocks x 3 (Justrite Safety)	001-504-522-20-35-00	538.54
					Wheel Dollies - Tools (Harbor Freight)	001-507-522-50-35-00	177.65
					Window Blinds for ST 83 (Blinds.com)	001-507-522-50-48-00	668.98
					Window Shades for ST83 (Home Depo	001-507-522-50-48-00	43.61
					Wireless headsets x3 (Best Buy)Titland	001-504-522-20-31-01	656.37
					Wood Strips & Storage Totes-Training (001-506-522-45-31-03	72.66

Docket of Claims Register

APPKT01727 - 11.25.2024 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
	USBANK-OCT24	District Credit Card Charges - OCTOBER	Invoice	11/18/2024	Work Bench Chemicals (Fred Meyer)	001-507-522-50-31-00	53.63
					WSP Background Check	001-503-522-10-49-06	11.00
2146	US TRANSMISSIONS INC. INV-AUB-1279	24-03257 Shop Parts	Invoice	10/18/2024	Shop Parts	050-511-522-60-34-01	10,478.50
0631	VERATHON MEDICAL 81003103	24-03258 Medical Supplies	Invoice	10/31/2024	Medical Supplies	001-509-522-30-31-01	1,520.15
	81007933	Medical Supplies	Invoice	11/08/2024	Medical Supplies	001-509-522-30-31-01	505.15
0040	VESTIS 6560467353	24-03259 Shop Supplies/Uniform Rental/Laundry	Invoice	10/31/2024	Shop Supplies/Uniform Rental/Laundry	050-511-522-60-41-04	1,015.00
	6560470888	Maint. Srvc Towels, Floor Mat & Mop	Invoice	11/07/2024	Maint. Srvc Towels, Floor Mat & Mop	001-507-522-50-48-00	226.26
	6560470889	Shop Supplies/Uniform Rental/Laundry	Invoice	11/07/2024	Shop Supplies/Uniform Rental/Laundry	050-511-522-60-41-04	69.44
	6560475095	Shop Supplies/Uniform Rental/Laundry	Invoice	11/14/2024	Shop Supplies/Uniform Rental/Laundry	050-511-522-60-41-04	16.40
2274	WALDORF UNIVERSITY 240174	24-03260 Stavros - Tuition ENG1010 and ART130	Invoice	11/13/2024	Tuition ART 1301	001-506-522-45-49-10	71.08
					Tuition ENG 1010	001-506-522-45-49-10	69.34
2366	WASHINGTON ASSOCIATION OF 11575	24-03261 WAPRO Annual 2025 Membership - L.	Invoice	11/10/2024	WAPRO Annual 2025 Membership - L.	001-503-522-10-49-01	1,782.00
0579	WASHINGTON STATE AUDITOR'S L164408	24-03262 Accountability & Financial Audit (2024)	Invoice	11/12/2024	Accountability & Financial Audit (2024)	001-512-522-10-41-12	25.00
0643	WASHINGTON STATE DEPARTME 18024485	24-03263 All Sizes Yellow Shirts Med-2XL (x19) (S	Invoice	11/12/2024	All Sizes Yellow Shirts Med-2XL (x19) (S	001-504-522-20-31-07	8,763.30
	18024502	BKR Radios and accessories	Invoice	11/19/2024	BKR Radios	001-504-522-20-35-00	7,954.75
					BKR Radios Antenna	001-504-522-20-35-00	1,895.60
					BKR Radios Battery	001-504-522-20-35-00	4,460.52
					BKR Radios Battery Holder Clamshell	001-504-522-20-35-00	197.10
					BKR Radios Belt Weather Kit	001-504-522-20-35-00	561.54
							223.12
							616.87
Total Claims: 91						Total Payment Amount:	356,015.62

Snohomish Regional Fire and Rescue Claims Voucher Summary

11/22/2024

Page 1 of 3

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
24-02992	ACROSS THE STREET PRODUCTIONS		770.00
24-03174	AJ'S LANDCARE, INC		3,075.15
24-03175	AMAZON CAPITAL SERVICES, INC		22,010.40
24-03176	AT&T MOBILITY - CC		503.14
24-03177	BLACK RHINO MARKETING		309.13
24-03178	BOUND TREE MEDICAL, LLC		10,842.40
24-03179	BRANDIE REECE		211.00
24-03180	BRASS EAGLE FABRICATION AND TOOL		19,162.50
24-03181	CANON FINANCIAL SERVICES INC		1,769.58
24-03182	CENTRAL PARK APARTMENTS ON HELENA LLC		1,526.50
24-03183	CENTRAL WELDING SUPPLY		1,306.85
24-03184	CHRISTENSEN, INC		277.92
24-03185	CLARIS INTERNATIONAL INC		2,002.02
24-03186	COMMLINQ TECHNOLOGIES		82.05
24-03187	CRESSY DOOR COMPANY, INC		1,109.48
24-03188	CSD ATTORNEYS AT LAW P.S.		7,481.85
24-03189	DRUG FREE BUSINESS		54.00
24-03190	ELECTRONIC BUSINESS MACHINES		350.96
24-03191	ELITE LOCK & SAFE		92.99
24-03192	EMSCONNECT, LLC		1,441.50
24-03193	FRITZ HUNTER		619.18
24-03194	GALLS, LLC		4,049.75
24-03195	GRAINGER		3,413.44
24-03196	HEALTHFORCE PARTNERS INC.		130.00
24-03197	HOTEL INDIGO EVERETT		3,000.00
24-03198	IMS ALLIANCE		34.20
24-03199	ISOUSOURCE		25,336.38
24-03200	JAMES STEINRUCK		701.92
24-03201	JEFF SCHAUB		243.00
24-03202	JEREMY JENSEN		669.23
24-03203	KAITLIN KING		1,353.09

Page Total

113,929.61

Cumulative Total

113,929.61

Snohomish Regional Fire and Rescue Claims Voucher Summary

11/22/2024

Page 2 of 3

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
24-03204	LAKE STEVENS ATHLETIC CLUB		109.00
24-03205	LAWSON PRODUCTS, INC.		343.94
24-03206	LEROY SCHWARTZ III		140.00
24-03207	LIFE-ASSIST INC		1,064.71
24-03208	MATTHEW J. BEECROFT		4,000.00
24-03209	MIKE CAMERER		135.00
24-03210	MITCHELL1		2,087.35
24-03211	MOBILE HEALTH RESOURCES		1,123.50
24-03212	MUNICIPAL EMERGENCY SERVICES, INC.		13,721.50
24-03213	NORTHWEST PROPANE LLC		564.79
24-03214	NRS		52.14
24-03215	OAC SERVICES, INC.		32,056.09
24-03216	ODP BUSINESS SOLUTIONS, LLC		679.08
24-03217	ORIGINAL WATERMEN, INC.		1,803.45
24-03218	OTTO ROSENAU & ASSOCIATES, INC.		5,381.75
24-03219	PAUL GAGNON		385.92
24-03220	PETROCARD, INC.		1,884.92
24-03221	PIERRE FORD OF LYNNWOOD		998.38
24-03222	PUGET SOUND ENERGY		534.76
24-03223	PUGET SOUND ENERGY		257.31
24-03224	PUGET SOUND ENERGY		222.86
24-03225	PUGET SOUND ENERGY		97.75
24-03226	PUGET SOUND ENERGY		406.50
24-03227	PUGET SOUND ENERGY		491.56
24-03228	PUGET SOUND ENERGY		247.71
24-03229	PUGET SOUND ENERGY		683.96
24-03230	PUGET SOUND ENERGY		144.65
24-03231	RICOH USA, INC.		50.91
24-03232	RONALD RASMUSSEN JR		268.57
24-03233	ROSE CITY LABEL		547.68
24-03234	ROY WAUGH		346.20

Page Total	70,831.94
Cumulative Total	184,761.55

Snohomish Regional Fire and Rescue Claims Voucher Summary

11/22/2024

Page 3 of 3

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
24-03235	SEA-WESTERN INC		2,165.69
24-03236	SEQUOYAH NETWORK SERVICES		1,685.35
24-03237	SETH LAWSON		540.48
24-03238	SISKUN POWER EQUIPMENT		327.82
24-03239	SNOHOMISH COUNTY PUD		253.42
24-03240	SNOHOMISH COUNTY PUD		1,274.77
24-03241	SNOHOMISH COUNTY PUD		244.68
24-03242	SNOHOMISH COUNTY PUD		449.57
24-03243	SNOHOMISH COUNTY PUD		24.58
24-03244	SNOHOMISH REGIONAL FIRE & RESCUE		1,544.79
24-03245	SNOHOMISH REGIONAL FIRE & RESCUE		51,232.06
24-03246	SNOHOMISH REGIONAL FIRE & RESCUE		1,638.80
24-03247	SNOHOMISH VALLEY ROOFING INC		525.62
24-03248	SPRAGUE PEST SOLUTIONS		241.14
24-03249	SQUARERIGGER SOFTWARE		6,988.47
24-03250	SRFR - PETTY CASH		4,920.91
24-03251	SUPERIOR SEPTIC SERVICE, LLC		2,960.48
24-03252	TOWN & COUNTRY TRACTOR INC.		344.62
24-03253	TROY ELMORE		440.31
24-03254	TRUCKVAULT, INC		3,591.25
24-03255	ULINE, INC		55.03
24-03256	US BANK		59,054.27
24-03257	US TRANSMISSIONS INC.		10,478.50
24-03258	VERATHON MEDICAL		1,520.15
24-03259	VESTIS		226.26
24-03260	WALDORF UNIVERSITY		1,782.00
24-03261	WASHINGTON ASSOCIATION OF PUBLIC RECORDS OFFICERS		25.00
24-03262	WASHINGTON STATE AUDITOR'S OFFICE		8,763.30
24-03263	WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES		7,954.75

Page Total

171,254.07

Cumulative Total

356,015.62



Payroll Summary and Authorization Form for the:

11/15/2024 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: \$1,135,615.49

Paper Checks: \$2,531.71

Taxes: \$344,863.09

Allowed in the sum of: \$1,483,010.29

Reviewed by: Brandon Vargas
District Administrative Coordinator

Prepared by: Erick Ramirez
Payroll Specialist

Approved by Commissioners: _____



BOARD OF FIRE COMMISSIONERS MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

November 14, 2024, 1730 hours

CALL TO ORDER

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

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Chief O'Brien commented that on Veteran's Day we had the opportunity to honor a family with a citizen's award with the crews. When leaving the boat launch area, the daughter saw a truck heading into the lake with child still in the truck, and they did their part to help rescue the child. Thank you to BC Adolf and the Awards Committee for recognizing this family and they will also be invited to our banquet. Chief O'Brien also introduced Kristi Szilak, our Confidential Support Specialist. We have a lot going on, and we finished Chief's Interviews for laterals today. We have offered positions to one firefighter paramedic and three firefighters. Thank you to the Hiring Committee for their hard work.

COMMISSIONER REPORTS

Capital Facility Committee – Commissioner Steinruck commented that their meeting was cancelled due to the WFCA Conference, and their next meeting is scheduled for November 26. Commissioner Schaub commented they will have a station tour on December 4th.

Sno911 Committee – Commissioner Waugh commented that on November 18th they will initiate a new non-emergency line that will use AI, and they have been practicing with this.

Sno-Isle Committee – Commissioner Fay commented that they had a great meeting with Kurt Mills as their speaker. Their next meeting will deal with elections, and he reported they have now filled their secretary position. Their banquet has been scheduled for the last Saturday in January at Shaun O'Donnell's.



Leadership Meeting - Chief O'Brien commented that the next Leadership Meeting is scheduled for 9am Thursday, November 21st at the Station 31 Training Room.

Policy Committee - Commissioner Schaub commented that they met earlier today and reviewed Policies 313, 314, 316, 321, 801, 802 and 913. Thank you to everyone for their efforts on these policies.

COMMITTEE MEETING MINUTES

None

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-02756 to 24-0265; (\$748,311.47)

Benefits Vouchers: 24-02766 to 24-02780; (\$762,075.01)

AP Vouchers: 24-02781 to 24-02981; (\$2,105,629.82)

Approval of Payroll

October 31, 2024 (\$1,464,549.82)

Approval of Minutes

Approve Regular Board Meeting Minutes October 21, 2024

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Steinruck.

On vote, Motion carried 7/0.

OLD BUSINESS

Discussion

None

Action

2025 Medical Retiree Letters

Chief O'Brien commented that these letters were drafted according to resolution, and they are ready for approval.

Motion to approve the 2025 Medical Retiree Letters as submitted.

Motion by Commissioner Waugh and 2nd by Commissioners Steinruck.

On vote, Motion carried 7/0.



NEW BUSINESS

Discussion

Budget Hearing: Levy Resolutions & Budget Resolution

Chief O'Brien thanked the staff for their work on the 2025 Budget. Our theme for 2025 is supporting people, strengthening infrastructure, continuous improvement, and fiscal responsibility.

Chief Financial Officer Tabor presented the 2025 Budget including general fund revenues and expenditures, taxes from new construction, regular property tax, EMS property tax, staffing, new apparatus, equipment purchases and leases, construction and capital projects, and the administration building.

- Resolution 2024-09 Regular Levy Ordinance
- Resolution 2024-10 EMS Levy Ordinance
- Resolution 2024-11 Budget 2025

The Commissioners thanked CFO Tabor for her work.

Retirement Date Change Resolution 2024-14

Assistant Chief Lundquist asked if there were any questions, and he confirmed that the Union is aware of this. In order to hire the right number of individuals we are making a May 31st change, and this will also help with budgeting purposes. This would go into effect for the 2026 individuals.

Policy Review

- Policy 311 Elevator Entrapments
- Policy 312 Elevator Restrictions During Emergencies
- Policy 319 Hazardous Materials Response
- Policy 609 National Incident Management System (NIMS) Training
- Policy 912 Fire Station Safety
- Policy 916 Hazardous Energy Control
- Policy 1001 Performance Evaluations
- Policy 1002 Promotions and Transfers
- Policy 1005 Career Advancement
- Policy 1037 Family Support Liaison

Assistant Chief Messer reviewed the policies and asked if there were any questions. He mentioned we are currently reviewing our performance evaluations with our permanent staff.

Chairman Elmore requested a blank copy for the Fire Chief's evaluation, and Business Administrator Schoof will take care of this.



Commissioner Waugh asked Assistant Chief Messer to confirm which NIMS categories our Commissioners need to train on.

Transport Rates Update Resolution 2024-15

Business Administrator Schoof commented that the Finance Committee requested a summary of information related to current rates as well as the rates of neighboring jurisdictions to determine whether current rates support provided services and meet the demands of increasing costs. It is recommended that the District increase rates to continue to provide SRFR's high-quality service and meet the demands of rising costs.

Retirement Medical COLA Resolution 2024-13

Business Administrator Schoof commented this is the annual resolution to increase the retirement medical benefit by COLA.

CARES ILA

This topic has been postponed until a future meeting.

Action

MOU: Longevity Benefit for Lateral Hires

Chief O'Brien commented that we currently have a need for more seasoned members and the Union suggested that we consider a longevity benefit for lateral hires. This is exclusively for longevity pay at the sole discretion of the District.

Motion to approve MOU for Longevity Benefit for Lateral Hires as submitted.

Motion by Commissioner Waugh and 2nd by Chairman Elmore.

On vote, Motion carried 7/0.

GOOD OF THE ORDER

Commissioner Waugh asked if there is an update on the Teamsters contract, as it has been a year; and Vice Chairman Fay commented that this topic would be addressed in Executive Session.

Vice Chairman Fay thanked everyone for their work towards COMEX.

Commissioner Waugh asked about the appropriate smoke alarm; and Assistant Chief Messer reminded everyone to change their batteries each year and replace their alarms at ten years.

ATTENDANCE CHECK

Special Commissioner Meeting November 18, 2024, at 1730 – Station 31 Training Room/Zoom

Regular Commissioner Meeting November 25, 2024, at 1730 - Station 31 Training Room/Zoom



EXECUTIVE SESSION

RCW 42.20.140(4)(b): Labor Negotiations

Vice Chairman Fay called for an Executive Session to begin at 1825 hours for 15 minutes, with no decision to follow. Vice Chairman Fay resumed the regular Board of Commissioners Meeting at 1840 hours and announced that there is no decision at this time.

ADJOURNMENT

Vice Chairman Fay adjourned the meeting at 1840 hours.

Snohomish Regional Fire & Rescue

Commissioner Rick Edwards

Commissioner Jeff Schaub

Chairman Troy Elmore

Commissioner Jim Steinruck

Vice Chairman Randy Fay

Commissioner Roy Waugh

Commissioner Paul Gagnon



OLD BUSINESS

DISCUSSION





OLD BUSINESS

ACTION



SNOHOMISH REGIONAL FIRE AND RESCUE

RESOLUTION #2024-13

A RESOLUTION TO INCREASE THE RETIREMENT MEDICAL PAYMENTS FOR RETIREES BY A 3.8% COLA FOR 2025

WHEREAS, The Board of Fire Commissioners have determined that the 2025 increase in the District's medical insurance plan for retirees is 4.0%, and;

WHEREAS, The Board of Fire Commissioners have determined that the retirement medical payments for retirees is limited to no more than the annual Cost of Living increase (COLA) in the firefighters contract, and;

WHEREAS, The annual COLA in the firefighters contract for 2025 is 3.8%, and;

WHEREAS, The Board of Fire Commissioners have determined that the District should increase the retirement medical payments made on behalf of eligible retirees by the 3.8% consistent with the COLA for 2025.

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

1. The retirement medical payments for eligible retirees shall be increased by 3.8% over the 2024 amounts that were paid on behalf of those retirees.

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH REGIONAL FIRE AND RESCUE THIS 25TH DAY OF NOVEMBER, 2024.

Troy Elmore, Commissioner

Roy Waugh, Commissioner

Rick Edwards, Commissioner

Paul Gagnon, Commissioner

Randy Fay, Commissioner

Jeff Schaub, Commissioner

Jim Steinruck, Commissioner

Attest to: Secretary to Board



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

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

Initiative Name:	Date Change for Retirement Medical Resolution		
Executive member responsible for guiding the initiative:	AC Lundquist		
Type of Action:	<input type="checkbox"/> Motion	<input checked="" type="checkbox"/> Resolution	
Initiative Description:	<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 		
	<p>The current retirement medical resolution requires eligible employees to submit their retirement notice by September 30th of the preceding year. This timing, however, forces the district to make "best guess" hiring decisions for replacing retiring personnel, leading to potential uncertainties in workforce planning.</p> <p>Historically, the district hires new firefighters in the spring, who then attend the academy in the fall and are ready to join the stations by January of the following year. The proposed change to a May 31st notification deadline aims to provide a clearer picture of upcoming retirements. This would allow the district to accurately identify the number of expected retirements earlier, ensuring that an appropriate number of new hires are brought in to cover the upcoming vacancies effectively.</p>		
Financial Impact:	Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ Long-term annual amount(s): \$ Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	Risk if approved: There is no identified risk if approved. Risk if not approved: If this is not approved, the district will continue to hire based on a "best guess" amount of firefighters that are eligible to retire.		

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 type="checkbox"/> RAB document complete <input type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (<i>boardpacket@srfr.org</i>) <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.

SNOHOMISH REGIONAL FIRE AND RESCUE

RESOLUTION #2024-14

A RESOLUTION TO ESTABLISH AN EARLY RETIREMENT INCENTIVE PROGRAM FOR LEOFF 2 EMPLOYEES

WHEREAS, The Board of Fire Commissioners of Snohomish Regional Fire and Rescue have found it in the best interest of the district and its employees to establish an early retirement incentive for LEOFF 2 employees; and

WHEREAS, The Board of Fire Commissioners of Snohomish Regional Fire and Rescue recognize that the cost of health insurance discourages employees from taking retirement prior to age 65; and

WHEREAS, The Board of Fire Commissioners of Snohomish Regional Fire and Rescue have found that early retirement generates net salary savings from regular salaries, longevity, and vacation; and

WHEREAS, The Board of Fire Commissioners of Snohomish Regional Fire and Rescue has determined that replacing employees at retirement age with new employees provides a cost savings that can be shared with retirees by establishing a retiree medical benefit; and

WHEREAS, The Board of Fire Commissioners of Snohomish Regional Fire and Rescue has previously entered into a Resolution establishing a retiree medical benefit for Snohomish Regional Fire and Rescue LEOFF 2 employees, and based upon passage of time and the desire to amend that given the experience of operating under this resolution.

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

1. To participate in the early retirement incentive program, employees must be at least 53 years old on the date of their retirement, and their age plus years of service at Snohomish Regional Fire and Rescue must equal 78 or more. Five of those years must be with Snohomish Regional Fire and Rescue. Also, the employee must be eligible for LEOFF 2 retirement.
2. The retiree medical benefit program will end after 12 years or upon the employee's eligibility for Medicare, whichever comes first.
3. Except for employees retiring in 2025, employees wishing to retire and use this benefit must notify the district by May 31st of the preceding year. Notification must include the date of separation/ retirement
4. An employee who gives notice of retirement to the district, and is approved for the benefit, but then subsequently does not retire on the date specified in the notice will permanently forfeit their eligibility for this benefit.
5. The medical rete used shall be based upon the retirement medical benefit rate in effect when the employee retires using that year as the base rate plus any increases in the annual inflator. The base rate may be adjusted by resolution every 2 years so long as the medical benefit will continue to generate net savings for the district and continue to be sustainable from the retirement reserve account.
6. The annual medical benefit rate shall be based on the monthly medical cost(s) for a single employee in the current district medical plan at the time of retirement. An annual inflator not to exceed the cost of living adjustment (COLA) received by the bargaining unit that represents the position the retiree held at retirement, will be applied each year as needed. If the actual benefit amount increases to a point where it exceeds the formula for the monthly costs of medical benefits, the remaining premium shall be covered by the retiree. If the medical plan includes a contribution to an HRA type account, the contribution would be reduced by the difference between the medical rate allotted and the increase in the monthly benefit premium
7. The formula for calculating the rate shall be the monthly rate for a single employee multiplied by 12. If there are additional costs that coincide with the employee's enrollment in the medical plan such as an HRA account, the retiree shall be eligible for that contribution as well up to \$2000 annually.
 - a. As an example, if the monthly rate is \$750, it would be multiplied by 12 for an annual total of \$9000.
 - b. As an example, if the monthly rate is \$550, it would be multiplied by 12 for an annual rate of \$6,600. In addition to the monthly rate, an HRA type account of an additional \$2000 would be added to bring the annual total cost to \$8600.
8. Increases in the annual medical benefit shall be based upon this formula; however the annual rate of increase shall not exceed the annual rate of increase in Snohomish Regional Fire and Rescue employee salaries.
9. Each year, the calculated gross savings for each retiree in that year shall be transferred from the current expense (general) fund into the retirement reserve fund until the estimated total cost of the retirement medical

benefit has been funded. The retirement medical and VEBA costs shall be paid from the retirement reserve fund.

10. This resolution shall become effective on August 23, 2024, provided, however, that the district, through its Board of Fire Commissioners shall have the unilateral right to modify, change, or rescind the Resolution at any time for the years following 2024 based on economic circumstances as determined by the Board.

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH REGIONAL FIRE AND RESCUE, THIS 25TH DAY OF NOVEMBER, 2024.

Rick Edwards, Commissioner

Troy Elmore, Commissioner

Randy Fay, Commissioner

Paul Gagnon, Commissioner

Jeff Schaub, Commissioner

Jim Steinruck, Commissioner

Roy Waugh, Commissioner

Attest to: District Secretary



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:	Transport Billing Rates Update		
Executive member responsible for guiding the initiative:	Business Administrator Schoof		
Type of Action:	<input type="checkbox"/> Motion	<input checked="" type="checkbox"/> Resolution	
Initiative Description:	<p>Snohomish Regional Fire and Rescue periodically updates its fee schedule to provide emergency transports.</p> <p>The most recent update was in 2020 and the finance committee requested a summary of information related to the current rates and the rates of neighboring jurisdictions.</p> <p>Attached is the executive summary information requested for evaluation by the finance committee. The recommendation from the committee is to move forward with updating the rates for emergency transports to continue to provide SRFR's high-quality service and meet the demands of rising costs.</p>		
<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 			
Financial Impact:	<p>Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Revenue: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): approx. \$182,000</p> <p>Initial amount: \$</p> <p>Long-term annual amount(s): \$</p> <p>Currently Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	<p>Risk if approved: Increase in costs for service</p> <p>Risk if not approved: Funding with the demands of rising costs</p>		

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

SNOHOMISH REGIONAL FIRE AND RESCUE

RESOLUTION #2024-15

A RESOLUTION UPDATING EMERGENCY VEHICLE TRANSPORT FEES

WHEREAS, Snohomish Regional Fire and Rescue provides Basic Life Support (BLS), Advanced Life Support 1 (ALS 1) and Advanced Life Support 2 (ALS 2) emergency medical services to patients during the transport of patients;

WHEREAS, on January 23, 2020 the District updated its fees for emergency medical services provided during the transport of patients through resolution No 2020-04 with annual increases according to the June Seattle-Tacoma CPI-W;

WHEREAS, the District provides such emergency medical services to patients located both inside and outside the jurisdiction of the district: and

WHEREAS, the District desires to increase the fees for emergency medical services provided to patients at properties outside the jurisdiction that are not covered by a contract between the property owner and the District for service (the "Unprotected Lands") to defray the actual costs of administration, data analysis, invoicing, and accounts receivable that are not otherwise paid for the Unprotected Lands through taxes or contract fees.

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

1. Except for transports from Unprotected Lands, the base rates for BLS, ALS 1 and ALS 2 shall be \$928.52, \$1293.50, and \$1400.60 per transport respectively, plus \$22.91 per mile.
2. For transports from Unprotected Lands, the base rates for BLS, ALS 1 and ALS 2 shall be \$1358.50, \$1723.48, and \$1830.58 per transport respectively, plus \$25.65 per mile.
3. The EMS Transport Fees and Mileage Rates shall be increased annually in accordance with the June Seattle-Tacoma CPI-W, with a minimum adjustment of 0%. Annual adjustments shall become effective once the June Seattle-Tacoma CPI-W has been reported by the US Department of Labor, Bureau of Labor Statistics.

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH REGIONAL FIRE AND RESCUE THIS 25th DAY OF NOVEMBER, 2024.

Troy Elmore, Commissioner

Roy Waugh, Commissioner

Rick Edwards, Commissioner

Paul Gagnon, Commissioner

Randy Fay, Commissioner

Jeff Schaub, Commissioner

Jim Steinruck, Commissioner

Attest to: Secretary to Board



EXECUTIVE SUMMARY

DATE: 07.25.24

PREPARED BY: CFO Tabor and BA Schoof

RE: Emergency Vehicle Transport Fees

BACKGROUND and OVERVIEW

Snohomish Regional Fire and Rescue periodically updates its fee schedule to provide emergency transports. The most recent update was in 2020 and the finance committee requested a summary of information related to the current rates and the rates of neighboring jurisdictions. Below is the information requested for evaluation by the finance committee.

	Name	BLS	ALS 1	ALS 2	Mileage rate	
Current Neighboring Jurisdiction Rates	Everett	\$ 794.08	\$ 1,039.32	\$ 1,144.42	\$ 21.60	
	Marysville	\$ 895.00	\$ 1,200.00	\$ 1,335.00	\$ 23.35	
	Mukilteo	\$ 1,063.00	\$ 1,583.00	\$ 1,744.00	\$ 27.00	
	North County	\$ 995.00	\$ 1,476.00	\$ 1,573.00	\$ 26.00	
	South County	\$ 650.00	\$ 975.00	\$ 1,075.00	\$ 18.00	
	District 4	\$ 800.00	\$ 1,200.00	\$ 1,300.00	\$ 21.00	
	District 5	\$ 748.67	\$ 1,106.72	\$ 1,236.94	\$ 20.84	
	District 15	\$ 995.00	\$ 1,400.00	\$ 1,500.00	\$ 20.00	
	District 17	\$ 1,250.00	\$ 1,675.00	\$ 1,775.00	\$ 26.50	
	District 19	\$ 950.00	\$ 1,050.00	\$ 1,125.00	\$ 24.00	
	District 21	\$ 900.00	\$ 1,350.00		\$ 23.00	
	District 22	\$ 900.00			\$ 16.00	
	District 24	\$ 960.00	\$ 1,580.00	\$ 1,680.00	\$ 29.00	
	District 25	\$ 900.00			\$ 25.00	
	District 26	\$ 748.67	\$ 1,106.72	\$ 1,236.94	\$ 20.84	
		Average:	\$ 903.29	\$ 1,287.83	\$ 1,393.78	\$ 22.81

SRFR	\$ 748.67	\$ 1,106.72	\$ 1,236.94	\$ 20.84
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Example Revenue Changes

	Projected rate change:				Projected Revenue Change	
	BLS	ALS1	ALS2	per mile	Revenue	Increase
Current	\$ 748.67	\$ 1,106.72	\$ 1,236.94	\$ 20.84	\$ 2,687,795.00	
Example 1	\$ 916.00	\$ 1,295.00	\$ 1,405.00	\$ 23.00	\$ 2,870,213.00	\$ 182,418.00
Example 2	\$ 1,250.00	\$ 1,675.00	\$ 1,775.00	\$ 26.50	\$ 3,229,842.00	\$ 542,047.00



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

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

Initiative Name:	Draft Policy Approval #POL-2410		
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"> • 311 Elevator Entrapments • 312 Elevator Restrictions During Emergencies • 319 Hazardous Materials Response • 609 NIMS Training • 912 Fire Station Safety • 916 Hazardous Energy Control • 1001 Performance Evaluations • 1002 Promotions and Transfers • 1005 Career Advancement • 1037 Family Support Liaison 		
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:	<p>Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$</p> <p>Initial amount: \$</p> <p>Long-term annual amount(s): \$</p> <p>Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	Risk if approved: N/A		

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

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

311.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safe and effective rescue of people who may become trapped in an elevator.

311.2 POLICY

People trapped in an elevator are typically not in danger unless there is a medical emergency or fire. During any rescue effort, the priorities are the safe extrication of people in the elevator and the safety of firefighters during the operation.

311.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall establish guidelines for personnel entering elevator shafts and for the use of commercial elevator technicians for emergency and non-emergency extrications.

The Fire Chief or the authorized designee shall identify district-approved rescue procedures and appropriate applications. Procedures that have the potential to cause damage to private property should be avoided if reasonably practicable.

The Fire Chief or the authorized designee is responsible for tracking elevator entrapment responses, identifying problematic installations and working with building owners and vendors to resolve further responses.

311.4 TRAINING

The Deputy Chief that oversees training should ensure that written procedures with diagrams are available for each elevator entrapment rescue procedure, including hydraulic or cable elevators and elevators with multiple-door configurations. The Deputy Chief is responsible for ensuring that all personnel are properly trained in district-approved elevator entrapment rescue procedures.

Elevator Restrictions During Emergencies

312.1 PURPOSE AND SCOPE

This policy provides guidelines for elevator use during emergency incidents.

312.2 POLICY

Extreme caution shall be used when determining whether to use an elevator during a response to a fire emergency. Only elevators that have been determined to be uninvolved and equipped with fire service operation controls shall be used.

312.3 USE OF STAIRWELLS

The operation of elevators under fire conditions can be erratic and dangerous. Elevators are subject to serious malfunction from the effects of heat, smoke and water on drive machinery and/or control equipment.

At every emergency incident in a high-rise building, when there is a potential for elevators and/or firefighters to be exposed to the effects of heat, smoke, flame, chemicals, explosion or water (e.g., reported fires, fire alarms, smoke investigations), stairwells will be used to gain access to above-ground locations.

The initial fire attack/investigation teams shall use stairwells to reach the reported emergency location and make a visual assessment of actual conditions that might affect elevator use.

These teams shall advise the Incident Commander which stairwell is being used and shall describe the stairwell by identification number and the geographical location in the building. Information regarding the safety of elevators and the floor conditions of the reported fire floor and all preceding floors shall be relayed immediately to the Incident Commander, who shall make the final determination of whether the elevators are safe to use.

312.4 USE OF ELEVATORS

Most high-rise building incidents will only require an investigation. Elevators may be used by the initial investigation team only when building personnel, such as engineering or security employees, are on the reported fire floors and the following conditions are met:

- They have checked the floor where the report or alarm originated, as well as the floors immediately above and below that floor.
- They are in contact with lobby personnel via radio or phone.
- They are able to provide information that conditions are safe.

Hazardous Materials Response

319.1 PURPOSE AND SCOPE

Hazardous materials (HAZMAT) may include toxic, flammable, corrosive, explosive, radioactive, reactive materials; materials that can cause health hazards; or a combination of these materials. The purpose of this policy is to provide a general framework for handling a HAZMAT incident.

Training related to HAZMAT response is addressed in the Hazardous Materials Training Policy.

319.2 POLICY

It is the policy of Snohomish Regional Fire & Rescue to protect the safety of the public and responders to HAZMAT incidents and to comply with all applicable state and federal laws during the management and mitigation of all HAZMAT incidents.

319.3 RESPONSIBILITIES

All hazardous materials responses should be managed using the National Incident Management System (NIMS) in accordance with WAC 296-824 standards for emergency response ([WAC 296-305-03002\(9\)](#); [WAC 296-305-05000](#)).

The Fire Chief shall determine the operational level or levels of participation for members of the District. The Fire Chief or the authorized designee shall ensure compliance with the following requirements while members are operating at hazardous materials incidents ([WAC 296-824-100 et seq.](#)):

- (a) All members operating at hazardous materials incidents shall be trained and qualified to correspond to the operational level they are assigned at the incident, including continuing education required to remain current and an annual program evaluation ([WAC 296-824-300](#)).
- (b) All members shall be trained and qualified in the care, use, inspection, maintenance, and limitations of equipment and personal protective equipment (PPE) specific to the incident ([WAC 296-305-03002](#); [WAC 296-824-60005](#)).
- (c) Written procedures shall be in place outlining the operational level of the District at hazardous materials incidents and the type of rescue operations the District plans to perform ([WAC 296-824-20005](#)).
- (d) Written incident response plans shall be in place for hazardous materials, including the use of multi-agency teams and specific resource requirements ([WAC 296-824-20005](#)).
- (e) An evacuation procedure and accountability system shall be in place, including the assignment of an incident safety officer with the knowledge and responsibility to identify, evaluate, and correct hazardous conditions or unsafe practices ([WAC 296-824-20005](#)).

Hazardous Materials Response

319.4 INCIDENT ACTION PLAN

The primary goal of the IAP will be to protect the safety of the public and responders. The initial IAP should focus on the safe approach for other arriving units, determining the type of hazard and the scope of the incident, isolating the area and denying entry to the public, and initiating notifications. The initial IAP may be a written document or may be notes kept and controlled by the Incident Commander (IC). The initial IAP should include the following minimum information:

- (a) Incident name, agency or unified command, and command post location.
- (b) Information for responding units on the best route of travel, staging locations, and minimum isolation distances to maintain the safety of responding members.
- (c) The information available on the products involved or an indication that the products are not yet known.
- (d) The incident control objectives and goals.
- (e) An incident site safety plan and designation of an Incident Safety Officer.
- (f) A communications plan including radio frequencies and contact telephone numbers.

When a HAZMAT incident response will be prolonged and will extend beyond an initial operational period, a written IAP should be developed. The written IAP should utilize standard NIMS/ICS forms that may include but are not limited to:

- (a) ICS-201 Incident Briefing.
- (b) ICS-202 Incident Objectives.
- (c) ICS-203 Organization Assignment List.
- (d) ICS-204 Assignment List.
- (e) ICS-205 Incident Radio Communications Plan.
- (f) ICS-206 Medical Plan.
- (g) ICS-207 Incident Organization Chart.
- (h) ICS-208 Safety Message/Plan.

319.5 RESOURCE CONSIDERATIONS

Most HAZMAT incidents will require the IC to request additional resources in order to implement the IAP and safely mitigate the hazard.

The response to a HAZMAT incident may require a large amount of specialized resources to achieve incident stabilization and return to normal operations. The IC should consider involving:

- (a) Specialized HAZMAT teams at the technician and/or specialist levels for assistance with mitigating the release of material. Teams may be operated by local or regional fire agencies, military, or private industry.
- (b) Specialized operators or contractors to address post-response mitigation, removal, cleanup, and required disposal of material.

Hazardous Materials Response

- (c) Activation of local or regional Department of Emergency Management (DEM) agencies for assistance.
- (d) Local law enforcement for assistance with scene security and evacuation, if necessary.
- (e) United States Coast Guard assistance for spills affecting waterways.
- (f) District public works and roads departments for diking, diversion, or other activities.

Resources shall be coordinated using NIMS/ICS as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training. It is also important to consider the limitations of available PPE and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area ([WAC 296-305-03002](#)).

319.6 NOTIFICATIONS

Managing the response to a hazardous materials incident may involve required notifications to various local, regional, state, or federal agencies. ICs should consider notifying the following agencies when applicable or required:

- (a) The public, media, and other affected entities, such as schools and businesses ([RCW 28A.320.125](#))
- (b) Adjoining jurisdictions that may be impacted by incident activities
- (c) Local and regional elected officials and DEM personnel
- (d) Washington State Department of Ecology
- (e) United States Coast Guard
- (f) United States Environmental Protection Agency National Response Center
- (g) Washington State Department of Transportation
- (h) Washington State Department of Health

National Incident Management System (NIMS) Training

609.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) Policy and the National Incident Management System (NIMS).

609.2 POLICY

It is the policy of the Snohomish Regional Fire & Rescue to utilize NIMS/ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All Snohomish Regional Fire & Rescue members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide.

609.3 PROCEDURE

All district personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS IS-700 course.

Additional training is available on an as-needed basis, depending on the regional role of the District or the role of a member within the District as follows:

- (a) Entry Level:
 - 1. FEMA IS-700: NIMS, An Introduction
 - 2. ICS-100: Introduction to ICS or equivalent
- (b) First Line, Single Resource, Field Supervisors:
 - 1. IS-700, ICS-100, and ICS-200: Basic ICS or its equivalent
- (c) Middle Management: Strike Team Leaders, Section Supervisors, Emergency Operations Center (EOC) Staff:
 - 1. IS-700, IS-800: National Response Framework, an Introduction; ICS-100, ICS-200, and ICS-300: Intermediate ICS for Expanding Incidents
- (d) Command and General Staff; Area, Emergency, and EOC Managers:
 - 1. IS-700, IS-800, ICS-100, ICS-200, ICS-300, and ICS-400: Advanced ICS

Refresher training will be offered on a regular basis to ensure that ICS knowledge and skills are maintained, especially for personnel who are not regularly involved in complex multi-jurisdictional incidents nationwide (i.e., incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).

National Incident Management System (NIMS) Training

609.3 TRAINING RECORDS

The Deputy Chief responsible for training shall maintain records of all NIMS 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 name or other identifier and job title of the members who received the training
- (d) The names, certificate number, and qualifications of persons conducting the training

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

Fire Station Safety

912.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for Snohomish Regional Fire & Rescue members to follow, with the intent of reducing or eliminating workplace injuries or illnesses to both members and the public.

This policy does not speak to items already covered in the Communicable Diseases Policy.

912.2 POLICY

It is the policy of Snohomish Regional Fire & Rescue that all members should be involved in daily activities that are designed to provide a safe and healthy workplace and reduce or eliminate injuries or illnesses, both in the field and all District facilities. Agency procedures shall outline acceptable activities in district facilities to ensure the workplace is free from recognized hazards ([WAC 296-800-110](#); [WAC 296-305-06501](#)). All members are expected to follow established procedures for the safety of themselves, other members, and any visitors to agency facilities. Safety practices specific to incident type or task are addressed in other policies.

Hazardous Energy Control

916.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum control requirements mandated by [WAC 296-803-100](#) et seq. for hazardous energy control. The control requirements are intended to isolate a machine or equipment from all energy sources to prevent the start-up of the machine or equipment or the release of stored energy, both of which could cause injury.

These control requirements apply to the servicing or maintenance of machines and equipment used in district facilities or on an apparatus. This policy includes member training and program review requirements. This policy applies to all District members that work around hazardous energy including but not limited to logistics, operations, and shop personnel.

916.1.1 DEFINITIONS

Definitions related to this policy include ([WAC 296-803-099](#)):

Affected member - A member whose job duties require him/her to work in an area with hazardous energy that could release during cleaning, repairing, servicing, setting up, or adjusting machines or equipment.

Authorized member - A member who performs the lockout/tagout of machines or equipment, in order to clean, repair, service, set up, or adjust its operations. An affected member becomes an authorized member when that member's duties include performing the maintenance operations covered in this policy.

Hazardous energy - The unexpected energization or activation of equipment, or the release of stored energy, that could potentially cause injury.

Energy sources - Mechanical, hydraulic, pneumatic, chemical, thermal, or other energy, including gravity.

Lockout or Tagout - The use of devices, positive controls, and procedures that result in the effective isolation or securing of machinery and equipment from all hazardous energy sources (e.g., mechanical, hydraulic, pneumatic, chemical, electrical, or thermal).

916.2 POLICY

It is the policy of Snohomish Regional Fire & Rescue to implement and maintain a written hazardous energy control program to prevent the unexpected release of stored energy or unexpected start-up of machines or equipment.

916.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall have overall responsibility for meeting the requirements of the hazardous energy control program. District members shall be trained commensurate with their duties to perform lockout/tagout and other hazardous energy control procedures. The program should include but not be limited to:

Hazardous Energy Control

- (a) Guidelines and procedures that specifically outline the scope, purpose, authorization, rules, and techniques to be utilized when working in proximity to, and for the control of, hazardous energy and the means to enforce compliance, including but not limited to:
 - 1. A statement of the intended use of the procedure.
 - 2. Procedural steps for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy.
 - 3. The procedural steps for the placement, removal, and transfer of lockout and tagout devices.
 - 4. The requirements for testing a machine or equipment to determine and verify the effectiveness of lockout, tagout, and other hazardous energy control devices.
- (b) As needed, the District shall develop separate procedural steps for the safe lockout/tagout of each machine or piece of equipment affected by the hazardous energy control program.
- (c) The District shall develop and maintain a list of all machines or equipment affected by the hazardous energy control program. The list may include but is not limited to:
 - 1. Hydraulic systems (e.g., rack, jacks)
 - 2. Complex electrical systems (e.g., generators, pumps, radios)

916.4 PROGRAM REVIEW

Snohomish Regional Fire & Rescue shall conduct a periodic review of the hazardous energy control program components at least annually to evaluate its continued effectiveness and to determine the necessity for updating any methods or procedures ([WAC 296-803-700](#)).

- (a) The periodic review shall be performed by an authorized member other than the members utilizing the hazardous energy control procedures that are being reviewed.
- (b) Where lockout and/or tagout are used for hazardous energy control, the authorized member shall provide a review of roles and responsibilities to the members.
- (c) The Health and Safety Officer shall certify that the periodic reviews have been performed. The certification shall identify the machine or equipment that was inspected, the date of the inspection, the authorized members included, and the name of person performing the review.

916.5 TRAINING

The Deputy Chief that oversees training shall be responsible for ensuring that members receive training on hazardous energy control methods and procedures, based on the reasonably expected workplace exposure. Members shall receive training prior to any work assignment in which a potential hazard exists. Training should include but is not limited to the following topics ([WAC 296-803-600](#)):

- (a) Definitions of hazardous energy
- (b) Workplace hazards

Hazardous Energy Control

- (c) Work techniques, hazards, and injuries involved in energized equipment
- (d) Lockout and tagout procedures, equipment, and its proper use
- (e) Authorized and affected employees
- (f) Safety precautions required when energized electrical equipment is not under the control of an authorized member
- (g) Refresher training on an annual basis, depending on the results of the annual review process

916.6 TRAINING RECORDS

The Deputy Chief that oversees training shall document the hazardous energy control training provided to members both initially and annually and shall retain those records according to the district's established records retention schedule. Documentation shall include ([WAC 296-803-60005](#)):

- (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 name or other identifier and rank of the members who received the training.
- (d) The names, certificate number, and qualifications of persons conducting the training.

Performance Evaluations

1001.1 PURPOSE AND SCOPE

Discretionary

The objective of the evaluation system is to record work performance for both the District and the employee, giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, reassignment, discipline, demotion and termination. The report also provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

1001.2 POLICY

Discretionary

The District evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1001.3 FULL-TIME PROBATIONARY EMPLOYEES

Discretionary MODIFIED

All personnel shall serve a probationary period prior to certification as a permanent employee. Probationary firefighters shall be evaluated daily, weekly and monthly during the probationary period. The applicable contract or collective bargaining agreement (CBA) shall define the length of the probationary period.

Performance evaluation reports shall be completed as defined by Human Resources per the specific job classification, for all full-time personnel during their probationary period.

1001.4 FULL-TIME PERMANENT STATUS EMPLOYEES

Discretionary MODIFIED

Reserved for future use.

1001.4.1 RATINGS

Discretionary MODIFIED

Outstanding - Performance that is well beyond what is expected or required per the standards of the position. It is exceptional, superior, or extraordinary performance.

Exceeds standards - Performance that is better than expected of a fully competent employee. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding.

Performance Evaluations

Meets standards - Performance expected of a fully competent employee and meets the standards required of the position.

Needs improvement - Performance that is less than what is expected of a fully competent employee and less than the standards required of the position. A rating of needs improvement should be thoroughly discussed with the employee and include a structured plan intended to improve performance, with short interval interim evaluations.

Unsatisfactory - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

Written comments should be used by the rater to document the employee's strengths, weaknesses and make any suggestions for improvement. Any job dimension rating marked unsatisfactory or outstanding should be substantiated in the rater comments section.

1001.5 RECORDS MANAGEMENT

Best Practice

The original performance evaluation report should be maintained in the employee's personnel file for the tenure of the employee's employment. A copy should be provided to the employee and a copy should be forwarded to the Human Resources.

Performance evaluation reports will be permanently destroyed in accordance with established records retention schedules.

Promotions and Transfers

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion and transfer within the ranks of Snohomish Regional Fire & Rescue.

1002.2 POLICY

Snohomish Regional Fire & Rescue determines promotions and transfers in a nondiscriminatory manner. It is the policy of Snohomish Regional Fire & Rescue to utilize the promotional testing criteria, study materials, and testing instruments that are locally, regionally, and nationally authenticated, validated, and recognized as the industry best practices. This policy will establish the required and desirable qualifications for promotion and transfer within the ranks of the District.

Nothing in this policy is intended to supersede any promotional requirements that may exist in a collective bargaining agreement.

1002.3 GENERAL REQUIREMENTS

The following conditions will be used in evaluating members for promotion and transfer:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition which aids in their performance
- (c) Demonstrates the following traits:
 - 1. Emotional stability and maturity
 - 2. Stress tolerance
 - 3. Sound judgment and decision-making ability
 - 4. Personal integrity and ethical conduct
 - 5. Leadership
 - 6. Initiative
 - 7. Adaptability and flexibility
 - 8. Ability to conform to organizational goals and objectives in a positive manner

1002.4 PROMOTIONS

Specifications for promotional opportunities are on file with Snohomish Regional Fire & Rescue.

Promotions and Transfers

1002.5 TRAINING MANAGER RESPONSIBILITIES

It is the responsibility of the Deputy Chief that oversees training to maintain a training file on each member of the District. Any relevant training certificate or certification document submitted to the District by a member should be permanently retained in the member's training file.

Career Advancement

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to encourage employees of the District to seek the education, training, licensing, and other opportunities required for career advancement at Snohomish Regional Fire & Rescue.

1005.2 POLICY

It is the policy of Snohomish Regional Fire & Rescue to ensure that each member is provided with opportunities for advancement based on each members classification, or as outlined in a collective bargaining agreement (CBA). To increase member job satisfaction and retain quality members, the District shall ensure that each member understands his/her career track and the opportunity for career advancement. A career track change may also be available per the CBA, if the member obtains additional education, certification or licensing.

Family Support Liaison

1037.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the position, role and responsibilities of the Family Support Liaison. This policy describes the conditions under which the position may be activated and identifies the district personnel responsible for the activation.

1037.2 POLICY

It is the policy of Snohomish Regional Fire & Rescue to assign a member to act as a Family Support Liaison, as soon as practicable, to the family of any member who has been seriously injured or has died in the line-of-duty. At the discretion of the Fire Chief, the position may be activated in the event of an off-the-job serious injury or death, or in the event of a member's catastrophic loss. The member assigned should be the most appropriate person for the circumstances, without regard for rank.

1037.3 LIAISON GUIDELINES

1037.3.1 LIAISON ACTIVATION CRITERIA

The District may assign a member to the Family Support Liaison position whenever any district member has been seriously injured, has died in the line of duty, suffered an off-the-job serious injury or death, or in the event of a member's catastrophic loss.

1037.3.2 LIAISON ROLE AND RESPONSIBILITIES

The Family Support Liaison will coordinate the needs and wishes of an employee's family with the responsibilities and needs of the District and will represent the District in helping meet the needs of the employee's family by communicating with the Fire Chief or the authorized designee. Responsibilities shall include, but not be limited to, the following:

- (a) Establish ongoing communication with the member's Battalion Chief or supervisor to obtain a situation briefing, family contacts, and other relevant information.
- (b) Establish contact with family members. Identify immediate needs or questions and provide appropriate solutions or responses. Relay any unfilled needs and unanswered questions to the Fire Chief or designee.
- (c) Coordinate or provide transportation to hospitals, places of worship and/or other appropriate locations.
- (d) Within 24 hours of an employee's line-of-duty death, arrange for the Fire Chief to visit the family.
- (e) Establish contact with the district Public Information Officer and coordinate media information needs, while considering the privacy wishes of the family.
- (f) Coordinate with local law enforcement to provide for the physical security of the family when needed.

Family Support Liaison

- (g) Establish communications with other support personnel or groups, including district Chaplains, employee associations, human resources representatives and appropriate labor organizations.
- (h) If appropriate, coordinate with the district-appointed funeral detail officer.
- (i) Ensure the family knows how to reach him/her and establish a time to contact the family in the future.

1037.3.3 SELECTION AND REPORTING REQUIREMENTS

The Fire Chief should select the Family Support Liaison. The following guidelines should be used for selection:

- (a) The liaison should be an individual the family knows and with whom they are comfortable working.
- (b) If the family has no preference, the selection may be made from names recommended by the affected member's supervisor and/or coworkers.
- (c) The liaison should report directly to the affected member's Battalion Chief or supervisor.
- (d) If the selected liaison does not already have an assigned district pager or cellular telephone, one or both should be assigned to facilitate the necessary communications.



NEW BUSINESS

DISCUSSION



Budget Amendment #3

GENERAL FUND:				
REVENUE CHANGES:				
REVENUE ITEMS:	reasons	new revenue amt.	original budgeted	\$ change
GEMT	actual amount	\$ 5,898,920	\$ 6,897,321	\$ (998,401)
				\$ (998,401)
EXPENDITURE CHANGES:				
EXPENDITURE ITEMS:	reasons	new expenditure amt.	original budgeted	\$ change
Training:				
Tuition	see RAB	\$ 114,000	\$ 84,000	\$ 30,000
Total Expenditure Increases (Decreases)				\$ 30,000
Net increase (decrease) in fund balance				\$ (1,028,401)
RETIREMENT RESERVE FUND:				
EXPENDITURE ITEMS:	reasons	new expenditure amt.	current budgeted	\$ change
Non-Departmental (Retirees):				
Leave Buy-Out	Non-scheduled retirements	\$ 389,721	\$ 343,721	\$ 46,000
Total Expenditure Increases (Decreases)				\$ 46,000
Net increase (decrease) in fund balance				\$ (46,000)
CONSTRUCTION FUND:				
REVENUE ITEMS:	reasons	new revenue amt.	original budgeted	\$ change
Sale of Property	training property sold	\$ 3,500,000	\$ -	\$ 3,500,000
EXPENDITURE ITEMS:	reasons	new expenditure amt.	original budgeted	\$ change
Logistics:				
Oaks St. property purchase	property purchase	\$ 1,150,000	\$ -	\$ 1,150,000
Closing costs for sale of property	training property sold	\$ 149,722	\$ -	\$ 149,722
Closing costs for purchase of Oaks St, property	Oaks St. Property purchase	\$ 2,293	\$ -	\$ 2,293
Total Expenditure Increases (Decreases)				\$ 1,302,015
Net increase (decrease) in fund balance				\$ 2,197,985

DATE: 12/12/2024

Motion to approve budget amendment #3 as presented above :

Troy Elmore, Chairman

Rick Edwards

Randy Fay

Paul Gagnon

Jeff Schaub

Jim Steinruck

Roy Waugh

attest to: Secretary to the Board

2024 THIRD QUARTER REPORT HIGHLIGHTS

Snohomish Regional Fire and Rescue

FUND BALANCES:

The 3rd quarter 2024 ending balances in each of the district funds are as follows:

The ending balance in the General Fund includes \$100,502,130 deposited with the County Treasurer and bank account balances combined.

THIRD QUARTER ENDING BALANCES			
FUND NO.	FUND NAME		CASH AND INVESTMENT BALANCE
001	GENERAL FUND	\$	41,727,394
002	RETIREMENT RESERVE FUND	\$	7,284,006
003	EMERGENCY RESERVE FUND	\$	9,776,362
200s	BOND FUNDS	\$	382,859
300	CONSTRUCTION FUND	\$	28,482,585
301	APPARATUS FUND	\$	8,518,726
303	EQUIPMENT FUND	\$	2,580,294
500s	SHOP FUNDS	\$	1,749,903
611	EXCISE TAX	\$	-
TOTAL		\$	100,502,130

THIRD QUARTER REVENUES

GENERAL FUND REVENUES:

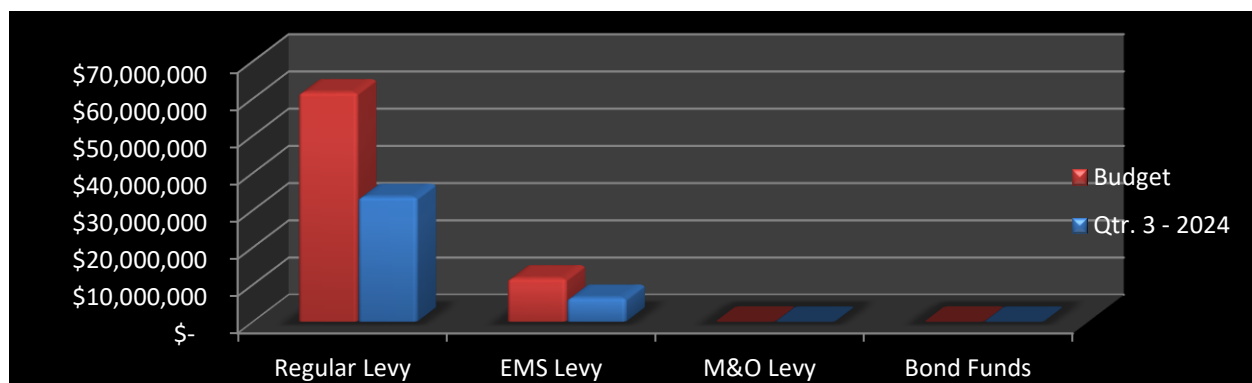
The district's 2024 budgeted general fund revenues, including inter-fund transfers-in of \$12,544,567, are 84,683,788. Quarter 3 actual revenues are \$45,529,682: 54% of the total budgeted amount. In 2023, the district collected 64% of the amount budgeted, and in 2022 the district had collected 63% of total budgeted general fund revenues. The main reason that revenue collections for 2024 are behind those in 2023 and 2022 is that the GEMT revenue has not yet been received by the district. If the total amount of GEMT revenues budgeted had been received, as had been in 2022 and 2023, the 2024 revenues would be 60% of the total budgeted amount.

TAXES:

The regular property taxes plus the EMS levy and the remaining M&O Levy collected in 2024 total \$39,992,522 in the General Fund; 55% of the amount budgeted. In 2023, at this time, we had also collected about 55% of the property taxes budgeted in the general fund.

The 2024 property tax revenues in the Bond fund totaled \$184. In 2023, property tax revenues in the Bond fund totaled \$1,060. The revenues received into the bond fund in 2024 and in 2023 were from property taxes paid in arrears for levies prior to 2022.

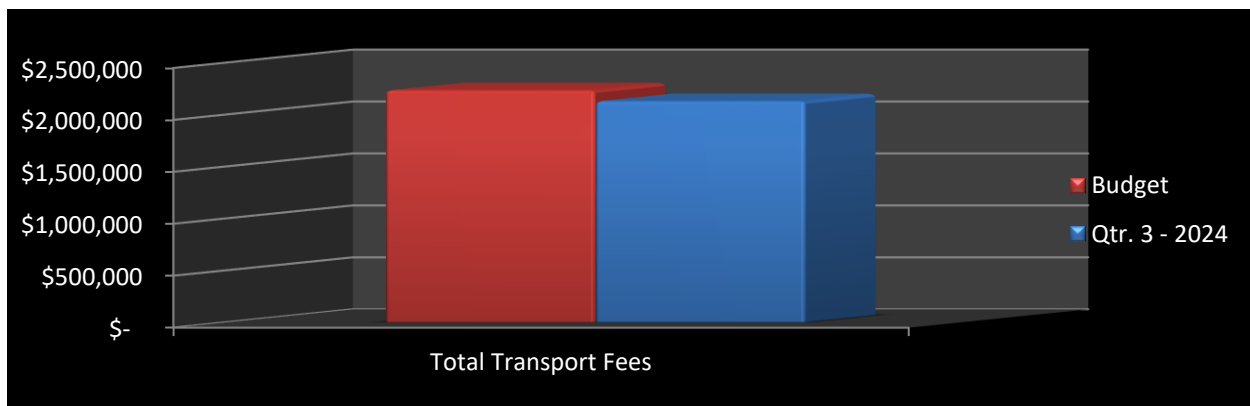
Property Tax Revenues	Budget	Qtr. 3 - 2024
Regular Levy	\$ 61,659,031	\$ 33,544,395
EMS Levy	\$ 11,661,618	\$ 6,447,421
M&O Levy	\$ -	\$ 706
Bond Funds	\$ -	\$ 184
TOTAL	\$ 73,320,648	\$ 39,992,706



TRANSPORT FEES:

Transport fees collected in 2024 are \$2,133,420, with refunds totaling \$259, for net collections of \$2,133,161. The 2024 transport collections are 96% of the amount budgeted, this is greater than expected. In 2023, we had collected 94% of the amount budgeted totaling \$2,102,620 in net collections.

Transport Fees	Budget	Qtr. 3 - 2024
Transport Fees	\$ 2,237,676	\$ 2,133,420
Transport Refunds	\$ (10,000)	\$ (259)
Total Transport Fees	\$ 2,227,676	\$ 2,133,161



CHARGES FOR SERVICES:

The district has collected 75% of the contract with the DOC. This is consistent with expectations, as the DOC makes quarterly payments to the district.

Motor Vehicle Collision (MVC) revenue is 60% of the amount budgeted, with collections of \$21,025. In 2023, we collected \$42,721. In 2022, we collected \$23,437 through the third quarter, and in 2021, we collected \$22,168 through the third quarter. This revenue is highly variable.

In 2024 we collected \$26,410 in school revenues; 86% of the budgeted amount. School revenues are generally received in late summer and early fall. In the prior year at this time, we had collected 99% of school revenues.

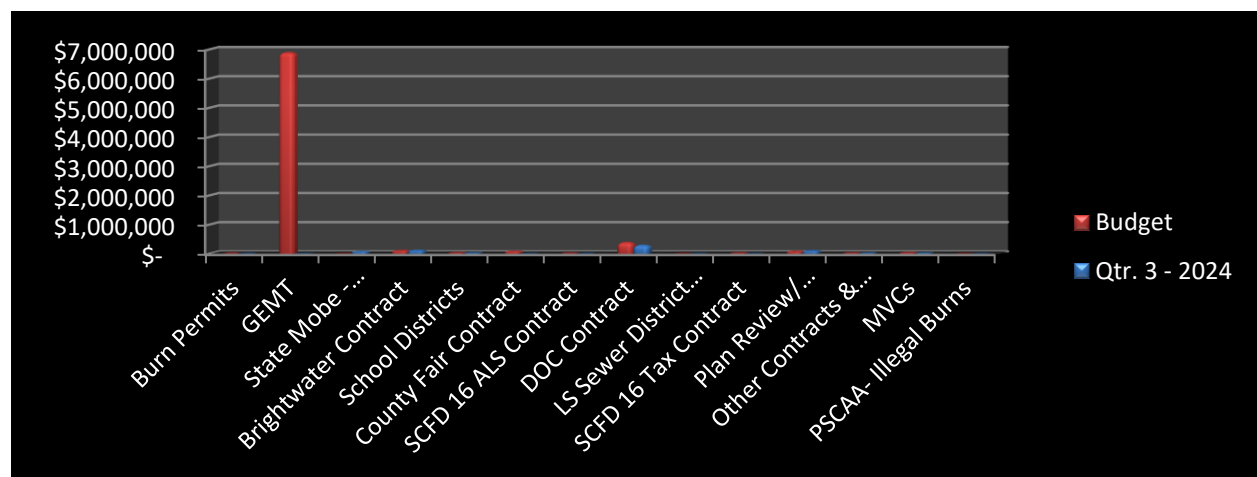
So far this year, we have been mobilized for thirteen fires, and have billed for 3 of them. Total mobilization revenues of \$79,143 have been received. Most of the revenues are for fires from 2023, the 2024 portion is \$12,282 for equipment. We have budgeted \$0 for this in 2024.

We have received 108% of the Brightwater contract for 2024. The annual payment is usually received in April. The additional revenue from Brightwater is due to an increase in the contract amount.

So far this year we have collected \$0 in GEMT revenues. These revenues usually are received as a lump sum late in the second quarter.

Collections for plan reviews, permits & inspections total \$107,116, which is 129% of budgeted revenues. At this time last year, we collected \$95,448 for this revenue source, which was 115% of the amount budgeted for 2023.

CHARGES FOR SERVICES	Budget	Qtr. 3 - 2024
Burn Permits	\$ 9,100	\$ 7,674
GEMT	\$ 6,897,321	\$ -
State Mobe - Personnel & Eqpt	\$ -	\$ 79,143
Brightwater Contract	\$ 112,450	\$ 121,444
School Districts	\$ 30,700	\$ 26,410
County Fair Contract	\$ 83,665	\$ -
SCFD 16 ALS Contract	\$ 11,000	\$ 4,200
DOC Contract	\$ 394,838	\$ 296,128
LS Sewer District Contract	\$ 3,800	\$ -
SCFD 16 Tax Contract	\$ 21,500	\$ -
Plan Review/ Permits/ Inspections	\$ 83,325	\$ 107,116
Other Contracts & Services	\$ 17,800	\$ 16,851
MVCs	\$ 35,000	\$ 21,025
PSCAA- Illegal Burns	\$ 600	\$ -
TOTAL	\$ 7,701,098	\$ 679,991



GRANTS:

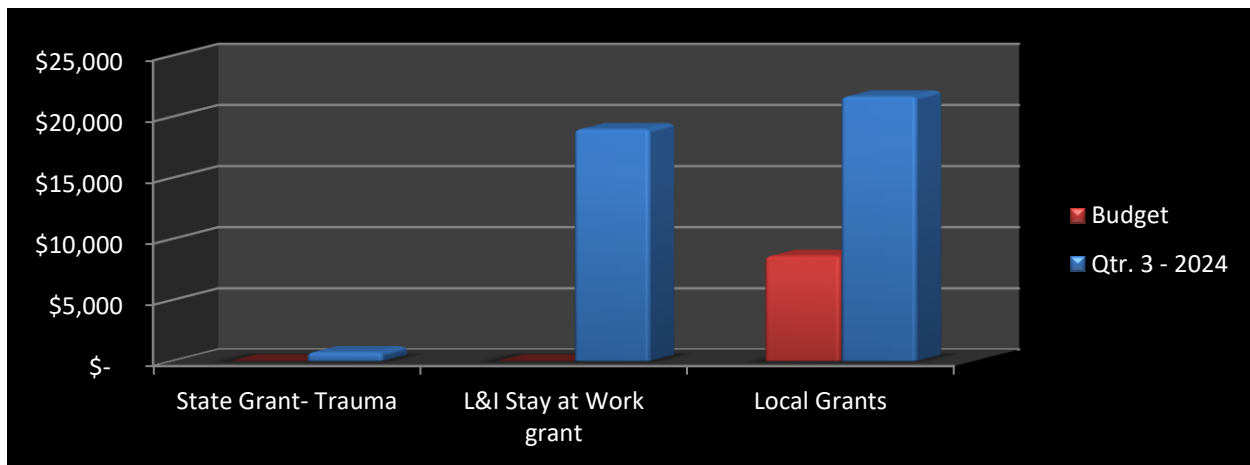
General Fund grants in 2024 total \$41,490. Which is derived mostly from local grants.

The state EMS grant revenue is \$766. This revenue from the state is received annually.

We received reimbursement of \$19,025 from the state for the L&I stay at work grant.

In addition, we have received some local grants amounting to \$21,698. This is primarily from leasehold excise taxes and private harvest revenues.

GRANT REVENUES	Budget	Qtr. 3 - 2024
State Grant- Trauma	\$ -	\$ 766
L&I Stay at Work grant	\$ -	\$ 19,025
Local Grants	\$ 8,650	\$ 21,698
TOTAL	\$ 8,650	\$ 41,490

**MISCELLANEOUS & OTHER REVENUES:**

The total Miscellaneous & Other Revenues are comprised mainly of interest earnings, property rentals, tower rentals, and other miscellaneous revenues. Below is a budget comparison of the miscellaneous revenues collected in 2024.

Miscellaneous & Other Revenue is 353% of what is budgeted for 2024, totaling \$8,367,550. At this time in 2023, total miscellaneous revenues were 384% of the budgeted totals, amounting to \$3,953,506.

In 2024, total interest earnings for all funds combined is \$3,956,096, which is 245% of the budgeted totals. Total interest earnings across all funds in quarter 3 of 2023 were \$6,166,649, which was 747% of the amount budgeted for the year. Interest earnings by fund is shown in greater detail below. Although total fund balances in 2024 are somewhat higher than in 2023, interest rates have come down this year.

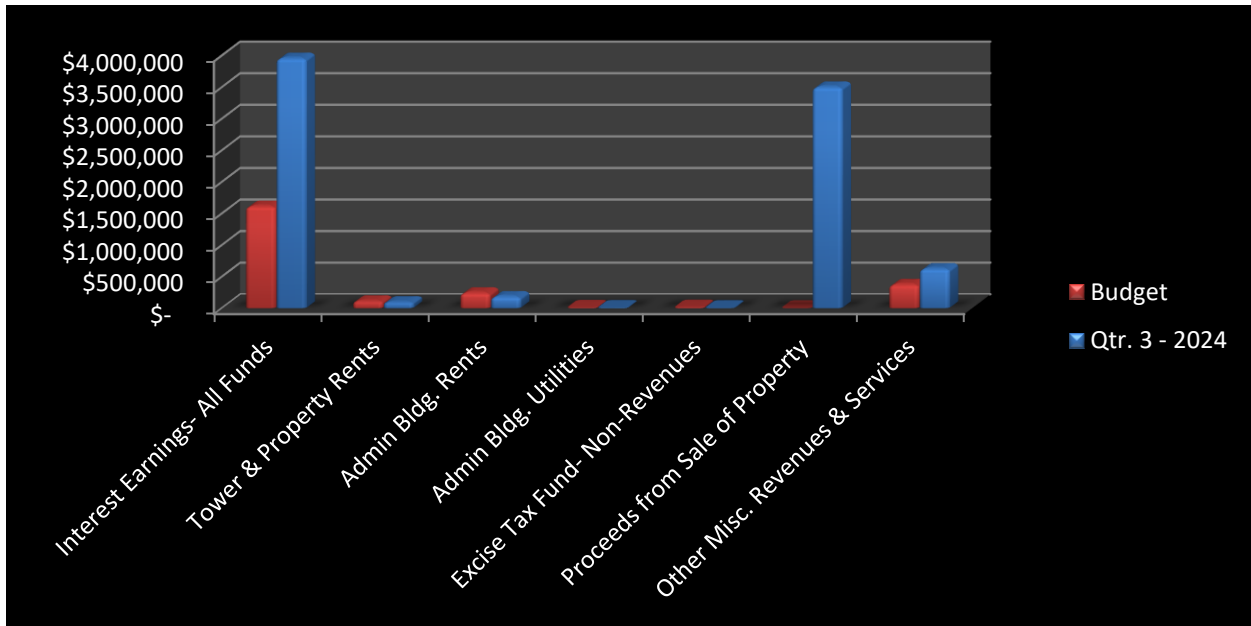
Admin Building rents in the Construction Fund totaling \$181,463 are 75% of the amount budgeted. This is consistent with expectations.

Property rents and Tower rents in the Construction Fund total \$109,400 for 2024, which is 84% of the budgeted amount. At this time in 2023, these rents were \$102,355.

Other misc. revenues & services in 2024 are \$623,974; 167% of the amount budgeted. In 2023 these revenues were \$491,519; 247% of the amount budgeted. This is comprised mainly of burn permits, donations, sale of surplus, hazmat cost reimbursement, and refunds and reimbursements. The most significant sources of revenue in this area came from refunds and reimbursements totaling \$390,967 and insurance recoveries of \$171,807.

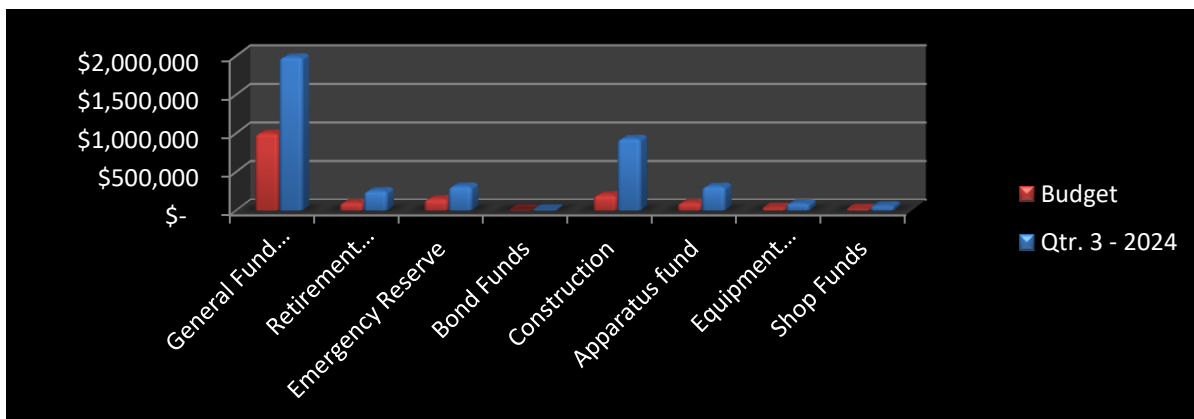
The excise tax fund is for state owed amounts and is not District revenue.

MISCELLANEOUS & OTHER REVENUE	Budget	Qtr. 3 - 2024
Interest Earnings- All Funds	\$ 1,612,000	\$ 3,956,093
Tower & Property Rents	\$ 109,400	\$ 92,431
Admin Bldg. Rents	\$ 241,950	\$ 181,463
Admin Bldg. Utilities	\$ 13,500	\$ 8,458
Excise Tax Fund- Non-Revenues	\$ 20,000	\$ 5,131
Proceeds from Sale of Property	\$ -	\$ 3,500,000
Other Misc. Revenues & Services	\$ 373,820	\$ 623,974
TOTAL	\$ 2,370,670	\$ 8,367,550



The details of the interest earnings by funds are shown in the charts below.

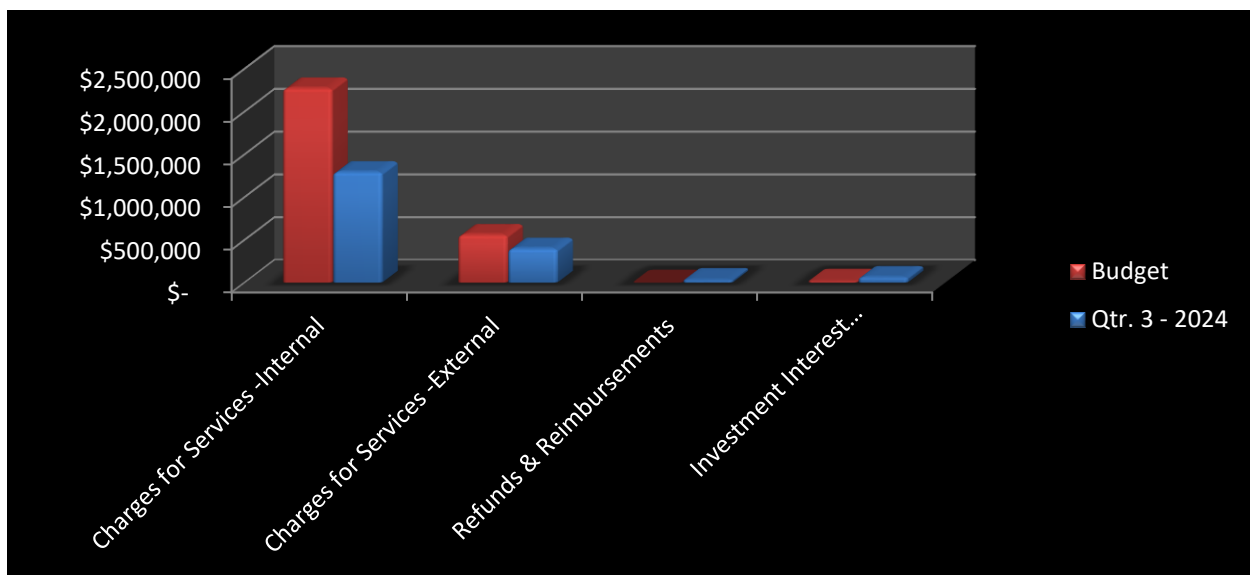
INTEREST EARNINGS BY FUND	Budget	Qtr. 3 - 2024
General Fund Interest	\$ 1,000,000	\$ 1,986,143
Retirement Reserve Interest	\$ 100,000	\$ 253,962
Emergency Reserve	\$ 150,000	\$ 313,350
Bond Funds	\$ 2,000	\$ 6,906
Construction	\$ 200,000	\$ 930,326
Apparatus fund	\$ 100,000	\$ 311,633
Equipment Replacement	\$ 40,000	\$ 91,545
Shop Funds	\$ 20,000	\$ 62,227
TOTAL	\$ 1,612,000	\$ 3,956,093



SHOP REVENUES:

Revenues for shop internal and external charges for services combined total \$1,788,186, which is 63% of the amount budgeted. In the prior year, we had collected a total of \$1,553,645 as of the end of the third quarter in combined revenues, which was 77% of the budgeted total. The ending balances in the combined shop funds are \$51,458 higher than at the beginning of the year. Total accounts receivable for the shop as of the end of the quarter were \$21,767.

SHOP REVENUES	Budget	Qtr. 3 - 2024
Charges for Services -Internal	\$ 2,273,180	\$ 1,293,762
Charges for Services -External	\$ 560,000	\$ 399,103
Refunds & Reimbursements	\$ -	\$ 33,094
Investment Interest (included above)	\$ 20,000	\$ 62,227
TOTAL	\$ 2,853,180	\$ 1,788,186



THIRD QUARTER EXPENDITURES

OBJECT CODES:

The object codes below provide a description of the types of expenditures associated with the spending classifications within each of the district's budget programs. These object codes are found in the BARS account line items. In the district's accounting system, the object codes are the fourth and third to last numbers in each of the expenditure line items in the district's Budget and Actual report.

10 - WAGES
20 - BENEFITS
31 - SUPPLIES
32 - FUEL
34 - INVENTORY SUPPLIES
35 - SMALL TOOLS/MINOR EQPT.
41 - PROFESSIONAL SERVICES
42 - COMMUNICATIONS
43 - TRAVEL EXPENSES
44 - ADVERTISING
45 - RENTALS
46 - (LIABILITY) INSURANCE
47 - UTILITIES
48 - REPAIR & MAINTENANCE
49 - MISC. EXPENSES
51 - INTERGOVERNMENTAL SVCES.
62 - LAND & IMPROVEMENTS
63 - OTHER CAPITAL IMPROVEMENTS
64 - CAPITAL OUTLAY
70- LEASES
71 - PRINCIPAL ON G.O. BONDS
75- CAPITAL LEASES - PRINCIPAL
83 - INTEREST ON LONG-TERM DEBT
00 - INTERFUND TRANSFERS

THIRD QUARTER EXPENDITURE OVERVIEW:

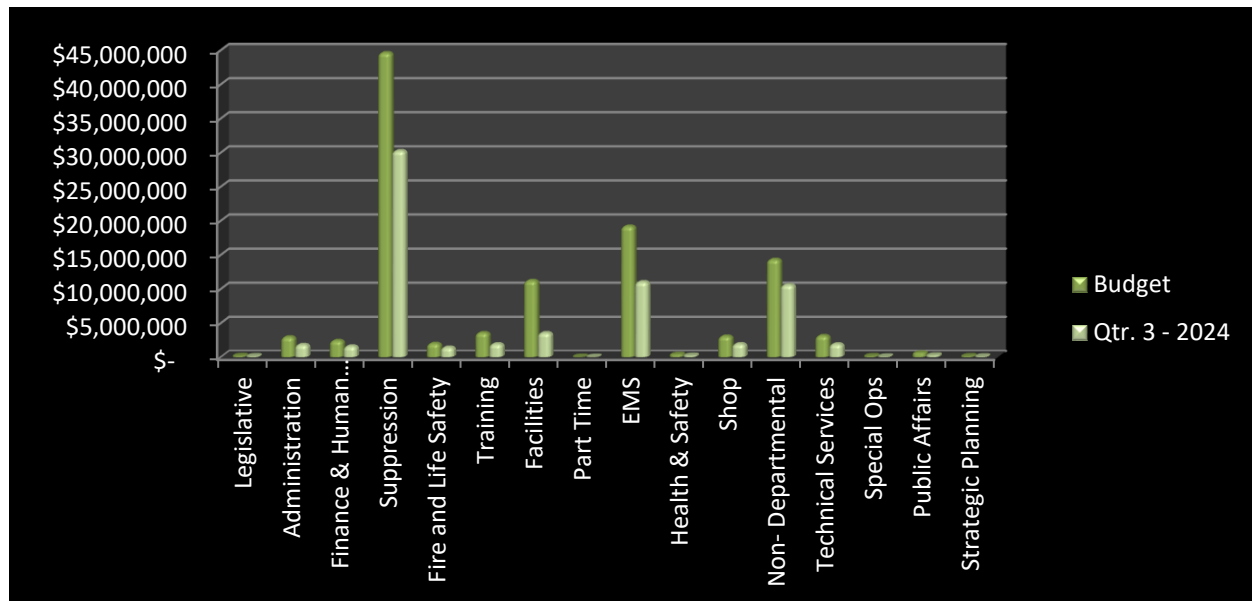
For all of the district's funds combined, the 2024 third quarter expenditures, including inter-fund transfers were \$67,057,764; 62% of the total budgeted expenditures of \$108,112,160. This includes the first budget and second budget amendments for 2024. At this time in 2023, these amounts were \$56,520,425; 58% of the total budgeted expenditures of \$96,263,307.

In 2024, inter-fund transfers total \$9,408,422; 75% of the \$12,544,567 budgeted.

The total General Fund expenditures are 62% of the budgeted amount. Total general fund spending in the third quarter of 2024 is \$67,057,764. In 2023 and 2022 the total general fund expenditures as of the third quarter were 58% and 70% of the budgeted amounts respectively.

With the exception of Legislative all of the program budgets are within 75% of annual budgeted expenditures. Additional details are provided in each of the program budget areas below.

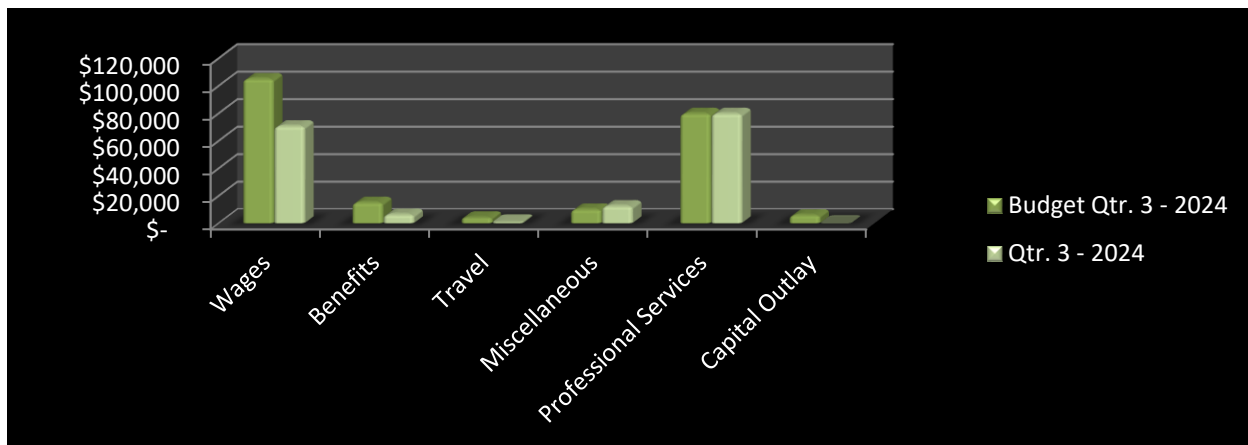
Program	Budget	Qtr. 3 - 2024
Legislative	\$ 220,039	\$ 170,639
Administration	\$ 2,941,188	\$ 1,823,580
Finance & Human Resources	\$ 2,413,932	\$ 1,609,123
Suppression	\$ 44,617,470	\$ 30,244,909
Fire and Life Safety	\$ 1,990,183	\$ 1,428,726
Training	\$ 3,564,374	\$ 1,920,070
Facilities	\$ 11,205,401	\$ 3,563,869
Part Time	\$ 20,530	\$ 1,839
EMS	\$ 19,182,154	\$ 11,028,454
Health & Safety	\$ 435,236	\$ 270,207
Shop	\$ 3,052,910	\$ 1,935,663
Non- Departmental	\$ 14,309,213	\$ 10,584,647
Technical Services	\$ 3,127,812	\$ 1,912,420
Special Ops	\$ 185,157	\$ 101,758
Public Affairs	\$ 668,700	\$ 333,364
Strategic Planning	\$ 177,860	\$ 128,499
Totals	\$ 108,112,160	\$ 67,057,764



LEGISLATIVE SERVICES:

The 2024 Legislative Services costs are 78% of the amount budgeted, with \$170,639 spent. While this is somewhat higher than expectations for the end of the third quarter, it is due mostly to the fact that professional services for election costs are 100% used at this time. If election costs were 75% spent, the total spending for Legislative services would be 68% of the total budgeted. Most line items within this program are below 75% of budgeted expenditures. Dues are significantly more than 75% spent with 97% of the budgeted amount used, which is typical because most dues are paid at the beginning of the year. Also, registration costs are 338% spent. All other legislative costs are less than 75% spent.

LEGISLATIVE SERVICES	Budget	Qtr. 3 - 2024
Wages	\$ 105,042	\$ 70,702
Benefits	\$ 15,090	\$ 6,405
Travel	\$ 4,150	\$ 1,204
Miscellaneous	\$ 10,120	\$ 12,563
Professional Services	\$ 79,766	\$ 79,766
Capital Outlay	\$ 5,871	\$ -
Totals	\$ 220,039	\$ 170,639



ADMINISTRATION:

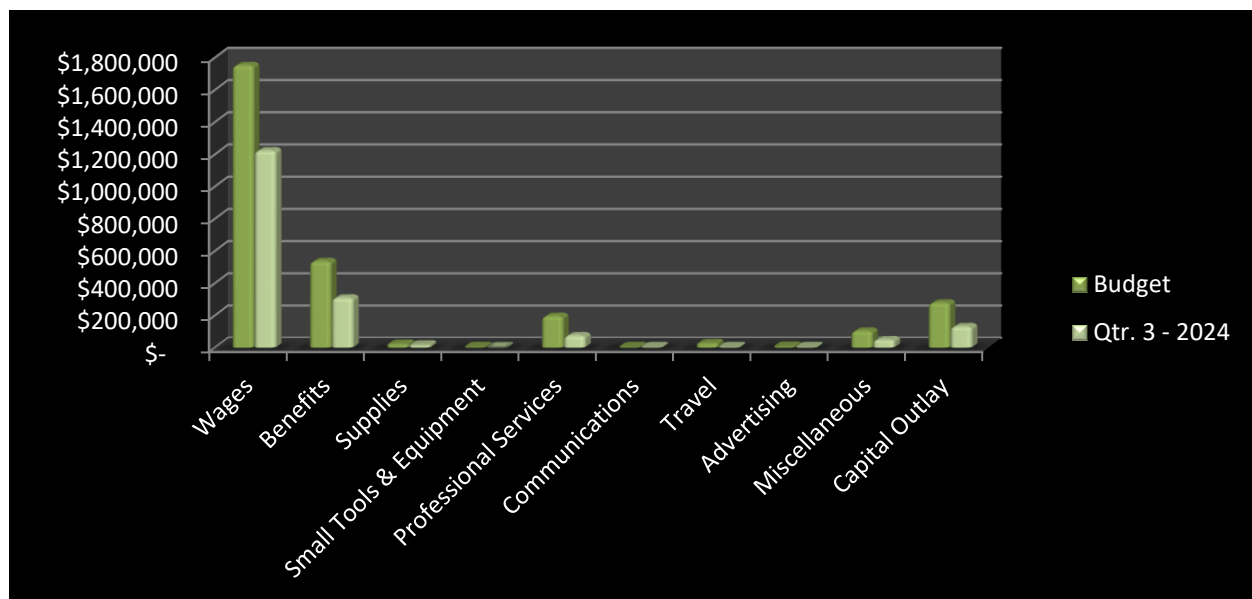
2024 spending in the Administration program budget is \$1,823,580 with 62% of budgeted expenditures used. Although there are a few line items exceeding the 75% threshold, there is only the Other Miscellaneous line item seems significant. The Other Miscellaneous line item is 84% spent mostly because of a \$12,000 fine from L&I. Were it not for that, the line item would be 27% spent. Areas that are most significantly below the 75% threshold include wages and benefits and professional services.

Regular wages are 70% spent. This is due, in part, to vacancies in Administration that were in the process of being hired during the year as well as positions that have yet to be filled. Also, the teamsters who are assigned to administration have not received any pay increases for 2024, as their contract is being negotiated. Additionally, leave sell back is 38% spent. We expect more of this to be spent in December when the third annual leave sellback occurs.

Similar to wages, expenses for benefits are below the 75% threshold due to delays in the hiring of some administrative staff positions, and budgeted COLAs for Teamsters employees that have not yet been paid. Combined benefits are 58% spent.

Professional services are 39% spent, which is significantly less than expected because several of the costs have not yet been incurred.

ADMINISTRATION	Budget	Qtr. 3 - 2024
Wages	\$ 1,753,883	\$ 1,224,035
Benefits	\$ 536,844	\$ 310,518
Supplies	\$ 25,225	\$ 18,877
Small Tools & Equipment	\$ 4,000	\$ 1,438
Professional Services	\$ 196,670	\$ 76,188
Communications	\$ 3,520	\$ 2,820
Travel	\$ 29,500	\$ 3,155
Advertising	\$ 7,590	\$ 3,500
Miscellaneous	\$ 104,809	\$ 50,376
Capital Outlay	\$ 279,147	\$ 132,673
Totals	\$ 2,941,188	\$ 1,823,580



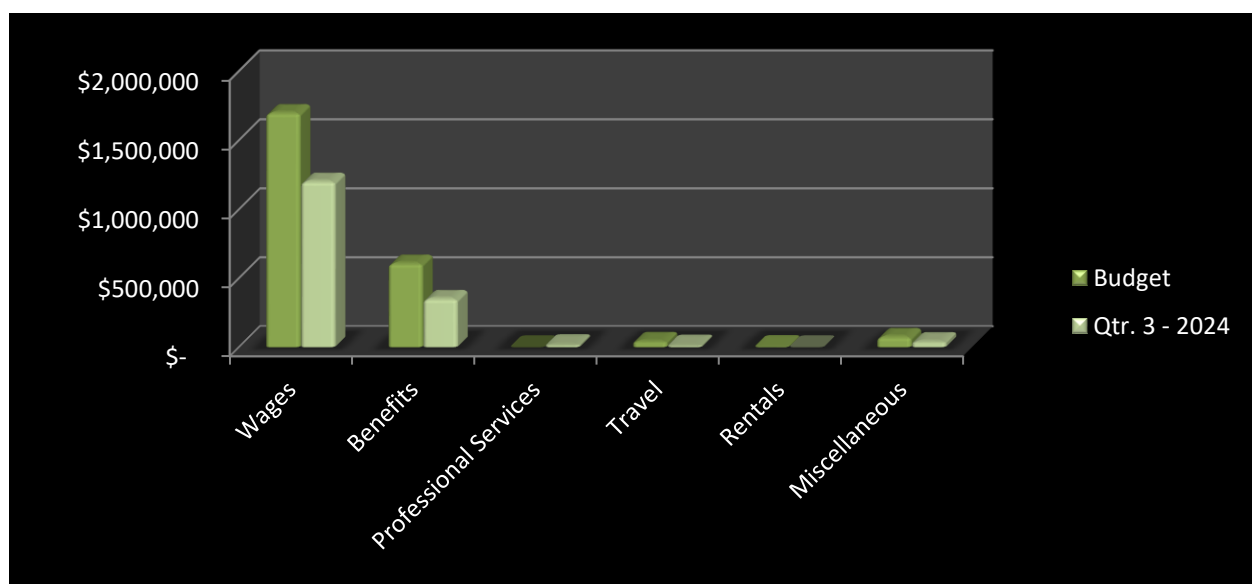
FINANCE & HUMAN RESOURCES:

Finance & Human Resources costs are 67% of the budgeted amount, totaling \$1,609,123. Although there are a few line items within the Finance and HR budget that exceed the expected 75% threshold, they involve small dollar amounts and are not considered significant. Also, there was some unbudgeted spending for professional services, however, was to help cover an unfilled HR position. There were also a few line items that were slightly more than the 75% threshold, but these items were not of a significant dollar amount.

The areas of most significance that are less than 75% spent include wages and combined benefits, which are 71% and 58% spent respectively. This is mostly because we were short one HR position through the first quarter, we recently lost one payroll employee, and COLA increases for teamsters employees have not been paid for 2024 at this time.

Also, rentals for testing facilities is unspent as of the end of the third quarter. Both travel and training registration costs are below budgeted expectations because the conferences that have been budgeted have either not yet occurred or have not yet been billed and paid.

FINANCE & HUMAN RESOURCES	Budget	Qtr. 3 - 2024
Wages	\$ 1,694,777	\$ 1,197,642
Benefits	\$ 603,757	\$ 347,665
Professional Services	\$ -	\$ 15,439
Travel	\$ 39,380	\$ 10,926
Rentals	\$ 4,000	\$ -
Miscellaneous	\$ 72,018	\$ 37,452
Totals	\$ 2,413,932	\$ 1,609,123



SUPPRESSION:

Fire suppression costs are \$30,244,909, which is 68% of the budgeted amount. The most significant areas exceeding 75% of the amount budgeted are, capital leases, and professional services for hose and ground ladder testing and air monitoring.

The capital lease payment is 100% of the amount budgeted, and is fully paid for the year. This was the final capital lease payment for the ladder truck.

As costs for gas monitoring and calibration and the annual cost for hose and ground ladder testing have increased this year, the line item for air monitoring may exceed the amount budgeted, though it is not expected to be significantly over-budget. The line item for hose and ground ladder testing has already exceeded the annual budget, but it is not expected to increase any more because it is an annual expense.

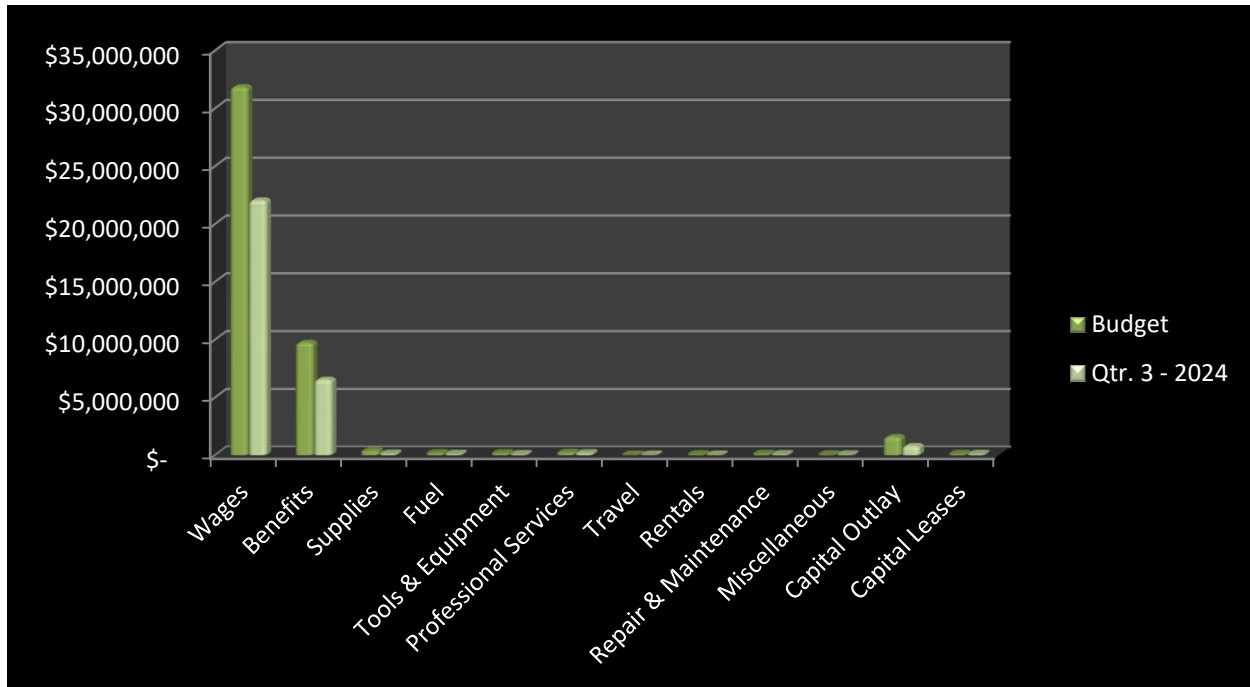
Some significant costs that are below 75% spent include comp time sold, which is 0% spent, overtime, which is 70% spent, and leave sell back which is only 26% spent.

Comp time sold is \$0 because comp time sell back is allowed only in July and December, and there was no comp time sold in July. Comp time exceeding 72 hours in December is required to be sold back.

Overtime is generally highest during the summer months and during the holidays. We expect these costs to increase accordingly as the year progresses.

The sellback for the January sick leave and the June annual leave and holiday leave was \$454,563. Additional sellback for annual leave and holiday time occurs in December. Typically, the largest sellback is in December.

SUPPRESSION	Budget	Qtr. 3 - 2024
Wages	\$ 31,861,665	\$ 22,064,872
Benefits	\$ 9,749,805	\$ 6,557,047
Supplies	\$ 401,150	\$ 151,048
Fuel	\$ 195,000	\$ 123,532
Tools & Equipment	\$ 195,000	\$ 92,409
Professional Services	\$ 251,000	\$ 200,524
Travel	\$ -	\$ 237
Rentals	\$ 65,364	\$ 7,178
Repair & Maintenance	\$ 125,500	\$ 77,151
Miscellaneous	\$ 51,200	\$ 35,513
Capital Outlay	\$ 1,604,185	\$ 817,798
Capital Leases	\$ 117,601	\$ 117,601
Totals	\$ 44,617,470	\$ 30,244,909



FIRE AND LIFE SAFETY (PREVENTION, CRR):

Fire and life safety costs are 72% of the 2024 budget with \$1,428,726 in expenditures.

There are a couple areas of significance that exceed the 75% threshold, including regular wages, which is 83% spent and capital outlay, which is 96% spent.

The regular wages line exceeds the 75% threshold mainly because for most of the year, there has been an additional person working in this department who would ordinarily have worked in Suppression. Also, the retro-pay for 2023 was all booked in May, which had the effect of weighing those costs more heavily in the first part of the year.

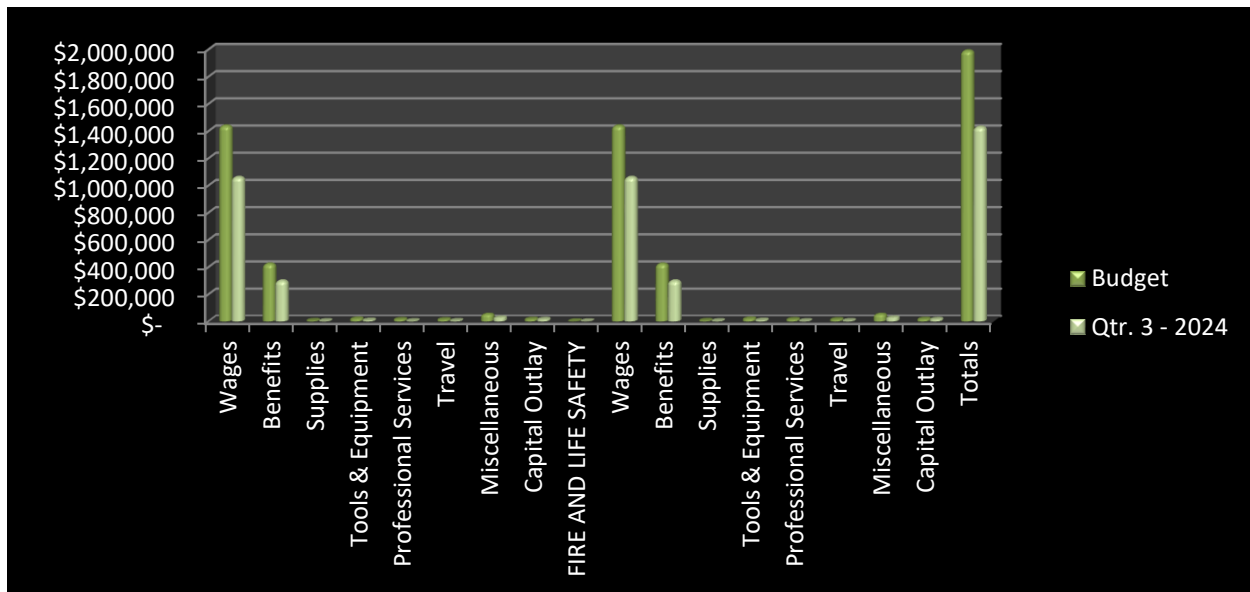
The capital outlay for Knox secure devices is likely to remain the same for the rest of the year. We do not expect this line to exceed budgeted appropriations.

The most significant of the line items below budget are overtime, and leave sellback. These are 24% and 31% spent. Also combined benefits are only 71% spent.

Overtime is used most frequently during the summer months and during the holiday season. We expect some increase in overtime spending later in the year, though it is likely to remain well below budget for the year.

Additionally, leave sell back is expected to increase when holiday and vacation time are sold back in December, as December is usually when the largest sell back occurs.

FIRE AND LIFE SAFETY		Budget	Qtr. 3 - 2024
Wages	\$	1,437,777	\$ 1,059,736
Benefits	\$	422,539	\$ 298,478
Supplies	\$	6,000	\$ 3,500
Tools & Equipment	\$	21,000	\$ 10,032
Professional Services	\$	16,000	\$ 3,450
Travel	\$	15,300	\$ 5,371
Miscellaneous	\$	53,019	\$ 30,275
Capital Outlay	\$	18,548	\$ 17,884
Totals	\$	1,990,183	\$ 1,428,726



TRAINING:

Training expenditures are 54% of the budgeted amount, with \$1,920,070 spent. There are a few line items that exceed the 75% threshold, with overtime, software subscription/licensing and tuition being the most significant. The areas that contribute most significantly to this program being under budget include regular wages, leave sell back, combined benefits, and registrations.

Overtime is higher than expected with 230% of the amount budgeted used. This is mostly due to employees in training working overtime shifts in suppression, as overtime costs follow the employee, not the program where it occurs.

Software subscriptions and licensing is 86% spent. However, we expect this line item to be within budget because the most expensive software budgeted has already been purchased, and the other software purchases budgeted still fall within the remaining budget available.

Although tuition costs are contractually limited, so far those costs have exceeded the annual budget by about 5% for the year.

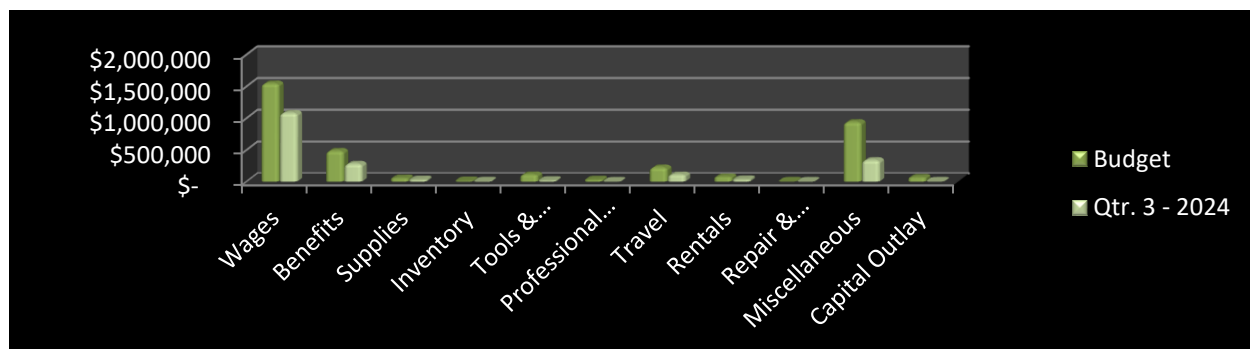
Regular wages are below the 75% threshold, with 67% spent partly because the new DC of training was hired after the end of the second quarter. Also, there have been some changes in personnel working in this division since the budget was created.

Leave sell back is also only 38% used at this time. We expect that leave sell back will increase significantly once the December annual leave and holiday leave sell back occurs.

Benefits such as retirement, Medicare, and deferred comp are tied to wages and are therefore also lower than budgeted because the DC of training had not been hired until the third quarter.

If the prior year spending on registrations is an indicator, we expect that these costs will continue to remain below budget for the year.

TRAINING	Budget	Qtr. 3 - 2024
Wages	\$ 1,547,190	\$ 1,082,849
Benefits	\$ 486,076	\$ 282,380
Supplies	\$ 58,289	\$ 35,068
Inventory	\$ 13,651	\$ 5,198
Tools & Equipment	\$ 113,171	\$ 21,304
Professional Services	\$ 33,500	\$ 115
Travel	\$ 225,260	\$ 112,019
Rentals	\$ 78,900	\$ 39,691
Repair & Maintenance	\$ -	\$ 715
Miscellaneous	\$ 939,335	\$ 340,731
Capital Outlay	\$ 69,002	\$ -
Totals	\$ 3,564,374	\$ 1,920,070



LOGISTICS:

Logistics costs are 32% of the budget, with \$3,563,869 spent. The line items that contribute most significantly to this area of the budget below the 75% threshold are capital outlay in the construction fund, and bond principal in the bond fund. If the capital outlay and the bond principal and interest line items were 75% spent at this time, the logistics budget would be 70% spent.

The projects budgeted in the construction fund for 2024 total \$8,050,824, and only \$1,874,292 of this has been spent to date; 23% of the total amount budgeted. We expect that it will take quite a while before all of these projects are completed. It is likely that some of these projects will not be completed in 2024 and will need to be moved into the future.

In the apparatus fund, capital outlay of \$100,000 is budgeted for the purchase of a box truck that has not been spent.

Principal and interest in the bond fund is budgeted to be \$519,012 for 2024. As of the end of the third quarter, 50% of the interest payments have come due. The remaining interest and principal payments will be due in December.

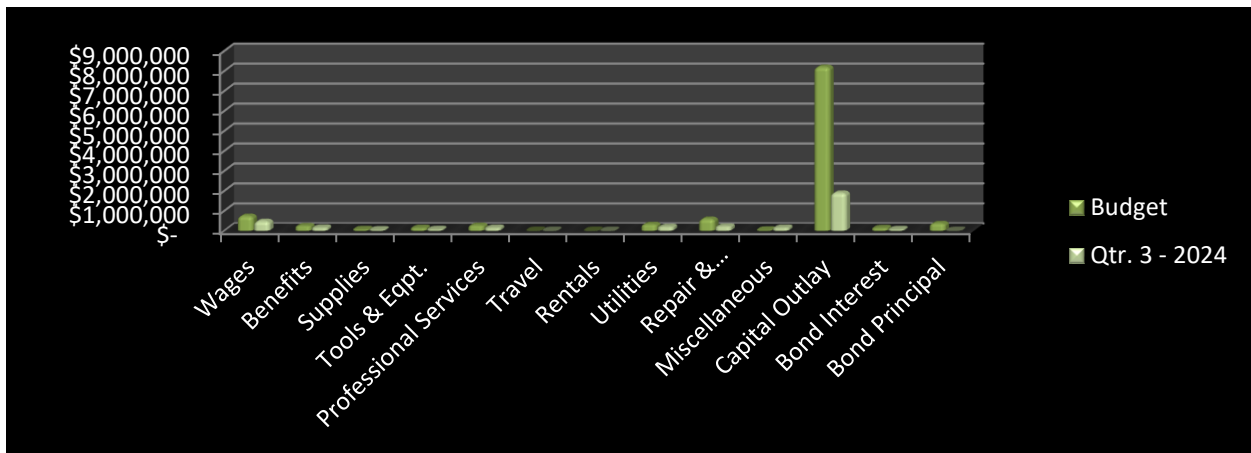
Wages and benefits are below the 75% threshold because there was a new position budgeted in this program which was not hired until March of this year.

There are a couple areas of significance that exceed budgeted expectations including refuse costs, and water costs. These areas are 110% and 78% spent respectively to date.

Refuse costs are already over budget in 2024. We noted that the amount budgeted in 2024 is less than we spent in 2023 and costs as of the 3rd quarter of 2024 are 23% higher than in 2023.

We found that costs for water as of the end of the third quarter in 2024 are 10% higher than what we spent at this time in 2023. We budgeted the same amount for water in both years.

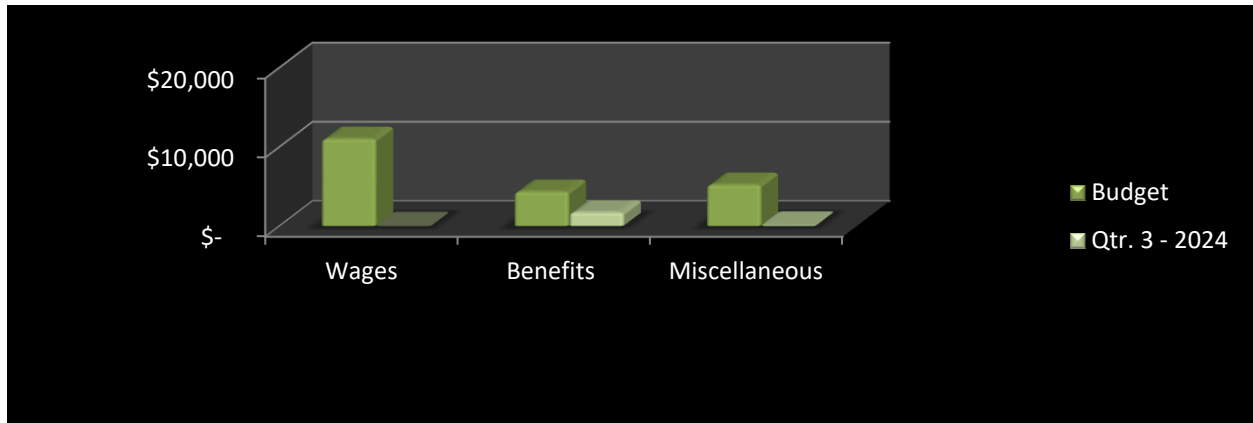
LOGISTICS		Budget	Qtr. 3 - 2024
Wages	\$	743,500	\$ 489,378
Benefits	\$	255,430	\$ 172,217
Supplies	\$	75,000	\$ 54,737
Tools & Eqpt.	\$	157,449	\$ 79,251
Professional Services	\$	274,600	\$ 164,295
Travel	\$	10,000	\$ 7,846
Rentals	\$	8,500	\$ 4,731
Utilities	\$	324,410	\$ 214,187
Repair & Maintenance	\$	598,000	\$ 233,380
Miscellaneous	\$	35,700	\$ 168,191
Capital Outlay	\$	8,203,800	\$ 1,901,649
Bond Interest	\$	148,012	\$ 74,006
Bond Principal	\$	371,000	\$ -
Totals	\$	11,205,401	\$ 3,563,869



PART TIME:

Part-time costs are 9% of the budget, with \$1,839 spent. The part time program includes only chaplains. The chaplains are paid annually at the end of the year. We do not expect to see any expenditures on wages in this program until then.

PART TIME (Volunteers & Chaplains)		Budget	Qtr. 3 - 2024
Wages	\$	11,000	\$ -
Benefits	\$	4,330	\$ 1,721
Miscellaneous	\$	5,200	\$ 118
Totals	\$	20,530	\$ 1,839



AID AND RESCUE:

Aid and Rescue costs are 57% of the budget totaling \$11,028,454. This is below expectations for the third quarter. Regular wages and combined benefits are the most significant areas contributing to expenditures being below the 75% threshold.

Wages and combined benefits are below budgeted expectations because we have several unfilled positions in EMS. We budgeted for a total of 45 positions in EMS: as of the end of September, 38 of these positions were filled. In spite of the unfilled positions, overtime is only 50% spent as of the end of the 3rd quarter.

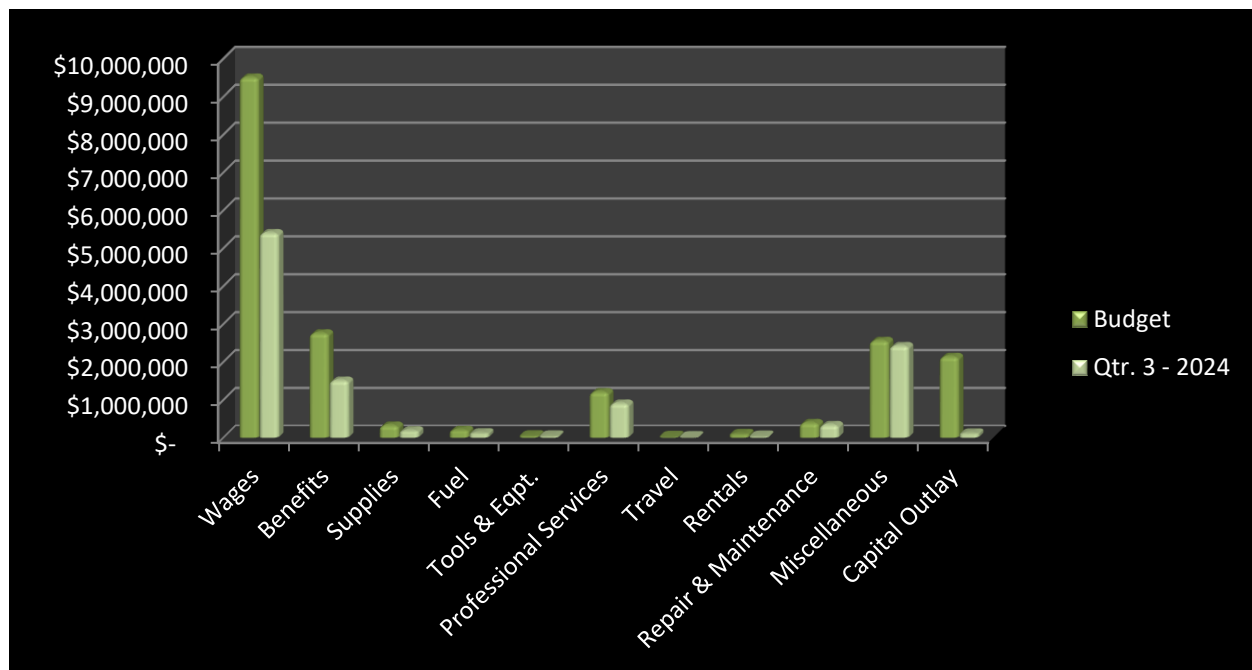
Spending on capital outlay is only 5% spent at this time. We have budgeted \$1,960,000 for ambulances including encumbrances from last year of \$840,000 which are still in production. Except for EPCR computers in the equipment fund, most other capital equipment that has been budgeted has not yet been spent.

There are a couple of areas within the EMS budget that are higher than expected, including Snohomish County EMS/MPD services, which is 154% spent. This annual payment doubled in 2024, as compared with 2023. No additional spending on this line item is expected for the year.

Also, under miscellaneous, the GEMT state share line item is 100% spent. This line item is not expected to increase for the remainder of the year.

In addition, the line item for small tools and equipment is 85% spent. This is mostly because the temporal artery thermometers were \$3,850 more than budgeted. Were it not for this, the small tools and equipment budget would be 77% spent.

AID & RESCUE (EMS)		Budget	Qtr. 3 - 2024
Wages	\$	9,501,303	\$ 5,395,813
Benefits	\$	2,750,855	\$ 1,503,739
Supplies	\$	316,500	\$ 181,643
Fuel	\$	195,000	\$ 120,322
Tools & Eqpt.	\$	44,349	\$ 37,813
Professional Services	\$	1,197,990	\$ 898,497
Travel	\$	16,350	\$ 452
Rentals	\$	95,364	\$ 30,064
Repair & Maintenance	\$	384,300	\$ 330,578
Miscellaneous	\$	2,551,499	\$ 2,416,288
Capital Outlay	\$	2,128,644	\$ 113,245
Totals	\$	19,182,154	\$ 11,028,454



HEALTH AND SAFETY

The Health and Safety budget is 62% spent, with \$270,207 in expenditures. The areas of most significance that exceed the 75% threshold are screening and testing, annual physicals, and software subscriptions and licensing. Most other line items were below budgeted expectations with travel being the most significant.

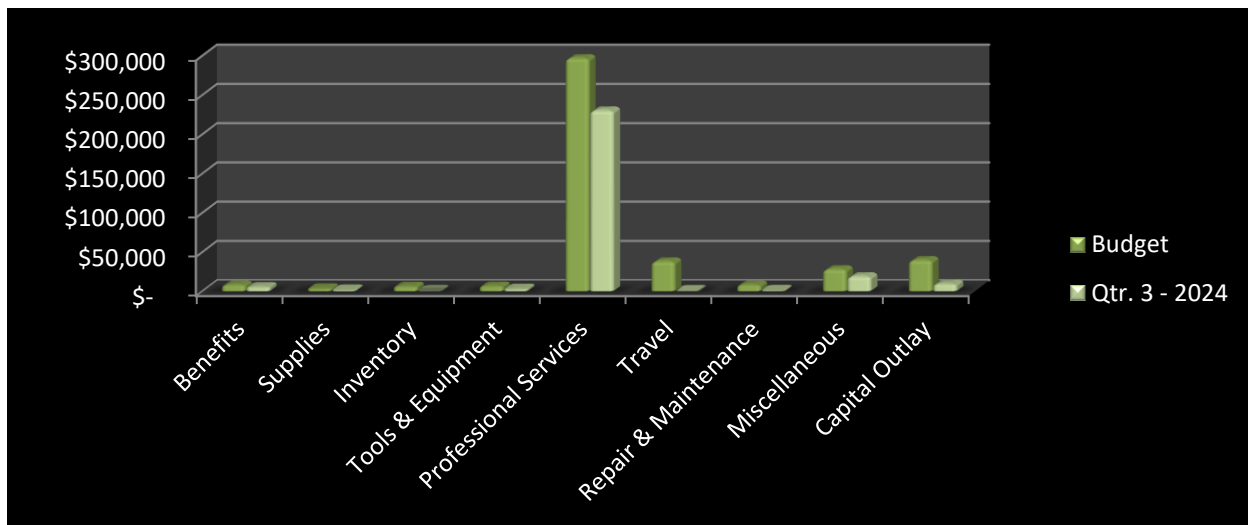
The line item for screening and testing is 93% spent. Most of this was for the annual Ready Rebound payment. The payment to Ready Rebound is within the amount budgeted for the year. Annual physicals are 78% spent at this time. We still expect this line item to come in

within budgeted appropriations because except for new hires, most of the physicals occur around the same time of year, and there was a large payment for physicals in June.

The software subscriptions and licensing line is 297% spent. This is higher than budgeted due to the unbudgeted purchase of the Power DMS software for \$12,023.

The travel line item is 1% spent so far this year. This is because the budgeted travel has either not yet occurred or has not yet been billed and paid.

HEALTH & SAFETY		Budget	Qtr. 3 - 2024
Benefits	\$	8,000	\$ 5,734
Supplies	\$	3,600	\$ 1,532
Inventory	\$	6,250	\$ -
Tools & Equipment	\$	6,500	\$ 3,004
Professional Services	\$	296,940	\$ 230,431
Travel	\$	38,125	\$ 348
Repair & Maintenance	\$	8,000	\$ 593
Miscellaneous	\$	28,095	\$ 19,160
Capital Outlay	\$	39,726	\$ 9,405
Totals	\$	435,236	\$ 270,207



SHOP:

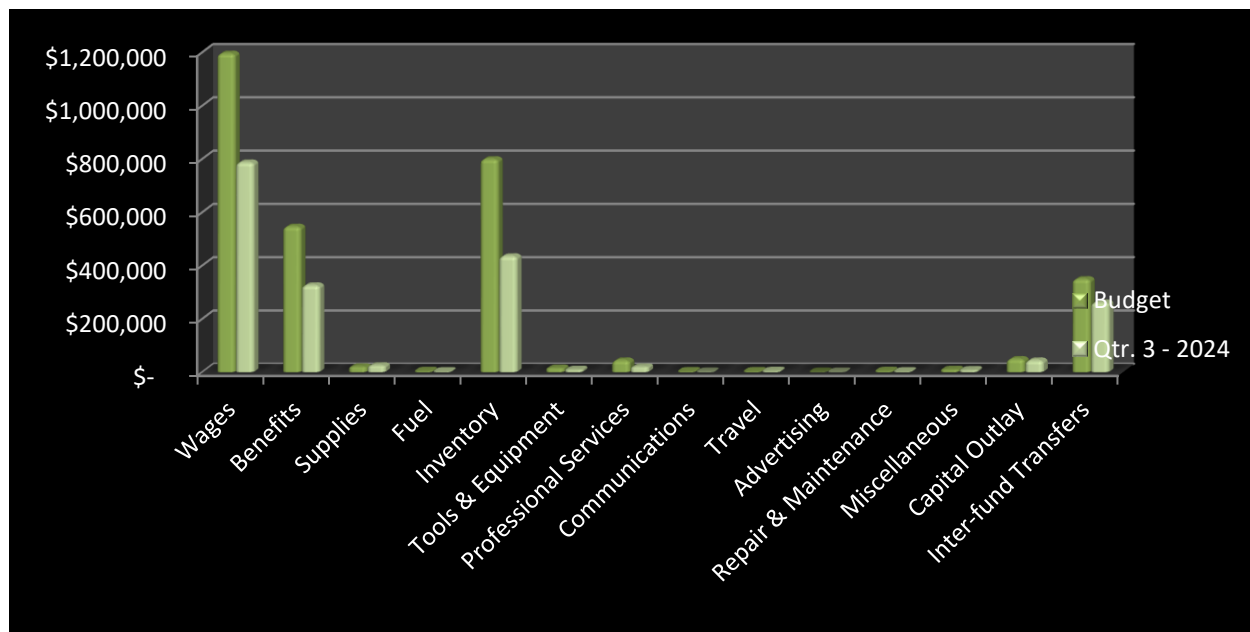
The Shop budget is 63% spent, with expenses of \$1,935,663. The areas contributing most significantly to the shop budget being less than 75% spent are regular wages, combined benefits, and parts inventory. Spending in these areas are 67%, 60%, and 54% respectively.

Wages and benefits are underspent because we budgeted for a total of 11 positions in the shop, with only 9 of these positions filled as of the end of the first quarter, and the 10th and 11th employees having been hired in April and June.

We anticipate that the parts spending will increase as the shop catches up on some backlog with the positions that have been filled. This will provide more billable hours, which will lead to the purchase of more parts.

The line items that exceed the 75% threshold involve mostly small dollar amounts and are not considered significant.

SHOP	Budget	Qtr. 3 - 2024
Wages	\$ 1,196,100	\$ 787,759
Benefits	\$ 546,800	\$ 326,566
Supplies	\$ 21,350	\$ 26,067
Fuel	\$ 4,800	\$ 2,670
Inventory	\$ 800,000	\$ 435,814
Tools & Equipment	\$ 16,250	\$ 10,751
Professional Services	\$ 44,825	\$ 21,096
Communications	\$ 3,500	\$ 922
Travel	\$ 3,500	\$ 5,093
Advertising	\$ 500	\$ -
Repair & Maintenance	\$ 5,000	\$ 2,688
Miscellaneous	\$ 10,375	\$ 8,958
Capital Outlay	\$ 50,000	\$ 44,847
Inter-fund Transfers	\$ 349,910	\$ 262,433
Totals	\$ 3,052,910	\$ 1,935,663



NON-DEPARTMENTAL:

Non-Departmental costs total \$10,584,647; 74% of the budgeted amount. The only areas in this program that exceed the 75% threshold are insurance, which is 98% spent and Unemployment cost, which is 95% spent. Also, in the retirement reserve fund, leave accrual buy-out is 97% spent.

The insurance costs are 98% of the budget because this is an annual bill that is usually paid at the beginning of the year. No additional insurance costs are expected unless the district sees an increase in its insurable assets. If insurance spending had been 75% spent, this program budget would have been 83% spent.

Even if unemployment costs exceed the amount budgeted, we do not anticipate that it would be significant.

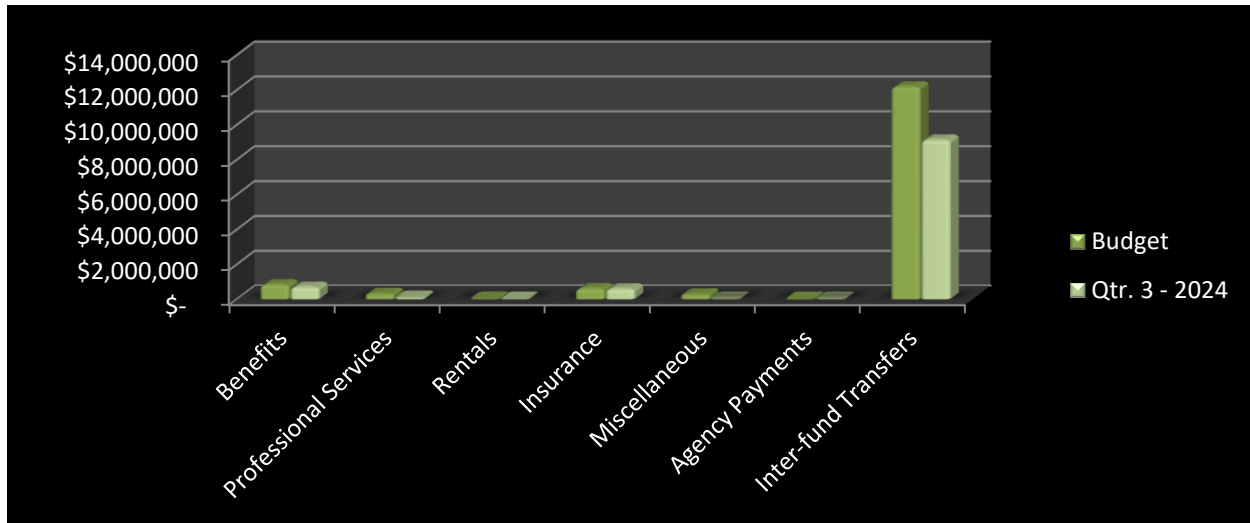
Leave accrual buy-out in the retirement reserve fund is higher than budgeted due to some unbudgeted and unexpected departures from the district. In the past, we have only budgeted leave accrual buy-outs for employees who have given notice in the prior year. We plan to amend the budget again this year to cover the costs of those employees whose leave accrual buy-outs were not budgeted.

A few areas of significance that are below budgeted expectations include rebranding, and labor attorney costs, which are both 0% spent. The combined retirement medical and VEBA costs in the retirement reserve fund are 73% spent.

We expect that rebranding costs will continue to remain below budget for the year.

It should be noted that retirement medical costs are budgeted based on the assumption that all eligible retirees would be paid retirement medical, when in fact not all of them receive the full amount.

NON-DEPARTMENTAL	Budget	Qtr. 3 - 2024
Benefits	\$ 845,221	\$ 702,440
Professional Services	\$ 320,475	\$ 112,471
Rentals	\$ 25,000	\$ 15,224
Insurance	\$ 617,591	\$ 603,392
Miscellaneous	\$ 286,274	\$ -
Agency Payments	\$ 20,000	\$ 5,131
Inter-fund Transfers	\$ 12,194,652	\$ 9,145,989
Totals	\$ 14,309,213	\$ 10,584,647



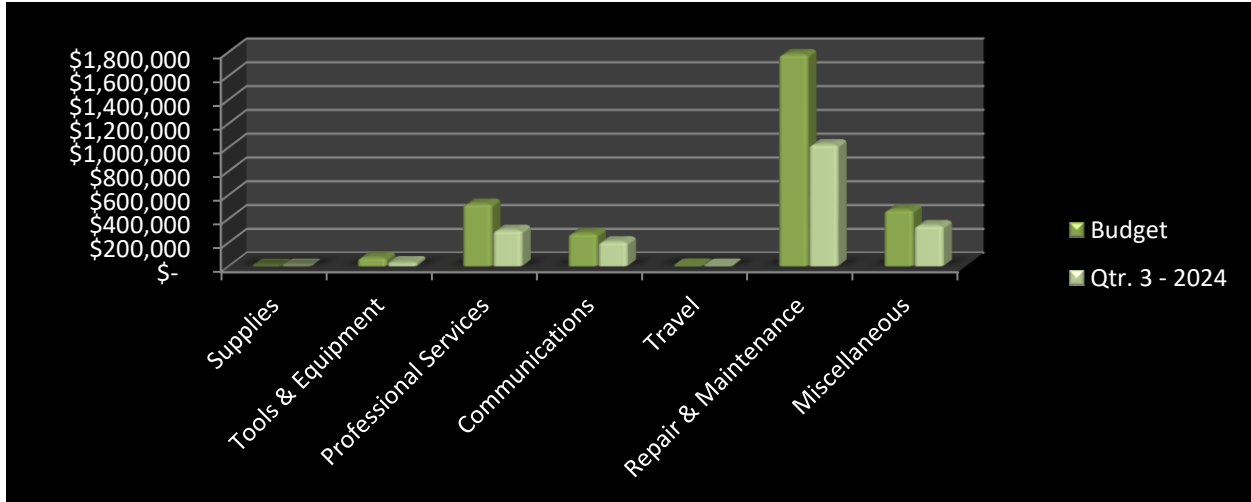
TECHNICAL SERVICES

Technical services costs are 43% of the amount budgeted, with \$1,912,420 in expenditures. The most significant line items in technical services that are below budgeted expectations are apparatus repair and maintenance, which is 58% spent, IT services, which is 53% spent, and small tools and equipment, which is 47% spent.

To date, it looks as though the line items noted above will be below budget for the year based on year-to-date spending and a comparison of what was spent in the prior year at this time.

The most significant line item that exceeds the 75% threshold is cellular services which is 88% spent. Costs for cellular services total \$94,466. At this time last year, we spent \$80,138. We expect this line item to be more than budgeted for 2024.

TECHNICAL SERVICES	Budget	Qtr. 3 - 2024
Supplies	\$ 1,000	\$ -
Tools & Equipment	\$ 72,250	\$ 34,155
Professional Services	\$ 523,400	\$ 303,167
Communications	\$ 275,140	\$ 207,166
Travel	\$ 3,490	\$ 2,369
Repair & Maintenance	\$ 1,780,000	\$ 1,022,622
Miscellaneous	\$ 472,532	\$ 342,941
Totals	\$ 3,127,812	\$ 1,912,420



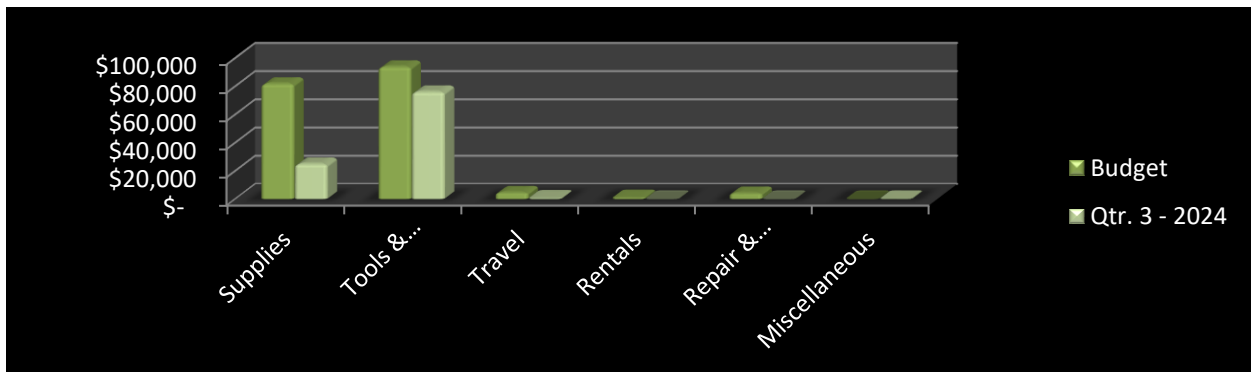
SPECIAL OPERATIONS

The special operations budget is 55% spent with \$101,758 in total expenditures for the third quarter.

The most significant line items exceeding the 75% threshold are wildland gear and rescue swimmer equipment. Spending on these line items is 102% and 81% spent at this time. Training registrations is 88% spent but is not considered significant.

However, all other line items are below budget and a couple of areas are unspent at this time.

SPECIAL OPERATIONS		Budget	Qtr. 3 - 2024
Supplies	\$	81,770	\$ 24,869
Tools & Equipment	\$	93,780	\$ 76,012
Travel	\$	4,500	\$ 688
Rentals	\$	1,095	\$ -
Repair & Maintenance	\$	4,012	\$ -
Miscellaneous	\$	-	\$ 188
Totals	\$	185,157	\$ 101,758



PUBLIC AFFAIRS

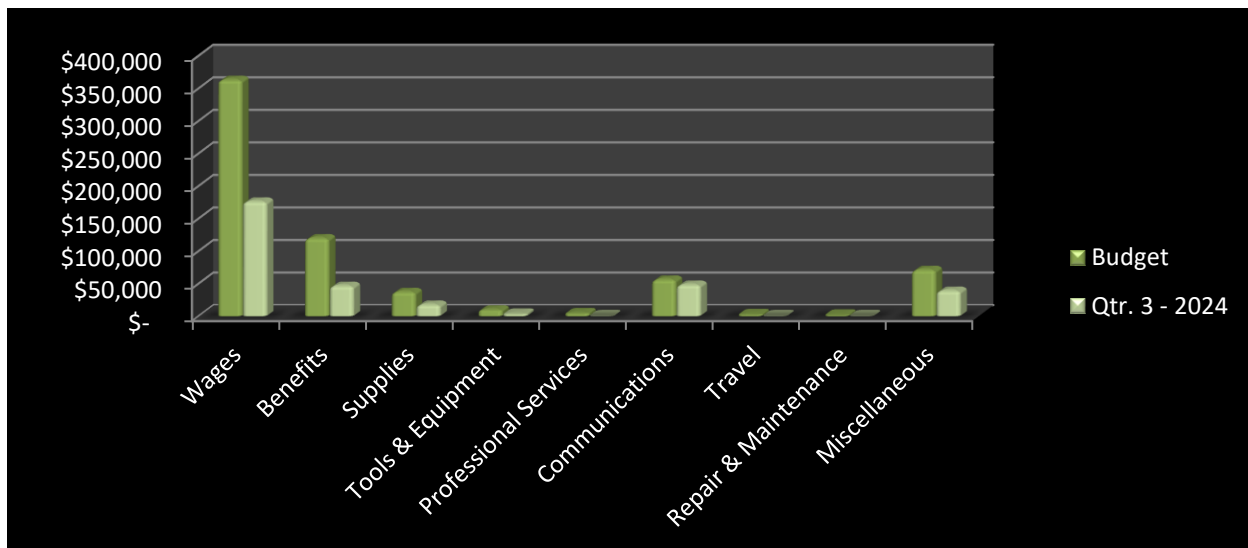
This program budget is 50% spent with \$333,364 in expenditures.

The main reason this program is below budget is because wages and benefits are below the expected 75% threshold.

Combined wages and combined benefits are 29% spent and 23% spent respectively, because we have only three positions budgeted in this area, and one of them, the data analyst position, has not been filled. Also, the COLAs for the teamsters have not been paid for this year because their contract is still being negotiated. There are also several line items that have remained unspent so far this year.

There are a couple of line items in the budget that exceed the 75% threshold. However, the only significant one is postage and shipping, which is 86% spent. The costs primarily include the 2023 winter newsletter postage, and postage for the 2024 spring, summer, and fall newsletters.

PUBLIC AFFAIRS	Budget	Qtr. 3 - 2024
Wages	\$ 363,300	\$ 176,423
Benefits	\$ 120,000	\$ 46,842
Supplies	\$ 37,500	\$ 17,979
Tools & Equipment	\$ 10,000	\$ 4,054
Professional Services	\$ 5,000	\$ -
Communications	\$ 56,500	\$ 48,666
Travel	\$ 3,000	\$ -
Repair & Maintenance	\$ 2,000	\$ -
Miscellaneous	\$ 71,400	\$ 39,400
Totals	\$ 668,700	\$ 333,364



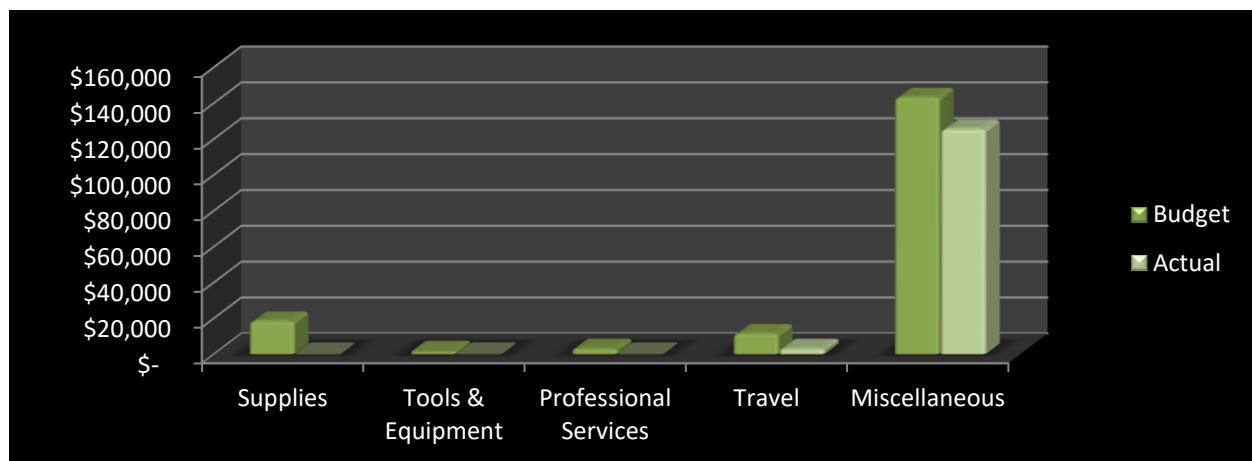
STRATEGIC PLANNING

Strategic planning is 72% spent so far this year. The only areas that exceed 75% of the budget are dues and subscriptions, which is 97% spent and software licensing fees, which is 90% spent. It is likely that the software subscriptions line will exceed this year's budget because the costs for each of the software programs have exceeded the amounts budgeted. We do not anticipate that the dues and subscription line will exceed the budget because most of those costs are paid at the beginning of the year.

All other line items in this program are below the 75% threshold, with a couple of them being unspent as of the end of the third quarter.

We expect this program to remain below budget for the year.

STRATEGIC PLANNING	Budget	Qtr. 3 - 2024
Supplies	\$ 18,500	\$ 40
Tools & Equipment	\$ 1,500	\$ -
Professional Services	\$ 3,000	\$ -
Travel	\$ 11,550	\$ 2,968
Miscellaneous	\$ 143,310	\$ 125,491
Totals	\$ 177,860	\$ 128,499





Snohomish Regional Fire & Rescue, WA

Budget Report

Account Summary

For Fiscal: 2024 Period Ending: 09/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 001 - General Fund							
Revenue							
001-311-10-00-00	Regular Property Taxes	61,659,030.51	61,659,030.51	718,171.16	33,544,395.42	-28,114,635.09	54.40 %
001-311-10-00-01	EMS taxes	11,661,617.88	11,661,617.88	137,719.81	6,447,421.09	-5,214,196.79	55.29 %
001-311-10-00-02	M&O Levy	0.00	0.00	0.96	705.83	705.83	0.00 %
001-317-40-00-00	Timber Excise Taxes	0.00	0.00	0.00	0.00	0.00	0.00 %
001-322-90-00-01	Burn Permits	9,100.00	9,100.00	1,525.00	7,674.00	-1,426.00	84.33 %
001-331-93-00-00	Federal Direct Grants-HHS	0.00	0.00	0.00	0.00	0.00	0.00 %
001-332-93-30-00	Medicaid Transformation Demonstr...	0.00	0.00	0.00	0.00	0.00	0.00 %
001-332-93-40-00	GEMT	6,897,321.00	6,897,321.00	0.00	0.00	-6,897,321.00	0.00 %
001-333-97-00-00	Federal Indirect Grants	0.00	0.00	0.00	0.00	0.00	0.00 %
001-334-04-90-00	State Grant- Trauma	0.00	0.00	0.00	766.00	766.00	0.00 %
001-334-06-90-01	L&I Grant - Stay at Work	0.00	0.00	0.00	19,025.35	19,025.35	0.00 %
001-334-06-90-02	L&I Grant - FIIRE	0.00	0.00	0.00	0.00	0.00	0.00 %
001-337-00-00-00	Local Grants, Entitlements and Othe...	8,650.00	8,650.00	387.38	21,698.34	13,048.34	250.85 %
001-342-21-00-00	Medical Records	1,800.00	1,800.00	111.54	1,081.47	-718.53	60.08 %
001-342-21-00-01	State Mobe Personnel	0.00	0.00	0.00	60,422.51	60,422.51	0.00 %
001-342-21-00-02	State Mobe Eqpt.	0.00	0.00	12,948.44	18,720.20	18,720.20	0.00 %
001-342-21-00-03	Mill Creek Contract	0.00	0.00	0.00	0.00	0.00	0.00 %
001-342-21-00-04	Brightwater Contract	112,449.50	112,449.50	0.00	121,443.81	8,994.31	108.00 %
001-342-21-00-05	School Districts	30,700.00	30,700.00	11,416.46	26,410.03	-4,289.97	86.03 %
001-342-21-00-06	CPR Classes	0.00	0.00	0.00	0.00	0.00	0.00 %
001-342-21-00-08	Other Service Contracts	16,000.00	16,000.00	0.00	5,118.75	-10,881.25	31.99 %
001-342-21-00-09	County Fair Contract	83,664.83	83,664.83	0.00	0.00	-83,664.83	0.00 %
001-342-21-00-10	SCFD 5 ALS Contract	0.00	0.00	0.00	0.00	0.00	0.00 %
001-342-21-00-11	SCFD 16 ALS Contract	11,000.00	11,000.00	0.00	4,200.00	-6,800.00	38.18 %
001-342-21-00-12	Evergreen Fair Aid Station	0.00	0.00	0.00	0.00	0.00	0.00 %
001-342-21-00-13	Unprotected Land Contracts	0.00	0.00	0.00	10,650.51	10,650.51	0.00 %
001-342-21-00-14	DOC Contract	394,837.96	394,837.96	0.00	296,128.47	-98,709.49	75.00 %
001-342-21-00-15	Smoke Detector Sales	0.00	0.00	0.00	0.00	0.00	0.00 %
001-342-21-00-16	Address Sign Sales	1,000.00	1,000.00	0.00	263.00	-737.00	26.30 %
001-342-21-00-17	SCFD 17 ALS Contract	0.00	0.00	0.00	0.00	0.00	0.00 %
001-342-21-00-18	LS Sewer District Contract	3,800.00	3,800.00	0.00	0.00	-3,800.00	0.00 %
001-342-21-00-19	SCFD16 Property Tax	21,500.00	21,500.00	0.00	0.00	-21,500.00	0.00 %
001-342-40-00-01	Plan Review/ Permits/ Inspections	83,325.00	83,325.00	7,633.00	107,116.40	23,791.40	128.55 %
001-342-60-00-00	Transports	2,237,676.00	2,237,676.00	248,255.11	2,133,419.85	-104,256.15	95.34 %
001-342-60-00-01	MVCs	35,000.00	35,000.00	665.00	21,025.00	-13,975.00	60.07 %
001-359-00-00-01	PSCAA- Illegal Burns	600.00	600.00	0.00	0.00	-600.00	0.00 %
001-361-10-00-00	Investment Interest	1,000,000.00	1,000,000.00	173,359.63	1,986,143.01	986,143.01	198.61 %
001-367-00-00-00	Contributions and Donations from ...	0.00	0.00	200.00	7,798.00	7,798.00	0.00 %
001-369-10-00-00	Sale of Scrap/Surplus	0.00	0.00	2,839.00	43,814.46	43,814.46	0.00 %
001-369-20-00-00	Unclaimed Property	0.00	0.00	0.00	4,988.51	4,988.51	0.00 %
001-369-50-00-00	Carry Over - Other District	0.00	0.00	0.00	0.00	0.00	0.00 %
001-369-91-00-00	Other Revenue	14,800.00	14,800.00	-582.00	4,336.00	-10,464.00	29.30 %
001-369-91-00-01	Refunds & Reimbursements	300,000.00	300,000.00	48,303.41	388,175.72	88,175.72	129.39 %
001-369-91-00-02	Hazmat Cost Recovery	0.00	0.00	0.00	0.00	0.00	0.00 %
001-395-00-00-00	Insurance Recovery	0.00	0.00	0.00	171,807.29	171,807.29	0.00 %
001-395-10-00-00	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00 %
001-397-00-00-02	Transfer in From Bond Fund	0.00	0.00	0.00	0.00	0.00	0.00 %
001-397-00-00-03	Transfer in From Construction Fund	0.00	0.00	0.00	0.00	0.00	0.00 %
001-397-00-00-05	Transfer in From Shop	99,910.00	99,910.00	24,977.50	74,932.50	-24,977.50	75.00 %

Budget Report

For Fiscal: 2024 Period Ending: 09/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
001-397-00-00-06	Interfund Transfer - PFML	0.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Total:	84,683,782.68	84,683,782.68	1,387,931.40	45,529,681.52	-39,154,101.16	53.76%
Expense							
001-501-522-10-10-01	Commissioner - Wages	105,042.00	105,042.00	6,440.00	70,701.97	34,340.03	67.31 %
001-501-522-10-20-06	Commissioner - Social Security	13,130.00	13,130.00	397.45	4,272.01	8,857.99	32.54 %
001-501-522-10-20-08	Commissioner - Medicare	1,530.00	1,530.00	94.64	1,055.77	474.23	69.00 %
001-501-522-10-20-09	Commissioner - L&I	200.00	200.00	5.65	63.89	136.11	31.95 %
001-501-522-10-20-13	Commissioner - Deferred Comp	0.00	0.00	86.94	861.24	-861.24	0.00 %
001-501-522-10-20-14	Commissioner - AD&D	0.00	0.00	0.00	0.00	0.00	0.00 %
001-501-522-10-20-15	Commissioner - Paid Family & Medi...	230.00	230.00	13.60	151.96	78.04	66.07 %
001-501-522-10-41-03	Commissioner - Professional Services	50,000.00	79,766.00	0.00	79,765.71	0.29	100.00 %
001-501-522-10-43-01	Commissioner - Travel	4,150.00	4,150.00	0.00	1,203.57	2,946.43	29.00 %
001-501-522-10-49-01	Commissioner - All Dues	6,220.00	6,220.00	0.00	6,000.00	220.00	96.46 %
001-501-522-10-49-04	Commissioner - Other Miscellaneous	2,000.00	2,000.00	0.00	132.76	1,867.24	6.64 %
001-501-522-45-49-01	Commissioner - Registration	1,900.00	1,900.00	3,540.00	6,430.00	-4,530.00	338.42 %
001-502-522-10-10-01	Admin - Wages	1,590,000.00	1,634,283.00	134,769.80	1,180,590.74	453,692.26	72.24 %
001-502-522-10-10-02	Admin - Overtime	7,000.00	7,000.00	0.00	684.80	6,315.20	9.78 %
001-502-522-10-10-03	Admin - Leave Sell Back	112,600.00	112,600.00	0.00	42,759.33	69,840.67	37.97 %
001-502-522-10-20-05	Admin - Medical/Dental	307,600.00	307,600.00	20,854.37	181,797.23	125,802.77	59.10 %
001-502-522-10-20-06	Admin - Retirement	125,900.00	128,067.00	9,066.06	81,829.84	46,237.16	63.90 %
001-502-522-10-20-07	Admin - Disability	3,200.00	3,200.00	220.43	1,919.07	1,280.93	59.97 %
001-502-522-10-20-08	Admin - Medicare	25,100.00	25,751.00	1,966.10	17,886.33	7,864.67	69.46 %
001-502-522-10-20-09	Admin - L&I	15,500.00	15,500.00	1,520.80	10,497.52	5,002.48	67.73 %
001-502-522-10-20-10	Admin - VEBA	26,200.00	26,200.00	107.26	1,382.84	24,817.16	5.28 %
001-502-522-10-20-13	Admin - Deferred Comp	22,000.00	22,584.00	822.88	8,613.21	13,970.79	38.14 %
001-502-522-10-20-14	Admin - AD&D	5,000.00	5,000.00	0.00	4,344.54	655.46	86.89 %
001-502-522-10-20-15	Admin - Paid Family & Medical Leave	2,800.00	2,941.96	223.84	2,247.58	694.38	76.40 %
001-502-522-10-31-00	Admin - Office Supplies	25,225.00	25,225.00	3,630.23	18,877.42	6,347.58	74.84 %
001-502-522-10-35-00	Admin - Small Tools/Minor Equip.	4,000.00	4,000.00	220.10	1,437.76	2,562.24	35.94 %
001-502-522-10-41-01	Admin - Professional Services	196,670.00	196,670.00	5,258.30	76,188.39	120,481.61	38.74 %
001-502-522-10-42-00	Admin - Postage & Shipping	3,520.00	3,520.00	9.85	2,819.57	700.43	80.10 %
001-502-522-10-43-00	Admin - Travel	29,500.00	29,500.00	0.00	3,154.97	26,345.03	10.69 %
001-502-522-10-44-00	Admin - Advertising	7,590.00	7,590.00	375.00	3,499.50	4,090.50	46.11 %
001-502-522-10-49-01	Admin - Dues	14,704.00	14,704.00	5,928.74	7,922.82	6,781.18	53.88 %
001-502-522-10-49-06	Admin - Other Miscellaneous	20,805.00	20,805.00	254.41	17,557.53	3,247.47	84.39 %
001-502-522-10-49-07	Admin - Service Awards	48,200.00	48,200.00	0.00	23,916.92	24,283.08	49.62 %
001-502-522-45-49-02	Admin - Training Registration	21,100.00	21,100.00	0.00	979.00	20,121.00	4.64 %
001-503-522-10-10-01	Finance & HR - Wages	1,464,700.00	1,511,977.00	124,468.07	1,116,777.90	395,199.10	73.86 %
001-503-522-10-10-02	Finance & HR - Overtime	11,300.00	11,300.00	99.93	99.93	11,200.07	0.88 %
001-503-522-10-10-03	Finance & HR - Leave Sell Back	168,200.00	168,200.00	0.00	80,764.05	87,435.95	48.02 %
001-503-522-10-10-04	Finance & HR - Comp	3,300.00	3,300.00	0.00	0.00	3,300.00	0.00 %
001-503-522-10-20-05	Finance & HR - Medical/Dental	354,700.00	354,700.00	21,126.43	185,138.50	169,561.50	52.20 %
001-503-522-10-20-06	Finance & HR - Retirement	157,000.00	161,216.00	10,477.74	99,391.98	61,824.02	61.65 %
001-503-522-10-20-07	Finance & HR - Disability	4,400.00	4,400.00	378.61	3,486.64	913.36	79.24 %
001-503-522-10-20-08	Finance & HR - Medicare	24,800.00	25,506.00	1,848.37	17,700.94	7,805.06	69.40 %
001-503-522-10-20-09	Finance & HR - L&I	4,800.00	4,800.00	284.14	2,654.42	2,145.58	55.30 %
001-503-522-10-20-10	Finance & HR - VEBA	7,500.00	7,500.00	631.00	5,921.50	1,578.50	78.95 %
001-503-522-10-20-13	Finance & HR - Deferred Comp	38,000.00	39,435.00	2,904.44	27,501.88	11,933.12	69.74 %
001-503-522-10-20-14	Finance & HR - AD&D	2,800.00	2,800.00	0.00	3,443.88	-643.88	123.00 %
001-503-522-10-20-15	Finance & HR - Paid Family & Medic...	3,400.00	3,400.00	256.96	2,424.94	975.06	71.32 %
001-503-522-10-41-01	Finance & HR - Professional Services	0.00	0.00	0.00	15,438.75	-15,438.75	0.00 %
001-503-522-10-43-00	Finance & HR - Travel	39,380.00	39,380.00	292.45	10,925.55	28,454.45	27.74 %
001-503-522-10-45-00	Finance & HR - Rentals	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
001-503-522-10-49-01	Finance & HR - Dues & Subscriptions	2,651.00	2,651.00	1,320.00	3,010.02	-359.02	113.54 %
001-503-522-10-49-06	Finance & HR - Other Miscellaneous	11,987.00	11,987.00	1,300.65	12,258.32	-271.32	102.26 %
001-503-522-45-49-02	Finance & HR - Training Registration	57,380.00	57,380.00	2,296.00	22,183.37	35,196.63	38.66 %
001-504-522-20-10-01	Suppression - Wages	22,497,000.00	25,558,055.00	1,749,915.91	18,611,479.78	6,946,575.22	72.82 %
001-504-522-20-10-02	Suppression - Overtime	4,139,770.00	4,257,510.00	481,088.37	2,988,828.73	1,268,681.27	70.20 %

Budget Report

For Fiscal: 2024 Period Ending: 09/30/2024

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Used
001-504-522-20-10-03	Suppression - Leave Sell Back	1,783,000.00	1,783,000.00	1,185.51	464,563.20	1,318,436.80	26.06 %
001-504-522-20-10-04	Suppression - Comp	263,100.00	263,100.00	0.00	0.00	263,100.00	0.00 %
001-504-522-20-20-05	Suppression - Medical/Dental	4,629,100.00	4,629,100.00	404,388.63	3,449,989.97	1,179,110.03	74.53 %
001-504-522-20-20-06	Suppression - Retirement	1,526,400.00	1,687,360.00	118,689.25	1,146,838.66	540,521.34	67.97 %
001-504-522-20-20-07	Suppression - Disability	52,500.00	52,500.00	4,269.48	37,008.57	15,491.43	70.49 %
001-504-522-20-20-08	Suppression - Medicare	416,100.00	462,919.00	34,138.07	332,573.51	130,345.49	71.84 %
001-504-522-20-20-09	Suppression - L&I	1,403,600.00	1,403,600.00	73,025.63	652,560.92	751,039.08	46.49 %
001-504-522-20-20-10	Suppression - VEBA	5,500.00	5,500.00	166.67	666.68	4,833.32	12.12 %
001-504-522-20-20-13	Suppression - Deferred Comp	1,292,700.00	1,427,120.00	90,043.86	884,636.99	542,483.01	61.99 %
001-504-522-20-20-14	Suppression - AD&D	15,200.00	15,200.00	0.00	7,861.22	7,338.78	51.72 %
001-504-522-20-20-15	Suppression - Paid Family & Medical..	57,500.00	66,506.00	3,550.71	44,910.53	21,595.47	67.53 %
001-504-522-20-31-01	Suppression - Operating Supplies	83,500.00	83,500.00	1,919.45	17,149.05	66,350.95	20.54 %
001-504-522-20-31-03	Suppression - SCBA Supplies	25,000.00	25,000.00	0.00	276.20	24,723.80	1.10 %
001-504-522-20-31-07	Suppression - Uniforms	232,650.00	232,650.00	41,140.43	127,298.58	105,351.42	54.72 %
001-504-522-20-31-10	Suppression - Bunker Gear Supplies	60,000.00	60,000.00	436.22	6,324.32	53,675.68	10.54 %
001-504-522-20-32-00	Suppression - Fuel	195,000.00	195,000.00	15,014.36	123,531.52	71,468.48	63.35 %
001-504-522-20-35-00	Suppression - Small Tools/Minor Eq...	195,000.00	195,000.00	7,223.09	92,409.43	102,590.57	47.39 %
001-504-522-20-41-01	Suppression - Air Monitoring	12,500.00	12,500.00	601.52	10,124.62	2,375.38	81.00 %
001-504-522-20-41-02	Suppression - Hose Testing	25,000.00	25,000.00	0.00	30,276.00	-5,276.00	121.10 %
001-504-522-20-43-00	Suppression - Travel Expenses	0.00	0.00	0.00	236.50	-236.50	0.00 %
001-504-522-20-48-02	Suppression - Equip. Repair/Maint.	60,500.00	60,500.00	1,528.49	12,535.61	47,964.39	20.72 %
001-504-522-20-48-11	Suppression - Bunker Gear Repair/...	35,000.00	35,000.00	13,035.78	27,204.38	7,795.62	77.73 %
001-504-522-20-48-12	Suppression - SCBA Repair/Maint.	30,000.00	30,000.00	22,190.75	37,410.97	-7,410.97	124.70 %
001-504-522-20-49-02	Suppression - Cost Share Zone 11	45,000.00	45,000.00	0.00	33,034.75	11,965.25	73.41 %
001-504-522-20-49-04	Suppression - Other Miscellaneous	6,200.00	6,200.00	32.82	2,478.07	3,721.93	39.97 %
001-504-528-00-41-00	Dispatch Services - SNO 911	213,500.00	213,500.00	17,791.47	160,123.23	53,376.77	75.00 %
001-505-522-30-10-01	Prevention Services - Wages	1,077,000.00	1,193,077.00	103,674.08	992,844.68	200,232.32	83.22 %
001-505-522-30-10-02	Prevention Services - Overtime	82,000.00	82,000.00	8,678.55	19,395.18	62,604.82	23.65 %
001-505-522-30-10-03	Prevention Services - Leave Sell Back	153,800.00	153,800.00	0.00	47,496.27	106,303.73	30.88 %
001-505-522-30-10-04	Prevention Services - Comp	8,900.00	8,900.00	0.00	0.00	8,900.00	0.00 %
001-505-522-30-20-05	Prevention Services - Medical/Dental	205,600.00	205,600.00	19,983.92	168,423.62	37,176.38	81.92 %
001-505-522-30-20-06	Prevention Services - Retirement	83,000.00	88,966.00	6,561.73	59,676.09	29,289.91	67.08 %
001-505-522-30-20-07	Prevention Services - Disability	2,200.00	2,200.00	207.44	1,763.24	436.76	80.15 %
001-505-522-30-20-08	Prevention Services - Medicare	19,300.00	21,025.00	1,663.39	15,719.14	5,305.86	74.76 %
001-505-522-30-20-09	Prevention Services - L&I	38,500.00	38,500.00	1,953.16	16,973.14	21,526.86	44.09 %
001-505-522-30-20-10	Prevention Services - VEBA	7,500.00	7,500.00	175.00	1,575.00	5,925.00	21.00 %
001-505-522-30-20-13	Prevention Services - Deferred Comp	49,400.00	54,956.00	3,112.40	30,876.97	24,079.03	56.18 %
001-505-522-30-20-14	Prevention Services - AD&D	1,200.00	1,200.00	0.00	1,343.76	-143.76	111.98 %
001-505-522-30-20-15	Prevention Services - Paid Family & ...	2,500.00	2,592.00	182.59	2,126.78	465.22	82.05 %
001-505-522-30-31-00	Prevention Services - Operating Su...	6,000.00	6,000.00	768.82	3,500.30	2,499.70	58.34 %
001-505-522-30-31-02	Prevention Services - GIS Supplies	0.00	0.00	0.00	0.00	0.00	0.00 %
001-505-522-30-35-00	Prevention Services - Small Tools/M...	21,000.00	21,000.00	-437.38	10,031.69	10,968.31	47.77 %
001-505-522-30-41-00	Prevention Services - Professional S...	16,000.00	16,000.00	0.00	3,450.00	12,550.00	21.56 %
001-505-522-30-43-00	Prevention Services - Travel	15,300.00	15,300.00	0.00	5,370.69	9,929.31	35.10 %
001-505-522-30-49-02	Prevention Services - Dues & Subscr...	8,924.00	8,924.00	650.00	8,605.65	318.35	96.43 %
001-505-522-30-49-04	Prevention Services - Software Lice...	28,700.00	28,700.00	0.00	11,782.39	16,917.61	41.05 %
001-505-522-45-49-02	Prevention Services - Training Regis...	15,395.00	15,395.00	339.00	9,886.74	5,508.26	64.22 %
001-506-522-45-10-01	Training - Wages	1,254,200.00	1,313,590.00	124,188.02	881,894.01	431,695.99	67.14 %
001-506-522-45-10-02	Training - Overtime	65,000.00	65,000.00	50,156.03	149,505.23	-84,505.23	230.01 %
001-506-522-45-10-03	Training - Leave Sell Back	136,100.00	136,100.00	0.00	51,449.98	84,650.02	37.80 %
001-506-522-45-10-04	Training - Comp	32,500.00	32,500.00	0.00	0.00	32,500.00	0.00 %
001-506-522-45-20-05	Training - Medical/Dental	242,100.00	242,100.00	22,896.67	139,693.42	102,406.58	57.70 %
001-506-522-45-20-06	Training - Retirement	82,500.00	85,230.00	9,145.68	56,599.57	28,630.43	66.41 %
001-506-522-45-20-07	Training - Disability	2,500.00	2,500.00	251.62	1,528.21	971.79	61.13 %
001-506-522-45-20-08	Training - Medicare	21,600.00	22,497.00	2,600.12	16,225.86	6,271.14	72.12 %
001-506-522-45-20-09	Training - L&I	55,800.00	55,800.00	3,913.25	22,063.34	33,736.66	39.54 %
001-506-522-45-20-10	Training - VEBA	6,100.00	6,100.00	0.00	166.67	5,933.33	2.73 %
001-506-522-45-20-13	Training - Deferred Comp	66,500.00	68,949.00	6,309.72	44,564.15	24,384.85	64.63 %

Budget Report

For Fiscal: 2024 Period Ending: 09/30/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
001-506-522-45-20-14	100.00	100.00	0.00	-636.30	736.30	-636.30 %
001-506-522-45-20-15	2,800.00	2,800.00	268.71	2,175.37	624.63	77.69 %
001-506-522-45-31-02	1,200.00	1,200.00	29.12	403.34	796.66	33.61 %
001-506-522-45-31-03	57,089.00	57,089.00	5,885.26	34,664.61	22,424.39	60.72 %
001-506-522-45-34-00	13,651.00	13,651.00	93.00	5,197.86	8,453.14	38.08 %
001-506-522-45-35-00	109,018.00	109,018.00	7,440.56	21,303.83	87,714.17	19.54 %
001-506-522-45-41-00	31,000.00	31,000.00	0.00	114.99	30,885.01	0.37 %
001-506-522-45-41-01	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
001-506-522-45-41-03	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
001-506-522-45-43-00	225,260.00	225,260.00	3,137.38	112,019.07	113,240.93	49.73 %
001-506-522-45-45-00	78,900.00	78,900.00	0.00	39,690.60	39,209.40	50.30 %
001-506-522-45-48-00	0.00	0.00	0.00	715.16	-715.16	0.00 %
001-506-522-45-49-00	38,850.00	38,850.00	0.00	33,630.89	5,219.11	86.57 %
001-506-522-45-49-01	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
001-506-522-45-49-02	279,760.00	279,760.00	6,100.00	120,913.82	158,846.18	43.22 %
001-506-522-45-49-04	15,125.00	15,125.00	0.00	0.00	15,125.00	0.00 %
001-506-522-45-49-05	13,400.00	13,400.00	450.00	3,250.00	10,150.00	24.25 %
001-506-522-45-49-06	16,500.00	16,500.00	0.00	0.00	16,500.00	0.00 %
001-506-522-45-49-10	84,000.00	84,000.00	6,620.00	88,615.56	-4,615.56	105.49 %
001-506-522-45-49-23	360,000.00	360,000.00	49,872.01	79,108.57	280,891.43	21.97 %
001-506-522-45-49-26	400.00	400.00	0.00	320.00	80.00	80.00 %
001-506-522-45-49-37	110,300.00	110,300.00	4,512.37	14,892.18	95,407.82	13.50 %
001-506-522-45-49-44	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
001-506-594-45-64-00	0.00	0.00	0.00	0.00	0.00	0.00 %
001-507-522-45-49-02	10,500.00	10,500.00	0.00	3,650.04	6,849.96	34.76 %
001-507-522-50-10-01	677,000.00	677,000.00	54,955.95	472,715.61	204,284.39	69.83 %
001-507-522-50-10-02	2,400.00	2,400.00	373.45	373.45	2,026.55	15.56 %
001-507-522-50-10-03	64,100.00	64,100.00	0.00	16,288.91	47,811.09	25.41 %
001-507-522-50-10-04	0.00	0.00	0.00	0.00	0.00	0.00 %
001-507-522-50-20-05	157,900.00	157,900.00	12,704.12	114,337.08	43,562.92	72.41 %
001-507-522-50-20-06	56,000.00	56,000.00	4,208.17	37,053.18	18,946.82	66.17 %
001-507-522-50-20-07	1,900.00	1,900.00	149.13	1,342.17	557.83	70.64 %
001-507-522-50-20-08	10,800.00	10,800.00	810.26	7,167.00	3,633.00	66.36 %
001-507-522-50-20-09	6,000.00	6,000.00	336.68	3,688.24	2,311.76	61.47 %
001-507-522-50-20-10	11,500.00	11,500.00	146.00	1,314.00	10,186.00	11.43 %
001-507-522-50-20-13	8,400.00	8,400.00	550.54	4,897.74	3,502.26	58.31 %
001-507-522-50-20-14	1,500.00	1,500.00	0.00	1,459.97	40.03	97.33 %
001-507-522-50-20-15	1,430.00	1,430.00	105.70	958.07	471.93	67.00 %
001-507-522-50-31-00	75,000.00	75,000.00	7,142.47	54,736.74	20,263.26	72.98 %
001-507-522-50-35-00	130,000.00	154,687.00	12,859.04	79,251.26	75,435.74	51.23 %
001-507-522-50-41-00	274,600.00	274,600.00	19,969.51	148,801.58	125,798.42	54.19 %
001-507-522-50-41-02	0.00	0.00	0.00	89.00	-89.00	0.00 %
001-507-522-50-43-00	10,000.00	10,000.00	0.00	7,846.37	2,153.63	78.46 %
001-507-522-50-45-00	8,500.00	8,500.00	296.00	4,730.87	3,769.13	55.66 %
001-507-522-50-47-01	125,000.00	125,000.00	5,091.25	75,037.39	49,962.61	60.03 %
001-507-522-50-47-02	40,000.00	40,000.00	3,453.29	31,252.17	8,747.83	78.13 %
001-507-522-50-47-03	80,000.00	80,000.00	716.31	34,984.55	45,015.45	43.73 %
001-507-522-50-47-04	52,500.00	52,500.00	6,360.19	57,693.30	-5,193.30	109.89 %
001-507-522-50-48-00	450,000.00	450,000.00	16,244.75	233,380.33	216,619.67	51.86 %
001-507-522-50-49-00	25,000.00	25,000.00	0.00	14,818.62	10,181.38	59.27 %
001-507-522-50-49-02	200.00	200.00	0.00	0.00	200.00	0.00 %
001-508-522-20-10-01	11,000.00	11,000.00	0.00	0.00	11,000.00	0.00 %
001-508-522-20-20-06	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00 %
001-508-522-20-20-08	200.00	200.00	0.00	0.00	200.00	0.00 %
001-508-522-20-20-09	900.00	900.00	0.00	0.00	900.00	0.00 %
001-508-522-20-20-10	0.00	0.00	0.00	0.00	0.00	0.00 %
001-508-522-20-20-14	1,800.00	1,800.00	0.00	1,720.50	79.50	95.58 %
001-508-522-20-20-15	30.00	30.00	0.00	0.00	30.00	0.00 %

Budget Report

For Fiscal: 2024 Period Ending: 09/30/2024

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Used
001-508-522-20-49-00	Part Time - Chaplain Dues	5,200.00	5,200.00	0.00	118.01	5,081.99	2.27 %
001-509-522-20-10-01	EMS - Wages	6,876,100.00	7,485,849.00	446,519.12	4,581,251.70	2,904,597.30	61.20 %
001-509-522-20-10-02	EMS - Overtime	1,502,554.00	1,502,554.00	99,658.21	746,623.94	755,930.06	49.69 %
001-509-522-20-10-03	EMS - Leave Sell Back	394,100.00	394,100.00	0.00	67,936.87	326,163.13	17.24 %
001-509-522-20-10-04	EMS - Comp	118,800.00	118,800.00	0.00	0.00	118,800.00	0.00 %
001-509-522-20-20-05	EMS - Medical/Dental	1,345,500.00	1,345,500.00	83,982.95	762,943.14	582,556.86	56.70 %
001-509-522-20-20-06	EMS - Retirement	473,100.00	504,776.00	29,056.66	283,163.84	221,612.16	56.10 %
001-509-522-20-20-07	EMS - Disability	14,100.00	14,100.00	906.19	8,426.63	5,673.37	59.76 %
001-509-522-20-20-08	EMS - Medicare	129,000.00	138,237.00	8,169.01	80,579.87	57,657.13	58.29 %
001-509-522-20-20-09	EMS - L&I	309,700.00	309,700.00	15,323.62	142,940.87	166,759.13	46.15 %
001-509-522-20-20-10	EMS - VEBA	4,600.00	4,600.00	0.00	0.00	4,600.00	0.00 %
001-509-522-20-20-13	EMS - Deferred Comp	389,600.00	416,892.00	22,866.92	214,602.43	202,289.57	51.48 %
001-509-522-20-20-14	EMS - AD&D	700.00	700.00	0.00	221.76	478.24	31.68 %
001-509-522-20-20-15	EMS - Paid Family & Medical Leave	16,350.00	16,350.00	799.73	10,860.23	5,489.77	66.42 %
001-509-522-20-20-16	EMS - MERP - ER	0.00	0.00	0.00	0.00	0.00	0.00 %
001-509-522-20-31-01	EMS - Fair Supplies	1,500.00	1,500.00	160.64	160.64	1,339.36	10.71 %
001-509-522-20-32-00	EMS - Fuel	195,000.00	195,000.00	14,727.52	120,322.04	74,677.96	61.70 %
001-509-522-20-35-00	EMS - Small Tools/Minor Equip.	44,349.00	44,349.00	14,206.79	37,813.05	6,535.95	85.26 %
001-509-522-20-41-02	EMS - Professional Services	55,000.00	55,000.00	4,000.00	40,000.00	15,000.00	72.73 %
001-509-522-20-41-05	EMS - Systems Design Billing	170,000.00	170,000.00	27,399.81	112,259.00	57,741.00	66.03 %
001-509-522-20-41-06	EMS - Biohazard Waste Removal	5,000.00	5,000.00	0.00	428.38	4,571.62	8.57 %
001-509-522-20-41-11	EMS - Sno Co MPD & EMS	49,000.00	49,000.00	0.00	75,316.71	-26,316.71	153.71 %
001-509-522-20-41-13	EMS - GEMT Professional Services	65,000.00	65,000.00	30,000.00	30,000.00	35,000.00	46.15 %
001-509-522-20-43-00	EMS - Travel	16,350.00	16,350.00	452.26	452.26	15,897.74	2.77 %
001-509-522-20-45-00	EMS - Rentals	30,000.00	30,000.00	3,703.89	19,395.37	10,604.63	64.65 %
001-509-522-20-48-01	EMS - Equip. Repair/Maint.	384,300.00	384,300.00	67,201.23	330,578.00	53,722.00	86.02 %
001-509-522-20-49-01	EMS - Dues & Subscriptions	780.00	780.00	0.00	3,830.00	-3,050.00	491.03 %
001-509-522-20-49-02	EMS - Software Subscriptions/Licens..	179,800.00	179,800.00	7,589.87	90,569.49	89,230.51	50.37 %
001-509-522-20-49-04	EMS - Other Miscellaneous	2,500.00	2,500.00	214.73	2,016.23	483.77	80.65 %
001-509-522-30-31-01	EMS - Medications & Medical Suppl...	315,000.00	315,000.00	32,553.30	181,482.04	133,517.96	57.61 %
001-509-522-45-49-02	EMS - Training Registration	57,150.00	57,150.00	2,210.00	18,344.33	38,805.67	32.10 %
001-509-528-00-41-00	Dispatch Services - SNO911	853,990.40	853,990.40	71,165.88	640,492.92	213,497.48	75.00 %
001-509-589-26-49-00	EMS - Transport Refunds	10,000.00	10,000.00	0.00	259.15	9,740.85	2.59 %
001-509-589-26-49-01	GEMT - State Share	2,200,000.00	2,301,269.00	0.00	2,301,268.96	0.04	100.00 %
001-510-522-20-20-15	Health & Safety - Member Assistan...	8,000.00	8,000.00	720.20	5,733.90	2,266.10	71.67 %
001-510-522-20-31-01	Health & Safety - Operating Supplies	3,600.00	3,600.00	0.00	1,531.57	2,068.43	42.54 %
001-510-522-20-34-00	Health & Safety - Inventory	6,250.00	6,250.00	0.00	0.00	6,250.00	0.00 %
001-510-522-20-35-01	Health & Safety - Small Tools & Equ...	6,500.00	6,500.00	81.99	3,003.52	3,496.48	46.21 %
001-510-522-20-41-01	Health & Safety - Screening & Testi...	92,800.00	92,800.00	0.00	86,184.00	6,616.00	92.87 %
001-510-522-20-41-06	Health & Safety - Annual/Hazmat P...	185,000.00	185,000.00	26,131.00	143,901.39	41,098.61	77.78 %
001-510-522-20-41-07	Health & Safety - Professional Consu...	14,140.00	14,140.00	0.00	346.00	13,794.00	2.45 %
001-510-522-20-41-08	Health & Safety - Mental Health Ser...	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
001-510-522-20-43-00	Health & Safety - Travel	38,125.00	38,125.00	0.00	347.84	37,777.16	0.91 %
001-510-522-20-48-00	Health & Safety - Repair & Mainten...	8,000.00	8,000.00	154.55	592.96	7,407.04	7.41 %
001-510-522-20-49-00	Health & Safety - Fitness Trainers/...	5,940.00	5,940.00	0.00	971.00	4,969.00	16.35 %
001-510-522-20-49-01	Health & Safety - Dues & Subscripti...	1,155.00	1,155.00	195.00	195.00	960.00	16.88 %
001-510-522-20-49-04	Health & Safety - Software Subscript...	6,000.00	6,000.00	0.00	17,795.44	-11,795.44	296.59 %
001-510-522-45-49-00	Health & Safety - Training Registrati...	15,000.00	15,000.00	0.00	199.00	14,801.00	1.33 %
001-512-522-10-41-00	Non-Departmental - Labor Attorney	84,000.00	84,000.00	0.00	0.00	84,000.00	0.00 %
001-512-522-10-41-02	Non-Departmental - Misc Banking f...	5,000.00	5,000.00	135.78	1,944.65	3,055.35	38.89 %
001-512-522-10-41-03	Non-Departmental - Legal Services	200,000.00	200,000.00	26,819.50	98,783.75	101,216.25	49.39 %
001-512-522-10-41-12	Non-Departmental - State Auditor	31,460.00	31,460.00	0.00	11,710.93	19,749.07	37.22 %
001-512-522-10-49-06	Non-Departmental - Rebranding	286,274.00	286,274.00	0.00	0.00	286,274.00	0.00 %
001-512-522-20-20-14	Non-Departmental - Unemployment..	15,000.00	15,000.00	0.00	14,178.02	821.98	94.52 %
001-512-522-41-46-00	Non-Departmental - Risk Managem...	471,720.00	617,591.00	0.00	603,391.81	14,199.19	97.70 %
001-512-589-10-41-04	Non-Departmental - Refund Interes...	10.00	10.00	0.00	31.57	-21.57	315.70 %
001-512-591-22-70-00	Non Departmental - Copier Leases	25,000.00	25,000.00	3,221.55	15,223.66	9,776.34	60.89 %
001-512-597-00-00-01	Non-Departmental - Transfers to A...	2,700,000.00	2,700,000.00	675,000.00	2,025,000.00	675,000.00	75.00 %

Budget Report

For Fiscal: 2024 Period Ending: 09/30/2024

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Used
001-512-597-00-00-02	Non-Departmental - Transfer to Ret...	1,200,640.00	1,200,640.00	300,160.00	900,480.00	300,160.00	75.00 %
001-512-597-00-00-03	Non-Departmental - Transfer to Em...	265,000.00	265,000.00	66,250.00	198,750.00	66,250.00	75.00 %
001-512-597-00-00-04	Non-Departmental - Transfer to Equ...	1,160,000.00	1,160,000.00	290,000.00	870,000.00	290,000.00	75.00 %
001-512-597-00-00-05	Non-Departmental - Transfer to Co...	6,350,000.00	6,350,000.00	1,587,500.00	4,762,500.00	1,587,500.00	75.00 %
001-512-597-00-00-06	Non Departmental - Transfers-Out t...	519,012.00	519,012.00	129,753.00	389,259.00	129,753.00	75.00 %
001-513-522-10-35-00	Technical Services - Small Tools & E...	72,250.00	72,250.00	5,232.69	34,154.53	38,095.47	47.27 %
001-513-522-10-41-00	Technical Services - Professional Ser...	0.00	0.00	0.00	27,288.00	-27,288.00	0.00 %
001-513-522-10-41-04	Technical Services - IT Services	523,400.00	523,400.00	45,657.80	275,878.91	247,521.09	52.71 %
001-513-522-10-42-00	Technical Services - Cellular Services	107,000.00	107,000.00	8,655.78	94,466.23	12,533.77	88.29 %
001-513-522-10-43-00	Technical Services - Travel	3,490.00	3,490.00	365.75	2,369.03	1,120.97	67.88 %
001-513-522-10-49-02	Technical Services - Dues & Subscrip...	75.00	75.00	0.00	225.00	-150.00	300.00 %
001-513-522-10-49-04	Technical Services - Software Subscr...	468,357.00	468,357.00	3,678.37	339,116.55	129,240.45	72.41 %
001-513-522-20-31-02	Technical Services - Radio Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
001-513-522-20-48-01	Technical Services - Apparatus Repa...	1,770,000.00	1,770,000.00	175,829.84	1,022,232.72	747,767.28	57.75 %
001-513-522-20-48-03	Technical Services - Radios/MDTs R...	10,000.00	10,000.00	389.46	389.46	9,610.54	3.89 %
001-513-522-45-49-00	Technical Services - Training Registr...	4,100.00	4,100.00	0.00	3,599.50	500.50	87.79 %
001-513-522-50-42-01	Technical Services - Telephone Net...	168,140.00	168,140.00	11,026.90	112,699.66	55,440.34	67.03 %
001-514-522-20-31-04	Special Ops - Hazmat Supplies	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00 %
001-514-522-20-31-08	Special Ops - Disaster Supplies	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
001-514-522-20-31-09	Special Ops - Rescue Swimmer Supp...	57,700.00	57,700.00	2,485.57	20,386.86	37,313.14	35.33 %
001-514-522-20-31-11	Special Ops - Rescue Tech PPE	11,570.00	11,570.00	0.00	4,482.54	7,087.46	38.74 %
001-514-522-20-35-01	Special Ops - Wildland Gear	35,000.00	35,000.00	5,122.50	35,740.95	-740.95	102.12 %
001-514-522-20-35-02	Special Ops - Hazmat Team Equip. (...	7,190.00	7,190.00	746.59	746.59	6,443.41	10.38 %
001-514-522-20-35-03	Special Ops - Rescue Swimmer Equi...	30,590.00	30,590.00	0.00	24,771.49	5,818.51	80.98 %
001-514-522-20-35-04	Special Ops - Tech Rescue Equip.	21,000.00	21,000.00	0.00	14,753.33	6,246.67	70.25 %
001-514-522-20-43-00	Fire and Emergency Medical Activiti...	0.00	0.00	0.00	0.00	0.00	0.00 %
001-514-522-20-43-01	Special Ops - Wildland Travel Reim...	4,500.00	4,500.00	111.87	687.87	3,812.13	15.29 %
001-514-522-20-45-00	Special Ops - Rentals/Santicans	1,095.00	1,095.00	0.00	0.00	1,095.00	0.00 %
001-514-522-20-48-13	Special Ops - Equipment Repair	4,012.00	4,012.00	0.00	0.00	4,012.00	0.00 %
001-514-522-20-49-00	Special Ops - Miscellaneous	0.00	0.00	0.00	187.92	-187.92	0.00 %
001-515-522-30-10-01	Community Relations - Wages	322,000.00	322,000.00	34,556.54	169,844.98	152,155.02	52.75 %
001-515-522-30-10-02	Community Relations - Overtime	24,300.00	24,300.00	0.00	903.54	23,396.46	3.72 %
001-515-522-30-10-03	Community Relations - Leave Sell B...	17,000.00	17,000.00	0.00	5,674.22	11,325.78	33.38 %
001-515-522-30-20-05	Community Relations - Medical/De...	67,500.00	67,500.00	6,693.88	23,860.12	43,639.88	35.35 %
001-515-522-30-20-06	Community Relations - Retirement	35,000.00	35,000.00	2,263.89	14,467.43	20,532.57	41.34 %
001-515-522-30-20-07	Community Relations - Disability	1,000.00	1,000.00	102.58	509.94	490.06	50.99 %
001-515-522-30-20-08	Community Relations - Medicare	5,300.00	5,300.00	505.74	2,599.77	2,700.23	49.05 %
001-515-522-30-20-09	Community Relations - L&I	1,100.00	1,100.00	38.90	209.92	890.08	19.08 %
001-515-522-30-20-10	Community Relations - VEBA	3,000.00	3,000.00	200.00	1,800.00	1,200.00	60.00 %
001-515-522-30-20-13	Community Relations - Deferred C...	6,100.00	6,100.00	321.40	2,873.96	3,226.04	47.11 %
001-515-522-30-20-14	Community Relations - AD&D	200.00	200.00	0.00	148.20	51.80	74.10 %
001-515-522-30-20-15	Community Relations - Paid Family ...	800.00	800.00	73.05	372.57	427.43	46.57 %
001-515-522-30-31-01	Community Relations - Operating S...	32,000.00	32,000.00	4,550.20	17,979.10	14,020.90	56.18 %
001-515-522-30-31-02	Community Relations - First Aid/CPR...	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00 %
001-515-522-30-35-00	Community Relations - Small Tools...	10,000.00	10,000.00	120.29	4,054.19	5,945.81	40.54 %
001-515-522-30-41-00	Community Relations - Professional...	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
001-515-522-30-42-01	Community Relations - Postage/Shi...	56,500.00	56,500.00	12,685.21	48,666.03	7,833.97	86.13 %
001-515-522-30-43-00	Community Relations - Travel	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
001-515-522-30-48-00	Community Relations - Repair & Ma...	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
001-515-522-30-49-01	Community Relations - Printing & B...	57,000.00	57,000.00	0.00	34,563.62	22,436.38	60.64 %
001-515-522-30-49-02	Community Relations - Dues & Subs...	2,200.00	2,200.00	0.00	0.00	2,200.00	0.00 %
001-515-522-30-49-04	Community Relations - Software Lic...	5,100.00	5,100.00	0.00	3,889.71	1,210.29	76.27 %
001-515-522-30-49-06	Community Relations - Other Miscel...	1,500.00	1,500.00	234.39	946.49	553.51	63.10 %
001-515-522-45-49-02	Community Relations - Training Reg...	5,600.00	5,600.00	0.00	0.00	5,600.00	0.00 %
001-516-522-30-31-00	Strategic Analysis - Operating Suppl...	18,500.00	18,500.00	0.00	40.06	18,459.94	0.22 %
001-516-522-30-35-00	Strategic Analysis - Small Tools/Min...	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
001-516-522-30-41-00	Strategic Analysis - Professional Serv...	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
001-516-522-30-43-00	Strategic Analysis - Travel	11,550.00	11,550.00	236.50	2,967.86	8,582.14	25.70 %

Budget Report

For Fiscal: 2024 Period Ending: 09/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
001-516-522-30-49-02	Strategic Analysis - Dues & Subscript..	2,010.00	2,010.00	0.00	1,948.00	62.00	96.92 %
001-516-522-30-49-04	Strategic Analysis - Software Subscr...	132,450.00	132,450.00	1,026.61	119,688.21	12,761.79	90.36 %
001-516-522-45-49-02	Strategic Analysis - Training Registra...	8,850.00	8,850.00	710.00	3,855.00	4,995.00	43.56 %
	Expense Total:	86,105,044.40	90,910,934.36	8,455,335.94	61,046,252.74	29,864,681.62	67.15%
	Fund: 001 - General Fund Surplus (Deficit):	-1,421,261.72	-6,227,151.68	-7,067,404.54	-15,516,571.22	-9,289,419.54	249.18%
Fund: 002 - Retirement Reserve							
Revenue							
002-361-10-00-00	Investment Interest	100,000.00	100,000.00	27,942.34	253,962.17	153,962.17	253.96 %
002-369-91-00-01	Refunds & Reimbursements	0.00	0.00	0.00	2,031.23	2,031.23	0.00 %
002-397-00-00-00	Interfund Transfers In	1,200,640.00	1,200,640.00	300,160.00	900,480.00	-300,160.00	75.00 %
	Revenue Total:	1,300,640.00	1,300,640.00	328,102.34	1,156,473.40	-144,166.60	88.92%
Expense							
002-512-522-20-10-05	Non-Departmental - Leave Accrual ...	243,721.00	343,721.00	57,134.35	333,313.11	10,407.89	96.97 %
002-512-522-20-20-06	Non-Departmental - Retirement LE...	0.00	0.00	0.00	0.00	0.00	0.00 %
002-512-522-20-20-15	Non Departmental - Paid Family & ...	0.00	0.00	0.00	0.00	0.00	0.00 %
002-512-522-30-20-05	Non-Departmental - Retirement M...	414,000.00	414,000.00	28,523.78	242,043.14	171,956.86	58.46 %
002-512-522-30-20-08	Non Departmental - Retirement M...	0.00	0.00	2.66	120.01	-120.01	0.00 %
002-512-522-30-20-10	Non Departmental - Retirement VE...	0.00	72,500.00	5,950.28	112,785.60	-40,285.60	155.57 %
	Expense Total:	657,721.00	830,221.00	91,611.07	688,261.86	141,959.14	82.90%
	Fund: 002 - Retirement Reserve Surplus (Deficit):	642,919.00	470,419.00	236,491.27	468,211.54	-2,207.46	99.53%
Fund: 003 - Emergency Reserve							
Revenue							
003-361-10-00-00	Investment Interest	150,000.00	150,000.00	34,734.88	313,350.37	163,350.37	208.90 %
003-397-00-00-00	Interfund Transfers In	265,000.00	265,000.00	66,250.00	198,750.00	-66,250.00	75.00 %
	Revenue Total:	415,000.00	415,000.00	100,984.88	512,100.37	97,100.37	123.40%
	Fund: 003 - Emergency Reserve Total:	415,000.00	415,000.00	100,984.88	512,100.37	97,100.37	123.40%
Fund: 050 - Shop - Expense							
Revenue							
050-344-30-00-00	Charges for Services - External	560,000.00	560,000.00	80,337.82	399,103.12	-160,896.88	71.27 %
050-348-00-00-00	Charges for Services - Internal	2,273,180.00	2,273,180.00	241,675.01	1,293,761.69	-979,418.31	56.91 %
050-361-10-00-00	Investment Interest	8,800.00	8,800.00	2,351.76	26,018.30	17,218.30	295.66 %
050-369-10-00-00	Shop - Sale of Scrap	0.00	0.00	0.00	0.00	0.00	0.00 %
050-369-90-00-00	Refunds & Reimbursements	0.00	0.00	0.00	33,093.76	33,093.76	0.00 %
050-369-91-00-00	Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00 %
050-397-00-00-15	Transfer In from shop LBO	0.00	0.00	0.00	0.00	0.00	0.00 %
050-397-00-00-25	Transfer In From Shop Capital	0.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Total:	2,841,980.00	2,841,980.00	324,364.59	1,751,976.87	-1,090,003.13	61.65%
Expense							
050-511-522-45-49-01	Shop - Training	9,900.00	9,900.00	620.76	8,511.85	1,388.15	85.98 %
050-511-522-60-10-01	Shop - Regular Wages	1,161,600.00	1,161,600.00	97,457.06	777,274.36	384,325.64	66.91 %
050-511-522-60-10-02	Shop - Overtime	4,200.00	4,200.00	409.27	10,484.20	-6,284.20	249.62 %
050-511-522-60-10-03	Shop - Leave Sell Back	0.00	0.00	0.00	0.00	0.00	0.00 %
050-511-522-60-10-04	Shop - Comp	0.00	0.00	0.00	0.00	0.00	0.00 %
050-511-522-60-20-05	Shop - Medical/Dental	321,400.00	321,400.00	23,243.29	188,762.30	132,637.70	58.73 %
050-511-522-60-20-06	Shop - Retirement	111,100.00	111,100.00	8,915.62	73,736.89	37,363.11	66.37 %
050-511-522-60-20-07	Shop - Disability	11,300.00	11,300.00	892.92	7,380.15	3,919.85	65.31 %
050-511-522-60-20-08	Shop - Medicare	17,000.00	17,000.00	1,464.87	11,794.16	5,205.84	69.38 %
050-511-522-60-20-09	Shop - L&I	34,200.00	34,200.00	1,961.15	15,553.09	18,646.91	45.48 %
050-511-522-60-20-10	Shop - VEBA	0.00	0.00	0.00	0.00	0.00	0.00 %
050-511-522-60-20-13	Shop - Deferred Comp.	45,100.00	45,100.00	3,157.72	25,040.39	20,059.61	55.52 %
050-511-522-60-20-14	Shop - AD&D	4,100.00	4,100.00	0.00	2,633.78	1,466.22	64.24 %
050-511-522-60-20-15	Shop - Paid Family & Medical Leave	2,600.00	2,600.00	206.89	1,665.38	934.62	64.05 %
050-511-522-60-31-01	Shop - Uniforms & Protective eqpt.	4,550.00	4,550.00	60.43	1,619.55	2,930.45	35.59 %
050-511-522-60-31-02	Shop - Vehicle Supplies	5,000.00	5,000.00	0.00	16,414.77	-11,414.77	328.30 %
050-511-522-60-31-03	Shop - Office Supplies	1,000.00	1,000.00	0.00	240.66	759.34	24.07 %
050-511-522-60-31-04	Shop - Hydration Supplies	800.00	800.00	85.00	584.75	215.25	73.09 %

Budget Report

For Fiscal: 2024 Period Ending: 09/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
050-511-522-60-31-05	Shop - Shop Supplies	10,000.00	10,000.00	238.40	7,206.90	2,793.10	72.07 %
050-511-522-60-32-00	Shop - Fuel	4,800.00	4,800.00	412.54	2,669.79	2,130.21	55.62 %
050-511-522-60-34-01	Shop - Parts Inventory- Other Agenc...	800,000.00	800,000.00	51,661.54	435,814.16	364,185.84	54.48 %
050-511-522-60-35-00	Shop - Small Tools & Equipment	8,000.00	8,000.00	829.75	6,063.15	1,936.85	75.79 %
050-511-522-60-35-01	Shop - Tool Allowance	8,250.00	8,250.00	0.00	4,687.50	3,562.50	56.82 %
050-511-522-60-41-02	Shop - Professional Svs - Engine Ana...	4,400.00	4,400.00	0.00	0.00	4,400.00	0.00 %
050-511-522-60-41-03	Shop - Professional Services - Hazm...	2,500.00	2,500.00	547.20	1,361.46	1,138.54	54.46 %
050-511-522-60-41-04	Shop - Laundry	6,750.00	6,750.00	284.91	3,175.02	3,574.98	47.04 %
050-511-522-60-41-05	Shop - Vehicle Damage	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
050-511-522-60-41-06	Shop - Drug & Alcohol Testing	800.00	800.00	0.00	216.00	584.00	27.00 %
050-511-522-60-41-07	Shop - Computer Services	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
050-511-522-60-41-08	Shop - Software Maint. Fees	26,000.00	26,000.00	645.46	15,245.98	10,754.02	58.64 %
050-511-522-60-41-10	Shop - Professional Services - Misc.	1,000.00	1,000.00	0.00	912.47	87.53	91.25 %
050-511-522-60-41-11	Shop - Professional Services - Occu...	1,375.00	1,375.00	0.00	185.00	1,190.00	13.45 %
050-511-522-60-42-00	Shop - Communications	3,500.00	3,500.00	252.46	921.68	2,578.32	26.33 %
050-511-522-60-43-00	Shop - Travel	3,500.00	3,500.00	0.00	5,093.49	-1,593.49	145.53 %
050-511-522-60-44-00	Shop - Advertising	500.00	500.00	0.00	0.00	500.00	0.00 %
050-511-522-60-45-00	Shop - Rental Expense	0.00	0.00	0.00	0.00	0.00	0.00 %
050-511-522-60-47-01	Shop - Utilities	0.00	0.00	0.00	0.00	0.00	0.00 %
050-511-522-60-48-01	Shop - Repair & Maintenance- Tools...	5,000.00	5,000.00	632.54	2,688.45	2,311.55	53.77 %
050-511-522-60-49-01	Shop - Dues	175.00	175.00	100.00	100.00	75.00	57.14 %
050-511-522-60-49-04	Shop - Other Misc.	300.00	300.00	0.00	346.00	-46.00	115.33 %
050-511-586-60-49-01	Shop - Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00 %
050-511-597-00-00-00	Shop - Interfund Transfers to Shop f...	250,000.00	250,000.00	87,477.50	212,477.50	37,522.50	84.99 %
050-511-597-00-00-01	Shop - Interfund Transfers to Gener...	99,910.00	99,910.00	0.00	49,955.00	49,955.00	50.00 %
	Expense Total:	2,972,610.00	2,972,610.00	281,557.28	1,890,815.83	1,081,794.17	63.61%
	Fund: 050 - Shop - Expense Surplus (Deficit):	-130,630.00	-130,630.00	42,807.31	-138,838.96	-8,208.96	106.28%
Fund: 051 - Shop - Reserve							
Revenue							
051-361-10-00-00	Investment Interest	2,600.00	2,600.00	951.38	8,108.48	5,508.48	311.86 %
051-369-50-00-00	Carry Over - Other Distirtc	0.00	0.00	0.00	0.00	0.00	0.00 %
051-397-00-00-00	Interfund Transfers In	50,000.00	50,000.00	12,500.00	37,500.00	-12,500.00	75.00 %
	Revenue Total:	52,600.00	52,600.00	13,451.38	45,608.48	-6,991.52	86.71%
Expense							
051-511-522-60-10-03	Shop - Leave Accrual Buy-Out	30,300.00	30,300.00	0.00	0.00	30,300.00	0.00 %
	Expense Total:	30,300.00	30,300.00	0.00	0.00	30,300.00	0.00%
	Fund: 051 - Shop - Reserve Surplus (Deficit):	22,300.00	22,300.00	13,451.38	45,608.48	23,308.48	204.52%
Fund: 052 - Shop - Capital							
Revenue							
052-361-10-00-00	Investment Interest	8,600.00	8,600.00	3,255.35	28,100.32	19,500.32	326.75 %
052-369-50-00-00	Carry Over - Other Distirtc	0.00	0.00	0.00	0.00	0.00	0.00 %
052-397-00-00-00	Interfund Transfers In	200,000.00	200,000.00	50,000.00	150,000.00	-50,000.00	75.00 %
	Revenue Total:	208,600.00	208,600.00	53,255.35	178,100.32	-30,499.68	85.38%
Expense							
052-511-522-60-35-00	Shop Capital - Small Tools & Equip...	0.00	0.00	0.00	0.00	0.00	0.00 %
052-511-594-00-64-00	Capital Expenditures	50,000.00	50,000.00	0.00	44,847.42	5,152.58	89.69 %
	Expense Total:	50,000.00	50,000.00	0.00	44,847.42	5,152.58	89.69%
	Fund: 052 - Shop - Capital Surplus (Deficit):	158,600.00	158,600.00	53,255.35	133,252.90	-25,347.10	84.02%
Fund: 200 - Bond							
Revenue							
200-311-10-00-00	Regular Property Taxes	0.00	0.00	-17.77	183.24	183.24	0.00 %
200-361-10-00-00	Investment Interest	1,800.00	1,800.00	1,324.57	6,480.87	4,680.87	360.05 %
200-397-00-00-00	Transfers-In	519,017.00	519,017.00	129,753.00	389,259.00	-129,758.00	75.00 %
	Revenue Total:	520,817.00	520,817.00	131,059.80	395,923.11	-124,893.89	76.02%

Budget Report

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Expense						
200-507-591-22-71-01	Facilities - Principal Station Improv...	0.00	0.00	0.00	0.00	0.00 %
200-507-591-22-71-02	Facilities - Principal Admin Bldg. Bo...	161,000.00	161,000.00	0.00	161,000.00	0.00 %
200-507-591-89-71-02	Facilities - Principal Station 33 Bonds	210,000.00	210,000.00	0.00	210,000.00	0.00 %
200-507-592-22-83-01	Facilities - Interest Station Improve...	0.00	0.00	0.00	0.00	0.00 %
200-507-592-89-83-02	Facilities - Interest Station 33 Bonds	115,625.00	115,625.00	0.00	57,812.50	50.00 %
200-507-592-89-83-03	Facilities - Interest Admin. Bldg. Bo...	32,387.20	32,387.20	0.00	16,193.60	50.00 %
200-512-522-10-41-01	Non-Dept. - County Refund Interest ...	5.00	5.00	0.00	5.00	0.00 %
200-512-522-22-00-00	Non-Departmental - Bond Fee	0.00	0.00	0.00	0.00	0.00 %
	Expense Total:	519,017.20	519,017.20	0.00	74,006.10	14.26%
	Fund: 200 - Bond Surplus (Deficit):	1,799.80	1,799.80	131,059.80	321,917.01	17,886.27%

Fund: 201 - Voted Bonds

Revenue						
201-311-10-00-00	Regular Property Taxes	0.00	0.00	0.00	0.80	0.00 %
201-361-10-00-00	Investment Interest	200.00	200.00	47.80	425.36	212.68 %
201-369-50-00-00	Carry Over - Other Distirct	0.00	0.00	0.00	0.00	0.00 %
201-397-00-00-03	Transfer in from Construction fund	0.00	0.00	0.00	0.00	0.00 %
	Revenue Total:	200.00	200.00	47.80	426.16	213.08%
Expense						
201-512-589-10-41-01	Non-Dept. - County Refund Interest ...	0.00	0.00	0.00	0.00	0.00 %
	Expense Total:	0.00	0.00	0.00	0.00	0.00%
	Fund: 201 - Voted Bonds Surplus (Deficit):	200.00	200.00	47.80	426.16	213.08%

Fund: 300 - Construction

Revenue						
300-361-10-00-00	Investment Interest	200,000.00	200,000.00	119,897.84	930,326.41	465.16 %
300-362-40-00-00	Property Rent	19,400.00	19,400.00	0.00	15,900.00	81.96 %
300-362-40-00-01	Tower Rent	90,000.00	90,000.00	8,503.44	76,530.96	85.03 %
300-362-40-00-02	Admin. Bldg. Rent	241,950.00	241,950.00	20,162.52	181,462.68	75.00 %
300-369-91-00-01	Admin Bldg. Utility Reimbursements	13,500.00	13,500.00	729.75	8,457.89	62.65 %
300-369-91-00-02	Refunds & Reimbursements	0.00	0.00	759.80	759.80	0.00 %
300-395-10-00-00	Proceeds from Sale of Capital Asset ...	58,019.75	58,019.75	149,722.00	3,500,000.00	6,032.43 %
300-397-00-00-00	Interfund Transfers In	6,350,000.00	6,350,000.00	1,587,500.00	4,762,500.00	75.00 %
	Revenue Total:	6,972,869.75	6,972,869.75	1,887,275.35	9,475,937.74	135.90%
Expense						
300-507-522-50-41-00	Admin Building - Professional Servic...	0.00	0.00	1,316.63	15,404.82	0.00 %
300-507-522-50-47-00	Logistics - Admin Bldg. Utilities	26,910.00	26,910.00	1,548.52	15,219.81	56.56 %
300-507-522-50-48-00	Logistics - Admin Bldg. Maintenance	148,000.00	148,000.00	0.00	0.00	0.00 %
300-507-522-50-49-00	Logistics - Miscellaneous	0.00	0.00	149,722.00	149,722.00	0.00 %
300-507-594-50-62-00	Logistics - New Construction	6,000,000.00	6,000,000.00	3,050.00	80,332.73	1.34 %
300-507-594-50-62-01	Logistics - Other Improvements	328,547.00	328,547.00	0.00	83,254.63	25.34 %
300-507-594-50-62-08	Logistics - Other Projects	0.00	0.00	0.00	0.00	0.00 %
300-507-594-50-62-31	Logistics - Station Improvements - 31	266,529.00	1,010,825.00	18,850.23	35,265.03	3.49 %
300-507-594-50-62-32	Logistics - Station Improvements - 32	0.00	30,533.00	13,715.18	142,948.37	468.18 %
300-507-594-50-62-33	Logistics - Station Improvements - 33	2,156.00	2,156.00	0.00	0.00	0.00 %
300-507-594-50-62-71	Logistics - Station Improvements - 71	393,422.00	393,422.00	14,595.47	88,449.71	22.48 %
300-507-594-50-62-72	Logistics - Station Improvements - 72	0.00	0.00	0.00	21,941.25	0.00 %
300-507-594-50-62-74	Logistics Building	0.00	0.00	0.00	0.00	0.00 %
300-507-594-50-62-77	Logistics - Station Improvements - 77	19,000.00	19,000.00	0.00	0.00	0.00 %
300-507-594-50-62-81	Logistics - Station Improvements - 81	0.00	0.00	7,280.10	59,885.60	0.00 %
300-507-594-50-62-82	Logistics - Station Improvements - 82	0.00	256,841.00	0.00	0.00	0.00 %
300-507-594-50-62-83	Logistics - Station Improvements - 83	9,500.00	9,500.00	348,076.27	1,362,214.65	14,339.10 %
	Expense Total:	7,194,064.00	8,225,734.00	558,154.40	2,054,638.60	24.98%
	Fund: 300 - Construction Surplus (Deficit):	-221,194.25	-1,252,864.25	1,329,120.95	7,421,299.14	-592.35%

Fund: 301 - Apparatus Fund

Revenue						
301-361-10-00-00	Investment Interest	100,000.00	100,000.00	36,175.62	311,633.29	311.63 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
301-369-10-00-00	Sale of Surplus	0.00	0.00	0.00	0.00	0.00	0.00 %
301-397-00-00-00	Interfund Transfers In	2,700,000.00	2,700,000.00	675,000.00	2,025,000.00	-675,000.00	75.00 %
	Revenue Total:	2,800,000.00	2,800,000.00	711,175.62	2,336,633.29	-463,366.71	83.45%
Expense							
301-502-594-10-64-01	Admin - Capital Outlay Apparatus	120,000.00	158,949.00	0.00	132,672.92	26,276.08	83.47 %
301-504-594-22-64-02	Suppression - Capital Outlay - Appa...	0.00	1,119,192.00	504,685.16	521,182.58	598,009.42	46.57 %
301-504-594-22-75-02	Suppression - Capital Lease Prin. - L...	114,175.95	114,175.95	0.00	114,175.95	0.00	100.00 %
301-504-594-22-83-02	Suppression - Capital Lease Int. - La...	3,425.26	3,425.26	0.00	3,425.26	0.00	100.00 %
301-506-594-45-64-01	Training - Capital Outlay - Apparatus	0.00	69,002.00	0.00	0.00	69,002.00	0.00 %
301-507-594-22-64-02	Logistics - Capital Outlay Apparatus	0.00	100,000.00	0.00	0.00	100,000.00	0.00 %
301-509-594-22-64-03	EMS - Capital Outlay - Ambulance	1,120,000.00	1,960,000.00	0.00	0.00	1,960,000.00	0.00 %
301-512-522-10-41-02	Non-Departmental - Misc Banking F...	0.00	0.00	0.00	0.00	0.00	0.00 %
	Expense Total:	1,357,601.21	3,524,744.21	504,685.16	771,456.71	2,753,287.50	21.89%
	Fund: 301 - Apparatus Fund Surplus (Deficit):	1,442,398.79	-724,744.21	206,490.46	1,565,176.58	2,289,920.79	-215.96%

Fund: 303 - Equipment Replacement

Revenue							
303-331-97-00-00	Federal Direct Grants	0.00	0.00	0.00	0.00	0.00	0.00 %
303-361-10-00-00	Investment Interest	40,000.00	40,000.00	11,190.52	91,544.76	51,544.76	228.86 %
303-369-10-00-00	Sale of Surplus	0.00	0.00	0.00	0.00	0.00	0.00 %
303-369-90-00-00	Refunds and Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00 %
303-397-00-00-00	Interfund Transfers In	1,160,000.00	1,160,000.00	290,000.00	870,000.00	-290,000.00	75.00 %
	Revenue Total:	1,200,000.00	1,200,000.00	301,190.52	961,544.76	-238,455.24	80.13%

Expense							
303-501-594-10-64-00	Commissioner - Tools and Equipme...	5,871.00	5,871.00	0.00	0.00	5,871.00	0.00 %
303-501-594-10-64-01	Commissioner - Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00 %
303-502-594-10-64-00	Admin - Capital Outlay	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
303-502-594-10-64-01	Admin - Computer Replacements	46,951.00	46,951.00	0.00	0.00	46,951.00	0.00 %
303-502-594-10-64-04	Admin - Misc. Equipment Allowance	30,747.00	30,747.00	0.00	0.00	30,747.00	0.00 %
303-502-594-10-64-05	Admin - Investigations Camera Equip	12,500.00	12,500.00	0.00	0.00	12,500.00	0.00 %
303-504-591-22-70-00	Suppression - MDT Computers	65,364.00	65,364.00	1,800.56	7,178.04	58,185.96	10.98 %
303-504-594-20-64-00	Suppression - Hose & Hose Applian...	102,893.00	102,893.00	0.00	307.32	102,585.68	0.30 %
303-504-594-20-64-01	Suppression - Cylinders	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
303-504-594-20-64-04	Suppression - New Bunker Gear	240,000.00	240,000.00	119,881.92	274,646.79	-34,646.79	114.44 %
303-504-594-20-64-14	Suppression - SCBAs	0.00	0.00	0.00	5,966.55	-5,966.55	0.00 %
303-504-594-20-64-16	Suppression - Ballistic Armor	0.00	132,100.00	4,597.86	4,597.86	127,502.14	3.48 %
303-504-594-20-64-20	Suppression - Thermal Imaging Cam...	0.00	0.00	11,096.60	11,096.60	-11,096.60	0.00 %
303-505-594-30-64-01	Prevention - Knox Secure Devices	18,548.00	18,548.00	0.00	17,884.43	663.57	96.42 %
303-506-522-45-35-00	Training - Tools & Equip	4,153.00	4,153.00	0.00	0.00	4,153.00	0.00 %
303-507-522-50-35-02	Logistics - Other Equipment	2,762.00	2,762.00	0.00	0.00	2,762.00	0.00 %
303-507-594-50-64-00	Logistics - Station Capital Equipment	0.00	0.00	0.00	13,144.05	-13,144.05	0.00 %
303-507-594-50-64-01	Logistics - Station Mattresses and B...	20,259.00	39,928.00	0.00	5,257.32	34,670.68	13.17 %
303-507-594-50-64-02	Logistics - Station Recliners	13,048.00	13,048.00	2,832.48	8,955.34	4,092.66	68.63 %
303-509-591-22-70-00	EMS - MDT Computers	65,364.00	65,364.00	2,676.24	10,669.00	54,695.00	16.32 %
303-509-594-20-64-04	EMS - Lucas CPR	20,299.00	20,299.00	0.00	0.00	20,299.00	0.00 %
303-509-594-20-64-09	EMS - Knox Med Vault	15,000.00	15,000.00	0.00	566.69	14,433.31	3.78 %
303-509-594-20-64-11	EMS - EPCR Computers	84,413.00	112,671.00	48,415.47	112,678.71	-7.71	100.01 %
303-509-594-20-64-12	EMS - MSO Computers	3,791.00	3,791.00	0.00	0.00	3,791.00	0.00 %
303-509-594-20-64-13	EMS - AED's LP1000	16,883.00	16,883.00	0.00	0.00	16,883.00	0.00 %
303-509-594-20-64-14	EMS - Ballistic Armor	0.00	0.00	0.00	0.00	0.00	0.00 %
303-510-594-20-64-00	Health & Safety - Fitness Equipment	39,726.00	39,726.00	9,404.89	9,404.89	30,321.11	23.67 %
	Expense Total:	848,572.00	1,028,599.00	200,706.02	482,353.59	546,245.41	46.89%
	Fund: 303 - Equipment Replacement Surplus (Deficit):	351,428.00	171,401.00	100,484.50	479,191.17	307,790.17	279.57%

Fund: 630 - Excise Tax

Revenue							
630-389-30-00-00	Excise Tax	20,000.00	20,000.00	771.38	5,131.30	-14,868.70	25.66 %
	Revenue Total:	20,000.00	20,000.00	771.38	5,131.30	-14,868.70	25.66%

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Expense						
630-512-589-00-00-00						
Excise Tax - Non - Expenditure	20,000.00	20,000.00	771.38	5,131.30	14,868.70	25.66 %
Expense Total:	20,000.00	20,000.00	771.38	5,131.30	14,868.70	25.66%
Fund: 630 - Excise Tax Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00%
Report Surplus (Deficit):	1,261,559.62	-7,095,670.34	-4,853,210.84	-4,708,226.83	2,387,443.51	66.35%

Budget Report

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Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 001 - General Fund						
Revenue	84,683,782.68	84,683,782.68	1,387,931.40	45,529,681.52	-39,154,101.16	53.76%
Expense	86,105,044.40	90,910,934.36	8,455,335.94	61,046,252.74	29,864,681.62	67.15%
Fund: 001 - General Fund Surplus (Deficit):	-1,421,261.72	-6,227,151.68	-7,067,404.54	-15,516,571.22	-9,289,419.54	249.18%
Fund: 002 - Retirement Reserve						
Revenue	1,300,640.00	1,300,640.00	328,102.34	1,156,473.40	-144,166.60	88.92%
Expense	657,721.00	830,221.00	91,611.07	688,261.86	141,959.14	82.90%
Fund: 002 - Retirement Reserve Surplus (Deficit):	642,919.00	470,419.00	236,491.27	468,211.54	-2,207.46	99.53%
Fund: 003 - Emergency Reserve						
Revenue	415,000.00	415,000.00	100,984.88	512,100.37	97,100.37	123.40%
Fund: 003 - Emergency Reserve Total:	415,000.00	415,000.00	100,984.88	512,100.37	97,100.37	123.40%
Fund: 050 - Shop - Expense						
Revenue	2,841,980.00	2,841,980.00	324,364.59	1,751,976.87	-1,090,003.13	61.65%
Expense	2,972,610.00	2,972,610.00	281,557.28	1,890,815.83	1,081,794.17	63.61%
Fund: 050 - Shop - Expense Surplus (Deficit):	-130,630.00	-130,630.00	42,807.31	-138,838.96	-8,208.96	106.28%
Fund: 051 - Shop - Reserve						
Revenue	52,600.00	52,600.00	13,451.38	45,608.48	-6,991.52	86.71%
Expense	30,300.00	30,300.00	0.00	0.00	30,300.00	0.00%
Fund: 051 - Shop - Reserve Surplus (Deficit):	22,300.00	22,300.00	13,451.38	45,608.48	23,308.48	204.52%
Fund: 052 - Shop - Capital						
Revenue	208,600.00	208,600.00	53,255.35	178,100.32	-30,499.68	85.38%
Expense	50,000.00	50,000.00	0.00	44,847.42	5,152.58	89.69%
Fund: 052 - Shop - Capital Surplus (Deficit):	158,600.00	158,600.00	53,255.35	133,252.90	-25,347.10	84.02%
Fund: 200 - Bond						
Revenue	520,817.00	520,817.00	131,059.80	395,923.11	-124,893.89	76.02%
Expense	519,017.20	519,017.20	0.00	74,006.10	445,011.10	14.26%
Fund: 200 - Bond Surplus (Deficit):	1,799.80	1,799.80	131,059.80	321,917.01	320,117.21	17,886.27%
Fund: 201 - Voted Bonds						
Revenue	200.00	200.00	47.80	426.16	226.16	213.08%
Expense	0.00	0.00	0.00	0.00	0.00	0.00%
Fund: 201 - Voted Bonds Surplus (Deficit):	200.00	200.00	47.80	426.16	226.16	213.08%
Fund: 300 - Construction						
Revenue	6,972,869.75	6,972,869.75	1,887,275.35	9,475,937.74	2,503,067.99	135.90%
Expense	7,194,064.00	8,225,734.00	558,154.40	2,054,638.60	6,171,095.40	24.98%
Fund: 300 - Construction Surplus (Deficit):	-221,194.25	-1,252,864.25	1,329,120.95	7,421,299.14	8,674,163.39	-592.35%
Fund: 301 - Apparatus Fund						
Revenue	2,800,000.00	2,800,000.00	711,175.62	2,336,633.29	-463,366.71	83.45%
Expense	1,357,601.21	3,524,744.21	504,685.16	771,456.71	2,753,287.50	21.89%
Fund: 301 - Apparatus Fund Surplus (Deficit):	1,442,398.79	-724,744.21	206,490.46	1,565,176.58	2,289,920.79	-215.96%
Fund: 303 - Equipment Replacement						
Revenue	1,200,000.00	1,200,000.00	301,190.52	961,544.76	-238,455.24	80.13%
Expense	848,572.00	1,028,599.00	200,706.02	482,353.59	546,245.41	46.89%
Fund: 303 - Equipment Replacement Surplus (Deficit):	351,428.00	171,401.00	100,484.50	479,191.17	307,790.17	279.57%
Fund: 630 - Excise Tax						
Revenue	20,000.00	20,000.00	771.38	5,131.30	-14,868.70	25.66%
Expense	20,000.00	20,000.00	771.38	5,131.30	14,868.70	25.66%
Fund: 630 - Excise Tax Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00%
Report Surplus (Deficit):	1,261,559.62	-7,095,670.34	-4,853,210.84	-4,708,226.83	2,387,443.51	66.35%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - General Fund	-1,421,261.72	-6,227,151.68	-7,067,404.54	-15,516,571.22	-9,289,419.54
002 - Retirement Reserve	642,919.00	470,419.00	236,491.27	468,211.54	-2,207.46
003 - Emergency Reserve	415,000.00	415,000.00	100,984.88	512,100.37	97,100.37
050 - Shop - Expense	-130,630.00	-130,630.00	42,807.31	-138,838.96	-8,208.96
051 - Shop - Reserve	22,300.00	22,300.00	13,451.38	45,608.48	23,308.48
052 - Shop - Capital	158,600.00	158,600.00	53,255.35	133,252.90	-25,347.10
200 - Bond	1,799.80	1,799.80	131,059.80	321,917.01	320,117.21
201 - Voted Bonds	200.00	200.00	47.80	426.16	226.16
300 - Construction	-221,194.25	-1,252,864.25	1,329,120.95	7,421,299.14	8,674,163.39
301 - Apparatus Fund	1,442,398.79	-724,744.21	206,490.46	1,565,176.58	2,289,920.79
303 - Equipment Replacement	351,428.00	171,401.00	100,484.50	479,191.17	307,790.17
630 - Excise Tax	0.00	0.00	0.00	0.00	0.00
Report Surplus (Deficit):	1,261,559.62	-7,095,670.34	-4,853,210.84	-4,708,226.83	2,387,443.51



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:	CARES ILA with SCF		
Executive member responsible for guiding the initiative:	V. Read		
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<p>Since September 1st, 2020, Snohomish Regional Fire and Rescue has faced challenges in filling the Community Resource Paramedic position, despite efforts outlined in Memo number 2020-259. The absence of qualified candidates from Local 2781's bargaining group underscores broader issues within the role. Feedback from former community resource paramedics has shed light on significant challenges, including navigating the medical system without adequate support and the mismatch between paramedic training and the responsibilities of the role. Recognizing these obstacles, it is imperative to reevaluate and reframe the expectations associated with the Community Resource Paramedic position to better align with its intended purpose and attract suitable candidates.</p> <p>Challenges Identified:</p> <p>Navigating the Medical System Without Support: Former community resource paramedics have highlighted the complexities of navigating the medical system without sufficient support as a significant challenge. The absence of a network for collaboration and knowledge-sharing exacerbates this issue, leaving paramedics feeling isolated and ill-equipped to fulfill their duties effectively.</p> <p>Mismatched Skill Set and Expectations: Another critical challenge identified is the discrepancy between the skill set of trained paramedics and the expectations placed upon community resource paramedics. Paramedics are typically trained to deliver acute advanced care, whereas the role of a community resource paramedic demands a different skill set centered around empathy, patience, and a focus on the long-term health and well-being of patients.</p> <p>Snohomish Regional Fire and Rescue (SRFR) and South County Fire (SCF) recognize the importance of providing comprehensive healthcare services to residents within our communities.</p> <p>With a shared commitment to enhancing public safety and well-being, both organizations are embarking on a collaborative effort to expand SRFR's mobile healthcare services. This initiative aims to formalize an interlocal</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 			

agreement between SRFR and South County Fire, fostering a coordinated approach to deliver essential medical care directly to SRFR residents.

This interlocal agreement formally allows SRFR to seamlessly operate with SCF in a collaborative mobile integrated health services program. SCF will provide supervisory employees to implement delivery of a mobile integrated health program, provide training to SRFR staff and back-up and weekend day coverage to SRFR.

Financial Impact:

Expense: Increase Decrease N/A
 Revenue: Increase Decrease N/A

Total amount of initiative (attach amount breakdown if applicable):

Initial amount: \$177,132.80

Long-term annual amount(s): May be adjusted yearly based on SCF’s MIH Budget.

Currently Budgeted: Yes No Amount: \$177,132.80 in 2025 Draft Budget

Budget Amendment Needed: Yes No Amount:

- If yes: Fund(s)/line item(s) to be amended:

Risk Assessment:

Risk if approved: There is no identified risk if approved.

Risk if not approved: This ILA provides an opportunity to speed up SRFR’s ability provide MIH services to citizens while simultaneously supporting the member filling the CARES role. If not approved, SRFR would need to recreate a similar program costing valuable time.

Legal Review:

- Initiative conforms with District policy/procedure number (attach):
- Initiatives that require legal review (contracts, other initiatives):
 - Contracts
 - Has been reviewed and approved by legal
 - Includes all costs
 - Includes term
 - Includes ‘do not exceed’ language
- N/A

Presented to, and Approved by, Senior Staff

Yes No

Commissioner Sub-Committee Approval

Initiative presented to commissioner sub-committee: Yes No
 Approved by commissioner sub-committee: Yes No
 N/A:

For Fire Chief Approval:	<input type="checkbox"/> RAB document complete <input type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (Mindy Leber) <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>
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RAB Executive: Confirmed email sent to Board by Fire Chief	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Board of Fire Commissioners	<p>RAB initiatives go through the following process:</p> <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes) 4. At a second commissioner meeting, initiatives may be assigned as an action item for approval
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Execution:	It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.
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COLLABORATIVE SERVICES AGREEMENT

This Agreement is entered into between SNOHOMISH REGIONAL FIRE AND RESCUE, a municipal corporation, hereafter referred to as "SRFR", and SOUTH COUNTY FIRE, a municipal corporation, hereafter referred to as "SCF."

RECITALS

1. This agreement is entered into under the authority of RCW 52.12.031 and in conformity with chapter 39.34 RCW, the Interlocal Cooperation Act.
2. SRFR and SCF currently maintains and operates their own fire based operations to provide fire protection, fire suppression and emergency medical services in their respective areas.
3. It is recognized that SRFR and SCF have personnel that are performing similar tasks on a daily basis and that have varied talents, skills, and expertise; and by allowing the personnel to coordinate and collaborate, the skills and abilities of the individuals could be used in a manner that increases the level of service and care provided to the citizens of both parties.
4. Both parties desire to provide fire and emergency medical services at the highest possible efficiency level while managing the costs by eliminating duplication of effort and/or expenses where feasible and making the most effective use of combined resources.
5. The parties desire to cooperate and to coordinate programs, projects, and services while providing, maintaining or enhancing the service levels established by the governing body of each party.
6. The parties have concluded that collaboration would provide the highest level of service with the least duplication and cost and allow for the completion of functions not possible within current funding.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises and benefits contained herein, it is agreed between the parties as follows:

1. **Scope of Agreement**

- 1.1. The scope of this Agreement includes fire and emergency medical services and intentionally allows for collaboration in the delivery of such services, through collaborative projects, programs, using combined resources and personnel. (collectively referred to as "Collaborative Activities")
- 1.2. Each entity shall retain full authority for and jurisdiction over such issues as boundaries, elections, and budgets and other matters not specifically addressed in this Agreement.
- 1.3. The Fire Chiefs of SRFR and SCF shall determine, identify and implement Collaborative Activities under this Agreement by identifying the scope of the Collaborative Activity and the budgetary needs of the Collaborative Activity in the form of Collaborative Activities Exhibits to this Agreement. Collaborative Activities Exhibits shall become a binding part of this Agreement upon approval by SRFR and SCF Fire Chiefs. Each Collaborative Activities Exhibit

shall be independently subject to the termination provisions in Section 2 unless a different termination period is specified in the Collaborative Activities Exhibit.

1.4. The initial Collaborative Activities Exhibits to this Agreement are:

1.4.1. Exhibit A – Mobile Integrated Health Services

1.5. Both parties shall maintain a duplicate original of this Agreement with all current and future Collaborative Activities Exhibits attached.

2. Term. This Agreement and Collaborative Activities Exhibits shall be effective on execution by both parties and shall continue until either party shall give to the other 30 days written notice of termination of the Agreement or an individual Collaborative Activities Exhibits.

3. Employment Status.

3.1. SRFR Personnel. SRFR personnel who provide services under this Agreement shall remain personnel of SRFR and shall not be considered personnel of SCF. SRFR shall, at all times, be solely responsible for the conduct of its personnel in performing the services called for in this Agreement and shall be solely responsible for all compensation, benefits and insurance for its personnel. SRFR personnel shall not be entitled to any benefit provided to personnel of SCF.

3.2. SCF Personnel. SCF personnel who provide services under this Agreement shall remain personnel of SCF and shall not be considered personnel of SRFR. SCF shall, at all times, be solely responsible for the conduct of its personnel in performing the services called for in this Agreement and shall be solely responsible for all compensation, benefits and insurance for its personnel. SCF personnel shall not be entitled to any benefit provided to personnel of SRFR.

4. Finances. Each party shall remain responsible for the financial operation of its own Fire Department, the preparation of its budget and the levying of its tax levy and benefit charge. The parties recognize that each party will be contributing a similar amount of resources to the identified Collaborative Activities and neither party will seek additional compensation from the other unless such additional compensation is specifically identified in a Collaborative Activities Exhibit.

5. Indemnification and Hold Harmless. Each party agrees to defend, indemnify, and hold harmless the other party and each of its employees, officials, agents, and volunteers from any and all losses, claims, liabilities, lawsuits, or legal judgments arising out of any negligent or willfully tortious actions or inactions by the performing party or any of its employees, officials, agents, or volunteers, while acting within the scope of the duties required by this Agreement. This provision shall survive the expiration of this Agreement. It is further specifically and expressly understood that the indemnification provided herein constitutes each party's waiver of immunity under industrial insurance, Title 51 RCW, solely to carry out the purposes of this indemnification clause. The parties further acknowledge that they have mutually negotiated this waiver.

6. Insurance. Each of the parties shall provide insurance coverage for all operations, facilities, equipment and personnel of its agency. Each party shall furnish to the other party appropriate documentation showing that such coverage is in effect.

7. Dispute Resolution.

- 7.1. Prior to any other action, the parties shall meet and attempt to negotiate a resolution to such dispute.
- 7.2. If the parties are unable to resolve a dispute regarding this Agreement through negotiation, either party may demand mediation through a process to be mutually agreed to in good faith between the parties within 30 days. The parties shall share equally the costs of mediation and each party shall be responsible for their own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.
- 7.3. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute then, within 30 calendar days, either party may submit the dispute to arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the Snohomish County Superior Court, Snohomish County, Washington, as amended, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator selected pursuant to the Mandatory Arbitration Rules with both parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. Each party shall be responsible for its own costs in preparing for and participating in the arbitration, including expert witness fees and reasonable attorney's fees.
- 7.4. Following the arbitrator's issuance of a ruling/award, either party shall have 30 calendar days from the date of the ruling/award to file and serve a demand for a bench trial de novo in the Snohomish County Superior Court. The court shall determine all questions of law and fact without empanelling a jury for any purpose. If the party demanding the trial de novo does not improve its position from the arbitrator's ruling/award following a final judgment, that party shall pay all costs, expenses and attorney fees to the other party, including all costs, attorney fees and expenses associated with any appeals.
- 7.5. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party 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.

8. Miscellaneous:

- 8.1. **Administration.** This Agreement shall be administered by the Fire Chiefs or Designees.
- 8.2. **Property Ownership.** This Agreement does not provide for jointly owned property unless specific provision is made for joint ownership in a Collaborative Activities Exhibit. All property presently owned or hereafter acquired by a party to enable it to perform the services required under this Agreement, shall remain the property of the acquiring party in the event of the termination of this agreement.
- 8.3. **Notices.** All notices, requests, demands and other communications required by this agreement shall be in writing and, except as expressly provided elsewhere in this agreement, shall be deemed to have been given at the time of delivery if personally delivered or at the time of mailing

if mailed by first class, postage pre-paid and addressed to the party at its address as stated in this agreement or at such address as any party may designate at any time in writing.

8.4. Severability. If any provision of this agreement or its application is held invalid, the remainder of the agreement or the application of the remainder of the agreement shall not be affected.

8.5. Modification. This agreement represents the entire agreement between the parties. No change, termination or attempted waiver of any of the provisions of this agreement shall be binding on either of the parties unless executed in writing by authorized representatives of each of the parties. The agreement shall not be modified, supplemented or otherwise affected by the course of dealing between the parties.

8.6. 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.

8.7. Non-Exclusive Agreement. The parties to this agreement shall not be precluded from entering into similar agreements with other municipal corporations.

8.8. Filing/Web Site. Filing/Web Site. This Agreement shall either be filed with the County Auditor or by listing on either of the party’s websites in accordance with RCW 39.34.040.

**SNOHOMISH REGIONAL
FIRE AND RESCUE**

SOUTH COUNTY FIRE

By: _____
Kevin O’Brien, Fire Chief

By: _____
Robert Eastman, Fire Chief

DATE: _____

DATE: _____

NOTICES TO BE SENT TO:

NOTICES TO BE SENT TO:

**EXHIBIT A
COLLABORATIVE ACTIVITIES
MOBILE INTEGRATED HEALTH SERVICES**

1. SCF has established and operates a Mobile Integrated Health Services division “MIH” that serves SCF areas.
2. SRFR intends to establish a MIH division that serves SRFR areas.
3. SCF agrees to provide SRFR with the following resources to assist SRFR in establishing its MIH division.
 - 3.1. SCF shall provide MIH supervisory employees to supervise SRFR MIH division employees in the delivery of MIH.
 - 3.2. SCF staff shall provide training to SRFR staff.
 - 3.3. SCF agrees to provide SRFR with MIH coverage (as staffing allows) Friday through Sunday from 0800 – 1700.
4. SRFR shall provide SCF with the following:
 - 4.1. SRFR shall provide its own staffing and administrative support for MIH delivery.
 - 4.2. SRFR shall pay to SCF eight percent of SCF’s CRP budget actual expenditures on a biannual basis. SCF shall submit a detailed invoice on January 1 and July 1 of each year documenting the prior six month’s expenditures and SRFR shall pay such amounts within 30 days of receipt.
5. This Collaborative Activities Exhibit will be effective on execution by both agencies and will continue until _____ 20____, unless terminated earlier by either party with _____ months advance notice.

Effective Date: _____

**SNOHOMISH REGIONAL
FIRE AND RESCUE**

SOUTH COUNTY FIRE

By: _____
Kevin O’Brien, Fire Chief

By: _____
Robert Eastman, Fire Chief



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:	2024- Braun Medic Unit Purchase																												
Executive member responsible for guiding the initiative:	DC Rasmussen																												
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution																											
Initiative Description:	<p>This RAB is for the purchase of the three new EMS units that were originally budgeted for in 2022. Due to supply chain issues and delays at Braun this purchase was moved to 2024.</p> <p>In 2023 we reserved three Ford F-450 4x4 Chassis due to availability issues that will be used for the three new units.</p> <p>The EMS Spec Committee has spent the last year working with Braun Northwest on the Specs for the three new EMS Units. A big thank you to the Committee.</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:	Expense: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ 1,071,748.53 Long-term annual amount(s): \$																												
	<table border="1"> <tr> <td>Unit Price per unit/ SFRF Spec</td> <td>\$303,665.00</td> </tr> <tr> <td>HGAC Discount</td> <td><\$1500.00></td> </tr> <tr> <td>Multi Vehicle Discount</td> <td><\$1500.00></td> </tr> <tr> <td>Sub Total per unit:</td> <td>\$300,665.00</td> </tr> <tr> <td>Sub Total x 3 Units</td> <td>\$901,995.00</td> </tr> <tr> <td>HGAC Fee</td> <td>\$1000.00</td> </tr> <tr> <td>Total for 3-Units</td> <td>\$902,995.00</td> </tr> <tr> <td>Chassis Discount</td> <td><\$12,000.00></td> </tr> <tr> <td>Sub Total 3 Units with Chassis Discount</td> <td>\$890,995.00</td> </tr> <tr> <td>Sales tax 9.4%</td> <td>83,753.53</td> </tr> <tr> <td>Do not Exceed amount of 10%</td> <td>97,000.00</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Total: 3- Braun NW F-450 4x4 EMS Units</td> <td>\$1,071,748.53</td> </tr> </table>			Unit Price per unit/ SFRF Spec	\$303,665.00	HGAC Discount	<\$1500.00>	Multi Vehicle Discount	<\$1500.00>	Sub Total per unit:	\$300,665.00	Sub Total x 3 Units	\$901,995.00	HGAC Fee	\$1000.00	Total for 3-Units	\$902,995.00	Chassis Discount	<\$12,000.00>	Sub Total 3 Units with Chassis Discount	\$890,995.00	Sales tax 9.4%	83,753.53	Do not Exceed amount of 10%	97,000.00			Total: 3- Braun NW F-450 4x4 EMS Units	\$1,071,748.53
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Total: 3- Braun NW F-450 4x4 EMS Units	\$1,071,748.53																												

	<p>Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ 840,000.00 (2022)</p> <p>There is an increase in estimated cost from our quote for budgeting purposes of \$231,748.53 due to inflation and the Do Not Exceed change order amount of 10 %.</p> <p>Chassis costs of \$170,985.00 plus tax will be paid upfront to get the Chassis Discount of \$4,000.00 per unit. The remaining costs will be paid when units are complete and SRFR takes delivery. Tentatively 2026.</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:
<p>Risk Assessment:</p>	<p>Risk if approved: None</p> <p>Risk if not approved: Further delay in purchasing much needed EMS Units.</p>
<p>Legal Review:</p>	<p><input checked="" 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 type="checkbox"/> N/A</p>
<p>Presented to, and Approved by, Senior Staff</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Commissioner Sub-Committee Approval</p>	<p>Initiative presented to commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>N/A: <input type="checkbox"/></p>
<p>For Fire Chief Approval:</p>	<p><input type="checkbox"/> RAB document complete</p> <p><input type="checkbox"/> Supporting documentation attached</p> <p><input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (<i>boardpacket@srfr.org</i>)</p>

Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution

Fire Chief will coordinate with Senior Staff for RAB introduction

RAB Executive: Confirmed email sent to Board by Fire Chief

Yes No

Board of Fire Commissioners

RAB initiatives go through the following process:

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

Execution:

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



150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

HGAC PROPOSAL

September 25, 2024

Snohomish Regional Fire & Rescue
Attn: Ron Rasmussen
163 Village Court
Monroe, WA 98272
ron.rasmussen@srfr.org

RE: Three (3) 2025 North Star 167-1 Ambulances

Braun Northwest is pleased to offer the following proposal which is based upon HGAC contract AM10-23:

Three (3) 2025 North Star 167-1 Ambulances on “signed for but not paid for” 2024 Ford F-450 4x4 Ambulance Prep gas chassis per enclosed specifications dated 9/23/2024 and drawings dated 6/26/2024.

Base price HGAC AM23CA07.....	\$235,296.00
Published/Customization options taken	\$ 68,369.00
HGAC Buy discount	<\$ 1,500.00>
Multi Vehicle discount	<\$ 1,500.00>
Subtotal for one (1) vehicle	<u>\$300,665.00</u>
Subtotal for three (3) vehicles	\$ 901,995.00
HGAC Fee	\$ 1,000.00
Total for three (3) vehicles F.O.B. Chehalis, WA	<u>\$902,995.00*</u>

Sales tax not included

F.O.B.: Chehalis, Washington

Delivery: Approximately 530 – 580 days, based upon current manufacturing plan and receipt of chassis.

Terms: Ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.

**Note: Above pricing includes a chassis flooring fee. You will be notified as soon as the chassis arrives at Braun Northwest. If chassis is paid in full within 30-days of arrival a credit will be issued (See Options Page). (Note: This bid is contingent on use of customer’s Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount. Braun Northwest, Inc. is a Washington dealer (0991-A) with insurance information available upon request.*

Respectfully Submitted by:
Braun Northwest, Inc.

Tami McCallum, V.P. of Sales

Date:

We agree to accept the above proposal:
Snohomish Regional Fire & Rescue

Signature

Date

Printed Name

Title



EMERGENCY VEHICLES

TM
cc JJ
Enclosures: Option page, specifications, drawings.

**OPTIONS
FOR
*Snohomish Regional Fire & Rescue
Monroe, Washington***

Please indicate if you want the following options by initialing in the space provided and checking the appropriate "yes" or "no" box, then sign where indicated below. After completion, please return this original form to our office along with the original proposal.

Thank you!

- 1. Pay for chassis in full within 30-days of receipt of chassis at Braun Northwest.
 DEDUCT PER UNIT <\$4,000.00>
 Do you want this option? Yes No _____ initials

(NOTE: THIS PRICING DOES NOT INCLUDE SALES TAX.)

APPROVED BY: *(Please initial above choice (s) & sign below)*

(Signature)	(Date)	(Printed Name)	(Title)
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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:		2025-5-Spartan Pumper Purchase and 1- LT 110' NXT Aerial Quint Apparatus									
Executive member responsible for guiding the initiative:		DC Rasmussen									
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution									
Initiative Description:		This RAB is for the purchase of 5-Spartan Pumpers and 1-NXT Aerial Quint Apparatus per the Districts Capital Apparatus replacement plan. This purchase will Standardize and replace aging first out apparatus throughout the district.									
<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 		<p>The 5 Spartan Pumpers and 1-NXT 110' Aerial Quint will match the current specs of the 5 Pumpers we just received and the Aerial that we will receive in September of 2025.</p> <p>We saw a significant price increase from our last purchase of 5 Pumpers and 1-Aerial Quint. The increase was due to the market increase in the cost of aluminum and steel \$\$\$.</p> <p>The price includes a multi-unit discount of \$56,333.00 per unit and 100% pre-payment discount of \$114,027.00 per pumper and \$204,407.00 Per Aerial Unit.</p> <p>Total Applied Discount of \$1,056,207.00</p>									
Financial Impact:		Expense: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A									
		Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A									
		Total amount of initiative (attach amount breakdown if applicable): \$									
		Initial amount: \$ 9,050,459.36									
		Long-term annual amount(s):									
		<table border="1"> <tr> <td>5-Spartan Pumpers & 1- 110' Aerial Quint with 100% pre-Payment Discount</td> <td>\$7,521,444.00</td> </tr> <tr> <td>Tax @ 9.4%</td> <td>\$707,015.36</td> </tr> <tr> <td>Do not Exceed amount of 10%</td> <td>\$822,000.00</td> </tr> <tr> <td>Total:</td> <td>\$9,050,459.36</td> </tr> </table>		5-Spartan Pumpers & 1- 110' Aerial Quint with 100% pre-Payment Discount	\$7,521,444.00	Tax @ 9.4%	\$707,015.36	Do not Exceed amount of 10%	\$822,000.00	Total:	\$9,050,459.36
5-Spartan Pumpers & 1- 110' Aerial Quint with 100% pre-Payment Discount	\$7,521,444.00										
Tax @ 9.4%	\$707,015.36										
Do not Exceed amount of 10%	\$822,000.00										
Total:	\$9,050,459.36										

❖ Pre-Payment would need to be paid in February of 2025

Currently Budgeted: Yes No Amount: \$ \$7,521,440.00

There is an increase in estimated cost of \$ 1,529,015.36 to cover sales tax due at delivery in 2027 and the Do Not Exceed change order amount of 10%.

Budget Amendment Needed: Yes No Amount: \$

- If yes: Fund(s)/line item(s) to be amended:

Risk Assessment:

Risk if approved: None

Risk if not approved: Further delay in purchasing could result in an increase in cost due to inflation and increased maintenance costs of our aging fleet.

If purchase is delayed there could be an increase in cost due to upcoming engine change from the X12 to the new X10 which is about \$55,000 per engine.

Legal Review:

- Initiative conforms with District policy/procedure number (attach):
- Initiatives that require legal review (contracts, other initiatives):
 - Contracts
 - Has been reviewed and approved by legal
 - Includes all costs
 - Includes term
 - Includes 'do not exceed' language
- N/A

Presented to, and Approved by, Senior Staff

Yes No

Commissioner Sub-Committee Approval

Initiative presented to commissioner sub-committee: Yes No
 Approved by commissioner sub-committee: Yes No
 N/A:

For Fire Chief Approval:

- RAB document complete
- Supporting documentation attached

Information sent to Fire Chief, Senior Staff, and Board Support (*boardpacket@sfr.org*)

Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution

Fire Chief will coordinate with Senior Staff for RAB introduction

RAB Executive: Confirmed email sent to Board by Fire Chief

Yes No

Board of Fire Commissioners

RAB initiatives go through the following process:

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

Execution:

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



7445 Lowland Dr., Burnaby, British Columbia V5J 5A8 – Office: (604) 430-4274 Fax: (604) 439-7926
 3150 SE Century Blvd, Suite 100, Hillsboro, Oregon 97123 – Office: (800) 780-4951 Fax: (503) 848-0848
 3707B 124th Street NE, Suite 5B, Marysville, Washington 98271 – Office: (360) 653-7844 Fax: (360) 653-7922

CONTRACT

THIS CONTRACT (purchase agreement) is made by and between True North Emergency Equipment hereinafter referred to as “Seller” and **SNOHOMISH REGIONAL FIRE & RESCUE** hereinafter to as “Customer”. This Contract will not become binding upon Seller until it is executed by an officer of Seller, and the effective date of the Contract (“Effective Date”) will be the date that the Seller’s officer executes the Contract. The parties hereby agree as follows:

(1.0) Subject to the terms of this Contract, Seller shall furnish, and Customer shall purchase **One (1) New Ladder Tower 110’ NXT Aerial Apparatus featuring new 2026 Spartan Gladiator MFD Flat Roof Cab & Chassis & Equipment** (“Apparatus and Equipment”) described and in accordance in all material respects with the proposal (“Proposal”). The terms set forth in the Proposal, including without limitation the Original Specifications, are incorporated into, and made a part of, this Contract.

(2.0) This Contract for Apparatus and Equipment conforms to all Federal Department of Transportation (DOT) and Environmental Protection Agency (EPA) rules and regulations and to all National Fire Protection Association (NFPA) Guidelines for Automotive Fire Apparatus in effect as of the Effective Date. Any increased costs incurred by Seller because of required changes in or additions to such DOT, EPA or NFPA standards during the duration of this contract will be passed along to Customer as an addition to the Purchase Price set forth below.

(3.0) The Apparatus and Equipment shall be ready for delivery from the apparatus manufacturer’s factory within **875 days after the Effective Date of this agreement and customer approved Preconstruction Change Order A. This delivery timeframe is contingent on completion of a pre-construction meeting and corresponding signed change order returned to the factory with 75 days of the effective date of this contract. All days exceeding 75 days will be added to the above-mentioned delivery timeframe.** Any delays in this date created by “Customer” requested modifications to the proposal specifications, including additional dealer up-fitting/modifications, requested change order approvals, requested Customer inspection timelines, or other required information for the Apparatus and Equipment, as may result from a delay caused by Customer may result in an extension of the above referenced delivery timeline by the amount of time Seller requires, in its sole but reasonable discretion, to furnish the Apparatus and Equipment following Customer’s delay, but in any event by at least the duration of Customer’s delay.

(4.0) A competent service representative in the full time employ of the Seller shall, upon request, be provided to demonstrate any Apparatus and Equipment and/or to give Customer’s employees the necessary instructions in the operation and handling of any Apparatus or Equipment.

(5.0) In exchange for the Apparatus and Equipment, Customer agrees to pay Seller the sum of **One Million, Eight Hundred, Sixty Thousand, One Hundred, Forty-Four Dollars (\$1,860,144.00) (Purchase Price).** **NOTE: This amount includes a 100% performance bond as stipulated in proposal specifications.**

(5.1) *Purchase Price does NOT include any applicable tax and/or licensing fees. These will be invoiced and are to be paid by the purchaser at the time of delivery. Our standard payment terms and conditions are requested as follows: We are requesting that 100 percent (100%) of the contract value be paid within 90 days of the contract signing.

(5.2) Purchase Price listed includes a 100% prepayment discount of (-\$204,407.00) for a 100% prepayment of \$1,860,144.00 due within 90 days of contract signing.

(5.3) Interest at 12 percent per annum, payable monthly, shall be charged on all past due payments. If more than one item of Apparatus and Equipment is covered by this Contract, the above terms of payment shall apply to each item, and an invoice covering each item shall be rendered in the proper amount and paid upon delivery of the item.

(5.4) In the event the Apparatus and Equipment is placed in service prior to payment in full, Seller reserves the right to charge a rental fee of Three Hundred Fifty Dollars (\$350.00) per day.

(6.0) Acceptance of Apparatus and Equipment shall occur immediately after completion of a final inspection by a representative of Customer at the location of the Customer, completion of any discrepancy list, and shipment of Apparatus and Equipment from the Seller's factory location to the location of the Customer. Upon completion of the final inspection and related discrepancy list, the Apparatus and Equipment shall be conclusively determined to be in full compliance with the terms of this Contract, including without limitation the Original Specifications. Seller will not surrender to Customer the title to or the statement of origin for any Apparatus or Equipment or provide Customer with any other documentation regarding ownership of any Apparatus or Equipment until Seller has received full payment of the Purchase Price.

(7.0) Seller shall not be liable to Customer or to anyone else for consequential, incidental, special, exemplary, indirect or punitive damages arising from any defect, delay, non-delivery, recall or other breach by Seller, including but not limited to personal injury, death, property damage, lost profits, or other economic injury. Seller shall not be liable to Customer or anyone else in tort for any negligent design or manufacture of any body or other part of Apparatus or Equipment, or for the omission of any warning with respect thereto.

(8.0) Customer shall indemnify Seller against, and hold Seller, its agents, employees, officers and directors harmless from, any and all claims, action, suits and proceedings, costs, expenses, damages and liabilities, whether based in negligence, tort, strict liability or otherwise, including attorney's fees and costs, arising out of, connected with, or resulting from this Contract or the Apparatus or Equipment, except to the extent such claims, action, suits and proceedings, costs, expenses, damages or liabilities arise from the Seller's breach of its obligations under this Contract.

(9.0) Seller warrants that, at the time of delivery, the Apparatus and Equipment shall comply in all material respects with the Original Specifications.

The implied warranties of merchantability and fitness for a particular purpose, as set forth in sections 62A.2-314 and -315 of the Revised Code of Washington, shall apply to the Apparatus and Equipment. These implied warranties shall apply even though they may be disclaimed in an attachment to this Agreement or other documents supplied by the Seller, such that this section shall prevail over such disclaimer, and such disclaimer shall not apply. The inspection of or failure to inspect the Apparatus and Equipment shall not constitute a waiver or cancellation of the implied warranties.

If, during the first year of the warranty, the Apparatus and Equipment or any component, unit, or subsystem is repaired, rebuilt, or replaced pursuant to this Agreement, such warranty work, component, unit, or subsystem shall have the remaining unexpired warranty of the Apparatus and Equipment, or a warranty of six (6) months, whichever period is longer.

Seller shall provide all paperwork relating to warranty coverage of the Apparatus and Equipment or their components to Customer upon delivery of the Apparatus and Equipment. In the event of any discrepancy or inconsistency between the paperwork and this Agreement, the provisions providing the greatest warranty protection to the Customer shall control.

The warranty periods set forth in this Agreement shall not begin to run until the Apparatus and Equipment is placed in-service by Customer. Customer will promptly notify Seller of the date the Apparatus and Equipment is placed in service and the mileage of the Apparatus and Equipment when it is placed in-service. This must be accomplished within 45-60 days after acceptance. Periods beyond that date will require approval by the OEM or component manufacturer. The Customer shall be responsible for notifying Seller of the mileage at the time the Equipment is placed in service and shall provide signed copies of all warranty and necessary acceptance documents.

In the event a component manufacturer requires that the Customer register its purchase to make effective a component manufacturer's warranty, Seller shall take all steps necessary to assist Customer to register such purchases or components with the component manufacturer, however; outside the base two (2) year warranty, the Customer shall be responsible to assure all warranty registrations are completed and submitted.

(10.0) Seller shall not be liable if performance failure arises out of causes beyond its reasonable control, which causes shall include without limitation acts of God, war, fires, floods, difficulty in procuring materials, equipment or tooling

failure, freight embargoes, order of any court, strike, lockout, shortage of labor, failure or delays by suppliers or contractors, or legislative or governmental, or other, prohibitions or restrictions.

(11.0) The Apparatus and Equipment shall remain the property of Seller until the entire Purchase Price for each and every item of Apparatus and Equipment has been paid. In case of a default in payment, Seller may take full possession of the Apparatus and Equipment, or of the item or items upon which default has been made, and any payments that have been made shall be applied as payment for the use of the Apparatus and Equipment up to the date Seller takes possession.

(12.0) This Contract will only be binding on Seller after it is signed and approved by an officer of Seller. This Contract (which includes the other documents referenced in this Contract) embody the entire agreement and understanding between the parties with respect to the subject matter of this Contract and supersede all prior oral or written agreements and understandings relating to the subject matter of this Contract. No statement, representation, warranty, covenant or agreement of any kind not expressly set forth in this Contract shall affect, or be used to interpret, change or restrict, the express terms and provisions of this Contract. This Contract cannot be altered or modified except by mutual written agreement signed by the parties.

(12.1) The Customer representative signing this Contract on Customer's behalf represents and warrants that he or she has the authority to sign this Contract and that all necessary action has been taken by Customer to authorize Customer's execution of and performance under this Contract.

(13.0) In the event that any court of competent jurisdiction shall determine that any provision, or any portion thereof, contained in this Contract shall be unenforceable in any respect, then the provision shall be deemed limited to the extent that the court deems it enforceable, and as so limited shall remain in full force and effect. In the event that the court shall deem any provision, or portion thereof, wholly unenforceable, the remaining provisions of this Contract shall nevertheless remain in full force and effect.

(14.0) This Contract shall be governed by and construed in accordance with the laws of the State of Washington without giving effect to principles of conflict of laws. Customer irrevocably and unconditionally (a) agrees that any suit, action, or other legal proceeding arising out of or relating to this Contract may, at the option, be brought in a court of record of the State of Washington in Snohomish County (b) consents to the jurisdiction of each such court in any such suit, action or proceeding; and (c) waives any objection that it may have to the laying of venue of any such suit, action, or proceeding in any of such courts.

(15.0) Rejection.

- 15.1.** Customer reserves the right to inspect the Apparatus and Equipment for any defects, irregularities, non-conformities, and defects in workmanship and appearance, and to reject a non-conforming warrantable defect. Customer will notify Seller of the rejection within seventy-two hours of the discovery of the non-conforming warrantable defect. Customer will also provide Seller with a written description of the reason(s) for rejection. Customer will hold the Apparatus and Equipment in its possession with reasonable care at Seller's disposition for a time sufficient to permit Seller to facilitate repairs at Customer's location or if required, a Seller service facility. If Seller gives no instructions within a reasonable time after notification of the rejection, Customer will store the Apparatus and Equipment at Seller's expense and such expense shall become a security interest in favor of Customer. The parties understand that in the case of rejection, Customer is required to store the Apparatus and Equipment in an enclosed area.

(16.0) Cure.

- 16.1.** If Customer has rejected the Apparatus and Equipment for a warrantable defect or non-conformity, or the Apparatus and Equipment has or develops a warrantable defect after acceptance of the Apparatus and Equipment, Seller shall have sixty (60) days to cure the defect; provided, Seller provides Customer written notice of Seller’s intent to cure the defect and assures Customer that it is capable of curing such defect. Customer shall notify Seller in writing of its discovery of any defect within thirty (30) days of the actual discovery of the defect. The cure of the warrantable defect shall be at the sole expense of Seller and its component OEM’s “as stated in OEM / Spartan warranty documents”, and Seller shall cover costs of such cure as outlined in OEM and component warranty documents submitted. In the event the cure requires that the Apparatus and Equipment to be transported beyond the limits of the State of Washington, Seller may, at Seller’s discretion, provide transportation or transportation costs, in addition to covering all costs of such cure. This will be applicable to the first year of the warranty period only.
- 16.2.** Unless otherwise agreed to in a separate writing signed by the parties, Seller shall have reasonable opportunity to cure each defect for which it has been placed on notice or which Seller discovers. Any agreement to cure defects of the Apparatus and Equipment shall not constitute a settlement of claims brought pursuant to the terms of this Agreement.
- 16.3.** If, at any time, Seller discovers a defect, Seller shall, within thirty (30) days of discovery, notify Customer of such defects in writing and shall cure such defect, if Seller so chooses, pursuant to this section.

(17.0) Termination.

- 17.1.** This Agreement may be terminated in whole or in part:
 - A. If Seller fails to deliver a conforming Apparatus and Equipment as specified in this Agreement, or after sixty (60) days for a cure of any warrantable defect or non-conformity that is not being addressed per terms of agreement, Customer may notify Seller of the termination, the reasons thereof, and the effective date. Delays in receipt of apparatus or cure of warrantable defect or non-conformity caused by conditions beyond the control of the Seller, such as Covid-19 or other Pandemic challenges, Global Labor and Materials shortages or other such conditions that are beyond control of the Seller or suppliers shall not be cause for rejection, provided all reasonable efforts to resolve such issues are made and documentation substantiating these causes are provided to Customer by Seller.
 - B. By the mutual written agreement of Customer and Seller, the Agreement to terminate shall include the conditions of termination, the effective date, and in the case of termination in part, the portion to be terminated.
- 17.2.** After the effective date of termination, no charges incurred under this Agreement, or terminated portions thereof, are allowable.

True North Emergency Equipment
3707B 124th NE Suite 5B
Marysville, Washington 98271

Snohomish Regional Fire & Rescue
163 Village Court
Monroe, Washington 98272

By: _____
True North Emergency Equipment
Officer Signature

By: _____
Customer Signature

 Print Name

 Print Name

Its: _____

Its: _____

 Date

 Date



TAX EXEMPTION CERTIFICATE

The undersigned hereby certifies that he/she is _____
(Title of Officer)

of _____ and that he/she is authorized
(Name of Municipality/Business)

to execute this certificate and that the article or articles specified in the accompanying contract, are purchased from True North Emergency Equipment, for the exclusive use of:

(Name of Municipality/Business)

It is understood that the exemption from tax in the case of sales or articles under this exemption certificate is limited to the sale of articles purchased for their exclusive use. It is also understood that the fraudulent use of this certificate to secure exemption may subject the undersigned and all guilty parties to a fine of not more than \$10,000 or to imprisonment for not more than 5 years, or both, together with costs of prosecution.

The above named business respectfully certifies that all tangible property purchased from True North Emergency Equipment, Hillsboro, Oregon is exempt from Sales or Use Tax for reason(s) checked below:

- () Resale as tangible personal property
- () Non-profit or Charitable Unit
- (XXXX) Governmental Unit or Instrumentality
- () Other (explain fully):

State Tax Exempt No. is _____.

Federal Tax Identification No. is _____.

Name of Organization: _____

Address _____

Signature: _____ Title: _____

November 4, 2024

Fire Chief & Honorable Board of Commissioners
Snohomish Regional Fire & Rescue
163 Village Court
Monroe, Washington 98272

Respected Ladies and Gentlemen;

Please see the pre-payment schedule listed below for your Five (5) New Spartan Star Series Pumpers Apparatus & One (1) New LTC 110' NXT Aerial Apparatus & Equipment:

***Note all Prepayment Options below include a 100% Performance Bond**

- **OPTION #1- 100% Contract Prepayment – Due @ Contract signing:**
Pre-pay Amount = **\$7,521,444.00** **Resulting Discount = \$774,542.00**
- **OPTION #2- 80% Contract Prepayment – Due @ Contract signing:**
Pre-pay Amount = **\$6,636,789.00** **Resulting Discount = \$612,626.00**
- **OPTION #3- 50% Contract Prepayment – Due @ Contract signing:**
Pre-pay Amount = **\$4,147,993.00** **Resulting Discount = \$375,274.00**

PROPOSAL PRICE BASED UPON NO PREPAYMENT \$8,295,986.00 (With Performance Bond Included) Performance Bond Cost = \$43,796.00

Again, we would like to thank your agency for considering our proposal, and we look forward to working with you on this important project. Feel free to contact myself or Josh Larson, Inside Sales Support Coordinator, if you have any questions regarding our proposal.

Respectfully Submitted,

Steve Brewer
Territory Manager
True North Equipment Inc.
REV4 11.4.2024

November 20, 2024

Fire Chief & Honorable Board of Commissioners
Snohomish Regional Fire Rescue
163 Village Court
Monroe, Washington 98272

Respected Ladies & Gentlemen:

True North Emergency Equipment, in partnership with and on behalf of Spartan ER (Emergency Response) & LTC (Ladder Tower) is pleased to submit this proposal for **five (5) or more Spartan "Star Series" Pumper Apparatus & Equipment, featuring a 2026 Spartan Gladiator LFD 10"RR 4x2 cab and chassis. And one (1) or more LT 110' NXT Aerial Quint Apparatus & Equipment featuring a 2026 Spartan Gladiator MFD Flat Roof 6x4 cab and chassis.**

"PROPOSAL PRICING BELOW-SPECS PER ATTACHED DOCUMENTS"

- **Five (5) Spartan "Star Series" Pumpers & Equipment & One (1) LTC 110' NXT Aerial Quint & Equipment; \$7,521,444.00** Pricing is with 100% Prepayment**

Pumpers are \$1,132,260.00 per unit and Aerial is \$1,860,144.00 per unit including multi unit discount and 100% Prepayment Discount

Pricing includes a multi-unit discount of (-\$56,333.00) per unit, a 100% prepayment discount of (-\$114,027.00) per (pumper) unit and (-\$204,407.00) per (aerial) unit. Total discounts of (-\$1,112,540.00) as long as all units are purchased at the same time.

****The above proposed costs are valid until December 23rd, 2024.** Due to continued market instability and pricing increases from all component suppliers, we are unable to quote a fixed price for a period beyond this time. **True North requires the signed contract returned by December 18th, 2024 in order to complete the order submission process prior to the expiration of December 23rd, 2024.**

Note: Due to extreme market conditions, pricing may be adjusted via a production surcharge during the term of the purchase agreement. Any change or increase would be based upon the following conditions: 1) Adjusted rate of inflation on a quarterly basis. 2) Manufacturing CPI-W & PPI, as well as component supplier surcharges and market conditions that occur during the construction cycle that are beyond the control of the manufacturer or dealer. 3) This could also be caused by a mandatory change in any local, state, or Federal requirement. Purchaser will be advised of any surcharge in advance and any surcharge will be fully documented prior to implementation.

- **Applicable Tax and Licensing Fees are not included and will be invoiced at the time of delivery, per the current rate at your legal address.**
- **Three (3) Factory Inspection Trip costs are included for four (4) FD Representatives to travel to the Spartan Pumper factory and One (1) final inspection for four (4) FD Representatives to travel to the LTC Aerial factory, including airfare, ground transportation, lodging, and meals. If trips are not used, you may deduct \$2,000.00 per person, per trip, from our proposal pricing.**
- **A 100% Performance Bond is included in the proposal price. If a Performance Bond is not required, you may deduct (\$43,796.00) from the proposal price.**
- **Proposal costs listed include delivery of the completed unit to your agency.**
- **Proposal based upon using Sourcewell (formerly NJPA) Cooperative Purchasing Program.**
- **Proposal includes True North provided and installed steamer caps, discharge terminations, installation of FD supplied radio equipment, additional 12V electrical & Turtle Tile matting.**
- **Aerial Engine Option – Deduct (-\$65,388.00) for 2024 Emissions engine depending on availability.**

This agreement may remain open for up to five (5) years, based upon the CPI-W, PPI and any local, state or federal requirement changes or continued extreme market conditions.

Interlocal Cooperative Purchasing: Our proposal is available for additional purchases through Interlocal Cooperative Agreement purchasing dependent upon State laws. This is applicable in Washington and Oregon per Interlocal Statutes. This agreement is available for up to five (5) years after the bid date.

Our standard payment terms and conditions are requested as follows: We are requesting that ninety-five percent (95%) of the contract value be paid at the time of delivery, with the remaining balance due upon final acceptance of the apparatus.

The apparatus and equipment as proposed shall be ready for delivery within **825 calendar days for the pumpers and 875 calendar days for the aerial** after receipt of approved purchase order and signed agreement. Note: This does not include additional time for dealer up-fitting and may be affected by customer requested change orders.

We sincerely appreciate the opportunity to work with your agency. Should we be chosen to supply your new Apparatus, we look forward to delivering a quality product, per the terms & conditions described below and the attached proposal documents and specifications.

SPARTAN EMERGENCY RESPONSE VEHICLES

Spartan Motors, Inc. (SMI) got its start in 1975 outside of Lansing, Michigan, when a small group of automotive engineers who lost their jobs due to a bankruptcy decided to draw on their collective expertise and launch their own company. Their formula was simple: build a high-quality custom product for a specific consumer market, sell it at a fair price and provide great service. The team designed, built, and delivered its first custom fire truck cab and chassis a few months later – and Spartan Chassis was born.

In the 1990s, Spartan Motors broadened the depth of its product offerings by acquiring some of its long-time emergency-vehicle chassis customers: Luverne Fire Apparatus & Quality Manufacturing. In 2003, Spartan consolidated Luverne and Quality under the Crimson Fire brand in order to leverage and strengthen its engineering, design and manufacturing expertise in the fire apparatus market.

Spartan also acquired Smeal Fire Apparatus, Snyder, NE in a major industry acquisition, which included Ladder Tower Corporation (*LTC*), Tele-Squirt, US Tanker & others. In 2012, Spartan became a “Sole Source Provider”, now known as Spartan ER, offering a complete Spartan Fire Engine, **including our Industry Leading standard two (2) year “bumper to tailboard” warranty.**

In February of 2020, Spartan Emergency Response became part of the REV Group, adding further depth and breadth to its position in the industry.

With manufacturing operations in four (4) states, Spartan Emergency Response (Spartan ER) designs and manufactures custom fire apparatus and emergency vehicles for cities and municipalities across North & South America and the Globe.

TRUE NORTH EMERGENCY EQUIPMENT INC.

True North Emergency Equipment (A Division of Vimar Equipment Ltd.) has been in business selling and servicing municipal equipment for over 30 years. **True North** offers complete line of Fire Apparatus and Emergency Vehicles, from Mini Pumpers to Aerial Ladders. True North is proud to partner with the highest quality manufacturers in the Emergency Response Industry, including the following World Class manufacturers: Spartan Emergency Response, SVI Trucks, EVI, Iturri Apparatus, Ward Apparatus, Braun, Demers, Crestline and Road Rescue Ambulances.

WE ARE COMMITTED TO YOU AND YOUR COMMUNITY –YOUR PARTNER IN FIRE PROTECTION

Spartan ER and True North Emergency Equipment are committed to you and your community, with hundreds of satisfied customers throughout North America. We strongly support the Fire Service in our region through our support of the following organizations; British Columbia, Washington, Oregon and Alaska State Fire Chiefs Associations; Washington, Oregon and Alaska State Fire Commissioners/Directors Associations; Washington and Oregon State Fire Mechanics Associations, Washington, Oregon and Alaska State Fire Training Associations; We also support number of other local Fire & EMS based organizations in their efforts to promote fire & life safety and training throughout our territory.

SINGLE SOURCE WARRANTY PROVIDER

True North Emergency Equipment is committed to being your “single source warranty provider”. Our motto is “**one call does it all**”.

What this means is that you need only call our service team (regardless of chassis, body or other component warranty) and in most cases, we’ll take care of the rest. While we, like all others, are not a warranty center for certain components of your apparatus, we will assist in coordinating all warranty work during the first year of the warranty period.

- Cummins Engine warranty service can be provided by any authorized Cummins service center.
- Allison Transmission warranty service can be provided by any authorized Allison service center.

The Spartan apparatus proposed carries standard listed warranties below:

- **Standard Two (2) year basic warranty.**
- **Standard Ten (10) year body structural warranty.**
- **Standard Ten (10) year stainless steel plumbing warranty.**
- **Standard Ten (10) year body paint/finish warranty.**
- **Standard Lifetime Vibra-torque body and pump module mount warranty.**
- **Standard Lifetime Booster Tank warranty.**

Additional warranties are provided by their respective manufacturer with all warranties being administered with the assistance of **True North Emergency Equipment**. Copies of all standard warranties are included in our proposal, and all warranties provided by any accessory manufacturer will be provided to the purchaser at the time of completion and delivery.

TRUE NORTH EMERGENCY EQ. SERVICE & VALUE-ADDED BENEFITS

True North Emergency Equipment is committed to service & parts support; therefore, we offer pickup and return of your apparatus to and from your department during the first year of the warranty period, in the event we are unable to perform warranty service “On Site”, leaving your most valuable resource, your people, in your area to serve your customers. Complete parts and service are available through our full-service apparatus repair/refurbishment facilities.

We can also offer mobile service at your location on an “on call” basis and will also contract with your in-house service center (if so equipped) to facilitate the quickest repairs possible. Our service locations are as follows.

- **Hillsboro Oregon Sales & Service Facility:** 3150 SE Century Blvd., Suite 100, Hillsboro, OR. 97123 -503.848.3276
- **Marysville Washington Sales & Service Facility:** 3707B 124th Street NE, Suite 5B, Marysville, WA. 98271 -360.653.7844
- **Sumner Washington Sales & Service Facility:** 4200 150th Ave Ct E, Sumner, WA. 98390 -253.863.1301
- **Meridian Idaho Service Facility:** 3795 E. Monarch Sky Lane, Suite 240, Meridian, ID. 83642
- **Burnaby, BC Sales & Service Facility:** 7445 Lowland Drive, Burnaby, BC, V5J 5A8

True North service support is delivered by skilled technicians. We ensure that our customers have access to knowledgeable staff who know the products we sell & service inside out and are qualified to offer the best advice and support possible.

In effort to provide the best service possible, True North is committed to stocking a wide variety of parts that are common on our apparatus, and all parts proposed shall be available for a minimum of 20 years from the time of delivery, subject to conditions beyond our control.

Again, we would like to thank your agency for considering our proposal, and we look forward to working with you on this important project. Feel free to contact myself (Cell 541-510-4777) or Josh Larson, Inside Sales Support Coordinator, (Cell 970-673-2698) if you have any questions regarding our proposal.

Respectfully Submitted,

Steve Brewer
Territory Manager
True North Equipment Inc.
REV4 Amended 11.20.2024



7445 Lowland Dr., Burnaby, British Columbia V5J 5A8 – Office: (604) 430-4274 Fax: (604) 439-7926
3150 SE Century Blvd, Suite 100, Hillsboro, Oregon 97123 – Office: (800) 780-4951 Fax: (503) 848-0848
3707B 124th Street NE, Suite 5B, Marysville, Washington 98271 – Office: (360) 653-7844 Fax: (360) 653-7922

CONTRACT

THIS CONTRACT (purchase agreement) is made by and between True North Emergency Equipment hereinafter referred to as “Seller” and **SNOHOMISH REGIONAL FIRE & RESCUE** hereinafter to as “Customer”. This Contract will not become binding upon Seller until it is executed by an officer of Seller, and the effective date of the Contract (“Effective Date”) will be the date that the Seller’s officer executes the Contract. The parties hereby agree as follows:

(1.0) Subject to the terms of this Contract, Seller shall furnish, and Customer shall purchase **Five (5) Spartan “Star Series” Pumpers & Equipment featuring new 2026 Spartan Gladiator Cab & Chassis** (“Apparatus and Equipment”) described and in accordance in all material respects with the proposal (“Proposal”). The terms set forth in the Proposal, including without limitation the Original Specifications, are incorporated into, and made a part of, this Contract.

(2.0) This Contract for Apparatus and Equipment conforms to all Federal Department of Transportation (DOT) and Environmental Protection Agency (EPA) rules and regulations and to all National Fire Protection Association (NFPA) Guidelines for Automotive Fire Apparatus in effect as of the Effective Date. Any increased costs incurred by Seller because of required changes in or additions to such DOT, EPA or NFPA standards during the duration of this contract will be passed along to Customer as an addition to the Purchase Price set forth below.

(3.0) The Apparatus and Equipment shall be ready for delivery from the apparatus manufacturer’s factory within **825 days** after the Effective Date of this agreement and customer approved Preconstruction Change Order A. **This delivery timeframe is contingent on completion of a pre-construction meeting and corresponding signed change order returned to the factory with 75 days of the effective date of this contract. All days exceeding 75 days will be added to the above-mentioned delivery timeframe.** Any delays in this date created by “Customer” requested modifications to the proposal specifications, including additional dealer up-fitting/modifications, requested change order approvals, requested Customer inspection timelines, or other required information for the Apparatus and Equipment, as may result from a delay caused by Customer may result in an extension of the above referenced delivery timeline by the amount of time Seller requires, in its sole but reasonable discretion, to furnish the Apparatus and Equipment following Customer’s delay, but in any event by at least the duration of Customer’s delay.

(4.0) A competent service representative in the full time employ of the Seller shall, upon request, be provided to demonstrate any Apparatus and Equipment and/or to give Customer’s employees the necessary instructions in the operation and handling of any Apparatus or Equipment.

(5.0) In exchange for the Apparatus and Equipment, Customer agrees to pay Seller the sum of **“Five Million, Six Hundred, Sixty-One Thousand, Three Hundred Dollars & No Cents” (\$5,661,300.00) Purchase Price. NOTE: This amount includes a 100% performance bond as stipulated in proposal specifications.**

(5.1) * Purchase Price does NOT include any applicable tax and/or licensing fees. These will be invoiced and are to be paid by the purchaser at the time of delivery. Our standard payment terms and conditions are requested as follows: We are requesting that 100 percent (100%) of the contract value be paid within 90 days of the contract signing.

(5.2) Purchase Price listed includes a chassis prepayment discount of (-\$570,135.00) for a chassis prepayment of \$5,661,300.00 due within 90 days of contract signing.

(5.3) Interest at 12 percent per annum, payable monthly, shall be charged on all past due payments. If more than one item of Apparatus and Equipment is covered by this Contract, the above terms of payment shall apply to each item, and an invoice covering each item shall be rendered in the proper amount and paid upon delivery of the item.

(5.4) In the event the Apparatus and Equipment is placed in service prior to payment in full, Seller reserves the right to charge a rental fee of Three Hundred Fifty Dollars (\$350.00) per day.

(6.0) Acceptance of Apparatus and Equipment shall occur immediately after completion of a final inspection by a representative of Customer at the location of the Customer, completion of any discrepancy list, and shipment of Apparatus and Equipment from the Seller's factory location to the location of the Customer. Upon completion of the final inspection and related discrepancy list, the Apparatus and Equipment shall be conclusively determined to be in full compliance with the terms of this Contract, including without limitation the Original Specifications. Seller will not surrender to Customer the title to or the statement of origin for any Apparatus or Equipment or provide Customer with any other documentation regarding ownership of any Apparatus or Equipment until Seller has received full payment of the Purchase Price.

(7.0) Seller shall not be liable to Customer or to anyone else for consequential, incidental, special, exemplary, indirect or punitive damages arising from any defect, delay, non-delivery, recall or other breach by Seller, including but not limited to personal injury, death, property damage, lost profits, or other economic injury. Seller shall not be liable to Customer or anyone else in tort for any negligent design or manufacture of any body or other part of Apparatus or Equipment, or for the omission of any warning with respect thereto.

(8.0) Customer shall indemnify Seller against, and hold Seller, its agents, employees, officers and directors harmless from, any and all claims, action, suits and proceedings, costs, expenses, damages and liabilities, whether based in negligence, tort, strict liability or otherwise, including attorney's fees and costs, arising out of, connected with, or resulting from this Contract or the Apparatus or Equipment, except to the extent such claims, action, suits and proceedings, costs, expenses, damages or liabilities arise from the Seller's breach of its obligations under this Contract.

(9.0) Seller warrants that, at the time of delivery, the Apparatus and Equipment shall comply in all material respects with the Original Specifications.

The implied warranties of merchantability and fitness for a particular purpose, as set forth in sections 62A.2-314 and -315 of the Revised Code of Washington, shall apply to the Apparatus and Equipment. These implied warranties shall apply even though they may be disclaimed in an attachment to this Agreement or other documents supplied by the Seller, such that this section shall prevail over such disclaimer, and such disclaimer shall not apply. The inspection of or failure to inspect the Apparatus and Equipment shall not constitute a waiver or cancellation of the implied warranties.

If, during the first year of the warranty, the Apparatus and Equipment or any component, unit, or subsystem is repaired, rebuilt, or replaced pursuant to this Agreement, such warranty work, component, unit, or subsystem shall have the remaining unexpired warranty of the Apparatus and Equipment, or a warranty of six (6) months, whichever period is longer.

Seller shall provide all paperwork relating to warranty coverage of the Apparatus and Equipment or their components to Customer upon delivery of the Apparatus and Equipment. In the event of any discrepancy or inconsistency between the paperwork and this Agreement, the provisions providing the greatest warranty protection to the Customer shall control.

The warranty periods set forth in this Agreement shall not begin to run until the Apparatus and Equipment is placed in-service by Customer. Customer will promptly notify Seller of the date the Apparatus and Equipment is placed in service and the mileage of the Apparatus and Equipment when it is placed in-service. This must be accomplished within 45-60 days after acceptance. Periods beyond that date will require approval by the OEM or component manufacturer. The Customer shall be responsible for notifying Seller of the mileage at the time the Equipment is placed in service and shall provide signed copies of all warranty and necessary acceptance documents.

In the event a component manufacturer requires that the Customer register its purchase to make effective a component manufacturer's warranty, Seller shall take all steps necessary to assist Customer to register such purchases or components with the component manufacturer, however; outside the base two (2) year warranty, the Customer shall be responsible to assure all warranty registrations are completed and submitted.

(10.0) Seller shall not be liable if performance failure arises out of causes beyond its reasonable control, which causes shall include without limitation acts of God, war, fires, floods, difficulty in procuring materials, equipment or tooling failure, freight embargoes, order of any court, strike, lockout, shortage of labor, failure or delays by suppliers or contractors, or legislative or governmental, or other, prohibitions or restrictions.

(11.0) The Apparatus and Equipment shall remain the property of Seller until the entire Purchase Price for each and every item of Apparatus and Equipment has been paid. In case of a default in payment, Seller may take full possession of the Apparatus and Equipment, or of the item or items upon which default has been made, and any payments that have been made shall be applied as payment for the use of the Apparatus and Equipment up to the date Seller takes possession.

(12.0) This Contract will only be binding on Seller after it is signed and approved by an officer of Seller. This Contract (which includes the other documents referenced in this Contract) embody the entire agreement and understanding between the parties with respect to the subject matter of this Contract and supersede all prior oral or written agreements and understandings relating to the subject matter of this Contract. No statement, representation, warranty, covenant or agreement of any kind not expressly set forth in this Contract shall affect, or be used to interpret, change or restrict, the express terms and provisions of this Contract. This Contract cannot be altered or modified except by mutual written agreement signed by the parties.

(12.1) The Customer representative signing this Contract on Customer's behalf represents and warrants that he or she has the authority to sign this Contract and that all necessary action has been taken by Customer to authorize Customer's execution of and performance under this Contract.

(13.0) In the event that any court of competent jurisdiction shall determine that any provision, or any portion thereof, contained in this Contract shall be unenforceable in any respect, then the provision shall be deemed limited to the extent that the court deems it enforceable, and as so limited shall remain in full force and effect. In the event that the court shall deem any provision, or portion thereof, wholly unenforceable, the remaining provisions of this Contract shall nevertheless remain in full force and effect.

(14.0) This Contract shall be governed by and construed in accordance with the laws of the State of Washington without giving effect to principles of conflict of laws. Customer irrevocably and unconditionally (a) agrees that any suit, action, or other legal proceeding arising out of or relating to this Contract may, at the option, be brought in a court of record of the State of Washington in Snohomish County (b) consents to the jurisdiction of each such court in any such suit, action or proceeding; and (c) waives any objection that it may have to the laying of venue of any such suit, action, or proceeding in any of such courts.

(15.0) Rejection.

- 15.1.** Customer reserves the right to inspect the Apparatus and Equipment for any defects, irregularities, non-conformities, and defects in workmanship and appearance, and to reject a non-conforming warrantable defect. Customer will notify Seller of the rejection within seventy-two hours of the discovery of the non-conforming warrantable defect. Customer will also provide Seller with a written description of the reason(s) for rejection. Customer will hold the Apparatus and Equipment in its possession with reasonable care at Seller's disposition for a time sufficient to permit Seller to facilitate repairs at Customer's location or if required, a Seller service facility. If Seller gives no instructions within a reasonable time after notification of the rejection, Customer will store the Apparatus and Equipment at Seller's expense and such expense shall become a security interest in favor of Customer. The parties understand that in the case of rejection, Customer is required to store the Apparatus and Equipment in an enclosed area.

(16.0) Cure.

- 16.1.** If Customer has rejected the Apparatus and Equipment for a warrantable defect or non-conformity, or the Apparatus and Equipment has or develops a warrantable defect after acceptance of the Apparatus and Equipment, Seller shall have sixty (60) days to cure the defect; provided, Seller provides Customer written notice of Seller’s intent to cure the defect and assures Customer that it is capable of curing such defect. Customer shall notify Seller in writing of its discovery of any defect within thirty (30) days of the actual discovery of the defect. The cure of the warrantable defect shall be at the sole expense of Seller and its component OEM’s “as stated in OEM / Spartan warranty documents”, and Seller shall cover costs of such cure as outlined in OEM and component warranty documents submitted. In the event the cure requires that the Apparatus and Equipment to be transported beyond the limits of the State of Washington, Seller may, at Seller’s discretion, provide transportation or transportation costs, in addition to covering all costs of such cure. This will be applicable to the first year of the warranty period only.
- 16.2.** Unless otherwise agreed to in a separate writing signed by the parties, Seller shall have reasonable opportunity to cure each defect for which it has been placed on notice or which Seller discovers. Any agreement to cure defects of the Apparatus and Equipment shall not constitute a settlement of claims brought pursuant to the terms of this Agreement.
- 16.3.** If, at any time, Seller discovers a defect, Seller shall, within thirty (30) days of discovery, notify Customer of such defects in writing and shall cure such defect, if Seller so chooses, pursuant to this section.

(17.0) Termination.

- 17.1.** This Agreement may be terminated in whole or in part:
 - A. If Seller fails to deliver a conforming Apparatus and Equipment as specified in this Agreement, or after sixty (60) days for a cure of any warrantable defect or non-conformity that is not being addressed per terms of agreement, Customer may notify Seller of the termination, the reasons thereof, and the effective date. Delays in receipt of apparatus or cure of warrantable defect or non-conformity caused by conditions beyond the control of the Seller, such as Covid-19 or other Pandemic challenges, Global Labor and Materials shortages or other such conditions that are beyond control of the Seller or suppliers shall not be cause for rejection, provided all reasonable efforts to resolve such issues are made and documentation substantiating these causes are provided to Customer by Seller.
 - B. By the mutual written agreement of Customer and Seller, the Agreement to terminate shall include the conditions of termination, the effective date, and in the case of termination in part, the portion to be terminated.
- 17.2.** After the effective date of termination, no charges incurred under this Agreement, or terminated portions thereof, are allowable.

True North Emergency Equipment
3707B 124th NE Suite 5B
Marysville, Washington 98271

Snohomish Regional Fire & Rescue
163 Village Court
Monroe, Washington 98272

By: _____
True North Emergency Equipment
Officer Signature

By: _____
Customer Signature

 Print Name

 Print Name

Its: _____

Its: _____

 Date

 Date



TAX EXEMPTION CERTIFICATE

The undersigned hereby certifies that he/she is _____

(Title of Officer)

of _____ and that he/she is authorized

(Name of Municipality/Business)

to execute this certificate and that the article or articles specified in the accompanying contract, are purchased from True North Emergency Equipment, for the exclusive use of:

_____.

(Name of Municipality/Business)

It is understood that the exemption from tax in the case of sales or articles under this exemption certificate is limited to the sale of articles purchased for their exclusive use. It is also understood that the fraudulent use of this certificate to secure exemption may subject the undersigned and all guilty parties to a fine of not more than \$10,000 or to imprisonment for not more than 5 years, or both, together with costs of prosecution.

The above named business respectfully certifies that all tangible property purchased from True North Emergency Equipment, Hillsboro, Oregon is exempt from Sales or Use Tax for reason(s) checked below:

- () Resale as tangible personal property
 () Non-profit or Charitable Unit
 (XXXX) Governmental Unit or Instrumentality
 () Other (explain fully):

State Tax Exempt No. is _____.

Federal Tax Identification No. is _____.

Name of Organization: _____

Address _____

Signature: _____ Title: _____



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-2411		
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"> • 313 Swiftwater Rescue and Flood Search and Rescue Responses • 314 Confined Space Rescue Response • 316 Trench Rescues • 321 Scene Preservation • 801 Public Records Disclosure Policy • 802 Subpoenas • 913 Ground Ladders • 1003 Position Descriptions • 1006 Fire Officer Development • 1007 Educational Incentives • 1100 Facility Security • 1103 Flag Display 		
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:	<p>Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$</p> <p>Initial amount: \$</p> <p>Long-term annual amount(s): \$</p> <p>Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	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:

- Initiative conforms with District policy/procedure number (attach):
- Initiatives that require legal review (contracts, other initiatives):
- Contracts
 - Has been reviewed and approved by legal
 - Includes all costs
 - Includes term
 - Includes 'do not exceed' language
- N/A

Presented to, and Approved by, Senior Staff

Yes No

Commissioner Sub-Committee Approval

Initiative presented to commissioner sub-committee: Yes No

Approved by commissioner sub-committee: Yes No

N/A:

For Fire Chief Approval:

- RAB document complete
- Supporting documentation attached
- Information sent to Fire Chief, Senior Staff, and Board Support (Mindy Leber)

Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution

Fire Chief will coordinate with Senior Staff for RAB introduction

RAB Executive: Confirmed email sent to Board by Fire Chief

Yes No

Board of Fire Commissioners

RAB initiatives go through the following process:

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

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

Swiftwater Rescue and Flood Search and Rescue Responses

313.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish guidance for operating at a swiftwater or flood search and rescue incident.

313.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to utilize the Incident Command System (ICS) for managing swiftwater or flood search and rescue incidents.

313.3 GUIDELINES

Best Practice MODIFIED

Upon notification of a potential water rescue incident, district members and Snohomish County 911 personnel are authorized to order and should dispatch or request the appropriate specialized water rescue resources immediately. Ordering of resources should not be delayed pending the verification of a water rescue situation or the confirmation that a victim has been seen or located.

Rescuers conducting search and rescue operations around flood waters, and particularly around swiftly moving water, are confronted with a unique set of challenges and face risks not encountered in other types of rescue operations. Due to their unpredictable nature, SRFRC considers all flood water responses as swiftwater responses and responding members must meet the training requirements for swiftwater. Operating in a swiftwater environment requires specialized knowledge, training and equipment to ensure the safety of both rescuers and victims. Tools, equipment and procedures routinely used in other types of rescue situations may not be appropriate when confronting a swiftwater rescue and may even exacerbate the situation and increase risks to the safety of rescue personnel.

District members should apply the following guidelines when responding to swiftwater or flood search and rescue incidents:

- (a) Members should not wear structural firefighting personal protective equipment (PPE) (e.g., turnouts, bunker gear, bunker boots) or wildland fire PPE when responding to, or participating in, a swiftwater or flood search and rescue incident.
- (b) Only properly trained members currently certified for in-water rescues should approach or enter any body of water, whether still or moving, and only when sufficient equipment and trained personnel are available to safely conduct the operation.
- (c) Non-certified, not currently certified, non-equipped or under-equipped members may utilize ropes, throw-bag ropes, rescue rings, floatation devices or other appropriate equipment to attempt water rescues, as long as the attempt does not require the member to enter the water in any way.

Swiftwater Rescue and Flood Search and Rescue Responses

- (d) District members should use extreme caution when parking or positioning fire apparatus alongside swiftly moving water and should remain vigilant for any signs of erosion or changing conditions that could threaten apparatus or personnel at the incident.

Confined Space Rescue Response

314.1 PURPOSE AND SCOPE

Best Practice

This policy provides guidance on various confined space entries pursuant to Washington regulations.

314.1.1 DEFINITIONS

State MODIFIED

Definitions related to this policy include:

Confined space - A space that is all of the following ([WAC 296-305-01005](#)):

- Is large enough and arranged so a member can bodily enter and perform assigned work.
- Has limited or restricted means for entry or exit (e.g., tanks, vessels, silos, storage bins, hoppers, vaults, pits).
- Is not designed for continuous employee occupancy.

Confined space entry - Entry occurs when any part of an entrant's body breaks the plane of an opening into a confined space, whether or not that action is intentional, or any work activities are actually performed in the space ([WAC 296-809-099](#)).

Confined space entry permit - A document that is provided by the District to allow and control entry into a permit-required confined space and that contains the information required in [WAC 296-809-50004](#).

314.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to establish confined space incident response guidelines in compliance with applicable regulations and safety standards, and required training and equipment to reasonably ensure members' safety while they are performing confined space rescues.

314.3 REQUIREMENTS

State MODIFIED

The Fire Chief shall determine the operational level or levels of participation for members of the District. The Fire Chief or the authorized designee shall ensure compliance with the following requirements while members are operating at confined space rescue incidents ([WAC 296-305-05113\(3\)](#)):

- (a) All members operating at confined space incidents shall be trained and qualified to correspond to the operational level they are assigned at the incident, including continuing education required to remain current and an annual program evaluation ([WAC 296-305-05103](#); [WAC 296-305-05111](#)).

Confined Space Rescue Response

- (b) All members shall be trained and qualified in the care, use, inspection, maintenance, and limitations of equipment and personal protective equipment (PPE) specific to the incident ([WAC 296-305-05109](#); [WAC 296-305-05111](#)).
- (c) Written procedures shall be in place outlining the operational level of the District at confined space incidents and the type of rescue operations the District plans to perform ([WAC 296-305-05105](#)).
- (d) Written incident response plans shall be in place for confined space incidents, including the use of multi-agency teams and specific resource requirements ([WAC 296-305-05107](#)).
- (e) An evacuation procedure and accountability system shall be in place, including the assignment of an incident safety officer with the knowledge and responsibility to identify, evaluate, and correct hazardous conditions or unsafe practices ([WAC 296-305-05111](#)).

Before making entry into a permit-required confined space, members of the District shall meet the requirements provided in [WAC 296-809-100](#) et seq. and [WAC 296-305-05113](#).

314.4 PROCEDURES

State **MODIFIED**

District members should be trained to identify and measure atmospheric hazards within confined spaces. Reasonably practicable attempts at self-rescue or nonentry rescue should be made prior to any entry rescue operation.

District members shall adhere to applicable National Fire Protection Association ([WAC 296-305-05113](#)NFPA) safety standards when performing a confined space rescue ([WAC 296-305-05113](#)(3)).

Any time there is questionable action or lack of movement by the worker inside the confined space, a verbal check should be made. If there is no response, district rescue personnel should conduct a survivability profile and a risk analysis, based on the information documented on the entry permit.

Trench Rescues

316.1 PURPOSE AND SCOPE

State **MODIFIED**

Trench rescue operations involve a complex system of shoring, digging and special resources, and can be a critical danger to fire personnel. The purpose of this policy is to minimize member exposure to hazardous conditions during trench rescues through the safe and efficient management of operations ([WAC 296-155-655](#)).

316.1.1 DEFINITIONS

State **MODIFIED**

Definitions related to this policy include ([WAC 296-155-650](#)):

Excavation - Any man-made cut, cavity, trench or depression in the ground, formed by earth removal.

Trench - A narrow (in relation to length) excavation made below the surface of the ground that is generally deeper than it is wide and is not wider than 15 feet.

316.2 POLICY

State **MODIFIED**

It is the policy of Snohomish Regional Fire & Rescue to adopt and maintain a written response program with standardized procedures and relevant training to minimize the exposure to hazardous conditions to rescue personnel during trench or excavation rescues ([WAC 296-305-05113](#)).

316.3 RESPONSIBILITIES

State **MODIFIED**

The Fire Chief shall determine the operational level or levels of participation for members of the District. The Fire Chief or the authorized designee shall ensure compliance with the following requirements while members are operating at trench rescue incidents:

- (a) All members operating at trench rescue incidents shall be trained and qualified to correspond to the operational level they are assigned at the incident, including continuing education required to remain current and an annual program evaluation ([WAC 296-305-05103](#)).
- (b) All members shall be trained and qualified in the care, use, inspection, maintenance and limitations of equipment and personal protective equipment (PPE) specific to the incident ([WAC 296-305-05109](#)).
- (c) Written procedures shall be in place outlining the operational level of the District at trench rescue incidents and the type of rescue operations the District plans to perform ([WAC 296-305-05105](#)).
- (d) Written incident response plans shall be in place for trench rescue, including the use of multi-agency teams and specific resource requirements ([WAC 296-305-05107](#)).

Trench Rescues

- (e) An evacuation procedure and accountability system shall be in place, including the assignment of an incident safety officer with the knowledge and responsibility to identify, evaluate and correct hazardous conditions or unsafe practices ([WAC 296-305-05111](#)).

Scene Preservation

321.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide district members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the District are often confronted with opposing priorities when performing duties at scenes containing potential evidence. They must balance the need to provide timely and effective life-saving and property-preserving services while minimizing the disturbance of any items of evidentiary value. In some instances district members must evaluate whether to enter a scene or to initiate mitigation activities.

321.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Evidence - Any item or arrangement of items that may provide relevant information to an investigation.

Scene - Any location where items of evidentiary value may be found. A scene need not be the location where a criminal act occurred, it need only be a location where items of evidentiary value are available for collection or documentation.

321.2 POLICY

Best Practice **MODIFIED**

It is the policy of Snohomish Regional Fire & Rescue to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

321.3 SCENE IDENTIFICATION

Best Practice

District members must be mindful of encountering potential evidence at a scene whenever they respond to calls for service. The potential for evidence at a scene may be identified in a number of ways, including but not limited to:

- (a) The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.
- (b) Any incident that law enforcement personnel have identified as a crime scene and have notified district members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.

Scene Preservation

- (e) Any incident where district members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.
- (f) Transportation incidents, including traffic collisions and rail, aircraft, shipping and boating incidents.
- (g) Industrial accidents.

321.4 ENTERING SCENES

Best Practice

When district members determine that a scene containing potential evidence is involved, they should promptly evaluate the need to enter the scene prior to approval of investigators. For the purposes of district members, scenes may be categorized into two distinct types: stable or unstable.

321.4.1 STABLE SCENE

Best Practice

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of district members, the public or property. Examples of stable scenes include incidents where the victim or victims are obviously deceased, incidents involving obviously failed incendiary devices and fire incidents where the fire is clearly extinguished prior to the arrival of district members.

When district members encounter a stable scene and it is apparent that no threat to safety or property exists, they should remain outside the scene until cleared to enter by the appropriate investigator or law enforcement personnel. If there is a confirmed or suspected threat to life or public safety, district members should take whatever actions reasonably appear necessary to stabilize the scene and then withdraw pending approval from investigators or law enforcement personnel to re-enter.

321.4.2 UNSTABLE SCENE

Best Practice

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of district members, the public or property that necessitates immediate mitigation. Examples of unstable scenes include incidents involving injured or entrapped persons, active fire or threat of imminent fire, imminent structural collapse endangering lives, the release or imminent threat of the release of hazardous materials or any incident where immediate mitigation is required to preserve life.

When district members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

Public Records Disclosure Policy

801.1 PURPOSE AND SCOPE

State **MODIFIED**

The purpose of the Public Records Act ([RCW 42.56](#)) is to provide the public with full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of efficient administration of government. The District will provide the fullest assistance to requesters through timely and thorough actions in response to public records request.

This policy is being established to provide a method by which District staff will review and respond to requests for public records in accordance with the requirements of the Public Records Act. The information contained in this document is designed to aid both those requesting public records and those responding to records requests.

This policy establishes guidelines for the public to inspect and obtain copies of public records.

Inspection and release of records with protected health information is covered in the Patient Medical Record Security and Privacy Policy.

801.2 POLICY

State **MODIFIED**

Snohomish Regional Fire & Rescue, hereinafter "District" shall provide for inspection and access to identifiable public records as provided in this policy and procedure, unless such records are exempt from disclosure under [RCW 42.56](#) or other law under which disclosure is regulated. District staff, in coordination with the District's Records/Information Governance (IG) Department, shall assist requesters in obtaining public records upon request.

801.2.1 WHAT IS A PUBLIC RECORD

Agency Content

[RCW 40.14.010](#) defines public records as "...any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map, drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business..."

[RCW 42.56.010](#) defines a public record as "...any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics..."

The District manages public records in accordance with applicable Washington State Records Retention schedules. Retention periods and disposition methods vary based on the substantive

Public Records Disclosure Policy

content of the record, and certain public records may be properly destroyed or otherwise dispositioned as provided by the applicable schedule. The District will identify and produce nonexempt District records in existence on the date a records request is received. The District is not obligated to create non-existent records; nor will the District hold current records requests open to address records that may be created in the future. If a public record is created or comes into the possession of the District after a public records request is received, it is not responsive to the request and will not be provided. The requester will need to submit a new request in order to obtain later-created or later-received public records.

801.2.2 REFERENCES

Agency Content

Procedure 800: Public Records Act Procedure

801.3 MAKING A PUBLIC RECORDS REQUEST

State MODIFIED

Members of the public are encouraged to utilize the Districts electronic intake form; electronic submittal form is available online at: [Public Records Request](#). While requesters are encouraged to submit requests for records utilizing the District's electronic submittal form (to facilitate the most efficient and accurate processing), it is not a requirement. Any District employee receiving a request, regardless of format (i.e. in person, electronic mail, over the phone, in writing, or fax) should consider the request valid and immediately (same business day) forward the information to the Records Department. Any member of the public, including the media and elected officials, may obtain copies of unrestricted records of this District by submitting a request form prescribed by the district or a written request for each record sought and paying any associated fees, if required ([RCW 42.56.001](#) et seq.).

- (a) All requests for records shall be forwarded to the Snohomish Regional Fire & Rescue Public Records Officer for review and disposition. The request should contain:
 1. The name and address of the Requester.
 2. Requester's affiliated company (if applicable)
 3. Requester Type (individual; government office; organization; law office; other)
 4. The date of Request.
 5. Requestor contact information, including name, address, telephone, fax and e-mail.
 6. A clear and specific description of the record being requested, including if possible, dates, subjects, titles or authors of the documents requested.
 7. Requested format: a) receive electronically via e-mail transmittal; b) pick up hard copy in person; c) view on site; d) mail printed copies; e) other (to describe);
 8. The address where copies are to be emailed or mailed if copies are requested; and
 9. Signature of the Requester (or electronic submittal).

Public Records Disclosure Policy

- (b) The processing of requests is subject to the following limitations:
1. The District is not required to create records that do not otherwise exist in order to accommodate a request for information or records.
 2. The Public Records Officer or the authorized designee shall determine if the requested record is available and, if so, whether all or part of the record is exempt from disclosure ([RCW 42.56.520](#)).
 - (a) The requested record, response to the record or denial with a specific explanation for nondisclosure will be provided promptly but no later than five business days from the date of request.
 - (b) If more time is needed to respond to the request, the Public Records Officer shall provide written notice of acknowledgment of the request to the requesting party within five business days, with a reasonable time estimate that is required to respond to the request, and an explanation of the need for additional time.

801.3.1 GUIDELINE FOR RESPONDING TO PUBLIC RECORD REQUESTS

State **MODIFIED**

The District will promptly respond to a public records request in a manner compliant with [RCW 42.56.520](#). Within five business days of receiving a public record request, the district will respond by:

1. Providing the record.
2. Providing the internet address and a link on the district website to the specific records requested.
 1. If the requester notifies the District that he/she cannot access the records online, the District shall provide copies of the record or allow the requester to view the records on a district computer.
3. Acknowledging the receipt of the request and provide a reasonable estimate of time the District will require to respond to the request. Additional time may be required to respond based upon the need to:
 1. Clarify the intent of the request.
 2. Locate and assemble the information requested.
 3. Notify third persons or agencies affected by the request.
 4. Consult with legal counsel regarding aspects of the search and production process.
 5. Determine whether any of the information requested is exempt.
4. Acknowledging the receipt of the request and ask the requester for clarification if the request is not clear and provide the requester a reasonable estimate of the time that will be needed to respond if the request is not clarified. If the requester does not respond, and the entire request is unclear, the District need not respond. If only part

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of the request is unclear, the District shall respond to those portions of the request that are clear.

5. Denying the request,

Should a requester not receive one of the foregoing responses within the five (5) business day period following submittal of the request, the requester is encouraged to contact the Public Records Officer and forward a status inquiry to Records@SRFR.org; to confirm that the request was received.

Order of Process/Multiple Requests: Public records requests are tracked by date-received, and will generally be processed in order received, subject to District determinations regarding efficiency and logical ordering. The District may exercise reasonable discretion to complete production on routine/simple requests ahead of production installments for non-routine/complex requests over time. Multiple requests submitted by the same requester (or agent for the same requester) may be queued and processed consecutively (one after the other) in the order received, on an installment basis as appropriate. The District is not required to work on additional requests from the same requester (or agent for the same requester) until the initial/immediately preceding request is completed and closed.

Upon request, the District shall make available any public record in any electronic format in which the District holds the information or in the format requested if the format has been used by the District to create copies for its own use or for other agencies ([WAC 44-14-050](#)).

801.3.2 DENIALS

State **MODIFIED**

The denial of a request for records is subject to the following:

- (a) The denial shall be accompanied by a written statement that includes the specific exemption and a brief explanation of how the exemption applies to the withheld record ([RCW 42.56.210](#)).
- (b) The District is not required to create records which do not exist.
- (c) Requests that are denied are subject to judicial review and the burden of proof is on the District to show that the records requested are exempt or prohibited in whole or part by statute ([RCW 42.56.550](#)).

801.4 FEES

Agency Content

The District may charge fees to recover the costs associated with duplicating, searching, and handling records for Public Records Requests and for Medical Records Requests.

1. Fees for Public Records Requests:

- (a) The District is authorized to charge appropriate per page and/or electronic copying fees consistent with the rates in effect at that time per [RCW 42.56.120](#) .

Public Records Disclosure Policy

- (b) The Public Records Officer may exercise discretion to waive all or part of the fee if the requestor demonstrates that a waiver is in the public interest.
2. Fees for Medical Records Requests:
- (a) For each request, the District may charge per page fees consistent with the allowable rates in effect at that time per WAC 246-08-400 .
 - (b) In addition, the District may charge a clerical fee for searching and handling records consistent with the allowable rates in effect at that time per WAC 246-08-400
 - (c) The District may waive duplication, searching, and handling fees for requests made by District residents or by employees of the District.

801.5 RELEASE RESTRICTIONS

State **MODIFIED**

Examples of records with release restrictions include:

- (a) Pre-Hospital Care Reports (PCRs) ([45 CFR 164.502](#)) (see the Patient Medical Record Security and Privacy Policy).
- (b) Personnel or similar files that contain personal information to the extent that disclosure would violate privacy rights ([RCW 42.56.230](#); [RCW 42.56.250](#)).
- (c) Records pertaining to pending litigation ([RCW 42.56.290](#)).
- (d) Legal opinions ([RCW 42.56.904](#)).
- (e) Arson investigations ([RCW 42.56.240](#)).
- (f) Test questions, scoring keys, and other examination data used to administer an examination for employment ([RCW 42.56.250](#)).
- (g) Preliminary drafts, notes, recommendations, or intra-agency memoranda in which opinions are expressed or policies formulated or recommended ([RCW 42.56.280](#)).
- (h) Records of complaints to or investigations conducted by the Snohomish Regional Fire & Rescue for law enforcement purposes ([RCW 42.56.240](#)).
- (i) Contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the Snohomish Regional Fire & Rescue relative to the acquisition of property or to prospective public supply and construction contracts, until all of the property has been acquired or all contract agreements executed ([RCW 42.56.260](#)).
- (j) Records where disclosure is exempt or prohibited pursuant to provisions of federal or state law, including but not limited to provisions of the Evidence Code relating to privilege.
- (k) Records that relate to archeological site information ([RCW 42.56.300](#)).
- (l) Records obtained and all reports produced as required by state fireworks law ([RCW 42.56.460](#)).

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- (m) Investigative records compiled by the District regarding possible unfair practices of discrimination under [RCW 49.60.010](#) et seq. or possible violation of other federal, state, or local laws or Snohomish Regional Fire & Rescue internal policies during an active and ongoing investigation ([RCW 42.56.250](#))
 - 1. Records may be released upon completion of the investigation as allowed under [RCW 42.56.250](#).

Subpoenas

802.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish procedures for receiving, processing and responding to summons and subpoenas to appear or to produce records or evidence.

802.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Subpoena - A time sensitive court order requiring a person or entity to appear at a particular time and place to testify as a witness at a deposition, trial or hearing and/or to provide documents, records or evidence in a legal proceeding.

Subpoena duces tecum - A time sensitive court order requiring a person to produce in court specific documents or evidence.

Subpoena/Summons Request (SSR) log - The district log documenting the receipt of each subpoena or summons delivered to the District, and that includes the document's source, the date received and the date of response to a request to produce documents or delivery to a member.

802.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to make reasonable efforts to comply with valid subpoena requests for records or evidence and personal appearances and to cooperate with court processes.

The Fire Chief or his/her designee shall be promptly informed of any subpoena request. The Fire Chief or designee shall determine whether the request should be handled by the Public Records Officer or the authorized designee.

If a subpoena or a request for public records involves a request for a confidential record or relates to pending litigation against the district, the request should be promptly brought to the attention of the District's legal counsel.

802.3 GUIDELINES

Best Practice MODIFIED

All subpoenas should be directed to the Public Records Officer or the authorized designee. The Fire Chief or the authorized designee shall be promptly informed of any subpoena request.

802.3.1 PUBLIC RECORDS OFFICER

Best Practice MODIFIED

Subpoenas

The Public Records Officer and any authorized designees should receive training in proper intake and processing of subpoenas. Members not designated by the Public Records Officer and properly trained are not authorized to accept subpoenas for district records.

If the Public Records Officer determines that a subpoena or a request for public records involves a request for a confidential record or relates to pending litigation against the District, the request should be promptly brought to the attention of the legal counsel for the District.

802.3.2 SUBPOENAS FOR RECORDS

State MODIFIED

Subpoenas for records shall be date-stamped and logged on the subpoena/summons request (SSR) log.

The Public Records Officer will consult with the privacy officer regarding any request for medical records. The Public Records Officer or the authorized designee will only produce the requested records as provided in this policy and the Patient Medical Record Security and Privacy Policy.

A Declaration of Records shall be prepared, signed, copied and attached to the records provided in response to a subpoena ([RCW 10.96.030](#)). The Public Records Officer or the authorized designee shall make reasonable efforts to produce the requested records, or provide a response noting the lack of records, by the date specified in the subpoena.

The District is entitled to recoup any reasonable costs incurred in production of business records in response to a subpoena duces tecum. The Public Records Officer should provide a statement reflecting the assessment of these reasonable costs and require payment at the time subpoenaed records are delivered.

802.3.3 CIVIL SUBPOENAS FOR DEPOSITION OR NOTICE TO APPEAR

Best Practice MODIFIED

Members who receive a civil subpoena for a disposition or notice to appear shall notify their Battalion Chief of receipt of a subpoena. Members should contact the attorney issuing the subpoena to confirm the date and time of appearance or to confirm an on-call status. The member shall comply with all instructions on the subpoena and monitor the status of all required appearances to ensure compliance with judicial process. In the event a member will be unavailable to respond to a subpoena, the member shall promptly notify the attorney issuing the subpoena and the member's Battalion Chief.

Members who are deposed will request a copy of the transcript.

802.3.4 ON-CALL SUBPOENAS

Best Practice

Upon receipt of a subpoena and after contacting the issuing attorney, a member may make arrangements with the issuing attorney to be placed in an on-call status.

Subpoenas

The subpoenaed member shall promptly notify his/her supervisor of the subpoena and any on-call status and make arrangements regarding any potential scheduling conflicts, potential overtime compensation or other follow-up required to coordinate on-call appearance status.

802.3.5 CRIMINAL SUBPOENAS

Best Practice

Upon receipt of a criminal subpoena related to district business, the member shall promptly notify the Battalion Chief of his/her appearance and contact legal counsel if he/she has any questions.

802.3.6 CIVIL SUBPOENAS UNRELATED TO OFFICIAL DISTRICT BUSINESS

Best Practice **MODIFIED**

Members served with or receiving subpoenas for civil matters unrelated to their district duties shall comply with the requirements of the subpoena. Members are not entitled to compensation for any such appearance or deposition and arrangements for time off should be coordinated with their supervisor.

802.3.7 WORKER'S COMPENSATION

Best Practice **MODIFIED**

A copy of any subpoena for a matter related to workers' compensation shall be promptly provided to the Fire Chief.

802.4 RESPONSIBILITIES

Best Practice

802.4.1 MEMBERS

Best Practice **MODIFIED**

Members subpoenaed to appear in court for any District-related reason or who are subpoenaed to produce records or evidence shall: Document the date, time and manner of receipt. Promptly contact the Public Records Officer and provide them with a copy of the subpoena and/or summons and complaint. Make arrangements through the Public Records Officer to obtain any related reports or information. Notify their supervisor of the subpoena. Contact District counsel for the for any necessary guidance.

Employees who are subpoenaed to testify about district-related matters shall receive over-time wages outside normal working hours, their normal wages during working hours, or as recognized in collective bargaining agreements. Any witness fees provided to an on-duty employee shall be promptly transmitted to the District.

Employees subpoenaed to testify about non work-related matters shall be permitted to take time off to testify but are not entitled to receive wages. Employees shall be entitled to use vacation, personal leave or compensatory time off for the time they will be away from work.

Members appearing in court or appearing for court-related functions such as depositions shall appear for court or other judicial proceedings in uniform or professional business attire.

Subpoenas

Any questions regarding this policy or its requirements shall be promptly directed to a supervisor or district legal counsel.

802.5 TESTIFYING AGAINST THE INTEREST OF THE DISTRICT

Best Practice MODIFIED

Any member who has been subpoenaed to testify, has agreed to testify or who anticipates testifying or providing information on behalf of, or at the request of, any party other than the state, any city, county or any of their officers, agents or employees in which any of those entities or persons are parties to the litigation, will promptly notify his/her supervisor. The supervisor shall notify the Fire Chief. The Fire Chief, may refer the matter to the district's legal counsel, as may be indicated by the case.

- (a) This requirement includes:
1. Providing testimony or information for the defense in any criminal trial or proceeding.
 2. Providing testimony or information for the plaintiff in a civil proceeding against any city, county or their officers, agents or employees.
 3. Providing testimony or information on behalf of, or at the request of, any party other than any city, county or District official in any administrative proceeding, including, but not limited to, personnel and/or disciplinary matters.

802.6 JURY DUTY

Best Practice MODIFIED

If a member receives a summons for jury duty and it falls on an on-duty day, the member shall promptly notify his/her supervisor. Members shall be granted leave for jury duty for the hours required by the court.

Members who are granted leave for jury duty shall reimburse the District for the jury duty service paid for those days that leave is granted, excluding mileage paid by the court.

Ground Ladders

913.1 PURPOSE AND SCOPE

State MODIFIED

The purpose of this policy is to ensure that the ground ladders are periodically inspected and tested for compliance with the standards set forth in Washington law and the National Fire Protection Association (NFPA). This is a safety measure designed to reduce or eliminate the risk of injury to district members when using ground ladders ([WAC 296-305-06006](#)).

913.2 POLICY

State MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to perform testing, inspection, and certification of all ground ladders for the safety of district members and to comply with applicable standards.

913.3 INSPECTION AND TESTING

State MODIFIED

All district-owned ground ladders should be tested and certified annually. The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process.

Ground ladders shall also be tested after any major repair and before being placed back in service. Ground ladders will be tested in accordance with applicable NFPA standards. Load testing minimums will vary based on ladder construction and type.

All ground ladders shall be visually inspected at least once a month and after each use. Any defect noted in the inspection shall be repaired and the ground ladder tested prior to being returned to service ([WAC 296-305-06006](#)).

Ground ladder testing and certification should be performed by a trained, qualified district member or a qualified vendor.

913.3.1 NEW LADDERS

State MODIFIED

New ground ladders purchased by the District shall be constructed, tested, and certified in accordance with applicable NFPA standards ([WAC 296-305-06006](#)). If the manufacturer of any new ladder provides written documentation certifying that the ladder has been tested and is in full compliance with NFPA standards, the ladder may be placed in service with no further testing.

913.3.2 MANUFACTURER'S RECOMMENDED USE

State MODIFIED

Members of the District shall climb ground ladders with the fly in when this is not in conflict with the manufacturer's recommendations.

Ground Ladders

When the manufacturer's recommendations are to climb with the fly out and ladders are used routinely in the fly out configuration, members may nonetheless climb and descend the ladder with the fly in when adverse conditions exist ([WAC 296-305-06006\(2\)](#)).

913.4 RECORDS

State **MODIFIED**

The Deputy Chief of the Logistics Division shall be responsible for maintaining comprehensive records of all ladder testing, repair, and certification for the service life of each ladder.

Position Descriptions

1003.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each rank or job classification within the District.

1003.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to develop unique position descriptions for each assignment within an established rank or classification.

1003.3 RESPONSIBILITIES

Best Practice MODIFIED

The Human Resources or the authorized designee will generally develop and maintain classification specifications (e.g., Firefighter, Captain, Battalion Chief), including the assignments within the classification specifications as well as the duties and responsibilities for each assignment

The Fire Chief or the authorized designee is responsible for reviewing and modifying position descriptions as needed and when. duties or expectations of a specific position substantially change.

Fire Officer Development

1006.1 PURPOSE AND SCOPE

Discretionary MODIFIED

The purpose of this policy is to define the required and recommended competencies in the Snohomish Regional Fire & Rescue Fire Officer Development Program.

1006.2 POLICY

Discretionary MODIFIED

It is the policy of Snohomish Regional Fire & Rescue that, in order to train and develop members for supervisory roles, it will utilize such resources as the Center for Public Safety Excellence (CPSE), the National Fire Academy's (NFA) Executive Fire Officer Program (EFOP); the National Fire Protection Association (NFPA) 1021, Standard for Fire Officer Professional Qualifications; and other district-approved certification programs for the professional development of fire officers.

Educational Incentives

1007.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to identify the educational incentives available to Snohomish Regional Fire & Rescue members pursuant to the collective bargaining agreement or the established personnel agreement, and to establish a system of accessing the benefits.

1007.2 POLICY

Discretionary **MODIFIED**

It is the policy of Snohomish Regional Fire & Rescue that the educational incentives established in the collective bargaining agreement or the established personnel agreement shall be available to all members who meet the defined requirements.

Facility Security

1100.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to establish guidelines for the physical security of fire stations and other district facilities. The safety and security of district members and the safeguarding of District assets is the primary purpose of this policy. District members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of district facilities.

1100.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to provide physical security measures for all facilities under district control.

Flag Display

1103.1 PURPOSE AND SCOPE

Federal MODIFIED

The purpose of this policy is to provide guidance to members of Snohomish Regional Fire & Rescue regarding the proper display of the flags of both the United States and the State of Washington.

1103.2 DISPLAYING THE FLAG OF THE UNITED STATES

Federal MODIFIED

Federal law providing for the use and the display of the U.S. flag is contained in [Title 4 Chapter 1 of the United States Code](#), commonly referred to as "The Flag Code." Members of this district will display the flag of the United States in accordance with the provisions of [4 USC § 1](#) through [§ 4 USC § 10](#).

1103.2.1 DISPLAY OF THE U.S. FLAG IN DAILY OPERATIONS

Federal MODIFIED

Whenever the flag of the United States is to be displayed in any manner, it should be displayed in accordance with the Flag Code and as follows:

- (a) The United States flag should be conspicuously posted on all fire district facilities during hours of operation.
- (b) It is the universal custom to display the flag only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness ([4 USC § 6\(a\)](#)).
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed ([4 USC § 6\(c\)](#)).
- (d) The U.S. flag may only be flown at half-staff by Presidential or Gubernatorial decree, and on Memorial Day until noon ([4 USC § 7\(m\)](#)).

Whenever the U.S. flag is displayed in conjunction with other flags or symbols it should occupy the "Place of Honor" ([4 USC § 7](#)).

For additional guidance, members may consult The Flag Code.

1103.3 DISPLAY OF THE WASHINGTON STATE FLAG

State MODIFIED

Members of Snohomish Regional Fire & Rescue may display the Washington State flag prominently and in the proper position of honor in accordance with the United States Flag Code.

1103.3.1 DISPLAY OF THE WASHINGTON FLAG IN DAILY OPERATIONS

Best Practice MODIFIED

Whenever the Washington State flag is to be displayed in any manner, displays of the flag should be consistent with the following protocol:

Flag Display

- (a) The flag, when displayed, should be conspicuously posted on fire district facilities during hours of operation.
- (b) Generally, the flag should be displayed only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness.
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- (d) The flag shall be flown at half-staff whenever the flag of the United States is flown at half-staff, and may only be flown at half-staff at other times by direct order of the Governor of Washington.
- (e) Whenever the flag is displayed in conjunction with the United States flag, the United States flag shall occupy the position of first honor ([4 USC § 7](#)). When the flag is displayed in conjunction with other flags or symbols, it should occupy the position of honor.
- (f) For flag display protocol subsequent to a line of duty death, see Policy: 1035 Line of Duty Death.

For additional guidance, members may consult the Washington Office of the Secretary of State.



NEW BUSINESS

ACTION





EXECUTIVE SESSION

