



COMMISSIONER BOARD MEETING

JANUARY 23, 2025

5:30 PM

SRFR STATION 31 TRAINING ROOM

VIA ZOOM

SNOHOMISH REGIONAL FIRE & RESCUE

WASHINGTON



AGENDA





BOARD OF FIRE COMMISSIONERS MEETING AGENDA

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

January 23, 2025, 1730 hours

CALL TO ORDER

BADGE CEREMONY FOR FIRE MARSHAL'S OFFICE

PUBLIC COMMENT

UNION COMMENT

CHIEF'S REPORT

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	1/21/25	2/25/25	Yes
Finance Committee	Elmore	1/23/25	2/27/25	Yes
Sno911	Waugh	1/16/25	2/20/25	Yes
Sno-Isle Commissioners	Fay	12/5/24	3/6/25	No
Leadership Meeting	Schaub	1/23/25	TBD	Yes
Policy Committee	Schaub	1/9/25	2/13/25	No
Community Advisory Committee	TBD	1/6 25	TBD	No

COMMITTEE MEETING MINUTES

Policy Committee - December 11, 2024

Policy Committee - January 9, 2025

CONSENT AGENDA

Approval of Vouchers

AP Vouchers: 24-03625 to 24-03693; (\$854,030.11)

AP Vouchers: 24-03694 to 24-03870; (\$456,335.00)

Approval of Payroll

January 15, 2025 (\$1,499,232.40)



Approval of Minutes

Approve Regular Board Meeting Minutes January 9, 2025
Approve Special Board Meeting Minutes January 16, 2025

OLD BUSINESS

Discussion

Commissioner Vacancy Recruitment Process
Capital Facilities: BN Builders Phase 1B Amendment

Action

CARES Discussion

NEW BUSINESS

Discussion

Policy Review

- Policy 317 Carbon Monoxide Detector Activations
- Policy 331 Grocery Shopping On-Duty
- Policy 332 Scenes of Violence Incidents
- Policy 506 Chaplaincy Program
- Policy 603 Emergency Action Plan and Fire Prevention Plan Training
- Policy 1016 Personal Projects On-Duty
- Policy 1032 Temporary Modified-Duty Assignments
- Policy 1102 Wastewater Discharge
- Policy 1104 Fire Station Living

Action

GOOD OF THE ORDER

ATTENDANCE CHECK

Regular Commissioner Meeting February 13, 2025, at 1730 - Station 31 Training Room/Zoom

EXECUTIVE SESSION

ADJOURNMENT



CHIEF'S REPORT





COMMISSIONER REPORTS





COMMITTEE MEETING MINUTES





Commissioner Policy Committee Meeting

December 11th, 2024 16:30

Members Present: Commissioner Schaub, Commissioner Fay, Commissioner Elmore

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 electronically approved meeting minutes for 11/14/2024. Minutes were approved by the Board in the 11/25/2024 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 on our tracking sheet, but that the tracking sheet will be receiving an audit since there have been newly added policies since the creation of the tracking sheet that may not be on it. Additionally, Staff advised the committee that no new policies were issued for Division review the month of December due to vacations.

Reviewed Policies:

- 317 Carbon Monoxide Detector Activations
 - Approved
- 331 Grocery Shopping On-Duty
 - Approved
- 332 Scenes of Violence Incidents
 - Approved
- 506 Chaplaincy Program
 - Approved, committee discussed religious language in definitions section and whether it was exclusionary. Committee found the language appropriate due to the nature of the position and further explanation in the description regarding serving the community on a non-denominational basis.
- 603 Emergency Action Plan and Fire Prevention Plan Training

- Approved, discussed that the new district EAP and FPP policy is still in draft.
- 1016 Personal Projects On-Duty
 - Approved

Closing Comments: Staff pulled up the tracking sheet to show the Committee all of the progress we have made. The Committee reviewed the acknowledgement report for November and Staff explained the follow through and re-education coming up for members to achieve higher participation. The Committee discussed utilizing the “groups” feature in Lexipol to streamline the process further so individual members are only responsible for reviewing the policies that pertain to their position. Finally, the committee discussed the long-term management of the process and some time-intensive needs that we are unable to achieve with current resources.

Next Meeting set for January 9th @ 16:30.

Meet adjournment @ 17:12



Commissioner Policy Committee Meeting

January 9th, 2025 16:30

Members Present: Commissioner Schaub, Commissioner Fay, Commissioner Elmore

Staff Present: DC McConnell, DFM Dahl

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

Approval of Minutes: Commissioner Policy Committee electronically approved meeting minutes for 12/11/2024. Minutes will go before the Board for approval in the 1/23/2025 Board packet.

Discussion: Staff reported on the policies in the process. Staff updated the committee on our progress, all policies have been issued out for review and are in-process. One thing we have identified after issuing all of our Lexipol policies out is that there may be some gaps to fill between our new and legacy policies. Staff briefed the Commissioners on an expected slowing of reviews as the review stock dwindles and that gears will be changing over to procedures and developing review cycles for issued policies. Finally, we discussed some software hinderances to our goals and that we will be reaching out to Lexipol to see if there is a remedy.

Reviewed Policies:

- 1032 Temporary Modified-Duty Assignments
 - Approved – This one was initially reviewed in early 2024 and sent back to the Division head for corrections. After further review and legal counsel, no changes needed to be made to that section, but a clarifying statement was added to the Purpose and Scope section as well as federal law updates.
- 1102 Wastewater Discharge
 - Approved

- 1104 Fire Station Living
 - Approved – This policy had some changes made to it immediately before the meeting, Commissioners were updated on the changes and why they were made.

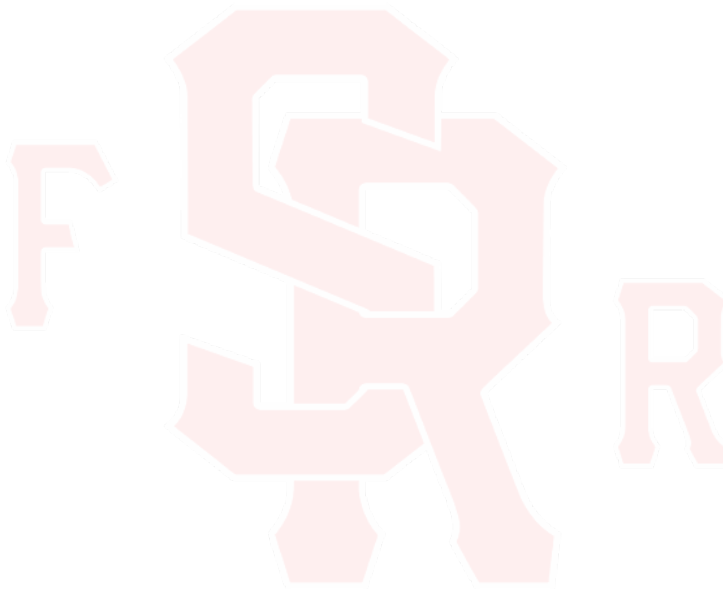
Closing Comments: The Committee further discussed utilizing the “groups” feature in Lexipol to streamline the process further so individual members are only responsible for reviewing the policies that pertain to their position. Staff found that this feature would allow us to separate groups in acknowledgment reports but not allow different policy assignments, staff will work with Lexipol for the solution. Finally, the committee carried on last meetings discussion about the long-term management of the process and some time-intensive needs that we are unable to achieve with current resources.

Next Meeting set for February 13th @ 16:30.

Meet adjournment @ 17:10



CONSENT AGENDA





Snohomish Regional Fire & Rescue, WA

Docket of Claims Register

APPKT01763 - 01.14.2025 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	24-03625						510.00	
		26856	Blue Card Online Training Renewal - M	Invoice	12/18/2024	Blue Card Online Training Renewal - M	001-506-522-45-49-02	125.00	
		26882	Blue Card Online Training - Kukhotskay	Invoice	12/23/2024	Blue Card Online Training - Kukhotskay	001-506-522-45-49-02	385.00	
0028	ALL BATTERY SALES AND SERVICI	24-03626						118.70	
		300-10157010	Shop Supplies	Invoice	01/08/2025	Shop Supplies	050-511-522-60-31-05	118.70	
2106	AMAZON CAPITAL SERVICES, INC	24-03627						2,493.29	
		11XY-DPHG-9Y3C	Paper Twl Hldr(x2),Ice Alert Sign 4pk(x	Invoice	12/16/2024	Paper Towel Holder Dispenser (x2) - Tr	001-507-522-50-31-00	35.59	
						Smart-Sign "Ice Alert" Kit 4pk (x3) - Tra	001-510-522-20-35-01	2,373.62	
		13LM-YDKN-3C6R	10x10 Tarp Multi-Purpose (x3) - Ladde	Invoice	12/19/2024	10x10 Tarp Multi-Purpose (x3) - Ladde	001-504-522-20-31-01	30.69	
		13MF-GJ7P-J7DL	Heating Element (Part) Dryer Repair - S	Invoice	12/17/2024	Heating Element (Part) Dryer Repair - S	001-507-522-50-48-00	28.91	
		13WT-J1TG-PTCT	Sony Camera Rechargeable Battery 2pl	Credit Memo	12/21/2024	Sony Camera Rechargeable Battery 2pl	001-515-522-30-35-00	-183.42	
		11NR-611J-F36R	Shop Tools	Invoice	01/08/2025	Shop Tools	050-511-522-60-35-00	191.40	
		1XTH-3YVH-X9HY	Tow Straps, Hooks & Recovery Rope - L	Invoice	12/18/2024	Tow Straps, Hooks & Recovery Rope	001-507-522-50-35-00	16.50	
1881	APPLIANCE MECHANIC	24-03628						595.69	
		22228	Dishwasher Srvc Call (Replaced Interfa	Invoice	12/31/2024	Dishwasher Srvc Call (Replaced Interfa	001-507-522-50-48-00	513.71	
		22231	Refrigerator Srvc Call (Not Dispen. Wat	Invoice	12/31/2024	Refrigerator Srvc Call (Not Dispen. Wat	001-507-522-50-48-00	81.98	
2127	BENJAMIN TOWERS	24-03629						750.00	
		INV12755	2024 Shop Tool Allowance Reimbursen	Invoice	12/24/2024	2024 Shop Tool Allowance Reimbursen	050-511-522-60-35-01	750.00	
2392	BRANDON WATKINS	24-03630						750.00	
		INV12753	2024 Shop Tool Allowance Reimbursen	Invoice	12/30/2024	2024 Shop Tool Allowance Reimbursen	050-511-522-60-35-01	750.00	
2352	CAMERON MAIN	24-03631						97.11	
		INV12748	ASE Test Reimbursement (A1)	Invoice	12/30/2024	ASE Test Reimbursement (A1)	050-511-522-45-49-01	97.11	
2217	CENTRAL WASHINGTON UNIVER	24-03632						3,362.90	
		43780311-WINTER 2024	Paramedic School Program Tuition (Wi	Invoice	12/19/2024	Paramedic School Program Tuition (Wi	001-506-522-45-49-37	3,362.90	
0096	CENTRAL WELDING SUPPLY	24-03633						295.29	
		0002252338	Oxygen Cylinder Exchange/Re-Fill (x9)	Invoice	12/16/2024	Oxygen Cylinder Exchange/Re-Fill (x9)	001-509-522-20-45-00	128.31	
		0002252343	Oxygen Cylinder Exchange/Re-Fill (x2)	Invoice	12/16/2024	Oxygen Cylinder Exchange/Re-Fill (x2)	001-509-522-20-45-00	166.98	
2488	CMC	24-03634						2,950.00	
		ORD-2674	Rope Rescue Technician Training Regist	Invoice	01/09/2025	Rope Rescue Technician Training Regist	001-506-522-45-49-02	2,950.00	
0126	COMCAST	24-03635						322.19	
		ST31-JANFEB25	Internet Services - ST 31	Invoice	12/27/2024	Internet Services - ST 31	001-513-522-50-42-01	322.19	
0126	COMCAST	24-03636						791.80	
		ADMIN-JANFEB25	Internet/Phone/TV Services - Admin B	Invoice	01/07/2025	Internet/Phone/TV Srvcs - Admin Bldg	001-513-522-50-42-01	791.80	

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
0127	COMDATA INC. 20423406	24-03637 Apparatus Fuel	Invoice	01/01/2025	Apparatus Fuel - EMS Apparatus Fuel - Suppression	001-509-522-20-32-00 001-504-522-20-32-00	1,956.49 978.25 978.24
0138	CRESSY DOOR COMPANY, INC 203754	24-03638 Bay Door Srvc Call (Door Stuck) - ST31	Invoice	12/17/2024	Bay Door Srvc Call (Door Stuck) - ST31	001-507-522-50-48-00	474.52 474.52
0103	CSD ATTORNEYS AT LAW P.S. 127075	24-03639 Monthly Attorney Services (November	Invoice	11/30/2024	Monthly Attorney Services (November	001-512-522-10-41-03	8,942.05 8,942.05
2205	DANIEL KINDIG INV12744	24-03640 2024 Shop Tool Allowance Reimbursen	Invoice	01/02/2025	2024 Shop Tool Allowance Reimbursen	050-511-522-60-35-01	750.00 750.00
0300	DAVE JONKER INV12742	24-03641 Reimbursement Tools & Uniform Jacke	Invoice	01/07/2025	Reimbursement Tool- shop Reimbursement Uniform Jacket Repair	050-511-522-60-35-00 050-511-522-60-31-01	761.51 711.00 50.51
0154	DELL MARKETING LP C/O DELL U 10789807070	24-03642 Large LCDs for Fire Marshals	Invoice	12/17/2024	Large LCDs for Fire Marshals	001-513-522-10-35-00	8,195.89 8,195.89
2000	DESERT DIAMOND INDUSTRIES L INV-007146	24-03643 L33 Circ Saw Blades	Invoice	01/02/2025	L33 Circ Saw Blades	001-504-522-20-35-00	979.00 979.00
2318	DILLON CLINTON INV12741	24-03644 Registration Reimb."Beyond The Door	Invoice	01/04/2025	Registration Reimb."Beyond The Door	001-506-522-45-49-02	500.00 500.00
1875	ELECTRONIC BUSINESS MACHINE AR294108	24-03645 Copier Machine Usage - ST82	Invoice	12/19/2024	Copier Machine Usage - ST82	001-502-522-10-31-00	3.56 3.56
2468	FILIUM CORP. 20241224	24-03646 T-shirts	Invoice	12/23/2024	T-shirts	001-504-522-20-31-07	7,013.50 7,013.50

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0226	GALLS, LLC	24-03647					6,948.30
	019930030	Industrial Pants (x3)	Invoice	01/09/2025	Industrial Pants (x3)	001-504-522-20-31-07	440.07
	029943177	S/S Chief Shirt, Firefighter Shirt	Invoice	12/17/2024	S/S Chief Shirt, Firefighter Shirt	001-504-522-20-31-07	268.27
	029943199	S/S Chief Shirt x2, Indust. Pants, Belt	Invoice	12/17/2024	S/S Chief Shirt x2, Indust. Pants, Belt	001-504-522-20-31-07	943.80
	029943201	Class A Alterations	Invoice	12/17/2024	Class A Alteration	001-504-522-20-31-07	10.92
	029943264	Industrial Pants (x2)	Invoice	12/17/2024	Industrial Pants (x2)	001-504-522-20-31-07	290.46
	029954763	Uniform Metal Badge (x6), Holders (x2)	Invoice	12/17/2024	Uniform Metal Badge (x6), Holders (x2)	001-504-522-20-31-07	711.76
	029956764	Industrial Pants, Belt, Embroiderable B	Invoice	12/18/2024	Industrial Pants, Belt, Embroiderable B	001-504-522-20-31-07	249.82
	029956798	Industrial Pants	Invoice	12/18/2024	Industrial Pants	001-504-522-20-31-07	219.90
	029956799	Industrial Cargo Pants (x2)	Invoice	12/18/2024	Industrial Cargo Pants (x2)	001-504-522-20-31-07	435.01
	029956800	Tactical Ripstop Pants, Backpack	Invoice	12/18/2024	Tactical Ripstop Pants, Backpack	001-504-522-20-31-07	239.30
	029956801	Tactical Ripstop Pants	Invoice	12/18/2024	Tactical Ripstop Pants	001-504-522-20-31-07	61.00
	029967085	Name Plate Drop Ship Version	Invoice	12/18/2024	Name Plate Drop Ship Version	001-504-522-20-31-07	26.56
	029968640	Jacket w/ Detachable Inner Softshell	Invoice	12/19/2024	Jacket w/ Detachable Inner Softshell	001-504-522-20-31-07	324.58
	029968675	Tactical Crew Neck Utility T-Shirts (x3)	Invoice	12/19/2024	Tactical Crew Neck Utility T-Shirts (x3)	001-504-522-20-31-07	196.92
	029968698	Tactical Riptstop Pants, Nomex Industr	Invoice	12/19/2024	Tactical Riptstop Pants, Nomex Industr	001-504-522-20-31-07	205.49
	029968770	S/S Chief Shirt (x2)	Invoice	12/19/2024	S/S Chief Shirt (x2)	001-504-522-20-31-07	290.17
	029968805	L/S Chief Shirt	Invoice	12/19/2024	L/S Chief Shirt	001-504-522-20-31-07	224.60
	029980394	Tactical Crew Neck Utility T-Shirts (x8)	Invoice	12/20/2024	Tactical Crew Neck Utility T-Shirts (x8)	001-504-522-20-31-07	525.12
	029980399	Tactical Crew Neck Utility T-Shirts (x14)	Invoice	12/20/2024	Tactical Crew Neck Utility T-Shirts (x14)	001-504-522-20-31-07	918.96
	029980459	S/S Chief Shirt (x2)	Invoice	12/20/2024	S/S Chief Shirt (x2)	001-504-522-20-31-07	365.59
1894	GREATER LAKE STEVENS CHAMB 2069	24-03648 2024 Annual 'Engaged' Level Members	Invoice	01/01/2025	2024 Annual 'Engaged' Level Members	001-502-522-10-49-01	295.00 295.00
2110	HARMSSEN, LLC 24HRM0393-1	24-03649 Professional Srvc (Water Line Easeme	Invoice	12/19/2024	Professional Srvc (Water Line Easeme	300-507-594-50-62-00	1,125.00 1,125.00
1519	INTERNAL REVENUE SERVICE 33-1126622-CP215	24-03650 IRS Penalty Assessment Dues (CP215/3	Invoice	12/30/2024	IRS Penalty Assessment Dues (CP215/3	001-502-522-10-49-06	16,100.00 16,100.00
0277	ISOUTSOURCE CW304629 CW304847	24-03651 Monthly Software Fees/Monitoring Se IT Services	Invoice Invoice	12/18/2024 12/15/2024	Monthly Software Fees/Monitoring Se IT Services	001-513-522-10-41-04 001-513-522-10-41-04	10,136.88 594.05 9,542.83
1837	JACK SHARPE INV12747 INV12749 INV12750	24-03652 2025-2027 Boot Allowance Reimburse EVT Test Reimbursement (RF3 & F4) 2024 Shop Tool Allowance Reimbursen	Invoice Invoice Invoice	12/31/2024 12/31/2024 12/31/2024	2025-2027 Boot Allowance Reimburse EVT Test Reimbursement (RF3 & F4) 2024 Shop Tool Allowance Reimbursen	050-511-522-60-31-01 050-511-522-45-49-01 050-511-522-60-35-01	1,032.06 169.56 112.50 750.00
0288	JEFF SCHAUB INV12737 INV12763	24-03653 Mileage Reimbursement WFCA 2024 Airfare Reimbursement NW Leadershiq	Invoice Invoice	11/18/2024 01/04/2025	Mileage Reimbursement WFCA 2024 Airfare Reimbursement NW Leadershiq	001-501-522-10-43-01 001-501-522-10-43-01	794.32 399.32 395.00
2409	JEREMY JENSEN INV12751	24-03654 2024 Shop Tool Allowance Reimbursen	Invoice	12/24/2024	2024 Shop Tool Allowance Reimbursen	050-511-522-60-35-01	750.00 750.00

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
0596	JOHN THOMAS INV12756	24-03655 2024 Shop Tool Allowance Reimbursen	Invoice	01/06/2025	2024 Shop Tool Allowance Reimbursen	050-511-522-60-35-01	750.00 750.00
1910	JUDD & BLACK ELECTRIC INC 8832262-1	24-03656 Top Load Wash Machine (Matte Black)	Invoice	12/21/2024	Top Load Wash Machine (Matte Black)	001-507-522-50-35-00	1,567.33 1,567.33
2423	KERRY PRAY INV12757 INV12761	24-03657 2024 Shop Tool Allowance Reimbursen ASE Test Reimbursement (L2)	Invoice Invoice	01/02/2025 01/13/2025	2024 Shop Tool Allowance Reimbursen ASE Test Reimbursement (L2)	050-511-522-60-35-01 050-511-522-45-49-01	893.31 735.77 157.54
1879	LAKE STEVENS SEWER DISTRICT ST81-JAN2025	24-03658 Sewer - ST 81 (Account 6681.01)	Invoice	01/01/2025	Sewer - ST 81	001-507-522-50-47-02	244.37 244.37
1879	LAKE STEVENS SEWER DISTRICT ST82-JAN2025	24-03659 Sewer - ST 82 (Account 3655.01)	Invoice	01/01/2025	Sewer - ST 82	001-507-522-50-47-02	422.73 422.73
2404	LAWSON PRODUCTS, INC. 9312084303	24-03660 Cryo-Thunderburr Set - Logistics Tools	Invoice	12/16/2024	Cryo-Thunderburr Set - Logistics Tools	001-507-522-50-35-00	33.25 33.25
0343	LIFE-ASSIST INC 1538956	24-03661 Medical Supplies	Invoice	12/19/2024	Medical Supplies	001-509-522-30-31-01	619.75 619.75
1871	MARIA RICHMOND INV12745	24-03662 2025 Admin Uniform Reimbursement	Invoice	01/02/2025	2025 Admin Uniform Reimbursement	001-504-522-20-31-07	75.46 75.46
1672	MATTHEW BALL INV12677	24-03663 Per Diem EMS World Convention 2024	Invoice	11/18/2024	Per Diem EMS World Convention 2024	001-509-522-45-49-02	855.12 855.12
2299	MEDICAL EDUCATION AND TRAI 000056 000057	24-03664 Pediatric Enrichment Course PALS Hea ACLS Annual Renewal 1-8	Invoice Invoice	12/23/2024 12/23/2024	Pediatric Enrichment Course PALS Hea ACLS Annual Renewal 1-8	001-509-522-45-49-02 001-509-522-20-49-01	9,500.00 7,500.00 2,000.00
0082	MIKE CAMERER INV12752	24-03665 2024 Shop Tool Allowance Reimbursen	Invoice	12/30/2024	2024 Shop Tool Allowance Reimbursen	050-511-522-60-35-01	750.00 750.00

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
0380	MONROE PARTS HOUSE	24-03666					5,540.74
	000001	Shop Parts	Invoice	12/05/2024	Shop Parts	050-511-522-60-34-01	43.75
	000042	Shop Parts	Invoice	12/06/2024	Shop Parts	050-511-522-60-34-01	63.62
	000316	Shop Parts	Invoice	12/09/2024	Shop Parts	050-511-522-60-34-01	32.80
	000374	Shop Parts	Invoice	12/09/2024	Shop Parts	050-511-522-60-34-01	73.74
	000385	Shop Parts	Invoice	12/09/2024	Shop Parts	050-511-522-60-34-01	16.99
	000576	Shop Parts	Invoice	12/10/2024	Shop Parts	050-511-522-60-34-01	13.99
	000578	Shop Parts	Invoice	12/10/2024	Shop Parts	050-511-522-60-34-01	275.68
	000660	Shop Parts	Credit Memo	12/11/2024	Shop Parts	050-511-522-60-34-01	-19.69
	000661	Shop Parts	Invoice	12/11/2024	Shop Parts	050-511-522-60-34-01	78.47
	000735	Shop Parts	Invoice	12/11/2024	Shop Parts	050-511-522-60-34-01	59.79
	000855	Shop Parts	Invoice	12/12/2024	Shop Parts	050-511-522-60-34-01	174.64
	000891	Shop Parts	Invoice	12/12/2024	Shop Parts	050-511-522-60-34-01	17.72
	000922	Shop Parts	Invoice	12/12/2024	Shop Parts	050-511-522-60-34-01	28.42
	000938	Shop Parts	Credit Memo	12/12/2024	Shop Parts	050-511-522-60-34-01	-43.75
	000941	Shop Parts	Invoice	12/12/2024	Shop Parts	050-511-522-60-34-01	45.86
	001004	Shop Parts	Invoice	12/13/2024	Shop Parts	050-511-522-60-34-01	73.42
	001028	Shop Parts	Invoice	12/13/2024	Shop Parts	050-511-522-60-34-01	78.86
	001048	Shop Parts	Invoice	12/13/2024	Shop Parts	050-511-522-60-34-01	14.22
	001115	Shop Parts	Invoice	12/13/2024	Shop Parts	050-511-522-60-34-01	10.58
	001298	Shop Parts	Invoice	12/16/2024	Shop Parts	050-511-522-60-34-01	69.37
	001319	Shop Parts	Invoice	12/16/2024	Shop Parts	050-511-522-60-34-01	377.87
	001385	Shop Parts	Invoice	12/16/2024	Shop Parts	050-511-522-60-34-01	58.30
	001387	Shop Parts	Invoice	12/16/2024	Shop Parts	050-511-522-60-34-01	10.11
	001399	Shop Parts	Invoice	12/16/2024	Shop Parts	050-511-522-60-34-01	69.67
	001401	Shop Parts	Credit Memo	12/16/2024	Shop Parts	050-511-522-60-34-01	-39.38
	001434	Shop Parts	Invoice	12/16/2024	Shop Parts	050-511-522-60-34-01	58.30
	001469	Shop Parts	Invoice	12/17/2024	Shop Parts	050-511-522-60-34-01	813.77
	001479	Shop Tools	Invoice	12/17/2024	Shop Tools	050-511-522-60-48-01	85.67
	001485	Shop Parts	Invoice	12/17/2024	Shop Parts	050-511-522-60-34-01	16.40
	001487	Shop Parts	Credit Memo	12/17/2024	Shop Parts	050-511-522-60-34-01	-118.15
	001514	Shop Parts	Invoice	12/17/2024	Shop Parts	050-511-522-60-34-01	8.19
	001552	Shop Parts	Invoice	12/17/2024	Shop Parts	050-511-522-60-34-01	25.14
	001564	Shop Parts	Invoice	12/17/2024	Shop Parts	050-511-522-60-34-01	7.42
	001569	Shop Parts	Invoice	12/17/2024	Shop Parts	050-511-522-60-34-01	15.09
	001614	Shop Parts	Invoice	12/18/2024	Shop Parts	050-511-522-60-34-01	55.13
	001623	Shop Parts	Invoice	12/18/2024	Shop Parts	050-511-522-60-34-01	34.96
	001638	Shop Parts	Invoice	12/18/2024	Shop Parts	050-511-522-60-34-01	17.93
	001714	Shop Parts	Invoice	12/18/2024	Shop Parts	050-511-522-60-34-01	22.51
	001780	Shop Parts	Invoice	12/19/2024	Shop Parts	050-511-522-60-34-01	577.12
	001800	Shop Parts	Credit Memo	12/19/2024	Shop Parts	050-511-522-60-34-01	-39.38
	001807	Shop Parts	Invoice	12/19/2024	Shop Parts	050-511-522-60-34-01	102.31
	001808	Shop Parts	Invoice	12/19/2024	Shop Parts	050-511-522-60-34-01	601.98

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
	001844	Shop Parts	Credit Memo	12/19/2024	Shop Parts	050-511-522-60-34-01	-620.53
	001851	Shop Parts	Invoice	12/19/2024	Shop Parts	050-511-522-60-34-01	24.92
	001867	Shop Parts	Invoice	12/19/2024	Shop Parts	050-511-522-60-34-01	220.53
	001876	Shop Parts	Invoice	12/20/2024	Shop Parts	050-511-522-60-34-01	27.85
	001883	Shop Parts	Invoice	12/20/2024	Shop Parts	050-511-522-60-34-01	91.31
	001972	Shop Parts	Invoice	12/20/2024	Shop Parts	050-511-522-60-34-01	47.02
	001987	Shop Parts	Invoice	12/20/2024	Shop Parts	050-511-522-60-34-01	19.75
	002152	Shop Parts	Invoice	12/23/2024	Shop Parts	050-511-522-60-34-01	34.96
	002160	Shop Parts	Invoice	12/23/2024	Shop Parts	050-511-522-60-34-01	47.60
	002161	Shop Parts	Invoice	12/23/2024	Shop Parts	050-511-522-60-34-01	32.80
	002235	Shop Parts	Invoice	12/23/2024	Shop Parts	050-511-522-60-34-01	260.80
	002240	Shop Parts	Credit Memo	12/23/2024	Shop Parts	050-511-522-60-34-01	-48.14
	002368	Shop Parts	Invoice	12/26/2024	Shop Parts	050-511-522-60-34-01	23.53
	002381	Shop Parts	Invoice	12/26/2024	Shop Parts	050-511-522-60-34-01	7.42
	002392	Shop Parts	Invoice	12/26/2024	Shop Parts	050-511-522-60-34-01	401.32
	002405	Shop Parts	Credit Memo	12/26/2024	Shop Parts	050-511-522-60-34-01	-401.32
	002432	Shop Parts	Invoice	12/26/2024	Shop Parts	050-511-522-60-34-01	47.25
	002464	Shop Parts	Invoice	12/26/2024	Shop Parts	050-511-522-60-34-01	46.71
	002465	Shop Parts	Invoice	12/26/2024	Shop Parts	050-511-522-60-34-01	49.95
	002466	Shop Parts	Credit Memo	12/26/2024	Shop Parts	050-511-522-60-34-01	-24.60
	002468	Shop Parts	Invoice	12/26/2024	Shop Parts	050-511-522-60-34-01	32.75
	002470	Shop Parts	Invoice	12/26/2024	Shop Parts	050-511-522-60-34-01	173.51
	002492	Shop Parts	Invoice	12/27/2024	Shop Parts	050-511-522-60-34-01	25.14
	002507	Shop Parts	Credit Memo	12/27/2024	Shop Parts	050-511-522-60-34-01	-29.57
	002558	Shop Parts	Invoice	12/27/2024	Shop Parts	050-511-522-60-34-01	30.27
	002572	Shop Parts	Credit Memo	12/27/2024	Shop Parts	050-511-522-60-34-01	-19.69
	999348	Shop Parts	Invoice	12/02/2024	Shop Parts	050-511-522-60-34-01	20.46
	999371	Shop Parts	Invoice	12/02/2024	Shop Parts	050-511-522-60-34-01	72.76
	999385	Shop Parts	Credit Memo	12/02/2024	Shop Parts	050-511-522-60-34-01	-75.98
	999527	Shop Parts	Invoice	12/03/2024	Shop Parts	050-511-522-60-34-01	18.82
	999607	Shop Parts	Invoice	12/03/2024	Shop Parts	050-511-522-60-34-01	50.17
	999611	Shop Parts	Credit Memo	12/03/2024	Shop Parts	050-511-522-60-34-01	-20.46
	999642	Shop Parts	Invoice	12/03/2024	Shop Parts	050-511-522-60-34-01	55.15
	999720	Shop Parts	Invoice	12/04/2024	Shop Parts	050-511-522-60-34-01	4.91
	999735	Shop Parts	Invoice	12/04/2024	Shop Parts	050-511-522-60-34-01	66.84
	999755	Shop Parts	Invoice	12/04/2024	Shop Parts	050-511-522-60-34-01	10.40
	999787	Shop Parts	Invoice	12/04/2024	Shop Parts	050-511-522-60-34-01	14.27
	999807	Shop Parts	Invoice	12/04/2024	Shop Parts	050-511-522-60-34-01	37.63
	999866	Shop Supplies	Invoice	12/05/2024	Shop Supplies	050-511-522-60-31-05	32.80
	999934	Shop Parts	Invoice	12/05/2024	Shop Parts	050-511-522-60-34-01	442.52
	999986	Shop Parts	Invoice	12/05/2024	Shop Parts	050-511-522-60-34-01	229.17
	999987	Shop Parts	Invoice	12/05/2024	Shop Parts	050-511-522-60-34-01	215.93
	999995	Shop Parts	Credit Memo	12/05/2024	Shop Parts	050-511-522-60-34-01	-19.69

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
	9999973	Shop Parts	Invoice	12/05/2024	Shop Parts	050-511-522-60-34-01	57.81
	999999	Shop Parts	Credit Memo	12/05/2024	Shop Parts	050-511-522-60-34-01	-43.75
2068	MONROE VISION CLINIC, INC. 863467	24-03667 Facepiece Respirator Prescription Lens	Invoice	10/21/2024	Facepiece Respirator Prescription Lens	001-509-522-20-35-00	320.00
1820	NADIA KUKHOTSKAYA INV12740	24-03668 Tuition/Book Reimb.(ICS-300/Incident	Invoice	01/06/2025	Tuition/Book Reimb.(ICS-300/Incident	001-506-522-45-49-02	600.00
1880	NATIONAL PUBLIC EMPLOYER LA 15713	24-03669 2025 NPELRA Annual Training Registra	Invoice	01/06/2025	2025 NPELRA Annual Training Registra	001-502-522-45-49-02	18.75
0426	NORWEST BUSINESS SERVICES, I 24123101	24-03670 Website Monthly Maintenance Fee (JU	Invoice	12/31/2024	Website Monthly Maintenance Fee (JU	001-513-522-10-41-04	4,500.00
0185	OPERATIVE IQ 66453	24-03671 Operative IQ License/Maintenance Fee	Invoice	01/01/2025	Fleet Mgmt Licenses/Sandbox Mainte Operative IQ Inventory/Asset Mngmnt RFID Data Service License Fee	001-513-522-10-49-04 001-513-522-10-49-04 001-513-522-10-49-04	3,470.06 880.47 2,481.69 107.90
0466	PETROCARD, INC. C636761	24-03672 OnSite Mobile Fueling Service - ST 71,	Invoice	12/26/2024	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00 001-509-522-20-32-00	2,051.12 1,025.56 1,025.56
2448	PRINT WEST, INC. 262203	24-03673 Winter 2024 Newsletter Printing (56,7	Invoice	01/10/2025	Winter 2024 Newsletter Printing (56,7	001-515-522-30-49-01	11,736.29
2053	RAINGARDENS NORTHWEST, INC R8988	24-03674 Filterra Stormwater Maintenance (549	Invoice	12/03/2024	Filterra Stormwater Maintenance (549	001-507-522-50-48-00	486.63
1611	RANDY FAY INV12738	24-03675 Mileage Reimbursement COMEX 2024	Invoice	01/04/2025	Mileage Reimbursement COMEX 2024	001-501-522-10-43-01	128.64
1867	RONALD RASMUSSEN JR INV12739	24-03676 Alderwood Water & Sewer District App	Invoice	12/31/2024	Alderwood Water & Sewer District App	001-507-522-50-48-00	181.00
0535	SHAWN SELTZ INV12754	24-03677 2024 Shop Tool Allowance Reimbursen	Invoice	01/01/2025	2024 Shop Tool Allowance Reimbursen	050-511-522-60-35-01	750.00
0546	SISKUN POWER EQUIPMENT 478906	24-03678 ChainSaw Maintenance Repair (Carbur	Invoice	12/17/2024	ChainSaw Maintenance Repair (Carbur	001-504-522-20-48-02	125.38
2360	SKY VALLEY CHAMBER OF COMM 10034	24-03679 2025 District Annual Membership Due	Invoice	01/10/2025	2025 District Annual Membership Due	001-502-522-10-49-01	50.00
0565	SNOHOMISH COUNTY PUD 116236091	24-03680 Electricity - ST 83	Invoice	12/31/2024	Electricity - ST 83	001-507-522-50-47-01	778.28
0567	SNURE LAW OFFICE, PSC DEC2024	24-03681 Monthly Attorney Services (December	Invoice	01/02/2025	Monthly Attorney Services (December	001-512-522-10-41-03	3,296.00

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
2057	SPRAGUE PEST SOLUTIONS 5653255	24-03682 Monthly Pest Control Services - Admin	Invoice	12/20/2024	Monthly Pest Control Services - Admin	001-507-522-50-41-00	634.08 120.13
	5653256	Monthly Pest Control Servcs - ST 74/Lc	Invoice	12/21/2024	Monthly Pest Control Servcs - ST 74/Lc	001-507-522-50-41-00	120.02
	5653261	Monthly Pest Control Services - ST 77	Invoice	12/18/2024	Monthly Pest Control Services - ST 77	001-507-522-50-41-00	120.02
	5653262	Monthly Pest Control Services - ST 72	Invoice	12/21/2024	Monthly Pest Control Services - ST 72	001-507-522-50-41-00	129.84
	5653264	Monthly Pest Control Services - ST 33	Invoice	12/21/2024	Monthly Pest Control Services - ST 33	001-507-522-50-41-00	144.07
2379	SRFR - PETTY CASH 0-094-650-487	24-03683 DOL Driving Record Request (x5)	Invoice	01/02/2025	DOL Driving Record Request (x5)	001-517-522-10-49-06	13,465.74 75.00
	0-094-745-863	DOL Driving Record Request	Invoice	01/02/2025	DOL Driving Record Request	001-517-522-10-49-06	15.00
	2028	PrintWest: Winter 2024 Newsletter M	Invoice	01/07/2025	PrintWest: Winter 2024 Newsletter M	001-515-522-30-42-01	13,355.74
	2029	DRS Late Fee	Invoice	01/08/2025	DRS Late Fee	001-507-522-10-49-06	20.00
2415	SUPERIOR SEPTIC SERVICE, LLC 22656000	24-03684 Septic Tank Maint. (Pumped 1250gl/1C	Invoice	12/20/2024	Septic Tank Maint. (Pumped 1250gl/1C	001-507-522-50-48-00	3,135.14 1,592.60
	22657531	Septic Tank Maint. (Pumped 1250gl/8	Invoice	12/17/2024	Septic Tank Maint. (Pumped 1250gl/8	001-507-522-50-48-00	1,542.54
2328	TERESA RIDER INV12758	24-03685 Tuition Reimbursement (FIRE 203 - Bui	Invoice	12/20/2024	Tuition Reimbursement (FIRE 203 - Bui	001-506-522-45-49-10	698.30 698.30
0614	TYLER TECHNOLOGIES INC 025-489825	24-03686 Tyler University Platform Annual Renew	Invoice	01/01/2025	Tyler University Platform Annual Renew	001-513-522-10-49-04	2,242.00 2,242.00
2306	UNITED RENTALS (NORTH AMER 236766056-006	24-03687 Cap. Facilities Planning (Container Ren	Invoice	12/21/2024	Cap. Facilities Planning (Container Ren	300-507-594-50-62-00	177.04 177.04
0040	VESTIS 6560492889	24-03688 Maint. Srvcs Towels, Floor Mat & Mop	Invoice	12/19/2024	Maint. Srvcs Towels, Floor Mat & Mop	001-507-522-50-48-00	99.36 26.52
	6560492890	Shop Supplies/Uniform Rental/Laundry	Invoice	12/19/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	72.84
1930	WASHINGTON CITIES INSURANC 200460	24-03689 2025 Dist. Insurance (Liability/Program	Invoice	01/01/2025	2025 Dist. Insurance (Liability/Program	001-512-522-41-46-00	687,339.00 687,339.00
0639	WASHINGTON FIRE COMMISSIOI 300001912	24-03690 2025 District Membership Dues/Renev	Invoice	12/17/2024	2025 District Membership Dues/Renev	001-501-522-10-49-01	7,299.00 7,299.00
0651	WAVE 132631801-0011258	24-03691 Fiber Optic Connection - County (Rock	Invoice	01/01/2025	Fiber Optic Connection & Cable/TV Sei	001-513-522-50-42-01	8,023.39 8,023.39
0651	WAVE 129266301-0011258	24-03692 Fiber Optic Connection - ST 72	Invoice	01/01/2025	Fiber Optic Connection - ST 72	001-513-522-50-42-01	900.80 900.80
1929	WISE CHOICE MOVERS LLC 674	24-03693 2 Man Crew & Truck (ST71 Office Equip	Invoice	10/31/2024	2 Man Crew & Truck (ST71 Office Equip	001-507-522-50-41-00	477.00 477.00
Total Claims: 69						Total Payment Amount:	854,030.11

Snohomish Regional Fire and Rescue Claims Voucher Summary

01/13/2025

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
24-03625	ACROSS THE STREET PRODUCTIONS		510.00
24-03626	ALL BATTERY SALES AND SERVICE		118.70
24-03627	AMAZON CAPITAL SERVICES, INC		2,493.29
24-03628	APPLIANCE MECHANIC		595.69
24-03629	BENJAMIN TOWERS		750.00
24-03630	BRANDON WATKINS		750.00
24-03631	CAMERON MAIN		97.11
24-03632	CENTRAL WASHINGTON UNIVERSITY		3,362.90
24-03633	CENTRAL WELDING SUPPLY		295.29
24-03634	CMC		2,950.00
24-03635	COMCAST		322.19
24-03636	COMCAST		791.80
24-03637	COMDATA INC.		1,956.49
24-03638	CRESSY DOOR COMPANY, INC		474.52
24-03639	CSD ATTORNEYS AT LAW P.S.		8,942.05
24-03640	DANIEL KINDIG		750.00
24-03641	DAVE JONKER		761.51
24-03642	DELL MARKETING LP C/O DELL USA LP		8,195.89
24-03643	DESERT DIAMOND INDUSTRIES LLC		979.00
24-03644	DILLON CLINTON		500.00
24-03645	ELECTRONIC BUSINESS MACHINES		3.56
24-03646	FILIUM CORP.		7,013.50
24-03647	GALLS, LLC		6,948.30
24-03648	GREATER LAKE STEVENS CHAMBER OF COMMERCE		295.00
24-03649	HARMSSEN, LLC		1,125.00
24-03650	INTERNAL REVENUE SERVICE		16,100.00
24-03651	ISOUTSOURCE		10,136.88
24-03652	JACK SHARPE		1,032.06
24-03653	JEFF SCHAUB		794.32
24-03654	JEREMY JENSEN		750.00
24-03655	JOHN THOMAS		750.00

Page Total

80,545.05

Cumulative Total

80,545.05

Snohomish Regional Fire and Rescue Claims Voucher Summary

01/13/2025

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
24-03656	JUDD & BLACK ELECTRIC INC		1,567.33
24-03657	KERRY PRAY		893.31
24-03658	LAKE STEVENS SEWER DISTRICT		244.37
24-03659	LAKE STEVENS SEWER DISTRICT		422.73
24-03660	LAWSON PRODUCTS, INC.		33.25
24-03661	LIFE-ASSIST INC		619.75
24-03662	MARIA RICHMOND		75.46
24-03663	MATTHEW BALL		855.12
24-03664	MEDICAL EDUCATION AND TRAINING INDUSTRIES, LLC		9,500.00
24-03665	MIKE CAMERER		750.00
24-03666	MONROE PARTS HOUSE		5,540.74
24-03667	MONROE VISION CLINIC, INC.		320.00
24-03668	NADIA KUKHOTSKAYA		600.00
24-03669	NATIONAL PUBLIC EMPLOYER LABOR RELATIONS ASSOCIATION		18.75
24-03670	NORWEST BUSINESS SERVICES, INC		4,500.00
24-03671	OPERATIVE IQ		3,470.06
24-03672	PETROCARD, INC.		2,051.12
24-03673	PRINT WEST, INC.		11,736.29
24-03674	RAINGARDENS NORTHWEST, INC.		486.63
24-03675	RANDY FAY		128.64
24-03676	RONALD RASMUSSEN JR		181.00
24-03677	SHAWN SELTZ		750.00
24-03678	SISKUN POWER EQUIPMENT		125.38
24-03679	SKY VALLEY CHAMBER OF COMMERCE		50.00
24-03680	SNOHOMISH COUNTY PUD		778.28
24-03681	SNURE LAW OFFICE, PSC		3,296.00
24-03682	SPRAGUE PEST SOLUTIONS		634.08
24-03683	SRFR - PETTY CASH		13,465.74
24-03684	SUPERIOR SEPTIC SERVICE, LLC		3,135.14
24-03685	TERESA RIDER		698.30
24-03686	TYLER TECHNOLOGIES INC		2,242.00

Page Total

69,169.47

Cumulative Total

149,714.52

Snohomish Regional Fire and Rescue Claims Voucher Summary

01/13/2025

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
24-03687	UNITED RENTALS (NORTH AMERICA), INC.		177.04
24-03688	VESTIS		99.36
24-03689	WASHINGTON CITIES INSURANCE AUTHORITY		687,339.00
24-03690	WASHINGTON FIRE COMMISSIONERS ASSOCIATION		7,299.00
24-03691	WAVE		8,023.39
24-03692	WAVE		900.80
24-03693	WISE CHOICE MOVERS LLC		477.00

Page Total	704,315.59
Cumulative Total	854,030.11

Docket of Claims Register

APPKT01767 - 01.23.2025 Board Meeting ER

By Docket/Claim Number



Snohomish Regional Fire & Rescue, WA

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0012	ACROSS THE STREET PRODUCTIC	24-03694						770.00
		26928	Blue Card Online Training - Cronin	Invoice	01/02/2025	Blue Card Online Training - Cronin	001-506-522-45-49-02	385.00
		26936	Blue Card Online Training - Zutter	Invoice	01/03/2025	Blue Card Online Training - Zutter	001-506-522-45-49-02	385.00
1801	ALEXANDER FATKIN	24-03783						764.00
	INV12775		Tuition Reimbursement (FIR2305) CSU	Invoice	01/15/2025	Tuition Reimbursement (FIR2305) CSU	001-506-522-45-49-10	764.00
0028	ALL BATTERY SALES AND SERVICI	24-03784						409.83
	300-10157395		Shop Supplies	Invoice	01/14/2025	Shop Supplies	050-511-522-60-31-05	409.83
2106	AMAZON CAPITAL SERVICES, INC	24-03785						7,062.90
	11NY-JLPM-JYVR		Shop Parts	Invoice	01/13/2025	Shop Parts	050-511-522-60-34-01	47.52
	1473-6PCK-6V79		2025 Admin Uniform Footwear (Brand	Invoice	12/23/2024	2025 Admin Uniform Footwear (Brand	001-504-522-20-31-07	94.37
	1473-6PCK-796V		Aluminun Wedge (Force Entry) (x2) Tie	Invoice	12/23/2024	Aluminun Wedge (Force Entry) (x2) Tie	001-506-522-45-31-03	43.44
	1DR7-MWDL-7RHW		Streamlight w/Shoulder Strap (x2) - Lc	Invoice	12/23/2024	Streamlight w/Shoulder Strap (x2) - Lc	001-507-522-50-35-00	81.97
	1DR7-MWDL-XHXN		Plastic Folders w/ Pockets 12pk -Trainii	Invoice	12/27/2024	Plastic Folders w/ Pockets 12pk -Trainii	001-502-522-10-31-00	13.12
	1F9N-4KJK-YQNM		Post-It Easel 2 Pad pk- ST31	Invoice	12/27/2024	Post-It Easel 2 Pad pk- ST31	001-502-522-10-31-00	36.24
	1FD4-XVN1-MYNL		MS Surface Laptop Windws 11 (x5) (Ne	Invoice	11/08/2024	MS Surface Laptop Windws 11 (x5) (Ne	001-504-522-20-35-00	6,006.05
	1JD9-JM11-HYLF		Coat Hngr 2pk(x2),Lamp(x3),Shwr Cdd	Invoice	01/01/2025	Coat Hngr 2pk(x2),Lamp(x3),Shwr Cdd	001-507-522-50-35-00	279.80
	1KYR-63NV-4NFX		Shower Caddy (x2), Electric Tea Kettle	Invoice	12/23/2024	Shower Caddy (x2), Electric Tea Kettle	001-507-522-50-35-00	71.18
	1MQJ-XQRT-J1KN		Replacement Mop Head 10pk - ST83	Invoice	01/01/2025	Replacement Mop Head 10pk - ST83	001-507-522-50-31-00	54.40
	1PF6-YDC7-6P9D		Treadmill Desk Attachmnt (Ergonomic)	Invoice	12/23/2024	Treadmill Desk Attachmnt (Ergonomic)	001-507-522-50-35-00	48.65
	1VTX-RPYH-7F9Y		Laptop Docking Station w/USB - IT	Invoice	10/28/2024	Laptop Docking Station w/USB - IT	001-513-522-10-35-00	98.45
	1W9V-K116-LR9H		Metal Cabinet Storage Black 2 Door - S	Invoice	12/26/2024	Metal Cabinet Storage Black 2 Door - S	001-507-522-50-35-00	106.80
	1Y47-KVPQ-4DQV		Rope Harness Heavy Duty Safety - Logi	Invoice	12/30/2024	Rope Harness Heavy Duty Safety - Logi	001-507-522-50-35-00	49.62
	1YKH-7T6C-3W7P		Samsung Refrigerator Water Filter - Stc	Invoice	12/30/2024	Samsung Refrigerator Water Filter - Stc	001-507-522-50-31-00	31.29
0036	ANDGAR MECHANICAL LLC	24-03786						43,360.69
	19633		HVAC "Roof Top Unit" Replacement (3	Invoice	12/24/2024	HVAC "Roof Top Unit" Replacement (3	300-507-594-50-62-01	43,360.69
1881	APPLIANCE MECHANIC	24-03787						393.48
	22230		Service Call (Parts Ordered Water Four	Invoice	01/06/2025	Service Call (Parts Ordered Water Four	001-507-522-50-48-00	393.48

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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
1971	B&H FIRE AND SECURITY	24-03788					2,816.52
	6866	Fire Alarm Monitoring (Oct/Nov/Dec 2	Invoice	09/25/2024	Fire Alarm Monitoring (Oct/Nov/Dec 2	001-507-522-50-41-00	147.29
	7223	Annual Fire Alarm Inspection - ST74	Invoice	12/24/2024	Annual Fire Alarm Inspection - ST74	001-507-522-50-41-00	326.70
	7238	Fire Alarm Monitoring (Jan/Feb/Mar 2	Invoice	12/24/2024	Fire Alarm Monitoring (Jan/Feb/Mar 2	001-507-522-50-41-00	147.02
	7248	Annual Fire Alarm Inspection - ST71	Invoice	12/24/2024	Annual Fire Alarm Inspection - ST71	001-507-522-50-41-00	582.12
	7253	Annual Fire Alarm Inspection - ADMIN	Invoice	12/24/2024	Annual Fire Alarm Inspection - ADMIN	001-507-522-50-41-00	582.12
	7254	Fire Alarm Monitoring (Jan/Feb/Mar 2	Invoice	12/24/2024	Fire Alarm Monitoring (Jan/Feb/Mar 2	001-507-522-50-41-00	145.53
	7278	Fire Alarm Monitoring (Jan/Feb/Mar 2	Invoice	12/24/2024	Fire Alarm Monitoring (Jan/Feb/Mar 2	001-507-522-50-41-00	147.29
	7343	Annual Fire Alarm Inspection - ST83	Invoice	12/24/2024	Annual Fire Alarm Inspection - ST83	001-507-522-50-41-00	590.76
	7371	Fire Alarm Monitoring (Jan/Feb/Mar 2	Invoice	12/27/2024	Fire Alarm Monitoring (Jan/Feb/Mar 2	001-507-522-50-41-00	147.69
2127	BENJAMIN TOWERS	24-03789					185.81
	INV12774	2023-2025 Work Boot Reimbursement	Invoice	01/16/2025	2023-2025 Work Boot Reimbursement	050-511-522-60-31-01	185.81
0058	BICKFORD MOTORS INC.	24-03790					364.88
	1288737	Shop Parts	Invoice	01/08/2025	Shop Parts	050-511-522-60-34-01	176.51
	1288752	Shop Parts	Invoice	01/09/2025	Shop Parts	050-511-522-60-34-01	176.51
	1289368	Shop Parts	Invoice	01/15/2025	Shop Parts	050-511-522-60-34-01	11.86
2454	BLAZESTACK INC.	24-03791					9,800.00
	INV-2490	Blaze Stack Fire Investigation Case Mar	Invoice	12/07/2024	Blaze Stack Fire Investigation Case Mar	001-505-522-30-49-04	9,800.00
0065	BOUND TREE MEDICAL, LLC	24-03792					7,580.30
	85597558	Medications & Medical Supplies	Invoice	12/19/2024	Medications & Medical Supplies	001-509-522-30-31-01	1,371.29
	85599184	Medical Supplies	Invoice	12/20/2024	Medical Supplies	001-509-522-30-31-01	686.60
	85600496	Medical Supplies & Medical Sm.Tools/t	Invoice	12/23/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	54.28
		Medical Supplies			Medical Supplies	001-509-522-30-31-01	2,757.88
	85602158	Medications & Medical Supplies	Invoice	12/26/2024	Medications & Medical Supplies	001-509-522-30-31-01	2,077.89
	85602159	Medications	Invoice	12/26/2024	Medications	001-509-522-30-31-01	632.36
0077	BRYSON SALES & SERVICE OF W/	24-03793					33.65
	100-307682	Shop Parts	Invoice	01/07/2025	Shop Parts	050-511-522-60-34-01	33.65
2352	CAMERON MAIN	24-03794					750.00
	INV12768	2024 Shop Tool Allowance Reimbursen	Invoice	01/13/2025	2024 Shop Tool Allowance Reimbursen	050-511-522-60-35-01	750.00
0094	CDW GOVERNMENT LLC	24-03795					328.20
	AC1F67W	HPE ANW AP-POE-BT10 1P 10G Port S	Invoice	12/20/2024	HPE ANW AP-POE-BT10 1P 10G Port S	001-513-522-10-35-00	328.20
2470	CENTRAL PARK APARTMENTS OM	24-03796					1,526.50
	02/2025	Paramedic School Housing Rent (#191	Invoice	02/01/2025	Paramedic School Housing Rent (#191	001-506-522-45-49-37	1,526.50
0096	CENTRAL WELDING SUPPLY	24-03797					350.38
	0002256312	Oxygen Cylinder Exchange/Re-Fill (x2)	Invoice	12/23/2024	Oxygen Cylinder Exchange/Re-Fill (x2)	001-509-522-20-45-00	68.01
	0002256317	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	12/23/2024	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	102.07
	0002256980	Oxygen Cylinder Exchange/Re-Fill (x3)	Invoice	12/26/2024	Oxygen Cylinder Exchange/Re-Fill (x3)	001-509-522-20-45-00	76.81
	0002258617	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	12/30/2024	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	103.49
0531	CHRISTENSEN, INC	24-03798					5,944.23
	0664041-IN	Shop Parts	Invoice	01/15/2025	Shop Parts	050-511-522-60-34-01	5,944.23

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0110	CITY OF MONROE ST31-DEC24	24-03799 Water, Stormwater & Sewer - ST 31	Invoice	01/03/2025	Water, Stormwater & Sewer - ST 31	001-507-522-50-47-02	791.99 791.99
0110	CITY OF MONROE ADMIN-DEC24	24-03800 Water, Stormwater & Sewer - Admin B	Invoice	01/03/2025	Water, Stormwater & Sewer - Admin B	001-507-522-50-47-02 300-507-522-50-47-00	461.64 235.44 226.20
0110	CITY OF MONROE ST32-DEC24	24-03801 Water & Stormwater - ST 32	Invoice	01/03/2025	Water & Stormwater - ST 32	001-507-522-50-47-02	164.02 164.02
0110	CITY OF MONROE ST31IRR- DEC24	24-03802 Water (Irrigation Meter) - ST 31	Invoice	01/03/2025	Water (Irrigation Meter) - ST 31	001-507-522-50-47-02	37.28 37.28
0112	CLEARFLY COMMUNICATIONS INV670242	24-03803 Phone/Fax Services - Admin Bldg, ST 3	Invoice	01/01/2025	Phone/Fax Services - Admin Bldg, ST 3	001-513-522-50-42-01	773.44 773.44
2488	CMC ORD-2684	24-03804 Rope Rescue Technician Training Regist	Invoice	01/13/2025	Rope Rescue Technician Training Regist	001-506-522-45-49-02	1,475.00 1,475.00
1882	CONCENTRA MEDICAL CENTERS 85366054	24-03805 Pre-Employment/New Hire Physical (x	Invoice	12/13/2024	Pre-Employment/New Hire Physical (x	001-510-522-20-41-06	2,420.00 2,420.00
0136	COURIERWEST 7977	24-03806 Mail Courier Monthly Service (Decemb	Invoice	12/01/2024	Mail Courier Monthly Service (Decemb	001-502-522-10-41-01	2,464.65 2,464.65
2484	CURALINC HEALTHCARE 54932 55070	24-03807 Employee Assistance Program Monthly Employee Assistance Program Monthly	Invoice Invoice	01/01/2025 12/31/2024	Employee Assistance Program Monthly Employee Assistance Program Monthly	001-510-522-20-20-15 001-510-522-20-20-15	1,440.40 720.20 720.20
2205	DANIEL KINDIG INV12773	24-03808 2023-2025 Work Boot Reimbursement	Invoice	01/16/2025	2023-2025 Work Boot Reimbursement	050-511-522-60-31-01	85.41 85.41
1956	DICK'S TOWING, INC. 18298149	24-03809 Shop Parts	Invoice	01/06/2025	Shop Parts	050-511-522-60-34-01	984.15 984.15
1875	ELECTRONIC BUSINESS MACHINE AR295378	24-03810 Copier Machine Usage - Admin Trainin	Invoice	12/31/2024	Copier Machine Usage - Admin Trainin	001-502-522-10-31-00	5.81 5.81
2316	ELIZABETH RUIZ INV12767 INV12772	24-03811 2025 Admin Uniform Footwear Reimb 2025 Admin Uniform Pant (x2), Dress F	Invoice Invoice	01/15/2025 01/15/2025	2025 Admin Uniform Footwear Reimb 2025 Admin Uniform Pant (x2), Dress F	001-504-522-20-31-07 001-504-522-20-31-07	257.99 110.00 147.99
0182	EMERGENT RESPIRATORY 35008576	24-03812 CPAP Machine Supplies - ST 71	Invoice	12/23/2024	CPAP Machine Supplies - ST 71	001-509-522-30-31-01	600.00 600.00
0183	EMPLOYMENT SECURITY DEPAR 2024 Unemployment - Q4 Fee	24-03813 Unemployment Billing: 2024 QTR4 (60	Invoice	01/17/2025	Unemployment Billing: 2024 QTR4 (60 Unemployment Penalty Fee: 2024 QTF	001-512-522-20-20-14 001-512-522-20-20-14	13,104.63 13,104.00 0.63
2343	EMSCONNECT, LLC 12195	24-03814 EMS Subscription Monthly Dues (EMS	Invoice	01/01/2025	EMS Subscription Monthly Dues	001-509-522-20-49-02	1,441.50 1,441.50

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1677	ESO SOLUTIONS, INC ESO-159174	24-03815 ESO Connect Software Annual Subscrip	Invoice	01/10/2025	ESO Connect Software Annual Subscrip	001-509-522-20-49-02	4,936.13
1938	EVERETT BAYSIDE MARINE, INC. 10780	24-03816 Shop Parts	Invoice	01/02/2025	Shop Parts	050-511-522-60-34-01	54.51
1642	EVERGREEN POWER SYSTEMS, IN 37602	24-03817 Added Dedicated Circuit for Locution P	Invoice	12/31/2024	Added Dedicated Circuit for Locution P	001-507-522-50-48-00	5,729.23
	37603	Reloctaed Cord Drop for New Engine -	Invoice	12/31/2024	Reloctaed Cord Drop for New Engine -	001-504-522-20-48-01	623.01
	37604	Repaired 3 Night Hallway Lights/Parts -	Invoice	12/31/2024	Repaired 3 Night Hallway Lights/Parts -	001-507-522-50-48-00	415.34
	37605	Installed Cord Reel (WildLand Vehicle)	Invoice	12/31/2024	Installed Cord Reel (WildLand Vehicle)	001-504-522-20-48-01	2,614.18
	37606	Installed 4 Cut-In Outlets For Cubicles(Invoice	12/31/2024	Installed 4 Cut-In Outlets For Cubicles(001-507-522-50-48-00	415.34
2296	FASTFIELDFORMS 16123	24-03818 Mobile Forms Software Monthly Subsc	Invoice	01/07/2025	Mobile Forms Software Monthly Subsc	001-516-522-30-49-04	1,026.61
0072	FITNESS EXPERTS 110202	24-03819 Eliptical Trainer Repairs & Adjustments	Invoice	01/10/2025	Eliptical Trainer Repairs & Adjustments	001-510-522-20-48-00	328.20
0226	GALLS, LLC 029995898	24-03820 Industrial Pants (x2), Garrison Belt	Invoice	12/23/2024	Industrial Pants (x2), Garrison Belt	001-504-522-20-31-07	6,663.45
	029995991	1/2 Zip Turtleneck Sweatshirt	Invoice	12/23/2024	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	475.07
	029995993	Diamond Quilted Jacket	Invoice	12/23/2024	Diamond Quilted Jacket	001-504-522-20-31-07	118.53
	030006907	Uniform Metal Badge (x18)	Invoice	12/23/2024	Uniform Metal Badge (x18)	001-504-522-20-31-07	108.20
	030009037	Uniform Metal Badge (x2)	Invoice	12/24/2024	Uniform Metal Badge (x2)	001-504-522-20-31-07	2,264.58
	030009850	S/S Chief Shirt (x2)	Invoice	12/26/2024	S/S Chief Shirt (x2)	001-504-522-20-31-07	251.40
	030009851	L/S Chief Shirt	Invoice	12/26/2024	L/S Chief Shirt	001-504-522-20-31-07	290.17
	030009852	Diamond Quilted Jacket	Invoice	12/26/2024	Diamond Quilted Jacket	001-504-522-20-31-07	169.67
	030009953	Tactical 'TacLite Pro' Pants	Invoice	12/26/2024	Tactical 'TacLite Pro' Pants	001-504-522-20-31-07	90.24
	030019698	Diamond Quilted Jacket	Invoice	12/27/2024	Diamond Quilted Jacket	001-504-522-20-31-07	60.17
	030019848	Softshell Fleece Jacket	Invoice	12/27/2024	Softshell Fleece Jacket	001-504-522-20-31-07	109.29
	030039564	Blank Embroiderable Patch (BLACK)(x1	Invoice	12/30/2024	Blank Embroiderable Patch (BLACK)(x1	001-504-522-20-31-07	184.79
	030039578	L/S Chief Shirt	Invoice	12/30/2024	L/S Chief Shirt	001-504-522-20-31-07	99.54
	030039586	Cargo RipStop Pants	Invoice	12/30/2024	Cargo RipStop Pants	001-504-522-20-31-07	169.67
	030039587	Cargo RipStop Pants	Invoice	12/30/2024	Cargo RipStop Pants	001-504-522-20-31-07	61.05
	030039588	Industrial Pants (x4)	Invoice	12/30/2024	Industrial Pants (x4)	001-504-522-20-31-07	60.44
	030039589	Duty Boots	Invoice	12/30/2024	Duty Boots	001-504-522-20-31-07	580.38
	030039594	Duty Boots	Invoice	12/30/2024	Duty Boots	001-504-522-20-31-07	196.71
	030039614	Duty Boots	Invoice	12/30/2024	Duty Boots	001-504-522-20-31-07	196.71
	030039656	S/S Station Wear Shirt	Invoice	12/30/2024	S/S Station Wear Shirt	001-504-522-20-31-07	196.71
	030041995	Industrial Pants, Duty Boots	Invoice	12/30/2024	Industrial Pants, Duty Boots	001-504-522-20-31-07	96.71
	030050819	Nomex IIIA Industrial Pants (x4)	Invoice	12/31/2024	Nomex IIIA Industrial Pants (x4)	001-504-522-20-31-07	303.04
0238	GRAINGER 9355137143	24-03821 Station Operating Supplies	Invoice	12/24/2024	Station Operating Supplies	001-507-522-50-31-00	266.83
	9357972281	Station Operating Supplies	Invoice	12/30/2024	Station Operating Supplies	001-507-522-50-31-00	140.32
							126.51

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0258	HILL STREET CLEANERS 12627	24-03822 Uniform Repairs, Alteratns & Name/Pa	Invoice	12/31/2024	Uniform Repairs, Alteratns & Name/Pa	001-504-522-20-31-07	13.13
2165	HONOR GUARD CLINICS AND SCI 2392	24-03823 2025 Clinic & Funeral Ops Registration	Invoice	12/12/2024	2025 Clinic & Funeral Ops Registration	001-506-522-45-49-02	1,400.00
2485	IDENTIFIRE 51853	24-03824 Gen 3 SCBA Accountability System	Invoice	01/06/2025	Gen 3 SCBA Accountability System - S	001-504-522-20-35-00	8,799.12
					Gen 3 SCBA Accountability System - S	001-504-522-20-35-00	3,099.69
					Gen 3 SCBA Accountability System - S	001-504-522-20-35-00	99.99
					Gen 3 SCBA Accountability System - S	001-504-522-20-35-00	499.95
					Gen 3 SCBA Accountability System - S	001-504-522-20-35-00	299.97
					Gen 3 SCBA Accountability System - S	001-504-522-20-35-00	299.97
					Gen 3 SCBA Accountability System - S	001-504-522-20-35-00	4,499.55
1878	IMS ALLIANCE 24-3247	24-03825 Passport Locker Tag (x1)	Invoice	12/20/2024	Passport Locker Tag (x1)	001-504-522-20-31-01	13.65
0276	IRON MOUNTAIN INC 202952913	24-03826 OffSite Server Data Storage Services (N	Invoice	12/31/2024	OffSite Server Data Storage Services (N	001-513-522-10-41-04	676.74
0277	ISOUTSOURCE CW305093	24-03827 IT Services	Invoice	12/31/2024	IT Services	001-513-522-10-41-04	12,228.80
1692	JASON BOWEN INV12766	24-03828 AirFare/Hotel Reimb. NFPA Conference	Invoice	01/13/2025	AirFare/Hotel Reimb. NFPA Conference	001-505-522-30-43-00	2,709.61
	INV12783	Airfare Reimbursment (CPSE Conf. 202	Invoice	01/13/2025	Airfare Reimbursment (CPSE Conf. 202	001-505-522-30-43-00	2,013.42
0288	JEFF SCHAUB INV12769	24-03829 Air Fare Reimb. (2025 Design Build Cor	Invoice	01/04/2025	Air Fare Reimb. (2025 Design Build Cor	001-507-522-50-43-00	696.19
2168	KARLI MORRISON INV12765	24-03830 2025 Admin Uniform Footwear Reimb	Invoice	01/15/2025	2025 Admin Uniform Footwear Reimb	001-504-522-20-31-07	346.20
0313	KENT D. BRUCE CO., LLC 17311	24-03831 Shop Parts	Invoice	01/14/2025	Shop Parts	050-511-522-60-34-01	93.66
	17313	Shop Parts	Invoice	01/14/2025	Shop Parts	050-511-522-60-34-01	93.66
0326	KNOX COMPANY INV-KA-367748	24-03832 KnoxConnect Cloud License	Invoice	01/16/2025	Knox Connect Cloud License	001-505-522-30-49-04	1,686.64
0349	L.N. CURTIS & SONS INV899523	24-03833 6 pairs of Bunker Boots	Invoice	12/24/2024	6 pairs of Bunker Boots (4 out of 6)	303-504-594-20-64-04	3,007.41
1595	LEROY SCHWARTZ III INV12784	24-03834 2025 CPSE Conference Registration Re	Invoice	01/13/2025	2025 CPSE Conference Registration Re	001-505-522-45-49-02	2,527.06
0343	LIFE-ASSIST INC 1540547	24-03835 Medical Supplies	Invoice	12/26/2024	Medical Supplies	001-509-522-30-31-01	1,395.00
	1542965	Medications	Invoice	01/06/2025	Medications	001-509-522-30-31-01	277.32
1613	MELISSA JENKINS INV12771	24-03836 2025 Admin Uniform Footwear Reimb	Invoice	01/16/2025	2025 Admin Uniform Footwear Reimb	001-504-522-20-31-07	126.38
							150.94
							110.00
							110.00

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0387	MUNICIPAL EMERGENCY SERVICE IN2175774	24-03837 Point Blank Accessories ID Panels	Invoice	12/26/2024	Point Blank Accessories ID Panels	303-504-594-20-64-16	557.70
2358	NORTHWEST PROPANE LLC U0232957 U0269501	24-03838 OnSite Mobile Propane Delivery (235.8 OnSite Mobile Propane Delivery (235.6	Invoice Invoice	01/07/2025 01/07/2025	OnSite Mobile Propane Delivery (235.8 OnSite Mobile Propane Delivery (235.6	001-507-522-50-47-03 001-507-522-50-47-03	1,229.22 619.11 610.11
2252	ODP BUSINESS SOLUTIONS, LLC 404896877001 404908353001	24-03839 Paper Pad 12pk, Copy Paper Ream 10 Folder Class 3 10bx (x3) - Front Desk	Invoice Invoice	12/27/2024 12/27/2024	Paper Pad 12pk, Copy Paper Ream 10 Folder Class 3 10bx (x3) - Front Desk	001-502-522-10-31-00 001-502-522-10-31-00	208.58 142.20 66.38
0451	PACIFIC POWER BATTERIES 17152345	24-03840 Shop Parts	Invoice	01/14/2025	Shop Parts	050-511-522-60-34-01	323.82
0483	PUGET SOUND ENERGY ST82-DEC24/JAN25	24-03841 Natural Gas - ST 82 (220021970490)	Invoice	01/07/2025	Natural Gas - ST 82 (220021970490)	001-507-522-50-47-03	803.71
0483	PUGET SOUND ENERGY ADMIN-DEC24/JAN25	24-03842 Natural Gas - Admin Bldg (2200316440)	Invoice	01/08/2025	Natural Gas - Admin Bldg (2200316440)	001-507-522-50-47-03 300-507-522-50-47-00	1,303.91 664.99 638.92
0483	PUGET SOUND ENERGY ST81-DEC24/JAN25	24-03843 Natural Gas - ST 81 (220021970383)	Invoice	01/07/2025	Natural Gas - ST 81 (220021970383)	001-507-522-50-47-03	637.57
1533	REHN & ASSOCIATES INV-00206209	24-03844 COBRA Rights Notice Letter (x2)	Invoice	12/31/2024	COBRA Rights Notice Letter (x2)	001-502-522-10-41-01	56.00
2345	RESCH PRINTING 1159	24-03845 Shop Parts	Invoice	01/13/2025	Shop Parts	050-511-522-60-34-01	218.80
0501	RICOH USA, INC. 108889890	24-03846 Copier Machine Lease - ST 74/Logistics	Invoice	01/07/2025	Copier Machine Lease - ST 74/Logistics	001-512-591-22-70-00	50.91
1662	RIDGID PLUMBING AND DRAIN SERVICES 5555	24-03847 Flushed Tankless Water Heater & New	Invoice	06/12/2024	Flushed Tankless Water Heater & New	001-507-522-50-48-00	693.05
2431	RWC GROUP XA115003965;01	24-03848 Shop Parts	Invoice	12/27/2024	Shop Parts	050-511-522-60-34-01	11.62
1755	SAM LANGHELD INV12770	24-03849 Hotel BW - Hazmat On-Scene Incident C	Invoice	01/14/2025	Hotel BW - Hazmat On-Scene Incident C	001-506-522-45-43-00	601.04
1921	SEA-WESTERN INC INV38306 INV38307 INV38327 INV38342	24-03850 Tax Adjustment and Shipping Fees - PC Tax Adjustment and Shipping Fees - PC Fire Hose Bauer Compressor System for Station 7	Invoice Invoice Invoice Invoice	12/23/2024 12/23/2024 12/26/2024 12/27/2024	Tax Adjustment and Shipping Fees - PC Tax Adjustment and Shipping Fees - PC Key Fire Hose Bauer Containment Fill Station Compr Bauer Securus Purification System Bauer Vertecon 600 PSIG VEC25-E3 Co CO Monitor SeaWestern Commissioning Service of C	001-506-522-45-35-00 001-506-522-45-35-00 303-504-594-20-64-00 300-507-594-50-62-71 300-507-594-50-62-71 300-507-594-50-62-71 300-507-594-50-62-71 300-507-594-50-62-71	121,939.56 161.85 161.85 41,826.40 15,628.50 507.60 48,478.50 4,464.00 10,652.59
	INV38491	42' Regular EZH H-Back Suspender w/	Invoice	12/30/2024	42' Regular EZH H-Back Suspender w/	303-504-594-20-64-04	58.27

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2273	SKY POWER WASH 6528	24-03851 Roof & Gutter Cleaning Services - ST 3	Invoice	12/17/2024	Roof & Gutter Cleaning Services - ST 3	001-507-522-50-48-00	402.05 402.05
0557	SNOHOMISH AQUATIC CENTER 437748	24-03852 Rescue Swimmer Pool Usage	Invoice	01/03/2025	Rescue Swimmer Pool Usage	001-506-522-45-45-00	292.50 292.50
1905	SNOHOMISH CO-OP INC 321577	24-03853 Fuel	Invoice	12/04/2024	Fuel	001-504-522-20-32-00	21.43 21.43
1547	SNOHOMISH COUNTY 911 7815 7880 7930	24-03854 DS "Annual Snowflake Reader Cost Share Monthly EPCR Mnthly DS,NN,Snwflk Report. Mod.,ES	Invoice Invoice Invoice	12/05/2024 01/01/2025 01/01/2025	DS "Annual Snowflake Reader Cost Share Monthly Electronic Patient Care Report ESO Annual Personal Subscriptn - (1/21, Mnthly DS,NN,Snwflk Report. Mod.,ES Nurse Navigator - Monthly Snow Flake Reporting Module - Annual	001-509-528-00-41-00 001-509-522-20-49-02 001-509-528-00-41-00 001-504-528-00-41-00 001-509-528-00-41-00 001-509-528-00-41-00	105,409.95 2,141.31 1,051.61 4,996.33 17,818.15 71,272.60 4,987.60 3,142.35
1550	SNOHOMISH COUNTY PLANNING I000666247	24-03855 ILA Fire Investigation Services (Case 20	Invoice	01/13/2025	ILA Fire Investigation Services (Case 20	001-505-522-30-41-00	675.00 675.00
0565	SNOHOMISH COUNTY PUD 106366522	24-03856 Electricity - ST 72	Invoice	01/09/2025	Electricity - ST 72	001-507-522-50-47-01	850.05 850.05
0565	SNOHOMISH COUNTY PUD 122844310	24-03857 Electricity - ST 77	Invoice	01/10/2025	Electricity - ST 77	001-507-522-50-47-01	267.40 267.40
0572	SPEEDWAY CHEVROLET 145071 145080 145081	24-03858 Shop Parts Shop Parts Shop Parts	Invoice Invoice Invoice	01/15/2025 01/14/2025 01/14/2025	Shop Parts Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01	299.64 183.49 68.46 47.69
2057	SPRAGUE PEST SOLUTIONS 5653263	24-03859 Monthly Pest Control Services - ST 71	Invoice	12/28/2024	Monthly Pest Control Services - ST 71	001-507-522-50-41-00	120.02 120.02
2379	SRFR - PETTY CASH 0-095-272-068 2030 2031 2033	24-03860 DOL Driving Record Request (x5) Sno-Isle Fire Commissioners Banq. Reg IRS Tax Payment Penalty/Interest Fee (10yr Professional Srvc (Dirt Clean Up 10yr	Invoice Invoice Invoice Invoice	01/14/2025 01/14/2025 01/14/2025 01/15/2025	DOL Driving Record Request (x5) Sno-Isle Fire Commissioners Banq. Reg IRS Tax Payment Penalty/Interest Fee (10yr Professional Srvc (Dirt Clean Up 10yr	001-517-522-10-49-06 001-501-522-45-49-01 001-502-522-10-49-06 001-507-522-50-48-00	1,497.34 75.00 300.00 43.34 1,079.00
1634	STRYKER MEDICAL 9208085682	24-03861 M-LNCS PED Adhesive Sensor 20box	Invoice	12/23/2024	M-LNCS PED Adhesive Sensor 20box	001-509-522-30-31-01	495.00 495.00
2415	SUPERIOR SEPTIC SERVICE, LLC 22714401 22717148 22759635	24-03862 Septic Tank Maint. (Pumped 1000gl Tank Septic Tank Maint. (Pumped 1700gl/17 Septic Tank Maint. (Pumped 1000gl/75	Invoice Invoice Invoice	12/26/2024 12/23/2024 01/03/2025	Septic Tank Maint. (Pumped 1000gl Tank Septic Tank Maint. (Pumped 1700gl/17 Septic Tank Maint. (Pumped 1000gl/75	001-507-522-50-48-00 001-507-522-50-48-00 001-507-522-50-48-00	4,025.35 1,376.15 1,324.71 1,324.49
0587	SYSTEMS DESIGN WEST, LLC 20250063	24-03863 EMS Transport Billing Monthly Service	Invoice	01/14/2025	EMS Transport Billing Monthly Service	001-509-522-20-41-05	13,136.83 13,136.83

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
0610	TRUE NORTH EMERGENCY EQUIP	24-03864					1,782.12
	A19956	Shop Parts	Invoice	12/27/2024	Shop Parts	050-511-522-60-34-01	329.74
	A20019	Shop Parts	Invoice	01/03/2025	Shop Parts	050-511-522-60-34-01	102.35
	A20050	Shop Parts	Invoice	01/06/2025	Shop Parts	050-511-522-60-34-01	199.76
	A20053	Shop Parts	Invoice	01/07/2025	Shop Parts	050-511-522-60-34-01	802.70
	A20096	Shop Parts	Invoice	01/09/2025	Shop Parts	050-511-522-60-34-01	347.57
2221	ULINE, INC	24-03865					473.28
	187199148	Big & Tall Work Mesh Stool For Standir	Invoice	12/23/2024	Big & Tall Work Mesh Stool For Standir	001-507-522-50-35-00	473.28

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
0624	US BANK	24-03866					Distribution Amount
	USBANK-JAN25	District Credit Card Charges - JANUARY	Invoice	12/26/2024	3 Chairs for Dining Table at 82 (Costco)	001-507-522-50-35-00	27,152.50
					3 Chairs for Dining Table at 82 (Costco)	001-507-522-50-35-00	327.87
					3 Office Chairs for Logistics (Costco)	001-507-522-50-35-00	327.87
					4 Chairs for Dining Table at 82 (Costco)	001-507-522-50-35-00	323.67
					ACLS Snack Receipt (Safeway)	001-509-522-20-49-04	437.16
					Airfare for NFA-Titland (Alaska Air)	001-506-522-45-43-00	30.07
					Airfare for Officer Development Progra	001-506-522-45-43-00	897.95
					Airfare for Officer Development Progra	001-506-522-45-43-00	595.96
					Airfare for Officer Development Progra	001-506-522-45-43-00	595.96
					Airfare for Officer Development Progra	001-506-522-45-43-00	595.96
					Annual Visual Platform HR x 4 (Mural)	001-517-522-10-49-04	595.96
					Belt Adjustmnt Strap Retainer x 16 (Fir	001-504-522-20-35-00	479.52
					Beverages and supplies for ALS Run Re	001-509-522-20-49-04	286.62
					Blank Laser W-2 and W-2 Envelope(De	001-502-522-10-31-00	44.32
					Book for OFM-NFPA (Amazon)	001-505-522-30-31-00	159.68
					Books for ICC-Int'l Bldg Code & Int'l Fir	001-505-522-30-31-00	144.27
					Calendar Wiz Monthly Payment	001-513-522-10-49-04	423.93
					Challenge Coins x 500 (All About Chall	001-502-522-10-49-07	29.00
					Chaplain Lunch (Contos Pizza)	001-508-522-20-49-00	2,551.84
					Charcuterie Board x 3 for Banquet (Ets	001-502-522-10-49-07	102.57
					County Fire Tactics - NEED RECEIPT	001-506-522-45-49-02	389.97
					Custom Embroidery for Shop 7 x 8.00 (050-511-522-60-31-01	550.00
					Duplicate keys for B0001 (Elite Lock)	001-504-522-20-31-01	61.21
					Filter Element for Shop (Pape Machine	050-511-522-60-34-01	12.03
					Forcible Halligan Bar x2 & Short Nozzle	001-506-522-45-35-00	26.45
					Glacier West Monroe-Monthly Paymer	001-507-522-50-45-00	1,030.03
					Green Reflective Scotchlite for 82 (Rvin	001-507-522-50-31-00	156.00
					ICC Fire Plans Exam Online-LeDuc	001-505-522-45-49-02	64.81
					ICC Inspector Seminar (OFM-Leduc)	001-505-522-45-49-02	305.00
					ICC Inspector Seminar (OFM-Stupey)	001-505-522-45-49-02	1,050.00
					Kirkland Bottled Water-48 cases (Costc	001-504-522-20-31-01	850.00
					Lake Stevens Chamber Lunch (O'Brien	001-502-522-10-49-06	474.75
					Liquid IV Hydration 300 pks (Costco)	001-504-522-20-31-01	160.00
					Lke Stevens Storage-Mnth Paymnt-C54	001-507-522-50-45-00	353.85
					Logistics Supply (Ace Hardware)	001-507-522-50-31-00	150.00
					Lunch for AP/AR Interviews (Manse Ter	001-517-522-10-49-06	0.86
					Lunch for Spec Ops Test Evaluators(Jim	001-504-522-20-31-01	93.14
					Lunch for Spec Ops Test Evaluators(On	001-504-522-20-31-01	64.26
					Lunch for Truck Committe Aerial Dyn C	001-506-522-45-31-03	55.89
					Lunch-Special Ops Test Evaluators (Lar	001-504-522-20-31-01	56.64
					Lunch-Special Ops Test Evaluators (Tha	001-504-522-20-31-01	105.21
					Magnetic Tool for Construction Debris-	001-507-522-50-35-00	98.00
					Microsoft 365 Monthly Subscription	001-513-522-10-49-04	45.94
							15.32

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-JAN25	District Credit Card Charges - JANUARY	Invoice	12/26/2024	Misc needs at Station 83 (Ace Hardwar	001-507-522-50-35-00	43.65
					Monroe Chamber Lunch(O'Brien + 7)	001-502-522-10-49-06	128.00
					National Perla-refund for Cyber Mond:	001-502-522-45-49-02	-12.50
					NFPA Link 1 Year Renewal	001-510-522-20-49-01	125.79
					PALS Course (Matt Martin) - American	001-509-522-45-49-02	183.79
					Parking Permit Everett Com Col (A Cou	001-506-522-45-49-02	54.40
					Parking Permit Everett Com Col (C Stoc	001-506-522-45-49-02	54.40
					Parking Permit Everett Com Col (H Frit	001-506-522-45-49-02	54.40
					Parking Permit Everett Com Col (L Gasl	001-506-522-45-49-02	54.40
					Parking Permit Everett Com Col (N Law	001-506-522-45-49-02	54.40
					Parking Permit Everett Com Col (R Hat	001-506-522-45-49-02	54.40
					Parking Permit Everett Com Col (Rome	001-506-522-45-49-02	54.40
					Part for Shop (Walmart)	050-511-522-60-34-01	7.53
					Pearson Education (Anthony Counts)	001-506-522-45-49-02	109.39
					Pearson Education (Cody Stocker)	001-506-522-45-49-02	109.39
					Pearson Education (Emma Arnold)	001-506-522-45-49-02	109.39
					Pearson Education (Hunter Fritz)	001-506-522-45-49-02	109.39
					Pearson Education (Logan Gash)	001-506-522-45-49-02	109.39
					Pearson Education (Randy Hatori)	001-506-522-45-49-02	109.39
					Polarized Perf Glasses (Home Depot)	001-507-522-50-31-00	24.87
					Propane Refill (Tractor Supply)	001-507-522-50-47-03	72.75
					Purified Water for Shop (Crystal)	050-511-522-60-31-04	56.28
					Rafter Sq, Flanged Washer, Sharpener-	001-507-522-50-35-00	28.54
					Registration '25 Station Design Confer	001-507-522-45-49-02	3,695.00
					Registration for CPSE Conference (Bow	001-505-522-45-49-02	720.00
					Registration for Fire Prevention Leader	001-505-522-45-49-02	300.00
					Registration MRSC PRA (Gonzalez)	001-503-522-45-49-02	35.00
					Rubber Mat for Logistics-Work Bench (001-507-522-50-35-00	50.28
					Shelf for bunker gear bins @ 83 (Costc	001-507-522-50-35-00	218.59
					Shelving for stock at Logistics (Costco	001-507-522-50-35-00	218.58
					Sky Valley Chamber Lunch(Bowen & D:	001-502-522-10-49-06	30.00
					Snacks for BC meeting (Safeway)	001-504-522-20-31-01	44.17
					Snacks for BC meeting (Top Pot Dough	001-504-522-20-31-01	34.74
					Snacks for PALS (Safeway)	001-509-522-20-49-04	29.66
					Snacks for Special Ops Test Evaluators	001-504-522-20-31-01	83.47
					Snacks for Special Ops Test Evaluators	001-504-522-20-31-01	34.74
					Snacks for Winter Fest (Fred Meyer)	001-515-522-30-31-01	128.00
					Snack-Special Ops Test Evaluators (Saf	001-504-522-20-31-01	70.65
					Strategic Analysis Committee Lunch (F	001-515-522-30-31-01	138.73
					Strategic Analysis Planning Meeting (F	001-516-522-30-31-00	75.15
					Support Squad Year End Recap (Heidi's	001-502-522-10-49-06	279.36
					Top Load H&C Cooler Rental (Crystal)	050-511-522-60-31-04	6.55
					Training Ventilation Manikin (Archeon	001-509-522-20-35-00	3,990.00

Docket of Claims Register

APPKT01767 - 01.23.2025 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-JAN25	District Credit Card Charges - JANUARY	Invoice	12/26/2024	TV for ST 71 (Costco)	001-507-522-50-35-00	302.11
					Uniform Pants - Galls - King	001-504-522-20-31-07	107.69
					Vista Print-business cards - Fisher	001-502-522-10-31-00	30.61
					Vista Print-business cards-Gonz,Jain,Se	001-502-522-10-31-00	144.36
					WA State Good To Go - Passes x 4	001-504-522-20-49-04	65.64
					WA State Good To Go Account Paymer	001-504-522-20-49-04	30.00
					WA State Good To Go Toll Account Pay	001-504-522-20-49-04	48.00
					WSP Background Check - H/R	001-517-522-10-49-06	22.00
0040	VESTIS 6560495808	24-03867 Shop Supplies/Uniform Rental/Laundr	Invoice	12/26/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	71.08
0646	WASHINGTON FIRE CHIEFS 2946	24-03868 2025 Fire Comm. & Chiefs Legislative C	Invoice	01/06/2025	2025 Fire Comm. & Chiefs Legislative C	001-506-522-45-49-02	200.00
0579	WASHINGTON STATE AUDITOR'S L165750	24-03869 Accountability & Financial Audit (2022	Invoice	01/09/2025	Accountability & Financial Audit (2022	001-512-522-10-41-12	7,163.65
0665	WHELEN ENGINEERING COMPAN 622718	24-03870 Shop Parts	Invoice	01/06/2025	Shop Parts	050-511-522-60-34-01	125.74
Total Claims: 89						Total Payment Amount:	456,335.00

Snohomish Regional Fire and Rescue Claims Voucher Summary

01/21/2025

Page 1 of 3

Fund: Shop - Expense #050

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

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
24-03694	ACROSS THE STREET PRODUCTIONS		770.00
24-03783	ALEXANDER FATKIN		764.00
24-03784	ALL BATTERY SALES AND SERVICE		409.83
24-03785	AMAZON CAPITAL SERVICES, INC		7,062.90
24-03786	ANDGAR MECHANICAL LLC		43,360.69
24-03787	APPLIANCE MECHANIC		393.48
24-03788	B&H FIRE AND SECURITY		2,816.52
24-03789	BENJAMIN TOWERS		185.81
24-03790	BICKFORD MOTORS INC.		364.88
24-03791	BLAZESTACK INC.		9,800.00
24-03792	BOUND TREE MEDICAL, LLC		7,580.30
24-03793	BRYSON SALES & SERVICE OF WA		33.65
24-03794	CAMERON MAIN		750.00
24-03795	CDW GOVERNMENT LLC		328.20
24-03796	CENTRAL PARK APARTMENTS ON HELENA LLC		1,526.50
24-03797	CENTRAL WELDING SUPPLY		350.38
24-03798	CHRISTENSEN, INC		5,944.23
24-03799	CITY OF MONROE		791.99
24-03800	CITY OF MONROE		461.64
24-03801	CITY OF MONROE		164.02
24-03802	CITY OF MONROE		37.28
24-03803	CLEARFLY COMMUNICATIONS		773.44
24-03804	CMC		1,475.00
24-03805	CONCENTRA MEDICAL CENTERS		2,420.00
24-03806	COURIERWEST		2,464.65
24-03807	CURALINC HEALTHCARE		1,440.40
24-03808	DANIEL KINDIG		85.41
24-03809	DICK'S TOWING, INC.		984.15
24-03810	ELECTRONIC BUSINESS MACHINES		5.81
24-03811	ELIZABETH RUIZ		257.99
24-03812	EMERGENT RESPIRATORY		600.00

Page Total

94,403.15

Cumulative Total

94,403.15

Snohomish Regional Fire and Rescue Claims Voucher Summary

01/21/2025

Page 2 of 3

Fund: Shop - Expense #050

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

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
24-03813	EMPLOYMENT SECURITY DEPARTMENT		13,104.63
24-03814	EMSCONNECT, LLC		1,441.50
24-03815	ESO SOLUTIONS, INC		4,936.13
24-03816	EVERETT BAYSIDE MARINE, INC.		54.51
24-03817	EVERGREEN POWER SYSTEMS, INC		5,729.23
24-03818	FASTFIELDFORMS		1,026.61
24-03819	FITNESS EXPERTS		328.20
24-03820	GALLS, LLC		6,663.45
24-03821	GRAINGER		266.83
24-03822	HILL STREET CLEANERS		13.13
24-03823	HONOR GUARD CLINICS AND SCHOOLS		1,400.00
24-03824	IDENTIFIRE		8,799.12
24-03825	IMS ALLIANCE		13.65
24-03826	IRON MOUNTAIN INC		676.74
24-03827	ISOUTSOURCE		12,228.80
24-03828	JASON BOWEN		2,709.61
24-03829	JEFF SCHAUB		346.20
24-03830	KARLI MORRISON		93.66
24-03831	KENT D. BRUCE CO., LLC		1,686.64
24-03832	KNOX COMPANY		3,007.41
24-03833	L.N. CURTIS & SONS		2,527.06
24-03834	LEROY SCHWARTZ III		1,395.00
24-03835	LIFE-ASSIST INC		277.32
24-03836	MELISSA JENKINS		110.00
24-03837	MUNICIPAL EMERGENCY SERVICES, INC.		557.70
24-03838	NORTHWEST PROPANE LLC		1,229.22
24-03839	ODP BUSINESS SOLUTIONS, LLC		208.58
24-03840	PACIFIC POWER BATTERIES		323.82
24-03841	PUGET SOUND ENERGY		803.71
24-03842	PUGET SOUND ENERGY		1,303.91
24-03843	PUGET SOUND ENERGY		637.57

Page Total

73,899.94

Cumulative Total

168,303.09

Snohomish Regional Fire and Rescue Claims Voucher Summary

01/21/2025

Page 3 of 3

Fund: Shop - Expense #050

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
24-03844	REHN & ASSOCIATES		56.00
24-03845	RESCH PRINTING		218.80
24-03846	RICOH USA, INC.		50.91
24-03847	RIDGID PLUMBING AND DRAIN SERVICES LLC		693.05
24-03848	RWC GROUP		11.62
24-03849	SAM LANGHELD		601.04
24-03850	SEA-WESTERN INC		121,939.56
24-03851	SKY POWER WASH		402.05
24-03852	SNOHOMISH AQUATIC CENTER		292.50
24-03853	SNOHOMISH CO-OP INC		21.43
24-03854	SNOHOMISH COUNTY 911		105,409.95
24-03855	SNOHOMISH COUNTY PLANNING AND DEVELOPMENT SERVI		675.00
24-03856	SNOHOMISH COUNTY PUD		850.05
24-03857	SNOHOMISH COUNTY PUD		267.40
24-03858	SPEEDWAY CHEVROLET		299.64
24-03859	SPRAGUE PEST SOLUTIONS		120.02
24-03860	SRFR - PETTY CASH		1,497.34
24-03861	STRYKER MEDICAL		495.00
24-03862	SUPERIOR SEPTIC SERVICE, LLC		4,025.35
24-03863	SYSTEMS DESIGN WEST, LLC		13,136.83
24-03864	TRUE NORTH EMERGENCY EQUIPMENT INC		1,782.12
24-03865	ULINE, INC		473.28
24-03866	US BANK		27,152.50
24-03867	VESTIS		71.08
24-03868	WASHINGTON FIRE CHIEFS		200.00
24-03869	WASHINGTON STATE AUDITOR'S OFFICE		7,163.65
24-03870	WHELEN ENGINEERING COMPANY		125.74

Page Total	288,031.91
Cumulative Total	456,335.00



Payroll Summary and Authorization Form for the:

1/15/2025 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: \$1,149,289.05

Paper Checks: \$0.00

Taxes: \$349,943.35

Allowed in the sum of: \$1,499,232.40

Reviewed by:

District Administrative Coordinator

Prepared by:

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

January 9, 2025, 1730 hours

CALL TO ORDER

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

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Chief O'Brien welcomed Kaine Bayze, Warren Carson, Kaden Keogh, and Conner Mitchell to SRFR. He commented that we have a lot going on, and regarding the fires in Los Angeles we have a strike team leader and engine company on their way to help. Chief O'Brien congratulated the following members for their recent achievements: Technical Rescue - Logan Harding; and Hazardous Materials - Dillon Clinton, Ross Fahlen, Chris Pack, Sam Stevens, Dmitriy Surkanov, and Jordan Moyes. He also congratulated Christian Wigington who was recently appointed to the CARES position.

Our facility updates include the shop at Station 31 nearing completion.

Regarding Stations 32 & 81, Commissioner Schaub commented that they reviewed a presentation on design and appreciated the feedback from the crews. They discussed a lot of good ideas, and they continue to move forward.

Additionally Station 72 is a huge priority and our application packet is in at Alderwood. We will continue to follow up on this to see it through.

Also, we have five engines ordered and we have an engine preconstruction meeting coming up.

Chief O'Brien congratulated Daniel Kindig on his promotion to lead mechanic.



We kicked off our Community Advisory Committee on January 6th. This committee plans to meet twice a year and the purpose is to foster collaboration and engagement between SRFR and the local community. The focus of this committee is to represent the community, provide feedback and recommendations, future planning, and provide advocacy and non-partisan support. Chairman Elmore requested that the Community Advisory Committee be added to the Commissioner Reports chart.

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	11/26/24	1/21/25	No
Finance Committee	Elmore	12/19/24	1/23/25	No
Sno911	Waugh	12/19/24	1/16/25	No
Sno-Isle Commissioners	Fay	12/5/24	3/6/25	No
Leadership Meeting	Schaub	11/21/24	1/15/25	No
Policy Committee	Schaub	12/12/24	1/9/25	Yes

Policy Committee – Commissioner Schaub commented that they met earlier today and reviewed Policies 1032, 1102, and 1104. He thanked everyone for their efforts.

Sno-Isle Commissioners – Vice Chairman Fay reminded everyone of the upcoming Sno-Isle Commissioners Banquet scheduled for January 25th at Shawn O’Donell’s.

COMMITTEE MEETING MINUTES

N/A

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-03490 to 24-03504; (\$835,096.88)
 Benefits Vouchers: 24-03505 to 24-03507; (\$397,075.31)
 AP Vouchers: 24-03508 to 24-03624; (\$1,249,955.62)

Approval of Payroll

December 31, 2024 (\$2,243,430.53)

Approval of Minutes

Approve Regular Board Meeting Minutes December 19, 2024

Motion to approve the Consent Agenda as submitted.
 Motion by Vice Chairman Fay and 2nd by Commissioner Edwards.
 On vote, Motion carried 7/0.



OLD BUSINESS

Discussion

N/A

Action

N/A

NEW BUSINESS

Discussion

Teamsters Contract

Chief O'Brien commented that they would like to discuss this topic in an Executive Session.

Commissioner Waugh asked if the contract was approved by the membership and Chief O'Brien confirmed yes.

Commissioner Vacancy Recruitment Process

Chairman Elmore commented that we have received instructions from District Secretary Snure and we will be transparent as we move forward. He suggested a subcommittee, as the Board has 81 days left to appoint someone. Since there were four commissioners wanting to participate, the Board decided on Special Meetings rather than a subcommittee. A Special Meeting was scheduled for Thursday, January 16 at 1730 hours. The sole topic will be the Commissioner Vacancy Recruitment Process.

Action

N/A

GOOD OF THE ORDER

Commissioner Waugh asked about the recurring agenda topic of addressing concerns with the Sikora Report and asked that we incorporate this topic in future commissioner meetings. He also mentioned a concern about reallocating a resource that we are short of and assigning this resource to the CARES program.

ATTENDANCE CHECK

Regular Commissioner Meeting January 23, 2025, at 1730 - Station 31 Training Room/Zoom

EXECUTIVE SESSION

RCW 42.30.140(4)(b): Labor Negotiations

Chairman Elmore called for an Executive Session to begin at 1750 hours for 10 minutes, with a possible decision to follow. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1800 hours and he moved forward with the following motion.



Motion to accept the Teamsters Contract as submitted.
 Motion by Chairman Elmore and 2nd by Commissioner Schaub.
 On vote, Motion carried 7/0.

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1802 hours.

Snohomish Regional Fire & Rescue

Commissioner Rick Edwards

Commissioner Jeff Schaub

Chairman Troy Elmore

Commissioner Jim Steinruck

Vice Chairman Randy Fay

Commissioner Roy Waugh



BOARD OF FIRE COMMISSIONERS SPECIAL MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

January 16, 2025, 1730 hours

CALL TO ORDER

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

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

COMMISSIONER VACANCY RECRUITMENT PROCESS

Chairman Elmore reviewed the document from District Secretary Snure regarding Commissioner Vacancies. The Commissioner Vacancy Recruitment Process will include the following: announcement, advertisement, and determine what we want for the application process (for example – application, letter of intent, resume, interviews, interview questions, etc.)

The Board determined good options for advertising would include the *Daily Herald*, SRFR website, Facebook, local Monroe paper, and the SRFR fire stations.

District Secretary Snure confirmed that the Board will need to nominate one or more candidates and then seek any other nominations from the community. In summary: advertise, nominate, advertise, accept additional nominations if any are made, interview, and then select.

Commissioner Waugh suggested that we advertise and ask for applicants and then nominate an applicant. If we were to nominate someone tonight, it would seem that we were showing bias. Chairman Elmore agreed.

Chairman Elmore suggested the candidates provide a letter of intent and resume, and the Board agreed.

Chairman Elmore asked how many candidates we would want to take forward to the interviews and Vice Chairman Fay suggested four. The Board agreed on four candidates for the interview process.



Assistant Chief Lundquist suggested Tuesday, January 21st for the first advertisement and HR Director Holtgeerts agreed, although she will have to check with the *Daily Herald* on their schedule for ads. Assistant Chief Lundquist confirmed we could get the information to our fire stations and post on our SRFR website and Facebook on Tuesday, January 21st.

District Secretary Snure suggested that with the first posting we use the fire stations, Facebook, and the website. Then with the second posting we could add in the papers – The *Daily Herald* and Monroe papers.

Chairman Elmore suggested a subcommittee to determine specific interview questions, how many questions, etc.

Vice Chairman Fay suggested a few key topics for interview questions, including background, personal interests, and what they know about the position.

The subcommittee will include Commissioner Schaub, Commissioner Steinruck, and Chairman Elmore. If another commissioner decides that they would like to participate, Chairman Elmore would be happy to step down.

Commissioner Waugh suggested the candidates know the questions ahead of time so that they would be more prepared for the interview. Chairman Elmore agreed, even sharing the interview questions five minutes prior to their interview would be helpful. Vice Chairman Fay also suggested releasing the interview questions once the four finalists have been determined.

Chairman Elmore commented that our preliminary timeline will be based on Tuesday, January 21st.

The interview process will take place in an open public meeting. Chairman Elmore encouraged the unions to attend, so they see the process. If the unions have any thoughts, the Board welcomes their comments.

EXECUTIVE SESSION

N/A

Next Regular Commissioner Meeting January 23, 2025, at 1730 - Station 31 Training Room/Zoom

Event Reminders:

- SRFR Leadership Meeting on Thursday morning, January 23, 2025
- SRFR Annual Banquet on Saturday evening, February 1, 2025

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1752 hours.



Snohomish Regional Fire & Rescue

Commissioner Rick Edwards

Commissioner Jeff Schaub

Chairman Troy Elmore

Commissioner Jim Steinruck

Vice Chairman Randy Fay

Commissioner Roy Waugh



OLD BUSINESS

DISCUSSION



SNURE LAW OFFICE, PSC

A Professional Services Corporation

Brian K. Snure
brian@snurelaw.com

Clark B. Snure
1930-2014

April 24, 2024

MEMORANDUM

To: Snohomish Regional Fire and Rescue
From: Brian Snure
Re: Commissioner Vacancies

.....
Issue: What are the requirements for filling a single commissioner vacancy in a fire protection district with an assessed value of over \$5,000,000,000?

Commissioner Qualifications:

Commissioners must meet the following minimum requirements to hold office:

1. U.S. Citizen
2. 18 years old or older
3. Registered voter Residing in the District for at least 30 days
4. No Felony Convictions unless the individual has had his or her civil rights restored subsequent to the conviction. Conviction of anything less than a felony does not preclude an individual from holding public office.
5. No contractual conflict of interest with the District, i.e a contractual relationship with the District that exceeds \$3,000 per month in compensation.

Procedures (The Board has 90 days from the date the vacancy occurred to fill the vacancy):

1. Subject to the statutory nomination and notice requirements set forth under steps 2 and 3 below, the Board identifies the process and parameters it will use to fill the vacancy, i.e. will the Board require nominees to submit an application, a resume, interviews, etc.?
2. The Board must nominate at least one candidate at an open public meeting (RCW 42.12.080(1)). A vacancy cannot be filled until it exists so the commissioner that is leaving office cannot formally vote on the nomination or his or her successor.

Page 2

3. Publish notice of the vacancy in three public places within the District and on the District's website for at least 15 calendar days prior to the deadline for additional nominations to be submitted from District registered voters (RCW 42.12.080(1)).
 - a. The notice must state that a vacancy exists, must identify the candidate(s) nominated under step 2 and must indicate that the Board will accept additional nominations from District registered voters(RCW 42.12.080(1)).
4. The Board evaluates all nominees and appoints a new commissioner from the field of nominees within 90 days of the date the position became vacant at an open public meeting (RCW 42.12.080(1)).
5. If the Board does not fill the vacancy within 90 days, the Board's authority to fill the vacancy terminates and the County legislative body is required to fill the vacancy. (RCW 42.12.080(5)).
6. Applications and letters of interest for appointment to a vacant commissioner position, unlike employment applications, are subject to disclosure under the public records act.
7. Any interviews of commissioner candidates must occur in an open public meeting. The Board may evaluate, but not interview, the qualifications of the applicants in executive session RCW 42.30.110(1)(h).
8. The person appointed to fill the vacancy serves until the next general fire district election (commissioner elections are held only in odd numbered years) (RCW 42.12.070(6)). However, if the vacancy occurs in an odd numbered year after the regular filing period in May has closed, the appointed commissioner serves until the second general fire district election (RCW 29A.24.171). For example, if a position becomes vacant July 1, 2025 for a position whose term expires in 2029, the appointed commissioner serves until a successor is elected at the 2027 general election. If the vacancy occurred on May 1, 2025 the appointed commissioner would serve until a successor is elected at the 2025 general election.
9. The person elected at the general election takes office immediately on certification of the election and qualification for office (i.e. takes his or her oath) and serves the remainder of the term associated with the position (RCW 42.12.070(6)). If the term expires at the end of the 2025 term, the person elected will serve a full six year term.

If you have any questions or require any more detail, please advise.



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

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

Initiative Name:	BN Builders Phase 1B Contract Amendment		
Executive member responsible for guiding the initiative:	DC Rasmussen		
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<p>We are seeking approval for the continuation of Phase 1 services for the Station 32 and 81 projects. As discussed previously, there will need to be additional phases/amendments to complete the PDB contract with BN Builders and Miller Hull for the Station 32 and 81 projects. Phase 1 is project validation and design. The proposed phase will be Phase 1B. The amendment will increase the Phase 1 do not exceed to \$1,107,083. This is a cumulative increase of Phase 1A (\$378,300) plus Phase 1B (\$728,773). Phase 1B will include (1) project management and meetings, (2) design and programming development, (3) basis of design document development, (4) team on-boarding, (5) cost model development, and (6) schedule development.</p> <p>Phase 1B is proposed to last 12-weeks with Phase 1C to immediately follow.</p> <p>Please see the attached documents:</p> <ul style="list-style-type: none"> Contract for Phase 1B deliverables. Phase 1A and 1B tracking sheet. 		
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 type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$</p> <p>Initial amount: \$1,175,186.18 (sales tax included).</p> <p>Long-term annual amount(s): \$</p> <p>Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	Risk if approved: Continuation of services prior to project validation. Please note that project validation is not complete until the end of phase 1C.		

	Risk if not approved: Stalling of project validation and overall completion timeline.
Legal Review:	<input type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <input checked="" type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <input type="checkbox"/> N/A
Presented to, and Approved by, Senior Staff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Commissioner Sub-Committee Approval	Initiative presented to commissioner sub-committee: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input checked="" 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@sfr.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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Board of Fire Commissioners	RAB initiatives go through the following process: <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes) 4. At a second commissioner meeting, initiatives may be assigned as an action item for approval
Execution:	It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.

SRFR - BNB & MILLER HULL - DELIVERABLES						
Phase 1A Start Up Services (BNB)	Name	Purpose	Deliverables	Completed	Date	Comments
1.1	Project Management & Meetings	Ongoing project management tasks including regular team meetings, oversight and coordination of the work, scheduling, invoicing, etc.	Meeting Minutes and Correspondence	Yes	NA	Ongoing
1.2	Project Chartering & Kickoff	Project Chartering and kickoff session.	Project Charter & Meeting Minutes	Yes	9/9/2024	
1.3	Land Use Research and AHJ Meetings	Preliminary land use research to support site test fit efforts only. Assumes (1) meeting each with Lake Stevens AHJ and Monroe AHJ.	Code Summary and Meeting Minutes	Yes, land use research, no AHJ meetings.		Have not met with Lake Stevens or Monroe AHJ.
1.4	Interim & Permanent FS 81 Test Fits	Test fit up to (3) potential interim FS 81 site. Study up to (3) different strategies for the development of the permanent FS 81 on its current site, including at least one option where the Interim FS 81 is located on the same site as the new station. Includes associated review of owner provided studies such as geotechnical and survey.	Test Fit Diagrams and Team Analysis	Yes	9/25/2024	
1.5	FS 32 Test Fits	Test fit up to (3) potential site for the new FS 32. Includes associated review of owner provided studies such as geotechnical and survey.	Test Fit Diagrams and Team Analysis	Yes	9/18/2024	
1.6	Onboard Consultants and Trade Partners	Issue RFOs, review submittals and make final team selections in collaboration with SRFR and OAC Services. DEI Plan development. Compile fee proposals for next phase and estimates of total project fee.	Consultant Selection Matrix and Fee Proposals	No		Civil and Structural selected, no MEP. No DEI plan submitted.
1.7	Cost Modeling and Project Scheduling	Develop initial cost modeling and comparable data in support of test fits and future phase design. Develop an initial project schedule, with focus on design and permitting.	Cost Modeling Tools and Project Schedules	Yes	12/11/2024	Initial cost models rec'd, but not within budge. Initials schedules have been provided.
Phase 1A Start Up Services (MH)	Name	Purpose	Deliverables	Completed	Date	Comments
1.1	Project Management & Meetings	Ongoing project management tasks including regular team meetings, oversight and coordination of the work, scheduling, invoicing, etc.	Meeting Minutes and Correspondence	Yes	NA	Ongoing
1.2	Project Chartering & Kickoff	Project Chartering and kickoff session.	Project Charter & Meeting Minutes	Yes	9/9/2024	
1.3	Land Use Research and AHJ Meetings	Preliminary land use research to support site test fit efforts only. Assumes (1) meeting each with Lake Stevens AHJ and Monroe AHJ.	Code Summary and Meeting Minutes	Yes, land use research, no AHJ meetings.		Have not met with Lake Stevens or Monroe AHJ.
1.4	Interim & Permanent FS 81 Test Fits	Test fit up to (3) potential interim FS 81 site. Study up to (3) different strategies for the development of the permanent FS 81 on its current site, including at least one option where the Interim FS 81 is located on the same site as the new station. Includes associated review of owner provided studies such as geotechnical and survey.	Test Fit Diagrams and Team Analysis	Yes	9/25/2024	
1.5	FS 32 Test Fits	Test fit up to (3) potential site for the new FS 32. Includes associated review of owner provided studies such as geotechnical and survey.	Test Fit Diagrams	Yes	9/18/2024	
1.6	Onboard Consultants and Trade Partners	Issue RFOs, review submittals and make final team selections in collaboration with SRFR and OAC Services. DEI Plan development. Compile fee proposals for next phase and estimates of total project fee.	Consultant Selection Matrix and Fee Proposals	No		Civil and Structural selected, no MEP. No DEI plan submitted.
Phase 1B - Validation and Concept Design Services (BNB)	Name	Purpose	Deliverables	Completed	Date	Comments
1.1	Project Management & Meetings	Ongoing project management tasks including regular team meetings, AHJ pre-app meetings, oversight and coordination of the work, scheduling, invoicing.	Meeting Minutes, AHJ Preapp Submittal Documents and Correspondence			
1.2	Design and Programming Development	Concept Design Development Including: Supporting shared stormwater coordination at Station 81; Supporting easement and environmental documentation conditions at Station 32; Full Programming Development; Concept Design	Site Diagrams and Memos as needed, Program Matrix, and Concept Design Documents			
1.3	Basis of Design Document Development	Develop written basis of design documenting recommended materials, systems, and design requirements.	BOD Narrative			
1.4	Team Onboarding	Complete onboarding of MEP partners, landscape design, and any other necessary design partners.	Consultant Selection Matrix and Fee Proposals			
1.5	Cost Model Development	Ongoing review and updates of cost model.	Risk Register and Building Options Log (BOL)			
1.6	Schedule Development	Ongoing review and updates of project schedule, including design milestone development.	Consultant Selection Matrix and Fee Proposals			
Phase 1B - Validation and Concept Design Services	Name	Purpose	Deliverables	Completed	Date	Comments
Fire Station 32 - Task Matrix (MH)						
1B.32.01	FS32 Project Management & Meetings	Ongoing project management tasks including regular team meetings, oversight and coordination of the work, scheduling, invoicing, etc.	Meeting Minutes and Correspondence			
1B.32.02	FS32 Preapp Mtg and AHJ Reqs	Additional land use research and preapplication conference with AHJ to determine ROW, stormwater, and other requirements.	Preapp Submittal Documents			
1B.32.03	FS32 Ditch and Eastment Issues	Support OAC and SRFR in classification of drainage ditch and modification of existing easements. Study design impacts related to outcome of DOE and City of Monroe requirements.	Site Diagrams and Technical Memos as Needed			
1B.32.04	FS32 Programming	Develop full program for fire station, including any value-added alternate options for considerations.	Program Matrix			
1B.32.05	FS32 Concept Design Drawings	Develop concept site plan plan, floor plans, elevations and 3D imagery to describe preferred basis of design concept.	Design Documents			
1B.32.06	FS32 Basis of Design Document	Develop written basis of design document documenting recommended materials, systems, and SRFR design requirements.	BOD Narrative			
1B.32.07	FS32 Team Building & MEP Coordination	Work with BNBuilders to onboard Landscape and MEP designers. Incorporate information from consultants into basis of design documents.	Consultant Selection Matrix and Fee Proposals			
1B.32.08	FS32 Cost Model Support	Review cost model and iteratively adjust design documents to support cost reconciliation.	Meeting Attendance, Markups and Notes			
Phase 1B - Validation and Concept Design Services	Name	Purpose	Deliverables	Completed	Date	Comments
Fire Station 81 - Task Matrix (MH)						
1B.81.01	FS81 Project Management & Meetings	Ongoing project management tasks including regular team meetings, oversight and coordination of the work, scheduling, invoicing, etc.	Meeting Minutes and Correspondence			
1B.81.02	FS81 Preapp Mtg and AHJ Reqs	Additional land use research and preapplication conference with AHJ to determine ROW, stormwater, and other requirements.	Preapp Submittal Documents			
1B.81.03	FS81 Shared Stormwater Issues	Study options related to the size, location and configuration of the potential shared stormwater facility. Support OAC and SRFR decision making and negotiations with the City of Lake Stevens.	Site Diagrams and Technical Memos as Needed			
1B.81.04	FS81 Programming	Develop full program for fire station, including any value-added alternate options for considerations.	Program Matrix			
1B.81.05	FS81 Concept Design Drawings	Develop concept site plan plan, floor plans, elevations and 3D imagery to describe preferred basis of design concept.	Design Documents			
1B.81.06	FS81 Basis of Design Document	Develop written basis of design document documenting recommended materials, systems, and SRFR design requirements.	BOD Narrative			
1B.81.07	FS81 Team Building & MEP Coordination	Work with BNBuilders to onboard Landscape and MEP designers. Incorporate information from consultants into basis of design documents.	Consultant Selection Matrix and Fee Proposals			
1B.81.08	FS81 Cost Model Support	Review cost model and iteratively adjust design documents to support cost reconciliation.	Meeting Attendance, Markups and Notes			
Interim Fire Station 81 - Task Matrix (MH)						

1B.INT.01	IFS81 Project Management & Meetings	Ongoing project management tasks including regular team meetings, oversight and coordination of the work, scheduling, invoicing, etc.	Meeting Minutes and Correspondence
1B.INT.02	IFS81 Preapp Mtg and AHJ Reqs	Additional land use research and preapplication conference with AHJ to determine ROW, stormwater, and other requirements.	Preapp Submittal Documents
1B.INT.03	IFS81 30% Site Design	Develop schematic-level site pla for Interim Fire Station 81.	Design Documents
1B.INT.04	IFS81 30% Apparatus Bay Design	Develop schematic-level floor plans for use by the apparatus bay premanufactured building vendor. Coordinate vendor design with team-provided code analysis and scopes of structural and civil work.	Apparatus Bay Schematic Floor Plan
1B.INT.05	IFS81 30% Modular Living Design	Develop schematic-level floor plans for use by the living quarters premanufactured building vendor. Coordinate vendor design with team-provided code analysis and scopes of structural and civil work.	Modular Living Schematic Floor Plan

Snohomish Regional Fire and Rescue Fire Stations 32 and 81 Project

Progressive Design-Build Contract

Contract Amendment No. 1

OWNER:

Snohomish Regional Fire and Rescue
163 Village Court
Monroe, WA 98272

DESIGN-BUILDER:

BNBuilders, Inc.
2601 Fourth Avenue, Suite 350
Seattle, Washington 98121

PROJECT:

Fire Stations 32 and 81 Projects

The Owner and Design-Builder hereby amend the Progressive Design-Build Contract (the "Contract") dated September 12, 2024 as stated herein. This Contract Amendment No. 1 is made as of February 13, 2025.

I. Section 7.1: Phase 1 Price

Section 7.1: Phase 1 Price is modified as follows:

7.1 Phase 1 Price. For additional scope associated with Phase 1 Scope of Services (Exhibit C), Owner shall pay Design-Builder in accordance with Article 8 of this Contract a sum not to exceed one million, one hundred seven thousand, eighty-three dollars (1,107,083.00) for Phase 1a (initial contract) and Phase 1b (amendment #1) scopes. Phase 1 Services shall be billed at the all-inclusive billing rates and labor categories set forth in Exhibit E which rates shall not be subject to increase for any Phase 1 services. Unless otherwise provided in the Contract Documents, the Phase 1 Services compensation excludes Washington State Sales Tax but includes all other taxes mandated by applicable Legal Requirements.

II. Exhibit C: Scope of Services

Exhibit C, Scope of Services, is amended and replaced, as attached.

This Contract Amendment entered into as of the day and year first written above.

OWNER:

DESIGN-BUILDER:

(Signature)

(Name of Design-Builder)

(Signature)

(Printed Name)

(Title)

Date: _____

Date: _____

Snohomish Regional Fire and Rescue Fire Stations 32 and 81 Project

Progressive Design-Build Contract Summary

Contract/Scope								
Contract Title		Amount Per Station		Amendment	Total Contract Amount	Sales Tax Per Amendment *		Total Encumbered
		Fire Station 32	Fire Station 81			9.40%	9.30%	
Initial Contract	Phase 1a Services	\$ 189,150.00	\$ 189,150.00		\$ 378,300.00	\$ 17,780.10	\$ 17,590.95	\$ 413,671.05
Amendment #1	Phase 1b Services	\$ 326,361.00	\$ 402,422.00	\$ 728,783.00	\$ 1,107,083.00	\$ 30,677.93	\$ 37,425.25	\$ 1,175,186.18

* Pass through cost

Exhibit C

Scope of Services

Included:

- Phase 1b Proposal, dated December 11, 2024



December 11, 2024

Diana Brown
OAC Services
2200 1st Ave S.
Suite 200
Seattle, WA 98134

Re: SRFR Fire Stations 32 & 81 Phase 1B Services

Dear Diana:

BNBuilders is excited to continue partnering with Snohomish Regional Fire & Rescue to design and build Fire Stations 32 & 81. Along with Miller Hull Architects, we are proposing an additional phase of work to complete project validation and concept design for SRFR. Scope for Phase 1B is outlined below and further details are attached, including Miller Hull's design and subconsultant proposals. Phase 1B is intended to be immediately followed by another phase of design development, with scope to be developed in partnership with SRFR and OAC.

Fee Proposal

We are proposing a Not to Exceed fee of \$728,783 inclusive of Station 32, Station 81, and Station 81 Interim. Total cost for this phase of work is \$796,866 inclusive of design services and WSST, summarized in the chart below. Details of this fee for services are attached.

	Station 32 (Monroe)	Station 81 (Lake Stevens)	Interim Station 81 (Lake Stevens)	Total
Not to Exceed Fee	\$ 326,361.00	\$ 320,695.00	\$ 81,727.00	\$ 728,783.00
WSST Rate	9.4%	9.3%	9.3%	
WSST	\$ 30,677.93	\$ 29,824.64	\$ 7,600.61	\$ 68,103.18
Total	\$ 357,038.93	\$ 350,519.64	\$ 89,327.61	\$ 796,886.18

Schedule

We are proposing a 12-week effort for this phase of work.

2601 4th Avenue, Suite 350
Seattle, WA 98121

T: 206.382.3443

F: 206.382.3440

www.bnbuilders.com

WA Contractor License #BNBUII*990K3

Scope of Work

BNBuilders and Miller Hull propose the following tasks as part of the Phase 1b Scope of Work:

Phase 1B – Validation and Concept Design Services		12 Weeks	
NAME	PURPOSE	DELIVERABLES	
1.1	Project Management & Meetings	Ongoing project management tasks including regular team meetings, AHJ Pre-application meetings, oversight and coordination of the work, scheduling, invoicing, etc.	Meeting Minutes, AHJ Preapp Submittal Documents and Correspondence
1.2	Design and Programing Development	Concept Design Development Including: -Supporting shared stormwater coordination at Station 81 -Supporting easement and environmental documentation conditions at Station 32 -Full Programming Development -Concept Design	Site Diagrams and Memos as needed, Program Matrix, and Concept Design Documents
1.3	Basis of Design Document Development	Develop written basis of design documenting recommended materials, systems, and design requirements.	BOD Narrative
1.4	Team Onboarding	Complete onboarding of MEP partners, landscape design, and any other necessary design partners.	Consultant Selection Matrix and Fee Proposals
1.5	Cost Model Development	Ongoing review and updates of cost model.	Risk Register and Building Options Log (BOL)
1.6	Schedule Development	Ongoing review and updates of project schedule, including design milestone development.	Consultant Selection Matrix and Fee Proposals

Please reach out with any questions regarding this proposal. Again, BNBuilders and Miller Hull look forward to a continued partnership with SRFR and OAC to deliver two great projects for the communities they serve.

Regards,

Aaron Helmers



DESIGN AND PRECONSTRUCTION SERVICES SUMMARY

PROJECT: SRFR STATION 32 AND 81
 OWNER: SNO REG FIRE & RESCUE (SRFR)
 ARCHITECT: MILLER-HULL

ESTIMATE TYPE: Validation & Concept
 ISSUE DATE: 12/4/2024

	Station 32 Phase 1B	Station 81 Phase 1B	Station 81 Interim Phase 1B	TOTAL DESIGN/PRECON BUDGET	COMMENTS	
BNB PRECON SERVICES						
PRELIMINARY / START-UP SERVICES SUPPORT	\$ 73,165	\$ 71,065	\$ 8,370	\$ 152,601		
POTHOLING / SITE INVESTIGATION SUPPORT				\$ -		
UTILITY VIDEO / LOCATES				\$ -		
TCP AND FLAGGING				\$ -		
LASER SCANNING / AERIAL DRONE				\$ -		
DESIGN SUPPORT				\$ -		
FIELD SUPPORT				\$ -		
Subtotal	\$ 73,165	\$ 71,065	\$ 8,370	\$ 152,601		
MILLER-HULL DESIGN SERVICES						
ARCHITECTURAL BASIC, EXTRA SERVICES & MARKUPS	\$ 96,866	\$ 97,001	\$ 39,120	\$ 232,987	MH PROPOSAL DATED 12/03/2024	
STRUCTURAL ENGINEERING	\$ 11,595	\$ 13,697	\$ 1,000	\$ 26,292	FROM MH PROPOSAL	
CIVIL ENGINEERING	\$ 40,000	\$ 40,000	\$ 20,000	\$ 100,000	FROM MH PROPOSAL	
LANDSCAPE ARCHITECTURE	\$ 7,500	\$ 7,500	\$ -	\$ 15,000	FROM MH PROPOSAL	
SUSTAINABILITY REPORTING				\$ -		
TRAFFIC ENGINEERING	\$ 23,365	\$ 22,610	\$ -	\$ 45,975	FROM MH PROPOSAL	
ACOUSTICAL CONSULTANT				\$ -		
DOOR HARDWARE				\$ -		
ENVELOPE CONSULTANT				\$ -		
				\$ -		
				\$ -		
Subtotal	\$ 179,326	\$ 180,808	\$ 60,120	\$ 420,254		
DESIGN/BULD SERVICES (BNBUILDERS)						
MECHANICAL D/B SUBCONTRACTOR	\$ 22,500	\$ 20,000	\$ 2,500	\$ 45,000	Anticipated on board at very beginning of P1B	
ELECTRICAL D/B SUBCONTRACTOR	\$ 18,000	\$ 16,000	\$ 2,000	\$ 36,000	Anticipated on board at very beginning of P1B	
				\$ -		
				\$ -		
				\$ -		
Subtotal	\$ 40,500	\$ 36,000	\$ 4,500	\$ 81,000		
EARLY PROCUREMENT						
PROCUREMENT MANAGEMENT & COORDINATION				\$ -		
ABATEMENT & DEMOLITION ALLOWANCE				\$ -		
MECHANICAL EQUIPMENT PACKAGE				\$ -		
PLUMBING EQUIPMENT PACKAGE				\$ -		
ELECTRICAL EQUIPMENT PACKAGE				\$ -		
ELECTRICAL FIXTURE PACKAGE				\$ -		
FIRE SPRINKER DESIGN				\$ -		
SITE UTILITIES EQUIPMENT				\$ -		
ELEVATOR PURCHASE				\$ -		
				\$ -		
Subtotal	\$ -	\$ -	\$ -	\$ -		
ADD SERVICES						
LAND USE				\$ -	NOT ANTICIPATED AT THIS TIME	
SEPA				\$ -	NOT ANTICIPATED AT THIS TIME	
EROSION CONTROL				\$ -	NOT ANTICIPATED AT THIS TIME	
PERMIT FEES				\$ -	BY OWNER	
GEOTECH				\$ -	BY OWNER	
HAZMAT SURVEY				\$ -	BY OWNER	
SURVEY				\$ -	BY OWNER	
ARCHEOLOGIST				\$ -	BY OWNER	
ART				\$ -	BY OWNER	
FF & E PROCUREMENT				\$ -	BY OWNER	
3RD PARTY INSPECTIONS				\$ -	BY OWNER	
				\$ -		
Subtotal	\$ -	\$ -	\$ -	\$ -		
TOTAL PRECON + GEN + DESIGN + ADD						
	\$ 292,991	\$ 287,873	\$ 72,990	\$ 653,855		
PRECON & DESIGN CONTINGENCY	5.0%	\$ 14,650	\$ 14,394	\$ 3,650	\$ 32,693	
CONTRACTORS FEE	4.180%	\$ 9,801	\$ 9,664	\$ 2,854	\$ 22,319	NO FEE ON BNB PRELIM SUPPORT COST
P & P BONDS	0.61%	\$ 1,936	\$ 1,903	\$ 485	\$ 4,324	PASS-THRU (NO FEE)
SUB BONDS	1.0%	\$ -	\$ -	\$ -	\$ -	NOT ANTICIPATED AT THIS TIME
GEN. LIABILITY INSURANCE	0.8%	\$ 2,555	\$ 2,511	\$ 640	\$ 5,706	PASS-THRU (NO FEE)
PROF. LIABILITY INSURANCE	0.9%	\$ 2,897	\$ 2,847	\$ 726	\$ 6,470	PASS-THRU (NO FEE)
BUILDERS RISK INSURANCE	0.0%	\$ -	\$ -	\$ -	\$ -	NOT ANTICIPATED AT THIS TIME
B & O TAX	0.471%	\$ 1,530	\$ 1,503	\$ 383	\$ 3,416	.00471 STATE RATE
TOTAL PRECON / DESIGN SERVICES (EXCL WSST)	\$326,361	\$320,695	\$81,727	\$728,783		
WSST Rate	9.4%	9.3%	9.3%		WA Sales Tax Rates (Monroe, Lk. Stevens)	
WSST	\$30,677.93	\$29,824.64	\$7,600.61	\$68,103.18		
TOTAL SERVICES INCL. WSST PASS THROUGH	\$357,038.93	\$350,519.64	\$89,327.61	\$796,886.18		
	Phase 1B Subtotal		\$796,886.18			

**PRECONSTRUCTION SERVICES
WORK PLAN**

PROJECT: SRFR STATION 32 AND 81
OWNER: SNO REG FIRE & RESCUE (SRFR)
ARCHITECT: MILLER-HULL

ESTIMATE TYPE: Validation & Concept
ISSUE DATE: 12/4/2024

Phase 1B - Validation and Concept Design
Duration in Hours is based on 8hrs/day for a standard 5 day work-week.

START	END	HRS	WRK DAY	CAL DAY	WEEKS	MONTHS
01/06/25	03/30/25	480.00	60.00	84.00	12.00	2.77

ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE	PROJECT EXECUTIVE	PROJECT MANAGER	SR PROJECT ENGINEER	SR SUPERINTENDENT	ESTIMATOR - CHIEF	ESTIMATOR - SR	ESTIMATOR - MEP	SCHEDULER - DIRECTOR	DIVERSITY DIRECTOR	SUSTAINAB. DIRECTOR	SR. DESIGN MANAGER	DESIGN MANAGER	INNOVATION SR MANAGER	PROJECT ACCOUNTANT	TOTALS	FS 32 Total	FS 81 Total	
			GERI URBAS	NOAH FOSTER	TBD	JASON STEINBACHER	MIKE HERZOG	TBD	TIMOTHY GOEGLIN	PHIL MASTERSON	RACHAEL PEASE	EMILY ENGLISH	NOAH TOOMEY	AAARON HELMERS	BIANCA HUFF	TBD				
FS 32																				
Project Management & Meetings	12	wk		12	24		3	9					12	36				-	96	
Programming and Concept Design Management	12	wk		3	12			6					3	24				48	48	
Basis of Design Document Development	1	ea		2	12			2					2	12				30	30	
Team Onboarding	12	wk		3	24		6	6			12		3	18				72	72	
Cost Model Support	12	wk		3	24			24					3	12				66	66	
Schedule Development and Updates	12	wk		3	18		12			12			3	12				60	60	
Admin & Accounting Support	12	wk															12	12	12	
FS 81																				
Project Management & Meetings	12	wk		12	24		3	9					12	36				96	96	
Programming and Concept Design Management	12	wk		3	12			6					3	24				48	48	
Basis of Design Document Development	1	ea		2	12			2					2	12				30	30	
Team Onboarding	12	wk		3	24		6	6					3	18				60	60	
Cost Model Support	12	wk		3	24			24					3	12				66	66	
Schedule Development and Updates	12	wk		3	18		12			12			3	12				60	60	
Admin & Accounting Support	12	wk															12	12	12	
iFS81																				
Project Management & Meetings (included in FS 81)	12	wk																-	-	
30% Site Design	1	ea			4		4	2						4				14		
30% Apparatus Bay Design	1	ea			4		4	2						4				14		
30% Modular Living Design	1	ea			4		4	2						4				14		
																		-	-	
																		-	-	
PERSONNEL HOURS	52		240	0	54	100	0	0	0	24	12	0	52	240	0	24	798	384	372	
PERSONNEL COMMITMENT (% of Duration)	10.83%		50.00%	0.00%	11.25%	20.83%	0.00%	0.00%	0.00%	5.00%	2.50%	0.00%	10.83%	50.00%	0.00%	5.00%				

STAFF BILLING RATE (\$/hr)	4.33333333	20	0	4.5	8.33333333	0	0	2	1	0	4.33333333	20	0	2
FS 32 LABOR COST	\$ 230	\$ 169	\$ 131	\$ 227	\$ 253	\$ 160	\$ 150	\$ 178	\$ 175	\$ 196	\$ 194	\$ 175	\$ 210	\$ 100
FS 81 LABOR COST	\$ 5,980	\$ 19,266	\$ -	\$ 4,767	\$ 11,891	\$ -	\$ -	\$ 2,136	\$ 2,100	\$ -	\$ 5,044	\$ 19,950	\$ -	\$ 1,200
FS 81 Interim LABOR COST	\$ -	\$ 2,028	\$ -	\$ 2,724	\$ 1,518	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,100	\$ -	\$ -
TOTAL LABOR COST	\$ 11,960	\$ 40,560	\$ -	\$ 12,258	\$ 25,300	\$ -	\$ -	\$ 4,272	\$ 2,100	\$ -	\$ 10,088	\$ 42,000	\$ -	\$ 2,400

NOTES:

ESTIMATED REIMBURSABLES	QTY	U/M	\$/UNIT	TOTAL	32 TOTAL	81 TOTAL
General Administrative Costs (Repro / Postage, etc.)	2.77	MO	\$ 535.00	\$ 1,483	\$ 741	\$ 741
Online Documents	2.77	MO	\$ 65.00	\$ 180	\$ 90	\$ 90
	0	1.00	LS	\$ -	\$ -	\$ -
	0	798.00	HRS	\$ -	\$ -	\$ -
TOTAL ESTIMATED REIMBURSABLES				\$ 1,663	\$ 831	\$ 831
	0		0.000%	\$ -		
	0		0.000%	\$ -		
	0		0.000%	\$ -		
SUBTOTAL - INDIRECTS				\$ -		
Phase 1B - Validation and Concept Design TOTAL				\$ 152,601	\$ 73,165	\$ 71,065

December 9, 2024

Noah Foster
BNBuilders
2601 4th Ave #350
Seattle, WA 98121

Re: SRFR Fire Stations 32 & 81 Phase 1B Validation and Concept Design Services

Dear Noah:

We are pleased to offer this fee proposal for Phase 1B—Validation and Concept Design for the SRFR Fire Stations 32 & 81 project. The purpose of this phase is to develop a preferred interim Fire Station 81 strategy and develop preferred programs and concept designs for both permanent Fire Stations 32 and 81. To achieve this, we anticipate working as a team with BNB and OAC/SRFR to build the rest of the team, further study and quantify risks associated with each site, refine and reconcile the cost model, and chart a course for the remainder of the project's development. Attached to this letter you will find a summary matrix of proposed tasks and fees.

FEE PROPOSAL

For the design services outlined below and on attached consultant proposals, compensation shall be computed on an hourly basis with a Not to Exceed fee limit of **\$420,254** plus any applicable tax. This amount includes a reimbursable budget of **\$1,000** and reimbursables will be billed at cost times 1.10.

SCHEDULE

Our team is available to begin work immediately pending your authorization to proceed. Our proposal is based on limiting work to approximately a 12-week period of time. Additional fee may be required to complete the scope of work identified if the schedule is extended significantly in duration.

SCOPE OF WORK

The scope of work will be limited to the items identified on the attached task matrix and consultant proposals. Please note that we have received proposals from KPFF Structural, CPL Civil and Heffron Transportation. We have established an allowance for Landscape services to provide input as needed during this phase and anticipate working with you to select a Landscape consultant early in Phase 1B. Please note that the budget amounts included for Heffron Transportation for this phase are anticipated to be the NTE values for their entire involvement in the project. The nature of their work is not easily allocated by phase, so onboarding them now will allow them to use a portion of their level of effort across their identified tasks to support critical early project development.

Please let us know if you have questions on this proposal. We look forward to taking the next steps in realizing this important public safety project and to continuing a great collaborative process with BNBuilders, OAC, and SRFR.

Sincerely,

A handwritten signature in blue ink that reads "Zubin Rao".

Zubin Rao, AIA, Associate

The Miller Hull Partnership, LLP

www.millerhull.com

Seattle

Polson Building
71 Columbia Street, Sixth Floor
Seattle, WA 98104
Tel: 206.682.6837

San Diego

Point Loma Marina
4980 North Harbor Drive, Suite 100
San Diego, CA 92106
Tel: 619.220.0984

Task Matrix

SRFR Fire Stations 32 & 81 12/9/2024

Phase 1B - Validation and Concept Design			12 Weeks
NAME	PURPOSE	DELIVERABLES	
FIRE STATION 32			
1B.32.01	FS32 Project Management & Meetings	Ongoing project management tasks including regular team meetings, oversight and coordination of the work, scheduling, invoicing, etc.	Meeting Minutes and Correspondence
1B.32.02	FS32 Preapp Mtg and AHJ Reqs	Additional land use research and preapplication conference with AHJ to determine ROW, stormwater, and other requirements.	Preapp Submittal Documents
1B.32.03	FS32 Ditch and Easement Issues	Support OAC and SRFR in classification of drainage ditch and modification of existing easements. Study design impacts related to outcome of DOE and City of Monroe requirements.	Site Diagrams and Technical Memos as Needed
1B.32.04	FS32 Programming	Develop full program for fire station, including any value-added alternate options for consideration.	Program Matrix
1B.32.05	FS32 Concept Design Drawings	Develop concept site plan, floor plans, elevations and 3D imagery to describe preferred basis of design concept.	Design Documents
1B.32.06	FS32 Basis of Design Document	Develop written basis of design document documenting recommended materials, systems, and SRFR design requirements.	BOD Narrative
1B.32.07	FS32 Team Building & MEP Coordination	Work with BNBuilders to onboard Landscape and MEP designers. Incorporate information from consultants into basis of design document.	Consultant Selection Matrix and Fee Proposals
1B.32.08	FS32 Cost Model Support	Review cost model and iteratively adjust design documents to support cost reconciliation.	Meeting Attendance, Markups and Notes

FIRE STATION 81			
1B.81.01	FS81 Project Management & Meetings	Ongoing project management tasks including regular team meetings, oversight and coordination of the work, scheduling, invoicing, etc.	Meeting Minutes and Correspondence
1B.81.02	FS81 Preapp Mtg and AHJ Reqs	Additional land use research and preapplication conference with AHJ to determine ROW, stormwater, and other requirements.	Preapp Submittal Documents
1B.81.03	FS81 Shared Stormwater Issues	Study options related to the size, location and configuration of the potential shared stormwater facility. Support OAC and SRFR decision making and negotiations with the City of Lake Stevens.	Site Diagrams and Technical Memos as Needed
1B.81.04	FS81 Programming	Develop full program for fire station, including any value-added alternate options for consideration.	Program Matrix
1B.81.05	FS81 Concept Design Drawings	Develop concept site plan, floor plans, elevations and 3D imagery to describe preferred basis of design concept.	Design Documents
1B.81.06	FS81 Basis of Design Document	Develop written basis of design document documenting recommended materials, systems, and SRFR design requirements.	BOD Narrative
1B.81.07	FS81 Team Building & MEP Coordination	Work with BNBuilders to onboard Landscape and MEP designers. Incorporate information from consultants into basis of design document.	Consultant Selection Matrix and Fee Proposals
1B.81.08	FS81 Cost Model Support	Review cost model and iteratively adjust design documents to support cost reconciliation.	Meeting Attendance, Markups and Notes
INTERIM FIRE STATION 81			
1B.INT.01	iFS81 Project Management & Meetings	Ongoing project management tasks including regular team meetings, oversight and coordination of the work, scheduling, invoicing, etc.	Meeting Minutes and Correspondence
1B.INT.02	iFS81 Preapp Mtg and AHJ Reqs	Additional land use research and preapplication conference with AHJ to determine ROW, stormwater, and other requirements.	Preapp Submittal Documents
1B.INT.03	iFS81 30% Site Design	Develop schematic-level site plan for Interim Fire Station 81.	Design Documents
1B.INT.04	iFS81 30% Apparatus Bay Design	Develop schematic-level floor plans for use by the apparatus bay premanufactured building vendor. Coordinate vendor design with team-provided code analysis and scopes of structural and civil work.	Apparatus Bay Schematic Floor Plan
1B.INT.05	iFS81 30% Modular Living Design	Develop schematic-level floor plans for use by the living quarters premanufactured building vendor. Coordinate vendor design with team-provided code analysis and scopes of structural and civil work.	Modular Living Schematic Floor Plan

Miller Hull LOE Matrix

SRFR Fire Stations 32 & 81
12/9/2024

		Partner in Charge Sian Roberts	Design Lead Scott Wolf	Project Manager Zubin Rao	Project Architect Michael Helmer	Architect Staff Arch Level 5	Architect Staff Arch Level 4	Sustainability, Specs, QC	TASK HOURS	TASK FEES
2025 Rates		\$310	\$310	\$240	\$190	\$180	\$160	\$240		
Phase 1B - Validation and Concept Design									12 Weeks	
FIRE STATION 32										
1B.32.01	FS32 Project Management & Meetings	6	6	16	12				40	\$ 9,840
1B.32.02	FS32 Preapp Mtg and AHJ Reqs	2		16	24				42	\$ 9,020
1B.32.03	FS32 Ditch and Easement Issues	4		8	8				20	\$ 4,680
1B.32.04	FS32 Programming		4	16	24				44	\$ 9,640
1B.32.05	FS32 Concept Design Drawings		8	24	80		40		152	\$ 29,840
1B.32.06	FS32 Basis of Design Document	4		30	20			8	62	\$ 14,160
1B.32.07	FS32 Team Building & MEP Coordination	2		8	4				14	\$ 3,300
1B.32.08	FS32 Cost Model Support	4	4	12	12				32	\$ 7,640
SUBTOTAL HOURS		22	22	130	184	0	40	8	406	
SUBTOTAL FEE		\$6,820	\$6,820	\$31,200	\$34,960	\$0	\$6,400	\$1,920		\$ 88,120
FIRE STATION 81										
1B.81.01	FS81 Project Management & Meetings	6	6	16	12				40	\$ 9,840
1B.81.02	FS81 Preapp Mtg and AHJ Reqs	2		16	24				42	\$ 9,020
1B.81.03	FS81 Shared Stormwater Issues	4		8	8				20	\$ 4,680
1B.81.04	FS81 Programming		4	16	24				44	\$ 9,640
1B.81.05	FS81 Concept Design Drawings		8	24	80		40		152	\$ 29,840
1B.81.06	FS81 Basis of Design Document	4		30	20			8	62	\$ 14,160
1B.81.07	FS81 Team Building & MEP Coordination	2		8	4				14	\$ 3,300
1B.81.08	FS81 Cost Model Support	4	4	12	12				32	\$ 7,640
SUBTOTAL HOURS		22	22	130	184	0	40	8	406	
SUBTOTAL FEE		\$6,820	\$6,820	\$31,200	\$34,960	\$0	\$6,400	\$1,920		\$ 88,120

Miller Hull LOE Matrix

**SRFR Fire Stations 32 & 81
12/9/2024**

	Partner in Charge Sian Roberts	Design Lead Scott Wolf	Project Manager Zubin Rao	Project Architect Michael Helmer	Architect Staff Arch Level 5	Architect Staff Arch Level 4	Sustainability, Specs, QC	TASK HOURS	TASK FEES	
INTERIM FIRE STATION 81										
1B.INT.01	iFS81 Project Management & Meetings	2	6	6				14	\$ 3,200	
1B.INT.02	iFS81 Preapp Mtg and AHJ Reqs		6	12				18	\$ 3,720	
1B.INT.03	iFS81 30% Site Design		2	16	40			58	\$ 12,060	
1B.INT.04	iFS81 30% Apparatus Bay Design		2	16	24			42	\$ 9,020	
1B.INT.05	iFS81 30% Modular Living Design		2	16	24			42	\$ 9,020	
SUBTOTAL HOURS		2	6	60	106	0	0	0	174	
SUBTOTAL FEE		\$620	\$1,860	\$14,400	\$20,140	\$0	\$0	\$0		\$ 37,020
PHASE 1B TOTALS										
TOTAL PHASE HOURS		46	50	320	474	0	80	16	1,798	
TOTAL PHASE FEE		\$14,260	\$15,500	\$76,800	\$90,060	\$0	\$12,800	\$3,840		\$ 213,260

Design Team Fee Summary

SRFR Fire Station 32
12/9/2024

	MILLER HULL	CPL	TBD	KPFF	HEFFRON	SUBTOTAL	MARKUP ON SUBS ONLY	TOTAL
	Arch	Civil	Landscape	Structural	Transpo		10%	
Phase 1B - Validation and Concept Design								
FIRE STATION 32	\$88,120	\$40,000	\$7,500	\$11,595	\$23,365	\$170,580	\$8,246	\$178,826
FIRE STATION 81	\$88,120	\$40,000	\$7,500	\$13,697	\$22,610	\$171,927	\$8,381	\$180,308
INTERIM FIRE STATION 81	\$37,020	\$20,000	\$0	\$1,000	\$0	\$58,020	\$2,100	\$60,120
SUBTOTAL	\$213,260	\$100,000	\$15,000	\$26,292	\$45,975	\$400,527		
10% MARKUP	\$0	\$10,000	\$1,500	\$2,629	\$4,598		\$18,727	
TOTAL	\$ 213,260	\$ 110,000	\$ 16,500	\$ 28,921	\$ 50,573			\$419,254
							REIMBURSABLE ALLOWANCE	\$1,000
							PHASE 1B TOTAL	\$420,254

December 3, 2024

Zubin Rao
Miller Hull Partnership
71 Columbia Street, 6th Floor
Seattle, WA 98104

RE *Snohomish Regional Fire and Rescue Stations 32 and 81
Proposal for Phase 1B – Validation and Concept Design for Civil Engineering Services*

Dear Zubin:

We are pleased to provide this proposal for the Snohomish Regional Fire and Rescue Stations 32 and 81 in Monroe and Lake Stevens, respectively. We look forward to working with the project team on these unique community serving developments.

Project Understanding

The Snohomish Regional Fire and Rescue Station 32 project will build a new, ground-up constructed fire station on a green site in Monroe to serve the community better. The project also includes Snohomish Regional Fire and Rescue Station 81, which involves demolition of the existing station in Lake Stevens and rebuild of a new station on the same site. Station 81 incorporates providing interim operating accommodations for fire fighters, EMS staff, and vehicles. The total square footage of the new facilities will be based on what can be afforded under the established MACC budget of \$28.3M for the buildings.

Schedule

This proposal includes the following phases only:

- Phase 1B – Validation and Concept Design (12 week duration)

Design completion and Construction Administration phases will be added at a later time.

Scope of Work

Comprehensive civil engineering services will be provided as outlined below:

Civil Engineering Validation and Concept Design

- I. Validation Phase
 - A. Work with the Design-Build team to confirm grading and utility requirements for the site layouts selected for Fire Station 32, Fire Station 81, and the Interim Fire Station 81.
 - B. Continue coordination with Department of Ecology and other JHA's regarding required setbacks and easements from drainage ditches and wetlands to determine buildable area on both sites.
 - C. Preapplication with both City of Lake Stevens and City of Monroe to confirm right-of-way requirements.
 - D. Coordinate with the City of Lake Stevens to determine next steps of potential shared detention system onsite of Fire Station 81.
 - E. Support the team in aligning scope and budget for both sites.

- II. Concept Design
 - A. Based on an Architectural Site Plan provided by Miller Hull Partnership and a topographic survey provided by the Owner, prepare Concept Designs of site grading, drainage, sewer, water, and fire systems.

- B. Provide technical support to the design team regarding site upgrades.
- C. Establish civil design criteria in accordance to the City of Monroe and Lake Stevens
- D. Coordinate with the Architect to design the site to maximize the use of Low Impact Design.
- E. Meet with the project team to review Concept Design and coordinate work.
- F. Attend pre-application meetings with the JHA as appropriate.
- G. Prepare Concept Design drawings for Owner and design team review for Fire Station 32, Fire Station 81, and the Interim Fire Station 81. Concept civil drawings will include demolition, grading, stormwater, sewer, and water design for the onsite developments.
- H. Provide Basis of Design narrative based on the selected site option for Fire Station 32, Fire Station 81, and the Interim Fire Station 81. Prepare initial civil design description for grading (identifying required wall lengths and heights), drainage (including water quality treatment and conveyance), sewer, water, and fire systems for the onsite development.

FEE PROPOSAL

We propose to provide services for the Phase 1B – Validation through Concept Design for an hourly fee, not to exceed amount of \$100,000 as shown below:

PHASE 1B	Total
Fire Station 32	\$40,000
Fire Station 81	\$40,000
Interim Fire Station 81	\$20,000

Civil fees were estimated assuming site improvements are roughly 10% (\$2.8M) of the \$28.3M MACC. Typically design fees are 7% of the site costs. The fee for this phase is based on current OFM guidelines for Basic Services by phase. A contract amendment will be issued to cover future phases which could adjust the fees relative to the MACC if it is revised.

Exclusions

We are excluding landscape design, traffic studies, street and pedestrian lighting design, traffic signal design, soils engineering, topographic surveying services and base-mapping, shoring design, structural engineering, boundary survey and easement preparation from this proposal. We will use the topographic survey provided by the project surveyor for our site background drawing. Fees associated with applying for building, utility, or other permits are excluded.

Closing

The fee is based upon the schedule and other assumptions noted in this proposal. We will bill as progress is achieved. We anticipate entering into a contract with Miller Hull Partnership based upon standard AIA document C401-2017. Please omit or modify section 6 pertaining to construction cost estimates. We have enclosed a partial Schedule of Conditions intended to serve as an addendum to the anticipated AIA contract.

We appreciate the opportunity to work with you. Please call if we can be of further assistance.

Sincerely,
COUGHLIN PORTER LUNDEEN, INC.



Jackie Sempel, P.E.
Associate Principal

Schedule of Conditions

The services and compensation of Coughlin Porter Lundeen, Inc. are based on the following conditions unless otherwise noted in the accompanying proposal. Services that are not expressly included in the proposal letter or otherwise included herein, are expressly excluded. Authorization for Coughlin Porter Lundeen to proceed constitutes agreement to these terms and conditions.

1. Hourly Charges for Personnel

- I. Personnel will be charged at the following rates when hourly billing is applicable:

\$235	Principal	110	Engineer III
225	Associate Principal	160	Project Administrator
220	Associate	160	BIM Coordinator
215	Senior Project Manager	150	BIM Designer
200	Project Manager	135	BIM Technician I
190	BIM Manager	115	BIM Technician II
175	Project Engineer I	95	BIM Technician III
160	Project Engineer II	85	Administration
145	Engineer I	85	Intern
135	Engineer II		

These rates are in effect for a 12-month period, subject to annual increases, which typically take place in January of each year. Excluded from these rates is work involving expert witness testimony, litigation, or negotiating claims settlements.

2. Reimbursable Expenses

- 2.1 Expenses and services not directly provided by Coughlin Porter Lundeen will be charged at 1.1 x cost. Reimbursable expenses include travel expenses, printing of drawings or specifications, courier service, overnight mail, equipment rental, and other charges incurred during the course of our work, not directly provided by us. These items are not included in our fee unless specifically noted in our proposal.
- 2.2 Mileage for traveling in excess of 25 miles each way will be billed at the current IRS reimbursement rate.
- 2.3 All drawing submittals will be provided to the Architect or reprographics company in the form of electronic .pdf files. In-house plotting and physical delivery of drawings is not anticipated and will be subject to plotting and delivery charges. Any and all plotting performed by a reprographics company will be paid directly by the client. Any reprographics charges initially paid by Coughlin Porter Lundeen are subject to the reimbursable paragraph above.
- 2.4 The receipt of milestone and scheduled coordination printings is a crucial part of the design process, allowing for review of progress made by the architect and other team members. Access to electronic files is not an equal replacement of such hard copy printings. We have not allowed for the cost of large-scale plotting of electronic data if milestone and/or coordination printings are withheld as a cost-savings measure or for any other reason.

3. Billing

- 3.1 Invoices will be issued monthly and are payable within 60 calendar days of the date client receives our invoice or upon receipt of payment from the Owner, whichever is less. An interest charge of 1.5%/month will be payable on any amount not paid within this time period. Attorneys' fees and any other costs incurred by Coughlin Porter Lundeen in collecting delinquent accounts shall be paid by the Client.

- 3.2 If the Client fails to make payments when due or otherwise is in breach of this Agreement, Coughlin Porter Lundeen may suspend performance of services upon five (5) calendar days' notice to the Client. Coughlin Porter Lundeen shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. When work is resumed, Coughlin Porter Lundeen shall be compensated as an additional service for expenses incurred in the interruption and resumption of Coughlin Porter Lundeen's services. Coughlin Porter Lundeen's fees for the remaining services and the time schedule shall be equitably adjusted.

4. Dispute Resolution

- 4.1 In an effort to resolve conflicts that arise during the design or construction of the project or following the completion of the project, the Client and Coughlin Porter Lundeen agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.
- 4.2 Should the dispute not be resolved by nonbinding mediation, it shall be litigated. The parties agree that any appropriate state or federal district court located in Seattle, Washington shall have exclusive jurisdiction over any case, controversy, or dispute arising under or in connection with this Agreement and shall be a proper forum in which to adjudicate such dispute. The parties consent to such jurisdiction for all purposes (both personal and subject matter). If any claims in a dispute raised by the Client involve allegations of negligence or the breach of the standard of care, thirty (30) days prior to commencing any judicial proceeding, the Client shall provide to Coughlin Porter Lundeen a written certification executed by an independent design professional currently practicing in the same discipline and licensed in the State of Washington. This certification shall specify each and every act or omission that the certifier contends is a violation of the standard of care expected of a professional performing services under similar circumstances. The provision of such written certification is a condition precedent to initiating any legal proceeding or action against Coughlin Porter Lundeen alleging or relating to negligence or a breach of the standard of care.
- 4.3 Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitation shall commence to run not later than either the date of substantial completion, as that term is defined in RCW 4.16.310, for acts or failures to act occurring prior to substantial completion, or the date of issuance of the final invoice for payment for acts or failures to act that occur after substantial completion; or, if this Agreement is terminated in accordance with Article 7.1, upon the date Coughlin Porter Lundeen terminates services on the Project.

5. Standard of Care

- 5.1 Services provided by Coughlin Porter Lundeen under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the time the services are provided. No other warranty or representation, either expressed or implied, is included or intended in our proposals, contracts, plans and specifications, or reports.

6. Risk Allocation/Limit of Liability

- 6.1 Coughlin Porter Lundeen shall not be liable for loss or damage occasioned by delays beyond its control, or for loss of earnings, loss of use or other incidental or consequential damages suffered by Client or others, however caused.
- 6.2 The Client agrees that to the fullest extent permitted by law, Coughlin Porter Lundeen's total liability to the Client, in tort or in contract, for any and all injuries, claims, losses, expenses, damages, causes of action, or claim expenses (inclusive of legal costs) arising out of this agreement from any cause or causes shall be the lesser of the amount of insurance then

available to fund any settlement, award or the amount of required insurance set forth in this Schedule of Conditions.

- 6.3 No Principal or employee of Coughlin Porter Lundeen shall incur personal liability to any other party, for an act, error, or omission related to this Agreement.

7. Insurance

7.1 Notwithstanding any other provision in this Agreement, nothing shall be construed so as to void, vitiate, adversely affect or in any other way impair any insurance coverage held by either party to this Agreement.

7.2 Coughlin Porter Lundeen shall procure Professional Liability Insurance in the amount of \$2,000,000 per claim and in the aggregate for the duration of the Project. Any proposed increase in the amount of insurance required shall be submitted in writing and is only valid if agreed to in writing by Coughlin Porter Lundeen.

8. Termination

This Agreement may be terminated by either party upon seven days' written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. The notice shall provide a reasonable time of no less than five business days to cure any alleged default.

9. Verification of Existing Conditions

9.1 Site development around existing underground utilities requires that certain assumptions be made regarding existing conditions, and because some of these assumptions cannot be verified without expending additional sums of money, or destroying otherwise adequate or serviceable portions of the site, the Client agrees that Coughlin Porter Lundeen shall not be liable for any costs or damages incurred by any person or entity resulting from concealed or unknown conditions. Client shall require contractor to be responsible for verifying all utility locations prior any excavation.

9.2 In addition, Coughlin Porter Lundeen shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the project site, including but not limited to pollutants, asbestos, asbestos products, polychlorinated biphenyl, or other toxic substances.

10. Opinion of Probable Costs

Coughlin Porter Lundeen will not provide opinions of probable costs for this project.

11. Choice of Law/Assignment

This Agreement shall be governed by the laws of the State of Washington, without reference to its laws regarding choice of law. Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due, monies that may be due, or claims arising out of this Agreement) without the prior written consent of the other party.

12. Site Safety

As part of its scope of work, Coughlin Porter Lundeen may perform construction phase services. Coughlin Porter Lundeen however, shall have no control over, charge of, or responsibility for the construction means, methods, techniques, sequence or procedures, or for safety precautions and programs in connection with the work, nor shall Coughlin Porter Lundeen be responsible for Client's or Client's contractor's failure to perform the work in accordance with the design documents.

13. No Third Party Beneficiary

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or Coughlin Porter Lundeen. Neither Coughlin Porter Lundeen's administration of the contract between the Client and the contractor, nor any acts by Coughlin Porter Lundeen in performing its services hereunder, shall be construed to create a duty of care or any other duty toward any third party, including the contractor or any subcontractor.

14. Entire Agreement

This Agreement represents the entire and integrated agreement between Client and Coughlin Porter Lundeen and this Agreement incorporates and supersedes all prior negotiations, representations, or agreements, either written or oral. Neither party has relied upon any statement, estimate, forecast, projection, representation, warranty, action, or agreement of the other party except for those expressly contained in this Agreement. This Agreement may be amended only by written instrument signed by both Client and Coughlin Porter Lundeen.



December 2, 2024

Zubin Rao
The Miller Hull Partnership
71 Columbia Street, 6th Floor
Seattle, WA 98104

Subject: SRFR FS81 & 32 Phase 1B Validation & Concept Design Phase
Structural Fee Proposal

Dear Zubin:

We are pleased to submit this proposal for structural services associated with Phase 1B for the Snohomish Regional Fire and Rescue stations 81 and 32. This phase is intended to begin in mid-December 2024 and run approximately 12 weeks until the beginning of March 2025. We are basing this proposal on the discussions to date on the project and the email request for this proposal received on November 22, 2024.

SCOPE

We have broken out the following tasks for each station:

INTERIM STATION 81

Review and comment on proposed options for bidder-designed temporary structures and their associated foundations relative to feasibility and placement at each site. We assume our input and recommendations will be communicated in meetings and by email.

FIRE STATIONS (FS) 81 & 32

For both stations, help narrow down building structural concept options relative to location on-site, potential foundation systems and ground improvement, and architectural conceptual planning. Participate in preliminary conversations with the authority having jurisdiction (AHJ) regarding potential structural issues related to building permitting in the future. Review and comment on preliminary cost information provided to KPFF.

FEE

We have broken down our fee into tasks associated with each of the three pieces of construction noted above. These are all assumed to be hourly not-to-exceed amounts. We do not expect to track each individual line item under each station in our accounting system. The breakdown under each station has been provided here for visibility on assumed scope of work. We also assume that any unused funds from this phase will be available for future phases of the project.

Zubin Rao
 December 2, 2024
 Page 2

Interim Station 81

1. Review and comment on potential schemes \$ 1,000

Subtotal Interim Station 81 **\$ 1,000**

Fire Station 81 (FS 81)

1. Coordinate with geotechnical engineer and ground improvement provider \$ 1,376
 2. Review and comment on stormwater vault options 2,102
 3. Review different structural framing system types 1,376
 4. Review framing system layout for building structural systems 1,996
 5. Mark up architectural PDF-based framing plans with concept design 1,754
 6. Prepare basis of design document 1,267
 7. Review contractor cost information 809
 8. Attend virtual meeting with AHJ 431
 9. Attend team coordination and design meetings 2,586

Subtotal FS 81 **\$ 13,697**

Fire Station 32 (FS 32)

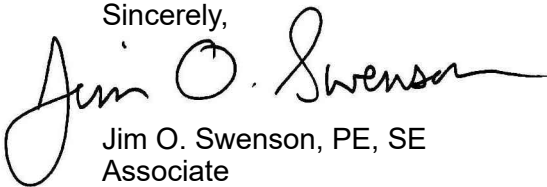
1. Coordinate with geotechnical engineer and ground improvement provider \$ 1,376
 2. Review different structural framing system types 1,376
 3. Review framing system layout for building structural systems 1,996
 4. Mark up architectural PDF-based framing plans with concept design 1,754
 5. Prepare basis of design document 1,267
 6. Review contractor cost information 809
 7. Attend virtual meeting with AHJ 431
 8. Attend team coordination and design meetings 2,586

Subtotal FS 32 **\$ 11,595**

Phase 1B Total **\$ 26,292**

Please do not hesitate to contact us if you have any questions about this proposal. We look forward to advancing the project and working with the team.

Sincerely,



Jim O. Swenson, PE, SE
 Associate

JOS:hmc

10042400637 – 10

cc: Jacob McCann, PE, SE
 Principal



SCOPE MEMORANDUM

Date: October 4, 2024
To: Zubin Rao, Miller/Hull Partnership
From: Marni C. Heffron, PE, PTOE
Re: **SRFR Station 32, Monroe, WA**
Scope of Work and Budget for Transportation Support

This memorandum presents the anticipated transportation support tasks for the Snohomish Regional Fire & Rescue (SRFR) new Fire Station #32 in Monroe, WA. The target site for the new fire station is adjacent to the Woods Creek Road / Oaks Street intersection within the City of Monroe.

As we discussed, Heffron Transportation, Inc. would provide transportation planning and traffic analysis to support two elements: 1) SEPA analysis, including estimating the potential traffic impact fees, and 2) providing input to the design team related to site access and local circulation, including the need for a site-access signal or near-site traffic signal pre-emption. Although the site is located within the Monroe city limits, the City does have an active Interlocal Agreement (ILA) for Reciprocal Traffic Mitigation with Snohomish County that may require the project to evaluate traffic impacts and pay and transportation impact fees for trips added to County roads. We will evaluate whether those county requirements are triggered as part of our SEPA analysis, but have not included tasks or budget to perform any County-required analysis in this proposal. If required, we would work with the team to amend our scope accordingly.

SEPA Support

The following transportation-related tasks are anticipated in order to support the SEPA Checklist and estimate transportation-related mitigation.

Task 1. Determine trip generation – Based on our experience with traffic analyses for other fire stations, we will derive daily and peak hour (AM and PM) trip estimates based on staffing and schedule information provided by the client and reflecting the fire station that will relocate to the new facility.

Task 2. Develop project trip distributions and assignments – We will develop trip distribution patterns for the proposed fire station for AM and PM peak hour. We will base the vehicle distribution patterns on available Census information about resident locations for people who work in Monroe. We will then assign AM and PM peak hour trips to the area roadway system based on these distribution patterns, and per Snohomish County requirements, extend those trip assignments to all key intersections that could be impacted by 3 or more peak hour trips.

Task 3. Research future plans and traffic patterns for widened Oak Street – The City has a long-range plan to substantially widen Oak Street, requiring a large right-of-way dedication from the subject SRFR site. We will research the City's plans and policies for this street, including whether the City has collected traffic impact fees for this improvement and/or whether the ROW dedication should be credited against the traffic impact fee or any late-coming fee agreements.

Task 4. Estimate traffic impact fee(s) – We will estimate the traffic impact fee for both the City of Monroe and Snohomish County (if applicable) based on analysis results from Tasks 2 and 3 above, and determine any potential fee credit based on Task 3.

Task 5. Prepare drop-in Transportation section for the SEPA Checklist – We will prepare the transportation section that others can incorporate into the full SEPA Checklist. This task reflects time for up to two rounds of team review.

Task 6. Scope additional analysis requirements – We will work with the City of Monroe staff to determine if additional off-site analysis is required by the City and/or through its ILA with Snohomish County. If so, we will develop a Phase 2 scope of work and budget to complete additional analysis.

Design Support

For this element, we would provide input and support for site layout and access. Tasks could include the following:

Task 7. Assess signalization and signal pre-emption needs – We recommend evaluating operations at the adjacent Woods Creek Road / Oaks Street signalized intersection to determine its pre-emption capabilities (e.g., does it already have optical sensors through which emergency vehicles can pre-empt the signal phasing), and whether queues from the signal could block egress from the fire station. For this work, we recommend that new AM and PM peak period traffic counts be performed at the intersection, as well as 48-hour machine counts on the two intersecting streets to assess how volumes change by time of day. These volumes would be used to assess existing and potential future intersection queues assuming growth in through traffic on the intersecting streets. We will use this analysis to recommend potential changes to the site access intersection control (such as a fire access signal) and/or pre-emption protocols.

Task 8. Assess sight lines at driveways – Speed data would also be collected for the 48-hour counts (see Task 7), and used to assess the sight line needs for the fire station driveways. If needed, measures needed to meet minimum sight distance guidelines will be recommended.

Task 9. Participate in meetings – The budget includes 8 hours to participate in team, client and/or City meetings.

Budget Estimate

Table 1 details the estimated budget for this work with hour estimates for key staff. Including direct expenses for vendor-commissioned traffic counts, the budget for all work is estimated at \$23,365.

Table 1. Phase 1 Budget Estimate: SRFR Station 32, Monroe, WA

Task	Principal - PM M Heffron	Principal - QC T McBryan	Trans Engr. Z. Goulson	Labor Costs	Direct Expenses	Total Cost
SEPA Checklist						
1. Estimate trips	6	0	0	\$1,830		
2. Develop trip distributions and assignments	2	0	10	\$1,810		
3. Research future street plans	2	0	6	\$1,330		
4. Estimate traffic impact fee	4	4	0	\$2,400		
5. Prepare SEPA Checklist section	6	4	0	\$3,010		
6. Scope additional analysis requirements	1	6	2	\$2,315		\$12,695
Design Support and Permitting Agency Outreach						
7. Assess pre-emption needs	12	2	16	\$6,170	\$1,100	
8. Assess driveway sight lines	2	0	6	\$1,330		
9. Participate in team meetings	6	0	2	\$2,070		\$10,670
<i>Total Hours</i>	<i>41</i>	<i>16</i>	<i>42</i>			
Billing Rates	\$305.00	\$295.00	\$120.00			
Total Both Elements	\$12,505	\$4,720	\$5,040	\$22,265	\$1,100	\$23,365



SCOPE MEMORANDUM

Date: October 4, 2024
To: Zubin Rao, Miller/Hull Partnership
From: Marni C. Heffron, PE, PTOE
Re: **SRFR Station 81, Lake Stevens, WA**
Scope of Work and Budget for Transportation Support

This memorandum presents the anticipated transportation support tasks for the new Snohomish Regional Fire & Rescue (SRFR) Fire Station #81 in Lake Stevens, WA. This station would replace the existing station on the site located at 12409 21st Street NE within the City of Lake Stevens.

As we discussed, Heffron Transportation, Inc. would provide transportation planning and traffic analysis to support two elements: 1) SEPA analysis, including estimating the potential traffic impact fees, and 2) providing input to the design team related to site access and local circulation, including addressing elimination of a street (21st Street NE) through the property that we understand the survey shows has no public right-of-way. We will also evaluate the need for a site-access signal and how a future roundabout proposed at the nearby Main Street / 20th Street NE / Hartford Drive intersection could affect site access.

The scope of work below assumes that the City of Lake Stevens does **not** have an active Interlocal Agreement (ILA) for Reciprocal Traffic Mitigation with Snohomish County. Therefore, we have assumed that only City requirements will apply to our effort.

SEPA Support

The following transportation-related tasks are anticipated in order to support the SEPA Checklist and estimate transportation-related mitigation.

Task 1. Determine trip generation and trip pattern – We will commission AM and PM peak period traffic counts at the existing station’s access on Grade Road opposite 22nd Street NE to determine existing trips and travel patterns. We will then work with SRFR to determine if the new station would accommodate additional equipment or staff that could increase trips.

Task 2. Determine net change in trip patterns based on proposed site layout – We will determine how the proposed fire station replacement project and its access configuration would change traffic patterns on adjacent streets based on the location of new access points.

Task 3. Estimate traffic impact fee – We will complete the City of Lake Stevens’s *Traffic Impact Fee Determination Worksheet*, and provide supporting information related to the net change in project trips.

Task 4. Prepare drop-in Transportation section for the SEPA Checklist – We will prepare the transportation section that others can incorporate into the full SEPA Checklist. This task reflects time for up to two rounds of team review.

Design Support

For this element, we would provide input and support for site layout and access including the following.

Task 5. Assess changes to street system – The site is crossed by an existing street (21st Street NE) that appears to have no formal right of way. We will commission AM and PM peak period traffic counts at the Hartford Drive / 21st Street NE intersection (east end of the street) to determine how much traffic may be diverted if the street is eliminated. We will also work with the team to determine if changes are needed at the Hartford Drive / Grade Road intersection to accommodate any diverted trips. In addition, we will research future City plans to construct a roundabout at the Main Street / 20th Street NE / Hartford Drive intersection just south of the station, to make sure that these street changes would not be affected (or affect) the planned roundabout.

Task 6. Assess fire signal needs – We will assess whether a fire signal would be desired or recommended at the emergency-vehicle egress driveway. This determination will be based on forecast traffic conditions and the proposed driveway location.

Task 7. Support parking code departure – We anticipate that the project will apply for a departure from the current City-code parking requirement. To support that departure, we will document the existing station’s peak parking demand, and estimate future parking need based on expected changes in staffing.

Task 8. Participate in meetings – The budget includes up to 8 hours to participate in team, client, and/or City meetings.

Budget Estimate

Table 1 details the estimated budget for this work with hour estimates for key staff. Including direct expenses for vendor-commissioned traffic counts, the budget for all work is estimated at \$22,610.

Table 1. Phase 1 Budget Estimate: SRFR Station 81, Lake Stevens, WA

Task	Principal - PM M Heffron	Principal - QC T McBryan	Trans Engr. Z. Goulson	Direct		Total Cost
				Labor Costs	Expenses	
SEPA Checklist						
1. Determine net change in trips	4	0	6	\$1,940	\$330	
2. Determine change in trip patterns	2	0	4	\$1,090		
3. Estimate traffic impact fee	2	0	0	\$610		
4. Prepare SEPA Checklist section	6	2	0	\$2,420		\$6,390
Design Support and Permitting Agency Outreach						
5. Assess changes to street system	20	2	24	\$9,570	\$330	
6. Assess fire signal needs	4	0	8	\$2,180		
7. Support parking code departure	6	0	2	\$2,070		
8. Participate in team meetings	6	0	2	\$2,070		\$16,220
Total Hours	50	4	46			
Billing Rates	\$305.00	\$295.00	\$120.00			
Total Both Elements	\$15,250	\$1,180	\$5,520	\$21,950	\$660	\$22,610



OLD BUSINESS

ACTION





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

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

Initiative Name:	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: <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>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>

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

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

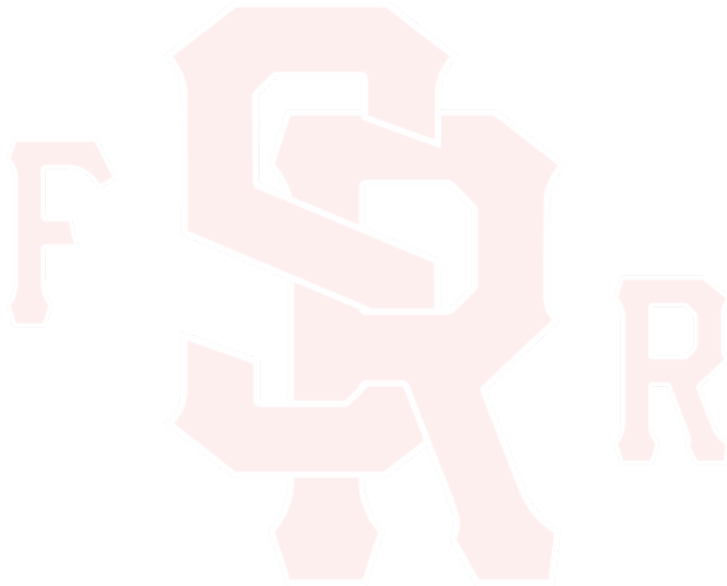
By: _____
Kevin O’Brien, Fire Chief

By: _____
Robert Eastman, Fire Chief



NEW BUSINESS

DISCUSSION





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

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

Initiative Name:	Draft Policy Approval #POL-2412		
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"> • 317 Carbon Monoxide Detector Activations • 331 Grocery Shopping On-Duty • 332 Scenes of Violence Incidents • 506 Chaplaincy Program • 603 Emergency Action Plan and Fire Prevention Plan Training • 1016 Personal Projects On-Duty 		
<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 			
Financial Impact:	Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ Long-term annual amount(s): \$ Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	Risk if approved: N/A Risk if not approved: Increased liability due to outdated policies that do not match current agency practices or meet organizational needs.		

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

Carbon Monoxide Detector Activations

317.1 PURPOSE AND SCOPE

Best Practice

This policy establishes guidelines for the safe and efficient handling of calls associated with carbon monoxide (CO) detector activations.

317.2 POLICY

Best Practice **MODIFIED**

Exposure to CO can be hazardous to the health of those exposed. It is the policy of Snohomish Regional Fire & Rescue to respond to all reports and alarms indicating the presence of carbon monoxide and mitigate the health risks associated with exposure to CO by its members and the public.

Grocery Shopping On-Duty

331.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish the guidelines for grocery shopping on-duty.

331.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to encourage suppression personnel to bring an adequate supply of food to work to meet their nutrition needs for the hours to be worked. When circumstances allow, companies may be permitted to shop for groceries as well.

331.3 GUIDELINES

Best Practice MODIFIED

Company grocery shopping may be permitted under the following circumstances:

- (a) All companies shopping for groceries shall remain in service.
- (b) Companies shall shop within their initial response area or at the closest store approved by the Battalion Chief.
- (c) Daily grocery shopping for the entire station is to be accomplished in one visit to the store.
- (d) Members entering the store shall take a portable radio and if dispatched to a call shall leave the store immediately.
- (e) Except for groceries, under the conditions noted in this policy, personal shopping while on-duty is not permitted.
- (f) Use of a personal vehicle for grocery shopping while on-duty is not authorized.
- (g) One crew member shall remain with the unit at all times for purposes of apparatus security, response readiness and public/community outreach.
- (h) Apparatus shall not be parked in zones limited exclusively to the vehicles of disabled persons or any location that will restrict pedestrian or vehicular traffic.
- (i) Members shall be in their Class B uniform when outside the station.

Scenes of Violence Incidents

332.1 PURPOSE AND SCOPE

Agency Content

To establish a framework for District personnel to prioritize their safety and the safety of others while responding to scenes of violence. This framework will ensure effective coordination with law enforcement (LE) to facilitate a swift and comprehensive emergency response that maximizes life-saving and life-preserving opportunities.

332.1.1 REFERENCES

Agency Content

NFPA 1500, Section 8.10

[W.A.C. 296-305-02012](#)

Policies:

- 300 Incident Management
- 309 Staging
- 905 Body Armor

Procedure:

- 332 Scenes of Violence Incidents

332.2 DEFINITIONS

Agency Content

Scenes Of Violence: Any type of incident in which Fire Department/EMS personnel may be exposed to harm as a result of violent or threatening act(s). Such situations may include, but are not limited to: riots, fights, violent crimes, suicides, domestic disagreements, incidents with weapons, or any other circumstance under which fire department personnel may reasonably fear for their safety. LE should be the initial lead agency at such incidents. LE will address the threat and provide security in accordance with agency guidelines. Fire/EMS will address medical treatment and patient transport.

Rescue Task Force Plan: County-wide plan outlining a multidisciplinary (LE and Fire/EMS) task force designed to enable entry of Fire/EMS into the Indirect Threat (Warm) Zone escorted by LE to effect extraction of patients who could not self-extract themselves. A Rescue Task Force (RTF) provides medical interventions consistent with the Tactical Emergency Casualty Care Guidelines.

Direct Threat (Hot) Zone: Any area in the incident scene in which there is a direct and immediate threat to persons or providers.

Scenes of Violence Incidents

Indirect Threat (Warm) Zone: Any area in the incident scene where there is a potential hostile threat to persons or providers, but the threat is not direct and immediate. This is the area of operation for the RTF.

Cold Zone: Areas where there is little or no threat. The area where the RTF delivers extracted victims. Fire/EMS conducts treatment and transport operations in this area. Unified Command will be located in this area.

Warm / Safety Corridor: Access path to and from patient locations in the Indirect Threat (Warm) Zone to the Cold Zone and/or Treatment Area. This area will be protected by LE with stationary personnel dedicated to on-going security allowing safe movement by ambulatory patients and Fire/EMS personnel throughout the defined path.

332.3 POLICY

Agency Content

Snohomish Regional Fire & Rescue will endeavor to plan for a rapid response to scenes of violence. Snohomish Regional Fire & Rescue is committed to preparing and planning for rapid responses to these incidents by coordinating with law enforcement and other EMS personnel, as well as those responsible for operating sites that may be the potential target of a violent incident. The District will work with other fire and police entities in the region to develop and maintain a standardized policy and procedure to maximize interoperability during responses to scenes of violence.

332.4 PRE-INCIDENT PLANNING

Agency Content

Snohomish Regional Fire & Rescue shall communicate with the law enforcement (LE) agencies within its jurisdiction to familiarize LE regarding the contents of this policy and the Rescue Task Force Plan.

332.5 SITUATIONAL AWARENESS

Agency Content

Situational awareness and avoidance is the primary strategy employed by Fire/EMS for protecting personnel from injuries caused by violence. Review premise history when available. Be aware that information is often limited and may be incorrect. Coordination with LE may be the best source of current and ongoing intelligence.

332.6 STAGING

Agency Content

Fire Department/EMS personnel responding to scenes of violence shall stage a safe distance from the scene in accordance with Policy: 309 Staging and the Snohomish County Chiefs IMS Guideline awaiting approval from LE to approach the scene, .

Scenes of Violence Incidents

332.7 ENTRY

Agency Content

Fire/EMS personnel shall not enter the scene until they receive confirmation the scene is secure or spot security is established from LE, either through the dispatch center or by face-to-face confirmation from police.

332.8 UNSTABLE SCENES

Agency Content

Fire/EMS personnel will employ a risk benefit analysis process consistent with individual agency guidelines to determine if withdrawal is warranted.

332.9 COMMAND

Agency Content

ICS shall be employed at scenes of violence. Unified Command should be utilized whenever possible rather than agency or discipline specific Incident Commands.

1. In the event that LE has not established a formal command due to operational issues, Fire/EMS shall establish command and seek to include LE as soon as practical.
2. The Command Post shall be established in an area that is separated from ongoing operations and is deemed safe from violence and/or disruption.

332.10 BODY ARMOR

Agency Content

Use, care and maintenance of body armor should be done in accordance with manufacturer's guidelines and Policy: 905 Body Armor.

332.11 GUIDELINES

Agency Content

1. If Fire/EMS personnel unknowingly or inadvertently enter a scene of violence prior to coordinating with LE, they shall leave the area immediately. Every effort should be made to remove the patient(s) from the scene while exiting, providing the action does not compromise personnel. In some instances, police may remove the patient(s) to a safe location for treatment without Fire/EMS entering the area.
2. If there is any threat of recurring violence, treatment in the immediate area should be limited to lifesaving and life preserving actions with rapid extraction and transport.
3. LE will provide security for all areas at an incident where Fire/EMS may be working. The level of protection shall be determined by Unified Command.
4. If it is determined that there is a threat of violence directed toward transporting units, police protection shall be provided. Receiving hospitals shall be notified of such circumstances.

Scenes of Violence Incidents

332.12 COMMUNICATIONS**Agency Content**

1. Indirect radio communications between LE and Fire/EMS through dispatch centers will be established in the early phases of the incident.
2. Face-to-face communication is the desired method of communication between LE and Fire/EMS at a designated Command Post and within an incident.
3. When using direct radio communication between LE and Fire/EMS, transmissions should be made using plain English.

Chaplaincy Program

506.1 PURPOSE

Agency Content

The purpose of this policy is to establish guidelines for the use of volunteers to help improve service to the community by providing scene support for District personnel as well as for the public we serve.

506.2 DEFINITIONS

Agency Content

CHAPLAIN – An individual who is grounded in their faith and serves as a volunteer to assist the District and community on a non-denominational basis without promise, expectation, or receipt of compensation for services rendered.

CHAPLAIN COORDINATOR – An individual who has been a volunteer chaplain with the District, has seniority within the chaplain cadre, is familiar with the personnel, operations of the District and emergency service in general. This person will be appointed by the Fire Chief or their designee.

DISTRICT – Snohomish Regional Fire & Rescue.

SHIFT – The twenty-four (24) hour on call time beginning at 07:00 and ending at 07:00 the following day.

506.3 PERSONNEL AFFECTED

Agency Content

All District personnel

506.4 REFERENCE

Agency Content

Chaplain – Job Description

506.5 POLICY

Agency Content

It shall be the policy of the District to maintain a Chaplaincy Program utilizing volunteer personnel who are not a part of the Operations Division staff of the District.

506.6 RESPONSIBILITY

Agency Content

It shall be the responsibility of the Fire Chief or designee to enforce the tenets of this policy, establish the criteria for selecting volunteers who are capable of fulfilling the duties of a Chaplain and be the immediate supervisor for the persons selected to be involved in the program.

Chaplaincy Program

It shall be the responsibility of the Fire Chief or designee to establish training criteria to assure that volunteers have the skills and information to perform the duties as outlined in the applicable job description.

It shall be the responsibility of the chaplain(s) to adhere to the requirements of the job description and this policy.

506.7 PROGRAM GUIDELINES

Agency Content

General:

- (a) Chaplains are accountable to the Fire Chief or designee as immediate supervisor.
- (b) Chaplains recognize that all appointed officers or acting officers of the District have the authority granted by the District to supervise and give direction to any person paid or volunteer providing services for the District.
- (c) Chaplains shall comply with all orders and directives, either oral or written, issued by the District. Whenever a policy, rule, regulation or guideline refers to a paid, career, part-time or volunteer employee, it shall also apply to the chaplain, unless otherwise specified in this policy or by nature the policy, rule, regulation or guideline is inapplicable.
- (d) No provision of this policy confers any guarantee of continued association with the District to a Chaplain. Chaplains understand that District disciplinary policies and procedures are not applicable to Chaplains and they serve at-will and their status may be terminated at any time without cause or reason.
- (e) All apparel, protective equipment and other equipment issued to a Chaplain is the property of the District unless specifically designated. The care and protection of these items is the responsibility of each individual and that individual will be held accountable for these items which will be returned to the District upon leaving the service. The Chaplain will receive a yearly uniform allowance. The amount of the allowance will be established by the District each year.
- (f) No Chaplain will represent themselves as a District spokesperson and/or Public Information Officer on behalf of the District in any situation on- or off-duty.
- (g) Any Chaplain, after having received the authority to do so by the District, and having been suitably trained, may engage in other support activities for the District. Examples of this are public education (CERT, CPR, first aid, etc.), ICS overhead training.

Chaplain Coordinators:

1. Shall be assigned by and accountable to the Fire Chief or their designee.
2. Shall show respect for the District, its elected officials, its staff, and defend the adopted policies and accepted procedures/practices as established by the District and discourage disrespect by other members.
3. Shall provide leadership and guidance to the Chaplains, promote comradery and professionalism, and encourage continuing education.

Chaplaincy Program

4. Will coordinate with the Deputy Chief in charge of Chaplain program on scheduling and all other matters regarding the Chaplain program.

Selection:

- (a) Volunteers will be recruited on an as needed basis.
- (b) All standard application and screening practices in accordance with the District hiring policy will be used to select Chaplains.
- (c) All prospective Chaplains must be able to meet the minimum acceptable standards for the position.
- (d) New Chaplains accepted for the program will receive a letter from the Fire Chief confirming their position with the District.

Training:

1. The District training standard as amended will specify the minimum training required of a Chaplain.
2. Chaplains will be responsible to complete all minimum training required for Chaplains. Chaplains failing to maintain training may be subject to dismissal.
3. Chaplains requesting to attend training out of the District shall submit completed forms to the Fire Chief or designee. The District cannot guarantee fund disbursement for training, travel, lodging, food, or fuel without prior approval.

Scheduling:

- (a) Chaplain coordinators will assist the Deputy Chief in-charge of the Chaplain program with the monthly Chaplain schedule.
- (b) Chaplain coordinators will assure the monthly staffing calendar is filled out and sent to the Deputy Chief in-charge of the Chaplain program at least ten (10) days before the start of the next month.
- (c) Chaplains will sign up to be on-shift in one-week blocks (7 consecutive 24 hour shifts, beginning at 07:00 on Sunday and ending 07:00 on the following Sunday). A Chaplain that cannot sign up for a one-week block during the calendar month can fill in any of the days open on the Calendar. Chaplains will be asked to be on shift at least five (5) days a month. Chaplains may fill in for each other if the Chaplains have other obligations.
- (d) The District will staff one (1) Chaplain per battalion for each 24-hour shift, for a total of 3 Chaplains per 24-hour shift. When the District is unable to staff a Chaplain in a specific battalion and a Chaplain request is made for that specific battalion, the District will request another Chaplain or request a mutual aid Chaplain.

Response:

1. Chaplains will be required to carry District issued identification any time they are serving the District or are on District property.
2. Chaplains shall be issued appropriate apparel and protective equipment and shall be responsible for wearing that when acting in the service of the District.

Chaplaincy Program

3. Chaplains understand that a significant part of the Chaplain function is to interact with the public and District personnel who may have experienced a tragedy and are distraught or possibly distressed/despondent/depressed. In this capacity the Chaplain is required to maintain confidentiality regarding the persons and situation. Although they are not medical first responders the Chaplain is an agent of the District and must abide by the rules of confidentiality established by HIPAA, the Washington State Health Care Information Act and District policy.
4. Chaplains understand that when providing services as District Chaplains they should counsel persons that they are District Chaplains and cannot guarantee any type of confidentiality in the role of District Chaplain. Chaplains understand the records they create when providing services are subject to the Washington State Public Records Act.
5. The first arriving Chaplain to a major incident will be the Liaison between the Incident Commander and the later arriving Chaplains.
6. Chaplains will respond to incidents at the request of a District Officer.

Communications:

1. The District will pay for applicable phone apps in order that Chaplains may receive dispatches on their personal cell phones. The use of this service is voluntary.

Documentation – Reports:

1. Chaplains are required to complete response reports to record their activities at incidents. All reports shall be filed in a timely manner to the Deputy Chief in-charge of the Chaplain program.

Finance:

1. Chaplains will be paid a stipend of fifteen (\$15) dollars per 24-hour shift for which they are scheduled, as reimbursement for minor expenses. Stipends will be paid annually on November 30th of each year for those scheduled shifts beginning November 1st of the previous year thru October 31st of the current year.
2. Chaplains may submit appropriate forms in consideration for reimbursement of lost or damaged personal items, or for personal funds that they may have spent in the service of the District.
3. Chaplains MAY NOT receive or solicit donations of cash, equipment, or services from the public in the name of the District.

506.8 APPENDIX A JOB DESCRIPTION

Agency Content

[SRFR Chaplain Classification Description \(under review\)](#)

Attachments

SRFR Chaplain Classification Description.pdf



Classification Description

Job Title: Chaplain	Reports to: Fire Chief
Former Job Title: N/A	Division: Operations - Volunteer
Union: No	Bargaining Unit: N/A
Supervisory: No	FLSA: N/A
Date Reviewed: October 2024	EEO: N/A

Summary

This position reports to the Fire Chief or designee. Working as part of the Snohomish Regional Fire & Rescue (SRFR) team, this position is assigned an area of focus by the Fire Chief or designee being either spiritual and emotional support or community outreach. Under the direction of the Fire Chief, the SRFR Chaplain serves as a resource for District employees, their families, and the community at large. The Chaplain provides support during times of crisis, tragedy, and personal challenges, offering guidance, comfort, and a sense of peace.

Essential Duties and Responsibilities

- Attend District meetings and training sessions.
- Maintain records of chaplaincy activities and services provided.
- Coordinate with other District staff members to ensure effective communication and collaboration.
- Emergency Situations: The on-duty Chaplain will respond when contacted by dispatch or fire department personnel, or at their own discretion (according to pre-established guidelines) and will immediately report to the officer in charge at the scene. When at the scene, the Chaplain will be under the command authority of the officer in charge.
 - The on-duty Chaplain may respond to the hospital when:
 - The Incident Commander or Paramedic providing care determines that the patient or family may need support or counsel.
 - A member of the fire department is the victim.
 - The patient's family needs to be located and notified.
 - On-The-Scene Duties:
 - Provide appropriate patient and family assistance to free up operations personnel for firefighting and medical duties.
 - Provide appropriate resources to patient's family members (i.e. funeral homes, support groups, etc.)

- **Spiritual Support:**
 - Offer spiritual guidance, counseling, and support to members and their families, regardless of their religious affiliation.
 - Conduct religious services, prayers, and blessings at fire stations, memorial services, and other events.
 - Provide spiritual care during critical incidents and traumatic events.
- **Emotional Support:**
 - Offer emotional support and counseling to members and their families who are experiencing grief, loss, or stress.
 - Facilitate group support sessions and debriefings for firefighters who have been involved in traumatic incidents.
 - Serve as a listening ear and provide a safe space for firefighters to share their experiences and feelings.
- **Community Outreach:**
 - Develop and maintain relationships with community leaders, religious organizations, and other community partners.
 - Participate in community events and activities to promote SRFR and its role in the community.
 - Provide spiritual support to the community during times of crisis or disaster.

Qualifications

Knowledge of and Skills in

- Strong interpersonal and communication skills.
- Ability to work effectively in a team environment.
- Commitment to serving Snohomish Regional Fire & Rescue and the community.
- Experience in providing spiritual and emotional support to individuals and groups.
- Knowledge of fire department operations and procedures.
- Experience in crisis intervention and trauma counseling.
- Pertinent federal, state, and local laws, codes, and regulations.

Abilities to

- Work without direct supervision, exercising independent judgment and personal initiative.
- Retain presence of mind, maintain and project a calm, informational and persuasive demeanor, in stressful or emergent situations.
- Respond to requests and inquiries from the public.
- Work in a team-based environment to achieve common goals.

Physical Abilities and Working Conditions

- Work is performed indoors and outdoors and requires driving between various work and community locations as well as emergency incident scenes. Incumbent must be available 24/7 for emergency incidents and in non-traditional work hours for presence at various special events and meetings.
- Outdoor work consists of field work that can expose the employee to inclement weather and hazards of a construction site (e.g., potentially toxic gases, fumes, infectious diseases, risks of physical hazard from mechanical and electrical equipment, working from heights, potential exposure to noise, chemicals, paints, pesticides, etc.).

Licenses and Certifications

- Valid Washington State driver's license
- Ordination or certification as a chaplain from a recognized religious organization.

This class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, and skills required of the job.

Emergency Action Plan and Fire Prevention Plan Training

603.1 PURPOSE AND SCOPE

State MODIFIED

The purpose of this policy is to establish training in support of the Snohomish Regional Fire & Rescue Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) in a manner consistent with Washington regulations for all Snohomish Regional Fire & Rescue facilities ([WAC 296-24-567](#)).

603.2 POLICY

State MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to provide training to all members regarding the EAP and FPP.

603.3 TRAINING GUIDELINES

State MODIFIED

EAP and FPP training shall include, but is not limited to ([WAC 296-24-567](#)):

- (a) A review of the district's EAP and FPP including any information specific to each member's workplace or assignment.
- (b) Information on where written copies of the EAP and FPP are located and how members may review the plan.
- (c) The District shall designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation of members and visitors in the event of an emergency.
- (d) The District shall advise each member of his/her responsibility under the plan at the following times:
 1. Initially when the plans are developed
 2. Whenever the member's responsibilities or designated actions under the plans change
 3. Whenever the plans are changed
 4. During the onboarding process for newly hired employees.
- (e) The District shall review with each member upon initial assignment those parts of the EAP and FPP which the member must know to protect the member in the event of an emergency.

603.4 DEPUTY CHIEF RESPONSIBILITIES

Best Practice MODIFIED

Emergency Action Plan and Fire Prevention Plan Training

The Deputy Chief that oversees training shall be responsible for developing and scheduling the district's EAP and FPP training. The Deputy Chief shall maintain records of all EAP and FPP training provided to members. Records should include, but are not limited to:

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

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

Personal Projects On-Duty

1016.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

1016.2 POLICY

Discretionary MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Firefighters assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with other assigned station duties.
- (c) At their discretion, the company officer or Battalion Chief may deny or revoke permission for a personal project while on-duty.
- (d) District equipment or resources shall not be used for personal projects.
- (e) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- (f) All district policies must be followed while engaged in the personal project.

1016.3 PROHIBITED PERSONAL PROJECTS

Discretionary MODIFIED

For the purposes of this policy, the following personal projects are prohibited:

- (a) Any project for which someone other than the District is compensating the member.
- (b) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the District.
- (c) Any project that deemed by the company officer or Battalion Chief may have a negative impact on the mission of SRFR.



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-2501		
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"> • 1032 Temporary Modified-Duty Assignments • 1102 Wastewater Discharge • 1104 Fire Station Living 		
<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 			
Financial Impact:	<p>Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$</p> <p>Initial amount: \$</p> <p>Long-term annual amount(s): \$</p> <p>Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	<p>Risk if approved: N/A</p> <p>Risk if not approved: Increased liability due to outdated policies that do not match current agency practices or meet organizational needs.</p>		

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

Temporary Modified-Duty Assignments

1032.1 PURPOSE AND SCOPE

From time to time, the District may assign employees who are temporarily unable to perform their regular job duties to light duty. Light duty assignments are intended to allow an employee to continue working during his or her recovery from an injury, illness, disease, or other issues. The District may consider various factors in deciding whether to offer or require light duty, including but not limited to the availability of such work, cost, and prognosis for return to work. The purpose of this policy is to state the conditions and terms under which the District might assign an employee to light duty. Circumstances may arise in which the District, as a reasonable accommodation for a sincerely held religious belief or disability, varies from the terms of this Policy to the extent required by state and federal laws and regulations.

This policy is not intended to affect the rights or benefits of employees under federal or state law, District rules, or current collective bargaining agreements or memorandums of understanding. For example, nothing in this policy affects the obligation of the District to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability or limitation that is protected under federal or state law.

1032.2 PERSONNEL AFFECTED

All District personnel.

1032.3 REFERENCES

[RCW 41.04.500-550](#)

[RCW 51.32.090\(4\)](#) / Chapter [296-16 WAC](#)

[RCW 51.32.090\(6\)](#) / Chapter [296-16A WAC](#)

Washington Law Against Discrimination, Chapter [49.60 RCW](#)

[Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000E](#), et seq.

[Americans with Disabilities Act of 1990, 42 U.S.C. § 12101](#), et seq.

1032.4 POLICY

1032.4.1 LIGHT DUTY ASSIGNMENT

The District may assign employees who are temporarily physically or mentally unable to perform their regular work, in its sole discretion, to perform light duty. Light duty may, but is not required to, be granted under the following programs:

1. **Stay at Work Program.** Stay at Work is a financial incentive program whereby the Department of Labor reimburses employers for some of their costs when they provide temporary, light-duty jobs for workers while they heal. The District may require that the employee, subject to the approval of his or her treating physician, perform light duty tasks to take advantage of the Stay at Work Program.

Temporary Modified-Duty Assignments

2. **Disability Leave Supplement.** The District provides a disability leave supplement to paid firefighters who qualify for payments under [RCW 51.32.090](#) due to a temporary total disability. While an employee is receiving disability leave supplement, the District may require that employee, subject to the approval of his or her treating physician, perform light duty tasks with no reduction in the disability leave supplement in accordance with [RCW 41.04.520](#).
3. **Mandatory Light Duty for Non-Duty Injury or Illness.** To the extent permitted by any applicable collective bargaining agreement, the District may require an employee receiving donated sick leave to work light duty (if able) after thirty (30) days of that employee being off work as a result of a non-job-related injury/illness. The employee must notify the District in writing with a physician's note if they cannot work light duty.

1032.4.2 MEDICAL APPROVALS

The District has a business necessity in ensuring that an employee who is unable to perform his or her regular duties is fit to perform (1) a light duty assignment prior to assigning that employee to light duty, and (2) his or her regular work before reassigning that employee back to his or her job of injury.

1. **Light Duty Assignment.** Before assigning an employee to light duty, the District shall provide the employee with a list of duties, work schedule, and physical requirements involved with the light duty assignment, along with a medical certification form. The employee shall promptly return the Medical Certification completed by his or her licensed medical professional to the District.
2. **Return to Duty.** Before an employee assigned to light duty returns to his or her regular duty, the District shall provide the employee with a list of duties, work schedule, and physical requirements involved with the regular duty assignment, along with a medical certification form. If required, the employee shall promptly return the Medical Certification completed by his or her licensed medical professional to the District.
3. **Re-evaluation.** The District reserves the right, at its own expense, to have the employee examined by a District appointed physician.

1032.4.3 TEMPORARY

All assignments to light duty shall be temporary. Temporary assignments shall not ordinarily exceed twelve (12) months. An employee is not eligible for promotion or permanent reassignment while on light duty.

1. **Preferred Worker Program.** Nothing in this policy shall prevent the District from permanently reassigning an employee who is certified as a preferred worker by the Department of Labor & Industries due to a permanent disability that may be a substantial obstacle to employment.

1032.4.4 HOURS

~~E Most light duty is not worked on a twenty four (24) hour shift. As a result, e~~ employees assigned to light duty **shall may** be assigned to a day-time shift work schedule as assigned by the District.

Light duty assignments shall not be in excess of forty (40) hours per week without express written authorization from the District.

Temporary Modified-Duty Assignments

1032.4.5 LEAVE ACCRUAL

For all hours worked on a light duty assignment, an employee shall continue to accrue vacation and sick leave.

1032.4.6 RIGHT TO REVOKE

The District may revoke light duty from an employee at any time for any reason.

1032.4.7 REASONABLE ACCOMMODATIONS

The District is committed to engaging in an individualized, interactive process with employees that are unable to perform their job due to a qualified disability or sincerely held religious belief. Accordingly, this policy may not apply to the extent the light duty assignments are offered or requested as a reasonable accommodation for a sincerely held religious belief or disability.

1032.6 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee ([42 USC § 2000e\(k\)](#)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

If notified by an employee or the employee's representative regarding limitations related to pregnancy, childbirth, or related medical conditions, the District should make reasonable efforts to provide an accommodation for the employee in accordance with federal and state law as appropriate ([42 USC § 2000gg-1](#); [29 CFR 1636.3](#); [29 CFR 1636.4](#); [RCW 43.10.005](#)).

1032.6.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors and/or human resources as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the District's personnel rules and regulations regarding family and medical care leave.

Wastewater Discharge

1102.1 PURPOSE AND SCOPE

Best Practice

The practices detailed in this policy are intended to minimize run-off releases associated with firefighting, fire training, emergency scene spills and discharges, trauma scene waste management, and fire facility maintenance activities.

1102.2 POLICY

Best Practice **MODIFIED**

It is the policy of Snohomish Regional Fire & Rescue to adhere to local, state, and federal regulations established to minimize the adverse impacts to the environment from wastewater discharges by ensuring best management practices for district activities.

Fire Station Living

1104.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide for the health of all members and visitors by establishing guidelines for fire station cleanliness and maintenance, to ensure that stations and equipment are properly maintained, and that clean and sanitary conditions exist in the living spaces.

1104.2 POLICY

Best Practice **MODIFIED**

It is the policy of Snohomish Regional Fire & Rescue that routine care, maintenance and cleaning shall be conducted on a daily, monthly, and annual basis at each station by members on all shifts. The monthly and annual routines will be documented in the District's tracking software. The software will contain additional levels of testing and maintenance the crews can request to be done on top of the normal scheduled maintenance (i.e. air/water quality testing, repairs, pest control). The District will evaluate the request for further maintenance and authorize necessary work to ensure the station remains a safe and healthy living environment for all personnel.



NEW BUSINESS

ACTION





EXECUTIVE SESSION

