



COMMISSIONER BOARD MEETING

FEBRUARY 13, 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

February 13, 2025, 1730 hours

CALL TO ORDER

PUBLIC COMMENT

UNION COMMENT

CHIEF'S REPORT

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	1/28/25	2/25/25	Yes
Finance Committee	Elmore	1/23/25	2/27/25	No
Sno911	Waugh	1/16/25	2/20/25	No
Sno-Isle Commissioners	Fay	12/5/24	3/6/25	No
Leadership Meeting	Schaub	1/23/25	3/27/25	No
Policy Committee	Schaub	2/13/25	3/13/25	Yes
Community Advisory Committee	TBD	1/6/25	TBD	No

COMMITTEE MEETING MINUTES

Finance Committee - January 23, 2025

Capital Facilities Committee - February 4, 2025

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 25-00001 to 25-00011; (\$784,108.00)

Benefits Vouchers: 25-00012 to 25-00027; (\$1,137,393.30)

AP Vouchers: 25-00028 to 25-00163; (\$8,149,390.65)

Approval of Payroll

January 31, 2025 Payroll (\$1,796,191.41)



Approval of Minutes

Approve Regular Board Meeting Minutes January 23, 2025

OLD BUSINESS

Discussion

Action

Capital Facilities: BN Builders Phase 1B Amendment

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

Commissioner Vacancy Recruitment Process

NEW BUSINESS

Discussion

Action

GOOD OF THE ORDER

ATTENDANCE CHECK

Regular Commissioner Meeting February 27, 2025, at 1730 - Station 31 Training Room/Zoom

EXECUTIVE SESSION

ADJOURNMENT



CHIEF'S REPORT





COMMISSIONER REPORTS





COMMITTEE MEETING MINUTES





Finance Committee Minutes 01.23.25

Review of IRS 2022 W2 report notice

Reviewed the BN Builders Phase 1b Amendment

Reviewed the CARES Draft ILA



Capital Facilities Committee Meeting

Discussion Topics

2/4/2025

- **Facilities Update:**
 - **Station 31 Shop Update:**
 - a. Ribbon Cutting 2/27 @ 11am
 - **Station 32 & 81 Update:**
 - Phase 1B Contract Builders/Miller Hull
 - GMP Negotiations
 - Legality issues 32 property
 - **Station 72 Update:**
 - **Capital Facilities- Next Priorities Discussion.**
 - Next Project Priorities
 - Review of RFM Capital Facilities Plan Priorities
 - **Station Design Conference:**
 - May 20 22- Capital Facilities and Station Committee Members.
 - **Next Meeting: February 25th, 2025**
- **Good of the Order:**



CONSENT AGENDA



Snohomish Regional Fire and Rescue Claims Voucher Summary

01/31/2025

Page 1 of 1

Fund: Shop - Expense #050

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
25-00001	DEPARTMENT OF RETIREMENT SYSTEMS		30,250.99
25-00002	DIMARTINO & ASSOCIATES		24,113.53
25-00003	FIRE 7 FOUNDATION		637.50
25-00004	HRA VEBA TRUST		65,198.71
25-00005	LEOFF TRUST		491,797.19
25-00006	MATRIX TRUST COMPANY		20,931.73
25-00007	TD AMERITRADE INSTITUTIONAL		388.50
25-00008	TRUSTEED PLANS SERVICE CORP		35,669.43
25-00009	VOYA INSTITUTIONAL TRUST CO		113,369.21
25-00010	WASHINGTON STATE SUPPORT REGISTRY		1,247.21
25-00011	WASHINGTON STATE SUPPORT REGISTRY		504.00

Page Total	784,108.00
Cumulative Total	784,108.00

Snohomish Regional Fire and Rescue Claims Voucher Summary

01/31/2025

Page 1 of 1

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
25-00012	AFLAC		486.38
25-00013	DEPARTMENT OF RETIREMENT SYSTEMS		513,240.45
25-00014	FIRE 7 FOUNDATION		637.50
25-00015	FIREPAC		1,004.19
25-00016	GENERAL TEAMSTERS UNION LOCAL 38		1,999.00
25-00017	HRA VEBA TRUST		58,512.50
25-00018	IAFF LOCAL 2781		35,592.88
25-00019	IAFF LOCAL 2781 PAC		957.00
25-00020	IAFF LOCAL 2781 RFA		1,080.00
25-00021	MATRIX TRUST COMPANY		104,525.21
25-00022	TD AMERITRADE INSTITUTIONAL		388.50
25-00023	VOYA INSTITUTIONAL TRUST CO		385,138.65
25-00024	WASHINGTON STATE SUPPORT REGISTRY		1,247.21
25-00025	WASHINGTON STATE SUPPORT REGISTRY		504.00
25-00026	WSCFF FASTPAC		879.83
25-00027	WSCFF-EMP BENEFIT TRUST		31,200.00

Page Total	1,137,393.30
Cumulative Total	1,137,393.30

Docket of Claims Register

APPKT01783 - 02.13.2025 Board Meeting

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
0005	AAA OF EVERETT FIRE EXTINGUISHER	170129	Fire Extinguisher Yrly Inspctn/Maint. :	Invoice	01/16/2025	Fire Extinguisher Yrly Inspctn/Maint. :	001-507-522-50-41-00	452.51	452.51
0024	ALDERWOOD AUTO GLASS	21045	Shop Parts	Invoice	01/23/2025	Shop Parts	050-511-522-60-34-01	218.80	218.80
0025	ALDERWOOD WATER DISTRICT	ST73-NOV24/JAN25	Water - ST 73	Invoice	01/16/2025	Water - ST 73	001-507-522-50-47-02	97.98	97.98
0025	ALDERWOOD WATER DISTRICT	ST73FM-NOV24/JAN25	Water (Fire Meter) - ST 73	Invoice	01/16/2025	Water (Fire Meter) - ST 73	001-507-522-50-47-02	17.99	17.99
0028	ALL BATTERY SALES AND SERVICE	230000223	Shop Parts	Invoice	01/20/2025	Shop Parts	050-511-522-60-34-01	656.18	6,474.97
		300-10157944	Shop Parts	Invoice	01/21/2025	Shop Parts	050-511-522-60-34-01	2,376.44	
		300-10158180	Shop Parts	Invoice	01/23/2025	Shop Parts	050-511-522-60-34-01	2,981.50	
		300-10158216	Shop Supplies	Invoice	01/24/2025	Shop Supplies	050-511-522-60-31-05	254.25	
		300-10158701	Shop Parts	Invoice	01/30/2025	Shop Parts	050-511-522-60-34-01	206.60	
2311	ALLISON LAMB	INV12787	2025 Admin Uniform Footwear Reimb	Invoice	01/22/2025	2025 Admin Uniform Footwear Reimb	001-504-522-20-31-07	92.98	265.51
		INV12846	2025 Admin Uniform Reimbursement	Invoice	02/04/2025	2025 Admin Uniform Reimbursement	001-504-522-20-31-07	172.53	
1503	ALLSTREAM BUSINESS US, INC	21251535	Fire Alarm Phone Lines/Connection Se	Invoice	02/03/2025	Fire Alarm Phone Lines/Connection Se	001-513-522-50-42-01	402.65	402.65
1503	ALLSTREAM BUSINESS US, INC	21240583	Fire Alarm Phone Lines/Connection Se	Invoice	02/01/2025	Fire Alarm Phone Lines/Connection Se	001-513-522-50-42-01	531.92	531.92
2383	AT&T MOBILITY - CC	UCF122024	CradlePoint Data Modems (Acct.50056	Invoice	01/04/2025	CradlePoint Data Modems	001-513-522-10-42-00	503.14	503.14
1523	AT&T MOBILITY LLC	287332399606X01272025	District Cell Phones (New)	Invoice	01/19/2025	District Cell Phones - Shop District Cell Phones (New)	050-511-522-60-42-00 001-513-522-10-42-00	151.84 3,353.90	3,505.74
0058	BICKFORD MOTORS INC.	1288267	Shop Parts	Invoice	01/02/2025	Shop Parts	050-511-522-60-34-01	298.51	731.57
		1289989	Shop Parts	Invoice	01/27/2025	Shop Parts	050-511-522-60-34-01	70.01	
		1290088	Shop Parts	Invoice	01/28/2025	Shop Parts	050-511-522-60-34-01	94.65	
		1290229	Shop Parts	Invoice	01/29/2025	Shop Parts	050-511-522-60-34-01	268.40	
2376	BOX ALARM GRILLES, LLC	10252	Expandable Reflective Letter for Grill /	Invoice	01/27/2025	Expandable Reflective Letter for Grill /	301-504-594-22-64-02	3,699.00	3,699.00

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
0070	BRAKE & CLUTCH SUPPLY INC 135822	25-00040 Shop Parts	Invoice	01/27/2025	Shop Parts	050-511-522-60-34-01	1,743.41 1,743.41
0073	BRAUN NORTHWEST INC 39804	25-00041 Shop Parts	Invoice	01/17/2025	Shop Parts	050-511-522-60-34-01	55.62 55.62
1685	BUD CLARY AUTO GROUP 10609	25-00042 Battalion 81 replacement vehicle	Invoice	01/29/2025	Battalion 81 replacement vehicle	301-504-594-22-64-02	61,828.11 61,828.11
1913	CANON FINANCIAL SERVICES INC 37573918	25-00043 Copier Machine Lease - ST81	Invoice	01/12/2025	Copier Machine Lease (DX 529) - ST81	001-512-591-22-70-00	1,738.38 38.88
	37574197	Copier Machine Lease - Admin Bldg (P	Invoice	01/12/2025	Copier Machine Lease - Admin Bldg (P	001-512-591-22-70-00	296.60
	37574198	Copier Machine Lease - ST31 (Main Lo	Invoice	01/12/2025	Copier Machine Lease - ST31 (Main Lo	001-512-591-22-70-00	329.53
	375744841	GIS PROGRAF Machine Lease - Admin	Invoice	01/12/2025	GIS (imagePROGRAF PRO 4600)	001-512-591-22-70-00	225.33
	37574840	Copier Machine Lease - ST71	Invoice	01/12/2025	Copier Machine Lease - ST71	001-512-591-22-70-00	325.02
	37574842	Copier Machine Lease - ST83	Invoice	01/12/2025	Copier Machine Lease - ST83	001-512-591-22-70-00	19.37
	37575705	Copier Machine Lease - ADMIN	Invoice	01/12/2025	Copier Machine Lease - ADMIN	001-512-591-22-70-00	363.56
	37576151	Copier Machine Lease - ADMIN Trainin	Invoice	01/12/2025	Copier Machine Lease - ADMIN Trainin	001-512-591-22-70-00	38.91
	37576152	Copier Machine Usage- ST77,72,32,73	Invoice	01/12/2025	Copier Machine Usage- ST77,72,32,73	001-512-591-22-70-00	72.04
	37897396	Copier Machine Lease - Admin Copy R	Invoice	01/12/2025	Copier Machine Lease - Admin Copy R	001-512-591-22-70-00	29.14
0094	CDW GOVERNMENT LLC AC28P1B	25-00044 VMWare Vsphere renewal	Invoice	01/10/2025	VMWare Vsphere renewal	001-513-522-10-49-04	875.20 875.20
2093	CENTER FOR PUBLIC SAFETY EXC 05-19640	25-00045 CPSE - Annual Accreditation Fee/Dues	Invoice	01/01/2025	CPSE - Annual Accreditation Fee/Dues	001-516-522-30-49-02	2,122.00 2,122.00
2217	CENTRAL WASHINGTON UNIVER CW43780311-FALL2024	25-00046 Paramedic School Program Tuition (Fal	Invoice	01/07/2025	Paramedic School Program Tuition (Fal	001-506-522-45-49-37	1,946.41 1,946.41
2249	CITY OF ELLENSBURG 334804471022	25-00047 Electricity & Stormwater - PM Progrm	Invoice	01/29/2025	Electricity & Stormwater - PM Progrm	001-506-522-45-49-37	193.64 193.64
1891	CITY OF SNOHOMISH INV22161	25-00048 Carnegie Facility Rental & Refundable I	Invoice	01/27/2025	Carnegie Facility Rental & Refundable I	001-506-522-45-45-00	1,905.12 850.00
	INV22163	Carnegie Facility Rental (2/3 & 2/5/25)	Invoice	02/03/2025	Carnegie Facility Rental (2/3 & 2/5/25)	001-506-522-45-45-00	900.00
	ST-NOV24/JAN25	Water - ST 83	Invoice	01/31/2025	Water - ST 83	001-507-522-50-47-02	155.12
0112	CLEARFLY COMMUNICATIONS INV678808	25-00049 Phone/Fax Services - ST 81, 82, 83, HQ	Invoice	02/01/2025	Phone/Fax Services - ST 81, 82, 83, HQ	001-513-522-50-42-01	782.01 782.01
0113	CLEARVIEW HARDWARE & FEED C522567	25-00050 Copy Single Sided Key - Training Closet	Invoice	01/08/2025	Copy Single Sided Key - Training Closet	001-506-522-45-31-03	3.50 3.50
0126	COMCAST ST31-FEBMAR25	25-00051 Internet Services - ST 31	Invoice	01/27/2025	Internet Services - ST 31	001-513-522-50-42-01	322.19 322.19
0127	COMDATA INC. 20424074	25-00052 Apparatus Fuel	Invoice	02/01/2025	Apparatus Fuel - EMS Apparatus Fuel - Suppression	001-509-522-20-32-00 001-504-522-20-32-00	1,691.56 845.78 845.78

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
2445	COSTAS TOMPKINS-ZWEEKHORS	25-00053					376.03
	INV12847	CWU Paramedic School Reimburs.Supp	Invoice	02/03/2025	CWU Paramedic School Reimburs.Supp	001-506-522-45-49-37	376.03
0138	CRESSY DOOR COMPANY, INC	25-00054					198.62
	204220	Bay Door Service Call (Door Stuck/Rep)	Invoice	01/03/2025	Bay Door Service Call (Door Stuck/Rep)	001-507-522-50-48-00	198.62
1584	CROWN FIRE PROTECTION	25-00055					625.82
	20777	Replaced Water Fountain/New Unit - S	Invoice	01/30/2025	Replaced Water Fountain/New Unit - S	001-507-522-50-48-00	625.82
1608	CUMMINS SALES AND SERVICE	25-00056					1,805.10
	01-250114024	Shop	Invoice	01/23/2025	Shop	050-511-522-60-41-08	1,805.10
2484	CURALINC HEALTHCARE	25-00057					720.20
	55805	Employee Assistance Program Monthly	Invoice	02/01/2025	Employee Assistance Program Monthly	001-510-522-20-20-15	720.20
1956	DICK'S TOWING, INC.	25-00058					386.30
	18298881	2012 GMC Savana Cutaway G4500 (A8	Invoice	01/17/2025	2012 GMC Savana Cutaway G4500 (A8	001-509-522-20-48-01	386.30
2453	DONNA BRESKE & ASSOCIATES, I	25-00059					1,228.75
	3575	Profess. Consult Fee (Project Coor & M	Invoice	02/02/2025	Profess. Consult Fee (Project Coor & M	300-507-594-50-62-72	1,228.75
0167	DUO-SAFETY LADDER CORPORAT	25-00060					9,667.35
	491599-000	16" & 28" Ladder (Logistics - Closed PC	Invoice	01/01/2025	16" & 28" Ladder (Logistics - Closed PC	001-504-522-20-35-00	9,667.35
1875	ELECTRONIC BUSINESS MACHINE	25-00061					568.16
	AR296397	Copier Machine Usage - Admin Bldg (C	Invoice	01/20/2025	Copier Machine Usage - Admin Bldg (C	001-502-522-10-31-00	222.72
	AR296584	Copier Machine Usage - Admin Bldg (P	Invoice	01/22/2025	Copier Machine Usage - Admin Bldg (P	001-502-522-10-31-00	4.66
	AR296585	Copier Machine Usage - ST31	Invoice	01/22/2025	Copier Machine Usage - ST31 (2XK081	001-502-522-10-31-00	124.84
	AR296615	Copier Machine Usage - ST71	Invoice	01/22/2025	Copier Machine Usage - ST71	001-502-522-10-31-00	72.78
	AR296616	Copier Machine Usage - ST81	Invoice	01/22/2025	Copier Machine Usage - ST81	001-502-522-10-31-00	10.35
	AR297280	Copier Machine Usage - Admin Trainin	Invoice	01/29/2025	Copier Machine Usage - Admin Trainin	001-502-522-10-31-00	132.81
2180	ERICK RAMIREZ	25-00062					109.27
	INV12788	2025 Admin Uniform Footwear Reimbi	Invoice	01/28/2025	2025 Admin Uniform Footwear Reimbi	001-504-522-20-31-07	109.27
2003	EVERGREEN SANITATION	25-00063					9,128.50
	1187165	Septic System Maintenance (Pump Tar	Invoice	01/01/2025	Septic System Maintenance (Pump Tar	001-507-522-50-48-00	2,984.51
	1187958	Septic System Maintenance (Pump Tar	Invoice	01/01/2025	Septic System Maintenance (Pump Tar	001-507-522-50-48-00	3,743.21
	1188095	Septic System Maintenance (Pump Tar	Invoice	01/06/2025	Septic System Maintenance (Pump Tar	001-507-522-50-48-00	2,400.78
2145	FP MAILING SOLUTIONS	25-00064					166.59
	RI106519784	Postage Machine Lease (Quarterly)	Invoice	01/21/2025	Postage Machine Lease (Quarterly)	001-512-591-22-70-00	166.59
0222	FREIGHTLINER NORTHWEST	25-00065					3,649.71
	PC304028842;01	Shop Parts	Invoice	01/23/2025	Shop Parts	050-511-522-60-34-01	3,330.74
	PC304028967;01	Shop Parts	Invoice	01/28/2025	Shop Parts	050-511-522-60-34-01	183.85
	PC304028990;01	Shop Parts	Invoice	01/27/2025	Shop Parts	050-511-522-60-34-01	135.12
1571	GENERAL FIRE APPARATUS	25-00066					1,149.55
	20098	Shop Parts	Invoice	01/20/2025	Shop Parts	050-511-522-60-34-01	133.40
	20137	Shop Parts	Invoice	01/28/2025	Shop Parts	050-511-522-60-34-01	209.83
	20140	Shop Parts	Invoice	01/28/2025	Shop Parts	050-511-522-60-34-01	806.32

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
2253	GOVERNMENTJOBS.COM, INC. INV-127690	25-00067 NEOGOV eForms Annual Subscription	Invoice	01/13/2025	NEOGOV eForms Annual Subscription	001-517-522-10-49-04	41,233.57 14,603.42
	INV-128976	NEOGOV Core/Perform/Sign Setup & /	Invoice	01/09/2025	NEOGOV Core/Perform/Sign Setup & /	001-517-522-10-49-04	26,630.15
2489	HIGH POINT GUTTER, LLC 24510	25-00068 New Gutter Installaion, Downspout, W	Invoice	01/10/2025	New Gutter Installaion, Downspout, W	001-507-522-50-48-00	2,022.05 2,022.05
0257	HIGHWAY AUTO SUPPLY 710060	25-00069 Shop Parts	Invoice	01/24/2025	Shop Parts	050-511-522-60-34-01	488.52 313.04
	710062	Shop Parts	Invoice	01/24/2025	Shop Parts	050-511-522-60-34-01	175.48
0258	HILL STREET CLEANERS 12762	25-00070 Uniform Pin FF & Patch Placements (x2	Invoice	02/04/2025	Uniform Pin FF & Patch Placements (x2	001-504-522-20-31-07	410.80 410.80
2492	HOTEL LEO 1544546	25-00071 HotelRms,Event,Mtg Rm Rental(1-Prep	Invoice	01/06/2025	HotelRms,Event,Mtg Rm Rental(1-Prep	001-506-522-45-43-00	11,390.40 11,390.40
1878	IMS ALLIANCE 25-0107	25-00072 Passport Name Tag (x4)	Invoice	01/02/2025	Passport Name Tag (x4)	001-504-522-20-31-01	61.99 13.65
	25-0199	Passport Name & Locker Tags (x16)	Invoice	01/10/2025	Passport Name & Locker Tags (x16)	001-504-522-20-31-01	48.34
0277	ISOUTSOURCE CW306025	25-00073 IT Services	Invoice	01/15/2025	IT Services	001-513-522-10-41-04	18,091.46 18,091.46
0349	L.N. CURTIS & SONS INV9044131	25-00074 6 pairs of Bunker Boots	Invoice	01/09/2025	6 pairs of Bunker Boots	303-504-594-20-64-04	1,283.68 1,283.68
1954	LAKE STEVENS ATHLETIC CLUB 72839	25-00075 Monthly Gym Membership (February 2	Invoice	01/28/2025	Monthly Gym Membership (February 2	001-510-522-20-49-00	109.00 109.00
1879	LAKE STEVENS SEWER DISTRICT ST81-FEB2025	25-00076 Sewer - ST 81 (Account 6681.01)	Invoice	02/01/2025	Sewer - ST 81	001-507-522-50-47-02	303.77 303.77
1879	LAKE STEVENS SEWER DISTRICT ST82-FEB2025	25-00077 Sewer - ST 82 (Account 3655.01)	Invoice	02/01/2025	Sewer - ST 82	001-507-522-50-47-02	511.67 511.67
2404	LAWSON PRODUCTS, INC. 9312131177	25-00078 Hnd Clnr, Ear Plgs,Safety Glasses,Seale	Invoice	01/09/2025	Hnd Clnr, Ear Plgs,Safety Glasses,Seale	001-507-522-50-31-00	762.53 762.53
1596	LEMAY MOBILE SHREDDING 4874338S185	25-00079 OnSite Mobile Shredding Services - Ad	Invoice	02/01/2025	OnSite Mobile Shredding Services - Ad	001-502-522-10-41-01	57.40 57.40
2469	LION GROUP INC. 300038276	25-00080 Bunker Gear Cleaning, Repairs & Alter	Invoice	01/22/2025	Bunker Gear Cleaning, Repairs & Alter	001-504-522-20-48-11	1,510.07 310.76
	300038277	Bunker Gear Cleaning, Repairs & Alter	Invoice	01/22/2025	Bunker Gear Cleaning, Repairs & Alter	001-504-522-20-48-11	357.47
	300038546	Bunker Gear Cleaning, Repairs & Alter	Invoice	01/29/2025	Bunker Gear Cleaning, Repairs & Alter	001-504-522-20-48-11	841.84

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
0352	LOWE'S	25-00081					500.08
	974937-OFLCEO	Hose Clamp (x4),Hose Mount - ST83	Invoice	01/01/2025	Hose Clamp (x4),Hose Mount - ST83	001-510-522-20-35-01	32.52
	975495-OFLCES	Metal Weather Proof Electrical Box Co	Invoice	01/01/2025	Metal Weather Proof Electrical Box Co	001-507-522-50-35-00	5.80
	976232-OBUNYC	Various Supplies Sink Repair - ST73	Invoice	01/01/2025	Lowe's Carpenter Pencils 10ct - Logisti	001-507-522-50-31-00	2.61
					Various Supplies Sink Repair - ST73	001-507-522-50-48-00	55.79
	976250-OBUNYD	Propane Tank Exchange	Invoice	01/01/2025	Propane Tank Exchange	001-507-522-50-47-03	22.84
	978292-OFNYEB	Quikrete Tubesand (x6) - Logistics	Invoice	01/01/2025	Quikrete Tubesand (x6) - Logistics	001-507-522-50-31-00	54.74
	979862-OFQTMH	Adjustable Hose Clamp (x2) - ST31	Invoice	01/01/2025	Adjustable Hose Clamp (x2) - ST31	001-510-522-20-35-01	7.02
	982582-OEMCWQ	Sealer, Roof Louver, Caulk (Roof Repair	Invoice	01/01/2025	Sealer, Roof Louver, Caulk (Roof Repair	001-507-522-50-48-00	67.49
	984359-OHCGMY	Programmable Thermostat Replacmnt	Invoice	01/09/2025	Programmable Thermostat Replacmnt	001-507-522-50-48-00	31.17
	984423-ODHSAD	IGLOO Lattitude 52QT - E32	Invoice	01/01/2025	IGLOO Lattitude 52QT - E32	001-504-522-20-35-00	41.55
	985163-OEQWYU	Anchor/Screw Kit, Multi Drill Bit - ST33	Invoice	01/01/2025	Anchor/Screw Kit, Multi Drill Bit - ST33	001-510-522-20-35-01	14.52
	987617-OEVKET	Steel Step Flashing Shingle (Roof Repai	Invoice	01/01/2025	Steel Step Flashing Shingle (Roof Repai	001-507-522-50-48-00	0.69
	987871-NWWBOA	Propane Tank Exchange (x2)	Invoice	01/01/2025	Propane Tank Exchange (x2)	001-507-522-50-47-03	45.69
	988399-OEVKFD	Metal Sheet,Wire Discncts (x2) (Repai	Invoice	01/01/2025	Metal Sheet,Wire Discncts (x2) (Repai	001-507-522-50-48-00	22.18
	994429-OFDQVN	Straight Connctr, Folding Utility Knife -	Invoice	01/29/2025	Straight Connctr, Folding Utility Knife -	001-507-522-50-35-00	43.68
	995032-OIZLID	Orange Peel Texture 20oz - DC Office S	Invoice	01/24/2025	Orange Peel Texture 20oz - DC Office S	001-507-522-50-48-00	22.84
	998375-ODWRGV	Gloss Primer Spray, Satin Spray - Logist	Invoice	01/01/2025	Gloss Primer Spray, Satin Spray - Logist	001-507-522-50-31-00	13.48
	998474-OHQHXV	Lithium Batteries, Circuit Breaker - ST7	Invoice	01/14/2025	Lithium Batteries, Circuit Breaker - ST7	001-507-522-50-31-00	23.65
	999065-OHQHYC	Circuit Breaker (Return) - ST71	Credit Memo	01/14/2025	Circuit Breaker (Return) - ST71	001-507-522-50-31-00	-8.18
0379	MOBILE HEALTH RESOURCES	25-00082					1,344.00
	24976	Monthly EMS Patient Experience Surve	Invoice	01/01/2025	Monthly EMS Patient Experience Surve	001-509-522-20-49-02	1,344.00

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	Payable Number	Payable Description					Distribution Amount
0380	MONROE PARTS HOUSE	25-00083					9,066.68
	003013	Shop Parts	Invoice	01/02/2025	Shop Parts	050-511-522-60-34-01	71.37
	003063	Shop Parts	Invoice	01/02/2025	Shop Parts	050-511-522-60-34-01	102.39
	003066	Shop Supplies	Invoice	01/02/2025	Shop Supplies	050-511-522-60-31-05	20.16
	003079	Shop Parts	Invoice	01/02/2025	Shop Parts	050-511-522-60-34-01	104.71
	003117	Shop Parts	Invoice	01/02/2025	Shop Parts	050-511-522-60-34-01	25.10
	003293	Shop Parts	Invoice	01/03/2025	Shop Parts	050-511-522-60-34-01	200.66
	003494	Shop Parts	Credit Memo	01/06/2025	Shop Parts	050-511-522-60-34-01	-29.54
	003544	Shop Parts	Invoice	01/06/2025	Shop Parts	050-511-522-60-34-01	59.16
	003547	Shop Parts	Invoice	01/06/2025	Shop Parts	050-511-522-60-34-01	421.19
	003550	Shop Parts	Invoice	01/06/2025	Shop Parts	050-511-522-60-34-01	78.25
	003580	Shop Parts	Invoice	01/06/2025	Shop Parts	050-511-522-60-34-01	6.80
	003621	Shop Parts	Credit Memo	01/06/2025	Shop Parts	050-511-522-60-34-01	-37.17
	003634	Shop Parts	Invoice	01/06/2025	Shop Parts	050-511-522-60-34-01	23.25
	003665	Shop Parts	Invoice	01/07/2025	Shop Parts	050-511-522-60-34-01	47.73
	003680	Shop Parts	Invoice	01/07/2025	Shop Parts	050-511-522-60-34-01	17.71
	003718	Shop Parts	Invoice	01/07/2025	Shop Parts	050-511-522-60-34-01	65.98
	003723	Shop Parts	Invoice	01/07/2025	Shop Parts	050-511-522-60-34-01	1.41
	003730	Shop Parts	Credit Memo	01/07/2025	Shop Parts	050-511-522-60-34-01	-1.41
	003775	Shop Parts	Invoice	01/07/2025	Shop Parts	050-511-522-60-34-01	27.22
	003776	Shop Parts	Invoice	01/07/2025	Shop Parts	050-511-522-60-34-01	10.66
	003785	Shop Parts	Invoice	01/07/2025	Shop Parts	050-511-522-60-34-01	4.68
	003919	Shop Parts	Invoice	01/08/2025	Shop Parts	050-511-522-60-34-01	162.11
	003937	Shop Parts	Invoice	01/08/2025	Shop Parts	050-511-522-60-34-01	375.22
	004040	Shop Parts	Invoice	01/09/2025	Shop Parts	050-511-522-60-34-01	93.33
	004048	Shop Supplies	Invoice	01/09/2025	Shop Supplies	050-511-522-60-31-05	15.09
	004099	Shop Parts	Invoice	01/09/2025	Shop Parts	050-511-522-60-34-01	14.22
	004146	Shop Parts	Invoice	01/09/2025	Shop Parts	050-511-522-60-34-01	15.06
	004156	Shop Parts	Invoice	01/09/2025	Shop Parts	050-511-522-60-34-01	97.10
	004175	Shop Parts	Credit Memo	01/09/2025	Shop Parts	050-511-522-60-34-01	-5.20
	004317	Shop Parts	Invoice	01/10/2025	Shop Parts	050-511-522-60-34-01	23.61
	004538	Shop Parts	Invoice	01/13/2025	Shop Parts	050-511-522-60-34-01	6.80
	004554	Shop Parts	Invoice	01/13/2025	Shop Parts	050-511-522-60-34-01	38.02
	004583	Shop Parts	Invoice	01/13/2025	Shop Parts	050-511-522-60-34-01	342.25
	004587	Shop Parts	Invoice	01/13/2025	Shop Parts	050-511-522-60-34-01	31.70
	004671	Shop Parts	Invoice	01/13/2025	Shop Parts	050-511-522-60-34-01	138.58
	004686	Shop Parts	Invoice	01/14/2025	Shop Parts	050-511-522-60-34-01	6.80
	004689	Shop Parts	Invoice	01/14/2025	Shop Parts	050-511-522-60-34-01	20.72
	004691	Shop Parts	Invoice	01/14/2025	Shop Parts	050-511-522-60-34-01	13.28
	004705	Shop Parts	Invoice	01/14/2025	Shop Parts	050-511-522-60-34-01	9.94
	004720	Shop Parts	Invoice	01/14/2025	Shop Parts	050-511-522-60-34-01	291.33
	004733	Shop Parts	Invoice	01/14/2025	Shop Parts	050-511-522-60-34-01	320.61
	004734	Shop Parts	Invoice	01/14/2025	Shop Parts	050-511-522-60-34-01	258.80

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	004735	Shop Parts	Credit Memo	01/14/2025	Shop Parts	050-511-522-60-34-01	-19.69
	004744	Shop Parts	Credit Memo	01/14/2025	Shop Parts	050-511-522-60-34-01	-19.69
	004745	Shop Parts	Invoice	01/14/2025	Shop Parts	050-511-522-60-34-01	19.69
	004746	Shop Parts	Credit Memo	01/14/2025	Shop Parts	050-511-522-60-34-01	-188.93
	004774	Shop Parts	Invoice	01/14/2025	Shop Parts	050-511-522-60-34-01	188.93
	004789	Shop Parts	Invoice	01/14/2025	Shop Parts	050-511-522-60-34-01	84.37
	004816	Shop Parts	Credit Memo	01/14/2025	Shop Parts	050-511-522-60-34-01	-19.69
	004841	Shop Parts	Invoice	01/15/2025	Shop Parts	050-511-522-60-34-01	6.80
	004848	Shop Parts	Invoice	01/15/2025	Shop Parts	050-511-522-60-34-01	38.51
	004849	Shop Parts	Invoice	01/15/2025	Shop Parts	050-511-522-60-34-01	24.01
	004872	Shop Parts	Invoice	01/15/2025	Shop Parts	050-511-522-60-34-01	81.62
	004879	Shop Parts	Invoice	01/15/2025	Shop Parts	050-511-522-60-34-01	354.63
	004911	Shop Parts	Credit Memo	01/15/2025	Shop Parts	050-511-522-60-34-01	-19.69
	004975	Shop Parts	Invoice	01/16/2025	Shop Parts	050-511-522-60-34-01	141.17
	005002	Shop Parts	Invoice	01/16/2025	Shop Parts	050-511-522-60-34-01	139.86
	005016	Shop Parts	Invoice	01/16/2025	Shop Parts	050-511-522-60-34-01	6.80
	005026	Shop Parts	Invoice	01/16/2025	Shop Parts	050-511-522-60-34-01	48.48
	005039	Shop Supplies	Credit Memo	01/16/2025	Shop Supplies	050-511-522-60-31-05	-9.32
	005136	Shop Parts	Invoice	01/17/2025	Shop Parts	050-511-522-60-34-01	17.49
	005146	Shop Parts	Invoice	01/17/2025	Shop Parts	050-511-522-60-34-01	1,203.97
	005221	Shop Parts	Invoice	01/17/2025	Shop Parts	050-511-522-60-34-01	78.48
	005228	Shop Parts	Invoice	01/17/2025	Shop Parts	050-511-522-60-34-01	6.22
	005290	Shop Parts	Invoice	01/17/2025	Shop Parts	050-511-522-60-34-01	343.18
	005661	Shop Parts	Invoice	01/21/2025	Shop Parts	050-511-522-60-34-01	61.27
	005665	Shop Parts	Invoice	01/21/2025	Shop Parts	050-511-522-60-34-01	10.20
	005735	Shop Parts	Invoice	01/21/2025	Shop Parts	050-511-522-60-34-01	88.43
	005799	Shop Parts	Invoice	01/21/2025	Shop Parts	050-511-522-60-34-01	145.08
	005827	Shop Parts	Invoice	01/22/2025	Shop Parts	050-511-522-60-34-01	44.31
	005828	Shop Parts	Invoice	01/22/2025	Shop Parts	050-511-522-60-34-01	14.18
	005866	Shop Parts	Invoice	01/22/2025	Shop Parts	050-511-522-60-34-01	28.00
	005874	Shop Parts	Invoice	01/22/2025	Shop Parts	050-511-522-60-34-01	19.86
	006000	Shop Parts	Invoice	01/23/2025	Shop Parts	050-511-522-60-34-01	71.68
	006039	Shop Supplies	Invoice	01/23/2025	Shop Supplies	050-511-522-60-31-05	163.41
	006046	Shop Parts	Credit Memo	01/23/2025	Shop Parts	050-511-522-60-34-01	-87.52
	006055	Shop Parts	Invoice	01/23/2025	Shop Parts	050-511-522-60-34-01	30.62
	006056	Shop Parts	Invoice	01/23/2025	Shop Parts	050-511-522-60-34-01	5.49
	006200	Shop Parts	Invoice	01/24/2025	Shop Parts	050-511-522-60-34-01	753.49
	006217	Shop Parts	Invoice	01/24/2025	Shop Parts	050-511-522-60-34-01	941.21
	006539	Shop Parts	Invoice	01/27/2025	Shop Parts	050-511-522-60-34-01	28.95
	006582	Shop Parts	Invoice	01/28/2025	Shop Parts	050-511-522-60-34-01	259.85
	006604	Shop Parts	Invoice	01/28/2025	Shop Parts	050-511-522-60-34-01	38.51
	006618	Shop Parts	Invoice	01/28/2025	Shop Parts	050-511-522-60-34-01	199.45
	006646	Shop Parts	Invoice	01/28/2025	Shop Parts	050-511-522-60-34-01	170.96

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	006683	Shop Parts	Credit Memo	01/28/2025	Shop Parts	050-511-522-60-34-01	-282.16
	006685	Shop Parts	Credit Memo	01/28/2025	Shop Parts	050-511-522-60-34-01	-148.57
	006711	Shop Parts	Credit Memo	01/28/2025	Shop Parts	050-511-522-60-34-01	-259.85
	006715	Shop Parts	Credit Memo	01/28/2025	Shop Parts	050-511-522-60-34-01	-19.69
	006718	Shop Parts	Invoice	01/28/2025	Shop Parts	050-511-522-60-34-01	121.72
	006736	Shop Parts	Invoice	01/28/2025	Shop Parts	050-511-522-60-34-01	24.33
	006775	Shop Parts	Invoice	01/29/2025	Shop Parts	050-511-522-60-34-01	69.73
	006781	Shop Parts	Invoice	01/29/2025	Shop Parts	050-511-522-60-34-01	154.84
	006782	Shop Parts	Credit Memo	01/29/2025	Shop Parts	050-511-522-60-34-01	-24.33
	006800	Shop Parts	Invoice	01/29/2025	Shop Parts	050-511-522-60-34-01	33.91
	006801	Shop Parts	Invoice	01/29/2025	Shop Parts	050-511-522-60-34-01	5.46
	006827	Shop Parts	Invoice	01/29/2025	Shop Parts	050-511-522-60-34-01	23.53
	006847	Shop Parts	Invoice	01/29/2025	Shop Parts	050-511-522-60-34-01	35.19
	006884	Shop Supplies	Invoice	01/29/2025	Shop Supplies	050-511-522-60-31-05	26.23
	006899	Shop Parts	Credit Memo	01/29/2025	Shop Parts	050-511-522-60-34-01	-59.08
	007027	Shop Parts	Invoice	01/30/2025	Shop Parts	050-511-522-60-34-01	34.99
	007037	Shop Parts	Invoice	01/30/2025	Shop Parts	050-511-522-60-34-01	6.55
	007039	Shop Parts	Invoice	01/30/2025	Shop Parts	050-511-522-60-34-01	4.15
	007097	Shop Parts	Invoice	01/31/2025	Shop Parts	050-511-522-60-34-01	33.91
	007106	Shop Parts	Invoice	01/31/2025	Shop Parts	050-511-522-60-34-01	58.58
	007120	Shop Parts	Credit Memo	01/31/2025	Shop Parts	050-511-522-60-34-01	-62.99
	007122	Shop Parts	Invoice	01/31/2025	Shop Parts	050-511-522-60-34-01	3.97
	007171	Shop Parts	Invoice	01/31/2025	Shop Parts	050-511-522-60-34-01	103.91
	007190	Shop Parts	Invoice	01/31/2025	Shop Parts	050-511-522-60-34-01	217.73
	007199	Shop Parts	Credit Memo	01/31/2025	Shop Parts	050-511-522-60-34-01	-19.69
2427	MORSE STEEL SERVICE	25-00084					435.61
	436228	Shop Parts	Invoice	01/24/2025	Shop Parts	050-511-522-60-34-01	435.61
0387	MUNICIPAL EMERGENCY SERVIC	25-00085					1,571.47
	IN2179585	SCBA Repairs (Valve Cylinder,Plug,Seat	Invoice	01/03/2025	SCBA Repairs (Valve Cylinder,Plug,Seat	001-504-522-20-48-12	191.10
	IN2193340	10 XL Structural Gloves	Invoice	01/28/2025	10 XL Structural Gloves	303-504-594-20-64-04	1,380.37
0413	NORTH COAST ELECTRIC COMPA	25-00086					46.33
	S013991730.001	Shop Parts	Invoice	01/06/2025	Shop Parts	050-511-522-60-34-01	46.33
2358	NORTHWEST PROPANE LLC	25-00087					604.17
	U019F595	OnSite Mobile Propane Delivery (220.5	Invoice	02/01/2025	OnSite Mobile Propane Delivery (220.5	001-507-522-50-47-03	604.17
2493	NORTHWEST SHOWER DOOR, LL	25-00088					2,643.55
	02-76625	Installed 4pc Mirro System (GYM) - ST7	Invoice	01/23/2025	Installed 4pc Mirro System (GYM) - ST7	001-507-522-50-48-00	2,643.55
2176	NORTHWEST TROPHY & AWARD	25-00089					1,228.73
	228686	Custom Engraved: Dish,Knife,Tumblr,G	Invoice	01/01/2025	Custom Engraved: Dish,Knife,Tumblr,G	001-502-522-10-49-07	1,063.43
	229534	Flad Plaques (Satin/Gold) (x6) - Banqu	Invoice	01/29/2025	Flad Plaques (Satin/Gold) (x6) - Banqu	001-502-522-10-49-07	165.30

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2333	OAC SERVICES, INC. 150266	25-00090 Professional Services CM Labor/Cntrn	Invoice	01/13/2025	Professional Services CM Labor/Cntrn	300-507-594-50-62-00	12,605.09
					Professional Services CM Labor/Cntrn	300-507-594-50-62-83	10,555.09
							2,050.00
0433	O'REILLY AUTO PARTS 2931-498710	25-00091 Shop Parts	Invoice	01/10/2025	Shop Parts	050-511-522-60-34-01	12.40
2332	OTTO ROSENAU & ASSOCIATES, 91871	25-00092 Professional Srvc (Struc/Engn/Test/Insp)	Invoice	01/15/2025	Professional Srvc (Struc/Engn/Test/Insp)	300-507-594-50-62-00	680.75
2356	PATCH MY PC 31272	25-00093 Patch my PC License renewal	Invoice	01/15/2025	Patch my PC License renewal	001-513-522-10-49-04	1,490.01
0466	PETROCARD, INC. C658183	25-00094 OnSite Mobile Fueling Service - ST 71,	Invoice	01/17/2025	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00	766.22
						001-509-522-20-32-00	383.11
							383.11
0472	PLATT ELECTRIC 5W31079	25-00095 Electrical Beaker Replaced - ST31	Invoice	01/14/2025	Electrical Beaker Replaced - ST31	001-507-522-50-48-00	21.97
0483	PUGET SOUND ENERGY ST73-DEC24/JAN25	25-00096 Natural Gas - ST 73 (200014833566)	Invoice	01/14/2025	Natural Gas - ST 73 (200014833566)	001-507-522-50-47-03	562.58
0483	PUGET SOUND ENERGY ST74-DEC24/JAN25	25-00097 Natural Gas - ST 74/Logistics Bldg (220	Invoice	01/14/2025	Natural Gas - ST 74/Logistics Bldg (220	001-507-522-50-47-03	419.10
0483	PUGET SOUND ENERGY ST71-DEC24/JAN25	25-00098 Natural Gas - ST 71 (220031644036)	Invoice	01/15/2025	Natural Gas - ST 71 (220031644036)	001-507-522-50-47-03	547.66
0483	PUGET SOUND ENERGY ST72-DEC24/JAN25	25-00099 Natural Gas - ST 72 (220031644069)	Invoice	01/17/2025	Natural Gas - ST 72 (220031644069)	001-507-522-50-47-03	540.98
0483	PUGET SOUND ENERGY ST77-DEC24/JAN25	25-00100 Natural Gas - ST 77 (220031644044)	Invoice	01/17/2025	Natural Gas - ST 77 (220031644044)	001-507-522-50-47-03	494.45
0483	PUGET SOUND ENERGY ST33-DEC24/JAN25	25-00101 Natural Gas - ST 33 (220017363437)	Invoice	01/13/2025	Natural Gas - ST 33 (220017363437)	001-507-522-50-47-03	891.19
0484	PURCELL TIRE & SERVICE CENTEF 24273381	25-00102 Shop Parts	Invoice	01/28/2025	Shop Parts	050-511-522-60-34-01	459.62
2331	READY REBOUND, INC. 3483	25-00103 2025 Annual Service Agreement - Med	Invoice	01/22/2025	2025 Annual Service Agreement - Mec	001-510-522-20-41-01	64,584.00
0494	REPUBLIC SERVICES #197 0197-003478560	25-00104 Refuse - ST 32	Invoice	01/31/2025	Refuse - ST 32	001-507-522-50-47-04	282.26
0494	REPUBLIC SERVICES #197 0197-003478834	25-00105 Recycling - ST 32	Invoice	01/31/2025	Recycling - ST 32	001-507-522-50-47-04	125.61
0494	REPUBLIC SERVICES #197 0197-003460269	25-00106 Recycling - ST 32	Invoice	01/01/2025	Recycling - ST 32	001-507-522-50-47-04	124.80

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0494	REPUBLIC SERVICES #197 0197-003478513	25-00107 Refuse - Admin Building	Invoice	01/31/2025	Refuse - Admin Building	001-507-522-50-47-04 300-507-522-50-47-00	283.82 144.75 139.07
0494	REPUBLIC SERVICES #197 0197-003477832	25-00108 Refuse - ST 31	Invoice	01/31/2025	Refuse - ST 31	001-507-522-50-47-04	344.92 344.92
0494	REPUBLIC SERVICES #197 0197-003478496	25-00109 Recycling - ST 31	Invoice	01/31/2025	Recycling - ST 31	001-507-522-50-47-04	793.84 793.84
2431	RWC GROUP XA115004452;01	25-00110 Shop Parts	Invoice	01/23/2025	Shop Parts	050-511-522-60-34-01	124.52 124.52
1921	SEA-WESTERN INC INV39051	25-00111 (10) AV3000 SCBA masks	Invoice	01/23/2025	(10) AV3000 SCBA Masks	001-514-522-20-35-04	3,459.06 3,459.06
0544	SILVER LAKE WATER & SEWER DI ST77-JAN25	25-00112 Water & Sewer - ST 77	Invoice	01/31/2025	Water & Sewer - ST 77	001-507-522-50-47-02	140.15 140.15
0544	SILVER LAKE WATER & SEWER DI ST77FM-JAN25	25-00113 Water (Fire Meter) - ST 77	Invoice	01/31/2025	Water (Fire Meter) - ST 77	001-507-522-50-47-02	185.30 185.30
0565	SNOHOMISH COUNTY PUD 165371855	25-00114 Electricity - ST 31	Invoice	01/16/2025	Electricity - ST 31	001-507-522-50-47-01	2,024.42 2,024.42
0565	SNOHOMISH COUNTY PUD 165369351	25-00115 Electricity - ST 73	Invoice	01/13/2025	Electricity - ST 73	001-507-522-50-47-01	269.74 269.74
0565	SNOHOMISH COUNTY PUD 10965964	25-00116 Electricity - ST 82 Garage/Storage Bldg	Invoice	02/07/2025	Electricity - ST 82 Garage/Storage Bldg	001-507-522-50-47-01	20.00 20.00
0565	SNOHOMISH COUNTY PUD 116251160	25-00117 Electricity - ST 71	Invoice	01/27/2025	Electricity - ST 71	001-507-522-50-47-01	2,087.72 2,087.72
0565	SNOHOMISH COUNTY PUD 165371856	25-00118 Electricity - Admin Bldg	Invoice	01/16/2025	Electricity - Admin Bldg	001-507-522-50-47-01 300-507-522-50-47-00	1,097.74 559.85 537.89
0565	SNOHOMISH COUNTY PUD 142602530	25-00119 Electricity - ST 32	Invoice	01/22/2025	Electricity - ST 32	001-507-522-50-47-01	242.20 242.20
0565	SNOHOMISH COUNTY PUD 132749736	25-00120 Electricity - ST 74/Logistics Bldg	Invoice	01/21/2025	Electricity - ST 74/Logistics Bldg	001-507-522-50-47-01	151.23 151.23
0565	SNOHOMISH COUNTY PUD 126156944	25-00121 Electricity & Water - ST 82	Invoice	01/13/2025	Electricity - ST 82 Water - ST 82	001-507-522-50-47-01 001-507-522-50-47-02	1,567.89 1,301.98 265.91
0565	SNOHOMISH COUNTY PUD 165371279	25-00122 Electricity & Water - ST 81	Invoice	01/14/2025	Electricity - ST 81 Water - ST 81	001-507-522-50-47-01 001-507-522-50-47-02	837.48 718.68 118.80
0565	SNOHOMISH COUNTY PUD 145964012	25-00123 Electricity - ST 33	Invoice	01/22/2025	Electricity - ST 33	001-507-522-50-47-01	1,145.44 1,145.44

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
0565	SNOHOMISH COUNTY PUD 109670158	25-00124 Electricity - ST 83	Invoice	01/31/2025	Electricity - ST 83	001-507-522-50-47-01	585.72 585.72
1536	SNOHOMISH REGIONAL FIRE & R EXCISE TAX-JAN25	25-00125 Sales & Use Tax - January 2025	Invoice	02/01/2025	Sales & Use Tax - January 2025 Sales & Use Tax - January 2025	001-504-522-20-35-00 001-505-522-30-31-00	770.44 769.31 1.13
1536	SNOHOMISH REGIONAL FIRE & R 2032 2034 2035 2036 2037 2038	25-00126 EMS Transport Services Billing Refund EMS Transport Services Billing Refund EMS Transport Services Billing Refund EMS Transport Services Billing Refund EMS Transport Services Billing Refund EMS Transport Services Billing Refund	Invoice Invoice Invoice Invoice Invoice Invoice	02/05/2025 02/05/2025 02/05/2025 02/05/2025 02/05/2025 02/05/2025	EMS Transport Services Billing Refund EMS Transport Services Billing Refund EMS Transport Services Billing Refund EMS Transport Services Billing Refund EMS Transport Services Billing Refund EMS Transport Services Billing Refund	001-509-522-26-49-00 001-509-522-26-49-00 001-509-522-26-49-00 001-509-522-26-49-00 001-509-522-26-49-00 001-509-522-26-49-00	3,360.57 89.25 601.07 647.09 455.36 584.61 983.19
1536	SNOHOMISH REGIONAL FIRE & R FIRE-01/31/2025	25-00127 Apparatus Fleet Maintenance Services	Invoice	01/31/2025	Apparatus Fleet Maintenance - EMS U Apparatus Fleet Maintenance - Suppre	001-509-522-20-48-01 001-504-522-20-48-01	78,522.67 21,594.59 56,928.08
0572	SPEEDWAY CHEVROLET 145110 145184 145190 261876	25-00128 Shop Parts Shop Parts Shop Parts Shop Parts	Invoice Invoice Invoice Invoice	01/16/2025 01/27/2025 01/23/2025 01/31/2025	Shop Parts Shop Parts Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01	1,174.86 182.58 390.75 112.18 489.35
2057	SPRAGUE PEST SOLUTIONS 5683340 5683348	25-00129 Monthly Pest Control Services - ST 73 Monthly Pest Control Services - ST 32	Invoice Invoice	01/06/2025 01/03/2025	Monthly Pest Control Services - ST 73 Monthly Pest Control Services - ST 32	001-507-522-50-41-00 001-507-522-50-41-00	241.14 121.01 120.13
0580	STATE OF WA DEPARTMENT OF I EXCISE TAX-JAN25	25-00130 Sales & Use Tax - January 2025 (600-35	Invoice	02/01/2025	Sales & Use Tax - January 2025 (600-35	630-512-589-00-00-00	770.44 770.44
2415	SUPERIOR SEPTIC SERVICE, LLC 22793569 22819812	25-00131 Septic Tank Maint. (Pumped 1550) - ST Septic Tank Maint. (Pumped 1000gl/Ta	Invoice Invoice	01/10/2025 01/14/2025	Septic Tank Maint. (Pumped 1550) - ST Septic Tank Maint. (Pumped 1000gl/Ta	001-507-522-50-48-00 001-507-522-50-48-00	2,544.67 1,220.18 1,324.49
1645	TELEFLEX, LLC 9509444569	25-00132 Medical Supplies ('EZ-IO' Needle & Sta	Invoice	01/09/2025	Medical Supplies ('EZ-IO' Needle & Sta	001-509-522-30-31-01	665.00 665.00
1624	TK ELEVATOR CORPORATION 3008323603	25-00133 Elevator Maintenance (Annual) - ST 33	Invoice	02/01/2025	Elevator Maintenance (Annual) - ST 33	001-507-522-50-48-00	3,497.54 3,497.54
0610	TRUE NORTH EMERGENCY EQUIP A20060 A20061 A20082 A20233 E00129 E00130	25-00134 Shop Parts Shop Parts Shop Parts Shop Parts 5 Spartan Pumpers and 1 LTC Aerial 5 Spartan Pumpers and 1 LTC Aerial	Invoice Invoice Invoice Invoice Invoice Invoice	01/07/2025 01/07/2025 01/08/2025 01/21/2025 12/17/2024 12/17/2024	Shop Parts Shop Parts Shop Parts Shop Parts 1 LTC 110' NXT Aerial 5 Spartan Star Series Pumpers	050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 301-504-594-22-64-02 301-504-594-22-64-02	7,696,534.22 57.77 33.46 96.88 48.57 2,034,997.54 5,661,300.00

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
2225	U.S. POSTAL SERVICE INV12789	25-00135 Postage Funds (FP Postage Meter Mac	Invoice	01/29/2025	Postage Funds (FP Postage Meter Mac	001-502-522-10-42-00	2,500.00 2,500.00
2221	ULINE, INC 187950541	25-00136 Desks for shop remodel	Invoice	01/15/2025	H-10808 Industrial Office L-Desk with I	052-511-594-00-64-00	3,972.07 3,542.39
	188607837	Fire Extinguisher Bracket 5lb Vehicle M	Invoice	01/31/2025	Fire Extinguisher Bracket 5lb Vehicle M	001-504-522-20-48-01	310.00 119.68
0622	UNITED PARCEL SERVICE 000042W7X8035	25-00137 Freight Charges (Shop)	Invoice	01/18/2025	Freight Charges (Shop)	050-511-522-60-34-01	50.73 18.97
	000042W7X8055	Freight Charges (Shop)	Invoice	01/01/2025	Freight Charges (Shop)	050-511-522-60-34-01	31.76
2306	UNITED RENTALS (NORTH AMER 236766056-007	25-00138 Cap. Facilities Planning (Container Ren	Invoice	01/20/2025	Cap. Facilities Planning (Container Ren	300-507-594-50-62-00	315.35 177.04
	239062366-005	Cap. Facilities Planning (Container Ren	Invoice	01/17/2025	Cap. Facilities Planning (Container Ren	300-507-594-50-62-00	138.31
0633	VERIZON WIRELESS SERVICES LLC 6103645781	25-00139 District Cell Phones	Invoice	01/15/2025	District Cell Phones - Fire	001-513-522-10-42-00	42.03 42.03
0633	VERIZON WIRELESS SERVICES LLC 6103645780	25-00140 District Mifi Plans	Invoice	01/15/2025	District Mifi Plans	001-513-522-10-42-00	4,856.66 4,816.65
		District Mifi Plans (Shop)				050-511-522-60-42-00	40.01
0040	VESTIS 6560499345	25-00141 Maint. Srvc Towels, Floor Mat & Mop	Invoice	01/02/2025	Maint. Srvc Towels, Floor Mat & Mop	001-507-522-50-48-00	160.86 16.40
	6560499346	Shop Supplies/Uniform Rental/Laundr	Invoice	01/02/2025	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	72.84
	6560503562	Shop Supplies/Uniform Rental/Laundr	Invoice	01/09/2025	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	71.62
2274	WALDORF UNIVERSITY 25-0015	25-00142 Tuition - Stavros - ENG1020 and HIS17	Invoice	01/29/2025	Tuition - Stavros - ENG1020	001-506-522-45-49-10	1,782.00 891.00
					Tuition - Stavros - HIS1710	001-506-522-45-49-10	891.00
0648	WASTE MANAGEMENT NORTHV 1054890-4968-1	25-00143 Refuse - ST 81	Invoice	02/01/2025	Refuse - ST 81	001-507-522-50-47-04	179.43 179.43
0648	WASTE MANAGEMENT NORTHV 9601772-4968-2	25-00144 Refuse & Recycle - ST 83	Invoice	02/01/2025	Refuse & Recycle - ST 83	001-507-522-50-47-04	302.08 302.08
0648	WASTE MANAGEMENT NORTHV 1987331-2677-7	25-00145 Refuse - ST 71	Invoice	02/01/2025	Refuse - ST 71	001-507-522-50-47-04	226.07 226.07
0648	WASTE MANAGEMENT NORTHV 1054889-4968-3	25-00146 Recycling - ST 81	Invoice	02/01/2025	Recycling - ST 81	001-507-522-50-47-04	347.93 347.93
0648	WASTE MANAGEMENT NORTHV 1987525-2677-4	25-00147 Refuse & Recycle - ST 77	Invoice	02/01/2025	Refuse & Recycle - ST 77	001-507-522-50-47-04	357.20 357.20
0648	WASTE MANAGEMENT NORTHV 1988078-2677-3	25-00148 Refuse & Recycle - ST 73	Invoice	02/01/2025	Refuse & Recycle - ST 73	001-507-522-50-47-04	394.68 394.68

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
0648	WASTE MANAGEMENT NORTHV 1987779-2677-7	25-00149 Recycling - Admin Bldg	Invoice	02/01/2025	Recycling - Admin Bldg	001-507-522-50-47-04 300-507-522-50-47-00	801.46 408.74 392.72
0648	WASTE MANAGEMENT NORTHV 1054696-4968-2	25-00150 Refuse & Recycle - ST 82	Invoice	02/01/2025	Refuse & Recycle - ST 82	001-507-522-50-47-04	658.08 658.08
0648	WASTE MANAGEMENT NORTHV 1987705-2677-2	25-00151 Refuse - ST 72	Invoice	02/01/2025	Refuse - ST 72	001-507-522-50-47-04	324.20 324.20
0648	WASTE MANAGEMENT NORTHV 1988904-2677-0	25-00152 Recycling - ST 33	Invoice	02/01/2025	Recycling - ST 33	001-507-522-50-47-04	605.53 605.53
0648	WASTE MANAGEMENT NORTHV 1987704-2677-5	25-00153 Recycling - ST 71	Invoice	02/01/2025	Recycling - ST 71	001-507-522-50-47-04	681.35 681.35
0648	WASTE MANAGEMENT NORTHV 1987330-2677-9	25-00154 Refuse - ST 72	Invoice	02/01/2025	Refuse - ST 72	001-507-522-50-47-04	117.54 117.54
0648	WASTE MANAGEMENT NORTHV 1988903-2677-2	25-00155 Refuse - ST 33	Invoice	02/01/2025	Refuse - ST 33	001-507-522-50-47-04	207.41 207.41
0648	WASTE MANAGEMENT NORTHV 1987459-2677-6	25-00156 Refuse & Recycle - ST 74/Logistics Bldg	Invoice	02/01/2025	Refuse & Recycle - ST 74/Logistics Bldg	001-507-522-50-47-04	473.79 473.79
2129	WEX BANK 102527903	25-00157 Apparatus Fuel	Invoice	01/31/2025	Apparatus Fuel - EMS Apparatus Fuel - Shop Apparatus Fuel - Suppression	001-509-522-20-32-00 050-511-522-60-32-00 001-504-522-20-32-00	22,854.84 11,297.14 260.57 11,297.13
0665	WHELEN ENGINEERING COMPAN 633401	25-00158 Shop Parts	Invoice	01/24/2025	Shop Parts	050-511-522-60-34-01	105.23 105.23
2011	ZIPLY FIBER ST73-DEC24/JAN25	25-00159 Fax & Alarm Connection Services - ST 7	Invoice	01/01/2025	Fax & Alarm Connection Services - ST 7	001-513-522-50-42-01	327.12 327.12
2011	ZIPLY FIBER ST33-JANFEB25	25-00160 Elevator & Fire Alarm Phone Lines/Cor	Invoice	02/07/2025	Elevator & Fire Alarm Phone Lines/Cor	001-513-522-50-42-01	265.40 265.40
2011	ZIPLY FIBER ST73-JANFEB25	25-00161 Fax & Alarm Connection Services - ST 7	Invoice	02/03/2025	Fax & Alarm Connection Services - ST 7	001-513-522-50-42-01	329.89 329.89
2011	ZIPLY FIBER ADMIN-DEC24/JAN25	25-00162 Fire Alarm Phone Lines/Connection - A	Invoice	01/01/2025	Fire Alarm Phone Lines/Connection - A	001-513-522-50-42-01	216.55 216.55
2011	ZIPLY FIBER ST73-NOVDEC24	25-00163 Fax & Alarm Connection Services - ST 7	Invoice	01/01/2025	Fax & Alarm Connection Services - ST 7	001-513-522-50-42-01	317.33 317.33
Total Claims: 136						Total Payment Amount:	8,149,390.65

Snohomish Regional Fire and Rescue Claims Voucher Summary

02/11/2025

Page 1 of 5

Fund: General Fund #001

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

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
25-00028	AAA OF EVERETT FIRE EXTINGUISHER CO. INC.		452.51
25-00029	ALDERWOOD AUTO GLASS		218.80
25-00030	ALDERWOOD WATER DISTRICT		97.98
25-00031	ALDERWOOD WATER DISTRICT		17.99
25-00032	ALL BATTERY SALES AND SERVICE		6,474.97
25-00033	ALLISON LAMB		265.51
25-00034	ALLSTREAM BUSINESS US, INC		402.65
25-00035	ALLSTREAM BUSINESS US, INC		531.92
25-00036	AT&T MOBILITY - CC		503.14
25-00037	AT&T MOBILITY LLC		3,505.74
25-00038	BICKFORD MOTORS INC.		731.57
25-00039	BOX ALARM GRILLES, LLC		3,699.00
25-00040	BRAKE & CLUTCH SUPPLY INC		1,743.41
25-00041	BRAUN NORTHWEST INC		55.62
25-00042	BUD CLARY AUTO GROUP		61,828.11
25-00043	CANON FINANCIAL SERVICES INC		1,738.38
25-00044	CDW GOVERNMENT LLC		875.20
25-00045	CENTER FOR PUBLIC SAFETY EXCELLENCE, INC.		2,122.00
25-00046	CENTRAL WASHINGTON UNIVERSITY		1,946.41
25-00047	CITY OF ELLENSBURG		193.64
25-00048	CITY OF SNOHOMISH		1,905.12
25-00049	CLEARFLY COMMUNICATIONS		782.01
25-00050	CLEARVIEW HARDWARE & FEED		3.50
25-00051	COMCAST		322.19
25-00052	COMDATA INC.		1,691.56
25-00053	COSTAS TOMPKINS-ZWEEKHORST		376.03
25-00054	CRESSY DOOR COMPANY, INC		198.62
25-00055	CROWN FIRE PROTECTION		625.82
25-00056	CUMMINS SALES AND SERVICE		1,805.10
25-00057	CURALINC HEALTHCARE		720.20
25-00058	DICK'S TOWING, INC.		386.30

Page Total

96,221.00

Cumulative Total

96,221.00

Snohomish Regional Fire and Rescue Claims Voucher Summary

02/11/2025

Page 2 of 5

Fund: General Fund #001

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

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
25-00059	DONNA BRESKE & ASSOCIATES, LLC		1,228.75
25-00060	DUO-SAFETY LADDER CORPORATION		9,667.35
25-00061	ELECTRONIC BUSINESS MACHINES		568.16
25-00062	ERICK RAMIREZ		109.27
25-00063	EVERGREEN SANITATION		9,128.50
25-00064	FP MAILING SOLUTIONS		166.59
25-00065	FREIGHTLINER NORTHWEST		3,649.71
25-00066	GENERAL FIRE APPARATUS		1,149.55
25-00067	GOVERNMENTJOBS.COM, INC.		41,233.57
25-00068	HIGH POINT GUTTER, LLC		2,022.05
25-00069	HIGHWAY AUTO SUPPLY		488.52
25-00070	HILL STREET CLEANERS		410.80
25-00071	HOTEL LEO		11,390.40
25-00072	IMS ALLIANCE		61.99
25-00073	ISOUTSOURCE		18,091.46
25-00074	L.N. CURTIS & SONS		1,283.68
25-00075	LAKE STEVENS ATHLETIC CLUB		109.00
25-00076	LAKE STEVENS SEWER DISTRICT		303.77
25-00077	LAKE STEVENS SEWER DISTRICT		511.67
25-00078	LAWSON PRODUCTS, INC.		762.53
25-00079	LEMAY MOBILE SHREDDING		57.40
25-00080	LION GROUP INC.		1,510.07
25-00081	LOWE'S		500.08
25-00082	MOBILE HEALTH RESOURCES		1,344.00
25-00083	MONROE PARTS HOUSE		9,066.68
25-00084	MORSE STEEL SERVICE		435.61
25-00085	MUNICIPAL EMERGENCY SERVICES, INC.		1,571.47
25-00086	NORTH COAST ELECTRIC COMPANY		46.33
25-00087	NORTHWEST PROPANE LLC		604.17
25-00088	NORTHWEST SHOWER DOOR, LLC		2,643.55
25-00089	NORTHWEST TROPHY & AWARDS		1,228.73

Page Total

121,345.41

Cumulative Total

217,566.41

Snohomish Regional Fire and Rescue Claims Voucher Summary

02/11/2025

Page 3 of 5

Fund: General Fund #001

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

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
25-00090	OAC SERVICES, INC.		12,605.09
25-00091	O'REILLY AUTO PARTS		12.40
25-00092	OTTO ROSENAU & ASSOCIATES, INC.		680.75
25-00093	PATCH MY PC		1,490.01
25-00094	PETROCARD, INC.		766.22
25-00095	PLATT ELECTRIC		21.97
25-00096	PUGET SOUND ENERGY		562.58
25-00097	PUGET SOUND ENERGY		419.10
25-00098	PUGET SOUND ENERGY		547.66
25-00099	PUGET SOUND ENERGY		540.98
25-00100	PUGET SOUND ENERGY		494.45
25-00101	PUGET SOUND ENERGY		891.19
25-00102	PURCELL TIRE & SERVICE CENTER		459.62
25-00103	READY REBOUND, INC.		64,584.00
25-00104	REPUBLIC SERVICES #197		282.26
25-00105	REPUBLIC SERVICES #197		125.61
25-00106	REPUBLIC SERVICES #197		124.80
25-00107	REPUBLIC SERVICES #197		283.82
25-00108	REPUBLIC SERVICES #197		344.92
25-00109	REPUBLIC SERVICES #197		793.84
25-00110	RWC GROUP		124.52
25-00111	SEA-WESTERN INC		3,459.06
25-00112	SILVER LAKE WATER & SEWER DISTRICT		140.15
25-00113	SILVER LAKE WATER & SEWER DISTRICT		185.30
25-00114	SNOHOMISH COUNTY PUD		2,024.42
25-00115	SNOHOMISH COUNTY PUD		269.74
25-00116	SNOHOMISH COUNTY PUD		20.00
25-00117	SNOHOMISH COUNTY PUD		2,087.72
25-00118	SNOHOMISH COUNTY PUD		1,097.74
25-00119	SNOHOMISH COUNTY PUD		242.20
25-00120	SNOHOMISH COUNTY PUD		151.23

Page Total

95,833.35

Cumulative Total

313,399.76

Snohomish Regional Fire and Rescue Claims Voucher Summary

02/11/2025

Page 4 of 5

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
25-00121	SNOHOMISH COUNTY PUD		1,567.89
25-00122	SNOHOMISH COUNTY PUD		837.48
25-00123	SNOHOMISH COUNTY PUD		1,145.44
25-00124	SNOHOMISH COUNTY PUD		585.72
25-00125	SNOHOMISH REGIONAL FIRE & RESCUE		770.44
25-00126	SNOHOMISH REGIONAL FIRE & RESCUE		3,360.57
25-00127	SNOHOMISH REGIONAL FIRE & RESCUE		78,522.67
25-00128	SPEEDWAY CHEVROLET		1,174.86
25-00129	SPRAGUE PEST SOLUTIONS		241.14
25-00130	STATE OF WA DEPARTMENT OF REVENUE		770.44
25-00131	SUPERIOR SEPTIC SERVICE, LLC		2,544.67
25-00132	TELEFLEX, LLC		665.00
25-00133	TK ELEVATOR CORPORATION		3,497.54
25-00134	TRUE NORTH EMERGENCY EQUIPMENT INC		7,696,534.22
25-00135	U.S. POSTAL SERVICE		2,500.00
25-00136	ULINE, INC		3,972.07
25-00137	UNITED PARCEL SERVICE		50.73
25-00138	UNITED RENTALS (NORTH AMERICA), INC.		315.35
25-00139	VERIZON WIRELESS SERVICES LLC		42.03
25-00140	VERIZON WIRELESS SERVICES LLC		4,856.66
25-00141	VESTIS		160.86
25-00142	WALDORF UNIVERSITY		1,782.00
25-00143	WASTE MANAGEMENT NORTHWEST		179.43
25-00144	WASTE MANAGEMENT NORTHWEST		302.08
25-00145	WASTE MANAGEMENT NORTHWEST		226.07
25-00146	WASTE MANAGEMENT NORTHWEST		347.93
25-00147	WASTE MANAGEMENT NORTHWEST		357.20
25-00148	WASTE MANAGEMENT NORTHWEST		394.68
25-00149	WASTE MANAGEMENT NORTHWEST		801.46
25-00150	WASTE MANAGEMENT NORTHWEST		658.08
25-00151	WASTE MANAGEMENT NORTHWEST		324.20

Page Total	7,809,488.91
Cumulative Total	8,122,888.67

Snohomish Regional Fire and Rescue Claims Voucher Summary

02/11/2025

Page 5 of 5

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
25-00152	WASTE MANAGEMENT NORTHWEST		605.53
25-00153	WASTE MANAGEMENT NORTHWEST		681.35
25-00154	WASTE MANAGEMENT NORTHWEST		117.54
25-00155	WASTE MANAGEMENT NORTHWEST		207.41
25-00156	WASTE MANAGEMENT NORTHWEST		473.79
25-00157	WEX BANK		22,854.84
25-00158	WHELEN ENGINEERING COMPANY		105.23
25-00159	ZIPLY FIBER		327.12
25-00160	ZIPLY FIBER		265.40
25-00161	ZIPLY FIBER		329.89
25-00162	ZIPLY FIBER		216.55
25-00163	ZIPLY FIBER		317.33

Page Total 26,501.98

Cumulative Total 8,149,390.65



Payroll Summary and Authorization Form for the:

1/31/2025 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: \$1,340,142.49

Paper Checks: \$408.77

Taxes: \$455,640.15

Allowed in the sum of: \$1,796,191.41

Reviewed by: Brandon Vargas
District Administrative Coordinator

Prepared by: Erick Ramirez
Payroll Specialist

Approved by Commissioners: _____



BOARD OF FIRE COMMISSIONERS MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

January 23, 2025, 1730 hours

CALL TO ORDER

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

BADGE CEREMONY FOR FIRE MARSHAL'S OFFICE

Assistant Chief Messer introduced the Badge Pinning this evening. He presented the badge to the family so they could pin the badge on their loved one this evening, and he gave the oath for Snohomish Regional Fire & Rescue. Congratulations to Deputy Fire Marshal I Sean Dahl!

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Assistant Chief Lundquist congratulated Lieutenants Gardner and Lowe for their upcoming Battalion Chief promotions effective April 1st. He highlighted a recent water rescue call in the North Cove area and thanked everyone for their efforts. He also thanked PIEOs Mongillo & King for our reach with social media. Since January 1st of this year, we've had 579,302 people view our posts on Facebook and other social media platforms and 91,000 engaged. This is a 1,186% increase from last year with 785 new followers.

Commissioner Waugh commented that it was also noted that we have a 91% first pass rate with intubations which is very impressive.

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	1/28/25	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	3/27/25	Yes
Policy Committee	Schaub	1/9/25	2/13/25	No
Community Advisory Committee	TBD	1/6 25	TBD	No

Capital Facilities Committee - Commissioner Edwards confirmed that their meeting was postponed to January 28th.

Finance Committee - Chairman Elmore commented that they met earlier today and discussed W-2s, BN Builders 1B Amendment, and the CARES draft ILA.

Sno911 - Commissioner Waugh mentioned the upcoming Polar Plunge which is the police department's fundraiser and Heroes Night with the Silvertips on Saturday, January 25th. Also, the cutover to the new system is still looking at April, and there will be further information and training in the near future.

Sno-Isle Commissioners - Chairman Elmore reminded everyone that the Sno-Isle Annual Dinner is coming up on Saturday.

Leadership Meeting - Commissioner Schaub mentioned we had a state of the district meeting this morning with division reports, including great information.

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

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Waugh and 2nd by Commissioner Edwards.

On vote, Motion carried 6/0.



OLD BUSINESS

Discussion

Commissioner Vacancy Recruitment Process

Assistant Chief Lundquist confirmed that with the help of Human Resources and PIEOs Mongillo & King, we now have notification posted at the stations, on Facebook and on our website as of Tuesday, January 21st.

Capital Facilities: BN Builders Phase 1B Amendment

Assistant Chief Messer commented that this is the Phase 1B Amendment which encompasses the second phase of our initial project design and validation.

Deputy Chief Rasmussen explained that Phase 1A was briefed during the August 22nd meeting and approved on September 12th. 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. The new total cost including sales tax as found on the RAB is \$1,175,186.18. Phase 1B is proposed to last 12 weeks with Phase 1C to immediately follow.

Action

CARES Discussion

Assistant Chief Lundquist commented that this is the second touch on the CARES Interlocal Agreement with South County Fire.

Commissioner Waugh commented that Deputy Chief Read was able to answer his questions, and this is a work in progress. This is an important program.

Motion to approve the CARES Interlocal Agreement with South County Fire as submitted.

Motion by Chairman Elmore and 2nd by Commissioner Waugh.

On vote, Motion carried 6/0.

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

No additional comment on policies.

Action

N/A

GOOD OF THE ORDER

Commissioner Waugh commented that today’s Leadership Meeting was a reminder of the immense workload of our members to keep our District moving forward. He thanked everyone for their efforts.

ATTENDANCE CHECK

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

EXECUTIVE SESSION

N/A

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1754 hours.

Snohomish Regional Fire & Rescue

Commissioner Rick Edwards

Commissioner Jeff Schaub

Chairman Troy Elmore

Commissioner Jim Steinruck

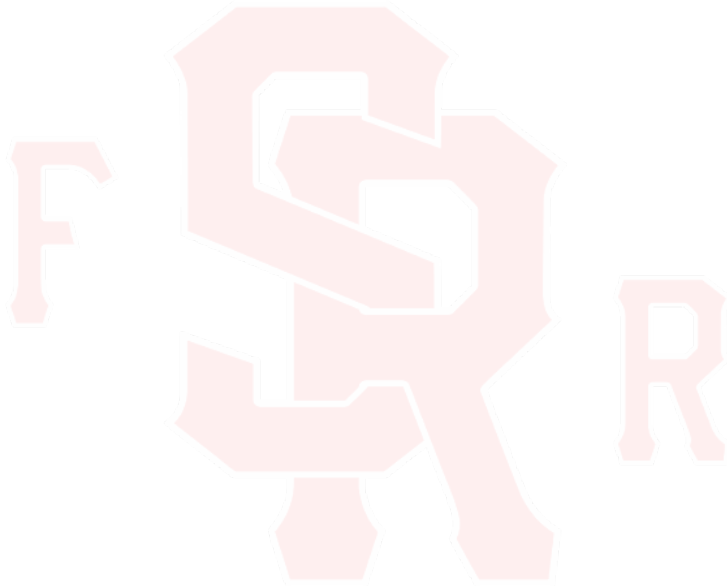
Vice Chairman Randy Fay

Commissioner Roy Waugh



OLD BUSINESS

DISCUSSION





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:	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"> <input type="checkbox"/> Scope of work <input type="checkbox"/> Contract(s) <input type="checkbox"/> Project proposal(s) <input type="checkbox"/> 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@srfr.org</i>) <i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution</i> <i>Fire Chief will coordinate with Senior Staff for RAB introduction</i>
RAB Executive: Confirmed email sent to Board by Fire Chief	<input 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 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

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 SPRINKLER 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	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	96
Programming and Concept Design Management	12	wk		3	12			6					3	24			48	48	48
Basis of Design Document Development	1	ea		2	12			2					2	12			30	30	30
Team Onboarding	12	wk		3	24		6	6					3	18			60	60	60
Cost Model Support	12	wk		3	24			24					3	12			66	66	66
Schedule Development and Updates	12	wk		3	18		12			12			3	12			60	60	60
Admin & Accounting Support	12	wk														12	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	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%	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	\$ 5,980	\$ 19,266	\$ -	\$ 4,767	\$ 11,891	\$ -	\$ -	\$ 2,136	\$ 2,100	\$ -	\$ 5,044	\$ 19,950	\$ -	\$ 1,200	\$ 72,334
FS 81 LABOR COST	\$ 5,980	\$ 19,266	\$ -	\$ 4,767	\$ 11,891	\$ -	\$ -	\$ 2,136	\$ -	\$ -	\$ 5,044	\$ 19,950	\$ -	\$ 1,200	\$ 70,234
FS 81 Interim LABOR COST	\$ -	\$ 2,028	\$ -	\$ 2,724	\$ 1,518	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,100	\$ -	\$ -	\$ 8,370
TOTAL LABOR COST	\$ 11,960	\$ 40,560	\$ -	\$ 12,258	\$ 25,300	\$ -	\$ -	\$ 4,272	\$ 2,100	\$ -	\$ 10,088	\$ 42,000	\$ -	\$ 2,400	\$ 150,938

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	<u>2,586</u>

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

Fire Station 32 (FS 32)

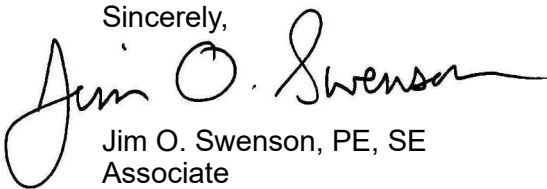
1. Coordinate with geotechnical engineer and ground improvement provider	\$ 1,376
2. Review different structural framing system types	1,376
3. Review framing system layout for building structural systems	1,996
4. Mark up architectural PDF-based framing plans with concept design	1,754
5. Prepare basis 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	<u>2,586</u>

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



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.

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

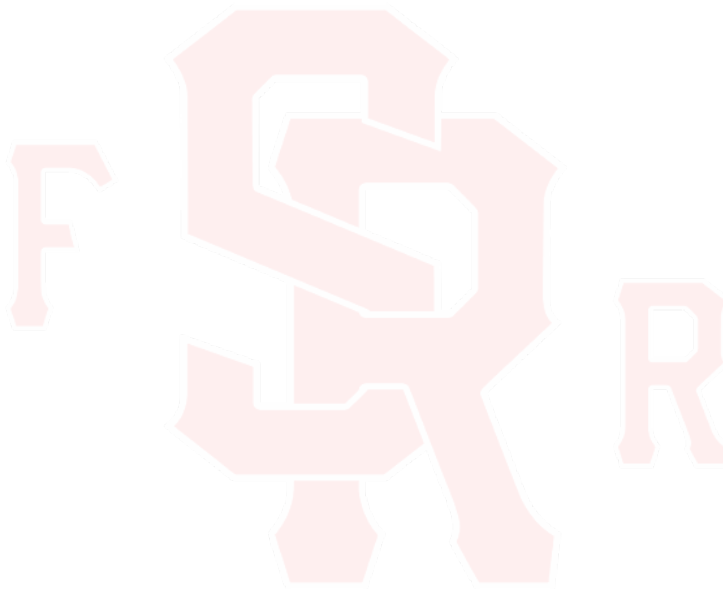
3. Publish notice of the vacancy in three public places within the District and on the District's website for at least 15 calendar days prior to the deadline for additional nominations to be submitted from District registered voters (RCW 42.12.080(1)).
 - a. The notice must state that a vacancy exists, 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.



NEW BUSINESS

DISCUSSION





NEW BUSINESS

ACTION





EXECUTIVE SESSION

