



COMMISSIONER BOARD MEETING

APRIL 10, 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

April 10, 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	3/25/25	4/22/25	No
Finance Committee	Elmore	3/27/25	4/24/25	No
Sno911	Waugh	3/20/25	4/17/25	No
Sno-Isle Commissioners	Fay	4/3/25	5/1/25	Yes
Leadership Meeting	Schaub	3/27/25	5/15/25	No
Policy Committee	Schaub	3/13/25	4/10/25	Yes
Community Advisory Committee	TBD	1/6/25	6/25/25	No

COMMITTEE MEETING MINUTES

Capital Facilities Committee – March 25, 2025

Finance Committee – March 27, 2025

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 25-00561 to 25-00579; (\$1,305,590.54)

AP Vouchers: 25-00580 to 25-00692; (\$603,634.54)

Approval of Payroll

March 31, 2025 Payroll (\$1,512,435.13)



Approval of Minutes

Approve Regular Board Meeting Minutes March 27, 2025
Approve Special Board Meeting Minutes April 3, 2025

OLD BUSINESS

Discussion

Fire Chief Recruitment Process

Action

Policy Review

- Policy 611 Discriminatory Harassment Training

NEW BUSINESS

Discussion

Policy Review

- Policy 220 Meals, Lodging, Travel and Incidentals

Post Retirement Medical Agreement

First Quarter Surplus Resolution 2025-1

Action

GOOD OF THE ORDER

ATTENDANCE CHECK

Regular Commissioner Meeting April 24, 2025, at 1730 - Station 31 Training Room/Zoom

EXECUTIVE SESSION

ADJOURNMENT



CHIEF'S REPORT





COMMISSIONER REPORTS





COMMITTEE MEETING MINUTES





Capital Facilities Committee Meeting Minutes March 25, 2025

Present: Commissioner Edwards, Deputy Chief Fetcho, Assistant Chief Messer, Deputy Chief Rasmussen, Commissioner Schaub, Commissioner Steinruck, Support Specialist Szilak

Commenced: 1704

Discussion:

- **Stations 32 & 81 Update**
 - GMP negotiations are ongoing.
 - Reviewed current programming.
- **Station 72 Update**
 - Waiting on approval from AWWD.
 - Reviewed scope of work.
- **Capital Facilities – Next Priorities Discussion**
 - Discussed utilizing data to inform the selection of next priorities.
 - Discussed the option of remodeling, including cost-efficiency and necessity.
 - Discussed land banking.
- **Station Design Conference**
 - Scheduled for May 20-22 in Glendale, Arizona.
- **Ground Maintenance Contract**
 - Discussed the status of the bid process.

Next Meeting: Tuesday, April 22, 2025 at 1700

Adjourned: 1804



Finance Committee Meeting Minutes March 27, 2025

Present: Commissioner Elmore, Commissioner Fay, Assistant Chief Lundquist, Assistant Chief Messer, Fire Chief O'Brien, Deputy Chief Rasmussen, Business Administrator Schoof, Support Specialist Szilak, Chief Financial Officer Tabor, and Commissioner Waugh

Commenced: 1614

Discussion:

- Welcome by Fire Chief O'Brien.
- Discussed legal update provided by Business Administrator Schoof.
- Discussed negotiations update provided by Assistant Chief Lundquist.
- Discussed the work the Capital Facilities Committee is doing to evaluate the district station assessment scope and Darkhorse deployment data to develop a timeline for review.
- Discussed the Ground Maintenance Contract previously reviewed by the Capital Facilities Committee and presented by Deputy Chief Rasmussen.
- Discussed the Surplus Resolution previously reviewed by the Capital Facilities Committee and presented by Deputy Chief Rasmussen.

Next Meeting: Thursday, April 24, 2025 at 1600

Adjourned: 1709



CONSENT AGENDA



Snohomish Regional Fire and Rescue Claims Voucher Summary

04/03/2025

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
25-00561	AFLAC		486.38
25-00562	DEPARTMENT OF LABOR AND INDUSTRIES		401,852.02
25-00563	DEPARTMENT OF RETIREMENT SYSTEMS		496,816.63
25-00564	FIRE 7 FOUNDATION		597.50
25-00565	FIREPAC		1,041.69
25-00566	GENERAL TEAMSTERS UNION LOCAL 38		2,243.00
25-00567	HRA VEBA TRUST		59,375.00
25-00568	IAFF LOCAL 2781		36,354.61
25-00569	IAFF LOCAL 2781 PAC		979.50
25-00570	IAFF LOCAL 2781 RFA		1,102.50
25-00571	MATRIX TRUST COMPANY		21,100.27
25-00572	PAID FAMILY & MEDICAL LEAVE		108,869.89
25-00573	TD AMERITRADE INSTITUTIONAL		388.50
25-00574	VOYA INSTITUTIONAL TRUST CO		116,229.80
25-00575	WA CARES FUND		23,534.71
25-00576	WASHINGTON STATE SUPPORT REGISTRY		504.00
25-00577	WASHINGTON STATE SUPPORT REGISTRY		1,247.21
25-00578	WSCFF FASTPAC		917.33
25-00579	WSCFF-EMP BENEFIT TRUST		31,950.00

Page Total	1,305,590.54
Cumulative Total	1,305,590.54



Snohomish Regional Fire & Rescue, WA

Docket of Claims Register

APPKT01830 - 04/10/25 Board Meeting - KP

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
								Distribution Amount
2490	7-SIGMA INCORPORATED	77958	Manikins for airway and ems training	Invoice	03/24/2025	Item # 770200 Pediatric 5yr old airway	303-509-594-20-64-06	32,406.06
						Item #370.770.7701 Torso Trainer Cas	303-509-594-20-64-06	9,068.00
						Item #370-770-7711 Pediatric Trainer (303-509-594-20-64-06	1,084.86
						Item #770001 Caucasian Torso Airway	303-509-594-20-64-06	943.74
						Item#580.770.6000 Cauc. swollen victi	303-509-594-20-64-06	13,543.60
						Item#580.770.7000 Caucasian burn vic	303-509-594-20-64-06	3,882.93
								3,882.93
0007	ABSOLUTE GRAPHIX INC.	25539	SRFR Custom Printed T-Shirts (x323)	Invoice	02/07/2025	SRFR Custom Printed T-Shirts (x323)	001-504-522-20-31-07	1,516.39
0016	ADVANCE TESTING & SERVICE	29368	Backflow Assy Annual Testng ST31-33,	Invoice	03/12/2025	Backflow Assy Annual Testng ST31-33,	001-507-522-50-41-00	1,869.50
2189	AJ'S LANDCARE, INC	121216626	Landscaping Monthly Maintenance - S	Invoice	03/31/2025	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	12,570.55
		121216627	Landscaping Monthly Maintenance - S	Invoice	03/31/2025	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	700.06
		121216628	Landscaping Monthly Maintenance - S	Invoice	03/31/2025	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	840.98
		121216629	Landscaping Monthly Maintenance - S	Invoice	03/31/2025	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	899.16
		121216630	Landscaping Monthly Maintenance - S	Invoice	03/31/2025	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	899.16
		121216631	Landscaping Monthly Maintenance - S	Invoice	03/31/2025	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	911.66
		121216632	Landscaping Monthly Maintenance - A	Invoice	03/31/2025	Landscaping Monthly Maintenance - A	001-507-522-50-41-00	944.13
		121216633	Landscaping Monthly Maintenance - S	Invoice	03/31/2025	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	884.31
		121216634	Landscaping Monthly Maintenance - S	Invoice	03/31/2025	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	469.63
		121216635	Landscaping Monthly Maintenance - S	Invoice	03/31/2025	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	929.05
		121216636	Landscaping Monthly Maintenance - S	Invoice	03/31/2025	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	854.21
		121216637	Landscaping Monthly Maintenance - S	Invoice	03/31/2025	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	699.11
		121216638	Landscaping Clean Up - ST 31	Invoice	03/31/2025	Landscaping Clean Up - ST 31	001-507-522-50-41-00	957.25
		121216639	Field Mowing/Cleanup - Oakes Vacant	Invoice	03/31/2025	Field Mowing/Cleanup - Oakes Vacant	001-507-522-50-41-00	2,253.64
0024	ALDERWOOD AUTO GLASS	21132	Shop Parts	Invoice	03/21/2025	Shop Parts	050-511-522-60-34-01	328.20
1801	ALEXANDER FATKIN	INV13172	Airline Travel Reimb. (Design Conferen	Invoice	04/01/2025	Airline Travel Reimb. (Design Conferen	001-506-522-45-43-00	218.80
0028	ALL BATTERY SALES AND SERVICE	300-10162619	Shop Supplies	Invoice	03/26/2025	Shop Supplies	050-511-522-60-31-05	341.60
		300-10162705	Shop Supplies	Invoice	03/27/2025	Shop Supplies	050-511-522-60-31-05	341.60
		300-10162726	Shop Supplies	Invoice	03/27/2025	Shop Supplies	050-511-522-60-31-05	422.93
								195.28
								208.07
								19.58

Docket of Claims Register

APPKT01830 - 04/10/25 Board Meeting - KP

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
2106	AMAZON CAPITAL SERVICES, INC	25-00587					3,425.92
	11T9-KQX7-69YY	Shop Parts	Invoice	04/02/2025	Shop Parts	050-511-522-60-34-01	34.32
	13R3-RHTD-G1ML	Screen Protector w/ Seek Thermal 2pk	Invoice	03/15/2025	Screen Protector w/ Seek Thermal 2pk	001-504-522-20-35-00	200.88
	14LD-R3JL-7TDR	USB-C Fast Charger Cables 3ft - Plannir	Invoice	03/14/2025	USB-C Fast Charger Cables 3ft - Plannir	001-515-522-30-31-01	35.76
	16VV-KGQ3-M4J9	Panamax Battery Backup MB580 - IT D	Invoice	03/18/2025	Panamax Battery Backup MB580 - IT D	001-513-522-10-35-00	341.32
	17D6-RFQK-MXJC	Carhartt Dux Insulated Jacket (x5) & Cc	Invoice	03/18/2025	Carhartt Dux Insulated Jacket (x5) & Cc	001-505-522-30-31-00	2,136.31
	17KP-TFJ7-7WPK	Paper Towel Holder - ST83	Invoice	03/17/2025	Paper Towel Holder - ST83	001-507-522-50-35-00	30.74
	1FCL-JFCV-XPQ3	Shop Parts	Invoice	04/01/2025	Shop Parts	050-511-522-60-34-01	69.47
	1GNP-YQF7-R4TX	BUNN Glass Commercial Coffee Decan	Invoice	03/22/2025	BUNN Glass Commercial Coffee Decan	001-507-522-50-35-00	12.91
	1JDP-LRRF-JLWD	Mesh File Organizer (Black) - Shop	Invoice	03/21/2025	Mesh File Organizer (Black) - Shop	050-511-522-60-35-00	27.47
	1JFN-MXG3-MFG3	Resistance Bands (Set of 5) (x2) - ST83	Invoice	03/25/2025	Resistance Bands (Set of 5) (x2) - ST83	001-510-522-20-35-01	63.40
	1JXV-YCD7-6WKQ	Commercial SS Wall Mount Floating Sh	Invoice	04/03/2025	Commercial SS Wall Mount Floating Sh	050-511-522-60-35-00	63.44
	1LHW-QPY4-KJQN	Metal Grill Brush w/ Scraper (x2) - ST8	Invoice	03/16/2025	Metal Grill Brush w/ Scraper (x2) - ST8	001-507-522-50-31-00	47.28
	1LNG-D94F-7WYF	Flourescent Replacement Light Bulbs x	Invoice	03/17/2025	Flourescent Replacement Light Bulbs x	001-507-522-50-31-00	51.60
	1NCW-DTJK-P6R7	PARMIDA 18W Tube Lights 20pk - Logi	Invoice	03/18/2025	PARMIDA 18W Tube Lights 20pk - Logi	001-507-522-50-31-00	93.82
	1PC4-4XKD-H9RR	12 Plastic Support Pegs for Cabinets/SI	Invoice	03/16/2025	12 Plastic Support Pegs for Cabinets/SI	001-507-522-50-48-00	7.00
	1PVG-V19X-WV97	Mop Head Replacement (Heavy Duty)	Invoice	03/19/2025	Mop Head Replacement (Heavy Duty)	001-507-522-50-31-00	47.48
	1X4T-MVDD-LLNC	Wire Scratch Brush (2pk) & Heavy Duty	Invoice	03/12/2025	Wire Scratch Brush (2pk) & Heavy Duty	001-507-522-50-31-00	30.89
	1XLP-9KVX-TDDC	Shop Supplies	Invoice	03/28/2025	Shop Supplies	050-511-522-60-31-05	27.19
	1YCV-K3DN-FHWL	Outlet Concealer x3 (Hides Cords) - ST8	Invoice	03/24/2025	Outlet Concealer x3 (Hides Cords) - ST8	001-507-522-50-35-00	69.06
	1YCV-K3DN-Y7L7	Fog Machine Cleaner Solution (x2) - Tr	Invoice	03/26/2025	Fog Machine Cleaner Solution (x2) - Tr	001-506-522-45-31-03	35.58
2263	ARG INDUSTRIAL	25-00588					34.40
	N073946	Shop Parts	Invoice	03/21/2025	Shop Parts	050-511-522-60-34-01	34.40
1669	ARI PHOENIX INC	25-00589					4,304.90
	0091255-IN	Shop - Repair/Maintenance	Invoice	03/28/2025	Shop - Repair/Maintenance	050-511-522-60-48-01	4,304.90
1523	AT&T MOBILITY LLC	25-00590					3,549.58
	287332399606X03272025	District Cell Phones (New)	Invoice	03/19/2025	District Cell Phones - Shop	050-511-522-60-42-00	151.84
					District Cell Phones (New)	001-513-522-10-42-00	3,397.74
1971	B&H FIRE AND SECURITY	25-00591					1,152.66
	7372	Fire Alarm Monitoring (Jan/Feb/Mar 2)	Invoice	12/27/2024	Fire Alarm Monitoring (Jan/Feb/Mar 2)	001-507-522-50-41-00	147.69
	8042	Fire Alarm Service Call (Battery/Booste	Invoice	03/07/2025	Fire Alarm Service Call (Battery/Booste	001-507-522-50-48-00	269.75
	8167	Fire Alarm Monitoring (Apr/May/Jun 2	Invoice	03/24/2025	Fire Alarm Monitoring (Apr/May/Jun 2	001-507-522-50-41-00	147.02
	8172	Fire Alarm Monitoring (Apr/May/Jun 2	Invoice	03/24/2025	Fire Alarm Monitoring (Apr/May/Jun 2	001-507-522-50-41-00	145.53
	8183	Fire Alarm Monitoring (Apr/May/Jun 2	Invoice	03/24/2025	Fire Alarm Monitoring (Apr/May/Jun 2	001-507-522-50-41-00	147.29
	8232	Fire Alarm Monitoring (Apr/May/Jun 2	Invoice	03/27/2025	Fire Alarm Monitoring (Apr/May/Jun 2	001-507-522-50-41-00	147.69
	8233	Fire Alarm Monitoring (Apr/May/Jun 2	Invoice	03/27/2025	Fire Alarm Monitoring (Apr/May/Jun 2	001-507-522-50-41-00	147.69
0065	BOUND TREE MEDICAL, LLC	25-00592					514.82
	85707526	Medical Supplies	Invoice	03/24/2025	Medical Supplies	001-509-522-30-31-01	74.75
	85707527	Medical Supplies	Invoice	03/24/2025	Medical Supplies	001-509-522-30-31-01	56.72
	85707528	Medical Supplies	Invoice	03/24/2025	Medical Supplies	001-509-522-30-31-01	383.35

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
0070	BRAKE & CLUTCH SUPPLY INC	25-00593					3,666.83
	136456	Shop Parts	Credit Memo	02/21/2025	Shop Parts	050-511-522-60-34-01	-101.83
	136866	Shop Parts	Invoice	03/06/2025	Shop Parts	050-511-522-60-34-01	86.92
	137183	Shop Parts	Invoice	03/19/2025	Shop Parts	050-511-522-60-34-01	1,730.44
	137437	Shop Parts	Invoice	03/27/2025	Shop Parts	050-511-522-60-34-01	1,951.30
0073	BRAUN NORTHWEST INC	25-00594					112.64
	39966	Shop Parts	Invoice	02/25/2025	Shop Parts	050-511-522-60-34-01	112.64
0096	CENTRAL WELDING SUPPLY	25-00595					672.63
	0002326436	Oxygen Cylinder Exchange/Re-Fill (x4)	Invoice	03/13/2025	Oxygen Cylinder Exchange/Re-Fill (x4)	001-509-522-20-45-00	143.97
	0002329409	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	03/17/2025	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	103.49
	0002330486	Oxygen Cylinder Exchange/Re-Fill (x2)	Invoice	03/18/2025	Oxygen Cylinder Exchange/Re-Fill (x2)	001-509-522-20-45-00	199.58
	0002331044	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	03/19/2025	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	148.71
	0002333768	Oxygen Cylinder Exchange/Re-Fill (x3)	Invoice	03/24/2025	Oxygen Cylinder Exchange/Re-Fill (x3)	001-509-522-20-45-00	76.88
1833	CHRISTOPHER MCGRAW	25-00596					382.90
	INV13171	Station Pride Reimb (ST77: Custm Wall	Invoice	03/23/2025	Station Pride Reimb (ST77: Custm Wall	001-504-522-20-31-01	382.90
2249	CITY OF ELLENSBURG	25-00597					101.27
	334934387491	Electricity & Stormwater - PM Progm	Invoice	03/27/2025	Electricity & Stormwater - PM Progm	001-506-522-45-49-37	101.27
1891	CITY OF SNOHOMISH	25-00598					214.80
	ST83-JANMAR25	Water - ST 83	Invoice	03/31/2025	Water - ST 83	001-507-522-50-47-02	214.80
0112	CLEARFLY COMMUNICATIONS	25-00599					773.80
	INV695949	Phone/Fax Services - Admin Bldg, ST 3:	Invoice	04/01/2025	Phone/Fax Services - Admin Bldg, ST 3:	001-513-522-50-42-01	773.80
0126	COMCAST	25-00600					322.19
	ST31-APRMAY25	Internet Services - ST 31	Invoice	03/27/2025	Internet Services - ST 31	001-513-522-50-42-01	322.19
0127	COMDATA INC.	25-00601					2,323.94
	20425330	Apparatus Fuel	Invoice	04/01/2025	Apparatus Fuel - EMS	001-509-522-20-32-00	1,161.97
					Apparatus Fuel - Suppression	001-504-522-20-32-00	1,161.97
0136	COURIERWEST	25-00602					4,381.60
	8042	Mail Courier Monthly Service (Februar	Invoice	02/01/2025	Mail Courier Monthly Service (Februar	001-502-522-10-41-01	2,190.80
	8069	Mail Courier Monthly Service (March 2	Invoice	03/01/2025	Mail Courier Monthly Service (March 2	001-502-522-10-41-01	2,190.80
0138	CRESSY DOOR COMPANY, INC	25-00603					1,656.27
	206428	Bay Door Service Call (Range Issues) - S	Invoice	03/14/2025	Bay Door Service Call (Range Issues) - S	001-507-522-50-48-00	383.05
	206612	Bay Door Service Call (Receivers Cont.c	Invoice	03/21/2025	Bay Door Service Call (Receivers Cont.c	001-507-522-50-48-00	1,273.22
0149	DAY & NITE PLUMBING	25-00604					11,114.32
	132670220	Service Call W & M Bathrm (Repair Cor	Invoice	03/21/2025	Service Call W & M Bathrm (Repair Cor	001-507-522-50-48-00	10,335.29
	133156804	Service Call for Woman & Mens's Bath	Invoice	03/20/2025	Service Call for Woman & Mens's Bath	001-507-522-50-48-00	779.03
1956	DICK'S TOWING, INC.	25-00605					384.19
	18302462	Shop Parts	Invoice	03/10/2025	Shop Parts	050-511-522-60-34-01	384.19
1600	DIRECTV, LLC	25-00606					127.23
	050747001X250402	Cable/TV Services - ST 33	Invoice	04/02/2025	Cable/TV Services - ST 33	001-513-522-50-42-01	127.23

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
1875	ELECTRONIC BUSINESS MACHINE	25-00607					603.83
	AR301714	Copier Machine Usage - Admin Bldg (C	Invoice	03/24/2025	Copier Machine Usage - Admin Bldg (C	001-502-522-10-31-00	375.84
	AR301847	Postage Machine Ink Replacement - Ac	Invoice	03/26/2025	Postage Machine Ink Replacement - Ac	001-502-522-10-31-00	227.99
0178	EMERALD SERVICES, INC	25-00608					1,025.65
	96774840	Hazardous Materials Disposal (Shop)	Invoice	03/06/2025	Hazardous Materials Disposal (Shop)	050-511-522-60-41-03	902.79
	96774841	Hazardous Materials Disposal (Shop)	Invoice	03/14/2025	Hazardous Materials Disposal (Shop)	050-511-522-60-41-03	122.86
2334	FIRST CLASS BUILDING SUPPLY AI	25-00609					2,687.00
	4410	Janitorial Monthly Services - DCYF/ADN	Invoice	04/02/2025	Janitorial Monthly Services - DCYF/ADN	001-507-522-50-41-00 300-507-522-50-41-00	1,370.37 1,316.63
0072	FITNESS EXPERTS	25-00610					136.75
	318202	Stepmill Repair and Serviced - ST 77	Invoice	03/18/2025	Stepmill Repair and Serviced - ST 77	001-510-522-20-48-00	136.75
0222	FREIGHTLINER NORTHWEST	25-00611					590.50
	PC304030261;01	Shop Parts	Invoice	03/13/2025	Shop Parts	050-511-522-60-34-01	63.51
	PC304030422;01	Shop Parts	Invoice	03/20/2025	Shop Parts	050-511-522-60-34-01	104.03
	PC304030455;01	Shop Parts	Invoice	03/26/2025	Shop Parts	050-511-522-60-34-01	422.96

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
0226	GALLS, LLC	25-00612					5,484.05
	030698527	Firefighter Pants (x2)	Invoice	03/11/2025	Nomex IIIA Firefighter Pants (x2)	001-504-522-20-31-07	298.39
	030698614	Jacket w/ Detachable Inner Softshell	Invoice	03/11/2025	Jacket w/ Detachable Inner Softshell	001-504-522-20-31-07	324.58
	030704761	Shield Hooded 1/4 ZipUp Pullover	Invoice	03/11/2025	Shield Hooded 1/4 ZipUp Pullover	001-504-522-20-31-07	74.72
	030710026	Uniform Metal Badge (x2)	Invoice	03/11/2025	Uniform Metal Badge (x2)	001-504-522-20-31-07	316.98
	030711298	Firefighter Pants	Invoice	03/12/2025	Nomex IIIA Firefighter Pants	001-504-522-20-31-07	149.33
	030711311	SRFR Custom All Weather 3 In One Jacl	Invoice	03/12/2025	SRFR Custom All Weather 3 In One Jacl	001-504-522-20-31-07	786.96
	030711312	Womans Softshell Fleece Jacket	Invoice	03/12/2025	Womans Softshell Fleece Jacket	001-504-522-20-31-07	87.31
	030711424	Carhartt Bib Overalls	Invoice	03/12/2025	Carhartt Bib Overalls	001-504-522-20-31-07	88.61
	030724031	Leather Belt	Invoice	03/13/2025	Leather Belt	001-504-522-20-31-07	25.95
	030724049	Dress/Uniform Shoes (Academy Oxford)	Invoice	03/13/2025	Dress/Uniform Shoes (Academy Oxford)	001-504-522-20-31-07	94.35
	030724053	Leather Belt	Invoice	03/13/2025	Leather Belt	001-504-522-20-31-07	25.93
	030737407	Softshell Fleece Jacket	Invoice	03/14/2025	Softshell Fleece Jacket	001-504-522-20-31-07	133.29
	030768562	Name Plate (Drop Ship Version)	Invoice	03/17/2025	Name Plate (Drop Ship Version)	001-504-522-20-31-07	26.56
	030769777	L/S Chief Shirt	Invoice	03/18/2025	L/S Chief Shirt	001-504-522-20-31-07	124.88
	030769798	Nomex Cargo Pants (x2)	Invoice	03/18/2025	Nomex Cargo Pants (x2)	001-504-522-20-31-07	439.79
	030780660	Duty Boots	Invoice	03/18/2025	Duty Boots	001-504-522-20-31-07	196.89
	030782270	1/2 Zip Turtleneck Sweatshirt (x2)	Invoice	03/19/2025	1/2 Zip Turtleneck Sweatshirt (x2)	001-504-522-20-31-07	221.51
	030782313	Dress/Uniform Shoes (Academy Oxford)	Invoice	03/19/2025	Dress/Uniform Shoes (Academy Oxford)	001-504-522-20-31-07	83.65
	030794783	Nomex Cargo Pants	Invoice	03/20/2025	Nomex Cargo Pants	001-504-522-20-31-07	217.71
	030794845	Nomex Vertx Cargo Pants	Invoice	03/20/2025	Nomex Vertx Cargo Pants	001-504-522-20-31-07	217.51
	030804387	Name Plate (Drop Ship Version)	Invoice	03/20/2025	Name Plate (Drop Ship Version)	001-504-522-20-31-07	26.56
	030805856	Blank Embroiderable Patch	Invoice	03/21/2025	Blank Embroiderable Patch	001-504-522-20-31-07	8.28
	030805923	Diamond Quilted Jacket	Invoice	03/21/2025	Diamond Quilted Jacket	001-504-522-20-31-07	101.33
	030805924	Diamond Quilted Jacket	Invoice	03/21/2025	Diamond Quilted Jacket	001-504-522-20-31-07	100.24
	030805928	L/S Chief Shirt	Invoice	03/21/2025	L/S Chief Shirt	001-504-522-20-31-07	148.49
	030806018	Duty Boots	Invoice	03/21/2025	Duty Boots	001-504-522-20-31-07	196.71
	030818165	L/S Polyester Command Shirt (x2)	Invoice	03/22/2025	L/S Polyester Command Shirt (x2)	001-504-522-20-31-07	51.16
	030823988	S/S Station Wear Shirt	Invoice	03/24/2025	S/S Station Wear Shirt	001-504-522-20-31-07	168.82
	030824042	Name Plate (Drop Ship Version)	Invoice	03/24/2025	Name Plate (Drop Ship Version)	001-504-522-20-31-07	26.58
	030824045	L/S Chief Shirt (x2), Blank Embroidery (Invoice	03/24/2025	L/S Chief Shirt (x2), Blank Embroidery (001-504-522-20-31-07	236.90
	030824046	L/S Chief Shirt, Blank Embroidery	Invoice	03/24/2025	L/S Chief Shirt, Blank Embroidery	001-504-522-20-31-07	118.45
	030824047	Jacket w/ Detachable Inner Softshell	Invoice	03/24/2025	Jacket w/ Detachable Inner Softshell	001-504-522-20-31-07	182.95
	030882231	Quarter Boots	Credit Memo	03/28/2025	Quarter Boots	001-504-522-20-31-07	-134.71
	030910365	Leather Belt	Invoice	04/01/2025	Leather Belt	001-504-522-20-31-07	26.94
	030910413	L/S Chief Shirt Black (x2)	Invoice	04/01/2025	L/S Chief Shirt Black (x2)	001-504-522-20-31-07	290.45
1571	GENERAL FIRE APPARATUS	25-00613					1,313.43
	20412	Shop Parts	Invoice	03/17/2025	Shop Parts	050-511-522-60-34-01	1,313.43
2457	GEORGIA STEEL & CHEMICAL CO.	25-00614					586.98
	INV-11130	SCBA Mask Cleaning Solutions & Disinf	Invoice	03/16/2025	SCBA Mask Cleaning Solutions & Disinf	001-504-522-20-48-12	512.04
	INV-11179	SCBA Mask Cleaning Solutions & Disinf	Invoice	03/31/2025	SCBA Mask Cleaning Solutions & Disinf	001-504-522-20-48-12	74.94

Docket of Claims Register

APPKT01830 - 04/10/25 Board Meeting - KP

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
0238	GRAINGER	25-00615					195.02
	9369775466	Shop Parts	Invoice	01/13/2025	Shop Parts	050-511-522-60-34-01	115.53
	9445789796	Station Operating Supplies	Invoice	03/20/2025	Station Operating Supplies	001-507-522-50-31-00	79.49
0252	HEALTHFORCE PARTNERS INC.	25-00616					400.00
	27870	Pre-Emplymnt/New Hire Audio Testing	Invoice	03/24/2025	Pre-Emplymnt/New Hire Audio Testing	001-510-522-20-41-06	400.00
0260	HUGHES FIRE EQUIPMENT, INC	25-00617					199.13
	617205	Shop Parts	Invoice	01/13/2025	Shop Parts	050-511-522-60-34-01	62.15
	620771	Shop Parts	Invoice	03/20/2025	Shop Parts	050-511-522-60-34-01	280.08
	C15557	Shop Parts	Credit Memo	12/30/2024	Shop Parts	050-511-522-60-34-01	-143.10
2509	IIA LIFTING SERVICES, INC.	25-00618					2,808.00
	INDI92584	Shop Parts	Invoice	01/31/2025	Shop Parts	050-511-522-60-34-01	2,808.00
1878	IMS ALLIANCE	25-00619					149.12
	25-0713	Passport Name & Locker Tags (x16)	Invoice	03/12/2025	Passport Name & Locker Tags (x16)	001-504-522-20-31-01	97.81
	25-0772	Passport Name Tag (x4)	Invoice	03/18/2025	Passport Name Tag (x4)	001-504-522-20-31-01	13.65
	25-0813	Passport Name Tag (x6)	Invoice	03/19/2025	Passport Name Tag (x6)	001-504-522-20-31-01	17.10
	25-0850	Passport Name Tag (x4)	Invoice	03/24/2025	Passport Name Tag (x4)	001-504-522-20-31-01	13.65
	25-0857	Passport Name Tag (x4)	Invoice	03/25/2025	Passport Name Tag (x4)	001-504-522-20-31-01	6.91
1872	INTERSTATE ALL BATTERY CENTE	25-00620					571.68
	999740958	Shop Parts	Invoice	02/27/2025	Shop Parts	050-511-522-60-34-01	609.97
	999741822	Shop Parts	Invoice	02/26/2025	Shop Parts	050-511-522-60-34-01	571.68
	999743651	Shop Parts	Credit Memo	03/13/2025	Shop Parts	050-511-522-60-34-01	-609.97
0276	IRON MOUNTAIN INC	25-00621					810.10
	202982561	OffSite Server Data Storage Services (N	Invoice	03/31/2025	OffSite Server Data Storage Services (N	001-513-522-10-41-04	810.10
2506	ISIMULATE	25-00622					69,115.35
	201528535	REALITi - Plus (AHA) K-RPLUS, Screens -	Invoice	04/03/2025	Half day in person training	303-509-594-20-64-03	1,000.00
					REALITi - Plus (AHA) K-RPLUS	303-509-594-20-64-03	28,485.00
					Screens - Lifepak 35 Defibrillator Scree	303-509-594-20-64-03	3,885.00
					Screens - Zoll X-Series Defibrillator Scree	303-509-594-20-64-03	2,985.00
					Shipping and taxes	303-509-594-20-64-03	3,179.56
	201528536	Atlas ALS Simulation Manikins	Invoice	04/03/2025	Atlas ALS Simulation Manikin Dark Skir	303-509-594-20-64-06	11,780.79
					Atlas ALS Simulation Manikin M-Atlas	303-509-594-20-64-06	17,800.00
0277	ISOUTSOURCE	25-00623					16,008.59
	CW307953	IT Services	Invoice	03/15/2025	IT Services	001-513-522-10-41-04	15,447.36
	CW308298	Monthly Software Fees/Monitoring Se	Invoice	03/21/2025	Monthly Software Fees/Monitoring Se	001-513-522-10-41-04	561.23
0288	JEFF SCHAUB	25-00624					110.60
	INV13167	Mileage Reimbrsmnt: 2025 COMEX Re	Invoice	03/31/2025	Mileage Reimbrsmnt: 2025 COMEX Re	001-501-522-10-43-01	110.60
0313	KENT D. BRUCE CO., LLC	25-00625					1,343.01
	17688	Shop Parts	Invoice	03/18/2025	Shop Parts	050-511-522-60-34-01	117.13
	17710	Shop Parts	Invoice	03/24/2025	Shop Parts	050-511-522-60-34-01	612.94
	17711	Shop Parts	Invoice	03/24/2025	Shop Parts	050-511-522-60-34-01	612.94

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
1954	LAKE STEVENS ATHLETIC CLUB 74211 74212	25-00626 Monthly Gym Membership (April 2025) Monthly Gym Membership (May 2025)	Invoice Invoice	04/02/2025 04/02/2025	Monthly Gym Membership (April 2025) Monthly Gym Membership (May 2025)	001-510-522-20-49-00 001-510-522-20-49-00	218.00 109.00 109.00
2404	LAWSON PRODUCTS, INC. 9312324693	25-00627 SafetyPro Nitrite Gloves (Orange) (x12)	Invoice	03/19/2025	SafetyPro Nitrite Gloves (Orange) (x12)	001-507-522-50-31-00	133.88 133.88
1596	LEMAY MOBILE SHREDDING 48820775185	25-00628 OnSite Mobile Shredding Services - Ad	Invoice	04/01/2025	OnSite Mobile Shredding Services - Ad	001-502-522-10-41-01	57.40 57.40
0343	LIFE-ASSIST INC 1582457 1582718	25-00629 Medical Supplies Medical Supplies	Invoice Invoice	03/21/2025 03/21/2025	Medical Supplies Medical Supplies	001-509-522-30-31-01 001-509-522-30-31-01	55.06 28.57 26.49
2469	LION GROUP INC. 300040723 300040805 300040806 300040843	25-00630 Bunker Gear Cleaning, Repairs & Alter Bunker Gear Cleaning, Repairs & Alter Bunker Gear Cleaning, Repairs & Alter Bunker Gear Cleaning, Repairs & Alter	Invoice Invoice Invoice Invoice	03/28/2025 03/31/2025 03/31/2025 03/31/2025	Bunker Gear Cleaning, Repairs & Alter Bunker Gear Cleaning, Repairs & Alter Bunker Gear Cleaning, Repairs & Alter Bunker Gear Cleaning, Repairs & Alter	001-504-522-20-48-11 001-504-522-20-48-11 001-504-522-20-48-11 001-504-522-20-48-11	3,863.52 178.58 260.15 88.07 3,336.72
2389	MATTRESS FIRM, INC 29625077050-091502	25-00631 Pressure Smart 2.0 Mattresses for Stat	Invoice	03/18/2025	Pressure Smart 2.0 Mattresses for Stat	303-507-594-50-64-01	2,168.50 2,168.50
2513	MES SERVICE COMPANY, LLC IN2220607	25-00632 Breathing Air Compressor Service Call	Invoice	03/17/2025	Breathing Air Compressor Service Call	001-504-522-20-48-12	147.14 147.14
0379	MOBILE HEALTH RESOURCES 25136	25-00633 Monthly EMS Patient Experience Surve	Invoice	02/28/2025	Monthly EMS Patient Experience Surve	001-509-522-20-49-02	787.50 787.50
2068	MONROE VISION CLINIC, INC. 872486	25-00634 Facepiece Respirator Prescription Lens	Invoice	03/20/2025	Facepiece Respirator Prescription Lens	001-506-522-45-35-00	325.00 325.00
2329	NICK DELINE INV13170	25-00635 Chemeketa Fire Conference 2025 Regi	Invoice	03/31/2025	Chemeketa Fire Conference 2025 Regi	001-506-522-45-49-02	500.00 500.00
0424	NORTHWEST SAFETY CLEAN 25-981	25-00636 Bunker Gear Cleaning Solution (Case x	Invoice	03/13/2025	Bunker Gear Cleaning Solution (Case x	001-504-522-20-48-11	168.04 168.04
2333	OAC SERVICES, INC. 150631	25-00637 Professional Services (DsgnBld/CM Lab	Invoice	02/19/2025	Professional Services (DsgnBld/CM Lab Professional Services (DsgnBld/CM Lab	300-507-594-50-62-00 300-507-594-50-62-00	38,053.09 19,468.19 18,584.90
2252	ODP BUSINESS SOLUTIONS, LLC 410325039001 412357716002 415785543001	25-00638 Black Stamp Pad - AP P-Touch Label Maker Refill Tape 4pk - Post-It Popup Notes 18pk, PP Notes 24	Invoice Invoice Invoice	03/11/2025 03/14/2025 03/13/2025	Black Stamp Pad - AP P-Touch Label Maker Refill Tape 4pk - Post-It Popup Notes 18pk, PP Notes 24	001-502-522-10-31-00 001-502-522-10-31-00 001-502-522-10-31-00	63.23 7.65 22.97 32.61
0466	PETROCARD, INC. C701662	25-00639 OnSite Mobile Fueling Service - ST 71,	Invoice	03/14/2025	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00 001-509-522-20-32-00	1,931.51 965.76 965.75

Docket of Claims Register

APPKT01830 - 04/10/25 Board Meeting - KP

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
2448	PRINT WEST, INC.	25-00640					11,769.37
	263126	Spring 2025 Newsletter Printing (56,89	Invoice	03/28/2025	Spring 2025 Newsletter Printing (56,89	001-515-522-30-49-01	11,769.37
1662	RIDGID PLUMBING AND DRAIN SI	25-00641					4,376.00
	5957	Service Call (Shower/Drywall Repair) -	Invoice	02/12/2025	Service Call (Shower/Drywall Repair) -	001-507-522-50-48-00	4,376.00
0515	ROY WAUGH	25-00642					105.00
	INV13168	Mileage Reimbrsmnt: 2025 COMEX Re	Invoice	04/03/2025	Mileage Reimbrsmnt: 2025 COMEX Re	001-501-522-10-43-01	105.00
1921	SEA-WESTERN INC	25-00643					2,903.11
	INV40854	SCBA Mask Repair	Invoice	03/17/2025	SCBA Mask Repair	001-504-522-20-48-12	685.74
	INV40869	Turnout/Bunker Gear 36' Short Suspen	Invoice	03/17/2025	Turnout/Bunker Gear 36' Short Suspen	303-504-594-20-64-04	58.27
	INV41111	5 White Structural Helmets	Invoice	03/26/2025	5 White Structural Helmets	303-504-594-20-64-04	2,159.10
0536	SEQUOYAH NETWORK SERVICES	25-00644					1,252.63
	6399	Locution System (HDMI Cable Replcmr	Invoice	03/25/2025	Locution System (HDMI Cable Replcmr	303-502-594-10-64-00	1,252.63
0544	SILVER LAKE WATER & SEWER DI	25-00645					143.50
	ST77-MAR25	Water & Sewer - ST 77	Invoice	03/31/2025	Water & Sewer - ST 77	001-507-522-50-47-02	143.50
0544	SILVER LAKE WATER & SEWER DI	25-00646					185.30
	ST77FM-MAR25	Water (Fire Meter) - ST 77	Invoice	03/31/2025	Water (Fire Meter) - ST 77	001-507-522-50-47-02	185.30
0546	SISKUN POWER EQUIPMENT	25-00647					76.82
	480795	Chain Saw Repair Parts	Invoice	03/14/2025	Chain Saw Repair Parts	001-506-522-45-49-23	76.82
2273	SKY POWER WASH	25-00648					1,866.04
	6583	Roof & Gutter Cleaning Services - ST77	Invoice	02/21/2025	Roof & Gutter Cleaning Services - ST77	001-507-522-50-48-00	1,866.04
0558	SNOHOMISH COUNTY	25-00649					1,386.00
	I000657865	IT/Netwrk/Fiber Connctvty Srvcs Annu	Invoice	11/30/2024	IT/Netwrk/Fiber Connctvty Srvcs Annu	001-513-522-50-42-01	1,386.00
1547	SNOHOMISH COUNTY 911	25-00650					98,002.06
	8150	Monthly Dispatch Srvcs,Nurse Navigati	Invoice	04/01/2025	ESO Hlth Data Exchng (HDE) (EPCR) An	001-509-528-00-41-00	3,784.36
					Monthly Dispatch Services (Assessmen	001-504-528-00-41-00	17,818.15
						001-509-528-00-41-00	71,272.60
					Monthly Nurse Navigator Services	001-509-528-00-41-00	1,995.04
	8171	Monthly EPCR	Invoice	04/01/2025	Monthly Electronic Patient Care Repor	001-509-522-20-49-02	1,106.31
	8183	Managed Laptop Leases (Monthly)	Invoice	04/01/2025	Managed Laptop Leases (Monthly)	303-504-591-22-70-00	814.69
						303-509-591-22-70-00	1,210.91
0565	SNOHOMISH COUNTY PUD	25-00651					112.43
	109698342	Electricity - ST 74/Logistics Bldg	Invoice	03/21/2025	Electricity - ST 74/Logistics Bldg	001-507-522-50-47-01	112.43
0565	SNOHOMISH COUNTY PUD	25-00652					778.08
	165417865	Electricity - ST 33	Invoice	03/24/2025	Electricity - ST 33	001-507-522-50-47-01	778.08
0565	SNOHOMISH COUNTY PUD	25-00653					226.54
	142643158	Electricity - ST 32	Invoice	03/27/2025	Electricity - ST 32	001-507-522-50-47-01	226.54
0565	SNOHOMISH COUNTY PUD	25-00654					1,653.88
	112983006	Electricity - ST 71	Invoice	03/27/2025	Electricity - ST 71	001-507-522-50-47-01	1,653.88

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
1536	SNOHOMISH REGIONAL FIRE & R	25-00655					1,415.70
	EXCISE TAX-MAR25	Sales & Use Tax - March 2025	Invoice	04/01/2025	Sales & Use Tax - March 2025	001-504-522-20-35-00	122.69
					Sales & Use Tax - March 2025	001-505-522-30-31-00	5.63
					Sales & Use Tax - March 2025	001-514-522-20-31-11	938.97
					Sales & Use Tax - March 2025	001-514-522-20-35-04	348.41
1536	SNOHOMISH REGIONAL FIRE & R	25-00656					152,010.95
	FIRE-03/28/2025	Apparatus Fleet Maintenance Services	Invoice	03/28/2025	Apparatus Fleet Maintenance - EMS Ur	001-509-522-20-48-01	31,598.95
					Apparatus Fleet Maintenance - Suppre	001-504-522-20-48-01	120,412.00
0574	SPORTS ART AMERICA, INC	25-00657					3,243.81
	186515	Treadmill for Station 31	Invoice	03/18/2025	Treadmill for Station 31	303-510-594-20-64-00	3,243.81
2057	SPRAGUE PEST SOLUTIONS	25-00658					1,497.03
	5744197	Monthly Pest Control Servcs - ST 74/Lo	Invoice	03/14/2025	Monthly Pest Control Servcs - ST 74/Lo	001-507-522-50-41-00	120.02
	5744199	Pest Control Perimeter Services (Triann	Invoice	03/14/2025	Pest Control Perimeter Svcs (Triannual	001-507-522-50-41-00	145.48
	5744204	Monthly Pest Control Services - ST 83	Invoice	03/21/2025	Monthly Pest Control Services - ST 83	001-507-522-50-41-00	120.02
	5744205	Pest Control Perimeter Services (Triann	Invoice	03/21/2025	Pest Control Perimeter Services (Triann	001-507-522-50-41-00	145.48
	5744207	Pest Control Perimeter Services (Triann	Invoice	03/21/2025	Pest Control Perimeter Services (Triann	001-507-522-50-41-00	145.48
	5744208	Monthly Pest Control Services - ST 77	Invoice	03/19/2025	Monthly Pest Control Services - ST 77	001-507-522-50-41-00	120.02
	5744209	Pest Control Perimeter Services (Triann	Invoice	03/19/2025	Pest Control Perimeter Services (Triann	001-507-522-50-41-00	145.48
	5744212	Monthly Pest Control Services - ST 71	Invoice	03/17/2025	Monthly Pest Control Services - ST 71	001-507-522-50-41-00	120.02
	5744213	Pest Control Perimeter Services (Triann	Invoice	03/17/2025	Pest Control Perimeter Services (Triann	001-507-522-50-41-00	145.48
	5744214	Service Call Pest Control Services - ST 3	Invoice	03/24/2025	Service Call Pest Control Services - ST 3	001-507-522-50-41-00	144.07
	5744215	Pest Control Perimeter Services (Triann	Invoice	03/25/2025	Pest Control Perimeter Services (Triann	001-507-522-50-41-00	145.48
2379	SRFR - PETTY CASH	25-00659					1,857.00
	2051	Mobilization Travel Reimbursement CA	Invoice	03/26/2025	Mobilization Travel Reimbursement CA	001-514-522-20-43-01	371.40
	2052	Mobilization Travel Reimbursement CA	Invoice	03/26/2025	Mobilization Travel Reimbursement CA	001-514-522-20-43-01	371.40
	2053	Mobilization Travel Reimbursement CA	Invoice	03/26/2025	Mobilization Travel Reimbursement CA	001-514-522-20-43-01	371.40
	2054	Mobilization Travel Reimbursement CA	Invoice	03/26/2025	Mobilization Travel Reimbursement CA	001-514-522-20-43-01	371.40
	2055	Mobilization Travel Reimbursement CA	Invoice	03/26/2025	Mobilization Travel Reimbursement CA	001-514-522-20-43-01	371.40
0580	STATE OF WA DEPARTMENT OF F	25-00660					1,415.70
	EXCISE TAX-MAR25	Sales & Use Tax - March 2025 (600-355	Invoice	04/01/2025	Sales & Use Tax - March 2025 (600-355	630-512-589-00-00-00	1,415.70
2184	STERICYCLE, INC.	25-00661					93.24
	8010354186	Biohzrds/Medcl Waste Disp - ST31-33,	Invoice	03/31/2025	Biohzrds/Medcl Waste Disp - ST31-33,	001-509-522-20-41-06	93.24
1634	STRYKER MEDICAL	25-00662					8,997.06
	9208808357	CODE STAT Annotation Annual Dues (2	Invoice	03/21/2025	CODE STAT Annotation Annual Dues (2	001-509-522-20-49-02	8,997.06
1981	SUMMIT LAW GROUP, PLLC	25-00663					78.00
	161978	Attorney Legal Service Fee (IRS Issue)	Invoice	03/19/2025	Attorney Legal Service Fee (IRS Issue)	001-512-522-10-41-03	78.00
2034	SUPERHAWK CANOPIES	25-00664					8,475.22
	26730	Shop Parts	Invoice	03/05/2025	Shop Parts	050-511-522-60-34-01	8,475.22

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
2415	SUPERIOR SEPTIC SERVICE, LLC	25-00665					3,468.81
	24966621	Septic Tank Maint. (Pumped 1350gl/Ta	Invoice	03/14/2025	Septic Tank Maint. (Pumped 1350gl/Ta	001-507-522-50-48-00	1,075.28
	25042524	Septic Tank Maint. (Pumped 1600gl/Ta	Invoice	03/18/2025	Septic Tank Maint. (Pumped 1600gl/Ta	001-507-522-50-48-00	1,231.03
	25102044	Septic Tank Miant. (Pumped 1490gl/Ta	Invoice	03/25/2025	Septic Tank Miant. (Pumped 1490gl/Ta	001-507-522-50-48-00	1,162.50
0587	SYSTEMS DESIGN WEST, LLC	25-00666					12,308.25
	20250581	EMS Transport Billing Monthly Service:	Invoice	03/17/2025	EMS Transport Billing Monthly Service:	001-509-522-20-41-05	12,308.25
1645	TELEFLEX, LLC	25-00667					665.00
	9509735886	Medical Supplies ('EZ-IO' Needle & Stal	Invoice	03/17/2025	Medical Supplies ('EZ-IO' Needle & Stal	001-509-522-30-31-01	665.00
0610	TRUE NORTH EMERGENCY EQUIP	25-00668					1,457.93
	A21048	Shop Parts	Invoice	03/18/2025	Shop Parts	050-511-522-60-34-01	185.32
	A21100	Shop Parts	Invoice	03/20/2025	Shop Parts	050-511-522-60-34-01	1,272.61
2508	UNITED SAR, INC.	25-00669					13,329.00
	7432-1	Wet Suits	Invoice	04/02/2025	Wet Suits	001-514-522-20-31-09	13,329.00
2005	VELOCITYEHS	25-00670					6,061.54
	329208	HQ Platform (SDS/Chemical Mgmt) &	Invoice	03/31/2025	HQ Platform (SDS/Chemical Mgmt) &	001-510-522-20-49-04	6,061.54
0631	VERATHON MEDICAL	25-00671					1,055.05
	81075557	Medical Supplies	Invoice	02/19/2025	Medical Supplies	001-509-522-30-31-01	574.13
	81076385	Medical Supplies	Invoice	02/20/2025	Medical Supplies	001-509-522-30-31-01	480.92
0633	VERIZON WIRELESS SERVICES LLC	25-00672					4,856.64
	6108569898	District Mifi Plans	Invoice	03/15/2025	District Mifi Plans	001-513-522-10-42-00	4,856.64
0040	VESTIS	25-00673					217.51
	6560539858	Shop Supplies/Uniform Rental/Laundr	Invoice	03/20/2025	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	65.43
	6560543520	Maint. Srvc Towels, Floor Mat & Mop	Invoice	03/27/2025	Maint. Srvc Towels, Floor Mat & Mop	001-507-522-50-48-00	16.40
	6560543521	Shop Supplies/Uniform Rental/Laundr	Invoice	03/27/2025	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	68.74
	6560546381	Shop Supplies/Uniform Rental/Laundr	Invoice	04/03/2025	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	66.94
2479	VRITI JAIN	25-00674					87.75
	INV13169	2025 Admin Uniform Pants Reimburse	Invoice	03/27/2025	2025 Admin Uniform Pants Reimburse	001-504-522-20-31-07	87.75
2510	W.S. DARLEY & CO.	25-00675					3,667.53
	17553648	Darley Care Fire Blanket - Single Use, 2	Invoice	03/24/2025	Darley Care Fire Blanket - Single Use, 2	001-504-522-20-35-00	3,667.53
2274	WALDORF UNIVERSITY	25-00676					5,346.00
	250050	Tuition - FSC 3440 - E. Marty	Invoice	04/02/2025	Tuition - FSC 3440 - E. Marty	001-506-522-45-49-10	891.00
	250051	Tuition - FSC 3440 - S. Guittar	Invoice	04/02/2025	Tuition - FSC 3440 - S. Guittar	001-506-522-45-49-10	891.00
	250054	Tuition - FSC 3440 - K. Dennis	Invoice	04/02/2025	Tuition - FSC 3440 - K. Dennis	001-506-522-45-49-10	891.00
	250056	Tuition - FSC 3440 - R. Gruenwald	Invoice	04/02/2025	Tuition - FSC 3440 - R. Gruenwald	001-506-522-45-49-10	891.00
	250074	Tuition - FSC 3110 and FSC 3210 - D. St	Invoice	04/02/2025	FSC 3110 Community Risk Reduction fr	001-506-522-45-49-10	891.00
					FSC 3210 - Fire Dynamics	001-506-522-45-49-10	891.00
0648	WASTE MANAGEMENT NORTHW	25-00677					794.46
	2047430-2677-3	Recycling - Admin Bldg	Invoice	04/01/2025	Recycling - Admin Bldg	001-507-522-50-47-04	405.17
						300-507-522-50-47-00	389.29

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
0648	WASTE MANAGEMENT NORTHW	25-00678					355.26
	2047175-2677-4	Refuse & Recycle - ST 77	Invoice	04/01/2025	Refuse & Recycle - ST 77	001-507-522-50-47-04	355.26
0648	WASTE MANAGEMENT NORTHW	25-00679					226.07
	2046981-2677-6	Refuse - ST 71	Invoice	04/01/2025	Refuse - ST 71	001-507-522-50-47-04	226.07
0648	WASTE MANAGEMENT NORTHW	25-00680					656.85
	1064146-4968-6	Refuse & Recycle - ST 82	Invoice	04/01/2025	Refuse & Recycle - ST 82	001-507-522-50-47-04	656.85
0648	WASTE MANAGEMENT NORTHW	25-00681					599.50
	2048544-2677-0	Recycling - ST 33	Invoice	04/01/2025	Recycling - ST 33	001-507-522-50-47-04	599.50
0648	WASTE MANAGEMENT NORTHW	25-00682					207.41
	2048543-2677-2	Refuse - ST 33	Invoice	04/01/2025	Refuse - ST 33	001-507-522-50-47-04	207.41
0648	WASTE MANAGEMENT NORTHW	25-00683					441.28
	2047355-2677-2	Recycling - ST 71	Invoice	04/01/2025	Recycling - ST 71	001-507-522-50-47-04	441.28
0648	WASTE MANAGEMENT NORTHW	25-00684					269.41
	1064339-4968-7	Recycling - ST 81	Invoice	04/01/2025	Recycling - ST 81	001-507-522-50-47-04	269.41
0648	WASTE MANAGEMENT NORTHW	25-00685					117.54
	2046980-2677-8	Refuse - ST 72	Invoice	04/01/2025	Refuse - ST 72	001-507-522-50-47-04	117.54
0648	WASTE MANAGEMENT NORTHW	25-00686					300.30
	9623027-4968-5	Refuse & Recycle - ST 83	Invoice	04/01/2025	Refuse & Recycle - ST 83	001-507-522-50-47-04	300.30
0648	WASTE MANAGEMENT NORTHW	25-00687					180.06
	1064340-4968-5	Refuse - ST 81	Invoice	04/01/2025	Refuse - ST 81	001-507-522-50-47-04	180.06
0648	WASTE MANAGEMENT NORTHW	25-00688					279.44
	2047356-2677-0	Recycling - ST 72	Invoice	04/01/2025	Recycling - ST 72	001-507-522-50-47-04	279.44
0648	WASTE MANAGEMENT NORTHW	25-00689					362.72
	2047728-2677-0	Refuse & Recycle - ST 73	Invoice	04/01/2025	Refuse & Recycle - ST 73	001-507-522-50-47-04	362.72
0648	WASTE MANAGEMENT NORTHW	25-00690					471.60
	2047110-2677-1	Refuse & Recycle - ST 74/Logistics Bldg	Invoice	04/01/2025	Refuse & Recycle - ST 74/Logistics Bldg	001-507-522-50-47-04	471.60
0665	WHELEN ENGINEERING COMPAN	25-00691					492.38
	661403	Shop Parts	Invoice	03/14/2025	Shop Parts	050-511-522-60-34-01	492.38
2011	ZIPLY FIBER	25-00692					265.40
	ST33-MARAPR25	Elevator & Fire Alarm Phone Lines/Con	Invoice	03/14/2025	Elevator & Fire Alarm Phone Lines/Con	001-513-522-50-42-01	265.40
Total Claims: 113						Total Payment Amount:	603,634.54

Snohomish Regional Fire and Rescue Claims Voucher Summary

04/09/2025

Page 1 of 4

Fund: General Fund #001

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

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
25-00580	7-SIGMA INCORPORATED		32,406.06
25-00581	ABSOLUTE GRAPHIX INC.		1,516.39
25-00582	ADVANCE TESTING & SERVICE		1,869.50
25-00583	AJ'S LANDCARE, INC		12,570.55
25-00584	ALDERWOOD AUTO GLASS		218.80
25-00585	ALEXANDER FATKIN		341.60
25-00586	ALL BATTERY SALES AND SERVICE		422.93
25-00587	AMAZON CAPITAL SERVICES, INC		3,425.92
25-00588	ARG INDUSTRIAL		34.40
25-00589	ARI PHOENIX INC		4,304.90
25-00590	AT&T MOBILITY LLC		3,549.58
25-00591	B&H FIRE AND SECURITY		1,152.66
25-00592	BOUND TREE MEDICAL, LLC		514.82
25-00593	BRAKE & CLUTCH SUPPLY INC		3,666.83
25-00594	BRAUN NORTHWEST INC		112.64
25-00595	CENTRAL WELDING SUPPLY		672.63
25-00596	CHRISTOPHER MCGRAW		382.90
25-00597	CITY OF ELLENSBURG		101.27
25-00598	CITY OF SNOHOMISH		214.80
25-00599	CLEARFLY COMMUNICATIONS		773.80
25-00600	COMCAST		322.19
25-00601	COMDATA INC.		2,323.94
25-00602	COURIERWEST		4,381.60
25-00603	CRESSY DOOR COMPANY, INC		1,656.27
25-00604	DAY & NITE PLUMBING		11,114.32
25-00605	DICK'S TOWING, INC.		384.19
25-00606	DIRECTV, LLC		127.23
25-00607	ELECTRONIC BUSINESS MACHINES		603.83
25-00608	EMERALD SERVICES, INC		1,025.65
25-00609	FIRST CLASS BUILDING SUPPLY AND SERVICES		2,687.00
25-00610	FITNESS EXPERTS		136.75

Page Total 93,015.95

Cumulative Total 93,015.95

Snohomish Regional Fire and Rescue Claims Voucher Summary

04/09/2025

Page 2 of 4

Fund: General Fund #001

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

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
25-00611	FREIGHTLINER NORTHWEST		590.50
25-00612	GALLS, LLC		5,484.05
25-00613	GENERAL FIRE APPARATUS		1,313.43
25-00614	GEORGIA STEEL & CHEMICAL CO., INC.		586.98
25-00615	GRAINGER		195.02
25-00616	HEALTHFORCE PARTNERS INC.		400.00
25-00617	HUGHES FIRE EQUIPMENT, INC		199.13
25-00618	IIA LIFTING SERVICES, INC.		2,808.00
25-00619	IMS ALLIANCE		149.12
25-00620	INTERSTATE ALL BATTERY CENTER		571.68
25-00621	IRON MOUNTAIN INC		810.10
25-00622	ISIMULATE		69,115.35
25-00623	ISOUTSOURCE		16,008.59
25-00624	JEFF SCHAUB		110.60
25-00625	KENT D. BRUCE CO., LLC		1,343.01
25-00626	LAKE STEVENS ATHLETIC CLUB		218.00
25-00627	LAWSON PRODUCTS, INC.		133.88
25-00628	LEMAY MOBILE SHREDDING		57.40
25-00629	LIFE-ASSIST INC		55.06
25-00630	LION GROUP INC.		3,863.52
25-00631	MATTRESS FIRM, INC		2,168.50
25-00632	MES SERVICE COMPANY, LLC		147.14
25-00633	MOBILE HEALTH RESOURCES		787.50
25-00634	MONROE VISION CLINIC, INC.		325.00
25-00635	NICK DELINE		500.00
25-00636	NORTHWEST SAFETY CLEAN		168.04
25-00637	OAC SERVICES, INC.		38,053.09
25-00638	ODP BUSINESS SOLUTIONS, LLC		63.23
25-00639	PETROCARD, INC.		1,931.51
25-00640	PRINT WEST, INC.		11,769.37
25-00641	RIDGID PLUMBING AND DRAIN SERVICES LLC		4,376.00

Page Total

164,302.80

Cumulative Total

257,318.75

Snohomish Regional Fire and Rescue Claims Voucher Summary

04/09/2025

Page 3 of 4

Fund: General Fund #001

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

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
25-00642	ROY WAUGH		105.00
25-00643	SEA-WESTERN INC		2,903.11
25-00644	SEQUOYAH NETWORK SERVICES		1,252.63
25-00645	SILVER LAKE WATER & SEWER DISTRICT		143.50
25-00646	SILVER LAKE WATER & SEWER DISTRICT		185.30
25-00647	SISKUN POWER EQUIPMENT		76.82
25-00648	SKY POWER WASH		1,866.04
25-00649	SNOHOMISH COUNTY		1,386.00
25-00650	SNOHOMISH COUNTY 911		98,002.06
25-00651	SNOHOMISH COUNTY PUD		112.43
25-00652	SNOHOMISH COUNTY PUD		778.08
25-00653	SNOHOMISH COUNTY PUD		226.54
25-00654	SNOHOMISH COUNTY PUD		1,653.88
25-00655	SNOHOMISH REGIONAL FIRE & RESCUE		1,415.70
25-00656	SNOHOMISH REGIONAL FIRE & RESCUE		152,010.95
25-00657	SPORTS ART AMERICA, INC		3,243.81
25-00658	SPRAGUE PEST SOLUTIONS		1,497.03
25-00659	SRFR - PETTY CASH		1,857.00
25-00660	STATE OF WA DEPARTMENT OF REVENUE		1,415.70
25-00661	STERICYCLE, INC.		93.24
25-00662	STRYKER MEDICAL		8,997.06
25-00663	SUMMIT LAW GROUP, PLLC		78.00
25-00664	SUPERHAWK CANOPIES		8,475.22
25-00665	SUPERIOR SEPTIC SERVICE, LLC		3,468.81
25-00666	SYSTEMS DESIGN WEST, LLC		12,308.25
25-00667	TELEFLEX, LLC		665.00
25-00668	TRUE NORTH EMERGENCY EQUIPMENT INC		1,457.93
25-00669	UNITED SAR, INC.		13,329.00
25-00670	VELOCITYEHS		6,061.54
25-00671	VERATHON MEDICAL		1,055.05
25-00672	VERIZON WIRELESS SERVICES LLC		4,856.64

Page Total 330,977.32

Cumulative Total 588,296.07

Snohomish Regional Fire and Rescue Claims Voucher Summary

04/09/2025

Page 4 of 4

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
25-00673	VESTIS		217.51
25-00674	VRITI JAIN		87.75
25-00675	W.S. DARLEY & CO.		3,667.53
25-00676	WALDORF UNIVERSITY		5,346.00
25-00677	WASTE MANAGEMENT NORTHWEST		794.46
25-00678	WASTE MANAGEMENT NORTHWEST		355.26
25-00679	WASTE MANAGEMENT NORTHWEST		226.07
25-00680	WASTE MANAGEMENT NORTHWEST		656.85
25-00681	WASTE MANAGEMENT NORTHWEST		599.50
25-00682	WASTE MANAGEMENT NORTHWEST		207.41
25-00683	WASTE MANAGEMENT NORTHWEST		441.28
25-00684	WASTE MANAGEMENT NORTHWEST		269.41
25-00685	WASTE MANAGEMENT NORTHWEST		117.54
25-00686	WASTE MANAGEMENT NORTHWEST		300.30
25-00687	WASTE MANAGEMENT NORTHWEST		180.06
25-00688	WASTE MANAGEMENT NORTHWEST		279.44
25-00689	WASTE MANAGEMENT NORTHWEST		362.72
25-00690	WASTE MANAGEMENT NORTHWEST		471.60
25-00691	WHELEN ENGINEERING COMPANY		492.38
25-00692	ZIPLY FIBER		265.40

Page Total	15,338.47
Cumulative Total	603,634.54



Payroll Summary and Authorization Form for the:

3/31/2025 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: \$1,160,711.31

Paper Checks: \$545.01

Taxes: \$351,178.81

Allowed in the sum of: \$1,512,435.13

Reviewed by: *Brandon Vargas*
District Administrative Coordinator

Prepared by: *Erick Ramirez*
Payroll Specialist

Approved by Commissioners: _____

Davin Alsin

Jeff Schaub

Rick Edwards

Jim Steinruck

Troy Elmore

Roy Waugh

Randy Fay



BOARD OF FIRE COMMISSIONERS MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

March 27, 2025, 1730 hours

CALL TO ORDER

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

PUBLIC COMMENT

N/A

UNION COMMENT

Deputy Fire Marshal Schwartz thanked Chief O'Brien for his service, on behalf of the Firefighters' Union. They have appreciated Chief O'Brien and he reiterated that they are willing to support whichever direction the Board chooses to go.

CHIEF'S REPORT

As presented. Chief O'Brien commented that Battalion Chief Welch is retiring effective April 1, and his flag ceremony will be 9am Saturday, March 29 at Fire Station 81. Thank you BC Welch for your 35 years of service!

Chief O'Brien also congratulated our newly promoted Assistant Fire Marshal Jason Bowen! After an extensive assessment center and Chief's interview, his promotion will be effective April 1.

Chief O'Brien also thanked Deputy Fire Marshal Schwartz for his kind words and he announced his plans for retirement effective July 16, 2025.

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	3/25/25	4/22/25	Yes
Finance Committee	Elmore	3/27/25	4/24/25	Yes
Sno911	Waugh	3/20/25	4/17/25	Yes
Sno-Isle Commissioners	Fay	3/6/25	4/3/25	No
Leadership Meeting	Schaub	3/27/25	5/15/25	Yes
Policy Committee	Schaub	3/13/25	4/10/25	No
Community Advisory Committee	TBD	1/6/25	6/25/25	No



Capital Facilities – Commissioner Steinruck mentioned they had a meeting on March 25 and discussed Stations 32 & 81 with GMP negotiations ongoing, and Station 72 is awaiting approval from Alderwood Water District. They also discussed the Ground Maintenance Contract and the next set of priorities for Capital Facilities. Additionally the Station Design Conference in Arizona is coming up in May.

Finance Committee – Chairman Elmore mentioned they met earlier this afternoon and discussed negotiation processes, discussed Dark Horse opportunities, discussed the Ground Maintenance Contract, and discussed the surplus resolution.

Sno911 – Commissioner Waugh mentioned that he was at ComEx during this last meeting. He also mentioned that we are doing great with getting our radios reprogrammed. Thanks to the crews and Tim with Logistics!

Leadership Meeting – Commissioner Waugh commented it was a good meeting with our membership. Chief O'Brien gave a good report, then we had division reports, and then we had a debrief/post-incident training session. There were only a couple of questions for the Commissioners.

COMMITTEE MEETING MINUTES

Policy Committee – March 13, 2025

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 25-00441 to 25-00451; (\$773,772.76)

AP Vouchers: 25-00453 to 25-00560; (\$371,374.86)

Approval of Payroll

March 15, 2025 Payroll (\$1,432,970.33)

Approval of Minutes

Approve Special Board Meeting Minutes March 10, 2025

Approve Regular Board Meeting Minutes March 13, 2025

Motion to approve the Consent Agenda as submitted.

Motion by Vice Chairman Fay and 2nd by Commissioner Schaub.

On vote 7/0.



OLD BUSINESS

Discussion

District Highlights: Leadership Discussion

Commissioner Steinruck shared a brief presentation on leadership, referencing the following book by Simon Sinek.

- *Why the Best Leaders Know When to Keep Their Mouths Shut*
 - Creating Space for Better Ideas
 - Putting It into Practice

Commissioner Steinruck explained that this approach empowers team members to contribute meaningful solutions. It builds collective ownership of decisions and outcomes, and it prevents the team from becoming dependent on a single leader. Our organization has got some really strong leaders throughout the organization, and we want to be sure that we get input from everybody in the organization as we move forward. This book explains that ultimately leadership isn't about having all the answers. It's about creating the conditions where the best answers can emerge regardless of who they come from.

Action

Budget Amendment

Motion to approve Budget Amendment #1 as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Steinruck.

On vote 7/0.

NEW BUSINESS

Discussion

Policy Review

- Policy 611 Discriminatory Harassment Training

Deputy Chief McConnell commented that this is our first touch on this policy. There were no questions at this time.

Ground Maintenance Contract

Deputy Chief Rasmussen suggested that we accept the lowest bid, and asked the Commissioners to please let him know if there are any questions. He confirmed that the references for Totallandscape were all positive. The current Ground Maintenance Contract expires March 31, 2025.

Motion to move Ground Maintenance Contract to an action item.

Motion by Commissioner Waugh and 2nd by Vice Chairman Fay.

On vote 7/0.

Commissioner Schaub noted a concern that the Totallandscape bid sounds almost too good to be true.



Motion to accept Totallandscape's bid of \$62,327 for ground maintenance as submitted.

Motion by Commissioner Waugh and 2nd by Commissioner Edwards.

On vote 7/0.

Action

Fire Chief Selection Process

Chairman Elmore commented that they discussed this topic at ComEx, including input from labor. The Commissioners are looking at an inclusive process that engages the department and people from outside the organization as well. It will be run by a third party, an outside individual; and we have a quote included in the packet. The Board is in agreement that they want input with the process and this process will be as transparent as it can be.

It is awesome that we have internal candidates who will apply, additionally we want it to be a competitive process, and we would like to go with a regional approach. It is ultimately a Board decision on who ends up getting the position. However, the input from all different levels of the organization and from outside with people's perspective of this organization is completely invaluable. It's going to be an aggressive timeline because we have a deadline date. We would like to have someone hired by July 15, 2025.

Vice Chairman Fay asked if there was discussion about having an overlap with Chief O'Brien and the new chief; and Commissioner Waugh commented that they did consider an earlier start date.

Chairman Elmore commented we need to determine which regions we want, and he suggested Washington and Oregon. We also need to review the job description in case we want to make any changes. Vice Chairman Fay agreed to the suggested region and noted that we don't want this change to cause us to lose momentum with the good things that are happening.

Chief O'Brien commented that the organization is doing well, and we are moving forward. We have high level leaders in this organization, and they would do a great job as Fire Chief. This is a great place to work because of the team.

Commissioner Waugh thanked Commissioner Steinruck for his presentation on leadership. We have to start with the "why". Just to have somebody come in that knows how to run a department, that's one thing, but the key is to know why you're doing that.

Penny Coyne requested that she be considered a stakeholder with the fire chief selection process.

Motion to approve the proposal from GMP Consultants for the Fire Chief selection process as submitted.

Motion by Chairman Elmore and 2nd by Commissioner Steinruck.

On vote 7/0.



GOOD OF THE ORDER

Chairman Elmore commented that there will be a summary provided from Administration on the ComEx subject matter that was reviewed so the greater department can know what kind of work was going on. This work will help guide things for the future.

ATTENDANCE CHECK

Regular Commissioner Meeting April 10, 2025, at 1730 - Station 31 Training Room/Zoom

EXECUTIVE SESSION

N/A

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1813 hours.

Commissioner Davin Alsin

Commissioner Jeff Schaub

Commissioner Rick Edwards

Commissioner Jim Steinruck

Chairman Troy Elmore

Commissioner Roy Waugh

Vice Chairman Randy Fay



BOARD OF FIRE COMMISSIONERS SPECIAL MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

April 3, 2025, 1730 hours

CALL TO ORDER

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

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

KICKOFF MEETING WITH GMP CONSULTANTS

Chairman Elmore introduced GMP Consultants. He commented that we appreciate the service of GMP Consultants as we find the right fit for our organization.

- Greg Prothman, President, GMP Consultants
- Chief Gordie Olson, Lead Consultant
- Kate Hansen, Operations Manager
- Jessica Newman, Project Manager

Chief Olson introduced himself and explained that he will be leading the search. This is the kickoff meeting where we talk about schedules, talk about the process, and learn about what the District is looking for. We are planning for final interviews at the end of June. If we need the interviews to be scheduled sooner, we would need to speed up the process.

The Board agreed they would like to identify a candidate by June 30/July 1. The Board would like the new chief to have two weeks with Chief O'Brien which would have the new chief in place by the first of July. Geographically, the Board is looking to limit the candidates to Washington & Oregon.

Chief Olson explained that they will plan for a full day of face-to-face interviews mid-April to help build a profile and learn which qualities the District is looking for in their new chief. They can limit things to some extent, although they may still get candidates from other regions. Through the screening process, Chief Olson confirmed he would not suggest a final candidate with a weak



background in labor. They plan to open up for applications by the end of April, and by the end of May they could have a good list of potential candidates for the position. They could possibly set up final interviews for the end of June. If the District chooses an out of state candidate, many times the candidate will need 30-45 days in order to relocate for the position. The Board may want to reconsider the timeline.

Chief Olson explained that it is suggested that the internal candidates no longer be part of the process once the application period opens. We want to be sure all the candidates are treated equally.

Dates to work around:

- May 19-22 Station Design Conference, Arizona with three Commissioners planning to attend
- June 6-7 WFCA Spring Conference, Chelan, WA with all Commissioners planning to attend

The Board agreed that Staff along with Chairman Elmore will approve the schedule, so there will be no need to schedule a Special Meeting.

Chief Olson confirmed they can build the profile in mid-April and have a discussion about finalists right after Memorial Day weekend. This would allow for final interviews during the week of June 9. If they were to open the application process on April 28, they generally would like to have it open for four weeks, which would then take us to Memorial Day weekend. He explained that he could perform some of his interviews with the preferred candidates as they come in.

Kate mentioned it would be helpful if the District would identify the stakeholders as soon as possible, so they can move forward with the interviews.

Business Administrator Schoof confirmed with the Commissioners that a drop box has been set up.

Chief Olson confirmed there is room for people to be involved in the process. Chairman Elmore confirmed that the Board wants significant inclusion within the organization at the various levels. It is important to the Board that people are involved with the process.

Chief Olson commented that for the most part, once they have a list of final candidates it may become public knowledge, and the candidates will be given advance notice. Any decisions by the Board will need to be made in an open public forum.

District Secretary Snure explained that Washington state law says that all application materials and application documents are exempt from the Public Records Act and the Board can interview candidates in executive session. Within that framework the Board has the flexibility to be as open and transparent as they want to be.

Jessica confirmed that they will be advertising through online job boards (for example the *Daily Dispatch*, WFCA, government jobs, etc.), physical mailers, and an email blast.



The Board agreed they want to approve the scope for advertising, and they will be mindful of being responsive.

District Secretary Snure reminded the Board that all decisions by the Board need to be made in an open public meeting, and this could be through a Special Meeting.

Chairman Elmore thanked GMP Consultants for their time and their service.

EXECUTIVE SESSION

N/A

The next Regular Commissioner Meeting is April 10, 2025, at 1730 - Station 31 Training Room / Zoom.

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1824 hours.

Commissioner Davin Alsin

Commissioner Jeff Schaub

Commissioner Rick Edwards

Commissioner Jim Steinruck

Chairman Troy Elmore

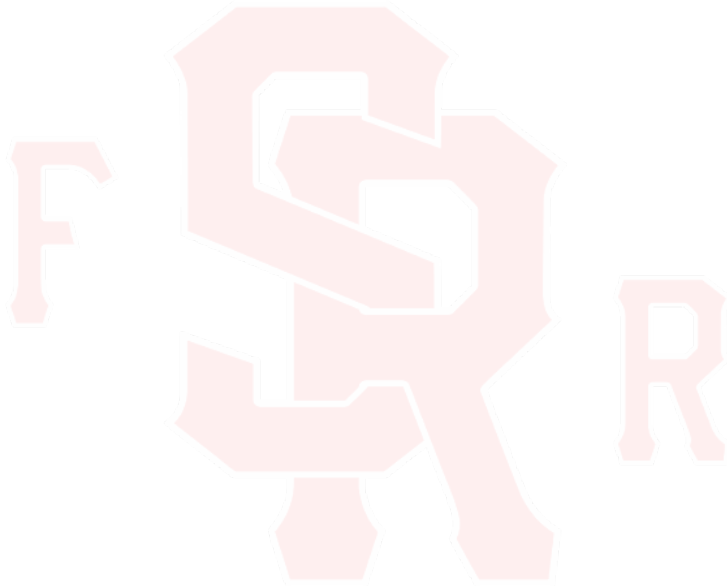
Commissioner Roy Waugh

Vice Chairman Randy Fay



OLD BUSINESS

DISCUSSION





Search Schedule

Revised: 4/3/2025

Snohomish Regional Fire & Rescue Fire Chief

Task	Date	Action/Deliverables
Kickoff Meeting	4/3	Client & GMP: Meet to discuss timeline & search process
Profile Development	Week 4/7 - 4/14	GMP: Meet with key stakeholders & create Position Profile
Stakeholder Meetings	4/17	
Profile Approval	Session on 4/24	Client: Approve Position Profile
Launch	Week 4/28	GMP: Push position out to GMP website and network; submit online ads; send direct mailing
First Review	5/18	GMP: Screen applicants and select semifinalists
	rolling interviews	GMP: Conduct interviews with most promising candidates
	5/26	GMP: Create Work Session deliverables
Work Session	4 days prior to Work Session	GMP: Provide Work Session deliverables to client
	5/27	GMP & Client: Meet to review semifinalists, choose finalist candidates, and review final interview details
Final Interview Preparation	Week 6/2	GMP: Conduct background and reference checks, complete final interviews schedule, coordinate travel with candidates, coordinate with client on final interview details
Final Interviews	Week 6/9	Client: Hosts finalist interviews GMP: Facilitate final interviews, debriefing, and selection process Client: Makes hiring selection



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:	Draft Policy Approval #POL-2503		
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"> 611 Discriminatory Harassment 		
<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.

Discriminatory Harassment Training

611.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish discriminatory harassment training for all district members. This policy identifies which members should receive training, when additional or supplemental training is recommended and the record keeping necessary to minimize the occurrence of discriminatory harassment in the workplace.

611.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to provide all district members with training regarding the recognition and prevention of harassment. Supervisors should receive supplemental training due to their increased responsibility to effectively respond to a complaint.

611.3 TRAINING RECORDS

Best Practice MODIFIED

The Human Resources Director shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records should include, but not be limited to:

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

The Human Resources Director shall maintain the training records in accordance with established records retention schedules.



NEW BUSINESS

DISCUSSION





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

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

Initiative Name:	Draft Policy Approval #POL-2504		
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"> 220 Meals, Lodging, Travel, and Incidentals 		
<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) <p style="text-align: center;"><i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution</i></p> <p style="text-align: center;"><i>Fire Chief will coordinate with Senior Staff for RAB introduction</i></p>
RAB Executive: Confirmed email sent to Board by Fire Chief	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Board of Fire Commissioners	RAB initiatives go through the following process: <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes) 4. At a second commissioner meeting, initiatives may be assigned as an action item for approval
Execution:	It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.

Meals, Lodging, Travel and Incidentals

220.1 PURPOSE & SCOPE

The purpose of this policy is to establish a set of guidelines by which department members may travel out of the District on official business and to provide an approved method to ensure that all reasonable and necessary expenses related to travel and the operation of the District are provided.

This policy shall apply to all members of the Fire District.

220.2 DEFINITIONS

Conference - Examples may include, but are not limited to, a symposium, seminar, forum, or convention associated with a league, association, alliance, etc., can be interpreted to include any formal training session typically attended by an audience from a wide geographic area and organized by a regionally or nationally known entity.

Eligible Meals - Meals which are sufficiently related to work that the cost will be paid by the District. Eligible meals can be purchased, subject to this policy and tax regulations, on either a taxable or non-taxable basis.

Employee - References to "employee" can also be interpreted to include all other authorized personnel associated with the District.

Ineligible Meals - Meals which do not meet the IRS qualifications for a tax free meal or are not sufficiently related to work or employee convenience to justify District payment.

Per Diem Rates - The District uses per diem rates for meals and incidentals as established by the Office of the General Services Administration (GSA) or as hereby after amended obtained and maintained by the Washington State Office of Financial Management. The most current per diem rates can be found at the following web address: <https://www.gsa.gov/travel/plan-book/per-diem-rates> by inputting the State and City or the zip code to where you are traveling. Based on M&IE for that location you can find the breakdown per meal located here: <https://www.gsa.gov/travel/plan-a-trip/per-diem-rates/mie-breakdowns>. Per Diem rates include the costs of tax and gratuity.

Reimbursement - Can also be interpreted to mean "paid for by the District." Eligible expenses need not necessarily be reimbursements to the individual, they can be expenses paid by the District directly to the vendor.

Special Event - An event that is not regularly scheduled. If scheduled, it occurs no more frequently than annually.

Tax Home - The IRS identifies this as your regular place of business regardless of where you maintain your family home. It includes the entire city or general area in which your business or work is located.

Travel Status - The IRS defines this as a time when your duties require you to be away from the general area of your "tax home" substantially longer than an ordinary day's work, and you need to sleep or rest to meet the demands of your work while away from home. (In almost all cases, this means an overnight stay is involved.)

Meals, Lodging, Travel and Incidentals

Hotel Credit Card Pre-Authorization - When traveling outside the District and lodging is required you can request the District do a pre-authorization for your hotel reservation. This eliminates the employees need to be reimbursed for this expense.

220.2.1 REFERENCES

Travel Reimbursement Form (Fillable PDF 2024 Template) - Can be found at Z:\Forms

- Or use the excel version: [Travel Reimbursement Form \(2024 Template\)](#)

[Travel Reimbursement - 2024 GSA Mileage Rates](#)

[Travel Reimbursement - Mileage Google Maps Example](#)

220.3 POLICY

1. All travel requests for intermittent and overnight travel outside the District must be approved in advance by the Fire Chief or his/her designee.
2. Reimbursement requests must be received within twenty (20) days of completion of travel. Receipts shall be required to support vouchers for reimbursement. All District credit card receipts must be submitted within seven (7) days of completion of travel.
3. Budgeted monies for reimbursement must be available and authorized. All persons are to exercise good judgment to avoid unnecessary District expense.
4. Applications for Travel/ Leave must indicate:
 1. Other costs associated with the travel.
 2. Transportation methods being used (airline, bus, rental car, etc.)
 3. Departure and return dates - Per Diem is allowable only on those dates you are traveling for district purposes.
 4. Destination -Where the training/ conference will occur.
 5. Purpose of travel - Include conference I training seminar flyer, including dates and meals that are included.
5. Travel expenses other than per diem, to the extent possible, will be paid for using the District credit card. Receipts for the credit card must be submitted to the District within seven (7) days of completion of the travel. The District does not provide advances for travelers. A statement of expenses shall be completed and submitted for each trip for which reimbursement is being requested. Per Diem expenses shall be submitted using a travel reimbursement form.
6. Personal leave (vacation) may be taken before and after travel outside the District. Personal leave may not be taken during the time period authorized as travel period.
7. If an employee becomes ill when in travel status, they shall contact their supervisor or make notification through the chain of command as soon as possible.
8. The Fire Chief, or his/her designees, has the final authority for determining who will travel outside the District.

Meals, Lodging, Travel and Incidentals

220.4 VEHICLES

1. Privately Owned Vehicles may be used whenever a District vehicle is not available, and/or when the time the official or employee will be absent exceeds two or more days, or when it is otherwise impractical to do so. Drivers must have a valid operator's license and the car must be insured to the state's minimum liability standards.
2. Employees choosing to drive a personal vehicle when a district vehicle is available, while traveling for training, are covered by worker's compensation for bodily injury to the employee. Injuries to other persons or damage to employees and/or other vehicles are treated for insurance purposes with the employee's insurance as primary coverage. Employees choosing to drive a personal vehicle when a district vehicle is available may submit for reimbursement at the GSA POV mileage reimbursement rate for 'if government-furnished automobile is authorized and available'.
 1. <https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement>

220.5 REIMBURSABLE EXPENSES

The following travel expenses shall be reimbursable:

1. Mileage: Employees required to use his/her own vehicle for department business shall be compensated at the current rate established by the Federal government for use of Privately Owned Vehicles (POV) for business purposes. The current rate defined as the rate in effect for the period of the travel. All requests for reimbursement of mileage must be on the District approved travel reimbursement form, and must include starting point and ending point and be signed by the Program Manager whose budget the travel expense is coming from.
 1. Employees traveling out of District on a temporary assignment, training, or other approved business should first inquire as to the availability of a District owned vehicle. No mileage reimbursement will be approved when a District vehicle is used for travel.
 2. Mileage reimbursement for commuting to and from the employee's residence and the employee's duty location in the District is not allowed. Employees may be reimbursed for mileage within the District when such use is to further District business and/or when that business occurs outside of the employee's regular working hours.
 3. Mileage reimbursement for travel outside the District is allowed only when an approved authorization has been prepared, or with the approval of the Program Manager.
 4. For assignments outside of the District, mileage reimbursement may be approved from district headquarters to the out of District assignment, or from the employee's residence (when traveling directly from the employee's residence) to the out of District location, whichever is less.
 5. When two or more employees are traveling together, only the owner of the vehicle being driven shall be eligible for mileage reimbursement.

Meals, Lodging, Travel and Incidentals

2. Meals: District employees in travel status, traveling under an approved travel authorization, or with permission of the Program Manager, are entitled to reimbursement for meals at the current rate established by the U.S. General Services Administration for employee traveling on official business. Under no circumstances may an employee seek reimbursement for the same meals using both per diem and the District's credit card.
 1. Employees shall not be reimbursed for meals where the cost of a meal is included in the registration fee. If a meal is included in the training the amount of that meal will be deducted from the amount allowable for that day per the GSA meals and expenses breakdown located here: <https://www.gsa.gov/travel/plan-a-trip/per-diem-rates/mie-breakdowns>. When a conference, hotel, etc. provides a Continental breakfast, the employee is still eligible for per diem for that meal.
 2. GSA rules regarding the reimbursement percentage allowable for per diem during the days of travel to and from the conference, training seminar, etc. shall apply. This is currently set at 75% of the per diem rate.
 3. Payment for table service, commonly referred to as a tip, is reimbursable as a necessary and reasonable expense, but not in addition to daily per diem rates. Table service expense should not exceed 20% of the total cost of the meal.
3. Lodging: District employees traveling under an approved travel authorization, or with permission of the Program Manager, are entitled to reimbursement for lodging based on the actual cost, not to exceed the current rate established by the U.S. General Services Administration for employees traveling on official business. The current available rate can be located by entering the City and State or zip code to which travel occurs at this URL: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
 1. Individual reimbursement requests are required for each individual seeking reimbursement from the District.
 2. When two or more employees share a room, the receipt shall show the room registered to all occupants. Each occupant shall obtain his/her own receipt of room charges. Except as noted below, the reimbursements submitted for the room shall not exceed the U.S. General Services Administration approved schedule.
 3. Employees will not be reimbursed for lodging expenses when the cost of lodging is included in the registration fee.
 4. Lodging fees may exceed the U.S. General Services Administration approved schedule when attending conferences and seminars, and the lodging is reserved in the hotel(s) associated with the conference or seminar or with prior supervisory approval.
 5. Employees traveling for special assignments, where lodging expenses are dictated by a special rate schedule, will be reimbursed according to the schedule rate and not the U.S. General Services Administration schedule.
4. Transportation charges other than privately owned vehicles: Transportation charges are reimbursable expenses when authorized on an approved travel authorization. The District's credit card shall be used when possible to procure transportation services.

Meals, Lodging, Travel and Incidentals

1. Reimbursement for airplane, train, or bus travel will be coach, tourist, or equivalent rate.
2. Car rentals must be approved by the Fire Chief or designee before rental occurs. Mid-size rates, or equivalent, are the highest rates approved for reimbursement. Exceptions may be made for large groups. Car rentals shall not be provided where free transportation is provided between the airport and lodging, and the training facility and lodging.
3. Tickets for transportation costs may be charged to the District through any local travel agency, or other approved transportation agency.
4. The District will pay for one checked bag for every week of district purpose travel per person unless more is authorized by the Fire Chief or designee. An exception is granted for district-sponsored travel with bunker gear, special operations gear, Honor Guard equipment, and Pipes & Drums gear.
5. Miscellaneous travel expenses: The following are examples of possible transportation expenses that, if essential to the transaction of District business, may be reimbursable. Miscellaneous fees exceeding fifteen dollars (\$15.00) must have a receipt in order to be reimbursed. However, a detailed description must be provided for any reimbursement not documented with a receipt and an explanation of why no receipt was available (the list is not all inclusive).
 1. Transportation fares (i.e. taxis, shuttles, buses, rideshare, etc.).
 2. Parking fees.
 3. Ferry and/or bridge tolls.
6. The following are not considered essential to the transaction of District business and, therefore, are not reimbursable (the list is not all inclusive).
 1. Laundry or valet services.
 2. Movie, radio, or television rental costs.
 3. Tips and gratuities other than meals and transportation.
 4. Trip, personal, or medical insurance to provide coverage for the period of travel (except where required by law).
 5. Alcoholic beverages, snacks, tobacco.
 6. Memberships.
 7. Mileage for non-official functions.
 8. Expenses incurred by persons who are not District employees covered by an approved travel authorization.
 9. Additional travel costs incurred when an indirect route is taken for personal reasons.
 10. Fines, penalties, and/or forfeitures.

Meals, Lodging, Travel and Incidentals

11. Seat selection fee/upgrade fee on flights where coach, tourist, or equivalent is available
7. Other miscellaneous reimbursements: Reimbursements for meals and/ or light snacks may be made when not in travel status provided the Fire Chief or his/her designee approves the reimbursement in advance and provided there is sufficient budgetary capacity for the reimbursement under the following circumstances:
 1. Meals in connection with authorized attendance at meetings, conferences, or conventions.
 2. Meals for employees engaged in authorized emergency repair or operations.
 - (a) Single emergency response events occurring during regular meal times, exceeding three hours where providing food and beverages to employees is necessary for employee health and safety.
 3. One-time meal expenses for persons serving on a non-paid ad-hoc board or committee, such as employee selection or consultant selection committees, and for an approved volunteer recognition function.
 4. Meals, coffee, and light refreshments served to elected and appointed officials and employees at a meeting where the purpose of the meeting is to conduct official district business.
 - (a) Board meetings, workshops, training events, staff meetings scheduled to occur during regular meal times that are expected to run more than three hours.

Attachments

Travel Reimbursement Form (2024 Template).xlsx

Travel Reimbursement - 2024 GSA Mileage Rates.pdf

Modes of transportation	Effective/applicability date	Rate per mile
Airplane*	January 1, 2024	\$1.76
If use of privately owned automobile is authorized or if no government-furnished automobile is available	January 1, 2024	\$0.67
If government-furnished automobile is available	January 1, 2024	\$0.21
Motorcycle	January 1, 2024	\$0.65

Relocation	Effective/applicability date	Rate per mile
Standard mileage rates for moving purposes	January 1, 2024	\$0.21

Travel Reimbursement - Mileage Google Maps Example.pdf

Best 49 min 2 hr 36 16 hr 4 hr 14

Village Ct, Monroe, WA 98272

Seattle-Tacoma International Airport

Add destination

Leave now Options

Send directions to your phone Copy link

via WA-522 and I-405 S 49 min
Fastest route, the usual traffic 39.3 miles

Details

via I-5 S 59 min
50.3 miles

10:28 AM—1:04 PM 2 hr 36 min
271 512 1 Line

Explore nearby Seattle-Tacoma Int'l Airport

Restaurants Hotels Gas stations Parking Lots More

Mileage will be for Round Trip $50.3 \times 2 = 100.4$





SNOHOMISH REGIONAL FIRE & RESCUE

163 Village Court,
Monroe, Washington 98272
(360) 794-7666 (Fax (360) 794-0959
www.srfr.org

AGREEMENT TO PROVIDE MEDICAL BENEFITS IN EXCHANGE FOR EARLY RETIREMENT

This Agreement is entered into by and between the Snohomish Regional Fire & Rescue, a Washington Municipal Corporation (District), and **Kevin O'Brien**, a uniformed LEOFF 2 employee of the District ("Employee").

RECITALS:

- A. District is a Washington municipal corporation which employs several employees including employee.
- B. Employee is a uniformed LEOFF 2 employee of the District having first been employed as a uniformed employee in the State of Washington on **April 15, 1991**, and with the District on **April 15, 2015**.
- C. Employee meets all the eligibility requirements to retire. The employee is at least 53 years of age, vested in the LEOFF System, and otherwise eligible to retire, but is not yet eligible for Medicare.
- D. Employee and District recognize that the cost of health insurance discourages many, including employee, from retiring from the District prior to Medicare eligibility.
- E. The District has determined that employees who are vested in the LEOFF System, otherwise eligible to retire, and who elect to retire from the District before Medicare eligibility, provide a cost savings to the District which can be shared with such retirees by the District providing and paying a retiree medical benefit to those individuals on the following terms and conditions.

Now based upon the above recitals it is agreed as follows:

- 1. Employee agrees to and shall retire from the District effective on the 16 day of July 2025. In exchange for the employee's agreement to retire from the District, on the 16 day of July 2025, the District agrees to and shall pay the cost for employee's health insurance from and after employee's effective date of retirement from the District, on the terms and conditions as set forth in **Resolution Number 2024-14** adopted by the Board of Commissioners on the 25th day of November 2024, a copy of which is attached hereto as Exhibit A. Such an obligation is a matter of contract between the District and Employee and is enforceable as such.

2. This agreement supersedes any effective date of the attached Resolution and shall survive its expiration.
The Resolution is attached simply to show the terms and conditions of the Agreement as incorporated via Paragraphs 1-10 in said Resolution.
3. It is agreed this Contract shall survive any consolidation by the District with any other District or municipality, including but not limited to, mergers, contractual consolidations and participation in a regional fire authority the District agrees to and shall provide that such Contract is honored and effective by any consolidated entity. The District agrees not to enter into any consolidation that otherwise impairs this Contract.
4. Annually the retiree shall be required to report any other insurance coverage provided to the retiree on a department Insurance Status Request form. Failure by the retiree to complete and return this form may result in the denial of future insurance coverage.
5. In the event the retiree is provided medical insurance from any other source, including but not limited to other employment or spouse at no expense to the employee or spouse, the retiree shall immediately notify the District or its successor in writing of such receipt and the District or successor shall immediately cease providing medical coverage as set forth in this Agreement. In the event the retiree has available to him/her, a comparable insurance at a lower rate than the insurance provided by the District or successor, the retiree will enroll in that plan and the District, or its successor will reimburse the cost of the premium up to the amount described in Exhibit A. If for any reason the retiree loses the other medical coverage as described above, he or she shall immediately notify the District or successor in writing prior to the lapsing of the coverage and the District or successor shall again provide medical coverage as set forth in **Paragraphs 5 through 8 of Exhibit A** using the formula as if the retiree had continued coverage without interruption. Failure to notify the District or its successor of the availability of other medical insurance shall subject the employee to liability and recoupment by the District or its successor for the cost of any premiums where insurance was provided by the District or its successor when the retiree had available to him/her other medical insurance as set forth above.
6. Should the retiree be denied coverage by the District or its successor, he/she shall have the right to appeal the decision to the District. The appeals board shall be comprised of 2 members from Labor, 2 members from Administration and 1 Commissioner. It shall be the responsibility of the retiree to provide all documentation to validate his/her appeal.

Dated this ____ day of _____, 20__.

Snohomish Regional Fire and Rescue

by and through its Board of Commissioners

Kevin O'Brien, Fire Chief



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

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

Initiative Name:	Resolution 2025-01 Surplus Equipment List		
Executive member responsible for guiding the initiative:	DC Ron Rasmussen		
Type of Action:	<input type="checkbox"/> Motion	<input checked="" type="checkbox"/> Resolution	
Initiative Description:	<p>From time to time the District gathers surplus equipment that is no longer able to be utilized by the district. The district may, pursuant to RCW 39.33.010 sell transfer, exchange or otherwise dispose of any property. The district intends to surplus the property listed in Appendix A of Resolution 2025-01</p> <p>The goal is to follow State law and established district policies and to be prudent with taxpayer dollars.</p>		
<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 			
Financial Impact:	<p>Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Revenue: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$</p> <p>Initial amount: \$ TBD</p> <p>Long-term annual amounts(s): \$ None</p> <p>Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ N/A</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$ N/A</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	Risk if approved: N/A		

	Risk if not approved: N/A
Legal Review:	<input checked="" type="checkbox"/> Initiative conforms with District policy/procedure number (attach): Policy 55: Disposal of Surplus Property <input type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <input checked="" type="checkbox"/> N/A
Presented to, and Approved by, Senior Staff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Commissioner Sub-Committee Approval	Initiative presented to commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>
For Fire Chief Approval:	<input type="checkbox"/> RAB document complete <input type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Secretary (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.
-------------------	---

SNOHOMISH REGIONAL FIRE AND RESCUE

RESOLUTION #2025-01

A RESOLUTION TO SURPLUS EQUIPMENT

WHEREAS, Snohomish Regional Fire and Rescue presently owns the Vehicles and equipment listed on the attached Exhibit A "Equipment."

WHEREAS, The District no longer has a need for the Equipment and the Equipment is surplus to the needs of the District;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Equipment is surplus to the needs of the District.
2. The Fire Chief or designee(s) is authorized to sell or otherwise dispose of the Equipment using commercially reasonable methods established by the Fire Chief or designee.

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH REGIONAL FIRE AND RESCUE THIS ___ DAY OF _____ 2025.

Rick Edwards, Commissioner

Troy Elmore, Commissioner

Randy Fay, Commissioner

Davin Alsin, Commissioner

Jeff Schaub, Commissioner

Jim Steinruck, Commissioner

Roy Waugh, Commissioner

ATTEST: _____
District Secretary

Appendix A

SRFR Asset ID	SFD7 Asset ID	Make	Model	Serial number	Functional?	description
70002012	NA	Dewalt	DW938	82797	Yes	Reciprocating saw
70002011	NA	Dewalt	DC390	892346	Yes	Circular saw
NA	D7-05277	Precor	EFX544	None	Yes	Elliptical Machine
NA	D7-06456	Precor	EFX544	None	Yes	Elliptical Machine
NA	NA	Precor	EFX544	None	Yes	Elliptical Machine
NA	D7-05667	Tectrix	BikeMax-R	None	Yes	Recumbent Bike
NA	D3-51512	Benwil	None	None	Yes	4 Post Lift
70001686	NA	Dewalt	DC759	465080	Yes	Drill
70001545	NA	Dewalt	DW938	XX6503	Yes	Reciprocating saw
70001685	NA	Dewalt	DW938	744949	Yes	Reciprocating saw
NA	NA	Dewalt	DW938	Unknown	Yes	Reciprocating saw
NA	NA	Dewalt	None	None	Yes	18v charger
NA	NA	Dewalt	None	None	Yes	18v charger
NA	NA	Ponn	50ft sections	00-xx	Yes	Attack Hose 1.75"
NA	NA	Ponn	50ft sections	00-xx	Yes	Attack Hose 1.75"
NA	NA	Ponn	50ft sections	13-75	Yes	Attack Hose 1.75"
NA	NA	Ponn	50ft sections	13-106	Yes	Attack Hose 1.75"
NA	NA	Ponn	50ft sections	00-xx	Yes	Attack Hose 1.75"
NA	NA	Ponn	50ft sections	13-96	Yes	Attack Hose 1.75"
NA	NA	Ponn	50ft sections	11-19	Yes	Attack Hose 1.75"
NA	NA	Ponn	50ft sections	13-78	Yes	Attack Hose 1.75"
NA	NA	Ponn	50ft sections	13-81	Yes	Attack Hose 1.75"
NA	NA	Ponn	50ft sections	13-101	Yes	Attack Hose 1.75"
NA	NA	Ponn	50ft sections	00-xx	Yes	Attack Hose 1.75"
NA	NA	Ponn	50ft sections	18-004	Yes	Attack Hose 1.75"
NA	NA	Unknown	Unknown	None	Unknown	Wildfire Wildand Pump
NA	NA	Unknown	Unknown	None	Unknown	Gator Tank with hose reel
NA	NA	Unknown	Unknown	None	Unknown	Cascade Fire Water / Foam Tank
NA	NA	Dewalt	None	Unknown	Yes	24 volt Battery charger
NA	D701929	Sanitaire	Unknown	Unknown	Unknown	Vacuum cleaner
NA	NA	Unknown	Unknown	Unknown	Unknown	Air Hose Reel
70001524	NA	Milwaukee	Unknown	631917386	Yes	Reciprocating saw
70001525	NA	Milwaukee	Unknown	546639463	Yes	Circular saw
70001523	NA	Chicago	Unknown	3311-354337-017	Yes	Reciprocating saw
70001542	NA	Hurst	NA	331146-33	No	Hurst Spreaders
70001447	NA	MSA	Evolution 5600	A0-0380-A08	Unknown	Thermal Imager

NA	06011	MSA	Evolution 5200	A6-3447-D06	Unknown	Thermal Imager
NA	05990	MSA	Evolution 5200	A6-3446-D06	Unknown	Thermal Imager
NA	06668	MSA	Evolution 5200	BO-98173-J14	Unknown	Thermal Imager
NA	06666	MSA	Evolution 5200	BO-98172-J14	Unknown	Thermal Imager
NA	NA	Pierce	Pumper	4P1CA01A6AA011038	Yes	Engine 2010 Pierce Pumper
70000349	NA	Dewalt	DC385	835866	Yes	Reciprocating saw
NA	NA	Christie	LWU00	G9B000492	Yes	LCD Projector
1504005077	NA	Honeywell	Coat	1504005077	NA	Expired Bunker Gear
1505004769	NA	Honeywell	Coat	1505004769	NA	Expired Bunker Gear
1505004800	NA	Honeywell	Coat	1505004800	NA	Expired Bunker Gear
1505004771	NA	Honeywell	Coat	1505004771	NA	Expired Bunker Gear
1507002875	NA	Honeywell	Coat	1507002875	NA	Expired Bunker Gear
1505004770	NA	Honeywell	Coat	1505004770	NA	Expired Bunker Gear
1505004767	NA	Honeywell	Coat	1505004767	NA	Expired Bunker Gear
1507002863	NA	Honeywell	Coat	1507002863	NA	Expired Bunker Gear
1507002864	NA	Honeywell	Coat	1507002864	NA	Expired Bunker Gear
1507002880	NA	Honeywell	Coat	1507002880	NA	Expired Bunker Gear
1507002881	NA	Honeywell	Coat	1507002881	NA	Expired Bunker Gear
1505004777	NA	Honeywell	Coat	1505004777	NA	Expired Bunker Gear
1507002860	NA	Honeywell	Coat	1507002860	NA	Expired Bunker Gear
1505004772	NA	Honeywell	Pant	1505004772	NA	Expired Bunker Gear
1505004781	NA	Honeywell	Pant	1505004781	NA	Expired Bunker Gear
1507002903	NA	Honeywell	Pant	1507002903	NA	Expired Bunker Gear
1507002907	NA	Honeywell	Pant	1507002907	NA	Expired Bunker Gear
1505004784	NA	Honeywell	Pant	1505004784	NA	Expired Bunker Gear
1507002906	NA	Honeywell	Pant	1507002906	NA	Expired Bunker Gear
1507002891	NA	Honeywell	Pant	1507002891	NA	Expired Bunker Gear
1507002888	NA	Honeywell	Pant	1507002888	NA	Expired Bunker Gear
1507002897	NA	Honeywell	Pant	1507002897	NA	Expired Bunker Gear
1505004789	NA	Honeywell	Pant	1505004789	NA	Expired Bunker Gear
1505004804	NA	Honeywell	Pant	1505004804	NA	Expired Bunker Gear
1507002898	NA	Honeywell	Pant	1507002898	NA	Expired Bunker Gear
1507002870	NA	Honeywell	Coat	1507002870	NA	Expired Bunker Gear
1507002909	NA	Honeywell	Pant	1507002909	NA	Expired Bunker Gear
1507002893	NA	Honeywell	Pant	1507002893	NA	Expired Bunker Gear
1507002865	NA	Honeywell	Coat	1507002865	NA	Expired Bunker Gear
1403000259	NA	Honeywell	Pant	1403000259	NA	Expired Bunker Gear
140300243	NA	Honeywell	Coat	140300243	NA	Expired Bunker Gear
1407001087	NA	Honeywell	Pant	1407001087	NA	Expired Bunker Gear
1403000255	NA	Honeywell	Pant	1403000255	NA	Expired Bunker Gear
1407001084	NA	Honeywell	Coat	1407001084	NA	Expired Bunker Gear
1407001088	NA	Honeywell	Pant	1407001088	NA	Expired Bunker Gear
1507002905	NA	Honeywell	Pant	1507002905	NA	Expired Bunker Gear
1410004889	NA	Honeywell	Coat	1410004889	NA	Expired Bunker Gear

1410004892	NA	Honeywell	Pant	1410004892	NA	Expired Bunker Gear
1507002858	NA	Honeywell	Coat	1507002858	NA	Expired Bunker Gear
1507002886	NA	Honeywell	Pant	1507002886	NA	Expired Bunker Gear
1505004768	NA	Honeywell	Coat	1505004768	NA	Expired Bunker Gear
1505004801	NA	Honeywell	Coat	1505004801	NA	Expired Bunker Gear
1403000246	NA	Honeywell	Coat	1403000246	NA	Expired Bunker Gear
1403000258	NA	Honeywell	Pant	1403000258	NA	Expired Bunker Gear
1505004805	NA	Honeywell	Pant	1505004805	NA	Expired Bunker Gear
1505004766	NA	Honeywell	Coat	1505004766	NA	Expired Bunker Gear
1505004778	NA	Honeywell	Pant	1505004778	NA	Expired Bunker Gear
1507002872	NA	Honeywell	Coat	1507002872	NA	Expired Bunker Gear
1507002900	NA	Honeywell	Pant	1507002900	NA	Expired Bunker Gear
1501005126	NA	Honeywell	Coat	1501005126	NA	Expired Bunker Gear
1501005129	NA	Honeywell	Pant	1501005129	NA	Expired Bunker Gear
NA	NA	Whirlpool	ETOMSRXTQ02	VS13561986	Unknown	10 cubic ft refrigerator / freezer
NA	NA	None	None	None	Yes	7 Metal Lockers
NA	NA	None	None	None	Yes	5 Metal Filing Cabinets
NA	NA	None	None	None	Yes	12 Metal Folding Chairs
NA	NA	None	None	None	Yes	6 Padded Folding Chairs
NA	NA	None	None	None	Yes	7 Wooden / Particle Board Table
NA	NA	Victor Equipment	None	None	Unknown	Oxy / Acetylene Torch Set
NA	NA	Union Machinery	MAPW011UMA	391	Unknown	Parts Washer
NA	NA	Todd	None	None	Unknown	Fuel Caddy
70000192	NA	Honda	R51026P	96135	Unknown	Pressure Washer
70000194	NA	Troy-Bilt	2500	1007225626463	Unknown	Pressure Washer
70000195	NA	Honda	50510052R	GCR-08005147	Unknown	Pressure Washer
NA	NA	MSA	Evolution 5000	None	Unknown	10 Thermal Imager and Bas
NA	NA	Hannay	EF40381710RT	1345986	Yes	Hose Reel
NA	NA	Pluggie	None	None	Unknown	Remote control fire hydrant
NA	NA	MedelTech	FHH-22.2	None	Unknown	Hazard House and assessor
NA	NA	Cassida	6600 UV/MG	none	Unknown	Currency Counter and supplies



NEW BUSINESS

ACTION





EXECUTIVE SESSION

