



SNOHOMISH REGIONAL FIRE & RESCUE

# COMMISSIONER BOARD MEETING

JULY 10, 2025

5:30PM

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  
July 10, 2025, 1730 hours

**CALL TO ORDER**

**PUBLIC COMMENT**

**UNION COMMENT**

**DISTRICT HIGHLIGHTS**  
Badge Pinning

**CHIEF’S REPORT**

**COMMISSIONER REPORTS**

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	6/24/25	7/22/25	No
Finance Committee	Elmore	6/26/25	7/24/25	No
Sno911	Waugh	6/19/25	7/17/25	No
Sno-Isle Commissioners	Fay	7/3/25	9/4/25	Yes
Leadership Meeting	Schaub	5/15/25	9/18/25	No
Policy Committee	Schaub	7/10/25	8/14/25	Yes
Community Advisory Committee	TBD	6/25/25	11/12/25	No

**COMMITTEE MEETING MINUTES**

Capital Facilities Committee – June 24, 2025  
Finance Committee – June 26, 2025

**CONSENT AGENDA**

**Approval of Vouchers**

Benefits Vouchers: 25-01383 to 25-01398; (\$793,659.65)  
Benefits Vouchers: 25-01399 to 25-01401; (\$540,200.20)  
AP Vouchers: 25-01402 to 25-01522; (\$613,145.78)

**Approval of Payroll**

June 30, 2025 Payroll (\$1,747,007.51)



## **Approval of Minutes**

Approve Special Board Meeting Minutes June 25, 2025

Approve Regular Board Meeting Minutes June 26, 2025

## **OLD BUSINESS**

### **Discussion**

### **Action**

Public Record Index Resolution

BN Builders Phase 1C Contract Amendment

Budget Amendment #2 Shop Wages

Darkhorse Contract Amendment

Policy 804 Standardization of Station Files

## **NEW BUSINESS**

### **Discussion**

Paramedic School MOU

### **Action**

Sno911 2025 ILA Amendment

## **DISTRICT HIGHLIGHTS**

Transfer of Command: Chief Park

## **GOOD OF THE ORDER**

## **ATTENDANCE CHECK**

Special Commissioner Meeting Monday, July 14, 2025, at 0900 – Station 31 Training Room

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

## **EXECUTIVE SESSION**

RCW 42.130.140(4)(b): Labor Negotiations

## **ADJOURNMENT**





# DISTRICT HIGHLIGHTS





# CHIEF'S REPORT





# COMMISSIONER REPORTS





# COMMITTEE MEETING MINUTES





## **Capital Facilities Committee Meeting Minutes June 24, 2025**

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

**Commenced:** 1700

**Discussion:**

- Reviewed Phase 1C of the design-build for Stations 32 and 81.
- Discussed the status of Station 72.
- Deputy Chief Rasmussen thanked everyone for attending the Station Design Conference.

**Next Meeting:** Tuesday, July 22, 2025, 1700

**Adjourned:** 1740



## **Finance Committee Meeting Minutes June 26, 2025**

**Present:** Commissioner Alsin, Commissioner Elmore, Assistant Chief Lundquist, Assistant Chief Messer, Business Administrator Schoof, Support Specialist Szilak, Chief Financial Officer Tabor

**Commenced:** 1602

**Discussion:**

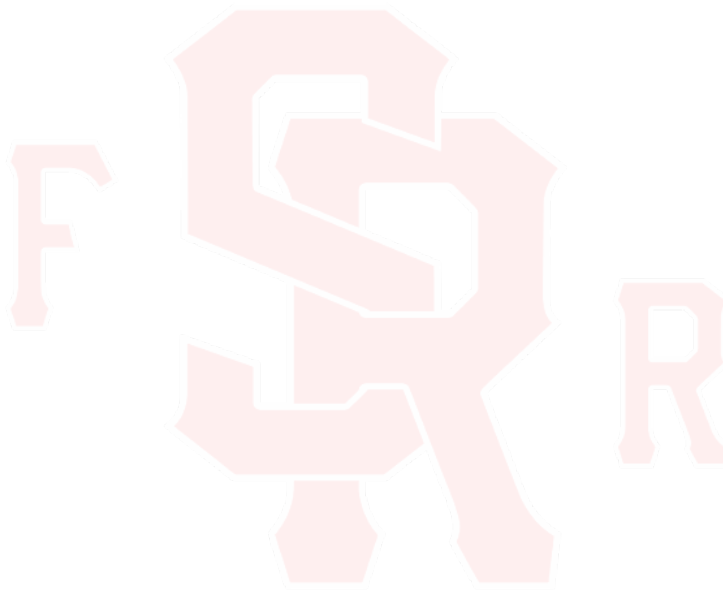
- Reviewed Phase 1C of the design-build for Stations 32 and 81.
- Labor negotiations update will be discussed in executive session during the June 26 board meeting.
- Reviewed the shop budget amendment.
- Reviewed the annual financial report.

**Next Meeting:** Thursday, July 24, 2025, 1600

**Adjourned:** 1712



# CONSENT AGENDA



# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

06/30/2025

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
25-01383	AFLAC		486.38
25-01384	DEPARTMENT OF RETIREMENT SYSTEMS		516,457.95
25-01385	FIRE 7 FOUNDATION		580.00
25-01386	FIREPAC		1,000.80
25-01387	GENERAL TEAMSTERS UNION LOCAL 38		2,243.00
25-01388	HRA VEBA TRUST		57,750.00
25-01389	IAFF LOCAL 2781		34,845.18
25-01390	IAFF LOCAL 2781 PAC		929.50
25-01391	IAFF LOCAL 2781 RFA		1,060.00
25-01392	IAFF MERP		30,600.00
25-01393	MATRIX TRUST COMPANY		21,855.14
25-01394	TD AMERITRADE INSTITUTIONAL		388.50
25-01395	VOYA INSTITUTIONAL TRUST CO		122,869.66
25-01396	WASHINGTON STATE SUPPORT REGISTRY		504.00
25-01397	WASHINGTON STATE SUPPORT REGISTRY		1,247.21
25-01398	WSCFF FASTPAC		842.33

**Page Total**

793,659.65

**Cumulative Total**

793,659.65



# Snohomish Regional Fire and Rescue

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Page 1 of 1

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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
25-01399	DEPARTMENT OF LABOR AND INDUSTRIES		413,522.62
25-01400	PAID FAMILY & MEDICAL LEAVE		103,761.68
25-01401	WA CARES FUND		22,915.90

**Page Total**

540,200.20

**Cumulative Total**

540,200.20



Snohomish Regional Fire & Rescue, WA

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Docket of Claims Register

APPKT01897 - 07.10.2025 Board Meeting AL

By Docket/Claim Number

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0001	49ER COMMUNICATIONS, INC.	25-01402					227.67
	84580	Vehicle Charger	Invoice	07/02/2025	Vehicle Charger	001-514-522-20-35-01	227.67
0025	ALDERWOOD WATER DISTRICT	25-01403					2,630.00
	25-06	Plan Review Deposit - ST72	Invoice	06/26/2025	Plan Review Deposit - ST72	300-507-594-50-62-00	2,630.00
1801	ALEXANDER FATKIN	25-01404					764.00
	INV13736	Tuition Reimbursement (FIR3305) CSU	Invoice	06/26/2025	Tuition Reimbursement (FIR3305) CSU	001-506-522-45-49-10	764.00
2106	AMAZON CAPITAL SERVICES, INC	25-01405					2,966.59
	11CT-XQVW-FMJG	ST31 - Air Filter	Invoice	06/30/2025	ST31 - Air Filter	001-507-522-50-31-00	215.79
	11MG-LTPT-XHPP	File Bag - Hazmat x20	Invoice	07/01/2025	File Bag - Hazmatx20	001-514-522-20-31-04	193.80
	11QG-7D4L-JY7N	ST32 - Keurig Machine	Invoice	06/27/2025	ST32 - Keurig Machine	001-507-522-50-31-00	153.15
	17N1-MQYW-33JR	Air Filter	Invoice	07/02/2025	Air Filter	001-507-522-50-31-00	86.31
	193C-XMHY-7R7T	LED Spotlight	Invoice	06/30/2025	LED Spotlight	001-514-522-20-31-09	764.71
	19FW-QCP7-7V3R	ST71 - Ladder Hooks	Invoice	07/02/2025	ST71 - Ladder Hooks	001-504-522-20-35-00	37.75
	1C9R-6G9L-14G7	ST82 - All Weather Doormat x2	Invoice	06/29/2025	All Weather Doormat x2	001-507-522-50-35-00	71.54
	1DLG-YLV3-31X1	Logitech Webcam x5	Invoice	06/29/2025	Logitech Webcam x5	001-513-522-10-35-00	217.80
	1F3R-1KPJ-7KQ9	File Bag - Hazmatx10	Invoice	07/01/2025	File Bag - Hazmatx10	001-514-522-20-31-04	96.90
	1JQL-HP1G-NMYV	12Pack LED Lightbulb	Invoice	07/03/2025	12Pack LED Lightbulb	001-507-522-50-31-00	31.71
	1PRP-RDVK-TP7J	L82 Elevator Kit	Invoice	06/28/2025	L82 Elevator Kit	001-504-522-20-35-00	151.46
	1TGD-VM6Q-WWFM	ST83 - Dishwasher Salt	Invoice	07/01/2025	ST83 - Dishwasher Salt	001-507-522-50-31-00	26.18
	1VCF-NP6V-36WD	BT82 - Flares	Invoice	06/30/2025	BT82 - Flares	001-507-522-50-35-00	40.99
	1VD7-CKMX-TMCM	LOG Stock - Scrub Brush x3	Invoice	06/28/2025	LOG Stock - Scrub Brush x3	001-507-522-50-31-00	21.99
	1W1J-1VJN-9G94	ST82- Under Grill Mats	Invoice	06/30/2025	ST82- Under Grill Mats	001-507-522-50-35-00	215.76
	1W1J-1VJN-XR1P	Bug Spray x20	Invoice	07/01/2025	Bug Spray x20	001-507-522-50-31-00	451.80
	1WP1-WGJ3-QV9X	Charging Cord & Charging Block	Invoice	07/01/2025	Charging Cord & Charging Block	001-507-522-50-31-00	34.50
	1Y9K-K1NT-9PDF	ST83 - Cooler	Invoice	06/02/2025	ST83 - Cooler	001-504-522-20-31-01	107.89
	IYVN-RKMW-9N3J	Shop Parts	Invoice	06/23/2025	Shop Parts	050-511-522-60-34-01	46.56
1523	AT&T MOBILITY LLC	25-01406					3,633.38
	287332399606X06272025	District Cell Phones (New)	Invoice	06/19/2025	District Cell Phones - Shop	050-511-522-60-42-00	159.96
					District Cell Phones (New)	001-513-522-10-42-00	3,473.42
1971	B&H FIRE AND SECURITY	25-01407					295.38
	9147	Fire Alarm Monitoring (July-Sept 2025)	Invoice	06/05/2025	Fire Alarm Monitoring (Mnth/Mnth/M	001-507-522-50-41-00	147.69
	9148	Fire Alarm Monitoring (July-Sept 2025)	Invoice	06/05/2025	Fire Alarm Monitoring (Mnth/Mnth/M	001-507-522-50-41-00	147.69
1623	BENJAMIN BLOOMQUIST	25-01408					9.10
	INV13731	Mileage Reimbursement - Travel from	Invoice	06/22/2025	Mileage Reimbursement - Travel from	001-504-522-20-31-01	9.10

## Docket of Claims Register

## APPKT01897 - 07.10.2025 Board Meeting AL

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0058	BICKFORD MOTORS INC.	25-01409					32.35
	1122	Shop Parts	Invoice	06/10/2025	Shop Parts	050-511-522-60-34-01	32.35
0065	BOUND TREE MEDICAL, LLC	25-01410					15,378.44
	85815870	Medications & Medical Supplies	Invoice	06/20/2025	Medications & Medical Supplies	001-509-522-30-31-01	1,331.96
	85815871	Medications & Medical Supplies	Invoice	06/20/2025	Medications & Medical Supplies	001-509-522-30-31-01	677.82
	85820912	Medical Supplies	Invoice	06/25/2025	Medical Supplies	001-509-522-30-31-01	28.59
	85825476	Medications/Medical Supplies/Medical Small Tools	Invoice	06/30/2025	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	56.07
					Medications & Medical Supplies	001-509-522-30-31-01	2,169.33
	85825477	Medical Supplies	Invoice	06/30/2025	Medical Supplies	001-509-522-30-31-01	2,401.75
	85825478	Medical Supplies	Invoice	06/30/2025	Medical Supplies	001-509-522-30-31-01	2,464.59
	85825479	Medications & Medical Supplies	Invoice	06/30/2025	Medications & Medical Supplies	001-509-522-30-31-01	3,293.66
	85825480	Medications & Medical Supplies	Invoice	06/30/2025	Medications & Medical Supplies	001-509-522-30-31-01	1,754.87
	85825481	Medical Supplies	Invoice	06/30/2025	Medical Supplies	001-509-522-30-31-01	10.97
	85825482	Medications & Medical Supplies	Invoice	06/30/2025	Medications & Medical Supplies	001-509-522-30-31-01	1,188.83
0090	CARY CRONIN	25-01411					559.00
	INV13735	Per Diem Reimburs - CMC Rope Rescue	Invoice	06/15/2025	Per Diem Reimburs - CMC Rope Rescue	001-506-522-45-43-00	559.00
0094	CDW GOVERNMENT LLC	25-01412					454.53
	AE6HC3D	Aruba Mounting kits	Invoice	06/17/2025	Aruba Mounting kits	001-513-522-10-35-00	454.53
0096	CENTRAL WELDING SUPPLY	25-01413					1,038.96
	0002414294	Oxygen Cylinder Exchange/Re-Fill (2)	Invoice	06/23/2025	Oxygen Cylinder Exchange/Re-Fill (xxx)	001-509-522-20-45-00	67.08
	0002418658	Oxygen Cylinder Exchange/Re-Fill (12)	Invoice	06/30/2025	Oxygen Cylinder Exchange/Re-Fill (12)	001-509-522-20-45-00	203.37
	0002418662	Oxygen Cylinder Exchange/Re-Fill (3)	Invoice	06/30/2025	Oxygen Cylinder Exchange/Re-Fill (3)	001-509-522-20-45-00	76.88
	0002423063	Oxygen Cylinder Rental (Inventory)	Invoice	06/30/2025	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	270.20
	0002424181	Oxygen Cylinder Rental (Inventory)	Invoice	06/30/2025	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	17.23
	0002424182	Oxygen Cylinder Rental (Inventory)	Invoice	06/30/2025	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	62.37
	0002426871	Oxygen Cylinder Exchange/Re-Fill (7)	Invoice	07/02/2025	Oxygen Cylinder Exchange/Re-Fill (7)	001-509-522-20-45-00	112.35
	0002427064	Oxygen Cylinder Exchange/Re-Fill (12)	Invoice	07/02/2025	Oxygen Cylinder Exchange/Re-Fill (12)	001-509-522-20-45-00	229.48
0099	CHAMPION BOLT & SUPPLY INC	25-01414					368.44
	798271	Shop Parts	Invoice	06/09/2025	Shop Parts	050-511-522-60-34-01	10.33
	798667	Shop Supplies	Invoice	06/16/2025	Shop Supplies	050-511-522-60-31-05	358.11
1891	CITY OF SNOHOMISH	25-01415					1,000.00
	INV22480	Carnegie Facility Rental (10-22-2025) -	Invoice	06/30/2025	Carnegie Facility Rental (10-22-2025) -	001-506-522-45-45-00	1,000.00
0112	CLEARFLY COMMUNICATIONS	25-01416					778.63
	INV721944	Phone/Fax Services - Admin Bldg, ST 3	Invoice	07/01/2025	Phone/Fax Services - Admin Bldg, ST 3	001-513-522-50-42-01	778.63
0113	CLEARVIEW HARDWARE & FEED	25-01417					59.86
	B298742	Feed Scoop & Cooler	Invoice	06/17/2025	Feed Scoop & Cooler	001-504-522-20-31-01	59.86
0125	COLUMBIA SOUTHERN UNIVERSITY	25-01418					1,571.20
	322015063025	Tuition - BIO1301 and MAT1301 - Millicent	Invoice	07/01/2025	Tuition - BIO1301 and MAT1301 - Millicent	001-506-522-45-49-10	1,571.20
0126	COMCAST BUSINESS	25-01419					337.19
	ST31-JULJUN25	Internet Services - ST 31	Invoice	06/27/2025	Internet Services - ST 31	001-513-522-50-42-01	337.19

## Docket of Claims Register

APPKT01897 - 07.10.2025 Board Meeting AL

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0127	COMDATA INC. 20426987	25-01420 Apparatus Fuel	Invoice	07/01/2025	Apparatus Fuel - EMS Apparatus Fuel - Suppression	001-509-522-20-32-00 001-504-522-20-32-00	8,471.92 4,235.96 4,235.96
0136	COURIERWEST 8156	25-01421 Mail Courier Monthly Service (June)	Invoice	06/01/2025	Mail Courier Monthly Service (MONTH	001-502-522-10-41-01	2,190.80 2,190.80
0139	CROSS VALLEY WATER DISTRICT 3223816	25-01422 Water - ST 74/Logistics Bldg	Invoice	06/30/2025	Water - ST 74/Logistics Bldg	001-507-522-50-47-02	364.46 364.46
0139	CROSS VALLEY WATER DISTRICT 3223815	25-01423 Water - ST 71	Invoice	06/30/2025	Water - ST 71	001-507-522-50-47-02	1,338.34 1,338.34
0139	CROSS VALLEY WATER DISTRICT 3223817	25-01424 Water - ST 33	Invoice	06/30/2025	Water - ST 33	001-507-522-50-47-02	888.33 888.33
2484	CURALINC HEALTHCARE 64006	25-01425 Employee Assistance Program Monthly	Invoice	07/02/2025	Employee Assistance Program Monthly	001-510-522-20-20-15	720.20 720.20
2403	DARKHORSE EMERGENCY LP INV-EUS0043	25-01426 Risk Subscription	Invoice	06/17/2025	Risk Subscription	001-516-522-30-49-04	21,880.00 21,880.00
1830	DAVID MESSER INV13756	25-01427 Per Diem - 2025 NFPA Conference - La	Invoice	06/23/2025	Per Diem - 2025 NFPA Conference - La	001-505-522-30-43-00	735.83 735.83
2426	DMITRIY SURKANOV INV13733	25-01428 Per Diem Reimb - CMC Rope Rescue 1	Invoice	07/01/2025	Per Diem Reimb - CMC Rope Rescue 1	001-506-522-45-43-00	559.00 559.00
1875	ELECTRONIC BUSINESS MACHINE AR308865 AR309041	25-01429 Copier Machine Usage - Station 31 (Shop) Copier Machine Usage - Admin Bldg (T	Invoice Invoice	06/24/2024 06/26/2025	Copier Machine Usage - Station 31 (Shop) Copier Machine Usage - Admin Bldg (T	001-505-511-522-60-31-03 001-502-522-10-31-00	67.14 37.63 29.51
2334	FIRST CLASS BUILDING SUPPLY A 4512	25-01430 Janitorial Monthly Services - DCYF/AD	Invoice	07/02/2025	Janitorial Monthly Services - DCYF/AD	001-507-522-50-41-00 300-507-522-50-41-00	2,687.00 1,370.37 1,316.63
0072	FITNESS EXPERTS 624202	25-01431 Station32 Treadmill Repair	Invoice	06/24/2025	Station32 Treadmill Repair	001-510-522-20-48-00	281.71 281.71
1571	GENERAL FIRE APPARATUS 20995 21036	25-01432 Shop Parts Shop Parts	Invoice Invoice	06/16/2025 06/23/2025	Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01	516.40 279.01 237.39

## Docket of Claims Register

APPKT01897 - 07.10.2025 Board Meeting AL

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0238	GRAINGER	25-01433					5,766.44
	105712300	Station Operating Supplies	Invoice	06/25/2025	Station Operating Supplies	001-507-522-50-31-00	156.09
	9551129639	Station Operating Supplies	Invoice	06/24/2025	Station Operating Supplies	001-507-522-50-31-00	184.55
	9551129647	Station Operating Supplies	Invoice	06/24/2025	Station Operating Supplies	001-507-522-50-31-00	464.83
	9551129654	Station Operating Supplies	Invoice	06/24/2025	Station Operating Supplies	001-507-522-50-31-00	143.76
	9551888382	Station Operating Supplies	Invoice	06/24/2025	Station Operating Supplies	001-507-522-50-31-00	474.05
	9551888390	Station Operating Supplies	Invoice	06/24/2025	Station Operating Supplies	001-507-522-50-31-00	495.91
	9551888408	Station Operating Supplies	Invoice	06/24/2025	Station Operating Supplies	001-507-522-50-31-00	272.39
	9551888416	Station Operating Supplies	Invoice	06/24/2025	Station Operating Supplies	001-507-522-50-31-00	291.77
	9551888424	Station Operating Supplies	Invoice	06/24/2025	Station Operating Supplies	001-507-522-50-31-00	1,284.17
	9551888432	Station Operating Supplies	Invoice	06/24/2025	Station Operating Supplies	001-507-522-50-31-00	111.08
	9551888457	Station Operating Supplies	Invoice	06/24/2025	Station Operating Supplies	001-507-522-50-31-00	484.03
	95518888440	Station Operating Supplies	Invoice	06/24/2025	Station Operating Supplies	001-507-522-50-31-00	742.31
	9551985071	Station Operating Supplies	Invoice	06/24/2025	Station Operating Supplies	001-507-522-50-31-00	661.50
2105	HD SUPPLY MAINTENANCE SOLL	25-01434					254.92
	9230698064	Hacksaw Blades and Fan Replacement	Invoice	10/14/2024	Hacksaw Blades and Fan Replacement	001-507-522-50-35-00	63.63
						001-507-522-50-48-00	191.29
0258	HILL STREET CLEANERS	25-01435					109.40
	13397	Uniform Repairs, Alteratns & Name/Pa	Invoice	07/01/2025	Uniform Repairs, Alteratns & Name/Pe	001-504-522-20-31-07	109.40
1878	IMS ALLIANCE	25-01436					51.19
	25-1594	Passport Name Tag (8)	Invoice	06/26/2025	Passport Name Tag (8)	001-504-522-20-31-01	22.17
	25-1608	Passport Name Tag (4)	Invoice	06/27/2025	Passport Name Tag (xXX)	001-504-522-20-31-01	14.51
	25-1630	Passport Name Tag (4)	Invoice	07/01/2025	Passport Name Tag (4)	001-504-522-20-31-01	14.51
0277	ISOUTSOURCE	25-01437					8,930.12
	CW312601	IT Services	Invoice	06/30/2025	IT Services	001-513-522-10-41-04	2,356.00
	CW312771	IT Services	Invoice	06/30/2025	IT Services	001-513-522-10-41-04	6,574.12
1656	JACOB WINTER	25-01438					145.02
	INV13732	Expense Reimbursement - Materials fo	Invoice	06/22/2025	Expense Reimbursement - Materials fc	001-504-522-20-31-01	145.02
1692	JASON BOWEN	25-01439					522.81
	INV13755	Per Diem - 2025 NFPA Conference - La	Invoice	06/20/2025	Per Diem - 2025 NFPA Conference - La	001-505-522-30-43-00	522.81
0288	JEFF SCHAUB	25-01440					364.00
	INV13753	Per Diem - WFCA Conference Chelan	Invoice	06/18/2025	Per Diem - WFCA Conference Chelan	001-506-522-45-43-00	364.00
1752	KAITLIN KING	25-01441					1,335.73
	INV13737	Tuition Reimbursement (EWU-Spring 2025)	Invoice	07/03/2025	Tuition Reimbursement (EWU-Spring 2025)	001-506-522-45-49-10	1,335.73
2483	KELSEY AYER	25-01442					1,040.46
	INV13752	Per Diem - Tyler Connect Conference 2	Invoice	05/09/2025	Per Diem - Tyler Connect Conference 2	001-517-522-10-43-00	1,040.46

## Docket of Claims Register

## APPKT01897 - 07.10.2025 Board Meeting AL

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0313	KENT D. BRUCE CO., LLC	25-01443					8,389.93
	18229	Shop Parts	Invoice	06/13/2025	Shop Parts	050-511-522-60-34-01	112.90
	18275	Shop Parts	Invoice	06/20/2025	Shop Parts	050-511-522-60-34-01	2,759.01
	18276	Shop Parts	Invoice	06/20/2025	Shop Parts	050-511-522-60-34-01	2,759.01
	18277	Shop Parts	Invoice	06/20/2025	Shop Parts	050-511-522-60-34-01	2,759.01
1858	KEVIN O'BRIEN	25-01444					144.00
	INV13757	Reimburse Dinner - Ignite Symposium	Invoice	03/24/2025	Reimburse Dinner - Ignite Symposium	001-506-522-45-43-00	144.00
0349	L.N. CURTIS & SONS	25-01445					1,734.22
	INV955711	Ladder 82 Tools	Invoice	06/05/2025	Ladder 82 Tools	001-504-522-20-35-00	47.48
	INV961356	20 Flashlight	Invoice	06/23/2025	20 Bunker Flashlight	303-504-594-20-64-04	1,056.56
	INV961504	Ladder 82 Tools	Invoice	06/24/2025	Ladder 82 Tools	001-504-522-20-35-00	630.18
1879	LAKE STEVENS SEWER DISTRICT	25-01446					453.32
	ST82-JULY2025	Sewer - ST 82 (Account 3655.01)	Invoice	07/01/2025	Sewer - ST 82	001-507-522-50-47-02	453.32
1879	LAKE STEVENS SEWER DISTRICT	25-01447					416.92
	ST81-JULY2025	Sewer - ST 81 (Account 6681.01)	Invoice	07/01/2025	Sewer - ST 81	001-507-522-50-47-02	416.92
2154	LAKE STEVENS VISION CLINIC	25-01448					549.00
	VC26230	Facepiece Respirator Prescription Lenses - Arizona	Invoice	06/12/2025	Facepiece Respirator Prescription Lenses - Arizona	001-504-522-20-48-12	549.00
1835	LEAH SCHOOF	25-01449					297.00
	INV13727	Per Diem Reimb - 2025 PELRA Confere	Invoice	06/26/2025	Per Diem Reimb - 2025 PELRA Confere	001-502-522-10-43-00	297.00
1595	LEROY SCHWARTZ III	25-01450					654.95
	INV13738	Fuel - S1606	Invoice	07/01/2025	Fuel - S1606	001-504-522-20-32-00	86.19
	INV13754	Per Diem - 2025 NFPA Conference - La	Invoice	06/26/2025	Per Diem - 2025 NFPA Conference - La	001-505-522-30-43-00	568.76
0339	LES SCHWAB WAREHOUSE CENT	25-01451					32.78
	40200483367	Radial Passenger Tube	Invoice	06/05/2025	Shop Parts	001-504-522-20-48-01	32.78
0343	LIFE-ASSIST INC	25-01452					1,072.20
	1612356	Medical Supplies	Invoice	06/24/2025	Medical Supplies	001-509-522-30-31-01	515.95
	1613696	Medical Supplies	Invoice	06/27/2025	Medical Supplies	001-509-522-30-31-01	103.91
	1613771	Medical Supplies	Invoice	06/27/2025	Medical Supplies	001-509-522-30-31-01	103.91
	1613954	Medical Supplies	Invoice	06/27/2025	Medical Supplies	001-509-522-30-31-01	348.43
2469	LION GROUP INC.	25-01453					3,524.85
	300044459	Bunker Gear Cleaning, Repairs & Alterations	Invoice	06/29/2025	Bunker Gear Cleaning, Repairs & Alterations	001-504-522-20-48-11	3,049.89
	300044460	Bunker Gear Cleaning, Repairs & Alterations	Invoice	06/29/2025	Bunker Gear Cleaning, Repairs & Alterations	001-504-522-20-48-11	474.96

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	Payable Number	Payable Description					Distribution Amount
2513	MES SERVICE COMPANY, LLC	25-01454					89,714.77
	IN2287051	Seek Repair	Invoice	06/23/2025	Seek Repair	001-504-522-20-48-12	115.60
	IN2290760	Ballistic Vest	Invoice	06/27/2025	CM3C3DBS0H - Size LG1	303-509-594-20-64-14	21,862.01
					CM3C3DBS0H - Size LG4	303-509-594-20-64-14	2,253.80
					CM3C3DBS0H - Size SM1	303-509-594-20-64-14	2,253.82
					HC6C3DBD0H Plate Backers CIIIA-3	303-509-594-20-64-14	36,975.31
					PCZ600BV0J - Size LG1	303-509-594-20-64-14	21,480.73
					PCZ600BV0J - Size LG4	303-509-594-20-64-14	2,386.75
					PCZ600BV0J - Size SM1	303-509-594-20-64-14	2,386.75
0371	MICHAEL MCCONNELL	25-01455					1,528.00
	INV13739	CSU Tuition Reimburs (FIR4301 & ENG1302)	Invoice	06/18/2025	CSU Tuition Reimburs (FIR4301 & ENG1302)	001-506-522-45-49-10	1,528.00

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Vendor Name		Docket/Claim #					Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
0380	MONROE PARTS HOUSE	25-01456					4,808.87
	024819	Shop Parts	Invoice	06/02/2025	Shop Parts	050-511-522-60-34-01	363.09
	024830	Shop Parts	Invoice	06/02/2025	Shop Parts	050-511-522-60-34-01	16.95
	024888	Shop Parts	Invoice	06/02/2025	Shop Parts	050-511-522-60-34-01	185.13
	025103	Shop Parts	Credit Memo	06/03/2025	Shop Parts	050-511-522-60-34-01	-287.42
	025131	Shop Parts	Invoice	06/03/2025	Shop Parts	050-511-522-60-34-01	9.39
	025160	Shop Parts	Invoice	06/04/2025	Shop Parts	050-511-522-60-34-01	39.36
	025214	Shop Parts	Invoice	06/04/2025	Shop Parts	050-511-522-60-34-01	21.74
	025233	Shop Supplies	Invoice	06/04/2025	Shop Supplies	050-511-522-60-31-05	13.66
	025266	Shop Parts	Invoice	06/04/2025	Shop Parts	050-511-522-60-34-01	10.83
	025274	Shop Parts	Invoice	06/04/2025	Shop Parts	050-511-522-60-34-01	22.70
	025276	Shop Parts	Invoice	06/04/2025	Shop Parts	050-511-522-60-34-01	24.21
	025342	Shop Parts	Invoice	06/04/2025	Shop Parts	050-511-522-60-34-01	10.54
	025355	Shop Parts	Credit Memo	06/04/2025	Shop Parts	050-511-522-60-34-01	-9.57
	025628	Shop Parts	Invoice	06/06/2025	Shop Parts	050-511-522-60-34-01	6.96
	025658	Shop Parts	Credit Memo	06/06/2025	Shop Parts	050-511-522-60-34-01	-46.91
	025686	Shop Parts	Invoice	06/06/2025	Shop Parts	050-511-522-60-34-01	19.13
	026109	Shop Parts	Invoice	06/10/2025	Shop Parts	050-511-522-60-34-01	161.43
	026187	Shop Parts	Invoice	06/10/2025	Shop Parts	050-511-522-60-34-01	63.09
	026302	Shop Parts	Invoice	06/11/2025	Shop Parts	050-511-522-60-34-01	220.83
	026410	Shop Parts	Invoice	06/11/2025	Shop Parts	050-511-522-60-34-01	55.55
	026644	Shop Parts	Invoice	06/13/2025	Shop Parts	050-511-522-60-34-01	75.81
	026887	Shop Parts	Invoice	06/16/2025	Shop Parts	050-511-522-60-34-01	90.55
	027286	Shop Parts	Invoice	06/18/2025	Shop Parts	050-511-522-60-34-01	31.69
	027301	Shop Parts	Invoice	06/18/2025	Shop Parts	050-511-522-60-34-01	64.51
	027302	Shop Parts	Invoice	06/18/2025	Shop Parts	050-511-522-60-34-01	230.98
	027335	Shop Parts	Invoice	06/18/2025	Shop Parts	050-511-522-60-34-01	32.80
	027474	Shop Parts	Invoice	06/19/2025	Shop Parts	050-511-522-60-34-01	446.87
	027550	Shop Parts	Credit Memo	06/19/2025	Shop Parts	050-511-522-60-34-01	-55.55
	027584	Shop Parts	Invoice	06/19/2025	Shop Parts	050-511-522-60-34-01	14.59
	027629	Shop Parts	Invoice	06/19/2025	Shop Parts	050-511-522-60-34-01	690.45
	027770	Shop Parts	Invoice	06/20/2025	Shop Parts	050-511-522-60-34-01	106.61
	028071	Shop Parts	Invoice	06/23/2025	Shop Parts	050-511-522-60-34-01	6.96
	028145	Shop Parts	Invoice	06/23/2025	Shop Parts	050-511-522-60-34-01	258.80
	028157	Shop Parts	Credit Memo	06/23/2025	Shop Parts	050-511-522-60-34-01	-19.69
	028260	Shop Parts	Invoice	06/24/2025	Shop Parts	050-511-522-60-34-01	90.55
	028263	Shop Parts	Invoice	06/24/2025	Shop Parts	050-511-522-60-34-01	74.38
	028270	Shop Parts	Invoice	06/24/2025	Shop Parts	050-511-522-60-34-01	143.49
	028278	Shop Supplies	Invoice	06/24/2025	Shop Supplies	050-511-522-60-31-05	289.90
	028285	Shop Parts	Invoice	06/24/2025	Shop Parts	050-511-522-60-34-01	949.53
	028321	Shop Parts	Credit Memo	06/24/2025	Shop Parts	050-511-522-60-34-01	-54.02
	028533	Shop Parts	Credit Memo	06/25/2025	Shop Parts	050-511-522-60-34-01	-144.41
	028561	Shop Parts	Invoice	06/26/2025	Shop Parts	050-511-522-60-34-01	176.45



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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount	
	028565	Shop Parts	Invoice	06/26/2025	Shop Parts	050-511-522-60-34-01	368.03	
	028568	Shop Parts	Invoice	06/26/2025	Shop Parts	050-511-522-60-34-01	169.81	
	028573	Shop Parts	Invoice	06/26/2025	Shop Parts	050-511-522-60-34-01	18.58	
	028576	Shop Parts	Invoice	06/26/2025	Shop Parts	050-511-522-60-34-01	11.31	
	028648	Shop Parts	Invoice	06/26/2025	Shop Parts	050-511-522-60-34-01	50.28	
	028673	Shop Parts	Credit Memo	06/26/2025	Shop Parts	050-511-522-60-34-01	-211.08	
1904	NATIONAL TESTING NETWORK, I	25-01457					7,650.00	
	18724	Background Investigation Services (x9)	Invoice	06/23/2025	Background Investigation Services (x9)	001-506-522-45-49-23	7,650.00	
2252	ODP BUSINESS SOLUTIONS, LLC	25-01458					127.79	
	429173084001	Kleenex 6PK	Credit Memo	06/16/2025	Kleenex 6PK	001-502-522-10-31-00	-21.21	
	429173219001	Kleenex 6Pk	Invoice	06/19/2025	Kleenex 6Pk	001-502-522-10-31-00	21.43	
	429924560001	Manilla Envelope and White Board Cle	Invoice	06/20/2025	Manilla Envelope and White Board Cle	001-502-522-10-31-00	19.49	
	429924560002	Expo Markers	Invoice	06/21/2025	Expo Markers	001-502-522-10-31-00	8.46	
	430444785001	Copy Paper	Invoice	06/30/2025	Copy Paper	001-502-522-10-31-00	99.62	
0185	OPERATIVE IQ	25-01459					4,190.06	
	70830	Operative IQ License/Maintenance Fees Invoice		07/01/2025	Facility Management License Fee (Logistics)	001-513-522-10-49-04	720.00	
					Fleet Mgmt Licenses/Sandbox Maint	001-513-522-10-49-04	880.47	
					Operative IQ Inventory/Asset Mngmnt	001-513-522-10-49-04	2,481.69	
					RFID Data Service License Fee	001-513-522-10-49-04	107.90	
2255	POSITIVE PROMOTIONS, INC.	25-01460					340.95	
	07592956	Waterproof Gear Bag x50	Invoice	06/17/2025	Waterproof Gear Bag x50	001-515-522-30-31-01	340.95	
2448	PRINT WEST, INC.	25-01461					11,480.67	
	264378	Summer Newsletter Printing	Invoice	06/30/2025	Summer Newsletter Printing	001-515-522-30-49-01	11,480.67	
0483	PUGET SOUND ENERGY	25-01462					74.81	
	ST72-JUNJULY25	Natural Gas - ST 72 (220031644069)	Invoice	06/18/2025	Natural Gas - ST 72 (220031644069)	001-507-522-50-47-03	74.81	
0483	PUGET SOUND ENERGY	25-01463					164.63	
	ST77-JUNJULY25	Natural Gas - ST 77 (220031644044)	Invoice	06/18/2025	Natural Gas - ST 77 (220031644044)	001-507-522-50-47-03	164.63	
0484	PURCELL TIRE & SERVICE CENTE	25-01464					869.44	
	24276552	Shop Parts	Invoice	06/06/2025	Shop Parts	050-511-522-60-34-01	1,680.17	
	24276928	Shop Parts	Invoice	06/18/2025	Shop Parts	050-511-522-60-34-01	295.44	
	24276943	Shop Parts	Invoice	06/19/2025	Shop Parts	050-511-522-60-34-01	590.88	
	24277108	Shop Parts	Credit Memo	06/25/2025	Shop Parts	050-511-522-60-34-01	-1,697.05	
1937	RAIRDON'S OF MONROE	25-01465					1,991.08	
	26297	Shop Parts	Invoice	06/12/2025	Shop Parts	050-511-522-60-34-01	1,991.08	
2420	RENEWAL REMODELLING AND R	25-01466					3,382.55	
	14	Resident Door Repair (Forced Entry) - I	Invoice	06/27/2025	Resident Door Repair (Forced Entry) - I	001-507-522-50-48-00	3,382.55	
0494	REPUBLIC SERVICES #197	25-01467					1,863.37	
	0197-003545037	Recycling - ST 31	Invoice	06/30/2025	Recycling - ST 31	001-507-522-50-47-04	1,863.37	

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Vendor #		Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
		Payable Number	Payable Description					Distribution Amount
0494		REPUBLIC SERVICES #197	25-01468					251.04
		0197-003545366	Recycling - ST 32	Invoice	06/30/2025	Recycling - ST 32	001-507-522-50-47-04	251.04
0494		REPUBLIC SERVICES #197	25-01469					568.63
		0197-003545099	Refuse - ST 32	Invoice	06/30/2025	Refuse - ST 32	001-507-522-50-47-04	568.63
0494		REPUBLIC SERVICES #197	25-01470					569.18
		0197-003545053	Refuse - Admin Building	Invoice	06/30/2025	Refuse - Admin Building	001-507-522-50-47-04	290.28
							300-507-522-50-47-00	278.90
0494		REPUBLIC SERVICES #197	25-01471					691.55
		0197-003544452	Recycling - ST 31	Invoice	06/30/2025	Recycling - ST 31	001-507-522-50-47-04	691.55
2539		ROBERT FISHER	25-01472					2,200.00
		0001	Quint Lecture and Consulting	Invoice	06/26/2025	Quint Lecture and Consulting	001-506-522-45-41-00	2,200.00
0515		ROY WAUGH	25-01473					345.60
		INV13729	Per Diem Reimburs. - 2025 WFCA Conf	Invoice	06/19/2025	Per Diem Reimburs. - 2025 WFCA Conf	001-506-522-45-43-00	345.60
1794		SEAN DAHL	25-01474					63.93
		INV13728	Fuel Reimburs - FM75 S0801	Invoice	07/07/2025	Fuel Reimburs - FM75 S0801	001-504-522-20-32-00	63.93
1921		SEA-WESTERN INC	25-01475					26,054.68
		INV43943	Circul-Air PPE Drying cabinet	Invoice	06/20/2025	Circul-Air PPE Drying cabinet	300-507-594-50-62-82	11,967.50
		INV44170	6 red structural helmets	Invoice	06/30/2025	6 red structural helmets	303-504-594-20-64-04	2,654.99
		SO34683	Circul-air PPE Portable Dryer	Invoice	06/11/2025	Circul-air PPE-Express Portable Dryer	300-507-594-50-62-82	11,432.19
0544		SILVER LAKE WATER & SEWER DISTRICT	25-01476					213.10
		ST77FM-JUNE25	Water (Fire Meter) - ST 77	Invoice	06/30/2025	Water (Fire Meter) - ST 77	001-507-522-50-47-02	213.10
0544		SILVER LAKE WATER & SEWER DISTRICT	25-01477					153.91
		ST77-JUNE25	Water & Sewer - ST 77	Invoice	06/30/2025	Water & Sewer - ST 77	001-507-522-50-47-02	153.91
1547		SNOHOMISH COUNTY 911	25-01478					94,306.58
		8399	Monthly EPCR	Invoice	07/01/2025	Monthly Electronic Patient Care Reporting	001-509-522-20-49-02	1,195.19
		8411	Managed Laptop Leases (Monthly)	Invoice	07/01/2025	Managed Laptop Leases (Monthly)	303-504-591-22-70-00	814.69
							303-509-591-22-70-00	1,210.91
		8467	Monthly Dispatch Services (Assessment)	Invoice	07/01/2025	Monthly Dispatch Services (Assessment)	001-504-528-00-41-00	18,217.16
							001-509-528-00-41-00	72,868.63
0565		SNOHOMISH COUNTY PUD	25-01479					375.12
		126246268	Electricity - ST 83	Invoice	06/27/2025	Electricity - ST 83	001-507-522-50-47-01	375.12
0565		SNOHOMISH COUNTY PUD	25-01480					1,263.58
		142695018	Electricity - Admin Bldg	Invoice	06/17/2025	Electricity - Admin Bldg	001-507-522-50-47-01	644.43
							300-507-522-50-47-00	619.15
0565		SNOHOMISH COUNTY PUD	25-01481					1,093.18
		119634409	Electricity - ST 71	Invoice	06/26/2025	Electricity - ST 71	001-507-522-50-47-01	1,093.18
0565		SNOHOMISH COUNTY PUD	25-01482					787.22
		142698130	Electricity - ST 33	Invoice	06/24/2025	Electricity - ST 33	001-507-522-50-47-01	787.22

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	Payable Number	Payable Description					Distribution Amount
0565	SNOHOMISH COUNTY PUD 142699457	25-01483 Electricity - ST 32	Invoice	06/25/2025	Electricity - ST 32	001-507-522-50-47-01	238.78
0565	SNOHOMISH COUNTY PUD 159133364	25-01484 Electricity - ST 31	Invoice	06/20/2025	Electricity - ST 31	001-507-522-50-47-01	1,835.97
0565	SNOHOMISH COUNTY PUD 132830427	25-01485 Electricity - ST 74/Logistics Bldg	Invoice	06/23/2025	Electricity - ST 74/Logistics Bldg	001-507-522-50-47-01	125.81
1536	SNOHOMISH REGIONAL FIRE & R FIRE-06/30/2025	25-01486 Apparatus Fleet Maintenance Services	Invoice	06/30/2025	Apparatus Fleet Maintenance - EMS U Apparatus Fleet Maintenance - Suppre	001-509-522-20-48-01 001-504-522-20-48-01	144,622.09 41,164.33 103,457.76
1536	SNOHOMISH REGIONAL FIRE & R EXCISE TAX-JUNE 2025	25-01487 Sales & Use Tax - June 2025	Invoice	07/01/2025	Sales & Use Tax - June 2025 Sales & Use Tax - June 2025 (Address S	001-504-522-20-35-00 001-505-522-30-31-00	188.36 187.23 1.13
1935	SNOHOMISH VALLEY ROOFING II 35866	25-01488 Dumpster Rental (17yd) - ST83	Invoice	06/26/2025	Dumpster Rental (17yd) - ST83	001-506-522-45-31-03	393.48 393.48
0567	SNURE LAW OFFICE, PSC MAY/JUNE	25-01489 Monthly Attorney Services (MAY-JUNE)	Invoice	07/07/2025	Monthly Attorney Services (MAY-JUNE)	001-512-522-10-41-03	4,392.00 4,392.00
1749	SOREN JOHNSON INV13734	25-01490 Per Diem Reimburs - CMC Rope Rescu	Invoice	06/15/2025	Per Diem Reimburs - CMC Rope Rescu	001-506-522-45-43-00	559.00 559.00
0572	SPEEDWAY CHEVROLET 146717 146889 CM146201	25-01491 Shop Parts Shop Parts Shop Parts	Invoice Invoice Credit Memo	06/10/2025 06/25/2025 04/29/2025	Shop Parts Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01	386.56 99.88 481.41 -194.73
2057	SPRAGUE PEST SOLUTIONS 5840360 5840361	25-01492 Monthly Pest Control Services - ST 77 Pest Control Perimeter Services (Triar	Invoice Invoice	06/28/2025 06/28/2025	Monthly Pest Control Services - ST 77 Pest Control Perimeter Services (Triar	001-507-522-50-41-00 001-507-522-50-41-00	265.50 120.02 145.48
2379	SRFR - PETTY CASH 0-096-465-401 0-097-114-785 0-098-552-162 0-099-590-855 2062 2063 2065 2066 2067 2068 2072	25-01493 DOL Driving Record Request DOL Driving Record Request DOL Driving Record Request DOL Driving Record Request EMS Transport Services Billing Refund EMS Transport Services Billing Refund EMS Transport Services Billing Refund EMS Transport Services Billing Refund EMS Transport Services Billing Refund EMS Transport Services Billing Refund PrintWest: 2025 Annual Report Mailin	Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	02/27/2025 03/20/2025 04/10/2025 06/26/2025 06/11/2025 06/11/2025 06/11/2025 06/11/2025 06/11/2025 07/07/2025 06/30/2025	DOL Driving Record Request DOL Driving Record Request DOL Driving Record Request DOL Driving Record Request EMS Transport Services Billing Refund EMS Transport Services Billing Refund EMS Transport Services Billing Refund EMS Transport Services Billing Refund EMS Transport Services Billing Refund EMS Transport Services Billing Refund PrintWest: 2025 Annual Report Mailin	001-517-522-10-49-06 001-517-522-10-49-06 001-517-522-10-49-06 001-517-522-10-49-06 001-509-522-26-49-00 001-509-522-26-49-00 001-509-522-26-49-00 001-509-522-26-49-00 001-509-522-26-49-00 001-509-522-26-49-00 001-515-522-30-42-01	18,785.15 15.00 15.00 15.00 30.00 1,608.96 406.28 1,024.54 275.00 849.12 1,586.17 12,960.08
0580	STATE OF WA DEPARTMENT OF I EXCISE TAX-JUNE 2025	25-01494 Sales & Use Tax - JUNE 2025 (600-355-	Invoice	07/01/2025	Sales & Use Tax - MONTH 2025 (600-3	630-512-589-00-00-00	188.36 188.36

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	Payable Number	Payable Description					Distribution Amount
2184	STERICYCLE, INC.	25-01495					718.16
	8010656982	Biohazardous/Medical Waste Disposal - All Stations	Invoice	04/30/2025	Biohazardous/Medical Waste Disposal - All Stations	001-509-522-20-41-06	487.74
	8010975371	Biohazardous/Medical Waste Disposal	Invoice	05/31/2025	Biohazardous/Medical Waste Disposal	001-509-522-20-41-06	230.42
1634	STRYKER MEDICAL	25-01496					4,337.71
	9209623846	EMS Equipment - Lifepaks, supplies, data and video	Invoice	06/26/2025	11996-000519 LNCS-II REUSABLE RAIN	303-509-594-20-64-00	4,337.71
2415	SUPERIOR SEPTIC SERVICE, LLC	25-01497					3,444.75
	25916124	Septic Tank Maint. (Pumped Septic Tank) - ST 72	Invoice	06/20/2025	Septic Tank Maint. (Pumped Septic Tank) - ST 72	001-507-522-50-48-00	857.23
	25950174	Septic Tank Maint. (Pumped Septic Tank) - ST 72	Invoice	06/24/2025	Septic Tank Maint. (Pumped Septic Tank) - ST 72	001-507-522-50-48-00	857.23
	25954272	Septic Tank Maint. (Pumped Septic Tank) - ST 72	Invoice	06/27/2025	Septic Tank Maint. (Pumped Septic Tank) - ST 72	001-507-522-50-48-00	775.25
	26131420	Septic Tank Maint. (Pumped Septic Tank) - ST 72	Invoice	07/02/2025	Septic Tank Maint. (Pumped Septic Tank) - ST 72	001-507-522-50-48-00	955.04
1645	TELEFLEX, LLC	25-01498					2,660.00
	9510205540	Medical Supplies ('EZ-IO' Needle & Sta	Invoice	06/27/2025	Medical Supplies ('EZ-IO' Needle & Sta	001-509-522-30-31-01	2,660.00
2517	TOTAL LANDSCAPE CORPORATIC	25-01499					5,184.24
	7597	Landscape Maintenance (All Stations) - Moultrie	Invoice	06/30/2025	Landscape Maintenance (All Stations) - Moultrie	001-507-522-50-41-00	5,184.24
0604	TOWN CENTER EYE CARE LLC	25-01500					656.00
	TC14158	Facepiece Respirator Prescription Lenses - ARNOLD	Invoice	07/07/2025	Facepiece Respirator Prescription Lenses - ARNOLD	001-506-522-45-35-00	656.00
2204	TROY ELMORE	25-01501					200.00
	INV13751	Per Diem WFCB Conference - Lake Che	Invoice	06/24/2025	Per Diem WFCB Conference - Lake Che	001-506-522-45-43-00	200.00
2221	ULINE, INC	25-01502					411.97
	194614057	ST 71 BC Office Leather Chair	Invoice	06/25/2025	ST 71 BC Office Leather Chair	001-507-522-50-35-00	411.97
1663	UNDERWATER SPORTS, INC.	25-01503					193.00
	325887	Scuba Mask	Invoice	06/14/2025	Scuba Mask	001-514-522-20-35-03	82.71
	325947	Scuba Mask	Invoice	06/18/2025	Scuba Mask	001-514-522-20-35-03	110.29
0040	VESTIS	25-01504					228.52
	6560588813	Shop Supplies/Uniform Rental/Laundr	Invoice	06/19/2025	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	62.45
	6560588814	Shop Supplies/Uniform Rental/Laundr	Invoice	06/19/2025	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	16.40
	6560593421	Shop Supplies/Uniform Rental/Laundr	Invoice	06/26/2025	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	60.70
	6560596648	Shop Supplies/Uniform Rental/Laundr	Invoice	07/03/2025	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	62.45
	6560596649	Shop Supplies/Uniform Rental/Laundr	Invoice	07/03/2025	Shop Supplies	050-511-522-60-31-05	26.52
0639	WASHINGTON FIRE COMMISSIOI	25-01505					2,020.00
	200002260	2025 Spring Seminar Registration	Invoice	04/29/2025	2025 Spring Seminar Registration	001-506-522-45-49-02	1,645.00
	200002302	Fire Service Bidding BookA set of 11 Vc	Invoice	06/23/2025	Fire Service Bidding BookA set of 11 Vc	001-506-522-45-34-00	375.00
0648	WASTE MANAGEMENT NORTHM	25-01506					474.68
	2133503-2677-2	Refuse & Recycle - ST 74/Logistics Bldg	Invoice	07/01/2025	Refuse & Recycle - ST 74/Logistics Bldg	001-507-522-50-47-04	474.68
0648	WASTE MANAGEMENT NORTHM	25-01507					302.80
	9653589-4968-7	Refuse & Recycle - ST 83	Invoice	07/01/2025	Refuse & Recycle - ST 83	001-507-522-50-47-04	302.80
0648	WASTE MANAGEMENT NORTHM	25-01508					282.63
	2133745-2677-9	Recycling - ST 72	Invoice	07/01/2025	Recycling - ST 72	001-507-522-50-47-04	282.63

## Docket of Claims Register

APPKT01897 - 07.10.2025 Board Meeting AL

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0648	WASTE MANAGEMENT NORTHV	25-01509					322.95
	2134116-2677-2	Refuse & Recycle - ST 73	Invoice	07/01/2025	Refuse & Recycle - ST 73	001-507-522-50-47-04	322.95
0648	WASTE MANAGEMENT NORTHV	25-01510					226.07
	2133374-2677-8	Refuse - ST 71	Invoice	07/01/2025	Refuse - ST 71	001-507-522-50-47-04	226.07
0648	WASTE MANAGEMENT NORTHV	25-01511					117.54
	2133373-2677-0	Refuse - ST 72	Invoice	07/01/2025	Refuse - ST 72	001-507-522-50-47-04	117.54
0648	WASTE MANAGEMENT NORTHV	25-01512					446.70
	2133744-2677-2	Refuse - ST 71	Invoice	07/01/2025	Refuse - ST 71	001-507-522-50-47-04	446.70
0648	WASTE MANAGEMENT NORTHV	25-01513					806.87
	2133819-2677-2	Recycling - Admin Bldg	Invoice	07/01/2025	Recycling - Admin Bldg	001-507-522-50-47-04	411.50
						300-507-522-50-47-00	395.37
0648	WASTE MANAGEMENT NORTHV	25-01514					976.81
	1076901-4968-0	Refuse & Recycle - ST 82	Invoice	07/01/2025	Refuse & Recycle - ST 82	001-507-522-50-47-04	976.81
0648	WASTE MANAGEMENT NORTHV	25-01515					207.41
	2134928-2677-0	Refuse - ST 33	Invoice	07/01/2025	Refuse - ST 33	001-507-522-50-47-04	207.41
0648	WASTE MANAGEMENT NORTHV	25-01516					185.59
	1077094-4968-3	Refuse - ST 81	Invoice	07/01/2025	Refuse - ST 81	001-507-522-50-47-04	185.59
0648	WASTE MANAGEMENT NORTHV	25-01517					358.00
	2133568-2677-5	Refuse & Recycle - ST 77	Invoice	07/01/2025	Refuse & Recycle - ST 77	001-507-522-50-47-04	358.00
0648	WASTE MANAGEMENT NORTHV	25-01518					615.60
	2134929-2677-8	Recycling - ST 33	Invoice	07/01/2025	Recycling - ST 33	001-507-522-50-47-04	615.60
0648	WASTE MANAGEMENT NORTHV	25-01519					320.98
	1077093-4968-5	Recycling - ST 81	Invoice	07/01/2025	Recycling - ST 81	001-507-522-50-47-04	320.98
2129	WEX BANK	25-01520					18,008.68
	105712300	Apparatus Fuel	Invoice	06/30/2025	Apparatus Fuel - EMS	001-509-522-20-32-00	8,915.80
					Apparatus Fuel - Shop	050-511-522-60-32-00	177.08
					Apparatus Fuel - Suppression	001-504-522-20-32-00	8,915.80
0665	WHELEN ENGINEERING COMPAN	25-01521					31,472.06
	707495	Shop Parts	Invoice	06/06/2025	Shop Parts	050-511-522-60-34-01	7,406.09
	713552	Shop Parts	Invoice	06/18/2025	Shop Parts	050-511-522-60-34-01	8,150.82
	713554	Shop Parts	Invoice	06/18/2025	Shop Parts	050-511-522-60-34-01	8,150.82
	713555	Shop Parts	Invoice	06/18/2025	Shop Parts	050-511-522-60-34-01	7,764.33
2011	ZIPLY FIBER	25-01522					265.60
	ST33-JUNJULY25	Elevator & Fire Alarm Phone Lines/Cor	Invoice	06/14/2025	Elevator & Fire Alarm Phone Lines/Cor	001-513-522-50-42-01	265.60
Total Claims: 121						Total Payment Amount:	613,145.78

# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

07/09/2025

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
25-01402	49ER COMMUNICATIONS, INC.		227.67
25-01403	ALDERWOOD WATER DISTRICT		2,630.00
25-01404	ALEXANDER FATKIN		764.00
25-01405	AMAZON CAPITAL SERVICES, INC		2,966.59
25-01406	AT&T MOBILITY LLC		3,633.38
25-01407	B&H FIRE AND SECURITY		295.38
25-01408	BENJAMIN BLOOMQUIST		9.10
25-01409	BICKFORD MOTORS INC.		32.35
25-01410	BOUND TREE MEDICAL, LLC		15,378.44
25-01411	CARY CRONIN		559.00
25-01412	CDW GOVERNMENT LLC		454.53
25-01413	CENTRAL WELDING SUPPLY		1,038.96
25-01414	CHAMPION BOLT & SUPPLY INC		368.44
25-01415	CITY OF SNOHOMISH		1,000.00
25-01416	CLEARFLY COMMUNICATIONS		778.63
25-01417	CLEARVIEW HARDWARE & FEED		59.86
25-01418	COLUMBIA SOUTHERN UNIVERSITY		1,571.20
25-01419	COMCAST BUSINESS		337.19
25-01420	COMDATA INC.		8,471.92
25-01421	COURIERWEST		2,190.80
25-01422	CROSS VALLEY WATER DISTRICT		364.46
25-01423	CROSS VALLEY WATER DISTRICT		1,338.34
25-01424	CROSS VALLEY WATER DISTRICT		888.33
25-01425	CURALINC HEALTHCARE		720.20
25-01426	DARKHORSE EMERGENCY LP		21,880.00
25-01427	DAVID MESSER		735.83
25-01428	DMITRIY SURKANOV		559.00
25-01429	ELECTRONIC BUSINESS MACHINES		67.14
25-01430	FIRST CLASS BUILDING SUPPLY AND SERVICES		2,687.00
25-01431	FITNESS EXPERTS		281.71
25-01432	GENERAL FIRE APPARATUS		516.40
<b>Page Total</b>			72,805.85
<b>Cumulative Total</b>			72,805.85

## Snohomish Regional Fire and Rescue Claims Voucher Summary

07/09/2025

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
25-01433	GRAINGER		5,766.44
25-01434	HD SUPPLY MAINTENANCE SOLUTIONS		254.92
25-01435	HILL STREET CLEANERS		109.40
25-01436	IMS ALLIANCE		51.19
25-01437	ISOUTSOURCE		8,930.12
25-01438	JACOB WINTER		145.02
25-01439	JASON BOWEN		522.81
25-01440	JEFF SCHAUB		364.00
25-01441	KAITLIN KING		1,335.73
25-01442	KELSEY AYER		1,040.46
25-01443	KENT D. BRUCE CO., LLC		8,389.93
25-01444	KEVIN O'BRIEN		144.00
25-01445	L.N. CURTIS & SONS		1,734.22
25-01446	LAKE STEVENS SEWER DISTRICT		453.32
25-01447	LAKE STEVENS SEWER DISTRICT		416.92
25-01448	LAKE STEVENS VISION CLINIC		549.00
25-01449	LEAH SCHOOF		297.00
25-01450	LEROY SCHWARTZ III		654.95
25-01451	LES SCHWAB WAREHOUSE CENTER		32.78
25-01452	LIFE-ASSIST INC		1,072.20
25-01453	LION GROUP INC.		3,524.85
25-01454	MES SERVICE COMPANY, LLC		89,714.77
25-01455	MICHAEL MCCONNELL		1,528.00
25-01456	MONROE PARTS HOUSE		4,808.87
25-01457	NATIONAL TESTING NETWORK, INC.		7,650.00
25-01458	ODP BUSINESS SOLUTIONS, LLC		127.79
25-01459	OPERATIVE IQ		4,190.06
25-01460	POSITIVE PROMOTIONS, INC.		340.95
25-01461	PRINT WEST, INC.		11,480.67
25-01462	PUGET SOUND ENERGY		74.81
25-01463	PUGET SOUND ENERGY		164.63
<b>Page Total</b>			155,869.81
<b>Cumulative Total</b>			228,675.66

## Snohomish Regional Fire and Rescue Claims Voucher Summary

07/09/2025

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
25-01464	PURCELL TIRE & SERVICE CENTER		869.44
25-01465	RAIRDON'S OF MONROE		1,991.08
25-01466	RENEWAL REMODELLING AND REPAIRS, LLC		3,382.55
25-01467	REPUBLIC SERVICES #197		1,863.37
25-01468	REPUBLIC SERVICES #197		251.04
25-01469	REPUBLIC SERVICES #197		568.63
25-01470	REPUBLIC SERVICES #197		569.18
25-01471	REPUBLIC SERVICES #197		691.55
25-01472	ROBERT FISHER		2,200.00
25-01473	ROY WAUGH		345.60
25-01474	SEAN DAHL		63.93
25-01475	SEA-WESTERN INC		26,054.68
25-01476	SILVER LAKE WATER & SEWER DISTRICT		213.10
25-01477	SILVER LAKE WATER & SEWER DISTRICT		153.91
25-01478	SNOHOMISH COUNTY 911		94,306.58
25-01479	SNOHOMISH COUNTY PUD		375.12
25-01480	SNOHOMISH COUNTY PUD		1,263.58
25-01481	SNOHOMISH COUNTY PUD		1,093.18
25-01482	SNOHOMISH COUNTY PUD		787.22
25-01483	SNOHOMISH COUNTY PUD		238.78
25-01484	SNOHOMISH COUNTY PUD		1,835.97
25-01485	SNOHOMISH COUNTY PUD		125.81
25-01486	SNOHOMISH REGIONAL FIRE & RESCUE		144,622.09
25-01487	SNOHOMISH REGIONAL FIRE & RESCUE		188.36
25-01488	SNOHOMISH VALLEY ROOFING INC		393.48
25-01489	SNURE LAW OFFICE, PSC		4,392.00
25-01490	SOREN JOHNSON		559.00
25-01491	SPEEDWAY CHEVROLET		386.56
25-01492	SPRAGUE PEST SOLUTIONS		265.50
25-01493	SRFR - PETTY CASH		18,785.15
25-01494	STATE OF WA DEPARTMENT OF REVENUE		188.36

**Page Total**

309,024.80

**Cumulative Total**

537,700.46



# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

07/09/2025

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
25-01495	STERICYCLE, INC.		718.16
25-01496	STRYKER MEDICAL		4,337.71
25-01497	SUPERIOR SEPTIC SERVICE, LLC		3,444.75
25-01498	TELEFLEX, LLC		2,660.00
25-01499	TOTAL LANDSCAPE CORPORATION		5,184.24
25-01500	TOWN CENTER EYE CARE LLC		656.00
25-01501	TROY ELMORE		200.00
25-01502	ULINE, INC		411.97
25-01503	UNDERWATER SPORTS, INC.		193.00
25-01504	VESTIS		228.52
25-01505	WASHINGTON FIRE COMMISSIONERS ASSOCIATION		2,020.00
25-01506	WASTE MANAGEMENT NORTHWEST		474.68
25-01507	WASTE MANAGEMENT NORTHWEST		302.80
25-01508	WASTE MANAGEMENT NORTHWEST		282.63
25-01509	WASTE MANAGEMENT NORTHWEST		322.95
25-01510	WASTE MANAGEMENT NORTHWEST		226.07
25-01511	WASTE MANAGEMENT NORTHWEST		117.54
25-01512	WASTE MANAGEMENT NORTHWEST		446.70
25-01513	WASTE MANAGEMENT NORTHWEST		806.87
25-01514	WASTE MANAGEMENT NORTHWEST		976.81
25-01515	WASTE MANAGEMENT NORTHWEST		207.41
25-01516	WASTE MANAGEMENT NORTHWEST		185.59
25-01517	WASTE MANAGEMENT NORTHWEST		358.00
25-01518	WASTE MANAGEMENT NORTHWEST		615.60
25-01519	WASTE MANAGEMENT NORTHWEST		320.98
25-01520	WEX BANK		18,008.68
25-01521	WHELEN ENGINEERING COMPANY		31,472.06
25-01522	ZIPLY FIBER		265.60

**Page Total**

75,445.32

**Cumulative Total**

613,145.78



## Payroll Summary and Authorization Form for the:

**6/30/2025 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:** \$1,319,273.38

**Paper Checks:** \$990.05

**Taxes:** \$426,744.08

**Allowed in the sum of:** \$1,747,007.51

**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



**SNOHOMISH REGIONAL FIRE & RESCUE**

## **BOARD OF FIRE COMMISSIONERS SPECIAL MEETING MINUTES**

### **SNOHOMISH REGIONAL FIRE & RESCUE**

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

June 25, 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 District Secretary Snure was an excused absence.

### **COMMUNITY ADVISORY COMMITTEE MEETING**

#### *Strategic Planning*

Deputy Chief McConnell welcomed everyone, introduced Fire Chief Brian Park, and highlighted the SRFR Annual Report. He acknowledged the communications team for their work on the annual report and data transparency.

Chief Park welcomed everyone and thanked them for their participation this evening. He emphasized the importance of community engagement and transparency; and he looks forward to working together with everyone.

ESCi facilitators introduced themselves and provided an overview of the strategic planning process.

*First Group Exercise - What does SRFR do well?* Discussion themes included: provides a full range of services, responds well to emergencies, strong customer service, training, public education, community engagement, and staff support.

*Second Group Exercise - What are your expectations for SRFR?* Discussion themes included: quick response, transparency, professionalism, excellence, accountability, knowledgeable, and efficiency.

*Third Group Exercise - What should SRFR's priorities be over the next 3-5 years?* Discussion themes included: increased collaboration of services, potential for merger with Snohomish County Fire District #4, increased operational efficiencies, and continued support of accreditation.

ESCi facilitators and Deputy Chief McConnell moderated the group discussions. Participants communicated general support for strategic goals and appreciation for transparency and inclusion in the planning process. Deputy Chief McConnell provided an overview of how the Chair and Vice Chair will be selected. This selection will occur at the next regularly scheduled Community Advisory Committee meeting.



The meeting was concluded by Deputy Chief McConnell. The next Community Advisory Committee Meeting will be November 12, with the Strategic Plan as the primary agenda item. We anticipate the adoption of our next Strategic Plan by January 2026.

Commissioner Steinruck thanked the administrative staff for their help this evening.

Chairman Elmore thanked everyone for their participation this evening.

**MEETING REMINDER:**

Regular Commissioner Meeting Thursday, June 26, 2025, at 1730 - Station 31 Training Room/Zoom

**ADJOURNMENT**

Chairman Elmore adjourned the meeting at 1925 hours.

\_\_\_\_\_  
Commissioner Davin Alsin

\_\_\_\_\_  
Commissioner Jeff Schaub

\_\_\_\_\_  
Commissioner Rick Edwards

\_\_\_\_\_  
Commissioner Jim Steinruck

\_\_\_\_\_  
Chairman Troy Elmore

\_\_\_\_\_  
Commissioner Roy Waugh

\_\_\_\_\_  
Vice Chairman Randy Fay



**SNOHOMISH REGIONAL FIRE & RESCUE**

## **BOARD OF FIRE COMMISSIONERS MEETING MINUTES**

### **SNOHOMISH REGIONAL FIRE & RESCUE**

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

June 26, 2025, 1730 hours

#### **CALL TO ORDER**

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

#### **PUBLIC COMMENT**

One public comment with congratulations to Chief O'Brien on his upcoming retirement and a welcome to Chief Park as our new Fire Chief. The Special Meeting last night regarding strategic planning was very well done. It was great to see the engagement within the group and the ideas presented.

#### **UNION COMMENT**

N/A

#### **DISTRICT HIGHLIGHTS**

*What Is a Fire Commissioner Video*

Video was postponed until the next meeting.

#### *2024 Annual Report*

Deputy Chief McConnell presented the 2024 Annual Report and asked for any questions. Thank you to all who contributed to this report.

Chairman Elmore commented that he has heard multiple positive comments on this report, and it looks great.

#### **CHIEF'S REPORT**

As presented. Assistant Chief Messer highlighted two promotions, John Rouse as Captain MSO & Kerry Pray as Journeyman Mechanic; and he recognized Travis Rask for being awarded the International F.O.O.L. of the Year. He also congratulated Paramedic Matt Ball who was recognized for his outstanding contributions in airway management and Costas Zweekhurst who successfully completed Central Washington University's Paramedic Program. Additionally, we recently took delivery of Boat 31; and earlier this week the Fire Marshal's Office was called out to an explosion of an over pressurized tank for code enforcement and to help with the investigation.



## SNOHOMISH REGIONAL FIRE & RESCUE

### **EXECUTIVE SESSION**

RCW 42.30.140(4)(b): Labor Negotiations

RCW 42.30.110(1)(c): Potential Litigation

Chairman Elmore called for an Executive Session to begin at 1745 hours for 15 minutes, with no expected action to follow. Chairman Elmore continued the executive session for 10 additional minutes. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1810 hours and there was no action to follow. The Regular Commissioner Meeting moved forward with Commissioner Reports.

### **COMMISSIONER REPORTS**

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	6/24/25	7/22/25	Yes
Finance Committee	Elmore	6/26/25	7/24/25	Yes
Sno911	Waugh	6/19/25	7/17/25	Yes
Sno-Isle Commissioners	Fay	5/1/25	7/3/25	No
Leadership Meeting	Schaub	5/15/25	9/18/25	No
Policy Committee	Schaub	6/12/25	7/10/25	No
Community Advisory Committee	TBD	6/25/25	11/12/25	Yes

*Capital Facilities Committee* - Commissioner Schaub commented that they met on Tuesday and discussed updates for Stations 32 & 81 and reviewed phase 1C of the contract with BN Builders. They also discussed an update on Station 72.

*Finance Committee* - Chairman Elmore commented that they met earlier today, and discussed the progressive design build, negotiations, shop budget amendment, and the annual financial report.

*Sno911* - No comment this evening.

*Community Advisory Committee* - Chairman Elmore commented that they met last night. It was a very positive evening, and it was good to hear everyone participate. Commissioner Schaub thanked Deputy Chief McConnell for moderating the committee meeting.

### **COMMITTEE MEETING MINUTES**

Policy Committee - June 12, 2025

### **CONSENT AGENDA**

#### **Approval of Vouchers**

Benefits Vouchers: 25-01255 to 25-01265; (\$793,638.72)

AP Vouchers: 25-01266 to 25-01382; (1,212,217.04)



## SNOHOMISH REGIONAL FIRE & RESCUE

### **Approval of Payroll**

June 15, 2025 Payroll (\$1,512,965.40)

### **Approval of Minutes**

Approve Special Board Meeting Minutes May 16, 2025

Approve Regular Board Meeting Minutes May 28, 2025

Approve Regular Board Meeting Minutes June 12, 2025

Approve Special Board Meeting Minutes June 18, 2025

### **Motion to approve the Consent Agenda as submitted.**

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

On vote 5/0.

### **OLD BUSINESS**

#### **Discussion**

N/A

#### **Action**

*2026 Letters of Retirement*

### **Motion to approve the 2026 Letters of Retirement as submitted.**

Motion by Chairman Elmore and 2nd by Commissioner Schaub.

On vote 5/0.

### **NEW BUSINESS**

#### **Discussion**

##### *Public Record Index Resolution*

Business Administrator Schoof thanked District Administrative Coordinator Jenkins and Administrative Specialist Gonzalez for their hard work on this. There is a lot of work that goes into indexing every record of the District, and based on the data collected, the project cost and timeline would be a significant burden to complete. We recommend that we pass the resolution that states this, and it has been reviewed by legal. Please let us know if there are any questions.

##### *BN Builders Phase 1C Contract Amendment*

Deputy Chief Rasmussen commented that the proposed phase will be Phase 1C. This will be a 34-week phase. Phase 1C will include (1) project management and meetings, (2) design and permitting management to 100% design, (3) constructability review, (4) cost model support and milestone estimates, (5) GMP development, and (6) schedule management. Phase 1C is proposed to last 44 weeks and it is anticipated to be completed in May 2026.



### *Budget Amendment #2 Shop Wages*

Assistant Chief Messer presented the Budget Amendment #2 Shop Wages for consideration. This budget amendment focuses on two items, (1) certification pay for our shop personnel, and (2) promotion of two apprentice mechanics to journeyman.

First, over the last year several of our mechanics have earned additional certifications towards master level ASE and EVT. Per the current employment agreement, the District compensates for additional certifications earned over the seven required. In this case Kerry Pray earned 42 certifications, and Jeremy Jensen earned 37 certifications. The additional funds needed to cover certification pay is \$50,430.

Second, as of May 15, Brandon Watkins (Journeyman Over-Hire Mechanic) resigned his position with SRFR. The District with the recommendations of Deputy Chief Rasmussen and Shop Manager John Thomas reviewed the needs of the shop. The recommendation is to hold rehiring the over-hire FTE until January 2026 (backfill for Mike Camerer) and instead promote two apprentice mechanics (Kerry Pray and Jeremy Jensen) to journeyman mechanics. The additional funds needed to cover wages and benefits is \$10,175.

### *Darkhorse Contract Amendment*

Deputy Chief McConnell commented that during early summer 2024 we entered into a beta-testing / development agreement with Darkhorse Emergency to help build the new Community Risk Assessment module of the software platform. The CRA module uses historical call data, demographic data, built environment data, and geospatial data to appraise community risk. We have contributed to the platform to meet our needs and be the foundation of our risk assessment. The beta period has ended, and as budgeted, the District wishes to amend its contract dated December 15, 2023, to include the new CRA module. The initial additional contract cost is \$21,880 (tax included) with an additional annual cost of \$20,000.

Deputy Chief McConnell confirmed that Darkhorse has the potential to include District 4's data, and there is a lot of opportunity at the county level as well. Since we have been a part of this format, they have been very responsive and there are additional features that they are adding in which we will benefit from.

Chairman Elmore commented that our District meetings with Snohomish County Fire District #4 have been postponed until the fall. He will be meeting with their chair next week. Vice Chairman Fay asked if the Boards could still hold those meeting dates so that the Commissioners could observe the meeting process for each district and continue to build on these positive relationships. Chairman Elmore encouraged our Commissioners to meet with the District #4 Commissioners and go to their meetings.

### *Policy 804 Standardization of Station Files*

Deputy Chief McConnell commented that this is the first look at Policy 804, and we welcome any questions.





### *2024 Annual Financial Report*

CFO Tabor commented that this is simply for your review and please feel free to ask any questions. The report was submitted on time, and we finished the year strong.

### **Action**

N/A

### **GOOD OF THE ORDER**

Chairman Elmore commented that he enjoyed the strategic planning meeting with ESCi. He welcomed Chief Park to SRFR and welcomed his family. He also commented that he has absolutely loved working with Chief O'Brien, and he has appreciated his leadership over the years.

Vice Chairman Fay thanked Chief Park for making an effort to travel up here, when it is such a busy time back at his home right now. He also thanked Assistant Chief Lundquist and Assistant Chief Messer for going through the fire chief hiring process. He confirmed that the Commissioners only want the best for both of them.

### **ATTENDANCE CHECK**

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

### **ADJOURNMENT**

Chairman Elmore adjourned the meeting at 1838 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





# 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.

<b>Initiative Name:</b>	Public Records Index		
<b>Executive member responsible for guiding the initiative:</b>			
Business Administrator Schoof			
<b>Type of Action:</b>	<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Resolution		
<b>Initiative Description:</b>			
<ul style="list-style-type: none"> <li>• <b>Brief Description</b></li> <li>• <b>Goal of Initiative</b></li> <li>• <b>Initiative Results (deliverables)</b></li> <li>• <b>Connection to Strategic Plan</b></li> <li>• <b>Supporting Documentation (attach)</b> <ul style="list-style-type: none"> <li>○ <b>Scope of work</b></li> <li>○ <b>Contract(s)</b></li> <li>○ <b>Project proposal(s)</b></li> <li>○ <b>Presentation(s)</b></li> </ul> </li> <li>• <b>If Financial: Reason RAB must be approved outside of the annual budget process</b></li> </ul>		<p>Recently, first amendment auditors have been requesting from many local agencies a public record index. A public records index is a list or database maintained by a government agency that provides information about the types of public records they hold and how to access them. To be proactive and review the District's process, we had been advised by legal to undertake a formal objective review of our records and to make a determination as to whether maintenance of an index of the records would be unduly burdensome.</p> <p>The District has completed its review which included the categories outlined in an Analysis Worksheet and a spreadsheet to quantify the time and cost that would be incurred to create a public record index.</p> <p>Based on the data collected, the projected cost would be approximately \$40,568,158 with total staff time of 399.91 years. Given the significant investment of time and resources it would require to complete, it is recommended the Board adopt the draft Resolution 25-2 defining that the creation of a public records index is unduly burdensome.</p>	
<b>Financial Impact:</b>			
		Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A	
		Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ Long-term annual amount(s): \$	
		Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$	
		Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> <li>• If yes: Fund(s)/line item(s) to be amended:</li> </ul>	
<b>Risk Assessment:</b>		Risk if approved: N/A	

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

<b>Execution:</b>	<b>It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.</b>
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**Snohomish Regional Fire and Rescue  
RESOLUTION NO. 2025-02**

**ORDER ESTABLISHING THAT SNOHOMISH REGIONAL FIRE AND RESCUE WILL  
NOT MAINTAIN A PUBLIC RECORD INDEX**

WHEREAS, RCW 42.56.070(3) requires that Snohomish Regional Fire and Rescue maintain and make available for public inspection an index of its public records created since 1973 or adopt an order that the creation of such an index would be unduly burdensome.

WHEREAS, Snohomish Regional Fire and Rescue creates a and maintains a significant number of records on a regular basis in the conduct of business of Snohomish Regional Fire and Rescue.

WHEREAS, Snohomish Regional Fire and Rescue staff has compiled the attached memorandum (**Exhibit 1**) identifying the volume of Snohomish Regional Fire and Rescue records and the estimated staff time and costs it would take to review and index the records.

WHEREAS, The sheer volume of the records and the constant creation of records on an ongoing basis makes it difficult, if not impossible, to create and maintain a useful index.

WHEREAS, Existing Snohomish Regional Fire and Rescue staff all perform essential functions necessary to the operation of Snohomish Regional Fire and Rescue and adding record review and indexing job duties to the existing workload would unduly burden and interfere with Snohomish Regional Fire and Rescue's core operations, and

WHEREAS, Based on budgetary limitations, and the Board's desire to provide fire protection and emergency medical services in the most cost effective manner, Snohomish Regional Fire and Rescue staff believes it would be unduly burdensome to the Snohomish Regional Fire and Rescue's operations and budget and would not be in the taxpayers' best interest to hire additional staff to create and maintain a record index given the above conditions.

**Resolution:** NOW THEREFORE, BE IT RESOLVED, that the Governing Board of Snohomish Regional Fire and Rescue approves the following Orders:

1. Snohomish Regional Fire and Rescue shall maintain an index of Board Resolutions, and
2. Pursuant to the Authority granted under RCW 42.56.070(4) it is hereby ordered that based on the recitals above and the recommendations of staff, Snohomish Regional Fire and Rescue shall not establish a public records index as the creation and maintenance of such an index would be unduly burdensome and would interfere with Snohomish Regional Fire and Rescue operations.

**Adoption:** ADOPTED at a regular meeting of the Governing Board/Board of Commissioners of Snohomish Regional Fire and Rescue on the 10th day of July, 2025, the following Commissioners being present and voting:

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Rick Edwards, Commissioner

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Troy Elmore, Commissioner

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Randy Fay, Commissioner

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Davin Alsin, Commissioner

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Jeff Schaub, Commissioner

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Jim Steinruck, Commissioner

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Roy Waugh, Commissioner

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ATTEST:

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District Secretary



## Record Index Analysis Worksheet 2025

Physical Records	Existing records in cubic feet	Estimated annual records in cubic feet	Estimated daily records in cubic feet
Training Records	81	9.53	0.0261
Contracts and Agreements	4	0.47	0.0013
Health & Safety Records	4	1.00	0.0027
Bidding Documents	1	0.12	0.0003
Payroll	70	8.24	0.0226
Board Meeting	46	5.41	0.0148
Financial Transactions	64	7.53	0.0206
Employee files	86	10.12	0.0277
Misc	65	7.65	0.0210
Total cubic feet of physical records	421	50.06	0.1371
<b>Total physical pages at 2000/cf</b>	<b>842,000</b>	<b>100,118</b>	<b>0.2743</b>
Staff Days to process physical	4,210	501	0.0014

Electronic Records	Existing records quantity	Estimated annual records quantity	Estimated daily records quantity	Server Space Utilized in GB for existing records	Time period covered for existing records
Outlook	7,497,910	882,107	2,417	2213.28	2020-present
OneDrive	525,608	61,836	169	3227.73	2020-present
Network Shares	1,019,501			2336.21	1996-present
NAS Storage	867,733			22927.87	2015-present
<b>Smarsh</b>	<b>2,575</b>	<b>429</b>	<b>1</b>		<b>2019-present</b>
CAD Records	41,270	21,404	59		2015-present
Operative IQ - Asset Management Enabled	5,087				2011-current
Operative IQ - Asset Management Disabled	2,981				2011-current
Operative IQ - Service Ticket Management Open	210				2011-current
Operative IQ - Service Ticket Management Closed last 12 months	3,776				2011-current
Operative IQ - Units Enabled and Disabled	177				2011-current
Operative IQ - Facilities	13				2011-current
Operative IQ - Purchase Orders all time and all status	245				2011-current
Operative IQ - Supply Parts - Enabled and disabled	1,853				2011-current
Filemaker Pro	1,894				Feb 2003- April 2024
NeoGov	10,000				2023- current
Vector Solutions-LMS	75,952	20,000	55		2021-Present
Bouncy House Reservations	42	42	0		2017-present
Fire District Billing	444	444	1		2021-present
Burn Permits	2,799	2,799	8		2017-present
Banquet Roster	468	468	1		2021-present
Address Signs	233	233	1		2021-present
Streamline Inspection Software	8,541				2018-present
Fastfield Forms Software	15,430				2109-present
ERP	30,000				April 2019-present
Paychex	22,000				Jan. 2016-March 2019
BARS	30,000				Jan. 2012-Dec. 2015
Linktree	4,590,351	540,041	1,480	996.75	2020-present
Monday	227,562	26,772	73	1030.72	2020-present
MailChimp	267,461	31,466	86	614.49	2020-present
DropBox	6,631	2,172	6		2024-present
Sprout Social	2,575	429	1		2019-present
Vimeo	126,903		-	5.18	2013-2022
WatchFire	63,095	21,404	59		2022-present
Zoom	63,095	21,404	59		2022-present
Website Database	63,095	21,404	59		2022-present
SquareRigger	27,529				2003-present
New World Reports	82,375				2020-present
EHR Reports (ESO)?	26,884				2020-present
<b>Total electronic records</b>	<b>15,714,298</b>	<b>1,654,855</b>	<b>4,534</b>		
<b>Staff Days to process electronic</b>	<b>78,571</b>	<b>8,274</b>	<b>23</b>		

TOTAL RECORDS (Physical & Electronic)	Existing	Annual	Daily	Total Server Space Utilized
Total Staff Days to Process All	82,781	8,775	23	O365 2641.96 GB
Total Staff Years to Process All	399.91	42.39	0.11	Zoll 5.18 GB

	Existing	Annual
Estimated Cost to Process*	\$ 40,568,158	\$ 4,300,237

\*Based on Ave salary & benefit for Admin Staff of \$134,553.32/year or \$517.51/day

Processing time is estimated at 2.4/mins per record. 200 records processed per staff day maximum.



## 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.

<b>Initiative Name:</b>	BN Builders Phase 1C Contract Amendment		
<b>Executive member responsible for guiding the initiative:</b> DC Rasmussen			
<b>Type of Action:</b>	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
<b>Initiative Description:</b> <ul style="list-style-type: none"> <li>Brief Description</li> <li>Goal of Initiative</li> <li>Initiative Results (deliverables)</li> <li>Connection to Strategic Plan</li> <li>Supporting Documentation (attach) <ul style="list-style-type: none"> <li>Scope of work</li> <li>Contract(s)</li> <li>Project proposal(s)</li> <li>Presentation(s)</li> </ul> </li> <li>If Financial: Reason RAB must be approved outside of the annual budget process</li> </ul>		<p>We are seeking approval for the continuation of Phase 1 services for the Station 32 and 81 projects. As discussed previously, there will need to be additional phases/amendments to complete the PDB contract with BN Builders and Miller Hull for the Station 32 and 81 projects. Phase 1 is project validation and design. The proposed phase will be Phase 1C. The amendment will increase the Phase 1 do not exceed to \$3,966,777.00. This is a cumulative increase of Phase 1A (\$378,300), Phase 1B (\$728,773) and Phase 1C (\$2,859,694. Phase 1C will include (1) project management and meetings, (2) design and permitting management to 100% design, (3) Constructability Review, (4) Cost Model support and Milestone Estimates, (5) GMP development, and (6) Schedule Management.</p> <p>Phase 1C is proposed to last 44 weeks. This phase is anticipated to be completed in May 2026.</p> <p>Please see the attached documents:</p> <ul style="list-style-type: none"> <li>Contract for Phase 1C deliverables.</li> <li>Phase 1 tracking sheet.</li> </ul>	
<b>Financial Impact:</b>			
Expense:		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A	
Revenue:		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A	
Total amount of initiative (attach amount breakdown if applicable): \$		Initial amount: <b>\$4,337,597.81</b> (sales tax included).	
Long-term annual amount(s): \$			
Currently Budgeted:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$	
Budget Amendment Needed:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$	
<ul style="list-style-type: none"> <li>If yes: Fund(s)/line item(s) to be amended:</li> </ul>			
<b>Risk Assessment:</b>			
Risk if approved: Continuation of services prior to project validation. Please note that project validation is not complete until the end of phase 1C.			

Risk if not approved: Stalling of project validation and overall completion timeline.

**Legal Review:**

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

**Presented to, and Approved by, Senior Staff**

☒ Yes ☐ No

**Commissioner Sub-Committee Approval**

Initiative presented to commissioner sub-committee: ☒ Yes ☐ No

Approved by commissioner sub-committee: ☒ Yes ☐ No

N/A: ☐

**For Fire Chief Approval:**

- ☒ RAB document complete
- ☒ Supporting documentation attached
- ☒ Information sent to Fire Chief, Senior Staff, and Board Support (*boardpacket@srfr.org*)

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

*Fire Chief will coordinate with Senior Staff for RAB introduction*

**RAB Executive: Confirmed email sent to Board by Fire Chief**

☒ Yes ☐ No

**Board of Fire Commissioners**

RAB initiatives go through the following process:

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

**Execution:**

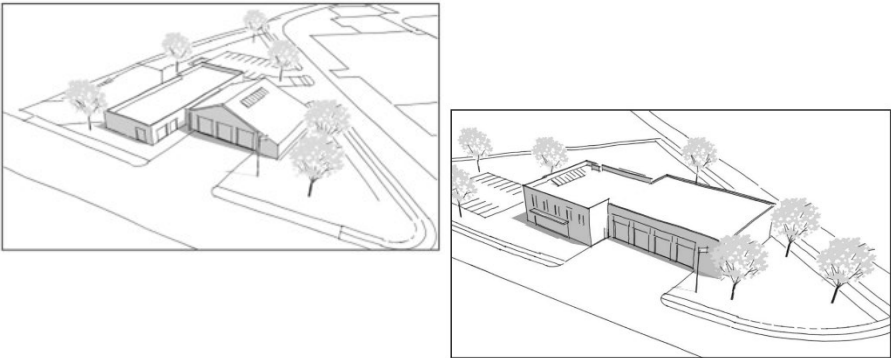
**It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.**



Progressive Design-Build Process

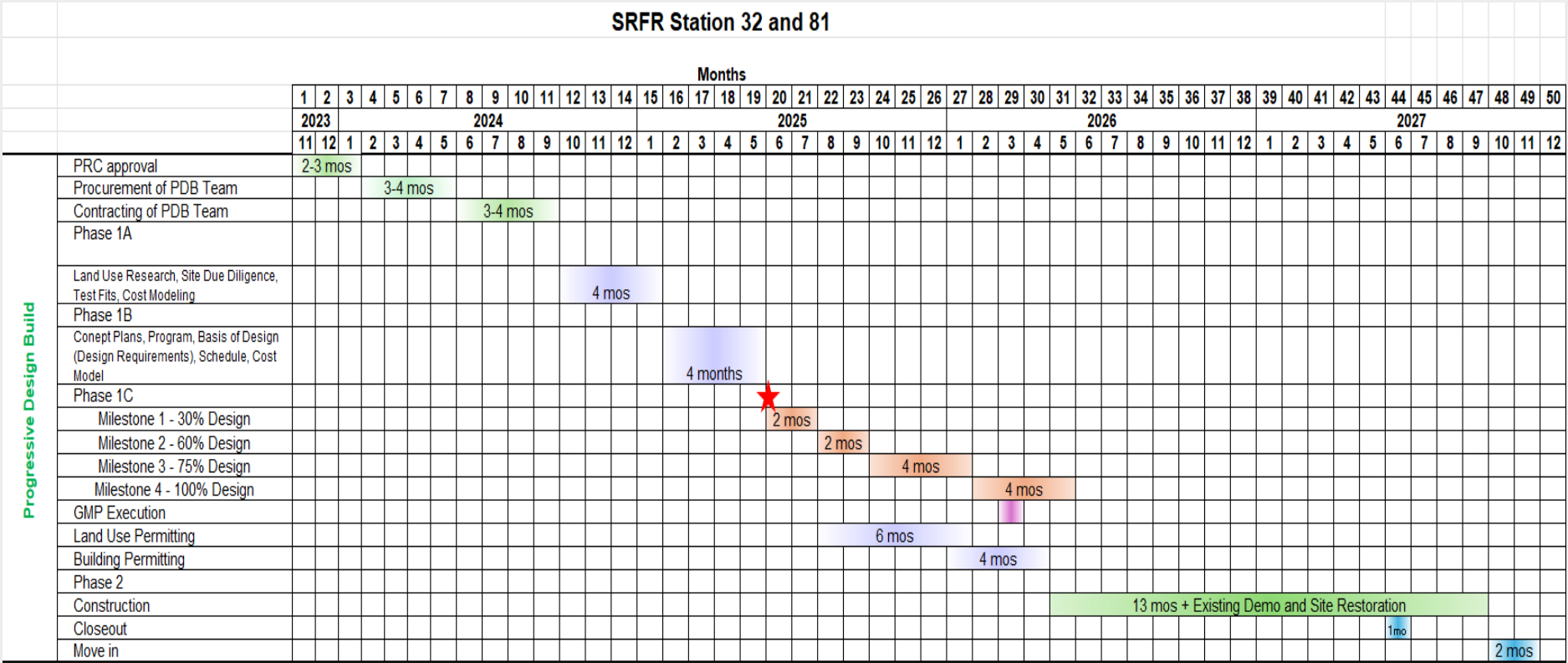
Design (Phase1C)

- Milestones (30%, 60%, 90%, 100% Design)  
Each item below will be validated at each Milestone.
  - Basis of Design
  - Cost Model and Risk Register
  - Schedule
- Land Use Permit Submission (Milestone 1)
- Permit Submission (Milestone 2 & 3)
- Budget Reconciliation (Milestone 4)
- GMP Execution (Milestone 4)

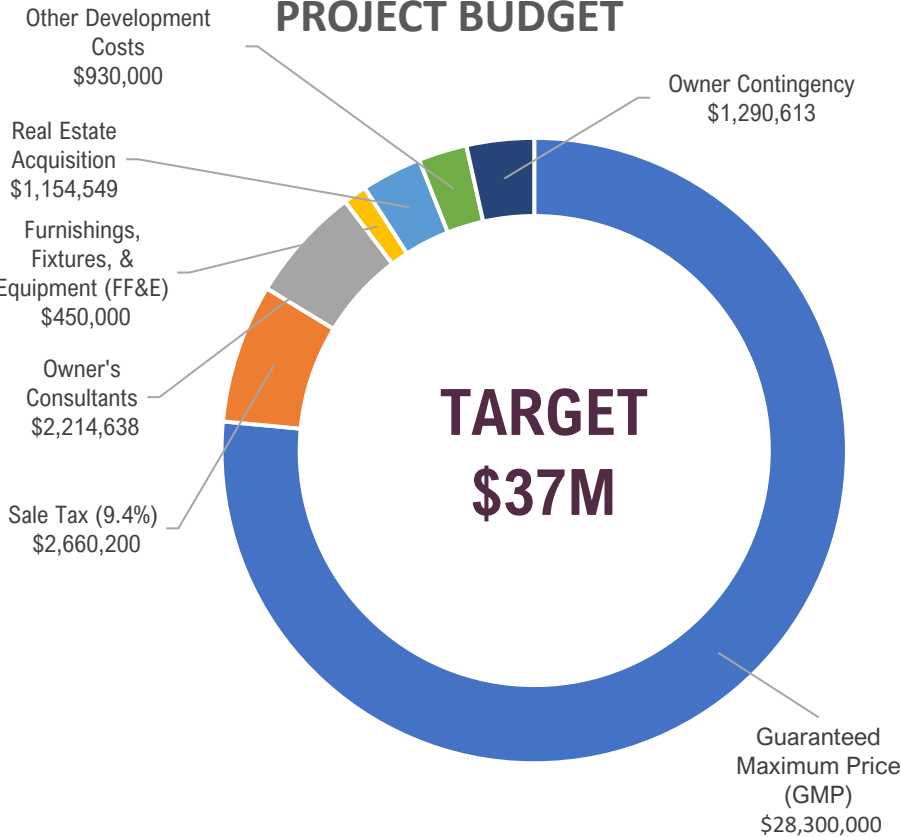


SRFR - FIRE STATIONS 32 & 81

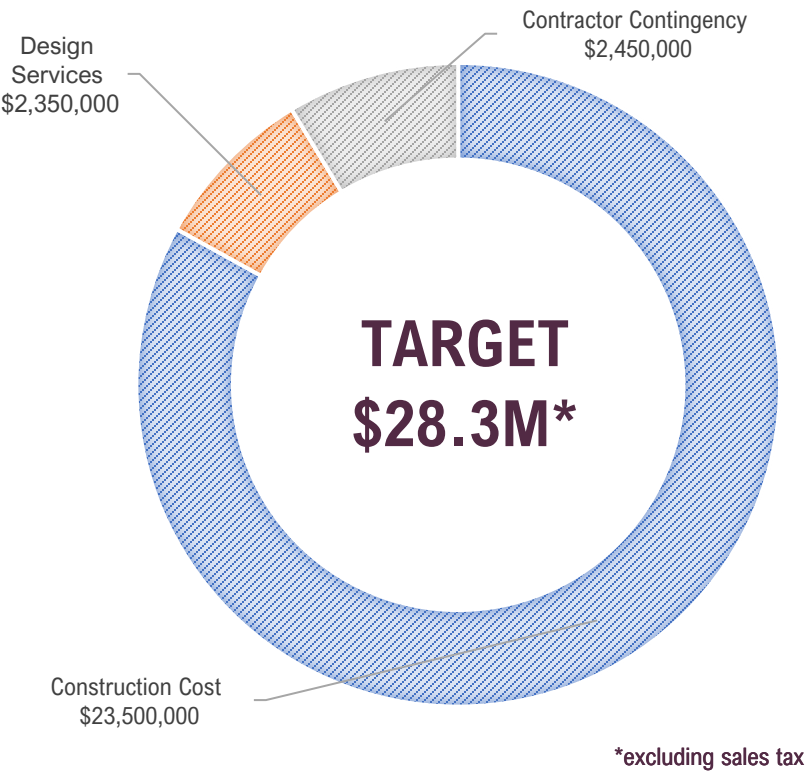
WHERE ARE WE IN THE SCHEDULE?



PROJECT BUDGET



GMP BUDGET



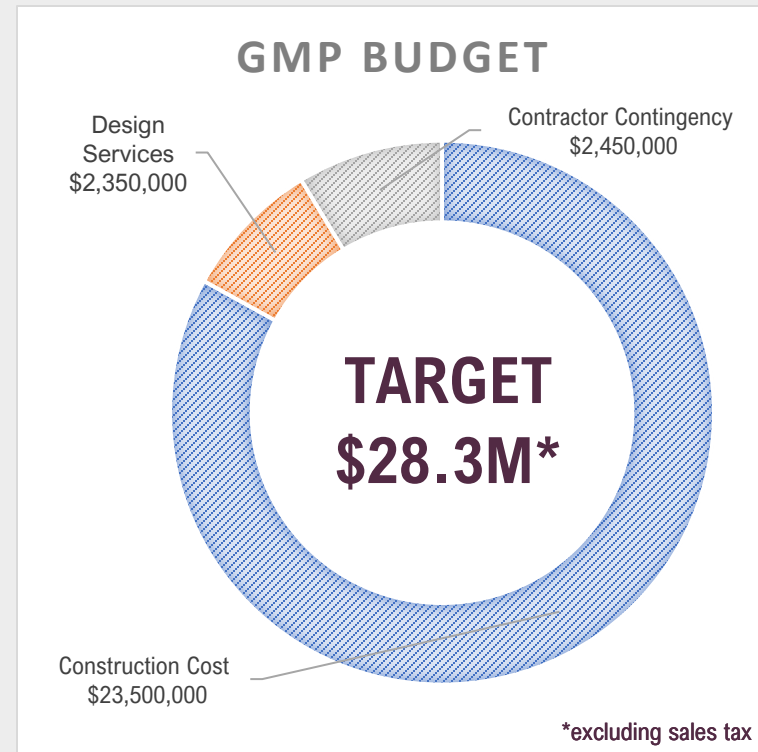
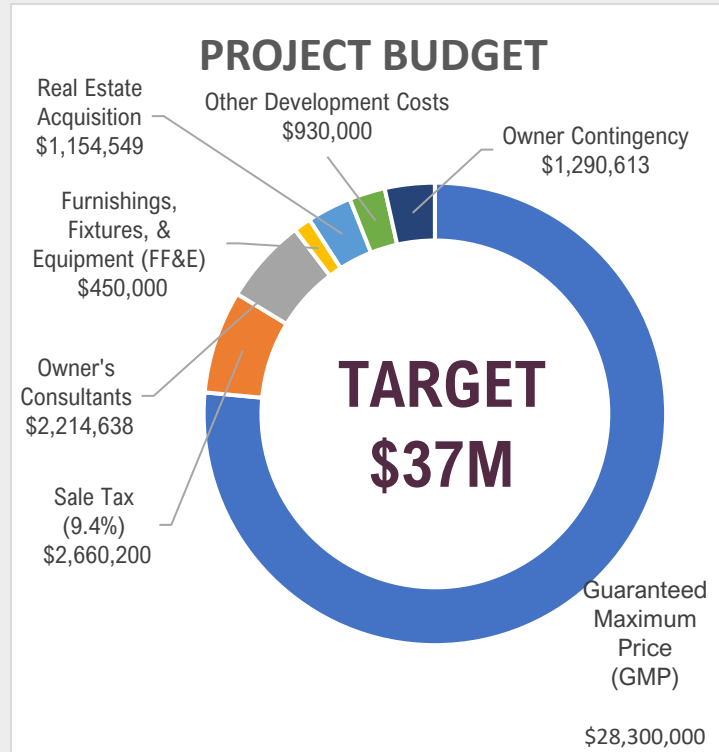
PROJECT SPENDING SUMMARY

Item	Budget	Encumbered	Spent to Date	Remaining
Guaranteed Maximum Price (GMP)	\$28,300,000	\$1,107,083	\$279,669	\$28,020,331
Sale Tax *** *** sales tax varies by site	\$2,660,200	\$103,474	\$26,137	\$2,633,911
Owner's Consultants	\$2,214,638	\$1,810,269	\$550,090.91	\$1,664,547.09
Furnishings, Fixtures, & Equipment (FF&E)	\$450,000	\$0	\$0	\$450,000
Real Estate Acquisition	\$1,154,549	\$1,154,549	\$1,154,549	\$0
Other Development Costs	\$930,000	\$11,400	\$11,400	\$918,600
Owner Contingency	\$1,290,613	\$0	\$0	\$1,290,613
Totals	\$37,000,000	\$4,186,775	\$1,758,906	\$35,240,942

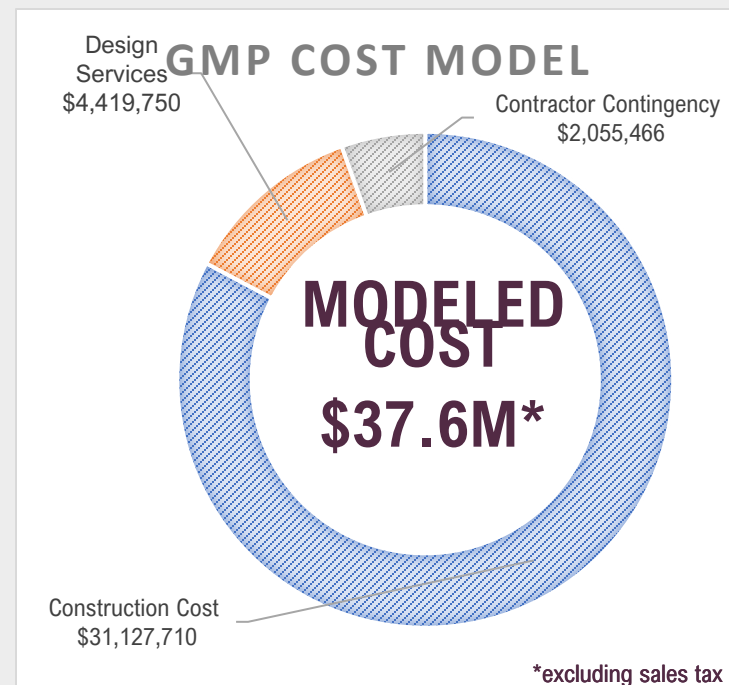
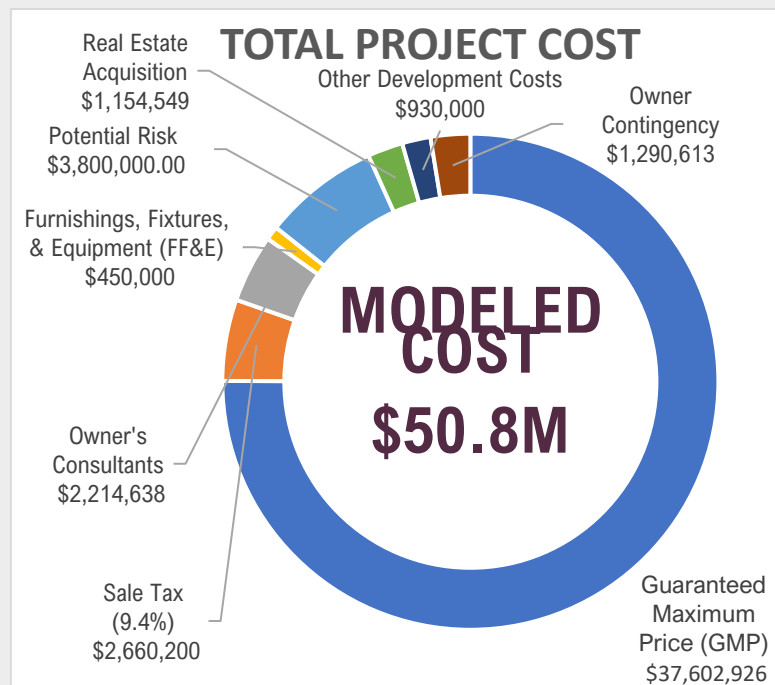


# SRFR - FIRE STATIONS 32 & 81

## Current Budget



## Modeled Cost



# **Snohomish Regional Fire and Rescue Fire Stations 32 and 81 Project**

## **Progressive Design-Build Contract**

### **Contract Amendment No. 2**

**OWNER:**

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

**DESIGN-BUILDER:**

**BNBuilders, Inc.  
2815 Elliott Avenue  
Seattle, Washington 98121**

**PROJECT:**

**Fire Stations 32 and 81 Projects**

The Owner and Design-Builder hereby amend the Progressive Design-Build Contract (the "Contract") dated September 12, 2024 as stated herein. This Contract Amendment No. 2 is made as of July 10, 2025.

**I. Section 7.1: Phase 1 Price**

**Section 7.1: Phase 1 Price** is modified as follows:

**7.1 Phase 1 Price.** For additional scope associated with Phase 1 Scope of Services (Exhibit C), Owner shall pay Design-Builder in accordance with Article 8 of this Contract a sum not to exceed three million, nine hundred sixty-six thousand, seven hundred and seventy-seven dollars (\$3,966,777.00) for Phase 1a (initial contract), Phase 1b (amendment #1) and Phase 1c (amendment #2) scopes. Phase 1 Services shall be billed at the all-inclusive billing rates and labor categories set forth in Exhibit E which rates shall not be subject to increase for any Phase 1 Services. Unless otherwise provided in the Contract Documents, the Phase 1 Services compensation excludes Washington State Sales Tax but includes all other taxes mandated by applicable Legal Requirements.

Design-Builder's current total Contract Scope of Work and associated not-to-exceed compensation are summarized as follows:

## Snohomish Regional Fire and Rescue Fire Stations 32 and 81 Project

### Progressive Design-Build Contract Summary

Contract/Scope								
Contract Title		Amount Per Station		Amendment	Total Contract Amount	Sales Tax Per Amendment *		Total Encumbered
		Fire Station 32	Fire Station 81			9.40%	9.30%	
Initial Contract	Phase 1a Services	\$ 189,150.00	\$ 189,150.00		\$ 378,300.00	\$ 17,780.10	\$ 17,590.95	\$ 413,671.05
Amendment #1	Phase 1b Services	\$ 326,361.00	\$ 402,422.00	\$ 728,783.00	\$ 1,107,083.00	\$ 30,677.93	\$ 37,425.25	\$ 1,210,557.23
Amendment #2	Phase 1c Services	\$ 1,395,040.00	\$ 1,464,654.00	\$ 2,859,694.00	\$ 3,966,777.00	\$ 131,133.76	\$ 136,212.82	\$ 4,337,597.81

\* Pass through cost

## II. Exhibit C: Scope of Services

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

## III. Exhibit E: Supporting Pricing Information

Exhibit E, Labor Rates, is amended and replaced, as attached, to reflect updated labor rates for the period of May 2025 to May 2026.

## IV. Address Change

BNB's Office address has changed. All references to BN Builders mailing and/or physical address are to be changed to the following:

2815 Elliott Avenue  
Seattle, Washington 98121

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

**OWNER:**

**DESIGN-BUILDER:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name of Design-Builder)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# **Exhibit C**

## **Scope of Services**

### **Included:**

- Phase 1c Proposal, dated May 15, 2025
- Phase 1 and 2 High Level Milestone Timeline





June 11, 2025

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

**Re: SRFR Fire Stations 32 & 81 Phase 1C Services**

Dear Diana:

BNBuilders is excited to continue partnering with Snohomish Regional Fire & Rescue to design and build Fire Stations 32 & 81. Along with Miller Hull Architects, we are proposing the completion of design and permitting for SRFR. Scope for Phase 1C is outlined below and further details are attached, including Miller Hull's design and our subconsultant proposals. Phase 1C does not include scope for purchasing materials related to Phase 2, which will be proposed under separate "initial works package(s)", nor does it include design Construction Administration fees. Phase 1C intends to extend past the delivery of a Phase 2 GMP proposal.

**Fee Proposal**

We are proposing a Not to Exceed fee of \$2,859,694.00 inclusive of Station 32 and Station 81 for Phase 1C. This proposal assumes the use of the existing Station 81 for continued fire operations while the new station is being built and excludes the design of additional temporary facilities. The total cost for this phase of work is \$3,127,040.58 inclusive of design services and WSST, summarized in the chart below. Details of this fee for services are attached.

	<b>Station 32 (Monroe)</b>		<b>Station 81 (Lake Stevens)</b>		<b>Interim Station 81 (Lake Stevens)*</b>		<b>Total</b>
Not to Exceed Fee	\$	1,395,040.00	\$	1,465,037.00	(\$	383.00)	\$ 2,859,694.00
WSST Rate		9.4%		9.3%		9.3%	
WSST	\$	131,133.76	\$	136,248.44	(\$	35.62)	\$ 267,346.58
Total	\$	1,526,173.76	\$	1,601,285.44	(\$	418.62)	\$ 3,127,040.58

\*Credit from previous Phase 1A and Phase 1B proposals – see summary detail.

2815 Elliot Avenue  
Seattle, WA 98121

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[www.bnbuilders.com](http://www.bnbuilders.com)

WA Contractor License #BNBUII\*990K3

**Schedule**

Phase 1C will continue until the design is 100% complete, resulting in conformed documents for construction. It is anticipated that this work will be completed in May of 2026. The duration of this activity will be dependent on permit review timelines with each station jurisdiction.

## Scope of Work

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

Phase 1C – Complete Design and Permitting Services			
	NAME	PURPOSE	DELIVERABLES
1.1	Project Management & Meetings	Ongoing project management tasks including regular team meetings, AHJ meetings, oversight and coordination of the work.	Meeting Minutes.
1.2	Design and Permitting Management	Design Development will include (4) milestones: 1) 30% Design 2) 60% Design 3) 75% Design 4) 100% Design  -30% design documentation will be used to submit for Land Use / Design review as required for each jurisdiction. -75% Design will include submission of building permits and response to a round of corrections.	Design document packages at each milestone. Stakeholder workshop documentation. Permit submissions and permit correction responses.
1.3	Constructability Review / Quality Assurance / BIM Coordination.	Milestone document constructability and QA reviews to support ongoing design and product completeness. BIM execution for design documentation and use of BIM for design coordination between disciplines.	Central storage for BIM documentation and coordination meetings, both regular design meetings and detailed clash detection coordination.
1.4	Cost Model Support and Milestone Estimates	Ongoing review and updates of cost model, including estimates at each design milestone. Updates to Risk Register and Building Options log throughout design.	Milestone Estimates, Risk Register and Building Options Log (BOL)
1.5	GMP Development	Creation of GMP proposal including estimation of design package, subcontractor proposal collection, and other supporting documentation.	GMP Proposal
1.6	Schedule Management	Ongoing review and updates of project schedule, including design milestone development.	Project Schedule

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

Regards,

Aaron Helmers



PROJECT: FIRE STATIONS 32 AND 81

OWNER: SNOHOMISH REGIONAL FIRE & RESCUE

ARCHITECT: THE MILLER HULL PARTNERSHIP, LLP

ESTIMATE TYPE:Rolling Total

ISSUE DATE:5/15/2025

Phase 1C - Design to GMP
Duration in Hours is based on 8hrs/day for a standard 5 day work-week.

START	END	HRS	WRK DAY	CAL DAY	WEEKS	MONTHS
05/30/25	03/12/26	1,640.00	205.00	287.00	41.00	9.47

			PROJECT EXECUTIVE	PROJECT MANAGER	SR PROJECT ENGINEER	SR SUPERINTEND ENT	ESTIMATOR - CHIEF	ESTIMATOR - SR	MEP COORDINATOR	SCHEDULER - MANAGER	DIVERSITY DIRECTOR	SUSTAINAB. DIRECTOR	SR. DESIGN MANAGER	DESIGN MANAGER	INNOVATION SR MANAGER	PROJECT ACCOUNTANT			
ITEM DESCRIPTION			GERI URBAS	NOAH FOSTER	TBD	JASON STEINBACHER	MIKE HERZOG	TBD	TIMOTHY GOEGLIN	PHIL MASTERSON	RACHAEL PEASE	EMILY ENGLISH	NOAH TOOMEY	AAARON HELMERS	BRIAN ARNOLD	TBD	TOTALS	FS 32 Total	FS 81 Total
FS 32																	-		
Project Management & Meetings	41.00	wk	25	25		10	41						20	82			203	203	
Design and Permitting Management	41.00	wk	25	25		16	10		4				10	120	8		219	218.5	
Constructabilty Review / QA / BIM Coord.	41.00	wk	12	24		16			8				10	41	114		225	225.25	
Cost Model Support / Milestone Estimates	41.00	wk		9		-	32	10					10	41			102	102.25	
GMP Development	6.00	wk	16	40		16	85	32	8	4	16		2	96	3		318	317.5	
Schedule Management & Updates	41.00	wk	4	41		24				28			10	41			148	148.25	
Admin & Accounting Support	41.00	wk														21	21	21	
																	-		
FS 81																	-		
Project Management & Meetings	41.00	wk	25	25		10	41						20	82			203		203
Design and Permitting Management	41.00	wk	25	25		16	10		4				10	120	8		219		219
Constructability Review / QA / BIM Coord.	41.00	wk	12	24		16			8				10	41	114		225		225
Cost Model Support / Milestone Estimates	41.00	wk		9		-	32	10					10	41			102		102
GMP Development	6.00	wk	16	40		16	85	32	8	4	16		2	96	3		318		318
Schedule Management & Updates	41.00	wk	4	41		24				28			10	20			127		127
Admin & Accounting Support	41.00	wk														21	21		21
																	-		
iFS81																	-		
Project Management & Meetings (included in FS 81)	41.00	wk															-		
Site Design	41.00	wk		-		-	-							-			-		-
Apparatus Bay Design	41.00	wk		-		-	-							-			-		-
Modular Living Design	41.00	wk		-		-	-							-			-		-
																	-		
																	-		
FS 32 LABOR COST			\$ 19,680	\$ 28,864	\$ -	\$ 19,434	\$ 43,745	\$ 9,072	\$ 3,700	\$ 5,920	\$ 2,912	\$ -	\$ 12,688	\$ 76,622	\$ 27,375	\$ 2,583	\$ 252,595		
FS 81 LABOR COST			\$ 19,680	\$ 28,864	\$ -	\$ 19,434	\$ 43,745	\$ 9,072	\$ 3,700	\$ 5,920	\$ 2,912	\$ -	\$ 12,688	\$ 72,800	\$ 27,375	\$ 2,583	\$ 248,773		
TOTAL LABOR COST			\$ 39,360	\$ 57,728	\$ -	\$ 38,868	\$ 87,490	\$ 18,144	\$ 7,400	\$ 11,840	\$ 5,824	\$ -	\$ 25,375	\$ 149,422	\$ 54,750	\$ 5,166	\$ 501,367	\$ 252,595	\$ 248,773

NOTES:

ESTIMATED REIMBURSABLES	QTY	U/M			\$/UNIT	TOTAL	32 TOTAL	81 TOTAL
General Administrative Costs (Repro / Postage, etc.)	9.47	MO			\$ 535.00	\$ 5,066	\$ 2,533	\$ 2,533
Online Documents	9.47	MO			\$ 65.00	\$ 615	\$ 308	\$ 308
0	1.00	LS				\$ -	\$ -	\$ -
0	2,450.50	HRS			\$ -	\$ -	\$ -	\$ -
TOTAL ESTIMATED REIMBURSABLES						\$ 5,681	\$ 2,841	\$ 2,841
0					0.000%	\$ -		
0					0.000%	\$ -		
0					0.000%	\$ -		
SUBTOTAL - INDIRECTS						\$ -		
Phase 1C - Design to GMP						\$ 507,048	\$ 255,435	\$ 251,613

May 8, 2025

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

**Re: SRFR Fire Stations 32 & 81 Phase 1C—100% Design & GMP**

Dear Noah and Aaron:

We are pleased to offer this fee proposal for Phase 1C—100% Design & GMP for the SRFR Fire Stations 32 & 81 project. This phase of the work will advance the designs of both stations to a 100% completion level and includes preparing a GMP proposal developed together with BNBuilders.

#### FEE PROPOSAL

For the design services outlined below and on attached consultant proposals, compensation shall be computed on an hourly basis with a Not to Exceed fee limit of **\$1,414,596** plus any applicable tax. This amount includes a reimbursable budget of **\$1,000** and reimbursables will be billed at cost times 1.10. This Phase 1C fee proposal has been developed within the context of total projected project design fees and is contingent upon all contracted Phase 1B NTE budgets remaining available to the design team.

#### SCHEDULE AND MILESTONES

Our team is available to begin work immediately following your authorization to proceed and the successful completion of all Phase 1B activities and deliverables. Our proposal is based on limiting work to an approximately 44-week period of time beginning in mid-May. Adjustments to this fee proposal may be required to complete the scope of work identified if the schedule is extended significantly in duration. Milestone activities and deliverables are as follows:

- 30% Design Documents and Project Narrative (~8 Weeks)
  - Land Use Permit Submittal
- 60% Design Documents and Outline Specifications (~12 Weeks)
- 75% Design Documents and Specifications (~14 Weeks)
  - Building Permit Submittal and first round of corrections prior to GMP
  - Support creation of GMP proposal by BNBuilders
- 100% Design Documents and Specifications (~10 Weeks)
  - Complete all remaining permit corrections
  - Issue a conformed set of drawings and specifications for construction

Future Phase 2 services excluded from this proposal include all construction administration and closeout services.

#### The Miller Hull Partnership, LLP

www.millerhull.com

#### Seattle

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

#### San Diego

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

## PROJECT UNDERSTANDING AND ASSUMPTIONS

We have enjoyed and appreciated the collaboration between Miller Hull, BNBuilders, SRFR and OAC through Phase 1A and the portion of Phase 1B completed to date. After extensive consideration by the whole team of a variety of site configurations, program and floor plan test fits, and interim fire station options—and the associated conceptual cost models—we understand that SRFR would like to move forward with the following high-level basis-of-design assumptions.

- Fire Station 32
  - New station site is located at 19959 Oaks Street, Monroe, Washington.
  - No interim fire station provisions are needed.
  - New station assumed to be a single-story building with 3 drive-thru apparatus bays, 7 bunk rooms, and other typical fire station program areas as generally represented on test-fit floor plans presented to SRFR on 3/26/25.
  - New station to be approximately 11,500 GSF in total size.
- Fire Station 81
  - New station to be built on same site as existing station at 12409 21<sup>st</sup> ST NE, Lake Stevens, Washington.
  - No new interim fire station structures will be provided.
  - SRFR will operate out of the existing Fire Station 81 during the construction period, and will only be able to access the two east-most bays of the existing station. A small amount of Civil design and associated grading and paving may be required to facilitate this limited access configuration for the interim period. Utilities serving the existing station may also need to be rerouted prior to construction start. This will be determined by the design-build team once full survey information has been received from the Owner.
  - The new permanent station is assumed to be a two-story building with 4 drive-thru apparatus bays, 8 bunk rooms, and other typical fire station program areas as generally represented on test-fit floor plans presented to SRFR on 3/26/25 and 4/3/2025.
  - New station to be approximately 15,500 to 16,500 GSF in total size.

If, for whatever reason, significant changes are made to the above basis of design assumptions at any point during the course of Phase 1C work, adjustments to this fee proposal may be required to provide additional studies or redesign efforts as appropriate to the scope and timing of the proposed changes. In addition to the above basis-of-design assumptions, this proposal is also contingent on the following general project and process assumptions.

- Phase 1B validation and concept design documents will form the basis of Phase 1C work.
- Design and permitting activities of both stations to proceed on roughly the same schedule.
- The work outlined in this proposal will generally proceed continuously through identified milestones. OAC and SRFR will review milestone deliverables, and the design-build team will incorporate review notes as work continues.
- LEED or other third-party sustainability certifications will not be pursued.
- BNBuilders will continue to be primarily responsible for overall project administration including owner coordination, schedule management, management of meeting minutes and agendas, document management, etc.
- BNBuilders, Miller Hull, and our subconsultant and trade partners will continue to engage in a collaborative and integrated design process to maximize design quality and value to SRFR.
- BNBuilders and Miller Hull will develop a final BIM execution plan in consultation with all subconsultants and trade partners. BNBuilders will generally manage the hosting and linking of models and organize overall clash-detection processes amongst designers and trade partners.

**SCOPE OF WORK**

The scope of work will be limited to the items identified on the attached task matrix and consultant proposals. Please note that while we have received and included proposals from KPFF Structural and CPL Civil, we have not yet brought a Landscape consultant onto the team. We are including an allowance for Landscape services that we believe is appropriate for this phase of work based on normalized values from similar past projects, but the allowance is subject to validation by the consultant chosen during the remainder of Phase 1B. Also, as noted previously, the scope of work included for Heffron Transportation under the Phase 1B amendment is anticipated to satisfy the needs for the whole project duration. As such, no additional fee for transportation consulting is included in this Phase 1C proposal.

**WORK BY OTHERS**

The following scopes of work are currently excluded from this Phase 1C proposal and are assumed to be provided by others. Our proposal does include coordinating with these scopes of work as required.

- Envelope consulting and envelope commissioning.
- Building systems commissioning.
- FFE design and selection (Miller Hull can provide a separate proposal for this tailored to project needs).
- Management and completion of SEPA checklist and process.
- Reports typically provided by the owner including survey, geotechnical, and environmental studies.

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

Sincerely,

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

Zubin Rao, AIA, Associate



## Miller Hull Partnership 2025 Billing Rates

Category/Career Stage	2025 Standard Billing Rates
Partner	\$310
Principal	\$280
Senior Associate	\$250
Architect 9	\$250
Associate	\$240
Architect 8	\$240
Architect 7	\$210
Architect 6	\$190
Architect 5	\$180
Architect 4	\$160
Architect 3	\$150
Architect 2	\$110
Architect 1	\$100

We generally reserve the right to review and raise rates at the beginning of each calendar year up to 5%. However, we will be using these rates through the end of Phase 1C.

## Task Matrix

## SRFR Fire Stations 32 & 81 5/8/2025

Phase 1C - GMP and 100% Design			44 Weeks
NAME		PURPOSE	DELIVERABLES
FIRE STATION 32			
1C.32.01	FS32 Project Management & Meetings	Ongoing project management tasks including regular team meetings, oversight and coordination of the work, scheduling, invoicing, etc.	
1C.32.02	FS32 30% Design	Advance site design to generally locate and characterize all major site elements including building footprint and building elevation, outdoor use areas, landscaping, driveways, parking, right-of-way improvements, waste storage, transformer and generator. Study options for floor plan layouts, building massing, exterior character and materials, and building systems. Integrate preliminary engineering input. Work collaboratively and iteratively with SRFR, OAC and BNBuilders to develop a single preferred 30% Design milestone package of drawings and narratives.	Site plan, overall floor plans, roof plan, building elevations, building sections
1C.32.03	FS32 Land Use Submittal	Submit land use package based on 30% design drawings per City of Monroe requirements. Respond to corrections as they occur during this phase. SEPA checklist completion and management is excluded from Miller Hull scope of work.	Permit submittal package and correction responses
1C.32.04	FS32 60% Design	Advance site design to greater level of detail showing all major elevations points and dimensions, coordinating design with utility requirements and incorporate AHJ corrections. Develop detailed user requirements for key areas in building, finalize exterior material selections, develop options for interior materials, define assemblies and major components, and coordinate primary routing and integration of MEP systems. Incorporate detailed stakeholder input gathered in workshops. Provide 60% Design milestone package of drawings and outline specifications.	30% deliverables plus enlarged floor plans, overall reflected ceiling plans, building elevations, building sections, typical wall sections, preliminary assembly definition sheets, preliminary door and window schedules, preliminary typical key details
1C.32.05	FS32 75% Design & GMP Proposal	Advance all remaining design information across disciplines as required to support submittal of Building Permit documents and accurate GMP pricing.	60% deliverables advanced to nearly complete level plus additional
1C.32.06	FS32 Building Permit Submittal	Submit permit package based on 75% design drawings per City of Monroe requirements. Respond to one first round of permit corrections prior to finalizing GMP proposal.	Permit submittal package and initial correction responses
1C.32.07	FS32 Code Analysis	Land Use Code and Building Code research as required to support project development throughout this phase. Includes coordinating energy code compliance strategy across disciplines.	Code analysis sheets and summary memos as required
1C.32.08	FS32 Workshops	Conduct focused workshops with firefighter and facilities stakeholders as needed to collaboratively develop detailed project design requirements.	Presentation Materials, Markups and Meeting Minutes
1C.32.09	FS32 Cost Model Support	Periodically review cost model information and ensure design development is proceeding in alignment with established budget targets throughout this phase.	
1C.32.10	FS32 100% Design	Resolve all remaining permit corrections and issue conformed set of drawings and specifications for construction.	Permit correction responses and conformed drawings and specifications.

## Task Matrix

## SRFR Fire Stations 32 & 81 5/8/2025

FIRE STATION 81			
1C.81.01	FS81 Project Management & Meetings	Ongoing project management tasks including regular team meetings, oversight and coordination of the work, scheduling, invoicing, etc.	
1C.81.02	FS81 30% Design	Advance site design to generally locate and characterize all major site elements including building footprint and building elevation, outdoor use areas, landscaping, driveways, parking, right-of-way improvements, waste storage, transformer and generator. Study options for floor plan layouts, building massing, exterior character and materials, and building systems. Integrate preliminary engineering input. Work collaboratively and iteratively with SRFR, OAC and BNBuilders to develop a single preferred 30% Design milestone package of drawings and narratives.	Site plan, overall floor plans, roof plan, building elevations, building sections
1C.81.03	FS81 Land Use Submittal	Submit land use package based on 30% design drawings per City of Lake Stevens requirements. Respond to corrections as they occur during this phase. SEPA checklist completion and management is excluded from Miller Hull scope of work.	Permit submittal package and correction responses
1C.81.04	FS81 60% Design	Advance site design to greater level of detail showing all major elevations points and dimensions, coordinating design with utility requirements and incorporate AHJ corrections. Develop detailed user requirements for key areas in building, finalize exterior material selections, develop options for interior materials, define assemblies and major components, and coordinate primary routing and integration of MEP systems. Incorporate detailed stakeholder input gathered in workshops. Provide 60% Design milestone package of drawings and outline specifications.	30% deliverables plus enlarged floor plans, overall reflected ceiling plans, building elevations, building sections, typical wall sections, preliminary assembly definition sheets, preliminary door and window schedules, preliminary typical key details
1C.81.05	FS81 75% Design & GMP Proposal	Advance all remaining design information across disciplines as required to support submittal of Building Permit documents and accurate GMP pricing.	60% deliverables advanced to nearly complete level plus additional
1C.81.06	FS81 Building Permit Submittal	Submit permit package based on 75% design drawings per City of Lake Stevens requirements. Respond to one first round of permit corrections prior to finalizing GMP proposal.	Permit submittal package and initial correction responses
1C.81.07	FS81 Code Analysis	Land Use Code and Building Code research as required to support project development throughout this phase. Includes coordinating energy code compliance strategy across disciplines.	Code analysis sheets and summary memos as required
1C.81.08	FS81 Workshops	Conduct focused workshops with firefighter and facilities stakeholders as needed to collaboratively develop detailed project design requirements.	Presentation Materials, Markups and Meeting Minutes
1C.81.09	FS81 Cost Model Support	Periodically review cost model information and ensure design development is proceeding in alignment with established budget targets throughout this phase.	
1C.81.10	FS81 100% Design	Resolve all remaining permit corrections and issue conformed set of drawings and specifications for construction.	Permit correction responses and conformed drawings and specifications.

## Miller Hull LOE Matrix

SRFR Fire Stations 32 & 81  
5/8/2025

		Partner in Charge <b>Sian Roberts</b>	Design Lead <b>Scott Wolf</b>	Project Manager <b>Zubin Rao</b>	Project Architect <b>Michael Helmer</b>	Arch & Interior Staff <b>Arch Level 5</b>	Arch Staff <b>Arch Level 4</b>	Sustainability, Specs, QC	TASK HOURS	TASK FEES
Phase 1C - GMP and 100% Design									44 Weeks	
FIRE STATION 32										
1C.32.01	FS32 Project Management & Meetings	8	8	40	16				72	\$ 17,600
1C.32.02	FS32 30% Design			40	160	120		20	340	\$ 66,400
1C.32.03	FS32 Land Use Submittal	4		30	20		40		94	\$ 18,640
1C.32.04	FS32 60% Design	4	4	40	232	280		20	580	\$ 111,360
1C.32.05	FS32 75% Design & GMP Proposal	16	16	80	180	90		40	422	\$ 89,120
1C.32.06	FS32 Building Permit Submittal	4		30	20				54	\$ 12,240
1C.32.07	FS32 Code Analysis	4		40	16				60	\$ 13,880
1C.32.08	FS32 Workshops	8	8	16	16				48	\$ 11,840
1C.32.09	FS32 Cost Model Support	4		16	4				24	\$ 5,840
1C.32.10	FS81 100% Design	10		40	200	100		40	390	\$ 78,300
SUBTOTAL HOURS		62	36	372	864	590	40	120	2084	
SUBTOTAL FEE		\$19,220	\$11,160	\$89,280	\$164,160	\$106,200	\$6,400	\$28,800		\$ 425,220
FIRE STATION 81										
1C.81.01	FS81 Project Management & Meetings	8	8	40	16				72	\$ 17,600
1C.81.02	FS81 30% Design			40	160	120		20	340	\$ 66,400
1C.81.03	FS81 Land Use Submittal	4		30	20		40		94	\$ 18,640
1C.81.04	FS81 60% Design	4	4	40	232	280		20	580	\$ 111,360
1C.81.05	FS81 75% Design & GMP Proposal	16	16	80	180	90		40	422	\$ 89,120
1C.81.06	FS81 Building Permit Submittal	4		30	20				54	\$ 12,240
1C.81.07	FS81 Code Analysis	4		40	16				60	\$ 13,880
1C.81.08	FS81 Workshops	8	8	16	16				48	\$ 11,840
1C.81.09	FS81 Cost Model Support	4		16	4				24	\$ 5,840
1C.81.10	FS81 100% Design	10		40	200	100		40	390	\$ 78,300
SUBTOTAL HOURS		62	36	372	864	590	40	120	2084	
SUBTOTAL FEE		\$19,220	\$11,160	\$89,280	\$164,160	\$106,200	\$6,400	\$28,800		\$ 425,220
PHASE 1C TOTALS										
TOTAL PHASE HOURS		124	72	744	1728	1180	80	240	4168	
TOTAL PHASE FEE		\$38,440	\$22,320	\$178,560	\$328,320	\$212,400	\$12,800	\$57,600		\$ 850,440
AVG HOURS/WEEK		2.8	1.6	16.9	39.3	26.8	1.8	5.5		

Phase 1B - Validation and Concept Design				EXECUTED					
FIRE STATION 32	\$88,120	\$500	\$40,000	\$7,500	\$11,595	\$23,365	\$171,080	\$8,246	\$179,326
FIRE STATION 81	\$88,120	\$500	\$40,000	\$7,500	\$13,697	\$22,610	\$172,427	\$8,381	\$180,808
INTERIM FIRE STATION 81	\$37,020	\$0	\$20,000	\$0	\$1,000	\$0	\$58,020	\$2,100	\$60,120
SUBTOTAL	\$213,260	\$1,000	\$100,000	\$15,000	\$26,292	\$45,975	\$401,527		
10% MARKUP			\$10,000	\$1,500	\$2,629	\$4,598		\$18,727	
TOTAL	\$ 213,260	\$ 1,000	\$ 110,000	\$ 16,500	\$ 28,921	\$ 50,573			\$420,254
	PHASE 1B TOTAL								\$420,254

Phase 1C - GMP and 100% Design				PROPOSED					
FIRE STATION 32	\$425,220	\$500	\$104,000	\$50,000	\$83,324	-	\$663,044	\$23,732	\$686,776
FIRE STATION 81	\$425,220	\$500	\$111,000	\$50,000	\$113,636	-	\$700,356	\$27,464	\$727,820
SUBTOTAL	\$850,440	\$1,000	\$215,000	\$100,000	\$196,960	\$0	\$1,363,400		
10% MARKUP			\$21,500	\$10,000	\$19,696	\$0		\$51,196	
TOTAL	\$ 850,440	\$ 1,000	\$ 236,500	\$ 110,000	\$ 216,656	\$ -			\$1,414,596
	PHASE 1C TOTAL								\$1,414,596

Total Project Fees			PROJECTED						
FIRE STATION 32	\$944,420	\$4,000	\$209,000	\$79,500	\$140,432	\$23,365	\$1,400,717	\$45,230	\$1,445,947
FIRE STATION 81	\$944,420	\$4,000	\$219,000	\$79,500	\$186,628	\$22,610	\$1,456,158	\$50,774	\$1,506,932
SUBTOTAL	\$1,888,840	\$8,000	\$428,000	\$159,000	\$327,060	\$45,975	\$2,856,875		
10% MARKUP			\$42,800	\$15,900	\$32,706	\$4,598		\$96,004	
TOTAL	\$ 1,888,840	\$ 8,000	\$ 470,800	\$ 174,900	\$ 359,766	\$ 50,573			\$2,952,879
	TOTAL PROJECT FEE								\$2,952,879

May 7, 2025

Zubin Rao  
Miller Hull Partnership  
71 Columbia Street, 6<sup>th</sup> Floor  
Seattle, WA 98104

**RE** *Snohomish Regional Fire and Rescue Stations 32 and 81  
Proposal for Phase 1C – 100% Design and GMP for Civil Engineering Services*

Dear Zubin:

We are pleased to provide this proposal for Phase 1C – 100% Design and GMP for the Snohomish Regional Fire and Rescue (SRFR) Stations 32 and 81. We look forward to continuing work with Miller Hull and BNBuilders.

### Project Understanding

We have enjoyed working with Miller Hull, BNBuilders, SRFR, and OAC through Phase 1A and the part of Phase 1B so far completed to date. After collaboration with the whole team, we understand that SRFR would like to move forward with the following basis of design assumptions:

- Fire Station 32
  - New station site is located at 19959 Oaks Street, Monroe, Washington.
  - No interim fire station is required.
  - New station assumed to be a single-story building with 3 drive-thru apparatus bays as generally represented on test-fit floor plans presented to SRFR on 3/26/25.
  - New station to be approximately 11,500 GSF in total size
- Fire Station 81
  - New station to be built on same site as existing at 12409 21<sup>st</sup> ST NE, Lake Stevens, Washington.
  - Interim site improvements will be required to allow for the new station to be in an optimum position on site while maintaining access to the current building
  - Assume SRFR will occupy the existing station during construction and use the existing building for all functions.
  - New station assumed to be a two-story building with 4 drive-thru apparatus bays as generally represented on test-fit floor plans presented to SRFR on 3/26/25 and 4/3/2025.
  - New station to be approximately 15,500 to 16,000 GSF in total size.

### Schedule

This proposal includes the following phases only. Design completion and Construction Administration phases will be added at a later time.

- 30% Design Documents and Project Narrative (~8 Weeks)
  - Land Use Permit Submittal
- 60% Design Documents and Outline Specifications (~10 Weeks)
- 75% Design Documents and Specifications (~10 Weeks)
  - Building Permit Submittal and first round of corrections prior to GMP
  - Support creation of GMP proposal by BNBuilders
- 100% Design Documents and Building Permit (~4 Months)
  - Obtain Building Permit
  - Complete 100% Documentation and Specifications

## Civil Engineering 100% Design and GMP Scope of Work

- I. 30% Design Phase
  - A. Provide technical support to the design team regarding site upgrades.
  - B. Establish civil design criteria and coordinate with the Authority Having Jurisdiction (AHJ) for development requirements.
  - C. Coordinate with the Architect and Landscape Architect to design the site to maximize the use of Low Impact Design.
  - D. Prepare Design drawings for Land Use Permit Submittal.
  - E. Meet with project team to review site design and coordinate work.
  - F. Attend pre-application meetings with the AHJ as appropriate for each Station.
  - G. Support the team in aligning scope and budget for both sites.
- II. 60% Design and Permit Phase
  - A. Based on Owner-approved 30% Design Plans and coordination with project team, refine design of the proposed grading, drainage, and utilities plans and prepare the following Design drawings for both Fire Station 32, Fire Station 81, and the Interim Station 81:
    - I. Site Demolition Plan
    - II. Temporary Sedimentation and Erosion Control (TESC) Plan
    - III. Grading Plan
    - IV. Drainage Plan
      1. Preliminary sizing and design of the storm drainage detention and water quality treatment systems (for Fire Station 32 only)
    - V. Paving Plan
    - VI. Utilities Plan
    - VII. Detail and Note Sheets as necessary
  - B. Prepare outline specifications for the civil portion of the project scope.
  - C. Incorporate Geotechnical Engineer's recommendations into the plans
  - D. Continue coordination with the AHJ
  - E. Meet with project team to review and coordinate project design
  - F. Support the team in aligning scope and budget for both sites.
- III. 100% Design and GMP Phase
  - A. Based on Owner-approved 60% Design Drawings, coordination with project team, City comments, refine design and prepare GMP Documents. The preliminary list for construction drawings includes the following:
    - I. Site Demolition Plan
    - II. Temporary Sedimentation and Erosion Control (TESC) Plan
    - III. Grading Plan and Sections
    - IV. Drainage Plan and Profile
      1. Flow control and water quality treatment systems (Fire Station 32 only)
    - V. Paving and Horizontal Control Plan
      1. Frontage Improvements
    - VI. Utilities Plan and Profiles
    - VII. Details and Note Sheets as necessary
  - B. Prepare Site Development / Building Permit documents to be submitted to the AHJ for review. Please note that this scope assumes the standard round of review comments. If, during permit review, the City contradicts direction provided earlier, an additional service may be needed.



- I. Provide Drainage Reports for both Fire Stations. Fire Station 32 will require flow control and water quality. Fire Station 81 will have a shared detention facility and water quality facility designed by others. The Interim Fire Station 81 is assumed to avoid triggering flow control (detention).
- C. Prepare specifications for the civil portion of the project scope.
- D. Meet with project team to review and coordinate project design.
- E. Answer questions and provide addendum items as necessary to clarify drawings for the GMP phase.

## FEE PROPOSAL

We propose to provide services for the Phase 1C – 100% Design and GMP for an hourly fee, not to exceed amount of **\$215,000** as shown below:

PHASE 1C	Total
Fire Station 32	\$104,000
Fire Station 81	\$111,000

Civil fees were estimated assuming site improvements costs 18% (\$5.7M) of the increased \$31.5M MACC as estimated by BNBuilders. Typically design fees are 7% of the site costs. The fee for this phase is based on current OFM guidelines for Basic Services by phase. A contract amendment will be issued to cover future phases which could adjust the fees relative to the MACC if it is revised.

### Fire Station 32

Base Fee	
Phase 1C 100% Design and GMP Package	\$52,000
Total Base Fee	\$52,000
Add Services – 100% Design & GMP	
Storm Drainage Report	\$19,000
DOE Coordination Wetland and Stream Onsite	\$7,000
ROW Frontages	\$20,000
SEPA Review and Doc	\$3,000
NPDES/NOI & SWPPP Support	\$3,000
Total Add Services	\$52,000
<b>Fire Station 32 Site Total</b>	<b>\$104,000</b>

### Fire Station 81

Base Fee	
Phase 1C – 100% Design and GMP Package	\$60,000
Total Base Fee	\$60,000
Add Services – 100% Design & GMP	
Storm Drainage Report	\$8,000
Stormwater Coordination	\$7,000
Interim Station Access (Excludes Temp Utility Reroutes)	\$10,000
ROW Frontages	\$20,000
SEPA Review and Doc	\$3,000
NPDES/NOI & SWPPP Support	\$3,000
Total Add Services	\$51,000
<b>Fire Station 81 Site Total</b>	<b>\$111,000</b>
<b>PHASE 1C TOTAL</b>	<b>\$215,000</b>

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## Exclusions

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

This proposal excludes any utility reroutes for the interim condition of Station 81; until we have a full survey, we will not know the extents or required reroutes that might change the position of the building. We are excluding stormwater modeling and flow control design for Fire Station 81 for both the final condition and the interim condition. The final condition flow control is under design by others as part of a Cost Sharing Agreement between owners.

We assume there will be an early civil package for each site. If the civil drawings and phases are split into more than one civil package, we reserve the right to request an additional for those services.

## Closing

The fee is based upon the schedule and other assumptions noted in this proposal. We will bill as progress is achieved. We anticipate entering into a contract with Miller Hull Partnership based upon standard AIA document C401-2017 and the schedule of conditions as presented in our prior proposals. We have enclosed our 2025 Hourly Billable Rates at the end of this proposal.

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

Sincerely,  
**COUGHLIN PORTER LUNDEEN, INC.**



Jackie Sempel, P.E.  
Associate Principal

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## 2025 HOURLY BILLING RATES

Principal	\$245
Associate Principal	\$235
Associate	\$230
Senior Project Manager	\$230
Project Manager	\$205
BIM Manager	\$205
Project Engineer I	\$180
Project Engineer II	\$170
Engineer I	\$150
Engineer II	\$140
Engineer III	\$130
Engineer IV	\$115
Project Administrator	\$165
BIM Coordinator	\$165
BIM Designer	\$155
BIM Technician I	\$140
BIM Technician II	\$120
BIM Technician III	\$100
Administration	\$90
Intern	\$90

Excluded from these rates is work involving expert witness testimony, litigation, or negotiating claims settlements.

## REIMBURSABLE EXPENSES

Expenses and services not directly provided by Coughlin Porter Lundeen, Inc., will be charged at 1.1 x cost. Reimbursable expenses include travel expenses, printing of drawings or specifications, equipment rental, and other charges incurred during the course of our work, not directly provided by us. These items are not included in our fee unless specifically noted in our proposal.

## PLOTTING

In-house plotting of CAD-generated drawings at the request of the Client or as necessary to comply with scheduled submittals will be charged at \$20/sheet. Plotting performed by printing services is subject to reimbursable paragraph above.

May 5, 2025

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

Subject: Snohomish Regional Fire & Rescue (SRFR) – FS 32 and FS 81  
Structural Proposal for Phase 1C

Dear Zubin:

We are writing, at your request, to provide a structural fee proposal for Phase 1C of the Snohomish Regional Fire & Rescue (SRFR) Fire Stations 32 and 81 project. Phase 1C will carry us from concept design through the end of design services. This will leave only construction administration for Phase 2. We also expect this to include the GMP set.

### **SCOPE OF WORK**

For both stations we expect to incorporate the following milestones in Phase 1C:

- 30% Design Drawings and Basis of Design
- 60% Complete/Design Development Drawings and Outline Specifications
- Permit, Bid, and GMP: Permit drawings and calculations, GMP, and bid for structural systems

### **ASSUMPTIONS**

- For the purposes of this proposal we have assumed that the structure will need to be 100% complete at the end of Phase 1C.
- Station 32 will be a single-story station, and station 81 will be a two-story station.
- Both stations will proceed on roughly the same schedule.
- Structural steel construction is anticipated at both sites with buckling restrained braced frame lateral systems, composite metal deck with concrete construction at elevated floors, and metal roof deck.
- Both buildings shall be supported on shallow spread footings founded on improved soil, along with slab-on-grade construction.

Zubin Rao  
May 5, 2025  
Page 2

- We understand that either the building permit submittal or the GMP set may be used to procure structural steel and foundation reinforcement, but that a separate set of documents just for bidding purposes will not be required.
- Separate foundation bid and permit packages are not anticipated.
- Roof framing will be designed to receive fall arrest loads, but fall arrest assemblies and anchorage to the structure will be by fall arrest designer.
- The project will be produced in Revit to level of development (LOD) 300. The purpose of the Revit model is anticipated to be for drawing production and general coordination with the design team.
- Given that the extent of site elements is currently undefined, we have excluded the design of site elements at this time. They can be added as they are better defined, if necessary.
- We will provide the design of red iron girts if required for lateral support of exterior skin system elements, but we have assumed that the design of exterior wall cold-formed studs and cladding will be bidder designed.
- Interior cold-formed studs for each station will be bidder designed.
- We have not assumed any scope related to the vault design or potential excavation shoring associated with detention vaults on either site.
- We have included the design of the emergency generator pad, transformer pad, and the anchorage of both of those units to the pads, assuming a simple concrete pad at grade is all that will be required for foundations.
- Support anchorage and lateral bracing of equipment and non-structural components are assumed to be bidder designed except as noted in this proposal.
- We have included a separate additional service line item to account for the possibility that the foundations and slab on grade may want to be combined to eliminate stem walls and reduce excavation. This creates additional coordination and detailing that would not normally be present. The amounts provided assume that this decision will be made early in Phase 1C so we can efficiently incorporate it into our design from the beginning.

## **SCHEDULE**

We are waiting for the updated schedule from our recent pull planning session. It is assumed that Phase 1C will begin in 4 to 6 weeks from the date of this proposal and that it will continue for 10 to 11 months.

Zubin Rao  
May 5, 2025  
Page 3

## **FEES**

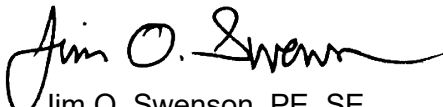
We propose to provide the above-described scope of work on an hourly, not-to-exceed basis with the maximum amounts indicated below:

<b>Phase 1C</b>	<b>FS 32</b>	<b>FS 81</b>
30% Design	\$ 13,504	\$ 17,265
60% Design	20,256	25,897
Permit, GMP, Bid	<u>44,564</u>	<u>64,474</u>
<b>Totals</b>	<b><u>\$ 78,324</u></b>	<b><u>\$107,636</u></b>
Combined Slab-on-Grade and Footings	\$ 5,000	\$ 6,000

These fees have been adjusted to reflect the updated cost and square footage numbers from BN Builders received on April 17, 2025. We will separately provide an updated spreadsheet for the entire project so you can understand the total fee picture.

We look forward to getting started on this next phase with you and BN Builders. Please do not hesitate to contact us at (206) 622-5822 if you have any questions.

Sincerely,

  
Jim O. Swenson, PE, SE  
Associate

JOS:hmc

10042400637 – 13

cc: Jacob McCann, Principal

**BILLING RATES SCHEDULE  
SEATTLE STRUCTURAL ENGINEERING SERVICES**

Charges for employees are determined by labor category and their respective hourly rates listed below:

<b><u>Labor Category</u></b>	<b><u>Rate</u></b>
Principal	\$265/Hour
Technical Director	\$240/Hour
Associate	\$215/Hour
Project Engineer	\$185/Hour
Structural Designer	\$155/Hour
BIM Modeler/Drafter	\$155/Hour
Project Coordinator	\$135/Hour
Administration	\$100/Hour

***Rates are subject to adjustment in July 2025***

Project:	Snohomish Regional Fire & Rescue (SRFR) Station 32 & Station 81
To:	BNBuilders
RE:	Fee Proposal – Phase 1 C Revision 3.1

June 05, 2025

Aaron Helmers

BNBuilders

Email: [aaron.helmers@bnbbuilders.com](mailto:aaron.helmers@bnbbuilders.com)

Subject: SRFR Station 32 & Station 81 Fee Proposal – Phae 1 C

Aaron,

Auburn Mechanical, in partnership with P2S, is pleased to submit our design and preconstruction services proposal for Phase 1 C of the subject project.

#### STATEMENT OF UNDERSTANDING

The project involves the construction of two new fire stations (FS) in Snohomish County. FS 32 will be a new facility constructed on a new site in Monroe, while FS 81 will replace an existing station on its current site in Lake Stevens. The existing FS 81 will be demolished to accommodate the new building, with an interim station required to support continued operations during construction, necessitating careful sequencing and phasing. FS 32 is anticipated to be approximately 12,000 square feet, and FS 81 approximately 14,000 square feet. Both stations will utilize VRF and DOAS HVAC systems.

#### SCOPE OF WORK – PRECONSTRUCTION SERVICES

- Attend meetings with the project stakeholders and consultants as necessary for the duration of the preconstruction and design phase of the project. It is anticipated that reoccurring design coordination meetings will have a call-in option.
- Manage procurement timelines for major equipment and permitting. Note, proposal does not include cost for procuring materials and/or permit intake fees. If necessary, early procurement proposals for long lead items will be developed by Auburn Mechanical and formally presented to BNBuilders.
- Outreach and procurement plan to support good faith efforts in achieving the project's diversity and local goals.



- Collaborate with all stakeholders and provide mechanical guidance on schedules, sequence, logistics planning.
- Provide three (3) milestone cost estimates (30%, 60%, 75% / GMP)
- Constructability review at and between design milestones.

## **SCOPE OF WORK – ENGINEERING SERVICES**

The following engineering services are included in our scope:

### **GMP AND PERMIT PHASE**

- Provide mechanical design documents, including plumbing and HVAC.
- Participate in weekly one-hour virtual coordination meetings throughout the design process.
- Provide code analysis, load calculations, and interdisciplinary coordination for the purpose of confirming the project scope in a collaborative team setting.
- Provide a Basis of Design (BOD) narrative.
- Provide mechanical drawings using Revit. See BIM Level of Design below.
- Provide construction specifications in CSI format.
- Respond to Owner review comments and incorporate them into the design deliverables for the next submittal.

### **AGENCY REVIEWS (CITIES OF MONROE AND LAKE STEVENS)**

- Provide construction drawings in electronic format and submittal forms for a plan check submittal.
- Provide separate mechanical intake permit deliverables for each station. All permit fees are assumed to be a construction cost of work.
- Review and respond to plan review comments.

### **100% IFC PHASE**

- Respond to and incorporate review comments from the city and others.
- Continue to participate in weekly one-hour virtual coordination meetings.
- Provide interdisciplinary coordination for the purpose of confirming the project scope in a collaborative team setting.
- Provide Mechanical IFC (issued for construction) documents.
- Provide construction specifications in CSI format.
- Provide mechanical Revit model. See BIM Level of Design below.

### **BIM LEVEL OF DESIGN (DESIGN PHASE)**

- We will review the BIM execution plan (BEP) and provide feedback based on internal modeling standards. We will adhere to standards of the team-provided BEP.

- We will model Mechanical systems (HVAC and Plumbing) according to the level of development. The following exceptions will be covered through details, specifications, and notes, but will not be modeled:
  - Hangers, supports, and bracing for Mechanical Plumbing systems.
  - Piping connections to equipment.
  - Service clearances. Critical dimensions will be drawn with detailed lines to capture scope.
- Revit 2025 will be utilized for this project.

Discipline	Design Development	Construction Documents	Record Drawings
Mechanical	LOD 200	LOD 300	LOD 300

## SCHEDULE AND DELIVERABLES

Phase	Dates
Phase 1B – Validation + Concept + BOD	Through May 2025 (Separate Proposal)
Phase 1C – 60% Design + Permitting + GMP	Through January 2026
Phase 1C – 100% Design + Construction Documents	Through March 2026
Phase 2 – Construction Administration	Through May 2027

## ASSUMPTIONS & CLARIFICATIONS - DESIGN

- The fees presented herein are in addition to those submitted as part of the Phase 1B proposal.
- We have completed the system selection phase. The Validation and System Selection phase has determined we will provide VRF and DOAS.
- Drawings will be prepared in Revit. The Architect will provide a background Revit model for P2S use and will act as BIM lead throughout design.
- We are not providing LEED certification or other sustainability requirements other than code requirements.
- The following services will be provided by others: commissioning, testing and balancing, and utility locating.
- P2S will assist the team with energy code compliance related to the 2021 Energy Code C401.2 efficiency measures and in determining the U-values of envelope upgrades. The Architect will document the envelope compliance path in their permit documents.
- The following professional services are provided by others: Fire protection, commissioning, utility locating, structural and/or seismic anchorage and restraint design.

**Note:** Seismic anchorage design is not included in this proposal but may be required for permit intake. Fee is to be proposed when mechanical and plumbing design has developed to an appropriate level. **ROM allowance would be \$10,000.**

- The scope does not include application or design for rebate programs.

#### SCOPE INCLUSION MATRIX (PRECONSTRUCTION & DESIGN)

Scope Description	Included	Excluded
Mechanical preconstruction services per proposed scope of work above	•	
Mechanical design services – Basis of Design	•	
Plumbing preconstruction services by proposed scope of work above	•	
Plumbing design services – Basis of Design	•	
Fire protection design services		•
Mechanical and plumbing permit intake and fees* *		•
Construction administration		•
Multiple bid package sets		•
Energy model for Washington State Energy Code Compliance		•
Shoebox energy model for system selection		•
Energy compliance forms		•
Atrium smoke analysis		•
Acoustic analysis		•
LEED calculations and documentation		•
BIM coordination (LOD 300+) ***		•
LEED and/or sustainability support		•
BIM lead *		•
Seismic Anchorage Design *		•
Commissioning (to be provided by owner. Cx support and planning included)		•
Utility rebate application		•

\* Proposal to be provided at later phase of design and preconstruction

\*\* Cost is assumed to be construction cost of work

\*\*\* LOD 300+ BIM and clash detection provided as cost option in this proposal

**FEE PROPOSAL & STAFF RATES**

PHASE	FS 32	FS 81	FS 81 INTERIM	TOTAL
Phase 1C (60% Design)	\$ 119,178	\$ 132,258	excluded	\$ 251,437
Phase 1C Design (100% IFC)	\$ 13,080	\$ 15,260	excluded	\$ 28,340
<b>PHASE 1C BASE TOTAL</b>	<b>\$ 132,258</b>	<b>\$ 147,518</b>	<b>excluded</b>	<b>\$ 279,777</b>

PHASE	FS 32	FS 81	FS 81 INTERIM	TOTAL
BIM LOD 300+	\$ 46,747	\$ 52,130	excluded	\$ 98,877

ALLOWANCE	FS 32	FS 81	FS 81 INTERIM	TOTAL
Seismic Anchorage Design	\$ 5,000	\$ 5,000	excluded	\$ 10,000

PHASE 1 C BASE + OPTIONS	FS 32	FS 81	FS 81 INTERIM	TOTAL
Totals	\$ 184,005	\$ 204,648	excluded	\$ 388,654

AUBURN MECHANICAL	
POSITION	RATE
Executive	\$ 165.00
Sr. Project Manager	\$ 115.00
Project Manager	\$ 105.00
Associate Project Manager, Sr. Project Engineer	\$ 80.00
Project Engineer	\$ 70.00
Preconstruction Manager	\$ 115.00
Estimating Manager	\$ 95.00
Estimator	\$ 78.00
Project Accountant	\$ 70.00
VDC Manager	\$ 117.00
Detailing – Piping	\$ 152.40
Detailing – Sheet Metal	\$ 148.07

P2S	
POSITION	RATE
Principal Engineer	\$ 340.00
Project Manager	\$ 292.00
Engineer Grade 04	\$ 292.00
Engineer Grade 03	\$ 250.00
Engineer Grade 02	\$ 230.00
Engineer Grade 01	\$ 210.00
Design Engineer Grade 03	\$ 220.00
Design Engineer Grade 02	\$ 200.00
Design Engineer Grade 01	\$ 170.00
CAD/BIM Manager	\$ 246.00
CAD/BIM Designer Grade 04	\$ 184.00
CAD/BIM Designer Grade 03	\$ 173.00
Project Assistant	\$ 156.00

*Note: Substantiated sub-tier consultant costs are subject to Auburn Mechanical markup.*

*Note: Auburn Mechanical staff costs are subject to Auburn Mechanical markup.*

#### PROJECT PERSONNEL

NAME	POSITION	FIRM
Justin Pritchett	Executive	Auburn Mechanical
Brady Sparks	Sr. Project Manager	Auburn Mechanical
Chris Peil	Preconstruction Manager	Auburn Mechanical
Josh Lee	Estimating Manager	Auburn Mechanical
Kyle LaVelle	Estimator	Auburn Mechanical
Kelly McElroy	Estimator	Auburn Mechanical
Mandy Young	Project Accountant	Auburn Mechanical
Aleks Kazadayev	VDC Manager	Auburn Mechanical
Peregrin Jones	Project Manager	P2S

Alex Muirhead	Engineer	P2S
Darren Schwend	Principal, Quality Management	P2S

Sincerely,

Justin Pritchett  
Auburn Mechanical Inc.

**Fire Station 32 & 81 – Electrical Phase 1C Proposal**

VECA & TFWB's process for Phase 1C of this project involves developing the electrical drawings to a 100% design level. Below are the key aspects of this effort. TFWB will collaborate closely with VECA to ensure continuous support for constructability, cost estimating, and design throughout the design-build process.

**Division 26, 27, 28 Main Deliverables:**

- Photometrics for the architectural set
- Site Plan
- Lighting Plans
- Power Plans
- Communications Plans
- Fire Alarm Plans
- Alerting Plans
- Load Calculations
- One-Line Diagram
- Electrical and Low-Voltage Specifications

\*These deliverables will be prepared and integrated into the larger design team's documents as directed by Miller Hull and BNB. We will track progress in the provided data storage location and manage modeling efforts including final permit preparation.

**Additional Activities During Phase 1C:**

- Submit service applications to SnoPUD and maintain ongoing coordination with the utility.
- Coordinate with the larger design team, the owner, and VECA Electric.
- Participate in meetings and Bluebeam sessions.
- Support the design team by providing feedback on equipment sizing, routing needs, and the general layout of items within divisions 26, 27, and 28.
- Provide narratives and sketches for live budgeting or value-add discussions.
- Leverage experience from other fire stations to offer key insights that ensure the building functions well for all facility needs.
- Provide calculations and designs for any specific project needs outlined in C405 and C406.
- Produce electrical permit deliverables for each station.
- Fire Alarm permit will be a deferred submittal to city by VECA/Subcontractor & design coordination will be tracked throughout project.

## SRFR - Staff Rates

### VECA Electric

Title		Hourly
Preconstruction Manager/Project Exec.	Colin Potts	\$135.00
Project Manager	Phil Parks	\$95.00
Project Manager - Technologies	Jason Naylor	\$90.00
Assistant Project Manager		\$86.01
Project Engineer	Abdul Akbary	\$61.30
Superintendent	Brian Williams	\$147.00
Project Accountant		\$67.79
Sr. Project Estimator	Josh Marks	\$113.00
Project Estimator	Troy Taylor	\$79.12
Purchasing		\$89.24
Contracts Director		\$113.10
Contracts Administrator		\$67.89
VDC Manager		\$165.00
VDC Project Lead	Jacob Mock	\$135.00
VDC Detailer		\$125.00
Project Safety Coordinator		\$93.89
General Foreman	Joe Davis	\$140.67
TFWB Principal	Kevin Wartelle	\$173.60
TFWB Project Manager	Janine Westby	\$145.60
TFWB Electrical Designer	Andrew Sharman	\$128.80
CAD/Revit Drafter	Kate Hanson	\$117.60

*\*Roles that will be primary during preconstruction and construction are highlighted.*





PRECONSTRUCTION SERVICES  
WORK PLAN

CONFIDENTIAL

PROJECT: SRFR 32&81 GC: BNB ARCHITECT: MILLER HULL

PRECON DESIGN SUPPORT
Duration in Hours is based on 8hrs/day for a standard 5 day work-week.

ITEM DESCRIPTION	QUANTITY	UNIT OF MAASURE
30% Design	8	WKS
Meetings and follow up		
30% SD Budget Estimate		
Constructability Review Comments (Bluebeam)		
Value Engineering/Budget Options		
Site Investigations		
TFWB Engineering Fee		
60% Design	10	WKS
Meetings and follow up		
60% DD Budget Estimate		
Constructability Review Comments (Bluebeam)		
Value Engineering/Budget Options		
Site Investigations		
TFWB Engineering Fee		
75% Design	10	WKS
Meetings and follow up		
75% Budget Estimate		
Constructability Review Comments (Bluebeam)		
Value Engineering/Budget Options		
Site Investigations		
TFWB Engineering Fee		
GMP		
BID PACKAGE PREPARATION		
SUBCONTRACTOR BIDDING		
GMP PREPARATION		
TFWB - Final Docs		
PERSONNEL HOURS		
STAFF BILLING RATE (\$/hr)		
TOTAL LABOR COST		
NOTES:		

START	END	WRK DAY	CAL DAY	WEEKS						MONTHS
05/01/25	03/16/26	228.00	320.00	45.60						10.53
Precon Lead/PM	PROJECT MANAGER	SUPERINTEND ENT	ESTIMATOR - LEAD	ESTIMATOR - SUPPORT	Low Volt-PM	TFWB	TFWB	TFWB	TFWB	PE
Colin Potts	Phil Parks	Brian Williams	Josh Marks	Estimator	Jason Naylor	Principal	PM	Elec Designer	CAD/REVIT	Project Engineer
22										
26	2		16	16						4
4	2	4			2					-
8	2	2	4		2					-
-	4	4								
						40	40	46	24	
28		4	4							
30	4		40	40						4
4	4	4			2					-
16	2	2	4		2					-
-	-	4								
						50	70	80	80	
28			4							
30	4		30	40						4
4	4	4			2					-
2	2	2	4		2					-
-	-	4								
						50	71	83	80	
-	2									-
2	8	4								
8	16	4	8	8	4					16
						10	15	20	20	
212	95	42	114	104	16	150	196	229	204	28
\$ 135	\$ 89	\$ 147	\$ 113	\$ 79	\$ 90	\$ 173	\$ 145	\$ 128	\$ 117	\$ 61
\$ 28,620	\$ 8,455	\$ 6,156	\$ 12,882	\$ 8,228	\$ 1,440	\$ 25,950	\$ 28,440	\$ 29,312	\$ 23,868	\$ 1,716

ESTIMATED REIMBURSABLES		
(.00471 State + .00222 City Tax)		
Grand Total		
SRFR 81 Subtotal	(50/50)	
SRFR 32 Subtotal	(50/50)	

TOTALS BY ACTIVITY (HOURS)
-
64
12
18
8
-
118
14
26
4
-
108
14
12
4
-
2
14
64
65
547

\$ 175,068
TOTAL
\$ 1,122
\$ 1,122
\$ 176,190
\$ 88,095.21
\$ 88,095.21

## 86

\* Station 81 start is dependent of completion of the Lake Stevens and SRFR Joint storm water vault which is not displayed on this time line. Station 32 construction is reflected to start in May of 2026 as shown above and Station 81 construction is reflected to start in September of 2026 in this time line. Detailed P6 schedules will be provided with phase 1B deliverables.

# Exhibit E

## Supporting Pricing Information

### Included:

- BN Builders' Labor Rates (May 2025 to May 2026)
- Miller Hull's Labor Rates (January 2025 to January 2026)
- CPL's Labor Rates (January 2025 to January 2026)
- KPFF's Labor Rates (July 2024 to June 2025)
- Auburn Mechanical & P2S's Labor Rates (June 2025 to June 2026)
- Veca Electric & TFWB's Labor Rates (January 2025 to January 2026)

## EXHIBIT E - BNBUILDERS 2025-2026 LABOR RATES

EFFECTIVE THROUGH:

5/1/2026

Standard

BNB Classification	BNB Class Code	Rate	BNB Classification	BNB Class Code	Rate	Rate	Rate
					Reg.	1.5x	2.0x
Business Unit- Director	DIRBU	245.00	Carpenter Foreman - Sr	CARPF5	142.00	155.00	199.00
Principal	PRNC	351.00	Carpenter Foreman	CARPF	128.00	152.00	192.00
Project Executive - Senior	EXECP5	332.00	Carpenter Journeyman - Lead	CARPJL	121.00	147.00	188.00
Project Executive	EXECP	240.00	Carpenter Journeyman	CARPJ	113.00	144.00	186.00
Project Manager - Senior	MGRPR5	213.00	Carpenter Apprentice	CARPA	106.00	138.00	176.00
Project Manager	MGRPRJ	176.00					
Project Manager - Assistant	ASTPM	156.00	Drywall Foreman - Sr	DWFS	142.00	155.00	198.00
			Drywall Foreman	DWF	128.00	152.00	192.00
Project Engineer - Senior	ENGPR5	137.00	Drywall Journeyman - Lead	DWJL	124.00	149.00	188.00
Project Engineer	ENGPR	116.00	Drywall Journeyman	DWJ	113.00	144.00	186.00
Project Engineer - Intern	INTPE	74.00	Drywall Apprentice	DWA	106.00	138.00	176.00
Sustainability Director	DIRSUS	205.00	Laborer Foreman - Sr	LABFS	139.00	156.00	199.00
Sustainability Manager	MGRSUS	172.00	Laborer Foreman	LABF	114.00	130.00	158.00
Sustainability Coordinator	CRDSUS	119.00	Laborer Journeyman - Lead	LABJL	105.00	123.00	154.00
			Laborer Journeyman	LABJ	95.00	119.00	151.00
Design Manager - Senior	DESIGNM5	203.00	Laborer Apprentice	LABA	87.00	114.00	144.00
Design Manager	DESIGNM	182.00					
Quality Manager	MGRQUA	176.00	Night Shift				
Diversity & Inclusion Manager	MGRDI	182.00					
			Carpenter Foreman - Sr	CARPF5	149.00	165.00	207.00
PreConstruction Director	PRECOND	328.00	Carpenter Foreman	CARPF	133.00	161.00	204.00
PreConstruction Manager	PRECONM	229.00	Carpenter Journeyman - Lead	CARPJL	127.00	155.00	198.00
Estimator - Chief	ESTCH	260.00	Carpenter Journeyman	CARPJ	119.00	153.00	193.00
Estimator - Senior	ESTS	216.00	Carpenter Apprentice	CARPA	112.00	143.00	187.00
Estimator	EST	157.00					
			Drywall Finisher Foreman - Sr	DWFS	147.00	166.00	209.00
Scheduler - Director	DIRPLN	205.00	Drywall Finisher Foreman	DWF	133.00	161.00	204.00
Scheduler - Manager	MGRSCH	185.00	Drywall Finisher Journeyman - Lead	DWJL	128.00	156.00	198.00
Scheduler	SCHED	173.00	Drywall Finisher Journeyman	DWJ	119.00	153.00	193.00
			Drywall Finisher Apprentice	DWA	112.00	143.00	187.00
Innovation Executive	EXECINV	240.00					
Innovation Manager Senior	MGRINS	219.00	Laborer Foreman - Sr	LABFS	145.00	166.00	211.00
Innovation Manager	MGRIN	196.00	Laborer Foreman	LABF	121.00	138.00	173.00
Innovation Engineer - Senior	ENGINS	162.00	Laborer Journeyman - Lead	LABJL	113.00	133.00	165.00
Innovation Engineer	ENGIN	127.00	Laborer Journeyman	LABJ	104.00	126.00	158.00
			Laborer Apprentice	LABA	96.00	121.00	153.00
MEP Executive	EXECEP	241.00					
MEP Coordinator - Senior	CRDMEP5	223.00					
MEP Coordinator	CRDMEP	185.00					
IT - Senior	TECHSR	110.00					
IT	TECHIT	90.00					
Project Accountant - Senior	ACCP5	123.00					
Project Accountant	ACCP	104.00					
Field Office Coord - Sr	CRDFOS	116.00					
Field Office Coord	CRDFO	99.00					
Contracts Administrator - Sr	ADMCONS	104.00					
Contracts Administrator	ADMCON	90.00					
Operations Administrator	ADMO	90.00					
Project Purchasing Agent	ASPU	125.00					
Insurance Manager	MGRRSK	208.00					
Insurance Coordinator	CRDRSK	110.00					
Superintendent - Executive	SUPEX	332.00					
Superintendent - Senior	SUPSR	237.00					
Superintendent I	SUP1	190.00					
Superintendent II	SUP2	160.00					
Safety Director	OSHA1	245.00					
Safety Regional Lead	OSHA2	205.00					
Safety Manager	OSHA3	165.00					
Safety Engineer - Senior	OSHA4	149.00					
Safety Engineer	OSHA5	132.00					
Surveyor - Chief Supervisor	SURV1	249.00					
Survey Engineer	SURV2	196.00					
Surveyor	SURV3	196.00					

CONTRACTOR AND OWNER HEREBY ACKNOWLEDGE AND AGREE THE HOURLY LABOR RATES SET FORTH IN THIS EXHIBIT ARE THE AMOUNTS THE CONTRACTOR WILL BILL AND THE OWNER WILL PAY FOR THE WORK PERFORMED BY THE CONTRACTOR'S OWN FORCES FOR THIS PROJECT. THE RATES ARE FOR LABOR ONLY AND SHALL BE USED FOR ALL ADMINISTRATIVE, SUPERVISORY, MANAGEMENT, AND OTHER "GENERAL CONDITIONS" STAFF AS WELL AS ALL CRAFT (OR FIELD) WORK "SELF-PERFORMED" BY THE CONTRACTOR'S OWN FORCES, INCLUDING FOR ALL CHANGE ORDERS. THE RATES HAVE BEEN SPECIFICALLY NEGOTIATED, ARE UN-AUDITABLE, AND WHEN MULTIPLIED BY THE HOURS WORKED SHALL CONSTITUTE COSTS OF THE WORK. THE OWNER'S RIGHT TO AUDIT THE CONTRACTOR'S COSTS WITH RESPECT TO THESE RATES SHALL BE LIMITED TO THE QUANTITY OF HOURS WORKED AND SHALL NOT INCLUDE ITEMS OF COST INCLUDED IN THESE RATES. CONTRACTOR AND OWNER FURTHER ACKNOWLEDGE AND AGREE THAT THESE RATES ARE SUBJECT TO AN INCREASE EACH CALENDAR YEAR IN AN AMOUNT COMMENSURATE WITH CONTRACTOR'S ANNUAL INCREASES IN ITS LABOR COSTS THROUGH PAY RAISES, COST OF LIVING ADJUSTMENTS, UNION PAY RAISES, AND THE LIKE. THE MINIMUM INCREASE EACH YEAR WILL BE FOUR AND NINETY THREE HUNDREDTHS PERCENT (4.93%) OF THE STATED RATE. CONTRACTOR PROVIDES ITS CRAFT (OR FIELD) EMPLOYEES WITH AN INCENTIVE PAY BUMP OF EIGHT PERCENT (8%) ABOVE THEIR BASE PAY FOR NIGHT SHIFT WORK (BETWEEN 4PM AND MIDNIGHT), WHICH WILL BE APPLIED TO THE RATES ABOVE WHEN APPLICABLE.

## Miller Hull Partnership 2025 Billing Rates

Category/Career Stage	2025 Standard Billing Rates
Partner	\$310
Principal	\$280
Senior Associate	\$250
Architect 9	\$250
Associate	\$240
Architect 8	\$240
Architect 7	\$210
Architect 6	\$190
Architect 5	\$180
Architect 4	\$160
Architect 3	\$150
Architect 2	\$110
Architect 1	\$100

We generally reserve the right to review and raise rates at the beginning of each calendar year up to 5%. However, we will be using these rates through the end of Phase 1C.

## 2025 HOURLY BILLING RATES

Principal	\$245
Associate Principal	\$235
Associate	\$230
Senior Project Manager	\$230
Project Manager	\$205
BIM Manager	\$205
Project Engineer I	\$180
Project Engineer II	\$170
Engineer I	\$150
Engineer II	\$140
Engineer III	\$130
Engineer IV	\$115
Project Administrator	\$165
BIM Coordinator	\$165
BIM Designer	\$155
BIM Technician I	\$140
BIM Technician II	\$120
BIM Technician III	\$100
Administration	\$90
Intern	\$90

Excluded from these rates is work involving expert witness testimony, litigation, or negotiating claims settlements.

## REIMBURSABLE EXPENSES

Expenses and services not directly provided by Coughlin Porter Lundeen, Inc., will be charged at 1.1 x cost. Reimbursable expenses include travel expenses, printing of drawings or specifications, equipment rental, and other charges incurred during the course of our work, not directly provided by us. These items are not included in our fee unless specifically noted in our proposal.

## PLOTTING

In-house plotting of CAD-generated drawings at the request of the Client or as necessary to comply with scheduled submittals will be charged at \$20/sheet. Plotting performed by printing services is subject to reimbursable paragraph above.

**BILLING RATES SCHEDULE**  
**SEATTLE STRUCTURAL ENGINEERING SERVICES**

Charges for employees are determined by labor category and their respective hourly rates listed below:

<b><u>Labor Category</u></b>	<b><u>Rate</u></b>
Principal	\$265/Hour
Technical Director	\$240/Hour
Associate	\$215/Hour
Project Engineer	\$185/Hour
Structural Designer	\$155/Hour
BIM Modeler/Drafter	\$155/Hour
Project Coordinator	\$135/Hour
Administration	\$100/Hour

***Rates are subject to adjustment in July 2025***

**FEE PROPOSAL & STAFF RATES**

PHASE	FS 32	FS 81	FS 81 INTERIM	TOTAL
Phase 1C (60% Design)	\$ 119,178	\$ 132,258	excluded	\$ 251,437
Phase 1C Design (100% IFC)	\$ 13,080	\$ 15,260	excluded	\$ 28,340
<b>PHASE 1C BASE TOTAL</b>	<b>\$ 132,258</b>	<b>\$ 147,518</b>	<b>excluded</b>	<b>\$ 279,777</b>

PHASE	FS 32	FS 81	FS 81 INTERIM	TOTAL
BIM LOD 300+	\$ 46,747	\$ 52,130	excluded	\$ 98,877

ALLOWANCE	FS 32	FS 81	FS 81 INTERIM	TOTAL
Seismic Anchorage Design	\$ 5,000	\$ 5,000	excluded	\$ 10,000

PHASE 1 C BASE + OPTIONS	FS 32	FS 81	FS 81 INTERIM	TOTAL
Totals	\$ 184,005	\$ 204,648	excluded	\$ 388,654

AUBURN MECHANICAL	
POSITION	RATE
Executive	\$ 165.00
Sr. Project Manager	\$ 115.00
Project Manager	\$ 105.00
Associate Project Manager, Sr. Project Engineer	\$ 80.00
Project Engineer	\$ 70.00
Preconstruction Manager	\$ 115.00
Estimating Manager	\$ 95.00
Estimator	\$ 78.00
Project Accountant	\$ 70.00
VDC Manager	\$ 117.00
Detailing – Piping	\$ 152.40
Detailing – Sheet Metal	\$ 148.07



P2S	
POSITION	RATE
Principal Engineer	\$ 340.00
Project Manager	\$ 292.00
Engineer Grade 04	\$ 292.00
Engineer Grade 03	\$ 250.00
Engineer Grade 02	\$ 230.00
Engineer Grade 01	\$ 210.00
Design Engineer Grade 03	\$ 220.00
Design Engineer Grade 02	\$ 200.00
Design Engineer Grade 01	\$ 170.00
CAD/BIM Manager	\$ 246.00
CAD/BIM Designer Grade 04	\$ 184.00
CAD/BIM Designer Grade 03	\$ 173.00
Project Assistant	\$ 156.00

*Note: Substantiated sub-tier consultant costs are subject to Auburn Mechanical markup.*

*Note: Auburn Mechanical staff costs are subject to Auburn Mechanical markup.*

#### PROJECT PERSONNEL

NAME	POSITION	FIRM
Justin Pritchett	Executive	Auburn Mechanical
Brady Sparks	Sr. Project Manager	Auburn Mechanical
Chris Peil	Preconstruction Manager	Auburn Mechanical
Josh Lee	Estimating Manager	Auburn Mechanical
Kyle LaVelle	Estimator	Auburn Mechanical
Kelly McElroy	Estimator	Auburn Mechanical
Mandy Young	Project Accountant	Auburn Mechanical
Aleks Kazadayev	VDC Manager	Auburn Mechanical
Peregrin Jones	Project Manager	P2S

## SRFR - Staff Rates

### VECA Electric

Title		Hourly
Preconstruction Manager/Project Exec.	Colin Potts	\$135.00
Project Manager	Phil Parks	\$95.00
Project Manager - Technologies	Jason Naylor	\$90.00
Assistant Project Manager		\$86.01
Project Engineer	Abdul Akbary	\$61.30
Superintendent	Brian Williams	\$147.00
Project Accountant		\$67.79
Sr. Project Estimator	Josh Marks	\$113.00
Project Estimator	Troy Taylor	\$79.12
Purchasing		\$89.24
Contracts Director		\$113.10
Contracts Administrator		\$67.89
VDC Manager		\$165.00
VDC Project Lead	Jacob Mock	\$135.00
VDC Detailer		\$125.00
Project Safety Coordinator		\$93.89
General Foreman	Joe Davis	\$140.67
TFWB Principal	Kevin Wartelle	\$173.60
TFWB Project Manager	Janine Westby	\$145.60
TFWB Electrical Designer	Andrew Sharman	\$128.80
CAD/Revit Drafter	Kate Hanson	\$117.60

*\*Roles that will be primary during preconstruction and construction are highlighted.*



## 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.

<b>Initiative Name:</b>	2025 Shop Apprentice Promotions to Journey Mechanics		
<b>Executive member responsible for guiding the initiative:</b>		AC Messer	
<b>Type of Action:</b>	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
<b>Initiative Description:</b> <ul style="list-style-type: none"> <li>• Brief Description</li> <li>• Goal of Initiative</li> <li>• Initiative Results (deliverables)</li> <li>• Connection to Strategic Plan</li> <li>• Supporting Documentation (attach) <ul style="list-style-type: none"> <li>○ Scope of work</li> <li>○ Contract(s)</li> <li>○ Project proposal(s)</li> <li>○ Presentation(s)</li> </ul> </li> <li>• If Financial: Reason RAB must be approved outside of the annual budget process</li> </ul>		<p>Budget amendment #2 aims to (1) add additional funds to the certification pay for our shop mechanics and (2) allow for the promotion of a second apprentice to journeyman mechanic.</p> <p>Over the last year several of our mechanics have earned numerous certifications for Master ASE and EVT. These additional certifications were not accounted to in the 2025 budget. Specifically, Kerry Pray earned 42 certifications and Jeremy Jensen earned 37. The current employment agreement provides additional certification pay for each certification earned over the seven base certifications. The number of certifications earned by these two mechanics is a testament to their dedication to the profession. The new cost will be \$50,430.</p> <p>Brandon Watkins (Over hire Journeyman Mechanic) resigned as of May 15th. The District reviewed the needs of the shop and recommendations from DC Rasmussen and Shop Manager John Thomas. The recommendation was to hold replacing the over hire FTE until January 2026 and instead promote two of our apprentice mechanics to Journeyman. The additional cost in wages for the promotion of two apprentices to journeyman mechanic will be \$10,175.</p> <p>The total additional cost of this budget amendment is \$60,605.</p>	
<b>Financial Impact:</b>	Expense: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ 2025 annual amount(s): \$ \$60,605 increase in total wages and benefits for both employees  Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   Amount: See Budget Amendment for Shop Fund  Budget Amendment Needed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   Amount: \$ \$60,605 <ul style="list-style-type: none"> <li>• If yes: Fund(s)/line item(s) to be amended: See Budget amendment for Shop Fund</li> </ul>		

<b>Risk Assessment:</b>	<p>Risk if approved: None</p> <p>Risk if not approved: The District takes pride in taking care of people. In this case, our mechanics hold dual master level certifications with ASE and EVT. Additionally, the term “apprentice” is misleading. In this case, both mechanics being recommended for promotion have decades of previous experience as mechanics and hold master-level certifications through manufactures such as Ford Motor Company.</p>
<b>Legal Review:</b>	<p><input type="checkbox"/> Initiative conforms with District policy/procedure number (attach):</p> <p><input type="checkbox"/> Initiatives that require legal review (contracts, other initiatives):</p> <ul style="list-style-type: none"> <li>• Contracts</li> <li>• Has been reviewed and approved by legal</li> <li>• Includes all costs</li> <li>• Includes term</li> <li>• Includes ‘do not exceed’ language</li> </ul> <p><input checked="" type="checkbox"/> N/A</p>
<b>Presented to, and Approved by, Senior Staff</b>	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Commissioner Sub-Committee Approval</b>	<p>Initiative presented to commissioner sub-committee: <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Approved by commissioner sub-committee: <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>N/A: <input type="checkbox"/></p>
<b>For Fire Chief Approval:</b>	<p><input checked="" type="checkbox"/> RAB document complete</p> <p><input checked="" type="checkbox"/> Supporting documentation attached</p> <p><input checked="" type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (<i>boardpacket@srfr.org</i>)</p> <p style="text-align: center;"><i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc’d on the email distribution</i></p> <p style="text-align: center;"><i>Fire Chief will coordinate with Senior Staff for RAB introduction</i></p>
<b>RAB Executive: Confirmed email sent to Board by Fire Chief</b>	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Board of Fire Commissioners</b>	<p>RAB initiatives go through the following process:</p> <ol style="list-style-type: none"> <li>1. Senior Staff approval to move forward to a committee/board</li> <li>2. Initiatives are introduced to the appropriate committee for review</li> <li>3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item</li> </ol>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes)</li></ul> <p>4. At a second commissioner meeting, initiatives may be assigned as an action item for approval</p> |
|--|---|

<b>Execution:</b>	<b>It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.</b>
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## Budget Amendment #2

SHOP FUND:					
EXPENDITURE CHANGES:					
EXPENDITURE ITEMS:	reasons	new expenditure amt.	original budgeted	\$ change	
SHOP:					
Regular Wages	promotion of 2 apprentices to journey mechani	\$ 1,103,260	\$ 1,094,400.00	\$	8,860
Medicare	promotion of 2 apprentices to journey mechani	\$ 16,080	\$ 15,950.00	\$	130
retirement	promotion of 2 apprentices to journey mechani	\$ 100,100	\$ 99,300.00	\$	800
deferred comp	promotion of 2 apprentices to journey mechani	\$ 42,830	\$ 42,470.00	\$	360
PFML	promotion of 2 apprentices to journey mechani	\$ 2,890	\$ 2,865.00		25
Regular Wages	certifications not originally budgeted	\$ 45,530	see above	\$	45,530
Medicare	certifications not originally budgeted	\$ 660	see above	\$	660
deferred comp	certifications not originally budgeted	\$ 4,120	see above	\$	4,120
PFML	certifications not originally budgeted	\$ 120	see above	\$	120
TOTAL				\$	60,605
Net increase (decrease) in fund balance				\$	(60,605)

DATE: 7/10/2025

Motion to approve budget amendment #2 as presented above :

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Troy Elmore, Chairman

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Davin Alsin

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Rick Edwards

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Randy Fay

---

Jeff Schaub

---

Jim Steinruck

---

Roy Waugh

---

attest to: Secretary to the Board



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

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

<b>Initiative Name:</b>	Darkhorse Analytics Risk Assessment Application		
<b>Executive member responsible for guiding the initiative:</b> DC McConnell			
<b>Type of Action:</b>	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution		
<b>Initiative Description:</b> <ul style="list-style-type: none"> <li>• Brief Description</li> <li>• Goal of Initiative</li> <li>• Initiative Results (deliverables)</li> <li>• Connection to Strategic Plan</li> <li>• Supporting Documentation (attach)             <ul style="list-style-type: none"> <li>○ Scope of work</li> <li>○ Contract(s)</li> <li>○ Project proposal(s)</li> <li>○ Presentation(s)</li> </ul> </li> <li>• If Financial: Reason RAB must be approved outside of the annual budget process</li> </ul>	<p>SRFR has participated the product development for the Darkhorse Emergency Risk Assessment Application. The product development period is complete, and the application is available for expanded utilization. The original contract with Darkhorse requires an expanded scope of work to include the risk assessment application.</p> <p>The risk application uses historical call data, demographic data, built environment data, and geospatial data to appraise community risk. A risk score is calculated based on a two-factor score of incident probability and community consequence. This risk assessment model is the foundation of a Community Risk Assessment/Standards of Cover (CRA/SOC). This risk tool is currently informing prevention and education programs in SRFR. As additional features are added, the agency intends to use the information to prioritize high risk facilities for inspection and support updates to the SRFR CRA/SOC. The Darkhorse team has been responsive to agency change requests and continues to prioritize platform enhancements to meet the long-term needs of SRFR.</p>		
<b>Financial Impact:</b>	<p>Expense: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$</p> <p>Initial amount: \$ 21,880.00</p> <p>Long-term annual amount(s): \$ 20,000.00 *(9.4% Tax)</p> <p>Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> <li>• If yes: Fund(s)/line item(s) to be amended:</li> </ul>		
<b>Risk Assessment:</b>	Risk if approved: <i>Increased cost.</i>		



Risk if not approved: *Less informed prevention and education programing, increased CRA/SOC update costs.*

**Legal Review:**

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

**Presented to, and Approved by, Senior Staff**

☒ Yes   ☐ No

**Commissioner Sub-Committee Approval**

Initiative presented to commissioner sub-committee: ☒ Yes   ☐ No

Approved by commissioner sub-committee:   ☐ Yes   ☐ No

N/A:   ☐

**For Fire Chief Approval:**

- ☐ RAB document complete
- ☐ Supporting documentation attached
- ☐ Information sent to Fire Chief, Senior Staff, and Board Support (Mindy Leber)
- Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution*
- Fire Chief will coordinate with Senior Staff for RAB introduction*

**RAB Executive: Confirmed email sent to Board by Fire Chief**

☐ Yes   ☐ No

**Board of Fire Commissioners**

RAB initiatives go through the following process:

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

<b>Execution:</b>	<b>It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.</b>
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## CONSULTING SERVICES

### DATA ANALYTICS AND PREDICTIVE MODELING TOOL

**THIS CONSULTING SERVICES AGREEMENT ("Agreement")** is entered into effective as of December 15, 2023 (the "**Effective Date**")

**BETWEEN:**

**Darkhorse Emergency Corp.**, a corporation formed under the laws of Alberta, with an address at 10139 81 Avenue NW, Edmonton, AB T6E 1W9 ("**Darkhorse**")

and

**Snohomish Regional Fire & Rescue**, with an address of 163 Village Court, Monroe, WA 98272 ("**the Customer**")

**WHEREAS:**

- A. Darkhorse provides consulting and Implementation Services, Subscription Services, and Advisory Services related to data analytics and a predictive modeling solution for emergency services providers, as defined herein;
- B. The Customer is an emergency service provider that wishes to acquire Implementation Services, Subscription Services, and Advisory Services in accordance with this Agreement; and
- C. Darkhorse and the Customer are forming this Agreement to establish the terms and conditions upon which the Darkhorse will provide the Implementation Services, Subscription Services, and Advisory Services to the Customer.

**NOW THEREFORE**, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

#### **1.0 DEFINITIONS**

1.1 **Definitions.** The following terms as used in this Agreement, including the recitals, shall have the meanings indicated below, unless otherwise indicated or the context otherwise requires:

- (a) "**Business Day**" means a day Monday through Friday that the chartered banks are open for business in the Province of Alberta.
- (b) "**Business Hours**" 9 a.m. to 5 p.m. MST during Business Days.
- (c) "**Confidential Information**" means any information about a party, including but not limited to information about its business, products, services, suppliers, customers, or pricing that is provided or otherwise obtained pursuant to this Agreement, except that Confidential Information does not include information

that: (i) was in the prior possession of the receiving party; (ii) was received by the receiving party from a third party without obligations of confidentiality; (iii) is in the public domain; or (iv) is developed independently by a party without use of or reference to the information of the other party.

- (d) **“Customer Data”** means information provided by Customer to assist in the development of Deliverables or input in accessing and using the Subscription Services, including but not limited to information requested by Darkhorse related to call data, spatial data, operational data and municipal development plans.
- (e) **“Customer Environment”** means electricity, internet connectivity, compatible mobile communications devices, and compatible computer hardware, software, and operating systems, as further described in Schedule “B”.
- (f) **“Darkhorse Reports”** means any reports or other output generated from the Customer accessing and using the Subscription Services.
- (g) **“Deliverable”** means a deliverable to be provided as set out in a SOW.
- (h) **“Derivative Work”** means a work that is based upon one or more pre-existing works, such as a revision, modification, translation (including compilation or recapitulation by computer), abridgement, condensation, expansion, or any other form in which such a pre-existing work may be recast, transformed, or adapted, and that, if prepared without authorization by the owner of the pre-existing work, would constitute a copyright infringement.
- (i) **“Documentation”** means all documentation with respect to the Subscription Services found at <https://darkhorseemergency.com/>
- (j) **“Event of Force Majeure”** has the meaning set out in Section 12.4.
- (k) **“Implementation Services”** means the services to be provided by Darkhorse related to the customization and implementation of Darkhorse’s Proprietary Software and Subscription Services, including the provision of any Deliverables under a SOW. Implementation Services shall not include any data conversion or migration unless expressly provided in a SOW.
- (l) **“Initial Term”** has the meaning set out in Section 7.
- (m) **“Intellectual Property Rights”** means: (i) rights associated with works of authorship throughout the world, including but not limited to copyrights, neighbouring rights, moral rights, and mask works, and all Derivative Works thereof; (ii) trade design and industrial design rights; (iii) integrated circuit topography rights; (iv) trade-mark and trade name rights and similar rights; (v) trade secret rights and rights in confidential information; (vi) patents, designs, algorithms and other industrial property rights, (vii) all other intellectual and industrial property rights (of every kind and nature throughout the world and however designated) whether arising by operation of law, contract, license, or otherwise; and (viii) all registrations, initial applications, renewals, extensions, continuations, divisions or reissues thereof now or hereafter in force (including any rights in any of the foregoing).

- (n) **"Issue"** means any failure of the Subscription Services to substantially comply with the Documentation when operated in accordance with this Agreement and the Documentation, with the applicable tier and priority level for resolution of such Issue as set out in Schedule "C".
- (o) **"Qualified Personnel"** mean Customer employees who have successfully completed Darkhorse's training program for the Software and Subscription Services.
- (p) **"Renewal Term"** has the meaning set out in Section 7.
- (q) **"Service Level Agreement"** means Schedule "C".
- (r) **"Services"** means Implementation Services and Subscription Services.
- (s) **"Software"** means the proprietary software application provided by Darkhorse to be installed on a computer or mobile communications device that will permit access to Subscription Services.
- (t) **"SOW"** means a statement of work agreed to in writing by the parties setting out the Implementation Services to be provided pursuant to this Agreement, and attached as Schedule "A" to this Agreement.
- (u) **"Subscription Services"** means the services listed in Schedule B and any Deliverables to be provided under a SOW, which may be accessed by Qualified Personnel on a computer or mobile communications device.
- (v) **"Term"** means the Initial Term, and any Renewal Terms, if applicable.

## 2.0 LICENSE

2.1 **License to Customer.** Darkhorse hereby grants to the Customer a personal, nontransferable, royalty-free, fully paid up license (without rights of sublicense) during the Term to install and use the proprietary software solely on devices owned or controlled by the Customer or its Qualified Personnel, and solely for the purpose of accessing and using the Subscription Services. The license allows the Customer an unlimited number of EPS users access to the platform. Darkhorse hereby grants to the Customer a personal, nontransferable, royalty-free, fully paid up license (without rights of sublicense) during the Term to reproduce and use any Darkhorse Reports.

2.2 **Licenses to Darkhorse.** Customer hereby grants to the Darkhorse a personal, nontransferable, royalty-free, fully paid up license (with rights to sublicense to its contractors and suppliers) during the Term to use, reproduce and create Derivative Works of Customer Data solely to provide Services and Darkhorse Reports to Customer in accordance with this Agreement. No derivative works will be shared outside of the Customer's organization without written consent from the Customer.

2.3 **Restrictions.** Customer is not licensed or permitted under this Agreement to do any of the following and shall not allow any Qualified Personnel or others for whom Customer is responsible to do any of the following: (i) access or attempt to access any other Darkhorse systems, programs or data that are not made available for public use; (ii) rent, sell, lease, lend,

redistribute or sublicense the Software or Darkhorse Reports or permit any third party to benefit from the use or functionality of the Software, Services or Darkhorse Reports via a rental, lease, timesharing, service bureau, or other arrangement without the express permission of Darkhorse Emergency Corp.; (iii) use the Software on any compatible device that Customer or Qualified Personnel do not own or control; (iv) copy, modify, or create Derivative Works of the Software, Services or Darkhorse Reports; (v) work around any technical limitations in the Software, Services or Darkhorse Reports, or use any tool to enable features or functionalities that are otherwise disabled in the Software, or decompile, disassemble, or otherwise reverse engineer the Software except as otherwise permitted by applicable law or by licenses with respect to open source software included with the Software; (vi) perform or attempt to perform any actions that would interfere with the proper working of the Software or Services, prevent access to or the use of the Software or Services by Darkhorse or other licensees or customers, or impose an unreasonable or disproportionately large load on Darkhorse's infrastructure; or (vii) otherwise use the Software, services or Darkhorse Reports except as expressly allowed under this Agreement.

### **3.0 IMPLEMENTATION SERVICES**

**3.1 Implementation Services.** Subject to Customer fulfilling its obligations under the Agreement and the applicable SOW or SOWs, Darkhorse shall use commercially reasonable efforts to provide the Implementation Services in accordance with the applicable SOW or SOWs.

**3.2 Acceptance.** Any provision of Deliverables shall be subject to any acceptance procedures and criteria that may be set out in the applicable SOW.

**3.3 Project Manager.** Each party shall appoint the representative indicated in the applicable SOW to act as a Project Manager, which may be changed from time to time by providing written notice, who shall act as a single point of contact and be responsible for giving all instructions and notices permitted or required under this Agreement with respect to Implementation Services.

**3.4 Training.** Darkhorse shall provide training in the use of the Software and Subscription Services as set out in Schedule "A", or as otherwise agreed in writing by the parties.

### **4.0 SUBSCRIPTION SERVICES**

**4.1 Subscription Services.** Subject to Customer's compliance with Section 4.2, Darkhorse will use commercially reasonable efforts to provide Customer's Qualified Personnel with access to the Subscription Services in accordance with the Service Level Agreement. Except for the Customer Environment, Darkhorse shall be responsible for providing sufficient infrastructure, equipment, technical support labour to provide the Subscription Services.

**4.2 Customer Obligations.** During the Term, Customer shall be responsible for maintaining the Customer Environment at Customer's sole expense. To add clarity, this includes the access interface to the Darkhorse platform, all EPS databases and the data APIs that interface with the Darkhorse platform.

### **5.0 PAYMENTS**

**5.1 Implementation Services.** Customer shall pay for Implementation and Advisory Services and training in accordance with the Schedules "A", "B" and "D".

5.2 **Subscription Services.** Customer shall pay for Subscription Services in advance on an annual basis as set out in Schedule “D”.

5.3 **Taxes.** Pricing for Services is exclusive of GST, PST or HST, or other similar use or sales taxes, which shall be payable by Customer as applicable.

5.4 **Interest.** Interest will be payable on any overdue amounts under this Agreement at the lesser of 12 percent (12%) per annum or the highest amount permitted by law.

## 6.0 REPRESENTATIONS AND WARRANTIES

6.1 **Capacity.** Each party represents and warrants to the other that it has the full power and authority to enter into this Agreement and to carry out its obligations under this Agreement.

6.2 **Residency.** Darkhorse represents and warrants that as of the Effective Date it is not a non-resident for the purposes of the Income Tax Act (Canada).

6.3 **Implementation Services.** Darkhorse represents and warrants that it will provide Implementation Services in accordance with general industry standards. Customer's sole remedy and Darkhorse's sole obligation for a breach of this representation and warranty is to use commercially reasonable efforts to re-perform such Implementation Services in accordance with the representation and warranty.

6.4 **Subscription Services.** Darkhorse warrants that the Subscription Services will substantially comply with the Documentation when operated or used in accordance with this Agreement and the Documentation. Where an Issue arises with Subscription Services when operated or used in accordance with this Agreement, the Customer's sole remedy and Darkhorse's sole obligation is to provide support to resolve such Issue in accordance with the Service Level Agreement.

6.5 **Customer Data.** Customer represents and warrants that all Customer Data shall be complete, accurate and free of errors and omissions, and that Customer has all rights necessary to grant the licenses to the Customer Data set out in this Agreement.

6.6 **Disclaimer.** EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, THE SOFTWARE, SERVICES AND DARKHORSE REPORTS ARE PROVIDED “AS-IS”, AND DARKHORSE DISCLAIMS ALL OTHER WARRANTIES AND REPRESENTATIONS, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT. DARKHORSE SHALL HAVE NO LIABILITY FOR ANY USE OF OR INABILITY TO USE THE SOFTWARE, SERVICES, OR DARKHORSE REPORTS FOR ANY ERROR, INACCURACY OR OMISSION IN THE SOFTWARE, SERVICES OR DARKHORSE REPORTS CAUSED BY ANY INCOMPLETENESS OR INACCURACY OF CUSTOMER DATA, OR ANY UNAVAILABILITY, INTERRUPTION OR DEGRADATION OF INTERNET SERVICE.

## 7.0 TERM AND TERMINATION

7.1 **Term.** This Agreement shall commence on the Effective Date and run for an initial term of five years (“**Initial Term**”) and shall automatically renew for successive terms of five years (each a “**Renewal Term**”), unless either party provides at least thirty (30) days’ notice prior to the end of the Initial term of Renewal Term, as applicable.

**7.2 Termination.** This Agreement may be terminated by a party upon written notice where it has previously provided written notice of a material breach or default of any of the provisions of this Agreement by the other party, and such breach or default remains uncured for a period of thirty (30) days after the receipt of written notice describing such breach, except that with respect to a breach of Section, parties shall have only the remedies set out therein.

**7.3 Effect of Termination.** Immediately after the effective date of expiration or termination of this Agreement, Customer shall discontinue all use of the Software and Services. Within ten (10) days of expiration or termination of this Agreement, each party shall return to the other party all Confidential Information of the other party (including in the case of Darkhorse, the return of the Customer Data), except that the obligation to return information shall not include that which must be retained for legal or archival purposes, or which is retained on a party's network. Customer shall pay all amounts due or accruing due as of the effective date of expiration or termination of this Agreement.

## **8.0 CONFIDENTIALITY**

**8.1 Confidential Information.** Each party agrees to maintain the confidentiality of the Confidential Information of the other party and shall not disclose the Confidential Information of the other party without its prior written consent or as required by law. Each party agrees not to use the Confidential Information of the other party except to fulfill obligations or exercise rights under this Agreement, or to enforce this Agreement. A party shall be entitled to disclose the Confidential Information of the other party where required by applicable law, or the order of a court or government agency without authority to do so, except that where permitted by applicable law, the party obligated to disclose such Confidential Information shall provide prior written notice of such disclosure to the party whose Confidential Information is being disclosed.

## **9.0 OWNERSHIP**

**9.1 Proprietary Software and Services.** Except for the limited licenses granted in this Agreement, Darkhorse shall own all right, title and interest in and to the Software and the Services, including but not limited to all Intellectual Property Rights therein or thereto. To the extent Customer acquires any right, title and interest in and to the Software and the Services, including but not limited to all Intellectual Property Rights therein or thereto, except as provided above, Customer hereby assigns and agrees to assign the same to Darkhorse.

**9.2 Customer Data.** Except for the limited licenses granted in this Agreement, Customer shall own all right, title and interest in and to the Customer Data, including but not limited to all Intellectual Property Rights therein or thereto. To the extent Darkhorse acquires any right, title and interest in and to the Customer Data, including but not limited to all Intellectual Property Rights therein or thereto, except as provided above, Darkhorse hereby assigns and agrees to assign the same to Customer.

**9.3 Inventions and Improvements.** Any and all inventions and improvements which the Customer may conceive, suggest or make while receiving access to the Software or the Services, shall be the sole and exclusive property of Darkhorse. Customer hereby assigns and agrees to assign to Darkhorse all right, title and interest in and to the inventions and improvements, including but not limited all Intellectual Property Rights therein or thereto.

**9.4 Further Assurances.** The Customer shall, whenever requested by Darkhorse, execute any and all applications, assignments and other instruments which Darkhorse shall deem



necessary in order to apply for and obtain letters of patent or copyrights of Canada or foreign countries for the Software, Services, inventions or improvements, and in order to assign and convey to Darkhorse the sole and exclusive right, title and interest in and to the Software, Services, inventions or improvements, including but not limited to all Intellectual Property Rights therein or thereto.

## **10.0 INDEMNITY**

**10.1 Indemnification.** Subject to Section 10.2, Darkhorse shall defend, indemnify and hold harmless Customer from any and all claims, actions, suits, damages and expenses alleging that the Software or Services, as provided by Darkhorse, infringe or misappropriate the Intellectual Property Rights of a third party.

**10.2 Notice and Cooperation.** Darkhorse's obligations of indemnity are subject to: (i) Customer promptly notifying Darkhorse in writing for any claim of for indemnification pursuant to Section 10.1 (provided that Customer's failure to provide such notice shall relieve Darkhorse of its indemnification obligations only to the extent that such failure prejudices the Darkhorse's ability to defend the claim); (ii) providing Dark Horse will sole o control of the claim, its defense and all negotiations for its settlement or compromise; and (iii) providing information and assistance reasonably necessary to permit the Darkhorse to defend the claim.

**10.3 Exceptions.** Darkhorse shall not be liable under Section 10.1 to the extent any claims results from Customer Data, modifications to the Software or Services other than by or for Darkhorse or use of the Software or Services in a manner not authorized by the Agreement.

## **11.0 LIMITATIONS OF LIABILITY**

**11.1** EXCEPT FOR OBLIGATIONS UNDER SECTION 10, OR A BREACH OF SECTIONS 2, 6.5 OR 8-10 OR AMOUNTS PAYABLE UNDER THE AGREEMENT, NEITHER PARTY SHALL BE LIABLE FOR: (i) ANY FORM OF INCIDENTAL, INDIRECT, CONSEQUENTIAL OR PUNITIVE DAMAGES OF ANY KIND, LOST PROFITS OR OTHER ECONOMIC LOSSES, FROM ALL CAUSES OF ACTION OF ANY KIND, INCLUDING TORT (INCLUDING NEGLIGENCE), CONTRACT AND BREACH OF WARRANTY, EVEN IF THE OTHER PARTY HAS BEEN INFORMED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES; OR (ii) DAMAGES IN EXCESS OF AMOUNTS PAID OR PAYABLE BY CUSTOMER TO DARKHOUSE IN THE THREE (3) MONTHS IMMEDIATELY PRIOR TO THE DATE SUCH DAMAGES AROSE.

## 12.0 GENERAL

12.1 **Notices.** Notices and other communications sent by a party must be in writing and shall be deemed properly given if they are sent by email or prepaid courier to the other party at the respective physical address or email address set forth below:

Darkhorse Emergency Corp.  
200 – 10049 81 Avenue NW  
Edmonton, AB T6E 1W7  
Canada

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

Attention: **Craig Hiltz, Vice President**  
Email: [craig.hiltz@darkhorseemergency.com](mailto:craig.hiltz@darkhorseemergency.com)

Attention: **Kevin O'Brien, Chief**  
Email: [Kevin.Obrienr@srfr.org](mailto:Kevin.Obrienr@srfr.org)

or at such other addresses or email addresses as the party may advise in writing. Such notices and other communications shall be deemed to be received at the opening of business in the office of the addressee on the Business Day following transmission in the case of emails and delivery in the case of prepaid courier.

12.2 **Utilization by Other Public Agencies Clause.** The use of this contract shall be made available to other local governmental agencies and agencies established for the public benefit ("Public Agencies"). The parties agree to allow other governmental agencies to enter into separate agreements with the Contractor under the terms in effect between the Customer and the Contractor. The parties also agree that any other agency utilizing the terms of this agreement shall not be deemed to be an agent or employee of the Customer for any purpose whatsoever. The parties further agree that any Public Agency will enter its own separate contract with the Contractor.

The Customer is not otherwise responsible for the Public Agencies' performance of the Contract between the individual Public Agencies and the Contractor or for any obligation or liability accruing to the Public Agencies in the performance thereof. The Public Agencies and the Contractor further agree to waive any rights they may have in making Customer a party to a dispute between a Public Agency and the Contractor.

12.3 **Independent Contractors.** The parties acknowledge that they are independent contractors and no other relationship, including partnership, joint venture, employment, franchise, master/servant or principal/agent is intended by this Agreement. Neither party shall have the right to bind or obligate the other.

12.4 **Force Majeure.** Non-performance of this Agreement (other than any failure to meet to make payments required under this Agreement) by a party shall be excused to the extent that performance by such party is rendered impractical or impossible by civil disobedience, strike, earthquake, fire, flood, governmental acts, governmental orders or governmental restrictions, shortages of supplies, or any other reason where failure to perform is beyond the reasonable control of, and not caused by negligence of, the non-performing party ("**Event of Force Majeure**"); provided further that the non-performing party provides prompt notice of the Event of Force Majeure and its expected duration, and uses reasonable efforts to resolve such Event of Force Majeure.

12.5 **Equitable Relief.** Each party acknowledges that any breach of its obligations under this Agreement with respect to the proprietary rights or Confidential Information of the other

party shall cause irreparable injury for which there are inadequate remedies at law, and therefore the other party shall be entitled to seek in any court of competent jurisdiction injunctive, preliminary or other equitable relief in addition to damages, including court costs and reasonable legal and other professional fees, to remedy any actual or threatened violations of its rights with respect to such matters.

12.6 **Amendment and Waiver.** No modification or amendment to this Agreement shall be effective unless in writing and signed by both parties. Failure by either party to enforce any provision of this Agreement shall not be deemed a waiver of future enforcement of that or any other provision. Any waiver shall be effective only if in writing and signed by the party waiving rights.

12.7 **Entire Agreement.** This Agreement, including the attached Schedules incorporated herein, contains all the terms and conditions and constitutes the entire agreement in force and effect between the parties with respect to the subject matter of this Agreement. This Agreement supersedes all previous proposals, both oral and written, negotiations, representations, commitments, writings and all other communications between the parties.

12.8 **Survival.** Sections 1, 5, 6, 7.3 and 8-12 shall survive the expiration or termination of this Agreement.

12.9 **Assignment.** Customer may not assign this Agreement without the express written consent of Darkhorse, which may be withheld in its sole discretion. Darkhorse may assign this Agreement by providing written notice to the Customer. This Agreement shall be binding upon and endure to the benefit of the parties and their respective heirs, executors, legal personal representatives, successors and assigns.

12.10 **Severability.** If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other provision of this Agreement.


12.11 **Legal Fees.** In the event any litigation is brought by either party in connection with this Agreement, the substantially prevailing party in such litigation shall be entitled to recover from the other party all the costs, reasonable legal and other professional fees reasonably incurred by such party in the litigation, and need not bring a suit to final judgment to substantially prevail.

12.12 **Headings.** The division of this Agreement into Articles and Sections and the insertion of headings are for convenient reference only and are not to affect its interpretation.

12.13 **Choice of Law and Jurisdiction.** This Agreement shall be governed and construed in accordance with the laws of the Province of Alberta, other than with respect to conflict of laws. The parties irrevocably submit and attorn to the exclusive jurisdiction of the Province of Alberta, in respect of matters arising in connection with Agreement.

12.14 **Counterparts.** This Agreement may be executed in two or more counterparts and transmitted by facsimile or electronically as a PDF (Portable Document Format) document, each of which when so executed and delivered shall be deemed an original, and all of which together shall constitute one and the same instrument.

**IN WITNESS WHEREOF** the parties hereto have caused this Agreement to be duly executed effective as of the Effective Date.

**Darkhorse Emergency Corp.**Per:  \_\_\_\_\_Name and Title: **Craig Hiltz, Vice President****Snohomish Regional Fire & Rescue**Per:  \_\_\_\_\_Name and Title: **Kevin O'brien, Chief**

## **SCHEDULE “A”**

### **IMPLEMENTATION AND ADVISORY SERVICES**

#### **Services Provided**

##### **1. Implementation Services**

- a. Clear identification of required data and collaboration with the Customer's data manager to understand service-specific business rules and particulars.
- b. Initial processing and validation of Customer data using the Darkhorse Wrangler.
- c. Iterative Diagnostic and Deployment tool demos to clarify assumptions, generate discussion, and familiarize the Customer team with the software.
- d. Forecasting future incident demand and road networks based on municipalities' population and development projections.
- e. Customization of the Deployment software to the Customer's specific language to facilitate adoption and ease of use.
- f. Access to our library of clear data visualizations that are easily exportable as SVG, PNG, or CSV (data table) files.
- g. Set up automated application updates from Customer data uploads to the Darkhorse SFTP server.
- h. Historical review facilitated by our Diagnostics software. This review includes call volume, drivetime, overgoal responses, and performance to the Customer's service standards.
- i. Diagnostic analysis facilitated by our Diagnostics software. This includes identifying the root causes of overgoal responses. The analysis is done on both a first response level and on a contingent standard for incidents where an Effective Response Force (ERF) is required.
- j. Should the Customer desire to continue with a regional deployment effort, Darkhorse will provide a pathway to expand the then current analytical tools to those agencies that the Customer is working with. This shall be limited to no more than five additional agencies. The Customer understands that this will expand the SOW and new expenses will be incurred.

The Implementation phase will take between 8 and 12 weeks from the date full data is provided to Darkhorse.

##### **2. Subscription:**

The term of the subscription is five years starting when the platform implementation is complete and will include the following platform components.

- a. Darkhorse Wrangler service for continuous cleaning and validation of raw uploaded service data
- b. Darkhorse HQ (unlimited Customer user licenses)
- c. Darkhorse Diagnostic software tool (unlimited Customer user licenses)
- d. Darkhorse Deployment software tool (unlimited Customer user licenses)

### 3. Optional Advisory Services

Access to Darkhorse advisor(s) throughout the subscription period.

An advisor engagement is optional with a subscription to the Darkhorse platform. The Customer can select the option of advisory service that best meets their needs. To accommodate the reality that the Customer's needs may change from year to year of the subscription, Darkhorse will allow Customer to choose the best option at the beginning of each contract year.

**Option 1: Outsourced Analytics Advisory Group:** Darkhorse team will be available three days per quarter to contribute to assessment, interpretation and goal setting with a key Customer working group. The team composition will depend on the requirements but will always include a key advisor and the analytical and technical support network to add value to the discussion.

**Option 2: Monthly Analytics Review + Annual Pre-Budget Deep-dive:** A Darkhorse advisor will spend a half-day zoom call with Customer leaders to review the progress on existing targets and identify any new analysis that is required. A week-long engagement is reserved prior to budgeting to ensure Customer is supported with the analysis and visuals required.

**Option 3: Advisor Retainer** This is the most flexible approach if the Customer is uncertain of their needs, but Darkhorse's responsiveness will depend on the availability of the required advisor type. Customer pre-pays for a block of 40 hours and can re-purchase equal or larger block as required. Purchased hours do not expire for the term of the contract.

## SCHEDULE “B”

### LIST OF SUBSCRIPTION SERVICES AND CUSTOMER ENVIRONMENT

#### Subscription Services

Subject to the Customer's provision of the Customer Environment, Subscription Services consist of the provision of access to and use of the functionality of the following items in accordance with the Agreement, including but not limited to the Service Level Agreement:

APPLICATION	USE	PLATFORM	DATA UPDATE FREQUENCY
Darkhorse Wrangler Service	Data cleanliness and consistency for Darkhorse applications.  Enables efficient analysis to answer ad-hoc analytics requests.	Darkhorse computational notebooks and standardized database	Auto updates based on client frequency requirements
Darkhorse HQ	Quick access to your most important KPIs	Web-based	Auto updates based on client frequency requirements
Darkhorse Diagnostics Module	Historical data exploratory application.	Web-based	Auto updates based on client frequency requirements
Darkhorse Deployment Module	Predictive modelling application – Station locations, resource deployment scenarios, boundary optimization.	Web-based	Annual spatial update. Annual demand set to review and updates.

## SCHEDULE “C”

### SERVICE LEVEL AGREEMENT

ISSUE TIER AND PRIORITY	PRIORITY DEFINITION	SERVICE LEVEL
<b>Tier 1</b>  <b>Any Priority</b>	Tier 1 issues are those Issues that involve any loss of productive use caused by non-code factors, such as the need or loss of credentials for logging in, inaccessibility to Wi-Fi for data downloads, device-specific support	Support for Tier 1 Issues will be provided by a trained power user within the Customer organization. Issues that cannot be handled by Tier 1 support will be escalated to Darkhorse Tier 2 personnel.
<b>Tier 2</b>  	Tier 2 issues are those Issues not covered or resolvable via Tier 1 support, and these include application bugs. Tier 2 support requests will originate from the designated client Tier 1 representative.	
<b>Priority 1: Urgent</b>	Priority 1 Issues are those defined by complete loss of productive use. Functionality is prohibited with no client-side workaround available.	<b>Acknowledgement Time:</b> Maximum of 4 hours within Business Hours from the inquiry being made by the Customer.  Resolution Time is within 8 hours of Acknowledgement Time
<b>Priority 2: Normal</b>	Priority 2 are those Issues is when productive use is not impacted. Functionality is available but model outputs are not as expected or has the app has minor or cosmetic defects.  Workarounds or configurable options are generally available.	<b>Acknowledgement Time:</b> Maximum of 8 hours within Business Hours from the inquiry being made by the Customer.  Resolution Time will be determined on a case-by-case basis after understanding client urgency. Typically, a response is achieved within 1-3 days.



## SCHEDULE “D”

### PRICING

#### SNOHOMISH REGIONAL FIRE & RESCUE OFFER COMPONENTS: SOFTWARE

##### Agreement Terms

**5 year term**

##### Implementation Services

Software Implmentation

Wrangler service

Diagnostic module

Deployment module

\$50,000 1-time fee

HQ module

Diagnostic & Deployment training workshop (virtual)

*[~ 10 weeks from receiving the data]*

*Data pipeline*

##### Software Subscription

*Unlimited users | Technical support | yearly term*

HQ, Diagnostics, & Deployment modules

\$30,000 annually

*annual inflation escalation based on CPI*

Subscription price is based on ten (10) stations within the agency.

Pricing is based on electronic payment of all invoices via one of the methods outlined in Schedule “E”.

## SCHEDULE "E" PAYMENT INFORMATION



200 – 10049 81 Avenue NW, Edmonton, AB T6E 1W7

### US Payment Transfer Information

#### Financial Institution Information

**Name of Bank:** Royal Bank of Canada

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**Address:** 10200 102 Ave NW-Unit D219 , Edmonton, AB, T5J 4B7

---

**Swift Code:** ROYCCAT2

---

**Bank Number:** 003

---

**Account Number:** 037494002614

---

**Account Type:** USD Chequing Account

---

#### Company Information:

**Name:** Darkhorse Emergency Corp.

---

**Address:** 200 – 10049 81 Avenue NW, Edmonton, AB T6E 1W7 Canada

---

**Contact Person:** Wendy Leigh

---

**Telephone Numbers:** 1-800-261-1832

---

**Email Address:** AR@darkhorseemergency.com

---

#### Intermediary/Corresponding Bank - For Wire Transfers

**ABA number:** 021000021

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**Swift Code:** CHASUS33

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*This is a JP Morgan Chase bank and by entering this number, all the needed information should populate automatically.*

#### Intermediary/Corresponding Bank - For Cross-Border ACH Payments

**ABA number:** 026004093

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*This is a RBC New York bank and by entering this number, all the needed information should populate automatically.*



NFP Canada Corp.  
#200, 17704 103rd Avenue  
Edmonton, AB T5S 1J9

P 780.489.4961  
F 780.486.0169  
nfp.ca

## CERTIFICATE OF INSURANCE

**NAMED INSURED:** Darkhorse Emergency Holdings, Darkhorse Emergency LP,  
Darkhorse Visualization Holdings and  
Darkhorse Visualization LP  
10139 81 Ave NW  
Edmonton, AB T6E 4A4

**CERTIFICATE HOLDER:** Snohomish Regional Fire & Rescue

163 Village Court  
Monroe WA 98272

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies herein is subject to all the terms, exclusions and conditions of such policies.

**LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

TYPE OF INSURANCE	POLICY NUMBER	POLICY TERM (MM/DD/YYYY)		LIMITS OF LIABILITY	
		FROM	TO		
<b>GENERAL LIABILITY</b> Per Occurrence * Contingent Employers Liability * Blanket Contractual Liability * Broad Form Property Damage * Cross Liability / Severability of Interest	Certain Underwriters as arranged by Lloyd's through CFC Underwriting			Per Occurrence	\$ 5,000,000
	ESL0039644848	04/04/2023	04/04/2024	General Aggregate	\$ 5,000,000
				Products/Completed Operations Aggregate	\$ 5,000,000
				Personal Injury & Advertising Liability	\$ 5,000,000
				Non-Owned Automobile	\$ 2,000,000
				Tenants Legal Liability	\$ 500,000
				Medical Expense Any One Person	\$ 25,000
				Employers Liability	\$ 1,000,000
<b>PROPERTY</b> * Per Occurrence	Underwriters at Lloyds under Agreement No. B1306C500432300			Per Occurrence	
	FPBK2097	05/23/2023	05/24/2024	Contents	\$ 175,000
				Betterments	\$ 25,000
				Equipment breakdown	\$ 200,000
<b>TECHNOLOGY PROFESSIONAL LIABILITY</b>	Certain Underwriters as arranged by Lloyd's through CFC Underwriting			Each Claim	\$ 2,000,000
	ESL0039644848	04/04/2023	04/04/2024	Technology Professional Aggregate	\$ 2,000,000
<b>CYBER LIABILITY</b>	Certain Underwriters as arranged by Lloyd's through CFC Underwriting			Limit	\$ 2,000,000
	ESL0039644848	04/04/2023	04/04/2024	Cyber Aggregate	\$ 2,000,000
<b>ADDITIONAL INSURED/LOSS PAYABLE/LESSOR</b>					
Certificate Holder is added as Additional Insured on the CGL policy as required by written contract but only with respect to liability arising out of the operations of the Named Insured.					
<b>CANCELLATION:</b>					
Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 0 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.					
<b>ADDITIONAL INFORMATION</b>					

DATE: 2023-11-03

PER:   
Carly Cust - Client Manager  
[carly.cust@nfp.ca](mailto:carly.cust@nfp.ca)

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies above.

## CONSULTING SERVICES

### DATA ANALYTICS AND RISK TOOL

**THIS AMENDED SCOPE OF WORK AGREEMENT** between **Darkhorse Emergency LP**, a limited partnership formed under the laws of Nevada, with a Canadian mailing address at 10139 81 Avenue, Edmonton, AB, T6E 1W9, Canada ("**Darkhorse**") and **Snohomish Regional Fire & Rescue**, with an address of 163 Village Court, Monroe, WA 98272 ("**Customer**") is effective June 10, 2025, as written below.

**WHEREAS:**

- A. Darkhorse has a standing consulting services contract with Customer
- B. Darkhorse and Customer have an established scope of work listed as "Schedule A" in the original contract, and;
- C. Customer desires to establish an annual work plan through the provisions of Schedule A, Section 2.
- D. Customer specifically desires to add the Darkhorse RISK application.
- E. Any additional work not explicitly described in this expanded scope shall require a mutually agreed upon written amendment.

**NOW THEREFORE**, Customer is requesting the following be recognized as the expanded scope of work effective June 10, 2025:

**1. Darkhorse Risk – Implementation Services**

- a. Clear identification of required data and collaboration with the Customer data manager to understand service-specific risk assessment requirements and data sources.
- b. Construction of a granular, geospatial analysis of the life safety, property loss, economic loss, and environmental consequence of risks across the customer's service area at a per-hex level, incorporating customer-provided data and/or data from public sources, e.g. U.S Census, Municipal Property Assessment, Office of the Fire Marshal of Ontario.
- c. Construction of a granular, geospatial analysis of estimated future incident frequency across the customer's service area at a per-hex level, incorporating the NFIRS data available in the standard Darkhorse Risk product.

For customers with Darkhorse Response operational, the CAD/RMS data can be integrated into their Risk product.

- d. Construction of a granular, geospatial analysis of overall risk across the customer's service area at a per-hex level, based on a scaled, simultaneous comparison of risk consequence and likelihood.
- e. Construction of a Community Data view where individual influences on risk consequence can be explored at a per-hex level.
- f. Ability to aggregate consequence, probability, and 2-axis risk scores by planning region, e.g. hexes, station response zones, planning zones, etc.
- g. Ability to export analysis to image or PDF files.

- h. Provide Annual billing to the Customer upon contract amendment signing for this additional \$20,000 USD scope of work. Amount to be added to the original annual subscription cost.

**IN WITNESS WHEREOF** the parties hereto have caused this Agreement to be duly executed effective as of the Effective Date.

**Darkhorse Emergency LP**

**Snohomish Regional Fire & Rescue**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Name and Title: **Craig Hiltz, Vice President**

Name and Title: **Michael McConnell,  
Deputy Chief**



# INVOICE

Snohomish Regional Fire Rescue  
163 Village Ct  
MONROE WA 98272  
USA

**Invoice Date**  
Jun 17, 2025

**Invoice Number**  
INV-EUS0043

Darkhorse Emergency LP  
US physical address:  
1835 Village Center Circle  
Las Vegas, NV 89134  
Canadian mailing address:  
10139 81 Ave NW  
Edmonton AB T6E 1W9  
Canada

Description	Quantity	Unit Price	Amount USD
Risk Subscription	1.00	20,000.00	20,000.00
Subtotal			20,000.00
TOTAL TAX			1,880.00
TOTAL USD			21,880.00

**Due Date: Jul 17, 2025**

Please pay via ACH.

Please email remittance advice to: [AR@darkhorseemergency.com](mailto:AR@darkhorseemergency.com)  
Any physical correspondence should be sent to the Canadian mailing address



## 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.

<b>Initiative Name:</b>	Draft Policy Approval #POL-25-05		
<b>Executive member responsible for guiding the initiative:</b> DC McConnell			
<b>Type of Action:</b>	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
<b>Initiative Description:</b> <ul style="list-style-type: none"> <li>• <b>Brief Description</b></li> <li>• <b>Goal of Initiative</b></li> <li>• <b>Initiative Results (deliverables)</b></li> <li>• <b>Connection to Strategic Plan</b></li> <li>• <b>Supporting Documentation (attach)</b> <ul style="list-style-type: none"> <li>○ Scope of work</li> <li>○ Contract(s)</li> <li>○ Project proposal(s)</li> <li>○ Presentation(s)</li> </ul> </li> <li>• <b>If Financial: Reason RAB must be approved outside of the annual budget process</b></li> </ul>			
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. Draft Policy: <ul style="list-style-type: none"> <li>• 804 Standardization of Station Files</li> </ul>			
<b>Financial Impact:</b> <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"> <li>• If yes: Fund(s)/line item(s) to be amended:</li> </ul>			
<b>Risk Assessment:</b> <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>			

<b>Legal Review:</b>	
<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"> <li>• Contracts</li> <li>• Has been reviewed and approved by legal</li> <li>• Includes all costs</li> <li>• Includes term</li> <li>• Includes 'do not exceed' language</li> </ul> <input type="checkbox"/> N/A	
<b>Presented to, and Approved by, Senior Staff</b>	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Commissioner Sub-Committee Approval</b>	
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"/>	
<b>For Fire Chief Approval:</b>	
<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>	
<b>RAB Executive: Confirmed email sent to Board by Fire Chief</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Board of Fire Commissioners</b>	RAB initiatives go through the following process: <ol style="list-style-type: none"> <li>1. Senior Staff approval to move forward to a committee/board</li> <li>2. Initiatives are introduced to the appropriate committee for review</li> <li>3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item             <ul style="list-style-type: none"> <li>○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes)</li> </ul> </li> <li>4. At a second commissioner meeting, initiatives may be assigned as an action item for approval</li> </ol>
<b>Execution:</b>	<b>It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.</b>



# Standardization of Station Files

## 804.1 PURPOSE AND SCOPE

Best Practice MODIFIED

To establish standardization for the creation, maintenance, and organization of station files within Snohomish Regional Fire & Rescue to enhance operational efficiency, improve access to information, and ensure compliance with state regulations.

This policy applies to all fire department personnel responsible for creating, managing, and accessing station files across all facilities.

## 804.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue that all files, forms and other written or electronic records maintained at the fire stations shall be retained in accordance with District policy and state and federal laws, and that appropriate safeguards are implemented for protected or confidential information.

## 804.3 GUIDELINES

Best Practice MODIFIED

### 804.3.1 FILE STRUCTURE

Agency Content

All station files shall follow a consistent naming convention, folder hierarchy, and documentation format in the shared drive.

- Suggested folder structure:
  - Division or program.
    - Project or task title.
      - Organized folders for applicable documents, forms, and policy.

### 804.3.2 DOCUMENTATION STANDARDS

Agency Content

- All documents must be dated, signed (if applicable), and include a revision history.
- Use standardized templates for common documents (e.g., training logs, incident reports).
- Ensure all digital files are saved in [specify formats, e.g., PDF, Word] for consistency.

### 804.3.3 ACCESS AND SECURITY

Agency Content

- Access to station files shall be restricted based on personnel roles and responsibilities.

### *Standardization of Station Files*

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- Sensitive information must be stored securely and encrypted when necessary.

#### 804.3.4 TRAINING AND IMPLEMENTATION

##### **Agency Content**

All personnel must receive training in the standardization of station files and file management practices. The training will include:

- Overview of records management practices conducted by the District's Public Records Officer.
- What constitutes a public record.
- The support role all personnel can play to ensure records are maintained in accordance with applicable policies, laws, and 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.

<b>Initiative Name:</b>	2025/2026 Paramedic School MOU		
<b>Executive member responsible for guiding the initiative:</b>		AC Lundquist	
<b>Type of Action:</b>	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
<b>Initiative Description:</b> <ul style="list-style-type: none"> <li>• Brief Description</li> <li>• Goal of Initiative</li> <li>• Initiative Results (deliverables)</li> <li>• Connection to Strategic Plan</li> <li>• Supporting Documentation (attach) <ul style="list-style-type: none"> <li>○ Scope of work</li> <li>○ Contract(s)</li> <li>○ Project proposal(s)</li> <li>○ Presentation(s)</li> </ul> </li> <li>• If Financial: Reason RAB must be approved outside of the annual budget process</li> </ul>		<p>The 2025 Paramedic School Memorandum of Understanding (MOU) establishes formal terms for Snohomish Regional Fire &amp; Rescue (SRFR) personnel attending the NMETC Paramedic Program. This agreement supports SRFR's operational objectives by ensuring a reliable pipeline of qualified paramedics and enhancing long-term workforce sustainability.</p> <p>Key provisions of the MOU include an increase in compensation for participating full-time firefighters, from 106% to 115% of base pay. This adjustment accounts for the time commitment associated with paramedic training and offsets potential overtime expenditures. The MOU represents a strategic approach to maintaining clinical competency, staffing continuity, and system readiness within SRFR's emergency medical services framework.</p>	
<b>Financial Impact:</b>			
Expense:		<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease <input type="checkbox"/> N/A
Revenue:		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	<input checked="" type="checkbox"/> N/A
Total amount of initiative (attach amount breakdown if applicable):			
Pay increase from Probationary Firefighter Paramedic Trainee at 106% to Firefighter Paramedic 3 at 115%.			
Initial amount:			
Long-term annual amount(s):			
Currently Budgeted:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Amount:
Budget Amendment Needed:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Amount:
<ul style="list-style-type: none"> <li>• If yes: Fund(s)/line item(s) to be amended:</li> </ul>			

<b>Risk Assessment:</b>	<p>Risk if approved: There are no risks if approved. The MOU was reviewed by SRFR Legal and serves to support members taking on additional responsibility and recognizes the time commitment to earning this position.</p> <p>Risk if not approved: Lack of support to sending internal candidates to school may negatively impact interest in our quality internal candidates.</p>
<b>Legal Review:</b>	<p><input type="checkbox"/> Initiative conforms with District policy/procedure number (attach):</p> <p><input checked="" type="checkbox"/> Initiatives that require legal review (contracts, other initiatives):</p> <ul style="list-style-type: none"> <li>• Contracts</li> <li>• Has been reviewed and approved by legal</li> <li>• Includes all costs</li> <li>• Includes term</li> <li>• Includes 'do not exceed' language</li> </ul> <p><input type="checkbox"/> N/A</p>
<b>Presented to, and Approved by, Senior Staff</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Commissioner Sub-Committee Approval</b>	<p>Initiative presented to commissioner sub-committee: <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Approved by commissioner sub-committee: <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>N/A: <input type="checkbox"/></p>
<b>For Fire Chief Approval:</b>	<p><input type="checkbox"/> RAB document complete</p> <p><input type="checkbox"/> Supporting documentation attached</p> <p><input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (Mindy Leber)</p> <p><i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution</i></p> <p><i>Fire Chief will coordinate with Senior Staff for RAB introduction</i></p>
<b>RAB Executive: Confirmed email sent to Board by Fire Chief</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Board of Fire Commissioners</b>	<p>RAB initiatives go through the following process:</p> <ol style="list-style-type: none"> <li>1. Senior Staff approval to move forward to a committee/board</li> <li>2. Initiatives are introduced to the appropriate committee for review</li> <li>3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> <li>○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes)</li> </ul> </li> <li>4. At a second commissioner meeting, initiatives may be assigned as an action item for approval</li> </ol>

<b>Execution:</b>	<b>It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.</b>
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**MEMORANDUM OF UNDERSTANDING (MOU)  
FULL-TIME FIREFIGHTER ATTENDING NATIONAL MEDICAL EDUCATION & TRAINING  
CENTER/ANNA MARIA COLLEGE CONSORTIA (NMETC) PARAMEDIC PROGRAM**

This **MEMORANDUM OF UNDERSTANDING** is made and entered this 30<sup>th</sup> day of July, 2025 by and between **SNOHOMISH REGIONAL FIRE & RESCUE** ("Employer" or "SRFR") and **IAFF LOCAL 2781** ("Union"), collectively referred hereto as the "Parties."

**I. RECITALS**

**WHEREAS**, SRFR and Union are parties to a collective bargaining agreement ("CBA");

**WHEREAS**, the Parties desire to facilitate the training of Employees ("Employee") to become qualified to be promoted to a paramedic position;

**WHEREAS**, the Parties agree that (i) an Employee is participating in the training program on a purely voluntary basis; (ii) an Employee will be attending training outside of the employee's regular working hours; and (iii) an Employee is participating in this training program in order to become qualified for a new position; and Employee does not perform any productive work during participation in the training program and, as such, none of the training will be considered compensable work time under the Fair Labor Standards Act.

**NOW, THEREFORE**, be it hereby resolved as follows:

**II. TERMS**

1. **Term of Paramedic Program.** For purposes of this MOU, the 2025/2026 NMETC Paramedic Program (the "Paramedic Program") academic year commences on the first day of fulltime attendance and ends when the Employee is released by the school, or he/she successfully completes the program.
2. **Financial Commitment.** To facilitate the Paramedic Program training, Employer has agreed to make the following financial commitment ("Financial Commitment"):
  - a. Employer will pay tuition for full-time firefighter (Employees) from Local 2781 to attend the Paramedic Program.
  - b. When employees are required to travel to Massachusetts the District will cover all costs of travel, housing and meals as required by the Districts applicable travel policy.
  - c. Beginning on the first day of full-time attendance of the Paramedic Program, Employees shall be paid the wage of Firefighter Paramedic 3 (115%) as defined by article 23 salary chart.
  - d. The pay of Firefighter Paramedic 3 (115%) will be in lieu of receiving overtime on time spent completing the Paramedic Program. Examples of time spent completing the program include the following: studying, clinicals, attending class, ride time.
  - e. Employees will remain covered under the District's health insurance policy during the Paramedic Program.

3. **Paramedic Procedure.** Sending employees to the NMETC Paramedic Program will inevitably come with new and unforeseen challenges. The District and the Union will work together to create a Paramedic Procedure to address these challenges. Examples of these challenges are hospitals used for clinicals and jurisdictions utilized for employees ride time. Other items that are required to be addressed as part of employees attending the NMETC Paramedic Program will be agreed upon between the District and the Union and added to the Paramedic Procedure.
4. **Working During the Paramedic Program.** An Employee selected to attend the Paramedic Program shall continue to work their regularly scheduled shifts, including overtime during the didactic portion of the paramedic program. Once off of the Didactic portion of the Paramedic Program the employee will be placed on either an eight (8) hour or ten (10) hour schedule as defined in article 10. The District and the Union will meet and confer about which schedule is most appropriate.
5. **Employment Work Commitment.** The Employer would not make the foregoing Financial Commitment for an Employee but for the fact that such Employee hereby agrees to work as a paramedic for Snohomish Regional Fire & Rescue for five (5) years following completion of the Paramedic Program (the "Retention Period"). This work commitment will ameliorate the upfront costs paid by the Employer and will ensure greater workforce stability. Accordingly, the Parties agree that this work commitment is a material inducement for the Employer to make the Financial Commitment.
6. **Execution.** The selected Employee must sign this MOU, which shall constitute Employee's binding and enforceable agreement to the terms and conditions herein. If the selected Employee refuses to sign this MOU, the Employer may select a different Employee to attend the Paramedic Program.
7. **Severability.** If any provision of this MOU is unenforceable for any reason, such portion shall be severable from this MOU and the remainder shall remain in full force and effect.

This MOU shall become valid upon signing and its contents will be in effect during the 2025/2026 Paramedic program academic year.

---



**SNOHOMISH REGIONAL  
FIRE & RESCUE**

\_\_\_\_\_  
By: Kevin O'Brien  
Its: Fire Chief  
Date: \_\_\_\_\_

**IAFF LOCAL 2781**

\_\_\_\_\_  
By: Craig Fisher  
Its: President  
Date: \_\_\_\_\_

**EMPLOYEE**

\_\_\_\_\_  
By: \_\_\_\_\_  
Date: \_\_\_\_\_



# NEW BUSINESS

## ACTION





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

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

<b>Initiative Name:</b>	Proposed Amendments to the Sno911 Interlocal Agreement		
<b>Executive member responsible for guiding the initiative:</b> AC Lundquist			
<b>Type of Action:</b>	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
<b>Initiative Description:</b> <ul style="list-style-type: none"> <li>• Brief Description</li> <li>• Goal of Initiative</li> <li>• Initiative Results (deliverables)</li> <li>• Connection to Strategic Plan</li> <li>• Supporting Documentation (attach) <ul style="list-style-type: none"> <li>○ Scope of work</li> <li>○ Contract(s)</li> <li>○ Project proposal(s)</li> <li>○ Presentation(s)</li> </ul> </li> <li>• If Financial: Reason RAB must be approved outside of the annual budget process</li> </ul>			
<p>Attached are proposed amendments to the Snohomish County 911 Interlocal Agreement. These amendments have been reviewed and approved by the Sno911 Board. The summary of the proposed changes is as follows:</p> <p><b>Expanded Contracting Authority:</b> The amendments authorize the SNO911 board to enter into contracts for Additional Services with both member agencies and third parties (who serve member agencies). This adjustment supports the collaborative efforts of the Snohomish County EMS Joint Task Force.</p> <p><b>Preparation for Future EMS Partnership:</b> These changes support the newly established Snohomish County EMS Agency (SCEMSA). Once operational, SCEMSA's governing board is expected to negotiate a Service Level Agreement (SLA) with SNO911 for the provision of: dedicated staff, support services (e.g., financial management, HR, and IT), and office space within SNO911's future headquarters. The changes do not bind SNO911 to enter into the agreement, but allow it to occur if and when the SNO911 Board approves it in the future.</p>			
<b>Financial Impact:</b> <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"> <li>• If yes: Fund(s)/line item(s) to be amended:</li> </ul>			
<b>Risk Assessment:</b>	Risk if approved:		

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



# ACTION REQUESTED for Proposed Amendments to the SNO911 Interlocal Agreement

---

**Date:** March 28, 2025  
**To:** Principals of Snohomish County 911  
**From:** Terry Peterson, Deputy Director/Board Secretary  
**RE:** Legislative Action Requested – Updated Interlocal Agreement

Enclosed are proposed amendments to the Snohomish County 911 (SNO911) Interlocal Agreement (ILA). These amendments have been reviewed and approved by the SNO911 Board and now require formal approval from each Principal's legislative body by **May 15, 2025**, unless this authority has been delegated within your jurisdiction.

## Summary of Proposed Changes

### 1. Expanded Contracting Authority:

The amendments authorize the SNO911 board to enter into contracts for Additional Services with both member agencies and third parties (who serve member agencies). This adjustment supports the collaborative efforts of the Snohomish County EMS Joint Task Force.

### 2. Preparation for Future EMS Partnership:

These changes support the newly established Snohomish County EMS Agency (SCEMSA). Once operational, SCEMSA's governing board is expected to negotiate a Service Level Agreement (SLA) with SNO911 for the provision of: dedicated staff, support services (e.g., financial management, HR, and IT), and office space within SNO911's future headquarters. The changes do not bind SNO911 to enter into the agreement, but allow it to occur if and when the SNO911 Board approves it in the future.

A redlined version of the ILA reflecting these updates is attached for your review.

**Action is requested by your legislative body to approve the changes by May 15, 2025.**

If you would like to provide comment to the Board, we welcome your participation. This item is on the agenda for discussion at Regular Board Meetings in April 2025. The SNO911 Board Meets Monthly on the third-Thursday of the month at 0830. Meeting notice and details are posted on our website at [www.sno911.org](http://www.sno911.org).

If your agency has any comments or questions regarding the proposed amendments, you can reach me at [tpeterson@sno911.org](mailto:tpeterson@sno911.org) or (425) 407-3905.

**AMENDED AND RESTATED  
SNOHOMISH COUNTY REGIONAL PUBLIC SAFETY  
COMMUNICATIONS AGENCY  
INTERLOCAL AGREEMENT**

**REVISED AUGUST 2, 2018; SEPTEMBER 19, 2019; NOVEMBER 21, 2019;  
AUGUST 20, 2020; APRIL 21, 2022, JUNE 20, 2024, MAY 15, 2025**

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AMENDED AND RESTATED SNOHOMISH COUNTY REGIONAL PUBLIC  
SAFETY COMMUNICATIONS AGENCY INTERLOCAL AGREEMENT

THIS AMENDED AND RESTATED SNOHOMISH COUNTY REGIONAL PUBLIC SAFETY COMMUNICATIONS AGENCY INTERLOCAL AGREEMENT (this “Agreement”), incorporating all exhibits hereto, is authorized by the parties to the Snohomish County Regional Public Safety Communications Agency Interlocal Agreement effective as of June 20, 2024.

RECITALS

WHEREAS, pursuant to chapters 24.03 and 24.06 of the Revised Code of Washington (“RCW”), the Snohomish County Regional Public Safety Communications Agency Interlocal Agreement, deemed adopted and effective as of January 1, 2018, including the exhibits thereto (the “Original Agreement”), and the Articles of Incorporation Due to Consolidation filed on October 18, 2017 (the “Articles of Consolidation”), the governing boards of the Southwest Snohomish County Public Safety Communication Agency, a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.03 RCW as expressly authorized by RCW 39.34.030(3)(b) (“SNOCOM”), and the Snohomish County Police Staff and Auxiliary Services Center, a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.06 RCW as expressly authorized by RCW 39.34.030(3)(b) (“SNOPAC”), voted to consolidate SNOCOM and SNOPAC into a new single corporation under chapter 24.06 RCW known as the “Snohomish County Regional Public Safety Communications Agency” (“Snohomish County 911”); and

WHEREAS, the governing boards of Snohomish County 911 and the Snohomish County Emergency Radio System, a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.06 RCW as expressly authorized by RCW 39.34.030(3)(b) (“SERS”), voted to merge SERS into Snohomish County 911 effective January 1, 2019; and

WHEREAS, Snohomish County 911 provides emergency communication services on behalf of its member agencies throughout Snohomish County; and

WHEREAS, the Original Agreement was amended on August 2, 2018; September 19, 2019; November 21, 2019; August 20, 2020; and April 21, 2022;

WHEREAS, by this Amended and Restated Agreement effective as of the date stated above, the Governing Board of Snohomish County 911 desires to create procedural

efficiencies and remove historical provisions that are no longer applicable from this Agreement;

WHEREAS, this Agreement is authorized by the Interlocal Cooperation Act (chapter 39.34 RCW) and the Nonprofit Miscellaneous and Mutual Corporations Act (chapter 24.06 RCW);

NOW THEREFORE, in consideration of the promises and agreements contained in this Agreement and subject to the terms and conditions set forth herein, it is mutually understood and agreed by the parties as follows:

#### **SECTION 1. CREATION OF SNOHOMISH COUNTY 911; MERGER.**

a. Creation of Snohomish County 911. Pursuant to Resolution No. 2017-02 adopted by the SNOCOM Board of Directors on October 12, 2017 and Resolution No. 2017-02 adopted by the SNOPAC Board of Directors on October 12, 2017, at least two-thirds of each Board voted in favor of consolidating SNOCOM and SNOPAC as described in the Original Agreement and approved a plan of consolidation (the “Plan of Consolidation”) as required by chapters 24.03 and 24.06 RCW. Subsequent to such approval, representatives of SNOCOM and SNOPAC executed the Articles of Consolidation and filed such Articles with the Secretary of State. As permitted by RCW 23.95.210, the effective date for the consolidation was January 1, 2018 (the “Consolidation Effective Date”). As of the Consolidation Effective Date:

i. SNOCOM and SNOPAC became a single corporation to be known as “Snohomish County 911.” Snohomish County 911 was organized as a municipal instrumentality of its Principals pursuant to RCW 39.34.030 and as a nonprofit corporation under chapter 24.06 RCW as authorized by chapter 39.34 RCW.

ii. SNOCOM, SNOPAC and each party to the Original Agreement (listed in **Exhibit C** attached hereto) delegated to Snohomish County 911 the authority to provide emergency communication services as provided herein.

iii. The separate existence of SNOCOM and SNOPAC, except as formed as Snohomish County 911, ceased.

iv. As a result, Snohomish County 911 possesses all the rights, privileges, immunities, and franchises, of both a public and private nature, of each of SNOCOM and SNOPAC; and all property, real, personal and mixed, and all debts due on whatever account, and all other choses in action, and all and every other interest, of or belonging to or due to each of SNOCOM and SNOPAC, were

taken and deemed transferred to and vested in Snohomish County 911 without further act or deed; and title to any real estate, or any interest therein, vested in Snohomish County 911.

v. Snohomish County 911 is responsible and liable for all the liabilities and obligations of each of SNOCOM and SNOPAC, and any claim existing or action or proceeding pending by or against any of such corporations may be prosecuted as if such consolidation had not taken place, or Snohomish County 911 may be substituted in its place. Neither the rights of creditors nor any liens upon the property of SNOCOM or SNOPAC shall be impaired by such consolidation.

vi. Snohomish County 911, as successor to SNOCOM and SNOPAC, has all rights, privileges, interest, defenses and indemnity protections of all insurance providers for SNOCOM and SNOPAC, including past and current providers, that existed prior to consolidation.

b. Merger of SERS and Snohomish County 911. Pursuant to Resolution No. 18-01 adopted by the SERS Board of Directors on October 4, 2018 and Resolution No. 2018-17 adopted by the Snohomish County 911 Board of Directors on October 18, 2018, at least two-thirds of each Board voted in favor to merge SERS into Snohomish County 911 as described in this Agreement and approved a plan of merger (the “Plan of Merger”) as required by chapter 24.06 RCW. Subsequent to such approval, representatives of SERS and Snohomish County 911 executed the Articles of Merger and filed such Articles with the Secretary of State. As permitted by RCW 23.95.210, the effective date for the merger was January 1, 2019 (the “Merger Effective Date”). As of the Merger Effective Date:

i. SERS was merged into Snohomish County 911 as provided in the Articles of Merger.

ii. The separate existence of SERS ceased.

iii. Snohomish County 911 thereupon and thereafter possessed all the rights, privileges, immunities, and franchises, of both a public and private nature, of SERS; and all property, real, personal and mixed, and all debts due on whatever account, and all other choses in action, and all and every other interest, of or belonging to or due to SERS, were and shall be taken and deemed to be transferred to and vested in Snohomish County 911 without further act or deed; and the title to any real estate, or any interest therein, vested in Snohomish County 911 shall not revert or be in any way impaired by reason of such merger.

iv. Snohomish County 911 was and shall be responsible and liable for all the liabilities and obligations of SERS, and any claim existing or action or proceeding pending by or against any of such corporation may be prosecuted as if such merger had not taken place, or Snohomish County 911 may be substituted in its place. Neither the rights of creditors nor any liens upon the property of SERS shall be impaired by such merger.

v. Snohomish County 911, as successor to SERS, has all rights, privileges, interest, defenses and indemnity protections of all insurance providers for SERS, including past and current providers, that existed prior to merger.

vi. All amounts held in reserve funds held by SERS as of the Merger Effective Date were transferred to Snohomish County 911 to be placed in a Radio System reserve fund or funds at Snohomish County 911.

vii. The statements set forth in the Articles of Merger shall be deemed to be the articles of incorporation of Snohomish County 911, and shall amend and restate, in their entirety, the Articles of Consolidation.

viii. This Agreement shall govern the Snohomish County 911.

ix. Snohomish County 911 has and shall continue to have all the rights, privileges, immunities and powers and shall be subject to all the duties and liabilities of a nonprofit corporation organized under chapter 24.06 RCW.

## **SECTION 2. TERM OF AGREEMENT.**

This Agreement shall carry forward the initial 6-year term provided for in the Original Agreement. The initial term of this Agreement, therefore, shall be from the Merger Effective Date through December 31, 2023 (the “Initial Term”). Thereafter, this Agreement shall be of infinite duration, subject to termination provisions contained herein. During the Initial Term no Principal may withdraw from this Agreement, provided that a Principal may convert or be converted to Subscriber status as provided in Sections 12 and 14, may annex to or join with another Principal as described in Section 6.q, or may upon action of the Governing Board be terminated from participation in this Agreement as provided in Section 12.

## **SECTION 3. DEFINITIONS.**

Capitalized terms used in this Agreement shall have the following meanings:

a. Additional Services. “Additional Services” are optional services provided by Snohomish County 911 that assist Participating Agencies in the performance of their

emergency services duties but are outside the scope of Emergency Communications Services as defined in Section 4.a., for example and without limitation, managed mobile computer services. Additional Services may be offered to all Participating Agencies ~~Principals and Subscribers and third parties that serve one or more Participating Agencies~~ from time to time by separate contract. Terms of agreement for provision of Additional Services are to be negotiated between Snohomish County 911 and ~~a Participating Agency~~ the other party to the contract and require Simple Majority Vote approval of the Governing Board; except that an agreement with a non-Participating Agency requires a Supermajority Vote. Fees for Additional Services are not part of the Assessment Formula and are not considered User Fees.

b. Agreement. “Agreement” means this Amended and Restated Snohomish County Regional Public Safety Communications Agency Interlocal Agreement, as it may hereafter be further amended or modified from time to time, together with all exhibits and appendices hereto, as they may hereafter be amended or modified.

c. Ancillary Services. “Ancillary Services” are services that are part of the overall array of Emergency Communications Services, and related to the core functioning of Emergency Communications Services, for example and without limitation, Police Records Services and school panic button monitoring. Ancillary Services are provided by Snohomish County 911 to all Principals and Subscribers and the costs of Ancillary Services are incorporated into User Fees and Assessments.

d. Articles of Consolidation. “Articles of Consolidation” mean the Articles of Incorporation Due to Consolidation of Snohomish County 911 as defined in Section 1.

e. Articles of Merger. “Articles of Merger” mean the Articles of Incorporation Due to Merger of Snohomish County 911 as defined in Section 1.

f. Assessments. “Assessments” mean the portion of User Fees charged to Principals for Emergency Communication Services in accordance with the Assessments formula as provided for in **Exhibit B**. Assessments are a subset of User Fees. Changes to the Assessment formula require Supermajority Approval of the Governing Board.

g. Associate Agency. “Associate Agency” is a unit of local government that has agreed to the terms of this Agreement from time to time who is not a Direct Provider and is not Directly Served by Snohomish County 911 but which receives police and/or fire/EMS services through a contract with a Principal or Subscriber of Snohomish County 911. Associate Agencies participate in the selection of a non-voting Governing Board Member as described in **Exhibit A**. A list of the Associate Agencies as of the Merger Effective Date is included in **Exhibit C**.

h. Consolidation Effective Date. “Consolidation Effective Date” means January 1, 2018.

i. Directly Served. “Directly Served” means Principals and Subscribers who receive Emergency Communication Services from Snohomish County 911 and pay User Fees to Snohomish County 911 in exchange for such services. A Principal or Subscriber may operate both fire/EMS service and police service but elect to have only one or the other service Directly Served by Snohomish County 911.

j. Direct Provider. “Direct Provider” means a Participating Agency that provides fire/EMS services and/or police services directly, rather than through contract with another agency.

k. EMS. “EMS” means Emergency Medical Services as described in RCW 84.52.069(5), as now or later amended, including the provision by the Participating Agencies of emergency medical care or emergency medical services, including related personnel costs, training for such personnel, and related equipment, supplies, vehicles and structures needed for the provision of emergency medical care or EMS.

l. Enhanced Police Records Services. “Enhanced Police Records Services” are services in addition to Police Records Services, and include computer searches and actions to enter, modify or delete computer police records associated with: misdemeanor warrants, orders of protection and other orders and directives; stolen property, vehicles, guns or missing persons; performing 20-minute warrant hit confirmations; and serving as the legal holder of records on behalf of a Police Agency for such records.

m. Executive Director. The “Executive Director” is the chief executive officer for Snohomish County 911 appointed by and serving at the pleasure of the Governing Board.

n. Emergency Communication Services. “Emergency Communication Services” mean those services described in Section 4.a.

o. Emergency Public Safety Radio System. The “Emergency Public Safety Radio System” or “Radio System” is the Snohomish County emergency radio system developed, owned and operated by SERS prior to the Merger Effective Date, including all additions, replacement and improvements thereto, and shall include the Emergency Radio System Replacement Project.

p. Emergency Public Radio System Replacement Project. The “Emergency Public Radio System Replacement Project” or “Radio System Replacement Project” is the project to (i) replace and upgrade the Radio System as it exists as of the Merger Effective

Date, including all equipment, improvements and real and personal property necessary to accomplish such project, (ii) provide for an initial replacement of the existing subscriber equipment for public safety agencies within Snohomish County, and (ii) replace the existing alpha-numeric paging system.

q. Fire Agency. A “Fire Agency” is a Principal that is a Direct Provider of fire and/or EMS services.

r. Fire/EMS Technical Advisory Committee. The “Fire/EMS Technical Advisory Committee” is the advisory board composed of Representatives from Principal and Subscriber fire and EMS departments or agencies as described in Section 7.

s. Governing Board. The “Governing Board” is the body described in Section 6 and shall be the governing body of Snohomish County 911.

t. Initial Term. “Initial Term” shall have the meaning set forth in Section 2 of this Agreement.

u. Merger Effective Date. The “Merger Effective Date” is January 1, 2019.

v. Member. A “Member” or “Governing Board Member” is the individual representing a Principal on the Governing Board, or his or her designated alternate.

w. Original Agreement. “Original Agreement” means the Snohomish County Regional Public Safety Communications Agency Interlocal Agreement, deemed adopted and effective as of January 1, 2018, including the exhibits thereto. The parties to the Original Agreement were Principals of Snohomish County 911 as of the Consolidation Effective Date and will continue to be Principals of Snohomish County 911 as of the Merger Effective Date. A list of the Principals as of the Merger Effective Date is included in **Exhibit C**.

x. Participating Agencies or Participants. “Participating Agencies” or “Participants” refer to Principals and all Subscribers, as they may be so constituted from time to time, and individually referred to as a “Participating Agency” or “Participant.”

y. Plan of Consolidation. “Plan of Consolidation” means the plan approved by SNOPAC and SNOCOM as required by chapters 24.03 and 24.06 RCW.

z. Plan of Merger. “Plan of Merger” means the plan approved by Snohomish County 911 and SERS as required by chapter 24.06 RCW.

aa. Police Agency. A “Police Agency” is a Principal that is a Direct Provider of policing services.

bb. Police Records Services. “Police Records Services” include performing computer searches and entries to locate and/or clear of public safety database records (WACIC/NCIC) including but not limited to stolen articles, stolen vehicles, stolen guns, missing persons and warrants, as well as entry and dissemination of State ACCESS system administrative messages.

cc. Police Technical Advisory Committee. The “Police Technical Advisory Committee” is the advisory board composed of Representatives from Principal and Subscriber police, sheriff or similar departments or agencies as described in Section 7.

dd. Principal. A “Principal” is a general purpose municipal corporation or government agency, a fire district, a Public Safety Interlocal Operation, a regional fire protection service authority created pursuant to chapter 52.26 RCW, or a State agency created under the laws of State, which is a Direct Provider of police services or fire/EMS services or both, and which is a party to the Original Agreement, has executed this Agreement, or has agreed in writing to the terms of this Agreement. The Principals of Snohomish County 911 as of the Merger Effective Date are listed in **Exhibit C**.

ee. Public Safety Interlocal Operation. “Public Safety Interlocal Operation” includes a joint operation of fire districts and cities for provision of public fire and EMS services entered into and operating pursuant to chapter 39.34 RCW, and may also include a public development authority created pursuant to RCW 35.21.730 et. seq. or a regional fire protection service authority created pursuant to chapter 52.26 RCW, or a nonprofit corporation created for the purpose of facilitating a joint operation between fire districts and cities pursuant to RCW 39.34.030(3).

ff. Radio System. “Radio System” means the Emergency Public Safety Radio System.

gg. Radio Unit. A “Radio Unit” is a mobile (vehicular), portable (handheld) or control station (desktop) radio which has been authorized and programmed to operate on the Emergency Public Safety Radio System.

hh. Representative. “Representative” refers to the individual representing a Principal or a Subscriber on the Police Technical Advisory Committee or Fire/EMS Technical Advisory Committee, or his or her designated alternate.



ii. SERS. “SERS” was the Snohomish County Emergency Radio System agency created pursuant to chapters 39.34 and 24.06 RCW and an interlocal agreement effective July 1, 1999, as thereafter amended.

jj. Simple-Majority Vote. A “Simple-Majority Vote” of the Governing Board means a majority of the votes of the Members present constituting a quorum and voting.

kk. Single-Service Principal. A “Single-Service Principal” is a Principal that is formed as a city or town under the laws of State that (1) directly provides either fire/EMS service or police service, but not both, and (2) receives the service it does not directly provide from a Principal or Subscriber.

ll. SNOCOM. “SNOCOM” was the Southwest Snohomish County Public Safety Communication Agency, formed pursuant to chapters 39.34 and 24.03 RCW.

mm. Snohomish County 911. “Snohomish County 911” refers to the intergovernmental agency formed as of the Consolidation Effective Date pursuant to chapters 39.34 and 24.06 RCW, the Original Agreement (as amended and restated by this Agreement) and the Articles of Consolidation.

nn. SNOPAC. “SNOPAC” was the Snohomish County Police Staff and Auxiliary Services Center formed pursuant to chapters 39.34 and 24.06 RCW.

oo. State. “State” means the state of Washington.

pp. Subscriber. A “Subscriber” is a public or private entity or agency that has agreed to pay Snohomish County 911 for Emergency Communication Services or other services as offered at a rate or rates according to such terms and conditions as may be established by Snohomish County 911 as evidenced by separate contract between Snohomish County 911 and such entity. A “Subscriber” may also be a Principal that is converted to Subscriber status as provided in Sections 12 and 14.

qq. Supermajority Vote. A “Supermajority Vote” means Governing Board approval of an item accomplished by securing affirmative votes of both: (1) not less than seventy percent (70%) of all Members of the Governing Board present constituting a quorum and voting, and (2) not less than one voting Governing Board Member representing a Principal Fire Agency or Agencies.

rr. Technical Advisory Committees. “Technical Advisory Committees” are the Police Technical Advisory Committee and the Fire/EMS Technical Advisory Committee established by Section 7.

ss. User Fees. “User Fees” are fees for service charged to Participating Agencies for all services for Emergency Communication Services provided by Snohomish County 911 whether provided to Principals or Subscribers. User Fees exclude fees for Additional Services and nominal annual membership fees charged to Associate Agencies. User Fees charged to Subscribers may be approved by Simple Majority Vote of the Governing Board.

tt. 911 Calls. “911 Calls” are those calls received or dispatched via the statewide emergency communication network of telephone or via other communications means as described in chapter 38.52 RCW.

#### **SECTION 4. SNOHOMISH COUNTY 911 SERVICES.**

a. Snohomish County 911 has the responsibility and authority for providing Emergency Communication Services and all related incidental functions for communicating and dispatching services between the public and Participating Agencies in the furtherance of improved public safety and emergency response, including the following more specifically described services (collectively, “Emergency Communication Services”):

i. Receiving 911 Calls and non-emergency public safety calls for police, fire and medical services;

ii. Notifying, dispatching, directing, supporting and coordinating public safety personnel response, including dispatching emergency police, fire, medical and other special or supporting specialized emergency responses services and resources (for example and without limitation, SWAT response);

iii. Hosting, configuring, and administering public safety technology networks, systems and applications in support of the delivery of Emergency Communications Services;

iv. Updating, maintaining and managing radio communications systems (excluding, unless specifically approved by Governing Board, the Emergency Public Safety Radio System), computer systems, support files and resource materials necessary to accomplish the above;

v. Police Records Services;

vi. Establishing and updating from time to time standard protocols for communications to and from personnel in the field;

vii. Providing certain Ancillary Services; and

viii. Upon a Supermajority Vote of the Governing Board (which approval was received at the time of approval of this Agreement and shall become effective as of the Merger Effective Date), providing services previously provided by SERS together with all necessary or advisable additional services and actions directly related to the Emergency Public Radio System.

b. Beginning January 1, 2022, Enhanced Police Records Services shall be provided as an Additional Service to former SNOCOM Police Agencies in recognition of those agencies' prior receipt of those services from SNOCOM prior to the Consolidation Effective Date.

c. Snohomish County 911 may also, ~~when authorized by a Simple Majority Vote of the Governing Board,~~ provide Additional Services, when authorized by a Simple Majority Vote for services offered directly to Participating Agencies or Supermajority Vote for services offered to third parties that serve one or more Participating Agencies. Additional Services will be offered by separate contract as optional services to Participating Agencies or to third parties that serve one or more Participating Agencies. Charges for Additional Services, if any, shall be accounted for separately and shall not be included in the calculation of User Fees.

## **SECTION 5. SNOHOMISH COUNTY 911 POWERS.**

Snohomish County 911, through its Governing Board, shall have all powers allowed by law for interlocal agencies created under RCW 39.34.030 and chapter 24.06 RCW, as they now exist or may hereafter be amended, and as authorized, amended, or removed by the Governing Board, as provided for in this Agreement, and including but not limited to the following:

- a. Recommend action to the legislative bodies of the Participating Agencies;
- b. Review and approve budgets for Snohomish County 911;
- c. Establish policies for expenditures of budget items for Snohomish County 911;
- d. Review and adopt personnel policies for Snohomish County 911;
- e. Review and approve operating policies and procedures for Snohomish County 911, its programs and Emergency Communication Services provided pursuant to this Agreement;
- f. Establish a fund or special fund or funds as authorized by RCW 39.34.030 for the operation of the Snohomish County 911;

g. Conduct regular and special meetings as may be designated by the Governing Board consistent with the State Open Public Meetings Act (chapter 42.30 RCW);

h. Maintain and manage records in accordance with the State Public Records Act (chapter 42.56 RCW and chapter 40.14 RCW) and other applicable State applicable and federal records laws and regulations;

i. Determine what services (including but not limited to Emergency Communication Services and Additional Services) shall be offered and under what terms they shall be offered;

j. Retain, terminate, direct and supervise the Executive Director;

k. Create committees to review and make recommendations for purposes and duties of committees;

l. Approve strategic plans;

m. Approve the addition of new Principals and Subscribers and the terms of their participation in Snohomish County 911 and receipt of Emergency Communication Services;

n. Enter into agreements with or make purchases from third parties for goods, assets, property and/or services necessary to fully implement the purposes of this Agreement;

o. Establish fees and charges for services provided to Participating Agencies;

p. Direct and supervise the activities of any advisory board or committee established by the Governing Board;

q. Enter into agreements with, and receive and distribute funds, from any federal, state or local agencies;

r. To the extent permitted by law, accept loans or grants of funds from any federal, state, local or private agencies and receive and distribute such funds;

s. Receive all funds allocated to Snohomish County 911 for services provided pursuant to this Agreement;

t. Purchase, take, receive, lease, take by gift, or otherwise acquire, own, hold, construct, improve, use and otherwise deal in and with real or personal property, or any interest therein, in the name of Snohomish County 911;

u. Sell, convey, lease, exchange, transfer, and otherwise dispose of all of its real and personal property and assets;

v. Sue and be sued, complain and defend, in all courts of competent jurisdiction in Snohomish County 911's name;

w. Make and alter bylaws for the administration and regulation of its affairs consistent with this Agreement;

x. Hold radio frequency licenses and software and other licenses to enable Snohomish County 911 to operate radio communications and dispatch systems to meet its public safety responsibilities;

y. Enter into contracts with Subscribers and other relevant parties to provide Emergency Communication Services and Additional Services pursuant to this Agreement;

z. Any and all other acts necessary to further Snohomish County 911's goals and purposes; and

aa. Except as expressly provided above or in Section 13, Snohomish County 911 shall not have the power or authority to issue debt in its own name.

## **SECTION 6. GOVERNING BOARD: COMPOSITION AND OPERATION.**

a. Composition. Snohomish County 911 shall be governed by a Governing Board composed of fifteen (15) voting members. Ten (10) of the Governing Board voting member seats shall be allocated to Police Agencies and five (5) Governing Board voting member seats shall be allocated to Fire Agencies. Governing Board Members and their alternates shall be selected in the manner described in **Exhibit A**.

b. Qualifications to Serve. A Governing Board Member, or his or her alternate must be duly selected in the manner described in **Exhibit A** and must be either: an elected official; chief administrative officer; chief law enforcement officer or fire chief from a Principal, or a person directly-reporting to the chief law enforcement officer or fire chief; or in the case of Snohomish County, the Snohomish County Executive or a person reporting directly to the Snohomish County Executive.

c. Terms of Office. Governing Board Members are elected every two (2) years by caucuses no later than the April Governing Board meeting of that year, as described further in **Exhibit A**. The terms of the newly elected Board Members commence with the first Governing Board meeting in May.

d. Election to Receive Service From Snohomish County 911; Impact on Governing Board Representation. Each Principal shall determine which of its respective public service departments or operations will be Directly Served by Snohomish County 911. The initial election by each Principal as to which of their respective departments or operations will receive services from Snohomish County 911 will be recorded by the submittal by each Principal of a completed service election form. The service election form determines whether a Principal participates in a caucus to select either or both a Police Agency Governing Board Member or a Fire Agency Governing Board Member. Single Service Principals shall also participate in the caucus for the non-voting Governing Board Member. Each Principal shall promptly provide written notice to Snohomish County 911 of any changes in its services impacting its qualification as a Police Agency or Fire Agency.

e. Conditions for Serving on Governing Board. All Governing Board Members and their alternates shall serve without compensation from Snohomish County 911. However, Snohomish County 911 may pay for or reimburse Governing Board Members and alternates for reasonable out-of-pocket costs related to service on the Governing Board. Members may only serve for such time as they meet the qualification of a Governing Board Member for the Principals with which they served of the start date of their then current term on the Governing Board.

f. Alternates. Alternates shall be selected and shall serve in the absence of Governing Board Members in the manner described in **Exhibit A**. Alternates must meet the same qualifications as Governing Board Member.

g. Quorum. A simple majority of the voting Members (or their alternates) in number (excluding any Member that represents a Principal which been terminated by vote of the Governing Board, or which has given notice of withdrawal and is not permitted to vote per terms of Section 17.f) shall constitute a quorum of the Governing Board for purposes of doing business on any issue.

h. Voting. The Board shall strive to operate by consensus. All Board decisions on items not listed in Section 6.i require a Simple Majority Vote for approval. A Governing Board Member may not split his or her vote on an issue and there shall be no weighted voting. No voting by proxies or mail-in ballots is allowed. Voting by a designated alternate is not considered a vote by proxy. A Governing Board Member representing a Principal that has given notice of withdrawal or which has been terminated by vote of the Governing Board shall be authorized to cast votes at the Governing Board only on budget items to be implemented prior to the withdrawal or termination date.

i. Items Requiring Supermajority Vote for Approval. A Supermajority Vote of the Governing Board shall be required in order to approve the following items or actions:

- i. Amendment to the Principals' Assessment formula(s);
  - ii. Approval of a budget that exceeds the prior approved budget by a percentage in excess of the most recently published Consumer Price Index – Urban for the Seattle/ Tacoma/Bremerton metropolitan area, June - June, calculated by the Federal Bureau of Labor Statistics, or its successor index, plus 4% (adjusted as necessary to accomplish the same annual cost increase limitation in the event Snohomish County 911 transitions to a biennial budget).
  - iii. A decision to acquire assets, equipment, real or personal property valued at over \$500,000;
  - iv. Admission of a new Principal (other than admission of an Associate Agency as a Principal, or a Principal created by the merger, consolidation or other process as described in Section 6.r);
  - v. Reinstatement of a Principal that has been converted to Subscriber;
  - vi. Appointing the Executive Director (a Simple Majority Vote is required for removal of the Executive Director);
  - vii. Expansion of the scope of services provided by Snohomish County 911 within the Scope of Section 4.a and 4.b;
  - viii. Adoption or amendment of any bylaws, or amendment of the Articles;
  - ix. Merger, consolidation, sale of all or substantially all assets of the Snohomish County 911 per Section 19;
  - x. Modification of this Agreement (except for those items requiring approval of all legislative bodies of the Principals per Section 18);
  - xi. Termination or dissolution of Snohomish County 911 per Section 20;
  - xii. Approval of debt pursuant to Section 13; and
  - xiii. Any other action requiring a two-thirds or sixty six-percent (66%) supermajority vote under chapter 24.06 RCW.
- j. Officers. The Governing Board shall have four officers, a President and Vice-President, Secretary and Treasurer, who will serve two (2) year terms, coterminous with Governing Board Member elections. It will be the function of the President to preside

at the meetings of the Governing Board. The Vice-President shall assume this role in absence of the President. Immediately following the election of Governing Board Members, at the first meeting of the Governing Board, the officers shall be elected by Simple Majority Vote of the Members. In the event of a vacancy in the President position, the Vice-President shall assume the President position for the balance of the term of the departed President. In the event of a vacancy in the Vice-President position, the Governing Board shall by Simple Majority Vote elect a new Vice-President to serve to the balance of the term of the departed Vice-President. Any officer appointed by the Governing Board may be immediately removed by Simple Majority Vote of the Governing Board, with or without cause, in which event the Governing Board shall promptly elect a new officer who shall serve for the remainder of the unexpired two-year term. The Governing Board may appoint persons to serve as Secretary and Treasurer of Snohomish County 911; provided, that such persons shall not be Members of the Governing Board. The duties of all officers shall be further described in the Snohomish County 911 Bylaws.

k. Staffing. The Executive Director shall assign agency staff to support the Governing Board as he or she deems appropriate.

l. Meetings. The Governing Board shall meet not less than four (4) times per year, at least once each calendar quarter, at a time and place designated by the President of the Governing Board or by a majority of its Members. Regular meetings shall be held pursuant to a schedule adopted by the Governing Board. Special meetings may be called by the President or a majority of Governing Board Members upon giving all other Members notice of such meeting in accordance with chapter 42.30 RCW (which, as of the date of this Agreement, requires written notice to be provided to each Member at least twenty-four (24) hours prior to the meeting). Notwithstanding the foregoing, the President or Members calling a special meeting will, in good faith, attempt to provide at least ten (10) days prior written notice of a special meeting, however, failure to do so will not invalidate any otherwise legal action taken at a meeting where the proper notice was provided in accordance with chapter 42.30 RCW. In an emergency, the Governing Board may dispense with written notice requirements for special meetings, but must, in good faith, implement best efforts to provide fair and reasonable notice to all Governing Board Members. Members of the Governing Board may participate in a meeting through the use of any means of communication by which all Members and members of the public participating in such meeting can hear each other during the meeting. Any Governing Board Members participating in a meeting by such means is deemed to be present in person at the meeting for all purposes including, but not limited to, establishing a quorum.

m. Bylaws. The Governing Board shall be authorized to establish bylaws that govern procedures of the Governing Board.



n. Parliamentary Authority. Robert's Revised Rules of Order shall govern any proceeding of the Governing Board to the extent not inconsistent with this Agreement or the bylaws adopted by the Governing Board.

o. Consultation with Technical Advisory Committees. It is the intent of this Agreement that the Governing Board shall seek the active participation and advice of Participating Agencies in the determination of Snohomish County 911 operating policies. The Technical Advisory Committees shall have the opportunity to provide reports at each regular Governing Board meeting. The Governing Board shall consider input from the Technical Advisory Committees in its deliberations.

p. Boundary Changes or Service Territory Changes. It is the responsibility of each Participating Agency to provide reasonable advance notice to Snohomish County 911 of any boundary changes, or service territory changes that may occur due to annexation, merger, or other reason, so that Snohomish County 911 may accurately dispatch calls, accurately track calls for service data and accurately assess User Fees; provided, however, until such time as Snohomish County 911 has sufficiently accurate data (such as an official population estimate from the State) by which to calculate User Fees for the Participating Agencies(s) involved, Snohomish County 911 shall continue to bill each Participating Agency on the basis of Snohomish County 911's most accurate data and the parties involved in the boundary or service territory change shall amongst themselves address any User Fee allocation issues.

q. Service Changes; Merger or Annexation of a Participating Agency; Formation of New Public Safety Interlocal Operation. It is the responsibility of each Participating Agency to provide reasonable advance notice to Snohomish County 911 of any boundary changes, or service territory changes that may occur due to annexation, merger, or other reason.

In the event a Participating Agency merges or annexes to a Principal or becomes a member agency of a Public Safety Interlocal Operation that is a Principal, the merged or annexed Participating Agency's rights and obligations under this Agreement shall be assumed in full by the Principal without further action by the Governing Board.

In the event that Participating Agencies, which meet the qualifications of this paragraph, join together to create a new Public Safety Interlocal Operation (for example and without limitation, creation of a new regional fire authority under chapter 52.26 RCW), and as a result of such formation the fire/EMS operation or police operation of such Participating Agencies are no longer Directly Served by Snohomish County 911, then after all of the necessary assignments and agreements are executed related to the creation of the Public Safety Interlocal Operation, the newly created Public Safety Interlocal Operation shall become a Principal and a party to this Agreement without further action of the Governing

Board. At such time the rights and obligations of the forming Participating Agencies shall be assumed by the Public Safety Interlocal Operation. Notwithstanding the foregoing, in order for the newly created Public Safety Interlocal Operation to become a Principal and a party to this Agreement without further action of the Governing Board, each Participating Agency at the time of formation of the newly created Public Safety Interlocal Operation must (i) be a current Principal and party to this Agreement, or (ii) have previously been a member of SNOCOM or SNOFAC and otherwise independently qualifies as a Principal under this Agreement.

Notwithstanding anything in this paragraph to the contrary, if a merged or annexed Principal retains a separate public safety operation that is Directly Served by Snohomish County 911, then that Principal shall maintain its status and shall retain all its rights and obligations under this Agreement with respect to its Directly Served public safety operation.

r. Associate Agencies. Associate Agencies shall be charged a nominal annual membership fee at a level set from time to time by Simple Majority Vote of the Governing Board. An Associate Agency which stops contracting for police and/or fire/EMS services from a Principal and requests to be Directly Served by Snohomish County 911 shall be approved by the Governing Board as a Principal per Section 14.d and shall not be subject to any latecomer fees in making this transition.

## **SECTION 7. TECHNICAL ADVISORY COMMITTEES.**

a. Creation and Membership. Two Technical Advisory Committees shall be created to serve in an advisory capacity to the Governing Board and Executive Director.

i. Police Technical Advisory Committee. The Police Technical Advisory Committee shall consist of the chief or his or her designee from each Principal and Subscriber police department or equivalent agency or operation Directly Served by Snohomish County 911.

ii. Fire/EMS Technical Advisory Committee. The Fire/EMS Technical Advisory Committee shall consist of the chief or his or her designee from each Principal and Subscriber with a Fire/EMS department or equivalent agency or operation Directly Served by Snohomish County 911.

b. Technical Advisory Committee Representatives. Persons serving on either Technical Advisory Committee shall serve without compensation from Snohomish County 911. However, Snohomish County 911 may pay for or reimburse Representatives and alternates for reasonable out-of-pocket costs related to service on the Technical Advisory Committees.

c. Alternates. Each Representative serving on a Technical Advisory Committee may designate one alternate, confirmed in writing, to serve when such Representative is absent or unable to serve provided that such alternates must have operational responsibilities within their respective agencies. Written notice of the appointment of an alternate shall be provided to the Chair the applicable Technical Advisory Committee prior to the alternate serving in the absence of the Representative.

d. Powers. Each Technical Advisory Committee shall meet individually as frequently as their members deem appropriate, but not less than twice each year, for the purpose of promoting interagency collaboration and cooperation, information sharing, discussion and review of agency operating policy and such other matters as the Governing Board may request. The Technical Advisory Committees shall provide advice, information, and recommendations to the Governing Board and the Executive Director.

e. Quorum. One-quarter of the Representatives of each Technical Advisory Committee (or any alternates present and participating in place of a Representative) shall constitute a quorum for meetings of such Committee.

f. Voting. All actions and recommendations of the Technical Advisory Committees shall be approved by majority vote of those present and voting. Each Representative shall have one vote. There will be no weighted voting, proxy voting, or mail-in voting.

g. Officers. Each Technical Advisory Committee shall have two officers, a Chair and Vice-Chair. It will be the function of the Chair to preside at the meetings of his/her respective Technical Advisory Committee, and the Vice-Chair shall assume this role in absence of the Chair. The officers shall be annually elected by vote of the Committee Representatives.

h. Staffing. The Technical Advisory Committees shall be staffed by the Executive Director, or his or her designee, and such additional agency staffing as the Executive Director may deem appropriate.

i. Meetings. All meetings of each Technical Advisory Committee shall be open to the public if and to the extent required by chapter 42.30 RCW. Regular meetings shall be held pursuant to a schedule approved by the Technical Advisory Committee. Special meetings may be called by the Chair of the Technical Advisory Committee or a majority of the Representatives of the Technical Advisory Committee. Members of the Technical Advisory Committees may participate in meetings through the use of any means of communication by which all Representatives and members of the public participating in such meeting can hear each other during the meeting. Any Representatives participating

in a meeting by such means is deemed to be present in person at the meeting for all purposes including, but not limited to, establishing a quorum.

## **SECTION 8. ANNUAL AGENCY REPORT.**

a. Contents. The Executive Director shall prepare an Annual Agency Report no later than April of each year. The report shall include a description of:

- i. Activities of Snohomish County 911 for the previous calendar year;
- ii. The proposed work program and significant events in the current calendar year; financial condition of Snohomish County 911;
- iii. Results of Governing Board adopted performance benchmarks; and
- iv. The proposed budget policy for the upcoming year.

b. Availability. The Executive Director shall ensure that the Annual Agency Report is distributed to the Governing Board and Principals and made available the general public each year.

## **SECTION 9. EXECUTIVE DIRECTOR.**

The Governing Board shall be responsible for the appointment and termination of the Executive Director. An interim Executive Director may be appointed to serve in such capacity until a permanent Executive Director is appointed by the Governing Board. A Supermajority Vote of the Governing Board is required to appoint the Executive Director of Snohomish County 911.

The Executive Director shall be responsible to the Governing Board and shall advise it from time to time on a proposed budget and other appropriate matters in order to fully implement the purposes of this Agreement. The Executive Director shall administer Snohomish County 911 in its day-to-day operations, including but not limited to: approving and overseeing the administration of all operating procedures and public records management procedures consistent with Governing Board policies; and appointing persons to fill other staff positions in the Snohomish County 911 and overseeing the evaluation and discipline, hiring and firing of employees, and administration of collective bargaining agreements and other personnel contracts consistent with Governing Board policies.

Only the Governing Board shall be authorized to hire or retain legal counsel and independent accountants and auditors. Other consultants or legal counsel for specialized purposes within the Executive Director's signing authority as it may be defined by the Board from time to time may be designated in such manner as the Governing Board may determine subject to Sections 5 and 6.

The Executive Director shall have experience in technical, financial and administrative fields and his or her appointment shall be on the basis of merit only. The Executive Director is an "at will" employee and may be terminated upon the Simple Majority Vote of the Governing Board.

#### **SECTION 10. PERSONNEL POLICY**

The Executive Director shall, as necessary from time to time, submit to the Governing Board a proposed personnel policy for the Governing Board's approval, rejection or modification. All modifications or revisions to such personnel policies must be approved by the Governing Board if and to the extent required in such policies.

#### **SECTION 11. OPERATIONAL POLICY AND SYSTEM EVALUATION; RADIO SYSTEM OPERATIONS.**

- a. Operational Effectiveness. The Executive Director shall actively consider and evaluate means and opportunities toward the enhancement of operational effectiveness of emergency services. The Executive Director shall present his or her recommendations to the Technical Advisory Committees and the Governing Board from time to time.
- b. Operational Standards for Radio System. The Governing Board shall adopt operation and maintenance standards for the Radio System. The Technical Advisory Committees shall submit to the Governing Board recommendations regarding operation and maintenance standards for the Radio System.
- c. Radio System Use. Each Participating Agency shall use the Radio System exclusively for approved Radio System purposes and in strict accordance with all applicable federal law and regulations. Principals hereby agree, and Subscribers shall agree in their applicable contract to agree, to abide by all Federal Communication Commission rules and regulations concerning the use of shared radio facilities.
- d. Radio System Access Priorities. Principals shall have priority access to the Radio System. Upon approval by the Governing Board, access may be provided by contract to Subscribers in the following priority:

- i. Priority 1: public safety (police, fire and emergency medical services) Subscribers; Subscribers able to interact with control stations in public school districts and public hospitals within Snohomish County; and other public agencies served by compatible radio communication systems;
- ii. Priority 2: other public agencies with emergency response duties; and
- iii. Priority 3: other entities, as determined by the Governing Board.

Emergency Public Safety Radio System Replacement Project. Notwithstanding anything in this Agreement to the contrary, no Participating Agency assumes the obligation to fund capital costs related to the design, development, construction or maintenance of the Radio System Replacement Project, and neither the full faith and credit or taxing power is pledged by a Participating Agency for such purpose, except as such obligation may be agreed to and specifically set forth in a separate agreement between the Participating Agency and Snohomish County. **SECTION 12. BUDGET; ASSESSMENT FORMULA; PAYMENT OF ASSESSMENTS; DELINQUENCIES; RESERVE FUNDS.**

a. Budget Fiscal Year. The Snohomish County 911 budget fiscal year shall be either the calendar year, or two calendar years, as the Governing Board may determine.

c. Budget Approval. The Executive Director shall present a proposed budget to the Governing Board by no later than **August 1** preceding the next budget period and the Governing Board shall approve its budget by no later than **September 25**. Thereafter and in no event later than **September 30**, Participating Agencies shall be advised on the programs and objectives contained in the proposed budget, of any changes in the User Fee formula(e), and of the required financial participation for each Principal and Subscriber for the following year(s) based upon the proposed budget. Participation by each Principal and Subscriber is contingent upon subsequent legislative appropriation for the following fiscal year. Principals and Subscribers shall promptly notify Snohomish County 911 if it does not approve its budget allocation. Any Principal not approving its full budget allocation (Assessment and cost of any Additional Services it has agreed to purchase) shall be automatically converted to Subscriber status effective the first day of the budget year (whether biennial or annual) for which the Principal did not approve its budget allocation, and subject to penalty as described in Section 12.

d. User Fee Formula. The User Fee formula applicable to Principals for Emergency Communications Services referred to as the “Assessment formula”, shall be initially approved as set forth in **Exhibit B** to this Agreement. The Assessment formula(e) may be changed from time to time as part of the budget process, and any such changes shall be approved by Supermajority Vote of the Governing Board in accordance with Section 6.i. Additional Services require only Simple Majority Vote of the Governing

Board to approve. The Assessment formula(e) for Principals may be different from the User Fee formula applicable to Subscribers. It is expressly contemplated that Participating Agencies may become subject to differential User Fee formulae (including differential Assessment formula(e)) over time based upon the benefit conferred to such agencies.

e. Payment of Assessments. Assessments shall be payable not less frequently than quarterly on or before such dates as the Governing Board may determine.

f. Delinquent Assessments. Snohomish County 911 shall, within seven (7) business days of the due date, send notice to any delinquent Principal and provide a 60-day cure period from the original due date of the payment. If such Assessments, are not paid in full within 60 (sixty) days of the original due date, then the Principal delinquent in payment of Assessments shall upon such 60th day be deemed immediately converted to the status of a Subscriber as described in Section 14. In the event a Principal converted to Subscriber status due to non-payment of fees shall not have paid in full all Assessments owing by six (6) months after the original due date, then the Governing Board may terminate services to such Subscriber, which termination shall not absolve the Subscriber of its obligation to pay all Assessments past due, together with all accrued interest, calculated at 1.5% per month from the date the Assessment was originally due.

g. Terms of Subscriber Contracts. Snohomish County 911 may enter into contracts with Subscribers from time to time for the purpose of providing Emergency Communication Services and other services as provided herein. Subscriber contracts may provide for the same or different payment schedules and payment formulas as those which apply to Principals; provided that, a Subscriber which, at the time it determined to become a Subscriber, was qualified to become a Principal but elected not to, shall be subject to payment of a risk premium of not less than six percent of its annual User Fees, or such other greater amount as the Governing Board may determine. Revenues from such risk premium shall be placed in Snohomish County 911 reserves.

Subscriber contracts shall provide that User Fees not paid when due by a Subscriber shall begin to accrue interest on the date the User Fee was originally due and shall continue until the User Fee is paid (together with all accrued interest) in full at the Federal Prime Rate plus 3%. Snohomish County 911 shall, within seven (7) business days of the due date, send notice to any delinquent Subscriber. In the event a Subscriber does not pay in full all User Fees plus accrued interest within six (6) months from the date of initial delinquency, the Governing Board may terminate services to such Subscriber. Any such termination shall not absolve the Subscriber of its obligation to pay any amounts owing to Snohomish County 911, including any accrued interest.

h. Reserve Funds. The Governing Board shall establish capital and operating reserve funds or accounts at the times and in the amounts necessary to ensure funds are

on hand to reasonably address planned and unforeseen capital and operating expenses and to minimize the need for large increases in Assessments and/or User Fees from year to year as a result of acquisition or replacement of capital assets or equipment, and to fund the timely replacement of aging technology, equipment and systems.

### **SECTION 13. ISSUANCE OF DEBT.**

Except as otherwise provided in Section 5, Snohomish County 911 shall not have the power to issue obligations or to incur debt. However, it is anticipated that Snohomish County 911 may require capital funding from time to time to support facilities, technology and equipment needs. Bonds, notes or other evidences of indebtedness may be issued from time to time by one or more Participating Agencies or by another issuer pursuant to a separate agreement between one or more Participating Agencies and Snohomish County 911 in order to provide capital financing for Snohomish County 911 on terms as agreed upon by the parties thereto. The security and sources of payment for any such debt will be determined at the time of issuance, which may include User Fees and/or capital contributions from the Principals. Any User Fees and/or capital contributions for such purposes shall be approved by Supermajority Vote of the Governing Board. Further, in the event that any Principal is obligated to make a capital contribution, such obligation shall be subject to approval by its legislative authority.

To the extent that any bonds or other debt is issued on a tax-exempt basis under Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”), the Participating Agencies agree to not (1) make any use of the proceeds from the sale of such bonds or other debt that will cause the bonds or other debt to be “arbitrage bonds” within the meaning of the Code, or (2) act or fail to act in a manner that will cause the bonds or other debt to be considered obligations not described in Section 103(a) of the Code.

Notwithstanding the foregoing, nothing in this Agreement shall be interpreted to amend or otherwise modify any terms or conditions of a separate agreement between a Participating Agency and Snohomish County (or other Participating Agency or Agencies) with respect to capital contributions, guarantees or the repayment of debt.

### **SECTION 14. CONVERSION OF STATUS OF PARTICIPATING AGENCIES; ADDITION OF NEW PRINCIPALS OR SUBSCRIBERS; PROVISION OF ADDITIONAL SERVICE TO PRINCIPALS.**

a. As described in Sections 12.c and 12.f hereof, a Principal may be converted to Subscriber status for failure to approve its share of the budget or for nonpayment or delinquency in payment of User Fees. On the date of such conversion, said former Principal shall:



- i. lose its right to participate in a caucus for selecting a voting Governing Board member;
- ii. lose its right to receive a share of Snohomish County 911 assets upon dissolution of Snohomish County 911;
- iii. become subject to payment of User Fees in accordance with the then applicable User Fee formula for Subscribers; and
- iv. be bound by the terms of the applicable Subscriber service contract(s).

The conversion of a Principal to Subscriber shall not discharge or relieve any Principal of its outstanding obligations to Snohomish County 911.

b. A Principal may alternately elect to convert to Subscriber status effective the first day of the next budget period (whether Snohomish County 911 is operating under an annual or biennial budget) by giving notice of its intent to the Governing Board not less than nine (9) months in advance of such effective date. Such conversion shall be effective as proposed without further action of the Governing Board, barring any basis for terminating the Principal and action thereon by the Governing Board.

c. A governmental entity otherwise meeting the qualifications of a Principal in Section 3 hereof may be admitted as a Principal of Snohomish County 911 upon Supermajority Vote of the Governing Board as required under Section 6.j. Similarly, a Subscriber may apply to the Governing Board to be converted to Principal status. As a condition of becoming a Principal, whether by conversion or new admission, the Governing Board may require payment or other contributions or actions by the new Principal as the Governing Board may deem appropriate, and may set such start date for service as it deems appropriate, it being the intention of this provision that the addition of new Principals shall not cause the then-current Participants to incur additional cost. Upon such conversion or new admission, such new Principal shall execute this Agreement or agree in writing to the term of this Agreement in its capacity as Principal and shall thereafter be subject to all provisions of this Agreement applicable to Principals.

d. Notwithstanding anything to the contrary in this Agreement, an Associate Agency meeting the qualifications of a Principal may become a Principal effective the first day of the next budget year, without making any latecomer payment or contribution, upon giving notice of its intent to the Governing Board not less than nine (9) months in advance of such effective date. Such conversion shall be become effective on such date without further action of the Governing Board.

e. The determination of whether to accept new Subscribers shall be made by the Governing Board in a manner similar, and subject to such terms and conditions, as that for accepting new Principals, it being the intention that the addition of new Subscribers shall not cause pre-existing Participating Agencies to incur additional cost.

f. A Principal wishing to receive service from Snohomish County 911 for an operating department in addition to a department already served by Snohomish County 911 may make application to the Governing Board in the same manner as, and be subject to such conditions and approvals as the Governing Board may deem appropriate for, an entity (other than an Associate Agency) seeking admission as a new Principal.

#### **SECTION 15. RETAINED POWERS OF PARTICIPATING AGENCIES.**

Each Participating Agency shall retain the responsibility and authority for its operational departments and for such equipment and services as are required at its place of operation to interconnect to Snohomish County 911's operations. Interconnecting equipment and services necessary to the provision of authorized Snohomish County 911 services may be funded through Snohomish County 911's budget and operational programs.

#### **SECTION 16. INVENTORY AND PROPERTY.**

Equipment, vehicles and furnishings for Snohomish County 911's operation shall be acquired as provided by law. If any Participating Agency provides equipment or furnishings for Snohomish County 911's use, title to the same shall rest with the respective local entity unless that equipment or furnishing is acquired by Snohomish County 911. The Executive Director shall maintain and bi-annually update an inventory of equipment and furnishings owned by, leased or temporarily assigned to Snohomish County 911, and the values thereof. In event of dissolution or termination of Snohomish County 911, assigned or loaned items shall be returned to the lending entity and all other items or funds derived from the sale thereof shall be distributed to Principals as described in Section 20.

#### **SECTION 17. WITHDRAWAL BY OR TERMINATION OF PRINCIPAL.**

a. Any Principal may withdraw its membership and terminate its participation in this Agreement by providing written notice and serving that notice on the Governing Board on or before June 30 in any year. After providing appropriate notice as provided in this Section, that Principal's membership withdrawal shall become effective on the last day of the calendar year following the year in which the notice is given. A Principal that has given notice of its intent to terminate must meet with the Executive Director or his or her designee to develop a departure plan. The departure plan is intended to ensure an orderly separation of the Principal from New Agency and ensure minimal disruption in 911 Calls response for the public. The departure plan may include the transfer of funds and equipment

or other assets and must be approved by Simple Majority Vote of the Board. Notwithstanding anything herein to the contrary, Principals shall be prohibited from withdrawing their membership and terminating their participation in this Agreement during the Initial Term; provided, a Principal may give appropriate notice of its intent to withdraw pursuant to this Section during the Initial Term, and in such event that Principal's membership withdrawal shall become effective on the last day of the calendar year that coincides with the end of the Initial Term.

b. Notwithstanding the foregoing, a Principal may be terminated at any time by action of the Governing Board for delinquencies of at least six (6) months in payment of Assessments and interest per Section 12.f.

c. Time is of the essence in giving notice of termination and/or withdrawal.

d. A terminating and/or withdrawing Principal is deemed to forfeit any and all rights it may have to Snohomish County 911's personal or real property, or any other ownership in Snohomish County 911, unless otherwise provided by the Governing Board; provided further that this forfeit of rights shall not apply to personal property on loan to Snohomish County 911 from the terminating or withdrawing Principal.

e. The termination and/or withdrawal of a Principal shall not discharge or relieve any Principal of its outstanding obligations to Snohomish County 911.

f. A Governing Board Member representing a Principal that (i) has given notice of withdrawal, or (ii) has been terminated by vote of the Governing Board which termination is effective at a future date, shall be authorized to cast votes at the Governing Board only on budgets items to be implemented prior to the withdrawal or termination date.

## **SECTION 18. AMENDMENT OF AGREEMENT.**

The following terms of this Agreement may only be amended in writing after receipt of the approval of the legislative authorities of all Principals:

- a. Expansion of the scope of services provided by the Snohomish County 911 beyond the scope of Section 4.
- b. The composition of the Governing Board and terms of office as provided in Sections 6.a and 6.d.
- c. Voting rights of Governing Board Members.
- d. Powers of the Governing Board.

- e. Hold harmless and indemnification requirements.
- f. Provisions regarding duration, termination or withdrawal.
- g. The conditions of this Section.

The parties to this Agreement acknowledge and agree that provisions in this Agreement that are not specifically identified in (a) through (g) above reflect the Principals' direction as to the initial operational and administrative policies and procedures to be implemented by the Governing Board. With the exception of the foregoing items that require affirmative approval of the legislative authorities of all Principals, the parties to this Agreement authorize the Governing Board to modify this Agreement from time to time in order to carry out the corporate purposes of Snohomish County 911. Any such modification shall be in writing and executed by the President of the Governing Board after providing not less than thirty (30) days' advance written notice to all Principals of such proposed modification, and upon approval of a Supermajority Vote of the Governing Board.

Nothing in this Section shall be construed to require legislative authority consent for the addition of a new Principal, conversion of an Associate Agency to a Principal, or agreement to serve an additional Subscriber.

#### **SECTION 19. MERGER, CONSOLIDATION OR SALE OF ALL OR SUBSTANTIALLY ALL ASSETS.**

Approval of the merger or consolidation of Snohomish County 911 with another entity, or the sale of all or substantially all assets of Snohomish County 911, shall require a Supermajority Vote of the Governing Board.

#### **SECTION 20. TERMINATION OF AGREEMENT; DISSOLUTION.**

a. Generally. This Agreement may be terminated upon the approval of a Supermajority Vote of the Governing Board. The termination shall be by direction of the Governing Board to wind up business by a date specified by the Governing Board, which date shall be at least one (1) year following the date of the vote to terminate. Upon the final termination date, this Agreement shall be fully terminated.

b. Distribution of Property on Termination of Agreement. Upon termination of this Agreement, all property acquired during the life of this Agreement remaining in ownership of Snohomish County 911 shall be disposed of in the following manner:

- i. Real or Personal Property. All real or personal property purchased pursuant to this Agreement and all unexpended funds or reserve funds, net of all outstanding Snohomish County 911 liabilities, shall be distributed to those

Principals still participating in the Snohomish County 911 on the day prior to the termination date and shall be apportioned between Principals based on the ratio that the average of each Principals' contributions to the operating budget over the preceding five (5) years bears to the total of all then remaining Principals' User Fees paid during such five-year period. The Governing Board shall have the discretion to allocate the real or personal property and funds as it deems appropriate, and the apportionment, determined consistent with the preceding sentence, need not be exact.

ii. Loaned Property. In the event of dissolution or termination of the Snohomish County 911, assigned or loaned assets shall be returned to the lending entity.

iii. Allocation of Liabilities. In the event outstanding liabilities of the Snohomish County 911 exceed the value of personal and real property and funds on hand, all Principals shall contribute to retirement of those liabilities in the same manner as which they would share in the distribution of properties and funds.

c. Notwithstanding the foregoing, this Agreement may not be terminated if to do so would abrogate or otherwise impair any outstanding obligations of the Snohomish County 911, unless provision is made for those obligations.

## **SECTION 21. DISPUTE RESOLUTION.**

a. Whenever any dispute arises between a Principal or the Principals or between the Principals and the Snohomish County 911 (referred to collectively in this Section as the "parties") under this Agreement which is not resolved by routine meetings or communications, the parties agree to seek resolution of such dispute by the process described in this Section, which shall also be binding on Subscribers.

b. The parties shall seek in good faith to resolve any such dispute or concern by meeting, as soon as feasible. The meeting shall include the President of the Governing Board, the Executive Director, and a representative(s) of the Principal(s), if a Principal(s) is involved in the dispute, and/or a person designated by the Subscriber(s), if a Subscriber(s) is involved in the dispute.

c. If the parties do not come to an agreement on the dispute or concern, any party may request mediation through a process to be mutually agreed to in good faith between the parties within 30 days, which may include binding or nonbinding decisions or recommendations (whichever is mutually agreed to). The mediator(s) shall be mutually agreed upon and shall be skilled in the legal and business aspects of the subject matter of

this Agreement. The parties shall share equally the costs of mediation and assume their own costs.

## **SECTION 22. INSURANCE.**

The Governing Board, Executive Director, and Technical Advisory Committees shall take such steps as are reasonably practicable to minimize the liability of the Participating Agencies, including but not limited to the utilization of sound business practice. The Governing Board shall determine which, if any, insurance policies or self-insurance programs for governmental entities authorized in the State of Washington may be reasonably and practicably acquired to cover liability exposures and other potential losses arising from the operations of the Snohomish County 911 and the activities of the parties pursuant to this Agreement (which may include Directors and Officers, Commercial General Liability, Auto, Workers' Compensation, Stop Gap/Employer's Liability, errors and omissions, crime/ fidelity insurance, CyberRisk, property damage or loss), and shall direct the acquisition of same.

## **SECTION 23. INDEMNIFICATION AND HOLD HARMLESS.**

a. Each Principal shall defend, indemnify and hold other Principals, their officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of that Principal's negligent acts or omissions in connection with the performance of its obligations under this Agreement, except to the extent the injuries or damages are caused solely by the acts of a Principal; provided, that if any such Claim is based on the concurrent negligence of more than one Principal, then the indemnifying party's obligation hereunder applies only to the extent of its negligence.

b. Each Principal shall defend, indemnify and hold the Snohomish County 911 and its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of that Principal's negligent acts or omissions in connection with the performance of its obligations under this Agreement, except to the extent the injuries and damages are caused solely by the acts of the Snohomish County 911; provided, that if any such Claim is based on the concurrent negligence of Snohomish County 911 and Principal, then the indemnifying party's obligation hereunder applies only to the extent of its negligence.

c. As provided in its Articles, the Snohomish County 911 shall defend, indemnify and hold each Principal its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of the Snohomish County 911's acts or omissions in connection with the

performance of its obligations under this Agreement, except to the extent the injuries and damages are caused solely by the acts of any Principal;; provided, that if any such Claim is based on the concurrent negligence of Snohomish County 911 and a Principal, then the indemnifying party's obligation hereunder applies only to the extent of its negligence.

d. The Snohomish County 911 will hold harmless, indemnify and defend its officers, officials, employees and volunteers from any and all legal liability, claims or lawsuits of any kind for injuries, damages, losses of any kind occurring to another, including attorney fees, which may arise out of the good faith performance of their duties to the Snohomish County 911 and performed in the scope of their employment or service to the Snohomish County 911, except to the extent the injuries, losses and/or damages are caused by the intentional and knowing wrongful acts of any of the Snohomish County 911's officers, officials, employees or volunteers.

e. Subscribers shall be required to agree to indemnify and hold harmless each Principal and the Snohomish County 911, their officers, officials, employees and volunteers from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of Subscriber's negligent acts or omissions in connection with the receipt of services from Snohomish County 911. To such degree as the Governing Board determines to be reasonable, appropriate, and consistent with applicable law and to be in the best interests of Snohomish County 911, Snohomish County 911 may also indemnify and hold harmless Subscribers.

f. In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of a party hereto and the Snohomish County 911, its officers, officials, employees, and volunteers, the party's liability hereunder shall be only to the extent of the party's negligence. It is further specifically and expressly understood that the indemnification provided in this Section constitutes the party's waiver of immunity under Industrial Insurance Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this Section shall survive the expiration or termination of this Agreement.

g. Each party shall give the other parties proper notice as provided herein of any claim or suit coming within the purview of these indemnities. Termination of this Agreement, a Principal's withdrawal from the Snohomish County 911, or a Principal's conversion to Subscriber status (collectively for purposes of this subparagraph "Termination"), shall not affect the continuing obligations of each of the parties as indemnitors hereunder with respect to those indemnities and which shall have occurred prior to such Termination.

## **SECTION 24. INTERGOVERNMENTAL COOPERATION.**

The Snohomish County 911 shall cooperate with local, state and federal governmental agencies in order to maximize the utilization of any grant funds for equipment and operations and to enhance the effectiveness of the Snohomish County 911's operations and minimize costs of service delivery.

## **SECTION 25. NOTICE.**

Notices required to be given to Snohomish County 911 under the terms of this Agreement shall be directed to the following unless all Principals are otherwise notified in writing:

President of the Governing Board and Executive Director, Snohomish County 911  
c/o Snohomish County 911  
1121 S.E. Everett Mall Way, Suite 200  
Everett, WA 98208

Notices to Principals, Subscribers, Associate Agencies, Governing Board Members or Representatives required hereunder may be given by mail, overnight delivery, facsimile or email, or personal delivery. Each Principal shall provide the President of the Governing Board written notice of the address for providing notice to said Principal. Any Principal wishing to change its mail or email address shall promptly notify the President of the Governing Board. Notice or other written communication shall be deemed to be delivered at the time when the same is postmarked in the mail or overnight delivery services, sent by facsimile or email (with confirmation of transmission), or received by personal delivery.

## **SECTION 26. COMPLIANCE WITH LAWS.**

During the term of this Agreement, the parties hereto agree to comply with all federal, State, and local laws as necessary to carry out the terms of this Agreement. Further, to the extent that any Emergency Communication Services and/or Additional Services involve the retention, security, confidentiality or other handling of certain "protected" health information under the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations thereunder by the U.S. Department of Health and Human Services and other applicable laws including chapter 70.02 RCW, the Washington Uniform Health Care Information Act, as amended, the parties agree to comply with such laws and execute documents as necessary to implement the requirements under such laws.



## **SECTION 27. VENUE.**

The venue for any action related to this Agreement shall be in the Superior Court in and for Snohomish County, Washington at Everett, Washington, or if applicable, in Federal District Court, Western District of Washington.

## **SECTION 28. NO THIRD PARTY BENEFICIARIES.**

There are no third-party beneficiaries to this Agreement. No person or entity other than a party to this Agreement shall have any rights hereunder or any authority to enforce its provisions, and any such rights or enforcement must be consistent with and subject to the terms of this Agreement. In addition to the foregoing, nothing in this Agreement is intended to create a special relationship or other basis for third party liability.

## **SECTION 29. SEVERABILITY.**

The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this Agreement shall not affect the validity of the remainder of this Agreement.

## **SECTION 30. RATIFICATION.**

All prior acts taken by the Principals and Snohomish County 911 consistent with this Agreement are hereby ratified and confirmed.

## **SECTION 31. EXECUTION, COUNTERPARTS, AMENDMENT AND RESTATEMENT OF ORIGINAL AGREEMENT, AND EFFECTIVE DATE.**

The Original Agreement was executed on behalf of each Principal by its duly authorized representative following approval of the Original Agreement by motion, resolution or ordinance of its legislative authority. Pursuant to the terms of the Original Agreement and except for certain amendments as provided in Section 18 of the Original Agreement, the Original Agreement may be amended from time to time by Supermajority Vote of the Governing Board of Snohomish County 911 without further approval of legislative authorities of the Principals.

Pursuant to Section 4, Section 6.j and Section 18 of the Original Agreement, after giving 30 days' notice to each Principal as required by Section 18 of the Original Agreement, the Governing Board of Snohomish County 911, by Supermajority Vote of its Principals, authorized the amendment and restatement of the Original Agreement by the execution and delivery of this Agreement.

This Agreement shall be deemed adopted and effective as of June 20, 2024, and as of such date, this Agreement shall control the operations and governance of Snohomish County 911. This Agreement shall be filed and/or posted as required by chapter 39.34 RCW.

This Agreement shall be executed by the President of the Governing Board, and attested to by the Secretary of the Governing Board.

IN WITNESS WHEREOF, this Agreement shall be effective as of the date set forth above.

**Snohomish County 911**

By: \_\_\_\_\_  
Jon Nehring  
Board President

**Attest:**

By: \_\_\_\_\_  
Terry Peterson  
Board Secretary

**Approved as to Form:**

By: \_\_\_\_\_  
Attorney for Snohomish County 911

## EXHIBIT A

### Process for Selecting Governing Board Members and Alternates

Governing Board Members are selected every two (2) years in April, through the process described below.

If not defined in this **Exhibit A**, capitalized terms have the meaning stated in the Agreement.

As used in this **Exhibit A**:

- **Population Served** means the residential population of all territory Directly Served by a Principal Police Agency or Fire Agency, according to the most recent annual report issued by the State Office of Financial Management each year determining the population of each jurisdiction.
- **Administration and Technology Cost Center** means all costs allocated to this cost center that are not otherwise attributed to another cost center as defined in Exhibit B.

#### Step 1. Police Agencies are divided into four (4) caucuses

- a. Rank each Police Agency by **the pro rata share of the Administration and Technology Cost Center for each Police Agency** from smallest to largest, *provided, however*, that to avoid double counting, Population Served shall be based on the population for which the Police Agency has general policing responsibilities; contracts for special services (such as bomb squad or SWAT responses only) are not included in the calculation of Population Served.
- b. Snohomish County shall be its own caucus (until and unless it is no longer the largest Police Agency in terms of pro rata share of the Administration and Technology Cost Center, in which case all four caucuses shall be determined as per Subsection c below).
- c. The remaining Police Agencies shall be divided into three roughly equal caucuses based on pro rata share of the Administration and Technology Cost Center, starting from the smallest Police Agency and working up to agencies serving more population. In deciding where to divide caucuses, the following rules shall apply:
  - i. No Police Agency shall be divided into two caucuses.
  - ii. Caucuses with the smallest agencies (the two caucuses with three Governing Board Member seats, referred to as Small and Medium

Police Agencies on the Police Agencies Table below) shall be sized by rounding up (exceeding the pro rata share target to the extent necessary to completely include the pro rata share target and not divide any Police Agency between caucuses), and the larger Police Agency caucus (two Governing Board Member seats, referred to as Next Largest Police Agencies in the Police Agencies Table below) shall be rounded down.

## **Step 2. Fire Agencies are divided into three (3) caucuses**

- a. Rank each Fire Agency by **Population Served**, from the smallest to the largest, *provided, however*, that to avoid double counting, Population Served shall be based on fire suppression responsibility; contracts for limited services (such as BLS/ALS response/transport) are not included in the calculation of Population Served.
- b. Divide the Fire Agencies into three (3) caucuses based on whether they are small, medium or large agency, defined as follows:
  - i. A Large Fire Agency is defined as an agency serving 14% or more of the total Population Served by all Fire Agencies.
  - ii. A Medium Fire Agency is defined as an agency serving more than 3% and less than 14% of the total Population Served by all Fire Agencies.
  - iii. A Small Fire Agencies is defined as an agency serving 3% or less of the total Population Served by all Fire Agencies.

## **Step 3. Each Caucus selects Board Members**

- a. In April, designated representatives from each Principal in each Police Agency caucus and each Fire Agency caucus shall meet together and select Governing Board Members to represent them on the Governing Board for the next two-year term. Caucuses may determine their own rules for nominating and selecting Governing Board Members, provided that the following rules shall apply:
  - i. Representatives to the caucus shall be designated by the legislative body of the Principal they represent (or by such other person as local codes may require). Designated representatives must be qualified to serve as a Governing Board Member.
  - ii. An individual need not attend the caucus in order to be selected as a Governing Board Member, so long as the person otherwise meet the qualifications of a Governing Board Member.
  - iii. Each Principal within a caucus shall have an equal vote in selecting each Governing Board Member.

- iv. Any Principal who has designated more than one representative to the caucus, and is unable to unanimously decide where to place their vote, at the time the vote is called, shall forfeit their vote.
- v. Voting by proxy will not be allowed.
- vi. No Principal may have an elected official or staff member hold more than one (1) Governing Board seat in a single caucus unless there are more seats than Principals in the caucus.
- vii. The Secretary shall record the votes of the caucus, confirming the individuals to whom the caucus's Board seats are to be allocated for the next term of office. This record shall be included in the next regularly scheduled board meeting packet.

- b. The number of Governing Board Members to be selected by each caucus shall be as follows:

**Police Agencies (10 Board Members)**

<b>Caucus 1:</b> Largest Agencies (Currently Snohomish County is the only member)	2 Governing Board Members, one of which must be the County Sheriff or an assistant or deputy sheriff directly reporting to the Sheriff – unless or until the County is no longer the Largest Policy Agency (in terms of Population Served), in which case the two board members shall be selected as per Caucus 2.
<b>Caucus 2:</b> Next Largest Police Agencies	2 Governing Board Members, of which one must be operational staff and one must be an elected official
<b>Caucus 3:</b> Medium Police Agencies	3 Governing Board Members, of which one must be an operational staff and one must be an elected official
<b>Caucus 4:</b> Small Police Agencies	3 Governing Board Members, of which one must be an operational staff and one of must be an elected official

**Fire Agencies (5 Board Members)**

<b>Caucus 1: Large Fire/EMS Agencies</b>	3 Governing Board Members
<b>Caucus 2: Medium Fire/EMS Agencies</b>	1 Governing Board Member
<b>Caucus 3: Small Fire/EMS agencies</b>	1 Governing Board Member

**Step 4. Each Caucus Selects a Slate of Designated Alternates, in Priority Order.**

- a. Each caucus shall select a slate of designated alternates in a number equal to the number of Governing Board seats allocated to that caucus.
- b. Each caucus shall prioritize its alternates to determine the order in which the alternates are called upon to participate at a Governing Board meeting in the event of an absence of any Governing Board member representing the caucus.

Caucuses may determine their own rules for nominating and selecting Board Alternates, provided that the rules set forth in Step 3.a for selecting of Board Members shall apply.

**Vacancies**

Any vacancies shall be promptly filled by the appointing caucus, which shall meet either in person or telephonically to select a replacement Board Member and/or Alternate to serve the remainder of the vacant position's unexpired term. Such selection process shall be subject to the rules outlined in **Step 3**.

## EXHIBIT B

### Principal Assessment Formula

Assessments are calculated and charged separately for each Emergency Communications Service provided for each Principal that has elected to receive such service. A Principal that has elected to receive both Police and Fire/EMS Emergency Communications Services will pay one Assessment for service to its Police agency and one Assessment for service to its Fire/EMS agency. A Principal that has elected to receive only police **or** Fire/EMS Emergency Communications Services from Snohomish County 911 only pays an Assessment for the service so received.

Capitalized terms used in **Exhibit B** not defined in this **Exhibit B** have the meaning set forth in the body of the Interlocal Agreement.

#### **Description of the formula to derive Assessments for individual Principals.**

##### **Step 1: Divide the Net Adopted Budget into four cost pools:**

- **Administration and Technology**
- **Call Takers**
- **Police Dispatch**
- **Fire Dispatch**

The costs allocable to each cost pool are further defined below (see “Definitions”)

##### **Step 2: Apply Revenues to cost pools according to the following guidelines:**

- E-911 Tax Revenues will first be applied to offset all costs associated with the **Call Takers** cost pool. Any E-911 Tax Revenues over and above the amount necessary to fund all costs in the **Call Takers** cost pool will be applied to fund permissible costs for such revenues within the **Administration, Technology, and Wireless Technology** cost pool.
- Emergency Communications and Facility Tax Revenues will be applied to fund permissible costs for such revenues within the Administration, Technology, and Wireless Technology cost pool. Revenues that exceed the Administration, Technology, and Wireless Technology cost pool will be applied to member assessments using the formula assigned to this cost pool.
- The portion of Subscriber Contract revenues attributable to all Emergency Communications Services *except* revenues attributable to the Wireless Technology cost pool will be applied to the **Police Dispatch** and/or **Fire Dispatch** cost pool, based on the services billed to the Subscriber. For example, revenues from a Subscriber contract for Emergency Communications Services with the Stillaguamish Tribe to service its Police Agency will be applied to reduce the size of the Police Dispatch cost pool, except for any increment of such revenue charged for Wireless Technology cost pool items.

- The portion of any Subscriber Contract revenues attributable to Radio System services will be applied to the Administration, Technology, and Wireless Technology cost pool, including but not limited to any revenues attributable to cell tower leases and other non-Assessment revenue attributable to the Radio System.
- Additional Services revenues will be applied to the Administration and Technology, Police Dispatch, Fire Dispatch, and/or Wireless Technology cost pool, based upon where the costs of those services are allocated.

**Step 3: Divide the Administration and Technology, Call Taker, Police Dispatch and Fire Dispatch cost pools between Police Agencies and Fire Agencies:**

- Amounts in the **Administration and Technology** cost pool will be divided based on the ratio of dispatch workstations assigned to each service (initially, 8 police dispatch stations and 5 fire stations)
  - Police 62%
  - Fire 38%

If the Board approves deployment of an additional dispatch work station to serve Police or Fire Agencies, this ratio will automatically change (the change is not considered a formula change requiring Governing Board approval).

- Amounts in the **Call Taker** cost pool will be divided based on a ratio that reflects an assessment of actual time spent by call takers processing each type of call:
  - Police 75%
  - Fire 25%

A change in this ratio requires Supermajority Vote of the Governing Board.

- Calculate a **Cost per Console** by dividing total Police Dispatch and Fire Dispatch Costs by the total number of dispatch stations.
- Amounts in the **Police Dispatch** cost pool are allocated to Police Agencies and are further separated out on a **Cost-per-Console** basis as between Shared Dispatch Station costs and Dedicated Dispatch Station costs. (In 2017, of the 8 Initial Police Dispatch stations, 5 were shared and 3 were dedicated—1 to Marysville Police, and 2 to Everett Police).
- Amounts in the **Fire Dispatch** cost pool are allocated to Fire Agencies and are further separated out on a **Cost-per-Console** basis as between Shared Dispatch Station costs and Dedicated Dispatch Station costs (In 2017, there were 5 Shared Dispatch Stations in the Fire Dispatch cost pool and no Dedicated Dispatch Stations).



**Step 4: Allocate costs to individual Principals, calculating Fire and Police Agency assessments separately as follows:**

- **Police Agency Principal Assessments:**

1. Calculate the sum of costs allocated to all Police Agencies in the **Administration and Technology** Cost pool plus the **Call Taker** cost pool, and *subtract* Police Agency Subscriber contract revenues. Allocate the resulting total amount between all Police Agency Principals based on the **Shared Cost Allocation Calculation**. The total Police Agency Principal Assessment for any individual Principal is this amount *plus* the individual dispatch cost allocation derived from *either* item 2 or 3 below as applicable to the individual Principal:
2. **For Principal Police Agencies assigned to Shared Police Dispatch stations:** Each such Principal is allocated a shared of all Shared Police Dispatch Station costs based on the **Shared Cost Allocation Calculation**.
3. **For Principal Police Agencies with Dedicated Police Dispatch stations:** Each such Principal is allocated a cost equivalent to the **Cost per Console** multiplied by the number of dedicated Police Dispatch stations for which they have contracted.

- **Fire Agency Principal Assessments:**

1. Calculate the sum of costs allocated to all Fire Agencies in the **Administration and Technology** Cost pool plus the **Call Taker** cost pool, and *subtract* Fire Agency Subscriber contract revenues. Allocate the resulting total amount between all Fire Agency Principals based on the **Shared Cost Allocation Calculation**. The total Fire Agency Principal Assessment for any individual Principal is this amount *plus* the individual dispatch cost allocation derived from *either* item 2 or 3 below as applicable to the individual Principal.
2. **For Principal Fire Agencies assigned to Shared Fire Dispatch stations:** Each such Principal is allocated a shared of all Shared Fire Dispatch Station costs based on the **Shared Cost Allocation Calculation**.
3. **For Principal Fire Agencies with Dedicated Fire Dispatch stations:** Each such Principal is allocated a cost equivalent to the **Cost per Console** multiplied by the number of dedicated Fire Dispatch stations for which they have contracted.

- **Shared Cost Allocation Calculation:**

Take the total sum to be allocated and divide it up based on three different factors:

1. 54% of total costs are allocated based on the percentage share of a Principal's Calls for Service as compared to total Calls for Service of all such agencies (police or fire—including Principals and Subscribers). Calls for Service shall be calculated as an annual average based on the most recent 8 calendar quarters (see definition of Call Calculation Period).
2. 23% of costs are allocated based on the percentage share of a Principal's Assessed Value as compared to the total Assessed Value of all such agencies (police or fire, Principals and Subscribers).
3. 23% of costs are allocated based on the percentage share of a Principal's Population Served as compared to the total Population of all such agencies (police or fire, Principals and Subscribers).

Principals who were "SERS Phase II" agencies and have a contract with Snohomish County whereby the Principals remit operations and maintenance expenses for SERS to the County to be passed through to SERS will continue to pay operation and maintenance expense of the Radio System under such existing agreements until such agreements are modified to permit direct payment of these charges, or such until such agreements expire, whichever is first.

#### **DEFINITIONS**

**Fire Agency or Fire Agencies:** unless expressly noted otherwise, in this Exhibit these terms include both Principals and Subscribers Directly Providing fire and medical services that are Directly Served by Snohomish County 911.

**Police Agency or Police Agencies:** unless expressly noted otherwise, in this Exhibit these terms include both Principals and Subscribers Directly Providing police services that are Directly Served by Snohomish County 911.

**Cost-Per-Console** Total labor costs to staff all police and fire dispatch consoles divided by the number of consoles.

**Net Adopted Budget** means the budget approved by the Governing Board after action by all individual Principals, applicable in the time period for which the **Assessment** is payable, *less* **Other Revenues**.

**Other Revenues** mean revenues received by Snohomish County 911 from sources other than User Fees, E-911 tax revenues and Additional Services, including without limitation Associate Agency fees, other miscellaneous revenues, grants, or awards that may be available from time to time to offset the operating and capital costs of Snohomish County 911.

**Administration and Technology Costs** include all costs associated with providing the supervision, management, facilities costs, insurance, reserve contributions, etc., of running the public safety dispatch center and technologies including wireless technologies, and all other expenditures in the Net Adopted Budget not included in the definition of Call Taker Costs and Dispatch Costs.

**Call Taker Costs** include all **labor costs** associated with the prescribed number of operational staff assigned to staff the call taking function.

**Police Dispatch Costs** include all **labor costs** associated with the prescribed number of operational staff assigned to all dispatch workstations designated for serving Police Agencies.

**Fire Dispatch Costs** include all labor costs associated with the prescribed number of operational staff assigned to all dispatch workstations designated for serving Fire Agencies.

**Shared Dispatch Stations** are dispatch stations that not dedicated by agreement (as opposed to workload allocation) to serve a single Principal or Subscriber.

**Dedicated Dispatch Stations** are dispatch stations that are dedicated by agreement to serve a single Principal or Subscriber.

**Labor Costs** are direct costs of salary and benefits.

**E-911 tax revenues** mean revenues received by Snohomish County 911 from Snohomish County pursuant to State law.

**Calls for Service** are defined on Appendix B-1, *provided* that until Snohomish County 911 has been in operation for more than three years, the calculation of the number of **Calls for Service** shall be determined in whole or in part (to the extent necessary to determine the two-year average number of calls for service) based on the number of **Calls for Service** by each **Charged Operation** as reported by the records of the dispatch agency previously serving each **Charged Operation**, and consistent with the definition of **Calls for Service** in **Appendix B-1**.

**Charged Operation** refers to an individual Principal's fire/EMS agency/operation, being charged under the **Assessment** formula.

The **Call Calculation Period** is defined as the first calendar quarter of the preceding budget year, and the 7 calendar quarters preceding that. (For example, in 2019, the Call Calculation Period be the first quarter of 2018, plus the preceding 7 calendar quarters—all of 2017, and the last three quarters of 2016).

**Population Served** has the meaning set forth in **Exhibit A**.

**Assessed Value** is the **Assessed Value** of taxable real property in an individual Principal or Subscriber's or Snohomish County 911 **Service Territory** for the **Charged Operation** (as applicable) for the most recently available tax year, as published by the State Office of Financial Management or Snohomish County Assessor.

**"Service Area"** means the geographic area of all territory Directly Served by a Principal Police Agency or Fire Agency, with the County's Service Area excluding incorporated areas that are Directly Served by another Police Agency.

## Appendix B-1

### Definition of “Calls for Service”

The purpose of this Exhibit is to define Calls for Service for purposes of billing/funding calculations.

Snohomish County 911 will bill each Principal based on the User Fee formula, which incorporates consideration of Calls for Service as defined in this Exhibit.

**Section 1. Call for Service Defined:** Snohomish County 911 defines a Call for Service for workload analysis and User Fee calculation as any request for service or unit initiated activity resulting in creation of a Computer Aided Dispatch System (CAD) incident that requires oversight by or interaction with Snohomish County 911 personnel, with the exception of the following:

- a. Any **mutual aid incident** where another Snohomish County 911 Principal within the same classification (police/fire/medic) is dispatched as the primary responding agency. *For example*, a police department that responds into another police department’s jurisdiction to provide assistance does not constitute a Call for Service charged to the mutual aid responder. However, an incident involving both police and fire/EMS would result in a Call for Service for both classifications. Similarly, any mutual aid request dispatched to a location outside the Snohomish County 911 service area shall not constitute a Call for Service.
- b. Any incident that is a **duplicate** of another Call for Service, or **associated** with another Call for Service. *For example*, multiple calls about a single brush fire incident will result in only one Call for Service for the fire/EMS responder.
- c. Any incident that is **cancelled** by Snohomish County 911 personnel due to an error or similar internal reasons. *This does not include “cleared incidents”*, which are incidents that are cancelled when the requesting party calls back to cancel the response after the incident has been entered into CAD.
- d. Any **informational broadcast** including but not limited to CAD entries type codes of NOTICE, NOTICEP & INFO.
- e. Any **informational incident** used for tracking non police or Fire/EMS activity created by dispatchers solely for the purpose of assisting the dispatcher in tracking such activity, *for example*, utility call-outs.

**Section 2: Assignment of CFS:** As a general rule, CAD incidents are assigned to a Principal when the incident occurs within its authorized dispatch area (geo-verified location) and service discipline (Police/Fire) with the following exceptions:

- a. **Transit, Fire Marshall, Narcotics Task Force:** these incidents are assigned to the responsible countywide agency regardless of location.

- b. **Traffic Stops:** assigned to the initiating agency.
- c. **Non-geo verified incidents, in County:** assigned to initiating agency.

If there are significant anomalies in the manner calls have been measured by SNOCOM and SNOPAC, those anomalies shall be adjusted in a manner determined reasonable by the Governing Board (Supermajority Vote item) in order to develop a fair means for determining the number of calls across all agencies.

**EXHIBIT C****Principals and Associate Agencies of Snohomish County 911****PRINCIPALS:**

SNOHOMISH COUNTY  
CITY OF ARLINGTON  
CITY OF BRIER  
CITY OF EDMONDS  
CITY OF EVERETT  
CITY OF LAKE STEVENS  
CITY OF LYNNWOOD  
CITY OF MARYSVILLE  
CITY OF MILL CREEK  
CITY OF MONROE  
CITY OF MOUNTLAKE TERRACE  
CITY OF MUKILTEO  
CITY OF WOODWAY  
MARYSVILLE FIRE DISTRICT  
NORTH COUNTY REGIONAL FIRE AUTHORITY  
SNOHOMISH REGIONAL FIRE AND RESCUE  
SNOHOMISH COUNTY FIRE DISTRICT NO. 4  
SNOHOMISH COUNTY FIRE DISTRICT NO. 5  
SNOHOMISH COUNTY FIRE DISTRICT NO. 15  
SNOHOMISH COUNTY FIRE DISTRICT NO. 16  
SNOHOMISH COUNTY FIRE DISTRICT NO. 17  
SNOHOMISH COUNTY FIRE DISTRICT NO. 19  
SNOHOMISH COUNTY FIRE DISTRICT NO. 21  
SNOHOMISH COUNTY FIRE DISTRICT NO. 22  
SNOHOMISH COUNTY FIRE DISTRICT NO. 24  
SNOHOMISH COUNTY FIRE DISTRICT NO. 25  
SNOHOMISH COUNTY FIRE DISTRICT NO. 26  
SNOHOMISH COUNTY FIRE DISTRICT NO. 27  
SOUTH SNOHOMISH COUNTY FIRE & RESCUE REGIONAL FIRE AUTHORITY

**ASSOCIATE AGENCIES:**  
CITY OF DARRINGTON  
CITY OF GOLD BAR  
CITY OF GRANITE FALLS  
CITY OF SNOHOMISH  
CITY OF STANWOOD  
CITY OF SULTAN





# EXECUTIVE SESSION

