



COMMISSIONER BOARD MEETING

OCTOBER 30, 2025

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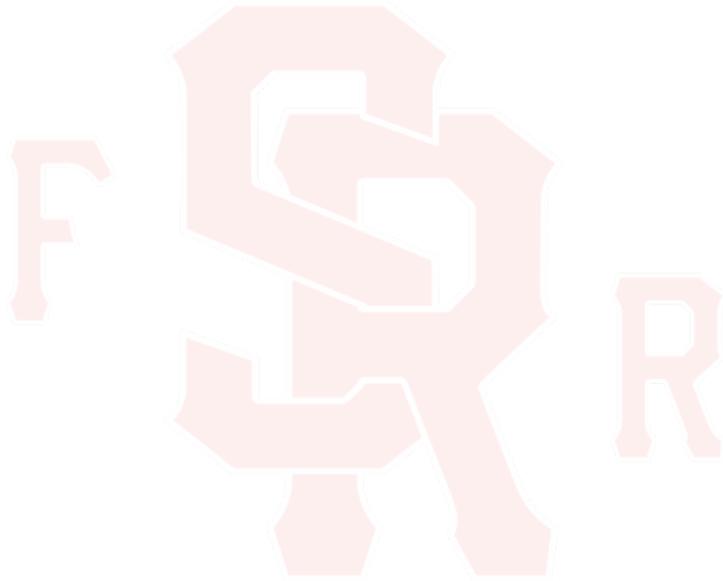
SRFR STATION 31 TRAINING ROOM

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
October 30, 2025, 1730 hours

CALL TO ORDER

EXECUTIVE SESSION

RCW 42.30.140(4)(b): Labor Negotiations
RCW 42.30.110(1)(i): Discuss Agency Litigation or Potential Litigation with Legal Counsel

PUBLIC COMMENT

UNION COMMENT

DISTRICT HIGHLIGHTS

CHIEF'S REPORT

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	9/24/25	11/24/25	No
Finance Committee	Elmore	10/30/25	11/20/25	Yes
Sno911	Waugh	10/16/25	11/20/25	Yes
Sno-Isle Commissioners	Fay	10/2/25	11/6/25	No
Leadership Meeting	Schaub	9/18/25	11/20/25	No
Policy Committee	Schaub	10/9/25	11/13/25	No
Community Advisory Committee	TBD	6/25/25	11/12/25	No

COMMITTEE MEETING MINUTES

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 25-02252 to 25-02261; (\$787,244.61)
AP Vouchers: 25-02262 to 25-02421; (\$1,361,436.73)

Approval of Payroll

October 15, 2025 Payroll (\$1,572,626.59)
October 31, 2025 Payroll (\$1,626,398.25)



Approval of Minutes

Approve Regular Board Meeting Minutes October 9, 2025

Approval of Settlement Agreement

OLD BUSINESS

Discussion

Action

Policy Review

- Policy 211 Physical Asset Management
- Policy 320 News Media Relations
- Policy 711 Apparatus and Specialized Equipment Standards
- Policy 1015 Outside Employment

Legacy Policies to Rescind

- Policy 14 Release of Public News Information
- Policy 19 Ancillary Emergency Equipment
- Policy 20 Identification of Department Owned Equipment
- Policy 23 Disaster Preparedness
- Policy 26 Inventory and Supply Control
- Policy 27 Emergency Medical Services
- Policy 28 Vocational Firefighter Program
- Policy 44 Outside Employment

2025 Budget Amendment #3

NEW BUSINESS

Discussion

2025 Ambulance Purchase

Policy Review

- Policy 204 Liability Claims
- Policy 212 Purchasing and Procurement
- Policy 214 Electronic and Authorized Signatures
- Policy 701 Personal Communication Devices
- Policy 1042 Member Speech, Expression, and Social Networking



Legacy Policies to Rescind

- Policy 29 District Finances
- Policy 30 The Board of Fire Commissioners
- Policy 33 Meals, Lodging, Travel and Incidentals
- Policy 34 Fire District Policies and Procedures
- Policy 69 Procurement and Purchasing

Action

GOOD OF THE ORDER

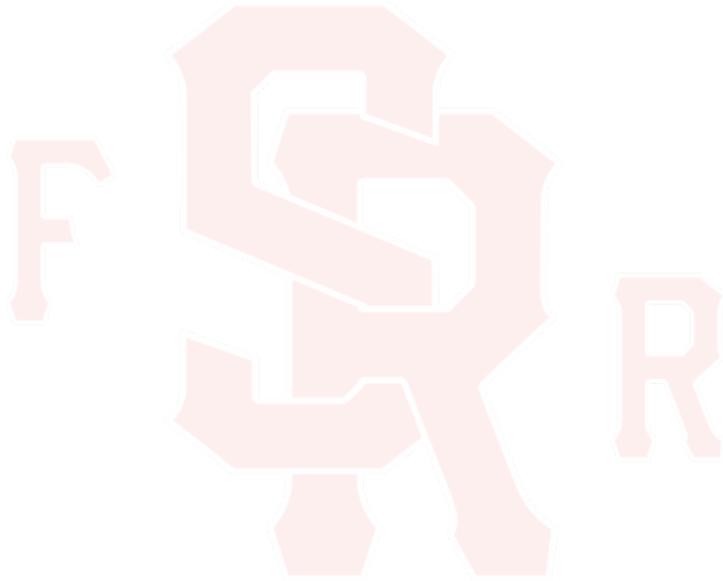
ATTENDANCE CHECK

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

ADJOURNMENT



EXECUTIVE SESSION



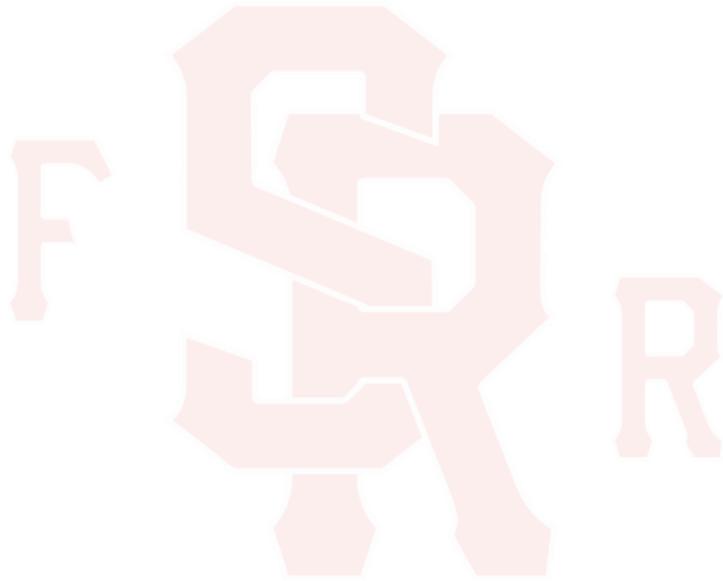


DISTRICT HIGHLIGHTS



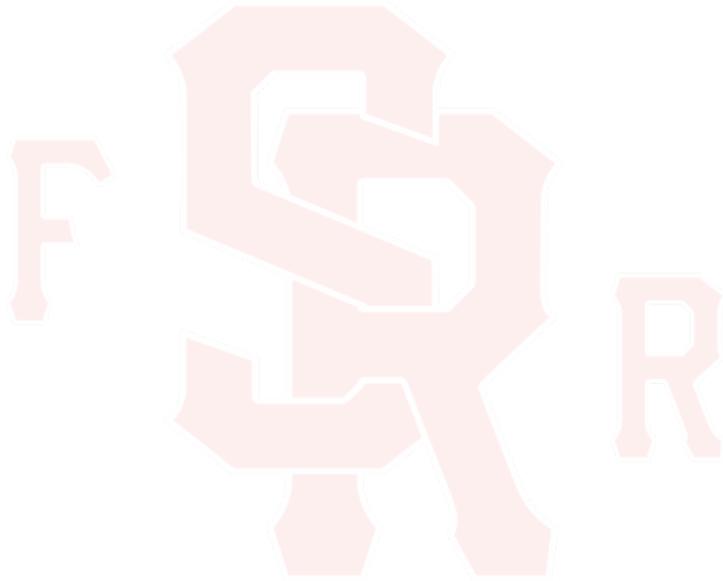


CHIEF'S REPORT





COMMISSIONER REPORTS



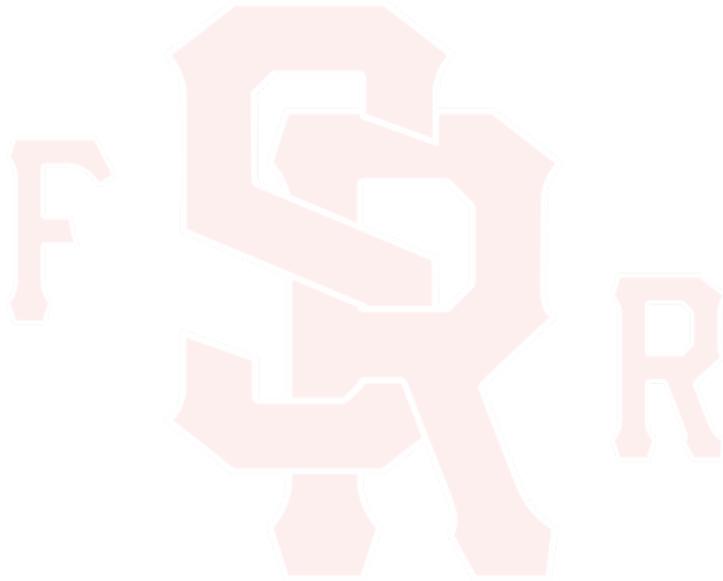


COMMITTEE MEETING MINUTES





CONSENT AGENDA



Snohomish Regional Fire and Rescue Claims Voucher Summary

10/15/2025

Page 1 of 1

Fund: Shop - Expense #050

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
25-02252	DEPARTMENT OF RETIREMENT SYSTEMS		26,496.39
25-02253	DIMARTINO & ASSOCIATES		25,304.28
25-02254	FIRE 7 FOUNDATION		640.00
25-02255	HRA VEBA TRUST		65,780.27
25-02256	LEOFF TRUST		493,062.75
25-02257	MATRIX TRUST COMPANY		23,604.36
25-02258	TD AMERITRADE INSTITUTIONAL		388.50
25-02259	TRUSTEED PLANS SERVICE CORP		36,235.53
25-02260	VOYA INSTITUTIONAL TRUST CO		115,228.53
25-02261	WASHINGTON STATE SUPPORT REGISTRY		504.00

Page Total	787,244.61
Cumulative Total	787,244.61



Snohomish Regional Fire & Rescue, WA

Docket of Claims Register

APPKT01979 - 10.30.2025 Board Meeting AL

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
2438	911 SAFETY EQUIPMENT, LLC	25-02262						8,656.00
	67835	NFPA Uniform Rental x8	Invoice	07/09/2025	NFPA Uniform Rental x8	303-504-594-20-64-04		8,656.00
0020	AIR EXCHANGE, INC	25-02263						79,529.42
	91615035	ST31-Tansmitter, Receivers, Antennas	Invoice	07/08/2025	ST31-Tansmitter, Receivers, Antennas	001-507-522-50-48-00		8,830.78
	91615036	Rails, Tailpipe Adapter, Reducer, Lockir	Invoice	07/08/2025	31-Rails, Tailpipe Adapter, Reducer, Lo	300-507-594-50-62-31		55,008.53
	91615629	71- Locking Cable, Rails,Clamps, Adapt	Invoice	09/23/2025	71- Locking Cable, Rails,Clamps, Adapt	300-507-594-50-62-71		15,690.11
2335	ALL BATTERY SALES AND SERVICE	25-02264						983.22
	300-10174540	Shop Parts	Invoice	09/12/2025	Shop Parts	050-511-522-60-34-01		316.56
	300-10176719	Shop Parts	Invoice	10/14/2025	Shop Parts	050-511-522-60-34-01		666.66
2311	ALLISON LAMB	25-02265						98.28
	INV14293	WFOA Conference 2025 Mileage Reiml	Invoice	09/29/2025	WFOA Conference 2025 Mileage Reiml	001-503-522-10-43-00		98.28
2285	ALLISON LONG	25-02266						107.00
	INV14297	WFAS 25 Conference Per Diem Reimbu	Invoice	09/29/2025	WFAS 25 Conference Per Diem Reimbu	001-503-522-10-43-00		107.00
1503	ALLSTREAM BUSINESS US, INC	25-02267						411.53
	21869653	Fire Alarm Phone Lines/Connection Sei	Invoice	10/08/2025	Fire Alarm Phone Lines/Connection Sei	001-513-522-50-42-01		411.53

Docket of Claims Register

APPKT01979 - 10.30.2025 Board Meeting AL

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
2106	AMAZON CAPITAL SERVICES, INC	25-02268					12,210.13
	11DW-6YGR-QHFD	Robert's Rules of Order - 12th Edition (Invoice	10/10/2025	Robert's Rules of Order - 12th Edition (001-509-522-20-49-04	10.57
	11DY-T4HL-F16J	Whiteboard install kit, wireless keyboa	Invoice	10/14/2025	Whiteboard install kit, wireless keyboa	001-507-522-50-31-00	59.28
	11mr-j9d6-hgky	Glucose batteries	Invoice	10/14/2025	Glucose batteries	001-509-522-30-31-01	42.30
	11nW-4L3J-LYYL	Heavy Duty Broom - Commercial Broor	Invoice	10/09/2025	Heavy Duty Broom - Commercial Broor	001-507-522-50-31-00	11.04
	11RJ-7DVH-9K7D	Logitech Wireless Mouse x4	Invoice	10/02/2025	Logitech Wireless Mouse x4	001-513-522-10-35-00	87.48
	11W7-CMQC-JNXV	HBR Guide Project Mngmt, HBR 20-mir	Invoice	10/13/2025	HBR Guide Project Mngmt, HBR 20-mir	001-509-522-20-49-04	59.13
	13D4-G1DC-FDVJ	Paper Towel Holder	Invoice	10/23/2025	Paper Towel Holder	001-507-522-50-35-00	8.30
	177c-jwh3-x1t4	vacuum accessories	Invoice	10/18/2025	vacuum accessories	001-504-522-20-35-00	40.58
	177x-cfj-cpg1	Shipping tags	Invoice	10/15/2025	Shipping tags	050-511-522-60-31-05	48.13
	17HV-6WWL-6LQJ	iPad Mini for EMS x5	Invoice	10/02/2025	iPad Mini for EMS x5	001-509-522-20-35-00	2,638.15
	191Y-1RY1-KJ99	Wall mount fan for St81 DO room	Invoice	10/21/2025	Wall mount fan for St81 DO room	001-507-522-50-35-00	45.03
	19CX-DDNP-H1MK	Boat Fender Bumper Pack	Invoice	10/06/2025	Boat Fender Bumper Pack	001-514-522-20-31-09	292.89
	1CDD-NY7Y-Y6FM	Bag repair kit for E81	Invoice	10/22/2025	Bag repair kit for E81	001-507-522-50-35-00	9.68
	1DK6-DC7L-FTDT	Double Sided Clear Frame 3-Pack x3	Invoice	10/02/2025	Double Sided Clear Frame 3-Pack x3	001-515-522-30-31-01	71.21
	1DK6-DC7L-QJRG	Shop Supplies	Invoice	10/03/2025	Shop Supplies	050-511-522-60-31-05	22.96
	1F19-MW4G-FP94	Heavy Duty Siding Tape/ Removal Mou	Invoice	10/07/2025	Heavy Duty Siding Tape/ Removal Mou	001-506-522-45-31-03	17.65
	1G14-X4LL-6X7H	Non Slip Aluminum Stair Tread 8pc (x2	Invoice	10/09/2025	Non Slip Aluminum Stair Tread 8pc (x2	001-507-522-50-48-00	192.04
	1G19-LWF-PW6L	Suspension Dropped Pitman Arm	Credit Memo	09/01/2025	Suspension Dropped Pitman Arm	050-511-522-60-34-01	-470.41
	1G3K-H9J4-FV6C	Dewalt cordless drill and impact driver	Invoice	10/15/2025	Dewalt cordless drill and impact driver	001-504-522-20-35-00	193.14
	1G3Y-7Y93-JNYF	Can opener (x5)	Invoice	10/21/2025	Can opener (x5)	001-507-522-50-31-00	114.65
	1GC1-N1GR-D93J	Wood screws, moisture absorber pack	Invoice	10/14/2025	Wood screws, moisture absorber pack	001-507-522-50-48-00	114.22
	1GG9-P3CG-D91V	Fullface Respirator - LOG Drywall	Invoice	10/02/2025	Fullface Respirator - LOG Drywall	001-507-522-50-31-00	25.85
	1GM3-9MTG-AHLP	Stair Edge Protector 10pc (x2)(Repair)	Invoice	10/09/2025	Stair Edge Protector 10pc (x2)(Repair)	001-507-522-50-48-00	186.42
	1GYF-W9RX-FNXQ	Metal 4-Hole AMPS Base x2 , Cellphon	Invoice	09/19/2025	Metal 4-Hole AMPS Base x2 , Cellphon	050-511-522-60-34-01	176.10
	1HFL-VYLL-FYJK	LED Lightbulb PAck	Invoice	10/23/2025	LED Lightbulb PAck	001-507-522-50-31-00	21.00
	1HG1-V4GK-DTFR	Case for iPad for EMS	Invoice	10/23/2025	Case for iPad for EMS	001-509-522-20-35-00	24.81
	1h1r-4qd4-3kfx	Dive boot	Invoice	10/20/2025	Dive boot	001-514-522-20-31-09	132.88
	1HTG-QPVM-PNFK	USB-C Adapter x9	Invoice	10/03/2025	USB-C Adapter x9	001-513-522-10-35-00	221.40
	1JG6-QKPY-CRRM	Cordless nailer and batteries	Invoice	10/15/2025	Cordless nailer and batteries	001-514-522-20-35-04	479.16
	1JHY-YCT-DHGP	Shop Supplies	Invoice	10/09/2025	Shop Supplies	050-511-522-60-31-05	26.79
	1JJJ-XNTV-Y7QN	Dive boots (x2)	Invoice	10/14/2025	Dive boots (x2)	001-514-522-20-31-09	828.85
	1LD1-KH7D-DCKX	RAM for High RES LCD	Invoice	10/02/2025	RAM for High RES LCD	001-513-522-10-35-00	128.65
	1LF4-9DFN-J1LP	MSA Respirator Cartridge	Invoice	10/14/2025	MSA Respirator Cartridge	001-514-522-20-31-11	18.54
	1LLV-XR7C-ML79	ProCase Hard Travel Electronic Organiz	Invoice	10/10/2025	ProCase Hard Travel Electronic Organiz	001-509-522-20-35-00	18.33
	1lxj-gxm9fmf6	Tech Rescue Supplies and Equip	Invoice	10/16/2025	Tech Rescue Supplies and Equip	001-514-522-20-35-04	4,540.34
	1ML6-A4H37-PRJD	Car Heads Up Display Kit	Credit Memo	09/01/2025	Car Heads Up Display Kit	050-511-522-60-34-01	-39.58
	1MNG-PYHY-YRVJ	Aqualung Sphere Mask x2 (Diving Gear	Invoice	10/09/2025	Aqualung Sphere Mask x2 (Diving Gear	001-514-522-20-31-09	172.86
	1n97-ypgh-fdcl	Cordless Leaf Blower (x3)	Invoice	10/15/2025	Cordless Leaf Blower (x3)	001-507-522-50-35-00	291.30
	1NC3-Q7N6-K6Q7	Bed bug mattress covers (x10)	Invoice	10/21/2025	Bed bug mattress covers (x10)	001-507-522-50-31-00	393.80
	1NNR-MGPP-JVQK	pack of picture frames	Invoice	10/21/2025	pack of picture frames	001-502-522-10-35-00	39.91
	1P3Y-34VR-CJMK	Mounted Wall Fan	Credit Memo	09/18/2025	Mounted Wall Fan	001-507-522-50-35-00	-93.94
	1Q6C-D331-H3CQ	Shop Parts	Credit Memo	10/06/2025	Shop Parts	050-511-522-60-34-01	-101.94

Docket of Claims Register

APPKT01979 - 10.30.2025 Board Meeting AL

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	1QG7-RCTK-K6GQ	Annual Prime Membership Fee	Invoice	10/18/2025	Annual Prime Membership Fee	001-502-522-10-49-01	181.81
						001-507-522-50-49-02	200.00
	1R9F-QMMP-JRTD	Light bulbs (x5) for St71 exterior	Invoice	10/21/2025	Light bulbs (x5) for St71 exterior	001-507-522-50-48-00	105.00
	1TK3-YT1C-J1NX	Lockport Glow In The Dark Tape x4 (St	Invoice	10/08/2025	Lockport Glow In The Dark Tape x4 (St	001-507-522-50-48-00	41.40
	1TRN-WNY9-6WQV	Shop Parts	Invoice	10/11/2025	Shop Parts	050-511-522-60-34-01	36.15
	1vwf-cfxm-c94w	5 pack staircase anti slip (x4)	Invoice	10/16/2025	5 pack staircase anti slip (x4)	001-507-522-50-48-00	221.68
	1WVK-FQ4T-DH7C	Saw Blades L71	Invoice	10/02/2025	Saw Blades L71	001-504-522-20-31-01	182.94
	1Y1J-XX9-DQJP	Glass Screen Protectors for iPhones	Invoice	10/02/2025	Glass Screen Protectors for iPhones x3	001-513-522-10-35-00	22.62
	1Y49-GN7K-DM9W	Prize Wheel Peg Replacements - Open	Invoice	10/02/2025	Prize Wheel Peg Replacements - Open	001-515-522-30-31-01	21.88
	1YGJ-NFXF-DDY7	Pressure washer pump replacement	Invoice	10/20/2025	Pressure washer pump replacement	001-504-522-20-35-00	97.10
0036	ANDGAR MECHANICAL LLC	25-02269					3,621.40
	20629	Service Call - Heat Pump Repair ST72	Invoice	10/20/2025	Service Call - Heat Pump Repair ST72	001-507-522-50-48-00	3,621.40
2383	AT&T MOBILITY - CC	25-02270					842.37
	UCF092025	CradlePoint Data Modems (Acct.50056	Invoice	10/04/2025	CradlePoint Data Modems	001-513-522-10-42-00	842.37
1523	AT&T MOBILITY LLC	25-02271					3,803.55
	287332399606X09272025	District Cell Phones (New)	Invoice	09/19/2025	District Cell Phones - Shop	050-511-522-60-42-00	151.84
					District Cell Phones (New)	001-513-522-10-42-00	3,651.71
0058	BICKFORD MOTORS, INC.	25-02272					5,613.80
	1301005	Shop Parts	Invoice	09/24/2025	Shop Parts	050-511-522-60-34-01	150.69
	1301056	Shop Parts	Invoice	09/25/2025	Shop Parts	050-511-522-60-34-01	393.96
	1301444	Shop Parts	Invoice	10/01/2025	Shop Parts	050-511-522-60-34-01	975.27
	1301499	Shop Parts	Invoice	10/01/2025	Shop Parts	050-511-522-60-34-01	4.37
	1301520	Shop Parts	Invoice	10/01/2025	Shop Parts	050-511-522-60-34-01	83.51
	1301576	Shop Parts	Invoice	10/02/2025	Shop Parts	050-511-522-60-34-01	104.09
	1301587	Shop Parts	Invoice	10/02/2025	Shop Parts	050-511-522-60-34-01	844.50
	1301628	Shop Parts	Invoice	10/08/2025	Shop Parts	050-511-522-60-34-01	5.68
	1301807	Shop Parts	Invoice	10/06/2025	Shop Parts	050-511-522-60-34-01	112.78
	1301833	Shop Parts	Invoice	10/06/2025	Shop Parts	050-511-522-60-34-01	584.79
	1301849	Shop Parts	Invoice	10/06/2025	Shop Parts	050-511-522-60-34-01	13.77
	4626	Shop Parts	Invoice	07/23/2025	Shop Parts	050-511-522-60-34-01	37.46
	8873	Shop Parts	Invoice	09/17/2025	Shop Parts	050-511-522-60-34-01	261.01
	8887	Shop Parts	Invoice	09/17/2025	Shop Parts	050-511-522-60-34-01	7.02
	9045	Shop Parts	Invoice	09/19/2025	Shop Parts	050-511-522-60-34-01	684.17
	9059	Shop Parts	Invoice	09/22/2025	Shop Parts	050-511-522-60-34-01	340.23
	9078	Shop Parts	Invoice	09/19/2025	Shop Parts	050-511-522-60-34-01	1,229.10
	CM-9078-1	Shop Parts	Credit Memo	09/29/2025	Shop Parts	050-511-522-60-34-01	-54.65
	CM-9078-2	Shop Parts	Credit Memo	09/29/2025	Shop Parts	050-511-522-60-34-01	-54.65
	CM-9078-3	Shop Parts	Credit Memo	09/29/2025	Shop Parts	050-511-522-60-34-01	-109.30

Docket of Claims Register

APPKT01979 - 10.30.2025 Board Meeting AL

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
2498	BNBUILDERS, INC	25-02273					673,556.73
	04302025002-REV1	Station 32 Remodel & Station 81 Repla	Invoice	04/30/2025	Station 32 Remodel & Station 81 Repla	300-507-594-50-62-00	255,209.52
						300-507-594-50-62-00	273,379.67
	09252025-004	Station 32 Remodel & Station 81 Repla	Invoice	09/25/2025	Station 32 Remodel & Station 81 Repla	300-507-594-50-62-00	72,021.96
						300-507-594-50-62-00	72,945.58
0065	BOUND TREE MEDICAL, LLC	25-02274					15,842.30
	8547955	Medications & Medical Supplies	Invoice	10/07/2025	Medications & Medical Supplies	001-509-522-30-31-01	1,304.34
	8587913	Medications & Medical Supplies	Invoice	08/27/2025	Medications & Medical Supplies	001-509-522-30-31-01	4,979.85
	85891109	Medications & Medical Supplies	Invoice	08/21/2025	Medications & Medical Supplies	001-509-522-30-31-01	3,066.90
	85897912	Medications & Medical Supplies	Invoice	08/27/2025	Medications & Medical Supplies	001-509-522-30-31-01	3,545.02
	85938600	Medications & Medical Supplies	Invoice	09/30/2025	Medications & Medical Supplies	001-509-522-30-31-01	568.12
	85944202	Medical Supplies	Invoice	10/03/2025	Medical Supplies	001-509-522-30-31-01	17.84
	85945927	Medical Small Tools/Minor Equipment	Invoice	10/06/2025	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	110.85
	85945928	Medical Supplies	Invoice	10/06/2025	Medical Supplies	001-509-522-30-31-01	869.76
	85949902	Medical Supplies	Invoice	10/08/2025	Medical Supplies	001-509-522-30-31-01	365.58
	85951682	Medical Supplies	Invoice	10/09/2025	Medical Supplies	001-509-522-30-31-01	750.83
	85956745	Medical Supplies	Invoice	10/14/2025	Medical Supplies	001-509-522-30-31-01	32.92
	85956746	Medical Supplies	Invoice	10/14/2025	Medical Supplies	001-509-522-30-31-01	82.06
	85956747	Medical Supplies & Medical Sm.Tools/I	Invoice	10/21/2025	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	97.39
						001-509-522-30-31-01	3.60
	85956748	Medications	Invoice	10/14/2025	Medications	001-509-522-30-31-01	47.24
1742	BRANDON VARGAS	25-02275					967.66
	INV14213	Neogoc Ignite Conference 25 - Per Dier	Invoice	10/07/2025	Neogoc Ignite Conference 25 - Per Dier	001-503-522-10-43-00	441.05
	INV14281	Airfare Reimbursement for WorkHuma	Invoice	10/14/2025	Airfare Reimbursement for WorkHuma	001-503-522-10-43-00	526.61
0073	BRAUN NORTHWEST INC	25-02276					586.10
	7357712	Shop Parts	Invoice	09/25/2025	Shop Parts	050-511-522-60-34-01	586.10
1730	BRETT FETCHO	25-02277					2,922.08
	INV14304	2025 Fire Fusion Conference Per Diem	Invoice	10/20/2025	2025 Fire Fusion Conference Per Diem	001-506-522-45-43-00	2,922.08
1816	BRIAN KEES	25-02278					3,502.20
	INV14214	Lower Sugar Loaf Fire- Per Diem Reiml	Invoice	09/04/2025	Lower Sugar Loaf Fire- Per Diem Reiml	001-514-522-20-43-01	578.00
	INV14222	FDIC 2026 Lodging Reimburs	Invoice	10/05/2025	FDIC 2026 Lodging Reimburs	001-506-522-45-43-00	2,924.20
2317	BRITTANY BAZINET	25-02279					526.61
	INV14294	Airfare for WorkHuman 26 - Reimburs	Invoice	10/22/2025	Airfare for WorkHuman 26 - Reimburs	001-503-522-10-43-00	526.61
2206	BUTTERFLY NETWORK, INC.	25-02280					214.73
	INV-BF-224948	'ButterFly' Pro Custom Renewal (1 Add	Invoice	08/17/2025	'ButterFly' Pro Custom Renewal (1 Add	001-509-522-20-49-02	214.73
2352	CAMERON MAIN	25-02281					350.03
	INV14216	WA Fire Mechanic Conference 25 - Per	Invoice	09/23/2025	WA Fire Mechanic Conference 25 - Per	050-511-522-60-43-00	186.00
	INV14305	ASE T1 & T2 , Registration Fee	Invoice	10/21/2025	ASE T1 & T2 , Registration Fee	050-511-522-45-49-01	164.03

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
1913	CANON FINANCIAL SERVICES INC	25-02282					2,024.18
	41956779	Copier Machine Lease - Admin Bldg (C	Invoice	10/12/2025	Copier Machine Lease - Admin Bldg (C	001-512-591-22-70-00	296.60
	41956780	Copier Machine Lease - ST 81	Invoice	10/12/2025	Copier Machine Lease - ST 81	001-512-591-22-70-00	38.88
	41956781	Copier Machine Lease - ST 71	Invoice	10/12/2025	Copier Machine Lease - ST 71	001-512-591-22-70-00	325.02
	41956782	Copier Machine Lease - ST 31 (Main Lo	Invoice	10/12/2025	Copier Machine Lease - ST 31 (Main Lo	001-512-591-22-70-00	329.53
	41956783	Copier Machine Lease - ST 82	Invoice	10/12/2025	Copier Machine Lease - ST 82	001-512-591-22-70-00	38.91
	41956784	GIS Printer Machine Lease - Admin Bld	Invoice	10/12/2025	GIS Printer Machine Lease - Admin Bld	001-512-591-22-70-00	225.33
	41956785	Copier Machine Lease - ST 32, 72, 73, 7	Invoice	10/12/2025	Copier Machine Lease - ST 32	001-512-591-22-70-00	17.97
					Copier Machine Lease - ST 72	001-512-591-22-70-00	17.96
					Copier Machine Lease - ST 73	001-512-591-22-70-00	17.96
					Copier Machine Lease - ST 77	001-512-591-22-70-00	18.15
	41956786	Copier Machine Lease - Admin Bldg (Tr	Invoice	10/12/2025	Copier Machine Lease - Admin Bldg (Tr	001-512-591-22-70-00	363.56
	41956787	Copier Machine Lease - ST 83	Invoice	10/12/2025	Copier Machine Lease - ST 83	001-512-591-22-70-00	19.37
	41956788	Copier Machine Lease - ST 31 (Shop)	Invoice	10/12/2025	Copier Machine Lease - ST 31 (Shop)	050-511-591-22-70-00	90.62
	42004801	Copier Machine Lease - Admin Bldg (PC	Invoice	10/12/2025	Copier Machine Lease - Admin Bldg (PC	001-512-591-22-70-00	224.32
0096	CENTRAL WELDING SUPPLY	25-02283					843.74
	0002505817	Oxygen Cylinder Exchange/Re-Fill (x8)	Invoice	10/02/2025	Oxygen Cylinder Exchange/Re-Fill (x8)	001-509-522-20-45-00	121.12
	0002507727	Oxygen Cylinder Exchange/Re-Fill (x7)	Invoice	10/06/2025	Oxygen Cylinder Exchange/Re-Fill (x7)	001-509-522-20-45-00	110.81
	0002507733	Oxygen Cylinder Exchange/Re-Fill (x3)	Invoice	10/06/2025	Oxygen Cylinder Exchange/Re-Fill (x3)	001-509-522-20-45-00	76.88
	0002509295	Oxygen Cylinder Exchange/Re-Fill (x10)	Invoice	10/08/2025	Oxygen Cylinder Exchange/Re-Fill (x10)	001-509-522-20-45-00	242.46
	000251169	Oxygen Cylinder Exchange/Re-Fill (x4)	Invoice	10/20/2025	Oxygen Cylinder Exchange/Re-Fill (x4)	001-509-522-20-45-00	84.57
	0002512053	Oxygen Cylinder Exchange/Re-Fill (x3)	Invoice	10/13/2025	Oxygen Cylinder Exchange/Re-Fill (xXX	001-509-522-20-45-00	113.37
	0002515447	Oxygen Cylinder Exchange/Re-Fill (x5)	Invoice	10/16/2025	Oxygen Cylinder Exchange/Re-Fill (x5)	001-509-522-20-45-00	94.53
0101	CHINOOK LUMBER	25-02284					2,890.71
	2151309	Lumber OSB Sheathing 4x8-7/16 - Trai	Invoice	10/01/2025	Lumber OSB Sheathing 4x8-7/16 - Trai	001-506-522-45-31-03	2,890.71
0531	CHRISTENSEN, INC	25-02285					274.37
	0768123-IN	Diesel Exhaust Fluid (DEF) - ST 71	Invoice	10/08/2025	Diesel Exhaust Fluid (DEF) - ST 71	001-504-522-20-32-00	274.37
0110	CITY OF MONROE	25-02286					506.64
	ADMIN-SEPT25	Water, Stormwater & Sewer - Admin B	Invoice	10/02/2025	Water, Stormwater & Sewer - Admin B	001-507-522-50-47-02 300-507-522-50-47-00	258.39 248.25
0110	CITY OF MONROE	25-02287					172.36
	ST32-SEPT2025	Water & Stormwater - ST 32	Invoice	10/02/2025	Water & Stormwater - ST 32	001-507-522-50-47-02	172.36
0110	CITY OF MONROE	25-02288					38.40
	ST311R-SEPT25	Water (Irrigation Meter) - ST 31	Invoice	10/02/2025	Water (Irrigation Meter) - ST 31	001-507-522-50-47-02	38.40
0110	CITY OF MONROE	25-02289					907.70
	ST31-SEPT2025	Water, Stormwater & Sewer - ST 31	Invoice	10/02/2025	Water, Stormwater & Sewer - ST 31	001-507-522-50-47-02	907.70

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Vendor #	Payable Number	Payable Description					Distribution Amount
0113	CLEARVIEW HARDWARE & FEED	25-02290					114.83
	B303505	Suppression Supplies - Training	Invoice	09/09/2025	Suppression Supplies - Training	001-504-522-20-31-01	6.43
	B304029	Suppression Supplies - Training	Invoice	09/19/2025	Suppression Supplies - Training	001-504-522-20-31-01	6.56
	B304751	Suppression Supplies - Training	Invoice	10/03/2025	Suppression Supplies - Training	001-504-522-20-31-01	25.66
	C545762	Suppression Supplies - Training	Invoice	09/17/2025	Suppression Supplies - Training	001-504-522-20-31-01	76.18
0126	COMCAST BUSINESS	25-02291					792.86
	ADMIN-OCTNOV25	Internet/Phone/TV Services - Admin Bldg	Invoice	10/07/2025	Internet/Phone/TV Srvcs - Admin Bldg	001-513-522-50-42-01	792.86
0136	COURIERWEST	25-02292					2,464.65
	8248	Mail Courier Monthly Service (Septeml	Invoice	09/01/2025	Mail Courier Monthly Service (Septeml	001-502-522-10-41-01	2,464.65
1610	CRAIG FISHER	25-02293					659.48
	INV14299	25 Fire Prevention Conference Chelan	Invoice	10/20/2025	25 Fire Prevention Conference Chelan	001-505-522-30-43-00	659.48
0138	CRESSY DOOR COMPANY, INC	25-02294					5,969.21
	211909	Bay Door Service Call (Securing Issues)	Invoice	10/06/2025	Bay Door Service Call (Securing Issues)	001-507-522-50-48-00	383.05
	211946	Bay Door Service Call (Replaced Door S	Invoice	10/07/2025	Bay Door Service Call (Replaced Door S	001-507-522-50-48-00	2,267.48
	211995	Bay Door Service Call (#4 Loose Hardw	Invoice	10/08/2025	Bay Door Service Call (#4 Loose Hardw	001-507-522-50-48-00	691.64
	212392	St 82 bay door repair	Invoice	10/21/2025	St 82 bay door repair	001-507-522-50-48-00	731.22
	212449	Bay Door Serv Call ST71 - Bearing Repl	Invoice	10/22/2025	Bay Door Serv Call ST71 - Bearing Repl	001-507-522-50-48-00	1,895.82
0103	CSD ATTORNEYS AT LAW P.S.	25-02295					23,772.00
	132640	Monthly Attorney Services (SEPTEMBE	Invoice	09/30/2025	Monthly Attorney Services (SEPTEMBE	001-512-522-10-41-03	23,772.00
2484	CURALINC HEALTHCARE	25-02296					720.20
	68524	Employee Assistance Program Monthly	Invoice	10/01/2025	Employee Assistance Program Monthly	001-510-522-20-20-15	720.20
2205	DANIEL KINDIG	25-02297					88.09
	INV14307	Boot Reimbursement 2025	Invoice	10/21/2025	Shop Parts	050-511-522-60-31-01	88.09
0147	DAVID LEDUC	25-02298					173.00
	INV14302	25 Fire Prevention Conference Chelan	Invoice	10/20/2025	25 Fire Prevention Conference Chelan	001-505-522-30-43-00	173.00
2566	DAVID ROUSE	25-02299					469.13
	INV14282	Wildland Boot Reimbursement	Invoice	09/29/2025	Wildland Boot Reimbursement	001-514-522-20-35-01	469.13
1600	DIRECTV, LLC	25-02300					120.98
	050747001X251002	Cable/TV Services - ST 33	Invoice	10/02/2025	Cable/TV Services - ST 33	001-513-522-50-42-01	120.98
1875	ELECTRONIC BUSINESS MACHINE	25-02301					1,323.87
	AR317077	Copier Machine Usage - Admin Bldg (C	Invoice	10/09/2025	Copier Machine Usage - Admin Bldg (C	001-502-522-10-31-00	953.66
	AR317585	Copier Machine Usage - Admin Bldg (P	Invoice	10/17/2025	Copier Machine Usage - Admin Bldg (P	001-502-522-10-31-00	159.12
	AR317681	Copier Machine Usage - ST 82	Invoice	10/20/2025	Copier Machine Usage - ST 82	001-502-522-10-31-00	0.35
	AR317682	Copier Machine Usage - ST 31 (Main Lc	Invoice	10/20/2025	Copier Machine Usage - ST 31 (Main Lc	001-502-522-10-31-00	169.76
	AR317786	Copier Machine Usage - ST 71	Invoice	10/20/2025	Copier Machine Usage - ST 71	001-502-522-10-31-00	38.46
	AR317787	Copier Machine Usage - ST 81	Invoice	10/20/2025	Copier Machine Usage - ST 81	001-502-522-10-31-00	2.52
0178	EMERALD SERVICES, INC	25-02302					127.41
	98188903	Hazardous Materials Disposal (Shop)	Invoice	09/12/2025	Hazardous Materials Disposal (Shop)	050-511-522-60-41-03	40.95
	98389927	Hazardous Materials Disposal (Shop)	Invoice	10/03/2025	Hazardous Materials Disposal (Shop)	050-511-522-60-41-03	86.46

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0182	EMERGENT RESPIRATORY 251014277	25-02303 CPAP Machine Supplies - ST 31	Invoice	10/10/2025	CPAP Machine Supplies - ST 31	001-509-522-30-31-01	1,023.12 1,023.12
0183	EMPLOYMENT SECURITY DEPART 2025 Unemploymentt - Q3 FEE	25-02304 Unemployment Billing: 2025 QTR3 (6C	Invoice	08/31/2025	Unemployment Billing: 2025 QTR3 (6C	001-512-522-20-20-14	26.01 26.01
2511	FASTFIELD, INC. 9ED55C6-0080	25-02305 Mobile Forms Software Monthly Subsc	Invoice	10/07/2025	Mobile Forms Software Monthly Subsc	001-516-522-30-49-04	1,026.61 1,026.61
2192	FIRE SERVICE REPAIR LLC 6635	25-02306 Shop Parts	Invoice	09/16/2025	Shop Parts	050-511-522-60-34-01	443.34 443.34

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
0226	GALLS, LLC	25-02307					17,589.97
	032709713	Polyester/Wool Double Breasted Class	Invoice	10/08/2025	Polyester/Wool Double Breasted Class	001-504-522-20-31-07	467.03
	032709750	Industrial Pants	Invoice	10/01/2025	Industrial Pants	001-504-522-20-31-07	324.62
	032709751	Custom Style Jacket & Trousers	Invoice	10/01/2025	Custom Style Jacket & Trousers	001-504-522-20-31-07	1,291.60
	032709776	All Weather Three In One Jacket (Black	Invoice	10/01/2025	All Weather Three In One Jacket (Black	001-504-522-20-31-07	207.72
	032709777	All Weather Three In One Jacket (Black	Invoice	10/01/2025	All Weather Three In One Jacket (Black	001-504-522-20-31-07	162.38
	032709778	All Weather Three In One Jacket (Black	Invoice	10/01/2025	All Weather Three In One Jacket (Black	001-504-522-20-31-07	162.38
	032722273	All Weather Three In One Jacket (Black	Invoice	10/02/2025	All Weather Three In One Jacket (Black	001-504-522-20-31-07	103.78
	032722279	All Weather Three In One Jacket (Black	Invoice	10/02/2025	All Weather Three In One Jacket (Black	001-504-522-20-31-07	103.86
	032722294	W/P Job Shirt + Embroidery	Invoice	10/02/2025	W/P Job Shirt + Embroidery	001-504-522-20-31-07	123.18
	032722295	W/P Job Shirt + Embroidery	Invoice	10/02/2025	W/P Job Shirt + Embroidery	001-504-522-20-31-07	123.18
	032722327	All Weather Three In One Jacket (Black	Invoice	10/02/2025	All Weather Three In One Jacket (Black	001-504-522-20-31-07	103.78
	032722331	Leather Belt & Poly Serge Top	Invoice	10/02/2025	Leather Belt & Poly Serge Top	001-504-522-20-31-07	136.08
	032732658	Name Plate	Invoice	10/02/2025	Name Plate	001-504-522-20-31-07	31.48
	032734597	Duty Boots	Invoice	10/03/2025	Duty Boots	001-504-522-20-31-07	385.30
	032752196	Blank Embroiderable Patch (BLANK)	Invoice	10/06/2025	Blank Embroiderable Patch (BLANK)	001-504-522-20-31-07	16.57
	032752198	Blank Embroiderable Patch (BLANK)	Invoice	10/06/2025	Blank Embroiderable Patch (BLANK)	001-504-522-20-31-07	8.28
	032756125	LawPro Shirts x2, Pants x2	Invoice	10/06/2025	LawPro Shirts x2, Pants x2	001-504-522-20-31-07	123.96
	032764120	1/4 Zip Turtleneck Sweatshirt x2	Invoice	10/07/2025	1/4 Zip Turtleneck Sweatshirt x2	001-504-522-20-31-07	249.05
	032764121	Dbl BrstDress Coat, Acadmy Oxford,Dr	Invoice	10/07/2025	Dbl BrstDress Coat, Acadmy Oxford,Dr	001-504-522-20-31-07	768.89
	032764138	Nomex Vertx Cargo Pants	Invoice	10/07/2025	Nomex Vertx Cargo Pants	001-504-522-20-31-07	217.51
	032764148	Nomex Industrial Pants	Invoice	10/07/2025	Nomex Industrial Pants	001-504-522-20-31-07	162.31
	032764179	1/4 Zip Turtleneck Sweatshirt x2	Invoice	10/07/2025	1/4 Zip Turtleneck Sweatshirt x2	001-504-522-20-31-07	182.30
	032764180	1/4 Zip Turtleneck Sweatshirt	Invoice	10/07/2025	1/4 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	123.18
	032764188	Carhartt Rain Defender 1/4 Zip Hoodie	Invoice	10/07/2025	Carhartt Rain Defender 1/4 Zip Hoodie	001-504-522-20-31-07	103.86
	032764195	Carhartt Rain Defender 1/4 Zip Hoodie	Invoice	10/07/2025	Carhartt Rain Defender 1/4 Zip Hoodie	001-504-522-20-31-07	103.78
	032764196	Carhartt Rain Defender 1/4 Zip Hoodie	Invoice	10/07/2025	Carhartt Rain Defender 1/4 Zip Hoodie	001-504-522-20-31-07	103.86
	032764197	Carhartt Rain Defender 1/4 Zip Hoodie	Invoice	10/07/2025	Carhartt Rain Defender 1/4 Zip Hoodie	001-504-522-20-31-07	103.78
	032776408	Blank Embroiderable Patch (BLANK)	Invoice	10/08/2025	Blank Embroiderable Patch (BLANK)	001-504-522-20-31-07	8.28
	032776458	Carhartt Storm Defender Heavy Weigh	Invoice	10/08/2025	Carhartt Storm Defender Heavy Weigh	001-504-522-20-31-07	177.13
	032788726	Name Plate	Invoice	10/09/2025	Name Plate	001-504-522-20-31-07	31.48
	032788739	1/4 Zip Turtleneck Sweatshirt	Invoice	10/09/2025	1/4 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	123.28
	032788741	Carhartt Rain Defender 1/2 Zip Hoodie	Invoice	10/09/2025	Carhartt Rain Defender 1/2 Zip Hoodie	001-504-522-20-31-07	103.78
	032788742	1/4 Zip Turtleneck Sweatshirt	Invoice	10/09/2025	1/4 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	123.18
	032788799	L/S Chief Shirt	Invoice	10/09/2025	L/S Chief Shirt	001-504-522-20-31-07	35.41
	032799946	Carhartt Storm Defender Heavy Jacket	Invoice	10/10/2025	Carhartt Storm Defender Heavy Jacket	001-504-522-20-31-07	162.38
	032799985	Carhartt Rain Defender 1/2 Zip Hoodie	Invoice	10/10/2025	Carhartt Rain Defender 1/2 Zip Hoodie	001-504-522-20-31-07	103.78
	032799986	Carhartt Rain Defender 1/2 Zip Hoodie	Invoice	10/10/2025	Carhartt Rain Defender 1/2 Zip Hoodie	001-504-522-20-31-07	103.86
	032799987	Carhartt Rain Defender 1/2 Zip Hoodie	Invoice	10/10/2025	Carhartt Rain Defender 1/2 Zip Hoodie	001-504-522-20-31-07	103.78
	032799988	Carhartt Rain Defender 1/2 Zip Hoodie	Invoice	10/10/2025	Carhartt Rain Defender 1/2 Zip Hoodie	001-504-522-20-31-07	103.78
	032799989	Carhartt Rain Defender 1/2 Zip Hoodie	Invoice	10/10/2025	Carhartt Rain Defender 1/2 Zip Hoodie	001-504-522-20-31-07	103.86
	032799990	Carhartt Rain Defender 1/2 Zip Hoodie	Invoice	10/10/2025	Carhartt Rain Defender 1/2 Zip Hoodie	001-504-522-20-31-07	103.78
	032799991	Carhartt Rain Defender 1/2 Zip Hoodie	Invoice	10/10/2025	Carhartt Rain Defender 1/2 Zip Hoodie	001-504-522-20-31-07	103.78

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	032799992	Carhartt Rain Defender 1/2 Zip Hoodie	Invoice	10/10/2025	Carhartt Rain Defender 1/2 Zip Hoodie	001-504-522-20-31-07	103.86
	032827943	CARHARTT STORM DEFENDER JACKET	Invoice	10/14/2025	CARHARTT STORM DEFENDER JACKET	001-504-522-20-31-07	162.52
	032827949	Firefighter Pants	Invoice	10/14/2025	Nomex IIIA Firefighter Pants	001-504-522-20-31-07	161.49
	032828012	1/4 Zip Turtleneck Sweatshirt	Invoice	10/14/2025	1/4 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	84.17
	032828021	Rain defender zip sweatshirt	Invoice	10/14/2025	Rain defender zip sweatshirt	001-504-522-20-31-07	108.70
	032828047	CARHARTT STORM DEFENDER JACKET	Invoice	10/14/2025	CARHARTT STORM DEFENDER JACKET	001-504-522-20-31-07	162.38
	032828048	CARHARTT STORM DEFENDER JACKET	Invoice	10/14/2025	CARHARTT STORM DEFENDER JACKET	001-504-522-20-31-07	162.38
	032828049	CARHARTT STORM DEFENDER JACKET	Invoice	10/14/2025	CARHARTT STORM DEFENDER JACKET	001-504-522-20-31-07	164.16
	032828050	CARHARTT STORM DEFENDER JACKET	Invoice	10/14/2025	CARHARTT STORM DEFENDER JACKET	001-504-522-20-31-07	162.52
	032828051	CARHARTT STORM DEFENDER JACKET	Invoice	10/14/2025	CARHARTT STORM DEFENDER JACKET	001-504-522-20-31-07	162.38
	032840241	Name Plate	Invoice	10/14/2025	Name Plate	001-504-522-20-31-07	125.70
	032841456	Blank Embroiderable Patch (BLANK)	Invoice	10/15/2025	Blank Embroiderable Patch (BLANK)	001-504-522-20-31-07	8.28
	032841457	Blank Embroiderable Patch (BLANK)	Invoice	10/15/2025	Blank Embroiderable Patch (BLANK)	001-504-522-20-31-07	8.28
	032841458	Blank Embroiderable Patch (BLANK)	Invoice	10/15/2025	Blank Embroiderable Patch (BLANK)	001-504-522-20-31-07	8.28
	032841468	Duty Boots	Invoice	10/15/2025	Duty Boots	001-504-522-20-31-07	144.00
	032841486	Rain defender zip sweatshirt	Invoice	10/15/2025	Rain defender zip sweatshirt	001-504-522-20-31-07	103.86
	032841488	Rain defender zip sweatshirt	Invoice	10/15/2025	Rain defender zip sweatshirt	001-504-522-20-31-07	108.79
	032841489	Diamond Quilted Jacket	Invoice	10/15/2025	Diamond Quilted Jacket	001-504-522-20-31-07	101.14
	032841498	CARHARTT STORM DEFENDER JACKET	Invoice	10/15/2025	CARHARTT STORM DEFENDER JACKET	001-504-522-20-31-07	164.16
	032841499	CARHARTT STORM DEFENDER JACKET	Invoice	10/15/2025	CARHARTT STORM DEFENDER JACKET	001-504-522-20-31-07	162.52
	032841500	CARHARTT STORM DEFENDER JACKET	Invoice	10/15/2025	CARHARTT STORM DEFENDER JACKET	001-504-522-20-31-07	162.52
	032841501	CARHARTT STORM DEFENDER JACKET	Invoice	10/15/2025	CARHARTT STORM DEFENDER JACKET	001-504-522-20-31-07	162.38
	032841502	S/S Chief Shirt	Invoice	10/15/2025	S/S Chief Shirt	001-504-522-20-31-07	148.57
	032841515	L/S Chief Shirt	Invoice	10/15/2025	L/S Chief Shirt	001-504-522-20-31-07	170.57
	032841530	L/S Chief Shirt (x2), S/S Chief Shirt	Invoice	10/15/2025	L/S Chief Shirt (x2), S/S Chief Shirt	001-504-522-20-31-07	490.03
	032846760	S/S Station Wear Shirt (x2), 1 Pant	Invoice	10/15/2025	S/S Station Wear Shirt (x2), 1 Pant	001-504-522-20-31-07	78.68
	032855200	Cargo Pants	Invoice	10/16/2025	Cargo Pants	001-504-522-20-31-07	217.71
	032858460	Adjustable Hats (x68)	Invoice	10/16/2025	Adjustable Hats (x68)	001-504-522-20-31-07	1,063.89
	032866823	Firefighter Pants	Invoice	10/14/2025	Nomex IIIA Firefighter Pants	001-504-522-20-31-07	162.31
	032869978	Adjustable Hat (x34)	Invoice	10/17/2025	Adjustable Hats (x34)	001-504-522-20-31-07	531.95
	032878183	Duty Boots	Invoice	10/17/2025	Duty Boots	001-504-522-20-31-07	381.81
	032888712	CARHARTT STORM DEFENDER JACKET	Invoice	10/20/2025	CARHARTT STORM DEFENDER JACKET	001-504-522-20-31-07	162.38
	032888750	Duty Boots	Invoice	10/20/2025	Duty Boots	001-504-522-20-31-07	381.46
	032899778	SRFR emblem patches x 1000	Invoice	10/20/2025	SRFR emblem patches x 1000	001-504-522-20-31-07	1,726.40
	032901496	CARHARTT STORM DEFENDER JACKET	Invoice	10/21/2025	CARHARTT STORM DEFENDER JACKET	001-504-522-20-31-07	162.38
	032901497	Blank Embroiderable Patch (BLANK)	Invoice	10/21/2025	Blank Embroiderable Patch (BLANK)	001-504-522-20-31-07	8.28
	032901504	Blank Embroiderable Patch (BLANK)	Invoice	10/21/2025	Blank Embroiderable Patch (BLANK)	001-504-522-20-31-07	8.28
	032901505	CARHARTT STORM DEFENDER JACKET	Invoice	10/21/2025	CARHARTT STORM DEFENDER JACKET	001-504-522-20-31-07	324.76
	032901511	Rain defender zip sweatshirt	Invoice	10/21/2025	Rain defender zip sweatshirt	001-504-522-20-31-07	103.78
	032901522	Duty Boots	Invoice	10/21/2025	Duty Boots	001-504-522-20-31-07	144.13
	032901620	Duty Boots	Invoice	10/21/2025	Duty Boots	001-504-522-20-31-07	381.46
	032913704	1/2 Zip Turtleneck Sweatshirt	Invoice	10/22/2025	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	108.31
	032913775	Cargo Pants	Invoice	10/22/2025	Cargo Pants	001-504-522-20-31-07	653.12

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
1893	GOVERNMENT FINANCE OFFICER	25-02308					500.00
	300218983-2025	GFOA Annual Membership	Invoice	09/15/2025	GFOA Annual Membership	001-503-522-10-49-01	500.00
0238	GRAINGER	25-02309					12,396.12
	9667002290	Turnout Gear Racks - Station 82	Invoice	10/07/2025	Turn out Gear Racks for Station 82	001-507-522-50-35-00	7,708.60
	9669774730	Station Operating Supplies	Invoice	10/09/2025	Station Operating Supplies	001-507-522-50-31-00	202.31
	9669774748	Station Operating Supplies	Invoice	10/09/2025	Station Operating Supplies	001-507-522-50-31-00	248.56
	9674279733	Station Operating Supplies	Invoice	10/14/2025	Station Operating Supplies	001-507-522-50-31-00	344.67
	9674279741	Station Operating Supplies	Invoice	10/14/2025	Station Operating Supplies	001-507-522-50-31-00	22.25
	9674279766	Station Operating Supplies	Invoice	10/14/2025	Station Operating Supplies	001-507-522-50-31-00	22.54
	9674742516	Station Operating Supplies	Invoice	10/14/2025	Station Operating Supplies	001-507-522-50-31-00	576.45
	9674742524	Station Operating Supplies	Invoice	10/14/2025	Station Operating Supplies	001-507-522-50-31-00	878.21
	9674742532	Station Operating Supplies	Invoice	10/14/2025	Station Operating Supplies	001-507-522-50-31-00	563.58
	9674742557	Station Operating Supplies	Invoice	10/14/2025	Station Operating Supplies	001-507-522-50-31-00	22.54
	9674742565	Station Operating Supplies	Invoice	10/14/2025	Station Operating Supplies	001-507-522-50-31-00	22.56
	9674742573	Station Operating Supplies	Invoice	10/14/2025	Station Operating Supplies	001-507-522-50-31-00	74.52
	9674828778	Station Operating Supplies	Invoice	10/14/2025	Station Operating Supplies	001-507-522-50-31-00	425.22
	9674828786	Station Operating Supplies	Invoice	10/14/2025	Station Operating Supplies	001-507-522-50-31-00	131.14
	9674828794	Station Operating Supplies	Invoice	10/14/2025	Station Operating Supplies	001-507-522-50-31-00	542.38
	9674828802	Station Operating Supplies	Invoice	10/14/2025	Station Operating Supplies	001-507-522-50-31-00	22.54
	9674976569	Station Operating Supplies	Invoice	10/14/2025	Station Operating Supplies	001-507-522-50-31-00	325.86
	9676546014	Station Operating Supplies	Invoice	10/16/2025	Station Operating Supplies	001-507-522-50-31-00	217.11
	9677536535	Station Operating Supplies	Invoice	10/16/2025	Station Operating Supplies	001-507-522-50-31-00	22.54
	9677536543	Station Operating Supplies	Invoice	10/16/2025	Station Operating Supplies	001-507-522-50-31-00	22.54
2259	HELMET R US INC.	25-02310					344.77
	72472	Bicycle Helmets Size Smallx1 , Size Tod	Invoice	10/01/2025	Bicycle Helmets Size Smallx1 , Size Tod	001-515-522-30-31-01	344.77
0258	HILL STREET CLEANERS	25-02311					157.52
	13793	Uniform Repairs, Alteratns & Name/Pa	Invoice	10/06/2025	Uniform Repairs, Alteratns & Name/Pa	001-504-522-20-31-07	157.52
0260	HUGHES FIRE EQUIPMENT, INC	25-02312					588.93
	630564	Shop Parts	Invoice	10/02/2025	Shop Parts	050-511-522-60-34-01	588.93
1878	IMS ALLIANCE	25-02313					70.27
	25-2471	Passport Name Tag (x6)	Invoice	10/07/2025	Passport Name Tag (x6)	001-504-522-20-31-01	18.49
	25-2506	Passport Locker Tag (x1)	Invoice	10/10/2025	Passport Locker Tag (x1)	001-504-522-20-31-01	14.30
	25-2530	Passport Name Tag (x6)	Invoice	10/15/2025	Passport Name Tag (x6)	001-504-522-20-31-01	18.49
	25-2546	Passport Name Tag (x6)	Invoice	10/16/2025	Passport Name Tag (x6)	001-504-522-20-31-01	18.99
1872	INTERSTATE ALL BATTERY CENTE	25-02314					328.09
	999748114	Shop Parts	Invoice	09/30/2025	Shop Parts	050-511-522-60-34-01	328.09
0276	IRON MOUNTAIN INC	25-02315					832.39
	203035930	OffSite Server Data Storage Services (\$	Invoice	09/30/2025	OffSite Server Data Storage Services (\$	001-513-522-10-41-04	832.39

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
0277	ISOUTSOURCE	25-02316					21,448.89
	CW316241	IT Services	Invoice	09/30/2025	IT Services	001-513-522-10-41-04	10,141.85
	CW316787	IT Services	Invoice	10/15/2025	IT Services	001-513-522-10-41-04	11,307.04
1692	JASON BOWEN	25-02317					173.00
	INV14301	25 Fire Prevention Conference Chelan	Invoice	10/20/2025	25 Fire Prevention Conference Chelan	001-505-522-30-43-00	173.00
2409	JEREMY JENSEN	25-02318					186.00
	INV14215	WA Fire Mechanic Conf 2025 - Per Diem	Invoice	09/28/2025	WA Fire Mechanic Conf 2025 - Per Diem	050-511-522-60-43-00	186.00
1799	JOSHUA DUNCAN	25-02319					224.55
	INV14289	Duty Boot Reimburs	Invoice	10/07/2025	Duty Boot Reimburs	001-504-522-20-31-07	224.55
2168	KARLI MORRISON	25-02320					261.80
	INV14212	Per Diem Reimb. (WFAS Conference 2025)	Invoice	10/07/2025	Per Diem Reimb. (WFAS Conference 2025)	001-506-522-45-43-00	261.80
1681	KATHERINE POWERS	25-02321					107.00
	INV14290	WFAS 25 Conference - Per Diem Reimbursement	Invoice	09/29/2025	WFAS 25 Conference - Per Diem Reimbursement	001-503-522-10-43-00	107.00
0313	KENT D. BRUCE CO., LLC	25-02322					644.66
	18777	Shop Parts	Invoice	09/19/2025	Shop Parts	050-511-522-60-34-01	1,463.59
	18839	Shop Parts	Invoice	09/25/2025	Shop Parts	050-511-522-60-34-01	76.18
	18885	Shop Parts	Invoice	10/06/2025	Shop Parts	050-511-522-60-34-01	88.17
	307	Shop Parts	Credit Memo	09/15/2025	Shop Parts	050-511-522-60-34-01	-983.28
2423	KERRY PRAY	25-02323					186.00
	INV14217	WA Fire Mechanics Conference 25 -Per Diem	Invoice	09/28/2025	WA Fire Mechanics Conference 25 -Per Diem	050-511-522-60-43-00	186.00
0326	KNOX COMPANY	25-02324					2,594.97
	INV-KA-49945	MedVault 2.75 Large, Mechanical over	Invoice	10/14/2025	MedVault 2.75 Large, Mechanical over	303-509-594-20-64-09	2,594.97
0349	L.N. CURTIS & SONS	25-02325					11,321.54
	INV1000152	Bunker Boots	Invoice	10/15/2025	Bunker Boots	303-504-594-20-64-04	1,943.46
	INV997382	Flash Hoods	Invoice	10/07/2025	Flash Hoods	001-504-522-20-31-10	5,487.64
	INV997451	Bunker Boots	Invoice	10/07/2025	Bunker Boots	303-504-594-20-64-04	3,890.44
1879	LAKE STEVENS SEWER DISTRICT	25-02326					426.44
	ST82-OCT2025	Sewer - ST 82 (Account 3655.01)	Invoice	10/01/2025	Sewer - ST 82	001-507-522-50-47-02	426.44
1879	LAKE STEVENS SEWER DISTRICT	25-02327					317.92
	ST81-OCT2025	Sewer - ST 81 (Account 6681.01)	Invoice	10/01/2025	Sewer - ST 81	001-507-522-50-47-02	317.92
2312	LAURA GONZALEZ	25-02328					107.00
	INV14295	WFAS Conference 25 - Per Diem Reimbursement	Invoice	09/29/2025	WFAS Conference 25 - Per Diem Reimbursement	001-503-522-10-43-00	107.00
2404	LAWSON PRODUCTS, INC.	25-02329					85.42
	9312914007	Ironclad Water Gloves (x3), Nylon PU Coated	Invoice	10/20/2025	Ironclad Water Gloves (x3), Nylon PU Coated	001-507-522-50-31-00	85.42
1835	LEAH SCHOOF	25-02330					154.66
	INV14296	FF/FFPM Interview Lunch Reimburs	Invoice	10/16/2025	FF/FFPM Interview Lunch Reimburs	001-502-522-10-49-06	154.66
1595	LEROY SCHWARTZ III	25-02331					664.48
	INV14298	25 Fire Prevvention Conference Chelara	Invoice	10/20/2025	FF/FFPM Interview Lunch Reimburs	001-505-522-30-43-00	664.48

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
0343	LIFE-ASSIST INC	25-02332					17,134.72
	1644111	Medical Supplies	Invoice	10/06/2025	Medical Supplies	001-509-522-30-31-01	736.90
	1645506	Medications & Medical Supplies & Smc	Invoice	10/08/2025	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	140.99
					Medications & Medical Supplies	001-509-522-30-31-01	3,148.44
	1646030	Medications	Invoice	10/10/2025	Medications	001-509-522-30-31-01	8,095.50
	1646313	Medical Supplies	Invoice	10/13/2025	Medical Supplies	001-509-522-30-31-01	1,203.49
	1646334	Medical Small Tools/Minor Equipment	Invoice	10/13/2025	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	55.84
	1648173	Medical Supplies	Invoice	10/17/2025	Medical Supplies	001-509-522-30-31-01	673.13
	1648588	Medical Supplies	Invoice	10/20/2025	Medical Supplies	001-509-522-30-31-01	3,080.43
2469	LION GROUP INC.	25-02333					6,776.58
	3000047679	Bunker Gear Cleaning, Repairs & Alter	Invoice	09/30/2025	Bunker Gear Cleaning, Repairs & Alter	001-504-522-20-48-11	1,069.68
	300047520	Bunker Gear Cleaning, Repairs & Alter	Invoice	09/26/2025	Bunker Gear Cleaning, Repairs & Alter	001-504-522-20-48-11	1,862.95
	300047521	Bunker Gear Cleaning, Repairs & Alter	Invoice	09/26/2025	Bunker Gear Cleaning, Repairs & Alter	001-504-522-20-48-11	310.10
	300048139	Bunker Gear Cleaning, Repairs & Alter	Invoice	10/16/2025	Bunker Gear Cleaning, Repairs & Alter	001-504-522-20-48-11	3,533.85
0352	LOWE'S	25-02334					346.04
	970463-PORTUE	Planters,Bark - Station Pride Project	Invoice	09/16/2025	Planters,Bark - Station Pride Project	001-512-522-10-49-06	79.33
	977682-PNTLUN	Keys (x4) Admin Conference Room - Lo	Invoice	09/09/2025	Keys (x4) Admin Conference Room - Lo	001-507-522-50-31-00	20.70
	980849-PNYDVS	TV Mounting Supplies - Logistics	Invoice	09/10/2025	TV Mounting Supplies - Logistics	001-507-522-50-31-00	89.27
	983566-POCRWR	Caulk,Duck Tape,Screws,Metal Strip	Invoice	09/11/2025	Caulk,Duck Tape,Screws,Metal Strip	001-507-522-50-48-00	50.74
	985076-POCRXP	Spray Foam (x2) & Spray for Patching -	Invoice	09/11/2025	Spray Foam (x2) & Spray for Patching -	001-507-522-50-48-00	30.49
	985272-PJLGLI	Chainsaw Fuel x2 (Suppression)	Invoice	08/07/2025	Chainsaw Fuel x2 (Suppression)	001-504-522-20-32-00	14.73
	992786-PKUXUT	Ceiling Plank 8pk 64sq ft - ST31	Invoice	08/18/2025	Ceiling Plank 8pk 64sq ft - ST31	001-507-522-50-48-00	60.78
1613	MELISSA JENKINS	25-02335					1,260.60
	INV14221	WFAS 2025 Conference - Per Diem Reii	Invoice	09/29/2025	WFAS 2025 Conference - Per Diem Reii	001-503-522-10-43-00	107.00
	INV14287	WorkHuman '26 Airfare - Long & Jenki	Invoice	10/14/2025	WorkHuman '26 Airfare - Long & Jenki	001-503-522-10-43-00	1,053.22
	INV14292	WFOA '25 Conference Mileage Reimbu	Invoice	09/29/2025	WFOA '25 Conference Mileage Reimbu	001-503-522-10-43-00	100.38
0371	MICHAEL MCCONNELL	25-02336					4,450.67
	INV14291	Tuition Reimbursment	Invoice	10/22/2025	Tuition Reimbursment	001-506-522-45-49-10	4,450.67
0082	MIKE CAMERER	25-02337					158.46
	INV14309	2025 Boot Allowance	Invoice	10/16/2025	2025 Boot Allowance	050-511-522-60-31-01	158.46
0379	MOBILE HEALTH RESOURCES	25-02338					1,316.19
	5298	Monthly EMS Patient Experience Surve	Invoice	09/30/2025	Monthly EMS Patient Experience Surve	001-509-522-20-49-02	1,316.19
2308	NORTH COUNTY REGIONAL FIRE	25-02339					61,950.00
	1273	Recruit Class 25-02 Fire Academy 1/2 T	Invoice	10/06/2025	Recruit Class 25-02 Fire Academy 1/2 T	001-506-522-45-49-23	61,950.00
2333	OAC SERVICES, INC.	25-02340					29,691.88
	152199	Professional Services (Design/CM Labo	Invoice	10/15/2025	Professional Services (Design/CM Labo	300-507-594-50-62-00	16,106.04
						300-507-594-50-62-00	13,585.84

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Vendor #	Payable Number	Payable Description					Distribution Amount
2252	ODP BUSINESS SOLUTIONS, LLC	25-02341					317.93
	438767423001	AA Batteries, Post-Its, Toner	Invoice	09/11/2025	AA Batteries, Post-Its, Toner	001-502-522-10-31-00	191.06
	443053816001	Binder Clips	Invoice	10/16/2025	Binder Clips	001-502-522-10-31-00	0.92
	443053922001	Office supplies front desk	Invoice	10/15/2025	Office supplies front desk	001-502-522-10-31-00	125.95
0451	PACIFIC POWER BATTERIES	25-02342					31.27
	925524	Shop Parts	Invoice	10/02/2025	Shop Parts	050-511-522-60-34-01	31.27
0464	PERFORMANCE RADIATOR PACIF	25-02343					243.50
	9301579	Shop Parts	Invoice	10/08/2025	Shop Parts	050-511-522-60-34-01	243.50
1563	PETE PARRISH	25-02344					745.53
	INV14211	Per Diem - Inflatable Rescue Boat Oper	Invoice	10/03/2025	Per Diem - Inflatable Rescue Boat Oper	001-506-522-45-43-00	745.53
0466	PETROCARD, INC.	25-02345					2,003.74
	C867040	OnSite Mobile Fueling Service - ST 71,	Invoice	10/10/2025	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00 001-509-522-20-32-00	1,001.87 1,001.87
0483	PUGET SOUND ENERGY	25-02346					259.91
	ADMIN-SEPOCT25	Natural Gas - Admin Bldg (220031644C	Invoice	10/09/2025	Natural Gas - Admin Bldg (220031644C	001-507-522-50-47-03 300-507-522-50-47-00	132.55 127.36
0483	PUGET SOUND ENERGY	25-02347					205.33
	ST33-SEPOCT25	Natural Gas - ST 33 (220017363437)	Invoice	10/14/2025	Natural Gas - ST 33 (220017363437)	001-507-522-50-47-03	205.33
0483	PUGET SOUND ENERGY	25-02348					126.32
	ST73-SEPOCT25	Natural Gas - ST 73 (200014833566)	Invoice	10/15/2025	Natural Gas - ST 73 (200014833566)	001-507-522-50-47-03	126.32
0483	PUGET SOUND ENERGY	25-02349					221.63
	ST71-SEPOCT25	Natural Gas - ST 71 (220031644036)	Invoice	10/16/2025	Natural Gas - ST 71 (220031644036)	001-507-522-50-47-03	221.63
0483	PUGET SOUND ENERGY	25-02350					66.16
	ST31-SEPOCT25	Natural Gas - ST 31 (220011375122)	Invoice	10/09/2025	Natural Gas - ST 31 (220011375122)	001-507-522-50-47-03	66.16
0483	PUGET SOUND ENERGY	25-02351					11.79
	ST82ST-SEPOCT25	Natural Gas - ST 82 Storage (22002197	Invoice	10/08/2025	Natural Gas - ST 82 Storage (22002197	001-507-522-50-47-03	11.79
0483	PUGET SOUND ENERGY	25-02352					147.31
	ST81-SEPOCT25	Natural Gas - ST 81 (220021970383)	Invoice	10/08/2025	Natural Gas - ST 81 (220021970383)	001-507-522-50-47-03	147.31
0483	PUGET SOUND ENERGY	25-02353					134.07
	ST74-SEPOCT25	Natural Gas - ST 74/Logistics Bldg (220	Invoice	10/15/2025	Natural Gas - ST 74/Logistics Bldg (220	001-507-522-50-47-03	134.07
0483	PUGET SOUND ENERGY	25-02354					147.31
	ST82-SEPOCT25	Natural Gas - ST 82 (220021970490)	Invoice	10/08/2025	Natural Gas - ST 82 (220021970490)	001-507-522-50-47-03	147.31

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Vendor #	Payable Number	Payable Description					Distribution Amount
0484	PURCELL TIRE & SERVICE CENTER	25-02355					7,918.85
	24278855	Shop Parts	Invoice	09/22/2025	Shop Parts	050-511-522-60-34-01	2,777.06
	24279450	Shop Parts	Invoice	09/19/2025	Shop Parts	050-511-522-60-34-01	2,184.84
	24279489	Shop Parts	Invoice	09/19/2025	Shop Parts	050-511-522-60-34-01	615.29
	24279509	Shop Parts	Credit Memo	09/22/2025	Shop Parts	050-511-522-60-34-01	-615.29
	24279537	Shop Parts	Invoice	09/23/2025	Shop Parts	050-511-522-60-34-01	1,648.14
	24279890	Shop Parts	Invoice	10/06/2025	Shop Parts	050-511-522-60-34-01	794.53
	24280086	Shop Parts	Invoice	10/13/2025	Shop Parts	050-511-522-60-34-01	514.28
0490	RANDY MICKELS	25-02356					473.33
	INV14308	25 Fire Fusion COnference Per Diem R	Invoice	10/21/2025	25 Fire Fusion COnference Per Diem R	001-506-522-45-43-00	473.33
2420	RENEWAL REMODELLING AND RE	25-02357					20,103.80
	24	Entry Facade ST31 Repair/Remodel	Invoice	10/03/2025	Entry Facade ST31 Repair/Remodel	300-507-594-50-62-31	17,754.06
	27	Dryer vents at St73&77	Invoice	10/16/2025	Dryer vents at St73&77	001-507-522-50-48-00	2,349.74
0494	REPUBLIC SERVICES #197	25-02358					283.55
	0197-003587404	Refuse - ST 32	Invoice	09/30/2025	Refuse - ST 32	001-507-522-50-47-04	283.55
0494	REPUBLIC SERVICES #197	25-02359					129.59
	0197-003587665	Recycling - ST 32	Invoice	09/30/2025	Recycling - ST 32	001-507-522-50-47-04	129.59
0494	REPUBLIC SERVICES #197	25-02360					343.20
	0197-003586758	Refuse - ST 31	Invoice	09/30/2025	Refuse - ST 31	001-507-522-50-47-04	343.20
0494	REPUBLIC SERVICES #197	25-02361					951.12
	0197-003587343	Recycling - ST 31	Invoice	09/30/2025	Recycling - ST 31	001-507-522-50-47-04	951.12
0494	REPUBLIC SERVICES #197	25-02362					282.53
	0197-003587358	Refuse - Admin Building	Invoice	09/30/2025	Refuse - Admin Building	001-507-522-50-47-04	144.09
						300-507-522-50-47-00	138.44
2345	RESCH PRINTING	25-02363					477.85
	1285	Shop Parts	Invoice	10/01/2025	Shop Parts	050-511-522-60-34-01	168.01
	1286	Shop Parts	Invoice	10/02/2025	Shop Parts	050-511-522-60-34-01	168.01
	1292	Shop Parts	Invoice	10/15/2025	Shop Parts	050-511-522-60-34-01	141.83
0501	RICOH USA, INC.	25-02364					50.91
	109542378	Copier Machine Lease - ST 74/Logistics	Invoice	10/07/2025	Copier Machine Lease - ST 74/Logistics	001-512-591-22-70-00	50.91
0501	RICOH USA, INC.	25-02365					50.91
	109472917	Copier Machine Lease - ST 74/Logistics	Invoice	09/05/2025	Copier Machine Lease - ST 74/Logistics	001-512-591-22-70-00	50.91
0505	ROBERT LOWE	25-02366					1,364.18
	INV14286	Mile High Fire Conference 25 Per Diem	Invoice	10/01/2025	Mile High Fire Conference 25 Per Diem	001-506-522-45-43-00	1,364.18
1738	RYAN STUPEY	25-02367					664.48
	INV14300	25 Fire Prevention Conference Chelan	Invoice	10/20/2025	25 Fire Prevention Conference Chelan	001-505-522-30-43-00	664.48
2565	SEABOLD GROUP	25-02368					20,304.40
	2295	Employee Investigation	Invoice	10/25/2025	Employee Investigation	001-502-522-10-41-01	20,304.40

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
1921	SEA-WESTERN INC INV47275	25-02369 Hard Suction Hose	Invoice	09/30/2025	Hard Suction Hose	303-504-594-20-64-00	12,489.64 12,489.64
0544	SILVER LAKE WATER & SEWER DI ST77FM-SEPT25	25-02370 Water (Fire Meter) - ST 77	Invoice	09/30/2025	Water (Fire Meter) - ST 77	001-507-522-50-47-02	213.10 213.10
0544	SILVER LAKE WATER & SEWER DI ST77-SEPT25	25-02371 Water & Sewer - ST 77	Invoice	09/30/2025	Water & Sewer - ST 77	001-507-522-50-47-02	142.46 142.46
0546	SISKUN POWER EQUIPMENT 487398	25-02372 Chain Saw Repair Parts (x6)	Invoice	09/23/2025	Chain Saw Repair Parts (x6)	001-504-522-20-48-02	276.89 276.89
2218	SJX JET BOATS, INC SJX1699	25-02373 HD Tandem Axle Trailer	Invoice	10/27/2025	HD Tandem Axle Trailer for SJX2170	301-504-594-22-64-02	8,657.00 8,657.00
2273	SKY POWER WASH 7232	25-02374 Concrete Cleaning ST31	Invoice	10/03/2025	Concrete Cleaning ST31	001-507-522-50-48-00	743.44 743.44
0557	SNOHOMISH AQUATIC CENTER 518414	25-02375 Rescue Swimmer Pool Usage	Invoice	10/06/2025	Rescue Swimmer Pool Usage	001-506-522-45-49-26	39.00 39.00
0565	SNOHOMISH COUNTY PUD 119699272	25-02376 Electricity - ST 74/Logistics Bldg	Invoice	10/21/2025	Electricity - ST 74/Logistics Bldg	001-507-522-50-47-01	126.37 126.37
0565	SNOHOMISH COUNTY PUD 126303410	25-02377 Electricity & Water - ST 81	Invoice	10/14/2025	Electricity - ST 81 Water - ST 81	001-507-522-50-47-01 001-507-522-50-47-02	695.31 537.03 158.28
0565	SNOHOMISH COUNTY PUD 122985132	25-02378 Electricity - ST 83	Invoice	09/29/2025	Electricity - ST 83	001-507-522-50-47-01	310.93 310.93
0565	SNOHOMISH COUNTY PUD 119694122	25-02379 Electricity - ST 73	Invoice	10/13/2025	Electricity - ST 73	001-507-522-50-47-01	262.47 262.47
0565	SNOHOMISH COUNTY PUD 139419397	25-02380 Electricity - Admin Bldg	Invoice	10/17/2025	Electricity - Admin Bldg	001-507-522-50-47-01 300-507-522-50-47-00	1,098.20 560.08 538.12
0565	SNOHOMISH COUNTY PUD 109809299	25-02381 Electricity & Water - ST 82	Invoice	10/13/2025	Electricity - ST 82 Water - ST 82	001-507-522-50-47-01 001-507-522-50-47-02	1,288.96 993.29 295.67
0565	SNOHOMISH COUNTY PUD 122984383	25-02382 Electricity - ST 71	Invoice	09/26/2025	Electricity - ST 71	001-507-522-50-47-01	1,186.52 1,186.52
0565	SNOHOMISH COUNTY PUD 132895212	25-02383 Electricity - ST 77	Invoice	10/10/2025	Electricity - ST 77	001-507-522-50-47-01	235.47 235.47
0565	SNOHOMISH COUNTY PUD 132895974	25-02384 Electricity - ST 82 Garage/Storage Bldg	Invoice	10/13/2025	Electricity - ST 82 Garage/Storage Bldg	001-507-522-50-47-01	71.02 71.02
0565	SNOHOMISH COUNTY PUD 126300192	25-02385 Electricity - ST 72	Invoice	10/09/2025	Electricity - ST 72	001-507-522-50-47-01	377.38 377.38

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
0565	SNOHOMISH COUNTY PUD	25-02386					1,747.34
	152756447	Electricity - ST 31	Invoice	10/21/2025	Electricity - ST 31	001-507-522-50-47-01	1,747.34
1536	SNOHOMISH REGIONAL FIRE & R	25-02387					552.46
	FIRE-10/17/2025	Apparatus Fleet Maintenance Services	Invoice	10/17/2025	Apparatus Fleet Maintenance	001-504-522-20-48-01	552.46
1536	SNOHOMISH REGIONAL FIRE & R	25-02388					94,289.31
	0-049-157-595	LEASEHOLD TAX QUARTER 3 2025	Invoice	09/30/2025	LEASEHOLD TAX QUARTER 3 2024	630-512-589-00-00-00	1,198.74
	FIRE--10/03/2025	Apparatus Fleet Maintenance Services	Invoice	10/03/2025	Apparatus Fleet Maintenance Services	001-504-522-20-48-01	83,814.34
						001-509-522-20-48-01	9,276.23
1536	SNOHOMISH REGIONAL FIRE & R	25-02389					879.60
	FSS-10/03/2025	Apparatus Fleet Maintenance Services	Invoice	10/03/2025	Apparatus Fleet Maintenance - ECFSS l	001-504-522-20-48-01	879.60
1935	SNOHOMISH VALLEY ROOFING IN	25-02390					485.45
	36850	Dumpster Rental (17yd) - ST71	Invoice	10/22/2025	Dumpster Rental (17yd) - ST71	001-506-522-45-31-03	485.45
0567	SNURE LAW OFFICE, PSC	25-02391					3,096.00
	SEPT2025	Monthly Attorney Services (SEPTEMBE	Invoice	10/01/2025	Monthly Attorney Services (SEPTEMBE	001-512-522-10-41-03	3,096.00
1601	SOUTH SNOHOMISH COUNTY FIR	25-02392					629.43
	0000220	ACLS Course (x3) Wigington, Carson, H	Invoice	10/14/2025	ACLS Course (x3) Wigington, Carson, H	001-509-522-45-49-02	629.43
2057	SPRAGUE PEST SOLUTIONS	25-02393					1,650.95
	5941855	Pest Control Perimeter Services (Trianr	Invoice	10/07/2025	Pest Control Perimeter Services (Trianr	001-507-522-50-41-00	160.03
	5975280	Monthly Pest Control Services - ST 77	Invoice	10/18/2025	Monthly Pest Control Services - ST 77	001-507-522-50-41-00	132.02
	5976274	Monthly Pest Control Services - Admin	Invoice	10/06/2025	Monthly Pest Control Services - Admin	001-507-522-50-41-00	132.14
	5976275	Monthly Pest Control Servcs - ST 74/Lo	Invoice	10/19/2025	Monthly Pest Control Servcs - ST 74/Lo	001-507-522-50-41-00	132.02
	5976276	Monthly Pest Control Services - ST 73	Invoice	10/07/2025	Monthly Pest Control Services - ST 73	001-507-522-50-41-00	133.11
	5976277	Monthly Pest Control Services - ST 82	Invoice	10/19/2025	Monthly Pest Control Services - ST 82	001-507-522-50-41-00	132.02
	5976278	Monthly Pest Control Services - ST 83	Invoice	10/10/2025	Monthly Pest Control Services - ST 83	001-507-522-50-41-00	132.02
	5976279	Monthly Pest Control Services - ST 81	Invoice	10/19/2025	Monthly Pest Control Services - ST 81	001-507-522-50-41-00	132.02
	5976281	Monthly Pest Control Services - ST 72	Invoice	10/07/2025	Monthly Pest Control Services - ST 72	001-507-522-50-41-00	142.82
	5976283	Monthly Pest Control Services - ST 33	Invoice	10/19/2025	Monthly Pest Control Services - ST 33	001-507-522-50-41-00	158.47
	5976284	Monthly Pest Control Services - ST 32	Invoice	10/06/2025	Monthly Pest Control Services - ST 32	001-507-522-50-41-00	132.14
	5976285	Monthly Pest Control Services - ST 31	Invoice	10/06/2025	Monthly Pest Control Services - ST 31	001-507-522-50-41-00	132.14
2379	SRFR - PETTY CASH	25-02394					5,078.00
	0-100-666-767	DOL Driving Record Request	Invoice	08/13/2025	DOL Driving Record Request	001-517-522-10-49-06	30.00
	0-101-174-300	DOL Driving Record Request	Invoice	08/26/2025	DOL Driving Record Request	001-517-522-10-49-06	105.00
	0-102-223-540	DOL Driving Record Request	Invoice	10/15/2025	DOL Driving Record Request	001-517-522-10-49-06	195.00
	2081	City of Monroe Site Plan Review App #	Invoice	09/23/2025	City of Monroe Site Plan Review App #	300-507-594-50-62-00	1,087.00
	2082	City of Monroe SEPA Review App #116	Invoice	09/23/2025	City of Monroe SEPA Review App #116	300-507-594-50-62-00	3,661.00
0580	STATE OF WA DEPARTMENT OF F	25-02395					1,198.74
	0-049-157-595	LEASHOLD TAX QUARTER 3 2025	Invoice	09/30/2025	LEASEHOLD TAX QUARTER 3 2025	300-507-589-30-00-00	1,198.74
1965	STATION ORGANIC CLEANERS	25-02396					410.09
	SRFR-008	Uniform Alterations & Patch Replacem	Invoice	10/10/2025	Uniform Alterations & Patch Replacem	001-504-522-20-31-07	410.09

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Vendor #	Payable Number	Payable Description					Distribution Amount
2442	STERLING	25-02397					800.50
	10044844	Background & Criminal Investigation Si	Invoice	01/01/2025	Background & Criminal Investigation Si	001-517-522-10-49-06	109.10
	9744125	Background & Criminal Investigation Si	Invoice	01/01/2025	Background & Criminal Investigation Si	001-517-522-10-49-06	170.00
	9775363	Background & Criminal Investigation Si	Invoice	01/01/2025	Background & Criminal Investigation Si	001-517-522-10-49-06	85.00
	9863171	Background & Criminal Investigation Si	Invoice	01/01/2025	Background & Criminal Investigation Si	001-517-522-10-49-06	109.10
	9920760	Background & Criminal Investigation Si	Invoice	01/01/2025	Background & Criminal Investigation Si	001-517-522-10-49-06	109.10
	9952216	Background & Criminal Investigation Si	Invoice	01/01/2025	Background & Criminal Investigation Si	001-517-522-10-49-06	218.20
0582	STEVEN TICKLE	25-02398					342.00
	INV14303	Fire Fusion Conf. 25 Per Diem Reimbur	Invoice	10/20/2025	Fire Fusion Conf. 25 Per Diem Reimbur	001-506-522-45-43-00	342.00
2034	SUPERHAWK CANOPIES	25-02399					5,250.11
	27385	Commercial Canopy	Invoice	10/09/2025	Commercial Canopy for apparatus B11	001-504-522-20-48-01	5,250.11
2415	SUPERIOR SEPTIC SERVICE, LLC	25-02400					5,044.64
	27113062	Septic Tank Maint. (Pumped Septic Tar	Invoice	09/30/2025	Septic Tank Maint. (Pumped Septic Tar	001-507-522-50-48-00	857.23
	27191390	Septic Tank Maint. (Pumped 1000gl/Ta	Invoice	10/07/2025	Septic Tank Maint. (Pumped 1000gl/Ta	001-507-522-50-48-00	857.23
	27228508	Septic Tank Maint. (Pumped 1000gl Ta	Invoice	10/10/2025	Septic Tank Maint. (Pumped 1000gl Ta	001-507-522-50-48-00	758.49
	27267036	Septic Tank Maint. (Pumped Septic Tar	Invoice	10/14/2025	Septic Tank Maint. (Pumped Septic Tar	001-507-522-50-48-00	857.23
	27269217	Septic Tank Maint. (Pumped Septic Tar	Invoice	10/17/2025	Septic Tank Maint. (Pumped Septic Tar	001-507-522-50-48-00	857.23
	27329884	Septic Tank Maint. (Pumped Septic Tar	Invoice	10/21/2025	Septic Tank Maint. (Pumped Septic Tar	001-507-522-50-48-00	857.23
0587	SYSTEMS DESIGN WEST, LLC	25-02401					13,233.80
	20253062	EMS Transport Billing Monthly Service:	Invoice	10/10/2025	EMS Transport Billing Monthly Service:	001-509-522-20-41-05	13,233.80
1645	TELEFLEX, LLC	25-02402					2,660.00
	9510661674	Medical Supplies ('EZ-IO' Needle & Stal	Invoice	10/13/2025	Medical Supplies ('EZ-IO' Needle & Stal	001-509-522-30-31-01	1,330.00
	9510693920	Medical Supplies ('EZ-IO' Needle & Stal	Invoice	10/20/2025	Medical Supplies ('EZ-IO' Needle & Stal	001-509-522-30-31-01	1,330.00
1576	THE SHERWIN-WILLIAMS CO	25-02403					803.35
	1081-0	Black, Maroon, Gold Paint -ST82	Invoice	09/23/2025	Black, Maroon, Gold Paint -ST82	001-507-522-50-48-00	67.91
	1565-2	Paint Thinner x2	Invoice	10/08/2025	Paint Thinner x2	001-507-522-50-48-00	55.72
	7116-2	Paint for ST71 Bay Door	Invoice	09/11/2025	Paint for ST71 Bay Door	001-507-522-50-48-00	625.31
	8354-8	Paint for ST82 Dayroom	Invoice	10/09/2025	Paint for ST82 Dayroom	001-507-522-50-48-00	54.41
2518	THOMAS EMS	25-02404					370.80
	42621	3 Samson Strap, 1 Carry Case	Invoice	01/01/2025	3 Samson Strap, 1 Carry Case	001-509-522-20-35-00	370.80
0603	TOWN & COUNTRY TRACTOR INC	25-02405					2,807.66
	218475	Spline Screw	Invoice	10/03/2025	Spline Screw	001-504-522-20-48-02	4.90
	218734	Carbride Chain Loop x7	Invoice	10/14/2025	Carbride Chain Loop x7	001-504-522-20-48-02	2,802.76
0610	TRUE NORTH EMERGENCY EQUIP	25-02406					1,194.73
	A23468	Shop Parts	Invoice	09/02/2025	Shop Parts	050-511-522-60-34-01	127.05
	A23655	Shop Parts	Invoice	09/12/2025	Shop Parts	050-511-522-60-34-01	460.12
	A23669	Shop Parts	Invoice	09/15/2025	Shop Parts	050-511-522-60-34-01	505.39
	A23803	Shop Parts	Invoice	09/25/2025	Shop Parts	050-511-522-60-34-01	102.17

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
0624	U.S. BANK NATIONAL ASSOCIATI	25-02407					45,634.04
	USBANK-SEP25	District Credit Card Charges - Septemb	Invoice	09/25/2025	Adobe Stock - On Demand	001-513-522-10-49-04	10.93
					Airport Parking	001-506-522-45-43-00	155.38
					Alaska Airlines- Brady O'Brien Training	001-509-522-20-43-00	576.60
					Anacoda Networks - Cloud License for	001-513-522-10-49-04	32.73
					AutoAuth Subscription	050-511-522-60-41-08	65.64
					Banquet Invites x350	001-502-522-10-49-07	254.40
					Battery Operated Staple Gun	001-506-522-45-31-03	444.61
					Business Lunch with Sky Valley Chief	001-502-522-10-49-06	58.50
					Caesers Holding Deposit - Neogov	001-517-522-10-43-00	-300.46
					Capital Facilities & Station Committee	001-507-522-50-49-00	20.08
					Capital Facilities & Station Committee	001-507-522-50-49-00	43.72
					ChatGPT Plus Subscription	001-517-522-10-49-01	21.88
					ChatGPT Plus Subscription	001-517-522-10-49-04	21.88
					Chief Working Lunch	001-502-522-10-49-06	47.05
					Chief Working Lunch - Tip	001-502-522-10-49-06	2.19
					Chris McGraw Enrollment Peer Suppor	001-506-522-45-49-02	550.00
					Coast Hotel Lodging - Jensen	050-511-522-60-43-00	738.65
					Coast Hotel Lodging - Main	050-511-522-60-43-00	738.65
					Coast Hotel Lodging - Pray	050-511-522-60-43-00	738.65
					Coax Splice for ST83 &Battery Charger	001-507-522-50-31-00	4.98
						001-507-522-50-35-00	108.24
					Coffee and Picture Frame for Board MI	001-502-522-10-49-06	44.81
					Coffee for Leadership Meeting	001-502-522-10-49-06	43.76
					Contos Pizza - Chaplains Meeting	001-508-522-20-49-00	114.84
					E71 Piercing Nozzle	001-504-522-20-48-02	415.36
					EMS Training Poster x2	001-509-522-20-49-04	52.00
					EMS Training Poster x4	001-509-522-20-49-04	-60.00
					EMS Training Poster x4	001-509-522-20-49-04	60.00
					Expedia Car Rental - Brady O'Brien Trai	001-509-522-20-43-00	215.75
					Fan for ST31 Gym	001-507-522-50-35-00	356.03
					Flame Soap	001-504-522-20-31-01	687.57
					Flex Seal - Station Pride - Seal Entry Pla	001-512-522-10-49-06	44.27
					FlippingBook Monthly Subscription	001-502-522-10-49-06	135.66
					FlippingBook Monthly Subscription	001-513-522-10-49-04	135.66
					Floor Liners for EMS Cares Vehicle	301-509-594-22-64-03	270.11
					Fraud Charge - Audible - Will Be Credit	001-502-522-10-49-06	16.36
					Gatorade Variety Pack x18	001-504-522-20-31-01	485.36
					Gatorade Variety Pack x18 Liquid IV Pa	001-504-522-20-31-01	694.84
					Glacier West Monroe Storage Rent	001-507-522-50-45-00	213.20
					GoDaddy Domain Renewal - 1 Year	001-513-522-10-49-04	49.65
					GoDaddy Domain Renewal - 1 Year	001-513-522-10-49-04	25.37
					Hampton Inn San Antonio - Brady O'Br	001-509-522-20-43-00	499.77

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	USBANK-SEP25	District Credit Card Charges - Septemb	Invoice	09/25/2025	Henckels Pots & Pans - ST31	001-507-522-50-35-00	269.74
					Henckels Pots & Pans - ST82	001-507-522-50-35-00	273.24
					Henckels Pots & Pans ST32	001-507-522-50-35-00	269.74
					Henckels Pots & Pans -ST77	001-507-522-50-35-00	269.74
					Henkels Gear - ST83	001-507-522-50-35-00	269.74
					Henkels Gear - ST83	001-507-522-50-35-00	273.24
					HomeDepot	001-506-522-45-31-03	79.70
					Hotel Stay Training - Dimonda	001-506-522-45-43-00	3,708.67
					ICC Fire Inspector II Reg - Schwartz	001-505-522-45-49-02	450.00
					ICC Fire Inspector II Reg - Stupey	001-505-522-45-49-02	450.00
					iCloud Storage Subscription	001-505-522-30-49-04	2.99
					iCloud Storage Subscription	001-505-522-30-49-04	2.99
					iCloud Storage Subscription	001-505-522-30-49-04	2.99
					IFSTA eBook for Recruits	001-506-522-45-34-00	195.39
					IFSTA eBook for Recruits	001-506-522-45-34-00	195.39
					IFSTA eBook for Recruits	001-506-522-45-34-00	195.39
					IFSTA eBook for Recruits	001-506-522-45-34-00	195.39
					IFSTA eBook for Recruits	001-506-522-45-34-00	106.12
					IFSTA eBook for Recruits	001-506-522-45-34-00	195.39
					IFSTA eBook for Recruits	001-506-522-45-34-00	106.12
					Jessica Hanna Enrollment Peer Support	001-506-522-45-49-02	550.00
					Kirkland Signature Water Case x 48	001-504-522-20-31-01	481.35
					Kitchen Faucet For Log	001-507-522-50-48-00	118.68
					Lake Stevens Best Storage Rent x2	001-507-522-50-45-00	360.00
					Lake Stevens Chamber Luncheon	001-502-522-10-49-06	100.00
					Lake Stevens Chamber Luncheon	001-502-522-10-49-06	140.00
					Liquid IV 30pk x15	001-504-522-20-31-01	494.85
					Lodging - Parrish	001-502-522-10-49-06	758.70
					Lodging -DeSalvo	001-502-522-10-49-06	758.70
					LT Promotional Test Panel Food	001-506-522-45-31-03	79.88
					Luggage Fee - Parrish	001-506-522-45-43-00	35.00
					Luggage Fee - Parrish	001-506-522-45-43-00	45.00
					Luggage Fee - Huber	001-506-522-45-43-00	45.00
					Luggage Fee - Huber	001-506-522-45-43-00	35.00
					LuggagFee Hubber	001-506-522-45-43-00	45.00
					LuggagFee Huber	001-506-522-45-43-00	35.00
					Lumber for RLB Facility	001-506-522-45-31-03	52.38
					Lunch for Labor Negotiations	001-517-522-10-49-06	89.87
					Lunch for Labor Negotions	001-517-522-10-49-06	99.25
					Lunch for LT Promotional Testing	001-517-522-10-49-06	210.46
					Lunch for LT Promotional Testing	001-517-522-10-49-06	379.47
					Lunch for LT Promotional Testing	001-517-522-10-49-06	371.40
					Mailchimp Subscription	001-515-522-30-49-04	21.88

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	USBANK-SEP25	District Credit Card Charges - Septemb	Invoice	09/25/2025	Microsoft 365 Monthly Licenses	001-513-522-10-49-04	15.32
					Milwaukee Sander+Battery, Velcro	001-507-522-50-31-00	20.75
						001-507-522-50-35-00	162.85
					Milwaukee Wet/Dry Vac	001-507-522-50-35-00	217.51
					Monroe Chamber Networking Event R	001-502-522-10-49-06	51.00
					Off-Road Jack	001-514-522-20-35-01	403.14
					Open House - Keychains	001-515-522-30-31-01	1,340.13
					Open House- Pencils , Stress Balls, Glov	001-515-522-30-31-01	2,569.19
					Open House- Pencils , Stress Balls, Glov	001-515-522-30-31-01	-150.35
					Open House Refreshments	001-515-522-30-31-01	15.39
					Open House Refreshments	001-515-522-30-31-01	132.44
					Open House Table Cloths	001-515-522-30-31-01	43.72
					ORange Spray Paint for Training	001-504-522-20-31-01	10.92
					Organizer, Gloves, Drywall Repair	001-507-522-50-31-00	61.12
						001-507-522-50-48-00	26.28
					Paint for ST71	001-507-522-50-31-00	95.17
					Paint for ST77	001-507-522-50-48-00	99.49
					Peachjar.com	001-515-522-30-31-01	125.00
					Phone Mount for S2505	001-506-522-45-35-00	178.89
					Planning Comms Meeting	001-502-522-10-49-06	55.09
					Planning Comms Meeting	001-502-522-10-49-06	48.83
					Poster Board and Markers for River Sig	001-504-522-20-31-01	33.49
					PRA Virtual Workshop - Vega	001-503-522-45-49-02	160.00
					Priority Mail Postage for Tuition Check	001-502-522-10-49-06	16.39
					Protective Equipment for S2505	301-509-594-22-64-03	446.32
					Red Lion Lodging - Kees Wildland Depl	001-514-522-20-43-01	117.63
					Rescue Response Gear	001-514-522-20-31-11	1,618.00
					Roadside EV REscue Response App	001-513-522-10-49-04	669.90
					Round 1 FF Interview Meals	001-517-522-10-49-06	236.00
					Round 1 FF Interview Meals	001-517-522-10-49-06	218.57
					Round 1 FF Interview Meals	001-517-522-10-49-06	169.45
					Round 1 FF Interview Meals	001-517-522-10-49-06	186.00
					Samsung 55" TV x4 TV Wall Mount x4	001-502-522-10-49-08	1,963.70
					Screen Door & Construction Adhesive	001-507-522-50-35-00	126.77
					Seattle Univeristy Parking	001-516-522-30-43-00	48.30
					Seattle Univeristy Parking	001-516-522-30-43-00	13.00
					Seattle Univeristy Parking	001-516-522-30-43-00	14.00
					Shop Parts - Ballsocket, Charger, iPad S	050-511-522-60-34-01	558.45
					Shop Parts - Ballsocket, Charger, Moun	050-511-522-60-34-01	790.37
					Shop Parts - Garmin UHD	050-511-522-60-34-01	656.39
					Shop Parts - Gasket & Seals	050-511-522-60-34-01	82.98
					Shop Parts - Mount, Cable, Antenna	050-511-522-60-34-01	480.27
					Shop Parts - Seals + Axles	050-511-522-60-34-01	862.50

Docket of Claims Register

APPKT01979 - 10.30.2025 Board Meeting AL

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
	USBANK-SEP25	District Credit Card Charges - Septemb	Invoice	09/25/2025	Sky Valley Chamber Lunch - Larson	001-502-522-10-49-06	30.00
					Snacks for FF/FFPM Interview	001-517-522-10-49-06	244.06
					Snacks for Leadership Meeting	001-502-522-10-49-06	66.23
					Snacks for LT Promotional Testing	001-517-522-10-49-06	153.69
					Software to Produce training Materials	001-517-522-10-49-04	75.00
					ST1 -Kitchen Pots & Pans	001-507-522-50-35-00	269.74
					ST31 Door Lock Programming	001-507-522-50-41-00	49.23
					ST72 - Pots and Pan	001-507-522-50-31-00	269.74
					ST81 - New Kitchen Pots & Pans	001-507-522-50-35-00	274.74
					ST82 - LG TV 75"	001-507-522-50-31-00	633.93
					ST82 Bunn Warmer Switch	001-507-522-50-48-00	40.02
					ST83 - Faucet	001-507-522-50-48-00	118.68
					ST83 - Gazebo Materials	001-507-522-50-48-00	502.22
					ST83 - Wire Rack Training	001-507-522-50-35-00	215.79
					Staybridge - Lodging for Huber	001-506-522-45-43-00	769.26
					Staybridge Suites- Lodging for Huber	001-506-522-45-43-00	-43.26
					Strategic Planning Lunch	001-502-522-10-49-06	45.95
					Tent Stakes for TR31	001-514-522-20-35-04	402.53
					Trash Bags 70ct x3	001-507-522-50-31-00	90.61
					Tulalip Resort Deposit Refund - WFOA	001-506-522-45-43-00	-189.27
					Vistaprint - CRP Buisness Cards	001-503-522-45-49-02	48.11
					Vistaprint - David Swearingen Buisines	001-514-522-20-43-01	34.99
					Voast Hotel Lodging - Kees Wildland Dr	001-514-522-20-43-01	751.86
					WAPRO 2025 Conference - Vega	001-503-522-45-49-02	220.00
					Water Delivery for Shop (Crystal)	050-511-522-60-31-04	62.83
					Weed+Feed for Grass at LOGS	001-507-522-50-41-00	64.73
					WFAS Conference Reg x7	001-503-522-10-43-00	3,325.00
					Wifi on Board - B.Park	001-513-522-10-41-04	8.00
					WSP Background Check	001-517-522-10-49-06	77.00
					Ziplocks, Pots&Pans - ST73	001-507-522-50-41-00	378.76
2221	ULINE, INC	25-02408					6,813.28
	198961518	Desks and Dividers - admin hallway tra	Invoice	10/08/2025	Desks and Dividers - admin hallway tra	001-507-522-50-35-00	5,854.43
	199031445	Pelican 1200 Equipment Case (x11) - El	Invoice	10/09/2025	Pelican 1200 Equipment Case (x11) - El	001-509-522-20-35-00	958.85
2545	US FIRE EQUIPMENT	25-02409					111.24
	B06201	Shop Parts	Invoice	09/30/2025	Shop Parts	050-511-522-60-34-01	111.24
2354	VASION	25-02410					3,331.24
	US5271182	Print Comm. (PC SAS COR 25-49) Sub. I	Invoice	09/19/2025	Print Comm. (PC SAS COR 25-49) Sub. I	001-513-522-10-49-04	3,331.24
0631	VERATHON MEDICAL	25-02411					1,508.97
	81243612	Medical Supplies	Invoice	10/20/2025	Medical Supplies	001-509-522-30-31-01	547.13
	81243907	Medical Supplies	Invoice	10/20/2025	Medical Supplies	001-509-522-30-31-01	480.92
	81247893	Medical Supplies	Invoice	10/24/2025	Medical Supplies	001-509-522-30-31-01	480.92

Docket of Claims Register

APPKT01979 - 10.30.2025 Board Meeting AL

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
0633	VERIZON WIRELESS SERVICES LLC	25-02412					4,896.85
	6126067296	District Cell Phones	Invoice	10/27/2025	District Cell Phones - Fire	001-513-522-10-42-00	4,856.84
					District Cell Phones - Shop	050-511-522-60-42-00	40.01
0040	VESTIS	25-02413					291.72
	6560647010	Shop Supplies/Uniform Rental/Laundry	Invoice	10/02/2025	Shop Supplies/Uniform Rental/Laundry	050-511-522-60-41-04	61.19
	6560650878	Shop Supplies/Uniform Rental/Laundry	Invoice	10/09/2025	Shop Supplies/Uniform Rental/Laundry	050-511-522-60-41-04	62.94
	6560650879	Maint. Srvc Towels, Floor Mat & Mop	Invoice	10/09/2025	Maint. Srvc Towels, Floor Mat & Mop	001-507-522-50-48-00	16.40
	6560655452	Shop Supplies/Uniform Rental/Laundry	Invoice	10/16/2025	Shop Supplies/Uniform Rental/Laundry	050-511-522-60-41-04	61.19
	6560659267	Shop Supplies/Uniform Rental/Laundry	Invoice	10/23/2025	Shop Supplies/Uniform Rental/Laundry	050-511-522-60-41-04	63.48
	6560659268	Maint. Srvc Towels, Floor Mat & Mop	Invoice	10/23/2025	Maint. Srvc Towels, Floor Mat & Mop	001-507-522-50-48-00	26.52
2550	VICTORIA VEGA	25-02414					107.00
	INV14288	WFAS 25 Conference - Per Diem Reimt	Invoice	09/29/2025	WFAS 25 Conference - Per Diem Reimt	001-503-522-10-43-00	107.00
2274	WALDORF UNIVERSITY	25-02415					2,754.00
	250206	Tuition - FSC4110 & BUS3602 - Stavros	Invoice	10/08/2025	Tuition - BUS3602 - Stavros	001-506-522-45-49-10	918.00
					Tuition - FSC4110 - Stavros	001-506-522-45-49-10	918.00
	250209	Tuition - FSC 3345 - Starr	Invoice	10/01/2025	Tuition - FSC 3345 - Starr	001-506-522-45-49-10	918.00
2001	WATEROUS COMPANY	25-02416					493.45
	P2V2173 001	Shop Parts	Invoice	08/29/2025	Shop Parts	050-511-522-60-34-01	493.45
0651	WAVE	25-02417					900.80
	129266301-0011780	Fiber Optic Connection - ST 72	Invoice	10/01/2025	Fiber Optic Connection - ST 72	001-513-522-50-42-01	900.80
0651	WAVE	25-02418					8,026.61
	132631801-0011780	Fiber Optic Connection - County (Rock)	Invoice	10/01/2025	Fiber Optic Connection & Cable/TV Ser	001-513-522-50-42-01	8,026.61
0665	WHELEN ENGINEERING COMPAN	25-02419					1,079.06
	756378	Shop Parts	Invoice	09/08/2025	Shop Parts	050-511-522-60-34-01	157.54
	762877	Shop Parts	Invoice	09/18/2025	Shop Parts	050-511-522-60-34-01	212.61
	768884	Shop Parts	Invoice	09/30/2025	Shop Parts	050-511-522-60-34-01	147.03
	774612	Shop Parts	Invoice	10/10/2025	Shop Parts	050-511-522-60-34-01	561.88
2011	ZIPLY FIBER	25-02420					346.31
	ST73-OCTNOV25	Fax & Alarm Connection Services - ST 7	Invoice	10/10/2025	Fax & Alarm Connection Services - ST 7	001-513-522-50-42-01	346.31
2011	ZIPLY FIBER	25-02421					226.98
	ADMIN-SEPOCT25	Fire Alarm Phone Lines/Connection - A	Invoice	09/28/2025	Fire Alarm Phone Lines/Connection - A	001-513-522-50-42-01	226.98
Total Claims: 160						Total Payment Amount:	1,361,436.73

Snohomish Regional Fire and Rescue Claims Voucher Summary

10/29/2025

Page 1 of 6

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
25-02262	911 SAFETY EQUIPMENT, LLC		8,656.00
25-02263	AIR EXCHANGE, INC		79,529.42
25-02264	ALL BATTERY SALES AND SERVICE		983.22
25-02265	ALLISON LAMB		98.28
25-02266	ALLISON LONG		107.00
25-02267	ALLSTREAM BUSINESS US, INC		411.53
25-02268	AMAZON CAPITAL SERVICES, INC		12,210.13
25-02269	ANDGAR MECHANICAL LLC		3,621.40
25-02270	AT&T MOBILITY - CC		842.37
25-02271	AT&T MOBILITY LLC		3,803.55
25-02272	BICKFORD MOTORS, INC.		5,613.80
25-02273	BNBUILDERS, INC		673,556.73
25-02274	BOUND TREE MEDICAL, LLC		15,842.30
25-02275	BRANDON VARGAS		967.66
25-02276	BRAUN NORTHWEST INC		586.10
25-02277	BRETT FETCHO		2,922.08
25-02278	BRIAN KEES		3,502.20
25-02279	BRITTANY BAZINET		526.61
25-02280	BUTTERFLY NETWORK, INC.		214.73
25-02281	CAMERON MAIN		350.03
25-02282	CANON FINANCIAL SERVICES INC		2,024.18
25-02283	CENTRAL WELDING SUPPLY		843.74
25-02284	CHINOOK LUMBER		2,890.71
25-02285	CHRISTENSEN, INC		274.37
25-02286	CITY OF MONROE		506.64
25-02287	CITY OF MONROE		172.36
25-02288	CITY OF MONROE		38.40
25-02289	CITY OF MONROE		907.70
25-02290	CLEARVIEW HARDWARE & FEED		114.83
25-02291	COMCAST BUSINESS		792.86
25-02292	COURIERWEST		2,464.65

Page Total	825,375.58
Cumulative Total	825,375.58

Snohomish Regional Fire and Rescue Claims Voucher Summary

10/29/2025

Page 2 of 6

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
25-02293	CRAIG FISHER		659.48
25-02294	CRESSY DOOR COMPANY, INC		5,969.21
25-02295	CSD ATTORNEYS AT LAW P.S.		23,772.00
25-02296	CURALINC HEALTHCARE		720.20
25-02297	DANIEL KINDIG		88.09
25-02298	DAVID LEDUC		173.00
25-02299	DAVID ROUSE		469.13
25-02300	DIRECTV, LLC		120.98
25-02301	ELECTRONIC BUSINESS MACHINES		1,323.87
25-02302	EMERALD SERVICES, INC		127.41
25-02303	EMERGENT RESPIRATORY		1,023.12
25-02304	EMPLOYMENT SECURITY DEPARTMENT		26.01
25-02305	FASTFIELD, INC.		1,026.61
25-02306	FIRE SERVICE REPAIR LLC		443.34
25-02307	GALLS, LLC		17,589.97
25-02308	GOVERNMENT FINANCE OFFICERS ASSOCIATION		500.00
25-02309	GRAINGER		12,396.12
25-02310	HELMET R US INC.		344.77
25-02311	HILL STREET CLEANERS		157.52
25-02312	HUGHES FIRE EQUIPMENT, INC		588.93
25-02313	IMS ALLIANCE		70.27
25-02314	INTERSTATE ALL BATTERY CENTER		328.09
25-02315	IRON MOUNTAIN INC		832.39
25-02316	ISOUTSOURCE		21,448.89
25-02317	JASON BOWEN		173.00
25-02318	JEREMY JENSEN		186.00
25-02319	JOSHUA DUNCAN		224.55
25-02320	KARLI MORRISON		261.80
25-02321	KATHERINE POWERS		107.00
25-02322	KENT D. BRUCE CO., LLC		644.66
25-02323	KERRY PRAY		186.00

Page Total

91,982.41

Cumulative Total

917,357.99

Snohomish Regional Fire and Rescue Claims Voucher Summary

10/29/2025

Page 3 of 6

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
25-02324	KNOX COMPANY		2,594.97
25-02325	L.N. CURTIS & SONS		11,321.54
25-02326	LAKE STEVENS SEWER DISTRICT		426.44
25-02327	LAKE STEVENS SEWER DISTRICT		317.92
25-02328	LAURA GONZALEZ		107.00
25-02329	LAWSON PRODUCTS, INC.		85.42
25-02330	LEAH SCHOOF		154.66
25-02331	LEROY SCHWARTZ III		664.48
25-02332	LIFE-ASSIST INC		17,134.72
25-02333	LION GROUP INC.		6,776.58
25-02334	LOWE'S		346.04
25-02335	MELISSA JENKINS		1,260.60
25-02336	MICHAEL MCCONNELL		4,450.67
25-02337	MIKE CAMERER		158.46
25-02338	MOBILE HEALTH RESOURCES		1,316.19
25-02339	NORTH COUNTY REGIONAL FIRE AUTHORITY		61,950.00
25-02340	OAC SERVICES, INC.		29,691.88
25-02341	ODP BUSINESS SOLUTIONS, LLC		317.93
25-02342	PACIFIC POWER BATTERIES		31.27
25-02343	PERFORMANCE RADIATOR PACIFIC, LLC		243.50
25-02344	PETE PARRISH		745.53
25-02345	PETROCARD, INC.		2,003.74
25-02346	PUGET SOUND ENERGY		259.91
25-02347	PUGET SOUND ENERGY		205.33
25-02348	PUGET SOUND ENERGY		126.32
25-02349	PUGET SOUND ENERGY		221.63
25-02350	PUGET SOUND ENERGY		66.16
25-02351	PUGET SOUND ENERGY		11.79
25-02352	PUGET SOUND ENERGY		147.31
25-02353	PUGET SOUND ENERGY		134.07
25-02354	PUGET SOUND ENERGY		147.31

Page Total

143,419.37

Cumulative Total

1,060,777.36

Snohomish Regional Fire and Rescue Claims Voucher Summary

10/29/2025

Page 4 of 6

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
25-02355	PURCELL TIRE & SERVICE CENTER		7,918.85
25-02356	RANDY MICKELS		473.33
25-02357	RENEWAL REMODELLING AND REPAIRS, LLC		20,103.80
25-02358	REPUBLIC SERVICES #197		283.55
25-02359	REPUBLIC SERVICES #197		129.59
25-02360	REPUBLIC SERVICES #197		343.20
25-02361	REPUBLIC SERVICES #197		951.12
25-02362	REPUBLIC SERVICES #197		282.53
25-02363	RESCH PRINTING		477.85
25-02364	RICOH USA, INC.		50.91
25-02365	RICOH USA, INC.		50.91
25-02366	ROBERT LOWE		1,364.18
25-02367	RYAN STUPEY		664.48
25-02368	SEABOLD GROUP		20,304.40
25-02369	SEA-WESTERN INC		12,489.64
25-02370	SILVER LAKE WATER & SEWER DISTRICT		213.10
25-02371	SILVER LAKE WATER & SEWER DISTRICT		142.46
25-02372	SISKUN POWER EQUIPMENT		276.89
25-02373	SJX JET BOATS, INC		8,657.00
25-02374	SKY POWER WASH		743.44
25-02375	SNOHOMISH AQUATIC CENTER		39.00
25-02376	SNOHOMISH COUNTY PUD		126.37
25-02377	SNOHOMISH COUNTY PUD		695.31
25-02378	SNOHOMISH COUNTY PUD		310.93
25-02379	SNOHOMISH COUNTY PUD		262.47
25-02380	SNOHOMISH COUNTY PUD		1,098.20
25-02381	SNOHOMISH COUNTY PUD		1,288.96
25-02382	SNOHOMISH COUNTY PUD		1,186.52
25-02383	SNOHOMISH COUNTY PUD		235.47
25-02384	SNOHOMISH COUNTY PUD		71.02
25-02385	SNOHOMISH COUNTY PUD		377.38

Page Total

81,612.86

Cumulative Total

1,142,390.22

Snohomish Regional Fire and Rescue Claims Voucher Summary

10/29/2025

Page 5 of 6

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
25-02386	SNOHOMISH COUNTY PUD		1,747.34
25-02387	SNOHOMISH REGIONAL FIRE & RESCUE		552.46
25-02388	SNOHOMISH REGIONAL FIRE & RESCUE		94,289.31
25-02389	SNOHOMISH REGIONAL FIRE & RESCUE		879.60
25-02390	SNOHOMISH VALLEY ROOFING INC		485.45
25-02391	SNURE LAW OFFICE, PSC		3,096.00
25-02392	SOUTH SNOHOMISH COUNTY FIRE & RESCUE		629.43
25-02393	SPRAGUE PEST SOLUTIONS		1,650.95
25-02394	SRFR - PETTY CASH		5,078.00
25-02395	STATE OF WA DEPARTMENT OF REVENUE		1,198.74
25-02396	STATION ORGANIC CLEANERS		410.09
25-02397	STERLING		800.50
25-02398	STEVEN TICKLE		342.00
25-02399	SUPERHAWK CANOPIES		5,250.11
25-02400	SUPERIOR SEPTIC SERVICE, LLC		5,044.64
25-02401	SYSTEMS DESIGN WEST, LLC		13,233.80
25-02402	TELEFLEX, LLC		2,660.00
25-02403	THE SHERWIN-WILLIAMS CO		803.35
25-02404	THOMAS EMS		370.80
25-02405	TOWN & COUNTRY TRACTOR INC.		2,807.66
25-02406	TRUE NORTH EMERGENCY EQUIPMENT		1,194.73
25-02407	U.S. BANK NATIONAL ASSOCIATION		45,634.04
25-02408	ULINE, INC		6,813.28
25-02409	US FIRE EQUIPMENT		111.24
25-02410	VASION		3,331.24
25-02411	VERATHON MEDICAL		1,508.97
25-02412	VERIZON WIRELESS SERVICES LLC		4,896.85
25-02413	VESTIS		291.72
25-02414	VICTORIA VEGA		107.00
25-02415	WALDORF UNIVERSITY		2,754.00
25-02416	WATEROUS COMPANY		493.45

Page Total

208,466.75

Cumulative Total

1,350,856.97

Snohomish Regional Fire and Rescue Claims Voucher Summary

10/29/2025

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
25-02417	WAVE		900.80
25-02418	WAVE		8,026.61
25-02419	WHELEN ENGINEERING COMPANY		1,079.06
25-02420	ZIPLY FIBER		346.31
25-02421	ZIPLY FIBER		226.98

Page Total 10,579.76
Cumulative Total 1,361,436.73



Payroll Summary and Authorization Form for the:

10/15/2025 Payroll

I, the undersigned, do hereby certify that the foregoing payroll is, just, true and correct, that the persons whose names appear thereon actually performed labor as stated on the dates shown, that the amounts are actually due, and that the salary warrants and related benefit warrants shall be issued.

District Name: Snohomish Regional Fire & Rescue

Direct Deposits: \$1,202,441.13

Paper Checks: \$0.00

Taxes: \$370,185.46

Allowed in the sum of: \$1,572,626.59

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



Payroll Summary and Authorization Form for the:

10/31/2025 Payroll

I, the undersigned, do hereby certify that the foregoing payroll is, just, true and correct, that the persons whose names appear thereon actually performed labor as stated on the dates shown, that the amounts are actually due, and that the salary warrants and related benefit warrants shall be issued.

District Name: Snohomish Regional Fire & Rescue

Direct Deposits: \$1,243,534.67

Paper Checks: \$1,140.51

Taxes: \$381,723.07

Allowed in the sum of: \$1,626,398.25

Reviewed by: Brandon Vargas
District Administrative Coordinator

Prepared by: Erick Ramirez
Payroll Specialist

Approved by Commissioners: _____

Davin Alsin

Jeff Schaub

Rick Edwards

Jim Steinruck

Troy Elmore

Roy Waugh

Randy Fay



BOARD OF FIRE COMMISSIONERS MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

October 9, 2025, 1730 hours

CALL TO ORDER

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

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

DISTRICT HIGHLIGHTS

Proclamation Recognizing Fire Prevention Week

Commissioner Waugh presented a proclamation to our Fire Marshal/Assistant Chief Messer in recognition of Fire Prevention Week 2025.

Assistant Chief Messer shared a few key safety tips regarding lithium-ion batteries:

- Buy Smart – Make sure you are buying trusted batteries.
- Charge Smart – Use the right charger.
- Recycle Smart – Don't toss your batteries in the garbage, be sure to recycle them.

CHIEF'S REPORT

As presented. Chief Park thanked the Deputy Chiefs for connecting with our communities and attending local meetings and events. He highlighted our incident call summary and responses for the month of September. He thanked the crews for responding with their heart, skill and dedication. He congratulated our new Driver/Operators Perron and Bell; and highlighted the Lieutenant Promotional Process. He recognized the increase in plan reviews, annual inspections, permit inspections and operational permits this year and thanked the Office of the Fire Marshal for their work. He gave a special thank you to PIEO King and PIEO Mongillo for their work on the Open House event and thanked everyone involved. He also thanked everyone who participated in the Spaghetti Dinner for the Monroe Senior Center and the Walk to School event in Monroe.



SNOHOMISH REGIONAL FIRE & RESCUE

Chief Park also commented that he attended his first live SRFr training exercise and he was very impressed with the real-life scenarios. Great job by the Training Division!

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	9/24/25	11/24/25	No
Finance Committee	Elmore	9/25/25	10/30/25	No
Sno911	Waugh	9/18/25	10/16/25	No
Sno-Isle Commissioners	Fay	10/2/25	11/6/25	Yes
Leadership Meeting	Schaub	9/18/25	11/20/25	No
Policy Committee	Schaub	10/9/25	11/13/25	Yes
Community Advisory Committee	TBD	6/25/25	11/12/25	No

Sno-Isle Commissioners – Vice Chairman Fay mentioned that their October meeting was cancelled.

Policy Committee – Commissioner Schaub mentioned they met earlier today and reviewed Policies 204, 212, 214, 701, and 1042.

COMMITTEE MEETING MINUTES

Policy Committee – September 11, 2025

Capital Facilities Committee – September 24, 2025

Finance Committee – September 25, 2025

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 25-02125 to 25-02142; (\$1,318,057.57)

AP Vouchers: 25-02143 to 25-02251; (\$599,381.54)

Approval of Payroll

September 30, 2025 Payroll (\$1,582,317.23)

Approval of Minutes

Approve Regular Board Meeting Minutes September 25, 2025

Approve Station 31 Bedroom Remodel

Motion to approve the Consent Agenda as submitted.

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

On vote 5/0 and one abstention.



OLD BUSINESS

Discussion

N/A

Action

Resolution 2025-6 Changing Regular Meeting

Motion to approve Resolution 2025-6 Changing Regular Meeting as submitted.

Motion by Chairman Elmore and 2nd by Commissioner Waugh.

On vote 6/0.

NEW BUSINESS

Discussion

2025 Budget Amendment #3

Business Administrator Schoof explained the Budget Amendment #3 is comprised of the general fund, retirement reserve fund and equipment fund for the revenue and expenditure changes. Please let us know if you have any questions.

Policy Review

- Policy 211 Physical Asset Management
- Policy 320 News Media Relations
- Policy 711 Apparatus and Specialized Equipment Standards
- Policy 1015 Outside Employment

Legacy Policies to Rescind

- Policy 14 Release of Public News Information
- Policy 19 Ancillary Emergency Equipment
- Policy 20 Identification of Department Owned Equipment
- Policy 23 Disaster Preparedness
- Policy 26 Inventory and Supply Control
- Policy 27 Emergency Medical Services
- Policy 28 Vocational Firefighter Program
- Policy 44 Outside Employment

Action

N/A

GOOD OF THE ORDER

Chairman Elmore commented that he enjoyed working at the SRFR Open House, it was very well done. He thanked everyone for their work.



Commissioner Steinruck commented that he has a good friend who appreciated our assistance with their smoke alarms. Thank you to the crews for their work within our communities.

Vice Chairman Fay thanked everyone for all the work that takes place behind the scenes, so we can move forward with our policies.

ATTENDANCE CHECK

Regular Commissioner Meeting Thursday, October 30, 2025, at 1730 - Station 31 Training Room/Zoom

- Meeting date is per Resolution 2025-6 due to the WFCA Conference at Tulalip during Oct 22-25. Commissioner Edwards will be an excused absence for the October 30 Commissioner Meeting.

EXECUTIVE SESSION

RCW 42.30.110(1)(g): To Review the Performance of a Public Employee

RCW 42.30.110(1)(i): To Discuss Agency Litigation or Potential Pending Litigation with Legal Counsel

RCW 42.30.140(4)(b): Labor Negotiations

RCW 42.30.110(1)(i): To Discuss Legal Risks of a Proposed Action or Current Practice

Chairman Elmore called for an Executive Session to begin at 1805 hours for 40 minutes, with possible action to follow. Chairman Elmore continued the executive session for 15 minutes. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1900 hours and there was no action taken. Meeting moved to Adjournment.

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1900 hours.

Commissioner Davin Alsin

Commissioner Jeff Schaub

Commissioner Rick Edwards

Commissioner Jim Steinruck

Chairman Troy Elmore

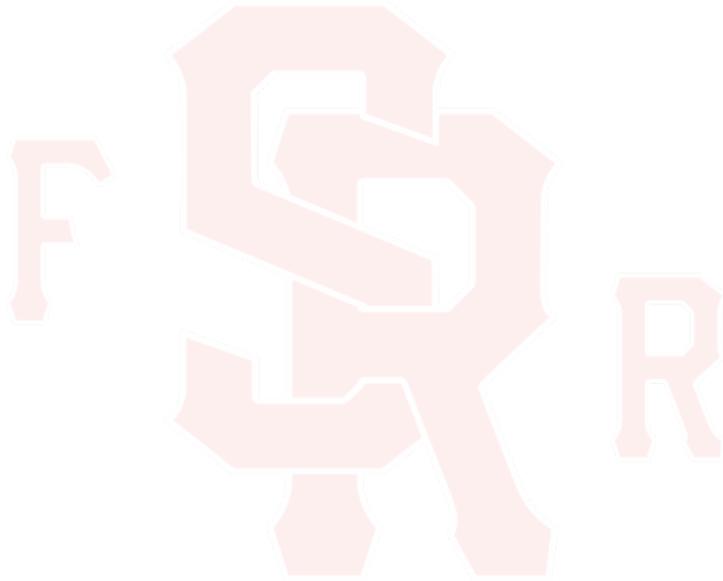
Commissioner Roy Waugh

Vice Chairman Randy Fay



OLD BUSINESS

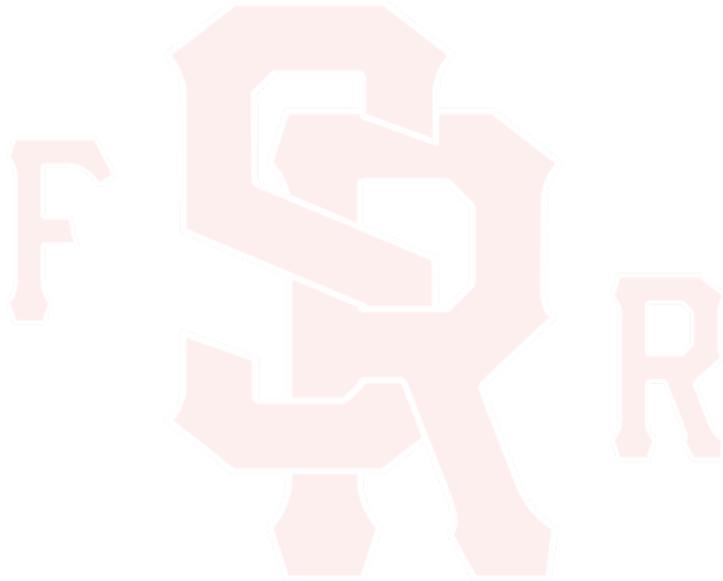
DISCUSSION





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.

Initiative Name:	Draft Policy Approval #POL-25-08		
Executive member responsible for guiding the initiative:	DC McConnell		
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<p>The agency is working through adoption of updated policies developed in the Lexipol format. The policy approval process includes division head review, staff policy committee review, labor review, senior staff review, commission policy committee review, and final board adoption. This is an ongoing process requiring monthly review and approval.</p> <p>Draft Policy:</p> <ul style="list-style-type: none"> • Policy 211 Physical Asset Management • Policy 320 News Media Relations • Policy 711 Apparatus and Specialized Equipment Standards • Policy 1015 Outside Employment <p>Legacy Policies to be Rescinded:</p> <ul style="list-style-type: none"> • 14 Release of Public News Information • 19 Ancillary Emergency Equipment • 20 Identification of Department Owned Equipment • 23 Disaster Preparedness • 26 Inventory and Supply Control • 27 Emergency Medical Services • 28 Vocational Firefighter Program • 44 Outside Employment 		
Initiative Description:	<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 		
Financial Impact:	<p>Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$</p> <p>Initial amount: \$</p> <p>Long-term annual amount(s): \$</p> <p>Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	Risk if approved: N/A		

Risk if not approved: Increased liability due to outdated policies that do not match current agency practices or meet organizational needs.

Legal Review:

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

Presented to, and Approved by, Senior Staff

Yes No

Commissioner Sub-Committee Approval

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

For Fire Chief Approval:

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

RAB Executive: Confirmed email sent to Board by Fire Chief

Yes No

Board of Fire Commissioners

RAB initiatives go through the following process:

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

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

Physical Asset Management

211.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for maintaining a system of inventory and accountability over the district's physical assets.

211.1.1 DEFINITIONS

Definitions related to this policy include:

- **Physical Assets** - Any tangible items of value, including but not limited to:
- **Capital Assets** – shall mean any of the following:
 1. Any item purchased with Federal funds with a value of \$10,000 or greater and with a useful life in excess of one year.
 2. Any item with a value purchased with non-federal funds of \$10,000 or greater and with a useful life of greater than one year.
 3. Any items of like-kind purchased in the equipment fund with an aggregate value of \$10,000 or greater and with a useful life of greater than one year.
 4. Assets placed into service in the construction fund with a cost of \$10,000 or more and that can be expected to extend the useful lives of the facilities involved should be capitalized. (Projects such as re-painting, flooring and carpet replacement are considered repair and maintenance and should NOT be capitalized.)A list of the most common capital projects that are believed to meet these capitalization criteria and are expected to be capitalized is below:
 5. New facility construction (Including everything needed to put the facility into service.)
 - (a) Facility remodeling
 - (b) Facility additions
 - (c) Roof replacement
 - (d) Outside siding/wall covering replacement
 - (e) HVAC replacement
 - (f) Curbing replacement
 - (g) Concrete replacement
 - (h) Parking lot resurfacing
 - (i) Parking lot re-stripping- only if it is part of a parking lot resurfacing project
 - (j) Parking lot resealing- only if it is part of a parking lot resurfacing project
- **Small & Attractive Assets** – Shall mean those items that do not meet the definition of capital assets and are considered highly susceptible to theft. Unless capitalized in

Physical Asset Management

the equipment fund, these items should include such things as power tools, laptop computers, portable digital projectors, scanners, and any other items that the Inventory Control Support Employee or their designee deem to be highly susceptible to theft.

- **Physical Asset Management** - The process of tracking and maintaining the district's physical assets.

211.2 POLICY

It is the policy of the district to accurately inventory, track, maintain, and dispose of its physical assets owned by the District in a manner that controls costs, avoids waste, promotes the district's mission and reduces the risk of misappropriation.

211.3 RESPONSIBILITIES

The Fire Chief or the authorized designee should be responsible for making sure all personnel are trained on the inventory, maintenance, and disposal of district physical assets, including:

- (a) Maintaining compliance with federal, state, and local laws regarding physical asset management, inventory control, and reporting requirements.
- (b) Maintaining compliance with any grant requirements associated with physical assets.
- (c) Developing procedures for the implementation of this policy, including:
 1. Procedures for disposal of all district-owned physical assets in accordance with federal, state, and local law.
 2. Procedures for handling surplus and obsolete physical assets.
 3. Procedures to inventory assets according to internal reporting deadlines (e.g. daily, monthly, quarterly, annually).
- (d) Developing a physical asset management procedure to track the district's physical assets and maintain accurate and complete records related to these assets. The procedure should include:
 1. An inventory control and recordkeeping system to account for the movement, storage, maintenance, use, loss, damage, destruction, and disposal of the district's physical assets.
 2. Routine internal and external audit practices.
 3. Procedures to access physical assets for reuse, transfer, recycling, or disposal.
- (e) Designating members as appropriate to assist with inventory control.

211.4 IDENTIFICATION AND TAGGING

All Capital and Small & Attractive assets of the fire department must be identified, tagged and logged into the inventory control system. The purpose of identification and tagging is to:

- Provide a unique identifier for each asset, making it easier to track and manage
- Prevent theft or loss of assets
- Facilitate the return of assets to the fire department

Physical Asset Management

- Document the condition and location of assets

211.5 SURPLUS OR OBSOLETE ASSETS

When the district no longer utilizes a physical asset, the asset should be identified as surplus or obsolete. If the physical asset retains value, the item should be stored as surplus or handled in accordance with the procedures established pursuant to this policy. If the physical asset is deemed obsolete, the item shall be disposed of in accordance with this policy.

211.5.1 STORAGE

Physical assets in storage are subject to routine inventory and revaluation. If the physical asset's value is less than the cost of storage, the District may pursue disposal of the item in accordance with this policy.

211.6 LOSS, DAMAGE, OR DESTRUCTION

Loss, damage, or destruction of district physical assets shall be handled in accordance with the procedures established pursuant to this policy.

211.7 DISPOSAL

Physical assets slated for disposal should be evaluated for salvage value (e.g., items containing reusable materials like aluminum or copper) or transferred or disposed of in accordance with the procedures established pursuant to this policy.

211.8 INVENTORY AND REPORTS

Routine inventory of physical assets should be conducted for purposes of loss control, revaluation, re-tagging, documenting asset movement and condition, disposition and acquisition planning, and obtaining insurance coverage.

All internal controls and inventories related to physical asset management shall be accurately documented and subject to both internal and external audit.

All inventory documentation shall be retained and stored in accordance with Policy: 800 Records Management.

News Media and Community Relations

320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for communicating with representatives of the media, community leaders, residents, and businesses, and to establish procedures for interacting with media representatives at emergency scenes. Additionally, this policy establishes an operating framework for integration of the Public Information Officer into the incident management system.

320.2 POLICY

It is the policy of the Snohomish Regional Fire & Rescue to establish and maintain a positive working relationship with the community and the media in order to effectively communicate timely and accurate information.

320.3 PRESSINFORMATIONOFFICER DESIGNATION

As soon as practicable on incidents where news media are present and requesting information, the Incident Commander (IC) will designate a Public Information Officer if the District does not have a full-time Public Information Officer. The Public Information Officer shall interface with and provide timely and relevant information to representatives of the community and media during critical command stages. A single Public Information Officer will typically be designated for each incident, including incidents operating under Unified Command and multijurisdictional incidents.

In multi-agency or multijurisdictional incidents, it may be necessary to establish multiple Public Information Officers and a Joint Information Center (JIC) with a Public Information Officer and Assistant Public Information Officer. In all cases, the Public Information Officer shall be responsible for coordinating the dissemination of information that has been approved by the IC for release to the media, the community, and other parties that may have been affected by the incident.

Upon arrival at the scene of the incident, the designated Public Information Officer will report to the IC, obtain an incident briefing, and be assigned the Public Information Officer radio designator for the incident.

320.4 RESTRICTED INFORMATION

The Public Information Officer shall ensure that legally protected information is not released to the media. The Public Information Officer should consult with the IC or the authorized designee about any issues or concerns regarding legally protected information.

Refer to the Line-of-Duty Death and Serious Injury Notification Policy for additional considerations regarding communication with the media concerning a line-of-duty death or serious injury.

320.5 MEDIA INQUIRIES

All media inquiries received by incident personnel shall be forwarded to the Public Information Officer for response. The Public Information Officer will endeavor to provide accurate information

News Media and Community Relations

that is available at the time while clearly communicating that any such information is preliminary. The following communication strategies may be employed:

- (a) Reporters should be directed to assemble in a designated staging area to wait until additional information can be obtained.
- (b) If the Public Information Officer finds it necessary to remain with media representatives, the IC may be asked to assist in gathering information. Media representatives may be allowed to take photographs and video, provided they do not interfere with incident operations or create a safety hazard.
- (c) Prior to releasing the names or identifying information of persons seriously injured or deceased, the Public Information Officer shall confirm that the next of kin has been notified. Next-of-kin notifications are generally handled by law enforcement and/or hospital personnel. The Public Information Officer should contact Snohomish County 911 supervisor to confirm that notification has been made.
- (d) The names of deceased or seriously injured persons shall not be transmitted over the radio.

The Public Information Officer or the authorized designee should not speculate as to the cause of an incident.

320.6 MEDIA ACCESS AND SPECIAL TOURS OR BRIEFINGS

Authorized members of the media, local leaders, their representatives, and other visiting dignitaries may be provided access or tours of scenes of floods, storms, fires, earthquakes, explosions, or other emergency scenes when such access can be accomplished safely and when the IC has authorized such activities.

The Public Information Officer shall be responsible for scheduling and arranging special tours or briefings in accordance with established National Incident Management System (NIMS) procedures.

Access by the media is subject to the following conditions:

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives shall be prevented from interfering with emergency operations and criminal investigations.
 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the Public Information Officer or other designated spokesperson.
- (c) In the case of a fire incident, the Public Information Officer may escort media representatives on a tour of a fire-damaged area following knockdown and after receiving authorization from the IC, in coordination with operations personnel. The

News Media and Community Relations

Public Information Officer will be responsible for ensuring that all media personnel wear proper protective clothing as warranted.

320.6.1 TEMPORARY FLIGHT RESTRICTIONS

If the presence of media or other aircraft pose a threat to public or personnel safety or significantly hamper incident operations, the IC should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through Snohomish County 911. The TFR request, either for a pre-planned operation or an unplanned incident, should include specific information regarding the perimeter and altitude necessary for the incident. The TFR should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

320.7 NEWS RELEASES

News releases are documents specifically prepared for release to the media. News releases should be authored by the Public Information Officer and approved by the Fire Chief, the IC, or the authorized designee, prior to release. News releases should be structured to facilitate use by the print media, typically containing no more than two pages of concise information. News releases should be formatted in accordance with the approved district standard.

320.8 NEWS CONFERENCES

A news conference is a pre-scheduled event intended to highlight a newsworthy event such as a promotion or the opening of a new fire station; news conferences can also be used when a representative of the District desires to make a public appearance. The Fire Chief will determine the purpose and scope of the conference. Any accompanying news release will include details, such as the date, time, and location, and may reference other officials, dignitaries, or agencies that may be in attendance.

The Public Information Officer should prepare the news release and/or a prepared statement for the district spokesperson. The Public Information Officer shall make arrangements for the site, obtain required equipment, arrange for availability of the news release, identify photo locations, and provide escorts, as necessary. The conference may include a moderator or the Public Information Officer, who should make introductory remarks and introductions, assist with any question-and-answer period that may follow, and conclude the conference.

Specific information should not be released prior to the conference. The Public Information Officer should notify appropriate district personnel of the date, time, and location of all news conferences. District members attending the news conference should wear their dress uniforms as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

Apparatus and Specialized Equipment Standards

711.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for apparatus and specialized equipment owned or operated by Snohomish Regional Fire & Rescue as required by applicable state and national safety standards.

711.1.1 DEFINITIONS

Definitions related to this policy include ([WAC 296-305-01005](#)):

Aerial devices - Fire apparatus-mounted aerial ladders, elevated platforms and water towers.

Apparatus - Any medical treatment and transport capable vehicles (Aid, Medic) or district vehicle that is designed and equipped to support firefighting and rescue operations, including those equipped with an aerial ladder, elevating platform or water tower that may position members, handle materials, provide continuous egress or discharge water at positions elevated from the ground.

Engine (pumper) - A piece of apparatus equipped with hose and a pump for the purpose of supplying water under pressure through hose lines.

Vehicle - Any automobile or light utility vehicle owned or leased by Snohomish Regional Fire & Rescue and used for district business.

Rescue craft - Any fire department watercraft used for rescue operations.

Vessel - Watercraft or other artificial contrivance used or capable of being used as a means of transportation on water, including special-purpose floating structures not primarily designed for or used as a means of transportation on water.

711.2 POLICY

It is the policy of Snohomish Regional Fire & Rescue to ensure that all apparatus and specialized equipment used by members for emergency and nonemergency activity are designed and constructed as required by Washington law and function correctly and safely in compliance with the applicable standards to ensure firefighter safety. These standards include National Fire Protection (NFPA) standards for the type of apparatus or specialized equipment as well as state and federal laws. Some specialized equipment, such as watercraft, may also require incorporation of applicable United States Coast Guard (USCG) or Department of Transportation (DOT) regulations and requirements.

711.3 RESPONSIBILITIES

The Fire Chief should appoint a fleet manager who is responsible for ensuring new apparatus and equipment purchased, leased or procured for use by Snohomish Regional Fire & Rescue

Apparatus and Specialized Equipment Standards

conforms to the applicable NFPA safety standards and is designed and constructed as required [WAC 296-305-04501](#).

The fleet manager shall also ensure used apparatus and equipment purchased, leased or procured for use by Snohomish Regional Fire & Rescue meets all standards and state laws applicable at the time it was manufactured and that the apparatus and equipment undergoes a thorough inspection, certification and testing by qualified technicians before being placed in service.

711.3.1 AUTOMOTIVE FIRE APPARATUS

New automotive apparatus purchased, leased or procured for use by Snohomish Regional Fire & Rescue shall conform with the applicable NFPA safety standards for the particular type of apparatus. Apparatus construction features shall comply with [WAC 296-305-04501](#).

711.3.2 AERIAL DEVICE APPARATUS CONSTRUCTION

If the automotive fire apparatus is used in conjunction with an aerial device it shall be constructed to comply with the requirements in [WAC 296-305-04510](#).

711.3.3 WILDLAND APPARATUS STANDARDS

All wildland fire apparatus owned, leased or procured by the District and operated by members of the District shall comply with construction features and safety standards contained in NFPA 1906, Standard for Wildland Fire Apparatus, 2006 edition ([WAC 296-305-04501](#); [WAC 296-305-07014](#); [WAC 296-305-07018](#)).

Outside Employment

1015.1 PURPOSE

The purpose of this policy is to establish guidelines to be followed by any Snohomish Regional Fire & Rescue members considering outside employment.

1015.2 POLICY

It is the policy of this district to allow members to engage in employment other than with the District if the Fire Chief determines that such outside employment is not in conflict with his/her duties and the duties, functions and responsibilities of the District.

The District requires that the activities and conduct of members away from the job must not conflict with or compromise its interests, or adversely affect job performance and the ability to fulfill all responsibilities to the District. This requirement, for example, prohibits members from performing any services for customers on nonworking time that are normally performed by District personnel. This prohibition also extends to the unauthorized use of any District tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit nor conduct any outside business during paid working time.

Employees are cautioned to consider carefully the demands that additional work activity will create before seeking or accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, such employment must be discontinued and, if necessary, normal disciplinary procedures will be followed to deal with the specific problems.

1015.3 PROHIBITED OUTSIDE EMPLOYMENT

Employees are prohibited from engaging in any outside employment which:

- (a) Involves the member's use of district time, facilities, equipment or supplies, or the use of the district badge, uniform, prestige or influence for private gain or advantage.
- (b) Involves the employees of the district performing services for customers on non-working time that are normally performed by District personnel.
- (c) Involves the performance of acting in a capacity, other than the member's capacity as a member of this district, that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this district.
- (d) Involves time demands that would render performance of the member's duties for the District less efficient.
- (e) Involves time demands that would affect the member's regular work shift or ability to respond to emergencies.
- (f) Involves employment with an individual or organization that does business with the District.

Outside Employment

- (g) Would otherwise compromise the ability of the District to conduct its business in an efficient manner.
- (h) Would give the appearance of impropriety or otherwise appear inconsistent, incompatible or in conflict with the member's employment with the District.
- (i) Involves the use of or application of confidential information.

If the District determines that an employee's outside employment contributes to job-related problems at SRFr as defined in this policy, including excessive disruption of normal work and training schedules, the District will first request that the employee reduce or end his or her outside employment commitment before the District imposes discipline consistent with this Policy and just cause as may be required by the Collective Bargaining Agreement.

Furthermore, all employees who are currently engaged in outside employment will be allowed to continue their outside employment and will not be subject to discipline for doing so unless their outside employment contributes to job-related problems at SRFr as described in the Policy and as set forth above.



 SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY	
POLICY NUMBER:	14
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	RELEASE OF PUBLIC NEWS INFORMATION
EFFECTIVE DATE:	4/14/2002
REVISION DATE(S):	3-21/17

POLICY STATEMENT:

All information to be released to the various media agencies shall be first reviewed and approved by the Fire Chief or designee.

It shall be the policy of Snohomish County Fire District 7 whenever possible, to cooperate with the various public news media agencies, who from time to time request information on the activities of this district.

The Fire Chief or designee shall have the authority to appoint a Public Information Officer to release information to the media.

ADOPTED AND REVISED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH COUNTY FIRE DISTRICT 7 THIS 21st DAY OF MARCH, 2017.



Randy Fay, Commissioner

Marc Inman, Commissioner



Jeff Schaub, Commissioner



Dean Schwartz, Commissioner



William Snyder, Commissioner



Roy Waugh, Commissioner



Leslie Wells, Commissioner

Shauna Willner, Commissioner



Randy Woolery, Commissioner



SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	19
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	ANCILLARY EMERGENCY EQUIPMENT
EFFECTIVE DATE:	5-9-2002
REVISION DATE(S):	4-4-17

POLICY STATEMENT:

It shall be the policy of Snohomish County Fire District 7 to equip all emergency vehicles with sufficient ancillary equipment to meet the intent of our mission and purpose.

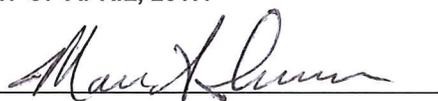
All ancillary equipment shall be maintained in a state of readiness and procedures shall be implemented which ensure that equipment is checked and serviced as appropriate.

The Fire Chief or designee shall ensure that a complete inventory shall be maintained of all ancillary equipment owned by this agency, and that it is appropriate for the intended use. Lost or damaged equipment shall be reported immediately.

Ancillary Emergency Equipment for this policy is defined as any item or equipment that is normally stored on emergency apparatus and used to support emergency operations. Ancillary Emergency Equipment includes, but is not limited to: generators, chain saws, ladders, hose, gas detectors, and/or any other equipment identified to support emergency operations.

ADOPTED AND REVISED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH
COUNTY FIRE DISTRICT 7 THIS 4th DAY OF APRIL, 2017.


Randy Fay, Commissioner


Marc Inman, Commissioner


Jeff Schaub, Commissioner


Dean Schwartz, Commissioner


William Snyder, Commissioner

Roy Waugh, Commissioner


Leslie Wells, Commissioner


Shauna Willner, Commissioner


Randy Woolery, Commissioner



SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	20
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	IDENTIFICATION OF DEPARTMENT OWNED EQUIPMENT
EFFECTIVE DATE:	5-9-2002
REVISION DATE(S):	4-4-17

POLICY STATEMENT:

It shall be the policy of Snohomish County Fire District 7 to establish a standard marking/identification and inventory procedure for all property and equipment owned by this agency.

An annual inventory/loss control inspection shall be conducted which shall account for all equipment and property owned by this agency. The Fire Chief or designee shall keep records which account for all equipment and property.

All members shall be responsible to maintain all equipment and property under their control, and shall immediately report any damaged, missing or outdated equipment.

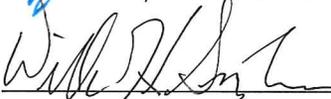
ADOPTED AND REVISED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH
COUNTY FIRE DISTRICT 7 THIS 4TH DAY OF APRIL, 2017.



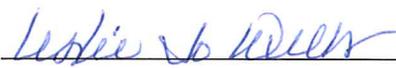
Randy Fay, Commissioner



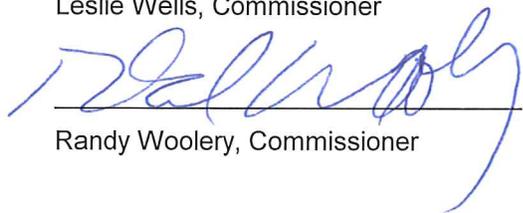
Jeff Schaub, Commissioner



William Snyder, Commissioner



Leslie Wells, Commissioner



Randy Woolery, Commissioner



Marc Inman, Commissioner



Dean Schwartz, Commissioner

Roy Waugh, Commissioner



Shauna Willner, Commissioner



 <h2 style="text-align: center;">SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY</h2>	
POLICY NUMBER:	23
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	DISASTER PREPAREDNESS
EFFECTIVE DATE:	5-2-17
REVISION DATE(S):	4-4-17 5-23-02

POLICY STATEMENT:

In order to preserve lives and property in the District, it shall be the policy of the District to prepare for the response to natural and man-made disasters and to take appropriate action(s) to mitigate, respond, and recover from the effects of such disasters.

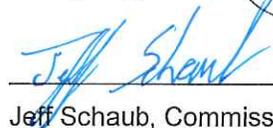
The District shall cooperate with federal, state, county, and municipal agencies as appropriate.

The Fire Chief or designee shall be responsible for the development and implementation of a disaster response plan which meets the needs of the communities which we serve.

ADOPTED AND REVISED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH
COUNTY FIRE DISTRICT 7 THIS 2nd DAY OF MAY, 2017.



Randy Fay, Commissioner



Jeff Schaub, Commissioner

William Snyder, Commissioner



Leslie Wells, Commissioner



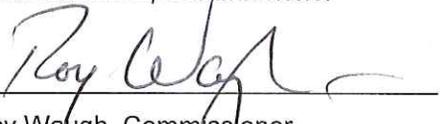
Randy Woolery, Commissioner



Marc Inman, Commissioner



Dean Schwartz, Commissioner



Roy Waugh, Commissioner



Shauna Willner, Commissioner



SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	26
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	INVENTORY AND SUPPLY CONTROL
EFFECTIVE DATE:	6-6-17
REVISION DATE(S):	6-13-02

POLICY STATEMENT:

It shall be the policy of Snohomish County Fire District 7 to develop and maintain accountability of all fixed or replaceable inventory and supplies.

The Fire Chief or designee shall provide oversight of the supply and inventory program, and shall ensure that proper records are maintained for the program. Standard operating procedures shall be established for the use and control of all inventory and supplies.

All records for the inventory and supply program shall be maintained at the Headquarters Station of Snohomish County Fire District 7, and be made available for inspection by the Board of Fire Commissioners upon request.

In the event that any fixed asset shall become unusable for any reason, the Fire Chief or designee shall notify the Board of Fire Commissioners, and proper disposition shall occur which complies with all applicable laws.

ADOPTED AND REVISED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH COUNTY FIRE DISTRICT 7 THIS 6TH DAY OF JUNE, 2017.

Randy Fay, Commissioner

Jeff Schaub, Commissioner

William Snyder, Commissioner

Leslie Wells, Commissioner

Randy Woolery, Commissioner

Marc Inman, Commissioner

Dean Schwartz, Commissioner

Roy Waugh, Commissioner

Shauna Willner, Commissioner



SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	27
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	EMERGENCY MEDICAL SERVICES
EFFECTIVE DATE:	6-6-17
REVISION DATE(S):	6-13-02

POLICY STATEMENT:

It shall be the policy of Snohomish County Fire District 7 to provide Emergency Medical Services within the district and as specified in current mutual aid, contracts and Interlocal agreements.

The scope of the Emergency Medical Services shall include:

- Basic Life Support
- Advanced Life Support
- Ambulance Transport
- Community Resource Paramedic

Standard operating procedures shall be developed to ensure that the Emergency Medical Delivery System complies with all state and local laws.

The Board of Fire Commissioners shall select a Medical Director to oversee the medical control of this program.

ADOPTED AND REVISED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH COUNTY FIRE DISTRICT 7 THIS 6TH DAY OF JUNE, 2017.

Randy Fay, Commissioner

Marc Inman, Commissioner

Jeff Schaub, Commissioner

Dean Schwartz, Commissioner

William Snyder, Commissioner

Roy Waugh, Commissioner

Leslie Wells, Commissioner

Shauna Willner, Commissioner

Randy Woolery, Commissioner



SNOHOMISH COUNTY FIRE DISTRICT #7

DEPARTMENT POLICY

Number:	028
Subject:	VOCATIONAL FIREFIGHTER PROGRAM

POLICY STATEMENT:

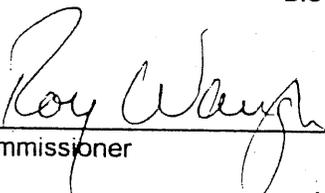
It shall be the policy of Snohomish County Fire District #7 to allow Vocational Firefighter Trainees to participate in the emergency response program of the fire district.

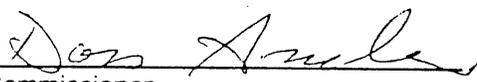
The Vocational Firefighters shall attend a basic firefighter training program, approved by the district training officer, prior to participating in any emergency activity.

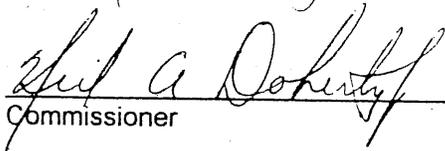
Selection and retention of Vocational Firefighters shall be consistent with all personnel policies and procedures established by the District. It shall be noted however that Vocational Firefighters are strictly volunteers, and there shall be no employer/employee relationship established as a result of their participation in the program.

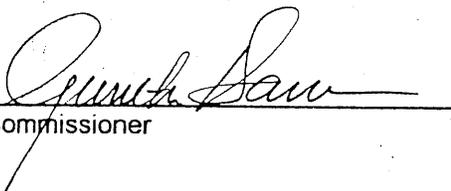
Vocational Firefighters shall be afforded the same benefits, rights and privileges as other Volunteer Firefighters of the District.

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH COUNTY FIRE DISTRICT #7 THIS 13th DAY OF JUNE, 2002.


 Commissioner


 Commissioner


 Commissioner


 Commissioner


 Commissioner



 <h2 style="text-align: center;">SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY</h2>	
POLICY NUMBER:	44
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	OUTSIDE EMPLOYEMENT
EFFECTIVE DATE:	10-3-17
REVISION DATE(S):	7-25-02

POLICY STATEMENT:

It is the policy of the district to allow its employees to engage in outside work or hold other jobs, subject to certain restrictions as outlined below.

The district requires that the activities and conduct of employees away from the job must not conflict with or compromise its interests, or adversely affect job performance and the ability to fulfill all responsibilities to the district. This requirement, for example, prohibits employees from performing any services for customers on nonworking time that are normally performed by district personnel. This prohibition also extends to the unauthorized use of any district tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to consider carefully the demands that additional work activity will create before seeking or accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, such employment must be discontinued and, if necessary, normal disciplinary procedures will be followed to deal with the specific problems.

**ADOPTED AND REVISED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS,
SNOHOMISH COUNTY FIRE DISTRICT 7 THIS 3rd DAY OF OCTOBER, 2017.**



Randy Fay, Commissioner



Marc Inman, Commissioner



Jeff Schaub, Commissioner



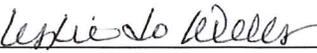
Dean Schwartz, Commissioner



William Snyder, Commissioner



Roy Waugh, Commissioner



Leslie Wells, Commissioner



Shauna Willner, Commissioner



Randy Woolery, Commissioner



Snohomish County FIRE DISTRICT 7

Earning Trust Through Action

November 20, 2018

Michael McConnell, President
IAFF Local #2781

RE: Policy 1-44 – Outside Employment

Dear Michael,

This is to memorialize the agreement reached between the Union and the District concerning the interpretation of Policy 1-44, which was subject to an Unfair Labor Practice Charge in PERC Filing No. 130580-U-18.

The District agrees that Policy 1-44 shall stay in effect, but that if the District determines that an employee's outside employment contributes to job-related problems at District 7 as defined in Policy 1-44, including excessive disruption of normal work and training schedules, the District will first request that the employee reduce or end his or her outside employment commitment before the District imposes discipline consistent with this Policy and just cause as may be required by the Collective Bargaining Agreement.

Furthermore, all employees who are currently engaged in outside employment will be allowed to continue their outside employment and will not be subject to discipline for doing so unless their outside employment contributes to job-related problems at District 7 as described in the Policy and as set forth above.

We also agree that this Agreement concerning the interpretation of Policy 1-44 will not be introduced, mentioned or referred to by either party or any individual in any presently pending dispute or proceeding.

The Union has agreed to withdraw the presently pending Unfair Labor Practice, which it has done. If you have any questions, please contact me.

Sincerely,

Gary Meek
Fire Chief

IAFF 2781

By:

Michael McConnell, President

Budget Amendment #3

GENERAL FUND:				
REVENUE CHANGES:				
REVENUE ITEMS:	reasons	new revenue amt.	original budgeted	\$ change
EXPENDITURE CHANGES:				
EXPENDITURE ITEMS:	reasons	new expenditure amt.	original budgeted	\$ change
Transfers out to Retirement Reserve	to cover ret. med. over yrs. for former chief	\$ 1,201,200	\$ 1,125,000	\$ 76,200
Admin- Miscellaneous	to cover IRS fines	\$ 186,815	\$ 20,805	\$ 166,010
Admin- Professional Services	to cover recruitment moving expenses	\$ 169,100	\$ 149,100	\$ 20,000
Total Expenditure Increases (Decreases)				\$ 262,210
Net increase (decrease) in fund balance				\$ (262,210)
RETIREMENT RESERVE FUND:				
REVENUE CHANGES:				
REVENUE ITEMS:	reasons	new revenue amt.	original budgeted	\$ change
Transfers in from General Fund	to cover ret. med. over yrs. for former chief	\$ 1,201,200	\$ 1,125,000	\$ 76,200
EXPENDITURE CHANGES:				
EXPENDITURE ITEMS:	reasons	new expenditure amt.	current budgeted	\$ change
Non-Departmental (Retirees):				
Retirement Health Benefits	Additional retirement medical	\$ 458,500	\$ 454,000	\$ 4,500
Leave Buy-Out	Non-scheduled retirements	\$ 422,050	\$ 350,000	\$ 72,050
Total Expenditure Increases (Decreases)				\$ 76,550
Net increase (decrease) in fund balance				\$ (350)
EQUIPMENT FUND:				
EXPENDITURE CHANGES:				
EXPENDITURE ITEMS:	reasons	new expenditure amt.	original budgeted	\$ change
Suppression:				
Additional Bunker Gear	additional bunker gear	\$ 600,000	\$ 300,000	\$ 300,000
Net increase (decrease) in fund balance				\$ (300,000)

DATE: 10/30/2025

Motion to approve budget amendment #3 as presented above :

Troy Elmore, Chairman

Rick Edwards

Randy Fay

Davin Alsin

Jeff Schaub

Jim Steinruck

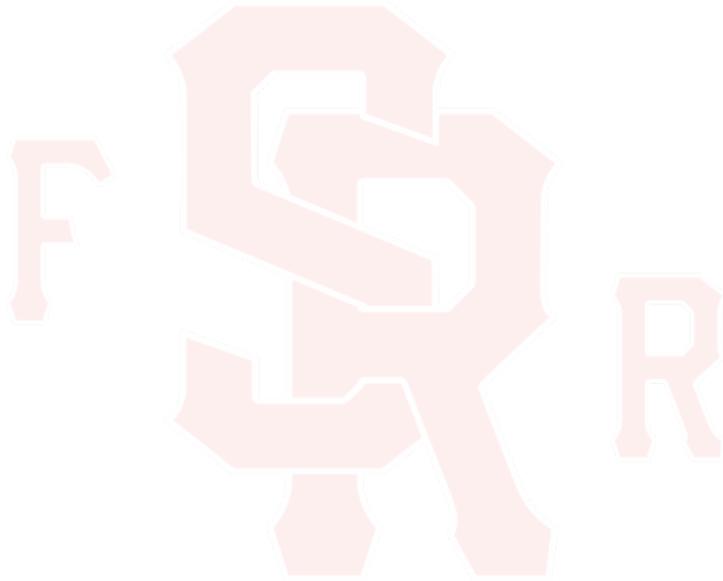
Roy Waugh

attest to: Secretary to the Board



NEW BUSINESS

DISCUSSION





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

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

Initiative Name:	2025 EMS Unit Purchase														
Executive member responsible for guiding the initiative:	DC Ron Rasmussen														
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution													
Initiative Description:	<p>This purchase is part of the approved 2025 Vehicle Replacement Plan and includes one new EMS unit and two remounted EMS units from Braun Northwest. All three units will be built on Ford F-450 chassis.</p> <p>At the time of budget approval, specifications and pricing were still being developed. The amounts budgeted reflected funds accrued in the vehicle replacement program, based on a 3% annual increase. However, as seen in recent years, that rate has not kept pace with inflation, and a budget amendment will be required.</p> <p>The District requests that the Board authorize the Fire Chief, or their designee, to sign the HGAC proposal with Braun Northwest for one new North Star ambulance and two remounted North Star ambulances.</p>														
<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 															
Financial Impact:	Expense: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ 895,800.00 Long-term annual amount(s): \$ <table border="1"> <tr> <td>New Ford F450 4x4 North Star Ambulance</td> <td>\$315,445.00</td> </tr> <tr> <td>Remount 1 of 2014 North Star Ambulance</td> <td>\$210,874.00</td> </tr> <tr> <td>Remount 2 of 2003 North Star Ambulance</td> <td>\$225,823.00</td> </tr> <tr> <td>Do Not Exceed of 10%</td> <td>\$75,214.00</td> </tr> <tr> <td>Estimated Tax</td> <td>\$68,444.00</td> </tr> <tr> <td>Total</td> <td>\$895,800.00</td> </tr> </table> Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ 700,242.00 Budget Amendment Needed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ 195,558.00 Affected Line Item: 301-509-22-64-03			New Ford F450 4x4 North Star Ambulance	\$315,445.00	Remount 1 of 2014 North Star Ambulance	\$210,874.00	Remount 2 of 2003 North Star Ambulance	\$225,823.00	Do Not Exceed of 10%	\$75,214.00	Estimated Tax	\$68,444.00	Total	\$895,800.00
New Ford F450 4x4 North Star Ambulance	\$315,445.00														
Remount 1 of 2014 North Star Ambulance	\$210,874.00														
Remount 2 of 2003 North Star Ambulance	\$225,823.00														
Do Not Exceed of 10%	\$75,214.00														
Estimated Tax	\$68,444.00														
Total	\$895,800.00														

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



2025 Budget Letter to the Board of Fire Commissioners

November 12, 2024

Honorable Commissioners of Snohomish Regional Fire and Rescue,

On behalf of every team member at Snohomish Regional Fire and Rescue (SRFR), we are pleased to present to you the proposed SRFR Budget for 2025. This Budget has been carefully crafted to align with the SRFR values and goals outlined in our Strategic Plan and directs a laser focus on the District's Mission of Saving Lives, Protecting Property, Safeguarding the Environment, and Taking Care of People.

The proposed Budget for 2025 reflects our commitment to providing the best fire, rescue, and emergency medical services to our community while ensuring responsible financial stewardship. The Budget presented is the result of extensive planning, teamwork, and consideration of our District's evolving needs.

The 2025 Budget supports all District services with four primary targets: Supporting People, Strengthening Infrastructure, Continuous Improvement, and Fiscal Responsibility. These targets are interconnected, and significantly enhance the capabilities and resilience of Snohomish Regional Fire and Rescue. Each target has a common goal of supporting our team so we can provide the best service possible when someone calls for our help.

Supporting People

Supporting people expresses the importance of training and mentorship for our team members. Training programs are crucial for preparing personnel to mitigate the evolving complexities of firefighting and rescue operations effectively. Additionally, identifying and training future leaders within our District helps to ensure an elevated level of performance and effective decision-making during emergency incidents and day-to-day operations.

Strengthening Infrastructure

Strengthening infrastructure focuses on our physical resources, such as fire stations, equipment, communication systems, and apparatus. To support the SRFR mission, we will ensure that all resources are in optimal condition, location, and prepared to meet the demands of our mission.

Continuous Improvement

Dedication to continuous improvement describes our commitment to advance as a District and emergency services provider. We will continue to analyze data and engage with the community to understand their current and future needs. By regularly evaluating our performance, we will



identify opportunities for improvement and take proactive steps to ensure we are at our best in supporting the SRFR team. Additionally, we will ensure that our comprehensive Operational, Strategic, and Capital Plans align with the evolving needs of the communities we serve.

Fiscal Responsibility

We understand that our services are funded by the hard-earned dollars of our citizens. For this reason, we make sure every dollar spent at SRFR diligently supports the District's mission. We are deliberate in our stewardship of all financial practices. This commitment is reflected in our history of forty years of clean audits from the Washington State Auditor.

THE BUDGET TEAM

The 2025 Budget and Budget Letter was developed by the entire SRFR Team. We thank every member of our organization for their input and hard work.

2024 HIGHLIGHTS

Incident Response

SRFR Firefighters and Paramedics continue to provide outstanding dedicated service to our community. By the end of 2024, we estimate responding to 14,402 calls for service resulting in 32,327 apparatus movements. Apparatus movements include the response of all units to a given alarm. This projection is based on having responded to 10,801 calls for service as of September 30th.

Commission on Fire Accreditation International Agency Accreditation

On February 15, 2024, District staff submitted our first annual compliance report (ACR) to the Commission on Fire Accreditation International (CFAI). The ACR is a comprehensive annual review of our District and serves to monitor our progress toward addressing the CFAI peer team's recommendations. During the ACR review, a data error in time stamping by Sno911 was identified. Staff are currently working with Sno911 to resolve the county-wide error.

To bolster our commitment to continuous improvement, the District contracted Darkhorse Emergency for its Deployment and Diagnostics analytics program which allows us to make data-driven decisions on the deployment of apparatus, stations, and personnel. We are also pleased to be involved in the development of the Darkhorse Risk module which will allow us to evaluate and create a living community risk assessment.

People

We welcomed 21 new hires to SRFR, congratulated 28 members on their promotions, and said thank you to seven retirees for their years of dedicated service.



Organizational Changes

With the support of the Board of Fire Commissioners and a thorough work analysis by Operations, SRFr moved forward with the addition of a new Deputy Chief of Training. After a four-month interview process and a nationwide recruitment process, the District promoted Captain Brett Fetcho to Deputy Chief, leading the Training and Safety Division. This addition helped to provide much needed support and leadership to our busy training team.

Replacement of Fire Engines

SRFR has taken delivery of five new Spartan Fire Engines over the last year. These engines are in service in the East and West battalions replacing nearly twenty-year-old fire engines.

Capital Facilities

SRFR completed the remodel of Station 83 in the North Battalion. Firefighters reoccupied the station in September. This necessary remodel refreshed the interior, added additional living quarters, updated utilities, rebuilt a failing exterior wall, provided an emergency power source, and completed required seismic updates to the station.

We conducted a Progressive Design Build procurement process for the Station 32 and 81 projects resulting in the contracting of BN Builders and Miller Hull Architects as our design-build team. Property for Station 32 has been acquired on Oaks Street, directly behind the Coastal Farm and Ranch store in Monroe.

The District awarded a contract to GenCap Construction for the Fleet Services Fire Garage (apparatus repair and maintenance shop) addition. The addition is tentatively scheduled for completion in January 2025. Additionally, the sale of the training property in Malby to MainVue Homes has been finalized. The proceeds from the sale of the property will be allocated to capital projects.

FUNDING

2025 General Fund Revenues

The key drivers for the District's revenue are the Fire Levy and the EMS Levy. General fund revenues are estimated to total \$86,486,925 in 2025. This represents an increase of 2.1% compared to 2024. This change is dependent upon the Commissioners' approval of a 1% annual levy increase.

The 2025 Fire Levy is budgeted to increase 2% over 2024 from \$61,659,031 to \$62,922,089. This includes an increase in the levy amount of 1% plus new construction and refunds.

The EMS levy is budgeted to increase 3.5% over 2024 from \$11,661,618 to \$12,066,513. This includes an increase in the levy amount of 1% plus new construction and refunds.



2025 General Fund Expenditures

General Fund expenditures are budgeted to be \$91,574,222, a 0.7% increase over 2024. Of note is the inflation increase in CPI-U from June to June of 3.8%. The GEMT repayment to the State of Washington in 2024 was approximately \$2.3 million, however, there is no GEMT repayment in 2025. Were it not for this, 2025 expenditures would have shown an increase of approximately 3.2%.

The District structures the beginning balance in the General Fund to offset general expenses. This approach ensures that the combined total of the beginning balance and the anticipated revenue will always exceed projected expenses, resulting in a balanced budget. For 2025, the anticipated beginning balance is approximately \$50.6 million; however, it should be noted that the beginning balance will be adjusted based on any potential budget amendments that may occur between this time and the end of the year.

The 2025 medical insurance rate increased by 4% with no increase to dental. Changes in medical rates as well as changes in employee family status are reflected in the amounts budgeted for each of the programs. Budgeted wage increases are mostly due to estimated increases in the cost of living and unsettled collective bargaining agreements. There has also been some movement in staffing between programs.

Total wages across all programs are projected to decrease from \$50,185,327 in 2024 to \$49,060,104 in 2025, reflecting a 2% reduction. The two main factors for this reduction are the 2023 back pay paid in 2024 to all employees affected by the settlement of the IAFF contracts and the amount set to support the Board-authorized strategic staffing initiative of Operations employees included in the 2025 Budget. Were it not for these factors, overall wages would show an increase in 2025 of 3%. The Board-authorized strategic staffing initiative allows the District to keep up with the replacement of retiring employees.

The programs showing the most significant changes in wages are Fire and Life Safety and Training. The 2025 wages for Fire and Life Safety reflect a 10% increase over 2024 due to the addition of one staff member. In Training, wages are projected to decrease by 15% compared to 2024, as staffing levels were adjusted from the original budget of eight employees in 2024 to seven employees in 2025.

OPERATIONS

Emergency Medical Services 2024 Review

2024 was a year of optimistic growth and advancement within the EMS Division. Our focus was on enhancing communication, effectively implementing key projects, and fostering progressive planning across the division.



2024 Highlights:

- Jerry Aamold was promoted to Captain/Medical Services Officer (MSO) in EMS.
- FF/PM Matthew Ball was assigned to the EMS Division on days.
- Four new paramedics successfully completed paramedic training at Central Washington University followed by their completion of the field training, Paramedic Mentorship Program (PMP).
- One new hire paramedic successfully completed his probation and PMP training.
- One new paramedic returned from Harborview's Paramedic Training and started his PMP training.
- Sent one firefighter/EMT to CWU's Paramedic Program.
- Onboarded two lateral Firefighters/Paramedics and began their PMP training.
- CODE-STAT reviews completed professionally, and Shift MSOs have been reviewed with crews.
- All advanced airway incidents are now reviewed. Our process was recommended by our County Medical Program Director (MPD) to other agencies.
- Hired a new Delegate Physician, Dr. Beecroft.
- Worked on updating our EMT section of the Probationary Firefighting Manual.
- The EMS Apparatus Committee developed specifications for three replacement ambulances.
- Launched Narcan Leave Behind Program.
- Implemented Basic Life Support (BLS) Run Reviews.
- Completed and implemented Acting MSO requirements.
- Worked to fill the CARES position.
- Worked with South County Fire on a CARES Interlocal Agreement (ILA).
- Implemented online learning management system (LMS) platform, EMS Connect.
- Ordered ballistic vests thanks to the research conducted by the Ballistic Vest Committee.
- Added Tranexamic Acid (TXA) and Nitro Glycerin (NTG) drips to SRFR medic units.
- Processed 48 recertification requests.
- Spent approximately 384 hours in EMS evaluations.
- Michael Jacobson was added to our Chaplain group.

Emergency Medical Services 2025 Budget

The 2025 EMS Budget reflects a comprehensive approach to improving emergency medical services by focusing on training, collaboration, and communication. As we look toward 2025, we are excited about the opportunities that lie ahead, especially the planned acquisition of high-fidelity manikins. These advanced training tools will provide a more realistic and immersive training experience for our providers, significantly enhancing the quality of their preparation and overall competency. This strategic investment will support our ongoing mission to deliver the highest



standard of care and ensure that our teams are equipped with the skills needed to excel in real-world situations.

EMS Training saw a 33% (\$28,150) budget increase, highlighting the growing emphasis on education and professional development for EMS personnel. Regional collaboration with Snohomish County EMS (SCEMS) is also a priority, with an 81% (\$206,000) budget increase aimed at strengthening partnerships and enhancing care. Additionally, Professional Services saw a 77% (\$187,135) rise to account for the CARES Interlocal Agreement (ILA), which supports better communication with healthcare partners. To maintain operational readiness, overtime hours were increased by 26% (\$534,750) to accommodate an additional 0.5 members called back each day. These strategic investments have led to an overall budget increase of 6.6%, ensuring that EMS services can continue to deliver high-quality care and meet the growing needs of the community.

Suppression 2024 Review

2024 was a transition year for the Suppression Division. One challenge faced this year has been maintaining staffing levels while effectively responding to the needs of our community. Additionally, we sought to create consistency among the three Battalions and four shifts with a rapid change in our response leadership.

2024 Highlights:

- From January 1st to September 30th, there were a total of 10,801 incidents.
- Anticipate approximately 14,402 total incidents in 2024.
- There were staffing challenges, however, we have not browned out a station prior to September 15, 2024. It must be noted that the MSO has been unstaffed on multiple occasions.
- We had 16 members leave the department in 2024; six retirements, three voluntary resignations, and seven involuntary resignations.
- We hired 14 entry-level firefighters.
- Two lateral paramedics firefighters were hired.
- Three members were promoted to Battalion Chief: James Hammeren, Jamal Beckham, and Chris Stablein.
- Three members were assigned as temporary long-term Captains: Scott Boswell (Temp. Captain), Randy Mickels (Temp. Captain), and Bobby Lowe (Temp. Captain).
- We promoted 13 members to the rank of Lieutenant: M. James, N. Dillon, D. Pick, N. Merritt, J. Virnig, J. Winter, M. Hereth, J. Bradley, S. Rybar, C. McGraw, T. Rask, C. Squire, & S. Kuhlman.
- Seven members were promoted to the rank of Driver/Operator: Nate Brown, Geoff Jacobs, Ross Rumann, Adam Perron, Joe Strong, Tim Lambach, and Landon Bell.
- One member completed the requirement to become Acting Battalion Chief.



- We outlined the roles and responsibilities of the position of Battalion Chief and worked to create a high-performing Battalion Team. Additionally, we provided the team with training specific to their current needs and worked to increase and improve communications.
- We worked to create consistency among the three Battalions and four shifts.
- Hiring Committee
 - Operations and Human Resources collaborated on the hiring process.
 - The hiring process was reimagined for greater efficiency and effectiveness.
 - A proposed process for lateral FF and FF/PM hires was developed for 2025.
 - Supported the Recruit Open House and assisted with its implementation.
- Recruiting Committee
 - The Recruiting Committee was redeployed with a new vision for its objectives.
 - Operations and Human Resources worked together to enhance recruiting efforts.
 - The team's initial focus will be on improving the Recruit Open House and recruiting paramedics.

In 2024, we struggled to meet our staffing levels across all positions. Currently, we have 198 line members and 11 recruits in the SCFTA. We need more members qualified to operate as company officers or drivers/operators. Operations is addressing this need with the Training Division. We have had multiple long-term vacancies at the Battalion Chief level. These staffing shortages have led to a reliance on overtime to maintain the daily minimum of 44 members on duty.

Through September 30th, Suppression has spent \$2,988,828.73 on overtime. This is 70.2% of the Suppression overtime budget. We anticipate spending almost 100% of the Suppression overtime budget for 2024.

Suppression 2025 Budget

The emphasis for 2025 is to fulfill the mission of SFRFR by maintaining constant staffing of 44 actors. To support staffing requirements, the Operations Division intends to have 196 line-ready personnel in total, or 49 members per shift. The goal of having enough adequately trained members per shift will allow extra staffing to increase our service levels and decrease overtime costs. Operations is working closely with the EMS Division to recruit and train additional paramedics to meet our staffing and deployment needs. Funds have been set aside for the Battalion Chief group to attend outside training and conferences.

Operations took delivery and placed five new Spartan Engines in service. Additionally, Operations is preparing to work with Logistics to receive a new ladder truck in 2025 assigned to Station 82. This will provide the North Battalion with a ladder truck in their highest-density area and meet WSRB coverage requirements.

Highlights for the 2025 Budget include:



- 15% increase for 2025. Much of this increase is overtime call back (+\$503,200) and is based on 2024 observations.
- The Apparatus Repair and Maintenance line item was moved into Suppression from Technical Services and is budgeted for \$1,800,000.
- Small increase to the Suppression Uniform Budget of 11% to account for the large number of anticipated new hires and the addition of Logistics and Administration staff uniforms.
- Other minor increases reflect the actual spending in 2023 and 2024 (Bunker Gear supplies, SCBA supplies, Hose/Ladder testing, and SCBA repair & maintenance). There is no increase to supplies or small tools.

Overall, the Suppression Budget is increasing by 5% (\$2,379,206) for 2025. As noted above, a great portion of the increase is due to the inclusion of the Apparatus Repair and Maintenance line item. Overtime to maintain staffing contributes to the increase as well.

Special Operations 2024 Review

In 2024, Special Operations focused on enhancing its capabilities across three critical teams: HazMat, Water Rescue, and Technical Rescue.

2024 Highlights:

- HazMat Team
 - 17 members with plans to add seven more in 2025.
 - All members have completed the necessary training to remain on the Snohomish County HazMat Team.
 - SRRFR will host the Quarter 4 HazMat drill at Station 71 in November.
 - New members in 2024: Brian Kees, Jessica Hanna, Jerem Rhoades, Matt Millich, and Jacob McCann.
- Water Rescue Team
 - 25 members, aiming to add 15 more in 2025.
 - A new Boat 31 is expected to arrive in late 2024, and the replacement for Boat 81 has been ordered, with delivery anticipated in 2025.
 - SRRFR executed an Interlocal Agreement (ILA) with Sky Valley Fire to operate Boat 54 as Boat 31 from July 1 to September 1, providing a resource for Sky Valley.
 - In 2024, five new members were added to the Water Rescue Team: Tyler Compton, Ben Bloomquist, Alex Fatkin, Adam Perron, and Brandon Huber.
- Technical Rescue Team
 - 17 members, planning to add seven more in 2025.
 - All members have completed the training required to remain on the Snohomish County Technical Rescue Team.



- SRFR hosted county trench team training at the Station 84 property in early 2024 and provided Subject Matter Experts for several other county classes.
- Six new members joined the Technical Rescue Team in 2024: Soren Johnson, Bryan Kerr, Ross Rumann, Jon Thompson, Jerem Rhoades, and Mitchell Shrauner.
- Special Operations has a Water Rescue, Technical Rescue, and HazMat test scheduled for December 2024.

Special Operations 2025 Budget

The 2025 Budget for Special Operations increased by 19%, or \$42,110. This increase is due to a need to replace responders on the team. We plan to add a minimum of seven new HazMat technicians and Technical Rescue Team members. Additionally, we plan to add a minimum of 15 replacement Water Rescue Technicians.

Adding replacement members creates additional costs due to the extensive training required for each member to meet the minimum qualifications for their team, as well as the need to appropriately outfit each member with the necessary equipment.

Training 2024 Review

2024 was a year of continued program stabilization and enthusiasm with hopes of a new Deputy Chief of Training and the Interlocal Agreement (ILA) with Snohomish District 4 for the use of the Ray Lee Brown Training Facility. Training was assigned to the Deputy Chief of Operations until a new Deputy Chief was appointed on August 1st.

The focus of 2024 was successfully completing two testing processes: Captain and Driver Operator, along with providing increased training opportunities internally and externally. The Training Division worked with Operations to support the need for acting positions at all promoted ranks. The Entry-Level Firefighter Probation process had a complete overhaul for 2024 and was implemented for the 24-02 new hire group.

2024 Highlights:

- Four new members joined the Training Division: Acting Captain Scott Boswell, Lieutenant Jarrod Spence, Acting Captain Randy Mickels, and Firefighter Mason Timm.
- One member retired: Joel Lengkeek.
- One member returned to the Line as a Lieutenant: Brian Kees.
- One member separated due to the acceptance of a Deputy Chief position in Sultan: Jarrod Spence.
- One member was promoted to the Deputy Chief position: Brett Fetcho.
- D/O Steve Tickle remained in the Training Division.
- Administrative Assistant Karli Morrison was assigned full-time for Training, EMS, and Operations.



- Acting Captain Bobby Lowe continues to work at the SCFTA through the end of class 25-01 (late spring 2025).
- We sent 14 Recruits to the SCFTA: Three recruits for 24-01 and 11 recruits for 24-02.
- We sent four Company Officers to SCFTA: One CO for 24-01 and three COs for 24-02.
- We hired 21 Probationary Firefighters.
- One Captain and 13 Driver/Operator candidates successfully completed the testing process.
- Many training opportunities were utilized by members: Officer Development Academy in Florida, BC Boot Camp in Florida, Blue Card Instructor in Granite Falls, and Firemanship Conference in Illinois to name a few.
- Four weeks of training were conducted at the acquired structures at Pine Avenue in Snohomish.
- SRFR hosted classes including the following: Auto Extrication Course, Elevator Training, Curt Isakson Training, Pump School, Tiller Drawn Aerial (three sessions), Instructor I, Incident Safety Officer, and Blue Card.
- Our Truck Committee collaborated with South County for the first Snohomish County Truck Academy.
- SRFR, South County, and Sno4 created a Training Alliance that will enhance the delivery of training by creating consistency and increasing interoperability.

Training 2025 Budget

The goal of the 2025 Training Budget is to support the continuous improvement of SRFR by offering both in-house training opportunities and giving members the ability to explore training outside of our region. There are several regularly attended annual conferences that the department benefits from and will be utilized via this budget. One focus supported by the Cultural Leadership Team is the need for more leadership training. This budget allocation intends to provide leadership training for our department and offer outside training opportunities that increase diversity of thought and create new relationships within our industry. To accommodate external training events, the travel expense budget has increased by 20% (\$55,500). There is an overall spending reduction of 8% (-260,410) in 2025. This reduction is due to contingency planning for previous contractual wage obligations.

Health & Safety 2024 Review

2024 was a year of continued growth for Health & Safety as we searched for new ways to meet the mission of taking care of our people. We have made improvements in several areas to support physical health, behavioral health, nutrition, fitness, sleep, and cancer prevention. Additionally, we have engaged and collaborated with Health & Safety members around the County to increase our awareness and collective knowledge. Health & Safety continues to look for ways to streamline our reporting and tracking processes and follow the newest NFPA standards and current best practices.



2024 Highlights:

- Ready Rebound Rollout: 41 YTD cases with estimated \$380,160 savings and 864 wait days saved.
- Exploring a new occupational medicine clinician option.
- Rx Safety Glasses offered to all members.
- FLAME soap added to Decontamination kits.
- Continued education on the use of decontamination methods for cancer risk reduction.
- Cancer Screening event with 77 SRFR members and spouse attendees.
- New SCBA pack/bottle identification tags.
- Year three of the Firefighter Injury and Illness Reduction (FIIRE) program with the Department of Labor and Industries (L&I).
- Awarded grants for lifting straps and PPE drying cabinets.
- Annual Physicals: PHS with 91% participation.
- Working toward consistency in available exercise equipment across stations and focused on providing upgrades.
- Our Peer Support Team expanded through a partnership with Sno4.
- Utilized Dr. Marc Redmon as a culturally competent clinician.
- Continued work on the county level for Peer Support.
- RECESS training for Peer Support Team.
- Crisis Intervention training for the Peer Support Team.
- Academy Fitness Standards/CPAT, trial new standard.

Health & Safety 2025 Budget

The goal of the 2025 Health & Safety Budget is to adopt a holistic approach to member health and implement safety practices aimed at reducing injuries and illnesses within our team. One key goal for 2025 is to enhance the behavioral health support available to our members. This plan includes training our Peer Support members to a higher level so they can offer a mental health service focused on developing psychological resilience, much like our Ready Rebound program offers preventative prescriptive workouts to prevent musculoskeletal injuries. Health & Safety is also looking at opportunities to work with surrounding departments similar to the training alliance recently formed. The LNI FIIRE program has proven beneficial statewide, helping departments achieve a 10% reduction in L&I premiums by creating a Safety Improvement Plan (SIP). We will continue to seek grants to purchase health and safety products through this program, as we have done over the last two years. We will also explore ways to include cancer screenings along with our annual physicals, as cancer diagnoses continue to rise in firefighters.

The 2025 Health & Safety Budget will increase by 3% (\$11,755) compared to 2024. These changes will impact the following areas:



- 3% (\$5,000) increase in Annual & Hazmat Physicals due to an industry-wide cost increase for all providers.
- 17% (\$1,000) increase in Mental Health Services due to an increase in interactions.
- 1% (\$1,200) increase in Screening & Testing due to a cost of testing increase.
- 7% (\$1,100) increase in Professional Consultant as we are contracting an industrial hygienist for safety review.

The significant increase in the travel budget is twofold. All travel for the Northwest Leadership Conference is included in this budget, which includes the commissioner group, and additional training for the Battalion Chief group. All members that are currently on the Battalion Chief list, plus several incumbent Battalion Chiefs, will be attending a week-long “Battalion Chief Bootcamp,” the goal of which is setting these members up for future success.

The 2025 program goals of Health & Safety include building existing programs such as the Peer Support Team, and the Peer Fitness Team, and expanding access to mental health professional services. The overall budget for Health & Safety has increased by 32% or \$96,445 from 2024. This increase is primarily due to the increased cost of annual physicals, specifically screening and testing (\$71,375). The 2025 Budget maintains current spending for SRFR’s wellness initiatives.

SUPPORT SERVICES

Community Relations 2024 Review

The Community Relations Division has worked to create an efficient and effective community relations program focused on providing quality education, relevant information, and meaningful interactions with firefighters. The team has developed a stable service model through cross-training and cooperation. Community Relations worked to increase transparency and coordination by updating the external facility use process, public event request system, and how operational crews are scheduled for events. In addition, the division took on an administrative support role for the Board of Fire Commissioners.

Community Relations maintains a robust external communications system through the quarterly newsletter, social media engagement, media outlet partnership, participation in community events, fire and life safety education lessons, website content updates, contributing to local print publications, and the District’s Annual Report. The team also supports internal communications through the recurring Chief’s video messages and training video content development. We continue to see remarkable success with popular public safety events like the Water Safety Camp, National Night Out, and Fire Prevention Week. Through the clever work of our Community Relations Team, the reach of our agency messaging continues to increase year after year.

Community Relations 2025 Budget



In 2025, the Community Relations team will be working to match agency outputs with identified community needs. Through the expanded analysis capabilities of Darkhorse Emergency, the District will target our risk reduction programs based on the real-time measurement of risk. This information will guide the location and target audience of our educational and safety outreach efforts more than ever before. The division will continue to deliver quality quarterly newsletters, the Annual Report, in-person education, school visits, station tours, community outreach events, coordinated press releases, and expanded social media engagement. In addition, the Public Information Officer (PIO) response will increase, having been added to the fire response plan for high-acuity incidents. Overall, the 2025 Community Relations Budget preserves the Division's current capabilities, with a 4% (\$29,610) increase over 2024. This increase is primarily due to higher costs for printing, postage, and event supplies.

Fleet Services (Fire Garage) 2024 Review

The SRFR Fleet Services (Fire Garage) Team supports the SRFR mission by keeping our fleet ready and dependable to respond to emergencies when a person calls 911. The Fire Garage continued to provide outstanding service in 2024.

The Fleet Services Fund derives most of its revenue from service charges. These service charges are from both the internal and external customers. The Fleet Services Fund does not receive support from the General Fund. Fleet Services transfers funds to the General Fund in the form of transfers for its share of administrative costs, such as payroll, accounts payable, shop facility rent, and accounts receivable.

The Fleet Services Fund is comprised of the Fleet General Fund, Fleet Leave Buy Back Fund, and Fleet Capital Fund. While these three funds are tracked separately in both the accounting records and by Snohomish County, they are reported together in the Annual Financial Report as part of the General Fund. This combined reporting occurs because the State Auditor's Office classifies the funds as managerial, created for the District's convenience. Additionally, with the addition of three strategic staffing mechanics to replace retiring mechanics, Fleet Services saw a substantial increase in billable service hours.

2024 Highlights:

- Hired four new mechanics: one journeyman and three apprentices.
- Received and upfit five new engines with an approximate completion time of 30 days.
- Sent four different mechanics to two separate fire mechanic conferences where they were able to complete several required Emergency Vehicle Technician certifications.
- Completed the pump test pit enhancement to accommodate the 2000 GPM Rosenbauer engines.
- Completed several large maintenance projects in-house. Projects included two complete engine replacements, two Hale pump complete rebuilds, and several large repairs to Ladder 71.



- Prepared for the Fire Garage addition that will tentatively be completed in January of 2025.

Fleet Services (Fire Garage) 2025 Budget

In 2025, the Fleet Services Budget will see an overall decrease resulting from staff attrition. Small increases in training and staff supplies are expected, driven by the hiring of new employees to replace three senior mechanics who are anticipated to retire. In summary, Fleet Services will see a 5% (\$-149,030) decrease from 2024, primarily caused by the retirement of senior mechanics.

Capital Apparatus 2024 Review

2024 was a busy year for receiving and outfitting new vehicles and apparatus for the District.

2024 Highlights:

- Completion and delivery of five new fire engines.
- Design and purchase of three new EMS units.
- Completion and delivery of four new non-response pool vehicles.
- Purchase of battalion unit to replace B81.
- Completed a Capital Apparatus Health Assessment Tool.
- Worked on the replacement of Boat 31 and Boat 81.

Capital Apparatus 2025 Budget

Staff developed a 2025 Capital Fleet Initiative that supports the replacement and improvement of the fleet across several divisions. This will help standardize and replace aging vehicles and apparatus. The initiative reflects planned replacements of apparatus and vehicles. It was also developed to address the results of a District-wide vehicle audit. The *new* vehicles listed below represent units that are not found in the District's Comprehensive Apparatus and Vehicle Replacement Plan.

The 2025 Capital Apparatus Budget includes the planned replacement amount of \$6,474,963.00 and the new vehicle request budgeted at \$740,000, totaling \$7,214,963.

Staff recommend purchasing the following apparatus and vehicles in 2025:

- Five Fire Engines (planned)
- One Ladder Truck (planned)
- Two Remounted and one New Ambulance (planned)
- Two Small SUVs for the IT Division (planned)
- One Large SUV/Pick-up for MSO (planned, moved forward one year)
- One Small SUV for CARES (*new*)
- Three Mid Pick-ups for Training (*new*)
- Two Mid SUVs for DFM and DC Training (*new*)
- One Large Pick-up/Van for Logistics Tech (*new*)



***See Appendix “A” 2025 Capital Fleet Initiative for more detailed information.**

Logistics 2024 Review

The SRFR Logistics Team supports our emergency responders with the tools, equipment, supplies, and support needed to respond to alarms. Additionally, the team is responsible for maintaining the facilities that house our emergency responders, apparatus, and equipment. 2024 was an extremely busy year for Logistics, which continued to provide outstanding service to the District.

2024 Highlights:

- Established a vehicle movement and reservation process through Operative IQ.
- Sent Mechanics and Logistics staff through forklift training.
- Facilitated district-wide office relocations between Station 31, 71, and the new space in the Administration Building.
- Facilitated moving and re-opening of Station 83.
- Surplus equipment totaling \$44,081.96 in cost recovery.
- Continued to build out and enhance the inventory and asset tracking systems using Operative IQ.
- Assisted EMS with move-in for paramedic students in Ellensburg and Seattle.
- Completed over 2,500 Service Tickets as of October 1st.

Logistics 2025 Budget

The Logistics Budget is proposed to have a small overall decrease in 2025. Logistics plans for smaller increases in training and office furniture due to office transitions being completed in 2024. In 2025, the goal is to continue providing an elevated level of service to our members, enhancing and improving processes, and working to fulfill capital facility projects. In summary, Logistics will see a \$4,637 decrease due mostly to staff transfers and accurate budgeting based on historical expenses. Highlights include the following:

- Continue prioritizing surplus work and clean-up of scrap items at all SRFR facilities.
- Continue evaluating staffing needs due to an increasing workload.
- Continue enhancing Inventory/Asset tracking systems (Operative IQ).

Capital Facilities 2024 Review

Numerous ongoing and completed capital projects occurred in 2024.

2024 Highlights:

- Completed the replacement of the Station 71 generator.
- Began Fleet Services Fire Garage addition.
- Completed the Station 83 remodel project.



- Project planning and design of Station 81 and 32 occurred. Contracted with BN Builders and Miller Hull to complete the projects.
- Purchased property for the new Station 32 project.
- Completed the sale of training property in Maltby.
- Managed HVAC upgrades at the Administration Building.
- Completed the upgrade of the new office area in the Administration Building to include new paint, carpet, lighting upgrades, and furniture. The new area is being used by the Office of the Fire Marshal (OFM), IT Division, and Training Divisions.
- Completed the apron at Station 82.

Capital Facilities 2025 Budget

2025 will see several progressive capital facilities projects to include the following:

- Completion of the Station 31 Fleet Services Fire Garage addition is estimated in January.
- Continue moving forward on design and civil work on the Station 81 and 32 projects.
- Restriping of the parking lot at Station 31 and the Administration Building.
- Installing source capture exhaust system (Plymo-Vent) at Station 82 and 83.
- Purchasing and installing bunker gear dryers at select stations.
- Upgrading HVAC systems at the Administration Building.
- Enhancing the sewer and water systems at Station 72.

Office of the Fire Marshal 2024 Review

2024 was a year of stabilization and evaluation for the Office of the Fire Marshal (OFM). The division hosted a promotional process in March and as a result, FF LeRoy Schwartz was promoted to Deputy Fire Marshal 1 (DFM 1), and Driver Operator (D/O) Sean Dahl was appointed to a long-term acting DFM 1 position. The new DFMs will primarily conduct annual fire safety inspections and follow up on citizen inquiries in the cities of Lake Stevens, Monroe, and Sultan. As part of a comprehensive relocation and growth in the office, the OFM moved to the new space in the Administration Building. This office space will help accommodate future planned staffing expansion and provide a necessary secure area for the office. As the year ends, the division has completed an equipment audit and purchased items needed to provide fire marshal services to the citizens of SRF.

The OFM has worked with its cities to update the local fire codes now on the 2021 edition, its fee schedule, and its Interlocal Agreement (ILA) for fire marshal services. Beginning January 1, 2025, all cities will be on the same fee schedule and will have a contemporary ILA in place. This will help streamline our services for our communities.

Office of the Fire Marshal 2025 Budget

The operating budget for the Office of the Fire Marshal projects an increase of 17% or \$385,455 from the adopted 2024 budget. As noted above, in 2024, the OFM added one long-term acting



DFM 1 to accommodate an increasing workload. The long-term actor is proposed to become a permanent position back-filling for the promotion of a new Assistant Fire Marshal. The increase in the 2025 budget supports increases in contractual wages and benefits including the addition of one AFM for a sub total of \$315,215. Travel, training, dues and subscriptions are \$31,392. The inclusion of operational overtime is \$39,568. These areas directly reflect the Division's goal to ensure that our fire marshals are professionally trained to perform their duties of fire code enforcement in addition to facilitating the timely completion of all annual inspections, plan reviews, and support required certifications.

As the OFM steps closer to providing 24/7 fire investigation coverage, the division has chosen to onboard with Blazstack fire investigation case management software. This software will ensure that as our fire investigators complete reports, they remain consistent and in compliance with NFPA 921 and 1033. The software also reduces time-on-task for report writing, making report writing more effective and efficient.

Assistant Fire Marshal (AFM)

Following a staffing study and workload analysis of the OFM, it was found that the need for daily office management and staff supervision is needed. Additionally, the position of Fire Marshal was part of the general membership Collective Bargaining Agreement (CBA). The Fire Marshal position is currently, and has previously, been filled by an exempt executive or senior staff member. During negotiations, the District proposed to remove the Fire Marshal from the general membership CBA and replace it with an Assistant Fire Marshal ranked and paid as a Battalion Chief in the Represented Chief Officer's contract. The Union agreed and ratified this change with the acceptance of the RCO contract. The District intends to fill this position by the end of the first quarter of 2025 following an AFM testing process. This will bring the OFM full-time staff to five personnel consisting of one AFM and four DFM 1's.

Strategic Analysis 2024 Review

The division added significant capabilities and capacity this year. The team welcomed Vriti Jain to the District as our Data Analyst. This addition brings the division to full staffing. Strategic Analysis also welcomed the addition of the Darkhorse Emergency team and its analytics platform. Their software provides an intuitive way for the agency to interact with our response and community data. This tool includes a retrospective look at historical response data, anticipated future response load, and comprehensive community data. Through the combined capabilities of the division and vendor support, we have offered increased access to response reporting, evaluation of deployment performance, impact analysis of possible deployment changes, and multi-division support through ad hoc analysis projects.

This year the division completed our first annual compliance report (ACR) for the Commission on Fire Accreditation International (CFAI) reporting standards. This report was certified by a third-party peer reviewer. Following this detailed process, the SRFR team helped to expose an error in



the response time reporting of Sno911 that dated back to March 2022. The SRFR Annual Report was completed with the updated response numbers.

Strategic Analysis 2025 Budget

The proposed 2025 Strategic Analysis Budget supports and maintains the District's analytics capabilities. The Strategic Analysis budget for 2025 has increased by 20%, (\$45,172). The increase is attributed to training and software. The capabilities of this budget allow the District to continue to work toward the goal of a living Community Risk Assessment/Standards of Cover (CRA/SOC) to guide District efforts. These capabilities include the Darkhorse Emergency Community Risk Assessment tool that utilizes current census data to target service areas based on community demographics.

BUSINESS ADMINISTRATION

Legislative

Legislative costs are estimated to increase 9% in 2025, mainly due to an increase in the Professional Services line item for upcoming election costs. There will be three Commissioner positions up for election in 2025.

Administration

The Administration Budget for 2025 shows a change of 0% in the General Fund compared with 2024. There is a small reduction in wages and benefits, due to a long-term employee who retired and was replaced by a newer employee at a lower pay rate. Most of the reductions in costs are offset by new spending allocated in a line item for Continuous Improvement of \$90,000. This line item supports innovation within the District by providing the flexibility to quickly implement well-vetted ideas, ensuring that funding is available to support new initiatives in the same year they are proposed.

It should be noted that in 2025, Information Technology (IT) services will be separated from the Administration Budget to the Program 513 (IT) Budget. The costs associated with IT services for 2024 and 2023 have also been moved from Administration into IT.

Finance

The 2025 Finance Budget displays an increase of 5% over 2024. The most significant increases are in wages. Six of the 10 employees in Finance have fewer than five years of longevity and are anticipated to receive COLA increases for 2025 as well as step increases. Another factor is that the Teamsters are allowed a medical stipend that is paid in wages to help reduce the cost of medical expenses for the District. Additionally, registrations for training are increasing significantly to ensure employees are well trained.



It should be noted that Human Resources (HR) has been separated from the Finance budget into the Program 517 section. The costs associated with the HR budget in 2024 and 2023 have also been moved from Finance to HR.

Finance and Administration 2024 Review

2024 has been a year of growth and teamwork for the Finance and Administration Divisions. We are thankful for the flexibility of this team and their willingness to support each other and the mission during this year of continued transition. The District Administrative Coordinators (DACs) have focused on building the team, with a strong focus on supporting and developing people while they continue to specialize in their roles.

2024 Highlights:

- Team conferences and training courses:
 - Northwest Leadership
 - Tyler Connect
 - Washington Finance Officers Association
 - Washington Fire Administrative Support
 - Washington Association of Public Records Officers
 - NeoGov
 - Various MRSC Roster Trainings
 - Various WCIA Trainings
- The Payroll / Benefits / Leave:
 - Onboarded 21 new hires from throughout the District.
 - Assisted with seven retirements and nine separations.
 - There have been 41 cases of Paid Family Medical Leave benefits through September this year, up from 23 at this time in the year prior. The team must work with the State consistently to ensure that employees are not overpaid by the District and no dates overlap.
- We congratulated Mindy Leber on her retirement.
- Laura Gonzalez was promoted to Records Specialist in April and continues to work toward organizing records. Records requests have risen this year by 40% over last year.
 - 2024: 254 Public Records Requests through October, 110 were medical incident reports.
 - 2023: 181 Public Records Requests through October, 104 were medical incident reports.
- Accounts Payable (AP) /Accounts Receivable (AR)
 - Accounts Payable and Accounts Receivable had a busy year. We continue to work on cross-training and defining workloads to find a good balance for all three employees on the team.



- AP has helped implement switching from manual signatures on paper vouchers to using digital signatures with DocuSign. This change provides better internal customer service and improves process efficiency.
- As of October, we have processed 6,805 invoices for a total of \$34,430,619.
- As of the end of September, we have billed 761 Fire Recovery Invoices, which is the greatest number in the history of SRFR. This has led to \$58,118.00 being billed for the year so far, which is more than double that of 2023.
- With the additional hiring in the shop, we have seen work orders go from an average of 35-40 per month to 50-60 for just SRFR alone (this is roughly a 50% increase). These numbers do not include work orders from other districts, which fluctuate monthly.
- We deployed on 13 wildland fires in 2024 compared to five in 2023. Brittney Bazinet has done an excellent job networking and using other agencies as a resource to process the increase in wildland billing.

Finance and Administration 2025 Budget

In 2025, Finance and Administration will focus on enhancing the training and development of team members including evaluating workloads, developing career goals, succession planning, and education. We want to ensure that each team member receives specialized training in their areas of specialty while keeping up with local, state, and federal laws. The Finance and Administration Budget had no significant budget changes for 2025.

The focus for Records in 2025 is on improving efficiency, with a key goal being to reduce the turnaround time for records requests. This will also provide an opportunity to streamline and organize our records management, including contracts. We are currently evaluating a program called NextRequest, recommended by the State Archivist, which helps organize and streamline the process of responding to and tracking public records requests. If we move forward, we plan to apply for a grant for this software. We also plan to acquire the Contracts module in the TylerTech program to help with tracking and organizing contracts.

For Accounts Payable and Accounts Receivable, we will continue to analyze the workload to see if there is a future need for additional staffing or reclassification. We are also exploring AP Automation in our current finance software to see if we can find more efficiencies.

With a focus on continuous improvement, we are committed to achieving stabilization, providing organizational support, reevaluating current processes and programs, and identifying opportunities for enhancement.

Human Resources (HR) 2024 Review

2024 has been a year of rebuilding, refocusing, and laying the foundation for operational enhancements that will carry us into 2025. The year began with challenges, including a temporary



reduction in HR staff, with both HR Analysts absent. Additionally, the cultural assessment provided valuable feedback that guided improvements in the services and communication HR provides to employees. By the beginning of April, HR was fully staffed, welcoming Kelsey Ayer as our new HR Analyst.

Despite these early challenges, the HR Division has made noteworthy progress. Highlights from the year include managing recruitment and onboarding processes, facilitating legal and labor negotiations, and overseeing employee leave and injury claims. Importantly, we moved forward with the implementation of NEOGOV's eForms platform, which is on track for full completion by the end of the first quarter of 2025. This transition to digital forms will streamline workflows, enhance transparency, and improve overall efficiency.

2024 Highlights:

- Staff status changes include 21 new external hires, 28 internal promotions, seven retirements, and nine separations.
- Reviewed over 1,039 application packets across 16 recruitment processes.
- Managed 43 approved L&I claims, 12 light-duty assignments, 39 approved family medical leaves, and 51 notifications of FMLA/PFML rights.
- Supported labor negotiations for the IAFF, RCO, and Teamsters contracts.
- Prepared for and administered open enrollments for all employees.

Human Resources 2025 Budget

Looking ahead to 2025, the HR Division plans to build on progress with key strategic investments in technology and recruitment processes. These investments will streamline operations, enhance recruitment efficiency, and ensure compliance with legal standards. The following requests outline our 2025 initiatives:

- IT Technologies for Recruitment & Collaboration Efficiency (\$1,845)
 - We propose three IT efficiency programs aimed at modernizing our recruitment process and improving team collaboration:
 - Phone/Text Outreach Program (\$725)
 - A bulk communication system to speed up and enhance candidate communication and engagement.
 - DAKboard for Scheduling (\$520)
 - A digital platform to visualize HR deadlines and schedules, promoting team accountability.
 - Mural Technology for Collaboration (\$600)
 - A digital workspace enabling real-time brainstorming and decision-making among recruitment teams and committees as well as between multiple user groups.
- Background Investigations for New Hires (\$58,300)



- With 53 new Full-Time Equivalents (FTEs) anticipated in 2025, including 40 firefighters, we will continue our partnership with the National Testing Network (NTN) for comprehensive background checks. This ensures thorough investigations and legal compliance, safeguarding our organization’s integrity while allowing the HR team to focus on other core responsibilities.
- Expansion of NEOGOV Services (\$42,200)
 - As we enter the third year of our NEOGOV contract for Insight and Onboarding and the second year for the eForms project, we also request approval for a new Position & Employee Integration subscription. This integration will streamline data management, reduce manual entry, and maintain up-to-date employee records across our systems. The system will enhance our ability to manage workforce data more efficiently and accurately.

As we move into 2025, these strategic initiatives will ensure that HR continues to support the organization’s mission. The investments in technology and process improvements will enhance recruitment, streamline onboarding, and reinforce our commitment to operational transparency and efficiency. We extend our gratitude to Senior Management and the Board of Fire Commissioners for their ongoing support of these critical HR initiatives, and we look forward to a productive 2025.

Non-Departmental

The Non-Departmental Budget primarily supports legal services, auditing, leases, risk management, and transfers of funds out to the capital apparatus, equipment, facilities, and construction funds. The increase in the general fund is approximately 19% due to an increase in insurance costs and increases in transfers to the construction fund, the retirement reserve fund, the emergency reserve fund, and the equipment fund.

Information Technology (IT) 2024 Review

In 2024, SRFR completed a server migration from the outmoded equipment onto a new redundant pair of servers. This redundancy adds a layer of safety and security. We moved all but one domain controller server to the county data center with the one domain controller remaining in the Station 31 server room for redundancy.

Due to a promotion in the Administrative Division, we welcomed a new IT assistant with a technical background. This person will help with ticket fielding and resolution for improved service to all of SRFR.

2024 Highlights:

- Assisted with opening the newly remodeled Station 83.
- Moved the Fire Marshals, Training, and IT divisions over to the Administration Building. There are some details still to come as of 10/11/24 like completing the fiber circuit for improved network speed and adding wireless access points and a multi-function Canon



device for use in new space. We will work toward building a new optimized workspace near IT offices.

- Deployed new cell phones and services through FirstNet, a dedicated first responder network from AT&T, but separate from the primary consumer networks.
- Streamlined our printer-sharing process with a product called Printer Logic installed on every computer. This allows easy printer installation at any location, which is especially useful for those traveling to different district locations with their laptops.

As part of our ongoing efforts to improve IT services, we were able to cancel certain connection services, such as Comcast, at several locations after transitioning to a fiber circuit with direct routes to the county data center, where most of our servers and internet connections are hosted. This shift reduced the number of devices, minimizing failure points and simplifying the network, while also improving network speeds.

Information Technology 2025 Budget

In 2025, IT continues its focus on supporting the District and stabilizing the efficiency of service delivery. One of the improvements is a technology fleet refresh plan. Newer, more powerful laptops and workstations help with productivity for all within the District. Through an in-depth analysis, it was discovered that the previous figure of ten refresh units per year was not up to date with our current fleet of workstation needs. In response to this situation, a plan was developed with Finance to ensure funding is available to keep our workstations in working order.

As part of a comprehensive review, we were able to analyze and fine-tune several of the entries and line items to reduce costs. Some items were separated into their own lines, and we recognized savings by being able to slightly reduce our licensing fee with Microsoft after an audit of all the Microsoft 365 services.

The 2025 Budget includes upgrades to various aspects of our security infrastructure to meet evolving security requirements and leverage current technologies. This includes addressing aging firewalls and enhancing the wireless network. Additionally, IT took advantage of training opportunities for Microsoft Intune, a cloud-based endpoint management platform that controls user access on devices such as iPhones and computers. To support this training, the budget for professional development was increased by \$4,900 to cover additional classes, improve efficiency, and reduce costs where possible.

CONCLUSION

Serving vibrant communities like Lake Stevens, Monroe, Maltby, Clearview, Machias and the surrounding unincorporated areas of Snohomish County requires a deep commitment to the well-being and safety of our residents, and we appreciate this commitment to serve. Overall, our



organization's mission and vision reflect a commitment to excellence, accountability, and community-centered service.

The 2025 Budget supports all District services with four primary targets: Supporting People, Strengthening Infrastructure, Continuous Improvement, and Fiscal Responsibility. Each target has the common goal of supporting our mission so we can provide the best service possible when someone calls for our help.

As we move forward into the year ahead, the 2025 Budget will serve as a sturdy foundation for our continued success and improvement for the future. Thanks to the Board of Fire Commissioners for your unwavering dedication and support. We look forward to the positive impact we will make together in the coming year.

With sincere appreciation,

Kevin K. O'Brien, Fire Chief



Appendix “A”

2025 Capital Fleet Initiative

The 2025 Capital Fleet Initiative exhibits both existing approved vehicles budgeted for replacement and new vehicles not currently approved for purchase. An objective of the Initiative is to help standardize vehicles within the District’s divisions based on function and operational needs.

An audit was completed for budgeted and non-budgeted vehicles. Following the audit, staff found that some vehicles had not been properly accounted for in the District’s Comprehensive Apparatus and Vehicle Replacement Plan. Vehicles are needed to support added employee positions. Division heads and shop staff were solicited for needs and recommendations to help develop the 2025 Capital Fleet Initiative.

The 2025 Capital Apparatus Budget includes the planned replacement budget of \$8,357,134 and the new vehicle request is budgeted at \$740,000, totaling \$9,097,134.

All vehicles in the Initiative are included in the proposed 2025 Budget. The SRFR Financial Forecasting Model has been updated to include all vehicles in the Initiative.

In 2025, staff will update the District’s Comprehensive Apparatus and Vehicle Replacement Plan.



2025 Vehicles currently in Replacement Schedule/Budgeted

<u>Type</u>	<u>Vehicle Purpose</u>	<u>Notes</u>	<u>Budgeted</u>
Engine	Engine Replacement	5-Replacement engines/standardization	\$5,661,300.00
Ladder	Ladder 33 Replacement	Replace Ladder 33 a 1996 LTI	\$1,860,144.00
Small Staff (NR)	Replace (S1301)	IT Manager, standardize division.	\$71,288.00
Medic Unit/Remount	Remount (M1401)	Remount GMC 3500	\$210,421.00
Medic Unit/Remount	Remount (M1501)	Remount Ford E-450	\$189,821.00
Medic Unit	Replace (M1502)	Replace unit M1502	\$ 300,000.00
Small Staff (NR)	Replace (S1302)	IT Analyst, standardize division.	\$ 64,159.00
		Sub Total	\$8,357,134.00



SNOHOMISH REGIONAL FIRE & RESCUE

2025 New Vehicle Request

<u>Division</u>	<u>Veh. Purpose</u>	<u>New/Replace</u>	<u>Notes</u>	<u>Cost</u>
EMS	MSO 71	Replace MSO 71 2015 Chevy Suburban Large SUV	Scheduled in 2026, move to 2025 based on Vehicle Health	\$120,000
EMS	CARES	New Medium SUV	New CARES Position. CRP Vehicle went to (PIO 72) 2017 Ford Explorer	\$75,000
Training	DC Training	New Medium SUV	New DC of Training position (TN74) 2014 Ford Expedition	\$100,000
Training	Captain	Replace TN 71 (2016 Lake Stevens Chevy Silverado Training Truck) 1/2 Ton Pick Up	Move current vehicle to Training Reserve. Standardize division.	\$75,000
Training	Captain	Replace TN 72 (2017 Chevy Silverado Lake Stevens FM Vehicle) 1/2 Ton Pick Up	Move current vehicle to Training Reserve. Standardize division.	\$75,000
Training	Captain	Replace TN 73 (2016 Ford F-150 D7 Staff vehicle) 1/2 Ton Pick Up	Move current vehicle to Training Reserve. Standardize division.	\$75,000
OFM	DFM	New FM 75 (Large SUV)	New DFM (Using 2008 Chevy Suburban)	\$100,000
Logistics	Logistics Tech	New ¾ Ton	New employee. Replace 2007 ¾ Ton Pick Up	\$120,000
			Sub Total	\$740,000
			Total	\$9,097,134



Summary

EMS

EMS has scheduled the replacement plan for two EMS remounts and one new EMS unit. Additionally, the EMS Division is requesting a new vehicle for the new CARES position. The MSO 71 Chevy Suburban is aging and due to the condition and high use of the vehicle, we plan to move MSO 71 up in the replacement schedule from 2026 to 2025. This is supported by shop recommendations.

Training

Training is requesting a vehicle for the new Deputy Chief and three replacement vehicles for the Training Captains. This will help standardize the Training Division's assigned positions. Historically, the Training Division has used reserve and surplus vehicles from other Divisions in lieu of New Vehicles. The plan will reallocate three vehicles back into reserve that can be used for general training purposes such as live fire training needs, prop building, and Company Officers at the Academy.

Office of the Fire Marshal

The OFM is requesting one new vehicle for a new DFM position.

Logistics

Logistics is requesting to replace a 2007 Chevy 2500 pickup truck.

Suppression

Suppression has scheduled five replacement engines. This purchase will standardize all first due engines in the fleet. Ladder 33 is also scheduled to be replaced. Ladder 33 was originally placed in service in 1996.

Conclusion

The 2025 Capital Fleet Initiative works to standardize vehicles within the District based on operational need and fiscal responsibility. Following the audit, staff found some vehicles had not been properly accounted for in the District's Comprehensive Apparatus and Vehicle Replacement Plan.

In 2025, staff will update the District's Comprehensive Apparatus and Vehicle Replacement Plan.



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

HGAC PROPOSAL

August 28, 2025

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

RE: One (1) 2027 North Star 171-1 Ambulance

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

One (1) 2027 North Star 171-1 Ambulance on 2025 Ford F-450 4x4 Ambulance Prep gas chassis based upon NS vehicle #4403/5-1 “Pre-Build” specifications dated 1/2/2025 and drawings dated 6/26/2024 with the following change:

- **Utilize a 2026 Ford F-450 4x4 Ambulance Prep gas chassis with currently available options**

Base price HGAC AM23CA07.....	\$235,296.00
Published/Customization options taken	\$ 80,649.00
HGAC Buy discount	<\$ 1,500.00>
HGAC Fee	\$ 1,000.00
Total F.O.B. Chehalis, WA	<u>\$315,445.00*</u>

Sales tax not included

F.O.B.: Chehalis, Washington

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

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

**Note: Above pricing includes a chassis flooring fee. You will be notified as soon as the chassis arrives at Braun Northwest. If chassis is paid in full within 30-days of arrival a credit will be issued (See Options Page).*

***The above pricing is based upon the availability of the current model year. Should the model year no longer be available at the time the order is placed, a newer model year will be offered with an adjustment in price.*

****In the event of chassis price increases due to the potentially implemented tariffs, which are out of Braun NW’s control, customer will be notified of the cost change associated with the chassis, and adjustments will be made via a change order.*

(Note: This bid is contingent on use of customer’s Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.



EMERGENCY VEHICLES

www.braunnw.com

BRAUN-NW inc.

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

Braun Northwest, Inc. is a Washington dealer (0991-A) with insurance information available upon request.

**Respectfully Submitted by:
Braun Northwest, Inc.**

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

Tami McCallum
Tami McCallum, V.P. of Sales

Signature **Date**

Date: 8/28/2025

Printed Name **Title**

TM
cc NW/DZ
Enclosures: Option page, specifications, drawings.



EMERGENCY VEHICLES

www.braunnw.com

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

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

Thank you!

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

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

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

(Signature)	(Date)	(Printed Name)	(Title)
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150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

HGAC REMOUNT PROPOSAL

September 16, 2025

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

RE: Remount/Refurbish one (1) 2014 North Star vehicle #1845-1 module

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

Remount/Refurbish one (1) 2014 North Star vehicle #1845-1 module onto a 2026 Ford F-450 4x4 ambulance prep gas chassis per enclosed specification dated 9/15/25.

Base price HGAC AM23CE03	\$138,950.00
Published/Customization options taken	\$ 72,824.00
HGAC Buy discount	<\$ 1,500.00>
HGAC Fee	<u>\$ 600.00</u>
Total F.O.B. Chehalis, WA	<u>\$210,874.00****</u>

Sales tax not included

F.O.B.: Chehalis, Washington

Delivery: Remount/refurbish to be completed within ninety (90) days after receipt of new chassis and existing vehicle. Start of process to be scheduled based upon new chassis delivery, agency's operational schedule and Braun NW manufacturing plan.

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

It is understood that the used chassis is not road legal due to the transfer of such items as lights and mud flaps to new chassis. Transportation of used chassis remains the responsibility of agency unless chassis is traded-in. Any parts or pieces not transferred to the new chassis or reused, unless specifically noted, shall be included in trade-in value of chassis to reduce overall cost of this project.

*Customer is responsible for any charges related to getting the vehicle to the Braun Northwest, Inc. Chehalis, WA facility

**Note: It will remain the responsibility of the agency to pick up the existing 2014 chassis from Braun Northwest Inc after it has been dismantled in a timely manner; failure to do so will result in a flooring fee charge.

***The above pricing is based upon the availability of the current model year. Should the model year no longer be available at the time the order is placed, a newer model year will be offered with an adjustment in price.



EMERGENCY VEHICLES

www.braunnw.com



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

HGAC REMOUNT PROPOSAL

September 16, 2025

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

RE: Remount/Refurbish one (1) 2003 North Star vehicle #377-R/540-3 module

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

Remount/Refurbish one (1) 2003 North Star vehicle #377-R/540-3 module onto a 2025 Ford F-450 4x4 ambulance prep gas chassis per enclosed specification dated 9/15/2025.

Base price HGAC AM23CE03	\$138,950.00
Published/Customization options taken	\$ 87,773.00
HGAC Buy discount	<\$ 1,500.00>
HGAC Fee	<u>\$ 600.00</u>
Total F.O.B. Chehalis, WA.....	<u>\$225,823.00****</u>

Sales tax not included

F.O.B.: Chehalis, Washington

Delivery: Remount/refurbish to be completed within ninety (90) days after receipt of new chassis and existing vehicle. Start of process to be scheduled based upon new chassis delivery, agency's operational schedule and Braun NW manufacturing plan.

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

It is understood that the used chassis is not road legal due to the transfer of such items as lights and mud flaps to new chassis. Transportation of used chassis remains the responsibility of agency unless chassis is traded-in. Any parts or pieces not transferred to the new chassis or reused, unless specifically noted, shall be included in trade-in value of chassis to reduce overall cost of this project.

*Customer is responsible for any charges related to getting the vehicle to the Braun Northwest, Inc. Chehalis, WA facility

**Note: It will remain the responsibility of the agency to pick up the existing 2014 chassis from Braun Northwest Inc after it has been dismantled in a timely manner; failure to do so will result in a flooring fee charge.

***The above pricing is based upon the availability of the current model year. Should the model year no longer be available at the time the order is placed, a newer model year will be offered with an adjustment in price.



EMERGENCY VEHICLES

www.braunnw.com

BRAUN-NW inc.

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

*****In the event of chassis price increases due to the potentially implemented tariffs, which are out of Braun NW's control, customer will be notified of the cost change associated with the chassis, and adjustments will be made via a change order.**

(Note: This bid is contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.

Braun Northwest, Inc. is a Washington dealer (0991-A) with insurance information available upon request.

**Respectfully Submitted by:
Braun Northwest, Inc.**

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

Tami McCallum
Tami McCallum, V.P. of Sales

Signature Date

Date: 9/16/25

Printed Name Title

TM
cc NW/DZ
Enclosures: Specifications.



EMERGENCY VEHICLES

www.braunnw.com



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

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

Initiative Name:	Draft Policy Approval #POL-25-09		
Executive member responsible for guiding the initiative:	DC McConnell		
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<p>The agency is working through adoption of updated policies developed in the Lexipol format. The policy approval process includes division head review, staff policy committee review, labor review, senior staff review, commission policy committee review, and final board adoption. This is an ongoing process requiring monthly review and approval.</p> <p>Draft Policy:</p> <ul style="list-style-type: none"> • Policy 204 Liability Claims • Policy 212 Purchasing and Procurement • Policy 214 Electronic and Authorized Signatures • Policy 701 Personal Communication Devices • Policy 1042 Member Speech, Expression, and Social Media <p>Legacy Policies to be Rescinded:</p> <ul style="list-style-type: none"> • Policy 29 District Finances (Lexipol Policy 216) • Policy 30 The Board of Fire Commissioners (Lexipol Policy 103) • Policy 33 Meals, Lodging, Travel, and Incidentals (Lexipol Policy 220) • Policy 34 Fire District Policies & Procedures (Lexipol Policy 102) • Policy 69 Procurement and Purchasing (Lexipol Policy 212) 		
Initiative Description:	<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 		
Financial Impact:	<p>Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$</p> <p>Initial amount: \$</p> <p>Long-term annual amount(s): \$</p> <p>Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	Risk if approved: N/A		

Risk if not approved: Increased liability due to outdated policies that do not match current agency practices or meet organizational needs.

Legal Review:

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

Presented to, and Approved by, Senior Staff

Yes No

Commissioner Sub-Committee Approval

Initiative presented to commissioner sub-committee: Yes No

Approved by commissioner sub-committee: Yes No

N/A:

For Fire Chief Approval:

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

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

Fire Chief will coordinate with Senior Staff for RAB introduction

RAB Executive: Confirmed email sent to Board by Fire Chief

Yes No

Board of Fire Commissioners

RAB initiatives go through the following process:

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

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

204.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all claims, including personal injury and property loss or damage, filed against the District.

204.2 POLICY

It is the policy of this district to evaluate and resolve claims in a timely manner, as appropriate.

204.3 RESPONSIBILITY

The Fire Chief should designate a risk manager to receive, investigate and evaluate any claim for loss or damage received by the District.

Any member of this district who becomes aware of any potential for a claim or lawsuit, or who receives a formal written claim against the District should forward the information to the risk manager as soon as practicable.

204.3.1 TORT CLAIMS NOTICE FORM

The risk manager shall ensure that the public has access to a [tort claims notice form](#) that includes at least the information required by [RCW 4.96.020](#) and instructions for returning the form to the District ([RCW 4.96.020](#)).

204.4 RESPONSE TO CLAIMS

The risk manager will investigate all claims for money or damages received and will resolve claims as appropriate and within guidelines approved by the Fire Chief and the district's governing body.

The risk manager should ensure the claim is accepted or rejected within 60 days. Notice of acceptance or rejection should be given to the claimant in writing and in compliance with state law. If a claim is rejected because it was filed late, the notice should state that the claim was returned as untimely ([RCW 4.96.020](#)).

Purchasing and Procurement

212.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services.

212.2 POLICY

It is the policy of the district to conduct purchasing and procurement in an efficient and cost-effective manner consistent with federal, state, and local laws, rules, and requirements in order to protect the integrity of the district and maintain public trust.

212.3 PURCHASING COORDINATOR

The Fire Chief should designate a member or members to coordinate district purchases. The responsibilities should include:

- (a) Remaining familiar with and updating agency practices in accordance with applicable federal, state, and local purchasing and procurement laws, rules, and requirements.
- (b) Obtaining authorization from the Fire Chief or the authorized designee for each purchase.
- (c) Reviewing proposed purchases to determine the most appropriate method of procurement.
- (d) If the procurement method selected is one other than competitive bidding, documenting why another method was selected.
- (e) Assisting other members involved with the purchasing and procurement of goods or services in following purchasing requirements and rules applicable to the method of procurement.
- (f) Forwarding all contracts and purchase orders to the Fire Chief or the authorized designee for review, approval, and execution.

212.4 REVIEWS

The [Administrator] should ensure that a review of purchasing and procurement activities is conducted annually to determine compliance with any applicable federal, state, and local laws, rules, and requirements.

Electronic and Authorized Signatures

214.1 PURPOSE

The District has determined that the adoption of an electronic signature policy will promote efficiency, conserve public resources and provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District.

214.2 DEFINITIONS

Designee: A District employee who has been designated by the Board of Commissioners or Fire Chief to sign District records on the District's behalf using an electronic signature.

Electronic Signature: An electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Authorized Signature: A Commissioner's signature affixed by the Board Secretary with the permission of the individual Commissioner.

Wet Signature: A signature created when a person physically marks a document with the intent to sign the record.

214.3 POLICY

The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a wet signature.

The District further authorizes the use of Authorized Signatures for all documents that have been formally approved by the Board of Commissioners in an open public meeting when the Commissioners have authorized the Board Secretary to affix their signatures to the document.

The Fire Chief shall designate one or more commercially reasonable signature platforms that meet the appropriate Security Procedures, as defined under Chapter 1.80 RCW, for affixing electronic signatures to District records.

The Board of Commissioners, Fire Chief, Business Administrator or Secretary to the Board and their designees are authorized to use electronic signature platforms approved under Section 3 to affix electronic signatures to District records including Board of Commissioners meeting minutes, resolutions, vouchers, warrants, any and all contracts to which the District is a party and the other parties to the contract have agreed to use electronic signatures, records in which an electronic signature is required by a third party and other District records as authorized by the Fire Chief.

Electronic signatures can only be applied by the authorized signer whose signature is required. Records signed on behalf of an authorized signer by a designee shall use the designee's own electronic signature.

Electronic and Authorized Signatures

If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the [Electronic Signatures in Global and Electronic Commerce Act](#).

If an individual authorized under this policy to use electronic signatures in a transaction affixes a signature in error, the individual shall (1) Promptly notify any other parties of the error and that the individual did not intend to be bound by the erroneous electronic signature and (2) Take reasonable steps to return or destroy the electronic record and return or recover any consideration received as a result of the erroneous signature.

The District shall retain all records that are signed electronically in accordance with District policies and the Washington State record retention requirements.

This Policy in no way affects the District's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.

This Policy is intended to comply with the [Uniform Electronic Transactions Act](#) and shall be interpreted consistent with that Act as adopted and implemented under Washington Law.

Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued by the District or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), and similar wireless two-way communications, and/or portable Internet access devices. PCD use includes but is not limited to placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games, and accessing sites or services on the internet.

701.2 POLICY

Snohomish Regional Fire & Rescue allows members to utilize district-issued PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on- or off-duty for business-related purposes, or reasonably associated with work-related misconduct, will be subject to monitoring and inspection consistent with applicable law and this policy.

Additionally, the use of a PCD either on-duty or off-duty for business-related purposes, or reasonably associated with work-related misconduct, may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 DISTRICT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the District may, at its discretion, issue a PCD. District-issued PCDs may not be used for personal business either on- or off-duty unless authorized by the Fire Chief or the authorized designee. However, incidental and de minimis personal use that does not interfere with District operations or incur additional costs may be permitted. Such devices and the associated telephone number, if any, shall remain the sole property of the District and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

701.4 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.
- (b) The District accepts no responsibility for loss of or damage to a personally owned PCD.

Personal Communication Devices

- (c) The PCD and any associated services shall be purchased, used, and maintained solely at the member's expense.
- (d) Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any district business-related communication.
 - 1. Searches of a personally owned PCD by the District should be limited to those matters reasonably associated with the work-related business or work-related misconduct.
- (e) Members who choose to use a personally owned PCD for work-related communications or data storage acknowledge that the District may access and retain work-related data on the device as necessary to fulfill legal obligations, including but not limited to litigation, public records retention, and internal investigations. In cases where personal and business records cannot be separated, the District will take reasonable measures to limit access to only work-related data.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor, or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in district business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty district-related business activities in any manner shall promptly provide the District with a copy of such records to ensure accurate recordkeeping.

701.5 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct district business:

- (a) Members shall use discretion when carrying a PCD on-duty. PCDs should be concealed while in uniform unless secured in a District-approved carrier.
- (b) Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.
- (c) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.
- (d) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official district business. Disclosure of any such information to any third party through any means without the express written authorization of the Fire Chief or the authorized designee, may result in discipline up to and including termination.

Personal Communication Devices

- (e) Members will not access social networking sites for any purpose that is not official district business. This restriction does not apply to a personally owned PCD used during break times.
- (f) Using PCDs to harass, threaten, coerce, or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.6 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Fire Chief or the authorized designee.

701.7 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other district communications network.

701.8 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions, and present a negative image to the public. Firefighters operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles other than authorized emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use and the use complies with [RCW 46.61.672](#). Such use should be restricted to business-related calls or calls of an urgent nature. No member shall write, send, or read a text-based communication on a PCD while driving. Members should not utilize a personally owned PCD when responding to an emergency or when engaged in an emergency incident.

Member Speech, Expression, and Social Networking

1042.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the District.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1042.1.1 APPLICABILITY

This policy applies to all forms of communication, including but not limited to film, video, print media, public or private speech, and use of all internet services, including the web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video, and other file-sharing sites.

1042.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this district. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this district be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Snohomish Regional Fire & Rescue will carefully balance the individual member's rights against the district's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

1042.3 SAFETY

Members should consider carefully the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of the Snohomish Regional Fire & Rescue members, such as posting personal information in a public forum, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family, or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

Member Speech, Expression, and Social Networking

- Disclosing the address of a fellow coworker.
- Otherwise disclosing where another coworker can be located off-duty.

1042.4 PROHIBITED SPEECH, EXPRESSION, AND CONDUCT

To meet the district's safety, performance, and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation, or professionalism of the Snohomish Regional Fire & Rescue or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to or related to the Snohomish Regional Fire & Rescue and tends to compromise or damage the mission, function, reputation, or professionalism of the Snohomish Regional Fire & Rescue or its members. Examples may include:
 1. Statements that indicate disregard for the law of the state or U.S. Constitution.
 2. Expression that demonstrates support for criminal activity.
 3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination, or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the District.
- (e) Speech or expression that is contrary to the canons of the Firefighters' Code of Ethics as adopted by the Snohomish Regional Fire & Rescue.
- (f) Use or disclosure, through whatever means, of any information, photograph, video, or other recording obtained or accessible as a result of employment with the District for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee.
- (g) Posting, transmitting, or disseminating any photographs, video or audio recordings, likenesses, or images of district logos, emblems, uniforms, badges, patches, marked vehicles, equipment, or other material that specifically identifies the Snohomish Regional Fire & Rescue on any personal or social networking or other website or web page, without the express written authorization of the Fire Chief.
- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device, or media device, whether personally or district-owned, for personal purposes while on-duty, except in the following circumstances:

Member Speech, Expression, and Social Networking

1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

1042.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, members may not represent the Snohomish Regional Fire & Rescue or identify themselves in any way that could be reasonably perceived as representing the Snohomish Regional Fire & Rescue in order to do any of the following, unless specifically authorized by the Fire Chief (RCW 42.17A.555; RCW 42.17A.635):

- (a) Endorse, support, oppose, or contradict any political campaign or initiative
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion
- (c) Endorse, support, or oppose any product, service, company, or other commercial entity
- (d) Appear in any commercial, social, or nonprofit publication or any motion picture, film, video, public broadcast, or on any website

Additionally, when it can reasonably be construed that a member, acting in an individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this district, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Snohomish Regional Fire & Rescue.

Members retain their right to vote as they choose, to support candidates of their choice, and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command, or advise another member to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes (5 USC § 1502).

1042.4.2 POLITICAL ACTIVITY

No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of district policy or any time a member is on-duty or in uniform.

Members shall not be coerced or required to engage in political activity (RCW 41.06.250).

Member Speech, Expression, and Social Networking

1042.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any district technology system (see the Information Technology Use Policy for additional guidance).

However, the District shall not require a member to disclose a personal username or password or open a personal social website, unless otherwise allowed under Washington law (RCW 49.44.200).

1042.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Fire Chief or the authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the District or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the District.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the District.

1042.7 TRAINING

Subject to available resources, the District should provide training regarding member speech and the use of social networking to firefighters and supervisors.



 SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY	
POLICY NUMBER:	29
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	DISTRICT FINANCES
EFFECTIVE DATE:	6-6-17
REVISION DATE(S):	6-13-02

POLICY STATEMENT:

It shall be the policy of Snohomish County Fire District 7 to provide efficient and professional management of all funds collected and dispersed in the operation of its business.

All expenditures and reporting thereof shall be consistent with all applicable laws and be carried out using cash-basis accounting practices.

The Fire Chief or designee shall be responsible for the administration of the fire district finances. Procedures shall be developed and maintained which shall outline proper steps for the purchase of supplies, goods, and services consistent with all applicable laws.

Primary responsibility, authority, and accountability for the expenditure of District funds from operating budget line items (according to the current adopted budget) may be vested in the designated program manager by the Fire Chief.

The program manager shall have full authority and charge over the operating line items assigned to him/her. All purchases from line items shall be made with his/her knowledge.

The program managers shall comply with all schedules and requirements of all purchasing procedures. He/she shall insure that all forms, requests, bids, quotes, invoices, and orders are complete, correct, and contain all needed information.

At least quarterly, or as often as may be requested by the Board of Commissioners, the Fire Chief or designee will provide a complete written account of the district finances.

Competitive Bid Limitations

The "bid threshold" is the dollar level at which the District is required by statute to publicly solicit competitive bids or proposals or approve an exception, and issue the purchase order or a contract. Current bid thresholds per statute are listed in the following table. These statutes are amended from time to time, thereby increasing the bid thresholds. It is the intent of this policy that the bid threshold for any category in Procedure be the greater of the amount listed below or the applicable statute.

To promote competitive bidding, bids above the bid threshold shall be solicited whenever the items or services can be purchased from multiple sources, i.e. is not a sole source item.

The District will award the bid to the lowest responsive and responsible bidder.

<u>Equipment and Goods</u>	<u>Requirements</u>
0-\$2,000	Informal quotes encouraged
\$2,000-\$10,000	Informal quotes encouraged. Fire Chief or designee approval required.
\$10,000-\$50,000	Three (3) Informal quotes conducted by Purchaser. At Fire Chief's option, may use competitive bid procedure. Purchase order required. Fire Chief approval required
\$50,000 and above	Competitive bids required. Purchase order or contract required. Board of Commissioners approval required if not in budget

<u>Services (does not include Architectural/Engineering)</u>	<u>Requirements</u>
0-\$10,000	Informal quotes encouraged
\$10,000-\$50,000	Informal quotes to be obtained. Fire Chief or designee approval required
\$50,000 and above	Competitive bids required. Purchase order or contract required. Board of Commissioner approval required.

<u>Architectural and Engineering Services</u>	<u>Requirements</u>
Any	Request for Qualifications advertised per RCW 39.80 followed by negotiations and contract.

Note: Purchases may not be broken into multiple projects or purchases to avoid compliance with state statutes. All dollar limits include sales tax, freight and set up costs.

Nothing contained in this policy shall be intended to supersede legislated bid procedures specified in RCW 52.14.110, with specific regard to public works projects and capital expenditures.

Purchases of an emergency nature may be made without first obtaining program manager authorization when, in the opinion of the Fire Chief or designee, it is imperative to do so. A written explanation of such emergency shall be made to the Chief within 24 hours of such purchase

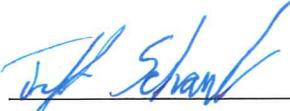
No expenditure will be made or Purchase Request given approval that violates the authorized total of any budgeted line item without advanced written approval of the Fire Chief.

ADOPTED AND REVISED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH COUNTY FIRE DISTRICT 7 THIS 6th DAY OF JUNE, 2017.

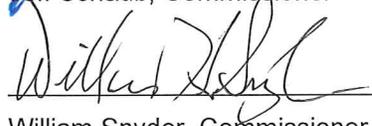
Randy Fay, Commissioner



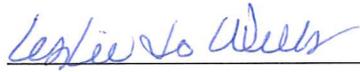
Marc Inman, Commissioner



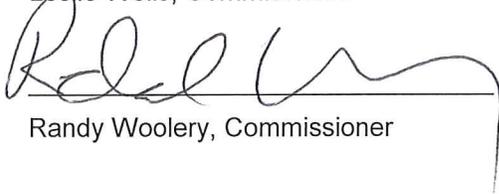
Jeff Schaub, Commissioner



William Snyder, Commissioner



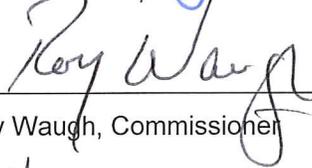
Leslie Wells, Commissioner



Randy Woolery, Commissioner



Dean Schwartz, Commissioner



Roy Waugh, Commissioner



Shauna Willner, Commissioner



 <h2 style="text-align: center;">SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY</h2>	
POLICY NUMBER:	30
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	THE BOARD OF FIRE COMMISSIONERS
EFFECTIVE DATE:	7/6/17
REVISION DATE(S):	2/22/07, 12/8/2011

REFERENCE:

RCW 52.14

POLICY STATEMENT:

The purpose of this policy is to establish the operating policy for the Board of Fire Commissioners of Snohomish County Fire District 7.

The Board of Fire Commissioners of Snohomish County Fire District 7 is the corporate entity established by law in the state of Washington to provide fire prevention services, fire suppression services, emergency medical services, and for the protection of life and property in the district. The fire protection district, a municipal corporation within the laws of the state, possesses all the usual powers of a corporation for public purposes.

The policies of the board define the organization of the board and the manner of conducting its official business. The board's operating policies are those that the board adopts from time to time to facilitate the performance of its responsibilities.

The Board of Commissioners shall consist of five members elected by ballot by the registered voters of the fire district, except as otherwise provided by law, Commissioners shall hold office for terms of six years and until their successors are elected. Terms of Commissioners shall be staggered as provided by law.

Elected Commissioners shall take office at the first meeting in January following an election, provided election results have been certified by the county auditor and the elected Commissioner has taken and subscribed to an oath of affirmation that he/she will faithfully and impartially discharge the duties of the office to the best of his/her ability.

Elected Commissioners may take the oath of office up to ten days prior to the scheduled date of assuming office.

A Commissioner elected to less than a full term shall assume office as soon as the election results have been certified and he/she has taken and subscribed to the oath of office.

A person may become a candidate for office of Fire Commissioner by filing a declaration of candidacy with the county auditor during the filing period as prescribed by law. In the event that there are more than two candidates for any position on the board, a primary election shall be held in the manner prescribed by law. The two candidates receiving the greatest number of votes will appear on the general election ballot.

A person is legally qualified to become a Fire Commissioner if he/she is a United States citizen, a registered voter, and a resident of the fire district.

If a Commissioner's permanent residence ceases to be in the Fire District, the Commissioner shall no longer be qualified to serve as commissioner and shall resign immediately.

In case of a board vacancy, the remaining commissioners shall fill such vacancy by appointment. The vacancy shall, within ninety (90) days, be filled by appointment by a vote of the remaining Fire Commissioners. The person appointed shall serve until a successor has been elected as provided by law. If the Board of Fire Commissioners fails to fill the vacancy within the ninety (90) day period, the county legislative authority shall make the appointment. If the number of vacancies is such that there are not a majority of the full number of Commissioners in office, the county council shall within thirty (30) days of the vacancies appoint the required number to create a majority to fill the vacancies on an interim basis through the next general election.

 SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY	
POLICY NUMBER:	30
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	THE BOARD OF FIRE COMMISSIONERS
EFFECTIVE DATE:	7/6/17
REVISION DATE(S):	2/22/07, 12/8/2011

In an effort to allow all interested persons the opportunity to request consideration to fill an interim vacancy on the board, an advertisement shall be placed in the local newspaper indicating that a position is open and available. The board may require a letter of interest and a brief resume' from each prospective candidate and establish an interview process.

Once the board has interviewed all prospective candidates, a vote of the board shall occur and a majority vote shall determine the selected candidate.

Each Fire Commissioner and the secretary shall take an oath to support the Constitutions of the United States and the state of Washington and to faithfully discharge the duties of his/her office to the best of his/her ability. A notary public, Board Secretary or any other method described by law will be authorized to administer oaths and must certify to this oath and the signature of the member and must file the signed oath of office in the county auditor's office.

At the first regular meeting in January of every other year, the Board of Fire Commissioners shall elect among its members, a chair and a vice chair to serve a two year term. If a Commissioner is unable to continue to serve as chair, a replacement shall be elected immediately.

The normal order of business shall be modified for the biannual organization meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of the newly elected commissioner by the chair.
2. Call for nominations for chair to serve during the ensuing year.
3. Election of a chair.
4. Assumption of office by the new chair.
5. Call for nominations for vice chair to serve during the ensuing year.
6. Election of a vice chair.

Policies shall continue from year to year and board to board until and unless the board changes them.

The chair shall appoint board members to represent the board on such committees where district representation is appropriate. Committee representation shall be limited to less than a quorum of the Board of Commissioners.

The chair shall preside at all the board meetings and sign all papers and documents as required by law and as authorized by the action of the board. The chair shall conduct the meeting in the manner prescribed by the board's policies, provided that the chair shall have the full right to participate in debate without relinquishing the chair and shall have the right to vote on all matters put to a vote. The chair shall conduct the meeting so that deliberation is clear, concise, and directed to the issue at hand; discussion and/or action is summarized before moving on to the next agenda item; and the meeting is managed so that the agenda is treated in an expeditious manner.

The vice chair shall preside at board meetings in the absence of the chair and shall perform all of the duties of the chair in case of his/her absence or disability.

The Fire Commissioners shall appoint a Secretary of the District for such term, as they shall determine. The Secretary of the District shall keep a record of the proceedings of the board, shall perform other duties as prescribed by the board or by law, and shall take and subscribe to an official oath similar to that of the Fire Commissioners which shall be filed in the same manner as that of the Commissioners.

The authority of Commissioners is limited to participating in actions taken by the board, as a whole, when legally in session. Commissioners shall not assume responsibilities of the Chief or other staff members. Except to the extent that the Board expressly delegates authority to the Chair (e.g. to interface with staff) or pursuant to other official action by the board member, neither the board nor staff shall be bound in any way by any action taken, instruction given or statement made by any individual Commissioner.



SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	30
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	THE BOARD OF FIRE COMMISSIONERS
EFFECTIVE DATE:	7/6/17
REVISION DATE(S):	2/22/07, 12/8/2011

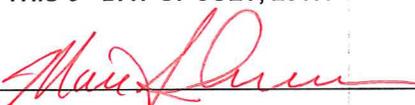
Each Commissioner is obligated to attend board meetings regularly. Whenever possible, each Commissioner shall give advance notice to the chair or the Chief of his/her inability to attend a board meeting. Notification of absence prior to the next regular board meeting will constitute an excused absence. Failure to notify the chair or the Chief will constitute an unexcused absence. After two consecutive unexcused absences, a Commissioner will be sent notification to appear at the next regularly scheduled meeting or be subject to loss of his/her position. The board may declare a Commissioner's position vacant after three consecutive unexcused absences from regularly scheduled board meetings.

Board members shall be provided advance notice of board meeting agenda action items, before action items are taken to a vote of the board. Advance notice may include but is not limited to electronic notification, telephone calls, written notification, or discussion at a prior board meeting. In the event of an emergency, the advance notice may be waived by the board.

ADOPTED AND MODIFIED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS,
SNOHOMISH COUNTY FIRE DISTRICT 7 THIS 6th DAY OF JULY, 2017.



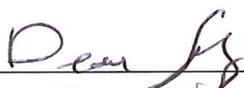
Randy Fay, Commissioner



Marc Inman, Commissioner



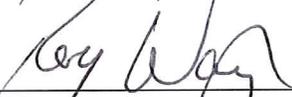
Jeff Schaub, Commissioner



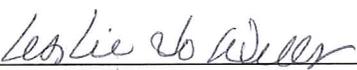
Dean Schwartz, Commissioner



William Snyder, Commissioner



Roy Waugh, Commissioner



Leslie Wells, Commissioner



Shauna Willner, Commissioner



Randy Woolery, Commissioner



 SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY	
POLICY NUMBER:	1-33
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	MEALS, LODGING, TRAVEL AND INCIDENTALS
EFFECTIVE DATE:	6/27/02
REVISION DATE(S):	3/12/09, 8/3/17, 12/18/18, 10/30/19

1.0 PURPOSE:

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

2.0 DEFINITIONS:

- 2.1 **Conference** - Examples may include, but are not limited to, a symposium, seminar, forum, or convention associated with a league, association, alliance, etc., can be interpreted to include any formal training session typically attended by an audience from a wide geographic area and organized by a regionally or nationally known entity.
- 2.2 **Eligible Meals** - Meals which are sufficiently related to work that the cost will be paid by the District. Eligible meals can be purchased, subject to this policy and tax regulations, on either a taxable or non-taxable basis.
- 2.3 **Employee** - References to "employee" can also be interpreted to include all other authorized personnel associated with the District.
- 2.4 **Ineligible Meals** - Meals which do not meet the IRS qualifications for a tax free meal or are not sufficiently related to work or employee convenience to justify District payment.
- 2.5 **Per Diem Rates** - The District uses per diem rates for meals and incidentals as established by the Office of the General Services Administration (GSA) or as hereby after amended obtained and maintained by the Washington State Office of Financial Management. The most current per diem rates can be found at the following web address: <https://www.gsa.gov/portal/content/104877> by inputting the State and City or the zip code to where you are traveling. Based on M&IE for that location you can find the breakdown per meal located here: <https://gsa.gov/portal/content/101518>. Per Diem rates include the costs of tax and gratuity.
- 2.6 **Reimbursement** - Can also be interpreted to mean "paid for by the District." Eligible expenses need not necessarily be reimbursements to the individual, they can be expenses paid by the District directly to the vendor.
- 2.7 **Special Event** - An event that is not regularly scheduled. If scheduled, it occurs no more frequently than annually.
- 2.8 **Tax Home** - The IRS identifies this as your regular place of business regardless of where you maintain your family home. It includes the entire city or general area in which your business or work is located.
- 2.9 **Travel Status** - The IRS defines this as a time when your duties require you to be away from the general area of your "tax home" substantially longer than an ordinary day's work,



SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	1-33
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	MEALS, LODGING, TRAVEL AND INCIDENTALS
EFFECTIVE DATE:	6/27/02
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and you need to sleep or rest to meet the demands of your work while away from home. (In almost all cases, this means an overnight stay is involved.)

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

3.0 POLICY:

- 3.1 This policy shall apply to all members of the Fire District.
- 3.2 All travel requests for intermittent and overnight travel outside the District must be approved in advance by the Fire Chief or designee.
- 3.3 Reimbursement requests must be received within twenty (20) days of completion of travel. Receipts shall be required to support vouchers for reimbursement. All District credit card receipts must be submitted within seven (7) days of completion of travel.
- 3.4 Privately Owned Vehicles may be used whenever a District vehicle is not available, and/or when the time the official or employee will be absent exceeds two or more days, or when it is otherwise impractical to do so. Drivers must have a valid operator's license and the car must be insured to the state's minimum liability standards.
- 3.5 Employees choosing to drive a personal vehicle when a district vehicle is available, while traveling for training, are covered by worker's compensation for bodily injury to the employee. Injuries to other persons or damage to employees and/or other vehicles are treated for insurance purposes with the employee's insurance as primary coverage.
- 3.6 Budgeted monies for reimbursement must be available and authorized. All persons are to exercise good judgment to avoid unnecessary District expense.
- 3.7 Applications for Travel / Leave must indicate:
- 3.7.1 Purpose of travel – Include conference / training seminar flyer, including dates and meals that are included
 - 3.7.2 Destination – Where the training / conference will occur
 - 3.7.3 Departure and return dates – Per Diem is allowable only on those dates you are traveling for district purposes.
 - 3.7.4 Transportation methods being used (airline, bus, rental car, etc.)
 - 3.7.5 Other costs associated with the travel
- 3.8 Travel expenses other than per diem, to the extent possible, will be paid for using the District credit card. Receipts for the credit card must be submitted to the District within



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seven (7) days of completion of the travel. The District does not provide advances for travelers. A statement of expenses shall be completed and submitted for each trip for which reimbursement is being requested. Per Diem expenses shall be submitted using a travel reimbursement form.

3.9 The following travel expenses shall be reimbursable:

3.9.1 Mileage: Employees required to use his/her own vehicle for department business shall be compensated at the current rate established by the Federal government for use of Privately Owned Vehicles (POV) for business purposes. The current rate defined as the rate in effect for the period of the travel. All requests for reimbursement of mileage must be on the District approved travel reimbursement form, and must include starting point and ending point and be signed by the Program Manager whose budget the travel expense is coming from.

3.9.1.1 Employees traveling out of District on a temporary assignment, training, or other approved business should first inquire as to the availability of a District owned vehicle. No mileage reimbursement will be approved when a District vehicle is used for travel.

3.9.1.2 Mileage reimbursement for commuting to and from the employee's residence and the employee's duty location in the District is not allowed. Employees may be reimbursed for mileage within the District when such use is to further District business and/or when that business occurs outside of the employee's regular working hours.

3.9.1.3 Mileage reimbursement for travel outside the District is allowed only when an approved authorization has been prepared, or with the approval of the Program Manager.

3.9.1.4 For assignments outside of the District, mileage reimbursement may be approved from district headquarters to the out of District assignment, or from the employee's residence (when traveling directly from the employee's residence) to the out of District location, whichever is less.

3.9.1.5 When two or more employees are traveling together, only the owner of the vehicle being driven shall be eligible for mileage reimbursement.

3.9.2 Meals: District employees in travel status, traveling under an approved travel authorization, or with permission of the Program Manager, are entitled to reimbursement for meals at the current rate established by the U.S. General Services Administration for employee traveling on official business. Under no circumstances may an employee seek reimbursement for the same meals using both per diem and the District's credit card.

3.9.2.1 Employees shall not be reimbursed for meals where the cost of a meal is included in the registration fee. If a meal is included in the training the



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amount of that meal will be deducted from the amount allowable for that day per the GSA meals and expenses breakdown located here: <https://gsa.gov/portal/content/101518>. When a conference, hotel, etc. provides a Continental breakfast, the employee is still eligible for per diem for that meal.

- 3.9.2.2 GSA rules regarding the reimbursement percentage allowable for per diem during the days of travel to and from the conference, training seminar, etc. shall apply. This is currently set at 75% of the per diem rate.
- 3.9.2.3 Payment for table service, commonly referred to as a tip, is reimbursable as a necessary and reasonable expense, but not in addition to daily per diem rates. Table service expense shall not exceed 20% of the total cost of the meal.
- 3.9.3 Lodging: District employees traveling under an approved travel authorization, or with permission of the Program Manager, are entitled to reimbursement for lodging based on the actual cost, not to exceed the current rate established by the U.S. General Services Administration for employees traveling on official business. The current available rate can be located by entering the City and State or zip code to which travel occurs at this URL: <https://www.gsa.gov/portal/content/104877>.
- 3.9.3.1 Individual reimbursement requests are required for each individual seeking reimbursement from the District.
- 3.9.3.2 When two or more employees share a room, the receipt shall show the room registered to all occupants. Each occupant shall obtain his/her own receipt of room charges. Except as noted below, the reimbursements submitted for the room shall not exceed the U.S. General Services Administration approved schedule.
- 3.9.3.3 Employees will not be reimbursed for lodging expenses when the cost of lodging is included in the registration fee.
- 3.9.3.4 Lodging fees may exceed the U.S. General Services Administration approved schedule when attending conferences and seminars, and the lodging is reserved in the hotel(s) associated with the conference or seminar or with prior supervisory approval.
- 3.9.3.5 Employees traveling for special assignments, where lodging expenses are dictated by a special rate schedule, will be reimbursed according to the schedule rate and not the U.S. General Services Administration schedule.



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- 3.9.4 Transportation charges other than privately owned vehicles: Transportation charges are reimbursable expenses when authorized on an approved travel authorization. The District's credit card shall be used when possible to procure transportation services.
- 3.9.4.1 Reimbursement for airplane, train, or bus travel will be coach, tourist, or equivalent rate.
- 3.9.4.2 Car rentals must be approved by the Fire Chief or designee before rental occurs. Mid-size rates, or equivalent, are the highest rates approved for reimbursement. Exceptions may be made for large groups. Car rentals shall not be provided where free transportation is provided between the airport and lodging, and the training facility and lodging.
- 3.9.4.3 Tickets for transportation costs may be charged to the District through any local travel agency, or other approved transportation agency.
- 3.9.4.4 The District will pay for one checked bag for every week of travel per person unless more is authorized by the Fire Chief or designee. An exception is granted for district-sponsored travel with bunker gear, special operations gear, Honor Guard equipment, and Pipes & Drums gear.
- 3.9.5 Miscellaneous travel expenses: The following are examples of possible transportation expenses that, if essential to the transaction of District business, may be reimbursable. Miscellaneous fees exceeding fifteen dollars (\$15.00) must have a receipt in order to be reimbursed. However, a detailed description must be provided for any reimbursement not documented with a receipt and an explanation of why no receipt was available (the list is not all inclusive).
- 3.9.5.1 Transportation fares (i.e. taxis, shuttles, buses, rideshare, etc.)
- 3.9.5.2 Parking fees
- 3.9.5.3 Ferry and/or bridge tolls
- 3.9.6 The following are not considered essential to the transaction of District business and, therefore, are not reimbursable (the list is not all inclusive).
- 3.9.6.1 Laundry or valet services
- 3.9.6.2 Movie, radio, or television rental costs
- 3.9.6.3 Tips and gratuities other than meals and transportation
- 3.9.6.4 Trip, personal, or medical insurance to provide coverage for the period of travel (except where required by law)



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3.9.6.5 Alcoholic beverages, snacks, tobacco

3.9.6.6 Memberships

3.9.6.7 Mileage for non-official functions

3.9.6.8 Expenses incurred by persons who are not District employees covered by an approved travel authorization

3.9.6.9 Additional travel costs incurred when an indirect route is taken for personal reasons

3.9.6.10 Fines, penalties, and/or forfeitures

3.9.7 Other miscellaneous reimbursements: Reimbursements for meals and/ or light snacks may be made when not in travel status provided the Fire Chief or his/her designee approves the reimbursement in advance and provided there is sufficient budgetary capacity for the reimbursement under the following circumstances:

3.9.7.1 Meals in connection with authorized attendance at meetings, conferences, or conventions

3.9.7.2 Meals for employees engaged in authorized emergency repair or operations

3.9.7.2.1 Single emergency response events occurring during regular meal times, exceeding three hours where providing food and beverages to employees is necessary for employee health and safety.

3.9.7.3 One-time meal expenses for persons serving on a non-paid ad-hoc board or committee, such as employee selection or consultant selection committees, and for an approved volunteer recognition function.

3.9.7.4 Meals, coffee, and light refreshments served to elected and appointed officials and employees at a meeting where the purpose of the meeting is to conduct official district business.

3.9.7.4.1 Board meetings, retreats, training events, staff meetings scheduled to occur during regular meal times that are expected to run more than three hours.

3.10 Personal leave (vacation) may be taken before and after travel outside the District. Personal leave may not be taken during the time period authorized as travel period.



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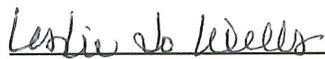
- 3.11 If an employee becomes ill when in travel status, they shall contact their supervisor or make notification through the chain of command as soon as possible.
- 3.12 The Fire Chief, or his/her designees, has the final authority for determining who will travel outside the District.

**ADOPTED AND REVISED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS,
SNOHOMISH COUNTY FIRE DISTRICT NO. 7 THIS 30TH DAY OF OCTOBER, 2019.**

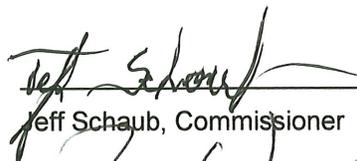


Randy Fay, Commissioner

William Snyder, Commissioner



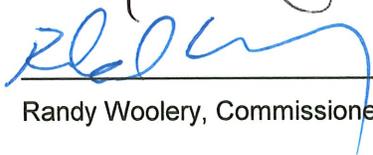
Leslie Jo Wells, Commissioner



Jeff Schaub, Commissioner



Roy Waugh, Commissioner



Randy Woolery, Commissioner



	
SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY	
POLICY NUMBER:	34
SECTION:	<i>ADMINISTRATIVE POLICIES</i>
TITLE:	<i>FIRE DISTRICT POLICIES & PROCEDURES</i>
EFFECTIVE DATE:	10-3-17
REVISION DATE(S):	6-27-02

POLICY STATEMENT:

It shall be the policy of the Board of Fire Commissioners to establish an organized system for the implementation of fire district policies and procedures, and to allow a means of comment on proposed policies before implementation.

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the board that immediate action would be in the best interests of the fire district, the final vote for adoption shall take place not earlier than the next succeeding regular or special board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the chair prior to the second reading. The board may invite oral statements from patrons as an order of business.

In the event that immediate action of a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the fire district. No further action is required. All new or amended policies shall become effective upon adoption; unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the fire district's policy manual.

The Chief or designee shall develop such procedures as are necessary to ensure consistent implementation of policies adopted by the board.

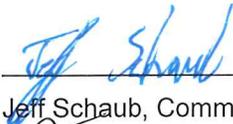
When a written procedure is developed, the Chief or designee shall submit it to the board as an information item. Such procedures need not be approved by the board, though it may revise them when it appears that they are not consistent with the board's intentions as expressed in its policies. Procedures need not be reviewed by the board prior to their issuance; though on controversial topics, the Chief may request prior board approval.

A policy of the board shall be subject to suspension by a majority vote of the Commissioners present, provided all Commissioners had received notice of the meeting and provided the notice included a proposal to suspend a policy and an explanation of the purpose. If such proposal is not made in writing in advance of the meeting, a policy may be suspended only by a unanimous vote of all board members present.

ADOPTED AND REVISED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH COUNTY FIRE DISTRICT #7 THIS 3rd DAY OF OCTOBER, 2017


 Randy Fay, Commissioner


 Marc Inman, Commissioner



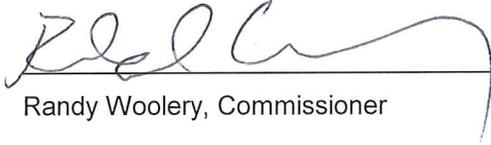
Jeff Schaub, Commissioner



William Snyder, Commissioner



Leslie Wells, Commissioner



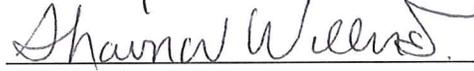
Randy Woolery, Commissioner



Dean Schwartz, Commissioner



Roy Waugh, Commissioner



Shauna Willner, Commissioner



SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	1-69
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	PROCUREMENT AND PURCHASING
EFFECTIVE DATE:	10/16/2018
REVISION DATE(S):	

PURPOSE:

- 1.1 To provide effective, efficient and professional management of all funds dispersed in the operation of the District's business.
- 1.2 To ensure the District's compliance with federal, state, and local laws and regulations governing procurement requirements.

PERSONNEL AFFECTED:

- 2.1 All District employees

REFERENCES:

- 3.1 Procurement and Purchasing Procedure 2-23
- 3.2 Federal Grants- FEMA- AFG Equipment Purchases Procedure 2-22

RESPONSIBILITY:

- 4.1 The Fire Chief or designee(s) shall be responsible for the administration of the Fire District finances, including the purchase of supplies, goods and services as approved in the budget. Procedures shall be developed and maintained which shall outline proper steps for the procurement and purchase of supplies, goods, and services consistent with all applicable laws.

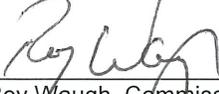
POLICY STATEMENT:

- 5.1 It shall be the policy of the District to manage the expenditure of funds as efficiently as possible; to track and record such expenditures in the most effective and expedient manner; and to provide timely and accurate payment to all vendors.
- 5.2 The District shall comply with federal, state, and local laws governing procurement requirements.
- 5.3 All expenditures and reporting thereof shall be consistent with law and sound accounting practices.

**ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS,
SNOHOMISH COUNTY FIRE DISTRICT NO. 7 THIS 16TH DAY OF OCTOBER, 2018**



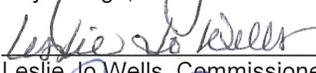
Randy Fay, Commissioner



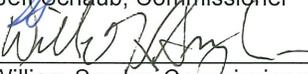
Roy Waugh, Commissioner



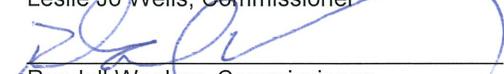
Jeff Schaub, Commissioner



Leslie Jo Wells, Commissioner

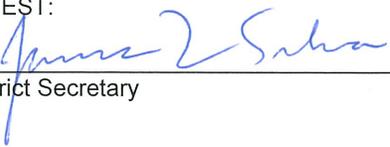


William Snyder, Commissioner



Randall Woolery, Commissioner

ATTEST:



District Secretary



NEW BUSINESS

ACTION

