



# **COMMISSIONER BOARD MEETING**

**JULY 27, 2023**

**5:30 PM**

**SRFR STATION 31 TRAINING ROOM**

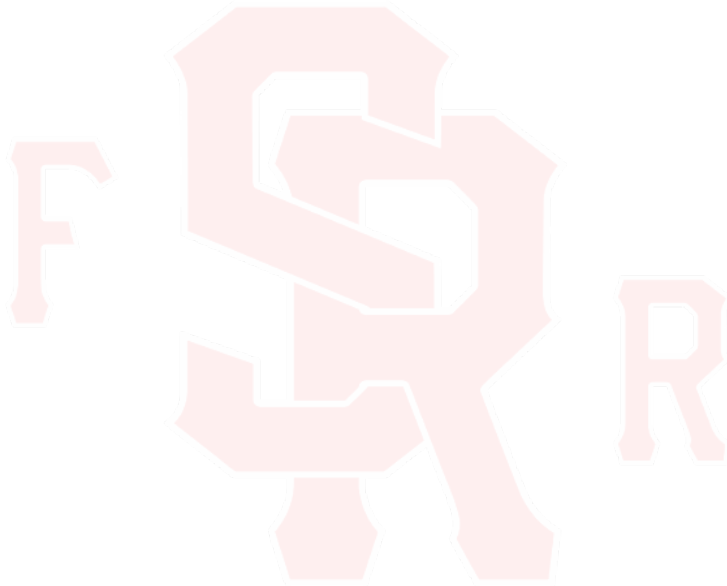
**VIA BLUEJEANS**

**SNOHOMISH REGIONAL FIRE & RESCUE**

**WASHINGTON**



# AGENDA





## SNOHOMISH REGIONAL FIRE & RESCUE

### BOARD OF FIRE COMMISSIONERS MEETING AGENDA SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room/ Via BlueJeans

163 Village Court, Monroe, WA 98272

July 27, 2023, 1730 hours

#### CALL TO ORDER:

#### PUBLIC COMMENT

#### UNION COMMENT

#### CHIEF'S REPORT

#### COMMISSIONER REPORTS:

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	7/25/23	8/22/23	Yes
Finance	Elmore	7/27/23	8/24/23	Yes
Post-Employment Medical	Elmore	9/8/22		
Citizen's Advisory	TBD			
Sno911	Waugh	7/20/23	8/17/23	Yes
Sno Isle Commissioners	Fay	7/6/23	8/3/23	No
Leadership Meeting	Schaub	7/19/23	10/25/23	Yes
Policy Committee	TBD			

#### CONSENT AGENDA

##### **Approve Vouchers**

L&I 2 Quarter Benefit Voucher: 23-01795 (\$261,225.58)

Benefit Vouchers: 23-01799 to 23-01809; (\$874,385.76)

AP Vouchers: 23-01810 to 23-01921; (\$271,962.32)

##### **Approval of Payroll**

July 15, 2023 (\$1,200,601.04)

##### **Approval of Minutes**

Approve Regular Board Meeting Minutes – July 13, 2023



## **OLD BUSINESS**

### **Discussion**

Revised OAC Scope and Proposal  
Station Remodel Projects  
DRS Audit

### **Action**

Pro/Con Committee Appointments

## **NEW BUSINESS**

### **Discussion**

2022 Comprehensive Annual Financial Report  
Tentative Special Commissioners Meeting: Wednesday, August 2, 2023 to discuss Station 83 remodel and OAC

### **Action**

Training Consortium ILA

## **GOOD OF THE ORDER**

**ATTENDANCE CHECK:** Board Members noted availability for the Regular Commissioners Meeting August 10, 2023, at 1730-Station 31 Training Room/Blue Jeans.

## **EXECUTIVE SESSION**

## **ADJOURNMENT**



# CHIEF'S REPORT





# COMMISSIONER REPORTS





# CONSENT AGENDA



# Snohomish Regional Fire and Rescue Claims Voucher Summary

07/25/2023

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
23-01795	DEPARTMENT OF LABOR AND INDUSTRIES		261,225.58

	<b>Page Total</b>	261,225.58
	<b>Cumulative Total</b>	261,225.58



## Snohomish Regional Fire and Rescue Claims Voucher Summary

07/14/2023

Page 1 of 1

Fund: General Fund #001

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

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

Signatures:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
23-01799	DEPARTMENT OF RETIREMENT SYSTEMS		28,059.45
23-01800	DIMARTINO & ASSOCIATES		22,803.40
23-01801	FIRE 7 FOUNDATION		517.50
23-01802	HRA VEBA TRUST		237,304.58
23-01803	LEOFF TRUST		423,848.71
23-01804	MATRIX TRUST COMPANY		19,662.25
23-01805	TD AMERITRADE INSTITUTIONAL		388.50
23-01806	TRUSTEED PLANS SERVICE CORP		32,293.11
23-01807	VOYA INSTITUTIONAL TRUST CO		108,879.01
23-01808	WASHINGTON STATE SUPPORT REGISTRY		279.25
23-01809	WASHINGTON STATE SUPPORT REGISTRY		350.00

**Page Total** 874,385.76

**Cumulative Total** 874,385.76



## Snohomish Regional Fire &amp; Rescue, WA

## Docket of Claims Register

APPKT01370 - 07.27.2023 Board Meeting ER

By Docket/Claim Number

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
1969	ACE EQUIPMENT RENTALS 7368	23-01810 Metal Detector Rental to Locate Vault Li	Invoice	07/14/2023	Metal Detector Rental to Locate Vault Li	001-507-522-50-45-00	29.83
1648	ACID REMAP LLC 1586	23-01811 Agency EMS Protocol App (PPP) Annual F	Invoice	07/07/2023	Agency EMS Protocol App (PPP) Annual F	001-509-522-20-49-02	1,500.00
0020	AIR EXCHANGE, INC 91610039	23-01812 Exhaust Systm Svc/Rep (Balancr,Hose,Tu	Invoice	07/14/2023	Exhaust Systm Svc/Rep (Balancr,Hose,Tu	001-507-522-50-48-00	1,987.54
2189	AJ'S LANDCARE, INC 121215390	23-01813 Landscaping Monthly Maintenance - ST ;	Invoice	06/30/2023	Landscaping Monthly Maintenance - ST ;	001-507-522-50-41-00	699.11
	121215391	Landscaping Monthly Maintenance - Adr	Invoice	06/30/2023	Landscaping Monthly Maintenance - Adr	001-507-522-50-41-00	884.31
	121215392	Landscaping Monthly Maintenance - ST ;	Invoice	06/30/2023	Landscaping Monthly Maintenance - ST ;	001-507-522-50-41-00	957.25
	121215393	Landscaping Monthly Maintenance - ST ;	Invoice	06/30/2023	Landscaping Monthly Maintenance - ST ;	001-507-522-50-41-00	911.66
	121215394	Landscaping Monthly Maintenance - ST ;	Invoice	06/30/2023	Landscaping Monthly Maintenance - ST ;	001-507-522-50-41-00	944.13
	121215395	Landscaping Monthly Maintenance - ST ;	Invoice	06/30/2023	Landscaping Monthly Maintenance - ST ;	001-507-522-50-41-00	899.16
	121215396	Landscaping Monthly Maintenance - ST ;	Invoice	06/30/2023	Landscaping Monthly Maintenance - ST ;	001-507-522-50-41-00	929.05
	121215397	Landscaping Monthly Maintenance - ST ;	Invoice	06/30/2023	Landscaping Monthly Maintenance - ST ;	001-507-522-50-41-00	854.21
	121215398	Landscaping Monthly Maintenance - ST ;	Invoice	06/30/2023	Landscaping Monthly Maintenance - ST ;	001-507-522-50-41-00	469.63
	121215399	Landscaping Monthly Maintenance - ST ;	Invoice	06/30/2023	Landscaping Monthly Maintenance - ST ;	001-507-522-50-41-00	700.06
	121215400	Landscaping Monthly Maintenance - ST ;	Invoice	06/30/2023	Landscaping Monthly Maintenance - ST ;	001-507-522-50-41-00	840.98
	121215401	Landscaping Monthly Maintenance - ST ;	Invoice	06/30/2023	Landscaping Monthly Maintenance - ST ;	001-507-522-50-41-00	899.16
0024	ALDERWOOD AUTO GLASS 20000	23-01814 Shop Parts	Invoice	07/13/2023	Shop Parts	050-511-522-60-34-01	71.11
0025	ALDERWOOD WATER DISTRICT ST73-MAYJUL23	23-01815 Water - ST 73	Invoice	07/17/2023	Water - ST 73	001-507-522-50-47-02	83.17
0025	ALDERWOOD WATER DISTRICT ST73FM-MAYJUL23	23-01816 Water (Fire Meter) - ST 73	Invoice	07/17/2023	Water (Fire Meter) - ST 73	001-507-522-50-47-02	16.80

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APPKT01370 - 07.27.2023 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount	Distribution Amount
2106	AMAZON CAPITAL SERVICES, INC	23-01817								2,253.05
	111C-RVXV-4W1N	Vehicle Desk, Mobile Desk / FM Office- C	Invoice	07/19/2023	Vehicle Desk, Mobile Desk / FM Office- L	001-505-522-30-35-00			46.34	
	1171-F6LD-MVQY	2" Caster Wheels threaded stem set of 4	Invoice	07/17/2023	2" Caster Wheels threaded stem set of 4	001-507-522-50-35-00			39.32	
	11DQ-L7JK-9CJH	Shop Parts	Invoice	07/05/2023	Shop Parts	050-511-522-60-34-01			49.53	
	13KN-VJMK-9QWK	Shop Parts	Invoice	07/05/2023	Shop Parts	050-511-522-60-34-01			76.57	
	13KN-VJMK-KXWC	Cork Bulletin Board 23x35 Oak Framed C	Invoice	07/09/2023	Cork Bulletin Board 23x35 Oak Framed C	001-507-522-50-35-00			9.70	
	13TV-KPKL-C3VY	SanDisk 16gb Ultra Fit USB Flash Drive - I	Invoice	07/15/2023	SanDisk 16gb Ultra Fit USB Flash Drive - I	001-509-522-20-35-00			7.87	
	147J-CH37-Y41X	Micfbr Twls/Cpmd Scrтч Gloss(3), Prm I	Invoice	07/18/2023	Micfbr Twls/Cpmd Scrтч Gloss(3), Prm I	001-506-522-45-31-03			165.70	
	16W6-MGKY-YLF9	Mobile Laptop Computer Desk Cart/Adju	Invoice	07/12/2023	Mobile Laptop Computer Desk Cart/Adju	001-507-522-50-35-00			103.56	
	193G-KGYV-9MTK	Shop Parts	Invoice	07/10/2023	Shop Parts	050-511-522-60-34-01			185.63	
	19D1-JFQV-977R	Fog Machine Cleaner/Fog Machine Wire	Invoice	07/10/2023	Fog Machine Cleaner - ST71	001-506-522-45-31-02			17.79	
					Fog Machine Wireless w/ Remotet (2) -S	001-506-522-45-35-00			582.64	
	19NT-PLPH-3H3H	DrHrdwar/Enty Kit/Trlr DrLck/Key Pdlck/	Invoice	07/19/2023	DrHrdwar/Enty Kit/Trlr DrLck/Key Pdlck/	001-506-522-45-35-00			175.81	
	1F76-QRPR-YTJ9	GHB Pro Agility Ladder 2Pkw/Carrying Bg	Invoice	07/18/2023	GHB Pro Agility Ladder 2Pkw/Carrying Bg	001-506-522-45-35-00			36.88	
	1G3R-QJMF-RGN6	Bunn O Matic Coffee Pot Replacement- S	Invoice	07/12/2023	Bunn O Matic Coffee Pot Replacement- S	001-507-522-50-35-00			21.53	
	1GFL-TCWC-HYWX	Lrg Ice Pack Pk2/Custom Stickers Design	Invoice	07/16/2023	Custom Stickers Design (x2)	001-507-522-50-31-00			20.92	
					Lrg Ice Pack Pk2	001-507-522-50-35-00			21.55	
	1L91-J3TR-PX4C	GymStrgRack/ExrBand/FoamRoller(15)M	Invoice	07/17/2023	GymStrgRack/ExrBand/FoamRoller(15)M	001-510-522-20-35-01			324.96	
	1NLF-91PP-WGQV	Safety Pack Glasses Pk24 - Recruit Class :	Invoice	07/11/2023	Safety Pack Glasses Pk24 - Recruit Class :	001-506-522-45-31-03			24.16	
	1NRP-3LXN-VTVV	Exit Sign/Emgncy Lght LED w/Backup Bat	Invoice	07/09/2023	Exit Sign/Emgncy Lght LED w/Backup Bat	001-507-522-50-35-00			53.70	
	1QFW-K3PR-NTQ1	Shop Parts	Invoice	07/17/2023	Shop Parts	050-511-522-60-34-01			96.86	
	1QVR-377W-RKN3	Mobile Adjustable Standing Desk,Rolling	Invoice	07/18/2023	Mobile Adjustable Standing Desk,Rolling	001-507-522-50-35-00			80.91	
	1WFL-VMFY-RLFC	Dyson Replacement Battery 21.6V (x2) -	Invoice	07/17/2023	Dyson Replacement Battery 21.6V (x2) -	001-507-522-50-35-00			111.12	
0040	ARAMARK UNIFORM SERVICES	23-01818								272.49
	6560222353	Shop Supplies/Uniform Rental/Laundry S	Invoice	07/06/2023	Shop Supplies/Uniform Rental/Laundry S	050-511-522-60-41-04			82.28	
	6560222354	Shop Towels, Floor Mat & Mop Supply Si	Invoice	07/06/2023	Shop Towels, Floor Mat & Mop Supply Si	001-507-522-50-41-00			31.93	
	6560226068	Shop Supplies/Uniform Rental/Laundry S	Invoice	07/13/2023	Shop Supplies/Uniform Rental/Laundry S	050-511-522-60-41-04			77.98	
	6560229835	Shop Supplies/Uniform Rental/Laundry S	Invoice	07/20/2023	Shop Supplies/Uniform Rental/Laundry S	050-511-522-60-41-04			80.30	
2263	ARG INDUSTRIAL	23-01819								203.92
	N055514	Shop Parts	Invoice	07/10/2023	Shop Parts	050-511-522-60-34-01			93.27	
	N055522	Shop Parts	Invoice	07/10/2023	Shop Parts	050-511-522-60-34-01			110.65	
2246	ASHLEY JOHNSON	23-01820								300.00
	2023-ULTRASOUND TRAINING	Ultrasound Hands-On Training Course (6	Invoice	07/11/2023	Ultrasound Hands-On Training Course (6	001-509-522-20-41-02			300.00	
1523	AT&T MOBILITY LLC	23-01821								46.72
	287289300744X07162023	Test Modem Data Plan	Invoice	07/08/2023	Test Modem Data Plan	001-513-522-10-42-00			46.72	
0058	BICKFORD MOTORS INC.	23-01822								40.17
	1252068	Shop Parts	Invoice	07/12/2023	Shop Parts	050-511-522-60-34-01			40.17	
0062	BLANCHARD ELECTRIC & FLEET SUI	23-01823								68.71
	47300717231753	Shop Parts	Invoice	07/17/2023	Shop Parts	050-511-522-60-34-01			68.71	

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APPKT01370 - 07.27.2023 Board Meeting ER

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
0065	BOUND TREE MEDICAL, LLC	23-01824					16,689.61
	84939757	Medication (Glucose Gel)	Invoice	04/28/2023	Medication (Glucose Gel)	001-509-522-30-31-01	77.18
	84987629	Defib. Electrode Pads (Adult/Child) & Litl	Invoice	06/13/2023	Defibrillation Electrode Pads (Adult/Child)	001-509-522-30-31-01	59.72
					Lithium Battery (AED/Defibrillator)	001-509-522-20-35-00	137.95
	85008169	Medications & Medical Supplies	Invoice	06/30/2023	Medications & Medical Supplies	001-509-522-30-31-01	1,257.23
	85009844	Medications & Medical Supplies	Invoice	07/03/2023	Medications & Medical Supplies	001-509-522-30-31-01	4,321.21
	85009845	Medications & Medical Supplies	Invoice	07/03/2023	Medications & Medical Supplies	001-509-522-30-31-01	2,605.40
	85009846	Medications & Medical Supplies	Invoice	07/03/2023	Medications & Medical Supplies	001-509-522-30-31-01	602.24
	85009847	Medical Supplies	Invoice	07/03/2023	Medical Supplies	001-509-522-30-31-01	1,600.62
	85009848	Medications & Medical Supplies	Invoice	07/03/2023	Medications & Medical Supplies	001-509-522-30-31-01	323.00
	85009849	Medical Supplies	Invoice	07/03/2023	Medical Supplies	001-509-522-30-31-01	1,747.66
	85009850	Medications/Medical Supplies/Medical S	Invoice	07/03/2023	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	29.60
					Medications & Medical Supplies	001-509-522-30-31-01	805.37
	85011177	Medications- Abuterol 2.5mg (x2)	Invoice	07/05/2023	Medications- Abuterol 2.5mg (x2)	001-509-522-30-31-01	17.00
	85012006	Medications	Invoice	07/05/2023	Medications	001-509-522-30-31-01	352.76
	85013585	Medications & Medical Supplies	Invoice	07/06/2023	Medications & Medical Supplies	001-509-522-30-31-01	1,584.74
	85015218	Medications	Invoice	07/07/2023	Medications	001-509-522-30-31-01	739.99
	85016665	Medical Supplies	Invoice	07/10/2023	Medical Supplies	001-509-522-30-31-01	123.40
	85020392	Medications/Medical Supplies/Medical S	Invoice	07/12/2023	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	177.04
					Medications & Medical Supplies	001-509-522-30-31-01	127.50
0073	BRAUN NORTHWEST INC	23-01825					79.75
	34686	Shop Parts	Invoice	06/30/2023	Shop Parts	050-511-522-60-34-01	79.75
1913	CANON FINANCIAL SERVICES INC	23-01826					886.47
	30905227	Copier Machine Lease - Admn DAC&POD	Invoice	07/12/2023	Copier Machine Lease - Admn DAC&POD	001-512-591-22-70-00	589.87
	30916075	Copier Machine Lease - Admin Bldg (Cop	Invoice	07/12/2023	Copier Machine Lease - Admin Bldg (Cop	001-512-591-22-70-00	296.60
0094	CDW GOVERNMENT LLC	23-01827					1,265.40
	KV72748	Sonicwall renewal 73-74	Invoice	07/21/2023	Sonicwall renewal 73	001-513-522-10-49-04	1,265.40
0096	CENTRAL WELDING SUPPLY	23-01828					546.43
	SP 911757	Oxygen Cylinder Exchange/Re-Fill (x4) - S	Invoice	07/12/2023	Oxygen Cylinder Exchange/Re-Fill (x4) - S	001-509-522-20-45-00	79.52
	WV 219575	Oxygen Cylinder Exchange/Re-Fill (x8) - S	Invoice	07/19/2023	Oxygen Cylinder Exchange/Re-Fill (x8) - S	001-509-522-20-45-00	466.91
0103	CHMELIK SITKIN & DAVIS P.S.	23-01829					1,604.00
	117739	Monthly Attorney Services (June2023)	Invoice	06/30/2023	Monthly Attorney Services (June2023)	001-512-522-10-41-03	1,604.00
0105	CHRISTIAN DIMONDA	23-01830					288.00
	INV09902	Per Diem Reimb. (2023 Command Off. B)	Invoice	05/30/2023	Per Diem Reimb. (2023 Command Off. B)	001-506-522-45-43-00	288.00
2249	CITY OF ELLENSBURG	23-01831					46.14
	312036 112003-JUNJUL23	Electricity & Stormwater - PM Progm Hc	Invoice	07/18/2023	Electricity & Stormwater - PM Progm Hc	001-506-522-45-49-37	46.14
0110	CITY OF MONROE	23-01832					775.41
	ST31-JUN23	Water, Stormwater & Sewer - ST 31	Invoice	07/06/2023	Water, Stormwater & Sewer - ST 31	001-507-522-50-47-02	775.41

## Docket of Claims Register

APPKT01370 - 07.27.2023 Board Meeting ER

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
0110	CITY OF MONROE ADMIN-JUN23	23-01833 Water, Stormwater & Sewer - Admin Bld	Invoice	07/06/2023	Water, Stormwater & Sewer - Admin Bld	001-507-522-50-47-02 300-507-522-50-47-00	613.48 92.02 521.46
0110	CITY OF MONROE ST31IRR-JUN23	23-01834 Water (Irrigation Meter) - ST 31	Invoice	07/06/2023	Water (Irrigation Meter) - ST 31	001-507-522-50-47-02	36.19 36.19
0110	CITY OF MONROE ST32-JUN23	23-01835 Water & Stormwater - ST 32	Invoice	07/06/2023	Water & Stormwater - ST 32	001-507-522-50-47-02	153.28 153.28
0126	COMCAST ST73-JULAUG23	23-01836 Internet Services - ST 73	Invoice	07/04/2023	Internet Services - ST 73	001-513-522-50-42-01	316.71 316.71
0136	COURIERWEST 6977	23-01837 Mail Courier Monthly Service (June)	Invoice	06/01/2023	Mail Courier Monthly Service (June)	001-502-522-10-41-01	2,388.24 2,388.24
2008	DELL FINANCIAL SERVICES LLC 2726716	23-01838 Dell Lease Payment (7220 Tablet Assem	Invoice	07/03/2023	Dell Lease Payment (7220 Tablet Assem	303-509-591-22-70-00	18,351.40 18,351.40
0155	DENISE MATTERN INV09897	23-01839 Per Diem Reimb. (2023 Tyler Connect Co	Invoice	05/17/2023	Per Diem Reimb. (2023 Tyler Connect Co	001-503-522-10-43-00	1,568.57 1,568.57
1600	DIRECTV, LLC 050747001X230702	23-01840 Cable/TV Services - ST 33	Invoice	07/02/2023	Cable/TV Services - ST 33	001-513-522-50-42-01	120.23 120.23
2294	DRAGON RESCUE MANAGEMENT I 23-0086	23-01841 2 Day Elevator Rescue Ops Training 1/27	Invoice	07/19/2023	2 Day Elevator Rescue Ops Training 1/27	001-506-522-45-49-10	13,839.10 13,839.10
1875	ELECTRONIC BUSINESS MACHINES AR254081	23-01842 Copier Machine Usage - Admin Bldg (Co	Invoice	07/14/2023	Copier Machine Usage - Admin Bldg (Co	001-502-522-10-31-00	352.97 352.97
0182	EMERGENT RESPIRATORY 35007928 35007936	23-01843 CPAP Machine Supplies - ST 72 CPAP Machine Supplies - ST 71	Invoice Invoice	07/05/2023 07/05/2023	CPAP Machine Supplies - ST 72 CPAP Machine Supplies - ST 71	001-509-522-30-31-01 001-509-522-30-31-01	742.94 483.14 259.80
1529	ERIK LIDDIATT INV09903	23-01844 Per Diem Reimb. (2023 Command Off. B	Invoice	05/23/2023	Per Diem Reimb. (2023 Command Off. B	001-506-522-45-43-00	288.00 288.00
0193	EVAN ADOLF INV09911	23-01845 New Hire Meet & Greet Banquet Dinner	Invoice	06/28/2023	New Hire Meet & Greet Banquet Dinner	001-502-522-10-49-06	1,540.33 1,540.33
2296	FASTFIELDFORMS 11796	23-01846 Mobile Forms Software Monthly Subscr	Invoice	07/07/2023	Mobile Forms Software Monthly Subscr	001-516-522-30-49-04	892.70 892.70
2297	FOREMOST PROMOTIONS 715917	23-01847 Custom SRFR Carabiner w/ Ring (x1,000)	Invoice	07/10/2023	Custom SRFR Carabiner w/ Ring (x1,000)	001-515-522-30-31-01	1,111.11 1,111.11
0222	FREIGHTLINER NORTHWEST PC304015057;01 PC304015089;01	23-01848 Shop Parts Shop Parts	Invoice Invoice	07/17/2023 07/12/2023	Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01	169.57 72.28 97.29

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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	23-01849					15,932.71
	024947093	Jacket w/ Detachable Inner Softshell	Invoice	06/30/2023	Jacket w/ Detachable Inner Softshell	001-504-522-20-31-07	312.04
	024947148	Industrial Pants	Invoice	06/30/2023	Industrial Pants	001-504-522-20-31-07	143.59
	024959534	Name Plate	Invoice	06/30/2023	Name Plate	001-504-522-20-31-07	22.65
	024965377	Diamond Quilted Jacket (Game Sportwe:	Invoice	07/03/2023	Diamond Quilted Jacket	001-504-522-20-31-07	98.19
	024965379	Industrial Pants (x3), Duty Boots (x1)	Invoice	07/03/2023	Industrial Pants (x3), Duty Boots (x1)	001-504-522-20-31-07	583.66
	024971148	Duty Boots	Invoice	07/04/2023	Duty Boots	001-504-522-20-31-07	165.26
	024983760	Duty Boots	Invoice	07/06/2023	Duty Boots	001-504-522-20-31-07	195.99
	024983819	Industrial Pants (x2)	Invoice	07/06/2023	Industrial Pants (x2)	001-504-522-20-31-07	287.18
	024983865	Tactical 'TacLite Pro' Pants (2)	Invoice	07/06/2023	Tactical 'TacLite Pro' Pants (2)	001-504-522-20-31-07	107.38
	024996605	L/S Tropical Weave Uniform Shirt	Invoice	07/07/2023	L/S Tropical Weave Uniform Shirt	001-504-522-20-31-07	81.64
	024996686	Industrial Pants	Invoice	07/07/2023	Industrial Pants	001-504-522-20-31-07	145.03
	025024647	L/S Chief Shirt	Credit Memo	07/10/2023	L/S Chief Shirt	001-504-522-20-31-07	-27.54
	025025663	Industrial Pants (x3)	Invoice	07/11/2023	Industrial Pants (x3)	001-504-522-20-31-07	430.37
	025025665	S/S Chief Shirt Nomex	Invoice	07/11/2023	S/S Chief Shirt	001-504-522-20-31-07	144.22
	025025668	Chief Shirt S & L, Quilted Softshell,Belt, S	Invoice	07/11/2023	Chief Shirt S & L, Quilted Softshell,Belt, S	001-504-522-20-31-07	803.58
	025025669	Industrial Pants (x3), Duty Boot, Garrisor	Invoice	07/11/2023	Industrial Pants (x3), Duty Boot, Garrisor	001-504-522-20-31-07	608.88
	025025670	Duty Boots / Garrison Belt	Invoice	07/11/2023	Duty Boots / Garrison Belt	001-504-522-20-31-07	178.51
	025025671	Duty Boot / Garrison Belt	Invoice	07/11/2023	Duty Boot / Garrison Belt	001-504-522-20-31-07	178.51
	025025672	Industrial Pants (x3)	Invoice	07/11/2023	Industrial Pants (x3)	001-504-522-20-31-07	430.37
	025025673	Industrial Pants (x3), Duty Boot, Garrisor	Invoice	07/11/2023	Industrial Pants (x3), Duty Boot, Garrisor	001-504-522-20-31-07	608.88
	025025674	Industrial Pants (x3), Garrison Belt	Invoice	07/11/2023	Industrial Pants (x3), Garrison Belt	001-504-522-20-31-07	455.59
	025025675	Duty Boots	Invoice	07/11/2023	Duty Boots	001-504-522-20-31-07	153.29
	025025676	Chief Shirt L & S (x3), SoftShell Jacket	Invoice	07/11/2023	Chief Shirt L & S (x3), SoftShell Jacket	001-504-522-20-31-07	798.14
	025025677	Chief Shirt L & S (x3), SoftShell Jacket	Invoice	07/11/2023	Chief Shirt L & S (x3), SoftShell Jacket	001-504-522-20-31-07	798.14
	025025678	Chief Shirt S/S (x2), Chief Shirt L/S	Invoice	07/11/2023	Chief Shirt S/S (x2), Chief Shirt L/S	001-504-522-20-31-07	457.26
	025025679	Chief Shirt S/S (x2), Chief Shirt L/S	Invoice	07/11/2023	Chief Shirt S/S (x2), Chief Shirt L/S	001-504-522-20-31-07	457.26
	025025680	Industrial Pants (x3)	Invoice	07/11/2023	Industrial Pants (x3)	001-504-522-20-31-07	430.37
	025025690	Duty Boots	Invoice	07/11/2023	Duty Boots	001-504-522-20-31-07	153.29
	025025691	Industrial Pants (x3)	Invoice	07/11/2023	Industrial Pants (x3)	001-504-522-20-31-07	430.37
	025025692	Industrial Pants (X3)	Invoice	07/11/2023	Industrial Pants (X3)	001-504-522-20-31-07	430.37
	025025693	Industrial Pants (X2)	Invoice	07/11/2023	Industrial Pants (X2)	001-504-522-20-31-07	286.91
	025025694	Industrial Pants	Invoice	07/11/2023	Industrial Pants	001-504-522-20-31-07	143.46
	025025695	Industrial Pants (x3), Garrison Belt	Invoice	07/11/2023	Industrial Pants (x3), Garrison Belt	001-504-522-20-31-07	455.59
	025025696	Industrial Pants (x3), Garrison Belt	Invoice	07/11/2023	Industrial Pants (x3), Garrison Belt	001-504-522-20-31-07	455.59
	025025697	Duty Boots	Invoice	07/11/2023	Duty Boots	001-504-522-20-31-07	153.29
	025025698	Duty Boots	Invoice	07/11/2023	Duty Boots	001-504-522-20-31-07	153.29
	025025707	Chief Shirt L & S (x3), Jacket w/Soft Shell	Invoice	07/11/2023	Chief Shirt L & S (x3), Jacket w/Soft Shell	001-504-522-20-31-07	798.14
	025025709	Industrial Pants (x3)	Invoice	07/11/2023	Industrial Pants (x3)	001-504-522-20-31-07	430.37
	025025710	Industrial Pants (x3)	Invoice	07/11/2023	Industrial Pants (x3)	001-504-522-20-31-07	430.37
	025025720	Chief Shirt S & L (x3), Jacket w/ Shoft She	Invoice	07/11/2023	Chief Shirt S & L (x3), Jacket w/ Shoft She	001-504-522-20-31-07	798.14
	025025721	L/S Chief Shirt	Invoice	07/11/2023	L/S Chief Shirt	001-504-522-20-31-07	168.81
	025025722	Chief Shirt S & L (x3), Jacket w/ Soft Shel	Invoice	07/11/2023	Chief Shirt S & L (x3), Jacket w/ Soft Shel	001-504-522-20-31-07	798.14

## Docket of Claims Register

APPKT01370 - 07.27.2023 Board Meeting ER

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
	025025724	Chief Shirt S & L (x3), Jacket w/ Soft Shel	Invoice	07/11/2023	Chief Shirt S & L (x3), Jacket w/ Soft Shel	001-504-522-20-31-07	798.14
1571	GENERAL FIRE APPARATUS	23-01850					78.76
	16816	Shop Parts	Invoice	07/18/2023	Shop Parts	050-511-522-60-34-01	78.76
0238	GRAINGER	23-01851					260.36
	9763938934	Station Operating Supplies	Invoice	07/10/2023	Station Operating Supplies	001-507-522-50-31-00	123.48
	9769512436	Station Operating Supplies - ST31	Invoice	07/13/2023	Station Operating Supplies - ST31	001-507-522-50-31-00	136.88
1660	HARBORVIEW INVESTMENT LTD	23-01852					2,270.00
	08/2023	Paramedic School Housing Rent & Move	Invoice	08/01/2023	Paramedic School Housing Rent (#2-102)	001-506-522-45-49-37	1,710.00
					Paramedic School Housing Rent Sec. Def	001-506-522-45-49-37	560.00
2260	HEATHMAN HOTEL KIRKLAND	23-01853					12,208.00
	0045041-1	Hotel Rms,Event Mtg Rm Rental/Food/B	Invoice	07/14/2023	Hotel Rms,Event Mtg Rm Rental/Food/B	001-501-522-10-43-01	12,208.00
0260	HUGHES FIRE EQUIPMENT, INC	23-01854					92.01
	594011	Shop Parts	Invoice	07/10/2023	Shop Parts	050-511-522-60-34-01	92.01
1878	IMS ALLIANCE	23-01855					150.03
	23-2009	Passport Locker Tag (x2)	Invoice	07/17/2023	Passport Locker Tag (x2)	001-504-522-20-31-01	18.50
	23-2119	Passport Name Tag (x64)	Invoice	07/21/2023	Passport Name Tag (x64)	001-504-522-20-31-01	131.53
0276	IRON MOUNTAIN INC	23-01856					941.93
	202742274	OffSite Server Data Storage Services (Mc	Invoice	06/30/2023	OffSite Server Data Storage Services (Mc	001-513-522-10-41-04	941.93
0277	ISOUTSOURCE	23-01857					34,535.21
	CW282553	IT Services	Invoice	06/30/2023	IT Services	001-513-522-10-41-04	9,420.74
	CW282967	IT Services	Invoice	06/30/2023	IT Services	001-513-522-10-41-04	101.00
	CW282968	IT Services	Invoice	06/30/2023	IT Services	001-513-522-10-41-04	23,010.90
	CW282969	IT Services	Invoice	06/30/2023	IT Services	001-513-522-10-41-04	1,414.00
	CW283453	Monthly Software Fees/Monitoring Serv	Invoice	07/17/2023	Monthly Software Fees/Monitoring Serv	001-513-522-10-41-04	588.57
0288	JEFF SCHAUB	23-01858					879.19
	INV09904	Per Diem Reimb. (2023 Station Design C	Invoice	05/25/2023	Per Diem Reimb ('23 FireHouse Station C	001-507-522-50-43-00	879.19
0313	KENT D. BRUCE CO., LLC	23-01859					1,573.94
	14013	Shop Parts	Invoice	07/07/2023	Shop Parts	050-511-522-60-34-01	2,080.33
	240	Shop Parts	Credit Memo	06/29/2023	Shop Parts	050-511-522-60-34-01	-506.39
0349	L.N. CURTIS & SONS	23-01860					4,245.26
	INV717152	Firefighter Structural Boots (x3)	Invoice	07/12/2023	Firefighter Structural Boots (x3)	303-504-522-20-35-04	1,272.07
	INV725655	Firefighter Structural Boots	Invoice	07/12/2023	Firefighter Structural Boots (x3)	303-504-522-20-35-04	1,285.01
	INV725658	Firefighter Structural Boots	Invoice	07/12/2023	Firefighter Structural Boots	303-504-522-20-35-04	642.50
	INV725829	Red Nylon Hose Strap Cont Loop (x20)	Invoice	07/12/2023	Red Nylon Hose Strap Cont Loop (x20)	001-504-522-20-35-00	403.18
	INV726476	Firefighter Structural Boots	Invoice	07/14/2023	Recruit Structure Boots	303-504-522-20-35-04	642.50
1954	LAKE STEVENS ATHLETIC CLUB	23-01861					218.00
	59791	Monthly Gym Membership (July 2023)	Invoice	07/24/2023	Monthly Gym Membership (July 2023)	001-510-522-20-49-00	109.00
	59792	Monthly Gym Membership (August 2023)	Invoice	07/24/2023	Monthly Gym Membership (August 2023)	001-510-522-20-49-00	109.00

## Docket of Claims Register

APPKT01370 - 07.27.2023 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
1835	LEAH SCHOOF	23-01862					333.90
	INV09908	Per Diem Reimb. (2023 WFCA Spring Sen	Invoice	06/06/2023	Per Diem Reimb. (2023 WFCA Spring Sen	001-502-522-10-43-00	333.90
1560	LEGEAR ENGINEERING FD CONSUL	23-01863					8,000.00
	2023.08.03	Fire Department Water Supply Consultat	Invoice	07/13/2023	Fire Department Water Supply Consultat	001-506-522-45-49-02	8,000.00
2213	LIBENOW PROPERTY MANAGEMEN	23-01864					2,800.00
	08/2023	Paramedic School Housing Rent (CWU) -	Invoice	08/01/2023	Paramedic School Housing Rent (CWU) -	001-506-522-45-49-37	2,800.00
0348	LIZ LOOMIS PUBLIC AFFAIRS	23-01865					6,000.00
	SRF-0723	Public Affairs Support/Marketing Service	Invoice	07/06/2023	Public Affairs Support/Marketing Service	001-502-522-10-41-01	6,000.00
0352	LOWE'S	23-01866					25.98
	922132-LHQPER	Utilitech 20" In Box Fan - Shop Tools / ST	Invoice	07/06/2023	Utilitech 20" In Box Fan - Shop Tools / ST	050-511-522-60-48-01	25.98
1764	MARTIN PAIETTA	23-01867					1,133.15
	INV09899	Per Diem Reimb. (2023 Tyler Connect Co	Invoice	06/15/2023	Per Diem Reimb. (2023 Tyler Connect Co	001-513-522-20-43-00	1,133.15
0379	MOBILE HEALTH RESOURCES	23-01868					1,051.05
	23470	Monthly EMS Patient Experience Survey:	Invoice	06/30/2023	Monthly EMS Patient Experience Survey:	001-509-522-20-49-02	1,051.05
1661	MONROE CHAMBER OF COMMERC	23-01869					250.00
	02871	District 'L1 - Basic' Membership Annual E	Invoice	07/18/2023	District 'L1 - Basic' Membership Annual E	001-502-522-10-49-01	250.00
2256	MONROE STORAGE PARTNERS 1 LL	23-01870					146.00
	35031	Storage Unit Monthly Rental (August) (Lr	Invoice	07/17/2023	Storage Unit Monthly Rental (August) (Lr	001-507-522-50-45-00	146.00
0387	MUNICIPAL EMERGENCY SERVICES	23-01871					2,370.73
	IN1904854	Seek Individual Magnetic Charger (x8)	Invoice	07/14/2023	Seek Individual Magnetic Charger (x8)	001-504-522-20-35-00	185.08
	IN1908110	SCBA FlowTesting/Battery(x12)&Brd Rep	Invoice	07/21/2023	SCBA FlowTesting/Battery(x12)&Brd Rep	001-504-522-20-48-12	2,185.65
2252	ODP BUSINESS SOLUTIONS, LLC	23-01872					684.60
	318069968001	New office chairs for the new admin assi	Invoice	07/03/2023	2 new office chairs for the new admin as	001-507-522-50-35-00	504.85
	318130321001	Storage Stackable Cup wide BLK - Admin	Invoice	07/06/2023	Storage Stackable Cup wide BLK - Admin	001-502-522-10-35-00	45.88
	318135668001	Stepstool Big 2 Step Blk - Admin Bldg	Invoice	07/03/2023	Stepstool Big 2 Step Blk - Admin Bldg	001-502-522-10-35-00	43.75
	320511655001	OD Binder DUR1" 6Pk Blk - IT Admin	Invoice	07/10/2023	OD Binder DUR1" 6Pk Blk - IT Admin	001-502-522-10-31-00	14.32
	320512040001	ODO.5" Binder Blk(6) Lrg Blk Weave Bin(:	Invoice	07/10/2023	Lrg Blk Weave Bin(3) - IT Admin	001-502-522-10-35-00	15.98
					ODO.5" Binder Blk(6) - IT Admin	001-502-522-10-31-00	9.52
	320956215001	Inspection Labels Pk120 (2) - Fire Preven	Invoice	07/06/2023	Inspection Labels Pk120 (2) - Fire Preven	001-505-522-30-31-00	50.30
0185	OPERATIVE IQ	23-01873					3,258.58
	53705	RFID tags for asset management and tra	Invoice	07/11/2023	RFID tags for asset management & tracki	001-507-522-50-35-00	3,258.58
0455	PAMELLA HOLTGEERTS	23-01874					2,064.52
	INV09898	Per Diem Reimb. (2023 Tyler Connect Co	Invoice	05/22/2023	Per Diem Reimb. (2023 Tyler Connect Co	001-503-522-10-43-00	2,064.52
0466	PETROCARD, INC.	23-01875					3,446.93
	C223863	OnSite Mobile Fueling Service - ST 71, 72	Invoice	07/12/2023	OnSite Mobile Fueling Service - ST 71, 72	001-504-522-20-32-00	1,723.46
						001-509-522-20-32-00	1,723.47
1617	PR LIFTING LLC	23-01876					472.60
	34484	Kettlebell Racks (x2)	Invoice	07/13/2023	Fitness Equipment	001-510-522-20-35-01	472.60



## Docket of Claims Register

APPKT01370 - 07.27.2023 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
0483	PUGET SOUND ENERGY ST82-JUNJUL23	23-01877 Natural Gas - ST 82	Invoice	07/07/2023	Natural Gas - ST 82	001-507-522-50-47-03	131.82 131.82
0483	PUGET SOUND ENERGY ST81-JUNJUL23	23-01878 Natural Gas - ST 81	Invoice	07/07/2023	Natural Gas - ST 81	001-507-522-50-47-03	130.48 130.48
0483	PUGET SOUND ENERGY ST82STOR-JUNJUL23	23-01879 Natural Gas - ST 82 Garage/Storage Bldg	Invoice	07/07/2023	Natural Gas - ST 82 Garage/Storage Bldg	001-507-522-50-47-03	41.23 41.23
0483	PUGET SOUND ENERGY ADMIN-JUNJUL23	23-01880 Natural Gas - Admin Bldg	Invoice	07/10/2023	Natural Gas - Admin Bldg	001-507-522-50-47-03 300-507-522-50-47-00	254.56 38.18 216.38
0483	PUGET SOUND ENERGY ST33-JUNJUL23	23-01881 Natural Gas - ST 33	Invoice	07/13/2023	Natural Gas - ST 33	001-507-522-50-47-03	174.34 174.34
0483	PUGET SOUND ENERGY ST73-JUNJUL23	23-01882 Natural Gas - ST 73	Invoice	07/14/2023	Natural Gas - ST 73	001-507-522-50-47-03	113.21 113.21
0483	PUGET SOUND ENERGY ST77-JUNJUL23	23-01883 Natural Gas - ST 77	Invoice	07/19/2023	Natural Gas - ST 77	001-507-522-50-47-03	82.52 82.52
0483	PUGET SOUND ENERGY ST72-JUNJUL23	23-01884 Natural Gas - ST 72	Invoice	07/19/2023	Natural Gas - ST 72	001-507-522-50-47-03	42.71 42.71
0483	PUGET SOUND ENERGY ST74-JUNJUL23	23-01885 Natural Gas - ST 74/Logistics Bldg	Invoice	07/14/2023	Natural Gas - ST 74/Logistics Bldg	001-507-522-50-47-03	79.64 79.64
0483	PUGET SOUND ENERGY ST31-JUNJUL23	23-01886 Natural Gas - ST 31	Invoice	07/10/2023	Natural Gas - ST 31	001-507-522-50-47-03	51.06 51.06
0484	PURCELL TIRE & SERVICE CENTER 24261533 24261534	23-01887 Shop Parts Shop Parts	Invoice Invoice	07/07/2023 07/07/2023	Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01	3,904.86 2,782.79 1,122.07
1533	REHN & ASSOCIATES IN0000178508	23-01888 COBRA Rights Notice Letter (Retirement)	Invoice	06/30/2023	COBRA Rights Notice Letter (Retirement)	001-502-522-10-41-01	75.00 75.00
0499	RICE FERGUS MILLER, INC. 2019118.00-026 2020053.00-025 2022073.00-007	23-01889 Capital Facilities Planning - Statns Plan C Cap. Facilities Planning - ST83 Bid/Constr Capital Facilities Planning - Shop Desgn/c	Invoice Invoice Invoice	07/10/2023 07/10/2023 07/10/2023	Capital Facilities Planning - Statns Plan C Cap. Facilities Planning - ST83 Bid/Constr Capital Facilities Planning - Shop Desgn/c	300-507-594-50-62-00 300-507-594-50-62-83 300-507-594-50-62-00	31,068.90 160.00 15,513.90 15,395.00
1995	RICK EDWARDS INV09905	23-01890 Per Diem Reimb ('23 FireHouse Station C	Invoice	05/25/2023	Per Diem Reimb ('23 FireHouse Station C	001-507-522-50-43-00	868.60 868.60
0501	RICOH USA, INC. 107445769	23-01891 Copier Machine - ST 71	Invoice	07/11/2023	Copier Machine Lease - ST 71 Copier Machine Usage - ST 71	001-512-591-22-70-00 001-502-522-10-31-00	419.82 319.36 100.46
0501	RICOH USA, INC. 107441440	23-01892 Copier Machine Lease - ST 74/Logistics B	Invoice	07/07/2023	Copier Machine Lease - ST 74/Logistics B	001-512-591-22-70-00	50.91 50.91

## Docket of Claims Register

APPKT01370 - 07.27.2023 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0501	RICOH USA, INC. 107411096	23-01893 Copier Machine - ST 31	Invoice	07/04/2023	Copier Machine Lease - ST 31 Copier Machine Usage - ST 31	001-512-591-22-70-00 001-502-522-10-31-00	452.76 396.66 56.10
1867	RONALD RASMUSSEN JR INV09906	23-01894 Per Diem Reimb ('23 FireHouse Station C	Invoice	05/25/2023	Per Diem Reimb ('23 FireHouse Station C	001-507-522-50-43-00	960.63 960.63
0516	RYAN LUNDQUIST INV09909	23-01895 Per Diem Reimb. (2023 WFCA Spring Sen	Invoice	06/06/2023	Per Diem Reimb. (2023 WFCA Spring Sen	001-502-522-10-43-00	150.50 150.50
0535	SHAWN SELTZ INV09912 INV09913	23-01896 CDL/DOT Physical Exam Reimbursement Airport Parking Reimb (Spartan Eng.Mid-	Invoice Invoice	06/23/2023 06/28/2023	CDL/DOT Physical Exam Reimbursement Airport Parking Reimb (Spartan Eng.Mid-	050-511-522-60-41-11 050-511-522-60-43-00	241.00 130.00 111.00
1883	SHI INTERNATIONAL CORP B17060716	23-01897 Adobe Acrobat Pro DC for Teams License	Invoice	06/30/2023	Four Adobe Acrobat licenses	001-513-522-10-49-04	808.95 808.95
0550	SMARSH INC INV-108434	23-01898 Electronic Communications Archiving Sei	Invoice	06/30/2023	Electronic Communications Archiving Sei	001-513-522-10-41-04	16.98 16.98
0557	SNOHOMISH AQUATIC CENTER 286405	23-01899 Pool Swim Rental (x3) Water Rescue Aca	Invoice	06/13/2023	Pool Swim Rental (x3) Water Rescue Aca	001-514-522-20-31-09	157.50 157.50
0565	SNOHOMISH COUNTY PUD 109360274	23-01900 Electricity - ST 82 Garage/Storage Bldg	Invoice	07/17/2023	Electricity - ST 82 Garage/Storage Bldg	001-507-522-50-47-01	56.19 56.19
0565	SNOHOMISH COUNTY PUD 132447767	23-01901 Electricity & Water - ST 81	Invoice	07/14/2023	Electricity - ST 81 Water - ST 81	001-507-522-50-47-01 001-507-522-50-47-02	630.85 482.40 148.45
0565	SNOHOMISH COUNTY PUD 135747226	23-01902 Electricity - ST 72	Invoice	07/17/2023	Electricity - ST 72	001-507-522-50-47-01	523.52 523.52
0565	SNOHOMISH COUNTY PUD 112638980	23-01903 Electricity - ST 77	Invoice	07/13/2023	Electricity - ST 77	001-507-522-50-47-01	376.55 376.55
0565	SNOHOMISH COUNTY PUD 115943424	23-01904 Electricity & Water - ST 82	Invoice	07/19/2023	Electricity - ST 82 Water - ST 82	001-507-522-50-47-01 001-507-522-50-47-02	1,197.59 962.03 235.56
0565	SNOHOMISH COUNTY PUD 135746099	23-01905 Electricity - ST 73	Invoice	07/13/2023	Electricity - ST 73	001-507-522-50-47-01	246.47 246.47

## Docket of Claims Register

APPKT01370 - 07.27.2023 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
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1536	SNOHOMISH REGIONAL FIRE & RES	23-01906					1,206.43
	EXCISE TAX-JUN23	Sales & Use Tax - June 2023	Invoice	06/30/2023	Sales & Use Tax - June 2023	001-504-522-20-35-00	45.97
					Sales & Use Tax - June 2023	001-506-522-45-49-23	286.08
					Sales & Use Tax - June 2023	001-507-522-50-48-00	7.32
					Sales & Use Tax - June 2023	001-509-522-20-35-00	228.04
					Sales & Use Tax - June 2023	001-509-522-20-48-01	35.23
					Sales & Use Tax - June 2023	001-509-522-30-31-01	45.42
					Sales & Use Tax - June 2023	001-515-522-30-31-01	101.43
					Sales & Use Tax - June 2023	050-511-522-60-34-01	451.85
					Sales & Use Tax - June 2023 (Address Sig	001-505-522-30-31-00	5.09
0572	SPEEDWAY CHEVROLET	23-01907					154.06
	128217	Shop Parts	Invoice	06/04/2021	Shop Parts	050-511-522-60-34-01	98.48
	137568	Shop Parts	Invoice	04/11/2023	Shop Parts	050-511-522-60-34-01	5.74
	137718	Shop Parts	Invoice	04/20/2023	Shop Parts	050-511-522-60-34-01	257.45
	137719	Shop Parts	Invoice	04/20/2023	Shop Parts	050-511-522-60-34-01	70.13
	137901	Shop Parts	Invoice	05/09/2023	Shop Parts	050-511-522-60-34-01	77.20
	138194	Shop Parts	Invoice	06/02/2023	Shop Parts	050-511-522-60-34-01	41.09
	138655	Shop Parts	Invoice	07/05/2023	Shop Parts	050-511-522-60-34-01	545.36
	138682	Shop Parts	Invoice	07/06/2023	Shop Parts	050-511-522-60-34-01	28.36
	138718	Shop Parts	Invoice	07/10/2023	Shop Parts	050-511-522-60-34-01	760.18
	138763	Shop Parts	Invoice	07/12/2023	Shop Parts	050-511-522-60-34-01	58.40
	CM136835	Shop Parts	Credit Memo	03/15/2023	Shop Parts	050-511-522-60-34-01	-1,641.00
	CM137718	Shop Parts	Credit Memo	04/20/2023	Shop Parts	050-511-522-60-34-01	-70.13
	CM137901	Shop Parts	Credit Memo	07/05/2023	Shop Parts	050-511-522-60-34-01	-77.20
2057	SPRAGUE PEST SOLUTIONS	23-01908					1,304.33
	5129028	Monthly Pest Control Services - ST 82	Invoice	06/27/2023	Monthly Pest Control Services - ST 82	001-507-522-50-41-00	99.19
	5129029	Pest Control Perimeter Services (Triannu	Invoice	06/27/2023	Pest Control Perimeter Services (Triannu	001-507-522-50-41-00	120.23
	5129030	Monthly Pest Control Services - ST 83	Invoice	06/29/2023	Monthly Pest Control Services - ST 83	001-507-522-50-41-00	99.19
	5129031	Pest Control Perimeter Services (Triannu	Invoice	06/29/2023	Pest Control Perimeter Services (Triannu	001-507-522-50-41-00	120.23
	5129032	Monthly Pest Control Services - ST 81	Invoice	06/27/2023	Monthly Pest Control Services - ST 81	001-507-522-50-41-00	99.19
	5129033	Pest Control Perimeter Services (Triannu	Invoice	06/27/2023	Pest Control Perimeter Services (Triannu	001-507-522-50-41-00	120.23
	5129038	Monthly Pest Control Services - ST 71	Invoice	06/29/2023	Monthly Pest Control Services - ST 71	001-507-522-50-41-00	99.19
	5129039	Pest Control Perimeter Services (Triannu	Invoice	06/29/2023	Pest Control Perimeter Services (Triannu	001-507-522-50-41-00	120.23
	5129040	Monthly Pest Control Services - ST 33	Invoice	06/29/2023	Monthly Pest Control Services - ST 33	001-507-522-50-41-00	99.19
	5129041	Pest Control Perimeter Services (Triannu	Invoice	06/29/2023	Pest Control Perimeter Services (Triannu	001-507-522-50-41-00	120.23
	5156592	Monthly Pest Control Services - ST 73	Invoice	07/03/2023	Monthly Pest Control Services - ST 73	001-507-522-50-41-00	99.92
	5156597	Monthly Pest Control Services - ST 72	Invoice	07/06/2023	Monthly Pest Control Services - ST 72	001-507-522-50-41-00	107.31
1614	STEVE GUPTILL	23-01909					3,668.65
	INV09901	Per Diem Reimb. (2023 Tyler Connect Co	Invoice	05/11/2023	Per Diem Reimb. (2023 Tyler Connect Co	001-513-522-20-43-00	439.50
	INV09907	Per Diem Reimb ('23 FireHouse Station C	Invoice	05/25/2023	Per Diem Reimb ('23 FireHouse Station C	001-507-522-50-43-00	358.85
	INV09910	Per Diem Reimb. (Spartan Engines Mid-I	Invoice	06/28/2023	Per Diem Reimb. (Spartan Engines Mid-I	001-504-522-20-43-00	2,870.30

## Docket of Claims Register

APPKT01370 - 07.27.2023 Board Meeting ER

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
1634	STRYKER SALES CORPORATION	23-01910					758.00
	4212827M	Defibrillation Electrode Pads (Pediatric) - Invoice	Invoice	06/28/2023	Defibrillation Electrode Pads (Pediatric) -	001-509-522-30-31-01	280.00
	4212828M	Disposable SPO2 Sensors (Lifepak 15 Def	Invoice	06/28/2023	Disposable SPO2 Sensors (Lifepak 15 Def	001-509-522-30-31-01	478.00
0587	SYSTEMS DESIGN WEST, LLC	23-01911					12,577.52
	20231379	EMS Transport Billing Monthly Services	Invoice	07/12/2023	EMS Transport Billing Monthly Services	001-509-522-20-41-05	12,577.52
1645	TELEFLEX, LLC	23-01912					658.73
	9507149614	'EZ-IO' Power Driver (x2)	Invoice	06/27/2023	'EZ-IO' Power Driver (x2)	001-509-522-20-35-00	658.73
2295	THE WILL-BURT COMPANY	23-01913					1,582.51
	10053582	Shop Parts	Invoice	05/31/2023	Shop Parts	050-511-522-60-34-01	475.75
	10053583	Shop Parts	Invoice	05/31/2023	Shop Parts	050-511-522-60-34-01	1,106.76
0610	TRUE NORTH EMERGENCY EQUIPM	23-01914					2,499.90
	A14399	Shop Parts	Invoice	04/28/2023	Shop Parts	050-511-522-60-34-01	640.50
	A14845	Shop Parts	Invoice	06/14/2023	Shop Parts	050-511-522-60-34-01	881.40
	A14952	Shop Parts	Invoice	06/26/2023	Shop Parts	050-511-522-60-34-01	28.66
	A14995	Shop Parts	Invoice	07/06/2023	Shop Parts	050-511-522-60-34-01	172.62
	A14998	Shop Parts	Invoice	07/06/2023	Shop Parts	050-511-522-60-34-01	408.41
	A15004	Shop Parts	Invoice	07/07/2023	Shop Parts	050-511-522-60-34-01	254.15
	A15029	Shop Parts	Invoice	07/10/2023	Shop Parts	050-511-522-60-34-01	114.16
2221	ULINE, INC	23-01915					363.23
	165713143	Mobile Pedestal File - 3Drawer	Invoice	07/07/2023	Mobile Pedestal File - 3Drawer	001-507-522-50-35-00	363.23
0622	UNITED PARCEL SERVICE	23-01916					23.05
	000042W7X8293	Freight Charges (Shop)	Invoice	07/22/2023	Freight Charges (Shop)	050-511-522-60-34-01	23.05
0633	VERIZON WIRELESS SERVICES LLC	23-01917					5,107.10
	9939694094	District Mifi Plans	Invoice	07/15/2023	District Mifi Plans	001-513-522-10-42-00	5,107.10
0633	VERIZON WIRELESS SERVICES LLC	23-01918					3,171.03
	9939694095	District Cell Phones	Invoice	07/15/2023	District Cell Phones - Fire	001-513-522-10-42-00	3,044.76
					District Cell Phones - Shop	050-511-522-60-42-00	126.27
0651	WAVE	23-01919					3,497.94
	132631801-0010246	Fiber Optic Connections & Internet/Cabl	Invoice	06/30/2023	Fiber Optic Connctn - The Cnty,ST31-33,;	001-513-522-50-42-01	3,346.96
					Internet & Cable/TV Services - ST 74 (Log	001-513-522-50-42-01	150.98
0665	WHELEN ENGINEERING COMPANY	23-01920					4,738.49
	326496	Shop Parts	Invoice	07/05/2023	Shop Parts	050-511-522-60-34-01	4,738.49
2011	ZIPLY FIBER	23-01921					390.51
	ST73-JULAUG23	Fax & Alarm Connection Services - ST 73	Invoice	07/10/2023	Fax & Alarm Connection Services - ST 73	001-513-522-50-42-01	390.51
<b>Total Claims: 112</b>						<b>Total Payment Amount:</b>	<b>271,962.32</b>

## Snohomish Regional Fire and Rescue Claims Voucher Summary

07/26/2023

Page 1 of 4

Fund: General Fund #001

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

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

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
23-01810	ACE EQUIPMENT RENTALS		29.83
23-01811	ACID REMAP LLC		1,500.00
23-01812	AIR EXCHANGE, INC		1,987.54
23-01813	AJ'S LANDCARE, INC		9,988.71
23-01814	ALDERWOOD AUTO GLASS		71.11
23-01815	ALDERWOOD WATER DISTRICT		83.17
23-01816	ALDERWOOD WATER DISTRICT		16.80
23-01817	AMAZON CAPITAL SERVICES, INC		2,253.05
23-01818	ARAMARK UNIFORM SERVICES		272.49
23-01819	ARG INDUSTRIAL		203.92
23-01820	ASHLEY JOHNSON		300.00
23-01821	AT&T MOBILITY LLC		46.72
23-01822	BICKFORD MOTORS INC.		40.17
23-01823	BLANCHARD ELECTRIC & FLEET SUPPLY		68.71
23-01824	BOUND TREE MEDICAL, LLC		16,689.61
23-01825	BRAUN NORTHWEST INC		79.75
23-01826	CANON FINANCIAL SERVICES INC		886.47
23-01827	CDW GOVERNMENT LLC		1,265.40
23-01828	CENTRAL WELDING SUPPLY		546.43
23-01829	CHMELIK SITKIN & DAVIS P.S.		1,604.00
23-01830	CHRISTIAN DIMONDA		288.00
23-01831	CITY OF ELLENSBURG		46.14
23-01832	CITY OF MONROE		775.41
23-01833	CITY OF MONROE		613.48
23-01834	CITY OF MONROE		36.19
23-01835	CITY OF MONROE		153.28
23-01836	COMCAST		316.71
23-01837	COURIERWEST		2,388.24
23-01838	DELL FINANCIAL SERVICES LLC		18,351.40
23-01839	DENISE MATTERN		1,568.57
23-01840	DIRECTV, LLC		120.23
<b>Page Total</b>			62,591.53
<b>Cumulative Total</b>			62,591.53

## Snohomish Regional Fire and Rescue Claims Voucher Summary

07/26/2023

Page 2 of 4

Fund: General Fund #001

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

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

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
23-01841	DRAGON RESCUE MANAGEMENT INC.		13,839.10
23-01842	ELECTRONIC BUSINESS MACHINES		352.97
23-01843	EMERGENT RESPIRATORY		742.94
23-01844	ERIK LIDDIATT		288.00
23-01845	EVAN ADOLF		1,540.33
23-01846	FASTFIELDFORMS		892.70
23-01847	FOREMOST PROMOTIONS		1,111.11
23-01848	FREIGHTLINER NORTHWEST		169.57
23-01849	GALLS, LLC		15,932.71
23-01850	GENERAL FIRE APPARATUS		78.76
23-01851	GRAINGER		260.36
23-01852	HARBORVIEW INVESTMENT LTD		2,270.00
23-01853	HEATHMAN HOTEL KIRKLAND		12,208.00
23-01854	HUGHES FIRE EQUIPMENT, INC		92.01
23-01855	IMS ALLIANCE		150.03
23-01856	IRON MOUNTAIN INC		941.93
23-01857	ISOUTSOURCE		34,535.21
23-01858	JEFF SCHAUB		879.19
23-01859	KENT D. BRUCE CO., LLC		1,573.94
23-01860	L.N. CURTIS & SONS		4,245.26
23-01861	LAKE STEVENS ATHLETIC CLUB		218.00
23-01862	LEAH SCHOOF		333.90
23-01863	LEGAR ENGINEERING FD CONSULTING		8,000.00
23-01864	LIBENOW PROPERTY MANAGEMENT LLC		2,800.00
23-01865	LIZ LOOMIS PUBLIC AFFAIRS		6,000.00
23-01866	LOWE'S		25.98
23-01867	MARTIN PAIETTA		1,133.15
23-01868	MOBILE HEALTH RESOURCES		1,051.05
23-01869	MONROE CHAMBER OF COMMERCE		250.00
23-01870	MONROE STORAGE PARTNERS 1 LLC		146.00
23-01871	MUNICIPAL EMERGENCY SERVICES, INC.		2,370.73
		<b>Page Total</b>	114,432.93
		<b>Cumulative Total</b>	177,024.46

## Snohomish Regional Fire and Rescue Claims Voucher Summary

07/26/2023

Page 3 of 4

Fund: General Fund #001

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

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

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
23-01872	ODP BUSINESS SOLUTIONS, LLC		684.60
23-01873	OPERATIVE IQ		3,258.58
23-01874	PAMELLA HOLTGEERTS		2,064.52
23-01875	PETROCARD, INC.		3,446.93
23-01876	PR LIFTING LLC		472.60
23-01877	PUGET SOUND ENERGY		131.82
23-01878	PUGET SOUND ENERGY		130.48
23-01879	PUGET SOUND ENERGY		41.23
23-01880	PUGET SOUND ENERGY		254.56
23-01881	PUGET SOUND ENERGY		174.34
23-01882	PUGET SOUND ENERGY		113.21
23-01883	PUGET SOUND ENERGY		82.52
23-01884	PUGET SOUND ENERGY		42.71
23-01885	PUGET SOUND ENERGY		79.64
23-01886	PUGET SOUND ENERGY		51.06
23-01887	PURCELL TIRE & SERVICE CENTER		3,904.86
23-01888	REHN & ASSOCIATES		75.00
23-01889	RICE FERGUS MILLER, INC.		31,068.90
23-01890	RICK EDWARDS		868.60
23-01891	RICOH USA, INC.		419.82
23-01892	RICOH USA, INC.		50.91
23-01893	RICOH USA, INC.		452.76
23-01894	RONALD RASMUSSEN JR		960.63
23-01895	RYAN LUNDQUIST		150.50
23-01896	SHAWN SELTZ		241.00
23-01897	SHI INTERNATIONAL CORP		808.95
23-01898	SMARSH INC		16.98
23-01899	SNOHOMISH AQUATIC CENTER		157.50
23-01900	SNOHOMISH COUNTY PUD		56.19
23-01901	SNOHOMISH COUNTY PUD		630.85
23-01902	SNOHOMISH COUNTY PUD		523.52

Page Total

51,415.77

Cumulative Total

228,440.23

## Snohomish Regional Fire and Rescue Claims Voucher Summary

07/26/2023

Page 4 of 4

Fund: General Fund #001

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

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

Signatures:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
23-01903	SNOHOMISH COUNTY PUD		376.55
23-01904	SNOHOMISH COUNTY PUD		1,197.59
23-01905	SNOHOMISH COUNTY PUD		246.47
23-01906	SNOHOMISH REGIONAL FIRE & RESCUE		1,206.43
23-01907	SPEEDWAY CHEVROLET		154.06
23-01908	SPRAGUE PEST SOLUTIONS		1,304.33
23-01909	STEVE GUPTILL		3,668.65
23-01910	STRYKER SALES CORPORATION		758.00
23-01911	SYSTEMS DESIGN WEST, LLC		12,577.52
23-01912	TELEFLEX, LLC		658.73
23-01913	THE WILL-BURT COMPANY		1,582.51
23-01914	TRUE NORTH EMERGENCY EQUIPMENT INC		2,499.90
23-01915	ULINE, INC		363.23
23-01916	UNITED PARCEL SERVICE		23.05
23-01917	VERIZON WIRELESS SERVICES LLC		5,107.10
23-01918	VERIZON WIRELESS SERVICES LLC		3,171.03
23-01919	WAVE		3,497.94
23-01920	WHELEN ENGINEERING COMPANY		4,738.49
23-01921	ZIPLY FIBER		390.51

**Page Total** 43,522.09

**Cumulative Total** 271,962.32





**Payroll Summary and Authorization Form for the:**

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**7/15/2023 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:** \$931,094.89

**Paper Checks:** \$4,515.52

**Taxes:** \$264,990.63

**Allowed in the sum of: \$1,200,601.04**

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**Reviewed by:** Brandon Vargas  
District Administrative Coordinator

**Prepared by:** Erick Ramirez  
Payroll Specialist

**Approved by Commissioners:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## BOARD OF FIRE COMMISSIONERS MEETING MINUTES SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room/ Via BlueJeans

163 Village Court, Monroe, WA 98272

July 13, 2023, 1730 hours

**CALL TO ORDER:** *Chairman Elmore called to order the meeting at 1730 hours. In attendance were Commissioner Edwards, Commissioner Fay, and Commissioner Schaub. In attendance via video, Commissioner Gagnon and Commissioner Steinruck. Absent with notice Commissioner Waugh.*

**PUBLIC COMMENT:** NA

**UNION COMMENT:** NA

**CHIEF'S REPORT:** *As presented. Assistant Chief Messer highlighted the 4<sup>th</sup> of July call volume and special thanks to all the crews who were working.*

**COMMISSIONER REPORTS:** NA

### **CONSENT AGENDA**

#### **Approve Vouchers**

*AP Vouchers: 23-01623 to 23-01626; (\$63,545.60)*

*Benefit Vouchers: 23-01630 to 23-01646; (\$717,495.87)*

*AP Vouchers: 23-01647 to 23-01794; (\$868,610.01)*

#### **Approval of Payroll**

*June 30, 2023 (\$1,439,887.84)*

#### **Approval of Minutes**

*Approve Regular Board Meeting Minutes – June 22, 2023*

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

Motion by Commissioner Edwards and 2<sup>nd</sup> by Commissioner Schaub.

**On Vote, Motion carried 6/0**

### **OLD BUSINESS**

Discussion

Action



## **NEW BUSINESS**

### **Discussion**

*Pro/Con Committee Appointments:* Assistant Chief Messer reported an advertisement has been sent out for the Pro/Con Committee regarding our upcoming November Levy. We ask all interested volunteers to come forward by July 17, 2023.

*Fourth of July Response:* as discussed in the Chief's report.

### **Action**

**GOOD OF THE ORDER:** Commissioner Fay extended thanks to our Payroll Specialist Jessica Ober for all the good service she has provided as she embarks on a new career path. Commissioner Schaub would like to revisit the County on their process to ban fireworks.

**ATTENDANCE CHECK:** Board Members noted availability for the Regular Commissioner Meeting July 27, 2023, at 1730-Station 31 Training Room/Blue Jeans.

**EXECUTIVE SESSION:** NA

**ADJOURNMENT:** Chairman Elmore adjourned the meeting at 1735 hours.

**Snohomish Regional Fire & Rescue**

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Commissioner Rick Edwards

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Chairman Troy Elmore

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Vice Chairman Randy Fay

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Commissioner Paul Gagnon

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Commissioner Jeff Schaub



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Commissioner Jim Steinruck

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Commissioner Roy Waugh



# OLD BUSINESS

## DISCUSSION





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

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

<b>Initiative Name:</b>		<b>OAC Project Management and Construction Management Services for Capital Facilities Projects</b>	
<b>Executive member responsible for guiding the initiative:</b>		Deputy Chief Ron Rasmussen	
<b>Type of Action:</b>		<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution	
<b>Initiative Description:</b>		<p>The proposal covers Project Management and Construction Management for Station 81 and Station 32 Capital Facilities projects. The proposal also includes Construction Management Services for the Station 83 project and the Station 31 Shop Addition. OAC comes highly recommended and will greatly benefit the district with their broad experience navigating the progressive design build process and their construction management experience. OAC will help the district limit risk and additional costs sometimes associated with construction projects. The proposal will greatly assist with achieving goal six of the Strategic Plan to provide and maintain contemporary facilities for our workforce to help enable our mission of saving lives, protecting property, safeguarding the environment, and taking care of people. Please see attached Scope of work and Fee structure:</p>	
<ul style="list-style-type: none"> <li>• <b>Brief Description</b></li> <li>• <b>Goal of Initiative</b></li> <li>• <b>Initiative Results (deliverables)</b></li> <li>• <b>Connection to Strategic Plan</b></li> <li>• <b>Supporting Documentation (attach)</b> <ul style="list-style-type: none"> <li>○ <b>Scope of work</b></li> <li>○ <b>Contract(s)</b></li> <li>○ <b>Project proposal(s)</b></li> <li>○ <b>Presentation(s)</b></li> </ul> </li> <li>• <b>If Financial: Reason RAB must be approved outside of the annual budget process</b></li> </ul>			
<b>Financial Impact:</b>		<p>Expense: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A          Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A          Capital Construction Budget: <b>300-507-594-506-200</b>          Total amount of initiative (attach amount breakdown if applicable): \$          Initial amount:</p> <ul style="list-style-type: none"> <li>• PM/CM services for the Station 81 and Station 32 projects: Time and Materials not to exceed: <b>\$1,674,637.00.</b></li> <li>• CM Services for the Station 83 Remodel and Station 31 Shop Addition projects: Time and Materials not to exceed: <b>\$351,028.00.</b></li> </ul> <p><b>Total: Not to exceed: \$ 2,025,665.00</b></p> <p>Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ 6,000,000.00 New Construction Budget          Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> <li>• If yes: Fund(s)/line item(s) to be amended:</li> </ul>	
<b>Risk Assessment:</b>		<p>Risk if approved: None.</p> <p>Risk if not approved: Increased workload of SRFR staff and increased risk and liability due to the knowledge and experience levels of staff members when dealing with significant Capital Facilities projects.</p>	

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





# MUNICIPAL RESOURCE & SERVICE CENTER

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OAC SERVICES, INC.  
STATEMENT OF QUALIFICATIONS

2022







## FIRM INFORMATION

Headquartered in Seattle since 1955, OAC is a studio of project and construction management experts who have devoted their professional lives to improving the built environment. At OAC, we serve our clients and communities as trusted partners to design, build, and improve where people live, work, learn, and play. We lead our projects with Lean methods, sustainable solutions, and true collaborative systems by listening and responding to our clients' needs and goals.

Voted as a best company to work for 5 years in a row, OAC is an employee-owned, leading professional services firm that has redefined how owner's representative partnerships work, from new construction to renovations and improvements. We are heavily involved in the communities we live and operate in; our passionate people love what we do, and so do our clients, which is why over 85% of our clients are repeat business.

What differentiates us is our people. We employ over 140 professional industry leaders in construction, business, architecture, communications, and engineering. Our culture draws the best-in-class talent and industry experts who passionately execute the life-changing projects our diverse client groups bring us. The energy and resiliency we deliver to our projects are generated by our experts doing what they love every day for our clients.

Our firm contains 5 primary service groups, each with a unique team of professionals with specialized focus and expertise that include:

- Project and Construction Management (PM/CM)
- Alternative Project Delivery
- Forensic Architecture and Engineering (FAE)
- Structural Engineering
- Building Enclosure (BE) Services

We work in a diverse set of markets and share staff between them so we can pull resources with the appropriate background to meet your needs. These markets include transit, municipal, commercial, K-12, higher education, residential, healthcare, life sciences, emergency service centers, industrial, data centers, high-tech, nonprofit, hospitality, tribal, and specialty retail.



## PROJECT & CONSTRUCTION MANAGEMENT

OAC provides project and construction management services tailored to meet the goals of each client. We offer comprehensive program management, applying proven management techniques to the planning, design, and construction of a project from inception to completion.

Our versatile services for new construction can be adapted to all phases of building design and construction, including development, programming, bid and award, design, construction, commissioning, and occupancy. We provide sound leadership – managing the entitlement, design, and construction processes. Our goal is to represent the owner with integrity while controlling time, cost, and quality.

With over 65 years of experience across both the public and private sectors, we have a vast project history to call upon to help us manage projects of all sizes and scopes.

OAC's expertise is in providing program, project, and construction management services. Building upon the knowledge, skill, and passion of our team, we have developed successful management systems and tools that help ensure effective and timely communication of project information.



### Services

- Program Management
- Project and Construction Management
- Feasibility Studies
- Master Planning
- Design Management
- Quality Assurance/Quality Control Services
- Lease and Contract Review
- Cost Estimating
- Value Analysis
- Scheduling
- Constructability Reviews
- Sustainability Consulting, including LEED and the Living Building Challenge
- Commissioning Services
- Claims Resolution Services



## KING COUNTY CHILDREN AND FAMILY JUSTICE CENTER

### SEATTLE, WA

Located in a dense, mixed-use neighborhood in Seattle's First Hill, the The King County Children and Family Justice Center (CFJC) features a 5,550-square-foot school, 10 courtrooms (219,000 square feet), a 154-bed detention center (112,000 square feet), and a four-level, 360-stall parking structure. It also includes a childcare facility, a resource center for youth and family care services, therapy and counseling space, and bike and pedestrian paths. It has been designed to achieve LEED Gold certification.

After an extensive delivery method study, King County selected design-build delivery as the most flexible, cost-effective way to complete the project and then selected OAC to help guide the programming, planning, design-build procurement, design and construction.



OWNER/CLIENT	ARCHITECT	PROJECT COST	SIZE	TIME FRAME	TEAM MEMBERS
King County Facilities Management Division	KMD Architects (programming architects)	\$210 Million	336,500 sq. ft.	July 2013– June 2019	Dave Jobs Dan Chandler Joshua Cloud Kim Johnson

## SOUND TRANSIT SOUNDER MAINTENANCE BASE

### LAKESIDE, WA

OAC was selected as the prime program management consultant to lead an integral team of 8 subconsultants for this design-build program. The 60,000-square-foot maintenance base will support the Sounder's expansion into the South Sound/Lakewood area so that vehicles can be stored, maintained, and deployed for the increased service. During early meetings with the owner, we've worked on procurement documents and the preconstruction of multiple facilities while managing several scopes. The program is a multi-year, 2-phase project.



OWNER/CLIENT	PROJECT COST	TIME FRAME	TEAM MEMBERS
Sound Transit	\$12 Million	June 2019– Current	Dan Chandler Judy Sawin Stacy Shewell

## PORT OF OLYMPIA LARGE-SCALE FACILITY ASSET ASSESSMENT

OLYMPIA, WA



The Port of Olympia hired OAC to provide project management and engineering support. After providing recommendations for more organized capital planning and execution of projects, the port asked OAC to perform a large-scale facility asset assessment on all port-owned airport, marina, and satellite properties. The Port had never done a facility asset assessment of this magnitude in the past and was looking for a thorough evaluation to craft a capital improvement plan for the next 20 years. The first phase of this assessment was completed in under six months and culminated in a 100 page report that assessed 34 buildings.

OAC is continuing to work with the Port of Olympia on a second phase to assess its remaining buildings, parking lots and plazas, build more detailed reports, and give them a strong foundation from which to build their capital improvement plan.

### OWNER/CLIENT

Port of Olympia

### SERVICES

Facility Asset  
Assessment  
Project Management

### SIZE

Varies

### TIME FRAME

July 2018–Current

### TEAM MEMBERS

David McBride

## SPOKANE VALLEY FIRE DEPARTMENT LIBERTY LAKE FIRE STATION #3

SPOKANE VALLEY, WA



The Liberty Lake Fire Station No. 3 provides a permanent home for the existing fire station, which currently resides in leased facilities. Located on a 1.15-acre site, the new station features three drive through apparatus bays, administrative offices, residential areas for fire fighters, dormitory room, kitchen facilities, living areas, mechanical and storage mezzanines, and firefighting support areas.

The Spokane Valley Fire Department (SVFD) retained OAC at the 50% construction documents phase to provide project and construction management services. OAC led the project team by providing contract administration, specialty consultant procurement, limited value analysis, constructability, bid strategy development, and estimate reconciliation reviews services.

### OWNER/CLIENT

Spokane Valley Fire  
Department

### ARCHITECT

ZBA Architecture

### CONTRACTOR

Baker Construction &  
Development

### PROJECT COST

\$2.8 Million

### SIZE

11,691 sq. ft.

### TIME FRAME

2016–2017

### TEAM MEMBERS

Jeff Jurgensen  
Kat Getchell  
Elizabeth Rosenbeck

## RIVERSIDE PARK WATER TREATMENT FACILITY NEXT LEVEL OF TREATMENT PROJECT

### SPOKANE, WA

OAC was selected to assist the City of Spokane as an advisor for their first GC/CM project, a \$175 million dollar addition to their existing Wastewater Treatment Plant. The City selected OAC based on their success in advising clients on how to manage their way through the Project Review Committee (PRC) process, solicitation and selection of a GC/CM contractor, assistance in pre-construction and construction services, and GMP amendment negotiations used in this alternative delivery method.

OAC has led the PRC application and approval process, the GC/CM selection process, has overseen the contract negotiation phase and is assisting with sub-contracting package plans, self-performance objectives, and provided technical assistance in the City conduct its first of several in-house audits prior to the end of project audit as required by RCW 30.10. Currently the project's has had 3 GMP amendments. Phase 1 is under construction and the Phase 2 design is at 60% DD phase.



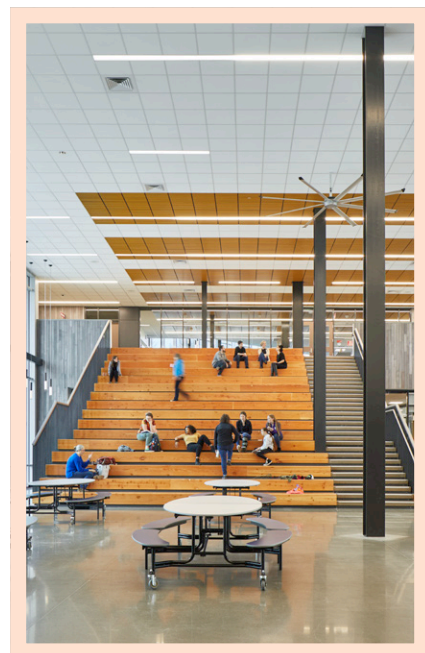
OWNER/CLIENT	DESIGN/ENGINEER	CONTRACTOR	PROJECT COST	TIME FRAME	TEAM MEMBER
City of Spokane	CH2M	MWH Constructors Slayden Construction Group, Joint Venture	\$175 Million	2015– 2021	Dan Chandler

## LAKE WASHINGTON SCHOOL DISTRICT

### REDMOND, WA

Lake Washington School District selected OAC in Spring 2014 to provide program and project management services on capital bond and levy projects. At the time of selection, the district was proposing a \$755 million bond program, consisting of six new facilities to address capacity issues and replacement of six aging schools. After this and a subsequent 2014 bond measure failed, a \$434 million bond program was passed by the voters in April 2016.

Since 2014, OAC has provided overall program and project management services including interim capacity projects to accommodate approximately 1,000 new students annually, \$10-\$20 million in levy-funded small projects, and eight new major capital projects now underway.



OWNER/CLIENT	ARCHITECT	CONTRACTOR	PROJECT COST	SERVICES
Lake Washington School District	Integrus BLRB McGranahan DLR	Cornerstone Lydig BNBuilders Lease Crutcher Lewis	\$450 Million	Program, Project, & Construction Management D-Form Process Management



## ADDITIONAL CONSTRUCTION AND PROJECT MANAGEMENT EXPERIENCE

CLIENT	PROJECT	LOCATION	AWARDED	BUDGET (M)	SERVICES
TriMet	Elevator Replacement and Upgrades	Portland, OR	2018	\$6	GC/CM Advisory
Sound Transit	Overlake Transit Center & East Link	Redmond, WA	2017	\$33	Project Management
Lake Washington School District	Juanita High School	Redmond, WA	2016	\$145	GC/CM Advisory
Lake Washington School District	Redmond Ridge East Elementary	Redmond, WA	2016	\$43	GC/CM Advisory
Lake Washington School District	Margaret Mead Elementary	Sammamish, WA	2016	\$45	GC/CM Advisory
Lake Washington School District	North Redmond Elementary	Redmond, WA	2016	\$43	GC/CM Advisory
Metro Parks Tacoma	Point Defiance Zoo and Aquarium	Tacoma, WA	2016	\$48	GC/CM Advisory
Central Valley School District	Opportunity Elementary	Spokane Valley, WA	2015	\$20	GC/CM Advisory
Tahoma School District	Lake Wilderness Elementary	Maple Valley, WA	2015	\$43	GC/CM Advisory
Central Valley School District	Sunrise Elementary	Spokane Valley, WA	2015	\$20	GC/CM Advisory
Central Valley School District	Chester/Green Acres Elementary Schools	Spokane Valley, WA	2014	\$40	GC/CM Advisory
Central Valley School District	Evergreen Middle School	Spokane Valley, WA	2014	\$32	GC/CM Advisory
Evergreen State College	Lecture Hall Renovation	Olympia, WA	2014	\$18	GC/CM Advisory
Snohomish County	Snohomish County Courthouse	Everett, WA	2013	\$160	Project Management
Northshore School District	Northshore High School	Bothell, WA	2013	\$130	GC/CM Advisory
Clover Park School District	Beachwood Elementary	Joint Base Lewis McChord (JBLM), WA	2013	\$90	Project Management
Clover Park School District	Clarkmoor Elementary	JBLM, WA	2013	\$39	Project Management
Clover Park School District	Evergreen Elementary	JBLM, WA	2013	\$90	Project Management
Clover Park School District	Greenwood Elementary	JBLM, WA	2013	\$36	Project Management
Mason Transit Authority	Transit Community Center	Shelton, WA	2012	\$7.8	Project Management
Clover Park School District	Carter Lake Elementary	JBLM, WA	2012	\$21	Project Management
Clover Park School District	Hillside Elementary	JBLM, WA	2012	\$23	Project Management

**Dan Chandler**, PE, AIA**PRINCIPAL/SENIOR VICE PRESIDENT**

As principal of OAC, Dan has 30+ years of experience in the northwest construction industry. During this time he has developed strong relationships throughout the industry that add value to each client and project. Dan's current services include project and program management, estimating, scheduling, value analysis, constructability review, construction claims analysis, and expert witness services. Dan is a licensed professional engineer, registered architect, and has held management positions as both a subcontractor and general contractor on a wide variety of building projects. In addition, he has served as a construction laborer, superintendent, project manager, and owner's representative.

**EDUCATION**

B.S., Civil Engineering  
University of Washington

**AREAS OF EXPERTISE**

Project management  
Construction management  
Alternative project delivery  
Cost estimating  
Scheduling

**EXPERIENCE**

Oak Harbor, Wastewater Treatment Plant | Oak Harbor, WA

Washington State University, Northside Residents Hall | Pullman, WA

City of Spokane, Nelson Service Center | Spokane, WA

Lake Washington School District, North Creek High School | Bothell, WA

**Shawn Mahoney**, AIA**CEO & MANAGING PRINCIPAL**

Shawn is one of the most well-respected project managers in the industry. His leadership is based on his fluency with both design and construction, his innovative approach to project delivery, and his ability to collaborate with diverse teams and stakeholders. Shawn's encyclopedic knowledge, and focus on client advocacy and delivery execution has made him a thought leader and construction management expert who has revolutionized how these services are provided.

**EDUCATION**

B.A., Architecture  
Roger Williams University

**AREAS OF EXPERTISE**

Program management  
Project management  
Construction administration  
Alternative delivery methods  
Design management  
Team building  
Technical design solutions

**EXPERIENCE**

Port of Seattle, Seattle Tacoma International Airport Concourse C Upgrades Vertical Conveyance Upgrade Program | SeaTac, WA

TriMet, Light Rail Station Elevator Modernization | Portland, OR

City of Lynnwood, Convention Center Master Plan | Lynnwood, WA

Puget Sound Energy, Data Center | Bellevue, WA

Seattle Housnig Authority, Elevator Modernizations at Multiple Sites | Seattle, WA

**Dave Jobs,** CCM, AVS, DBIA, LEED AP**SENIOR VICE PRESEIDENT**

Dave has more than 25 years working in the project and construction management industry. His responsibilities have included onsite construction management, building conditions assessments, construction defect and building envelope investigations, project controls, project and contract auditing, scheduling, conceptual estimating and budgeting, value engineering, constructability review, and contract negotiation/administration. Dave has experience with GC/CM, design-build, and design-bid-build delivery. Dave is known for his ability to draw teams together by providing a clear vision for working toward a common goal.

**EDUCATION**

GCCM Workshop  
AGC Education Foundation  
Construction Management Certificate  
University of Washington  
A.A., Grossmont College

**AREAS OF EXPERTISE**

Owner's representative  
Project controls  
Agency liaison  
Value engineering  
Energy efficiency  
Alternative delivery methods

**EXPERIENCE**

Snohomish County, New Courthouse | Everett, WA  
  
King County, Meleng Regional Justice Center Energy Retrofit | Kent, WA  
  
Horizon House Retirement Community, Earthquake Repair | Seattle, WA  
  
Seattle Public Utilities, Value Engineering Study | Seattle, WA

**Jeff Jurgensen,** AVS, CCM, PMP, CPE, DBIA**SENIOR VICE PRESIDENT**

Jeff has provided construction services since 1991. His experience includes governmental and municipal projects, K-12 schools, higher education, mixed use facilities, bridges, parking garages, dams, and heavy civil/highway projects. He also provides cost estimating, constructability reviews, and value analysis.

Jeff frequently participates in value engineering studies as a cost estimator, facilitator, or construction industry technical member. He is proficient in many estimating software programs such as MCASES, MII, MC2m, and Timberline.

**EDUCATION**

B.S., Construction Management  
B.A., Business Administration and  
Finance  
Washington State University

**AREAS OF EXPERTISE**

Project management  
Construction management  
Constructability reviews  
Value analysis studies  
Cost estimating

**EXPERIENCE**

Spokane Public Schools, Bond Program | Spokane, WA  
  
City of Spokane, Nelson Service Center | Spokane, WA  
  
Seattle-Tacoma International Airport, Central Terminal Expansion | SeaTac, WA  
  
Central Valley School District, Bond Program | Spokane Valley, WA





# 30+

Years experience of building forensics

# 1.5K+

Building investigations over the last 25 years

# 2K+

Projects completed over the last decade

## BUILDING SCIENCES

OAC's Building Sciences practice group offers comprehensive FAE, BE, and structural engineering solutions, including peer reviews, design detailing, construction observations, and forensic investigations. OAC's Building Sciences practice helps clients design and construct effective, complete, and sustainable building enclosures. For new construction, we help our clients build right the first time. For existing buildings, we carry out comprehensive investigations to determine the underlying cause of problems and develop appropriate and cost-effective repairs. Our Building Sciences team has established an unrivaled reputation as a technical resource and is readily available to support projects as needed by the client.

### FORENSIC ARCHITECTURE & ENGINEERING

OAC's FAE team provides a broad range of services, including investigation, repair design, condition, and risk assessment. We also provide expert witness consulting services for construction defects and large-loss insurance claims. The FAE team specializes in supporting architects, owners, contractors, and developers with analysis, design, and construction support or contract administration. When building systems fail or don't perform correctly, the FAE team provides one-stop support from start to finish to diagnose and develop repairs for the problems while ensuring exceptional value for our clients who also regard us as a technical resource.

### BUILDING ENCLOSURE

For the past 25 years, OAC's BE practice group has provided complete assistance and solutions that are an exceptional value for our clients. Our BE team specializes in making buildings safe from moisture and providing sound, reliable solutions to prevent water intrusion. We design project-specific, readily constructible details in-house. This maintains the weather-resistant integrity of the project while preserving building aesthetics. From new high-rise towers in urban centers to targeted repairs for affordable housing projects, we provide comprehensive detail packages to help our clients achieve their goals on-time and within budget.

### STRUCTURAL ENGINEERING

Whether it's ground-up design, seismic retrofits, or overwater marine structures, OAC's team of licensed structural engineers have addressed challenges large and small for more than 20 years. Our engineers design with all materials types, including high performing seismic systems. OAC's structural engineers specialize in the evaluation and repair of existing structures. We leverage our years of experience investigating buildings, assessing damage, and analyzing failures. Our engineers have taken apart and repaired all varieties of structures — steel-framed domes, multi-story commercial buildings, concrete parking structures, plazas, and even turn-of-the-century timber structures.

## TAHOMA HIGH SCHOOL & REGIONAL LEARNING CENTER BUILDING ENCLOSURE CONSULTING SERVICES

MAPLE VALLEY, WA



In addition to program and project management services, OAC provided building enclosure consulting design services for this 320,000-square-foot high school. Duties included reviewing the architectural drawings during the design phase for water tightness, constructability, material compatibility, and completeness. We provided a review report to the owner and architect which recommended specific improvements to be put into the architectural drawing set and project specification. During construction, OAC provided comprehensive site observations to verify that the as-built conditions were in general conformance with the construction documents. OAC also coordinated testing of the glazing assemblies and air leakage.

**OWNER/CLIENT**  
Tahoma School  
District

**PROJECT COST**  
\$174 Million

**TIME FRAME**  
2013–2017

**SERVICES**  
Building Plan Review  
Contract  
Administration  
Construction  
Observations  
Testing Coordination  
Design Assist

## BURIEN HEADQUARTERS AND FIRE STATION BUILDING ENCLOSURE ASSESSMENT, DESIGN, & CONSTRUCTION OBSERVATION

BURIEN, WA



Scheduled for completion in 2011, the 5-bay, 30,000-square-foot fire protection headquarters and station experienced construction issues as it progressed. Two years after scheduled completion, conflicts between the fire district and the general contractor concerning precast concrete quality control continued to prevent occupation of the station. OAC was hired by the fire district to provide forensic engineering services including reviewing existing construction documents for the exterior wall assembly and proposing repair plans, reviewing construction, providing code review, structural calculations, leading non-destructive testing, and reviewing the structural design of precast repair details.

**OWNER/CLIENT**  
King County Fire  
Protection District #2

**PROJECT COST**  
\$9 Million

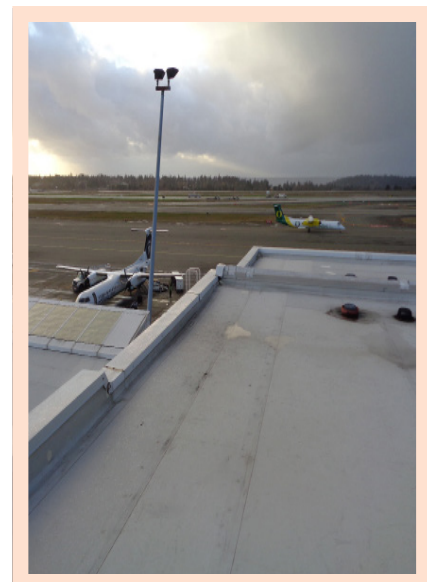
**TIME FRAME**  
2013–2016

**SERVICES**  
Building Condition  
Assessment  
Construction  
Observation  
Forensic Engineering  
Roof Consulting

## SEATTLE TACOMA INTERNATIONAL AIRPORT CONCOURSE C ROOF REPLACEMENT

SEATAC, WA

In addition to providing and construction administration for the roof replacement of concourse-C, OAC's scope included the design of a new roof membrane and insulating coverboard, providing structural engineering for the addition of fall arrest anchors, replacing ladders, and selecting repair and replacement of Kalwall skylights. Measures were taken for protection of ventilation systems, outside air intakes, elevated piping, and roofing infrastructure at this occupied, operational gateway.



OWNER/CLIENT	PROJECT COST	TIME FRAME	SERVICES	
Port of Seattle	\$2.6 Million	Aug. 2015– Sept. 2017	Structural Engineering Roofing Design Waterproofing	Construction Scheduling Cost Estimating

## RIDGEFIELD HIGH SCHOOL ADDITION

RIDGEFIELD, WA

Ridgefield High School expanded in size to include a 12,400 sq. ft classroom addition and a 41,000 sq. ft addition with a gymnasium, two-story multi-purpose space, which included a new band and choir wing. The classroom addition provided eight classrooms and a dedicated area for group work and administrative support. The new gymnasium includes bleachers and an audiovisual display for assemblies. The two-story multi-purpose space has a capacity for 600 people utilizing retractable, telescopic seating on the main level and fixed seating in the balcony. A suspended catwalk system was designed for accessing equipment used in productions and concerts. One challenge on this project addressed varying elevations from structural floor to finish floor of the fixed stadium seating level.

\*This work was performed while at another firm, but by OAC Staff.



OWNER/CLIENT	TIME FRAME	SERVICES
Ridgefield School District	2012–2014	Structural Engineering BIM modeling



## CITY OF RENTON GENE COULON PARK STRUCTURAL REPAIRS

RENTON, WA



The City of Renton undertook a program to conduct structural repairs and replacement of significant structures around Gene Coulon Memorial Beach Park. Amongst other smaller repairs, the two major repair/replacement efforts centered on providing all new steel support framing and decking around the Ivar's Restaurant and new transient moorage floats adjacent to Ivar's. The deck project was phased to allow continual access to the Ivar's Restaurant during construction. The new deck system and floats, like what was replaced, will serve people who live and work in the community for decades to come. A significant challenge on this project centered around the inconsistent spacing of the steel support piling and the need to allow for increased fit-up tolerances in the field during steel assembly.

\*This work was performed while at another firm, but by OAC Staff.

**OWNER/CLIENT**  
City of Renton

**PROJECT FEES**  
\$250,000

**TIME FRAME**  
2018–2019

**SERVICES**  
Structural  
Assessment  
Structural  
Engineering  
Cost Estimates  
Construction Phase  
Administration

## SEATTLE HOUSING AUTHORITY NEW HOLLY APARTMENTS CONDITION ASSESSMENT AND REPAIR DESIGN

SEATTLE, WA



New Holly Apartments, Phase 1 campus is made up of 144 units that were constructed in the late 1990's. The Seattle Housing Authority (SHA) knew that these buildings had enclosure issues, but did not know the extent of the damage.

OAC identified the buildings and conditions that were expected to have issues with water intrusion and hidden damage. We investigated 20 of the buildings and found significant structural damage at several of them. OAC and SHA decided that the initial investigation was potentially skewed towards damaged units and that additional investigation was warranted to obtain a more accurate picture of the actual damage. OAC used this estimate of damage in the scope of repair. The final report included a cost estimate for repair by unit type. OAC's estimate was within 10% of the winning bid for the repairs.

**OWNER/CLIENT**  
Seattle Housing  
Authority

**PROJECT FEES**  
\$184,000

**TIME FRAME**  
July 2015–Oct. 2015

**SERVICES**  
Facility Condition  
Assessment  
Forensic  
Investigation  
Cost Estimating  
Repair Design  
Contract  
Administration

**ADDITIONAL FORENSIC ARCHITECTURE AND ENGINEERING, STRUCTURAL  
ENGINEERING, ROOFING, WATERPROOFING AND BUILDING ENVELOPE EXPERIENCE**

Client	Project	Location	Type	Services
City of Seattle	On-Call Services	Seattle, WA	Existing and New Construction	Forensic Investigation Structural Investigation Building Enclosure Consulting
City of Stanwood	On-Call Services	Stanwood, WA	Existing structure	Forensic Investigation Structural Investigation
WA Division of E&A Services	Cascade Building: Pierce College, Fort Steilacoom	Lakewood, WA	Existing Enclosure Repair	Forensic Investigation Building Envelope Design
WA Division of E&A Services	Rainier Building Pierce College, Fort Steilacoom	Lakewood, WA	New Construction Enclosure	Building Envelope Design Cost Benefit Analysis
WA Division of E&A Services	Green River College Salish Hall	Auburn, WA	New construction enclosure	Building Envelope Design Field Testing Coordination
Kirkland Parks and Recreation	Overwater Structures Assessment	Kirkland, WA	Existing Structure	Forensic Investigation Structural Investigation
King County	King County International Airport	Seattle, WA	Existing Enclosure Repair	Forensic Investigation Building Envelope Design
City of Everett	Public Works Building Seismic Assessment	Everett, WA	Existing Structure	Forensic Investigation Structural Investigation
University of Washington	S1 Parking Garage	Seattle, WA	Existing Enclosure Repair	Forensic Investigation Structural Investigation Building Enclosure Consulting
University of Washington	Portage Bay Parking Garage	Seattle, WA	Existing Enclosure Repair	Forensic Investigation Structural Investigation Building Enclosure Consulting
University of Washington	Bothell Parking Garage	Bothell, WA	Existing Enclosure Repair	Forensic Investigation Structural Investigation Building Enclosure Consulting

**Todd Thiel, AIA, LEED AP****VICE PRESIDENT**

Todd brings over 25 years of diverse experience in design, project, and practice management focused on the development and maintenance of systems, procedures, and habits necessary to sustain an environment conducive to high quality design and profitable project delivery.

Todd is a proactive leader who relies on strong communication skills, design confidence, depth of experience, and a commitment to integrating operational excellence into a Designfirst practice to maintain a positive firm ethos based on cooperation.

**EDUCATION**

Architecture  
Cornell University

**AREAS OF EXPERTISE**

Project management  
Construction management  
Program management  
Scheduling  
Cost estimating  
Value analysis  
Constructability review

**EXPERIENCE**

Amgen Campus | Seattle, WA

University of Washington, Neurological Surgery Lab | Seattle, WA

Amgen, Lab Buildings A, B, C, and D | Seattle, WA

Holyoke Center, Harvard University | Cambridge, MA

Seattle Housing Authority, Design & Construction Administration IDIQ | Seattle, WA

Port Angeles & Clallam County, Joint Public Safety Building | Port Angeles, WA

**Dave Bates, AIA, RA****ASSOCIATE**

Dave has delivered architecture services for 34 years and has developed a specialized expertise in building enclosure diagnostics and repair. His experience includes multi-family design, building enclosure detail design, contract document preparation, and assessment and investigation of various building types. Dave frequently participates in construction defect investigations and property damage assessments, providing clients with practical repair designs. He represents architects, contractors, and homeowners in construction litigation cases. He investigates damage caused by water intrusion and fire, and consults with architects and contractors regarding new and existing buildings, assisting with building enclosure design, and design/construction defect issues.

**EDUCATION**

B.A., Architecture  
University of Washington

**AREAS OF EXPERTISE**

Forensic and failure investigation  
Litigation support  
Building enclosure design and construction observation  
Façade assessment  
Material evaluation

**EXPERIENCE**

Everett Station | Everett, WA

Pierce College, Cascade Building | Lakewood, WA

Pierce College, Olympia Building | Lakewood, WA

Washington Center for the Performing Arts | Olympia, WA

Highline Community Hospital | Burien, WA

## Christian Gorry, PE, RRC, RRO

### SENIOR DIRECTOR, ROOF CONSULTING

Christian specializes in forensic investigations and repair design for buildings subjected to water intrusion. He is a registered roof consultant and serves as OAC's in-house roofing expert. Christian frequently performs failure investigations, condition assessments, and repair/replacement designs for roof and waterproofing systems. His practicality and depth of knowledge in building enclosure and roofing design for K-12 facilities, higher education facilities, commercial, and healthcare developments makes him a valued team member. Having worked as a construction superintendent and carpenter for several years, Christian brings hands-on knowledge of construction methodologies to the team.

#### EDUCATION

B.S., Civil Engineering  
University of Connecticut

#### AREAS OF EXPERTISE

Roofing and waterproofing  
Construction observations  
Forensic and failure investigation  
Condition and risk assessment  
Existing enclosure repair

#### EXPERIENCE

Seattle Tacoma International Airport, Concourse C Roof Replacement | Seattle, WA

Meydenbauer Center, Roof Condition Assessment | Bellevue, WA

University of Washington, North Physics Lab Roof Replacement | Seattle, WA

Spokane International Airport, Hanger 2504 Roof Replacement | Spokane, WA

## Kerry May, LEED GA

### SENIOR DIRECTOR, BE DESIGN

Kerry specializes in building enclosure design for new construction and existing buildings. His architectural background and knowledge of building systems allows him to perform a wide range of tasks for OAC including construction document preparation, field observations, construction administration, and forensic and failure investigations. Kerry has completed building enclosure design services for K-12 facilities, higher education facilities, residential and commercial developments. In addition, Kerry has experience in project management, scheduling, document review, 3D modeling, WUFI analysis, infrared thermography, and construction planning.

#### EDUCATION

B.S., Architecture  
Washington State University

#### AREAS OF EXPERTISE

Building enclosure design  
Code compliance  
New enclosure design reviews  
Construction observations  
Existing enclosure repair

#### EXPERIENCE

Auburn High School, BE Design Review and Field Observation | Auburn, WA

Snohomish County, Courthouse BE Design Review and Field Observation | Everett, WA

Pierce College, Cascade Building BE Design Review and Field Observation  
Lakewood, WA

Green River College, Salish Hall Design Review, Field Observer, and Water Test  
Coordinator | Auburn, WA

**John Rupp, PE****DIRECTOR, ENGINEERING**

John is a structural engineer with more than 13 years of experience in the structural evaluation and design of buildings, marine structures, and electric and power utilities. His primary focus has been structural 3-D modeling and analysis. His experience includes project and quality management, which includes leading seismic risk reduction programs. He managed a region-wide damage assessment program in Haiti following the 2010 earthquake, which included directing daily operations, providing geographic mapping, and leading a quality control program.

**EDUCATION**

B.S., Civil Engineering  
Gonzaga University

**AREAS OF EXPERTISE**

Structural engineering  
Seismic engineering & analysis  
Program management  
Resiliency planning

**EXPERIENCE**

Bonneville Power Administration (BPA), Regional Maintenance Headquarters | North Bend, OR

BPA, Dittmer Control Center | Vancouver, WA

BPA, Telecommunications Center | Vancouver, WA

Stockton Fire Station | Stockton, CA

Hoonah Fire Station | Hoonah, AK





## CLIENT REFERENCES

We believe the best representation of our work comes from our client's themselves - those that live, work, and play in the facilities we helped design, build, and secure. Please feel free to contact any of the references listed below. We would be happy to supply additional references upon request.

### **Louise Sweeney**

Project Manager  
Washington State University - Everett  
2425 East Grimes Way  
Pullman, WA 99164-1150  
509.335.4437



### **Jay Rowell**

Deputy Superintendent of Operations  
Central Valley School District  
19307 East Cataldo Ave  
Spokane Valley, WA 99016  
509.228.5556  
rowell@cvsd.org



### **Jill Boudreau**

City of Mount Vernon  
Mayor  
910 Cleveland Avenue City Hall, 2nd Floor  
Mount Vernon, WA 98273  
360.336.6211

### **Jeff Sperry**

City of Bothell Public Works  
Fleet/Facilities Manager  
18415 101st Ave NE  
Bothell, WA 98011  
425.806.6856

### **Brian Aiken**

Ellensburg School District  
Director of Finance  
1300 E. 3rd Ave  
Ellensburg, WA 98926  
509.925.8000

*Figure 1.1*  
Everett Academic Center  
Washington State University

*Figure 2.1*  
Sunrise Elementary School  
Central Valley School District

*Figure 3.1*  
Renton Technical College  
City of Renton

### **Alan Wyatt**

City of Renton  
Capital Projects Manager  
425.430.6571  
awyatt@rentonwa.gov



## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) between OAC Services, Inc., a Washington corporation (hereinafter referred to as “OAC”) and Snohomish Regional Fire and Rescue, (hereinafter referred to as “Client”) whose address is 163 Village Court Monroe, WA 98272 for the Project identified below.

This Agreement is incomplete without the following attachments:

- ✓ **Exhibit A (GENERAL CONDITIONS)**
- ✓ **Exhibit B (OAC SCOPE OF SERVICES AND FEE)**
- ✓ **Exhibit C (FEE SCHEDULE)**

By signing below, Client acknowledges receipt of the foregoing attachments and their incorporation herein as if fully set forth. This Agreement constitutes the entire agreement between the parties respecting its subject matter and supersedes all prior and contemporaneous commitments, negotiations, representations or agreements, whether written or oral, concerning its subject matter.

- A. **PROJECT:**  
**Project Title:** SRFR - FS 81 and 32  
**Project No.** R16-220603.01  
**Project Address:** Washington State
- B. **SCOPE:** OAC will perform the services described in Exhibit B (the “Services”). Client will pay for such Services as described in this Agreement, including Exhibits A, B and C. Additional Services will be performed at OAC’s then-current hourly rates, subject to the written agreement of both parties’ authorized representatives. OAC’s hourly rates are subject to an annual escalation with written notice to Client.
- C. **COMPENSATION:** The Services as described above, will be compensated by Client up to a Not-to-Exceed (NTE) amount of \$1,674,637.00. If compensation is NTE, upon reaching the not-to-exceed amount, OAC will give Client the opportunity to continue the services at OAC’s then-current hourly rates on a time and expense basis or an alternative negotiated fee; absent written agreement to the contrary, such services will be compensable on a time and expense basis. Fixed Fee arrangements shall be compensated as set forth in Exhibits B and C.
- D. **SCHEDULE/TERM:** OAC’s performance assumes the following schedule:  
 Phase 1 is expected to last 6 months (thru 9/2023).  
 Phase 2 is expected to last 24-36 months (1/2024 - 12/2025).

This Agreement shall be effective on 07/10/2023 or upon OAC’s receipt of this fully executed Agreement whichever occurs first and shall terminate as provided herein (the “Term”), unless extended by written agreement.

Each individual executing this Agreement on behalf of a Party warrants that he or she is authorized to bind such Party to this Agreement and its terms.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement effective as set forth above.

**OAC SERVICES INC.**

**Snohomish Regional Fire and Rescue**

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

## EXHIBIT A OAC SERVICES GENERAL CONDITIONS

### 1. AGREEMENT

These GENERAL CONDITIONS are incorporated into and made part of the Agreement between OAC and Client for the Project which, together with the exhibits incorporated on the first page hereof, are collectively referred to herein as "this Agreement." The titles and headings of this Agreement are nonbinding.

### 2. EXECUTION

Unless expressly provided otherwise, execution shall constitute OAC's authorization to proceed. The Parties agree that a photocopy or other signed copy of this Agreement is as effective as the original. The Parties also agree that this Agreement may be signed in counterparts. The Parties further agree that, for the purposes of executing this Agreement and any amendments thereto, either party, or both parties, may execute using an electronic signature authenticated using OAC's then current electronic signature systems and procedures. Both parties intend that such electronic signatures shall be considered original signatures and binding for all purposes.

### 3. PAYMENT

OAC will bill for performance of the Services monthly. Client will pay all charges net 30 days. OAC will charge Client interest on all past due balances at a rate of 1.5% per month. To the extent OAC is called upon to respond to subpoena or other legal proceedings to which OAC is not a named party, OAC will invoice Client at 1.5 times its hourly rates.

OAC may contract with subconsultants in performing the Services. Subconsultant invoices will be marked up at cost plus 10%.

OAC will bill all reimbursable expenses with a markup of 15%. Reimbursable expenses include items such as mileage and travel expenses, reproduction and photographic reproduction.

### 4. CHANGED CONDITIONS

This Agreement may be supplemented, amended or revised only by way of an instrument signed by both parties. Should conditions affect OAC's level of effort and/or time required change, OAC will notify Client and will, as appropriate, propose an equitable adjustment to fee and/or schedule.

### 5. INDEPENDENT CONTRACTOR

OAC is and will be at all times during the term of this Agreement an independent contractor and not an employee, joint venture partner, fiduciary, or associate of Client. In performing its Services, OAC is entitled to rely on the accuracy and completeness of information supplied by or through Client.

OAC endeavors to provide continuity of services. Therefore, to the fullest extent permitted by law, Client agrees not to invite, encourage or otherwise solicit OAC employees to leave OAC's employ during the term of this Agreement and for a period of one-year thereafter.

### 6. TERMINATION

a) **Termination without cause** - Either Client or OAC may terminate this Agreement without cause and without liability upon seven (7) days written notice to the other of its intent to terminate without cause. The parties will deal with each other in good faith during the seven (7) day period. The Client will compensate OAC for services performed and reimbursable expenses incurred through the date of termination upon receipt of OAC's invoice.

b) **Termination with cause** - Either party may terminate this agreement for cause effective immediately upon giving written notice of termination for cause. Substantial breach of a material term of this Agreement, including failure to pay a progress payment when due, constitutes cause.

c) **Suspension of project** - To the extent the Client suspends OAC's services under this Agreement for a period of more than 30 days, Client shall compensate OAC for the services rendered prior to the suspension and, upon resumption or termination of OAC's services, Client shall compensate OAC for the costs incurred associated with the suspension and resumption. OAC endeavors to minimize such costs and therefore may, without liability and at its sole discretion, reallocate its resources including employees assigned to the Project to minimize the losses associated with the suspension.

## **EXHIBIT A OAC SERVICES GENERAL CONDITIONS**

### **7. INSURANCE**

OAC will maintain the following standard insurance coverage and limits during performance of the services:

- a) Workers Compensation: as required by applicable statute.
- b) Commercial General Liability: \$1,000,000 per occurrence for bodily injury, including death, and property damage, and \$2,000,000 in the aggregate.
- c) Automobile Liability: \$1,000,000 combined single limit for bodily injury and property damage.

OAC waives all claims for damages against Client to the extent that the damages are covered by insurance carried by or for the benefit of OAC. Client waives all claims for damages against OAC to the extent that the damages are covered by insurance carried by or for the benefit of the Client. Provided, however, that the foregoing waivers shall not apply to the extent that waiver of subrogation is expressly prohibited by the applicable insurance policy.

### **8. OWNERSHIP OF DOCUMENTS AND LICENSE**

All plans, drawings, documentation, manuals, methodologies, know-how, processes, techniques, ideas, concepts, websites, technologies, data, photographs, and/or any other information that is prepared and provided by OAC to Client in connection with performing the services (the "Intellectual Property") is and will remain the property of OAC. OAC will retain all common law, statutory and other reserved rights, including the copyright, thereto.

OAC grants a non-exclusive license to Client to copy and use the Intellectual Property solely in connection with the project that is the subject of this Agreement. OAC shall have no liability for reuse of, or modifications to, the Intellectual Property by the Client or its successors or representatives or for use of the Intellectual Property following a termination of this Agreement when OAC is not in default. Client acknowledges that OAC's Intellectual Property is prepared for the exclusive use of Client for the specific application stated in the Agreement between OAC Services, Inc. and Client and that the same is not intended for and may not be used or relied upon by any other person or entity for any purpose. The license granted herein shall terminate immediately if Client breaches this Agreement or if this Agreement is terminated when OAC is not in default. Client has no right to sublicense the right to the Intellectual Property to any person or entity.

### **9. SITE VISITS/OBSERVATIONS/SAFETY**

If the Services include construction observation, OAC will visit the project site at appropriate intervals to become generally familiar with the progress and quality of the construction work being performed by the Client's general contractor (the "Contractor") and to determine if the construction work is proceeding in general accordance with the Contract Documents. OAC is not responsible for construction means, methods, techniques, sequences or procedures or for safety programs or precautions in connection with the Contractor's construction work. OAC will endeavor to keep Client informed. OAC is not responsible for the Contractor's or any third party's acts, errors, or omissions or failure to perform the construction work in accordance with the Contract Documents.

If the Services include construction management, Client acknowledges that OAC is not the controlling contractor and that overall control of the work site and site safety practices rests with the Contractor. If requested as part of its Services, OAC will review safety programs developed by the Contractor for purposes of coordinating its safety program with those of the others performing work on the Project. OAC's review and coordination shall not create liability for nor extend to OAC control over or charge of the acts or omissions of the Contractor, subcontractors, or agents or employees of them, or of any other persons performing portions of work. OAC will remain responsible for its employees on the jobsite.

If the Services include evaluations or constructability reviews of design documents prepared by others, OAC's review is in its capacity as Client's adviser and not as a design professional. Such reviews shall not include services which constitute the practice of architecture or engineering and do not relieve the authoring design professional of its responsibilities for delivering a complete and accurate design.

### **10. DISPUTE RESOLUTION**

Any claim or dispute between the Client and OAC arising under or related to this Agreement (including, without limitation, the enforceability of this Agreement) that is not resolved by direct discussions is subject

## **EXHIBIT A**

### **OAC SERVICES GENERAL CONDITIONS**

to mediation as a condition precedent to arbitration. Unless the parties subsequently agree otherwise in writing, the mediation will be conducted by the American Arbitration Association acting under its Construction Industry Mediation Rules. Any claim or dispute that is not resolved by mediation will be decided solely by arbitration. Unless the parties subsequently agree otherwise in writing, the arbitration will be conducted by the American Arbitration Association acting under its Construction Industry Arbitration Rules, provided that there will be a single arbitrator regardless of the amount in dispute. No arbitration under this Agreement will be consolidated with other proceedings involving third parties, and no third parties will be joined as parties to arbitration under this Agreement unless both the Client and OAC give their consent in writing. The arbitrator's decision is final and binding upon the parties. Any claim or cause of action between the parties arising under or related to this Agreement shall be forever barred if it has not been submitted to arbitration within three years of the date on which OAC last performs services under this Agreement.

#### **11. CONSEQUENTIAL DAMAGES**

OAC and Client mutually waive all claims against each other for consequential or incidental damages arising out of or related to this Agreement.

#### **12. NO THIRD PARTY BENEFICIARIES/NO ASSIGNMENT**

Nothing contained in this Agreement shall create a contract relationship with a third party or a cause of action in favor of a third party against either the Client or OAC. There are no intended third-party beneficiaries of this Agreement. To the extent Client is an association, it represents that individual members of the association are also bound by this Agreement. Neither the Client nor OAC may assign this Agreement or any rights or obligations arising under this Agreement, either during or after performance, without the written consent of the other party. Consent may be withheld for any reason or arbitrarily. Any purported assignment in contravention of this prohibition is void.

#### **13. NON-WAIVER**

The failure of either party to exercise any of its rights under this Agreement for a breach thereof is not deemed a waiver of any subsequent breach.

#### **14. FORCE MAJEURE**

OAC shall not be liable for any delays resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, act of God, strike or labor dispute, war or other violence, or any law, order or requirement of any governmental agency or authority.

#### **15. SEVERABILITY AND SURVIVAL**

If any provision stated in this Agreement is held unenforceable, all remaining provisions will continue in full force and effect. Paragraphs 8, 10, 11, 12, 16 and 17 of this Agreement will survive completion of performance or the earlier termination of this Agreement.

#### **16. LIMITATION OF LIABILITY**

The Client agrees to limit the aggregate amount of any damages and/or costs (including attorney fees and expert witness fees) that the Client may recover against OAC (together with its owners, officers, directors, employees and consultants) to the lesser of the following: (1) the amount of compensation paid by the Client to OAC for OAC's services pursuant to this Agreement; or (2) the amount of proceeds available, at the time the damages and/or costs are paid, under OAC's insurance policy or policies applicable to the claim being made by the Client. The types of claims to which this limitation applies include, but are not limited to, claims based on negligence, professional errors or omissions, professional malpractice, indemnity or contribution, breach of contract, breach of expressed or implied warranty and strict liability.

#### **17. VENUE.**

This Agreement shall be governed by the laws of the State of Washington; venue shall be in the county of Snohomish or, if not stated, the location where the project is located.

End

**EXHIBITS B & C**  
**OAC SCOPE OF SERVICES AND FEE**

*Attached behind this cover page.*





## EXHIBIT B

### Snohomish Regional Fire and Rescue (SRFR) Capital Facility Plan Implementation Project & Construction Management Scope of Work (SOW) and Fee

#### Project Description

Snohomish Regional Fire and Rescue is in the 10 year process of their Capital Facility Plan and ready to start work on three fire stations, 81 and 32. These new facilities will be purpose-built facilities that meet needs of the agency.

OAC Services, Inc. shall provide Project & Construction Management services as outlined below.

#### Project Phases:

1. Phase 1, Evaluation and PRC Approval
2. Phase 2, Procurement and Delivery

#### Fees:

Refer to Exhibit B for fees.

#### Rates:

All 2023 OAC rates listed below are subject to 5% annual escalation that will occur on January 1 of that year. Subconsultants, if any, are subject to 10% mark-up.

Employee Name	Position	Rate
Diana Brown	Director / Structural Engineer	\$235
Adam Johnson	Senior Project Manager	\$203
Gregg Herkenrath	Project Manager	\$191
Casey Mish	Project Manager	\$191
Glen Lyons	Project Manager	\$191
Mary Ganz	Assistant PM	\$155
Stacy Shewell	Director / Alt Del Advisor	\$240
Jonathan Miller	Director / Alt Del Advisor	\$225
Kirsten Smids	Senior Project Coordinator	\$150
Molly Boone	Senior Project Coordinator	\$150
Kerry May	Director / Building Envelope	\$225
Grace Wong	Architect / Building Envelope	\$200
Jeff Dideon	Inspector / Building Envelope	\$195
Cynthia Balzarini	Project Controls / Scheduling	\$175
David Jobs	Principal-in-Charge	\$301

The Consultant will work with SRFR to understand and formalize goals and objectives, update existing site selection criteria, evaluate potential sites against the selection criteria, and perform transaction management through acquisition of the most suitable site.



## **PHASE 1 – EVALUATION AND PRC APPROVAL:**

This work will include but is not limited to:

### **Delivery Method Evaluation**

1. Define Agency & Stakeholder Objectives.
2. Prepare, upon request, updates to the SRFR Board of Directors and other stakeholder groups.
3. Facilitate weekly meetings with SRFR including preparing agendas, keeping minutes and organizing details to update the Owner on progress and to track outstanding issues.
4. Work with SRFR to determine the best fit of contracting methods: Design-Bid-Build; Traditional Design-Build; or General Contractor/Construction Manager; Progressive Design-Build, or other Alternative Project Delivery methods.
  - a. Evaluate and determine how to package projects to best suit SRFR’s goals for budget, scope and schedule.
5. Coordinate and represent interests of the agency at the State Capital Projects Advisory Review Board (CPARB) for the selected Alternative Project Delivery (APD) method.
6. OAC will help define other services and external expertise will be needed and assist SRFR in soliciting and negotiating contracts for these services.

### **Site Evaluation**

1. Evaluation of proposed project sites
  - a. Due Diligence report for 2 sites.
  - b. Assumes land only (no existing building review) and SRFR will obtain a consultant to perform geotechnical engineering review of each site.

## **PHASE 2 – PROCUREMENT AND DELIVERY:**

The Consultant will provide all project management services required to complete the design of the project as well as obtain all environmental and permits required for the project. The work will include but is not limited to:

### **Procurement**

1. Develop all RFQs / RFPs necessary to select a progressive design-build (PDB) team (assumed) for the project including facilitation of selection or bidding processes.
2. Facilitate the selection of the Contractor and/or Architect.

### **Project Management**

1. General
  - a. Prepare, upon request, updates to the SRFR Board of Directors and other stakeholder groups.
  - b. Facilitate weekly meetings with SRFR including preparing agendas, keeping minutes and organizing details to update the Owner on progress and to track outstanding issues.
  - c. Work to achieve the desired facilities within the desired schedule and budget.
2. Partnering/Outreach
  - a. Coordinate and facilitate partnering meetings with SRFR and design-builder partner.
  - b. Monitor and promote design-builder MWBE participation goals.
3. Design
  - a. Facilitate scope validation and preliminary design with the PDB Team.
  - b. Monitor the PDB team to obtain all necessary environmental approvals and permits necessary to construct the new facilities.





- Coordinate with necessary external agencies and utilities as needed for the new facilities.
  - Monitor permit planning, requirements, and schedule. Coordinate with the design-builder to facilitate approvals.
  - c. Participate in value analysis, Target Value Design (TVD), and constructability meetings.
  - d. Work with SRFR to plan furnishings, fixtures and equipment (FFE) for each project.
4. Quality
- a. Constructability Review of construction drawings, specifications, and cost estimates including constructability and value engineering.
    - 60% Construction Documents Constructability Review
      - Setup of Bluebeam Studio session and review standards.
      - Participate in Designer-led kickoff meeting to discuss status and process for the review of the 60% set of documents.
      - Review of Plans and Project Manual/Contract Provisions, paying attention to design completeness/coordination/conflicts, constructability, and facility maintenance.
    - 100% Construction Documents Constructability Review
      - Setup of Bluebeam Studio session and review standards.
      - Participate in Designer-led kickoff meeting to discuss status and process for the 100% set of documents.
      - Review of 100% Plans, Project Manual/Contract Provisions and Preliminary Engineer's Estimate, paying attention to design completeness/coordination/conflicts, constructability, and facility maintenance.
      - Perform cursory review on permit documents and application process led by Designer.
5. Risk
- a. Identify and report significant risks with mitigation recommendations.
  - b. Participate in contractor lead project risk registry meetings.
6. Documentation
- a. Establish and maintain document filing and tracking systems, following SRFR guidelines. Collect, organize, and prepare documentation on the Project.
  - b. Electronic documentation will be stored in a Project Website, using SharePoint or similar, managed and hosted by the PDB Team. SRFR will be given access for their and the PDB Team use of the SharePoint website during the Project. The PDB Team will provide one training session for SRFR users of the SharePoint system.
7. Schedule
- a. Develop preliminary milestone schedules to assist with project planning and maintain high visibility to key decision milestones prior to procurement of the design-builder.
  - b. Once the design-builder is procured and per requirements within the design-builder contract, the design-builder will become responsible for developing and maintaining the project schedule, including all Owner-direct work.
  - c. Provide monthly schedule analysis based on review of the native format of the design-builder's project schedule.
    - Review of schedule logic, actual progress versus planned, analysis of durations, sequence of work, and/or phasing.
    - Provide regular and ad hoc reports for SRFR Stakeholders.
8. Financial
- a. Review of the Guaranteed Maximum Price submittal.



- Review cost estimates and represent SRFR in negotiation of the packages of work and the GMP.
- b. Maintain project budget including original budget, cost to date, remaining budget, estimated cost to complete, estimated cost at completion & variance from original budget.
  - Management of itemized project budget with work breakdown codes and structure.
  - Review of design-builder provided cashflow projection and periodic updates for the duration of the project.
  - Prevailing Wage Rate verification
- c. Monitor use of contingency funds and allowance.
- d. Review and processing of design-builder's monthly progress payment requests.
- e. Evaluate and assist in negotiations of all change orders.
- f. Perform a financial audit of the PDB Team pay apps and schedule of value throughout the process (by Pacific Construction Consultant).

### **Project Management Plan**

1. Project organization chart and staffing plan.
2. Signed project charter and approach to project partnering (signed by stakeholders, design-builder, and OAC).
3. Communications protocol.
4. Recommendations for:
  - a. Design-builder Pay Requests
  - b. Design Submittals
  - c. Requests for Information
  - d. Change Proposals
  - e. Insurance Requirements
5. Project roles, responsibilities, and authority of team members.
6. Financial limits of authority for signatories.
7. Assist in development and management of submittal, RFI, and change proposal workflow processes. Submittal and RFI review and approval workflow.
8. Pay Applications
  - a. Management of itemized project budget with work breakdown codes and structure.
  - b. Review of design-builder provided cashflow projection and periodic updates for the duration of the project.
  - c. Review and processing of design-builder's monthly progress payment requests.
  - d. Monitor use of contingency funds and allowance.
9. Change order review and approval workflow.
10. Quality validation plan.

### **Construction Management and Closeout**

1. Attend construction coordination meetings.
2. Provide site observations, construction progress documentation and reports.
3. Enhanced Commissioning (By TBD).
4. Review and confirm that as-built documents are updated by the design builder.
5. Monitor special inspections and testing.
6. Coordinate review of any required mock-up with SRFR.
7. Monitor and review record drawings.
8. Coordinate punchlist process for substantial completion and interim milestones.



9. Assist SRFR in planning and coordinating interim moves and final move-in.
10. Monitor final closeout of permits and affidavits with Labor & Industries.
11. Warranty Period Services
  - a. Develop a Warranty Implementation Plan and assist SRFR in tracking warranty items and corrective actions. One month prior to the end of the one-year warranty period, OAC will conduct a walkthrough with SRFR to document any outstanding warranty items for corrective action by the design-builder.

### **Deliverables**

- Monthly status updates (scope, schedule, budget)
- Project management document control
- Design-Builder contract/amendment review and recommendations
- 60% Construction Document constructability report
- 100% Construction Document constructability report
- Recommendations for:
  - Design-builder Pay Requests
  - Design Submittals
  - Requests for Information
  - Change Proposals
  - Insurance Requirements
- Monthly Construction Progress Reports
- Independent Cost Review and Analysis
  - Including Independent Financial Auditing Recommendations
- Schedule Review Report
- Record of Materials
- Certificate Letters of Completion
- Final records – electronic
- Enhanced Commissioning Recommendations and final commissioning report
- Warranty Management Plan Recommendations

### **Project Assumptions:**

- Phase 1 is expected to last 6 months.
- Phase 2 is expected to last 24-36 months.
- OAC will be invited to participate as needed but not regularly in Board meetings.

END OF DOCUMENT

<b><i>Snohomish Regional Fire and Rescue (SRFR) - FS81 &amp; FS32</i></b>			
<b>Task</b>	<b>Description</b>		<b>NTE Fee</b>
<b>Phase #01</b>	Phase #01 Evaluation & PRC Approval through September 2023		\$ 136,776
<b>Phase #02</b>	Phase #02 Progressive Design Build (01/2024 - 12/2024)		\$ 1,216,330
	Phase #02 Progressive Design Build (01/2025 - 12/2025)		
<b>OAC Scope Subtotal</b>			<b>\$ 1,353,106</b>
<b>Subconsultants</b>			
	Site Due Dilligence (OTAK)	\$ 30,000	Allowances
	Enhanced Commissioning (TBD)	\$ 100,000	
	Financial Auditing (PCC)	\$ 150,000	
	Markup on Subconsultants - 10%	\$ 28,000	
<b>Subconsultant Subtotal</b>			<b>\$ 308,000</b>
<b>Reimbursables</b>	Mileage, printed materials, misc. equipment/tools (1%)		\$ 13,531
<b>Total</b>			<b>\$ 1,674,637</b>

**Snohomish Regional Fire and Rescue (SRFR) - FS81 & FS32**

OAC Services Team	PIC, Dave Jobs	Director, Diana Brown	Alternate Delivery Advisor, Stacy Shewell	SPM, Adam Johnson	PM, Gregg Herkemath	APM, Mary Ganz	Sr Coordinator, Molly Boone	Project Controls, Cynthia Balzarini	Totals
<b>Phase #01 Evaluation &amp; PRC Approval through September 2023</b>									30 weeks
<b>Delivery Method Evaluation</b>									6 months
Define Agency & Stakeholder Objectives.	8	8	8	8		8			
Prepare updates to the SRFR Board of Directors.		2		8		8	4		
Facilitate weekly meetings with SRFR.		8	30	30		60			
Work with SRFR to determine the best fit of contracting methods		8		8		8			
Evaluate and determine how to package projects	8	8	20	20		8			
Coordinate and represent the agency at CPARB/PRC if APD is selected	2	4	24	40		8	10		
Aid SRFR in soliciting and negotiating contracts for other services.		4		30		8	20		
Build project budget	4	4		40		12		40	
Develop preliminary milestone schedules to assist with project planning.		4		40		12			
<b>Site Evaluation</b>									
Evaluation of proposed project sites		2		16		16			
Due Diligence report for 2 sites (assumes land only)		2		40		40			
<b>SUBTOTAL HOURS</b>	<b>22</b>	<b>54</b>	<b>82</b>	<b>280</b>	<b>0</b>	<b>188</b>	<b>34</b>	<b>40</b>	<b>699</b>
<b>AVERAGE HOURS/WEEK</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>9</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>1</b>	
<b>SUBTOTAL FEE</b>	<b>\$ 6,622</b>	<b>\$ 12,573</b>	<b>\$ 19,680</b>	<b>\$ 56,739</b>	<b>\$ -</b>	<b>\$ 29,063</b>	<b>\$ 5,100</b>	<b>\$ 7,000</b>	<b>\$ 136,776</b>
<b>Phase #02 Progressive Design Build (01/2024 - 12/2024)</b>									52 weeks
<b>Progressive Design-Build Procurement</b>									12 months
Develop all RFQs / RFPs necessary to select a progressive design-build (PDB).	2	4	40	80		20			
Facilitate the selection of the Progressive Design-Build (PDB) Partner.	2	4	16	16		8			
<b>Project Management</b>									
Prepare, upon request, updates to the SRFR Board of Directors and other stakeholder groups.		40	30	40		20			
Facilitate weekly meetings with SRFR.	4	16	15	52		104			
Work to achieve the desired facilities within the desired schedule and budget		8		24		80			
Coordinate and facilitate partnering meetings with SRFR and design-builder partner.	4	4	8	16		16			
Monitor and promote design-builder MWBE participation goals.			40	20		40			
Facilitate scope validation and preliminary design with the PDB Team.			100	100		200			
Monitor all environmental approvals and permits necessary to construct the new facilities.				80		40			
Work Coordinate with necessary external agencies and utilities as needed for the new facilities.				80		120			
Monitor permit planning, requirements, and schedule. Coordinate with the design-builder to facilitate approvals.				4		16			
Participate in value analysis, Target Value Design and constructability meetings				60		60	20		
60% Construction Documents Constructability Review		12		20	40	20	20		
100% Construction Documents Constructability Review		12		20	40	20			
Identify and report significant risks with mitigation recommendations.									
Participate in contractor lead project risk registry meetings.				4	24	24			
Establish and maintain document filing and tracking systems, following SRFR guidelines.						80			
Develop preliminary milestone schedules to assist with project planning.				16	48				
Provide monthly schedule analysis of the design-builder's project schedule.				2	12			40	
Review of the Guaranteed Maximum Price submittal.				8	16				
Review cost estimates and represent SRFR in negotiation of the GMP.					12			40	
Maintain project budget	4	4		12	48			40	
Review of design-builder provided cashflow projection and periodic updates for the duration of the project.					8				
Review and processing of design-builder's monthly progress payment requests.					12				
Perform a financial audit of the PDB Team pay apps and schedule of value throughout the process (PCC).			2	4	12				
FF&E planning		12							
Act as SRFR's representative for any public input/outreach		14		14					
Facilitate procurement and management of owner consultants during design		12		20	20	20	20		

<b>Snohomish Regional Fire and Rescue (SRFR) - FS81 &amp; FS32</b>									
<b>OAC Services Team</b>	PIC, Dave Jobs	Director, Diana Brown	Alternate Delivery Advisor, Stacy Shewell	SPM, Adam Johnson	PM, Gregg Herkemath	APM, Mary Ganz	Sr Coordinator, Molly Boone	Project Controls, Cynthia Balzarini	Totals
Procure and manage Commissioning and cost auditing consultants				40	40	20	20		
<b>Develop Project Management Plan</b>		2		12	24	56	56		
<b>Construction Management (Assumed to start Q4 of 2024)</b>									
Attend weekly design/construction meetings (starting Q1 of 2024)	2	6.0		25	52	104	40		
Cx Process Management					4	12	12		
GC payment application validation and approval				2	6	12			
Prevailing Wage Rate verification							312		
Schedule validation and report - monthly				2	6			12	
QAQC of GC and vendors -1 weekly site visit, progress documentation and report (1 site)		2		8	24				
RFI, submittal, substitution request coordination				12	48	48			
Evaluate and assist in negotiations of all change orders		6		16	32	12			
FF&E planning, vendor management						200			
Public Outreach during construction				10	20	36			
<b>SUBTOTAL HOURS</b>	<b>18</b>	<b>158</b>	<b>251</b>	<b>818</b>	<b>668</b>	<b>1,388</b>	<b>500</b>	<b>132</b>	<b>3,933</b>
<b>AVERAGE HOURS/WEEK</b>	<b>0</b>	<b>3</b>	<b>5</b>	<b>16</b>	<b>13</b>	<b>27</b>	<b>10</b>	<b>3</b>	
<b>SUBTOTAL FEE</b>	<b>\$ 5,689</b>	<b>\$ 38,987</b>	<b>\$ 63,252</b>	<b>\$ 174,357</b>	<b>\$ 133,967</b>	<b>\$ 225,897</b>	<b>\$ 78,750</b>	<b>\$ 24,255</b>	<b>\$ 745,154</b>
<b>Phase #02 Progressive Design Build (01/2025 - 12/2025)</b>									52 weeks
<b>Project Management</b>									12 months
Prepare, upon request, updates to the SRFR Board of Directors and other stakeholder groups.	4	16		40	80				
Facilitate weekly meetings with SRFR.	4	8	13	26	40				
<b>Construction Management (Assumed only CM in 2025)</b>									
Attend weekly construction meetings	12			26	104				
Cx Process Management						80			
GC payment application validation and approval (single pay app for all projects)				12	24			32	
Prevailing Wage Rate verification							312		
Schedule validation and report - monthly (1 schedule for each site)		6		20	40			96	
QAQC of GC and vendors -1 weekly site visit, progress documentation and report (each site)		8		25	200	80			
RFI, submittal, substitution request coordination				24	140				
Maintain project budget		6		24	96			32	
Evaluate and assist in negotiations of all change orders		8		16	80				
Partnering Meetings		8	8	8	16	16			
FF&E planning, vendor management						80			
Owner move-in coordination				16		140			
Punch list coordination - 1 punch 1 back punch (for 3 sites)		8		20	80	80			
Closeout process coordination & Warranty support					80	80			
<b>SUBTOTAL HOURS</b>	<b>20</b>	<b>68</b>	<b>21</b>	<b>257</b>	<b>980</b>	<b>556</b>	<b>312</b>	<b>160</b>	<b>2,374</b>
<b>AVERAGE HOURS/WEEK</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>19</b>	<b>11</b>	<b>6</b>	<b>3</b>	
<b>SUBTOTAL FEE</b>	<b>\$ 6,637</b>	<b>\$ 17,618</b>	<b>\$ 5,557</b>	<b>\$ 57,519</b>	<b>\$ 206,366</b>	<b>\$ 95,013</b>	<b>\$ 51,597</b>	<b>\$ 30,870</b>	<b>\$ 471,177</b>
<b>Total Hours</b>	<b>60</b>	<b>280</b>	<b>354</b>	<b>1355</b>	<b>1648</b>	<b>2132</b>	<b>846</b>	<b>332</b>	<b>7,006</b>
<b>Phase #01 Evaluation &amp; PRC Approval through September 2023</b>	<b>\$ 6,622</b>	<b>\$ 12,573</b>	<b>\$ 19,680</b>	<b>\$ 56,739</b>	<b>\$ -</b>	<b>\$ 29,063</b>	<b>\$ 5,100</b>	<b>\$ 7,000</b>	<b>\$ 136,776</b>
<b>Phase #02 Progressive Design Build (01/2024 - 12/2024)</b>	<b>\$ 5,689</b>	<b>\$ 38,987</b>	<b>\$ 63,252</b>	<b>\$ 174,357</b>	<b>\$ 133,967</b>	<b>\$ 225,897</b>	<b>\$ 78,750</b>	<b>\$ 24,255</b>	<b>\$ 745,154</b>
<b>Phase #02 Progressive Design Build (01/2025 - 12/2025)</b>	<b>\$ 6,637</b>	<b>\$ 17,618</b>	<b>\$ 5,557</b>	<b>\$ 57,519</b>	<b>\$ 206,366</b>	<b>\$ 95,013</b>	<b>\$ 51,597</b>	<b>\$ 30,870</b>	<b>\$ 471,177</b>
<b>Total of Phases</b>	<b>\$ 18,948</b>	<b>\$ 69,177</b>	<b>\$ 88,489</b>	<b>\$ 288,614</b>	<b>\$ 340,333</b>	<b>\$ 349,973</b>	<b>\$ 135,447</b>	<b>\$ 62,125</b>	<b>\$ 1,353,106</b>



### PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") between OAC Services, Inc., a Washington corporation (hereinafter referred to as "OAC") and Snohomish Regional Fire and Rescue, (hereinafter referred to as "Client") whose address is 163 Village Court Monroe, WA 98272 for the Project identified below.

This Agreement is incomplete without the following attachments:

- ✓ **Exhibit A (GENERAL CONDITIONS)**
- ✓ **Exhibit B (OAC SCOPE OF SERVICES AND FEE)**
- ✓ **Exhibit C (FEE PROPOSAL)**

By signing below, Client acknowledges receipt of the foregoing attachments and their incorporation herein as if fully set forth. This Agreement constitutes the entire agreement between the parties respecting its subject matter and supersedes all prior and contemporaneous commitments, negotiations, representations or agreements, whether written or oral, concerning its subject matter.

A. PROJECT:

**Project Title:** SRFR - FS 83 and 31  
**Project No.** R16-220603.02  
**Project Address:** Washington State

B. SCOPE: OAC will perform the services described in Exhibit B (the "Services"). Client will pay for such Services as described in this Agreement, including Exhibits A, B and C. Additional Services will be performed at OAC's then-current hourly rates, subject to the written agreement of both parties' authorized representatives. OAC's hourly rates are subject to an annual escalation with written notice to Client.

C. COMPENSATION: The Services as described above, will be compensated by Client up to a Not-to-Exceed (NTE) amount of \$351,028.00. If compensation is NTE, upon reaching the not-to-exceed amount, OAC will give Client the opportunity to continue the services at OAC's then-current hourly rates on a time and expense basis or an alternative negotiated fee; absent written agreement to the contrary, such services will be compensable on a time and expense basis. Fixed Fee arrangements shall be compensated as set forth in Exhibits B and C.

D. SCHEDULE/TERM: OAC's performance assumes the following schedule:

Phase 1 is expected to last 6 months (thru 12/2023)  
Phase 2 is expected to last 24-36 months (1/2024 - 12/2024).

This Agreement shall be effective on 07/10/2023 or upon OAC's receipt of this fully executed Agreement whichever occurs first and shall terminate as provided herein (the "Term"), unless extended by written agreement.

Each individual executing this Agreement on behalf of a Party warrants that he or she is authorized to bind such Party to this Agreement and its terms.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement effective as set forth above.

**OAC SERVICES INC.**

**Snohomish Regional Fire and Rescue**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



## EXHIBIT A OAC SERVICES GENERAL CONDITIONS

### 1. AGREEMENT

These GENERAL CONDITIONS are incorporated into and made part of the Agreement between OAC and Client for the Project which, together with the exhibits incorporated on the first page hereof, are collectively referred to herein as "this Agreement." The titles and headings of this Agreement are nonbinding.

### 2. EXECUTION

Unless expressly provided otherwise, execution shall constitute OAC's authorization to proceed. The Parties agree that a photocopy or other signed copy of this Agreement is as effective as the original. The Parties also agree that this Agreement may be signed in counterparts. The Parties further agree that, for the purposes of executing this Agreement and any amendments thereto, either party, or both parties, may execute using an electronic signature authenticated using OAC's then current electronic signature systems and procedures. Both parties intend that such electronic signatures shall be considered original signatures and binding for all purposes.

### 3. PAYMENT

OAC will bill for performance of the Services monthly. Client will pay all charges net 30 days. OAC will charge Client interest on all past due balances at a rate of 1.5% per month. To the extent OAC is called upon to respond to subpoena or other legal proceedings to which OAC is not a named party, OAC will invoice Client at 1.5 times its hourly rates.

OAC may contract with subconsultants in performing the Services. Subconsultant invoices will be marked up at cost plus 10%.

OAC will bill all reimbursable expenses with a markup of 15%. Reimbursable expenses include items such as mileage and travel expenses, reproduction and photographic reproduction.

### 4. CHANGED CONDITIONS

This Agreement may be supplemented, amended or revised only by way of an instrument signed by both parties. Should conditions affect OAC's level of effort and/or time required change, OAC will notify Client and will, as appropriate, propose an equitable adjustment to fee and/or schedule.

### 5. INDEPENDENT CONTRACTOR

OAC is and will be at all times during the term of this Agreement an independent contractor and not an employee, joint venture partner, fiduciary, or associate of Client. In performing its Services, OAC is entitled to rely on the accuracy and completeness of information supplied by or through Client.

OAC endeavors to provide continuity of services. Therefore, to the fullest extent permitted by law, Client agrees not to invite, encourage or otherwise solicit OAC employees to leave OAC's employ during the term of this Agreement and for a period of one-year thereafter.

### 6. TERMINATION

a) **Termination without cause** - Either Client or OAC may terminate this Agreement without cause and without liability upon seven (7) days written notice to the other of its intent to terminate without cause. The parties will deal with each other in good faith during the seven (7) day period. The Client will compensate OAC for services performed and reimbursable expenses incurred through the date of termination upon receipt of OAC's invoice.

b) **Termination with cause** - Either party may terminate this agreement for cause effective immediately upon giving written notice of termination for cause. Substantial breach of a material term of this Agreement, including failure to pay a progress payment when due, constitutes cause.

c) **Suspension of project** - To the extent the Client suspends OAC's services under this Agreement for a period of more than 30 days, Client shall compensate OAC for the services rendered prior to the suspension and, upon resumption or termination of OAC's services, Client shall compensate OAC for the costs incurred associated with the suspension and resumption. OAC endeavors to minimize such costs and therefore may, without liability and at its sole discretion, reallocate its resources including employees assigned to the Project to minimize the losses associated with the suspension.



## **EXHIBIT A OAC SERVICES GENERAL CONDITIONS**

### **7. INSURANCE**

OAC will maintain the following standard insurance coverage and limits during performance of the services:

- a) Workers Compensation: as required by applicable statute.
- b) Commercial General Liability: \$1,000,000 per occurrence for bodily injury, including death, and property damage, and \$2,000,000 in the aggregate.
- c) Automobile Liability: \$1,000,000 combined single limit for bodily injury and property damage.

OAC waives all claims for damages against Client to the extent that the damages are covered by insurance carried by or for the benefit of OAC. Client waives all claims for damages against OAC to the extent that the damages are covered by insurance carried by or for the benefit of the Client. Provided, however, that the foregoing waivers shall not apply to the extent that waiver of subrogation is expressly prohibited by the applicable insurance policy.

### **8. OWNERSHIP OF DOCUMENTS AND LICENSE**

All plans, drawings, documentation, manuals, methodologies, know-how, processes, techniques, ideas, concepts, websites, technologies, data, photographs, and/or any other information that is prepared and provided by OAC to Client in connection with performing the services (the "Intellectual Property") is and will remain the property of OAC. OAC will retain all common law, statutory and other reserved rights, including the copyright, thereto.

OAC grants a non-exclusive license to Client to copy and use the Intellectual Property solely in connection with the project that is the subject of this Agreement. OAC shall have no liability for reuse of, or modifications to, the Intellectual Property by the Client or its successors or representatives or for use of the Intellectual Property following a termination of this Agreement when OAC is not in default. Client acknowledges that OAC's Intellectual Property is prepared for the exclusive use of Client for the specific application stated in the Agreement between OAC Services, Inc. and Client and that the same is not intended for and may not be used or relied upon by any other person or entity for any purpose. The license granted herein shall terminate immediately if Client breaches this Agreement or if this Agreement is terminated when OAC is not in default. Client has no right to sublicense the right to the Intellectual Property to any person or entity.

### **9. SITE VISITS/OBSERVATIONS/SAFETY**

If the Services include construction observation, OAC will visit the project site at appropriate intervals to become generally familiar with the progress and quality of the construction work being performed by the Client's general contractor (the "Contractor") and to determine if the construction work is proceeding in general accordance with the Contract Documents. OAC is not responsible for construction means, methods, techniques, sequences or procedures or for safety programs or precautions in connection with the Contractor's construction work. OAC will endeavor to keep Client informed. OAC is not responsible for the Contractor's or any third party's acts, errors, or omissions or failure to perform the construction work in accordance with the Contract Documents.

If the Services include construction management, Client acknowledges that OAC is not the controlling contractor and that overall control of the work site and site safety practices rests with the Contractor. If requested as part of its Services, OAC will review safety programs developed by the Contractor for purposes of coordinating its safety program with those of the others performing work on the Project. OAC's review and coordination shall not create liability for nor extend to OAC control over or charge of the acts or omissions of the Contractor, subcontractors, or agents or employees of them, or of any other persons performing portions of work. OAC will remain responsible for its employees on the jobsite.

If the Services include evaluations or constructability reviews of design documents prepared by others, OAC's review is in its capacity as Client's adviser and not as a design professional. Such reviews shall not include services which constitute the practice of architecture or engineering and do not relieve the authoring design professional of its responsibilities for delivering a complete and accurate design.

## **EXHIBIT A OAC SERVICES GENERAL CONDITIONS**

### **10. DISPUTE RESOLUTION**

Any claim or dispute between the Client and OAC arising under or related to this Agreement (including, without limitation, the enforceability of this Agreement) that is not resolved by direct discussions is subject to mediation as a condition precedent to arbitration. Unless the parties subsequently agree otherwise in writing, the mediation will be conducted by the American Arbitration Association acting under its Construction Industry Mediation Rules. Any claim or dispute that is not resolved by mediation will be decided solely by arbitration. Unless the parties subsequently agree otherwise in writing, the arbitration will be conducted by the American Arbitration Association acting under its Construction Industry Arbitration Rules, provided that there will be a single arbitrator regardless of the amount in dispute. No arbitration under this Agreement will be consolidated with other proceedings involving third parties, and no third parties will be joined as parties to arbitration under this Agreement unless both the Client and OAC give their consent in writing. The arbitrator's decision is final and binding upon the parties. Any claim or cause of action between the parties arising under or related to this Agreement shall be forever barred if it has not been submitted to arbitration within three years of the date on which OAC last performs services under this Agreement.

### **11. CONSEQUENTIAL DAMAGES**

OAC and Client mutually waive all claims against each other for consequential or incidental damages arising out of or related to this Agreement.

### **12. NO THIRD PARTY BENEFICIARIES/NO ASSIGNMENT**

Nothing contained in this Agreement shall create a contract relationship with a third party or a cause of action in favor of a third party against either the Client or OAC. There are no intended third-party beneficiaries of this Agreement. To the extent Client is an association, it represents that individual members of the association are also bound by this Agreement. Neither the Client nor OAC may assign this Agreement or any rights or obligations arising under this Agreement, either during or after performance, without the written consent of the other party. Consent may be withheld for any reason or arbitrarily. Any purported assignment in contravention of this prohibition is void.

### **13. NON-WAIVER**

The failure of either party to exercise any of its rights under this Agreement for a breach thereof is not deemed a waiver of any subsequent breach.

### **14. FORCE MAJEURE**

OAC shall not be liable for any delays resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, act of God, strike or labor dispute, war or other violence, or any law, order or requirement of any governmental agency or authority.

### **15. SEVERABILITY AND SURVIVAL**

If any provision stated in this Agreement is held unenforceable, all remaining provisions will continue in full force and effect. Paragraphs 8, 10, 11, 12, 16 and 17 of this Agreement will survive completion of performance or the earlier termination of this Agreement.

### **16. LIMITATION OF LIABILITY**

The Client agrees to limit the aggregate amount of any damages and/or costs (including attorney fees and expert witness fees) that the Client may recover against OAC (together with its owners, officers, directors, employees and consultants) to the lesser of the following: (1) the amount of compensation paid by the Client to OAC for OAC's services pursuant to this Agreement; or (2) the amount of proceeds available, at the time the damages and/or costs are paid, under OAC's insurance policy or policies applicable to the claim being made by the Client. The types of claims to which this limitation applies include, but are not limited to, claims based on negligence, professional errors or omissions, professional malpractice, indemnity or contribution, breach of contract, breach of expressed or implied warranty and strict liability.

### **17. VENUE.**

This Agreement shall be governed by the laws of the State of Washington; venue shall be in the county of Snohomish or, if not stated, the location where the project is located.

End

## EXHIBITS B & C

*Attached behind this cover page.*



## EXHIBIT B

### Snohomish Regional Fire and Rescue (SRFR) Capital Facility Plan Implementation Project & Construction Management Scope of Work (SOW) and Fee

#### Project Description

Snohomish Regional Fire and Rescue is in the 10 year process of their Capital Facility Plan and ready to start construction work on two fire stations; 83 and 31. The design of these renovations is complete and construction starts are anticipated as shown below:

- FS 83: July 2023
- FS 31: estimated for September 2023.

OAC Services, Inc. shall provide Project & Construction Management services as outlined below.

#### Fees:

Refer to Exhibit B for fees.

#### Rates:

All 2023 OAC rates listed below are subject to 5% annual escalation that will occur on January 1 of that year. Subconsultants, if any, are subject to 10% mark-up.

Employee Name	Position	Rate
Diana Brown	Director / Structural Engineer	\$235
Adam Johnson	Senior Project Manager	\$203
Gregg Herkenrath	Project Manager	\$191
Casey Mish	Project Manager	\$191
Glen Lyons	Project Manager	\$191
Mary Ganz	Assistant PM	\$155
Stacy Shewell	Director / Alt Del Advisor	\$240
Jonathan Miller	Director / Alt Del Advisor	\$225
Kirsten Smids	Senior Project Coordinator	\$150
Molly Boone	Senior Project Coordinator	\$150
Kerry May	Director / Building Envelope	\$225
Grace Wong	Architect / Building Envelope	\$200
Jeff Dideon	Inspector / Building Envelope	\$195
Cynthia Balzarini	Project Controls / Scheduling	\$175
David Jobs	Principal-in-Charge	\$301

The Consultant will work with SRFR to understand and formalize goals and objectives, update existing site selection criteria, evaluate potential sites against the selection criteria, and perform transaction management through acquisition of the most suitable site.



## **PROJECT & CONSTRUCTION MANAGEMENT:**

The Consultant will provide all project & construction management services required to complete the construction of the project. The work will include but is not limited to:

### **Project Management**

1. General
  - a. Prepare, upon request, updates to the SRFR Board of Directors and other stakeholder groups.
  - b. Facilitate weekly meetings with SRFR including preparing agendas, keeping minutes and organizing details to update the Owner on progress and to track outstanding issues.
  - c. Work to achieve the desired facilities within the desired schedule and budget.
  - d. Work with SRFR to plan furnishings, fixtures and equipment (FFE) for each project.
2. Quality
  - 100% Construction Documents Constructability Review
    - Setup of Bluebeam Studio session and review standards.
    - Participate in Designer-led kickoff meeting to discuss status and process for the 100% set of documents.
    - Review of 100% plans and specifications, contract documents, and Engineer's Estimate.
3. Risk
  - a. Identify and report significant risks with mitigation recommendations.
4. Documentation
  - a. Establish and maintain document filing and tracking systems, following SRFR guidelines. Collect, organize, and prepare documentation on the Project.
  - b. Electronic documentation will be stored on a Project Website, using SharePoint or similar, managed and hosted by the contractor.
5. Schedule
  - a. Once the contractor is procured and per requirements within the contract, the contractor will become responsible for developing and maintaining the project schedule, including all Owner-direct work.
  - b. Provide monthly schedule analysis based on review of the native format of the contractor's project schedule.
    - Review of schedule logic, actual progress versus planned, analysis of durations, sequence of work, and/or phasing.
    - Provide regular and ad hoc reports for SRFR Stakeholders.
6. Financial
  - a. Maintain project budget including original budget, cost to date, remaining budget, estimated cost to complete, estimated cost at completion & variance from original budget.
    - Management of itemized project budget with work breakdown codes and structure.
    - Review of contractor provided cashflow projection and periodic updates for the duration of the project.
    - Prevailing Wage Rate verification.
  - b. Monitor use of contingency funds and allowance.
  - c. Review and processing of contractor's monthly progress payment requests.
  - d. Evaluate and assist in negotiations of all change orders.



### **Construction Management and Closeout**

1. Attend construction coordination meetings.
2. Provide site observations, construction progress documentation and reports.
3. Review and confirm that as-built documents are updated by the contractor.
4. Monitor special inspections and testing.
5. Coordinate review of any required mock-up with SRFR.
6. Field observations and inspections of installed work to validate quality and that work is installed per plan.
7. Monitor and review record drawings.
8. Coordinate punch-list process for substantial completion and interim milestones.
9. Assist SRFR in planning and coordinating interim moves and final move-in.
10. Monitor final closeout of permits and affidavits with Labor & Industries.
11. Warranty Period Services.
  - a. Develop a Warranty Implementation Plan and assist SRFR in tracking warranty items and corrective actions. One month prior to the end of the one-year warranty period, OAC will conduct a walkthrough with SRFR to document any outstanding warranty items for corrective action by the Contractor.

### **Deliverables**

- Monthly status updates (scope, schedule, budget).
- Project management document control.
- Recommendations for:
  - Pay Requests.
  - Design Submittals.
  - Requests for Information.
  - Change Proposals.
  - Insurance Requirements.
- Monthly Construction Progress Reports.
- Schedule Review Report.
- Record of Materials.
- Certificate Letters of Completion.
- Final records – electronic.
- Enhanced Commissioning Recommendations and final commissioning report.
- Warranty Management Plan Recommendations.

### **Project Assumptions:**

- Bidding and contract negotiation is excluded.
- OAC will be invited to participate as needed but not regularly in Board meetings.

END OF DOCUMENT

<b><i>Snohomish Regional Fire and Rescue (SRFR) - FS83 &amp; FS31</i></b>			
<b>Task</b>	<b>Description</b>		<b>NTE Fee</b>
<b>Phase #01</b>	Phase #01 Construction Management (July 2023 - December 2023)		\$ 122,941
	Phase #01 Construction Management (January 2024 - September 2024)		\$ 224,612
	<b>OAC Scope Subtotal</b>		<b>\$ 347,553</b>
<b>Subconsultants</b>			
			Allowances
	Markup on Subconsultants - 10%	\$ -	
	<b>Subconsultant Subtotal</b>		<b>\$ -</b>
<b>Reimbursables</b>	Mileage, printed materials, misc. equipment/tools (1%)		\$ 3,476
	<b>Total</b>		<b>\$ 351,028</b>

**Snohomish Regional Fire and Rescue (SRFR) - FS83 & FS31**

OAC Services Team	PIC, Dave Jobs	Director, Diana Brown	SPM, Adam Johnson	PM, Glen Lyons	APM, Mary Ganz	Sr Coordinator, Molly Boone	Project Controls, Cynthia Balzarini	Totals
<b>Phase #01 Construction Management (July 2023 - December 2023)</b>								24 weeks
<b>Project Management</b>								5 months
Prepare, upon request, updates to the SRFR Board of Directors and other stakeholder groups.	4	4	20	40				
Facilitate weekly meetings with SRFR.	4	4	8	24				
100% Constructability Review			24	40				
<b>Construction Management</b>								
Attend weekly construction meetings			12	48				
GC payment application validation and approval (for each project)			5	10				
Prevailing Wage Rate verification						40		
Schedule validation and report - monthly (for each site)				20			40	
QAQC of GC and vendors -1 weekly site visit, progress documentation and report (for each site)			8	144				
RFI, submittal, substitution request coordination			8	40				
Maintain project budget				20			16	
Evaluate and assist in negotiations of all change orders			4	20				
FF&E planning, vendor management				40				
Augment SRFR Staff as needed over the course of the project								
<b>SUBTOTAL HOURS</b>	<b>8</b>	<b>8</b>	<b>89</b>	<b>446</b>	<b>0</b>	<b>40</b>	<b>56</b>	<b>647</b>
<b>AVERAGE HOURS/WEEK</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>19</b>	<b>0</b>	<b>2</b>	<b>2</b>	
<b>SUBTOTAL FEE</b>	<b>\$ 2,408</b>	<b>\$ 1,880</b>	<b>\$ 18,067</b>	<b>\$ 85,186</b>	<b>\$ -</b>	<b>\$ 5,600</b>	<b>\$ 9,800</b>	<b>\$ 122,941</b>
<b>Phase #01 Construction Management (January 2024 - September 2024)</b>								45 weeks
<b>Project Management</b>								9 months
Prepare, upon request, updates to the SRFR Board of Directors and other stakeholder groups.	4	4	20	40				
Facilitate weekly meetings with SRFR.	4	4	12	45				
<b>Construction Management</b>								
Attend weekly construction meetings			8	90				
GC payment application validation and approval (for each project)			8	27			24	
Prevailing Wage Rate verification						72		
Schedule validation and report - monthly (for each site)			8	36			24	
QAQC of GC and vendors -1 weekly site visit, progress documentation and report (for each site)			8	270				
RFI, submittal, substitution request coordination			8	80				
Maintain project budget				36			24	
Evaluate and assist in negotiations of all change orders			8	60				
FF&E planning, vendor management				60				
Owner move-in coordination			8	40				
Punch list coordination - 1 punch 1 back punch (for each site)			20	40				
Closeout process coordination & Warranty support				40				
<b>SUBTOTAL HOURS</b>	<b>8</b>	<b>8</b>	<b>108</b>	<b>864</b>	<b>0</b>	<b>72</b>	<b>72</b>	<b>1,132</b>
<b>AVERAGE HOURS/WEEK</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>19</b>	<b>0</b>	<b>2</b>	<b>2</b>	
<b>SUBTOTAL FEE</b>	<b>\$ 2,528</b>	<b>\$ 1,974</b>	<b>\$ 23,020</b>	<b>\$ 173,275</b>	<b>\$ -</b>	<b>\$ 10,584</b>	<b>\$ 13,230</b>	<b>\$ 224,612</b>
<b>Total Hours</b>	<b>16</b>	<b>16</b>	<b>197</b>	<b>1310</b>	<b>0</b>	<b>112</b>	<b>128</b>	<b>1779</b>
<b>Phase #01 Construction Management (July 2023 - December 2023)</b>	<b>\$ 2,408</b>	<b>\$ 1,880</b>	<b>\$ 18,067</b>	<b>\$ 85,186</b>	<b>\$ -</b>	<b>\$ 5,600</b>	<b>\$ 9,800</b>	<b>\$ 122,941</b>
<b>Phase #01 Construction Management (January 2024 - September 2024)</b>	<b>\$ 2,528</b>	<b>\$ 1,974</b>	<b>\$ 23,020</b>	<b>\$ 173,275</b>	<b>\$ -</b>	<b>\$ 10,584</b>	<b>\$ 13,230</b>	<b>\$ 224,612</b>
<b>Total of Phases</b>	<b>\$ 4,936</b>	<b>\$ 3,854</b>	<b>\$ 41,087</b>	<b>\$ 258,461</b>	<b>\$ -</b>	<b>\$ 16,184</b>	<b>\$ 23,030</b>	<b>\$ 347,553</b>





## EXECUTIVE SUMMARY

**DATE:** July 27, 2023

**PREPARED BY:** Business Administrator Leah Schoof

**RE:** Department of Retirement Services (DRS) Compliance Review

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### **BACKGROUND and OVERVIEW**

In February 2021, the Department of Retirement Services (DRS) notified SRFR that it would be conducting a standard compliance review. The compliance review is part of an outreach by DRS to ensure members receive retirement benefits earned while in public service. The compliance review occurred over the course of two years and has been completed. The DRS experienced a delay during the process of approximately 10 months which extended the review period longer than expected.

The areas reviewed were employee eligibility, retiree work status, and reporting for compensation and hours for the LEOFF and PERS systems. Overall, the audit showed that SRFR is mostly in compliance with reporting requirements. Potential issues identified for follow up include:

- Part-time employee reporting
- Retirees self-reporting retirement status
- Hours reported on a bi-monthly payroll schedule
- Holiday cash-out, comp time cash-out, and overtime reporting on a bi-monthly payroll schedule
- Transmittal code updates

The payroll division is working diligently with DRS to implement both the recommendations as well as the corrections noted in the report. A majority of the issues noted in the review occurred during the time period of implementing a new payroll program, merging, staffing changes and the pandemic. The Department of Retirement Systems is working to provide consistent processes for Districts to follow when reporting retirement information.

The compliance review notes a 60-day period for corrections; however, DRS has noted that with the large volume of work that may be required due to the revision of process, if the District is showing due diligence in processing the corrections there would be no penalty applied. The District anticipates no financial impact other than staff time utilized to develop systems to implement the recommendations and corrections and to comply with the DRS requirements.

We have appreciated the partnership with DRS to ensure retirement benefits are applied and received correctly for LEOFF and PERS members as they move into retirement.



## Compliance Review

### **Snohomish Regional Fire & Rescue**

**No. CR20-016**

**Report Date: June 22, 2023**

#### ***About the Review***

We have reviewed this Employer's compliance with laws and regulations of the retirement systems administered by the Department of Retirement Systems. We did not attempt to review the records of all employees, nor did we evaluate compliance with all laws relating to retirement matters. Compliance with the law is an employer responsibility. We reviewed for compliance in the following areas:

- **Eligibility**

To ensure that individuals required to be enrolled and reported as members of the retirement systems were reported, and that current members are eligible to be members of the retirement system. Evaluating eligibility correctly ensures that employees receive the correct service credit. Incorrect service credit can affect employees' future retirement benefits.

- **Retirees**

To ensure that retirees who have returned to work have been correctly reported. If an employer fails to report a working retiree, and that retiree works in excess of applicable post-retirement restrictions, the employer may be liable for any overpayment of retirement benefits.

- **Reporting**

To ensure compensation and hours were reported correctly. Retirement benefits are based on compensation and service credit. Reporting compensation differently than earned has the potential to create an incorrect benefit for the member.



## Compliance Review

### 1. Hours and compensation were not reported as earned.

#### *Issue*

The Employer's has two payroll periods per month that run from the 1st of the month through the 15th and the 16th through the end of the month. The second payroll period is incorrectly reported in the following month. Service credit was affected for one part-time employee and could also be affected for employees in their first and last months of employment.

The Employer is aware of the incorrect reporting and stated that they have requested assistance from the payroll vendor; however, the incorrect reporting has not been corrected for several years. Reporting compensation differently than as earned has the potential to overstate or understate a member's Average Final Compensation (PERS) and Final Average Salary (LEOFF). This could result in an incorrect pension benefit.

#### *Recommendations and Required Actions*

The Employer must make corrections to report hours and compensation correctly where service credit was affected. The Employer must submit a plan to DRS for how they will correctly report as earned.

In the future, the Employer must report hours and compensation correctly.

#### *Citations and References*

RCW 41.40.010  
 RCW 41.26.030(4)(b)  
 WAC 415-117-040(1)  
 WAC 415-108-445(2)(c)  
 WAC 415-104-360

### 2. Holiday banks were not reported correctly.

#### *Issue*

The Employer incorrectly reported holiday bank cash outs when paid. Cash outs for holiday pay tied to specific holidays is overtime and is reportable for LEOFF Plan 2 and PERS. However, when hours in a holiday bank are cashed



## Compliance Review

out, the compensation needs to be reported back in the month the holidays occurred.

Reporting hours and compensation differently than earned has the potential to overstate or understate a member's service credit and Average Final Compensation (PERS) or Final Average Salary (LEOFF).

### ***Recommendations and Required Actions***

Corrections must be made for employees within five years of retirement eligibility.

In the future, holiday bank cash outs must be reported as earned by calendar month.

### ***Citations and References***

RCW 41.40.010(8)  
 WAC 415-104-360  
 WAC 415-104-370  
 DRS Notice 14-009  
 DRS Notice 22-012

### **3. Compensatory time cash outs were not reported correctly.**

#### ***Issue***

Compensatory time cash outs were either not reported to DRS or incorrectly reported when paid. Compensatory time is a form of overtime and is reportable compensation. When paid as cash instead of used as paid time off, compensatory time hours and compensation should be retroactively reported in the months when the overtime was worked.

Reporting compensation differently than as earned has the potential to overstate or understate a member's Average Final Compensation (PERS) and Final Average Salary (LEOFF). This could result in an incorrect pension benefit.

### ***Recommendations and Required Actions***



## Compliance Review

Corrections must be made for employees within five years of retirement eligibility.

In the future, compensatory time cash outs should be reported as earned by calendar month.

### ***Citations and References***

WAC 415-104-370  
DRS Notice 86-001

#### **4. Hours and compensation were not reported correctly.**

##### ***Issue***

Overtime was often paid in a lump sum for multiple months and was incorrectly reported when paid. Overtime must be reported in the months that it was earned.

Shifts for an acting pay premium were reported in error as hours. These hours were not additional hours worked and should not have been reported to DRS.

When corrections were made for overpayments of professional leave, the corrected amounts were reported in the months the corrections were made and not when the overpayment occurred.

Hours and compensation earned in September 2020 were not reported at all for several per diem firefighters. Hours were not reported with associated compensation for several other employees in various months. Service credit was affected.

Reporting compensation differently than as earned has the potential to overstate or understate a member's Average Final Compensation (PERS) and Final Average Salary (LEOFF). Service credit may also be impacted by incorrect reporting. This could result in an incorrect pension benefit.

##### ***Recommendations and Required Actions***

The Employer must make corrections to report hours and compensation correctly where service credit was affected.



## Compliance Review

In the future, the Employer must report hours and compensation correctly.

### ***Citations and References***

RCW 41.26.030(4)(b)  
 RCW 41.40.010(8)(b)  
 WAC 415-104-360(2)  
 WAC 415-108-445(2)(c)  
 WAC 415-117-040(1)

### **5. Correct transmittal codes were not used.**

#### ***Issue***

Lump sum payments for retroactive salary increases were incorrectly reported in the month they were paid with “A” transmittal codes for several employees. These payments are required to be reported either as a lump sum in the month paid with an “M” transmittal code, or back in the months earned with “A” transmittal codes.

DRS relies on these codes when calculating members’ benefits and incorrect transmittal codes can result in incorrect retirement benefits.

#### ***Recommendations and Required Actions***

Corrections must be made for individuals within five years of retirement eligibility.

In the future, the Employer must report lump sum payments with the correct transmittal codes.

#### ***Citations and References***

Employer Handbook Chapter 7: Transmittal Codes

### **6. Cash outs of leave were reported in error.**

#### ***Issue***



## Compliance Review

Cash outs of annual leave were reported for some LEOFF Plan 2 members in error due to a payroll type coding error. Leave is only reportable for this plan when used and not when paid as a cash out of leave.

### ***Recommendations and Required Actions***

The Employer must make corrections to back out the leave cash outs reported in error for the retiree affected and for any other employees within five years of retirement eligibility.

In the future, the Employer must not report leave cash outs for LEOFF Plan 2 members.

### ***Citations and References***

RCW 41.40.010(8)(b)  
 WAC 415-108-456(2)(a)  
 WAC 415-104-401

## **7. Retirees who returned to work were not reported.**

### ***Issue***

The Employer obtained written verification of retirement status from employees. However, one elected official who was being reported in membership by the Employer retired and was not reported to DRS as a retiree returning to work after their retirement date.

Retirees are subject to post-retirement employment restrictions. If an employer fails to report a retiree, and that retiree works in excess of applicable post-retirement restrictions, the Employer will be liable for overpayment of benefits.

### ***Recommendations and Required Actions***

Corrections must be made to report the retiree working as an elected official and must report hours and compensation.

In the future, all retirees returning to work must be reported.

### ***Citations and References***





## Compliance Review

RCW 41.50.139  
DRS Employer Handbook Chapter 5

### 8. Separation dates were not reported correctly.

#### *Issue*

The Employer did not report separation dates for three per diem firefighters. The employees have not worked since 2020 and need to have separation dates reported to DRS.

#### *Recommendations and Required Actions*

The Employer must determine the correct termination dates for the employees and make corrections to report the separation dates.

In the future, the Employer must report the correct dates when employees end eligible employment.

#### *Citations and References*

DRS Employer Handbook, Chapter 8



# OLD BUSINESS

## ACTION





# Pro/Con Committee Form

## Pro/Con Committee Appointment Form (circle PRO or CON)

Snohomish County Local Voters' Pamphlet

Snohomish Regional Fire and Rescue  
District

2023-6  
Resolution number

I hereby certify the below-named individuals have been appointed, each have consented to serve as indicated and understand their name(s) will be listed in the official Local Voters' Pamphlet.

\_\_\_\_\_  
Authorized Signature/Legislative Authority

\_\_\_\_\_  
Date

## Pro/Con Committee Members

Heather K. Fulcher  
Committee chair name

360-913-2216  
Phone

heatherkfulcher@gmail.com  
Committee chair email

Heather K. Fulcher  
Signature

Kim S. Daughtry  
Second member name

425-397-8555  
Phone

kimdaughtry@comcast.net  
Email

Kim Daughtry  
Signature

SAM LOW  
Third member name

425 923-7662  
Phone

ALREADY PAINTING @ GMAIL.COM  
Email

S.L.O.  
Signature

These names will appear in the local voters' pamphlet with the statements submitted. Snohomish County Elections will contact the committee chairperson with submission requirements and deadlines. The committee statement may not exceed 250 words or contain obscene, vulgar, profane, scandalous, libelous, or defamatory language. The appeal process for a rejected statement is outlined in the Snohomish County Local Voters' Pamphlet Administrative Rules available at [snoco.org/elections](http://snoco.org/elections) or in the Auditor's Office. If the district is unable to find at least one person to appoint to a committee, Snohomish County Elections will attempt to find interested persons and appoint them to the committee.

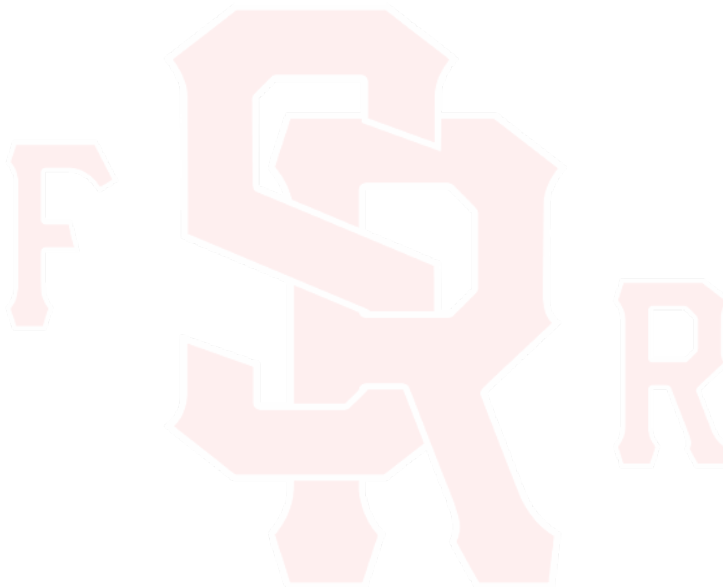
Return by mail, email, or fax to: Snohomish County Elections  
3000 Rockefeller Ave, M/S 505  
Everett, WA 98201  
[elections@snoco.org](mailto:elections@snoco.org) | 425-355-3444 (fax)

This guide is for informational purposes only and does not take the place of local, state or federal laws. RCW, WAC and county code notations are offered as a reference.



# NEW BUSINESS

## DISCUSSION



**ANNUAL REPORT CERTIFICATION**

Snohomish Regional Fire and Rescue  
 (Official Name of Government)

1307  
 MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the Fiscal Year Ended 12/31/2022

GOVERNMENT INFORMATION:

Official Mailing Address 163 Village Court  
Monroe, WA 98272

Official Website Address https://www.srfr.org/

Official E-mail Address Camille.Tabor@srfr.org

Official Phone Number 360-282-3965

AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title Rosie Richmond Administrative Specialist

Contact Phone Number 425-334-3034 ext.402

Contact E-mail Address Rosie.Richmond@srfr.org

I certify 17th day of May, 2023, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

## Signatures

Rosie Richmond (Rosie.Richmond@srfr.org)

**Snohomish Regional Fire and Rescue  
Fund Resources and Uses Arising from Cash Transactions  
For the Year Ended December 31, 2022**

		<b>Total for All Funds (Memo Only)</b>	<b>001 General</b>	<b>200 Bond</b>	<b>201 Voted Bond</b>
<b>Beginning Cash and Investments</b>					
308	Beginning Cash and Investments	70,687,641	53,739,483	24,724	17,445
388 / 588	Net Adjustments	-	-	-	-
<b>Revenues</b>					
310	Taxes	59,879,164	59,873,994	5,170	-
320	Licenses and Permits	8,500	8,500	-	-
330	Intergovernmental Revenues	8,493,284	8,493,284	-	-
340	Charges for Goods and Services	8,811,282	8,811,282	-	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	2,229,883	1,459,143	3,083	244
Total Revenues:		79,422,113	78,646,203	8,253	244
<b>Expenditures</b>					
510	General Government	-	-	-	-
520	Public Safety	57,342,065	56,564,573	300	-
530	Utilities	-	-	-	-
540	Transportation	-	-	-	-
550	Natural/Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		57,342,065	56,564,573	300	-
Excess (Deficiency) Revenues over Expenditures:		22,080,048	22,081,630	7,953	244
<b>Other Increases in Fund Resources</b>					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	10,394,118	-	516,077	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	32,598	32,598	-	-
Total Other Increases in Fund Resources:		10,426,716	32,598	516,077	-
<b>Other Decreases in Fund Resources</b>					
594-595	Capital Expenditures	3,001,172	94,572	-	-
591-593, 599	Debt Service	594,893	18,675	516,077	-
597	Transfers-Out	10,394,118	10,394,012	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	16,056	16,056	-	-
Total Other Decreases in Fund Resources:		14,006,239	10,523,315	516,077	-
<b>Increase (Decrease) in Cash and Investments:</b>		<b>18,500,525</b>	<b>11,590,913</b>	<b>7,953</b>	<b>244</b>
<b>Ending Cash and Investments</b>					
50821	Nonspendable	-	-	-	-
50831	Restricted	17,689	-	-	17,689
50841	Committed	5,355,450	5,355,450	-	-
50851	Assigned	33,507,435	9,667,353	32,677	-
50891	Unassigned	50,307,590	50,307,590	-	-
<b>Total Ending Cash and Investments</b>		<b>89,188,164</b>	<b>65,330,393</b>	<b>32,677</b>	<b>17,689</b>

The accompanying notes are an integral part of this statement.

**Snohomish Regional Fire and Rescue  
Fund Resources and Uses Arising from Cash Transactions  
For the Year Ended December 31, 2022**

		<b>300 Construction</b>	<b>301 Apparatus</b>	<b>302 Training Center</b>	<b>303 Equipment Replacement</b>
<b>Beginning Cash and Investments</b>					
308	Beginning Cash and Investments	7,568,185	7,854,741	106	1,482,957
388 / 588	Net Adjustments	-	-	-	-
<b>Revenues</b>					
310	Taxes	-	-	-	-
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	-	-	-	-
340	Charges for Goods and Services	-	-	-	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	615,802	123,859	-	27,752
Total Revenues:		615,802	123,859	-	27,752
<b>Expenditures</b>					
510	General Government	-	-	-	-
520	Public Safety	90,100	-	-	687,092
530	Utilities	-	-	-	-
540	Transportation	-	-	-	-
550	Natural/Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		90,100	-	-	687,092
Excess (Deficiency) Revenues over Expenditures:		525,702	123,859	-	(659,340)
<b>Other Increases in Fund Resources</b>					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	6,350,106	2,418,275	-	1,109,660
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	-	-	-	-
Total Other Increases in Fund Resources:		6,350,106	2,418,275	-	1,109,660
<b>Other Decreases in Fund Resources</b>					
594-595	Capital Expenditures	576,988	2,219,140	-	110,472
591-593, 599	Debt Service	-	-	-	60,141
597	Transfers-Out	-	-	106	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		576,988	2,219,140	106	170,613
<b>Increase (Decrease) in Cash and Investments:</b>		<b>6,298,820</b>	<b>322,994</b>	<b>(106)</b>	<b>279,707</b>
<b>Ending Cash and Investments</b>					
50821	Nonspendable	-	-	-	-
50831	Restricted	-	-	-	-
50841	Committed	-	-	-	-
50851	Assigned	13,867,006	8,177,735	-	1,762,664
50891	Unassigned	-	-	-	-
<b>Total Ending Cash and Investments</b>		<b>13,867,006</b>	<b>8,177,735</b>	<b>-</b>	<b>1,762,664</b>

The accompanying notes are an integral part of this statement.



**Snohomish Regional Fire and Rescue  
Fiduciary Fund Resources and Uses Arising from Cash Transactions  
For the Year Ended December 31, 2022**

		<u>Custodial</u>
308	Beginning Cash and Investments	(532)
388 & 588	Net Adjustments	-
310-390	Additions	9,300
510-590	Deductions	12,070
	Net Increase (Decrease) in Cash and Investments:	(2,770)
508	Ending Cash and Investments	(3,302)

*The accompanying notes are an integral part of this statement.*

**Snohomish Regional Fire & Rescue  
Notes to the Financial Statements  
For the year ended December 31<sup>st</sup> 2022**

**Note 1 - Summary of Significant Accounting Policies**

Snohomish Regional Fire & Rescue operates under the laws of the state of Washington applicable to fire districts. The district is a special purpose local government and provides fire protection services, emergency medical services and protection of life and property to the general public and is supported primarily through property taxes.

The district reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements (*see Note 3 – Component Unit(s), Joint Ventures, and Related Parties*)
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using classifications defined in GAAP.

**A. Fund Accounting**

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements. The following fund types are used:

**GOVERNMENTAL FUND TYPES:**

**General Fund**

This fund is the primary operating fund of the district. It accounts for all financial resources except those required or elected to be accounted for in another fund.

**Debt Service Funds**

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

### Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

### FIDUCIARY FUND TYPES:

Fiduciary funds account for assets held by the government in a trustee capacity or as a custodian on behalf of others.

### Custodial Funds

These funds are used to account for assets that the government holds on behalf of others in a custodial capacity.

### B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

### C. Cash and Investments

See Note 4 - *Deposits and Investments*.

### D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets and inventory are recorded as capital expenditures when purchased.

### E. Compensated Absences

Vacation leave is not accumulated from year to year, except for employees covered under the contract for the mechanics. The mechanics may carry 120 hours of vacation from year to year. Sick leave may accumulate up to 1240 hours for the District's employees covered by the IAFF contract, the Teamsters contract and the executive staff.

Sick leave may be accumulated indefinitely for employees covered under the contract for the mechanics. Sick leave may be used for paid time off for preventive care or the illness of the employee or a dependent. Upon separation or retirement employees do receive payment for unused leave. Payments are recognized as expenditures when paid.

### F. Long-Term Debt

See Note 5 – *Long Term Debt*

### G. Restricted and Committed Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments are reported as Restricted or Committed when it is subject to restrictions on use imposed by external parties or due to internal commitments established by the Board of Fire Commissioners. When expenditures that meet restrictions are incurred, the district intends to use the most restricted resources first.

Restrictions and commitments of Ending Cash and Investments consist of the following funds:

- Voted Bond - \$17,689 is restricted for the purpose of building fire stations in accordance with the bond agreement.
- General Fund - \$5,220,802 is committed for the payment of accumulated leave liabilities for retiring employees and to pay for early retirement medical costs of retired employees in accordance with board resolutions. The District administers the retirement medical benefits; a defined benefit plan. See note 6 for additional information for additional disclosures on the District's OPEB plan.
- General Fund - \$134,648 is committed for the payment of accumulated leave liabilities for retiring shop employees.

### **Note 2 - Budget Compliance**

The district adopts annual appropriated budgets for all of its funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follow:

	FINAL APPROPRIATED AMOUNTS	ACTUAL EXPENDITURES	VARIANCE
GENERAL	\$ 73,274,047	\$ 67,087,889	\$ 6,186,158
BOND	\$ 516,082	\$ 516,377	\$ (295)
CONSTRUCTION	\$ 9,335,469	\$ 667,088	\$ 8,668,381
APPARATUS	\$ 4,768,968	\$ 2,219,140	\$ 2,549,828
EQUIPMENT	\$ 926,287	\$ 857,705	\$ 68,582
TOTAL	\$ 88,820,853	\$ 71,348,199	\$ 17,472,654

Budgeted amounts are authorized to be transferred between the departments within any fund or object classes within departments; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the district's legislative body.

### Note 3 – Component Unit(s), Joint Ventures, and Related Parties

The district and other Police and Fire entities jointly operate SNOHOMISH COUNTY 911. SNOHOMISH COUNTY 911, a cash basis, special purpose district, was created under the Interlocal Cooperation Act, as codified in RCW 39.34. This established the statutory authority necessary for Snohomish County, the cities, towns, fire districts, police districts and other service districts to enter into a contract and agreement to jointly establish, maintain and operate a support communications center. Control of SNOHOMISH COUNTY 911 is with a 16-member Board of Directors which is specified in the Interlocal Agreement. SNOHOMISH COUNTY 911 takes 911 calls, and performs emergency dispatch services for local governmental agencies including police, fire and medical aid.

In the event of the dissolution of SNOHOMISH COUNTY 911, any money in the possession of SNOHOMISH COUNTY 911 or the Board of Directors after payment of all costs, expenses and charges validly incurred under this Agreement shall be returned to the parties of this Agreement and shall be apportioned between Principals based on the ratio that the average of each Principals' contributions to the operating budget over the preceding five (5) years bears to the total of all then remaining Principals' User Fees paid during such five-year period. Before deducting the payment of all costs, expenses and charges validly incurred, the district's share was \$1,026,256 on December 31, 2022.

Snohomish County 911's 2022 operating budget was \$26,034,697, operating revenues received were \$26,904,022 and total operating expenditures were \$25,119,101. Complete financial statements for SNOHOMISH COUNTY 911 can be obtained from SNOHOMISH COUNTY 911's administrative office at 1121 SE Everett Mall Way, Suite 200, Everett, WA 98208.

### Note 4 – Deposits and Investments

Investments are reported at original cost. Deposits and investments by type at December 31, 2022 are as follows:

Type of deposit or investment	District's own deposits and investments	Deposits and investments held by the District as custodian for other local governments, individuals, or private organizations	Total
Bank deposits	\$ 352,521	\$ (3,302)	\$ 349,219
Local Government Investment Pool	\$ 14,233,269		\$ 14,233,269
Snohomish County Investment Pool	\$ 74,602,376		\$ 74,602,376
Total	\$ 89,188,165	\$ (3,302)	\$ 89,184,864

The excise tax bill was paid by the district from the AP account before the district had deposited funds into the excise tax fund to reimburse the AP account.

It is the district's policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds by the County.

#### Investments in the State Local Government Investment Pool (LGIP)

The district is a voluntary participant in the Local Government Investment Pool, an external investment pool operated by the Washington State Treasurer. The pool is not rated and not registered with the SEC. Rather, oversight is provided by the State Finance Committee in accordance with Chapter 43.250 RCW. Investments in the LGIP are reported at amortized cost, which is the same as the value of the pool per share. The LGIP does not impose any restrictions on participant withdrawals.

The Office of the State Treasurer prepares a stand-alone financial report for the pool. A copy of the report is available from the Office of the State Treasurer, PO Box 40200, Olympia, Washington 98504-0200, online at [www.tre.wa.gov](http://www.tre.wa.gov).

#### Investments in the Snohomish County Investment Pool (SCIP)

The district is a voluntary participant in the Snohomish County Investment Pool, an external investment pool operated by the County Treasurer. The pool is not rated or registered with the SEC. Rather, oversight is provided by the County Finance Committee in accordance with RCW 36.48.070. The district reports its investment in the pool at fair market value, which is the same as the value of the pool per share. The pool does not impose liquidity fees or redemption gates on participant withdrawals.

#### Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the district would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The district's deposits are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

All investments are insured, registered or held by the district or its agent in the government's name.

#### **Note 5 – Long-Term Debt** *(formerly Debt Service Requirements)*

The accompanying Schedule of Liabilities provides more details of the outstanding debt and liabilities of the district and summarizes the district's debt transactions for year ended December 31, 2022.

The debt service requirements for general obligation bonds and capital leases including interest are as follows:

YEAR(S)	PRINCIPAL	INTEREST	TOTAL
2023	\$ 467,849	\$ 164,405	\$ 632,255
2024	\$ 485,175	\$ 151,437	\$ 636,612
2025	\$ 380,000	\$ 139,027	\$ 519,027
2026	\$ 388,000	\$ 129,824	\$ 517,824
2027	\$ 402,000	\$ 117,126	\$ 519,126
2028-2032	\$ 2,005,000	\$ 379,850	\$ 2,384,850
2033-2035	\$ 900,000	\$ 72,800	\$ 972,800
<b>TOTALS</b>	<b>\$ 5,028,024</b>	<b>\$ 1,154,471</b>	<b>\$ 6,182,495</b>

## Note 6 – Other Post-Employment Benefits (OPEB)

### Plan Description

The District administers a single-employer defined-benefit post-employment healthcare plan (Retirement Medical Plan).

Dependents are not eligible to enroll, and benefits do not continue to surviving spouses.

### Benefits Provided

Eligibility for retiree health benefits requires employees to be at least 53 years old on the date of their retirement, and their age plus years of service with the District must equal 78 or more. Effective August 2019 five of those years must be with District. The Retirement Medical Plan will end after 12 years or upon the employee's eligibility for Medicare, whichever comes first.

### Employees Covered by Benefit Terms

At December 31, 2022 (the census date), the benefit terms covered the following employees:

<u>Category</u>	<u>Count</u>
Inactive employees, spouses, or beneficiaries currently receiving benefit payments:	28
Inactive employees entitled to but not yet receiving benefit payments:	0
Active employees:	<u>204</u>
<b>Total</b>	<b>232</b>

### Contributions

The district pays benefits as they come due.

Contribution rate:	Benefits Due	
Reporting period contributions:	\$500,009	(Includes implicit subsidy credit.)

### Total OPEB Liability

The District's total OPEB liability was valued as of December 31, 2021 and was used to calculate the net OPEB liability measured as of December 31, 2022.



### Actuarial Assumptions

The total OPEB liability as of December 31, 2022 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

<u>Measurement Date:</u>	<u>December 31, 2021</u>	<u>December 31, 2022</u>
Discount Rate	1.84%	4.05%
Inflation	2.75%	6.50%
Healthcare Cost Trend Rates		
Pre-Medicare	7.30%	6.80% *
Medicare	n/a	0.00% *
Salary Increases	3.25%	3.25% **
Mortality Rates	Based on SOA Tables	

- Projections of the sharing of benefit-related costs are based on an established pattern of practice.
- Experience studies come from the State of Washington Studies (2018 Demographic, 2021 Economic)
- Inactive employees (retirees) pay 0% of the cost of benefits.
- There were no ad hoc postemployment benefit changes (including ad hoc COLAs) to the plan.

\* *Trending down to 3.94% over 53 years. Applies to calendar years.*

\*\* *Additional merit-based increases based on the State of Washington LEOFF 2 merit salary increase tables.*

### Discount Rate

The discount rate used to measure the total OPEB liability is 4.05%. The District's OPEB Plan is an unfunded plan, therefore the discount rate was set to the rate of tax-exempt, high-quality 20-year municipal bonds, as of the valuation date.

<u>Net Changes in the Net OPEB Liability</u>	<i>Increase/(Decrease)</i>	
	Total OPEB Liability	
Balance as of Report Date December 31, 2021	\$	12,498,303
Changes for the year:		
Service Cost		752,298
Interest		239,211
Changes of Benefit Terms		-
Differences Between Expected and Actual Experience		(45,035)
Changes of Assumptions		(1,685,157)
Benefit Payments		(228,301)
Implicit Subsidy Credit		(271,708)
Other Miscellaneous Income/(Expense) -		
Net Changes		(1,238,692)
<b>Balance as of Report Date December 31, 2022</b>	<b>\$</b>	<b>11,259,611</b>

Sensitivity of the Liability to Changes in the Discount Rate and Healthcare Cost Trend Rate

Sensitivity of the total OPEB liability to changes in the discount rate. The net OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (3.05%) or one percentage point higher (5.05%) follows:

	<b>1% Decrease</b>	<b>Discount Rate</b>	<b>1% Increase</b>
	<u>3.05%</u>	<u>4.05%</u>	<u>5.05%</u>
<b>Total OPEB Liability (Asset)</b>	<b>\$ 12,011,713</b>	<b>\$ 11,259,611</b>	<b>\$ 10,533,096</b>
Increase (Decrease)	752,102		(726,515)
% Change	6.7%		-6.5%

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates. The healthcare trend for this valuation started at 7.30% and decreased to 3.94% over 54 years. The total OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower (6.30%) or one percentage point higher (8.30%) than current healthcare cost trend rates follows:

	<b>1% Decrease</b>	<b>Trend Rate</b>	<b>1% Increase</b>
	<u>6.30%</u>	<u>7.30%</u>	<u>8.30%</u>
<b>Total OPEB Liability (Asset)</b>	<b>\$ 10,121,528</b>	<b>\$ 11,259,611</b>	<b>\$ 12,580,512</b>
Increase (Decrease)	(1,138,083)		1,320,901
% Change	-10.1%		11.7%

OPEB Expense and Deferred Inflows and Outflows of Resources Related to OPEB

For the report year ended December 31, 2022, the District recognized an OPEB expense of \$1,03,194. The District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences Between Actual and Expected Experience	\$ 319,623	\$ ( 126,076)
Changes of Assumptions	1,346,770	(1,531,120)
-		
Contributions Subsequent to the Measurement Date	-	-
<b>Total</b>	<b>\$ 1,666,393</b>	<b>\$ (1,657,196)</b>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

	<b>Report Year Ending December 31:</b>	<b>Amount</b>

2023	\$	46,685
2024		46,685
2025		46,685
2026		46,685
2027		46,685
Remaining		(224,228)

*Current Liability*

	<b>Amount</b>
Current OPEB Liability	\$ 558,119
Non-Current OPEB Liability	10,701,492
<b>Total OPEB Liability</b>	<b>\$ 11,259,611</b>

Expected Average Remaining Service Lives (EARSL)

The effects on the total pension liability of (1) changes of economic and demographic assumptions or of other inputs and (2) differences between expected and actual experience are required to be included in pension expense in a systematic and rational manner over a closed period equal to the average of the expected remaining service lives of all employees that are provided with benefits through the pension plan (active employees and inactive employees), beginning in the current period. The expected average remaining service lives (EARSL) for the current period follows. Note, however, that for calculation purposes, we use 1.0 when calculating amortizations if the EARSL is less than 1 year.

EARSL: 10.9 years

**Note 7 – Pension Plans**

A. State Sponsored Pension Plans

Substantially all district's full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans; Public Employees' Retirement System (PERS 2/3) and Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF 2).

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems  
 Communications Unit  
 P.O. Box 48380  
 Olympia, WA 98540-8380

Also, the DRS CAFR may be downloaded from the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov). At June 30, 2021, the district's proportionate share of the collective net pension liabilities, was reported on the Schedule of Liabilities, was as follows:

Plan	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	\$ 122,073	0.019919%	\$ 554,618
PERS 2/3	\$ 207,645	0.025847%	\$ (958,609)
LEOFF 2	\$ 1,554,520	0.750867%	\$ (20,406,297)

#### LEOFF Plan 2

The district also participates in the LEOFF Plan 2. The Legislature, by means of a special funding arrangement, appropriates money from the state general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute.

#### B. Defined Contribution Pension Plans

All of the district's full-time members are eligible to participate in a 457(b) defined contribution plan administered by Washington State Department of Retirement Systems (DRS), VOYA International Trust and Orion Portfolio Solutions (OPS). The District agrees to match the employee participant's contributions to the deferred compensation program up to a maximum of (4%) plus 0.5% wellness if eligible, of firefighter Union 2781 participant's base monthly wage and (2%) of contracted shop staff and Teamster Union participant's base monthly wage. The combined maximum contributions of the plan participant shall not exceed annual IRS maximum for such plans.

The district's total contribution for defined contribution plans during the year ended December 31, 2022 was \$1,301,729.

## Note 8 – Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed during the month as they are received and reported after the end of each month.

Property tax revenues are recognized when cash is received by the district. Delinquent taxes are considered fully collectible because a lien affixes to the property after taxes are levied.

The table below shows the assessed values and property for the district.

Snohomish Regional Fire & Rescue			
2022 Assessed Value \$60,064,907.73			
Tax Levy	Assessed	per \$1000 in	Taxes
	Value	Assessed Value	
Regular Levy	\$32,490,885,020	\$1.50000	\$ 48,736,328
EMS	\$32,764,631,920	\$0.34576	\$ 11,328,580
TOTAL		\$1.84576	\$ 60,064,908

## Note 9 – Risk Management

### Self-Insurance

The district self-insures as an individual program for unemployment compensation risk. Claims for unemployment are administered by the Washington State Employment Security Department and invoices are submitted to the district on a quarterly basis, if applicable. Claims paid during the period ending December 31<sup>st</sup>, 2022 totaled \$71,355.

### Washington Cities Insurance Authority (WCIA)

Snohomish Regional Fire & Rescue is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 166 members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices, prior wrongful acts, and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$16 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

All Members are provided a separate cyber risk policy and premises pollution liability coverage group purchased by WCIA. The cyber risk policy provides coverage and separate limits for security & privacy,

event management, and cyber extortion, with limits up to \$1 million and subject to member deductibles, sublimits, and a \$5 million pool aggregate. Premises pollution liability provides Members with a \$2 million incident limit and \$10 million pool aggregate subject to a \$100,000 per incident Member deductible.

Insurance for property, automobile physical damage, fidelity, inland marine, and equipment breakdown coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to \$750,000, for all perils other than flood and earthquake, and insured above that to \$400 million per occurrence subject to aggregates and sublimits. Automobile physical damage coverage is self-funded from the members' deductible to \$250,000 and insured above that to \$100 million per occurrence subject to aggregates and sublimits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance and other administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day to day operations of WCIA.

#### **Note 10 – Leases**

During the year ended 2022, the district adopted guidance for the presentation and disclosure of leases, as required by the BARS manual. This requirement resulted in the addition of a lease liability reported on the Schedule of Liabilities.

The district leases 10 copiers, 1 postage machine, 56 managed laptops for a term of (60) months and 30 EPCR tablets for a term of (48) months. The EPCR tablets may be bought at the end of the lease for a \$1 for training and backup purposes.

The total amount paid for leases in 2022 was \$18,675 for copier/postage machines and \$60,141 for Managed Laptops and EPCR Tablets. As of December 31, 2022, the future lease payments are as follows:

<b>Year</b>	<b>Copiers/Postage Machine</b>	<b>Managed Laptops/EPCR Tablets</b>
2023	18,442	54,917
2024	7,335	42,659
2025	6,872	24,307
2026	4,853	24,307
2027	3,730	6,077
<b>Total</b>	<b>41,232</b>	<b>152,267</b>

**Note 11 – Other Disclosures**City of Mill Creek

In 2022, the District received \$4,336,226 revenues for the service contract with the City of Mill Creek. This is 5.5% of the District's 2022 General Fund revenues. The Mill Creek station employs 20 of the District's uniformed staff.

In 2022, the voters of the City of Mill Creek, voted to reverse annex into South County RFA. The city submitted a letter of termination of its contract to Snohomish Regional Fire and Rescue to terminate its service contract effective January 1, 2023.



## Snohomish Regional Fire and Rescue

Schedule 01

For the year ended December 31, 2022

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1307	001	General	3089100	Unassigned Cash and Investments - Beginning	\$40,798,850
1307	001	General	3111000	Property Tax	\$59,873,994
1307	001	General	3229000	Other Non-Business Licenses and Permits	\$8,500
1307	001	General	3339700	Federal Indirect Grant from Department of Homeland Security	\$215,960
1307	001	General	3329340	Ground Emergency Medical Transportation (GEMT) Payment Program	\$8,211,097
1307	001	General	3340490	State Grant from Department of Health	\$1,125
1307	001	General	3340690	State Grant from Other State Agencies	\$33,269
1307	001	General	3370000	Local Grants, Entitlements and Other Payments	\$31,833
1307	001	General	3422100	Fire Protection and Emergency Medical Services	\$5,269,701
1307	001	General	3424000	Protective Inspection Services	\$59,258
1307	001	General	3426000	Ambulance Services	\$2,931,775
1307	001	General	3611000	Investment Earnings	\$761,896
1307	001	General	3670000	Contributions and Donations from Nongovernmental Sources	\$21,551
1307	001	General	3691000	Sale of Surplus	\$75,986
1307	001	General	3692000	Unclaimed Cash and Proceeds from Sales of Unclaimed Property	\$3,137
1307	001	General	3699100	Miscellaneous Other Operating	\$380,445
1307	001	General	3084100	Committed Cash and Investments - Beginning	\$3,953,368
1307	001	General	3611000	Investment Earnings	\$72,848
1307	001	General	3085100	Assigned Cash and Investments - Beginning	\$7,809,766
1307	001	General	3611000	Investment Earnings	\$125,992
1307	001	General	3083100	Restricted Cash and Investments - Beginning	\$16,056
1307	001	General	3611000	Investment Earnings	\$1
1307	001	General	3085100	Assigned Cash and Investments - Beginning	\$729,811
1307	001	General	3443000	Repair Services	\$460,795
1307	001	General	3443200	Repair Services	\$89,753
1307	001	General	3611000	Investment Earnings	\$8,633
1307	001	General	3084100	Committed Cash and Investments - Beginning	\$111,251
1307	001	General	3611000	Investment Earnings	\$1,860

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1307	001	General	3085100	Assigned Cash and Investments - Beginning	\$320,381
1307	001	General	3611000	Investment Earnings	\$6,794
1307	200	Bond	3085100	Assigned Cash and Investments - Beginning	\$24,724
1307	200	Bond	3111000	Property Tax	\$5,170
1307	200	Bond	3611000	Investment Earnings	\$3,083
1307	201	Voted Bond	3083100	Restricted Cash and Investments - Beginning	\$17,445
1307	201	Voted Bond	3611000	Investment Earnings	\$244
1307	300	Construction	3085100	Assigned Cash and Investments - Beginning	\$7,568,185
1307	300	Construction	3611000	Investment Earnings	\$194,431
1307	300	Construction	3624000	Rents and Leases	\$394,366
1307	300	Construction	3699100	Miscellaneous Other Operating	\$27,005
1307	301	Apparatus	3085100	Assigned Cash and Investments - Beginning	\$7,854,741
1307	301	Apparatus	3611000	Investment Earnings	\$123,859
1307	302	Training Center	3085100	Assigned Cash and Investments - Beginning	\$106
1307	303	Equipment Replacement	3085100	Assigned Cash and Investments - Beginning	\$1,482,957
1307	630	Excise Tax	3089100	Unassigned Cash and Investments - Beginning	(\$532)
1307	303	Equipment Replacement	3611000	Investment Earnings	\$27,752
1307	001	General	5089100	Unassigned Cash and Investments - Ending	\$50,307,590
1307	001	General	5221010	Administration	\$68,345
1307	001	General	5221020	Administration	\$4,755
1307	001	General	5221040	Administration	\$98,228
1307	001	General	5224540	Training Obtained by Employees	\$5,025
1307	001	General	5221010	Administration	\$1,516,405
1307	001	General	5221020	Administration	\$394,878
1307	001	General	5221030	Administration	\$28,444
1307	001	General	5221040	Administration	\$105,843
1307	001	General	5224540	Training Obtained by Employees	\$2,352
1307	001	General	5221010	Administration	\$1,208,251
1307	001	General	5221020	Administration	\$400,204
1307	001	General	5221040	Administration	\$30,227
1307	001	General	5224540	Training Obtained by Employees	\$14,799
1307	001	General	5222010	Fire Suppression and Emergency Medical Services	\$23,712,654
1307	001	General	5222020	Fire Suppression and Emergency Medical Services	\$7,796,138
1307	001	General	5222030	Fire Suppression and Emergency Medical Services	\$580,358

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1307	001	General	5222040	Fire Suppression and Emergency Medical Services	\$165,849
1307	001	General	5280040	Dispatch Services	\$225,062
1307	001	General	5223010	Fire Prevention and Investigation	\$573,246
1307	001	General	5223020	Fire Prevention and Investigation	\$177,130
1307	001	General	5223030	Fire Prevention and Investigation	\$10,774
1307	001	General	5223040	Fire Prevention and Investigation	\$35,960
1307	001	General	5224540	Training Obtained by Employees	\$3,625
1307	001	General	5224510	Training Obtained by Employees	\$1,311,621
1307	001	General	5224520	Training Obtained by Employees	\$338,873
1307	001	General	5224530	Training Obtained by Employees	\$66,881
1307	001	General	5224540	Training Obtained by Employees	\$436,247
1307	001	General	5225010	Facilities	\$590,412
1307	001	General	5225020	Facilities	\$187,421
1307	001	General	5225030	Facilities	\$123,329
1307	001	General	5225040	Facilities	\$749,298
1307	001	General	5224540	Training Obtained by Employees	\$11,719
1307	001	General	5222010	Fire Suppression and Emergency Medical Services	\$42,997
1307	001	General	5222020	Fire Suppression and Emergency Medical Services	\$22,047
1307	001	General	5222040	Fire Suppression and Emergency Medical Services	\$749
1307	001	General	5222010	Fire Suppression and Emergency Medical Services	\$6,357,737
1307	001	General	5222020	Fire Suppression and Emergency Medical Services	\$2,048,585
1307	001	General	5222030	Fire Suppression and Emergency Medical Services	\$216,532
1307	001	General	5222040	Fire Suppression and Emergency Medical Services	\$468,520
1307	001	General	5223030	Fire Prevention and Investigation	\$288,918
1307	001	General	5224540	Training Obtained by Employees	\$8,530
1307	001	General	5280040	Dispatch Services	\$900,247
1307	001	General	5222020	Fire Suppression and Emergency Medical Services	\$5,651

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1307	001	General	5222030	Fire Suppression and Emergency Medical Services	\$150,371
1307	001	General	5222040	Fire Suppression and Emergency Medical Services	\$246,418
1307	001	General	5224540	Training Obtained by Employees	\$15,694
1307	001	General	5221020	Administration	\$71,355
1307	001	General	5221040	Administration	\$721,878
1307	001	General	5221030	Administration	\$27,872
1307	001	General	5221040	Administration	\$1,020,064
1307	001	General	5222030	Fire Suppression and Emergency Medical Services	\$10,052
1307	001	General	5222040	Fire Suppression and Emergency Medical Services	\$47,019
1307	001	General	5224540	Training Obtained by Employees	\$1,749
1307	001	General	5225040	Facilities	\$98,790
1307	001	General	5222030	Fire Suppression and Emergency Medical Services	\$58,228
1307	001	General	5222040	Fire Suppression and Emergency Medical Services	\$5,205
1307	001	General	5223010	Fire Prevention and Investigation	\$189,220
1307	001	General	5223020	Fire Prevention and Investigation	\$52,735
1307	001	General	5223030	Fire Prevention and Investigation	\$20,188
1307	001	General	5223040	Fire Prevention and Investigation	\$117,058
1307	001	General	5224540	Training Obtained by Employees	\$300
1307	001	General	5084100	Committed Cash and Investments - Ending	\$5,220,802
1307	001	General	5222010	Fire Suppression and Emergency Medical Services	\$499,703
1307	001	General	5222020	Fire Suppression and Emergency Medical Services	\$281,211
1307	001	General	5085100	Assigned Cash and Investments - Ending	\$8,490,758
1307	001	General	5085100	Assigned Cash and Investments - Ending	\$649,421
1307	001	General	5226010	Vehicles and Equipment Maintenance	\$682,529
1307	001	General	5226020	Vehicles and Equipment Maintenance	\$310,681
1307	001	General	5226030	Vehicles and Equipment Maintenance	\$525,669
1307	001	General	5226040	Vehicles and Equipment Maintenance	\$40,918

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1307	001	General	5224540	Training Obtained by Employees	\$6,338
1307	001	General	5084100	Committed Cash and Investments - Ending	\$134,648
1307	001	General	5226010	Vehicles and Equipment Maintenance	\$28,462
1307	001	General	5085100	Assigned Cash and Investments - Ending	\$527,174
1307	200	Bond	5085100	Assigned Cash and Investments - Ending	\$32,677
1307	200	Bond	5221040	Administration	\$300
1307	201	Voted Bond	5083100	Restricted Cash and Investments - Ending	\$17,689
1307	300	Construction	5085100	Assigned Cash and Investments - Ending	\$13,867,006
1307	300	Construction	5225040	Facilities	\$90,100
1307	301	Apparatus	5085100	Assigned Cash and Investments - Ending	\$8,177,735
1307	303	Equipment Replacement	5085100	Assigned Cash and Investments - Ending	\$1,762,664
1307	630	Excise Tax	5089100	Unassigned Cash and Investments - Ending	(\$3,302)
1307	303	Equipment Replacement	5221030	Administration	\$40,893
1307	303	Equipment Replacement	5222030	Fire Suppression and Emergency Medical Services	\$612,263
1307	303	Equipment Replacement	5222030	Fire Suppression and Emergency Medical Services	\$12,022
1307	303	Equipment Replacement	5222030	Fire Suppression and Emergency Medical Services	\$21,914
1307	001	General	3981000	Insurance Recoveries (Cash Basis)	\$32,508
1307	001	General	3823000	Non-Fiduciary Collections for Others	\$90
1307	200	Bond	3970000	Transfers-In	\$516,077
1307	300	Construction	3970000	Transfers-In	\$6,350,106
1307	301	Apparatus	3970000	Transfers-In	\$2,418,275
1307	303	Equipment Replacement	3970000	Transfers-In	\$1,109,660
1307	630	Excise Tax	3893000	Custodial Type Collections	\$9,300
1307	001	General	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$94,572
1307	001	General	5912270	Debt Repayment - Fire Suppression and EMS Services	\$18,675
1307	001	General	5970000	Transfers-Out	\$10,394,012
1307	001	General	5823000	Non-Fiduciary Remittance for Others	\$16,056
1307	200	Bond	5912270	Debt Repayment - Fire Suppression and EMS Services	\$349,000

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1307	200	Bond	5922280	Interest and Other Debt Service Cost - Fire Suppression and EMS Services	\$167,077
1307	300	Construction	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$576,988
1307	301	Apparatus	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$7,414
1307	301	Apparatus	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$2,094,126
1307	301	Apparatus	5942270	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$107,621
1307	301	Apparatus	5942280	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$9,979
1307	302	Training Center	5970000	Transfers-Out	\$106
1307	303	Equipment Replacement	5912270	Debt Repayment - Fire Suppression and EMS Services	\$60,141
1307	303	Equipment Replacement	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$60,569
1307	303	Equipment Replacement	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$8,030
1307	303	Equipment Replacement	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$10,719
1307	303	Equipment Replacement	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$31,154
1307	630	Excise Tax	5893000	Custodial Type Remittances	\$12,070

**Snohomish Regional Fire and Rescue  
Schedule of Liabilities  
For the Year Ended December 31, 2022**

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
<b>General Obligation Debt/Liabilities</b>						
251.11	GO Bonds	12/31/2035	3,445,000	-	195,000	3,250,000
251.11	GO Bonds	12/31/2031	1,707,000	-	154,000	1,553,000
263.51	Ladder Truck	1/31/2024	332,646	-	107,621	225,025
<b>Total General Obligation Debt/Liabilities:</b>			<b>5,484,646</b>	<b>-</b>	<b>456,621</b>	<b>5,028,025</b>
<b>Revenue and Other (non G.O.) Debt/Liabilities</b>						
259.12	Compensated Absences		6,714,188	6,109,259	6,681,280	6,142,167
264.30	Net Pension Obligations		264,641	289,977	-	554,618
264.40	OPEB Liabilities		12,498,303	-	1,238,692	11,259,611
263.57	Copiers/Postage Machine		39,006	20,901	18,675	41,232
263.57	Managed Laptops		35,817	121,536	41,789	115,564
263.57	EPCR Tablets		55,054	-	18,351	36,703
<b>Total Revenue and Other (non G.O.) Debt/Liabilities:</b>			<b>19,607,009</b>	<b>6,541,673</b>	<b>7,998,787</b>	<b>18,149,895</b>
<b>Total Liabilities:</b>			<b>25,091,655</b>	<b>6,541,673</b>	<b>8,455,408</b>	<b>23,177,920</b>

**Snohomish Regional Fire and Rescue  
Schedule of Expenditures of State Financial Assistance  
For the Year Ended December 31, 2022**

<b>State Agency Name</b>	<b>Program Title</b>	<b>Identification Number</b>	<b>Total</b>
State Grant from Department of Health	Trauma Grant	N/A	1,125
		<b>Sub-Total:</b>	<b>1,125</b>
State Grant from Other State Agencies	L&I Stay at Work Grant	N/A	33,269
		<b>Sub-Total:</b>	<b>33,269</b>
		<b>Total State Grants Expended:</b>	<b>34,394</b>



**Snohomish Regional Fire & Rescue**  
**Notes to the Schedule of Expenditures of Federal Awards**  
**For the year ended December 31<sup>st</sup> 2022**

Note 1 – Basis of Accounting

This Schedule is prepared on the same basis of accounting as the district's financial statements. The district uses the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

Note 2 – Federal De Minimis Indirect Cost Rate

The district has not elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**Snohomish Regional Fire & Rescue**

**Local Government Risk Assumption  
For the Year Ended December 31, 2022**

1. Self-Insurance Program Manager: Leah Schoof
2. Manager Phone: 360-794-7666
3. Manager Email: Leah.Schoof@srfr.org
4. How do you insure property and liability risks, if at all?
  - a. Formal self-insurance program for some or all perils/risks
  - b. Belong to a public entity risk pool
  - c. **Purchase private insurance**
  - d. Retain risk internally without a self-insurance program (i.e., risk assumption)
5. How do you provide health and welfare insurance (e.g., medical, dental, prescription drug, and/or vision benefits) to employees, if at all?
  - a. Self-insure some or all benefits
  - b. Belong to a public entity risk pool
  - c. **All benefits provided by health insurance company or HMO**
  - d. Not applicable – no such benefits offered
6. How do you insure unemployment compensation benefits, if any?
  - a. **Self-insured (“Reimbursable”)**
  - b. Belong to a public entity risk pool
  - c. Pay taxes to the Department of Employment Security (“Taxable”)
  - d. Not applicable – no employees
7. How do you insure workers compensation benefits, if any?
  - a. Self-insured (“Reimbursable”)
  - b. Belong to a public entity risk pool
  - c. **Pay premiums to the Department of Labor and Industries**
  - d. Not applicable – no employees
8. How do you participate in the Washington Paid Family & Medical Leave Program?
  - a. Self-insured (“Voluntary Plan”) for one or both program benefits
  - b. **Pay premiums to the State’s program for both benefits**
  - c. Not Applicable – No Employees

**If the local government DID NOT answer (a) to any of the above questions, then there is no need to complete the rest of this schedule.**

**If the local government answered (a) to any of the above questions, then answer the rest of the form in relation to the government's self-insured risks and copy the table below as needed.**

	<b><u>Please list the title of the self-insurance program or type of risk covered by self-insurance:</u></b>				
	<i>Unemployment</i>		<i>Program/Risk 3</i>	<i>Program/Risk 4</i>	<i>Program/Risk 5</i>
Self-Insurance as a <i>formal</i> program?	No				
If yes, do other governments participate?					
If yes, please list participating governments.					
Self-Insure as part of a joint program?	No				
Does a Third-Party Administer manage claims?	Yes				
If no, does an employee or official reconcile claims payments to the information in the claims management software or other records of approved claims? (Not applicable for self-insured unemployment compensation.)					
Has program had a claims audit in last three years?	No				
Are program resources sufficient to cover expenses?	Yes				
Does an actuary estimate program liability?	No				
Number of claims paid during the period?	6				
Total amount of paid claims during the period?	\$71,355				
Total amount of recoveries during the period?	\$0				

Provide any other information necessary to explain answers to the Schedule 21 questions above.

**Snohomish Regional Fire and Rescue**  
**Schedule 22 - Audit Assessment Questionnaire (unaudited)**  
**For Fiscal Year ended December 31, 2022**

Reference	#	Question	Answer	Explanation
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**INSTRUCTIONS FOR PREPARER**

The term "governing body" is used in this Schedule 22 to describe the elected or appointed governing board of your government. If the government preparing this questionnaire did not have any financial activity during the reporting year, please return to the first step of the annual report and select "no" when asked if you'll be reporting financial activity. For additional assistance with the Schedule 22, please click the "help" button.

For **guidance** to these questions, please refer to the document at, <https://sao.wa.gov/bars-annual-filing/bars-reporting-templates/>

Please click, "**Next**," to begin the Schedule 22. You may use the numbers above circled in blue to quickly navigate to a specific section of the Schedule 22. As with the rest of the Annual Report submission, it does not need to be completed all at once; you may leave and return to the Schedule 22 as needed.

**FINANCIAL ACTIVITY MONITORING AND OVERSIGHT**

1	Please indicate which of the following best describes the accounting system of the government: A) Rely on the County Treasurer (no other accounting software used) B) Other accounting software (i.e. QuickBooks, BIAS, Vision, Excel, etc.).	(B)	
2	Does the government use their own bank accounts in lieu of or in addition to the County Treasurer? If yes, please attach bank statements for the fiscal year.	Yes	<b>Attachments</b> <a href="#">BOA-Accounts Payable.pdf</a> <a href="#">BOA-Payroll.pdf</a> <a href="#">BOA-Sweep.pdf</a> <a href="#">12312022 First Financial-Petty Cash.pdf</a>

Reference	#	Question	Answer	Explanation
	3	Please disclose the accounting software the government uses.	Tyler ER Pro 10 Software (formerly Incode)	
	4	Please describe the government's reconciliation of their bank accounts (County Treasurer and transmittal) to the accounting records. Include the personnel responsible for performing the reconciliation and the personnel responsible for reviewing the reconciliation. Note: the job position/title is sufficient for the identification purpose.	Admin-Specialist Finance reconciles the bank accounts & County Treasurer reports. The CFO reviews the reconciliation.	
	5	Entries Process - please describe the process to record journal entries into the government's general ledger and, if applicable, the process for reviewing and monitoring the journal entries being posted, both during the year and at year-end. Note: include the job position/title of the person responsible for posting and reviewing the entries.	Journal entries are performed by the Admin-Specialist Finance and all reviews/monitoring performed by the CFO and by the Board of the Finance Committee meeting after completion.	
	6	Please indicate which of the following best describes the government's own internal accounting system: A) It uses the BARS chart of accounts; B) It uses a chart of accounts that is compatible with BARS; C) It uses a chart of accounts that requires manual adjustments to file the Schedule 01;	(A)	
	7	Does the Governing Body receive and review monthly financial reports? If yes, please describe what is reviewed and how often. Examples include: cancelled checks, financial reports from the county, expenditure listings, bank accounts or petty cash activity.	Yes	The Board reviews semi-monthly vouchers and the Finance Committee reviews the quarterly financial reports. Quarterly reports are also included in the Board Packets.

Reference	#	Question	Answer	Explanation
	8	Preparation of Financial Reports - please describe the process or procedure for the preparation of financial statements (including the Schedule 01). Please identify any significant changes that occurred since the prior year (ex: staff turnover).	The preparation of the financial statement is compiled by the Admin-Finance Specialist and reviewed by the CFO and by the Board of Finance Committee meeting after completion.	
	9	Has the government contracted out for, or recently assumed responsibility for, any major governmental function? If yes, please explain. For example: contracts for accounting services, janitorial/grounds keeping or other maintenance contracts; the government performs fire protection services for another government assumes a new water system from another government or annexations.	Yes	Signed a new Grounds Maintenance Contract on 3/31/2022
<b>PERMANENT FILES</b>				
	10	Please check all boxes that occurred during the fiscal year. If none of these events occurred, please check the box for "none".	None	
	15	Did the government make any significant updates to key administrative, personnel, or financial policies? If yes, please attach the newest policy.	No	
	16	Did the government enter into, or modify any existing, interlocal agreements? If yes, please attach.	Yes	<b>Attachments</b> <a href="#">Fire Investigation Interlocal Agreement - SIGNED.pdf</a> <a href="#">2nd Amendment to ALS Contract 2023.pdf</a>

Reference	#	Question	Answer	Explanation
	17	Does the government have a system or process to record information about its capital assets, including buildings, equipment, etc.? If yes, please describe the process for tracking.	Yes	All assets are tracked in Operative IQ. Each asset is checked out to a station, apparatus or crew member. When an asset is moved to another location for repairs - this is tracked in Operative IQ.
<b>MATERIAL COMPLIANCE REQUIREMENT</b>				
	18	Did the government receive any non-SAO audits during the year? If yes, please attach related report. For example: work of internal auditors, state/federal grant review, etc.	No	
	19	Is the government currently involved in any lawsuits? We may be requesting an update on the status of legal matters during the audit.	Yes	An employment lawsuit is in process.
	20	Are there any licensing, regulatory, contracting, or granting agencies with the ability to impose material penalties that would play a role in the government's ability to continue? If yes, please list the agency that could impose them. Examples include: Department of Health, FEMA, etc.	No	
<b>REVENUES AND EXPENDITURES</b>				
	21	Please describe any new sources of revenues or expenditure streams, or state there were none. Examples include: new activities, special levies, state or federal grants, leases, etc.	Not applicable	
	22	Were there any rate increases during the audit period?	Not Applicable	
	23	Attach rate and fee schedules in effect during the fiscal year.	Attached	<b>Attachments</b> <a href="#">Policy 09 Outdoor Burning.pdf</a> <a href="#">Policy 57 Ambulance Transport Charges.pdf</a> <a href="#">Policy 58 Medical Records Search and Duplication Fees.pdf</a>

Reference	#	Question	Answer	Explanation
	24	Does the government receipt cash locally (using its own staff to collect cash and/or checks, issuing receipts) or use a third-party vendor to bill or receipt payments? Please check all that apply.	Uses Third Party to Bill/Collect , Receipts Locally	
	24	Does the government receipt cash locally (using its own staff to collect cash and/or checks, issuing receipts) or use a third-party vendor to bill or receipt payments? Please check all that apply.	Receipts Locally , Uses Third Party to Bill/Collect	
	25	Cash Receipting - Please list the locations where revenues are received.	Admin Building and Systems Design for ambulance transport revenues.	
	26	Does the government deposit funds on a daily basis?	Yes	
	27	Please briefly describe the governments process for monitoring revenues collected by the third-party vendor.	We compare budget and actual revenues for reasonableness. We also evaluate charges and accounts receivable balances over time.	
	28	Please check all that apply to the government and list the authorized balance for each fund or account in the explanation box:	Change fund , Petty cash	Petty Cash-\$25,000 and Change Fund \$100
	28	Please check all that apply to the government and list the authorized balance for each fund or account in the explanation box:	Petty cash , Change fund	Petty Cash-\$25,000 and Change Fund \$100
	29	Please describe the governments process to reconcile its petty cash. Please include frequency of reconciliation. (e.g. monthly, quarterly, yearly)	The CFO performs the petty cash reconciliation monthly.	
	30	Please attach the year-end reconciliation and petty cash log.	Attached	<b>Attachments</b> <a href="#">Petty Cash 2022.pdf</a>



Reference	#	Question	Answer	Explanation
	31	Please describe the governments process to reconcile its change funds. Please include frequency of reconciliation. (e.g. monthly, quarterly, yearly)	The Admin-Asst. is the custodian of the change fund. The Admin Specialist/Public Records reconciles on a weekly basis.	
	32	Please attach the year-end reconciliation for the change fund.	Other	Change Fund is \$100 and is reconciled weekly.
	37	What type(s) of electronic payment (EFT/ACH) does the government make? Please list them in the box below. Examples include: payroll, direct deposit, employee reimbursements, wire transfers, AP vendor payments, etc.	Payroll, Benefits, Deposits and AP vendors.	
	38	Does the government incur payroll costs?	Yes	
	39	Please describe the governing body's process to review payroll expenses and include how many employees the government has.	The CFO reviews payroll twice a month prior to Board meetings. There are 270 employees.	
	40	Please mark all that apply to the government:  <b>Note:</b> "open store accounts" refers to arrangements where individuals may make purchases on the government's behalf that are subsequently billed (e.g., local hardware store).	Credit Card(s) , Fuel Card(s)	
	40	Please mark all that apply to the government:  <b>Note:</b> "open store accounts" refers to arrangements where individuals may make purchases on the government's behalf that are subsequently billed (e.g., local hardware store).	Fuel Card(s) , Credit Card(s)	

Reference	#	Question	Answer	Explanation
	41	Please attach a list of physical fuel cards the government has.	Attached	<b>Attachments</b> <a href="#">Fuel Card List-Comdata.xls</a> <a href="#">Fuel Card List-Wex Inc.xlsx</a> <a href="#">Fuel Card List-Petro Card.xlsx</a>
	42	Please attach a list of physical credit cards including issuing institution, credit card limit, distribution/cardholder, etc. <b>Note: DO NOT</b> include credit card number.	Attached	<b>Attachments</b> <a href="#">Credit Card List-US Bank.xlsx</a> <a href="#">Lowe's Authorized List.xlsx</a>
	44	Does the government receive any funds from state or federal grantors? If yes, please attach the grant agreements for the reporting year.	No	
<b>FIRE/EMS SPECIFIC QUESTIONS</b>				
<i>Informational</i>	48	Indicate services offered by the government:	Burn Permits , BLS Transports	
<i>Informational</i>	48	Indicate services offered by the government:	BLS Transports , Burn Permits	
<i>Informational</i>	48	Indicate services offered by the government:	ALS Transports , Burn Permits	
<i>Informational</i>	49	Does the government prepare or contract for transport billing? If transport services are billed, attach a copy of the written transport billing policy and transport fee schedule on the last step of the Schedule 22 (Attachments Section).	Contract for billing	
	50	Has there been any changes to agreements for which the government 1) performs fire protection services/EMS for another local government (e.g. city, fire district), or 2) another local government provides fire protection services/EMS? <b>Note:</b> This does not include mutual aid agreements. If there were changes to any agreements, please explain.	No Changes	
	51	Does the government have any volunteers? If yes, please include the number of volunteers and any benefits they may receive.	Yes	9

Reference	#	Question	Answer	Explanation
	52	Does the government have career firefighters? If yes, please include the number of career firefighters (approximately).	Yes	217
	53	Does the government provide other post-employment benefits (OPEB) for current retirees and active employees? <b>Examples include:</b> medical, dental, vision, hearing, etc.	Yes	
	54	Please indicate which employee group the benefits are for	LEOFF 2	
	55	Does the government have any closely related associations or foundations? If so, please list.	Yes	A foundation that district employees and others contribute to.
<i>Informational</i>	56	How many stations does the government have?	10	
	57	Was the government involved in any mergers, acquisitions, or transfer of operations? If yes, please provide a brief explanation.	Yes	Yes, Station 76 was sold in December 2022 to the City of Mill Creek and now operated by South County Fire.
	58	Does the government act as the fiscal agent for any other entities? If yes, please list parties served. <b>Examples may include:</b> holding accounts, receiving/disbursing funds, etc.	Yes	State excise tax.

### REQUIRED ATTACHMENTS (see instructions for required details)

<i>Informational</i>	99	<b>Meeting Minutes</b> - Attach the meeting minutes and resolutions for <b>all</b> governing body meetings held during the last year.	See Web Page	<a href="https://www.srfr.org/about_us/commissioners/meeting_agendas_packets_minutes.cfm">https://www.srfr.org/about_us/commissioners/meeting_agendas_packets_minutes.cfm</a> . Resolutions will be provided upon request.
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Reference	#	Question	Answer	Explanation
	100	<b>Detailed Revenue by Source</b> - Attach a copy of the County Treasurer's Revenue Report that shows total receipts for the year by revenue source. If the County does not provide this report, please upload comparable accounting records to substantiate revenue activity and/or all bank statements for the year that comprise the government's financial statements.	Attach	<b>Attachments</b> <a href="#">Dec 2022 SRFR Detail TB Report.pdf</a>
	101	<b>Cash Balance Summary</b> - Attach a copy of the year-end County Treasurer (or other fiscal agent) report (s) inclusive of all year-end cash and investment balances. If the government holds funds outside of the County, please upload the first and last bank statements of the year, inclusive of all cash and investment balances.	Attach	<b>Attachments</b> <a href="#">Dec 2022 SRFR Summary TB Report.pdf</a>
	102	<b>Detailed Expenditure List</b> - Attach warrant registers, payroll registers, check registers and/or petty cash log detailing all expenditures made during the year. This includes those expenditures paid by the County on a government's behalf due to Treasurer responsibilities.	Attach	<b>Attachments</b> <a href="#">Check Report-AP.pdf</a> <a href="#">Check Report-Payroll.pdf</a> <a href="#">Petty Cash 2022.pdf</a>
<i>Informational</i>	103	<b>Cash Receipting Policy</b> - Attach a detailed description of the government's invoicing, cash and check receiving and deposit process. The description should include name of positions completing tasks in the process and all reconciliations and reviews performed. Include a copy of your written Cash and Check Receipting Policy or procedure if you have one. This request applies to <b>all governments that invoice for a service</b> (including third party billing services) <b>or</b> receive funds other than at the county treasurer (including charges for services or goods, fees, donations, grants, etc.).	Attached	<b>Attachments</b> <a href="#">Cash Receipting.docx</a>

Reference	#	Question	Answer	Explanation
<i>Informational</i>	104	<p><b>Elected Official List</b> - Attach or list the names of <b>ALL</b> governing body members present during the year. Include any business interest a governing body member or his/her household members hold. <i>Please avoid sending Board-member/employees/volunteers SSI numbers or other personal information such as addresses, date of birth, etc.</i></p> <p><b>Example:</b>            John Doe, Commissioner 1            Jane Doe, Spouse            (555) 555-5555            johndoe@gmail.com            Owner of John Doe's Garden Supplies and Jane Doe's Café.</p>	Attached	<p><b>Attachments</b>  <a href="#">Elected Officials.xlsx</a></p>
<i>Preparer</i>	105	<p>Please include the below information in the text box (on the right) for the local government personnel who completed the annual report.</p> <p><b>Full name, role (e.g., Secretary, Board Member, etc.)</b></p> <p><b>Telephone number</b></p> <p><b>E-mail address</b></p>	Rosie Richmond- Admin Specialist Finance 360-217-2155 rosie.richmond@srfr. org	



# NEW BUSINESS

## ACTION





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

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

<b>Initiative Name:</b>	Third Amendment to the Snohomish County Regional Training Consortium ILA		
<b>Executive member responsible for guiding the initiative: The RAB Champion</b>		Chief O'Brien	
<b>Type of Action:</b>	<input checked="" type="checkbox"/> Simple Motion	<input type="checkbox"/> Resolution	
<b>Initiative Description:</b>	<p>The Third Amendment to the Snohomish County Regional Training Consortium Interlocal Agreement contains the following updates to the Interlocal Agreement:</p> <ul style="list-style-type: none"> <li>• The hosting agency for the Snohomish County Regional Training Academy is being transferred to North County Regional Fire Authority (NCRFA) from South County Regional Fire Authority (SCRFA). (The Fire Recruit Academy will be held at the NCRFA Training Facility.)</li> <li>• NCRFA will track, purchase, bill, and recover funds and materials associated with the training academy.</li> <li>• To provide a positive financial cash flow, prior to the beginning of the Recruit Academy, the Amendment allows NCRFA to bill each attending agency 50% of the most recent Academy class costs.</li> <li>• The final costs will occur following the completion of the Academy with the reconciliation of materials, instructor costs, and other items.</li> </ul> <p>The changes are procedural so there are no expected fiscal impacts.</p> <p>Motion Language – “Motion to authorize the Chief to execute the third Amendment to the Snohomish County Regional Training Consortium Interlocal Agreement Program as presented.”</p>		
<b>Financial Impact:</b>			
<b>Risk Assessment:</b>	<p>Risk if approved: N/A</p> <p>Risk if not approved: Interruption of Recruit Firefighter training.</p>		

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





### **THIRD AMENDMENT TO SNOHOMISH COUNTY REGIONAL TRAINING CONSORTIUM (INTERLOCAL AGREEMENT)**

This Third Amendment is made and entered into by and between the undersigned municipal corporations, collectively referred to as “Agency” or “Agencies” and shall be deemed adopted upon date of signing by the respective Agencies.

#### **I. RECITALS**

**WHEREAS**, the City of Everett, South Snohomish County Fire & Rescue Regional Fire Authority (South County Fire), Marysville Regional Fire Authority (MRFA), North County Regional Fire Authority (NCRFA), Snohomish Regional Fire and Rescue (SRFR), and Snohomish County Fire District No. 4 (“District 4”) [the “Participating Agencies”] are parties to a Snohomish County Regional Training Consortium Agreement effective as of March, 2020, as amended (the “Agreement”).

**WHEREAS**, the Participating Agencies desire to further amend the Agreement as provided herein.

#### **II. TERMS AND CONDITIONS**

**NOW, THEREFORE**, in consideration of the covenants, conditions, performances, promises, and benefits contained herein, it is agreed between the Agencies as follows:

1. **Lead Agency.** Effective upon the signature of the last Agency to execute this Third Amendment, the Lead Agency referenced in Section 4.1 shall be changed from South County Fire to NCRFA. South County Fire and NCRFA shall coordinate as reasonably necessary to effectuate this transfer of Lead Agency responsibility.
2. **Revised Resource Allocation Fulfillment.** To facilitate NCRFA’s acceptance of the Lead Agency role and provide NCRFA with the necessary funding to perform its role as Lead Agency, the following provisions shall apply for calendar year 2023:
  - a. NCRFA will invoice each Agency for fifty percent (50%) of that Agency’s total reconciled cost per consortium recruit for the most recently reconciled Academy. Payment will be due from each Agency within thirty (30) days of receiving its invoice from NCRFA. The funds collected from this billing will be later reconciled with the amount actually due from each Agency per the Agreement and NCRFA will issue invoices or credits, as applicable, based on such reconciliation.
  - b. The charges billed to each non-Consortium Agency which sends recruits to the next Academy shall be charged a twenty percent (20%) surcharge.
3. **No Other Changes/Signatures.** All other provisions of the Agreement shall remain unchanged and in full force and effect. This Amendment may in counterpart. Any ink, electronic, or scanned signature is fully binding.

Photocopied, or similarly reproduced signature or electronic signature is the same as an ink.

**SNOHOMISH REGIONAL FIRE & RESCUE**

**CITY OF EVERETT**

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
*Agency Attorney*

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*Agency Attorney*

ATTEST:

ATTEST:

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NOTICES:

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**MARYSVILLE FIRE**

**SOUTH COUNTY FIRE**

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
*Agency Attorney*

\_\_\_\_\_  
*Agency Attorney*

ATTEST:

ATTEST:

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NOTICES:

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NOTICES:

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**SNOHOMISH FIRE DISTRICT NO. 4**

**NORTH COUNTY REGIONAL FIRE AUTHORITY**

*Authorized Signature*

*Authorized Signature*

*Date*

*Date*

APPROVED AS TO FORM:

APPROVED AS TO FORM:

*Agency Attorney*

*Agency Attorney*

ATTEST:

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# EXECUTIVE SESSION

