



COMMISSIONER BOARD MEETING

NOVEMBER 9, 2023

5:30 PM

SRFR STATION 31 TRAINING ROOM

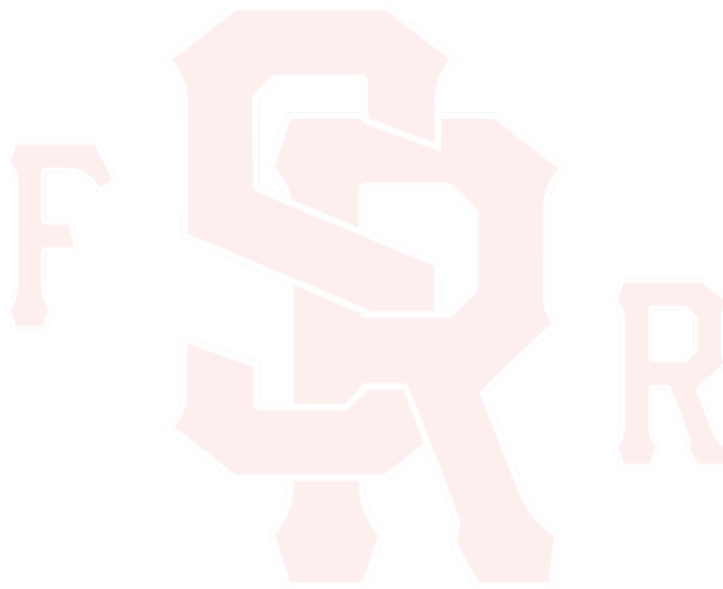
VIA ZOOM

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 Zoom
163 Village Court, Monroe, WA 98272
November 9, 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	10/24/23	11/28/23	Yes
Finance	Elmore	9/28/23	11/21/23	No
Post-Employment Medical	Elmore	9/8/22		
Sno911	Waugh	10/18/23	11/15/23	No
Sno Isle Commissioners	Fay	11/2/23	12/7/23	Yes
Leadership Meeting	Schaub	10/25/23	TBD	No
Policy Committee	Schaub	10/19/23	11/9/23	Yes

COMMITTEE MEETING MINUTES

Capital Facilities

CONSENT AGENDA

Approve Vouchers

Benefit Vouchers: 23-02638 to 23-02655; (\$709,414.86)

AP Vouchers: 23-02656 to 23-02813; (\$618,281.23)

Approval of Payroll

October 15, 2023 (\$1,216,840.70)

October 31, 2023 (\$1,274,824.15)

Approval of Minutes

Approval of Minutes from the Commissioner's Workshop October 10, 11, & 12, 2023.

Approve Regular Board Meeting Minutes October 19, 2023



OLD BUSINESS

Discussion

Action

Policy Update

- Policy 202 District Directives
- Policy 205 Electronic Mail
- Policy 206 Administrative Communications
- Policy 207 Constant Staffing Levels
- Policy 324 Performance of Duties
- Policy 900 Accident, Illness, & Injury Prevention
- Policy 1027 Personal Appearance Standards
- Policy 1034 Return to work

Cultural Health Assessment: Scope of Work

NEW BUSINESS

Discussion

2024 District Budget Presentation

- Resolution 2023-11 Regular Levy Ordinance
- Resolution 2023-12 EMS Levy Ordinance
- Resolution 2023-13 Budget 2024

Ladder Truck Change Order

Policy Review

- Policy 334 Decontamination
- Policy 704 Information Technology
- Policy 709 Photograph & Electronic Imaging
- Policy 1040 Driving History Review
- Policy 1045 Automobile Usage
- Policy 1046 Entrance Requirements for all Personnel

Action

GOOD OF THE ORDER

ATTENDANCE CHECK

Regular Commissioner Meeting November 21, 2023, at 1730 - Station 31 Training Room/Zoom

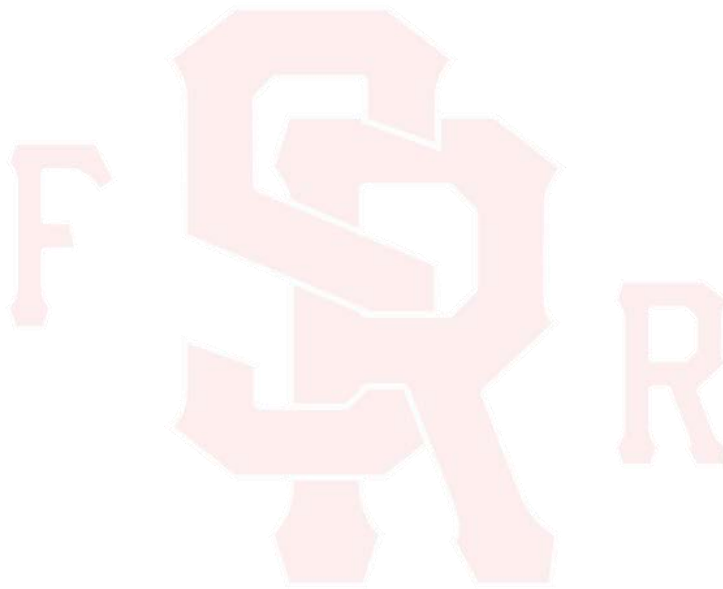
EXECUTIVE SESSION: To review the performance of a public employee: RCW 42.330.110(1)(g).



ADJOURNMENT



CHIEF'S REPORT





COMMISSIONER REPORTS





COMMITTEE MEETING MINUTES



Capital Facilities Committee Meeting Minutes

October 24th, 2023

- **Facilities Update:**
 - **Station 83 Update:** Started doing interior demolition last week and will begin structural demolition next week.
 - **Station 31 Shop Update:** The permit application is awaiting approval by the City of Monroe
 - **Station 32 Update:** Currently waiting on a purchase and sale agreement
 - **Station 81 Update:** Working on developing the process with OAC related to the potential stormwater work
 - **Admin. Building:** Once permits are received by the City, construction should take approximately two weeks.
 - **Training Property:** Project continues to move forward. Final 1/3 of deposit funds will be received after the SEPA
 - **Upcoming Facility Projects:** The roof for Station 32 project is coming up; the contract for janitorial will be renewed; the generator for Station 72 should be shipped by the end of December.

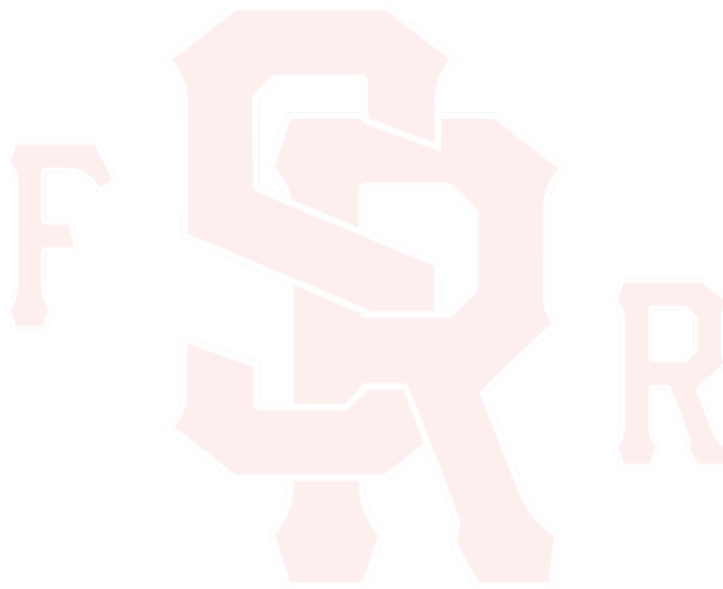
- **Station Design Conference – May 21-23, 2024, Glendale AZ**

- **Next meeting: 11/28/2023**

- **Good of the order.** The December Capital Facility meeting originally scheduled for December 26th has been cancelled.



CONSENT AGENDA



**Snohomish Regional Fire and Rescue
Claims Voucher Summary**

10/31/2023

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
23-02638	AFLAC		591.44
23-02639	DEPARTMENT OF RETIREMENT SYSTEMS		432,123.98
23-02640	FIRE 7 FOUNDATION		610.00
23-02641	FIREPAC		1,060.28
23-02642	GENERAL TEAMSTERS UNION LOCAL 38		1,890.00
23-02643	HRA VEBA TRUST		58,582.50
23-02644	IAFF LOCAL 2781		31,235.72
23-02645	IAFF LOCAL 2781 PAC		908.90
23-02646	IAFF LOCAL 2781 RFA		1,100.00
23-02647	MATRIX TRUST COMPANY		19,102.81
23-02648	PAID FAMILY & MEDICAL LEAVE		27,023.67
23-02649	SNOHOMISH REGIONAL FIRE & RESCUE		573.92
23-02650	TD AMERITRADE INSTITUTIONAL		388.50
23-02651	VOYA INSTITUTIONAL TRUST CO		100,442.58
23-02652	WASHINGTON STATE SUPPORT REGISTRY		279.25
23-02653	WASHINGTON STATE SUPPORT REGISTRY		350.00
23-02654	WSCFF FASTPAC		901.31
23-02655	WSCFF-EMP BENEFIT TRUST		32,250.00

Page Total 709,414.86

Cumulative Total 709,414.86



Snohomish Regional Fire & Rescue, WA

Docket of Claims Register

APPKT01433 - 11.09.2023 Board Meeting ER

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
2189	AJ'S LANDCARE, INC	23-02656						9,988.71
		121215621	Landscaping Monthly Maintenance - A	Invoice	10/31/2023	Landscaping Monthly Maintenance - A	001-507-522-50-41-00	884.31
		121215622	Landscaping Monthly Maintenance - S	Invoice	10/31/2023	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	957.25
		121215623	Landscaping Monthly Maintenance - S	Invoice	10/31/2023	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	911.66
		121215624	Landscaping Monthly Maintenance - S	Invoice	10/31/2023	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	944.13
		121215625	Landscaping Monthly Maintenance - S	Invoice	10/31/2023	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	854.21
		121215626	Landscaping Monthly Maintenance - S	Invoice	10/31/2023	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	929.05
		121215627	Landscaping Monthly Maintenance - S	Invoice	10/31/2023	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	469.63
		121215628	Landscaping Monthly Maintenance - S	Invoice	10/31/2023	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	699.11
		121215629	Landscaping Monthly Maintenance - S	Invoice	10/31/2023	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	899.16
		121215630	Landscaping Monthly Maintenance - S	Invoice	10/31/2023	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	700.06
		121215631	Landscaping Monthly Maintenance - S	Invoice	10/31/2023	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	840.98
		121215632	Landscaping Monthly Maintenance - S	Invoice	10/31/2023	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	899.16
0024	ALDERWOOD AUTO GLASS	23-02657						523.37
	20231	Shop Parts	Invoice	10/20/2023	Shop Parts	050-511-522-60-34-01		523.37
0028	ALL BATTERY SALES AND SERVICE	23-02658						671.31
	300-10126512	Shop Supplies	Invoice	10/27/2023	Shop Supplies	050-511-522-60-31-05		671.31
0030	ALLEGIS CORPORATION	23-02659						83.67
	INV265804	Shop Parts	Invoice	10/10/2023	Shop Parts	050-511-522-60-34-01		83.67
1503	ALLSTREAM BUSINESS US, INC	23-02660						307.99
	19999738	Fire Alarm Phone Lines/Connection Se	Invoice	11/03/2023	Fire Alarm Phone Lines/Connection Se	001-513-522-50-42-01		307.99
1503	ALLSTREAM BUSINESS US, INC	23-02661						430.21
	19986192	Fire Alarm Phone Lines/Connection Se	Invoice	10/11/2023	Fire Alarm Phone Lines/Connection Se	001-513-522-50-42-01		430.21

Docket of Claims Register

APPKT01433 - 11.09.2023 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
2106	AMAZON CAPITAL SERVICES, INC	23-02662					3,453.78
	13QX-66PG-746T	Swivel Eye Hook Clip x10 (Fire Ladder	Invoice	10/21/2023	Swivel Eye Hook Clip x10 (Fire Ladder	001-504-522-20-35-00	107.80
	14FP-3YV7-1HFM	Tire Infiltr Gauge x3, Hd Tire Press Gau	Invoice	10/24/2023	Tire Infiltr Gauge x3, Hd Tire Press Gau	001-507-522-50-35-00	113.82
	14P1-MPC6-6VCJ	Heavy Duty Black Toilet Plunger - ST83	Invoice	10/26/2023	Heavy Duty Black Toilet Plunger - ST83	001-507-522-50-35-00	43.45
	16PW-TCKT-6PNQ	Refrigerator Door Handle Replacement	Invoice	10/17/2023	Refrigerator Door Handle Replacement	001-507-522-50-35-00	9.70
	19P7-JWX9-71K1	Strength Finder Books x11(WorkShop /	Invoice	10/20/2023	Strength Finder Books x11(WorkShop /	001-506-522-45-34-00	180.31
	19PG-C7GV-7FJ9	Tipped Reciprocating Saw Blade 4pk -	Invoice	10/26/2023	Tipped Reciprocating Saw Blade 4pk -	001-504-522-20-35-00	124.06
	1D3H-TCNK-1F6Y	Business Prime Membership Fee	Invoice	10/18/2023	Business Prime Membership Fee	001-513-522-20-49-02	545.91
	1DHX-QD6V-G166	MicrofiberTwls x8, Squeeg x8, Duster	Invoice	10/22/2023	MicrofiberTwls x8, Squeeg x8, Duster	001-504-522-20-35-00	494.08
	1JPW-Y7FY-4JG7	Protective Phone Case x5, Iphone 13 c	Invoice	10/25/2023	Protective Cable Case x5, Iphone 13 ca	001-515-522-30-35-00	221.26
	1KDT-3DG6-G9MQ	Microfiber Twls x11, Dustr kit x3, Sque	Invoice	10/22/2023	Microfiber Twls x11, Dustr kit x3, Sque	001-504-522-20-35-00	498.44
	1MJH-DLKH-FLVM	Cable Protector Speed Bumps Hose Co	Invoice	10/22/2023	Cable Protector Speed Bumps Hose Co	001-504-522-20-35-00	67.97
	1N3K-CRV3-HMWM	Clear Large Gift Baskets (x6) - Open Ho	Invoice	10/13/2023	Clear Large Gift Baskets (x6) - Open Ho	001-515-522-30-31-01	9.84
	1PDR-NXG7-64XP	Heavy Duty 3 Ring Binder (x4) (First Du	Invoice	10/18/2023	Heavy Duty 3 Ring Binder (x4) (First Du	001-502-522-10-31-00	38.48
	1PDX-DDDT-CVTN	Window Film/Kit, Frosted Window Kit	Invoice	10/22/2023	Window Film/Kit, Frosted Window Kit	001-507-522-50-35-00	43.14
	1QKC-R6FC-3CVG	Shop Parts	Invoice	10/18/2023	Shop Parts	050-511-522-60-34-01	37.71
	1R7X-V973-4G34	Speed Bump Hose Cord Prorector 4pk	Invoice	10/17/2023	Speed Bump Hose Cord Prorector 4pk	001-504-522-20-35-00	67.97
	1VRV-GKXN-3YYL	Entry Door Lock w/ Handle - ST 81	Invoice	10/26/2023	Entry Door Lock w/ Handle - ST 81	001-507-522-50-48-00	97.10
	1WMG-HVMN-16QJ	Metal Reciprocrating Blade 3 pk (x2) -	Invoice	10/25/2023	Metal Reciprocrating Blade 3 pk (x2) -	001-507-522-50-35-00	79.48
	1WQ4-J4HC-1DGJ	Shop Parts	Invoice	10/24/2023	Shop Parts	050-511-522-60-34-01	157.14
	1XNC-PMWR-1L3H	Heavy Duty Comm. Mop Head Replace	Invoice	10/16/2023	Heavy Duty Comm. Mop Head Replace	001-507-522-50-31-00	17.68
	1XPG-11XM-GLFX	MicrofiberTwls x11, Squeeg x6, Dster	Invoice	10/22/2023	MicrofiberTwls x11, Squeeg x6, Dster	001-504-522-20-35-00	498.44
1686	ANACONDA NETWORKS INC	23-02663					2,481.20
	7221	7 Lead antennas for vehicles	Invoice	10/09/2023	7 Lead Antennas for vehicles	001-513-522-20-31-02	2,481.20
0040	ARAMARK UNIFORM SERVICES	23-02664					316.85
	6560272747	Shop Towels, Floor Mat & Mop Supply	Invoice	10/12/2023	Shop Towels, Floor Mat & Mop Supply	001-507-522-50-41-00	16.41
	6560272748	Shop Supplies/Uniform Rental/Laundr	Invoice	10/12/2023	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	84.94
	6560276941	Shop Supplies/Uniform Rental/Laundr	Invoice	10/19/2023	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	102.92
	6560279842	Shop Towels, Floor Mat & Mop Supply	Invoice	10/26/2023	Shop Towels, Floor Mat & Mop Supply	001-507-522-50-41-00	31.93
	6560279843	Shop Supplies/Uniform Rental/Laundr	Invoice	10/26/2023	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	80.65
1523	AT&T MOBILITY LLC	23-02665					46.72
	287289300744X10162023	Test Modem Data Plan	Invoice	10/08/2023	Test Modem Data Plan	001-513-522-10-42-00	46.72
1633	ATLANTIC SIGNAL LLC	23-02666					76.00
	SO33650	Release Adapter Back Plate Parts (Heln	Invoice	10/30/2023	Release Adapter Back Plate Parts (Heln	001-514-522-20-35-03	76.00
2127	BENJAMIN TOWERS	23-02667					153.02
	INV10356	ASE Test Reimbursement (Registraion,	Invoice	10/16/2023	ASE Test Reimbursement (Registraion,	050-511-522-45-49-01	153.02

Docket of Claims Register

APPKT01433 - 11.09.2023 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0058	BICKFORD MOTORS INC.	23-02668					509.17
	1258700	Shop Parts	Invoice	10/16/2023	Shop Parts	050-511-522-60-34-01	56.70
	1258714	Shop Parts	Invoice	10/16/2023	Shop Parts	050-511-522-60-34-01	285.03
	1259483	Shop Parts	Invoice	10/26/2023	Shop Parts	050-511-522-60-34-01	159.06
	1259701	Shop Parts	Invoice	10/30/2023	Shop Parts	050-511-522-60-34-01	281.88
	CM1256572	Shop Parts	Credit Memo	10/13/2023	Shop Parts	050-511-522-60-34-01	-273.50
2115	BONNEVILLE COMMUNICATION	23-02669					4,728.50
	1156	Swissphone pagers	Invoice	10/24/2023	(20) Swissphone Quad VHF X35 pagers	001-513-522-10-35-00	4,728.50
0065	BOUND TREE MEDICAL, LLC	23-02670					6,789.69
	85051036	Medical Supplies	Invoice	08/09/2023	Medical Supplies	001-509-522-30-31-01	41.52
	85125244	Medical Supplies	Invoice	10/18/2023	Medical Supplies	001-509-522-30-31-01	59.32
	85126776	Medical Supplies	Invoice	10/19/2023	Medical Supplies	001-509-522-30-31-01	591.45
	85126777	Medical Supplies	Invoice	10/19/2023	Medical Supplies	001-509-522-30-31-01	2,075.72
	85126778	Medical Supplies	Invoice	10/19/2023	Medical Supplies	001-509-522-30-31-01	0.50
	85126779	Medications/Medical Supplies/Medica	Invoice	10/19/2023	Medical Small Tools/Minor Equipment Medications & Medical Supplies	001-509-522-20-35-00 001-509-522-30-31-01	20.12 4,001.06
1869	BRANDIE REECE	23-02671					139.50
	INV10433	Per Diem Reimb. (WFAS 2023 Annual C	Invoice	10/09/2023	Per Diem Reimb. (WFAS 2023 Annual C	001-502-522-10-43-00	139.50
0073	BRAUN NORTHWEST INC	23-02672					266.96
	34994	Shop Parts	Invoice	10/12/2023	Shop Parts	050-511-522-60-34-01	266.96
1913	CANON FINANCIAL SERVICES INC	23-02673					886.47
	31404386	Copier Lease - Admn DAC & POD,ST81	Invoice	10/12/2023	Copier Machine Lease - Admn DAC&P	001-512-591-22-70-00	589.87
	31415985	Copier Machine Lease - Admin Bldg (C	Invoice	10/12/2023	Copier Machine Lease - Admin Bldg (C	001-512-591-22-70-00	296.60
1845	CARTER WELCH	23-02674					399.63
	INV10426	Wildland Boot Reimbursement	Invoice	08/10/2023	Wildland Boot Reimbursement	001-514-522-20-35-01	399.63
0090	CARY CRONIN	23-02675					394.50
	INV10369	Per Diem Reimb. (2023 Mile High Conf	Invoice	10/24/2023	Per Diem Reimb. (2023 Mile High Conf	001-506-522-45-43-00	394.50
2195	CASCADE MAILING	23-02676					10,414.13
	2337398-1	2023 Annual Reporting Printing	Invoice	10/17/2023	2023 Annual Reporting Printing	001-515-522-30-49-01	1,307.33
	2337430-1	Printing & Mailing (Levy Post Card) (x5	Invoice	10/25/2023	Printing & Mailing (Levy Post Card) (x5	001-515-522-30-49-01	9,106.80
0096	CENTRAL WELDING SUPPLY	23-02677					4,693.81
	RN10232277	Oxygen Cylinder Rental (Inventory)	Invoice	10/31/2023	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	245.54
	SP 210642	Oxygen Cylinder Rental (Inventory/Rac	Invoice	10/11/2023	Oxygen Cylinder Rental (Inventory/Rac	001-509-522-20-45-00	1,454.45
	SP 210643	Oxygen Cylinder Rental (Inventory/Rac	Invoice	10/11/2023	Oxygen Cylinder Rental (Inventory/Rac	001-509-522-20-45-00	2,726.40
	SP 912987	Oxygen Cylinder Exchange/Re-Fill (x12	Invoice	10/20/2023	Oxygen Cylinder Exchange/Re-Fill (x12	001-509-522-20-45-00	144.55
	WV 222127	Shop Parts	Invoice	10/10/2023	Shop Parts	050-511-522-60-34-01	122.87
0099	CHAMPION BOLT & SUPPLY INC	23-02678					539.43
	770876	Shop Supplies	Invoice	10/30/2023	Shop Supplies	050-511-522-60-31-05	250.03
	770877	Shop Supplies	Invoice	10/30/2023	Shop Supplies	050-511-522-60-31-05	289.40

Docket of Claims Register

APPKT01433 - 11.09.2023 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0101	CHINOOK LUMBER 1979458	23-02679 Lumber Supplies (Nails) - Training	Invoice	10/23/2023	Lumber Supplies (Nails) - Training	001-506-522-45-31-03	8.61 8.61
0103	CHMELIK SITKIN & DAVIS P.S. 119227	23-02680 Monthly Attorney Services (September	Invoice	09/30/2023	Monthly Attorney Services (September	001-512-522-10-41-03	3,264.00 3,264.00
1773	CHRIS STABLEIN INV10361	23-02681 Per Diem Reimb. (2023 Mile High Conf	Invoice	10/15/2023	Per Diem Reimb. (2023 Mile High Conf	001-506-522-45-43-00	1,061.51 1,061.51
0531	CHRISTENSEN, INC 0483326-IN 0484525-IN 0490003-IN	23-02682 Shop Parts Shop Parts Shop Parts	Invoice Invoice Invoice	10/06/2023 10/06/2023 10/20/2023	Shop Parts Shop Parts Shop Supplies Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01	5,515.14 614.70 3,696.85 172.37 1,031.22
1848	CHRISTIAN WIGINGTON INV10437	23-02683 EMCrit Membership Reimb.(Responde	Invoice	10/26/2023	EMCrit Membership Reimb.(Responde	001-506-522-45-49-02	99.00 99.00
0112	CLEARFLY COMMUNICATIONS INV554291	23-02684 Phone/Fax Services - Admin Bldg, ST 3	Invoice	11/01/2023	Phone/Fax Services - Admin Bldg, ST 3	001-513-522-50-42-01	759.89 759.89
0121	COGDILL NICHOLS REIN WARTEL 26100.39M17	23-02685 Labor Union Attorney Services (2023 B	Invoice	10/27/2023	Labor Union Attorney Services (2023 B	001-512-522-10-41-00	10,903.80 10,903.80
0126	COMCAST ST31-NOVDEC23	23-02686 Internet Services - ST 31	Invoice	10/27/2023	Internet Services - ST 31	001-513-522-50-42-01	158.07 158.07
0126	COMCAST ST77-NOVDEC23	23-02687 Internet Services - ST 77	Invoice	10/26/2023	Internet Services - ST 77	001-513-522-50-42-01	306.95 306.95
0126	COMCAST ST32-NOVDEC23	23-02688 Internet Services - ST 32	Invoice	10/25/2023	Internet Services - ST 32	001-513-522-50-42-01	306.73 306.73
0138	CRESSY DOOR COMPANY, INC 189500	23-02689 Bay Door Srvc Call (Operator/Springs R	Invoice	10/17/2023	Bay Door Srvc Call (Operator/Springs R	001-507-522-50-48-00	617.55 617.55
0155	DENISE MATTERN INV10352	23-02690 2023 WAPELRA Conference - Mileage I	Invoice	10/06/2023	2023 WAPELRA Conference - Mileage I	001-502-522-10-43-00	60.26 60.26
2279	DENT DESTROYER, INC. J0531230	23-02691 Shop Parts	Invoice	05/31/2023	Shop Parts	050-511-522-60-34-01	219.60 219.60
2318	DILLON CLINTON INV10350	23-02692 2023 March Mayhem Registraion Reim	Invoice	10/08/2023	2023 March Mayhem Registraion Reim	001-506-522-45-49-02	575.00 575.00
0164	DRUG FREE BUSINESS 447158	23-02693 Random Drug Test (Shop)	Invoice	10/31/2023	Random Drug Test (Shop)	050-511-522-60-41-06	54.00 54.00
2322	DYLON STAVROS INV10354	23-02694 2023 March Mayhem Registration Reir	Invoice	10/13/2023	2023 March Mayhem Registration Reir	001-506-522-45-49-02	575.00 575.00
1875	ELECTRONIC BUSINESS MACHINÉ AR261954	23-02695 Copier Machine Usage - Admin Bldg (P	Invoice	10/24/2023	Copier Machine Usage - Admin Bldg (P	001-502-522-10-31-00	151.17 151.17

Docket of Claims Register

APPKT01433 - 11.09.2023 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0176	ELITE LOCK & SAFE 40484	23-02696 Shop Parts	Invoice	10/18/2023	Shop Parts	050-511-522-60-34-01	12.03 12.03
0178	EMERALD SERVICES, INC 388300-1	23-02697 Hazardous Materials Disposal (Used O	Invoice	10/20/2023	Hazardous Materials Disposal (Used O	001-507-522-50-41-00	570.29 570.29
2323	ERIC REYGERS INV10358	23-02698 Tuition Reimbursement - FSC3610, FSC	Invoice	10/22/2023	Tuition Reimbursement - FSC3610, FSC	001-506-522-45-49-10	2,605.50 2,605.50
2003	EVERGREEN SANITATION 1184053	23-02699 Septic Tank System Service Call (Tank P	Invoice	09/26/2023	Septic Tank System Service Call (Tank P	001-507-522-50-48-00	748.98 748.98
2325	FIGMENT FABRICATION, LLC 1018	23-02700 Cory Tools & Gavins Tools (New Engine	Invoice	10/31/2023	Cory Tools & Gavins Tools (New Engine	001-506-522-45-35-00	7,283.25 7,283.25
2321	FIRE BY TRADE LLC MonroeWA101723	23-02701 Velcro hose bundle straps	Invoice	10/17/2023	Velcro hose bundle straps	001-506-522-45-35-00	2,329.00 2,329.00
0212	FIRSTWATCH FW110844	23-02702 FirstPass & FOAM Modules Monthly St	Invoice	10/01/2023	FirstPass & FOAM Modules Monthly St	001-509-522-20-49-02	635.00 635.00
0222	FREIGHTLINER NORTHWEST	23-02703					8,742.86
	PC302162796;01	Shop Parts	Invoice	10/26/2023	Shop Parts	050-511-522-60-34-01	59.25
	PC304016270'01	Shop Parts	Credit Memo	09/21/2023	Shop Parts	050-511-522-60-34-01	-290.60
	PC304016506;01	Shop Parts	Invoice	09/22/2023	Shop Parts	050-511-522-60-34-01	8,267.39
	PC304016629;01	Shop Parts	Invoice	09/20/2023	Shop Parts	050-511-522-60-34-01	170.96
	PC304016660;01	Shop Parts	Invoice	09/21/2023	Shop Parts	050-511-522-60-34-01	57.84
	PC304017237;01	Shop Parts	Invoice	10/16/2023	Shop Parts	050-511-522-60-34-01	146.09
	PC304017475;01	Shop Parts	Invoice	10/25/2023	Shop Parts	050-511-522-60-34-01	139.11
	PC304017514;01	Shop Parts	Invoice	10/25/2023	Shop Parts	050-511-522-60-34-01	192.82

Docket of Claims Register

APPKT01433 - 11.09.2023 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0226	GALLS, LLC	23-02704					5,092.40
	025848265	Tactical Crew Neck Utili T-Shirts 3pk	Invoice	10/03/2023	Tactical Crew Neck Utili T-Shirts 3pk	001-504-522-20-31-07	43.13
	025848278	L/S DAC Polyester-Cotton Class A Shirt	Invoice	10/03/2023	L/S DAC Polyester-Cotton Class A Shirt	001-504-522-20-31-07	47.15
	025848324	Quarter Boots	Invoice	10/03/2023	Quarter Boots	001-504-522-20-31-07	222.32
	025861311	1/2 Zip Turtleneck Sweatshirt	Invoice	10/04/2023	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	110.66
	025884624	S/S Chief Shirt Nomex IIIA (x2)	Invoice	10/06/2023	S/S Chief Shirt Nomex IIIA (x2)	001-504-522-20-31-07	288.45
	025884625	L/S Chief Shirt Nomex IIIA & Alteration	Invoice	10/06/2023	L/S Chief Shirt Nomex IIIA & Alteration	001-504-522-20-31-07	168.81
	025900712	Firefighter Pants (x2)	Invoice	10/09/2023	Firefighter Pants (x2)	001-504-522-20-31-07	341.02
	025900722	Chief Dress Shirt, Velcro Necktie, Belt	Invoice	10/09/2023	Chief Dress Shirt, Velcro Necktie, Belt	001-504-522-20-31-07	218.01
	025900731	Industrial Pants	Invoice	10/09/2023	Industrial Pants	001-504-522-20-31-07	141.00
	025900743	Patch Removal / Monogramming Nam	Invoice	10/09/2023	Patch Removal / Monogramming Nam	001-504-522-20-31-07	258.19
	025900790	Dress/Uniform Shoes (Academy Oxfor	Invoice	10/09/2023	Dress/Uniform Shoes (Academy Oxfor	001-504-522-20-31-07	80.41
	025912171	Leather Garrison Belt	Invoice	10/10/2023	Leather Garrison Belt	001-504-522-20-31-07	26.97
	025912214	L/S Firefighter Shirt (x3), Chief Shirt	Invoice	10/10/2023	L/S Firefighter Shirt (x3), Chief Shirt	001-504-522-20-31-07	648.21
	025936314	S/S Chief Shirt	Invoice	10/12/2023	S/S Chief Shirt	001-504-522-20-31-07	181.93
	025949175	S/S Mens Front Zip Shirt	Invoice	10/13/2023	S/S Mens Front Zip Shirt	001-504-522-20-31-07	136.16
	025949176	S/S Mens Front Zip Shirt (x2)	Invoice	10/13/2023	S/S Mens Front Zip Shirt (x2)	001-504-522-20-31-07	272.30
	025968477	Blank Embroiderable Patch (Black)	Invoice	10/16/2023	Blank Embroiderable Patch (Black)	001-504-522-20-31-07	33.14
	025980258	Quarter Boots	Invoice	10/17/2023	Quarter Boots	001-504-522-20-31-07	222.32
	025993038	Softshell Fleece Jacket	Invoice	10/18/2023	Softshell Fleece Jacket	001-504-522-20-31-07	202.69
	025993062	1/2 Zip Turtleneck Sweatshirt	Invoice	10/18/2023	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	118.53
	026014867	SRFR Recessed Belt Clip Badge Holder	Invoice	10/19/2023	SRFR Recessed Belt Clip Badge Holder	001-504-522-20-31-07	326.37
	026016575	Industrial Pants	Invoice	10/20/2023	Industrial Pants	001-504-522-20-31-07	141.13
	026034361	Polyester/Wool Double Breasted Class	Invoice	10/23/2023	Polyester/Wool Double Breasted Class	001-504-522-20-31-07	627.63
	026034388	Name Plate (x5)	Invoice	10/23/2023	Name Plate (x5)	001-504-522-20-31-07	8.37
	026034396	Name Plate/Gold Brush	Invoice	10/23/2023	Name Plate/Gold Brush	001-504-522-20-31-07	24.62
	026034432	Softshell Fleece Jacket	Invoice	10/23/2023	Softshell Fleece Jacket	001-504-522-20-31-07	202.88
1571	GENERAL FIRE APPARATUS	23-02705					286.26
	17342	Shop Parts	Invoice	10/12/2023	Shop Parts	050-511-522-60-34-01	158.88
	17354	Shop Parts	Invoice	10/16/2023	Shop Parts	050-511-522-60-34-01	22.56
	17436	Shop Parts	Invoice	10/26/2023	Shop Parts	050-511-522-60-34-01	723.02
	17437	Shop Parts	Credit Memo	10/26/2023	Shop Parts	050-511-522-60-34-01	-618.20

Docket of Claims Register

APPKT01433 - 11.09.2023 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0238	GRAINGER	23-02706					5,927.11
	9848432374	Station Operating Supplies	Invoice	09/22/2023	Station Operating Supplies	001-507-522-50-31-00	198.20
	9848818564	Station Operating Supplies	Invoice	09/25/2023	Station Operating Supplies	001-507-522-50-31-00	1,123.13
	9857426325	Station Operating Supplies	Invoice	10/02/2023	Station Operating Supplies	001-507-522-50-31-00	123.13
	9871752136	Station Operating Supplies	Invoice	10/16/2023	Station Operating Supplies	001-507-522-50-31-00	141.94
	9873633201	Station Operating Supplies	Invoice	10/17/2023	Station Operating Supplies	001-507-522-50-31-00	149.24
	9873633219	Station Operating Supplies	Invoice	10/17/2023	Station Operating Supplies	001-507-522-50-31-00	32.13
	9873961677	Station Operating Supplies	Invoice	10/17/2023	Station Operating Supplies	001-507-522-50-31-00	149.10
	9873961685	Station Operating Supplies	Invoice	10/17/2023	Station Operating Supplies	001-507-522-50-31-00	149.10
	9873965421	Station Operating Supplies	Invoice	10/17/2023	Station Operating Supplies	001-507-522-50-31-00	428.80
	9873965447	Station Operating Supplies	Invoice	10/17/2023	Station Operating Supplies	001-507-522-50-31-00	220.07
	9873965462	Station Operating Supplies	Invoice	10/17/2023	Station Operating Supplies	001-507-522-50-31-00	411.36
	9874004105	Station Operating Supplies	Invoice	10/17/2023	Station Operating Supplies	001-507-522-50-31-00	949.55
	9874004113	Station Operating Supplies	Invoice	10/17/2023	Station Operating Supplies	001-507-522-50-31-00	454.24
	9874004121	Station Operating Supplies	Invoice	10/17/2023	Station Operating Supplies	001-507-522-50-31-00	597.17
	9874173389	Station Operating Supplies	Invoice	10/17/2023	Station Operating Supplies	001-507-522-50-31-00	508.18
	9874173397	Station Operating Supplies	Invoice	10/17/2023	Station Operating Supplies	001-507-522-50-31-00	291.77
0258	HILL STREET CLEANERS	23-02707					311.78
	10426	Uniform Repairs, Alteratns & Name/Pa	Invoice	10/15/2023	Uniform Repairs, Alteratns & Name/Pa	001-504-522-20-31-07	70.01
	10580	Uniform Repairs, Alteratns & Name/Pa	Invoice	11/01/2023	Uniform Repairs, Alteratns & Name/Pa	001-504-522-20-31-07	22.97
					Uniform Repairs, Alteratns (Water Resr	001-514-522-20-31-09	218.80
0260	HUGHES FIRE EQUIPMENT, INC	23-02708					4,749.29
	598491	Shop Parts	Invoice	10/23/2023	Shop Parts	050-511-522-60-34-01	3,086.57
	598492	Shop Parts	Invoice	10/23/2023	Shop Parts	050-511-522-60-34-01	1,934.57
	598599	Shop Parts	Invoice	10/25/2023	Shop Parts	050-511-522-60-34-01	102.41
	C14084	Shop Parts	Credit Memo	06/08/2023	Shop Parts	050-511-522-60-34-01	-374.26
2314	HUGHES GARAGE DOORS	23-02709					4,036.70
	1171	Garage Doors for temporary building a	Invoice	10/18/2023	Garage Doors for temporary building a	001-506-522-45-49-44	4,036.70
2244	IGNITION POINT TRAINING LLC	23-02710					4,500.00
	1048	Leadership Training with Battalion Chie	Invoice	10/25/2023	Leadership Training with Battalion Chie	001-506-522-45-49-02	4,500.00
1878	IMS ALLIANCE	23-02711					20.55
	23-2999	Passport Name Tag (x8)	Invoice	10/23/2023	Passport Name Tag (x8)	001-504-522-20-31-01	20.55
0271	INTERNATIONAL ASSOCIATION C	23-02712					97.50
	DUES-2023-1	Dept. Memebership Annual Dues (2nd	Invoice	10/30/2023	Dept. Memebership Annual Dues (2nd	001-502-522-10-49-01	97.50
2315	ISA QUEVEDO	23-02713					1,033.94
	INV10443	MGM Hotel, Airport Prk & Recruit Lun	Invoice	10/26/2023	MGM Hotel, Airport Parking Reimb	001-503-522-10-43-00	789.63
					Recruit Interview Panel Rnd#2 Lunch x	001-503-522-10-49-06	244.31

Docket of Claims Register

APPKT01433 - 11.09.2023 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0277	ISOUTSOURCE	23-02714					52,254.06
	CW287083	IT Services	Invoice	10/13/2023	IT Services	001-513-522-10-41-04	606.08
	CW287234	Monthly Software Fees/Monitoring Se	Invoice	10/15/2023	Monthly Software Fees/Monitoring Se	001-513-522-10-41-04	20,043.78
	CW287426	IT Services	Invoice	10/31/2023	IT Services	001-513-522-10-41-04	9,606.39
	CW287802	IT Services	Invoice	10/31/2023	IT Services	001-513-522-10-41-04	21,997.81
1828	JACOB MCCANN	23-02715					527.95
	INV10427	Wildland Boot Reimbursement	Invoice	05/18/2021	Wildland Boot Reimbursement	001-514-522-20-35-01	527.95
0596	JOHN THOMAS	23-02716					319.80
	INV10432	2023 - 2024 Work Boot Reimbursemer	Invoice	10/31/2023	2023 - 2024 Work Boot Reimbursemer	050-511-522-60-31-01	319.80
2326	JORDAN MOYES	23-02717					500.00
	INV10436	2023 March Mayhem Registration Reir	Invoice	10/24/2023	2023 March Mayhem Registration Reir	001-506-522-45-49-02	500.00
1910	JUDD & BLACK ELECTRIC INC	23-02718					1,042.96
	8794931-1	New Dryer for Station 81	Invoice	11/02/2023	New Dryer for Station 81	001-507-522-50-35-00	1,042.96
1752	KAITLIN KING	23-02719					124.50
	INV10370	Per Diem Reimb (2023 Fire Prevention	Invoice	10/20/2023	Per Diem Reimb (2023 Fire Prevention	001-515-522-30-43-00	124.50
0313	KENT D. BRUCE CO., LLC	23-02720					493.70
	14621	Shop Parts	Invoice	10/09/2023	Shop Parts	050-511-522-60-34-01	493.70
1858	KEVIN O'BRIEN	23-02721					3,149.54
	INV10349	Per Diem 2023 WFCA Spring Seminar (Invoice	08/21/2023	Per Diem 2023 WFCA Spring Seminar (001-501-522-10-43-01	691.21
	INV10440	Per Diem (Fire Station Design Conf. St I	Invoice	10/12/2023	Per Diem (Fire Station Design Conf. St I	001-507-522-50-43-00	1,129.54
	INV10444	Per Diem Reimb. (2023 WFCA Joint Fo	Invoice	08/01/2023	Per Diem Reimb. (2023 WFCA Joint Fo	001-506-522-45-43-00	1,328.79
1763	KRIS OLSEN	23-02722					42.81
	INV10355	Open House Hazmat Display (Dry Ice S	Invoice	10/14/2023	Open House Hazmat Display (Dry Ice S	001-515-522-30-49-06	42.81
2233	KRISTOPHER CHRISTENSEN	23-02723					969.50
	INV10351	2023 March Mayhem Registration Reir	Invoice	10/12/2023	2023 March Mayhem Registration Reir	001-506-522-45-49-02	575.00
	INV10364	Per Diem Reimb. (2023 Mile High Conf	Invoice	10/18/2023	Per Diem Reimb. (2023 Mile High Conf	001-506-522-45-43-00	394.50
0349	L.N. CURTIS & SONS	23-02724					434.12
	INV753405	MSA Multi-Gas Monitor System Parts (Invoice	10/06/2023	MSA Multi-Gas Monitor System Parts (001-504-522-20-48-02	65.16
	INV757001	Adjust Hydrant Wrench w/ Spanner He	Invoice	10/19/2023	Adjust Hydrant Wrench w/ Spanner He	001-504-522-20-35-00	368.96
1879	LAKE STEVENS SEWER DISTRICT	23-02725					99.00
	ST81-NOV23	Sewer - ST 81 (Account 6681.01)	Invoice	11/01/2023	Sewer - ST 81	001-507-522-50-47-02	99.00
1879	LAKE STEVENS SEWER DISTRICT	23-02726					198.00
	ST82-NOV23	Sewer - ST 82 (Account 3655.01)	Invoice	11/01/2023	Sewer - ST 82	001-507-522-50-47-02	198.00
1596	LEMAY MOBILE SHREDDING	23-02727					193.00
	4816598S185	OnSite Mobile Shredding Services - ST	Invoice	10/01/2023	OnSite Mobile Shredding Services - ST	001-502-522-10-41-01	51.00
	4816599S185	OnSite Mobile Shredding Services - AD	Invoice	11/01/2023	OnSite Mobile Shredding Services - AD	001-502-522-10-41-01	91.00
	4816600S185	OnSite Mobile Shredding Services - ST	Invoice	10/01/2023	OnSite Mobile Shredding Services - ST	001-502-522-10-41-01	51.00

Docket of Claims Register

APPKT01433 - 11.09.2023 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
1595	LEROY SCHWARTZ III INV10428 INV10429	23-02728 Duty Boots ICC Fire Inspector I Certification Reimb	Invoice Invoice	10/26/2023 10/26/2023	Duty Boots ICC Fire Inspector I Certification Reimb	001-504-522-20-31-07 001-505-522-45-49-02	1,015.00 220.00 795.00
0352	LOWE'S 974563-LLQBQR 974582-LMAFUU 988513-LMGCFE 994903-LLSAQC	23-02729 Electrcl Plug x8 & Connctr x9 for Pwr C Electrcl Plug x8 & Connector x8 REFUN Electrcl Connector x1 for Power Cord R Electrcl Plug x8 & Connctr x8 for Pwr C	Invoice Credit Memo Credit Memo Invoice	08/01/2023 08/01/2023 08/05/2023 08/02/2023	Electrcl Plug x8 & Connctr x9 for Pwr C Electrcl Plug x8 & Connector x8 REFUN Electrcl Connector x1 for Power Cord R Electrcl Plug x8 & Connctr x8 for Pwr C	001-507-522-50-35-00 001-507-522-50-35-00 001-507-522-50-35-00 001-507-522-50-35-00	280.88 301.39 -273.93 -20.99 274.41
2247	MARCUS DOLAN INV10368	23-02730 Registraion Reimb. (PXT 201- 202 Auto	Invoice	10/24/2023	Registraion Reimb. (PXT 201- 202 Autc	001-506-522-45-49-02	650.00 650.00
1772	MITCH SHRAUNER INV10360	23-02731 Per Diem Reimb. (2023 Mile High Conf	Invoice	10/19/2023	Per Diem Reimb. (2023 Mile High Conf	001-506-522-45-43-00	574.31 574.31

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0380	MONROE PARTS HOUSE	23-02732					17,033.99
	943701	Shop Parts	Invoice	10/02/2023	Shop Parts	050-511-522-60-34-01	9.00
	943706	Shop Parts	Credit Memo	10/02/2023	Shop Parts	050-511-522-60-34-01	-39.38
	943734	Shop Parts	Invoice	10/02/2023	Shop Parts	050-511-522-60-34-01	197.28
	943737	Shop Parts	Invoice	10/02/2023	Shop Parts	050-511-522-60-34-01	761.04
	943738	Shop Parts	Credit Memo	10/02/2023	Shop Parts	050-511-522-60-34-01	-387.80
	943768	Shop Parts	Invoice	10/02/2023	Shop Parts	050-511-522-60-34-01	17.22
	943771	Shop Parts	Credit Memo	10/02/2023	Shop Parts	050-511-522-60-34-01	-25.59
	943773	Shop Parts	Invoice	10/02/2023	Shop Parts	050-511-522-60-34-01	17.27
	943777	Shop Parts	Invoice	10/02/2023	Shop Parts	050-511-522-60-34-01	323.81
	943805	Shop Parts	Invoice	10/02/2023	Shop Parts	050-511-522-60-34-01	240.57
	943906	Shop Parts	Invoice	10/03/2023	Shop Parts	050-511-522-60-34-01	6.01
	943911	Shop Parts	Invoice	10/03/2023	Shop Parts	050-511-522-60-34-01	78.86
	943917	Shop Parts	Invoice	10/03/2023	Shop Parts	050-511-522-60-34-01	7.10
	943924	Shop Parts	Invoice	10/03/2023	Shop Parts	050-511-522-60-34-01	1,200.23
	943926	Shop Parts	Invoice	10/03/2023	Shop Parts	050-511-522-60-34-01	15.31
	943931	Shop Parts	Credit Memo	10/03/2023	Shop Parts	050-511-522-60-34-01	-88.61
	943945	Shop Parts	Credit Memo	10/03/2023	Shop Parts	050-511-522-60-34-01	-88.61
	944055	Shop Parts	Invoice	10/04/2023	Shop Parts	050-511-522-60-34-01	63.90
	944072	Shop Parts	Invoice	10/04/2023	Shop Parts	050-511-522-60-34-01	236.06
	944107	Shop Parts	Invoice	10/05/2023	Shop Parts	050-511-522-60-34-01	1.42
	944113	Shop Parts	Invoice	10/05/2023	Shop Parts	050-511-522-60-34-01	15.31
	944155	Shop Parts	Invoice	10/05/2023	Shop Parts	050-511-522-60-34-01	89.86
	944180	Shop Parts	Invoice	10/05/2023	Shop Parts	050-511-522-60-34-01	252.45
	944195	Shop Parts	Credit Memo	10/05/2023	Shop Parts	050-511-522-60-34-01	-19.69
	944248	Shop Parts	Invoice	10/06/2023	Shop Parts	050-511-522-60-34-01	85.49
	944266	Shop Parts	Invoice	10/06/2023	Shop Parts	050-511-522-60-34-01	103.37
	944268	Shop Parts	Invoice	10/06/2023	Shop Parts	050-511-522-60-34-01	140.26
	944269	Shop Parts	Invoice	10/06/2023	Shop Parts	050-511-522-60-34-01	28.42
	944324	Shop Parts	Invoice	10/06/2023	Shop Parts	050-511-522-60-34-01	303.75
	944343	Shop Parts	Invoice	10/06/2023	Shop Parts	050-511-522-60-34-01	203.11
	944357	Shop Parts	Credit Memo	10/06/2023	Shop Parts	050-511-522-60-34-01	-19.69
	944562	Shop Parts	Invoice	10/09/2023	Shop Parts	050-511-522-60-34-01	206.84
	944563	Shop Parts	Invoice	10/09/2023	Shop Parts	050-511-522-60-34-01	32.80
	944624	Shop Parts	Invoice	10/09/2023	Shop Parts	050-511-522-60-34-01	7.65
	944630	Shop Parts	Invoice	10/09/2023	Shop Parts	050-511-522-60-34-01	21.96
	944680	Shop Parts	Invoice	10/10/2023	Shop Parts	050-511-522-60-34-01	661.61
	944705	Shop Parts	Invoice	10/10/2023	Shop Parts	050-511-522-60-34-01	207.12
	944723	Shop Parts	Invoice	10/10/2023	Shop Parts	050-511-522-60-34-01	188.85
	944728	Shop Parts	Invoice	10/10/2023	Shop Parts	050-511-522-60-34-01	322.02
	944729	Shop Parts	Invoice	10/10/2023	Shop Parts	050-511-522-60-34-01	42.66
	944746	Shop Parts	Invoice	10/10/2023	Shop Parts	050-511-522-60-34-01	81.85
	944781	Shop Parts	Invoice	10/10/2023	Shop Parts	050-511-522-60-34-01	10.93

Docket of Claims Register

APPKT01433 - 11.09.2023 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
	944901	Shop Parts	Invoice	10/11/2023	Shop Parts	050-511-522-60-34-01	19.99
	944904	Shop Parts	Credit Memo	10/11/2023	Shop Parts	050-511-522-60-34-01	-439.11
	944966	Shop Parts	Invoice	10/12/2023	Shop Parts	050-511-522-60-34-01	3.30
	944970	Shop Parts	Invoice	10/12/2023	Shop Parts	050-511-522-60-34-01	22.51
	944976	Shop Parts	Invoice	10/12/2023	Shop Parts	050-511-522-60-34-01	74.87
	945088	Shop Parts	Invoice	10/13/2023	Shop Parts	050-511-522-60-34-01	57.74
	945126	Shop Parts	Invoice	10/13/2023	Shop Parts	050-511-522-60-34-01	210.44
	945127	Shop Parts	Invoice	10/13/2023	Shop Parts	050-511-522-60-34-01	210.44
	945129	Shop Parts	Invoice	10/13/2023	Shop Parts	050-511-522-60-34-01	210.44
	945133	Shop Parts	Credit Memo	10/13/2023	Shop Parts	050-511-522-60-34-01	-210.44
	945134	Shop Parts	Credit Memo	10/13/2023	Shop Parts	050-511-522-60-34-01	-39.38
	945347	Shop Parts	Invoice	10/16/2023	Shop Parts	050-511-522-60-34-01	140.39
	945348	Shop Parts	Invoice	10/16/2023	Shop Parts	050-511-522-60-34-01	6.80
	945350	Shop Parts	Invoice	10/16/2023	Shop Parts	050-511-522-60-34-01	132.91
	945352	Shop Parts	Invoice	10/16/2023	Shop Parts	050-511-522-60-34-01	125.92
	945353	Shop Parts	Invoice	10/16/2023	Shop Parts	050-511-522-60-34-01	12.57
	945359	Shop Parts	Invoice	10/16/2023	Shop Parts	050-511-522-60-34-01	16.39
	945369	Shop Parts	Invoice	10/16/2023	Shop Parts	050-511-522-60-34-01	634.06
	945407	Shop Parts	Invoice	10/16/2023	Shop Parts	050-511-522-60-34-01	20.41
	945504	Shop Parts	Invoice	10/17/2023	Shop Parts	050-511-522-60-34-01	12.44
	945509	Shop Parts	Invoice	10/17/2023	Shop Parts	050-511-522-60-34-01	63.33
	945568	Shop Parts	Invoice	10/17/2023	Shop Parts	050-511-522-60-34-01	10.48
	945604	Shop Parts	Invoice	10/18/2023	Shop Parts	050-511-522-60-34-01	12.44
	945614	Shop Parts	Invoice	10/18/2023	Shop Parts	050-511-522-60-34-01	682.21
	945615	Shop Parts	Invoice	10/18/2023	Shop Parts	050-511-522-60-34-01	85.31
	945620	Shop Parts	Invoice	10/18/2023	Shop Parts	050-511-522-60-34-01	27.34
	945754	Shop Parts	Invoice	10/19/2023	Shop Parts	050-511-522-60-34-01	1,241.06
	945765	Shop Parts	Invoice	10/19/2023	Shop Parts	050-511-522-60-34-01	476.25
	945784	Shop Parts	Credit Memo	10/19/2023	Shop Parts	050-511-522-60-34-01	-177.23
	945791	Shop Parts	Invoice	10/19/2023	Shop Parts	050-511-522-60-34-01	57.81
	945804	Shop Parts	Credit Memo	10/19/2023	Shop Parts	050-511-522-60-34-01	-78.86
	945816	Shop Parts	Invoice	10/19/2023	Shop Parts	050-511-522-60-34-01	58.30
	945821	Shop Parts	Invoice	10/19/2023	Shop Parts	050-511-522-60-34-01	27.91
	945838	Shop Parts	Invoice	10/19/2023	Shop Parts	050-511-522-60-34-01	115.50
	945898	Shop Parts	Invoice	10/20/2023	Shop Parts	050-511-522-60-34-01	216.21
	945911	Shop Parts	Invoice	10/20/2023	Shop Parts	050-511-522-60-34-01	34.05
	945954	Shop Parts	Invoice	10/20/2023	Shop Parts	050-511-522-60-34-01	41.06
	946115	Shop Parts	Invoice	10/23/2023	Shop Parts	050-511-522-60-34-01	33.13
	946155	Shop Parts	Invoice	10/23/2023	Shop Parts	050-511-522-60-34-01	827.37
	946161	Shop Parts	Credit Memo	10/23/2023	Shop Parts	050-511-522-60-34-01	-118.15
	946258	Shop Parts	Invoice	10/24/2023	Shop Parts	050-511-522-60-34-01	81.15
	946259	Shop Parts	Invoice	10/24/2023	Shop Parts	050-511-522-60-34-01	37.44
	946260	Shop Parts	Invoice	10/24/2023	Shop Parts	050-511-522-60-34-01	116.94

Docket of Claims Register

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
	946262	Shop Parts	Invoice	10/24/2023	Shop Parts	050-511-522-60-34-01	84.65
	946370	Shop Parts	Invoice	10/24/2023	Shop Parts	050-511-522-60-34-01	35.38
	946374	Shop Parts	Invoice	10/24/2023	Shop Parts	050-511-522-60-34-01	8.29
	946377	Shop Parts	Invoice	10/24/2023	Shop Parts	050-511-522-60-34-01	86.06
	946379	Shop Parts	Invoice	10/24/2023	Shop Parts	050-511-522-60-34-01	96.56
	946380	Shop Parts	Invoice	10/24/2023	Shop Parts	050-511-522-60-34-01	250.82
	946381	Shop Parts	Invoice	10/24/2023	Shop Parts	050-511-522-60-34-01	23.51
	946382	Shop Parts	Invoice	10/24/2023	Shop Parts	050-511-522-60-34-01	115.94
	946386	Shop Parts	Invoice	10/24/2023	Shop Parts	050-511-522-60-34-01	124.66
	946414	Shop Parts	Invoice	10/25/2023	Shop Parts	050-511-522-60-34-01	37.40
	946415	Shop Parts	Invoice	10/25/2023	Shop Parts	050-511-522-60-34-01	664.35
	946440	Shop Parts	Invoice	10/25/2023	Shop Parts	050-511-522-60-34-01	78.25
	946444	Shop Parts	Invoice	10/25/2023	Shop Parts	050-511-522-60-34-01	25.50
	946506	Shop Parts	Invoice	10/25/2023	Shop Parts	050-511-522-60-34-01	25.14
	946507	Shop Parts	Invoice	10/25/2023	Shop Parts	050-511-522-60-34-01	115.55
	946536	Shop Parts	Invoice	10/26/2023	Shop Parts	050-511-522-60-34-01	71.19
	946537	Shop Parts	Invoice	10/26/2023	Shop Parts	050-511-522-60-34-01	30.13
	946546	Shop Parts	Invoice	10/26/2023	Shop Parts	050-511-522-60-34-01	34.69
	946562	Shop Parts	Invoice	10/26/2023	Shop Parts	050-511-522-60-34-01	114.20
	946567	Shop Parts	Credit Memo	10/26/2023	Shop Parts	050-511-522-60-34-01	-243.91
	946569	Shop Parts	Invoice	10/26/2023	Shop Parts	050-511-522-60-34-01	1,241.06
	946596	Shop Parts	Credit Memo	10/26/2023	Shop Parts	050-511-522-60-34-01	-177.23
	946624	Shop Parts	Credit Memo	10/26/2023	Shop Parts	050-511-522-60-34-01	-61.92
	946625	Shop Parts	Credit Memo	10/26/2023	Shop Parts	050-511-522-60-34-01	-31.45
	946628	Shop Parts	Credit Memo	10/26/2023	Shop Parts	050-511-522-60-34-01	-117.35
	946642	Shop Parts	Invoice	10/26/2023	Shop Parts	050-511-522-60-34-01	19.15
	946662	Shop Parts	Invoice	10/27/2023	Shop Parts	050-511-522-60-34-01	4.29
	946690	Shop Parts	Invoice	10/27/2023	Shop Parts	050-511-522-60-34-01	4.49
	946691	Shop Parts	Invoice	10/27/2023	Shop Parts	050-511-522-60-34-01	1,156.61
	946693	Shop Parts	Invoice	10/27/2023	Shop Parts	050-511-522-60-34-01	534.19
	946698	Shop Parts	Invoice	10/27/2023	Shop Parts	050-511-522-60-34-01	13.11
	946721	Shop Parts	Invoice	10/27/2023	Shop Parts	050-511-522-60-34-01	438.99
	946744	Shop Parts	Invoice	10/27/2023	Shop Parts	050-511-522-60-34-01	494.66
	946748	Shop Parts	Credit Memo	10/27/2023	Shop Parts	050-511-522-60-34-01	-148.57
	946949	Shop Parts	Invoice	10/30/2023	Shop Parts	050-511-522-60-34-01	146.04
	946951	Shop Parts	Invoice	10/30/2023	Shop Parts	050-511-522-60-34-01	28.87
	946954	Shop Parts	Invoice	10/30/2023	Shop Parts	050-511-522-60-34-01	189.63
	946965	Shop Parts	Credit Memo	10/30/2023	Shop Parts	050-511-522-60-34-01	-19.69
	946988	Shop Parts	Invoice	10/30/2023	Shop Parts	050-511-522-60-34-01	420.88
	946989	Shop Parts	Invoice	10/30/2023	Shop Parts	050-511-522-60-34-01	33.13
	947031	Shop Parts	Invoice	10/30/2023	Shop Parts	050-511-522-60-34-01	11.13
	947094	Shop Parts	Invoice	10/31/2023	Shop Parts	050-511-522-60-34-01	154.23
	947117	Shop Parts	Credit Memo	10/31/2023	Shop Parts	050-511-522-60-34-01	-19.69

Docket of Claims Register

APPKT01433 - 11.09.2023 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
	947118	Shop Parts	Credit Memo	10/31/2023	Shop Parts	050-511-522-60-34-01	-168.48
	947139	Shop Parts	Invoice	10/31/2023	Shop Parts	050-511-522-60-34-01	85.49
	947163	Shop Parts	Invoice	10/31/2023	Shop Parts	050-511-522-60-34-01	12.03
	947185	Shop Parts	Invoice	10/31/2023	Shop Parts	050-511-522-60-34-01	523.50
	947190	Shop Parts	Credit Memo	10/31/2023	Shop Parts	050-511-522-60-34-01	-39.38
	947191	Shop Parts	Credit Memo	10/31/2023	Shop Parts	050-511-522-60-34-01	-210.44
	947193	Shop Parts	Invoice	10/31/2023	Shop Parts	050-511-522-60-34-01	110.72
	947196	Shop Parts	Invoice	10/31/2023	Shop Parts	050-511-522-60-34-01	21.87
2256	MONROE STORAGE PARTNERS 1	23-02733					146.00
	37076	Storage Unit Monthly Rental (Novemb	Invoice	10/17/2023	Storage Unit Monthly Rental (Novemb	001-507-522-50-45-00	146.00
0381	MONROE UPHOLSTERY	23-02734					109.40
	8062	Shop Parts	Invoice	10/24/2023	Shop Parts	050-511-522-60-34-01	109.40
0387	MUNICIPAL EMERGENCY SERVIC	23-02735					47,659.17
	IN1949153	SEEK Thermal Imaging Camera Repair	Invoice	10/16/2023	SEEK Thermal Imaging Camera Repair	001-504-522-20-48-02	598.20
	IN1954366	Bunker/Turnout Gear Coat(x13), Pants	Invoice	10/26/2023	Bunker/Turnout Gear Coat(x13), Pant	001-504-522-20-31-10	43,431.91
	IN1955275	SCBA Flow Testing/Battery (x42) Brd R	Invoice	10/27/2023	SCBA Flow Testing/Battery (x42) Brd R	001-504-522-20-48-12	3,629.06
2329	NICK DELINE	23-02736					575.00
	INV10442	2023 March Mayhem Registration Reir	Invoice	10/12/2023	2023 March Mayhem Registration Reir	001-506-522-45-49-02	575.00
0424	NORTHWEST SAFETY CLEAN	23-02737					302.98
	23-36627	Bunker Gear Cleaning, Repairs & Alter	Invoice	10/25/2023	Bunker Gear Cleaning, Repairs & Alter	001-504-522-20-48-11	302.98
2252	ODP BUSINESS SOLUTIONS, LLC	23-02738					66.34
	335403946001	PostIt x2, Hang Fldr x5, Dry Erase,Tape	Invoice	10/11/2023	PostIt x2, Hang Fldr x5, Dry Erase,Tape	001-507-522-50-31-00	58.22
	335403946002	Dry Erase Marker Holder - ST71 Trainin	Invoice	10/20/2023	Dry Erase Marker Holder - ST71 Trainin	001-506-522-45-35-00	6.04
	335431547001	Dry Erase Board Cleaner - ST71 Trainin	Invoice	10/11/2023	Dry Erase Board Cleaner - ST71 Trainin	001-507-522-50-31-00	2.08
0185	OPERATIVE IQ	23-02739					5,041.08
	54982	Operative IQ License/Maintenance Fee	Invoice	09/01/2023	Fleet Mgmnt Licenses/Sandbox Maint	001-513-522-10-49-04	749.90
					Operative IQ Inventory/Asset Mngmnt	001-509-522-20-49-02	1,662.74
					RFID Data Service License Fee	001-513-522-10-49-04	107.90
	56342	Operative IQ License/Maintenance Fee	Invoice	11/01/2023	Fleet Mgmnt Licenses/Sandbox Maint	001-513-522-10-49-04	749.90
					Operative IQ Inventory/Asset Mngmnt	001-509-522-20-49-02	1,662.74
					RFID Data Service License Fee	001-513-522-10-49-04	107.90
0444	ORION MEDICAL SUPPLY INC	23-02740					157.13
	23-06137	Medications	Invoice	10/09/2023	Medications	001-509-522-30-31-01	157.13
2187	PATRICK J ELLIS	23-02741					250.00
	00001	"Basic Fire Servicee Chaplain" Training	Invoice	10/27/2023	"Basic Fire Servicee Chaplain" Training	001-506-522-45-41-01	250.00
2229	PETER MONGILLO	23-02742					250.10
	INV10371	Per Diem Reimb. (2023 Fire Preventior	Invoice	10/24/2023	Per Diem Reimb. (2023 Fire Preventior	001-515-522-30-43-00	250.10

Docket of Claims Register

APPKT01433 - 11.09.2023 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0466	PETROCARD, INC. C305930	23-02743 OnSite Mobile Fueling Service - ST 71,	Invoice	10/18/2023	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00 001-509-522-20-32-00	1,525.40 762.70 762.70
0472	PLATT ELECTRIC 4M51439	23-02744 Philips LED Bulbs (x11) - ST 31	Invoice	10/13/2023	Philips LED Bulbs (x11) - ST 31	001-507-522-50-31-00	110.55 110.55
0483	PUGET SOUND ENERGY ST77-SEPOCT23	23-02745 Natural Gas - ST 77	Invoice	10/18/2023	Natural Gas - ST 77	001-507-522-50-47-03	4.13 4.13
0483	PUGET SOUND ENERGY ST33-SEPOCT23	23-02746 Natural Gas - ST 33	Invoice	10/12/2023	Natural Gas - ST 33	001-507-522-50-47-03	162.01 162.01
0483	PUGET SOUND ENERGY ST73-SEPTOCT23	23-02747 Natural Gas - ST 73	Invoice	10/13/2023	Natural Gas - ST 73	001-507-522-50-47-03	127.02 127.02
0483	PUGET SOUND ENERGY ST71-SEPOCT23	23-02748 Natural Gas - ST 71	Invoice	10/16/2023	Natural Gas - ST 71	001-507-522-50-47-03	193.07 193.07
0483	PUGET SOUND ENERGY ST74-SEPOCT23	23-02749 Natural Gas - ST 74/Logistics Bldg	Invoice	10/30/2023	Natural Gas - ST 74/Logistics Bldg	001-507-522-50-47-03	119.43 119.43
0484	PURCELL TIRE & SERVICE CENTEF 24262709 24263539 24263581 24263658 24263685 24263692	23-02750 Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts	Invoice Invoice Invoice Invoice Credit Memo Invoice	10/24/2023 10/12/2023 10/18/2023 10/18/2023 10/19/2023 10/23/2023	Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01	13,291.07 7,690.70 1,502.31 1,059.39 460.93 -460.93 3,038.67
2053	RAINGARDENS NORTHWEST, INC R6264 R6423 R7640	23-02751 Filterra Stormwater Biofiltratn Systm N Filterra Stormwater Biofiltratn Systm N Filterra Stormwater Biofiltratn Systm N	Invoice Invoice Invoice	09/22/2023 10/25/2023 09/25/2023	Filterra Stormwater Biofiltratn Systm N Filterra Stormwater Biofiltratn Systm N Filterra Stormwater Biofiltratn Systm N	001-507-522-50-48-00 001-507-522-50-48-00 001-507-522-50-48-00	1,069.42 395.04 415.42 258.96
1533	REHN & ASSOCIATES IN0000182288	23-02752 COBRA Rights Notice Letter (x2)	Invoice	09/30/2023	COBRA Rights Notice Letter (x2)	001-502-522-10-41-01	50.00 50.00
0501	RICOH USA, INC. 107697588	23-02753 Copier Machine - ST 71	Invoice	10/11/2023	Copier Machine Lease - ST 71 Copier Machine Usage - ST 71	001-512-591-22-70-00 001-502-522-10-31-00	1,641.64 319.36 1,322.28
1662	RIDGID PLUMBING AND DRAIN S 5273	23-02754 Snaked Kitchen Sink Drain (Srcv Call) - :	Invoice	10/09/2023	Snaked Kitchen Sink Drain (Srcv Call) - :	001-507-522-50-48-00	495.00 495.00
2196	RYAN MURSTIG INV10431	23-02755 Per Diem Reimb. (2023 Mile High Conf	Invoice	10/30/2023	Per Diem Reimb. (2023 Mile High Conf	001-506-522-45-43-00	394.50 394.50
1776	SEATTLE CITY LIGHT PMAPT-SEPNOV23	23-02756 Electricity - Paramedic Students Apartr	Invoice	11/01/2023	Electricity - Paramedic Students Apartr	001-506-522-45-49-37	42.55 42.55

Docket of Claims Register

APPKT01433 - 11.09.2023 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0536	SEQUOYAH NETWORK SERVICES 3097	23-02757 Fiber Testing - ST 31	Invoice	11/06/2023	Fiber Testing - ST 31	001-513-522-20-48-03	339.14 339.14
0544	SILVER LAKE WATER ST77FM-OCT23	23-02758 Water (Fire Meter) - ST 77	Invoice	10/31/2023	Water (Fire Meter) - ST 77	001-507-522-50-47-02	185.30 185.30
0544	SILVER LAKE WATER ST77-OCT23	23-02759 Water & Sewer - ST 77	Invoice	10/31/2023	Water & Sewer - ST 77	001-507-522-50-47-02	124.45 124.45
0546	SISKUN POWER EQUIPMENT 466434 466805	23-02760 Wrap Around Chaps / New Engine (x5) Chain Saw Parts (Spark Plugs x5)	Invoice Invoice	10/13/2023 10/25/2023	Wrap Around Chaps / New Engine (x5) Chain Saw Parts (Spark Plugs x5)	001-504-522-20-35-00 001-504-522-20-48-02	1,024.84 989.05 35.79
1547	SNOHOMISH COUNTY 911 6567 6574 6608 6620	23-02761 Monthly Dispatch Services (Assessmen Monthly EPCR Pre-Incidnt Plng Platfrm (First Due Suit Managed Laptop Leases (Monthly)	Invoice Invoice Invoice Invoice	11/01/2023 11/01/2023 11/01/2023 11/01/2023	Monthly Dispatch Services (Assessmen Monthly Electronic Patient Care Repor Pre-Incidnt Plng Platfrm (First Due Suit Managed Laptop Leases (Monthly)	001-504-528-00-41-00 001-509-528-00-41-00 001-509-522-20-49-02 001-516-522-30-49-04 303-504-591-22-70-00 303-509-591-22-70-00	89,255.44 16,609.73 66,438.94 1,048.87 1,770.22 1,362.52 2,025.16
0565	SNOHOMISH COUNTY PUD 145678633	23-02762 Electricity - ST 33	Invoice	10/23/2023	Electricity - ST 33	001-507-522-50-47-01	699.38 699.38
0565	SNOHOMISH COUNTY PUD 135797954	23-02763 Electricity & Water - ST 81	Invoice	10/12/2023	Electricity - ST 81 Water - ST 81	001-507-522-50-47-01 001-507-522-50-47-02	537.46 412.17 125.29
0565	SNOHOMISH COUNTY PUD 115996564	23-02764 Electricity - ST 74/Logistics Bldg	Invoice	10/19/2023	Electricity - ST 74/Logistics Bldg	001-507-522-50-47-01	103.94 103.94
0565	SNOHOMISH COUNTY PUD 155522180	23-02765 Electricity - Admin Bldg	Invoice	10/19/2023	Electricity - Admin Bldg	001-507-522-50-47-01 300-507-522-50-47-00	1,260.32 642.76 617.56
0565	SNOHOMISH COUNTY PUD 112694629	23-02766 Electricity & Water - ST 82	Invoice	10/17/2023	Electricity - ST 82 Water - ST 82	001-507-522-50-47-01 001-507-522-50-47-02	1,470.77 976.16 494.61
0565	SNOHOMISH COUNTY PUD 139014083	23-02767 Electricity - ST 83	Invoice	10/31/2023	Electricity - ST 83	001-507-522-50-47-01	107.73 107.73
0565	SNOHOMISH COUNTY PUD 155525147	23-02768 Electricity - ST 32	Invoice	10/24/2023	Electricity - ST 32	001-507-522-50-47-01	238.83 238.83
0565	SNOHOMISH COUNTY PUD 119291027	23-02769 Electricity - ST 82 Garage/Storage Bldg	Invoice	10/13/2023	Electricity - ST 82 Garage/Storage Bldg	001-507-522-50-47-01	42.44 42.44
0565	SNOHOMISH COUNTY PUD 155522179	23-02770 Electricity - ST 31	Invoice	10/19/2023	Electricity - ST 31	001-507-522-50-47-01	1,685.81 1,685.81

Docket of Claims Register

APPKT01433 - 11.09.2023 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0565	SNOHOMISH COUNTY PUD 115993589	23-02771 Electricity - ST 72	Invoice	10/16/2023	Electricity - ST 72	001-507-522-50-47-01	500.47
0565	SNOHOMISH COUNTY PUD 135804841	23-02772 Electricity - ST 71	Invoice	10/26/2023	Electricity - ST 71	001-507-522-50-47-01	840.88
1536	SNOHOMISH REGIONAL FIRE & R ECFSS-10/31/2023	23-02773 Apparatus Fleet Maintenance Services	Invoice	11/01/2023	Apparatus Fleet Maintenance - ECFSS I	050-511-522-60-31-02	543.93
1536	SNOHOMISH REGIONAL FIRE & R EXCISE TAX-OCT23	23-02774 Sales & Use Tax - October 2023	Invoice	10/31/2023	Sales & Use Tax - October 2023	001-504-522-20-35-00	346.55
					Sales & Use Tax - October 2023	001-514-522-20-35-01	136.90
					Sales & Use Tax - October 2023 (Addre	001-505-522-30-31-00	5.46
1536	SNOHOMISH REGIONAL FIRE & R 6460	23-02775 Banking Fee	Invoice	10/11/2023	Banking Fee	001-512-522-10-41-02	11.52
	6462	Lake Stevens Senior Center Lunch (x5)	Invoice	10/18/2023	Lake Stevens Senior Center Lunch (x5)	001-502-522-10-49-06	25.00
	6463	Paramedic School Mnthly Rnt Harborv	Invoice	10/23/2023	Paramedic School Mnthly Rnt Harborv	001-506-522-45-49-37	1,710.00
	6464	Site Plan Fees (#9979) - ST31 Shop Pro	Invoice	10/31/2023	Site Plan Fees (#9979) - ST31 Shop Pro	300-507-594-50-62-00	4,585.39
1536	SNOHOMISH REGIONAL FIRE & R FIRE-10/31/2023	23-02776 Apparatus Fleet Maintenance Services	Invoice	11/01/2023	Apparatus Fleet Maintenance - EMS U	001-509-522-20-48-01	36,856.41
					Apparatus Fleet Maintenance - Suppre	001-513-522-20-48-01	95,535.95
0567	SNURE LAW OFFICE, PSC OCT2023	23-02777 Monthly Attorney Services (October20	Invoice	11/01/2023	Monthly Attorney Services (October20	001-512-522-10-41-03	3,327.50
0572	SPEEDWAY CHEVROLET 139915	23-02778 Shop Parts	Invoice	10/16/2023	Shop Parts	050-511-522-60-34-01	133.82
	139971	Shop Parts	Invoice	10/23/2023	Shop Parts	050-511-522-60-34-01	279.27
2057	SPRAGUE PEST SOLUTIONS 5238707	23-02779 Monthly Pest Control Servcs - ST 74/Lc	Invoice	10/12/2023	Monthly Pest Control Servcs - ST 74/Lc	001-507-522-50-41-00	109.11
	5238712	Monthly Pest Control Services - ST 77	Invoice	10/20/2023	Monthly Pest Control Services - ST 77	001-507-522-50-41-00	109.11
	5238713	Monthly Pest Control Services - ST 72	Invoice	10/13/2023	Monthly Pest Control Services - ST 72	001-507-522-50-41-00	118.04
	5238714	Monthly Pest Control Services - ST 71	Invoice	10/20/2023	Monthly Pest Control Services - ST 71	001-507-522-50-41-00	109.11
	5238715	Monthly Pest Control Services - ST 33	Invoice	10/16/2023	Monthly Pest Control Services - ST 33	001-507-522-50-41-00	109.11
	5238716	Monthly Pest Control Services - ST 32	Invoice	10/19/2023	Monthly Pest Control Services - ST 32	001-507-522-50-41-00	109.21
	5238717	Monthly Pest Control Services - ST 31	Invoice	10/30/2023	Monthly Pest Control Services - ST 31	001-507-522-50-41-00	109.21
0580	STATE OF WA DEPARTMENT OF I EXCISE TAX-OCT23	23-02780 Sales & Use Tax - October 2023 (600-3	Invoice	10/31/2023	Sales & Use Tax - MONTH 2023 (600-3	630-512-589-00-00-00	488.91
							488.91

Docket of Claims Register

APPKT01433 - 11.09.2023 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
1634	STRYKER SALES CORPORATION	23-02781					5,694.42
	9204528903	Defibrillatn Electrode Pads (Infant/Chil	Invoice	08/24/2023	Defibrillatn Electrode Pads (Infant/Chil	001-509-522-30-31-01	755.00
	9204659304	NIBP Coiled Hose (Lifepak 15 Defibrilla	Invoice	09/15/2023	NIBP Coiled Hose (Lifepak 15 Defibrilla	001-509-522-20-35-00	129.48
	9204692724	Defibrillatn Electrode Pads (Infant/Chil	Invoice	09/21/2023	Defibrillatn Electrode Pads (Infant/Chil	001-509-522-30-31-01	1,338.02
	9204761282	Lithium Battery Kit (Lifepak 1000 Defib	Invoice	10/02/2023	Lithium Battery Kit (Lifepak 1000 Defib	001-509-522-20-35-00	513.60
	9204766516	Lithium Battery Kit (Lifepak 1000 Defib	Invoice	10/03/2023	Lithium Battery Kit (Lifepak 1000 Defib	001-509-522-20-35-00	1,540.81
	9204840315	Lithium Battery (Lifepak CR2 Defibrillat	Invoice	10/16/2023	Lithium Battery (Lifepak CR2 Defibrillat	001-509-522-20-35-00	662.51
	9204892097	Defibrillatn Electrode Pads (Infant/Chil	Invoice	10/24/2023	Defibrillatn Electrode Pads (Infant/Chil	001-509-522-30-31-01	755.00
2034	SUPERHAWK CANOPIES	23-02782					4,484.31
	25075	Shop Parts	Invoice	10/12/2023	Shop Parts	050-511-522-60-34-01	4,484.31
2328	TERESA RIDER	23-02783					575.00
	INV10441	2023 March Mayhem Registration Reir	Invoice	10/12/2023	2023 March Mayhem Registration Reir	001-506-522-45-49-02	575.00
0603	TOWN & COUNTRY TRACTOR INC	23-02784					41.51
	190336	Shop Parts	Invoice	04/06/2023	Shop Parts	050-511-522-60-34-01	41.51
2194	TRUCKVAULT, INC	23-02785					8,502.40
	258845	Shop Parts	Invoice	10/09/2023	Shop Parts	050-511-522-60-34-01	8,502.40
0610	TRUE NORTH EMERGENCY EQUIP	23-02786					5,319.06
	A15519	Shop Parts	Invoice	08/25/2023	Shop Parts	050-511-522-60-34-01	2,116.45
	A15725	Shop Parts	Invoice	09/20/2023	Shop Parts	050-511-522-60-34-01	404.01
	A15726	Shop Parts	Invoice	09/21/2023	Shop Parts	050-511-522-60-34-01	430.27
	A15818	Shop Parts	Invoice	09/29/2023	Shop Parts	050-511-522-60-34-01	192.42
	A15846	Shop Parts	Invoice	10/05/2023	Shop Parts	050-511-522-60-34-01	113.93
	A15856	Shop Parts	Invoice	10/05/2023	Shop Parts	050-511-522-60-34-01	247.30
	A15988	Shop Parts	Invoice	10/24/2023	Shop Parts	050-511-522-60-34-01	285.41
	A15989	Shop Parts	Invoice	10/24/2023	Shop Parts	050-511-522-60-34-01	60.32
	O04563	Shop Parts	Invoice	10/20/2023	Shop Parts	050-511-522-60-34-01	1,468.95
2143	TULALIP RESORT CASINO	23-02787					16,354.88
	2023 Award Banquet - 2	2023 Award Banquet Hall Rooms/Dinn	Invoice	10/24/2023	2023 Award Banquet Hall Rooms/Dinn	001-502-522-10-49-07	8,177.44
					2023 Award Banquet Hall Rooms/Dinn	001-502-522-10-49-07	8,177.44
1589	U S FIRE EQUIPMENT, LLC	23-02788					9,781.89
	81605	12 Red helmets	Invoice	10/16/2023	12 Red helmets	303-504-522-20-35-04	4,336.72
	81618	Yellow Helmets	Invoice	11/01/2023	Yellow Helmets	303-504-522-20-35-04	5,445.17
2306	UNITED RENTALS (NORTH AMER	23-02789					988.99
	225472804-001	Cap. Facilities Planning - ST83 Containe	Invoice	10/05/2023	Capital Facilities Planning - ST83 Storaç	300-507-594-50-62-83	988.99
0633	VERIZON WIRELESS SERVICES LLC	23-02790					2,809.25
	9946914348	District Cell Phones	Invoice	10/15/2023	District Cell Phones - Fire	001-513-522-10-42-00	2,640.36
					District Cell Phones - Shop	050-511-522-60-42-00	168.89
0633	VERIZON WIRELESS SERVICES LLC	23-02791					5,179.85
	9946914347	District Mifi Plans	Invoice	10/15/2023	District Mifi Plans	001-513-522-10-42-00	5,179.85

Docket of Claims Register

APPKT01433 - 11.09.2023 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
2173	WASHINGTON FINANCE OFFICER E1977	23-02792 20222 WA Finance Off Assoc (WFOA) C	Invoice	10/16/2023	20222 WA Finance Off Assoc (WFOA) C	001-503-522-45-49-02	125.00
0646	WASHINGTON FIRE CHIEFS 1925	23-02793 2024 Department Membership Dues/F	Invoice	10/17/2023	2024 Department Membership Dues/f	001-502-522-10-49-01	5,304.00
0648	WASTE MANAGEMENT NORTHV 1551333-2677-9	23-02794 Recycling - ST 33	Invoice	11/01/2023	Recycling - ST 33	001-507-522-50-47-04	525.68
0648	WASTE MANAGEMENT NORTHV 1550026-2677-0	23-02795 Recycling - ST 71	Invoice	11/01/2023	Recycling - ST 71	001-507-522-50-47-04	649.41
0648	WASTE MANAGEMENT NORTHV 0990922-4968-1	23-02796 Refuse - ST 81	Invoice	11/01/2023	Refuse - ST 81	001-507-522-50-47-04	172.87
0648	WASTE MANAGEMENT NORTHV 1550108-2677-6	23-02797 Recycling - Admin Bldg	Invoice	11/01/2023	Recycling - Admin Bldg	001-507-522-50-47-04 300-507-522-50-47-00	530.79
0648	WASTE MANAGEMENT NORTHV 0990718-4968-3	23-02798 Refuse & Recycle - ST 82	Invoice	11/01/2023	Refuse & Recycle - ST 82	001-507-522-50-47-04	524.41
0648	WASTE MANAGEMENT NORTHV 1549635-2677-2	23-02799 Refuse - ST 72	Invoice	11/01/2023	Refuse - ST 72	001-507-522-50-47-04	117.54
0648	WASTE MANAGEMENT NORTHV 0990921-4968-3	23-02800 Recycling - ST 81	Invoice	11/01/2023	Recycling - ST 81	001-507-522-50-47-04	233.00
0648	WASTE MANAGEMENT NORTHV 9442608-4968-1	23-02801 Refuse & Recycle - ST 83	Invoice	11/01/2023	Refuse & Recycle - ST 83	001-507-522-50-47-04	233.98
0648	WASTE MANAGEMENT NORTHV 1549636-2677-0	23-02802 Refuse - ST 71	Invoice	11/01/2023	Refuse - ST 71	001-507-522-50-47-04	187.07
0648	WASTE MANAGEMENT NORTHV 1549838-2677-2	23-02803 Refuse & Recycle - ST 77	Invoice	11/01/2023	Refuse & Recycle - ST 77	001-507-522-50-47-04	326.30
0648	WASTE MANAGEMENT NORTHV 1550423-2677-9	23-02804 Refuse & Recycle - ST 73	Invoice	11/01/2023	Refuse & Recycle - ST 73	001-507-522-50-47-04	331.26
0648	WASTE MANAGEMENT NORTHV 1549769-2677-9	23-02805 Refuse & Recycle - ST 74/Logistics Bldg	Invoice	11/01/2023	Refuse & Recycle - ST 74/Logistics Bldg	001-507-522-50-47-04	412.40
0648	WASTE MANAGEMENT NORTHV 1551332-2677-1	23-02806 Refuse - ST 33	Invoice	11/01/2023	Refuse - ST 33	001-507-522-50-47-04	207.41
0648	WASTE MANAGEMENT NORTHV 1550027-2677-8	23-02807 Recycling - ST 72	Invoice	11/01/2023	Recycling - ST 72	001-507-522-50-47-04	253.25
0657	WELLSPRING FAMILY SERVICES E 291037	23-02808 Employee Assistance Program Monthly	Invoice	10/31/2023	Employee Assistance Program Monthly	001-510-522-20-20-15	470.90

Docket of Claims Register

APPKT01433 - 11.09.2023 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
2129	WEX BANK 92814118	23-02809 Apparatus Fuel	Invoice	10/31/2023	Apparatus Fuel - EMS	001-509-522-20-32-00	27,029.66
					Apparatus Fuel - Shop	050-511-522-60-32-00	13,272.37
					Apparatus Fuel - Suppression	001-504-522-20-32-00	484.93
							13,272.36
0665	WHELEN ENGINEERING COMPAN 381860	23-02810 Shop Parts	Invoice	10/19/2023	Shop Parts	050-511-522-60-34-01	293.84
	382134	Shop Parts	Invoice	10/19/2023	Shop Parts	050-511-522-60-34-01	29.12
							264.72
2011	ZIPLY FIBER ST33-OCTNOV23	23-02811 Elevator & Fire Alarm Phone Lines/Cor	Invoice	10/14/2023	Elevator & Fire Alarm Phone Lines/Cor	001-513-522-50-42-01	236.62
							236.62
2011	ZIPLY FIBER NB-OCTNOV23	23-02812 Phone/Fax/Alarm Services - ST 81, 82,	Invoice	10/16/2023	Phone/Fax/Alarm Services - ST 81, 82,	001-513-522-50-42-01	1,225.40
							1,225.40
2011	ZIPLY FIBER ST73-OCTNOV23	23-02813 Fax & Alarm Connection Services - ST 7	Invoice	10/10/2023	Fax & Alarm Connection Services - ST 7	001-513-522-50-42-01	382.72
							382.72
Total Claims: 158						Total Payment Amount:	618,281.23

Snohomish Regional Fire and Rescue

Claims Voucher Summary

11/07/2023

Page 1 of 6

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
23-02656	AJ'S LANDCARE, INC		9,988.71
23-02657	ALDERWOOD AUTO GLASS		523.37
23-02658	ALL BATTERY SALES AND SERVICE		671.31
23-02659	ALLEGIS CORPORATION		83.67
23-02660	ALLSTREAM BUSINESS US, INC		307.99
23-02661	ALLSTREAM BUSINESS US, INC		430.21
23-02662	AMAZON CAPITAL SERVICES, INC		3,453.78
23-02663	ANACONDA NETWORKS INC		2,481.20
23-02664	ARAMARK UNIFORM SERVICES		316.85
23-02665	AT&T MOBILITY LLC		46.72
23-02666	ATLANTIC SIGNAL LLC		76.00
23-02667	BENJAMIN TOWERS		153.02
23-02668	BICKFORD MOTORS INC.		509.17
23-02669	BONNEVILLE COMMUNICATION SOLUTIONS		4,728.50
23-02670	BOUND TREE MEDICAL, LLC		6,789.69
23-02671	BRANDIE REECE		139.50
23-02672	BRAUN NORTHWEST INC		266.96
23-02673	CANON FINANCIAL SERVICES INC		886.47
23-02674	CARTER WELCH		399.63
23-02675	CARY CRONIN		394.50
23-02676	CASCADE MAILING		10,414.13
23-02677	CENTRAL WELDING SUPPLY		4,693.81
23-02678	CHAMPION BOLT & SUPPLY INC		539.43
23-02679	CHINOOK LUMBER		8.61
23-02680	CHMELIK SITKIN & DAVIS P.S.		3,264.00
23-02681	CHRIS STABLEIN		1,061.51
23-02682	CHRISTENSEN, INC		5,515.14
23-02683	CHRISTIAN WIGINGTON		99.00
23-02684	CLEARFLY COMMUNICATIONS		759.89
23-02685	COGDILL NICHOLS REIN WARTELLE ANDREWS		10,903.80
23-02686	COMCAST		158.07

Page Total 70,064.64

Cumulative Total 70,064.64

Snohomish Regional Fire and Rescue

Claims Voucher Summary

11/07/2023

Page 2 of 6

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
23-02687	COMCAST		306.95
23-02688	COMCAST		306.73
23-02689	CRESSY DOOR COMPANY, INC		617.55
23-02690	DENISE MATTERN		60.26
23-02691	DENT DESTROYER, INC.		219.60
23-02692	DILLON CLINTON		575.00
23-02693	DRUG FREE BUSINESS		54.00
23-02694	DYLON STAVROS		575.00
23-02695	ELECTRONIC BUSINESS MACHINES		151.17
23-02696	ELITE LOCK & SAFE		12.03
23-02697	EMERALD SERVICES, INC		570.29
23-02698	ERIC REYGERS		2,605.50
23-02699	EVERGREEN SANITATION		748.98
23-02700	FIGMENT FABRICATION, LLC		7,283.25
23-02701	FIRE BY TRADE LLC		2,329.00
23-02702	FIRSTWATCH		635.00
23-02703	FREIGHTLINER NORTHWEST		8,742.86
23-02704	GALLS, LLC		5,092.40
23-02705	GENERAL FIRE APPARATUS		286.26
23-02706	GRAINGER		5,927.11
23-02707	HILL STREET CLEANERS		311.78
23-02708	HUGHES FIRE EQUIPMENT, INC		4,749.29
23-02709	HUGHES GARAGE DOORS		4,036.70
23-02710	IGNITION POINT TRAINING LLC		4,500.00
23-02711	IMS ALLIANCE		20.55
23-02712	INTERNATIONAL ASSOCIATION OF FIRE CHIEFS, INC		97.50
23-02713	ISA QUEVEDO		1,033.94
23-02714	ISOUTSOURCE		52,254.06
23-02715	JACOB MCCANN		527.95
23-02716	JOHN THOMAS		319.80
23-02717	JORDAN MOYES		500.00

Page Total 105,450.51

Cumulative Total 175,515.15

Snohomish Regional Fire and Rescue

Claims Voucher Summary

11/07/2023

Page 3 of 6

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
23-02718	JUDD & BLACK ELECTRIC INC		1,042.96
23-02719	KAITLIN KING		124.50
23-02720	KENT D. BRUCE CO., LLC		493.70
23-02721	KEVIN O'BRIEN		3,149.54
23-02722	KRIS OLSEN		42.81
23-02723	KRISTOPHER CHRISTENSEN		969.50
23-02724	L.N. CURTIS & SONS		434.12
23-02725	LAKE STEVENS SEWER DISTRICT		99.00
23-02726	LAKE STEVENS SEWER DISTRICT		198.00
23-02727	LEMAY MOBILE SHREDDING		193.00
23-02728	LEROY SCHWARTZ III		1,015.00
23-02729	LOWE'S		280.88
23-02730	MARCUS DOLAN		650.00
23-02731	MITCH SHRAUNER		574.31
23-02732	MONROE PARTS HOUSE		17,033.99
23-02733	MONROE STORAGE PARTNERS 1 LLC		146.00
23-02734	MONROE UPHOLSTERY		109.40
23-02735	MUNICIPAL EMERGENCY SERVICES, INC.		47,659.17
23-02736	NICK DELINE		575.00
23-02737	NORTHWEST SAFETY CLEAN		302.98
23-02738	ODP BUSINESS SOLUTIONS, LLC		66.34
23-02739	OPERATIVE IQ		5,041.08
23-02740	ORION MEDICAL SUPPLY INC		157.13
23-02741	PATRICK J ELLIS		250.00
23-02742	PETER MONGILLO		250.10
23-02743	PETROCARD, INC.		1,525.40
23-02744	PLATT ELECTRIC		110.55
23-02745	PUGET SOUND ENERGY		4.13
23-02746	PUGET SOUND ENERGY		162.01
23-02747	PUGET SOUND ENERGY		127.02
23-02748	PUGET SOUND ENERGY		193.07

Page Total 82,980.69

Cumulative Total 258,495.84

Snohomish Regional Fire and Rescue

Claims Voucher Summary

11/07/2023

Page 4 of 6

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
23-02749	PUGET SOUND ENERGY		119.43
23-02750	PURCELL TIRE & SERVICE CENTER		13,291.07
23-02751	RAINGARDENS NORTHWEST, INC.		1,069.42
23-02752	REHN & ASSOCIATES		50.00
23-02753	RICOH USA, INC.		1,641.64
23-02754	RIDGID PLUMBING AND DRAIN SERVICES LLC		495.00
23-02755	RYAN MURSTIG		394.50
23-02756	SEATTLE CITY LIGHT		42.55
23-02757	SEQUOYAH NETWORK SERVICES		339.14
23-02758	SILVER LAKE WATER		185.30
23-02759	SILVER LAKE WATER		124.45
23-02760	SISKUN POWER EQUIPMENT		1,024.84
23-02761	SNOHOMISH COUNTY 911		89,255.44
23-02762	SNOHOMISH COUNTY PUD		699.38
23-02763	SNOHOMISH COUNTY PUD		537.46
23-02764	SNOHOMISH COUNTY PUD		103.94
23-02765	SNOHOMISH COUNTY PUD		1,260.32
23-02766	SNOHOMISH COUNTY PUD		1,470.77
23-02767	SNOHOMISH COUNTY PUD		107.73
23-02768	SNOHOMISH COUNTY PUD		238.83
23-02769	SNOHOMISH COUNTY PUD		42.44
23-02770	SNOHOMISH COUNTY PUD		1,685.81
23-02771	SNOHOMISH COUNTY PUD		500.47
23-02772	SNOHOMISH COUNTY PUD		840.88
23-02773	SNOHOMISH REGIONAL FIRE & RESCUE		543.93
23-02774	SNOHOMISH REGIONAL FIRE & RESCUE		488.91
23-02775	SNOHOMISH REGIONAL FIRE & RESCUE		6,331.91
23-02776	SNOHOMISH REGIONAL FIRE & RESCUE		132,392.36
23-02777	SNURE LAW OFFICE, PSC		3,327.50
23-02778	SPEEDWAY CHEVROLET		413.09
23-02779	SPRAGUE PEST SOLUTIONS		772.90

Page Total 259,791.41

Cumulative Total 518,287.25

Snohomish Regional Fire and Rescue

Claims Voucher Summary

11/10/2023

Page 5 of 6

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
23-02780	STATE OF WA DEPARTMENT OF REVENUE		488.91
23-02781	STRYKER SALES CORPORATION		5,694.42
23-02782	SUPERHAWK CANOPIES		4,484.31
23-02783	TERESA RIDER		575.00
23-02784	TOWN & COUNTRY TRACTOR INC.		41.51
23-02785	TRUCKVAULT, INC		8,502.40
23-02786	TRUE NORTH EMERGENCY EQUIPMENT INC		5,319.06
23-02787	TULALIP RESORT CASINO		16,354.88
23-02788	U S FIRE EQUIPMENT, LLC		9,781.89
23-02789	UNITED RENTALS (NORTH AMERICA), INC.		988.99
23-02790	VERIZON WIRELESS SERVICES LLC		2,809.25
23-02791	VERIZON WIRELESS SERVICES LLC		5,179.85
23-02792	WASHINGTON FINANCE OFFICERS ASSOCIATION		125.00
23-02793	WASHINGTON FIRE CHIEFS		5,304.00
23-02794	WASTE MANAGEMENT NORTHWEST		525.68
23-02795	WASTE MANAGEMENT NORTHWEST		649.41
23-02796	WASTE MANAGEMENT NORTHWEST		172.87
23-02797	WASTE MANAGEMENT NORTHWEST		530.79
23-02798	WASTE MANAGEMENT NORTHWEST		524.41
23-02799	WASTE MANAGEMENT NORTHWEST		117.54
23-02800	WASTE MANAGEMENT NORTHWEST		233.00
23-02801	WASTE MANAGEMENT NORTHWEST		233.98
23-02802	WASTE MANAGEMENT NORTHWEST		187.07
23-02803	WASTE MANAGEMENT NORTHWEST		326.30
23-02804	WASTE MANAGEMENT NORTHWEST		331.26
23-02805	WASTE MANAGEMENT NORTHWEST		412.40
23-02806	WASTE MANAGEMENT NORTHWEST		207.41
23-02807	WASTE MANAGEMENT NORTHWEST		253.25
23-02808	WELLSPRING FAMILY SERVICES EAP		470.90
23-02809	WEX BANK		27,029.66
23-02810	WHELEN ENGINEERING COMPANY		293.84

Page Total 98,149.24

Cumulative Total 616,436.49

**Snohomish Regional Fire and Rescue
Claims Voucher Summary**

11/07/2023

Page 6 of 6

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
23-02811	ZIPLY FIBER		236.62
23-02812	ZIPLY FIBER		1,225.40
23-02813	ZIPLY FIBER		382.72

Page Total 1,844.74

Cumulative Total 618,281.23



Payroll Summary and Authorization Form for the:

10/15/2023 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: \$944,880.55

Paper Checks: \$8,844.83

Taxes: \$263,115.32

Allowed in the sum of: \$1,216,840.70

Reviewed by: Brandon Vargas
District Administrative Coordinator

Prepared by: Erick Ramirez
Payroll Specialist

Approved by Commissioners: _____



Payroll Summary and Authorization Form for the:

10/31/2023 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: \$993,738.69

Paper Checks: \$5,450.51

Taxes: \$275,634.95

Allowed in the sum of: \$1,274,824.15

Reviewed by: Brandon Vargas
District Administrative Coordinator

Prepared by: Erick Ramirez
Payroll Specialist

Approved by Commissioners: _____



**COMEX WORKSHOP MEETING MINUTES
SNOHOMISH REGIONAL FIRE & RESCUE**

Heathman Kirkland Hotel
220 Kirkland Ave, Kirkland, WA 98033
October 11-13, 2022

OCTOBER 11th

CALL TO ORDER: Chief O'Brien called the workshop to order at 1230 hours. In attendance were Commissioner Edwards, Commissioner Elmore, Commissioner Fay, Commissioner Gagnon, Commissioner Schaub, Commissioner Steinruck, and Commissioner Waugh.

AGENDA TOPICS

The Leaders Target
Support Services – Key Updates
Team Huddles

ADJOURNMENT: Chief O'Brien adjourned the workshop at 1700 hours.

OCTOBER 12th

CALL TO ORDER: Chief O'Brien called the workshop to order at 0900 hours. In attendance were Commissioner Edwards, Commissioner Elmore, Commissioner Fay, Commissioner Gagnon, Commissioner Schaub, Commissioner Steinruck, and Commissioner Waugh.

AGENDA TOPICS

Review of Current Economic Conditions
SRFR Financial Forecast Model Review
2024 Budget

ADJOURNMENT: Chief O'Brien adjourned the workshop at 1730 hours.

OCTOBER 13th

CALL TO ORDER: Chief O'Brien called the workshop to order at 0900 hours. In attendance were Commissioner Edwards, Commissioner Schaub, and Commissioner Waugh.

AGENDA TOPICS

SRFR Probationary Firefighter Program Update
Workshop Review

ADJOURNMENT: Chief O'Brien adjourned the workshop at 1130 hours.



Snohomish Regional Fire & Rescue

Commissioner Rick Edwards

Chairman Troy Elmore

Vice Chairman Randy Fay

Commissioner Paul Gagnon

Commissioner Jeff Schaub

Commissioner Jim Steinruck

Commissioner Roy Waugh



SNOHOMISH REGIONAL FIRE & RESCUE

BOARD OF FIRE COMMISSIONERS MEETING MINUTES SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room/ Via Zoom
163 Village Court, Monroe, WA 98272
October 19, 2023, 1730 hours

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

PUBLIC COMMENT: NA

UNION COMMENT: NA

CHIEF'S REPORT: *As presented.* Deputy Chief McConnell gave highlights on the success of Fire Prevention week. He reported we had over 750 people attend one of the three Open Houses put on by Snohomish Regional Fire and Rescue. Thank you to all who participated.

COMMISSIONER REPORTS:

Sno 911: Commissioner Waugh gave a briefing on the recent meeting held earlier in the day.

Sno Isle: Commissioner Fay announced the next meeting would be held on its regular day and time; guest speaker will be Dr. Key.

Policy Committee: Commissioner Schaub reported on the review of seven policies during the meeting.

CONSENT AGENDA

Approve Vouchers

Benefit Vouchers: 23-02438 to 23-02454; (\$699,687.68)

Benefit Vouchers: 23-02456 to 23-02466; (\$695,513.00)

Q3 L&I Voucher: 23-02455; (\$253,856.08)

AP Vouchers: 23-02467 to 23-02637; (\$2,495,565.66)

Approval of Payroll

September 30, 2023 (\$1,219,378.67)

Approval of Minutes

Approve Regular Board Meeting Minutes September 28, 2023

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Gagnon and 2nd by Commissioner Waugh.

On Vote, Motion carried 5/0. Abstain Commissioner Gagnon.



OLD BUSINESS

Discussion

Action

Server and Shared Storage Replacement

Motion to approve Server and Shared Storage Replacement as submitted.

Motion by Commissioner Waugh and 2nd by Commissioner Schaub.

On Vote, Motion carried 6/0.

Budget Amendment #2

Motion to approve Budget Amendment #2 as submitted.

Motion by Commissioner Gagnon and 2nd by Commissioner Schaub.

On Vote, Motion carried 6/0.

Fire Training Facility Joint Use Agreement

Motion to approve Fire Training Facility Joint Use Agreement effective January 1st, 2024.

Motion by Commissioner Schaub and 2nd by Commissioner Gagnon.

On Vote, Motion carried 6/0.

NEW BUSINESS

Discussion

Public Budget Hearing Date: After discussion it was determined to hold the Public Budget Hearing with the regular scheduled Board of Commissioner meeting on November 9, 2023.

Action

GOOD OF THE ORDER: Commissioner Waugh would like to see committee minutes included in the packet.

ATTENDANCE CHECK: Regular Commissioner Meeting November 9, 2023, at 1730 - Station 31 Training Room/Zoom.

EXECUTIVE SESSION: Labor Negotiations RCW 42.30.140(4)(b): Vice- Chairman Fay asked for thirty minutes for Executive Session to begin at 1751 hours. An extension of 15 minutes was requested at 1821 hours. Vice-Chair Fay reconvened the regular Board of Commissioners meeting at 1837 hours with no action taken.

ADJOURNMENT: Vice-Chairman Fay adjourned the meeting at 1837 hours.

Snohomish Regional Fire & Rescue



SNOHOMISH REGIONAL FIRE & RESCUE

Commissioner Rick Edwards

Chairman Troy Elmore

Vice Chairman Randy Fay

Commissioner Paul Gagnon

Commissioner Jeff Schaub

Commissioner Jim Steinruck

Commissioner Roy Waugh



OLD BUSINESS

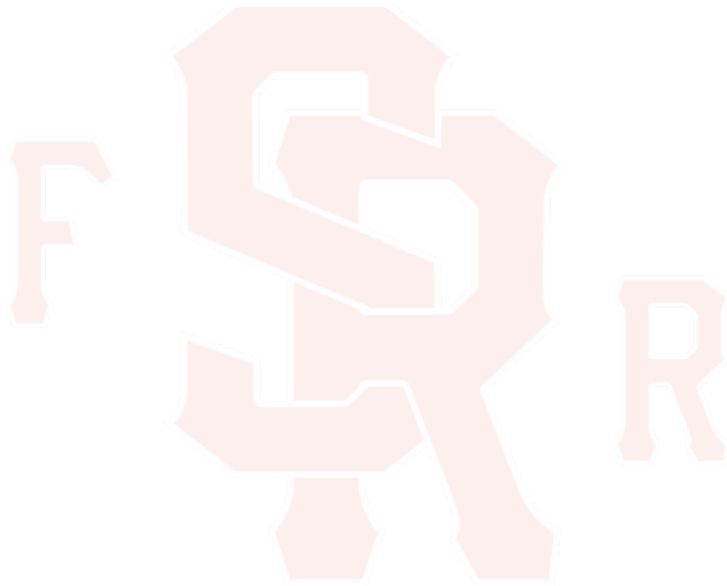
DISCUSSION





OLD BUSINESS

ACTION



District Directives

202.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process to make immediate changes to district policy. District directives will immediately modify or change and supersede the sections of this manual to which they pertain.

202.2 POLICY

It is the policy of Snohomish Regional Fire & Rescue to make any immediate changes to policy and procedure in accordance with the current collective bargaining agreement. Generally the establishment of district directives is management's prerogative but employee participation may be sought in the development of those policies. It is the policy of the District to comply with any meet-and-confer requirements between labor groups and authorized district representatives.

202.3 RESPONSIBILITIES

The Fire Chief or his/her designee shall issue all district directives.

All district officers and/or supervisors shall be responsible for communicating district directives to all members under their command and/or direct supervision.

District directives will be superseded upon incorporation into the manual.

All directives shall be reviewed periodically to authenticate or determine if they are currently applicable to the mission of the District.

Electronic Mail

205.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the district's electronic mail (e-mail) system by members of this district. E-mail is a communication tool available to members to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law ([RCW 19.190.020](#)).

Messages transmitted over the e-mail system must only be those that involve official business activities or contain information essential to members for the accomplishment of tasks and/or communication directly related to the business, administration or practices of the District.

205.1.1 DEFINITIONS

E-Mail Account- A District employee's individual official District E-mail address and the E-mails associated with that E-Mail address.

E-Mail System - The District wide system used to process the E-Mails of all District employees, including hardware, software and associated protocols.

205.2 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any district technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the district email system, computer network or any information placed into storage on any district system or device. This includes records of all keystrokes or Web-browsing history made at any district computer or over any district network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through district computers, electronic devices or networks.

205.3 RESTRICTED USE

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the District.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire district are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from his/her supervisor.

Snohomish Regional Fire & Rescue

Policy Manual

Electronic Mail

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password.

205.4 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under Washington Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Public Records Officer shall ensure that email messages are retained and recoverable as outlined in Policy: 800 Records Management.

205.5 REMOTE ACCESS TO E-MAIL ACCOUNTS AND SYSTEMS

District employees may remotely access their own district e-mail accounts.

Authorization to remotely access the district's e-mail system shall be limited to the IT Manager, and designated IT personnel.

205.6 POLICY

Snohomish Regional Fire & Rescue members shall use email in a professional manner in accordance with this policy and Washington law.

Administrative Communications

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines, format and authority levels for the various types of administrative communication documents in existence within the District.

206.2 POLICY

It shall be the policy of this district to control the use of the name of the District and the use of letterhead, and to ensure that official administrative communications follow a specific format and are released only by persons with the authority to do so.

206.3 PERSONNEL ORDERS

Personnel orders may be issued periodically by the Fire Chief or the Fire Chief's designee(s) to announce and document promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

206.4 OFFICIAL CORRESPONDENCE

In order to ensure that the letterhead and name of the District are not misused, all external correspondence bearing the district letterhead shall be approved by the Fire Chief or authorized designee.

All district letterhead shall bear the signature of the Fire Chief, or as appropriate, the signature of an authorized signer. Members of the District may use letterhead only for official business.

206.5 MEMORANDUMS

Memorandums are a necessary and important component of effective operations at all levels of the District. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between district members shall utilize a standardized format.

Memorandums typically are used to memorialize and/or summarize communication and facts. Memorandums can be generated by a supervisor and sent to subordinates or a group of subordinates to give direction, clarify a policy decision or request an action by another division. A memorandum also may be written by line-level members to communicate information. If the recipient is of higher rank than the member's immediate supervisor or is outside the District, the information should be approved by the proper chain of command before being forwarded to the recipient.

Recommendations for a standardized district memorandum format include:

- A standard heading, including the name of the District.
- The date of the memorandum.
- The intended recipient of the memorandum.

Snohomish Regional Fire & Rescue

Policy Manual

Administrative Communications

- The name of the district member creating the memorandum.
- A brief statement of the subject of the memorandum.

206.6 FACSIMILE COVER SHEETS

All outgoing facsimile transmissions should include a standard district cover sheet as the first page of the transmission. The name of the member sending the facsimile should be clearly printed on the cover sheet along with all other pertinent information.

206.7 SURVEYS

All surveys made in the name of the District shall be authorized by the Fire Chief or the authorized designee.

Constant Staffing Levels

207.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for staffing levels on emergency vehicles and to ensure that proper supervision is available for all shifts.

Staffing levels may be established through the adopted Collective Bargaining Agreement and on the District's current Standards of Cover, at levels approved by the Board of Commissioners and/or the Fire Chief.

207.2 POLICY

Snohomish Regional Fire & Rescue reserves the right to use personnel as necessary to adequately provide response to the public. Staffing levels should be consistent with the articles in the collective bargaining agreement (CBA). The District may change the constant staffing level from time to time due to operational and business needs.

The on-duty Battalion Chief has the right to move personnel as dictated by the operational needs of the district.

Performance of Duties

324.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

324.2 POLICY

It is the policy of Snohomish Regional Fire & Rescue to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

324.3 RESPONSIBILITIES

All members should be familiar with and obedient to the policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

324.4 EMERGENCY RESPONSE

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatch, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

324.5 COMPETENT PERFORMANCE

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the District. Unsatisfactory performance may include, but not be limited to, the following:

- Excessive or unauthorized leave
- Tardiness
- Consistently demonstrating a lack of required knowledge for position
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct

324.6 SAFETY

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

Snohomish Regional Fire & Rescue

Policy Manual

Performance of Duties

324.7 DRIVER LICENSE

All members shall possess a valid state-issued driver's license of the class required for their assigned duties ([RCW 46.20.001](#)).

All members should be familiar with state vehicle codes and any manuals specific to driving or operating district apparatus and all other applicable district policies and procedures. ([RCW 46](#))

All members shall report to their supervisor any change in their driver's license status. Failure to maintain a valid driver's license in accordance with an employee's current classification specification may result in disciplinary action (e.g., being placed on unpaid leave status until license reinstatement, or termination if reinstatement is not possible).

Any falsification of driver's license status may include disciplinary action, up to and including termination.

324.8 PROPER COMPLETION OF WRITTEN COMMUNICATION

All members shall complete and submit all necessary reports, forms and memos on time and in accordance with any other applicable district policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

324.9 FIRE DISTRICT IDENTIFICATION

Members shall carry their badges or district identification on their persons while on-duty and in accordance with Policy 1029 Badges, except when impractical or dangerous to their safety or a risk to an investigation.

While on duty members shall furnish their title, last name and badge number to any person requesting that information, other than in situations in which the member's personal safety is at risk.

324.10 LOSS OF EQUIPMENT

Members shall report to their supervisor the loss or recovery of any district badge, identification card, manual, key or equipment. If equipment (e.g. laptop, radio, power tools, etc.) is stolen or lost, a police report should be filed in the jurisdiction where this occurred. Thefts are to be reported to the Business Administrator for reporting to the State Auditor's Office.

Accident, Illness, and Injury Prevention Program (AIIPP)

900.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines for the implementation of a formal written Accident, Illness, and Injury Prevention Program (AIIPP) to ensure that members comply with safe and healthy work practices ([WAC 296-305-01505](#); [WAC 296-800-140](#)).

Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by district procedures outside the Policy Manual.

This policy supplements but does not supersede any related District wide safety efforts.

900.2 REQUIRED ACCIDENT, ILLNESS, AND INJURY PREVENTION PROGRAM COMPONENTS

Components of the written AIIPP will include ([WAC 296-305-01505](#); [WAC 296-800-14005](#)):

- (a) A Health and Safety Officer (HSO) ([WAC 296-305-01505](#)).
- (b) A description of the entire AIIPP.
- (c) A safety orientation that covers all components of the AIIPPA.
- (d) Instruction on reporting injuries and the location of first-aid facilities.
- (e) Instruction on reporting unsafe conditions and practices.
- (f) The use and care of required personal protective equipment (PPE).
- (g) The proper actions to take in emergencies, including the routes for exiting work areas during emergencies.
- (h) Identification of the hazardous gases, chemicals, or materials, along with the instructions on their safe use and emergency action following accidental exposure.
- (i) On-the-job review and training of the practices necessary to perform the initial job assignments in a safe manner, and how to properly address hazards.
- (j) The development, supervision, implementation, and enforcement of training programs to improve the skill, awareness, and competency of all members regarding occupational safety and health ([WAC 296-800-14020](#)).

900.2.1 DISTRICT HEALTH AND SAFETY OFFICER

The Fire Chief will appoint the district HSO, who has both authority and responsibility for implementing, supervising, enforcing, and managing the AIIPP ([WAC 296-305-01505](#); [WAC 296-800-14025](#)). The HSO will also act as a liaison with District risk management on district safety matters (see the Health and Safety Officer Policy).

The HSO will ensure the AIIPP remains effective in practice ([WAC 296-800-140](#); [WAC 296-800-14025](#)).

Snohomish Regional Fire & Rescue

Policy Manual

Accident, Illness, and Injury Prevention Program (AIIPP)

900.2.2 HEALTH AND SAFETY COMMITTEES

The HSO will ensure that the district health and safety committee is formed with representatives from management and labor and that the committee meets regularly. The district HSO will be chairperson of the committee. The health and safety committee is to serve in an advisory capacity to the Fire Chief or his/her designee. The number of employer-selected members shall not exceed the number of employee-elected members ([WAC 296-305-01505](#)).

Deputy Chiefs may elect to have sections with significant safety risks operate their own health and safety committees. The Section Safety Coordinator will be the chairperson and will act as a liaison with the district health and safety committee.

The health and safety committees will:

- Identify situations that may be a source of danger to members.
- Review results of district safety inspections.
- Review investigation reports of member injuries and illnesses and submit recommendations to district management.
- Review member reports of hazards and safety suggestions and complaints, and transmit related committee recommendations in writing to the Fire Chief ([WAC 296-305-01505](#)).
- Discuss and formulate new safety procedures; submit these and other recommendations to district management.
- Evaluate safety rules and regulations established by the District to comply with state mandates.

The frequency of health and safety committee meetings shall be determined by the committee but shall not be less than one hour per calendar quarter. Special meetings may be held at the request of any committee member. Minutes shall be taken of all health and safety committee meetings. After review by the Fire Chief or the authorized designee, the minutes shall be conspicuously posted at all stations ([WAC 296-305-01505](#)).

900.2.3 REVIEW OF SAFETY MANDATES

The AIIPP shall also include a process to review compliance with safety mandates. The process should include a review of safety mandates relating to:

- (a) Communicable diseases (see Policy 903 Communicable Diseases).
- (b) Respiratory protection (see Policy 908 Respiratory Protection Program).
- (c) Personal protective equipment (see Policy 915 Personal Protective Equipment).
- (d) Emergency Action Plan and Fire Prevention Plan (see Policy 201 Emergency Action Plan).
- (e) Walking-Working Surfaces (see Policy 1104 Fire Station Living).

900.3 SAFETY RESPONSIBILITIES

The AIIPP will require that district members ([WAC 296-305-01511](#); [WAC 296-305-01513](#)):

Snohomish Regional Fire & Rescue

Policy Manual

Accident, Illness, and Injury Prevention Program (AIIPP)

- (a) Cooperate with the District and other members in efforts to eliminate accidents.
- (b) Comply with safety standards contained in the Washington Administrative Code's Safety Standards for Fire Fighters ([WAC 296-305-01001](#) et seq.) that are applicable to their own actions and conduct in the course of their employment.
- (c) Notify the appropriate supervisor of unsafe work practices and unsafe conditions related to equipment, apparatus, or workplaces.
- (d) Apply the principles of accident prevention and use all required safety devices, protective equipment, and safety practices as provided and/or developed by management.
- (e) Take proper care of all PPE.
- (f) Attend, when on-duty, required training and/or orientation programs to increase competency in occupational safety and health.
- (g) Should not participate in any district operations or other functions when under the influence of alcohol or drugs. This rule does not apply to those members taking prescription drugs as directed by a physician or dentist, providing that such use does not endanger the member or others.
- (h) Should not remove, displace, damage, destroy, or carry-off any safety device, safeguard, notice, or warning furnished for use in any employment or place of employment.
- (i) Should not interfere in any way with the use of any safety device, method, or process adopted for the protection of any member.

Members shall comply with the above mandates and other procedures or rules that have been established to further the district's safety goals.

Personal Appearance Standards

1027.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality, members shall maintain their personal hygiene and appearance to ensure a professional image appropriate for this district and for their assignment.

The procedures contained herein are intended to promote uniformity of the members of the District by addressing specific grooming items. However, nothing herein shall limit the district's ability to address any other grooming or personal appearance deemed improper for members of the District.

1027.2 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of district members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Fire Chief should be advised any time a request for religious accommodation is denied. Those who request to wear headscarves, simple head coverings, certain hairstyles, or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

Return to Work

1034.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process through which an employee, who has been off work for an extended period of time due to an injury or illness, may return to work.

1034.1.1 DEFINITIONS

Definitions related to this policy include:

Interactive process - An informal meeting between the District and employee, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

1034.2 POLICY

It is the policy of Snohomish Regional Fire & Rescue to assist injured employees, to the extent reasonably practicable, in returning to work as soon as they are medically able to perform meaningful work for the District.

1034.3 EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to inform the District of his/her absence and to immediately advise the District when the employee believes that he/she will be medically released to return to work, with or without restrictions. If practicable, the employee shall provide advance notice of his/her potential return to work and shall provide written medical verification of the clearance and any restrictions.

If an employee has restrictions prescribed by a qualified health care professional, it is the responsibility of the employee to ensure he/she is not performing work that violates any restriction. If the employee believes he/she has been requested or directed to perform work that violates the restrictions, the employee should make a prompt report to Human Resources.

1034.4 DISTRICT RESPONSIBILITIES

The District will evaluate the employee's request to return to work and the written medical verification, and will consult with Human Resources in order to make a determination whether:

- (a) The employee may return to full duty based on the medical verification provided by the employee.
- (b) The employee may return to work to a temporary modified-duty assignment and whether the District has a need that fits with the employee's restrictions.
- (c) The employee should have a fitness-for-duty evaluation.
- (d) The employee has reached a permanent and stationary rating and it is necessary to engage in an interactive process to determine a reasonable accommodation.

Snohomish Regional Fire & Rescue

Policy Manual

Return to Work

- (e) The employee may be allowed to return to work after completing an assignment with the training division.

The Fire Chief or his/her designee should communicate with the employee about plans for the employee to return to work.



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

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

Initiative Name:		Organizational Health Assessment with Dr. Pat Sikora	
Executive member responsible for guiding the initiative:		AC Lundquist	
Type of Action:		<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution
Initiative Description:		<p>“Taking Care of People “ is a core element of SRFR’s Mission; this aspect of the Mission has served as an underpinning of SRFR culture – directly and indirectly - for several years. The District is also very data driven and focused on continuous improvement. As a result, the District has implemented several organizational health assessments over the years and supports an active Cultural Leadership Team (CLT) to help identify systemic issues that help or hinder the District’s success in meeting the needs of its community. The CLT recently recommended that a cultural health assessment by Dr. Sikora be performed. This recommendation has been received by the Executive staff and was communicated by the chair of the CLT to the Board of Commissioners at the Fall Commex 2023.</p> <p>The most recent assessment was conducted in 2019 as Lake Stevens Fire and District 7 were moving into the final phases of their merger. Along with this merger (following close on the heels of a merger with District 3), SRFR has experienced substantial change in the last several years including the COVID pandemic, international accreditation and significant growth in the community. As the dust has settled, particularly around the pandemic, SRFR leadership would like to conduct another organizational health assessment to quantify as well as better understand the current state of employee engagement and culture in the District.</p>	
<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 			
Financial Impact:		Expense: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ Not to exceed \$21,500 (excluding travel costs) Long-term annual amount(s): \$ N/A Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 	

Risk Assessment:	<p>Risk if approved: There are no identified risks for approving Dr. Pat Sikora to conduct an organizational cultural assessment.</p> <p>Risk if not approved: SRFR leadership would like to conduct another organizational health assessment to quantify as well as better understand the current state of employee engagement and culture in the District. Without Dr. Sikora’s assessment if not approved, SRFR leadership will not be able to adequately identify and understand the current state of engagement within the organization.</p>
Legal Review:	<input type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <input checked="" type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes ‘do not exceed’ language <input type="checkbox"/> N/A
Presented to, and Approved by, Senior Staff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Commissioner Sub-Committee Approval	Initiative presented to commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>
For Fire Chief Approval:	<input type="checkbox"/> RAB document complete <input type="checkbox"/> Supporting documentation attached <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (Mindy Leber) <p style="text-align: center;"><i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc’d on the email distribution</i></p> <p style="text-align: center;"><i>Fire Chief will coordinate with Senior Staff for RAB introduction</i></p>
RAB Executive: Confirmed email sent to Board by Fire Chief	<input type="checkbox"/> Yes <input type="checkbox"/> No
Board of Fire Commissioners	RAB initiatives go through the following process: <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item

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

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

SRFR Mission: Save Lives, Protect Property, Safeguard the Environment, and Take Care of People

Snohomish Regional Fire and Rescue (SRFR) serves a growing community of 160,000 people in an area over 135 square miles including communities of Clearview, Maltby, Monroe, and Lake Stevens as well as unincorporated southeast Snohomish County. This community is served by nearly 235 personnel in 10 stations as well as logistics, training, planning, and administrative (HR/Finance) staff.

As noted above, “Taking Care of People” is a core element of SRFR’s Mission; this aspect of the Mission has served as an underpinning of SRFR culture – directly and indirectly - for several years. The District is also very data driven and focused on continuous improvement. As a result, the District has implemented several organizational health assessments over the years and supports an active “cultural leadership” committee to help identify systemic issues that help or hinder the District’s success in meeting the needs of its community.

The most recent assessment was conducted in 2019 as Lake Stevens Fire and District 7 were moving into the final phases of their merger. Along with this merger (following close on the heels of a merger with District 3), SRFR has seen experienced substantial change in the last several years including the COVID pandemic, international accreditation and significant growth in the community. As the dust has settled, particularly around the pandemic, SRFR leadership would like to conduct another organizational health assessment to quantify as well as better understand the current state of employee engagement and culture in the District. This Scope of Work outlines several steps to support this goal.

Approach:

1. An online survey of all personnel to quantify engagement and key attitudes toward SRFR culture. Because this SOW includes in-depth qualitative work, this survey will be shorter in length as compared to previous years; however, it will include key metrics from past surveys to allow for comparisons and trending over time as well as questions regarding key cultural elements such as Vision and Values. We also encourage input from the CLT their priority topics or initiatives. Because the qualitative phases will allow for substantial employee input, this survey will be comprised primarily of close-ended/rating questions with perhaps one or two short answer open-ended questions.
2. In-depth interviews with leaders to identify/clarify perceptions of current status, key issues, and organizational capacity for continued growth and change. These interviews will last approximately 30 minutes and be conducted via telephone or Zoom separate from the station visits. We anticipate between 25 and 30 interviews with BCs, ACs, DCs, Captains, Administrative leaders, and Commissioners.
3. Small group interviews (2-4 individuals each) across all shifts and stations to evaluate current morale/engagement levels, understand underlying dynamics driving current attitudes, obtain feedback on important cultural elements such as the Mission, Vision, and Values as well as perceived gaps between espoused and enacted culture, and elicit ideas for ways to improve organizational culture and functioning. These meetings would be held in the stations based on shift availability. BC’s would not be included in these meetings but would be involved in Step 2.

Sikora Associates, LLC

Snohomish Regional Fire and Rescue (SRFR): Organizational Health Assessment 2023-24

Scope of Work

- 4. Small group interviews will also be held with frontline administrative, logistics, and planning personnel (not including leaders) to ensure the views of these important people are included in the overall assessment of cultural/organizational health. These interviews will occur during the onsite visit (Step 3).

The final deliverable will be a PowerPoint report identifying key themes/subthemes, explanatory narrative and representative comments as well as an overall summary of implications and recommendations. A version of this deck focused on highlights will be provided during leadership or CLT presentations if desired.

Note that *all interviews will be conducted confidentially*. To assure frank discussion, no one will be identified with their comments: all identifying information will be removed from comments used in reporting and “raw data” notes from the interviews will not be shared with SRFR personnel or leadership.

Timeline/Resources:

Step	Scope	Timing
Online Survey	Mid-length survey directed to all personnel, primarily close-ended questions	Nov-Dec 2023
Leadership Interviews	1:1 telephone or Zoom interviews with 25-30 individuals	Nov-Dec 2023
Onsite Visit	Small group interviews with frontline personnel in stations and admin offices (14 full days)	Jan 2024
Analysis	Review and integration of input across survey, interviews, and group meetings	Feb-Mar 2024
Reporting	Preparation of full report covering key findings, insights and implications	April 2024
Optional		
Presentation(s)	Two to three presentations (leadership, commissioners, CLT?) with targeted findings based on audience	May 2024

We recommend onsite meetings to occur between January 5- January 22, 2024. This span of time covers 4 instances of each shift and should allow thorough coverage of all fire personnel. This span also provides “wiggle room” for inclusion of administrative Interviews.

We assume SRFR personnel will assist in scheduling leader interviews and ensure personnel are aware of importance of survey and station visit logistics. Survey invitations and reminders will be sent via SRFRs email system to prevent firewall/spam blockages. Sikora Associates will provide language for all invites and reminders as well as support SRFR in any communications regarding the project.

Sikora Associates, LLC

Snohomish Regional Fire and Rescue (SRFR): Organizational Health Assessment 2023-24

Scope of Work

Estimated cost = \$21,500 not including presentations. The costs will not exceed \$21,500 (excluding travel costs) without review by both parties. We will estimate presentations separately based on needs of the audience (full retreat, half-day pres/workshop, one-hour overview via Zoom, etc.). Cost estimate includes project management, design, data collection, analysis, and final report preparation. Travel costs will also be billed separately as incurred. As always, Sikora Associates is keen to manage costs for the District. As soon as the onsite schedule is confirmed, arrangements will be made for travel to ensure “best price” options.

Any changes to the above design will require a re-estimate of costs and timeline. One-third of estimated costs will be billed upon receipt of a signed Agreement; an additional one-third will be billed upon completion of onsite interviews; final third will be billed after submission of the PowerPoint report. Presentations will be estimated and billed separately.

I am truly honored to have the opportunity to work with SRFR. I look forward to supporting and learning with your amazing team of leaders, staff, and line personnel.

Warmest regards,
Pat

The signatures below signify agreement to this Scope of Work.

Patricia B. Sikora, Ph.D.
Sikora Associates, LLC

Chief Kevin O’Brien
Snohomish Regional Fire and Rescue

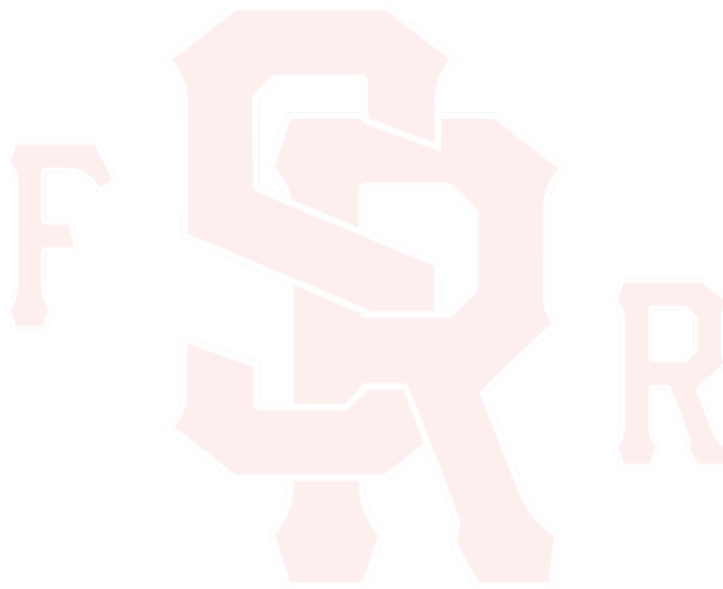
Date

Date



NEW BUSINESS

DISCUSSION





2024 Budget Letter to the Board of Fire Commissioners

November 7, 2023

Honorable Commissioners of Snohomish Regional Fire and Rescue,

On behalf of every team member at Snohomish Regional Fire and Rescue (SRFR), we are pleased to present to you the proposed SRFR budget for 2024. This budget has been carefully crafted to align with the SRFR values and goals outlined in our Strategic Plan and directs a laser focus on the District's Mission of Saving Lives, Protecting Property, Safeguarding the Environment, and Taking Care of People.

The proposed budget for 2024 reflects our commitment to providing top-notch fire and rescue services to our community while ensuring responsible financial stewardship. It is the result of extensive planning, teamwork, and consideration of the evolving needs of our District.

Professional Development, Reinforcing Infrastructure, Continuous Improvement

The 2024 Budget supports all operations with three comprehensive initiatives: Professional Development, Reinforcing Infrastructure, and Continuous Improvement. These initiatives are interconnected and can significantly enhance the capabilities and resilience of Snohomish Regional Fire and Rescue. Each initiative has a common goal of ultimately supporting our people so we can provide the best service possible when someone calls for our help.

- Professional Development encompasses training and mentorship for our team members. Training programs are crucial for preparing personnel to mitigate the evolving complexities of firefighting and rescue operations effectively. Additionally, identifying and training future leaders within our District helps to ensure a high level of performance and effective decision-making during emergency incidents and day-to-day operations.
- Reinforcing infrastructure is directed at our physical assets, such as fire stations, equipment, and communication systems. To support the SRFR mission, we will ensure they are in optimal condition, location, and prepared to meet the demands of our mission.
- Continuous Improvement is targeted at every facet of SRFR operations. We will continue to analyze data and engage with the community to understand their current and future needs. At the same time, we must look internally at our performance to identify areas of improvement and take action to be at our best and support the SRFR team. We will ensure that our comprehensive Operational, Strategic, and Capital Plans are aligned with the evolving needs of the communities we serve.



By integrating professional development, reinforcing infrastructure, and seeking continuous improvement, Snohomish Regional Fire and Rescue will provide services that are resilient and personnel who are well-prepared. Ultimately, we strive to be an organization strategically positioned to fulfill its mission effectively now and in the future.

The Team

The 2024 Budget and Budget Letter was developed by the SRFR Team. We thank every member of our organization for their input and hard work.

2023 Highlights

Incident Response

SRFR incident responders continue to provide outstanding dedicated service to our community. We anticipate running approximately 15,259 alarms in 2023.

National Accreditation

On February 28, 2023, District staff appeared before the Commission on Fire Accreditation International and were awarded agency accreditation. SRFR is now an internationally accredited fire/rescue/EMS agency.

People

There were 32 new firefighters hired in 2023 and 39 internal promotions.

Operational Response Plan

Following the transfer of Station 76 to South County Fire in January of 2023, the District's Operational Response Plan has been updated to meet the needs of the District.

Seven Board of Fire Commissioners

In February of 2023, voters approved Proposition One which changed the statutory amount of the SRFR Board of Fire Commissioners from five to seven.

Organizational Changes

With the retirement of Assistant Chief Guptill, staff took the opportunity to evaluate the structure of the organization with the goal of effectiveness and efficiency. Through the analysis of the duties and responsibilities of the Assistant Chief position, we changed SRFR's staffing model to two Assistant Chiefs versus three. With this change, duties and responsibilities were evaluated and updated with the goal of effectiveness and efficiency. The District is now operating with three sections: Operations, Support Services, and Administrative Services.

Replacement Fire Engines

The District is expecting to receive four replacement fire engines from the manufacturer this fall.



Facility Updates

The District has hired a contractor to remodel Station 83 in Machias. Construction has begun this month.

Staff continue to work on plans to update the Vehicle Repair Shop, rebuild Station 81 in Lake Stevens, and relocate and rebuild Station 32 in Monroe.

General Fund Revenues 2024

The key drivers for the District's revenue are the Fire Levy and the EMS Levy. General fund revenues are estimated to total \$84,683,783 in 2024. This represents a rise of 19% compared with 2023. This change is dependent upon the successful passage of Proposition One, a Fire Levy lid lift this November.

Voters will be considering approval of a Fire Levy lid lift of \$0.36 per \$1,000 during the November 7, 2023, general election. The lid lift would return the rate to \$1.50.

The \$0.36 lid lift supports the following:

- Fill open positions for emergency personnel to improve service reliability across the District.
- Rebuild Station 81 in Lake Stevens, relocate Station 32 in Monroe, and remodel the Vehicle Repair Shop. Each project will support quicker response times.
- Replace lost funding due to changes in how the federal government reimburses fire Districts for Medicaid patients.

The 2024 Fire Levy is budgeted to increase 25% over 2023 from \$49,261,457 to \$61,659,031. This includes an increase in the levy amount of 25% and new construction of 0.8%.

The EMS levy is budgeted to increase 1.8% over 2023 from \$ 11,449,615 to \$11,661,618. This includes an increase in the levy amount of 1% and new construction of 0.8%.

Contingency Planning

As noted above, The District is currently on the November ballot for a fire levy lid lift. If the lid lift is not approved by voters, a contingency plan has been developed to reduce inter-fund transfers out of the General Fund to the Construction Fund, the Apparatus Fund, and the Equipment Fund to offset the impacts. Additionally, the District would still expect to see an increase of approximately 1.8% (1% levy amount and 0.8% new construction).

General Fund Expenditures 2024

General Fund expenditures are budgeted to be \$86,105,044 a 9.2% increase over 2023. Of note is the significant inflation increase in the CPI-U June to June of 4.6%. Additionally, there is a GEMT repayment to the State of Washington estimated at \$2.2 million, which accounts for about 3% of the increase in General Fund expenditures.



The District structures the beginning balance in the General Fund to offset general expenses. What this means is the District's beginning balance plus anticipated revenue will always exceed anticipated expenses yielding a balanced budget. For 2024, the beginning balance is anticipated at approximately \$40,000,000; however, it should be noted that the beginning balance will be reduced relative to expenses related to back-pay and cost of living adjustments for a currently unsettled collective bargaining agreement.

The 2024 medical insurance rate increased by 3% and dental increased by 2%. Changes in medical rates as well as changes in family status are reflected in the amounts budgeted for each of the programs. Budgeted wage increases are mostly due to estimated increases in the cost of living and unsettled collective bargaining agreements. There has also been some movement in staffing between programs.

Legislative

To streamline training within the Divisions, conferences, and workshops have been moved to the Training Division line item. While the net impact shows a reduction of 36%, the actual reduction is 20% due to the reduction in the need for ballot measures for 2024. Additionally, the Office of Financial Management is expected to release commissioner salary adjustments for 2024 at the end of November so wages and benefits reflect a projected increase for the 2024 adjustment.

Administration

In 2023, a high focus was placed on stabilization within Administration, Finance, and Human Resources. In the Spring 2023 workshop, the teams worked on the next phases in the stabilization process and identified the need for a proactive focus on training and support. The 2024 Budget reflects this focus on training and development to support team members in their new roles in Finance, Human Resources, and the Administrative Divisions.

Human Resources (HR) Review 2023

2023 has already proven to be a year of increased resources and workload for the HR Division. With the addition of two (2) new FTEs, the Division has been able to provide additional support to meet the needs of the operational Divisions of the District. We are grateful and appreciative of the support for additional staffing and system upgrades by the Board of Fire Commissioners.

There is no doubt that the additional staff and NEOGOV Insight/Onboarding platforms were key elements in HR's success in their ability to partner with and fulfill the Divisional needs of our internal customers.

2023 highlights to date include:

- Thirty-two (32) External New Hires
- Thirty-nine (39) Internal Promotions
- Five (5) Retirements
- Seven (7) Resignations/Separations



- Twenty-seven (27) recruitment & onboarding processes have been filled or are on target to be filled by the end of the year. This reflects a 142% increase in postings compared to 2022.
 - Reviewed/screened over 411 application packets.
 - Completed references and background checks and onboarding for thirty-two (32) new hires.
- Oversight, management, and administration of the following:
 - Thirty-eight (38) L&I Injuries Claims
 - Twenty-two (22) light duty assignments
 - Stay-At-Work Program Reimbursements Totaling \$27,260.37
 - Twenty-one (21) Approved Protected Family Medical Leaves (PFML)
 - Thirty-nine (39) FMLA/PFML Notification of Rights
- District-wide Implicit Bias Training
- Crucial Conversations Training
- Legal matters – Tort prep/Records/Employee behavior and performance
- Labor Negotiations Support for the IAFF CBA
- Open Enrollment Preparation

Finance and Administration Review 2023

2023 has been a year of growth and teamwork for the Finance and Administration Divisions. We are thankful for the flexibility of this team and their willingness to support each other and the mission during this year of transition. **Of our Administrative Support team of 12, only two people are in the same role that they were in a year ago.** The District Administrative Coordinators have focused on building and stabilizing the team, with a strong focus on supporting and developing people while learning new roles. Highlights of the year include:

- With the support of the Board of Commissioners, we were able to add two new positions to our team. We separated the Benefits position into a Benefits Specialist and a Leave Specialist. We also added an additional Administrative Assistant to support the Payroll and Finance Divisions. The two additional teammates have allowed us to provide better internal customer service and support our objective of reducing overtime within the Divisions.
- The Payroll/Benefits/Leave Team
 - Onboarded 32 new hires (Jan-Aug)
 - Assisted in 12 retirees/resignations.
 - There have been 39 cases of Paid Family Medical Leave benefits through August this year. The team must work with the State consistently to ensure that payments are accurate and that no dates overlap.
- 141 Public Records Requests as of August. Of this number, 85 of them were medical incident reports.
- Accounts Payable and Receivable: with two new people serving in these roles, we have been able to ‘rethink’ what the positions look like. We have been able to adjust the



workload and provide consistency within the Division due to cross-training and extra support from the new Administrative Assistant as well.

Finance, HR, and Administration 2024 Budget

In 2024, the most significant budget increases for Finance, HR, and Administration are within the training travel and registration line items. These increases are approximately \$15,150 in Administration and \$38,185 in Finance and Human Resources. The changes support stabilizing the Divisions by focusing on the training and development of team members. It is important within these areas that each member of the team receives ongoing training in their fields of expertise. This training provides a system to stay current with WAC, RCW, local and federal laws. Additionally, the HR Division is working to develop and implement organization-wide training related to diversity, equity, inclusion, harassment, and bias topics that are beneficial to review each year. The training is currently in the preliminary stages, and we look forward to developing it more. The Administrative Team is looking forward to moving into 2024 and continuing to work toward stabilization, providing organizational support, rethinking current processes and programs, and analyzing opportunities for improvement.

Non-Departmental

The decrease in the Non-Departmental budget is approximately 5% due to a reduction in transfers to the retirement reserve fund and emergency reserve fund. The Non-Departmental budget primarily supports legal services, auditing, leases, risk management, and transfers of funds out to the capital apparatus, equipment, facilities, and construction funds.

Technical Services/Information Technology Review 2023

One of the most significant transitions for 2023 occurred with the retirement of Assistant Chief Steve Guptill who supervised Technical Services and Information Technology (IT). Following Assistant Chief Guptill's retirement, Technical Services and IT have been assigned to Business Administration under the leadership of Business Administrator Leah Schoof.

The District welcomed new IT Manager Paul Charbeneau and the IT Team has been working diligently to complete the projects scheduled for 2023 and develop its long-range operational and infrastructure plans. Significant to 2023 is the replacement of the two District-owned servers. The existing servers had aged beyond their life expectancy and were approaching extending warranty limitations, so funds were budgeted in 2023 to deploy replacement servers that provide redundancy and shared storage to protect against unplanned server outages.

Technical Services/Information Technology Budget 2024

With the transition within the Technical Services Division, the increase in the 2024 technical services budget is approximately 8% due to a combination of enhanced cloud backup system support and general inflation. 2024 will be an assessment and analysis year and the IT team will be doing a deep dive into the Technical Services budget line items to both learn about the



programs and evaluate the opportunities for increased efficiency and deployment of financial resources.

Support Services

Community Relations Review 2023

The Community Relations Division has supported cross-training for the PIEO team to meet the goals of the Division. The Division continues to support external communications through the quarterly newsletter, social media engagement, participation in community events, safety education lessons, and the District's Annual Report. The team also supports strategic communications related to levy funding and ballot measures. The Division has seen great success with popular public safety events like the Water Safety Camp and Fire Prevention Week events and is expanding to meet increased demand. Through the great work of our Community Relations Team, widespread media coverage continues to increase year over year.

Community Relations Budget 2024

In 2024 the Community Relations team is working to maximize our outreach capabilities through the efficient use of our current staff. The team will work to equitably distribute the community engagement capacity of the team throughout the District. Information outreach will continue to include the quarterly newsletter, annual report, in-person education, school visits, station tours, and community outreach events. In addition, the team supports the District through Public Information Officer (PIO) incident response, coordinated press releases, and expanding social media engagement. Overall, the 2024 budget is a maintenance of the current capabilities of the Division. The 2024 budget reflects an increase of 9% (\$54,858) from 2023. The increase addresses wages and benefits and the increased costs in external communications to our community.

Fleet Services Shop Review 2023

The SRFR Fleet Services Team supports the SRFR mission by keeping our fire engines, trucks, and ambulances ready and reliable to respond when a person calls 911. Fleet Services continued to provide outstanding service under some constraints of significant staffing issues and limited space. The Shop's unbilled hours for 2023 were at an all-time low for staff (this does not include the unfilled vacancy and staff on L&I).

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

The Shop Fund consists of the Shop General Fund, the Shop Leave Buy Back Fund, and the Shop Capital Fund. These three funds are tracked separately in the accounting records and at the County; however, they are reported in the Annual Financial Report as combined into the General



Fund. The three funds are combined in the General Fund because the State Auditor's Office considers these to be managerial funds created for the convenience of District management. Shop highlights for 2023 include:

- Employee contract negotiations with a new contract
- Creation of a lead mechanic position
- Design and permitting of the shop addition
- Continued work on several apparatus committees
- The shop replaced the engine in unit M1401 A-82
- The shop fitted five new rigs for the District (Installing and wiring all lights, sirens, radios, computers, and command modules)
- The shop fitted rigs for SCFD 4, 5 and 26
- The shop performed a redesign of the air intake systems on all four of the Rosenbauer engines and tender
- Brandie Reece, the Shop's Accounts Receivable (AR) rep was promoted to Purchasing Specialist in Logistics, and Brittany Bazinet was assigned to the AR position
- AC Steve Guptill retired in June and AC Mike Messer and DC Ron Rasmussen assumed his duties of leading the Fleet Services shop.
- The Shop is working to improve the pump test pit to accommodate the 2000 GPM pumps in the fleet.

Capital Apparatus Review 2023

- Completion and delivery of four new engines in Q4
- Completion and delivery of two new remounted EMS units
- Worked with the EMS committee on specifications for three new EMS units
- Secured three Ford F-450 4x4 chassis for the three new EMS Units
- Purchased a new 110' NXT ladder truck for North Battalion (2025 delivery)
- Placed in service four replacement emergency response staff vehicles
- Updated staff vehicle assignment plan
- Placed in service one new logistics vehicle
- Received delivery of new brush truck and working on placing in service
- Worked on the replacement of Boat 31 and Boat 81

Fleet Services Shop Budget 2024

Looking toward the future to support the mission of the District, staff are requesting a 2024 budget increase of 40% or \$861,625 from 2023. The most significant increases will be from wages as we work to bolster the staffing levels in 2024. The costs for parts have increased as well due to inflation and supply chain issues. The shop will see a small cost increase in the repair and maintenance of tools and equipment.



Significant Budget Impacts

- Wages/Benefits \$472,940
- Parts \$300,000

Staffing

In 2023, the Shop is budgeted to be staffed with eight personnel. Currently, it is staffed with seven personnel because one journeyman mechanic is on long-term medical leave.

The Shop expects the retirement of three journeyman mechanics. One in 2024, one in 2025, and one that is eligible to retire at any time. As noted above, we also have one journeyman mechanic on long-term medical leave.

The entry-level training for an apprentice mechanic is six months. An apprentice mechanic must perform their duties for three years to qualify to be a journeyman. To maintain the high performance and efficiency of the Shop, staff are requesting to hire one journeyman and two apprentice positions in 2024 to prepare for retirements.

The goal will be to staff one shop operations manager, one lead mechanic, six journeyman mechanics, and three journeyman/apprentice mechanics (temporary over-hire for pending retirements). Other key items for the 2024 budget include:

- Development of a plan to sustain program staffing, quality, and expertise
- Complete shop facility expansion (replacement of temporary tent structure). The initial cost estimate from the architect totals \$3,055,687 and is budgeted in the Capital Construction Fund

Capital Apparatus Budget 2024

- Four small non-response pool replacement vehicles
- One replacement Battalion Unit
- Training van replacement
- Logistics box truck (new addition based on Capital Apparatus Plan)
- Three replacement EMS units (Chassis secured in 2023)

Logistics Review 2023

The SRFR Logistics Team supports our emergency responders with the tools, equipment, supplies, and support needed to respond to alarms. They also maintain our facilities which house our emergency responders, apparatus, and equipment.

This was a great year with a lot of change and transition. We had personnel with significant experience transitioning out of Logistics with the promotions of Mel Jenkins and Brandon Vargas to District Administrative Coordinators and the retirement of AC Steve Guptill.



The Logistics Division also went through a Division re-organization and was transitioned into the Support Services Section led by AC Mike Messer. In 2023 the Logistics Division continued to provide outstanding service to the District, some highlights for the year include the following:

- Promotions of Logistics Technician Brandon Vargas and Purchasing Specialist Mel Jenkins to District Administrative Coordinators
- Retirement of AC Steve Guptill
- Hiring of Logistics Technician Justin Swift (July 2023)
- Provided supply delivery throughout the year
- Equipment ordering for all Divisions
- Assisted with uniform ordering
- Maintenance of uniform and bunker gear stock and delivery
- Assisted with several office transitions in the administration building and Station 31
- Vehicle shuttling for the fleet services shop
- Snow and ice removal during snow events
- Surplus equipment totaling \$12,712 in cost recovery
- Facilitated hose and ladder testing
- Conducted District-wide respirator fit testing
- Participated in the CFAI accreditation process
- Enhanced Inventory and asset tracking through Operative IQ
- Completed several small maintenance projects in-house
- Re-established the Fire Station Committee
- Attended the Design-Build Conference
- Assisted EMS with move-in for medic students in Ellensburg and Seattle

Logistics Budget 2024

The operational side of the logistics budget is proposed to increase by 4% or \$78,060 in 2024. Driving the budget increases were contractual increases in wages and benefits. The Division plans for smaller increases in training and office furniture due to office transitions. Additionally, the Division could see small increases in professional services and utilities due to new contracts and inflation.

In 2024, the goal will be to continue to provide a high level of service to our members, enhance and improve processes, and work on fulfilling capital facility projects. Highlights include the following:

- Evaluate future programs such as daily station and unit supply delivery
- Evaluate storage and facility needs for Logistics
- Continue to make it a priority to work on the surplus and cleanup of scrap items at all SFRF facilities
- Continue to evaluate staffing needs
- Continue to enhance Inventory/Asset tracking systems (Operative IQ)



Capital Projects Review 2023

- Completed the replacement of the Station 71 generator (Delivery expected 12/23/23)
- Tree removal at the logistics building and paving of grass area for additional parking of fleet vehicles
- The Station 31 Shop addition is in design and permitting
- Station 83 remodel has permits issued and construction is slated to begin in the Fall of 2023 with an expected completion in 2024
- Station 81 project planning with potential public/private partnership
- Staff are in the process of purchasing property for the relocation of Station 32
- The sale of training property in Maltby is under contract with an anticipated closing date in 2024
- HVAC upgrades at Station 31, Station 71, and Station 72
- Contracted with OAC Services to assist with project and construction management for ongoing capital projects
- Staff are working towards an office addition in the Administration Building
- Staff negotiated the Administration Building lease with Washington State DCYF which will give SRFR 4,000 SQFT of additional office space

Capital Projects Budgeted for 2024

- Station 83 remodel completion (Q3, 2024)
- Station 31 Fleet Services Shop addition completion (Q1, 2025)
- Roof replacements for Station 31 and Station 32
- Interior painting at several District facilities
- Continue Station 81 and 32 projects
- Complete the Washington State Project Review Committee review and approval for upcoming capital facility projects through the Progressive Design Build process
- Administration Building update to accommodate the additional 4,000 square feet (All of the Second floor)
- Flooring in Administration Building
- Parking lot restriping at Station 31 and administration building

Office of the Fire Marshal Review 2023

2023 was a year of growth for the Office of the Fire Marshal (OFM). Consistent with the 2022 Staffing Plan, the Board of Fire Commissioners approved the addition of two new Deputy Fire Marshal (DFM) FTEs. Lt. Dave LeDuc and FF Leroy Schwartz were appointed to long-term acting DFM positions on February 1st, 2023. The new DFMs will primarily conduct annual fire safety inspections and follow up on citizen inquiries in the cities of Lake Stevens, Monroe, and Sultan. With the new staff, the Division relocated to the Station 31 conference room, reassigned apparatus, and purchased additional equipment to ensure that all DFMs are properly equipped for their duties.



During the summer, a need for District sponsored fire investigations was recognized as the City of Monroe was troubled with fires in the Walmart and Galaxy Theatre area. The OFM worked to establish an FM71 fire investigation and code enforcement call-out guideline.

SRFR continues to partner with the Snohomish County Fire Marshal's Office (SCFMO). However, SCFMO response has become more limited due to staffing and an overall increase in responses. Because of this challenge and the recent fires in Monroe, the OFM is now responding after-hours in our District on an availability basis to fires falling under the (SCFMO) investigation threshold and major fire code violations.

Office of the Fire Marshal Budget 2024

The operating budget for the Office of the Fire Marshal has an increase of 34% or \$468,624 from the adopted 2023 budget. As noted above, in 2023, the OFM added two DFMs. The increase in the 2024 budget is focused on contractual wages and benefits, travel and training expenses, and dues and subscriptions. These areas directly reflect the Division's goal to ensure that our fire marshals are properly trained to carry out their duties of fire code enforcement in addition to facilitating the timely completion of all annual inspections, plan reviews, and support required certifications.

Investigations

In 2024, the FMO will be developing a plan to bolster a structured Fire Investigation Program. This comes as a response to the challenges noted above (SCFMO limitations and Monroe Fires). Additionally, the SRFR Strategic Plan Objective 2.9 addresses the analysis and potential development of a Fire Investigation Program. It is also important to note that following the District's successful accreditation status, one of the key recommendations is for the District to develop a Fire Investigation Program. Fire investigation training is proposed in the 2024 Budget.

Significant Budget Impacts

- Contractual wages and benefits and the addition of two DFMs of \$475,000
- Training, travel, and subscriptions \$20,224

Strategic Analysis Review 2023

The Division has worked to expand on the use of the District's current analytic technologies while also evaluating other available predictive data analysis tools. The implementation of the First Due pre-incident fire planning software has been coordinated with county partners and is ongoing. Enhancements to the First Watch response data surveillance platform are being implemented to provide response data metrics for annual reporting. The Division continues to roll out GIS updates to support unit routing and hazard notification for responding crews. The Division is working to cross-train and build on the current capabilities of the Division.



International Accreditation

We are accredited! On February 28, 2023, District staff appeared before the Commission on Fire Accreditation International and were awarded agency accreditation after a successful hearing. SRFR is now accredited for the 2023-2028 timeframe and will be submitting annual compliance reports on February 15th of each year. It is important to note that there are now only eight accredited Fire/EMS agencies in the State of Washington. Accreditation can only happen with strong community support.

Working towards, achieving, and maintaining accreditation:

- Provides greater community alignment
- Encourages quality improvement
- Facilitates input from and builds positive relationships with labor
- Identifies areas of strengths and weaknesses
- Allows for the establishment of a plan for improvement
- Provides data-supported decision-making
- Communicates management and leadership philosophies
- Ensures your agency has a defined mission and related objectives
- Encourages the development of organizational procedural documents

Strategic Analysis Budget 2024

The proposed 2024 Strategic Analysis budget supports expanded information analysis capabilities for the District. The Strategic Analysis budget for 2024 has increased by 6%, (\$9,534). The increase is attributed to operating supplies and software. This budget provides for increased assessment tools to support the strategic needs assessment for our communities. These capabilities include a community risk assessment tool (CRAIG 1300) that uses current census data to target service areas based on community demographics. In addition, it includes an initiative for the use of emerging predictive analytic tools (Dark Horse Emergency) that support future service-level planning. These tools use artificial intelligence technology to provide real-time incident assessment to determine emerging trends. This budget also supports a map book update focused on our North Battalion. The 2024 Strategic Analysis budget provides the District tools to assimilate the information needed to meet the reporting and planning standards outlined throughout the CFAI accreditation process.

Operations Section

Emergency Medical Services (EMS) Review 2023

2023 was a year of growth in the EMS Division. The emphasis for 2023 was to increase efficiency in current processes. 2024 will be a year focusing on enhanced EMS training. We are excited to be operating as a full Division including:

- MSO Defenbaugh moved to a Day MSO position
- Lt. Jerry Aamold and Lt. John Rouse joined the team as long-term Acting Captains in EMS positions (Shift MSO)



- One firefighter/EMT was sent to Harborview's Paramedic Program following the testing process
- Four firefighter/EMTs returned from Central Washington University as paramedics
- The Paramedic Integration Program was transformed into the Paramedic Mentorship Program (PMP)
- In Collaboration with the Training Division, two paramedics were hired through our entry-level process
- MSOs implemented an ultrasound device to be utilized on incidents, increasing diagnosis capability
- A plan was set in motion to trial CODE-STAT annotation, from a third party, to increase feedback on cardiac arrests
- First Pass was utilized to provide feedback to our members on incidents involving refusals, which supports our quality assurance function
- The District received two apparatus remounts from Braun in collaboration with Logistics
- SRFR formed the Ballistic Vest Committee to provide recommendations on body armor and training
- Staff changed the way Chaplains communicate their response, increasing efficiency and accountability in the incident
- SRFR added one Chaplain with a possible second to our ranks
- Staff began utilizing project management software (Teamwork.com) to increase efficiency and communication within the EMS Division
- Two Paramedics joined the Snohomish County EMS Quality Assurance Committee

EMS Budget 2024

The goal of the 2024 EMS Division Budget is to increase our level of enhanced EMS training within SRFR. Pursuing this goal, several software subscriptions were added that will increase our paramedics' level of education through ongoing training. Annotations through a third-party service will provide valuable feedback on cardiac arrest and advanced airway incidents utilizing CODE-STAT. In total, these additions increased the budget by \$11,700. EMT school through Everett Community College accounted for a budget increase of approximately \$32,600. This will cover tuition as well as books and supplies for our new hires, allowing SRFR to hire without an EMT requirement.

The EMS Division has an overall budget increase of 28%, or \$3,573,346. Overtime increased by \$452,372 largely as a result of the continued need for paramedics and additional enhanced paramedic training. We see a corresponding increase of \$38,450 in classes and programs to support paramedic training and EMT school.



Suppression Review 2023

2023 was a stabilizing year for the Suppression Division. While staffing has been less of a challenge in 2023, we have seen a greater challenge of inspiring and training new firefighters to keep up with attrition. Staff have also worked to fill the qualified roles of driver/operator, lieutenant, and battalion chief.

Some challenges faced this year have been to maintain identified constant staffing levels while effectively responding to the needs of our community, and while creating consistency among the three Battalions and four shifts.

Highlights for 2023 include:

- 2023 total incidents from January 1st to September 1st: \$10,143 (decrease from the same time frame in 2022 due to loss of Station 76)
- SRFR anticipates running approximately 15,259 total incidents for 2023
- With the closure of Station 76, the Operations team created an updated deployment model based on the Standards of Cover and the needs of our citizens
- All Fire Response Plans were standardized, thus eliminating legacy response plans.
- There is improved consistency among the battalions
- There were 5 retirements: Darby Hepper, Bill Ekse, Brian Hyatt, Greg Oakes, and Steve Guptill
- Currently 22 probationary firefighters are employed
- There are 13 Recruit Firefighters assigned to the Snohomish County Fire Training Academy (SCFTA) for the fall academy
- Five members have been promoted to the rank of Driver/Operator: Jesse Abercrombie, Stacy Arnold, Luke Bagley, Steven Johnson, and Kirk Dunham
- We anticipated to have five or more Lieutenant promotions this fall after the Lieutenant test, plus additional driver/operator promotions
- Brendan Grace was promoted to the position of Battalion Chief effective 9/1/2023
- Rob Fisher was temporarily reassigned to the SCFTA from 1/1/2023 to 6/1/2023
- Lt. Bobby Lowe has been temporarily assigned to the SCFTA starting 8/1/2023
- Six employees successfully passed the Battalion Chief testing process in the spring. To create a highly functional Battalion Team, all members that tested will be attending the 'Battalion Chief Bootcamp' in 2023 or early 2024. The new members have been paired up with senior Battalion Chiefs while attending this training.
- Much of the Battalion Chief group, and the acting Battalion Chiefs attended "Crucial Conversations" training and are scheduled to attend "Managing Disciplinary Challenges in the Fire Service". The goal of these training courses is to provide the Battalion Group with the knowledge, skills, and abilities to address personnel challenges at their level.
- All SRFR Operations members have been trained to the level of Red Card. The intent of this is to prepare our members for large in District wildland fire events, such as the Bolt Creek Fire.



Suppression Budget 2024

The emphasis for the 2024 Suppression Division budget is to fulfill the mission of Snohomish Regional Fire and Rescue by maintaining a Constant Staffing of 44 responders per day. To support Constant Staffing, a primary objective of the Operations Division is to maintain a minimum of 196 on-the-line personnel in total, or 49 members assigned per shift. The goal is to have enough adequately trained members per shift that will allow firefighter staffing to increase our service levels in the East Battalion.

The Operations Division is working closely with the EMS Division to recruit and train additional Paramedics to meet our staffing and deployment needs. The Operations Division has identified funds in the 2024 budget to allow personnel to attend outside training and conferences and this is reflected in the suppression and travel budget.

The greatest increases related to this area are wages and benefits. Additionally, there are increases in such items as the replacement of new SCBA masks at an increased cost of approximately \$20,000. We are also planning to purchase new thermal imaging equipment which will be placed onto five dedicated EMS units.

The budget increase for the 2024 Suppression Budget is requested to be 8% (\$2,970,591). This increase is due to increases in contractual wages and benefits.

Special Operations Review 2023

- Testing for Water Rescue, Technical Rescue, and HazMat Team will occur in early December of 2023
- The HazMat Team currently has twelve members and is looking to add 12 replacement members in late 2023 or early 2024
- All members of the HazMat Team completed the required training to remain on the Snohomish County HazMat Team
- SRFR is hosting the Quarter 4 HazMat Team drill at Station 71 in November
- Additionally, the Hazmat Team coordinated and led 3rd Quarter Block Training for all SRFR suppression personnel
- Boat 31 was damaged and placed out of service permanently. Consistent with the Capital Apparatus Plan, and as approved in the 2023 Budget, a replacement boat was ordered with expected delivery in late 2023. SRFR entered into an agreement with Sky Valley Fire to operate Boat 54 as Boat 31. This benefits both departments by ensuring we have a boat in service with trained members to operate it to protect the Sky River valley.
- Consistent with the Capital Vehicle Plan and as approved in the 2023 Budget, two large capital purchases were made in Special Operations; Boat 31 and Boat 81 replacements were ordered. There is also \$25,000 in the capital fund for a boat lift and cover for Boat 81. A reserve truck was permanently reassigned as the tow vehicle for Boat 82, it will be outfitted with a canopy and storage to mirror the tow vehicle for Boat 31.



- The Water Rescue Team currently has 29 members and plans to add 11 replacement members in late 2023 or early 2024
- The Technical Rescue Team has 16 current members; all members have completed the training required to remain on the Snohomish County Technical Rescue Team
- SRFR hosted and was the lead agency for Trench Rescue Training at the ‘Station 84’ property. The Technical Rescue Team is looking to add eight replacement members late in 2023 or early 2024.
- SRFR hosted and was the lead agency for Confined Space Training at Station 83
- Two members of SRFR’s Technical Rescue Team attended a rope rescue class hosted by SCFD #4. The purpose of this additional training was to create subject matter experts within the SRFR Technical Rescue Team.

Special Operations Budget 2024

The Special Operations Division has been challenged with recruiting replacement specialists to fill open positions that have occurred through retirements and/or career choices.

The 2024 draft budget for Special Operations is \$95,727, which is an increase of 107%. This increase is due to the need to recruit replacement members for all three special operations teams and the replacement and repair of aging equipment. The major influences of the increases are purchasing new gear for 12 HazMat Technicians, 11 Water Rescue Team members, and eight Rescue Technicians.

The Training Budget is also affected by the large number of Special Operations Team openings. We will send all new members to the required training, and they will need to attend continuing education to maintain their team positions. The initial training ranges from a minimum of 40 hours to 120 hours depending on the respective team.

Training, Health and Safety Review 2023

2023 was a year of program stabilization. The Training Division was reassigned under the Deputy Chief of Operations. Health & Safety has become more of a stand-alone position within the Training Division. The focus of 2023 was successfully completing two high-profile testing processes: Battalion Chief and Lieutenant, along with developing the next generation of leaders within SRFR. The Entry-Level Firefighter Probation process was evaluated and redesigned for 2023 and will be continually reevaluated. Highlights include:

- Two new members joined the Training Division: Steve Tickle and Joel Lengkeek
- Captain Brett Fetcho remained as the Health & Safety Officer
- Lt. Brian Kees remained in the Training Division
- Two members attended the spring SCFTA as Company Officers, and three will be attending the fall SCFTA as Company Officers
- Rob Fisher was temporarily reassigned to the SCFTA from 1/1/2023 to 6/1/2023



- Lt. Bobby Lowe was temporarily assigned to the SCFTA starting 8/1/2023. This temporary reassignment is expected to last 18 to 30 months
- In 2022, the department entered a two-year program with L&I called the FIIRE (Firefighter Injury and Illness Reduction) Program to make a safer workplace with proactive risk management and implementation of best practices
- One Lieutenant is temporarily assigned to the Training Division to create and implement the new SRFR Probationary FF book
- Currently 22 members assigned are on probation, with 13 recruits at the Snohomish County Fire Training Academy
- Battalion Chief and Lieutenant testing processes successfully completed
- Special Operations testing is scheduled for December
- Staff worked with the Human Resource Division to complete two entry-level hiring processes
- The probationary process and evaluations have been reevaluated based on input from the Cultural Leadership Team (CLT) and recent probationary members. This process will continue into 2024.
- Additional access to outside training and educational opportunities are being researched and evaluated. This training is specifically directed to support the Battalion Chief group.
- Numerous educational opportunities have been brought to SRFR to benefit our members; Crucial Conversation, Phil Jose, Curt Varone, Dennis LeGear, and Kurt Isaacson are a few examples.

Training and Health & Safety Budget 2024

The emphasis of the 2024 Training Division budget is to support the continuous improvement of SRFR through meaningful training. This budget promotes the development of all employees from Senior Staff to the newest Firefighters. To meet program goals and respond to the growth of the District, the Training budget has increased by 26% or \$705,038. Most of this increase is due to contractual wages and benefits, but this increase provides for renewed access to outside training through a travel cost increase of 79% or \$99,135 and increased professional development through outside speakers and coaching projected to cost \$31,000.

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

The program goals of Health & Safety in the 2024 budget include building on existing programs such as the Peer Support Team, and the Peer Fitness Team, and expanding access to mental health professional services. The overall budget for Health and Safety has increased by 32% or \$96,445. from 2023. This increase is primarily due to the increased cost of annual physicals,



specifically screening and testing (\$71,375). The 2024 budget maintains current spending for the wellness initiatives of the District.

Conclusion

Serving vibrant communities like Lake Stevens, Monroe, Clearview, Maltby, Echo Lake, and unincorporated areas of Snohomish County requires a deep commitment to the well-being and safety of our residents. We appreciate this commitment to serve. Overall, our organization's mission and values reflect a commitment to excellence, accountability, and community-centered service.

The 2024 Budget supports all operations and three comprehensive initiatives: Professional Development, Reinforcing Infrastructure, and Continuous Improvement. Each initiative has the common goal of supporting our people so we can provide the best service possible when someone calls for our help.

The 2024 Budget for Snohomish Regional Fire and Rescue has been diligently crafted with a strong focus on responsible financial management and mission alignment. By investing in equipment, facilities, and training, the District is better equipped to fulfill its mission and provide essential services to the community effectively and efficiently. We are committed to continuous improvement so we can provide the best service possible when someone calls for our help.

As we move forward into the year ahead, the 2024 Budget will serve as a strong foundation for our continued success and improvement for the future. Thanks to the Board of Fire Commissioners for your unwavering dedication and support. We look forward to the positive impact we will make together in the coming year.

With sincere appreciation,

Kevin K. O'Brien, Fire Chief



Ordinance / Resolution No. 2023-11
RCW 84.55.120

WHEREAS, the Commissioners of Snohomish Regional Fire and Rescue has met and considered its budget for the calendar year 2024; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 49,815,137.00; and,

WHEREAS, the population of this district is [X] more than or [] less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 12,466,713.00 which is a percentage increase of 25% from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 21 day of November, 2023.

Three horizontal lines for signatures on the left and right sides.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.



Ordinance / Resolution No. 2023-12
RCW 84.55.120

WHEREAS, the Commissioners of Snohomish Regional Fire and Rescue has met and considered its budget for the calendar year 2024 ; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 11,569,020 ; and,

WHEREAS, the population of this district is [X] more than or [] less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 115,690.00 which is a percentage increase of 1 % from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 21 day of November , 2023 .

Three horizontal lines for signatures on the left and right sides.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

SNOHOMISH REGIONAL FIRE AND RESCUE

RESOLUTION #2023-13

A RESOLUTION APPROVING THE 2024 BUDGET

WHEREAS, The Board of Fire Commissioners have met; and have considered the financial requirements for the fire district for the year 2024, and;

WHEREAS, The Board of Fire Commissioners have reviewed the budget proposals submitted by staff and have made changes where appropriate;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The 2023 budget is hereby approved as submitted and attached hereto.

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH REGIONAL FIRE AND RESCUE THIS 21st DAY OF November, 2023

Rick Edwards, Commissioner

Troy Elmore, Commissioner

Randy Fay, Commissioner

Paul Gagnon, Commissioner

Jeff Schaub, Commissioner

William Snyder, Commissioner

Jim Steinruck, Commissioner

Roy Waugh, Commissioner

Randall Woolery, Commissioner

ATTEST:

District Secretary



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

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

Initiative Name: NXT Aerial Apparatus Change Order 1 (2023 SRFR Ladder Purchase)													
Executive member responsible for guiding the initiative: DC Rasmussen													
Type of Action: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution													
Initiative Description: <ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 	<p>Change orders are a normal part of the pre-construction and build process for new custom fire apparatus. Over the last few years, they have become more common place as part availability is a reality of a post-covid market. During the pre-construction phase of the Aerial Ladder build, Spartan and our fleet services shop staff recommended several change orders for either parts availability or product reliability.</p> <p>The original motion approved by the board did not allow for additions to the purchase price for change orders. Staff recommends amending the original DO NOT EXCEED of \$ 1,816,878.00 to a new DO NOT EXCEED of \$1,850,783.43 to account for a 10% increase of the purchase price of \$1,682,530.43 for required change orders. The financial impact section outlines the cost breakdown and the change order contract is attached for review.</p>												
Financial Impact:	Expense: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$168,253.00 which is \$33,905 more than the initial proposal to the BOC. <table> <tr> <td>Initial Proposal</td> <td>\$1,816,878.00</td> </tr> <tr> <td>Payment Amount</td> <td>\$1,682,530.43 (w/ pre-payment discounts)</td> </tr> <tr> <td>Requested 10% Change Order Increase</td> <td>\$168,253</td> </tr> <tr> <td>New Total Do Not Exceed</td> <td>\$1,850,783.43</td> </tr> <tr> <td>Total Difference</td> <td>\$33,905.43</td> </tr> <tr> <td>Remaining C/O funds</td> <td>\$100,370</td> </tr> </table> Long-term annual amount(s): \$ Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ 1,816,878.00 Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 	Initial Proposal	\$1,816,878.00	Payment Amount	\$1,682,530.43 (w/ pre-payment discounts)	Requested 10% Change Order Increase	\$168,253	New Total Do Not Exceed	\$1,850,783.43	Total Difference	\$33,905.43	Remaining C/O funds	\$100,370
Initial Proposal	\$1,816,878.00												
Payment Amount	\$1,682,530.43 (w/ pre-payment discounts)												
Requested 10% Change Order Increase	\$168,253												
New Total Do Not Exceed	\$1,850,783.43												
Total Difference	\$33,905.43												
Remaining C/O funds	\$100,370												

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

4. At a second commissioner meeting, initiatives may be assigned as an action item for approval

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



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

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

Initiative Name: 2023 SRFR Ladder Purchase

Executive member responsible for guiding the initiative: AC Guptill

Type of Action: Motion Resolution

Initiative Description:

- **Brief Description**
- **Goal of Initiative**
- **Initiative Results (deliverables)**
- **Connection to Strategic Plan**
- **Supporting Documentation (attach)**
 - **Scope of work**
 - **Contract(s)**
 - **Project proposal(s)**
 - **Presentation(s)**
- **Reason RAB must be approved outside of the annual budget process**

The Operations Division has recommended deployment of a Ladder in the North Battalion at Station 82. This ladder truck has been budgeted for purchase in 2023. It is also included in the current apparatus replacement plan.

Station 82 is located in a suburban area and would be an ideal Station to assign a “Quint” apparatus. This apparatus would satisfy both Ladder and Engine company operations in that area and would improve our response capabilities and WSRB rating for that area.

Several months ago, Operations convened a committee with the assignment of identifying the requirements for our next Ladder Truck. This committee has recommended the Spartan Ladder Truck Quint. The Ladder Committee provided a presentation and recommendation at the Board meeting on December 8th.

In 2023, we have budgeted \$1,500,000 for the purchase of the ladder truck, prior to sales tax. The contract being proposed by Spartan is \$1,660,766, prior to sales tax. The anticipated delivery timeframe is approximately 24 months. The purchase will be made utilizing the SourceWell interlocal cooperative purchasing program. We are already members of SourceWell.

Financial Impact: Expense: Increase Decrease N/A
 Revenue: Increase Decrease N/A

Total amount of initiative (attach amount breakdown if applicable): **\$ 1,816,878.00**

	Base Contract Amount	Performance Bond*	Discount	Sub-Total	Sales Tax	Final Cost	Amount Due at Contract Signing	Amount Due at Delivery
No Pre Payment Option	\$ 1,660,766.00	\$ -	\$ -	\$ 1,660,766.00	\$ 156,112.00	\$ 1,816,878.00	\$ -	\$ 1,816,878.00
Option #1 (100% Pre-Payment)*	\$ 1,660,766.00	\$ 8,719.00	\$ 131,523.00	\$ 1,537,962.00	\$ 144,568.43	\$ 1,682,530.43	\$ 1,537,962.00	\$ 144,568.43
Option #2 (80% Pre-Payment)*	\$ 1,660,766.00	\$ 8,719.00	\$ 105,218.00	\$ 1,564,267.00	\$ 147,041.10	\$ 1,711,308.10	\$ 1,335,588.00	\$ 375,720.10
Option #3 (50% Pre-Payment)*	\$ 1,660,766.00	\$ 8,719.00	\$ 65,761.00	\$ 1,603,724.00	\$ 150,750.06	\$ 1,754,474.06	\$ 834,743.00	\$ 919,731.06

*Any pre-payment option triggers the need for Performance Bond

	<p>Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ 1,500,000</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: (will be budgeted in 2024 or 2025 based on delivery)</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended:
Risk Assessment:	<p>Risk if approved: n/a</p> <p>Risk if not approved: Continued reliance on mutual aid or units with greater response times. WSRB rating concerns.</p>
Legal Review:	<p><input type="checkbox"/> Initiative conforms with District policy/procedure number (attach):</p> <p><input checked="" type="checkbox"/> Initiatives that require legal review (contracts, other initiatives):</p> <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <p><input type="checkbox"/> N/A</p> <p>*This purchase will be completed utilizing the SourceWell interlocal cooperative which has been vetted and approved by legal.</p>
Presented to, and Approved by, Senior Staff	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
Commissioner Sub-Committee Approval	<p>Initiative presented to commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>N/A: <input type="checkbox"/></p>
For Fire Chief Approval:	<p><input checked="" type="checkbox"/> RAB document complete</p> <p><input checked="" type="checkbox"/> Supporting documentation attached</p> <p><input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Secretary (Mindy Leber)</p> <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>
Confirmed email sent to Board by Fire Chief	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
Board of Fire Commissioners	<p>RAB initiatives go through the following process:</p> <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item

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

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



EMERGENCY RESPONSE
Comments

Customer Contract
Change To Pay or
(To Receive)

Change
Accepted?

	A	B	C	D	E	F	G	O	R
1	Doc Rev	4/8/2022					OEM:		
2	Cont. Change Order: "A"						Chassis:		
3	Truck #: 2300320 (L223007-01) SO#95074								
4	Department: SNOHOMISH, WA.								
5	Date of Precon: April 18, 2023								
6									
7	<u>Change Item #</u>	<u>Add/Delete/Clarification</u>	<u>Option #</u>	<u>Special:</u>	<u>Description</u>	<u>EMERGENCY RESPONSE Comments</u>	<u>Customer Contract Change To Pay or (To Receive)</u>	<u>Change Accepted?</u>	
8	Hide Chassis Blanks	Show Chassis Blanks	Chassis (Chassis Vendor)				Subtotals	\$8,024.00	
9	1000	Clarification	Clarification	5032QXX		This is to be (2) 30 Amp battery direct hot wires & (1) Ground run from the center dash area to behind the drivers seat with studs.	changed	\$0.00	Yes
11	1001	Clarification	Clarification	5033QXX		Extra accessory power Wire to terminate behind the Drivers seat	changed	\$0.00	Yes
13			Delete	1806-001		Transmission Mode Programming 4th Startup/5th			
14	1002	Add/Delete	Add	1806-003		Transmission Mode Programming 5th Startup/6th Mode	changed	\$0.00	Yes
15	1003	Add/Delete	Delete	5013-035		Pump Shift Ctrl Elec Over Air Ctrl Integrated Shifter Pod Pmp Act Down	changed	\$0.00	Yes
16			Add	5013-032		Pump Shift Ctrl Air Ctrl Integrated Shifter Pod			
17	1004	Delete ONLY	Delete	3112-004		Fuel Cooler Above Fuel Tank	changed	(\$542.00)	Yes
19			Delete	2401-022		Frt Axle Meritor MFS 23000# Beam			
20	1005	Add/Delete	Add	2401-039		Frt Axle Hendrickson STEERTEK NXT Fabricated Box Beam 24000#	changed	\$1,323.00	Yes
21			Delete	3202-001		Air Dryer Wabco System Saver 1200 Bhd RH Step			
22	1006	Add/Delete	Add	3202-005		Air Dryer Wabco System Saver 1200 Bhd LH Batt	changed	\$0.00	Yes
23			Delete	2502-002		Frt Shock Absorbers Bilstein			
24	1007	Add/Delete	Add	2502-006		Frt Shock Absorbers Suspension Sply	changed	\$0.00	Yes
25			Delete	2501-018		Frt Suspension 11 Leaf 23000#			
26	1008	Add/Delete	Add	2501-019		Frt Suspension Parabolic STEERTEK NXT Integrated 18000-24000# Spring Pack	changed	\$2,755.00	Yes
27	1009	Add/Delete	Delete	3504-034		Suspension Ctrl Rear Kneel Feature MUX/Prewired to End of Frame	changed	(\$376.00)	Yes
28			Add	3504-001		NO Suspension Controls			
29			Delete	3601-061		Frt Tire 425/65R 22.5 Michelin XFE			
30	1010	Add/Delete	Add	3601-089		Frt Tire 425/65R 22.5 Michelin XZE	changed	\$0.00	Yes
31			Delete	3215-004		Frt Brake Chambers MGM Type 24 Long Stroke			
32	1011	Add/Delete	Add	3215-009		Frt Brake Chambers Hendrickson STEERTEK NXT Type 24	changed	(\$147.00)	Yes
33	1012							\$0.00	Yes
34									
35	1013	Add/Delete	Delete	3349-002		Air Inlet Location LH Lwr Frt Step Fwd	changed	\$0.00	Yes



	A	B	C	D	E	F	G	O	R
	Change Item #	Add/Delete/Clarification		Option #	Special:	Description	EMERGENCY RESPONSE Comments	Customer Contract Change To Pay or (To Receive)	Change Accepted?
7	1015	Add/Delete	Add	3349-005		Air Inlet Location LH Mid Frt Step Fwd	changed	\$0.00	Yes
36	1014							\$0.00	Yes
37	1015	Add ONLY	Add	2111-162		Misc Frame Options LTC 110' Torque Box Hole	changed	\$0.00	Yes
39	1016	Clarification	Clarification	2204-006		The chassis tow eyes are not rated from chassis so there will be no rating label.	changed	\$0.00	Yes
41	1017	Add ONLY	Delete	2302-005		Cab Tilt Aux Pump Manual Mnt w/Tilt Pump	changed	\$323.00	Yes
43	1018	Add ONLY	Delete	1319-019		Addl Cab Int Grab Hndl Rr Dr Diag 30" Grab Bar	changed	\$741.00	Yes
45	1019	Add/Delete	Delete	3407-019		Rear Axle Differential Ctrl DCDL w/Interaxle Lock mux	changed	\$0.00	Yes
47	1019	Add/Delete	Add	3407-004		Rear Axle Differential Ctrl DCDL w/Interaxle Lock			
48	1020	Add/Delete	Delete	1312-005		Switches Ctr Pnl 12 Upr	changed	\$0.00	Yes
49	1020	Add/Delete	Add	1312-002		Switches Ctr Pnl 6 Upr LH			
50	1021	Add/Delete	Delete	5209-025		Elec Inlet Location LH Lwr Front Step Mid Fwd	changed	\$97.00	Yes
51	1021	Add/Delete	Add	5209-045		Elec Inlet Location LH Mid Front Step Fwd			
52	1022	Add/Delete	Delete	1511-201		Windshield Wiper System, Prk Brk Interlock	changed	\$166.00	Yes
53	1022	Add/Delete	Add	1511-203		Windshield Wiper System, Prk Brk Interlock w/Vista Override			
54	1023	Clarification	Clarification	5319QXX		Move these lights to outboard area on the air horn support brackets. NOT TO HANG BELOW THE BUMPER.	changed	\$0.00	Yes
55	1024	Add/Delete	Delete	5386-004		Ground Lt Actv Prk Brk, Resp Sd Dr & Vista	changed	\$0.00	Yes
56	1024	Add/Delete	Add	5386-019		Ground Lt Actv Prk Brk, Resp Sd Dr, Vista & Turn Sig			
57	1025	Add/Delete	Delete	5382-007		Intermediate Step Lts Tecniq D06 LED	changed	\$197.00	Yes
58	1025	Add/Delete	Add	5382QXX		Intermediate Step Lts Tecniq D03 LED but RED IN COLOR.			
59	1026	Delete ONLY	Delete	5310-055		Map Lt Sunnex RH Dash LED	changed	(\$441.00)	Yes
60	1027	Add ONLY	Delete	5726-002		Camera LH Teardrop	changed	\$357.00	Yes
61	1028	Add ONLY	Delete	5727-002		Camera RH Teardrop	changed	\$357.00	Yes
62	1029	Add/Delete	Delete	5728-009		Camera HD Rear Box	changed	\$0.00	Yes
63	1029	Add/Delete	Add	5728-012		Camera HD Rear Box w/o Speaker			
64	1030	Add/Delete	Delete	5732-002		Camera Speaker	changed	(\$109.00)	Yes
65	1030	Add/Delete	Add	5732-001		NO Camera Speaker			
66	1031	Delete ONLY	Delete	5702-023		Two-Way Radio Exterior Conduit to Under RH Seat	changed	(\$109.00)	Yes
67	1032	Add ONLY	Delete	8101-200		Occupant Protection IMMI 4Front & RollTek w/SRA	changed	\$0.00	Yes
68	1033	Add ONLY	Delete	8102-200		Occupant Protection Driver 4Front & Mechanical/Elect Seat RollTek w/SRA	changed	\$0.00	Yes
69	1034	Add ONLY	Delete	8103-200		Occupant Protection Driver 4Front & Mechanical/Elect Seat RollTek w/SRA	changed	\$0.00	Yes
70	1035	Add ONLY	Delete	8106-200		Occupant Protection FFO RollTek w/SRA	changed	\$0.00	Yes
71	1036	Add/Delete	Delete	1237-006		Seat Material USSC Ballistic w/VALORTech XD	changed	\$0.00	Yes
72	1036	Add/Delete	Add	1237-005		Seat Material Bostrom Durawear Plus			
73	1033	Add ONLY	Delete	1201-040		Seat Driver USSC Valor 12-Way Elect ABTS			



	A	B	C	D	E	F	G	O	R
	Change Item #	Add/Delete/Clarification	Option #	Special:	Description	EMERGENCY RESPONSE Comments	Customer Contract Change To Pay or (To Receive)	Change Accepted?	
7	1037	Add/Delete	Add	1201-033		Seat Driver Bostrom Firefighter 8-Way Elect 500 Series ABTS	changed	(\$747.00)	Yes
84			Delete	1213-024		Seat Back Driver Non-SCBA ABTS Reclining	changed	(\$180.00)	Yes
85	1038	Add/Delete	Add	1213-025		Seat Back Driver Non-SCBA ABTS			
86			Delete	1202-038		Seat Officer USSC Valor 2-Way Manual ABTS	changed	(\$199.00)	Yes
87	1039	Add/Delete	Add	1202-036		Seat Officer Bostrom Firefighter 2-Way Manual 500 Series ABTS			
88			Delete	1205-028		Seat Crew FFO USSC Valor Flip-Up	changed	(\$702.00)	Yes
89	1040	Add/Delete	Add	1205-027		Seat Crew FFO Bostrom Firefighter Fold & Hold Flip-Up 500 Series			
90			Delete	1217-001		Seat Back FFO Non-SCBA ABTS	changed	\$2,028.00	Yes
91	1041	Add/Delete	Add	1217-032		Seat Back FFO SCBA IMMI SmartDock			
92			Delete	5303-004		Frt Turn Signals Whelen 600 LED	changed	\$0.00	Yes
93	1042	Add/Delete	Add	5303QXX		Frt Turn Signals Whelen 600 LED #604T THAT REPLACED THE ARROW #60A00TAR.			
94			Delete	5419-003		Int Warn Lts Color Red w/Clr Lens	changed	\$0.00	Yes
95	1043	Add/Delete	Add	5419QXX		Int Warning lights color to be RED/CLEAR LENS - Clear portion to illuminate with the respective turn signal and reverse.			
96	1044	Add ONLY	Delete	5443-003		Aux Intersection Warn Lts Whelen 600 Super LED	CHANGED N/A	\$0.00	Yes
97	1045	Add ONLY	Delete	5444-002		Aux Intersection Warn Lts Color Red	changed	\$0.00	Yes
98	1046	Add ONLY	Delete	5445-003		Aux Intersection Warn Lts Loc Cab Radius Mnt	changed	\$0.00	Yes
99			Delete	5436-009		Aux Side Warn Lts Location Lwr Mid Fwd Position	CHANGED N/A	\$0.00	Yes
100	1047	Add/Delete	Add	5436-004		Aux Side Warn Lts Location locate upper mid rearward flat roof position.			
101			Delete	5449-033		Rr Warn Lts Prewire Bhd Ctr Dash Pnl Whelen TACTL5 Traf Advsr	changed	\$0.00	Yes
102	1048	Add/Delete	Add	5449-049		Rr Warn Lts Prewire & Cutout Whelen TACTL5 Traf Advsr Sw Pnl MstrPwr			
103	1049	Add/Delete	Delete	5333-100		Cornering Lts Whelen 400 LED	changed	\$0.00	Yes
104			Add	5333-114		Cornering Lts Integrated w/Intersection Warn Lt			
105			Delete	5391-009		Cornering Lights Location Behind Cab Radius	changed	\$0.00	Yes
106	1050	Add/Delete	Add	5391-012		Cornering Lights Location Integrated w/Intersection Warn			
107			Delete	5450N-006		Cab Front Lightbar Model Whelen F4NMINI (2)	changed	\$2,923.00	Yes
108	1051	Add/Delete	Add	5450N-016		Cab Front Lightbar Model Whelen F4NMINI Rota-Beam (2)			
109	1052	Delete ONLY	Delete	5325-175		Aux Dome Lt Rr Crew (2) Whelen Red/Clear LED 6" Round Rr Dr Actv	changed	(\$614.00)	Yes
110			Delete	1553-001		Rearview Mirror Ctrl On Mirror Ctrl Panel Rearward of Shift Selector	changed	\$298.00	Yes
111	1053	Add/Delete	Add	1553-003		Rearview Mirror Ctrl On Ctr Dash Rkr Sw Pnl			
112			Add	1553-003		Rearview Mirror Ctrl On Ctr Dash Rkr Sw Pnl			



	A	B	C	D	E	F	G	O	R
7	Change Item #	Add/Delete/Clarification	Option #	Special:		Description	EMERGENCY RESPONSE Comments	Customer Contract Change To Pay or (To Receive)	Change Accepted?
117	1054	Add/Delete	Delete	5204-054		Elec Inlet 120V 20A	changed	\$625.00	Yes
118			Add	5204-114		Elec Inlet 120V 20A Auto Eject w/Label			
119	1055	Add/Delete	Delete	5206-005		Elec Inlet color Grey	changed	\$0.00	Yes
120			Add	5206-002		Elec Inlet color Yellow			
310									
311	Hide Boiler Plate Blanks		Show Boiler Plate Blanks		+ 20	Boiler Plate / Chassis Modifications (Spartan ER)	Subtotals	\$932.00	
312	2000	Clarification	Clarification	06-20-0002		Make sure the electrical and fuel lines are tied together but not to the chassis frame, so tank can be dropped without cutting a wire tie.		\$0.00	Yes
314	2001	Add/Delete	Delete	04-50-0510		Inverter - located underneath the forward facing seat pedestal.		\$713.00	Yes
315			Add	04-50-0510		Inverter - there is a pass thru for the 120V. Inverter control in the L2 compartment integrated into the pump panel as high as possible. The inverter location to be between the forward facing seats. Enclosed in a vented cover with a Hinged front panel with a latch at the top and with a 1" lip on the top to create a tray.			
316	2002	Add ONLY	Add	00-30-2000		Add a Mid inspection provided by the dealer.		\$0.00	Yes
318	2003	Clarification	Clarification	04-45-0001		Use the same set up as BRANDON installed, But will need to change in height because this is not a 10" raised roof cab.		\$0.00	Yes
320	2004	Clarification	Clarification	04-45-0006		DELETED - The Kneeling switch verbiage. Put everything in the Rear LH compartment. Door unlock & rear light switch mounted low rear wall.		\$0.00	Yes
322	2005	Add ONLY	Add	06-22-1510		Chassis supplied Air Chuck Outlet - Install left sidelower rear pump panel		\$219.00	Yes
413									
414	Hide Pump Blanks		Show Pump Blanks		+ 20	Pump / Pumpcompartment	Subtotals	\$11,379.00	
415	3000	Delete ONLY	Delete	26-45-0100		Left Side Suction Hose-25' of 5" Cavity		(\$312.00)	Yes
417	3001	Delete ONLY	Delete	27-16-1020		Black Line-X Interior Finish		(\$176.00)	Yes
419	3002	Add/Delete	Delete	27-18-0100		TecNiq T44 series, 4" Rd LED Under Running Board Lighting - LH		\$119.00	Yes
420			Add	27-18-0100 Special		LH side running board illumination is to be Amdor H2O High Output LED ground lighting.			
421	3003	Add/Delete	Delete	27-18-0100		TecNiq T44 series, 4" Rd LED Under Running Board Lighting - RH		\$119.00	Yes
422			Add	27-18-0100 Special		RH side running board illumination is to be Amdor H2O High Output LED ground lighting			
423	3004	Add/Delete	Delete	58-60-0005		Lighting activation Park brake		\$0.00	Yes
424			Add	58-60-0005		Lighting activation to match the chassis activation			



	A	B	C	D	E	F	G	O	R
7	Change Item #	Add/Delete/Clarification		Option #	Special:	Description	EMERGENCY RESPONSE Comments	Customer Contract Change To Pay or (To Receive)	Change Accepted?
425	3005	Clarification	Clarification	53-30-1380		Handrail illumination to be RED & make sure its mounted on the front face of the operators panel.		\$0.00	Yes
427	3006	Clarification	Clarification	08-21-0070		Change rating to 1750 GPM.		\$0.00	Yes
429	3007	Add ONLY	Add	10 21 6000		LH - (1) Akron Electric Wafer Valve (Inside Panel)		\$4,553.00	Yes
431	3008	Add ONLY	Add	10-21-601E		LH - (1) Akron 9333 Navigator Pro 2.0 Electric Controller Only		\$957.00	Yes
433	3009	Add ONLY	Add	10 24 8100		LH - Auxiliary Gated Intake Pressure Relief - TFT		\$582.00	Yes
435	3010	Delete ONLY	Delete	10-25-1000		6" Chrome cap for Intake		(\$349.00)	Yes
437	3011	Delete ONLY	Delete	16-53-6000		DELETE - The RH Mater discharge Term: 4" NPT x 5" Storz elbw w/cap		(\$562.00)	Yes
439	3012	Add ONLY	Add	09-50-1605		Thermal pressure relief valve to the pump - Waterouse overheat protection manager with light & Alarm.		\$1,446.00	Yes
441	3013	Clarification	Clarification	16-65-0410		Buckles on the Deadlay compartment. are to be only on the TOP & BOTTOM. NOTHING on the SIDES. Buckles are to match the Pumpers built in Brandon.		\$220.00	Yes
443	3014	Clarification	Clarification	16-20-1160		The deadlay area to have UNISTRUT mounted to the floor with (4) dividers that do not inpeed into the opening.using the space from the cradle surround to the rear compartment flange.		\$0.00	Yes
445	3015	Add/Delete	Delete	16-60-0360		IC gauges - Aerial feed gauges		(\$6.00)	Yes
446	Add		16-60-0075		ADD -Class 1 gauges with - RED backlit				
447	3016	Add ONLY	Add	16-62-0510		Gauges LED Backlit - Red		\$95.00	Yes
449	3017	Add/Delete	Delete	16-60-0350		IC gauges - Discharge gauges		(\$13.00)	Yes
450	Add		16-60-0100		Class 1 2.5" Gauge (IC bezel/label not avail)				
451	3018	Add ONLY	Add	16-62-0510		Gauges LED Backlit - Red		\$190.00	Yes
453	3019	Add ONLY	Add	14-10-0520		2.5" Right Side Inlet NXT Aerial		\$331.00	Yes
455	3020	Add ONLY	Add	14-30-0210		Akron Electrically Actuated Valve - 2.5" - NXT Aerial		\$2,079.00	Yes
457	3021	Add ONLY	Add	14-33-0006		Akron Navigator Pro 2.0 Electric Controller Only-9333		\$957.00	Yes
459	3022	Add ONLY	Add	14-45-0005		2.5" Side Inlet Piping		\$253.00	Yes
461	3023	Delete ONLY	Delete	14-55-1000		LH inlet Term: 2.5" NPT x 2.5" NST adapt w/Plug		(\$191.00)	Yes
463	3024	Clarification	Clarification	27-00-0100		FULL WIDTH Running Board Details, NXT Aerial		\$0.00	Yes
465	3025	Add ONLY	Add	27-12-0175		Left Side Pull Out Step - "Aluminum Diamond Grip Strut"		\$550.00	Yes
467	3026	Add ONLY	Add	27-12-0275		Right Side Pull Out Step - "Aluminum Diamond Grip Strut"		\$550.00	Yes
469	3027	Delete ONLY	Delete	16-53-6050		DELETE - Aerial inlet Term: 4" NST x 5" Storz Elbw w/cap (aerial inlet)		(\$499.00)	Yes



	A	B	C	D	E	F	G	O	R
7	Change Item #	Add/Delete/Clarification	Option #	Special:	Description	EMERGENCY RESPONSE Comments	Customer Contract Change To Pay or (To Receive)	Change Accepted?	
471	3028	Add ONLY Add	28-25-1130		Innovative Control Four Place Switch Panel to activate - FRONT SCENE, LEFT SCENE, RIGHT SCENE, REAR SCENE.		\$486.00	Yes	
616									
617	Hide Aerial Blanks	Show Aerial Blanks	+ 20		Aerial Device	Subtotals	\$9,467.00		
618	4000	Add/Delete	Delete	85-04-0700	Aerial painted WHITE		\$853.00	Yes	
619			Add	85-04-1030	Aerial Painted Gray Metallic Silver to FLNA 96920				
620	4001	Clarification	Clarification	85-10-0100	PTO & Aerial power on (1) switch in the VISTA		\$0.00	Yes	
622	4002	Add/Delete	Delete	85-04-0730	Outrigger paint - SILVER FLNA 96908		\$167.00	Yes	
623			Add	85-04-1030	Outrigger paint to -Match ladder color Gray Metallic Silver to FLNA 96920				
624	4003	Add/Delete	Delete	85-32-0150	Dual Turntable Deck Access with Safety Chains		\$2,092.00	Yes	
625			Add	85-32-0160	Dual Turntable Deck Access with Mansaver Bars				
628	4005	Add/Delete	Delete	86-56-0100	Turntable console lid to be Black Line-X		(\$45.00)	Yes	
629			Add	86-56-0110	Turntable console lid to be Treadplate				
630	4006	Clarification	Clarification	85-30-0020	Turntable handrails will be Knurled SSTL,		\$0.00	Yes	
632	4007	Add/Delete	Delete	16-25-0210	Aerial Feed Pump & Rear Inlet Supplied - NXT		(\$217.00)	Yes	
633			Add	16-25-0220	Aerial Feed - Pump & Rear Inlet/Discharge Waterway - NXT				
634	4008	Clarification	Clarification	85-16-0030	Everything that can be controlled on the AL-11 system should be including Monitor controls accept for the Air Horn.		\$0.00	Yes	
636	4009	Add/Delete	Delete	16-44-2225	4" Discharge Piping (pump/rear inlet)		\$813.00	Yes	
637			Add	16-44-2210	4" Discharge Piping (aerial feed/pump/rear inlet/discharge waterway)				
638	4010	Add ONLY	Add	16-30-0405	Butterfly Valve Provided with Aerial Device		\$304.00	Yes	
640	4011	Add ONLY	Add	86-18-0300	Electric Butterfly Valve below Turntable Swivel		\$5,027.00	Yes	
642	4012	Add/Delete	Delete	86-06-0050	Aerial Waterway System (pump/rear inlet supplied RM110)		\$0.00	Yes	
643			Add	86-06-0075	Aerial Waterway System (pump/rear inlet supplied/rear discharge RM110)				
644	4013	Add/Delete	Delete	87-06-1280	Color White Tracking lights.		\$0.00	Yes	
645			Add	87-06-1290	Color Black Tracking lights.				
646	4014	Add/Delete	Delete	87-06-1280	Color White Tip lights.		\$0.00	Yes	
647			Add	87-06-1290	Color Black Tip.				
648	4015	Add/Delete	Delete	87-06-4020	Blue ladder illumination.		\$0.00	Yes	
649			Add	87-06-4030	RED ladder illumination.				
650	4016	Add/Delete	Delete	87-10-0040	Delete - Aerial 110V wiring.		(\$1,657.00)	Yes	
651			Add	87-10-0020	NO Aerial 110V wiring.				
652	4017	Delete ONLY	Delete	87-10-1100	Delete - Outlet located at the ladder tip.		\$0.00	Yes	
654	4018	Delete ONLY	Delete	87-10-1260	Delete NEMA L5-20R outlet type at the tip.		(\$234.00)	Yes	



	A	B	C	D	E	F	G	O	R
7	Change Item #	Add/Delete/Clarification		Option #	Special:	Description	EMERGENCY RESPONSE Comments	Customer Contract Change To Pay or (To Receive)	Change Accepted?
656	4019	Add ONLY	Add	92-12-0520		ADD (1) more Fore / aft level.		\$338.00	Yes
658	4020	Add/Delete	Delete	85-04-0700		White Sign panel.		\$167.00	Yes
659			Add	85-04-1030		Job color RED sign panel.			
660	4021	Delete ONLY	Delete	92-14-0410		Special tools.		(\$3,044.00)	Yes
662	4022	Clarification	Clarification	95-62-1000		Rope rescue items will include the LT tip rope roller that will be stored in a compartment by the fire department & a SMEAL type CHANGE OF DIRECTION bracket that attaches on the base of the base section. This bracket will also be stored somewhere on the apparatus by the fire department.		\$0.00	Yes
664	4023	Add ONLY	Add	95-32-1000		Add - Roof ladder mount on the base section to hold a 8' 750 wall duo-safety.		\$2,350.00	Yes
666	4024	Add ONLY	Add	95-16-2050		The 8' wall ladder will be located opposite of the turntable console & the 14' roof ladder will be located on the same side as the console.		\$0.00	Yes
668	4025	Add ONLY	Add	95-32-1020		The roof ladder bracket will be designed to accomodate (1) 14' 775DR roof ladder on the console side and (1) 8' 750A WALL ladder on the other side.		\$0.00	Yes
670	4026	Clarification	Clarification	90-03-1050		Wheel Chocks are to be shipped loose		\$0.00	Yes
672	4027	Clarification	Clarification	90-03-1200		Wheel Chock mounting brackets are to be shipped loose		\$0.00	Yes
674	4028	Add/Delete	Delete	92-02-5200		Delete the Gemtor ladder belts		\$0.00	Yes
675			Add	92-02-5154		Fire Department supplied Ladder Belts			
676	4029	Delete ONLY	Delete	92-02-5202		Delete - Small size ladder belt		(\$255.00)	Yes
678	4030	Delete ONLY	Delete	92-02-5203		Delete - Medium size ladder belt		(\$254.00)	Yes
680	4031	Delete ONLY	Delete	92-02-5204		Delete - Large size ladder belt		(\$255.00)	Yes
682	4032	Delete ONLY	Delete	92-02-5205		Delete - X-Large size ladder belt		(\$254.00)	Yes
684	4033	Add/Delete	Delete	85-04-0410		Egress Natural SSTL		\$673.00	Yes
685			Add	85-04-0420		Egress to be painted Job color RED			
686	4034	Add/Delete	Delete	85-40-0410		(1) set of folding steps in the fly section.		\$1,580.00	Yes
687			Add	85-40-0430		(2) sets of folding steps in the fly section.			
688	4035	Add ONLY	Add	95-14-1000		(2) Chain Saw Scabbard, Fly Section		\$1,318.00	Yes
690	4036	Add ONLY	Add	95-16-2025		Mounted (1) each side		\$0.00	Yes
759									
760	Hide Body Blanks		Show Body Blanks		+ 20	Body	Subtotals	\$22,753.00	
761	5000	Clarification	Clarification	30-12-7000		Body Color RED Sikkens FLNA 31672		\$0.00	Yes
763	5001		Delete	30-31-5005		Compartment Filter Vent System, Aerials			



	A	B	C	D	E	F	G	O	R
	Change Item #	Add/Delete/Clarification		Option #	Special:	Description	EMERGENCY RESPONSE Comments	Customer Contract Change To Pay or (To Receive)	Change Accepted?
764		Add/Delete	Add	30-31-5030		ADD - Compartment Power Vent System, Aerials - (1) electric ventilation fan to be located in L2, L3, L4, L5 & R2, R3, R4 compartments. The fans shall be 12 volt computer style that are controlled by a relay controlled by a relay connected to the shore power and switched on by a programmable timer. The timer shall allow the fans to come on for two hours and off for four hours. also adding 30-31-5105 Fan Protection-Hat Channels.		\$3,130.00	Yes
765	5002	Add/Delete	Delete	37-90-0210		Satin trim on the ROM roll up doord		\$1,250.00	Yes
766	Add		37-90-0215		ROM Compartment Doors, track & trim wet painted				
767	5003	Add/Delete	Delete	58-55-0100		TecNiq T44 series, 4" Rd LED Under Access Step Lighting. Turntable access steps.		\$237.00	Yes
768			Add	58-55-0100 special		Change to Amdor H2O High Output LED ground lighting. Turntable access steps.			
769	5004	Add/Delete	Delete	53-32-0020		Handrail light activation park brake & Switch in the cab.		(\$62.00)	Yes
770			Add	53-32-0005		Handrail light activation park brake			
771	5005	Clarification	Clarification	53-00-0310		Side Rub Rails - Match the brandon Pumper rubrail.		\$0.00	Yes
773	5006	Clarification	Clarification	53-02-0105		Rear Rub Rails - Match the brandon Pumper rubrail.		\$0.00	Yes
775	5007	Add ONLY	Add	36-20-0200		Remove the extensions on the body above the L4 & R4 compartment where the Hyd. Generator would normally be located for a stokes mount that will be added later in the change order. Charge is for the new body weldment that is required.		\$550.00	Yes
777	5008	Add/Delete	Delete	69-00-2570		Auxillary Ground Pad Storage, (4 Pads-2 Slides) Drop In Alum Pan Type		\$0.00	Yes
778			Add	69-00-2570 SPECIAL		Auxillary Ground Pad Storage, (4 Pads-3Slides) Drop In Alum Pan Type. Ground pads mounted (1) shipped loose to be mounted in the L2 compartment. (1) mounted under the L5, (1) mounted under the R4, & (1) mounted under R2 compartment.			
779	5009	Add ONLY	Add	68-70-0040		Revised the rear center ladder storage to accomadate (2) NY roof hooks, (1) MPH-10 w/D, & (2) TRH-6 w/D handle.		\$562.00	Yes
781	5010	Add ONLY	Add	90-11-0120		ADD (1) more Duo Safety 35' Alum. 1200A 2-sect. for a total of (2).		\$1,845.00	Yes
783	5011	Add ONLY	Add	90-11-0070		ADD (1) more Duo Safety 24' Alum. 900A 2-sect. for a total of (2).		\$1,245.00	Yes
785	5012	Delete ONLY	Delete	90-12-0085		Delete Duo Safety 20' Alum 875DR roof ladder.		(\$744.00)	Yes
787	5013	Delete ONLY	Delete	90-12-0035		Delete (1) Duo Safety 14' Alum 775DR roof ladder for a total of (1).		(\$668.00)	Yes



	A	B	C	D	E	F	G	O	R
7	Change Item #	Add/Delete/Clarification		Option #	Special:	Description	EMERGENCY RESPONSE Comments	Customer Contract Change To Pay or (To Receive)	Change Accepted?
789	5014	Delete ONLY	Delete	90-14-0030		Delete Duo 14' Alum 2 section Fresno ladder (model 701-A).		(\$698.00)	Yes
791	5015	Add ONLY	Add	90-12-0010		ADD - (1) Duo Safety 8' Alum 750A WALL ladder for a total of (1). This will be mounted on the base section of the aerial.		\$641.00	Yes
793	5016	Delete ONLY	Delete	90-21-1310		Delete - Fire Hooks (Qty) NH-12' (National Hook)		(\$275.00)	Yes
795	5017	Delete ONLY	Delete	90-21-1320		Delete - Fire Hooks (Qty) NH-8' (National Hook)		(\$217.00)	Yes
797	5018	Delete ONLY	Delete	90-21-1325		Delete - Fire Hooks (Qty) NH-6' (National Hook)		(\$195.00)	Yes
799	5019	Add ONLY	Add	90-21-1115		Fire Hooks MPH-10' W/ "D" HANDLE (Multi Purpose Hook) - IN LADDER BANKING		\$427.00	Yes
801	5020	Add ONLY	Add	90-21-0020		Fire Hooks MPH-8' W/ "D" HANDLE (Multi Purpose Hook) - IN FLY SECTION		\$347.00	Yes
803	5021	Add ONLY	Add	90-21-1127		Fire Hooks MPH-5' W/ "D" HANDLE (Multi Purpose Hook) - SHIPPED LOOSE		\$309.00	Yes
805	5022	Add ONLY	Add	90-21-1420		Fire Hooks RH-8' (NY Roof Hook/Steel) IN THE LADDER BANKING.		\$351.00	Yes
807	5023	Add ONLY	Add	90-21-1425		Fire Hooks RH-6' (NY Roof Hook/Steel) IN THE LADDER BANKING.		\$332.00	Yes
809	5024	Add ONLY	Add	90-21-1515		(2) - Fire Hooks TRH-6' W/ "D" HANDLE (Arson Trash Hook) LOCATED ABOVE THE TORQUE BOX.		\$681.00	Yes
811	5025	Add ONLY	Add	52-16-0050		Shelving Package, Aerials		\$0.00	Yes
813	5026	Add ONLY	Add	52-16-0310		(2) Full Width x Full Depth-Upper Shelves		\$769.00	Yes
815	5027	Add ONLY	Add	52-40-0120		(1) shelf in the L-4 Compartment		\$0.00	Yes
817	5028	Add ONLY	Add	52-40-0215		(1) shelf in the R-3 Compartment		\$0.00	Yes
819	5029	Add ONLY	Add	52-22-0030		Roll-Out Tray Package- Aerials		\$0.00	Yes
821	5030	Add ONLY	Add	52-23-0205		(1) Floor Mount Roll Out -Full Width-(Austin 300#/100% w/FDR)		\$1,340.00	Yes
823	5031	Add ONLY	Add	52-40-0220		(1) tray in the R-4 compartment		\$0.00	Yes
825	5032	Add ONLY	Add	52-26-0605		Turtle Tile Floor Protective Matting (Trays/Shelves), Aerials		\$1,741.00	Yes
827	5033	Add ONLY	Add	52-26-1220		Black Matting		\$0.00	Yes
829	5034	Add ONLY	Add	52-39-0020		Tool board package		\$0.00	Yes
831	5035	Add ONLY	Add	52-39-0115		(4) Pull-Out Tool Board -Aluminum w/DA Finish		\$6,087.00	Yes
833	5036	Add ONLY	Add	52-40-0110		(1) Pull-out Tool board in the L-2 compartment		\$0.00	Yes
835	5037	Add ONLY	Add	52-40-0125		(2) Pull-out Tool boards in the L-5 compartment		\$0.00	Yes
837	5038	Add ONLY	Add	52-40-0210		(1) Pull-out Tool board in the R-2 compartment		\$0.00	Yes
839	5039	Add ONLY	Add	52-39-0215		Adjustable Depth Swing-Out Tool Board -Aluminum w/DA Finish		\$1,805.00	Yes
841	5040	Add ONLY	Add	52-40-0115		(1) Swing-out Tool board in the L-3 compartment		\$0.00	Yes



	A	B	C	D	E	F	G	O	R
	Change Item #	Add/Delete/Clarification		Option #	Special:	Description	EMERGENCY RESPONSE Comments	Customer Contract Change To Pay or (To Receive)	Change Accepted?
843	5041	Add ONLY	Add	50-60-0100		Add a stokes mount on top of the body transversing from side to side above the L4 - R4 compartment where the Generator would normally be located. The box is to favor the drivers side. Make the box out of treadplate OPEN on the top with (3) sides. On the open end (drivers side) there shall be a 2" lip to keep the stokes from sliding out. The stokes will deploy from the drivers side. (2) seat belt straps with footman loops will be installed to secure the stokes into the box.		\$1,493.00	Yes
845	5042	Delete		37-05-0005		Rear Ladder Compartment Door, satin finish		\$470.00	Yes
846		Add/Delete		37-05-0015		Rear Ladder Compartment Door, track & trim wet painted			
962									
963	Hide Electrical Blanks		Show Electrical Blanks		+ 20	Electrical	Subtotals	\$14,235.00	
964	6000	Delete		70-36-2280		(6) TecNiq T44 Series, 4" Rd LED Underbody Lights		\$0.00	Yes
965		Add/Delete		70-36-2280		(6) Change to Amdor H2O High Output LED ground lighting			
966	6001	Delete ONLY	Delete	75-26-0010		Delete the Britax lights		(\$211.00)	Yes
968	6002	Delete		78-50-1005		(2) Scene lights located top of body @ front body corners, (1) ea side		\$1,365.00	Yes
969		Add/Delete		78-50-0480		(4) Scene lights located top of body two each side IN DP HOUSINGS			
970	6003	Delete		78-51-1120		(1) light each side - (2) total - Fire Tech FT-MB-2.18-FT Series- 12v 36-LED 21" - Combo		\$4,082.00	Yes
971		Add/Delete		78-51-1120		(2) lights each side - (4) total - Fire Tech FT-MB-2.18-FT Series- 12v 36-LED 21" - Combo			
972	6004	Delete		82-60-2000		Body Side Scene light(s) switched with chassis side lights		\$0.00	Yes
973		Add/Delete		82-60-2531		Body Side Scene light(s) switch on the vista & pump pnl-Ind Switch (stationary)			
974	6005	Delete		82-60-3525		Rear Scene light(s) switched with reverse (stationary)		\$0.00	Yes
975		Add/Delete		82-60-3545		Rear Scene light(s) switched at the left rear, reverse, pump panel & Vista.			
976	6006	Add ONLY	Add	74-2F-5015		ADD - (2) whelen 500 TIR6 (1) each side under the dual air bottle holders in the wheelwell.		\$592.00	Yes
978	6007	Add ONLY	Add	75-05-0205		Side Lights Standard Flash		\$0.00	Yes
980	6008	Add ONLY	Add	75-10-0310		Side Lights are Red with Clear Lenses		\$0.00	Yes
982	6009	Add ONLY	Add	75-20-1010		Chrome Finish Bezel		\$0.00	Yes



	A	B	C	D	E	F	G	O	R
7	Change Item #	Add/Delete/Clarification		Option #	Special:	Description	EMERGENCY RESPONSE Comments	Customer Contract Change To Pay or (To Receive)	Change Accepted?
984	6010	Delete ONLY	Delete	84-00-0000		{Qty 1} Hannay Cord Reel & Package		(\$1,630.00)	Yes
986	6011	Delete ONLY	Delete	84-00-0025		200 ft of Yellow 10-3 cord		(\$425.00)	Yes
988	6012	Delete ONLY	Delete	84-10-0020		Termination - Circle D L5-20 Junction Box		(\$1,335.00)	Yes
990	6013	Delete ONLY	Delete	84-13-0010		Yellow Finish		\$0.00	Yes
992	6014	Delete ONLY	Delete	84-05-0000		Cord Reel Rewind Activation		\$0.00	Yes
994	6015	Delete ONLY	Delete	84-60-0105		Reel Located in R-1 Compartment		(\$193.00)	Yes
996	6016	Delete ONLY	Delete	84-60-1005		Reel in Forward Compartment Position		\$0.00	Yes
998	6017	Delete ONLY	Delete	84-60-2005		Fixed Roller Assembly-rollers attached to reel frame		(\$303.00)	Yes
1000	6018	Add ONLY	Add	00-10-2000		Electrical & inverter system - 120V/240V Wiring		\$548.00	Yes
1002	6019	Add ONLY	Add	80-20-1070		ADD a 8 slot load center for the installation of the receptacles to be run from the shoreline and the inverter.		\$1,079.00	Yes
1004	6020	Add ONLY	Add	80-21-0030		Load Center Location: L-2 rearward wall (recessed)		\$567.00	Yes
1006	6021	Add ONLY	Add	80-80-0010		Automatic Transfer Switch for INVERTER /Shore Power - QTY-(2) One transfer switch for the Left hand receptacles & (1) transfer switch for the right hand receptacles & the one in the cab.		\$2,917.00	Yes
1008	6022	Add ONLY	Add	80-82-0540		(6) Line Voltage Outlet Location - L-2, L-3,L-4,R-2, R-3, R4		\$1,968.00	Yes
1010	6023	Add ONLY	Add	80-83-0020		(6) 5-15 - Duplex,120V/15A (interior location)		\$1,631.00	Yes
1012	6024	Add ONLY	Add	80-84-0040		(6) INVERTER/Shoreline Powered Outlet(s)-through transfer switch		\$460.00	Yes
1014	6025	Add ONLY	Add	80-82-0570		Line Voltage Outlet Location - L-5		\$329.00	Yes
1016	6026	Add ONLY	Add	80-83-0010		5-15 - 4 GANG BOX,120V/15A (interior location)		\$799.00	Yes
1018	6027	Add ONLY	Add	80-84-0040		INVERTER / shoreline Powered Outlet(s)-through transfer switch		\$77.00	Yes
1020	6028	Add ONLY	Add	80-82-0770		Line Voltage Outlet Location - BEHIND DRIVER SEAT		\$329.00	Yes
1022	6029	Add ONLY	Add	80-83-0010		5-15 - 4 GANG BOX, 120V/15A (interior location)		\$799.00	Yes
1024	6030	Add ONLY	Add	80-84-0040		INVERTER / shoreline Powered Outlet(s)-through transfer switch		\$77.00	Yes
1026	6031	Add ONLY	Add	72-10-0199		All warning lights that can be hooked up to the chassis provided Smart controller "Whelen CenCom Core system should be.		\$713.00	Yes
1065									
1066	Hide Extras Blanks		Show Extras Blanks		+ 20	Lettering, Striping, & Equipment	Subtotals	\$1,093.00	
1067	7000	Clarification	Clarification	88-76-1010		The Department badge decals are to installed on the cab EMS doors.		\$0.00	Yes
1069	7001		Delete	88-20-0130		Delete - The reflective stripe around the apparatus in a straight line.			



	A	B	C	D	E	F	G	O	R				
7	Change Item #	Add/Delete/Clarification		Option #	Special:	Description	EMERGENCY RESPONSE Comments	Customer Contract Change To Pay or (To Receive)	Change Accepted?				
1070		Add/Delete	Add	88-20-0350 SPECIAL		The reflective stripe around the apparatus is to be the pattern that the Fire department supplies to us from pictures that they will supply.		\$1,093.00	Yes				
1168													
1169	Hide Dealer Blanks		Show Dealer Blanks	+ 20	Dealer Provided and Installed		Subtotals	\$0.00					
1271													
1272								Customer Contract					
1273								Change To Pay or					
1274								(To Receive)					
1275	Change Order Chassis Sub-Total							\$8,024.00					
1276	Change Order Aerial Sub-Total							\$9,467.00					
1277	Change Order Spartan ER Non-Aerial Portions Sub-Total							\$50,392.00					
1278	Change Order Totals							\$67,883.00					
1279													
1280	15% Change Order Surcharge Total (Already included in the Change Order Totals)							\$0.00					
1281													
1282	Delivery days Commitment from Contract Signing							0					
1283													
1284	The above list of changes will be incorporated into the final release specifications and will amend the original specification accordingly with these changes.												
1285													
1286													
1287	# days added to delivery commitment for this change order due to scope and/or quantity							0					
1288													
1289	New contractual delivery days commitment for scope of changes							0					
1290													
1291													
1292	Date Spartan ER sent to Customer/Dealer for Signature - SENT 6/23 REV 7/26							7/26/2023					
1293	Date CO to be returned to Spartan (due 10 calendar days from date sent)							8/5/2023					
1294	***FOR EVERY ONE (1) DAY PAST THE DUE DATE REQUIREMENT, ONE (1) ADDITIONAL DAY WILL BE ADDED TO CONTRACTUAL DELIVERY FOR EVERY DAY LATE & WILL BE INCLUDED ON THE FINAL INVOICE***												
1295													
1296													
1297													
1298	Customer Signature _____		Customer Name _____				Date _____						
1299	Dealer Signature _____		Dealer Name _____				Date _____						
1300	Spartan ER Signature __Shanon Fox_____		Spartan ER Name_Shanon Fox_____				Date __7/26/23_____						



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

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

Initiative Name: Draft Policy Approval	
Executive member responsible for guiding the initiative: DC McConnell	
Type of Action:	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution
Initiative Description: <ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 	<p>The agency is working through adoption of updated policies developed in the Lexipol format. The policy approval process includes division head review, staff policy committee review, labor review, senior staff review, commission policy committee review, and final board adoption. This is an ongoing process requiring monthly review and approval.</p> <p>Draft Policy:</p> <ul style="list-style-type: none"> 334 Decontamination 709 Photography and Electronic Imaging 1040 Driving History Review 1045 Automobile Usage 1046 Entrance Requirements for All Personnel
Financial Impact:	Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ Long-term annual amount(s): \$ Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended:
Risk Assessment:	Risk if approved: N/A Risk if not approved: Increased liability due to outdated policies that do not match current agency practices or meet organizational needs.

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

Decontamination

334.1 PURPOSE

To establish a best practice that minimizes exposure to toxic fireground contaminants and provides practical, reasonable steps toward personal and equipment decontamination.

334.2 PERSONNEL AFFECTED

Total Department

334.3 REFERENCES

[NFPA 1500](#)

[WAC 296-305- 04001](#)

[Firefighter Cancer Support Network Washington Chapter](#)

Procedure 308 Decontamination

334.4 DEFINITIONS

PPE - helmet, face piece, flash hood, bunker jacket and pants, boots, and gloves.

Gross Decontamination - the initial brushing and/or rinsing using a brush, water, and soap to eliminate visible contaminants.

Full Decontamination - secondary, detailed brushing, rinsing, or extracting to eliminate all contaminants

Personal Decontamination - showering and laundering of clothing.

Dry Decontamination - decontamination using a brush

Wet Decontamination - decontamination using water

Gross Decontamination Kit - A sealed bucket provided to all district engines that will contain at a minimum:

- one (1) roll 50-gallon trash bags
- one (1) each 8.5-inch gong brush ([Home Depot model #227MBHDXRM](#))
- one (1) package disposable wet wipes
- one (1) box XL nitrile gloves

Dedicated Decontamination Hose - a small-diameter hose line with nozzle as selected by the Driver/Operator for gross decontamination. This line will only be used for gross decontamination and not for any suppression activity.

Decontamination

334.5 POLICY

It will be the policy of the District to ensure that all Personal Protective Equipment (PPE) and personnel are properly decontaminated after all incidents and training involving the products of combustion or exposure to biological contaminants.

334.6 RESPONSIBILITY

All uniformed personnel exposed to the products of combustion are responsible for ensuring they complete on-scene decontamination as directed by the incident commander (IC) or his/her designee and after completing all operational assignments. This includes the post-incident storage of PPE and returning to the station for personal decontamination when directed by the IC.

334.6.1 INCIDENT COMMANDER RESPONSIBILITIES

- Determining when on-scene decontamination is required.
- Identifying exposure to hazardous materials and implementing additional decontamination measures, as required
- Announcing the location where decontamination will occur
- Ensuring personnel are compliant with proper decontamination procedures
- Developing a resource release schedule that limits out of service time while units return to quarters for full decontamination and showers

334.6.2 OFFICER RESPONSIBILITIES

1. Monitoring their personnel for exposure to the products of combustion and ensuring decontamination of PPE and skin occurs on-scene
2. Monitoring radio traffic to determine the need of their assigned resource while the unit is out of service for decontamination and cleaning
3. Ensuring their unit is made available for response as soon as feasible after personal and full decontamination have been completed

334.6.3 FIRST ARRIVING DRIVER/OPERATOR OR UNIT ASSIGNED BY IC RESPONSIBILITIES

1. Identifying the location of on-scene decontamination and informing the chain of command
2. Retrieving the gross decontamination kit and dedicated decontamination hose and preparing the on-scene gross decontamination area
3. Donning full PPE with SCBA or N95 and safety glasses
4. Performing on-scene decontamination

334.6.4 RESPONSIBILITIES OF ALL PERSONNEL

1. Ensuring compliance with proper decontamination procedures

Snohomish Regional Fire & Rescue

Policy Manual

Decontamination

2. Maintaining an additional set of clean bunker gear to be placed in service while soiled PPE is decontaminated.
3. Ensuring an inventory of Tyvek suits are available on apparatus to change into post-incident. Additionally, personnel are encouraged to carry a personal change of clothing.

Information Technology Use

704.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of district information technology resources, including computers, electronic devices, hardware, software and systems.

704.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by Snohomish Regional Fire & Rescue that are provided for official use by members. This shall include all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through District or district funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system, including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

704.2 POLICY

Snohomish Regional Fire & Rescue members shall use information technology resources, including computers, software and systems, that are issued or maintained by the District in a professional manner and in accordance with this policy.

704.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any district technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the district email system, computer network or any information placed into storage on any district system or device. This includes records of all keystrokes or Web-browsing history made at any district computer or over any district network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through district computers, electronic devices or networks.

Information Technology Use

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

704.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisor or Fire Chief.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

704.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software infection, members shall not install any unlicensed or unauthorized software on any district computer. Members shall not install personal copies of any software on any district computer. Any files or software that a member finds necessary to install on district computers or networks shall be installed only with the approval of district information systems technology (IT) staff and only after being properly scanned for malicious attachments.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the District while on district premises, computer systems or electronic devices. Such unauthorized use of software exposes the District and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of district- or District-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff.

704.4.2 HARDWARE

Access to technology resources provided by or through the District shall be strictly limited to district-related activities. Data stored on or available through district computer systems shall only be accessed by authorized members who are engaged in an approved district-related project or program or who otherwise have a legitimate district-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

704.4.3 INTERNET USE

Internet access provided by or through the District shall be strictly limited to district-related activities. Internet sites containing information that is not appropriate or applicable to district

Snohomish Regional Fire & Rescue

Policy Manual

Information Technology Use

use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

704.4.4 OFF-DUTY USE

Members shall only use technological resources related to their job while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off-the-clock" work-related activities.

704.5 PROTECTION OF SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure district computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

704.6 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the District involving one of its members or a member's duties, an alleged or suspected violation of any district policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the district computer system when requested by a supervisor or during the course of regular duties that require such information.

Photography And Electronic Imaging

709.1 PURPOSE AND SCOPE

The purpose of this policy is to authorize district members to utilize photography and electronic imaging to document incidents while also protecting the privacy of citizens and ensuring district compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA). Records management and HIPAA restrictions are covered in detail under separate sections in this Policy Manual.

This policy establishes legal ownership of all photographs and electronic images collected by district members, establishes the parameters for the types of incidents, subjects and activities that may be photographed or electronically imaged, and establishes restrictions on the use of such photographs and electronic images.

709.2 POLICY

It is the policy of Snohomish Regional Fire & Rescue to authorize members to utilize photography and electronic imaging to document incidents and district activities that are subject to compliance with specific regulations, conditions, restrictions and guidelines.

The use of photography or electronic imaging of medical patients, injured victims or other people who are medically evaluated or treated by district members must also comply with the requirements of HIPAA.

Snohomish Regional Fire & Rescue shall respect the privacy rights established in the state and federal constitutions.

709.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONIC IMAGES

All photographs and electronic images taken by district members while on-duty or acting in an official capacity are the sole property of the District and may not be sold, transferred for commercial use, bartered or otherwise distributed for profit by any member of the District without the express prior approval of the Fire Chief ([17 USC § 201](#)).

709.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

709.4.1 NON-INCIDENT EVENTS

Photography and electronic imaging may be utilized by district members for non-incident events, including:

- (a) Documentation of district training events, exercises, lectures, classes or activities, and all fire academy-related activities or unless otherwise specified.
- (b) Documentation of internal district events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops and other activities involving district members.

Snohomish Regional Fire & Rescue

Policy Manual

Photography And Electronic Imaging

- (c) Documentation of public events, such as safety seminars, fire station open house events, Office of the Fire Marshal education events and activities, school safety presentations and club or service organization events.
- (d) Documentation of all district vehicles, apparatus, tools and equipment, facilities and other district-owned property.
- (e) Creating and maintaining a photo/image bank depicting all district members.
- (f) Documentation of all buildings, structures, facilities, infrastructure components, landmarks and recreational areas within the district's jurisdiction for later use in disaster mitigation, recovery and cost-recovery efforts.
- (g) To document any condition, activity or event related to the district's code enforcement responsibilities.
- (h) To document inspections, code compliance activities or any other activity of Office of the Fire Marshal.
- (i) Unless prohibited elsewhere in this policy, to document any district activity for future use in training.
- (j) For any other purpose authorized by the Fire Chief, Assistant Fire Chief, Deputy Chief, or Battalion Chief.

709.4.2 INCIDENT-RELATED EVENTS

Photography and electronic imaging may be utilized by district members at incident scenes, including:

- (a) Documentation of the conditions on arrival and during suppression activities at any fire incident.
- (b) Documentation of fire, smoke, water, structural collapse or any other damage or conditions resulting from any fire or fire-related event.
- (c) Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.
- (d) Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.
- (e) Documentation of the location, position, trauma, injuries or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.
- (f) Documentation of the condition of vehicles, apparatus, bicycles or other items involved in collisions, accidents, entrapments or other rescue or medical events.
- (g) Documentation of the extrication of trapped individuals in any rescue situation.
- (h) Documentation of the cause, location, extent, severity and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse or other authorized representative who assumes medical care for the patient.

Snohomish Regional Fire & Rescue

Policy Manual

Photography And Electronic Imaging

- (i) Documentation of all aspects of any incident involving hazardous materials.
- (j) Documentation of severe weather events, including any damage, injuries or fatalities caused by such events.
- (k) Documentation of any other event, situation or activity as deemed appropriate and necessary by the Incident Commander of any event.

709.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING

Members should recognize that any photographs taken by District members while on duty is public information that may be requested by members of the public, including attorneys, through a public records request. Any photographs taken by a member of this District should not cast the District in a negative light.

Original electronic images should be retained in an unretouched state. Only copies of original images may be edited for such things as correction for over or under exposure, cropping, etc.

District members are prohibited from using photography or electronic imaging while on duty except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include, but is not limited to:

- (a) Photographs and/or electronic images may not be taken, transmitted or used in violation of any HIPAA regulation.
- (b) Photographs and/or electronic images of patients or incidents may not be taken, transmitted or used for personal purposes.
- (c) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.
- (d) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken of a minor (under 18 years of age) patient resulting from a medical aid response.
- (e) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by district members.
- (f) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by district members if the person expresses or indicates that he/she does not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic image, the explanation provided to the patient and the identity of the witness present shall be included in a patient care report and/or incident report for the response.

Snohomish Regional Fire & Rescue

Policy Manual

Photography And Electronic Imaging

709.6 USE OF IMAGES

All employees acknowledge and consent to the use of their images under [RCW 63.60](#) for District purposes as set forth in Sections 709.4.1 and 709.4.2.

Driving History Review

1040.1 PURPOSE

To protect the safety of Snohomish Regional Fire & Rescue's ("SRFR") employees and the general public, SRFR requires applicants, volunteers, and employees who are required to drive on behalf of SRFR to have a valid Washington State Driver's License and to satisfactorily complete a driver history check. SRFR considers job duties in determining what constitutes satisfactory completion of the driver history check. All information obtained as a result of the driver history check will be used solely for employment purposes and in accordance with [RCW 46.52.130](#).

1040.2 PERSONNEL AFFECTED

All SRFR personnel.

1040.3 REFERENCES

[RCW 46.52.130](#)

Policy 1045 Automobile Usage (Legacy Policy 1-49)

Policy 1046 Entrance Requirements for All Personnel (Legacy Policy 1-4)

1040.4 DEFINITIONS

- (a) **"Drive Record"** is a copy of a driving record that includes a history of violations, convictions, forfeitures of bail, findings that an infraction was committed, collisions, and departmental actions incurred by a driver over a period of time.
- (b) **"Confidential Information"** means information that may be exempt from disclosure to the public or other unauthorized persons under state or federal statutes. Confidential Information includes, but is not limited to, information that identifies an individual, including an individual's photograph, social security number, name, address (but not the five (5)-digit zip code), telephone number, medical or disability information, credit card information, driver license numbers, law enforcement records, and banking profiles.
- (c) **"Major Violations, Infractions, or Convictions"** means those violations that are, or are similar to, the following:
 - (a) Excessive speeding (i.e., twenty (20) mph or more over the posted speed limit);
 - (b) Racing or exhibition driving;
 - (c) Reckless driving;
 - (d) Attempting to elude law enforcement;
 - (e) Failure to stop after an accident (i.e., hit and run) or report an accident;

Snohomish Regional Fire & Rescue

Policy Manual

Driving History Review

- (f) Making a false accident report;
 - (g) Vehicular homicide, manslaughter, or assault resulting from a vehicle-related incident;
 - (h) Drug or alcohol related violations, such as driving under the influence ("DUI") or driving while intoxicated ("DWI");
 - (i) Driving while license suspended or revoked;
 - (j) Dangerously distracted driving; and
 - (k) Violation of license restriction.
- (d) **"Minor Violations"** means those violations, infractions, or convictions not otherwise defined as Major Violations in this Policy and all non-moving violations (e.g., parking violations).

1040.5 POLICY

1040.5.1 AUTHORIZATION

1. Upon request by SRFR, an applicant who SRFR requires to hold a Washington State Driver's License shall execute a Washington State Department of Licensing (the "DOL") Driver Record Release of Interest ("Release"), as attached hereto as 1040.6 **Exhibit A**.
2. Upon request by SRFR, any volunteer or employee who SRFR is considering for a promotion to a position that requires the volunteer or employee to hold a Washington State Driver's License shall execute a Release.
3. Any applicant, volunteer, or employee shall execute a Release as may be required by law and SRFR's policies and procedures not otherwise set forth herein.

1040.5.2 LAWFUL USE

All information obtained as a result of the driver history check will be used solely for employment purposes and in accordance with [RCW 46.52.130](#).

1040.5.3 EVALUATION

In evaluating the drive record of an applicant, volunteer, or employee, SRFR shall use the following Matrix:

	Major Violations		Acceptability
	Last 12 Months	Last 36 Months	
No. of Violations		1	Acceptable*
		2 or more	Unacceptable
	1		Unacceptable

Snohomish Regional Fire & Rescue

Policy Manual

Driving History Review

If the drive record results in a finding of "Unacceptable" under the Matrix, SRFR may inquire further with the applicant, volunteer, or employee to analyze the circumstances surrounding the Violations so as to determine if such Violations render the employee unable to meet the applicable job duties or promotion requirements.

1040.5.4 CONFIDENTIALITY AND SAFEGUARDING

All drive records shall be treated as confidential. SRFR shall restrict access to drive records to only necessary personnel unless otherwise required by law. SRFR shall store and handle all drive records in accordance with its policies and procedures governing Confidential Information. SRFR shall securely dispose of any drive record once SRFR's immediate use of the drive record is no longer needed and SRFR is no longer required by law to retain the record.

1040.5.5 COST AND PROCESS

SRFR will pay the Driver Record Request fee imposed by the DOL to process the Driver Record Request. SRFR shall either purchase the driving record online through the DOL designated License eXpress website at <https://www.dol.wa.gov/licenseexpress.html>, or mail the completed Release along with the fee in a check or money order payable to the DOL at the following address: Driver Records, Department of Licensing, P.O. Box 3907, Seattle, WA 98124.

1040.5.6 JUVENILE RECORDS

Any information contained in the drive record that is subject to court order sealing the juvenile record will not be issued by SRFR unless required by federal regulation or law. SRFR shall afford any applicant, volunteer, or employee an opportunity to demonstrate that an adjudication contained in the drive record is subject to a court order sealing the juvenile record. If the applicant, volunteer, or employee furnishes a copy of the court order sealing the juvenile record, SRFR shall not use information contained in the drive record related to the adjudication that is subject to the court order sealing the juvenile record unless SRFR is otherwise required by federal regulation or law.

1040.6 EXHIBIT A

See attachment: [Washington DOL Record Request.pdf](#)

Attachments

Washington DOL Record Request.pdf



Driving Record Request

Use this form to request a **driving record**. We will email, fax, or mail the record(s) to you or to the individual or company you request below. Mail this request and **\$13 for each record requested** in a check or money order payable to the Department of Licensing to:

Driver Records
Department of Licensing
PO Box 3907
Seattle, WA 98124-3907

For validation only

--

106-060-421-0005

Please allow two weeks for processing. If you have additional questions, contact customer service at (360) 902-3900.

Requestor information

PRINT or TYPE Requestor name		(Area code) Daytime telephone number
Name of individual or company where you want the drive record(s) sent		
How would you like the driving record(s) sent to you? <i>(Choose one)</i>	Delivery information (Email, [Area code] Fax number, or Mailing address)	
<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> U.S. mail (one record only)*		
<p>*You may select U.S. mail only if you are requesting one driver record.</p> <p><i>I certify under penalty of perjury I am entitled by federal or state laws to obtain an abstract of the driver record of the individual(s) requested. RCW 46.52.130, 18 USC Chapter 123</i></p>		
_____	_____	
Date and place signed	Signature	

Drive record(s) requested

PRINT or TYPE Name <i>(Last, First, Middle Initial)</i>	Washington driver license number	Date of birth <i>(mm/dd/yyyy)</i>
Type of record requested <i>(select all that apply)</i> Insurance records show violations, convictions, and accidents only. Other drive records show all traffic-related collisions, convictions, violations, suspensions, revocations, and disqualifications. We offer the following types of driving records:		
<input type="checkbox"/> Noncommercial insurance record (3 year) —Used to create and renew vehicle insurance policies.		
<input type="checkbox"/> Commercial insurance record (3 year) —Used to create and renew commercial vehicle insurance policies.		
<input type="checkbox"/> Life insurance record (3 year) —Used to create and renew life insurance policies.		
<input type="checkbox"/> Employment record —Used by employers to determine employment eligibility.		
<input type="checkbox"/> Volunteer/Transit record —Used to determine if a volunteer driver meets the insurance and risk-management requirements to drive a vanpool vehicle or should be permitted to operate a vehicle used to transport individuals who are under 18, over 65, or disabled.		
<input type="checkbox"/> School bus driver record —Used to determine if a person should be employed to operate a school bus.		
Bill and mail this request to school district _____		
School district authorization _____ Requestor code _____		
<input type="checkbox"/> Complete record —A complete driving record of the person named on the driving record.		

If requesting additional records, attach separate sheet(s) using the same format as above. Submit \$13 for each record requested.

NOTE: We will not mail more than one driver record. Multiple record requests will only be sent by email or fax.

Automobile Usage

1045.1 POLICY STATEMENT

It is the policy of the District to provide vehicles for business use, to allow employees to drive on District business, and to reimburse employees for business use of personal vehicles according to the guidelines below.

Employees may not drive District owned vehicles for District business without the prior approval of the District. Before approving a driver, the District must check the employee's driving record, verify the existence of a valid driver's license, and make sure the employee is eligible for coverage under any applicable District insurance.

Employees holding jobs designated as requiring regular driving for business as a condition of employment must be able to meet the driver approval standards of this policy at all times. In addition, such employees must inform their supervisors of any changes that may affect their ability to meet the standards of this policy.

District vehicles will be assigned to those individuals who have demonstrated a continuing need for them. Additional vehicles are for use as needed. Rental cars also may be used by employees traveling out-of-town on District business, subject to District approval.

Employees who need transportation in the course of their normal work may be assigned a District vehicle for their use. When no District vehicles are available, employees may use their own vehicles for business purposes, but only with the prior approval of their supervisor.

Employees who drive a vehicle on District business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Drivers also must make sure that the vehicle meets any District or legal standards for insurance, maintenance, and drivability. Employees are responsible for any driving infractions or fines as a result of their driving.

Employees are not permitted, under any circumstances, to operate a District vehicle, or a personal vehicle for District business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.

Snohomish Regional Fire & Rescue

Policy Manual

Automobile Usage

Employees may use District vehicles for non-business purposes only with the prior approval of the Fire Chief or designee. Additionally, employees must keep in mind that they are under close scrutiny by the public when they are operating a District vehicle. Employees are prohibited from stopping at or frequenting a business or location that would adversely affect or reflect unfavorably upon the District.

Employees driving on District business may claim reimbursement for parking fees and tolls incurred. In addition, employees driving District vehicles may claim reimbursement for gasoline and other expenses directly incurred for business purposes. All requests for reimbursement must be approved by the District. Outside of an emergency situation or event, any driving infraction and/or parking ticket is the sole responsibility of the employee regardless of whether they are driving a personal or District vehicle.

Employees who use their personal vehicle for approved business purposes will receive mileage reimbursement as approved by resolution of the Board of Commissioners. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance.

Employees must report any accident, theft, or damage involving a District vehicle or a personal vehicle used on District business to their supervisor. Such reports must be made as soon as possible, but no later than twenty-four (24) hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident and act in accordance with Safety Procedure 7-07, Accident Investigation and Reporting.

Entrance Requirements for All Personnel

1046.1 PURPOSE AND SCOPE

Snohomish Regional Fire & Rescue is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, religion, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability- recognizing that certain minimum abilities are necessary to perform the essential duties for the specific job classification.

1046.2 POLICY

Procedures shall be established by the District and kept current. Such procedures will establish the minimum entrance requirements for all personnel and includes:

1. Age of applicant where specific regulatory or insurance requirements must be met.
2. Health requirements for specific job classifications.
3. Mental limitations for specific job classifications.
4. Physical limitations for specific job classifications.
5. A complete background investigation.
6. Any department, state or federal licensing requirement.

Every applicant shall be given a written outline of all entrance requirements at the time of application.

The District will make reasonable accommodations for any applicant who requests such accommodation based on a medical condition, and will facilitate requirements established under the Americans with Disabilities Act (ADA).

The Fire Chief or designee shall review all applications and make final decisions of appointment.

1046.3 APPEALS

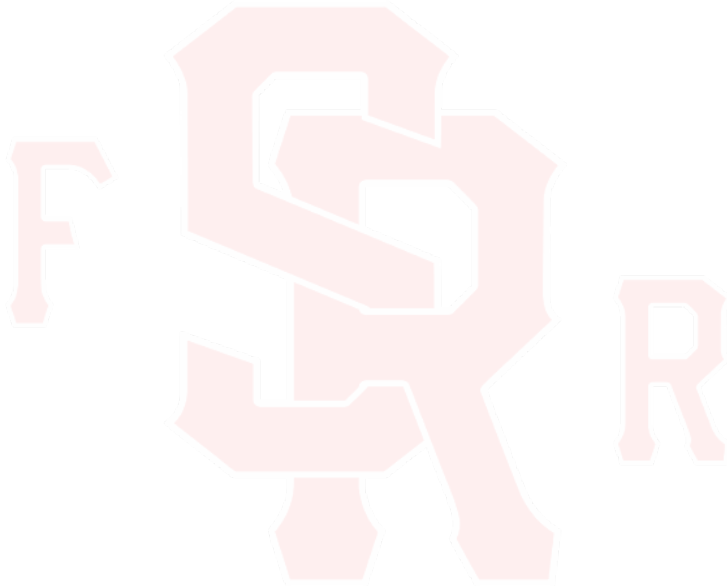
Every applicant shall have an opportunity to appeal a decision rejecting their application when they feel that they were denied equal opportunity to apply and be considered for any position where they demonstrated they met the entrance requirements.

All appeals shall come before the Board of Commissioners at the first regular scheduled public meeting after an appeal has been filed. The Board of Commissioners will investigate all complaints of Equal Employment Opportunity (EEO) violations and take any necessary action. Applicants will be notified in writing of any decision reached by the Board of Commissioners regarding EEO appeals.



NEW BUSINESS

ACTION





EXECUTIVE SESSION

