



SNOHOMISH REGIONAL FIRE & RESCUE

COMMISSIONER BOARD MEETING

NOVEMBER 23, 2023

5:30 PM

SRFR STATION 31 TRAINING ROOM

VIA BLUEJEANS

SNOHOMISH REGIONAL FIRE & RESCUE

WASHINGTON



AGENDA





SNOHOMISH REGIONAL FIRE & RESCUE

BOARD OF FIRE COMMISSIONERS MEETING AGENDA SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room/ Via Zoom
163 Village Court, Monroe, WA 98272
November 21, 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	9/26/23	9/26/23	No
Finance	Elmore	11/21/23	10/28/23	No
Post-Employment Medical	Elmore	9/8/22		
Citizen's Advisory	TBD			
Sno911	Waugh	11/15/23	12/20/23	Yes
Sno Isle Commissioners	Fay	11/2/23	12/7/23	No
Leadership Meeting	Schaub	10/25/23	TBD	No
Policy Committee	Schaub	10/18/23		Yes

COMMITTEE MEETING MINUTES

CONSENT AGENDA

Approve Vouchers

Benefit Vouchers: 23-02814 to 23-002825; (\$713,859.82)

AP Vouchers: 23-02826 to 23-02932; (\$472,804.10)

Approval of Payroll

November 15, 2023 (\$1,252,512.18)

Approval of Minutes

Approve Regular Board Meeting Minutes November 9, 2023

OLD BUSINESS



Discussion

Action

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

NEW BUSINESS

Discussion

- Policy 300 Incident Management
- Policy 301 Emergency Response
- Policy 302 Fire Ground Accountability
- Policy 303 Rapid Intervention Two-in Two-Out
- Policy 305 Tactical Withdrawal
- Policy 500 Patient care Reports (PCR)
- Policy 501 Medical Supplies
- Policy 503 Advance Health Care Directives
- Policy 504 Latex Sensitivity
- Policy 613 Training Records
- Policy 616 Live-fire Training
- Policy 901 Division of Occupational Safety and Health (DOSH)
- Policy 915 Personal Protective Equipment

Benefits Resolutions 2021-14 and 2022-04: Juneteenth

Executive and Exempt contracts

Fire Chief Performance Review

Collaboration Discussion

Post-Retirement Medical Contract

- Rob Fisher



- Ray Kosiba
- Joel Lengkeek
- Erik Liddiatt
- Jeff Thompson

Action

GOOD OF THE ORDER

ATTENDANCE CHECK

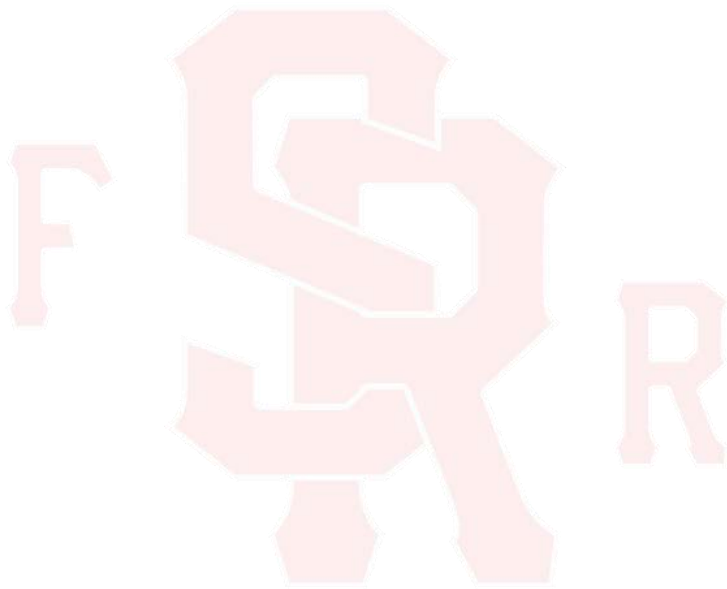
Regular Commissioner Meeting December 14, 2023, at 1730 - Station 31 Training Room/Zoom

EXECUTIVE SESSION: RCW 42.30.110(1)(g) To review the performance of a public employee.

ADJOURNMENT



CHIEF'S REPORT





COMMISSIONER REPORTS





COMMITTEE MEETING MINUTES





CONSENT AGENDA



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

11/15/2023

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
23-02814	DEPARTMENT OF RETIREMENT SYSTEMS		27,771.03
23-02815	DIMARTINO & ASSOCIATES		23,292.52
23-02816	FIRE 7 FOUNDATION		610.00
23-02817	HRA VEBA TRUST		57,582.50
23-02818	LEOFF TRUST		442,183.74
23-02819	MATRIX TRUST COMPANY		19,102.81
23-02820	SNOHOMISH REGIONAL FIRE & RESCUE		573.92
23-02821	TD AMERITRADE INSTITUTIONAL		388.50
23-02822	TRUSTEED PLANS SERVICE CORP		33,664.44
23-02823	VOYA INSTITUTIONAL TRUST CO		108,061.11
23-02824	WASHINGTON STATE SUPPORT REGISTRY		279.25
23-02825	WASHINGTON STATE SUPPORT REGISTRY		350.00

Page Total 713,859.82

Cumulative Total 713,859.82



Snohomish Regional Fire & Rescue, WA

Docket of Claims Register

APPKT01444 - 11.21.2023 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
0024	ALDERWOOD AUTO GLASS	20257	Shop Parts	Invoice	11/09/2023	Shop Parts	050-511-522-60-34-01	109.70	109.70
2106	AMAZON CAPITAL SERVICES, INC	23-02827						6,622.45	
		1137-RNM9-C7TW	Bucket Fabric Pack Yellow/Black - Spec	Invoice	10/27/2023	Bucket Fabric Pack Yellow/Black - Spec	001-514-522-20-31-09	98.41	
		119P-YT6M-K9J7	Shop Supplies	Invoice	11/12/2023	Shop Supplies	050-511-522-60-31-05	22.34	
		119P-YT6M-RLCR	USb Adapter Type C 2pk (EPCR KeyBoa	Invoice	11/13/2023	USb Adapter Type C 2pk (EPCR KeyBoa	001-513-522-10-35-00	219.20	
		1334-46YK-7K43	Boot Dryer/Warmer (x20) (Acadamy) -	Invoice	11/08/2023	Boot Dryer/Warmer (x20) (Acadamy) -	001-506-522-45-35-00	718.60	
		14WT-QYXQ-7KWQ	Hanging Shelving Storage 3 Plastic Box	Invoice	10/31/2023	Hanging Shelving Storage 3 Plastic Box	001-514-522-20-31-09	99.66	
		14WX-R1TL-G7KL	Material,Tools, First Aide, Supplies - Sp	Invoice	11/01/2023	Material,Tools, First Aide, Supplies - Sp	001-514-522-20-35-03	730.74	
		174J-G3GD-KPD4	16" Wall Mount Fan - ST 81	Invoice	10/29/2023	16" Wall Mount Fan - ST 81	001-507-522-50-35-00	46.39	
		17JC-JXM6-FQ16	Brother P-Touch Label Maker	Credit Memo	10/10/2023	Brother P-Touch Label Maker	001-507-522-50-35-00	-140.26	
		17ML-4M66-FD3X	Mini Projector (Training Division) - ST7	Invoice	11/11/2023	Mini Projector (Training Division) - ST7	001-506-522-45-35-00	183.41	
		19JM-PVKP-1VLH	Shop Parts	Invoice	11/14/2023	Shop Parts	050-511-522-60-34-01	185.97	
		1CCQ-F3Q-TVXK	Shovel (x4), Water Pump replacement	Invoice	10/30/2023	Shovel (x4), Water Pump replacement	001-514-522-20-31-09	186.15	
		1F4F-41JC-QD14	65" LG Smart TV UQ7570 (Promo.Testi	Invoice	11/13/2023	65" LG Smart TV UQ7570 (Promo.Testi	001-506-522-45-35-00	964.60	
		1FN9-C7GY-C4YC	Goggles(x5),LED Tact Lght(x4), Boat Lg	Invoice	11/01/2023	Oakley Goggles (x5), LED Water Res Lig	001-514-522-20-35-03	1,178.85	
		1FR6-GYVL-K4FC	Stainless Stell Kitchen Tongs Set (x5) - S	Invoice	11/12/2023	Stainless Stell Kitchen Tongs Set (x5) - S	001-507-522-50-35-00	51.75	
		1GGJ-C6JY-L7GW	Pressure Wash Lubricant Formula Spra	Invoice	11/05/2023	Pressure Wash Lubricant Formula Spra	001-507-522-50-31-00	33.64	
		1HJL-T11N-NPCH	Double X Pliers, Garbage Disp Wrench	Invoice	11/12/2023	Double X Pliers, Garbage Disp Wrench	001-507-522-50-35-00	31.23	
		1HXJ-TP9R-H7YV	Forks12pc (x3), Spoons12pc (x3), Tspo	Invoice	10/28/2023	Forks12pc (x3), Spoons12pc (x3), Tspo	001-507-522-50-35-00	95.40	
		1JCM-XDDF-GJPT	EPCR Power Logitech Keyboards (x2)	Invoice	10/28/2023	EPCR Power Logitech Keyboards (x2)	001-513-522-10-35-00	164.08	
		1JPN-RQK3-3NN9	Narrow Crown Staples (x12) - Training	Invoice	10/31/2023	Narrow Crown Staples (x12) - Training	001-506-522-45-31-02	168.60	
		1YJY-VKLL-1FTF	Avery Folder Labels (2023 Nov Skills La	Invoice	10/31/2023	Avery Folder Labels (2023 Nov Skills La	001-509-522-20-49-04	14.53	
		1N9K-1JLR-9P13	Custom Relflective Numbers x2 (Planni	Invoice	11/01/2023	Custom Relflective Numbers x2 (Planni	001-504-522-20-31-10	32.58	
		1PYP-GGV9-1RRG	Shop Supplies	Invoice	11/16/2023	Shop Supplies	050-511-522-60-31-05	37.18	
		1QC4-JJLK-GXX7	SCBA Respirator Firefighter Mask Bag (Invoice	10/28/2023	SCBA Respirator Firefighter Mask Bag (001-504-522-20-31-03	366.96	
		1QKN-QGW6-DKRC	Batteries 6pk (x4) - Stock	Invoice	11/01/2023	Batteries 6pk (x4) - Stock	001-507-522-50-31-00	64.08	
		1QTY-3HQR-M93K	Firefighter Hero Wipes 120ct (x5)	Invoice	11/06/2023	Firefighter Hero Wipes 120ct (x5)	001-504-522-20-31-01	319.70	
		1VQX-17KL-L1MQ	Dewalt Hammer, Heavy Duty Staples (1	Invoice	10/29/2023	Dewalt Hammer, Heavy Duty Staples (1	001-506-522-45-35-00	40.21	
		1WCT-MCY1-JKY3	Motion Sensored Lights LED - ST82	Invoice	10/29/2023	Motion Sensored Lights LED - ST82	001-507-522-50-35-00	47.45	
		1WD9-W3Y3-GYD9	Class A Firfighter Extinguishers 2pk - St	Invoice	11/05/2023	Class A Firfighter Extinguishers 2pk - St	001-507-522-50-35-00	369.02	
		1WDR-KCWD-1X94	Heavy Duty Steel Wire Shelving - ST 74	Invoice	11/09/2023	Heavy Duty Steel Wire Shelving - ST 74	001-507-522-50-35-00	178.00	
		1YGT-1HF7-JDRK	Heavy Duty Outdoor Extension Crd 10f	Invoice	11/05/2023	Heavy Duty Outdoor Extension Crd 10f	001-515-522-30-35-00	68.90	
		1YLD-MWGN-J1XG	Throw Line Storage Bag - ST 33	Invoice	11/05/2023	Throw Line Storage Bag - ST 33	001-504-522-20-35-00	18.22	
		1YPC-G4MH-DQYQ	Stainless Steel Pan Med. (Replacmnt) -	Invoice	11/04/2023	Stainless Steel Pan Med. (Replacmnt) -	001-507-522-50-35-00	26.86	

Docket of Claims Register

APPKT01444 - 11.21.2023 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
1881	APPLIANCE MECHANIC	23-02828					268.03
	17072	Dishwasher Service Call - ST31	Invoice	11/15/2023	Dishwasher Service Call - ST31	001-507-522-50-48-00	268.03
0040	ARAMARK UNIFORM SERVICES	23-02829					286.73
	6560283409	Shop Supplies/Uniform Rental/Laundry	Invoice	10/22/2023	Shop Supplies/Uniform Rental/Laundry	050-511-522-60-41-04	103.36
	6560286952	Shop Supplies/Uniform Rental/Laundry	Invoice	11/09/2023	Shop Supplies/Uniform Rental/Laundry	050-511-522-60-41-04	16.41
	6560286953	Shop Supplies/Uniform Rental/Laundry	Invoice	11/09/2023	Shop Supplies/Uniform Rental/Laundry	050-511-522-60-41-04	86.55
	6560290525	Shop Supplies/Uniform Rental/Laundry	Invoice	11/16/2023	Shop Supplies/Uniform Rental/Laundry	050-511-522-60-41-04	80.41
1971	B&H FIRE AND SECURITY	23-02830					258.96
	5781	Fire Alarm Serv Call (Install Cameras)-	Invoice	11/03/2023	Fire Alarm Serv Call (Install Cameras)-	001-507-522-50-48-00	258.96
2127	BENJAMIN TOWERS	23-02831					87.00
	INV10506	ASE Test Reimbursement (Registration,	Invoice	11/07/2023	ASE Test Reimbursement (Registration,	050-511-522-45-49-01	87.00
0055	BEST TREE SERVICE NW INC.	23-02832					5,138.18
	110823-1	Tree Removals & Haul Away (Logistics	Invoice	11/09/2023	Tree Removals & Haul Away (Logistics	001-507-522-50-41-00	3,115.05
	110923-1	Tree Removal (Rental Property)	Invoice	11/09/2023	Tree Removal (Rental Property)	001-507-522-50-41-00	2,023.13
0058	BICKFORD MOTORS INC.	23-02833					837.08
	1259877	Shop Parts	Invoice	11/02/2023	Shop Parts	050-511-522-60-34-01	13.39
	1259997	Shop Parts	Invoice	11/02/2023	Shop Parts	050-511-522-60-34-01	535.91
	1260534	Shop Parts	Invoice	11/09/2023	Shop Parts	050-511-522-60-34-01	87.41
	1260955	Shop Parts	Invoice	11/15/2023	Shop Parts	050-511-522-60-34-01	101.25
	1260957	Shop Parts	Invoice	11/15/2023	Shop Parts	050-511-522-60-34-01	99.12
2152	BK INDUSTRIES & SOLUTIONS INC	23-02834					2,879.08
	1033	Janitorial Mnthl Svc - DCYF,Admn Suite	Invoice	11/01/2023	Janitorial Mnthl Svc - DCYF,Admn Suite	001-507-522-50-41-00	889.25
		Janitorial Monthly Services - DCYF				300-507-522-50-41-00	1,989.83
2115	BONNEVILLE COMMUNICATION	23-02835					347.50
	1156-B	Swissphone Quad Programming Kit	Invoice	10/24/2023	Swissphone Quad Programming Kit	001-513-522-10-35-00	347.50
0065	BOUND TREE MEDICAL, LLC	23-02836					8,184.67
	65535103	Medical Supplies	Invoice	10/31/2023	Medical Supplies	001-509-522-30-31-01	40.04
	65535104	Medical Supplies	Invoice	10/31/2023	Medical Supplies	001-509-522-30-31-01	1.48
	85128293	Medications & Medical Supplies	Invoice	10/20/2023	Medications & Medical Supplies	001-509-522-30-31-01	2,201.26
	85128294	Medical Supplies	Invoice	10/20/2023	Medical Supplies	001-509-522-30-31-01	270.15
	85130064	Medical Supplies & Medical Sm.Tools/I	Invoice	10/23/2023	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	31.43
					Medical Supplies	001-509-522-30-31-01	125.03
	85140391	Medications/Medical Supplies/Medica	Invoice	10/31/2023	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	132.90
					Medications & Medical Supplies	001-509-522-30-31-01	1,758.20
	85140392	Medical Supplies & Medical Sm.Tools/I	Invoice	10/31/2023	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	169.10
					Medical Supplies	001-509-522-30-31-01	2,474.61
	85140393	Medications & Medical Supplies	Invoice	10/31/2023	Medications & Medical Supplies	001-509-522-30-31-01	279.68
	85142303	Medical Supplies	Invoice	11/01/2023	Medical Supplies	001-509-522-30-31-01	16.26
	85147868	Medical Supplies	Invoice	11/07/2023	Medical Supplies	001-509-522-30-31-01	684.53

Docket of Claims Register

APPKT01444 - 11.21.2023 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0068	BRAD TALLEY	23-02837					4,000.00
	NOV2023	EMS Servcs Contract: Medical Supervis	Invoice	11/01/2023	EMS Servcs Contract: Medical Supervis	001-509-522-20-41-02	4,000.00
2330	BRASS EAGLE FABRICATION AND	23-02838					9,711.11
	230140	Forcible Entry Door	Invoice	11/09/2023	Training door prop	001-506-594-45-64-00	9,711.11
1909	BRAVO ENVIROMENTAL NW INC	23-02839					4,911.34
	71694	Storm Water Drain Maintenance - ST7:	Invoice	11/07/2023	Storm Water Drain Maintenance - ST7:	001-507-522-50-48-00	4,911.34
0077	BRYSON SALES & SERVICE	23-02840					551.86
	100-299808	Shop Parts	Invoice	11/02/2023	Shop Parts	050-511-522-60-34-01	551.86
1913	CANON FINANCIAL SERVICES INC	23-02841					886.47
	31577843	Copier Lease - Admn DAC & POD,ST81	Invoice	11/11/2023	Copier Machine Lease - Admn DAC&P	001-512-591-22-70-00	589.87
	31590070	Copier Machine Lease - Admin Bldg (C	Invoice	11/11/2023	Copier Machine Lease - Admin Bldg (C	001-512-591-22-70-00	296.60
2147	CASCADE FIRE EQUIPMENT COM	23-02842					232.21
	INV4674	Hose Turn Table (LDH Fire Hose)	Invoice	06/06/2023	Hose Turn Table (LDH Fire Hose)	001-504-522-20-35-00	232.21
0094	CDW GOVERNMENT LLC	23-02843					3,241.86
	MV02499	Veeam Backup Software renewal	Invoice	10/31/2023	Veeam Backup Software renewal	001-513-522-10-49-04	1,558.36
	NC46598	Cisco Business' 350 for fiber project	Invoice	11/15/2023	Cisco Business 350 for fiber project	001-513-522-10-35-00	1,683.50
0096	CENTRAL WELDING SUPPLY	23-02844					1,423.81
	RN10234781	Oxygen Cylinder Rental (Inventory)	Invoice	11/14/2023	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	67.36
	SP 883660	Oxygen Cylinder Exchange/Re-Fill (x4)	Invoice	11/15/2023	Oxygen Cylinder Exchange/Re-Fill (x4)	001-509-522-20-45-00	79.52
	SP 913032	Oxygen Cylinder Exchange/Re-Fill (x5)	Invoice	10/30/2023	Oxygen Cylinder Exchange/Re-Fill (x5)	001-509-522-20-45-00	194.53
	SP 913033	Oxygen Cylinder Exchange/Re-Fill (x7)	Invoice	10/30/2023	Oxygen Cylinder Exchange/Re-Fill (x7)	001-509-522-20-45-00	103.90
	SP 913050	Oxygen Cylinder Exchange/Re-Fill (x10)	Invoice	11/01/2023	Oxygen Cylinder Exchange/Re-Fill (x10)	001-509-522-20-45-00	169.84
	SP 913071	Oxygen Cylinder Exchange/Re-Fill (x2)	Invoice	11/06/2023	Oxygen Cylinder Exchange/Re-Fill (x2)	001-509-522-20-45-00	170.14
	SP 913077	Oxygen Cylinder Exchange/Re-Fill (x3)	Invoice	11/07/2023	Oxygen Cylinder Exchange/Re-Fill (x3)	001-509-522-20-45-00	215.45
	SP 913179	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	11/09/2023	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	95.77
	SP 913196	Oxygen Cylinder Exchange/Re-Fill (x8)	Invoice	11/13/2023	Oxygen Cylinder Exchange/Re-Fill (x8)	001-509-522-20-45-00	218.91
	WV 223058	Shop Supplies	Invoice	11/07/2023	Shop Supplies	050-511-522-60-31-05	108.39
0099	CHAMPION BOLT & SUPPLY INC	23-02845					120.92
	103922	Shop Supplies	Invoice	11/07/2023	Shop Supplies	050-511-522-60-31-05	57.28
	771156	Shop Supplies	Invoice	11/06/2023	Shop Supplies	050-511-522-60-31-05	63.64
0101	CHINOOK LUMBER	23-02846					335.03
	1982297	Lumber Materials (BlkTrain/Vent Prop)	Invoice	11/02/2023	Lumber Materials (BlkTrain/Vent Prop)	001-506-522-45-31-03	291.30
	1984196	Lumber Materials (Ventilation Prop) - S	Invoice	11/10/2023	Lumber Materials (Ventilation Prop) - S	001-506-522-45-31-03	43.73
0103	CHMELIK SITKIN & DAVIS P.S.	23-02847					7,724.00
	119744	Monthly Attorney Services (October)	Invoice	10/31/2023	Monthly Attorney Services (October)	001-512-522-10-41-03	7,724.00
0110	CITY OF MONROE	23-02848					743.38
	ST31-OCT23	Water, Stormwater & Sewer - ST 31	Invoice	11/02/2023	Water, Stormwater & Sewer - ST 31	001-507-522-50-47-02	743.38
0110	CITY OF MONROE	23-02849					36.19
	ST31IRR-OCT23	Water (Irrigation Meter) - ST 31	Invoice	11/02/2023	Water (Irrigation Meter) - ST 31	001-507-522-50-47-02	36.19

Docket of Claims Register

APPKT01444 - 11.21.2023 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0110	CITY OF MONROE ST32-OCT23	23-02850 Water & Stormwater - ST 32	Invoice	11/02/2023	Water & Stormwater - ST 32	001-507-522-50-47-02	143.27 143.27
0110	CITY OF MONROE ADMIN-OCT23	23-02851 Water, Stormwater & Sewer - Admin B	Invoice	11/02/2023	Water, Stormwater & Sewer - Admin B	001-507-522-50-47-02 300-507-522-50-47-00	444.70 226.80 217.90
0113	CLEARVIEW HARDWARE & FEED C478312	23-02852 5 Gallon Bucket, 3" Blk Letter Adhesive	Invoice	08/18/2023	5 Gallon Bucket, 3" Blk Letter Adhesive	001-507-522-50-35-00	13.07 13.07
0126	COMCAST ADMIN-NOVDEC23	23-02853 Internet/Phone/TV Services - Admin B	Invoice	11/07/2023	Internet/Phone/TV Srvcs - Admin Bldg	001-513-522-50-42-01	716.29 716.29
0126	COMCAST ST83-NOVDEC23	23-02854 Internet Services - ST 83	Invoice	11/08/2023	Internet Services - ST 83	001-513-522-50-42-01	104.81 104.81
0126	COMCAST ST73-NOVDEC23	23-02855 Internet Services - ST 73	Invoice	11/04/2023	Internet Services - ST 73	001-513-522-50-42-01	306.71 306.71
0126	COMCAST ST71-NOVDEC23	23-02856 Internet Services - ST 71	Invoice	11/07/2023	Internet Services - ST 71	001-513-522-50-42-01	311.43 311.43
0127	COMDATA INC. 20394131	23-02857 Apparatus Fuel	Invoice	11/01/2023	Apparatus Fuel - EMS Apparatus Fuel - Suppression	001-509-522-20-32-00 001-504-522-20-32-00	3,022.58 1,511.29 1,511.29
0136	COURIERWEST 7583	23-02858 Mail Courier Monthly Service (October	Invoice	10/01/2023	Mail Courier Monthly Service (October	001-502-522-10-41-01	2,388.24 2,388.24
0138	CRESSY DOOR COMPANY, INC 190020 190049 190105	23-02859 Bay Door Repair (Hinges, Rollers) (x2) - Bay Door Srvc Call (Photo Eyes Replace Bay Door Service Call (Program Remot	Invoice Invoice Invoice	11/02/2023 11/03/2023 11/06/2023	Bay Door Repair (Hinges, Rollers) (x2) - Bay Door Srvc Call (Photo Eyes Replace Bay Door Service Call (Program Remot	001-507-522-50-48-00 001-507-522-50-48-00 001-507-522-50-48-00	7,312.62 2,403.81 4,541.95 366.86
0139	CROSS VALLEY WATER DISTRICT 3114011	23-02860 Water - ST 74/Logistics Bldg	Invoice	10/31/2023	Water - ST 74/Logistics Bldg	001-507-522-50-47-02	311.43 311.43
0139	CROSS VALLEY WATER DISTRICT 3114012	23-02861 Water - ST 33	Invoice	10/31/2023	Water - ST 33	001-507-522-50-47-02	945.71 945.71
0139	CROSS VALLEY WATER DISTRICT 3114010	23-02862 Water - ST 71	Invoice	10/31/2023	Water - ST 71	001-507-522-50-47-02	1,011.07 1,011.07
1608	CUMMINS SALES AND SERVICE 15-95366	23-02863 Shop Parts	Invoice	10/31/2023	Shop Parts	050-511-522-60-34-01	226.75 226.75
2205	DANIEL KINDIG INV10513	23-02864 EVT Tests Reimbursement (RF3,RE3,RE	Invoice	11/05/2023	EVT Tests Reimbursement (RF3,RE3,RE	050-511-522-45-49-01	105.00 105.00
1853	DANIEL MURDOCK INV10516	23-02865 Overpayment L & I (Reimbursement)	Invoice	11/09/2023	Overpayment L & I (Reimbursement)	001-504-522-20-20-09	368.04 368.04
0154	DELL MARKETING LP C/O DELL U 10711508358	23-02866 Dell R660 (2) and Storage array	Invoice	11/16/2023	Dell R660 (2) and Storage array	303-502-594-10-64-01	62,147.27 62,147.27

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1668	DEPARTMENT OF LABOR & INDU 328593	23-02867 Elevator Penalty Fee (Failure to Correct	Invoice	08/28/2023	Elevator Penalty Fee (Failure to Correct	001-507-522-50-41-00 300-507-522-50-41-00	114.10 58.19 55.91
1600	DIRECTV, LLC 050747001X231102	23-02868 Cable/TV Services - ST 33	Invoice	11/02/2023	Cable/TV Services - ST 33	001-513-522-50-42-01	120.23 120.23
0176	ELITE LOCK & SAFE 40496	23-02869 Spare Key for Admin Bldg (For Back up	Invoice	11/07/2023	Spare Key for Admin Bldg (For Back up	001-507-522-50-48-00	29.54 29.54
0182	EMERGENT RESPIRATORY 35008071	23-02870 CPAP Machine Supplies - ST 31	Invoice	10/24/2023	CPAP Machine Supplies - ST 31	001-509-522-30-31-01	966.28 966.28
1642	EVERGREEN POWER SYSTEMS, IN 35746	23-02871 Compressor Repair (Sprinkler System)	Invoice	11/09/2023	Compressor Repair (Sprinkler System)	001-507-522-50-48-00	764.71 764.71
2325	FIGMENT FABRICATION, LLC 1017	23-02872 Cory Tool w/Screw Set & Gavin Tool (N	Invoice	10/27/2023	Cory Tool w/Screw Set & Gavin Tool (N	001-506-522-45-35-00	971.10 971.10
2276	FIRE LAW GROUP, LLC SNO 23-02	23-02873 Managing Discipline Challenge(Speake	Invoice	11/16/2023	Managing Discipline Challenge(Speake	001-506-522-45-49-02	12,782.61 12,782.61
2334	FIRST CLASS BUILDING SUPPLY A 3718	23-02874 Janitorial Monthly Services - DCYF/ADN	Invoice	11/09/2023	Janitorial Monthly Services - DCYF/ADN	001-507-522-50-41-00 300-507-522-50-41-00	2,687.00 1,370.37 1,316.63
0072	FITNESS EXPERTS 117202	23-02875 Treadmill Repair (Replaced Electronic E	Invoice	11/07/2023	Treadmill Repair (Replaced Electronic E	001-510-522-20-48-00	355.55 355.55
0222	FREIGHTLINER NORTHWEST PC302162798;01 PC304017665;01	23-02876 Shop Parts Shop Parts	Invoice Invoice	10/26/2023 11/02/2023	Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01	346.09 298.47 47.62

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	Payable Number	Payable Description					Distribution Amount
0226	GALLS, LLC	23-02877					4,753.55
	026058742	Station Wear Pants	Invoice	10/25/2023	Station Wear Pants	001-504-522-20-31-07	154.54
	026070410	Duty Boots	Invoice	10/26/2023	Duty Boots	001-504-522-20-31-07	196.89
	026082270	Jacket w/ Detachable Inner Softshell	Invoice	10/27/2023	Jacket w/ Detachable Inner Softshell	001-504-522-20-31-07	315.45
	026082271	Jacket w/ Detachable Inner Softshell	Invoice	10/27/2023	Jacket w/ Detachable Inner Softshell	001-504-522-20-31-07	341.21
	026082272	Diamond Quilted Jacket	Invoice	10/27/2023	Diamond Quilted Jacket	001-504-522-20-31-07	99.18
	026082274	Diamond Quilted Jacket	Invoice	10/27/2023	Diamond Quilted Jacket	001-504-522-20-31-07	99.08
	026082279	Diamond Quilted Jacket	Invoice	10/27/2023	Diamond Quilted Jacket	001-504-522-20-31-07	108.92
	026082301	Industrial Pants	Invoice	10/27/2023	Industrial Pants	001-504-522-20-31-07	143.46
	026082312	1/2 Zip Turtleneck Sweatshirt	Invoice	10/27/2023	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	110.66
	026082348	Class A Alterations	Invoice	10/27/2023	Class A Alteration	001-504-522-20-31-07	22.07
	026082412	S/S Chief Shirt (x3)	Invoice	10/27/2023	S/S Chief Shirt (x3)	001-504-522-20-31-07	433.07
	026092992	Jacket w/ Detachable Inner Softshell	Invoice	10/28/2023	Jacket w/ Detachable Inner Softshell	001-504-522-20-31-07	312.04
	026092999	S/S Chief Shirt	Invoice	10/28/2023	S/S Chief Shirt	001-504-522-20-31-07	144.22
	026102771	Diamond Quilted Jacket	Invoice	10/30/2023	Diamond Quilted Jacket	001-504-522-20-31-07	99.18
	026102804	Diamond Quilted Jacket	Invoice	10/30/2023	Diamond Quilted Jacket	001-504-522-20-31-07	99.08
	026102817	Patch / Wire Maltese Cross Removal	Invoice	10/30/2023	Patch / Wire Maltese Cross Removal	001-504-522-20-31-07	156.27
	026102838	Silver Elastic Band Expansion Strap	Invoice	10/30/2023	Silver Elastic Band Expansion Strap	001-504-522-20-31-07	56.07
	026102850	L/S Chief Shirt	Invoice	10/30/2023	L/S Chief Shirt	001-504-522-20-31-07	147.04
	026115996	Diamond Quilted Jacket	Invoice	10/31/2023	Diamond Quilted Jacket	001-504-522-20-31-07	182.16
	026115997	Softshell Fleece Jacket	Invoice	10/31/2023	Softshell Fleece Jacket	001-504-522-20-31-07	202.69
	026130277	1/2 Zip Turtleneck Sweatshirt	Invoice	11/01/2023	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	110.66
	026142213	L/S Polyester Command Shirt	Invoice	11/02/2023	L/S Polyester Command Shirt	001-504-522-20-31-07	72.03
	026154500	Firefighter Pants (x2)	Invoice	11/03/2023	Firefighter Pants (x2)	001-504-522-20-31-07	270.52
	026172067	L/S Chief Shirt	Invoice	11/06/2023	L/S Chief Shirt	001-504-522-20-31-07	161.21
	026183977	Uniform Metal Badge (x5)	Invoice	11/06/2023	Uniform Metal Badge (x5)	001-504-522-20-31-07	715.85
0238	GRAINGER	23-02878					1,996.56
	9897529674	Station Operating Supplies	Invoice	11/07/2023	Station Operating Supplies	001-507-522-50-31-00	675.22
	9902873133	Station Operating Supplies	Invoice	11/13/2023	Station Operating Supplies	001-507-522-50-31-00	1,321.34
1660	HARBORVIEW INVESTMENT LTD	23-02879					1,710.00
	12/2023	Paramedic School Housing Rent (#2-10	Invoice	12/01/2023	Paramedic School Housing Rent (#2-10	001-506-522-45-49-37	1,710.00
0252	HEALTHFORCE PARTNERS INC.	23-02880					6,340.00
	24920	Annual Employee & Pre Employmnt/N	Invoice	10/31/2023	Annual Employee & Pre Employmnt/N	001-510-522-20-41-06	6,340.00
0260	HUGHES FIRE EQUIPMENT, INC	23-02881					821.12
	598915	Shop Parts	Invoice	11/01/2023	Shop Parts	050-511-522-60-34-01	821.12
1878	IMS ALLIANCE	23-02882					20.55
	23-3148	Passport Name Tag (x8)	Invoice	11/10/2023	Passport Name Tag (x8)	001-504-522-20-31-01	20.55
0276	IRON MOUNTAIN INC	23-02883					822.26
	202794150	OffSite Server Data Storage Services (N	Invoice	10/31/2023	OffSite Server Data Storage Services (N	001-513-522-10-41-04	822.26
1763	KRIS OLSEN	23-02884					130.60
	INV10517	Coffee - Hazmat Training (11/7-9/23)	Invoice	11/10/2023	Coffee - Hazmat Training (11/7-9/23)	001-506-522-45-31-03	130.60

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0349	L.N. CURTIS & SONS	23-02885					7,790.24
	INV739813	Swivel Female Adapter (x5)	Invoice	08/24/2023	Swivel Female Adapter (x5)	001-504-522-20-35-00	1,242.20
	INV740307	Swivel Female Adapter	Invoice	08/25/2023	Swivel Female Adapter	001-504-522-20-35-00	248.44
	INV759138	Bunker Gear Flashlights	Invoice	10/26/2023	Bunker Gear Flashlights	001-504-522-20-31-10	760.40
	INV759250	Hook Cluster (Lg J, Mini J, Hammerhear	Invoice	10/26/2023	Hook Cluster (Lg J, Mini J, Hammerhear	001-504-522-20-35-00	199.22
	INV760543	Swivel Female Adapter	Invoice	10/31/2023	Swivel Female Adapter	001-504-522-20-35-00	283.95
	INV762405	Bunker Boots (x8)	Invoice	11/06/2023	Bunker Boots (x8)	303-504-522-20-35-04	5,056.03
0348	LIZ LOOMIS PUBLIC AFFAIRS	23-02886					12,011.50
	SRF-100923	Public Affairs Support/Marketing Servi	Invoice	10/09/2023	Public Affairs Support/Marketing Servi	001-502-522-10-41-01	6,011.50
	SRF-1123	Public Affairs Support/Marketing Servi	Invoice	11/06/2023	Public Affairs Support/Marketing Servi	001-502-522-10-41-01	6,000.00
0352	LOWE'S	23-02887					376.58
	920414-LWDHUU	2x2 Lumber Training (Door Prop) - NB	Invoice	10/13/2023	2x2 Lumber Training (Door Prop) - NB	001-506-522-45-31-03	44.05
	922131-LHQPEQ	Shop Parts	Invoice	07/06/2023	Shop Parts	050-511-522-60-34-01	31.17
	971651-LVXTSX	Space Heater (BC81) , Door Handle Repl	Invoice	10/11/2023	Door Handle Replcmnt (DCYF)	001-507-522-50-48-00	36.14
					Space Heater (BC Vehicle ST 81)	001-504-522-20-35-00	25.96
	975613-LXSNHG	Propane Tank Exchange (x3)	Invoice	10/24/2023	Propane Tank Exchange (x3)	001-507-522-50-47-03	72.14
	976604-LWGPXZ	Shop Parts	Invoice	10/13/2023	Shop Parts	050-511-522-60-34-01	90.31
	984172-LWNPBU	Nail Punch Set 3pc (Ladder Repair)	Invoice	10/16/2023	Nail Punch Set 3pc (Ladder Repair)	001-507-522-50-35-00	11.41
	987696-LWSMTH	Shop Parts	Invoice	10/17/2023	Shop Parts	050-511-522-60-34-01	23.87
	999709-LVSXFO	Combination Locks (x2 Training Box) - 5	Invoice	10/10/2023	Combination Locks (x2 Training Box) - 5	001-507-522-50-35-00	41.53
0082	MIKE CAMERER	23-02888					175.00
	INV10514	EVT Tests Reimbursement (RF3,RF4,RE	Invoice	11/15/2023	EVT Tests Reimbursement (RF3,RF4,RE	050-511-522-45-49-01	175.00
0379	MOBILE HEALTH RESOURCES	23-02889					1,271.40
	23772	Monthly EMS Patient Experience Surve	Invoice	10/31/2023	Monthly EMS Patient Experience Surve	001-509-522-20-49-02	1,271.40
2256	MONROE STORAGE PARTNERS 1	23-02890					146.00
	37746	Storage Unit Monthly Rental (Decembe	Invoice	11/16/2023	Storage Unit Monthly Rental (Decembe	001-507-522-50-45-00	146.00
0382	MOTOR TRUCKS, INC.	23-02891					14.21
	11P21968	Shop Parts	Invoice	11/08/2023	Shop Parts	050-511-522-60-34-01	14.21
0387	MUNICIPAL EMERGENCY SERVIC	23-02892					3,862.93
	IN1891128	SEEK Thermal Imaging Camera Repair	Invoice	06/15/2023	SEEK Thermal Imaging Camera Repair	001-504-522-20-48-02	258.96
	IN1957098	Structural Firefighter Gloves (x13)	Invoice	10/31/2023	Structural Firefighter Gloves (x13)	303-504-522-20-35-04	1,698.76
	IN1957316	Breathing Air Compressor Service Call	Invoice	10/31/2023	Breathing Air Compressor Service Call	001-504-522-20-48-12	251.51
	IN1958413	Bunker/Turnout Gear Storage Bags (x5	Invoice	11/02/2023	Bunker/Turnout Gear Storage Bags (x5	001-504-522-20-31-10	1,239.45
	IN1958415	Bunker/Turnout Gear Storage Bags (x5	Invoice	11/02/2023	Bunker/Turnout Gear Storage Bags (x5	001-504-522-20-31-10	414.25
1904	NATIONAL TESTING NETWORK, I	23-02893					290.00
	13853	CPAT Testing (October Voucher Usage	Invoice	10/31/2023	CPAT Testing (October Voucher Usage	001-503-522-10-49-01	290.00
0424	NORTHWEST SAFETY CLEAN	23-02894					514.21
	23-36692	Bunker Gear Cleaning, Repairs & Alterz	Invoice	11/02/2023	Bunker Gear Cleaning, Repairs & Alterz	001-504-522-20-48-11	514.21

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2333	OAC SERVICES, INC. 146840	23-02895 Professional Services Approv/Evalu (Ph	Invoice	09/15/2023	Professional Services Approv/Evalu (Ph	300-507-594-50-62-81	19,220.40 500.00
	146841	Professional Services CM Labor (Phase	Invoice	09/15/2023	Professional Services CM Labor (Phase	300-507-594-50-62-83	417.80
	147005	Professional Services Approv/Evalu (Ph	Invoice	10/13/2023	Professional Services Approv/Evalu (Ph	300-507-594-50-62-81	3,715.00
	147006	Professional Services CM Labor (Phase	Invoice	10/13/2023	Professional Services CM Labor (Phase	300-507-594-50-62-83	2,441.00
	147334	Professional Services CM Labor/App.	Invoice	11/16/2023	Professional Services CM Labor - ST3:	300-507-594-50-62-32	4,396.80
					Professional Services PRC Approv & E	300-507-594-50-62-81	2,797.00
	147335	Professional Services CM Labor (Phase	Invoice	11/16/2023	Professional Services CM Labor (Phase	300-507-594-50-62-31	2,820.30
					Professional Services CM Labor (Phase	300-507-594-50-62-83	2,132.50
2252	ODP BUSINESS SOLUTIONS, LLC 335646533001	23-02896 Easel Pad (x3) Easel Dsply Stnd, Batt 24pk	Invoice	10/27/2023	Battery AA 24 pk - Training	001-506-522-45-31-02	585.75 5.81
					Easel Display Stand Blk (Training)	001-506-522-45-35-00	9.32
					Easel Pad Non Stick/Stick (x3)	001-506-522-45-31-03	72.26
	338562131001	Copy Paper - Admin	Invoice	11/03/2023	Copy Paper - Admin	001-502-522-10-31-00	86.62
	340748494001	Permanent Marker - ST 74	Invoice	11/02/2023	Permanent Marker - ST 74	001-502-522-10-31-00	13.83
	340755722001	Pens (x6), Marker, PostIt 18pk, Printer	Invoice	11/02/2023	Pens (x6), Marker, PostIt 18pk, Printer	001-502-522-10-31-00	227.00
	341552101001	Index Cards, Binders (x20) - EMS Suppl	Invoice	11/10/2023	Index Cards, Binders (x20) - EMS Suppl	001-509-522-20-49-04	170.91
0444	ORION MEDICAL SUPPLY INC 23-06583	23-02897 Medications - EMS Supplies	Invoice	10/30/2023	Medications	001-509-522-30-31-01	471.39 157.13
	23-06693	Medications - EMS Supplies	Invoice	11/03/2023	Medications	001-509-522-30-31-01	157.13
	23-06766	Medications - EMS Supplies	Invoice	11/07/2023	Medications	001-509-522-30-31-01	157.13
0466	PETROCARD, INC. C320237	23-02898 OnSite Mobile Fueling Service - ST 71,	Invoice	11/08/2023	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00 001-509-522-20-32-00	1,728.46 864.23 864.23
1777	PROFESSIONAL HEALTH SERVICE 1106	23-02899 Annual Employee Medical Evaluations	Invoice	11/03/2023	Annual Employee Medical Evaluations	001-510-522-20-41-06	101,266.00 94,026.00
	1127	Annual Employee Medical Evaluation (Invoice	11/10/2023	Annual Employee Medical Evaluation (001-510-522-20-41-06	7,240.00
0483	PUGET SOUND ENERGY ADMIN-OCTNOV23	23-02900 Natural Gas - Admin Bldg	Invoice	11/07/2023	Natural Gas - Admin Bldg	001-507-522-50-47-03 300-507-522-50-47-00	999.29 509.64 489.65
0483	PUGET SOUND ENERGY ST81-OCTNOV23	23-02901 Natural Gas - ST 81	Invoice	11/06/2023	Natural Gas - ST 81	001-507-522-50-47-03	318.76 318.76
0483	PUGET SOUND ENERGY ST82-OCTNOV23	23-02902 Natural Gas - ST 82	Invoice	11/06/2023	Natural Gas - ST 82	001-507-522-50-47-03	264.11 264.11
0484	PURCELL TIRE & SERVICE CENTEF 24263727	23-02903 Shop Parts	Invoice	11/02/2023	Shop Parts	050-511-522-60-34-01	4,605.98 1,468.81
	24263861	Shop Parts	Invoice	10/27/2023	Shop Parts	050-511-522-60-34-01	871.72
	24263939	Shop Parts	Invoice	11/01/2023	Shop Parts	050-511-522-60-34-01	2,265.45

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2298	PURE GRIT PERFORMANCE 0685 0686	23-02904 Pre-Academy Nutrion WrkShp/Presnt I Fire Academy WrkShp Nutrtrion (Acade	Invoice Invoice	11/07/2023 11/07/2023	Pre-Academy Nutrion WrkShp/Presnt I Fire Academy WrkShp Nutrtrion (Acade	001-510-522-20-41-07 001-506-522-45-49-23	7,410.00 1,710.00 5,700.00
1533	REHN & ASSOCIATES IN0000184226	23-02905 COBRA Rights Notice Letter (x4)	Invoice	10/31/2023	COBRA Rights Notice Letter (x4)	001-502-522-10-41-01	100.00 100.00
0499	RICE FERGUS MILLER, INC. 2020053.00-029 2022073.00-010	23-02906 Cap. Facilities Planning (Bid.Constrct) - Capital Facilities Planning - Shop Add R	Invoice Invoice	11/08/2023 11/08/2023	Cap. Facilities Planning (Bid.Constrct) - Capital Facilities Planning - Shop Add R	300-507-594-50-62-83 300-507-594-50-62-00	29,053.66 7,453.66 21,600.00
0501	RICOH USA, INC. 107756938	23-02907 Copier Machine - ST 31	Invoice	11/03/2023	Copier Machine Lease - ST 31 Copier Machine Usage - ST 31	001-512-591-22-70-00 001-502-522-10-31-00	675.18 362.57 312.61
1921	SEA-WESTERN INC INV27413 INV27628	23-02908 Elkhart Brass Gate Valve Non Rising Ste Elkhart Brass Handle (x1), Brass Leg Fo	Invoice Invoice	11/02/2023 11/13/2023	Elkhart Brass Gate Valve Non Rising Ste Elkhart Brass Handle (x1), Brass Leg Fo	001-504-522-20-35-00 001-504-522-20-35-00	3,624.13 3,035.49 588.64
0546	SISKUN POWER EQUIPMENT 466905 466907 467197 467198 467202 467298 467394	23-02909 Chain Saw 20" Bar (x5) Chain Saw Repair Parts Chain Saw Repair Parts Chain Saw Repair Parts (Twist Lock, Fas Chain Saw Repair Parts (Circlip,Wrench Chain Saw Repair Parts (Screw, Chain C Chain Saw Repair Parts (Chain Sprocke	Invoice Invoice Invoice Invoice Invoice Invoice Invoice	10/30/2023 10/30/2023 11/09/2023 11/09/2023 11/09/2023 11/14/2023 11/16/2023	Chain Saw 20" Bar (x5) Chain Saw Repair Parts Chain Saw Repair Parts Chain Saw Repair Parts (Twist Lock, Fas Chain Saw Repair Parts (Circlip,Wrench Chain Saw Repair Parts (Screw, Chain C Chain Saw Repair Parts (Chain Sprocke	001-504-522-20-48-02 001-504-522-20-48-02 001-504-522-20-48-02 001-504-522-20-48-02 001-504-522-20-48-02 001-504-522-20-48-02 001-504-522-20-48-02	2,213.19 56.60 204.81 1,478.36 150.26 165.77 15.07 142.32
0550	SMARSH INC INV-132519	23-02910 Electronic Communications Archiving S	Invoice	10/31/2023	Electronic Communications Archiving S	001-513-522-10-41-04	96.21 96.21
1543	SNOHOMISH COUNTY FIRE DISTF 2023-27	23-02911 AHA Heartsaver First Aid CPR Class (x1	Invoice	08/21/2023	AHA Heartsaver First Aid CPR Class (x1	001-503-522-45-49-02	620.00 620.00
0520	SNOHOMISH COUNTY FIRE DISTF 23.50	23-02912 Harvey Room Rental x9 (03/06/2024)	Invoice	11/17/2023	Harvey Room Rental x9 (03/06/2024)	001-506-522-45-45-00	315.00 315.00
1536	SNOHOMISH REGIONAL FIRE & R 0-078-888-492 0-078-941-588	23-02913 DOL Driving Record Request (x6) DOL Driving Record Request (x3)	Invoice Invoice	11/08/2023 11/08/2023	DOL Driving Record Request (x6) DOL Driving Record Request (x3)	001-503-522-10-49-06 001-503-522-10-49-06	135.00 90.00 45.00
0572	SPEEDWAY CHEVROLET 140092 140101	23-02914 Shop Parts Shop Parts	Invoice Invoice	10/31/2023 11/01/2023	Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01	273.66 108.51 165.15

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	Payable Number	Payable Description					Distribution Amount
2057	SPRAGUE PEST SOLUTIONS	23-02915					1,101.03
	5265331	Monthly Pest Control Services - Admin	Invoice	11/02/2023	Monthly Pest Control Services - Admin	001-507-522-50-41-00	109.21
	5265332	Monthly Pest Control Servcs - ST 74/Lc	Invoice	11/13/2023	Monthly Pest Control Servcs - ST 74/Lc	001-507-522-50-41-00	109.11
	5265333	Monthly Pest Control Services - ST 73	Invoice	11/07/2023	Monthly Pest Control Services - ST 73	001-507-522-50-41-00	109.91
	5265334	Monthly Pest Control Services - ST 82	Invoice	11/06/2023	Monthly Pest Control Services - ST 82	001-507-522-50-41-00	109.11
	5265335	Monthly Pest Control Services - ST 83	Invoice	11/06/2023	Monthly Pest Control Services - ST 83	001-507-522-50-41-00	109.11
	5265336	Monthly Pest Control Services - ST 81	Invoice	11/06/2023	Monthly Pest Control Services - ST 81	001-507-522-50-41-00	109.11
	5265337	Monthly Pest Control Services - ST 77	Invoice	11/16/2023	Monthly Pest Control Services - ST 77	001-507-522-50-41-00	109.11
	5265338	Monthly Pest Control Services - ST 72	Invoice	11/14/2023	Monthly Pest Control Services - ST 72	001-507-522-50-41-00	118.04
	5265340	Monthly Pest Control Services - ST 33	Invoice	11/15/2023	Monthly Pest Control Services - ST 33	001-507-522-50-41-00	109.11
	5265341	Monthly Pest Control Services - ST 32	Invoice	11/10/2023	Monthly Pest Control Services - ST 32	001-507-522-50-41-00	109.21
1634	STRYKER SALES CORPORATION	23-02916					1,812.07
	9204839813	Disposable SP02 Sensors (PED Adhesiv	Invoice	10/16/2023	Disposable SP02 Sensors (PED Adhesiv	001-509-522-30-31-01	478.00
	9204920589	Disposable SP02 Sensor (PED Adhesive	Invoice	10/28/2023	Disposable SP02 Sensor (PED Adhesive	001-509-522-30-31-01	1,054.07
	9204925799	Defibrillatn Electrode Pads (Child/Infar	Invoice	10/30/2023	Defibrillatn Electrode Pads (Child/Infar	001-509-522-30-31-01	280.00
0587	SYSTEMS DESIGN WEST, LLC	23-02917					11,401.76
	20232303	EMS Transport Billing Monthly Service:	Invoice	11/14/2023	EMS Transport Billing Monthly Service:	001-509-522-20-41-05	11,401.76
1645	TELEFLEX, LLC	23-02918					357.91
	9507627242	Medical Supplies	Invoice	10/26/2023	Medical Supplies	001-509-522-30-31-01	336.57
	9507627244	Medical Supplies	Invoice	10/26/2023	Medical Supplies	001-509-522-30-31-01	21.34
0603	TOWN & COUNTRY TRACTOR INC	23-02919					540.82
	195593	Pre-Mixed Engine Fuel (1Gal x13)	Invoice	09/11/2023	Pre-Mixed Engine Fuel (1Gal x13)	001-504-522-20-48-02	533.18
	196693	HS Gearbox Grease Lubricant	Invoice	10/25/2023	HS Gearbox Grease Lubricant	001-504-522-20-48-02	7.64
0610	TRUE NORTH EMERGENCY EQUIP	23-02920					5,216.19
	A16060	Shop Parts	Invoice	10/31/2023	Shop Parts	050-511-522-60-34-01	49.44
	A16061	Shop Parts	Invoice	10/31/2023	Shop Parts	050-511-522-60-34-01	1,321.76
	A16076	Shop Parts	Invoice	11/01/2023	Shop Parts	050-511-522-60-34-01	159.51
	A16093	Shop Parts	Invoice	11/02/2023	Shop Parts	050-511-522-60-34-01	674.70
	A16113	Shop Parts	Invoice	11/03/2023	Shop Parts	050-511-522-60-34-01	1,013.42
	A16114	Shop Parts	Invoice	11/03/2023	Shop Parts	050-511-522-60-34-01	190.74
	A16115	Shop Parts	Invoice	11/03/2023	Shop Parts	050-511-522-60-34-01	50.47
	A16138	Shop Parts	Invoice	11/07/2023	Shop Parts	050-511-522-60-34-01	153.40
	A16151	Shop Parts	Invoice	11/08/2023	Shop Parts	050-511-522-60-34-01	1,448.49
	A16161	Shop Parts	Invoice	11/09/2023	Shop Parts	050-511-522-60-34-01	154.26
0622	UNITED PARCEL SERVICE	23-02921					114.15
	000042W7X8443	Freight Charges (Shop)	Invoice	11/04/2023	Freight Charges (Shop)	050-511-522-60-34-01	114.15
2306	UNITED RENTALS (NORTH AMER	23-02922					176.88
	225472804-002	Cap. Facilities Planning (Container Ren	Invoice	11/01/2023	Cap. Facilities Planning (Container Ren	300-507-594-50-62-83	176.88

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0624	US BANK	23-02923					61,491.23
	USBANK-OCT23	District Credit Card Charges - October : Invoice	Invoice	10/25/2023	Adhesive/Door Handle/Furring Strip (L	001-506-522-45-49-23	729.93
					Airfare (Alaska Air)- BC Bootcamp - Ea	001-506-522-45-43-00	701.40
					Airfare (Alaska Air)- BC Bootcamp - Ga	001-506-522-45-43-00	701.40
					Airfare (Alaska Air)- BC Bootcamp - Lov	001-506-522-45-43-00	701.40
					Airfare (Alaska Air)- BC Bootcamp -Stal	001-506-522-45-43-00	701.40
					Airport Parking (Park n Fly) - Tickle	001-506-522-45-43-00	114.01
					Alabama Fire College Registration - Mc	001-506-522-45-49-02	510.00
					All Hands Fire Equipment	001-504-522-20-35-00	3,256.11
					Background Check (SterlingNow)	001-503-522-10-49-06	85.00
					Baggage (Alaska Air) - Kees	001-506-522-45-43-00	30.00
					Barmon Lumber	001-506-522-45-31-03	3,747.20
					Bavarian Lodge -Beyond the Street Cor	001-509-522-20-43-00	1,232.10
					Books for Trning Presentation (Duvall F	001-506-522-45-31-03	101.52
					CalendarWiz Professional	001-513-522-10-49-04	29.00
					CalendarWiz Professional (Annual)	001-506-522-45-31-03	250.00
					Carport Sandbags - ST 82	001-507-522-50-31-00	51.40
					Coffee (Comex Workshop)	001-501-522-10-43-01	61.44
					Coffee (Starbucks) - FF/PM Interviews	001-503-522-10-49-06	15.95
					Coffee (Starbucks) - FF/PM Interviews	001-503-522-10-49-06	13.95
					Coffee (Starbucks) - Live Fire Training	001-506-522-45-31-03	43.56
					Coffee (Starbucks) - Live Fire Training	001-506-522-45-31-03	43.76
					Coffee (Starbucks) - Live Fire Training	001-506-522-45-31-03	65.34
					Coffee (Starbucks) - Live Fire Training	001-506-522-45-31-03	43.56
					Coffee (Starbucks) - Lt. Exam	001-506-522-45-31-03	87.12
					Coffee (Starbucks) - Lt. Exam	001-506-522-45-31-03	91.32
					Coffee for Open House (Starbucks)	001-515-522-30-31-01	69.74
					Costco - 48 Cases of Water	001-507-522-50-31-00	481.35
					Costco- Gatorade	001-507-522-50-31-00	301.81
					Dashboard cell phone holder/Plastic PI	001-506-522-45-31-03	44.27
					Diesel Exhaust Fluid (DEF) x4 (Costco)- S	001-504-522-20-32-00	76.46
					Digs Changing Poncho x40	001-514-522-20-31-09	2,400.00
					Dinner (Anthony's) - Comex Workshop	001-501-522-10-43-01	1,357.14
					Dinner (Chianti's) - Comex Workshop	001-501-522-10-43-01	637.48
					Doughnuts for BC Meeting (Top Pot)	001-504-522-20-31-01	29.95
					Doughnuts for Open House (Henry's)	001-515-522-30-31-01	51.27
					Drill Bit Set/Wshrs/Screws (Lowe's) - Ac	001-506-522-45-49-23	41.91
					Dropbox Plus	001-515-522-30-49-04	132.47
					Epoxy/Adhesive (Lowe's) - Academy	001-506-522-45-49-23	70.74
					Extension Cord - ST 82	001-504-522-20-35-00	16.37
					Fasteners (Ace Hardware) - Academy	001-506-522-45-49-23	27.87
					Flat tire repair (Kevin's Tire Service) - D	001-513-522-20-48-01	31.49
					Frost Blocker/Wipers - S2304	001-507-522-50-31-00	36.65

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	USBANK-OCT23	District Credit Card Charges - October	Invoice	10/25/2023	Gorilla Grip Adhesive/Velcro - ST 82	001-507-522-50-31-00	50.26
					GSS Safety Softshell Jacket - Shop(HiVi	050-511-522-60-31-01	106.15
					Harken- Rope Equipment	001-514-522-20-35-03	3,120.67
					Heavy Duty Box (Home Depot) - St 83	001-507-522-50-35-00	160.08
					Helium Tank (Party City)- Open House	001-515-522-30-35-00	58.25
					HeroWipes	001-510-522-20-31-01	225.11
					Hilton Garden (Hotel)- Wildland Reim	001-514-522-20-43-01	137.86
					Hilton Garden (Hotel)- Wildland Reim	001-514-522-20-43-01	149.16
					Hotel (Campbells) - Fire Prevention Ins	001-515-522-30-43-00	595.45
					Hotel (Campbells) - Fire Prevention Ins	001-515-522-30-43-00	595.45
					Hotel (Campbells) - Fire Prevention Ins	001-515-522-30-43-00	595.45
					Hotel (Campbell's)-2023 Fire Prev Insti	001-515-522-30-43-00	476.36
					Hotel (Campbell's)-Fire Prevention Inst	001-515-522-30-43-00	476.36
					Hotel (Heathman Hotel) - Fall Comm. E	001-501-522-10-43-01	7,470.37
					Hotel (Hilton Garden) (2023 Mile High	001-506-522-45-43-00	688.70
					Hotel (Hyatt Regency) (Firehouse Expo	001-506-522-45-43-00	907.12
					Hotel (MGM) - Neogov HR User Conf- I	001-503-522-10-43-00	-200.00
					Hotel (MGM) - Neogov HR User Conf- I	001-503-522-10-43-00	862.13
					Hotel(Hilton Garden)(2023 Mile High C	001-506-522-45-43-00	688.70
					Hotel(Hilton Garden)(2023 Mile High C	001-506-522-45-43-00	688.70
					Hotel(Hilton Garden)(2023 Mile High C	001-506-522-45-43-00	688.70
					Hotel(Hilton Garden)(2023 Mile High C	001-506-522-45-43-00	688.70
					Hotel(Hilton Garden)(2023 Mile High C	001-506-522-45-43-00	748.70
					Hydrating Moisturizer (Accidental Purc	001-506-522-45-31-03	-16.27
					Icicle Village (WFAC Conference) - Bazi	001-503-522-10-43-00	238.62
					Icicle Village (WFAC Conference) - Dot	001-503-522-10-43-00	238.62
					Icicle Village (WFAC Conference) - Gon	001-503-522-10-43-00	238.62
					Icicle Village (WFAC Conference) - Jenk	001-503-522-10-43-00	357.93
					Icicle Village (WFAC Conference) - Mor	001-503-522-10-43-00	238.62
					Icicle Village (WFAC Conference) - Pow	001-503-522-10-43-00	238.62
					Icicle Village (WFAC Conference) - Reer	001-503-522-10-43-00	357.93
					Icicle Village (WFAS Conference) - Lebe	001-503-522-10-43-00	238.62
					Icicle Village (WFAS Conference) - Varg	001-503-522-10-43-00	238.62
					Icicle Village (WFAS Conference) -Richr	001-503-522-10-43-00	238.62
					Icicle Village (WFAS Conference) -Ruiz	001-503-522-10-43-00	238.62
					Kool Change Printing - Fire Watch Ord	001-505-522-30-31-00	335.65
					LED Lights-ST 31/Storage Totes -ST 71	001-507-522-50-35-00	98.16
					Live Fire Props (Walmart)	001-506-522-45-31-03	249.41
					Live Fire Supplies (Lowe's)	001-506-522-45-31-03	22.97
					Live Fire supplies (McDaniels)	001-506-522-45-31-03	240.25
					Live Fire supplies (Snohomish Co-Op)	001-506-522-45-31-03	74.82
					Live Fire Training Supplies	001-506-522-45-31-03	156.79
					Lost Title/Agency Name Change - S080	001-502-522-10-49-06	121.03

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	USBANK-OCT23	District Credit Card Charges - October	Invoice	10/25/2023	LS Best Storage Monthly Rental x2	001-507-522-50-45-00	150.00
					LS Chamber of Commerce October Lunch	001-502-522-10-49-06	100.00
					(Hwy 2 Fusion) - Debrief w/FM/	001-502-522-10-49-06	151.04
					Lunch (Ixtapa) - Lt. Test Assessment Ce	001-506-522-45-31-03	605.96
					Lunch (Jersey Mike's) Live Fire Instruct	001-506-522-45-31-03	192.36
					Lunch (Jersey Mike's) Live Fire Training	001-506-522-45-31-03	38.28
					Lunch (Jet City Pizza) - FF/PM Interview	001-503-522-10-49-06	114.62
					Lunch (Lala's Mexican) - Live Fire Instru	001-506-522-45-31-03	176.72
					Lunch (Lala's Mexican) Live Fire Instruc	001-506-522-45-31-03	176.72
					Lunch (Larry's) - FF/PM Interviews	001-503-522-10-49-06	100.25
					Lunch (Live Fire Training)	001-506-522-45-31-03	96.60
					Lunch (Maltby Pizza)- EMS Division Me	001-509-522-20-49-04	70.79
					Lunch (Maltby) - FF/PM Interviews	001-503-522-10-49-06	103.87
					Lunch (Sahara Pizza) - Live Fire Instruct	001-506-522-45-31-03	207.86
					Lunch (Taco's Pihuamo) - Mediation IA	001-502-522-10-49-06	43.25
					Lunch (Tuscano's) - Mediation IAFF	001-502-522-10-49-06	17.31
					Lunch (Tuscano's) WSAO Team Worksh	001-502-522-10-49-06	131.80
					Mailing Fit Test machines for repair (UI	001-510-522-20-48-00	782.20
					Media Partners	001-503-522-45-49-02	426.12
					MGM Hotel - Neo Gov HR User Confer	001-503-522-10-43-00	662.13
					Microsoft 'Office 365 E1' License Mnth	001-513-522-10-49-04	15.32
					Monroe Chamber of Commerce Octob	001-502-522-10-49-06	80.00
					Monroe Pizza & Pints - Lunch for Open	001-515-522-30-31-01	644.57
					Multiscrew (Ace Hardware) - Academy	001-506-522-45-49-23	17.48
					Name Tags added to FM Coveralls x5	001-504-522-20-31-07	180.02
					National Assoc of Sfty Proff ann trn mt	001-510-522-20-49-01	195.00
					Open House Supplies (Costco)	001-502-522-10-49-06	39.96
					Open House Supplies (Fred Meyer)	001-502-522-10-49-06	6.54
					Open House Supplies (Fred Meyer)	001-502-522-10-49-06	30.69
					Open House Supplies (Fred Meyer)	001-502-522-10-49-06	25.46
					Open House Supplies (Fred Meyer)	001-502-522-10-49-06	148.88
					Open House Supplies (Party City)	001-502-522-10-49-06	202.85
					Open House Supplies (Safeway)	001-502-522-10-49-06	37.26
					Open House Supplies (Safeway)	001-502-522-10-49-06	81.08
					Open House Supplies (Safeway)	001-502-522-10-49-06	63.90
					Open House Supplies (Target)	001-502-522-10-49-06	138.58
					Open House Supplies (Target)	001-502-522-10-49-06	18.54
					Paper Towels - ST 82	001-507-522-50-31-00	21.30
					Personal Heater (Ace Hardware)	001-504-522-20-35-00	47.00
					Personalized Charcut Brd (20 yr service	001-502-522-10-49-07	1,466.30
					Pex Pipe (Live Fire Training) (Lowe's)	001-506-522-45-31-03	8.49
					Plywood Lumber (Lowe's)	001-506-522-45-31-03	676.09
					PNW Fire Conf Regist Fees- Travis Rask	001-506-522-45-49-02	325.00

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	USBANK-OCT23	District Credit Card Charges - October	Invoice	10/25/2023	Projector (Best Buy) - COMEX	001-513-522-10-35-00	550.49
					Propane (Monroe Co-Op) - Open Hous	001-515-522-30-31-01	9.87
					Resp.Fit Tester 8048 & Particle Genera	001-510-522-20-48-00	3,057.92
					RigTech Pack - Rescue Swimmer Suppli	001-514-522-20-31-09	280.06
					Seam Ripper/Shoe Care	001-514-522-20-31-09	9.77
					Shell Oil - Wildland Reimbursement	001-514-522-20-43-01	169.54
					Shop Parts	050-511-522-60-34-01	570.37
					Shop Parts (Alligator Performance)	050-511-522-60-34-01	151.51
					Shop Parts (Metal Supermarket)	050-511-522-60-34-01	58.58
					Shop Tools (Snap-On)	050-511-522-60-48-01	339.14
					Shorepower Connections (Stock/Inven	001-507-522-50-35-00	220.87
					Snacks (Costco) - Lt. exam process	001-506-522-45-31-03	177.20
					Snacks (Henry's Donuts) Live Fire traini	001-506-522-45-31-03	47.08
					Snacks (QFC) for CAM class	001-509-522-20-49-04	36.11
					Snacks (Safeway) - FF/PM interviews	001-503-522-10-49-06	123.85
					Snacks (Safeway) - FF/PM Interviews	001-503-522-10-49-06	16.98
					Snacks (Safeway) - FF/PM Interviews	001-503-522-10-49-06	19.61
					Snacks (Safeway) - Live Fire Training	001-506-522-45-31-03	175.83
					Snacks (Safeway) - Lt. exam process	001-506-522-45-31-03	30.48
					Snacks (Safeway) - Run Review	001-509-522-20-49-04	36.28
					Snacks for BC Meeting (Safeway)	001-504-522-20-31-01	43.49
					Speaker w/ Microphone (Costco) - Con	001-507-522-50-35-00	196.73
					Staples - Badge Holders (Clear)	001-502-522-10-31-00	27.56
					Staples -Dividers/Cardstock Paper/Cop	001-502-522-10-31-00	580.65
					Steel Standard Bar (Hi-Lift Jack Repair)	001-504-522-20-48-02	40.48
					Steel Wool Pads/WD-40 (Ace Hardwar	001-507-522-50-31-00	32.75
					Storage Bins (Costco) - ST 33	001-507-522-50-35-00	61.44
					Storage Bins (Costco) - ST 83 Remodely	001-507-522-50-35-00	103.73
					Storage Totes for TR31 tools	001-507-522-50-35-00	45.88
					Sultan Bakery - Live Fire Instructors	001-506-522-45-31-03	51.29
					Sultan Bakery - Live Fire Instructors	001-506-522-45-31-03	51.29
					Sultan Bakery - Live Fire Instructors	001-506-522-45-31-03	48.19
					Swiffer Wet Mop Refill (Costco)	001-507-522-50-31-00	25.89
					Temp Carport for B81 (Wayfair)	001-507-522-50-35-00	229.42
					Totes for Tools - St 31	001-507-522-50-35-00	45.88
					T-Post and Fencing (Ace Hardware)	001-506-522-45-31-03	134.34
					Tulalip Resort (2023 WAPELRA Confere	001-502-522-10-43-00	189.27
					Uber - (Firehouse Expo) - Tickle	001-506-522-45-43-00	26.96
					Uber - (Firehouse Expo) - Tickle	001-506-522-45-43-00	5.47
					Uber (Firehouse Expo) - Tickle	001-506-522-45-43-00	4.58
					Uber (Firehouse Expo) - Tickle	001-506-522-45-43-00	21.45
					UPS Flat Rate Env-mailing certification	001-502-522-10-42-00	28.75
					Vimeo Pro	001-513-522-10-49-04	261.84

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
	USBANK-OCT23	District Credit Card Charges - October	Invoice	10/25/2023	Vimeo Pro	001-515-522-30-49-04	261.84
					WA State Patrol (WSP) Background Check	001-503-522-10-49-06	11.00
					Water - ST 71 (Costco)	001-507-522-50-31-00	474.75
					Water Delivery & Cooler Rental (Shop)	050-511-522-60-31-04	52.23
					Water/Frost Blocker/Wiper Blades- Log	001-507-522-50-31-00	54.57
					Yeti Rambler (5 Year Service Award) x7	001-502-522-10-49-07	226.59
					Yoga Mat (Accidental Purchase)	001-506-522-45-31-03	-31.96
					Yoga Mat Bag/Gel Cleanser (Accidenta	001-506-522-45-31-03	-54.37
0631	VERATHON MEDICAL 80775026	23-02924 Medical Supplies	Invoice	11/08/2023	Medical Supplies	001-509-522-30-31-01	471.09
0643	WASHINGTON STATE DEPARTME 18023004	23-02925 Wildland T-shirts for the supply room	Invoice	11/16/2023	Wildland T-shirts for the supply room	001-514-522-20-35-01	4,497.66
0651	WAVE 129266301-0010356	23-02926 Fiber Optic Connection - ST 72	Invoice	09/01/2023	Fiber Optic Connection - ST 72	001-513-522-50-42-01	900.80
0651	WAVE 129266301-0010409	23-02927 Fiber Optic Connection - ST 72	Invoice	09/30/2023	Fiber Optic Connection - ST 72	001-513-522-50-42-01	900.80
0651	WAVE 12966301-0010308	23-02928 Fiber Optic Connection - ST 72	Invoice	08/03/2023	Fiber Optic Connection - ST 72	001-513-522-50-42-01	900.80
0651	WAVE 132631801-0010465	23-02929 Fiber Optic Connections & Cable/TV Se	Invoice	11/01/2023	Cable/TV Services - ST 74 (Logistics)	001-513-522-50-42-01	6,599.81
					Fiber Optic Conncn - The Cnty,ST31-3	001-513-522-50-42-01	29.71
							6,570.10
0651	WAVE 12966301-0010465	23-02930 Fiber Optic Connection - ST 72	Invoice	11/01/2023	Fiber Optic Connection - ST 72	001-513-522-50-42-01	900.80
0665	WHELEN ENGINEERING COMPAN 394168	23-02931 Shop Parts	Invoice	11/10/2023	Shop Parts	050-511-522-60-34-01	251.48
2011	ZIPLY FIBER ADMIN-OCT23	23-02932 Fire Alarm Phone Lines/Connection - A	Invoice	10/28/2023	Fire Alarm Phone Lines/Connection - A	001-513-522-50-42-01	192.18
						Total Claims: 107	Total Payment Amount: 472,804.10

Snohomish Regional Fire and Rescue

Claims Voucher Summary

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Page 1 of 4

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
23-02826	ALDERWOOD AUTO GLASS		109.70
23-02827	AMAZON CAPITAL SERVICES, INC		6,622.45
23-02828	APPLIANCE MECHANIC		268.03
23-02829	ARAMARK UNIFORM SERVICES		286.73
23-02830	B&H FIRE AND SECURITY		258.96
23-02831	BENJAMIN TOWERS		87.00
23-02832	BEST TREE SERVICE NW INC.		5,138.18
23-02833	BICKFORD MOTORS INC.		837.08
23-02834	BK INDUSTRIES & SOLUTIONS INC		2,879.08
23-02835	BONNEVILLE COMMUNICATION SOLUTIONS		347.50
23-02836	BOUND TREE MEDICAL, LLC		8,184.67
23-02837	BRAD TALLEY		4,000.00
23-02838	BRASS EAGLE FABRICATION AND TOOL		9,711.11
23-02839	BRAVO ENVIROMENTAL NW INC		4,911.34
23-02840	BRYSON SALES & SERVICE		551.86
23-02841	CANON FINANCIAL SERVICES INC		886.47
23-02842	CASCADE FIRE EQUIPMENT COMPANY		232.21
23-02843	CDW GOVERNMENT LLC		3,241.86
23-02844	CENTRAL WELDING SUPPLY		1,423.81
23-02845	CHAMPION BOLT & SUPPLY INC		120.92
23-02846	CHINOOK LUMBER		335.03
23-02847	CHMELIK SITKIN & DAVIS P.S.		7,724.00
23-02848	CITY OF MONROE		743.38
23-02849	CITY OF MONROE		36.19
23-02850	CITY OF MONROE		143.27
23-02851	CITY OF MONROE		444.70
23-02852	CLEARVIEW HARDWARE & FEED		13.07
23-02853	COMCAST		716.29
23-02854	COMCAST		104.81
23-02855	COMCAST		306.71
23-02856	COMCAST		311.43

Page Total 60,977.84

Cumulative Total 60,977.84

Snohomish Regional Fire and Rescue

Claims Voucher Summary

11/20/2023

Page 2 of 4

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
23-02857	COMDATA INC.		3,022.58
23-02858	COURIERWEST		2,388.24
23-02859	CRESSY DOOR COMPANY, INC		7,312.62
23-02860	CROSS VALLEY WATER DISTRICT		311.43
23-02861	CROSS VALLEY WATER DISTRICT		945.71
23-02862	CROSS VALLEY WATER DISTRICT		1,011.07
23-02863	CUMMINS SALES AND SERVICE		226.75
23-02864	DANIEL KINDIG		105.00
23-02865	DANIEL MURDOCK		368.04
23-02866	DELL MARKETING LP C/O DELL USA LP		62,147.27
23-02867	DEPARTMENT OF LABOR & INDUSTRIES / ELEVATOR SECTION		114.10
23-02868	DIRECTV, LLC		120.23
23-02869	ELITE LOCK & SAFE		29.54
23-02870	EMERGENT RESPIRATORY		966.28
23-02871	EVERGREEN POWER SYSTEMS, INC		764.71
23-02872	FIGMENT FABRICATION, LLC		971.10
23-02873	FIRE LAW GROUP, LLC		12,782.61
23-02874	FIRST CLASS BUILDING SUPPLY AND SERVICES		2,687.00
23-02875	FITNESS EXPERTS		355.55
23-02876	FREIGHTLINER NORTHWEST		346.09
23-02877	GALLS, LLC		4,753.55
23-02878	GRAINGER		1,996.56
23-02879	HARBORVIEW INVESTMENT LTD		1,710.00
23-02880	HEALTHFORCE PARTNERS INC.		6,340.00
23-02881	HUGHES FIRE EQUIPMENT, INC		821.12
23-02882	IMS ALLIANCE		20.55
23-02883	IRON MOUNTAIN INC		822.26
23-02884	KRIS OLSEN		130.60
23-02885	L.N. CURTIS & SONS		7,790.24
23-02886	LIZ LOOMIS PUBLIC AFFAIRS		12,011.50
23-02887	LOWE'S		376.58

Page Total 133,748.88

Cumulative Total 194,726.72

Snohomish Regional Fire and Rescue

Claims Voucher Summary

11/20/2023

Page 3 of 4

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
23-02888	MIKE CAMERER		175.00
23-02889	MOBILE HEALTH RESOURCES		1,271.40
23-02890	MONROE STORAGE PARTNERS 1 LLC		146.00
23-02891	MOTOR TRUCKS, INC.		14.21
23-02892	MUNICIPAL EMERGENCY SERVICES, INC.		3,862.93
23-02893	NATIONAL TESTING NETWORK, INC.		290.00
23-02894	NORTHWEST SAFETY CLEAN		514.21
23-02895	OAC SERVICES, INC.		19,220.40
23-02896	ODP BUSINESS SOLUTIONS, LLC		585.75
23-02897	ORION MEDICAL SUPPLY INC		471.39
23-02898	PETROCARD, INC.		1,728.46
23-02899	PROFESSIONAL HEALTH SERVICES, INC		101,266.00
23-02900	PUGET SOUND ENERGY		999.29
23-02901	PUGET SOUND ENERGY		318.76
23-02902	PUGET SOUND ENERGY		264.11
23-02903	PURCELL TIRE & SERVICE CENTER		4,605.98
23-02904	PURE GRIT PERFORMANCE		7,410.00
23-02905	REHN & ASSOCIATES		100.00
23-02906	RICE FERGUS MILLER, INC.		29,053.66
23-02907	RICOH USA, INC.		675.18
23-02908	SEA-WESTERN INC		3,624.13
23-02909	SISKUN POWER EQUIPMENT		2,213.19
23-02910	SMARSH INC		96.21
23-02911	SNOHOMISH COUNTY FIRE DISTRICT #26		620.00
23-02912	SNOHOMISH COUNTY FIRE DISTRICT #4		315.00
23-02913	SNOHOMISH REGIONAL FIRE & RESCUE		135.00
23-02914	SPEEDWAY CHEVROLET		273.66
23-02915	SPRAGUE PEST SOLUTIONS		1,101.03
23-02916	STRYKER SALES CORPORATION		1,812.07
23-02917	SYSTEMS DESIGN WEST, LLC		11,401.76
23-02918	TELEFLEX, LLC		357.91

Page Total

194,922.69

Cumulative Total

389,649.41

Snohomish Regional Fire and Rescue

Claims Voucher Summary

11/20/2023

Page 4 of 4

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
23-02919	TOWN & COUNTRY TRACTOR INC.		540.82
23-02920	TRUE NORTH EMERGENCY EQUIPMENT INC		5,216.19
23-02921	UNITED PARCEL SERVICE		114.15
23-02922	UNITED RENTALS (NORTH AMERICA), INC.		176.88
23-02923	US BANK		61,491.23
23-02924	VERATHON MEDICAL		471.09
23-02925	WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES		4,497.66
23-02926	WAVE		900.80
23-02927	WAVE		900.80
23-02928	WAVE		900.80
23-02929	WAVE		6,599.81
23-02930	WAVE		900.80
23-02931	WHELEN ENGINEERING COMPANY		251.48
23-02932	ZIPLY FIBER		192.18

Page Total	83,154.69
Cumulative Total	472,804.10



Payroll Summary and Authorization Form for the:

11/15/2023 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: \$969,642.07

Paper Checks: \$5,013.52

Taxes: \$277,856.59

Allowed in the sum of: \$1,252,512.18

Reviewed by: Brandon Vargas
District Administrative Coordinator

Prepared by: Erick Ramirez
Payroll Specialist

Approved by Commissioners: _____



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

November 9, 2023, 1730 hours

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

PUBLIC COMMENT: NA

UNION COMMENT: NA

CHIEF'S REPORT: *As presented.* Highlights new promotions, Thank you to our constiti

COMMISSIONER REPORTS: *Sno Isle:* Update by Fay
Policy Committee: Update by Schaub

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

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Waugh and 2nd by Commissioner Waugh.

On Vote, Motion carried 5/0. Commissioner Edwards abstained.

Vice-Chairman requested the Cultural Health Assessment: Scope of Work be moved from Old Business Action to New Business Action.



SNOHOMISH REGIONAL FIRE & RESCUE

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*

Motion to approve Policies 202, 205, 206, 207, 324, 900, 1027, and 1034 as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Edwards .

On Vote, Motion carried 6/0.

NEW BUSINESS

Discussion

2024 District Budget Presentation: Business Administrator Schoof thanked the staff for their hard work in completing the 2024 Budget. She emphasized the focus for the 2024 Budget would be Professional Development, Reinforcing Infrastructure, and Continuous Improvement. Chief Financial Officer Tabor presented the 2024 Budget.

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

Ladder Truck Change Order: Deputy Chief Rasmussen explained the change order process. The original motion approved by the Board of Commissioners did not allow for additions to the purchase price for change orders. Staff recommends amending the original "Do Not Exceed" of \$1,816,878 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. There has been a Legal review.

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*

Commissioner Schaub proclaimed the policies have been reviewed by Board members, Staff and



Administration. Deputy Chief McConnell commented that this was the Board of Commissioner’s first look and that all these policies have been approved by the Policy Committee.

Action

Cultural Health Assessment: Scope of Work: Assistant Chief Lundquist reported the Cultural Leadership Team has recommended Dr. Sikora to complete a cultural health assessment as described in scope of work. AC Lundquist explained the need for urgency of approval. After discussion it was recommended to vote.

Motion to approve the scope of work for Dr. Sikora as submitted.
Motion by Commissioner Schaub and 2nd by Commissioner Elmore .
On Vote, Motion carried 6/0

GOOD OF THE ORDER: Commissioner Elmore congratulated the newly promoted group of Firefighters. Commissioner Schaub thanked everyone for Levy passing. Commissioners offered gratitude to FF Millich, the Chaplains and Captain Fetcho for their time provided at the Washington Fire Commissioners Association Banquet.

ATTENDANCE CHECK: *Board Members noted availability for the Regular Commissioner Meeting November 21, at 1730-Station 31 Training Room/Zoom.*

EXECUTIVE SESSION: Vice-Chairman Fay asked for executive session to review the performance of a public employee: RCW 42.30.110(1)(g) to begin at 1815 hours with expected return at 1830 hours. Vice-Chairman Fay resumed the regular Board of Commissioner’s meeting at 1830 hours with no action taken.

ADJOURNMENT: Vice-Chairman Fay adjourned the meeting at 1830 hours.

Snohomish Regional Fire & Rescue

Commissioner Rick Edwards

Chairman Troy Elmore

Vice Chairman Randy Fay



SNOHOMISH REGIONAL FIRE & RESCUE

Commissioner Paul Gagnon

Commissioner Jeff Schaub

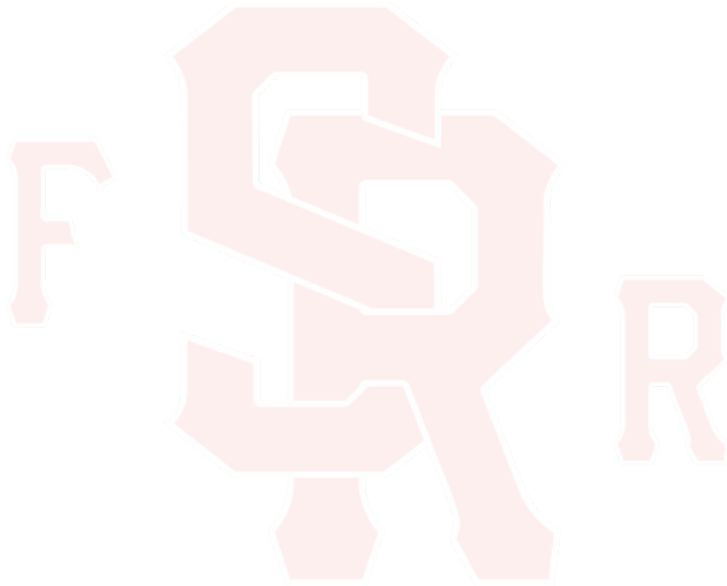
Commissioner Jim Steinruck

Commissioner Roy Waugh



OLD BUSINESS

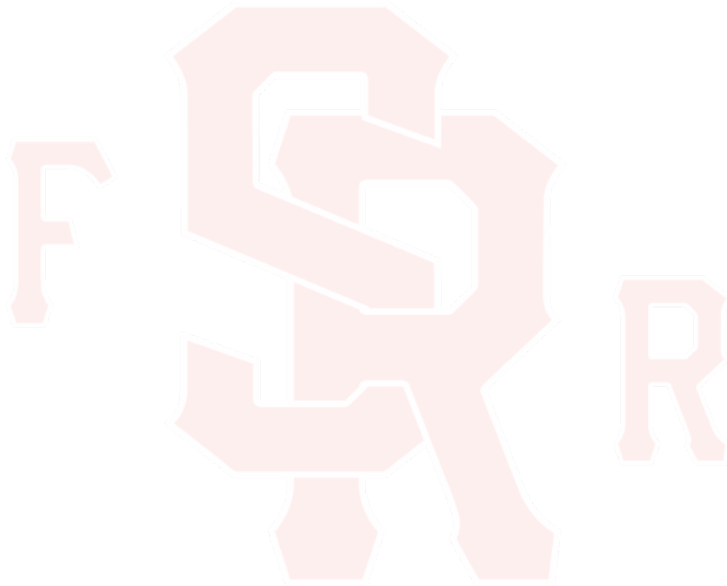
DISCUSSION





OLD BUSINESS

ACTION





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 style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Initial Proposal</td> <td style="text-align: right;">\$1,816,878.00</td> </tr> <tr> <td>Payment Amount</td> <td style="text-align: right;">\$1,682,530.43 (w/ pre-payment discounts)</td> </tr> <tr> <td>Requested 10% Change Order Increase</td> <td style="text-align: right;">\$168,253</td> </tr> <tr> <td>New Total Do Not Exceed</td> <td style="text-align: right;">\$1,850,783.43</td> </tr> <tr> <td>Total Difference</td> <td style="text-align: right;">\$33,905.43</td> </tr> <tr> <td>Remaining C/O funds</td> <td style="text-align: right;">\$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.

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

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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.

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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.

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- (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.

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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;

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- (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

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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.

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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

DISCUSSION





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

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

Initiative Name: Draft Policy Approval	
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"> 300 Incident Management 301 Emergency Response 302 Fire Ground Accountability 303 Rapid Intervention Two-in Two-out 305 Tactical Withdrawal 500 Patient Care Reports PCR 501 Medical Supplies 503 Advanced Health Care Directives 504 Latex Sensitivity 613 Training Records 616 Live-Fire Training 901 Division of Occupational Safety and Health DOSH Inspections 915 Personal Protective Equipment
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:	<p>Risk if approved: N/A</p> <p>Risk if not approved: Increased liability due to outdated policies that do not match current agency practices or meet organizational needs.</p>
Legal Review:	<p><input checked="" 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>Presented to, and Approved by, Senior Staff <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
Commissioner Sub-Committee Approval	<p>Initiative presented to commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Approved by commissioner sub-committee: <input checked="" 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 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>
<p>RAB Executive: Confirmed email sent to Board by Fire Chief <input 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 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.

Incident Management

300.1 PURPOSE AND SCOPE

State MODIFIED

The purpose of this policy is to establish practices and standards by which Snohomish Regional Fire & Rescue operates at emergency incidents, drills, exercises or other situations that are similar to those encountered at emergency incidents ([WAC 296-305-05000](#)).

300.1.1 DEFINITIONS

State MODIFIED

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

All-hazards - An incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Cold zone - The control zone of an incident that contains the command post and such other support functions deemed necessary to control the incident.

Exclusion zone - The control zone designated to exclude all unauthorized personnel, responders, and equipment.

Hazard control zones - Geographic incident areas and perimeters identified by the Incident Commander (IC).

Hot zone - The control zone immediately surrounding the hazard area, which extends far enough to prevent adverse effects to personnel outside the zone. The hot zone presents the greatest risk to members and will often be classified as an IDLH atmosphere.

IDLH - Immediately dangerous to life and health.

Warm zone - The control zone outside the hot zone where personnel and equipment decontamination and hot zone support takes place.

300.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to utilize the Incident Command System (ICS) or other National Incident Management System (NIMS)-compliant Incident Management System (IMS) for managing all emergency incidents. All incident-related activities should be managed in accordance with established ICS/NIMS methods and procedures. SRFRR utilizes the Snohomish County IMS Policy, which was created and adopted by the Snohomish County Chiefs Association.

300.3 INCIDENT MANAGEMENT

State MODIFIED

Incident Management

The District shall ensure that emergency incidents are managed according to NIMS/ICS guidelines. The District shall adopt written ICS/NIMS-compliant guidelines for all-hazard incident management that are compatible with neighboring jurisdictions ([WAC 296-305-05000](#)).

SRFR has adopted the Snohomish County IMS Guideline 60-03-18.

Emergency incidents shall be managed utilizing trained and qualified personnel for the specific tactical, supervisory, or command level assignments.

300.3.1 IC RESPONSIBILITIES

State **MODIFIED**

The IC shall be responsible for the overall safety of members at the scene and shall manage the incident according to the risk management strategy and rules of engagement developed by the District.

Responsibilities shall include but not be limited to ([WAC 296-305-05000](#)):

- (a) Assuming and confirming command.
- (b) Performing situation evaluations including a risk assessment.
- (c) Initiating, maintaining, and controlling incident communication.
- (d) Developing an overall strategy and incident action plan, and revising the plan as required by incident conditions.
- (e) Developing an effective ICS organization by managing resources, maintaining an effective span of control, and maintaining direct supervision over the entire incident by creating geographical and/or functional area supervisors as appropriate for the scope and size of the incident.
- (f) Controlling access to the incident by establishing designated hot, warm, cold, and exclusion hazard control zones.
- (g) Continuing, transferring, and terminating command.
- (h) Coordinating with law enforcement as appropriate to notify any affected or nearby school if the incident reasonably appears to require evacuation ([RCW 28A.320.125](#)).

Emergency Response

301.1 PURPOSE AND SCOPE

State MODIFIED

The purpose of this policy is to ensure a safe and appropriate response to emergencies while maintaining the safety of district members and the public by requiring operators of district vehicles to conform to applicable Washington laws and regulations during an emergency response ([RCW 46.61.035](#)).

301.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Emergency response - Any call for service or assistance involving fire, explosion or violent rupture; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb or threatened bombing; any act of terrorism; any natural disaster; any release, spill or threat of release of radioactive materials; any spill, release or threat of release of any active biological agent; or any other circumstance that presents a threat to life-safety or to property.

301.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to appropriately respond to all emergency calls.

Fire Ground Accountability

302.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident.

302.1.1 DEFINITIONS

State MODIFIED

Definitions related to this policy include:

- **Accountability (tracking) system** - A system of firefighter accountability that provides for the tracking and inventory of all members ([WAC 296-305-01005](#)).
- **Personnel Accountability Report (PAR)** - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify his/her safety.

302.2 REFERENCES

Agency Content

Reference - [See attachment: 7-32 Personnel Accountability System and Emergency Procedures.pdf](#) until Lexipol procedure is drafted and then Lexipol procedure will supersede SCFD7 procedure.

302.3 POLICY

State MODIFIED

It is the policy of this district that written procedures and guidelines will be established for tracking all members operating at an emergency incident. Supervisors are responsible to periodically account for members working under their direction at emergency incidents and ensure that all members participate in accountability systems ([WAC 296-305-05000](#)).

All members will participate in an accountability system in order to ensure the complete and accurate tracking and accounting for each member at an emergency scene.

302.4 RESPONSIBILITIES

State MODIFIED

The Incident Commander is responsible for establishing an accountability element within the incident organization to control the position and function of all members operating at the emergency scene ([WAC 296-305-05000](#)). A personnel accountability system shall be used by the Incident Commander primarily to track personnel. On smaller incidents, the Incident Commander may be responsible for tracking both personnel and resources. As the incident grows in complexity, the Incident Commander should use judgment and discretion in determining the need to assign an accountability officer to track personnel at the incident.

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Fire Ground Accountability

A written personnel accountability system, such as the Incident Command System (ICS) Form I-201 for Incident Commanders, or a status board should be maintained to assist the Incident Commander with tracking all personnel on both small and large incidents.

Supervisors are responsible for participation in the accountability system by tracking all personnel under their direction on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Supervisors should implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

All members are responsible for participating in the accountability system, including checking in at approved locations, including members who arrive on-scene individually or in privately-owned vehicles.

Supervisors should ensure crews are logged onto their units MDC and through the King County Passport Accountability System™ tags at the start of shift as an added

302.4.1 WILDLAND FIRE ACCOUNTABILITY

State MODIFIED

Due to the unique nature, geographic scope and organizational complexity of fires in the wildland environment, specific measures shall be incorporated into tracking personnel. These measures include ([WAC 296-305-07002](#)):

- (a) Supervisors shall maintain positive communication with any member assigned to an ancillary firefighting task such as scouting, reconnaissance or lookout person.
- (b) Members working urban wildfires and wildland fires engaged in direct fire attacks shall work in teams of two or more unless they are in visual or voice contact with a supervisor.
- (c) The Incident Commander shall maintain responsibility or shall assign organizational elements to maintain tracking and accountability for all personnel assigned to the incident.
- (d) Individual resources, company officers and crew supervisors shall ensure that their unit/team leaders, division and/or group supervisors are aware of the position and location of all members under their supervision.

302.5 REPORTING

Best Practice MODIFIED


Ongoing, routine strategic and tactical accountability at all emergency incidents, including wildland fires, should be accomplished through periodic reporting or visual observation. This can be accomplished through concise reports that include conditions, actions and needs, also called a CAN report.

Attachments

7-32 Personnel Accountability System and Emergency Procedures.pdf



SNOHOMISH COUNTY FIRE DISTRICT NO. 7 PROCEDURE

PROCEDURE NUMBER:	7-32
SECTION:	SAFETY PROCEDURES
TITLE:	PERSONNEL ACCOUNTABILITY SYSTEM & EMERGENCY PROCEDURES
EFFECTIVE DATE:	1/2/2014
REVISION DATE(S):	2/1/1998, 10/11/2003
APPROVAL:	

1.0 PURPOSE:

- 1.1 To provide a standardized system of accountability for personnel and companies at any emergency incident.
- 1.2 To provide a system designed to assist those at an emergency scene with tracking the location of individuals or companies operating within the Incident Management System.

2.0 PERSONNEL AFFECTED:

- 2.1 All fire suppression and EMS personnel.

3.0 REFERENCE:

- 3.1 NFPA 1500
- 3.2 Incident Management System
- 3.3 WAC 296-305-05001
- 3.4 King County Passport™ Accountability System
- 3.5 Fire Command, Incorporated
- 3.6 Snohomish County Fire/EMS Resource Plan
- 3.7 SNOPAC Fire Radio Procedures Manual

4.0 DEFINITIONS:

- 4.1 **Three Passport™ Accountability System (Passport™ System)** - A system for identifying, tracking and accounting for all personnel at an emergency incident. The system incorporates *Helmet Shields, Name Tags, Passports* and *Status Boards* to account for the assignment of personnel at the emergency incident.
- 4.2 **Name Tag** - A Velcro-backed plastic tag with a member's rank (when appropriate), name and personnel number.
- 4.3 **Passport** - A 2" X 4" plastic board with a Velcro covering. Space at the top indicates the company or team identification and space at the bottom is available to write the time the company or team was assigned. *Name Tags* are fastened to the Passport.
- 4.4 **Primary Passport** - A white-colored Passport kept on a portable radio or on the inside flap of the coat worn by the company or team officer.
- 4.5 **Back-up Passport** - A red-colored Passport kept on the door or dash of an apparatus, which serves as a duplicate to the *Primary Passport*.



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- 4.6 **Reserve Passport** - A green-colored Passport used for temporary replacement of a lost passport or as a temporary passport when companies must be divided. Green-colored passports are also posted at the fire station with attached *Name Tags* indicating personnel assigned to respective apparatus.
 - 4.7 **Passport System Make-up Kit** - A kit containing supplies to supplement and expand the Passport System. Make-up kits also provide materials for immediate & temporary replacement of lost or damaged system materials. The kit is used to accommodate divided companies or newly established teams. Supplies include, but are not limited to, *Helmet Shields*, *Passports*, and blank *Name Tags*.
 - 4.8 **Velcro Pad** - A permanently attached Velcro pad on a portable radio, coat, the door or dash of the apparatus and the underside of the brim of each helmet. *Passports* and *Name Tags* are attached to these pads.
 - 4.9 **IMS Status Board** - A large plastic white erase board usually with a printed IMS organizational structure with attached Velcro. It is used to hold *Passports* of assigned companies or teams, and also used to make written annotations.
 - 4.10 **Helmet Shield** - A shield made of leather that attaches to the front of the helmet. The *Helmet Shield* has letters and/or numbers that identify the county or department name and the unit or administrative assignment number as specified in this procedure.
 - 4.11 **Team** - A group of two or more firefighters who work together and are responsible for each other's safety.
 - 4.12 **Team Leader** - The Company Officer or member assigned as the person in charge of a tactical unit, company, or team of firefighters.
 - 4.13 **Roll Call** - A poll to account for all personnel at an emergency incident.
 - 4.14 **Routine Aid/Medic Response** - Events where aid and medic units are called to provide medical assistance usually to a single patient. There is no need for the implementation of Passport collection, accountability, and tracking because of a minimal span-of-control influence.
- 5.0 **POLICY:**
- 6.0 **RESPONSIBILITY:**
- 6.1 All personnel are responsible to abide by the provisions of this procedure.
- 7.0 **GUIDELINE:**
- 7.1 The Incident Commander at each emergency scene shall assure that the Passport System is implemented to provide for emergency incident accountability. This system is used as to provide accountability by agencies throughout Snohomish County.



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- 7.2 Each member is responsible to maintain a minimum of three *Name Tags*. These are to be stored on a Velcro pad located under the rear brim of the helmet when the member is off duty or not assigned to a company or team.
- 7.3 Before responding to an alarm, all Company Officers or Acting Company Officers shall be responsible for ensuring that all members of their company have placed their *Name Tags* on the *Primary (white) and Back-up (red) Passports*. Members will also need to affix the proper *Helmet Shield* to their helmet.
- 7.4 Members are responsible for placing one *Name Tag* on the *Reserve (green) Passport* at the beginning of each shift. The *Reserve Passport* should be located in the station apparatus bay on a wall corresponding to the apparatus.
- 7.5 *Name Tags* shall appear on all *Passports* in the following order: Officer or team leader first, crew members in the middle and driver/operator on the bottom. If the driver/operator is going to be pumping (engineer staying with apparatus) at the incident, the *Name Tag* must be placed inverted at the bottom of the *Passport*. All other *Name Tags* are placed on the *Passport* right side up at all times.
- 7.6 When a Company, Team, or individual arrives at an incident, they shall report to the Incident Commander or Staging Manager, unless told otherwise. *Passports* and/or *Name Tags* as appropriate shall be transferred to the Incident Commander or Staging Manager except when:
- 7.6.1 the company is the only unit at the scene.
 - 7.6.2 the company is a committed first-arriving unit, which is conducting emergency operations.
 - 7.6.3 the company is operating at a remote portion of the incident, in which case they should transfer as soon as possible their *Passport* to the Incident Commander or Division/Group Supervisor, if established. Until then, the company officer is responsible for keeping account of the company.
- 7.7 It is the responsibility of the Incident Commander or assigned Division/Group Supervisor to collect all *Primary (white) Passports* from those companies or teams they are supervising. When it is not practical to obtain a first-arriving company's *Primary Passport*, the *Back-up (red) Passport* should be used for accountability until the *Primary Passport* can be retrieved. In such cases, extreme care must be taken to assure personnel are not counted twice during roll call procedures.
- 7.8 Any member reporting to the Incident Commander or Staging Manager, and not already part of a company, shall be assigned to an existing company, or as a two or more-member phantom company or team. One member shall be designated as the leader and given a *Passport* with *Name Tags* and *Helmet Shields* for those personnel assigned. When these provisions are met, the phantom company can be assigned.
- 8.0 INCIDENT ROLL CALL:**
- 8.1 **Standard Roll Call** - shall be utilized any time it is deemed necessary by the Incident Commander. A standard roll call does not restrict the radio airspace nor does it require a special announcement by the dispatch center. Common events for triggering a standard roll include:



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- 8.1.1 When there is a change in the overall incident strategy.
 - 8.1.2 When there is a need to determine the number of personnel at scene.
 - 8.1.3 After a withdraw order has been issued.
 - 8.2 **Emergency Roll Call - Incident Commanders, Supervisors and Team Leaders shall request an emergency roll call when:**
 - 8.2.1 Personnel at the emergency scene are possibly trapped or missing. (The roll call may be delayed while rescue efforts need communications to perform a known rescue)
 - 8.2.2 An abandon the building order has been issued.
 - 8.2.3 When there is a catastrophic change in the incident such as building collapse, explosion, back draft, sudden flooding, or release of a vapor cloud.
 - 8.2.4 When the Incident Commander determines that a need for an Emergency Roll Call exists.
 - 8.3 To initiate an Emergency Roll Call, the Incident Commander shall announce over the radio: **"SNOPAC (Dispatch) and all units at (Command Name), standby for an Emergency Roll Call."** After the announcement, and until completion of the Roll Call, radio traffic shall be restricted to emergency information or broadcasts necessary to confirm personnel safety when face-to-face confirmation is not practical. After sufficient time to complete an account has been provided, the Incident Commander will ensure that all personnel are accounted for by use of radio or face-to-face contact with established supervisors.
 - 8.4 After the announcement of an Emergency Roll Call by the Incident Commander, the dispatcher shall use one "emergency" tone, with a one-second pause, then announce **"All units at (command name) incident, standby for Emergency Roll Call"**.
 - 8.5 Whenever possible, supervisors should confirm the accountability of their assigned members without the use of radio. (Example - A company officer would visually/verbally check on each company member and then report the company status face-to-face to the Division Supervisor.)
 - 8.6 Whenever there is any doubt about the safety of anyone at the emergency incident, immediate steps shall be taken to locate and begin a coordinated search at the last known location. An Emergency Roll Call of all personnel at the emergency scene is then conducted.
 - 8.7 Division/Group Supervisors shall attempt visual confirmation, or at least make radio contact with company officers or team leaders under their control.
 - 8.8 Company Officers or team leaders shall conduct a visual confirmation of their team member's presence as part of the Emergency Roll Call procedure. This shall not apply to driver/operators when assigned outside the incident perimeter. The Division/Group Supervisor shall contact Driver/Operators.
- 9.0 **ABANDON THE BUILDING ORDER:**




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- 9.1 "Abandon the Building" is an emergency order to direct all personnel out of the building in the most expeditious manner, bringing only the equipment needed to escape. This order indicates an immediate potential exists for collapse, explosion, or other catastrophic event that may result in injures and/or death to emergency workers in the building or in close proximity of the building.
 - 9.2 To initiate an Abandon the Building Order, the Incident Commander shall announce over the radio: "SNOPAC (dispatch) and all units at (Command Name), abandon the building." After the announcement, and until completion of the required Roll Call, radio traffic shall be restricted to emergency information or calls necessary to confirm personnel safety when face-to-face confirmation cannot be made.
 - 9.3 Upon receipt of the order to abandon the building, the dispatcher shall use an "emergency" tone, with a one-second pause, then an additional tone, one-second pause, and repeats the tone a third time. Following this action, the dispatcher states verbally three times "abandon the building".
 - 9.4 Following the transmission of the radio announcement by the dispatcher, units at the scene in close proximity to the building with emphasis on all apparatus facing the building shall sound the following air horn blast sequence for thirty seconds:
 - 9.4.1 Three-second horn blasts followed by a two-second pause.
 - 9.4.2 This notification sequence may be repeated upon request of the Incident Commander, as many times as he/she determines is necessary.
 - 9.5 An Emergency Roll Call shall be required after an Abandon the Building Order is issued and the procedure for Emergency Roll Call stated herein shall apply.
- 10.0 FIRE PERSONNEL DISTRESS CALLS:**
- 10.1 All personnel indicating an immediate threat to the life of a firefighter in the performance of his/her duties shall recognize two distress calls. The two calls recognized are MAYDAY and CODE BLUE.
 - 10.2 MAYDAY - shall be used to alert other personnel that a firefighter is trapped, out of air, or missing.
 - 10.3 A MAYDAY distress call shall immediately warrant the restriction of radio traffic to essential transmissions only. The incident Commander shall immediately respond to any MAYDAY distress call and shall obtain pertinent information to effectively assign resources for rescue.
 - 10.4 CODE BLUE – shall be used outside of a formal fire command structure. This term shall be used in situations where fire personnel feel their life is in danger from a person or persons, who intend to assault, injure or physically obstruct them in the performance of their duties.
 - 10.5 Declaring a CODE BLUE will result in the highest level of response by local law-enforcement agencies. Law enforcement officers will treat a CODE BLUE declaration at the same response level as a help the officer situation. Multiple law enforcement units will likely be dispatched with the understanding that fire personnel lives are in immediate danger.
 - 10.6 CODE BLUE is to be used only when fire personnel feel that using plain English to request law enforcement and having to explain the circumstances will further agitate the situation.



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10.7 The Training Division shall emphasize these definitions and the explicit use of the distress call terms.

11.0 PASSPORT, HELMET SHIELD & NAME TAG DESIGN

11.1 *Passport, Helmet Shield, and Name Tag* design shall be in accordance with the approved standards of both the Snohomish County Fire Chief's Association and the District's specifications. The individual may specify that the helmet shield be either 4" in height or 6" in height (with attachment bracket), when it is issued due to promotion to a new rank/position or due to replacement resulting from damage. When there is no need to issue a new helmet shield due to either promotion to a new rank/position or replacement due to damage, personnel shall be allowed to purchase an approved helmet shield of their desired 4" or 6" height at their own expense.

Rapid Intervention/Two-In Two-Out

303.1 PURPOSE AND SCOPE

State MODIFIED

The purpose of this policy is to increase firefighter safety by implementing procedures for safeguarding and rescuing firefighters while operating in environments that are immediately dangerous to life and health (IDLH).

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped, or injured by adhering to the two-in/two-out standard and designating Rapid intervention Crews (RIC) ([WAC 296-305-05002](#)).

Corresponding Polices:

300 Incident Management

302 Fire Ground Accountability

405 Structure Fire Response

303.1.1 DEFINITIONS

State MODIFIED

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

Immediately dangerous to life and health (IDLH) - An atmospheric concentration of any toxic, corrosive, or asphyxiant substance that to an unprotected person poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a hazardous area. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Initial stages - Tasks undertaken by the first arriving company with only one crew assigned or operating in the hot zone.

Known rescue - A situation of compelling evidence where a member sees, hears, or is directly told of a trapped and viable victim by an occupant who has escaped or is a credible witness.

Standby firefighters - On-scene members designated to effect an immediate rescue of the initial team operating in the hot zone.

Mayday - The nationally adopted "call for help" term used to indicate that an emergency responder is in a situation of imminent peril where he/she is in need of immediate help.

Rapid Intervention Crew (RIC) - On-scene team of at least two members designated, dedicated, and equipped to effect an immediate rescue of firefighters if the need arises (also known as a Rapid Intervention Team (RIT)).

Rapid Intervention/Two-In Two-Out

303.2 POLICY

State MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to ensure that adequate personnel are on scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before a designated RIC has assembled or to prevent reasonable actions taken by members to determine the nature and extent of fire involvement. A RIC should be established when deemed appropriate by the incident commander in accordance with [WAC 296-305-05002](#).

303.3 PRE-DEPLOYMENT WITHOUT RESCUE EXCEPTION

State MODIFIED

During normal interior firefighting, there must be at minimum a two-person standby team outside the IDLH before interior structural firefighting begins., Members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures ([WAC 296-305-05002](#)).

- (a) Members should ensure that at least two firefighters using self-contained breathing apparatus (SCBA) enter the IDLH environment and remain in voice or visual contact with one another at all times.
- (b) The only exception is when immediate offensive actions could prevent the loss of life or serious injury to a known victim.
- (c) In the case of a known victim, or when the possibility of a victim can't be 100% ruled out, [WAC 296-305-05002](#) allows for interior structural firefighting to begin. See Policy 405 for more details on Structure Fire Responses.
- (d) At least two additional firefighters should be located outside the IDLH environment.
 1. One of the two outside firefighters may be assigned to an additional role so long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.
 2. A fire company who is "Level 1" shall meet the requirement of [WAC 296-305-05002](#)

303.4 INITIAL STAGE DEPLOYMENT

State MODIFIED

In the initial stages, of an incident, when the officer in charge is not provided with indisputable evidence that all occupants are out of the building, rescue should take priority. Where exceptional circumstances indicate that immediate action may be necessary to prevent or mitigate the loss of life or serious injury to citizens or firefighters and where additional resources can reasonably be expected, at least one additional firefighter must be assigned to stand by outside the hot zone where the entry team is operating.

The standby firefighter ([WAC 296-305-05002](#)):

- (a) Must remain aware of the status of firefighters in the hot zone.

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Rapid Intervention/Two-In Two-Out

- (b) Must maintain positive communication with the entry team and wear full protective clothing with SCBA donned in the standby mode.
- (c) May be permitted to perform other duties outside the hot zone, provided constant communication is maintained with the team in the hot zone, and provided that those duties will not interfere with his/her ability to initiate a rescue.

All members operating in IDLH environments should be tracked and accounted for at all times.

303.5 RIC DUTIES

State **MODIFIED**

The RIC must be assembled from on-scene resources whose primary function is to prepare for, monitor, and provide effective emergency rescue for responders. One of the RIC members may be permitted to perform other duties outside the hot zone, provided constant communication is maintained between the RIC members and the entry teams, and provided that those duties will not interfere with the RIC members' ability to participate in a rescue ([WAC 296-305-05002](#)).

- (a) The RIC members must remain in positive communication with the entry team, in full protective clothing with SCBA donned in the standby mode.
- (b) The RIC members shall not be involved in any other duties that divert attention or resources away from their primary mission of responder rescue.

Additional companies may be assigned to the RIC duties as conditions warrant. For large incidents with multiple points of entry, multiple RICs should be considered.

Tactical Withdrawal

305.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish guidelines for tactical withdrawals from any scene or location when confronted by violent individuals or threatening situations, circumstances or events. The violence or threat need not be specifically directed at district members to justify the application of this policy.

305.2 POLICY

Best Practice MODIFIED

Snohomish Regional Fire & Rescue is committed to the safety of its members. It is the policy of Snohomish Regional Fire & Rescue to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations or any other circumstance presenting a real or perceived imminent threat to member safety.

305.3 THREAT ASSESSMENT

Best Practice

All members of the District are expected to continually evaluate their surroundings while responding to incidents or participating in the mitigation of emergency or non-emergency events. The actions and conduct of persons at an event should be a primary element of the ongoing scene-safety evaluation. Certain types of events, certain actions taken by individuals involved in events and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- (a) Gang-related activity, particularly any event involving violent encounters, confrontations or conflicts between members of rival gangs.
- (b) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- (c) Any time a subject challenges or threatens members of the District with violence or harm.
- (d) Any scene where members of the District are attacked in any way. Examples include: rocks, bottles or other projectiles thrown or launched at members or district vehicles or apparatus; individuals attempting to gain access to district vehicles or apparatus; or any direct act of violence committed against members of this district.
- (e) Any event involving civil disturbance, large-scale demonstrations or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation

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Tactical Withdrawal

between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

Any member who believes that there is a threat of violence to personnel at any incident should promptly relay that information to the appropriate supervisor as quickly as possible.

The Incident Commander, scene supervisor or senior ranking member has the authority to initiate a tactical withdrawal and the responsibility to ensure that all members on-scene or at risk due to the threat are notified of the action. Authority for the decision resides primarily with on-scene personnel and should not be delayed while seeking approval or confirmation from a higher authority, who may not be at the incident scene.

In the event that a credible threat to personnel is discovered at a level of the incident command structure above an on-scene supervisor, a tactical withdrawal may be ordered and initiated down the chain of command to the on-scene supervisor. In that event, the supervisor has the responsibility to ensure that all members on-scene or at risk due to the threat are notified of the initiation of a tactical withdrawal.

Patient Care Reports (PCR)

500.1 PURPOSE AND SCOPE

State MODIFIED

The purpose of this policy is to establish the requirements for documentation of patient responses, and the related document distribution, storage and disclosure ([WAC 246-976-330](#); [WAC 246-976-430](#)).

500.1.1 DEFINITIONS

Best Practice MODIFIED

Definitions related to this policy include:

Patient - A person who meets any one of the following criteria. [Snohomish County EMS](#):

- Has a chief complaint reported by patient or another competent person.
- Suspected illness or injury.
- Mental incompetence (includes influence of drugs and alcohol).
- Risk to self or others.

500.2 POLICY

State MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to follow the patient documentation and distribution guidelines developed by the Department of Health and approved by the Emergency Medical Services (EMS) medical program director (MPD).

In accordance with [Snohomish County EMS patient care protocols](#), any individual who meets the above criteria for Patient, shall have a complete, full and accurate patient care report documented.

500.3 PCR STORAGE

Best Practice

PCRs shall be maintained and secured in a manner consistent with the Patient Medical Record Security and Privacy Policy.

Medical Supplies

501.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to develop and maintain accountability over district medical supplies, and to establish a Periodic Automatic Replenishment (PAR) level system for medical supply inventories for the safety and welfare of patients and employees. Adequate PAR levels for ordering medical supplies assists with budgeting and waste management. Adherence to this policy is intended to prevent the depletion of protective supplies for employees and supplies for the treatment of patients, while reducing inventory overstock and the inability to obtain critical supplies.

For controlled medications see the Controlled Substance Accountability Policy.

501.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to use a PAR level system for medical supply inventories. The Deputy Chief of EMS shall provide oversight of the medical supply and inventory program, and shall ensure that proper records are maintained for the program. Standard operating procedures shall be established for the use and control of all medical inventory and supplies.

All records for the medical inventory and supply program shall be maintained, and made available for inspection.

Disposition of all medical supplies and inventories shall comply with applicable laws and regulations.

Advance Health Care Directives

503.1 PURPOSE AND SCOPE

State MODIFIED

This policy identifies the circumstances and types of documents required for Snohomish Regional Fire and Rescue Emergency Medical Services (EMS) members to withhold or withdraw resuscitative or life-sustaining measures based on advance health care directives ([RCW 43.70.480](#)).

503.1.1 DEFINITIONS

State MODIFIED

Definitions related to this policy include:

Advance health care directive (or Advance Directive) - A written document generally consistent with the guidelines of [RCW 70.122.030](#) and used to give health care instructions, including directions to withhold or withdraw life-sustaining measures and CPR, when the individual is incapacitated ([RCW 70.122.020](#)).

Attorney-in-fact - A person granted legal authority by a power of attorney, in writing, to act for another in health matters.

Do Not Resuscitate (DNR) order - A document that directs a health care provider not to make resuscitative efforts, such as chest compressions, defibrillation, assisted ventilation, basic airway adjuncts, advance airway adjuncts (e.g., endotracheal tube, Combitube®), cardiotoxic medications or other medications or means intended to initiate a heartbeat or to treat a non-perfusing rhythm. A DNR order includes:

- An Advance Directive that directs the withholding of life-sustaining or resuscitating measures.
- A pre-hospital DNR order approved by the EMS authority or the Washington State Medical Association, or an equivalent document from another jurisdiction.
- An order written by a physician or a patient in hospice care, a skilled nursing facility or other licensed care facility.
- A Physician Orders for Life-Sustaining Treatment (POLST) form.

EMS-NO CPR directive - A DNR written form and/or bracelet, specifically intended for emergency personnel, directing that CPR is not to be performed in the event of cardiopulmonary arrest.

Health care agent - A person designated in a written power of attorney for health care to make health care decisions.

Palliative care - The total care of patients who are not responsive to curative treatment, designed to achieve the highest quality of life possible.

Snohomish Regional Fire & Rescue

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Advance Health Care Directives

Physician Orders for Life-Sustaining Treatment (POLST) form - A form available statewide that allows an individual to express his/her desires concerning resuscitation and various resuscitation modalities.

503.2 POLICY

State **MODIFIED**

It is the policy of Snohomish Regional Fire and Rescue that EMS members honor DNR orders to withhold or withdraw resuscitative measures ([RCW 43.70.480](#)) as well as follow all Snohomish County EMS standing order and online medical control orders per protocol. [Snohomish County EMS protocols](#).

Latex Sensitivity

504.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish procedures to ensure that all district members are aware of the potential for severe allergic reactions caused by contact with products containing latex and how to mitigate patient exposure.

The district goal is to utilize equipment and devices that are latex free and minimize the risk of any exposure to patients and members.

504.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Latex sensitivity - Allergic reactions after exposure to products containing latex/natural rubber (e.g., balloons, rubber gloves or other consumable medical products or medical devices).

504.2 POLICY

Best Practice **MODIFIED**

It is the policy of Snohomish Regional Fire & Rescue that members shall take precautions to minimize latex exposure any time members are advised that a patient is known to have a latex sensitivity. When the use of a latex product is unavoidable, reasonable precaution shall be taken to prevent a latex sensitivity reaction in a patient.

Training Records

613.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the District and all training received by individual district members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute or regulation.

613.2 POLICY

Best Practice MODIFIED

It shall be the policy of Snohomish Regional Fire & Rescue to maintain comprehensive records of all training provided by the District, and all training received by district members. The Deputy Chief or the authorized designee shall be responsible for creating and maintaining training records. All members of the District are responsible for assisting the Training Division in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using district-approved secure electronic file storage systems.

613.3 SECTION TRAINING RECORDS

Best Practice MODIFIED

The Deputy Chief or their authorized designee shall be responsible for maintaining records of all training provided by all Sections of the District. All members of the district Sections are required to submit documentation for each training session attended..

A report of all training activity shall be kept on each member and will become a permanent part of the member's training record. Training records shall be maintained as outlined by law. Every member of the District shall meet the established training requirements for their position.

The Training Division will create and maintain an individual training file for each member of the District. The training files will be kept separate from the district's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

Live-Fire Training

616.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to protect the health and safety of members by providing guidelines and responsibilities for live-fire training.

616.2 POLICY

Best Practice MODIFIED

It is the policy of the District to conduct live-fire training in a safe and effective manner that meets the standards of [NFPA 1403](#) and any applicable state or local law.

616.3 MEMBER PREREQUISITES

Best Practice MODIFIED

Before participating in any live-fire training exercise, members shall, at a minimum, have completed training equivalent to the requirements of [NFPA 1001](#), Firefighter I.

616.4 DEPUTY CHIEF OR AUTHORIZED DESIGNEE RESPONSIBILITIES

State MODIFIED

The Deputy Chief or authorized designee shall be responsible for:

- (a) Scheduling live-fire training.
- (b) Confirming that the Deputy Chief that oversees Training Division is notified when live-fire training is scheduled.
- (c) Ensuring that all live-fire training provided by the agency is conducted in accordance with state and local requirements ([RCW 52.12.150](#); [WAC 296-305-05502](#); [WAC 296-305-06517](#)).
- (d) Providing a secure structure for the live-fire training consistent with the requirements of this policy.
- (e) Ensuring that all required permits and authorizations, if applicable, have been approved and received before conducting any training exercises.
- (f) Confirming that a sufficient number of instructors will be present for the live-fire training.
 1. In no event shall there be fewer than four instructors.
 2. There shall be no more than a 5:1 student-to-instructor ratio at any time.
- (g) Confirming that the number of instructors and instructor assignments are detailed in the live-fire training curriculum.
- (h) Designating a qualified safety officer for all live-fire training exercises.
- (i) Ensuring that all live-fire training is conducted using qualified instructors who meet the following requirements ([WAC 296-305-05502](#)):

Live-Fire Training

1. For the lead instructor, NFPA and any applicable state requirements for Fire Instructor II
 2. For all other instructors, NFPA and any applicable state requirements for Fire Instructor I
- (j) Ensuring all injuries sustained during live-fire training are documented.
- (k) Confirming all district members whose duties include structural firefighting in immediately dangerous to life and health (IDLH) conditions are provided live-fire training at least every three years ([WAC 296-305-05502](#)).

616.5 SAFETY OFFICER

State **MODIFIED**

A safety officer shall be designated for all live-fire training exercises and shall have the same qualifications as the lead instructor ([WAC 296-305-05502](#)). The safety officer has the authority to intervene and control any aspect of the operations when a potential or actual danger, potential accident, or unsafe condition exists. The safety officer may require additional safety personnel as deemed necessary.

The safety officer shall not be assigned duties that interfere with their safety responsibilities ([WAC 296-305-05502](#)).

The safety officer shall be knowledgeable about all the safety features at the training location.

616.6 TRAINING REQUIREMENTS

Best Practice

Before beginning any live-fire training, the designated safety officer shall be responsible for:

- (a) Inspecting all burn locations.
- (b) Ensuring that all members participating in the training meet the prerequisites for participation.
- (c) Inspecting each participant's personal protective equipment (PPE) and SCBA.
- (d) Ensuring that a pre-burn walk-through and briefing for all members and instructors has been conducted.
- (e) Ensuring an Emergency Medical Services (EMS) unit and advanced life support (ALS) crew capable of transporting a patient are on location.

In no event shall a person be used as a simulated victim during live-fire training exercises.

All structures used for live-fire training shall be inspected after use.

616.7 USE OF ACQUIRED STRUCTURES

State **MODIFIED**

An acquired structure should not be used for live-fire training unless there is no equivalent purpose-built structure or space for live-fire training (e.g., burn building) available.

Snohomish Regional Fire & Rescue

Policy Manual

Live-Fire Training

Prior to using any acquired structure for live-fire training, the Deputy Chief or authorized designee shall:

- (a) Inspect the structure to determine whether it can be made sufficiently safe for live-fire training.
- (b) Facilitate the preparation of the structure for safe use (e.g., power, water, and gas secured, removal of all asbestos containing material).
- (c) Confirm that the live-fire training will comply with all local, state, and federal regulations applicable to the open burning of buildings, including the Clean Air Act ([42 U.S.C. § 7401 et seq.](#); [RCW 70A.15.5180](#)).

616.8 TRAINING RECORDS

Best Practice **MODIFIED**

The Deputy Chief or authorized designee shall be responsible for maintaining records of all live-fire training that is provided to members. At a minimum, the District should document:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.
- (e) Injuries sustained during training exercises.

The Deputy Chief or authorized designee should maintain the training records in accordance with established records retention schedules.

Division of Occupational Safety and Health (DOSH) Inspections

901.1 PURPOSE AND SCOPE

State MODIFIED

This policy establishes guidelines and responsibilities for Snohomish Regional Fire & Rescue members to follow in the event that a Washington Division of Occupational Safety and Health (DOSH) inspector requests access to district property or work operations ([RCW 49.17.070](#)).

This policy does not address those inspections requested by Snohomish Regional Fire & Rescue as part of a consultation service by DOSH.

901.2 POLICY

State MODIFIED

It is the policy of Snohomish Regional Fire & Rescue for the Fire Chief or the authorized designee to designate one or more district representatives who will be responsible for facilitating a DOSH inspection. An adequate number of representatives shall be designated to accommodate the needs of the DOSH inspector without excessive delays. Designated representatives shall make every reasonable effort to promptly meet with the DOSH inspector once he/she has arrived ([RCW 49.17.100](#)).

District members should work cooperatively with any DOSH inspector to provide access to all necessary areas, equipment and records to facilitate a cohesive inspection process. Failure on the part of the District to begin the inspection in a timely manner could result in the DOSH inspector obtaining an inspection warrant to enter district property. This could unnecessarily create an adversarial relationship and should be avoided if at all possible.

901.3 GUIDELINES & RESPONSIBILITIES

State MODIFIED

DOSH inspections may be unannounced. Typically inspections occur when there has been a serious accident, serious injury, occupational fatality, when a member has charged that a serious safety violation exists or at a worksite where an imminent danger has been identified ([RCW 49.17.070](#)).

Upon entering the district worksite, the inspector should present his/her identification and will ask to meet with the district representative. There will usually be an initial meeting during which the inspector can be expected to:

- Explain the nature and scope of the inspection.
- Request that a member/representative accompany the inspector.
- Ask to review appropriate safety records, plans and documentation.

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Policy Manual

Division of Occupational Safety and Health (DOSH) Inspections

DOSH inspectors are, by law, permitted to interview members in private, take photographs, conduct tests and collect environmental samples. District representatives should make reasonable accommodations to provide inspectors access to available members and materials required to complete the inspection. Any statements made to inspectors are admissible in judicial hearings. Questions of a sensitive nature or to which the member is unsure of how to respond may be referred to the person at the District who is the subject matter expert on the topic.

At the conclusion of the inspection, the DOSH inspector can be expected to hold a closing meeting with the district representative to discuss any alleged safety standard violations and any requirements for abatement.

Any time there is a DOSH inspection, violation and/or citation, the Fire Chief shall ensure that notifications are made to the district's Safety and Health Officer, risk manager and legal counsel, and that the District conducts an appropriate internal investigation and adequately addresses all DOSH findings.

Personal Protective Equipment

915.1 PURPOSE AND SCOPE

State **MODIFIED**

The purpose of this policy is to reasonably protect Snohomish Regional Fire & Rescue members by providing and maintaining, at no cost to the member, personal protective equipment (PPE), safety devices, and safeguards for workplace activities ([WAC 296-305-02001](#)).

PPE information related to patient care is found in the Communicable Diseases Policy.

PPE information related to respiratory protection is found in the Respiratory Protection Program Policy.

915.2 POLICY

Best Practice

It is the policy of the Snohomish Regional Fire & Rescue to provide PPE and safeguards of the proper type, design, strength, and quality needed to reasonably eliminate, preclude, or mitigate a hazard.

915.3 PPE STANDARDS AND REQUIREMENTS

State **MODIFIED**

The District will provide employees with the appropriate PPE to reduce workplace hazards, this shall include a minimum of two sets of structural firefighting protective clothing. Members shall wear appropriate PPE any time there is a risk of exposure to a hazard. [WAC 296-824-600](#) and [WAC 296-824-60005](#)

The District shall apply the following guidelines, requirements, and standards ([WAC 296-305-02001](#); [WAC 296-305-02002](#); [WAC 296-305-02004](#); [WAC 296-305-03002](#)):

- (a) The PPE provided shall minimally meet nationally recognized standards and all state-required standards ([WAC 296-305-02001](#); [WAC 296-305-02002](#); [WAC 296-305-02004](#); [WAC 296-305-03002](#)).
- (b) When no authoritative standard exists for PPE or a safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by the Deputy Chief in charge of the Section where the equipment will be used.
- (c) PPE shall be distinctly marked to facilitate easy identification of the manufacturer.
- (d) The Deputy Chief shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.
- (e) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- (f) Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.

Snohomish Regional Fire & Rescue

Policy Manual

Personal Protective Equipment

- (g) PPE shall be of such design, fit, and durability as to provide adequate protection against the hazards for which they are designed.
- (h) PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

915.4 SELECTION, CARE, AND MAINTENANCE OF PPE

Best Practice MODIFIED

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets, and footwear. A program for selection, care, and maintenance of PPE consists of the following.

915.5 PPE RECORD-KEEPING

State MODIFIED

The District shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include:

- (a) The name of the member to whom the element is issued.
- (b) The date and condition of the element when issued.
- (c) The manufacturer, model name, or design.
- (d) The manufacturer's identification number, lot number, or serial number.
- (e) The month and year of manufacture.
- (f) The dates and findings of all advanced inspections.
- (g) The dates and findings of complete liner inspections.
- (h) The dates of advanced cleaning, specialized cleaning, decontamination, or sanitation, and by whom it was performed.
- (i) The date of any repairs, the person who repaired the PPE, and a brief description of the repair.
- (j) The date the element was removed from service (retirement).
- (k) The date and method used to dispose of the element.
- (l) A written notice from a seller that PPE contains PFAS chemicals and the reason PFAS chemicals were added shall be retained for at least three years from the date of the purchase. The District is required to provide this notice and associated sales documents upon request to the Washington Department of Ecology within 60 days ([RCW 70A.400.030](#)).

915.6 PPE RETIREMENT

Best Practice

PPE ensembles and elements should be retired as follows:

Snohomish Regional Fire & Rescue

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Personal Protective Equipment

- (a) When worn or damaged to the extent that the District deems that it is not possible or cost-effective to repair.
- (b) When no longer useful for emergency operations.
- (c) If more than 10 years old, except for the reflective outer shell of proximity PPE, which should be retired after five years.

Retired PPE ensembles and elements shall be destroyed or disposed of by the District in a manner ensuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."

915.7 REPORTING

Best Practice

The HSO should report all PPE health and safety concerns caused by, or suspected to have been caused by, element failure to the PPE element manufacturer and certifying organization.

SNOHOMISH COUNTY FIRE DISTRICT 4



1525 Avenue D, Snohomish, WA 98290

360-568-2141

November 14th, 2023

Chair Troy Elmore
Snohomish Regional Fire and Rescue
953 Village Way
Monroe, WA 98272

Dear Chair Elmore:

Fire District #4 Board of Commissioners commissioned a study on a possible merger, primarily focused on maintaining the status quo and a partnership with Snohomish Regional Fire and Rescue (SRFR). During the last year, the District has had many interactions with the community and employee groups. With the feedback from those groups and the study finalized, it became apparent that there were many opportunities in the local area, and a broader discussion should take place. The Fire District #4 Board would like to invite SRFR and South County Regional Fire Authority (SCRFA) to joint collaboration talks between all three organizations. Many opportunities and advantages can be gained by working more closely together, with the potential to form various joint ventures up to and including various mergers.

District 4 believes all three agencies have many things to offer and gain in these partnerships and feels we are all equal in different ways. We believe that by working together, everyone can benefit. Community and employee engagement is extremely important to Fire District 4 and will be an important factor going forward, as we hope it is for both of you.

We intend for these discussions to begin after the first of the year, with the Fire Chiefs meeting to develop a general plan. Chief Don Waller has agreed to coordinate this effort. If you are interested, please let us know and have your representative contact Chief Waller by the end of December. We hope both of you will join us, but we are willing to talk to all those interested.

Thank you,

A handwritten signature in black ink, appearing to read 'Evan Merritt', written in a cursive style.

Chair Merritt

CC: FD4 Board
Chair Derek Daniels, SCRFA
Vice Chair Rowland, SCRFA
Vice Chair Fay, SRFR
Chief Waller, FD4
Chief Hovis, SCRFA
Chief O'Brien, SRFR



DATE: November 16, 2024
TO: Kevin O'Brien, Fire Chief
FROM: Pamella Holtgeerts, Human Resources Director
RE: Official Letters of Retirement for 2024

STATUS UPDATE

Consistent with the Board of Commissioners (BOC) resolution 2019-14, five (5) employees submitted notification of their intent to retire in 2024 prior to the October 1st deadline. Of the five (5) individuals, five (5) meet the qualifications of the resolution. The following individuals have provided notice of their intent to retire pending approval of retiree medical benefits consistent with resolution 2019-14:

<u>Employee</u>	<u>Date of Retirement</u>	<u>Magic #</u>
Lieutenant Jeff Thompson	March 1, 2024	85
Battalion Chief Ray Kosiba	April 1, 2024	86
Battalion Chief Rob Fisher	April 1, 2024	86
Driver/Operator Joel Lengkeek	June 1, 2024	82
Battalion Chief Erik Liddiatt	September 1, 2024	81

There is one additional employee that has submitted their notice of retirement as well. Their notice is **NOT** dependent on approval of retiree medical benefits. The employee is **NOT** requesting consideration under resolution 2019-14, but wanted to provide notice consistent with the resolution so that the district may plan for the attrition.

<u>Employee</u>	<u>Date of Retirement</u>
Lieutenant Ron Adams	May 1, 2024

BACKGROUND

As per resolution 2019-14, employees must meet the following criteria to be eligible for retiree medical:

- Employees must be at least 53 years old on the date of their retirement, and their age plus years of service (longevity) at District 7 must equal 78 years or more. Five of those years must be with District 7.
- Employees wishing to retire and utilize this benefit must provide notification to the District by October 1st of the preceding year. Notification must include the date of separation/retirement.

PATH FORWARD

The request of the five (5) employees to be granted retiree medical benefits will need to go before the BOC and be accepted/approved by the BOC. Human Resources has prepared the Retiree Medical Contracts for the BOC and employee signatures. The Retiree Medical Contract template has been reviewed and approved by attorney Brian Snure. Once approved and signed by the BOC, Human Resources will work with the individual employees to obtain signed copies of the contracts.



SNOHOMISH REGIONAL FIRE & RESCUE

163 Village Court,
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www.sfrf.org

AGREEMENT TO PROVIDE MEDICAL BENEFITS IN EXCHANGE FOR EARLY RETIREMENT

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

RECITALS:

- A. The District is a Washington municipal corporation which employs several employees including employee.
- B. Employee is a uniformed LEOFF 2 employee of the District having first been employed as a uniformed employee in the State of Washington on **January 27, 1992**, and with the District on **January 27, 1992**.
- C. Employee meets all the eligibility requirements to retire. The employee is at least 53 years of age, vested in the LEOFF System, and otherwise eligible to retire, but is not yet eligible for Medicare.
- D. The Employee and District recognize that the cost of health insurance discourages many, including employees, from retiring prior to Medicare eligibility.
- E. The District has determined that employees who are vested in the LEOFF System, otherwise eligible to retire, and who elect to retire before Medicare eligibility, provide a cost savings to the District which can be shared with such retirees by the District providing and paying a retiree medical benefit to those individuals on the following terms and conditions.

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

- 1. The employee agrees to and shall retire effective on the **1st day of April 2024**. In exchange for the employee's agreement to retire, on the **1st day of April 2024**, the District agrees to and shall pay the cost for employee's health insurance from and after employee's effective date of retirement, on the terms and conditions as set forth in **Resolution Number 2019-14** adopted by the Board of Commissioners on the 22nd day of August 2019, a copy of which is attached hereto as Exhibit A. Such an obligation is a matter of contract between the District and Employee and is enforceable as such.

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

Dated this ____ day of _____, 20__.

Snohomish Regional Fire and Rescue

by and through its Board of Commissioners

Rob Fisher, Battalion Chief

Agreed to and approved by the International Association of Firefighter Local 2781 to the extent required

By: _____

Its _____



SNOHOMISH REGIONAL FIRE & RESCUE

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AGREEMENT TO PROVIDE MEDICAL BENEFITS IN EXCHANGE FOR EARLY RETIREMENT

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

RECITALS:

- A. District is a Washington municipal corporation which employs several employees including employee.
- B. Employee is a uniformed LEOFF 2 employee of the District having first been employed as a uniformed employee in the State of Washington on **September 3, 1995**, and with the District on **January 1, 1999**.
- C. Employee meets all of the eligibility requirements to retire. Employee is at least 53 years of age, vested in the LEOFF System, and otherwise eligible to retire, but is not yet eligible for Medicare.
- D. Employee and District recognize that the cost of health insurance discourages many, including employee, from retiring prior Medicare eligibility.
- E. The District has determined that employees who are vested in the LEOFF System, otherwise eligible to retire, and who elect to retire before Medicare eligibility, provide a cost savings to the District which can be shared with such retirees by the District providing and paying a retiree medical benefit to those individuals on the following terms and conditions.

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

1. Employee agrees to and shall retire effective on the **1st day of April 2024**. In exchange for employees agreement to retire, on the **1st day of April 2024**, the District agrees to and shall pay the cost for employee's health insurance from and after employee's effective date of retirement, on the terms and conditions as set forth in **Resolution Number 2019-14** adopted by the Board of Commissioners on the 22nd day of August, 2019, a copy of which is attached hereto as Exhibit A. Such obligation is a matter of contract between the District and Employee, and is enforceable as such.

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

Dated this ____ day of _____, 20__.

Snohomish Regional Fire and Rescue

by and through its Board of Commissioners

Ray Kosiba, Battalion Chief

Agreed to and approved by the International Association of Firefighter Local 2781 to the extent required

By: _____

Its _____



SNOHOMISH REGIONAL FIRE & RESCUE

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

AGREEMENT TO PROVIDE MEDICAL BENEFITS IN EXCHANGE FOR EARLY RETIREMENT

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

RECITALS:

- A. The District is a Washington municipal corporation which employs several employees including employee.
- B. Employee is a uniformed LEOFF 2 employee of the District having first been employed as a uniformed employee in the State of Washington on **January 1, 1999**, and with the District on **January 1, 1999**.
- C. Employee meets all the eligibility requirements to retire. The employee is at least 53 years of age, vested in the LEOFF System, and otherwise eligible to retire, but is not yet eligible for Medicare.
- D. The Employee and District recognize that the cost of health insurance discourages many, including employee, from retiring prior Medicare eligibility.
- E. The District has determined that employees who are vested in the LEOFF System, otherwise eligible to retire, and who elect to retire before Medicare eligibility, provide a cost savings to the District which can be shared with such retirees by the District providing and paying a retiree medical benefit to those individuals on the following terms and conditions.

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

- 1. Employee agrees to and shall retire effective on the **1st day of June 2024**. In exchange for employee's agreement to retire, on the **1st day of June 2024**, the District agrees to and shall pay the cost for employee's health insurance from and after employee's effective date of retirement, on the terms and conditions as set forth in **Resolution Number 2019-14** adopted by the Board of Commissioners on the 22nd day of August, 2019, a copy of which is attached hereto as Exhibit A. Such an obligation is a matter of contract between the District and Employee and is enforceable as such.

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

Dated this ____ day of _____, 20__.

Snohomish Regional Fire and Rescue

by and through its Board of Commissioners

Joel Lengkeek, Driver Operator

Agreed to and approved by the International Association of Firefighter Local 2781 to the extent required

By: _____

Its _____



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AGREEMENT TO PROVIDE MEDICAL BENEFITS IN EXCHANGE FOR EARLY RETIREMENT

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

RECITALS:

- A. District is a Washington municipal corporation which employs several employees including employee.
- B. Employee is a uniformed LEOFF 2 employee of the District having first been employed as a uniformed employee in the State of Washington on **May 20, 1996**, and with the District on **May 20, 1996**.
- C. Employee meets all of the eligibility requirements to retire. Employee is at least 53 years of age, vested in the LEOFF System, and otherwise eligible to retire, but is not yet eligible for Medicare.
- D. Employee and District recognize that the cost of health insurance discourages many, including employee, from retiring prior Medicare eligibility.
- E. The District has determined that employees who are vested in the LEOFF System, otherwise eligible to retire, and who elect to retire before Medicare eligibility, provide a cost savings to the District which can be shared with such retirees by the District providing and paying a retiree medical benefit to those individuals on the following terms and conditions.

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

1. Employee agrees to and shall retire effective on the **1st day of September 2024**. In exchange for employees agreement to retire, on the **1st day of September 2024**, the District agrees to and shall pay the cost for employee's health insurance from and after employee's effective date of retirement, on the terms and conditions as set forth in **Resolution Number 2019-14** adopted by the Board of Commissioners on the 22nd day of August, 2019, a copy of which is attached hereto as Exhibit A. Such obligation is a matter of contract between the District and Employee, and is enforceable as such.

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

Dated this ____ day of _____, 20__.

Snohomish Regional Fire and Rescue

by and through its Board of Commissioners

Erik Liddiatt, Battalion Chief

Agreed to and approved by the International Association of Firefighter Local 2781 to the extent required

By: _____

Its _____



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AGREEMENT TO PROVIDE MEDICAL BENEFITS IN EXCHANGE FOR EARLY RETIREMENT

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

RECITALS:

- A. District is a Washington municipal corporation which employs several employees including employee.
- B. Employee is a uniformed LEOFF 2 employee of the District having first been employed as a uniformed employee in the State of Washington on **January 13, 1992**, and with the District on **January 13, 1992**.
- C. Employee meets all of the eligibility requirements to retire. Employee is at least 53 years of age, vested in the LEOFF System, and otherwise eligible to retire, but is not yet eligible for Medicare.
- D. Employee and District recognize that the cost of health insurance discourages many, including employee, from retiring prior Medicare eligibility.
- E. The District has determined that employees who are vested in the LEOFF System, otherwise eligible to retire, and who elect to retire before Medicare eligibility, provide a cost savings to the District which can be shared with such retirees by the District providing and paying a retiree medical benefit to those individuals on the following terms and conditions.

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

1. Employee agrees to and shall retire effective on the **1st day of March 2024**. In exchange for employees agreement to retire, on the **1st day of March 2024**, the District agrees to and shall pay the cost for employee's health insurance from and after employee's effective date of retirement, on the terms and conditions as set forth in **Resolution Number 2019-14** adopted by the Board of Commissioners on the 22nd day of August, 2019, a copy of which is attached hereto as Exhibit A. Such obligation is a matter of contract between the District and Employee, and is enforceable as such.

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

Dated this ____ day of _____, 20__.

Snohomish Regional Fire and Rescue

by and through its Board of Commissioners

Jeff Thompson, Lieutenant

Agreed to and approved by the International Association of Firefighter Local 2781 to the extent required

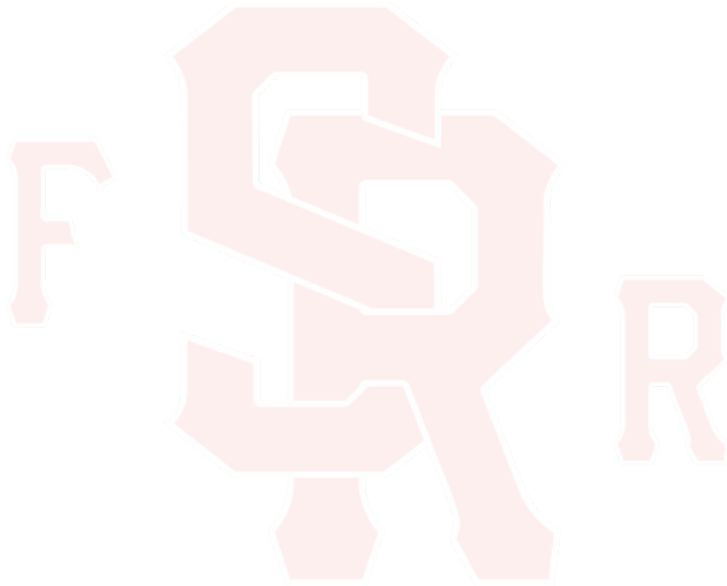
By: _____

Its _____



NEW BUSINESS

ACTION





EXECUTIVE SESSION

