



SNOHOMISH REGIONAL FIRE & RESCUE

# COMMISSIONER BOARD MEETING

DECEMBER 14, 2023

5:30 PM

SRFR STATION 31 TRAINING ROOM

VIA ZOOM

SNOHOMISH REGIONAL FIRE & RESCUE  
WASHINGTON



# AGENDA





# SNOHOMISH REGIONAL FIRE & RESCUE

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

SRFR Station 31 Training Room/ Via Zoom  
163 Village Court, Monroe, WA 98272  
December 14, 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 | 11/28/23  | 1/23/24   | Yes       |
| Finance                 | Elmore    | 11/21/23  | 12/28/23  | No        |
| Post-Employment Medical | Elmore    | 9/8/22    |           |           |
| Sno911                  | Waugh     | 11/16/23  | 12/21/23  | No        |
| Sno Isle Commissioners  | Fay       | 11/2/23   | 12/7/23   | Yes       |
| Leadership Meeting      | Schaub    | 10/25/23  | TBD       | No        |
| Policy Committee        | Schaub    | 12/14/23  | 1/11/24   | Yes       |

### COMMITTEE MEETING MINUTES

#### CONSENT AGENDA

##### **Approve Vouchers**

Benefit Vouchers: 23-02935 to 23-02950; (\$700,450.19)

AP Vouchers: 23-02951 to 23-03115; (\$780,690.11)

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

November 30, 2023 (\$1,229,865.65)

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

Approve Regular Board Meeting Minutes November 21, 2023

### OLD BUSINESS



## Discussion

### Action

- 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 2023-15 and 2023-16: addition of Juneteenth Holiday

Executive and Exempt contracts

Post-Retirement Medical Contract

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

## **NEW BUSINESS**

### Discussion

Board Chair 2024 Appointment

Fire Chief Contract

Policy Review

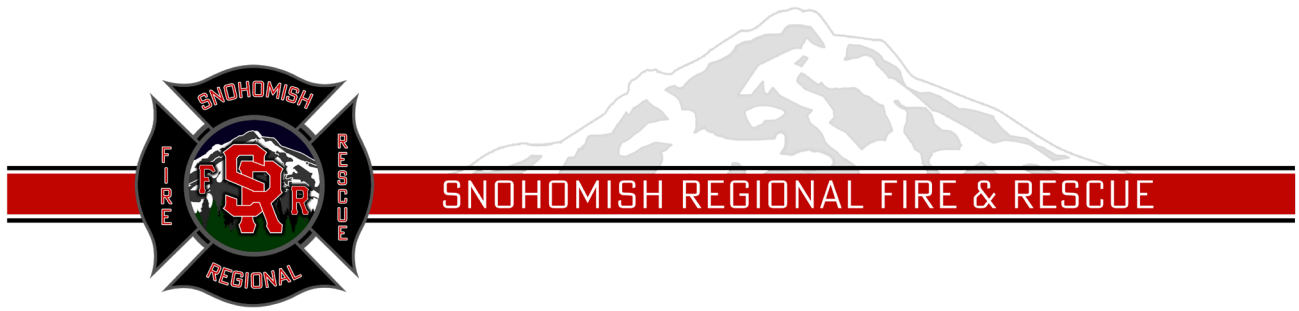
- Policy 304
- Policy 326
- Policy 402
- Policy 702
- Policy 902
- Policy 908
- Policy 909

Budget Amendment #3

Progressive Design-Build PRC process: Attorney services

Brightwater Contract Renewal

Resolution 2023-14 Surplus Equipment



**Action**

Oaths of Office

**GOOD OF THE ORDER**

**ATTENDANCE CHECK**

Regular Commissioner Meeting December 28, 2023, at 1730 - Station 31 Training Room/Zoom.

**EXECUTIVE SESSION:** RCW 42.30.110(1)(g) To review the performance of a public employee.  
RCW 42.30.140(4)(a) Labor Negotiations.

**ADJOURNMENT**

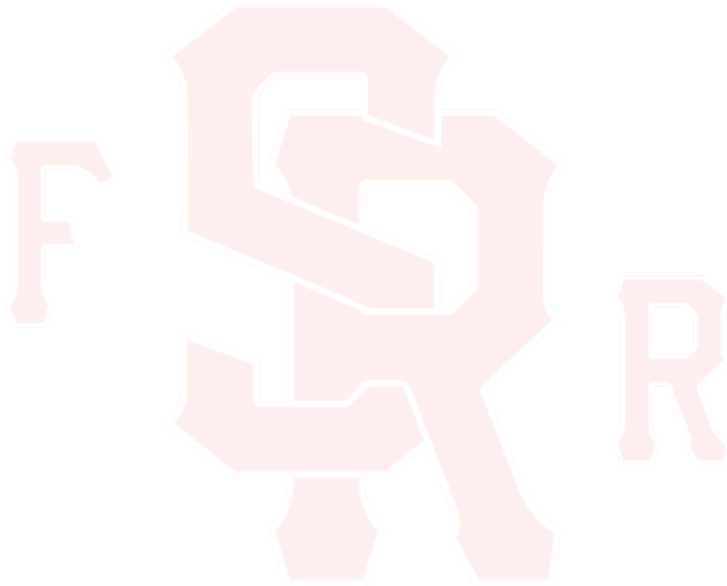


# CHIEF'S REPORT





# COMMISSIONER REPORTS





# COMMITTEE MEETING MINUTES







## **Finance Committee Minutes 11.21.23**

Washington State Auditor's Office Entrance Presentation

RAB review for ladder truck change order

MOU review of wellness incentive date change

Third quarter financial report review

Review of 2024 letters of retirement

Review of recommended date change for the post-retirement medical program

Review of the collaboration with Snohomish District 4

Negotiations update

End of the year cost of living review and Juneteenth discussion

## **Capital Facilities Committee Meeting Minutes**

**November 28<sup>th</sup>, 2023**

- **Facilities Update:** *Discussion was had on Facilities and current project updates.*

- **Station 83 Update:**

*Axthelm is making great progress. Demo is almost complete.*

- **Station 31 Shop Update:**

*Permitting is almost complete. Anticipating going to Bid the second week in January.*

- **Station 32 Update:**

*Still waiting for an official response from Walmart.*

- **Station 81 Update:**

*Still working on details of potential regional storm water vault. Tentatively plan on going in front of Project Review Committee (PRC) for approval for progressive design build in January.*

- **PRC- Progressive Design-Legal**

*OAC recommends using legal council that has experience with PRC and Progressive Design processes. Brian Snure confirms this is a good idea.*

- **Admin. Bldg.:**

*TI work for DCYF is almost complete. DCYF will be completely moved out upstairs the week of December 11<sup>th</sup>.*

➤ **Training Property:**

*The sale of the training property is moving along. Tentative close in early 2024*

➤ **Station Design Conference: May 21-23**

*Attendees have been registered for the conference. Still waiting on room blocks to open.*

➤ **Next Meeting: January 23<sup>rd</sup>, 2024**

*No meeting in December due to Holidays.*



# CONSENT AGENDA



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

12/01/2023

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<br>Default | Amount     |
|----------|-----------------------------------|-----------------|------------|
| 23-02935 | AFLAC                             |                 | 591.44     |
| 23-02936 | DEPARTMENT OF RETIREMENT SYSTEMS  |                 | 429,970.59 |
| 23-02937 | FIRE 7 FOUNDATION                 |                 | 610.00     |
| 23-02938 | FIREPAC                           |                 | 1,050.28   |
| 23-02939 | GENERAL TEAMSTERS UNION LOCAL 38  |                 | 1,931.00   |
| 23-02940 | HRA VEBA TRUST                    |                 | 57,332.50  |
| 23-02941 | IAFF LOCAL 2781                   |                 | 30,779.48  |
| 23-02942 | IAFF LOCAL 2781 PAC               |                 | 921.90     |
| 23-02943 | IAFF LOCAL 2781 RFA               |                 | 1,085.00   |
| 23-02944 | MATRIX TRUST COMPANY              |                 | 19,102.81  |
| 23-02945 | PAID FAMILY & MEDICAL LEAVE       |                 | 25,053.61  |
| 23-02946 | TD AMERITRADE INSTITUTIONAL       |                 | 388.50     |
| 23-02947 | VOYA INSTITUTIONAL TRUST CO       |                 | 98,512.52  |
| 23-02948 | WASHINGTON STATE SUPPORT REGISTRY |                 | 279.25     |
| 23-02949 | WSCFF FASTPAC                     |                 | 891.31     |
| 23-02950 | WSCFF-EMP BENEFIT TRUST           |                 | 31,950.00  |

---

**Page Total** 700,450.19

**Cumulative Total** 700,450.19

---

# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

12/12/2023

Page 1 of 6

Fund: General Fund #001

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

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

Signatures:

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

| Voucher  | Payee/Claimant                        | 1099<br>Default | Amount    |
|----------|---------------------------------------|-----------------|-----------|
| 23-02951 | AIR EXCHANGE, INC                     |                 | 5,745.55  |
| 23-02952 | AJ'S LANDCARE, INC                    |                 | 9,988.71  |
| 23-02953 | ALDERWOOD WATER DISTRICT              |                 | 16.80     |
| 23-02954 | ALDERWOOD WATER DISTRICT              |                 | 91.66     |
| 23-02955 | ALL BATTERY SALES AND SERVICE         |                 | 115.83    |
| 23-02956 | ALLSTREAM BUSINESS US, INC            |                 | 307.99    |
| 23-02957 | ALLSTREAM BUSINESS US, INC            |                 | 430.21    |
| 23-02958 | AMAZON CAPITAL SERVICES, INC          |                 | 27,371.74 |
| 23-02959 | AMERIGAS                              |                 | 1,510.65  |
| 23-02960 | ANDGAR MECHANICAL LLC                 |                 | 11,158.40 |
| 23-02961 | ARAMARK UNIFORM SERVICES              |                 | 319.83    |
| 23-02962 | AT&T MOBILITY LLC                     |                 | 647.16    |
| 23-02963 | B&H FIRE AND SECURITY                 |                 | 4,528.67  |
| 23-02964 | BICKFORD MOTORS INC.                  |                 | 668.55    |
| 23-02965 | BOUND TREE MEDICAL, LLC               |                 | 6,071.26  |
| 23-02966 | BRAD TALLEY                           |                 | 4,000.00  |
| 23-02967 | BRAUN NORTHWEST INC                   |                 | 101.42    |
| 23-02968 | BRIAN KEES                            |                 | 237.00    |
| 23-02969 | CARY CRONIN                           |                 | 778.00    |
| 23-02970 | CENTRAL WELDING SUPPLY                |                 | 2,759.27  |
| 23-02971 | CHINOOK LUMBER                        |                 | 6,075.55  |
| 23-02972 | CHRISTENSEN, INC                      |                 | 3,470.82  |
| 23-02973 | CHRISTIAN DIMONDA                     |                 | 353.83    |
| 23-02974 | CITY OF SNOHOMISH                     |                 | 79.68     |
| 23-02975 | CLEARFLY COMMUNICATIONS               |                 | 759.89    |
| 23-02976 | COGDILL NICHOLS REIN WARTELLE ANDREWS |                 | 10,903.80 |
| 23-02977 | COMCAST                               |                 | 65.73     |
| 23-02978 | COMCAST                               |                 | 306.73    |
| 23-02979 | COMCAST                               |                 | 306.95    |
| 23-02980 | COMDATA INC.                          |                 | 3,652.83  |
| 23-02981 | COMMLINQ TECHNOLOGIES                 |                 | 328.20    |

**Page Total** 103,152.71

**Cumulative Total** 103,152.71

# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

12/12/2023

Page 2 of 6

Fund: General Fund #001

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

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

Signatures:

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

| Voucher  | Payee/Claimant                           | 1099<br>Default | Amount    |
|----------|--|-----------------|-----------|
| 23-02982 | COURIERWEST                              |                 | 2,388.24  |
| 23-02983 | CESSY DOOR COMPANY, INC                  |                 | 3,542.98  |
| 23-02984 | DELL MARKETING LP C/O DELL USA LP        |                 | 24,621.14 |
| 23-02985 | DENISE MATTERN                           |                 | 340.98    |
| 23-02986 | DIRECTV, LLC                             |                 | 120.23    |
| 23-02987 | DISENOZ                                  |                 | 72.28     |
| 23-02988 | DUNLAP INDUSTRIAL HARDWARE INC           |                 | 45.36     |
| 23-02989 | DUO-SAFETY LADDER CORPORATION            |                 | 270.62    |
| 23-02990 | FIRST CLASS BUILDING SUPPLY AND SERVICES |                 | 2,687.00  |
| 23-02991 | FIRSTWATCH                               |                 | 635.00    |
| 23-02992 | FP MAILING SOLUTIONS                     |                 | 154.25    |
| 23-02993 | GAGNON WELDING                           |                 | 1,477.11  |
| 23-02994 | GALLS, LLC                               |                 | 2,259.13  |
| 23-02995 | GENERAL FIRE APPARATUS                   |                 | 50.99     |
| 23-02996 | GEOENGINEERS, INC.                       |                 | 973.25    |
| 23-02997 | GITT'S SPRING CO                         |                 | 1,597.90  |
| 23-02998 | GME SUPPLY COMPANY                       |                 | 1,212.57  |
| 23-02999 | GRAINGER                                 |                 | 9,102.51  |
| 23-03000 | HEALTHFORCE PARTNERS INC.                |                 | 4,265.00  |
| 23-03001 | HEATHMAN HOTEL KIRKLAND                  |                 | 5,000.00  |
| 23-03002 | HILL STREET CLEANERS                     |                 | 19.69     |
| 23-03003 | HUGHES FIRE EQUIPMENT, INC               |                 | 356.88    |
| 23-03004 | IMS ALLIANCE                             |                 | 71.20     |
| 23-03005 | INTERSTATE ALL BATTERY CENTER            |                 | 1,440.57  |
| 23-03006 | IRON MOUNTAIN INC                        |                 | 957.13    |
| 23-03007 | ISA QUEVEDO                              |                 | 201.98    |
| 23-03008 | ISOUTSOURCE                              |                 | 35,629.09 |
| 23-03009 | JOHN THOMAS                              |                 | 120.00    |
| 23-03010 | KENDRA TIMM                              |                 | 199.48    |
| 23-03011 | KROESEN'S UNIFORM COMPANY                |                 | 340.75    |
| 23-03012 | L.N. CURTIS & SONS                       |                 | 3,750.76  |

**Page Total**

103,904.07

**Cumulative Total**

207,056.78

# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

12/12/2023

Page 3 of 6

Fund: General Fund #001

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

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

Signatures:

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

| Voucher  | Payee/Claimant                     | 1099<br>Default | Amount   |
|----------|------------------------------------|-----------------|----------|
| 23-03013 | LAKE STEVENS ATHLETIC CLUB         |                 | 218.00   |
| 23-03014 | LAKE STEVENS SEWER DISTRICT        |                 | 99.00    |
| 23-03015 | LAKE STEVENS SEWER DISTRICT        |                 | 198.00   |
| 23-03016 | LIZ LOOMIS PUBLIC AFFAIRS          |                 | 6,000.00 |
| 23-03017 | LOWE'S                             |                 | 605.47   |
| 23-03018 | MITCHELL1                          |                 | 2,087.35 |
| 23-03019 | MONROE PARTS HOUSE                 |                 | 8,173.72 |
| 23-03020 | MONROE UPHOLSTERY                  |                 | 218.80   |
| 23-03021 | MORSE TOOLS LLC                    |                 | 274.29   |
| 23-03022 | MRSC ROSTERS                       |                 | 45.00    |
| 23-03023 | MUNICIPAL EMERGENCY SERVICES, INC. |                 | 1,853.26 |
| 23-03024 | NORTHWEST SAFETY CLEAN             |                 | 611.42   |
| 23-03025 | ODP BUSINESS SOLUTIONS, LLC        |                 | 391.08   |
| 23-03026 | OLEG MIKHAYLOV                     |                 | 792.38   |
| 23-03027 | OPERATIVE IQ                       |                 | 2,520.54 |
| 23-03028 | PAMELLA HOLTGEERTS                 |                 | 492.60   |
| 23-03029 | PETROCARD, INC.                    |                 | 2,520.80 |
| 23-03030 | PIERSON COCKBURN                   |                 | 575.00   |
| 23-03031 | PR LIFTING LLC                     |                 | 1,943.28 |
| 23-03032 | PROPERTY MAINTENANCE COM/RES       |                 | 1,641.00 |
| 23-03033 | PUGET SOUND ENERGY                 |                 | 306.10   |
| 23-03034 | PUGET SOUND ENERGY                 |                 | 432.79   |
| 23-03035 | PUGET SOUND ENERGY                 |                 | 65.84    |
| 23-03036 | PUGET SOUND ENERGY                 |                 | 222.35   |
| 23-03037 | PUGET SOUND ENERGY                 |                 | 209.91   |
| 23-03038 | PUGET SOUND ENERGY                 |                 | 454.15   |
| 23-03039 | PURCELL TIRE & SERVICE CENTER      |                 | 3,510.18 |
| 23-03040 | REPUBLIC SERVICES #197             |                 | 265.39   |
| 23-03041 | REPUBLIC SERVICES #197             |                 | 263.01   |
| 23-03042 | REPUBLIC SERVICES #197             |                 | 102.45   |
| 23-03043 | REPUBLIC SERVICES #197             |                 | 261.84   |

**Page Total** 37,355.00

**Cumulative Total** 244,411.78



# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

12/12/2023

Page 4 of 6

Fund: General Fund #001

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

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

Signatures:

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

| Voucher  | Payee/Claimant                         | 1099<br>Default | Amount    |
|----------|--|-----------------|-----------|
| 23-03044 | REPUBLIC SERVICES #197                 |                 | 753.71    |
| 23-03045 | REPUBLIC SERVICES #197                 |                 | 101.44    |
| 23-03046 | REPUBLIC SERVICES #197                 |                 | 320.39    |
| 23-03047 | REPUBLIC SERVICES #197                 |                 | 322.34    |
| 23-03048 | REPUBLIC SERVICES #197                 |                 | 264.70    |
| 23-03049 | REPUBLIC SERVICES #197                 |                 | 819.71    |
| 23-03050 | RESPONSE TRAINING GROUP                |                 | 5,130.00  |
| 23-03051 | RICOH USA, INC.                        |                 | 97.80     |
| 23-03052 | RICOH USA, INC.                        |                 | 50.91     |
| 23-03053 | RIDGID PLUMBING AND DRAIN SERVICES LLC |                 | 2,039.31  |
| 23-03054 | SAM LANGHELD                           |                 | 1,528.00  |
| 23-03055 | SAM STEVENS                            |                 | 877.50    |
| 23-03056 | SEAN DAHL                              |                 | 25.00     |
| 23-03057 | SEA-WESTERN INC                        |                 | 6,213.80  |
| 23-03058 | SILVER LAKE WATER                      |                 | 185.30    |
| 23-03059 | SILVER LAKE WATER                      |                 | 121.10    |
| 23-03060 | SISKUN POWER EQUIPMENT                 |                 | 1,489.37  |
| 23-03061 | SMARSH INC                             |                 | 130.16    |
| 23-03062 | SNOHOMISH COUNTY 911                   |                 | 88,206.57 |
| 23-03063 | SNOHOMISH COUNTY EMS                   |                 | 37,135.06 |
| 23-03064 | SNOHOMISH COUNTY FIRE DISTRICT #4      |                 | 12,760.00 |
| 23-03065 | SNOHOMISH COUNTY PUD                   |                 | 1,065.88  |
| 23-03066 | SNOHOMISH COUNTY PUD                   |                 | 259.26    |
| 23-03067 | SNOHOMISH COUNTY PUD                   |                 | 240.47    |
| 23-03068 | SNOHOMISH COUNTY PUD                   |                 | 262.87    |
| 23-03069 | SNOHOMISH COUNTY PUD                   |                 | 1,962.26  |
| 23-03070 | SNOHOMISH COUNTY PUD                   |                 | 1,117.53  |
| 23-03071 | SNOHOMISH COUNTY PUD                   |                 | 1,628.80  |
| 23-03072 | SNOHOMISH COUNTY PUD                   |                 | 707.16    |
| 23-03073 | SNOHOMISH COUNTY PUD                   |                 | 813.05    |
| 23-03074 | SNOHOMISH COUNTY PUD                   |                 | 109.64    |

**Page Total** 166,739.09

**Cumulative Total** 411,150.87

# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

12/12/2023

Page 5 of 6

Fund: General Fund #001

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

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

Signatures:

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

| Voucher  | Payee/Claimant                            | 1099<br>Default | Amount     |
|----------|---|-----------------|------------|
| 23-03075 | SNOHOMISH COUNTY PUD                      |                 | 58.17      |
| 23-03076 | SNOHOMISH COUNTY PUD                      |                 | 1,397.72   |
| 23-03077 | SNOHOMISH REGIONAL FIRE & RESCUE          |                 | 1,052.43   |
| 23-03078 | SNOHOMISH REGIONAL FIRE & RESCUE          |                 | 211,728.13 |
| 23-03079 | SNOHOMISH REGIONAL FIRE & RESCUE          |                 | 38,362.06  |
| 23-03080 | SNOHOMISH VALLEY ROOFING INC              |                 | 2,324.95   |
| 23-03081 | SNURE LAW OFFICE, PSC                     |                 | 2,681.25   |
| 23-03082 | SPEEDWAY CHEVROLET                        |                 | 1,059.92   |
| 23-03083 | SPRAGUE PEST SOLUTIONS                    |                 | 437.44     |
| 23-03084 | SQUARERIGGER SOFTWARE                     |                 | 5,590.34   |
| 23-03085 | STATE OF WA DEPARTMENT OF REVENUE         |                 | 1,052.43   |
| 23-03086 | STREAMLINE DIGITAL IMAGING, LLC           |                 | 401.35     |
| 23-03087 | STRYKER SALES CORPORATION                 |                 | 30,802.87  |
| 23-03088 | TK ELEVATOR                               |                 | 870.47     |
| 23-03089 | TRUE NORTH EMERGENCY EQUIPMENT INC        |                 | 4,091.56   |
| 23-03090 | ULINE, INC                                |                 | 1,298.78   |
| 23-03091 | VENDNOVATION, LLC                         |                 | 1,312.80   |
| 23-03092 | VERATHON MEDICAL                          |                 | 27,616.45  |
| 23-03093 | VERIZON WIRELESS SERVICES LLC             |                 | 4,877.70   |
| 23-03094 | VERIZON WIRELESS SERVICES LLC             |                 | 2,996.33   |
| 23-03095 | WASHINGTON FIRE COMMISSIONERS ASSOCIATION |                 | 1,620.00   |
| 23-03096 | WASTE MANAGEMENT NORTHWEST                |                 | 187.07     |
| 23-03097 | WASTE MANAGEMENT NORTHWEST                |                 | 172.87     |
| 23-03098 | WASTE MANAGEMENT NORTHWEST                |                 | 445.43     |
| 23-03099 | WASTE MANAGEMENT NORTHWEST                |                 | 506.38     |
| 23-03100 | WASTE MANAGEMENT NORTHWEST                |                 | 554.11     |
| 23-03101 | WASTE MANAGEMENT NORTHWEST                |                 | 291.29     |
| 23-03102 | WASTE MANAGEMENT NORTHWEST                |                 | 225.34     |
| 23-03103 | WASTE MANAGEMENT NORTHWEST                |                 | 231.33     |
| 23-03104 | WASTE MANAGEMENT NORTHWEST                |                 | 518.98     |
| 23-03105 | WASTE MANAGEMENT NORTHWEST                |                 | 248.77     |

**Page Total**

345,014.72

**Cumulative Total**

756,165.59

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

12/12/2023

Page 6 of 6

---

Fund: General Fund #001

---

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

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

Signatures:

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

---

| Voucher  | Payee/Claimant                 | 1099<br>Default | Amount    |
|----------|--------------------------------|-----------------|-----------|
| 23-03106 | WASTE MANAGEMENT NORTHWEST     |                 | 934.60    |
| 23-03107 | WASTE MANAGEMENT NORTHWEST     |                 | 358.85    |
| 23-03108 | WASTE MANAGEMENT NORTHWEST     |                 | 117.54    |
| 23-03109 | WASTE MANAGEMENT NORTHWEST     |                 | 207.41    |
| 23-03110 | WELLSPRING FAMILY SERVICES EAP |                 | 470.90    |
| 23-03111 | WESTERN WASHINGTON UNIVERSITY  |                 | 800.00    |
| 23-03112 | WEX BANK                       |                 | 20,637.39 |
| 23-03113 | WHELEN ENGINEERING COMPANY     |                 | 363.99    |
| 23-03114 | ZIPLY FIBER                    |                 | 236.62    |
| 23-03115 | ZIPLY FIBER                    |                 | 397.22    |

---

---

**Page Total** 24,524.52

**Cumulative Total** 780,690.11

---



Snohomish Regional Fire & Rescue, WA

# Docket of Claims Register

APPKT01463 - 12.14.2023 Board Meeting ER

By Docket/Claim Number

| Vendor # | Vendor Name                   | Payable Number                       | Payable Description                     | Payable Type | Payable Date                         | Item Description                        | Account Number       | Payment Amount<br>Distribution Amount |
|----------|-------------------------------|--------------------------------------|---|--------------|--------------------------------------|---|----------------------|---------------------------------------|
| 0020     | AIR EXCHANGE, INC             | 23-02951                             |   |              |                                      |   |                      | 5,745.55                              |
|          |                               | 91610970                             | Exhaust System Parts (Hose,Rails,Liftng | Invoice      | 11/21/2023                           | Exhaust System Parts (Hose,Rails,Liftng | 001-507-522-50-48-00 | 4,584.40                              |
|          |                               | 91610989                             | Exhaust System Part (Safety Disc Hndl   | Invoice      | 11/28/2023                           | Exhaust System Part (Safety Disc Hndl   | 001-507-522-50-48-00 | 745.80                                |
|          |                               | 91611013                             | Exhaust System Parts (8mm Coupler) -    | Invoice      | 11/30/2023                           | Exhaust System Parts (8mm Coupler) -    | 001-507-522-50-48-00 | 415.35                                |
| 2189     | AJ'S LANDCARE, INC            | 23-02952                             |   |              |                                      |   |                      | 9,988.71                              |
|          |                               | 121215674                            | Landscaping Monthly Maintenance - A     | Invoice      | 11/30/2023                           | Landscaping Monthly Maintenance - A     | 001-507-522-50-41-00 | 884.31                                |
|          |                               | 121215675                            | Landscaping Monthly Maintenance - S     | Invoice      | 11/30/2023                           | Landscaping Monthly Maintenance - S     | 001-507-522-50-41-00 | 957.25                                |
|          |                               | 121215676                            | Landscaping Monthly Maintenance - S     | Invoice      | 11/30/2023                           | Landscaping Monthly Maintenance - S     | 001-507-522-50-41-00 | 911.66                                |
|          |                               | 121215677                            | Landscaping Monthly Maintenance - S     | Invoice      | 11/30/2023                           | Landscaping Monthly Maintenance - S     | 001-507-522-50-41-00 | 944.13                                |
|          |                               | 121215678                            | Landscaping Monthly Maintenance - S     | Invoice      | 11/30/2023                           | Landscaping Monthly Maintenance - S     | 001-507-522-50-41-00 | 899.16                                |
|          |                               | 121215679                            | Landscaping Monthly Maintenance - S     | Invoice      | 11/30/2023                           | Landscaping Monthly Maintenance - S     | 001-507-522-50-41-00 | 854.21                                |
|          |                               | 121215680                            | Landscaping Monthly Maintenance - S     | Invoice      | 11/30/2023                           | Landscaping Monthly Maintenance - S     | 001-507-522-50-41-00 | 929.05                                |
|          |                               | 121215681                            | Landscaping Monthly Maintenance - S     | Invoice      | 11/30/2023                           | Landscaping Monthly Maintenance - S     | 001-507-522-50-41-00 | 469.63                                |
|          |                               | 121215682                            | Landscaping Monthly Maintenance - S     | Invoice      | 11/30/2023                           | Landscaping Monthly Maintenance - S     | 001-507-522-50-41-00 | 699.11                                |
|          |                               | 121215683                            | Landscaping Monthly Maintenance - S     | Invoice      | 11/30/2023                           | Landscaping Monthly Maintenance - S     | 001-507-522-50-41-00 | 700.06                                |
|          |                               | 121215684                            | Landscaping Monthly Maintenance - S     | Invoice      | 11/30/2023                           | Landscaping Monthly Maintenance - S     | 001-507-522-50-41-00 | 840.98                                |
|          |                               | 121215685                            | Landscaping Monthly Maintenance - S     | Invoice      | 11/30/2023                           | Landscaping Monthly Maintenance - S     | 001-507-522-50-41-00 | 899.16                                |
| 0025     | ALDERWOOD WATER DISTRICT      | 23-02953                             |   |              |                                      |   |                      | 16.80                                 |
|          | ST73FM-SEPNOV23               | Water (Fire Meter) - ST 73           | Invoice                                 | 11/16/2023   | Water (Fire Meter) - ST 73           | 001-507-522-50-47-02                    |                      | 16.80                                 |
| 0025     | ALDERWOOD WATER DISTRICT      | 23-02954                             |   |              |                                      |   |                      | 91.66                                 |
|          | ST73-SEPNOV23                 | Water - ST 73                        | Invoice                                 | 11/16/2023   | Water - ST 73                        | 001-507-522-50-47-02                    |                      | 91.66                                 |
| 2335     | ALL BATTERY SALES AND SERVICE | 23-02955                             |   |              |                                      |   |                      | 115.83                                |
|          | 300-10128390                  | Shop Parts                           | Invoice                                 | 11/22/2023   | Shop Parts                           | 050-511-522-60-34-01                    |                      | 115.83                                |
| 1503     | ALLSTREAM BUSINESS US, INC    | 23-02956                             |   |              |                                      |   |                      | 307.99                                |
|          | 20087054                      | Fire Alarm Phone Lines/Connection Se | Invoice                                 | 12/03/2023   | Fire Alarm Phone Lines/Connection Se | 001-513-522-50-42-01                    |                      | 307.99                                |
| 1503     | ALLSTREAM BUSINESS US, INC    | 23-02957                             |   |              |                                      |   |                      | 430.21                                |
|          | 20077539                      | Fire Alarm Phone Lines/Connection Se | Invoice                                 | 12/01/2023   | Fire Alarm Phone Lines/Connection Se | 001-513-522-50-42-01                    |                      | 430.21                                |

Docket of Claims Register

| Vendor # | Vendor Name                  | Docket/Claim #                          | Payable Type | Payable Date | Item Description                        | Account Number       | Payment Amount      |
|----------|------------------------------|---|--------------|--------------|---|----------------------|---------------------|
| Vendor # | Payable Number               | Payable Description                     | Payable Type | Payable Date | Item Description                        | Account Number       | Distribution Amount |
| 2106     | AMAZON CAPITAL SERVICES, INC | 23-02958                                |              |              |   |                      | 27,371.74           |
|          | 11GM-4MVG-3VH4               | Plastic Clothes Hangers 50pk - Training | Invoice      | 11/15/2023   | Plastic Clothes Hangers 50pk - Training | 001-507-522-50-35-00 | 20.44               |
|          | 11M9-DH43-747N               | Tire Chain Pliers/Rescue Throw Rope     | Invoice      | 11/30/2023   | Tire Chain Pliers/Rescue Throw Rope     | 001-504-522-20-35-00 | 457.94              |
|          | 11NF-GTJQ-X6TM               | Canon EOS R6 Camera - Planning Secti    | Invoice      | 11/26/2023   | Canon EOS R6 Camera - Planning Secti    | 303-502-522-10-35-05 | 11,001.48           |
|          | 133Y-9XTW-NRX7               | Display Easel/Fog Machine x2            | Invoice      | 11/25/2023   | Display Easel/Fog Machine x2            | 001-506-522-45-35-00 | 634.42              |
|          | 13DW-CT7R-CTRD               | Carbon Monoxide Detector                | Invoice      | 11/30/2023   | Carbon Monoxide Detector                | 001-507-522-50-35-00 | 159.44              |
|          | 13PG-P3N7-FYFG               | Memory Foam Bathroom Rugs x3            | Invoice      | 12/05/2023   | Memory Foam Bathroom Rugs x3            | 001-507-522-50-35-00 | 87.87               |
|          | 144C-WX37-GX6N               | Non Shunted Turn-Type Lamp Holder       | Invoice      | 11/18/2023   | LED Lights                              | 001-507-522-50-35-00 | 22.00               |
|          | 14DJ-VRFD-DDR3               | Bedside Lamp                            | Invoice      | 11/30/2023   | Bedside Lamp                            | 001-507-522-50-35-00 | 17.25               |
|          | 173F-RPCN-VF7Q               | Onyx CO2 Kit - ST 77                    | Invoice      | 12/10/2023   | Onyx CO2 Kit - ST 77                    | 001-504-522-20-31-01 | 37.72               |
|          | 17DQ-X3V7-6P6M               | Dry & Dry Liquid Absorb 9pk, ForkLift E | Invoice      | 11/16/2023   | Hanging Dry & Dry Liquid Absorb 9pk -   | 001-507-522-50-31-00 | 23.76               |
|          |                              |   |              |              | Heavy Duty Steel Pallet Fork Extension  | 001-504-522-20-35-00 | 222.02              |
|          | 17F3-FH4V-76LJ               | LED Lights - ST 73                      | Invoice      | 11/29/2023   | LED Lights - ST 73                      | 001-507-522-50-48-00 | 76.23               |
|          | 17VY-6VP1-CLC7               | Fog Machine x20                         | Invoice      | 11/17/2023   | Fog Machine x20                         | 001-506-522-45-31-03 | 595.00              |
|          | 17WQ-4GCD-KL1H               | Kitchen Steak Knife Set                 | Invoice      | 11/22/2023   | Kitchen Steak Knife Set                 | 001-507-522-50-35-00 | 24.91               |
|          | 19XL-FNHR-7CCH               | Shop Parts                              | Invoice      | 10/25/2023   | Shop Parts                              | 050-511-522-60-34-01 | 85.38               |
|          | 1C4Y-HQMH-QX14               | Shelf Brackets/Pegboard Panels - ST 77  | Invoice      | 12/06/2023   | Shelf Brackets/Pegboard Panels - ST 77  | 001-507-522-50-35-00 | 277.96              |
|          | 1CKJ-R4QJ-CQRY               | Gamma Seal Lid (Decon Kit) - Training   | Invoice      | 12/05/2023   | Gamma Seal Lid (Decon Kit) - Training   | 001-510-522-20-35-01 | 14.65               |
|          | 1D4Q-KDPW-1VRW               | Dewalt 20V/60V Battery 2Pack - Trainin  | Invoice      | 11/16/2023   | Dewalt 20V/60V Battery 2Pack - Trainin  | 001-506-522-45-35-00 | 216.22              |
|          | 1DLP-93FP-D6CX               | Sony Recharg Cam Batt/GoPro Hero w      | Invoice      | 11/30/2023   | Sony Recharg Cam Batt/GoPro Hero w      | 001-515-522-30-35-00 | 7,090.30            |
|          | 1DTK-MQ61-JY4G               | Book-The Mountain Is You                | Credit Memo  | 11/28/2023   | Book-The Mountain Is You                | 001-506-522-45-34-00 | -24.06              |
|          | 1G9H-XKH3-9GV3               | Car Wash Brush                          | Invoice      | 11/21/2023   | Car Wash Brush                          | 001-507-522-50-35-00 | 54.99               |
|          | 1HRQ-G3VF-6MQ9               | Reinforced Epoxy x2                     | Invoice      | 12/04/2023   | Reinforced Epoxy x2                     | 001-507-522-50-48-00 | 38.80               |
|          | 1JKP-QFQ4-3W3J               | Shop Parts                              | Invoice      | 11/16/2023   | Shop Parts                              | 050-511-522-60-34-01 | 40.47               |
|          | 1JVF-XGG3-7GXW               | OXO Good Grip Sink Strainer (x5) - Stor | Invoice      | 11/16/2023   | OXO Good Grip Sink Strainer (x5) - Stor | 001-507-522-50-35-00 | 53.70               |
|          | 1L1V-JQ3L-DGLD               | Paint Markers/Epoxy/Strengths Finder    | Invoice      | 11/30/2023   | Paint Markers/Epoxy/Strengths Finder    | 001-502-522-10-31-00 | 18.32               |
|          |                              |   |              |              | Paint Markers/Epoxy/Strengths Finder    | 001-506-522-45-34-00 | 111.95              |
|          | 1LHD-TQT1-TRNQ               | Life Jacket x3                          | Invoice      | 12/06/2023   | Life Jacket x3                          | 001-504-522-20-35-00 | 203.76              |
|          | 1MQ4-XX1Q-16M3               | Veg Peeler/Baking Dishes/Frying Pans    | Invoice      | 12/03/2023   | Veg Peeler/Baking Dishes/Frying Pans    | 001-507-522-50-35-00 | 230.10              |
|          | 1MTD-13FK-LF6M               | Storage Bag - ST 71                     | Invoice      | 11/22/2023   | Storage Bag - ST 71                     | 001-507-522-50-35-00 | 18.38               |
|          | 1NDN-76V7-YCC6               | Canon EOS R6 Camera                     | Invoice      | 12/03/2023   | Canon EOS R6 Camera                     | 303-502-522-10-35-05 | 2,750.37            |
|          | 1P6N-HVMJ-9DHM               | 65-Inch Smart TV/Large Magnetic Whi     | Invoice      | 11/17/2023   | 65-Inch Smart TV/Large Magnetic Whi     | 001-506-522-45-35-00 | 1,068.93            |
|          | 1QF1-49YP-NCLY               | Fire and Emergency Services Instruct x  | Invoice      | 11/28/2023   | Fire and Emergency Services Instruct x  | 001-506-522-45-34-00 | 478.40              |
|          | 1QNM-CVKC-FRP1               | Fog Machine - Training                  | Invoice      | 11/27/2023   | Fog Machine - Training                  | 001-506-522-45-35-00 | 302.10              |
|          | 1QRL-6CHF-D66M               | Exercise Mats x6/ Wall Mount Rack for   | Invoice      | 11/27/2023   | Exercise Mats x6/ Wall Mount Rack for   | 001-510-522-20-35-01 | 330.50              |
|          | 1QYK-PDRH-3HLM               | Mop Bucket w/ Side Press Wringer - ST   | Invoice      | 11/14/2023   | Mop Bucket w/ Side Press Wringer - ST   | 001-507-522-50-35-00 | 71.31               |
|          | 1RX1-7V1G-DVDV               | New Apparatus Supplies                  | Invoice      | 11/25/2023   | New Apparatus Supplies - Pens/Tape/I    | 001-504-522-20-31-01 | 232.20              |
|          | 1TH1-DRV6-H1GN               | Champion Sports Open Reel Measure       | Invoice      | 11/21/2023   | Champion Sports Open Reel Measure       | 001-506-522-45-35-00 | 31.49               |
|          | 1W6L-Q3R4-DPPM               | Shop Supplies                           | Invoice      | 12/01/2023   | Shop Supplies                           | 050-511-522-60-31-05 | 46.08               |
|          | 1WQJ-CCMY-LG4N               | Carbon Monoxide Detect/Refillable No    | Invoice      | 12/01/2023   | Carbon Monoxide Detect/Refillable No    | 001-507-522-50-35-00 | 248.96              |
| 1967     | AMERIGAS                     | 23-02959                                |              |              |   |                      | 1,510.65            |
|          | 3157120255                   | OnSite Mobile Propane Delivery (119.3   | Invoice      | 11/11/2023   | OnSite Mobile Propane Delivery (119.3   | 001-507-522-50-47-03 | 355.78              |
|          | 3157475113                   | OnSite Mobile Propane Delivery (399.5   | Invoice      | 11/22/2023   | OnSite Mobile Propane Delivery (399.5   | 001-507-522-50-47-03 | 1,154.87            |

Docket of Claims Register

APPKT01463 - 12.14.2023 Board Meeting ER

| Vendor # | Vendor Name<br>Payable Number | Docket/Claim #<br>Payable Description  | Payable Type | Payable Date | Item Description                       | Account Number       | Payment Amount<br>Distribution Amount |
|----------|-------------------------------|--|--------------|--------------|--|----------------------|---------------------------------------|
| 0036     | ANDGAR MECHANICAL LLC         | 23-02960                               |              |              |  |                      | 11,158.40                             |
|          | 18206                         | HVAC Srvc Call (Replaced RTU-3 Induce  | Invoice      | 10/20/2023   | HVAC Srvc Call (Replaced RTU-3 Induce  | 001-507-522-50-48-00 | 1,147.61                              |
|          | 18288                         | Service Call (Update Tube Heater Conti | Invoice      | 11/17/2023   | Service Call (Update Tube Heater Conti | 001-507-522-50-48-00 | 10,010.79                             |
| 0040     | ARAMARK UNIFORM SERVICES      | 23-02961                               |              |              |  |                      | 319.83                                |
|          | 6560294703                    | Shop Towels, Floor Mat & Mop Supply    | Invoice      | 11/23/2023   | Shop Towels, Floor Mat & Mop Supply    | 001-507-522-50-41-00 | 31.93                                 |
|          | 6560294704                    | Shop Supplies/Uniform Rental/Laundr    | Invoice      | 11/23/2023   | Shop Supplies/Uniform Rental/Laundr    | 050-511-522-60-41-04 | 104.51                                |
|          | 6560297627                    | Shop Supplies/Uniform Rental/Laundr    | Invoice      | 11/30/2023   | Shop Supplies/Uniform Rental/Laundr    | 050-511-522-60-41-04 | 82.33                                 |
|          | 6560301160                    | Shop Towels, Floor Mat & Mop Supply    | Invoice      | 12/07/2023   | Shop Towels, Floor Mat & Mop Supply    | 001-507-522-50-41-00 | 16.41                                 |
|          | 6560301161                    | Shop Supplies/Uniform Rental/Laundr    | Invoice      | 12/07/2023   | Shop Supplies/Uniform Rental/Laundr    | 050-511-522-60-41-04 | 84.65                                 |
| 1523     | AT&T MOBILITY LLC             | 23-02962                               |              |              |  |                      | 647.16                                |
|          | 287289300744X11162023         | Test Modem Data Plan                   | Invoice      | 11/08/2023   | Test Modem Data Plan                   | 001-513-522-10-42-00 | 46.72                                 |
|          | UCF102023                     | Test Modem Data Plan                   | Invoice      | 12/12/2023   | Test Modem Data Plan                   | 001-513-522-10-42-00 | 266.62                                |
|          | UCF112023                     | Test Modem Data Plan                   | Invoice      | 12/12/2023   | Test Modem Data Plan                   | 001-513-522-10-42-00 | 333.82                                |
| 1971     | B&H FIRE AND SECURITY         | 23-02963                               |              |              |  |                      | 4,528.67                              |
|          | 5815                          | Annual Fire Alarm Inspection - ST72    | Invoice      | 11/17/2023   | Annual Fire Alarm Inspection - ST72    | 001-507-522-50-41-00 | 437.20                                |
|          | 5816                          | Annual Fire Alarm Inspection - ST32    | Invoice      | 11/17/2023   | Annual Fire Alarm Inspection - ST32    | 001-507-522-50-41-00 | 410.25                                |
|          | 5817                          | Annual Fire Alarm Inspection - ST71    | Invoice      | 11/17/2023   | Annual Fire Alarm Inspection - ST71    | 001-507-522-50-41-00 | 431.60                                |
|          | 5818                          | Annual Fire Alarm Inspection - Admin I | Invoice      | 11/17/2023   | Annual Fire Alarm Inspection - Admin I | 001-507-522-50-41-00 | 410.25                                |
|          | 5819                          | Annual Fire Alarm Inspection - ST82    | Invoice      | 11/17/2023   | Annual Fire Alarm Inspection - ST82    | 001-507-522-50-41-00 | 409.88                                |
|          | 5821                          | Annual Fire Alarm Inspection - ST33    | Invoice      | 11/17/2023   | Annual Fire Alarm Inspection           | 001-507-522-50-41-00 | 552.45                                |
|          | 5822                          | Annual Fire Alarm Inspection - ST77    | Invoice      | 11/17/2023   | Annual Fire Alarm Inspection - ST77    | 001-507-522-50-41-00 | 442.00                                |
|          | 5823                          | Annual Fire Alarm Inspection - ST31    | Invoice      | 11/17/2023   | Annual Fire Alarm Inspection - ST31    | 001-507-522-50-41-00 | 571.84                                |
|          | 5824                          | Annual Fire Alarm Inspection - ST73    | Invoice      | 11/17/2023   | Annual Fire Alarm Inspection - ST73    | 001-507-522-50-41-00 | 431.60                                |
|          | 5827                          | Annual Fire Alarm Inspection - ST74    | Invoice      | 11/17/2023   | Annual Fire Alarm Inspection - ST74    | 001-507-522-50-41-00 | 431.60                                |
| 0058     | BICKFORD MOTORS INC.          | 23-02964                               |              |              |  |                      | 668.55                                |
|          | 1260404                       | Shop Parts                             | Invoice      | 11/08/2023   | Shop Parts                             | 050-511-522-60-34-01 | 135.90                                |
|          | 1260427                       | Shop Parts                             | Invoice      | 11/08/2023   | Shop Parts                             | 050-511-522-60-34-01 | 171.39                                |
|          | 1260436                       | Shop Parts                             | Invoice      | 11/08/2023   | Shop Parts                             | 050-511-522-60-34-01 | 19.56                                 |
|          | 1261314                       | Shop Parts                             | Invoice      | 11/21/2023   | Shop Parts                             | 050-511-522-60-34-01 | 24.51                                 |
|          | 1261612                       | Shop Parts                             | Invoice      | 11/28/2023   | Shop Parts                             | 050-511-522-60-34-01 | 19.56                                 |
|          | 1261636                       | Shop Parts                             | Invoice      | 11/28/2023   | Shop Parts                             | 050-511-522-60-34-01 | 265.47                                |
|          | 1261822                       | Shop Parts                             | Invoice      | 11/30/2023   | Shop Parts                             | 050-511-522-60-34-01 | 32.16                                 |

Docket of Claims Register

APPKT01463 - 12.14.2023 Board Meeting ER

| Vendor # | Vendor Name             | Docket/Claim #                         | Payable Type | Payable Date | Item Description                       | Account Number       | Payment Amount      |
|----------|-------------------------|--|--------------|--------------|--|----------------------|---------------------|
| Vendor # | Payable Number          | Payable Description                    |              |              |  |                      | Distribution Amount |
| 0065     | BOUND TREE MEDICAL, LLC | 23-02965                               |              |              |  |                      | 6,071.26            |
|          | 85151041                | Medications                            | Invoice      | 11/09/2023   | Medications                            | 001-509-522-30-31-01 | 47.24               |
|          | 85153766                | Medications                            | Invoice      | 11/13/2023   | Medications                            | 001-509-522-30-31-01 | 47.24               |
|          | 85153767                | Medical Supplies                       | Invoice      | 11/13/2023   | Medical Supplies                       | 001-509-522-30-31-01 | 346.77              |
|          | 85155352                | Medications                            | Invoice      | 11/14/2023   | Medications                            | 001-509-522-30-31-01 | 304.28              |
|          | 85156886                | Medications & Medical Supplies         | Invoice      | 11/15/2023   | Medications & Medical Supplies         | 001-509-522-30-31-01 | 735.06              |
|          | 85158364                | Medical Supplies                       | Invoice      | 11/16/2023   | Medical Supplies                       | 001-509-522-30-31-01 | 181.06              |
|          | 85161029                | Medications & Medical Supplies         | Invoice      | 11/20/2023   | Medications & Medical Supplies         | 001-509-522-30-31-01 | 3,265.71            |
|          | 85162697                | Medications & Medical Sm.Tools/Mino    | Invoice      | 11/21/2023   | Medical Small Tools/Minor Equipment    | 001-509-522-20-35-00 | 159.80              |
|          |                         | Medications                            |              |              | Medications                            | 001-509-522-30-31-01 | 500.31              |
|          | 85164289                | Medications                            | Invoice      | 11/22/2023   | Medications                            | 001-509-522-30-31-01 | 395.60              |
|          | 85167725                | Medications                            | Invoice      | 11/28/2023   | Medications                            | 001-509-522-30-31-01 | 88.19               |
| 0068     | BRAD TALLEY             | 23-02966                               |              |              |  |                      | 4,000.00            |
|          | DEC2023                 | EMS Servcs Contract: Medical Supervis  | Invoice      | 12/01/2023   | EMS Servcs Contract: Medical Supervis  | 001-509-522-20-41-02 | 4,000.00            |
| 0073     | BRAUN NORTHWEST INC     | 23-02967                               |              |              |  |                      | 101.42              |
|          | 35069                   | Shop Parts                             | Invoice      | 11/03/2023   | Shop Parts                             | 050-511-522-60-34-01 | 101.42              |
| 1816     | BRIAN KEES              | 23-02968                               |              |              |  |                      | 237.00              |
|          | INV10574                | Per Diem (2023 Battallion Chief Boot C | Invoice      | 11/01/2023   | Per Diem (2023 Battallion Chief Boot C | 001-506-522-45-43-00 | 237.00              |
| 0090     | CARY CRONIN             | 23-02969                               |              |              |  |                      | 778.00              |
|          | INV10579                | 2024 Firemanship Registration Reimbu   | Invoice      | 11/29/2023   | 2024 Firemanship Registration Reimbu   | 001-506-522-45-49-02 | 778.00              |
| 0096     | CENTRAL WELDING SUPPLY  | 23-02970                               |              |              |  |                      | 2,759.27            |
|          | RN11232289              | Oxygen Cylinder Rental (Inventory)     | Invoice      | 11/30/2023   | Oxygen Cylinder Rental (Inventory)     | 001-509-522-20-45-00 | 163.91              |
|          | RN11232290              | Oxygen Cylinder Rental (Inventory)     | Invoice      | 11/30/2023   | Oxygen Cylinder Rental (Inventory)     | 001-509-522-20-45-00 | 245.54              |
|          | RN11234810              | Oxygen Cylinder Rental (Inventory)     | Invoice      | 11/30/2023   | Oxygen Cylinder Rental (Inventory)     | 001-509-522-20-45-00 | 67.36               |
|          | SP 212316               | Oxygen Cylinder Rental (Inventory)     | Invoice      | 11/27/2023   | Oxygen Cylinder Rental (Inventory)     | 001-509-522-20-45-00 | 1,454.45            |
|          | SP 883657               | Oxygen Cylinder Exchange/Re-Fill (x3)  | Invoice      | 12/05/2023   | Oxygen Cylinder Exchange/Re-Fill (x3)  | 001-509-522-20-45-00 | 71.37               |
|          | SP 883658               | Oxygen Cylinder Exchange/Re-Fill (x3)  | Invoice      | 11/29/2023   | Oxygen Cylinder Exchange/Re-Fill (x3)  | 001-509-522-20-45-00 | 71.37               |
|          | SP 883659               | Oxygen Cylinder Exchange/Re-Fill (x5)  | Invoice      | 11/21/2023   | Oxygen Cylinder Exchange/Re-Fill (x5)  | 001-509-522-20-45-00 | 87.65               |
|          | SP 923438               | Oxygen Cylinder Exchange/Re-Fill (x2)  | Invoice      | 11/20/2023   | Oxygen Cylinder Exchange/Re-Fill (x2)  | 001-509-522-20-45-00 | 63.24               |
|          | SP 923460               | Oxygen Cylinder Exchange/Re-Fill (x10) | Invoice      | 11/24/2023   | Oxygen Cylinder Exchange/Re-Fill (x10) | 001-509-522-20-45-00 | 169.84              |
|          | SP 923463               | Oxygen Cylinder Exchange/Re-Fill (x6)  | Invoice      | 11/27/2023   | Oxygen Cylinder Exchange/Re-Fill (x6)  | 001-509-522-20-45-00 | 119.55              |
|          | SP 923479               | Oxygen Cylinder Exchange/Re-Fill (x7)  | Invoice      | 11/29/2023   | Oxygen Cylinder Exchange/Re-Fill (x7)  | 001-509-522-20-45-00 | 103.90              |
|          | SP 923501               | Oxygen Cylinder Exchange/Re-Fill (x5)  | Invoice      | 12/04/2023   | Oxygen Cylinder Exchange/Re-Fill (x5)  | 001-509-522-20-45-00 | 141.09              |
| 0101     | CHINOOK LUMBER          | 23-02971                               |              |              |  |                      | 6,075.55            |
|          | 1984620                 | Douglas Fir Lumber (Vent Block Trainin | Invoice      | 11/13/2023   | Douglas Fir Lumber (Vent Block Trainin | 001-506-522-45-31-03 | 1,567.25            |
|          | 1984627                 | Douglas Fir Lumber (Vent Block Trainin | Invoice      | 11/13/2023   | Douglas Fir Lumber (Vent Block Trainin | 001-506-522-45-31-03 | 1,545.76            |
|          | 1984667                 | Douglas Fir Lumber (Vent Block Trainin | Invoice      | 11/13/2023   | Douglas Fir Lumber (Vent Block Trainin | 001-506-522-45-31-03 | 1,551.15            |
|          | 1986328                 | Douglas Fir Lumber (Vent Block Trainin | Invoice      | 11/20/2023   | Douglas Fir Lumber (Vent Block Trainin | 001-506-522-45-31-03 | 584.78              |
|          | 1987750                 | Lumber Materials (Vent Train Prop) - S | Invoice      | 11/28/2023   | Lumber Materials (Vent Train Prop) - S | 001-506-522-45-31-03 | 826.61              |

Docket of Claims Register

APPKT01463 - 12.14.2023 Board Meeting ER

| Vendor # | Vendor Name<br>Payable Number   | Docket/Claim #<br>Payable Description  | Payable Type                      | Payable Date                               | Item Description   | Account Number   | Payment Amount<br>Distribution Amount                     |
|----------|---|--|-----------------------------------|--|--|--|---|
| 0531     | CHRISTENSEN, INC<br>0502711-IN  | 23-02972<br>Antifreeze Prediluted/Transmission Flu   | Invoice                           | 12/01/2023                                 | Antifreeze Prediluted/Transmission Flu   | 001-509-522-20-48-01<br>001-513-522-20-48-01   | 3,470.82<br>1,735.41<br>1,735.41                          |
| 0105     | CHRISTIAN DIMONDA<br>INV10575   | 23-02973<br>Per Diem (2023 Battalion Chief Boot C  | Invoice                           | 11/01/2023                                 | Per Diem (2023 Battalion Chief Boot C  | 001-506-522-45-43-00   | 353.83<br>353.83  |
| 1891     | CITY OF SNOHOMISH<br>ST83-SEPNOV23  | 23-02974<br>Water - ST 83  | Invoice                           | 11/30/2023                                 | Water - ST 83  | 001-507-522-50-47-02   | 79.68<br>79.68  |
| 0112     | CLEARFLY COMMUNICATIONS<br>INV562262  | 23-02975<br>Phone/Fax Services - Admin Bldg, ST 3  | Invoice                           | 12/01/2023                                 | Phone/Fax Services - Admin Bldg, ST 3  | 001-513-522-50-42-01   | 759.89<br>759.89  |
| 0121     | COGDILL NICHOLS REIN WARTEL<br>26100.39M18                                    | 23-02976<br>Labor Union Attorney Services (2023 B  | Invoice                           | 11/28/2023                                 | Labor Union Attorney Services (2023 B  | 001-512-522-10-41-00   | 10,903.80<br>10,903.80                                    |
| 0126     | COMCAST<br>ST31-DEC23/JAN24   | 23-02977<br>Internet Services - ST 31  | Invoice                           | 11/27/2023                                 | Internet Services - ST 31  | 001-513-522-50-42-01   | 65.73<br>65.73  |
| 0126     | COMCAST<br>ST32-DEC23/JAN24   | 23-02978<br>Internet Services - ST 32  | Invoice                           | 11/25/2023                                 | Internet Services - ST 32  | 001-513-522-50-42-01   | 306.73<br>306.73  |
| 0126     | COMCAST<br>ST77-DEC23/JAN24   | 23-02979<br>Internet Services - ST 77  | Invoice                           | 11/26/2023                                 | Internet Services - ST 77  | 001-513-522-50-42-01   | 306.95<br>306.95  |
| 0127     | COMDATA INC.<br>20394750  | 23-02980<br>Apparatus Fuel   | Invoice                           | 12/01/2023                                 | Apparatus Fuel - EMS<br>Apparatus Fuel - Shop<br>Apparatus Fuel - Suppression  | 001-509-522-20-32-00<br>050-511-522-60-32-00<br>001-504-522-20-32-00                         | 3,652.83<br>1,759.79<br>133.25<br>1,759.79                |
| 2111     | COMMLINQ TECHNOLOGIES<br>7229   | 23-02981<br>AlloWorx Phone System Software Back  | Invoice                           | 11/03/2023                                 | AlloWorx Phone System Software Back  | 001-513-522-10-49-04   | 328.20<br>328.20  |
| 0136     | COURIERWEST<br>7614   | 23-02982<br>Mail Courier Monthly Service (Novem  | Invoice                           | 11/01/2023                                 | Mail Courier Monthly Service (Novem  | 001-502-522-10-41-01   | 2,388.24<br>2,388.24                                      |
| 0138     | CRESSY DOOR COMPANY, INC<br>190610<br>190692<br>191023                        | 23-02983<br>Bay Door Srvc Call/Repair (New Takeup<br>Bay Door Srvc Call/Rep (Replaced Reci<br>Bay Door Srvc Call (Clutch & Cables Da | Invoice<br>Invoice<br>Invoice     | 11/17/2023<br>11/21/2023<br>11/30/2023     | Bay Door Srvc Call/Repair (New Takeup<br>Bay Door Srvc Call/Rep (Replaced Reci<br>Bay Door Srvc Call (Clutch & Cables Da | 001-507-522-50-48-00<br>001-507-522-50-48-00<br>001-507-522-50-48-00                         | 3,542.98<br>2,046.83<br>878.04<br>618.11                  |
| 0154     | DELL MARKETING LP C/O DELL U<br>10701401827<br><br>10701976110<br>10713502152 | 23-02984<br>Two Precision 7780 laptops -Peter & M<br><br>Five Dell 5540 laptops<br>5 Dell 5540 for additions and replacem            | Invoice<br><br>Invoice<br>Invoice | 11/13/2023<br><br>11/16/2023<br>11/24/2023 | Precision 7780 laptop McConnell<br>Precision 7780 laptop Peter<br>Five Dell 5540 laptops<br>5 Dell 5540                  | 303-502-522-10-35-01<br>303-502-522-10-35-01<br>001-513-522-10-35-00<br>303-502-522-10-35-01 | 24,621.14<br>3,812.76<br>4,217.60<br>8,295.38<br>8,295.40 |
| 0155     | DENISE MATTERN<br>INV10577  | 23-02985<br>Per Diem (2023 NEOGOV Conference)  | Invoice                           | 11/07/2023                                 | Per Diem (2023 NEOGOV Conference)  | 001-503-522-10-43-00   | 340.98<br>340.98  |
| 1600     | DIRECTV, LLC<br>050747001X231202  | 23-02986<br>Cable/TV Services - ST 33  | Invoice                           | 12/02/2023                                 | Cable/TV Services - ST 33  | 001-513-522-50-42-01   | 120.23<br>120.23  |



Docket of Claims Register

APPKT01463 - 12.14.2023 Board Meeting ER

| Vendor # | Vendor Name<br>Payable Number  | Docket/Claim #<br>Payable Description  | Payable Type  | Payable Date   | Item Description   | Account Number   | Payment Amount<br>Distribution Amount   |
|----------|--|--|---|--|--|--|---|
| 2319     | DISENOZ<br>51518   | 23-02987<br>Shop Parts   | Invoice   | 11/08/2023   | Shop Parts   | 050-511-522-60-34-01   | 72.28<br>72.28  |
| 0166     | DUNLAP INDUSTRIAL HARDWAR<br>388300-1  | 23-02988<br>Shop Parts   | Invoice   | 10/20/2023   | Shop Parts   | 050-511-522-60-34-01   | 45.36<br>45.36  |
| 0167     | DUO-SAFETY LADDER CORPORAT<br>490938-000   | 23-02989<br>Rope/Cable Clips/Rope Thimble  | Invoice   | 12/11/2023   | Rope/Cable Clips/Rope Thimble  | 001-507-522-50-31-00   | 270.62<br>270.62  |
| 2334     | FIRST CLASS BUILDING SUPPLY A<br>3741  | 23-02990<br>Janitorial Monthly Services - DCYF/ADP   | Invoice   | 12/04/2023   | Janitorial Monthly Services - DCYF/ADP   | 001-507-522-50-41-00<br>300-507-522-50-41-00   | 2,687.00<br>1,370.37<br>1,316.63  |
| 0212     | FIRSTWATCH<br>FW110926   | 23-02991<br>FirstPass & FOAM Modules Monthly Su  | Invoice   | 12/01/2023   | FirstPass & FOAM Modules Monthly Su  | 001-509-522-20-49-02   | 635.00<br>635.00  |
| 2145     | FP MAILING SOLUTIONS<br>R1105956399  | 23-02992<br>Postage Machine Lease (Quarterly)  | Invoice   | 10/21/2023   | Postage Machine Lease (Quarterly)  | 001-512-591-22-70-00   | 154.25<br>154.25  |
| 2281     | GAGNON WELDING<br>7349   | 23-02993<br>Steel Door Replacement - (Training Div   | Invoice   | 11/21/2023   | Steel Door Replacement - (Training Div   | 001-506-522-45-31-03   | 1,477.11<br>1,477.11  |
| 0226     | GALLS, LLC<br>026197476<br>026197551<br>026241081<br>026265653<br>026289305<br>026289320<br>026289438<br>026306723<br>026306817<br>026306819<br>026319523<br>026332108<br>026332246<br>026372148 | 23-02994<br>Industrial Pants x2<br>Name Plate<br>Cargo Pants (x3)<br>L/S Polyester Command Shirt<br>Class A Alterations<br>1/2 Zip Turtleneck Sweatshirt (x2)<br>L/S Firefighter Shirt<br>Class A Alterations<br>S/S Chief Shirt - Cronin<br>Diamond Quilted Jacket<br>Class A Alterations<br>S/S Chief Shirt - Messer<br>1/2 Zip Turtleneck Sweatshirt<br>Leather Belt Garrison BLK | Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice | 11/08/2023<br>11/08/2023<br>11/13/2023<br>11/15/2023<br>11/17/2023<br>11/17/2023<br>11/17/2023<br>11/20/2023<br>11/20/2023<br>11/20/2023<br>11/21/2023<br>11/22/2023<br>11/22/2023<br>11/28/2023 | Industrial Pants x2<br>Name Plate<br>Cargo Pants (x3)<br>L/S Polyester Command Shirt<br>Class A Alteration<br>1/2 Zip Turtleneck Sweatshirt (x2)<br>L/S Firefighter Shirt<br>Class A Alteration - Rouse<br>S/S Chief Shirt - Cronin<br>Diamond Quilted Jacket - Fineman<br>Class A Alteration<br>S/S Chief Shirt - Messer<br>1/2 Zip Turtleneck Sweatshirt<br>Leather Belt | 001-504-522-20-31-07<br>001-504-522-20-31-07<br>001-504-522-20-31-07<br>001-504-522-20-31-07<br>001-504-522-20-31-07<br>001-504-522-20-31-07<br>001-504-522-20-31-07<br>001-504-522-20-31-07<br>001-504-522-20-31-07<br>001-504-522-20-31-07<br>001-504-522-20-31-07<br>001-504-522-20-31-07<br>001-504-522-20-31-07<br>001-504-522-20-31-07 | 2,259.13<br>286.91<br>24.62<br>652.52<br>68.66<br>71.02<br>225.45<br>160.39<br>70.96<br>136.62<br>99.18<br>56.58<br>186.59<br>194.39<br>25.24 |
| 1571     | GENERAL FIRE APPARATUS<br>17550  | 23-02995<br>Shop Parts   | Invoice   | 11/20/2023   | Shop Parts   | 050-511-522-60-34-01   | 50.99<br>50.99  |
| 2287     | GEOENGINEERS, INC.<br>0193684  | 23-02996<br>Captl Facilities Planning (Shop Addtn) -   | Invoice   | 12/01/2023   | Captl Facilities Planning (Shop Addtn) -   | 300-507-594-50-62-00   | 973.25<br>973.25  |
| 0233     | GITT'S SPRING CO<br>049458<br>049458-1   | 23-02997<br>Shop Parts<br>Shop Parts   | Invoice<br>Credit Memo  | 11/21/2023<br>11/29/2023   | Shop Parts<br>Shop Parts   | 050-511-522-60-34-01<br>050-511-522-60-34-01   | 1,597.90<br>2,534.60<br>-936.70   |

Docket of Claims Register

APPKT01463 - 12.14.2023 Board Meeting ER

| Vendor # | Vendor Name<br>Payable Number        | Docket/Claim #<br>Payable Description            | Payable Type | Payable Date | Item Description                        | Account Number       | Payment Amount<br>Distribution Amount |
|----------|--------------------------------------|--|--------------|--------------|---|----------------------|---------------------------------------|
| 2302     | GME SUPPLY COMPANY<br>6914557        | 23-02998<br>Tech Rescue Supplies                 | Invoice      | 12/06/2023   | Tech Rescue Supplies                    | 001-514-522-20-31-11 | 1,212.57<br>162.39                    |
|          | 6914615                              | Tech Rescue Supplies                             | Invoice      | 12/06/2023   | Tech Rescue Supplies                    | 001-514-522-20-31-11 | 1,050.18                              |
| 0238     | GRAINGER                             | 23-02999   |              |              |   |                      | 9,102.51                              |
|          | 9905097540                           | Station Operating Supplies                       | Invoice      | 11/14/2023   | Station Operating Supplies              | 001-507-522-50-31-00 | 82.45                                 |
|          | 9905097557                           | Station Operating Supplies                       | Invoice      | 11/14/2023   | Station Operating Supplies              | 001-507-522-50-31-00 | 97.74                                 |
|          | 9905097573                           | Station Operating Supplies                       | Invoice      | 11/14/2023   | Station Operating Supplies              | 001-507-522-50-31-00 | 26.41                                 |
|          | 9905331436                           | Station Operating Supplies                       | Invoice      | 11/14/2023   | Station Operating Supplies              | 001-507-522-50-31-00 | 290.08                                |
|          | 9905331444                           | Station Operating Supplies                       | Invoice      | 11/14/2023   | Station Operating Supplies              | 001-507-522-50-31-00 | 526.80                                |
|          | 9905331451                           | Station Operating Supplies                       | Invoice      | 11/14/2023   | Station Operating Supplies              | 001-507-522-50-31-00 | 117.48                                |
|          | 9905331469                           | Station Operating Supplies                       | Invoice      | 11/14/2023   | Station Operating Supplies              | 001-507-522-50-31-00 | 381.65                                |
|          | 9905331477                           | Station Operating Supplies                       | Invoice      | 11/14/2023   | Station Operating Supplies              | 001-507-522-50-31-00 | 293.31                                |
|          | 9905331493                           | Station Operating Supplies                       | Invoice      | 11/14/2023   | Station Operating Supplies              | 001-507-522-50-31-00 | 446.42                                |
|          | 9905331527                           | Station Operating Supplies                       | Invoice      | 11/14/2023   | Station Operating Supplies              | 001-507-522-50-31-00 | 433.06                                |
|          | 9905331543                           | Station Operating Supplies                       | Invoice      | 11/14/2023   | Station Operating Supplies              | 001-507-522-50-31-00 | 542.25                                |
|          | 9905331550                           | Station Operating Supplies                       | Invoice      | 11/14/2023   | Station Operating Supplies              | 001-507-522-50-31-00 | 26.48                                 |
|          | 9911088558                           | Station Operating Supplies                       | Invoice      | 11/20/2023   | Station Operating Supplies              | 001-507-522-50-31-00 | 26.10                                 |
|          | 9911088566                           | Station Operating Supplies                       | Invoice      | 11/20/2023   | Station Operating Supplies              | 001-507-522-50-31-00 | 149.72                                |
|          | 9916983811                           | Traffic Cones 12 inch Orange (x80) - Tr          | Invoice      | 11/28/2023   | Traffic Cones 12 inch Orange (x80) - Tr | 001-506-522-45-31-03 | 2,257.81                              |
|          | 9917586324                           | Concrete Saw Wet/Dry 6.5 HP 4700 RF              | Invoice      | 11/28/2023   | Concrete Saw Wet/Dry 6.5 HP 4700 RF     | 001-506-522-45-31-03 | 2,100.35                              |
|          | 9918424699                           | Station Operating Supplies                       | Invoice      | 11/29/2023   | Station Operating Supplies              | 001-507-522-50-31-00 | 26.46                                 |
|          | 9923742150                           | Station Operating Supplies                       | Invoice      | 12/04/2023   | Station Operating Supplies              | 001-507-522-50-31-00 | 1,277.94                              |
| 0252     | HEALTHFORCE PARTNERS INC.<br>25047   | 23-03000<br>Annual Employee & Pre-Employmnt/N    | Invoice      | 11/30/2023   | Annual Employee & Pre-Employmnt/N       | 001-510-522-20-41-06 | 4,265.00<br>4,265.00                  |
| 2260     | HEATHMAN HOTEL KIRKLAND<br>0046962   | 23-03001<br>Hotel Rms,Event Mtg Rm Rental, Food, | Invoice      | 12/11/2023   | Hotel Rms,Event Mtg Rm Rental, Food,    | 001-506-522-45-43-00 | 5,000.00<br>5,000.00                  |
| 0258     | HILL STREET CLEANERS<br>10740        | 23-03002<br>Uniform Repairs, Alteratns & Name/Pa | Invoice      | 12/01/2023   | Uniform Repairs, Alteratns & Name/Pa    | 001-504-522-20-31-07 | 19.69<br>19.69                        |
| 0260     | HUGHES FIRE EQUIPMENT, INC<br>599766 | 23-03003<br>Shop Parts                           | Invoice      | 11/27/2023   | Shop Parts                              | 050-511-522-60-34-01 | 356.88<br>356.88                      |
| 1878     | IMS ALLIANCE                         | 23-03004   |              |              |   |                      | 71.20                                 |
|          | 23-3196                              | Passport Name Tag (x6)                           | Invoice      | 11/15/2023   | Passport Name Tag (x6)                  | 001-504-522-20-31-01 | 17.10                                 |
|          | 23-3284                              | Passport Name Tag (x6)                           | Invoice      | 11/22/2023   | Passport Name Tag (x6)                  | 001-504-522-20-31-01 | 17.10                                 |
|          | 23-3354                              | Passport Locker Tag (x2)                         | Invoice      | 12/01/2023   | Passport Locker Tag (x2)                | 001-504-522-20-31-01 | 18.50                                 |
|          | 23-3417                              | Passport Locker Tag (x2)                         | Invoice      | 12/11/2023   | Passport Locker Tag (x2)                | 001-504-522-20-31-01 | 18.50                                 |
| 1872     | INTERSTATE ALL BATTERY CENTE         | 23-03005   |              |              |   |                      | 1,440.57                              |
|          | 999707154                            | Shop Parts                                       | Invoice      | 11/09/2023   | Shop Parts                              | 050-511-522-60-34-01 | 264.30                                |
|          | 999707181                            | Shop Parts                                       | Invoice      | 11/15/2023   | Shop Parts                              | 050-511-522-60-34-01 | 523.13                                |
|          | 999725968                            | Shop Parts                                       | Invoice      | 10/31/2023   | Shop Parts                              | 050-511-522-60-34-01 | 653.14                                |

Docket of Claims Register

APPKT01463 - 12.14.2023 Board Meeting ER

| Vendor # | Vendor Name<br>Payable Number             | Docket/Claim #<br>Payable Description               | Payable Type | Payable Date | Item Description                         | Account Number       | Payment Amount<br>Distribution Amount |
|----------|---|---|--------------|--------------|--|----------------------|---------------------------------------|
| 0276     | IRON MOUNTAIN INC<br>202804142            | 23-03006<br>OffSite Server Data Storage Services (N | Invoice      | 11/30/2023   | OffSite Server Data Storage Services (N  | 001-513-522-10-41-04 | 957.13<br>957.13                      |
| 2315     | ISA QUEVEDO<br>INV10580                   | 23-03007<br>Per Diem (2023 NEOGOV User Confere      | Invoice      | 11/08/2023   | Per Diem (2023 NEOGOV User Confere       | 001-503-522-10-43-00 | 201.98<br>201.98                      |
| 0277     | ISOUTSOURCE<br>CW288013                   | 23-03008<br>IT Services                             | Invoice      | 11/15/2023   | IT Services                              | 001-513-522-10-41-04 | 35,629.09<br>962.50                   |
|          | CW288018                                  | Monthly Software Fees/Monitoring Se                 | Invoice      | 11/15/2023   | Monthly Software Fees/Monitoring Se      | 001-513-522-10-41-04 | 19,823.96                             |
|          | CW288478                                  | Monthly Software Fees/Monitoring Se                 | Invoice      | 11/02/2023   | Monthly Software Fees/Monitoring Se      | 001-513-522-10-41-04 | 606.08                                |
|          | CW288652                                  | IT Services   | Invoice      | 11/30/2023   | IT Services                              | 001-513-522-10-41-04 | 3,392.12                              |
|          | CW288774                                  | IT Services   | Invoice      | 11/30/2023   | IT Services                              | 001-513-522-10-41-04 | 240.00                                |
|          | CW288775                                  | IT Services   | Invoice      | 11/30/2023   | IT Services                              | 001-513-522-10-41-04 | 10,604.43                             |
| 0596     | JOHN THOMAS<br>INV10585                   | 23-03009<br>EVT Test Reimbursement (Registration    | Invoice      | 11/14/2023   | EVT Test Reimbursement (Registration     | 050-511-522-45-49-01 | 120.00<br>120.00                      |
| 1748     | KENDRA TIMM<br>INV10578                   | 23-03010<br>Per Diem (2023 NEOGOV HR User Con       | Invoice      | 11/08/2023   | Per Diem (2023 NEOGOV HR User Con        | 001-503-522-10-43-00 | 199.48<br>199.48                      |
| 0330     | KROESEN'S UNIFORM COMPANY<br>3747         | 23-03011<br>Nomex Black Pants (x2) - B.Grace        | Invoice      | 11/28/2023   | Nomex Black Pants (x2) - B.Grace         | 001-504-522-20-31-07 | 340.75<br>340.75                      |
| 0349     | L.N. CURTIS & SONS<br>INV763895           | 23-03012<br>eDraulic batteries                      | Invoice      | 11/13/2023   | Hurst Edraulic extrication tools batteri | 001-506-522-45-35-00 | 3,750.76<br>3,750.76                  |
| 1954     | LAKE STEVENS ATHLETIC CLUB<br>62951       | 23-03013<br>Monthly Gym Membership (November        | Invoice      | 11/28/2023   | Monthly Gym Membership (November         | 001-510-522-20-49-00 | 218.00<br>109.00                      |
|          | 62952                                     | Monthly Gym Membership (December                    | Invoice      | 11/28/2023   | Monthly Gym Membership (December         | 001-510-522-20-49-00 | 109.00                                |
| 1879     | LAKE STEVENS SEWER DISTRICT<br>ST81-DEC23 | 23-03014<br>Sewer - ST 81 (Account 6681.01)         | Invoice      | 12/01/2023   | Sewer - ST 81                            | 001-507-522-50-47-02 | 99.00<br>99.00                        |
| 1879     | LAKE STEVENS SEWER DISTRICT<br>ST82-DEC23 | 23-03015<br>Sewer - ST 82 (Account 3655.01)         | Invoice      | 12/01/2023   | Sewer - ST 82                            | 001-507-522-50-47-02 | 198.00<br>198.00                      |
| 0348     | LIZ LOOMIS PUBLIC AFFAIRS<br>SRF-1223     | 23-03016<br>Public Affairs Support/Marketing Servi  | Invoice      | 12/04/2023   | Public Affairs Support/Marketing Servi   | 001-502-522-10-41-01 | 6,000.00<br>6,000.00                  |
| 0352     | LOWE'S<br>971709-LZDJZE                   | 23-03017<br>Propane Tank Exchnage (x2 Logistics), I | Invoice      | 11/02/2023   | O-Cedar One Sweep Broom (ST73)           | 001-507-522-50-35-00 | 605.47<br>13.48                       |
|          |   |   |              |              | Propane Tank Exchnage (x2 Logistics)     | 001-507-522-50-47-03 | 48.10                                 |
|          | 975143-MAYUYB                             | Shop Parts  | Invoice      | 11/15/2023   | Shop Parts                               | 050-511-522-60-34-01 | 17.00                                 |
|          | 975154-MAYUYC                             | Shop Parts  | Invoice      | 11/15/2023   | Shop Parts                               | 050-511-522-60-34-01 | 144.71                                |
|          | 980195-MCHBSP                             | Propane Tank Exchange(x6),Fridge Filte              | Invoice      | 11/27/2023   | Propane Tank Exchange (x6) - Logistics   | 001-507-522-50-47-03 | 144.14                                |
|          |   |   |              |              | Universal 5ft Hose - ST 32               | 001-507-522-50-35-00 | 25.82                                 |
|          |   |   |              |              | Water Filter for Fridgerator - Admin Kit | 001-502-522-10-35-00 | 95.31                                 |
|          | 984192-LYGQWI                             | Chisel Wide Shank, Plus Wide Chisel -               | Invoice      | 10/27/2023   | Chisel Wide Shank, Plus Wide Chisel -    | 001-507-522-50-35-00 | 44.13                                 |
|          | 986904-MCREBN                             | Shop Parts  | Invoice      | 11/29/2023   | Shop Parts                               | 050-511-522-60-34-01 | 6.41                                  |
|          | 989232-MCWAUA                             | Shop Parts  | Invoice      | 11/30/2023   | Shop Parts                               | 050-511-522-60-34-01 | 66.37                                 |

**Docket of Claims Register**

**APPKT01463 - 12.14.2023 Board Meeting ER**

| <b>Vendor #</b> | <b>Vendor Name</b>    | <b>Docket/Claim #</b>      | <b>Payable Type</b> | <b>Payable Date</b> | <b>Item Description</b> | <b>Account Number</b> | <b>Payment Amount</b>      |
|-----------------|-----------------------|----------------------------|---------------------|---------------------|-------------------------|-----------------------|----------------------------|
|                 | <b>Payable Number</b> | <b>Payable Description</b> |                     |                     |                         |                       | <b>Distribution Amount</b> |
| 2241            | MITCHELL1             | 23-03018                   |                     |                     |                         |                       | 2,087.35                   |
|                 | 30122359              | Shop                       | Invoice             | 11/10/2023          | Shop                    | 050-511-522-60-41-08  | 2,087.35                   |

Docket of Claims Register

| Vendor # | Vendor Name        | Docket/Claim #      | Payable Type | Payable Date | Item Description | Account Number       | Payment Amount      |
|----------|--------------------|---------------------|--------------|--------------|------------------|----------------------|---------------------|
|          | Payable Number     | Payable Description |              |              |                  |                      | Distribution Amount |
| 0380     | MONROE PARTS HOUSE | 23-03019            |              |              |                  |                      | 8,173.72            |
|          | 947212             | Shop Parts          | Invoice      | 11/01/2023   | Shop Parts       | 050-511-522-60-34-01 | 210.44              |
|          | 947374             | Shop Parts          | Invoice      | 11/02/2023   | Shop Parts       | 050-511-522-60-34-01 | 88.01               |
|          | 947413             | Shop Parts          | Invoice      | 11/02/2023   | Shop Parts       | 050-511-522-60-34-01 | 128.58              |
|          | 947480             | Shop Parts          | Invoice      | 11/03/2023   | Shop Parts       | 050-511-522-60-34-01 | 102.03              |
|          | 947509             | Shop Parts          | Credit Memo  | 11/03/2023   | Shop Parts       | 050-511-522-60-34-01 | -19.69              |
|          | 947547             | Shop Parts          | Credit Memo  | 11/03/2023   | Shop Parts       | 050-511-522-60-34-01 | -11.91              |
|          | 947587             | Shop Parts          | Invoice      | 11/03/2023   | Shop Parts       | 050-511-522-60-34-01 | 6.80                |
|          | 947597             | Shop Parts          | Invoice      | 11/03/2023   | Shop Parts       | 050-511-522-60-34-01 | 34.99               |
|          | 947762             | Shop Parts          | Invoice      | 11/06/2023   | Shop Parts       | 050-511-522-60-34-01 | 222.88              |
|          | 947878             | Shop Parts          | Invoice      | 11/07/2023   | Shop Parts       | 050-511-522-60-34-01 | 124.80              |
|          | 947882             | Shop Parts          | Invoice      | 11/07/2023   | Shop Parts       | 050-511-522-60-34-01 | 65.32               |
|          | 947921             | Shop Parts          | Invoice      | 11/07/2023   | Shop Parts       | 050-511-522-60-34-01 | 15.52               |
|          | 947936             | Shop Parts          | Credit Memo  | 11/07/2023   | Shop Parts       | 050-511-522-60-34-01 | -18.19              |
|          | 947937             | Shop Parts          | Invoice      | 11/07/2023   | Shop Parts       | 050-511-522-60-34-01 | 12.93               |
|          | 947944             | Shop Parts          | Invoice      | 11/07/2023   | Shop Parts       | 050-511-522-60-34-01 | 56.84               |
|          | 947946             | Shop Parts          | Invoice      | 11/07/2023   | Shop Parts       | 050-511-522-60-34-01 | 26.15               |
|          | 947947             | Shop Parts          | Invoice      | 11/07/2023   | Shop Parts       | 050-511-522-60-34-01 | 31.45               |
|          | 947948             | Shop Parts          | Invoice      | 11/07/2023   | Shop Parts       | 050-511-522-60-34-01 | 41.94               |
|          | 947952             | Shop Parts          | Invoice      | 11/07/2023   | Shop Parts       | 050-511-522-60-34-01 | 13.58               |
|          | 947954             | Shop Parts          | Credit Memo  | 11/07/2023   | Shop Parts       | 050-511-522-60-34-01 | -31.17              |
|          | 947959             | Shop Parts          | Invoice      | 11/07/2023   | Shop Parts       | 050-511-522-60-34-01 | 7.88                |
|          | 947990             | Shop Parts          | Invoice      | 11/07/2023   | Shop Parts       | 050-511-522-60-34-01 | 11.48               |
|          | 948015             | Shop Parts          | Invoice      | 11/08/2023   | Shop Parts       | 050-511-522-60-34-01 | 275.69              |
|          | 948056             | Shop Parts          | Invoice      | 11/08/2023   | Shop Parts       | 050-511-522-60-34-01 | 101.47              |
|          | 948058             | Shop Parts          | Invoice      | 11/08/2023   | Shop Parts       | 050-511-522-60-34-01 | 1,687.47            |
|          | 948092             | Shop Parts          | Invoice      | 11/08/2023   | Shop Parts       | 050-511-522-60-34-01 | 88.31               |
|          | 948103             | Shop Supplies       | Invoice      | 11/08/2023   | Shop Supplies    | 050-511-522-60-31-05 | 16.18               |
|          | 948127             | Shop Parts          | Credit Memo  | 11/08/2023   | Shop Parts       | 050-511-522-60-34-01 | -21.50              |
|          | 948128             | Shop Parts          | Invoice      | 11/08/2023   | Shop Parts       | 050-511-522-60-34-01 | 29.21               |
|          | 948138             | Shop Parts          | Invoice      | 11/08/2023   | Shop Parts       | 050-511-522-60-34-01 | 16.39               |
|          | 948206             | Shop Parts          | Invoice      | 11/09/2023   | Shop Parts       | 050-511-522-60-34-01 | 76.58               |
|          | 948218             | Shop Parts          | Credit Memo  | 11/09/2023   | Shop Parts       | 050-511-522-60-34-01 | -653.75             |
|          | 948220             | Shop Parts          | Invoice      | 11/09/2023   | Shop Parts       | 050-511-522-60-34-01 | 22.74               |
|          | 948253             | Shop Parts          | Invoice      | 11/09/2023   | Shop Parts       | 050-511-522-60-34-01 | 17.27               |
|          | 948256             | Shop Supplies       | Invoice      | 11/09/2023   | Shop Supplies    | 050-511-522-60-31-05 | 54.66               |
|          | 948289             | Shop Parts          | Credit Memo  | 11/09/2023   | Shop Parts       | 050-511-522-60-34-01 | -41.33              |
|          | 948588             | Shop Parts          | Invoice      | 11/13/2023   | Shop Parts       | 050-511-522-60-34-01 | 153.46              |
|          | 948589             | Shop Parts          | Invoice      | 11/13/2023   | Shop Parts       | 050-511-522-60-34-01 | 458.78              |
|          | 948590             | Shop Parts          | Invoice      | 11/13/2023   | Shop Parts       | 050-511-522-60-34-01 | 28.33               |
|          | 948599             | Shop Parts          | Invoice      | 11/13/2023   | Shop Parts       | 050-511-522-60-34-01 | 120.91              |
|          | 948602             | Shop Parts          | Invoice      | 11/13/2023   | Shop Parts       | 050-511-522-60-34-01 | 15.32               |
|          | 948619             | Shop Parts          | Invoice      | 11/13/2023   | Shop Parts       | 050-511-522-60-34-01 | 85.28               |

Docket of Claims Register

| Vendor # | Vendor Name<br>Payable Number | Docket/Claim #<br>Payable Description | Payable Type | Payable Date | Item Description | Account Number       | Payment Amount<br>Distribution Amount |
|----------|-------------------------------|---------------------------------------|--------------|--------------|------------------|----------------------|---------------------------------------|
|          | 948621                        | Shop Parts                            | Credit Memo  | 11/13/2023   | Shop Parts       | 050-511-522-60-34-01 | -8.19                                 |
|          | 948625                        | Shop Parts                            | Credit Memo  | 11/13/2023   | Shop Parts       | 050-511-522-60-34-01 | -106.47                               |
|          | 948644                        | Shop Parts                            | Invoice      | 11/13/2023   | Shop Parts       | 050-511-522-60-34-01 | 52.49                                 |
|          | 948650                        | Shop Parts                            | Credit Memo  | 11/13/2023   | Shop Parts       | 050-511-522-60-34-01 | -52.49                                |
|          | 948679                        | Shop Parts                            | Credit Memo  | 11/13/2023   | Shop Parts       | 050-511-522-60-34-01 | -144.41                               |
|          | 948689                        | Shop Parts                            | Invoice      | 11/13/2023   | Shop Parts       | 050-511-522-60-34-01 | 219.63                                |
|          | 948715                        | Shop Parts                            | Invoice      | 11/14/2023   | Shop Parts       | 050-511-522-60-34-01 | 60.77                                 |
|          | 948744                        | Shop Parts                            | Invoice      | 11/14/2023   | Shop Parts       | 050-511-522-60-34-01 | 57.81                                 |
|          | 948757                        | Shop Parts                            | Credit Memo  | 11/14/2023   | Shop Parts       | 050-511-522-60-34-01 | -11.91                                |
|          | 948758                        | Shop Parts                            | Credit Memo  | 11/14/2023   | Shop Parts       | 050-511-522-60-34-01 | -11.57                                |
|          | 948801                        | Shop Parts                            | Invoice      | 11/14/2023   | Shop Parts       | 050-511-522-60-34-01 | 32.80                                 |
|          | 948823                        | Shop Parts                            | Invoice      | 11/14/2023   | Shop Parts       | 050-511-522-60-34-01 | 48.32                                 |
|          | 948824                        | Shop Parts                            | Invoice      | 11/14/2023   | Shop Parts       | 050-511-522-60-34-01 | 601.15                                |
|          | 948943                        | Shop Parts                            | Invoice      | 11/15/2023   | Shop Parts       | 050-511-522-60-34-01 | 163.59                                |
|          | 949034                        | Shop Parts                            | Invoice      | 11/16/2023   | Shop Parts       | 050-511-522-60-34-01 | 7.55                                  |
|          | 949071                        | Shop Parts                            | Invoice      | 11/16/2023   | Shop Parts       | 050-511-522-60-34-01 | 16.40                                 |
|          | 949118                        | Shop Parts                            | Invoice      | 11/17/2023   | Shop Parts       | 050-511-522-60-34-01 | 88.77                                 |
|          | 949124                        | Shop Parts                            | Invoice      | 11/17/2023   | Shop Parts       | 050-511-522-60-34-01 | 36.30                                 |
|          | 949131                        | Shop Parts                            | Invoice      | 11/17/2023   | Shop Parts       | 050-511-522-60-34-01 | 242.19                                |
|          | 949189                        | Shop Parts                            | Invoice      | 11/17/2023   | Shop Parts       | 050-511-522-60-34-01 | 14.76                                 |
|          | 949412                        | Shop Parts                            | Invoice      | 11/20/2023   | Shop Parts       | 050-511-522-60-34-01 | 20.17                                 |
|          | 949512                        | Shop Parts                            | Invoice      | 11/21/2023   | Shop Parts       | 050-511-522-60-34-01 | 55.24                                 |
|          | 949577                        | Shop Parts                            | Invoice      | 11/21/2023   | Shop Parts       | 050-511-522-60-34-01 | 223.21                                |
|          | 949578                        | Shop Parts                            | Invoice      | 11/21/2023   | Shop Parts       | 050-511-522-60-34-01 | 20.00                                 |
|          | 949618                        | Shop Parts                            | Invoice      | 11/21/2023   | Shop Parts       | 050-511-522-60-34-01 | 93.69                                 |
|          | 949620                        | Shop Parts                            | Invoice      | 11/21/2023   | Shop Parts       | 050-511-522-60-34-01 | 20.90                                 |
|          | 949646                        | Shop Parts                            | Invoice      | 11/22/2023   | Shop Parts       | 050-511-522-60-34-01 | 5.83                                  |
|          | 949668                        | Shop Parts                            | Invoice      | 11/22/2023   | Shop Parts       | 050-511-522-60-34-01 | 100.46                                |
|          | 949670                        | Shop Parts                            | Invoice      | 11/22/2023   | Shop Parts       | 050-511-522-60-34-01 | 33.49                                 |
|          | 949672                        | Shop Parts                            | Credit Memo  | 11/22/2023   | Shop Parts       | 050-511-522-60-34-01 | -8.03                                 |
|          | 949695                        | Shop Parts                            | Invoice      | 11/22/2023   | Shop Parts       | 050-511-522-60-34-01 | 10.38                                 |
|          | 949738                        | Shop Parts                            | Invoice      | 11/22/2023   | Shop Parts       | 050-511-522-60-34-01 | 637.23                                |
|          | 949762                        | Shop Parts                            | Invoice      | 11/22/2023   | Shop Parts       | 050-511-522-60-34-01 | 60.15                                 |
|          | 950098                        | Shop Parts                            | Invoice      | 11/27/2023   | Shop Parts       | 050-511-522-60-34-01 | 420.91                                |
|          | 950186                        | Shop Parts                            | Invoice      | 11/28/2023   | Shop Parts       | 050-511-522-60-34-01 | 75.20                                 |
|          | 950202                        | Shop Parts                            | Invoice      | 11/28/2023   | Shop Parts       | 050-511-522-60-34-01 | 52.94                                 |
|          | 950209                        | Shop Parts                            | Invoice      | 11/28/2023   | Shop Parts       | 050-511-522-60-34-01 | 122.08                                |
|          | 950214                        | Shop Parts                            | Invoice      | 11/28/2023   | Shop Parts       | 050-511-522-60-34-01 | 329.93                                |
|          | 950225                        | Shop Parts                            | Credit Memo  | 11/28/2023   | Shop Parts       | 050-511-522-60-34-01 | -39.38                                |
|          | 950306                        | Shop Parts                            | Invoice      | 11/28/2023   | Shop Parts       | 050-511-522-60-34-01 | 164.96                                |
|          | 950423                        | Shop Parts                            | Invoice      | 11/29/2023   | Shop Parts       | 050-511-522-60-34-01 | 7.10                                  |
|          | 950424                        | Shop Parts                            | Invoice      | 11/29/2023   | Shop Parts       | 050-511-522-60-34-01 | 34.99                                 |
|          | 950435                        | Shop Parts                            | Credit Memo  | 11/29/2023   | Shop Parts       | 050-511-522-60-34-01 | -39.38                                |

Docket of Claims Register

| Vendor # | Vendor Name                 | Docket/Claim #                        | Payable Type | Payable Date | Item Description                      | Account Number       | Payment Amount      |
|----------|-----------------------------|---------------------------------------|--------------|--------------|---------------------------------------|----------------------|---------------------|
|          | Payable Number              | Payable Description                   |              |              |                                       |                      | Distribution Amount |
|          | 950436                      | Shop Parts                            | Credit Memo  | 11/29/2023   | Shop Parts                            | 050-511-522-60-34-01 | -333.44             |
|          | 950484                      | Shop Parts                            | Invoice      | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | 138.81              |
|          | 950488                      | Shop Parts                            | Invoice      | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | 11.48               |
|          | 950492                      | Shop Parts                            | Invoice      | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | 9.84                |
|          | 950503                      | Shop Parts                            | Invoice      | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | 7.88                |
|          | 950507                      | Shop Parts                            | Invoice      | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | 49.10               |
|          | 950513                      | Shop Parts                            | Credit Memo  | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | -17.49              |
|          | 950542                      | Shop Parts                            | Invoice      | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | 108.04              |
|          | 950543                      | Shop Parts                            | Invoice      | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | 6.39                |
|          | 950582                      | Shop Parts                            | Credit Memo  | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | -95.27              |
|          | 950598                      | Shop Parts                            | Invoice      | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | 582.23              |
|          | 950601                      | Shop Parts                            | Invoice      | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | 34.55               |
|          | 950604                      | Shop Parts                            | Invoice      | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | 41.10               |
|          | 950614                      | Shop Parts                            | Invoice      | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | 26.21               |
|          | 950622                      | Shop Parts                            | Credit Memo  | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | -9.85               |
|          | 950623                      | Shop Parts                            | Invoice      | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | 28.42               |
|          | 950637                      | Shop Parts                            | Invoice      | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | 245.73              |
|          | 950646                      | Shop Parts                            | Credit Memo  | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | -34.55              |
|          | 950647                      | Shop Parts                            | Invoice      | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | 12.85               |
| 0381     | MONROE UPHOLSTERY           | 23-03020                              |              |              |                                       |                      | 218.80              |
|          | 8080                        | Shop Parts                            | Invoice      | 12/01/2023   | Shop Parts                            | 050-511-522-60-34-01 | 218.80              |
| 1994     | MORSE TOOLS LLC             | 23-03021                              |              |              |                                       |                      | 274.29              |
|          | 405374                      | Shop Parts                            | Invoice      | 11/30/2023   | Shop Parts                            | 050-511-522-60-34-01 | 274.29              |
| 0386     | MRSC ROSTERS                | 23-03022                              |              |              |                                       |                      | 45.00               |
|          | 33180027                    | PRA Case Law Highlights 2024 Webina   | Invoice      | 12/07/2023   | PRA Case Law Highlights 2024 Webina   | 001-502-522-45-49-02 | 45.00               |
| 0387     | MUNICIPAL EMERGENCY SERVIC  | 23-03023                              |              |              |                                       |                      | 1,853.26            |
|          | IN1965970                   | SCBA Flow Test/Repair/Maint/Batt Re   | Invoice      | 11/20/2023   | SCBA Flow Test/Repair/Maint/Batt Re   | 001-504-522-20-48-12 | 413.95              |
|          | IN1968658                   | Bunker/Turnout Gear Alteration (x6 se | Invoice      | 11/28/2023   | Bunker/Turnout Gear Alteration (x6 se | 001-504-522-20-31-10 | 117.28              |
|          | IN1969513                   | Breathing Air Compressor Prev Maint.  | Invoice      | 11/29/2023   | Breathing Air Compressor Prev Maint.  | 001-504-522-20-41-01 | 1,322.03            |
| 0424     | NORTHWEST SAFETY CLEAN      | 23-03024                              |              |              |                                       |                      | 611.42              |
|          | 23-36825                    | Bunker Gear Cleaning, Repairs & Alter | Invoice      | 11/24/2023   | Bunker Gear Cleaning, Repairs & Alter | 001-504-522-20-48-11 | 226.97              |
|          | 23-36906                    | SR-71 Turnout Cleaner 5 gal Pail x2   | Invoice      | 12/08/2023   | SR-71 Turnout Cleaner 5 gal Pail x2   | 001-507-522-50-31-00 | 384.45              |
| 2252     | ODP BUSINESS SOLUTIONS, LLC | 23-03025                              |              |              |                                       |                      | 391.08              |
|          | 344368933001                | Kleenex/Notebook                      | Invoice      | 11/28/2023   | Kleenex/Notebook                      | 001-502-522-10-31-00 | 27.82               |
|          |                             |                                       |              |              | Kleenex/Notebook                      | 001-507-522-50-31-00 | 13.95               |
|          | 344533251001                | Flags/Folders/Paper                   | Invoice      | 11/29/2023   | Flags/Folders/Paper                   | 001-502-522-10-31-00 | 138.15              |
|          | 344534479001                | Wireless Phone Headset (Admin)        | Invoice      | 11/29/2023   | Wireless Phone Headset (Admin)        | 001-513-522-10-35-00 | 211.16              |
| 2340     | OLEG MIKHAYLOV              | 23-03026                              |              |              |                                       |                      | 792.38              |
|          | INV10583                    | Paramedic School Uniform Reimburser   | Invoice      | 12/06/2023   | Paramedic School Uniform Reimburser   | 001-504-522-20-31-07 | 455.08              |
|          | INV10584                    | Tuition & Transcript Reimbursement -  | Invoice      | 11/13/2023   | Tuition & Transcript Reimbursement -  | 001-506-522-45-49-10 | 337.30              |

Docket of Claims Register

APPKT01463 - 12.14.2023 Board Meeting ER

| Vendor # | Vendor Name<br>Payable Number              | Docket/Claim #<br>Payable Description              | Payable Type | Payable Date | Item Description                       | Account Number       | Payment Amount<br>Distribution Amount |
|----------|--|--|--------------|--------------|--|----------------------|---------------------------------------|
| 0185     | OPERATIVE IQ<br>56996                      | 23-03027<br>Operative IQ License/Maintenance Fee   | Invoice      | 12/01/2023   | Fleet Mgmt Licenses/Sandbox Maint      | 001-513-522-10-49-04 | 2,520.54<br>749.90                    |
|          |  |  |              |              | Operative IQ Inventory/Asset Mngmnt    | 001-509-522-20-49-02 | 1,662.74                              |
|          |  |  |              |              | RFID Data Service License Fee          | 001-513-522-10-49-04 | 107.90                                |
| 0455     | PAMELLA HOLTGEERTS<br>INV10576             | 23-03028<br>Per Diem (2023 NEOGOV Conference)      | Invoice      | 11/15/2023   | Per Diem (2023 NEOGOV Conference)      | 001-503-522-10-43-00 | 492.60<br>492.60                      |
| 0466     | PETROCARD, INC.<br>C331710                 | 23-03029<br>OnSite Mobile Fueling Service - ST 71, | Invoice      | 11/29/2023   | OnSite Mobile Fueling Service - ST 71, | 001-504-522-20-32-00 | 2,520.80<br>1,064.66                  |
|          |  |  |              |              |  | 001-509-522-20-32-00 | 1,064.67                              |
|          | C343123                                    | OnSite Mobile Fueling Service - ST 71,             | Invoice      | 12/07/2023   | OnSite Mobile Fueling Service - ST 71, | 001-504-522-20-32-00 | 195.74                                |
|          |  |  |              |              |  | 001-509-522-20-32-00 | 195.73                                |
| 2341     | PIERSON COCKBURN<br>INV10586               | 23-03030<br>2023 March Mayhem Registration Reir    | Invoice      | 11/17/2023   | 2023 March Mayhem Registration Reir    | 001-506-522-45-49-02 | 575.00<br>575.00                      |
| 1617     | PR LIFTING LLC<br>35210                    | 23-03031<br>Fitness equipment                      | Invoice      | 11/22/2023   | fitness equipment                      | 001-510-522-20-35-01 | 1,943.28<br>1,943.28                  |
| 0308     | PROPERTY MAINTENANCE COM/<br>SRFR 113023.1 | 23-03032<br>Property Management Monthly Servic     | Invoice      | 11/01/2023   | Property Management Monthly Servic     | 001-507-522-50-41-00 | 1,641.00<br>418.46                    |
|          |  |  |              |              |  | 300-507-522-50-41-00 | 402.04                                |
|          | SRFR 123123.1                              | Property Management Monthly Servic                 | Invoice      | 12/01/2023   | Property Management Monthly Servic     | 001-507-522-50-41-00 | 418.46                                |
|          |  |  |              |              |  | 300-507-522-50-41-00 | 402.04                                |
| 0483     | PUGET SOUND ENERGY<br>ST77-OCTNOV23        | 23-03033<br>Natural Gas - ST 77                    | Invoice      | 11/16/2023   | Natural Gas - ST 77                    | 001-507-522-50-47-03 | 306.10<br>306.10                      |
| 0483     | PUGET SOUND ENERGY<br>ST71-OCTNOV23        | 23-03034<br>Natural Gas - ST 71                    | Invoice      | 11/14/2023   | Natural Gas - ST 71                    | 001-507-522-50-47-03 | 432.79<br>432.79                      |
| 0483     | PUGET SOUND ENERGY<br>ST72-OCTNOV23        | 23-03035<br>Natural Gas - ST 72                    | Invoice      | 11/16/2023   | Natural Gas - ST 72                    | 001-507-522-50-47-03 | 65.84<br>65.84                        |
| 0483     | PUGET SOUND ENERGY<br>ST73-OCTNOV23        | 23-03036<br>Natural Gas - ST 73                    | Invoice      | 11/13/2023   | Natural Gas - ST 73                    | 001-507-522-50-47-03 | 222.35<br>222.35                      |
| 0483     | PUGET SOUND ENERGY<br>ST74-OCTNOV23        | 23-03037<br>Natural Gas - ST 74/Logistics Bldg     | Invoice      | 11/13/2023   | Natural Gas - ST 74/Logistics Bldg     | 001-507-522-50-47-03 | 209.91<br>209.91                      |
| 0483     | PUGET SOUND ENERGY<br>ST33-OCTNOV23        | 23-03038<br>Natural Gas - ST 33                    | Invoice      | 11/10/2023   | Natural Gas - ST 33                    | 001-507-522-50-47-03 | 454.15<br>454.15                      |
| 0484     | PURCELL TIRE & SERVICE CENTEF<br>21264684  | 23-03039<br>Shop Parts                             | Invoice      | 12/01/2023   | Shop Parts                             | 050-511-522-60-34-01 | 3,510.18<br>587.54                    |
|          | 24263926                                   | Shop Parts   | Invoice      | 11/06/2023   | Shop Parts                             | 050-511-522-60-34-01 | 1,451.31                              |
|          | 24264326                                   | Shop Parts   | Invoice      | 11/17/2023   | Shop Parts                             | 050-511-522-60-34-01 | 58.53                                 |
|          | 24264445                                   | Shop Parts   | Invoice      | 11/28/2023   | Shop Parts                             | 050-511-522-60-34-01 | 1,412.80                              |
| 0494     | REPUBLIC SERVICES #197<br>0197-003253497   | 23-03040<br>Refuse - ST 32                         | Invoice      | 10/31/2023   | Refuse - ST 32                         | 001-507-522-50-47-04 | 265.39<br>265.39                      |



Docket of Claims Register

APPKT01463 - 12.14.2023 Board Meeting ER

| Vendor # | Vendor Name<br>Payable Number               | Docket/Claim #<br>Payable Description  | Payable Type       | Payable Date             | Item Description   | Account Number                               | Payment Amount<br>Distribution Amount |
|----------|---|--|--------------------|--------------------------|--|--|---------------------------------------|
| 0494     | REPUBLIC SERVICES #197<br>0197-003269904    | 23-03041<br>Refuse - Admin Building  | Invoice            | 11/30/2023               | Refuse - Admin Building  | 001-507-522-50-47-04<br>300-507-522-50-47-00 | 263.01<br>134.14<br>128.87            |
| 0494     | REPUBLIC SERVICES #197<br>0197-003253791    | 23-03042<br>Recycling - ST 32  | Invoice            | 10/31/2023               | Recycling - ST 32  | 001-507-522-50-47-04                         | 102.45<br>102.45                      |
| 0494     | REPUBLIC SERVICES #197<br>0197-003269954    | 23-03043<br>Refuse - ST 32   | Invoice            | 11/30/2023               | Refuse - ST 32   | 001-507-522-50-47-04                         | 261.84<br>261.84                      |
| 0494     | REPUBLIC SERVICES #197<br>0197-003253428    | 23-03044<br>Recycling - ST 31  | Invoice            | 10/31/2023               | Recycling - ST 31  | 001-507-522-50-47-04                         | 753.71<br>753.71                      |
| 0494     | REPUBLIC SERVICES #197<br>0197-003270247    | 23-03045<br>Recycling - ST 32  | Invoice            | 11/30/2023               | Recycling - ST 32  | 001-507-522-50-47-04                         | 101.44<br>101.44                      |
| 0494     | REPUBLIC SERVICES #197<br>0197-003269258    | 23-03046<br>Refuse - ST 31   | Invoice            | 11/30/2023               | Refuse - ST 31   | 001-507-522-50-47-04                         | 320.39<br>320.39                      |
| 0494     | REPUBLIC SERVICES #197<br>0197-003252735    | 23-03047<br>Refuse - ST 31   | Invoice            | 10/31/2023               | Refuse - ST 31   | 001-507-522-50-47-04                         | 322.34<br>322.34                      |
| 0494     | REPUBLIC SERVICES #197<br>0197-003253447    | 23-03048<br>Refuse - Admin Building  | Invoice            | 10/31/2023               | Refuse - Admin Building  | 001-507-522-50-47-04<br>300-507-522-50-47-00 | 264.70<br>135.00<br>129.70            |
| 0494     | REPUBLIC SERVICES #197<br>0197-0032269886   | 23-03049<br>Recycling - ST 31  | Invoice            | 11/30/2023               | Recycling - ST 31  | 001-507-522-50-47-04                         | 819.71<br>819.71                      |
| 2336     | RESPONSE TRAINING GROUP<br>2023-85          | 23-03050<br>RTG Tractor Drawn Aerial Driver Trainin  | Invoice            | 11/07/2023               | Tiller Instruction, Train the Trainer  | 001-506-522-45-49-02                         | 5,130.00<br>5,130.00                  |
| 0501     | RICOH USA, INC.<br>5068597715               | 23-03051<br>Copier Machine Usage - ST 74/Logistic  | Invoice            | 12/10/2023               | Copier Machine Usage - ST 74/Logistic  | 001-502-522-10-31-00                         | 97.80<br>97.80                        |
| 0501     | RICOH USA, INC.<br>107767936                | 23-03052<br>Copier Machine Lease - ST 74/Logistics   | Invoice            | 11/06/2023               | Copier Machine Lease - ST 74/Logistics   | 001-512-591-22-70-00                         | 50.91<br>50.91                        |
| 1662     | RIDGID PLUMBING AND DRAIN S<br>5235<br>5323 | 23-03053<br>Snaked Kitchen Sink Drain/Scoped Sew<br>Replcd Hose Bib & Rebuilt Urinal Flush | Invoice<br>Invoice | 09/18/2023<br>11/16/2023 | Snaked Kitchen Sink Drain/Scoped Sew<br>Replcd Hose Bib & Rebuilt Urinal Flush | 001-507-522-50-48-00<br>001-507-522-50-48-00 | 2,039.31<br>731.56<br>1,307.75        |
| 1755     | SAM LANGHELD<br>INV10581                    | 23-03054<br>Tuition Reimbursement - ENG 1301 &   | Invoice            | 12/01/2023               | Tuition Reimbursement - ENG 1301 &   | 001-506-522-45-49-10                         | 1,528.00<br>1,528.00                  |
| 2289     | SAM STEVENS<br>INV10600                     | 23-03055<br>Tuition Reimbursement - FSC 3440   | Invoice            | 11/28/2023               | Tuition Reimbursement - FSC 3440   | 001-506-522-45-49-10                         | 877.50<br>877.50                      |
| 1794     | SEAN DAHL<br>INV10582                       | 23-03056<br>WSAF Registration Fee Reimbursemen   | Invoice            | 11/30/2023               | WSAF Registration Fee Reimbursemen   | 001-506-522-45-49-02                         | 25.00<br>25.00                        |

Docket of Claims Register

APPKT01463 - 12.14.2023 Board Meeting ER

| Vendor # | Vendor Name<br>Payable Number        | Docket/Claim #<br>Payable Description                | Payable Type | Payable Date | Item Description                         | Account Number                               | Payment Amount<br>Distribution Amount |
|----------|--------------------------------------|--|--------------|--------------|--|--|---------------------------------------|
| 1921     | SEA-WESTERN INC<br>INV27596          | 23-03057<br>SCBA Head nets                           | Invoice      | 11/10/2023   | SCBA Head nets                           | 001-506-522-45-35-00                         | 6,213.80<br>3,678.18                  |
|          | INV27650                             | Structual FireFighter Gloves (x5)                    | Invoice      | 11/15/2023   | Structual FireFighter Gloves (x5)        | 303-504-522-20-35-04                         | 706.91                                |
|          | INV27810                             | SCBA Head nets                                       | Invoice      | 11/21/2023   | SCBA Head nets                           | 001-506-522-45-35-00                         | 1,828.71                              |
| 0544     | SILVER LAKE WATER<br>ST77FM-NOV23    | 23-03058<br>Water (Fire Meter) - ST 77               | Invoice      | 11/30/2023   | Water (Fire Meter) - ST 77               | 001-507-522-50-47-02                         | 185.30<br>185.30                      |
| 0544     | SILVER LAKE WATER<br>ST77-NOV23      | 23-03059<br>Water & Sewer - ST 77                    | Invoice      | 11/30/2023   | Water & Sewer - ST 77                    | 001-507-522-50-47-02                         | 121.10<br>121.10                      |
| 0546     | SISKUN POWER EQUIPMENT<br>4676777    | 23-03060<br>MS462 Rescue Chain Saw                   | Invoice      | 11/30/2023   | MS462 Rescue Chain Saw                   | 001-504-522-20-48-02                         | 1,489.37<br>1,489.37                  |
| 0550     | SMARSH INC<br>INV-138682             | 23-03061<br>Electronic Communications Archiving S    | Invoice      | 11/30/2023   | Electronic Communications Archiving S    | 001-513-522-10-41-04                         | 130.16<br>130.16                      |
| 1547     | SNOHOMISH COUNTY 911<br>6673         | 23-03062<br>Monthly Dispatch Services (Assessmen     | Invoice      | 12/01/2023   | Monthly Dispatch Services (Assessmen     | 001-504-528-00-41-00<br>001-509-528-00-41-00 | 88,206.57<br>16,609.73<br>66,438.94   |
|          | 6697                                 | Pre-Incidnt Plng Platfrm (First Due Suit             | Invoice      | 12/01/2023   | Pre-Incidnt Plng Platfrm (First Due Suit | 001-516-522-30-49-04                         | 1,770.22                              |
|          | 6709                                 | Managed Laptop Leases (Monthly)                      | Invoice      | 12/01/2023   | Managed Laptop Leases (Monthly)          | 303-504-591-22-70-00<br>303-509-591-22-70-00 | 1,362.52<br>2,025.16                  |
| 1917     | SNOHOMISH COUNTY EMS<br>23-07        | 23-03063<br>Snohomish County EMS (2023 Assessn       | Invoice      | 08/20/2023   | Snohomish County EMS (2023 Assessn       | 001-509-522-20-41-11                         | 37,135.06<br>37,135.06                |
| 0520     | SNOHOMISH COUNTY FIRE DISTF<br>23.54 | 23-03064<br>RLB Facility Site Rental (Hzmt Block Tra | Invoice      | 11/30/2023   | RLB Facility Site Rental (Hzmt Block Tra | 001-506-522-45-45-00                         | 12,760.00<br>6,400.00                 |
|          | 23.55                                | RLB Facility/Tower Site Rental (7/25-8/              | Invoice      | 11/30/2023   | RLB Facility/Tower Site Rental (7/25-8/  | 001-506-522-45-45-00                         | 4,600.00                              |
|          | 23.56                                | RLB Facility Site Rental (23-02 Pre-Acac             | Invoice      | 11/30/2023   | RLB Facility Site Rental (23-02 Pre-Acac | 001-506-522-45-45-00                         | 1,000.00                              |
|          | 23.57                                | RLB Facility Site Rental (11/7-11/9) Tra             | Invoice      | 11/30/2023   | RLB Facility Site Rental (11/7-11/9) Tra | 001-506-522-45-45-00                         | 760.00                                |
| 0565     | SNOHOMISH COUNTY PUD<br>116011121    | 23-03065<br>Electricity - ST 72                      | Invoice      | 11/13/2023   | Electricity - ST 72                      | 001-507-522-50-47-01                         | 1,065.88<br>1,065.88                  |
| 0565     | SNOHOMISH COUNTY PUD<br>129212104    | 23-03066<br>Electricity - ST 73                      | Invoice      | 11/09/2023   | Electricity - ST 73                      | 001-507-522-50-47-01                         | 259.26<br>259.26                      |
| 0565     | SNOHOMISH COUNTY PUD<br>165083875    | 23-03067<br>Electricity - ST 32                      | Invoice      | 11/21/2023   | Electricity - ST 32                      | 001-507-522-50-47-01                         | 240.47<br>240.47                      |
| 0565     | SNOHOMISH COUNTY PUD<br>106142164    | 23-03068<br>Electricity - ST 77                      | Invoice      | 11/09/2023   | Electricity - ST 77                      | 001-507-522-50-47-01                         | 262.87<br>262.87                      |
| 0565     | SNOHOMISH COUNTY PUD<br>168241615    | 23-03069<br>Electricity - ST 31                      | Invoice      | 11/16/2023   | Electricity - ST 31                      | 001-507-522-50-47-01                         | 1,962.26<br>1,962.26                  |
| 0565     | SNOHOMISH COUNTY PUD<br>168241616    | 23-03070<br>Electricity - Admin Bldg                 | Invoice      | 11/16/2023   | Electricity - Admin Bldg                 | 001-507-522-50-47-01<br>300-507-522-50-47-00 | 1,117.53<br>569.94<br>547.59          |

Docket of Claims Register

APPKT01463 - 12.14.2023 Board Meeting ER

| Vendor # | Vendor Name<br>Payable Number                                   | Docket/Claim #<br>Payable Description  | Payable Type                             | Payable Date   | Item Description   | Account Number   | Payment Amount<br>Distribution Amount            |
|----------|---|--|--|--|--|--|--|
| 0565     | SNOHOMISH COUNTY PUD<br>129218379                               | 23-03071<br>Electricity - ST 71  | Invoice                                  | 11/28/2023   | Electricity - ST 71  | 001-507-522-50-47-01   | 1,628.80<br>1,628.80                             |
| 0565     | SNOHOMISH COUNTY PUD<br>125930903                               | 23-03072<br>Electricity & Water - ST 81  | Invoice                                  | 11/14/2023   | Electricity - ST 81<br>Water - ST 81   | 001-507-522-50-47-01<br>001-507-522-50-47-02   | 707.16<br>565.22<br>141.94                       |
| 0565     | SNOHOMISH COUNTY PUD<br>158733024                               | 23-03073<br>Electricity - ST 33  | Invoice                                  | 11/27/2023   | Electricity - ST 33  | 001-507-522-50-47-01   | 813.05<br>813.05                                 |
| 0565     | SNOHOMISH COUNTY PUD<br>135818704                               | 23-03074<br>Electricity - ST 74/Logistics Bldg   | Invoice                                  | 11/17/2023   | Electricity - ST 74/Logistics Bldg   | 001-507-522-50-47-01   | 109.64<br>109.64                                 |
| 0565     | SNOHOMISH COUNTY PUD<br>106142848                               | 23-03075<br>Electricity - ST 82 Garage/Storage Bldg  | Invoice                                  | 11/14/2023   | Electricity - ST 82 Garage/Storage Bldg  | 001-507-522-50-47-01   | 58.17<br>58.17                                   |
| 0565     | SNOHOMISH COUNTY PUD<br>152282623                               | 23-03076<br>Electricity & Water - ST 82  | Invoice                                  | 11/15/2023   | Electricity - ST 82<br>Water - ST 82   | 001-507-522-50-47-01<br>001-507-522-50-47-02   | 1,397.72<br>1,076.54<br>321.18                   |
| 1536     | SNOHOMISH REGIONAL FIRE & R<br>EXCISE TAX-NOV23                 | 23-03077<br>Sales & Use Tax - November 2023  | Invoice                                  | 11/30/2023   | Sales & Use Tax - November 2023  | 001-505-522-30-31-00<br>001-506-522-45-35-00<br>001-506-522-45-49-02<br>001-513-522-10-35-00 | 1,052.43<br>7.90<br>179.73<br>423.00<br>441.80   |
| 1536     | SNOHOMISH REGIONAL FIRE & R<br>FIRE-11/17/23                    | 23-03078<br>Apparatus Fleet Maintenance Services   | Invoice                                  | 11/17/2023   | Apparatus Fleet Maintenance - EMS U<br>Apparatus Fleet Maintenance - Suppre  | 001-509-522-20-48-01<br>001-513-522-20-48-01   | 211,728.13<br>12,473.29<br>199,254.84            |
| 1536     | SNOHOMISH REGIONAL FIRE & R<br>FIRE-11/30/23                    | 23-03079<br>Apparatus Fleet Maintenance Services   | Invoice                                  | 11/30/2023   | Apparatus Fleet Maintenance - EMS U<br>Apparatus Fleet Maintenance - Suppre  | 001-509-522-20-48-01<br>001-513-522-20-48-01   | 38,362.06<br>5,077.95<br>33,284.11               |
| 1935     | SNOHOMISH VALLEY ROOFING II<br>31133<br>31197<br>31220<br>31221 | 23-03080<br>Dumpster Rental (17yd) - ST71 Tnng Pr<br>Dumpster Rental (17yd) - ST32 Tnng Pr<br>Dumpster Rental (17yd) - ST71 Tnng Pr<br>Dumpster Rental (17yd) - ST83 Tnng Pr | Invoice<br>Invoice<br>Invoice<br>Invoice | 11/29/2023<br>12/05/2023<br>12/08/2023<br>12/08/2023 | Dumpster Rental (17yd) - ST71 Tnng Pr<br>Dumpster Rental (17yd) - ST32 Tnng Pr<br>Dumpster Rental (17yd) - ST71 Tnng Pr<br>Dumpster Rental (17yd) - ST83 Tnng Pr | 001-506-522-45-31-03<br>001-506-522-45-31-03<br>001-506-522-45-31-03<br>001-506-522-45-31-03 | 2,324.95<br>471.03<br>595.37<br>689.36<br>569.19 |
| 0567     | SNURE LAW OFFICE, PSC<br>NOV2023                                | 23-03081<br>Monthly Attorney Services (November  | Invoice                                  | 12/01/2023   | Monthly Attorney Services (November  | 001-512-522-10-41-03   | 2,681.25<br>2,681.25                             |
| 0572     | SPEEDWAY CHEVROLET<br>140201<br>140311                          | 23-03082<br>Shop Parts<br>Shop Parts   | Invoice<br>Invoice                       | 11/21/2023<br>11/17/2023                             | Shop Parts<br>Shop Parts   | 050-511-522-60-34-01<br>050-511-522-60-34-01   | 1,059.92<br>482.92<br>577.00                     |

Docket of Claims Register

APPKT01463 - 12.14.2023 Board Meeting ER

| Vendor # | Vendor Name                   | Docket/Claim #                           | Payable Type | Payable Date | Item Description                         | Account Number       | Payment Amount      |
|----------|-------------------------------|--|--------------|--------------|--|----------------------|---------------------|
|          | Payable Number                | Payable Description                      |              |              |  |                      | Distribution Amount |
| 2057     | SPRAGUE PEST SOLUTIONS        | 23-03083                                 |              |              |  |                      | 437.44              |
|          | 526342                        | Monthly Pest Control Services - ST 31    | Invoice      | 11/29/2023   | Monthly Pest Control Services - ST 31    | 001-507-522-50-41-00 | 109.21              |
|          | 5265339                       | Monthly Pest Control Services - ST 71    | Invoice      | 11/22/2023   | Monthly Pest Control Services - ST 71    | 001-507-522-50-41-00 | 109.11              |
|          | 5291216                       | Monthly Pest Control Services - Admin    | Invoice      | 12/01/2023   | Monthly Pest Control Services - Admin    | 001-507-522-50-41-00 | 109.21              |
|          | 5291218                       | Monthly Pest Control Services - ST 73    | Invoice      | 12/07/2023   | Monthly Pest Control Services - ST 73    | 001-507-522-50-41-00 | 109.91              |
| 0575     | SQUARERIGGER SOFTWARE         | 23-03084                                 |              |              |  |                      | 5,590.34            |
|          | 00016114                      | Squarerigger Software (SQ7) Annual M     | Invoice      | 12/01/2023   | Squarerigger Software (SQ7) Annual M     | 050-511-522-60-41-08 | 5,590.34            |
| 0580     | STATE OF WA DEPARTMENT OF I   | 23-03085                                 |              |              |  |                      | 1,052.43            |
|          | EXCISE TAX-NOV23              | Sales & Use Tax - November 2023 (600     | Invoice      | 11/30/2023   | Sales & Use Tax - November 2023 (600     | 630-512-589-00-00-00 | 1,052.43            |
| 1671     | STREAMLINE DIGITAL IMAGING,   | 23-03086                                 |              |              |  |                      | 401.35              |
|          | 112923                        | Custom Embrodered Pull Over 1/4 Zip      | Invoice      | 11/29/2023   | Custom Embrodered Pull Over 1/4 Zip      | 001-504-522-20-31-07 | 401.35              |
| 1634     | STRYKER SALES CORPORATION     | 23-03087                                 |              |              |  |                      | 30,802.87           |
|          | 9204880107                    | Defibrillation Electrode Pad (Infant/Chi | Invoice      | 10/23/2023   | Defibrillation Electrode Pad (Infant/Chi | 001-509-522-30-31-01 | 488.79              |
|          | 9204963274                    | Medical Supplies (Load System Power      | Invoice      | 11/03/2023   | Medical Supplies (Load System Power      | 303-509-594-20-64-08 | 30,314.08           |
| 1624     | TK ELEVATOR                   | 23-03088                                 |              |              |  |                      | 870.47              |
|          | 3007603576                    | Elevator Maintenance (DEC23-FEB24) -     | Invoice      | 12/01/2023   | Elevator Maintenance (DEC23-FEB24) -     | 001-507-522-50-41-00 | 443.94              |
|          |                               |  |              |              |  | 300-507-522-50-41-00 | 426.53              |
| 0610     | TRUE NORTH EMERGENCY EQUII    | 23-03089                                 |              |              |  |                      | 4,091.56            |
|          | A16033                        | Shop Parts                               | Invoice      | 10/27/2023   | Shop Parts                               | 050-511-522-60-34-01 | 449.03              |
|          | A16062                        | Shop Parts                               | Invoice      | 10/31/2023   | Shop Parts                               | 050-511-522-60-34-01 | 60.65               |
|          | A16080                        | Shop Parts                               | Invoice      | 11/02/2023   | Shop Parts                               | 050-511-522-60-34-01 | 994.45              |
|          | A16205                        | Shop Parts                               | Invoice      | 11/15/2023   | Shop Parts                               | 050-511-522-60-34-01 | 584.07              |
|          | A16206                        | Shop Parts                               | Invoice      | 11/15/2023   | Shop Parts                               | 050-511-522-60-34-01 | 261.01              |
|          | A16223                        | Shop Parts                               | Invoice      | 11/16/2023   | Shop Parts                               | 050-511-522-60-34-01 | 307.36              |
|          | A16230                        | Shop Parts                               | Invoice      | 11/17/2023   | Shop Parts                               | 050-511-522-60-34-01 | 1,016.47            |
|          | A16286                        | Shop Parts                               | Invoice      | 11/27/2023   | Shop Parts                               | 050-511-522-60-34-01 | 170.89              |
|          | A16287                        | Shop Parts                               | Invoice      | 11/27/2023   | Shop Parts                               | 050-511-522-60-34-01 | 178.77              |
|          | A16302                        | Shop Parts                               | Invoice      | 11/28/2023   | Shop Parts                               | 050-511-522-60-34-01 | 68.86               |
| 2221     | ULINE, INC                    | 23-03090                                 |              |              |  |                      | 1,298.78            |
|          | 170566682                     | L-Shape Adjustable Height Desk for Sta   | Invoice      | 11/06/2023   | L-Shape Adjustable Height Desk for Sta   | 001-507-522-50-35-00 | 1,298.78            |
| 2094     | VENDNOVATION, LLC             | 23-03091                                 |              |              |  |                      | 1,312.80            |
|          | 2023-02295                    | EMS Dispenser Annual Software Licn. F    | Invoice      | 12/05/2023   | EMS Dispenser Annual Software Licn. F    | 001-509-522-20-49-02 | 1,312.80            |
| 0631     | VERATHON MEDICAL              | 23-03092                                 |              |              |  |                      | 27,616.45           |
|          | 80789772                      | Glidescope Go - Penny Coyne Donator      | Invoice      | 11/30/2023   | Glidescope Go with Carry Case            | 303-509-594-20-64-07 | 3,285.56            |
|          | 80789782                      | Video laryngoscope replacement           | Invoice      | 11/30/2023   | Glidescope GO video laryngoscope, 7 t    | 303-509-594-20-64-07 | 23,327.98           |
|          | 80790241                      | Medical Supplies                         | Invoice      | 12/01/2023   | Medical Supplies                         | 001-509-522-30-31-01 | 1,002.91            |
| 0633     | VERIZON WIRELESS SERVICES LLC | 23-03093                                 |              |              |  |                      | 4,877.70            |
|          | 9949354135                    | District Mifi Plans                      | Invoice      | 11/15/2023   | District Mifi Plans                      | 001-513-522-10-42-00 | 4,877.70            |

Docket of Claims Register

APPKT01463 - 12.14.2023 Board Meeting ER

| Vendor # | Vendor Name                                 | Docket/Claim #                                      | Payable Type | Payable Date | Item Description   | Account Number                               | Payment Amount                 |
|----------|---|---|--------------|--------------|--|--|--------------------------------|
|          | Payable Number                              | Payable Description                                 |              |              |  |  | Distribution Amount            |
| 0633     | VERIZON WIRELESS SERVICES LLC<br>9949354136 | 23-03094<br>District Cell Phones                    | Invoice      | 11/15/2023   | District Cell Phones - Fire<br>District Cell Phones - Shop | 001-513-522-10-42-00<br>050-511-522-60-42-00 | 2,996.33<br>2,827.44<br>168.89 |
| 0639     | WASHINGTON FIRE COMMISSIOI<br>200001497     | 23-03095<br>2023 WFCA Annual Conference Registr     | Invoice      | 09/28/2023   | 2023 WFCA Annual Conference Registr                        | 001-501-522-45-49-01                         | 1,620.00<br>1,620.00           |
| 0648     | WASTE MANAGEMENT NORTHM<br>1578844-2677-4   | 23-03096<br>Refuse - ST 71                          | Invoice      | 12/01/2023   | Refuse - ST 71   | 001-507-522-50-47-04                         | 187.07<br>187.07               |
| 0648     | WASTE MANAGEMENT NORTHM<br>1996454-4968-9   | 23-03097<br>Refuse - ST 81                          | Invoice      | 12/01/2023   | Refuse - ST 81   | 001-507-522-50-47-04                         | 172.87<br>172.87               |
| 0648     | WASTE MANAGEMENT NORTHM<br>1578977-2677-2   | 23-03098<br>Refuse & Recycle - ST 74/Logistics Bldg | Invoice      | 12/01/2023   | Refuse & Recycle - ST 74/Logistics Bldg                    | 001-507-522-50-47-04                         | 445.43<br>445.43               |
| 0648     | WASTE MANAGEMENT NORTHM<br>1580533-2677-9   | 23-03099<br>Recycling - ST 33                       | Invoice      | 12/01/2023   | Recycling - ST 33  | 001-507-522-50-47-04                         | 506.38<br>506.38               |
| 0648     | WASTE MANAGEMENT NORTHM<br>1579315-2677-4   | 23-03100<br>Recycling - Admin Bldg                  | Invoice      | 12/01/2023   | Recycling - Admin Bldg                                     | 001-507-522-50-47-04<br>300-507-522-50-47-00 | 554.11<br>282.60<br>271.51     |
| 0648     | WASTE MANAGEMENT NORTHM<br>1579630-2677-6   | 23-03101<br>Refuse & Recycle - ST 73                | Invoice      | 12/01/2023   | Refuse & Recycle - ST 73                                   | 001-507-522-50-47-04                         | 291.29<br>291.29               |
| 0648     | WASTE MANAGEMENT NORTHM<br>0996453-4968-1   | 23-03102<br>Recycling - ST 81                       | Invoice      | 12/01/2023   | Recycling - ST 81  | 001-507-522-50-47-04                         | 225.34<br>225.34               |
| 0648     | WASTE MANAGEMENT NORTHM<br>9452630-4968-2   | 23-03103<br>Refuse & Recycle - ST 83                | Invoice      | 12/01/2023   | Refuse & Recycle - ST 83                                   | 001-507-522-50-47-04                         | 231.33<br>231.33               |
| 0648     | WASTE MANAGEMENT NORTHM<br>0996250-4968-1   | 23-03104<br>Refuse & Recycle - ST 82                | Invoice      | 12/01/2023   | Refuse & Recycle - ST 82                                   | 001-507-522-50-47-04                         | 518.98<br>518.98               |
| 0648     | WASTE MANAGEMENT NORTHM<br>1579234-2677-7   | 23-03105<br>Recycling - ST 72                       | Invoice      | 12/01/2023   | Recycling - ST 72  | 001-507-522-50-47-04                         | 248.77<br>248.77               |
| 0648     | WASTE MANAGEMENT NORTHM<br>1579233-2677-9   | 23-03106<br>Recycling - ST 71                       | Invoice      | 12/01/2023   | Recycling - ST 71  | 001-507-522-50-47-04                         | 934.60<br>934.60               |
| 0648     | WASTE MANAGEMENT NORTHM<br>1579046-2677-5   | 23-03107<br>Refuse & Recycle - ST 77                | Invoice      | 12/01/2023   | Refuse & Recycle - ST 77                                   | 001-507-522-50-47-04                         | 358.85<br>358.85               |
| 0648     | WASTE MANAGEMENT NORTHM<br>1578843-2677-6   | 23-03108<br>Refuse - ST 72                          | Invoice      | 12/01/2023   | Refuse - ST 72   | 001-507-522-50-47-04                         | 117.54<br>117.54               |
| 0648     | WASTE MANAGEMENT NORTHM<br>1580532-2677-1   | 23-03109<br>Refuse - ST 33                          | Invoice      | 12/01/2023   | Refuse - ST 33   | 001-507-522-50-47-04                         | 207.41<br>207.41               |
| 0657     | WELLSPRING FAMILY SERVICES E<br>291656      | 23-03110<br>Employee Assistance Program Monthly     | Invoice      | 11/30/2023   | Employee Assistance Program Monthly                        | 001-510-522-20-20-15                         | 470.90<br>470.90               |

Docket of Claims Register

APPKT01463 - 12.14.2023 Board Meeting ER

| Vendor #                 | Vendor Name               | Docket/Claim #                         | Payable Type | Payable Date | Item Description                       | Account Number               | Payment Amount      |
|--------------------------|---------------------------|--|--------------|--------------|--|------------------------------|---------------------|
|                          | Payable Number            | Payable Description                    |              |              |  |                              | Distribution Amount |
| 2339                     | WESTERN WASHINGTON UNIVEF | 23-03111                               |              |              |  |                              | 800.00              |
|                          | RA8476                    | Economic & Busniess Research Speake    | Invoice      | 11/17/2023   | Economic & Busniess Research Speake    | 001-502-522-10-41-01         | 800.00              |
| 2129                     | WEX BANK                  | 23-03112                               |              |              |  |                              | 20,637.39           |
|                          | 93477861                  | Apparatus Fuel                         | Invoice      | 11/30/2023   | Apparatus Fuel - EMS                   | 001-509-522-20-32-00         | 10,241.16           |
|                          |                           |  |              |              | Apparatus Fuel - Shop                  | 050-511-522-60-32-00         | 155.08              |
|                          |                           |  |              |              | Apparatus Fuel - Suppression           | 001-504-522-20-32-00         | 10,241.15           |
| 0665                     | WHELEN ENGINEERING COMPAN | 23-03113                               |              |              |  |                              | 363.99              |
|                          | 396987                    | Shop Parts                             | Invoice      | 11/16/2023   | Shop Parts                             | 050-511-522-60-34-01         | 145.60              |
|                          | 405181                    | Shop Parts                             | Invoice      | 12/01/2023   | Shop Parts                             | 050-511-522-60-34-01         | 218.39              |
| 2011                     | ZIPLY FIBER               | 23-03114                               |              |              |  |                              | 236.62              |
|                          | ST33-NOVDEC23             | Elevator & Fire Alarm Phone Lines/Cor  | Invoice      | 12/07/2023   | Elevator & Fire Alarm Phone Lines/Cor  | 001-513-522-50-42-01         | 236.62              |
| 2011                     | ZIPLY FIBER               | 23-03115                               |              |              |  |                              | 397.22              |
|                          | ST73-NOVDEC23             | Fax & Alarm Connection Services - ST 7 | Invoice      | 11/10/2023   | Fax & Alarm Connection Services - ST 7 | 001-513-522-50-42-01         | 397.22              |
| <b>Total Claims: 165</b> |                           |  |              |              |  | <b>Total Payment Amount:</b> | <b>780,690.11</b>   |



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

---

**11/30/2023 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:** \$954,922.40

**Paper Checks:** \$12,681.27

**Taxes:** \$262,261.98

**Allowed in the sum of:** \$1,229,865.65

**Reviewed by:**

*Melissa Jenkins*  
**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 21, 2023, 1730 hours

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

**PUBLIC COMMENT:** NA

**UNION COMMENT:** NA

**CHIEF'S REPORT:** *As presented.*

**COMMISSIONER REPORTS:** Commissioner Elmore gave highlights of the recent Finance Committee meeting; included were Ladder Truck change orders, MOU on wellness incentive date changes, third quarter Finance Report, and 2024 letters of intent to retire. Sno911 meeting was reported on by Commissioner Waugh.

**COMMITTEE MEETING MINUTES:** See attachments.

### **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*

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

Motion by Commissioner Steinruck and 2<sup>nd</sup> by Commissioner Schaub

**On Vote, Motion carried 7/0.**

### **OLD BUSINESS**

**Discussion**





## Action

### *2024 District Budget Presentation*

- *Resolution 2023-11 Regular Levy Ordinance*

**Motion to approve Resolution 2023-11 Regular Levy Ordinance as submitted.**

Motion by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Gagnon.

**On Vote, Motion carried 7/0**

- *Resolution 2023-12 EMS Levy Ordinance*

**Motion to approve Resolution 2023-12 Levy Ordinance as submitted.**

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

**On Vote, Motion carried 7/0.**

- *Resolution 2023-13 Budget 2024*

**Motion to approve Resolution 2023-13 Budget 2024 as submitted.**

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

**On Vote, Motion carried 7/0.**

### *Ladder Truck Change Order*

**Motion to authorize the Fire Chief to execute change orders related to the purchase of the NXT Aerial Apparatus in an amount of up to 10% over the not to exceed price approved by motion on January 12, 2023.**

Motion by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Gagnon.

**On Vote, Motion carried 7/0.**

### *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*

**Motion to approve Policies 334, 704, 709, 1040, 1045, and 1046 as submitted.**

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

**On Vote, Motion carried 7/0**

## **NEW BUSINESS**

### **Discussion**

- *Policy 300 Incident Management*
- *Policy 301 Emergency Response*
- *Policy 302 Fire Ground Accountability*



## SNOHOMISH REGIONAL FIRE & RESCUE

- *Policy 303 Rapid Intervention Two-in Two-Out:* Discussion regarding language “all personal assigned” perhaps removing the word “assigned” from the policy would be more encompassing.
- *Policy 305 Tactical Withdrawal*
- *Policy 500 Patient care Reports (PCR)*
- *Policy 501 Medical Supplies*
- *Policy 503 Advance Health Care Directives:* Request to consider adding language regarding the next level of supervision called to scene in these situations.
- *Policy 504 Latex Sensitivity*
- *Policy 613 Training Records:* Request to consider including a timeline for completion of training.
- *Policy 616 Live-fire Training*
- *Policy 901 Division of Occupational Safety and Health (DOSH)*
- *Policy 915 Personal Protective Equipment:* request to consider tracking when PPE undergo decon.

*Benefits Resolutions 2021-14 and 2022-04: Juneteenth:* Chief O'Brien ask the Board of Commissioner's to consider adding Juneteenth to the list of observed holidays for Executive and Exempt contracts.

*Executive and Exempt contracts & Fire Chief Performance Review:* [Chief O'Brien asked to move these items to Executive Session.](#)

*Collaboration Discussion:* The Board was informed of a letter addressed to Chair Elmore from Snohomish Fire District #4. This letter asked if the Board would be interested in participating in a discussion with Snohomish Fire District #4 and South County Fire on potential partnerships and various joint ventures up to and including various mergers. It was agreed Chairman Elmore would send a reply letter reviewed by the Board of Commissioner.

### *Post-Retirement Medical Contract*

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

Chief O'Brien explained this was the first review for the individual seeing Post-Retirement Medical benefits.

### **Action**

**GOOD OF THE ORDER:** Commissioner Waugh expressed his sadness in the resignation of Kendra Timm and wished her all the best.

**ATTENDANCE CHECK:** *Board Members noted availability for the Regular Commissioner Meeting December 14, at 1730-Station 31 Training Room/Zoom.* Commissioner Gagnon will be absent.



**EXECUTIVE SESSION:** Chair Elmore called for Executive Session to begin at 1800 hours for 20 minutes pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee and the addition of RCW 42.30.140(4)(b) Labor Negotiations. The Regular Board of Commissioner meeting resumed at 1820 hours with no action taken.

**ADJOURNMENT:** Chairman Elmore announced adjournment at 1820 hours.

**Snohomish Regional Fire & Rescue**

---

Commissioner Rick Edwards

---

Chairman Troy Elmore

---

Vice Chairman Randy Fay

---

Commissioner Paul Gagnon

---

Commissioner Jeff Schaub

---

Commissioner Jim Steinruck

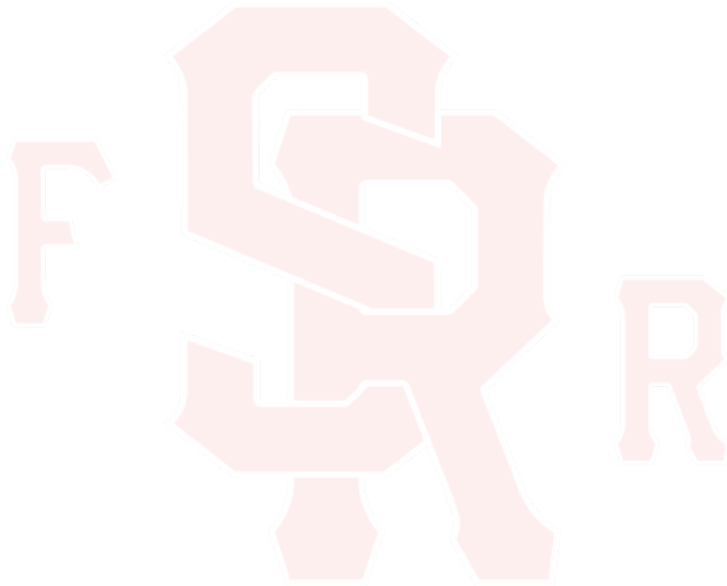
---

Commissioner Roy Waugh



# OLD BUSINESS

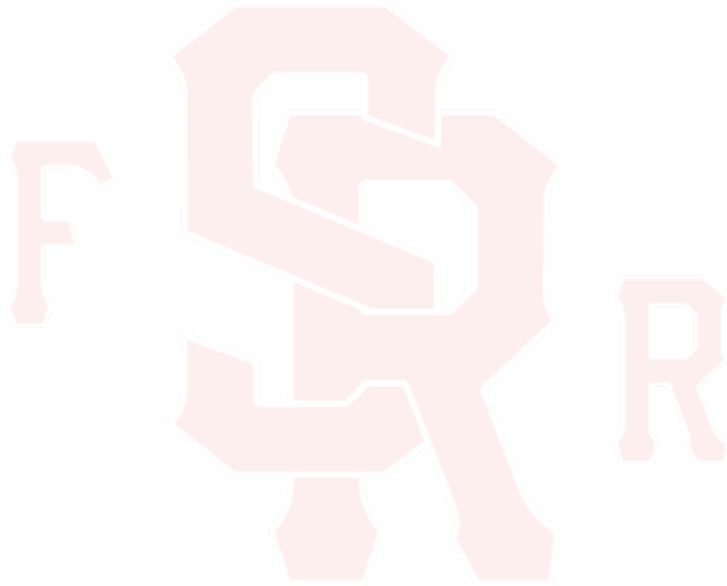
## DISCUSSION





# OLD BUSINESS

## ACTION



# 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.

# Snohomish Regional Fire & Rescue

## Policy Manual

### *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

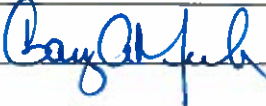
Ongoing, routine strategic and tactical accountability at all emergency incidents, including wildland fires, should be accomplished through periodic reporting or visual observation. This can be accomplished through concise reports that include conditions, actions and needs, also called a CAN report.

## 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*.



## 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:         |  |

- 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.



## 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:         |  |

- 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:



## 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:         |  |

- 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:**





## 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:         |  |


- 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.



## 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:         |  |

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.

# Snohomish Regional Fire & Rescue

## Policy Manual

### *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

# Snohomish Regional Fire & Rescue

## Policy Manual

### *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®), cardiopulmonary 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

Policy Manual

## *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](#)):

# Snohomish Regional Fire & Rescue

## Policy Manual

### 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.

# Snohomish Regional Fire & Rescue

## 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

## Policy Manual

### *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 REGIONAL FIRE AND RESCUE***

**RESOLUTION #2023-15 replacing 2021-14**

**A RESOLUTION ESTABLISHING STANDARD EMPLOYMENT  
BENEFITS FOR ALL EXECUTIVE PERSONNEL**

**WHEREAS**, the Board of Commissioners of Snohomish Regional Fire and Rescue feel it is essential to clearly identify and standardize the personnel benefits provided to non-represented executive employees; and

**WHEREAS**, this resolution applies to all executive level employees who perform full-time duties and enter an employment agreement with the District. A full-time member means any person employed by Snohomish Regional Fire and Rescue who devotes a minimum of 40 hours per week average on a year-round basis; and

**WHEREAS**, this resolution shall not prevail over or pre-empt any wages, hours or working conditions contained in an employee's employment agreement with the District; and

**WHEREAS**, the benefits established in this Resolution supersede the benefits established in Resolution 2021-14; and

**WHEREAS**, the Board of Commissioners intends to provide benefits comparable with those of comparable fire departments in the region and will be periodically reevaluated for such purpose.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of Snohomish Regional Fire and Rescue adopt the following benefits for all full-time members effective January 1, 2024:

**HEALTH BENEFITS** - The District shall provide and pay the monthly premium for the District's selected Medical, Dental, & Vision plans for the employee, spouse and dependent(s). The District retains the right to change carriers should a more cost-effective plan be secured. Such change shall not result in a lapse of insurance coverage.

Additionally, employees shall have the following placed into their VEBA Account per calendar month:

Employee: \$250.00 per calendar month coinciding with their enrollment level in the medical plan.

Employee With Dependents: \$500.00 per calendar month coinciding with their enrollment level in the medical plan.

**LIFE & DISABILITY** - The District shall provide:

- \$95,000 of Life Insurance and Accidental Death & Disability coverage.
- A short-term disability policy with a waiting period of no more than 30 days.
- Access to a long-term disability policy. Enrollment shall be discretionary with Employees, and Employees shall pay for the premium.

If an employee becomes disabled and unable to work, then that employee may utilize accrued and unused sick or vacation leave, or holiday time to satisfy any waiting or elimination period on the short-term disability policy provided by the District. While on disability the Employee shall accrue sick leave, holiday, and vacation time for the first six (6) months.

**EMPLOYEE ASSISTANCE PROGRAM (EAP):** The District shall provide an "Employee Assistance Program".

**MANAGEMENT BENEFIT:** Employees shall receive an additional wage of 10.5% of their regular rate added to their monthly wage.

**EDUCATION:** Members who have successfully completed the National Fire Academy's Executive Fire Officer's Academy, applicable master's degree, or an equivalent program as approved by the Fire Chief shall receive an additional wage of one percent (1%) of their base wage.

**LONGEVITY PAY:** Members shall receive additional compensation calculated from the employees' base wage for full-time service with Snohomish Regional Fire and Rescue or any fire district that previously merged into the District as follows:

| Completed Years of Service | % |
|----------------------------|---|
| 5                          | 1 |
| 10                         | 2 |
| 15                         | 3 |
| 20                         | 4 |
| 25                         | 5 |

**HOLIDAYS:** Employees shall be granted the following observed holidays:

New Year's Day

Martin Luther King

Presidents Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Veteran's Day

Thanksgiving

The Day after Thanksgiving

Christmas

2 Floating/Personal Days as approved by the Fire Chief

Holidays have no cash-out value.

When authorized holidays fall on a non-working day, the holidays shall be scheduled as floating/personal days.

**VACATION:** Employees shall accrue vacation on their full-time employment anniversary date with District 7 or any fire district that previously merged into district 7 as follows:

| Months of Service | Hours |
|-------------------|-------|
| 0 – 12            | 48    |
| 13 – 24           | 96    |
| 25 – 60           | 120   |
| 61 – 96           | 168   |
| 97 – 144          | 192   |
| 145 – 204         | 216   |
| 205 – 228         | 240   |
| 229 – 252         | 264   |
| 253 - 300         | 312   |

Employees shall accrue vacation hours on a monthly basis for the purposes of determining the amount of vacation payable to the employee. Employees shall not be allowed to carry over vacation leave from year to year.

Employees are entitled to sell back their accrued Vacation leave hours annually as follows:

- Employees may sell back 25% of their accrued Vacation in June and 25% of accrued Vacation leave on December for a total of 50% annually.
- Changes to the sell back amount after the deadline are at the sole discretion of the Chief and must be due to an employee emergency or the needs of the District.

**SICK LEAVE:** Employees shall accrue twelve (12) hours of sick leave each month. Employees shall be allowed to carry over a maximum balance of 1240 hours of sick leave from year to year. On January 31st of each year, any hours over such limit shall be cashed out at fifty cents (.50) on the dollar.

Existing employees whose balances currently exceed this 1240 maximum shall be grandfathered at their current sick leave balance.

Upon separation from service the employee may roll the remaining amount at fifty cents (\$.50) on the dollar into employee's Deferred Compensation Program up to the annual contribution limits with any remaining funds being issued to the employee unless otherwise directed in the active Exempt Employee non-represented HRA VEBA agreement or, the employee may receive the sick leave payout directly.

**EXECUTIVE BENEFIT:** The District shall make an annual contribution of money equal to 50 hours of regular pay that would be paid and be placed in a VEBA Account in the name of the employee per year. Such amount shall be deposited in December of each year or prorated if the employee leaves employment with the District or retires before the end of any calendar year.

**BEREAVEMENT LEAVE:** Employees shall be entitled to bereavement leave in the event of the death of an employee's mother, father, brother, sister, spouse or domestic partner, child or legal dependent, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt, uncle, cousins, or step-family equivalent to the above named, or those who stood "in loco parentis" role. Employee may receive up to forty (40) hours, at the discretion of the Fire Chief or designee, per incident. Any time beyond this amount required because of travel or extenuating



circumstances shall be at the discretion of the Fire Chief and must be approved in advance. Excess time allowed may be drawn from any accrued leave bank. If no accrual banks are available, leave without pay may be used. Bereavement leave shall be approved in advance by the Fire Chief or their designee on an as-needed basis.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Snohomish Regional Fire and Rescue adopted Resolution 2023-15 at the Board of Commissioners meeting on December 14, 2023.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that any previous Employee Benefit Resolutions shall be superseded by this resolution and shall remain in effect until changed by resolution of the Board of Commissioners of Snohomish Regional Fire and Rescue.

**ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH REGIONAL FIRE AND RESCUE THIS 14TH DAY OF DECEMBER, 2023.**

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

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

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

\_\_\_\_\_  
Paul Gagnon, Commissioner

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

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

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

Attest:

\_\_\_\_\_  
District Secretary

**SNOHOMISH REGIONAL FIRE AND RESCUE**

**RESOLUTION #2023-16 replacing 2022-04**

**A RESOLUTION ESTABLISHING STANDARD EMPLOYMENT BENEFITS FOR ALL NON-REPRESENTED, MANAGEMENT AND CONFIDENTIAL PERSONNEL**

**WHEREAS**, the Board of Commissioners of Snohomish Regional Fire and Rescue feel it is essential to clearly identify and standardize the personnel benefits provided to non-represented, management and confidential employees who are in exempt or non-exempt positions, and are employed pursuant to an offer letter entered at the time the employee accepted employment with the District and meet the requirements as outlined in the Employee Benefits Policy; and

**WHEREAS**, this resolution applies to all non-represented, management and confidential employees, who are not executive employees with full employment contracts, who perform full-time or part-time duties and enter into employment with the District. A full-time employee means any person employed by Snohomish Regional Fire and Rescue who devotes a minimum of 40 hours per week average on a year-round basis. A part-time employee means any person employed by Snohomish Regional Fire and Rescue who works less than 40 hours per week. For purposes of this resolution, part-time Employees working 20 or more hours per week are eligible for the total benefits package as provided for by Board policy and in this resolution. Employees working less than 20 hours per week are not eligible for the total benefits package, thus exempted from this resolution. However, they are eligible for benefits as provided for by state law. Part-time employees that are eligible for the total benefits package, shall have all leave accruals and premium costs associated with health benefits prorated by their full-time employee (FTE) equivalency; and

**WHEREAS**, this resolution shall not prevail over or pre-empt any wages, hours or working conditions contained in an employee's offer letter from the District.

**WHEREAS**, the Board of Commissioners intends to provide benefits comparable with those of comparable fire departments in the region and will be periodically reevaluated for such purpose.

**WHEREAS**, the benefits established in this Resolution supersede the benefits established in Resolution 2022-04; and

**WHEREAS**, this resolution shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which the non-represented, management and confidential employees may rely. The Board reserves the right to amend, delete, supplement, or rescind any of the provisions of this resolution, as the Board deems necessary and appropriate, without advance notice.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of Snohomish Regional Fire and Rescue adopt the following benefits for all full-time members effective January 1, 2024:

**HEALTH BENEFITS** - The District shall provide and pay the monthly premium for the District's selected Medical, Dental, & Vision plans for the employee, spouse and dependent(s). The District retains the right to change carriers should a more cost-effective plan be secured. Such change shall not result in a lapse of insurance coverage.

Additionally, employees shall have the following placed into their VEBA Account per calendar

month:

Employee: \$250.00 per calendar month coinciding with their enrollment level in the medical plan.

Employee With Dependents: \$500.00 per calendar month coinciding with their enrollment level in the medical plan.

**LIFE & DISABILITY** - The District shall provide:

- \$15,000 of Life Insurance and Accidental Death & Disability coverage.
- A short-term disability policy with a waiting period of no more than 30 days.
- Access to a long-term disability policy. Enrollment shall be discretionary with Employees, and Employees shall pay for the premium.

If an employee becomes disabled and unable to work, then that employee may utilize accrued and unused sick or vacation leave, or holiday time to satisfy any waiting or elimination period on the short-term disability policy provided by the District. While on disability the Employee shall accrue sick leave, holiday, and vacation time for the first six (6) months.

**EMPLOYEE ASSISTANCE PROGRAM (EAP):** The District shall provide an "Employee Assistance Program".

**DEFERRED COMPENSATION:** Employees shall receive a match of up to 6% of their regular rate added to their monthly wage.

**EDUCATION:** Members who hold the following degrees in management, business, executive, administrative, education or applicable field and from an accredited college or university, shall receive the following benefit:

|                                 |                     |
|---------------------------------|---------------------|
| Associate or Bachelor's Degree: | 0.5% of base salary |
| Master's Degree:                | 1.0% of base salary |

**LONGEVITY PAY:** Members shall receive additional compensation calculated from the employees' base wage for full-time service with Snohomish Regional Fire and Rescue or any fire district that previously merged into the District as follows:

| Completed Years of Service | % |
|----------------------------|---|
| 5                          | 1 |
| 10                         | 2 |
| 15                         | 3 |
| 20                         | 4 |
| 25                         | 5 |

**HOLIDAYS:** Employees shall be granted the following observed holidays:

New Year's Day  
Martin Luther King  
Presidents Day  
Memorial Day  
Juneteenth

Independence Day  
 Labor Day  
 Veteran's Day  
 Thanksgiving  
 The Day after Thanksgiving  
 Christmas  
 2 Floating/Personal Days as approved by the Fire Chief or designee  
**Holidays have no cash-out value.**

When authorized holidays fall on a non-working day, the holidays shall be scheduled as floating/personal days.

**VACATION:** Employees shall accrue vacation on their employment anniversary date with Snohomish Regional Fire & Rescue (SRFR) or any fire district that previously merged into SRFR as follows:

| Months of Service | Hours |
|-------------------|-------|
| 0 - 12            | 48    |
| 13 - 24           | 96    |
| 25 - 60           | 120   |
| 61 - 96           | 168   |
| 97 - 144          | 192   |
| 145 - 204         | 216   |
| 205 - 228         | 240   |
| 229- 252          | 264   |
| 253 - 300         | 312   |

Employees shall accrue vacation hours on a monthly basis for the purposes of determining the amount of vacation payable to the employee. Employees shall not be allowed to carry over vacation leave from year to year.

Employees are entitled to sell back their accrued Vacation leave hours annually as follows:

- Employees may sell back 25% of their accrued Vacation in June and 25% of accrued Vacation leave in December for a total of 50% annually.
- Changes to the sell back amount after the deadline are at the sole discretion of the Chief and must be due to an employee emergency or the needs of the District.

**SICK LEAVE:** Eligible employees shall accrue twelve (12) hours of sick leave each month. Employees shall be allowed to carry over a maximum balance of 1240 hours of sick leave from year to year. On January 31st of each year, any hours over such limit shall be cashed out at fifty cents (.50) on the dollar.

Upon separation from service the employee may roll the remaining amount at fifty cents (\$.50) on the dollar into employee's Deferred Compensation Program up to the annual contribution limits with any remaining funds being issued to the employee or, the employee may receive the sick leave payout directly unless otherwise directed in the active Non-Represented HRA VEBA agreement.

**BEREAVEMENT LEAVE:** Employees shall be entitled to bereavement leave in the event of the death of an employee's mother, father, brother, sister, spouse or domestic partner, child or legal

dependent, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt, uncle, cousins, or step-family equivalent to the above named, or those who stood "in loco parentis" role. Employee may receive up to forty (40) hours, at the discretion of the Fire Chief or designee, per incident. Any time beyond this amount required because of travel or extenuating circumstances shall be at the discretion of the Fire Chief and must be approved in advance. Excess time allowed may be drawn from any accrued leave bank. If no accrual banks are available, leave without pay may be used. Bereavement leave shall be approved in advance by the Fire Chief or their designee on an as-needed basis.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Snohomish Regional Fire and Rescue adopted Resolution 2023-16 at the Board of Commissioners meeting on December 14, 2023.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that any previous Employee Benefit Resolutions shall be superseded by this resolution and shall remain in effect until changed by resolution of the Board of Commissioners of Snohomish Regional Fire and Rescue.

**ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH REGIONAL FIRE AND RESCUE THIS 14<sup>th</sup> DAY OF DECEMBER, 2023.**

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

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

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

\_\_\_\_\_  
Paul Gagnon, Commissioner

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

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

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

Attest:

\_\_\_\_\_  
District Secretary



**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,  
Monroe, Washington 98272  
(360) 794-7666 (Fax (360) 794-0959  
[www.srfr.org](http://www.srfr.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 22<sup>nd</sup> 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

163 Village Court,  
Monroe, Washington 98272  
(360) 794-7666 (Fax (360) 794-0959  
[www.srfr.org](http://www.srfr.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 **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 22<sup>nd</sup> 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](http://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 22<sup>nd</sup> 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 \_\_\_\_\_



# SNOHOMISH REGIONAL FIRE & RESCUE

163 Village Court,  
Monroe, Washington 98272  
(360) 794-7666 (Fax (360) 794-0959  
[www.srfr.org](http://www.srfr.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 **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 employee's 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 22<sup>nd</sup> 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 \_\_\_\_\_



# SNOHOMISH REGIONAL FIRE & RESCUE

163 Village Court,  
Monroe, Washington 98272  
(360) 794-7666 (Fax (360) 794-0959  
[www.srfr.org](http://www.srfr.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 **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 22<sup>nd</sup> 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

## DISCUSSION





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

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

|  |  |
|--|--|
| <b>Initiative Name:</b> Draft Policy Approval  |  |
| <b>Executive member responsible for guiding the initiative:</b> DC McConnell   |  |
| <b>Type of Action:</b> <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution  |  |
| <b>Initiative Description:</b> <ul style="list-style-type: none"> <li>• <b>Brief Description</b></li> <li>• <b>Goal of Initiative</b></li> <li>• <b>Initiative Results (deliverables)</b></li> <li>• <b>Connection to Strategic Plan</b></li> <li>• <b>Supporting Documentation (attach)</b> <ul style="list-style-type: none"> <li>○ <b>Scope of work</b></li> <li>○ <b>Contract(s)</b></li> <li>○ <b>Project proposal(s)</b></li> <li>○ <b>Presentation(s)</b></li> </ul> </li> <li>• <b>If Financial: Reason RAB must be approved outside of the annual budget process</b></li> </ul> | <p>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"> <li>304 Urban Search and Rescue</li> <li>326 Traffic Collisions</li> <li>402 Fire Investigators</li> <li>702 Apparatus Inspections, Testing, Repair and Maintenance</li> <li>902 Washington DOSH Notification of Injury or Death</li> <li>908 Respiratory Protection Program</li> <li>909 Personal Alert Safety System PASS Devices</li> </ul> |
| <b>Financial Impact:</b>   | Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A<br>Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A<br><br>Total amount of initiative (attach amount breakdown if applicable): \$<br>Initial amount: \$<br>Long-term annual amount(s): \$<br><br>Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$<br><br>Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$<br><ul style="list-style-type: none"> <li>• If yes: Fund(s)/line item(s) to be amended:</li> </ul>   |
| <b>Risk Assessment:</b>  | Risk if approved: N/A<br><br>Risk if not approved: Increased liability due to outdated policies that do not match current agency practices or meet organizational needs.   |

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





---

## Urban Search and Rescue (USAR)

### 304.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the Federal Emergency Management Administration (FEMA) Urban Search and Rescue (USAR) Response System as a resource for disaster response.

### 304.2 POLICY

It is the policy of Snohomish Regional Fire & Rescue to utilize the FEMA USAR resources in the event of an urban disaster, as appropriate.

### 304.3 RESOURCES

USAR is a multi-hazard discipline and may be used for a variety of disasters, including hurricanes, earthquakes, typhoons, storms, tornadoes, floods, dam failures, technological accidents, terrorist activities and hazardous material releases.

USAR task forces have four areas of specialization: searches, to find victims who are trapped after a disaster; rescues, which include safely digging victims out of collapsed concrete or metal; technical: structural specialists who help make rescues safe for the rescuers; medical: caring for victims before and after a rescue.

If a disaster warrants national USAR support, FEMA may deploy task forces within six hours of notification and can provide additional teams as necessary to support Snohomish Regional Fire & Rescue's efforts to locate victims and manage recovery operations.

The following resources are generally available from the FEMA USAR Response System:

- Air Search Team (fixed-wing)
- Airborne Reconnaissance (fixed-wing)
- Canine - Avalanche/Snow
- Canine - Disaster Response
- Canine - Land/Cadaver
- Canine - Water
- Canine - Wilderness
- Canine - Wilderness Tracking and Trailing
- Cave Search and Rescue Team
- Collapse Search and Rescue Team
- Mine and Tunnel Search and Rescue Team
- Mountain Search and Rescue Team

# Snohomish Regional Fire & Rescue

## Policy Manual

### *Urban Search and Rescue (USAR)*

---

- Radio Direction Finding Team
- Swift Water and Flood Search, and Dive Rescue Team
- USAR Incident Support Team
- USAR Task Force
- Wilderness Search and Rescue Team

More information about the specific capabilities and sustainability of USAR resources may be obtained on the FEMA website.

# Traffic Collisions

1. Space under reference corrected in Lexipol\*
2. Address accident classifications and responsibilities. Does the policy need more added or will the procedure provide clarification necessary?

## 326.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic collisions involving district vehicles and district personnel on official business. This policy applies to collisions involving any district-owned vehicle and to collisions any time district business is being conducted, regardless of who owns the vehicle involved.

Reference:

[SRFR Apparatus Collision Review Form](#)

SRFR Procedure [7-07 Accident Investigation and Reporting](#)

## 326.2 POLICY

Note: "CUSTOM:Health & Safety Officer" is a Lexipol error with a text entity, we will work with Lexipol to fix prior to final copy being issued.

Best Practice MODIFIED

It is the policy of this district to investigate all district traffic collisions, with the intent of learning the cause of the collision, contributing factors and implementing corrective measures when appropriate. It is the role of the CUSTOM:Health & Safety Officer and Safety Committee to review any Apparatus Collisions and determined if an investigation is appropriate.

## 326.3 REPORTING RESPONSIBILITIES

Best Practice MODIFIED

All district members involved in a traffic collision in a vehicle owned by the District or while conducting district business, regardless of who owns the vehicle, shall immediately report the collision to the appropriate local law enforcement agency and notify an on-duty supervisor.

All district members involved in a traffic collision shall also complete and submit an Apparatus Collision Review Form to their supervisor and designated CUSTOM:Health & Safety Officer, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form.

Line personnel supervisors are responsible for reporting traffic collisions to the Battalion Chief. This form shall be completed within 24 hours of the occurrence and initially forwarded to the appropriate Battalion Chief. Once notified of a traffic collision, the Battalion Chief is responsible for ensuring that the completed Apparatus Collision Review Form is forwarded to the CUSTOM:Health & Safety Officer for review.

## 326.4 CONFIDENTIALITY OF DISTRICT COLLISION INVESTIGATION

Best Practice MODIFIED

# Snohomish Regional Fire & Rescue

## Policy Manual

### *Traffic Collisions*

---

All internally generated reports, statements, photographs, diagrams and other materials shall be considered confidential and may not be released except as required by law. Copies of any collision reports obtained from involved law enforcement agencies shall also be considered confidential and subject to release only as authorized by law ([RCW 46.52.080](#)).

## Attachments

## Apparatus Collision Review Form\_2022.pdf





Section Three: Apparatus Driver Information

Driver Name (Print) Shift Station Assignment Drivers License #

In your opinion, was the collision preventable? YES NO

Describe below how this collision might have been prevented?

Four horizontal lines for describing collision prevention.

Consecutive hours worked at time of collision?

Signature and Date lines with 'SIGN HERE' arrow pointing to the signature line.

Section Four: Apparatus Officer Information

Apparatus Officer Printed Name Shift Station Assignment Drivers License #

In your opinion, was the collision preventable? YES NO

Describe below:

Three horizontal lines for describing collision prevention.

In your opinion who or what was responsible for this collision?

Describe below:

Three horizontal lines for describing responsibility.

Do you agree with the information in the above sections? YES NO

If No, what exception do you take to the information?

Three horizontal lines for describing exceptions.

Signature and Date lines with 'SIGN HERE' arrow pointing to the signature line.

**Section Five: Battalion Chief Review - To be completed by On-Duty Battalion Chief**

\_\_\_\_\_ Battalion Chief Name (Print)

\_\_\_\_\_ Shift

\_\_\_\_\_ Date Completed

Do you agree with section one to four? YES  NO

If any, what exceptions do you take to the information? Explain below:

---



---



---



---

What actions did you take as a result of this incident?

---



---



---



---

What issues were identified that likely will need follow-up? IE: Private property, vehicle repair Etc.

---



---



---



---

What repair, if any, is needed for district apparatus?

---



---



---



---

- Can affected apparatus remain in service? YES  NO
- Maintenance order submitted for repair - OPIQ # \_\_\_\_\_
- Safety inspection of involved apparatus completed by Services on \_\_\_\_\_ Date
- Copy of report sent to Operations Chief \_\_\_\_\_ Date

**SIGN HERE →** \_\_\_\_\_  
 Battalion Chief Signature Date

**Section Six: Safety Committe Review**

\_\_\_\_\_  
Date recieved by Health & Safety Officer

\_\_\_\_\_  
Date of Safety Committee Review

Any Additional information:

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

Safety Committee Recommendation & Action:

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

**SIGN HERE →** \_\_\_\_\_  
Health & Safety Officer Signature Date

## 7-07 Accident Investigation and Reporting.pdf

# SNOHOMISH COUNTY FIRE DISTRICT #7

## Department Policy & Procedure

**SUBJECT:** ACCIDENT INVESTIGATION & REPORTING – FATALITIES AND SERIOUS INJURIES

**EFFECTIVE DATE:** 6/1/97, Updated 2/20/04

**NUMBER:** 7-07

**APPROVAL:** \_\_\_\_\_

### 1.0 PURPOSE:

- 1.1 To establish standard accident investigation guidelines for occupational deaths and serious injuries.

### 2.0 PERSONNEL AFFECTED:

- 2.1 Total department.

### 3.0 REFERENCE:

- 3.1 WAC 296-305-01503
- 3.2 WAC 296-800-320
- 3.3 *District Occupational Injury, Illness and Exposure Review Form*

### 4.0 DEFINITIONS:

- 4.1 N/A.

### 5.0 POLICY:

- 5.1 After the emergency actions following accidents that cause serious injuries that have immediate symptoms, a preliminary investigation of the cause of the accident shall be conducted. A person designated by the Fire Chief shall conduct the investigation. The findings of the investigation shall be documented for reference at any time following formal investigations.
- 5.2 Within eight (8) hours after a fatality or probable fatality of any member from a work-related incident or the inpatient hospitalization of two or more members as a result of a work-related incident, the Fire Chief shall orally report the fatality/multiple hospitalization by telephone or in person, to the Department of Labor and Industries at (425) 290-1300.
- 5.3 Equipment involved in an accident resulting in an immediate or probable fatality, shall not be moved, until a representative of the Consultation and Compliance Services Division of the Department of Labor and Industries investigates the accident and releases such equipment, *except* where removal is essential to prevent further accident. When necessary to remove the victim, such equipment may be moved only to the extent of making possible such removal.
- 5.4 Upon arrival of the Department of Labor and Industries investigator, the Fire Chief or designee shall assign as many personnel as are deemed necessary to assist the Department of Labor and Industries in conducting the investigation.
- 5.5 The District shall preserve all records, photographic materials, audio, video, recordings, or other documentation concerning an accident for a period of seven years.
- 5.6 Accident information will be shared with personnel.

# SNOHOMISH COUNTY FIRE DISTRICT #7

## Department Policy & Procedure

### 6.0 RESPONSIBILITY:

- 6.1 All members are required to abide by the provisions of this procedure.
- 6.2 The District Health & Safety Officer shall assure that all reportable accidents are reported and investigated.
- 6.3 The Deputy Chief of Operations will be responsible to define corrective action. A time line must be established as to when the corrective action must be completed. Every investigation should include an action plan.
- 6.4 Battalion Chiefs are responsible to assure affected members complete necessary reports.
- 6.5 Company Officers shall ensure that accident-reporting procedures are initiated per District policy.

### 7.0 GUIDELINES

- 7.1 The purpose of an investigation is to find the cause of an accident and prevent further occurrences, not to fix blame. An unbiased approach is necessary to obtain objective findings.
  - 7.1.1 Interview the injured party and available witnesses, as soon as possible, to determine the following:
    - (a) Circumstances preceding and surrounding the incident—what were underlying and contributing causes, as well as immediate causes?
    - (b) What physical hazards existed at the time of the accident, such as unprotected openings, or housekeeping, slippery surfaces, protruding nails, etc.?
    - (c) Were defective tools, equipment or materials provided to workers—or were they improperly used?
    - (d) Was personal protective equipment not provided, was PPE defective, not used, or used improperly?
    - (e) Did unsafe work practices contribute to the incident, including improper lifting or handling of materials?
    - (f) What safety rules or safety training might have prevented the accident?
    - (g) What unsafe conditions or unsafe actions were caused by a third party – for example, another department or a contractor?
  - 7.1.2 If possible, interview injured individuals at the scene of the accident and “walk through” a re-enactment. Be careful not to repeat any act that may have caused the injury.
  - 7.1.3 Privacy is important during interviews. Interview witnesses one at a time. Talk with anyone who has knowledge of the accident, even if they did not actually witness the mishap. Express sincere appreciation to anyone who helped with the investigation.
  - 7.1.4 Record the names, addresses and statements of witnesses. Consider taking signed, dated statements if facts are unclear or an element of controversy exists.
  - 7.1.5 If a third party or defective product contributed to the accident save any evidence. It could be critical to the recovery of claim costs.
  - 7.1.6 In major incidents use sketches, diagrams and photos, to document details graphically. Take measurements when appropriate.
  - 7.1.7 Define corrective actions that should be taken to prevent re-occurrence.

## Fire Investigations

### 402.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions responded to by Snohomish Regional Fire & Rescue and occurring within this jurisdiction are investigated and properly documented in accordance with state and federal laws and national standards.

### 402.2 POLICY

It is the policy of Snohomish Regional Fire & Rescue to promptly investigate the cause, origin, and circumstances of fires and explosions occurring in this jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property.

### 402.3 RESPONSIBILITIES

The Fire Chief has overall responsibility for fire investigations. The Fire Marshal is responsible for management of the fire investigations program. The Incident Commander (IC) of each incident is responsible for ensuring that each fire is investigated for origin and cause.

### 402.4 INCIDENT REPORTS

To ensure district incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report to the Fire Marshal for each investigation conducted. All areas of the report are to be filled out. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The Fire Marshal is responsible for reviewing and approving the investigative reports.

#### 402.4.1 STATE REPORTING

The Fire Marshal shall immediately report the results of any fire investigation to local law enforcement and the Washington State Fire Marshal when the cause of a fire is determined to be suspicious or criminal in nature ([RCW 43.44.050](#)).

### 402.5 FIRE INVESTIGATORS

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation.

Fire investigators shall follow a systematic approach based on the scientific method and National Fire Protection Association (NFPA) 921: Guide for Fire and Explosion Investigations when conducting a fire investigation for the purpose of origin and cause determination.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the Fire Marshal and request the assistance of a Snohomish County Fire Marshal or local Law Enforcement Officer with arrest authority, if appropriate.

## *Fire Investigations*

---

### 402.5.1 FIRE INVESTIGATOR QUALIFICATIONS

Fire investigators should:

- (a) Meet the job performance requirements of the National Fire Protection Association (NFPA) 1033: Standard for Professional Qualifications for Fire Investigators.
- (b) Complete and maintain the certification requirements of the International Association of Arson Investigators (IAAI), and the Washington State Fire Investigator's International Fire Service Accreditation Congress (IFSAC) certificate.
- (c) Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.



# Apparatus Inspections, Testing, Repair, and Maintenance

## 702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the testing, inspection, repair, and maintenance responsibilities of members with regard to district vehicles and apparatus. Vehicles and apparatus shall comply with all regulations in the Washington Administrative Code, Washington Motor Vehicles Code, and/or the applicable sections of National Fire Protection Association (NFPA) 1002. Inspections also ensure that vehicles and apparatus are properly equipped, maintained, refueled, and present a professional appearance.

### 702.1.1 DEFINITIONS

Definitions related to this policy include:

**Apparatus** - A vehicle or combination of vehicles, owned by a regularly organized fire suppression agency, designed, maintained, and used exclusively for fire suppression and rescue or for fire prevention activities ([RCW 46.44.190](#)).

**In-reserve** - Any district vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

**In-service** - Any vehicle or apparatus that is either staffed or cross-staffed by members of the Operations Section or that is pre-positioned to be readily available to on-duty Operations personnel for calls for service (e.g., airport rescue or firefighting apparatus).

**Staff vehicles** - Typically, district vehicles that are assigned to members other than first response apparatus. Staff vehicles can serve as emergency response units or non-emergency support functions.

## 702.2 POLICY

It is the policy of Snohomish Regional Fire & Rescue that all vehicles and apparatus comply with the applicable federal and state vehicle operating and safety criteria. All vehicles and apparatus should be inspected in accordance with an approved inspection schedule, including in-service and reserve apparatus. Vehicles and apparatus that are out-of-service for testing, maintenance, or repair need not be inspected until they are returned to service or released to in-reserve status.

## 702.3 RESPONSIBILITIES

### 702.3.1 FLEET MANAGER RESPONSIBILITIES

The Fire Chief should appoint a fleet manager who is responsible for:

- (a) Developing and implementing a program to ensure all apparatus are maintained, tested, inspected, and repaired as required ([WAC 296-305-04507](#); [WAC 296-305-04510](#)).

# Snohomish Regional Fire & Rescue

Policy Manual

## *Apparatus Inspections, Testing, Repair, and Maintenance*

---

- (b) Ensuring that all certification, testing, repair, and maintenance performed on fleet apparatus is performed by qualified technicians ([WAC 296-305-04507](#)).

# Washington DOSH Notification of Injury or Death

## 902.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the District to immediately report to the Washington Division of Occupational Safety and Health (DOSH) an employment-related death or serious injury of any district members.

## 902.2 POLICY

The District will comply with DOSH reporting requirements in the event of a serious injury or death ([WAC 296-305-01501](#); [WAC 296-27-031](#)).

## 902.3 MANDATORY NOTIFICATION

DOSH shall be notified by telephone or in person as soon as practicable, but no longer than eight hours after the District has knowledge of a work-related incident that causes ([WAC 296-305-01501](#); [WAC 296-27-031](#)):

- (a) A fatal or potentially fatal injury of any member.
- (b) Injury requiring inpatient hospitalization of any member.

DOSH shall also be notified within 24 hours of a work-related incident that results in either an amputation or the loss of an eye that does not require inpatient hospitalization.

Fatalities or hospitalizations that occur within 30 days of an incident must also be reported to DOSH.

## 902.4 REQUIRED INFORMATION

DOSH requires the following information, if available, to be submitted with the notification ([WAC 296-305-01501](#); [WAC 296-27-031](#)):

- (a) Establishment name
- (b) Location of the incident
- (c) Date and time of the incident
- (d) Number of fatalities, hospitalized members, amputations or members who suffered the loss of an eye
- (e) Contact person and telephone number
- (f) Names of injured or deceased members
- (g) Brief description of the incident
- (h) The type of reportable event (e.g., fatality, inpatient hospitalization, amputation, loss of an eye)

During normal business hours, the Battalion Chief shall provide the information to the Human Resources directly when the injury involves a member of this district. Human Resources is

# Snohomish Regional Fire & Rescue

Policy Manual

## *Washington DOSH Notification of Injury or Death*

---

responsible for reporting the required information to DOSH at the contact number maintained by Human Resources.

# Respiratory Protection Program

## 908.1 PURPOSE AND SCOPE

State MODIFIED

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the District, the requirements and guidelines for the use of respirators, and other mandates associated with their use.

This policy applies to all members whose job duties could require them to use respiratory protection, due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. This policy is not meant to address communicable disease protection addressed elsewhere ([RCW 49.17.050](#); [WAC 296-305-01003](#); [WAC 296-842-100](#) et seq.; [WAC 296-305-04001](#)).

### 908.1.1 DEFINITIONS

State

Definitions related to this policy include:

**Immediately dangerous to life or health (IDLH)** - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

**Respiratory protection** - Any device that is worn by the user to reduce or eliminate exposure to harmful contaminants through the inhalation of those contaminants.

## 908.2 POLICY

State MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of protection may be increased or decreased by a company officer or Incident Commander (IC) based on an evaluation of the hazard. Members shall not be required or allowed to enter or work in, hazardous conditions without proper respiratory protection and shall be trained in the proper use and care of these devices.

## 908.3 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR

State

The Fire Chief will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the District meets any legal mandates related to respiratory protection.

The administrator shall:

- (a) Maintain, implement, and administer a written respiratory protection program.

# Snohomish Regional Fire & Rescue

## Policy Manual

### *Respiratory Protection Program*

---

- (b) Ensure the written respiratory protection program and related procedures are followed and appropriate.
- (c) Ensure the procedures and written respiratory protection program address relevant mandates.
- (d) Ensure selected respirators continue to effectively protect members.
- (e) Have supervisors periodically monitor member respirator use to make sure members are using them properly.
- (f) Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following:
  - 1. Respirator fit during use
  - 2. Any effects of respirator use on work performance
  - 3. Respirators being appropriate for the hazards encountered
  - 4. Proper use under current work site conditions
  - 5. Proper maintenance
- (g) Ensure the District covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel, and wages, as applicable.
- (h) Provide direction for respirator selection.
- (i) Require medical evaluations for members who use respiratory protection as set forth in 29 CFR 1910.134.

#### **908.4 USE OF RESPIRATORY PROTECTION**

State **MODIFIED**

Members exposed to harmful environments in the course of their assigned activities shall use respiratory protection devices.

Members using respiratory protection shall ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

Members shall not wear corrective glasses, goggles, or other personal protective equipment (PPE) that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

For all tight-fitting respirators, members shall perform a user seal check each time they put on the respirators, using the procedures in 29 CFR 1910.134, App. B-1 or other district-approved procedures recommended by the respirator manufacturer.

Company officers shall monitor members using respiratory protection and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure

# Snohomish Regional Fire & Rescue

## Policy Manual

### *Respiratory Protection Program*

---

or stress may affect respirator effectiveness, the company officer shall re-evaluate the continued effectiveness of the respirator and shall direct the member to leave the respirator use area when:

- It is necessary for the member to wash their face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- The member detects vapor or gas breakthrough, or when there is a change in breathing resistance or leakage of the facepiece.
- The member needs to replace the respirator or the filter, cartridge, or canister.

Members who detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece shall replace or repair the respirator before returning to the work area.

Members shall be allowed to use only the make, model, and size respirator with which they have passed a fit test in the last 12 months.

## **908.5 EQUIPMENT ACQUISITION AND SPECIFICATIONS**

State

### 908.5.1 SCBA REQUIREMENTS

State MODIFIED

SCBA shall meet the standards found in the most current National Fire Protection Association (NFPA) publication and approved by NIOSH.

Snohomish Regional Fire & Rescue shall use only the respirator manufacturer's NIOSH-approved breathing-gas containers, marked and maintained in accordance with the quality assurance provisions of the NIOSH approval for the SCBA as issued in accordance with the NIOSH respirator certification standard at 42 CFR 84.1 et seq.

### 908.5.2 COMPRESSED BREATHING AIR

State

Any purchases of compressed breathing air from a vendor or breathing air made by the District shall be tested and documentation maintained certifying the following:

- (a) Breathing air shall be tested quarterly by using an air sample taken from the same outlet and in the same manner as the respirator breathing air cylinders are filled or the air-line respirators are connected.
- (b) Breathing air meets the requirements of either the 2003 edition of NFPA 1989, Standard on Breathing Air Quality for Fire and Emergency Services Respiratory Protection or the 2018 edition of ANSI/CGA G6-1 Commodity Specification for Air, with a minimum air quality of grade D.
- (c) A water vapor level of 24 ppm or less.

## **908.6 RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE**

State MODIFIED

# Snohomish Regional Fire & Rescue

## Policy Manual

### *Respiratory Protection Program*

---

All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter, and if any of the following conditions arise between annual tests:

- (a) A member reports medical signs or symptoms that are related to the ability to use a respirator.
- (b) A Physician or Licensed Health Care Professional (PLHCP), a supervisor, or the respirator program administrator informs the employer that an employee needs to be reevaluated.
- (c) Information from the respiratory protection program indicates a need for an employee re-evaluation; this includes observations made during fit testing and program evaluation.
- (d) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The questionnaires will be reviewed by a PLHCP selected by the District to determine which, if any, members need to complete physical examinations.

The designated program administrator shall be responsible for maintaining records of all respirator medical evaluation questionnaires and any subsequent physical examination results.

Members and their representatives may examine and copy their medical evaluation records (WAC 296-842-12010).

### **908.7 EXPOSURES**

#### **State**

Any member who is exposed to a hazardous atmosphere should immediately leave the room or area and move to an area containing fresh, uncontaminated air. Physical symptoms of hazardous atmosphere exposure may include but are not limited to:

- Difficulty breathing.
- Dizziness, headache, or other distress symptoms.
- A sense of irritation.
- A smell or taste of contaminants.

If a member feels ill or impaired in any way, a supervisor should be notified and emergency medical personnel summoned if not already available on-scene. Any time there is a doubt about the need for medical care, medical care shall be obtained. Any injury or exposure must be documented on an injury reporting form. Under most circumstances, the exposed member should not drive a vehicle.

An attempt should be made to identify the exposure agent by questioning the facility representative or by reviewing the hazardous materials inventory. A supervisor should attempt to make this determination. If possible, a Safety Data Sheet for the exposure agent should be obtained.



# Snohomish Regional Fire & Rescue

Policy Manual

## *Respiratory Protection Program*

---

# Personal Alert Safety System (PASS) Devices

## 909.1 PURPOSE AND SCOPE

State MODIFIED

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities or other immediately dangerous to life and health (IDLH) conditions that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU) or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement ([WAC 296-305-02017](#)).

## 909.2 POLICY

State MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to provide all members engaged in interior structural firefighting activities or other emergency operations that require use of an SCBA with a personal alarm device. The District shall provide written procedures for the use, care and maintenance of personal alarm devices ([WAC 296-305-02017](#); [WAC 296-305-07002\(1\)](#)).

## 909.3 USE OF PERSONAL ALARM DEVICES

State MODIFIED

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) standard 1982, 1993 edition and [WAC 296-305-02017](#).

Members should wear a personal alarm device any time they are in atmospheres that are IDLH.

The Incident Commander shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

In the event any member involved in emergency operations at a scene becomes lost, trapped, or disoriented and can not self rescue or use other methods to alert their crew or summon help (i.e. face-to-face, radio) the PASS device can be activated to assist in other members locating the member in distress. When radio communication is still attainable, the member should notify the incident commander of their Mayday in accordance with the currently adopted [Snohomish County IMS Guidelines](#).

## 909.4 MAINTENANCE OF PERSONAL ALARM DEVICES

State MODIFIED

All PASS devices shall be repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations ([WAC 296-305-02017\(2\)](#)).

## Attachments

## 60-03-19-snohomish-county-ims-guideline.pdf

# ***Snohomish County Fire Chiefs Association***

## **DOCUMENT 60-03-19**

**Adopted 11/2/2019 – General membership meeting**

### **SNOHOMISH COUNTY INCIDENT MANAGEMENT SYSTEM GUIDELINE**

- 1.0: .....Function 1 - Deployment**
- 2.0: .....Function 2 - Assumption, Confirmation, & Positioning**
- 3.0: .....Function 3 - Situation Evaluation**
- 4.0: .....Function 4 - Strategy & Incident Action Planning**
- 5.0: .....Function 5 - Communications**
- 6.0: .....Function 6 - Organization**
- 7.0: .....Function 7 - Review, Evaluation, & Revision**
- 8.0: .....Function 8 - Continue, Support, & Terminate Command**
- 9.0: .....Managing Maydays**
- Appendix A: .....Definitions**
- Appendix B: .....Snohomish County IMS Communications Form**

*The 8-Functions of Command define the responsibilities of the Incident Commander in directing standard activities that are performed by all responders to safely mitigate fire related incidents.*

## **1.0 - Command Function #1 – DEPLOYMENT**

The major goal of Command Function 1 is to provide and manage a steady, adequate and timely stream of appropriate resources.

### **Company Status**

The IC is the resource allocator for the incident and is responsible for managing all assigned resources and work cycles on the strategic level. The standard deployment management that an IC must manage on every incident includes the following items:

- Appropriate Resources Dispatched
- Standard incident response
- Staging
- Assignments to the incident scene by the IC
- Accountability in a hazard zone
- Work/Rest Cycle
- On-Deck
- Recycling
- Rehabbing
- Ready for reassignment
- -Releasing companies from scene

### **Dispatch Center**

The major goal of the local dispatch center is to dispatch the appropriate amount and type of resource(s) to the scene of an emergency immediately after the receipt of the appropriate information.

### **Standard Structural Fire Dispatch Packages:**

- **Fire Single:** A one (1) unit Engine Company response to a reported fire that poses no significant danger/threat to people or property.
- **Fire Residential (FR):** A multi-unit response dispatched to a reported fire in a house
- **Fire Residential Confirmed (FRC):** A multi-unit response dispatched to a confirmed fire in a house.
- **Fire Commercial (FC):** A full multi-unit response dispatched to a reported fire in a commercial structure or high life safety structure.
- **Fire Commercial Confirmed (FCC):** A full multi-unit response dispatched to a confirmed fire in a commercial structure or high life safety structure.
- **Greater Alarms:** 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and greater alarms shall initiate the dispatch of additional resources beyond the 1<sup>st</sup> alarm as determined by each fire agency.

**When incidents are upgraded to greater alarms:** 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> alarm: dispatch when requested by the IC will:

- Designate a radio channel as the Level 2 channel.
- Direct all greater alarm response units to respond on the Level 2 channel.
- Direct all greater alarm response units to report to Level 2 and provide the location.

**Elapsed Time Notifications (ETN):**

10-minute timers will automatically be assigned to the following:

- FRC (Fire Residential Confirmed)
- FCC (Fire Commercial Confirmed)
- MCI (Mass Casualty Incident-All responses)
- HZ (HAZMAT-All responses)
- MEDX (Upgraded Medic Response)
- MVCE (Motor Vehicle Collision – Extrication)
- All Technical Rescue Responses

The SNOCOM will announce over the tactical frequency an elapsed time notification every ten (10) minutes until the incident is placed under control, or until command requests to discontinue or restructure the ETN's.

The IC must verbally acknowledge each 10-minute notification by re-announcing the incident's strategy over the assigned tactical radio frequency until the incident is placed under control, or until command requests to discontinue or restructure the notifications.

**Staging Procedures**

**Level 1**

Level 1 procedures are in effect for all units dispatched on the 1<sup>st</sup> alarm assignment and are automatically activated when the officer of the initial arriving unit clears dispatch to give their initial radio report and assumes command.

- Applies to all initial responders on the 1<sup>st</sup> alarm.
- 1<sup>st</sup> Apparatus, 1st Ladder (if on 1st alarm) & BC respond directly to the scene.
- Immediately goes into effect with Initial Radio Report from IC #1.
- All subsequent arriving units Level 1, 1 block away in their direction of travel while not passing their last tactical option.
- Each unit at Level 1 will simply state their unit is Level 1, "E-1 is Level 1".

**Level 2**

Units dispatched as part of 2<sup>nd</sup> or greater alarms should report to Level 2 as designated by the IC.

Unless otherwise assigned, the Company Officer of the first Engine or Ladder Company to arrive at Level 2 will assume the role of Level 2. The Level 2 staging manager will be identified as "Level 2" on the radio.

Level 2 will perform the following duties:

- Notify the IC or Logistics upon their arrival at the staging area on the assigned Level 2 channel.
- Verify the companies available at the Level 2 location.

- Determine from the IC or Logistics the minimum complement of units to be maintained in the Level 2.
- Contact the IC or Logistics for additional resources when the number of companies in Level 2 falls below the established minimum.
- Maintain a current list of available companies in Level 2.
- Organize the apparatus so it can be easily deployed out of Level 2 if necessary.
- Maintain a list of companies that have been deployed to the incident site and their initial assignments from the Level 2.
- Relay the assignment of units from the IC/Logistics face-to-face to the Level 2 companies.
- Relay to companies the following information when they are assigned out of Level 2:
  1. Any tasks, the location and the objectives assigned to the unit.
  2. The area where to report to or the Division/Group Supervisor to whom they are to report to.
  3. The tactical channel on which they are to operate on.

Once dispatched, all greater alarm companies responding to a Level 2 location will report responding and arrival using their MDC if available and otherwise stay off the air unless contacted by dispatch, Level 2, or command. Once arriving at Level 2, the Company Officer of the Unit will report in person to Level 2. The crew will standby with their unit, with the crew intact, with apparatus warning lights turned off until they are assigned to incident site duties or released from the scene.

When assigned, companies entering fireground operations from Level 2 will communicate directly with Command or their assigned Division/Group Supervisor for further instructions (if needed).

### **IC Assigning Units into a Hazard Zone**

Incident operations are conducted around the completion of the tactical priorities. Incident communications should mirror this simple concept. IC's will need to use TLO (Task, Location, Objective) when assigning any unit into the hazard zone

- Tasks
- The location of those tasks
- The objectives of the tasks

#### **Control Zones:**

- Cold zone: The control zone of an incident that contains the command post and such other support functions as are deemed necessary to control the incident. The cold zone establishes the public exclusion or clean zone. There are minimal risks of human injury or exposure in this zone.
- Exclusion zone: The control zone designated to exclude all unauthorized personnel, responders, and equipment. Examples of exclusion zones could be holes in floors, explosive devices, wires down, or collapse hazards.
- 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 is presenting the greatest risk to members and will often be classified as an IDLH atmosphere. For structure fires, the standard Hot Zone is the structure.
- Warm zone: The control zone outside the hot zone where personnel and equipment decontamination and the hot zone support takes place. The warm zone is a limited access area for members directly aiding or in support of operations in the hot zone.



Significant risk of human injury (respiratory, exposures, etc.) can still exist in the warm zone. For Structure fires, the warm zone is typically the yard of the structure and is where On-deck companies are typically located.

Defining standard control zones for structure fires is a WAC requirement. Standard Control zones for structure fires will be:

Hot Zone:

For structure fires, the standard hot zone is the structure on fire

Warm Zone:

For structure fires, the standard warm zone is the area immediately surrounding the structure up to the command post. This is typically the yard for a house.

Cold Zone:

For structure fires, the standard cold zone is the command post and beyond.

There are no standard Exclusion Zones and any Exclusion Zone will need to be stated over the air as either priority traffic or emergency traffic depending on the situation.

Finally, at the 10-minute marker, the Incident Commander will state "Standard Control Zones in place" if applicable. If standard control zones differ from the above, the Incident Commander will define the Zones over the air.

#### [Reference \(WAC 296-305-01005\)](#)

#### **Establishing Two In -Two Out:**

***The standard 1<sup>st</sup> responsibility for On-Deck companies is RIC.***

During the initial stages of a structure fire where only one team is operating in the hot zone, Two In-Two Out shall be established prior to making entry into an IDLH environment. The Initial Two In-Two Out can consist of the Incident Commander and the Pump Operator. Once an incident is no longer in the initial stages, where more than one team is operating in the hot zone, a dedicated RIC should be considered. A RIC shall consist of at least two firefighters held outside the hot zone available for immediate assistance or rescue of an entry crew.

In the case of a known rescue, a minimum of One-Out shall be established prior to making entry into an IDLH environment. The Incident Commander or Pump Operator may function as the One-Out.

Members designated as initial Two In-Two Out and RIC, shall be wearing all structural PPE with their SCBA in the standby position.

#### [Reference WAC 296-305-05002](#)

## **Air Management**

All members utilizing Self-Contained Breathing Apparatus (SCBA) will check their air levels before they enter any hazardous atmosphere. Members must have a minimum of 90% air in their cylinder in order to make initial entry into any hazardous atmosphere.

Officers and team leaders should consider notifying the IC or their Division/Group Supervisor when their first team member's 50% heads-up-display (HUD) light activates. This allows the IMS Supervisor to be informed of the team's air situation and to pre-plan for replacing that team in the IDLH environment. Air reports shall be given as 50+ or 50-.

## **The 3 Deep Deployment Model**

The IC must always provide a steady, adequate stream of resources. 3 Deep is the concept where an IC always has a steady stream of workers for the required tasks based on the incident's critical factors.

The 3-Deep Deployment process starts out with the initial arriving workers who have been assigned into and are working in the hazard zone – the first layer.

After these key tactical positions have been covered, subsequent arriving units are assigned to On-Deck positions at the entry points already utilized by initial arriving units

Once all of the critical tactical areas are adequately backed up with On-Deck Units, subsequent arriving units will be either Level 1 or 2. These Level 1 and Level 2 units now give the IC the tactical reserve needed to replace companies or to back fill any companies addressing a sudden incident problem - the third layer.

## **On-Deck**

**“On-Deck” is defined as: a forward staging position located just outside the immediate hazard zone, safely distanced from the entrance of a tactical position/Division/Group. Once a crew is assigned to an On-Deck position, they are first and foremost a Rapid Intervention Crew until they are given an assignment into the hazard zone.**

The most likely assignments for On-Deck companies are:

- Reinforce a position within an assigned division/group
- Crew relief within an assigned division/group
- Any other tactical position assigned by the IC
- Deploy as a RIC unit

A crew assigned to an On-Deck position must be intact with full PPE, spare air cylinders, and the RIC bag. On-Deck crews must remain intact, in a ready state and monitor the tactical channel at all times. On-Deck crews must also size up the area that they are assigned to, this size up should include:

- Locating the structures entrance/exit points in their assigned area
- Interior and exterior conditions
- Unit ID of crews operating inside the structure
- Approximate location of interior crews
- Identify which crews are operating each hose line

## **Company Recycling**

Recycling is a timely and efficient means of gross decontamination, air replacement, and re-hydration of companies while maintaining their Division/Group assignment.

## **Rehab**

Rehab is an assignment to a formal rehab location (close to the emergency scene) where Units will be decontaminated, medically evaluated, rehydrated, and replenished.

Division/Group Supervisor and company officers working a hazard zone are always responsible to monitor the welfare of their personnel and determine if Division/Group recycling or a formal rehab is appropriate. Once rehabbed, units can be assigned back to the incident scene or placed back into service as directed by the IC or Operations Section Chief.

## **2.0 - Command Function #2 – Assume, Confirm and the Positioning of Command**

The major goal of Command Function 2 is to quickly establish and confirm a single IC and to place that IC in the most effective command position as long as the hazard zone exists.

### **Establishing Command:**

Command should be formally declared on all incidents where three (3) or more units are dispatched/arrive.

The first unit or member to arrive to the scene of a multi-unit dispatched incident will establish command of the incident by transmitting a standard Initial Radio Report (IRR).

The confirmation of command occurs when the Dispatch Center uses the Order Model to repeat the IRR back to all responding units, confirming that the initial arriving unit is in command of the incident.

Establishing command causes the first-arriving unit or member (the IC) to size up the incident, determine the incident's strategy and formulate an Incident Action Plan (IAP). All of this is executed and shared with all the incident participants when the IC transmits an IRR.

Once command has been established, all normal communication between the dispatch center and the incident will be directed through command.

The initial Incident Commander shall remain in command until command is transferred, or the incident is stabilized, and command is terminated.

A formal IC must be in place, performing the functions of command, whenever a hazard zone exists.

### **Naming Command - Radio Designation:**

The radio designation "**COMMAND**" will be used along with the major cross road, or the specific occupancy name of the incident site (i.e. "Main Street Command", "St. Joe's Hospital Command"). This designation will not change throughout the duration of the incident.

### **Command Modes:**

The IC's position will greatly affect their ability to control the incident scene. Typically, the Company Officer of the first arriving Company will become the initial IC for the incident, IC #1.

There are three command modes that a Company Officer can place themselves in, depending on the situation. These three command modes are:

- Investigative Mode
- Fast-Action Mode
- "Command" Mode

### **Transferring Command**

The 1<sup>st</sup> arriving Battalion Chief (or Chief Officer) will respond directly to the scene. If an active hazard zone still exists or if there are still tactical benchmarks to coordinate, command should be upgraded into the Command position. When arriving to the scene, IC #2 must transfer command in the following manner:

1. Size-Up - verify that all operating positions match the current incident conditions.
2. Transmit that your unit is On-Scene ("Battalion 1 On-Scene").
3. Contact IC #1; verify the position & function of all hazard zone resource with IC#1.
4. Announce that you will be transferring command: "taking it from out here".
5. Contact and confirm the command transfer with dispatch, announce the current strategy, and make a resource determination.
6. Command transfers to other arriving resources in-lieu of an arriving chief officer can occur when appropriate.

### **Upgrading the Command Post (CP)**

For incidents that are complex or will require a larger amount of resources, a Command Team should be quickly formed to manage the incident. For large scale incidents, an Incident Management Team should be considered.

### **3.0 - Command Function #3 – Situation Evaluation**

The major goal of Command Function 3 is to develop a regular approach to size-up using standard information-management forms that identify the incident's major critical factors.

#### **Matching standard conditions to standard actions**

Standard conditions are identified as the incident's **Critical Factors**. We must identify the incident's critical factors before taking any action.

#### **Critical Factors**

Virtually every incident factor has a related set of consequences ranging from minor to fatal. This is what makes critical factors *critical*. A major function of IC information management is to identify the factors with the most severe consequences and then concentrate on reducing, stabilizing, eliminating or avoiding the possible outcomes of those critical factors. This requires the IC to develop a standard approach of sorting and prioritizing critical factors.

The IC needs a simple system to deal with all basic incident information. Critical factors offer such a system. There 8 basic critical factor categories:

1. Building Type
2. Occupancy
3. Arrangement

4. Life safety
5. Fire
6. Resource
7. Action
8. Special circumstances

### **Managing Critical Factors**

Command deals with these incident factors through a systematic management process that:

1. Includes a rapid overall evaluation.
2. Sorts the critical factors in order of priority.
3. Seeks more information about each of those factors.
4. Focuses on the major factors affecting the incident (fire).
5. Quickly and properly reacts to visual observation and L-CAN A reports.

### **Consider Fixed Factors – Manage Variable Factors**

**Fixed factors** pertain to the things that can't be changed, such as the way a building sits on a piece of property, the occupancy type or the distance of an exposure. These fixed factors present certain realities that the IC must plug into their incident action plan.

Fixed Factors:

- Building
- Occupancy Type
- Arrangement
- Special Circumstances

**Variable factors** are things the IC can change. If a building is full of smoke, the IC can order ventilation. If the building is heavily secured, a ladder/truck/Engine company can force entry. Engine crews manage the fire by applying a sufficient amount of water to extinguishing it. When we don't (or can't) control the variable factors, we should be in safe locations, away from the factors that may harm us.

Variable Factors:

- Life
- Fire
- Resource
- Action

### **Quickly Identify & React to Safety “Red Flags”**

A red flag will not necessarily change the overall incident strategy or incident action plan, but it must be identified and addressed by the IC and the rest of the hazard zone team. This is a big part of how the IC ensures everyone goes home when the event is over. Some examples of red flags include:

- Fire in the attic space
- Fire in a basement
- Operating above a fire (basements, floor above the fire)
- Zero visibility
- Encountering high heat
- Reports of, “We can't find the fire” beyond the normal discovery time

- More than one (1) request to back-up an attack position
- Reports that state “fire control” but you can still see active fire conditions from the command post
- Victim(s) located
- Wind-driven fires
- Smoke/fire showing from cracks in walls.

#### **4.0 - Command Function #4 – Strategy & Incident Action Planning**

The major goal of Command Function 4 is the systematic evaluation of the incident’s critical factors to produce standard, safe, well-managed incident outcomes so that we match standard conditions to standard actions for standard outcomes.

##### **Risk Management Plan (RMP)**

The following Risk Management Plan (RMP) will always be used whenever a hazard zone exists:

- We will risk our lives a lot to save savable lives
- We will risk our lives a little to save savable property
- We will NOT risk our lives at all for lives or property that are already lost

##### **Determine the Overall Incident Strategy**

Overall operational strategy is divided into only two categories: Offensive or Defensive.

- Offensive operations are conducted inside a hazard zone
- Defensive operations are conducted outside of the hazard zone -

##### **Use the Incident Organization & Communications to Implement the Strategy/IAP**

The IC uses the radio to manage incident operations. This starts with the initial radio report where the initial strategy is declared. Subsequent arriving units who are Level 1 are given a specific task, location and objectives in their assignments. Once in place, these units will report back to Command (or Division/Group if established) the conditions in their assigned area. These actions connect everyone together on the incident site and help the IC manage the proper strategy based on the current conditions.

##### **Tactical Priorities**

Once the overall incident strategy has been determined, the IC must manage the completion of the tactical priorities for the chosen strategy. Each strategy has a different set of tactical priorities to complete.

##### **Offensive Incident Action Planning**

When an incident’s critical factors and the risk-management plan indicate the offensive strategy, firefighting forces will enter the structure (hazard zone) to attempt to control the incident hazards. An offensive IAP is based on the standard offensive tactical priorities.

Offensive Strategy Tactical Priorities and their corresponding completion benchmarks:

- Fire Control (F/C) – “Under Control”
- Life Safety – Primary and Secondary Searches- Reporting “Nothing Found”. The IC announces “All Clear(s)” only after the Secondary search reports nothing found.
- Property Conservation – “Loss Stopped” (L/S)

- Customer Stabilization – Short term

### **Offensive Loss Control Operations**

All loss control operations start with putting the fire out. All three organizational levels must constantly remain aware that all actions are designed to protect savable property and control loss (from response to leaving the scene).

After achieving fire control, we must direct all efforts on the incident scene toward controlling and preventing any unnecessary property damage. These efforts fall into 2 categories:

- Overhaul
- Salvage

### **Defensive Incident Action Planning**

A defensive situation is where the incident problem has evolved to the point that lives and property are no longer savable and offensive tactics are no longer effective or safe. The entire defensive strategy is based on protecting firefighters.

**Firefighter safety is the No. 1 defensive priority. No firefighter should be injured on a defensive fire.**

Defensive Strategy Tactical Priorities and their corresponding completion benchmarks:

- Define the Hazard Zone
- Establish Cut-offs - Forward progress stopped
- Search exposures - Primary and Secondary Searches.
- Protect exposures - "Fire Control" - Loss Stopped

### **Strategic Shift from an Offensive Strategy to a Defensive Strategy**

A change from Offensive to Defensive strategy will be handled as emergency traffic as detailed in Command Function 5.

## **5.0 - Command Function #5 – Communications**

The major goal for Command Function 5 is for the IC to initiate, maintain, and control effective incident communications.

### **Keep Communications Simple: Use Plain Text**

We conduct incident operations using plain text communications that are directed toward the completion of the tactical priorities and firefighter safety.

### **Mix & Match Forms of Communications: Face-to-Face/Radio/Computers/SOPs**

Face-to-face communication is the most effective form of communication. It should be the preferred form of communication on the task and tactical levels of the incident site.

Radio communications are the way that the tactical and task levels connect with the IC working on the strategic level.

### **Listen Critically: Understand Communications Difficulties from Tough Operating Positions**

We put an IC in a strategic command post (outside the hazard zone, inside a vehicle designed to be a command post) so they have an ideal position to send and receive information.

Some incidents may require the use of multiple radio frequencies in order to support operations outside of the hazard zone (Level 1 & 2 Rehab, Safety, Planning, Logistics, etc.). Each additional channel activated for the incident must always have a dedicated person assigned to manage that channel. The IC must only be responsible for the operation of one (1) tactical radio frequency while an active hazard zone exists.

To maintain an effective span of control and supervision of specific areas of the fire ground the IC may choose to assign a tactical supervisor if there are 2 or more units working in the same geographic area. Command may designate one of the units as the geographic supervisor and all communications from that area will be from the tactical supervisor to the IC. This supervisor will normally be assigned as a Division supervisor.

Division/Group supervisors will communicate with their assigned companies over the radio or face-to-face depending on their proximity to one another, but preferably face-to-face. The Division/Group supervisor will communicate with the IC over the tactical channel.

### **Utilize the Standard Order Model to Structure Communications**

The order model standardizes how the incident's participants will exchange two-way radio communications. The Order Model's required steps are:

1. When the sender is ready to transmit a message, they call the receiver to determine if they are ready to receive the message;
2. The receiver then acknowledges the sender;
3. When the sender receives the readiness reply, they can transmit the message;
4. The receiver then gives a brief restatement of the message to acknowledge the receipt of the message; and
5. The sender states "Affirmative" or restates the message if misunderstood.

Example:

5<sup>th</sup> Command: "E21 from 5<sup>th</sup> Command"

E21: "E21"

5<sup>th</sup> Command: "E21 on-deck side Alpha"

E21: "E21, on-deck side Alpha"

5<sup>th</sup> Command: "Affirmative"

### **The seven basic types of radio transmissions on a hazard zone:**

- Initial Radio Report
- Follow-Up Report
- Assigning Units
- Command Transfer
- Status Changes
- Roof Reporting
- Strategic Shifts

### **Begin & Control Communications upon Arrival with a Standard Initial Radio Report**

The IRR must include the following reporting elements:

1. Hail SNOCOM announce your arrival on the scene



2. Building/area description
3. Describe the problem
4. Action being taken – Initial I.A.P.
5. Strategy
6. Resource determination
7. Assume and name Command

**Building/area description:** Will be described in 3 different categories:

- Size (small, medium, large, mega)
- Height (number of stories)
- Occupancy type

**Occupancy type** will many times drive our IAP. Identifying it on the IRR paints a picture to all other responders of the type of situation they're responding into. Here are some basic, common occupancy types:

|            |                |                 |            |
|------------|----------------|-----------------|------------|
| House      | Apartments     | Townhomes       | Commercial |
| Row houses | Restaurant/Bar | Public assembly | Big Box    |
| High rise  | Institutional  | Strip Mall      | Mid-Rise   |

### **Describing the problem**

The following are the terms that are to be used when describing fire conditions:

- Nothing showing
- Light smoke showing
- Working fire
- Defensive fire conditions

The location of the problem must also be identified on the IRR. This includes reporting:

- What floor the problem is located on
- For longer buildings (apartments, strip malls, etc.) middle or what end (Bravo or Delta)
- For larger structures – What side of the structure is problem located on

**Initial Incident Action Plan (IAP):** Incident action plans describe our operational plan for completing the tactical priorities. IAPs should be short and to the point. The initial IAP should include the following:

- The tasks of the initial arriving unit
- The location of the tasks
- The objectives of the tasks

**Declaration of the Incident's Strategy:** Overall operational strategy is divided into only two categories: Offensive or Defensive.

**Resource determination:** 1<sup>st</sup> arriving IC's must match the incidents problems with the resources required to solve the incidents problems. The request for the appropriate amount resource must happen at the beginning of the event, where our window of opportunity has the greatest chance for success. One of the following resource determinations must be made on the IRR:

- Cancel the original assignment

- Hold the alarm continue original assignment
- Balance to correct alarm type (e.g. from a FR to FRC; FRC to FCC)
- Upgrade to additional alarms

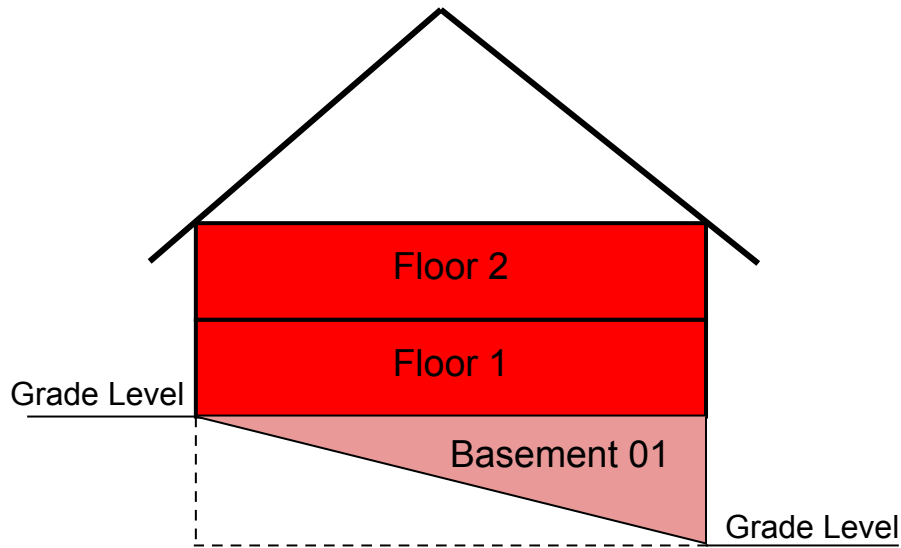
**Assume and Name Command:**

Use location/occupancy to name command. The radio designation "**COMMAND**" will be used along with the major cross road, or the specific occupancy name of the incident site (i.e. "Main Street Command")

**Follow-Up Reports**

Follow-Up Reports should include the following information:

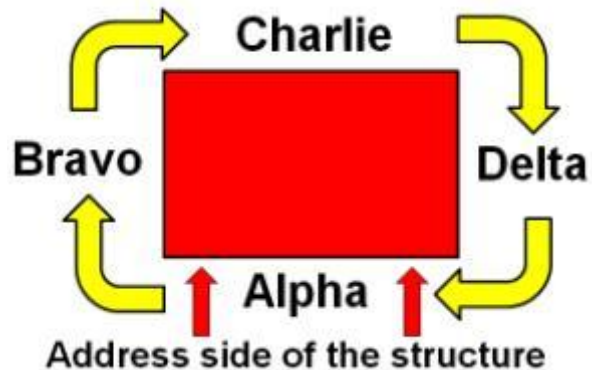
1. Result of a 360 (if performed)
  - a. Complete or not complete life safety
  - b. Number of stories from side Charlie
  - c. Basement, type and condition if present. If a basement is found, the follow-up report will include verbiage similar to: "2 stories from Charlie with a -Walk-out basement". (This implies 3 total floors: Floor 2, Floor 1, Basement).



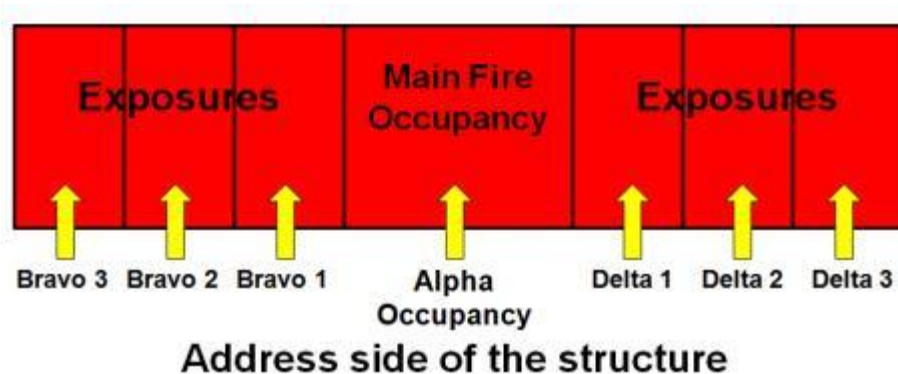
2. Any changes to the initial IAP
3. Accountability location
4. Any immediate safety concerns

**Geographic Landmarks:**

Sides of a building will be described as:



The Alpha side of the structure is "usually" the address, street side. There will be many situations where it is not clear where the Alpha side is. In situations where there is any confusion on the incident's landmarks, the initial arriving IC's must make it clear where Alpha side is located.



**Exposures:** We identify exposed structures to the main fire occupancy by the side they are on starting with the closest, moving to the next exposure and so on. When the IC can give the exposure number and the occupancy type/apartment number it greatly enhances our directional sense of awareness.

**Floors:** Are identified by stories above and below ground level. Using Divisions, the individual floor will take on the same floor number as the Division (floor 2 becomes "Division 2"). Basements or floors below grade are numbered in descending order and preceded by a zero ("Basement 02" or "Division Basement 02"). For only 1 floor below grade, the floor will be called "Basement". For greater than 1 floor below grade the term "Basement 01", "Basement 02", "Basement 03", etc. will be used. When the building numbering system differs from a standard number of floors, the building numbering system can be utilized to clear up confusion. When parking garages are present, consider using the building numbering system. For example: "Parking 1" for a building labeled P1. When operating on a roof, consider making a "Roof Division."

## Roof Division

|                                      |
|--------------------------------------|
| Floor 4- Division 4                  |
| Floor 3- Division 3                  |
| Floor 2- Division 2                  |
| Floor 1- Division 1                  |
| Basement 01-<br>Division Basement 01 |
| Basement 02-<br>Division Basement 02 |

### Assigning Units

Incident operations are conducted around the completion of the tactical priorities. The IC must structure unit assignments around:

- Addressing the incident's critical factors
- The completion of the tactical priorities
- Tactical reserve (On-Deck)

When subsequent arriving units arrive to Level 1 locations, they will simply announce that they are Level 1: "Engine 2 is Level 1". Dispatch will not acknowledge any Level 1 units over the tactical channel. Command will then contact Level 1 units and assign them to the incident site based on their IAP.

Orders to Level 1 units should be structured in a T.L.O format:

- Apparatus location ("spot on the alpha side")
- Tasks
- Location of the tasks
- Objectives of the tasks

### Command Transfers

Command must be transferred in a standard manner (per SOG's). The following sequence represents a standard command transfer:

- Verify that all operating positions match the current incident conditions.
- Announce your arrival to scene (Dispatch will acknowledge).
- Contact the current IC using the Order Model.
- Verify, document and confirm the position and function of all resources located in the hazard zone with the current IC along with obtaining a L-CANA report.
- Inform the current IC that you'll be "Taking it from out here".
- Contact Dispatch.
- Announce that you'll be assuming command ("BC-1 will be assuming Main St. Command").
- Re-announce the overall incident strategy.

- Make a resource determination.
- Announce the CP location.

### **L-CANA Reporting**

L-CANA reporting gives assigned units a regular, consistent way to report back to the IC on their progress and needs.

- Location
- Conditions
- Actions
- Needs
- Air Supply (reported as 50+ or 50-)

### **Radio Discipline**

The IC MUST control the radio traffic on the tactical channel, or they will not be able to control the overall incident site. The following radio guidelines are to be strictly adhered to when there are units assigned into a hazard zone:

- Know exactly what you're going to say before clicking the microphone to talk.
- Only communicate information on the tactical channel that pertains to the completion of the tactical priorities and firefighter safety.
- Always let communication loops close before clicking the microphone button to talk.
- Let the IC be the one to contact you.
- Always give a **NEEDS** assessment with every L-CANA report (or give with "No Needs").
- Avoid good news reporting (Nothing Found, Under Control, PARs) unless it is requested by the IC.

There are 5 major types of radio communication to the IC:

1. Normal radio traffic
2. L-CANA Reports (crew driven non-priority needs report, see L-CANA Report below)
3. Status Changes
4. Roof reports
5. Priority traffic

### **Normal radio traffic:**

Normal radio traffic should be the most common communication performed on the emergency scene. In most instances, normal radio traffic should only be initiated by the IC.

Command must structure all normal radio traffic using the Order Model. This does not eliminate a Unit's responsibility to contact the IC with:

- Status changes
- Roof reports
- Priority traffic

### **Status Changes**

A status change is defined as: moving from an assigned work location to a different geographic work location; exiting the structure to recycle or rehab; or a crew completing their assignment. A Status Change should be given in the L-CANA format. Any needs request should be given by prefacing Command with the phrase "Status Change." For example: "144<sup>th</sup> Command from E31 with a Status Change."

## **Roof Reports**

A company assigned to the roof will make the following assessment (size-up) of the roof:

- Type of roof if not easily identified from the ground (peaked, flat, bowstring, etc.)
- Stability of the roof (stable, unstable)
- Fire or smoke conditions and their location on the roof
- Location of any firewalls
- Unusual heavy roof loads (if present)
- Conditions in the attic (if known)
- Basic blueprint of the building if unusual

Roof Reports on residential structures are primarily focused on ventilation access and preparation for coordinated ventilation.

Reports from the roof containing any of the following information should be structured as priority traffic and should be made as soon as possible:

- Unstable roof
- Imminent collapse potential
- A locally identified hazardous roof structure (bowstring, etc.)
- Working fire in the attic space

## **Priority Traffic Reports**

The following are examples of instances where a unit can break radio silence. These transmissions should be structured as Priority Traffic reports (example: "Main Command from Delta Division - Priority Traffic") and they MUST be transmitted as soon as the information is obtained:

- Unable to complete a critical assigned task/tactical objective
- Urgent need to be reinforced/backed-up to complete an assigned task/tactical objective
- Victims encountered
- Working concealed space fires not easily controlled by the locating unit
- A roof report that includes: attic fire, unsafe roof structure, imminent collapse threat
- Sudden, significant incident events (flashover, backdraft, collapse)

Unit/members with priority traffic can break into the order model of normal radio traffic to deliver their priority traffic report.

## **Emergency Traffic**

The IC is the only person who can initiate an emergency traffic report. Companies operating in and around the hazard zone will contact the IC with priority traffic reports and the IC will determine the need for emergency traffic and the corresponding tones. When emergency traffic is given, the IC will contact the dispatch center directly to initiate the report. Once emergency traffic has been requested, the dispatch center will immediately activate the emergency traffic tones.

The emergency traffic report should be structured in the following manner:

- The IC will contact the dispatch center directly and ask for emergency traffic
- The dispatch center will sound the emergency traffic tones
- The IC will deliver the emergency traffic radio report

- Once the report has been given, the dispatch center will repeat the emergency traffic report verbatim on the channel it was given on.

Emergency traffic will receive the highest communications priority from the dispatch center and the IC. All other units operating at the incident site will maintain radio discipline until the emergency traffic has been cleared by the IC. Once the situation that caused the Emergency Traffic has been mitigated (PAR's obtained, power shut off, etc.), the IC should contact SNOCOM and clear the Emergency Traffic with a brief report stating why. "SNOCOM from Command, all units have exited the structure with PAR's. We are now in a Defensive strategy. Open the air to normal radio traffic". Limit fireground communications to only radio traffic that directly pertains to the Emergency traffic. Examples include other Priority Traffic, Maydays, PARs.

### **Offensive to Defensive Strategic Shift**

The announcement of a change to a defensive strategy will be made as follows:

- Contact SNOCOM – Ask for Emergency Traffic
- Emergency Tones transmitted
- Announce to all hazard zone units:
  - Shifting to the Defensive Strategy
  - All Unit's "Withdraw" or "Abandon" the structure
  - All Units report PAR's upon exit
- SNOCOM repeats Emergency Traffic report - verbatim

**"Withdraw"** will be defined as: an orderly withdrawal where interior lines and equipment will be withdrawn and repositioned/shut down when changing to a defensive strategy.

**"Abandon"** will be defined as: an emergency retreat where all hose lines and heavy equipment will be left in place, if not needed for exit, and all members in the hazard zone will exit the structure as quickly and as safely as possible.

A PAR (Personnel Accountability Report) shall be obtained for all units exiting the hazard zone after any switch from an offensive to a defensive strategy.

Command's greatest priority once a strategic shift has been initiated is the safe exit of all units located in the hazard zone. Level 1 units and other units working outside the hazard zone shall maintain radio silence until all PAR's have been tallied (unless they have priority traffic).

Company officers will account for their crews and advise their Division/Group Supervisor or Command on the status of their crew upon exiting.

Division/Group Supervisors will notify Command of the status of the individual crews assigned to their Division/Group upon their exit.

### **PAR's**

**PAR:** A Personnel Accountability Report (PAR) involves confirmation that all personnel assigned are accounted for and have an adequate air supply to safely exit the hazard zone.

Reports of PAR's should be conducted face-to-face within the Division/Group or Company and transmitted as one entire report whenever possible.

### **General Fireground PAR Announcement:**

During strategic shifts or when the IC needs to PAR multiple units in the hazard zone, the IC may make a general announcement to all units on the fireground: "All units operating at MAIN STREET COMMAND, stand-by for PAR", all individuals, units, and/or Division's shall:

- Notify their company officer of their condition and location.
- Notify the supervisor of their assigned Division/Group of their condition and location.
- Division/Group supervisors shall be responsible for the count and location of all personnel assigned under their command who are in the hazard zone.
- Wait for Command to contact you.
- After all companies or Division/Group have been accounted for, the IC shall transmit a PAR to the dispatch center for the entire incident.
- Whenever possible the individual units will report their status to their supervisor face to face to keep the radio frequency open for other critical communications.

The IC must drive the PAR to avoid multiple units contacting him/her first. Unless a Unit DOES NOT have a PAR, they should maintain radio silence until contacted by the IC to report their PAR.

### **Crew Announcing PAR:**

**Crews will report PAR on exit when directed by the IC. Example: "All units operating at MAIN STREET COMMAND, withdrawal from the building and report PAR on exit." In this scenario, the crews will contact their Division/Group Supervisor when assigned, or Command, when they have exited the structure: "MAIN COMMAND FROM E1", "MAIN COMMAND", "E1 has exited the building on Alpha side- PAR." Crews or Division/Group Supervisors DO NOT wait for COMMAND to contact them. Instead they report PAR on exit.**

Situations that may require a PAR include:

- Changing from an offensive to a defensive strategy
- Missing or unaccounted for members.
- Sudden, unexpected events in the hazard zone.
- A Mayday (depending on the circumstances).
- Anytime the IC feels it is necessary.

### **Accountability:**

Implementation of the passport system will occur at any incident that requires the use of an SCBA. The use of the accountability system will commence as the first unit arrives on the scene. The first arriving company will give an IRR and assume command. In the follow-up report, their accountability unit identification and geographic location will be announced. Example: "E-1 will be the Alpha side accountability location".

As Level 1 units are assigned, Command will give assignments, which will include their respective accountability unit identification and geographic location. Each crew/unit will deliver their passport to the accountability location identified by the Follow-up Report. Normally, it will be located at the attack engine's driver's side door.

Ladder companies will place their passport on the apparatus accountability board located on the inside of the driver's door when going to the roof to perform ventilation. When going to the interior of the structure, each ladder crew will deliver their passport to the accountability location at their point of entry.



Once a passport is delivered to the accountability location, the passport will remain on the designated accountability board until supervision is upgraded to a Division/Group Supervisor.

Upon exit, the Company Officer must retrieve their passport. The Company Officer, Engineer or Division/Group Supervisor will be responsible to see that passports are retrieved.

Crews exiting at a different location other than the original point of entry must immediately notify their original Division/Group and/or accountability officer of their changed status. Their passport must also be retrieved.

## **6.0 - Command Function #6 – Organization**

The major goal of Command Function 6 is to develop an effective incident organization using the Division/Group designations to decentralize & delegate tactical responsibilities.

### **Organizational Levels**

There are 3 operational levels that function at the scene of every hazard zone. They are:

- Strategic level
- Tactical level
- Task level

**Strategic Level** - This organizational level is designed around the IC (and Command Team) operating in the Command position and working out of a stationary command post. The Strategic level involves coordinating the activities necessary for overall operational control, determining the incident's strategy, and developing an IAP that completes the incident's tactical objectives.

**Tactical Level** - The first management "subdivision" of the incident scene is done by assigning Division/Group responsibilities. Division/Group Supervisors are responsible for the tactical deployment and supervision of all assigned resources in their assigned area. These tactical assignments are made directly by the IC to specific units.

**Task Level** – This organizational level is where work is performed by assigned companies. The Strategic and Tactical levels are in place to support the task level. Task level activities are supervised by Company Officers working with the members of their companies directly in the hazard zone.

The task level is the most important level on the incident site because it solves the incidents problems while taking place in an IDLH atmosphere that can kill the workers. All activities outside the hazard zone are in place to support units working on the task level.

### **Fast Action IC's (IC#1)**

A fast action IC is the only person on the entire response team who will operate on all 3 organizational levels.

- Strategic level - IC #1 will size up the incident's critical factors, declare the incident strategy and assume command of the incident.
- Tactical level - IC #1 will implement and execute an IAP that addresses the incidents critical factors in order to facilitate the completion of the tactical priorities.
- Task Level – IC #1 will directly supervise and assist their crew members with the tasks required to bring the incident's problems under control.

Incidents that are not quickly controlled, are escalating, or are significant in scope and size upon our arrival, must have the Strategic and Tactical operational levels upgraded as required.

When IC #2, arrives on scene and transfers command from the fast action IC, they assume responsibility for the strategic level of the operation.

### **Subdividing the Incident Scene**

An IC must have a system in place where the rate of assigning companies to the emergency scene doesn't exceed their span of control. The IC accomplishes this by forecasting and establishing geographic and functional responsibilities that divides the incident scene into smaller, more manageable tactical sub-divisions.

IC's manage strategic level accountability by controlling both the position and function of all hazard zone units using a tactical worksheet. All units assigned into the hazard zone must be assigned to a specific supervisor where they will be responsible for the completion of all tactical priorities (Search (Primary and Secondary P/S, Fire Control (F/C), Loss Control (L/C) On-deck (O/D) in their assigned area.

***Preferably, Divisions will work in hazard zones (warm or hot control zones) and Groups will work in non-hazard zones (warm or cold control zones).***

### **Forecasting and Establishing Geographic & Functional Responsibilities**

Subdividing the incident site provides tactical supervision, direction and support to units assigned and operating in a hazard zone. This delegated management also helps the IC to achieve the incidents tactical objectives much more safely and effectively.

### **Company Officer Hazard Zone Tactical Supervision**

When 2 or more units are working in the same area, the IC should designate one of the Company Officer's (usually the 1<sup>st</sup> arriving unit to the location) as the Division/Group Supervisor. This will prevent 2 companies working in the same area from reporting the same information to the IC.

When assigning a unit to deploy to and/or assume initial geographic or functional responsibilities, the IC needs to transmit:

- The location or function of the subdivision
- The Division/Group appropriate name
- The tactical objectives to be addressed in the Division/Group
- The units currently assigned to the work area

The Division Supervisor should give a L-CANA report when requested by the IC that includes the following information:

- The conditions in their assigned area
- Their current actions
- Any tactical objectives that have been met
- A needs assessment in their assigned area (or no needs)
- Any significant safety concerns in and around their work area

Units that are deployed into a Division/Group that has not yet been upgraded with a Command Officer must drop off their unit passport to the predetermined accountability location.

## **Command Officer – Hazard Zone Tactical Supervision**

Upgrading Division/Group supervision from a Company Officer to a Command Officer greatly facilitates the completion of the Division/Group's objectives and firefighter safety and needs to be a well-practiced and regular occurrence on the incident site.

All subsequent arriving Chief Officers should Level 1 over the tactical radio frequency, and then prepare for a Division/Group assignment. If not immediately assigned, report to the command post.

When assigning a Chief Officer to assume geographic or functional responsibilities, the IC will need to transmit:

- The location of the Division/Group
- The Division/Group's appropriate name
- The tactical objectives to be addressed in the Division/Group
- The units currently assigned to the work area
- The current Division/Group Supervisor they will be replacing (if any)

Chief Officers who are assigned Division/Group responsibilities must:

- Park their response vehicle in a manner that won't block apparatus access into the scene/work area
- Don their full protective gear
- Gather the necessary accountability equipment and portable radio
- Report to their assigned location
- Implement the Passport Accountability and Air Management system within their Division/Group

There are 2 main functional areas that a Division/Group Supervisor must manage in their assigned Division. They are:

- The **Tactical** level requirements to run the Division/Group
- The **Embedded Safety** requirements to run the Division/Group

One (1) Command Officer can routinely manage both the **Tactical and Embedded Safety** requirements for an assigned area. Depending on the situation, supervising 4 to 5 companies usually maxes out the span of control for 1 person managing the Division/Group and supervision should be reinforced with subsequent arriving IDLH qualified supervisors (Chief Officers, Safety Officers, Training Officers, qualified Staff Officers).

When assigning resource to a Division/Group that has a Command Officer, the IC must include:

- The geographical location of the assignment
- Identify the Division/Group Supervisor that they will be reporting to/working under

Command must then contact the Division/Group Supervisor and inform them what additional resource has been assigned to their area. It will then be the Division/Group Supervisor's responsibility to contact the assigned unit and deliver any orders required to get the company into action in the Division/Group.

The goal of the deployment and Division/Group system is to always have enough workers **assigned performing the work**, to have enough workers **that are assigned to On-Deck positions within the Division/Group that are ready to go to work**, and then have enough of a tactical reserve **in Level 1 or Level 2 positions, waiting to be assigned to go to work**.

## **7.0 - Command Function #7 - Review, Evaluate, Revise**

The major goal of Command Function 7 is to confirm that the current strategy and IAP meets the incident's tactical requirements and adequately provides for worker safety. The IC uses visual size-up and progress reports as the basis for Command Function 7.

### **Quickly Make Strategy Transitions and IAP Revisions Based on the Risk Management Plan (RMP) and Changing/Forecasted Conditions**

After assigned resources have had a chance to assume their key tactical positions and begin operations, the IC must quickly determine their effectiveness on controlling the incident problems.

- In general, a well-executed, offensive fire attack will quickly control the fire.
- If the fire continues to grow despite control efforts, it is a sure sign the current plan is not working.
- The IC must quickly determine whether they can solve the problem by:
  1. Reinforcing current positions or
  2. Establishing key attack position(s) that aren't yet covered.
- If the fire is too big to control with handlines from interior positions, a strategic change from offensive to defensive is required.
- This decision must consider how long it will take to get required resources into position, as well as how long it will take to evacuate and account for interior crews if conditions continue to worsen.

When the current IAP doesn't solve the incident problem(s), the IC must revise it based on the bullet points listed above.

## **8.0 - Command Function #8 – Continue, Support & Terminate Command**

The major goal of Command Function 8 is to provide enough command to manage the required units for the necessary length of time in order to achieve the tactical priorities and protect all of the hazard zone workers.

### **Assume, Maintain & Upgrade an Effective Command Position**

Offensive incident operations usually begin with a Company Officer IC (IC#1) operating in the fast-action position. This ends when the incident problem is solved or when command is transferred to an IC who will operate in the Command position (IC#2). Command is then reinforced as later-arriving Chiefs arrive on the scene and support the IC.

Depending on arrival order and rank, later-arriving Chief Officers can be assigned to the following standard Command support positions:

- Division/Group Supervisors
- Command Aide (aka: Field Incident Technician/FIT)
- Senior Advisor (S/A)
- Branch positions
- Section positions

As the command requirements for the incident grow, so should the command post. The command team will usually operate from a larger "command van" command post.

We use the same system to de-escalate command that we used to escalate it, always matching the level of command to the current situation.

### **Consider the Time It Takes To Complete Each Tactical Priority**

The tactical priorities represent the core of the IAP at any given point during incident operations.

Estimate how long each tactical priority will take, along with how many people or crews it will take to accomplish them. This should give the IC a general idea of how many command officers they will need to request to the scene.

### **Estimate the Duration of Command**

If the incident is going to last beyond the time a command team can reasonably manage, a schedule should be developed. This schedule should manage command-team rotations, as well as rotations for any other staffing positions filled throughout the event. Incident Management Teams should be considered for large, complex incidents and those with multiple operating periods.

### **The Command Aide**

IC#2 will need to assign subsequent arriving Chief Officers to either:

- Forward positions on the hazard zone site as Division/Group Supervisors.
- Command support roles to assist the IC in directly managing the incident.

The first command support position is the Command Aide. The Command Aide's roles and responsibilities include:

- Evaluate and recommend changes to the incident action plan - the IC and the Command Aide continually engage in a "challenge-and-verify" exchange;
- Provide direction relating to tactical priorities, specific critical incident factors and safety;
- Evaluate the need for additional resources;
- Assign logistics responsibilities;
- Assist with the tactical worksheet for resource control, accountability and tracking;
- Evaluate the incident organization and span of control.
- Monitor the staging radio channel and communicate with the Staging Area Manager on this channel.

### **Senior Advisor**

The second member of the command team is the Senior Advisor. The SA is normally the highest-ranking member of the command team and the highest-ranking response chief should assume the role of SA, e.g. the Shift Commander, Duty Chief, etc. Their major responsibility is to look at the entire incident and its impact from a broader perspective and to provide direction, guidance and advice to the rest of the command team and support staff. The SA manages and oversees the command post. The SA's roles and responsibilities:

- Review and evaluate the incident action plan, and initiate any needed changes (more challenge and verify);
- Provide ongoing review of the overall incident (the big picture);
- Review the organizational structure, initiating change or expansion to meet incident needs;
- Recommend section and branch functions as required;
- Manage appropriate sections as needed;

- Provide management and coordination between the key radio operators in the command post (IC/SO, safety, logistics);
- Serve as liaison with other city agencies and officials, outside agencies, property owners and tenants; and
- Forecast (and react to) the effect this incident will have in tomorrow morning's newspaper (front page, above the fold).

When a Command Aide and SA are supporting the IC in the command post, you have an integrated, three-person team working together to perform the functions of command. The IC should use the radio designation "Command" and will generally be the only member of the command team communicating over the tactical radio frequency (the hazard-zone channel).

### **Implement Management Sections and Branches as Necessary**

Large, complex incident operations require a larger command staff to manage any additional organizational positions. These positions provide logistical, planning and administrative support; they also fill safety and branch officer roles where needed.

### **Command Staff and Section Chiefs**

As incident operations escalate in time, size and complexity, the strategic-level responsibilities can overwhelm the command team. To avoid this command "overload," we can expand the incident organization by assigning command and section-level positions. These positions include:

- Logistics
- Planning
- Operations
- Admin
- Safety
- PIO
- Liaison

### **Reduce the Command Structure as Part of the Ending Stages of Incident Operations**

We use the same system to conclude incident operations that we use to expand the command structure for escalating events.

The command transfer is generally accomplished by transferring command back to an officer of a unit who will remain on the scene until the event is complete.

### **Place Resources Back Into Service with a Demobilization Plan**

The IC's demobilization plan should begin with replacing the most fatigued companies first. If it will take some length of time to get these ready for service, they can remain unavailable until they get their rig restocked (hose loaded, fluids topped off, tools and equipment restocked, etc.).

For large-scale incidents where many units will be going back into service, the IC needs to ensure that the correct number and type of units will remain on scene until all the incident's needs have been met. This includes making sure the customer(s) have any needed after-incident support (Red Cross, social services, insurance company, family support, etc.).

## **09 - Managing Maydays**

The IC must use the same critical factor-based command system to manage a Mayday that is used to manage all of our other IDLH hazard zone activity

### **Mayday Prevention**

The best way to run a Mayday incident is to operate in a manner that eliminates them from occurring in the first place.

The #1 way to prevent Maydays from happening is for the IC to always operate in the correct strategy based on the current critical factors of the incident

### **General Mayday Guidelines**

#### **Declaring a Mayday**

Maydays must be declared/transmitted as soon as the person or crew(s) affected knows that they cannot safely exit an IDLH hazard zone.

#### **Resources**

The Mayday emergency traffic report to the dispatch center should include a resource determination (i.e. additional alarms) that can adequately address the Mayday as well as all of the other critical factors that are occurring at the incident site.

#### **Fire Control**

Operating interior crews that are actively addressing fire control when a Mayday occurs should continue with their fire control efforts. **Put the fire out!**

#### **Communications**

All hazard zone operations and Mayday operations will remain on the same tactical channel when a Mayday has been declared. This connects all hazard zone companies to the Mayday operation and it also helps the IC and/or Division Supervisors facilitate the "Help Order" (covered later in the SOP).

A "NO-PAR" policy will be in effect once a Mayday has been transmitted. Some types of Maydays (collapses, extreme fire behavior, etc.) will require the IC to perform a PAR to determine the scope of the problem and what Units were affected by the conditions. PARs must be driven by the IC. When performing a general fireground PAR, the IC should announce to all units "all units operating at MAIN COMMAND stand-by for PAR".

All operating units will maintain radio silence once a mayday has been transmitted. All operating units will ONLY transmit mayday announcements (you're having a Mayday), priority traffic, and status change reports during a mayday.

Mayday L-CANA reporting becomes very critical when declaring a mayday. The sender must be very specific on the NEEDS required to help resolve the Mayday.

#### **Air Supply**

Any unconscious or downed Mayday firefighter (unable to move on their own power or assist in the rescue in any way) will require extra time and resources to remove them from the hazard zone. Many times, Maydays of this nature will require the rescue to be performed in stages:

1. Locate the firefighter(s)
2. Air trans filling
3. Packaging
4. Extrication of the firefighter(s) from the hazard zone

### **The Help Order**

Mayday studies and national statistics show that approximately 80% of Maydays are resolved by:

- The firefighter having the Mayday performs self-rescue.
- The firefighter's own crew members perform the rescue.
- Another company already working in the hazard zone performs the rescue.
- A combination of all three of the above.

The IC and the rest of the Command team will utilize the "Help Order" during a Mayday operation.

The Help Order is the order in which an IC or a Division/Group Supervisor will try to assist a firefighter who is experiencing a Mayday. This order is:

- Communicating to a lost firefighter self-rescue techniques to assist with the rescue;
- Using a Mayday firefighter(s) own company or a company already located inside of the hazard zone to assist with the rescue;
- Using an On-Deck company located outside of the hazard zone as a RIC crew

A lost firefighter who can talk on a portable radio should be able to provide a standard Mayday L-CANA report (covered later in the SOG). The IC should acknowledge the Mayday L-CANA report and respond back with the following to the Mayday firefighter(s):

- Verbally state to the Mayday firefighter(s): "stay calm and control your breathing".
- Maintain radio contact long enough to get a enough information in order to implement an adequate rescue IAP.
- Have them activate their PASS unit (shut the PASS unit off when talking on the radio).
- Mayday firefighter(s) may be difficult to clear/communicate with once they have activated their PASS unit.

When communicating with a Mayday firefighter's own crew or with another crew who can assist with the rescue, the IC or Division Supervisor must consider 3 things when using the Help Order:

1. The air limitations of the interior working crews.
2. The possibility of interior crews lacking the tools required to make the rescue.
3. The fire control efforts required to maintain interior tenability. Other operating interior crews that are actively addressing fire control when a Mayday occurs should continue with their fire control efforts. **Put the fire out!**

When deploying On-Deck crews as RIC crews, they must properly equip themselves, have a rescue plan, and be ordered into the hazard zone by the IC or Division/Group Supervisor before making entry. Outside On-Deck crews that are deployed to perform rescue activities should always bring the RIC Bag with trans-fill capabilities along with any other equipment needed to solve the Mayday.



## Mayday Communication Algorithm

Once a member or unit determines they cannot safely exit the hazard zone, declare a Mayday over the incident's assigned tactical channel by announcing Mayday 3 times:

Mayday, Mayday, Mayday

While still keying the microphone, the Mayday member or unit will provide a L-CANA Report that includes:

- Who: The identity of who is having the Mayday. Unit, Unit riding position, or entire name
- What: Caused the condition(s) of the Mayday
- Where: Identify your current location/surroundings or your last known location
- Provide the NEEDS that will help resolve the Mayday (critical)
- Air status report

IC will acknowledge the Mayday L-CANA report using the Order Model

IC will provide any necessary self-help information required to the Mayday firefighter or unit

If required, quickly make any necessary unit deployment(s) to start addressing the Mayday

Contact dispatch center and ask for Emergency Traffic Tones (critical)

After the Emergency Traffic Tones have been transmitted - transmit:

- Brief Mayday update that includes the who, what, and where of the Mayday
- Tell all units operating at the scene to maintain radio silence
- Request any additional resources that are required to completely resolve the Mayday

Dispatch center will repeat the Emergency Traffic report using the Order Model

The IC will then manage the Mayday based on the NEEDS report given in the Mayday L-CANA report, or they will push the management of the Mayday down to the Division/Group Supervisor who is having the Mayday in their Division/Group

## Mayday Operational Guidelines (Task, Tactical, & Strategic Levels)

### Task/Company/Firefighter Level Mayday Responsibilities

Firefighter or interior Unit having the Mayday must:

- Call for a Mayday as soon as you realize you cannot safely exit the hazard zone
- Declare a Mayday (x's 3) to ensure priority radio traffic, DO NOT un-key the microphone
- Give a L-CANA report that includes: (Location, Conditions, Actions, Needs, Air)
  - Who: Your identity - unit, unit riding position, or entire name
  - What: Caused the condition(s) of the Mayday
  - Where: Identify your current location/surroundings or your last known location
  - NEEDS: The needs that will help resolve the Mayday (critical)
  - Air status report
- Calm down and begin self-help/self-rescue techniques
- Conserve your air
- Activate your Personal Alert Safety System (PASS) if appropriate
- Maintain radio contact with the IC or the Division Supervisor as required

Other Companies operating in the hazard zone during a Mayday must maintain radio silence. If however other companies have pertinent information that directly relates to the Mayday, those messages can be transmitted. Example include obtained fire control, crew is nearby and can assist with the mayday, etc.

### Strategic Level Mayday Responsibilities

When a Mayday is declared on the fireground, the IC must:

- Confirm the critical factors – the risk management plan – and the overall strategy
- Take STRONG control of the communications process
- Follow the Mayday communication algorithm
- Change the IAP to high priority rescue effort
- A NO PAR policy will take effect
- Assign BC's/Chief Officers (i.e. Warm Zone Supervisors) into Division/Groups if not already assigned
- Coordinate and support the rescue efforts with the Division/Groups as required
- Expand the command organization
- Support the fire fight when necessary – **Put the fire out!**
- Provide the required support work
- Establish triage, treatment, and transport if Medical Group isn't assigned.
- Consider the medical and technical requirements for the rescue

On-Deck companies must use great discipline when there is no Division/Group Supervisor in place during a Mayday. On-Deck crews must properly equip themselves, have a rescue plan, and be ordered into the hazard zone by the IC before making entry.

The IC should assign Division/Group responsibilities as soon as possible into the event (when none are in place when the Mayday is declared).

### EMER Button Activation

EMER button activation should be used as a last resort, after attempting to contact the IC three times. The EMER button may also be used if you are unable to transmit over the radio to the IC.

### **Clearing Mayday operations**

Once all affected firefighters have been removed from the hazard zone, the IC must ensure that they are handed over to treatment and that there are enough resources on-scene or responding to adequately treat and transport all of the injured firefighters.

The suitability of personnel to continue to work in IDLH atmospheres will be directly impacted by the severity of the Mayday. Company and Command Officers must evaluate the mental and physical wellness of any deployed member working on the Mayday prior to sending them back to work on the incident's problems.

Once the Mayday(s) have been controlled, all personnel are accounted for and there is adequate treatment under way, the IC should contact the dispatch center and clear the Mayday radio traffic. This announcement should include:

- A brief Mayday conclusion report
- The strategy and IAP for the next operational period in the incident
- Resource determination
- Open the air for normal radio traffic

## **Appendix A: Definitions**

**Abandon the Structure:** An emergency retreat where all hose lines and heavy equipment will be left in place, if not needed for exit, and all members in the hazard zone will exit the structure as quickly and as safely as possible.

**Accountability Location:** As Level 1 and Level 2 units are assigned, Command will give assignments, which will include their respective accountability unit identification and geographic location. Each crew/unit will deliver their passport to the engineer of the accountability engine where they deploy a hand line from, and it will be placed on the accountability board located on the inside of the driver's door. Ladder crews will place their passport on the apparatus accountability board located on the inside of the driver's door when going to the roof to perform ventilation.

**Balancing Alarms:** Requesting the call be filled out to a higher level 1st alarm (e.g. from a FR to a FC); or from a FR to FRC or FC to FCC.

**Clearing the Alarm:** Hailing the dispatch center using your radio designator ("SNOPAC from E1"). This will ensure that you deliver your IRR on the correct channel, notify all responders you are about to deliver an IRR and assume command, and automatically activate Level I staging.

**Command Aide/FIT:** A command support role assigned to assist the IC in directly managing an incident.

**Defensive Strategy:** An incident where the problem has evolved to the point that lives and property are no longer savable and offensive tactics are no longer effective or safe. The entire defensive strategy is based on protecting firefighters.

**Embedded Safety:** The active safety function performed by Division/Group Supervisors where crews are operating under their supervision in a hazard zone. These functions include managing division/group accountability, tracking and managing interior crew work times, rotating crews out of the hazard zone, managing on-deck, recycle, and rehabbing crews, and monitoring for any safety hazards.

**Emergency Traffic:** The IC is the only person who can initiate an emergency traffic report. Emergency traffic will receive the highest communications priority from the Alarm/Dispatch center and the IC. All other units operating at the incident site will maintain radio discipline until the emergency traffic has been cleared by the IC. Dispatch will transmit 3 alert tones when emergency traffic is requested.

**Fixed Factors:** Those aspects of an incident that cannot be changed including the building, occupancy type, arrangement, and any special circumstances.

**Follow-up Report:** Report following the Initial Radio Report (IRR) stating: 360 complete or not complete, confirm number of stories and basement(s), IAP changes or state no changes to the IAP, accountability location given.

**Hold the Alarm:** Resource determination where the alarm that is dispatched will continue as dispatched.

**Initial Radio Report:** The initial report given by the first arriving IC to provide dispatch and all units responding, with a size up of conditions seen from the initial command position.

**L-CANA Reports:** Crews report on Location, Conditions, Actions, Needs, and Air.

**Level 1:** Initial alarm arriving resources, with the exception of the 1<sup>st</sup> arriving apparatus and BC, should respond to Level 1. This should be in an uncommitted position one block from the scene. Units should announce that they are Level 1. For engine companies this means that they don't pass their last water source (in a hydrated area). Ladder/Truck companies don't pass their last access point into the incident site. All Level 1 units must wait for an assignment from the IC before proceeding out of their Level 1 location.

**Level 2:** Level 2 procedures are used for greater alarm assignments. It is a centralized staging location adjacent to the incident scene where later arriving resources will assemble. Level 2 should be close enough to the incident scene to provide timely access, but is located in an area that is out of the way and not exposed to the incident's hazards. Dispatched greater Alarm Units should be dispatched to a Level 2 location on a different radio frequency from the hazard zone frequency as designated by the dispatch agency.

**Mayday:** Anytime a firefighter cannot safely exit an IDLH hazard zone.

**Offensive Strategy:** Strategy used at incidents where lives and property are savable. Operations are conducted inside the hazard zone.

**On-Deck:** A forward staging position located just outside the immediate hazard zone, safely distanced from the entrance of a tactical position/Division. *Once a crew is assigned to an On-Deck position, they are first and foremost a Rapid Intervention Crew until they are given an assignment into the hazard zone. On-deck Crews shall bring a RIC Bag when assigned.*

**PAR:** A Personnel Accountability Report (PAR) involves confirmation that all personnel assigned are accounted for and have an adequate air supply to safely exit the hazard zone.

**Priority Traffic:** Crew driven communication where "red flags" exist on the scene. Examples include:

- Unable to complete a critical assigned task/tactical objective
- Urgent need to be reinforced/backed-up to complete an assigned task/tactical objective
- Victims encountered
- Working concealed space fires not easily controlled by the locating unit
- A roof report that includes: attic fire, unsafe roof structure, imminent collapse threat
- Sudden, significant incident events (backdraft, flashover).

**Quick Hit:** Offensive fire attack where water is applied from the exterior of the structure

**Recycle:** A timely and efficient means of air replacement and re-hydration of companies while maintaining their Division/Group assignment. If conditions permit, a company's work cycle could be up to 2 air cylinders.

**Rehab:** An assignment to a formal rehab location (close to the emergency scene) where units will be decontaminated, medically evaluated, rehydrated, and replenished.

**Roof Report:** Normal radio traffic terminology that is crew driven and involves describing the pitch, stability, location of fire walls, attic fire involvement from the roof.

**Status Change:** Normal radio traffic terminology that is crew driven and can involve moving from an assigned work location to a different geographic work location, exiting the structure to recycle or rehab, or a crew completing their assignment. Status Changes are given in the L-CANA format. Examples include crews needing salvage tarps or crews needing equipment during overhaul. The above are NOT Priority Traffic Needs. They are routine needs requests that are given as a “Status Change.”

**Upgrade the alarm:** Resource determination where the IC adds additional alarms to the alarm originally dispatched. “Dispatch from Main Command, Upgrade to a second/third/fourth alarm confirmed Commercial Fire”.

**Variable Factors:** Those elements of an incident which can be changed by the direction of the IC and the action of the crews including: life, fire, resources, and actions.

**Withdraw:** An orderly withdrawal where interior lines and equipment will be withdrawn and repositioned when changing to a defensive strategy.

**Confirmed Working Fire:** A situation that will require at least the commitment of all responding companies. This report advises dispatch that the companies will be engaged in tactical activities and will be held at the scene for an extended period of time.

**3 Deep Deployment:** The strategy implemented by the IC to always providing a steady, adequate stream of resources. It begins with the initial arriving workers assigned into the hazard zone - the first layer. Subsequent arriving units are assigned to On-Deck positions at the entry points already utilized by initial arriving units - the second layer. Once all of the critical tactical areas are adequately backed up with On-Deck Units, subsequent arriving units will be either Level 1 or Level 2. These units now give the IC the tactical reserve needed to replace companies or to back fill any companies addressing a sudden incident problem - the third layer.

Appendix B: IMS Communications Form

**Snohomish County IMS Communications**

**Alarm/Dispatch Center - Standard Communication Forms**

|   |  |
|---|--|
| <p align="center"><b>Initial Radio Report</b></p> <p><b><u>Building/Area Description:</u></b><br/>                 Size: Small    Medium    Large    Mega<br/>                 Height: 1    2    3    4    5<br/>                 Occupancy Type: <b>House</b>    <b>Multi-Family (Garden, Center hallway, Townhouse)</b>    <b>Commercial</b>    <b>Strip Mall</b>    <b>Big Box</b>    <b>Mid Rise</b></p> <p><b><u>Problem Description:</u></b><br/>                 Nothing Showing    Light Smoke    Working Fire    Defensive Fire Conditions<br/>                 Location of the Problem: _____</p> <p><b><u>Initial Incident Action Plan:</u></b> Apparatus Location (Spot)<br/> <b>Tasks:</b> Water Supply    Stretch 2 ½" or 1 ¾"    HZSP    Quick hit    Def Op<br/> <b>Location:</b> Alpha Bravo Charlie Delta    <b>Floor:</b> 1 2 3 4 5<br/> <b>Objectives:</b> Primary Search    Fire Control    Extension    Quick Hit<br/> <b>Strategy:</b>    Offensive    Defensive</p> <p><b><u>Resource Determination:</u></b><br/>                 Cancel    Hold Alarm    Continue non-code    Balance Alarm Type    Upgrade to greater alarm: Level 2 located at _____</p> | <p align="center"><b>Follow-Up Report</b></p> <p><b><u>Results of the 360:</u></b><br/>                 Not Completed    Completed</p> <p><b><u>Stories from Charlie Side</u></b><br/>                 _____</p> <p><b><u>Basement Type:</u></b>    No basement<br/>                 Full    Look-out    Walk-Out</p> <p><b><u>Any Changes to IAP</u></b><br/>                 Yes    No<br/>                 _____</p> <p><b><u>E _____ will be the Accountability Location</u></b><br/>                 Alpha    Bravo    Charlie    Delta</p> |
|---|--|

|   |   |   |
|---|---|---|
| <p><b>Unit Assignment</b></p> <p>Unit: _____</p> <p>Tasks: _____</p> <p>Location: _____</p> <p>Objectives: P/S    F/C    L/C    O/D</p> | <p><b>Unit Assignment</b></p> <p>Unit: _____</p> <p>Tasks: _____</p> <p>Location: _____</p> <p>Objectives: P/S    F/C    L/C    O/D</p> | <p><b>Unit Assignment</b></p> <p>Unit: _____</p> <p>Tasks: _____</p> <p>Location: _____</p> <p>Objectives: P/S    F/C    L/C    O/D</p> |
|---|---|---|

|   |  |                          |
|---|--|--------------------------|
| <b>Command Transfer</b>                 | Unit Rundown: _____  | Transfer L-CANA: _____   |
| <b>Unit:</b> _____                      | <b>Assume Command:</b> Yes    No   | <b>CP Location</b> _____ |
| <b>Strategy:</b> Offensive    Defensive | <b>Resource Determination:</b> Cancel Assn    Hold Assn    Balance Assn    Greater |                          |

|  |             |               |                  |               |              |
|--|-------------|---------------|------------------|---------------|--------------|
| <b>L-CANA Report</b>                           | Unit: _____ | IC driven     | Priority traffic | Status Change | Good news    |
| <b>Conditions:</b> Smoke    Heat    Visibility |             |               |                  |               |              |
| <b>Tactical Priorities Achieved:</b>           | Search      | Nothing found | Fire Control     | Extension     | Loss stopped |
| <b>Needs: No Needs or Requesting</b>           | _____       |               |                  |               |              |

### Budget Amendment #3

| GENERAL FUND:                                  |                            |                      |                   |                     |  |
|--|----------------------------|----------------------|-------------------|---------------------|--|
| REVENUE CHANGES:                               |                            |                      |                   |                     |  |
| REVENUE ITEMS:                                 | reasons                    | new expenditure amt. | original budgeted | \$ change           |  |
| FIIRE Grant                                    | FIIRE GRANT                | \$ 16,106            | \$ -              | \$ 16,106           |  |
|  |                            |                      |                   | \$ 16,106           |  |
| EXPENDITURE CHANGES:                           |                            |                      |                   |                     |  |
| EXPENDITURE ITEMS:                             | reasons                    | new expenditure amt. | original budgeted | \$ change           |  |
| <b>Suppression:</b>                            |                            |                      |                   |                     |  |
| Small Tools & Equipment                        | StormStick Decon - See RAB | \$ 171,106           | \$ 155,000        | \$ 16,106           |  |
| <b>Technical Services:</b>                     |                            |                      |                   |                     |  |
| IT Services                                    | see executive summary      | \$ 566,562           | \$ 450,000        | \$ 116,562          |  |
| Total Expenditure Increases (Decreases)        |                            |                      |                   | \$ 132,668          |  |
| <b>Net increase (decrease) in fund balance</b> |                            |                      |                   | <b>\$ (116,562)</b> |  |

DATE: 12/28/2023

Motion to approve budget amendment #2 as presented above :

---

Troy Elmore, Chairman

---

Rick Edwards

---

Randy Fay

---

Paul Gagnon

---

Jeff Schaub

---

Jim Steinruck

---

Roy Waugh

attest to: Secretary to the Board





## EXECUTIVE SUMMARY

**DATE:** December 6, 2023  
**PREPARED BY:** Deputy Chief Colby Titland  
**RE:** Budget Amendment: Suppression Small Tools and Equipment

---

### **BACKGROUND and OVERVIEW**

Our current decontamination process requires the firefighters to make soap solution, spray each other with a garden hose, scrub the soap solution, and then spray each other off. This can take up to 3-5 minutes per individual if done correctly. Often, firefighters do not complete all the necessary steps. StormStick Decontamination is an unmanned system that can clean a firefighter's gear with detergent and a brush in 25 seconds. The flow and pressure are self-regulated by the equipment.

With the purchase of the StormStick Decon system for each of our 10 front line engines, we can streamline the decontamination process while increasing effectiveness. The StormStick Decon system allows for a stand-alone system to be in place, away from personnel not in full SCBA/PPE. It assists in removing toxins from PPE before doffing to minimize exposure to skin/lungs as well as downstream cross-contamination exposure.

The StormStick fulfills the strategic goals of Objective 1.4 for evaluating equipment and technology to help our response capabilities. In addition to this objective, it also fulfills the goal of helping the physical well-being of our members by offering a tool that makes carcinogen reduction easier.

Health & Safety submitted for a grant through the L&I FIIRE program and was subsequently approved for and received the grant funds in 2023. All the equipment was purchased for a total price of \$23,716.34 from StormStick Decon. Labor and Industries awarded \$16,106 for the grant which left SRFR's liability at \$7610.34.

Q4 2023 pending request is to increase the Suppression-small tools line item 001-504-522-20-35-00 by the \$16,106 that was awarded from the grant.



## EXECUTIVE SUMMARY

**DATE:** November 16, 2023  
**PREPARED BY:** IT Manager Paul Charbeneau  
**RE:** Budget Amendment: 2023 IT Services

---

### **BACKGROUND and OVERVIEW**

Snohomish Regional Fire and Rescue budgeted \$450,000 for IT Services in 2023. This is slated for Technical Services including support from IS Outsource, off-site data storage, website maintenance, and AV and phone system maintenance. During the year Assistant Chief Steve Guptill retired and the district hired a new dedicated IT Manager, Paul Charbeneau. This personnel change required additional onboarding, training time and support from IS Outsource. In addition, there is a project ongoing in 2023 to change the internet provider for several of our locations from Comcast to the county's fiber service and replace servers and data migration at our county datacenter. These efforts require engineering and support from IS Outsource and are drawn from our regular support time with them. This change will allow us to turn off Comcast service at several sites and use the fiber circuit direct from Snohomish County. Services provided by ISOutsource helps our IT department maintain a high level of support for all our crew.

The cost for IT Services in 2023 will be higher than anticipated due to the personnel changes and circuit adjustments, in addition to the server migration project. Line item 001-513-522-10-41-04 will require an amendment of approximately \$116,562.

Details as of 11/16/23:

001-513-522-10-41-04:

- Budget: \$450,000
- Activity: \$476,702

Q4 2023 activities that are in progress or planned for the period November 16<sup>th</sup> through the end of 2023.

- IS Outsource Recurring Monthly Support and Monitoring services - \$73,470
- Fiber Initiative estimate to completion - \$20,000  
This project has been ongoing for the last couple years and is very near completion
- Pending server replacement initiative - \$21,326  
It is possible this work would not be billed until we get into 2024
- Other recurring fees from Iron Mountain storage and Smarsh archiving - \$1766

Q4 2023 pending requested amendment \$116,562.



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

**PRIVILEGED & CONFIDENTIAL**

**CASE BUDGET WORKSHEET**

Snohomish Regional Fire & Rescue

**MATTER NAME:**  
**MATTER NUMBER:**

**DATE:** 3/20/2023

| ACTIVITY   | PERSONNEL    | HOURS | HOURLY RATE | Budget      |
|--|--------------|-------|-------------|-------------|
|  |              |       |             |             |
|  |              |       |             |             |
|  |              |       |             |             |
|  |              |       |             |             |
|  |              |       |             |             |
| <b>1. Initial Meeting</b><br>Attend initial in person meetings with the Owner and the Owner Advisor to assist in establishing Project goals from a legal perspective. The Project goals will establish the basis for the RFQ and RFP Scopes of Work. | Z. Tomlinson | 5     | \$475       | \$2,375.00  |
| <b>2. Project Review Committee Application</b><br>Assist the Owner in obtaining approval from the State's Capital Project Advisory Review Board - Project Review Committee (PRC), including review of application.                                   | Z. Tomlinson | 4     | \$475       | \$1,900.00  |
| <b>3. Development of RFP and RFQ Evaluation Criteria, Scopes of Work and Contracting Advice</b><br>Provide legal assistance and opinion in drafting RFQ and RFP, including draft contract documents; attend meetings to discuss same.                | Z. Tomlinson | 25    | \$475       | \$11,875.00 |
| <b>4. Post Award Negotiation / Assistance</b><br>Provide assistance in contract negotiations and other post-award issues.  | Z. Tomlinson | 25    | \$475       | \$11,875.00 |
| <b>5. Contract Disputes</b><br>If required, the Attorney will provide dispute resolution, claims avoidance or litigation support related to Progressive Design-Build.  | Z. Tomlinson | tbd   | \$475       |             |
|  |              |       |             |             |
|  |              |       |             |             |
|  |              |       |             |             |

Total \$ 28,025.00

Zak Tomlinson  
[zak.tomlinson@pacificalawgroup.com](mailto:zak.tomlinson@pacificalawgroup.com)

November 20, 2023

Ron Rasmussen  
Deputy Chief / Logistics  
Snohomish Regional Fire & Rescue  
163 Village Court  
Monroe, WA 98272**Re: Legal Representation**

Dear Mr. Rasmussen:

Thank you for selecting Pacifica Law Group LLP to represent Snohomish Regional Fire and Rescue (“SRFR”) to represent it in connection with its upcoming Progressive Design Build projects. This letter will also apply to any additional matters that we undertake at your request, unless otherwise specified in a separate engagement letter addressing that matter.

The principal factors in determining our fees will be the time and effort devoted to the matter and the hourly rates of the lawyers and paralegals involved. I will have primary oversight for Pacifica Law Group’s representation of SRFR, but we assign other firm lawyers and paralegals when necessary, beneficial or cost-effective and when desirable to meet the time constraints of the matter. My hourly rate for this work will be \$475 through the end of 2024. Billing rates may be adjusted not more frequently than annually, usually on January 1. Services performed after the effective date of the new rates will be charged at the new applicable rates. We do not charge for costs incurred internally (photocopying, long distance telephone charges, electronic legal research services and the like). However, to the extent we incur costs from outside vendors directly related to your work, these costs will be passed through to you without mark-up. We issue invoices for our fees and any disbursements on a monthly basis. These invoices include detail that most of our clients find sufficient, but please let me know at any time if more detailed information is needed on our invoices. You can reach me at the office at (206) 245-1700.

As lawyers, we are of course regulated by ethical rules, including rules governing conflicts of interest, in the jurisdictions in which we practice. Based on our review of our records and the information you have provided regarding adverse or potentially adverse parties, the representation of SRFR on this initial matter does not create a conflict of interest for Pacifica Law Group.

Please let me know immediately if there are other adverse or potentially adverse party names to check, or other names that you believe we should check. If you learn about significant name

changes of any of the entities or about additional adverse or potentially adverse parties, please advise us so our records can be updated. Our representation of SRFR does not include acting as counsel for any entity in which SRFR holds equity or any subsidiary, affiliate, equityholder, employee, family member or other person unless such additional representation is separately and clearly undertaken by us.

Pacifica Law Group represents many other companies, individuals and government agencies (“clients”). During the time we are representing SRFR we may be asked to represent:

- (1) other present or future clients in transactions, litigation or other disputes adverse to SRFR that are not substantially related to our representation of SRFR; and/or
- (2) in matters not substantially related to our work for SRFR, parties who have interests adverse to SRFR in matters we are handling for SRFR.

We request SRFR’s consent to allow Pacifica Law Group to undertake such future representations without the need to obtain any further or separate approval from SRFR, as long as those matters are not substantially related to matters in which Pacifica Law Group is representing, or has represented, SRFR. Your signature below constitutes SRFR’s consent to such representation. We agree not to use any proprietary or other confidential nonpublic information concerning SRFR acquired by us as a result of our representation of SRFR to SRFR’s material disadvantage in connection with any litigation or other matter in which we are adverse to SRFR.

During our representation of you, there may from time to time be issues that raise questions as to our duties under the rules of professional conduct that apply to lawyers. These might include, e.g., conflict of interest issues, and could even include issues raised because of a dispute between us and a client over the handling of a matter. Under normal circumstances when such issues arise we would seek the advice of our Professional Standards Counsel, Loss Prevention partners or Professional Standards Conflicts Attorneys who are experts in such matters. Historically, we have considered such consultations to be attorney-client privileged conversations between firm personnel and the counsel for the firm. In recent years, however, there have been judicial decisions indicating that under some circumstances such conversations involve a conflict of interest between client and attorney and that an attorney’s consultation with its counsel may not be privileged, unless the attorney either withdraws from the representation of the client or obtains the client’s consent to consult with its counsel.

We believe that it is in our client’s interests, as well as Pacifica Law Group’s interest, that in the event legal ethics or related issues arise during a representation, we receive expert analysis of our obligations. Accordingly, as part of our agreement concerning our representation of SRFR, you agree that if we determine in our own discretion during the course of the representation that it is either necessary or appropriate to consult with our firm counsel (either Pacifica Law Group’s


Ron Rasmussen, Deputy Chief / Logistics  
Snohomish Regional Fire and Rescue  
November 20, 2023  
Page 3

internal counsel or, if we choose, outside counsel) we have your consent to do so and that our representation of you shall not, thereby, waive any attorney-client privilege that Pacifica Law Group may have to protect the confidentiality of our communications with counsel.

This letter confirms the terms and conditions on which Pacifica Law Group LLP will provide legal services to SRFR. Unless otherwise agreed in writing, the terms of this letter will also apply to any additional matters that we undertake at SRFR's request. If this letter correctly sets forth our understanding, please sign and date a copy of this letter and promptly return it to me. If you have any questions about this letter or generally about our services or bills, please call me at any time. We look forward to working with you and thank you for placing your confidence in Pacifica Law Group.

Sincerely yours,

PACIFICA LAW GROUP LLP

By:   
Zak Tomlinson

ACCEPTED AND AGREED:

CLIENT: SNOHOMISH REGIONAL FIRE AND RESCUE

\_\_\_\_\_  
Name: Ron Rasmussen  
Title: Deputy Chief / Logistics

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





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

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

|  |  |
|--|--|
| <b>Initiative Name:</b> King County Brightwater Treatment Plant Interlocal Agreement Renewal   |  |
| <b>Executive member responsible for guiding the initiative:</b> Business Administrator Leah Schoof   |  |
| <b>Type of Action:</b> <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution  |  |
| <b>Initiative Description:</b> <ul style="list-style-type: none"> <li>• <b>Brief Description</b></li> <li>• <b>Goal of Initiative</b></li> <li>• <b>Initiative Results (deliverables)</b></li> <li>• <b>Connection to Strategic Plan</b></li> <li>• <b>Supporting Documentation (attach)</b> <ul style="list-style-type: none"> <li>○ <b>Scope of work</b></li> <li>○ <b>Contract(s)</b></li> <li>○ <b>Project proposal(s)</b></li> <li>○ <b>Presentation(s)</b></li> </ul> </li> <li>• <b>If Financial: Reason RAB must be approved outside of the annual budget process</b></li> </ul> | <p>SRFR has an interlocal agreement (ILA) with King County for fire protection services for the Brightwater Treatment Plant that expires 12.31.23. The ILA has a five-year term and is on its second (of three) consecutive terms.</p> <p>In collaboration with King County the ILA has been updated for the 2023-2028 term. The annual revenue will increase \$8,994.31 (from \$112,449.50 to \$121,443.81) based on the current assessed value and budget methodology of calculation outlined in Exhibit A.</p> <p>The attached draft ILA extension has been reviewed by Brian and is approved to form and ready for the upcoming board meeting on the 14th.</p>   |
| <b>Financial Impact:</b>   | Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A<br>Revenue: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A<br><br>Total amount of initiative (attach amount breakdown if applicable): \$ 8,994.31<br>Initial amount: \$<br>Long-term annual amount(s): \$<br><br>Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$<br><br>Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$<br><ul style="list-style-type: none"> <li>• If yes: Fund(s)/line item(s) to be amended:</li> </ul> |
| <b>Risk Assessment:</b>  | Risk if approved: n/a<br><br><br><br><br><br><br><br><br><br>Risk if not approved: n/a   |

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



**King County**

Department of Natural Resources and Parks  
**Wastewater Treatment Division**

King Street Center, KSC-NR-0501  
201 S Jackson Street  
Seattle, WA 98104-3855  
206-684-1280 Fax 206-684-1959 TTY Relay: 711

August 1, 2013

Gary Meek  
Fire Chief  
8010 180th Street S.E.  
Snohomish, WA 98296

Re: Agreement for Fire Protection Services/Brightwater

Dear Gary;

Enclosed you will find a fully executed copy of the Interlocal Agreement for Fire and Emergency Medical Services for the Brightwater Treatment Plant for your file.

I appreciate your assistance in this matter.

Yours very truly,

Stan Hummel, P.E.  
Capital Projects Managing Supervisor  
(206) 205-0875

**INTERLOCAL AGREEMENT  
FOR FIRE PROTECTION, EMERGENCY MEDICAL AND RELATED  
SERVICES TO THE BRIGHTWATER TREATMENT PLANT**

THIS INTERLOCAL AGREEMENT (Agreement) is made by and between King County, a home rule charter county, a political subdivision of the State of Washington, hereinafter referred to as the "County", and the Snohomish County Fire Protection District No. 7, a municipal corporation of the State of Washington, hereinafter referred to as the "District." County and District may also be collectively referred to as the "Parties" and individually as "Party."

WHEREAS this Agreement is entered into by the County and District pursuant to the authority of RCW 52.30.020 and Chapter 39.34, RCW; and

WHEREAS, the District currently provides fire protection, hazardous material response, technical rescue and emergency medical services to the Brightwater Regional Wastewater Treatment Plant (Brightwater Treatment Plant); and

WHEREAS on July 8, 2011, the District filed a Claim for Damages against the County alleging that the District has provided fire protection and medical services to the Brightwater Treatment Plant since 2007 and that the County is obligated to pay for the value of those services and to enter into an Agreement for the continued provision of those services (the "District's Claim for Damages"); and

WHEREAS the County denies the allegations set forth in the District's Claim for Damages and does not admit any liability; and

WHEREAS the County and District understand and acknowledge that the Parties enter into this Agreement, in part, as a compromise settlement of disputed claims and that the furnishing of the consideration for this Agreement shall not be deemed or construed as an admission of liability by either of the Parties; and

WHEREAS, the Parties have negotiated this Agreement in good faith.

NOW THEREFORE, in consideration of the mutual promises set forth herein, the Parties agree as follows:

1. Purpose of Agreement

This Agreement establishes the services to be provided by the District and the payments to be made by the County for the District to provide all fire related services, including but not limited to, fire protection, hazardous material response, technical rescue, emergency medical services and related services to the Brightwater Treatment Plant.

2. Duration of Agreement

2.1 This Agreement shall commence on the date that this Agreement is executed by authorized representatives of both Parties (the "Commencement Date") and end on December 31, 2018 (the "Expiration Date"), unless earlier terminated in accordance with the terms and conditions contained herein. This period shall be referred to as the "Initial Term." Upon expiration of the Initial Term, the Parties may, upon mutual agreement, renew the Agreement for up to three successive five (5) year terms (the "Renewal Terms") on the same terms and conditions set as forth herein. However for each Renewal Term, the Parties shall adjust the Cost of Service based upon the methodology set forth in Exhibit A or upon a different methodology mutually agreed to by the Parties.

2.2 Renewal. The Parties agree that at least six (6) months prior to the Expiration Date of the Initial Term, the Parties will meet to discuss the renewal of this Agreement. If both Parties agree to renew the Agreement then the Parties will reassess and determine the Cost of Service as described in Section 5 herein based upon the methodology set forth in Exhibit A, which Exhibit is incorporated herein by this reference, or upon a different methodology mutually agreed to by the Parties. The Parties agree that at least six (6) months prior to the expiration of the first Renewal Term, the Parties will meet to discuss the renewal of this Agreement for a second Renewal Term. If both Parties agree to renew the Agreement for a second Renewal Term, then the Parties will reassess and determine the Cost of Service as described in Section 5 herein based upon the methodology set forth in Exhibit A or upon a different methodology mutually agreed to by the Parties. The Parties agree that at least six (6) months prior to the expiration of the second Renewal Term, the Parties will meet to discuss the renewal of this Agreement for a third Renewal Term. If both Parties agree to renew the Agreement for a third Renewal Term, then the Parties will reassess and determine the Cost of Service as described in Section 5 based upon the methodology set forth in Exhibit A or upon a different methodology mutually agreed to by the Parties.

3. Termination

3.1 Termination as a Matter of Right. Either Party may give notice of termination of this Agreement for any reason or no reason by providing the other Party with at least one (1) year written notice of its intent to terminate. If this Agreement is terminated by the County, then the County shall provide the District with the name of its new service provider.

3.2 Breach and Termination for Cause. A "Material Breach" shall be defined as either (1) the District's failure to provide services at the level specified in Section 4 and Exhibit B, which Exhibit is incorporated herein by this reference; (2) the County's failure to pay the contract payments specified in Section 5; or 3) any other failure of a Party to perform an obligation required

by this Agreement. Either Party may terminate this Agreement in the event of a Material Breach of this Agreement by the other Party; provided, however, that the non-breaching Party shall provide the breaching Party with written notice which sets forth the alleged Material Breach(es) and states a reasonable time to cure the breach (not to exceed sixty (60) days), the "Cure period." In the event that the breaching Party fails to cure such Material Breaches during the Cure Period, then this Agreement shall automatically terminate without further action.

- 3.3 Upon the effective date of the termination, the County shall not be obligated to make any additional payments to the District.

#### 4. Services Provided

During the term of this Agreement, the District agrees to provide the County with all services as set forth below to the Brightwater Treatment Plant.

- 4.1 Fire Suppression Services. The District shall provide all services necessary for fire suppression, hazardous material response, and rescue in accordance with attached Exhibit B Performance Standards and Level of Service.
- 4.2 Emergency Medical Services. The District shall provide the County with all services necessary for basic and advanced life support, emergency medical service, to the Brightwater Treatment Plant as more particularly described in attached Exhibit B Performance Standards and Level of Service.

#### 5. Cost of Services and Payments

In consideration of the services provided by the District, beginning in the year 2013, the County shall pay to the District each year on or before April 30 one lump sum payment in the amount of \$85,720 as the Cost of Service for that year. This amount shall remain fixed and constant throughout the Initial Term of this Agreement. If both Parties agree to renew the Agreement for an additional five (5) year term, then the Parties will reassess and determine the Cost of Service for this first Renewal Term based upon the methodology set forth in Exhibit A or upon a different methodology mutually agreed to by the Parties. The amount calculated shall be referred to as the Cost of Service for the first Renewal Term. If both Parties agree to renew the Agreement for a second Renewal Term, then the Parties will reassess and determine the Cost of Service based upon the methodology set forth in Exhibit A or upon a different methodology mutually agreed to by the Parties. The amount calculated shall be referred to as the Cost of Service for the second Renewal Term. The Parties agree that at least six (6) months prior to the expiration of the second Renewal Term, the Parties will meet to discuss the renewal of this Agreement for a third Renewal Term. If both Parties agree to renew the Agreement for a third Renewal Term, then the Parties will reassess and determine the Cost of Service based upon the methodology set forth in Exhibit A or upon a different methodology mutually agreed to by the Parties. The amount calculated shall be referred to as the Cost of Service for the third Renewal Term.

6. Organization

The Parties recognize and agree that the Parties hereto are independent governments. Except for the specific terms herein, nothing herein shall be construed to limit the discretion of the governing bodies of each Party. Nothing herein shall be construed as creating an association, joint venture, or partnership between the Parties, nor to impose any partnership obligations or liabilities on either Party. Neither Party shall have any right, power, or authority to enter into any agreement or undertaking for or on behalf of, to act as or be an agent or representative of, or to otherwise bind the other Party. Specifically and without limiting the foregoing, subject to compliance with Exhibit B Performance Standards and Level of Service, the District shall have the sole discretion and the obligation to determine the exact method by which the Services described in Section 4 above are provided to the Brightwater Treatment Plant.

No new or separate legal or administrative agency is created to administer the provisions of this Agreement.

7. Resolution of District's Claim for Damages

- 7.1 As a full and complete resolution of the District's Claim for Damages, the County shall pay the District the sum of Eighty Five Thousand Seven Hundred and Twenty Dollars (U.S. \$85,720.00) within thirty (30) days of the execution of this Agreement by the Parties.
- 7.2 In consideration of the mutual covenants contained herein, the District, on behalf of itself and its past and present agents, officers, officials, directors, employees, legal representatives, contractors, consultants, successors and assigns (collectively, the "Releasing Parties") does hereby fully and forever release and discharge the County and its past and present agents, officers, officials, directors, employees, legal representatives, contractors, consultants, successors and assigns (collectively, the "Released Parties") from any and all claims, demands, damages, losses, expenses, causes of action, lawsuits, obligations, costs, judgments, or liabilities of any kind or nature, at law or at equity, whether, known or unknown, suspected or unsuspected, or that anyone claiming by, through or under the Releasing Parties may now have or may in the future claim to have against King County or the Released Parties either directly or indirectly arising out of, or in connection with, those matters that have been or could have been brought in connection with or relating to the District's Claim for Damages. This release and discharge are to be inclusive of any actual or potential claims for attorneys' fees and/or costs.
- 7.3 The Parties agree that the payment of the aforesaid consideration is done entirely for the purpose of a compromise and settlement of a bona fide dispute. Neither the consideration set forth herein, nor the compromise and settlement of said dispute, nor anything contained herein, shall be construed to

be an admission by the County of liability to the District or to any other person or entity, nor shall it be construed to create any rights or interests in third persons or entities. The Parties agree and acknowledge that the fact of this settlement may not be used by the District to prove or establish liability in any action.

8. Indemnification

- 8.1 The District shall defend, indemnify, and hold the County and its officers, officials, employees, and agents free and harmless from any and all demands, costs, claims, judgments, orders, or decrees for personal injuries, death or damage to property arising out of or in any way resulting from any act or omission of the District, or its officers, officials, employees, volunteers, or agents in the performance of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the County, its officers, officials, employees, volunteers, or agent, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the District; and provided further that nothing herein shall require the District to hold harmless or defend the County from any claims arising from the sole negligence of the County, its officers, officials, employees, volunteers, and agents. No liability shall attach to the County by reason of entering into this Agreement except as expressly provided herein.
- 8.2 The County shall defend, indemnify, and hold the District and its officers, officials, employees, and agents free and harmless from any and all demands, costs, claims, judgments, orders, or decrees for personal injuries, death, or damage to property arising out of or in any way resulting from any act or omission of the County, or its officers, officials, employees, volunteers, or agents in the performance of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the District, its officers, officials, employees, volunteers, or agent, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the County; and provided further that nothing herein shall require the County to hold harmless or defend the District from any claims arising from the sole negligence of the District, its officers, officials, employees, volunteers, and agents. No liability shall attach to the District by reason of entering into this Agreement except as expressly provided herein.
- 8.3 Solely for purposes of enforcing the indemnification obligations of a Party under this Section 8, each Party expressly waives, by mutual negotiation, its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, and agrees that the obligation to indemnify, defend, and hold harmless provided for in this Section 8 extends to any such claim brought against the indemnified Party by or on behalf of any employee of the indemnifying Party. The foregoing waiver shall not in any way preclude the



indemnifying Party from raising such immunity as a defense against any claim brought against the indemnifying Party by any of its employees.

9. Insurance

The District shall obtain and maintain at all times hereunder (i) a commercial general liability insurance policy with a minimum policy limit of General Liability - \$1,000,000 combined single limit per occurrence and for those policies with aggregate limits, a \$2,000,000 aggregate limit; (ii) a minimum umbrella coverage of \$6,000,000 each occurrence and \$10,000,000 annual aggregate; (iii) errors and omissions coverage including employment practices liability \$1,000,000 per occurrence and \$2,000,000 annual aggregate; (iv) Automobile Liability - \$1,000,000 combined single limit per accident for bodily injury and property damage; and (v) Workers' Compensation - statutory requirements of the state of residence and employer's liability or stop gap coverage of \$1,000,000 per occurrence, each placed with a reputable and financially strong insurance carrier with an A-rating or better. The policy(ies) shall provide that such policy(ies) shall not be terminated or reduced without thirty (30) days prior notice to the County. On an annual basis, the District will provide a certificate of insurance to the County evidencing the aforementioned coverage.

10. No Third Party Liability and Public Duty Doctrine

This Agreement shall not be construed to provide any benefits to or create a cause of action for or on behalf of any third parties. Specifically and without limiting the foregoing, this Agreement shall not create or be construed as creating an exception to the Public Duty Doctrine.

11. Nondiscrimination

11.1 Employment. The District agrees not to discriminate against any employee or applicant for employment because of sex, age, race, color, creed, national origin, sexual orientation, marital status, or the presence of any sensory, mental, or physical handicap, unless based upon a bonafide occupational qualification. This requirement shall apply without limitation to all aspects of employment (including lay-offs or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship) and advertisement.

11.2 Services and Activities. No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, sexual orientation, age (except minimum age and retirement provisions), marital status, or the presence of any sensory, mental, or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this Agreement and shall be grounds for

termination or suspension in whole or in part of this Agreement by the County and may result in ineligibility for future County agreements.

- 11.3 Other Non-Discrimination Laws. The District shall also comply with all applicable anti-discrimination laws or requirements of any and all jurisdictions having authority.

12. Compliance with Laws and Regulations

The Parties shall comply with all applicable rules and regulations pertaining to them in connection with the matters covered herein.

13. Notices

Any notice required to be given by either Party to the other pursuant to any provision of this Agreement or any law, present or future, shall be in writing and shall be deemed to have been duly given or sent if either delivered personally, sent by nationally recognized overnight delivery service or sent via United States Mail addressed to the following:

To District: Snohomish County Fire Protection District  
No. 7  
8010 - 180<sup>th</sup> Street SE  
Snohomish, WA 98296

With a Copy to: W. Mitchell Cogdill  
Cogdill Nichols Rein Wartelle Andrews  
Vail  
3232 Rockefeller Avenue  
Everett, WA 98201

To County: King County  
Wastewater Treatment Division  
Mailstop: KSC-NR-0503  
201 South Jackson Street, Suite 503  
Seattle, WA 98104-3855  
Attn: Director of Wastewater Treatment  
Division

With a Copy to: King County Prosecutor's Office  
King County Courthouse – W400  
516 Third Avenue  
Seattle, WA 98104  
Attn: Verna P. Bromley  
Sr. Deputy Prosecuting Attorney  
Fax: (206) 296-0415

or, to such other person or address as is hereafter designated in writing by either Party to the other. Each Party may change its notice address set forth in this section by giving notice of a new address to the other Party in accordance with this section.

Notices may also be given by facsimile transmission (provided the fax machine has printed a confirmation of receipt). All notices that are mailed shall be deemed received three (3) business days after mailing. All other notices shall be deemed complete upon actual receipt or refusal to accept delivery.

14. Dispute Resolution

The parties shall use reasonable efforts to mediate any dispute arising under this Agreement. In the event of such a dispute, each party shall designate, in writing, not more than three (3) candidates it proposes to act as a non-binding mediator within ten (10) days following notification of a dispute. If the Parties cannot agree on one of the mediators from the combined list within five (5) days, then the Parties shall promptly meet and select a mediator by blind draw. Upon selection of the mediator, the Parties shall within forty-five (45) days or as soon thereafter as possible, meet and engage in a mediation of the dispute with the assistance of the mediator. The cost for the mediation services shall be borne equally between the Parties, each party paying one-half of the cost. The mediator shall determine reasonable procedures. Testimony and briefing, if any, provided to the mediator shall be inadmissible in any subsequent court proceedings. If mediation fails to resolve the dispute, the Parties may thereafter seek redress in a court of competent jurisdiction. Nothing in this section shall be construed to prohibit either Party from exercising its right to terminate this Agreement as otherwise provided in this Agreement or be construed as a pre-condition to the exercise of such right to terminate.

15. Assignment

The Parties shall not assign this Agreement or any interest, obligation, or duty herein without the express written consent of the other Party.

16. Approval

This Agreement is expressly conditioned upon and subject to the written approval of the authorized representatives of the County and by ordinance of the County Council and by resolution of the District Board of Commissioners and shall not be binding unless and until so approved. This Agreement may be altered, amended, or waived only by a written amendment executed, in the same manner, by both Parties.

17. General Provisions

- 17.1 All of the terms, covenants, and conditions in this Agreement shall extend to and bind any approved legal successors and assigns of the Parties hereto.

ATTACHMENT A

- 17.2 This Agreement shall be deemed to be made and construed in accordance with the laws of the State of Washington. Jurisdiction and venue for any action arising out of this Agreement shall be in King County Washington.
- 17.3 The headings in the Agreement are for convenience only and do not in any way limit or amplify the provisions of this Agreement.
- 17.4 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be held to be invalid or unenforceable by a final decision of any court having jurisdiction on the matter, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and shall continue in full force and effect unless such court determines that such invalidity or unenforceability materially interferes with or defeats the purposes hereof, at which time the County shall have the right to terminate the Agreement for cause.
- 17.5 This Agreement constitutes the entire agreement between the Parties. There are no terms, obligations, covenants, or conditions other than those contained herein. No modifications or amendments of this Agreement shall be valid or effective unless evidenced by an agreement in writing signed by both Parties.
- 17.6 A copy of this Agreement shall be filed with the Snohomish County Auditor's Office.
- 17.7 This Agreement may be executed in counterpart each of which when so executed and delivered shall be an original, but such counterparts shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the District and the County have executed this Agreement as of the latter date of signature below.

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 7

By: Gary A. Meek

GARY A. MEEK  
Print Name

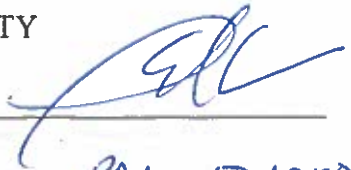
TITLE FIRE CHIEF

DATE 7/25/13

ATTACHMENT A

KING COUNTY

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



PAM ELARD

Print Name

TITLE \_\_\_\_\_

DIRECTOR, WASTEWATER TREATMENT DEPT

DATE \_\_\_\_\_

31 July 2013

**METHODOLOGY FOR CALCULATING COST OF SERVICE FOR DISTRICT SERVICES TO THE BRIGHTWATER TREATMENT PLANT**

Beginning in the year 2019, the Parties shall determine the Cost of Service due to the District for providing services pursuant to this Agreement to the Brightwater Treatment Plant by taking the ratio of the Brightwater Treatment Plant's assessed value of improvements (excluding land) as determined by the Snohomish County Assessor to the total of all assessed improvements (excluding land) in the District's service area, as determined by the Snohomish County Assessor, and then multiply that ratio by the District's expenditures related to Fire Protection.

For the Life Safety component, the Parties would add to the amount calculated above a fixed amount of \$7,936. This number has been derived by calculating the ratio of the average number of persons at the Brightwater Treatment Plant (113) compared to the number of persons in the District (70,000) multiplied by the District's expenditures related to Life Safety. The Parties could revisit this fixed amount only if the average number of persons at the Brightwater Treatment Plant increases by more than 20 percent. In that case, then the amount would be calculated based upon the ratio of the average number of persons at the Brightwater Treatment Plant compared to the number of persons in the District multiplied by the District's expenditures related to Life Safety.

The total amount from above would then be multiplied by the ratio of the District's costs funded through property taxes. The total amount would then stay fixed through the Renewal Term.

The following example is provided to demonstrate how the Cost of Service for the Renewal Period will be calculated.

**EXHIBIT A**

**HYPOTHETICAL VALUES FOR HYPOTHETICAL RENEWAL TERM IN 20XX**

(The Parties acknowledge that the actual values in year 20XX may be significantly more or significantly less than the values set forth below)

|   |   |                 |
|---|---|-----------------|
| Variables   |   |                 |
| Assessed Land Value in District 7 service area in 20XX        | A | \$2,952,622,738 |
| Assessed Improvement Value in District 7 service area in 20XX | B | \$3,890,376,510 |
| Total Assessed Value (AV) in District 7 service area in 20XX  | C | \$6,843,039,248 |
|   |   |                 |
| Brightwater Assessed Land Value in 20XX                       | D | \$ 22,495,600   |
| Brightwater Assessed Improvement Value in 20XX                | E | \$ 30,619,300   |
| Brightwater Total AV in 20XX                                  | F | \$ 53,114,900   |
|   |   |                 |
| District 7 Fire Protection Budget in 20XX                     | G | \$ 13,618,688   |
| District 7 Emergency Medical Services (EMS) Budget in 20XX    | H | \$ 5,017,669    |
| District 7 Total Operating Budget for 20XX                    | J | \$ 18,636,357   |
|   |   |                 |
| District 7 Total Budgeted Revenues for 20XX                   | K | \$ 17,159,017   |
| District 7 Total Budgeted Property Taxes for 20XX             | L | \$ 13,494,086   |
|   |   |                 |
| Population within District 7 service area in 20XX             | M | 70,000          |
| Average No. of Persons at Brightwater in 20XX                 | N | 113             |

Using the values set forth above the Cost of Service pursuant to Section 5 of the Agreement would be calculated as follows:

**FIRE PROTECTION COMPONENT**

Step 1: 0.8%  
Brightwater proportional share of improvements (E/B)

Step 2: \$107,186  
Brightwater share of Fire Protection Budget (Step 1 x G)

**EMS COMPONENT**

Step 3: 0.2%  
Brightwater proportional share of population (N/M)

Step 4: \$ 7,936  
Is average No. of persons at Brightwater greater than 113 x 120% (135.6)? If yes, then go to Step 5. If no, then skip Step 5 and use \$7,936 for the value in Step 4.

Step 5 (if applicable): N/A  
Brightwater share of EMS budget (Step 3 x H)

**EXHIBIT A**

|   |           |
|---|-----------|
| Step 6:<br>District 7 property taxes as a percentage of total District 7 revenues   | 78.641%   |
| Step 7:<br>Fire Protection Component + EMS component<br>(Step 2 + Step 4 or Step 5)   | \$115,122 |
| Step 8:<br>Example of Total Brightwater Cost of Service for<br>Hypothetical Renewal Term for year 20XX<br>(Step 7 x Step 6) | \$90,533  |



PERFORMANCE STANDARDS AND LEVEL OF SERVICE

It is the intent of the District to provide and maintain throughout the term of this Agreement, comprehensive fire and emergency medical services (EMS) to the Brightwater Treatment Plant at or above the level of service and performance King County has received to date. For purposes of establishing a definable level of service, the District and County agree to the following:

1. Fire Suppression Services

The District shall provide all services necessary for fire suppression, hazardous material response and rescue, including all of the following:

- 1.1 Provide Hazardous Materials response capability.
- 1.2 Provide Urban Search and Rescue response.
- 1.3 Provide confined space rescue response.
- 1.4 Provide all fire-related services.
- 1.5 Perform annual training and crew familiarization of the Brightwater Treatment Plant to help maintain a state of readiness.

2. Average Response Time

The District shall maintain an average response time of seven minutes 30 seconds (7:30) for all fire and EMS calls to the Brightwater Treatment Plant. Average response time shall be calculated by summing the time of dispatch to arrival on the scene for all of the fire and EMS calls for a given period of time and dividing that sum by the total number of calls in the defined period.

3. State Law

In addition to the performance standard set forth above, the District agrees to comply with performance measures as set forth in RCW Chapters 35.103 and 52.33 as currently stated or hereafter amended.

4. Emergency Medical Services

Emergency medical services shall be provided at a level consistent with operational guidelines of the District. The District shall maintain and operate emergency medical service vehicles in accordance with Chapter 18.73 RCW and WAC 246-976.

**RENEWAL OF INTERLOCAL AGREEMENT FOR FIRE PROTECTION, EMERGENCY MEDICAL AND RELATED SERVICES TO THE BRIGHTWATER TREATMENT PLANT**

**THIS RENEWAL** (the “Renewal”) of **INTERLOCAL AGREEMENT** (the “Agreement”) is made and entered into this \_\_\_ day of December 2023, by and between **SNOHOMISH REGIONAL FIRE AND RESCUE**, a municipal corporation (the “District”) and **KING COUNTY**, a County and District may be collectively referred to herein as the “Parties.”

**WHEREAS**, the Parties executed an Interlocal Agreement for Fire Protection, Emergency Medical, and Related Services to the Brightwater Treatment Plant (the “ILA”) on July 31, 2013, and a renewal agreement on July 3<sup>rd</sup>, 2018; and

**WHEREAS**, the Term of the Renewal Agreement expires December 31, 2023, but is subject to renewal as provided in Section 2.1 of the ILA; and

**WHEREAS**, the Parties have mutually agreed to renew the ILA for a five-year term as provided in the ILA.

**NOW, THEREFORE**, in consideration of the foregoing, and of the following terms and conditions, **IT IS MUTUALLY AGREED AS FOLLOWS:**

1. **Renewal**. The ILA is hereby renewed for an additional five (5) year term commencing on January 1, 2024, and terminating on December 31, 2028 (the “Second Renewal Term”).
2. **Cost of Services and Payment**. Beginning January 1, 2023, the annual Cost of Service for the Second Renewal Term shall be \$121,443.81. This amount is based on the methodology set forth in Exhibit A. This amount shall remain fixed and constant throughout the Second Renewal Term.
3. **All Other Terms and Conditions**. The Parties agree, except as otherwise provided in this Renewal, that all other terms of the Agreement shall remain unchanged and unaltered and that the Agreement is otherwise in full force and effect pursuant to the terms of the Agreement.

**IN WITNESS WHEREOF**, the District and the County have executed this Renewal as of the latter date of signature below.

**SNOHOMISH REGIONAL FIRE AND RESCUE**

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

Kevin O'Brien, Fire Chief

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

**KING COUNTY**

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

Printed Name: \_\_\_\_\_

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



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

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

|   |   |  |  |
|---|---|--|--|
| <b>Initiative Name:</b>   | Resolution 2023-13 Equipment Surplus  |  |  |
| <b>Executive member responsible for guiding the initiative:</b> | DC Ron Rasmussen  |  |  |
| <b>Type of Action:</b>  | <input type="checkbox"/> Motion   | <input checked="" type="checkbox"/> Resolution |  |
| <b>Initiative Description:</b>                                  | <ul style="list-style-type: none"> <li>• <b>Brief Description</b></li> <li>• <b>Goal of Initiative</b></li> <li>• <b>Initiative Results (deliverables)</b></li> <li>• <b>Connection to Strategic Plan</b></li> <li>• <b>Supporting Documentation (attach)</b> <ul style="list-style-type: none"> <li>○ <b>Scope of work</b></li> <li>○ <b>Contract(s)</b></li> <li>○ <b>Project proposal(s)</b></li> <li>○ <b>Presentation(s)</b></li> </ul> </li> <li>• <b>If Financial: Reason RAB must be approved outside of the annual budget process</b></li> </ul>   |  |  |
|   | <p>From time to time the District gathers surplus vehicles and equipment that are no longer able to be utilized by the District. The District may, pursuant to RCW 39.33.010 sell transfer, exchange or otherwise dispose of any property. The District intends to surplus the property listed in Appendix A of Resolution 2023-14<br/>See Resolution 2023-14 for details.</p> <p>The goal is to follow State law and established district policies and to be prudent with taxpayer dollars.</p>  |  |  |
| <b>Financial Impact:</b>  | <p>Expense:    <input type="checkbox"/> Increase    <input type="checkbox"/> Decrease    <input type="checkbox"/> N/A<br/> Revenue:    <input checked="" type="checkbox"/> Increase    <input type="checkbox"/> Decrease    <input type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$<br/> Initial amount: \$ TBD<br/> Long-term annual amounts(s): \$ None</p> <p>Currently Budgeted:                    <input type="checkbox"/> Yes    <input type="checkbox"/> No    Amount: \$ N/A</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes    <input type="checkbox"/> No    Amount: \$ N/A<br/> • If yes: Fund(s)/line item(s) to be amended:</p> |  |  |
| <b>Risk Assessment:</b>   | <p>Risk if approved: N/A</p> <p>Risk if not approved: N/A</p>   |  |  |

|   |  |
|---|--|
|   |  |
| <b>Legal Review:</b>  |  |
| <input checked="" type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <b>Policy 55: Disposal of Surplus Property</b><br><input type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> <li>• Contracts</li> <li>• Has been reviewed and approved by legal</li> <li>• Includes all costs</li> <li>• Includes term</li> <li>• Includes 'do not exceed' language</li> </ul> <input checked="" type="checkbox"/> N/A |  |
| <b>Presented to, and Approved by, Senior Staff</b>  |  |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |  |
| <b>Commissioner Sub-Committee Approval</b>  |  |
| Initiative presented to commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>N/A: <input type="checkbox"/>   |  |
| <b>For Fire Chief Approval:</b>   |  |
| <input type="checkbox"/> RAB document complete<br><br><input type="checkbox"/> Supporting documentation attached<br><br><input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Secretary (Mindy Leber)<br><br><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><br><br><i>Fire Chief will coordinate with Senior Staff for RAB introduction</i>                                      |  |
| <b>RAB Executive: Confirmed email sent to Board by Fire Chief</b>   |  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| <b>Board of Fire Commissioners</b>  | RAB initiatives go through the following process: <ol style="list-style-type: none"> <li>1. Senior Staff approval to move forward to a committee/board</li> <li>2. Initiatives are introduced to the appropriate committee for review</li> <li>3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> <li>○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes)</li> </ul> </li> <li>4. At a second commissioner meeting, initiatives may be assigned as an action item for approval</li> </ol> |
| <b>Execution:</b>   | <b>It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.</b>  |
|   |  |

## Appendix A

## Appendix A Resolution 2023-14

| SRFR Asset | SFD7 Asset ID | LSF    | Make                       | Model      | Serial number                | Functional? | description        | Notes |
|------------|---------------|--------|----------------------------|------------|------------------------------|-------------|--------------------|-------|
| N/A        | N/A           | N/A    | Dell                       | p190sb     | N/A                          | y           | Monitor            |       |
| N/A        | 6738          | N/A    | Acer                       | 8226WL     | N/A                          | n           | Monitor            |       |
| N/A        | N/A           | N/A    | tripp-lite                 | g1010usb   | 9947AY00M788002408           | Y           | UPS                |       |
| N/A        | N/A           | N/A    | tripp-lite                 | OMNI100I   | 9539DY00M535702854           | Y           | UPS                |       |
| N/A        | 70000172      | N/A    | Dell                       | P30E       | DT8G6F2                      | Y           | Laptop             |       |
| 6834       | 70000383      | N/A    | Dell                       | Inspiron 1 | GX903X1                      | y           | Laptop             |       |
| 6833       | N/A           | N/A    | Dell                       | Inspiron 1 | 17B03X1                      | y           | Laptop             |       |
| N/A        | N/A           | N/A    | SuperLogistics             | SL-EB-LL 1 | 828700030                    | Y           | Desktop            |       |
| N/A        | N/A           | N/A    | SuperLogistics             | SL-EB-LL 1 | 828500003                    | Y           | Desktop            |       |
| N/A        | N/A           | N/A    | SuperLogistics             | SL-EB-LL 1 | 828500004                    | Y           | Desktop            |       |
| N/A        | N/A           | N/A    | SuperLogistics             | SL-EB-LL 1 | 828500002                    | Y           | Desktop            |       |
| N/A        | N/A           | N/A    | SuperLogistics             | SL-EB-LL 1 | 831700015                    | Y           | Desktop            |       |
| N/A        | N/A           | N/A    | Dell                       | OptiPlex 9 | 464XB42                      | Y           | Desktop            |       |
| N/A        | N/A           | N/A    | Dell                       | OptiPlex 7 | J7X5VR1                      | Y           | Desktop            |       |
| 6924       | N/A           | N/A    | Dell                       | OptiPlex 9 | DMH8482                      | Y           | Desktop            |       |
| N/A        | 70000305      | 23     | Apple                      | A1701      | dmpwxb23j28k                 | y           | iPad               |       |
| N/A        | N/A           | N/A    | Apple                      | A1566      | f8qs80kjg5w0                 | y           | iPad               |       |
| N/A        | N/A           | N/A    | Dell                       | OptiPlex 5 | 3B5C613                      | Y           | Desktop            |       |
| N/A        | N/A           | N/A    | Dell                       | OptiPlex 9 | 464WB42                      | Y           | Desktop            |       |
| 6922       | N/A           | N/A    | Dell                       | OptiPlex 7 | G4CB482                      | Y           | Desktop            |       |
| N/A        | N/A           | N/A    | Dell                       | OptiPlex 7 | FZ52HB2                      | Y           | Desktop            |       |
| 6923       | 70000268      | N/A    | Dell                       | OptiPlex 9 | DMHB482                      | Y           | Desktop            |       |
| N/A        | N/A           | N/A    | Pheonix Audio Technologies | Spider MT  | 503051800011081              | y           | Desktop            |       |
| N/A        | 70000377      | N/A    | Dell                       | OptiPlex 9 | FT1CS52                      | y           | Desktop            |       |
| N/A        | 70001847      | N/A    | Dell                       | OptiPlex 9 | FT1HS52                      | y           | Desktop            |       |
| N/A        | 70000267      | N/A    | Dell                       | OptiPlex 7 | FZ4ZGB2                      | y           | Desktop            |       |
| N/A        | 70000277      | N/A    | Dell                       | AIO 9030   | 3CRT382                      | Y           | Desktop            |       |
| N/A        | 70000278      | N/A    | Dell                       | AIO 9030   | 17CCCH2                      | Y           | Desktop            |       |
| N/A        | 70000279      | N/A    | Dell                       | AIO 9030   | FT19S52                      | Y           | Desktop            |       |
| N/A        | 70001848      | N/A    | Dell                       | OptiPlex 9 | 4P1SCX1                      | Unknown     | All in one PC      |       |
| N/A        | 70001844      | N/A    | Dell                       | OptiPlex 9 | 9QG4TX1                      | Unknown     | All in one PC      |       |
| N/A        | 70001849      | N/A    | Dell                       | OptiPlex 9 | GOWJS52                      | Unknown     | All in one PC      |       |
| N/A        | 70001846      | N/A    | Dell                       | OptiPlex 9 | 4RV17V1                      | Unknown     | All in one PC      |       |
| N/A        | 70001845      | N/A    | Dell                       | OptiPlex 9 | FT0PS52                      | Unknown     | All in one PC      |       |
| N/A        | 6733          | N/A    | Acer                       | 8226WL     | N/A                          | Unknown     | Monitor            |       |
| N/A        | N/A           | N/A    | Acer                       | 8226WL     | N/A                          | Unknown     | Monitor            |       |
| N/A        | N/A           | N/A    | Dell                       | 1908FPT    | N/A                          | Unknown     | Monitor            |       |
| N/A        | N/A           | 102127 | Kingsystems                | N/A        | N/A                          | Unknown     | Video Laryngoscope |       |
| N/A        | N/A           | N/A    | Kingsystems                | N/A        | N/A                          | Unknown     | Video Laryngoscope |       |
| 70001842   | N/A           | 00034  | Dell                       | N/A        | JPG4TX1                      | Unknown     | All in one PC      |       |
| 70001838   | N/A           | 00030  | Dell                       | N/A        | 3CRR382                      | Unknown     | All in one PC      |       |
| 70001841   | N/A           | 00111  | Dell                       | N/A        | 3CRS382                      | Unknown     | All in one PC      |       |
| 70001840   | N/A           | 102020 | Dell                       | N/A        | FT1BS52                      | Unknown     | All in one PC      |       |
| 70001839   | N/A           | N/A    | Dell                       | N/A        | FT1GS52                      | Unknown     | All in one PC      |       |
| N/A        | N/A           | N/A    | Dell                       | N/A        | CN-OT4KPW-QDC00-9AP-57CL-A07 | Unknown     | Monitor            |       |
| N/A        | 733125        | N/A    | Ferno                      | 93-p       | 728801                       | Unknown     | Cot                |       |
| N/A        | 5763          | N/A    | Relm                       | RPV599A    | 03620BB0029                  | Y           | Weather radio      |       |
| 70002164   | N/A           | N/A    | Sony                       | a700       | 1107597                      | y           | Digital camera     |       |

Appendix A

|     |          |              |              |                 |                              |         |                         |        |
|-----|----------|--------------|--------------|-----------------|------------------------------|---------|-------------------------|--------|
| N/A | N/A      | N/A          | Sony         | DCR-HC32 349852 |                              | y       | Digital camcorder       |        |
| N/A | N/A      | 0025         | Apple        | A1701           | DMPWX7HJJ28K                 | y       | iPad                    |        |
| N/A | N/A      | 0026         | Apple        | A1701           | DMPWXB2GJ28K                 | y       | iPad                    |        |
| N/A | SCFD7768 | N/A          | Apple        | A1395           | DN6H1ZP1DKPJ                 | Unknown | iPad                    |        |
| N/A | N/A      | N/A          | Acer         | B226WL          | MMLXVAA001439039FD8500       | Unknown | Monitor                 |        |
| N/A | 6739     | N/A          | Acer         | B226WL          | MMLXVAA001505093578500       | Unknown | Monitor                 |        |
| N/A | N/A      | N/A          | Acer         | B226WL          | MMLXVAA00143903A0E8500       | Unknown | Monitor                 |        |
| N/A | 70000274 | N/A          | Dell         | 3CSP382         | 7304140946                   | Unknown | All in one PC           |        |
| N/A | N/A      | N/A          | Dell         | 1908FPt         | CN-003073-74445-975-9215     | Unknown | Monitor                 |        |
| N/A | N/A      | N/A          | Dell         | 1905FP          | CN-OT6116-71618-SBC-BGU8     | Unknown | All in one PC           |        |
| N/A | N/A      | N/A          | Dell         | P190Sb          | MX09N1WT742629C81UDL         | Unknown | All in one PC           |        |
| N/A | N/A      | 31D08-100678 | Dell         | P190Sc          | CN04JNJ2641809B330CS         | Unknown | All in one PC           |        |
| N/A | N/A      | N/A          | Dell         | E198FPb         | CNOCN0844663379504TM         | Unknown | All in one PC           |        |
| N/A | N/A      | N/A          | Precor       | EFX544          | N/A                          | Y       | Elliptical machine      |        |
| N/A | N/A      | N/A          | HP           | Jet Pro 87      | CN75HKT05W                   | Unknown | Printer / Copier        |        |
| N/A | 6753     | N/A          | HP           | Laser Pro       | IPBHH07012                   | Unknown | Printer / Copier        |        |
| N/A | 5756     | N/A          | Bullard      | N/A             | N/A                          | Unknown | Thermal Imager          |        |
| N/A | N/A      | N/A          | Dell         | PP05L           | CN-0Y88643-4864              | Unknown | Laptop                  |        |
| N/A | N/A      | N/A          | Dell         | 2300MP          | CN-0G5371-S0081-58V-0171     | Unknown | Projector               |        |
| N/A | N/A      | N/A          | Cannon       | DM-GL2 A        | 132302810013                 | Y       | Digital Video Camcorder |        |
| N/A | 6134     | N/A          | Uniden       | BC264T          | 326Z64002641                 | Unknown | Radio                   |        |
| N/A | N/A      | N/A          | MSA          | Altair 4x       | 534840                       | Unknown | Gas detector            |        |
| N/A | N/A      | N/A          | Bunker Coat  | NWSC# CC        | 1804000098                   | N       | Damaged bunker gear     |        |
| N/A | N/A      | N/A          | Bunker Coat  | NWSC# C1        | 1004002216                   | N       | Expired bunker gear     |        |
| N/A | N/A      | N/A          | Bunker Coat  | NWSC# C1        | 1004002125                   | N       | Expired bunker gear     |        |
| N/A | N/A      | N/A          | Bunker Coat  | N/A             | 0002504582                   | N       | Expired bunker gear     |        |
| N/A | N/A      | N/A          | Bunker Coat  | NWSC# C1        | 1310002135                   | N       | Expired bunker gear     |        |
| N/A | N/A      | N/A          | Bunker Pants | NWSC# P1        | 1310002152                   | N       | Expired bunker gear     |        |
| N/A | N/A      | N/A          | Bunker Pants | NWSC# P1        | 1004002316                   | N       | Expired bunker gear     |        |
| N/A | N/A      | N/A          | Bunker Pants | NWSC# P1        | 1004002225                   | N       | Expired bunker gear     |        |
| N/A | N/A      | N/A          | Bunker Pants | N/A             | 0002503882                   | N       | Expired bunker gear     |        |
| N/A | 6906     | N/A          | Acer         | B246HQL         | 51602454742                  | Unknown | Monitor                 |        |
| N/A | 6786     | N/A          | Acer         | B246HQL         | MMT2AAA00144503FF4202        | Unknown | Monitor                 |        |
| N/A | N/A      | N/A          | Unknown      | Unknown         | Unknown                      | Y       | Tool Storage Boxes      |        |
| N/A | N/A      | N/A          | Unknown      | Unknown         | Unknown                      | y       | Tool Storage Boxes      |        |
| N/A | N/A      | N/A          | Dell         | P190Sb          | MX-09N1WT-74262-9CB-1TWLX    | Unknown | Monitor                 |        |
| N/A | N/A      | 31D08-100790 | Dell         | 1708FPb         | CN-0G302H-74261-88C-0EVU-A00 | Unknown | Monitor                 |        |
| N/A | N/A      | N/A          | Dell         | P190Sb          | MX-09N1WT-74262-9CB-1UCLX    | Unknown | Monitor                 |        |
| N/A | N/A      | 00024        | Apple        | A1701           | DMPW98YPJ28K                 | y       | iPad                    |        |
| N/A | N/A      | N/A          | N/A          | N/A             | 12-04                        | Unknown | HOSE                    | 4"     |
| N/A | N/A      | N/A          | N/A          | N/A             | 17-18                        | Unknown | HOSE                    | 4"     |
| N/A | N/A      | N/A          | N/A          | N/A             | 14-14                        | Unknown | HOSE                    | 4"     |
| N/A | N/A      | N/A          | N/A          | N/A             | 11-1P                        | Unknown | HOSE                    | 4"     |
| N/A | N/A      | N/A          | N/A          | N/A             | 10-79                        | Unknown | HOSE                    | 4"     |
| N/A | N/A      | N/A          | N/A          | N/A             | 00-33                        | Unknown | HOSE                    | 4"     |
| N/A | N/A      | N/A          | N/A          | N/A             | 00-21                        | Unknown | HOSE                    | 4"     |
| N/A | N/A      | N/A          | N/A          | N/A             | 14-27                        | Unknown | HOSE                    | 2 1/2" |
| N/A | N/A      | N/A          | N/A          | N/A             | 95-11                        | Unknown | HOSE                    | 2 1/2" |
| N/A | N/A      | N/A          | N/A          | N/A             | Unmarked                     | Unknown | HOSE                    | 2 1/2" |
| N/A | N/A      | N/A          | N/A          | N/A             | 19-031                       | Unknown | HOSE                    | 2 1/2" |
| N/A | N/A      | N/A          | N/A          | N/A             | 95-03                        | Unknown | HOSE                    | 2 1/2" |

Appendix A

|     |     |     |     |     |          |         |      |        |
|-----|-----|-----|-----|-----|----------|---------|------|--------|
| N/A | N/A | N/A | N/A | N/A | 83-37    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 83-31    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 81-34    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 01-12    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 00-040   | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 01-01    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 01-13    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 00-06    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 17-12    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 17-06    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 00-12    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 00-05    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 12-06    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 00-03    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 95-09    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 05-77    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 11-27    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 10-66    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 00-18    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 00-09    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 05-79    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 83-13    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 83-201   | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 83-7     | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | Unmarked | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 05-02    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 05-42    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 05-54    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 83-39    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 06-10    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 05-49    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 83-39    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 00-14    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 00-17    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 17-11    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 17-07    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 16-44    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 14-23    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 14-28    | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 14-021   | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | N/A | N/A | 15-01    | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A | N/A | 17-11    | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A | N/A | 17-61    | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A | N/A | 19-029   | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A | N/A | xx-10    | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A | N/A | Unmarked | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A | N/A | 16-37    | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A | N/A | xx-09    | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A | N/A | 19-03    | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A | N/A | 20-44    | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A | N/A | 10-90    | Unknown | HOSE | 1 1/2" |



Appendix A

|     |     |     |                |     |        |         |      |        |
|-----|-----|-----|----------------|-----|--------|---------|------|--------|
| N/A | N/A | N/A | N/A            | N/A | 11-09  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 16-26  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 13-13  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 10-07  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 95-07  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 91-16  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 98-08  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 19-15  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 13-57  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 11-01  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 11-30  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 13-47  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 13-62  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 06-26  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 04-35  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 09-20  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 16-16  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 13-11  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 17-53  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 13-56  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 13-36  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | N/A            | N/A | 11-09  | Unknown | HOSE | 1 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-081 | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-15  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-066 | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-059 | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-26  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-028 | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-064 | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-030 | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-037 | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-067 | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-079 | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-053 | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-59  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-027 | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-80  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-11  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-22  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-43  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-30  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-35  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-50  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-13  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-21  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-73  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-58  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-01  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-063 | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-07  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-061 | Unknown | HOSE | 2 1/2" |

Appendix A

|     |     |     |                |     |        |         |      |        |
|-----|-----|-----|----------------|-----|--------|---------|------|--------|
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-51  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-069 | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-23  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-04  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-52  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-44  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-25  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-08  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-39  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-29  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 11-37  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-12  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-16  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-64  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-06  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-45  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-080 | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-72  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-003 | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-073 | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 18-046 | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-24  | Unknown | HOSE | 2 1/2" |
| N/A | N/A | N/A | Conquest (Tan) | N/A | 15-14  | Unknown | HOSE | 2 1/2" |



***SNOHOMISH REGIONAL FIRE AND RESCUE***

**RESOLUTION #2023-14**

**A RESOLUTION TO SURPLUS EQUIPMENT**

**WHEREAS** Snohomish Regional Fire and Rescue presently owns the equipment listed on the attached Exhibit A "Equipment:"

**WHEREAS**, The District no longer has a need for the Equipment and the Equipment is surplus to the needs of the District.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The Equipment is surplus to the needs of the District.
2. The Fire Chief or designee(s) is authorized to sell or otherwise dispose of the Vehicles and Equipment using commercially reasonable methods established by the Fire Chief or designee.

**ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH REGIONAL FIRE AND RESCUE THIS 28th DAY OF December 2023.**

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

\_\_\_\_\_  
Troy Elmore, Commissioner

\_\_\_\_\_  
Randy Fay, Commissioner

\_\_\_\_\_  
Paul Gagnon, Commissioner

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

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

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

ATTEST:

\_\_\_\_\_  
District Secretary



Exhibit A

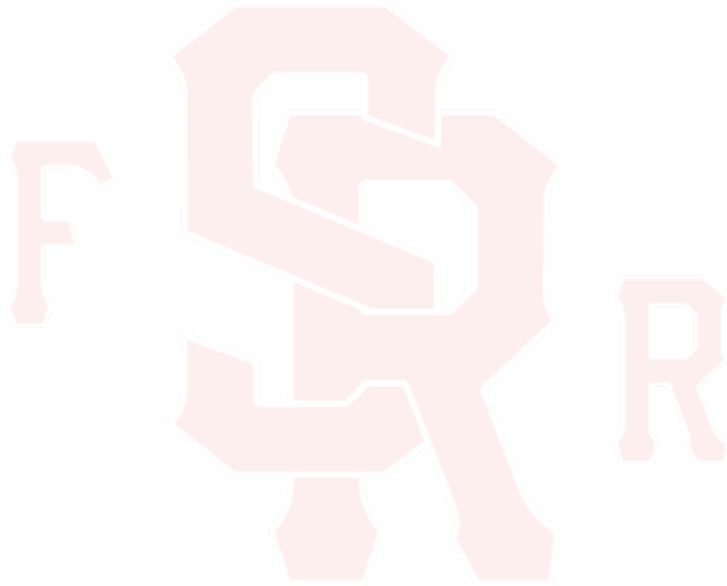
See Attached List

DRAFT



# NEW BUSINESS

## ACTION





# EXECUTIVE SESSION

