



SNOHOMISH REGIONAL FIRE & RESCUE

# COMMISSIONER BOARD MEETING

**FEBRUARY 8, 2024**

**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

February 8, 2024, 1730 hours

#### CALL TO ORDER

#### PUBLIC COMMENT

#### UNION COMMENT

#### CHIEF'S REPORT

#### COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	1/23/24	2/27/24	No
Finance Committee	Elmore	1/25/24	2/22/24	No
Post-Employment Medical	Elmore	9/8/22		
Sno911	Waugh	1/18/24	2/15/24	No
Sno Isle Commissioners	Fay	1/4/24	3/7/24	No
Leadership Meeting	Schaub	1/24/24	4/24/24	No
Policy Committee	Schaub	1/11/24	2/8/24	No

#### COMMITTEE MEETING MINUTES

Capital Facilities Committee - January 23, 2024

Policy Committee - January 11, 2024

#### CONSENT AGENDA

##### **Approval of Vouchers**

Benefits Vouchers: 24-00270 to 24-00287; (\$835,184.34)

AP Vouchers: 24-00288 to 24-00428; (\$328,898.34)

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

January 31, 2024 (\$1,444,141.76)

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

Approve Regular Board Meeting Minutes January 25, 2024



## **OLD BUSINESS**

### **Discussion**

Darkhorse

### **Action**

#### Policy Updates

- Policy 203 Training
- Policy 210 Solicitation of Funds
- Policy 600 Fire Equipment Driver/Operator Training
- Policy 703 Use of District Vehicles

## **NEW BUSINESS**

### **Discussion**

#### Policy Updates

- Policy 307 Aircraft Operations
- Policy 308 Atmospheric Monitoring for Carbon Monoxide
- Policy 917 Hazard Communication
- Policy 1009 Reporting for Duty
- Policy 1029 Badges
- Policy 1030 Identification Cards
- Policy 1031 Work-Related Illness and Injury Reporting
- Policy 208 Post-Incident Analysis (PIA)
- Policy 310 Mid-Rise/High-Rise Incident Management
- Policy 612 Wildland Fire Shelter Deployment Training
- Policy 906 Apparatus / Vehicle Backing

Deputy Chief of Training and Safety

### **Action**

## **GOOD OF THE ORDER**

## **ATTENDANCE CHECK**

Regular Commissioner Meeting February 22, 2024, at 1730 - Station 31 Training Room/Zoom.

## **EXECUTIVE SESSION**

RCW 42.30.140(4)(a): Labor Negotiations

RCW 42.30.110(1)(i): To discuss agency litigation or potential litigation with legal counsel

## **ADJOURNMENT**



# CHIEF'S REPORT





# COMMISSIONER REPORTS





# COMMITTEE MEETING MINUTES



# **Capital Facilities Committee Meeting Minutes**

**January 23, 2024**

**Attendance: AC Messer, DC Rasmussen, Commissioner Edwards, Commissioner Steinruck**

- **Facilities Update:**

- **Station 83 Update:**

- *Discussed progress of Station 83 and Bid Alternate 1- Siding.*

- **Station 31 Shop Update:**

- *Discussed Progress of the Shop. Still in permitting process. Answering final review questions from the City of Monroe.*

- **Station 32 Update:**

- *February 6<sup>th</sup> Wal-Mart Corp to meet on approval of sale.*

- **Station 81 Update:**

- *Update on PRC and projected schedule after approval.*

- **PRC- Review**

- *Staff will be participating in a project review committee hearing 1/25/24 for approval for progressive design build.*

- **Admin. Bldg.:**

- *DCYF has vacated the top floor of the admin building. Working on minor repairs and updates of space. Staff are working on a transition plan to move into space with the goal of getting personnel on the same campus.*

- **Training Property:**

- *Anticipating on close of sale Feb/March*

- **Next Meeting: February 27th, 2024**





SNOHOMISH REGIONAL FIRE & RESCUE



## Commissioner Policy Committee Meeting Minutes

January 11<sup>th</sup>, 2024 16:30

**Members Present:** Commissioner Schaub, Commissioner Fay, Commissioner Elmore

**Staff Present:** DC McConnell, D/O Dahl

**Meeting called to order:** @ 16:30 Committee Chair Commissioner Schaub called the meeting to order.

**Approval of Minutes:** Commissioner Policy Committee meeting minutes 12/14/2023 were approved as submitted by email, unanimously. Minutes were included in the 1/11/24 board packet.

**Discussion:** Staff provided an update on the policies in the process.

### Reviewed Policies:

- 208 Post-Incident Analysis (PIA) - Approved
- 310 Mid-Rise High-Rise Incident Management - Approved
- 612 Wildland Fire Shelter Deployment Training - Approved
- 906 Apparatus / Vehicle Backing – Added language to clarify which vehicles / apparatus require a backer and the vehicles that don't require one will back vehicle based on risk assessment.

**Closing comments and discussion:** We discussed that we had a holiday break the month of December on Division approvals due to many aligning circumstances, policy review picked back up the month of January. The February meeting will still have 4 policies for review that were previously sent back for edits from a prior Commissioner Policy Committee meeting. The Commissioners were updated on the Lexipol roll out in the department. We implemented training through our district memos and supplemented that with morning meetings with the crew. We have roughly three dozen approved policies we will be issuing in batches in the coming months. Final discussion about the succession of legacy policies following a similar policy process.

**Next Meeting** set for February 8<sup>th</sup> @ 16:30.

Meet adjournment @ 17:00



# CONSENT AGENDA



# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

02/01/2024

Page 1 of 1

Fund: General Fund #001

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

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

Signatures:

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

Voucher	Payee/Claimant	1099 Default	Amount
24-00270	AFLAC		591.44
24-00271	DEPARTMENT OF RETIREMENT SYSTEMS		422,127.09
24-00272	DEPARTMENT OF RETIREMENT SYSTEMS		25.71
24-00273	FIRE 7 FOUNDATION		610.00
24-00274	FIREPAC		1,037.78
24-00275	GENERAL TEAMSTERS UNION LOCAL 38		1,890.00
24-00276	HRA VEBA TRUST		57,558.38
24-00277	IAFF LOCAL 2781		31,027.40
24-00278	IAFF LOCAL 2781 PAC		927.50
24-00279	IAFF LOCAL 2781 RFA		1,080.00
24-00280	MATRIX TRUST COMPANY		57,465.57
24-00281	PAID FAMILY & MEDICAL LEAVE		23,056.36
24-00282	TD AMERITRADE INSTITUTIONAL		388.50
24-00283	VOYA INSTITUTIONAL TRUST CO		198,229.34
24-00284	WA CARES FUND		6,112.96
24-00285	WASHINGTON STATE SUPPORT REGISTRY		367.50
24-00286	WSCFF FASTPAC		888.81
24-00287	WSCFF-EMP BENEFIT TRUST		31,800.00

**Page Total** 835,184.34

**Cumulative Total** 835,184.34



Snohomish Regional Fire & Rescue, WA

# Docket of Claims Register

APPKT01516 - 02.08.2024 Board Meeting Er

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0028	ALL BATTERY SALES AND SERVICE	24-00288						211.86
		300-10132758	Shop Supplies	Invoice	01/29/2024	Shop Supplies	050-511-522-60-31-05	172.53
		300-10132800	Shop Supplies	Invoice	01/30/2024	Shop Supplies	050-511-522-60-31-05	39.33
1503	ALLSTREAM BUSINESS US, INC	24-00289						308.03
		20260548	Fire Alarm Phone Lines/Connection Se	Invoice	02/03/2024	Fire Alarm Phone Lines/Connection Se	001-513-522-50-42-01	308.03
1503	ALLSTREAM BUSINESS US, INC	24-00290						430.29
		20254657	Fire Alarm Phone Lines/Connection Se	Invoice	02/01/2024	Fire Alarm Phone Lines/Connection Se	001-513-522-50-42-01	430.29

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
									Distribution Amount
2106	AMAZON CAPITAL SERVICES, INC	24-00291							7,762.73
			11D4-6RN9-6WWX	Garmin Rino 750 Handheld Radio x2 (E	Invoice	01/24/2024	Garmin Rino 750 Handheld Radio x2 (E	001-504-522-20-31-01	1,060.20
			13CL-WJ76-H9PT	iPhone Screen Protector	Invoice	01/24/2024	iPhone Screen Protector	001-513-522-10-35-00	6.43
			13GN-XPCW-Q7LX	HP Portable Scanner - DC Read	Invoice	01/26/2024	HP Portable Scanner - DC Read	001-513-522-10-35-00	130.08
			13KV-DCXW-GHN3	Dust Mop Replacement Head	Invoice	01/15/2024	Dust Mop Replacement Head	001-507-522-50-31-00	24.81
			13P4-NHWM-GK41	Gold Embossing Certificate Seals 102p	Invoice	01/25/2024	Gold Embossing Certificate Seals 102p	001-515-522-30-31-01	20.78
			1611-9HDV-DRPX	Kayak Pulley System - ST 73 for Bunker	Invoice	01/15/2024	Kayak Pulley System - ST 73 for Bunker	001-507-522-50-35-00	86.31
			16QQ-GTQ9-3D16	VacPlus Moisture Absorbers (Closet/Cl	Invoice	01/29/2024	VacPlus Moisture Absorbers (Closet/Cl	001-507-522-50-31-00	24.81
			16V9-FYY4-FWXW	Whirlpool Ice/Water Filter (x3) - ST31	Invoice	01/24/2024	Whirlpool Ice/Water Filter (x3) - ST31	001-507-522-50-31-00	161.82
			19NK-Y4DD-3GD3	Sterilite Large Clip Box	Invoice	01/18/2024	Sterilite Large Clip Box	001-515-522-30-35-00	51.19
			1CMT-HLJ1-HR3T	TV Wall Mount Full Swivel - ST81	Invoice	01/25/2024	TV Wall Mount Full Swivel - ST81	001-507-522-50-35-00	53.94
			1CRJ-R119-FM9F	Knee Compression Sleeves x 3	Invoice	01/20/2024	Knee Compression Sleeves x 3	001-506-522-45-49-23	112.71
			1DDG-KCP7-CVTY	Hero Wipes x 5	Invoice	01/20/2024	Hero Wipes x 5	001-510-522-20-31-01	306.75
			1DT3-X6CC-H3FR	7 Pocket File Folder x10,Red Tape, Zipl	Invoice	01/25/2024	7 Pocket File Folder x10,Red Tape, Zipl	001-515-522-30-31-01	157.22
			1FFL-NFNG-DMLW	T8 LED Bulb Tube Replacement 24pk	Invoice	01/30/2024	T8 LED Bulb Tube Replacement 24pk	001-507-522-50-31-00	97.10
			1GLK-W4CL-1P91	Dashbrd Phone Holder for Dist. Veh.- N	Invoice	01/22/2024	Dashbrd Phone Holder for Dist. Veh.- N	001-504-522-20-49-04	18.22
			1HTT-9Y7D-491T	Dry Erase Magnetic White Board - MSC	Invoice	01/19/2024	Dry Erase Magnetic White Board - MSC	001-509-522-20-35-00	366.75
			1HTT-9Y7D-GQD6	Car Detailing Supplies	Invoice	01/21/2024	Car Detailing Supplies	001-507-522-50-31-00	415.24
			1HXR-Y1KH-JHWH	Keyless Entry Remote Control	Invoice	01/21/2024	Keyless Entry Remote Control	001-507-522-50-35-00	10.63
			1J6M-MMPP-JVPR	Coffee Grinder (Cuisinart) - ST 31	Invoice	01/25/2024	Coffee Grinder (Cuisinart) - ST 31	001-507-522-50-35-00	64.69
			1JPY-1KHF-3TLL	Shop	Invoice	01/31/2024	Shop	050-511-522-60-42-00	139.68
			1K46-PN1R-FQQN	Shop Parts	Invoice	01/20/2024	Shop Parts	050-511-522-60-34-01	35.00
			1KFH-6XXJ-3YXX	Shop Parts	Invoice	01/31/2024	Shop Parts	050-511-522-60-42-00	35.99
			1KQX-JTLY-YPR7	Shop Supplies	Invoice	01/18/2024	Shop Supplies	050-511-522-60-31-05	15.31
			1LFD-HP71-M3GP	Spring Door Stoppers	Invoice	01/25/2024	Spring Door Stoppers	001-507-522-50-48-00	7.47
			1MFC-9LGH-KV94	Car Detailing Supplies	Invoice	01/21/2024	Car Detailing Supplies	001-507-522-50-31-00	269.57
			1MKH-NR96-GHYC	Men's Wtrproof Jacket (x8), Wtrproof	Invoice	01/31/2024	Men's Wtrproof Jacket (x8), Wtrproof	001-514-522-20-31-11	1,726.24
			1N1L-KH3K-JPL4	Wireless Keyboard & Mouse (Dell) x 1C	Invoice	01/21/2024	Wireless Keyboard & Mouse (Dell) x 1C	001-513-522-10-35-00	262.50
			1PHK-3YPP-4NVH	Heavy Duty Threaded Stem Caster (x4)	Invoice	01/23/2024	Heavy Duty Threaded Stem Caster (x4)	001-504-522-20-35-00	18.13
			1PKJ-XM6R-LG3T	Aluminum Garden Hose Thread x 8	Invoice	01/25/2024	Aluminum Garden Hose Thread x 8	001-504-522-20-35-00	433.60
			1PY9-QY16-1FWK	Logitech Pro Web Cam (x5 Replacemer	Invoice	01/23/2024	Logitech Pro Web Cam (x5 Replacemer	001-513-522-10-35-00	355.50
			1VWN-WRJQ-76TK	Potatoe Masher, Heavy Duty Can Oper	Invoice	01/24/2024	Potatoe Masher, Heavy Duty Can Oper	001-507-522-50-35-00	30.09
			1W6X-X419-7GQN	Life Jacket (x6), Rescue Tube - New Eng	Invoice	01/30/2024	Life Jacket (x6), Rescue Tube - New Eng	001-504-522-20-35-00	481.53
			1XDT-R693-DD3N	Steel Wool Assorted Pads 12pk (x2) - S	Invoice	01/31/2024	Steel Wool Assorted Pads 12pk (x2) - S	001-507-522-50-31-00	10.42
			1XN6-GKRJ-6TVP	Pinch Pnt Bar,Carabiner Clip,Rope,Doll	Invoice	01/30/2024	Pinch Pnt Bar,Carabiner Clip,Rope,Doll	001-504-522-20-35-00	306.75
			1Y6T-7CQ6-TWN3	28inc Water Meter Key T-Handle (x5) -	Invoice	01/26/2024	28inc Water Meter Key T-Handle (x5) -	001-504-522-20-35-00	117.85
			1YYM-WHMJ-49TN	Locking Heavy Duty Carbiner Clip(x19)-	Invoice	01/28/2024	Locking Heavy Duty Carbiner Clip(x19)-	001-504-522-20-35-00	347.42
0040	ARAMARK UNIFORM SERVICES	24-00292							301.76
			6560322522	Shop Towels, Floor Mat & Mop Supply	Invoice	01/18/2024	Shop Towels, Floor Mat & Mop Supply	001-507-522-50-48-00	31.93
			6560322523	Shop Supplies/Uniform Rental/Laundr	Invoice	01/18/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	84.48
			6560326085	Shop Supplies/Uniform Rental/Laundr	Invoice	01/25/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	84.30
			6560329640	Shop Towels, Floor Mat & Mop Supply	Invoice	02/01/2024	Shop Towels, Floor Mat & Mop Supply	001-507-522-50-48-00	16.41
			6560329641	Shop Supplies/Uniform Rental/Laundr	Invoice	02/01/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	84.64

Docket of Claims Register

APPKT01516 - 02.08.2024 Board Meeting Er

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0058	BICKFORD MOTORS INC. 1264804	24-00293 Shop Parts	Invoice	01/22/2024	Shop Parts	050-511-522-60-34-01	638.38 268.58
	1264844	Shop Parts	Invoice	01/23/2024	Shop Parts	050-511-522-60-34-01	253.09
	1265349	Shop Parts	Invoice	01/26/2024	Shop Parts	050-511-522-60-34-01	116.71
0065	BOUND TREE MEDICAL, LLC 85212615	24-00294 Medical Supplies	Invoice	01/10/2024	Medical Supplies	001-509-522-30-31-01	2,357.83 1,069.46
	85212616	Medications	Invoice	01/10/2024	Medications	001-509-522-30-31-01	236.26
	85212617	Medical Supplies	Invoice	01/10/2024	Medical Supplies	001-509-522-30-31-01	41.76
	85219539	Medical Supplies & Medical Sm.Tools/I	Invoice	01/17/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	68.69
					Medical Supplies	001-509-522-30-31-01	941.66
0070	BRAKE & CLUTCH SUPPLY INC 125384	24-00295 Shop Parts	Invoice	01/11/2024	Shop Parts	050-511-522-60-34-01	3,486.55 745.06
	125385	Shop Parts	Invoice	01/11/2024	Shop Parts	050-511-522-60-34-01	712.75
	125386	Shop Parts	Invoice	01/11/2024	Shop Parts	050-511-522-60-34-01	712.75
	125439	Shop Parts	Invoice	01/12/2024	Shop Parts	050-511-522-60-34-01	486.93
	125478	Shop Parts	Invoice	01/15/2024	Shop Parts	050-511-522-60-34-01	829.06
0073	BRAUN NORTHWEST INC 35102	24-00296 Shop Parts	Invoice	11/14/2023	Shop Parts	050-511-522-60-34-01	244.83 244.83
1816	BRIAN KEES INV10901	24-00297 Per Diem Reimb. (2024 Officer Develop	Invoice	02/01/2024	Per Diem Reimb. (2024 Officer Develop	001-506-522-45-43-00	416.00 416.00
2317	BRITTANY BAZINET INV10895	24-00298 Footwear Reimbursement 2024 (Admi	Invoice	01/23/2024	Footwear Reimbursement 2024 (Admi	001-504-522-20-31-07	110.00 110.00
0096	CENTRAL WELDING SUPPLY 0001954169	24-00299 Shop Parts	Invoice	01/03/2024	Shop Parts	050-511-522-60-34-01	871.40 63.82
	0001962285	Oxygen Cylinder Exchange/Re-Fill (x7)	Invoice	01/17/2024	Oxygen Cylinder Exchange/Re-Fill (x7)	001-509-522-20-45-00	361.56
	0001964317	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	01/22/2024	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	98.19
	0001965175	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	01/23/2024	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	96.84
	0001968874	Oxygen Cylinder Exchange/Re-Fill (x4)	Invoice	01/29/2024	Oxygen Cylinder Exchange/Re-Fill (x4)	001-509-522-20-45-00	250.99
0101	CHINOOK LUMBER 1998201	24-00300 2x2 - 12 Primed Whitewood S4S 44/12	Invoice	01/29/2024	2x2 - 12 Primed Whitewood S4S 44/12	001-506-522-45-31-03	1,964.72 402.59
	1998429	OSB Sheathing Vertical Ventilation - ST	Invoice	01/30/2024	OSB Sheathing Vertical Ventilation - ST	001-506-522-45-31-03	1,562.13
0103	CHMELIK SITKIN & DAVIS P.S. 120713	24-00301 Monthly Attorney Services (Adjust. DEI	Invoice	12/31/2023	Monthly Attorney Services (Adjust. DEI	001-512-522-10-41-03	704.00 704.00
0531	CHRISTENSEN, INC 0525647-IN	24-00302 Diesel Exhaust Fluid (DEF)(x55) - ST71	Invoice	01/19/2024	Diesel Exhaust Fluid (DEF)(x55) - ST71	001-504-522-20-32-00	552.29 274.37
	0525649-IN	Diesel Exhaust Fluid (DEF) - ST 82	Invoice	01/23/2024	Diesel Exhaust Fluid (DEF) - ST 82	001-504-522-20-32-00	277.92
1891	CITY OF SNOHOMISH ST83-NOV23/JAN24	24-00303 Water - ST 83	Invoice	01/31/2024	Water - ST 83	001-507-522-50-47-02	79.68 79.68

Docket of Claims Register

APPKT01516 - 02.08.2024 Board Meeting Er

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0113	CLEARVIEW HARDWARE & FEED C492173	24-00304 Spare Mailbox Keys (x6) - ST 71	Invoice	01/22/2024	Spare Mailbox Keys (x6) - ST 71	001-506-522-45-31-03	23.88
0121	COGDILL NICHOLS REIN WARTEL 26100.0M1-11 26100.39M1-20	24-00305 Attorney Services Attorney Services	Invoice Invoice	01/30/2024 01/30/2024	Attorney Services Attorney Services	001-512-522-10-41-03 001-512-522-10-41-03	1,125.00 315.00 810.00
0126	COMCAST ST77-FEBMAR24	24-00306 Internet Services - ST 77 (FINAL BILL)	Invoice	01/26/2024	Internet Services - ST 77 (FINAL BILL)	001-513-522-50-42-01	310.26
0126	COMCAST ST32-FEBMAR24	24-00307 Internet Services - ST 32 (FINAL BILL)	Invoice	01/25/2024	Internet Services - ST 32 (FINAL BILL)	001-513-522-50-42-01	310.00
0126	COMCAST ST31-FEBMAR24	24-00308 Internet Services - ST 31	Invoice	01/27/2024	Internet Services - ST 31	001-513-522-50-42-01	315.00
0127	COMDATA INC. 20405947	24-00309 Apparatus Fuel	Invoice	02/01/2024	Apparatus Fuel - EMS Apparatus Fuel - Shop Apparatus Fuel - Suppression	001-509-522-20-32-00 050-511-522-60-32-00 001-504-522-20-32-00	3,023.44 1,465.80 91.84 1,465.80
0138	CRESSY DOOR COMPANY, INC 192883 192884	24-00310 Bay Door Srvc Call (Bay Door#1 Heater Service Call (Bay Door #2 Not Closing)	Invoice Invoice	01/24/2024 01/24/2024	Bay Door Srvc Call (Bay Door#1 Heater Service Call (Bay Door #2 Not Closing)	001-507-522-50-48-00 001-507-522-50-48-00	1,083.07 495.04 588.03
1608	CUMMINS SALES AND SERVICE 07-78707	24-00311 Shop Parts	Invoice	01/26/2024	Shop Parts	050-511-522-60-34-01	842.38
2205	DANIEL KINDIG INV10912	24-00312 Per Diem Reimbursement(FDSOA Fleet	Invoice	01/29/2024	Per Diem Reimbursement(FDSOA Fleet	050-511-522-60-43-00	175.50
1865	DAVID PICK INV10902	24-00313 Per Diem Reimb. (2024 Officer Develop	Invoice	02/01/2024	Per Diem Reimb. (2024 Officer Develop	001-506-522-45-43-00	416.00
1956	DICK'S TOWING, INC. 18272464	24-00314 Aid/Medic unit Towed (81/M1201)	Invoice	01/26/2024	Aid/Medic unit Towed (81/M1201)	001-509-522-20-48-01	272.00
0164	DRUG FREE BUSINESS 449871	24-00315 Random Drug Test (x2) (Shop)	Invoice	01/31/2024	Random Drug Test (x2) (Shop)	050-511-522-60-41-06	108.00
1875	ELECTRONIC BUSINESS MACHIN AR269891	24-00316 Copier Machine Usage - Admin Bldg (C	Invoice	01/31/2024	Copier Machine Usage - Admin Bldg (C	001-502-522-10-31-00	302.27
0176	ELITE LOCK & SAFE 40638	24-00317 Shop Parts	Invoice	01/30/2024	Shop Parts	050-511-522-60-34-01	7.60
2343	EMSCONNECT, LLC 10199	24-00318 EMS Subscription Monthly Dues (EMS	Invoice	02/01/2024	EMS Subscription Monthly Dues (EMS	001-509-522-20-49-01	1,414.50
1815	ERIC JONES INV10911	24-00319 Duty Boot Reimbursement	Invoice	01/29/2024	Duty Boot Reimbursement	001-504-522-20-31-07	141.75

Docket of Claims Register

APPKT01516 - 02.08.2024 Board Meeting Er

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
2334	FIRST CLASS BUILDING SUPPLY A 3811	24-00320 Janitorial Monthly Services - DCYF/AD	Invoice	02/02/2024	Janitorial Monthly Services - DCYF/AD	001-507-522-50-41-00 300-507-522-50-41-00	6,841.00 3,488.91 3,352.09
0212	FIRSTWATCH FW111105	24-00321 FirstPass & FOAM Modules Monthly Su	Invoice	02/01/2024	FirstPass & FOAM Modules Monthly Su	001-509-522-20-49-02	635.00 635.00
2145	FP MAILING SOLUTIONS R1106076686	24-00322 Postage Machine Lease (Quarterly)	Invoice	01/21/2024	Postage Machine Lease (Quarterly)	001-512-591-22-70-00	154.25 154.25
0222	FREIGHTLINER NORTHWEST PC304019492;01 PC304019492;02 PC304019492;03	24-00323 Shop Parts Shop Parts Shop Parts	Invoice Invoice Invoice	01/25/2024 01/26/2024 01/29/2024	Shop Parts Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01	3,690.92 1,891.99 81.98 1,716.95
0226	GALLS, LLC 026745647 026757328 026770369 026770389 026788657 026800183 026811842	24-00324 Blank Embroiderable Patch Replaceme Industrial Pants (x2) XL Firefighter Shirt (2) Firefighter Pants (x2) Industrial Pants Firefighter Pants Quarter Boots	Invoice Invoice Invoice Invoice Invoice Invoice Invoice	01/10/2024 01/11/2024 01/12/2024 01/12/2024 01/15/2024 01/16/2024 01/17/2024	Blank Embroiderable Patch Replaceme Industrial Pants (x2) XL Firefighter Shirt (2) Firefighter Pants (x2) Industrial Pants Firefighter Pants Quarter Boots	001-504-522-20-31-07 001-504-522-20-31-07 001-504-522-20-31-07 001-504-522-20-31-07 001-504-522-20-31-07 001-504-522-20-31-07 001-504-522-20-31-07	1,560.61 9.89 286.91 324.08 286.91 286.91 143.59 222.32
2302	GME SUPPLY COMPANY 6966482	24-00325 Tech Rescue equipment for new techs	Invoice	01/29/2024	Tech Rescue supplies	001-514-522-20-31-11	1,024.76 1,024.76
0238	GRAINGER 9967548133	24-00326 Station Operating Supplies	Invoice	01/18/2024	Station Operating Supplies	001-507-522-50-31-00	323.79 323.79
0258	HILL STREET CLEANERS 11033	24-00327 Uniform Repairs, Alteratns & Name/Pa	Invoice	02/02/2024	Uniform Repairs, Alteratns & Name/Pa	001-504-522-20-31-07	262.00 262.00
2245	HIRE G.I. LLC 1856	24-00328 JBLM Career Fair Booth Regis. (March/	Invoice	02/05/2024	JBLM Career Fair Booth Regis. (March/	001-502-522-10-44-00	4,975.00 4,975.00
2363	HOTEL MURANO INV10893	24-00329 Hotel Rms,Event Mtg Rm Rental,Food/	Invoice	01/29/2024	Hotel Rms,Event Mtg Rm Rental,Food/	001-506-522-45-43-00	7,500.00 7,500.00
1872	INTERSTATE ALL BATTERY CENTE 999730069	24-00330 Shop Parts	Invoice	12/27/2023	Shop Parts	050-511-522-60-34-01	956.92 956.92
0276	IRON MOUNTAIN INC 202644510-1	24-00331 OffSite Server Data Storage Services (N	Invoice	11/30/2022	OffSite Server Data Storage Services (N	001-513-522-10-41-04	632.57 632.57
0277	ISOUTSOURCE CW290909	24-00332 Anti-Virus IT Glue Subscrptn/License N	Invoice	01/25/2024	Anti-Virus IT Glue Subscrptn/License N	001-513-522-10-41-04	606.08 606.08
1656	JACOB WINTER INV10904	24-00333 Per Diem Reimb. (2024 Officer Develop	Invoice	02/01/2024	Per Diem Reimb. (2024 Officer Develop	001-506-522-45-43-00	416.00 416.00



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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0280	JAMAL BECKHAM INV10906	24-00334 Per Diem Reimb. (2024 Battallion Chief	Invoice	01/29/2024	Per Diem Reimb. (2024 Battallion Chief	001-506-522-45-43-00	247.27 247.27
1732	JAMES HAMMEREN INV10900	24-00335 Per Diem Reimb. (2024 Battallion Chief	Invoice	02/05/2024	Per Diem Reimb. (2024 Battallion Chief	001-506-522-45-43-00	282.97 282.97
1682	JOE BASTA INV10907	24-00336 Per Diem Reimb. (2024 Battallion Chief	Invoice	01/29/2024	Per Diem Reimb. (2024 Battallion Chief	001-506-522-45-43-00	581.05 581.05
0596	JOHN THOMAS INV10913	24-00337 Per Diem Reimbursement(FDSOA Fleet	Invoice	01/29/2024	Per Diem Reimbursement(FDSOA Fleet	050-511-522-60-43-00	175.50 175.50
1843	JOSEPH VIRNIG INV10905	24-00338 Per Diem Reimb. (2024 Officer Develop	Invoice	02/01/2024	Per Diem Reimb. (2024 Officer Develop	001-506-522-45-43-00	416.00 416.00
0313	KENT D. BRUCE CO., LLC 15194	24-00339 Shop Parts	Invoice	01/25/2024	Shop Parts	050-511-522-60-34-01	1,552.60 1,552.60
1723	KIRK DUNHAM INV10899	24-00340 Per Diem Reimb. (2023 Mile High Conf	Invoice	10/23/2024	Per Diem Reimb. (2023 Mile High Conf	001-506-522-45-43-00	645.05 645.05
0326	KNOX COMPANY INV-KA-254233	24-00341 Shop Parts	Invoice	01/15/2024	Shop Parts	050-511-522-60-34-01	226.46 226.46
0349	L.N. CURTIS & SONS INV783902	24-00342 5 Gas analyzer calibration gas	Invoice	01/19/2024	5 Gas Monitor Calibration & Cylinders	001-504-522-20-41-01	6,430.03 6,430.03
1879	LAKE STEVENS SEWER DISTRICT ST81-FEB2024	24-00343 Sewer - ST 81 (Account 6681.01)	Invoice	02/01/2024	Sewer - ST 81	001-507-522-50-47-02	99.00 99.00
1879	LAKE STEVENS SEWER DISTRICT ST82-FEB2024	24-00344 Sewer - ST 82 (Account 3655.01)	Invoice	02/01/2024	Sewer - ST 82	001-507-522-50-47-02	198.00 198.00
1596	LEMAY MOBILE SHREDDING 4828049S185 4828051S185	24-00345 OnSite Mobile Shredding Services - ST OnSite Mobile Shredding Services - ST	Invoice Invoice	02/01/2024 02/01/2024	OnSite Mobile Shredding Services - ST OnSite Mobile Shredding Services - ST	001-502-522-10-41-01 001-502-522-10-41-01	104.00 52.00 52.00
0343	LIFE-ASSIST INC 1400883	24-00346 Medical Supplies	Invoice	01/26/2024	Medical Supplies	001-509-522-30-31-01	239.32 239.32
0352	LOWE'S 901363-MKOXYA 901388-MJQGBF 971108-MHWFZS 972917-MKDPZG  975146-MKIGZI 980050-MINTLD 985834-MJBIDU	24-00347 Rods,Bolts, Tools - New Engines Drywall Mud & Texture Spray - Admin Various Tools/Supplies - New Engines 27gallon Tote, Metal Gasket Outlet Cov  Shop Parts Bedroom Shades/Blinds Replaced - ST Propane Tank Exchange (x6)	Invoice Invoice Invoice Invoice  Invoice Invoice Invoice	01/28/2024 01/21/2024 01/08/2024 01/24/2024  01/25/2024 01/11/2024 01/16/2024	Rods,Bolts, Tools - New Engines Drywall Mud & Texture Spray - Admin Various Tools/Supplies - New Engines 27gallon Tote for washing supplies - ST Metal Gasket Outlet replaced - ST32 Shop Parts Bedroom Shades/Blinds Replaced - ST Propane Tank Exchange (x6)	001-504-522-20-35-00 001-507-522-50-48-00 001-504-522-20-35-00 001-507-522-50-35-00 001-507-522-50-48-00 050-511-522-60-34-01 001-507-522-50-48-00 001-507-522-50-47-03	1,050.37 105.32 76.82 632.64 17.65 1.54 12.38 59.74 144.28
1697	MATT JAMES INV10908	24-00348 Per Diem Reimb. (2024 Officer Develop	Invoice	02/01/2024	Per Diem Reimb. (2024 Officer Develop	001-506-522-45-43-00	416.00 416.00

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<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>
2348	MATTHEW J. BEECROFT FEB2024	24-00349 EMS Servcs Contract: Medcial Supervis	Invoice	02/01/2024	EMS Servcs Contract: Medcial Supervis	001-509-522-20-41-02	4,000.00 4,000.00

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0380	MONROE PARTS HOUSE	24-00350					9,343.67
	954148	Shop Parts	Invoice	01/02/2024	Shop Parts	050-511-522-60-34-01	125.97
	954150	Shop Parts	Invoice	01/02/2024	Shop Parts	050-511-522-60-34-01	78.86
	954187	Shop Parts	Invoice	01/02/2024	Shop Parts	050-511-522-60-34-01	41.53
	954190	Shop Parts	Invoice	01/02/2024	Shop Parts	050-511-522-60-34-01	23.61
	954192	Shop Parts	Invoice	01/02/2024	Shop Parts	050-511-522-60-34-01	22.12
	954339	Shop Parts	Invoice	01/03/2024	Shop Parts	050-511-522-60-34-01	76.42
	954343	Shop Parts	Invoice	01/03/2024	Shop Parts	050-511-522-60-34-01	26.57
	954374	Shop Parts	Invoice	01/03/2024	Shop Parts	050-511-522-60-34-01	88.02
	954406	Shop Parts	Invoice	01/04/2024	Shop Parts	050-511-522-60-34-01	8.42
	954432	Shop Parts	Invoice	01/04/2024	Shop Parts	050-511-522-60-34-01	36.71
	954453	Shop Parts	Invoice	01/04/2024	Shop Parts	050-511-522-60-34-01	29.54
	954882	Shop Parts	Invoice	01/08/2024	Shop Parts	050-511-522-60-34-01	87.10
	954929	Shop Parts	Invoice	01/08/2024	Shop Parts	050-511-522-60-34-01	104.35
	954974	Shop Parts	Invoice	01/08/2024	Shop Parts	050-511-522-60-34-01	10.48
	955040	Shop Parts	Invoice	01/09/2024	Shop Parts	050-511-522-60-34-01	116.89
	955041	Shop Parts	Invoice	01/09/2024	Shop Parts	050-511-522-60-34-01	392.54
	955050	Shop Parts	Invoice	01/09/2024	Shop Parts	050-511-522-60-34-01	72.38
	955079	Shop Parts	Invoice	01/09/2024	Shop Parts	050-511-522-60-34-01	569.31
	955111	Shop Parts	Invoice	01/09/2024	Shop Parts	050-511-522-60-34-01	20.60
	955112	Shop Parts	Invoice	01/09/2024	Shop Parts	050-511-522-60-34-01	6.80
	955114	Shop Parts	Invoice	01/09/2024	Shop Parts	050-511-522-60-34-01	88.21
	955117	Shop Parts	Invoice	01/09/2024	Shop Parts	050-511-522-60-34-01	17.69
	955121	Shop Parts	Invoice	01/09/2024	Shop Parts	050-511-522-60-34-01	62.27
	955126	Shop Parts	Credit Memo	01/09/2024	Shop Parts	050-511-522-60-34-01	-158.02
	955127	Shop Parts	Credit Memo	01/09/2024	Shop Parts	050-511-522-60-34-01	-10.48
	955161	Shop Parts	Invoice	01/10/2024	Shop Parts	050-511-522-60-34-01	20.24
	955162	Shop Parts	Invoice	01/10/2024	Shop Parts	050-511-522-60-34-01	131.73
	955171	Shop Parts	Invoice	01/10/2024	Shop Parts	050-511-522-60-34-01	476.73
	955173	Shop Parts	Invoice	01/10/2024	Shop Parts	050-511-522-60-34-01	115.94
	955178	Shop Parts	Invoice	01/10/2024	Shop Parts	050-511-522-60-34-01	3.04
	955187	Shop Parts	Invoice	01/10/2024	Shop Parts	050-511-522-60-34-01	59.07
	955189	Shop Parts	Invoice	01/10/2024	Shop Parts	050-511-522-60-34-01	20.41
	955195	Shop Parts	Invoice	01/10/2024	Shop Parts	050-511-522-60-34-01	108.74
	955207	Shop Parts	Invoice	01/10/2024	Shop Parts	050-511-522-60-34-01	70.88
	955212	Shop Parts	Invoice	01/10/2024	Shop Parts	050-511-522-60-34-01	45.02
	955260	Shop Parts	Invoice	01/10/2024	Shop Parts	050-511-522-60-34-01	561.87
	955280	Shop Parts	Invoice	01/10/2024	Shop Parts	050-511-522-60-34-01	61.77
	955304	Shop Parts	Invoice	01/10/2024	Shop Parts	050-511-522-60-34-01	27.25
	955306	Shop Parts	Invoice	01/10/2024	Shop Parts	050-511-522-60-34-01	115.55
	955346	Shop Parts	Credit Memo	01/11/2024	Shop Parts	050-511-522-60-34-01	-60.78
	955347	Shop Parts	Credit Memo	01/11/2024	Shop Parts	050-511-522-60-34-01	-39.38
	955371	Shop Parts	Invoice	01/11/2024	Shop Parts	050-511-522-60-34-01	39.37

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
	955466	Shop Parts	Invoice	01/12/2024	Shop Parts	050-511-522-60-34-01	17.73
	955467	Shop Parts	Invoice	01/12/2024	Shop Parts	050-511-522-60-34-01	78.42
	955470	Shop Parts	Invoice	01/12/2024	Shop Parts	050-511-522-60-34-01	17.22
	955474	Shop Parts	Invoice	01/12/2024	Shop Parts	050-511-522-60-34-01	165.29
	955482	Shop Parts	Invoice	01/12/2024	Shop Parts	050-511-522-60-34-01	423.49
	955483	Shop Parts	Invoice	01/12/2024	Shop Parts	050-511-522-60-34-01	254.99
	955516	Shop Parts	Invoice	01/12/2024	Shop Parts	050-511-522-60-34-01	58.59
	955519	Shop Parts	Invoice	01/12/2024	Shop Parts	050-511-522-60-34-01	329.93
	955553	Shop Parts	Invoice	01/12/2024	Shop Parts	050-511-522-60-34-01	49.22
	955563	Shop Parts	Credit Memo	01/12/2024	Shop Parts	050-511-522-60-34-01	-168.48
	955924	Shop Parts	Invoice	01/16/2024	Shop Parts	050-511-522-60-34-01	48.11
	955931	Shop Parts	Credit Memo	01/16/2024	Shop Parts	050-511-522-60-34-01	-10.69
	955970	Shop Parts	Invoice	01/16/2024	Shop Parts	050-511-522-60-34-01	20.65
	956057	Shop Parts	Invoice	01/17/2024	Shop Parts	050-511-522-60-34-01	7.09
	956135	Shop Parts	Invoice	01/18/2024	Shop Parts	050-511-522-60-34-01	423.49
	956170	Shop Parts	Invoice	01/18/2024	Shop Parts	050-511-522-60-34-01	13.61
	956171	Shop Parts	Invoice	01/18/2024	Shop Parts	050-511-522-60-34-01	32.75
	956192	Shop Parts	Invoice	01/18/2024	Shop Parts	050-511-522-60-34-01	32.36
	956218	Shop Parts	Invoice	01/18/2024	Shop Parts	050-511-522-60-34-01	360.49
	956219	Shop Parts	Invoice	01/18/2024	Shop Parts	050-511-522-60-34-01	16.99
	956228	Shop Parts	Credit Memo	01/18/2024	Shop Parts	050-511-522-60-34-01	-423.49
	956304	Shop Parts	Invoice	01/19/2024	Shop Parts	050-511-522-60-34-01	307.17
	956352	Shop Parts	Invoice	01/19/2024	Shop Parts	050-511-522-60-34-01	78.25
	956527	Shop Parts	Invoice	01/22/2024	Shop Parts	050-511-522-60-34-01	61.77
	956529	Shop Parts	Invoice	01/22/2024	Shop Parts	050-511-522-60-34-01	65.57
	956530	Shop Parts	Credit Memo	01/22/2024	Shop Parts	050-511-522-60-34-01	-115.94
	956549	Shop Parts	Invoice	01/22/2024	Shop Parts	050-511-522-60-34-01	36.09
	956556	Shop Parts	Invoice	01/22/2024	Shop Parts	050-511-522-60-34-01	186.24
	956559	Shop Parts	Invoice	01/22/2024	Shop Parts	050-511-522-60-34-01	19.69
	956567	Shop Parts	Credit Memo	01/22/2024	Shop Parts	050-511-522-60-34-01	-19.69
	956584	Shop Parts	Invoice	01/22/2024	Shop Parts	050-511-522-60-34-01	4.80
	956657	Shop Parts	Invoice	01/23/2024	Shop Parts	050-511-522-60-34-01	11.28
	956720	Shop Parts	Invoice	01/23/2024	Shop Parts	050-511-522-60-34-01	12.79
	956743	Shop Parts	Invoice	01/24/2024	Shop Parts	050-511-522-60-34-01	16.65
	956767	Shop Parts	Invoice	01/24/2024	Shop Parts	050-511-522-60-34-01	392.18
	956775	Shop Parts	Invoice	01/24/2024	Shop Parts	050-511-522-60-34-01	229.65
	956782	Shop Parts	Credit Memo	01/24/2024	Shop Parts	050-511-522-60-34-01	-209.00
	956816	Shop Parts	Invoice	01/24/2024	Shop Parts	050-511-522-60-34-01	33.05
	956820	Shop Parts	Invoice	01/24/2024	Shop Parts	050-511-522-60-34-01	66.08
	956863	Shop Parts	Invoice	01/25/2024	Shop Parts	050-511-522-60-34-01	22.09
	956882	Shop Parts	Invoice	01/25/2024	Shop Parts	050-511-522-60-34-01	27.80
	956896	Shop Parts	Invoice	01/25/2024	Shop Parts	050-511-522-60-34-01	19.69
	956915	Shop Parts	Invoice	01/25/2024	Shop Parts	050-511-522-60-34-01	182.82

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	956924	Shop Parts	Invoice	01/25/2024	Shop Parts	050-511-522-60-34-01	26.74
	956947	Shop Parts	Invoice	01/25/2024	Shop Parts	050-511-522-60-34-01	9.36
	956973	Shop Parts	Invoice	01/25/2024	Shop Parts	050-511-522-60-34-01	61.07
	956980	Shop Parts	Credit Memo	01/25/2024	Shop Parts	050-511-522-60-34-01	-27.80
	956981	Shop Parts	Credit Memo	01/25/2024	Shop Parts	050-511-522-60-34-01	-17.27
	956993	Shop Parts	Invoice	01/25/2024	Shop Parts	050-511-522-60-34-01	16.78
	957026	Shop Parts	Invoice	01/26/2024	Shop Parts	050-511-522-60-34-01	58.39
	957030	Shop Parts	Invoice	01/26/2024	Shop Parts	050-511-522-60-34-01	127.74
	957055	Shop Parts	Invoice	01/26/2024	Shop Parts	050-511-522-60-34-01	420.88
	957059	Shop Parts	Invoice	01/26/2024	Shop Parts	050-511-522-60-34-01	7.88
	957113	Shop Parts	Credit Memo	01/26/2024	Shop Parts	050-511-522-60-34-01	-39.38
	957319	Regulator for Airline Brakes - Tech Resc	Invoice	01/29/2024	Regulator for Airline Brakes - Tech Resc	001-513-522-20-48-01	128.86
	957377	Shop Parts	Invoice	01/29/2024	Shop Parts	050-511-522-60-34-01	453.66
	957391	Shop Parts	Invoice	01/29/2024	Shop Parts	050-511-522-60-34-01	6.80
	957469	Shop Parts	Invoice	01/30/2024	Shop Parts	050-511-522-60-34-01	60.79
	957485	Shop Parts	Invoice	01/30/2024	Shop Parts	050-511-522-60-34-01	146.06
	957501	Shop Parts	Invoice	01/30/2024	Shop Parts	050-511-522-60-34-01	11.25
	957514	Shop Parts	Credit Memo	01/30/2024	Shop Parts	050-511-522-60-34-01	-19.69
	957519	Shop Parts	Invoice	01/30/2024	Shop Parts	050-511-522-60-34-01	620.53
	957526	Shop Parts	Credit Memo	01/30/2024	Shop Parts	050-511-522-60-34-01	-88.61
	957535	Shop Parts	Invoice	01/30/2024	Shop Parts	050-511-522-60-34-01	35.19
	957538	Shop Parts	Invoice	01/30/2024	Shop Parts	050-511-522-60-34-01	71.76
	957596	Shop Parts	Invoice	01/30/2024	Shop Parts	050-511-522-60-34-01	41.35
	957626	Shop Parts	Invoice	01/31/2024	Shop Parts	050-511-522-60-34-01	51.91
	957627	Shop Parts	Invoice	01/31/2024	Shop Parts	050-511-522-60-34-01	17.27
	957652	Shop Parts	Invoice	01/31/2024	Shop Parts	050-511-522-60-34-01	65.57
	957678	Shop Parts	Invoice	01/31/2024	Shop Parts	050-511-522-60-34-01	43.31
	957702	Shop Parts	Invoice	01/31/2024	Shop Parts	050-511-522-60-34-01	181.14
0386	MRSC ROSTERS	24-00351					40.00
	34665105	PRA Deep Dive: IT in Public Records - L	Invoice	01/31/2024	PRA Deep Dive: IT in Public Records - L	001-503-522-45-49-02	40.00
1880	NATIONAL PUBLIC EMPLOYER LA	24-00352					849.00
	9698	2024 NPELRA Annual Training Registra	Invoice	01/25/2024	2024 NPELRA Annual Training Registra	001-502-522-45-49-02	849.00
2365	NOAH COMPTON	24-00353					262.36
	INV10909	West Coast Conference Regist. Reimbu	Invoice	01/23/2024	West Coast Conference Regist. Reimbu	001-506-522-45-49-02	262.36

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
2362	NORTHWEST LEADERSHIP SEMIN	24-00354					6,715.00
	00978	2024 NW Leadership Seminar Registra	Invoice	01/29/2024	2024 NW Leadership Seminar Registra	001-506-522-45-49-02	395.00
	00979	2024 NW Leadership Seminar Registra	Invoice	01/29/2024	2024 NW Leadership Seminar Registra	001-506-522-45-49-02	395.00
	00981	2024 NW Leadership Seminar Registra	Invoice	01/29/2024	2024 NW Leadership Seminar Registra	001-506-522-45-49-02	395.00
	00983	2024 NW Leadership Seminar Registra	Invoice	01/29/2024	2024 NW Leadership Seminar Registra	001-506-522-45-49-02	395.00
	00984	2024 NW Leadership Seminar Registra	Invoice	01/29/2024	2024 NW Leadership Seminar Registra	001-506-522-45-49-02	395.00
	00985	2024 NW Leadership Seminar Registra	Invoice	01/29/2024	2024 NW Leadership Seminar Registra	001-506-522-45-49-02	395.00
	00986	2024 NW Leadership Seminar Registra	Invoice	01/29/2024	2024 NW Leadership Seminar Registra	001-506-522-45-49-02	395.00
	00988	2024 NW Leadership Seminar Registra	Invoice	01/29/2024	2024 NW Leadership Seminar Registra	001-506-522-45-49-02	395.00
	00989	2024 NW Leadership Seminar Registra	Invoice	01/29/2024	2024 NW Leadership Seminar Registra	001-506-522-45-49-02	3,160.00
	00990	2024 NW Leadership Seminar Registra	Invoice	01/29/2024	2024 NW Leadership Seminar Registra	001-506-522-45-49-02	395.00
2358	NORTHWEST PROPANE LLC	24-00355					1,910.14
	29331	OnSite Propane Delivery/Rental (350g	Invoice	01/31/2024	OnSite Propane Delivery/Rental (350g	001-507-522-50-47-03	955.07
	I130832	OnSite Mobile Propane Delivery (20gal	Invoice	01/24/2024	OnSite Mobile Propane Delivery (x20g	001-507-522-50-47-03	49.88
	I130833	OnSite Mobile Propane Tank Rental - S	Invoice	01/31/2024	OnSite Mobile Propane Tank Rental - S	001-507-522-50-47-03	82.06
	U022C324	OnSite Mobile Propane Delivery Comm	Invoice	01/24/2024	OnSite Mobile Propane Delivery Comm	001-507-522-50-47-03	823.13
2176	NORTHWEST TROPHY & AWARD	24-00356					4,451.35
	225470	Service/Reconigntion Award Custom En	Invoice	01/19/2024	Service/Reconigntion Award Custom En	001-502-522-10-49-07	2,794.34
	225826	Service/Recognition Award Custom Pl	Invoice	01/19/2024	Service/Recognition Award Custom Pl	001-502-522-10-49-07	1,657.01
2252	ODP BUSINESS SOLUTIONS, LLC	24-00357					230.68
	351951341001	Paper,Mkrs,Pen,Tissue - Admin Supplie	Invoice	01/24/2024	Paper,Mkrs,Pen,Tissue - Admin Supplie	001-502-522-10-31-00	142.60
	351976167001	Gel Pad,Black Pens - Front Desk Admin	Invoice	01/24/2024	Gel Pad,Black Pens - Front Desk Admin	001-502-522-10-31-00	42.76
	351976182001	Folder 2 Class 2 Dividers (x3) Boxes - A	Invoice	01/24/2024	Folder 2 Class 2 Dividers (x3) Boxes - A	001-502-522-10-31-00	45.32
0185	OPERATIVE IQ	24-00358					2,669.45
	58405	Operative IQ License/Maintenance Fee	Invoice	02/01/2024	Fleet Mgmnt Licenses/Sandbox Maint	001-513-522-10-49-04	749.91
					Operative IQ Inventory/Asset Mngmnt	001-509-522-20-49-02	1,709.05
					RFID Data Service License Fee	001-513-522-10-49-04	210.49
0433	O'REILLY AUTO PARTS	24-00359					610.45
	3711-220527	Shop Parts	Invoice	01/23/2024	Shop Parts	050-511-522-60-34-01	315.51
	3711-220551	Shop Parts	Invoice	01/23/2024	Shop Parts	050-511-522-60-34-01	294.94
0444	ORION MEDICAL SUPPLY INC	24-00360					363.37
	24-00460	Medications - EMS Supplies	Invoice	01/25/2024	Medications	001-509-522-30-31-01	363.37
2332	OTTO ROSENAU & ASSOCIATES,	24-00361					1,960.00
	88856	Profess. Srvc (Station Imprvmnt/Job23	Invoice	01/31/2024	Profess. Srvc (Station Imprvmnt/Job23	300-507-594-50-62-83	1,960.00
0308	PROPERTY MAINTENANCE COM/	24-00362					820.50
	SRFR 022924.1	Property Management Monthly Servic	Invoice	02/01/2024	Property Management Monthly Servic	001-507-522-50-41-00	418.46
						300-507-522-50-41-00	402.04
0483	PUGET SOUND ENERGY	24-00363					607.06
	ST77-DEC23/JAN24	Natural Gas - ST 77	Invoice	01/18/2024	Natural Gas - ST 77	001-507-522-50-47-03	607.06

Docket of Claims Register

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0483	PUGET SOUND ENERGY ST72-DEC23/JAN24	24-00364 Natural Gas - ST 72	Invoice	01/18/2024	Natural Gas - ST 72	001-507-522-50-47-03	663.76 663.76
0484	PURCELL TIRE & SERVICE CENTEF 24265610	24-00365 Shop Parts	Invoice	01/24/2024	Shop Parts	050-511-522-60-34-01	29.27 29.27
0494	REPUBLIC SERVICES #197 0197-003295454	24-00366 Recycling - ST 31	Invoice	01/31/2024	Recycling - ST 31	001-507-522-50-47-04	760.45 760.45
0494	REPUBLIC SERVICES #197 0197-003295472	24-00367 Refuse - Admin Building	Invoice	01/31/2024	Refuse - Admin Building	001-507-522-50-47-04 300-507-522-50-47-00	275.03 140.27 134.76
0494	REPUBLIC SERVICES #197 0197-003295522	24-00368 Refuse - ST 32	Invoice	01/31/2024	Refuse - ST 32	001-507-522-50-47-04	276.33 276.33
0494	REPUBLIC SERVICES #197 0197-003295813	24-00369 Recycling - ST 32	Invoice	01/31/2024	Recycling - ST 32	001-507-522-50-47-04	102.18 102.18
0494	REPUBLIC SERVICES #197 0197-003294765	24-00370 Refuse - ST 31	Invoice	01/31/2024	Refuse - ST 31	001-507-522-50-47-04	334.64 334.64
1628	RUSTY HUNT INV10896	24-00371 Sick Leave Buyback (L&I) Reimburesme	Invoice	01/25/2024	Sick Leave Buyback (L&I) Reimburesme	001-504-522-20-20-09	180.96 180.96
0536	SEQUOYAH NETWORK SERVICES 3827	24-00372 Locution System Upgrade Installs - ST7	Invoice	01/31/2024	Locution System Upgrade Installs - ST7	001-513-522-10-41-04	1,434.36 1,434.36
0535	SHAWN SELTZ INV10897	24-00373 2024-2025 Work Boots Reimbursemer	Invoice	01/30/2024	2024-2025 Work Boots Reimbursemer	050-511-522-60-31-01	180.39 180.39
0543	SIKORA ASSOCIATES LLC OHA 2023-24	24-00374 Travel Expenses (Organizational Health	Invoice	01/22/2024	Travel Expenses (Organizational Health	001-502-522-10-41-01	3,382.20 3,382.20
0544	SILVER LAKE WATER ST77FM-JAN2024	24-00375 Water (Fire Meter) - ST 77	Invoice	01/31/2024	Water (Fire Meter) - ST 77	001-507-522-50-47-02	185.30 185.30
0544	SILVER LAKE WATER ST77-JAN2024	24-00376 Water & Sewer - ST 77	Invoice	01/31/2024	Water & Sewer - ST 77	001-507-522-50-47-02	117.75 117.75
0546	SISKUN POWER EQUIPMENT 468627	24-00377 Chain Saw Repair Parts (Tensioner,Burr	Invoice	01/22/2024	Chain Saw Repair Parts (Tensioner,Burr	001-504-522-20-48-02	288.32 288.32
2360	SKY VALLEY CHAMBER OF COMM 10016	24-00378 2024 District Annual Membership Due	Invoice	01/18/2024	2024 District Annual Membership Due	001-502-522-10-49-01	50.00 50.00
0557	SNOHOMISH AQUATIC CENTER 339199	24-00379 Pool/Swim Lane Rental (x2) - Special O	Invoice	02/06/2024	Pool/Swim Lane Rental (x2) - Special O	001-506-522-45-45-00	195.00 195.00
0558	SNOHOMISH COUNTY I000630661	24-00380 IT/Netwrk/Fiber Connctvty Srvc Annu	Invoice	11/30/2023	IT/Netwrk/Fiber Connctvty Srvc Annu	001-513-522-50-42-01	1,386.00 1,386.00

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
1547	SNOHOMISH COUNTY 911 6865	24-00381 Monthly Dispatch Services (Assessmen	Invoice	02/01/2024	Monthly Dispatch Services (Assessmen	001-504-528-00-41-00 001-509-528-00-41-00	91,147.31 17,791.47 71,165.88
	6872	Monthly EPCR	Invoice	02/01/2024	Monthly Electronic Patient Care Repor	001-509-522-20-49-02	1,100.84
	6898	Managed Laptop Leases (Monthly)	Invoice	02/01/2024	Managed Laptop Leases (Monthly)	303-504-591-22-70-00 303-509-591-22-70-00	438.04 651.08
0520	SNOHOMISH COUNTY FIRE DISTF 24.05	24-00382 All Station 40 Rental (2/5-2/9/24) (Inv.	Invoice	01/23/2024	All Station 40 Rental (2/5-2/9/24) (Inv.	001-506-522-45-45-00	1,575.00 1,575.00
0565	SNOHOMISH COUNTY PUD 129252603	24-00383 Electricity - ST 83	Invoice	01/31/2024	Electricity - ST 83	001-507-522-50-47-01	238.77 238.77
0565	SNOHOMISH COUNTY PUD 158769936	24-00384 Electricity - Admin Bldg	Invoice	01/19/2024	Electricity - Admin Bldg	001-507-522-50-47-01 300-507-522-50-47-00	1,156.23 589.68 566.55
0565	SNOHOMISH COUNTY PUD 112749513	24-00385 Electricity - ST 71	Invoice	01/29/2024	Electricity - ST 71	001-507-522-50-47-01	1,963.14 1,963.14
0565	SNOHOMISH COUNTY PUD 109467106	24-00386 Electricity & Water - ST 82	Invoice	01/19/2024	Electricity - ST 82 Water - ST 82	001-507-522-50-47-01 001-507-522-50-47-02	1,529.66 1,278.39 251.27
0565	SNOHOMISH COUNTY PUD 135856804	24-00387 Electricity - ST 32	Invoice	01/23/2024	Electricity - ST 32	001-507-522-50-47-01	268.62 268.62
0565	SNOHOMISH COUNTY PUD 158774102	24-00388 Electricity - ST 33	Invoice	01/24/2024	Electricity - ST 33	001-507-522-50-47-01	1,019.94 1,019.94
0565	SNOHOMISH COUNTY PUD 145732135	24-00389 Electricity - ST 74/Logistics Bldg	Invoice	01/22/2024	Electricity - ST 74/Logistics Bldg	001-507-522-50-47-01	122.64 122.64
0565	SNOHOMISH COUNTY PUD 158769935	24-00390 Electricity - ST 31	Invoice	01/19/2024	Electricity - ST 31	001-507-522-50-47-01	2,377.62 2,377.62
1536	SNOHOMISH REGIONAL FIRE & R EXCISE TAX - JAN24	24-00391 Sales & Use Tax - January 2024	Invoice	02/01/2024	Sales & Use Tax - January 2024 Sales & Use Tax - January 2024 Sales & Use Tax - January 2024	001-504-522-20-31-10 001-504-522-20-35-00 001-505-522-30-31-00	318.20 158.71 158.71 0.78
1536	SNOHOMISH REGIONAL FIRE & R FIRE-01/31/2024	24-00392 Apparatus Fleet Maintenance Services	Invoice	01/31/2024	Apparatus Fleet Maintenance - EMS U Apparatus Fleet Maintenance - Suppre	001-509-522-20-48-01 001-513-522-20-48-01	45,605.03 11,176.26 34,428.77
1536	SNOHOMISH REGIONAL FIRE & R 01940	24-00393 City Of Monroe: Comm Add. Permit Fe	Invoice	01/30/2024	City Of Monroe: Comm Add. Permit Fe	300-507-594-50-62-00	12,646.00 12,646.00
1536	SNOHOMISH REGIONAL FIRE & R ECFSS-01/31/2024	24-00394 Apparatus Fleet Maintenance Services	Invoice	01/31/2024	Apparatus Fleet Maintenance - ECFSS I	050-511-522-60-31-02	1,342.64 1,342.64



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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0567	SNURE LAW OFFICE, PSC JAN2024	24-00395 Monthly Attorney Services (January 20	Invoice	02/01/2024	Monthly Attorney Services (January 20	001-512-522-10-41-03	3,008.00 3,008.00
0572	SPEEDWAY CHEVROLET 141071 141096 141132	24-00396 Shop Parts Shop Parts Shop Parts	Invoice Invoice Invoice	01/24/2024 01/26/2024 01/30/2024	Shop Parts Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01	643.32 284.64 8.69 349.99
2057	SPRAGUE PEST SOLUTIONS 5317285 5357576	24-00397 Monthly Pest Control Services - ST 31 Service Call (Replaced Rodent Bate Sta	Invoice Invoice	01/30/2024 01/30/2024	Monthly Pest Control Services - ST 31 Service Call (Replaced Rodent Bate Sta	001-507-522-50-41-00 001-507-522-50-48-00	146.41 109.21 37.20
0580	STATE OF WA DEPARTMENT OF I EXCISE TAX-JAN24	24-00398 Sales & Use Tax - January 2024 (600-3	Invoice	02/01/2024	Sales & Use Tax - January 2024 (600-3	630-512-589-00-00-00	318.20 318.20
1965	STATION ORGANIC CLEANERS SRFR-006	24-00399 Uniform Alterations & Patch Replacem	Invoice	01/29/2024	Uniform Alterations & Patch Replacem	001-504-522-20-31-07	247.44 247.44
2184	STERICYCLE, INC. 8006059765	24-00400 Biohazardous/Medical Waste Disposal	Invoice	01/31/2024	Biohazardous/Medical Waste Disposal	001-509-522-20-41-06	20.72 20.72
1624	TK ELEVATOR 3007694884	24-00401 Elevator Maintenance (Annual) - ST33	Invoice	02/01/2024	Elevator Maintenance (Annual) - ST33	001-507-522-50-48-00	3,395.68 3,395.68
2204	TROY ELMORE INV10898	24-00402 Hotel Reimbursement (Legislative Day	Invoice	01/31/2024	Hotel Reimbursement (Legislative Day	001-506-522-45-43-00	172.60 172.60
0610	TRUE NORTH EMERGENCY EQUIP A16645 A16697 A16705 A16713	24-00403 Shop Parts Shop Parts Shop Parts Shop Parts	Invoice Invoice Invoice Invoice	01/15/2024 01/22/2024 01/23/2024 01/23/2024	Shop Parts Shop Parts Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01	4,863.81 155.43 1,236.30 177.92 3,294.16
0613	TYLER COMPTON INV10903	24-00404 Per Diem Reimb. (2024 Officer Develop	Invoice	02/01/2024	Per Diem Reimb. (2024 Officer Develop	001-506-522-45-43-00	416.00 416.00
0622	UNITED PARCEL SERVICE 00042W7X8024	24-00405 Freight Charges (Shop)	Invoice	01/13/2024	Freight Charges (Shop)	050-511-522-60-34-01	85.68 85.68
2306	UNITED RENTALS (NORTH AMER 225472804-005	24-00406 Cap. facilities Planning (Container Rent	Invoice	01/24/2024	Cap. facilities Planning (Container Rent	300-507-594-50-62-83	176.88 176.88
0633	VERIZON WIRELESS SERVICES LLC 9954285970	24-00407 District Mifi Plans	Invoice	01/15/2024	District Mifi Plans	001-513-522-10-42-00	4,857.47 4,857.47
0633	VERIZON WIRELESS SERVICES LLC 9954285971	24-00408 District Cell Phones	Invoice	01/15/2024	District Cell Phones - Fire District Cell Phones - Shop	001-513-522-10-42-00 050-511-522-60-42-00	2,839.74 2,670.81 168.93

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
2274	WALDORF UNIVERSITY 20-0108	24-00409 Tuition - FSC 3440 - Marcus Dolan	Invoice	10/11/2023	Tuition - FSC 3440 - Marcus Dolan	001-506-522-45-49-10	2,632.50 877.50
	20-0109	Tuition - FSC 3440 - Kristopher Christer	Invoice	10/11/2023	Tuition - FSC 3440 - Kristopher Christer	001-506-522-45-49-10	877.50
	23-0103	Tuition - FSC 3440 - Timothy Lamback	Invoice	10/11/2023	Tuition - FSC 3440 - Timothy Lamback	001-506-522-45-49-10	877.50
2366	WASHINGTON ASSOCIATION OF 9505	24-00410 WAPRO 2024 Membership (DEC23-NO	Invoice	01/30/2024	WAPRO 2024 Membership (DEC23-NO	001-503-522-10-49-01	25.00 25.00
0648	WASTE MANAGEMENT NORTHV 1636218-2677-1	24-00411 Recycling - ST 71	Invoice	02/01/2024	Recycling - ST 71	001-507-522-50-47-04	725.13 725.13
0648	WASTE MANAGEMENT NORTHV 1636032-2677-6	24-00412 Refuse & Recycle - ST 77	Invoice	02/01/2024	Refuse & Recycle - ST 77	001-507-522-50-47-04	318.58 318.58
0648	WASTE MANAGEMENT NORTHV 1635832-2677-0	24-00413 Refuse - ST 72	Invoice	02/01/2024	Refuse - ST 72	001-507-522-50-47-04	117.54 117.54
0648	WASTE MANAGEMENT NORTHV 1635833-2677-8	24-00414 Refuse - ST 71	Invoice	02/01/2024	Refuse - ST 71	001-507-522-50-47-04	187.07 187.07
0648	WASTE MANAGEMENT NORTHV 1636610-2677-9	24-00415 Refuse & Recycle - ST 73	Invoice	02/01/2024	Refuse & Recycle - ST 73	001-507-522-50-47-04	287.28 287.28
0648	WASTE MANAGEMENT NORTHV 1636219-2677-9	24-00416 Recycling - ST 72	Invoice	02/01/2024	Recycling - ST 72	001-507-522-50-47-04	243.91 243.91
0648	WASTE MANAGEMENT NORTHV 1003381-4968-3	24-00417 Refuse & Recycle - ST 82	Invoice	02/01/2024	Refuse & Recycle - ST 82	001-507-522-50-47-04	577.49 577.49
0648	WASTE MANAGEMENT NORTHV 1003581-4968-8	24-00418 Recycling - ST 81	Invoice	02/01/2024	Recycling - ST 81	001-507-522-50-47-04	259.54 259.54
0648	WASTE MANAGEMENT NORTHV 1635964-2677-1	24-00419 Refuse & Recycle - ST 74/Logistics Bldg	Invoice	02/01/2024	Refuse & Recycle - ST 74/Logistics Bldg	001-507-522-50-47-04	440.66 440.66
0648	WASTE MANAGEMENT NORTHV 9473283-4968-5	24-00420 Refuse & Recycle - ST 83	Invoice	02/01/2024	Refuse & Recycle - ST 83	001-507-522-50-47-04	256.05 256.05
0648	WASTE MANAGEMENT NORTHV 1637502-2677-7	24-00421 Refuse - ST 33	Invoice	02/01/2024	Refuse - ST 33	001-507-522-50-47-04	207.41 207.41
0648	WASTE MANAGEMENT NORTHV 1003582-4968-6	24-00422 Refuse - ST 81	Invoice	02/01/2024	Refuse - ST 81	001-507-522-50-47-04	172.87 172.87
0648	WASTE MANAGEMENT NORTHV 1637503-1677-5	24-00423 Recycling - ST 33	Invoice	02/01/2024	Recycling - ST 33	001-507-522-50-47-04	497.00 497.00
0648	WASTE MANAGEMENT NORTHV 1636298-2677-3	24-00424 Recycling - Admin Bldg	Invoice	02/01/2024	Recycling - Admin Bldg	001-507-522-50-47-04 300-507-522-50-47-00	646.39 329.66 316.73
0657	WELLSPRING FAMILY SERVICES E 293404	24-00425 Employee Assistance Program Monthly	Invoice	01/31/2024	Employee Assistance Program Monthly	001-510-522-20-20-15	470.90 470.90

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
2129	WEX BANK 94804525	24-00426 Apparatus Fuel	Invoice	01/31/2024	Apparatus Fuel - EMS	001-509-522-20-32-00	20,592.44
					Apparatus Fuel - Shop	050-511-522-60-32-00	148.66
					Apparatus Fuel - Suppression	001-504-522-20-32-00	10,221.89
0665	WHELEN ENGINEERING COMPAN 426016	24-00427 Shop Parts	Invoice	01/15/2024	Shop Parts	050-511-522-60-34-01	272.66
2011	ZIPLY FIBER ST33-JANFEB24	24-00428 Elevator & Fire Alarm Phone Lines/Cor	Invoice	01/14/2024	Elevator & Fire Alarm Phone Lines/Cor	001-513-522-50-42-01	236.68
<b>Total Claims: 141</b>						<b>Total Payment Amount:</b>	<b>328,898.34</b>

# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

02/06/2024

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Fund: General Fund #001

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

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

Signatures:

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

Voucher	Payee/Claimant	1099 Default	Amount
24-00288	ALL BATTERY SALES AND SERVICE		211.86
24-00289	ALLSTREAM BUSINESS US, INC		308.03
24-00290	ALLSTREAM BUSINESS US, INC		430.29
24-00291	AMAZON CAPITAL SERVICES, INC		7,762.73
24-00292	ARAMARK UNIFORM SERVICES		301.76
24-00293	BICKFORD MOTORS INC.		638.38
24-00294	BOUND TREE MEDICAL, LLC		2,357.83
24-00295	BRAKE & CLUTCH SUPPLY INC		3,486.55
24-00296	BRAUN NORTHWEST INC		244.83
24-00297	BRIAN KEES		416.00
24-00298	BRITTANY BAZINET		110.00
24-00299	CENTRAL WELDING SUPPLY		871.40
24-00300	CHINOOK LUMBER		1,964.72
24-00301	CHMELIK SITKIN & DAVIS P.S.		704.00
24-00302	CHRISTENSEN, INC		552.29
24-00303	CITY OF SNOHOMISH		79.68
24-00304	CLEARVIEW HARDWARE & FEED		23.88
24-00305	COGDILL NICHOLS REIN WARTELLE ANDREWS		1,125.00
24-00306	COMCAST		310.26
24-00307	COMCAST		310.00
24-00308	COMCAST		315.00
24-00309	COMDATA INC.		3,023.44
24-00310	CRESSY DOOR COMPANY, INC		1,083.07
24-00311	CUMMINS SALES AND SERVICE		842.38
24-00312	DANIEL KINDIG		175.50
24-00313	DAVID PICK		416.00
24-00314	DICK'S TOWING, INC.		272.00
24-00315	DRUG FREE BUSINESS		108.00
24-00316	ELECTRONIC BUSINESS MACHINES		302.27
24-00317	ELITE LOCK & SAFE		7.60
24-00318	EMSCONNECT, LLC		1,414.50

**Page Total** 30,169.25

**Cumulative Total** 30,169.25

# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

02/06/2024

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Fund: General Fund #001

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

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

Signatures:

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

Voucher	Payee/Claimant	1099 Default	Amount
24-00319	ERIC JONES		141.75
24-00320	FIRST CLASS BUILDING SUPPLY AND SERVICES		6,841.00
24-00321	FIRSTWATCH		635.00
24-00322	FP MAILING SOLUTIONS		154.25
24-00323	FREIGHTLINER NORTHWEST		3,690.92
24-00324	GALLS, LLC		1,560.61
24-00325	GME SUPPLY COMPANY		1,024.76
24-00326	GRAINGER		323.79
24-00327	HILL STREET CLEANERS		262.00
24-00328	HIRE G.I. LLC		4,975.00
24-00329	HOTEL MURANO		7,500.00
24-00330	INTERSTATE ALL BATTERY CENTER		956.92
24-00331	IRON MOUNTAIN INC		632.57
24-00332	ISOUTSOURCE		606.08
24-00333	JACOB WINTER		416.00
24-00334	JAMAL BECKHAM		247.27
24-00335	JAMES HAMMEREN		282.97
24-00336	JOE BASTA		581.05
24-00337	JOHN THOMAS		175.50
24-00338	JOSEPH VIRNIG		416.00
24-00339	KENT D. BRUCE CO., LLC		1,552.60
24-00340	KIRK DUNHAM		645.05
24-00341	KNOX COMPANY		226.46
24-00342	L.N. CURTIS & SONS		6,430.03
24-00343	LAKE STEVENS SEWER DISTRICT		99.00
24-00344	LAKE STEVENS SEWER DISTRICT		198.00
24-00345	LEMAY MOBILE SHREDDING		104.00
24-00346	LIFE-ASSIST INC		239.32
24-00347	LOWE'S		1,050.37
24-00348	MATT JAMES		416.00
24-00349	MATTHEW J. BEECROFT		4,000.00

**Page Total** 46,384.27

**Cumulative Total** 76,553.52

# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

02/06/2024

Page 3 of 5

Fund: General Fund #001

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

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

Signatures:

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

Voucher	Payee/Claimant	1099 Default	Amount
24-00350	MONROE PARTS HOUSE		9,343.67
24-00351	MRSC ROSTERS		40.00
24-00352	NATIONAL PUBLIC EMPLOYER LABOR RELATIONS ASSOCIATION		849.00
24-00353	NOAH COMPTON		262.36
24-00354	NORTHWEST LEADERSHIP SEMINAR		6,715.00
24-00355	NORTHWEST PROPANE LLC		1,910.14
24-00356	NORTHWEST TROPHY & AWARDS		4,451.35
24-00357	ODP BUSINESS SOLUTIONS, LLC		230.68
24-00358	OPERATIVE IQ		2,669.45
24-00359	O'REILLY AUTO PARTS		610.45
24-00360	ORION MEDICAL SUPPLY INC		363.37
24-00361	OTTO ROSENAU & ASSOCIATES, INC.		1,960.00
24-00362	PROPERTY MAINTENANCE COM/RES		820.50
24-00363	PUGET SOUND ENERGY		607.06
24-00364	PUGET SOUND ENERGY		663.76
24-00365	PURCELL TIRE & SERVICE CENTER		29.27
24-00366	REPUBLIC SERVICES #197		760.45
24-00367	REPUBLIC SERVICES #197		275.03
24-00368	REPUBLIC SERVICES #197		276.33
24-00369	REPUBLIC SERVICES #197		102.18
24-00370	REPUBLIC SERVICES #197		334.64
24-00371	RUSTY HUNT		180.96
24-00372	SEQUOYAH NETWORK SERVICES		1,434.36
24-00373	SHAWN SELTZ		180.39
24-00374	SIKORA ASSOCIATES LLC		3,382.20
24-00375	SILVER LAKE WATER		185.30
24-00376	SILVER LAKE WATER		117.75
24-00377	SISKUN POWER EQUIPMENT		288.32
24-00378	SKY VALLEY CHAMBER OF COMMERCE		50.00
24-00379	SNOHOMISH AQUATIC CENTER		195.00
24-00380	SNOHOMISH COUNTY		1,386.00

**Page Total** 40,674.97

**Cumulative Total** 117,228.49

# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

02/06/2024

Page 4 of 5

Fund: General Fund #001

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

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

Signatures:

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

Voucher	Payee/Claimant	1099 Default	Amount
24-00381	SNOHOMISH COUNTY 911		91,147.31
24-00382	SNOHOMISH COUNTY FIRE DISTRICT #4		1,575.00
24-00383	SNOHOMISH COUNTY PUD		238.77
24-00384	SNOHOMISH COUNTY PUD		1,156.23
24-00385	SNOHOMISH COUNTY PUD		1,963.14
24-00386	SNOHOMISH COUNTY PUD		1,529.66
24-00387	SNOHOMISH COUNTY PUD		268.62
24-00388	SNOHOMISH COUNTY PUD		1,019.94
24-00389	SNOHOMISH COUNTY PUD		122.64
24-00390	SNOHOMISH COUNTY PUD		2,377.62
24-00391	SNOHOMISH REGIONAL FIRE & RESCUE		318.20
24-00392	SNOHOMISH REGIONAL FIRE & RESCUE		45,605.03
24-00393	SNOHOMISH REGIONAL FIRE & RESCUE		12,646.00
24-00394	SNOHOMISH REGIONAL FIRE & RESCUE		1,342.64
24-00395	SNURE LAW OFFICE, PSC		3,008.00
24-00396	SPEEDWAY CHEVROLET		643.32
24-00397	SPRAGUE PEST SOLUTIONS		146.41
24-00398	STATE OF WA DEPARTMENT OF REVENUE		318.20
24-00399	STATION ORGANIC CLEANERS		247.44
24-00400	STERICYCLE, INC.		20.72
24-00401	TK ELEVATOR		3,395.68
24-00402	TROY ELMORE		172.60
24-00403	TRUE NORTH EMERGENCY EQUIPMENT INC		4,863.81
24-00404	TYLER COMPTON		416.00
24-00405	UNITED PARCEL SERVICE		85.68
24-00406	UNITED RENTALS (NORTH AMERICA), INC.		176.88
24-00407	VERIZON WIRELESS SERVICES LLC		4,857.47
24-00408	VERIZON WIRELESS SERVICES LLC		2,839.74
24-00409	WALDORF UNIVERSITY		2,632.50
24-00410	WASHINGTON ASSOCIATION OF PUBLIC RECORDS OFFICERS		25.00
24-00411	WASTE MANAGEMENT NORTHWEST		725.13

**Page Total** 185,885.38

**Cumulative Total** 303,113.87

# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

02/06/2024

Page 5 of 5

Fund: General Fund #001

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

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

Signatures:

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

Voucher	Payee/Claimant	1099 Default	Amount
24-00412	WASTE MANAGEMENT NORTHWEST		318.58
24-00413	WASTE MANAGEMENT NORTHWEST		117.54
24-00414	WASTE MANAGEMENT NORTHWEST		187.07
24-00415	WASTE MANAGEMENT NORTHWEST		287.28
24-00416	WASTE MANAGEMENT NORTHWEST		243.91
24-00417	WASTE MANAGEMENT NORTHWEST		577.49
24-00418	WASTE MANAGEMENT NORTHWEST		259.54
24-00419	WASTE MANAGEMENT NORTHWEST		440.66
24-00420	WASTE MANAGEMENT NORTHWEST		256.05
24-00421	WASTE MANAGEMENT NORTHWEST		207.41
24-00422	WASTE MANAGEMENT NORTHWEST		172.87
24-00423	WASTE MANAGEMENT NORTHWEST		497.00
24-00424	WASTE MANAGEMENT NORTHWEST		646.39
24-00425	WELLSPRING FAMILY SERVICES EAP		470.90
24-00426	WEX BANK		20,592.44
24-00427	WHELEN ENGINEERING COMPANY		272.66
24-00428	ZIPLY FIBER		236.68

**Page Total** 25,784.47

**Cumulative Total** 328,898.34





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

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**1/31/2024 Payroll**

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

**District Name: Snohomish Regional Fire & Rescue**

**Direct Deposits:** \$1,098,543.90

**Paper Checks:** \$2,627.85

**Taxes:** \$342,970.01

**Allowed in the sum of:** \$1,444,141.76

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

**Prepared by:** Erick Ramirez  
Payroll Specialist

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



## **BOARD OF FIRE COMMISSIONERS MEETING AGENDA**

### **SNOHOMISH REGIONAL FIRE & RESCUE**

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

January 25, 2024, 1730 hours

#### **CALL TO ORDER**

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

#### **PUBLIC COMMENT**

N/A

#### **UNION COMMENT**

N/A

#### **CHIEF'S REPORT**

As presented. Chief O'Brien commented that our troops are doing a great job out in the field, carrying out our mission. We had a good week. We attended Legislative Day in Olympia with staff and Commissioners and met with our legislators. We mainly discussed funding issues. We also met with Chief Waller, Chief Eastman and Chief Hovis regarding potential partnerships; and we plan to meet regularly to talk about this.

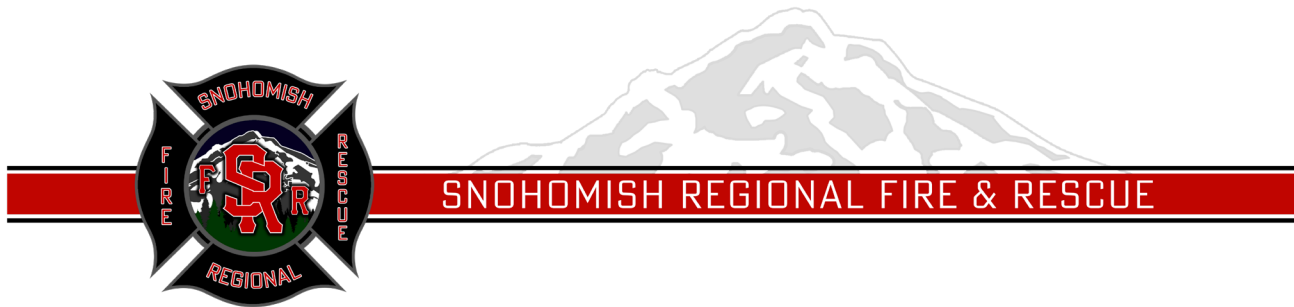
Deputy Chief Rasmussen commented we were approved by the PRC Committee for the progressive design build process for Stations 82 and 81, by a unanimous vote.

#### **COMMISSIONER REPORTS**

*Capital Facilities Committee* - Commissioner Steinruck commented they discussed the progress of Station 83, the progress of the Station 31 Shop, Station 32 update, Station 81 update on the PRC and projected schedule for approval, Admin Building update with DCYF vacated from the top floor, and the Training Property is anticipating a close of sale in February or March. Their next meeting is February 27 and in May they are planning to attend the Station Design Conference in Arizona.

*Finance Committee* - Chairman Elmore commented the Spring COMEX will be March 25-27. They discussed the Citizens Committee update and the Darkhorse RAB.

*Leadership Meeting* - Commissioner Waugh commented leadership did a good job of addressing the troops with the topic of moving forward working on the contract in a positive manner. They also mentioned Dr. Pat Sikora's upcoming visit and introduced Lexipol. The meeting was informative and appreciated.



*Sno-Isle Commissioners* – Vice Chairman Fay commented the Annual Sno-Isle Banquet is scheduled for this Saturday at Shawn O'Donnell's and Roger Ferris will be reporting on the Legislative Session. There has been a transition in leadership with the Sno-Isle Commissioners and Steve Fox is the new president. There will be no February meeting due to the banquet.

*Sno911 Committee* - Commissioner Waugh commented their meeting focused on a review of the future facility.

### **COMMITTEE MEETING MINUTES**

N/A

### **CONSENT AGENDA**

#### **Approval of Vouchers**

Benefits Vouchers: 24-00133 to 24-00142; (\$737,316.08)

AP Vouchers: 24-00143 to 24-00251; (\$359,506.09)

#### **Approval of Payroll**

January 15, 2024 (\$1,244,911.17)

#### **Approval of Minutes**

Approve Regular Board Meeting Minutes January 11, 2024

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

Motion by Vice Chairman Fay and 2<sup>nd</sup> by Commissioner Steinruck.

On Vote, Motion carried 7/0.

### **OLD BUSINESS**

#### **Discussion**

N/A

#### **Action**

N/A

### **NEW BUSINESS**

#### **Discussion**

##### *Darkhorse*

Chief O'Brien commented that we are researching an analytics tool called Darkhorse Analytics to help us better serve the public.

Assistant Chief Messer commented that Darkhorse will allow for historical reference for data, community risk assessment, and predictive analytics; and he reviewed the RAB. This would be a five-year contract for an initial amount of \$50,000 for the first year. After the first year, there will be an annual maintenance fee



of \$30,000. The contract was included in the Board packet for review; and an updated contract will be submitted for review.

*Policy 203 Training, Policy 210 Solicitation of Funds, Policy 600 Fire Equipment Driver/Operator Training, and Policy 703 Use of District Vehicles*

Commissioner Waugh and Commissioner Gagnon both asked about Policy 210 Solicitation of Funds, and whether the Fire 7 Foundation should be mentioned. Deputy Chief McConnell commented he will review this and forward a response through the Policy Committee. There was no further discussion on policies.

#### **Action**

N/A

#### **GOOD OF THE ORDER**

Vice Chairman Fay thanked everyone for the great work that was presented by the Finance Committee.

Chairman Elmore commented he enjoyed the time in Olympia for Legislative Day. We had some great discussions with our legislators; and we have some great support on both sides. We enjoyed seeing Secretary of State Hobbs as well.

Commissioner Schaub thanked Deputy Chief McConnell for his assistance with Legislative Day.

Commissioner Steinruck thanked the staff, and the men and women on the streets for all that they do. It is a pleasure to be on this Board.

#### **ATTENDANCE CHECK**

Board Members noted availability for the Regular Commissioner Meeting February 8, 2024, at 1730 - Station 31 Training Room/Zoom.

#### **EXECUTIVE SESSION**

RCW 42.30.140(4)(a): Labor Negotiations. Chairman Elmore called for an Executive Session to begin at 1750 hours for 30 minutes with no decision to follow. Chairman Elmore extended the executive session for an additional 15 minutes, until 1835 hours. Chairman Elmore resumed the regular Board of Commissioners meeting at 1835 hours.

#### **ADJOURNMENT**

Chairman Elmore adjourned the meeting at 1835 hours.



**Snohomish Regional Fire & Rescue**

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Commissioner Rick Edwards

-----  
Chairman Troy Elmore

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Vice Chairman Randy Fay

-----  
Commissioner Paul Gagnon

-----  
Commissioner Jeff Schaub

-----  
Commissioner Jim Steinruck

-----  
Commissioner Roy Waugh



# OLD BUSINESS

## DISCUSSION





# OLD BUSINESS

## ACTION



# Training Policy

## 203.1 PURPOSE AND SCOPE

State **MODIFIED**

It is the policy of Snohomish Regional Fire & Rescue to administer a training program commensurate with the duties and functions that the District and its members will provide. By doing so, the District will ensure its members possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community and the safety of its members.

## 203.2 POLICY

State **MODIFIED**

Snohomish Regional Fire & Rescue shall provide initial training, education and periodic member development for all members, based on the operational level at which the District and its members are expected to perform, to avoid skills degradation ([WAC 296-305-05502](#)). Training is provided within the confines of funding, the requirements of a given assignment, staffing levels and legal mandates.

Whenever possible, the District will use courses certified by the Washington State Patrol's State Fire Marshal's Office, in addition to the U.S. Department of Homeland Security or other accredited entities.

## 203.3 OBJECTIVES

State

The objectives of the training program are to:

- (a) Comply with the mandated minimum training requirements contained in Washington law.
- (b) Enhance the level of emergency services to the public.
- (c) Increase the safety, technical expertise and overall effectiveness of district members.
- (d) Provide for continued professional development of district members.
- (e) Prevent the degradation of skills by establishing an ongoing proficiency cycle.

## 203.4 TRAINING PLAN

State **MODIFIED**

A training plan, including an ongoing proficiency cycle, will be developed and maintained by the Deputy Chief that oversees training ([WAC 296-305-05502](#)). It is the responsibility of the Deputy Chief to maintain, review and update the training plan on an annual basis, ensuring that all mandated training is achieved. All training records will be maintained in accordance with established records retention schedules.



## *Training Policy*

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### **203.5 TRAINING NEEDS ASSESSMENT**

**Discretionary** **MODIFIED**

The Deputy Chief that oversees training will conduct an annual training needs assessment. Upon approval by the Fire Chief, the needs assessment will form the basis of the training plan for the following year.

# Solicitation of Funds

## 210.1 PURPOSE AND SCOPE

**Best Practice**

The purpose of this policy is to ensure that fundraising activities associated with the District are consistent with its mission, values and legal status. This policy applies to all fundraising activities involving the District or the use of the district name, insignias, equipment or facilities.

### 210.1.1 DEFINITIONS

**Best Practice**

Definitions related to this policy include:

**Fundraising** - The collection of money through donations, sales or event programming for the purpose of charitable donation or organizational budget enhancement.

## 210.2 POLICY

**Best Practice**

It shall be the policy of this district that all fundraising activities involving on-duty members or use of district equipment, and that provide financial benefit to the District, must be authorized by the Fire Chief or the authorized designee prior to initiating solicitations.

Authorized fundraising activities should not indicate or imply that a donation will influence services provided by the District. Members engaged in fundraising activities are expected to act ethically regarding the solicitation of funds, the interaction with donors or potential donors and the maintenance of fundraising records.

Members are prohibited from soliciting any goods or services from local businesses, groups or individuals for the purpose of providing incentives, prizes or give-aways to attendees of district-sponsored or hosted events, or to events when members attend as representatives of the District.

## 210.3 GUIDELINES

**Best Practice** **MODIFIED**

Fundraising activities or events involving the District should incorporate the following elements:

- (a) Compliance with applicable federal, state and local laws and regulations
- (b) Compliance with district and governing-body policies
- (c) A benefit to the District that is consistent with the district mission
- (d) An accurate description of the purpose for which funds are requested.
- (e) A limitation on the frequency of solicitations to avoid placing undue pressure on donors
- (f) Identification of the individual soliciting funds as a volunteer, a member of this district or a hired solicitor

# Snohomish Regional Fire & Rescue

## Policy Manual

### *Solicitation of Funds*

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- (g) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.
- (h) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone or other technology and to reduce or cease sending printed or electronically transmitted material concerning the District will be honored
- (i) Respect of donors' privacy and a commitment that the District will not sell or otherwise make available donors' names and contact information

Commercial or corporate sponsorship of fundraising activities or events may be allowed provided that it has been preapproved by the Fire Chief or the authorized designee.

#### **210.4 DISTRICT SPONSORED EVENTS**

Best Practice **MODIFIED**

The following also apply to district-sponsored fundraising events:

- (a) Fundraising events should be clearly identified by a sign indicating the name, product, service, price and purpose of the event.
- (b) At least one member should be present during the entire event.
- (c) Individuals participating in the event should be briefed and supervised to ensure their activities are consistent with this policy.
- (d) Individuals participating in the event should not be compensated by a commission or a percentage of the amount collected.
- (e) Funds raised should be deposited no later than the next business day.
- (f) All donors shall receive a receipt for the amount of their donation.
- (g) Fundraising activities should not delay emergency response or otherwise compromise the mission of the organization.
- (h) Fundraising that takes place on public-owned or private property will be done with the knowledge and approval of the property custodian or owner.
- (i) Fundraising that occurs on public ways or near roadways will be coordinated with the responsible law enforcement agency for the protection of pedestrians, motorists and event participants. Proper safety apparel shall be worn when in roadways or traffic areas.

#### **210.5 FUNDRAISING ON BEHALF OF OTHERS**

Best Practice **MODIFIED**

Fundraising for the benefit of a non-profit charitable third party (e.g., blood drive, burn victims, surviving families) having no direct affiliation with the District is permissible provided that the fundraising standards and event prerequisites listed above are followed.

# Snohomish Regional Fire & Rescue

## Policy Manual

### *Solicitation of Funds*

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Any materials associated with a third-party fundraising activity shall be approved by the Fire Chief or the authorized designee prior to the activity. In addition, there should be a written agreement between the District and the organizers of the activity that includes:

- (a) [Evidence, written or otherwise](#), that the event is for a charitable purpose.
- (b) Assignment of responsibility to the organizers for all direct costs incurred for the event.
- (c) Assignment of responsibility to the organizers for the collection and reporting of any applicable taxes.
- (d) Written instructions regarding the maintenance of funds raised on behalf of others. The funds shall be maintained in a separate fund and not commingled with other district funds.

The District reserves the right to require additional conditions including, but not limited to, evidence of insurance coverage or appropriate indemnification.

## **210.6 FUNDS RECEIVED**

### **Agency Content**

[Any funds received should be handled in the following manner:](#)

1. [Pre-numbered duplicate receipts \(Redi receipts are not acceptable\) should be issued to the donor, which should include the following information at a minimum:](#)
  1. [Identification of payor.](#)
  2. [Amount received.](#)
  3. [Mode of payment \(cash, check, credit card, other\).](#)
  4. [Purpose of payment.](#)
  5. [Identification of employee who prepares receipt.](#)
2. [All District copies of receipts should remain in the receipt book.](#)
3. [The total collected should be reconciled with the receipts on a daily basis by another employee to ensure all donations have been properly receipted.](#)
4. [Bank deposits should be made daily.](#)
5. [The bank deposits and the total receipts should be compared by another employee to ensure total receipts were deposited intact.](#)

# Fire Equipment Driver/Operator Training

## 600.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to enhance the safety of members and the public by ensuring that all Snohomish Regional Fire & Rescue members who operate firefighting apparatus as part of their duties receive appropriate training.

### 600.1.1 DEFINITIONS

State

Definitions related to this policy include:

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

## 600.2 POLICY

State MODIFIED

It is the policy of Snohomish Regional Fire & Rescue that all members who operate firefighting apparatus shall successfully complete driver training that meets or exceeds the requirements of National Fire Prevention Association (NFPA) 1002, 2017 edition and the Office of the State Fire Marshal (OSFM).

Training should include written, oral and practical evaluations to demonstrate proficiency. The Deputy Chief that oversees training shall annually audit and update driver/operator training materials to ensure compliance with local, state and federal requirements.

## 600.3 GUIDELINE

State MODIFIED

All members who operate firefighting apparatus shall have certification and training validating competent operational and driving skills consistent with NFPA 1002, 2017 edition. The certificate attesting to the successful completion of an approved training course shall be carried with the member whenever he/she is operating the equipment or apparatus ([RCW 46.25.050](#)).

## 600.4 DEPUTY CHIEF RESPONSIBILITIES

Best Practice MODIFIED

It shall be the responsibility of the Deputy Chief that oversees training to ensure that any member required to drive fire apparatus as a part of his/her normal duties has received all training required for competent, safe operation of the apparatus. The Deputy Chief shall coordinate with the district member appointed to monitor driver license status to ensure members have valid driver licenses, in accordance with the Driver License Requirements Policy.

## Use of District Vehicles

### 703.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to establish the procedures for the off-duty use of district take-home vehicles. The use of take-home vehicles is an essential component of the district's recall program, which ensures resources are available in the event of an emergency or critical incident. To facilitate faster response to recalls or for other legitimate district needs, employees who may be required to respond to emergency incidents, may be allowed to take district vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to a fire station to retrieve a vehicle and/or needed equipment.

#### 703.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

**Take-home vehicle** - A vehicle owned by the District that is authorized for commuting between work and home and/or off-duty use. District vehicles secured at a location other than the member's assigned work location for the purpose of shortening a member's commute shall also be considered take-home vehicles.

### 703.2 POLICY

Best Practice MODIFIED

The District provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the District, emergency and investigate recall, and other considerations the Fire Chief deems necessary.

- **Emergency Incident recall** - A member's assignment requires immediate response during off-duty hours to other than the member's normal work location to handle an emergency action.
- **Investigative recall** - A member's assignment requires timely response during off-duty hours to other than the member's normal work location to handle a fire investigation.

### 703.3 GUIDELINES

Best Practice MODIFIED

District members authorized to use take-home vehicles must adhere to the following guidelines:

- (a) Vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to district related business and recall to duty outside their regular work hours.
- (b) Members authorized to use take-home vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take appropriate action on any emergency incident that may come to their attention via the radio and within reasonable proximity, or through personal observation.

# Snohomish Regional Fire & Rescue

## Policy Manual

### *Use of District Vehicles*

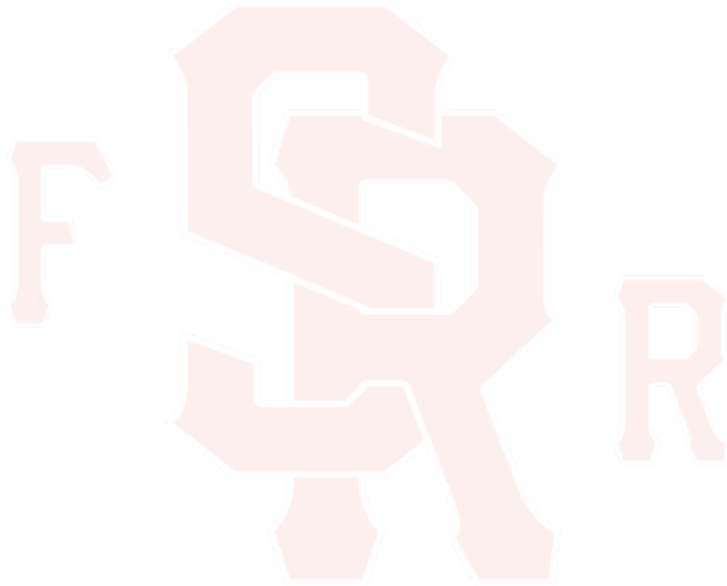
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- (c) District members are prohibited from driving district vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages. Members operating district-owned vehicles shall not permit persons other than district members or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle.
- (d) District take-home vehicles are to be left at a fire facility during vacations or other period of leave in excess of seven days unless approved by the Fire Chief or authorized designee.
- (e) District members shall not relinquish control of, nor allow any person to operate district vehicles if that person is not a member of the District, except in the case of an emergency where the member is unable to drive him/herself.



# 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 #POL-2402	
<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>		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.	
<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>		Draft Policy: 208 Post-Incident Analysis (PIA) 307 Aircraft Operations 308 Atmospheric Monitoring for Carbon Monoxide 310 Mid-Rise High-Rise Incident Management 612 Wildland Fire Shelter Deployment Training 906 Apparatus / Vehicle Backing 917 Hazard Communication 1009 Reporting for Duty 1029 Badges 1030 Identification Cards 1031 Work-Related Illness and Injury Reporting	
<b>Financial Impact:</b>	Expense:	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A
	Revenue:	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A
Total amount of initiative (attach amount breakdown if applicable): \$			
Initial amount: \$			
Long-term annual amount(s): \$			
Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$			

	Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ • If yes: Fund(s)/line item(s) to be amended:
<b>Risk Assessment:</b>	Risk if approved: N/A  Risk if not approved: Increased liability due to outdated policies that do not match current agency practices or meet organizational needs.
<b>Legal Review:</b>	<input checked="" type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <input checked="" type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> <li>• Contracts</li> <li>• Has been reviewed and approved by legal</li> <li>• Includes all costs</li> <li>• Includes term</li> <li>• Includes 'do not exceed' language</li> </ul> <input type="checkbox"/> N/A
<b>Presented to, and Approved by, Senior Staff</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Commissioner Sub-Committee Approval</b>	Initiative presented to commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input type="checkbox"/>
<b>For Fire Chief Approval:</b>	<input checked="" type="checkbox"/> RAB document complete  <input checked="" type="checkbox"/> Supporting documentation attached  <input type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (Mindy Leber)  <i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution</i>  <i>Fire Chief will coordinate with Senior Staff for RAB introduction</i>
<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:  1. Senior Staff approval to move forward to a committee/board

- |  |   |
|--|---|
|  | <ol style="list-style-type: none"><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>
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# Aircraft Operations

## 307.1 PURPOSE AND SCOPE

Best Practice

This policy describes standards for the safe operation of firefighting and medical evacuation aircraft that may be working with ground personnel at any incident involving the tactical use of aircraft.

## 307.2 POLICY

Best Practice MODIFIED

Snohomish Regional Fire & Rescue will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident. For specific guidance regarding utilization of aircraft on wildland fire incidents, refer to Wildland Firefighting Policy.

### 307.2.1 REFERENCE

Agency Content

[See attachment: Procedure 3-09 Establishing Landing Zones](#)

## 307.3 ICS STANDARDS

Best Practice

Members should follow the district's ICS standards for managing firefighting aircraft operations, including the identification, establishment and management of aircraft landing zones any time that firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

## 307.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

Best Practice MODIFIED

Snohomish Regional Fire & Rescue should develop guidelines for its own medical evacuation (medivac) landings or enter into local operating agreements for the use of medivac aircraft as applicable. In creating those guidelines, the District should identify:

- Responsibility and authority for selecting and designating a landing zone and determining the size of landing zone needed.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the helicopter provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the helicopter provider's minimum standards for hospital clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate law enforcement or transportation agencies if a roadway is selected as a landing site.

# Snohomish Regional Fire & Rescue

Policy Manual

## *Aircraft Operations*

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- Procedures for ensuring qualified personnel are assigned to manage aircraft operations for the duration of the incident.
- Procedures for determining whether an engine or other specific apparatus should be on standby at the landing zone.

## Attachments

## 3-09 Establishing Landing Zones.pdf

# SNOHOMISH COUNTY FIRE DISTRICT #7

## Department Procedure

**SUBJECT:** ESTABLISHING EMERGENCY LANDING ZONES (LZ)

**EFFECTIVE DATE:** 3/6/92, Updated 2/17/09

**NUMBER:** 3-09

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

### 1.0 PURPOSE:

- 1.1 To provide standard operating procedures for the safe establishment of landing zones for fire suppression, reconnaissance, search & rescue, disaster, and medical air transport services.

### 2.0 PERSONNEL AFFECTED:

- 2.1 All personnel

### 3.0 REFERENCE:

- 3.1 Airlift Northwest Landing Zone Information

### 4.0 DEFINITIONS:

- 4.1 **Loran Coordinates** – shall mean pre-designated coordinates used by aircraft personnel to identify landing sites.
- 4.2 **LZ** – shall mean an approved landing zone.

### 5.0 POLICY:

### 6.0 RESPONSIBILITY:

- 6.1 All members are responsible to abide by the provisions of this procedure.

### 7.0 GUIDELINES:

- 7.1 Request for emergency medical air transport, search & rescue, law enforcement and fire suppression aircraft shall be made through SNOPAC Dispatch. The request shall identify the potential landing zone, current weather conditions, and in cases of emergency medical transport, the destination hospital (trauma center, pediatric facility, or other specialized facility).
- 7.2 Patient Considerations: For patients greater than 250 lbs., provide the estimated height and weight of the patient. **Note: Medical transport aircraft are generally unable to transport any patient with a width in excess of 28 inches at the widest point.**
- 7.3 Such requests shall also be made through the Incident Commander in accordance with the Incident Management System.
- 7.4 Pre-designated landing zone sites within the District include:
- 7.4.1 Elliott Road Landing Zone: 12911 ELLIOT RD – Grid 320
  - 7.4.2 Maltby Park Landing Zone: 20322 BROADWAY AV – Grid 218
  - 7.4.3 Mill Creek Landing Zone: 15600 MILL CREEK BL – Grid 513
  - 7.4.4 McCollum Park Landing Zone: 600 128 ST SE – Grid 613
  - 7.4.5 Park Ridge Chapel Landing Zone: 3900 MALTBY RD – Grid 215



# SNOHOMISH COUNTY FIRE DISTRICT #7

## Department Procedure

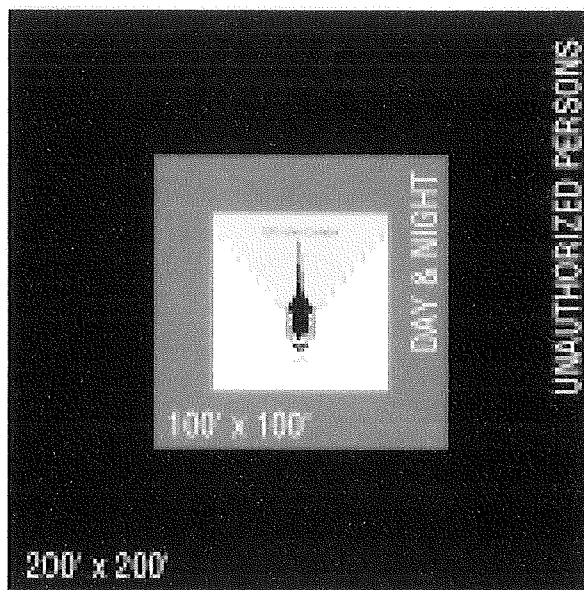
- 7.5 A landing zone location should be located in proximity, but safety away from the incident site and according to the following provisions:
  - 7.5.1 15' x 15' landing gear touchdown area
  - 7.5.2 100' x 100' perimeter
  - 7.5.3 Spectators shall be kept clear at least 200' in all directions
  - 7.5.4 Clear of obstructions/overhead wires
  - 7.5.5 Less than 10 degrees slope
  - 7.5.6 Roadway, school, parking lot, or field
  - 7.5.7 If rural, consider GPS locator
- 7.6 A landing zone ground contact shall be established through the Incident Commander and shall bear a radio designation referencing the landing zone site. For example: Maltby LZ.
- 7.7 An engine company with foam suppression capability should be included in the LZ response. Engine company personnel shall standby at a safe location with full PPE donned and SCBA donned in the standby mode.
- 7.8 A tactical radio frequency should be utilized between the ground contact and the aircraft pilot. Suggested radio frequency preferences are:
  - 7.8.1 VHF 153.770
  - 7.8.2 800 MHz SNOPAC TAC (4 or 6) or other available
  - 7.8.3 800 MHz State Ops 1
- 7.9 The landing zone coordinator shall perform the following actions prior to arrival of the aircraft:
  - 7.9.1 LZ inspection: Clear of debris and unsecured materials.
  - 7.9.2 Prepare an LZ briefing: Example: ***"The landing zone is a (roadway, school, parking lot, field) surrounded by (street, trees, buildings, fences) approximately (dimensions) marked by (strobes, lights, flares, cones). Obstacles and hazards in the area are (wires, light standards, radio towers, fences) to the (note in each compass direction). Surface winds are (calm, light, variable, strong, gusting) in (compass direction). Clearest path of approach is from the (direction).***
  - 7.9.3 LZ safety & security: District personnel to maintain a 200' perimeter for bystanders, vision and hearing protection should be utilized.
  - 7.9.4 LZ lighting issues: No white strobe lights, all headlights off, do not spotlight overhead hazards.
- 7.10 The landing zone coordinator shall remain in radio contact throughout the landing process and be prepared to call off the landing if the LZ or helicopter approach becomes unsafe.
- 7.11 While at the Landing Zone:
  - 7.11.1 Do not approach the aircraft until the rotor blades have stopped.
  - 7.11.2 Approach the aircraft only from the front, once directed by the flight crew.
  - 7.11.3 Do not walk around the tail, even when the aircraft is shut down.
  - 7.11.4 Maintain the LZ security and light restrictions at all times.
  - 7.11.5 Review known hazards with the pilot before aircraft departure.

# SNOHOMISH COUNTY FIRE DISTRICT #7

## Department Procedure

### 7.12 Departure Procedures:

- 7.12.1 Clear all ground personnel away from the aircraft prior to engine start.
- 7.12.2 Do not approach aircraft after engines have started.
- 7.12.3 Re-establish radio contact with the pilot and confirm the LZ is secure.
- 7.12.4 Notify the pilot immediately if an unsafe condition develops.
- 7.12.5 Once the aircraft has safely departed, the landing zone coordinator shall notify SNOPAC that the aircraft is transporting to the stated destination.



# Atmospheric Monitoring for Carbon Monoxide

## 308.1 PURPOSE AND SCOPE

Best Practice

This policy establishes procedures for measuring atmospheric concentrations of carbon monoxide (CO) at an incident for the safety of members working in potentially hazardous conditions.

### 308.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

**Calibration** - The process of resetting the values for each sensor in the instrument.

**Spanning** - The process of using the calibration gasses to check the calibration of the instrument, also known as bump testing.

## 308.2 POLICY

Best Practice MODIFIED

Exposure to CO can be hazardous to the health of those exposed. It is the policy of Snohomish Regional Fire & Rescue to mitigate the health risks associated with exposure to CO by its members and the public.

### 308.2.1 REFERENCE

Agency Content

See attachment: [Procedure 3-31 Response to Carbon Monoxide](#)

## 308.3 RESPONSIBILITIES

Best Practice MODIFIED

Battalion Chiefs or the authorized designee should ensure that atmospheric monitoring instruments are periodically spanned or calibrated according to manufacturer's specifications, prior to use. The Battalion Chief or the authorized designee is also responsible for maintaining a record of the instrument testing performed.

The instruments should be stored in operating condition.

The Incident Commander or the authorized designee is responsible for measuring atmospheric concentrations of CO at any location containing or suspected of containing elevated levels of CO.

## 308.4 EMERGENCY MEDICAL TREATMENT

Best Practice

A person with acute CO exposure may exhibit the signs and symptoms of headache, flushing, nausea, vertigo, weakness, irritability, unconsciousness, and in persons with pre-existing heart disease and atherosclerosis, chest pain and leg pain.

# Snohomish Regional Fire & Rescue

Policy Manual

## *Atmospheric Monitoring for Carbon Monoxide*

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An affected or incapacitated person should be removed from further exposure and have appropriate emergency medical procedures implemented, including any listed on the Safety Data Sheet (SDS) for CO.

All personnel with the potential for becoming exposed to CO or being present during an exposure should be familiar with emergency procedures, the location and proper use of emergency equipment, and the methods of protecting themselves during rescue operations.

## Attachments

## 3-31 Response to Carbon Monoxide.pdf

# SNOHOMISH COUNTY FIRE DISTRICT #7

## Department Procedure

SUBJECT: RESPONSE TO CARBON MONOXIDE RELEASES

EFFECTIVE DATE: 7/6/2010

NUMBER: 3-31

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



### 1.0 PURPOSE:

- 1.1 To establish general guidelines for safe response to carbon monoxide alarms.
- 1.2 To provide guidelines in atmospheric monitoring for the presence of carbon monoxide.

### 2.0 PERSONNEL AFFECTED:

- 2.1 All District members.

### 3.0 REFERENCE:

- 3.1 *Responding to Residential Carbon Monoxide Incidents* – U.S. Consumer Product Safety Commission.
- 3.2 *An Introduction to Indoor Air Quality – Carbon Monoxide* – U.S. Environmental Protection Agency.
- 3.3 *NIOSH Pocket Guide to Chemical Hazards* – U.S. Department of Health and Human Services.
- 3.4 District Policy #022 *Response to Requests for Assistance*.

### 4.0 DEFINITIONS:

- 4.1 **Air Monitoring** – the observation, recording, and/or detection of pollutants in ambient air.
- 4.2 **Asphyxiant** – A vapor or gas which can cause unconsciousness or death by suffocation. Asphyxiants are harmful to the body when they become so concentrated that they reduce the oxygen content in the air (normally about 21%) to dangerous levels (<18%), or prevent the body from adequately exchanging the oxygen breathed.
- 4.3 **Carbon Monoxide (CO)** – a colorless, odorless, flammable and very toxic gas produced by the incomplete combustion of carbon; also a by-product of many chemical processes; an asphyxiant.
- 4.4 **EPA** – U.S. Environmental Protection Agency; Federal agency with environmental protection regulatory and enforcement authority. Administers Clean Air Act, Clean Water Act, FIFRA, RCRA, TSCA, CERCLA, and other Federal environmental laws.
- 4.5 **Explosive Limits** – All concentrations of a mixture of flammable vapor or gas in air, usually expressed in percent by volume, in which a flash will occur or a flame will travel if the mixture is ignited. (Also known as “flammable limits”).
- 4.6 **Flammable Gas** – In order to be considered a flammable gas, a chemical must have an LEL of 13% or below, or a flammable range of 12% (U.S. DOT).
- 4.7 **IDLH** – Immediately Dangerous to Life and Health. The maximum level of concentration from which one could escape within thirty minutes without any escape impairing symptoms or irreversible health effects.

# SNOHOMISH COUNTY FIRE DISTRICT #7

## Department Procedure

- 4.8 **Lower Explosive Limit (LEL)** – the lowest concentration of a vapor or gas that will produce a flash of fire when an ignition source is present. At concentrations lower than the LEL, the mixture is too lean to burn.
- 4.9 **NIOSH** – National Institute for Occupational Safety and Health; Federal agency which, among other activities, tests and certifies respiratory protection devices and air sampling detector tubes; recommends occupational exposure limits for various substances and assists OSHA in occupational safety and health investigations and research.
- 4.10 **OSHA** – Occupational Safety and Health Administration; U.S. Department of Labor.
- 4.11 **PEL** – Permissible Exposure Limit; an exposure limit established by OSHA regulatory authorities. May be a time-weighted average (TWA) limit or a maximum concentration exposure limit.
- 4.12 **PPM** – Parts Per Million; a unit for measuring the concentration of a gas or vapor in air; parts (by volume) of the gas or vapor in a million parts of air. Also used to indicate the concentration of a particular substance in a liquid or solid.
- 4.13 **REL** – Recommended Exposure Limit; an 8-hour or 10-hour time-weighted average (TWA) or ceiling (C) exposure concentration recommended by NIOSH that is based on an evaluation of the health effects data.
- 4.14 **Relative Gas Density** – Relative density of gases referenced to air = 1; indicates how many times a gas is heavier than air at the same temperature.
- 4.15 **TLV** – Threshold Limit Value; a term used by ACGIH to express the airborne concentration of a material to which nearly all persons can be exposed day after day, without adverse effects. ACGIH expresses TLV's in three ways: (1), TLV-TWA - the allowable time-weighted average concentration for a normal 8-hour workday or 40-hour work week; (2), TLV-STEL – the short-term exposure limit, or maximum concentration for a continuous 15-minute exposure period (maximum for four such periods per day with at least 60-minutes between exposure periods), and provided that the TLV-TWA is not exceeded. (3), TLV-C – the ceiling exposure limit; the concentration that should not be exceeded even instantaneously.
- 4.16 **Upper Explosive Limit (UEL)** – the highest concentration of a vapor or gas in air that will produce a flash of fire when an ignition source is present. At higher concentrations, the mixture is too rich to burn.
- 5.0 POLICY:**
- 5.1 It shall be the policy of Snohomish County Fire District #7 to maintain a state of readiness to meet the fire, disaster and life safety needs of the public, and as such, no requests for assistance shall be denied to the public we serve.
- 6.0 RESPONSIBILITY:**
- 6.1 All personnel are responsible to abide by the provisions of this procedure.
- 7.0 PROCEDURE:**
- 7.1 Carbon monoxide (CO) is an odorless, colorless and toxic gas. Because it is impossible to see, taste or smell the toxic fumes, CO can kill you before you are aware it is in your structure. At lower levels of exposure, CO causes mild effects that are often mistaken for the flu. These symptoms include headaches, dizziness, disorientation, nausea and fatigue. The effects of CO exposure can vary greatly from person to person depending on age, overall health and the concentration and length of exposure. Red blood cells pick up CO quicker than they pick up oxygen – in fact, CO has a 200 – 250 times greater



# SNOHOMISH COUNTY FIRE DISTRICT #7

## Department Procedure

affinity to red blood cells than does oxygen. If there is a lot of CO in the air, the body may replace oxygen in the blood with CO. This blocks oxygen from getting into the body, which can damage tissues and result in death.

- 7.2 CO incident calls may be made when a CO alarm has sounded or because the occupant(s) suspect possible CO exposure due to illness or strange odors. A CO alarm should never be ignored. CO alarm signals require a different response than smoke alarms. CO alarms are designed to activate at levels below those at which symptoms occur, while occupants still have time to take protective actions. However, CO levels can build up quickly, so the CO alarm might be responding to a high level. Immediate evacuation is necessary when a CO alarm sounds. CO monitors should not alarm below 30 ppm.
- 7.3 The Occupational Safety and Health Administration (OSHA) has established the permissible exposure limit (PEL) for carbon monoxide at 50 PPM which is the time-weighted average that must not be exceeded during any 8-hour period of a 40-hour workweek in general workplaces. No standards for CO have been set for residential indoor air, however the U.S. National Ambient Air Quality Standards for outdoor air is 9 ppm (40,000 micrograms per meter cubed) for 8 hours, and 35 ppm for 1 hour. NIOSH has established the IDLH at 1200 ppm.
- 7.4 For healthy adults, CO becomes toxic when it reaches a level higher than 50 ppm with continuous exposure over an eight-hour period. When the CO level becomes higher than that, a person may suffer from symptoms of exposure. Mild exposure over a few hours (a CO level between 70 ppm and 100 ppm) include flu-like symptoms such as headaches, sore eyes and a runny nose. Medium exposure (a CO level between 150 ppm and 300 ppm) may produce dizziness, drowsiness and vomiting. Extreme exposure (a CO level of 400 ppm and higher) may result in unconsciousness, brain damage and even death.
- 7.5 Upon response to a sounding alarm inside a structure, the type of alarm sounding will have to be determined. The dispatcher may be able to obtain alarm type information from the reporting party, but this information should not be accepted as totally reliable. The company officer should consult the occupant on arrival and establish if there is a carbon monoxide detector present in the structure. If there is a carbon monoxide detector present, and its activation cannot be ruled out, the company officer shall take carbon monoxide alarm precautions as outlined in this procedure.
- 7.6 Move all occupants outside the structure and determine the level of EMS care that may be needed:
  - 7.6.1 Are any members of the household feeling ill? Which symptoms are they experiencing (headache, nausea, dizziness, confusion, chest pain, shortness of breath)? Note: Cardiac patients are the most susceptible to CO poisoning and may experience chest pain.
  - 7.6.2 It is important that residents who show symptoms of CO poisoning be examined and treated on the scene by EMS personnel in accordance with current emergency medical protocols. Occupants should not be allowed to drive themselves to a physician's office or hospital. Occupants should not go back inside the structure until you have monitored the interior conditions and have authorized re-entry.
- 7.7 Perform fresh air calibration and baseline air monitoring procedures for CO:
  - 7.7.1 Have Self-contained breathing apparatus (SCBA) available and ready for use. If there is any doubt about CO levels, use SCBA.
  - 7.7.2 Perform a fresh air calibration of your CO meter outside and in accordance with the manufacturer's directions. Assure you are away from any vehicle exhaust or other sources of CO.
  - 7.7.3 Record the outside reading – this will be the baseline reading.
  - 7.7.4 Before entering the home (standing in the doorway threshold), record a second reading.

# SNOHOMISH COUNTY FIRE DISTRICT #7

## Department Procedure

- 7.7.5 Make sure you continue to be properly protected until safe CO levels are attained. Leave windows and doors open or closed – just as you found them until later steps are performed in the investigation.
- 7.8 Identify potential sources of elevated CO in the home and attached garage where applicable:
  - 7.8.1 Potential sources of CO include: automobile exhaust; gasoline, propane, or diesel-fueled appliances; lawn mowers; power generators; furnaces; water heaters; clothes dryers; natural gas or propane refrigerators; ranges, ovens; space heaters, fireplaces; gas logs; wood and coal stoves; charcoal or gas grills; kerosene heaters; wood stoves; and any other equipment or appliances that burn fuels. Charging batteries can also trigger CO alarms.
  - 7.8.2 Note the potential sources of elevated CO in the structure that were in operation at the time of the call or were in use up to 24-hours prior to the call. Note the specific location inside the structure and determine if they are vented or not vented to the exterior. These potential sources can be improperly installed, used, or maintained leading to elevated levels of CO.
  - 7.8.3 Examine flues, vents, and chimneys for blockage by birds or other animal nests; or by debris such as chipped or cracked masonry. Note any loose or disconnected vent or chimney connections, any loose or missing furnace panels, and accumulations of debris or soot in the chimney. Advise the occupant(s) to have flues, vents, and chimneys professionally serviced if problems are indicated.
  - 7.8.4 If there is an attached garage, determine if there were any vehicles with their motors running inside the garage during the last 12 hours.
- 7.9 Perform indoor air monitoring for CO:
  - 7.9.1 Close all windows and doors. Turn on the fuel-burning appliances and other CO sources that have been in operation during the past 24-hours and let them reach operating temperature (about 10-15 minutes). Keep them on during the measurements. For gas stoves, be sure to place pots filled with water on any range-top burner that was used in the past 24-hours.
  - 7.9.2 Perform one set of CO measurements in areas or rooms of the structure where potential sources of CO were in operation at the time of the call or up to 24-hours prior to the call. Important: Take measurements in the ambient air in the center of each room, standing back approximately 5 feet from any potential CO source. Do NOT take measurements in or near vents or flue pipes. CO has a relative gas density of 0.97, so be sure to sample at a midway height between the floor and ceiling of each room. Record your measurements noting the location of the highest peak reading.
  - 7.9.3 Check for proper draft in a natural draft furnace by using a smoke test: Hold a smoke source near the draft hood of the appliance that you turned on. Blow out the match. The smoke should be drawn into the hood if there is a proper draft.
  - 7.9.4 After taking indoor readings, you will need to subtract the outdoor reading from the indoor high peak reading in order to determine the contribution that indoor source(s) make to any measured indoor CO. For example, if the outdoor reading was 3 ppm and the indoor reading is 60 ppm, then the contribution from indoor sources is 57 ppm.
  - 7.9.5 When you have finished taking all measurements and elevated levels are identified, and then open all doors and windows of the structure to facilitate ventilation.
- 7.10 Evaluate Information:
  - 7.10.1 Consider all of the information gathered in the investigation. Review the CO measurements you recorded.

# SNOHOMISH COUNTY FIRE DISTRICT #7

## Department Procedure

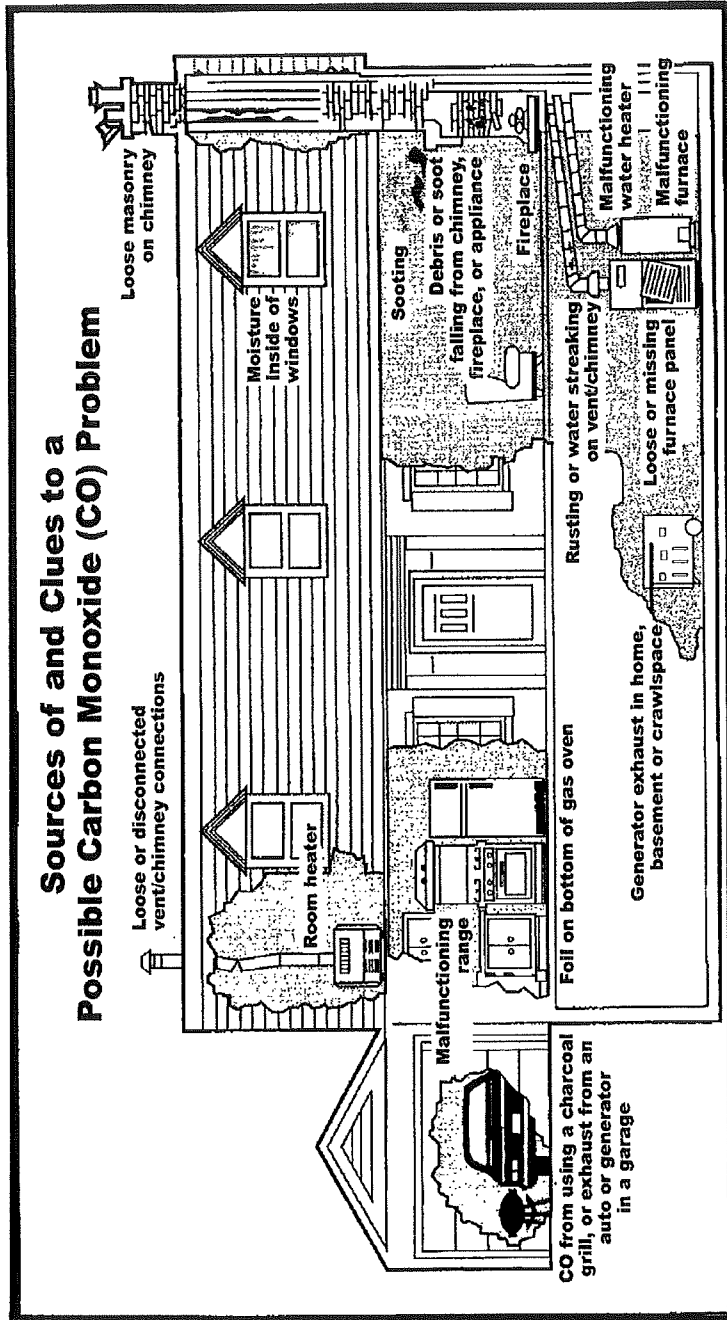
- 7.10.2 Consider all potential CO sources as described earlier in this document that were used within the past 24-hours. For example, whether a vehicle was left idling near the structure or in an attached garage (even with the garage door open), whether a portable propane, diesel, or gasoline-powered appliance was in use. Finally, consider whether any ventilation equipment or exhaust fans were used prior to the call.
- 7.10.3 Complete the investigation by gathering additional information such as occupant name, address, phone, type of occupancy, date and time of incident.
- 7.11 Provide advice and follow-up:
  - 7.11.1 After the investigation is complete, it is time to assess the information obtained and provide advice to the occupant(s) including whether or not they can safely re-enter their structure. The final decision on re-entry may need to be made by someone other than the first responder.
  - 7.11.2 In all cases, secure the probable source of CO; advise the occupant(s) of the level of CO that has been detected and that they should not use the source until the cause of the elevated CO has been identified and corrected by a qualified technician. The source may or may not need to be replaced; it is possible that a simple adjustment to an exhaust fan, fuel-to-air mixture, or other situation is all that is needed.
  - 7.11.3 If you believe that *misuse* is the cause for CO accumulations (for example, using a charcoal grill or a gas oven to heat a home during a power outage), then educate the occupants about the causes and dangers of CO and the proper use of appliances.
  - 7.11.4 If you cannot find an apparent source of elevated levels of CO, then advise the responsible party to call a heating, ventilation, or air conditioning company immediately to identify and correct the conditions likely causing the condition.
  - 7.11.5 Advise the responsible party to have their fuel-burning appliances inspected immediately and maintained annually by a qualified professional.
  - 7.11.6 Identify any areas of the structure with measured CO levels of: 70 ppm or higher, between 30 ppm and 70 ppm, or less than 30 ppm. Use the guidelines below to give advice to the occupant(s):
    - 7.11.7 CO Levels 70 ppm or higher: Advise the occupant(s) that a medical evaluation is necessary; that dangerous levels of CO were detected and that they should not re-enter the structure until it is cleared of CO. When monitoring equipment shows levels of CO below 30 ppm throughout, occupant(s) can then re-occupy the structure. If your monitoring equipment shows a CO level of under 30 ppm and a household alarm is still sounding, then remove the alarm and advise the consumer to replace it as soon as possible. In cases where a household CO alarm is no longer sounding, advise the occupant(s) to call again should the alarm reactivate – even if they have followed the above recommendations.
    - 7.11.8 CO Levels 30 ppm to 70 ppm: Advise the occupant(s) that moderate levels of CO were detected and that they should not re-enter the structure until it is cleared of CO. When monitoring equipment shows levels of CO below 30 ppm throughout, occupants can then re-occupy the structure. If your monitoring equipment shows a CO level of under 30 ppm and a household alarm is still sounding, then remove the alarm and advise the consumer to replace it as soon as possible. In cases where a household CO alarm is no longer sounding, advise the occupant(s) to call again should the alarm reactivate – even if they have followed the above recommendations.
    - 7.11.9 CO Levels less than 30 ppm: Advise the occupant(s) that you did not find dangerous or even moderate levels of CO. If the call was the result of a sounding CO alarm, advise the occupant(s) to review the manufacturer's instructions about a sounding CO alarm and to contact the manufacturer, if necessary.

## **SNOHOMISH COUNTY FIRE DISTRICT #7**

### **Department Procedure**

- 7.11.10 For CO alarms manufactured prior to October 1, 1998, advise the occupant(s) that they may want to purchase a new alarm that meets the requirements of Underwriters Laboratories, Inc. (UL) Standard 2034, Second Edition, October 1998. CO alarms have a limited life and their alarm may need to be replaced. Advise occupant(s) to never ignore a sounding CO alarm and to call you again if the alarm activates.
- 7.11.11 Complete, have the responsible party sign, and provide a copy of the Snohomish County Fire District #7 *Carbon Monoxide Alarm Activation Notice of Findings* report indicating the results of monitoring and recommended cautionary measures.

## Sources of and Clues to a Possible Carbon Monoxide (CO) Problem



### Carbon monoxide clues you can see...

- Rusting or water streaking on vent/chimney
- Loose or missing furnace panel
- Sooting
- Debris or soot falling from chimney, fireplace, or appliances.
- Loose or disconnected vent/chimney, fireplace or appliance
- Loose masonry on chimney
- Moisture inside of windows

### Carbon monoxide clues you cannot see...

- Internal appliance damage or malfunctioning components
  - Improper burner adjustments
  - Hidden blockage or damage in chimneys
- Only a trained service technician can detect hidden problems and correct these conditions!
- CO poisoning symptoms have been experienced when you are home, but they lessen or disappear when you are away from home.

### Warnings...

- Never leave a car running in a garage even with the garage door open.
- Never run a generator in the home, garage, or crawlspace. Opening doors and windows or using fans will NOT prevent CO build-up in the home. When running a generator outdoors, keep it away from open windows and doors.
- Never burn charcoal in homes, tents, vehicles, or garages.
- Never install or service combustion appliances without proper knowledge, skills, and tools.
- Never use a gas range, oven, or dryer for heating.
- Never put foil on bottom of a gas oven because it interferes with combustion.
- Never operate an unvented gas-burning appliance in a closed room or in a room in which you are sleeping.

# SNOHOMISH COUNTY FIRE DISTRICT #7

## Carbon Monoxide Check List

Incident Location:	Date:
--------------------	-------

Human Exposure Evaluation: *Medical evaluation is recommended for any symptoms with potential CO exposure.*

Headache	Yes	No
Fatigue	Yes	No
Nausea	Yes	No
Dizziness	Yes	No
Confusion	Yes	No
SpO2 %		
SpCO %		

Have you taken any actions since the CO alarm sounded? (Opened windows or doors, shut off appliances, etc.)

---



---



---

How long ago did you take these actions? \_\_\_\_\_

1. Perform fresh air calibration of 4-gas monitor
2. Note outdoor (fresh air) baseline CO reading: \_\_\_\_\_
3. Note CO reading at entrance (doorway) to structure: \_\_\_\_\_
4. Measurements (ppm) with recently used potential CO sources turned ON and doors and windows closed:
  - Attached garage: \_\_\_\_\_ ppm
  - Basement: \_\_\_\_\_ ppm
  - Utility room: \_\_\_\_\_ ppm
  - Recreation room: \_\_\_\_\_ ppm
  - Den: \_\_\_\_\_ ppm
  - Living room: \_\_\_\_\_ ppm
  - Dining room: \_\_\_\_\_ ppm
  - Kitchen: \_\_\_\_\_ ppm
  - Family room: \_\_\_\_\_ ppm
  - Powder room: \_\_\_\_\_ ppm
  - Bedroom 1: \_\_\_\_\_ ppm
  - Bedroom 2: \_\_\_\_\_ ppm
  - Bedroom 3: \_\_\_\_\_ ppm
  - Bedroom 4: \_\_\_\_\_ ppm
  - Bedroom 5: \_\_\_\_\_ ppm
  - Other room: \_\_\_\_\_ ppm
5. Areas to check:
 

Chimney ( )	Fire Place ( )	Heating Stove ( )	Portable Heaters ( )
Kitchen Stove ( )	Cook Top Vent ( )	Gas Refrigerator ( )	Gas Dryer ( )
Gas Water Heater ( )	Furnace ( )	Barbecue ( )	Garage ( )
6. Indoor (peak) reading – outdoor baseline = adjusted contribution reading: \_\_\_\_\_ ppm (*inform occupant of this value and provide a copy of the Notice of Findings*).

Company Officer: \_\_\_\_\_

## Carbon Monoxide Alarm Activation Notice of Findings

Carbon monoxide (CO) is an odorless, colorless and toxic gas. Because it is impossible to see, taste or smell the toxic fumes, CO can kill you before you are aware it is in your structure. At lower levels of exposure, CO causes mild effects that are often mistaken for the common flu. These symptoms include headaches, dizziness, disorientation, nausea and fatigue.

The effects of CO exposure can vary greatly from person to person depending on age, overall health and the concentration and length of exposure. Red blood cells pick up CO quicker than they pick up oxygen. If there is a lot of CO in the air, the body may replace oxygen in the blood with CO. This blocks oxygen from getting into the body, which can damage tissues and result in death.

Many appliances are capable of producing CO when a faulty or unusual condition exists. Sometimes the source may be transient in nature, and may not always be detectible.

Snohomish County Fire District #7 responded to investigate a potential CO problem at:

Address:	Date:	Time:
----------	-------	-------

Carbon Monoxide ( ) was ( ) was not found by our instruments. Our instruments found the highest (peak) interior level of CO to be \_\_\_\_\_ ppm (parts per million). CO levels can increase or decrease rapidly depending on ventilation characteristics of the occupancy, therefore the concentration level at one time or another could have been higher than detected by our instruments.

### What do our findings mean?:

- **CO Levels 70 ppm or higher:** Dangerous levels of CO were detected inside your occupancy and we feel this concentration is unsafe. We advise you to **leave your occupancy immediately and seek a medical evaluation.** Do not re-enter the structure until it is cleared of CO. It is imperative that the source of CO be identified and corrected prior to re-occupying the structure. The Occupational Safety and Health Administration (OSHA) has established the permissible exposure limit (PEL) for carbon monoxide at 50 PPM which is the time-weighted average that must not be exceeded during any 8-hour period of a 40-hour workweek in general workplaces. No standards for CO have been set for residential indoor air, however the U.S. National Ambient Air Quality Standards for outdoor air is 9 ppm (40,000 micrograms per meter cubed) for 8 hours, and 35 ppm for 1 hour. NIOSH has established the IDLH at 1200 ppm.
- **CO Levels 30 ppm to 70 ppm:** Moderate levels of CO were detected inside your occupancy and we feel this concentration may be unsafe. We advise you to leave your occupancy and not re-enter the structure until it is cleared of CO. It is imperative that the source of CO be identified and corrected prior to re-occupying the structure. The Occupational Safety and Health Administration (OSHA) has established the permissible exposure limit (PEL) for carbon monoxide at 50 PPM which is the time-weighted average that must not be exceeded during any 8-hour period of a 40-hour workweek in general workplaces. No standards for CO have been set for residential indoor air, however the U.S. National Ambient Air Quality Standards for outdoor air is 9 ppm (40,000 micrograms per meter cubed) for 8 hours, and 35 ppm for 1 hour. NIOSH has established the IDLH at 1200 ppm.
- **CO Levels less than 30 ppm:** Our instruments did not detect moderate or dangerous levels of CO in your occupancy at this time. However, this does not mean that higher levels existed prior to our arrival or that higher levels could accumulate after our departure. Review the manufacturer's instructions about a sounding CO alarm and contact the manufacturer, if necessary.

*CO alarms have a limited life and may need to be replaced. You may want to purchase a replacement CO alarm if your existing device(s) was manufactured prior to October 1, 1998. We recommend that new alarms meet the requirements of Underwriters Laboratories, Inc. (UL) Standard 2034, Second Edition, October 1998. Never ignore a sounding CO alarm, and call 911 if your alarm should activate again.*

Issued by:	Received by:	Date:
------------	--------------	-------

**SNOHOMISH COUNTY FIRE DISTRICT # 7**  
**CARBON MONOXIDE LOANER DETECTOR AGREEMENT**

We are not able to place your home carbon monoxide detector back in a operable condition. It is our opinion that you should have a working detector in your home especially if you have received an alarm and we have not been able to determine the source.

The fire district is loaning to you an operable carbon monoxide detector for your protection until you can reset, repair or replace your detector. You should read your manufactures instruction manual on how to reset, or repair your detector. The fire district assumes no responsibility for the failure of the loaned detector to operate.

By accepting this loaner detector you agree to repair or replace your detector as soon as possible. Upon the installation of your operable detector you will call Fire District #7 at (360)668-5357 and advise us when we can pick up the loaner detector, or return the loner detector to one of the Fire District # 7 stations.

**DETECTORS CAN NOT BE LOANED FOR MORE THAN 72 HOURS. IF YOU DO NOT CONTACT US FOR PICK UP WE WILL CONTACT YOUR RESIDENCE AND REQUEST YOU RETURN THE LOANED DETECTOR REGARDLESS WHETHER YOU HAVE A WORKING DETECTOR OR NOT.**

ADDRESS LOANED TO \_\_\_\_\_

DATE LOANED \_\_\_\_\_

ISSUED BY \_\_\_\_\_

RECEIVED BY \_\_\_\_\_



# Hazard Communication

## 917.1 PURPOSE AND SCOPE

State MODIFIED

The purpose of this policy is to protect the health and safety of district members who may be occupationally exposed to hazardous chemicals in the workplace ([WAC 296-901-14002](#)).

## 917.2 POLICY

State MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to develop, implement and maintain a written chemical hazard communication program for members to use as a reference. The program shall minimally describe how district members will receive information and training on the criteria specified for labels and other forms of warning and Safety Data Sheets (SDS).

## 917.3 PROCEDURE

State MODIFIED

The Fire Chief or the authorized designee shall appoint an officer to develop, implement and maintain a written hazard communication program that includes, but is not limited to ([WAC 296-901-14010](#)):

- (a) A list of hazardous chemicals known to be present in the workplace. The list may be compiled for the workplace as a whole or for individual work areas.
- (b) The methods the District will use to inform and train members of the hazards of non-routine tasks and the hazards associated with chemicals in unlabeled pipes in employee work areas.
- (c) The District shall make the written chemical hazard communication program available, upon request, to members, their designated representatives, the Washington Department of Labor and Industries and the National Institute of Occupational Safety and Health (NIOSH).
- (d) The District shall establish a procedure to ensure that each container of a hazardous chemical is labeled, tagged or marked with the following information ([WAC 296-901-14012](#)):
  1. Product identifier
  2. Signal word
  3. Hazard statement
  4. Pictogram
  5. Precautionary statements
  6. Name, address and telephone number of the chemical manufacturer, importer or other responsible party

# Reporting for Duty

## 1009.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy describes the district's expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

### 1009.1.1 REFERENCES

Agency Content

IAFF Collective Bargaining Agreement

Teamsters Collective Bargaining Agreement

Employment Agreement for Shop

Employment Contract

SRFR Table of Offenses and Penalties

## 1009.2 POLICY

Best Practice MODIFIED

It is the policy of this District to maintain sufficient staffing levels to provide efficient and quality services to the community and to provide for the safety its members.

## 1009.3 INABILITY TO REPORT FOR DUTY

Best Practice MODIFIED

Members should notify their Battalion Chief or Supervisor as soon as practicable of any inability to report for duty at the time required, but at a minimum they are responsible to notify the on-duty Battalion Chief or supervisor one hour prior to the start of their shift. This includes any shift the member is assigned (Regular shift, Shift Exchange, Debit Day, Overtime, etc.) If members are unable to make contact with the Battalion Chief or Supervisor, another Battalion Chief or Supervisor with staffing permissions should be notified. If a member does not request sick leave at least 1 hour prior to the start of their shift, they will be disciplined according to the Table of Offenses & Penalties.

A member is expected to be response ready by the start of his/her assigned shift.

## 1009.4 RELIEVED FROM DUTY

Best Practice MODIFIED

Any company officer may relieve a member under his/her command from duty, when in the company officer's judgment an alleged offense committed is sufficiently serious to warrant immediate action, or if the company officer deems a member is not fit for duty. A report of such action shall be immediately made to the appropriate Battalion Chief, or supervisor followed by written explanation and documentation in accordance with district procedures.

# Badges

## 1029.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The name "Snohomish Regional Fire & Rescue" and the district badge and uniform patches are property of the District. This policy establishes the rules associated with Snohomish Regional Fire & Rescue badges and any likeness of the badge.

## 1029.2 POLICY

Best Practice MODIFIED

Snohomish Regional Fire & Rescue may issue members of the District a uniform badge for use or display in compliance with this policy.

Only authorized badges issued or formally authorized by this district shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

## 1029.3 BADGE TYPES

Best Practice

### 1029.3.1 CIVILIAN MEMBER BADGES

Best Practice MODIFIED

Civilian personnel shall not display the district badge except as a part of the uniform and while on-duty, or otherwise acting in an official and authorized capacity.

Civilian personnel shall not display the district badge or represent themselves, on- or off-duty, in such a manner which would cause a reasonable person to believe that they occupy the rank or position of any other member of the District.

### 1029.3.2 RETIREE BADGES

Best Practice MODIFIED

Upon retirement, members are required to turn in their badge. The Fire Chief, at his/her discretion may award the retiree his or her badge after retirement.

## 1029.4 LOSS OF BADGE

Best Practice

Any member who loses any badge must immediately report the loss to his/her supervisor. A badge should be considered lost whenever it is not in the direct control of the member.

## 1029.5 UNAUTHORIZED USE OF BADGES

Best Practice MODIFIED

No badge shall be issued to anyone other than a current or honorably retired member of the District. District badges are for official use only.

## *Badges*

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The district badge, uniform patch or any likeness thereof shall not be used for personal or private reasons including, but not limited to, letters, memoranda or electronic communications, such as e-mail, websites or web pages.

Members may not use the district badge, uniform patch or district name in any material (printed matter, products or other items) without approval of the Fire Chief.

Members shall not loan their district badge to others and shall not permit the badge to be reproduced or duplicated.

### **1029.6 PERMITTED BADGE USE BY MEMBER GROUPS**

**Best Practice** **MODIFIED**

The likeness of the district badge shall not be used by any member group without the express prior authorization of the Fire Chief or his/her designee and shall be subject to the following:

- (a) The member associations may use the likeness of the district badge for merchandise and official association business provided the merchandise is used in a clear representation of the association and not Snohomish Regional Fire & Rescue. The following modifications shall be included:
  1. Any text referring to Snohomish Regional Fire & Rescue shall be replaced with the name of the member association.
  2. The badge number portion of the image shall display the name or acronym of the member association.

# Identification Cards

## 1030.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to establish the guidelines for issuing and possessing Snohomish Regional Fire & Rescue identification cards. Any image or likeness of the identification card and the name of Snohomish Regional Fire & Rescue are the property of the District and their use shall be restricted as specified in this policy.

## 1030.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue that identification cards shall be issued to all district members. All members should be in possession of their district-issued identification card at all times, where reasonably appropriate, while on-duty or otherwise acting in an official or authorized capacity. The use and display of district identification cards shall be in compliance with this policy.

## 1030.3 IDENTIFICATION CARD CONTENT

Best Practice MODIFIED

District-issued identification cards may include the following information:

- The district name
- An image of the district logo
- The full name of the member
- The rank of the member
- The member's employee identification number
- The district's mailing address
- A statement indicating that the identification card is the property of Snohomish Regional Fire & Rescue and that if found, the card must be returned to the District

## 1030.4 UNAUTHORIZED USE

Best Practice MODIFIED

District identification cards may not be displayed for any purpose other than official use.

Members may not use an image or likeness of the district identification card in any material (printed matter, products or other items) without prior written approval from the Fire Chief or his/her designee. This does not apply to reputable companies requiring proof of employment for first responder discounts.

Members shall not loan district identification cards to others and shall not permit the identification card to be reproduced or duplicated.

# Snohomish Regional Fire & Rescue

## Policy Manual

### *Identification Cards*

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#### **1030.5 LOSS OF DISTRICT IDENTIFICATION CARD**

Best Practice **MODIFIED**

The loss of the district identification card must be immediately reported to the Snohomish Regional Fire & Rescue IT department via Operative IQ or electronic communication. An identification card should be considered lost whenever it is not in the direct control of the member.

#### **1030.6 REPLACING IDENTIFICATION CARDS**

Best Practice **MODIFIED**

Identification cards should be replaced whenever they become lost, damaged, faded or otherwise difficult to read, whenever a member changes rank or when the member's photograph becomes outdated or no longer presents an accurate depiction of the member.

# Work-Related Illness and Injury Reporting

## 1031.1 PURPOSE AND SCOPE

State

The purpose of this policy is to provide guidance regarding the timely reporting of work-related injuries, post-traumatic stress disorder (PTSD), and occupational illnesses.

### 1031.1.1 DEFINITIONS

State MODIFIED

Definitions related to this policy include:

**Work-related illness or injury** - An injury, disease, post-traumatic stress disorder, or infection while acting in the course of employment and as specified in Washington law ([RCW 51.08.013](#); [RCW 51.08.100](#); [RCW 51.08.140](#); [RCW 51.08.142](#)).

## 1031.2 REFERENCES AND DOCUMENTS

Agency Content

See attachment: [Occupational Injury and Illness Report\\_2022.pdf](#)

See attachment: [Non-Reportable Injury and Near Miss Form\\_2022.pdf](#)

## 1031.3 POLICY

State MODIFIED

Snohomish Regional Fire & Rescue will address work-related illnesses and injuries appropriately, and will comply with applicable state workers' compensation requirements ([RCW 51.28.010](#) et seq.).

## 1031.4 RESPONSIBILITIES

Best Practice

### 1031.4.1 MEMBER RESPONSIBILITIES

State MODIFIED

A member sustaining any work-related illness or injury shall report such event to a supervisor as soon as practicable, but within 24 hours, and shall seek medical care when appropriate ([WAC 296-305-01501](#)).

A member may be treated for an on-duty illness or injury by a personal physician on the initial visit, however, any additional or ongoing care must be transferred to a network provider through the Department of Labor and Industries ([RCW 51.36.010](#)).

### 1031.4.2 SUPERVISOR RESPONSIBILITIES

State MODIFIED

A supervisor learning of any work-related illness or injury should ensure the member receives medical care as appropriate and should notify the Battalion Chief of the reported illness or injury.

# Snohomish Regional Fire & Rescue

## Policy Manual

### *Work-Related Illness and Injury Reporting*

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For administrative, logistics, IT, and shop personnel, any work-related illness or injury should be reported utilizing the chain of command.

Within seven days of notification of a work-related illness or injury, the supervisor shall ensure that all forms and logs required by the Department of Labor and Industries are prepared and completed. If there is a privacy concern due to the nature of the illness or injury of the member, the supervisor shall ensure the member's privacy is protected (removing the member's name/ personal information) as required by law ([WAC 296-27-01119](#); [WAC 296-305-01501](#)).

Supervisors shall ensure that required workers' compensation documents regarding the illness or injury are completed and forwarded to the Battalion Chief or appropriate supervisor promptly. Any related District wide illness- or injury-reporting protocol shall also be followed.

#### 1031.4.3 BATTALION CHIEF RESPONSIBILITIES

Best Practice MODIFIED

The Battalion Chief who receives a report of a work-related illness or injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to Health & Safety. If L&I illness or injury, also forward to HR to ensure any required Department of Labor and Industries reporting is completed as required in the illness and injury prevention plan identified in the Accident, Illness and Injury Prevention Program Policy.

#### 1031.4.4 HEALTH & SAFETY OFFICER RESPONSIBILITIES

Federal MODIFIED

The Fire Chief's appointed Health and Safety Officer (HSO) shall review the report and investigate further if needed. The HSO will then forward copies of the report to the Safety Committee and release a report with the Safety Committee's findings and recommendations in the district's memos. L&I paperwork, if received, will be forwarded to Human Resources. Copies of the report and related documents retained by the District shall be filed in the member's confidential medical file.

#### 1031.5 OTHER ILLNESS OR INJURY

Best Practice MODIFIED

Illnesses and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the Battalion Chief or appropriate supervisor and then sent to Health & Safety.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

#### 1031.6 NOTICE TO EMPLOYEES

State MODIFIED



# Snohomish Regional Fire & Rescue

Policy Manual

## *Work-Related Illness and Injury Reporting*

---

The Human Resources Director should ensure the display of a Notice to Employees regarding access to benefits, and provide new members with a written notice concerning their rights, benefits, and obligations under workers' compensation laws ([RCW 51.14.100](#)).

## Attachments

## Occupational Injury and Illness Report\_2022.pdf



# Administrative Review Form

Snohomish Regional Fire & Rescue



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

Name \_\_\_\_\_

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:

EXCEPTION

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

Do you have any additional information to add? YES  NO

IF YES

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

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

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

**MAKE CERTAIN THAT ALL SECTIONS ARE COMPLETED BEFORE SIGNING**

**SIGN HERE →**

\_\_\_\_\_  
Battalion Chief Signature

\_\_\_\_\_  
Date

## Section Six: Safety Committee Review

Any Additional information:

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

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

Information

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

Safety Committee Recommendations & Actions:

Recommendation & Action

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

## Section Seven: OSHA Tracking *(Safety Officer Use Only)*

Occupational Death  Non-fatal Occupational Injury  Non-fatal Occupational Illness  Medical Treatment

Transfer to another job  Restriction of work or motion  Loss of Consciousness

Days away from work  Days of restricted work activity

OSHA Reportable  OSHA Tracking #

**SIGN ↓ HERE**

\_\_\_\_\_  
Health & Safety Officer Signature

\_\_\_\_\_  
Date

## Non-Reportable Injury and Near Miss Form\_2022.pdf

# Non-Reportable Injury / Near Miss Documentation

The intent of this form is to provide documentation for a minor injury that is not expected to result in days away from work, restricted work, medical treatment beyond first aid, or loss of consciousness. Should your injury elevate to a level where a physician evaluation or treatment is necessary, or there is time loss or restricted work, then a District Report of Occupational Injury or Illness form must be submitted at that time.

Incident : \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
Employee Name : \_\_\_\_\_

Location	Names	Witnesses	Phone #
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Description (Who, What, Where, Extent of Injury) :  
\_\_\_\_\_

Factors that contributed to mishap :  
\_\_\_\_\_

Recommendations for prevention in future :  
\_\_\_\_\_

Entered in Station Log and Sign Below

Sign Here →

_____	Employee Signature	_____	Date
_____	Supervisor Signature	_____	Date



**NOTE:** Please forward to Health & Safety Officer

## Post-Incident Analysis (PIA)

### 208.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weakness within the District. This policy describes the various types of PIA that can be used in the evaluation of district performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

### 208.2 POLICY

Best Practice **MODIFIED**

The PIA is a valuable tool to improve the overall operations of the fire service. It is the policy of this district to use PIA as a tool for Incident Commanders, Fire Marshals, Battalion Chiefs, and command staff to identify areas of strength and weakness within the District on an incident-by-incident basis, for the purpose of continuous improvement.

The PIA may additionally be utilized in district wide training to communicate continuous improvement of emergency scene operations.

#### 208.2.1 RESPONSIBILITIES

Best Practice **MODIFIED**

Incident Commanders, Fire Marshals, Battalion Chiefs, and command staff have shared responsibility for the overall effectiveness of the PIA process.

The Incident Commander should informally analyze every incident to improve personnel, unit and system performance. After every major incident or special event, the Incident Commander should develop a PIA to determine strengths, weaknesses and lessons learned about the incident operation.

Anyone may request a particular incident have a PIA. Any PIA requests must be made through the chain of command.

### 208.3 POST-INCIDENT ANALYSIS

Best Practice

A PIA should be completed within 30 days of an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the District to serve the community.

A PIA should include lessons learned from the observation of effective and efficient methods of mitigating a major incident. These include all strategic decisions, operational issues, built-in fire protection devices and anything else that assisted in mitigating the incident.

A PIA may include the following:

- Evaluation of the overall operational effectiveness



## *Post-Incident Analysis (PIA)*

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- Evaluation of safety procedures
- Evaluation of the success or failure of tactical objectives
- Evaluation of the application and effectiveness of policies and/or procedures
- Specific knowledge that might be beneficial

The information gained from a PIA should be used by company officers and staff teams to:

- Reinforce the incident management system.
- Evaluate current training programs and/or identify training needs.
- Evaluate current policies and procedures.
- Identify and prioritize planning needs for the future.
- Identify equipment problems/concerns.
- Evaluate fire prevention inspection and public education effectiveness.

### **208.4 TYPES OF POST-INCIDENT ANALYSIS**

#### **Best Practice**

#### **208.4.1 HOT WASH**

##### **Best Practice**

An incident “hot wash” should be performed at the incident scene prior to the release of equipment or personnel. A hot wash is a meeting of all involved personnel on-scene. It is an informal briefing of the incident, the actions taken and problems encountered. An Incident Commander may present an analysis with key companies or crews while they are on-scene. The advantage to this is that crews are present and all aspects of the call are still fresh. One disadvantage to a hot wash might occur at medical incidents, when some members may be caring for patients and are unable to participate.

If the analysis takes place while on-scene, it is the responsibility of the Incident Commander to:

- Meet in a safe area, even if it requires relocating to another area.
- Consider the impact of company downtime.
- Consider public perception.

#### **208.4.2 INFORMAL PIA**

##### **Best Practice**

An informal PIA is used following smaller multi-company incidents, such as structure fires, medical or special operations incidents. The Incident Commander or a designated representative should arrange for and conduct the informal analysis.

#### **208.4.3 COMPANY LEVEL PIA**

##### **Best Practice**

## *Post-Incident Analysis (PIA)*

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Company level PIA is highly encouraged and should be a standard communication tool for all company officers. It is appropriate for significant incidents involving single companies as well as multiple company stations where more than one company participated in the incident.

Company level analysis promotes unity and teamwork, enhances communication, improves company performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents. A company level PIA can take place at the fire station or any location that provides privacy.

### 208.4.4 FORMAL PIA

**Best Practice** **MODIFIED**

A formal PIA should be conducted following all:

- Multiple alarm structure fires
- Multiple alarm brush fires
- Multiple alarm Emergency Medical Service (EMS) incidents
- Multiple alarm special operations incidents
- Major disaster drills
- Any unusual incident identified by the Incident Commander or other staff officers

A formal PIA should be considered for:

- Any incident in which an unusual event occurs, (e.g., explosion, collapse).
- Any fire resulting in a fatality.
- Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
- Any "close call" incident where firefighters could have been injured.
- Any hazardous materials incident with multi-company involvement.
- Specialty rescue operations with multi-company involvement.
- Any incident, at the Incident Commander's discretion or at the direction of a senior officer.

The Deputy Chief of Operations or the his/her designee is responsible for scheduling and facilitating the presentation of formal incident analyses. This will include:

- Setting a presentation date and location within a reasonable timeframe following the incident.
- Supervising the completion of the incident analysis discussion points, including a summary of the incident, and any lessons learned.
- Notification of Battalion Chiefs.

# Snohomish Regional Fire & Rescue

## Policy Manual

### *Post-Incident Analysis (PIA)*

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- Coordinating/scheduling with other departments or outside agencies that worked the incident.
- Arranging move-up and/or cover companies from other departments, if needed.

The Battalion Chief's are responsible for notifications to all members of the shift who are scheduled to attend the PIA. All members should be notified within a reasonable timeframe if a formal PIA is being arranged, to allow them to prepare.

# Mid-Rise/High-Rise Incident Management

## 310.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to adapt normal operating procedures and systems to incidents occurring in a high-rise environment. Any incident in a high-rise environment is complicated by the difficulties of access, the construction of the building and the number of occupants potentially inside the structure.

Reference: [60-11-23 Snohomish County Fire Chiefs Mid-Rise/High-Rise Tactical Operations Procedure](#)

### 310.1.1 DEFINITIONS

Best Practice MODIFIED

Definitions related to this policy include:

**High-rise** - For the purposes of this policy a high-rise is any building 8 stories and above or more than 75 feet tall measured from the lowest point accessible by district vehicles to the floor of the highest story that is designed for occupancy. This shall be the threshold for the activation of the high-rise incident command structure.

**Mid-rise** - Buildings between 5 and 7 stories.

## 310.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to utilize the Incident Command System (ICS) for high-rise incident management. Please refer to the Snohomish County Fire Chiefs Mid-rise/High-rise Tactical Operations Procedure 60-11-23

## Attachments

## 60-11-23-Mid-Rise-High-Rise-Tactical-Operations.pdf

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

## **DOCUMENT 60-11-23**

### **Snohomish County Mid-Rise/High-Rise Standard Operating Guidelines**

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#### **Purpose:**

Establish a response procedure that will allow fire department personnel to operate at a mid-rise/high-rise fire safely and effectively; and to establish responsibility and assignment guidelines for personnel responding to a mid-rise/high-rise incident.

#### **Overview:**

Until determined unnecessary by the IC, a mid-rise/high-rise evolution, and tactics, will be initiated and announced by the first-in company at all mid-rise/high-rise incidents.

The tactics described herein will form the basic guidelines for mid-rise/high-rise operating procedures but shall not relieve department personnel of the responsibility for exercising initiative and independent judgment when conditions warrant. While the tasks defined in this procedure must be accomplished and/or addressed in most mid-rise/high-rise responses, it must be understood that the Incident Commander (IC) may alter the pre-designated tasks at any time to better manage the incident. For example:

1. Pre-designated tasks for a Ladder Company may be assigned to an Engine Company.
2. The IC could alter the flow of units to the floor above the fire floor based on additional fire floor needs in the initial stages of the incident.

The tactics outlined in this Standard Operating Guideline (SOG) will assist in safe and effective firefighting. However, it must be recognized that there are no substitutes for an effective pre-fire program and training. To take advantage of the building fire protection systems, and anticipate problem areas, officers must know their buildings and train personnel accordingly. Furthermore, each member of a fire company must understand their responsibilities at an incident, as well as the basic responsibilities at each level of the operational chain of command.

#### **Definitions:**

***High-Rise Building:*** Buildings 8 stories and above.

***Mid-Rise Buildings:*** Buildings between 5 and 7 stories.

***Command Post:*** Operating location for the Incident Commander.

***Attack Stairs:*** The stairway designated for fire crews to access the fire floor. This stairway should have roof access, if possible, to aid in ventilation. These stairs may be contaminated by opening the fire floor door, so care must be taken to ensure that there are no occupants using this stairway.

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***Evacuation Stairs:*** The stairway(s) designated for the evacuation of occupants. Care should be taken to not introduce fire gases, smoke, and heat into this stairway.

***Level I:*** Level I is not applicable for working fires in the mid-rise/high-rise application (pre-alarm assignments).

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

***Lobby Control:*** Personnel responsible for providing direction to incoming units as to the safest means of accessing Staging. Also responsible for taking control of elevators, building systems and intercom systems.

***Staging:*** A designated area under the direction of a Staging Area Manager where resources are ready for immediate assignment by the IC. It is an established area for the controlled management of personnel and equipment. In mid-rise/high-rise situations, staging shall normally be located two (2) floors below the fire floor, unless otherwise determined by the IC.

***Stairwell Support Unit/Group:*** Designated to ferry equipment back and forth to crews working on the floors above.

***Evacuation Group Supervisor:*** Responsible for managing the movement of building occupants through designated evacuation route(s) to a safe location.

***Low Pressure Water Supply Buildings:*** Buildings are initially pumped at 150 psi when the FDC is not labeled with the fire pump system pressure. If necessary to pump the system, drivers should pump at calculated rooftop pressure plus fire flow and friction loss, until determining the presence or absence of a fire pump in the building. If a fire pump is present and operating, the driver should reduce pressure to 25 psi below the system pressure to allow for the fire pump to operate as designed.



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#### **Tactical Objectives:**

1. Identify and announce occupancy as a mid-rise/high-rise. Mid-rise/high-rise plan will be implemented.
2. Determine and announce Attack and Evacuation stairways.
3. Confine and extinguish the fire.
4. Evacuate and/or rescue any immediately threatened occupants. Consider shelter in place for occupants remote from the seat of the fire.
5. Manage the spread of heat and smoke through horizontal ventilation, pressurization of stairwells, (minimum 2 PPV per stairway), and/or control of HVAC systems.
6. Rescue/evacuate, treat, and transport injured occupants to definitive care.

#### **Procedures:**

##### **Company Assignments**

During **Mid-Rise** firefighting operations, the firefighting resources of six (6) Engine companies, three (3) ladder companies, four (4) Aid/Medic units, one (1) Technical Rescue unit or one (1) additional RIC unit (Engine), one (1) MSO, and three (4) Battalion Chiefs. All other dispatched units, beyond the first alarm assignment, will respond to Level II (separate TAC) and await assignment (2nd alarm and greater). Reference tool job assignments. (Appendix A).

For **High-Rise** operations, the firefighting resources of seven (7) Engine companies, three (3) ladder companies, five (5) Aid/Medic units, one (1) Technical Rescue unit or one (1) additional RIC unit (Engine), one (1) MSO, and three (4) Battalion Chiefs shall be dispatched as a first alarm assignment to begin initial operations. (Appendix B)

**All arriving units shall announce their assignment upon arrival to avoid missing or duplicating duties.**

**Examples: "Engine 63 on scene assuming 3<sup>rd</sup> Engine Assignment- Fire Floor",  
"Ladder 14 approaching, assuming 2<sup>nd</sup> Ladder Assignment- Floor Above"**

**Command shall confirm or alter all assignments over the radio on the tactical frequency.**

#### **First arriving Fire Company (Engine or Ladder)**

1. Transmit an initial radio report to incoming companies and initiate action to establish command and control of the incident. The initial size-up should designate the building as a mid-rise/high-rise building, including the number of floors and type of occupancy. If fire or smoke is visible, or reported by building occupants, the first arriving officer **will** call for additional resources (2nd alarm) and establish the command structure for the incident. If/when additional resources are requested, the location of Level II shall be provided to SNOCOM, (Request Separate TAC) by the first arriving Battalion Chief.

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2. Indicate the means of accessing the fire floor(s) in alarm (i.e., "Ascending stairwell number two"). Or in High-rise (i.e., "Ascending in elevator one").
3. Investigate and provide the Follow-Up Report for the fire floor.
4. Establish and announce the location of the Attack Stairwell. It is important to note that a Fire Attack Stairwell should be designated only after investigation of the fire floor. Fire location and stairwell access will determine the best stairwell for fire attack. When a ladder company is immediately available, the ladder company should assume investigation duties and engine company personnel should prepare for fire attack in the stairwell on the fire floor, or the floor below the fire. Allow the first Ladder Company to bypass the first Engine in this instance (assuming first Engine was first due, and first Ladder followed).

#### **Second arriving Engine Company**

1. Establish a water supply and supply the standpipe and/or sprinkler connection.
2. Establish Lobby Control and indicate location to the IC.
3. Utilize Lobby Control Check List (Appendix E), and High-Rise Elevator Check List (Appendix D).
4. Perform any functions directed by the Incident Commander.

#### **Third arriving Engine Company**

1. Assist the investigation/attack team on the fire floor.

#### **Fourth arriving Engine Company**

1. Report to floor above the fire (with second due Ladder Company, or as directed) for fire control and search.
2. Confirm an adequate water supply to the fire floor prior to proceeding above.

#### **Fifth arriving Engine Company or Technical Rescue Unit**

1. Establish Scene RIC.
2. Report one floor below fire.

#### **Sixth arriving Engine Company**

1. Top floor down search to protect in place, evacuate, or combination of both based on incident needs. Coordinate with Evacuation Group Supervisor if/when the position of Evacuation Group Supervisor is assigned.
2. Ventilation of fire stairwell coordinated with Fire Floor Division.
3. Ventilation and air monitoring above the fire floor.

#### **Seventh arriving Engine**

1. Report to Staging.

#### **Eighth arriving Engine Company (High-Rise Response)**

1. Report to Staging.

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#### First arriving Ladder Company

1. Support the investigation/fire attack company on the Fire floor.
2. Aerial operations.
3. Search and Rescue.
4. Ventilation.

#### Second arriving Ladder Company (Assume first Ladder responsibilities, if first Ladder is operating exterior, and announce)

1. Report to floor above Fire floor. Confirm adequate water supply to fire floor prior to proceeding above.
2. Check for extension and report to IC.
3. Search and Rescue.

#### Third arriving Ladder Company

1. Top floor down search to protect in place, evacuate, or combination of both based on incident needs. Coordinate with Evacuation Group Supervisor if/when this position is assigned.
2. Ventilation of fire stairwell coordinated with Fire Floor Division.
3. Ventilation and air monitoring above the fire floor.

#### First arriving Battalion Chief

1. Perform standard Command transfer process. Initiate the steps necessary as outlined in mid-rise/high-rise Command Tactical Checklist. (Appendix C)
2. Confirm Unit Assignments. Examples: I understand that E-11 is on floor 2, operating as 3rd Engine Company, L-14 is operating on floor 3 as 2nd Ladder.

#### Second arriving Battalion Chief

1. Establish a Division on or below the fire floor to coordinate interior operations; or other Command Staff position as assigned by the IC.

#### Third arriving Battalion Chief

1. Consideration of tactical assignments: Division Supervisor for exposure floor, Evacuation Group Supervisor, Lobby/Systems.
2. Assist IC as the Command Aide or as assigned by the I.C.

#### Fourth Arriving Battalion Chief

1. Assist IC as the Command Aide or as assigned by the I.C.
2. Consideration of tactical assignments: Division Supervisor for exposure floor, Evacuation Group Supervisor, Lobby/Systems.

#### Duty Chief (response dictated by local jurisdiction)

1. Assist IC as Senior Advisor or Command Post Aide.
2. Assume Command Staff position or tactical assignment as assigned by the I.C.

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#### **Medical Services Officer (MSO)**

1. Establish Medical Group/Rehab on staging floor, or 1 floor below staging due to limited space.
2. Perform a victim/injury analysis.
  - Set up a treatment location if needed and request resources depending on the number of victims.
  - Coordinate with IC to establish transport corridor if needed.
3. If there are no patient management needs, report to the staging floor to oversee Medical/Rehab.

#### **First arriving Aid or Medic Unit**

1. Support the first arriving engine company (on the fire floor) unless otherwise directed.

#### **Second arriving Aid or Medic Unit**

1. Establish Staging two floors below the fire floor; or as directed by the IC.

#### **Third arriving Aid or Medic Unit**

##### **Mid-Rise**

1. Report to staging floor assigned to medical group; or as directed by the IC.

##### **High-Rise**

1. The third arriving Medic/Aid unit will report to Lobby Control and function as elevator operators.

#### **Fourth arriving Aid or Medic Unit**

##### **Mid-Rise**

1. Assigned to Medical/Rehab Group, set up in lobby area to receive patients and establish a transport corridor.
2. If no patients, report to staging floor for medical/rehab or as directed by the IC.

##### **High-Rise**

1. The fourth arriving Aid/Medic unit will report to staging for medical/rehab two floors below the fire floor, or as directed by the IC.

#### **Fifth arriving Aid or Medic Unit (High-Rise Response)**

1. The Fifth arriving Aid/Medic unit will report to Lobby for medical and establish a transport corridor.
2. If no patients, report to staging two floors below the fire floor or as directed by the IC.

#### **First arriving Air Unit**

1. Position apparatus as close as possible to the main entry point and drop off full bottles inside of lobby or main entry point. Fill and shuttle bottles to lobby.

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#### **Water Supply**

##### ***Procedure for Low Pressure Buildings:***

1. The engine at the FDC (2<sup>nd</sup> due Engine per plan) will connect to the FDC and tie tight or lay a reverse from the FDC to the nearest fire hydrant.
2. Initially supply the FDC at 150 psi, if not labeled with a pump pressure. To adjust pump calculations, pump to the roof top height of the building and adjust for fire flows and friction loss. Reference your pump chart for multi-story and/or sprinkler operations.
  - a. If the FDC is labeled with a pump pressure, supply the FDC at 25 psi less than the pump pressure to allow the fire pump to operate.
3. Support both the sprinkler system and the standpipe system when present.
4. Buildings equipped with fire pumps and pressure reducing valves (PRV's) on standpipe outlets:
  - The supply lines shall be charged to the building's system pressure posted at the FDC whenever a fire is confirmed or when firefighters are making a fire attack using the standpipe system.
  - Pump operators shall be alert to provide pressure and volume to the standpipe in the event the building fire pump becomes inadequate.

#### **Fire Attack**

##### ***Standpipe Bag and contents:***

##### Standpipe bag:

<u>QTY</u>	<u>Description</u>
1	In-line pressure gauge
1	45-degree elbow with drain plug
1	2½ single gate
2	2 ½ Spanner wrenches
1	2 ½ Female to 1 ½ female Adaptor (extend hose off nozzle/bale)
1	Roll of white medical tape
5	Magnetic door stops or other door wedges.
1	10-Inch vise grip

Engine Company Hose Bundles consist of a total of 150' 2.5" or 2.25" hose along with a smooth bore 1 1/8-inch tip nozzle (**or department designated smooth bore nozzle**). Reference tool job assignments. (Appendix A).

Buildings below eight (8) floors are considered 'walk-ups' and elevators will not be used during initial operations. The use of tenant hose lines should be limited but may be

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utilized at any time when their use could expedite extinguishment. They will not, however, be routinely used as a substitute for fire department attack hose and equipment.

IC's shall assign companies to the floor, or floors, above the fire floor for exposure protection, search and rescue, and ventilation as required; **ensuring first an adequate water supply, and fire control initiated to the fire floor.**

#### **Lobby Control**

The function of Lobby Control is controlling key building systems.

Lobby Control has the following responsibilities:

1. Retrieve keys from Knox box if not already done.
2. Access the fire control room to confirm the fire location at the alarm panel.
3. Assist in monitoring the Attack Stairs and the Evacuation Stairs by sending runners to assess stairway conditions.
4. Recall and control all elevators.
5. Evacuate occupants from elevators and lobby.
6. Lobby Control personnel shall brief ascending suppression personnel of Attack/Evacuation stairwell locations, staging floor layout and where to report upon arrival to the staging floor.
7. Elevator operators are assigned to Lobby Control.

#### **High-Rise Elevator Use**

1. An elevator operator will be assigned to an elevator that is to be used, as soon as possible. This member will be held accountable for operation of the elevator throughout the emergency incident.
2. Before operating the elevator, the hoist way shall be checked for visible smoke, fire, or water utilizing a flashlight and periodically thereafter by the car operator. If even the slightest amount of smoke, fire, or water is visible in the hoist way, all elevator operations will be stopped immediately, and the elevators shut off (when possible).
3. When operating the elevator for the first time during an incident, the elevator operator shall operate the car no more than five (5) floors at a time while progressing to the staging floor. During the elevator's initial operation, and periodically thereafter, the elevator shall be checked to confirm that the fire service mode of the elevator is operating properly. This includes checking the elevator for: erratic movements, proper function of the "call cancel" button, and correct operation of the elevator doors.
4. No more than six (6) firefighters or personnel may ride in any elevator due to weight limitations.
5. Use two (2) elevators when possible. Elevator No. One (1) will generally be used to take personnel and equipment "up". This elevator shall then return to the floor designated as LOBBY CONTROL. Elevator No. Two (2) will generally be used to take personnel and equipment "down". This elevator shall return to the STAGING floor for assignment. In this way, full and empty bottles remain separate, and an

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- elevator will be available on the staging floor and at the lobby control designation.
6. The elevator operator will generally not stand or wait in the elevator or in the entrance to the elevator while the elevator is not being utilized. This will help prevent the operator from becoming trapped if the elevator were to malfunction.
  7. Elevator operators shall be equipped with a portable radio, noting that the operator may need to step out of the elevator car to transmit effectively. The radio designator will be assigned: Elevator one, Elevator two, etc.
  8. Each elevator operator shall be equipped with a breathing apparatus, water extinguisher, flashlight, forcible entry tool, and a sound powered handset.
  9. All "up" passengers shall be equipped with SCBA in the standby position.
  10. All firefighters and equipment shall be delivered to the staging floor.
  11. Elevators not in use by the Fire Department should be shut down at their recall floor utilizing the controller "ON/OFF" switch located in the fire control room when applicable.
  12. Before utilizing elevators, the fire service Phase I and Phase II key switches (located in the fire control room and/or the lobby) shall be placed in the "on" (recall) position.
  13. At any significant incident involving high-rise buildings, elevator repair personnel shall be called to the scene as soon as possible.

#### **Stairwell Support Unit**

1. If an elevator or standpipe failure occurs during a fire operation or is determined that the elevators are not safe, a stairwell support group will be activated by the IC or his/her designee.
2. In the event of elevator failure or the inability to use elevators safely, the stairwell support group shall transport equipment from the floor of Fire Department access to Staging via the stairwell. Members will be assigned specific floors: one firefighter for every two floors or, staff permitting, one firefighter for every floor. Members will normally transport equipment on their assigned floor, in relay fashion.
3. In the event of standpipe failure, a stairwell support unit or group will establish a secondary water supply system.

#### **Communication methods available for use in mid-rise/high-rise incidents may include:**

The initial TAC channel, or other requested TAC channel, will be used by firefighting forces. If problems are encountered with radio communications, personnel shall follow alternate procedures for communications, i.e., voice powered phones, the Simplex channels, or face to face communications may be required.

Due to the likelihood that more than one frequency will be utilized; it is highly recommended that division/group supervisors bring two radios with extra batteries.

Efforts should be made by Company Officers and Division/Group Supervisors to conduct communications face-to-face, if/when possible, rather than via portable radio. This will improve communications and cut down on radio traffic. Other communication methods are:

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1. Building emergency telephone system:  
Some buildings are equipped with emergency phone systems that link the stairways and elevators with the buildings control center. If possible, this system will be used to establish communications between the command post and the fire floors, staging floors, etc.
2. Domestic Phone System:  
Due to the numerous domestic telephones on all floors of mid/high-rise buildings, this should be considered a primary communications system. Phone numbers on critical floors will be distributed by elevator operators. Once the phone number links are established between critical locations and the command post, communications should be kept as short as possible to better keep the lines open.
3. Public address system:  
In most cases, these voice communication systems are designed to give guidance to building occupants. These systems have limited capabilities and should normally be used to direct evacuation procedures.
4. Messengers:  
The elevator operators can be utilized as necessary for transmitting messages from floor to floor, staging to lobby, etc.

#### **Building Systems Ventilation**

The IC or Lobby Control will consult emergency plans, building engineers and building fire safety directors for information regarding smoke removal methods.

Many mid-rise/high-rise buildings built under the most recent codes are equipped with stairwell pressurization systems to minimize the amount of smoke entering these vertical shafts. Every effort should be made to maintain the integrity of these systems. Keep unnecessary stairway and elevator doors closed to maintain pressurization of these shafts.

The IC shall consider using portable fans (PPV) if the building system does not pressurize stairways, or the buildings systems are not operational. Minimum two per stairway.

#### **Consider flow path concerns with PPV use.**

Some buildings may be equipped with tempered glass windows for smoke control. These windows are identified with a three (3) inch orange dot on the glass and should be considered only in the case where positive pressure and building systems are not adequate. When ventilation requirements will be satisfied by removal of a limited number of windows, the tempered windows shall be removed first. Tempered glass removal is less hazardous than plate glass removal.

#### Ventilation by Window Removal

Serious fires in most buildings may require horizontal ventilation by window removal. This operation shall be coordinated by the IC as follows:

1. If time permits, the removal of a plate glass window will be preceded by covering the window with tape to reduce the amount of glass that falls.



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2. Hose lines shall be placed on the floors above the fire floor for exposure protection before window removal commences.
3. Street level areas shall be cleared.
4. Fire floor extinguishment efforts shall be adjusted so that the hose teams will be protected from possible hostile fire event due to the sudden introduction of oxygen onto the fire floor. **Flow path!**
5. Rescue and evacuation plans shall remain flexible in anticipation of probable smoke travel changes caused by window removal.
6. Every attempt should be made to remove windows on the leeward side of buildings first. This tactic reduces the possibility of spreading smoke and fire in the structure.

#### Mechanical Smoke Removal

Newer buildings may have mechanical smoke removal systems. There are many variations of arrangements and functions, and each building should be individually preplanned. The system will generally have a "Fire Mode" and a "Purge Mode." It is important for all companies to be familiar with mid/high rise buildings in their jurisdiction and know if they have smoke removal systems.

In *Fire Mode* the main building exhaust fan is running and the air handler for the fire floor is off. This is an automatic function activated by the alarm system.

In *Purge Mode* the main building exhaust supply fans and the floor air handlers are all running. This is a manual function which must be activated from the fire control room. Purging provides fresh air to the fire area and can accelerate fire growth. For this reason, it should only be accomplished after the fire is controlled, or with charged hose lines in place. Good communication should be established between the control room and the fire floor so that purging can be curtailed if adverse conditions develop.

Purging rate can be increased by opening doors from pressurized stairways and by removing ceiling tiles.

#### **Level II**

A Level II Area should be established early in the incident to facilitate organized deployment of personnel and apparatus. Most mid-rise/high-rise buildings have limited access and parking.

Keep in mind the following:

The IC does not need to assign a "Level II Area Manager" when first establishing a Level II location.

- Generally established by the first arriving company officer of the second alarm assignment.
- Generally requires a minimum of 3 personnel to facilitate.
  - Officer- Level II (Area Manager), radio designator is "Level II".

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- Driver - manages parking of apparatus.
- Firefighter - Directs crew to staging and confirms tool job assignments.
- Apparatus will be shut down and wheels chocked.
- Similar resources should be grouped by their functional use.
- Task Forces and Strike Teams should be positioned as a unit.
- Guidelines for vehicle parking:
  - Engines require about 15' X 35' parking area.
  - Park apparatus at a 45-degree angle to reduce accidents and minimize road requirements.
  - Utilize parking lots when vacant and available.
  - Park aerial apparatus so that ladders and equipment can be removed.
  - Allow adequate access and, if necessary, turnarounds should be at least 80' diameter.
  - Apparatus in Level II must be arranged and ready to depart for assignment.

#### **Staging**

In mid-rise/high-rise buildings the staging area will normally be located at least two floors below the fire floor. This location may be adjusted as the incident conditions dictate.

The Staging Area Manager, radio designator is "Staging", (2nd Aid/Medic Unit per tool/job assignments) shall ensure that written records are kept, recording staffing assignments, equipment inventories, time in, time out, destination/assignment, and status. The Staging Area Manager is responsible for the check-in of all incoming resources and deployment of resources as assigned or requested.

All companies reporting to Staging shall bring extra equipment to the staging floor to establish an equipment supply. When companies are transferred from Level II to Staging, they will bring spare SCBA bottles and 2.25" or 2.5" hose, or as directed by the IC.

Each company will report to the Staging Area Manager and give the unit's status. Example: "Engine 7 reporting for assignment," "Engine 71 reporting to Rehab from the fire floor," etc. No resources shall leave Staging without an assignment, and without being logged out by the Staging Area Manager.

The staging floor will be divided into an equipment area, personnel area, and a Medical/Rehab area. These areas will normally be in rooms away from hallways and elevator foyers, which are high traffic areas and need to be kept clear.

#### **Personnel area**

- Stay together.
- Hydrate.
- Check equipment.
- Monitor fire talk groups.
- Receive briefing on fire conditions, tactical objectives, and other company

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locations including RIC.

#### **Equipment area**

- Located on the staging floor and close to the Attack Stairwell.
- Leave your equipment here to keep the staging floor clear.
- Don't come to Staging empty handed. Bring the following as assigned or directed:
  - SCBA Bottles
  - Hose Bundles
  - Standpipe Bag
  - Forcible Entry Tools / Irons
  - TIC
  - Power Tools
  - Ventilation Fans
  - Salvage Equipment
  - BLS Kits
  - Spare Radios and Batteries
  - Portable lights and Extension Cords

#### **Medical**

- A Medical Group shall be established on the staging floor (2 floors below fire floor) utilizing the first arriving MSO. Rehab/Medical Group may need to be located one floor below staging due to space limitations on the staging floor and the need to separate crews ready for assignment from those in need of rehab.

#### **Evacuation Guidelines**

1. Consider evacuation plans in the building's emergency operation manual when making evacuation decisions. Do not override predetermined movement of building occupants unless necessary.
2. Utilize public address systems, when available, to keep tenants informed.
3. Realize that evacuation operations may extend well past fire extinguishment due to continued presence of smoke.
4. The IC may wish to assign a Group Supervisor or Branch Director to rescue and evacuation responsibilities.
5. Evacuees will require close supervision as they leave the building, so they will not be injured by falling glass, or disrupt ground level fire department operations.
6. If possible, confine firefighting activity to one stairway, leaving the other one(s) relatively smoke-free and therefore more effective for evacuation.
7. Utilize building floor wardens as much as possible for assistance in evacuation, and to account for building occupants.
8. Evacuate the fire floor, floor(s) above, and the two floors below the fire to facilitate fire department operations.
9. If you find stairways clogged with occupants, they may be detoured to an area of safe refuge (uninvolved floor) to clear the stairway for firefighting activity.
10. The number of fire department personnel required for partial evacuation will be

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much less than for total evacuation which will leave more personnel for fire extinguishment, etc.

11. Occupants more than two floors below the fire should be safe but will need reassurance. Attention should be directed to those above the floor who are in more immediate danger.
12. Mark floors searched by placing a 12-inch strip of tape on the stairway side of the stairway door adjacent to the doorknob. However, be aware that tenants may move back into the searched areas.
13. When an evacuation stairwell has been identified, and if resources are available, a fire company should be assigned to monitor the evacuation stairwell.

#### **Incident Safety**

A dedicated Incident Safety Officer and/or Division Aides should be considered early in the incident.

Glass, or other objects, falling from upper floors of a mid-rise/high-rise building can cause serious injury to personnel and damage equipment. To minimize the effects of this problem the following precautions will be taken:

1. Clear the area around the building a minimum of 200 feet in all directions.
2. All personnel required to enter the 200-foot zone shall wear full protective clothing.
3. Ventilation of upper floors, by breaking glass, will be coordinated with the IC to ensure that ground level areas have been cleared. If possible, break glass on the leeward side of the building before taking out windows on the windward side.
4. Members separated from their units shall report to a Division Supervisor, or Staging, if in the building, and to Level II if operating outside the building. The Staging or Level II manager shall immediately contact the IC and report members separated from their units.
5. Locked doors should be unlocked to facilitate ingress and egress by fire department personnel during the event without delay. Close doors as needed to preserve flow path. Consider magnetic stops from the standpipe bag, or utilize tape as needed to ensure access to all doors.
6. All members shall carry a roll of one (1) inch medical tape in their bunker coats. Tape has many uses in a high-rise building, such as marking searched areas, taping door locks, etc.

#### **REFERENCES**

- Snohomish County Fire Chiefs Incident Management System Policy
- High Rise Firefighting Strategy and Tactics by Vincent Dunn
- Elevator Safety & Rescue by Captain D. Beste
- Firefighting Operations in High-Rise and Standpipe Equipped Buildings: David M. McGrail
- High Rise Buildings, What to know before you go by Mike Terpa

# Snohomish County Fire Chiefs Association

## DOCUMENT 60-11-23

### Snohomish County Mid-Rise/High-Rise Standard Operating Guidelines

#### Appendix A – Mid-Rise Tool Job Assignments

## Mid-Rise Tool & Job Assignments ENGINE / TECHNICAL RESCUE

APPARATUS	OFFICER	DRIVER	MIC 1	BATT CHIEF
<b>1st Engine</b> Fire Floor	50' 2.25" Hose TIC Knox Keys Consider Water Cen	50' 2.25" Hose Standpipe Kit	50' 2.25" Hose Irons	<b>1st Battalion</b> IC <b>MSO</b> Med/Rehab Group
<b>2nd Engine</b> Lobby Control	RIC Bag to Lobby TIC Knox Keys	Establish Water Supply Standpipe/Sprinkler	Assist Driver w/ Hook-up Irons to Lobby Assist Lobby Control	<b>2nd Battalion</b> Fire Floor
<b>3rd Engine</b> Fire Floor	Same as 1st Engine	Same as 1st Engine	Same as 1st Engine	<b>3rd Battalion</b> Exposure Floor / Command Post
<b>4th Engine</b> Floor Above Fire	Same as 1st Engine	Same as 1st Engine	Same as 1st Engine	<b>4th Battalion</b> Exposure Floor / Command Post
<b>5th Engine/TR<sup>†</sup></b> Floor Below Fire	RIC Compliment Spere Bottles	RIC Compliment Spere Bottles	RIC Compliment Spere Bottles	<sup>†</sup> RIC Consider Using Elevator (IC Approval)
<b>6th Engine*</b> Top Floor	50' 2.25" Hose to Staging TIC RIC Bag	50' 2.25" Hose to Staging Spere Bottles to Staging	50' 2.25" Hose to Staging Irons	* 6th Engine / 3rd Ladder coordinate vent of attack stairwell
<b>7th Engine</b> Staging 2 Floors Below Fire	Same as 1st Engine	Same as 1st Engine	Same as 1st Engine	



If the 1st Ladder is needed for exterior aerial ops then the 2nd Ladder will assume interior functions & tool assignment from the 1st Ladder. 3rd Ladder assumes 2nd due Ladder functions & tool assignments

Additional alarms repeat tool assignments of the 1st alarm unless directed by IC.

\*\*\*All units bring spare radio & TIC batteries\*\*\*

Recommend air monitor for gases above fire floors

#### OUTSIDE THE IDLH

2nd Engine Driver	1st Battalion Chief
Air Unit	4th Battalion Chief
4th Aid/Medic - Lobby	

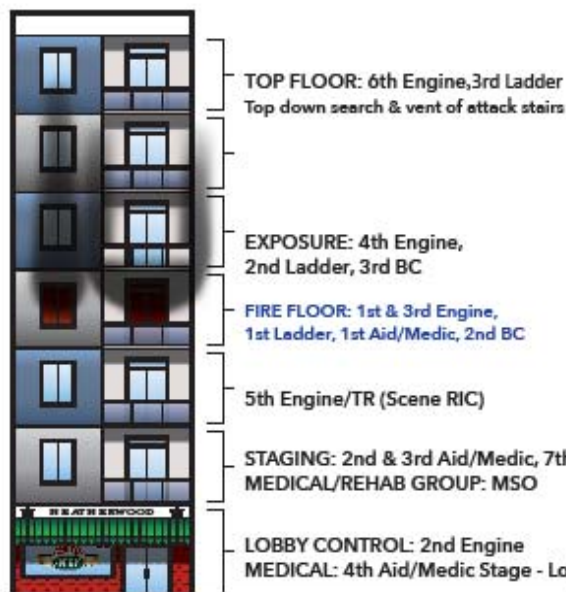
# Snohomish County Fire Chiefs Association

## DOCUMENT 60-11-23

### Snohomish County Mid-Rise/High-Rise Standard Operating Guidelines

## Mid-Rise Tool & Job Assignments LADDER / EMS

APPARATUS	OFFICER	DRIVER	MIC 1	BATT CHIEF
<b>1st Ladder</b> Fire Floor	TIC Hook Knox Keys Spare Bottles to Staging	PFV to Lobby Hydraulic Door Opener Spare Bottles to Staging	Irons Water Can	<b>1st Battalion</b> IC <b>MSO</b> Med/Rehab Group
<b>2nd Ladder</b> Floor Above Fire	TIC Hook Knox Keys RIC Bag to Staging	PFV to Lobby / Attack Stair Hydraulic Door Opener Spare Bottles to Staging	Irons Water Can	<b>2nd Battalion</b> Fire Floor
<b>3rd Ladder*</b> Top Floor	Same as 1st Ladder	Same as 1st Ladder	Same as 1st Ladder	<b>3rd Battalion</b> Exposure Floor / Command Post
<b>1st Aid/Medic</b> Fire Floor	Irons Spare Bottles to Staging	Spare Bottles to Staging	Spare Bottles to Staging	<b>4th Battalion</b> Exposure Floor / Command Post
<b>2nd Aid/Medic</b> Staging Manager 2 Floors Below Fire Floor	IMS Board/Vest 1st & 2nd EMS Kits	Irons Spare Bottles to Staging	Spare Bottles to Staging	* 3rd Ladder / 6th Engine Coordinate Vent of Attack Stairwell
<b>3rd Aid/Medic</b> Medical / Staging Floor	EMS Kits Spare Bottles to Staging	Spare Bottles to Staging	Spare Bottles to Staging	3rd & 4th Aid/Medic work for Medical Group
<b>4th Aid/Medic</b> Medical / Lobby	EMS Kits Spare Bottles to Lobby	Gurney to Lobby Spare Bottles to Lobby	Spare Bottles to Lobby	



If the 1st Ladder is needed for exterior aerial ops then the 2nd Ladder will assume interior functions & tool assignment from the 1st Ladder. 3rd Ladder assumes 2nd due Ladder functions & tool assignments

Additional alarms repeat tool assignments of the 1st alarm unless directed by IC.

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Recommend air monitor for gases above fire floors

#### OUTSIDE THE IDLH

2nd Engine Driver	1st Battalion Chief
Air Unit	4th Battalion Chief
4th Aid/Medic - Lobby	



# Snohomish County Fire Chiefs Association

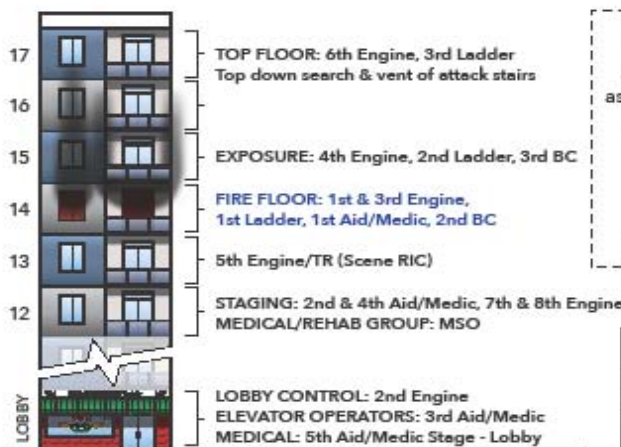
## DOCUMENT 60-11-23

### Snohomish County Mid-Rise/High-Rise Standard Operating Guidelines

#### Appendix B – High-Rise Tool Job Assignments

## High-Rise Tool & Job Assignments ENGINE / TECHNICAL RESCUE

APPARATUS	OFFICER	DRIVER	MIC 1	BATT CHIEF
<b>1st Engine</b> Fire Floor	50' 2.25" Hose TIC Knox Keys Consider Water Can	50' 2.25" Hose Standpipe Kit	50' 2.25" Hose Irons	<b>1st Battalion</b> IC <b>MSO</b> Med/Rehab Group
<b>2nd Engine</b> Lobby Control	RIC Bag to Lobby TIC Knox Keys	Supply Standpipe/ Sprinkler (FDC)	Assist Driver w/Hook-Up Irons to Lobby Assist Lobby Control	<b>2nd Battalion</b> Fire Floor
<b>3rd Engine</b> Fire Floor	50' 2.25" Hose TIC Knox Keys	50' 2.25" Hose Standpipe Kit	50' 2.25" Hose Irons	<b>3rd Battalion</b> Exposure Floor / Command Post
<b>4th Engine</b> Floor Above Fire	Same as 1st Engine	Same as 1st Engine	Same as 1st Engine	<b>4th Battalion</b> Exposure Floor / Command Post
<b>5th Engine/TR†</b> Floor Below Fire	RIC Compliment Spare Bottles	RIC Compliment Spare Bottles	RIC Compliment Spare Bottles	† RIC Consider Using Elevator (IC Approval)
<b>6th Engine*</b> Top Floor	50' 2.25" Hose to Staging TIC RIC Bag to Staging	PPV Spare Bottles	50' 2.25" Hose to Staging Irons	* 6th Engine / 3rd Ladder coordinate vent of attack stairwell
<b>7th Engine</b> Staging Floor	Same as 1st Engine	Same as 1st Engine	Same as 1st Engine	
<b>8th Engine</b> Staging Floor	TIC Spare Bottles	Irons Spare Bottles	50' 2.25" Hose Spare Bottles	



If the 1st Ladder is needed for exterior aerial ops then the 2nd Ladder will assume interior functions & tool assignment from the 1st Ladder. 3rd Ladder assumes 2nd due Ladder functions & tool assignments

Additional alarms repeat tool assignments of the 1st alarm unless directed by IC.

\*\*\*All units bring spare radio & TIC batteries\*\*\*

Recommend air monitor for gases above fire floors

#### OUTSIDE THE IDLH

2nd Engine Driver	1st Battalion Chief
5th Aid/Medic - Lobby	4th Battalion Chief
Air Unit	

# Snohomish County Fire Chiefs Association

## DOCUMENT 60-11-23

### Snohomish County Mid-Rise/High-Rise Standard Operating Guidelines

## High-Rise Tool & Job Assignments LADDER / EMS

APPARATUS	OFFICER	DRIVER	MIC 1	BATT CHIEF
<b>1st Ladder</b> Fire Floor	TIC Hook Knox Keys Spare Bottles to Staging	PPV to Lobby Hydraulic Door Opener Spare Bottles to Staging	Irons Water Can	<b>1st Battalion</b> IC <b>MSO</b> Med/Rehab Group
<b>2nd Ladder</b> Floor Above Fire	TIC Hook Knox Keys RIC Beg to Staging	PPV to Lobby/Attack Stairs Hydraulic Door Opener Spare Bottles to Staging	Irons Water Can	<b>2nd Battalion</b> Fire Floor
<b>3rd Ladder*</b> Top Floor	Same as 1st Ladder	Same as 1st Ladder	Same as 1st Ladder	<b>3rd Battalion</b> Exposure Floor / Command Post
<b>1st Aid/Medic</b> Fire Floor	Irons Spare Bottles to Staging	Spare Bottles to Staging	Spare Bottles to Staging	<b>4th Battalion</b> Exposure Floor / Command Post
<b>2nd Aid/Medic</b> Staging MGR 2 Floors Below Fire Floor	IMS Board/Vest 1st & 2nd EMS Kits	Irons Spare Bottles to Staging	Spare Bottles to Staging	
<b>3rd Aid/Medic</b> Elevator Controls	Irons Water Can	Irons Water Can	Spare Bottles to Lobby	* 3rd Ladder / 6th Engine Coordinate Vent of Attack Stairwell
<b>4th Aid/Medic</b> Medical / Staging Floor	EMS Kits Spare Bottles to Staging	Spare Bottles to Staging	Spare Bottles to Staging	4th & 5th Aid/Medic work for Medical Group
<b>5th Aid/Medic</b> Medical / Lobby	EMS Kits Spare Bottles to Lobby	Gurney to Lobby Spare Bottles to Lobby	Spare Bottles to Lobby	



If the 1st Ladder is needed for exterior aerial ops then the 2nd Ladder will assume interior functions & tool assignment from the 1st Ladder. 3rd Ladder assumes 2nd due Ladder functions & tool assignments

Additional alarms repeat tool assignments of the 1st alarm unless directed by IC.

\*\*\*All units bring spare radio & TIC batteries\*\*\*

Recommend air monitor for gases above fire floors

### OUTSIDE THE IDLH

2nd Engine Driver	1st Battalion Chief
5th Aid/Medic - Lobby	4th Battalion Chief
Air Unit	



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

## **DOCUMENT 60-11-23**

### **Snohomish County Mid-Rise/High-Rise Standard Operating Guidelines**

#### **Appendix C- High-Rise/Mid-Rise IC Check List**

##### **Immediate Actions items:**

- Initiate/Assume Command and Name
- Confirm Unit Assignments
- Confirm CP Location and Strategy
- Confirm Working Fire and Utility Package (PSE if necessary)
- Consider Traffic Control
- Consider Scene Safety Officer, and/or Division Aides
- Designate Attack & Evacuation Stairway

##### **Priority assignments and locations:**

Attack	Level II
Lobby	Medical
Staging	RIC

##### **Key Considerations:**

- Additional Resources
- Command/tactical channels
- Branch Directors (Upper, Middle, Lower/Support Branches)
- Collapse Zones
- CP aide, Division/Branch/Medical/RIC aide
- Evacuation Group Supervisor
- Exposure Protection
- Salvage
- Ensure ICS command functions staffed
- Contact Building Supervisor/Engineer/Responsible Party
- Consult Building Emergency Plan & Evacuation Directives
- Pre-Fire Plan
- Call elevator service company to the scene

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

## **DOCUMENT 60-11-23**

### **Snohomish County Mid-Rise/High-Rise Standard Operating Guidelines**

#### **Appendix D- High Rise Elevator Operations Check List**

##### **Required Equipment:**

- SCBA, Flashlight
- Portable Radio and Spare Battery
- Water Extinguisher
- Forcible Entry Tool
- Sound-Powdered Handset and/or Building Firefighter Phone (red phone)

##### **Elevator Operations:**

- Designate each operator as Elevator #1, Elevator #2
- Phase I- recall all building elevators done from FCC and elevator lobby
- Phase II- From inside elevator car
- Switch Key to "On" and ensure DOOR OPEN and DOOR CLOSE
- Check hoistway for smoke and water
- Max 6 Firefighters may ride elevator
- On initial ascent, stop every 5 floors and check for proper elevator operation
- Periodically check for proper elevator operation, call cancel button and doors
- Exit 3 floors below reported fire floor
- Make sure elevator doors are fully open
- Turn elevator key to "Hold" and remove key

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

## **DOCUMENT 60-11-23**

### **Snohomish County Mid-Rise/High-Rise Standard Operating Guidelines**

#### **Appendix E- Lobby Control Check List**

- Retrieve Keys from Knox Box if not already done and/or FCC room (issue keys)
- Access FCC to confirm fire location and monitor Building Systems, status of pressurization (stairwells, elevators, floors)
- Assign, monitor, and control of elevators (recall elevators)
- Brief and track ascending personnel of Attack/Evacuation stairwell locations, staging floor, and where to report
- Control stairways and direction of building occupants to proper exits
- Use Public Address system to alert occupants
- Use of Firefighter Phones (red phones) as supplemental means of communication with firefighting crews
- Interface with buildings Responsible Party and/or Building Engineer – Consult on use of HVAC and Fire Pump systems

# Wildland Fire Shelter Deployment Training

## 612.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to ensure members who may participate in wildland firefighting, who perform in-field investigations of wildland fires or provide in-field support services to wildland firefighting operations have thorough and recurrent training on the quick and proper deployment of a wildland fire shelter.

## 612.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to provide thorough and recurrent wildland fire shelter deployment training to all district members who may be exposed to wildland fire conditions.

The highest priority for a firefighter in wildland fire conditions is to stay out of situations that can lead to entrapment. A fire shelter does not guarantee safety. It is a last resort in emergency conditions when there are no other options.

## 612.3 RESPONSIBILITIES

Best Practice MODIFIED

The Deputy Chief that oversees training shall be responsible for scheduling wildland fire shelter deployment training annually, prior to the anticipated beginning of the main wildland fire season. All new members shall receive wildland fire shelter deployment training prior to being assigned to field operations.

Fire shelter deployment training should not be conducted in a live fire situation.

## 612.4 TRAINING RECORDS

Best Practice MODIFIED

The Deputy Chief that oversees training shall be responsible for maintaining records of all wildland fire shelter deployment training that is provided to members. Training documentation should include:

- (a) The dates of the training sessions.
- (b) A list of topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate number and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

# Snohomish Regional Fire & Rescue

Policy Manual

## *Wildland Fire Shelter Deployment Training*

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The Deputy Chief shall maintain training records in accordance with established records retention schedules.

# Apparatus / Vehicle Backing

## 906.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the incidence of firefighter injuries and fatalities.

### 906.1.1 DEFINITIONS

Best Practice MODIFIED

Definitions related to this policy include:

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

**Driver** - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

**Officer** - The member responsible for the operation of the vehicle or apparatus and its personnel.

**Spotter** - A member designated to direct the driver while backing up the vehicle or apparatus. This position also may be referred to as a back-up person.

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

## 906.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue that apparatus drivers shall use a spotter for all backing operations unless prevented by exigent circumstance.

To promote firefighter safety and reduce the impediment of traffic, it is the policy of Snohomish Regional Fire & Rescue that apparatus drivers, when feasible, shall seek other means to prevent backing apparatus from the roadway to a bay.. If backing the apparatus or vehicle is necessary, the driver shall utilize a backer/spotter(s) to avoid any potential danger. When backing a vehicle, the driver should perform a risk assessment, the driver may utilize the vehicle equipped back up features (camera, sensors), physically assess the area, or request a backer.

## *Hazard Communication*

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### **917.4 SAFETY DATA SHEETS**

State **MODIFIED**

The District shall have a SDS for each hazardous chemical that is in use in the workplace. The SDS concerning a hazardous chemical shall be readily accessible to members and prepared in accordance with [WAC 296-901-14014](#).

### **917.5 TRAINING REQUIREMENTS**

State **MODIFIED**

See Policy 604: Hazard Communication Program Training.



# 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>	Deputy Chief Internal/External Hiring Process		
<b>Executive member responsible for guiding the initiative:</b>	AC Ryan Lundquist		
<b>Type of Action:</b>	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
<b>Initiative Description:</b>	<p>Snohomish Regional Fire and Rescue (SRFR) plays a pivotal role in safeguarding the community through effective emergency response and preparedness. SRFR is committed to providing specific training for our responders as identified in the 2021-2026 SRFR Strategic Plan under Goal 1: Emergency Response: Objectives 1.1-1.4 and all relevant critical task subsections 1.1.1 – 1.4.4 (p14-16).</p> <p>In June of 2023, AC Guptill retired, and the District redistributed responsibilities within senior staff. The district currently has budgeted for another Deputy Chief position to replace AC Guptill’s FTE. During the fall/winter of 2023, the position has been supported by the DC of Operations. Splitting the DC of Ops responsibilities has provided partial support; however, the effectiveness of both divisions has been limited in the interim.</p> <p>During this evaluation period, the absence of a dedicated Deputy Chief of Training/Safety has impeded the comprehensive enhancement of the agency’s training programs. Additionally, it has delayed the effective training and succession planning of SRFR personnel.</p> <p>The Deputy Chief of Training/Safety is designated to oversee the Training, Health and Safety Divisions and allocate resources, both people and materials, essential for maintaining the highest level of preparedness and response capabilities.</p> <p>Additionally, the Deputy Chief of Training/Safety has the responsibility to enhance the skills and knowledge of SRFR personnel, which results in improved operational effectiveness, increased confidence among team members, and ultimately contributes to the safety and well-being of the community.</p> <p>Due to the retirement of an Assistant Chief and re-distribution of responsibilities, funds are available to be allocated to an additional Deputy Chief position in 2024. The ideal candidate search would look both internally and externally. The ideal candidate would possess a proven track record of</p>		

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



leadership in fire and rescue training, a deep understanding of industry best practices and the ability to foster a culture of continuous improvement within the training division.

**Financial Impact:**

Expense:  Increase  Decrease  N/A

Revenue:  Increase  Decrease  N/A

Total amount of initiative (attach amount breakdown if applicable): \$

Initial amount: \$

Long-term annual amount(s): \$

Currently Budgeted:  Yes  No Amount: \$

Budget Amendment Needed:  Yes  No Amount: \$

- If yes: Fund(s)/line item(s) to be amended:

**Risk Assessment:**

Risk if approved: There are no observable risks

Risk if not approved: Without a designated leader overseeing the Training Division, there will be suboptimal resource utilization. The efficient allocation of training resources, both people and materials, is essential for maintaining the highest level of preparedness and response capabilities.

**Legal Review:**

Initiative conforms with District policy/procedure number (attach):

Initiatives that require legal review (contracts, other initiatives):

- Contracts
- Has been reviewed and approved by legal
- Includes all costs
- Includes term
- Includes 'do not exceed' language

N/A

**Presented to, and Approved by, Senior Staff**

Yes  No

**Commissioner Sub-Committee Approval**

Initiative presented to commissioner sub-committee:  Yes  No

Approved by commissioner sub-committee:  Yes  No

N/A:

**For Fire Chief Approval:**

RAB document complete

Supporting documentation attached

Information sent to Fire Chief, Senior Staff, and Board Support (Mindy Leber)

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

*Fire Chief will coordinate with Senior Staff for RAB introduction*

**RAB Executive: Confirmed email sent to Board by Fire Chief**  Yes  No

**Board of Fire Commissioners** RAB initiatives go through the following process:

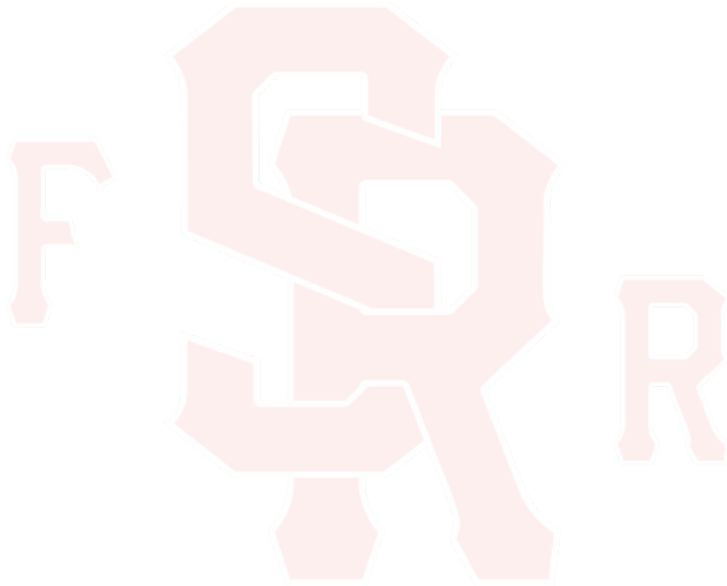
1. Senior Staff approval to move forward to a committee/board
2. Initiatives are introduced to the appropriate committee for review
3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item
  - The Senior Staff member assigned to develop the initiative presents initiative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

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



# NEW BUSINESS

## ACTION





# EXECUTIVE SESSION

