



SNOHOMISH REGIONAL FIRE & RESCUE

COMMISSIONER BOARD MEETING

FEBRUARY 22, 2024

5:30 PM

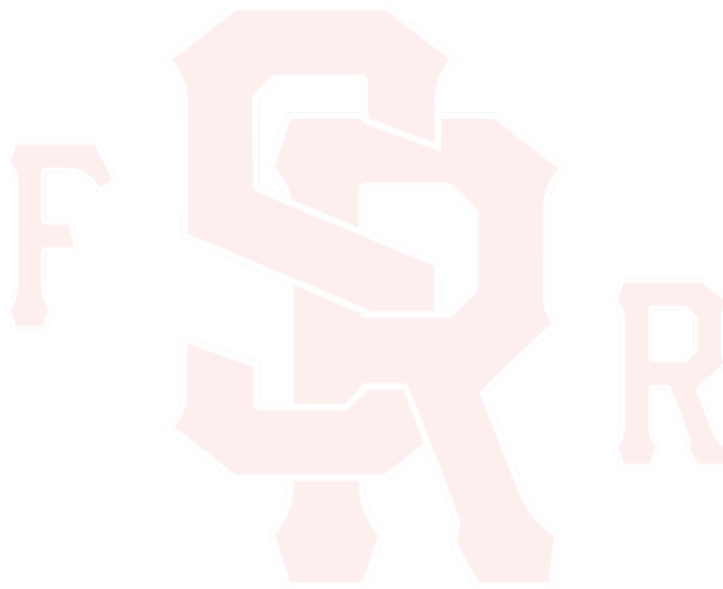
SRFR STATION 31 TRAINING ROOM

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 22, 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	2/20/24	3/26/24	No
Finance Committee	Elmore	2/22/24	3/14/24	No
Post-Employment Medical	Elmore	9/8/22		
Sno911	Waugh	2/15/24	3/21/24	Yes
Sno Isle Commissioners	Fay	1/4/24	3/7/24	No
Leadership Meeting	Schaub	1/24/24	4/24/24	No
Policy Committee	Schaub	2/22/24	3/14/24	No

COMMITTEE MEETING MINUTES

Policy Committee - February 8, 2024

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-00429 to 24-00438; (\$710,031.31)

AP Vouchers: 24-00439 to 24-00535; (\$314,679.96)

Approval of Payroll

February 15, 2024 (\$1,147,456.05)

Approval of Minutes

Approve Regular Board Meeting Minutes February 8, 2024



OLD BUSINESS

Discussion

Action

Darkhorse

Policy Updates

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

Deputy Chief of Training and Safety

NEW BUSINESS

Discussion

Policy Updates

- Policy 100 Fire Service Authority
- Policy 101 Chief Executive Officer Qualifications
- Policy 102 Policy Manual
- Policy 327 Line-of-Duty Death and Serious Injury Investigations

Action

GOOD OF THE ORDER

ATTENDANCE CHECK

Regular Commissioner Meeting March 14, 2024, at 1730 - Station 31 Training Room/Zoom.

EXECUTIVE SESSION

RCW 42.30.140(4)(a): Labor Negotiations

ADJOURNMENT

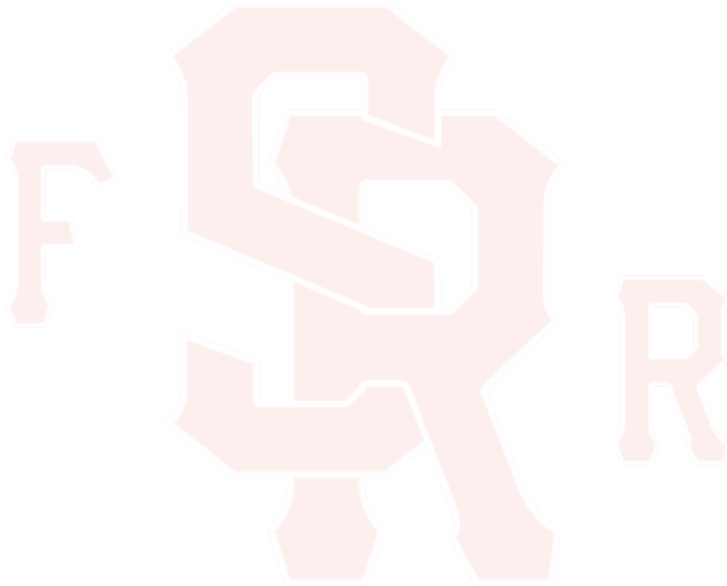


CHIEF'S REPORT





COMMISSIONER REPORTS





COMMITTEE MEETING MINUTES





SNOHOMISH REGIONAL FIRE & RESCUE



Commissioner Policy Committee Meeting Minutes

February 8th, 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 1/11/2024 were approved as submitted by email, unanimously. Minutes were included in the 2/08/24 board packet.

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

Reviewed Policies:

- 100 Fire Service Authority
 - Approved
- 101 Chief Executive Officer Qualifications
 - Approved
- 102 Policy Manual
 - Approved with edit to section 102.4.1 adding language and RCW to ensure all policies are reviewed and approved by the Board of Commissioners prior to being issued. Language added stating the Fire Chief shall review and approve all procedures.
- 327 Line-of-Duty Death and Serious Injury Investigations
 - Approved

Closing comments and discussion: The Commissioners were updated by staff on the Lexipol roll out in the department. We've surpassed the 25% completed milestone of policy approvals! Group had some follow up discussion on policy 102 and the important of separating policy and procedure as well as having separate approval processes, the Commissioners approve policies on **what we do** and the Fire Chief approves procedures on **how we do it**. Follow up discussion about the succession of legacy policies following a similar policy process.

Next Meeting set for March 14th @ 16:30.

Meet adjournment @ 17:00



CONSENT AGENDA



Snohomish Regional Fire and Rescue
Claims Voucher Summary

02/20/2024

Page 1 of 1

Fund: Shop - Expense #050

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
24-00429	DEPARTMENT OF RETIREMENT SYSTEMS		27,661.99
24-00430	DIMARTINO & ASSOCIATES		22,992.38
24-00431	FIRE 7 FOUNDATION		605.00
24-00432	HRA VEBA TRUST		57,308.38
24-00433	LEOFF TRUST		450,803.64
24-00434	MATRIX TRUST COMPANY		18,743.05
24-00435	TD AMERITRADE INSTITUTIONAL		388.50
24-00436	TRUSTEED PLANS SERVICE CORP		34,057.03
24-00437	VOYA INSTITUTIONAL TRUST CO		97,103.84
24-00438	WASHINGTON STATE SUPPORT REGISTRY		367.50

Page Total 710,031.31

Cumulative Total 710,031.31



Snohomish Regional Fire & Rescue, WA

Docket of Claims Register

APPKT01539 - 02.22.2024 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
2189	AJ'S LANDCARE, INC	24-00439						10,528.21
		121215781	Landscaping Monthly Maintenance - A	Invoice	01/31/2024	Landscaping Monthly Maintenance - A	001-507-522-50-41-00	884.31
		121215782	Landscaping Monthly Maintenance - S	Invoice	01/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	957.25
		121215783	Landscaping Monthly Maintenance - S	Invoice	01/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	911.66
		121215784	Landscaping Monthly Maintenance - S	Invoice	01/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	944.13
		121215785	Landscaping Monthly Maintenance - S	Invoice	01/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	854.21
		121215786	Landscaping Monthly Maintenance - S	Invoice	01/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	929.05
		121215787	Landscaping Monthly Maintenance - S	Invoice	01/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	469.63
		121215788	Landscaping Monthly Maintenance - S	Invoice	01/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	699.11
		121215789	Landscaping Monthly Maintenance - S	Invoice	01/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	899.16
		121215790	Landscaping Monthly Maintenance - S	Invoice	01/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	700.06
		121215791	Landscaping Monthly Maintenance - S	Invoice	01/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	840.98
		121215792	Landscaping Monthly Maintenance - S	Invoice	01/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00	899.16
		121215793	Additional Cleanup Drainfield Mainten	Invoice	01/31/2024	Additional Cleanup Drainfield Mainten	001-507-522-50-41-00	539.50
0024	ALDERWOOD AUTO GLASS	24-00440						92.99
	20395	Shop Parts	Invoice	02/04/2024	Shop Parts	050-511-522-60-34-01		92.99

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
2106	AMAZON CAPITAL SERVICES, INC	24-00441					6,354.08
	11DW-CXPL-69JV	Mop/Broom Holder Mount Organizer	Invoice	02/09/2024	Mop/Broom Holder Mount Organizer	001-507-522-50-35-00	28.04
	133N-KD6F-FQTF	Shop Parts	Invoice	02/05/2024	Shop Parts	050-511-522-60-34-01	35.00
	14FC-XPK9-NQXF	Desktop USB/Bluetooth Speakers (PC)	Invoice	02/12/2024	Desktop USB/Bluetooth Speakers (PC)	001-513-522-10-35-00	38.28
	14L7-PT3M-LQ9L	Heavy Duty Locking Carabiner (x4)(New)	Invoice	02/02/2024	Heavy Duty Locking Carabiner (x4)(New)	001-504-522-20-35-00	83.68
	169H-9CDX-KRNT	Shop Supplies	Invoice	02/02/2024	Shop Supplies	050-511-522-60-42-00	22.95
	16MW-LN6N-4DMK	Premium Ergonomic Yoga Ball Chair - L	Invoice	02/15/2024	Premium Ergonomic Yoga Ball Chair - L	001-507-522-50-35-00	75.51
	16W3-HPTY-VVFR	3 Piece Steel Black Brackets (Handrail)	Invoice	02/08/2024	3 Piece Steel Black Brackets (Handrail)	001-507-522-50-48-00	19.41
	197P-6WMD-G936	Dry Erase Magnetic WhiteBoard - ST 8	Invoice	02/01/2024	Dry Erase Magnetic WhiteBoard - ST 8	001-507-522-50-35-00	71.11
	199K-QRQV-FWG4	Rubbermaid Cultery Organizer - ST82	Invoice	02/10/2024	Rubbermaid Cultery Organizer - ST82	001-507-522-50-35-00	15.92
	19XC-3HF4-KNKQ	Shatter Proof Phone Screen Protector -	Invoice	02/06/2024	Shatter Proof Phone Screen Protector -	001-513-522-10-35-00	21.57
	1CQD-XDTD-6L6W	Rescue Swimmer Supplies (New Membr)	Invoice	02/15/2024	Rescue Swimmer Supplies (New Membr)	001-514-522-20-31-09	2,158.12
	1DGR-YQGG-LFVC	Stanley Quickslide Sports Knife - M.Fry	Invoice	02/11/2024	Stanley Quickslide Sports Knife - M.Fry	001-507-522-50-35-00	21.84
	1DGR-YQGG-VC93	Non-Slip Clothes Hanger 50pk - Logisti	Invoice	02/13/2024	Non-Slip Clothes Hanger 50pk - Logisti	001-507-522-50-35-00	28.67
	1DJP-LWX6-VVJP	Tri-Flow Lubricant Aerosol Cans - Logis	Invoice	02/08/2024	Tri-Flow Lubricant Aerosol Cans - Logis	001-504-522-20-31-01	91.08
	1DTT-7VH3-3YNX	Ice Maker (Countertop) Self Cleaning M	Invoice	02/08/2024	Ice Maker (Countertop) Self Cleaning M	001-507-522-50-35-00	97.10
	1DTT--7VH3-4G74	1099 Envelopes (Accounts Payable) - A	Invoice	02/10/2024	1099 Envelopes (Accounts Payable) - A	001-502-522-10-31-00	8.21
	1FG7-4JTP-4N13	Carhartt Fleece Jackets (Instructor) - T	Invoice	02/09/2024	Carhartt Fleece Jackets (Instructor) - T	001-506-522-45-35-00	86.31
	1FH4-YNDH-91QD	"60x40" Dry Erase Whiteboard (Rassm	Invoice	02/16/2024	"60x40" Dry Erase Whiteboard (Rassm	001-507-522-50-35-00	197.45
	1GQF-J71R-96TV	60x36 Magnetic Dry Erase Whiteboard	Invoice	02/09/2024	60x36 Magnetic Dry Erase Whiteboard	001-506-522-45-35-00	143.50
	1HDX-4X4J-WQNM	iPhone Charg. Block(x10)Wall Charg.,C	Invoice	02/04/2024	iPhone Charg. Block(x10)Wall Charg.,C	001-513-522-10-35-00	912.30
	1J4R-P1YD-WR69	Dinner Fork Set (Stainless Steel) 12pk -	Invoice	02/13/2024	Dinner Fork Set (Stainless Steel) 12pk -	001-507-522-50-35-00	28.77
	1J71-JY9G-MLLP	V8 Replacement Battery for Vacuum Cl	Invoice	02/02/2024	V8 Replacement Battery for Vacuum Cl	001-507-522-50-31-00	83.10
	1KM7-1WCV-WK1N	Ratchet Lock/Sliding Glass Doors 2pk- S	Invoice	02/08/2024	Ratchet Lock/Sliding Glass Doors 2pk- S	001-507-522-50-35-00	9.69
	1KT3-9XDN-FG9V	Honeywell Dispoable Ear Plugs 200pk (Invoice	02/06/2024	Honeywell Dispoable Ear Plugs 200pk (001-507-522-50-31-00	85.32
	1KT3-9XDN-KRKJ	Shop	Invoice	02/07/2024	Shop	050-511-522-60-42-00	17.48
	1MCW-R93V-D7NF	Plastic Outdoor Sheeting(x5) Plastic Sq	Invoice	02/05/2024	Plastic Outdoor Sheeting(x5) Plastic Sq	001-506-522-45-35-00	189.90
					Plastic Outdoor Sheeting(x5)	001-506-522-45-31-02	323.43
	1MLL-YLKR-YNQH	Keyboard, Headset, Speakers - IT Divisi	Invoice	02/08/2024	Keyboard, Headset, Speakers - IT Divisi	001-513-522-10-35-00	188.13
	1MWF-LK4N-GGXW	8 pcs Mount Roof Rack Kit (x2) - Spec.	Invoice	01/31/2024	8 pcs Mount Roof Rack Kit (x2) - Spec.	001-514-522-20-31-09	770.37
	1NHP-9PWH-LDL3	Digital Distance Laser Measure Tool - L	Invoice	02/02/2024	Digital Distance Laser Measure Tool - L	001-507-522-50-35-00	19.40
	1TQG-YCRN-99LC	OfficeMate Wall File Black Holder (x2)	Invoice	02/14/2024	OfficeMate Wall File Black Holder (x2)	001-502-522-10-35-00	43.58
	1V6Y-6KK7-C4JK	iPhone Shockproof Case w/Protective I	Invoice	02/14/2024	iPhone Shockproof Case w/Protective I	001-513-522-10-35-00	295.20
	1XQ7-LLPK-DMXW	Otterbox Defender Case - Logistics	Invoice	02/06/2024	Otterbox Defender Case - Logistics	001-507-522-50-35-00	46.58
	1YHR-MXGV-DJV1	Fire & Emergency Services Book- Traini	Invoice	02/01/2024	Fire & Emergency Services Book- Traini	001-506-522-45-34-00	97.08
2374	ANA TOWER	24-00442					160.00
	INV10983	NREMT Paramedic Assessment Reimbu	Invoice	02/06/2024	NREMT Paramedic Assessment Reimbu	001-509-522-45-49-02	160.00
0040	ARAMARK UNIFORM SERVICES	24-00443					166.96
	6560333848	Shop Supplies/Uniform Rental/Laundr	Invoice	02/08/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	82.32
	792107942	Shop Supplies/Uniform Rental/Laundr	Invoice	02/15/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	84.64
1971	B&H FIRE AND SECURITY	24-00444					258.96
	6125	Fire Alarm Service Call (Cameras/Tampr	Invoice	01/06/2024	Fire Alarm Service Call (Cameras/Tampr	001-507-522-50-48-00	258.96

Docket of Claims Register

APPKT01539 - 02.22.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0058	BICKFORD MOTORS INC.	24-00445					1,245.46
	1265663	Shop Parts	Invoice	01/31/2024	Shop Parts	050-511-522-60-34-01	424.45
	1265664	Shop Parts	Invoice	01/31/2024	Shop Parts	050-511-522-60-34-01	99.20
	1265703	Shop Parts	Invoice	01/31/2024	Shop Parts	050-511-522-60-34-01	65.82
	1265735	Shop Parts	Invoice	01/31/2024	Shop Parts	050-511-522-60-34-01	184.80
	1265964	Shop Parts	Invoice	02/05/2024	Shop Parts	050-511-522-60-34-01	152.81
	1265975	Shop Parts	Invoice	02/09/2024	Shop Parts	050-511-522-60-34-01	285.03
	1266106	Shop Parts	Invoice	02/06/2024	Shop Parts	050-511-522-60-34-01	33.35
0065	BOUND TREE MEDICAL, LLC	24-00446					29,928.13
	65629525	Medications/Medical Supplies/Medica	Invoice	01/10/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	426.51
					Medications & Medical Supplies	001-509-522-30-31-01	4,851.53
	70345911	Medical Supplies	Credit Memo	01/22/2024	Medical Supplies	001-509-522-30-31-01	-951.60
	85170957	Medical Small Tools/Minor Equipment	Invoice	11/30/2023	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	383.87
	85195434	Medical Supplies & Medical Sm.Tools/I	Invoice	12/22/2023	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	107.49
					Medical Supplies	001-509-522-30-31-01	238.01
	85227130	Medications	Invoice	01/24/2024	Medications	001-509-522-30-31-01	770.06
	85227131	Medications & Medical Supplies	Invoice	01/24/2024	Medications & Medical Supplies	001-509-522-30-31-01	3,341.87
	85227132	Medical Small Tools/Minor Equipment	Invoice	01/24/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	1,025.16
	85227133	Medical Supplies	Invoice	01/24/2024	Medical Supplies	001-509-522-30-31-01	14.67
	85227134	Medications/Medical Supplies/Medica	Invoice	01/24/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	193.04
					Medications & Medical Supplies	001-509-522-30-31-01	1,030.31
	85228686	Medical Supplies & Medical Sm.Tools/I	Invoice	01/25/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	404.35
					Medical Supplies	001-509-522-30-31-01	2,309.52
	85228687	Medical Supplies & Medical Sm.Tools/I	Invoice	01/25/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	660.35
					Medical Supplies	001-509-522-30-31-01	203.07
	85230088	Medications & Medical Supplies	Invoice	01/26/2024	Medications & Medical Supplies	001-509-522-30-31-01	4,295.86
	85230089	Medical Small Tools/Minor Equipment	Invoice	01/26/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	2,017.71
	85230090	Medical Small Tools/Minor Equipment	Invoice	01/26/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	1,209.09
	85231594	Medical Small Tools/Minor Equipment	Invoice	01/29/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	31.55
	85231595	Medications/Medical Supplies/Medica	Invoice	01/29/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	246.22
					Medications & Medical Supplies	001-509-522-30-31-01	4,929.42
	85231596	Medical Supplies & Medical Sm.Tools/I	Invoice	01/29/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	20.37
					Medical Supplies	001-509-522-30-31-01	112.78
	85234992	Medications/Medical Supplies/Medica	Invoice	01/31/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	99.21
					Medications & Medical Supplies	001-509-522-30-31-01	1,636.83
	85241211	Medical Supplies	Invoice	02/06/2024	Medical Supplies	001-509-522-30-31-01	135.36
	85242685	Medical Supplies	Invoice	02/07/2024	Medical Supplies	001-509-522-30-31-01	185.52
1730	BRETT FETCHO	24-00447					1,442.23
	INV10981	Per Diem Reimb. (2024 FDSOA Confer	Invoice	01/23/2024	Per Diem Reimb. (2024 FDSOA Confer	001-506-522-45-43-00	1,000.52
	INV10982	Per Diem Reimb. (Natnl Fire Academy	Invoice	12/18/2024	Per Diem Reimb. (Natnl Fire Academy	001-506-522-45-43-00	441.71

Docket of Claims Register

APPKT01539 - 02.22.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
1913	CANON FINANCIAL SERVICES INC	24-00448					1,248.85
	32002394	Copier Machine Lease (DX529IF) - ST8:	Invoice	02/01/2024	Copier Machine Lease (DX529IF) - ST8:	001-512-591-22-70-00	38.88
	32004567	Copier Machine Lease (DX C5860) - ST:	Invoice	02/02/2024	Copier Machine Lease (DX C5860) - ST:	001-512-591-22-70-00	325.02
	32004568	Copier Machine Lease (DX C5868) - ST:	Invoice	02/02/2024	Copier Machine Lease (DX C5868) - ST:	001-512-591-22-70-00	329.53
	32012175	Copier Machine Lease - (DX257IF) - ST:	Invoice	02/16/2024	Copier Machine Lease - (DX257IF) - ST:	001-512-591-22-70-00	38.91
	32074871	Copier Machine Lease - Admn, POD, S	Invoice	02/19/2024	Copier Machine Lease - Admn, POD, S	001-512-591-22-70-00	516.51
2147	CASCADE FIRE EQUIPMENT COM	24-00449					957.47
	INV10152	Bunker Gear (Innotex Coat Liner)	Invoice	02/15/2024	Bunker Gear (Innotex Coat Liner)	001-504-522-20-48-11	957.47
0094	CDW GOVERNMENT LLC	24-00450					1,304.04
	PG64036	Ruckus Zone Director (Annual License I	Invoice	01/26/2024	Ruckus Zone Director (Annual License I	001-513-522-10-49-04	1,304.04
0096	CENTRAL WELDING SUPPLY	24-00451					1,325.36
	0001970554	Oxygen Cylinder Exchange/Re-Fill (x8)	Invoice	01/31/2024	Oxygen Cylinder Exchange/Re-Fill (x8)	001-509-522-20-45-00	113.67
	0001970571	Oxygen Cylinder Exchange/Re-Fill (x5)	Invoice	01/31/2024	Oxygen Cylinder Exchange/Re-Fill (x5)	001-509-522-20-45-00	231.63
	0001975505	Oxygen Cylinder Rental (Inventory)	Invoice	01/31/2024	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	257.62
	0001976598	Oxygen Cylinder Rental (Inventory)	Invoice	01/31/2024	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	70.47
	0001981905	Oxygen Cylinder Exchange/Re-Fill (x4)	Invoice	02/05/2024	Oxygen Cylinder Exchange/Re-Fill (x4)	001-509-522-20-45-00	194.87
	0001982643	Oxygen Cylinder Exchange/Re-Fill (x4)	Invoice	02/06/2024	Oxygen Cylinder Exchange/Re-Fill (x4)	001-509-522-20-45-00	80.01
	0001987042	Oxygen Cylinder Exchange/Re-Fill (x3)	Invoice	02/13/2024	Oxygen Cylinder Exchange/Re-Fill (x3)	001-509-522-20-45-00	71.59
	0001988050	Oxygen Cylinder Exchange/Re-Fill (x7)	Invoice	02/14/2024	Oxygen Cylinder Exchange/Re-Fill (x7)	001-509-522-20-45-00	305.50
0103	CHMELIK SITKIN & DAVIS P.S.	24-00452					1,716.00
	121251	Monthly Attorney Services (January 20	Invoice	01/31/2024	Monthly Attorney Services (January 20	001-512-522-10-41-03	1,716.00
0110	CITY OF MONROE	24-00453					457.02
	ADMIN-JAN24	Water, Stormwater & Sewer - Admin B	Invoice	02/02/2024	Water, Stormwater & Sewer - Admin B	001-507-522-50-47-02 300-507-522-50-47-00	233.08 223.94
0110	CITY OF MONROE	24-00454					820.83
	ST31-JAN24	Water, Stormwater & Sewer - ST 31	Invoice	02/02/2024	Water, Stormwater & Sewer - ST 31	001-507-522-50-47-02	820.83
0110	CITY OF MONROE	24-00455					159.22
	ST32-JAN24	Water & Stormwater - ST 32	Invoice	02/02/2024	Water & Stormwater - ST 32	001-507-522-50-47-02	159.22
0110	CITY OF MONROE	24-00456					37.28
	ST31IRR-JAN24	Water (Irrigation Meter) - ST 31	Invoice	02/02/2024	Water (Irrigation Meter) - ST 31	001-507-522-50-47-02	37.28
0112	CLEARFLY COMMUNICATIONS	24-00457					759.65
	SBN104222	Phone/Fax Services - Admin Bldg, ST 3	Invoice	02/01/2024	Phone/Fax Services - Admin Bldg, ST 3	001-513-522-50-42-01	759.65
0126	COMCAST	24-00458					104.81
	ST83-FEBMAR24	Internet Services - ST 83	Invoice	02/08/2024	Internet Services - ST 83	001-513-522-50-42-01	104.81
0126	COMCAST	24-00459					738.42
	ADMIN-FEBMAR24	Internet/Phone/TV Services - Admin B	Invoice	02/07/2024	Internet/Phone/TV Srvcs - Admin Bldg	001-513-522-50-42-01	738.42
0126	COMCAST	24-00460					314.66
	ST71-FEBMAR24	Internet Services - ST 71	Invoice	02/07/2024	Internet Services - ST 71	001-513-522-50-42-01	314.66

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0126	COMCAST ST73-FEBMAR24	24-00461 Internet Services - ST 73	Invoice	02/04/2024	Internet Services - ST 73	001-513-522-50-42-01	309.98 309.98
2118	CPS HR CONSULTING TR-INV003764	24-00462 Employmnt Test Materials/Rental (HR	Invoice	02/16/2024	Employmnt Test Materials/Rental (HR	001-503-522-10-49-06	544.50 544.50
0138	CRESSY DOOR COMPANY, INC 193480 193481	24-00463 Service Call Repair (Replaced Reel,Lubr Bay Door Srvc Call (Seals,Edge Kit,Hois	Invoice Invoice	02/09/2024 02/09/2024	Service Call Repair (Replaced Reel,Lubr Bay Door Srvc Call (Seals,Edge Kit,Hois	001-507-522-50-48-00 001-507-522-50-48-00	3,170.65 1,053.65 2,117.00
0155	DENISE MATTERN INV10984	24-00464 Adjustable Under Desk Footstool Reim	Invoice	02/08/2024	Adjustable Under Desk Footstool Reim	001-502-522-10-35-00	38.28 38.28
1600	DIRECTV, LLC 050747001X240202	24-00465 Cable/TV Services - ST 33	Invoice	02/02/2024	Cable/TV Services - ST 33	001-513-522-50-42-01	127.83 127.83
1875	ELECTRONIC BUSINESS MACHINE AR270085 AR270087	24-00466 Copier Machine Usage - ST31 (2XK081 Copier Machine Usage - ST71	Invoice Invoice	01/31/2024 01/31/2024	Copier Machine Usage - ST31 (2XK081 Copier Machine Usage - ST71	001-502-522-10-31-00 001-502-522-10-31-00	14.93 7.52 7.41
2296	FASTFIELDFORMS 13339 13611	24-00467 Mobile Forms Software Monthly Subsc Mobile Forms Software Monthly Subsc	Invoice Invoice	01/07/2024 02/07/2024	Mobile Forms Software Monthly Subsc Mobile Forms Software Monthly Subsc	001-516-522-30-49-04 001-516-522-30-49-04	2,254.08 1,115.88 1,138.20
0202	FERNO-WASHINGTON INC. 932991	24-00468 Ferno Pedi-Mates and EZ Glide Covers	Invoice	02/02/2024	Ferno Pedi-Mates and EZ Glide Covers	001-509-522-20-35-00	2,642.84 2,642.84
2192	FIRE SERVICE REPAIR LLC 6398	24-00469 Shop Parts	Invoice	02/01/2024	Shop Parts	052-511-594-00-64-00	9,955.40 9,955.40

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	Payable Number	Payable Description					Distribution Amount
0226	GALLS, LLC	24-00470					3,760.05
	026825512	SRFR Replaced/Removed Patches & Sti	Invoice	01/18/2024	SRFR Replaced/Removed Patches & Sti	001-504-522-20-31-07	75.88
	026837455	Dress/Uniform Shoes (Academy Oxfor	Invoice	01/19/2024	Dress/Uniform Shoes (Academy Oxfor	001-504-522-20-31-07	167.78
	026866771	Blank Embroiderable Patch (BLK x10)	Invoice	01/23/2024	Blank Embroiderable Patch (BLK x10)	001-504-522-20-31-07	82.85
	026866791	L/S DAC Polyester-Cotton Class A Shirt	Invoice	01/23/2024	L/S DAC Polyester-Cotton Class A Shirt	001-504-522-20-31-07	58.62
	026879178	Duty Boots	Invoice	01/24/2024	Duty Boots	001-504-522-20-31-07	196.89
	026879204	Dress/Uniform Shoes (Academy Oxfor	Invoice	01/24/2024	Dress/Uniform Shoes (Academy Oxfor	001-504-522-20-31-07	78.70
	026879274	Industrial Pants (x3)	Invoice	01/24/2024	Industrial Pants (x3)	001-504-522-20-31-07	423.38
	026890260	1/4 Zip Turtleneck Sweatshirt	Invoice	01/25/2024	1/4 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	118.53
	026890272	1/4 Zip Turtleneck Sweatshirt	Invoice	01/25/2024	1/4 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	98.37
	026900516	Name Plate	Invoice	01/25/2024	Name Plate	001-504-522-20-31-07	24.59
	026902494	Leather Belt (x2) Industrial Pants (x3)	Invoice	01/26/2024	Leather Belt (x2) Industrial Pants (x3)	001-504-522-20-31-07	482.40
	026920332	Industrial Pants (x2)	Invoice	01/29/2024	Industrial Pants (x2)	001-504-522-20-31-07	287.18
	026932565	Blank Embroiderable Patch (Black x20)	Invoice	01/30/2024	Blank Embroiderable Patch (Black x20)	001-504-522-20-31-07	92.70
	026932572	Blank Embroiderable Patch Removal/R	Invoice	01/30/2024	Blank Embroiderable Patch Removal/R	001-504-522-20-31-07	58.76
	026932595	1/4 Zip Turtleneck Sweatshirt	Invoice	01/30/2024	1/4 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	63.94
	026961528	Blank Embroiderable/Remove/Replace	Invoice	02/01/2024	Blank Embroiderable/Remove/Replace	001-504-522-20-31-07	9.80
	026961551	Belt, Replace Patch, DAC Shirt, Tie w/ t	Invoice	02/01/2024	Belt, Replace Patch, DAC Shirt, Tie w/ t	001-504-522-20-31-07	106.04
	026974507	Softshell Fleece Jacket, Peformance Po	Invoice	02/02/2024	Softshell Fleece Jacket, Peformance Po	001-504-522-20-31-07	260.40
	026974530	Firefighter Pants	Invoice	02/02/2024	Firefighter Pants	001-504-522-20-31-07	145.03
	026995530	L/S DAC Polyester-Cotton Class A Shirt	Invoice	02/05/2024	L/S DAC Polyester-Cotton Class A Shirt	001-504-522-20-31-07	58.62
	027007087	Blank Embroiderable Patch (DK Navy)	Invoice	02/06/2024	Blank Embroiderable Patch (DK Navy)	001-504-522-20-31-07	16.75
	027007092	Acadia Duty Boots, Rush Tactical Backp	Invoice	02/06/2024	Acadia Duty Boots, Rush Tactical Backp	001-504-522-20-31-07	826.28
	027017912	Name Plate	Invoice	02/06/2024	Name Plate	001-504-522-20-31-07	26.56
1571	GENERAL FIRE APPARATUS	24-00471					703.60
	17910	Shop Parts	Invoice	01/31/2024	Shop Parts	050-511-522-60-34-01	87.24
	17929	Shop Parts	Invoice	02/05/2024	Shop Parts	050-511-522-60-34-01	496.13
	17970	Shop Parts	Invoice	02/12/2024	Shop Parts	050-511-522-60-34-01	120.23
2253	GOVERNMENTJOBS.COM, INC.	24-00472					8,923.21
	INV-40756	NEOGOV EForms Annual Platform Soft	Invoice	02/15/2024	NEOGOV EForms Annual Platform Soft	001-513-522-10-49-04	8,923.21

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	Payable Number	Payable Description					Distribution Amount
0238	GRAINGER	24-00473					5,047.54
	838566097	Station Operating Supplies	Invoice	02/08/2024	Station Operating Supplies	001-507-522-50-31-00	70.02
	9006926241	Station Operating Supplies	Invoice	02/02/2024	Station Operating Supplies	001-507-522-50-31-00	328.30
	9011036457	Station Operating Supplies	Invoice	02/06/2024	Station Operating Supplies	001-507-522-50-31-00	92.35
	9011036465	Station Operating Supplies	Invoice	02/06/2024	Station Operating Supplies	001-507-522-50-31-00	91.16
	9011119675	Station Operating Supplies	Invoice	02/06/2024	Station Operating Supplies	001-507-522-50-31-00	123.48
	901119667	Station Operating Supplies	Invoice	02/06/2024	Station Operating Supplies	001-507-522-50-31-00	337.42
	9011363133	Station Operating Supplies	Invoice	02/06/2024	Station Operating Supplies	001-507-522-50-31-00	565.96
	9011363141	Station Operating Supplies	Invoice	02/06/2024	Station Operating Supplies	001-507-522-50-31-00	435.40
	9011363158	Station Operating Supplies	Invoice	02/06/2024	Station Operating Supplies	001-507-522-50-31-00	291.09
	9011476901	Station Operating Supplies	Invoice	02/06/2024	Station Operating Supplies	001-507-522-50-31-00	359.83
	9011476919	Station Operating Supplies	Invoice	02/06/2024	Station Operating Supplies	001-507-522-50-31-00	743.06
	9011476927	Station Operating Supplies	Invoice	02/06/2024	Station Operating Supplies	001-507-522-50-31-00	491.34
	9011476935	Station Operating Supplies	Invoice	02/06/2024	Station Operating Supplies	001-507-522-50-31-00	672.92
	9011576122	Station Operating Supplies	Invoice	02/06/2024	Station Operating Supplies	001-507-522-50-31-00	353.03
	9012585536	Station Operating Supplies	Invoice	02/07/2024	Station Operating Supplies	001-507-522-50-31-00	92.18
1660	HARBORVIEW INVESTMENT LTD	24-00474					1,710.00
	03/2024	Paramedic School Housing Rent (#2-10	Invoice	03/01/2024	Paramedic School Housing Rent (#2-10	001-506-522-45-49-37	1,710.00
2260	HEATHMAN HOTEL KIRKLAND	24-00475					5,936.00
	0046962-2	Hotel Rooms,Mtg Rm, F&B Rental (Pt 2	Invoice	02/05/2024	Hotel Rooms,Mtg Rm, F&B Rental (Pt 2	001-506-522-45-43-00	5,936.00
0257	HIGHWAY AUTO SUPPLY	24-00476					433.86
	691056	Shop Parts	Invoice	02/06/2024	Shop Parts	050-511-522-60-34-01	151.68
	691294	Shop Parts	Invoice	02/09/2024	Shop Parts	050-511-522-60-34-01	268.81
	691444	Shop Parts	Invoice	02/13/2024	Shop Parts	050-511-522-60-34-01	13.37
1878	IMS ALLIANCE	24-00477					37.82
	24-0426	Passport Name Tag (x18)	Invoice	02/01/2024	Passport Name Tag (x18)	001-504-522-20-31-01	37.82
0276	IRON MOUNTAIN INC	24-00478					810.10
	202824694	OffSite Server Data Storage Services (N	Invoice	01/31/2024	OffSite Server Data Storage Services (N	001-513-522-10-41-04	810.10
0277	ISOUTSOURCE	24-00479					12,981.42
	CW291133	IT Services	Invoice	01/31/2024	IT Services	001-513-522-10-41-04	994.00
	CW291265	IT Services	Invoice	01/31/2024	IT Services	001-513-522-10-41-04	539.00
	CW291266	IT Services	Invoice	01/31/2024	IT Services	001-513-522-10-41-04	11,448.42
1910	JUDD & BLACK ELECTRIC INC	24-00480					1,061.42
	8803891-1	New Dishwasher (Hauled away old) ST	Invoice	02/09/2024	New Dishwasher (Hauled away old) ST	001-507-522-50-35-00	1,061.42
0313	KENT D. BRUCE CO., LLC	24-00481					1,046.73
	15011	Shop Parts	Invoice	12/19/2023	Shop Parts	050-511-522-60-34-01	1,046.73
0349	L.N. CURTIS & SONS	24-00482					1,287.60
	INV789493	NFPA Structural Firefighter Boots (x2)	Invoice	02/05/2024	NFPA Structural Firefighter Boots (x2)	303-504-594-20-64-04	1,287.60
1954	LAKE STEVENS ATHLETIC CLUB	24-00483					109.00
	65094	Monthly Gym Membership (February 2	Invoice	02/07/2024	Monthly Gym Membership (February 2	001-510-522-20-49-00	109.00

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0343	LIFE-ASSIST INC 1403113	24-00484 Medical Supplies	Invoice	02/02/2024	Medical Supplies	001-509-522-30-31-01	2,127.69 997.00
	1403887	Medical Supplies	Invoice	02/06/2024	Medical Supplies	001-509-522-30-31-01	997.00
	1407593	Medical Supplies	Invoice	02/16/2024	Medical Supplies	001-509-522-30-31-01	133.69
0352	LOWE'S 976492-MLZIEL	24-00485 Moss Solution & Leather Gloves - Logis	Invoice	02/06/2024	Leather Gloves- Logistics	001-507-522-50-35-00	599.55 20.76
	985720-MMHFXO	3 Drawer Tool Box (x2) & White Tape -	Invoice	02/08/2024	3 Drawer Tool Box (x2) - E72	001-504-522-20-35-00	39.45 117.63
	989993-MMTNXZ	Spare Keys (Administration BLDG) (x2)	Invoice	02/12/2024	Spare Keys (Administration BLDG) (x2)	001-507-522-50-35-00	11.23 8.27
	994249-MLNLQR	Shelving Units (Logistics Supply Storage)	Invoice	02/02/2024	Shelving Units (Logistics Supply Storage)	001-507-522-50-35-00	402.21
1764	MARTIN PAIETTA INV10985	24-00486 Airfare Reimb. (2024 Tyler Connect Co	Invoice	02/08/2024	Airfare Reimb. (2024 Tyler Connect Co	001-513-522-10-43-00	1,016.20 1,016.20
0379	MOBILE HEALTH RESOURCES 24138	24-00487 Monthly EMS Patient Experience Surve	Invoice	01/31/2024	Monthly EMS Patient Experience Surve	001-509-522-20-49-02	1,267.50 1,267.50
0387	MUNICIPAL EMERGENCY SERVIC IN1995791	24-00488 Gauntlet Structural Gloves (x5)	Invoice	01/23/2024	Gauntlet Structural Gloves (x5)	303-504-594-20-64-04	3,777.90 699.01
	IN1998185	Bunker Gear (Fire Armor Gloves) (x20)	Invoice	01/26/2024	Bunker Gear (Fire Armor Gloves) (x20)	303-504-594-20-64-04	2,675.54
	IN2001505	SCBA Flow Test (Repair/Maint/Evaluati	Invoice	02/01/2024	SCBA Flow Test (Repair/Maint/Evaluati	001-504-522-20-48-12	209.13
	IN2007484	SEEK Thermal Imaging Repair (Battery)	Invoice	02/14/2024	SEEK Thermal Imaging Repair (Battery)	001-504-522-20-48-02	194.22
1904	NATIONAL TESTING NETWORK, I 14554	24-00489 Background Investigation (Shop x2, Drc	Invoice	02/09/2024	Background Investigation (Shop x2, Drc	050-511-522-60-49-01	1,912.50 1,912.50
0424	NORTHWEST SAFETY CLEAN 24-37376	24-00490 Bunker Gear Cleaning, Repairs & Alterz	Invoice	02/09/2024	Bunker Gear Cleaning, Repairs & Alterz	001-504-522-20-48-11	81.92 81.92
2333	OAC SERVICES, INC. 147987	24-00491 Professional Services CM Labor - ST81/	Invoice	02/14/2024	Professional Services CM M Labor - ST:	300-507-594-50-62-32	17,202.70 7,218.30
	147988	Professional ServiceCM Labor - ST83/3	Invoice	02/14/2024	Professional ServiceCM Labor - ST31	300-507-594-50-62-31	6,732.70 1,670.70
					Professional ServiceCM Labor - ST83	300-507-594-50-62-83	1,581.00
2252	ODP BUSINESS SOLUTIONS, LLC 35284017001	24-00492 Tape,Plastic ClipBrd 2pk, Copy Paper x:	Invoice	02/06/2024	Tape,Plastic ClipBrd 2pk, Copy Paper x:	001-506-522-45-31-02	161.23 104.58
	353434494001	Manila Out Guides 100bx - Admin	Invoice	02/06/2024	Manila Out Guides 100bx - Admin	001-502-522-10-31-00	28.99
	353437043001	KwikSort 3pk, Markers,Post-It, StenoBc	Invoice	02/06/2024	KwikSort 3pk, Markers,Post-It, StenoBc	001-502-522-10-31-00	27.66
2367	PACIFICA LAW GROUP LLP 88506	24-00493 Progress. Design Build Proj. (Contracts'	Invoice	02/08/2024	Progress. Design Build Proj. (Contracts'	001-512-522-10-41-03	1,852.50 1,852.50
0466	PETROCARD, INC. C3886704	24-00494 OnSite Mobile Fueling Service - ST 71,	Invoice	02/01/2024	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00 001-509-522-20-32-00	1,717.11 858.56 858.55

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0483	PUGET SOUND ENERGY ST81-JANFEB24	24-00495 Natural Gas - ST 81	Invoice	02/05/2024	Natural Gas - ST 81	001-507-522-50-47-03	698.98 698.98
0483	PUGET SOUND ENERGY ST82-JANFEB24	24-00496 Natural Gas - ST 82	Invoice	02/05/2024	Natural Gas - ST 82	001-507-522-50-47-03	588.16 588.16
0483	PUGET SOUND ENERGY ADMIN-JAN FEB24	24-00497 Natural Gas - Admin Bldg	Invoice	02/06/2024	Natural Gas - Admin Bldg	001-507-522-50-47-03 300-507-522-50-47-00	1,307.77 666.96 640.81
0484	PURCELL TIRE & SERVICE CENTEF 24265823	24-00498 Shop Parts	Invoice	02/06/2024	Shop Parts	050-511-522-60-34-01	1,666.66 1,666.66
1937	RAIRDON'S OF MONROE 21435	24-00499 Shop Parts	Invoice	02/08/2024	Shop Parts	050-511-522-60-34-01	1,592.56 1,592.56
0499	RICE FERGUS MILLER, INC. 2020053.00-032 2022073.00-012	24-00500 Cap. Facilities Planning (Bid/Constructi Capital Facilities Planning - Shop Add. I	Invoice Invoice	02/09/2024 02/09/2024	Cap. Facilities Planning (Bid/Constructi Capital Facilities Planning - Shop Add. I	300-507-594-50-62-83 300-507-594-50-62-00	25,025.47 13,964.30 11,061.17
0501	RICOH USA, INC. 108024434	24-00501 Copier Machine Lease - ST 74/Logistics	Invoice	02/05/2024	Copier Machine Lease - ST 74/Logistics	001-512-591-22-70-00	50.91 50.91
0517	S & P DESIGN INC 14101	24-00502 Carhartt Storm Defender Jacket Black (Invoice	02/14/2024	Carhartt Storm Defender Jacket Black (001-504-522-20-31-07	154.14 154.14
1755	SAM LANGHELD INV10987	24-00503 Tuition Reimbursement - HIS 1301 & F	Invoice	02/14/2024	Tuition Reimbursement - HIS 1301 & F	001-506-522-45-49-10	1,528.00 1,528.00
2313	SCOTT DOTSON INV10988	24-00504 2024 Admin Uniform Reimbursement	Invoice	02/15/2024	2024 Admin Uniform Reimbursement	001-504-522-20-31-07	60.00 60.00
1921	SEA-WESTERN INC INV29587	24-00505 Medium Vision C5 Mask w/Kevlar Hea	Invoice	02/09/2024	Medium Vision C5 Mask w/Kevlar Hea	303-504-594-20-64-14	5,966.55 5,966.55
0543	SIKORA ASSOCIATES LLC CLT/OHA2024	24-00506 2024 Organizational Health Assesment	Invoice	11/16/2023	2024 Organizational Health Assesment	001-502-522-10-41-01	7,166.67 7,166.67
0546	SISKUN POWER EQUIPMENT 468799	24-00507 Chain Saw (Chains ONLY) (x22) - Acade	Invoice	01/31/2024	Chain Saw (Chains ONLY) (x22) - Acade	001-506-522-45-49-23	247.28 247.28
0550	SMARSH INC INV-150347 INV-151575	24-00508 Electronic Communications Archiving S Professnl Archive Software/Platform A	Invoice Invoice	01/31/2024 02/15/2024	Electronic Communications Archiving S Professnl Archive Software/Platform A	001-513-522-10-41-04 001-513-522-10-49-04	34,447.35 281.28 34,166.07
1550	SNOHOMISH COUNTY PLANNINC I000633169	24-00509 ILA Fire Investigation Services (Case 20	Invoice	12/31/2024	ILA Fire Investigation Services (Case 20	001-505-522-30-41-00	682.50 682.50
0565	SNOHOMISH COUNTY PUD 106188441	24-00510 Electricity - ST 77	Invoice	02/09/2024	Electricity - ST 77	001-507-522-50-47-01	312.94 312.94
1884	SNOHOMISH FURNACE & AIR LLC 10510RENTAL	24-00511 Service Call/Rmvd Old Furnace & Repl	Invoice	02/05/2024	Service Call/Rmvd Old Furnace & Repl	303-507-594-50-64-00	6,873.30 6,873.30

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
1536	SNOHOMISH REGIONAL FIRE & R	24-00512					199.37
	0078922428	DOL Driving Record Request (x4)	Invoice	11/08/2023	DOL Driving Record Request (x4)	001-503-522-10-49-06	60.00
	0080885277	DOL Driving Record Request (x2)	Invoice	01/10/2024	DOL Driving Record Request (x2)	001-503-522-10-49-06	30.00
	091426253	IRS Quarterly 941 Tax Payment (Q4 20	Invoice	01/19/2024	IRS Quarterly 941 Tax Payment (Q4 20	001-504-522-20-10-01	109.37
1536	SNOHOMISH REGIONAL FIRE & R	24-00513					45.00
	EXCISE TAX-QTR220219AMENDEI	Sales & Use Tax - (Amended Return 20	Invoice	02/15/2024	Sales & Use Tax - (Amended Return 20	001-502-522-10-49-06	45.00
1536	SNOHOMISH REGIONAL FIRE & R	24-00514					345.23
	EXCISE TAX-2020AMENDEI	Sales & Use Tax - (Amended Return Jar	Invoice	01/31/2024	Sales & Use Tax - (Amended Return Jar	001-502-522-10-49-06	345.23
1536	SNOHOMISH REGIONAL FIRE & R	24-00515					213.47
	EXCISE TAX-QTR32019AMENDEI	Sales & Use Tax - (Amended Return 20	Invoice	02/15/2024	Sales & Use Tax - (Amended Return 20	001-502-522-10-49-06	213.47
1536	SNOHOMISH REGIONAL FIRE & R	24-00516					73.51
	EXCISE TAX-QTR12019AMENDEI	Sales & Use Tax - (Amended Return 20	Invoice	02/15/2024	Sales & Use Tax - (Amended Return 20	001-502-522-10-49-06	73.51
0572	SPEEDWAY CHEVROLET	24-00517					132.42
	141257	Shop Parts	Invoice	02/13/2024	Shop Parts	050-511-522-60-34-01	99.40
	141304	Shop Parts	Invoice	02/14/2024	Shop Parts	050-511-522-60-34-01	33.02
2057	SPRAGUE PEST SOLUTIONS	24-00518					1,432.03
	5343592	Monthly Pest Control Services - Admin	Invoice	02/16/2024	Monthly Pest Control Services - Admin	001-507-522-50-41-00	109.21
	5343593	Monthly Pest Control Servcs - ST 74/Lc	Invoice	02/14/2024	Monthly Pest Control Servcs - ST 74/Lc	001-507-522-50-41-00	109.11
	5343594	Monthly Pest Control Services - ST 73	Invoice	02/14/2024	Monthly Pest Control Services - ST 73	001-507-522-50-41-00	109.91
	5343595	Monthly Pest Control Services - ST 82	Invoice	02/16/2024	Monthly Pest Control Services - ST 82	001-507-522-50-41-00	109.11
	5343596	Monthly Pest Control Services - ST 83	Invoice	02/16/2024	Monthly Pest Control Services - ST 83	001-507-522-50-41-00	109.11
	5343597	Monthly Pest Control Services - ST 81	Invoice	02/16/2024	Monthly Pest Control Services - ST 81	001-507-522-50-41-00	109.11
	5343598	Monthly Pest Control Services - ST 77	Invoice	02/11/2024	Monthly Pest Control Services - ST 77	001-507-522-50-41-00	109.11
	5343600	Monthly Pest Control Services - ST 71	Invoice	02/11/2024	Monthly Pest Control Services - ST 71	001-507-522-50-41-00	109.11
	5343601	Monthly Pest Control Services - ST 33	Invoice	02/06/2024	Monthly Pest Control Services - ST 33	001-507-522-50-41-00	109.11
	5343602	Monthly Pest Control Services - ST 32	Invoice	02/12/2024	Monthly Pest Control Services - ST 32	001-507-522-50-41-00	109.21
	5359397	Mice Inspection Service Call - ST 33	Invoice	02/06/2024	Mice Inspection Service Call - ST 33	001-507-522-50-41-00	191.28
	5360133	Monthly Pest Control Service (Add-On)	Invoice	02/12/2024	Monthly Pest Control Service (Add-On)	001-507-522-50-41-00	148.65
0580	STATE OF WA DEPARTMENT OF I	24-00519					73.51
	0007503009	Sales & Use Tax - (Amended 2019 Q1)	Invoice	02/15/2024	Sales & Use Tax - (Amended 2019 Q1)	630-512-589-00-00-00	73.51
0580	STATE OF WA DEPARTMENT OF I	24-00520					345.23
	0038285679	Sales & Use Tax - (Amended 2019 Q1)	Invoice	02/15/2024	Sales & Use Tax - (Amended 2019 Q1)	630-512-589-00-00-00	345.23
0580	STATE OF WA DEPARTMENT OF I	24-00521					213.47
	0010390761	Sales & Use Tax - (Amended 2019 Q1)	Invoice	02/15/2024	Sales & Use Tax - (Amended 2019 Q1)	630-512-589-00-00-00	213.47
0580	STATE OF WA DEPARTMENT OF I	24-00522					45.00
	0009277236	Sales & Use Tax - (Amended 2019 Q1)	Invoice	02/15/2024	Sales & Use Tax - (Amended 2019 Q1)	630-512-589-00-00-00	45.00
1634	STRYKER SALES CORPORATION	24-00523					2,262.13
	9205486831	Disp. Sensors (PED) Adhesive 20pk) - S	Invoice	01/29/2024	Disp. Sensors (PED) Adhesive 20pk) - S	001-509-522-30-31-01	956.00
	9205493952	X - Restraint Package (5 pieces)	Invoice	01/30/2024	X - Restraint Package (5 pieces)	001-509-522-20-48-01	1,306.13

Docket of Claims Register

APPKT01539 - 02.22.2024 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0587	SYSTEMS DESIGN WEST, LLC 20240012	24-00524 EMS Transport Billing Monthly Service:	Invoice	02/14/2024	EMS Transport Billing Monthly Service:	001-509-522-20-41-05	12,959.72 12,959.72
1645	TELEFLEX, LLC 9507752532	24-00525 Medical Supplies ('EZ-IO' Needle & Sta	Invoice	11/29/2024	Medical Supplies ('EZ-IO' Needle & Sta	001-509-522-30-31-01	2,010.50 2,010.50
2307	THE RESCUE SOURCE & RESCUE : 133534	24-00526 Gear for new team members (Partial R	Invoice	02/15/2024	Gear for new team members (Partial R	001-514-522-20-35-03	3,308.73 3,308.73
2204	TROY ELMORE INV10980	24-00527 Per Diem Mileage Remibursement (Leg	Invoice	02/08/2024	Per Diem Mileage Remibursement (Le	001-501-522-10-43-01	122.07 122.07
0610	TRUE NORTH EMERGENCY EQUIP A16743	24-00528 Shop Parts	Invoice	01/25/2024	Shop Parts	050-511-522-60-34-01	785.58 180.75
	A16748	Shop Parts	Invoice	01/25/2024	Shop Parts	050-511-522-60-34-01	126.16
	A16782	Shop Parts	Invoice	01/29/2024	Shop Parts	050-511-522-60-34-01	85.01
	A16804	Shop Parts	Invoice	01/31/2024	Shop Parts	050-511-522-60-34-01	118.33
	A16857	Shop Parts	Invoice	02/06/2024	Shop Parts	050-511-522-60-34-01	94.97
	A16886	Shop Parts	Invoice	02/09/2024	Shop Parts	050-511-522-60-34-01	180.36

Docket of Claims Register

APPKT01539 - 02.22.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
0624	US BANK	24-00529					Distribution Amount
	USBANK-JAN24	District Credit Card Charges - January 2	Invoice	01/25/2024	12 Gallon Totes (Storage Snow Tire Ch	001-507-522-50-35-00	36,060.52
					12" Round Mirror Center Pieces 12pk(001-502-522-10-49-07	39.26
					17 Gal Totes (x8) - ST72, Space Heater	001-507-522-50-35-00	77.60
					2024 Tyler Connect Conference Dues -	001-513-522-45-49-00	152.83
					Airport Parking (BC Boot Camp Confer	001-506-522-45-43-00	1,199.00
					Airport Parking (FDSOA Conference '24	050-511-522-60-43-00	132.88
					Airport Prkng (6days) (ODP Conference	001-506-522-45-43-00	148.00
					Airport Prkng (6days) (ODP Conference	001-506-522-45-43-00	222.00
					Airport Prkng (6days) (ODP Conference	001-506-522-45-43-00	222.00
					Airport to Hotel Shuttle (ODP Conferer	001-506-522-45-43-00	49.68
					Alaska Luggage Fees Departing 1 (ODP	001-506-522-45-43-00	30.00
					Alaska Luggage Fees Departing 2 (ODP	001-506-522-45-43-00	40.00
					Amricn Bagg Fees (ClassA Uniform-OD	001-506-522-45-43-00	70.00
					Avis Rental Car (FDSOA Conference) - S	050-511-522-60-43-00	573.19
					Award Certificate Binders (Annual Ban	001-502-522-10-49-07	604.36
					Baggage Fees (BC Boot Camp Conferer	001-506-522-45-43-00	30.00
					Bayside Aeromesh Office Chair (x10) -	001-507-522-50-35-00	1,312.69
					Black Crates for TR 31 Room (x12)	001-507-522-50-35-00	131.15
					Bolts, Screws, Drill Bits (Academy Supp	001-506-522-45-49-23	65.55
					CalendarWiz Profess. Software Monthl	001-513-522-10-49-04	29.00
					Chaplain Lunch Meeting (x5) 1/18/24	001-509-522-20-49-04	91.99
					Co Clothing New Recruits attending SC	001-506-522-45-31-03	858.88
					Coffee/Snacks - Battallion Chief Meetir	001-504-522-20-31-01	42.57
					Comm Advisory Comm. Mtg Planning	001-502-522-10-49-06	144.19
					Costco (Water 48 Cases) North Battalic	001-507-522-50-31-00	480.91
					DEF/Diesel Exhaust Fluid (S2304)	001-513-522-20-48-01	18.59
					Design Patform/Software Annual Subs	001-515-522-30-49-04	299.04
					Detailed Image (Detailing Supp./Cuttin	001-507-522-50-35-00	51.30
					Dewalt FelxVolt 60V MAX Cordless/Br	001-506-522-45-49-23	146.78
					Dewalt FlexVolt 20V/60V Max Lith Batt	001-506-522-45-49-23	131.58
					EVCC ParkingPasses (New EMT Recruit	001-506-522-45-31-03	652.80
					Fastners x13 (Repair Gym Equipment)	001-507-522-50-48-00	6.02
					Fastners x6 (Repair Gym Equipment) -	001-507-522-50-48-00	5.31
					FDIC Inter. Firefighter Convention - S.Ti	001-506-522-45-49-02	649.00
					Fire Hooks/Pro Bar Halligan (Toos BC T	001-504-522-20-35-00	1,547.14
					Firemanship Conference Registration -	001-506-522-45-49-02	3,100.00
					Foam Wrap - ST 82	001-507-522-50-31-00	14.56
					Gatorade 24pk (x2) - ST 82	001-507-522-50-31-00	294.98
					Gold Glitter Tullee Rolls 30ft (Ann. Ban	001-502-522-10-49-07	43.12
					'Good To Go' Pass Auto Monthly Paym	001-509-522-20-49-01	30.00
					Grinding Wheel, Cutting Wheel (Acade	001-506-522-45-49-23	30.01
					HDX Storage 12gl Tote B81 (Replaced)	001-507-522-50-35-00	19.64
					Hotel & Lodging (FDSOA Conference '2	001-506-522-45-43-00	1,115.60

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	USBANK-JAN24	District Credit Card Charges - January 2	Invoice	01/25/2024	Hotel & Lodging (Hilton-ODP Conferen	001-506-522-45-43-00	676.50
					Hotel & Lodging (Hilton-ODP Conferen	001-506-522-45-43-00	676.50
					Hotel & Lodging (Hilton-ODP Conferen	001-506-522-45-43-00	676.50
					Hotel & Lodging (Hilton-ODP Conferen	001-506-522-45-43-00	676.50
					Hotel & Lodging DBLTree (Legislative D	001-506-522-45-43-00	301.94
					Hotel & Lodging DBLTree (Legislative D	001-506-522-45-43-00	172.60
					Hotel & Lodging DBLTree (Legislative D	001-506-522-45-43-00	172.60
					Hotel & Lodging DBLTree (Legislative D	001-506-522-45-43-00	172.60
					Hotel & Lodging DBLTree(Legislative D	001-506-522-45-43-00	172.60
					Hotel & Lodging FDSOA Conference - C	050-511-522-60-43-00	739.33
					Hotel & Lodging FDSOA Conference - J	050-511-522-60-43-00	739.33
					Hotel Lodging Dbl Tree (Legislative Da	001-506-522-45-43-00	172.60
					HRA Jod Advertisement Monthly Dues	001-502-522-10-44-00	299.00
					Hydrant Door Hangers (x500)	001-515-522-30-31-01	172.78
					Igloo 30Qrt Roller Cooler (Replaced) - S	001-507-522-50-35-00	56.81
					Instit. of Fire Engineers Membrshp Rn	001-505-522-30-49-02	187.00
					Kitchen Towels (x3)	001-507-522-50-31-00	45.29
					Kool Changing Printing (Fire Preventio	001-505-522-30-31-00	1,287.70
					Lake Stevens Chmabers Luncheon (x6)	001-502-522-10-49-06	120.00
					Legislative Day Lunch - O'Biren, Lundq	001-506-522-45-43-00	28.87
					Legislative Day Lunch (Leah,O'Brien,Lu	001-506-522-45-43-00	36.35
					Legislative Day Lunch Mtg (x6)	001-506-522-45-43-00	88.71
					LS Best Storage Monthly Unit Rental (x	001-507-522-50-45-00	170.00
					Lumber, Scrws, Bolts (Bnkr Gear Dry Hi	001-507-522-50-35-00	32.91
					Lunch - Lateral Interview Panel (x6)	001-506-522-45-31-03	121.44
					Marking Paint for new Compressor - S	001-507-522-50-48-00	10.92
					Microsoft 'Office 3654 E1' Monthly Lic	001-513-522-10-49-04	15.32
					Monroe Chambers Luncheon (x5)	001-502-522-10-49-06	80.00
					Natnl Fire Codes (NFPA) Annual Sub. &	001-505-522-30-49-02	983.69
					Natnl Fire Codes (NFPA) Annual Sub. &	001-505-522-30-49-02	1,552.50
					Notary Training Seminar (B.Vargas)	001-503-522-45-49-02	135.00
					Notary Training Seminar (M.Jenkins)	001-503-522-45-49-02	135.00
					Patch MyPC Annual Subscription Due	001-513-522-10-49-04	1,639.91
					Pearson Online Education (New Recrui	001-509-522-45-49-02	109.39
					Pearson Online Education (New Recrui	001-509-522-45-49-02	109.39
					Pearson Online Education (New Recrui	001-509-522-45-49-02	109.39
					Pearson Online Education (New Recrui	001-509-522-45-49-02	109.39
					Pearson Online Education (New Recrui	001-509-522-45-49-02	109.39
					Pearson Online Education (New Recrui	001-509-522-45-49-02	109.39
					Pearson Online Education (New Recrui	001-509-522-45-49-02	109.39
					Pearson Online Education (New Recrui	001-509-522-45-49-02	109.39
					Pearson Online Education (New Recrui	001-509-522-45-49-02	109.39
					Pearson Online Education (New Recrui	001-509-522-45-49-02	109.39

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	USBANK-JAN24	District Credit Card Charges - January 2	Invoice	01/25/2024	Pearson Online Education (New Recrui	001-509-522-45-49-02	109.39
					Pearson Online Education (New Recrui	001-509-522-45-49-02	109.39
					Phillips Screws (x10) (Fitness Equip. Re	001-510-522-20-48-00	11.87
					Plywood & Materials (Academy)	001-506-522-45-49-23	218.53
					Portable Space Heaters (Changing Port	001-506-522-45-35-00	109.45
					Pre-Development Legislative Day Topic	001-506-522-45-43-00	632.04
					Residentail Grade Fog Solution (Acade	001-506-522-45-49-23	786.89
					Rotary Club of Monroe Monthly Qtr D	001-502-522-10-49-01	100.00
					Run Review & Medic Mtg Lunch (1/10,	001-509-522-20-49-04	179.51
					Run Review Snacks 1/10/24	001-509-522-20-49-04	55.52
					Snacks (Clifton Strengths Workshop Ac	001-502-522-10-49-06	53.54
					Snacks, Drinks (Clifton Strengths Work	001-502-522-10-49-06	16.05
					Snohomish Reg. Fire & Rescue Busines	001-502-522-10-31-00	98.42
					Space Heater LT. Bedroom - ST81	001-507-522-50-35-00	98.36
					Starbucks (Coffee - Lat. Medic Intervie	001-509-522-20-49-04	36.04
					Stormwind, LLC (Skills Assessment SK-	001-513-522-45-49-00	80.00
					Television (TV) - ST81	001-507-522-50-35-00	485.54
					Toner MPC 300 (Return Dec 2024)	001-502-522-10-31-00	-207.85
					Tuition (ORG575) Critical Think - Proce	001-506-522-45-49-10	38.48
					Tuition Fees (ORG575) Critical Think Cc	001-506-522-45-49-10	1,350.00
					UPS - Shipped Documents Main Vue H	001-502-522-10-42-00	12.67
					WA DOL License & Regist. (B2301)	001-502-522-10-49-06	120.00
					WA DOL License & Regist. (E-2301,230	001-502-522-10-49-06	252.38
					WABO Annual Membership Renewal 2	001-505-522-30-49-02	215.00
					WAPRO Annual 2024 Membership - M	001-503-522-10-49-01	25.00
					Washer Dispenser Drawer Handle (Ref	001-507-522-50-48-00	59.25
					Water Delivery & Dispenser Rental (Sh	050-511-522-60-31-04	52.23
					Weber Gas Grill - ST 81	001-507-522-50-35-00	601.14
					West Coast Leadership Conference Ref	001-506-522-45-49-02	507.14
					Wireless Keyboard & Mouse Combo (F	001-505-522-30-35-00	59.07
					WSFM Annual Membership Renewal 2	001-505-522-30-49-02	990.00
					Zoom Standard Pro Software Monthly	001-515-522-30-49-04	69.97
					Zoom Standard Pro Software Monthly	001-515-522-30-49-04	189.60
0631	VERATHON MEDICAL	24-00530					1,653.41
	80833509	Medical Supplies	Invoice	02/08/2024	Medical Supplies	001-509-522-30-31-01	127.24
	80837862	Medical Supplies	Invoice	02/15/2024	Medical Supplies	001-509-522-30-31-01	511.53
	80838214	Medical Supplies	Invoice	02/15/2024	Medical Supplies	001-509-522-30-31-01	533.72
	80838644	Medical Supplies	Invoice	02/16/2024	Medical Supplies	001-509-522-30-31-01	480.92
0579	WASHINGTON STATE AUDITOR'S	24-00531					556.40
	L159350	Financial Audit (#56878) 2022	Invoice	02/09/2024	Financial Audit (#56878) 2022	001-512-522-10-41-12	556.40
0651	WAVE	24-00532					7,499.81
	132631801-0010630	Fiber Optic Connection - County (Rock	Invoice	02/01/2024	Fiber Optic Connection & Cable/TV Ser	001-513-522-50-42-01	7,499.81

Docket of Claims Register

APPKT01539 - 02.22.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
0651	WAVE	24-00533					900.80
	129266301-0010630	Fiber Optic Connection - ST 72	Invoice	02/01/2024	Fiber Optic Connection - ST 72	001-513-522-50-42-01	900.80
0665	WHELEN ENGINEERING COMPAN	24-00534					136.33
	434925	Shop Parts	Invoice	01/30/2024	Shop Parts	050-511-522-60-34-01	136.33
2011	ZIPLY FIBER	24-00535					192.21
	ADMIN-JANFEB24	Fire Alarm Phone Lines/Connection - A	Invoice	02/12/2024	Fire Alarm Phone Lines/Connection - A	001-513-522-50-42-01	192.21
Total Claims: 97						Total Payment Amount:	314,679.96

Snohomish Regional Fire and Rescue

Claims Voucher Summary

02/20/2024

Page 1 of 4

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
24-00439	AJ'S LANDCARE, INC		10,528.21
24-00440	ALDERWOOD AUTO GLASS		92.99
24-00441	AMAZON CAPITAL SERVICES, INC		6,354.08
24-00442	ANA TOWER		160.00
24-00443	ARAMARK UNIFORM SERVICES		166.96
24-00444	B&H FIRE AND SECURITY		258.96
24-00445	BICKFORD MOTORS INC.		1,245.46
24-00446	BOUND TREE MEDICAL, LLC		29,928.13
24-00447	BRETT FETCHO		1,442.23
24-00448	CANON FINANCIAL SERVICES INC		1,248.85
24-00449	CASCADE FIRE EQUIPMENT COMPANY		957.47
24-00450	CDW GOVERNMENT LLC		1,304.04
24-00451	CENTRAL WELDING SUPPLY		1,325.36
24-00452	CHMELIK SITKIN & DAVIS P.S.		1,716.00
24-00453	CITY OF MONROE		457.02
24-00454	CITY OF MONROE		820.83
24-00455	CITY OF MONROE		159.22
24-00456	CITY OF MONROE		37.28
24-00457	CLEARFLY COMMUNICATIONS		759.65
24-00458	COMCAST		104.81
24-00459	COMCAST		738.42
24-00460	COMCAST		314.66
24-00461	COMCAST		309.98
24-00462	CPS HR CONSULTING		544.50
24-00463	CRESSY DOOR COMPANY, INC		3,170.65
24-00464	DENISE MATTERN		38.28
24-00465	DIRECTV, LLC		127.83
24-00466	ELECTRONIC BUSINESS MACHINES		14.93
24-00467	FASTFIELDFORMS		2,254.08
24-00468	FERNO-WASHINGTON INC.		2,642.84
24-00469	FIRE SERVICE REPAIR LLC		9,955.40
		Page Total	79,179.12
		Cumulative Total	79,179.12

Snohomish Regional Fire and Rescue

Claims Voucher Summary

02/20/2024

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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
24-00470	GALLS, LLC		3,760.05
24-00471	GENERAL FIRE APPARATUS		703.60
24-00472	GOVERNMENTJOBS.COM, INC.		8,923.21
24-00473	GRAINGER		5,047.54
24-00474	HARBORVIEW INVESTMENT LTD		1,710.00
24-00475	HEATHMAN HOTEL KIRKLAND		5,936.00
24-00476	HIGHWAY AUTO SUPPLY		433.86
24-00477	IMS ALLIANCE		37.82
24-00478	IRON MOUNTAIN INC		810.10
24-00479	ISOUTSOURCE		12,981.42
24-00480	JUDD & BLACK ELECTRIC INC		1,061.42
24-00481	KENT D. BRUCE CO., LLC		1,046.73
24-00482	L.N. CURTIS & SONS		1,287.60
24-00483	LAKE STEVENS ATHLETIC CLUB		109.00
24-00484	LIFE-ASSIST INC		2,127.69
24-00485	LOWE'S		599.55
24-00486	MARTIN PAIETTA		1,016.20
24-00487	MOBILE HEALTH RESOURCES		1,267.50
24-00488	MUNICIPAL EMERGENCY SERVICES, INC.		3,777.90
24-00489	NATIONAL TESTING NETWORK, INC.		1,912.50
24-00490	NORTHWEST SAFETY CLEAN		81.92
24-00491	OAC SERVICES, INC.		17,202.70
24-00492	ODP BUSINESS SOLUTIONS, LLC		161.23
24-00493	PACIFICA LAW GROUP LLP		1,852.50
24-00494	PETROCARD, INC.		1,717.11
24-00495	PUGET SOUND ENERGY		698.98
24-00496	PUGET SOUND ENERGY		588.16
24-00497	PUGET SOUND ENERGY		1,307.77
24-00498	PURCELL TIRE & SERVICE CENTER		1,666.66
24-00499	RAIRDON'S OF MONROE		1,592.56
24-00500	RICE FERGUS MILLER, INC.		25,025.47

Page Total

106,444.75

Cumulative Total

185,623.87

Snohomish Regional Fire and Rescue

Claims Voucher Summary

02/20/2024

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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
24-00501	RICOH USA, INC.		50.91
24-00502	S & P DESIGN INC		154.14
24-00503	SAM LANGHELD		1,528.00
24-00504	SCOTT DOTSON		60.00
24-00505	SEA-WESTERN INC		5,966.55
24-00506	SIKORA ASSOCIATES LLC		7,166.67
24-00507	SISKUN POWER EQUIPMENT		247.28
24-00508	SMARSH INC		34,447.35
24-00509	SNOHOMISH COUNTY PLANNING AND DEVELOPMENT SERVI		682.50
24-00510	SNOHOMISH COUNTY PUD		312.94
24-00511	SNOHOMISH FURNACE & AIR LLC		6,873.30
24-00512	SNOHOMISH REGIONAL FIRE & RESCUE		199.37
24-00513	SNOHOMISH REGIONAL FIRE & RESCUE		45.00
24-00514	SNOHOMISH REGIONAL FIRE & RESCUE		345.23
24-00515	SNOHOMISH REGIONAL FIRE & RESCUE		213.47
24-00516	SNOHOMISH REGIONAL FIRE & RESCUE		73.51
24-00517	SPEEDWAY CHEVROLET		132.42
24-00518	SPRAGUE PEST SOLUTIONS		1,432.03
24-00519	STATE OF WA DEPARTMENT OF REVENUE		73.51
24-00520	STATE OF WA DEPARTMENT OF REVENUE		345.23
24-00521	STATE OF WA DEPARTMENT OF REVENUE		213.47
24-00522	STATE OF WA DEPARTMENT OF REVENUE		45.00
24-00523	STRYKER SALES CORPORATION		2,262.13
24-00524	SYSTEMS DESIGN WEST, LLC		12,959.72
24-00525	TELEFLEX, LLC		2,010.50
24-00526	THE RESCUE SOURCE & RESCUE 3 INTERNATIONAL		3,308.73
24-00527	TROY ELMORE		122.07
24-00528	TRUE NORTH EMERGENCY EQUIPMENT INC		785.58
24-00529	US BANK		36,060.52
24-00530	VERATHON MEDICAL		1,653.41
24-00531	WASHINGTON STATE AUDITOR'S OFFICE		556.40

Page Total 120,326.94

Cumulative Total 305,950.81

Snohomish Regional Fire and Rescue
Claims Voucher Summary

02/20/2024

Page 4 of 4

Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
24-00532	WAVE		7,499.81
24-00533	WAVE		900.80
24-00534	WHELEN ENGINEERING COMPANY		136.33
24-00535	ZIPLY FIBER		192.21

Page Total 8,729.15

Cumulative Total 314,679.96



Payroll Summary and Authorization Form for the:

2/15/2024 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: \$886,920.41

Paper Checks: \$2,198.30

Taxes: \$258,337.34

Allowed in the sum of: \$1,147,456.05

Reviewed by: Brandon Vargas
District Administrative Coordinator

Prepared by: Erick Ramirez
Payroll Specialist

Approved by Commissioners: _____



SNOHOMISH REGIONAL FIRE & RESCUE

BOARD OF FIRE COMMISSIONERS MEETING 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

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

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Chief O'Brien commented that the Annual Banquet was a great success, and he thanked the Banquet Committee for putting together a great night. He thanked the Awards Committee for putting together a new awards system to recognize our people, and he thanked Jerem Rhoades for crafting a beautiful coin.

From January 30 through February 1, Senior staff participated in a workshop planning for 2024 and beyond. This included a visit with Puget Sound Regional Fire Authority for the day, which provided a great opportunity to learn from their experiences as a growing fire district.

In the paramedic realm, we have two people who have accepted conditional offers for lateral paramedics. Human Resources Director Pamela Holtgeerts commented that we finished the list for paramedic school. We have two candidates eligible for paramedic school.

Chief O'Brien thanked the staff and responders for accomplishing the mission.

COMMISSIONER REPORTS

Policy Committee - Commissioner Schaub commented that we are making progress on policies. We are about 25% of the way through this process.

COMMITTEE MEETING MINUTES

Capital Facilities Committee - January 23, 2024

Policy Committee - January 11, 2024



SNOHOMISH REGIONAL FIRE & RESCUE

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

Motion to approve the Consent Agenda as submitted.

Motion by Vice Chairman Fay and 2nd by Commissioner Schaub.

On Vote, Motion carried 7/0.

OLD BUSINESS

Discussion

Darkhorse

Chief O'Brien commented that the Darkhorse contract was presented at the last Commissioner Meeting, and we are excited about it. We learned they have an additional beta module that takes a deeper dive into the demographics; and we have an opportunity to participate in the beta version for free. We will need to determine how that works with the current contract.

Assistant Chief Messer commented that Darkhorse is broken down into different sections. The HQ is the dashboard, the historical is data analytics, the predictive analytics, and then the beta module is very specific to community assessment. The beta module is not yet available to the public and we are excited about the opportunity. Commissioner Schaub asked about the price range if we decide to move forward with the new module, and Assistant Chief Messer commented that we would be offered the module at a discounted rate if we choose to go with it.

Action

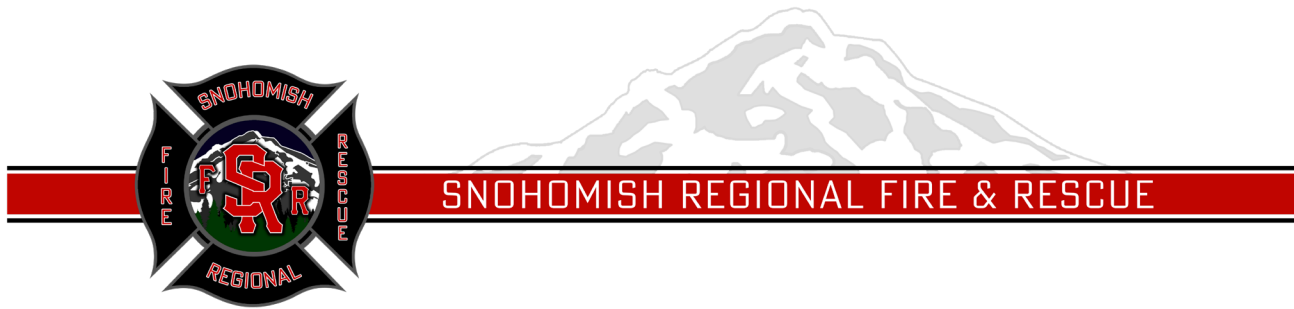
Policy Updates

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

Motion to approve Policies 203, 210, 600 and 703 as submitted.

Motion by Commissioner Steinruck and 2nd by Commissioner Edwards.

On Vote, Motion carried 7/0.



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

Commissioner Waugh asked about Policy 1029 Badges. Most of the staff and Commissioners don't wear badges or patches, but we do have an insignia. He suggested for consideration that this might be included in the introductory paragraph. There was no further discussion on policies.

Deputy Chief of Training and Safety

Chief O'Brien commented that we have a void in our Training Division; and we have decided it's best to place a Deputy Chief of Training and Safety back into the Training Division.

Assistant Chief Lundquist thanked Deputy Chief Titland and Captain Fetcho for their hard work. In review 2023 was so efficient and it looks like there were no cracks, but it's not sustainable to continue without missing opportunities. We need to reinstitute a position to be the head of the Training Division and let Deputy Chief Titland focus on Operations. The Deputy Chief of Training and Safety will have the capacity to vision cast what things will look like six months to a year down the road for this division.

Commissioner Elmore commented that Deputy Chief Titland and Captain Fetcho have been doing a great job.

Action

N/A

GOOD OF THE ORDER

Commissioner Elmore commented that the Awards Banquet was well done, professional, and very enjoyable.

Vice Chairman Fay really enjoyed the banquet and commented that it was good to see everyone get together.



Commissioner Steinruck commented that the recognition of everyone at the banquet was really great, and it was appreciated.

Commissioner Schaub commented that he had the opportunity to Zoom with Dr. Pat Sikora, and it was a good, healthy conversation.

Commissioner Edwards commented that the Awards Banquet was excellent.

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

Chairman Elmore called for an Executive Session to begin at 1750 hours for 20 minutes with no decision to follow. Chairman Elmore extended the executive session for an additional 15 minutes, until 1825 hours. Chairman Elmore resumed the regular Board of Commissioners meeting at 1825 hours.

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1826 hours.

Snohomish Regional Fire & Rescue

Commissioner Rick Edwards

Chairman Troy Elmore

Vice Chairman Randy Fay

Commissioner Paul Gagnon



SNOHOMISH REGIONAL FIRE & RESCUE

Commissioner Jeff Schaub

Commissioner Jim Steinruck

Commissioner Roy Waugh



OLD BUSINESS

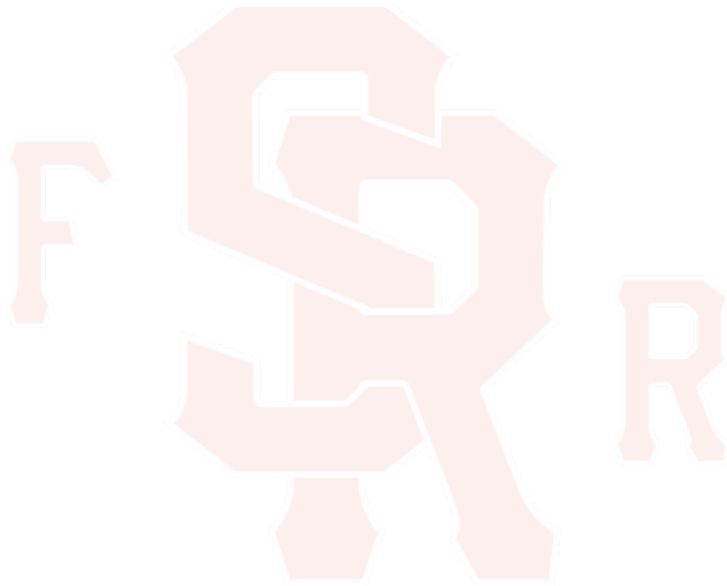
DISCUSSION





OLD BUSINESS

ACTION





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

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

Initiative Name: Darkhorse Analytics	
Executive member responsible for guiding the initiative: DC McConnell	
Type of Action:	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution
Initiative Description: <ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 	<p>Through analysis of available platforms, it was determined that the offerings of Darkhorse Emergency best match the current needs of SRFR. The capabilities of this system allow for an enhanced assessment of current response performance and greater accuracy in future needs projections. This platform employs the use of emerging technologies which are combined with local, state, and federal quantitative data to provide future service demand projections. While the agency currently employs other software to assist in these efforts, the implementation of Darkhorse Emergency would provide real-time geospatial and predictive capabilities to assess community risk and response.</p> <p>To fully capture the benefits of Darkhorse Emergency, staff does recommend assigning a support position to the daily support, maintenance, and data retrieval. In addition, this position would work in similar programs used by the District such as First Watch, First Due, and Craig 1300.</p> <p>This RAB would seek authorization to execute a 5-year term contract with Darkhorse Emergency.</p>
Financial Impact:	Expense: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ 50,000 Initial amount: \$ 50,000 Long-term annual amount(s): \$ 30,000 Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ 55,000 Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended:
Risk Assessment:	Risk if approved: <i>Increased cost and staff time.</i>

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

CONSULTING SERVICES

DATA ANALYTICS AND PREDICTIVE MODELING TOOL

THIS CONSULTING SERVICES AGREEMENT ("Agreement") is entered into effective as of Jan 29, 2024 (the "**Effective Date**")

BETWEEN:

Darkhorse Emergency Corp., a corporation formed under the laws of Alberta, with an address at 10139 81 Avenue NW, Edmonton, AB T6E 1W9 ("**Darkhorse**")

and

Snohomish Regional Fire & Rescue, with an address of 163 Village Court, Monroe, WA 98272 ("**the Customer**")

WHEREAS:

- A. Darkhorse provides consulting and Implementation Services, Subscription Services, and Advisory Services related to data analytics and a predictive modeling solution for emergency services providers, as defined herein;
- B. The Customer is an emergency service provider that wishes to acquire Implementation Services, Subscription Services, and Advisory Services in accordance with this Agreement; and
- C. Darkhorse and the Customer are forming this Agreement to establish the terms and conditions upon which the Darkhorse will provide the Implementation Services, Subscription Services, and Advisory Services to the Customer.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

1.0 DEFINITIONS

1.1 **Definitions.** The following terms as used in this Agreement, including the recitals, shall have the meanings indicated below, unless otherwise indicated or the context otherwise requires:

- (a) "**Business Day**" means a day Monday through Friday that the chartered banks are open for business in the Province of Alberta.
- (b) "**Business Hours**" 9 a.m. to 5 p.m. MST during Business Days.
- (c) "**Confidential Information**" means any information about a party, including but not limited to information about its business, products, services, suppliers, customers, or pricing that is provided or otherwise obtained pursuant to this Agreement, except that Confidential Information does not include information

that: (i) was in the prior possession of the receiving party; (ii) was received by the receiving party from a third party without obligations of confidentiality; (iii) is in the public domain; or (iv) is developed independently by a party without use of or reference to the information of the other party.

- (d) **“Customer Data”** means information provided by Customer to assist in the development of Deliverables or input in accessing and using the Subscription Services, including but not limited to information requested by Darkhorse related to call data, spatial data, operational data and municipal development plans.
- (e) **“Customer Environment”** means electricity, internet connectivity, compatible mobile communications devices, and compatible computer hardware, software, and operating systems, as further described in Schedule “B”.
- (f) **“Darkhorse Reports”** means any reports or other output generated from the Customer accessing and using the Subscription Services.
- (g) **“Deliverable”** means a deliverable to be provided as set out in a SOW.
- (h) **“Derivative Work”** means a work that is based upon one or more pre-existing works, such as a revision, modification, translation (including compilation or recapitulation by computer), abridgement, condensation, expansion, or any other form in which such a pre-existing work may be recast, transformed, or adapted, and that, if prepared without authorization by the owner of the pre-existing work, would constitute a copyright infringement.
- (i) **“Documentation”** means all documentation with respect to the Subscription Services found at <https://darkhorseemergency.com/>
- (j) **“Event of Force Majeure”** has the meaning set out in Section 12.4.
- (k) **“Implementation Services”** means the services to be provided by Darkhorse related to the customization and implementation of Darkhorse’s Proprietary Software and Subscription Services, including the provision of any Deliverables under a SOW. Implementation Services shall not include any data conversion or migration unless expressly provided in a SOW.
- (l) **“Initial Term”** has the meaning set out in Section 7.
- (m) **“Intellectual Property Rights”** means: (i) rights associated with works of authorship throughout the world, including but not limited to copyrights, neighbouring rights, moral rights, and mask works, and all Derivative Works thereof; (ii) trade design and industrial design rights; (iii) integrated circuit topography rights; (iv) trade-mark and trade name rights and similar rights; (v) trade secret rights and rights in confidential information; (vi) patents, designs, algorithms and other industrial property rights, (vii) all other intellectual and industrial property rights (of every kind and nature throughout the world and however designated) whether arising by operation of law, contract, license, or otherwise; and (viii) all registrations, initial applications, renewals, extensions, continuations, divisions or reissues thereof now or hereafter in force (including any rights in any of the foregoing).

- (n) **“Issue”** means any failure of the Subscription Services to substantially comply with the Documentation when operated in accordance with this Agreement and the Documentation, with the applicable tier and priority level for resolution of such Issue as set out in Schedule “C”.
- (o) **“Qualified Personnel”** mean Customer employees who have successfully completed Darkhorse’s training program for the Software and Subscription Services.
- (p) **“Renewal Term”** has the meaning set out in Section 7.
- (q) **“Service Level Agreement”** means Schedule “C”.
- (r) **“Services”** means Implementation Services and Subscription Services.
- (s) **“Software”** means the proprietary software application provided by Darkhorse to be installed on a computer or mobile communications device that will permit access to Subscription Services.
- (t) **“SOW”** means a statement of work agreed to in writing by the parties setting out the Implementation Services to be provided pursuant to this Agreement, and attached as Schedule “A” to this Agreement.
- (u) **“Subscription Services”** means the services listed in Schedule B and any Deliverables to be provided under a SOW, which may be accessed by Qualified Personnel on a computer or mobile communications device.
- (v) **“Term”** means the Initial Term, and any Renewal Terms, if applicable.

2.0 LICENSE

2.1 **License to Customer.** Darkhorse hereby grants to the Customer a personal, nontransferable, royalty-free, fully paid up license (without rights of sublicense) during the Term to install and use the proprietary software solely on devices owned or controlled by the Customer or its Qualified Personnel, and solely for the purpose of accessing and using the Subscription Services. The license allows the Customer an unlimited number of EPS users access to the platform. Darkhorse hereby grants to the Customer a personal, nontransferable, royalty-free, fully paid up license (without rights of sublicense) during the Term to reproduce and use any Darkhorse Reports.

2.2 **Licenses to Darkhorse.** Customer hereby grants to the Darkhorse a personal, nontransferable, royalty-free, fully paid up license (with rights to sublicense to its contractors and suppliers) during the Term to use, reproduce and create Derivative Works of Customer Data solely to provide Services and Darkhorse Reports to Customer in accordance with this Agreement. No derivative works will be shared outside of the Customer’s organization without written consent from the Customer.

2.3 **Restrictions.** Customer is not licensed or permitted under this Agreement to do any of the following and shall not allow any Qualified Personnel or others for whom Customer is responsible to do any of the following: (i) access or attempt to access any other Darkhorse systems, programs or data that are not made available for public use; (ii) rent, sell, lease, lend,

redistribute or sublicense the Software or Darkhorse Reports or permit any third party to benefit from the use or functionality of the Software, Services or Darkhorse Reports via a rental, lease, timesharing, service bureau, or other arrangement without the express permission of Darkhorse Emergency Corp.; (iii) use the Software on any compatible device that Customer or Qualified Personnel do not own or control; (iv) copy, modify, or create Derivative Works of the Software, Services or Darkhorse Reports; (v) work around any technical limitations in the Software, Services or Darkhorse Reports, or use any tool to enable features or functionalities that are otherwise disabled in the Software, or decompile, disassemble, or otherwise reverse engineer the Software except as otherwise permitted by applicable law or by licenses with respect to open source software included with the Software; (vi) perform or attempt to perform any actions that would interfere with the proper working of the Software or Services, prevent access to or the use of the Software or Services by Darkhorse or other licensees or customers, or impose an unreasonable or disproportionately large load on Darkhorse's infrastructure; or (vii) otherwise use the Software, services or Darkhorse Reports except as expressly allowed under this Agreement.

3.0 IMPLEMENTATION SERVICES

3.1 **Implementation Services.** Subject to Customer fulfilling its obligations under the Agreement and the applicable SOW or SOWs, Darkhorse shall use commercially reasonable efforts to provide the Implementation Services in accordance with the applicable SOW or SOWs.

3.2 **Acceptance.** Any provision of Deliverables shall be subject to any acceptance procedures and criteria that may be set out in the applicable SOW.

3.3 **Project Manager.** Each party shall appoint the representative indicated in the applicable SOW to act as a Project Manager, which may be changed from time to time by providing written notice, who shall act as a single point of contact and be responsible for giving all instructions and notices permitted or required under this Agreement with respect to Implementation Services.

3.4 **Training.** Darkhorse shall provide training in the use of the Software and Subscription Services as set out in Schedule "A", or as otherwise agreed in writing by the parties.

4.0 SUBSCRIPTION SERVICES

4.1 **Subscription Services.** Subject to Customer's compliance with Section 4.2, Darkhorse will use commercially reasonable efforts to provide Customer's Qualified Personnel with access to the Subscription Services in accordance with the Service Level Agreement. Except for the Customer Environment, Darkhorse shall be responsible for providing sufficient infrastructure, equipment, technical support labour to provide the Subscription Services.

4.2 **Customer Obligations.** During the Term, Customer shall be responsible for maintaining the Customer Environment at Customer's sole expense. To add clarity, this includes the access interface to the Darkhorse platform, all EPS databases and the data APIs that interface with the Darkhorse platform.

5.0 PAYMENTS

5.1 **Implementation Services.** Customer shall pay for Implementation and Advisory Services and training in accordance with the Schedules "A", "B" and "D".

5.2 **Subscription Services.** Customer shall pay for Subscription Services in advance on an annual basis as set out in Schedule “D”.

5.3 **Taxes.** Pricing for Services is exclusive of GST, PST or HST, or other similar use or sales taxes, which shall be payable by Customer as applicable.

5.4 **Interest.** Interest will be payable on any overdue amounts under this Agreement at the lesser of 12 percent (12%) per annum or the highest amount permitted by law.

6.0 REPRESENTATIONS AND WARRANTIES

6.1 **Capacity.** Each party represents and warrants to the other that it has the full power and authority to enter into this Agreement and to carry out its obligations under this Agreement.

6.2 **Residency.** Darkhorse represents and warrants that as of the Effective Date it is not a non-resident for the purposes of the Income Tax Act (Canada).

6.3 **Implementation Services.** Darkhorse represents and warrants that it will provide Implementation Services in accordance with general industry standards. Customer's sole remedy and Darkhorse's sole obligation for a breach of this representation and warranty is to use commercially reasonable efforts to re-perform such Implementation Services in accordance with the representation and warranty.

6.4 **Subscription Services.** Darkhorse warrants that the Subscription Services will substantially comply with the Documentation when operated or used in accordance with this Agreement and the Documentation. Where an Issue arises with Subscription Services when operated or used in accordance with this Agreement, the Customer's sole remedy and Darkhorse's sole obligation is to provide support to resolve such Issue in accordance with the Service Level Agreement.

6.5 **Customer Data.** Customer represents and warrants that all Customer Data shall be complete, accurate and free of errors and omissions, and that Customer has all rights necessary to grant the licenses to the Customer Data set out in this Agreement.

6.6 **Disclaimer.** EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, THE SOFTWARE, SERVICES AND DARKHORSE REPORTS ARE PROVIDED “AS-IS”, AND DARKHORSE DISCLAIMS ALL OTHER WARRANTIES AND REPRESENTATIONS, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT. DARKHORSE SHALL HAVE NO LIABILITY FOR ANY USE OF OR INABILITY TO USE THE SOFTWARE, SERVICES, OR DARKHORSE REPORTS FOR ANY ERROR, INACCURACY OR OMISSION IN THE SOFTWARE, SERVICES OR DARKHORSE REPORTS CAUSED BY ANY INCOMPLETENESS OR INACCURACY OF CUSTOMER DATA, OR ANY UNAVAILABILITY, INTERRUPTION OR DEGRADATION OF INTERNET SERVICE.

7.0 TERM AND TERMINATION

7.1 **Term.** This Agreement shall commence on the Effective Date and run for an initial term of five years (“**Initial Term**”) and shall automatically renew for successive terms of five years (each a “**Renewal Term**”), unless either party provides at least thirty (30) days’ notice prior to the end of the Initial term of Renewal Term, as applicable.

7.2 **Termination.** This Agreement may be terminated by a party upon written notice where it has previously provided written notice of a material breach or default of any of the provisions of this Agreement by the other party, and such breach or default remains uncured for a period of thirty (30) days after the receipt of written notice describing such breach, except that with respect to a breach of Section, parties shall have only the remedies set out therein. Alternatively, this agreement may be terminated by either party upon 90 days' written notice if unhappy with services being provided.

7.3 **Effect of Termination.** Immediately after the effective date of expiration or termination of this Agreement, Customer shall discontinue all use of the Software and Services. Within ten (10) days of expiration or termination of this Agreement, each party shall return to the other party all Confidential Information of the other party (including in the case of Darkhorse, the return of the Customer Data), except that the obligation to return information shall not include that which must be retained for legal or archival purposes, or which is retained on a party's network. Customer shall pay all amounts due or accruing due as of the effective date of expiration or termination of this Agreement.

8.0 CONFIDENTIALITY

8.1 **Confidential Information.** Each party agrees to maintain the confidentiality of the Confidential Information of the other party and shall not disclose the Confidential Information of the other party without its prior written consent or as required by law. Each party agrees not to use the Confidential Information of the other party except to fulfill obligations or exercise rights under this Agreement, or to enforce this Agreement. A party shall be entitled to disclose the Confidential Information of the other party where required by applicable law, or the order of a court or government agency without authority to do so, except that where permitted by applicable law, the party obligated to disclose such Confidential Information shall provide prior written notice of such disclosure to the party whose Confidential Information is being disclosed.

9.0 OWNERSHIP

9.1 **Proprietary Software and Services.** Except for the limited licenses granted in this Agreement, Darkhorse shall own all right, title and interest in and to the Software and the Services, including but not limited to all Intellectual Property Rights therein or thereto. To the extent Customer acquires any right, title and interest in and to the Software and the Services, including but not limited to all Intellectual Property Rights therein or thereto, except as provided above, Customer hereby assigns and agrees to assign the same to Darkhorse.

9.2 **Customer Data.** Except for the limited licenses granted in this Agreement, Customer shall own all right, title and interest in and to the Customer Data, including but not limited to all Intellectual Property Rights therein or thereto. To the extent Darkhorse acquires any right, title and interest in and to the Customer Data, including but not limited to all Intellectual Property Rights therein or thereto, except as provided above, Darkhorse hereby assigns and agrees to assign the same to Customer.

9.3 **Inventions and Improvements.** Any and all inventions and improvements which the Customer may conceive, suggest or make while receiving access to the Software or the Services, shall be the sole and exclusive property of Darkhorse. Customer hereby assigns and agrees to assign to Darkhorse all right, title and interest in and to the inventions and improvements, including but not limited all Intellectual Property Rights therein or thereto.

9.4 **Further Assurances.** The Customer shall, whenever requested by Darkhorse, execute any and all applications, assignments and other instruments which Darkhorse shall deem necessary in order to apply for and obtain letters of patent or copyrights of Canada or foreign countries for the Software, Services, inventions or improvements, and in order to assign and convey to Darkhorse the sole and exclusive right, title and interest in and to the Software, Services, inventions or improvements, including but not limited to all Intellectual Property Rights therein or thereto.

10.0 INDEMNITY

10.1 **Indemnification.** Subject to Section 10.2, Darkhorse shall defend, indemnify and hold harmless Customer from any and all claims, actions, suits, damages and expenses alleging that the Software or Services, as provided by Darkhorse, infringe or misappropriate the Intellectual Property Rights of a third party.

10.2 **Notice and Cooperation.** Darkhorse's obligations of indemnity are subject to: (i) Customer promptly notifying Darkhorse in writing for any claim of for indemnification pursuant to Section 10.1 (provided that Customer's failure to provide such notice shall relieve Darkhorse of its indemnification obligations only to the extent that such failure prejudices the Darkhorse's ability to defend the claim); (ii) providing Dark Horse will have sole control of the claim, its defense and all negotiations for its settlement or compromise; and (iii) providing information and assistance reasonably necessary to permit the Darkhorse to defend the claim.

10.3 **Exceptions.** Darkhorse shall not be liable under Section 10.1 to the extent any claims results from Customer Data, modifications to the Software or Services other than by or for Darkhorse or use of the Software or Services in a manner not authorized by the Agreement.

11.0 LIMITATIONS OF LIABILITY

11.1 EXCEPT FOR OBLIGATIONS UNDER SECTION 10, OR A BREACH OF SECTIONS 2, 6.5 OR 8-10 OR AMOUNTS PAYABLE UNDER THE AGREEMENT, NEITHER PARTY SHALL BE LIABLE FOR: (i) ANY FORM OF INCIDENTAL, INDIRECT, CONSEQUENTIAL OR PUNITIVE DAMAGES OF ANY KIND, LOST PROFITS OR OTHER ECONOMIC LOSSES, FROM ALL CAUSES OF ACTION OF ANY KIND, INCLUDING TORT (INCLUDING NEGLIGENCE), CONTRACT AND BREACH OF WARRANTY, EVEN IF THE OTHER PARTY HAS BEEN INFORMED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES; OR (ii) DAMAGES IN EXCESS OF AMOUNTS PAID OR PAYABLE BY CUSTOMER TO DARKHOUSE IN THE THREE (3) MONTHS IMMEDIATELY PRIOR TO THE DATE SUCH DAMAGES AROSE, OR THE AMOUNT OF APPLICABLE LIABILITY INSURANCE PROCEEDS, WHICHEVER IS GREATER.

12.0 GENERAL

12.1 **Notices.** Notices and other communications sent by a party must be in writing and shall be deemed properly given if they are sent by email or prepaid courier to the other party at the respective physical address or email address set forth below:

Darkhorse Emergency Corp.
200 – 10049 81 Avenue NW
Edmonton, AB T6E 1W7
Canada

Snohomish Regional Fire & Rescue
163 Village Court,
Monroe,
WA 98272

Attention: **Craig Hiltz, Vice President**
Email: craig.hiltz@darkhorseemergency.com

Attention: **Kevin O'Brien, Chief**
Email: Kevin.Obrienr@srfr.org

or at such other addresses or email addresses as the party may advise in writing. Such notices and other communications shall be deemed to be received at the opening of business in the office of the addressee on the Business Day following transmission in the case of emails and delivery in the case of prepaid courier.

12.2 **Utilization by Other Public Agencies Clause.** The use of this contract shall be made available to other local governmental agencies and agencies established for the public benefit ("Public Agencies"). The parties agree to allow other governmental agencies to enter into separate agreements with the Contractor under the terms in effect between the Customer and the Contractor. The parties also agree that any other agency utilizing the terms of this agreement shall not be deemed to be an agent or employee of the Customer for any purpose whatsoever. The parties further agree that any Public Agency will enter its own separate contract with the Contractor.

The Customer is not otherwise responsible for the Public Agencies' performance of the Contract between the individual Public Agencies and the Contractor or for any obligation or liability accruing to the Public Agencies in the performance thereof. The Public Agencies and the Contractor further agree to waive any rights they may have in making Customer a party to a dispute between a Public Agency and the Contractor.

12.3 **Independent Contractors.** The parties acknowledge that they are independent contractors and no other relationship, including partnership, joint venture, employment, franchise, master/servant or principal/agent is intended by this Agreement. Neither party shall have the right to bind or obligate the other.

12.4 **Force Majeure.** Non-performance of this Agreement (other than any failure to meet to make payments required under this Agreement) by a party shall be excused to the extent that performance by such party is rendered impractical or impossible by civil disobedience, strike, earthquake, fire, flood, governmental acts, governmental orders or governmental restrictions, shortages of supplies, or any other reason where failure to perform is beyond the reasonable control of, and not caused by negligence of, the non-performing party ("**Event of Force Majeure**"); provided further that the non-performing party provides prompt notice of the Event of Force Majeure and its expected duration, and uses reasonable efforts to resolve such Event of Force Majeure.

12.5 **Equitable Relief.** Each party acknowledges that any breach of its obligations under this Agreement with respect to the proprietary rights or Confidential Information of the other

party shall cause irreparable injury for which there are inadequate remedies at law, and therefore the other party shall be entitled to seek in any court of competent jurisdiction injunctive, preliminary or other equitable relief in addition to damages, including court costs and reasonable legal and other professional fees, to remedy any actual or threatened violations of its rights with respect to such matters.

12.6 **Amendment and Waiver.** No modification or amendment to this Agreement shall be effective unless in writing and signed by both parties. Failure by either party to enforce any provision of this Agreement shall not be deemed a waiver of future enforcement of that or any other provision. Any waiver shall be effective only if in writing and signed by the party waiving rights.

12.7 **Entire Agreement.** This Agreement, including the attached Schedules incorporated herein, contains all the terms and conditions and constitutes the entire agreement in force and effect between the parties with respect to the subject matter of this Agreement. This Agreement supersedes all previous proposals, both oral and written, negotiations, representations, commitments, writings and all other communications between the parties.

12.8 **Survival.** Sections 1, 5, 6, 7.3 and 8-12 shall survive the expiration or termination of this Agreement.

12.9 **Assignment.** Customer may not assign this Agreement without the express written consent of Darkhorse, which may be withheld in its sole discretion. Provided however the preceding assignment restriction shall not apply to Customer's consolidation with another governmental entity. Darkhorse may assign this Agreement by providing written notice to the Customer. This Agreement shall be binding upon and endure to the benefit of the parties and their respective heirs, executors, legal personal representatives, successors and assigns.

12.10 **Severability.** If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other provision of this Agreement.

12.11 **Legal Fees.** In the event any litigation is brought by either party in connection with this Agreement, the substantially prevailing party in such litigation shall be entitled to recover from the other party all the costs, reasonable legal and other professional fees reasonably incurred by such party in the litigation, and need not bring a suit to final judgment to substantially prevail.

12.12 **Headings.** The division of this Agreement into Articles and Sections and the insertion of headings are for convenient reference only and are not to affect its interpretation.

12.13 **Choice of Law and Jurisdiction.** This Agreement shall be governed and construed in accordance with the laws of the State of Washington other than with respect to conflict of laws. The parties irrevocably submit and attorn to the exclusive jurisdiction of the State of Washington, in respect of matters arising in connection with Agreement.

12.14 **Counterparts.** This Agreement may be executed in two or more counterparts and transmitted by facsimile or electronically as a PDF (Portable Document Format) document, each of which when so executed and delivered shall be deemed an original, and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be duly executed effective as of the Effective Date.

Darkhorse Emergency Corp.

Snohomish Regional Fire & Rescue

Per: _____

Per: _____

Name and Title: **Craig Hiltz, Vice President**

Name and Title: **Kevin O'brien, Chief**

SCHEDULE "A"

IMPLEMENTATION AND ADVISORY SERVICES

Services Provided

1. Implementation Services

- a. Clear identification of required data and collaboration with the Customer's data manager to understand service-specific business rules and particulars.
- b. Initial processing and validation of Customer data using the Darkhorse Wrangler.
- c. Iterative Diagnostic and Deployment tool demos to clarify assumptions, generate discussion, and familiarize the Customer team with the software.
- d. Forecasting future incident demand and road networks based on municipalities' population and development projections.
- e. Customization of the Deployment software to the Customer's specific language to facilitate adoption and ease of use.
- f. Access to our library of clear data visualizations that are easily exportable as SVG, PNG, or CSV (data table) files.
- g. Set up automated application updates from Customer data uploads to the Darkhorse SFTP server.
- h. Historical review facilitated by our Diagnostics software. This review includes call volume, drivetime, overgoal responses, and performance to the Customer's service standards.
- i. Diagnostic analysis facilitated by our Diagnostics software. This includes identifying the root causes of overgoal responses. The analysis is done on both a first response level and on a contingent standard for incidents where an Effective Response Force (ERF) is required.
- j. Should the Customer desire to continue with a regional deployment effort, Darkhorse will provide a pathway to expand the then current analytical tools to those agencies that the Customer is working with. This shall be limited to no more than five additional agencies. The Customer understands that this will expand the SOW and new expenses will be incurred.

The Implementation phase will take between 8 and 12 weeks from the date full data is provided to Darkhorse.

2. Subscription:

The term of the subscription is five years starting when the platform implementation is complete and will include the following platform components.

- a. Darkhorse Wrangler service for continuous cleaning and validation of raw uploaded service data
- b. Darkhorse HQ (unlimited Customer user licenses)
- c. Darkhorse Diagnostic software tool (unlimited Customer user licenses)
- d. Darkhorse Deployment software tool (unlimited Customer user licenses)

3. Optional Advisory Services

Access to Darkhorse advisor(s) throughout the subscription period.

An advisor engagement is optional with a subscription to the Darkhorse platform. The Customer can select the option of advisory service that best meets their needs. To accommodate the reality that the Customer's needs may change from year to year of the subscription, Darkhorse will allow Customer to choose the best option at the beginning of each contract year.

Option 1: Outsourced Analytics Advisory Group: Darkhorse team will be available three days per quarter to contribute to assessment, interpretation and goal setting with a key Customer working group. The team composition will depend on the requirements but will always include a key advisor and the analytical and technical support network to add value to the discussion.

Option 2: Monthly Analytics Review + Annual Pre-Budget Deep-dive: A Darkhorse advisor will spend a half-day zoom call with Customer leaders to review the progress on existing targets and identify any new analysis that is required. A week-long engagement is reserved prior to budgeting to ensure Customer is supported with the analysis and visuals required.

Option 3: Advisor Retainer This is the most flexible approach if the Customer is uncertain of their needs, but Darkhorse's responsiveness will depend on the availability of the required advisor type. Customer pre-pays for a block of 40 hours and can re-purchase equal or larger block as required. Purchased hours do not expire for the term of the contract.

SCHEDULE "B"

LIST OF SUBSCRIPTION SERVICES AND CUSTOMER ENVIRONMENT

Subscription Services

Subject to the Customer's provision of the Customer Environment, Subscription Services consist of the provision of access to and use of the functionality of the following items in accordance with the Agreement, including but not limited to the Service Level Agreement:

APPLICATION	USE	PLATFORM	DATA UPDATE FREQUENCY
Darkhorse Wrangler Service	Data cleanliness and consistency for Darkhorse applications. Enables efficient analysis to answer ad-hoc analytics requests.	Darkhorse computational notebooks and standardized database	Auto updates based on client frequency requirements
Darkhorse HQ	Quick access to your most important KPIs	Web-based	Auto updates based on client frequency requirements
Darkhorse Diagnostics Module	Historical data exploratory application.	Web-based	Auto updates based on client frequency requirements
Darkhorse Deployment Module	Predictive modelling application – Station locations, resource deployment scenarios, boundary optimization.	Web-based	Annual spatial update. Annual demand set to review and updates.

SCHEDULE “C”

SERVICE LEVEL AGREEMENT

ISSUE TIER AND PRIORITY	PRIORITY DEFINITION	SERVICE LEVEL
<p>Tier 1</p> <p>Any Priority</p>	<p>Tier 1 issues are those Issues that involve any loss of productive use caused by non-code factors, such as the need or loss of credentials for logging in, inaccessibility to Wi-Fi for data downloads, device-specific support</p>	<p>Support for Tier 1 Issues will be provided by a trained power user within the Customer organization. Issues that cannot be handled by Tier 1 support will be escalated to Darkhorse Tier 2 personnel.</p>
<p>Tier 2</p>	<p>Tier 2 issues are those Issues not covered or resolvable via Tier 1 support, and these include application bugs. Tier 2 support requests will originate from the designated client Tier 1 representative.</p>	
<p>Priority 1: Urgent</p>	<p>Priority 1 Issues are those defined by complete loss of productive use. Functionality is prohibited with no client-side workaround available.</p>	<p>Acknowledgement Time: Maximum of 4 hours within Business Hours from the inquiry being made by the Customer.</p> <p>Resolution Time is within 8 hours of Acknowledgement Time</p>
<p>Priority 2: Normal</p>	<p>Priority 2 are those Issues is when productive use is not impacted. Functionality is available but model outputs are not as expected or has the app has minor or cosmetic defects.</p> <p>Workarounds or configurable options are generally available.</p>	<p>Acknowledgement Time: Maximum of 8 hours within Business Hours from the inquiry being made by the Customer.</p> <p>Resolution Time will be determined on a case-by-case basis after understanding client urgency. Typically, a response is achieved within 1-3 days.</p>

SCHEDULE "D"

PRICING

SNOHOMISH REGIONAL FIRE & RESCUE OFFER COMPONENTS: SOFTWARE

Agreement Terms

5 year term

Implementation Services

Software Implementation

Wrangler service

Diagnostic module

Deployment module

\$50,000 1-time fee

HQ module

Diagnostic & Deployment training workshop (virtual)

[~ 10 weeks from receiving the data]

Data pipeline

Software Subscription

Unlimited users | Technical support | yearly term

HQ, Diagnostics, & Deployment modules

\$30,000 annually

annual inflation escalation based on CPI

Subscription price is based on ten (10) stations within the agency.

Pricing is based on electronic payment of all invoices via one of the methods outlined in Schedule "E".

SCHEDULE "E"
PAYMENT INFORMATION



200 – 10049 81 Avenue NW, Edmonton, AB T6E 1W7

US Payment Transfer Information

Financial Institution Information

Name of Bank: Royal Bank of Canada

Address: 10200 102 Ave NW-Unit D219 , Edmonton, AB, T5J 4B7

Swift Code: ROYCCAT2

Bank Number: 003

Account Number: 037494002614

Account Type: USD Chequing Account

Company Information:

Name: Darkhorse Emergency Corp.

Address: 200 – 10049 81 Avenue NW, Edmonton, AB T6E 1W7 Canada

Contact Person: Wendy Leigh

Telephone Numbers: 1-800-261-1832

Email Address: AR@darkhorseemergency.com

Intermediary/Corresponding Bank - For Wire Transfers

ABA number: 021000021

Swift Code: CHASUS33

This is a JP Morgan Chase bank and by entering this number, all the needed information should populate automatically.

Intermediary/Corresponding Bank - For Cross-Border ACH Payments

ABA number: 026004093

This is a RBC New York bank and by entering this number, all the needed information should populate automatically.



NFP Canada Corp.
 #200, 17704 103rd Avenue
 Edmonton, AB T5S 1J9

P 780.489.4961
 F 780.486.0169
 nfp.ca

CERTIFICATE OF INSURANCE

NAMED INSURED: Darkhorse Emergency Holdings, Darkhorse Emergency LP,
 Darkhorse Visualization Holdings and
 Darkhorse Visualization LP
 10139 81 Ave NW
 Edmonton, AB T6E 4A4

CERTIFICATE HOLDER: Snohomish Regional Fire & Rescue

163 Village Court
 Monroe WA 98272

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies herein is subject to all the terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY TERM (MM/DD/YYYY)		LIMITS OF LIABILITY	
		FROM	TO		
GENERAL LIABILITY Per Occurrence * Contingent Employers Liability * Blanket Contractual Liability * Broad Form Property Damage * Cross Liability / Severability of Interest	Certain Underwriters as arranged by Lloyd's through CFC Underwriting			Per Occurrence	\$ 5,000,000
	ESL0039644848	04/04/2023	04/04/2024	General Aggregate	\$ 5,000,000
				Products/Completed Operations Aggregate	\$ 5,000,000
				Personal Injury & Advertising Liability	\$ 5,000,000
				Non-Owned Automobile	\$ 2,000,000
				Tenants Legal Liability	\$ 500,000
				Medical Expense Any One Person	\$ 25,000
				Employers Liability	\$ 1,000,000
PROPERTY * Per Occurrence	Underwriters at Lloyds under Agreement No. B1306C500432300			Per Occurrence	
	FPBK2097	05/23/2023	05/24/2024	Contents	\$ 175,000
				Betterments	\$ 25,000
				Equipment breakdown	\$ 200,000
TECHNOLOGY PROFESSIONAL LIABILITY	Certain Underwriters as arranged by Lloyd's through CFC Underwriting			Each Claim	\$ 2,000,000
	ESL0039644848	04/04/2023	04/04/2024	Technology Professional Aggregate	\$ 2,000,000
CYBER LIABILITY	Certain Underwriters as arranged by Lloyd's through CFC Underwriting			Limit	\$ 2,000,000
	ESL0039644848	04/04/2023	04/04/2024	Cyber Aggregate	\$ 2,000,000
ADDITIONAL INSURED/LOSS PAYABLE/LESSOR					
Certificate Holder is added as Additional Insured on the CGL policy as required by written contract but only with respect to liability arising out of the operations of the Named Insured.					
CANCELLATION:					
Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 0 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.					
ADDITIONAL INFORMATION					

DATE: 2023-11-03

PER: 
 Carly Cust - Client Manager
carly.cust@nfp.ca

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies above.



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

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

Initiative Name: Draft Policy Approval #POL-2402	
Executive member responsible for guiding the initiative: DC McConnell	
Type of Action:	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution
Initiative Description: <ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 	<p>The agency is working through adoption of updated policies developed in the Lexipol format. The policy approval process includes division head review, staff policy committee review, labor review, senior staff review, commission policy committee review, and final board adoption. This is an ongoing process requiring monthly review and approval.</p> <p>Draft Policy:</p> <ul style="list-style-type: none"> 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
Financial Impact:	Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ Long-term annual amount(s): \$ Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$

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

- | | |
|--|---|
| | <ol style="list-style-type: none">2. Initiatives are introduced to the appropriate committee for review3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item<ul style="list-style-type: none">○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes)4. At a second commissioner meeting, initiatives may be assigned as an action item for approval |
|--|---|

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

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)

- 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)

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)

- 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.

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

- 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

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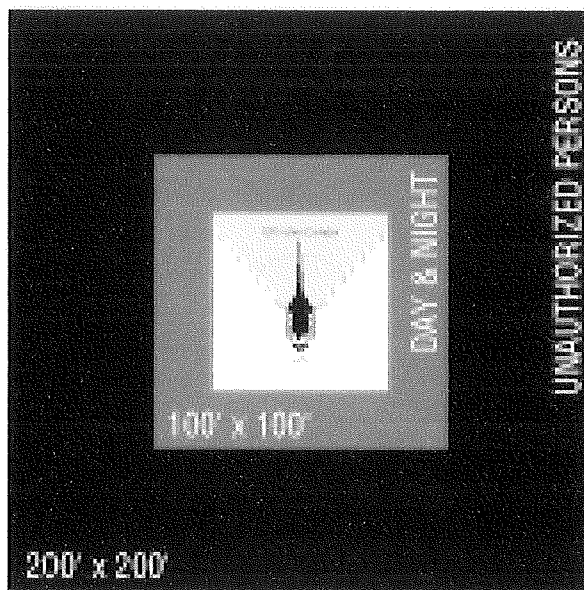
- 7.5 A landing zone location should be located in proximity, but safety away from the incident site and according to the following provisions:
 - 7.5.1 15' x 15' landing gear touchdown area
 - 7.5.2 100' x 100' perimeter
 - 7.5.3 Spectators shall be kept clear at least 200' in all directions
 - 7.5.4 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.

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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

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.

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- 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

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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.

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- 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.

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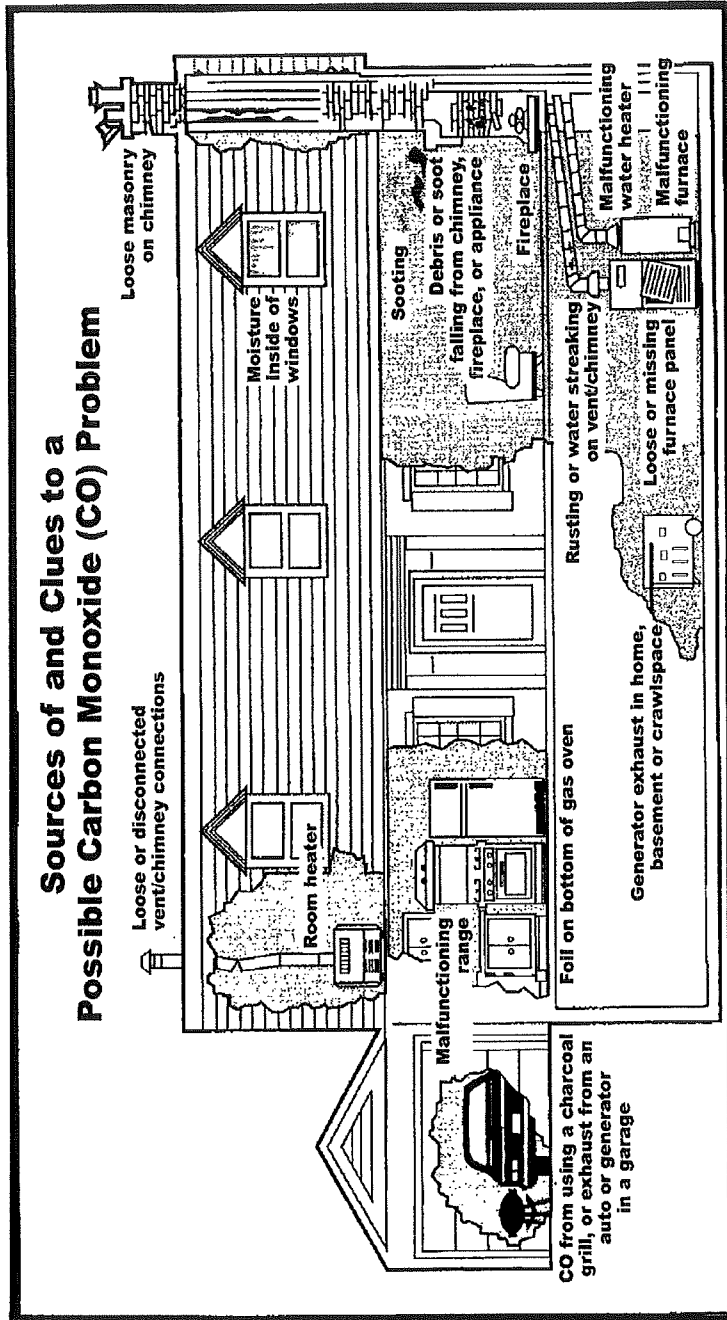
- 7.10.2 Consider all potential CO sources as described earlier in this document that were used within the past 24-hours. For example, whether a vehicle was left idling near the structure or in an attached garage (even with the garage door open), whether a portable propane, diesel, or gasoline-powered 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.

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- 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:
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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:
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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:
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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 _____

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

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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 3rd Engine Assignment- Fire Floor",
"Ladder 14 approaching, assuming 2nd 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 (2nd 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

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Appendix A – Mid-Rise Tool Job Assignments

Mid-Rise Tool & Job Assignments ENGINE / TECHNICAL RESCUE

APPARATUS	OFFICER	DRIVER	MIC 1	BATT CHIEF
1st Engine Fire Floor	50' 2.25" Hose TIC Knox Keys Consider Water Cen	50' 2.25" Hose Standpipe Kit	50' 2.25" Hose Irons	1st Battalion IC MSO Med/Rehab Group
2nd Engine 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	2nd Battalion Fire Floor
3rd Engine Fire Floor	Same as 1st Engine	Same as 1st Engine	Same as 1st Engine	3rd Battalion Exposure Floor / Command Post
4th Engine Floor Above Fire	Same as 1st Engine	Same as 1st Engine	Same as 1st Engine	4th Battalion Exposure Floor / Command Post
5th Engine/TR[†] Floor Below Fire	RIC Compliment Spere Bottles	RIC Compliment Spere Bottles	RIC Compliment Spere Bottles	[†] RIC Consider Using Elevator (IC Approval)
6th Engine* 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
7th Engine 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	

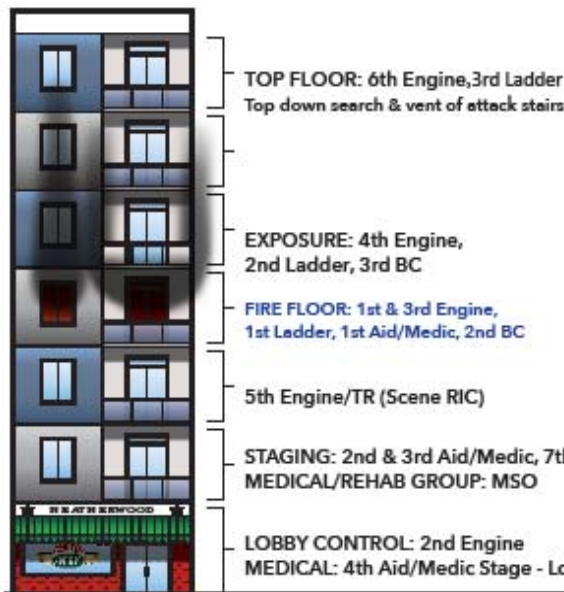
Snohomish County Fire Chiefs Association

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
1st Ladder Fire Floor	TIC Hook Knox Keys Spare Bottles to Staging	PFV to Lobby Hydraulic Door Opener Spare Bottles to Staging	Irons Water Can	1st Battalion IC MSO Med/Rehab Group
2nd Ladder 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	2nd Battalion Fire Floor
3rd Ladder* Top Floor	Same as 1st Ladder	Same as 1st Ladder	Same as 1st Ladder	3rd Battalion Exposure Floor / Command Post
1st Aid/Medic Fire Floor	Irons Spare Bottles to Staging	Spare Bottles to Staging	Spare Bottles to Staging	4th Battalion Exposure Floor / Command Post
2nd Aid/Medic 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
3rd Aid/Medic 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
4th Aid/Medic 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
Air Unit	4th Battalion Chief
4th Aid/Medic - Lobby	

Snohomish County Fire Chiefs Association

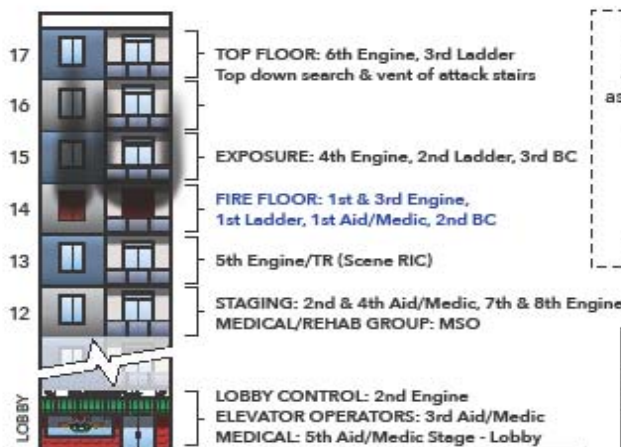
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Snohomish County Mid-Rise/High-Rise Standard Operating Guidelines

Appendix B – High-Rise Tool Job Assignments

High-Rise Tool & Job Assignments ENGINE / TECHNICAL RESCUE

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

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

High-Rise Tool & Job Assignments LADDER / EMS

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

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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

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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

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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

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

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

Hazard Communication

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.

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

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

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

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

Occupational Injury & Illness Report

Snohomish Regional Fire & Rescue

To be completed within 24 hours of occurrence and forwarded to Shift Battalion Chief



Section One: Employee Information

First Middle Last

Address Street City State Zip

Age Sex DOB (mm/dd/yy) Phone Rank Station Assignment (at time of incident)

Section Two: Incident Information

Place of injury or illness: Address Street City State Zip

Was the place of injury or illness on employer's premises? YES NO

DOING

What was the employee doing when the injury or illness occurred? Describe Below

EXPLAIN

Was the injury / illness preventable, or non- preventable? Explain Below

HOW DID IT OCCURE ?

How did the incident occur? Fully describe the events which resulted in injury or illness. Name any objects or substances involved, and describe how they were involved. Give full details on all factors which led or contributed to the incident. Attach an additional sheet of paper if needed.

Consecutive hours worked at time of injury / illness? _____

 Name the object or substance which directly injured the employee.

Date of the injury/illness Time Incident occurred

Did the injured or illness employee remain on duty? YES NO

Time
 If employee left work what time did they leave?

Time
 If employee left work, what time and date will they return?

Date

Was treatment received by a physician at emergency room/clinic? YES NO

DESCRIBE

Describe the injury or illness in detail, and indicate the part of the body affected below. (I.E. amputation of finger, rib fracture etc.)

EXPLAIN

In your opinion, how could injury / illness have been prevented? Explain Below

Section Three: Other Information

Name of physician Address

L & I Claim # _____

Section Four: Employee / Supervisor Signatures

SIGN ↓ HERE

Employee Printed Name Employee Signature Date

Supervisor Printed Name Supervisor Signature Date

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



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

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

Initiative Name:	Deputy Chief Internal/External Hiring Process		
Executive member responsible for guiding the initiative:	AC Ryan Lundquist		
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<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)

	<p style="text-align: center;"><i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution</i></p> <p style="text-align: center;"><i>Fire Chief will coordinate with Senior Staff for RAB introduction</i></p>
--	---

RAB Executive: Confirmed email sent to Board by Fire Chief	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Board of Fire Commissioners	<p>RAB initiatives go through the following process:</p> <ol style="list-style-type: none"> 1. Senior Staff approval to move forward to a committee/board 2. Initiatives are introduced to the appropriate committee for review 3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item <ul style="list-style-type: none"> ○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes) 4. At a second commissioner meeting, initiatives may be assigned as an action item for approval
------------------------------------	---

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

DISCUSSION





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

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

Initiative Name:		Draft Policy Approval #POL-2403	
Executive member responsible for guiding the initiative:		DC McConnell	
Type of Action:		<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution	
Initiative Description:		<p>The agency is working through adoption of updated policies developed in the Lexipol format. The policy approval process includes division head review, staff policy committee review, labor review, senior staff review, commission policy committee review, and final board adoption. This is an ongoing process requiring monthly review and approval.</p> <p>Draft Policy:</p> <ul style="list-style-type: none"> 100 Fire Service Authority 101 Chief Executive Officer Qualifications 102 Policy Manual 327 Line-of-Duty Death and Serious Injury Investigations 	
<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 			
Financial Impact:		Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ Long-term annual amount(s): \$ Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 	
Risk Assessment:		Risk if approved: N/A Risk if not approved: Increased liability due to outdated policies that do not match current agency practices or meet organizational needs.	

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

Fire Service Authority

100.1 PURPOSE AND SCOPE

This policy describes the legal authority of the District and the individual members.

100.2 ORGANIZATIONAL POWERS

This district is authorized to perform:

- (a) Fire suppression services.
- (b) Emergency Medical Services (EMS) and transport.
 - 1. Basic Life Support (BLS)
 - 2. Advanced Life Support (ALS)
 - 3. Patient Ground Transport
- (c) Fire Marshal services including:
 - 1. Fire safety inspections.
 - 2. Operational permitting and inspections.
 - 3. Construction permitting and inspections.
 - 4. Fire and building plans review.
 - 5. Fire origin and cause investigations.
 - 6. Fire code enforcement.
 - 7. Public fire and life safety education and information.
 - 8. Any other responsibilities and authority assigned to the fire code official or his/her designee by local, state and federal law.
- (d) Special operations services including:
 - 1. Swift water rescue, surface water rescue, and rescue swimmer.
 - 2. Technical rescue (high angle, low angle, confined space, trench).
 - 3. Urban search and rescue.
 - 4. Wildland firefighting.
 - 5. Hazardous material response services.
- (e) Service call services.
- (f) Any other 911 response generated that requires a Fire and EMS response or request by another agency for assistance.

100.3 FIREFIGHTER POWERS

Firefighters are members of this district and have the following authority:

Snohomish Regional Fire & Rescue

Policy Manual

Fire Service Authority

- (a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, marine, wildland and other types of fires
- (c) Investigate the cause and origin of fires
- (d) Collect and preserve evidence when a fire is of a suspicious origin
- (e) Perform specialty services, including hazardous materials, technical rescue, water rescue and additional services as authorized by the Fire Chief
- (f) Provide fire code enforcement inspection and plan review services
- (g) Provide public education and fire prevention activities and services

100.4 CONSTITUTIONAL REQUIREMENTS

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States Constitution and Washington Constitution.

100.5 SUPERVISORY AUTHORITY

Any chief officer may relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the chain of command, followed by written documentation of the charges, in accordance with district procedures. All such processes shall comply with established rules, regulations and applicable collective bargaining agreements.

100.6 POLICY

It is the policy of Snohomish Regional Fire & Rescue to limit its members to only exercise the authority granted to them by law.

While Snohomish Regional Fire & Rescue recognizes the authority granted, members are expected to use sound discretion in the exercise of this authority, as the district does not tolerate abuse of authority.

Chief Executive Officer Qualifications

101.1 PURPOSE AND SCOPE

This policy outlines desired education, experience or certifications for the Fire Chief. The Board of Fire Commissioners shall determine the actual position requirements prior to an eligibility announcement.

101.2 CHIEF EXECUTIVE OFFICER

The agency supports the Fire and Emergency Services Higher Education Initiative (FESHE) as outlined by the U.S. Fire Administration for the selection of the Chief Executive Officer. The FESHE initiative outlines a competency-based professional development model via the [National Professional Development Model](#).

This model supports higher-level college degrees in public or business management, completion of the National Fire Academy Executive Fire Officer (EFO) and the Center for Public Safety Excellence Chief Fire Officer (CFO) programs as well as experience in chief officer positions enhance the professional credibility of candidates for the rank of Fire Chief.

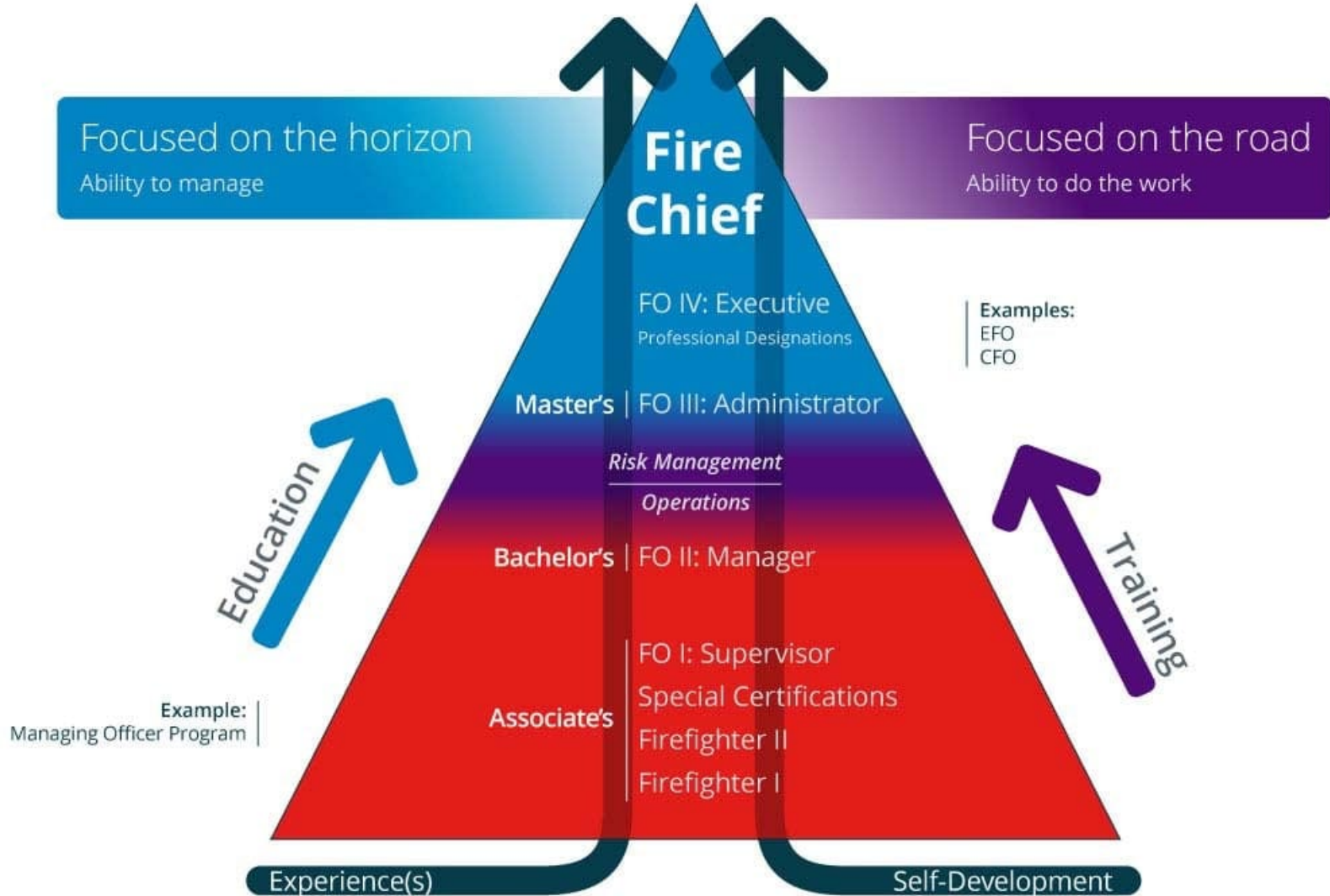
The Board of Commissioners may also consider value of any combination of education and experience that provides the desired knowledge, skills and abilities to perform the essential duties of the position.

101.3 POLICY

It is the policy of Snohomish Regional Fire & Rescue to have a highly qualified Chief Executive Officer.

Attachments

FEMA NPDM.jpg



Policy Manual

102.1 PURPOSE AND SCOPE

The Policy Manual of Snohomish Regional Fire & Rescue is hereby established and shall be referred to as the "Policy Manual." The Policy Manual is a statement of the current policies, rules and guidelines of this district. All district members are expected to conform to the provisions of this Policy Manual. All prior and existing policies, manuals, orders and regulations which are in conflict with this Policy Manual are revoked, except to the extent that portions of the existing policies, manuals, orders and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this Policy Manual.

102.2 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

District - The District of Snohomish Regional Fire & Rescue.

Civilian - Employees and volunteers who are not engaged in fire suppression activities as part of their primary duties.

District/SRFR - Snohomish Regional Fire & Rescue.

Employee - Any person employed by the District.

Fire Code - The Washington State Fire Code as adopted and modified by [WAC 51-54A-003](#) et seq.

Firefighter - Those members, regardless of rank, who perform fire suppression activities as part of their primary duties as members of Snohomish Regional Fire & Rescue.

Manual - The Snohomish Regional Fire & Rescue Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

Member - Any person employed or appointed by Snohomish Regional Fire & Rescue, including:

- Full- and part-time employees
- Elected officials
- Civilian employees
- Volunteers

On-duty - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The job classification title held by a firefighter.

Policy Manual

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor or Manager - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other district members, directing the work of other members, or having the authority to adjust grievances.

The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

102.3 POLICY

Except where otherwise expressly stated, the provisions of this Policy Manual shall be considered as guidelines. It is recognized that fire and rescue work is not always predictable and circumstances may arise that warrant departure from these guidelines.

It is intended that the provisions of this manual be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this district under the circumstances reasonably available at the time of any incident.

102.3.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of Snohomish Regional Fire & Rescue and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for district administrative action, training or discipline. Snohomish Regional Fire & Rescue reserves the right to revise any policy content, in whole or in part.

102.3.2 SEVERABILITY

In the event that any term or provision of this Policy Manual is declared illegal, invalid or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state or federal law, District policy or collective bargaining agreement, such law, District policy or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the District will seek to resolve the conflict.

Policy Manual

102.4 RESPONSIBILITIES

The responsibility for the contents of this Policy Manual rests with the Fire Chief, as delegated and approved by the Board of Fire Commissioners. Since it is not practical for the Fire Chief to prepare and maintain the Policy Manual, the following delegations have been made:

102.4.1 FIRE CHIEF

The Fire Chief shall be considered the ultimate authority for the provisions of this manual and shall continue to issue, as needed, directives which shall modify those provisions of the manual to which they pertain. Any directive so issued shall remain in effect until such time as it is permanently incorporated into the manual. The Fire Chief or his/her designee shall be responsible for ensuring all policies are reviewed and approved by the Board of Commissioners prior to being issued by the agency and placed into effect ([RCW 52.14.100](#)). The Fire Chief shall be responsible for approving District Procedures prior to being issued and placed into effect.

102.4.2 SENIOR STAFF

Senior staff shall consist of the following:

- Fire Chief
- Assistant Fire Chiefs
- Business Administrator

Senior staff shall review all recommendations regarding proposed changes to the manual and make recommendations to the Fire Chief on final manual changes.

102.4.3 OTHER PERSONNEL

Any member suggesting revision of the contents of the Policy Manual shall forward the suggestion through the chain of command.

102.5 POLICY MANUAL REVIEW & UPDATE

Policy Manual documents shall be reviewed at least once every three years with safety sensitive policies being reviewed annually. A review committee may be assigned to provide suggestions to clarify the goals or objectives desired by the organization. Final drafts shall be forwarded to the senior staff for final disposition.

102.6 DISTRIBUTION OF THE POLICY MANUAL

An electronic version of the Policy Manual will be made available on the district network for access by all employees. The electronic version will be limited to viewing and printing. No changes shall be made to the electronic version without authorization from the Fire Chief or the authorized designee.

Policy Manual

102.7 POLICY MANUAL ACCEPTANCE

As a condition of employment, all members are required to read and obtain necessary clarification of this Policy Manual. All are required to sign a statement of receipt acknowledging that they have received a copy or have been provided access to the Policy Manual and understand that they are responsible to read and become familiar with its content.

102.8 REVISIONS TO POLICIES

All members are responsible for keeping abreast of all Policy Manual revisions. Members will be notified of policy updates through the agency's electronic communications system.

Each member shall review and acknowledge the revisions and seek clarification as needed.

Each supervisor/manager will ensure that members under his/her command are aware of any Policy Manual revisions and have accomplished appropriate tasks as described in this policy.

Line-of-Duty Death and Serious Injury Investigations

327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of a serious injury or line-of-duty death and the documentation of the events leading to the injury or death, and to make recommendations directed toward preventing similar occurrences in the future.

327.2 REFERENCES

[WAC 296-305-01503](#)

[WAC 296-800-320](#)

327.3 POLICY

It is the policy of the Snohomish Regional Fire & Rescue to investigate and document the cause of line-of duty death or incidents that result in a serious injury. All investigations shall comply with [WAC 296-305-01503](#) & [WAC 296-800-320](#). An investigation into the circumstances of the serious injury or line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

The District may utilize external resources to assist or lead the investigation. These resources include: the Washington State Patrol, the State Fire Marshal, local law enforcement, and area fire department Fire Marshals. In the event an investigation utilizes multiple agencies, the District will establish a Unified Incident Command program to facilitate the needs and activities of the investigation.

327.4 GUIDELINES

The District shall establish a written procedure and a program for investigating, and evaluating the facts, relating to the cause of accidents in compliance with applicable state law.

As soon as practicable after the serious injury or a line-of-duty death has occurred, the Fire Chief or the authorized designee shall assign an investigation team to conduct an investigation into the circumstances of the event.

- (a) The Fire Chief shall designate a team leader to direct the investigation of the circumstances involved in incident. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the Snohomish Regional Fire & Rescue shall give their full and complete cooperation to the investigation team.
- (c) The Washington State Department of Labor and Industries will conduct an investigation of the incidents involving the death or serious injury of an employee. The investigation team shall provide a liaison to the state investigators.

Snohomish Regional Fire & Rescue

Policy Manual

Line-of-Duty Death and Serious Injury Investigations

- (d) Snohomish Regional Fire & Rescue should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death or serious injury and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.
- (e) The investigation team report and all related documentation shall be an internal Snohomish Regional Fire & Rescue administrative report.
- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the Public Records Act (RCW 42.56).

327.5 INVESTIGATION TEAM

The investigation team shall consist, at a minimum, of the following qualified team members:

- (a) Team Leader
- (b) Fire investigator
- (c) District Health and Safety Officer
- (d) Risk manager
- (e) Employee labor representative

Additional personnel may be added as required by the specific circumstances of the incident, including Human Resources and an investigative representative from the appropriate law enforcement agency, when there is reasonable cause to believe a crime may be connected with the investigation.

327.6 FINAL REPORT

The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.



NEW BUSINESS

ACTION





EXECUTIVE SESSION

