



COMMISSIONER BOARD MEETING

APRIL 25, 2024

5:30 PM

SRFR STATION 31 TRAINING ROOM

VIA ZOOM

SNOHOMISH REGIONAL FIRE & RESCUE

WASHINGTON



AGENDA





BOARD OF FIRE COMMISSIONERS MEETING AGENDA
SNOHOMISH REGIONAL FIRE & RESCUE
 SRFR Station 31 Training Room / Via Zoom
 163 Village Court, Monroe, WA 98272
 April 25, 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	4/23/24	5/21/24	Yes
Finance Committee	Elmore	4/25/24	5/23/24	Yes
Post-Employment Medical	Elmore	3/1/24		
Sno911	Waugh	4/18/24	5/16/24	Yes
Sno-Isle Commissioners	Fay	4/4/24	5/2/24	No
Leadership Meeting	Schaub	4/24/24	7/24/24	Yes
Policy Committee	Schaub	4/11/24	5/9/24	No

COMMITTEE MEETING MINUTES

Policy Committee - April 11, 2024

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-00990 to 24-01000; (\$766,951.33)

AP Vouchers: 24-01001 to 24-01091; (\$521,908.17)

Approval of Payroll

April 15, 2024 (\$1,373,378.48)

Approval of Minutes

Approve COMEX Workshop Meeting Minutes March 25-27, 2024

Approve Regular Board Meeting Minutes April 11, 2024



OLD BUSINESS

Discussion

Sikora Report

Action

Darkhorse Community Risk Assessment: CRA Module

Policy Review

- Policy 309 Staging
- Policy 315 Wildland Firefighting
- Policy 606 Hearing Loss Prevention & Noise Control Training
- Policy 918 Health & Safety

Resolution 2024-3 Quarter 1 Surplus

NEW BUSINESS

Discussion

Shop Contract: Hour Correction MOU

Action

GOOD OF THE ORDER

ATTENDANCE CHECK

Regular Commissioner Meeting May 9, 2024, at 1730 - Station 31 Training Room/Zoom.

EXECUTIVE SESSION

RCW 42.30.110(1)(b): To discuss the purchase or lease of real estate

ADJOURNMENT



CHIEF'S REPORT





COMMISSIONER REPORTS





COMMITTEE MEETING MINUTES





Commissioner Policy Committee Meeting Minutes

April 11th, 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 3/14/2024 were approved as submitted by email, unanimously. Minutes were included in the 3/28/24 board packet.

Discussion: Staff provided an update on the policies in the process. The group held follow up discussion on Policy 103 Governing Rules and Board Policies following a change in legislation. Policy 103 will be brought to the committee in the May 9th meeting for review.

Reviewed Policies:

- 318 Safe Haven for Newborns
 - The committee talked about the state's safe haven program and what SRFR's role is at the operational level. Approved
- 322 Child Abuse Reporting
 - Approved
- 323 Disposition of Valuables
 - Approved
- 325 Adult Abuse
 - Approved
- 335 Firefighter Rescue Survey
 - Approved
- 604 Hazard Communication Program Training
 - Approved
- 710 Non-Official Use of District Property
 - Approved

- 903 Communicable Diseases
 - Approved

Closing comments and discussion: The committee had some further pre-review discussion about policy 103 Governing Rules and Board Policies. Some of the policy language that is more restrictive than the RCW language and will be replaced, additionally, the approval route of this policy will take a different path than traditional policy reviews since its scope and purpose pertain to the Board of Commissioners.

Next Meeting set for May 9th @ 16:30.

Meet adjournment @ 17:00



CONSENT AGENDA



Snohomish Regional Fire and Rescue Claims Voucher Summary

04/15/2024

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
24-00990	DEPARTMENT OF RETIREMENT SYSTEMS		27,039.30
24-00991	DIMARTINO & ASSOCIATES		23,084.80
24-00992	FIRE 7 FOUNDATION		587.50
24-00993	HRA VEBA TRUST		58,850.06
24-00994	LEOFF TRUST		455,333.72
24-00995	MATRIX TRUST COMPANY		19,839.27
24-00996	TD AMERITRADE INSTITUTIONAL		388.50
24-00997	TRUSTEED PLANS SERVICE CORP		34,176.63
24-00998	VOYA INSTITUTIONAL TRUST CO		146,906.55
24-00999	WASHINGTON STATE SUPPORT REGISTRY		377.50
24-01000	WASHINGTON STATE SUPPORT REGISTRY		367.50

Page Total	766,951.33
Cumulative Total	766,951.33



Snohomish Regional Fire & Rescue, WA

Docket of Claims Register

APPKT01579 - 04.25.2024 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
0020	AIR EXCHANGE, INC	24-01001	24-01001					1,325.03	
	91611851	Exhaust System Srvc (Safety Discnt Hos	Invoice	03/28/2024	Exhaust System Srvc (Safety Discnt Hos	001-507-522-50-48-00		1,325.03	
0028	ALL BATTERY SALES AND SERVICI	24-01002	24-01002					175.92	
	300-10138039	Shop Parts	Invoice	04/10/2024	Shop Parts	050-511-522-60-34-01		175.92	
2106	AMAZON CAPITAL SERVICES, INC	24-01003	24-01003					7,161.30	
	11NW-RPVK-PNLD	Wrench, Machete,Binclrs,Blades, Misc	Invoice	04/08/2024	Wrench, Machete,Binclrs,Blades, Misc	001-504-522-20-35-00		382.14	
	13GM-9WF6-3NCF	Caster Wheels Heavy Duty Set of 4 x3	Invoice	04/15/2024	Caster Wheels Heavy Duty Set of 4 x3	001-506-522-45-35-00		90.24	
	13YJ-LYJQ-GVDP	Heavy Duty Magnets 8pk, Push Pin Ma	Invoice	04/12/2024	Heavy Duty Magnets 8pk, Push Pin Ma	001-507-522-50-35-00		18.64	
	143W-TTCK-G4WX	Shop Parts	Invoice	03/15/2024	Shop Parts	050-511-522-60-34-01		84.23	
	14JQ-Q3YN-33RL	iPhone Shockproof Case w/ Protect. C	Credit Memo	04/10/2024	iPhone Shockproof Case w/ Protect. C	001-513-522-10-35-00		-148.72	
	14KN-KG3V-Q7DQ	Diesel Transfer Pump - Logistics	Invoice	04/13/2024	Diesel Transfer Pump - Logistics	001-504-522-20-35-00		104.65	
	164X-MFYC-RP9H	Dewalt 18Volt Replacement Battery - !	Invoice	04/08/2024	Dewalt 18Volt Replacement Battery - !	001-507-522-50-35-00		40.99	
	16RC-7VR4-PQ9T	Large Gear & Pulley Puller Replace for	Invoice	04/13/2024	Large Gear & Pulley Puller Replace for	001-504-522-20-35-00		50.70	
	173R-6MTC-6TTN	Printhead Replacement - Denise's prin	Invoice	04/03/2024	Printhead Replacement - Denise's prin	001-513-522-10-35-00		113.77	
	17WP-NWD1-Q3CN	Dwlt RecipCord SawKit, 20VBatt Kit,Blc	Invoice	04/08/2024	Dwlt RecipCord SawKit, 20VBatt Kit,Blc	001-504-522-20-35-00		482.74	
	19R7-3XYQ-6T3D	Spray Paint/Paint Pens - ST 77 Engine S	Invoice	04/01/2024	Spray Paint/Paint Pens - ST 77 Engine S	001-504-522-20-31-01		22.39	
	1CP4-FT3N-RMPN	Steel Wire Shelves 3 Tier w/ Shelf Line	Invoice	04/08/2024	Steel Wire Shelves 3 Tier w/ Shelf Line	001-507-522-50-35-00		76.50	
	1CP4-FT3N-V1FR	TV Wall Mount (Full Motion/Tilt/Swive	Invoice	03/09/2024	TV Wall Mount (Full Motion/Tilt/Swive	001-507-522-50-35-00		70.11	
	1HXF-THFK-4R37	iPhone Shockproof Case w/Protect. Cv	Credit Memo	04/10/2024	iPhone Shockproof Case w/Protect. Cv	001-513-522-10-35-00		-18.59	
	1J6G-FWVW-PT4K	42-85"Full Motion Swivel TV Wall Mou	Invoice	04/08/2024	42-85"Full Motion Swivel TV Wall Mou	001-507-522-50-35-00		58.26	
	1JLL-1R9X-DHF6	New Engine Tools	Invoice	04/16/2024	New Engine Tools	001-504-522-20-35-00		2,177.42	
	1MK4-CDM4-76PG	Teslong Endoscope Replacement Cable	Invoice	04/03/2024	Camera Supplies	001-505-522-30-35-00		1,849.73	
	1MK7-M7GGC-LW1V	Rope Tools	Invoice	04/07/2024	Rope Tools	001-504-522-20-35-00		113.50	
	1NWJ-V41C-VLLQ	Large Dry Erase Board - ST 72	Invoice	04/14/2024	Large Dry Erase Board - ST 72	001-507-522-50-35-00		137.71	
	1NWN-TYLV-NHJT	Shop Parts	Invoice	03/16/2024	Shop Parts	050-511-522-60-34-01		428.94	
	1PHC-PR71-TPHP	Basic Heavy Weight Ruled Index Cards	Invoice	04/08/2024	Basic Heavy Weight Ruled Index Cards	001-502-522-10-31-00		8.62	
	1PJ1-VLCV-JJP4	Air Gap - Station 31	Invoice	04/16/2024	Air Gap - Station 31	001-507-522-50-48-00		42.62	
	1PQQ-DLX4-7CN9	Electric Screwdrivers for PC's x2	Invoice	04/15/2024	Electric Screwdrivers for PC's x2	001-513-522-10-35-00		73.76	
	1PW-XD93-HMMC	Blood Pressure Coil Tubing - Station 31	Invoice	04/16/2024	Blood Pressure Coil Tubing - Station 31	001-504-522-20-35-00		38.68	
	1TPT-CN7D-7KVR	White Board Supplies - ST 72	Invoice	04/03/2024	White Board Supplies - ST 72	001-507-522-50-35-00		65.27	
	1VR1-QHH9-MWMH	Tactical Cargo Work Pants	Invoice	04/17/2024	Tactical Cargo Work Pants	001-514-522-20-35-03		92.99	
	1WTJ-WGMM-4NXH	Gear Aid Wetsuit Repair, Diving Belt x2	Invoice	04/10/2024	Gear Aid Wetsuit Repair, Diving Belt x2	001-514-522-20-31-09		411.74	
	1WTJ-WGMM-Q6GR	OSHA Labels - ST 82	Invoice	04/13/2024	OSHA Labels - ST 82	001-507-522-50-31-00		28.04	
	1XHW-LNWX-NK14	BBQ Safety Timer/Thread Sealant/Pipe	Invoice	04/13/2024	BBQ Safety Timer/Thread Sealant/Pipe	001-507-522-50-48-00		106.54	
	1YKY-4LRV-D1XK	OWL Accessories - Training	Invoice	04/16/2024	OWL Accessories - Training	001-506-522-45-35-00		157.69	

Docket of Claims Register

APPKT01579 - 04.25.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0040	ARAMARK UNIFORM SERVICES	24-01004					165.55
	6560365070	Maint. Srvc Towels, Floor Mat & Mop	Invoice	04/11/2024	Shop Towels, Floor Mat & Mop Supply	001-507-522-50-48-00	26.52
	6560365071	Shop Supplies/Uniform Rental/Laundr	Invoice	04/11/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	70.39
	6560368595	Shop Supplies/Uniform Rental/Laundr	Invoice	04/18/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	68.64
2263	ARG INDUSTRIAL	24-01005					523.06
	N063618	Shop Parts	Invoice	04/11/2024	Shop Parts	050-511-522-60-34-01	523.06
1669	ARI PHOENIX INC	24-01006					773.03
	0086821-IN	Shop	Invoice	04/03/2024	Shop	050-511-522-60-48-01	773.03
2383	AT&T MOBILITY - CC	24-01007					429.02
	UCF032024	CradlePoint Data Modems (Acct.5005€	Invoice	04/04/2024	CradlePoint Data Modems	001-513-522-10-42-00	429.02
2127	BENJAMIN TOWERS	24-01008					65.58
	INV11303	Boot Allowance Reimb. (Return/Credit	Invoice	04/12/2024	Boot Allowance Reimb. (Return/Credit	050-511-522-60-31-01	65.58
0058	BICKFORD MOTORS INC.	24-01009					1,597.89
	1270776	Shop Parts	Invoice	04/12/2024	Shop Parts	050-511-522-60-34-01	961.25
	1270781	Shop Parts	Invoice	04/12/2024	Shop Parts	050-511-522-60-34-01	24.59
	1270842	Shop Parts	Invoice	04/15/2024	Shop Parts	050-511-522-60-34-01	17.50
	1270862	Shop Parts	Invoice	04/15/2024	Shop Parts	050-511-522-60-34-01	342.49
	1270995	Shop Parts	Invoice	04/16/2024	Shop Parts	050-511-522-60-34-01	252.06
0065	BOUND TREE MEDICAL, LLC	24-01010					19,222.10
	70350591	Medical Supplies	Credit Memo	04/08/2024	Medical Supplies	001-509-522-30-31-01	-10.45
	85291172	Medical Supplies	Invoice	04/16/2024	Medical Supplies	001-509-522-30-31-01	159.59
	85291173	Medical Supplies	Invoice	03/26/2024	Medical Supplies	001-509-522-30-31-01	5.83
	85294375	Medications & Medical Supplies	Invoice	03/28/2024	Medications & Medical Supplies	001-509-522-30-31-01	833.93
	85294376	Medical Supplies	Invoice	03/28/2024	Medical Supplies	001-509-522-30-31-01	31.75
	85295972	Medications & Medical Supplies	Invoice	03/29/2024	Medications & Medical Supplies	001-509-522-30-31-01	2,200.91
	85295973	Medications/Medical Supplies/Medica	Invoice	03/29/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	0.35
		Medications & Medical Supplies			Medications & Medical Supplies	001-509-522-30-31-01	4,645.39
	85295974	Medications & Medical Supplies	Invoice	03/29/2024	Medications & Medical Supplies	001-509-522-30-31-01	922.88
	85295975	Medications & Medical Supplies	Invoice	03/29/2024	Medications & Medical Supplies	001-509-522-30-31-01	680.05
	85295976	Medications & Medical Supplies	Invoice	03/29/2024	Medications & Medical Supplies	001-509-522-30-31-01	720.28
	85295977	Medications & Medical Supplies	Invoice	03/29/2024	Medications & Medical Supplies	001-509-522-30-31-01	2,992.74
	85297600	Medical Supplies	Invoice	04/01/2024	Medical Supplies	001-509-522-30-31-01	653.90
	85299512	Medical Supplies	Invoice	04/02/2024	Medical Supplies	001-509-522-30-31-01	3,366.48
	85301534	Medications & Medical Supplies	Invoice	04/03/2024	Medications & Medical Supplies	001-509-522-30-31-01	819.91
	85301535	Medications & Medical Supplies	Invoice	04/03/2024	Medications & Medical Supplies	001-509-522-30-31-01	527.46
	85301536	Medical Supplies	Invoice	04/03/2024	Medical Supplies	001-509-522-30-31-01	32.41
	85303103	Medications	Invoice	04/04/2024	Medications	001-509-522-30-31-01	540.50
	85304779	Medical Supplies	Invoice	04/05/2024	Medical Supplies	001-509-522-30-31-01	98.19
0070	BRAKE & CLUTCH SUPPLY INC	24-01011					217.64
	127745	Shop Parts	Invoice	04/02/2024	Shop Parts	050-511-522-60-34-01	49.78
	128062	Shop Parts	Invoice	04/11/2024	Shop Parts	050-511-522-60-34-01	167.86

Docket of Claims Register

APPKT01579 - 04.25.2024 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
2392	BRANDON WATKINS INV11307	24-01012 Trailer & Truck Rental (Shop)	Reimburs Invoice	04/10/2024	Trailer & Truck Rental (Shop)	Reimburs 050-511-522-60-49-04	259.00 259.00
0073	BRAUN NORTHWEST INC 37564	24-01013 Shop Parts	Invoice	03/08/2024	Shop Parts	050-511-522-60-34-01	310.91 310.91
2395	C.C.I., INC 24030	24-01014 Remove/Install New Carpet-Flooring -	Invoice	04/11/2024	Remove/Install New Carpet-Flooring -	300-507-594-50-62-01	28,405.11 28,405.11
1913	CANON FINANCIAL SERVICES INC 32414011 32427374	24-01015 Copier Machine Lease - AdminPOD/ST Copier Machine Lease - Admin Bldg (C	Invoice Invoice	04/12/2024 04/12/2024	Copier Machine Lease - AdminPOD/ST Copier Machine Lease - Admin Bldg (C	001-512-591-22-70-00 001-512-591-22-70-00	703.08 406.48 296.60
1573	CASCADE RESCUE COMPANY INV000394481	24-01016 New rope gear for engines	Invoice	04/09/2024	replacement rope gear	001-514-522-20-35-04	10,880.76 10,880.76
0094	CDW GOVERNMENT LLC QN46127	24-01017 Microsoft Licensing for whole dept	Invoice	04/04/2024	Microsoft Licensing for whole dept	001-513-522-10-49-04	143,058.36 143,058.36
0096	CENTRAL WELDING SUPPLY 0002035648 0002036704 0002037616	24-01018 Oxygen Cylinder Exchange/Re-Fill (x1) Oxygen Cylinder Exchange/Re-Fill (x4) Oxygen Cylinder Exchange/Re-Fill (x4)	Invoice Invoice Invoice	04/05/2024 04/09/2024 04/10/2024	Oxygen Cylinder Exchange/Re-Fill (x1) Oxygen Cylinder Exchange/Re-Fill (x4) Oxygen Cylinder Exchange/Re-Fill (x4)	001-509-522-20-45-00 001-509-522-20-45-00 001-509-522-20-45-00	618.78 344.07 80.01 194.70
0101	CHINOOK LUMBER 2015346	24-01019 Lumber & Materials (2024 Pump Scho	Invoice	04/15/2024	Lumber & Materials (2024 Pump Scho	001-506-522-45-31-03	227.36 227.36
0103	CHMELIK SITKIN & DAVIS P.S. 122346	24-01020 Monthly Attorney Services (March 202	Invoice	03/31/2024	Monthly Attorney Services (March 202	001-512-522-10-41-03	5,188.00 5,188.00
0531	CHRISTENSEN, INC 0548412-IN 0548435-IN 0552848-IN	24-01021 Diesel Exhaust Fluid (DEF) - ST33 Diesel Exhaust Fluid (DEF) - ST33 Shop Parts	Invoice Invoice Invoice	03/15/2024 03/15/2024 03/27/2024	Diesel Exhaust Fluid (DEF) - ST33 Diesel Exhaust Fluid (DEF) - ST33 Shop Parts	001-504-522-20-32-00 001-504-522-20-32-00 050-511-522-60-34-01	9,248.15 548.71 235.66 8,463.78
0110	CITY OF MONROE ST31-MAR24	24-01022 Water, Stormwater & Sewer - ST 31	Invoice	04/02/2024	Water, Stormwater & Sewer - ST 31	001-507-522-50-47-02	795.50 795.50
0110	CITY OF MONROE ST32-MAR24	24-01023 Water & Stormwater - ST 32	Invoice	04/02/2024	Water & Stormwater - ST 32	001-507-522-50-47-02	153.79 153.79
0110	CITY OF MONROE ST31IRR-MAR24	24-01024 Water (Irrigation Meter) - ST 31	Invoice	04/02/2024	Water (Irrigation Meter) - ST 31	001-507-522-50-47-02	37.28 37.28
0110	CITY OF MONROE ADMIN-MAR24	24-01025 Water, Stormwater & Sewer - Admin B	Invoice	04/02/2024	Water, Stormwater & Sewer - Admin B	001-507-522-50-47-02 300-507-522-50-47-00	474.38 241.93 232.45
0125	COLUMBIA SOUTHERN UNIVERSI 339870040524	24-01026 Travis Jacobs - Tuition Eng 1301	Invoice	04/10/2024	Travis Jacobs - Tuition Eng 1301	001-506-522-45-49-10	764.00 764.00
0126	COMCAST ST73-APRMAY24	24-01027 Internet Services - ST 73	Invoice	04/04/2024	Internet Services - ST 73	001-513-522-50-42-01	319.98 319.98

Docket of Claims Register

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0126	COMCAST ADMIN-APRMAY24	24-01028 Internet/Phone/TV Services - Admin B	Invoice	04/07/2024	Internet/Phone/TV Srvcs - Admin Bldg	001-513-522-50-42-01	747.72 747.72
0136	COURIERWEST 7726	24-01029 Mail Courier Monthly Service (March 2	Invoice	03/01/2024	Mail Courier Monthly Service (March 2	001-502-522-10-41-01	2,190.80 2,190.80
2205	DANIEL KINDIG INV11302	24-01030 CDL Class B License Renewal Reimburs	Invoice	04/09/2024	CDL Class B License Renewal Reimburs	050-511-522-60-41-10	256.47 256.47
2045	DEPARTMENT OF LABOR & INDU 374085	24-01031 Boiler/Pressure Vessel Inspectn Cert. F	Invoice	04/10/2024	Boiler/Pressure Vessel Inspectn Cert. F	001-507-522-50-41-00	189.20 189.20
1875	ELECTRONIC BUSINESS MACHINE AR273514 AR274235 AR274248 AR275059	24-01032 Copier Machine Usage - ST71 Copier Machine Usage - Admin Bldg (P Copier Machine Usage - Admin Bldg (C Copier Machine Usage - Admin Bldg (C	Invoice Invoice Invoice Invoice	03/22/2024 03/31/2024 03/31/2024 04/11/2024	Copier Machine Usage - ST71 Copier Machine Usage - Admin Bldg (P Copier Machine Usage - Admin Bldg (C Copier Machine Usage - Admin Bldg (C	001-502-522-10-31-00 001-502-522-10-31-00 001-502-522-10-31-00 001-502-522-10-31-00	2,811.03 494.44 1,505.32 342.18 469.09
2180	ERICK RAMIREZ INV11306	24-01033 Pants Reimbursement 2024 (x2) (Admi	Invoice	04/17/2024	Pants Reimbursement 2024 (x2) (Admi	001-504-522-20-31-07	93.94 93.94
1642	EVERGREEN POWER SYSTEMS, IN 36395 36398 36399	24-01034 Electrical Srvc (Repair/Maint./Renovati Electrical Srvc (Repair/Maint./Renovati Electrical Srvc (Repair/Maint./Renovati	Invoice Invoice Invoice	04/08/2024 04/08/2024 04/08/2024	Electrical Srvc (Repair/Maint./Renovati Electrical Srvc (Repair/Maint./Renovati Electrical Srvc (Repair/Maint./Renovati	300-507-594-50-62-01 300-507-594-50-62-01 300-507-594-50-62-01	10,945.11 1,784.17 7,027.08 2,133.86
2296	FASTFIELDFORMS 14085	24-01035 Mobile Forms Software Monthly Subsc	Invoice	04/08/2024	Mobile Forms Software Monthly Subsc	001-516-522-30-49-04	870.38 870.38
2390	FASTSIGNS OF LYNNWOOD 443-38910-2	24-01036 Graphic Designs / Overlay - Interchang	Invoice	04/01/2024	Graphic Designs / Overlay - Interchang	001-506-522-45-31-03	131.54 131.54
2192	FIRE SERVICE REPAIR LLC 6421	24-01037 Flow Meter Kit - Shop	Invoice	03/22/2024	Flow Meter Kit - Shop	052-511-594-00-64-00	2,815.09 2,815.09
2077	FLAGS A' FLYING, LLC 100810	24-01038 5x9 1/2 US G-Spec Flag x12 (Stock)	Invoice	04/09/2024	5x9 1/2 US G-Spec Flag x12 (Stock)	001-502-522-10-49-07	1,733.93 1,733.93
0222	FREIGHTLINER NORTHWEST PC304021648;01	24-01039 Shop Parts	Invoice	04/08/2024	Shop Parts	050-511-522-60-34-01	192.54 192.54

Docket of Claims Register

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0226	GALLS, LLC	24-01040					6,579.55
	027459879	Tactical Short Sleeve Polo Shirt (x4)	Invoice	03/25/2024	Tactical Short Sleeve Polo Shirt (x4)	001-504-522-20-31-07	273.28
	027471226	Class A Twill Shirt (Woman),Polo Perfo	Invoice	03/26/2024	Class A Twill Shirt (Woman),Polo Perfo	001-504-522-20-31-07	134.32
	027471235	Blank Embroiderable Patch x2, Industri	Invoice	03/26/2024	Blank Embroiderable Patch x2, Industri	001-504-522-20-31-07	157.57
	027471300	Name Plate	Invoice	03/26/2024	Name Plate	001-504-522-20-31-07	26.56
	027471354	1/4 Zip Pro Duty Pullover Sweatshirt	Invoice	03/26/2024	1/4 Zip Pro Duty Pullover Sweatshirt	001-504-522-20-31-07	133.29
	027483487	Softshell Fleece Jacket	Invoice	03/27/2024	Softshell Fleece Jacket	001-504-522-20-31-07	98.86
	027493745	Name Plate	Invoice	03/27/2024	Name Plate	001-504-522-20-31-07	29.50
	027493823	Quarter Boots	Invoice	03/27/2024	Quarter Boots	001-504-522-20-31-07	134.84
	027495397	Jacket w/ Inner Softshell liner	Invoice	03/28/2024	Jacket w/ Inner Softshell liner	001-504-522-20-31-07	203.55
	027495416	Nomex IIIA Firefighter Pants (x2)	Invoice	03/28/2024	Nomex IIIA Firefighter Pants (x2)	001-504-522-20-31-07	290.06
	027495417	Diamond Quilted Jacket	Invoice	03/28/2024	Diamond Quilted Jacket	001-504-522-20-31-07	107.93
	027495418	1/2 Zip Turtleneck Sweatshirt	Invoice	03/28/2024	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	118.53
	027495419	Diamond Quilted Jacket	Invoice	03/28/2024	Diamond Quilted Jacket	001-504-522-20-31-07	117.25
	027495420	1/2 Zip Turtleneck Sweatshirt	Invoice	03/28/2024	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	111.87
	027507265	Industrial Pants (x3)	Invoice	03/29/2024	Industrial Pants (x3)	001-504-522-20-31-07	430.37
	027507325	Station Boots Airpower XR2	Invoice	03/29/2024	Station Boots Airpower XR2	001-504-522-20-31-07	200.00
	027507330	Dress/Uniform Shoes (Academy Oxford	Invoice	03/29/2024	Dress/Uniform Shoes (Academy Oxford	001-504-522-20-31-07	79.49
	027507340	L/S DAC Polyester-Cotton Class A Shirt	Invoice	03/29/2024	L/S DAC Polyester-Cotton Class A Shirt	001-504-522-20-31-07	58.62
	027536840	Duty Boots	Invoice	04/02/2024	Duty Boots	001-504-522-20-31-07	196.71
	027546935	Blank Embroiderable Patch	Invoice	04/03/2024	Blank Embroiderable Patch	001-504-522-20-31-07	20.09
	027546956	Jacket w/ Detachable Inner Softshell	Invoice	04/03/2024	Jacket w/ Detachable Inner Softshell	001-504-522-20-31-07	313.76
	027559037	Quarter Boots	Invoice	04/04/2024	Quarter Boots	001-504-522-20-31-07	134.71
	027588236	Polyester/Wool Double Breasted Class	Invoice	04/08/2024	Polyester/Wool Double Breasted Class	001-504-522-20-31-07	510.62
	027588239	Polyester/Wool Double Breasted Class	Invoice	04/08/2024	Polyester/Wool Double Breasted Class	001-504-522-20-31-07	486.69
	027588309	S/S Station Wear Shirt	Invoice	04/08/2024	S/S Station Wear Shirt	001-504-522-20-31-07	265.84
	027599493	Duty Boots	Invoice	04/09/2024	Duty Boots	001-504-522-20-31-07	153.43
	027599535	Softshell Fleece Jacket	Invoice	04/09/2024	Softshell Fleece Jacket	001-504-522-20-31-07	205.79
	027599569	S/S Station Wear Shirt	Invoice	04/09/2024	S/S Station Wear Shirt	001-504-522-20-31-07	273.28
	027612542	Firefighter Pants	Invoice	04/10/2024	Nomex IIIA Firefighter Pants	001-504-522-20-31-07	579.25
	027612563	Necktie	Invoice	04/10/2024	Necktie	001-504-522-20-31-07	8.85
	027612614	L/S Chief Shirt	Invoice	04/10/2024	L/S Chief Shirt	001-504-522-20-31-07	483.66
	027612616	1/2 Zip Turtleneck Sweatshirt	Invoice	04/10/2024	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	240.98
0238	GRAINGER	24-01041					455.78
	9079164928	Station Operating Supplies	Invoice	04/08/2024	Station Operating Supplies	001-507-522-50-35-00	1,499.21
	9080163349	Station Operating Supplies (Return)	Credit Memo	04/09/2024	Station Operating Supplies (Return)	001-507-522-50-35-00	-1,043.43
1660	HARBORVIEW INVESTMENT LTD	24-01042					1,710.00
	05/2024	Paramedic School Housing Rent (#2-10	Invoice	05/01/2024	Paramedic School Housing Rent (#2-10	001-506-522-45-49-37	1,710.00
0258	HILL STREET CLEANERS	24-01043					122.14
	11343	Uniform Repairs, Alteratns & Dry Clear	Invoice	04/01/2024	Uniform Repairs, Alteratns & Dry Clear	001-504-522-20-31-07	122.14

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Vendor #	Payable Number	Payable Description					Distribution Amount
0260	HUGHES FIRE EQUIPMENT, INC	24-01044					1,955.80
	604611	Shop Parts	Invoice	03/21/2024	Shop Parts	050-511-522-60-34-01	791.96
	605305	Shop Parts	Invoice	04/09/2024	Shop Parts	050-511-522-60-34-01	156.95
	605543	Shop Parts	Invoice	04/15/2024	Shop Parts	050-511-522-60-34-01	1,006.89
1878	IMS ALLIANCE	24-01045					46.50
	24-1140	Passport Name & Locker Tags (x11)	Invoice	04/15/2024	Passport Name & Locker Tags (x11)	001-504-522-20-31-01	46.50
0277	ISOUTSOURCE	24-01046					15,627.83
	CW294533	Monthly Software Fees/Monitoring Se	Invoice	04/12/2024	Monthly Software Fees/Monitoring Se	001-513-522-10-41-04	606.08
	CW294624	IT Services	Invoice	04/15/2024	IT Services	001-513-522-10-41-04	9,577.60
	CW294763	IT Services	Invoice	04/15/2024	IT Services	001-513-522-10-41-04	5,444.15
1910	JUDD & BLACK ELECTRIC INC	24-01047					1,045.56
	8810283-1	Kitchen Aid Stainless Steel Dishwasher	Invoice	04/12/2024	Kitchen Aid Stainless Steel Dishwasher	001-507-522-50-35-00	1,045.56
0313	KENT D. BRUCE CO., LLC	24-01048					2,826.91
	15397	Shop Parts	Invoice	03/04/2024	Shop Parts	050-511-522-60-34-01	1,449.37
	15626	Shop Parts	Invoice	04/03/2024	Shop Parts	050-511-522-60-34-01	107.61
	15687	Shop Parts	Invoice	04/12/2024	Shop Parts	050-511-522-60-34-01	1,269.93
0332	KUSSMAUL ELECTRONICS CO INC	24-01049					392.32
	0000248783	Shop Parts	Invoice	04/05/2024	Shop Parts	050-511-522-60-34-01	392.32
0352	LOWE'S	24-01050					508.66
	971456-MTRBYO	Wall Anchors 50ct to Hang WhiteBoar	Invoice	04/01/2024	Wall Anchors 50ct to Hang WhiteBoar	001-507-522-50-35-00	15.57
	976086-MTWYUO	Propane Tank Exchange (x6)	Invoice	04/02/2024	Propane Tank Exchange (x6)	001-507-522-50-47-03	185.80
	984540-MSSTCD	GE LED 60W Light Bulbs 8pk - ST 81	Invoice	03/25/2024	GE LED 60W Light Bulbs 8pk - ST 81	001-507-522-50-31-00	23.88
	990188-MSVVOK	Galvin Pipe & Flange Misc.Parts (Ladde	Invoice	03/26/2024	Galvin Pipe & Flange Misc.Parts (Ladde	001-504-522-20-48-02	236.18
	999126-MTMRPB	Moss Out (x2) & Weed Clear - ST74	Invoice	03/30/2024	Moss Out (x2) & Weed Clear - ST74	001-507-522-50-48-00	47.23
0082	MIKE CAMERER	24-01051					206.00
	INV11309	DOT Physical Exam Reimbursement	Invoice	04/15/2024	DOT Physical Exam Reimbursement	050-511-522-60-41-10	206.00
0379	MOBILE HEALTH RESOURCES	24-01052					1,010.10
	24291	Monthly EMS Patient Experience Surve	Invoice	03/31/2024	Monthly EMS Patient Experience Surve	001-509-522-20-49-02	1,010.10
2333	OAC SERVICES, INC.	24-01053					28,991.97
	148323	Professional Services CM Labor/Eval/A	Invoice	04/10/2024	Professional Services CM Labor/Eval/A	300-507-594-50-62-32	10,983.32
		Professional Services CM Labor/Eval/A			Professional Services CM Labor/Eval/A	300-507-594-50-62-81	10,818.02
	148324	Professional Srvc CM Labor/Constrctn	Invoice	04/10/2024	Professional Srvc CM Labor/Constrctn	300-507-594-50-62-31	4,851.09
		Professional Srvc CM Labor/Constrctn			Professional Srvc CM Labor/Constrctn	300-507-594-50-62-83	2,339.54
2252	ODP BUSINESS SOLUTIONS, LLC	24-01054					333.63
	357301984002	Folders - Admin	Invoice	04/15/2024	Folders - Admin	001-502-522-10-31-00	74.39
	362051950001	Dry Erase Mkr (x2), NoteBook (x2), Foli	Invoice	04/04/2024	Dry Erase Mkr (x2), NoteBook (x2), Foli	001-502-522-10-31-00	30.25
	362062515001	6ft USB 2.0M/M Universal Cable - ST7:	Invoice	04/03/2024	6ft USB 2.0M/M Universal Cable - ST7:	001-513-522-10-35-00	10.13
	362117335001	Bnding Combs100pk,Bnding Cover100	Invoice	04/04/2024	Bnding Combs100pk,Bnding Cover100	001-502-522-10-31-00	103.35
	362117335002	Folder 2 Dividers (Grey) 3boxes - Adm	Invoice	04/04/2024	Folder 2 Dividers (Grey) 3boxes - Adm	001-502-522-10-31-00	45.78
	362117843001	Binder Covers 25pk x2 - Admin Front D	Invoice	04/04/2024	Binder Covers 25pk x2 - Admin Front D	001-502-522-10-31-00	69.73

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2397	PATRICK A MACNEALY 002524	24-01055 PADI Rescue Swim/ Train. Certification:	Invoice	04/11/2024	PADI Rescue Swim/ Train. Certification:	001-506-522-45-49-02	17,520.00 17,520.00
0466	PETROCARD, INC. C411528	24-01056 OnSite Mobile Fueling Service - ST 71,	Invoice	03/14/2024	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00	2,277.91 889.30
	C434373	OnSite Mobile Fueling Service - ST 71,	Invoice	04/10/2024	OnSite Mobile Fueling Service - ST 71,	001-509-522-20-32-00 001-504-522-20-32-00 001-509-522-20-32-00	889.30 249.66 249.65
0483	PUGET SOUND ENERGY ADMIN-MARAPR24	24-01057 Natural Gas - Admin Bldg	Invoice	04/08/2024	Natural Gas - Admin Bldg	001-507-522-50-47-03 300-507-522-50-47-00	814.48 415.38 399.10
0483	PUGET SOUND ENERGY ST81-MARAPR24	24-01058 Natural Gas - ST 81	Invoice	04/05/2024	Natural Gas - ST 81	001-507-522-50-47-03	394.71 394.71
0483	PUGET SOUND ENERGY ST82-MARAPR24	24-01059 Natural Gas - ST 82	Invoice	04/05/2024	Natural Gas - ST 82	001-507-522-50-47-03	600.88 600.88
0483	PUGET SOUND ENERGY ST33-MARAPR24	24-01060 Natural Gas - ST 33	Invoice	04/19/2024	Natural Gas - ST 33	001-507-522-50-47-03	497.09 497.09
2250	PURE CLEAN CARPET CLEANING 56276721	24-01061 Air Duct Replacement & Cleaning/Mai	Invoice	04/18/2024	Air Duct Replacement & Cleaning/Mai	001-507-522-50-48-00	1,321.80 1,321.80
1533	REHN & ASSOCIATES INV-00201808	24-01062 COBRA Rights Notice Letter (x2)	Invoice	03/31/2024	COBRA Rights Notice Letter (x2)	001-502-522-10-41-01	56.00 56.00
0499	RICE FERGUS MILLER, INC. 2020053.00-034 2022073.00-014	24-01063 Cap. Facilities Planning (Bid/Constructi Capital Facilities Planning - Shop Add. I	Invoice Invoice	04/09/2024 04/09/2024	Cap. Facilities Planning (Bid/Constructi Capital Facilities Planning - Shop Add. I	300-507-594-50-62-83 300-507-594-50-62-00	23,577.22 16,671.57 6,905.65
1662	RIDGID PLUMBING AND DRAIN S 5503	24-01064 Flushed Gas Water Heater/Backfilled &	Invoice	04/08/2024	Flushed Gas Water Heater/Backfilled &	001-507-522-50-48-00	464.95 464.95
1867	RONALD RASMUSSEN JR INV11308	24-01065 Airfare Reimburesment (Station Desigr	Invoice	04/11/2024	Airfare Reimburesment (Station Desigr	001-507-522-50-43-00	436.21 436.21
0517	S & P DESIGN INC 14187	24-01066 Fleece, Lady Jacket,Lady Vest,Micr Flee	Invoice	04/11/2024	Fleece, Lady Jacket,Lady Vest,Micr Flee	001-504-522-20-31-07	232.31 232.31
1921	SEA-WESTERN INC INV31613	24-01067 Turnout Bunker Gear - Coats (x2), Pan	Invoice	04/17/2024	Turnout Bunker Gear - Coats (x2), Pan	303-504-594-20-64-04	7,697.84 7,697.84
1905	SNOHOMISH CO-OP INC 318190 318193	24-01068 Fuel Fuel	Invoice Invoice	04/10/2024 04/10/2024	Fuel Fuel	001-504-522-20-32-00 001-504-522-20-32-00	141.50 40.74 100.76
1550	SNOHOMISH COUNTY PLANNINC I000638712	24-01069 ILA Fire Investigation Services (Case 20	Invoice	04/11/2024	ILA Fire Investigation Services (Case 20	001-505-522-30-41-00	607.50 607.50
0565	SNOHOMISH COUNTY PUD 116093729	24-01070 Electricity - ST 73	Invoice	04/11/2024	Electricity - ST 73	001-507-522-50-47-01	213.70 213.70

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0565	SNOHOMISH COUNTY PUD 119390878	24-01071 Electricity - ST 82 Garage/Storage Bldg	Invoice	04/11/2024	Electricity - ST 82 Garage/Storage Bldg	001-507-522-50-47-01	22.05 22.05
0565	SNOHOMISH COUNTY PUD 106222575	24-01072 Electricity - ST 77	Invoice	04/10/2024	Electricity - ST 77	001-507-522-50-47-01	247.33 247.33
0565	SNOHOMISH COUNTY PUD 132591962	24-01073 Electricity - ST 83	Invoice	04/03/2024	Electricity - ST 83	001-507-522-50-47-01	101.39 101.39
1935	SNOHOMISH VALLEY ROOFING II 32126	24-01074 Dumpster Rental (17yd) - ST71 Tnng Pr	Invoice	04/10/2024	Dumpster Rental (17yd) - ST71 Tnng Pr	001-506-522-45-31-03	445.64 445.64
2400	SNURE SEMINARS 078 136 146	24-01075 Procurement/Bid Law Update Webinar Procurement/Bid Law Update Webinar Procurement/Bid Law Update Webinar	Invoice Invoice Invoice	04/02/2024 04/13/2024 04/18/2024	Procurement/Bid Law Update Webina Procurement/Bid Law Update Webina Procurement/Bid Law Update Webina	001-507-522-45-49-02 001-501-522-45-49-01 001-502-522-45-49-02	240.00 80.00 80.00 80.00
0572	SPEEDWAY CHEVROLET 141978	24-01076 Shop Parts	Invoice	04/10/2024	Shop Parts	050-511-522-60-34-01	133.14 133.14
2057	SPRAGUE PEST SOLUTIONS 5401734 5401735 5401736 5401737 5401738 5401739 5401741 5401742 5401743	24-01077 Monthly Pest Control Services - Admin Monthly Pest Control Servcs - ST 74/Lc Monthly Pest Control Services - ST 73 Monthly Pest Control Services - ST 82 Monthly Pest Control Services - ST 83 Monthly Pest Control Services - ST 81 Monthly Pest Control Services - ST 72 Monthly Pest Control Services - ST 71 Monthly Pest Control Services - ST 33	Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	04/12/2024 04/15/2024 04/09/2024 04/09/2024 04/09/2024 04/09/2024 04/17/2024 04/10/2024 04/15/2024	Monthly Pest Control Services - Admin Monthly Pest Control Servcs - ST 74/Lc Monthly Pest Control Services - ST 73 Monthly Pest Control Services - ST 82 Monthly Pest Control Services - ST 83 Monthly Pest Control Services - ST 81 Monthly Pest Control Services - ST 72 Monthly Pest Control Services - ST 71 Monthly Pest Control Services - ST 33	001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00	1,013.78 109.21 109.11 110.01 109.11 109.11 109.11 118.04 109.11 130.97
2379	SRFR - PETTY CASH 0-082-383-768 0-082-676-167 0-083-260-193 0-084-229-266 01944 01945	24-01078 DOL Driving Record Request - B. Watki DOL Driving Record Request - J. Jensen DOL Driving Record Request - (x2) DOL Driving Record Request - J. Arnold EMS Transport Services Billing Refund Alderwood Water & WasterWater Dist	Invoice Invoice Invoice Invoice Invoice Invoice	02/21/2024 02/28/2024 03/12/2024 04/05/2024 04/18/2024 04/22/2024	DOL Driving Record Request - B. Watki DOL Driving Record Request - J. Jensen DOL Driving Record Request - (x2) DOL Driving Record Request - J. Arnold EMS Transport Services Billing Refund Alderwood Water & WasterWater Dist	001-503-522-10-49-06 001-503-522-10-49-06 001-503-522-10-49-06 001-503-522-10-49-06 001-509-589-26-49-00 300-507-594-50-62-72	16,863.56 15.00 15.00 30.00 15.00 88.56 16,700.00
1634	STRYKER SALES CORPORATION 4211279 9205700612 9205896118 9205950174	24-01079 4 Yr LP15 Preventative Maintenance Ag ProCare Service Contract (Data Service NIBP - Tubing, 6FT 3PC - ST 71 Kit, Replacement Battery LPCR2 -ST31	Invoice Invoice Invoice Invoice	06/27/2023 02/29/2024 04/01/2024 04/09/2024	4 Yr LP15 Preventative Maintenance Ag ProCare Service Contract (Data Service NIBP - Tubing, 6FT 3PC - ST 71 Kit, Replacement Battery LPCR2 -ST31	001-509-522-20-48-01 001-509-522-20-49-02 001-509-522-20-48-01 001-509-522-20-48-01	39,650.12 29,974.40 8,997.06 208.46 470.20
1981	SUMMIT LAW GROUP, PLLC 153657	24-01080 Attorney/Legal Service Fees (Payroll Iss	Invoice	04/17/2024	Attorney/Legal Service Fees (Payroll Iss	001-512-522-10-41-03	592.50 592.50

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0587	SYSTEMS DESIGN WEST, LLC 20240424	24-01081 EMS Transport Billing Monthly Service:	Invoice	04/15/2024	EMS Transport Billing Monthly Service:	001-509-522-20-41-05	11,759.52 11,759.52
1645	TELEFLEX, LLC 9508239986	24-01082 Medical Supplies ('EZ-IO' Needle & Sta	Invoice	03/27/2024	Medical Supplies ('EZ-IO' Needle & Sta	001-509-522-30-31-01	677.50 677.50
2307	THE RESCUE SOURCE & RESCUE : 133534-03 133626 133626-02	24-01083 Gear for new team members New dry suit and liner (Dry Suit Only) New dry suit and liner.	Invoice Invoice Invoice	04/16/2024 03/15/2024 04/16/2024	Gear for new water team members New dry suit and liner New dry suit and liner	001-514-522-20-35-03 001-514-522-20-35-03 001-514-522-20-35-03	5,958.85 3,939.31 1,790.22 229.32
0610	TRUE NORTH EMERGENCY EQUIP A17337 A17352 A17363 A17476	24-01084 Shop Parts Shop Parts Shop Parts Shop Parts	Invoice Invoice Invoice Invoice	03/28/2024 04/02/2024 04/03/2024 04/12/2024	Shop Parts Shop Parts Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01 050-511-522-60-34-01	5,624.36 4,720.22 172.66 536.16 195.32
2221	ULINE, INC 176573035 176766316 176766367	24-01085 Electronic Storage Cabinets (Wildland) Electric Adjustable Height L- Desk x 2 Vertical 2 drawer file cabinets for Stati	Invoice Invoice Invoice	04/05/2024 04/11/2024 04/11/2024	Electronic Storage Cabinets (Wildland) Electric Adjustable Height L- Desk x 2 Vertical 2 drawer file cabinets for Stati	001-507-522-50-35-00 001-507-522-50-35-00 001-507-522-50-35-00	3,781.18 619.01 2,526.97 635.20

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0624	US BANK	24-01086					Distribution Amount
	USBANK-MAR24	District Credit Card Charges - March 2024	Invoice	03/25/2024	"BELL" Style Swivel Reducer - E33	001-504-522-20-48-02	40,986.53
					2024 Spring Comex Supplies	001-502-522-10-31-00	269.42
					24 Count Gatorade x12 - Suppression	001-504-522-20-31-01	71.36
					40 Count Water x40 Pallets - Suppressi	001-504-522-20-31-01	297.67
					4Imprint - Flash Round Light Clips (500	001-515-522-30-31-01	474.75
					4Imprint - Risky Business Sunglasses (3	001-515-522-30-31-01	715.97
					ACA Rescue Safety Handbook (x8) Spe	001-514-522-20-31-09	849.13
					Ace Hardware - Exit Light Bulbs (x5) - S	001-507-522-50-31-00	148.93
					Ace Hardware (Drill Holster,Pry Bar,Ap	001-507-522-50-35-00	19.09
					Aiport Parking (CPSE Conference)	001-506-522-45-43-00	72.11
					Air Chuck Kit - ST 81	001-504-522-20-31-01	141.69
					Airport Parking (CPSE Conference)	001-516-522-30-43-00	30.59
					Alabama Fire College (AFC Course Reg.	001-506-522-45-49-10	103.15
					Allen's Crosley Lanes (NWLS Team Buil	001-506-522-45-43-00	510.00
					Allen's Crosley Lanes (NWLS Team Buil	001-506-522-45-43-00	110.50
					American Canoe Assoc. (Rescue Swim	001-506-522-45-49-26	45.50
					American Canoe Assoc. (Rescue Swim	001-506-522-45-49-26	40.00
					American Canoe Assoc. (Rescue Swim	001-506-522-45-49-26	40.00
					American Canoe Assoc. (Rescue Swim	001-506-522-45-49-26	40.00
					American Canoe Assoc. (Rescue Swim	001-506-522-45-49-26	40.00
					American Canoe Assoc. (Rescue Swim	001-506-522-45-49-26	40.00
					American Canoe Assoc. (Rescue Swim	001-506-522-45-49-26	40.00
					American Canoe Assoc. (Rescue Swim	001-506-522-45-49-26	40.00
					Apple Air Tags (x8) - EMS Division	001-513-522-10-35-00	40.00
					BestWestern Hotel/Lodging (Trench Re	001-506-522-45-43-00	207.20
					Black Memorial Flag Case 8pk - Stock	001-502-522-10-49-07	595.08
					Bob's Cafe (Rescue Swim Team Lunch/	001-506-522-45-43-00	213.56
					Buena Vista Hotel /Lodging (CFAI Confi	001-505-522-30-43-00	57.59
					Bunker Gear Reflective Shoulder Strap:	001-504-522-20-35-00	121.50
					CalendarWiz Profess. Software Monthl	001-513-522-10-49-04	203.41
					Caribe Royale Hotel/Lodging (CPSE 20:	001-516-522-30-43-00	29.00
					Center Medical EDU Course - EMS	001-509-522-45-49-02	1,188.04
					CERT Meeting (SRFR)(Snacks)	001-515-522-30-49-06	356.00
					Coffee "Lt. Meeting" (3/5/24)	001-506-522-45-31-03	26.46
					Coffee (Promotional Process - DFM) HI	001-503-522-10-49-06	43.16
					Costco (Paper Plates, Paper Towels,Cut	001-507-522-50-31-00	21.86
					CPSE Excellence Conference Baggage F	001-506-522-45-43-00	117.64
					CPSE Excellence Conference Baggage F	001-506-522-45-43-00	30.00
					DEF Can & Air Plugs - ST 81	001-504-522-20-31-01	30.00
					DEF Fluid (x6)	001-513-522-20-48-01	36.70
					Drive Medical Economy Removable Toj	001-509-522-20-35-00	86.51
					Equifax - Verification Employment & In	001-503-522-10-49-06	130.80
					Fast Field Monthly Dues JAN 2024	001-516-522-30-49-04	131.77
							1,115.88

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-MAR24	District Credit Card Charges - March 20	Invoice	03/25/2024	Feld Fire (Akron Hose Hoist) - L33	001-504-522-20-48-02	439.00
					Fire by Trade (36' Velcro Hose Strap x6)	001-504-522-20-31-10	102.57
					Fire Hooks Mod Halligan Bar	001-506-522-45-49-23	342.03
					Fire Marshal Assesment Meeting - Lun	001-502-522-10-49-06	196.41
					Fuel Purchase (District Vehicle Card)	001-504-522-20-32-00	46.52
					General Admission (Workhuman Live T	001-503-522-45-49-02	2,095.00
					Glacier West Monroe Storage Monthly	001-507-522-50-45-00	146.00
					'Good To Go' Pass Auto Monthly Paym	001-504-522-20-49-04	30.00
					Helmet Brand (x4) - Fire Marshals	001-505-522-30-35-00	164.50
					Holiday Inn/Lodging (NWLS Conferenc	001-506-522-45-43-00	657.72
					Holiday Inn/Lodging (NWLS Conferenc	001-506-522-45-43-00	657.72
					Holiday Inn/Lodging (NWLS Conferenc	001-506-522-45-43-00	657.72
					Holiday Inn/Lodging (NWLS Conferenc	001-506-522-45-43-00	657.72
					Holiday Inn/Lodging (NWLS Conferenc	001-506-522-45-43-00	1,280.64
					Holiday Inn/Lodging (NWLS Conferenc	001-506-522-45-43-00	438.48
					Holiday Inn/Lodging (NWLS Conferenc	001-506-522-45-43-00	657.72
					Holiday Inn/Lodging (NWLS Conferenc	001-506-522-45-43-00	622.92
					Holiday Inn/Lodging (NWLS Conferenc	001-506-522-45-43-00	622.92
					Holiday Inn/Lodging (NWLS Conferenc	001-506-522-45-43-00	657.72
					Holiday Inn/Lodging (NWLS Conferenc	001-506-522-45-43-00	657.72
					Holiday Inn/Lodging (NWLS Conferenc	001-506-522-45-43-00	657.72
					Holiday Inn/Lodging (NWLS Conferenc	001-506-522-45-43-00	622.92
					Holiday Inn/Lodging Stay (NWLS Confe	001-506-522-45-43-00	196.04
					Home Depot "Supplies to Build ladder	001-506-522-45-31-03	213.44
					Hotel/Lodging (CPSE Conference)	001-506-522-45-43-00	1,202.04
					Hotel/Lodging (OFAEMA Mech. School	050-511-522-60-43-00	848.04
					Hotel/Lodging (Pre Build SRFRR Boat Tr	001-506-522-45-43-00	144.82
					Hotel/Lodging (Pre Build SRFRR Boat Tr	001-506-522-45-43-00	144.82
					Hotel/Lodging (Pre Build SRFRR Boat Tr	001-506-522-45-43-00	144.82
					House Of JUJU (Rescue Swim Team Lur	001-506-522-45-43-00	65.12
					Hp Ink Cartridge - HR	001-502-522-10-31-00	143.30
					HR Anayyst Interview Lunch (Pam, Davi	001-503-522-10-49-06	41.00
					IAAI "1 Year Subscription" Non-Enhanc	001-505-522-30-49-02	143.00
					ICC Membership Renewal - Messer	001-505-522-30-49-02	204.00
					Irish Rest/Pub Dinner (NWLS Conferen	001-506-522-45-43-00	304.80
					Jeno's Restaurant (Shop Meeting x13)	001-502-522-10-49-06	136.18
					Kurt Isackson Training Meeting - Lunch	001-506-522-45-31-03	199.34
					Lake Stevens Chamber Comm. Luncho	001-502-522-10-49-06	120.00
					Lake Stevens Storage Unit Monthly Rei	001-507-522-50-45-00	150.00
					Leadership & Tactics Class (Coffee- 3/7	001-506-522-45-31-03	202.64
					Leadership & Tactics Class (Lunch- 3/6,	001-506-522-45-31-03	459.58
					Leadership & Tactics Class (Snacks 3/6,	001-506-522-45-31-03	157.95
					Leadership & Tactics Class (Snacks 3/7,	001-506-522-45-31-03	37.98

Docket of Claims Register

APPKT01579 - 04.25.2024 Board Meeting ER

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-MAR24	District Credit Card Charges - March 2024	Invoice	03/25/2024	Leadership & Tactics Class (Snacks 3/7,	001-506-522-45-31-03	171.78
					Leadership & Tactics Class (Snacks- 3/7	001-506-522-45-31-03	355.66
					Maria's Mexican Rest. (Water Team Fil	001-514-522-20-31-09	53.76
					Math & Dosage Calculations Book - He	001-506-522-45-34-00	37.28
					Metal Helmet Shields (New Recruits x1	001-506-522-45-31-03	630.00
					Microsoft 'Office 365 E1' License Mnth	001-513-522-10-49-04	15.32
					Monroe Chamber Comm. Luncheon x6	001-502-522-10-49-06	80.00
					MRSC Training (Personnel/Employ Rec	001-503-522-45-49-02	40.00
					Murano Hotel/Lodging "COMEX"	001-506-522-45-43-00	4,000.00
					New Hire/Job Open Advertisement (Ne	001-502-522-10-44-00	125.00
					Northwest Chapter of LERA Regist (Car	001-506-522-45-49-02	-375.00
					Phone Holder	001-513-522-10-35-00	26.96
					Practical Emergency Airway Managem	001-506-522-45-34-00	226.75
					Public Works Waste (Box Springs) - ST	001-507-522-50-47-04	20.00
					QFC - Snacks Provided - EMS	001-509-522-20-49-04	61.70
					Retirement Case (BC Fisher) Award	001-502-522-10-49-07	60.11
					Shop Parts	050-511-522-60-34-01	42.17
					Shop Parts	050-511-522-60-34-01	225.34
					Shop Parts	050-511-522-60-34-01	68.61
					Shop Parts	050-511-522-60-34-01	300.51
					Shop Parts	050-511-522-60-34-01	917.86
					Shop Parts	050-511-522-60-34-01	181.74
					Shop Tools	050-511-522-60-48-01	1,029.47
					Sky Valley Chamber Comm (Luncheon)	001-502-522-10-49-06	30.00
					Snacks "Lt. Meeting" (3/5/24)	001-506-522-45-31-03	48.06
					Snacks (Promotional Process - DFM) H	001-503-522-10-49-06	20.95
					Special Ops Learning Supplies (x15)	001-514-522-20-31-09	871.58
					SRFR "Meet & Greet" Admin Sta Tours	001-502-522-10-49-06	99.07
					SRFR Scout Day Open House (Donuts)	001-502-522-10-49-06	35.98
					SRFR Scout Day Open House (Labels)	001-502-522-10-49-06	18.33
					SRFR Scout Day Open House (Snacks)	001-502-522-10-49-06	222.89
					SRFR Scout Day Open House (Water &	001-502-522-10-49-06	33.72
					STA "Fire & Life Safety 4th Edition (x2)	001-515-522-30-31-01	202.40
					Swiftwater Instructor Class Lunch (3/1)	001-514-522-20-31-09	146.28
					Swiftwater Instructor Class Lunch (3/1)	001-514-522-20-31-09	131.62
					Swiftwater Instructor Class Lunch (3/2)	001-514-522-20-31-09	117.30
					Swiftwater Instructor Class Lunch (3/2)	001-514-522-20-31-09	277.10
					Swiftwater Instructor Class Lunch (3/2)	001-514-522-20-31-09	156.01
					Swiftwater Instructor Class Snacks (3/1)	001-514-522-20-31-09	78.65
					Swiftwater Rescue Course Binding (Res	001-506-522-45-34-00	435.05
					T8 LED 48" Light Bulbs (Renovation nd	001-507-522-50-48-00	296.73
					The Emergency Mind Book (x12) - EMS	001-506-522-45-34-00	257.04
					Tractor & Supply - Propane for Forklift	001-507-522-50-47-03	22.90

Docket of Claims Register

APPKT01579 - 04.25.2024 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
	USBANK-MAR24	District Credit Card Charges - March 2024	Invoice	03/25/2024	Uber - Airport to Hotel (CPSE Conferen	001-506-522-45-43-00	61.07
					Uber - Hotel to Aiport (CPSE Conferenc	001-506-522-45-43-00	41.06
					UPS Postal Postage (Norm Peterson Se	001-502-522-10-42-00	13.75
					WA State Patrol (WSP) Background Ch	001-503-522-10-49-01	22.00
					WA State Patrol (WSP) Background Ch	001-503-522-10-49-01	22.00
					Water x2, Ziploc Bags, Cleaning Wipes	001-507-522-50-31-00	47.07
					Westside Pizza (Rescue Swim Team Lu	001-514-522-20-49-00	23.93
					WFC Convention Registration - McCon	001-506-522-45-49-02	625.00
					WFOA "BARS-CASH" Training - R.Richr	001-503-522-45-49-02	175.00
					Wired Vacuum Cleaners (x2) - Stock fo	001-507-522-50-35-00	1,536.40
					ZOOM Monthly Subscription	001-515-522-30-49-04	69.97
0639	WASHINGTON FIRE COMMISSIOI 200001803	24-01087 2024 WFCA Annual Conf. Registration	Invoice	04/08/2024	2024 WFCA Annual Conf. Registration	001-501-522-45-49-01	1,575.00 1,575.00
0643	WASHINGTON STATE DEPARTME 18023298	24-01088 Shelter Fire Complete Packs (x15) (Wil	Invoice	04/09/2024	Shelter Fire Complete Packs (x15) (Wil	001-514-522-20-31-08	8,899.76 8,899.76
0651	WAVE 132631801-0010738	24-01089 Fiber Optic Connection - County (Rock	Invoice	04/01/2024	Fiber Optic Connection & Cable/TV Ser	001-513-522-50-42-01	7,499.81 7,499.81
0651	WAVE 129266301-0010738	24-01090 Fiber Optic Connection - ST 72	Invoice	04/01/2024	Fiber Optic Connection - ST 72	001-513-522-50-42-01	900.80 900.80
2011	ZIPLY FIBER ADMIN-MARAPR24	24-01091 Fire Alarm Phone Lines/Connection - A	Invoice	03/28/2024	Fire Alarm Phone Lines/Connection - A	001-513-522-50-42-01	190.19 190.19
Total Claims: 91						Total Payment Amount:	521,908.17

Snohomish Regional Fire and Rescue Claims Voucher Summary

04/23/2024

Page 1 of 3

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
24-01001	AIR EXCHANGE, INC		1,325.03
24-01002	ALL BATTERY SALES AND SERVICE		175.92
24-01003	AMAZON CAPITAL SERVICES, INC		7,161.30
24-01004	ARAMARK UNIFORM SERVICES		165.55
24-01005	ARG INDUSTRIAL		523.06
24-01006	ARI PHOENIX INC		773.03
24-01007	AT&T MOBILITY - CC		429.02
24-01008	BENJAMIN TOWERS		65.58
24-01009	BICKFORD MOTORS INC.		1,597.89
24-01010	BOUND TREE MEDICAL, LLC		19,222.10
24-01011	BRAKE & CLUTCH SUPPLY INC		217.64
24-01012	BRANDON WATKINS		259.00
24-01013	BRAUN NORTHWEST INC		310.91
24-01014	C.C.I., INC		28,405.11
24-01015	CANON FINANCIAL SERVICES INC		703.08
24-01016	CASCADE RESCUE COMPANY		10,880.76
24-01017	CDW GOVERNMENT LLC		143,058.36
24-01018	CENTRAL WELDING SUPPLY		618.78
24-01019	CHINOOK LUMBER		227.36
24-01020	CHMELIK SITKIN & DAVIS P.S.		5,188.00
24-01021	CHRISTENSEN, INC		9,248.15
24-01022	CITY OF MONROE		795.50
24-01023	CITY OF MONROE		153.79
24-01024	CITY OF MONROE		37.28
24-01025	CITY OF MONROE		474.38
24-01026	COLUMBIA SOUTHERN UNIVERSITY		764.00
24-01027	COMCAST		319.98
24-01028	COMCAST		747.72
24-01029	COURIERWEST		2,190.80
24-01030	DANIEL KINDIG		256.47
24-01031	DEPARTMENT OF LABOR & INDUSTRIES / BOILER SECTION		189.20

Page Total 236,484.75

Cumulative Total 236,484.75

Snohomish Regional Fire and Rescue Claims Voucher Summary

04/23/2024

Page 2 of 3

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
24-01032	ELECTRONIC BUSINESS MACHINES		2,811.03
24-01033	ERICK RAMIREZ		93.94
24-01034	EVERGREEN POWER SYSTEMS, INC		10,945.11
24-01035	FASTFIELDFORMS		870.38
24-01036	FASTSIGNS OF LYNNWOOD		131.54
24-01037	FIRE SERVICE REPAIR LLC		2,815.09
24-01038	FLAGS A' FLYING, LLC		1,733.93
24-01039	FREIGHTLINER NORTHWEST		192.54
24-01040	GALLS, LLC		6,579.55
24-01041	GRAINGER		455.78
24-01042	HARBORVIEW INVESTMENT LTD		1,710.00
24-01043	HILL STREET CLEANERS		122.14
24-01044	HUGHES FIRE EQUIPMENT, INC		1,955.80
24-01045	IMS ALLIANCE		46.50
24-01046	ISOUTSOURCE		15,627.83
24-01047	JUDD & BLACK ELECTRIC INC		1,045.56
24-01048	KENT D. BRUCE CO., LLC		2,826.91
24-01049	KUSSMAUL ELECTRONICS CO INC		392.32
24-01050	LOWE'S		508.66
24-01051	MIKE CAMERER		206.00
24-01052	MOBILE HEALTH RESOURCES		1,010.10
24-01053	OAC SERVICES, INC.		28,991.97
24-01054	ODP BUSINESS SOLUTIONS, LLC		333.63
24-01055	PATRICK A MACNEALY		17,520.00
24-01056	PETROCARD, INC.		2,277.91
24-01057	PUGET SOUND ENERGY		814.48
24-01058	PUGET SOUND ENERGY		394.71
24-01059	PUGET SOUND ENERGY		600.88
24-01060	PUGET SOUND ENERGY		497.09
24-01061	PURE CLEAN CARPET CLEANING		1,321.80
24-01062	REHN & ASSOCIATES		56.00

Page Total

104,889.18

Cumulative Total

341,373.93

Snohomish Regional Fire and Rescue Claims Voucher Summary

04/23/2024

Page 3 of 3

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
24-01063	RICE FERGUS MILLER, INC.		23,577.22
24-01064	RIDGID PLUMBING AND DRAIN SERVICES LLC		464.95
24-01065	RONALD RASMUSSEN JR		436.21
24-01066	S & P DESIGN INC		232.31
24-01067	SEA-WESTERN INC		7,697.84
24-01068	SNOHOMISH CO-OP INC		141.50
24-01069	SNOHOMISH COUNTY PLANNING AND DEVELOPMENT SERVI		607.50
24-01070	SNOHOMISH COUNTY PUD		213.70
24-01071	SNOHOMISH COUNTY PUD		22.05
24-01072	SNOHOMISH COUNTY PUD		247.33
24-01073	SNOHOMISH COUNTY PUD		101.39
24-01074	SNOHOMISH VALLEY ROOFING INC		445.64
24-01075	SNURE SEMINARS		240.00
24-01076	SPEEDWAY CHEVROLET		133.14
24-01077	SPRAGUE PEST SOLUTIONS		1,013.78
24-01078	SRFR - PETTY CASH		16,863.56
24-01079	STRYKER SALES CORPORATION		39,650.12
24-01080	SUMMIT LAW GROUP, PLLC		592.50
24-01081	SYSTEMS DESIGN WEST, LLC		11,759.52
24-01082	TELEFLEX, LLC		677.50
24-01083	THE RESCUE SOURCE & RESCUE 3 INTERNATIONAL		5,958.85
24-01084	TRUE NORTH EMERGENCY EQUIPMENT INC		5,624.36
24-01085	ULINE, INC		3,781.18
24-01086	US BANK		40,986.53
24-01087	WASHINGTON FIRE COMMISSIONERS ASSOCIATION		1,575.00
24-01088	WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES		8,899.76
24-01089	WAVE		7,499.81
24-01090	WAVE		900.80
24-01091	ZIPLY FIBER		190.19

Page Total	180,534.24
Cumulative Total	521,908.17



Payroll Summary and Authorization Form for the:

4/15/2024 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: \$1,026,473.07

Paper Checks: \$16,902.05

Taxes: \$330,003.36

Allowed in the sum of: \$1,373,378.48

Reviewed by: Brandon Vargas
District Administrative Coordinator

Prepared by: Erick Ramirez
Payroll Specialist

Approved by Commissioners: _____



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

Hotel Murano
1320 Broadway, Tacoma, WA 98402
March 25-27, 2024

MARCH 25th

CALL TO ORDER: Chief O'Brien called the workshop to order at 1200 hours. In attendance were Commissioner Elmore, Commissioner Edwards, Commissioner Fay, Commissioner Gagnon, Commissioner Schaub, Commissioner Steinruck, Commissioner Waugh, and District Secretary Brian Snure.

AGENDA TOPICS

Facilities Update
Accreditation Update
Cultural Health Assessment

ADJOURNMENT: Chief O'Brien adjourned the workshop at 1630 hours.

MARCH 26th

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

AGENDA TOPICS

Cultural Health Assessment
Team Breakouts

ADJOURNMENT: Chief O'Brien adjourned the workshop at 1600 hours.

MARCH 27th

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

AGENDA TOPICS

Cultural Health Assessment
Workshop Review

ADJOURNMENT: Chief O'Brien adjourned the workshop at 1000 hours.



Snohomish Regional Fire & Rescue

Commissioner Rick Edwards

Chairman Troy Elmore

Vice Chairman Randy Fay

Commissioner Paul Gagnon

Commissioner Jeff Schaub

Commissioner Jim Steinruck

Commissioner Roy Waugh



BOARD OF FIRE COMMISSIONERS MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

April 11, 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 Gagnon, Commissioner Schaub, Commissioner Steinruck, and Commissioner Waugh; and via Zoom was District Secretary Snure.

Chairman Elmore added an agenda item under Executive Session pursuant to RCW 42.30.110(1)(c): To discuss the potential purchase of real estate.

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Chief O'Brien congratulated Lieutenant Ron Adams on his retirement and thanked him for his 45 years of service; and he congratulated Mindy Leber on her retirement and thanked her for her 18 years of service. He also thanked our honor guard and the pipes and drums for their service at our events. He gave an example of great service with Ready Rebound, which is open to our members and their families. He welcomed two lateral paramedics to our team and 12 recruit firefighters who hit the line on April 1st. It's great to have them on board.

Chief O'Brien explained that he takes full responsibility for the findings in Dr. Sikora's report. We are committed to learning, listening, and improving. We want to improve communication and leadership with our people. The Cultural Leadership Team (CLT) met with Dr. Sikora on April 10th to discuss the results of the report and develop a plan to help us improve. We are meeting with our people in the fire stations and attending morning shift briefings as available to do so. The Sikora Report will be the key topic at our Leadership Meeting on April 24th. We will be reaching out to all members of SRFR to listen, learn, and improve. We are committed to improving and thanks to everyone for working hard. We appreciate all that you do.

Commissioner Fay asked about the CLT's initial reaction to their involvement. Chief O'Brien explained that Dr. Sikora walked through the report with the team, and they talked about next steps. They will be meeting next week to solidify their thoughts. Lieutenant Gardner commented that it was well



received, and they will be meeting with the crews and seeking feedback. Their next meeting on April 17th is to organize their thoughts going forward and prepare for the retreat.

Vice Chairman Fay commented that he appreciates the feedback and hopes that we can get to the point where we can have the conversation with everyone in the room. If we can have hard conversations and define the issues, then push ahead to take corrective action. We want to be sure we understand the roles and how you can be supported. We want to get back to the place where we can have those candid conversations with each other and talk freely. Let us know if there is anything we can do to support these efforts. Lieutenant Gardner commented that the ultimate goal is to get past this.

Commissioner Waugh referenced an actionable plan from the last Commissioner Meeting and commented that there are some ways we can make it more manageable. He suggested that we add a recurring Old Business Agenda item, the Sikora Report. We can address ideas one topic at a time. For example: how do we share ideas, do we need an extended membership for the CLT, should we have the CLT present a report to the board, education on accreditation, and there are many other topics. Chairman Elmore commented that he is in favor of an organized agenda approach, so we keep things in focus.

Vice Chairman Fay asked Lieutenant Gardner if it would be of value to have a commissioner present at the CLT meetings. Lieutenant Gardner confirmed this will be readdressed at their next CLT meeting.

COMMISSIONER REPORTS

Policy Committee - Commissioner Schaub commented that they are making good progress on the Policy Committee. On the Agenda under New Business tonight we have Policy 309 Staging, Policy 315 Wildland Firefighting, Policy 606 Hearing Loss Prevention & Noise Control Training, and Policy 918 Health & Safety. Today's committee meeting discussed Policy 318 Safe Haven for Newborns, Policy 322 Child Abuse Reporting, Policy 323 Disposition of Valuables, Policy 325 Adult Abuse, Policy 335 Firefighter Rescue Survey, Policy 604 Hazardous Communication Program Training, and Policy 903 Communicable Diseases. The leadership team reviews the policies prior to the Policy Committee. Chairman Elmore thanked Firefighter Dahl for his amazing efforts in this area.

COMMITTEE MEETING MINUTES

Finance Committee - March 28, 2024

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-00823 to 24-00840; (\$1,063,476.57)

AP Vouchers: 24-00841 to 24-00988; (\$765,779.95)

Approval of Payroll

March 31, 2024 (\$1,231,325.32)



Approval of Minutes

Approve Regular Board Meeting Minutes March 28, 2024

Chief O'Brien mentioned the Docket Claims Register on page 16, regarding SRFR petty cash in the amount of \$12,026.72. This was for postage for the spring newsletter, and we have been paying for postage this way. We do have a \$25,000 threshold for petty cash limits; and we are looking at the possibility of using the voucher process.

Motion to approve the Consent Agenda as submitted.

Motion by Vice Chairman Fay and 2nd by Commissioner Edwards.
On vote, Motion carried 7/0.

OLD BUSINESS

Discussion

N/A

Action

Interface Systems Contract: Fire Benefit Charge Analysis

Chief O'Brien commented that this is the contract to evaluate a fire benefit charge analysis for the District. We want to do our due diligence to see if this could work for us.

Motion to approve the Interface Systems Contract: Fire Benefit Charge Analysis as submitted.

Motion by Commissioner Waugh and 2nd by Commissioner Steinruck.
On vote, Motion carried 7/0.

Mobile Integrated Health ILA

Chief O'Brien commented that we are looking forward to getting mobile integrated healthcare back up and running for SRFR, in partnership with South County Fire.

Motion to approve the Mobile Integrated Healthcare ILA as submitted.

Motion by Vice Chairman Fay and 2nd by Chairman Emore.
On vote, Motion carried 7/0.

Resolution 2024-1 PERS Post-Employment Medical

Chief O'Brien commented that this is a great step for our employees. Thank you for considering this.

Motion to approve Resolution 2024-1 PERS Post-Employment Medical as submitted.

Motion by Chairman Elmore and 2nd by Commissioner Gagnon.
On vote, Motion carried 7/0.

Resolution 2024-2 Retiree Medical Benefit Increase

Chief O'Brien commented that this is basically housekeeping for our Retiree Medical Benefit program.



SNOHOMISH REGIONAL FIRE & RESCUE

Motion to approve Resolution 2024-2 Retiree Medical Benefit Increase as submitted.

Motion by Commissioner Waugh and 2nd by Commissioner Schaub.

On vote, Motion carried 7/0.

Body Armor RAB and Presentation

Chief O'Brien invited Lieutenant Lowe to give their Body Armor presentation. Thank you to all for the hard work everyone put into this program.

Lieutenant Lowe gave a detailed presentation explaining the background and the need for a body armor program. Our Ballistic Vest Committee started back in June of 2023. They researched agencies within Snohomish County who currently have body armor for their members, met with subject matter experts, developed policies, drafted a plan for implementation, identified future capital expenses, and developed an introductory and annual training program.

Vice Chairman Fay asked if the vests would be used under the bunker gear. Lieutenant Lowe responded no; the vests would primarily be used on EMS calls. Can the vests be cleaned if they get contaminated during a response? Lieutenant Lowe responded that it is more than likely we can wash the vests. Chairman Elmore confirmed they can absolutely be cleaned.

Lieutenant Lowe explained the basic ensemble would be \$800 with the soft plate. He thanked the Commissioners for their time and asked them to please reach out if there are any questions. Chairman Elmore thanked everyone for their efforts on this program.

Motion to approve the Body Armor Program as submitted.

Motion by Commissioner Gagnon and 2nd by Commissioner Steinruck.

On vote, Motion carried 7/0.

NEW BUSINESS

Discussion

Darkhorse Community Risk Assessment: CRA Module

Deputy Chief McConnell commented that this is an opportunity to get in on the ground floor and help build out a CRA product, that will give us the ability to target our risk reduction program. We have already approved the build out of the operational side, we've had our first initial meeting with Darkhorse, and this is a low commitment level opportunity for us. It could generate savings as we see the value of the product going forward. Our agency is well protected if we choose not to move forward. We are asking for permission to engage in helping design the product that will ultimately help make many communities safer.

Commissioner Waugh asked a question regarding the integration of other agencies, and how this would work out. Deputy Chief McConnell commented that we can provide data for the whole county as we move forward with this, and we anticipate that other agencies will want to work with them as well. We don't have projections on the specific costs for additional stations just yet.



Policy Review

- Policy 309 Staging
- Policy 315 Wildland Firefighting
- Policy 606 Hearing Loss Prevention & Noise Control Training
- Policy 918 Health & Safety

Chairman Elmore requested that everyone please review these policies if they haven't already done so.

Commissioner Waugh asked about Policy 315 Wildland Firefighting regarding the decision that will be made by the department on deployment. Is it a day-to-day operational issue? Assistant Chief Lundquist commented that we used to have a level, and we no longer have that. The team used to be 40-50 members strong, 4-5 years ago. We came together and realized the interest is to protect inside the District. Let's not set a limit on what we would allow. Rather let's consider what is going on within the District, let's consider the weather, and let's consider our staffing. Currently individuals on the wildland team submit their availability a week at a time, and it will be determined on a case-by-case basis rather than setting a limit of how many we can send. We want to send resources outside, but our priority has shifted in that we want to be sure our home is protected first with our people and resources. Currently we have less than 20 members signed up for wildland.

Resolution 2024-3 Quarter 1 Surplus

Chief O'Brien commented that there is a large list of items for surplus and he thanked Logistics for their work on this.

Deputy Chief Rasmussen commented that they have been working hard at cleaning house, and their goal is to have a surplus list each quarter.

Commissioner Schaub asked if the smaller agencies would have an opportunity to access any of these items. Deputy Chief Rasmussen confirmed most of the smaller agencies check on the availability of surplus items.

Action

N/A

GOOD OF THE ORDER

Vice Chairman Fay recommended a future agenda item, to discuss future mergers and the impacts on everyone.

Chairman Elmore commented the three department chiefs are meeting, from Snohomish Fire District 4, South County Fire and SRFR. We are going to talk about regional ways to work together. We will also be talking with Snohomish Fire District 4 about how they would like to move forward at this time. We could have updates on Snohomish Fire District 4 and South County Fire by the second meeting May.

Commissioner Waugh commented in support of PulsePoint and mentioned that Sno911 is trying to get a



complete handle on AED locations.

Commissioner Schaub commented that he attended the Lake Stevens Chamber Meeting last week and afterwards they stopped by Station 81 to connect with the crews. It was well received.

ATTENDANCE CHECK

Regular Commissioner Meeting April 25, 2024, at 1730 - Station 31 Training Room/Zoom.

EXECUTIVE SESSION

RCW 42.30.110(1)(c): To discuss the potential purchase of real estate.

Chairman Elmore called for an Executive Session to begin at 1855 hours for 15 minutes with anticipated action to follow. Chairman Elmore resumed the regular Board of Commissioners meeting at 1910 hours and announced there would be no decision at this time.

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1910 hours.

Snohomish Regional Fire & Rescue

Commissioner Rick Edwards

Chairman Troy Elmore

Vice Chairman Randy Fay

Commissioner Paul Gagnon

Commissioner Jeff Schaub



Commissioner Jim Steinruck

Commissioner Roy Waugh



OLD BUSINESS

DISCUSSION





OLD BUSINESS

ACTION





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 Community Risk Innovation Partnership		
Executive member responsible for guiding the initiative: The RAB Champion	AC Messer / DC McConnell		
Type of Action:	<input checked="" type="checkbox"/> Simple Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<p>Brief Description</p> <p>Goal of Initiative</p> <p>Initiative Results (deliverables)</p> <p>Connection to Strategic Plan</p> <p>Supporting Documentation (attach)</p> <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) <p>Reason RAB must be approved outside of the annual budget process</p>		
	<p>Darkhorse Emergency is an expanding platform that currently provides historical and predictive data analytics to the District. SRFR has been asked to participate in the next evolution of Darkhorse. This is the addition of a Community Risk Platform, an innovative software tool that will empower fire and emergency departments to more effectively understand, assess, and mitigate sources of risk in their communities.</p> <p>Participation in the CRA partnership empowers SRFR to communicate our needs in the platform for effective use. The goal is to use the platform after beta testing for live information and periodic updates to the District's CRA-SOC to maintain CFAI accreditation compliance.</p> <p>While engagement in the partnership is at no cost, the District will be asked to consider purchasing the final product at a reduced rate as an add-on to the current Darkhorse service contract.</p>		
Financial Impact:	<p>Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Regular levy rate of property</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$</p> <p>Initial amount: \$ N/A</p> <p>Long-term annual amounts(s): \$ N/A</p> <p>Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	<p>Risk if approved: Use of staff time to aid in product development.</p> <p>Risk if not approved: Lack of input during product development. This may produce a product that would not meet the needs of the District and the accreditation team.</p>		

Legal Review:	<input type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <input checked="" type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <input type="checkbox"/> N/A
Presented to, and Approved by, Senior Staff <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Commissioner Sub-Committee Approval	Initiative presented to commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No Approved by commissioner sub-committee: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A: <input checked="" type="checkbox"/>
For Fire Chief Approval:	<input checked="" type="checkbox"/> RAB document complete <input checked="" type="checkbox"/> Supporting documentation attached <input checked="" type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Secretary (Mindy Leber) <p style="text-align: center;"><i>Fire Chief will approve and distribute by email to the Board of Commissioners – champion/senior staff will be cc'd on the email distribution</i></p> <p style="text-align: center;"><i>Fire Chief will coordinate with Senior Staff for RAB introduction</i></p>
Champion: Confirmed email sent to Board by Fire Chief <input checked="" 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 Executive Staff member assigned to develop the initiative (the RAB Champion) 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 Champion to execute implementation, processing, and tracking.



10139 81 Avenue NW, Edmonton, AB T6E 1W9

www.darkhorseemergency.com

Community Risk Innovation Partnership

Letter of Intent between Snohomish Regional Fire & Rescue and Darkhorse Emergency

Dear Mr. McConnell,

This Letter of Intent sets forth the mutual interest of Snohomish Regional Fire & Rescue and Darkhorse Emergency regarding the collaborative co-development of the Darkhorse Community Risk Platform – an innovative software tool that will empower fire and emergency departments to more effectively understand, assess, and mitigate sources of risk in their communities.

As one of a small number of partner organizations, Snohomish Regional Fire & Rescue will be instrumental in helping shape the product to deliver maximum value to fire and emergency service departments. As Deputy Chief at Snohomish Regional Fire & Rescue, your participation will entail the following commitments to support the development of a successful solution:

- **Participating in feedback sessions** to provide candid opinions and suggestions regarding the product's value, features, functionality, and user experience.
- **Testing pre-production versions of the software** to validate use cases, identify usability or technical issues, and ensure that the product aligns with your goals and needs.
- **Participating in research initiatives** such as surveys, interviews, and user testing to help better understand your needs, challenges, and pain points.
- **Active and timely communication**, being available to support the above activities on a weekly, biweekly, or monthly basis as required by Darkhorse Emergency's product development process.

Additionally, on behalf of Snohomish Regional Fire & Rescue, you signal your commitment to:

- **Purchase the final product** at the completion of the product development cycle, provided that you are completely satisfied that the product addresses your needs.
- **Act as a customer reference and provide public testimonial** speaking to your experience with the product and its value to your organization, to be used in Darkhorse sales and marketing materials.



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www.darkhorseemergency.com

In return, and with sincere appreciation of your willingness to invest time and effort in the success of the product, Darkhorse Emergency commits to:

- **Sincerely listen to and consider all feedback** and to make every effort to develop a solution that meets the needs of you and your organization.
- **Provide exclusive early access** to the solution, both pre-production and production versions, before the software is offered to any customers outside of this partnership program.
- **Provide any implementation services** necessary for the successful early adoption of the Community Risk product, during the pre-production development period, with normal implementation fees waived.
- **Offer exclusive discounted pricing** in recognition of program participation. Partner subscriptions will be priced at \$20,000 annually for the first two years, equivalent to a discount of at least 20% compared to the best pricing available to non-partner organizations.

If the foregoing terms are acceptable, please sign and return this letter to the undersigned. We look forward to working with you to innovate for the benefit of fire services and communities everywhere!

Sincerely,

Daniel Haight, President, Darkhorse Emergency

Agreed to and accepted by:

Michael McConnell, Deputy Chief, Snohomish Regional Fire & Rescue



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-2404		
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"> • 309 Staging • 315 Wildland Firefighting • 606 Hearing Loss Prevention and Noise Control Training • 918 Health & Safety 		
<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.

Staging

309.1 PURPOSE AND SCOPE

Best Practice MODIFIED

An incident scene can quickly become congested with emergency equipment if the equipment is not managed effectively. The purpose of this policy is to provide guidelines for staging at emergency incidents. Please refer to the Snohomish County Chiefs IMS Guideline for more details on staging.

309.2 REFERENCES

Agency Content

[Snohomish County Chiefs IMS Guideline](#)

309.3 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to safely stage resources at emergency incidents.

309.4 RESOURCE STAGING

Best Practice MODIFIED

Staging areas are locations designated within the incident area to temporarily position resources that are available for assignment. Resource staging at emergency incidents will be conducted using the procedures, guidelines and positions consistent with the district's Incident Command System (ICS) program. Please refer to the Snohomish County Chiefs IMS Guideline for more details on staging.

As incident resources grow, the Incident Commander should identify a staging area manager, when practical, to maintain the staging area resources so they are ready for assignment. At the conclusion of the incident, the staging area manager should demobilize and make reasonable efforts to return the property to its original condition.

Attachments

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

Snohomish County Fire Chiefs Association

DOCUMENT 60-03-19

Adopted 11/2/2019 – General membership meeting

SNOHOMISH COUNTY INCIDENT MANAGEMENT SYSTEM GUIDELINE

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

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

1.0 - Command Function #1 – DEPLOYMENT

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

Company Status

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

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

Dispatch Center

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

Standard Structural Fire Dispatch Packages:

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

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

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

Elapsed Time Notifications (ETN):

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

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

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

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

Staging Procedures

Level 1

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

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

Level 2

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

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

Level 2 will perform the following duties:

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

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

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

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

IC Assigning Units into a Hazard Zone

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

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

Control Zones:

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

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

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

Hot Zone:

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

Warm Zone:

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

Cold Zone:

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

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

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

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

Establishing Two In -Two Out:

The standard 1st responsibility for On-Deck companies is RIC.

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

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

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

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

Air Management

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

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

The 3 Deep Deployment Model

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

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

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

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

On-Deck

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

The most likely assignments for On-Deck companies are:

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

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

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

Company Recycling

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

Rehab

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

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

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

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

Establishing Command:

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

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

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

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

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

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

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

Naming Command - Radio Designation:

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

Command Modes:

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

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

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

Transferring Command

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

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

Upgrading the Command Post (CP)

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

3.0 - Command Function #3 – Situation Evaluation

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

Matching standard conditions to standard actions

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

Critical Factors

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

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

1. Building Type
2. Occupancy
3. Arrangement

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

Managing Critical Factors

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

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

Consider Fixed Factors – Manage Variable Factors

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

Fixed Factors:

- Building
- Occupancy Type
- Arrangement
- Special Circumstances

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

Variable Factors:

- Life
- Fire
- Resource
- Action

Quickly Identify & React to Safety “Red Flags”

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

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

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

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

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

Risk Management Plan (RMP)

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

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

Determine the Overall Incident Strategy

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

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

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

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

Tactical Priorities

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

Offensive Incident Action Planning

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

Offensive Strategy Tactical Priorities and their corresponding completion benchmarks:

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

- Customer Stabilization – Short term

Offensive Loss Control Operations

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

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

- Overhaul
- Salvage

Defensive Incident Action Planning

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

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

Defensive Strategy Tactical Priorities and their corresponding completion benchmarks:

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

Strategic Shift from an Offensive Strategy to a Defensive Strategy

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

5.0 - Command Function #5 – Communications

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

Keep Communications Simple: Use Plain Text

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

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

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

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

Listen Critically: Understand Communications Difficulties from Tough Operating Positions

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

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

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

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

Utilize the Standard Order Model to Structure Communications

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

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

Example:

5th Command: "E21 from 5th Command"

E21: "E21"

5th Command: "E21 on-deck side Alpha"

E21: "E21, on-deck side Alpha"

5th Command: "Affirmative"

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

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

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

The IRR must include the following reporting elements:

1. Hail SNOCOM announce your arrival on the scene

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

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

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

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

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

Describing the problem

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

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

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

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

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

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

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

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

- Cancel the original assignment

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

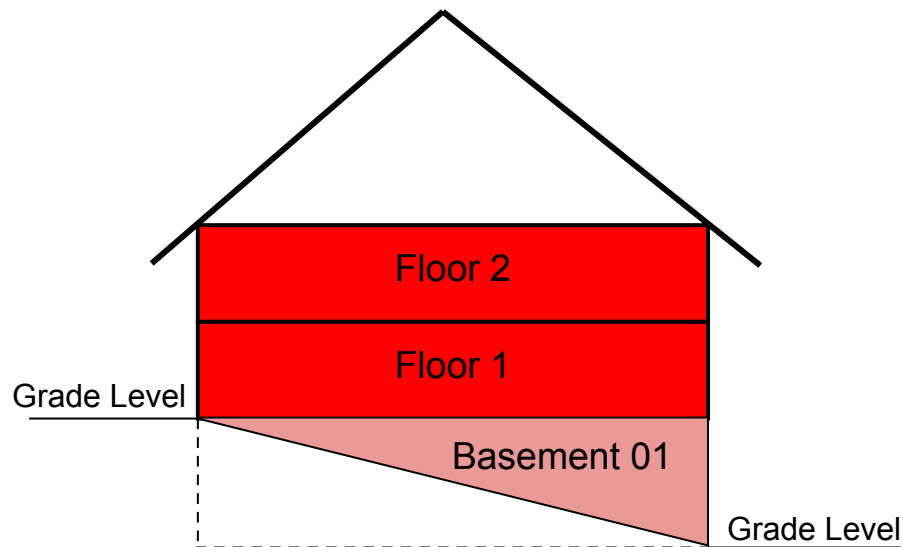
Assume and Name Command:

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

Follow-Up Reports

Follow-Up Reports should include the following information:

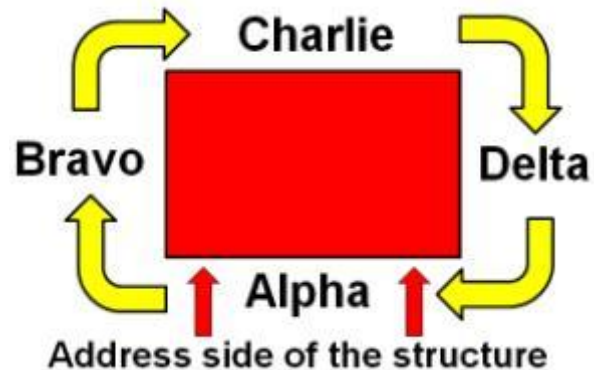
1. Result of a 360 (if performed)
 - a. Complete or not complete life safety
 - b. Number of stories from side Charlie
 - c. Basement, type and condition if present. If a basement is found, the follow-up report will include verbiage similar to: "2 stories from Charlie with a -Walk-out basement". (This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



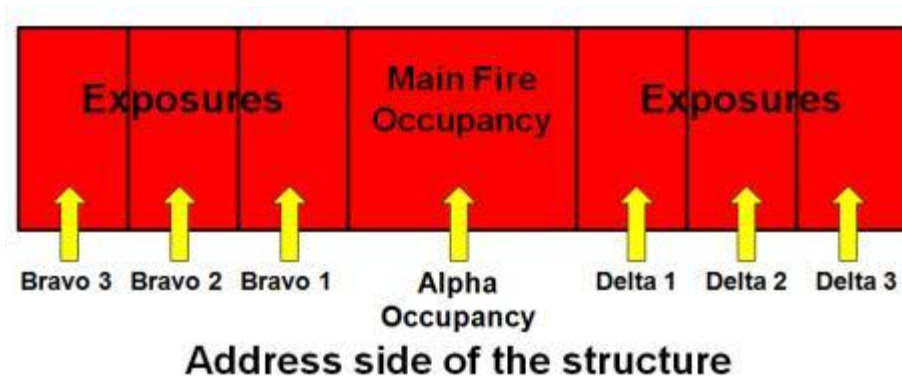
2. Any changes to the initial IAP
3. Accountability location
4. Any immediate safety concerns

Geographic Landmarks:

Sides of a building will be described as:



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



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

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

Roof Division

Floor 4- Division 4
Floor 3- Division 3
Floor 2- Division 2
Floor 1- Division 1
Basement 01- Division Basement 01
Basement 02- Division Basement 02

Assigning Units

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

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

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

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

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

Command Transfers

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

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

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

L-CANA Reporting

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

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

Radio Discipline

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

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

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

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

Normal radio traffic:

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

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

- Status changes
- Roof reports
- Priority traffic

Status Changes

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

Roof Reports

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

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

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

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

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

Priority Traffic Reports

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

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

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

Emergency Traffic

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

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

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

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

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

Offensive to Defensive Strategic Shift

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

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

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

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

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

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

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

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

PAR's

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

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

General Fireground PAR Announcement:

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

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

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

Crew Announcing PAR:

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

Situations that may require a PAR include:

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

Accountability:

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

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

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

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

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

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

6.0 - Command Function #6 – Organization

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

Organizational Levels

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

- Strategic level
- Tactical level
- Task level

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

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

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

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

Fast Action IC's (IC#1)

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

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

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

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

Subdividing the Incident Scene

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

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

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

Forecasting and Establishing Geographic & Functional Responsibilities

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

Company Officer Hazard Zone Tactical Supervision

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

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

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

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

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

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

Command Officer – Hazard Zone Tactical Supervision

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

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

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

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

Chief Officers who are assigned Division/Group responsibilities must:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Assume, Maintain & Upgrade an Effective Command Position

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

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

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

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

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

Consider the Time It Takes To Complete Each Tactical Priority

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

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

Estimate the Duration of Command

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

The Command Aide

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

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

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

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

Senior Advisor

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

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

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

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

Implement Management Sections and Branches as Necessary

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

Command Staff and Section Chiefs

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

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

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

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

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

Place Resources Back Into Service with a Demobilization Plan

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

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

09 - Managing Maydays

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

Mayday Prevention

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

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

General Mayday Guidelines

Declaring a Mayday

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

Resources

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

Fire Control

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

Communications

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

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

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

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

Air Supply

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

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

The Help Order

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

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

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

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

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

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

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

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

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

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

Mayday Communication Algorithm

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

↓
Mayday, Mayday, Mayday
↓

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

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

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

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

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

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

After the Emergency Traffic Tones have been transmitted - transmit:

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

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

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

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

Task/Company/Firefighter Level Mayday Responsibilities

Firefighter or interior Unit having the Mayday must:

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

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

Strategic Level Mayday Responsibilities

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

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

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

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

EMER Button Activation

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

Clearing Mayday operations

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

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

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

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

Appendix A: Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix B: IMS Communications Form

Snohomish County IMS Communications

Alarm/Dispatch Center - Standard Communication Forms

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

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

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

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

Wildland Firefighting

315.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to provide guidance for wildland and urban wildfire firefighting incidents.

Wildland fire shelter deployment training is addressed separately in the Wildland Fire Shelter Deployment Training Policy.

315.1.1 DEFINITIONS

State MODIFIED

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

Type 1/Type 2 engine - A fire apparatus with complement of tank, pump, and hose capacity typically used for structure fire suppression activities.

Urban wildfire - An uncontained fire requiring suppression action, usually spreading through ground cover, vegetative fuels, brush, grass and landscaping, and often threatening residential and commercial structures within an urban environment with access to established roadways and water systems.

Wildland - An area in which development is essentially nonexistent, except for roads, railroads, power lines, and similar transportation facilities. Structures, if any, are widely scattered.

Wildland fire - Any nonstructure fire that occurs in the wildland.

Wildland firefighting - The activities of fire suppression and property conservation in woodlands, forests, grasslands, brush, and other such vegetation or any combination of vegetation, that is involved in a fire situation but is not within buildings or structures.

Wildland urban interface - The line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels.

315.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue to provide wildland fire or urban wildfire suppression services consistent with the availability of staffing resources and in compliance with state regulations. The district will utilize the Incident Command System (ICS) methods and procedures for managing wildland firefighting operations.

315.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

Best Practice MODIFIED

Whenever a wildland fire or urban wildfire incident occurs in the jurisdiction of Snohomish Regional Fire & Rescue it is the responsibility of the Incident Commander to assess the potential for the fire to extend into either State Responsibility Area (SRA) or Federal Responsibility Area (FRA) lands.

Wildland Firefighting

If the incident either involves or threatens to involve an SRA or FRA, the Incident Commander shall immediately notify the Washington State Department of Natural Resources or the U.S. Forest Service (USFS) of the incident. The Incident Commander shall also send notification up the chain of command to the on-duty Battalion Chief, the Operations Deputy Chief, and the Fire Chief.

Whenever a wildland fire or urban wildfire incident occurs in the jurisdiction of Snohomish Regional Fire & Rescue it is also the responsibility of the Incident Commander to assess the potential for the fire to involve areas in bordering jurisdictions. If the Incident Commander determines there is any potential for the incident to involve bordering jurisdictions, he/she should immediately direct Snohomish County 911 to notify the appropriate jurisdiction.

315.4 STATE MOBILIZATION

Agency Content

The Fire Chief of Snohomish Regional Fire & Rescue or his/her designee shall be responsible for approving or denying the District's response to state mobilization requests. Before approving state mobilization requests, the Fire Chief or his/her designee shall ensure that adequate resources remain available to Snohomish Regional Fire & Rescue.

All mobilized personnel must meet eligibility guidelines established in the State Mobilization Plan, including but not limited to minimum age limits, physical conditioning, training, and proper equipment.

Mobilized units are responsible for a minimum time commitment assignment of no less than 72 hours, and up to 14 days including travel.

A minimum of 24 hours notice for crew changes must be provided to the incident commander and approved.

Appropriate apparatus as requested shall be serviceable and in good condition.

Mobilized personnel are expected to adhere to the Washington State Fire Service Plan Code of Conduct as well as Snohomish Regional Fire & Rescue policies and work rules.

Staffing levels for responding apparatus must be consistent with either the minimum or maximum staffing levels described in the Washington State Fire Service Mobilization plan.

Snohomish Regional Fire & Rescue must have a valid General Services Contract with the Washington State Patrol, allowing the Washington State Patrol to exchange funds with the fire jurisdiction. (Contracts are good for 3 years from the date signed.)

Reimbursement for equipment shall be based on the Washington Fire Chiefs Association Rate Schedule.

315.5 WILDLAND FIRE TRAINING

State MODIFIED

Wildland Firefighting

The Deputy Chief that oversees training is responsible for ensuring district members who are assigned to wildland fire or urban wildfire suppression incidents receive initial, recurring, and refresher training that includes but is not limited to ([WAC 296-305-07010](#)):

- (a) Training to a National Wildfire Coordinating Group (NWCG) Firefighter level II or a comparable class of training.
- (b) Training and demonstrated competency in utilizing the Incident Command System (ICS).

Supervisors and company officers shall be trained to a level that is commensurate to the position and responsibilities they assume.

The Deputy Chief should incorporate wildland fire training into the annual planning calendar.

Hearing Loss Prevention and Noise Control Training

606.1 PURPOSE AND SCOPE

State **MODIFIED**

The purpose of this policy is to establish and maintain Hearing Loss Prevention Noise Control Training for members exposed to noise above levels predetermined by state code ([WAC 296-817-100](#)).

606.2 POLICY

State **MODIFIED**

It is the policy of Snohomish Regional Fire & Rescue to promote member health and safety by establishing Hearing Loss Prevention and Noise Control Training and requiring member participation. The Hearing Loss Prevention Program shall include parameters for permissible noise exposure limits, monitoring guidelines, audiometric testing procedures, hearing protection equipment and training, and documentation of district's efforts ([WAC 296-817-200](#)).

606.3 PROCEDURES

State **MODIFIED**

The following procedures shall comprise the Hearing Loss Prevention and Noise Control Training for Snohomish Regional Fire & Rescue. The Deputy Chief that oversees training shall be responsible for ensuring that the appropriate members are enrolled in the training. Company officers shall be responsible for ensuring that members attend scheduled testing and training.

606.3.1 NOISE EXPOSURE LIMITS

State **MODIFIED**

Snohomish Regional Fire & Rescue shall ensure that each member is provided with protection against the effects of noise exposure any time the sound levels exceed the criteria in Table 1 of [WAC 296-817-100](#).

606.3.2 HEARING PROTECTORS

State **MODIFIED**

If control measures fail to reduce sound levels to an acceptable level for the amount of exposure, the District shall provide personal protective equipment to all members subject to the noise exposure and require that it be used. Employees shall have the opportunity to select hearing protectors from a variety provided by the District ([WAC 296-817-20015](#)).

The District shall ensure proper initial fit and correct use of hearing protectors and shall provide training in the use and care of the equipment.

606.3.3 HEARING PROTECTOR ATTENUATION

State **MODIFIED**

Hearing Loss Prevention and Noise Control Training

Snohomish Regional Fire & Rescue shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. Evaluation methods shall be consistent with those described in [WAC 296-817-20015](#). Snohomish Regional Fire & Rescue will provide more effective hearing protectors where necessary ([WAC 296-817-20015](#); [WAC 296-305-02004](#)).

606.3.4 MONITORING

State **MODIFIED**

Snohomish Regional Fire & Rescue shall monitor noise levels in the workplace by either area monitoring or personal monitoring that is representative of a member's exposure, to enable the proper selection of hearing protectors ([WAC 296-817-20005](#)).

606.3.5 AUDIOMETRIC TESTING PROGRAM

State **MODIFIED**

Snohomish Regional Fire & Rescue shall provide audiometric testing and evaluation to all members who are exposed to noise levels in excess of those permissible pursuant to [WAC 296-817-100](#). Snohomish Regional Fire & Rescue shall provide baseline audiometric testing (preceded by at least 14 hours without exposure to workplace noise) within six months of the first noise exposure, and annually thereafter ([WAC 296-817-40010](#); [WAC 296-817-40015](#)).

Each member's annual audiogram shall be compared to that member's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred ([WAC 296-817-40010](#)).

All audiometric testing shall be conducted by properly trained audiometric professionals in compliance with state testing requirements.

606.3.6 AUDITS

State **MODIFIED**

Snohomish Regional Fire & Rescue shall conduct audits at least quarterly by a properly trained member ([WAC 296-817-50005](#); [WAC 296-817-50010](#)).

Records of the audit results for each member shall be maintained as provided by [WAC 296-817-50020](#).

606.4 TRAINING RECORDS

Best Practice **MODIFIED**

The Deputy Chief that oversees training shall be responsible for maintaining records of all Hearing Loss Prevention Program training provided to members. Records should include but are not limited to the following ([WAC 296-817-20020](#)):

- (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

Hearing Loss Prevention and Noise Control Training

- (e) Copies of baseline and annual audiometric testing and evaluation documents ([WAC 296-817-40030](#)).

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

Health and Safety

918.1 PURPOSE

Agency Content

Snohomish Regional Fire & Rescue recognizes the paramount importance of ensuring the safety and health of its members. We acknowledge that the nature of emergency response exposes personnel to a dynamic and unpredictable environment, necessitating a relentless commitment to safe work practices at all times. Safety and health are fundamental to all departmental operations, and every member must actively integrate these principles into their daily routine.

918.2 VISION AND GUIDING PRINCIPALS

Agency Content

Snohomish Regional Fire & Rescue upholds safety as a core value. We strive to cultivate a culture of prevention where the elimination of incidents, injuries, and illnesses becomes an ingrained way of life. To achieve this, we actively engage both management and labor in collaborative efforts to plan, develop, and implement robust safety and health programs.

918.3 MANAGEMENT COMMITMENT

Agency Content

Leadership at all levels is expected to demonstrably prioritize the safety and well-being of all members. This commitment manifests through visible and consistent adherence to safety rules and regulations, from Chief Officers to frontline supervisors. The District Health & Safety Officer acts as a dedicated resource, providing guidance and support to supervisors in their endeavors to prevent incidents and mitigate health hazards.

918.4 POLICY

Agency Content

Snohomish Regional Fire & Rescue is unwavering in its commitment to ensuring the safety and health of every member, fostering a culture of prevention where safe work practices are paramount, shared responsibility prevails, and continuous improvement elevates our performance, ultimately safeguarding the well-being of each individual and the District as a whole.

918.5 EMPLOYEE RESPONSIBILITIES

Agency Content

Every member holds an individual responsibility to uphold the District's high safety and health standards. This entails diligently following established safe working practices, utilizing personal protective equipment as directed, adhering to relevant rules and regulations, and proactively identifying and reporting potential hazards. By acting with awareness and taking necessary precautions, all members contribute to creating a safe and healthy environment for themselves and their colleagues.

Health and Safety

918.6 MUTUAL RESPONSIBILITIES AND COLLABORATION

Agency Content

Through a shared commitment to safe operation, we collectively contribute to the well-being of one another and the strength of the District as a whole. By embracing this collaborative approach, we foster a culture of proactive prevention, continuous improvement, and unwavering dedication to the safety and health of every member.

918.7 CONTINUOUS IMPROVEMENT

Agency Content

Snohomish Regional Fire & Rescue is committed to ongoing evaluation and refinement of its safety and health programs. We actively seek feedback from members at all levels, analyze incident data, and adopt best practices to prevent future occurrences. Through this relentless pursuit of improvement, we aim to continuously elevate our safety performance and build an even more resilient department.

This policy represents the Fire District's unwavering commitment to the safety and health of its members. By working together with shared responsibility and dedication, we can create a culture where safety is not simply a goal, but a way of life.



SNOHOMISH REGIONAL FIRE AND RESCUE

RESOLUTION #2024-3

A RESOLUTION TO SURPLUS EQUIPMENT

WHEREAS, Snohomish Regional Fire and Rescue presently owns the equipment listed on the attached Exhibit A "Equipment:"

WHEREAS, The District no longer has a need for the Equipment and the Equipment is surplus to the needs of the District;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Equipment is surplus to the needs of the District.
2. The Fire Chief or designee(s) is authorized to sell or otherwise dispose of the Vehicles and Equipment using commercially reasonable methods established by the Fire Chief or designee.

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH REGIONAL FIRE AND RESCUE THIS 25TH DAY OF APRIL, 2024.

Rick Edwards, Commissioner

Troy Elmore, Commissioner

Randy Fay, Commissioner

Paul Gagnon, Commissioner

Jeff Schaub, Commissioner

Jim Steinruck, Commissioner

Roy Waugh, Commissioner

ATTEST:

District Secretary



Exhibit A

SRFR Asset				
ID	Make	Model	Serial number	description
N/A	Wouxun	KG-UV6X	1304F2974	Portable radio w/ charger and micro
N/A	Wouxun	KG-UV6X	1304F2973	Portable radio w/ charger and micro
N/A	Wouxun	KG-UV6X	1304F2972	Portable radio w/ charger and micro
N/A	Wouxun	KG-UV6X	1304F2980	Portable radio w/ charger and micro
N/A	Wouxun	KG-UV6X	1304F2968	Portable radio w/ charger and micro
N/A	Wouxun	KG-UV6X	1304F2970	Portable radio w/ charger and micro
N/A	N/A	N/A	19-004	1.5" Hose
N/A	N/A	N/A	18-006	1.5" Hose
N/A	N/A	N/A	19-02	1.5" Hose
N/A	N/A	N/A	19-22	1.5" Hose
N/A	N/A	N/A	18-022	1.5" Hose
N/A	N/A	N/A	19-030	1.5" Hose
N/A	N/A	N/A	17-65	1.5" Hose
N/A	N/A	N/A	19-005	1.5" Hose
N/A	N/A	N/A	19-003	1.5" Hose
N/A	N/A	N/A	00-xx	1.5" Hose
N/A	N/A	N/A	13-001	1.5" Hose
N/A	N/A	N/A	13-97	1.5" Hose
N/A	N/A	N/A	17-48	1.5" Hose
N/A	N/A	N/A	13-88	1.5" Hose
N/A	N/A	N/A	17-24	1.5" Hose
N/A	N/A	N/A	19-013	1.5" Hose
N/A	N/A	N/A	19-016	1.5" Hose
N/A	N/A	N/A	13-32	1.5" Hose
N/A	N/A	N/A	18-007	1.5" Hose
N/A	N/A	N/A	13-05	1.5" Hose
N/A	N/A	N/A	19-05	1.5" Hose
N/A	N/A	N/A	13-99	1.5" Hose
N/A	N/A	N/A	00-xx	1.5" Hose
N/A	N/A	N/A	19-24	1.5" Hose
N/A	N/A	N/A	11-12	1.5" Hose
N/A	N/A	N/A	00-xx	1.5" Hose
N/A	N/A	N/A	13-59	1.5" Hose



SNOHOMISH REGIONAL FIRE & RESCUE

N/A	N/A	N/A	10-11	1.5" Hose
N/A	N/A	N/A	00-xx	1.5" Hose
N/A	N/A	N/A	13-65	1.5" Hose
N/A	N/A	N/A	17-46	1.5" Hose
N/A	N/A	N/A	13-31	1.5" Hose
N/A	N/A	N/A	13-79	1.5" Hose
N/A	N/A	N/A	13-100	1.5" Hose
N/A	N/A	N/A	11-08	1.5" Hose
N/A	N/A	N/A	13-92	1.5" Hose
N/A	N/A	N/A	13-09	1.5" Hose
N/A	N/A	N/A	13-77	1.5" Hose
N/A	N/A	N/A	18-009	1.5" Hose
N/A	N/A	N/A	11-15	1.5" Hose
N/A	N/A	N/A	13-25	1.5" Hose
N/A	N/A	N/A	13-30	1.5" Hose
N/A	N/A	N/A	17-13	1.5" Hose
N/A	N/A	N/A	00-xx	1.5" Hose
N/A	N/A	N/A	13-07	1.5" Hose
N/A	N/A	N/A	13-51	1.5" Hose
N/A	N/A	N/A	00-xx	1.5" Hose
N/A	N/A	N/A	00-xx	1.5" Hose
N/A	N/A	N/A	17-58	1.5" Hose
N/A	N/A	N/A	00-xx	1.5" Hose
N/A	N/A	N/A	17-69	1.5" Hose
N/A	N/A	N/A	13-90	1.5" Hose
N/A	N/A	N/A	19-028	1.5" Hose
N/A	N/A	N/A	13-68	1.5" Hose
N/A	N/A	N/A	13-50	1.5" Hose
N/A	N/A	N/A	18-018	1.5" Hose
N/A	N/A	N/A	13-52	1.5" Hose
N/A	N/A	N/A	13-63	1.5" Hose
N/A	N/A	N/A	13-98	1.5" Hose
N/A	N/A	N/A	17-51	1.5" Hose
N/A	N/A	N/A	13-74	1.5" Hose
N/A	N/A	N/A	11-17	1.5" Hose
N/A	N/A	N/A	11-22	1.5" Hose
N/A	N/A	N/A	17-67	1.5" Hose



SNOHOMISH REGIONAL FIRE & RESCUE

N/A	N/A	N/A	11-04	1.5" Hose
N/A	N/A	N/A	17-50	1.5" Hose
N/A	N/A	N/A	19-009	1.5" Hose
N/A	N/A	N/A	18-015	1.5" Hose
N/A	N/A	N/A	13-24	1.5" Hose
N/A	N/A	N/A	13-13	1.5" Hose
N/A	N/A	N/A	19-06	1.5" Hose
N/A	N/A	N/A	13-38	1.5" Hose
N/A	N/A	N/A	19-03	1.5" Hose
N/A	N/A	N/A	00-xx	1.5" Hose
N/A	N/A	N/A	13-40	1.5" Hose
N/A	N/A	N/A	13-10	1.5" Hose
N/A	N/A	N/A	00-xx	1.5" Hose
N/A	N/A	N/A	17-70	1.5" Hose
N/A	N/A	N/A	13-83	1.5" Hose
N/A	N/A	N/A	13-61	1.5" Hose
N/A	N/A	N/A	17-27	1.5" Hose
N/A	N/A	N/A	18-001	1.5" Hose
N/A	N/A	N/A	13-85	1.5" Hose
N/A	N/A	N/A	17-66	1.5" Hose
N/A	N/A	N/A	17-52	1.5" Hose
N/A	N/A	N/A	13-21	1.5" Hose
N/A	N/A	N/A	Nov-00	1.5" Hose
N/A	N/A	N/A	00-xx	1.5" Hose
N/A	N/A	N/A	11-00	1.5" Hose
N/A	N/A	N/A	17-62	1.5" Hose
N/A	N/A	N/A	17-59	1.5" Hose
N/A	N/A	N/A	11-03	1.5" Hose
N/A	N/A	N/A	11-20	1.5" Hose
N/A	N/A	N/A	13-94	1.5" Hose
N/A	N/A	N/A	13-04	1.5" Hose
N/A	N/A	N/A	13-10	1.5" Hose
N/A	N/A	N/A	13-14	1.5" Hose
N/A	N/A	N/A	13-02	1.5" Hose
N/A	N/A	N/A	17-04	1.5" Hose
N/A	N/A	N/A	17-12	1.5" Hose
N/A	N/A	N/A	19-015	1.5" Hose



SNOHOMISH REGIONAL FIRE & RESCUE

N/A	N/A	N/A	18-005	1.5" Hose
N/A	N/A	N/A	00-xx	1.5" Hose
N/A	N/A	N/A	10-61	1.5" Hose
N/A	N/A	N/A	17-55	1.5" Hose
N/A	N/A	N/A	11-11	1.5" Hose
N/A	N/A	N/A	13-103	1.5" Hose
N/A	N/A	N/A	18-002	1.5" Hose
N/A	N/A	N/A	17-8	1.5" Hose
N/A	N/A	N/A	17-57	1.5" Hose
N/A	N/A	N/A	06-43	1.5" Hose
1.206E+09	Honeywell	N/A	1206003071	Bunker gear coat
1.31E+09	Honeywell	N/A	1310002157	Bunker gear pant
1.31E+09	Honeywell	N/A	1310002140	Bunker gear coat
1.31E+09	Honeywell	N/A	1310002451	Bunker gear pant
0511000567	Honeywell	N/A	0511000567	Bunker gear pant
1.403E+09	Honeywell	N/A	1403000256	Bunker gear pant
1.403E+09	Honeywell	N/A	1403000260	Bunker gear pant
7014	Motion	F5M	J2JFAG000156	EPCR
7022	Motion	F5M	G7JFAG000028	EPCR
6971	Motion	F5M	H4JFAG000112	EPCR
7013	Motion	F5M	J2JFAG000155	EPCR
70000206	Motion	F5M	K1JFAG000151	EPCR
7029	Motion	F5M	K1JFAG000150	EPCR
70000251	Motion	F5M	K1JFAG000149	EPCR
6970	Motion	F5M	H4JFAG000113	EPCR
70000455	Dell	P46G	2K2VNY1	Laptop
6838	Asus	AR5B125	D1NOAS593482057	Notebook PC
N/A	Dell	P30E	DT8G6F2	Laptop
70000383	Dell	17R	GX903X1	Laptop
N/A	Dell	N/A	destroyed image	Laptop
70000464	Dell	N/A	5Z9SNY1	Laptop
70000468	Dell	N/A	3OBSNY1	Laptop
70000459	Dell	N/A	4K2VNY1	Laptop
70000465	Dell	N/A	FZ9SNY1	Laptop
1.31E+09	Honeywell	N/A	1310002127	Bunkger gear coat
1.31E+09	Honeywell	N/A	1310002144	Bunkger gear pant
1.403E+09	Honeywell	N/A	1403000261	Bunkger gear coat



SNOHOMISH REGIONAL FIRE & RESCUE

1.403E+09	Honeywell	N/A	1403000249	Bunkger gear pant
N/A	Dell	9020	9078198914	Desktop PC
N/A	Dell	9020	9078152258	Desktop PC
N/A	Dell	unknown	Z52HB2	Desktop PC
N/A	Dell	unknown	HF6P842	Desktop PC
N/A	Dell	unknown	J7X5VR1	Desktop PC
N/A	Panasonic	CF-31	CF-31WBLFALM	Toughbook
N/A	Panasonic	CF-31	CF-30FCSSAAAM	Toughbook
N/A	Panasonic	CF-31	CF-52GUNBEAM	Toughbook
N/A	Dell	9030	FT1HS52	All in one computer
N/A	Dell	9030	FT1CS52	All in one computer
1.31E+09	Honeywell	N/A	1310002145	Bunker gear pant
1.31E+09	Honeywell	N/A	1310002128	Bunker gear coat
1.411E+09	Honeywell	N/A	1411005205	Bunker gear pant
1.31E+09	Honeywell	N/A	1310002131	Bunker gear coat
1.31E+09	Honeywell	N/A	1310002148	Bunker gear pant
1.407E+09	Honeywell	N/A	1407001085	Bunker gear pant
N/A	Allworx	9204	9204000ADD8A19C6	Desk phone
N/A	Polycom	N/A	0004F2818D83	Desk phone
70000252	Motion	CFT-004	FBJFAG000097	Tablet
N/A	Motion	F5M	G7JFAG000028	Tablet
70000207	Motion	F5M	F6JFAG000224	Tablet
1.407E+09	Honeywell	N/A	1407001082	Bunker gear coat
1.403E+09	Honeywell	N/A	1403000250	Bunker gear coat
131002132	Honeywell	N/A	131002132	Bunker gear coat
1.403E+09	Honeywell	N/A	1403000251	Bunker gear coat
1.31E+09	Honeywell	N/A	1310002141	Bunker gear coat
1.403E+09	Honeywell	N/A	1403000264	Bunker gear pant
1.31E+09	Honeywell	N/A	1310002158	Bunker gear pant
1.407E+09	Honeywell	N/A	1407001087	Bunker gear pant
BT31	2007 Phantom	21' Sports Jon	VIN EJU645SJM708	Boat with bad motor
70002031	Norco	N/A	None listed	Norco Transmission Jack
N/A	Klimawent	N/A	None listed	Kimawent Exhaust Extractor
70000493	Robinair	N/A	None listed	Robinair Cooltech Freon extractor/r
N/A	Whitco In.	N/A	None listed	Whitco inc. Steam Pressure Washer
70000497	Clean Burn	N/A	None listed	Clean Burn Oil Heater
N/A	Ford	F350	None listed	2008 Ford F350 5th Wheel Tailgate



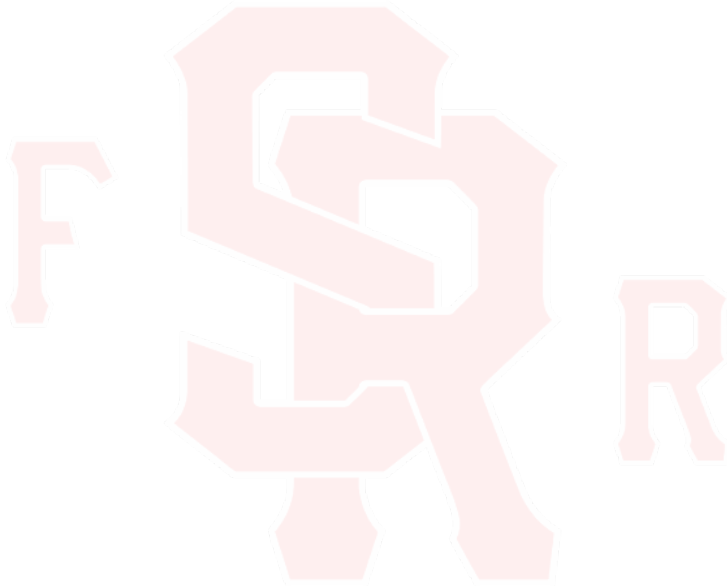
SNOHOMISH REGIONAL FIRE & RESCUE

70001955	Makita	XPH01	722418	Makita Drill
70001956	Makita	XDT04	4644670	Makita Impact Driver
N/A	Kuri Tec	3/8"	None listed	Air Breathing Hose Line 100ft
N/A	Kenmore	N/A	None listed	Window AC Unit
N/A	GE	N/A	None listed	Window AC Unit
N/A	Unknown	unknown	None listed	Dumbbell Rack and Dumbbells 10-5
N/A	Unknown	unknown	None listed	Medicine Ball Rack and Balls 4-6-8-1
N/A	Unknown	unknown	None listed	20lbs
N/A	Motion	EPCR Docking Station	DAJZAG000169	Motion EPCR Docking Station from
70000348	Unknown	unknown	KF67E83012A	Wide Format Scanner
N/A	Microsoft	Surface Pro	34709534653	Old Training tablet
70000144	Microsoft	Surface Book	1806683954	Old Training tablet
70001949	Bullard	T3Max	57142	Thermal imaging camera (TIC)
N/A	MSA	Evolution 5600	A0-0204-H07	Thermal imaging camera (TIC)
N/A	MSA	unknown	None listed	Thermal imaging camera (TIC)
N/A	Garmin	unknown	None listed	Garmin navigation device
N/A	Microsoft	Surface Book	None listed	Old Training tablet - FIT TEST 1
70000286	Microsoft	Surface Book	None listed	Old Training tablet
N/A	Dell	OptiPlex 7440	HFVKVH2	All in one computer
N/A	Dell	unknown	3DJXVM1	Laptop
N/A	Lenovo	20BX001KUS	PC-08ST8H 15/11	Laptop
N/A	Asus	S500C	D1NOAS59349607	Laptop
N/A	Acer	43901582985	MMLXVAA00143903DD58500	Monitor
N/A	Acer	43901582985	MMLXVAA00143903DD58500	Monitor



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:	Shop 4/10 Holiday time adjustment MOU		
Executive member responsible for guiding the initiative:	DC Ron Rasmussen		
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description:	<ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 		
	<p>The shop has moved to a 4/10 work schedule per article 4.1 of their Employment agreement. The request was made by the shop employees to move to a 4/10 schedule. The move will benefit the district during the construction of the shop addition by spreading staffing out over the week during construction. The MOU will adjust the Holidays in 5.4 from 9 hours to 10 hours to represent a day's work in the new schedule. The MOU also replaces the Vacation table in Article 6 to represent hours per year and not days per year. The MOU does not increase vacation hours. The MOU was worked on in collaboration with the shop staff and drafted and reviewed by legal counsel.</p>		
Financial Impact:	<p>Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A</p> <p>Total amount of initiative (attach amount breakdown if applicable): \$</p> <p>Initial amount: \$</p> <p>Long-term annual amount(s): \$</p> <p>Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <p>Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$</p> <ul style="list-style-type: none"> • If yes: Fund(s)/line item(s) to be amended: 		
Risk Assessment:	<p>Risk if approved: None.</p> <p>Risk if not approved: None.</p>		

Legal Review:	
<input type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <input checked="" type="checkbox"/> Initiatives that require legal review (contracts, other initiatives): <ul style="list-style-type: none"> • Contracts • Has been reviewed and approved by legal • Includes all costs • Includes term • Includes 'do not exceed' language <input type="checkbox"/> N/A	
Presented to, and Approved by, Senior Staff	
<input 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.



MEMORANDUM OF UNDERSTANDING

by and between the
Snohomish Regional Fire and Rescue
and
Snohomish Regional Fire and Rescue Shop Personnel
as it applies to the **10-Hour Shift Assignments**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by and between the SNOHOMISH REGIONAL FIRE AND RESCUE (the "District") and Snohomish Regional Fire and Rescue Shop Personnel (the "Shop") (collectively, the "Parties") are parties to an Employment agreement expires December 31, 2025 (the "Agreement"); and

WHEREAS, to facilitate the assignment of Shop employees to four (4) 10-hour days as provided in Section 4.1 of the CBA, the parties agree to the revisions to the Agreement provided herein.

NOW, THEREFORE, in consideration of these premises and the promises contained herein, and intending to be legally bound, the Parties agree as follows:

1. **Holidays.** Section 5.4 of the Agreement shall be deleted and replaced with the following:
 - 5.4 Each Holiday shall count as a regularly scheduled day worked for compensation purpose (not to exceed 10 hours).
2. **Vacation Accrual.** Section 6.1 of the Agreement shall be deleted and replaced with the following:
 - 6.1 Employees shall receive vacation benefits as follows:

Months of Service	Hours Per Year
0-36	80
37-84	120
85-132	160
133-144	168
145-156	176
157-168	184



169-180	192
181+	200

3. **Vacation Cap.** Section 6.3 of the Agreement shall be deleted and replaced with the following:

6.3 All vacation time accrued to the benefit of the employee shall be used each year on or before December 31 , except that 120 hours of vacation time may be accrued and carried over into the next year. Said carry-over may be taken as time off in conjunction with regular vacation leave upon approval and scheduling with the Fire Chief, or designee.

DATED this ____ day of _____, 2024.

SNOHOMISH REGIONAL FIRE AND RESCUE

Troy Elmore, Board Chairman

SNOHOMISH REGIONAL FIRE AND RESCUE SHOP PERSONNEL

Micheal Camerer

David Jonker

Daniel Kindig

Cameron Main

Shawn Seltz

Jack Sharpe

John Thomas

Ben Towers

EMPLOYMENT AGREEMENT

BETWEEN

**SNOHOMISH REGIONAL FIRE
AND RESCUE**

AND

**SNOHOMISH REGIONAL FIRE
AND RESCUE
SHOP PERSONNEL**

January 1, 2023 – December 31, 2025

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Article 1 Agreement

- 1.1 The articles contained herein constitute an agreement between Snohomish Regional Fire and Rescue, (hereinafter referred to as the "Employer" and Snohomish Regional Fire and Rescue Shop Personnel, (hereinafter referred to as "Employee" or "Employees"), governing wages, hours and working conditions of employment.

Article 2 Employee Evaluation

- 2.1 Improvement of employee performance is one of the major purposes of employee evaluation. It is the belief of Snohomish Regional Fire and Rescue that employee performance can be improved through a comprehensive program of employee appraisal.
- 2.2 All new employees shall be provided a written evaluation of their performance within the first ninety (90) days of employment. Thereafter, every employee shall be evaluated at least once annually, in writing. The evaluation cycle shall be based on the employee's hire date.
- 2.3 Employees, based on their work performance, may receive a written evaluation at any time during the year. Each annual evaluation will concern an employee's work performance focusing on strengths and weaknesses, or areas where improvement is needed. Work deficiencies may result in the development of a work improvement plan. Work performance that is judged to be less than satisfactory or below departmental standards may be cause for termination.
- 2.4 The annual evaluation shall be given to the employee in a confidential conference. Upon completion of the evaluation conference the supervisor and the employee shall sign and date the evaluation form. The signature of the employee indicates the employee has seen the evaluation and does not indicate the employee necessarily agrees with the content. The content of the evaluation is not subject to grievance.
- 2.5 The employee shall have the right to attach a written statement of explanation to the annual evaluation which shall be attached to the evaluation, provided such written attachment is given to the supervisor for attachment within ten (10) days of the evaluation conference.
- 2.6 A copy of the written evaluation shall be placed in the employee's personnel file and a copy shall be given to the employee.
- 2.7 All days referred to in this section shall mean calendar days.



Article 3 Salary Schedule

- 3.1 The Salary for 2023 shall be as identified in the attached Appendix A.1.
- 3.1.1 The rates of pay set forth in Section A.1 shall be adjusted annually, January 1st, based upon 100% Seattle-Tacoma-Bellevue Index, Urban Wage Earners and Clerical Workers (CPI-W), June of the previous year to June of the current year with a minimum of 1% and a maximum of 5.5%.
- 3.2 Movement on the salary schedule shall be within the established time parameters and subject to a positive and successful completion of the Employee Development Review (EDR). Any items on the EDR marked as improvement needed or unsatisfactory may, upon recommendation of the supervisor or the Assistant Fire Chief to the Fire Chief, shall be cause to hold the employee in the same salary step for one or more years.
- 3.3 In the event an employee works in a higher classification on a temporary basis than that to which he/she is regularly assigned, the employee shall be paid a stipend of 7% of the top step Fire Service Mechanic while serving in the higher classification.
- 3.4 The District shall match each Employee's contribution up to four percent (4%) of the Employee's base salary toward the Employee's Deferred Compensation Plan. The District shall make this contribution directly to the Employee's Plan.

Article 4 Hours of Work, Work Week and Work Shift

- 4.1 The workweek shall consist of forty (40) hours exclusive of mealtime. The work hours shall be flexible and arranged with the Fire Chief, or designee, according to the needs of the employer, as determined solely by the Fire Chief or his/her designee. The flexible work hours shall include various alternate workdays, workweeks, and work shift schedules for employees within the designated workweek. Unless otherwise arranged with any particular employee, the workweek shall be defined as 00:00 a.m. Monday to 24:00 p.m. Sunday.
- 4.2 Any time an employee's regularly assigned work week, work hours or work shift is changed, the employee shall be given seven (7) days' notice of the change, unless an emergency is determined, by the Fire Chief or designee, that the change must occur in less than the seven days noted above.
- 4.3 All work performed in excess of forty (40) hours within the designated workweek shall constitute overtime and shall be paid at one and one-half times the employee's hourly rate of pay (to be paid in fifteen [15] minute increments). Overtime shall not be paid for work performed on Saturday or Sunday if these days are a part of the employee's regular forty (40) hour workweek.
- 4.4 Compensation time may be utilized in lieu of overtime upon the request of the employee, and upon prior approval of the supervisor. Compensation time shall be

earned at the rate of one and one-half times the hours worked. A maximum of twenty-four (24) hours compensation time may be carried on the books at any time. When accrued compensation time exceeds twenty-four (24) hours, the employee must use the time or be compensated for the time, at the employee's request, within the next forty-five (45) days, so the accrued compensation drops below the maximum of twenty-four (24) hours.

- 4.5 Employees must receive prior approval/authorization from the Fire Chief, or designee for any and all overtime work. Once approval of overtime has been attained, actual hours worked shall be recorded on the employee's daily timecard. Failure to obtain prior authorization for any and all overtime may result in progressive discipline.

Article 5 Holidays

- 5.1 The Employee shall receive the following paid Holidays as recognized by Snohomish County:

New Year's Day
 Independence Day
 Labor Day
 Veteran's Day
 Thanksgiving
 Day after Thanksgiving
 Christmas Day
 Floating Holiday
 Memorial Day
 President's Day
 Martin Luther King's Day

- 5.2 Scheduling of the floating Holiday shall be taken subject to approval of the Fire Chief or designee.
- 5.3 In the event a holiday falls on Saturday or Sunday, the Friday preceding or the Monday following, as the case may be, shall be designated as the holiday.
- 5.4 Each Holiday shall count as an regularly scheduled day worked for compensation purposes (not to exceed 9 hours).
- 5.5 All floating holiday time accrued to the benefit of the employee shall be used each year on or before December 31.
- 5.6 All employees shall be allowed two unpaid holidays per calendar year for reasons of faith or conscience or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization. (ref; Chapter 168, Laws of 2014, and further defined in WAC 82-56-020 and 030).



Requests and approval for unpaid holidays shall be in accordance with Article 6, and coordinated so as not to disrupt the necessary business of the District. Requests shall be submitted at least two (2) business days in advance. Disruption of necessary business is a bonafide basis to deny the holiday request.

These two additional holidays do not qualify for sellback, cannot be donated to other employees and the time is not cumulative from year to year.

Article 6 Vacation

6.1 Employee shall receive vacation benefits as follows:

Years of Service	Days Per Year
0-3	10
4-7	15
8-11	20
12	21
13	22
14	23
15	24
16+	25

The figures above are based on an 8 hour day.

- 6.2 Scheduling of vacation shall be subject to approval by the Fire Chief, or designee.
- 6.3 All vacation time accrued to the benefit of the employee shall be used each year on or before December 31, except that 15 days (120 hours) of vacation time may be accrued and carried over into the next year. Said carry-over may be taken as time off in conjunction with regular vacation leave upon approval and scheduling with the Fire Chief, or designee.
- 6.4 Upon retirement or separation, any accrued vacation leave shall be cashed out at the rate of one (1) hour's pay for each one (1) hours of accrued vacation. The rate of pay shall be at the rate the employee was earning at the time of retirement or separation.

Article 7 Sick Leave

- 7.1 The employee shall accrue sick leave at the rate of 10 hours for each full calendar month of employment. Sick leave may not be used in advance of its accumulation.
- 7.2 Where advance notice can be given, employee must give such notice to the Employer of intent to use sick leave or the Employee will not receive pay for those hours not worked. Where advance notice cannot be given, notice shall be given as soon as feasible so that payroll adjustments may be made in a timely manner.

- 7.3 Sick leave may be used for the following purposes: personal injury or illness of the employee, forced quarantine of the employee, care and supervision of Employee's dependent child under the age of eighteen, care of Employee's spouse, and Employee's medical and dental appointments. Where three (3) days of sick leave are used in a period of five (5) consecutive working days, the employee shall provide to the Employer, when requested, a doctor's certification as to the limitations of the Employee, which necessitated the absence from work. After five (5) sick leave occurrences in the previous twelve (12) month period, the member may be counseled, and at the discretion of the Fire Chief, or designee, proof of medical treatment may be required for any future illness.
- 7.4 The Employer shall establish a Sick Leave Buy-Back and Cash-Out Program according to the following requirements:
- 7.4.1 The maximum amount of sick leave that an employee may carry is one thousand four hundred forty (1440) hours. Sick leave hours earned in excess of one thousand four hundred forty (1,440) hours may be cashed out or paid out to the employee's VEBA account at a rate of fifty percent (50%) of the affected employee's hourly rate. Such payment will be made on time at the end of each calendar year.
 - 7.4.2 Upon retirement in the PERS system, any accrued sick leave shall be eligible for sick leave cash out. The retirement cash out shall be paid at the rate of one (1) hour's pay for each two (2) hours of accrued sick leave to the maximum of 1440 hours of sick leave. The rate of pay shall be at the rate the employee was earning at the time of retirement.
 - 7.4.3 If an Employee resigns and provides at least sixty (60) calendar days' notice to the Employer, and if the employee is in "good standing" at the time of the resignation, the employee may select to cash-out all accrued sick leave at the rate of one (1) hours pay, at their current rate of pay, for each two (2) hours of sick leave on the employee's account balance.
 - 7.4.4 If an employee resigns from and does not provide at least sixty (60) calendar days' notice to the Employer, or if the employee is not in "good standing" at the time of their resignation, the employee shall be allowed to cash out their accrued sick leave at the rate of one (1) hours pay, at their current rate of pay, for each four (4) hours of sick leave on the employee's account balance.
 - 7.4.5 The Fire Chief, or designee, shall determine the "standing" of an employee at the time of their resignation, as described in sections 7.4.3 and 7.4.4 above.
 - 7.4.6 Upon termination, an employee shall not be eligible for any sick leave

cash-out.

Article 8 Bereavement Leave

- 8.1 Upon notification, and with Employer approval, Employees shall be granted bereavement leave with pay in the event of death in the immediate family of the employee. The maximum leave allowed shall be three (3) shifts. Should additional time be requested and approved by the Employer, the Employee may draw against accumulated sick leave. The term "immediate family" shall include: Spouse and children of the Employee or spouse, mother, father, stepmother, stepfather, brother or sister of the Employee or spouse, grandparents and grandchildren including step brothers and sisters of employee or spouse any relative living in the immediate household of Employee.

Article 9 Tool and Boot Allowance

- 9.1 The Employer shall provide the employee with a tool allowance in the amount of \$750 per eligible employee the following calendar year.
- 9.1.1 Employees must submit actual receipts to the Fire Chief or designee for reimbursement. The allowance is limited to the purchase of tools. Receipts submitted for items other than tools will be rejected. Only tools purchased within the calendar will be considered for reimbursement. Mechanics may receive preauthorization from the shop operations manager for tool purchase reimbursement over multiple years at the sole discretion of the Employer.
- 9.2 The Employer shall reimburse each employee up to \$540.00 for work boots during the contract period.

Article 10 Insurance Benefits

- 10.1 The Employer agrees to provide a Major Medical Plan to include Vision and Dental care throughout the life of this contract. The District will pay 100% of the employee's and dependent coverage in the plan. The Union and District shall have the right to reopen this section, 7.1, and its subsections, during the contract period, provided that sufficient advanced notice is given to the District so as to allow opting out of the current plan for the succeeding contract year or years should the parties agree to that in bargaining.
- 10.2 The cost savings between the Employer's previous plan and the current plan is so substantial, the Employer agrees to return cost savings to the members in the following manner.

- 10.2.1 Each single member of this bargaining unit shall have a monthly contribution to their VEBA account of \$250.00 (up to a maximum of \$3000.00 per calendar year).
- 10.2.2 Each member of this bargaining unit with dependent(s) shall have monthly contribution to their VEBA account of \$500.00 (up to a maximum of \$6000.00 per calendar year).
- 10.3 If there are any significant political or monetary changes that affect this plan, both parties agree to negotiate this issue.

Article 11 Retirement

- 11.1 Each eligible employee shall be enrolled in the Public Employees Retirement System (PERS).

Article 12 Separation

- 12.1 When an employee resigns or is dismissed, this constitutes separation from service. To resign in good standing, the employee must give at least sixty (60) days written notice, unless the Employer waives the requirement of written notice.

Article 13 Suspension or Dismissal

- 13.1 The Employer may summarily suspend or dismiss an Employee on written notice delivered to the Employee for any reasons of substantial impairment of job performance or of circumstances adverse to public and/or departmental trust, including but not limited to the following:
- Neglect of duty
 - Incompetence
 - Conviction of a crime involving moral turpitude
 - Physical or mental incapacity
 - Insubordination
 - Malfeasance
 - Gross Misconduct
 - Willful violation of policy, procedures or regulations
 - Conflict of interest
 - Not meeting job performance standards
- 13.2 Depending upon severity, the Employer may also choose to suspend an employee without pay for any cause set forth herein. The Employer shall notify the Employee in person and in writing of such suspension. Such notice shall include a written statement of specified charges and the length of the suspension.

Article 14 Reduction in Force

- 14.1 If the Employer determines that it is unable to continue an Employee's position due to the lack of financial resources or the position is eliminated or consolidated, the Employer agrees to give the Employee at least sixty (60) days written notice of termination. The decision of the Employer is final and not subject to grievance.

Article 15 Grievance Procedure

- 15.1 The purpose of this procedure is to provide a method of resolving any grievances. All days referenced in this article shall mean "calendar days."
- 15.2 A grievance is defined as a dispute involving the interpretation or application of the specific terms of this agreement. Prior to submitting a grievance in writing to the Fire Chief, the employee shall first meet with their immediate supervisor in an attempt to resolve the potential grievance. This meeting must be within the timelines referred to in Article 14.3 below.
- 15.3 The Employee, within fourteen (14) calendar days from the date such grievance occurred, or reasonably should have been discovered, may bring said grievance to the attention of the Fire Chief.
- 15.4 The Fire Chief shall seek to resolve the alleged grievance within seven (7) calendar days. Should the Fire Chief fail to resolve the alleged grievance within seven (7) calendar days, then the matter shall be referred to Snohomish Regional Fire and Rescue as the legal employer.
- 15.5 The Employee shall be entitled to a hearing with the Snohomish Regional Fire Commissioners at the next regular meeting of the Board, following reasonable notice to the Employee of such meeting. If the grievance is not settled to the Employee's satisfaction by the Board, within five (5) calendar days following the Board meeting, the Employee may, within ten (10) calendar days following the Board's decision, submit in writing to the Board a request for arbitration.
- 15.6 The Employee shall be entitled to choose one arbitrator of his or her choice and the Snohomish Regional Fire and Rescue Board shall be entitled to choose one arbitrator of its choice. The two arbitrators selected by the parties shall themselves select the third arbitrator. Selection of the arbitrators shall be completed within sixty (60) calendar days of the filing of the request for arbitration by the Employee.
- 15.7 The arbitrators shall convene, review the record, and if in their opinion they wish to do so, conduct a hearing in which evidence may be presented and issue their written decision within thirty (30) calendar days following the selection of the arbitration panel. The arbitration panel's decision shall be final and binding on both the Employer and the Employee. The arbitrators shall not have the authority to exceed the provisions of this contract.

- 15.8 The arbitrators cannot make a decision ordering either party to take action that is contrary to law.
- 15.9 The Employee and Employer shall each pay any compensation and expenses relating to its own witnesses or representatives.
- 15.10 The arbitrators shall specify in the award which of the parties shall pay for costs of arbitration, including the compensation of the arbitrators and their expenses, on the basis that the party more substantially ruled against by the arbitrators should be the party to pay for the arbitration.
- 15.11 Failure by the Employee to comply with the decision of the arbitration panel shall be grounds for immediate dismissal from employment.
- 15.12 The total cost of a stenographic record, or recording, if requested, will be paid by the party requesting it. If the other party also requests a copy, both parties will pay one-half (1/2) of the stenographic costs or recording costs.
- 15.13 The validity, interpretation and execution of this contract and the performance of and rights accruing under this contract are all to be governed by the laws of the State of Washington. Should any party file an action concerning any of the terms of this contract, venue shall be in the Snohomish County Superior Court, State of Washington.

Article 16 Savings Clause

- 16.1 If any provision of this agreement should be held invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by such tribunal, the remainder of this agreement shall not be affected thereby, and the parties shall immediately commence negotiations for the purpose of arriving at a mutually satisfactory replacement of such provision.

Article 17 Certification Compensation and CDL Renewals/Testing

- 17.1 The certifications covered by this plan are limited to Automotive Service Excellence (ASE) and/or Emergency Vehicle Certification Commission (EVT).
- 17.2 It is agreed that the following certifications will be considered the minimum level of certification for the Mechanic 1, Mechanic 2, and Apprentice Mechanics.
- 17.3 Minimum Certification Level:

ASE Tests

A-4	Automobile Steering and Suspension
A-5	Brakes
A-6 or T-6	Electrical/Electronic Systems



T-4 Truck Brakes
T-5 Truck Steering and Suspension

EVT Tests

E-0 Inspections, Maintenance and Testing of Ambulance
F-1 Inspections, Maintenance and Testing of Fire Apparatus

- 17.4 Employees who do not meet the minimum level of certification at time of initial employment or at the commencement of this agreement will be given twenty four (24) months to achieve the minimum level of certification. If after 24 months the employee is still not certified to the minimum level as outlined in this agreement, the employee will be held at the current salary step for a period of One (1) year. If after the one year salary freeze the employee has still failed to become certified to the minimum level, the employee is subject to discipline up to and including termination.
- 17.5 Employees who achieve the minimum certification level but fail to maintain the minimum certification level will be given a chance to recertify for a period of one (1) year. If after the first full year or two (2) attempts at recertifying the employee has not successfully passed the recertification test(s), the employee will be reduced one step in pay for a period of one (1) year. If after the year of reduced pay or an additional two (2) recertification attempts the employee is not successful in recertifying, the employee is subject to discipline up to and including termination.
- 17.6 Once the employee has achieved the minimum level of certification, The Employer will compensate the employee for each ASE and/or EVT test successfully passed as follows;
- 17.7 Individual Certifications (ASE, EVT) = \$ 15.00 per test per month
EVT Master Level Certifications listed below = \$ 150.00 per master per month
Fire Apparatus Technician
Ambulance Technician
- 17.8 The Employer will continue to reimburse the Employee for the costs associated with the tests provided the employee provides a receipt and proof of successful completion.
- 17.9 The employee is responsible for providing in writing to The Employer all certification status information including initial certification dates and types as well as recertification information and any lapse in certifications. Certification compensation adjustments will be made quarterly (January 1, April 1, July 1 and October 1) Failure to report certification changes will result in disciplinary action and/or loss of benefit.
- 17.10 All certifications shall be approved by the Chief or designee prior to being compensated per this agreement.
- 17.11 Employees shall be allowed to obtain work-related CDL physicals, CDL License

renewals and perform CDL random drug testing on duty.

Article 18 Duration

18.1 Employment terms outlined in this agreement shall be in effect from January 1, 2023 to December 31, 2025. Provided, however, that either party may reopen this Agreement for the purpose of negotiating Article 3 in the second year of the Agreement by serving written notice of a desire to reopen no later than October 3 of the preceding year. If prior to December 31, 2025 the parties have not entered into a new contract, but are in the process of negotiations, then this agreement shall continue on the same terms and conditions until a new agreement has been negotiated.

18.2 This Agreement shall terminate as to any Employee who is separated from employment due to discharge, resignation or retirement.

Article 19 Entire Agreement

19.1 The provisions of this Agreement and the personnel policies of the Employer represent the entire agreement among the parties hereto. No past practice or other unwritten policies or practices shall be deemed to govern the relationship between the parties. In the event of a conflict between the personnel policies of the Employer and this Agreement, this Agreement shall control.

Article 20 Effect: Amendments

20.1 This agreement shall be deemed to be a separate agreement between the Employer and each employee who signs this Agreement. This Agreement may be modified by mutual agreement of the District and all Employees.

20.2 Any person offered employment for the Snohomish Regional Fire and Rescue Shop shall be entitled to become a signatory to this Agreement. A newly hired shop employee who wishes to become a signatory to this Agreement shall execute the Agreement and return a copy to the District on or before the first day of employment. The Agreement will become binding upon such employee upon execution.

The undersigned do hereby approve and agree to the terms of this agreement.

Dated this 22nd day of December 2022.

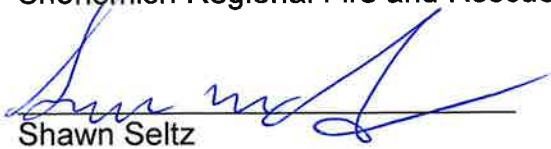
Board of Fire Commissioners
Snohomish Regional Fire and Rescue



Troy Elmore, Chairman



Shop Personnel
Snohomish Regional Fire and Rescue


Shawn Seltz

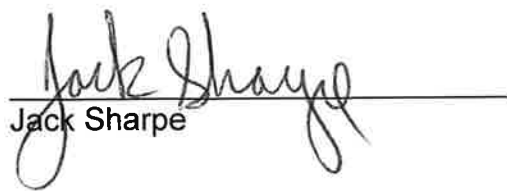

Michael Camerer


Daniel Kindig


Ben Towers


John Thomas


David Jonker


Jack Sharpe



APPENDIX "A"

A.1 The annual rates of pay for employees covered by this Agreement shall be as follows for 2023 (1.0% fixed wage increase and the 9.5%-CPI-W, Seattle-Tacoma-Bellevue COLA for a total of 10.5%):

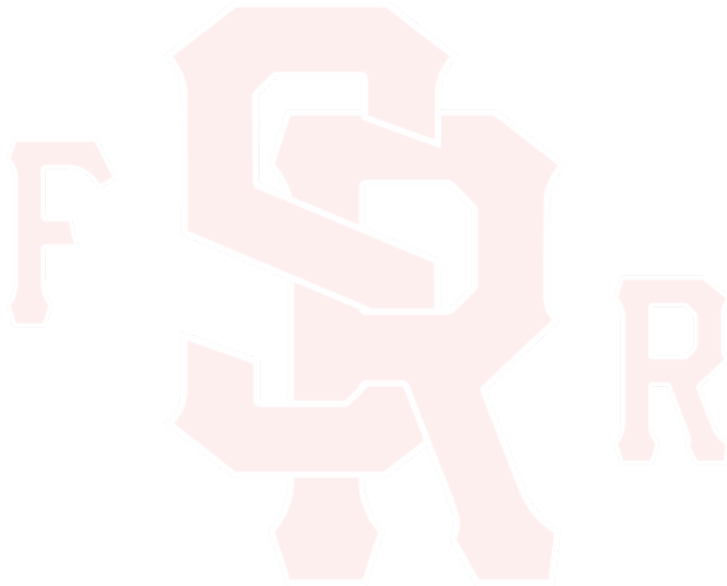
Classification		Step A	Step B	Step C	Step D	Step E	Step F
	Top Step	75%	80%	85%	90%	95%	100%
Shop Operations Manager	114%	\$ 93,265	\$ 99,483	\$ 105,701	\$ 111,918	\$ 118,136	\$ 124,354
Lead Fire Service Mechanic	107%	\$ 87,539	\$ 93,374	\$ 99,210	\$ 105,046	\$ 110,882	\$ 116,718
Fire Service Mechanic	100%	\$ 81,812	\$ 87,266	\$ 92,720	\$ 98,174	\$ 103,628	\$ 109,082
Fire Service Apprentice	95%	\$ 69,540	\$ 73,631	\$ 77,721			

All Salary calculations shall be done by rounding of numbers to the nearest whole dollar. (Example \$40,332.55 = \$40,333.00 and \$40,332.45 = \$40,332.00)



NEW BUSINESS

ACTION





EXECUTIVE SESSION

