



SNOHOMISH REGIONAL FIRE & RESCUE

COMMISSIONER BOARD MEETING

SEPTEMBER 12, 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
September 12, 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	8/20/24	9/3/24	Yes
Finance Committee	Elmore	8/22/24	9/26/24	No
Sno911	Waugh	8/15/24	9/19/24	No
Sno-Isle Commissioners	Fay	6/6/24	9/5/24	Yes
Leadership Meeting	Schaub	4/24/24	10/23/24	No
Policy Committee	Schaub	8/8/24	9/12/24	Yes

COMMITTEE MEETING MINUTES

Finance Committee – August 22, 2024
Capital Facilities Committee – September 3, 2024

CONSENT AGENDA

Approval of Vouchers
Benefits Vouchers: 24-02262 to 24-02276; (853,977.95)
AP Vouchers: 24-02137 to 24-02261; (\$1,346,927.52)

Approval of Payroll
August 30, 2024 (\$1,522,565.93)

Approval of Minutes
Approve Regular Board Meeting Minutes August 22, 2024



OLD BUSINESS

Discussion

Continuous Improvement: Badge Pinning: Deputy Chief Fetcho; Battalion Chiefs Beckham, Stablein, and Grace

Action

BN Builders Contract
Budget Amendment #2

NEW BUSINESS

Discussion

Policy Review

- Policy 615 Firefighter Health, Safety and Survival
- Policy 707 Communications Operations
- Policy 803 Patient Medical Record Security and Privacy

Action

GOOD OF THE ORDER

ATTENDANCE CHECK

Regular Commissioner Meeting September 26, 2024, at 1730 - Station 31 Training Room/Zoom.

EXECUTIVE SESSION

ADJOURNMENT



CHIEF'S REPORT





COMMISSIONER REPORTS





COMMITTEE MEETING MINUTES





Finance Committee Minutes 08.22.24

Reviewed the Risk Management Assessment Status

Revisited the Quarterly Finance Report

Reviewed Budget Amendment #2

Received an updated related to negotiations

Reviewed the current retirement reporting date

Reviewed the BN Builders Contract

Capital Facilities Committee Meeting

Meeting Notes

September 3rd, 2024

- **Facilities Update:**

- **Station 83 Update:**

Discussed the progress of station 83 and tentative completion dates and possible crew move in timelines

- **Station 31 Shop Update:**

- **Dry rot over vestibule**
- **Roof Insulation/Energy Code**

Discussed the progress of the shop addition and some issues that have arisen with the roofing involving dry rot and the roof elevation with the new thickness of the insulation to meet the new code.

- **Station 32 & 81 Update:**

- **BN Builders Kickoff meeting**

Discussed upcoming kick-off meeting with BN Builders and Miller Hall scheduled for September 9th at Station 82

- **Station 72 Update:**

Discussed the current pumping and the upcoming process of getting the sewer and water hooked up.

- **Next Meeting: September 24th, 2024**



CONSENT AGENDA



Snohomish Regional Fire and Rescue

Claims Voucher Summary

09/11/2024

Page 1 of 1

Fund: General Fund #001

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

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
24-02262	AFLAC		591.44
24-02263	DEPARTMENT OF RETIREMENT SYSTEMS		585,374.63
24-02264	FIRE 7 FOUNDATION		592.50
24-02265	FIREPAC		1,011.58
24-02266	GENERAL TEAMSTERS UNION LOCAL 38		1,821.00
24-02267	HRA VEBA TRUST		64,426.43
24-02268	IAFF LOCAL 2781		35,604.42
24-02269	IAFF LOCAL 2781 PAC		940.50
24-02270	IAFF LOCAL 2781 RFA		1,062.50
24-02271	MATRIX TRUST COMPANY		20,410.17
24-02272	TD AMERITRADE INSTITUTIONAL		388.50
24-02273	VOYA INSTITUTIONAL TRUST CO		109,446.83
24-02274	WASHINGTON STATE SUPPORT REGISTRY		504.00
24-02275	WSCFF FASTPAC		903.45
24-02276	WSCFF-EMP BENEFIT TRUST		30,900.00

Page Total

853,977.95

Cumulative Total

853,977.95



Snohomish Regional Fire & Rescue, WA

Docket of Claims Register

APPKT01670 - 09.12.2024 Board Meeting ER

By Docket/Claim Number

Vendor #	Vendor Name	Docket/Claim #						Payment Amount
	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount	
0012	ACROSS THE STREET PRODUCTIC	24-02137						1,155.00
	26139	Blue Card Online Training x3	Invoice	08/28/2024	Blue Card Online Training x3	001-506-522-45-49-02		1,155.00
2189	AJ'S LANDCARE, INC	24-02138						10,207.51
	121216199	Field Mowing/Quarterly Maint. - Fryel	Invoice	08/31/2024	Field Mowing/Quarterly Maint. - Fryel	001-507-522-50-41-00		218.80
	121216200	Landscaping Monthly Maintenance - S	Invoice	08/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		700.06
	121216201	Landscaping Monthly Maintenance - S	Invoice	08/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		840.98
	121216202	Landscaping Monthly Maintenance - S	Invoice	08/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		899.16
	121216203	Landscaping Monthly Maintenance - A	Invoice	08/31/2024	Landscaping Monthly Maintenance - A	001-507-522-50-41-00		884.31
	121216204	Landscaping Monthly Maintenance - S	Invoice	08/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		957.25
	121216205	Landscaping Monthly Maintenance - S	Invoice	08/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		911.66
	121216206	Landscaping Monthly Maintenance - S	Invoice	08/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		944.13
	121216207	Landscaping Monthly Maintenance - S	Invoice	08/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		699.11
	121216208	Landscaping Monthly Maintenance - S	Invoice	08/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		899.16
	121216209	Landscaping Monthly Maintenance - S	Invoice	08/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		854.21
	121216210	Landscaping Monthly Maintenance - S	Invoice	08/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		929.05
	121216211	Landscaping Monthly Maintenance - S	Invoice	08/31/2024	Landscaping Monthly Maintenance - S	001-507-522-50-41-00		469.63
0024	ALDERWOOD AUTO GLASS	24-02139						684.52
	20751	Shop Parts	Invoice	08/14/2024	Shop Parts	050-511-522-60-34-01		82.05
	20759	Shop Parts	Invoice	08/20/2024	Shop Parts	050-511-522-60-34-01		520.42
	20768	Shop Parts	Invoice	08/21/2024	Shop Parts	050-511-522-60-34-01		82.05
1503	ALLSTREAM BUSINESS US, INC	24-02140						373.29
	20848408	Fire Alarm Phone Lines/Connection Se	Invoice	09/03/2024	Fire Alarm Phone Lines/Connection Se	001-513-522-50-42-01		373.29
1503	ALLSTREAM BUSINESS US, INC	24-02141						499.89
	20841996	Fire Alarm Phone Lines/Connection Se	Invoice	09/01/2024	Fire Alarm Phone Lines/Connection Se	001-513-522-50-42-01		499.89

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APPKT01670 - 09.12.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
2106	AMAZON CAPITAL SERVICES, INC	24-02142					7,073.31
	111D-6Q91-JV7C	Chain Hoist Lever x2	Invoice	08/27/2024	Chain Hoist Lever x2	001-506-522-45-35-00	138.84
	11YL-Y1RQ-1HPK	Heavy Duty Ext. Cord (x4),Master Lock	Invoice	08/19/2024	Heavy Duty Ext. Cord (x4),Master Lock	001-506-522-45-35-00	746.72
	13JD-PKD9-GPYQ	Trade's Marker Refill + Holder 12Refills	Invoice	08/17/2024	Trade's Marker Refill + Holder 12Refills	001-507-522-50-31-00	28.14
	14FN-DPH3-3R6H	2pk Computer Privacy Screen - ADMIN	Invoice	08/12/2024	2pk Computer Privacy Screen - ADMIN	001-502-522-10-35-00	111.11
	14VJ-3RV7-6TTG	Danco Repair Kit Faucet Single Handle	Invoice	08/08/2024	Danco Repair Kit Faucet Single Handle	001-507-522-50-48-00	8.74
	14WV-GXGX-MWW4	Portable Scene Light (Replacement) - E	Invoice	08/04/2024	Portable Scene Light (Replacement) - E	001-504-522-20-48-02	820.22
	171H-CVXD-7HDM	Shop Parts	Invoice	08/26/2024	Shop Parts	050-511-522-60-34-01	41.56
	194M-JWJ3-6J1M	Owl Conf. Room Camera/Protection PI	Invoice	08/28/2024	Owl Conf. Room Camera/Protection PI	001-513-522-10-35-00	1,289.82
	19MH-HFJR-4Y7W	Reflective Vest Class (x2) - Recruit Supp	Invoice	08/14/2024	Reflective Vest Class (x2) - Recruit Supp	001-506-522-45-31-03	112.64
	1CH1-HGQN-4NYW	Collapsible Folding Wagon - PIEO	Invoice	08/01/2024	Collapsible Folding Wagon - PIEO	001-515-522-30-35-00	120.29
	1CT1-1J93-9JDR	Outdoor Grill Mats 60x40 - ST71	Invoice	08/15/2024	Outdoor Grill Mats 60x40 - ST71	001-507-522-50-48-00	39.90
	1D3H-GH9F-6N1H	Broom & Dustpan Combo - State Fair S	Invoice	08/12/2024	Broom & Dustpan Combo - State Fair S	001-507-522-50-31-00	20.71
	1D3H-GH9F-7FVX	Dishbrush/Scrubbers 2pk, Scrub Spong	Invoice	08/13/2024	Dishbrush/Scrubbers 2pk, Scrub Spong	001-507-522-50-31-00	17.14
	1DFD-QYWJ-39KR	Smart Ratchet Straps 2pk - L33	Invoice	08/06/2024	Smart Ratchet Straps 2pk - L33	001-504-522-20-31-01	14.19
	1F9V-D1QV-1DQT	Dry Erase Magic Board (New DC Office	Invoice	08/07/2024	Dry Erase Magic Board (New DC Office	001-507-522-50-35-00	298.34
	1FVN-GGHJ-7QPK	Shop Parts	Invoice	08/22/2024	Shop Parts	050-511-522-60-34-01	60.21
	1GKM-FKLP-4XRH	Cut Off Wheels 50pk Thin -L33	Invoice	08/20/2024	Cut Off Wheels 50pk Thin -L33	001-504-522-20-31-01	31.27
	1HXX-RLYW-LP3K	Hair Net 24ct (x2),Stamps & Pads 20pk	Invoice	08/04/2024	Hair Net 24ct (x2),Stamps & Pads 20pk	001-515-522-30-31-01	58.84
	1JD9-TX3D-9KTD	Measuring Tape/Digital Safe Box	Invoice	08/28/2024	Measuring Tape/Digital Safe Box	001-507-522-50-35-00	290.99
	1JJ7-X3XG-4QVQ	HDMI Cables (x10) - IT Paul	Invoice	08/14/2024	Medical Supplies	001-513-522-10-41-04	92.90
	1JWH-9TWF-6TFD	Vacplus Moisture Absorber 6pk Unscer	Invoice	08/20/2024	Vacplus Moisture Absorber 6pk Unscer	001-506-522-45-31-03	34.51
	1KKJ-PCPM-KVDY	Diablo Reciprocating Saw Blade 4pk (R	Invoice	08/01/2024	Diablo Reciprocating Saw Blade 4pk (R	001-504-522-20-48-02	122.65
	1KWW-7TCR-THKG	Trash Can (Kitchen) - Evergreen State F	Invoice	08/12/2024	Trash Can (Kitchen) - Evergreen State F	001-507-522-50-31-00	53.94
	1L4J-W7L3-3JWG	Work Shoes Black/Black - T.Cheetham	Invoice	08/13/2024	Work Shoes Black/Black - T.Cheetham	001-504-522-20-31-07	129.43
	1L7J-CGTC-MK19	FirstAide Itch Relief(x10),BandAide 30C	Invoice	08/11/2024	FirstAide Itch Relief(x10),BandAide 30C	001-509-522-20-31-01	160.64
	1MCR-XMK1-3QF9	Shop Parts	Credit Memo	08/29/2024	Shop Parts	050-511-522-60-34-01	-97.36
	1MDV-3PVC-9C1N	Work Gloves MicroFoam 6 pairs Grey (Invoice	08/14/2024	Work Gloves MicroFoam 6 pairs Grey (303-504-594-20-64-04	47.26
	1MK1-N1GP-P99P	Auto. Shut Off Wall Timer (x9) (Stock) -	Invoice	08/18/2024	Auto. Shut Off Wall Timer (x9) (Stock) -	001-507-522-50-31-00	151.77
	1MQR-6FGD-NCVF	iPhone Cable (x2),Tailgate Shock (x2) -	Invoice	08/18/2024	iPhone Cable (x2) - Training Division	001-513-522-10-35-00	38.82
					Tailgate Shock Accessor Repair (x2) - Tr	001-513-522-20-48-01	38.82
	1N4W-63K3-PRLQ	Power Strip Surge 2pk (x3) - Logistics S	Invoice	08/18/2024	Power Strip Surge 2pk (x3) - Logistics S	001-507-522-50-31-00	74.40
	1PWL-7T4W-JX11	Digital Metronome Black/Red MA-2 - E	Invoice	08/17/2024	Digital Metronome Black/Red MA-2 - E	001-510-522-20-48-00	17.80
	1Q9R-JLKF-NRYD	Carabiner Clips (Snap Hook) 4pk - Sup	Invoice	08/04/2024	Carabiner Clips (Snap Hook) 4pk - Sup	001-504-522-20-35-00	130.54
	1QLJ-9X63-7DRX	Hanes Sports Mesh Shorts (24-02) x30	Invoice	08/07/2024	Hanes Sports Mesh Shorts (24-02) x30	001-504-522-20-31-07	485.70
	1QNP-RK9K-941W	Plastic Hangers 60pk - Recruit Supplies	Invoice	08/14/2024	Plastic Hangers 60pk - Recruit Supplies	001-506-522-45-31-02	29.12
	1R99-MJWX-CM9R	Stainless Steel Grill Brusher Cleaner - S	Invoice	08/16/2024	Stainless Steel Grill Brusher Cleaner - S	001-507-522-50-31-00	36.54
	1RXF-KTH1-97LP	Milwaukee 5' Braking Grinder (Replace	Invoice	08/14/2024	Milwaukee 5' Braking Grinder (Replace	001-504-522-20-35-00	172.63
	1V7T-WW6Q-YMLR	Heating Element for Dryer (Repair) - ST	Invoice	08/05/2024	Heating Element for Dryer (Repair) - ST	001-507-522-50-48-00	30.20
	1VXD-J3K7-D6QP	Utility Work Shoes (Black/Back) - T. Ch	Invoice	08/21/2024	Utility Work Shoes (Black/Back) - T. Ch	001-504-522-20-31-07	129.43
	1XJF-17YT-4NJ9	Stainless Steel Hose Adjust. Clamp 20p	Invoice	08/15/2024	Stainless Steel Hose Adjust. Clamp 20p	001-504-522-20-35-00	12.72
	1YJX-FKK6-M6TX	BUNN Automatic Comm. Coffee Makei	Invoice	08/18/2024	BUNN Automatic Comm. Coffee Makei	001-507-522-50-35-00	931.18

Docket of Claims Register

APPKT01670 - 09.12.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
2263	ARG INDUSTRIAL	24-02143					315.50
	N068286	Shop Parts	Invoice	09/04/2024	Shop Parts	050-511-522-60-34-01	315.50
2383	AT&T MOBILITY - CC	24-02144					503.14
	UCF072024	CradlePoint Data Modems (Acct.5005€	Invoice	08/04/2024	CradlePoint Data Modems	001-513-522-10-42-00	503.14
1523	AT&T MOBILITY LLC	24-02145					3,446.97
	287332399606X028272024	District Cell Phones (New) - Fire	Invoice	08/19/2024	District Cell Phones - Fire	001-513-522-10-42-00	3,295.29
		District Cell Phones - Shop				050-511-522-60-42-00	151.68
2349	AXTHELM CONSTRUCTION, INC.	24-02146					320,099.79
	202337-09	Station 83 Remodel (Contract Pay-App	Invoice	09/09/2024	Station 83 Remodel (Contract Pay-App	300-507-594-50-62-83	320,099.79
0058	BICKFORD MOTORS INC.	24-02147					312.45
	1278674	Shop Parts	Invoice	08/12/2024	Shop Parts	050-511-522-60-34-01	292.60
	1279124	Shop Parts	Invoice	08/20/2024	Shop Parts	050-511-522-60-34-01	19.85
0065	BOUND TREE MEDICAL, LLC	24-02148					15,554.44
	85345322	Medications	Invoice	05/13/2024	Medications	001-509-522-30-31-01	1,118.76
	85422623	Medical Supplies	Invoice	07/22/2024	Medical Supplies	001-509-522-30-31-01	579.39
	85422624	Medical Small Tools/Minor Equipment	Invoice	07/22/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	55.00
	85429466	Medications & Medical Supplies	Invoice	07/26/2024	Medications & Medical Supplies	001-509-522-30-31-01	1,277.70
	85429467	Medical Small Tools/Minor Equipment	Invoice	07/26/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	1,067.01
	85430983	Medications & Medical Supplies	Invoice	07/29/2024	Medications & Medical Supplies	001-509-522-30-31-01	1,143.09
	85432966	Medications/Medical Supplies/Medica	Invoice	07/30/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	102.38
		Medications & Medical Supplies				001-509-522-30-31-01	1,117.85
	85432967	Medical Supplies	Invoice	07/30/2024	Medical Supplies	001-509-522-30-31-01	388.12
	85441293	Medical Supplies	Invoice	08/26/2024	Medical Supplies	001-509-522-30-31-01	1,256.42
	85441294	Medications & Medical Supplies	Invoice	08/06/2024	Medications & Medical Supplies	001-509-522-30-31-01	1,042.41
	85441295	Medications & Medical Supplies	Invoice	08/06/2024	Medications & Medical Supplies	001-509-522-30-31-01	1,317.96
	85441296	Medical Small Tools/Minor Equipment	Invoice	08/06/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	1,136.16
	85447484	Medications/Medical Supplies/Medica	Invoice	08/12/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	136.36
		Medications & Medical Supplies				001-509-522-30-31-01	1,314.66
	85447485	Medications/Medical Supplies/Medica	Invoice	08/12/2024	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	41.40
		Medications & Medical Supplies				001-509-522-30-31-01	1,886.70
	85447486	Medications & Medical Supplies	Invoice	08/12/2024	Medications & Medical Supplies	001-509-522-30-31-01	573.07
0070	BRAKE & CLUTCH SUPPLY INC	24-02149					3,006.70
	126152	Shop Parts	Credit Memo	02/08/2024	Shop Parts	050-511-522-60-34-01	-420.46
	131863	Shop Parts	Invoice	08/21/2024	Shop Parts	050-511-522-60-34-01	80.73
	131945	Shop Parts	Invoice	08/22/2024	Shop Parts	050-511-522-60-34-01	35.04
	131984	Shop Parts	Invoice	09/06/2024	Shop Parts	050-511-522-60-34-01	1,781.85
	131985	Shop Parts	Invoice	08/23/2024	Shop Parts	050-511-522-60-34-01	15.47
	132021	Shop Parts	Credit Memo	08/26/2024	Shop Parts	050-511-522-60-34-01	-58.36
	132038	Shop Parts	Invoice	08/27/2024	Shop Parts	050-511-522-60-34-01	1,572.43

Docket of Claims Register

APPKT01670 - 09.12.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0073	BRAUN NORTHWEST INC	24-02150					2,769.63
	39115	Shop Parts	Invoice	08/19/2024	Shop Parts	050-511-522-60-34-01	243.13
	39116	Shop Parts	Invoice	08/19/2024	Shop Parts	050-511-522-60-34-01	618.26
	39117	Shop Parts	Invoice	08/19/2024	Shop Parts	050-511-522-60-34-01	1,908.24
1922	BROWN'S PLUMBING & PUMP	24-02151					1,709.79
	60071	Restock Fee Returned Equipment/Wat	Invoice	08/16/2024	Restock Fee Returned Equipment/Wat	001-507-522-50-48-00	427.70
	60368	PLV Replcd, Tested & Installed PSI Gau	Invoice	09/04/2024	PLV Replcd, Tested & Installed PSI Gau	001-507-522-50-48-00	1,282.09
1913	CANON FINANCIAL SERVICES INC	24-02152					1,697.66
	34479452	Copier Machine Lease - ST82, Admin C	Invoice	08/12/2024	Copier Machine Lease - ST82, Admin C	001-512-591-22-70-00	443.39
	34515586	Copier Machine Lease - ST31	Invoice	08/12/2024	Copier Machine Lease - ST31	001-512-591-22-70-00	329.53
	34515587	GIS PROGRAF Machine Lease - Admin	Invoice	08/12/2024	GIS (imagePROGRAF PRO 4600)	001-512-591-22-70-00	225.33
	34515742	Copier Machine Lease - ST71	Invoice	08/12/2024	Copier Machine Lease - ST71	001-512-591-22-70-00	325.02
	34515743	Copier Machine Lease - Admin Bldg (C	Invoice	08/12/2024	Copier Machine Lease - Admin Bldg (C	001-512-591-22-70-00	38.91
	34515774	Copier Machine Usage- Admin Bldg (C	Invoice	08/12/2024	Copier Machine Usage- Admin Bldg (C	001-502-522-10-31-00	296.60
	34516974	Copier Machine Lease - ST81	Invoice	08/12/2024	Copier Machine Lease (DX 529) - ST81	001-512-591-22-70-00	38.88
0096	CENTRAL WELDING SUPPLY	24-02153					2,336.74
	0002129684	Oxygen Cylinder Exchange/Re-Fill (x10	Invoice	07/31/2024	Oxygen Cylinder Exchange/Re-Fill (x10	001-509-522-20-45-00	379.38
	0002134621	Oxygen Cylinder Rental (Inventory)	Invoice	07/31/2024	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	257.62
	0002135739	Oxygen Cylinder Rental (Inventory)	Invoice	07/31/2024	Oxygen Cylinder Rental (Inventory)	001-509-522-20-45-00	70.47
	0002138946	Oxygen Cylinder Exchange/Re-Fill (x5)	Invoice	08/05/2024	Oxygen Cylinder Exchange/Re-Fill (x5)	001-509-522-20-45-00	233.95
	0002140747	Oxygen Cylinder Exchange/Re-Fill (x8)	Invoice	08/07/2024	Oxygen Cylinder Exchange/Re-Fill (x8)	001-509-522-20-45-00	305.50
	0002143243	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	08/12/2024	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	228.66
	0002143244	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	08/12/2024	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	231.84
	0002148522	Oxygen Cylinder Exchange/Re-Fill (x5)	Invoice	08/19/2024	Oxygen Cylinder Exchange/Re-Fill (x5)	001-509-522-20-45-00	270.12
	0002151161	Oxygen Cylinder Exchange/Re-Fill (x5)	Invoice	08/22/2024	Oxygen Cylinder Exchange/Re-Fill (x5)	001-509-522-20-45-00	238.27
	0002152852	Oxygen Cylinder Exchange/Re-Fill (x2)	Invoice	08/26/2024	Oxygen Cylinder Exchange/Re-Fill (x2)	001-509-522-20-45-00	120.93
0103	CHMELIK SITKIN & DAVIS P.S.	24-02154					4,224.00
	124692	Monthly Attorney Services (July 2024)	Invoice	07/31/2024	Monthly Attorney Services (July 2024)	001-512-522-10-41-03	4,224.00
0112	CLEARFLY COMMUNICATIONS	24-02155					764.96
	INV636192	Phone/Fax Services - Admin Bldg, ST 3	Invoice	09/01/2024	Phone/Fax Services - Admin Bldg, ST 3	001-513-522-50-42-01	764.96
0126	COMCAST	24-02156					315.00
	ST31-SEPOCT24	Internet Services - ST 31	Invoice	08/27/2024	Internet Services - ST 31	001-513-522-50-42-01	315.00
0127	COMDATA INC.	24-02157					3,062.14
	20410669	Apparatus Fuel	Invoice	09/01/2024	Apparatus Fuel - EMS	001-509-522-20-32-00	1,531.07
					Apparatus Fuel - Suppression	001-504-522-20-32-00	1,531.07
1882	CONCENTRA MEDICAL CENTERS	24-02158					3,023.00
	83769577	Pre-Employment/New Hire Physical (x	Invoice	07/17/2024	Pre-Employment/New Hire Physical (x	001-510-522-20-41-06	1,813.00
	83844181	Employment Physical Recertification -	Invoice	07/24/2024	Employment Physical Recertification -	001-510-522-20-41-06	1,210.00
0134	COSTCO MEMBERSHIP	24-02159					96.24
	OCT2024	Executive Business Membership Annu	Invoice	08/26/2024	Executive Business Membership Annu	001-502-522-10-49-01	96.24

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0136	COURIERWEST	24-02160					4,929.30
	7837	Mail Courier Monthly Service (July 202	Invoice	07/01/2024	Mail Courier Monthly Service (July 202	001-502-522-10-41-01	2,464.65
	7864	Mail Courier Monthly Service (August :	Invoice	08/01/2024	Mail Courier Monthly Service (August :	001-502-522-10-41-01	2,464.65
0139	CROSS VALLEY WATER DISTRICT	24-02161					331.84
	3172227	Water - ST 74/Logistics Bldg	Invoice	08/31/2024	Water - ST 74/Logistics Bldg	001-507-522-50-47-02	331.84
0139	CROSS VALLEY WATER DISTRICT	24-02162					1,062.00
	3172228	Water - ST 33	Invoice	08/31/2024	Water - ST 33	001-507-522-50-47-02	1,062.00
0164	DRUG FREE BUSINESS	24-02163					100.00
	455889	Annual Member Renewal Fee	Invoice	08/30/2024	Annual Member Renewal Fee	050-511-522-60-49-01	100.00
0167	DUO-SAFETY LADDER CORPORA1	24-02164					739.03
	489235-000	10' Aluminum 2-Sec Ladder & Safety L	Invoice	08/15/2024	10' Aluminum 2-Sec Ladder & Safety L	001-504-522-20-35-00	739.03
2416	EAGLE ENGRAVING, INC.	24-02165					869.50
	2024-6209	Engraved Medals x16(Commendation	Invoice	08/27/2024	Engraved Medals x16(Commendation	001-504-522-20-31-01	869.50
1875	ELECTRONIC BUSINESS MACHINE	24-02166					353.77
	AR282324	Copier Machine Usage - ST81	Invoice	07/18/2024	Copier Machine Usage - ST81	001-502-522-10-31-00	5.66
	AR285595	Copier Machine Usage - Admin Bldg (C	Invoice	08/29/2024	Copier Machine Usage - Admin Bldg (C	001-502-522-10-31-00	341.74
	AR285948	Copier Machine Usage - Admin Bldg (P	Invoice	08/31/2024	Copier Machine Usage - Admin Bldg (P	001-502-522-10-31-00	6.37
0176	ELITE LOCK & SAFE	24-02167					60.17
	40827	Shop Parts	Invoice	08/02/2024	Shop Parts	050-511-522-60-34-01	60.17
0178	EMERALD SERVICES, INC	24-02168					547.20
	95159023	Hazardous Materials Disposal (Shop)	Invoice	08/07/2024	Hazardous Materials Disposal (Shop)	050-511-522-60-41-03	410.69
	95167699	Hazardous Materials Disposal (Shop)	Invoice	08/06/2024	Hazardous Materials Disposal (Shop)	050-511-522-60-41-03	136.51
0182	EMERGENT RESPIRATORY	24-02169					1,023.12
	35008412	CPAP Machine Supplies - ST 81	Invoice	07/25/2024	CPAP Machine Supplies - ST 81	001-509-522-30-31-01	511.56
	35008413	CPAP Machine Supplies - ST 82	Invoice	07/25/2024	CPAP Machine Supplies - ST 82	001-509-522-30-31-01	511.56
2343	EMSCONNECT, LLC	24-02170					1,441.50
	11499	EMS Subscription Monthly Dues (EMS	Invoice	09/01/2024	EMS Subscription Monthly Dues	001-509-522-20-49-02	1,441.50
2296	FASTFIELDFORMS	24-02171					1,026.61
	15235	Mobile Forms Software Monthly Subsc	Invoice	09/07/2024	Mobile Forms Software Monthly Subsc	001-516-522-30-49-04	1,026.61
2272	FIRESTATIONFURNITURE.COM	24-02172					2,832.48
	7115	Recliners for Station 83	Invoice	08/20/2024	Recliners for Station 83	303-507-594-50-64-02	2,832.48
2334	FIRST CLASS BUILDING SUPPLY A	24-02173					2,687.00
	4105	Janitorial Monthly Services - DCYF/ADP	Invoice	09/03/2024	Janitorial Monthly Services - DCYF/ADP	001-507-522-50-41-00	1,370.37
						300-507-522-50-41-00	1,316.63
2103	FOWLER FIRE LLC	24-02174					1,215.00
	6884	Fire Service Instructor 1 Sept 17-20 20	Invoice	08/13/2024	Fire Service Instructor 1 Sept 17-20 20	001-506-522-45-49-02	405.00
	6890	Fire Service Instructor 1 Sept 17-20 20	Invoice	08/21/2024	Fire Service Instructor 1 Sept 17-20 20	001-506-522-45-49-02	405.00
	6893	Fire Service Instructor 1 Sept 17-20 20	Invoice	08/21/2024	Fire Service Instructor 1 Sept 17-20 20	001-506-522-45-49-02	405.00

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
0226	GALLS, LLC	24-02175					18,159.83
	028641218	Duty Boots	Invoice	07/31/2024	Duty Boots	001-504-522-20-31-07	158.08
	028641265	S/S Chief Shirt, Tactical Uniform Shirt	Invoice	07/31/2024	S/S Chief Shirt, Tactical Uniform Shirt	001-504-522-20-31-07	213.34
	028641305	S/S Polyester Command Polo Shirt (x2)	Invoice	07/31/2024	S/S Polyester Command Polo Shirt (x2)	001-504-522-20-31-07	145.94
	028655126	S/S Chief Shirt (x2)	Invoice	08/01/2024	S/S Chief Shirt (x2)	001-504-522-20-31-07	290.45
	028667249	S/S Firefighter Shirt	Invoice	08/02/2024	S/S Firefighter Shirt	001-504-522-20-31-07	161.59
	028667311	Industrial Pants	Invoice	08/02/2024	Industrial Pants	001-504-522-20-31-07	195.59
	028667331	L/S Chief Shirt, S/S Chief Nomex Shirts	Invoice	08/02/2024	L/S Chief Shirt, S/S Chief Nomex Shirts	001-504-522-20-31-07	459.84
	028677592	Uniform Metal Badge (x2)	Invoice	08/02/2024	Uniform Metal Badge (x2)	001-504-522-20-31-07	251.39
	028686138	Blank Embroiderable Patch (x8)	Invoice	08/05/2024	Blank Embroiderable Patch (x8)	001-504-522-20-31-07	66.28
	028686166	Firefighter Pants	Invoice	08/05/2024	Nomex IIIA Firefighter Pants	001-504-522-20-31-07	170.66
	028686203	Industrial Pants (x3), Garrison Belt	Invoice	08/05/2024	Industrial Pants (x3), Garrison Belt	001-504-522-20-31-07	455.59
	028686220	S/S Chief Shirt (x2), Industrial Pants (X:	Invoice	08/05/2024	S/S Chief Shirt (x2), Industrial Pants (X:	001-504-522-20-31-07	746.55
	028686221	S/S Chief Shirt (x2), Industrial Pants (X:	Invoice	08/05/2024	S/S Chief Shirt (x2), Industrial Pants (X:	001-504-522-20-31-07	746.55
	028697530	Industrial Pants, Duty Boots, Garrison	Invoice	08/06/2024	Industrial Pants, Duty Boots, Garrison	001-504-522-20-31-07	327.41
	028697538	Industrial Pants, Duty Boots, Garrison	Invoice	08/06/2024	Diamond Quilted Jacket	001-504-522-20-31-07	327.41
	028697539	S/S & L/S Chief Shirt x3, Embroid, Indus	Invoice	08/06/2024	S/S & L/S Chief Shirt x3, Embroid, Indus	001-504-522-20-31-07	916.22
	028697540	Industrial Pants x3, Duty Boots, Garrisc	Invoice	08/06/2024	Industrial Pants x3, Duty Boots, Garrisc	001-504-522-20-31-07	614.32
	028697541	CS x2, Indust. Pants x3, Duty Boots, Embi	Invoice	08/06/2024	CS x2, Indust. Pants x3, Duty Boots, Embi	001-504-522-20-31-07	904.49
	028697542	CS x2, Indust. Pants x3, Duty Boots, Embi	Invoice	08/06/2024	CS x2, Indust. Pants x3, Duty Boots, Embi	001-504-522-20-31-07	904.49
	028697544	Firefighter Pants (x2)	Invoice	08/06/2024	Nomex IIIA Firefighter Pants (x2)	001-504-522-20-31-07	361.27
	028703361	Duty Boots	Invoice	08/06/2024	Duty Boots	001-504-522-20-31-07	196.89
	028709709	Chief Shirt x3, Embroidx3, Indust. Pants	Invoice	08/07/2024	Chief Shirt x3, Embroidx3, Indust. Pant:	001-504-522-20-31-07	915.43
	028720840	Firefighter Pants	Invoice	08/08/2024	Nomex IIIA Firefighter Pants	001-504-522-20-31-07	178.67
	028729951	Quarter Boots	Invoice	08/08/2024	Quarter Boots	001-504-522-20-31-07	136.19
	028731619	Industrial Pants (x2)	Invoice	08/09/2024	Industrial Pants (x2)	001-504-522-20-31-07	282.25
	028731682	Diamond Quilted Jacket	Invoice	08/09/2024	Diamond Quilted Jacket	001-504-522-20-31-07	98.35
	028748783	Duty Boots	Invoice	08/12/2024	Duty Boots	001-504-522-20-31-07	159.67
	028748839	Tactical & Performance Polo (x2)	Invoice	08/12/2024	Tactical & Performance Polo (x2)	001-504-522-20-31-07	134.78
	028758574	Uniform Metal Badge	Invoice	08/12/2024	Uniform Metal Badge	001-504-522-20-31-07	125.70
	028759699	Blank Embroiderable Patch x8	Invoice	08/13/2024	Blank Embroiderable Patch x8	001-504-522-20-31-07	66.28
	028759703	Polyester/Wool Class A Dress Pants	Invoice	08/13/2024	Polyester/Wool Class A Dress Pants	001-504-522-20-31-07	1,069.22
	028772631	Industrial Pants	Invoice	08/14/2024	Industrial Pants	001-504-522-20-31-07	430.37
	028772637	Industrial Pants	Invoice	08/14/2024	Industrial Pants	001-504-522-20-31-07	286.91
	028772677	Industrial Pants	Invoice	08/14/2024	Industrial Pants	001-504-522-20-31-07	286.91
	028784775	Industrial Pants	Invoice	08/15/2024	Industrial Pants	001-504-522-20-31-07	287.18
	028784829	1/2 Zip Turtleneck Sweatshirt	Invoice	08/15/2024	1/2 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	124.46
	028784845	L/S Chief Shirt	Invoice	08/15/2024	L/S Chief Shirt	001-504-522-20-31-07	169.67
	028784846	L/S Chief Shirt	Invoice	08/15/2024	L/S Chief Shirt	001-504-522-20-31-07	169.67
	028784847	L/S Chief Shirt	Invoice	08/15/2024	L/S Chief Shirt	001-504-522-20-31-07	169.67
	028784848	L/S Chief Shirt	Invoice	08/15/2024	L/S Chief Shirt	001-504-522-20-31-07	169.67
	028798037	S/S Chief Shirt	Invoice	08/16/2024	S/S Chief Shirt	001-504-522-20-31-07	145.08
	028798049	Softshell Fleece Jacket	Invoice	08/16/2024	Softshell Fleece Jacket	001-504-522-20-31-07	324.58

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Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount	
	028798050	Industrial Pants	Invoice	08/16/2024	Industrial Pants	001-504-522-20-31-07	430.37	
	028798051	Jacket w/ Detachable Inner Softshell	Invoice	08/16/2024	Jacket w/ Detachable Inner Softshell	001-504-522-20-31-07	324.58	
	028818516	Softshell Fleece Jacket	Invoice	08/19/2024	Softshell Fleece Jacket	001-504-522-20-31-07	324.58	
	028818531	Jacket w/ Detachable Inner Softshell	Invoice	08/19/2024	Jacket w/ Detachable Inner Softshell	001-504-522-20-31-07	324.58	
	028818532	Jacket w/ Detachable Inner Softshell	Invoice	08/19/2024	Jacket w/ Detachable Inner Softshell	001-504-522-20-31-07	324.58	
	028818548	Cargo Pants	Invoice	08/19/2024	Cargo Pants	001-504-522-20-31-07	217.71	
	028818616	S/S Station Wear Shirt	Invoice	08/19/2024	S/S Station Wear Shirt	001-504-522-20-31-07	36.57	
	028818625	Firefighter Pants	Invoice	08/19/2024	Nomex IIIA Firefighter Pants	001-504-522-20-31-07	178.67	
	028818660	Pique Polo	Invoice	08/19/2024	Pique Polo	001-504-522-20-31-07	36.57	
	028828527	Name Plate	Invoice	08/19/2024	Name Plate	001-504-522-20-31-07	26.56	
	028830015	Blank Embroiderable Patch x5	Invoice	08/20/2024	Blank Embroiderable Patch x5	001-504-522-20-31-07	41.42	
	028830132	Leather Belt	Invoice	08/20/2024	Leather Belt	001-504-522-20-31-07	26.04	
	028842333	Class A Alterations	Invoice	08/21/2024	Class A Alteration	001-504-522-20-31-07	130.26	
	028842376	Softshell Fleece Jacket	Invoice	08/21/2024	Softshell Fleece Jacket	001-504-522-20-31-07	614.75	
	028842467	Class A Alterations	Invoice	08/21/2024	Class A Alteration	001-504-522-20-31-07	177.30	
	028854301	Diamond Quilted Jacket	Invoice	08/22/2024	Diamond Quilted Jacket	001-504-522-20-31-07	98.28	
	028854306	S/S Chief Shirt	Invoice	08/22/2024	S/S Chief Shirt	001-504-522-20-31-07	141.93	
	028865669	Softshell Fleece Jacket	Invoice	08/23/2024	Softshell Fleece Jacket	001-504-522-20-31-07	203.55	
	028922663	Blank Embroiderable Patch (x12)	Invoice	08/29/2024	Blank Embroiderable Patch (x12)	001-504-522-20-31-07	100.40	
	028922845	White Shirt & Gold Buttons	Invoice	08/29/2024	White Shirt & Gold Buttons	001-504-522-20-31-07	56.07	
0238	GRAINGER	24-02176					4,669.11	
	9211445102	Station Operating Supplies	Invoice	08/09/2024	Station Operating Supplies	001-507-522-50-31-00	158.53	
	9215610560	Station Operating Supplies	Invoice	08/14/2024	Station Operating Supplies	001-507-522-50-31-00	79.17	
	9215610578	Station Operating Supplies	Invoice	08/14/2024	Station Operating Supplies	001-507-522-50-31-00	405.00	
	9222158041	Station Operating Supplies	Invoice	08/20/2024	Station Operating Supplies	001-507-522-50-31-00	39.01	
	9222158058	Station Operating Supplies	Invoice	08/20/2024	Station Operating Supplies	001-507-522-50-31-00	333.91	
	9222158066	Station Operating Supplies	Invoice	08/20/2024	Station Operating Supplies	001-507-522-50-31-00	419.31	
	9222231863	Station Operating Supplies	Invoice	08/20/2024	Station Operating Supplies	001-507-522-50-31-00	79.17	
	9222231871	Station Operating Supplies	Invoice	08/20/2024	Station Operating Supplies	001-507-522-50-31-00	107.41	
	9222309339	Station Operating Supplies	Invoice	08/20/2024	Station Operating Supplies	001-507-522-50-31-00	859.27	
	9222309347	Station Operating Supplies	Invoice	08/20/2024	Station Operating Supplies	001-507-522-50-31-00	289.88	
	9222309354	Station Operating Supplies	Invoice	08/20/2024	Station Operating Supplies	001-507-522-50-31-00	290.39	
	9222309362	Station Operating Supplies	Invoice	08/20/2024	Station Operating Supplies	001-507-522-50-31-00	674.80	
	9222529811	Station Operating Supplies	Invoice	08/20/2024	Station Operating Supplies	001-507-522-50-31-00	277.32	
	9222529829	Station Operating Supplies	Invoice	08/20/2024	Station Operating Supplies	001-507-522-50-31-00	345.92	
	9222758675	Station Operating Supplies	Invoice	08/20/2024	Station Operating Supplies	001-507-522-50-31-00	125.24	
	9222996424	Station Operating Supplies	Invoice	08/21/2024	Station Operating Supplies	001-507-522-50-31-00	92.35	
	9222996432	Station Operating Supplies	Invoice	08/21/2024	Station Operating Supplies	001-507-522-50-31-00	92.43	
1651	HARRIS FORD INC	24-02177					283.69	
	FOCS601249	Shop Parts	Invoice	08/22/2024	Shop Parts	050-511-522-60-34-01	283.69	
0252	HEALTHFORCE PARTNERS INC.	24-02178					3,245.00	
	26551	Pre-Employment/New Hire Physicals (Invoice	07/31/2024	Pre-Employment/New Hire Physicals (001-510-522-20-41-06	3,245.00	

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	Payable Number	Payable Description					Distribution Amount
2259	HELMET R US INC.	24-02179					2,900.19
	69450	Bike Helmets (x360)	Invoice	08/13/2024	Bike Helmets (x360)	001-515-522-30-31-01	2,900.19
0260	HUGHES FIRE EQUIPMENT, INC	24-02180					3,570.73
	610301	Shop Parts	Invoice	08/08/2024	Shop Parts	050-511-522-60-34-01	346.14
	610889	Shop Parts	Invoice	08/22/2024	Shop Parts	050-511-522-60-34-01	47.88
	610983	Shop Parts	Invoice	08/26/2024	Shop Parts	050-511-522-60-34-01	1,606.88
	610984	Shop Parts	Invoice	08/26/2024	Shop Parts	050-511-522-60-34-01	63.81
	611044	Shop Parts	Invoice	08/27/2024	Shop Parts	050-511-522-60-34-01	1,264.23
	611383	Shop Parts	Invoice	09/03/2024	Shop Parts	050-511-522-60-34-01	241.79
1878	IMS ALLIANCE	24-02181					382.18
	24-1703	Passport Name & Locker Tags (x8)	Invoice	06/18/2024	Passport Name & Locker Tags (x8)	001-504-522-20-31-01	28.86
	24-2103	Passport Name Tag (x12)	Invoice	08/02/2024	Passport Name Tag (x12)	001-504-522-20-31-01	27.46
	24-2152	Passport Name Tag (x10)	Invoice	08/09/2024	Passport Name Tag (x10)	001-504-522-20-31-01	24.01
	24-2184	Passport Name & Locker Tags (x72)	Invoice	08/14/2024	Passport Name & Locker Tags (x72)	001-504-522-20-31-01	236.41
	24-2198	Passport Name & Locker Tags (x14)	Invoice	08/19/2024	Passport Name & Locker Tags (x14)	001-504-522-20-31-01	34.53
	24-2308	Passport Name & Locker Tags (x8)	Invoice	08/29/2024	Passport Name & Locker Tags (x8)	001-504-522-20-31-01	30.91
1872	INTERSTATE ALL BATTERY CENTE	24-02182					989.74
	999737797	Shop Parts	Invoice	08/16/2024	Shop Parts	050-511-522-60-34-01	989.74
0313	KENT D. BRUCE CO., LLC	24-02183					3,480.96
	16364	Shop Parts	Invoice	08/07/2024	Shop Parts	050-511-522-60-34-01	1,444.34
	16471	Shop Parts	Invoice	08/22/2024	Shop Parts	050-511-522-60-34-01	1,018.31
	16472	Shop Parts	Invoice	08/22/2024	Shop Parts	050-511-522-60-34-01	1,018.31
0328	KOOL CHANGE PRINTING INC.	24-02184					789.36
	56608	SRFR Windowed Self-Seal Envelopes (x	Invoice	07/25/2024	SRFR Windowed Self-Seal Envelopes (x	001-502-522-10-31-00	789.36
0330	KROESEN'S UNIFORM COMPANY	24-02185					841.83
	11533	Pants x4,Navy Shirt x4,Jckt, Lab Coat x:	Invoice	08/09/2024	Pants x4,Navy Shirt x4,Jckt, Lab Coat x:	001-504-522-20-31-07	841.83
1879	LAKE STEVENS SEWER DISTRICT	24-02186					49.00
	ST81-SEP2024	Sewer - ST 81 (Account 6681.01)	Invoice	09/01/2024	Sewer - ST 81	001-507-522-50-47-02	49.00
1879	LAKE STEVENS SEWER DISTRICT	24-02187					148.00
	ST82-SEP2024	Sewer - ST 82 (Account 3655.01)	Invoice	09/01/2024	Sewer - ST 82	001-507-522-50-47-02	148.00
2404	LAWSON PRODUCTS, INC.	24-02188					66.90
	931737871	Wire Rope Bare Steel Cable Cord 1ft (x	Invoice	08/02/2024	Wire Rope Bare Steel Cable Cord 1ft (x	001-507-522-50-48-00	66.90
0343	LIFE-ASSIST INC	24-02189					808.93
	1498707	Medical Supplies	Invoice	08/23/2024	Medical Supplies	001-509-522-30-31-01	27.95
	1500286	Medical Supplies	Invoice	08/14/2024	Medical Supplies	001-509-522-30-31-01	27.95
	1501526	Medical Supplies	Invoice	08/19/2024	Medical Supplies	001-509-522-30-31-01	189.69
	1502227	Medical Supplies	Invoice	08/20/2024	Medical Supplies	001-509-522-30-31-01	373.94
	1503880	Medical Supplies	Invoice	08/26/2024	Medical Supplies	001-509-522-30-31-01	189.40

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Vendor #		Vendor Name	Docket/Claim #				Payment Amount
		Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Distribution Amount
2282		MCNAUL EBEL NAWROT & HELG	24-02190				17,843.00
		113745	Attorney/Legal Services				17,843.00
0379		MOBILE HEALTH RESOURCES	24-02191	Invoice			1,435.20
		24565	Monthly EMS Patient Experience Surve				1,435.20

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0380	MONROE PARTS HOUSE	24-02192					13,068.65
	982785	Shop Parts	Invoice	08/01/2024	Shop Parts	050-511-522-60-34-01	17.72
	982794	Shop Parts	Invoice	08/01/2024	Shop Parts	050-511-522-60-34-01	8.19
	982889	Shop Parts	Invoice	08/01/2024	Shop Parts	050-511-522-60-34-01	81.42
	982892	Shop Parts	Invoice	08/01/2024	Shop Parts	050-511-522-60-34-01	479.26
	982894	Shop Parts	Invoice	08/01/2024	Shop Parts	050-511-522-60-34-01	52.22
	982900	Shop Parts	Invoice	08/01/2024	Shop Parts	050-511-522-60-34-01	23.60
	982910	Shop Parts	Invoice	08/01/2024	Shop Parts	050-511-522-60-34-01	620.53
	982913	Shop Parts	Invoice	08/01/2024	Shop Parts	050-511-522-60-34-01	209.70
	982935	Shop Parts	Credit Memo	08/02/2024	Shop Parts	050-511-522-60-34-01	-57.40
	982936	Shop Parts	Credit Memo	08/02/2024	Shop Parts	050-511-522-60-34-01	-114.80
	983029	Shop Parts	Invoice	08/02/2024	Shop Parts	050-511-522-60-34-01	19.68
	983239	Shop Parts	Credit Memo	08/05/2024	Shop Parts	050-511-522-60-34-01	-209.70
	983253	Shop Parts	Invoice	08/05/2024	Shop Parts	050-511-522-60-34-01	149.89
	983295	Shop Parts	Invoice	08/05/2024	Shop Parts	050-511-522-60-34-01	620.53
	983299	Shop Parts	Credit Memo	08/05/2024	Shop Parts	050-511-522-60-34-01	-88.61
	983371	Shop Parts	Invoice	08/05/2024	Shop Parts	050-511-522-60-34-01	16.40
	983403	Shop Parts	Invoice	08/06/2024	Shop Parts	050-511-522-60-34-01	23.62
	983407	Shop Parts	Invoice	08/06/2024	Shop Parts	050-511-522-60-34-01	123.46
	983479	Shop Parts	Invoice	08/06/2024	Shop Parts	050-511-522-60-34-01	6.80
	983493	Shop Parts	Invoice	08/06/2024	Shop Parts	050-511-522-60-34-01	125.58
	983532	Shop Parts	Invoice	08/06/2024	Shop Parts	050-511-522-60-34-01	129.68
	983565	Shop Parts	Invoice	08/07/2024	Shop Parts	050-511-522-60-34-01	19.67
	983568	Shop Parts	Invoice	08/07/2024	Shop Parts	050-511-522-60-34-01	90.57
	983570	Shop Parts	Invoice	08/07/2024	Shop Parts	050-511-522-60-34-01	750.69
	983575	Shop Parts	Invoice	08/07/2024	Shop Parts	050-511-522-60-34-01	758.96
	983584	Shop Parts	Invoice	08/07/2024	Shop Parts	050-511-522-60-34-01	28.43
	983751	Shop Parts	Invoice	08/08/2024	Shop Parts	050-511-522-60-34-01	259.37
	983753	Shop Parts	Invoice	08/08/2024	Shop Parts	050-511-522-60-34-01	259.37
	983762	Shop Parts	Invoice	08/08/2024	Shop Parts	050-511-522-60-34-01	62.95
	983766	Shop Parts	Invoice	08/08/2024	Shop Parts	050-511-522-60-34-01	52.46
	983798	Shop Parts	Invoice	08/08/2024	Shop Parts	050-511-522-60-34-01	61.05
	983806	Shop Parts	Credit Memo	08/08/2024	Shop Parts	050-511-522-60-34-01	-125.58
	983945	Shop Parts	Credit Memo	08/09/2024	Shop Parts	050-511-522-60-34-01	-78.22
	983946	Shop Parts	Credit Memo	08/09/2024	Shop Parts	050-511-522-60-34-01	-7.82
	983989	Shop Parts	Invoice	08/09/2024	Shop Parts	050-511-522-60-34-01	6.80
	983991	Shop Parts	Invoice	08/09/2024	Shop Parts	050-511-522-60-34-01	32.75
	984029	Shop Parts	Invoice	08/09/2024	Shop Parts	050-511-522-60-34-01	50.60
	984040	Shop Parts	Invoice	08/09/2024	Shop Parts	050-511-522-60-34-01	210.44
	984304	Shop Parts	Credit Memo	08/12/2024	Shop Parts	050-511-522-60-34-01	-19.69
	984327	Shop Parts	Invoice	08/12/2024	Shop Parts	050-511-522-60-34-01	65.63
	984365	Shop Parts	Invoice	08/12/2024	Shop Parts	050-511-522-60-34-01	70.60
	984367	Shop Parts	Invoice	08/12/2024	Shop Parts	050-511-522-60-34-01	37.40

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Vendor Name		Docket/Claim #						Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount	
	984385	Shop Parts	Invoice	08/12/2024	Shop Parts	050-511-522-60-34-01	46.86	
	984418	Shop Parts	Invoice	08/13/2024	Shop Parts	050-511-522-60-34-01	81.71	
	984426	Shop Parts	Invoice	08/13/2024	Shop Parts	050-511-522-60-34-01	1,241.06	
	984427	Shop Parts	Invoice	08/13/2024	Shop Parts	050-511-522-60-34-01	36.28	
	984430	Shop Parts	Invoice	08/13/2024	Shop Parts	050-511-522-60-34-01	6.33	
	984446	Shop Parts	Invoice	08/13/2024	Shop Parts	050-511-522-60-34-01	36.06	
	984453	Shop Parts	Credit Memo	08/13/2024	Shop Parts	050-511-522-60-34-01	-177.23	
	984499	Shop Parts	Credit Memo	08/13/2024	Shop Parts	050-511-522-60-34-01	-90.57	
	984537	Shop Parts	Invoice	08/13/2024	Shop Parts	050-511-522-60-34-01	56.00	
	984539	Shop Parts	Invoice	08/13/2024	Shop Parts	050-511-522-60-34-01	68.07	
	984552	Shop Parts	Invoice	08/13/2024	Shop Parts	050-511-522-60-34-01	12.79	
	984579	Shop Parts	Invoice	08/13/2024	Shop Parts	050-511-522-60-34-01	50.03	
	984614	Shop Parts	Invoice	08/14/2024	Shop Parts	050-511-522-60-34-01	9.06	
	984633	Shop Parts	Invoice	08/14/2024	Shop Parts	050-511-522-60-34-01	57.50	
	984636	Shop Parts	Invoice	08/14/2024	Shop Parts	050-511-522-60-34-01	27.22	
	984640	Shop Parts	Invoice	08/14/2024	Shop Parts	050-511-522-60-34-01	47.75	
	984674	Shop Parts	Invoice	08/14/2024	Shop Parts	050-511-522-60-34-01	6.80	
	984715	Shop Parts	Invoice	08/14/2024	Shop Parts	050-511-522-60-34-01	41.35	
	984723	Shop Parts	Invoice	08/14/2024	Shop Parts	050-511-522-60-34-01	10.82	
	984775	Shop Parts	Invoice	08/15/2024	Shop Parts	050-511-522-60-34-01	36.62	
	984777	Shop Parts	Invoice	08/15/2024	Shop Parts	050-511-522-60-34-01	6.80	
	984786	Shop Parts	Invoice	08/15/2024	Shop Parts	050-511-522-60-34-01	19.46	
	984788	Shop Parts	Invoice	08/15/2024	Shop Parts	050-511-522-60-34-01	14.83	
	984841	Shop Parts	Invoice	08/15/2024	Shop Parts	050-511-522-60-34-01	14.22	
	984893	Shop Parts	Invoice	08/15/2024	Shop Parts	050-511-522-60-34-01	28.60	
	984908	Shop Parts	Invoice	08/15/2024	Shop Parts	050-511-522-60-34-01	57.81	
	984980	Shop Parts	Invoice	08/16/2024	Shop Parts	050-511-522-60-34-01	12.36	
	985265	Shop Parts	Invoice	08/19/2024	Shop Parts	050-511-522-60-34-01	12.57	
	985493	Shop Parts	Invoice	08/20/2024	Shop Parts	050-511-522-60-34-01	51.01	
	985501	Shop Parts	Invoice	08/20/2024	Shop Parts	050-511-522-60-34-01	22.25	
	985527	Shop Parts	Invoice	08/20/2024	Shop Parts	050-511-522-60-34-01	425.73	
	985628	Shop Parts	Invoice	08/21/2024	Shop Parts	050-511-522-60-34-01	15.55	
	985639	Shop Parts	Invoice	08/21/2024	Shop Parts	050-511-522-60-34-01	46.27	
	985700	Shop Parts	Invoice	08/21/2024	Shop Parts	050-511-522-60-34-01	85.85	
	985707	Shop Parts	Invoice	08/21/2024	Shop Parts	050-511-522-60-34-01	620.53	
	985723	Shop Parts	Invoice	08/21/2024	Shop Parts	050-511-522-60-34-01	106.33	
	985724	Shop Parts	Credit Memo	08/21/2024	Shop Parts	050-511-522-60-34-01	-88.61	
	985748	Shop Parts	Credit Memo	08/21/2024	Shop Parts	050-511-522-60-34-01	-88.61	
	985783	Shop Parts	Credit Memo	08/22/2024	Shop Parts	050-511-522-60-34-01	-37.40	
	985792	Shop Parts	Invoice	08/22/2024	Shop Parts	050-511-522-60-34-01	522.07	
	985827	Shop Parts	Invoice	08/22/2024	Shop Parts	050-511-522-60-34-01	17.27	
	985852	Shop Parts	Invoice	08/22/2024	Shop Parts	050-511-522-60-34-01	16.23	
	985854	Shop Parts	Invoice	08/22/2024	Shop Parts	050-511-522-60-34-01	41.66	

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Vendor Name		Docket/Claim #						Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount	
	985859	Shop Parts	Invoice	08/22/2024	Shop Parts	050-511-522-60-34-01	184.44	
	985869	Shop Parts	Invoice	08/22/2024	Shop Parts	050-511-522-60-34-01	42.97	
	985879	Shop Parts	Invoice	08/22/2024	Shop Parts	050-511-522-60-34-01	15.90	
	985882	Shop Parts	Credit Memo	08/22/2024	Shop Parts	050-511-522-60-34-01	-69.80	
	985923	Shop Parts	Invoice	08/23/2024	Shop Parts	050-511-522-60-34-01	20.64	
	985927	Shop Parts	Invoice	08/23/2024	Shop Parts	050-511-522-60-34-01	17.70	
	985938	Shop Parts	Invoice	08/23/2024	Shop Parts	050-511-522-60-34-01	39.06	
	986029	Shop Parts	Invoice	08/23/2024	Shop Parts	050-511-522-60-34-01	47.71	
	986037	Shop Parts	Invoice	08/23/2024	Shop Parts	050-511-522-60-34-01	20.76	
	986266	Shop Parts	Invoice	08/26/2024	Shop Parts	050-511-522-60-34-01	355.69	
	986332	Shop Parts	Invoice	08/26/2024	Shop Parts	050-511-522-60-34-01	7.87	
	986346	Shop Parts	Invoice	08/26/2024	Shop Parts	050-511-522-60-34-01	80.56	
	986387	Shop Parts	Invoice	08/27/2024	Shop Parts	050-511-522-60-34-01	64.97	
	986389	Shop Parts	Credit Memo	08/27/2024	Shop Parts	050-511-522-60-34-01	-87.52	
	986482	Shop Parts	Invoice	08/27/2024	Shop Parts	050-511-522-60-34-01	162.97	
	986483	Shop Parts	Invoice	08/27/2024	Shop Parts	050-511-522-60-34-01	374.13	
	986511	Shop Parts	Invoice	08/27/2024	Shop Parts	050-511-522-60-34-01	132.91	
	986524	Shop Parts	Credit Memo	08/27/2024	Shop Parts	050-511-522-60-34-01	-114.20	
	986560	Shop Parts	Invoice	08/28/2024	Shop Parts	050-511-522-60-34-01	508.44	
	986580	Shop Parts	Invoice	08/28/2024	Shop Parts	050-511-522-60-34-01	58.30	
	986587	Shop Parts	Invoice	08/28/2024	Shop Parts	050-511-522-60-34-01	103.43	
	986596	Shop Parts	Credit Memo	08/28/2024	Shop Parts	050-511-522-60-34-01	-58.30	
	986604	Shop Parts	Invoice	08/28/2024	Shop Parts	050-511-522-60-34-01	347.10	
	986645	Shop Parts	Invoice	08/28/2024	Shop Parts	050-511-522-60-34-01	472.45	
	986661	Shop Parts	Invoice	08/28/2024	Shop Parts	050-511-522-60-34-01	1,351.49	
	986664	Shop Parts	Credit Memo	08/28/2024	Shop Parts	050-511-522-60-34-01	-347.10	
	986688	Shop Parts	Credit Memo	08/28/2024	Shop Parts	050-511-522-60-34-01	-88.61	
	986723	Shop Parts	Invoice	08/29/2024	Shop Parts	050-511-522-60-34-01	202.09	
	986730	Shop Parts	Invoice	08/29/2024	Shop Parts	050-511-522-60-34-01	21.65	
	986745	Shop Parts	Invoice	08/29/2024	Shop Tools	050-511-522-60-48-01	48.13	
	986792	Shop Parts	Invoice	08/29/2024	Shop Parts	050-511-522-60-34-01	19.46	
	986807	Shop Parts	Invoice	08/29/2024	Shop Parts	050-511-522-60-34-01	694.95	
	986868	Shop Parts	Invoice	08/29/2024	Shop Parts	050-511-522-60-34-01	70.88	
	986913	Shop Parts	Credit Memo	08/30/2024	Shop Parts	050-511-522-60-34-01	-148.57	
	986926	Shop Parts	Invoice	08/30/2024	Shop Parts	050-511-522-60-34-01	61.26	
	986930	Shop Parts	Invoice	08/30/2024	Shop Parts	050-511-522-60-34-01	68.90	
	986950	Shop Parts	Invoice	08/30/2024	Shop Parts	050-511-522-60-34-01	34.45	
0381	MONROE UPHOLSTERY	24-02193					492.75	
	8197	Shop Parts	Invoice	08/15/2024	Shop Parts	050-511-522-60-34-01	219.00	
	8199	Shop Parts	Invoice	08/07/2024	Shop Parts	050-511-522-60-34-01	273.75	

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0387	MUNICIPAL EMERGENCY SERVIC	24-02194					831.26
	IN2109678	SCBA Flow Test	Invoice	08/28/2024	SCBA Flow Test	001-504-522-20-48-12	229.74
	IN2109682	Compressor Prevent Maint/CO Calibra	Invoice	08/28/2024	Compressor Prevent Maint/CO Calibra	001-504-522-20-41-01	601.52
1904	NATIONAL TESTING NETWORK, I	24-02195					2,250.00
	16090	Annual Mmbrshp NTN/FireTEAM Testi	Invoice	08/14/2024	Annual Mmbrshp NTN/FireTEAM Testi	001-503-522-10-49-01	2,250.00
2433	NORTHWEST EMBROIDERY	24-02196					746.59
	130790	Hazmat Emblems x 200	Invoice	04/19/2024	Hazmat Emblems x 200	001-514-522-20-35-02	746.59
2333	OAC SERVICES, INC.	24-02197					13,877.67
	149246	Professional Services CM Labor/Expen:	Invoice	09/12/2024	Professional Services CM Labor/Expen:	300-507-594-50-62-31	4,443.00
		Professional Services CM Labor/Expen:			Professional Services CM Labor/Expen:	300-507-594-50-62-83	5,421.09
	149398	Professional Services CM Labor/Eval/C	Invoice	08/16/2024	Professional Services CM Labor/Eval/C	300-507-594-50-62-32	2,580.48
		Professional Services CM Labor/Eval/C			Professional Services CM Labor/Eval/C	300-507-594-50-62-81	1,433.10
2252	ODP BUSINESS SOLUTIONS, LLC	24-02198					345.84
	378864906001	Command Lg White Strips (x4) - Admir	Invoice	07/31/2024	Command Lg White Strips (x4) - Admir	001-502-522-10-31-00	52.03
	379220253001	Printable Tent Cards (Training Name Pl	Invoice	08/06/2024	Printable Tent Cards (Training Name Pl	001-502-522-10-31-00	30.07
	380429028001	Laminating Pouches 100 sheets (x2) - /	Invoice	08/09/2024	Laminating Pouches 100 sheets (x2) - /	001-502-522-10-31-00	34.77
	381082604001	Waste Basket, Blk Binder (x12), Divider	Invoice	08/15/2024	Black Binders (x12), Dividers 25pk - Ne	001-502-522-10-31-00	36.16
					Waste Basket - Training Division	001-502-522-10-35-00	10.35
	381083841001	Monitor Stand 2pk 4 Leg Black - Karli	Invoice	08/15/2024	Monitor Stand 2pk 4 Leg Black - Karli	001-502-522-10-35-00	37.65
	381415697001	Copy Paper 3 Cases (New Hire Binder)	Invoice	08/15/2024	Copy Paper 3 Cases (New Hire Binder)	001-502-522-10-31-00	131.36
	680428864001	Mini Pocket Magnifier - Admin Front D	Invoice	08/09/2024	Mini Pocket Magnifier - Admin Front D	001-502-522-10-35-00	13.45
0466	PETROCARD, INC.	24-02199					2,037.23
	C540736	OnSite Mobile Fueling Service - ST 71,	Invoice	08/20/2024	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00	968.36
						001-509-522-20-32-00	968.36
	C540937	OnSite Mobile Fueling Service - ST 71,	Invoice	09/09/2024	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00	50.26
						001-509-522-20-32-00	50.25
0472	PLATT ELECTRIC	24-02200					280.00
	5K21676	LGD LED (x14), Philips 40pk (x4) - ST82	Invoice	08/02/2024	LGD LED (x14), Philips 40pk (x4) - ST82	001-507-522-50-31-00	280.00
0483	PUGET SOUND ENERGY	24-02201					71.71
	ST77-JULAUG24	Natural Gas - ST 77	Invoice	08/19/2024	Natural Gas - ST 77	001-507-522-50-47-03	71.71
0484	PURCELL TIRE & SERVICE CENTEF	24-02202					5,616.34
	24269678	Shop Parts	Invoice	08/14/2024	Shop Parts	050-511-522-60-34-01	2,980.74
	24269943	Shop Parts	Invoice	08/23/2024	Shop Parts	050-511-522-60-34-01	2,635.60
1937	RAIRDON'S OF MONROE	24-02203					1,100.13
	23202	Shop Parts	Invoice	08/15/2024	Shop Parts	050-511-522-60-34-01	324.70
	23218	Shop Parts	Invoice	08/14/2024	Shop Parts	050-511-522-60-34-01	651.59
	23276	Shop Parts	Invoice	08/16/2024	Shop Parts	050-511-522-60-34-01	178.54
	CM-23218-1	Shop Parts	Credit Memo	08/16/2024	Shop Parts	050-511-522-60-34-01	-54.70
0494	REPUBLIC SERVICES #197	24-02204					831.48
	0197-003409730	Recycling - ST 31	Invoice	08/31/2024	Recycling - ST 31	001-507-522-50-47-04	831.48

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0494	REPUBLIC SERVICES #197 0197-003409122	24-02205 Refuse - ST 31	Invoice	08/31/2024	Refuse - ST 31	001-507-522-50-47-04	336.72 336.72
0494	REPUBLIC SERVICES #197 0197-003409797	24-02206 Refuse - ST 32	Invoice	08/31/2024	Refuse - ST 32	001-507-522-50-47-04	274.77 274.77
0494	REPUBLIC SERVICES #197 0197-003410080	24-02207 Recycling - ST 32	Invoice	08/31/2024	Recycling - ST 32	001-507-522-50-47-04	112.76 112.76
0494	REPUBLIC SERVICES #197 0197-03409748	24-02208 Refuse - Admin Building	Invoice	08/31/2024	Refuse - Admin Building	001-507-522-50-47-04 300-507-522-50-47-00	276.59 141.06 135.53
0499	RICE FERGUS MILLER, INC. 2020053.00-038	24-02209 Cap. Facilities Planning (Bid/Constructi	Invoice	08/08/2024	Cap. Facilities Planning (Bid/Constructi	300-507-594-50-62-83	9,562.68 9,562.68
1921	SEA-WESTERN INC 199042 INV34967 INV35068	24-02210 HAIX Structural Firefighter Boots (Recru FireFighter Structural Boots (New Recru Firefighter Structural Gloves (New Bunk	Invoice Invoice Invoice	09/05/2024 08/16/2024 08/21/2024	HAIX Structural Firefighter Boots (Recru FireFighter Structural Boots (New Recru Firefighter Structural Gloves (New Bunk	303-504-594-20-64-04 303-504-594-20-64-04 303-504-594-20-64-04	7,240.30 4,530.29 803.42 1,906.59
0544	SILVER LAKE WATER & SEWER DI ST77-AUG24	24-02211 Water & Sewer - ST 77	Invoice	08/31/2024	Water & Sewer - ST 77	001-507-522-50-47-02	152.05 152.05
0544	SILVER LAKE WATER & SEWER DI ST77FM-AUG24	24-02212 Water (Fire Meter) - ST 77	Invoice	08/31/2024	Water (Fire Meter) - ST 77	001-507-522-50-47-02	185.30 185.30
0546	SISKUN POWER EQUIPMENT 475852	24-02213 Chain Saw Repair Parts	Invoice	08/28/2024	Chain Saw Repair Parts	001-504-522-20-48-02	308.41 308.41
0557	SNOHOMISH AQUATIC CENTER 380874	24-02214 Rescue Swimmer Pool Usage	Invoice	06/05/2024	Rescue Swimmer Pool Usage	001-514-522-20-31-09	146.25 146.25
0565	SNOHOMISH COUNTY PUD 109584761	24-02215 Electricity - ST 83	Invoice	08/26/2024	Electricity - ST 83	001-507-522-50-47-01	103.15 103.15
0565	SNOHOMISH COUNTY PUD 168404550	24-02216 Electricity - ST 31	Invoice	08/19/2024	Electricity - ST 31	001-507-522-50-47-01	1,472.99 1,472.99
0565	SNOHOMISH COUNTY PUD 126083401	24-02217 Electricity - ST 71	Invoice	09/16/2024	Electricity - ST 71	001-507-522-50-47-01	914.88 914.88
0565	SNOHOMISH COUNTY PUD 168407558	24-02218 Electricity - ST 32	Invoice	08/23/2024	Electricity - ST 32	001-507-522-50-47-01	202.97 202.97
0565	SNOHOMISH COUNTY PUD 116166242	24-02219 Electricity - ST 74/Logistics Bldg	Invoice	08/21/2024	Electricity - ST 74/Logistics Bldg	001-507-522-50-47-01	114.27 114.27
0565	SNOHOMISH COUNTY PUD 168404551	24-02220 Electricity - Admin Bldg	Invoice	08/19/2024	Electricity - Admin Bldg	001-507-522-50-47-01 300-507-522-50-47-00	1,260.76 642.99 617.77

Docket of Claims Register

APPKT01670 - 09.12.2024 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0565	SNOHOMISH COUNTY PUD	24-02221					687.24
	155739546	Electricity - ST 33	Invoice	08/22/2024	Electricity - ST 33	001-507-522-50-47-01	687.24
1536	SNOHOMISH REGIONAL FIRE & R	24-02222					771.38
	EXCISE TAX-AUG24	Sales & Use Tax - August 2024	Invoice	09/01/2024	Sales & Use Tax - August 2024	001-504-522-20-35-00	415.22
					Sales & Use Tax - August 2024	001-504-522-20-35-00	286.77
					Sales & Use Tax - August 2024	001-505-522-30-31-00	3.95
					Sales & Use Tax - August 2024	001-514-522-20-35-01	65.44
1536	SNOHOMISH REGIONAL FIRE & R	24-02223					237,482.33
	FIRE08/30/2024	Apparatus Fleet Maintenance Services	Invoice	08/30/2024	Apparatus Fleet Maintenance - EMS U	001-509-522-20-48-01	66,090.94
					Apparatus Fleet Maintenance - Suppre	001-513-522-20-48-01	171,391.39
1536	SNOHOMISH REGIONAL FIRE & R	24-02224					4,192.68
	FIRE-08/14/2024	Apparatus Fleet Maintenance Services	Invoice	08/14/2024	Apparatus Fleet Maintenance - Suppre	001-513-522-20-48-01	4,192.68
0574	SPORTS ART AMERICA, INC	24-02225					8,482.88
	181080	Eco-Power Elliptical (x2) - ST 31	Invoice	07/19/2024	Eco-Power Elliptical (x2) - ST 31	303-510-594-20-64-00	8,482.88
2057	SPRAGUE PEST SOLUTIONS	24-02226					903.97
	5525744	Monthly Pest Control Services - Admin	Invoice	08/21/2024	Monthly Pest Control Services - Admin	001-507-522-50-41-00	109.21
	5525745	Monthly Pest Control Servcs - ST 74/Lc	Invoice	08/26/2024	Monthly Pest Control Servcs - ST 74/Lc	001-507-522-50-41-00	109.11
	5525750	Monthly Pest Control Services - ST 77	Invoice	08/27/2024	Monthly Pest Control Services - ST 77	001-507-522-50-41-00	109.11
	5525751	Monthly Pest Control Services - ST 72	Invoice	08/16/2024	Monthly Pest Control Services - ST 72	001-507-522-50-41-00	118.04
	5525752	Monthly Pest Control Services - ST 71	Invoice	08/27/2024	Monthly Pest Control Services - ST 71	001-507-522-50-41-00	109.11
	5525753	Monthly Pest Control Services - ST 33	Invoice	08/26/2024	Monthly Pest Control Services - ST 33	001-507-522-50-41-00	130.97
	5525754	Monthly Pest Control Services - ST 32	Invoice	08/21/2024	Monthly Pest Control Services - ST 32	001-507-522-50-41-00	109.21
	5525755	Monthly Pest Control Services - ST 31	Invoice	08/21/2024	Monthly Pest Control Services - ST 31	001-507-522-50-41-00	109.21
0580	STATE OF WA DEPARTMENT OF I	24-02227					771.38
	EXCISE TAX-AUG24	Sales & Use Tax - August 2024 (600-35	Invoice	09/01/2024	Sales & Use Tax - August 2024 (600-35	630-512-589-00-00-00	771.38
1965	STATION ORGANIC CLEANERS	24-02228					355.67
	SRFR-007	Uniform Alterations & Patch Replacem	Invoice	08/24/2024	Uniform Alterations & Patch Replacem	001-504-522-20-31-07	355.67
1671	STREAMLINE DIGITAL IMAGING,	24-02229					1,935.70
	72525	Custom SRFR Short/Long Sleeve/Polo S	Invoice	07/25/2024	Custom SRFR Short/Long Sleeve/Polo S	001-514-522-20-31-09	1,935.70
1634	STRYKER MEDICAL	24-02230					2,263.63
	9206774162	Assembly Battery Replacement Kit 3pc	Invoice	07/25/2024	Assembly Battery Replacement Kit 3pc	001-509-522-20-48-01	1,110.29
	9206775152	M-LNCS E1, Adult Ear Sensor 3pk	Invoice	07/25/2024	M-LNCS E1, Adult Ear Sensor 3pk	001-509-522-30-31-01	1,153.34
2415	SUPERIOR SEPTIC SERVICE, LLC	24-02231					975.86
	19624412	Pumped 1000 Gal Tank+ 300 Gal from	Invoice	08/23/2024	Pumped 1000 Gal Tank+ 300 Gal from	001-507-522-50-48-00	975.86
0587	SYSTEMS DESIGN WEST, LLC	24-02232					13,216.22
	20241428	EMS Transport Billing Monthly Service:	Invoice	08/14/2024	EMS Transport Billing Monthly Service:	001-509-522-20-41-05	13,216.22
1645	TELEFLEX, LLC	24-02233					2,010.50
	9508733389	Medical Supplies ('EZ-IO' Needle & Sta	Invoice	07/24/2024	Medical Supplies ('EZ-IO' Needle & Sta	001-509-522-30-31-01	2,010.50

Docket of Claims Register

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
2428	TERRACON CONSULTANTS, INC.	24-02234					3,050.00
	TM50561	Regulated BLDG Materials Consult. Srv	Invoice	08/12/2024	Regulated BLDG Materials Consult. Srv	300-507-594-50-62-00	3,050.00
2307	THE RESCUE SOURCE & RESCUE	24-02235					403.62
	134784	NEOPRENE Wrist Seal (x3) - Special Op	Invoice	08/07/2024	NEOPRENE Wrist Seal (x3) - Special Op	001-514-522-20-31-09	249.59
	134784-02	NEOPRENE Wrist Seals (x2) - Special Op	Invoice	08/15/2024	NEOPRENE Wrist Seals (x2) - Special Op	001-514-522-20-31-09	154.03
0610	TRUE NORTH EMERGENCY EQUIP	24-02236					507,251.75
	A18431	Shop Parts	Invoice	07/26/2024	Shop Parts	050-511-522-60-34-01	704.21
	A18513	Shop Parts	Invoice	08/05/2024	Shop Parts	050-511-522-60-34-01	303.72
	A18593	Shop Parts	Invoice	08/13/2024	Shop Parts	050-511-522-60-34-01	84.18
	A18604	Shop Parts	Invoice	08/13/2024	Shop Parts	050-511-522-60-34-01	106.47
	A18613	Shop Parts	Invoice	08/14/2024	Shop Parts	050-511-522-60-34-01	891.11
	A18665	Shop Parts	Invoice	08/21/2024	Shop Parts	050-511-522-60-34-01	272.72
	A18694	Shop Parts	Invoice	08/23/2024	Shop Parts	050-511-522-60-34-01	204.18
	E00080-2	Spartan Pumper Engine Truck Final Pyr	Invoice	08/12/2024	Spartan Pumper Engine Truck Final Pyr	301-504-594-22-64-02	504,685.16
2221	ULINE, INC	24-02237					251.07
	181217122	5x3 Cork Board w/ Aluminum Frame -	Invoice	07/31/2024	5x3 Cork Board w/ Aluminum Frame -	001-507-522-50-35-00	251.07
2306	UNITED RENTALS (NORTH AMER	24-02238					177.04
	236766056-002	Cap. Facilities Planning (Container Ren	Invoice	08/23/2024	Cap. Facilities Planning (Container Ren	300-507-594-50-62-83	177.04
0631	VERATHON MEDICAL	24-02239					949.52
	80930227	Medical Supplies	Invoice	07/12/2024	Medical Supplies	001-509-522-30-31-01	474.76
	80930229	Medical Supplies	Invoice	07/12/2024	Medical Supplies	001-509-522-30-31-01	474.76
0633	VERIZON WIRELESS SERVICES LLC	24-02240					4,857.35
	9971520777	District Cell Phones	Invoice	08/15/2024	District Cell Phones - Fire	001-513-522-10-42-00	4,857.35
0040	VESTIS	24-02241					71.77
	6560432492	Shop Supplies/Uniform Rental/Laundr	Invoice	08/22/2024	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	71.77
0648	WASTE MANAGEMENT NORTHV	24-02242					345.55
	1837003-2677-4	Recycling - ST 71	Invoice	09/01/2024	Recycling - ST 71	001-507-522-50-47-04	345.55
0648	WASTE MANAGEMENT NORTHV	24-02243					226.07
	1836624-2677-8	Refuse - ST 71	Invoice	09/01/2024	Refuse - ST 71	001-507-522-50-47-04	226.07
0648	WASTE MANAGEMENT NORTHV	24-02244					243.86
	1837004-2677-2	Recycling - ST 72	Invoice	09/01/2024	Recycling - ST 72	001-507-522-50-47-04	243.86
0648	WASTE MANAGEMENT NORTHV	24-02245					316.52
	1836820-2677-2	Refuse & Recycle - ST 77	Invoice	09/01/2024	Refuse & Recycle - ST 77	001-507-522-50-47-04	316.52
0648	WASTE MANAGEMENT NORTHV	24-02246					207.41
	1838238-2677-5	Refuse - ST 33	Invoice	09/01/2024	Refuse - ST 33	001-507-522-50-47-04	207.41
0648	WASTE MANAGEMENT NORTHV	24-02247					547.00
	1836754-2677-3	Refuse & Recycle - ST 74/Logistics Bldg	Invoice	09/01/2024	Refuse & Recycle - ST 74/Logistics Bldg	001-507-522-50-47-04	547.00

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0648	WASTE MANAGEMENT NORTHV	24-02248					581.63
	1034314-4968-7	Refuse & Recycle - ST 82	Invoice	09/01/2024	Refuse & Recycle - ST 82	001-507-522-50-47-04	581.63
0648	WASTE MANAGEMENT NORTHV	24-02249					638.98
	1837080-2677-2	Recycling - Admin Bldg	Invoice	09/01/2024	Recycling - Admin Bldg	001-507-522-50-47-04	325.88
						300-507-522-50-47-00	313.10
0648	WASTE MANAGEMENT NORTHV	24-02250					179.43
	1034508-4968-4	Refuse - ST 81	Invoice	09/01/2024	Refuse - ST 81	001-507-522-50-47-04	179.43
0648	WASTE MANAGEMENT NORTHV	24-02251					117.54
	1836623-2677-0	Refuse - ST 72	Invoice	09/01/2024	Refuse - ST 72	001-507-522-50-47-04	117.54
0648	WASTE MANAGEMENT NORTHV	24-02252					523.00
	1034507-4968-6	Recycling - ST 81	Invoice	09/01/2024	Recycling - ST 81	001-507-522-50-47-04	523.00
0648	WASTE MANAGEMENT NORTHV	24-02253					285.22
	1837381-2677-4	Refuse & Recycle - ST 73	Invoice	09/01/2024	Refuse & Recycle - ST 73	001-507-522-50-47-04	285.22
0648	WASTE MANAGEMENT NORTHV	24-02254					254.30
	9544016-4968-4	Refuse & Recycle - ST 83	Invoice	09/01/2024	Refuse & Recycle - ST 83	001-507-522-50-47-04	254.30
0648	WASTE MANAGEMENT NORTHV	24-02255					489.99
	1838239-2677-3	Recycling - ST 33	Invoice	09/01/2024	Recycling - ST 33	001-507-522-50-47-04	489.99
2001	WATEROUS COMPANY	24-02256					1,409.87
	P2U0113 001	Shop Parts	Invoice	08/05/2024	Shop Parts	050-511-522-60-34-01	1,409.87
0657	WELLSPRING FAMILY SERVICES E	24-02257					720.20
	297026	Employee Assistance Program Monthly	Invoice	08/31/2024	Employee Assistance Program Monthly	001-510-522-20-20-15	720.20
2129	WEX BANK	24-02258					21,205.88
	99310401	Apparatus Fuel	Invoice	08/31/2024	Apparatus Fuel - EMS	001-509-522-20-32-00	10,396.67
					Apparatus Fuel - Shop	050-511-522-60-32-00	412.54
					Apparatus Fuel - Suppression	001-504-522-20-32-00	10,396.67
0665	WHELEN ENGINEERING COMPAN	24-02259					579.07
	545729	Shop Parts	Invoice	08/08/2024	Shop Parts	050-511-522-60-34-01	74.78
	548317	Shop Parts	Invoice	08/13/2024	Shop Parts	050-511-522-60-34-01	504.29
2011	ZIPLY FIBER	24-02260					255.66
	ST33-AUGSEP24	Elevator & Fire Alarm Phone Lines/Cor	Invoice	08/14/2024	Elevator & Fire Alarm Phone Lines/Cor	001-513-522-50-42-01	255.66
2011	ZIPLY FIBER	24-02261					410.44
	ADMIN-SEPOCT24	Fire Alarm Phone Lines/Connection - A	Invoice	08/28/2024	Fire Alarm Phone Lines/Connection - A	001-513-522-50-42-01	410.44
Total Claims: 125						Total Payment Amount:	1,346,927.52

Snohomish Regional Fire and Rescue

Claims Voucher Summary

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Fund: General Fund #001

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

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
24-02137	ACROSS THE STREET PRODUCTIONS		1,155.00
24-02138	AJ'S LANDCARE, INC		10,207.51
24-02139	ALDERWOOD AUTO GLASS		684.52
24-02140	ALLSTREAM BUSINESS US, INC		373.29
24-02141	ALLSTREAM BUSINESS US, INC		499.89
24-02142	AMAZON CAPITAL SERVICES, INC		7,073.31
24-02143	ARG INDUSTRIAL		315.50
24-02144	AT&T MOBILITY - CC		503.14
24-02145	AT&T MOBILITY LLC		3,446.97
24-02146	AXTHELM CONSTRUCTION, INC.		320,099.79
24-02147	BICKFORD MOTORS INC.		312.45
24-02148	BOUND TREE MEDICAL, LLC		15,554.44
24-02149	BRAKE & CLUTCH SUPPLY INC		3,006.70
24-02150	BRAUN NORTHWEST INC		2,769.63
24-02151	BROWN'S PLUMBING & PUMP		1,709.79
24-02152	CANON FINANCIAL SERVICES INC		1,697.66
24-02153	CENTRAL WELDING SUPPLY		2,336.74
24-02154	CHMELIK SITKIN & DAVIS P.S.		4,224.00
24-02155	CLEARFLY COMMUNICATIONS		764.96
24-02156	COMCAST		315.00
24-02157	COMDATA INC.		3,062.14
24-02158	CONCENTRA MEDICAL CENTERS		3,023.00
24-02159	COSTCO MEMBERSHIP		96.24
24-02160	COURIERWEST		4,929.30
24-02161	CROSS VALLEY WATER DISTRICT		331.84
24-02162	CROSS VALLEY WATER DISTRICT		1,062.00
24-02163	DRUG FREE BUSINESS		100.00
24-02164	DUO-SAFETY LADDER CORPORATION		739.03
24-02165	EAGLE ENGRAVING, INC.		869.50
24-02166	ELECTRONIC BUSINESS MACHINES		353.77
24-02167	ELITE LOCK & SAFE		60.17
Page Total			391,677.28
Cumulative Total			391,677.28

Snohomish Regional Fire and Rescue Claims Voucher Summary

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Fund: General Fund #001

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

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
24-02168	EMERALD SERVICES, INC		547.20
24-02169	EMERGENT RESPIRATORY		1,023.12
24-02170	EMSCONNECT, LLC		1,441.50
24-02171	FASTFIELDFORMS		1,026.61
24-02172	FIRESTATIONFURNITURE.COM		2,832.48
24-02173	FIRST CLASS BUILDING SUPPLY AND SERVICES		2,687.00
24-02174	FOWLER FIRE LLC		1,215.00
24-02175	GALLS, LLC		18,159.83
24-02176	GRAINGER		4,669.11
24-02177	HARRIS FORD INC		283.69
24-02178	HEALTHFORCE PARTNERS INC.		3,245.00
24-02179	HELMET R US INC.		2,900.19
24-02180	HUGHES FIRE EQUIPMENT, INC		3,570.73
24-02181	IMS ALLIANCE		382.18
24-02182	INTERSTATE ALL BATTERY CENTER		989.74
24-02183	KENT D. BRUCE CO., LLC		3,480.96
24-02184	KOOL CHANGE PRINTING INC.		789.36
24-02185	KROESEN'S UNIFORM COMPANY		841.83
24-02186	LAKE STEVENS SEWER DISTRICT		49.00
24-02187	LAKE STEVENS SEWER DISTRICT		148.00
24-02188	LAWSON PRODUCTS, INC.		66.90
24-02189	LIFE-ASSIST INC		808.93
24-02190	MCNAUL EBEL NAWROT & HELGREN PLLC		17,843.00
24-02191	MOBILE HEALTH RESOURCES		1,435.20
24-02192	MONROE PARTS HOUSE		13,068.65
24-02193	MONROE UPHOLSTERY		492.75
24-02194	MUNICIPAL EMERGENCY SERVICES, INC.		831.26
24-02195	NATIONAL TESTING NETWORK, INC.		2,250.00
24-02196	NORTHWEST EMBROIDERY		746.59
24-02197	OAC SERVICES, INC.		13,877.67
24-02198	ODP BUSINESS SOLUTIONS, LLC		345.84
Page Total			102,049.32
Cumulative Total			493,726.60

Snohomish Regional Fire and Rescue Claims Voucher Summary

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Fund: General Fund #001

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Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
24-02199	PETROCARD, INC.		2,037.23
24-02200	PLATT ELECTRIC		280.00
24-02201	PUGET SOUND ENERGY		71.71
24-02202	PURCELL TIRE & SERVICE CENTER		5,616.34
24-02203	RAIRDON'S OF MONROE		1,100.13
24-02204	REPUBLIC SERVICES #197		831.48
24-02205	REPUBLIC SERVICES #197		336.72
24-02206	REPUBLIC SERVICES #197		274.77
24-02207	REPUBLIC SERVICES #197		112.76
24-02208	REPUBLIC SERVICES #197		276.59
24-02209	RICE FERGUS MILLER, INC.		9,562.68
24-02210	SEA-WESTERN INC		7,240.30
24-02211	SILVER LAKE WATER & SEWER DISTRICT		152.05
24-02212	SILVER LAKE WATER & SEWER DISTRICT		185.30
24-02213	SISKUN POWER EQUIPMENT		308.41
24-02214	SNOHOMISH AQUATIC CENTER		146.25
24-02215	SNOHOMISH COUNTY PUD		103.15
24-02216	SNOHOMISH COUNTY PUD		1,472.99
24-02217	SNOHOMISH COUNTY PUD		914.88
24-02218	SNOHOMISH COUNTY PUD		202.97
24-02219	SNOHOMISH COUNTY PUD		114.27
24-02220	SNOHOMISH COUNTY PUD		1,260.76
24-02221	SNOHOMISH COUNTY PUD		687.24
24-02222	SNOHOMISH REGIONAL FIRE & RESCUE		771.38
24-02223	SNOHOMISH REGIONAL FIRE & RESCUE		237,482.33
24-02224	SNOHOMISH REGIONAL FIRE & RESCUE		4,192.68
24-02225	SPORTS ART AMERICA, INC		8,482.88
24-02226	SPRAGUE PEST SOLUTIONS		903.97
24-02227	STATE OF WA DEPARTMENT OF REVENUE		771.38
24-02228	STATION ORGANIC CLEANERS		355.67
24-02229	STREAMLINE DIGITAL IMAGING, LLC		1,935.70
Page Total			288,184.97
Cumulative Total			781,911.57

Snohomish Regional Fire and Rescue Claims Voucher Summary

09/10/2024

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Fund: General Fund #001

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

Date: _____

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
24-02230	STRYKER MEDICAL		2,263.63
24-02231	SUPERIOR SEPTIC SERVICE, LLC		975.86
24-02232	SYSTEMS DESIGN WEST, LLC		13,216.22
24-02233	TELEFLEX, LLC		2,010.50
24-02234	TERRACON CONSULTANTS, INC.		3,050.00
24-02235	THE RESCUE SOURCE & RESCUE 3 INTERNATIONAL		403.62
24-02236	TRUE NORTH EMERGENCY EQUIPMENT INC		507,251.75
24-02237	ULINE, INC		251.07
24-02238	UNITED RENTALS (NORTH AMERICA), INC.		177.04
24-02239	VERATHON MEDICAL		949.52
24-02240	VERIZON WIRELESS SERVICES LLC		4,857.35
24-02241	VESTIS		71.77
24-02242	WASTE MANAGEMENT NORTHWEST		345.55
24-02243	WASTE MANAGEMENT NORTHWEST		226.07
24-02244	WASTE MANAGEMENT NORTHWEST		243.86
24-02245	WASTE MANAGEMENT NORTHWEST		316.52
24-02246	WASTE MANAGEMENT NORTHWEST		207.41
24-02247	WASTE MANAGEMENT NORTHWEST		547.00
24-02248	WASTE MANAGEMENT NORTHWEST		581.63
24-02249	WASTE MANAGEMENT NORTHWEST		638.98
24-02250	WASTE MANAGEMENT NORTHWEST		179.43
24-02251	WASTE MANAGEMENT NORTHWEST		117.54
24-02252	WASTE MANAGEMENT NORTHWEST		523.00
24-02253	WASTE MANAGEMENT NORTHWEST		285.22
24-02254	WASTE MANAGEMENT NORTHWEST		254.30
24-02255	WASTE MANAGEMENT NORTHWEST		489.99
24-02256	WATEROUS COMPANY		1,409.87
24-02257	WELLSPRING FAMILY SERVICES EAP		720.20
24-02258	WEX BANK		21,205.88
24-02259	WHELEN ENGINEERING COMPANY		579.07
24-02260	ZIPLY FIBER		255.66

Page Total

564,605.51

Cumulative Total

1,346,517.08

Snohomish Regional Fire and Rescue

Claims Voucher Summary

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Fund: General Fund #001

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

Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
24-02261	ZIPLY FIBER		410.44

Page Total 410.44
Cumulative Total 1,346,927.52



Payroll Summary and Authorization Form for the:

8/31/2024 Payroll

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

District Name: Snohomish Regional Fire & Rescue

Direct Deposits: \$1,153,088.16

Paper Checks: \$21,507.42

Taxes: \$347,970.35

Allowed in the sum of: \$1,522,565.93

Reviewed by: Brandon Vargas
District Administrative Coordinator

Prepared by: Erick Ramirez
Payroll Specialist

Approved by Commissioners: _____



SNOHOMISH REGIONAL FIRE & RESCUE

BOARD OF FIRE COMMISSIONERS MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

August 22, 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, and Commissioner Schaub; and via Zoom were Commissioner Steinruck and District Secretary Snure. Also, Commissioner Waugh was an excused absence.

PUBLIC COMMENT

One public comment regarding entry-level health testing.

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Chief O'Brien welcomed our new Data Analyst Vriti Jain. He also welcomed our new recruits Tani Tupou, Randy Hatori, Cody Stocker, Logan Gash, Anthony Counts, Nate Labine, Josh Osborn, Emma Arnold, and Nate Lawson. Their Academy starts on September 12th. Additionally, regarding facility projects our Station 83 siding has been started, the generator has been set up, the interior has been painted, and the cabinets installed. The GenCap contractor has broken ground for the shop. We will be discussing a contract for Stations 32 & 81, and we are working on the new sewer line for Station 72. Chief O'Brien thanked the staff and commissioners for their support while he was away on vacation.

COMMISSIONER REPORTS

Finance Committee - Chairman Elmore commented that they discussed District insurance rates, Quarterly Finance Report, Budget Amendment #2, negotiations, and the BN Builders contract.

Capital Facilities Committee - Commissioner Steinruck mentioned that their next meeting has been moved to September 3rd.

COMMITTEE MEETING MINUTES

Policy Committee – August 8, 2024



SNOHOMISH REGIONAL FIRE & RESCUE

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-02126 to 24-02135 (\$734,233.27)

AP Vouchers: 24-02031 to 24-02124; (\$157,734.71)

Approval of Payroll

August 15, 2024 (\$2,082,385.01)

Approval of Minutes

Approve Regular Board Meeting Minutes August 8, 2024

Motion to approve the Consent Agenda as submitted.

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

On vote, Motion carried 6/0.

OLD BUSINESS

Discussion

Continuous Improvement: Social Media Program

PIEO King & PIEO Mongillo introduced themselves and gave their presentation: Social Media – A Tool for Education and Outreach. We send out quarterly newsletters to those who live within the District boundaries. More residents engage with our newsletter than social media, it's a very effective tool to communicate with our communities. We have three social media platforms: Facebook, Instagram, and X (Twitter). Our social media messaging includes incident response, event promotion, safety campaigns, safety information and education, highlights of District personnel and services, levy information, newsletters, and job postings. PIEO King & PIEO Mongillo reviewed social media metrics which noted a total net audience growth of 7,132 from 2022-2024 and a total audience of 20,839. We have 12,000 followers on Facebook and 2,300 followers on Instagram. Our social media content can inform, educate and entertain. The media also pays close attention to social media. Media outreach is bringing the human element to the public with our message and educating our communities on various safety topics.

Chief O'Brien thanked our Community Relations team for their great work.

Action

MOU: Medical Contract: Entry-Level Health Testing

Motion to approve Medical Contract for Entry-Level Health Testing with Dr. Walters as submitted.

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

On vote, Motion carried 6/0.



Dell Tablets: ePCR RAB

Motion to approve Dell Tablets purchase as submitted.

Motion by Commissioner Edwards and 2nd by Commissioner Steinruck.

On vote, Motion carried 6/0.

HRA-VEBA Self Insured Benefit IRS Testing Resolution 2024-7

Chief O'Brien thanked the admin team for their work on this to be sure that we comply with IRS regulations.

Motion to approve HRA-VEBA Self Insured Benefit IRS Testing Resolution 2024-7 as submitted.

Motion by Commissioner Gagnon and 2nd by Commissioner Schaub.

On vote, Motion carried 6/0.

Second Quarter Finance Report

Motion to approve Second Quarter Finance Report as submitted.

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

On vote, Motion carried 6/0.

Policy Review

- Policy 213 Petty Cash Management
- Policy 216 District Finances
- Policy 617 Recording Response Video and Audio for Training
- Policy 706 Knox Box Access
- Policy 800 Records Management
- Policy 911 Vehicle Safety Belts
- Policy 1017 Personnel Records
- Policy 1021 Physical Fitness

Motion to approve Policies 213, 216, 617, 706, 800, 911, 1017, and 1021 as submitted.

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

On vote, Motion carried 6/0.

Chairman Elmore thanked Deputy Chief McConnell and Acting Deputy Fire Marshal Dahl for their outstanding work on these policies.



SNOHOMISH REGIONAL FIRE & RESCUE

Surplus Resolution 2024-6

Motion to approve Surplus Resolution 2024-6 as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Steinruck.

On vote, Motion carried 6/0.

NEW BUSINESS

Discussion

Budget Amendment #2

Chief O'Brien thanked Business Administrator Schoof, CFO Tabor, and the team for their work on this; and CFO Tabor reviewed the budget amendment.

BN Builders Contract

Chief O'Brien commented that we are excited to have the contract with BN Builders; and Assistant Chief Messer thanked Senior Director Diana Brown and Deputy Chief Rasmussen for their work.

Senior Director Diana Brown reviewed the project status report including the Progressive Design Build process, project budget, GMP budget, project spending summary, and scheduled timeline.

Action

None

GOOD OF THE ORDER

Vice Chairman Fay welcomed back Chief O'Brien.

Chairman Elmore thanked everyone for all they do within our organization.

Commissioner Gagnon thanked Assistant Chief Messer and Assistant Chief Lundquist for their work during Chief's absence.

ATTENDANCE CHECK

Regular Commissioner Meeting September 12, 2024, at 1730 - Station 31 Training Room/Zoom.

EXECUTIVE SESSION

RCW 42.30.110(1)(g): To Review the Performance of a Public Employee

RCW 42.30.140(4)(a): Labor Negotiations

RCW 42.30.110(1)(i): To Discuss Agency Litigation or Potential Pending Litigation with Legal Counsel

Chairman Elmore called for an Executive Session to begin at 1820 hours for 15 minutes with no decision to follow. Chairman Elmore extended the Executive Session for an additional 10 minutes, until 1845 hours. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1845 hours and



SNOHOMISH REGIONAL FIRE & RESCUE

there was no action taken.

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1845 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





SNOHOMISH REGIONAL FIRE & RESCUE

EXECUTIVE SUMMARY (Should be 1 page)

The Executive Summary is not intended to replace the PPIS or RAB

DATE: 9/9/2024

PREPARED BY: DC Ron Rasmussen

RE: Design Build Contract Station 32 and 81

BACKGROUND and OVERVIEW

At the last Commissioners' meeting we had the first touch of the Design Build Contract for Station 81 and 32. With BN Builders. After presenting this to the Commissioners at the August 22nd meeting BN Builders and OAC discovered that Appendix D should be in the Phase II Construction part of the contract and will be re-introduced when that section of the contract is presented to the Board.

Another area of clarification was the Contract price. The original included sales tax. BN Builders Contract should not include sales tax. SRFR is responsible for paying the sales tax.

Attached is the revised contract for BN Builders. We have removed Appendix D, as we will include this appendix in phase 2 (construction).

The amount shown in the previous version included sales tax on the price (\$413,671.05), however, BN Builder's contract should not include sales tax. So, BN Builder's contract amount was revised to a NTE price of \$378,300.00.

I've included a table below, as it gets a little fuzzy with each station being in a different city and having different sale tax rates.

	Station 32	Station 81	Total
Not To Exceed Fee	\$ 189,150.00	\$ 189,150.00	\$ 378,300.00
WSST Rate	9.40%	9.30%	-
WSST	**\$ 17,780.10	**\$ 17,590.95	**\$ 35,371.05
Total	\$ 206,930.10	\$ 206,740.95	\$ 413,671.05

** SRFR Responsible to pay

The goal would be to continue with the approval phase at the September 12th Board of Commissioners Meeting

Snohomish Regional Fire and Rescue

Progressive Design-Build Contract

This **Contract** is made and entered into as of September 12, 2024, by and between the following parties, for services in connection with the Project identified below:

OWNER:

**Snohomish Regional Fire and Rescue
163 Village Court
Monroe, WA 98272**

DESIGN-BUILDER:

**BNBuilders, Inc.
2601 Fourth Avenue, Suite 350
Seattle, Washington 98121**

PROJECT:

Fire Stations 32 and 81 Projects

In consideration of the mutual covenants and obligations contained herein, Owner and Design-Builder agree as set forth herein.

Article 1

General

- 1.1 Authorization.** This Design-Build Contract (the "Contract") is authorized by and entered in accordance with the Design-Build requirements of RCW 39.10. This Contract shall be interpreted to be consistent with the requirements of those statutory provisions.
- 1.2 Duty to Cooperate.** Owner and Design-Builder always commit to cooperate fully with each other and proceed on the basis of trust and good faith to permit each party to realize the benefits afforded under this Contract.
- 1.3 Definitions.** Terms, words, and phrases used in this Contract shall have the meanings given them in the *General Conditions of Contract Between Owner and Design-Builder* ("General Conditions").
- 1.4 Design Services.** Design-Builder shall, consistent with applicable state licensing laws, provide design services, including architectural, engineering, and other design professional services required by this Contract. Such design services shall be provided through qualified, licensed design professionals who are either (i) employed by Design-Builder, or (ii) procured by Design-Builder from independent sources. Nothing in this Contract is intended to create any legal or contractual relationship between Owner and any independent design professional.

Article 2

Scope of Work

Design-Builder shall perform all design and construction services, and provide all material, equipment, tools, and labor necessary to complete the Work (including both Phase 1 and Phase 2 Services) described in and reasonably inferable from the Contract Documents. The Design-Builder is fully responsible to design and to build the Project, as described in the Project Criteria, as may be revised in accordance with Section 2.1.2 hereof.

2.1 General Services.

2.1.1 Owner has provided Design-Builder with access to the reference documents listed in **Exhibit A**. Owner provides such Reference Documents to Design-Builder for information only, and subject to the conditions and qualifications identified in Section 3.2.1 of the General Conditions.

2.1.2 Design-Builder shall assist Owner in developing Owner's Project Criteria, which shall be memorialized in and attached as **Exhibit B** to the Contract.

2.2 Phased Services.

2.2.1 Phase 1 Preconstruction and Design Services. Design-Builder shall perform the services of design, pricing, and other services for the Project as set forth in **Exhibit C**, Scope of Services. The Parties intend that the Phase 1 Scope of Services will ultimately include completion of the 100 percent design. Owner intends to authorize performance of the Phase 1 Work in phases, and the parties may amend **Exhibit C** to reflect the additional authorized Phase 1 Work to be included in the Phase 1 Scope of Services. Owner and Design-Builder may reach agreement on the GMP Amendment for Phase 2 at any point following Design-Builder's completion of the 60 percent design, including incorporation of any Owner comments thereon. As a result, Phase 1 may overlap with Phase 2. The Contract Price and GMP for Phase 2 shall be developed during Phase 1 on an open-book basis. Design-Builder's Compensation for Phase 1 Services is set forth in Article 7 hereof.

2.2.2 Phase 2 Services. Design-Builder's Phase 2 services shall consist of the procurement of all materials and equipment for the Project, the performance of construction services for the Project, development of various documents associated with Phase 2, training of Owner's operations staff, and the provision of warranty services, all as may be described in the Phase 2 Proposal and GMP Amendment.

2.2.3 Initial Works Packages. Owner may negotiate one or more initial works packages with Design-Builder prior to the GMP Amendment. Scope of work, bonding (consistent with the requirements of Article 11), insurance (consistent with the requirements of Article 11), pricing, and other terms for any early works shall be negotiated and memorialized in a written executed agreement prior to issuance of a notice to proceed. Pricing shall be substantially similar to the pricing structure for Phase 2 set forth in Article 7 hereof and any General Conditions Costs shall be pro-rated to the scope of General Conditions Work included in the initial works package.

2.3 Phase 2 Proposal. Design-Builder may develop a Phase 2 Proposal at any point following completion of the 30 percent design and any other Basis of Design Documents upon which the parties may agree. Design-Builder shall submit a proposal to Owner (the "Phase 2 Proposal") for the construction for the Project, and associated work, and for the Contract Price. The Contract Price in the Phase 2 Proposal shall be based on the Design-Build Fee (Section 7.4), the Construction General Conditions Costs (Section 7.3), Pass-Through Costs (Section 7.5.3) plus the Cost of the Phase 2 Work (Section 7.5.1) as provided in Article 7 hereof, presented on an open-book basis, all subject to a Guaranteed Maximum Price (GMP).

2.3.1 The Phase 2 Proposal shall include the following unless the parties mutually agree otherwise:

2.3.1.1 The Contract Price, subject to a GMP, shall be the sum of:

- i. Construction General Conditions Costs as defined in Section 7.3 hereof;
- ii. Design-Builder's Fee as defined in Section 7.4 hereof;
- iii. The Cost of the Phase 2 Work as defined in Section 7.5 hereof, inclusive of any Design-Builder's Contingency as defined in Section 7.6.2 hereof;
- iv. Pass Through Costs as defined in Section 7.5.3 hereof.

2.3.1.2 The Basis of Design Documents, which may include, by way of example, Owner's Project Criteria (**Exhibit B**), which are set forth in detail and are attached to the Phase 2 Proposal;

2.3.1.3 A list of the assumptions and clarifications made by Design-Builder in the preparation of the Proposal, which list is intended to supplement the information contained in the drawings and specifications and is specifically included as part of the Basis of Design Documents;

2.3.1.4 The Scheduled Substantial Completion Date upon which the Phase 2 Proposal is based, to the extent said date has not already been established under Section 6.2.1 hereof, and a schedule upon which the Scheduled Substantial Completion Date is based and a Project Schedule for the Work;

2.3.1.5 If applicable, a list of Allowance Items, Allowance Values, and a statement of their basis;

2.3.1.6 If applicable, a schedule of alternate prices;

2.3.1.7 If applicable, a schedule of unit prices;

2.3.1.8 If applicable, a statement of Additional Services which may be performed but which are not included in the Phase 2 Proposal, and which, if performed, shall be the basis for an increase in the GMP and/or Contract Time(s);

2.3.1.9 An expiration date for the Phase 2 Proposal provided that Design-Builder shall not make the Phase 2 Proposal subject to expiration or withdrawal for at least ninety (90) days after submission and Owner shall provide its initial review and comment on the Phase 2 Proposal within thirty (30) days of submission;

2.3.1.10 A Permits and Approvals list detailing the permits and governmental approvals not otherwise addressed in the Contract Documents that Owner and Design-Builder will need and assigning responsibility for each;

2.3.1.11 A preliminary training plan;

2.3.1.12 A construction safety plan; and

2.3.1.13 A construction quality plan.

2.3.1.14 A plan for inclusion of underutilized firms as subcontractors and suppliers in accordance with the provisions of Chapter 39.10 RCW and the requirements of the Office of Minority and Women's Business Enterprises ("OMWBE").

2.3.1.15 Design-Builder's Owned Equipment Rate Schedule, which shall be incorporated herein as Exhibit F and shall include adequate identifying information such as use, manufacturer, make, model, dimensions/length, blade size, capacity, fuel usage, horse power, voltage/amperage, weight, etc., such that accurate identification can be determined. These descriptors shall match Contractor's owned equipment rental log. Exhibit F shall include replacement values and approved rates for each item.

2.3.2 Review and Adjustment to Phase 2 Proposal.

2.3.2.1 After submission of the Phase 2 Proposal, Design-Builder will discuss and review it with Owner. Owner may require modifications to the Phase 2 Proposal that Design-Builder shall in good faith attempt to accommodate. Owner must approve the Phase 2 Proposal, as originally submitted or as modified, and enter into a GMP Amendment incorporating the agreed Phase 2 Proposal in order for the Design-Builder to proceed to Phase 2.

2.3.2.2 Acceptance of Phase 2 Proposal. If Owner accepts the Phase 2 Proposal, as may be modified, the Contract Price and its basis shall be set forth in an amendment to this Contract (GMP Amendment). Once the parties have agreed upon the GMP Amendment and Owner has issued a Notice to Proceed with Phase 2, Design-Builder shall perform the Phase 2 Services, all as described in the GMP Amendment. Design-Builder acknowledges and agrees that Owner's acceptance and execution of the GMP Amendment is subject to approval by the Owner's Board of Directors. Design-Builder further acknowledges and agrees that its execution of the GMP Amendment constitutes certification that there are no claims, obligations, or liens outstanding or unsatisfied for labor, services, material, equipment, taxes, or other items performed, furnished, or incurred for or in connection with the Phase 1 Services through the date of the GMP Amendment that will in any way affect Owner's interests.

2.3.2.3 Failure to Accept Phase 2 Proposal. If Owner rejects the Proposal, or fails to notify Design-Builder in writing on or within ninety (90) day after submission that it accepts the Phase 2 Proposal, the Phase 2 Proposal shall be deemed withdrawn and of no effect.

In such event, Owner and Design-Builder shall meet and confer as to how the Project will proceed, with Owner having the following options:

- i. Terminate this Contract and pay Design-Builder for all Work performed through the date of termination;
- ii. Terminate this Contract, pay Design-Builder for all Work performed through the date of termination and contract directly with the Design Consultant and Design Sub-Consultants, if any, for completion of the Phase 1 Scope of Services for the agreed upon Contract Price for Phase 1 Services set forth at Section 7.1 minus payments for all Work performed through the date of termination;
- iii. Require Design-Builder to proceed with remaining Phase 1 Scope of Services for the agreed upon Contract Price for Phase 1 Services set forth at Section 7.1 minus payments for all Work performed through the date of termination;
- iv. Require Design-Builder to perform any specific portion of the Work under this Contract based on the Design-Build Fee (Section 7.4), the Construction General Conditions Costs (Section 7.3), Pass-Through Costs (Section 7.5.3) plus the Cost of the Phase 2 Work (Section 7.5.1) as provided in Article 7 hereof without a GMP Amendment, in which case all references in this Contract to the GMP Amendment shall not be applicable; or
- v. Require Design-Builder to continue to proceed with the Work, until further notice (reserving the right to terminate this Contract pursuant to Section 2.3.2.3.i.) on the basis of the Design-Build Fee (Section 7.4), the Construction General Conditions Costs (Section 7.3), Pass-Through Costs (Section 7.5.3) plus the Cost of the Phase 2 Work (Section 7.5.1) as provided in Article 7 hereof without a GMP Amendment, in which case all references in this Contract to the GMP Amendment shall not be applicable.

2.3.2.4 If Owner fails to exercise any of the options set forth in Section 2.3.2.3, Design-Builder shall continue the Work as if Owner had elected to proceed in accordance with Item 2.3.2.3.v above, and be paid by Owner accordingly, unless and until Owner notifies Design-Builder in writing to stop the Work.

Article 3

Contract Documents

The Contract Documents are comprised of the following, which are incorporated herein by this reference. In the event of a conflict or discrepancy among or in the Contract Documents that cannot be resolved by interpreting the Contract Documents as a single, integrated document and giving effect to each provision therein, interpretation shall be governed in the following priority:

- 3.1** All written and fully executed modifications, amendments, minor changes, and Change Orders to this Contract issued in accordance with the General Conditions;
- 3.2** The GMP Amendment including the Basis of Design Documents;
- 3.3** This Contract, including all exhibits and attachments but excluding the Reference Documents identified in **Exhibit A**. The Reference Documents are not Contract Documents, and are provided for information only;

3.4 The General Conditions;

3.5 Construction Documents prepared and approved in accordance with Section 2.4 of the General Conditions;

3.6 Owner's Request for Qualifications, its Request for Proposals, and its Request for Best and Final Proposals, and Addenda thereto, if any; and

3.7 Design-Builder's Statement of Qualifications, Proposal, Best and Final Proposal, and Addenda thereto.

Article 4

Interpretation and Intent

4.1 Design-Builder and Owner, at the time of acceptance of the Phase 2 Proposal by Owner in full, shall carefully review all the Contract Documents, including the various documents comprising the Basis of Design Documents for any conflicts or ambiguities. Design-Builder and Owner will discuss and resolve any identified conflicts or ambiguities prior to execution of the GMP Amendment.

4.2 The Contract Documents are intended to permit the parties to complete the Work and all obligations required by the Contract Documents within the Contract Time(s) for the Contract Price. The Contract Documents are intended to be complementary and interpreted in harmony to avoid conflict, with words and phrases interpreted in a manner consistent with construction and design industry standards. In the event inconsistencies, conflicts, or ambiguities between or among the Contract Documents discovered after Owner's acceptance of the Proposal, Design-Builder and Owner shall attempt to resolve any ambiguity, conflict, or inconsistency informally, recognizing that the Contract Documents shall take precedence in the order in which they are listed in Article 3 herein.

4.3 Terms, words, and phrases used in the Contract Documents, including this Contract, shall have the meanings given them in the General Conditions.

4.4 Design-Builder may propose modifications to and expansion of the Owner's Project Criteria. Prior to presenting its Phase 2 Proposal, the Design-Builder shall identify any items in the Owner's Project Criteria that conflict with or in any way impede Design-Builder's ability to meet any Performance Standards set forth in the Owner's Project Criteria.

4.5 The Contract Documents form the entire agreement between Owner and Design-Builder and by incorporation herein are as fully binding on the parties as if repeated herein. No oral representations or other agreements have been made by the parties except as specifically stated in the Contract Documents.

4.6 In the event of an ambiguity in the Contract Documents, the parties shall be deemed to have jointly authored them, and as such, nothing shall be construed against or in favor of one party based on its being deemed the sole author.

4.7 Changes in the Legal Requirements. The Owner and Design-Builder acknowledge that numerous aspects of the Project are governed by federal, state, and local laws, rules, and regulations and that the intent is to complete all Work in compliance with the Legal Requirements. Design-Builder is required to account for applicable changes in the Legal Requirements that occur during Phase 1 in its Phase 2 Proposal, the GMP Amendment, and the Phase 2 schedule. Changes in the Legal Requirements that become effective prior to execution of the GMP Amendment shall in no event form the basis for an adjustment of Design-Builder's compensation and/or time of performance for Phase 1 Services. Changes in the Legal Requirements that become effective after execution of the GMP Amendment may form the basis for an adjustment to Contract Time and Price, in accordance with the requirements and conditions of Section 9.1.3 of the General Conditions.

Article 5

Ownership of Work Product

5.1 Work Product. All drawings, specifications and other documents and electronic data, including such documents identified in the General Conditions, furnished by Design-Builder to Owner under this Contract ("Work Product") are deemed to be instruments of service and Design-Builder shall retain the ownership and property interests therein, including but not limited to any intellectual property rights, copyrights, and/or patents, subject to the provisions set forth in Sections 5.2 through 5.5 below.

5.2 Owner's License upon Project Completion and Payment in Full to Design-Builder. Upon Owner's payment in full for all Work performed under the Contract Documents, Design-Builder shall grant Owner a perpetual license to use the Work Product in connection with Owner's occupancy and maintenance of the Project, conditioned on (a) Owner's express understanding that its material alteration of the Work Product without the involvement of Design-Builder is, to the extent of such alteration, at Owner's sole risk and without liability or legal exposure to Design-Builder or anyone working by or through Design-Builder, including Design Consultants of any tier (collectively the "Indemnified Parties"), and (b) the Owner's obligation to provide the indemnity set forth in Section 5.5 herein.

5.3 Owner's License upon Owner's Termination for Convenience or Design-Builder's Election to Terminate. If Owner terminates this Contract for its convenience as set forth in Article 9 hereof, or if Design-Builder elects to terminate this Contract in accordance with Section 11.4 of the General Conditions, Design-Builder shall, upon Owner's payment in full of the amounts due Design-Builder under the Contract Documents, grant Owner a perpetual license to use the Work Product to complete the Project and subsequently occupy and maintain the Project, and Owner shall thereafter have the same rights as set forth in Section 5.2 above, conditioned on the following: (a) Any modification, completion or derivation of the Work Product undertaken by Owner after the effective date of the termination is to the extent of such alteration at Owner's sole risk and without liability or legal exposure to any Indemnified Party and (b) the Owner's obligation to provide the indemnity set forth in Section 5.5 herein..

5.4 Owner's License upon Design-Builder's Default. If this Contract is terminated due to Design-Builder's default pursuant to Section 11.2 of the General Conditions, then Design-Builder grants Owner a perpetual license to use the Work Product to complete the Project and subsequently occupy and maintain the Project, and Owner shall thereafter have the same rights and obligations as set forth in Section 5.2 above. Notwithstanding the preceding sentence, if it is ultimately determined that Design-Builder was not in default, Owner shall be deemed to have terminated the Contract for convenience, and Design-Builder shall be entitled to the rights and remedies set forth in Section 5.3 above.

5.5 Owner's Indemnification for Use of Work Product. If Owner is required to indemnify any Indemnified Parties based on the use or alteration of the Work Product under any of the circumstances identified in this Article 5, Owner shall defend, indemnify, and hold harmless the Indemnified Parties from and against all claims, damages, liabilities, losses, and expenses, including attorneys' fees, arising out of or resulting from the use or alteration of the Work Product.

Article 6

Contract Time

6.1 Date of Commencement. The Phase 1 Services shall commence within five (5) days of Design-Builder's receipt of Owner's Notice to Proceed unless the parties mutually agree otherwise in writing. The Work shall commence within five (5) days of Design-Builder's receipt of Owner's Notice to Proceed for Phase 2 Services ("Date of Commencement") if the Proposal is accepted and the Contract Price Amendment is amended to this Contract unless the parties mutually agree otherwise in writing.

6.2 Phase 1 Substantial Completion.

6.2.1 Substantial Completion of the Phase 1 Work identified in Exhibit C hereto shall be achieved no later than 84 days after the Date of Commencement ("Scheduled Substantial Completion Date").

6.2.2 Final Completion of the Work or identified portions of the Work shall be achieved as expeditiously as reasonably practicable. Final Completion is the date when all Work is complete pursuant to the definition of Final Completion set forth in Section 1.2.7 of the General Conditions.

6.2.3 Completion dates for subsequent phases of the Phase 1 Work shall be agreed upon and memorialized in **Exhibit C** to this agreement, as it may be amended to reflect additional Phase 1 Work scope. Completion dates for Phase 2 Work, if any, shall be agreed upon and memorialized in the GMP Amendment, or in interim agreements memorializing Initial Works Packages, as appropriate.

6.2.4 All of the dates set forth in this Article 6 ("Contract Time(s)") shall be subject to adjustment in accordance with the General Conditions.

6.3 Time is of the Essence. Owner and Design-Builder mutually agree that time is of the essence with respect to the dates and times set forth in the Contract Documents.

6.4 Liquidated Damages. Liquidated damages, if any, shall be established in the GMP Amendment.

Article 7

Price

7.1 Phase 1 Price. For completion of the Phase 1a Scope of Services (**Exhibit C**), Owner shall pay Design-Builder in accordance with Article 8 of this Contract and Article 6 of the General Conditions a sum not to exceed three hundred seventy-eight thousand three hundred dollars (\$378,300) (excluding sales tax). Phase 1a Services shall be billed at the all-inclusive billing rates and labor categories set forth in **Exhibit E**, which rates shall not be subject to increase for any Phase 1a services.

7.2 Phase 2 Price. For Phase 2 Services, Owner shall pay Design-Builder in accordance with Article 8 of this Contract and Article 6 of the General Conditions a contract price ("Contract Price") set forth in the GMP Amendment which shall be equal to the Pass-Through Costs (as defined in Section 7.5.3 hereof), plus Design-Build Fee as defined in Section 7.4, plus the Cost of the Phase 2 Work (as defined in Section 7.5.1 hereof), plus the Construction General Conditions Costs (as defined in Section 7.3 hereof). The Contract Price shall be subject to and shall not exceed the GMP established in the GMP Amendment and governed by Section 7.6 hereof, subject to any adjustments made in accordance with the General Conditions.

7.3 Construction General Conditions Costs. Owner shall reimburse Design-Builder for the actual and reasonable costs ("Construction General Conditions Costs") incurred in performing the Construction General Conditions Work as defined in the General Conditions and as set forth in **Exhibit D**. Such actual Construction General Conditions Costs shall be presented on an open book basis, and shall be submitted paid, and administered in accordance with the requirements of Article 8 herein. Design-Builder's General Conditions Costs shall be established in the GMP Amendment (the "General Conditions Cap"). The Construction General Conditions Costs shall cover all Construction General Conditions Work, regardless of whether the work is completed by the Design-Builder, a Key Firm, or Subcontractor.

7.4 Design-Build Fee.

7.4.1 Design-Build Fee shall be four point one eight percent (4.18%) of the Cost of the Phase 2 Work.

7.4.2 The Design-Build Fee for any changes in the Work as set forth in a Change Order and in accordance with the requirements of Article 9 of the General Conditions shall be the same percentage established in Section 7.4.1.

7.4.3 The Design-Build Fee is intended to compensate Design-Builder for **all** costs and expenses not specifically included in the Pass-Through Costs (as defined in Section 7.5.3 hereof), the Cost of the Phase 2 Work (as defined in Section 7.5.1 hereof) and the Construction General Conditions Costs (as defined in Section 7.3 hereof). The Design-Build Fee shall compensate Design-Builder for all other costs, including but not limited to the following:

7.4.3.1 Contractor's profit on all self-performed work with the exception of subcontractor packages that are competitively and publicly bid.

7.4.3.2 Profit Margins or similar mark-ups on cost for work performed by related parties or entities of the design builder.

7.4.3.3 Costs associated with support staff normally stationed in the Design builder's home office, such as corporate HR, accounting IT etc. unless specifically approved in advance by the Owner or the position is identified in Design-Builder's estimate.

7.4.3.4 Cost of centralized and generally shared information technology, equipment, enterprise software and data processing.

7.4.3.5 Cost associated with bonuses or profit sharing. All such costs shall be capped as follows:

Bonuses and profit sharing are reimbursable for staff labor assigned to the project as agreed to on the Labor Rates Schedule. Bonuses and profit sharing are reimbursable up to 15% (fifteen percent) of base wages, subject to audit. If actual aggregate bonus paid to project staff is less than 15% of base wages, the Contractor will reconcile to the actual % of base wages paid.

7.4.3.6 Discretionary costs, such as clothing, awards or similar expenses.

7.4.3.7 Business and Occupancy (B&O) Taxes.

7.5 Cost of the Phase 2 Work.

7.5.1 Cost of the Phase 2 Work includes only those items expressly defined in this Section 7.5.1 that are reasonably incurred by Design-Builder in the proper performance of the Phase 2 Work. The Cost of the Phase 2 Work shall not include any Pass-Through Costs (as defined in Section 7.5.3 hereof), Construction General Conditions Work (as defined in Section 7.3 hereof), or costs intended to be covered by the Design-Build Fee (as defined in Section 7.4 hereof). For the avoidance of doubt, any confusion about the categorization of cost items between the Cost of the Phase 2 Work and Pass-Through Costs shall be resolved in favor of Pass-Through-Costs. Further, any confusion about the categorization of cost items between the Cost of the Phase 2 Work and Construction General Conditions Costs or Design-Build Fee shall be resolved in favor of Construction General Conditions Costs and Design-Build Fee, respectively. The Cost of the Phase 2 Work shall include only the following:

7.5.1.1 Except for those supervisory and administrative personnel who are covered by the General Conditions Costs (**Exhibit D**) and employees billed at all-inclusive billing rates (**Exhibit E**), the actual paid and incurred wages of direct employees of Design-Builder performing the Work at the Site or, with Owner's agreement, at locations off the Site.

7.5.1.2 Except for those supervisory and administrative personnel who are covered by the General Conditions Costs (**Exhibit D**) and employees billed at all-inclusive billing rates (**Exhibit E**), the actual paid and incurred wages or salaries of Design-Builder's personnel engaged in the performance of the Work and who are located at the Site or working off-Site to assist in the production or transportation of material and equipment necessary for the Work.

7.5.1.3 Except for those supervisory and administrative personnel who are covered by the General Conditions Costs (**Exhibit D**) and employees billed at all-inclusive billing rates (**Exhibit E**), the actual paid and incurred wages or salaries of Design-Builder's personnel stationed at Design-Builder's principal or branch offices, but only to the extent such personnel perform tasks directly associated with the Project and are approved in advance by the Owner.

7.5.1.4 Actual costs paid and incurred by Design-Builder for employee benefits, premiums, taxes, insurance, contributions and assessments required by law, collective bargaining agreements, or which are customarily paid by Design-Builder, to the extent such costs are based on actual base wages and salaries paid to employees of Design-Builder covered under Sections 7.5.1.1 through 7.5.1.3 hereof. For employees not covered by collective bargaining agreements vacation, sick leave and other paid time off, including holidays are to be calculated as the individual employee's actual benefit. For those not full-time on the project a pro-rata share may be charged based on hours directly associated with the project.

Worker's compensation shall be reimbursed at the contractor's specific Washington State L&I rate, net of employee deductions with the contractor's specific EMF applied. For self-insured companies, the actual state classification rate net of employee deduction with a .5 EMF applied.

7.5.1.5 Payments properly made by Design-Builder to Subcontractors and Design Consultants for performance of portions of the Work.

7.5.1.6 Costs, including acquisition, transportation, inspection, testing, storage, and handling of materials, furnishings, equipment, and supplies incorporated or reasonably used in completing the Work.

- .1 Small tools purchased by the project are to be inventoried, tracked and residual value credited to the project at completion. Small tools are defined as those items with \$500 value.
- .2 Rental charges and the costs of transportation, installation, minor repairs and replacements, dismantling and removal of temporary facilities, machinery, equipment and hand tools not customarily owned by the workers, which are provided by Design-Builder at the Site, whether rented from Design-Builder or others, and incurred in the performance of the Work. All equipment and items greater than \$500 are to be rented to the project from the lowest available source, whether 3rd Party or from the Design-Builder's own equipment yard.

Design-Builder's Owned Equipment Rate Schedule (**Exhibit F**) shall include adequate identifying information such as use, manufacturer, make, model, dimensions/length, blade size, capacity, fuel usage, horsepower, voltage/amperage, weight, etc., such that accurate identification can be determined. These descriptors shall match Design-Builder's owned equipment rental log. **Exhibit F** shall include replacement values and approved rates for each item.

The rental equipment rates for equipment owned by Design-Builder shall be charged at the lower of eighty percent (80%) the current AED Green Books or the current Contractor's rates as listed in the equipment rental Exhibit ("Equipment Rate Schedule.") Recovery periods should reflect useful life for each category of equipment.

Design-Builder owned equipment rental rates shall be based on monthly rates but prorated on a daily basis (30.4 days). Days used to prorate monthly rates to daily should be consistent with the calculation of days to charge each piece of rental equipment.

All rental equipment owned by Design-Builder that has been used to construct the Project and has accumulated rental charges equal to eighty percent (80%) of the Design-Builder's current replacement value shall be provided for the remainder of the Project at no additional rental cost and shall remain as property of the Design-Builder. Replacement value on piece of equipment may not be modified during the term of the Agreement.

The Design-Builder's owned equipment rental log shall include a unique equipment identification number, a definitive equipment description exactly matching **Exhibit F** date on site, date off site, replacement cost, monthly rate prorated to daily, days billing per month, this month billing calculation and cumulative billing to date, maximum rental allowed for each rented item. The Design-Builder's owned equipment rental log shall be available in excel format if requested by Owner.

7.5.1.7 Costs of removal of debris and waste from the Site.

7.5.1.8 All fuel and utility costs incurred in the performance of the Work.

7.5.1.9 The cost of defending suits or claims for infringement of patent rights arising from the use of a particular design, process, or product required by Owner, paying legal judgments against Design-Builder resulting from such suits or claims, and paying settlements made with Owner's consent.

7.5.1.10 Deposits which are lost, except to the extent caused by Design-Builder's negligence.

7.5.1.11 Costs incurred in preventing damage, injury, or loss in case of an emergency affecting the safety of persons and property except to the extent caused by Design-Builder's negligence.

7.5.1.12 Other costs reasonably and properly incurred in the performance of the Work to the extent approved in writing by Owner.

7.5.1.13 Site security, temporary fencing, signage and similar security and safety measures for active construction areas.

7.5.1.14 Costs for agreed-upon Allowance Items as described and defined in Section 7.7 herein.

7.5.1.13 Costs for company-owned equipment assigned to project personnel.

7.5.2 Non-Reimbursable Costs. The following shall be excluded from the Cost of the Phase 2 Work:

7.5.2.1 Compensation for Design-Builder's personnel stationed at Design-Builder's principal or branch offices, except as provided for in connection with Sections 7.5.1.1, 7.5.1.2, and 7.5.1.3, costs associated with Construction General Conditions Work, items intended to be covered by the Design-Build Fee, and Pass-Through Costs.

7.5.2.2 General expenses not specifically provided for herein.

7.5.2.3 The cost of Design-Builder's capital used in the performance of the Work.

7.5.2.4 If the parties have agreed on a GMP, costs that would cause the GMP, as adjusted in accordance with the Contract Documents, to be exceeded.

7.5.3 Pass-Through Costs. The following costs shall be passed through and paid without mark-up or any added Design-Build Fee:

7.5.3.1 Premiums for insurance and bonds required by this Contract or the performance of the Work.

7.5.3.2 Sales, use, or similar taxes, tariffs, or duties incurred in the performance of the Work.

7.5.3.3 Costs for permits, royalties, licenses, tests, and inspections.

7.5.3.4 Costs for the work of any personnel charged at all-inclusive, market-based billing rates as set forth in **Exhibit E**.

7.6 The Guaranteed Maximum Price (GMP).

7.6.1 Design-Builder guarantees that it will not exceed any GMP that may be established in the GMP Amendment. Documents used as basis for the GMP shall be identified in the GMP Amendment. Design-Builder does not guarantee any specific line item provided as part of the GMP, provided, however, that it does guarantee its general project management and general conditions costs ("General Conditions Cap"). Design-Builder agrees that it will be responsible for paying the applicable general conditions costs more than the General Conditions Cap, as well as be responsible for all costs of completing the Work which exceed the GMP, as said general conditions line item(s) and the GMP may be adjusted in accordance with the Contract Documents.

7.6.2 The GMP shall include the Design-Builder's construction contingency (not including design, estimating and escalation contingencies), and amount that shall be no less than two point five percent (2.5%) and no more than five percent (5%) of the estimated Cost of the Work, which will be negotiated between the Design-Builder and the Owner as a part of the GMP negotiations. The parties shall otherwise agree on the design, estimating and escalation contingencies. The percentage of all contingencies shall depend upon the level of completion of the Design-Build Documents and certainty of subcontractor pricing at that time and depending upon any other risk factors agreed upon between the Construction Manager and the Owner.

The final amount of the contingency shall be stated in the GMP Amendment and included in the GMP amount. The contingency is a sum established for the Design-Builder's sole use to cover the Design-Builder's costs that are properly reimbursable as a Cost of the Work but not the basis for a Change Order, such as, for example, design errors and omissions, buy-out or estimating error, post-GMP unanticipated market conditions, scope gaps, coordination between trades, overtime and acceleration (except to the extent that such overtime or acceleration forms the basis for a Change Order), failure of a Subcontractor of any tier, or expediting costs for critical materials.

The Design-Builder shall use the contingency only with the Owner's prior written consent, which shall not be unreasonably withheld or delayed. Design-Builder shall provide Owner notice of all anticipated charges against the Contingency and shall provide Owner as part of the monthly status

report required by Section 2.1.2 of the General Conditions an accounting of the Contingency, including all reasonably foreseen uses or potential uses of the Contingency in the upcoming three (3) months.

Design-Builder agrees that with respect to any expenditure from the Contingency relating to a Subcontractor default or an event for which insurance or bond may provide reimbursement, Design-Builder will in good faith exercise reasonable steps to obtain performance from the Subcontractor and/or recovery from any surety or insurance company. Design-Builder agrees that if Design-Builder is subsequently reimbursed for said costs, then said recovery will be credited back to the Contingency.

7.6.3 Savings. If the sum of the actual Design-Build Fee (as defined in 7.4 hereof), the Construction General Conditions Costs (Section 7.3), Pass-Through Costs (Section 7.5.3) plus the Cost of the Phase 2 Work (Section 7.5.1) as provided in Article 7 hereof is less than the GMP, as such GMP may have been adjusted over the course of the Project, the difference ("Savings") shall accrue 75% to the Owner and 25% to the Design-Builder.

7.7 Allowance Items and Allowance Values.

7.7.1 Any and all Allowance Items, as well as their corresponding Allowance Values, shall be set forth in the GMP Amendment.

7.7.2 Design-Builder and Owner will work together to review the Allowance Items and Allowance Values based on design information then-available to determine that the Allowance Values constitute reasonable estimates for the Allowance Items. Design-Builder and Owner will continue working closely together during the preparation of the design to develop Construction Documents consistent with the Allowance Values. Nothing herein is intended in any way to constitute a guarantee by Design-Builder that the Allowance Item in question can be performed for the Allowance Value.

7.7.3 No Work shall be performed on any Allowance Item without Design-Builder first obtaining in writing advanced authorization to proceed from Owner. Owner agrees that if Design-Builder is not provided written authorization to proceed by the date set forth in the Project Schedule approved with the GMP Amendment, due to no fault of Design-Builder, Design-Builder may be entitled to an adjustment of the Contract Time(s) and Contract Price.

7.7.4 The Allowance Value includes the direct cost of labor, materials, equipment, transportation, taxes, and insurance associated with the applicable Allowance Item.

7.7.5 Whenever the actual cost for an Allowance Item is more than or less than the stated Allowance Value, the Design-Builder shall report such difference to Owner so that Owner can maintain a running tally of Allowance Item costs against Allowance Values. Prior to final payment, the Contract Price shall be adjusted accordingly by Change Order, subject to Section 7.7.4. The amount of the Change Order shall reflect the difference between actual costs incurred by Design-Builder for all Allowance Items and the total Allowance Value plus markup.

Article 8

Procedure for Payment

8.1 Phase 1 Payments. Phase 1 Services shall be paid by Owner based on the not-to-exceed Phase 1 price and the all-inclusive billing rates and labor categories both set forth in **Exhibit E** (Supporting Pricing Information). No additional markups beyond those included in **Exhibit E** shall be added to billings from any subconsultants or subcontractors for Phase 1 services. All-inclusive billing rates and labor categories shall not be subject to any overtime pay obligations, except subcontractors and vendors, incurred by Design-Builder nor any rate increases during Phase 1.

8.2 Phase 2 Payments.

8.2.1 Progress payments will be made monthly for work duly certified, approved, and performed during the calendar month preceding the Application in accordance with the following procedure:

8.2.1.1 Draft Application. Design-Builder shall submit to Owner a report on the current progress of the Work as compared to Design-Builder's Construction Schedule, and a draft, itemized application for payment for work performed during the current calendar month on a form supplied or approved by Owner. This shall not constitute a payment request. Design-Builder and Owner shall confer regarding the current progress of the Work and the amount of payment to which Design-Builder is entitled. Owner may on occasion request Design-Builder to provide data substantiating Design-Builder's right to payment, such as copies of requisitions from Subcontractors of any tier, and reflecting retainage as provided elsewhere in the Contract Documents.

8.2.1.2 Payment Request. After Design-Builder and Owner have met and conferred regarding the updated draft application, and Design-Builder has furnished all progress information required and all data requested by Owner under 8.2.1.1 above, Design-Builder shall submit Design-Builder's Application for Payment for Work completed during the previous month in accordance with Article 6 of the General Conditions on a form supplied or approved by Owner. Among other things, the Application shall state that prevailing wages have been paid in accordance with the pre-filed statements of intent to pay prevailing wages on file with Owner and that all payments due Subcontractors of any tier from Owner's payment the prior month have been made.

8.2.1.3 Disputed Amounts. If Design-Builder believes it is entitled to payment for Work performed during the prior calendar month in addition to the agreed-upon amount, Design-Builder may, also by the tenth day of the month, submit to Owner along with the approved payment request a separate written payment request specifying the exact additional amount due, the category in the Schedule of Values in which the payment is due, the specific Work for which the additional amount is due, and why the additional payment is due. Furthermore, Design-Builder and all Subcontractors shall file with Owner by the tenth day of the month certified copies of all payroll records relating to the additional amount due.

8.2.1.4 Validity of Payment Requests. A payment request shall not be valid unless it complies with the requirements of the Contract Documents.

8.2.2 Owner shall make payment within 30 days after Owner's receipt of each properly submitted and accurate Application for Payment, but in each case less the total of payments previously made, less retainage, and less amounts properly withheld under Section 6.3 of the General Conditions.

8.3 Retainage on Phase 2 Progress Payments.

8.3.1 Pursuant to Chapter RCW 60.28, the Owner will retain five percent of each approved Application for Payment to be retained as a trust fund for the protection and payment of the claims of any person arising under the contract and the state with respect to taxes imposed pursuant to Titles 50, 51, and 82 RCW which may be due from Design-Builder. The moneys reserved may, at the option of Design-Builder, be retained in accordance with the provisions of Chapter 60.28 RCW.

8.3.2 Sixty days after Final Acceptance of the entire Work, which is an action by the Board of Directors, Owner shall release to Design-Builder all retained amounts in accordance with chapter RCW 39.12 and chapter RCW 60.28, provided that Design-Builder has submitted: (1) pursuant to RCW 39.12.040, an "Affidavit of Wages Paid" from Design-Builder and from each Subcontractor of any tier certified by the Industrial Statistician of the Department of Labor and Industries, with the fees paid by Design-Builder or Subcontractor of any tier, (2) pursuant to RCW 60.28.021, certificates from the Department of Revenue, the Employment Security Department, and the

Department of Labor and Industries. If there are either unpaid taxes or unsatisfied claims of lien against the retained percentage, disbursement of retainage funds will be made in accordance with state law.

8.4 Final Payment. Design-Builder shall submit its Final Application for Payment to Owner in accordance with Section 6.7 of the General Conditions. Owner shall make payment on Design-Builder's properly submitted and accurate Final Application for Payment within 30 days after Owner's receipt of the Final Application for Payment, provided that (a) Design-Builder has satisfied the requirements for final payment set forth in Section 6.7.2 of the General Conditions and (b) Owner shall have the right to withhold all amounts to which Owner is entitled to withhold pursuant to Section 6.3 of the General Conditions.

8.5 Interest. Payments due and unpaid by Owner to Design-Builder, whether progress payments or final payments, shall bear interest as specified by RCW 39.76.

8.6 Record Keeping and Finance Controls. Design-Builder acknowledges that this Contract is to be administered on an open-book arrangement relative to the Cost of the Work. Design-Builder shall keep full and detailed accounts and exercise such controls as may be necessary for proper financial management, and using accounting and control systems in accordance with generally accepted accounting principles and as may be provided in the Contract Documents.

During the performance of the Work and for a period of six (6) years after Final Payment, Owner and Owner's accountants shall be afforded access to, and the right to audit from time to time, upon reasonable notice, Design-Builder's records, books, correspondence, receipts, subcontracts, purchase orders, vouchers, memoranda, and other data relating to the Work, all of which Design-Builder shall preserve for a period of six (6) years after Final Payment.

Such inspection shall take place at Design-Builder's offices during normal business hours unless another location and time is agreed to by the parties. Any multipliers or markups agreed to by the Owner and Design-Builder as part of this Contract are only subject to audit to confirm that such multiplier or markup has been charged in accordance with this Contract, but the composition of such multiplier or markup is not subject to audit.

Design-Builder shall incorporate Design-Builder's obligations (including the obligations to keep and maintain records and provide opportunity to Owner to inspect such records) under this Section 8.6 in each of its agreements with its Subcontractors.

Article 9

Termination for Convenience

9.1 In addition to Owner's other termination rights in the General Conditions to Contract, Owner may terminate the Contract for convenience. Upon ten (10) days' written notice to Design-Builder, Owner may, for its convenience and without cause, elect to terminate this Contract or any portion of this Contract. In such event, Owner shall (subject to the limitation set forth in Section 8.3 above) pay Design-Builder for that portion of the Contract Price that corresponds to the percentage of completion of Work in accordance with the Contract Documents, plus the reasonable administrative costs of and fee on completed work prior to the termination, but shall not be entitled to any other costs or damages whatsoever (including without limitation fee or profit on terminated Work).

9.2 The total sum to be paid to Design-Builder under this Article 9 shall not exceed the Contract Price as reduced by the amount of payments otherwise made, the price of Work not terminated, and as otherwise permitted by this Contract. The amounts payable to Design-Builder shall exclude the fair value of property not under Owner's control which is destroyed, lost, stolen or damaged to become undeliverable to Owner.

9.3 Any claim, request for equitable adjustment or other demand for extra compensation or time extension by Design-Builder arising from or related to acts, events, occurrences, or omissions prior to the

effective date of the convenience termination shall continue to be subject to and resolved in accordance with the rules (contractual or legal, express or implied) in effect prior to the termination. The convenience termination will not convert this Contract into a cost reimbursement contract.

Article 10

Representatives of the Parties

10.1 Owner's Representatives.

10.1.1 Owner designates the individual listed below as its Senior Representative ("Owner's Senior Representative"), which individual has the authority and responsibility for avoiding and resolving disputes under Section 10.7.2 of the General Conditions to the extent permitted by the Legal Requirements:

Kevin O'Brien, Fire Chief, Snohomish Regional Fire and Rescue

10.1.2 Owner designates the individual listed below as its Owner's Representative, which individual has the authority and responsibility set forth in Section 3.3 of the General Conditions to the extent permitted by the Legal Requirements:

Andy Bailey, Senior Project Manager, OAC Services, Inc

10.2 Design-Builder's Representatives.

10.2.1 Design-Builder designates the individual listed in the table in Section 10.3 below as its Senior Representative ("Design-Builder's Senior Representative"), which individual has the authority and responsibility for avoiding and resolving disputes under Section 10.7.2 of the General Conditions.

10.2.2 Design-Builder designates the individual listed in the table in Section 10.3 below as its Design-Builder's Representative, which individual has the authority and responsibility set forth in Section 2.1.1 of the General Conditions.

10.3 Key Personnel. Design-Builder has been selected for this Project based on not only its qualifications as a corporate entity, but also upon the basis of the qualifications of the key personnel it intends to employ to perform the Work. Design-Builder agrees to provide all professional personnel necessary, at adequate staffing levels, to perform the required services under this Contract, including the key personnel identified below:

Position Title	Name of Individual
Design-Builder Senior Representative	Geri Urbas
Design-Builder Representative (Project Manager)	Noah Foster
Design-Builder Chief Estimator	Steve Watkins
Design-Builder Architect of Record	Sian Roberts
Design-Builder Design Principal	Scott Wolff
Design-Building Architect Project Manager	Zubin Rao
Design-Builder Program Principal	
Design-Builder Sr. Superintendent	Jason Steinbacher
Design-Builder Sr. Design Manger	Noah Toomey
Design-Builder Design Manger	Aaron Helmers

These key personnel, all of whom were named in Design-Builder's proposal submitted in response to the Owner's Request for Qualifications and Proposals for the Project, will be assigned to the Project. Except in the event of the death of the employee or their termination of employment with Design-Builder, these key personnel shall remain assigned for the duration of the Project unless otherwise agreed to in writing by the Owner in its sole discretion.

In the event Design-Builder **proposes to substitute** any of the key personnel due to death or employment termination, the individual(s) proposed must demonstrate the qualifications indicated in the Request for Proposals for their respective role(s), and experience as required to successfully perform such duties. Owner shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the Project. Design-Builder will remove from the Project any personnel assigned to the Project if, after the matter has been thoroughly considered by Owner and Design-Builder, Owner considers such removal necessary and in the best interest of the Project, and Owner so notifies Design-Builder in writing and allows a reasonable period for the transition to different personnel.

10.4 Key Firms. Design-Builder has been selected for this Project on the basis of not only its qualifications as a corporate entity, but also upon the basis of the qualifications of the key firms it intends to engage to perform the Work. Design-Builder agrees to engage such firms to perform the required services under this Contract, including the key firms identified below:

Firm	Role
The Miller Hull Partnership	Design

These key firms, all of whom were named in Design-Builder proposal submitted in response to the Owner's Request for Qualifications and Proposals for the Project, will be engaged on the Project. These key firms shall be engaged for the complete scope identified in the Design-Builder's proposal. In the event Design-Builder proposes to substitute any of the key firms, Design-Builder shall demonstrate that the replacement firm possesses sufficient qualifications to perform the Work in question. Owner shall have the sole right to determine whether key firm proposed as substitutes is qualified to work on the Project.

Article 11

Bonds and Insurance

11.1 Design-Builder's Insurance. Unless a longer period of coverage is specified elsewhere in this Article 11, Design-Builder shall obtain and keep in force the following insurance coverages for a period of 365 days from Substantial Completion of all Work with insurance companies approved by the State Insurance Commissioner pursuant to Title 48 RCW.

All policies will name the Owner, its officers, board members, employees, and agents as additional insureds, with the exception of the Design-Builder's Professional Liability and workers' compensation policies. Prior to Design-Builder commencing any work, Design-Builder shall provide the Owner with copies of insurance certificates and additional insured endorsements, all in a form acceptable to the Owner. The insurance provided must be with an insurance company with a rating of A-: VII or higher in the A.M. Best's Key Rating Guide, which is licensed to do business in the state of Washington (or issued as a surplus line by a Washington Surplus lines broker). Owner reserves the right to approve the security of the insurance provided, the company, terms and coverage, the certificates of insurance, and endorsements and reserves the right to obtain copies of all redacted policies from Design-Builder upon request.

11.1.1 Coverages and Limits. The insurance shall provide the minimum coverages and limits set forth below. Owner shall be provided 30 days written notice of cancellation. Owner does not warrant or represent that such coverages and limits are appropriate or adequate to protect Design-Builder. Neither Owner's specification or approval of the insurance in this Contract, nor of its amount, nor providing coverage in these stated minimum limits shall be construed to relieve Design-Builder from liability more than such limits. Coverages are the minimum to be provided and are not limitations of liability under the Contract, indemnification, or applicable law provisions. Design-Builder may, at its expense, purchase larger coverage amounts.

The cost of any claim payments falling within the deductible shall be the sole responsibility of Design-Builder. Design-Builder's insurance shall be primary and non-contributory as respects the Owner, and any self-insurance or any other insurance maintained by the Owner shall be excess and not contributing insurance with the Design-Builder's insurance. Design-Builder shall submit upon execution of this Contract Certificates of Insurance acceptable to Owner as evidence of all insurance required herein:

11.1.1.1 Commercial General Liability Insurance. A policy of Commercial General Liability Insurance on an industry standard insurance occurrence form: (CG 00 01) or equivalent, with limits of at least \$1,000,000 per occurrence / \$2,000,000 aggregate, including all coverage known as:

Per Project Aggregate endorsement (CG2503)

Premises/Operations Liability

Products/Completed Operations—for a period of six years following Substantial Completion

Personal/Advertising Injury

Contractual Liability

Independent Contractors Liability

Stop Gap or Employers Contingent Liability

11.1.1.2 Employers Liability:

- (1) \$1,000,000 Each Accident
- (2) \$1,000,000 Disease - Policy Limit
- (3) \$1,000,000 Disease - Each Employee

11.1.1.3 Automobile. Commercial Automobile Liability with a combined single limit of not less than \$1,000,000 for each accident. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.

11.1.1.4 Excess or Umbrella Liability. \$10 million per occurrence and aggregate during construction and with Product/Completed Operations coverage for a period of six years following Substantial Completion.

11.1.1.5 Contractors Pollution Liability. A policy providing coverage for claims involving remediation, disposal, or other handling of pollutants arising out of Design-Builder's operations; from the transportation of hazardous materials; or involving remediation, abatement, repair, maintenance or other work with lead-based paint or materials containing asbestos. Such Pollution Liability policy shall provide at least \$2,000,000 per occurrence coverage for Bodily Injury and Property Damage.

11.1.1.6 Design-Builder's Professional Liability. The Design-Builder, the Design-Builder's Engineer, other design consultants, and any design-build Subcontractors of any tier will maintain for at least six (6) years after Substantial Completion Professional Liability/Errors and Omissions Liability insurance in an amount of not less than \$2,000,000 per claim and annual aggregate (deductible of up to \$500,000 permitted). The Design-Builder, the Design-Builder's Engineer, other design consultants, and any design-build Subcontractors of any tier will promptly notify the Owner of any material changes to, interruption of, or termination of this insurance, and will immediately procure replacement coverage. The Design-Builder, the Design Builder's Engineer, other design consultants, and any design-build Subcontractor of any tier will either maintain active policy coverage, or an extended reporting period, providing coverage for claims first made and reported to the insurance company within six (6) years of Substantial Completion or termination of the Work under this Contract, whichever occurs first. The Owner may modify these insurance requirements for certain entities, on a case-by-case basis, by providing written agreement of such modifications.

11.1.1.7 Worker's Compensation. Worker's Compensation coverage, as required by RCW Title 51. If Design-Builder is qualified as a self-insurer in accordance with RCW 51.14, Design-Builder shall so certify by letter signed by a corporate officer indicating that it is a qualified self-insured, and setting forth the limits of any policy of excess insurance covering its employees.

11.1.1.8 Builder's Risk Insurance. The Design-Builder shall procure and maintain during the life of the Contract, or until acceptance of the project by Owner, whichever is longer, "All Risk" Builders Risk or Installation Floater Insurance at least as broad as ISO form number CP0020 (Builders Risk Coverage Form) with ISO form number CP0030 (Causes of Loss – Special Form) including coverage for fire, explosion, vandalism, malicious mischief, Earth Movement, flood, water damage, windstorm, collapse, theft, off-site storage and property in transit. The coverage shall insure for direct physical loss to property of the full value of the Project, for 100% of the replacement value thereof and include earthquake. The policy shall be endorsed to cover the interests, as they may appear, of the Owner, Design-Builder and subcontractors of all tiers with the Owner and sub-contractors listed as a Named Insured. In the event of a loss to any or all of the work and/or materials therein and/or to be provided at any time prior to Substantial Completion or acceptance of the Project by the Owner, the Design-Builder shall promptly reconstruct, repair, replace or restore all work and/or materials so destroyed. Nothing herein provided for shall in any way excuse the Design-Builder or its surety from the obligation of furnishing all the required materials and completing the work in full compliance with the terms of the Contract.

11.1.1.8.1 Unless the parties agree otherwise, upon Substantial Completion, Owner shall replace the insurance policy required under Section 11.1.1.8 with property insurance written for the total value of the Project and shall remain in effect until expiration of the period for correction of the work.

11.1.1.8.2 Owner shall be responsible for payment of deductibles or self-insured retentions, however, Contractor shall be responsible for all deductibles for damage caused by Contractor's or their Subcontractor's negligence.

11.1.1.8.3 Upon request, the Contractor shall provide the Owner with a copy of the property insurance policy or policies required.

11.1.1.8.4 Occupancy or Use Prior to Substantial Completion. The Owner's occupancy or use of any completed or partially completed portion of the Work prior to Substantial Completion shall not commence until the insurance company or companies providing the insurance under Section 11.1.1.8 have consented in writing to the continuance of coverage. The Owner and the Contractor shall take no action with respect to partial occupancy or use that would cause cancellation, lapse, or reduction of insurance, unless they agree otherwise in writing. In the event Owner fails to obtain any necessary insurer consent to occupy prior to Substantial Completion, and such failure results in a loss or reduction of insurance coverage, Owner shall bear all risk of loss and waives all its rights of action against Contractor, Subcontractor, and Sub-subcontractors for such loss.

11.1.1.8.5 Loss of Use, Business Interruption, and Delay in Completion Insurance. The Owner, at the Owner's option, may purchase and maintain insurance that will protect the Owner against loss of use of the Owner's property, other "soft costs", or the inability to conduct normal operations, due to fire or other causes of loss. "Soft costs" coverage shall include perils of loss of rents due to delay, increase in interest on construction loans, architect's, engineer's, or surveyor's expense, legal expense, accounting expense, advertising expenses, realtor expense, or other similar insurable costs that the Owner may determine necessary. Deductibles shall be paid by the Owner. The Owner releases and waives all rights of action against the Contractor and Architect for loss of use of the Owner's property, including consequential damages and "soft costs", due to fire or other hazards however caused. If Owner elects not to purchase such optional insurance, Owner shall bear the risk of loss and waives all rights of action against Contractor for such uninsured loss.

11.1.2 Self-Insurance. At its sole option and in its sole discretion, Owner may accept Design-Builder's self-insurance for liability coverage in lieu of insurance from a commercial insurer. Design-Builder must provide a letter from its Corporate Risk Manager or appropriate Finance Officer representing and warranting the following minimum information: whether the self-insurance program is actuarially funded; the fund limits; any excess declaration pages to meet the contract requirements; a description of how Design-Builder would protect and defend Owner as an Additional Insured in their Self-Insured layer; and claims-handling directions in the event of a claim. Any amounts due to, sought by, or paid to third party claimants shall be the sole responsibility of Design-Builder, irrespective of whether such amount falls wholly within the level or amount of Design-Builder's self-insured retention.

11.1.3 Waiver of Subrogation. Design-Builder and the Owner waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent of proceeds paid by property insurance required by the Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Design-Builder or Owner, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from all Design Consultants, Design Sub-Consultants, Subcontractors, Sub-Subcontractors and Owner's separate contractors, if any. The policies shall provide such waivers by endorsement or otherwise. This waiver of subrogation shall be effective as to a person or entity (1) even though the person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property..

11.1.4 Design-Build Exclusions. Design-Builder is responsible for procuring and maintaining the insurance for the coverage amounts all as set forth in this Contract. Design-Builder's liability insurance shall specifically delete any design-build or similar exclusions that could compromise coverages because of the design-build nature of the Project. Any professional liability insurance shall specifically delete any design-build or similar exclusions that could compromise coverages because of the design-build nature of the Project.

11.1.5 Subcontractors. Except as otherwise agreed by the Owner in writing: the Design-Builder shall furnish separate evidence of insurance as stated above for each Subcontractor; and all coverage for Subcontractors shall be subject to all requirements stated herein (including specifically that the Owner be named as an additional insured on such insurance), except that Subcontractors shall not be required to provide Builder's Risk Insurance. The amount of coverage required for each Subcontractor shall be identified in Exhibit G (Insurance Matrix).

1.1.6 Insurance for Existing Structures. If the Work involves remodeling an existing structure or constructing an addition to an existing structure, the Owner shall purchase and maintain, or cause the true owner of the existing structure to purchase and maintain, until the expiration of the period for correction of Work as set forth in Contract Documents, "all-risks" property insurance, on a replacement cost basis, protecting the existing structure and its contents against direct physical loss or damage from the causes of loss identified in Section 11.1.1.8, notwithstanding the undertaking of the Work. The Owner shall be responsible for all co-insurance penalties. Owner waives all claims against Contractor, including subrogation, for direct physical loss or damage from the causes of loss identified in Section 11.1.1.8, and shall defend, indemnify, and hold harmless Contractor from and against such claims brought by any third party, including the true owner of the existing structure.

11.2 Performance and Payment Bond. Design-Builder shall secure from a surety company acceptable to Owner, admitted and licensed in the State of Washington, and shall pay for performance and payment bonds covering the faithful performance of the Contract and payment of obligations arising under the Contract Documents, each in the full amount of the GMP plus sales tax, pursuant to RCW 39.08, "Contractor's Bond." The bond shall be on a form provided by Owner. The bond must be executed by a duly licensed surety company that is listed in the latest Circular 570 of the United States Treasury Department as being acceptable as surety on federal bonds. No surety's liability on the bond shall exceed the underwriting limitations for the respective surety specified in Circular 570. The scope of the bond or the form thereof prescribed in these Contract Documents shall in no way affect or alter the liabilities of Design-Builder to Owner as set forth herein. All bonds signed by an agent or attorney-in-fact must be accompanied by a certified copy of that individual's authority to bind the surety. The evidence of authority shall show that it is effective on the date the agent or attorney-in-fact signed each bond. The bond shall cover all Change Orders without further consent from the surety.

Article 12

Other Provisions

12.1 Contract Exhibits. The Exhibits to this Contract, incorporated herein by reference, are as follows:

Exhibit A, List of Reference Documents;

Exhibit B, Owner's Project Criteria (to be developed as part of Phase 1 Work);

Exhibit C, Phase 1 Scope of Services (to be amended to reflect agreement on additional Phase 1 Work)

Exhibit D, Work included in Construction General Conditions;

Exhibit E, Supporting Pricing Information (from Design-Builder's Proposal);

Exhibit F, Design-Builder's Owned Equipment Rate Schedule

Exhibit G, Insurance Matrix

12.2 CPARB Reporting. Design-Builder shall provide the Owner and the Capital Projects Advisory Review Board ("CPARB") any project information required to be submitted by the Design-Builder in accordance with the provisions of Chapter 39.10 RCW and the requirements of CPARB.

12.3 OMWBE Reporting. Design-Builder shall track and provide the Owner and the Office of Minority and Women's Business Enterprises ("OMWBE") any project information required to be submitted by the Design-Builder in accordance with the provisions of Chapter 39.10 RCW and the requirements of OMWBE.

12.4 Notices. All notices, requests, demands, and other communications (collectively, "Notices") hereunder shall be in writing and delivered to the party hereto as specified below, or at such other address as the parties hereto may designate pursuant to this Section.

To Owner:

By electronic mail to: Ron Rasmussen Ron.Rasmussen@srfr.org; and
 By mail to:
 Snohomish Regional Fire and Rescue
 163 Village Court
 Monroe, WA 98272
 Attn: Ron Rasmussen

To Design-Builder:

By electronic mail to: Geri Urbas, Geri.Urbas@bnbbuilders.com; and
By mail to:
BNBuilders, Inc.
2601 Fourth Avenue, Suite 350
Seattle, Washington 98121
Attn: Geri Urbas

Either party may, by like notice, designate further or different addresses to which subsequent notices shall be sent. Any notice hereunder signed on behalf of the notifying party by a duly authorized attorney at law shall be valid and effective to the same extent as if signed on behalf of such party by a duly authorized officer or employee. Notices and communications given by mail hereunder shall be deemed to have been given seventy-two (72) hours after the date of dispatch: all other notices shall be deemed to have been given upon receipt.

In executing this Contract, Design-Builder declares under penalty of perjury under the law of Washington and in accordance with RCW 39.04.350(2) that within the three-year period immediately preceding the date of the Request for Qualifications issued in this matter, it has not been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.

OWNER:

DESIGN-BUILDER:

(Signature)

(Name of Design-Builder)

(Signature)

(Printed Name)

(Title)

Date: _____

Date: _____

Snohomish Regional Fire and Rescue

**General Conditions of Progressive Design-Build
Contract Between Owner and Design-Builder**

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Article 1

General

1.1 Mutual Obligations

1.1.1 *Owner and Design-Builder* commit at all times to cooperate fully with each other and proceed on the basis of trust and good faith, to permit each party to realize the benefits afforded under the Contract Documents.

1.2 Basic Definitions

1.2.1 *Additional Services* refers to those services defined or described in Section 2.3.1.8 of the Contract.

1.2.2 *Allowance Items* are specific portions of the Phase 2 Work set forth in the GMP Amendment with the cost for such Work estimated in an assigned dollar amount.

1.2.3 *Allowance Values* are the dollar amounts assigned to Allowance Items.

1.2.4 *Application for Payment* is the Design-Builder's request for payment prepared and submitted in compliance with Article 8 of the Contract and Article 6 of these General Conditions of Contract.

1.2.5 *Basis of Design Documents* are those documents specifically identified in the Phase 2 Proposal and GMP Amendment as being the "Basis of Design Documents" and shall include, but not be limited to, agreed upon modifications to the Owner's Project Criteria.

1.2.6 *Change Order* is defined or described in Section 9.1 of these General Conditions of Contract.

1.2.7 *Claim* is a demand or assertion by Design-Builder for itself or for the benefit of any Subcontractor or supplier of any tier seeking an adjustment of GMP or Contract Time, or both, or any other relief with respect to the terms of the Contract Documents.

1.2.8 *Construction Documents* are the documents, consisting of drawings and specifications, to be prepared or assembled by the Design-Builder consistent with the Basis of Design Documents unless a deviation from the Basis of Design Documents is specifically set forth in a Change Order executed by both the Owner and Design-Builder, as part of the design review process contemplated by Section 2.4 of these General Conditions of Contract.

1.2.9 *Construction General Conditions Costs* are defined or described in Section 7.3 of the Contract.

1.2.10 *Construction General Conditions Work* includes all work set forth in **Exhibit D** to the Contract.

1.2.11 *Contract* refers to the Progressive Design-Build Agreement between Owner and Design-Builder dated September 12, 2024, DBIA Document No. 544 (2019 Edition), as modified.

1.2.12 *Contract Documents* are as defined in Article 3 of the Contract.

1.2.13 *Contract Price* is defined or described in Section 2.3.1.1 of the Contract.

1.2.14 *Contract Time(s)* are the dates for Substantial Completion, Acceptance and Final Completion set forth in, or calculable from, Article 6 of the Contract.

1.2.15 *Cost of the Phase 2 Work* is defined or described in Section 7.5 of the Contract.

1.2.16 *Day or Days* shall mean calendar days unless otherwise specifically noted in the Contract Documents.

1.2.17 *Design-Build Team* is comprised of the Design-Builder, the Design Consultant (Engineer of Record), and Key Subcontractors (Key Firms) identified by the Design-Builder in its proposal in response to the Owner's Request for Proposals. The Key Firms are identified in Section 10.4 of the Contract.

1.2.18 *Design-Builder* is BN Builders.

1.2.19 *Design-Builder's Contingency* is defined or described in Section 7.6.2 of the Contract.

1.2.20 *Design-Build Fee* is defined or described in Section 7.4 of the Contract.

1.2.21 *Design Builder's Representative* is defined or described in Section 10.2.2 of the Contract.

1.2.22 *Design Builder's Senior Representative* is defined or described in Section 10.2.1 of the Contract.

1.2.23 *Design Consultant or Engineer of Record* is a qualified, licensed design professional or employed or retained to furnish design services required under the Contract Documents. A Design Sub-Consultant is a qualified, licensed design professional who is not an employee of the Design Consultant, but is retained by the Design Consultant or employed or retained by anyone under contract to Design Consultant, to furnish design services required under the Contract Documents. The Engineer of Record shall be a professional engineer licensed in the state of Washington.

1.2.24 *Differing Site Conditions* are defined or described in Section 4.2.1 of these General Conditions of Contract.

1.2.25 *Electronic Data* is defined or described in Section 12.1.1 of these General Conditions of Contract.

1.2.26 *Final Application for Payment* is defined or described in Section 6.7 of these General Conditions of Contract and 8.4 of the Contract.

1.2.27 *Final Completion* is the date on which all Work, except for warranties, is complete in accordance with the Contract Documents, including but not limited to, any items identified in the punch list and the submission of all documents set forth in Section 6.7.2 of these General Conditions of Contract.

1.2.28 *Force Majeure Events* are those unanticipated events that are beyond the control of both Design-Builder and Owner, including the events of war, floods, labor disputes (but not labor disputes involving Design-Builder), earthquakes, pandemics, epidemics, adverse weather conditions not reasonably anticipated, and other acts of God. Force Majeure Events shall not include known events or conditions (and associated Legal Requirements) in existence at the time of execution of the GMP Amendment.

1.2.29 *General Conditions of Contract* refer to this Document.

1.2.30 *GMP or Guaranteed Maximum Price* is defined or described in Section 7.6 of the Contract

1.2.31 *GMP Amendment* is an amendment to the Contract contingent upon Owner's approval of the Phase 2 Proposal as defined or described in Section 2.3.2.3 of the Contract.

1.2.32 *Hazardous Conditions* are any materials, wastes, substances and chemicals deemed to be hazardous under applicable Legal Requirements, or the handling, storage, remediation, or disposal of which are regulated by applicable Legal Requirements.

1.2.33 *Legal Requirements* are all applicable federal, state, and local laws, codes, ordinances, rules, regulations, orders and decrees of any government or quasi-government entity having jurisdiction over the Project or Site, the practices involved in the Project or Site, or any Work.

1.2.34 *Notice to Proceed* is a formal written notice from Owner to Design-Builder instructing it to commence with all or some portion of the Work.

1.2.35 *Open-Book* means that all costs and expenses of any kind chargeable to Owner shall be open and transparent to Owner. Owner has the right, directly or through agents or representatives of its choosing, to access and audit all information used or obtained by Design-Builder in formulating the price in Article 7 of the Contract. Any adjustment to price throughout the Project shall be made on an Open-Book basis as well. Open-Book pricing and payment procedures will not apply to a Lump Sum payment structure.

1.2.36 *Owner* is Snohomish Regional Fire and Rescue.

1.2.37 *Owner's Project Criteria* are developed by or for Owner to describe Owner's program requirements and objectives for the Project, including use, space, price, time, site and expandability requirements, as well as submittal requirements and other requirements governing Design-Builder's performance of the Work. Owner's Project Criteria may include conceptual documents, design criteria, design performance specifications, design specifications, and LEED® or other sustainable design criteria and other Project-specific technical materials and requirements. The Owner's Project Criteria are set forth in **Exhibit B** to the Contract

1.2.38 *Owner's Representative* is defined or described in Section 10.1.2 of the Contract.

1.2.39 *Owner's Senior Representative* is defined or described in Section 10.1.1 of the Contract.

1.2.40 *Pass-Through Costs* is defined or described in Section 7.5.3 of the Contract.

1.2.41 *Phase 1 Work* is that portion of the Work defined and described in the Phase 1 Scope of Services and includes but is not limited to completion of design through 100 percent.

1.2.42 *Phase 1 Scope of Services* is the document attached to the Contract as **Exhibit C**.

1.2.43 *Phase 2 Work* is that portion of the Work defined and described in the GMP Amendment.

1.2.44 *Phase 2 Proposal* is defined and described in Section 2.3 of the Contract.

1.2.45 *Project* is the Fire Stations 32 and 81 Projects and all Work associated herewith.

1.2.46 *Reference Documents* are those documents itemized in **Exhibit A**.

1.2.47 *Safety Representative* is defined and described in Section 2.8.1 of these General Conditions of Contract.

1.2.48 *Scheduled Substantial Completion Date* is the date set forth in the Contract at Section 6.2.1 and is subject to adjustment in accordance with these General Conditions of Contract.

1.2.49 *Site* is the land or premises on which the Project is located.

1.2.50 *Subcontractor* is any person or entity retained by Design-Builder as an independent contractor to perform a portion of the Work and shall include materialmen and suppliers.

1.2.51 *Sub-Subcontractor* is any person or entity retained by a Subcontractor as an independent contractor to perform any portion of a Subcontractor's Work and shall include materialmen and suppliers.

1.2.52 *Substantial Completion* or *Substantially Complete* means the Work, except for agreed punch list items, is sufficiently complete in accordance with the Contract Documents such that Owner can occupy and use the Project or a portion thereof for its intended purposes, and Design-Builder has provided all documentation and other information as is required by Section 6.6 of these General Conditions.

1.2.53 *Work* is comprised of all Design-Builder's design, construction and other services required by the Contract Documents, including procuring, and furnishing all materials, equipment, services and labor reasonably inferable from the Contract Documents.

1.2.54 *Work Change Directive* is defined and described in Section 9.2 of these General Conditions of Contract.

1.2.55 *Work Product* is defined and described in Section 5.1 of the Contract.

Article 2

Design-Builder's Services and Responsibilities

2.1 General Services.

2.1.1 Design-Builder's Representative shall be reasonably available to Owner and Owner's Representative and shall have the necessary expertise and experience required to supervise the Work. Design-Builder's Representative shall communicate regularly with Owner and shall be vested with the authority to act on behalf of Design-Builder. Design-Builder's Representative may be replaced only with the mutual agreement of Owner and Design-Builder. Design-Builder shall be lawfully licensed, bonded, and insured in the jurisdiction where the Project is located. The Design-Builder shall be and operate as an independent contractor in the performance of the Work and shall have complete control over and responsibility for all personnel performing the Work. The Design-Builder is not authorized to enter into any agreements or undertakings for or on behalf of the Owner or to act as or be an agent or employee of the Owner.

2.1.2 Design-Builder shall provide Owner Owner's Representative and with a monthly status report detailing the progress of the Work, including (i) whether the Work is proceeding according to schedule, (ii) whether discrepancies, conflicts, or ambiguities exist in the Contract Documents that require resolution, (iii) whether health and safety issues exist in connection with the Work; (iv) status of the contingency account to the extent provided for in the Contract; and (v) other items that require resolution so as not to jeopardize Design-Builder's ability to complete the Work, within the GMP, for the Contract Price and within the Contract Time(s).

2.1.3 Pursuant to Section 2.3.1.4 of the Contract, Design-Builder shall prepare and submit a schedule for the execution of the Phase 2 Work for Owner's review and response (Project Schedule). The Project Schedule shall indicate the dates for the start and completion of the various stages of Work, including the dates when Owner information and approvals are required

to enable Design-Builder to achieve the Contract Time(s). The Project Schedule shall be revised as required by conditions and progress of the Work, but such revisions shall not relieve Design-Builder of its obligations to complete the Work within the Contract Time(s), as such dates may be adjusted in accordance with the Contract Documents. Owner's review of, and response to, the Project Schedule shall not be construed as relieving Design-Builder of its complete and exclusive control over the means, methods, sequences and techniques for executing the Work.

2.1.4 The parties will meet within seven (7) days after execution of the Contract to discuss issues affecting the administration of the Work and to implement the necessary procedures, including those relating to submittals and payment, to facilitate the ability of the parties to perform their obligations under the Contract Documents.

2.2 Design Professional Services.

2.2.1 Design-Builder shall, consistent with applicable state licensing laws, provide through qualified, licensed design professionals employed by Design-Builder, or procured from qualified, independent licensed Design Consultants, the necessary design services, including architectural, engineering and other design professional services, for the preparation of the required drawings, specifications and other design submittals to permit Design-Builder to complete the Work consistent with the Contract Documents. Nothing in the Contract Documents is intended or deemed to create any legal or contractual relationship between Owner and any Design Consultant.

2.3 Standard of Care for Design Professional Services.

2.3.1 The standard of care for all design professional services performed to execute the Work shall be the (i) the care and skill necessary to comply with the requirements of this Contract and (ii) care and skill ordinarily used by members of the design profession practicing under similar conditions at the same time and locality of the Project, whichever is greater.

2.4 Design Development Services.

2.4.1 Design-Builder and Owner shall, consistent with any applicable provision of the Contract Documents, agree upon any interim design submissions that Owner may wish to review, which interim design submissions may include design criteria, drawings, diagrams and specifications setting forth the Project requirements. Interim design submissions shall be consistent with the Basis of Design Documents, as the Basis of Design Documents may have been changed through the design process set forth in this Section 2.4.1 hereof and Section 2.1.1 of the Contract. On or about the time of the scheduled submissions, Design-Builder and Owner shall meet and confer about the submissions, with Design-Builder identifying during such meetings, among other things, the evolution of the design and any changes to the Basis of Design Documents, or, if applicable, previously submitted design submissions. Changes to the Basis of Design Documents, including those that are deemed minor changes under Section 9.3 hereof, shall be processed in accordance with Article 9. Minutes of the meetings, including a full listing of all changes, will be maintained by Design-Builder and provided to all attendees for review. Following the design review meeting, Owner shall review and approve the interim design submissions and meeting minutes in a time that is consistent with the turnaround times set forth in Design-Builder's schedule.

2.4.2 Design-Builder shall submit to Owner Construction Documents setting forth in detail drawings and specifications describing the requirements for construction of the Work. The Construction Documents shall be consistent with the latest set of interim design submissions, as such submissions may have been modified in a design review meeting and recorded in the meetings minutes. The parties shall have a design review meeting to discuss, and Owner shall review and approve, the Construction Documents in accordance with the procedures set forth in Section 2.4.1 above. Design-Builder shall proceed with construction in accordance with the

approved Construction Documents and shall submit one set of approved Construction Documents to Owner prior to commencement of construction.

2.4.3 Owner's review and approval of interim design submissions, meeting minutes, and the Construction Documents is for the purpose of mutually establishing a conformed set of Construction Documents compatible with the requirements of the Work. Neither Owner's review nor approval of any interim design submissions, meeting minutes, and Construction Documents shall be deemed to transfer any design liability from Design-Builder to Owner.

2.4.4 To the extent not prohibited by the Contract Documents or Legal Requirements, Design-Builder may prepare interim design submissions and Construction Documents for a portion of the Work to permit construction to proceed on that portion of the Work prior to completion of the Construction Documents for the entire Work.

2.5 Legal Requirements.

2.5.1 Design-Builder shall perform the Work in accordance with all Legal Requirements and shall provide all notices applicable to the Work as required by the Legal Requirements.

2.6 Government Approvals and Permits.

2.6.1 Design-Builder shall obtain and pay for all necessary permits, approvals, licenses, government charges and inspection fees required for the prosecution of the Work by any government or quasi-government entity having jurisdiction over the Project.

2.7 Design-Builder's Construction Phase Services.

2.7.1 Unless otherwise provided in the Contract Documents to be the responsibility of Owner or a separate contractor, Design-Builder shall provide through itself or Subcontractors the necessary supervision, labor, inspection, testing, start-up, material, equipment, machinery, temporary utilities and other temporary facilities to permit Design-Builder to complete construction of the Project consistent with the Contract Documents.

2.7.2 Design-Builder shall perform all construction activities efficiently and with the requisite expertise, skill and competence to satisfy the requirements of the Contract Documents. Design-Builder shall at all times exercise complete and exclusive control over the means, methods, sequences and techniques of construction.

2.7.3 Design-Builder shall employ only Subcontractors who are duly licensed in the state of Washington and qualified to perform the Work consistent with the Contract Documents. Owner approves Subcontractors identified in Section 10.3 of the Contract as Key Firms and Key Personnel. Owner may reasonably object to Design-Builder's selection of any Subcontractor, provided that the Contract Price and/or Contract Time(s) shall be adjusted to the extent that Owner's decision impacts Design-Builder's cost and/or time of performance.

2.7.3.1 The Design-Builder shall include the language of this sub-paragraph in each of its first tier subcontracts, and shall require each of its Subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. Upon request of Owner, Design-Builder shall promptly provide documentation to Owner demonstrating that the Subcontractor meets the subcontractor responsibility criteria below. The requirements of this subsection apply to all subcontractors regardless of tier. At the time of subcontract execution, Design-Builder shall verify that each of its first tier Subcontractors meets the following bidder responsibility criteria:

- a) Have a current certificate of registration as a contractor in compliance with Chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
- b) Have a current Washington Unified Business Identifier (UBI) number;
- c) If applicable, have:
 - i. Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;
 - ii. A Washington Employment Security Department number, as required in Title 50 RCW;
 - iii. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
 - iv. An electrical contractor license, if required by Chapter 19.28 RCW;
 - v. An elevator contractor license, if required by Chapter 70.87 RCW.
 - vi. Receipt of training on the requirements related to public works and prevailing wages under Chapters 39.04 and 39.12 RCW to a person or persons designate by Bidder. This training must be provided by the Department of Labor and Industries (L&I) or by a training provider whose curriculum is approved by L&I. L&I, in consultation with the prevailing wage advisory committee, will determine the length of this training. Bidders that have completed three or more public works projects and have had a valid business license in Washington for three or more years are exempt from the training requirement stated in this subparagraph.
 - vii. Within the three-year period immediately preceding the date of the Request for Qualifications issued in this matter, not been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.
- d) Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).

2.7.4 Design-Builder assumes responsibility to Owner for the proper performance of the Work of Subcontractors and any acts and omissions in connection with such performance. Nothing in the Contract Documents is intended or deemed to create any legal or contractual relationship between Owner and any Subcontractor or Sub-Subcontractor, including but not limited to any third-party beneficiary rights.

2.7.5 Design-Builder shall coordinate the activities of all Subcontractors. If Owner performs other work on the Project or at the Site with separate contractors under Owner's control, Design-Builder agrees to reasonably cooperate and coordinate its activities with those of such separate contractors so that the Project can be completed in an orderly and coordinated manner without unreasonable disruption.

2.7.6 Design-Builder shall keep the Site reasonably free from debris, trash and construction wastes to permit Design-Builder to perform its construction services efficiently, safely and without interfering with the use of adjacent land areas. Upon Substantial Completion of the Work, or a portion of the Work, Design-Builder shall remove all debris, trash, construction wastes, materials, equipment, machinery and tools arising from the Work or applicable portions thereof to permit Owner to occupy the Project or a portion of the Project for its intended use.

2.7.7 The Design-Builder and each Subcontractor engaged in the Work shall pay all workers, laborers, or mechanics employed in the performance of any part of the Work an amount not less than the prevailing rate of wages established for each trade or occupation as established by the Washington Department of Labor and Industries. It is the Design-Builder's responsibility to determine the appropriate classifications and verify the applicable prevailing wage rates in effect at the time the proposal submittal is due. A worker, laborer, or mechanic whose type of work is not covered by any of the prevailing wage classifications and rates established by the Department of Labor and Industries shall be paid not less than the rate of wage listed for the classification which most nearly corresponds to the type of work to be performed, or as determined by the Industrial Statistician of the Washington Department of Labor and Industries.

The hourly minimum rates for wages and fringe benefits can be obtained at the following URL:

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>

Printed copies of the current prevailing wage rates are available for viewing at the Owner's offices. Owner will mail a hard copy of the prevailing wage rates upon written request received within seven days of the Proposal Submittal Date.

2.7.7.1 State wages: In accordance with RCW 39.12.020, the Design-Builder shall post on the Project site a copy of the approved Statements of Intent to Pay Prevailing Wages for the Design-Builder and every subcontractor of any tier. In addition, the Design-Builder shall post contact information for the Department of Labor and Industries regarding where a complaint about prevailing wages may be filed.

2.7.7.2 Owner does not guarantee that labor can be procured for the minimum wages provided for in the applicable prevailing wages. The prevailing rates of wages listed are a minimum only, below which Design-Builder cannot pay, and they do not constitute a representation that labor can be procured for the minimum listed. Design-Builder shall ascertain the wages above the minimum set forth that may have to be paid.

2.7.7.3 Before commencing the Work, Design-Builder and all Subcontractors, regardless of tier, shall file with the Owner a "Statement of Intent to Pay Prevailing Wages" approved by the Washington State Department of Labor and Industries certifying the rate of hourly wage to be paid each classification of worker, laborer, or mechanic to be employed upon the Work by the Design-Builder and Subcontractors. Such rates of hourly wage shall not be less than the prevailing wage rate. Before any payment is made by the Owner of any sums due under this contract, the Owner must receive from the Design-Builder and any Subcontractor, regardless of tier, a copy of the approved "Statement of Intent to Pay Prevailing Wages." Also following the Final Acceptance of the project, the Owner must receive from the Design-Builder and each Subcontractor, regardless of tier, a copy of the "Affidavit of Wages Paid" approved by the State Department of Labor and Industries. The Design-Builder and each Subcontractor shall pay all fees associated with and make

all applications directly to the Department of Labor and Industries. Forms may be obtained from the Department of Labor and Industries. These affidavits will be required before any funds retained, according to the provisions of RCW 60.28.011, are released to the Design-Builder.

2.7.7.4 Disputes regarding prevailing wage rates shall be referred for arbitration to the Director of the Department of Labor and Industries. The arbitration decision shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060.

2.8 Design-Builder's Responsibility for Project Safety.

2.8.1 Design-Builder recognizes the importance of performing the Work in a safe manner so as to prevent damage, injury or loss to (i) all individuals at the Site, whether working or visiting, (ii) the Work, including materials and equipment incorporated into the Work or stored on-Site or off-Site, and (iii) all other property at the Site or adjacent thereto. Design-Builder assumes responsibility for implementing and monitoring all safety precautions and programs related to the performance of the Work. Design-Builder shall, prior to commencing construction, designate a Safety Representative with the necessary qualifications and experience to supervise the implementation and monitoring of all safety precautions and programs related to the Work. Unless otherwise required by the Contract Documents, Design-Builder's Safety Representative shall be an individual stationed at the Site who may have responsibilities on the Project in addition to safety. The Safety Representative shall make routine daily inspections of the Site and shall hold weekly safety meetings with Design-Builder's personnel, Subcontractors and others as applicable.

2.8.2 Design-Builder and Subcontractors shall comply with all Legal Requirements relating to safety, as well as any Owner-specific safety requirements set forth in the Contract Documents, provided that such Owner-specific requirements do not violate any applicable Legal Requirement. Design-Builder will immediately report in writing any safety-related injury, loss, damage or accident arising from the Work to Owner's Representative and, to the extent mandated by Legal Requirements, to all government or quasi-government authorities having jurisdiction over safety-related matters involving the Project or the Work.

2.8.3 Design-Builder's responsibility for safety under this Section 2.8 is not intended in any way to relieve Subcontractors and Sub-Subcontractors of their own contractual and legal obligations and responsibility for (i) complying with all Legal Requirements, including those related to health and safety matters, and (ii) taking all necessary measures to implement and monitor all safety precautions and programs to guard against injuries, losses, damages or accidents resulting from their performance of the Work.

2.8.4 The Design-Builder shall enforce strict discipline and good order among the Design-Builder's employees and other persons carrying out the Work, including observance of drug testing and all smoking, tobacco, drug, alcohol, parking, safety, weapons, background checks, sexual harassment, and other rules governing the conduct of personnel at the Owner's property and at the Project Site. No change to the GMP or Contract Time, the Design-Builder shall remove from the Work and Work Site any employee or other person pursuant to this Section 2.8.4. Failure to comply with these requirements is grounds for immediate termination of the Contract for Cause.

2.8.5 The Design-Builder shall comply with the pertinent provisions of RCW 49.17, "Washington Industrial Safety and Health Act," and Ch. 296-155 WAC, "Safety Standards for Construction Work."

2.8.6 Pursuant to RCW 49.70, "Worker and Community Right to Know Act," and WAC 296-307-560 et seq., the Design-Builder shall provide the Owner copies of and have available at the

Project Site a workplace survey and material safety data sheets for all “hazardous” chemicals under the control or use of Design-Builder or any Subcontractor of any tier at the Project Site.

2.8.7 A Site-specific Covid-19 safety plan is required. The Design-Builder shall prepare and implement a Site-specific Covid-19 safety plan, which complies with applicable construction job site requirements as established by the state of Washington’s Phased Business Activity Guidelines. The Covid-19 safety plan must be available at the job site and readily available upon request for inspection by state and local authorities. The Design-Builder shall designate a supervisor in its Site-specific Covid-19 safety plan. The Design-Builder shall fully implement the safety plan and provide regular status updates relative to compliance at each progress meeting.

2.9 Warranties and Guaranty.

2.9.1 Design-Builder warrants to Owner that the construction, including all materials and equipment furnished as part of the construction, shall be new unless otherwise specified in the Contract Documents, of good quality, in conformance with the Contract Documents and free of defects in materials and workmanship. Work, materials, or equipment not conforming to these requirements, including substitutions not properly approved and authorized, are considered defective. Design-Builder’s warranty obligation excludes defects caused by abuse, alterations, or failure to maintain the Work in a commercially reasonable manner. Nothing in this warranty is intended to limit any manufacturer’s warranty which provides Owner with greater warranty rights than set forth in this Section 2.9 or the Contract Documents. Design-Builder will provide Owner with all manufacturers’ warranties upon Substantial Completion.

2.10 Correction of Defective Work.

2.10.1 Design-Builder agrees to correct any Work that is found to not be in conformance with the Contract Documents, including that part of the Work subject to Section 2.9 hereof, within a period of one year from the date of Substantial Completion or within such longer period to the extent required by any specific warranty included in the Contract Documents.

2.10.2 Design-Builder shall, within seven (7) days of receipt of written notice from Owner that the Work is not in conformance with the Contract Documents, take meaningful steps to commence correction of such nonconforming Work, including the correction, removal or replacement of the nonconforming Work and any damage caused to other parts of the Work affected by the nonconforming Work. If Design-Builder fails to commence the necessary steps within such seven (7) day period, Owner, in addition to any other remedies provided under the Contract Documents, may provide Design-Builder with written notice that Owner will commence correction of such nonconforming Work with its own or other contracted forces. If Owner does perform such corrective Work, Design-Builder shall be responsible for all reasonable costs incurred by Owner in performing such correction. If the nonconforming Work creates an emergency requiring an immediate response, the seven (7) day period identified herein shall be deemed inapplicable.

2.10.3 The one-year period referenced in Section 2.10.1 above applies only to Design-Builder’s obligation to correct nonconforming Work and is not intended to constitute a period of limitations for any other rights or remedies Owner may have regarding Design-Builder’s other obligations under the Contract Documents.

2.11 Non-Discrimination.

2.11.1 Design-Builder shall not discriminate on the grounds of race, color, sex or national origin in the selection and retention of Subcontractors, including procurement of materials and leases of equipment. Design-Builder shall not participate either directly or indirectly in such discrimination, including discrimination in employment practices. In the event of Design-Builder’s noncompliance with the nondiscrimination provisions of the Contract Documents, Owner shall impose such

sanctions as it, or the Owner's funding agencies, may determine to be appropriate, including, but not limited to: (a) withholding of payments to Design-Builder until Design-Builder complies, and (b) termination or suspension of the Contract, in whole or in part.

2.11.2 Design-Builder shall actively and in good faith provide opportunities for underutilized firms (Underutilized Firms) as Subcontractors and suppliers in the performance of the Phase 2 Services. Design-Builder shall consider granting contracts to Underutilized Firms on the basis of substantially equal proposals in the light most favorable to the Underutilized Firm. Design-Builder shall implement an Outreach Plan, reviewed and approved by the Owner prior to the execution of this Contract, that outlines the proactive strategies, resource commitments, and specific steps Design-Builder will take to effectively reach out to Underutilized Firms for the performance of the Phase 2 Services. As requested by Owner, Design-Builder shall furnish evidence of its compliance with these requirements. As used in this section, Underutilized Firms shall include veteran business enterprises (VBEs), minority business enterprises (MBEs), women business enterprises (WBEs), minority women business enterprises (MWBEs), combination Business enterprises (CBEs) and Socially and Economically Disadvantaged Business Enterprises (SEDBEs). The term "VBE" means a business at least 51% of which is veteran-owned. The terms MBE, WBE, MWBE, CBE and SEDBE are any such business that have been so certified by the State of Washington.

Article 3

Owner's Services and Responsibilities

3.1 Duty to Cooperate.

3.1.1 Owner shall, throughout the performance of the Work, cooperate with Design-Builder and perform its responsibilities, obligations, and services in a timely manner to facilitate Design-Builder's timely and efficient performance of the Work and so as not to delay or interfere with Design-Builder's performance of its obligations under the Contract Documents.

3.1.2 Owner shall provide timely reviews and approvals of interim design submissions and Construction Documents consistent with the turnaround times set forth in the Project Schedule.

3.1.3 Owner shall give Design-Builder timely notice of any Work that Owner notices to be defective or not in compliance with the Contract Documents.

3.2 Furnishing of Services and Information.

3.2.1. Reference Documents. Owner has provided Design-Builder with access to the reference documents (the "Reference Documents") listed in **Exhibit A** to the Contract. Owner provides such Reference Documents to Design-Builder for information only. Design-Builder understands and agrees that Owner shall not be responsible or liable in any respect for any loss, damage, injury, liability, cost or cause of action whatsoever suffered by Design-Builder by reason of any use of any information contained in the Reference Documents or any action or forbearance in reliance thereon. Design-Builder further acknowledges and agrees that (a) if and to the extent Design-Builder or anyone on Design-Builder's behalf uses any of the information in the Reference Documents in any way, such use is made on the basis that Design-Builder, not Owner, has approved and is responsible for such information, and (b) Design-Builder is capable of conducting and obligated hereunder to conduct any and all studies, analyses and investigations as it deems advisable to verify or supplement such information, and that any use of such information is entirely at Design Builder's own risk and at its own discretion.

3.2.2 Except as otherwise provided in the Contract Documents, Owner is responsible for securing and executing all necessary agreements with adjacent land or property owners that are

necessary to enable Design-Builder to perform the Work. Owner is further responsible for all costs, including attorneys' fees, incurred in securing these necessary agreements.

3.3 Reserved.

3.4 Owner's Representative.

3.4.1 Owner's Representative shall be responsible for providing Owner-supplied information and approvals in a timely manner to permit Design-Builder to fulfill its obligations under the Contract Documents. Owner's Representative shall also provide Design-Builder with prompt notice if it observes any failure on the part of Design-Builder to fulfill its contractual obligations, including any errors, omissions, or defects in the performance of the Work. Provided, however, that the failure of Owner's Representative to provide such notice shall not relieve Design-Builder from the obligation to perform the Work and deliver the Project in a manner consistent with its obligations under the Contract Documents. Owner's Representative shall communicate regularly with Design-Builder and shall be vested with the authority to act on behalf of Owner.

3.5 Government Approvals and Permits.

3.5.1 Design-Builder shall obtain and pay for all necessary permits, approvals, licenses, government charges and inspection fees for the Project.

3.6 Owner's Separate Contractors.

3.6.1 Owner is responsible for all work performed on the Project or at the Site by separate contractors under Owner's control. Owner shall contractually require its separate contractors to cooperate with and coordinate their activities so as not to interfere with, Design-Builder in order to enable Design-Builder to timely complete the Work consistent with the Contract Documents.

Article 4

Hazardous Conditions and Differing Site Conditions

4.1 Hazardous Conditions.

4.1.1 Unless shown or indicated in Contract Documents or identified in the Contract Documents to be within the scope of Work, Design-Builder is not responsible for any Hazardous Conditions encountered at the Site. Upon encountering any Hazardous Conditions, Design-Builder will stop Work immediately in the affected area and duly notify Owner and, if required by Legal Requirements, all government or quasi-government entities with jurisdiction over the Project or Site.

4.1.2 Upon receiving notice of the presence of suspected Hazardous Conditions, Owner shall take the necessary measures required to ensure that the Hazardous Conditions are remediated or rendered harmless. Such necessary measures may include Owner retaining qualified independent experts to (i) ascertain whether Hazardous Conditions have actually been encountered, and, if they have been encountered, (ii) prescribe the remedial measures that Owner must take either to remove the Hazardous Conditions or render the Hazardous Conditions harmless.

4.1.3 Design-Builder shall be obligated to resume Work at the affected area of the Project only after Owner provides it with written certification that (i) the Hazardous Conditions have been

removed or rendered harmless and (ii) all necessary approvals have been obtained from all government and quasi-government entities having jurisdiction over the Project or Site.

4.1.4 Design-Builder will be entitled, in accordance with these General Conditions, to an adjustment in the GMP and/or Contract Time(s) to the extent Design-Builder's cost and/or time of performance have been adversely impacted by the presence of Hazardous Conditions. Adjustment in Contract Time or compensation for delay will only be allowed for adverse impacts to the critical path. If Design-Builder seeks to have the GMP or the Contract Time, or both, adjusted due to any Hazardous Conditions, Design-Builder shall comply with the provisions of Section 9.1.3 of these General Conditions (Design-Builder Request for Change Order) in addition to the requirements of this Article 4. If Design-Builder has complied with this Article 4 and Section 9.1.3 of these General Conditions and Owner and Design-Builder cannot agree as to entitlement to or on the amount or extent, if any, of any adjustment in GMP or Contract Time, or both, as a result of such Work stoppage or such special conditions under which Work is agreed to be resumed by Design-Builder, the Design-Builder may make a Claim therefor as provided in Article 10.

4.1.5 Indemnification.

4.1.5.1 Owner is not responsible for Hazardous Conditions introduced to the Site by Design-Builder, Subcontractors, or anyone for whose acts they may be liable or responsible. To the fullest extent permitted by law, Design-Builder shall indemnify, defend and hold harmless Owner and Owner's officers, directors, employees and agents from and against all claims, losses, damages, liabilities and expenses, including attorneys' fees and expenses, arising out of or resulting from those Hazardous Conditions introduced to the Site by Design-Builder, Subcontractors or anyone for whose acts they may be liable.

4.1.5.2 Design-Builder is not responsible for Hazardous Conditions introduced to the Site by Owner, or anyone for whose acts it may be liable or responsible. To the fullest extent permitted by law, Owner shall indemnify, defend and hold harmless Design-Builder and its employees and agents from and against all claims, losses, damages, liabilities and expenses, including attorneys' fees and expenses, arising out of or resulting from those Hazardous Conditions introduced to the Site by Owner or anyone for whose acts it may be liable.

4.1.6 Design Builder shall not use or otherwise incorporate any asbestos-containing materials or products in the Work. At the time of final acceptance, Design-Builder shall submit a letter to the Owner that no asbestos-containing materials or products have been installed in the building in violation of this contractual provision and applicable laws.

4.1.7 Training and Reporting

4.1.7.1 All workers onsite who are involved in demolition, construction, installation or excavation activities must have current Asbestos Awareness Training, as required by WAC 296-62-07722(6).

4.1.7.2 Prior to bringing onsite any chemicals listed in 6 CFR part 27, Appendix A, the Design-Builder shall submit for itself and for all Subcontractors a completed "Contractor Declaration and Reporting Form for Department of Homeland Security – Chemicals of Interest."

4.1.8 General Requirements When Design-Builder Performs Hazardous Conditions Abatement

4.1.8.1 SUPERVISORY AUTHORITY: Design-Builder assumes all responsibilities

and shall perform all required work under applicable regulations related to their supervisory authority over Subcontractors and personnel performing work related to hazardous materials.

4.1.8.2 ACCESS RESTRICTIONS: Work described in the Contract Documents includes restriction of access to work areas during hazardous materials activities. Access to various work areas by the general public, Subcontractors, and other individuals will not be possible during certain hazardous materials work sequences, as specified in the Contract Documents. Design-Builder shall coordinate the Work to facilitate access by Subcontractors while enforcing work area restrictions, and shall minimize disruption to building occupants and services.

4.1.8.3 WORKING HOURS: No hazardous materials work shall occur when building users have access to work areas. Schedule all hazardous materials work to occur in accordance with schedule requirements outlined elsewhere in the Contract Documents, and when work areas have been vacated by building users.

4.1.8.4 EMERGENCY CONTACTS: Designated qualified representatives of the Contractor and specific hazardous materials Subcontractors are to be available on a 24-hour emergency basis for the duration of the Work. Provide contact information to the Owner's Representative for inclusion in the Project emergency contact list.

4.1.8.5 GENERAL HAZARDOUS MATERIALS SUBMITTALS: Design-Builder shall review the scope of work and submittal requirements outlined in the Contract Documents. Design-Builder shall submit, and require all subcontractors performing the work of handling or disposing of any hazardous materials to submit, pertinent information required by the Contract Documents. Examples of work and impact may include abatement, demolition, saw cutting, roto-hammering, welding, sanding, drilling, scraping or other remodeling and metals-related impact, impact of asbestos-containing joint compound or other material with <1% asbestos, PCB ballast removal or light tube removal and disposal.

4.1.8.6 REGULATIONS, LAWS and ORDINANCES: Design-Builder shall comply with all applicable regulations, laws and ordinances concerning the impact, removal, handling, storage, disposal, monitoring and protection against exposure or environmental pollution related to hazardous or regulated materials and conditions. Impacts to hazardous or regulated materials that may be required by the Work may include, but are not limited to: manual demolition, mechanical demolition, cutting, sawing, drilling, sanding, scraping, welding, power-washing or torch-cutting. Confirm required impacts with other applicable specification sections and drawing sheets. Design-Builder shall furnish all labor, materials, equipment, services and insurance that is specified, shown, or reasonably implied for the removal and handling of hazardous materials as part of the Work.

4.2 Differing Site Conditions.

4.2.1 Differing Site Condition. If Design Builder encounters conditions at the Site which are subsurface or otherwise concealed physical conditions which differ materially from those indicated in the Contract Documents, or unknown physical conditions of an unusual nature which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents (collectively, a "Differing Site Condition"), then Design Builder shall give written notice to Owner within 48 hours after becoming aware of or having encountered such condition. Design-Builder shall not further disturb the Differing Site Condition or perform any Work in connection therewith (except for an emergency) until receipt of written order to do so. After receipt of such written notice, Owner will promptly review the pertinent condition.

4.2.2 Possible GMP and Contract Time Adjustments

4.2.2.1 If Design-Builder seeks to have the GMP or the Contract Time, or both, adjusted due to the existence of a Differing Site Condition, Design-Builder shall comply with the provisions of Article 9 in addition to the requirements of this Section 4.2.

4.2.2.2 Design-Builder shall not be entitled to any adjustment in the Contract Price or Contract Time if:

- a) Design-Builder knew of the existence of such conditions at the time Design-Builder and Owner negotiated this Contract; or
- b) Design-Builder failed to give the written notice as required by Section 4.2 and/or comply with Article 9.

4.2.2.3 If Design-Builder knows or should have known of a Differing Site Condition during Phase 1 of the Project, but fails to mitigate by taking the Differing Site Condition into account in its design, the adjustment to the GMP or Contract Time will be limited to the adjustment, if any, that Design-Builder would have been entitled to if Design-Builder had not so failed to mitigate.

4.2.2.4 If Design-Builder complies with the provisions of Article 9 and this Section 4.2 and Owner and Design-Builder are unable to agree on entitlement to or on the amount or extent, if any, of any adjustment in the GMP or Contract Time, or both, a Claim may be made by Design-Builder as provided in Article 10.

Article 5

Insurance and Bonds

5.1 Insurance. The Design-Builder shall provide insurance consistent with and in accordance with the requirements of Article 11 of the Contract.

5.2 Bonds. The Design-Builder shall provide performance and payment bonds consistent with and in accordance with the requirements of Article 11 of the Contract.

Article 6

Payment

6.1 Schedule of Values.

6.1.1 The Design-Builder shall submit a Schedule of Values at least 15 days prior to submitting their first Application for Payment for Phase 2 Work. The Schedule of Values shall reasonably allocate the Contract Sum among the various portions of the Work; be complete; be organized to include detailed breakdown of each major unit of the Work; be organized to correspond to Design-Builder's schedule; break down the Contract Sum showing the value assigned to each part of the Work; be so organized as to facilitate assessment of work and payment of Subcontractors; and be balanced. Design-Builder shall provide documentation substantiating the cost allocation if asked by the Owner. Upon acceptance of the Schedule of Values by the Owner, it shall be used as a basis for all requests for payment.

6.1.2 The Owner will timely review and approve the Schedule of Values so as not to delay the submission of the Design-Builder's first application for payment. The Owner and Design-Builder

shall timely resolve any differences so as not to delay the Design-Builder's submission of its first application for payment.

6.2 Payments.

Owner shall make payments for Phase 1 and Phase 2 Services in accordance with Section 8 of the Contract.

6.3 Withholding of Payments.

6.3.1 On or before the date established in the Contract, Owner shall pay Design-Builder all amounts properly due, less statutory retainage. If Owner determines that Design-Builder is not entitled to all or part of an Application for Payment because of Design-Builder's failure to meet its obligations hereunder, it will notify Design-Builder in writing at least five (5) days prior to the date payment is due. The notice shall indicate the specific amounts Owner intends to withhold, the reasons and contractual basis for the withholding, and the specific measures Design-Builder must take to rectify Owner's concerns. Design-Builder and Owner will attempt to resolve Owner's concerns prior to the date payment is due. If the parties cannot resolve such concerns, Design-Builder may pursue its rights under the Contract Documents, including those under Article 10 hereof.

6.3.2 Notwithstanding anything to the contrary in the Contract Documents, Owner shall pay Design-Builder all undisputed amounts in an Application for Payment within the times required by the Contract.

6.4 Reserved.

6.5 Design-Builder's Payment Obligations.

6.5.1 Design-Builder will pay Design Consultants and Subcontractors, in accordance with its contractual obligations to such parties, all the amounts Design-Builder has received from Owner on account of their work. Design-Builder will impose similar requirements on Design Consultants and Subcontractors to pay those parties with whom they have contracted. Design-Builder will indemnify and defend Owner against any claims for payment and mechanic's liens as set forth in Section 7.3 hereof.

6.6 Substantial Completion.

6.6.1 Design-Builder shall notify Owner when it believes the Work, or to the extent permitted in the Contract Documents, a portion of the Work, is Substantially Complete. Within five (5) days of Owner's receipt of Design-Builder's notice (and all required documents and information), Owner and Design-Builder will jointly inspect such Work to verify that it is Substantially Complete in accordance with the requirements of the Contract Documents. If such Work is Substantially Complete, Owner shall prepare and issue a Certificate of Substantial Completion that will set forth (i) the date of Substantial Completion of the Work or portion thereof, (ii) the remaining items of Work that have to be completed before final payment, (iii) provisions (to the extent not already provided in the Contract Documents) establishing Owner's and Design-Builder's responsibility for the Project's security, maintenance, utilities and insurance pending final payment, and (iv) an acknowledgment that warranties commence to run on the date of Substantial Completion, except as may otherwise be noted in the Certificate of Substantial Completion. Design-Builder's notice shall include the following documents and information:

6.6.1.2 All operating manuals, warranties, record documents and other deliverables required by the Contract Documents; and

6.6.1.3 A signed and stamped set of all calculations supporting the design of the Project.

6.6.2 Upon Substantial Completion of the entire Work or, if applicable, any portion of the Work, Owner shall release to Design-Builder all retained amounts relating, as applicable, to the entire Work or completed portion of the Work, less an amount equal to the reasonable value of all remaining or incomplete items of Work as noted in the Certificate of Substantial Completion, and subject to the Retainage requirements of RCW 60.28 and Section 8.3 of the Contract.

6.6.3 Owner, at its option, may use a portion of the Work which has been determined to be Substantially Complete, provided, however, that (i) a Certificate of Substantial Completion has been issued for the portion of Work addressing the items set forth in Section 6.6.1 above, (ii) Design-Builder and Owner have obtained the consent of their sureties and insurers, and to the extent applicable, the appropriate government authorities having jurisdiction over the Project, and (iii) Owner and Design-Builder agree that Owner's use or occupancy will not interfere with Design-Builder's completion of the remaining Work.

6.7 Final Payment.

6.7.1 After receipt of a Final Application for Payment from Design-Builder, together with all information required by Section 6.7.2 below, Owner shall make final payment by the time required in the Contract if Design-Builder has achieved Final Completion.

6.7.2 At the time of submission of its Final Application for Payment, Design-Builder shall provide the following information:

6.7.2.1 An affidavit certifying that there are no claims, obligations or liens outstanding or unsatisfied for labor, services, material, equipment, taxes or other items performed, furnished or incurred for or in connection with the Work which will in any way affect Owner's interests;

6.7.2.2 A general release executed by Design-Builder waiving, upon receipt of final payment by Design-Builder, all claims, except those claims previously made in writing to Owner and remaining unsettled at the time of final payment;

6.7.2.3 Consent of Design-Builder's surety, if any, to final payment;

6.7.2.4 All operating manuals, warranties and other deliverables required by the Contract Documents; and

6.7.2.5 Certificates of insurance confirming that required coverages will remain in effect consistent with the requirements of the Contract Documents.

6.7.3 Reserved.

6.7.4 Deficiencies in the Work discovered after Substantial Completion, whether such deficiencies would have been included on the Punch List if discovered earlier, shall be deemed warranty Work. Such deficiencies shall be corrected by Design-Builder under Sections 2.9 and 2.10 herein and shall not be a reason to withhold final payment from Design-Builder, provided, however, that Owner shall be entitled to withhold from the Final Payment the reasonable value of completion of such deficient work until such work is completed.

Article 7

Indemnification

7.1 Patent and Copyright Infringement.

7.1.1 Design-Builder shall defend, with counsel reasonably acceptable to Owner (which shall be from insurance panel counsel where applicable), any action or proceeding brought against Owner based on any claim that the Work, or any part thereof, or the operation or use of the Work or any part thereof based upon the design provided by Design-Builder, constitutes infringement of any United States patent or copyright, now or hereafter issued. Owner shall give prompt written notice to Design-Builder of any such action or proceeding and will reasonably provide authority, information and assistance in the defense of same. Design-Builder shall indemnify and hold harmless Owner from and against all direct damages and costs, including but not limited to attorneys' fees and expenses awarded against Owner or Design-Builder in any such action or proceeding. Design-Builder agrees to keep Owner informed of all developments in the defense of such actions.

7.1.2 If Owner is enjoined from the operation or use of the Work, or any part thereof, as the result of any patent or copyright suit, claim, or proceeding for which Design-Builder has an indemnity duty under Section 7.1.1, Design-Builder shall at its sole expense take reasonable steps to procure the right to operate or use the Work. If Design-Builder cannot so procure such right within a reasonable time, Design-Builder shall promptly, at Design-Builder's option and at Design-Builder's expense, (i) modify the Work so as to avoid infringement of any such patent or copyright or (ii) replace said Work with Work that does not infringe or violate any such patent or copyright.

7.1.3 Sections 7.1.1 and 7.1.2 above shall not be applicable to any suit, claim or proceeding based on infringement or violation of a patent or copyright (i) to the extent relating solely to a particular design (conceptual or otherwise), process or product of a particular manufacturer specified by Owner and not offered or recommended by Design-Builder to Owner or (ii) arising from modifications to the Work by Owner or its agents after Acceptance of the Work. If the suit, claim or proceeding is based upon events set forth in the preceding sentence, Owner shall defend, indemnify and hold harmless Design-Builder to the same extent Design-Builder is obligated to defend, indemnify and hold harmless Owner in Section 7.1.1 above.

7.1.4 The obligations set forth in this Section 7.1 shall constitute the sole agreement between the parties relating to liability for infringement or violation of any patent or copyright.

7.2 Tax Claim Indemnification.

7.2.1 If, in accordance with Owner's direction, an exemption for all or part of the Work is claimed for taxes, Owner shall indemnify, defend and hold harmless Design-Builder from and against any liability, penalty, interest, fine, tax assessment, attorneys' fees or other expenses or costs incurred by Design-Builder as a result of any action taken by Design-Builder in accordance with Owner's directive. Owner shall furnish Design-Builder with any applicable tax exemption certificates necessary to obtain such exemption, upon which Design-Builder may rely.

7.3 Payment Claim Indemnification.

7.3.1 Provided that Owner is not in breach of its contractual obligation to make payments to Design-Builder for the Work, Design-Builder shall indemnify, defend and hold harmless Owner from any claims or mechanic's liens brought against Owner or against the Project as a result of the failure of Design-Builder, or those for whose acts it is responsible, to pay for any services, materials, labor, equipment, taxes or other items or obligations furnished or incurred for or in

connection with the Work. Within ten (10) days of receiving written notice from Owner that such a claim or mechanic's lien has been filed, Design-Builder shall commence to take the steps necessary to discharge said claim or lien, including, if necessary, the furnishing of a mechanic's lien bond. If Design-Builder fails to do so, Owner will have the right to discharge the claim or lien and hold Design-Builder liable for costs and expenses incurred, including attorneys' fees.

- 7.4 Design-Builder's General Indemnification.** Design-Builder shall defend, indemnify and hold the Owner, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, but only to the extent resulting from the negligent acts or omissions of, or breaches of this contract by Design-Builder and in no case for except for claims, injuries, and damages, losses or suits caused by the sole negligence of the Owner or any other indemnified party. Design-Builder shall not have the foregoing indemnity duties respecting claims, damages, or losses to the Work itself, however, which shall be covered by Builder's Risk insurance accompanied by a mutual waiver of subrogation between the parties, including Design-Builder's subcontractors.

Notwithstanding anything to the contrary in this indemnity provision, in the event of liability for damages arising out of bodily injury, sickness, disease, or death to persons, or damages to property, or Design-Builder's services under the contract caused by or resulting from the concurrent negligence of the Design-Builder and the Owner, its officers, officials, employees, and/or volunteers, the Design-Builder's liability hereunder shall be only to the extent of the Design-Builder's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Design-Builder's waiver of immunity under Industrial Insurance, Title 51 RCW, but solely for the purposes of this indemnification and only to the extent of claims by an indemnified party against Design-Builder under this indemnity provision. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

Article 8

Time

8.1 Obligation to Achieve the Contract Times.

8.1.1 Design-Builder agrees that it will commence performance of the Work and achieve the Contract Time(s) in accordance with Article 6 of the Contract. By executing the Contract, the Design-Builder confirms that the Contract Time is a reasonable period for performing the Work.

8.2 Delays to the Work.

8.2.1 If Design-Builder is delayed in the performance of the Work due to acts, omissions, conditions, events, or circumstances beyond its control and due to no fault of its own or those for whom Design-Builder is responsible, the Contract Time(s) for performance shall be reasonably extended by Change Order. Delays attributable to and within the control of a Subcontractor or supplier shall be deemed to be delays within the control of Design-Builder. By way of example, events that may entitle Design-Builder to an extension of the Contract Time(s) include acts or omissions of Owner or anyone under Owner's control (including separate contractors), changes in the Work, Differing Site Conditions, Hazardous Conditions, and Force Majeure Events. Design-Builder shall make all reasonable efforts to prevent and mitigate the effects of any delay, whether occasioned by an act of Force Majeure or otherwise.

8.2.2 Design-Builder is not entitled to a change in Contract Time unless the progress of the Work on the critical path is delayed and completion of the Work within Contract Time is delayed.

A Request for a Change Order that includes a request for an adjustment in the Contract Time shall be delivered to Owner in accordance with Article 9 herein and, in addition to any requirements in Article 9, shall:

- a. Include a clear explanation of how the event or conditions specifically impacted the critical path and overall construction schedule and the amount of the adjustment in Contract Time requested.
- b. Demonstrate that the delay could not have been avoided by re-sequencing of the Work or other reasonable alternatives.
- c. Be limited to the change in the critical path of a construction schedule, and any updates, attributable to the event or conditions which caused the request for adjustment.

8.3 In addition to Design-Builder's right to a time extension for those events set forth in Section 8.2.1 above, Design-Builder may also be entitled to an appropriate adjustment of the GMP; except that the GMP shall not be adjusted for Force Majeure Events.

Article 9

Changes to the GMP and Contract Time

9.1 Authorized Changes in the Work

9.1.1 General. After execution of the Contract, Changes in the Work are effective solely by Change Order or Work Change Directive.

9.1.2 Change Order. A Change Order is a written instrument issued after execution of the Contract signed by Owner and Design-Builder, stating their agreement upon all of the following:

- 9.1.2.1** The scope of the change in the Work;
- 9.1.2.2** The amount of the adjustment to the GMP, if any; and
- 9.1.2.3** The extent of the adjustment to the Contract Time(s), if any.

A Change Order shall constitute full payment and final settlement of all Claims for Contract Time adjustment and for direct, indirect, and consequential costs, including costs of delays, inconvenience, disruption of schedule, or loss of efficiency or productivity, related to any Work either recovered or affected by the Change Order, or related to the events giving rise to the request for equitable adjustment

9.1.3 Design-Builder Request for Change Order. Change Order requests may be initiated by Design-Builder in accordance with this subsection 9.1.3.

9.1.3.1 If Design-Builder believes that it is entitled to relief for any event or condition arising out of or related to the Work or Project, Design-Builder shall provide to Owner a written Notice of Intent to Submit a Request for Change Order no later than seven days after the event or condition giving rise to the claim for relief.

9.1.3.2 Unless the Owner's Representative issues written notice authorizing Design-Builder additional time to submit the Request for Change Order, Design-Builder shall provide a written Request for Change Order to the Owner's Representative

no later than 21 days after delivery of the Notice of Intent to Submit a Request for Change Order. The Request for Change Order must include (a) specific dollar amount of the requested change to GMP, covering all costs associated with the requested Change Order; (b) specific request for change in Contract Time (number of days); and (c) all documentation supporting the Request for a Change Order, including but not limited to all cost records, schedule analysis, and the documents identified in the Contract Documents, that are in any way relevant to the Design-Builder's Request for Change Order.

9.1.3.3 Pending resolution of Design-Builder's Request for a Change Order, Design-Builder shall continue to perform all Work including, at the written request of the Owner, the work associated with the pending Request for Change Order.

9.1.3.4 A Request for Change order that is not accepted by Owner in writing within 30 days after receipt by Owner is deemed denied.

9.1.3.5 If Design-Builder disagrees with denial of a Request for Change Order, the Design-Builder's sole remedy shall be to file a fully documented Claim in accordance with Article 10 within 30 days after Design-Builder's receipt of the denial or within thirty (30) days after the denial is deemed to have occurred under Section 9.1.3.4 above.

9.1.4 Unilateral Change Order. Owner may unilaterally issue a Change Order at any time, without invalidating the Contract and without notice to sureties. If any such Change Order causes an increase or decrease in the cost of, or time required for, performance of any part of the Work, Owner may make an adjustment in the GMP, Contract Time, or both, in accordance with the Contract Documents. If Design-Builder disagrees with the adjustment to the GMP or Contract Time as indicated in a Unilateral Change Order, Design-Builder's only remedy shall be to file a fully documented Claim in accordance with Article 10. Regardless of any such disagreement, the Design-Builder is required to continue with performance of all Work, including work associated with the Unilateral Change Order.

9.1.5 Owner Change Order Proposal. Change requests may be initiated by Owner through a Change Order Proposal submitted to Design-Builder. Such a request is for information and pricing only, and is not an instruction to execute changes or to stop work in progress, unless issued as a Work Change Directive. Upon receipt of the Owner Change Order Proposal, the Design-Builder shall promptly submit its proposed costs and pricing. If Owner and Design-Builder agree to the terms of the cost and pricing for the proposed change, they shall execute a mutually acceptable Change Order to authorize the change.

9.2 Work Change Directives.

9.2.1 A Work Change Directive is a written order prepared and signed by Owner directing a change in the Work prior to agreement on an adjustment in the Contract Price and/or the Contract Time(s).

9.2.2 Owner and Design-Builder shall negotiate in good faith and as expeditiously as possible the appropriate adjustments for the Work Change Directive. Upon reaching an agreement, the parties shall prepare and execute an appropriate Change Order reflecting the terms of the agreement.

9.3 Minor Changes in the Work.

9.3.1 Minor changes in the Work do not involve an adjustment in the GMP and/or Contract Time(s) and do not materially and adversely affect the Work, including the design, quality, performance and workmanship required by the Contract Documents. Design-Builder may make minor changes in the Work consistent with the intent of the Contract Documents, provided, however, that Design-Builder shall promptly inform Owner, in writing, of any such changes and record such changes on the documents maintained by Design-Builder.

9.4 GMP Adjustments.

9.4.1 The increase or decrease in GMP resulting from a change in the Work shall be determined by one or more of the following methods:

9.4.1.1 Unit prices set forth in the Contract or as subsequently agreed to between the parties;

9.4.1.2 A mutually accepted lump sum, properly itemized and supported by sufficient substantiating data to permit evaluation by Owner;

9.4.1.3 Costs, fees and any other markups set forth in the Contract; or

9.4.1.4 If an increase or decrease cannot be agreed to as set forth in items 9.4.1.1 through 9.4.1.3 above and Owner issues a Work Change Directive, the cost of the change of the Work shall be determined by the reasonable expense and savings in the performance of the Work resulting from the change, including a reasonable overhead and profit, as may be set forth in the Contract .

9.4.2 If unit prices are set forth in the Contract Documents or are subsequently agreed to by the parties, but application of such unit prices will cause substantial inequity to Owner or Design-Builder because of differences in the character or quantity of such unit items as originally contemplated, such unit prices shall be equitably adjusted.

9.5 Emergencies.

9.5.1 In any emergency affecting the safety of persons and/or property, Design-Builder shall act, at its discretion, to prevent threatened damage, injury, or loss. Any change in the GMP and/or Contract Time(s) on account of emergency work shall be determined as provided in this Article 9.

Article 10

Claims and Disputes

10.1 Condition Precedent to Filing a Claim. The following actions are a mandatory condition precedent to filing a Claim: (a) a Request for Change Order is denied or deemed denied by the Owner or (b) a Unilateral Change Order is issued by the Owner.

10.2 Claim Deadline. Unless otherwise agreed to in writing by the Owner, a fully documented Claim shall be received by the Owner within thirty (30) days after the denial or deemed denial of a Request for Change Order, or, in the case of a Unilateral Change Order, Design-Builder's receipt of Owner's decision regarding Contract Time or GMP adjustments pursuant to the Unilateral Change Order. Failure to comply with the time requirements set for filing a Claim shall constitute acceptance by the Design-Builder, on behalf of itself and its Subcontractors and suppliers, of the Unilateral Change Order or the Owner's denial or deemed denial of a Request for Change Order.

Such acceptance shall be considered complete, full, and final settlement of all costs, damages, and Claims related to or arising from the Request for Change Order or Unilateral Change Order.

- 10.3 Design-Builder's Obligation to Continue Work.** Pending final decision of a Claim hereunder, the Design-Builder shall proceed diligently with the performance of the Work, including that work associated with the Claim, and maintain its progress with the Work. Failure to proceed as required herein shall constitute grounds for termination for cause under Article 11.

- 10.4 Information Required in a Fully Documented Claim.** Every Claim must be submitted by Design-Builder, in writing and clearly designated by Design-Builder as a fully documented Claim. At a minimum, a fully documented Claim must contain the following information:

10.4.1 A detailed factual statement of the Claim providing all necessary details, locations, and items of Work affected;

10.4.2 The date on which facts arose that gave rise to the Claim;

10.4.3 The name of each person employed or associated with Design-Builder, Subcontractors, suppliers, and/or the Owner with knowledge about the event or condition which gave rise to the Claim;

10.4.4 Copies of documents and a written description of the substance of any oral communications that concern or relate to the Claim;

10.4.5 The specific provisions of the Contract Documents on which the Claim is based;

10.4.6 If an adjustment in the GMP is sought, the exact amount sought, calculated in accordance with the Contract Document and accompanied by all records supporting the Claim;

10.4.7 If an adjustment in the Contract Time is sought, the specific days and dates for which it is sought; the specific reason Design-Builder believes an adjustment in the Contract Time should be granted; and Design-Builder's analyses of its construction schedule, any specific schedule analysis as required by the Contract Documents, and all updates to demonstrate the reason for the adjustment in Contract Time; and,

10.4.8 A statement certifying, under penalty of perjury, that after the exercise or reasonable diligence and investigation the Claim is made in good faith, that the supporting cost and pricing data are true and accurate to the best of the Design-Builder's knowledge and belief, that the Claim is fully supported by the accompanying data, and that the amount requested accurately reflects the adjustment in the GMP or Contract Time for which Design-Builder believes the Owner is liable.

- 10.5 Cooperation/Claims Audit.** Design-Builder shall cooperate with Owner or its designee in the evaluation of its Claim and provide all information and documentation requested by Owner or its designee. Claims filed against Owner shall be subject to audit at any time following the filing of the Claim. Failure of Design-Builder, or Subcontractors of any tier, to maintain and retain reasonably sufficient records to allow Owner to verify all or a portion of the Claim or to permit Owner access to the books and records of Design-Builder, or Subcontractors of any tier, shall constitute a waiver of that part of the Claim and shall bar any recovery on that part of the Claim.

- 10.6 Owner Evaluation of Claim.** After Design-Builder has submitted a fully documented Claim that complies with Article 10, Owner shall respond, in writing, to Design-Builder within sixty (60) days from the date the fully documented Claim is received with a decision regarding the Claim. The Claim shall be deemed denied upon the 61st day following receipt of the Claim by Owner. Any

Claims not fully resolved must be submitted to Dispute Resolution in accordance with Section 10.7.

10.7 Dispute Avoidance and Resolution.

10.7.1 The parties are fully committed to working with each other throughout the Project and agree to communicate regularly with each other at all times so as to avoid or minimize disputes or disagreements. If disputes or disagreements do arise, Design-Builder and Owner each commit to resolving such disputes or disagreements in an amicable, professional and expeditious manner so as to avoid unnecessary losses, delays and disruptions to the Work. If a Claim or other disagreement cannot be resolved through Design-Builder's Representative and Owner's Representative, Design-Builder's Senior Representative and Owner's Senior Representative, upon the request of either party, shall meet as soon as conveniently possible, but in no case later than thirty (30) days after such a request is made, to attempt to resolve such Claim.

10.7.4 If after meeting the Senior Representatives determine that the Claim or other disagreement cannot be resolved on terms satisfactory to both parties, the parties shall submit within thirty (30) days of the conclusion of the meeting of Senior Representatives the dispute or disagreement to non-binding mediation. The mediation shall be conducted by a mutually agreeable impartial mediator. If the parties have not reached an agreement on a mediator within thirty (30) days of the request, either party may submit the unresolved claims or disputes to either JAMS, Seattle, Washington, or such other alternative dispute resolution service to which the parties mutually agree, for appointment of a single mediator. The parties to the mediation shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

10.8 Litigation. Any Claims, disputes or controversies between the parties arising out of or relating to the Contract, or the breach thereof, which have not been resolved in accordance with the procedures set forth in Section 10.7 above shall be decided by litigation, unless the parties mutually agree in writing otherwise. All unresolved Claims of Design-Builder shall be waived and released unless Design-Builder has complied with the time limits of the Contract Documents, and litigation is served and filed within the earlier of (a) 120 days after the Date of Substantial Completion of all the Work designated in writing by Owner or (b) 60 days after Final Acceptance. This requirement cannot be waived except by an explicit written waiver signed by Owner and Design-Builder. The pendency of mediation shall toll these deadlines until the earlier of the mediator providing written notice to the parties of impasse or 30 days after the last mediation session ended with no further sessions scheduled by the mediator.

10.9 CONSEQUENTIAL DAMAGES.

10.9.1 NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY (EXCEPT AS SET FORTH IN SECTION 10.9.2 BELOW), NEITHER DESIGN-BUILD TEAM NOR OWNER SHALL BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL LOSSES OR DAMAGES, WHETHER ARISING IN CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO LOSSES OF USE, PROFITS, BUSINESS, REPUTATION OR FINANCING. Costs and damages for which Owner shall not be liable under any circumstances include, but are not limited to: (a) borrowing or interest costs, charges, or expenses of Design-Builder; (b) alleged lost profit or overhead on any other project; and (c) Design-Builder's failure or inability to obtain other work. Cost and damages for which Design-Builder shall not be liable to Owner under any circumstances include, but are not limited to: (a) incurred rental expenses, for losses of use, income, profit, financing, business and reputation and for loss of management or employee productivity or of the services of such persons.

10.9.2 The consequential damages limitation set forth in Section 10.9.1 above is not intended to affect the payment of liquidated damages which both parties recognize has been established, in part, to reimburse Owner for some damages that might otherwise be deemed to be consequential.

Article 11

Stop Work and Termination for Cause

11.1 Owner's Right to Stop Work.

11.1.1 Owner may, without cause and for its convenience, order Design-Builder in writing to stop and suspend the Work.

11.1.2 Design-Builder is entitled to seek an adjustment of the GMP and/or Contract Time(s) if its cost or time to perform the Work has been adversely impacted by any suspension of stoppage of the Work by Owner.

11.2 Owner's Right to Perform and Terminate for Cause.

11.2.1 If Design-Builder persistently fails to (i) provide a sufficient number of skilled workers, (ii) supply the materials required by the Contract Documents, (iii) comply with applicable Legal Requirements, (iv) timely pay, without cause, Design Consultants or Subcontractors, (v) prosecute the Work with promptness and diligence to ensure that the Work is completed by the Contract Time(s), as such times may be adjusted, or (vi) perform material obligations under the Contract Documents, then Owner, in addition to any other rights and remedies provided in the Contract Documents or by law, shall have the rights set forth in Sections 11.2.2 and 11.2.3 below.

11.2.2 Upon the occurrence of an event set forth in Section 11.2.1 above, Owner may provide written notice to Design-Builder that it intends to terminate the Contract unless the problem cited is cured, or commenced to be cured, within seven (7) days of Design-Builder's receipt of such notice. If Design-Builder fails to cure, or reasonably commence to cure, such problem, then Owner may give a second written notice to Design-Builder of its intent to terminate within an additional seven (7) day period. If Design-Builder, within such second seven (7) day period, fails to cure, or reasonably commence to cure, such problem, then Owner may declare the Contract terminated for default by providing written notice to Design-Builder of such declaration.

11.2.3 Upon declaring the Contract terminated pursuant to Section 11.2.2 above, Owner may enter the premises and take possession, for the purpose of completing the Work, of all materials, equipment, scaffolds, tools, appliances and other items thereon, which have been purchased or provided for the performance of the Work, all of which Design-Builder hereby transfers, assigns and sets over to Owner for such purpose, and to employ any person or persons to complete the Work and provide all of the required labor, services, materials, equipment and other items.

In the event of such termination, Design-Builder shall not be entitled to receive any further payments under the Contract Documents until the Work shall be finally completed in accordance with the Contract Documents. At such time, if the unpaid balance of the Contract Price exceeds the cost and expense incurred by Owner in completing the Work, such excess shall be paid by Owner to Design-Builder. Notwithstanding the preceding sentence, if the Contract establishes a Guaranteed Maximum Price, Design-Builder will only be entitled to be paid for Work performed under this Contract. If Owner's cost and expense of completing the Work exceeds the unpaid balance of the Contract Price, then Design-Builder shall be obligated to pay the difference to Owner. Such costs and expense shall include not only the cost of completing the Work, but also losses, damages, costs and expense, including attorneys' fees and expenses, incurred by Owner

in connection with the procurement and defense of claims arising from Design-Builder's default, subject to the waiver of consequential damages set forth in Section 10.5 hereof.

11.2.4 If Owner improperly terminates the Contract for cause, the termination for cause will be considered a termination for convenience in accordance with the provisions of Article 9 of the Contract.

11.3 Reserved.

11.4 Design-Builder's Right to Terminate for Cause.

11.4.1 Design-Builder, in addition to any other rights and remedies provided in the Contract Documents or by law, may terminate the Contract for cause for the following reasons:

11.4.1.1 The Work has been stopped for sixty (60) consecutive days, or more than ninety (90) days during the duration of the Project, because of court order, any government authority having jurisdiction over the Work, or orders by Owner under Section 11.1.1 hereof, provided that such stoppages are not due to Force Majeure Events, the acts or omissions of Design-Builder or anyone for whose acts Design-Builder may be responsible.

11.4.1.2 Owner's failure to provide Design-Builder with any information, permits or approvals that are Owner's responsibility under the Contract Documents which result in the Work being stopped for sixty (60) consecutive days, or more than ninety (90) days during the duration of the Project, even though Owner has not ordered Design-Builder in writing to stop and suspend the Work pursuant to Section 11.1.1 hereof.

11.4.2 Upon the occurrence of an event set forth in Section 11.4.1 above, Design-Builder may provide written notice to Owner that it intends to terminate the Contract unless the problem cited is cured, or commenced to be cured, within thirty (30) days of Owner's receipt of such notice. If Owner fails to cure, or reasonably commence to cure, such problem, then Design-Builder may give a second written notice to Owner of its intent to terminate within an additional seven (7) day period. If Owner, within such second seven (7) day period, fails to cure, or reasonably commence to cure, such problem, then Design-Builder may declare the Contract terminated for default by providing written notice to Owner of such declaration. In such case, Design-Builder shall be entitled to recover in the same manner as if Owner had terminated the Contract for its convenience under Article 9 of the Contract.

11.5 Bankruptcy of Design-Builder.

11.5.1 If Design-Builder institutes or has instituted against it a case under the United States Bankruptcy Code, such event may impair or frustrate the Design-Builder's ability to perform its obligations under the Contract Documents. Accordingly, should such event occur:

11.5.1.1 The Design-Builder, its trustee or other successor, shall furnish, upon request of the Owner, adequate assurance of the ability of the Design-Builder to perform all future material obligations under the Contract Documents, which assurances shall be provided within ten (10) days after receiving notice of the request; and

11.5.1.2 The Design-Builder shall file an appropriate action within the bankruptcy court to seek assumption or rejection of the Contract within sixty (60) days of the institution of the bankruptcy filing and shall diligently prosecute such action.

If the Design-Builder fails to comply with its foregoing obligations, the Owner shall be entitled to request the bankruptcy court to reject the Contract, declare the Contract terminated and pursue any other recourse available to the Owner under this Article 11.

11.5.2 The rights and remedies under Section 11.5.1 above shall not be deemed to limit the ability of the Owner to seek any other rights and remedies provided by the Contract Documents or by law, including its ability to seek relief from any automatic stays under the United States Bankruptcy Code or the right of Design-Builder to stop Work under any applicable provision of these General Conditions of Contract.

Article 12

Electronic Data

12.1 Electronic Data.

12.1.1 The parties recognize that Contract Documents, including drawings, specifications and three-dimensional modeling (such as Building Information Models) and other Work Product may be transmitted among Owner, Design-Builder and others in electronic media as an alternative to paper hard copies (collectively "Electronic Data").

12.2 Transmission of Electronic Data.

12.2.1 Owner and Design-Builder shall agree upon the software and the format for the transmission of Electronic Data. Each party shall be responsible for securing the legal rights to access the agreed-upon format, including, if necessary, obtaining appropriately licensed copies of the applicable software or electronic program to display, interpret and/or generate the Electronic Data.

12.2.2 Neither party makes any representations or warranties to the other with respect to the functionality of the software or computer program associated with the electronic transmission of Work Product. Unless specifically set forth in the Contract, ownership of the Electronic Data does not include ownership of the software or computer program with which it is associated, transmitted, generated or interpreted.

12.2.3 By transmitting Work Product in electronic form, the transmitting party does not transfer or assign its rights in the Work Product. The rights in the Electronic Data shall be as set forth in Article 5 of the Contract. Under no circumstances shall the transfer of ownership of Electronic Data be deemed to be a sale by the transmitting party of tangible goods.

12.3 Electronic Data Protocol.

12.3.1 The parties acknowledge that Electronic Data may be altered or corrupted, intentionally or otherwise, due to occurrences beyond their reasonable control or knowledge, including but not limited to compatibility issues with user software, manipulation by the recipient, errors in transcription or transmission, machine error, environmental factors, and operator error. Consequently, the parties understand that there is some level of increased risk in the use of Electronic Data for the communication of design and construction information and, in consideration of this, agree, and shall require their independent contractors, Subcontractors and Design Consultants to agree, to the following protocols, terms and conditions set forth in this Section 12.3.

12.3.2 Electronic Data will be transmitted in the format agreed upon in Section 12.2.1 above, including file conventions and document properties, unless prior arrangements are made in advance in writing.

12.3.3 The Electronic Data represents the information at a particular point in time and is subject to change. Therefore, the parties shall agree upon protocols for notification by the author to the recipient of any changes which may thereafter be made to the Electronic Data, which protocol shall also address the duty, if any, to update such information, data or other information contained in the electronic media if such information changes prior to Final Completion of the Project.

12.3.4 The transmitting party specifically disclaims all warranties, expressed or implied, including, but not limited to, implied warranties of merchantability and fitness for a particular purpose, with respect to the media transmitting the Electronic Data. However, transmission of the Electronic Data via electronic means shall not invalidate or negate any duties pursuant to the applicable standard of care with respect to the creation of the Electronic Data, unless such data is materially changed or altered after it is transmitted to the receiving party, and the transmitting party did not participate in such change or alteration.

Article 13

Miscellaneous

13.1 Confidential Information. Confidential Information is defined as information which is determined by the transmitting party to be of a confidential or proprietary nature and: (i) the transmitting party identifies as either confidential or proprietary; (ii) the transmitting party takes steps to maintain the confidential or proprietary nature of the information; and (iii) the document is not otherwise available in or considered to be in the public domain. The receiving party agrees to maintain the confidentiality of the Confidential Information and agrees to use the Confidential Information solely in connection with the Project. Except for Confidential Information as defined above, all proceedings, records, contracts, and other public records relating to public works are open to the inspection of any interested person, firm or corporation in accordance with RCW 42.56, Public Records Act of the State of Washington.

13.2 Assignment. Neither Design-Builder nor Owner shall, without the written consent of the other assign, transfer or sublet any portion or part of the Work or the obligations required by the Contract Documents.

13.3 Successorship. Design-Builder and Owner intend that the provisions of the Contract Documents are binding upon the parties, their employees, agents, heirs, successors, and assigns.

13.4 Governing Law. The Contract and all Contract Documents shall be governed by the laws of the State of Washington without giving effect to its conflict of law principles. Exclusive venue for any dispute arising out of this Contract shall be in Snohomish County Superior Court.

13.5 Severability. If any provision or any part of a provision of the Contract Documents shall be finally determined to be superseded, invalid, illegal, or otherwise unenforceable pursuant to any applicable Legal Requirements, such determination shall not impair or otherwise affect the validity, legality, or enforceability of the remaining provision or parts of the provision of the Contract Documents, which shall remain in full force and effect as if the unenforceable provision or part were deleted.

13.6 No Waiver. The failure of either Design-Builder or Owner to insist, in any one or more instances, on the performance of any of the obligations required by the other under the Contract Documents shall not be construed as a waiver or relinquishment of such obligation or right with respect to future performance.

13.7 Headings. The headings used in these General Conditions of Contract, or any other Contract Document, are for ease of reference only and shall not in any way be construed to limit or alter the meaning of any provision.

13.8 Notice. Whenever the Contract Documents require that notice be provided to the other party, notice shall be provided consistent with Section 12.3 of the Contract.

13.9 Amendments. The Contract Documents may not be changed, altered, or amended in any way except in writing signed by a duly authorized representative of each party.

Exhibit A

List of Reference Documents

1. ALTA Surveys – Station 32
2. Due Diligence Report – Station 32
3. Geotechnical Reports
4. Good Faith Survey – Station 81
5. ILA for Stormwater – Station 81
6. Existing Drawings, various dates

Exhibit B**Owner's Project Criteria**

To be incorporated via future amendment

Exhibit C

Snohomish Regional Fire and Rescue - Fire Stations 32 and 81 Projects

Phase 1a Scope of Services



August 21, 2024

Diana Brown
OAC Services
2200 1st Ave S.
Suite 200
Seattle, WA 98134

Re: SRFR Fire Stations 32 & 81 Phase 1a Services

Dear Diana:

BNBuilders is excited to partner with Snohomish Regional Fire & Rescue to design and build Fire Stations 32 & 81. Along with Miller Hull Architects, we are proposing an initial phase of work to support project kickoff, test fits, and site studies for SRFR. Scope for Phase 1a is outlined below and further details are attached, including Miller Hull's design proposal. Phase 1a is intended to be immediately followed by another phase of design development, with scope to be developed in partnership with SRFR and OAC.

Fee Proposal

The scope of work proposed in this phase is expected to represent a 50/50 split in time between the two fire stations. We are proposing a Not to Exceed fee of \$206,930 and \$206,741 (differing sales tax rates) for Station 32 and 81 respectively. Total cost for this phase of work is \$413,671 inclusive of design services from Miller Hull and WSST, summarized in the chart below. Details of this fee for services are attached.

	Station 32 (Monroe)		Station 81 (Lake Stevens)		Total
Not to Exceed Fee	\$	189,150.00	\$	189,150.00	\$ 378,300.00
WSST Rate		9.40%		9.30%	
WSST	\$	17,780.10	\$	17,590.95	\$ 35,371.05
Total	\$	206,930.10	\$	206,740.95	\$ 413,671.05

Schedule

We are proposing a 12-week effort for this phase of work. Miller Hull's attached proposal includes an outline of the 12-wk schedule the team intends to follow.

Scope of Work

BNBuilders and Miller Hull propose the following tasks as part of the Phase 1a Scope of Work:

2601 4th Avenue, Suite 350
Seattle, WA 98121

T: 206.382.3443

F: 206.382.3440

www.bnbuilders.com

WA Contractor License #BNBUII*990K3

Phase 1A - Start Up Services			12 Weeks
NAME	PURPOSE	DELIVERABLES	
1.1	Project Management & Meetings	Ongoing project management tasks including regular team meetings, oversight and coordination of the work, scheduling, invoicing, etc.	Meeting Minutes and Correspondence
1.2	Project Chartering & Kickoff	Project chartering and kickoff session.	Project Charter and Meeting Minutes
1.3	Land Use Research and AHJ Meetings	Preliminary land use research to support site test fit efforts only. Assumes (1) meeting each with Lake Stevens AHJ and Monroe AHJ.	Code Summary and Meeting Minutes
1.4	Interim & Permanent FS 81 Test Fits	Test fit up to (3) potential Interim FS 81 sites. Study up to (3) different strategies for the development of the permanent FS 81 on its current site, including at least one option where the Interim FS 81 is located on the same site as the new station. Includes associated review of owner provided studies such as geotechnical and survey.	Test Fit Diagrams and Team Analysis
1.5	FS 32 Test Fits	Test fit up to (3) potential sites for the new FS 32. Includes associated review of owner provided studies such as geotechnical and survey.	Test Fit Diagrams and Team Analysis
1.6	Onboard Consultants and Trade Partners	Issue RFQs, review submittals, and make final team selections in collaboration SRFR, and OAC Services. DEI Plan development. Compile fee proposals for next phase and estimates of total project fee.	Consultant Selection Matrix and Fee Proposals
1.7	Cost Modeling and Project Scheduling	Develop initial cost modeling and comparable data in support of test fits and future phase design. Develop an initial project schedule, with focus on design and permitting.	Cost Modeling Tools and Project Schedule

At the conclusion of Phase 1a, the team will deliver report summarizing the results of the completing tasks, test fit concepts for each site, the project schedule, and key recommendations and findings moving into the next phase of work.

Please reach out with any questions regarding this proposal. Again, BNBuilders and Miller Hull look forward to partnering with SRFR and OAC to deliver two great projects for the communities they serve.

Regards,

Noah Foster

PROJECT: SRFR STATION 32 AND 81 OWNER: SNO REG FIRE & RESCUE (SRFR) ARCHITECT: MILLER-HULL				ESTIMATE TYPE: ISSUE DATE:		Startup Services 8/2/2024	
	Station 32 Phase 1A	Station 81 Phase 1A		TOTAL DESIGN/PRECON BUDGET			
BNB PRECON SERVICES				COMMENTS			
PRELIMINARY / START-UP SERVICES SUPPORT	\$ 93,393	\$ 93,393		\$ 186,787			
POTHOLING / SITE INVESTIGATION SUPPORT	\$ -			\$ -			
UTILITY VIDEO / LOCATES	\$ 2,500	\$ 2,500		\$ 5,000	ALLOWANCE		
TCP AND FLAGGING	\$ 1,250	\$ 1,250		\$ 2,500	ALLOWANCE		
LASER SCANNING / AERIAL DRONE	\$ -			\$ -			
DESIGN SUPPORT	\$ -			\$ -			
FIELD SUPPORT	\$ 750	\$ 750		\$ 1,500	ALLOWANCE		
Subtotal	\$ 97,893	\$ 97,893		\$ 195,787			
MILLER-HULL DESIGN SERVICES							
ARCHITECTURAL BASIC, EXTRA SERVICES & MARKUPS	\$ 63,865	\$ 63,865		\$ 127,730	MH PROPOSAL DATED 8/02/2024		
STRUCTURAL ENGINEERING	\$ 5,000	\$ 5,000		\$ 10,000	FROM MH PROPOSAL		
CIVIL ENGINEERING	\$ 5,000	\$ 5,000		\$ 10,000	FROM MH PROPOSAL		
MECHANICAL ENGINEERING	\$ -	\$ -		\$ -			
ELECTRICAL ENGINEERING	\$ -	\$ -		\$ -			
LANDSCAPE ARCHITECTURE	\$ -	\$ -		\$ -			
SUSTAINABILITY REPORTING	\$ -	\$ -		\$ -			
TRAFFIC ENGINEERING	\$ -	\$ -		\$ -			
ACOUSTICAL CONSULTANT	\$ -	\$ -		\$ -			
DOOR HARDWARE	\$ -	\$ -		\$ -			
ENVELOPE CONSULTANT	\$ -	\$ -		\$ -			
				\$ -			
				\$ -			
				\$ -			
Subtotal	\$ 73,865	\$ 73,865		\$ 147,730			
DESIGN/BULD SERVICES (BNBUILDERS)							
MECHANICAL D/B SUBCONTRACTOR				\$ -			
ELECTRICAL D/B SUBCONTRACTOR				\$ -			
				\$ -			
				\$ -			
				\$ -			
Subtotal	\$ -	\$ -		\$ -			
EARLY PROCUREMENT							
PROCUREMENT MANAGEMENT & COORDINATION	\$ -			\$ -			
ABATEMENT & DEMOLITION ALLOWANCE	\$ -			\$ -			
MECHANICAL EQUIPMENT PACKAGE	\$ -			\$ -			
PLUMBING EQUIPMENT PACKAGE	\$ -			\$ -			
ELECTRICAL EQUIPMENT PACKAGE	\$ -			\$ -			
ELECTRICAL FIXTURE PACKAGE	\$ -			\$ -			
FIRE SPRINKER DESIGN	\$ -			\$ -			
SITE UTILITIES EQUIPMENT	\$ -			\$ -			
ELEVATOR PURCHASE	\$ -			\$ -			
				\$ -			
Subtotal	\$ -	\$ -		\$ -			
ADD SERVICES							
LAND USE	\$ -			\$ -	NOT ANTICIPATED AT THIS TIME		
SEPA	\$ -			\$ -	NOT ANTICIPATED AT THIS TIME		
EROSION CONTROL	\$ -			\$ -	NOT ANTICIPATED AT THIS TIME		
PERMIT FEES	\$ -			\$ -	BY OWNER		
GEOTECH	\$ -			\$ -	BY OWNER		
HAZMAT SURVEY	\$ -			\$ -	BY OWNER		
SURVEY	\$ -			\$ -	BY OWNER		
ARCHEOLOGIST	\$ -			\$ -	BY OWNER		
ART	\$ -			\$ -	BY OWNER		
FF & E PROCUREMENT	\$ -			\$ -	BY OWNER		
3RD PARTY INSPECTIONS	\$ -			\$ -	BY OWNER		
				\$ -			
Subtotal	\$ -	\$ -		\$ -			
TOTAL PRECON + GEN + DESIGN + ADD				\$ 171,758	\$ 171,758	\$ 343,517	
PRECON & DESIGN CONTINGENCY	5.0%	\$ 8,588	\$ 8,588	\$ 17,176			
CONTRACTORS FEE	4.180%	\$ 3,635	\$ 3,635	\$ 7,269	NO FEE ON BNB PRELIM SUPPORT COST		
P & P BONDS	0.61%	\$ 1,122	\$ 1,122	\$ 2,245	PASS-THRU (NO FEE)		
SUB BONDS	1.0%	\$ -	\$ -	\$ -	NOT ANTICIPATED AT THIS TIME		
GEN. LIABILITY INSURANCE	0.8%	\$ 1,481	\$ 1,481	\$ 2,962	PASS-THRU (NO FEE)		
PROF. LIABILITY INSURANCE	0.9%	\$ 1,679	\$ 1,679	\$ 3,359	PASS-THRU (NO FEE)		
BUILDERS RISK INSURANCE	0.0%	\$ -	\$ -	\$ -	NOT ANTICIPATED AT THIS TIME		
B & O TAX	0.471%	\$ 887	\$ 887	\$ 1,773	.00471 STATE RATE		
TOTAL PRECON / DESIGN SERVICES (EXCL WSST)		\$189,150	\$189,150	\$378,300			
		9.4%	9.3%	WA Sales Tax Rates (Monroe, Lk. Stevens)			
TOTAL SERVICES INCL. WSST PASS THROUGH		\$206,930	\$206,741	\$413,671			

PROJECT: SRFR STATION 32 AND 81
OWNER: SNO REG FIRE & RESCUE (SRFR)
ARCHITECT: MILLER-HULL

ESTIMATE TYPE: Startup Services
ISSUE DATE: 8/2/2024

Phase 1A - Startup & Test Fits
Duration in Hours is based on 8hrs/day for a standard 5 day work-week.

START	END	HRS	WRK DAY	CAL DAY	WEEKS	MONTHS
07/22/24	10/11/24	480.00	60.00	82.00	12.00	2.77

ITEM DESCRIPTION	QUANTITY	UNIT OF MAESURE	PROJECT EXECUTIVE	PROJECT MANAGER	SR PROJECT ENGINEER	SR SUPERINTEND ENT	ESTIMATOR - CHIEF	ESTIMATOR - SR	ESTIMATOR - MEP	SCHEDULER - DIRECTOR	DIVERSITY DIRECTOR	SUSTAINAB. DIRECTOR	SR. DESIGN MANAGER	DESIGN MANAGER	INNOVATION SR MANAGER	PROJECT ACCOUNTANT	TOTALS BY ACTIVITY (HOURS)	50%	50%	NOTES / COMMENTS
			GERI URBAS	NOAH FOSTER	TBD	JASON STEINBACHER	MIKE HERZOG	TBD	TIMOTHY GOEGLIN	VICKIE WHIPPLE	RACHAEL PEASE	EMILY ENGLISH	NOAH TOOMEY	AAARON HELMERS	BIANCA HUFF	TBD		STATION 32 SPLIT	STATION 81 SPLIT	
KICKOFF & DESIGN MEETINGS	8 ea		16	24		16	16						12	32			116	58	58	
DESIGN COLLAB.	12 wk		16	36		12	36						18	32			150	75	75	
LAND USE, AHJ, PERMITTING	12 wk		20	36		12	12						18	32			130	65	65	
																	-	-	-	
D/B SUB(S) - DEVELOP RFP'S	4 ea		4	8			8						6	12			38	19	19	
D/B SUB(S) - RFP RESPONSE ANALYSIS	4 ea		4	8		4	8						6	12			42	21	21	
D/B SUB(S) - RFP INTERVIEWS	4 ea		4	4		4	4						6	6			28	14	14	
																	-	-	-	
SCHEDULE - INITIAL DEVELOPMENT	1 ea		4	8		8	2			12			2	4			40	20	20	
SCHEDULE - UPDATES (WEEKLY)	11 wk									12			4	6			22	11	11	
																	-	-	-	
TEST FIT REVIEWS	6 ea		16	36		30	40						9	16			147	74	74	
SITE ASSESSMENT / LOGISTICS	6 ea			4		10	2						9	16			41	21	21	
COST MODELING	12 wk		12	12			60						6	24			114	57	57	
																	-	-	-	
DIVERSITY EQUITY & INCLUSION	12 wk			16			4				12						32	16	16	
COMMUNITY RELATIONS																	-	-	-	
																	-	-	-	
ADMIN AND ACCOUNTING SUPPORT	12 wk															12	12	6	6	
PERSONNEL HOURS			96	192	0	96	192	0	0	24	12	0	96	192	0	12	912	456	456	
PERSONNEL COMMITMENT (% of Duration)			20.00%	40.00%	0.00%	20.00%	40.00%	0.00%	0.00%	5.00%	2.50%	0.00%	20.00%	40.00%	0.00%	2.50%				
STAFF BILLING RATE (\$/hr)			\$ 230	\$ 169	\$ 131	\$ 227	\$ 253	\$ 160	\$ 150	\$ 196	\$ 175	\$ 196	\$ 194	\$ 175	\$ 210	\$ 100				Used Exhibit C Rates
TOTAL LABOR COST			\$ 22,080	\$ 32,448	\$ -	\$ 21,792	\$ 48,576	\$ -	\$ -	\$ 4,704	\$ 2,100	\$ -	\$ 18,624	\$ 33,600	\$ -	\$ 1,200	\$ 185,124	\$ 92,562	\$ 92,562	

NOTES:

ESTIMATED REIMBURSABLES	QTY	U/M		\$/UNIT	\$/UNIT	TOTAL	32 TOTAL	81 TOTAL	
General Administrative Costs (Repro / Postage, etc.)	2.77	MO		\$ 535.00	\$ 535.00	\$ 1,483	\$ 741	\$ 741	
Online Documents	2.77	MO		\$ 65.00	\$ 65.00	\$ 180	\$ 90	\$ 90	
				\$ -	\$ -	\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL ESTIMATED REIMBURSABLES						\$ 1,663	\$ 831	\$ 831	
						\$ -	\$ -	\$ -	
						\$ -	\$ -	\$ -	
						\$ -	\$ -	\$ -	
SUBTOTAL - INDIRECTS						\$ -	\$ -	\$ -	
Phase 1A - Startup & Test Fits						\$ 186,787	\$ 93,393	\$ 93,393	
				TOTAL	TOTAL				



August 2, 2024

Noah Foster
BNBuilders
2601 4th Ave #350
Seattle, WA 98121

Re: SRFR Fire Stations 32 & 81 Startup Services

Dear Noah:

We are pleased to offer this fee proposal for startup services for the SRFR Fire Stations 32 & 81 project. The purpose of this startup scope of work is to kickoff and charter the project and perform test fits and initial site studies for both the interim and permanent stations. Attached to this letter you will find a summary matrix of proposed tasks and fees.

FEE PROPOSAL

For the design services outlined below, compensation shall be computed on an hourly basis with a Not to Exceed fee limit of **\$147,730** plus any applicable tax. This amount includes a reimbursable budget of **\$1,000** and reimbursables will be billed at cost times 1.10. The scope of this proposal is limited to the services identified on the attached task matrix and as discussed with you in recent meetings.

SCHEDULE

Our team is available to begin work immediately pending your authorization to proceed. Our proposal is based on limiting work to no greater than a 12-week period of time. Additional fee may be required to complete the startup scope of work identified if the schedule is extended in duration.

SCOPE OF WORK

The scope of work will be limited to the items identified on the attached task matrix. All study results shall be contingent upon further design, programming, and cost modelling information that will be developed in later phases. Please note that we have included allowances for limited Structural and Civil input on site selection in consideration of geotechnical and other site factors.

EXCLUSIONS

- Cost modelling or integration of cost feedback.
- Development of program beyond initial information provided by SRFR and OAC.
- Interior floor plan layout or other design development beyond general testing for feasibility of overall building shape and size.

Please let us know if you have questions on this proposal. We look forward to taking the first steps in realizing this important public safety project and to starting a great collaborative process with BNBuilders, OAC, and SRFR.

Sincerely,

Zubin Rao, AIA, Associate

Task Matrix

SRFR Fire Stations 32 & 81
8/2/2024

Phase 1A - Start Up Services			12 Weeks
NAME	PURPOSE		DELIVERABLES
1.1	Project Management & Meetings	Ongoing project management tasks including regular team meetings, oversight and coordination of the work, scheduling, invoicing, etc.	Meeting Minutes and Correspondence
1.2	Project Chartering & Kickoff	Project chartering and kickoff session.	Project Charter
1.3	Land Use Research and AHJ Meetings	Preliminary land use research to support site test fit efforts only. Assumes (1) meeting each with Lake Stevens AHJ and Monroe AHJ.	Code Summary and Meeting Minutes
1.4	Interim & Permanent FS 81 Test Fits	Test fit up to (3) potential Interim FS 81 sites. Study up to (3) different strategies for the development of the permanent FS 81 on its current site, including at least one option where the Interim FS 81 is located on the same site as the new station. Includes associated review of owner provided studies such as geotechnical and survey.	Test Fit Diagrams
1.5	FS 32 Test Fits	Test fit up to (3) potential sites for the new FS 32. Includes associated review of owner provided studies such as geotechnical and survey.	Test Fit Diagrams
1.6	Onboard Consultants and Trade Partners	Issue RFQs, review submittals, and make final team selections in collaboration with BNBuilders, SRFR, and OAC Services. Compile fee proposals for next phase and estimates of total project fee.	Consultant Selection Matrix and Fee Proposals
Note: For this early phase of work an even 50/50 split in overall level of effort is expected between FS 32 and FS 81 for tasks 1.1, 1.2, 1.3 and 1.6. Tasks 1.4 and 1.5 are specific to the different stations, but also anticipate the same level of effort and fee (see LOE Matrix).			

Miller Hull LOE Matrix

SRFR Fire Stations 32 & 81
8/2/2024

		Partner in Charge Sian Roberts	Design Lead Scott Wolf	Project Manager Zubin Rao	Project Architect Arch Level 5	Architect Staff Arch Level 2	Sustainability, Specs, QC	TOTAL HOURS	% FS 32
Rates		\$305	\$305	\$235	\$170	\$145	\$235		
Phase 1A - Start Up Services									
1.2	Project Chartering & Kickoff	4	4	4	4		4	20	\$ 5,000
1.3	Land Use Research and AHJ Meetings	4	4	16	16			40	\$ 8,920
1.4	Interim & Permanent FS 81 Test Fits	2	8	40	100		2	152	\$ 29,920
1.5	FS 32 Test Fits	2	8	40	100		2	152	\$ 29,920
1.6	Onboard Consultants and Trade Partners	8	2	80	20			110	\$ 25,250
TASK HOURS		32	38	212	304	0	8	594	
TASK LABOR FEE		\$9,760	\$11,590	\$49,820	\$51,680	\$0	\$1,880		\$ 124,730
								FEE SPLIT	
								FS 32	50% \$ 62,365
								FS 81	50% \$ 62,365

Team Fee Summary

SRFR Fire Stations 32 & 81
8/2/2024

Phase 1A - Start Up Services					Fee %
	Labor Fee	10% Markup	Total Fee		
Architecture - Miller Hull	\$ 124,730	\$ -	\$ 124,730		
Civil - TBD	\$ 10,000	\$ 1,000	\$ 11,000		
Structural - TBD	\$ 10,000	\$ 1,000	\$ 11,000		
Total Labor Fees	\$ 144,730	\$ 2,000	\$ 146,730		
Reimbursable Allowance			\$ 1,000		
		Total Task Fee	\$ 147,730		
	FEE SPLIT				
	FS 32	50%	\$ 73,865		
	FS 81	50%	\$ 73,865		

SRFR Fire Stations 31 & 82 Schedule

DRAFT 8/2/2024 (to be refined after kickoff with full team input)

Teams

SRFR	Snohomish Regional Fire and Rescue (Owner)
OAC	OAC Services (Owner's Representative)
BNB	BNBuilders (General Contractor)
MHP	Miller Hull Partnership (Architect)

Weeks 1-12	Phase 1A – Startup Services
Week 1	<ul style="list-style-type: none"> ● PDB TEAM MEETING <ul style="list-style-type: none"> ○ Project kickoff. ○ Chartering workshop--goal setting, team roles, project values. ○ Update on FS 31 and Interim FS 81 site search from OAC/SRFR. ● Project file and administrative setup. ● MHP to begin test fit of FS 81 interim on same site as new station.
Week 2	<ul style="list-style-type: none"> ● BNB/MHP to send out consultant and trade partner RFQ with OAC/SRFR input. ● MHP to begin preliminary land use research. ● Initial test fits, site investigations, and FS 81 concept development. ● BNB to begin building model of recent fire station comparable costs.
Week 3	<ul style="list-style-type: none"> ● PDB TEAM MEETING <ul style="list-style-type: none"> ○ Review preliminary interim FS 81 test fit and get OAC/SRFR feedback. ○ Review any critical land use issues following preliminary research. ○ Update on FS 31 and Interim FS 81 site search from OAC/SRFR.
Week 4	<ul style="list-style-type: none"> ● BNB/MHP to receive consultant and trade partner qualifications statements. ● **Ongoing test fits, site investigations, and FS 81 concept development.
Week 5	<ul style="list-style-type: none"> ● PDB TEAM MEETING <ul style="list-style-type: none"> ○ BNB to introduce fire station cost comparisons and the approach to cost modelling moving forward and at various project stages. ○ Update on FS 31 and Interim FS 81 site search from OAC/SRFR. ○ Review any available test fits and site investigation analysis. ● **Ongoing test fits, site investigations, and FS 81 concept refinement
Week 6	<ul style="list-style-type: none"> ● BNB/MHP to select recommended consultants and trade partners. ● **Ongoing test fits, site investigations, and FS 81 concept refinement.

Exhibit C

Week 7	<ul style="list-style-type: none"> ● PDB TEAM MEETING <ul style="list-style-type: none"> ○ Review recommended consultants and trade partners with OAC/SRFR. ○ Update on FS 31 and Interim FS 81 site search from OAC/SRFR (This would be the latest possible point in Phase 1A to introduce new proposed sites and still meet the proposal schedule and NTE fee budget). ○ Review any available test fits and site investigation analysis. ● Ongoing test fits, site investigations, and FS 81 concept refinement.
Week 8	<ul style="list-style-type: none"> ● **Ongoing test fits, site investigations, and FS 81 concept refinement. ● BNB/MHP to begin schedule and fee development and projects for next phases of work in consultation with OAC/SRFR.
Week 9	<ul style="list-style-type: none"> ● PDB TEAM MEETING <ul style="list-style-type: none"> ○ Review all available test fits and site investigation analysis to date. ○ Select a single site and concept for FS 32 for further refinement. ○ Select a single site and concept for interim FS 81 refinement. ○ Select a single concept for FS 81 refinement.
Week 10	<ul style="list-style-type: none"> ● Refinement of chosen sites and concepts. ● Refinement of schedule, fees, and fee projections for next phases of work.
Week 11	<ul style="list-style-type: none"> ● PDB TEAM MEETING <ul style="list-style-type: none"> ○ Review final Phase 1A concepts and collect final OAC/SRFR input. ○ Review schedule, fees, and fee projections for next phases of work.
Week 12	Phase IA Final Deliverables <ul style="list-style-type: none"> ● Interim FS 81, FS 81 and FS 32 concept drawings ● Phase IA narrative summary ● Progress update to SRFR Board
Weeks 12-24	Phase 1B – Full Validation Duration and Scope of Phase 1B is TBD
<p>**The schedule above notes “ongoing test fits and site investigations” occurring through Week 8. The timing and completeness of owner-provided site information and technical reports will be a major factor in the successful and timely completion of Phase 1A. The following turnaround times should be expected for the initial high-level development of recommendations as new site information is received (see next page).</p>	
1-2 Weeks	Preliminary Site Test Fit (<i>design team can work with public GIS data for a given location</i>) <ul style="list-style-type: none"> ● Building footprint ● Parking count and basic driveway layout ● Location of waste enclosure, transformer, generator ● Opportunities for outdoor use areas

1-2 Weeks	<div>Site Investigation Analysis (<i>design team needs topo survey and preliminary geotechnical report</i>)</div> <ul style="list-style-type: none">• Preliminary civil and structural feedback on geotechnical report• Preliminary civil and architectural analysis of topographical survey information• Preliminary civil feedback on drainage and utilities
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Exhibit D**Work Included in Construction General Conditions**

To be incorporated via future amendment

Exhibit E

Snohomish Regional Fire and Rescue - Fire Stations 32 and 81 Projects

Supporting Pricing Information

EXHIBIT E - BNBUILDERS 2024 - 2025 LABOR RATES

EFFECTIVE THROUGH:		5/1/2025	Standard				
BNB Classification	BNB Class Code	Rate	BNB Classification	BNB Class Code	Rate	Rate	Rate
					Reg.	1.5x	2.0x
Business Unit- Director	DIRBU	234.00	Carpenter Foreman - Sr	CARP FS	133.00	146.00	188.00
Operations Manager	MGROPS	234.00	Carpenter Foreman	CARP F	120.00	143.00	181.00
Principal	PRNC	338.00	Carpenter Journeyman - Lead	CARP LD	114.00	139.00	177.00
Project Executive - Senior	EXECPRS	313.00	Carpenter Journeyman	CARP	107.00	136.00	175.00
Project Executive	EXECPR	230.00	Carpenter Apprentice	CARP A	100.00	130.00	166.00
Project Manager - Senior	MGRPRJS	204.00					
Project Manager	MGRPRJ	169.00	Drywall Foreman - Sr	DWFF2	133.00	146.00	187.00
Project Manager - Assistant	ASTPM	150.00	Drywall Foreman	DWFF	120.00	143.00	181.00
			Drywall Journeyman - Lead	DFL	116.00	141.00	177.00
Project Engineer - Senior	ENGRPS	131.00	Drywall Journeyman	DWF	107.00	136.00	175.00
Project Engineer	ENGR	111.00	Drywall Apprentice	DWF A	100.00	130.00	166.00
Project Engineer - Intern	INTPE	70.00					
			Laborer Foreman - Sr	LAB SF	130.00	147.00	188.00
Sustainability Director	DIRSUS	196.00	Laborer Foreman	LAB F	107.00	123.00	149.00
Sustainability Manager	MGRSUS	165.00	Laborer Journeyman - Lead	LAB LD	98.00	116.00	145.00
Sustainability Coordinator	CRDSUS	114.00	Laborer Journeyman	LAB	90.00	112.00	142.00
			Laborer Apprentice	LAB A	82.00	108.00	136.00
Design Manager - Senior	DESIGNMS	194.00					
Design Manager	DESIGNM	175.00	Night Shift				
Quality Manager	MGRQUA	169.00					
Diversity & Inclusion Manager	MGRDI	175.00	Carpenter Foreman - Sr	CARP FS	140.00	156.00	195.00
			Carpenter Foreman	CARP F	125.00	152.00	192.00
PreConstruction Director	PRECON D	314.00	Carpenter Journeyman - Lead	CARP LD	119.00	146.00	187.00
PreConstruction Manager	PRECON M	216.00	Carpenter Journeyman	CARP	112.00	144.00	182.00
Estimator - Chief	ESTCH	253.00	Carpenter Apprentice	CARP A	106.00	135.00	176.00
Estimator - Senior	ESTSR	207.00					
Estimator	EST	160.00	Drywall Finisher Foreman - Sr	DWFF2	138.00	157.00	197.00
Estimator - Assistant	ESTASST	111.00	Drywall Finisher Foreman	DWFF	125.00	152.00	192.00
			Drywall Finisher Journeyman - Lead	DFL	120.00	147.00	187.00
Scheduler - Director	DIRPLN	196.00	Drywall Finisher Journeyman	DWF	112.00	144.00	182.00
Scheduler - Manager	MGRSCH	178.00	Drywall Finisher Apprentice	DWF A	106.00	135.00	176.00
Scheduler	CONSCHE	166.00					
			Laborer Foreman - Sr	LAB SF	136.00	157.00	199.00
Innovation Executive	EXECINV	229.00	Laborer Foreman	LAB F	114.00	130.00	163.00
Innovation Manager Senior	MGRINS	210.00	Laborer Journeyman - Lead	LAB LD	106.00	125.00	156.00
Innovation Manager	MGRIN	187.00	Laborer Journeyman	LAB	98.00	119.00	149.00
Innovation Engineer - Senior	ENGINSR	155.00	Laborer Apprentice	LAB A	91.00	114.00	144.00
Innovation Engineer	ENGINNOV	121.00					
MEP Executive	EXECMEP	234.00					
MEP Engineer	ENGMEP	150.00					
MEP Coordinator - Senior	CRDMEPS	213.00					
MEP Coordinator	CRDMEP	178.00					
IT - Senior	TECHSR	106.00					
IT	TECHIT	87.00					
Project Accountant - Senior	ACCPRS	118.00					
Project Accountant	ACCPR	100.00					
Field Office Coord - Sr	CRDFOSR	112.00					
Field Office Coord	CRDFO	95.00					
Contracts Administrator - Sr	ADMCONS	100.00					
Contracts Administrator	ADMCON	87.00					
Operations Administrator	ADMOP	87.00					
Project Purchasing Agent	ASPURCH	106.00					
Insurance Manager	MGRRSK	200.00					
Insurance Coordinator	CRDRSK	106.00					
Superintendent - Executive	SUPEXEC	314.00					
Superintendent - Senior	SUPSR	227.00					
Superintendent I	SUP 1	181.00					
Superintendent II	SUP 2	153.00					
Safety Director	OSHA 1	234.00					
Safety Regional Lead	OSHA 2	234.00					
Safety Manager	OSHA 3	234.00					
Safety Engineer - Senior	OSHA 4	234.00					
Safety Engineer	OSHA 5	234.00					
Surveyor - Chief Supervisor	SURV 1	235.00					
Survey Engineer	SURV 2	184.00					
Surveyor	SURV 3	184.00					

CONTRACTOR AND OWNER HEREBY ACKNOWLEDGE AND AGREE THE HOURLY LABOR RATES SET FORTH IN THIS EXHIBIT ARE THE AMOUNTS THE CONTRACTOR WILL BILL AND THE OWNER WILL PAY FOR THE WORK PERFORMED BY THE CONTRACTOR'S OWN FORCES FOR THIS PROJECT. THE RATES ARE FOR LABOR ONLY AND SHALL BE USED FOR ALL ADMINISTRATIVE, SUPERVISORY, MANAGEMENT, AND OTHER "GENERAL CONDITIONS" STAFF AS WELL AS ALL CRAFT (OR FIELD) WORK "SELF-PERFORMED" BY THE CONTRACTOR'S OWN FORCES, INCLUDING FOR ALL CHANGE ORDERS. THE RATES HAVE BEEN SPECIFICALLY NEGOTIATED, ARE UN-AUDITABLE, AND WHEN MULTIPLIED BY THE HOURS WORKED SHALL CONSTITUTE COSTS OF THE WORK. THE OWNER'S RIGHT TO AUDIT THE CONTRACTOR'S COSTS WITH RESPECT TO THESE RATES SHALL BE LIMITED TO THE QUANTITY OF HOURS WORKED AND SHALL NOT INCLUDE ITEMS OF COST INCLUDED IN THESE RATES. CONTRACTOR AND OWNER FURTHER ACKNOWLEDGE AND AGREE THAT THESE RATES ARE SUBJECT TO AN INCREASE EACH CALENDAR YEAR IN AN AMOUNT COMMENSURATE WITH CONTRACTOR'S ANNUAL INCREASES IN ITS LABOR COSTS THROUGH PAY RAISES, COST OF LIVING ADJUSTMENTS, UNION PAY RAISES, AND THE LIKE. THE MINIMUM INCREASE EACH YEAR WILL BE FOUR AND NINETY THREE HUNDREDTHS PERCENT (4.93%) OF THE STATED RATE. CONTRACTOR PROVIDES ITS CRAFT (OR FIELD) EMPLOYEES WITH AN INCENTIVE PAY BUMP OF EIGHT PERCENT (8%) ABOVE THEIR BASE PAY FOR NIGHT SHIFT WORK (BETWEEN 4PM AND MIDNIGHT), WHICH WILL BE APPLIED TO THE RATES ABOVE WHEN APPLICABLE.

Exhibit F**Design-Builder's Owned Equipment Rate Schedule**

To be incorporated via future amendment

Exhibit G
Insurance Matrix

Snohomish Regional Fire and Rescue Stations 32 and 81
Project Insurance Matrix Dated 6/25/2024

Firm/Scope	Type	Cost of Work (Est.)	Design	On-Site	Status	SRFR	Recomm.*	SRFR	Recomm.	SRFR	Recomm.	SRFR	Recomm.	SRFR	Recomm.	SRFR	Recomm.*
CONTRACTOR																	
BNBuilders			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 10,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
DESIGN TEAM																	
Architect - Miller Hull			Yes	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Civil - TBD			Yes	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Landscape Architect - TBD			Yes	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Hardware - TBD			Yes	No		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Structural - TBD			Yes	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Envelope - TBD			Yes	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Acoustical Consultant - TBD			Yes	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Mechanical Consultant -TBD			Yes	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Electrical Consultant - TBD			Yes	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
CONSTRUCTION SCOPE						**If scope has D/B component											
Abatement			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Demolition			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Concrete and Structure			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Rebar supply & Install			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00
Concrete Supply			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Concrete Pumping			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Masonry (if needed)			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Damproofing & Waterproofing			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Roofing			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Siding & WRB			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Gypcrete (if needed)			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Casework			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00
Doors, Frames, and Hardware - Supply			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00
Doors, Frames, and Hardware - Install			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Specialty Doors - Overhead Doors			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Glass & Glazing			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Framing and Drywall			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00
Acoustical Ceiling			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00
Flooring			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00
Painting			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Interior Specialties - Supply			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00
Interior Specialties - Install			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00
Commercial Fencing			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00
Landscape			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Final Clean			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00
Signage (Electrified)			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00
Window Coverings			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 1,000,000.00
Earthwork & Demolition			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 10,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Asphalt			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Elevator (If needed)			No	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 10,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Plumbing & HVAC			TBD	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Electrical			TBD	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Fire Sprinkler			TBD	Yes		\$ 2,000,000.00	\$ 2,000,000.00	\$1,000,000/ \$2,000,000M	\$1,000,000/ \$2,000,000M	\$ 10,000,000.00	\$ 5,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00

Budget Amendment #2

GENERAL FUND:					
EXPENDITURE CHANGES:					
EXPENDITURE ITEMS:	reasons	new expenditure amt.		original budgeted	\$ change
SUPPRESSION					
Regular Wages	BC contract settled	\$	23,203,112	\$ 22,497,000.00	\$ 706,112
OT	with increases more than budgeted	\$	4,257,510	\$ 4,139,770.00	\$ 117,740
Medicare	BC contract settled	\$	428,595	\$ 416,100.00	\$ 12,495
retirement	BC contract settled	\$	1,569,280	\$ 1,526,400.00	\$ 42,880
deferred comp	with increases more than budgeted	\$	1,330,555	\$ 1,292,700.00	\$ 37,855
Regular Wages	degree Pay for New hires	\$	84,308	see above	\$ 84,308.00
FIRE & LIFE SAFETY (FIRE MARSHAL)					
Regular Wages	lack pay for 2023 & 2024 additional 5% stipenc	\$	1,193,077	\$ 1,140,577	\$ 52,500
Medicare	lack pay for 2023 & 2024 additional 5% stipenc	\$	21,025	\$ 20,264	\$ 761
retirement	lack pay for 2023 & 2024 additional 5% stipenc	\$	88,966	\$ 86,173	\$ 2,793
deferred comp	lack pay for 2023 & 2024 additional 5% stipenc	\$	54,956	\$ 52,331	\$ 2,625
PFML	lack pay for 2023 & 2024 additional 5% stipenc	\$	2,592	\$ 2,500	\$ 92
EMS:					\$ -
GEMT repayment ot the state		\$	2,301,269	\$ 2,200,000	\$ 101,269
					\$ 1,161,430
Net increase (decrease) in fund balance					\$ (1,161,430)

RETIREMENT RESERVE FUND:					
EXPENDITURE ITEMS:		reasons	new expenditure amt.	original budgeted	\$ change
Non-Departmental (Retirees):					
Leave Buy-Out	Non-scheduled retirements	\$	343,721	\$ 243,721	\$ 100,000
Total Expenditure Increases (Decreases)					\$ 100,000
Net increase (decrease) in fund balance					\$ (100,000)

EQUIPMENT FUND:					
EXPENDITURE ITEMS:	reasons	new expenditure amt.		original budgeted	\$ change
Suppression					
Ballistic Armor	new approved budget item see RAB	\$	132,100	\$ -	\$ 132,100
EMS					
EPCR Computers	need additional new ones they are worn out	\$	112,671	\$ 84,413	\$ 28,258
Total Expenditure Increases (Decreases)				\$	160,358
Net increase (decrease) in fund balance				\$	(160,358)

DATE: 9/12/2024

Motion to approve budget amendment #2 as presented above :

 Troy Elmore, Chairman

 Rick Edwards

 Randy Fay

 Paul Gagnon

 Jeff Schaub

 Jim Steinruck

 Roy Waugh

 attest to: Secretary to the Board



NEW BUSINESS

DISCUSSION





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

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

Initiative Name:	Draft Policy Approval #POL-2409		
Executive member responsible for guiding the initiative: DC McConnell			
Type of Action:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
Initiative Description: <ul style="list-style-type: none"> • Brief Description • Goal of Initiative • Initiative Results (deliverables) • Connection to Strategic Plan • Supporting Documentation (attach) <ul style="list-style-type: none"> ○ Scope of work ○ Contract(s) ○ Project proposal(s) ○ Presentation(s) • If Financial: Reason RAB must be approved outside of the annual budget process 			
<p>The agency is working through adoption of updated policies developed in the Lexipol format. The policy approval process includes division head review, staff policy committee review, labor review, senior staff review, commission policy committee review, and final board adoption. This is an ongoing process requiring monthly review and approval.</p> <p>Draft Policy:</p> <ul style="list-style-type: none"> • 615 Firefighter Health, Safety and Survival • 707 Communications Operations • 803 Patient Medical Record Security and Privacy 			
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.

Firefighter Health, Safety and Survival

615.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to encourage a culture of safety first in an effort to increase firefighter health, safety and survival, and reduce the number of preventable injuries and deaths.

615.2 POLICY

Best Practice MODIFIED

Snohomish Regional Fire & Rescue is committed to providing leadership, accountability and training regarding firefighter health, safety and survival.

615.3 MEMBER RESPONSIBILITIES

Best Practice

Members are responsible for participating in health, safety and survival training required by the District. Members are also responsible for their own actions and are expected to follow Snohomish Regional Fire & Rescue safety standards, practices and training.

Any member who observes another member engaging in unsafe behavior should report the behavior to his/her supervisor as soon as reasonably practicable.

615.4 SUPERVISOR RESPONSIBILITIES

Best Practice

Supervisors are responsible for ensuring members attend required health, safety and survival training.

All supervisors are expected to model safe behaviors and take appropriate action when unsafe behaviors are observed or reported.

615.5 DEPUTY CHIEF RESPONSIBILITIES

Best Practice MODIFIED

The Training Division is responsible for identifying health, safety and survival training required by the District.

Required training [will be based on Federal, State and Local requirement but](#) may include safety-related courses [from](#) ~~of~~ the National Fallen Firefighters Foundation (NFFF), National Fire Academy, International Association of Fire Chiefs, International Association of Firefighters or other nationally recognized fire service organizations.

~~Required training should include the Courage to Be Safe® course of the NFFF for all members and should include the Leadership So Everyone Goes Home® course of the NFFF for all supervisors.~~

Firefighter Health, Safety and Survival

615.6 TRAINING RECORDS**Best Practice** **MODIFIED**

The Deputy Chief is responsible for maintaining records of health, safety and survival training received by members. Records should include, but are not limited to:

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

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

Communications Operations

707.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the District in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

707.1.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

Federal

All Snohomish Regional Fire & Rescue radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and guidelines.

707.1.2 SNOHOMISH COUNTY 911 FIRE RADIO PROCEDURE MANUAL COMPLIANCE

Agency Content

All Snohomish Regional Fire & Rescue radio operations shall be conducted in accordance with the [SNO911 Fire Radio Procedures Manual \(as of 11/8/2023\)](#).

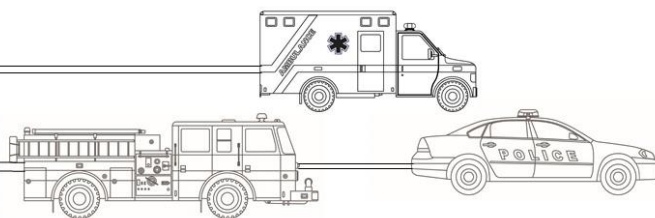
707.2 POLICY

Best Practice MODIFIED

Snohomish Regional Fire & Rescue will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire apparatus and Snohomish County 911. Fire apparatus and members shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated, and local and regional interagency/multi-agency incidents.

Attachments

SNO911 Fire Radio Procedures Manual 101023 EDITS.pdf



**HELP
STARTS
HERE**

FIRE RADIO PROCEDURES MANUAL

SNOHOMISH COUNTY 911
FIRE DISTRICT 4, SNOHOMISH
FIRE DISTRICT 5, SULTAN
FIRE DISTRICT 15, TULALIP
FIRE DISTRICT 16, LAKE ROESIGER
FIRE DISTRICT 17, GRANITE FALLS
FIRE DISTRICT 19, SILVANA
FIRE DISTRICT 21, ARLINGTON RURAL
FIRE DISTRICT 22, GETCHELL
~~**FIRE DISTRICT 23, ROBE**~~
FIRE DISTRICT 24, DARRINGTON
FIRE DISTRICT 25, OSO
FIRE DISTRICT 26, GOLDBAR-INDEX
FIRE DISTRICT 27, HAT ISLAND
PAINE FIELD FIRE
EVERETT FIRE DEPARTMENT
~~**LAKE STEVENS FIRE DEPARTMENT**~~
MARYSVILLE FIRE DISTRICT
MUKILTEO FIRE DEPARTMENT
NORTH SNOHOMISH COUNTY REGIONAL FIRE AUTHORITY
SNOHOMISH REGIONAL FIRE & RESCUE
SOUTH COUNTY FIRE & RESCUE
SNOHOMISH COUNTY FIRE MARSHAL

LETTER OF ENDORSEMENT

The enclosed radio procedures are established to ensure safe, efficient and effective radio communications. Responder safety is a high priority in all fire department radio communications. Without proper discipline and control, radio communications can quickly deteriorate to a level of confusion and frustration.

The enclosed radio procedures are endorsed by all Snohomish County 911 user agencies. All radio operators (dispatch center and user agency personnel) are required to study, practice and affect the rules and protocols contained herein.

The Fire Radio Procedures Manual was approved by the Fire/EMS Technical Advisory Committee and is endorsed by the Chiefs and Officers of the following agencies (signatures on file):

Kurt Mills

Snohomish County 911

Don Waller

Fire Protection District No. #4

Seth Johnson

Fire Protection District No. #5

Kevin O'Brien

Snohomish Regional Fire & Rescue

Ryan Shaughnessy

Fire Protection District No. #15

Brian Anderson

Fire Protection District No. #16

Jim Haverfield

Fire Protection District No. #17

Keith Strotz

Fire Protection District No. #19

Chad Schmidt

Fire Protection District No. #21

Travis Hots

Fire Protection District No. #22

~~**Tim Bond**~~

~~Fire Protection District No. #23~~

~~**Denny Fenstermaker**~~**Joel**

Johnson

Fire Protection District No. #24

William Harper

Fire Protection District No. #25

Eric Andrews

Fire Protection District No. #26

Michael Worthy

Fire Protection District No. #27

Brett Blankenship

Paine Field Fire

David DeMarco

Everett Fire

~~**Kevin O'Brien**~~

~~Lake Stevens Fire~~

~~**Darryl Neuhoft**~~**Ned Vander Pol**

Marysville Fire

John Cermak

North County Fire Authority

Glen Albright

Mukilteo Fire

Thad Hovis

South County Fire

Mike McCrary

Snohomish Co. Fire Marshal

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1.0 GENERAL

1.1 Policy

- 1.1.1 Member Agencies and Snohomish County 911 (SNO911) shall utilize these procedures in a uniform manner for all radio communications.
- 1.1.2 All Member Agencies shall provide training and continuing education in radio procedures to provide for efficient use of the radio communication system.
- 1.1.3 Adherence to these procedures shall be applied universally by all members.
- 1.1.4 Any requests for operational/procedural changes to this manual shall be brought to the Fire Technical Advisory Committee for authorization. Major changes, either operational or procedural shall require at least a one-month review after being presented before authorization. The implementation date of any new operational/procedural change must be mutually agreed upon by the user agencies.

1.2 Purpose

These operating procedures have been prepared to standardize radio communications and provide guidelines for the proper use of base, mobile and portable radio equipment within the Snohomish County 911 Fire Agency user groups.

1.3 Personnel Affected

All members of all Fire Agencies that subscribe to the services provided by Snohomish County 911.

2.0 RADIO RULES

2.1 FCC Regulations

Communications on Snohomish County 911 talkgroups/radio channels are governed by FCC Regulations, Part 90, 47CFR, Chapter 1. The following selected regulations are cited for information.

- 2.1.1 **COMMUNICATIONS BREVITY (FCC 90.403C)** Each licensee shall restrict all transmissions to the minimum practicable transmission time and must employ an efficient operating procedure to maximize the utilization of the spectrum.
- 2.1.2 **MESSAGE PRIORITY (FCC 90.403D)** Communications involving the imminent safety-of-life or property are to be afforded priority by all licensees.
- 2.1.3 **HARMFUL INTERFERENCE (FCC 90.403E)** Licensees shall take reasonable precautions to avoid causing harmful interference. This includes monitoring the transmitting frequency for communications in progress and such other measures as may be necessary to minimize the potential for causing interference.
- 2.1.4 **PERMISSIBLE COMMUNICATIONS (FCC 90.405)** Stations licensed under this part may transmit only the following types of communications:
 - A. Any communication related directly to the imminent safety-of-life or property.
 - B. Communications directly related and necessary to those activities that make the licensee eligible for the station license held under this part.
 - C. Communications for testing purposes required for proper station and system maintenance. However, each licensee shall keep such tests to a minimum and shall employ every measure to avoid harmful interference.

2.1.5 RADIO MONITORING The FCC randomly monitors all assigned Talkgroups/radio channels for compliance with rules and regulations.

2.2 General

2.2.1 Message Relay

- A. All voice and MDC messages shall be limited to official business purposes.
- B. Never change the meaning of a message that is intended for relay. Re-transmit the message exactly as given.

2.2.2 Radio Talkgroup Designator Positioning of Talkgroup/radio channels in SNO911 users' base, mobile and portable radios are **not optional**. Multiple Talkgroup capabilities in ALL Snohomish County 911 user agency radios are essential in effective daily radio use, mutual aid incidents, multiple agency disaster responses and/or radio transmitter failure.

Agencies using, switching or requesting Talkgroups shall use the Talkgroup designator when requesting or indicating a specific Talkgroup.

Example: "Engine 76 from Battalion 7, switch to TAC 4"
"All units from Colby Command, switch to TAC 1"

—————Talk Groups outside of primary fire bank may be identified as Zone and channel position number or zone(bank) name.

Example:s Norcom Fire Tac 3 or Zone C channel 3.in

See Section 5.17 for a list of primary, secondary and alternate radio channels.

2.3 Tactical Talkgroup

2.3.1 911 Radio Talkgroups used for Fire operational needs shall be separated from Police Talkgroups. Dispatch Talkgroups shall be used to announce incident assignments. Primary Talkgroups shall be used for monitoring routine fire/EMS incidents. Secondary tactical Talkgroup shall be used in the following manner:

- A. Snohomish County 911 shall assign a secondary tactical Talkgroup for the following incident types:

AIRCRAFT CRASH COMMERCIAL	(AIRC)
FIRE COMMERCIAL	(FC)
FIRE COMMERCIAL CONFIRMED	(FCC)
FIRE RESIDENTIAL	(FR)
FIRE RESIDENTIAL CONFIRMED	(FRC)
FERRY BOAT FIRE	(FFB)
FIRE WILDLAND INTERFACE	(FWI)
STRIKE	(STRIKE)
HAZMAT 2 ND ALARM OR HIGHER	(HZ)
ANY MASS CASUALTY INCIDENT	(MCI)
ANY TECHNICAL RESCUE	(RESA, RESC, RESS, REST, RESSW, RESWA)

If there are multiple incidents or other radio interference on a primary Talkgroup, Snohomish County 911 may assign some incidents to a secondary tactical Talkgroup on a per need basis. The Incident Commander may also make these assignments.

- B. The primary Talkgroup shall be used, for subsequent alarms of a lesser nature.

- 2.3.2** An exception to this procedure would be if other incidents were already assigned all monitored/recorded secondary tactical Talkgroups. The dispatcher may assign the incident to the primary Talkgroup and then notify the Incident Commander, who shall determine the Talkgroup assignment.

2.4 Message Quality and Radio Etiquette

- 2.4.1** All messages will be clear, concise, and as infrequent as possible. Messages should be impersonal and professional; the use of names, nicknames, and personal messages are discouraged.
- 2.4.2** Words and voice inflections that suggest disgust, irritation, levity or sarcasm must not be used. The voice must be as unemotional as possible, regardless of the situation, to prevent distortion and possibly making a message misunderstood.
- 2.4.3** Profanity is prohibited on all talkgroups and telephone lines. **Note:** Talkgroups and telephone lines are recorded in accordance with RCW. All emergency communications to Snohomish County 911 are recorded using equipment that automatically records the time as well as incoming and outgoing conversations.
- 2.4.4** Supervisors will be held accountable by their agency heads to ensure adherence to this policy.
- 2.4.5** Prior to any radio transmission, radio users shall pause one second before speaking to ensure the beginning of the transmission is not clipped.
- 2.4.6** Use an approved phonetic alphabet, when appropriate, for clarity. The Law Enforcement phonetic alphabet is the Snohomish County 911 standard for all police and fire communications. The Military phonetic alphabet is also acceptable. (See Appendix 5.3)
- 2.4.7** Twenty-four hour military time shall be used during all communications. (see Appendix 5.4).

2.5 Mobile Data Computer (MDC)

- 2.5.1** MDCs are a secondary means of non-emergency communication between dispatchers, fire units and fire supervisors.
- 2.5.2** All emergency communications will be voiced by radio to include:
- A. Emergency traffic: life-threatening situations.
 - B. Priority traffic: situations escalating into emergency traffic, units responding to 'unsecured scenes' or standby requests from law enforcement for potential emergency situations.
 - C. Essential traffic: short/progress report, emergency medical messages and special status changes affecting dispatch.
- 2.5.3** Non-emergency and business relating to minor incidents or administrative functions may be conducted by MDC to include:
- Units Responding
 - Units reporting On Scene
 - Non-emergency Unit Transporting
 - At Hospital
 - Depart Hospital
 - Available in Quarters
 - Available
 - Checking unit status, history or availability
- 2.5.4** When dispatched to an incident and replaced by another available unit, units shall not clear themselves from the incident using their MDC. Clearing from an incident prior to the dispatcher assigning the replacement unit may cause the incident to

close out in CAD. The dispatcher shall be responsible for clearing of any unit that has been replaced after the replacement unit has been assigned.

2.5.5 It is the field unit's responsibility to maintain and verify unit status.

2.5.6 If an MDC fails to operate properly, the user assigned to the unit will notify dispatch immediately via voice radio.

2.5.7 Messages

Chat messages shall be limited to official business.

Messages may be recorded and employees may be subject to disciplinary action for improper messaging.

Any message entered into the system once the transmit key is pressed, is retrievable from the CAD database.

2.5.8 Security of Information

MDC information shall be considered for business purposes only.

3.0 LEVELS OF OPERATION

3.1 Snohomish County 911 Fire Operations Defined by Four Levels

Normal Operations:

All systems are operating appropriately and incident volume is within acceptable limits; no extraordinary measures are required.

Stressed Operations-Limited Resources:

The volume of activity in the dispatch center, within an agency or geographical area's resources are overwhelmed by calls for service.

Partial Equipment Failure:

- CAD; the dispatch program has been impacted rendering incident management and assignment compromised sufficient to warrant a change in incident handling.
- Radio; the emergency radio system has been impacted rendering communications between responders and dispatch or other responders compromised sufficient to warrant a change in incident handling.
- 9-1-1 telephone system; the 9-1-1 telephone system has been impacted rendering communications with citizen emergency reporting sufficient to warrant a change in incident handling

Full Failure of Systems or Dispatch Center Evacuation:

Calls for service cannot be processed at the dispatch center; the dispatch center function has been negated sufficiently to be ineffectual.

3.2 Purpose of Levels

Levels of operation are used to initiate contingency plans that enable a more efficient method of conducting operations and processing information.

3.3 Necessity

Agency operating levels and radio procedures are generally determined by:

- The volume of incoming 9-1-1 calls

- The volume of incident activity
- The viability of the SNO911 CAD system
- The viability of the radio system
- The viability of the SNO911 9-1-1 telephone system

The ability to deliver "Normal" levels of response can be drastically affected by external factors such as:

- Multiple large-scale incidents occurring simultaneously
- Major weather related events
- Region wide disasters such as floods, earthquakes or terrorist activity
- Major power loss or other need to evacuate SNO911
- System wide radio failure
- Loss of 9-1-1 services
- Failure of the CAD system

3.4 Procedure: The following shall be utilized during activation of Levels of Operation.

Declaration determination:

SNO911 shall declare a change in operations when emergency resources or dispatch systems are overwhelmed or nullified resulting in compromised call for service processing.

Declaration coverage area:

- System Wide: A system wide change in levels of operation may only be declared by SNO911.
- Limited: A Field Supervisor/Zone Coordinator may request a change in levels of operation from SNO911 for their specific agency or zone.

Dispatch Center Procedure

Upon declaration of a change in the level of operation, the SNO911 Supervisor will ensure that all affected agencies are notified and appropriate procedures are initiated.

Communication Limitations:

This procedure is not intended to limit communication avenues. Alternate communication systems or processes between Dispatch and the affected agencies may be used upon mutual agreement. Alternate communication systems may include but are not limited to:

- Cellular telephones
- Landline telephones
- Backup paging
- CAD Chat function
- Messaging (text or other)
- Simplex radio – relay operations
- Active911 or other emergency notification applications
- email

3.5 STRESSED OPERATIONS

Agency Specific or System Wide

SNO911

Dispatch shall transmit three (3) alert tones on each dispatch talk group/radio channel(s) affected.

Dispatch will announce the following:

"All agencies (or agency ID/Zone) standby for stressed operations procedures."

Dispatch will page all affected agencies with the following message via CAD:

"SNO911 is initiating stressed operations procedures for (specific agency/Zone or system wide). Agencies advise when your Fire Operations Center(s) are staffed. Not all agencies will establish an FOC. Zone FOC's may represent several agencies. The air is RESTRICTED to priority traffic only."

Dispatch will continue normal dispatching until the affected FOCs (Fire Operations Centers) are staffed and ready to receive call information via their agency's MDC's or designated printer. Each agency shall notify via the radio system when their FOC is staffed.

Agencies will staff their FOCs as quickly as possible.

Upon notification of an agency's FOC activation, SNO911 shall discontinue normal dispatching of specified calls for that agency:

- Priority Level 1F, 2F, 3F and medicalBLS incident types: shall be dispatched as normal.
- Priority Level 3F, 4F, and 5F, 6F, and 7F incident types (excluding BLS): shall be relayed to the FOC via MDC with no immediate notification of receipt. (Dispatchers may verify receipt if there is an extended delay of incident handling by the FOC.)
- If an FOC does not have access to an MDC, the use of the following alternate forms of communication include but are not limited to:
 1. Alpha Paging
 2. Landline telephone
 3. Cellular phone
 4. Secondary talk groups/radio channels
 5. Primary talk groups/radio channels
 6. CAD Printer

FOC

Agencies shall staff their FOC with sufficient resources to assign, send, and track unit responses to incidents not dispatched directly by SNO911.

MDC utilization is the preferred process for tracking incident unit assignment and response status changes.

Units assigned to an incident shall communicate directly with the entity that assigned them; Dispatch for Priority Level 1F, 2F, 3F and medicalBLS type codes; FOC for all others.

General practice for FOC/MDC unit assignment:

- FOC shall monitor for unassigned incidents in their jurisdiction(s).
- FOC shall assign and notify units to "Add" themselves to the appropriate incident.
- Assigned units shall utilize their MDC for all status changes.
- Assigned unit may notify their FOC of AVL status.

- Last cleared unit shall notify their FOC of incident completion/closure.

3.6 SYSTEM FAILURES

CAD FAILURE:

SNO911

Dispatch shall transmit (3) alert tones on each primary dispatch talk group/radio channel, and announce the following:

"All Fire agencies from SNOCOM, The CAD system is down. Recommend radio watch."

Dispatch will page all affected agencies with the following message, over backup paging systems:

"SNO911 CAD system is down. All calls for service will be paged as general alarms. Recommend radio watch."

Incidents will be paged as 'general' alarms using back-up paging system(s).

Each agency shall be responsible for determining unit assignments, including requests to SNO911 to page resources from other agencies (mutual aid).

If a FOC is established, Dispatch shall continue to page incidents with a general alarm; FOCs shall assign units and manage incident resource allocation. Dispatch shall continue to track incident related unit status changes.

Radio talk group assignment shall remain status quo; SNO911 will assign as and when necessary.

Upon successful CAD system activation, SNO911 shall enter response data for all incidents generated during the failure.

FOC (If activated)

FOCs shall assign units and manage incident resource allocation for their agency(ies). Dispatch shall continue to page incidents with a general alarm and track incident related unit status changes.

FOCs will follow these steps when activated:

1. Dispatch receives a 911 call, and determines the call type.
2. Dispatch general tones the fire agency, (or radio hails FOC directly) reporting the call type and location on their Primary Talkgroup ~~(TAC 1, 3, 5, or 7).~~
3. FOC acknowledges and confirms call information.
4. Dispatch will provide short report.
5. FOC determines the appropriate units and notifies each of the call type and location. (Consider use of Active 911 Alerting by FOC) (Fire Tac's 11, 12 and 13 are designated for FOC operations)
6. Units confirm receipt of incident data to FOC.

7. Units report in route, on scene, cleared, to hospital, at patient, depart hospital, etc. times directly to dispatch.
8. Units report Available status to both dispatch and FOC.
9. All times and status changes are reported to, and all times are captured by, dispatch. All unit notification of assignments are performed by FOC.

Mutual Aid and other resources: Requests for Mutual Aid units will need to be performed through dispatch but requested by FOC. Dispatch will identify assigned radio talkgroup, and relay short report. Requests from responding or on scene units for additional fire based resources shall be made to the incident FOC. Requests for other resources (PD, FM, Red Cross, etc.) shall be to the dispatcher

RADIO SYSTEM FAILURE (FAILSOFT):

NOTE: "FAILSOFT" is a term indicating a high potential of full radio system failure. Users are to notify SNO911 *immediately* if user radios display "FAILSOFT", as dispatcher consoles will not indicate such.

SNO911

If notified of a "FAILSOFT" warning, Dispatch will immediately notify the 'on-call' Wireless Technician, and announce the following on each primary talk group, and all known in-use secondary talk groups:

"All agencies from SNOCOM, the 800 MHz Radio system is in potential failure mode. Staff your FOCs. MDCs are still operational. Consider use of Simplex radio talk groups for on scene communications."

Dispatch will page all agencies with the following message via CAD:

"800 MHz Radio system failure. Staff your FOC and/or Stations. Use alternate means of communication. Limit communication with Dispatch to Emergency Traffic, or from Incident Command and FOCs."

SNO911 will dispatch all calls for service as normal using CAD. (Agencies or units without MDCs will be responsible for tracking their incidents during the outage.)

FOC (If activated)

FOCs will monitor simplex radio talk groups, assist in relaying radio messages when applicable, and coordinate alternate means of communications between response units, the FOC, and Dispatch.

FOCs and Dispatch should consider open landline use during Priority 1 incidents to relay on-scene simplex radio traffic.

Responding units shall continue to use MDC's for status changes. Units without MDC's shall be required to track status changes manually.

PHONE SYSTEM FAILURE:

SNO911

Dispatch shall transmit /three (3) fire) alert tones on each primary dispatch talk group/radio channel of area affected by the outage, and announce the following:

"All agencies (or specific agencies affected) from SNOCOM, the 9-1-1 Telephone system is down. Staff your stations for potential walk-in calls."

Dispatch will page all agencies with the following message via CAD:

"SNO911 has a-9-1-1 telephone system failure. Staff your stations for potential walk-in calls."

Dispatch will remain operational as a control point for all dispatch functions. Supervisors shall consider utilization of the Emergency Alert System (EAS) to alert the public regarding the outage and alternate means of reporting emergencies.

Fire Agency

Agencies should staff their fire stations, business offices, and other locations known to the public to house emergency equipment and personnel, for potential walk-in reporting of emergencies. Personnel assigned to such tasks should remain on site until relieved or 9-1-1 services have been restored, and be provided a radio for reporting of emergencies directly to Dispatch.

3.7 MULTIPLE CRITICAL SYSTEMS FAILURE OR CENTER EVACUATION

A failure of two or more critical systems or the need for dispatch center evacuation, which would prevent SNO911 from processing calls for service. Each agency will resort to their established contingency plans for communication.

Due to the multiple scenarios possible for complete failures, the dispatch center and agencies shall consider the use of operating systems available that may include:

- Cellular phones
- Other dispatch agencies that have operating backup capability for SNO911 agencies
(South Campus Backup, Skagit 911, NORCOM, ICOM)
- SCSO or EPD command vehicles (equipped with radios and cellular phones)
- Everett Fire command vehicle
- DEM Communication Van
- Agency use of Active 911 to log and track call for service activity during outage
- Phone tree or use of RAVE automated notification

Radio/CAD:

SNO911 Telephone System would still be active, allowing 9-1-1 emergency calls to be answered. Utilize alternate means of communicating incidents to FOCs or responders.

SNO911

Utilize telephone tree (RAVE) to notify agencies of situation and FOC need. Advise agencies to call into SNO911 upon establishing FOC. Confirm FOC contact number and person and agencies responsible for. Establish protocol to be followed for incident notification, (Page if available, RAVE, telephone call to FOC, etc.)

Upon receipt of an incident, utilize appropriate notification method.

Agency

Upon notification of Radio/CAD outage;

- Staff FOC,
- Contact SNO911,
- Establish incident notification protocol,
- Notify agency personnel of situation and notification method.

Track incident status changes manually for later entry into CAD.

Telephone/CAD:

Radio System would still be active, but 9-1-1 calls would not be answered. Integrate Phone and CAD System Failure protocol to degree possible.

SNO911

Dispatch shall transmit (3) alert tones on each primary dispatch talk group/radio channel, and announce the following:

"All Fire agencies from SNOCOM, SNO911 Phone and CAD systems are down. Staff your stations for potential walk-in calls. Staff your FOCs."

Dispatch will page all affected agencies with the following message, over backup paging systems and/or alternate communication methods (ex: Rave):

"SNO911 Phone and CAD systems are down. Staff your stations for potential walk-in calls. Staff your FOCs."

Dispatch will track unit status changes, monitor radios for emergency traffic, and relay radio traffic between talk groups when necessary (mutual aid requests, etc.)

Agency

Agencies should staff their FOC, fire stations, business offices, and other locations known to the public to house emergency equipment and personnel, for potential walk-in reporting of emergencies. Personnel assigned to such tasks should remain on site until relieved or 9-1-1 services have been restored, and be provided a radio for reporting of emergencies directly to FOCs or Dispatch, as appropriate.

FOC

Advise Dispatch upon activation and communicate operational expectations.

Assign units to incidents, and track call/unit status changes.

Telephone/Radio:

Dispatch is unable to receive 9-1-1 calls, nor communicate with agencies over radio. Essentially, dispatch has been nullified. CAD is still available for; call creation, incident unit assignment, unit tracking, and chat functions.

SNO911

Dispatch will page all agencies with the following message via CAD:

"SNO911 Phone and Radio systems are down. Staff your stations for potential walk-in calls. Staff your FOCs."

Confirm FOC activation through alternate means of communication (CAD Chat, cellular phone, etc.)

Receive and enter incident information as provided from FOCs, and dispatch incidents through CAD.

Agency

Agencies should staff their FOC, fire stations, business offices, and other locations known to the public to house emergency equipment and personnel, for potential walk-in reporting of emergencies. Personnel assigned to such tasks should remain on site until relieved or 9-1-1 services have been restored, and be provided a radio for reporting of emergencies directly to FOCs.

FOC

Advise Dispatch through alternate means of communication upon FOC activation.

Upon report of an emergency, notify Dispatch of the address or location of the emergency, the reason for the emergency, and any pertinent details.

Back up Dispatch Location

Snohomish County 911 South Campus is the only relocation dispatch center for Snohomish County 911 operations, providing limited dispatch positions. DEM and communications vans may also provide limited dispatch capability for Snohomish County 911 operations, if needed. If Snohomish County 911 operations relocate to South Campus, DEM or a communications van, Snohomish County 911 shall determine the level of service it will be able to provide.

3.8 RESTORATION OF SERVICES

BACK UP DISPATCH LOCATION.

If SNO911 operations relocate to an alternate location, or if alternate dispatch centers assume 9-1-1 call processing, SNO911 shall determine the level of service to be provided.

DOWNGRADE IN LEVELS

SNO911

During a multiple system failure event, if individual systems become operational, Dispatch may elect to activate or change to appropriate Level of Service as defined in this procedure. Dispatch shall notify the affected agencies in the appropriate manner for the Level of Service activated.

FOC (If activated)

FOCs will acknowledge the change in Level of Service and operate accordingly.

RETURN TO NORMAL SERVICES

SNO911

When normal operations resume, Dispatch shall announce on all appropriate talk groups and page all appropriate agencies, the following:

“SNO911 to all units and stations, Normal Operations are being resumed.”

FOC (If activated)

FOCs will acknowledge the broadcast and confirm that they are standing down.

4.0 DISPATCH/RADIO PROTOCOLS**4.1 Communications Coordination**

- 4.1.1** Recognizing Snohomish County 911 multi-jurisdictional communications responsibility and capabilities, all normal day-to-day type communications shall be coordinated by the dispatcher.
- 4.1.2** All agencies shall use alternate designated Talkgroups for the purpose of drills and training ~~subject to coordination with Snohomish County 911~~. Drills will not normally be conducted on dispatch or fire ground Talkgroups without the pre-approval of the dispatch center. Upon notice by a dispatch center or incident commander, all drill traffic will cease immediately if being conducted on a tactical Talkgroup.
- 4.1.3** Once an Incident Commander is established, all radio communications directed to SNO911 shall be made by the Incident Commander or his/her designee. No other units after arriving on the scene shall direct traffic to SNO911 unless an emergency situation arises and/or the Incident Commander cannot be raised.
- 4.1.4** Likewise, SNO911 shall only direct traffic to the Incident Commander or his/her designee, unless the above-described emergency arises.

4.2 800 MHz Site Trunking/Zone Controller Failure

The 800 MHz radio system is broken down in to two zones (Phase 1 and Phase 2). If there is a failure of the zone controller (which keeps the radio traffic flowing between both phases) mobile and portable radios will need to be switched manually back to their primary coverage zone (Site Trunking channel bank-Bank C). Radio coverage may be diminished, as both zones are not communicating with each other. If you travel outside your primary zone of coverage you may or may not be able to communicate with dispatch or other users depending on how close you are to your primary coverage zone. In the event of a zone controller failure, Dispatch will advise units to switch to the site trunking bank on their 800 MHz mobile and portable radios. Mobile and portable radios will display 'site trunking' on the LCD display, which is an indication to the field user that the radio must be 'switched' to the site trunking channel bank.

4.3 Emergency (EMER) Alerts

4.3.1 The 800 MHz radios are equipped with functions that will alert the Communications Center Dispatcher of a firefighter in need of assistance who cannot immediately relay a request for assistance verbally. Activation of the EMERGENCY ALERT on the radio shall be considered a life-threatening emergency in which normal communications will not meet the need for immediate assistance. Use of this function will be limited to situations where normal voice communications are either not possible or could increase the immediate danger to the firefighter. Examples of these situations include:

- The firefighter is unable to use the radio due to dealing with a dangerous situation (Hostage/Duress situation) Note: If activating unit responds "Code Blue" or "Firefighter Needs Help" the dispatcher should follow Code Blue procedure section 4.6.2.
- The firefighter is unable to use the radio due to injury.
- Radio traffic is too heavy to be able to relay a request for emergency assistance.

4.3.2 When the EMERGENCY button is pressed on the portable radio, the radio is placed in the EMERGENCY ALARM mode. When a radio is in emergency mode, communications from the activating unit are given the highest priority in the radio system.

4.3.3 The five-digit radio ID number (#####) of the radio is transmitted to dispatch. The user activating the EMERGENCY button will automatically be switched by the radio system to the EMER channel (channel 16) of the bank to which the activating radio was selected when the emergency button was pushed (note: if the fire radio is on a police Talkgroup the EMER will activate on the police Talkgroup). ~~CHECK FOR ACCURACY—When a radio is used on a non-Sno911 radio talkgroup agency such as Norcom, the EMER will be sent to the Norcom dispatcher?an interoperability talk group outside of the SNO911 radio system, the EMER will be transmitted to dispatch centers on that radio system.~~

4.3.4 Firefighter's names will not be used over the air when an emergency radio alert has been activated, unless requested by a jurisdictional authority. Only the Agency Name, radio ID and the unit number, if available, shall be used on the radio.

4.3.5 Agencies are responsible for following their predetermined policies relating to logging into service with radio numbers and keeping dispatch centers updated and advised of radio ID assignments.

4.3.6 Radio ID's will be built into the incident command/passport system for the IC to designate someone responsible to track the numbers during a large incident.

4.3.7 Training must reinforce these procedures so that users take the activation of the EMER button very seriously. When a planned use of the EMER button is anticipated for training, Dispatch must be notified prior to the activation.

4.3.8 Assigned to an incident, No Formal Incident Command

4.3.8.1 Single Radio EMER Activation

- Upon receipt of an EMERGENCY RADIO ALERT the dispatcher shall acknowledge the activation on the EMER channel, by stating the Agency Name, Radio ID number and inquiring about the unit's status. Any member hearing this message from their radio shall immediately contact Dispatch and relate their condition or status, if able to do so.
- If no response is received on the EMER channel the dispatcher shall determine the unit that activated the EMER. Use the RF command to open the Personnel Search window or check the radio ID list and attempt contact on the assigned dispatch or TAC channel.
- If the radio user is unable to safely respond in any manner and dispatch receives **no response** after both attempts a police response will be immediately dispatched and the jurisdictional fire authority advised.

A. Summary of Dispatch Steps – Single Radio Activation

- STEP 1/4: The dispatcher will make one attempt to contact the activating unit on the EMER Channel (SPMV EMER).
- STEP 2/4: If no response, the dispatcher will make one attempt to contact the activating unit on the assigned Dispatch or Primary Talkgroup.
- STEP 3/4: If no response to either attempt to contact, the dispatcher will send law enforcement (using HELP type code) to the last known location.
- STEP 4/4: The dispatcher will then broadcast the following information to the jurisdictional authority – Battalion Chief, Duty Chief, or page out the department if authority not on duty:
 - Indicate that an EMER was received
 - Jurisdiction authority.
 - The radio ID number
 - The jurisdiction of the unit
 - The unit number
 - The type of incident the unit is on.
 - The location
 - Police are responding

4.3.8.2 Multiple Radio EMER Activations

- If multiple EMER activations are received at the dispatch center, and the dispatcher identifies that the activating units are at the same incident or location, the dispatcher shall immediately dispatch law enforcement without contacting the activating units.

A. Summary of Dispatch Steps – Multiple Radio Activation

- STEP 1/1: The dispatcher will send law enforcement (using HELP type code) to the last known location.

4.3.9 Assigned to Incident, With Incident Command

4.3.9.1 Single Or Multiple EMER Activations

- Upon activation by a single unit assigned to an incident with Incident Command established, the dispatcher shall immediately notify the IC, and follow the steps for a single activation outlined above.
- Upon activation by multiple units assigned to a single incident with Incident Command established, the dispatcher will notify the Incident Commander of the emergency alert activation. The IC will; take responsibility of the emergency alert, update dispatch to further needs, and notify dispatch of the 'EMER' units' current and changed status.

4.3.10 Assigned to In Service Unit, (No Incident Assignment)

4.3.10.1 Single Radio EMER Activation

- If the unit issuing the alert is in service and not assigned to a call, Dispatch will make two (2) attempts to contact the unit, if no contact is made Dispatch will contact the jurisdictional authority including details of the last known location of the unit.

4.3.10.2 Multiple Radio EMER Activations

- If location determined, send LE. If not, attempt contact, notify command or tone agency and advise of the last known location of the unit(s).

4.3.11 Unassigned Radio

- **4.3.11.1** Dispatch will make two (2) attempts to contact the unit, if no contact is made Dispatch will contact the jurisdictional authority.

4.4 Safety Status Checks

Status checks will be initiated in situations which are considered to be a higher than normal risk (violence or other perceived unsafe situations) **where fire units are already on scene, not staged and law enforcement is needed or has been requested by a fire unit to respond 'Code'.** Status checks should occur every five (5) minutes until law enforcement arrives on scene or the fire unit on scene cancels further status checks. **Status checks should not be initiated for 'Code Blue' requests.**

Units requesting a law enforcement response for a call will specify in the request the basic nature of problem and the priority of the response as 'Code' or 'Non-code'.

Example: Engine 51 on scene of a BLS response dispatched as a 29 YOM fall patient
 E51: **"E51 request PD code, unruly HBD family member"**
 SNO911: **"Received E51 requesting PD code"**

If the field unit does not indicate the priority and nature of request, the Dispatcher shall inquire the nature and priority of the response. Priority code requests shall be entered as an Assist Fire (AF) or the appropriate law enforcement type code with text indicating the reported problem and the need for a 'Code' response.

4.4.1 Procedure

The Dispatcher will set a 5 minute timer in CAD for any Law Enforcement 'Code' request.

Example: 5 minute timer set for Engine 51 requesting Law Enforcement 'Code'
UC5 E51

Dispatchers will inquire a unit's status when the 5 minute timer elapses by stating the unit number followed by the word "STATUS." The field unit must respond with the unit's current status.

Example:

SNO911: **"E31 STATUS"**

UNIT: **"E31 is okay, still awaiting Law Enforcement"**

SNO911: **"Received E31 okay"**

After making contact with the unit the Dispatcher shall reset the contact timer for an additional 5 minutes and repeat the procedure until Law Enforcement arrives on the scene or the unit advises "No further checks". If voice contact is established any time before the timer elapses, the dispatcher should reset the 5 minute status timer at that time, unless advised to cancel the status timer.

4.4.2 Procedure for Non-response from Fire Unit

The dispatcher will make two attempts to check a unit's status. If no response is received, the dispatcher will initiate a single alert tone followed by the unit identifier and the word "STATUS" for a third and final attempt for contact. If no response is given, the dispatcher will initiate a **"Code Blue/Firefighter Needs Help"** response by modifying the original police incident to 'HELP' with a supplement that the fire unit is not answering status checks. The fire dispatcher will then notify the fire agencies duty supervisor of the call via page. See section 4.6.2.

If the fire unit is in a life threatening situation and needs emergency police response, the correct response to status check should be "Code Blue", or an activation of the portable radio 'EMER' button, if the unit is unable to/unsafe to provide voice communication. Either one of these responses on a status check will immediately cause the dispatcher to create a **"Code Blue/Help the Firefighter"** response. See section 4.6.2.

Cancelling of status timer

At any time the requesting unit may cancel the status check timer. The unit should use plain English and advise dispatch to cancel the timer or state 'no further checks' after answering a status check.

Example:

UNIT: **"E60 okay, no further checks"**

SNO911: **Received, E60 okay, no further checks"**

The fire unit is required to advise the dispatcher when law enforcement arrives with them so the status timer can be cancelled. Cancelling the status timer does *not* cancel the police response; the unit will need to advise if law enforcement is no longer needed at the scene and that law enforcement may cancel.

Example:

UNIT: **"SNOCOM you can cancel timer and PD, patient is co-operating"**

SNO911: **Received, cancel timer and PD"**

If the fire dispatcher is notified by the law enforcement dispatcher that law enforcement is on the scene, the fire dispatcher shall check the fire unit's status before cancelling the timer.

The unit timer is cancelled in CAD by using the 'OK' command for the individual unit. A comment should be added with the reason the timer is being cancelled.

Example:

UNIT: **"OK E60, patient is co-operating"**

Or

UNIT: **"OK E60, PD on scene"**

4.5 Radio Traffic Restriction

- 4.5.1** To effect an air restriction, the dispatcher transmits three alert tones and the following announcement:

"SNOCOM to all units and stations, the air is restricted for (situation) (location)"

- 4.5.2** To open the air for normal traffic, the dispatcher announces:

"SNOCOM to all units and stations, normal traffic may resume"

4.6 Radio Transmission Priorities

4.6.1 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 (PARS obtained, power shut off, etc.), the IC should contact the Dispatch center and clear the Emergency Traffic with a brief report stating why.

EXAMPLE: "SNOCOM from Command, all Units have exited the structure with PARs. We are now in a Defensive strategy. Open the air to normal radio traffic".

All other radio traffic shall be restricted. Emergency traffic shall include:

- A. Reports of possibly trapped or missing personnel.
- B. A catastrophic change in the incident such as a building collapse, explosion, back draft, sudden flooding or release of a vapor.
- C. Emergency **ABANDONMENT** (emergency PAR report required) of a building.

Example:

IC: **"SNOCOM and all units assigned to (name) command, this is an order to abandon the building"**

: Dispatch **TRANSMIT THREE ALERT TONES**

:Dispatch **"All units at (name) command, abandon the building, abandon the building, abandon the building, the air is restricted"**

Following the abandon announcement an emergency PAR report shall be conducted.

IC: **"[dispatch] and all units at (name) command standby for an emergency PAR report"**

The air is already restricted; you will not need to transmit the three alert tones again.

Dispatch: **"All units at (name) command, standby for an emergency PAR report, the air remains restricted"**

Dispatch will monitor radio traffic and assist the IC as requested.

Following roll call and with IC approval dispatch will open the air to normal traffic.

Dispatch: **"[dispatch] to all units at (name) command, normal radio traffic may resume"**

- D. **MAYDAY**: Used to declare an emergency situation.

MAYDAY from a Known Field Unit

UNIT: **"(name) command from (unit), MAYDAY MAYDAY MAYDAY"**

IC: **"[dispatch] from (name) command, restrict the air, MAYDAY from (unit)"**

Dispatch: **TRANSMIT THREE ALERT TONES**

Dispatch: **"[dispatch] to all units the air is restricted for a MAYDAY at (name) command"**

The IC may advise if a PAR report is required and when the air can be opened for normal traffic.

Dispatch: **"[dispatch] to all units at (name) command, normal radio traffic may resume"**

MAYDAY from an Unknown Unit

Unknown Unit: **"(name) command, MAYDAY MAYDAY MAYDAY."**

IC: "[dispatch] from (name) command, restrict the air, MAYDAY received"

Dispatch: **TRANSMIT THREE ALERT TONES**

Dispatch: "[dispatch] to all units at (name) command the air is restricted for a MAYDAY"

The IC will conduct an emergency PAR report. Dispatch will monitor radio traffic and assist the IC as requested.

The IC will inform Dispatch when the air can be opened for normal traffic.

Dispatch: "[dispatch] to all units at (name) command, normal radio traffic may resume"

- E. **EMERGENCY ROLL CALL:** The Incident Commander, Supervisor, Team Leader or Safety Officer determines a need for the PAR Report exists.

IC: "[dispatch] and all units at (name) command, standby for an emergency roll call"

Dispatch **TRANSMIT THREE ALERT TONES**

Dispatch: "All units at (name) command, standby for an emergency roll call, the air is restricted"

The IC will conduct the emergency roll call. Dispatch will monitor radio traffic and assist the IC as requested.

Following the roll call the IC will inform Dispatch when the air can be opened for normal traffic.

Dispatch: "[dispatch] to all units at (name) command, normal radio traffic may resume"

- 4.6.2 4.6.2 CODE BLUE/FIREFIGHTER NEEDS HELP:** Code Blue/Firefighter needs help is an emergency request for law enforcement (hostage/ duress situation) from a fire unit. **The use of "CODE BLUE" or "FIREFIGHTER NEEDS HELP" will trigger an immediate law enforcement response.** The dispatcher will not question the unit as to why law enforcement is needed.

Examples:

UNIT: "SNOCOM, (unit) CODE BLUE"

or

"SNOCOM, (unit) FIREFIGHTER NEEDS HELP"

SNO911: "(unit) received, CODE BLUE"

or

"(unit) received, FIREFIGHTER NEEDS HELP"

SNO911 dispatcher will create a law enforcement incident using the type code "HELP". **Do not notify the unit that law enforcement has been advised or is responding.**

Law enforcement responders will be notified that this is a "Help the Firefighter" situation and no further information is known.

The Dispatcher shall also send a department page CODE BLUE [unit identifier], which advises the on duty department authority to call dispatch for details of the Code Blue:

Click the manual page from the CAD dispatch ribbon. Click on groups, find the appropriate group and add to the message recipients category and then fill out the message CODE BLUE [unit identifier] Example: "CODE BLUE E1".

If the CODE BLUE situation changes and Law Enforcement is no longer needed to respond CODE or can CANCEL, the firefighter will advise the dispatcher "CODE 4" and include the LE response mode. CODE 4 is the only proper response to a declaration of CODE BLUE.

**CODE 4 (Law Enforcement no longer needed/can cancel)
CODE 4 (Continue Law Enforcement non-code)**

Any response other than CODE 4 will be considered a continuation of a CODE BLUE – Firefighter needs HELP, and Law Enforcement will be advised to continue CODE.

Examples:

UNIT: "SNOCOM, (UNIT) CODE 4 Law Enforcement no longer needed"
or

UNIT: "SNOCOM, (UNIT) CODE 4 Continue Law Enforcement non-code"

Dispatch: "(UNIT) received CODE 4 Law Enforcement no longer needed"
or

Dispatch "(UNIT) received CODE 4 Continue Law Enforcement non-code"

4.6.3 Priority Traffic

Priority radio traffic includes situations that have the potential of escalating into emergency traffic. Radio traffic may be restricted.

4.7 Incident Response Designators/Alarm Levels

4.7.1 All Snohomish County 911 user agencies shall utilize the approved incident response plain language designators. All dispatches will be announced by the appropriate plain language designators.

4.7.2 The Incident Commander shall communicate with the dispatcher to request additional resources (E.g. additional units. second, third, fourth alarms; strike team/task force).

4.7.3 Subsequent response requests shall be created using a new call for service with the appropriate call type at the same address with the appropriate alarm level.

4.8 Radio Communication Codes

4.8.1 For the purpose of standardization for all Snohomish County 911 users and radio communication brevity, specific response and assistance code designators are established. The response code designators shall be used only as the specific

situation or activity dictates. ALL OTHER RADIO LANGUAGE SHALL BE PLAIN ENGLISH.

- 4.8.2** RESPONSE CODES shall be agency initiated to designate the method and manner that an emergency vehicle is responding or operating. It shall also designate the nature of certain responses.

A. CODE: Emergency response in accordance with responding agency's policy. (Normally with emergency lights and sirens activated).

Example:

UNIT: "SNOCOM from Aid 81"
 SNO911: "Aid 81"
 UNIT: "SNOCOM Aid 81, dispatch an ambulance CODE to this location"
 SNO911: "Aid 81, received requesting ambulance CODE"

A. NON-CODE: Non-emergency response in accordance with responding agency's policy. (Normally without emergency lights and sirens activated).

Example:

UNIT: "SNOCOM from Battalion 7"
 SNO911: "Battalion 7"
 UNIT: "Battalion 7, advise all units except Engine 76 to respond NON-CODE"
 SNO911: "Battalion 7 received, all units except Engine 76 respond NON-CODE"
 SNO911: "SNOCOM to all District 7 units except Engine 76, respond NON-CODE"

A. CANCEL: Discontinue response to the scene or incident assigned.

Example:

UNIT: "Engine 31 from Battalion 31"
 UNIT: "Engine 31"
 UNIT: "Engine 31, you may CANCEL"
 UNIT: "Engine 31 received CANCEL"

4.8.3 Assistance Code Designators

Used to request specific needs for assistance in critical situations where either brevity or "code language" is needed to prevent the situation from worsening. Fire and EMS personnel shall use PLAIN ENGLISH rather than Assistance Codes. **EXCEPTION: Assistance codes may be used in sensitive situations.** Assistance Codes are listed in Appendix 5.1.

- 4.8.4 Other Codes:** See Appendix 5.1 for law enforcement codes (for reference only).

4.9 Transmissions

- 4.9.1** Radio transmissions will begin by calling the radio name or number that they are transmitting to, followed by their own radio name or number.

Examples:

UNIT: "SNOCOM from Chief 71"
 UNIT: "Engine 32 from Aid 51"
 SNO911: "Battalion 51 from SNOCOM"
 UNIT: "Engine 31 received CANCEL"

4.9.2 Once a transmission series has been established, it is not necessary to repeat radio names for each transmission.

4.9.3 Upon completion of an informational radio transmission, the unit affected will reply, "received". The text of informational type transmissions need not be repeated. NOTE: "Received" signifies a message is received and understood. If the message is unclear or not understood ask for clarification.

Examples:

"Station 71 received"

"District 26 received"

4.9.4 The text of transmissions pertaining to orders or requests to shall be repeated so the message is understood.

Examples:

UNIT: **"SNOCOM from Chief 71"**

SNO911: **"Chief 71"**

UNIT: **"Chief 71 Request Fire Marshal"**

SNO911: **"SNOCOM received, Fire Marshal requested"**

SNO911: **"Chief 71 from SNOCOM"**

UNIT: **"Chief 71"**

SNO911: **"Chief 71, Fire Marshal responding, ETA 15 minutes"**

UNIT: **"Chief 71 received, Fire Marshal ETA 15 minutes"**

4.9.5 The text of transmissions pertaining to orders where formal Incident Command has been established shall be repeated so the message is understood and confirmed as correct by the Incident Commander.

Example:

COMMAND: **"A48 from 215 Command"**

UNIT: **"A48"**

COMMAND: **"A48, Bring a hand light to staging"**

UNIT: **"A48 received hand light to staging"**

COMMAND: **"Affirmative, A48"**

If a unit does not repeat the order the Incident Command shall ask the unit to repeat the order or request. If the order or request is not repeated correctly the Incident Commander shall repeat the order or request until fully understood.

4.10 Dispatch of Incidents (Locution Failure or Deactivation)

4.10.1 Page the call and announce twice in the following order:

"(Recommended units), (CAD incident type), (address), (any safety/critical information), (Talkgroup assignment)"

Examples:

"Engine 1, Medic 1, MEDX response, thirty-two twelve Hewitt, CPR in progress, TAC 1."

Repeat 2nd time using individual numbers in the address:

"Engine 1, Medic 1, MEDX response, three two one two Hewitt Avenue CPR in progress, TAC 1"

or

"E31, A32, M31, B31, MVC-Entrapment, two seventy-six fourteen, one hundred seventy nine Street Southeast, grid 525, TAC 3."

Repeat 2nd time using individual numbers in the address:

"E31, A32, M31, B31, MVC-Entrapment, two seven six one four, one seven nine St SE, grid 525, TAC 3."

4.10.2 Any critical medical/safety information, if known, shall be given as a short report after units go enroute:

- CPR in progress
- Not breathing
- Unsecured scene
- Standby for Law Enforcement
- During stressed operations, follow the prescribed procedure for altered levels of operation.

4.11 Response Times

4.11.1 Units assigned to an incident are required to go enroute via radio or MDC within two (2) minutes from initial dispatch. If the three (3) minute dispatch timer is displaying and **no unit that is assigned to the incident has responded**, the Dispatcher will:

- First attempt radio contact with any personnel from the assigned jurisdiction by radio.
- If contact is made with personnel from the jurisdiction, the Dispatcher will inquire if a re-page is needed. The incident will be re-paged only if requested.
- If units fail to go enroute within one (1) minute of a second page, the Dispatcher will determine the next closest jurisdiction and add their department wide page using the manual page option in CAD.
- The Dispatcher should then attempt to make appropriate notifications to command staff of any attempts to dispatch an incident without a response.

4.11.2 All units assigned to incidents are responsible to advise SNO911 via radio or MDC that they are enroute, on-scene, or clear of an incident. SNO911 is responsible for tracking these times. If a unit fails to go enroute, the Dispatcher shall be proactive in establishing communication with that unit and ensuring an appropriate level of response is being made. As traffic permits, dispatchers may make radio calls for units as soon as two (2) minutes after initial dispatch if a unit has failed to acknowledge being enroute.

4.11.3 The Dispatcher shall also be responsible for notifying the Incident Commander of any unit that has not responded within three (3) minutes on a multi-unit response. Command staff shall determine if a re-page of that unit is necessary or if additional apparatus is required. The Dispatcher shall also notify command staff of any 'incomplete' Fire Response Level (FRL) recommendations in the CAD system.

4.12 Documentation of Incident Call Times

The Dispatcher is required to provide accurate documentation of all incident call times (enroute, on-scene, clear, etc.). There may be times when higher priority tasks prohibit this from occurring. The Dispatcher shall attempt to update the CAD record when a known time is missed by using the correct call time. If the call time is known or can be obtained from the radio recorder the dispatcher shall note the correct time in the narrative of the call. The Dispatcher should never enter a time they know to be

incorrect. All CAD call times should accurately reflect status changes as reported by units in the field either by MDC or voice communication to the Dispatcher.

4.13 Dispatch Report

- 4.13.1** Dispatcher will provide a report to first responding unit unless a command unit has been dispatched; in this case the report shall be given when the command unit responds. Including:
 - A. Details of the incident
 - B. Critical medical/safety information
- 4.13.2** Any unit may ask for the dispatcher report or any other information needed when responding to an incident.
- 4.13.3** Dispatcher shall confirm address, and if necessary correct any incorrect address stated by the responding unit.
- 4.13.4** Units responding by MDC shall not be provided a dispatch report unless requested or if additional critical/safety information is received after the initial dispatch.

4.14 Multiple Unit Responses

- 4.14.1** When multiple units are responding to the incident, the first arriving unit shall transmit a brief initial report. Including:
 - A. Arrival (address correction if needed).
 - B. Initial Radio Report (IRR) (see Appendix 5.2).
- 4.14.2** In major incidents, the Incident Commander shall advise SNO911 as soon as possible the location of the command post.
- 4.14.3** Once the Incident Commander is established at the scene of an incident, All RADIO TRAFFIC to SNO911 shall be made by Incident Commander or his/her designee; no other units shall contact SNO911.
- 4.14.4** The Incident Commander shall, when appropriate, transmit to SNO911 "situation under control".
- 4.14.5** If units are ready or 'in-service' for another alarm while at the scene of an incident, the Incident Commander/designee shall make the report for appropriate apparatus at one time. Dispatch shall not place unit/s in service until so directed. Individual units need not put themselves in service unless it is a single apparatus notification.

Examples:

UNIT: **"SNOCOM from Battalion 71"**
 SNO911: **"Battalion 71"**
 UNIT: **"Battalion 71, all units assigned to 35th Command units are in service."**
 SNO911: **"SNOCOM received all - units in service."**

or

IC: **"SNOCOM from Firetrail Command"**
 SNO911: **"Firetrail Command"**
 IC: **"Firetrail Command, Engine 64 and Aid 64 are in service"**
 SNO911: **"SNOCOM received, Engine 64 and Aid 64 in service"**

or

IC: **"SNOCOM from Firetrail Command"**
 SNO911: **"Firetrail Command"**
 IC: **"Firetrail Command, place all Marysville units from Firetrail Command in service except Engine 64"**
 SNO911: **"SNOCOM received all units from Firetrail Command in service except Engine 64"**

4.15 Multiple Incidents for One Fire District/Department

- 4.15.1** The Incident Commander/designee shall monitor their primary dispatch channel when possible while operating on an alternate Talkgroup.
- 4.15.2** The Incident Commander may request the dispatcher via radio, for notification of any additional alarms that may be received within their jurisdiction while operating on an alternate Talkgroup.
- 4.15.3** If there is no response to the second incident within two minutes, the Fire Dispatcher will re-page the second incident and then request instructions from the first Incident Commander how the second incident is to be handled.
- 4.15.4** This procedure shall apply to all subsequent incidents that may occur simultaneously for that individual fire district/department.

4.16 Ten-Minute Onscene Timers

The following are the incident types where 10-minute timers will automatically be assigned::

- **FRC (Fire Residential Confirmed)**
- **FCC (Fire Commercial Confirmed)**
- **FWI (Fire Wildland Interface)**
- **MCI (Mass Casualty Incident-All responses)**
- **HZ (HAZMAT-All responses)**
- **MEDX (Upgraded Medic Response)**
- **MVCE (Motor Vehicle Collision – Extrication)**
- **All Technical Rescue Responses**
- **CRP (Community Paramedic/Resource Responders)**

The Incident Commander may ask for a 10-minute timer on any incident and may ask for other time increments for notification.

The CAD system will generate an elapsed time notification every 10 minutes until Command cancels the timer. The Dispatcher will verbally pass this information to the Incident Commander until the situation is declared under control and/or Command requests to discontinue notifications.

Examples: "(Name) Command, fire plus 10" (Announce after first 10 minute CAD notification)

"(Name) Command, fire plus 20" (Announce after second 10 minute CAD notification)

4.17 Jurisdictional Questions

If the jurisdiction of an incident is in question the dispatcher shall make the best estimate for response. Dispatchers should consider sending both agencies if the location falls within question. Jurisdictional questions will be handled after the incident.

4.18 No Mans Land

Dispatch will dispatch the closest (best estimate) jurisdiction to any potential Fire/EMS response that is determined to be in a 'No Mans Land' (no FRP assigned) area for their department authority's determination for response.

4.19 Station Move-Ups

4.19.1 The Move Up command should be utilized whenever a unit is temporarily relocated to another station and requires the ability to be placed AIQ at that station for response needs (example; cross staffed units relocating to another station as back fill), or does not have GPS location tracking available in CAD.

4.19.2 The Move Up command requires units to be relocated back to their home station upon their return. Failure to relocate a unit to its home station will result in incorrect response recommendations.

4.19.3 Units requiring to be relocated to another station are to verify the desire to use the Move Up command by the dispatcher.

Example:

E61: **"SNOCOM Engine 61, request move up to Station 62."**

Dispatch: **"Engine 61, Move Up to Station 62, advise when moving back to Station 61 and request to cancel Move Up status."**

4.19.4 Units returning to their home station after a move up, shall verify that the unit is properly assigned to its' home station in the appropriate CAD Unit Management program.

4.20 ETA Notifications

To save radio time and telephone calls, field personnel shall not routinely request ETAs of other responding units from Snohomish County 911. The Dispatcher will make an ETA advisory if known, or state unknown.

Examples:

SNO911: **"Aid 60 from SNOCOM"**

UNIT: **"Aid 60"**

SNO911: **"Aid 60, Northwest AMB ETA 10 minutes"**

UNIT: **"Aid 60 received Northwest AMD ETA 10 minutes"**

or

SNO911: **"Chief 87 from SNOCOM"**

UNIT: **"Chief 87"**

SNO911: **"Chief 87, PUD advised, ETA unknown."**

UNIT: **"Chief 87 received PUD advised, ETA unknown."**

NOTE: See section 5.12 PUD Notifications

4.21 Railroad Notifications

4.21.1 To ensure responder safety, immediate notification shall be made to Burlington Northern Santa Fe Railway (BNSF) to stop all train traffic when units respond to incidents that are on or directly infringe upon the railroad right-of-way or tracks. Responders shall request Snohomish County 911 contact BNSF Railway (800-832-5452 option 1) to advise when they will be on or directly infringing upon the railroad right-of-way, and request that train traffic through the affected area be stopped. The request to stop train traffic should be made prior to any emergency responders entering, operating on, or infringing upon, the railroad right-of-way.

4.21.2 Upon any request, made by BNSF, for Police, Fire or EMS response to a railroad right-of-way, the Snohomish County 911 dispatcher shall ensure that the train-dispatcher has been advised to stop all train traffic through the affected area.

4.21.3 The train dispatcher shall be asked to call back when they have confirmed that all rail traffic has been stopped. This confirmation of all rail traffic stopped shall be relayed to the incident command officer.

4.21.4 At the conclusion of the incident, the dispatcher shall notify BNSF that all units have cleared the scene and that normal train traffic may resume.

4.21.5 Responders may, at their discretion, request train traffic be slowed in the area of an incident.

4.22 TRI-COUNTY SCENES OF VIOLENCE PROTOCOL

Snohomish, King, and Pierce county Fire and Police have adopted the Tri-County Scenes of Violence Protocol. All three Counties have agreed upon this plan to provide a standardized response to incidents that place responders and the public danger of physical harm due to violent criminal activity in an unsecured incident.

Full protocol is listed in Appendix section 5.20

4.22.1 Examples of Unsecured Scene/Area

- A. ASSAULT INVOLVING WEAPONS PRESENT OR PROBABLE VIOLENCE WITH INJURIES,
- B. THREATENED SUICIDE INVOLVING WEAPONS AND/OR THREATS OF VIOLENCE TO OTHERS,
- C. HOSTAGE VIOLENCE,
- D. SLUMPERS*

NOTE: ANYTIME FIRE/EMS PERSONNEL ARE ENDANGERED LAW ENFORCEMENT SHOULD BE REQUESTED

*SLUMPER calls require both a police and fire/EMS response but normally do not fit into the definition of an **Unsecured Scene/Area**, and may not require a Code response from the fire responder.

4.23 COMMUNICATIONS FOR UNIFIED COMMAND

All joint police/fire SAR/DIVE operations ~~shall utilize~~should consider unified command to facilitate coordinated efforts. Other major joint police/fire operations shall utilize unified command when determined by the incident commander.

4.23.1 Unless otherwise indicated, ~~PSOPS N3 (with the 'SNO OPS' talkgroups as back-up if a PSOPS N3 is unavailable)~~ shall be designated as the 'interoperability' operations talkgroup/s for unified command purposes. The SNO911 Supervisor

will be notified by the incident commander, and will advise the responding agencies which 'common' talkgroup is available. Once dispatched, the responding police and fire commanders shall monitor ~~PSOPS-N3 (or~~ the designated 'SNO OPS' talkgroup). All other units should refrain from using the unified talkgroup until assigned to incident operations. Non-incident critical communications shall take place on agency primary talkgroups or by other means to avoid interference with unified command operations. Once on-scene, police and fire commanders shall establish a physical joint command post.

4.23.2 If resources are already deployed at an incident location when it is determined that unified command shall be established, and it is not feasible for the deployed resources to switch to a 'common' talkgroup, SNO911 will, upon request of the Unified Command, establish a 'PATCH' between the appropriate Police and Fire talkgroups. This will be done without question or hesitation to ensure responder safety. A patch between talkgroups shall only be done at the request of the Incident Commander.

4.24 CAD Alerts

4.24.1 The CAD Alert file contains entries to assist the Dispatcher in providing useful information to field units. All 'warning' entries are considered potential hazard/safety information. CAD Alert entries can be exact address match or within proximity to an incident address. The Dispatcher must determine if the information displayed is relevant to the incident and relayed to all responding field units

4.24.2 Agency personnel may request an entry into Premise Information by submitting the form found in Appendix 6.00.

4.25 Bomb Threats

All reports of bomb threats shall be sent as a law enforcement response and a priority notification (NOTICP) to the fire jurisdiction. The details of the 'NOTICP' incident shall not be broadcast by radio. All priority notices will be paged without a voice dispatch then cleared by the dispatcher. If further information needs to be relayed, the dispatcher shall either call the department authority (Battalion Chief, Duty Chief, etc.) or advise the on duty authority to call dispatch for the information. There shall be no further action after the notification is made unless the jurisdictional authority advises otherwise. An actual explosion, not threat, should have a dual law enforcement and fire department response to the incident.

4.26 Incident Cancellations

At no time will dispatch cancel or call off Fire/EMS responses once the call has been dispatched. The responding jurisdictional authority will be notified of false alarms or supplemental information and will make the final determination if units should continue to the scene, cancel the response, etc.

4.27 Restricted Communications

4.28.1 Complaint Information Disclosure

Citizens requesting that their name not be disseminated or non-published information shall be given to field units via other means i.e. cellular phone, pager, MDC. (Exception: if no other means is available and the units indicate the information is vital, the information shall be given via radio.)

4.28.2 Communicable Diseases

RCW 70.24.105 and WAC 246-100-011 (33) restrict broadcast of sexually transmitted diseases over the radio or MDC terminal.

NOTE: Broadcast of respiratory diseases particularly dangerous to field personnel (including TB, meningitis, Hepatitis A, whooping cough and measles) are not restricted from broadcast by law.

4.28.3 HIPAA (Health Insurance Portability and Accountability Act)

Initial patient health care information that is electronically or verbally transmitted to field responders must be cautiously protected.

NOTE: A patient's name should **not** be given by radio to first responders unless necessary for patient care.

4.28 Weather Bulletin Broadcasts

The National Weather Service intermittently issues special weather statements or seasonal forecasts for Western Washington, including Seattle, Tacoma, Everett and vicinity. These forecasts relate to hazardous weather conditions including flooding, snow warnings, Red Flag warnings, high winds, ice, etc. When Snohomish County 911 receives a special weather bulletin that forecasts immediate changes in weather status, that information will be sent to all fire agencies using the 'all broadcast' via CAD.

4.29 Dispatcher Contacts

4.29.1 Telephone calls to dispatchers are limited to supervisory personnel only. Non-supervisory personnel requiring telephone contact with a dispatcher will provide a telephone number via radio to the dispatcher. The dispatcher will telephone the field unit as time allows.

4.29.2 Dispatchers will not be available to make non-incident related telephone contacts for field units.

4.29.3 If phone rings 3 times, hang up and try later.

4.30 Radio Tests

4.30.1 Snohomish County 911 shall not conduct regular radio, pager or station alerting tests.

4.30.2 When any agency is conducting radio, pager, station alerting, or announcements, they shall comply with sections 3.4 and 5.6.

4.31 Individual Radio Identification

Addresses radio call signs for the use of portable radios by each member of a company, crew or team having an assigned radio. (Reference Snohomish County Chiefs' Association Document 20-04-XX)

4.31.1 Driver - The driver shall be the individual assigned to drive and operate the apparatus. This is often referred to as the engineer, pump operator, ladder operator, or apparatus operator. The word Driver shall be the descriptor and verbiage used for radio communication to identify this position.

4.31.2 Officer – The individual assigned as the officer in charge of the particular piece of apparatus and its personnel assigned to the apparatus, often referred to as the company officer or engine boss. The radio identification of this individual is accomplished by using the radio designation of the apparatus. No other identifier shall be needed.

4.31.3 Crew member – Other crew positions on the apparatus are commonly identified by position names such as hydrantman, nozzleman, pipeman etc. However for the purposes of radio communications these positions shall be assigned a number preceded by the word "Mike" This identification shall be preceded by the apparatus identifier.

Example:

A nozzleman on Engine five shall be verbally identified as:
"Engine Five Mike One"

4.31.4 Most communications with apparatus shall be directed at the company officer thereby utilizing the apparatus identifier. The use of other identifiers shall be used when a specific position or member of the crew is needed in the communication. Each crew member is responsible for knowing and using his/her call identification.

4.32 Alpha Paging

The SNO911 Wireless Alpha Numeric Paging system is a separate VHF high speed text messaging/alerting system that is independent of the 800 MHz radio. The SNO911 CAD system has been intergraded with the paging system to automatically send CAD text to pagers worn by users in the field. Paging may be done from any CAD terminal or MDC. non-incident

4.32.1 Group Pages

A group page contains multiple entities for the purpose of paging multiple devices at the same time. For example the group 'ALLFIR' is made up of all the SNO911 fire departments.

Current group pages include the following:

SNO ALLFIR	ALL SNO911 FIRE DEPARTMENTS
SNO Fire TAC 1	EVERETT FIRE & COUNTY AIRPORT FIRE
SNO Fire TAC 3	ALL DEPARTMENTS ASSIGNED TO EAST COUNTY RADIO
SNO Fire TAC 5	ALL DEPARTMENTS ASSIGNED TO NORTH COUNTY RADIO
SNO Fire TAC 72	ALL DEPARTMENTS ASSIGNED TO SOUTH COUNTY RADIO
SNO Fire TAC 3	ALL DEPARTMENTS ASSIGNED TO NORTH & 7 EAST

COUNTY RADIO

ZONE9	ALL DEPARTMENTS WITHIN ZONE 9
ZONE10	ALL DEPARTMETNS WITHIN ZONE10
ZONE11	ALL DEPARTMENTS WITHIN ZONE 11
ZONE12	ALL DEPARTMENTS WITHIN ZONE 12

4.32.2 Paging Supplemental Incident Information

Supplemental information relating to an incident should only be paged by the dispatcher under the following guidelines:

1. Responder safety information is received that was not included in the initial page of an incident and contact has not yet been made with a responder by radio. (The dispatcher should always first check to see if contact can be made by radio.)
2. A request is made by the Incident Commander to have information paged.

4.32.3 Field Requests to Dispatch for Paging

Not all fire agencies have set up their department paging the same. Fire agencies are responsible for knowing which 'entities' can be paged when making requests to dispatch. For example a department should not ask for an individual station to be paged if their department has not been set up to so. If a request is made using an 'entity' that cannot be paged the dispatch shall send a department wide page (XXPAGE) with the specific information in the page text.

4.32.4 Administrative Paging

All administrative (non-incident related) pages should be sent from a fire station terminal or MDC. SNO911 dispatchers should not be asked to send these pages unless a station terminal or MDC is not available.

4.32.5 Back-up Paging

In the event that the SNO911 CAD system is out of service, the dispatcher has the ability to use back-up paging (PageGate) that is independent of the CAD system for dispatching of incidents. The back-up paging only sends out department wide pages with free form text entries. When SNO911 is using back-up paging, each department shall be responsible for determining which apparatus needs to respond.

5.0 APPENDIX

5.1 Other Codes

5.1.1 By reference only the following codes are used by Snohomish County 911 law enforcement agencies:

- CODE 1** This is a non-emergency response to be used in a situation where an officer's safety would be enhanced by the presence of a second unit.
- Routine air traffic with dispatcher discretion.
 - Non-emergency response from second officer, proceed without delay.
 - Second unit must make a least visual contact with the requesting officer.
- CODE 2** This is an emergency situation response by available units. **Officer to define amount of help needed.**
- CODE 3** **This is to be used in a HELP-THE-OFFICER situation.** It is a situation where the requesting officer is in a life-threatening situation. This is an emergency response by all available units regardless of

jurisdictional boundaries unless otherwise directed. A **Code Blue** request from a fire agency shall be treated as a **Code 3** response.

CODE 4 To be used when **NO ADDITIONAL UNIT(S) NEEDED** and/or situation is under control. When the CODE 4 is given, all units not at the scene will clear from the incident unless otherwise directed.

BRAVO BOMB RELATED INCIDENTS

WSP Washington State Patrol utilizes the verbiage "WSP" to initiate a 'Help the Officer' response. Agencies should avoid using this term when requesting or referring to the Washington State Patrol. "State Patrol" should be used.

5.1.2 Washington State Hospital Association Emergency Codes

CODE RED – Fire

CODE BLUE - Heart or Respiration Stopping

CODE ORANGE – Hazardous Material Spill or Release

CODE GRAY – Combative Person

CODE SILVER – Person with Weapon/Hostage Situation

AMBER ALERT – Infant and Child Abduction

EXTERNAL TRIAGE – External Disaster

INTERNAL TRIAGE – Internal Emergency

RAPID RESPONSE TEAM – Rapid Response Team

"CODE (NAME)" CLEAR – To Clear a Code

5.2 Initial Radio Report

Examples:

Building/Area Description	Size Height Occupancy Type
Describe the Problem	Smoke/Fire Conditions Location
Initial I.A.P.	Tasks Location Objectives
Declaration of the strategy	Offensive Defensive
Resource Determination	

Assume/Name Command	
Additional: Follow up Reports – 360's	Result of 360 #of Stories in rear Basement/Type Problem-if different Any Change to I.A.P Any Immediate Life Safety Other hazards
Accountability Locations	Alpha, Bravo, Charlie, Delta
Any other Immediate Safety Concerns	Electrical drop, pool, etc.
Traffic Accidents	1 car roll-over, off the road / 2 Car High-Speed Head-On, Blocking, Checking for Injuries/Put Airlift on Standby/Laying A Pre-Cautionary Pre-Connect Etc.

5.3 Phonetic Alphabets

LAW ENFORCEMENT

A	ADAM
B	BOY
C	CHARLES
D	DAVID
E	EDWARD
F	FRANK
G	GEORGE
H	HENRY
I	IDA
J	JOHN
K	KING
L	LINCOLN
M	MARY
N	NORA
O	OCEAN
P	PAUL

MILITARY ALPHABET

A	ALPHA
B	BRAVO
C	CHARLIE
D	DELTA
E	ECHO
F	FOXTROT
G	GOLF
H	HOTEL
I	INDIA
J	JULIET
K	KILO
L	LIMA
M	MIKE
N	NOVEMBER
O	OSCAR
P	PAPA

Q	QUEEN
R	ROBERT
S	SAM
T	TOM
U	UNION
V	VICTOR
W	WILLIAM
X	X-RAY
Y	YOUNG
Z	ZEBRA

Q	QUEBEC
R	ROMEO
S	SIERRA
T	TANGO
U	UNIFORM
V	VICTOR
W	WHISKEY
X	X-RAY
Y	YANKEE
Z	ZULU

5.4 Time Conversion Chart

12:00 Midnight	=	0000 HRS
12:01 AM	=	0001 HRS
1:00 AM	=	0100 HRS
2:00 AM	=	0200 HRS
3:00 AM	=	0300 HRS
4:00 AM	=	0400 HRS
5:00 AM	=	0500 HRS
6:00 AM	=	0600 HRS
7:00 AM	=	0700 HRS
8:00 AM	=	0800 HRS
9:00 AM	=	0900 HRS
10:00 AM	=	1000 HRS
11:00 AM	=	1100 HRS
12:00 Noon	=	1200 HRS
1:00 PM	=	1300 HRS
2:00 PM	=	1400 HRS
3:00 PM	=	1500 HRS
4:00 PM	=	1600 HRS
5:00 PM	=	1700 HRS
6:00 PM	=	1800 HRS
7:00 PM	=	1900 HRS
8:00 PM	=	2000 HRS
9:00 PM	=	2100 HRS
10:00 PM	=	2200 HRS

11:00 PM	=	2300 HRS
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5.5 CAD Incident Type Code/Priority List

AID CALL	AID	75F
AID CALL (ENTERED BY POLICE DISPATCH)	AIDP	32F
AIRCRAFT CRASH LIGHT PLANE	AIR	1F
AIRCRAFT CRASH COMMERCIAL PLANE	AIRC	1F
AIRCRAFT STANDBY	AIRS	43F
BACK COUNTRY TRAIL RESCUE	BCTRAIL	31F
BLS RESPONSE – PRIORITY	BLS1	
43F		
BLS RESPONSE – NON-PRIORITY	BLS2	4F
BLS RESPONSE – NON-EMERGENCY	BLS3	5F
COMMUNITY ASSISTANCE, REFERRAL, AND EDUCATION	CARE	7F
BLS NON-CODE RESPONSE	BLSN	4F
CARBON MONOXIDE ALARM	COA	43F
CARBON MONOXIDE MEDICAL RESPONSE	COAM	32F
COMMUNITY RESOURCE PARAMEDIC	CRP	75F
FIRE CALL*	FIRE	75F
FIRE ALARM – COMMERCIAL – COMMERCIAL	FAC	
43F		
FIRE ALARM – RESIDENTIAL	FAR	43F
FIRE ALARM – SPRINKLER WATERFLOW	FAS	43F
FIRE BRUSH, GRASS OR WILDLAND FIRE	FB	32F
FIRE COMMERCIAL	FC	21F
FIRE COMMERCIAL CONFIRMED	FCC	1F
FIRE FERRY BOAT	FFB	1F
FIRE INVESTIGATION	FI	43F
FIRE RESIDENTIAL	FR	21F
FIRE RESIDENTIAL CONFIRMED	FRC	1F
FIRE SINGLE ENGINE RESPONSE	FS	32F
FIRE SINGLE ENGINE NON-CODE RESPONSE	FSN	64F
FIRE TYPE UNKNOWN	FTU	32F
GAS LEAK INSIDE STRUCTURE	GLI	32F
GAS LEAK OUTSIDE STRUCTURE	GLO	32F
HAZMAT RESPONSE	HZ	32F
MASS CASUALTY INCIDENT	MCI	1F
MEDIC RESPONSE – EMERGENT	MED1	
32F		
MEDIC RESPONSE – PRIORITY	MED2	3F
MEDIC RESPONSE – NON-PRIORITY	MED3	4F
MEDIC UPGRADED RESPONSE	MEDX	1F
MOTOR VEHICLE COLLISION	MVC	43F
MOTOR VEHICLE COLLISION ENTRAPMENT	MVCE	1F
MOTOR VEHICLE COLLISION FIRE	MVCF	12F
MOTOR VEHICLE COLLISION MEDIC	MVCM	12F
MOTOR VEHICLE COLLISION NON-CODE	MVCN	5F
MOTOR VEHICLE COLLISION PEDESTRIAN/BIKE MEDIC	MVCP	1F
MOVE UP	MU	75F
MUTUAL AID ALS	MAA	32F
MUTUAL AID BLS	MAB	32F
MUTUAL AID FIRE	MAF	43F
MUTUAL AID HAZMAT	MAH	43F
MUTUAL AID RESCUE	MAR	21F
NOTICE NON-PRIORITY	NOTICE	75F
NOTICE PRIORITY	NOTICEP	21F
NURSE LINE REFERRAL	NURSE	64F
SERVICE CALL RESPONSE	SC	64F
STRIKE TEAM OR TASK FORCE REQUEST	STRIKE	2F

TECHNICAL RESCUE CONFINED SPACE	RESCS	2 ¹ F
TECHNICAL RESCUE HIGH/LOW ANGLE	RESA	2 ¹ F
TECHNICAL RESCUE STRUCTURE	RESST	2 ¹ F
TECHNICAL RESCUE TRENCH	RESTR	2 ¹ F
TECHNICAL RESCUE WATER-RIVER/SWIFT WATER	RESSW	1F
TECHNICAL RESCUE WATER-SURFACE WATER	RESWA	1F

*Used for call entry by non-certified call takers only when there are no certified call takers available. The Fire dispatcher is responsible for modifying the incident to the appropriate type code based on the text entry prior to dispatch of the call.

5.6 Fire/Medical Event Type Code Definitions

Responders may upgrade or downgrade responses at the discretion of their agency's policies.

AID CALL AID/AIDP
Used for processing all medical calls taken **by non-EMD certified call takers and certified call takers without direct access to the Snohomish County EMD Guidelines due to extraordinary circumstances when certified dispatch personnel are not available.** May also be utilized by police dispatchers requesting an EMS response for law enforcement units in the field.

AIRCRAFT CRASH LIGHT PLANEAIRC
A crash or reported crash of a single engine aircraft (i.e. Cessna, Beechcraft, Piper) or a rotary wing aircraft (i.e. Huey, Bell) – if the aircraft has crashed into a structure or onto a roadway involving an unknown quantity of vehicles upgrade to a FC response. If in doubt as to the size of the aircraft send an AIRC response.

AIRCRAFT CRASH COMMERCIAL PLANEAIRC
A crash or reported crash of a multi-engine aircraft (i.e. Boeing, Airbus, Lockheed, or any Military type aircraft whether carrying ordinance or not). Note: If the aircraft has crashed into a structure or onto a roadway involving an unknown quantity of vehicles upgrade to a FC response. It is recommended that all agencies establish 4 alarm levels for this incident type code. If in doubt as to the size of the aircraft send an AIRC response.

AIRCRAFT STANDBY.....AIRS
A request to standby for an aircraft that may be experiencing a potential in-flight emergency.

BACK COUNTRY TRAIL RESCUE BCTRAIL
Emergencies involving injured or non-injured subjects in need of rescue from a backcountry/wilderness trail that present access issues and/or delays. Such incidents will first be processed according to the appropriate aid or rescue type code and only balanced to BCTRAIL when requested by a unit or incident command.

BLS RESPONSE – PRIORITY-CODE RESPONSEBLS1
A prioritycode response for Basic Life Support using Snohomish County EMD Guidelines.

BLS RESPONSE – NON-PRIORITYNON-CODE RESPONSE BLS2N
A non-prioritycode response for Basic Life Support using Snohomish County EMD Guidelines.

BLS RESPONSE – NON-EMERGENCYBLS3
A non-emergency response for Basic Life Support using Snohomish County EMD Guidelines.

CARBON MONOXIDE ALARM COA
A report of an alarm detecting Carbon Monoxide (CO).

CARBON MONOXIDE ALARM MEDIC COAM
Used for response to a CO alarm where signs of exposure to the occupants have been reported.

FIRE ALARM COMMERCIALFAC
A report from an alarm company, resident, business owner/employee, or third person of an automatic fire alarm activation in a commercial type structure. A commercial structure is defined as any multi-family dwellings (apartment building, condos, buildings housing over three or more families), industrial buildings, hospitals, strip malls, schools or educational facilities, warehouse or storage facilities, public gathering locations (such as night clubs, restaurants, theaters, etc.).

FIRE ALARM RESIDENTIAL FAR

A report from an alarm company, resident, or third person of an automatic fire alarm activation in a single family residence.

FIRE ALARM SPRINKLER/WATERFLOW.....FAS

A report from an alarm company, resident, business owner/employee, or third person of a sprinkler water flow alarm activation in a commercial type structure.

FIRE BRUSHFB

A report of a fire involving any natural ground cover including timber, blackberry vine areas, shrubs, grass or other ground cover materials without immediate threat to any structure. Grass or shrub fires-small in size without immediate potential of rapid spread or exposure hazard should be sent as a Fire Single response.

FIRE CALL..... FIRE

Used for processing any type of fire call taken **by non-certified call takers due to extraordinary circumstances when certified dispatch personnel are not available.** May also be utilized by police dispatchers requesting a fire response for law enforcement units in the field.

FIRE COMMERCIAL RESPONSEFC

Report of a potential fire involving a commercial type structure, including: Multi-family dwellings, (apartment buildings, condos, buildings housing over three or more families), Industrial buildings, Hospitals, Strip malls and shopping malls, Schools or educational facilities, Warehouse or storage facilities Public gathering locations (such as night clubs, restaurants, theaters, etc.), Commercial boat/ship or multiple private watercraft (dock involvement or potential), single private watercraft fire with no dock involvement with potential for exposure to other watercraft or docks, piers or pilings, train involving multiple railroad cars or a single car with cargo Any large building not identified as a single family dwelling or duplex. This category includes conditions of smoke in a structure from unknown source, hot or smoking portions of interior construction, description of light smoke visible from the exterior but no flames.

FIRE COMMERCIAL CONFIRMED RESPONSEFCC

Report of a known fire in a commercial structure as defined in definition of Fire Commercial response. The difference in this type code is that fire has been confirmed by one of the following conditions:

1. Two or more calls on the same commercial structure reporting flames and/or heavy smoke visible.
2. The report of the fire has been reported by a fire or police unit reporting flames and/or heavy smoke conditions.
3. Any fire unit has requested upgrade to confirmed fire commercial response.
4. Any description by the caller of entrapment of an occupied commercial structure on fire.
5. Two or more involved residential structures.
6. In the dispatchers opinion the caller has described a working fire condition in a commercial structure.

FIRE FERRY BOATFFB

A confirmed or reported fire aboard a Washington State Ferry.

FIRE INVESTIGATION FI

Used when an investigation into a cause of a fire is needed.

FIRE RESIDENTIAL RESPONSEFR

Reports of a known or a potential fire involving a single family residence, duplex type dwelling, detached structure (garage) or any type of fire with exposure to the dwelling. Dwellings that are reported as housing three families or more shall be considered as a commercial type response. Multiple involved residential structures shall be dispatched as an FC response.

FIRE RESIDENTIAL CONFIRMED RESPONSE FRC

Report of a known fire in a residential structure as defined in definition of Fire Residential response. The difference in this type code is that fire has been confirmed by one of the following conditions:

1. Two or more calls on the same residential structure reporting flames and/or heavy smoke visible.
2. The report of the fire has been reported by a fire or police unit reporting flames and/or heavy smoke conditions.
3. Any fire unit has requested upgrade to confirmed fire residential response.
4. Any description by the caller of entrapment of an occupied residential structure on fire.
5. In the dispatchers opinion the caller has described a working fire condition in a residential structure.

FIRE SINGLE.....FS

A code response that requires only a single engine that is reported as small in nature and does not have an immediate potential for rapid spread or significant exposure hazard. **If in doubt of the severity, or if subsequent information is received, the incident should be upgraded.** Examples:

- A small single shed or out building with no life hazard or exposure hazard
- Any structure that was on fire reported as out. 1st party caller only. Including: Mattress and overstuffed furniture fires reported as out still inside a structure
- Appliances-burned food in oven, overheated frying pan, clothes smoking or burning in clothes dryer with no flames extending outside appliance
- Electrical problems-no flames or excessive smoke and/or heat
- Vehicle fires-in open area with no exposure hazard
- Single railroad car-empty, minor in nature with no exposure
- Grass or shrub fires-small in size without immediate potential of rapid spread or exposure hazard
- Collection boxes, dumpsters, mailboxes with no exposure hazard
- Chimney fires-walls are not hot and no extension inside the residence
- Small spills (5 gal or less) of a flammable liquid (gasoline, diesel, oils, fuels etc.) outside a residence or business

FIRE SINGLE NON-CODE.....FSN

A non-code response that requires only a single engine. This differs from a service call in that the unit may not be diverted to a more serious call or held for a jurisdictional unit. This call type does not have the time critical factor such as a fire in progress or an injury that would require a code response. **If in doubt of the severity, or if subsequent information is received, the incident should be upgraded.** Examples:

- A person or persons stuck in an elevator with no immediate danger
- Fires reported as out and not inside a structure such as vehicle fire reported as out or a mattress outside the structure reported as out
- Smoldering beauty bark small in size without flames, rapid spread or exposure hazard
- Known or suspected hazardous materials with no spill, leaks, releases or any criteria that would require a hazardous materials response

FIRE TYPE UNKNOWN.....FTU

Any report of a fire where the reporting party cannot determine what is on fire or 2nd or 3rd party reports without identifying information.

FIRE WILDLAND URBAN INTERFACE.....FWI**FIRE WILDLAND URBAN INTERFACE.....FWI**

Used in incidents that involve fast moving wildland fire that has immediate threat or is involving structures. This type code will dispatch both brush type units and structure units as determined by the AHJ.

GAS LEAK INSIDE STRUCTURE GLI

Used when a report of a smell of flammable gas (natural gas, propane or butane) is reported inside of a structure. No fire is visible or known to be occurring. Note: If the gas cannot be identified as a flammable gas, dispatch a HZ response. Odor investigations wherein the caller is sure that no emergency exists should be dispatched as FSN response.

GAS LEAK OUTSIDE STRUCTURE..... GLO

Used for a reported of a smell or leak of a flammable gas (natural gas, propane or butane) outside a structure. Use appropriate fire response for gas that has ignited i.e. residential fire response or commercial fire response if exposure hazard to a structure. Any report involving a tractor-trailer, tractor-tanker, railroad car or other fuel transport vehicle requires a commercial response. Note: If the gas cannot be identified as a flammable gas, dispatch a HZ response. Odor investigations wherein the caller is sure that no emergency exists should be dispatched as FSN response.

HAZMAT (1st Alarm) HZ

Used for response to small quantity spills of known or possible hazardous substances. No reaction or immediate threat to persons, property or the environment. Use this type code for the smell of an unidentified gas or known gas (not natural or propane i.e. ammonia, chlorine) inside a structure or any liquid gas spill more than 5 gallons outside (gasoline, diesel, oils, etc.), or any amount inside.

(2nd Alarm)

Used for responses that have potential or known threat to persons, property or the environment. Usually shall dispatch HAZMAT unit(s) from within zone only.

(3rd Alarm)

A hazardous materials response that includes all county available hazardous materials units from each zone. Usually incident commander initiated. The dispatcher may initiate this response only in circumstances that are known to be high risk to persons, property or the environment.

(4th Alarm)

This alarm level shall call all off duty Snohomish County Hazmat Technicians by pager. An incident commander request for all countywide on and off duty HAZMAT personnel to respond to an incident.

MASS CASUALTY INCIDENT MCI

Incident where the number of victims is determined to be beyond the capabilities of the first alarm assigned to the initial type of incident, as a guideline, a reported incident where 5-10 patients are involved.

(2nd Alarm)

Used where 11 to 19 patients are involved. Field units will request a 2nd alarm dispatch when applicable.

(3rd Alarm)

Used where 20 to 29 patients are involved. Field units will balance calls to a 3rd alarm level when applicable.

(4th Alarm)

Used where more than 30 patients are involved. Field units will balance calls to a 4th alarm level when applicable.

MEDIC RESPONSE (ALS) – EMERGENT MED1

Advanced Life Support medical incidents using the Snohomish County EMD Guidelines that may or will require paramedic type skills i.e. drug therapy, intravenous fluid therapy, defibrillation, and airway management.

MEDIC RESPONSE (ALS) – PRIORITY MED2

Advanced Life Support medical incidents using the Snohomish County EMD Guidelines that may or will require paramedic type skills i.e. drug therapy, intravenous fluid therapy, defibrillation, and airway management.

MEDIC RESPONSE (ALS) – NON-PRIORITY MED3~~1~~

Medical incidents that may or will ~~an~~ require advanced life support (ALS) evaluation using the Snohomish County EMD Guidelines.

MEDIC UPGRADED RESPONSE MEDX

Advanced life support paramedic response requiring specific or additional designated resources. Criteria for the upgraded response include: CPR and major trauma.

MOTOR VEHICLE COLLISION – BLS CODEMVC

Traffic Collisions meeting Snohomish County EMD Guidelines for a BLS code response.

MOTOR VEHICLE COLLISION – ENTRAPMENTMVCE

Traffic Collisions with severe injuries requiring specialized extrication equipment. Agencies may consider using alarm levels with this incident type code. A balance to an MCI incident should be considered when patient numbers exceed resources. Field personnel will need to be clear in their request of additional alarms within this type code or changing type code and balancing alarm levels. Other incidents that would use this type code are entrapment due to an automobile or trailer, RV, farm equipment, machinery, etc. that has caused entrapment. Example: A person working under a car and his has fallen on him, a person working with farm equipment and has become entrapped in an excavator etc. These types of entrapments will often require the same personnel and equipment and should be coded to this type.

MOTOR VEHICLE COLLISION-FIREMVCF

Traffic Collisions where the reporting party advises fire exists. This response also includes a medic level response in addition to other resources sent to a serious traffic collision. Agencies should consider using alarm levels with this incident type code. A balance to an MCI incident should be considered when patient numbers exceed resources. Field personnel will need to be clear in their request of additional alarms within this type code or changing type code and balancing alarm levels.

MOTOR VEHICLE COLLISION-MEDIC.....MVCM

Severe traffic collision requiring medic skills meeting Snohomish County EMD Guidelines dispatching criteria. Agencies should consider using alarm levels with this incident type code. A balance to an MCI incident should be considered when patient numbers exceed resources. Field personnel will need to be clear in their request of additional alarms within this type code or changing type code and balancing alarm levels.

MOTOR VEHICLE COLLISION – BLS NON-CODE MVCN

Traffic Collisions meeting Snohomish County EMD Guidelines for a BLS non-code response.

MOTOR VEHICLE COLLISION-PEDESTRIAN/BICYCLEMVCP

Traffic Collisions with severe injury involving pedestrian or bicycle with no entrapment requiring specific or additional designated resources.

MOVE-UP MU

Move-up request for station coverage to another fire jurisdiction. (Incidents should not be created for inter-department move-ups.) See 4.17 Mutual Aid for Station Move-ups

MUTUAL AID ALS..... MAA

A request from an agency for a paramedic or ALS response. Usually outside the dispatch agency or across dispatch control units. (Advance Life Support)

MUTUAL AID BLS.....MAB

A request from an agency for a BLS response. (Basic Life Support)

MUTUAL AID FIREMAF

A request from an agency for a fire type apparatus. Usually used outside the dispatch agency or across dispatch control units.

MUTUAL AID HAZMAT MAH

A request from an agency for a HAZMAT response. Usually used outside the dispatch agency or across dispatch control units.

MUTUAL AID RESCUE MAR

A request from an agency for a rescue response. Usually used outside the dispatch agency or across dispatch control units.

NOTICE NON PRIORITY INFORMATION TO THE DEPARTMENT NOTICE

The purpose is to relay information to fire department officials regarding non-routine events or situations that occur with little or no forewarning, which do not require an immediate fire department response. Sensitive information shall not be broadcasted over the radio; a request should be included in the page to have the specific unit (supervisory person) call dispatch to receive the information. All non-priority notices will be paged without a voice dispatch then cleared by the dispatcher.

Examples include:

- Emergency road closures that may affect fire department response routes.
- Water main breaks within a fire department's jurisdiction
- Inoperative fire hydrants
- Notifications of confined space entries

A NOTICE incident should **not** be created for the following:

- Routine advisements from public works or utilities regarding street closures
- Reports from alarm companies advising of fire alarms off line or out of service.
- Trench work or other construction activity not affecting traffic flows

NOTICE PRIORITY INFORMATION TO THE DEPARTMENT NOTICEP

A notification to the fire department of a situation that is potentially serious in nature but does not require an immediate fire department response. Sensitive information shall not be broadcasted over the radio; a request should be included in the page to have the specific unit (supervisory person) call dispatch to receive the information. All priority notices will be paged without a voice dispatch then cleared by the dispatcher.

Examples:

- Search and Rescue incidents that do not require an immediate response.
- Predicted or sudden occurrence of weather events such as red flag warnings, sudden high wind warnings or flood warnings.
- Predicted dam failures.
- Bomb threats where the fire department has not yet been requested to respond.
- Civil unrest or terrorism that is occurring or expected to occur.
- School lockdowns

NOTE: Incidents on backcountry/wilderness trails with injured persons/medical emergencies with a known location should be dispatched to the Fire/EMS jurisdiction with the appropriate EMS call type.

NURSE LINE REFERRAL NURSE

Non-emergent, low acuity medical incidents transferred to a Nurse Line that meets the Telephone Referral Program (TRP) criteria on the Snohomish County EMD Guidelines. This incident type is used for tracking purposes only and not programmed in CAD for a field unit response.

SERVICE CALL SC

Non-emergency requests for service that require fire department assistance that do not have any potential for medical, rescue, fire or hazmat. If in any doubt the call should be upgraded to a higher level of response. Examples:

- Illegal burning complaints without immediate potential of spreading or exposure.
- Water problems causing damage inside a structure.
- Odor investigations wherein the caller is sure that no emergency exists.
- Law Enforcement requests for non-emergency assistance, such as laddering a building.
- Any request for fire department assistance not covered under normal guidelines should be relayed to the jurisdictional Battalion Chief or Duty Officer for determination of response.
- Electrical wires down with or without fire involvement and wires of unknown types that could be a hazard to the public.

All service responses shall be comprised of jurisdictional units only, if a jurisdictional unit is not available the 'Service' call shall be held until a unit becomes available. The Jurisdictional Battalion Chief or Duty Officer shall be advised of all holding calls.

NOTE: The following Technical Rescue codes may involve the Snohomish County Technical Rescue resources. Each jurisdiction shall determine the first level of response by using the Alarm levels. The 1st Alarm level shall indicate the initial response if the jurisdiction chooses to have a response level pre activation of county team resources. If a jurisdiction chooses they may bypass the first alarm and request a Tech Response, which will dispatch the available technical resources within the zone. The 3rd alarm level shall request a County Technical Rescue team response, which shall send all Technical Resources from all three county zones. The 4th alarm level shall send all on duty and off duty technical rescue personnel from all three zones of the county.

TECHNICAL RESCUE-CONFINED SPACE..... RESCS
TECHNICAL RESCUE-CONFINED SPACE— RESCS

A rescue involving a person(s) who have entered a space that is large enough to get into but has limited or restricted means of escape. Examples: Storage tanks, silos, ventilation and exhaust ducts, storm drains, sewers, furnaces, boilers, storage compartments and crawl spaces.

TECHNICAL RESCUE-HIGH/LOW ANGLE..... RESA

Rescues requiring life lines and rescue hardware for persons trapped in high angle (40 to 90 degrees) situations which do not offer safe and reasonable foot-hold and low angle (0 to 40) situations which offer good foothold but require the same rescue equipment.

TECHNICAL RESCUE-STRUCTURE RESST

All reports of structural collapse. Examples of structural collapse would include person(s) trapped after a collapse of a residential or commercial buildings, fallen construction of a building, bridge collapse and scaffolding failure of a stadium.

TECHNICAL RESCUE-TRENCH RESTR

A rescue that involves a person(s) who is trapped in a narrow excavation below the ground surface. In general, the depth is greater than the width, but the width is not greater than 15 ft. i.e. trenches dug by utility companies for electrical, water and gas services.

TECHNICAL RESCUE-WATER– RIVER/SWIFT RESSW

Emergencies involving victims who are unable to get to safety while **in** swift water. Examples: River, stream, rain swollen drainage ditches, any fast moving water. May also require response from Search and Rescue and/or the Dive Team.

TECHNICAL RESCUE-WATER-SURFACE..... RESWA

Emergencies involving victims who are unable to get to safety while **in** the water or **on** a frozen body of water. Examples: Boating, rafting, swimming, skating accidents. Not used for accidents in swimming pools or small backyard ponds. May also require response from Search and Rescue and/or the Dive Team.

Strike Team/Task Force CAD type codes are listed in Section 5.7.4

5.7 Fire/EMS Resource Plan-Strike Team/Task Force Responses

5.7.1 Purpose

The primary purpose of the Snohomish County Fire/EMS Resource Plan is to provide rapid access and deployment of pre-arranged quantities of emergency service resources. Strike teams and task forces in the Snohomish County Fire/EMS Resource Plan are pre-defined emergency apparatus resource groups that can be requested that can be requested for incidents which require resources beyond normal mutual aid exchanges.

5.7.2 Strike Team or Task Force Response Requests

An Incident Commander for any major emergency incident or multiple incidents in need of a large volume of fire/EMS resources may request from SNO911 one or more strike teams or task forces. Incident Commanders must be specific as to what TYPE of strike team or task force they require.

A. Immediate Need Request

Unless otherwise indicated, all strike team and task force responses are an immediate need. Units assigned to the requested team shall respond independently to the requested location. All units assigned will contact dispatch as normal advising they're responding, on scene and in service times.

5.7.3 Dispatch Responsibility

5.7.3.1 Upon receiving a request for strike teams or task forces, on duty fire dispatchers shall process the request by creating a CAD incident using the STRIKE CAD type code at the location of the response. The call narrative shall include the reason for the request and any instructions from the incident commander who made the request. The appropriate strike team or task force response group will be dispatched on the STRIKE call.

5.7.3.2 Any response that requires resources from an agency not dispatched by Snohomish County 911 will be notified for the response and all required information provided by the Incident Commander shall be relayed.

5.7.3.3 After dispatching the appropriate strike team or task force response, SNO911 fire dispatchers should expect a telephone call from the appropriate strike team or task force leader requesting incident instructions, including the type of incident, location and the Talkgroup being used for the incident. Responding fire agencies or individual responding apparatus SHOULD NOT contact fire dispatchers in regards to the details of the incident.

5.7.3.4 **Whenever** a STRIKE call is dispatched in CAD a pre-defined group of zone coordinators will be paged. Zone coordinators are designated officers that coordinate resources in the county. Zone coordinators will assess resource levels in their assigned zones and coordinate move-ups as necessary. During large incidents where a significant number of resources are required, zone coordinators may respond to the incident scene to act as a liaison with the scene incident command and/or to the dispatch center to better facilitate resource coordination.

5.7.4 Strike Team/Task Force CAD Type Codes

Strike Team or Task Force Request.....STRIKE

Any request for a strike team or task force for in-county or out-of-county incidents.

5.7.5 Strike Team / Task Force Types

Urban Task Force

- 3 Structural Engines
- 1 Ladder

- 1 BLS Unit
- 1 Command Unit

Rural Task Force

- 3 Structural Engines
- 2 Tenders
- 1 Command Unit

Interface Task Force

- 2 Structural Engines
- 2 Wildland Engines
- 1 Tender
- 1 Command Unit

Wildland Task Force

- 3 Wildland Engines
- 2 Tenders
- 1 Command Unit

EMS Task Force

- 1 ALS Unit
- 3 BLS Units
- 1 Automobile Rescue Unit
- 1 Command Unit

Engine Strike Team

- 5 Engines
- 1 Command Unit

Tender Strike Team

- 5 Tenders
- 1 Command Unit

Wildland Strike Team

- 5 Wildland Engines
- 1 Command Unit

BLS Strike Team

- 5 BLS Units
- 1 Command Unit

ALS Strike Team

- 5 ALS Units
- 1 Command Unit

5.8 Fire Special Operations

Technical Rescue and Hazmat Responses are considered 'Special Operations' within the Fire Service. These responses require personnel that have completed specialized training and require apparatus equipped with specific resources needed for the response.

5.8.1 Hazmat Responses

Hazmat responses include reports of hazardous materials, including flammable solids, radioactive material, corrosives, oxidizers & organic peroxides, poisons, poison gases & etiologic agents and other materials deemed to be an immediate threat to persons, property or the environment. The following criteria are used to determine the initial level of response and incident type:

The following are the **initial type codes for hazmat responses:**

- **Fire Single Non Code**
CAD Type Code: **FSN** – (Department Specific Response)

Criteria Response to calls from citizens regarding known or suspected hazardous material with no spills, leaks, releases or any criteria that would require a hazardous materials response.

- **Hazmat-1ST Alarm**

CAD Type Code: **HZ** – (Department Specific Response)

Criteria:

- A. Reports of possible or confirmed small spills or releases of a suspected or known hazardous substance.
- B. Hydrocarbon spills inside (any quantity) or spills of more than five gallons outside of a structure.
- C. No current indication of injuries or effect on human or animal life is observed.
- D. No reported formation of a plume or chemical reaction.
- E. Small quantity of a hazardous or believed to be hazardous substance which may be endangering any waterway or drainage system.

- **2nd Alarm**

CAD Upgrade — (Single HAZMAT Unit & Decon Unit)

Includes HZ 1st Alarm Resources

Criteria:

- A. Fire Department requests for technical assistance for hazardous materials. (Includes requests for phone calls-page recommended unit and advise to call IC.)
 - B. Reports of alarms involving hazardous materials where the situation is unknown. (Examples: ammonia alarm, chlorine alarm)
 - C. Any report that a significant amount of a hazardous substance or believed to be hazardous that has been released and is endangering or threatening any waterway or drainage system.
 - D. Minor effects on human life. (Meets BLS criteria)
 - E. Law Enforcement requests for fire department response for technical assistance with hazardous drug labs. (Includes requests for phone calls-page recommended unit and advise to call IC.)
- *IF NOT SURE IF HZ 2nd or 3rd ALARM-SEND 2nd ALARM FIRST

- **3rd Alarm**

CAD Upgrade — (All County Hazmat Units)

Includes HZ 1ST & 2ND Alarm Resources

Criteria:

- A. Leaks, spills or releases that are known to be hazardous and have a potential for risk to life and health.
 - B. Any known serious or life threatening injury or effect on human or animal life. (Meets ALS criteria) (Examples such as but not limited to uncontrolled vomiting, multiple victims, loss of consciousness, multiple deaths due to chemical exposure, irritation of skin or respiratory system due to chemical contact from leak or release.)
 - C. Any formation of a plume, cloud or unusual reaction by a chemical known to be hazardous.
 - D. All railroad derailments involving hazardous materials.
- *IF NOT SURE IF HZ 2nd or 3rd ALARM-SEND 2nd ALARM FIRST

- **4th Alarm**

CAD Upgrade — (Off Duty Tech Response)

Includes Hazmat 1st, 2nd, & 3rd Alarm Resources

Incident Commander Initiated Only

Criteria:

- Requests for additional Off Duty Hazmat Personnel to respond to an incident. The dispatcher shall balance the call to 4th alarm where a ghost unit shall be recommended (HZPG4) this single unit shall be dispatched. It shall be the responsibility of the incident command post to send a message via MyStateUSA to all off duty Hazmat Technicians giving them instructions for their response.

5.8.2 Hazmat Page Outs

Second alarm dispatches and greater shall recommend a ghost unit. This unit will send page to all hazmat team pagers and programmed phones for text messages. The ghost unit will match the alarm level of the response - HAZPG2, HAZPG3, or HAZPG4. Subsequent information can be sent using the ghost unit as a separate page to all hazmat team receivers.

5.8.3 Cancellation of Hazmat Response

If a page has been sent for **any** hazmat response and information is received for a cancellation, **a separate cancellation page** must be sent. The following information must be provided:

1. Hazmat Units to cancel response
2. Street Address
3. Incident number

5.8.4 Hazmat Units and Countywide Team

Snohomish County has three hazardous material units and one decontamination unit. Each fire resource zone has at least one hazardous material unit. The closest Hazardous materials response unit should be the recommended hazmat unit for all HZ 2nd Alarms. All units have agreed to participate in the County Hazardous Materials organization, making one countywide response team. The following is a list of hazmat resources listed by their zone:

Zone 9 – Decon 12

Zone 11 – Hazmat 71

Zone 12 – Hazmat 1, Hazmat 61

The location of the incident and CAD type of incident should determine which unit(s) would respond. It shall be each fire department/district's responsibility to determine the units that are programmed into the CAD system for each hazmat type code for a response. Normally a HZ 2nd Alarm response will include one hazmat unit and one decon unit for a location. A HZ 3rd Alarm response should include all units within the county as listed above. A HZ 4th Alarm is for all available off duty team members, only at the request of an incident commander.

5.8.5 Hydrocarbon Responses - Flammable Liquids and Gases

Responses to hydrocarbons (flammable liquids-gasoline, diesel, oils, fuels etc. and flammable gases-propane, butane, natural gas, etc.) odors, leaks or ruptures will be dispatched as follows:

Odor of flammable gas (natural gas, propane, butane) inside of a structure.

CAD Type Code: **GLI – Gas Leak Inside Structure**

Odor of flammable gas (natural gas, propane, butane) outside of a structure.

CAD Type Code **GLO – Gas Leak Outside Structure**

Any liquid hydrocarbon spill **5 gallons or less** (gasoline, diesel, oils, etc.), **outside**-standard single alarm response.

CAD Type Code: **FS – Fire Single**

Any liquid hydrocarbon (gasoline, diesel, oils, etc.), spill inside a structure or more than 5 gallons outside a structure.

CAD Type Code: **HZ – Hazmat**

5.8.6 MULTIPLE PATIENTS

Hazmat and hydrocarbon incidents may include multiple patients. In this case the incident shall be type coded by the **hazmat or hydrocarbon type as described for initial dispatch**. Once the agencies units responds it is likely that the incident type will be changed and balanced at least once and possibly numerous times to dispatch different alarm levels for multi incident event.

Example:

- Call comes in as hazmat with possibly 6 injured victims.
- Call is dispatched as a HZ 2nd Alarm
- B1 responds with units dispatched and is given short report.
- B1 requests change call type to MCI and dispatch first alarm units
- First unit arrives and establishes command and requests balance to third alarm HZ
- After further size up it is learned that there are 25 possible victims and it is requested to balance call to third alarm MCI.

5.8.7 Department of Emergency Management Notifications

For all Snohomish County 911 fire agencies, notification of calls to any Emergency Management agency will be made at the request of the Incident Commander.

If a **response is requested**, the following information will be relayed to the Emergency Management Agency:

1. Request for response
2. Address of the Incident
3. Type of Incident
4. Incident Commander and phone number for contact.

Notifications will be made during business hours by calling the requested Emergency Management agency. After hours the supervisor will make notification by using the 'on call' list provided by the requested Emergency management agency.

The same procedures as outlined for DEM will be followed for notifications for other city Emergency Management agencies (City of Everett).

5.8.8 Technical Rescue Responses

Technical rescues encompass rescue situations where special response teams may be needed. If the dispatcher receives information that meets the criteria for one of the following special rescues the appropriate initial type code should be assigned. The dispatcher should always provide the responders with any specific information known about the situation or type of entrapment to determine if an upgraded response or additional resources are needed. These types of rescues include:

- Low to high angle rope rescues than involve situations such as a person stuck on a water tower, the exterior of a building, mountainside, falls over steep embankments, etc.
- Confined space rescue where a person(s) is in need of help from within an area that is not normally occupied such as vaults, grain storage facilities, tanks, and other such areas.
- Trench Rescue is where an individual is trapped or injured below ground level where unstable earth is trapping the victim or has the potential for trapping the victim. The most common is a construction site where a trench had been dug and person(s) were injured or trapped by the collapsing unreinforced dirt of the trench.
- Structural collapse involves any building that has collapsed or had any portion of the building that has collapsed.
- Water Rescue which includes river/swiftwater rescues and surface/frozen water rescue responses.

Each jurisdiction shall indicate a first through fourth alarm level of response in which the department may determine its individual level of response. The varying factor may be some agencies will desire a higher level of response on the first alarm and others may desire a limited response on the first alarm. Agencies that do not desire a limited response will begin their response list with alarm level 2, which is normally the closest specialized unit with a limited number of rescue technicians. The general order of resources shall be:

1. Department Specific Response (if desired)
2. Specialized Resource Response (Rescue Tech Response--includes closest specialized unit resources)
3. County Resource Response (Rescue Team Response--includes response from several participating agencies throughout the county).
4. All Resource Response (Includes all participating agencies and their off duty personnel)

5.8.9 The following are the **initial type codes for technical rescues:**

- **Technical Rescue High/Low Angle**

CAD Type Code: **RESA**

Definition: Rescues requiring lifelines and rescue hardware for persons trapped in high angle (40 to 90 degrees) situations, which do not offer safe and reasonable, foothold and low angle (0 to 40 degrees) situations which offer good foothold but require the same rescue equipment.

Examples: Person trapped on a water tower, patient(s) located down a steep embankment, window washer stuck on the side of a building, car over the embankment or off the roadway,

rescue in rough terrain, full of brush and trees, located a great distance off a roadway.

- **Technical Rescue Confined Space**

CAD Type Code: **RESCS**

Definition: A rescue involving a person(s) who have entered a space that is large enough to get into but has limited or restricted means of escape.

(Incidents of this type will often request Hazmat and Air units to facilitate air monitoring and provide breathable air while rescue is being performed.)

Examples: Storage tanks, silos, ventilation and exhaust ducts, storm drains, pipes, sewers, furnaces, boilers, storage compartments and crawl spaces.

- **Technical Rescue Trench**

CAD Type Code: **RESTR**

Definition: A rescue that involves a person(s) who is trapped in a narrow excavation below the ground surface. In general, the depth is greater than the width.

(Incidents of this type will often request Hazmat and Air units to facilitate air monitoring and provide breathable air while rescue is being performed.)

Examples: Trenches dug by utility companies for electrical, water, sewer and gas services. Collapses of rock quarry walls and any type of earthen wall that may include avalanche type incidents.

- **Technical Rescue Structure Collapse**

CAD Type Code: **RESSC**

Definition: All requests for assistance at a structural collapse with known or unknown person(s) trapped.

(Incidents of this type will often request Hazmat units to facilitate air monitoring.)

Examples: A collapse of residential or commercial buildings, fallen construction of a building, bridge collapse and scaffolding failure of a stadium.

5.8.10 Water Rescues

Water Rescue has varying sub categories that include swift water such as a river, flood rescue, and ice rescue. Each type involves its own specialty. For all reports of emergencies involving rescue situations **on or in a large body of water** (lake, pond, river, sound) the dispatcher will use one of the following type codes as the **initial type code**:

- **Water Rescue (River / Swift Water)**

CAD Type Code: **RESSW**

Definition: Emergency Incidents involving victims who are unable to get to safety while in a RAPIDLY MOVING body of water, most likely a river. Other examples can be swollen creeks or streams, and flood waters that have rapid movement.

Example: Persons stranded on a rock in a swift moving river.

- **Water Rescue (Surface)**

CAD Type Code: **RESWA**

Definition: Emergency incidents involving victims who are unable to get to safety while in the water or on a frozen body of water. May include boating, rafting, swimming, or skating accidents. This type codes does not include SWIFT water (Rapidly moving water) such as a river. **This type code does not include swimming pools or small backyard ponds.**

Example: A subject that has disappeared while swimming at a lake.

5.8.11 Rescue Swimmers

Fire agencies employing swimmers that are trained in an approved Rescue Swimmer program may become a member of this response team. When authorized by their agencies they may respond to assist a requesting agency with water rescue attempts.

Agencies desiring use of rescue swimmers available for response may add the rescue swimmer page (RSPG) in their CAD FRL for an automatic page/request for response or the IC may request that the RSPG be added to any incident for a request for response.

The IC of the incident shall determine the amount of rescue swimmers needed. When sufficient swimmers (no less than two) have reached the scene or when the rescue has been accomplished the IC shall send a text or request dispatch send a text message using the RSPG page indicting no further response of swimmers is needed. Any rescue swimmers responding but have not arrived are to cancel their response.

5.8.12 Cancellation of Rescue Swimmers

If a page has been sent for **any** rescue swimmer response and information is received for a cancellation, **a separate cancellation page** must be sent. The following information must be provided:

1. Rescue Swimmers to cancel response
2. Street Address
3. Incident number

5.8.13 Technical Rescue Page Outs

Second alarm dispatches and greater shall recommend a ghost unit. This unit will send page to all technical rescue team pagers and programmed phones for text messages. The ghost unit will match the alarm level of the response - TRPG2, TRPG3, or TRPG4. Subsequent information can be sent using the ghost unit as a separate page to all technical rescue team receivers.

5.8.14 Cancellation of Technical Rescue Response

If a page has been sent for **any** technical rescue response and information is received for a cancellation, **a separate cancellation page** must be sent. The following information must be provided:

1. Technical Rescue Units to cancel response
2. Street Address
3. Incident number

5.8.15 Snohomish County Technical Rescue Team by Resource Zone:

Zone 9 – South Snohomish County Regional Fire Authority, Fire District 7 resources and Mukilteo Fire

Zone 11 – Fire District 7 and Fire District 8

Zone 12 – Everett Fire, Marysville Fire, Arlington Fire and Fire District 17

5.8.16 Notification of the SCSO Technical Water Rescue Team

Notification of the SCSO Technical Water Rescue Team Commander is required for the following situations if located with the unincorporated area of Snohomish County:

Water Rescues – Persons in distress **or persons perceived to be in distress** in ponds, lakes, rivers or in Puget Sound. This includes swift water rescue incidents, persons swept away (falling from a raft or tube and traveling downriver.)

Witnessed drowning reports - Complainant advises they have just observed a person drown in a river, lake, or the sound and the victim has not been recovered.

Witnessed vehicles submerged with persons trapped inside. Or vehicle submerged and unknown if occupied.

5.8.17 Multiple Patients

Rescue type calls may include multiple patients. In this case the incident shall be type coded by the rescue type as described for initial dispatch. Once the agencies units responds it is likely that the incident type will be changed and balanced at least once and possibly numerous times to dispatch different alarm levels for multi incident event.

Example:

Call comes in as collapsed structure with possibly 10 trapped or injured victims.

Call is dispatched as a TRS for structure collapse

B1 responds with units dispatched and is given short report.

B1 requests change call type to MCI and dispatch first alarm units

First unit arrives and establishes command and requests balance to third alarm TRS

After further size up it is learned that there are 25 possible victims and it is requested to balance call to third alarm MCI.

5.8.18 Search and Rescue

The dispatch supervisor shall also be notified for any situation that may require a response for Snohomish County Search and Rescue in addition to a fire department response. Common incidents that require Search and Rescue notification include water rescue situations, or any rescue in rough terrain with limited access from a roadway. An incident will be created and dispatched for the fire jurisdiction and a notification to Search and Rescue

should be made at the same time. Fire agencies will be dispatched whether injuries are known or unknown. For notifications of searches where the location of the individual(s) is not known, the fire agency will contact the SCSO SAR Coordinator before responding to communicate their response plan. For Search and Rescue incidents that occur outside fire jurisdictional boundaries or in 'No-Man's Land' the closest fire agency shall be notified of the incident for their decision to respond.

Search and Rescue incidents initiated by the SNO911 supervisor shall be entered for the fire jurisdiction with the most appropriate type code according to injuries and/or rescue information:

- For Search and Rescues (SAR) with a known location, the shift supervisor will process the call through PRO QA in order to obtain the appropriate EMS type code.
- Search incidents with no injuries or an unknown location shall be entered as a 'NOTICEP' incident for the fire jurisdiction. Depending on the location and the details of the incident the fire agency will decide whether or not to respond.
- After the initial call type has been dispatched, the fire department may request a balance to the BCTRAIL type_code. The dispatcher will adjust the call type and then view and accept the recommendations. Not all agencies will utilize this call type and it is the responsibility of each agency to ensure they have a response plan configured before requesting a call be changed to BCTRAIL.
- If the incident is outside of fire jurisdictional boundaries, the fire dispatcher will need to 'force' the incident to the dispatch group of the closest agency and use the 'all department page' for notification.

5.9 CAD Fire File Changes/Cross Staffing Units

5.9.1 Purpose

- To ensure coordination between mutual aid districts in order to prevent changes to fire files that could adversely affect the dispatch of these districts.
- To advise dispatch personnel of any upcoming modifications before they occur.
- To effectively administer security levels within the CAD system.

5.9.2 Policy

Any additions, modifications or deletions in the following files must be in writing and submitted to all affected Fire Departments and Snohomish County 911. This documentation shall include:

1. Name and department of person requesting modifications.
2. The specific modification(s).
3. Reason for the requested modification.
4. List of departments notified.
5. Name and personnel # of person actually performing the changes.

Fire Response Lists	(FRL)
Station Orders in Block File	(BLK)
Apparatus Names and Types	(UNIT)
CAD Type Codes	(TYP)
Tone Designators	(PAGER)

Modifications will be made by Snohomish County 911 technical personnel unless the criteria listed below are met by the requesting agency and competency is/has been demonstrated by departmental personnel:

1. Fire department employee has:
 - A. The desire to learn manipulation of the fire files.
 - B. A thorough understanding of the relationships between these files.
 - C. Awareness that any change to these files can negatively affect multiple fire districts and potentially the operations of CAD itself.
- The agency is willing to assume responsibility for ongoing modification.

The individual's security level will be increased only for the time necessary to complete the documented modifications unless a standing agreement has been reached between a group of mutual aid districts for time sensitive modifications.

Disputes pertaining to any of these files shall be brought to the Fire Technical Advisory Committee for resolution. Fire TAC shall have the final authority to make needed CAD file changes.

For CAD file assistance contact the Snohomish County 911 Help Desk (425) 407-3939

5.9.3 Cross Staffing of Units

Cross staffing allows pre-built from the same station to be staffed by a single crew who is capable of staffing only one unit at a time. When one unit in a cross-manned status is dispatched, the associated units are automatically placed in unstaffed status. In order for a unit to be cross staffed or to cancel a cross staffed status the unit cannot be currently assigned to an incident and must be available in quarters. Only units in the same station may be cross staffed.

5.9.4 Policy

Departments/districts that choose to use cross staffing will assume the following increased level of responsibility for cross staffing and canceling cross staffing of their units on the basis not to interfere with routine dispatch operations.

1. Cross staffing and status modifications shall be performed by the department/district silently (MDC or station CAD terminal) whenever possible to minimize radio traffic and dispatcher overload. Radio status changes to dispatch shall be limited to instances when apparatus are away from a CAD terminal and a delay in status change may impact effective dispatch or if station terminals or MDCs are down.
2. If the dispatcher is required to cancel the cross staffing by logging a unit off and then back on in order to place the unit on a call, the department/district will be responsible for restoring the unit to cross staffed status after that unit is back in station.
3. Any department that is not currently using the cross staffing enhancement must notify Snohomish County 911 in writing prior to implementation.

5.10 SCERNS

5.10.1 Unit Type Definitions

It is understood that at a minimum all apparatus and personnel using radio communications in Snohomish County shall have the capability of radio communications on the Snohomish County radio channels/frequencies.

1. **Aid Unit / Ambulance** - A basic life support unit with patient transport capabilities and licensed by the State of Washington. Staffed with a minimum of two personnel one being an Emergency Medical Technician.
2. **Air Unit** - A vehicle or trailer designed to carry self-contained breathing apparatus bottles and/or air compressor for the use of replacing and/or refilling emergency personnel air supplies at the scene of an emergency. This unit will be staffed by a minimum of one trained person.
3. **Airport Response Unit** – A response unit used primarily at airport facilities for quick response to aircraft and/or fuel spills having the capability of providing the application of foam or other extinguishing agents. The amounts of and types of extinguishing agents shall vary depending on the agency and facility needs.
4. **Assistant Chief** - An officer ranking above a battalion chief and below a fire chief with a working knowledge of the Incident Management System as recognized by the State of Washington and described by their department policy.
5. **Battalion Chief** - An Officer in command of multiple companies, ranking above a captain and below an assistant or deputy chief. The officer possesses a working knowledge of the Incident Management System as recognized by the State of Washington and described by their department policy.
6. **Bike** - A non-motorized unit used as designated by a jurisdiction for special events in areas of limited access to provide emergency services.
7. **Boat / Water Craft** - A unit staffed by a minimum of two personnel trained in water rescue. Equipment should include but is not limited to water safety suit, vests, water rescue equipment. This unit may have the capability to fighting fires. To include a marine radio with channel 16 capabilities if the potential of operating on navigable waters exists.
8. **Brush Unit / Mini Pumper** - A vehicle staffed with a minimum of two personnel trained in suppression of Wildland and Structure fires. The apparatus shall include but not be limited to being four wheel drive, water tank, pump, hose, and hand tools for fighting brush and small fires.
9. **Brush Unit / Type 3**– A vehicle staffed with a minimum of two personnel trained in suppression of Wildland fires meeting the requirements outlined as a Type 3 unit.
10. **Captain** - An officer usually in command of a company and /or station, ranking above a lieutenant jurisdiction, and below a Battalion Chief.
11. **Car Unit** - A passenger vehicle that is utilized for administrative business or other department detail.

12. **Chaplain** – A person designated by an agency to serve in the capacity of a crisis manager during emergency incidents.
13. **Command Unit** - A vehicle staffed by an officer that is trained in the Incident Management System, Incident Safety Officer and Hazardous Materials Incident Command. The vehicle needs to carry the equipment necessary to initiate the Incident Management System including; reference materials, portable radio pool and the ability to have radio communications on all Snohomish County radio channels/frequencies.
14. **Command Van** – A vehicle staffed by at least one operator that is familiar with all the operational components of the vehicle. This unit is a mobile command post that has facilities for the coordination of major incidents that include appropriate communication equipment, sufficient space for command staff and facilities to carry out this function for an extended period of time.
15. **Communications Unit** - A vehicle that at a minimum is capable of radio communications on all Snohomish County 911 dispatch frequencies. Is equipped with an amateur (HAM) radio (2 meter, 440 MHz capable) and a cellular phone. Staffed by a minimum of one person trained in the use of the equipment and fire ground radio procedures.
16. **Community Resource Provider (CRP)** – An individual unit assigned to provide non-emergency care and community contact to citizens that may need medical assistance.
17. **Deputy / Division Chief** (Deputy Chief or DC) {DC} [Z] - An officer ranking above a battalion chief and below a fire chief with a working knowledge of the Incident Management System as recognized by the State of Washington and described by their department policy.
18. **Deputy Fire Marshal** - An official who is subordinate to the Fire Marshal and may be delegated the duties for fire prevention, inspection, education and investigation.
19. **Duty Chief** - A chief officer designated by a department that is assigned as on call or available for call within a defined geographical area. This designation is used in agencies that designate chief officers they wish dispatched to certain types or levels of alarms. The duty chief designation may also be used in agencies that do wish to have neighboring agency command units dispatched before their designated duty chief dispatched.
20. **Emergency Management Officer** – Used as a personnel identifier for a supervisor assigned by the agency having jurisdiction that has primary responsibility for Emergency Management Operations. Emergency Management is related to the planning, preparation and operations used at large scale and/or extended events that may include multiple disciplines of public and private agencies.
20. **Engine** - A fire attack vehicle that at a minimum meets NFPA 1901 Chapter 3 Class "A" pumper specifications. Is staffed with a minimum of three personnel trained in the use of the apparatus and its equipment.

21. **Engine** - Meets same description as an Engine, additionally equipped with automobile extrication equipment.
22. **Engine** - Meets same description as an Engine, additionally staffed with at least one paramedic and required ALS equipment needed to respond to any ALS call.
23. **Fire Chief** - The head of an organized paid, combination or volunteer fire department; the person highest in authority.
24. **Fire Investigator** - An official trained and declared competent by their department in the investigation of fire cause and origin.
25. **Fire Marshal (FM)** - An official heading a bureau for the prevention and/or investigation of fires.
26. **Foam Unit** - A vehicle or trailer with a minimum of one person trained in the use and application of fire fighting foam and equipment. A vehicle shall carry a minimum of 1500 gallons of water, 150 gallons of foam concentrate and 500 lb. of dry chemical. A trailer shall carry a minimum of 400 gallons of foam concentrate and is not required to have radio communication capabilities.
27. **Hazardous Materials Officer** - An officer or designee declared by their employer as competent in Hazardous Materials Incident Command.
28. **Hazardous Materials Unit (HZ)** - A specialized emergency response unit staffed with a minimum of two personnel trained and declared competent by their department as Hazardous Materials Technicians. Equipment should include but not be limited to monitoring, detection, chemical testing and personal protective equipment.
29. **Hazardous Materials Decontamination Unit** – A specialized unit that is equipped and staffed by personnel used for the purposes of decontaminating personnel and civilians in the event of a hazardous substance release.
30. **Hovercraft (HC)** – Primarily a watercraft that has the ability to hover and travel over land and water. Unit shall be operated by a qualified driver and have the capability to carry a rescue victim in addition to the personnel assigned.
31. **Inspector (IN)** - An official who is trained and declared competent by their department to identify and prevent potential fire hazards through inspections and education. Qualified individuals should at a minimum possess certification by the International Fire Code Institute (IFCI) in fire inspection.
32. **Ladder** - (hydraulic straight ladder, platform, articulating boom, ladder platform) A fire attack vehicle equipped with an aerial device of 65 feet or taller. Meeting specifications as outlined in NFPA 1901 Chapter 6. Staffed with a minimum of three personnel trained in the use of the apparatus and its equipment. This vehicle does not have pumping capability.
33. **Ladder** - Meets a requirement Ladder as outlined but in addition has booster tank and pump making it capable of serving as an Engine. Often referred to as a Quint.

34. **Lieutenant** - An officer usually in command of a company, ranking above a firefighter and below a captain.
35. **Mass Casualty Unit (MCI)** - A unit or trailer equipped to deal with multiple injury incidents. The unit shall be capable of providing basic life support equipment to no less than fifteen victims.
36. **Medical Program Director** – The Snohomish County Medical Program Director (physician) for EMS.
37. **Medical Services Administrator (MSA)** – An officer or designee who has the responsibility of administration of an agencies medical services within their department that are in accordance with state, county and local EMS protocols and policies.
38. **Medical Services Officer (MSO)** - An officer or designee who is has the responsibility of support of emergency medical services within their department that are in accordance with state, county and local EMS protocols and policies.
39. **Medic Unit** - An advance life support unit with patient transport capabilities and licensed by the State of Washington. Staffed with a minimum of two personnel one is a Paramedic and one being at a minimum an Emergency Medical Technician.
39. **Medic Unit** – The same as Medic unit except this medic unit type has a minimum crew of three of which all are trained as firefighter personnel. One crewmember is designated as a supervisor capable of performing the duties of a company officer.
40. **Paramedic** – An emergency response unit that is staffed with at least one paramedic and needed ALS equipment. This designators purpose is to be used where the closest paramedic is needed regardless of the apparatus they are currently assigned.
41. **Public Information Officer** - A person, who is a liaison between the fire department and all media representatives, assisting them with their news gathering efforts while ensuring non-interference with emergency operations.
42. **Rescue Unit / Medium** - A vehicle staffed with a minimum of two personnel trained in extrication and stabilization techniques. The apparatus shall include but not be limited to equipment and tools for spreading and cutting, air bags, cribbing and blocking materials, 40 pounds of ABC dry chemical extinguishing agent, 200 feet of utility rope, and 200 feet of lifeline.
43. **Rescue Unit / Heavy** – A vehicle that meets requirements of Medium Rescue and has equipment and personnel trained in building collapse and /or structure collapse.
44. **Safety Officer** - An officer or designee who is trained and certified by their department as competent in "On Scene Safety Officer" practices as specified by the Washington State Department of Labor and Industries and NFPA 1521.

45. **Services, Mechanic, Salvage** - A vehicle used for various non-emergency duties related to the fire department.
46. **Special Event Units** – This unit utilizes other terms contained here within that best describes the capability of such a unit after the SE designation in CAD. The special event is included in the unit radio call sign followed by the best description and a number as assigned to the agency having jurisdiction. This unit is normally established from a specific event and not recommended for dispatches outside of that event. (Example; "Special Event A9", Special event M32)
47. **Special Operations Officer** – Used as a personnel identifier for a supervisor assigned by the agency having the jurisdiction that has responsibility in the Fire Department special operations. Special operations usually are related to Hazardous materials and Technical Rescue response capabilities.
48. **Sprint** – **Single Paramedic Response** unit with **No Transport** capability. Primarily used where personnel respond in a non-transport vehicle to provide ALS care meeting the description of Paramedic described herein.
49. **Squad Unit** - A vehicle that carries fire personnel, SCBA's and may carry a variety of support tools such as generators, lights, saws, and small hand tools. At a minimum has the capability of radio communications on the Snohomish County fire channels/frequencies.
50. **Support Services Unit** - A vehicle staffed with a minimum of two personnel trained in the operation of the unit. The unit shall at a minimum provide limited temporary shelter or field office for victims/family members or emergency service personnel needing an area out of public view. The unit may also provide a limited canteen, skilled support counselor/friend, cellular and amateur radio communications, television monitor, and portable generator.
51. **Technical Rescue Unit** - A vehicle that at the minimum contains the equipment or ready access to equipment for response to emergencies in the areas of Confined Space, Trench, High and Low Angle, Surface Water and Ice rescue. Staffed with a minimum of two personnel trained and approved by their department as Rescue Technicians. This vehicle and staff shall be part of a rescue response team made up of multiple members trained to the same level or higher of Rescue Technician. This team will be able to assemble its members in a timely manner to mitigate incidents as required.
52. **Tender Engine** – A combination apparatus that meets the definitions of a tender as described above with pumping capability and also meets the definition of an engine company as described herein.
53. **Training Officer** - An officer charged with the education and training duties of an organized paid, combination or volunteer fire department.
54. **Utility Unit** - A vehicle used to haul various equipment and personnel and or other duties (except as defined in this document) as dictated necessary by a department. At a minimum has the capability of radio communications on the Snohomish County fire frequencies.

- 55. **Water Tender** - A ground vehicle that transports 2000 gallons or more of water and is preferred to have a folding tank, pump and hard suction. Is staffed with a minimum of two personnel trained in the use of the apparatus and its equipment. Although the apparatus does have pumping capability it does not meet all the requirements of an engine as described herein.
- 56. **Water Tender** – A ground vehicle that transports 2000 gallons or more of water. This unit type does not have a pump and is only capable of offloading via gravity or through suction from an apparatus with a pump. Is staffed with a minimum of one person trained in the use of the apparatus and its equipment.

5.10.2 S.C.E.R.N.S. UNIT DESIGNATORS

A	AID UNIT
AC	ASST CHIEF
AIR	AIR UNIT
ARU	AIRPORT RESPONSE UNIT
B	BATTALION UNIT
BC	BATTALION CHIEF
BK	BIKE
BR	BRUSH
BT	BOAT (OR OTHER WATERCRAFT)
CH	FIRE CHIEF
CL	CHAPLAIN
CP	CAPTAIN
CR	CAR
CRP	COMMUNITY RESOURCE PROVIDER
CU	COMMUNICATIONS UNIT
CV	COMMAND VAN
DC	DEPUTY OR DIVISION CHIEF
DCON	HAZMAT DECONTAMINATION UNIT
EM	EMER MANAGEMENT OFFICER
E	ENGINE
ES	EMER SERVICE UNIT
F	FOAM
FM	FIRE MARSHAL
HC	HOVERCRAFT
HZ	HAZMAT UNIT
HM	HAZMAT OFFICER
I	INVESTIGATOR
IN	INSPECTOR
L	LADDER
LT	LIEUTENANT
M	MEDIC
MD	MEDICAL PROGRAM DIRECTOR
MCI	MCI UNIT
MSA	MEDICAL SERVICE ADMINISTRATOR
MSO	MEDICAL SERVICE OFFICER
PIO	PUBLIC INFO OFFICER
PR	PORTABLE
R	RESCUE
S	SQUAD
SE	SPECIAL EVENT
SF	SAFETY
SO	SPECIAL OPERATIONS OFFICER
SP	SPRINT
SU	SUPPORT
SV	SERVICES
T	TENDER
TE	TENDER-ENGINE
TN	TRAINING
TR	TECHNICAL RESCUE
U	UTILITY

5.11 PUD Notifications

5.11.1 Purpose

To provide a single consistent guideline for notifications and requests for assistance from the Public Utility District of Snohomish County.

5.11.2 Policy

PUD shall be notified of all reports of incidents involving contact with power lines, reports of potential emergency situations involving power lines or known damage to PUD property.

5.11.3 Definitions

"Immediate Life Safety" request – An incident that is an immediate threat to the life of a citizen or firefighter, i.e. where someone is trapped in a vehicle with live wires down on the vehicle and the vehicle is smoking or on fire. The Incident Commander will determine when there is an Immediate Life Safety issue and request that PUD 'de-energize' the circuit.

"High Priority" request – An incident that even with fire and/or police standing by the probability of injury or property damage is significant, i.e. wires down with high potential for citizen injury (children's route to school), busy intersection, wires across vehicle, energized fence, electrocution, car/pole accidents, etc. Any citizen report that meets this definition without fire and/or police standing by shall be treated as a High Priority by the dispatch center until fire and/or police advise otherwise.

"Priority" request - A higher priority than Advisory. Where fire or police personnel feel they are required to stand by to avoid injuries to civilians or significant damage to property, i.e. Wires down possibly energized, wires involved with fire.

"Advisory" request – Notifications where no fire or police are standing by and the probability of damage or injury is very low or nonexistent, i.e. wires in the trees without fire, non-hazardous low hanging wires, minor damage to poles or other PUD property, power outages, etc. **All situations that have not been assessed by fire or law enforcement personnel shall be treated as either Priority or High Priority by the dispatch center.**

5.11.4 Procedures

All requests made to PUD will require an assigned priority level for response. Units in the field requesting a PUD response shall provide dispatch with a priority and a brief description of the problem. Also every attempt should be made to provide PUD with the closest physical address and/or pole number if available for their response.

Notifications of Advisory and Priority requests require either a phone call or may be routed to a printer at the Energy Control Center. (Under high volume situations requests may be routed from CAD to a dedicated printer located at PUD). If the time from the notification exceeds two hours, units may request the status of the PUD. In this case a phone call will be placed to the PUD to confirm that the request has been received.

All High priority calls require a phone call by using the dedicated phone line to the Energy Control Center by the Dispatch Center Supervisor. The PUD dispatcher will be given the reason for the high priority. The PUD dispatcher will call back when a PUD unit has been dispatched and will advise the location the crew will be responding from. ETAs will not be given. If the PUD does not answer in a reasonable amount of time, the PUD supervisor will be paged by the dispatch center for an immediate response.

The Incident Commander will notify SNO911 there is an 'Immediate Life Safety' issue and request that PUD "de-energize the circuit". It is the responsibility of the IC to give SNO911 a direct contact number for PUD to call the IC by phone for details of the request. The SNO911 Supervisor shall notify the PUD Energy Control via the non-published number and provide them with the phone number given by the IC. PUD will not guarantee that the line will be fully power-free until a service unit disengages the breaker on the feeder line. **(Even with the line "de-energized" there is still a risk of electrocution)**

In an effort to reduce the duplication of emergency dispatch, out-of-service time of emergency apparatus, and duplicate notifications for assistance made to the PUD; the following triage, notification, and site security guidelines are suggested:

Responding fire apparatus personnel should approach and position apparatus cautiously and at a safe distance away from any downed line whether or not the line is believed to be energized.

An assessment should be made by fire personnel to determine what type of utility line is down (power, cable, telephone). Further assessment should include a determination of what level of notification should be made to the PUD according to the criteria established in the definitions of this document.

During times of stressed operations and where the availability of emergency resources is critical to public safety, emergency personnel and apparatus may not be able to remain on scene until the arrival of PUD service personnel. In such cases, and in an effort to provide a level of safety to civilians and PUD service personnel, barrier tape should be used to mark the hazard area or entrance to the hazard area – remembering to provide a safe distance. Wherever safely possible, both sides of the hazard area should be marked to provide adequate warning from both directions. It is suggested to use 3" wide red plastic barrier tape bearing the word "Danger".

The purpose of the barrier tape is primarily to provide an indication of the potential hazard, but also serves to notify (in cases of duplicate reporting) other response apparatus that the incident has already been reported to the PUD.

The barrier tape should only be removed by PUD service personnel once the hazard has been mitigated.

5.11.5 Training

The PUD Energy Control Center, SNO911, fire departments, and law enforcement agencies shall train their personnel on their responsibilities of the above procedures.

5.12 Definitions

The following is standard radio terminology:

800 MHz Radio System: A trunked radio system operating in the 800 MHz radio spectrum designed to replace the existing VHF radio systems for most public safety radio users in Snohomish County. The system is designed to add capacity, provide enhanced features and improve radio interoperability between agencies and within and adjacent to Snohomish County.

Abandon: To immediately exit the building or area due to safety concerns for emergency personnel, without regard to equipment or hose lines left in place.

Accountability: A system that standardized accountability for personnel and companies at all emergency incidents in Snohomish County.

Advance a Line: Order to move line toward a given area from a point where the hose-carrying apparatus has stopped.

Advised Incident: Calls that are entered into the CAD system creating an incident number, but not requiring a dispatch. Examples of advised incidents may include: Hydrants out of service, road closures, alarm systems being put in and out of service and other advisements.

Air Mask: A self-contained mask providing an air supply. Usually the fire service uses a mask having a tank of compressed breathing air.

Alpha-numeric Paging: A digital paging system owned by SERS that operates on 152 MHz. The system is activated manually or by CAD to provide paging to police, fire and EMS users.

Affirmative: Yes

Alarm: 1. The predetermined initial response assignment for a given type of incident.

- Second Alarm: Alarm level two predetermined response assignment.
- Third Alarm: Alarm level three predetermined response assignment.

2. Any audible or visible signal or intelligence indicating existence of a supposed fire or emergency requiring response and emergency action on the part of the fire fighting service.

Alert 1: Minor in-flight aircraft emergency (rough running engine, low oil pressure, etc.)

Alert 2: Major in-flight aircraft emergency (cabin fire, smoke in aircraft, hydraulic loss, low/no fuel)

Alert 3: Aircraft Crash (Indicate a crash only, does not indicate severity of situation)

Apparatus: A motor driven fire truck, or a collective group of such trucks, which may be of different types such as a pumper, ladder truck. Usually does not include auxiliary vehicles not equipped with fire fighting appliances.

Apparatus Designator: The number assigned to a piece of Fire/EMS apparatus in Snohomish County that corresponds with the actual facility it is housed in or assigned.

Apparatus Placard: Designed to be displayed on all four sides of the apparatus. The apparatus type, zone of origin, and station from within that zone are displayed on the placard. As per the Snohomish County Fire Chiefs Association.

Available: Ready for an assignment at an incident.

Assigned: Performing an active assignment at an incident.

Arson: The crime of intentionally setting fire to a building or other property to defraud or for other malicious purposes.

Assembly Areas: The pre-arranged meeting locations in each Resource Zone where all designated Strike Team or Task Force apparatus and personnel assembly before responding as a group to a given incident.

Attack: The actual physical firefighting operation using available personnel and equipment. The implementation of tactical plans on the fire ground in an aggressive manner.

Attack Line: Line of hose usually from a pump used to directly fight or attack the fire as contrasted with supply or feeder lines connecting the water supply with the pumping apparatus.

Automatic Aid: Predetermined response

Automatic Sprinkler: Equipment for fire control and extinguishment whereby water is piped to specially designed sprinkler "heads" distributed throughout a property and operated automatically in the event of a fire.

Available: Unit/s ready for an assignment at an incident. All resources in a staging area should be available. Used for incident command situations only.

Available In Quarters (AIQ): Used by units involved in cross staffing, CAD command.

Available On Radio (AOR): Used by units involved in cross staffing, CAD command

Back Draft: An explosion or rapid burning of heated gases resulting from the introduction of oxygen when air is admitted to a building heavily charged by smoke from a fire which has depleted the oxygen content of a building. A "back draft" may occur when such a building is opened by the fire department without effecting proper ventilation procedures, or when the fire itself affects an opening.

Back Fire: A fire purposely set to burn out an intervening area to combat a fire.

'Back up' Line: An additional hose line laid other than the attack line, to protect personnel or in event the initial attack with small line proves inadequate. Often used as additional backing for firefighters using fog lines for close attack on flammable liquids fire.

Balance: Term used to upgrade unit/s required to meet incident response needs/ requirements i.e. BLSR balance to a Medic or Fire Single balance to a Fire Residential.

Battalion: Command duty officer for specified department, EXAMPLE: Battalion 1; Battalion 7.

Bleed: To drain water from hose or piping to remove pressure preparatory to breaking connections.

Blind Alley: A fire operations combat supply-line evolution whereby the first-in attack engine drops their forward supply line package at the beginning of a driveway, lane or alley and proceeds forward to the fire, laying a supply line in to its attack position. The supply line will then be provided a water supply by other incoming apparatus.

Booster: Small line equipment consisting of water tank and pump using $\frac{3}{4}$ inch or 1 inch rubber covered hose.

Break: End of transmission, beginning of another.

Brush Fire: A fire in wild vegetable growths, which is denser and higher than grass but not as large as trees.

Building of Origin: The building in which an extensive or spreading fire is understood to have started.

CAD: Computer Aided Dispatch -the computer system that provides efficient and effective public safety dispatch services.

Cancel (Response): Discontinue response to the scene or incident assigned.

C.A.N Report: This report indicates the current (C) conditions, (A) actions being taken and specific (N) needs.

Captain: An officer usually in command of a company and/or station, ranking above a lieutenant and below a Battalion Chief.

Charged Line: A line of hose filled with water ready for use and under pressure.

CHEMTREC: Chemical Transportation Emergency Center. Provides information and assistance to those involved in responding to chemical incidents. Operates in two stages: First, it provides immediate advice on the nature of a specific chemical; its hazards, and specific response recommendations. Second, it will promptly contact the shipper of the material for more detailed information and appropriate follow up, including on site assistance, where feasible.

Chief Officer: An officer in the fire department with the rank of Battalion Chief or higher.

Code Blue: Used by firefighters to request the highest level of response by law enforcement to life threatening situations. The firefighter will not be in a position to provide further details and the dispatcher should not request more information. **Code Blue** receives the same response as law enforcements

Code Response: Emergency response in accordance with responding agency's policy. (Normally with warning lights and sirens activated)

Code Stroke: Advisement to prompt responders for rapid transport when onset of patient's stroke symptoms have been less than 6 hours.

Combustible: A material or structure that ignites and burns at temperatures ordinarily encountered at fires: a material that, when heated, gives off vapors that in the presence of oxygen (air) may be oxidized and consumed by fire.

Committed: The status of a piece of equipment at an emergency indicating the equipment is not able to secure from the scene to respond to any other location.

Confined Space: Space with limited means of egress, which is subject to the accumulation of toxic or flammable contaminants or an oxygen deficient atmosphere.

Confirm: Check to make sure and advise.

Canceled: Discontinue use of red lights and siren; resume speed limit; return to quarters or pervious detail. Status: "In Service".

Concealed Space: Areas between walls and partitions, between ceilings and floors, and in roof areas, through which fire may spread undetected.

Conflagration: Fire that extends over a large area, crossing natural or artificially created barriers in the process, and that destroys many buildings.

Contamination: Contamination of clothing may occur during fire fighting or emergency response operations. Many chemicals are capable of being absorbed through the skin, causing burns, poisoning, or death. For this reason, any protective clothing that has been even slightly contaminated must be removed promptly and carefully and must be thoroughly decontaminated. Be sure to advise all people at the scene of any hazardous chemical leak or spill to remain at the scene for evaluation by emergency personnel.

Crew Member: A position on an apparatus commonly identified by position names such as hydrantman, nozzleman, pipeman etc. For the purposes of radio communications these positions shall be assigned a number preceded by the letter M and used phonetically as "Mike" This identification shall be preceded by the apparatus identifier.

Cross Staffing: A method of managing two units in CAD that are from the same station staffed by a single crew that is only capable of staffing one piece of apparatus at a time. When one unit in a crossed-staffed status is dispatched, the second unit is automatically placed out of service and will not be recommended for dispatch until the first unit is in service and back in quarters.

Damage: The total loss caused by fire including indirect losses such as business interruption, loss of future production, and loss of wildlife or watershed values in forest or brush fires.

Defensive Strategy: Holding action to keep fire within reasonable bounds. Exterior operations.

Disregard: The last transmission did not or does not apply to you. Disregard does not mean code green or cancel the response.

Drafting: The operation of providing a pump with water from a lower source, such as a lake, utilizing suction.

Drill: Practice of firefighting such as layering hose, raising ladders and operating pumps in order to develop teamwork and proficiency.

Driver: The driver shall be the individual assigned to drive and operate the apparatus. This is often referred to as the engineer, pump operator, ladder operator, or apparatus operator. The word Driver shall be the descriptor and verbiage used for radio communication to identify this position.

Dry Standpipe: A permanent pipe installed in a building with inlets on the street level and outlets on each floor and roof. It is not connected to a source of water. It is for the exclusive use of the fire department.

Dry System: A dry pipe automatic sprinkler system having air under pressure in sprinkler piping installed in areas that might be subject to freezing. The operation of one or more sprinkler heads releases the air pressure actuating the control valve allowing water to flow through the piping and out opened sprinkler heads.

DUI: Driving under the influence

Dumpster: A large commercial trash container.

EMER: Short for emergency signaling. One of the features provided by the SERS 800 MHz trunked radio system. It's an emergency signal allowing radio users in distress to silently signal a need for assistance to the dispatcher.

Emergency Traffic: Used to inform units there is an on-going emergency and not to interrupt unless with another emergency (refer to 5.3).

Encrypted: Encrypted radios provide secure digital or “scrambled” communications between field units and the communications centers. The technology incorporated in the SERS system design cannot be monitored without a similarly equipped and properly coded radio. “Police scanners” will only hear unintelligible noise when listening to an encrypted radio communication.

Engine Company: Fire department pumper. The engine under the hood of the fire department apparatus is usually termed the “motor”. A fire attack vehicle that at a minimum meets NFPA 1901 Class A pumper specifications. Is staffed with a minimum of three personnel trained in the use of the apparatus and its equipment. Carries a certain amount of water in the tank, a compliment of various sizes of fire-hose and short ladders.

EPA: Environmental Protection Agency

ETA: Estimated time of arrival.

Evacuate: To remove the occupants or residents of a building, mall, or geographical area.

Event Types: Type of incident pre-determined for police, fire and/or EMS response.

Except: Units named are exceptions from the indicated status or location change. I.e. All units “except” E16 code green.

Exposure: Anything that may be endangered by fire in another building or from an outside source. In general, property at a distance exceeding 40 feet is not considered an exposure. Flying brands might cause an exposure hazard for a considerable distance and the limits noted above may be valueless in a conflagration. The protection of exposures is the second duty after saving a life.

Extension of Fire: Spread of fire, usually during the course of fire fighting operations, to areas not previously involved, as extension of fire through open partitions into the attic, or extension through unprotected openings into another room or building.

Extinguish: To quench; to put out flames; essentially, to completely control the fire so that no abnormal heat or smoke remains.

False Alarm: An alarm for which no fire existed or for which the fire department was unnecessary. Also due to accidental operation of alarm devices.

False Ceiling: A suspended ceiling below the original or true ceiling. Forms a concealed space in which, if not suitably fire stopped, a fire can spread unnoticed.

FCC: Federal Communications Commission

Fill-In: The assignment of apparatus to standby in an area that is without sufficient fire suppression coverage due to an emergency in the area to which the normally assigned apparatus has been committed or due to the normal assigned apparatus being out of service because of mechanical or manpower problems.

Fire: Rapid oxidation of combustible materials that usually results in the emission of light, heat and smoke.

Fire Behavior: The manner in which fuel ignites, flame develops and fire spreads. Sometimes used to distinguish characteristics of one particular fire from typical fire characteristics.

Fire Confinement: That stage in fire fighting when there is no more possibility of fire extension.

Fire Drill: In common usage, practice in evacuating buildings, or in other operations that might be necessary in case of fire.

Fire/EMS Resource Zone: A group of fire districts/departments that comprise a specific geographic area in Snohomish County.

Fire Fighting Tactics: Method of employing fire companies in an efficient, coordinated manner in the field so as to get satisfactory results.

Fire Hazard: Any condition or thing that might cause or contribute to the danger of fire.

Fire Investigator: An official trained and declared competent by their department in the investigation of fire cause and origin.

Fire Marshal: An official heading a bureau for the prevention and/or investigation of fires.

FPB: Fire Prevention Bureau

Fire Prevention: Any operation that tends to prevent fire from starting or spreading.

Fire Protection: A term that includes fire prevention, fire control, fire extinguishment, fire detection and fire investigation.

Fire Resistance: A measure of the ability of a material to keep from burning.

Fire Service: The organization that supplies fire prevention and fire fighting services to the community; it's member, individually and collectively. Sometimes used in a broad sense to include all persons involved in fire protection.

Fire Traffic: Used to advise calling unit of ongoing emergency radio traffic. (When non-essential communications are impeding the transmission of essential traffic).

Fire Under Control: Describes the point at a fire incident when the fire's progress has been stopped or confined.

First In: The apparatus assigned basic responsibility for a geographical area that should be the first arriving unit to an incident scene.

Flash Fire: A type of fire, which spreads with almost explosive rapidity. Many so-called "explosions" are actually flash fires resulting from ignition of highly flammable substances such as flammable liquids and gases.

Frequency: An electro-magnetic medium specifically assigned by the FCC designated by a number indicating its position in a range of bands. I.E. 154.435 MHz is assigned as North County FIRE Radio.

Full Protective Clothing: Means protection to prevent vapors, liquids, and solids from coming in contact with the skin or lungs. It includes helmet, self-contained breathing apparatus, coats, pants, rubber boots, hood and gloves customarily worn by firefighters. (F.P.E.-Full Protective Equipment)

Fully Involved: Completely engulfed in flames.

General Tone: (GA) Tone generated to alert an entire department.

Gore Point: The marked triangle area where two roads converge. Most commonly used for freeway entrance and exit ramps.

GPM: Gallons Per Minute

Group (Supervisor): Task/functional and short term. Organizational level having responsibility for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.)

Hazardous Material: A substance or material in a quantity or form, which may pose an unreasonable risk to health, environment, or property. (HAZMAT)

Heat Conductor: Material capable of transmitting heat rapidly.

Helmet Shield: An elasticized shield backed with Velcro that attaches to the front of a member's helmet. The Helmet Shield has letters and/or number identifying a Zone, Fire Department Name, unit or administrative assignment.

Hooking Up: Connecting a pumper to a hydrant and connecting hose lines.

In Service: Unit/s in service is ready to respond to another incident.

Incendiary: A fire believed to have been deliberately set. The person who perpetrates such a crime.

Initial Short Report: The first arriving unit shall give an Initial Short Report upon arrival at the scene and the Dispatcher shall repeat the Short Report back over the air.

Inspector: An official who is trained and declared competent by their department to identify and prevent potential fire hazards through inspections and education.

Involved: The building, area, room or structure actually enveloped in the flame and smoke of a fire.

Isolate Hazard/Deny Entry: To keep everyone not directly involved with the emergency or response or rescue operation away from the hazardous area. Do not let unprotected people back into the area. Conduct any rescue operations as quickly as possible, entering the scene from the upwind direction. This "isolate" step is the first to be taken even if "evacuation" is to follow.

Jurisdictional Agency: The agency having legal jurisdiction and responsibility for a specific geographical area.

Knock Down: To reduce flame and heat, usually by the use of hose lines, in order to prevent further extension of fire. To bring the fire to the overhauling stage.

Lay a Line: Order given by commander to stretch hose from a water source to the fire scene.

Lane Number: Traffic lanes shall be identified from the outside in. The lane closest to the outside shoulder shall be referred to as "Lane 1" and the next lane as "Lane 2". The final lane will be the lane closest to the inside shoulder.

Level One Operations: Normal dispatch/communication operations.

Level Two Operations: Overload or stressed dispatch/communication operations. The volume of activity in the dispatch center or within an agency overwhelms available resources.

Level Three Operations: Partial failure of radio or telephone systems.

Level Four Operations: Complete failure of radio and telephone systems.

Lieutenant: An officer usually in command of a company ranking above a firefighter and below a captain.

Life Safety: The first responsibility of the firefighting services is the safety of lives.

Lockout: Using a lock to secure in the "off" position any switches, valves, dampers power sources, etc.

LPG: Liquid Petroleum Gas

Mayday: To declare an emergency situation such as a person trapped, lost, or out of air, hurt or missing. When hearing "MAYDAY" all units maintain radio silence and listen for details. "MAYDAY" is to be repeated three (3) times over the radio by the individual calling, followed by a description of the situation, location and needs.

MCI: Multiple Casualty Incident. Five or more patients involved in one incident.

MDC: Mobile Data Computer-a mobile computer terminal, which uses a 900 MHz radio to interface with CAD allowing electronic messages (1) unit to dispatcher (2) unit to unit (3) unit to databases.

Medic Response: Emergency medical response requiring ALS personnel, 'Code'.

Medical Examiner: May also be referred to as "M.E.".

Medical Service Call: Non-code medical service call, i.e. "invalid assist" now BLSN.

Mike: For the purposes of radio communications crew positions on the apparatus that are commonly identified by position names such as hydrantman, nozzleman, pipeman etc. shall be assigned a number preceded by the letter word "Mike" This identification shall be preceded by the apparatus identifier. Example: Engine Five Mike One".

Mop Up: A late stage of fire fighting in which remaining hot spots are quenched and a search is made for concealed fires, used in connection with brush fires. (See Overhaul)

Move Up: An engine from one station moves into another station to cover the area during an incident. Dispatch tones the unit and directs which station to relocate the crew and apparatus non-code.

Move Back: The unit returns to their own station. This is also initiated from the command unit.

Multiple Alarms: Two or more alarms that need handling by the dispatcher at the same time. The alarms need not have been received at the same time.

Mutual Aid: Units from outside jurisdictions (outside your area) are requested to assist with a call.

MVA: Motor Vehicle Accident

Name Tag: A Velcro backed plastic tag with a member's rank (when appropriate), name and personnel number, used for accountability at incidents.

NAWAS: National Warning System

NFPA: National Fire Protection Association

Negative: No

Non-Code: Non-emergency response in accordance with responding agency's policy. (Normally without warning lights and sirens activated)

Nothing Found: A search of a given area has produced no victim or unusual situation. Used by fire personnel to advise I.C.

Nurseline: A telephone line staffed by a consulting nurse. Calls may be transferred from dispatch to a Nurseline if all criteria for an EMS response have been ruled out.

Offensive Strategy: Direct attack is made to the seat of the fire. Interior operations.

Officer: The individual assigned as the officer in charge of the particular piece of apparatus and its personnel assigned to the apparatus. Often referred to as the company officer or engine boss. The radio identification of this individual is accomplished by using the radio designation of the apparatus. No other identifier shall be needed.

Off the Air: Out of Radio Contact

On Scene: Arrived at the scene.

On the Air: Out of the station still monitoring the radio. (AOR)

Open Up: To ventilate a building filled with smoke and heat so that hose streams may be advanced to extinguish the fire and to avoid concentrations of unburned heated smoke and gases that might result in a hot air explosion. Also, used in reference to forcible entry of a closed burning building.

Out of Service: Not able to respond to alarm or perform any active assignment.

Out on Arrival: A fire found to have been extinguished prior to arrival of fire department equipment. Such incidents should be a matter of record and investigated to make certain that no hidden fire has escaped the attention of the persons who extinguished the flames.

Overcome: A person incapacitated by heat, smoke or gases so as to be rendered helpless and possibly unconscious.

Overhauling: A late stage of fire extinguishment process during which the area involved in the fire and the contents involved are carefully scrutinized for any remaining trace of fire or embers. Process during which effort is made to protect property against further damage due to the elements, etc.

PAR: (P) Personnel (A) Accounting (R) Report - The term "PAR" will often be used in a roll call to indicate all personnel are present and accounted for.

Passports: Plastic cards identifying a company or team used for tracking purposes.

Personal Protective Equipment (PPE): Includes helmet, self-contained breathing apparatus, coats, pants, rubber, boots and gloves customarily worn by firefighters (bunker gear).

PFC: Police and Fire Combined incident response. Used to identify unsecured scene situations (see Unsecured Scene).

Police Requested For (type of incident): Used to request emergency or non-emergency police response. I.E. "Police requested for traffic control".

Portable: Portable radio.

POV: Privately Owned Vehicle

Pre-Connected: Suction or discharge hose carried connected to the pump, saves time at the fire (pre-connect).

Primary Search: A rapid search of all involved and exposed areas affected by a fire that can be safely entered. Its purpose is to verify the removal and/or safety of all occupants.

PSAP: Public Safety Answering Point

Quarters: The fire station to which a fire company or individual is assigned.

Radio Cache: A cache may consist of a number of portable radios, a base station, and in some cases, a repeater stored in a predetermined location for dispatch to incidents.

Radio Designator/Signature: Radio name or number, identifying person/agency.

Rapid Intervention Crew: (RIC) is initiated when the incident commander determines it necessary to engage personnel in hazardous circumstances. A crew consisting of at least two members and shall be available for rescue of a member or a crew if the need arises. (Some agencies may use the term RIT-Rapid Intervention Team)

Received: Informational message understood.

Rekindle: Will NOT be used in radio broadcasts. This refers to a fire that was not extinguished the first time. Broadcast information as an original call.

Relay: Repeat a radio message from one unit to another (A to B, B to C).

Report: Verbal indication of the status of an incident or unit.

Rescue: The saving of life and removal of endangered persons to a place of safety.

Rescue Swimmer: Personnel trained in the skills required to perform water rescue.

Resources: All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

Responding: Used to indicate that a unit is responding to the scene of an incident.

Response: Alarm; call for assistance; apparatus or personnel responding to an incident.

Roll Call: See PAR Report

Run: The action of an apparatus or personnel proceeding to and returning from an alarm.

Safe Route: A broadcast notification by the Law Enforcement Incident Commander to fire/EMS personnel indicating a safe route that should be taken to get to the "spot secure" location from the staging area or the expected response route. The safe route will be designated such that it does not pass through the unsecured area.

Safety: The radio designator for the Safety Officer.

Salamander: A portable heating unit, propane operated. Used to heat a large building that is under construction before a heating system is in use.

Salvage: Procedure to reduce incidental losses from smoke, water, fire or weather during and following fires. The saving of personal items and property.

SCBA: Self-Contained Breathing Apparatus.

Seat of Fire: Area where the main body of fire is located as determined by the outward movement of heat and gases.

Secondary Search: A very thorough search for fire victims conducted after the primary search. When possible, a different team from the primary search is used.

Secured Scene: When law enforcement perceives the scene is relatively safe for emergency Fire/EMS personnel.

Service Response: Service calls are considered non-emergency incidents. Unit(s) shall be dispatched as NON-CODE responses. Status: "In Service" unless it is determined at the scene that it is absolutely necessary to be placed out of service.

Short Report: Additional information specific to the incident which is transmitted, on the assigned frequency, while units are responding.

Simplex: A field radio communicating directly to another field radio without using a radio repeater system. These short-range channels are ideal for localized, tactical communications such as fire ground operations.

Size Up: Initial evaluation phase of the emergency situation.

Smoke: A combination of fire gasses, including carbon dioxide and other products of combustion that hinder respiration, obscure visibility and delay access to the seat of the fire.

Specialized Resources: Other types of resource not identified in Strike Teams, or Task Forces that can be used for disaster, fire, EMS or Hazmat incidents.

Special Status: May be used for limited response or temporarily putting apparatus out of service. When initiating special status a reason should be provided and the agency is responsible for monitoring.

I.E. "Engine 46 on special status drilling, available for full response only".

Spot Fire: Fire set outside the perimeter of the main fire by flying sparks and embers. A major problem in conflagrations involving structures having wooden shingle or shake roofs and requiring patrolling of areas downwind from the main fire as well as in forest fires.

Staging: The area location where incident personnel and equipment are assigned on an immediately available status.

Stand By: Wait; hold your present position, assignment or radio traffic.

Standby Team: Team with gear donned, ready to provide a rescue if needed. Team can be performing other functions, but must remain in positive communication with the entry team (see Rapid Intervention Team RIT).

Status: The condition, assignment, or availability of personnel or equipment.

Status Board: A large hard plastic board with Velcro attached. Used to hold the Passports of assigned Teams and to make notes.

START Plan: Simple Triage and Rapid Treatment used in pre-hospital multiple casualty incidents for initial assessment of treatment and transportation needs of the patients.

Still Alarm: When a unit responds without being dispatched. On view. When a citizen calls or goes into the fire station directly for a problem.

Strike Team: Five of a single (like) resource that have common communications and a Team Leader.

Tagout: Tagging switches, valves, dampers, power sources, etc. to notify personnel that these are not to be turned "on" because of danger to personnel operating in the vicinity.

Talkgroup: Defines radio communication groups i.e. "FIRE DISPATCH 1"; "FIRE TACTICAL". Authorized users select a Talkgroup by switching to a Talkgroup number on the dial of their portable or mobile radio.

Tapped Fire: Means the fire is out.

Task Force: A group of combination of single (unlike) resources that have common communications, a Team Leader and that can be formed on or off an incident.

Task Force/Strike Team Leader: A Chief Officer who shall assemble, respond and supervise a Strike Team or Task force from their zone. The officer shall possess a working knowledge of the Snohomish County Fire/EMS Resource Plan and the Incident Management System as recognized by the State.

Team: A group of two or more firefighters with a radio who work together and are responsible for each other's safety.

Team Response: Used in relation to Hazmat and Rescue responses. A Team response is at the request of the officer on scene, I.C. when it is determined that a full Hazmat/Rescue response is required.

Technical Response: Used in relation to Hazmat and Rescue response. A technical response is at the request of the officer on scene, I.C. When specially trained personnel are required to determine if a full Team response is needed.

Technical Response Unit: A vehicle that at the minimum contains the equipment or ready access to equipment for response to emergencies in the areas of confined space, trench, high and low angle, surface water and ice rescue. Staffed with a minimum of two personnel certified as Rescue Technicians as defined by Snohomish County Department of Emergency Management. This vehicle and staff shall be part of the rescue response team made up of multiple members

trained to the same level or higher of Rescue Technician. This team will be able to assemble its members in a timely manner to mitigate incidents as required.

Technical Specialists: Personnel with special skills who are activated only when needed. Technical specialists may be needed in the areas of fire behavior, water resources, environmental concerns, resource use and training areas.

Three Passport Accountability System: A system for identifying, tracking and accounting for all personnel at an emergency incident. The system uses Helmet Shields, Name Tags, Passports and Status Boards to account for the assignment of personnel at emergency incidents.

Tone and Voice Paging: A radio paging system that transmits two audible tones, followed by a voice message from the dispatcher. Tone and voice paging is sometimes called "two-tone paging".

Training Officer: An officer charged with the education and training duties of an organized career, combination or volunteer fire department.

Transmission: The sending of a radio message or the text of the message itself.

Transportation (Officer): The radio designator for the individual at an MCI responsible for directing and coordinating victim loading and dispatching to medical facilities.

Treatment (Officer): The radio designator for the individual at an MCI responsible for directing and coordinating victim treatment.

Triage: Process of sorting (categorizing) multiple patient needs, kind of illness or injury, severity of the problem, and facilities available to handle them.

Trunking System: A technology in which a master computer selects a radio frequency on demand when a user presses the push-to-talk button on their portable or mobile radio.

Under Control: A fire sufficiently surrounded and quenched so it no longer threatens destruction of additional property and has reached a phase where overhauling can begin. Also called "Tapped Fire".

Unsecured Area: An area in which a violent or potentially violent incident has occurred and the situation has **not** been brought safely under control by law enforcement, or an area where a dangerous or potentially dangerous suspect may be a large, or where a dangerous person (armed suicidal subject) may be located but not yet under control by law enforcement.

Update To Follow: Generally used by the first arriving unit when giving an Initial Short Report and the report is incomplete. This indicates there will be additional information transmitted shortly and other units and dispatch should not tie up the air.

Urban Task Force: A group of combination of single (unlike) resources that have common communications, a Team Leader and that can be formed on or off an incident. Responds in an urban area.

Utility Package: Pre-defined support units that are dispatched at the request of the Incident Commander.

Ventilation: A technique of opening a burning building to remove heated smoke and gases to prevent explosive concentrations and to permit advancement of hose lines into effective positions for fire extinguishment. (I.e. opening doors, windows, cutting holes in the roof).

VHF Radio System: The existing analog radio system utilizes a 25-kilohertz bandwidth. SNO911 operations are conducted in the VHF radio frequency range between 153

and 160 MHz. The system includes both repeater and simplex modes of operation. The system may be operated I digital narrowband (12.5 kilohertz bandwidth) with upgrades to narrowband capable repeaters, mobiles and portables.

Withdraw: To exit the building or area with equipment and hose lines, due to a change in strategy (i.e. offensive to defensive; interior to exterior).

Working Fire: Active fire in progress.

Zone: A geographical area based system for grouping resources in Snohomish County.

Zone Coordinator: An individual appointed by the county Fire Chief's Association responsible for the coordination of fire resources located in a particular fire resource zone. Zones are made of multiple agencies within a geographical area of the county.

5.13 Incident Command Terminology

Agency Representative: Individual assigned to an incident from an assisting or cooperating agency that has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer

Aide (Officer): A scribe or assistant for the Incident Commander at the Command Post and answers the radio as "_____ Command Post".

Air Operations: The acquisition and coordination of fixed wing or rotary aircraft by a ground coordinator for purposes of rescue, fire operations or emergency medical transport.

Allocated Resources: Resources dispatched to an incident that have not yet checked in with the Incident Commander.

Assigned: Performing an active assignment or actively responding to or on scene of an incident. *Used for incident command situations only.*

Assigned Resources: Resources checked in and assigned work tasks on an incident.

Assisting Agency: An agency directly contributing suppression, rescue, support, or service resources to another agency.

Available Resources: Resources assigned to an incident and available for an assignment.

Base: Serves several functions including location where primary support activities are performed, reporting area for resources not considered available for immediate assignment, and where apparatus are parked while crews are assigned to forward staging areas. A radio designator for the individual that is responsible for operating a resource Base where manpower and equipment are close to an incident.

Branch: That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch levels are organizationally between Section and Division/Sector/Group.

Branch (Director): Organization level having functional/geographic responsibility for major segments of incident operations.

Chief: IMS title for individuals responsible for command of the functional Sections: Operations, Planning, Logistics, and Finance/Administration.

Clear Text: The use of plain English in radio communications transmissions. No ten codes or agency specific codes are used when using Clear Text.

Command: The radio designator for the Incident Commander (IC). The act of directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

("name") Command: Call sign for Incident Commander where (name) is usually related to the location of the incident.

Command Post (CP): The location of where the Incident Commander has set up his position. Where the primary command functions are executed; usually co-located with the Incident Base.

Command Staff: The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander.

Command Unit: A vehicle staffed by a command officer that is trained in and carries the equipment necessary to initiate the Incident Management System including, reference materials, portable radio pool.

Communications Unit: Functional Unit within the Service Branch of the Logistics Section. This unit is responsible for the incident communications plan, the installation and repair of communications equipment, and operation of the Incident Communications Center. Also may refer to a vehicle (trailer or mobile van) used to provide major part of an Incident Communications Center.

Company: A ground vehicle providing specified equipment capability and personnel (Engine Company, Truck Company, Rescue Company, etc.).

Company Officer: The individual responsible for command of a Company. This designation is not specific to any particular fire department rank (may be a Firefighter, Lieutenant, Captain, or Chief Officer, if responsible for command of a single Company).

Cooperating Agency: An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (Red Cross, law enforcement agency, telephone company, etc.).

Crew: A specific number of personnel assembled for an assignment such as search, ventilation, or hose line deployment and operation. The number of personnel in a crew should not exceed recommended span-of-control guides (3-7). A Crew operates under the direct supervision of a Crew Leader.

Demobilization Unit: Functional Unit within the Planning Section. Responsible for assuring orderly, safe, efficient demobilization of resources committed to the incident.

Director: IMS title for individuals responsible for command of a Branch.

Dispatch Center: A facility from which resources are directly assigned to an incident.

Division: The radio designator for an officer that is given the command coordination function over all personnel and equipment for a defined geographical area or a specific function.

Functions consist of:

1. Roof - Roof operations
2. Water - Water supply
3. Division - There are 4 geographical alpha designators to a ground level fire:
 - A. Division A - The front – normally the addressed side of the building.
 - B. Division B - To the left of the front of the fire
 - C. Division C - The rear of the fire
 - D. Division D - To the right of the front of the fire

In a multi-story building, each floor above ground level is a Division. The officer responsible for the coordination of the activities on each floor is that floor "Division Office". Example: third floor is "Division 3"; the twenty-first floor is "Division 21".

Documentation Unit: Functional Unit within the Planning Section. Responsible for recording/protecting all documents relevant to an incident.

Facilities Unit: Functional Unit within the Support Branch of the Logistics Section. Provides field facilities for incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, and a formal Command Post.

Finance/Administration Unit: Responsible for all costs and financial actions of the incident. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and the Cost Unit.

Food Unit: Functional Unit within the Service Branch of the Logistics Section. Responsible for providing meals for personnel involved with incident.

General Staff: The group of incident management personnel comprised of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Ground Support Unit: Functional Unit within the Support Branch of the Logistics Section. Responsible for fueling, maintaining and repairing vehicles and the transportation of personnel and supplies.

Group: That organizational level having responsibility for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.)

Group (Supervisor): Task/functional and short term. Organizational level having responsibility for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.).

Incident Action Plan: The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan. For simple incidents the action plan is not usually in written form. Large or complex incidents will require that the action plan be documented in writing.

Incident Command System (ICS): An Incident Management System with a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Incident Commander (IC): The individual responsible for the management of all incident operations. .

Incident Management System (IMS): Statewide recognized method of management system on an incident.

Information Officer: Responsible for interface with the media or other appropriate agencies requiring information direct from the incident scene. Member of the Command Staff.

Initial Attack: Resources initially committed to an incident.

Leader: The individual responsible for command of a Task Force, Strike Team, Or Functional Unit.

Liaison (Officer): The contact person for assisting or coordinating with other agencies. A member of the Command Staff.

Logistics (Chief): Responsible for providing facilities, services and materials for the incident.

Logistics Section: Responsible for providing facilities, services, and materials for the incident. Includes the Communications Unit, Medical Unit, and Food Unit within the Service Branch and the Supply Unit. Facilities Unit, and Ground Support Unit within the Support Branch.

Medical Services Officer (MSO): An officer or designee who has the responsibility of coordination of emergency medical services within their department that is in accordance with state, county and local EMS protocols and policies. Also known as Medical Service Administrator (MSA).

Medical Unit: Functional Unit within the Service Branch of the Logistics Section. Responsible for providing emergency medical treatment of emergency personnel. This Unit does not provide treatment for civilians.

Officer: The Command Staff positions of Safety, Liaison, and Information.

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan.

Operations (Chief): Responsible for all tactical operations at the incident.

Operations Section: Responsible for all tactical operations at the incident. Includes up to 5 Branches, 25 Divisions/Groups/Sectors, and 125 Single Resources, Task Forces, or Strike Teams.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

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.

Planning (Chief): Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources.

Planning Meeting: A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.

Planning Section: Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Includes the situation status, resource status, documentation, and demobilization units as well as technical specialists.

PIO: Public Information Officer responsible for interface with the media.

Rehabilitation (Rehab): A rehab station is implemented when the incident commander judges the environment, workload, and/or atmospheric temperature indicates the probability of injury or temperature related illness to personnel (i.e. working fires, HAZMAT incidents when encapsulating suits are worn, etc.)

Reporting Locations: Any one of six facilities/locations where incident-assigned resources may check in. The locations are: Incident Command Post – Resources Unit (RESTAT), Base, Camp, Staging Area, Helibase, or Division Supervisor for direct line assignments. (Check in at one location only).

Rescue Company: A ground vehicle providing specified rescue equipment, capability, and personnel.

Resource Status Unit (RESTAT): Functional Unit within the Planning Section. Responsible for recording the status and accounting of resources committed to incident and evaluation of: resources currently committed to incident, the impact

that additional responding resources will have on incidents and anticipated resource needs.

Resources: All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

Responder Rehabilitation (Rehab): That function and location which shall include medical evaluation and treatment, food and fluid replenishment and relief from extreme climatic conditions for emergency responders, according to the circumstances of the incident.

Safety (Officer): Responsible for monitoring and assessing safety hazards, unsafe situations, and developing measures for ensuring personnel safety.

Section: That organization level having functional responsibility for primary segments of incident operations, such as: Operations, Planning, Logistics, and Finance/Administration. The Section level is organizationally between Branch and Incident Commander.

Section Chief: Title that refers to a member of the General Staff (Planning Section Chief, Operations Section Chief, Finance/Administration Section Chief, Logistics Section Chief).

Sector: Is either a geographic or functional assignment. Sector may take the place of either the Division or Group or both.

Service Branch: A Branch within the Logistics Section. Responsible for service activities at incident. Components include the Communications Unit, Medical Unit and Food Unit.

Single Resource: An individual Company or Crew.

Situation Status Unit (SITSTAT): Functional Unit within the Planning Section, Responsible for analysis of situation as it progresses. Reports to Planning Section Chief.

Staging Area: The location where incident personnel and equipment are assigned on an immediately available status.

Strategic Goals: The overall plan that will be used to control the incident. Strategic goals are broad in nature and are achieved by the completion of tactical objectives.

Strike Team: Five (5) of the same kind (like) or resources with common communications and a Task Force Leader (5 engines + 1 STL/5 ladders +1 STL, BLS, ALS, Tenders, etc.).

Supervisor: Individuals responsible for Command of a Division, Group or Sector.

Supply Unit: Functional Unit within the Support Branch of the Logistics Section. Responsible for ordering equipment/supplies required for incident operations.

Support Branch: A Branch within the Logistics Section. Responsible for providing the personnel, equipment, and supplies to support incident operations. Components include the Supply Unit, Facilities Unit and the Ground Support unit.

Tactical Objectives: The specific operations that must be accomplished to achieve strategic goals. Tactical objectives must be both specific and measurable. Tactical level officers are Division/Group/Sector.

Task Force: A group of any type and kind (unlike) of resources with common communications and a Task Force Leader (3 engines, 1 ladder, 1 aid unit, 1 Task Force Leader).

Technical Specialists: Personnel with special skills who are activated only when needed. Technical Specialists may be needed in the areas of fire behavior, water resources, environmental concerns, resource use, and training. Technical Specialists report initially to the Planning Section but may be assigned anywhere within the IMS organization structure as needed.

Team (Leader): Two or more Firefighters/task oriented. May be a Company Officer.

Time Unit: A functional Unit within the Finance/Administration Section. Responsible for record keeping of time for personnel working at incident.

Truck Company: A ground vehicle providing an aerial ladder or other aerial device and specified portable ladders and equipment capability, and personnel.

Unified Command: A method for all agencies or individuals who have jurisdictional responsibility and in some cases those who have functional responsibility at the incident to contribute to 1) determining overall objectives for the incident 2) selection of a strategy to achieve the objectives.

Unit: That organization element having functional responsibility for a specific incident's Planning, Logistics, or Finance/Administration activity.

5.14 Basic Medical Abbreviations and Terminology

ABD	Abdominal
ABRAS	Abrasión
ACC	Accident
AED	Automatic External Defibrillator
AOB	Alcohol on Breath
ALS	Advanced Life Support
BCA	Bicycle Accident
BLS	Basic Life Support
BP	Blood pressure
CABN	Conscious Alert Breathing Normally
CBD	Criteria Based Dispatch (guidelines used to determine appropriate levels of response)
CCU	Coronary Care Unit
CHF	Congestive Heart Failure
COPD	Chronic Obstructive Pulmonary Disease (Asthma, Emphysema, etc.)
C/O	Complaints of...
CON	Conscious
CP (C/P)	Chest Pain
CPR	Cardiopulmonary Resuscitation (AKA: Mouth to Mouth)
CVA	Cerebrovascular Accident (Stroke)
DEFIB	Defibrillation
DKA	Diabetic Ketoacidosis
DOA	Dead on Arrival
EMD	Emergency Medical Dispatch
EMT-D	Emergency Medical Tech (Trained In Defibrillation)

EMT-B	Basic EMT as defined by state standards
EMT-A	Advanced EMT with an intermediate level of care as defined by state standards
EMT-P	Most often referred to as Paramedic with the highest level of pre-hospital care; meeting as defined by state standards
EPI	Epinephrine
ER	Emergency Room
ETOH	Alcohol Intoxication
FX	Fracture
GI	Gastro-Intestinal (GI bleed, possible perforated ulcer)
GOA	Gone on Arrival (Victim or patient has left the scene of incident)
GSW	Gunshot Wound
HBD	Has been drinking
HBP	High Blood Pressure (Hypertension)
HX	History
ICU	Intensive Care Unit
INJ	Injury
LAC	Laceration
LBP	Low Blood Pressure (Hypo tension or Low Back Pain)
LOC	Level of Consciousness
MCA	Motorcycle Accident
MCI	Multiple Casualty Incident
MI	Myocardial Infarction (Heart Attack)
MICU	Mobile Intensive Coronary Unit (Medic Unit)
MIR	Medical Incident Report
MSDS	Material Safety Data Sheet
O2	Oxygen
OD	Overdose
P	Pulse
PAT	Paroxysmal Atrial Tachycardia (Heart related)
POV	Privately owned Vehicle
PT	Patient
PX	Pain
RHR	Rapid Heart Rate
R/O	Rule out (determine not to be as in R/O MI or R/O Fx Leg)
RX	Treatment
SIDS	Sudden Infant Death Syndrome
SOB	Short of breath
STHB	Said to have been...
TIA	Transient Ischemic Attack
TRP	Telephone Referral Program

TRANS	Transport(ed)
UNC/UNCON	Unconscious
VF	Ventricular Fibrillation
VS	Vital Signs

5.15 STANDARD CAD NARRATIVE ABBREVIATION LIST

MISCELLANEOUS WORDS/PHRASES

AC	Animal Control	GOA	Gone on Arrival	OCC	Occupied
A/C	Area Check	GSS	Global subject	OL	Open Line
ACC	Accidental		Search	PC	Probable Cause
ADV	Advised	HBD	Has Been		
ANON	Anonymous		Drinking	PED	Pedestrian
AOB	Amount of Bail	HS	High School	PH	Contact via
APT	Apartment	HU	Hang Up		Phone
ASAP	As Soon As Possible	HUSB	Husband	PHYS	Physical
		JKT	Jacket	PKLOT/PLOT	Parking Lot
ATC	Attempt to	JO	Just Occurred	RE	Reference
	Contact	JUV	Juvenile	REQ	Request
ATL	Attempt to	LR	Line Released	RO	Registered
	Locate	LSH	Last Seen		Owner
ATT	Attempt		Heading	RP	Reporting Party
BLDG	Building	LSW	Last Seen	SUBJ	Subject
BLKING	Blocking		Wearing	SUSP	Suspicious
CB	Call Back	MS	Middle School	UAS/UAV	Unmanned Aerial
CC	Contact	NA	No Answer		Support/Vehicle
	Complaint	NABOR	Neighbor	UG	Upgrade
CCS	Cleared Call	NC	No Contact	UNK	Unknown
	Search	NEQ	Non-Emer Queue	USS	Unsecure Scene
DAU	Daughter	NH	Nothing Heard	UTL	Unable to Locate
DND	Do Not Disclose	NFI	No Further	VEH	Vehicle
DOT	Direction of		Information	VERB	Verbal
	Travel	NON	Non-Blocking	VIC	Victim
DWLS	Driving while	BLKNG	Non-Injury	WARR	Warrant
	License	NON INJ	Non-Public	WIT	Witness
	Suspended	NPD	Disclosure	YO	Years Old
EMPL	Employee	OCB	On Call Back		
ES	Elementary School				

DESCRIPTIONS

AF/AM	Asian Female or Male	After asking race/sex, ask and document age. If age is unknown, use general descriptors such as A (adult) or J (juvenile)
BF/BM	Black Female or Male	
HF/HM	Hispanic Female or Male	
IF/IM	Indian Female or Male	
WF/WM	White Female or Male	

DIRECTIONAL INDICATORS

BEH	Behind	IFO	In Front Of	WB	Westbound
DOT	Direction of Travel	NB	Northbound	WO	West Of
EB	Eastbound	NO	North Of	X	Across
EO	East Of	SB	Southbound	XING	Crossing
		SO	South Of		

COLORS – LT before any color indicates ‘Light’ DK before any color indicates ‘Dark’ or use approved**NCIC codes**

BLK	Black	LAV	Lavender	SIL	Silver
BLU	Blue	MAR	Maroon	TURQ	Turquoise
BRO	Brown	PINK	Pink	WHI	White
BURG	Burgundy	PURP	Purple	YEL	Yellow
GRN	Green	RED	Red	ORG	Orange

MEDICAL

ABD	Abdominal	LAC	Laceration
AFIB	Atrial Fibrillation	LBP	Low Blood Pressure
AED	Automatic External Defibrillator	LOC	Level of Consciousness
ALS	Advanced Life Support	MCI	Multiple Casualty Incident
BLS	Basic Life Support	MI	Myocardial Infarction (Heart Attack)
BP	Blood Pressure	NVI	Nothing Visible Investigating
CABN	Conscious, Alert, Breathing Normally	MSDS	Material Safety Data Sheet
CHF	Congestive Heart Failure	O2	Oxygen
COPD	Chronic Obstructive Pulmonary Disease	OD	Overdose
CONS	Conscious	P	Pulse
CP	Chest Pain	P/C	Patient Contact
CPR	Cardiopulmonary Resuscitation	PAT	Paroxysmal Atrial Tachycardia (Heart Related)
DEFIB	Defibrillation	POV	Privately Owned Vehicle
DLOC	Decreased Level of Consciousness	PT	Patient
DOA	Dead on Arrival	PX	Pain
EPI	Epinephrine	RHR	Rapid Heart Rate
ER	Emergency Room	RX	Prescription
FX	Fracture	SIDS	Sudden Infant Death Syndrome
GI	Gastro-Intestinal	SOB	Short of Breath
GSW	Gunshot Wound	TIA	Transient Ischemic Attack
HBP	High Blood Pressure	TRANS/XPORT/TX	Transport(ed)
HX	History	UNC/UNCON	Unconscious
ICU	Intensive Care Unit	VFIB	Ventricular Fibrillation
INJ	Injury	VS	Vital Signs

5.16 CAD Agency Designators

DF	SOUTH COUNTY FIRE
AB	MUKILTEO FIRE
AD	SNOHOMISH FD 4
AE	SULTAN FD 5
AF/ AC/AG/AC/AG	CLEARVIEW FD 7 Previous FD 7 area nowt Snohomish Regional FireSnohomish Regional Fire & Rescue SNOHOMISH REGIONAL FIRE
AJ/ BJ/BH	NORTH COUNTY FIRE AUTHORITY
AK	TULALIP FD 15
AL	LAKE ROESIGER FD 16
AM/ AS	GRANITE FALLS FD 17
AO	SILVANA FD 19
AQ	ARLINGTON HEIGHTS FD 21
AR	GETCHELL FD 22
AT	DARRINGTON FD 24
AU	OSO FD 25
AV/ AW	GOLDBAR FD 26
AZ	COUNTY FIRE MARSHAL
BA	EVERETT FIRE
BE	COUNTY AIRPORT FIRE
BI	HAT ISLAND FD 27
BM	SKYKOMISH FD 50
BO	BOTHELL FIRE
BR	WOODINVILLE FIRE
BQ	EVERGREEN HOSPITAL MEDICS
BT	DUVALL FIRE
KC	SHORELINE FD 4
KM	NORTHSHORE/KENMORE FD 16
MF	MARYSVILLE FIRE
BL	ZONE RESPONSE
AX	NW AMB, FALCK AMB & ALNW
SH	AMR AMBULANCE
SD	RURAL METRO AMBULANCE

5.17 Radio Channels

Snohomish County 911 Primary and Secondary Tactical Fire/EMS Radio Talkgroups

All fire/EMS agencies dispatched Snohomish County 911 have the following talkgroups on the SNO911 800 MHz system. Snohomish County fire/EMS agencies should 'switch' their radio to the talkgroup of the incident for all automatic and mutual aid requests. No patch will be set up by the dispatcher unless requested by the Incident Commander. NOTE: All Fire Tacs are supported for use County Wide. Incidents shall be assigned to their regularly utilized Tacs however, if needed, can be assigned to any TAC necessary in support of high demand radio traffic.

FIRE TAC 1 – (Bank A Channel 1) Monitored and recorded 24 hours a day, TAC 1 is the primary talkgroup for the West County Fire agencies – Everett Fire and Marysville Fire~~County Airport Fire~~. It is also the tactical channel for all routine incidents.

FIRE TAC 2 – (Bank A Channel 2) Monitored and recorded 24 hours a day, TAC 2 is the primary talkgroup for paging/alerting for the SNO911 South County Fire agencies – South County Fire, Mukilteo Fire, and County Airport Fire. It is also the tactical channel for all routine incidents. Monitored and recorded 24 hours a day, TAC 2 is a dedicated talkgroup for large scale fire/EMS incidents for Everett Fire and Count Airport Fire. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3)

FIRE TAC 3 - (Bank A Channel 3) Monitored and recorded 24 hours a day, TAC 3 is the primary talkgroup for the remaining North County and East County Fire agencies – Snohomish Regional Fire and Rescue, North County Fire Authority, Tulalip FD 15, Lake Roesiger FD 16, Granite Falls FD 17, Silvana FD 19, Arlington Rural FD 21, Getchell FD 22, Darrington FD 24, Oso FD 25 Hat Island FD 27, Snohomish FD 4, Sultan FD 5, and Goldbar FD 26~~and some Fire District 7 stations~~. It is also the tactical channel for all routine incidents.

FIRE TAC 4 – (Bank A Channel 4) Monitored and recorded 24 hours a day, TAC 4 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).~~Monitored and recorded 24 hours a day, TAC 4 is a dedicated talkgroup for large scale fire/EMS incidents for the SNO911 East County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3)~~

FIRE TAC 5 - (Bank A Channel 5) Monitored and recorded 24 hours a day, TAC 5 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).~~Monitored and recorded 24 hours a day, TAC 5 is the primary talkgroup for the SNO911 North County Fire agencies—Marysville Fire, Lake Stevens Fire, Arlington City Fire, North County Fire Authority, Tulalip FD 15, Lake Roesiger FD 16, Granite Falls FD 17, Silvana FD 19, Arlington Rural FD 21, Getchell FD 22, Robe FD 23, Darrington FD 24, Oso FD 25 and Hat Island FD 27. It is also the tactical channel for all routine incidents.~~

FIRE TAC 6 – (Bank A Channel 6) Monitored and recorded 24 hours a day, TAC 6 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).~~Monitored and recorded 24 hours a day, TAC 6 is a dedicated talkgroup for large scale fire/EMS incidents for the SNO911 North County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3)~~

FIRE TAC 7 - (Bank A Channel 7) Monitored and recorded 24 hours a day, TAC 7 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3). ~~Monitored and recorded 24 hours a day, TAC 7 is the primary talkgroup for paging/alerting for the SNO911 South County Fire agencies—South County Fire, Mukilteo Fire, and Station 76. It is also the tactical channel for all routine incidents.~~

FIRE TAC 8 - (Bank A Channel 8) Monitored and recorded 24 hours a day, TAC 8 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3). ~~Monitored and recorded 24 hours a day, TAC 8 is a dedicated talkgroup for large-scale fire/EMS incidents for the SNO911 South County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).~~

FIRE TAC 9 - (Bank A Channel 9) Monitored and recorded 24 hours a day, TAC 9 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3). ~~Monitored and recorded 24 hours a day, TAC 9 is a dedicated secondary talkgroup for large-scale fire/EMS incidents for the SNO911 South County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).~~

FIRE TAC 10 – Bank A Channel 10) Monitored and recorded 24 hours a day, TAC 10 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. During FOC activations, may be designated for FOC use. (See section 2.3). ~~Monitored and recorded 24 hours a day, TAC 10 is a dedicated secondary talkgroup for large-scale fire/EMS incidents for the SNO911 South County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).~~

FIRE TAC 11 – Bank A Channel 11) Monitored and recorded 24 hours a day, TAC 11 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. During FOC activations, may be designated for FOC use. (See section 2.3).

FIRE TAC 12 – Bank A Channel 12) Monitored and recorded 24 hours a day, TAC 12 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. During FOC activations, may be designated for FOC use. (See section 2.3).

FIRE TAC 13 - Bank A Channel 13) Monitored and recorded 24 hours a day, TAC 13 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. During FOC activations, may be designated for FOC use. (See section 2.3).

FIRE TAC 14 - Bank A Channel 14) Monitored and recorded 24 hours a day, TAC 14 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 15 - Bank A Channel 15) Monitored and recorded 24 hours a day, TAC 15 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

SNO EM F – (Bank A Channel 16) Emergency Alert Talkgroup. Monitored and recorded 24 hours a day for 'EMER' activations. SNO911 fire radio users will be automatically 'switched' to this talkgroup when they have activated the emergency button on their radio.

Alternate Radio Channels

The following are a list of alternate radio channels available to users in the field either by 'switching' channels or by a patch set up at the SNO911 fire dispatch console. Not all are available or monitored at SNO911.

BOE EMERG – (~~Bank I Channel 10~~) Boeing Fire Channel for Mutual Aid. Monitored at Boeing Fire Dispatch.

BOE HAZMAT – (~~Bank I Channel 11~~) Boeing Fire Channel for Hazmat Mutual Aid. Monitored at Boeing Fire Dispatch.

770 – (VHF 153.770) Monitored and recorded 24 hours a day at SNO911. This channel allows mutual aid resources with only VHF capability to be patched at the fire dispatch console to an 800 talkgroup for communications. Skagit, Whatcom, Island County and King County FD 50 are on VHF. Also used for patching Airlift NW to an 800 resource when they are unable to move to the 800 MHz system. Radio contact is lost with SNO911 east of Baring.

770 SKY FTAC – (VHF 153.770) Same as main 770 VHF. This resource extends coverage east of Baring up to Stevens Pass.

8CALL90 – (~~Bank I Channel 1~~) National Hailing channel. Monitored but not recorded. This itinerant frequency is for emergency calling for mutual aid requests from outside the SERS system. Dispatchers should coordinate and move users to another available talkgroup, if appropriate, to avoid tying up the 8CALL90 channel.

8TAC91-94 - (~~Bank I Channels 2-5~~) National Tactical channels. May be monitored with **prior approval and staffing**. Not recorded. These channels may be a 'patched' to an 800 talkgroup at the SNO911 fire dispatch console.

~~**DEM OPS 1 & DEM OPS 2** (Bank E Channel 1 & 2) Not monitored or recorded. Channel for Snohomish County Department of Emergency Management operations.~~

DNR – Four VHF channels are available at the SNO911 fire dispatch console. They are as follows:

DNR SNOH	(159.435)
DNR DARR	(159.285)
DNR COMM	(151.415)
DNR AIR	(159.270)

These channels may be monitored with **prior approval and staffing**. Not recorded at SNO911. This radio resource at the SNO911 fire dispatch console is for emergency incidents involving the Department of Natural Resources. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed.

EOC HAIL - (~~Bank E Channel 3~~) Not monitored or recorded. EOC hailing channel for Snohomish County city EOCs. Available only at the SNO911 Supervisor console.

~~**EVP IO** – (Bank B Channel 11) Everett Police/Fire Interoperability Channel.~~

F TRAIN 1-54 – (Bank B Channel ~~1411-15~~) Not monitored or recorded. Countywide fire/EMS talkgroup used for training activities not involving a dispatcher. This talkgroup is not available to the SNO911 dispatcher.

~~**FIRE TAC 10-15** – (Bank A Channels 10-15) Monitored **on request** and recorded 24 hours a day. TAC 10-15 are dedicated secondary talkgroups for large-scale fire/EMS incidents for all SNO911 Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).~~

8CALL90 & 8CALL TAC 91 -94 – (Bank G Channel ~~1~~ **BANK R**) Legacy Conventional National Hailing channel and Tac Channels. Monitored but not recorded. This itinerant frequency is for emergency calling for mutual aid requests from outside the SERS system. Dispatchers should coordinate and move users to another available talkgroup, if appropriate, to avoid tying up the ICALL channel.

~~**8TAC91—8TAC94** – (Bank G Channels 2-5) Legacy National Tactical channels. May be monitored with **prior approval and staffing**. Not recorded. Tac hese channels may be a 'patched' to an 800 talkgroup at the SNO911 fire dispatch console.~~

MA KC POOL – (Bank I Channel ~~12~~ Bank N) King County General Mutual Aid Channel.

~~**MA KC Z-1** – (Bank C Channel 10) The primary talkgroup for mobilization of King County Zone 1 resources. Monitored at NORCOM.~~

~~**MA KC Z-3** – (Bank C Channel 11) The primary talkgroup for mobilization of King County Zone 3 resources.. Monitored at Valley Com.~~

~~**MA KC Z-5** – (Bank C Channel 12) The primary talkgroup for mobilization of King County Zone 5 resources. Monitored at Seattle Fire Dispatch.~~

~~**MA PC 1** – (Bank I Channel 13) Pierce County Mobilization Pool channel.~~

~~**MA PC 2** – (Bank I Channel 14) Pierce County Mobilization Pool channel.~~

~~**MA SNO 1** – (Bank B Channel 11) Monitored only with **prior approval** and recorded at SNO911. This is the primary talkgroup for mobilization of SNO911 zone resources. If feasible, all units should 'switch' to this common talkgroup. Also used when King County units respond to Snohomish County incidents. The SNO911 fire dispatcher will automatically 'patch' this channel with the talkgroup of the assigned incident when King County units are requested.~~

~~**MA SNO 2** – (Bank B Channel 12) Monitored only with **prior approval** and recorded at SNO911. This is the primary talkgroup for mobilization of South County zone resources, but may be utilized by SNO911 agencies if MA SNO 1 is not available.~~

NC EMER Z1 – (Bank ~~16~~ Channel 16) Emergency Alert Talkgroup. Monitored and recorded 24 hours a day for 'EMER' activations at NORCOM. SNO911 fire radio users will be automatically 'switched' to this talkgroup when they have activated the emergency button on their radio while on a NORCOM talkgroup.

~~**NC F TAC 1-10 NORCOM BANK/ZONE** – (Bank ~~C-J~~ Channels 1-10, 11-12 Dispatch announcement, 13 East Ambulance, 14 Government, 15 admin,emnt) Monitored and recorded 24 hours a day at NORCOM. Primary and secondary operational talkgroups utilized by NORCOM fire/EMS agencies. The SNO911 dispatcher should inquire the talkgroup of incident when SNO911 resources are requested. Responders should be advised the TAC assignment and 'switch' when dispatched to a mutual aid incident.~~

OSCCR – (VHF 156.135) Onscene Command Coordination Radio. May be monitored with **prior approval and staffing**. Not recorded at SNO911. This State Department of Emergency Management channel is used by public-safety agencies, 'on-scene' at an event/incident, for command and coordination of activities between agencies. OSCCR can only be employed in the simplex mode via mobile and/or handheld equipment. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed.

~~**PSOPS N3** – (Bank A Channel 10) Monitored **on request** and recorded 24 hours a day at SNO911. This Public Safety talkgroup is for emergency joint communications between police and fire/EMS. If feasible, all units should 'switch' to this common talkgroup. Only the SNO911 supervisor can patch other radio resources to this talkgroup, if needed. N3 is the primary for SNO911 agencies.~~

~~**PSOPS N4** – (Bank B Channel 11) Monitored **on request** and recorded 24 hours a day at SNO911. This Public Safety talkgroup is for emergency joint communications between police and fire/EMS. N4 is secondary to PSOPS N3.~~

ROBEFIRE – (VHF 154.430/159.465) Repeater installed at the Granite Falls site to extend radio coverage primarily for Robe Fire (FD23) tactical operations. 800 MHz coverage is limited beyond Red Bridge. This channel allows mutual aid resources with only VHF capability to be patched at the fire dispatch console to an 800 talkgroup for communications. It extends communications on the Mountain Loop Highway to at least to the Ice Caves. ALNW and SCSO helicopters also have this resource.

~~**STATE OPS 1** – (Bank C Channel 13 & Bank G Channel 6)~~ Not monitored at the SNO911 fire console or recorded, but may be monitored in an emergency situation only on the back-up site trunking radio. This is a non-trunked 800 MHz channel. Communications can only take place when field radios are in close proximity. State Ops 1 is primarily used for tactical Fire and EMS operations.

~~**STATE OPS 2-4** – (Bank C Channels 13-15 & Bank G Channels 7-9)~~

SNO OPS 5-121-16 – (Bank ~~E-G~~ Channels ~~6-131-16~~) May be monitored only with **prior approval and staffing**. These talkgroups are recorded and may be utilized for preplanned events.

SIMPLEX 1-23 – (Simplex 1 Bank ~~BbA~~ Channel ~~915~~ – Simplex 2 Bank B Channel ~~105~~ – ~~Simplex 3 Bank E-Channel 4~~) These Non-trunked 800 MHz radio channels are not recorded and can only be used to communicate if radio users are in close proximity to each other.

VHF MARINE – Seven channels are available at the SNO911 fire dispatch console. They are as follows:

CH 16	Distress and calling	(156.800)
CH 21A	Coast Guard only	(157.050)
CH 22A	Coast Guard Liaison	(157.100)
CH 23A	Coast Guard only	(157.150)
CH 81A	U.S. Government environmental operations	(157.075)
CH 82A	U.S. Government-NOAA	(157.125)
CH 83A	Coast Guard	(157.175)

These channels may be monitored with **prior approval and staffing**. They are not recorded. This radio resource at the fire dispatch console is for emergency marine incidents. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed. Antenna is located on the roof of PSAP. Communication is not ideal depending on location of incident.

WSP (Everett) – (VHF 155.655) May be monitored with **prior approval and staffing**. Not recorded at SNO911. This radio resource is at the SNO911 fire dispatch console for monitoring emergency incidents. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed.

USFS – (VHF 170.525) (Darrington and Verlot sites available)

May be monitored with **prior approval and staffing**. Not recorded at sno911. This radio resource at the sno911 fire dispatch console is for emergency incidents involving the U.S. Forest Service. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed.

Fire Radio Police and Hospital Banks

Bank ~~CeD~~ - Snohomish County 911 Fire Radio Police Bank

- Channel 1 – ~~SC POL 1~~ – South County Patrol/All Cities **South County Police 1**
- Channel 2 – ~~SC TAC 1~~ – South County Police TAC 1 **South County Police Tac 1**
- Channel 3 – ~~SC POL 2~~ – Lynnwood Police Patrol ~~S. County Police 2~~ **South County Police 2i**
- Channel 4 – ~~SC TAC 2~~ – South County Police TAC 2 **South County Police Tac 2**
- Channel 5 – ~~SOC SO POL 3~~ – South County Overflow Sheriff Tac 1 **Sheriffs South**
- Channel 6 – ~~SO SOUTH~~ – Sheriff's Office South County ~~Sheriffs Tac 2~~ **Sheriffs South Tac**
- Channel 7 – ~~SO S NORTH TAC~~ – Sheriff's Office South North TAC 1 **Sheriffs North**
- Channel 8 – ~~SO NORTH TAC 2~~ – Sheriff's Office North County TAC 2 **Sheriffs North Tac**
- Channel 9 – ~~SO EN TAC~~ – Sheriff's Office North East TAC **Sheriffs East**
- Channel 10 – ~~SO EAST TAC~~ – Sheriff's Office East County Tac 2 **Sheriffs East Tac**
- Channel 11 – ~~SO E TAC~~ **Everett Police** – Sheriff's Office East TAC ~~Everett Police Dispatch Tac 1~~
- Channel 12 – ~~SO SARE~~ **Everett Police Marysville Police Dispatch**
- Tac 2** – Sheriff's Office Search & Rescue ~~Everett Police Tac 2~~
- Channel 13 – ~~EVP DISP~~ – Everett Police TAC 1 **Marysville Police 2**
- Channel 14 – ~~EVP DATA~~ – Everett Police TAC 2 **Snohomish County Air Ops 1**
- Channel 15 – ~~MPD POL 1~~ – Marysville Police TAC 1 **Tulalip PD**
- Channel 16 – ~~MPD POL 2~~ – Marysville Police TAC 2

Search & Rescue

Bank ~~SH~~ - Snohomish County 911 Fire Radio Hospital / Sno Co. DEM

See Radio for specific Channels

- Channel 1 – ~~SN HSP COM~~ – All Hospital Common Shared
- Channel 2 – ~~PROV EV~~ – Providence Medical Center Everett
- Channel 3 – ~~EVER MON~~ – Valley General Hospital Monroe
- Channel 4 – ~~CASCADE~~ – Cascade Valley Hospital Arlington
- Channel 5 – ~~SWED EDM~~ – Swedish Medical Center Edmonds
- Channel 6 – ~~SWED MC~~ – Swedish Medical Center Mill Creek
- Channel 7 – ~~DARR CLN~~ – Darrington Clinic
- Channel 8 – ~~KCHSPCOM~~ – King County Hospital Common Shared
- Channel 9 – ~~HARBVIEW~~ – Harborview Hospital Seattle
- Channel 10 – ~~EVERKIRK~~ – Evergreen Hospital Kirkland
- Channel 11 – ~~CHILDREN~~ – Children's Hospital Seattle
- Channel 12 – ~~OVERLAKE~~ – Overlake Hospital Bellevue
- Channel 13 – ~~UW~~ – University of Washington Hospital Seattle
- Channel 14 – ~~VIRG MAS~~ – Virginia Mason Hospital Seattle
- Channel 15 – ~~NORTHWST~~ – Northwest Hospital Seattle
- Channel 16 – ~~MED EXAM~~ – Snohomish County Medical Examiner

5.18 Fire Operation Centers (FOC) Addresses and Telephone Numbers

Department/District Printer	Address	Phone #	Alt. Phone #	FOC
Fire District 7 SRVF – Sta 31	163 Village Court	360-794-7666	360-794-0959	ACPN11

Fire District 4 - Sta 43	1525 Avenue D	360-568-2141	360-568-4523	ADPN32
Fire District 5 - Sta 51	304 Alder Av	360-793-1179	425-422-8421	AEPN11
Fire District 7 - Sta 71	8010 180 ST SE	360-668-5357	425-486-1217	AFPNEC
Fire District 15 – Sta 60	7812 Waterworks Rd	360-659-2416		AKPN11
Fire District 16 – Sta 85	1205 S Lk Roesiger Rd	360-568-6796		ALPN11
Fire District 17 - Sta 87	116 S Granite Av	360-691-5553	425-238-8314	AMPN11
Fire District 19 - Sta 94	2720 212 ST NW	360-652-8277	360-913-0258	AOPN11
Fire District 21 – Sta 49	12131 228 ST NE	360-435-3311		AQPN11
Fire District 22 – Sta 68	8424 99 AV NE	360-659-6400	360-913-0362	ARPN11
Fire District 23 – Sta 89	31907 Mt Loop Hwy	360-691-0801		ASPN11
Fire District 24 – Sta 39	1115 Seemann St	360-436-1338		ATPN11
Fire District 25 – Sta 37	21824 SR 530	360-435-2672		AUPN11
Fire District 26 - Sta 54	42013 SR 2	360-793-1078	360-793-1335	AVPNFC
Fire District 27 – Sta 27	100-F Saratoga Dr	360-444-6886	None	BIP000
Arlington Fire – Sta 47	6231 188 ST NE	360-403-3480	360-403-3600	BHPN21
County Airport Fire - Sta 26	3601 109 ST SW	425-508-7388	425-508-5094	BEPN11
Everett Fire - Sta 1	3619 Rucker Av	425-257-8157	425-257-8140	BAPN13
Lake Stevens Fire – Sta 82	04 99 AV NE	425-334-3034	425-259-0753	SSPN10
Marysville Fire – Sta 62	10701 Shoultes Rd	360-363-8562		MFPN21
North Co Fire Authority – Sta 97	19727 Marine Dr	360-653-1246		AJPN11
South County Fire – Sta 11	12310 Meridian Ave	425-327-3730	425-977-9651	

5.19 Hospital Diversions

Purpose -To transport the prehospital patient to the closest appropriate facility that is staffed, equipped and prepared to provide care appropriate to the needs of the patient. To provide a temporary mechanism for receiving hospital requests for prehospital diversion patients and the relay of that request to Snohomish County 911 EMS agencies.

Policy -Snohomish County 911 shall receive all requests for hospital diversion status and relay that request upon notification from a unit in the field that transport has been initiated to that facility.

Definitions - The following definitions have been established by Snohomish County Emergency Medical Services.

Types of Diversion:

- **Code STEMI Diversion – Cardiovascular Lab (CVL) not functional due to equipment failure.**
- **Code Stroke Diversion – CT Scanner not functional**
- **Code Trauma Diversion – CT Scanner not functional**
- **Code Safety Diversion – ED Closed to all patients**
 - Active Scene of violence
 - Active threat of violence
- **Code Infrastructure Diversion – ED Closed to all patients**
 - Internal disaster including but not limited to power failure, flood, fire, or other loss of critical operating infrastructure not caused by an external widespread disaster.

Hospital Catchment Zones:

The physical area of each participant hospital, which generally reflects their primary patient population.

Internal Peak Census Policy:

Each hospital will have a Peak Census Policy/Protocol, which will address:

Definitions of conditions for activation

Specific procedures to secure additional staff and resources

Notification and approval of the hospital administrator/designee to place the hospital on prehospital (EMS) diversion

Procedure for internal review of cases of prehospital (EMS) diversion

Eligibility

The hospital emergency department has exceeded its safe capacity for caring for critical patients. Lack of inpatient beds, Critical Care beds and/or medical staff backup **does not** meet criteria for emergency department diversion.

The hospital has initiated its own Internal Peak Census Policy to address correction of the underlying issues.

Limitations

Diversion causes EMS disruptions, which result in prolonged transport times, delay in subsequent response to 911 calls, and transport of patients to hospitals not of their choosing. The following limitations therefore apply:

1. Diversion is temporary. Each request shall **expire in two hours**. Hospitals are encouraged to end diversion as early as possible.
2. If two or more hospitals in contiguous areas request diversion simultaneously, both facilities are downgraded to Limited diversion status. Exception is if a hospital is on Closed diversion, it will remain in that status.

Hospital Implementation

1. Hospitals will identify issues leading to the necessity for diversion
2. Internal procedures to mitigate these issues will be implemented

3. The appropriate hospital administrator/designee will be notified and authorization to implement prehospital diversion will be obtained
4. Dispatch agencies will be notified by hospital administration/designee

Procedure:

1. Snohomish County EMS will recognize 5 types of Diversions.
2. Hospitals will call SNO911 for Diversion start times and for any updates. They will also notify neighboring hospitals by phone. Diversion will be limited to 2 hours at which time a hospital must update its diversion status or risk falling off diversion. Diversion status will be tracked by SNO911.
3. Diversion status shall be acknowledged by an on-call Hospital Administrator within 60 minutes of diversion and a record kept by the Hospitals for review on request by Snohomish County EMS. Patients will be diverted to the next closest appropriate facility based on their condition and/or request.
4. For Code STEMI, Code Stroke and Code Trauma diversions, any unstable patient that needs physician assistance to secure the airway or obtain intravenous access should not be diverted.
5. The Trauma TOR (Termination of Resuscitation) policy supersedes Trauma Diversion.

Dispatch Center Procedure

The 8 area facilities that receive prehospital transport patients from Snohomish County 911 EMS agencies:

Providence Everett Medical Center	PROV
Providence Women & Children Pavilion	PAV
Evergreen Monroe	EVMON
Cascade Valley Hospital	CVH
Swedish Edmonds	SWEDE
Swedish Mill Creek	SWEDMC
Evergreen Medical Center-Kirkland	EVGRN
Skagit Valley Hospital	SVH
Harborview Medical Center	HMC
Northwest Hospital	NWH
Overlake Hospital	OLK

Shift Supervisor/Designee Responsibility

1. Receive telephone notification from hospital administration/designee on Snohomish County 911 business line.
2. Advise Fire Dispatch of the specific hospital on diversion, including the type of diversion, CODE STEMI, Code Stroke, Code Trauma, Code Safety or Code Infrastructure. Log diversion including hospital name, type of diversion and times on the SITREP.

Fire Dispatch Responsibility

1. Dispatch will alert field personnel via a radio broadcast when a hospital goes on or comes off a diversion.
2. Document the diversion in CAD using **DIVERT** for the hospital diversion into CAD using the designated hospital unit and the type of diversion.
3. Set a two-hour timer (in minutes 120) using the hospital unit and the unit contact 'UC' command. **Example: UC CCH 120**

4. Upon notification of transport to a hospital facility on diversion status the fire dispatcher shall advise any transporting unit of the diversion. **Example: "Medic 31 be advised that Colby Campus is on Code STEMI diversion"**
5. Automatically clear the hospital diversion after the two-hour timer has elapsed* or if notification is received from the hospital administration/designee that the diversion has been cancelled. **Example: C CCH**

*The only exception to the automatic cancellation may be due to a long-term closure of a hospital facility. In this instance the hospital shall remain on diversion status until notification is made by the hospital administration/designee.

5.20 Tri-County Scenes of Violence Protocol

1.0 PURPOSE

- 1.1. To provide a framework for Snohomish County Law Enforcement when responding to scenes of violence in mutual aid jurisdictions and with Fire/EMS support
- 1.2. Establish a regional, multidisciplinary policy, doctrine and planning
- 1.3. Integrated and interoperable incident command and communications

2.0 DEFINITIONS

- 2.1. **Indirect Threat (Warm) Zone:** Any area in the incident scene where there is a potential hostile threat to persons or providers, but the threat is not direct and immediate. This is the area of operation for the Rescue Task Force (RTF).
- 2.2. **Direct Threat (Hot) Zone:** Any area within the incident scene in which there is a direct and immediate threat to persons or providers.
- 2.3. **Cold Zone:** Areas where there is little or no threat. The area where the RTF delivers extracted victims. Fire/EMS conducts treatment and transport operations in this area. Unified Command will be located in this area.
- 2.4. **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, or collapse hazards.
- 2.5. **Transition Period:** The point where Law Enforcement determines that a hot zone has become a warm zone, and directs rescue teams to enter an area and rescue patients/victims.
- 2.6. **Concealment:** A barrier that prevents a provider from being seen; however, offers no ballistic protection.
- 2.7. **Cover:** A barrier that has the potential to offer some ballistic protection.
- 2.8. **Scenes of Violence:** Any type of incident in which Fire/EMS personnel may be exposed to harm as a result of violent or threatening act(s). Such situations may include, but are not limited to: riots, fights, violent crimes, suicides, domestic

disagreements, active shooters/killers, incidents with weapons, or any other circumstance where Fire/EMS personnel may reasonably fear for their safety. LE should be the initial lead agency at such incidents. LE will address the threat and provide security in accordance with agency guidelines. Fire/EMS will address medical treatment and patient transport.

- 2.9. Active Shooter Incident:** An event in which one or more people use deadly force on other people and continue to do so while having access to additional victims.
- 2.10. Casualty Collection Point:** A secure area designated or created for the temporary gathering, triage, medical treatment, holding, and/or evacuation of casualties during a mass casualty incident.
- 2.11. Contact Teams:** Teams of Law Enforcement officers whose primary responsibility are to find and neutralized an active threat(s).
- 2.12. Counterpart:** Personnel from different agencies that are assigned to jointly perform functions such as rescue groups.
- 2.13. Evacuation Area:** Area where Fire/EMS can safely treat and transport patients that does not require Law Enforcement presence for safety issues.
- 2.14. Force Protection:** The escorting of Fire/EMS by armed Law Enforcement in and out of a warm zone. Force protection will remain intact with Fire/EMS except in circumstances in which an immediate threat is encountered. In such cases the *Priority of Life* will be evaluated and acted upon. Law Enforcement will endeavor to provide an element of force protection to assist with Fire/EMS extraction and/or provide cover until the threat is resolved. Force protection officers will maintain direct communication with contact team(s).
- 2.15. Rescue Group Supervisor:** Law Enforcement and Fire/EMS supervisors working as counterparts who will oversee Rescue Task Force operations in and Indirect Threat or warm zone environment.
- 2.16. Rescue Task Force:** County-wide plan outlining a multidisciplinary (LE and Fire/EMS) task force designed to enable entry of Fire/EMS into the Indirect Threat (Warm) Zone escorted by LE to effect extraction of patients who could not self-extract themselves. A Rescue Task Force (RTF) provides medical interventions consistent with Tactical Emergency Casualty Care Guidelines, or the individual county protocols the EMS providers are operating under.
- 2.17. Safety Corridor:** Access path to and from patient locations in the Indirect Threat (Warm) Zone to the Cold Zone and/or Evacuation Area. This area will be protected by LE with stationary personnel dedicated to on-going security allowing safe movement by ambulatory patients and Fire/EMS personnel throughout the defined path.

- 2.18. Shelter In-Place:** To take cover until it is deemed safe to evacuate.
- 2.19. Transportation Corridor:** An ingress and egress corridor that allows emergency equipment to move in and out of the area. This corridor needs to be set up early and kept open to allow ambulances, medic units, armor, and other specialty equipment to move in and out of the scene.
- 2.20 Triage:** The sorting and allocation of treatment to patients, especially battle and disaster victims, according to a system of priorities designed to maximize the number of survivors.
- 2.21. Unified Command:** An authority structure in which the role of incident commander is shared by two or more individuals (i.e. LE and Fire/EMS), each already having authority over a different responding agency or discipline.

3.0 POLICY

- 3.1 Planning for Response to Violent Scenes:** Each department shall communicate with their respective Fire Department/EMS/Communication Centers to make them aware of the contents of this policy and procedure, that it has been adopted by all Snohomish County Law Enforcement and Fire Agencies, and how they may work jointly to incorporate its provisions on scenes.
- 3.2 Priority of Life:** The priority of life in violent, tactical situation, is as follows:
Hostages/Victims; Innocent by-standers; Police/First Responders;
Suspects/Subjects
- 3.3 Situational Awareness:** Situational awareness and avoidance is the primary strategy for protecting personnel from injuries caused by violence. Always review premise history when available. Maintain situational awareness even if the scene is reported as safe (secure). Be aware that information is often limited and may be incorrect. When approaching a scene, pay attention to your surroundings.
- 3.4 Staging for Fire/EMS:** Fire Department/EMS personnel responding to potentially violent calls should stage a safe distance from the scene. Communication Centers may provide direction for Fire/EMS units to stage or give information so that arriving officers can make that determination. Staging sites shall be determined and announced over the radio by first arriving officers. Responding units should not cross through the incident to access staging. If you cannot drive safely to the staging site, report this to dispatch/IC and setup a second staging site. Staging sites should not be in view of the incident scene and have "hard" barriers between the staged unit(s) and the scene. Unit(s) should make efforts to stage where suspects fleeing the scene cannot readily see them. Dispatch shall confirm with all responding units the receipt of staging instructions. This will require coordination among PSAPs.
- 3.5 Secure Scene:** Fire/EMS personnel should not enter the scene until they receive verbal or physical confirmation from Law Enforcement on location, either through fire dispatch or by face-to-face confirmation from Law Enforcement at the staging area where fire units are located, that it is safe to enter. It should be noted that

potentially violent scenes are rarely completely “secure”. Law Enforcement may declare that certain areas of a scene can be deemed secure or stable to a point that would allow Fire/EMS entry, while others may not be. In such cases the officer in charge, in consultation with Law Enforcement command if possible, shall decide the level of police protection necessary for Fire/EMS personnel to enter and the length of time personnel shall remain in the potentially dangerous zone. It is imperative that Law Enforcement communicate with Fire/EMS agencies in their jurisdiction to ensure that they are familiar with language used by particular law enforcement agencies that indicate a scene is safe for Fire/EMS to enter.

- 3.6 Command Considerations:** The Law Enforcement I.C. (as determined per department policies) shall coordinate all mutual response activities with the Fire Department I.C. A Unified Command should be considered for any incident involving ongoing violence, the potential for ongoing violence, or extended operations that include Fire/EMS.
- 3.6.1** In the event that Law Enforcement has not established a formal Command Post due to operational issues, the Fire Department shall establish their own Command and seek to include Law Enforcement as their personnel are available. This location should be communicated to Law Enforcement so that Unified Command can be established.
- 3.6.2** The Command Post shall be established in an area that is separated from ongoing operations and is deemed safe from further violence or disruption.

4.0 Procedures

- 4.1** The first arriving officers to a scene of violence will form a contact team(s) if feasible and deploy available/authorized long guns to address the immediate threat. (The deployment of long guns shall be deployed in accordance with department policy).
- 4.2** **Unless immediate tactical action is necessary**, one of the initial arriving officers shall assume incident command and establish a command post outside the immediate threat area as soon as practical. Priorities for the initial Incident Commander include establishing an inner perimeter for the immediate scene (keep the incident from expanding), locating a staging area(s) for incoming personnel, identifying ingress-egress locations for movement in and out of scene, coordinating with Fire/EMS to establish unified command, and making proper mutual aid requests as well as chain of command notifications until relieved by the first arriving supervisor. While this may not be possible in all incidents or jurisdictions, it is critical that command be established as soon as possible during an incident of this nature.
- 4.3** Additional incoming units will report to the designated staging area(s) unless otherwise directed by the Incident Commander. Officers shall not self-deploy into another jurisdiction without reporting to the staging area unless directed to do so by dispatch or by the LE Incident Commander.

Exception: when *your law enforcement agency* borders on the jurisdiction requesting assistance, on-duty officers may respond to the incident with notification to dispatch. Supervisors shall monitor the request and coordinate the

response.

When requesting mutual aid from neighboring jurisdictions, the request should include the following: how many officers/supervisors are needed, staging location for responding officers, who the responding officers should report to at the staging area for assignments, what frequency to monitor, and any special equipment needed

- 4.4** A Transportation Corridor should be maintained giving access to a set extraction location coordinated with Fire/EMS. Whenever possible, emergency vehicles should park on the right side of the roadway (or off the road) leaving the left side clear for ingress/egress and establishment of a transportation corridor.
- 4.5** Move command post if feasible so it is located within the Cold Zone so unified command can be established with Fire/EMS. The Command Post shall be established in an area that is separated from ongoing operations
- 4.6** When an area has been declared clear, but not secure (warm zone), the incident commander may designate a Rescue Task Force composed of Law Enforcement and Fire/EMS to assist with the extraction of victims/patients. This may involve the use of a safety corridor through a warm zone leading to a causality collection point or an evacuation area.
- 4.7** While Law Enforcement will do everything in their control to maintain the safety of the rescue taskforce, which includes Fire/EMS personnel, it should be noted that these are dynamic scenes and circumstances can change quickly.
- 4.8** Once Law Enforcement has determined that a scene is initially secure, a secondary sweep will be conducted to locate any additional suspects and/or patients/victims, and shall include a search for additional hazards and threats such as I.E.D.'s (improvised explosive devices)

5.0 Communications

- 5.1.** Face-to-face communication is the desired method of communication between Police and Fire/EMS, preferably in a unified command.
- 5.2.** Large scale mutual aid responses will require the use of "PSOPS Channels" for regional communication within Snohomish County, specifically talk groups PSOPS N3 and PSOPS N4. The dispatch center for the agency with jurisdiction over the event will indicate which regional frequency shall be used. Jurisdictions should also provide training to their officers regarding use of the PSOPS frequencies.
- 5.3.** Indirect radio communication. Made through the respective dispatch centers, which is standard procedure for Law Enforcement agencies in communicating that a scene is safe to enter for Fire/EMS.
- 5.4.** Direct radio communication. There are times when it is necessary for Law Enforcement to speak directly to Fire/EMS and for Law Enforcement to have the ability to speak directly to Fire/EMS on a frequency Law Enforcement is operating on. These will include time sensitive scenes where immediate, pertinent information is necessary. The information should be exchanged in plain English. Local Law Enforcement and Fire/EMS entities should put together a joint

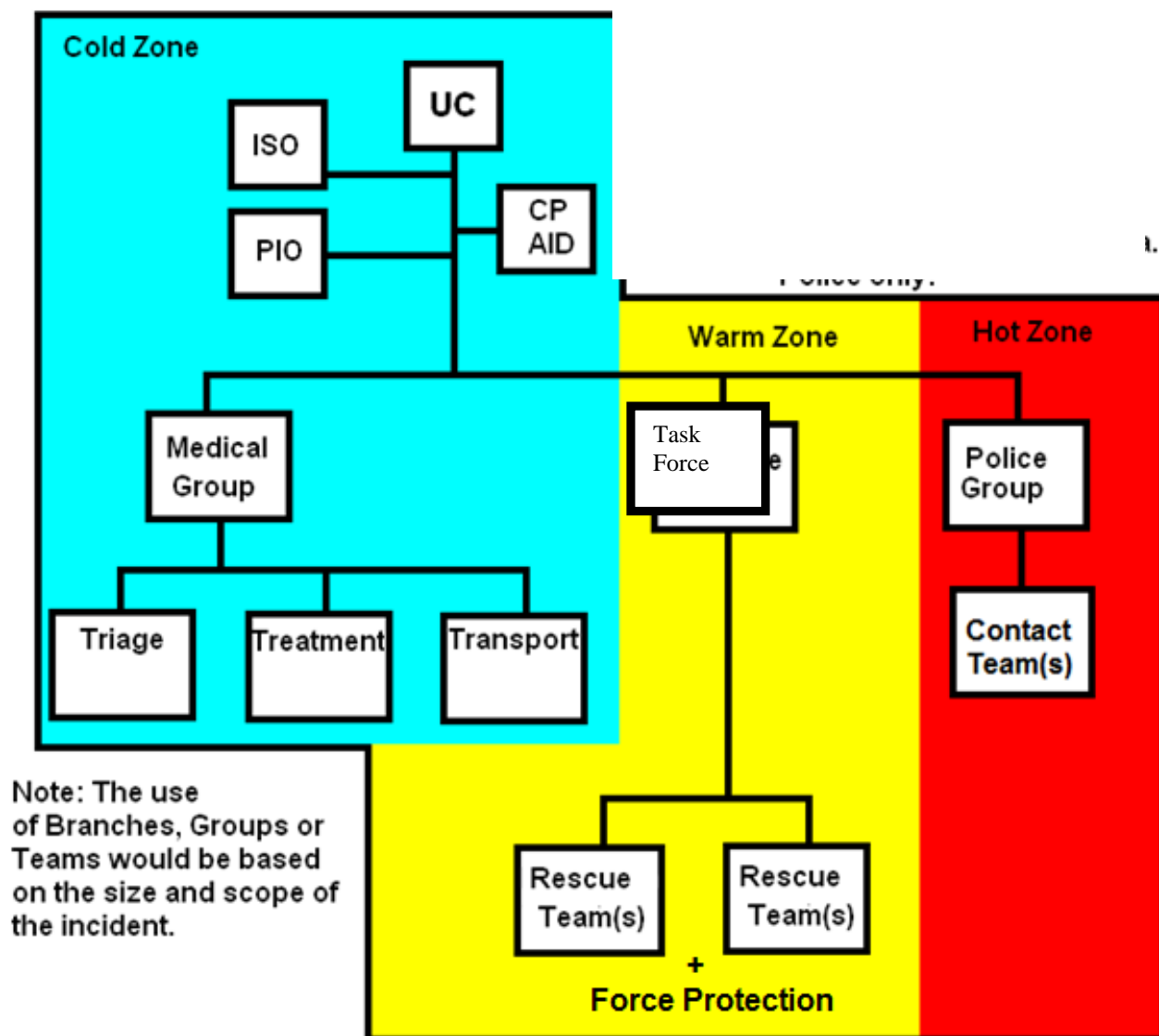
communication plan, and will require coordination among PSAPs. If unable to switch to the other disciplines talk-group, the responder may request the PSAP initiate a patch between talk-groups for direct communication.

6.0 TRAINING/PLANNING

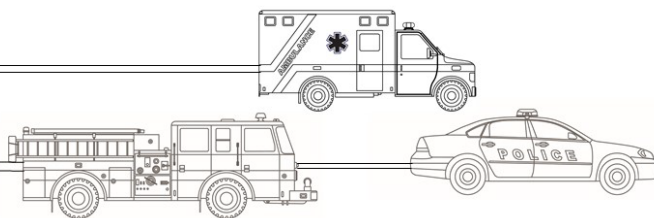
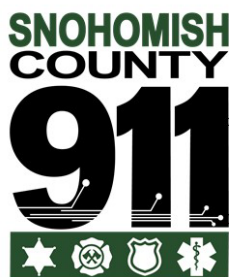
It is the intent of this policy to provide a framework for responding to scenes of violence, but without ongoing practice and training, this is a perishable document. Law Enforcement highly encourages joint training with Fire/EMS and Communication Center personnel in their jurisdictions and regionally on a reoccurring basis.

Response Assessment Team: Is the concept which creates a cross disciplinary group that determines primary and secondary ingress and egress routes to locations that are at risk, pre-establishes general geographical command post location(s) as well as staging areas for responding resources to large scale incidents at areas of significant public concentrations (i.e. theaters, malls, schools, community centers, etc.). Jurisdictions should pre-determine mutual aid staging areas for critical locations identified through threat assessments, but should avoid reoccurring use of these sites to circumvent patterning. This information should be shared with regional partners as well as Communication Centers.

Command Structure and Control Zones Illustration



SNO911-Fire-Radio-Procedures-Manual-20231108.pdf



**HELP
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FIRE RADIO PROCEDURES MANUAL

SNOHOMISH COUNTY 911
FIRE DISTRICT 4, SNOHOMISH
FIRE DISTRICT 5, SULTAN
FIRE DISTRICT 15, TULALIP
FIRE DISTRICT 16, LAKE ROESIGER
FIRE DISTRICT 17, GRANITE FALLS
FIRE DISTRICT 19, SILVANA
FIRE DISTRICT 21, ARLINGTON RURAL
FIRE DISTRICT 22, GETCHELL
FIRE DISTRICT 24, DARRINGTON
FIRE DISTRICT 25, OSO
FIRE DISTRICT 26, GOLDBAR-INDEX
FIRE DISTRICT 27, HAT ISLAND
PAINE FIELD FIRE
EVERETT FIRE DEPARTMENT
MARYSVILLE FIRE DISTRICT
MUKILTEO FIRE DEPARTMENT
NORTH SNOHOMISH COUNTY REGIONAL FIRE AUTHORITY
SNOHOMISH REGIONAL FIRE & RESCUE
SOUTH COUNTY FIRE & RESCUE
SNOHOMISH COUNTY FIRE MARSHAL

LETTER OF ENDORSEMENT

The enclosed radio procedures are established to ensure safe, efficient and effective radio communications. Responder safety is a high priority in all fire department radio communications. Without proper discipline and control, radio communications can quickly deteriorate to a level of confusion and frustration.

The enclosed radio procedures are endorsed by all Snohomish County 911 user agencies. All radio operators (dispatch center and user agency personnel) are required to study, practice and affect the rules and protocols contained herein.

The Fire Radio Procedures Manual was approved by the Fire/EMS Technical Advisory Committee and is endorsed by the Chiefs and Officers of the following agencies (signatures on file):

Kurt Mills

Snohomish County 911

Don Waller

Fire Protection District No. #4

Seth Johnson

Fire Protection District No. #5

Kevin O'Brien

Snohomish Regional Fire & Rescue

Ryan Shaughnessy

Fire Protection District No. #15

Brian Anderson

Fire Protection District No. #16

Jim Haverfield

Fire Protection District No. #17

Keith Strotz

Fire Protection District No. #19

Chad Schmidt

Fire Protection District No. #21

Travis Hots

Fire Protection District No. #22

Joel Johnson

Fire Protection District No. #24

William Harper

Fire Protection District No. #25

Eric Andrews

Fire Protection District No. #26

Michael Worthy

Fire Protection District No. #27

Joshua Cole

Paine Field Fire

David DeMarco

Everett Fire

Ned Vander Pol

Marysville Fire

John Cermak

North County Fire Authority

Glen Albright

Mukilteo Fire

Thad Hovis

South County Fire

Mike McCrary

Snohomish Co. Fire Marshal

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1.0 GENERAL

1.1 Policy

- 1.1.1 Member Agencies and Snohomish County 911 (SNO911) shall utilize these procedures in a uniform manner for all radio communications.
- 1.1.2 All Member Agencies shall provide training and continuing education in radio procedures to provide for efficient use of the radio communication system.
- 1.1.3 Adherence to these procedures shall be applied universally by all members.
- 1.1.4 Any requests for operational/procedural changes to this manual shall be brought to the Fire Technical Advisory Committee for authorization. Major changes, either operational or procedural shall require at least a one-month review after being presented before authorization. The implementation date of any new operational/procedural change must be mutually agreed upon by the user agencies.

1.2 Purpose

These operating procedures have been prepared to standardize radio communications and provide guidelines for the proper use of base, mobile and portable radio equipment within the Snohomish County 911 Fire Agency user groups.

1.3 Personnel Affected

All members of all Fire Agencies that subscribe to the services provided by Snohomish County 911.

2.0 RADIO RULES

2.1 FCC Regulations

Communications on Snohomish County 911 talkgroups/radio channels are governed by FCC Regulations, Part 90, 47CFR, Chapter 1. The following selected regulations are cited for information.

- 2.1.1 **COMMUNICATIONS BREVITY (FCC 90.403C)** Each licensee shall restrict all transmissions to the minimum practicable transmission time and must employ an efficient operating procedure to maximize the utilization of the spectrum.
- 2.1.2 **MESSAGE PRIORITY (FCC 90.403D)** Communications involving the imminent safety-of-life or property are to be afforded priority by all licensees.
- 2.1.3 **HARMFUL INTERFERENCE (FCC 90.403E)** Licensees shall take reasonable precautions to avoid causing harmful interference. This includes monitoring the transmitting frequency for communications in progress and such other measures as may be necessary to minimize the potential for causing interference.
- 2.1.4 **PERMISSIBLE COMMUNICATIONS (FCC 90.405)** Stations licensed under this part may transmit only the following types of communications:
 - A. Any communication related directly to the imminent safety-of-life or property.
 - B. Communications directly related and necessary to those activities that make the licensee eligible for the station license held under this part.
 - C. Communications for testing purposes required for proper station and system maintenance. However, each licensee shall keep such tests to a minimum and shall employ every measure to avoid harmful interference.

- 2.1.5 RADIO MONITORING** The FCC randomly monitors all assigned Talkgroups/radio channels for compliance with rules and regulations.

2.2 General

2.2.1 Message Relay

- A. All voice and MDC messages shall be limited to official business purposes.
- B. Never change the meaning of a message that is intended for relay. Re-transmit the message exactly as given.

- 2.2.2 Radio Talkgroup Designator** Positioning of Talkgroup/radio channels in SNO911 users' base, mobile and portable radios are **not optional**. Multiple Talkgroup capabilities in ALL Snohomish County 911 user agency radios are essential in effective daily radio use, mutual aid incidents, multiple agency disaster responses and/or radio transmitter failure.

Agencies using, switching or requesting Talkgroups shall use the Talkgroup designator when requesting or indicating a specific Talkgroup.

Example: "Engine 76 from Battalion 7, switch to TAC 4"
"All units from Colby Command, switch to TAC 1"

Talk Groups outside of primary fire bank may be identified as Zone and channel position number or zone(bank) name.

Example: Norcom Fire Tac 3 or Zone C channel 3.

See Section 5.17 for a list of primary, secondary and alternate radio channels.

2.3 Tactical Talkgroup

- 2.3.1 911 Radio Talkgroups used for Fire operational needs shall be separated from Police Talkgroups.** Dispatch Talkgroups shall be used to announce incident assignments. Primary Talkgroups shall be used for monitoring routine fire/EMS incidents. Secondary tactical Talkgroup shall be used in the following manner:

- A. Snohomish County 911 shall assign a secondary tactical Talkgroup for the following incident types:

AIRCRAFT CRASH COMMERCIAL(AIRC)
 FIRE COMMERCIAL (FC)
 FIRE COMMERCIAL CONFIRMED(FCC)
 FIRE RESIDENTIAL (FR)
 FIRE RESIDENTIAL CONFIRMED(FRC)
 FERRY BOAT FIRE (FFB)
 FIRE WILDLAND INTERFACE (FWI)
 STRIKE (STRIKE)
 HAZMAT 2ND ALARM OR HIGHER (HZ)
 ANY MASS CASUALTY INCIDENT (MCI)
 ANY TECHNICAL RESCUE (RESA, RESC, RESS, REST, RESSW, RESWA)

If there are multiple incidents or other radio interference on a primary Talkgroup, Snohomish County 911 may assign some incidents to a secondary tactical Talkgroup on a per need basis. The Incident Commander may also make these assignments.

- B. The primary Talkgroup shall be used, for subsequent alarms of a lesser nature.

- 2.3.2** An exception to this procedure would be if other incidents were already assigned all monitored/recorded secondary tactical Talkgroups. The dispatcher may assign the incident to the primary Talkgroup and then notify the Incident Commander, who shall determine the Talkgroup assignment.

2.4 Message Quality and Radio Etiquette

- 2.4.1** All messages will be clear, concise, and as infrequent as possible. Messages should be impersonal and professional; the use of names, nicknames, and personal messages are discouraged.
- 2.4.2** Words and voice inflections that suggest disgust, irritation, levity or sarcasm must not be used. The voice must be as unemotional as possible, regardless of the situation, to prevent distortion and possibly making a message misunderstood.
- 2.4.3** Profanity is prohibited on all talkgroups and telephone lines. **Note:** Talkgroups and telephone lines are recorded in accordance with RCW.
All emergency communications to Snohomish County 911 are recorded using equipment that automatically records the time as well as incoming and outgoing conversations.
- 2.4.4** Supervisors will be held accountable by their agency heads to ensure adherence to this policy.
- 2.4.5** Prior to any radio transmission, radio users shall pause one second before speaking to ensure the beginning of the transmission is not clipped.
- 2.4.6** Use an approved phonetic alphabet, when appropriate, for clarity. The Law Enforcement phonetic alphabet is the Snohomish County 911 standard for all police and fire communications. The Military phonetic alphabet is also acceptable. (See Appendix 5.3)
- 2.4.7** Twenty-four hour military time shall be used during all communications. (see Appendix 5.4).

2.5 Mobile Data Computer (MDC)

- 2.5.1** MDCs are a secondary means of non-emergency communication between dispatchers, fire units and fire supervisors.
- 2.5.2** All emergency communications will be voiced by radio to include:
- A. Emergency traffic: life-threatening situations.
 - B. Priority traffic: situations escalating into emergency traffic, units responding to 'unsecured scenes' or standby requests from law enforcement for potential emergency situations.
 - C. Essential traffic: short/progress report, emergency medical messages and special status changes affecting dispatch.
- 2.5.3** Non-emergency and business relating to minor incidents or administrative functions may be conducted by MDC to include:
- Units Responding
 - Units reporting On Scene
 - Non-emergency Unit Transporting
 - At Hospital
 - Depart Hospital
 - Available in Quarters
 - Available
 - Checking unit status, history or availability

2.5.4 When dispatched to an incident and replaced by another available unit, units shall not clear themselves from the incident using their MDC. Clearing from an incident prior to the dispatcher assigning the replacement unit may cause the incident to close out in CAD. The dispatcher shall be responsible for clearing of any unit that has been replaced after the replacement unit has been assigned.

2.5.5 It is the field unit's responsibility to maintain and verify unit status.

2.5.6 If an MDC fails to operate properly, the user assigned to the unit will notify dispatch immediately via voice radio.

2.5.7 Messages

Chat messages shall be limited to official business.

Messages may be recorded and employees may be subject to disciplinary action for improper messaging.

Any message entered into the system once the transmit key is pressed, is retrievable from the CAD database.

2.5.8 Security of Information

MDC information shall be considered for business purposes only.

3.0 LEVELS OF OPERATION

3.1 Snohomish County 911 Fire Operations Defined by Four Levels

Normal Operations:

All systems are operating appropriately and incident volume is within acceptable limits; no extraordinary measures are required.

Stressed Operations-Limited Resources:

The volume of activity in the dispatch center, within an agency or geographical area's resources are overwhelmed by calls for service.

Partial Equipment Failure:

- CAD; the dispatch program has been impacted rendering incident management and assignment compromised sufficient to warrant a change in incident handling.
- Radio; the emergency radio system has been impacted rendering communications between responders and dispatch or other responders compromised sufficient to warrant a change in incident handling.
- 9-1-1 telephone system; the 9-1-1 telephone system has been impacted rendering communications with citizen emergency reporting sufficient to warrant a change in incident handling

Full Failure of Systems or Dispatch Center Evacuation:

Calls for service cannot be processed at the dispatch center; the dispatch center function has been negated sufficiently to be ineffectual.

3.2 Purpose of Levels

Levels of operation are used to initiate contingency plans that enable a more efficient method of conducting operations and processing information.

3.3 Necessity

Agency operating levels and radio procedures are generally determined by:

- The volume of incoming 9-1-1 calls

- The volume of incident activity
- The viability of the SNO911 CAD system
- The viability of the radio system
- The viability of the SNO911 9-1-1 telephone system

The ability to deliver "Normal" levels of response can be drastically affected by external factors such as:

- Multiple large-scale incidents occurring simultaneously
- Major weather related events
- Region wide disasters such as floods, earthquakes or terrorist activity
- Major power loss or other need to evacuate SNO911
- System wide radio failure
- Loss of 9-1-1 services
- Failure of the CAD system

3.4 Procedure: The following shall be utilized during activation of Levels of Operation.

Declaration determination:

SNO911 shall declare a change in operations when emergency resources or dispatch systems are overwhelmed or nullified resulting in compromised call for service processing.

Declaration coverage area:

- System Wide: A system wide change in levels of operation may only be declared by SNO911.
- Limited: A Field Supervisor/Zone Coordinator may request a change in levels of operation from SNO911 for their specific agency or zone.

Dispatch Center Procedure

Upon declaration of a change in the level of operation, the SNO911 Supervisor will ensure that all affected agencies are notified and appropriate procedures are initiated.

Communication Limitations:

This procedure is not intended to limit communication avenues. Alternate communication systems or processes between Dispatch and the affected agencies may be used upon mutual agreement. Alternate communication systems may include but are not limited to:

- Cellular telephones
- Landline telephones
- Backup paging
- CAD Chat function
- Messaging (text or other)
- Simplex radio – relay operations
- Active911 or other emergency notification applications
- email

3.5 STRESSED OPERATIONS

Agency Specific or System Wide

SNO911

Dispatch shall transmit three (3) alert tones on each dispatch talk group/radio channel(s) affected.

Dispatch will announce the following:

"All agencies (or agency ID/Zone) standby for stressed operations procedures."

Dispatch will page all affected agencies with the following message via CAD:

"SNO911 is initiating stressed operations procedures for (specific agency/Zone or system wide). Agencies advise when your Fire Operations Center(s) are staffed. Not all agencies will establish an FOC. Zone FOC's may represent several agencies. The air is RESTRICTED to priority traffic only."

Dispatch will continue normal dispatching until the affected FOCs (Fire Operations Centers) are staffed and ready to receive call information via their agency's MDC's or designated printer. Each agency shall notify via the radio system when their FOC is staffed.

Agencies will staff their FOCs as quickly as possible.

Upon notification of an agency's FOC activation, SNO911 shall discontinue normal dispatching of specified calls for that agency:

- Priority Level 1F, 2F, 3F and medical incident types: shall be dispatched as normal.
- Priority Level 4F, 5F, 6F, and 7F incident types (excluding BLS): shall be relayed to the FOC via MDC with no immediate notification of receipt. (Dispatchers may verify receipt if there is an extended delay of incident handling by the FOC.)
- If an FOC does not have access to an MDC, the use of the following alternate forms of communication include but are not limited to:
 1. Alpha Paging
 2. Landline telephone
 3. Cellular phone
 4. Secondary talk groups/radio channels
 5. Primary talk groups/radio channels
 6. CAD Printer

FOC

Agencies shall staff their FOC with sufficient resources to assign, send, and track unit responses to incidents not dispatched directly by SNO911.

MDC utilization is the preferred process for tracking incident unit assignment and response status changes.

Units assigned to an incident shall communicate directly with the entity that assigned them; Dispatch for Priority Level 1F, 2F, 3F and medical type codes; FOC for all others.

General practice for FOC/MDC unit assignment:

- FOC shall monitor for unassigned incidents in their jurisdiction(s).
- FOC shall assign and notify units to "Add" themselves to the appropriate incident.
- Assigned units shall utilize their MDC for all status changes.
- Assigned unit may notify their FOC of AVL status.
- Last cleared unit shall notify their FOC of incident completion/closure.

3.6 SYSTEM FAILURES

CAD FAILURE:

SNO911

Dispatch shall transmit (3) alert tones on each primary dispatch talk group/radio channel, and announce the following:

"All Fire agencies from SNOCOM, The CAD system is down. Recommend radio watch."

Dispatch will page all affected agencies with the following message, over backup paging systems:

"SNO911 CAD system is down. All calls for service will be paged as general alarms. Recommend radio watch."

Incidents will be paged as 'general' alarms using back-up paging system(s).

Each agency shall be responsible for determining unit assignments, including requests to SNO911 to page resources from other agencies (mutual aid).

If a FOC is established, Dispatch shall continue to page incidents with a general alarm; FOCs shall assign units and manage incident resource allocation. Dispatch shall continue to track incident related unit status changes.

Radio talk group assignment shall remain status quo; SNO911 will assign as and when necessary.

Upon successful CAD system activation, SNO911 shall enter response data for all incidents generated during the failure.

FOC (If activated)

FOCs shall assign units and manage incident resource allocation for their agency(ies). Dispatch shall continue to page incidents with a general alarm and track incident related unit status changes.

FOCs will follow these steps when activated:

1. Dispatch receives a 911 call, and determines the call type.
2. Dispatch general tones the fire agency, (or radio hails FOC directly) reporting the call type and location on their Primary Talkgroup
3. FOC acknowledges and confirms call information.
4. Dispatch will provide short report.
5. FOC determines the appropriate units and notifies each of the call type and location. (Consider use of Active 911 Alerting by FOC) (Fire Tac's 11, 12 and 13 are designated for FOC operations)
6. Units confirm receipt of incident data to FOC.
7. Units report in route, on scene, cleared, to hospital, at patient, depart hospital, etc. times directly to dispatch.
8. Units report Available status to both dispatch and FOC.

9. All times and status changes are reported to, and all times are captured by, dispatch. All unit notification of assignments are performed by FOC.

Mutual Aid and other resources: Requests for Mutual Aid units will need to be performed through dispatch but requested by FOC. Dispatch will identify assigned radio talkgroup, and relay short report. Requests from responding or on scene units for additional fire based resources shall be made to the incident FOC. Requests for other resources (PD, FM, Red Cross, etc.) shall be to the dispatcher

RADIO SYSTEM FAILURE (FAILSOFT):

NOTE: "FAILSOFT" is a term indicating a high potential of full radio system failure. Users are to notify SNO911 *immediately* if user radios display "FAILSOFT", as dispatcher consoles will not indicate such.

SNO911

If notified of a "FAILSOFT" warning, Dispatch will immediately notify the 'on-call' Wireless Technician, and announce the following on each primary talk group, and all known in-use secondary talk groups:

"All agencies from SNOCOM, the 800 MHz Radio system is in potential failure mode. Staff your FOCs. MDCs are still operational. Consider use of Simplex radio talk groups for on scene communications."

Dispatch will page all agencies with the following message via CAD:

"800 MHz Radio system failure. Staff your FOC and/or Stations. Use alternate means of communication. Limit communication with Dispatch to Emergency Traffic, or from Incident Command and FOCs."

SNO911 will dispatch all calls for service as normal using CAD. (Agencies or units without MDCs will be responsible for tracking their incidents during the outage.)

FOC (If activated)

FOCs will monitor simplex radio talk groups, assist in relaying radio messages when applicable, and coordinate alternate means of communications between response units, the FOC, and Dispatch.

FOCs and Dispatch should consider open landline use during Priority 1 incidents to relay on-scene simplex radio traffic.

Responding units shall continue to use MDC's for status changes. Units without MDC's shall be required to track status changes manually.

PHONE SYSTEM FAILURE:

SNO911

Dispatch shall transmit /three (3) fire) alert tones on each primary dispatch talk group/radio channel of area affected by the outage, and announce the following:

"All agencies (or specific agencies affected) from SNOCOM, the 9-1-1 Telephone system is down. Staff your stations for potential walk-in calls."

Dispatch will page all agencies with the following message via CAD:

"SNO911 has a-9-1-1 telephone system failure. Staff your stations for potential walk-in calls."

Dispatch will remain operational as a control point for all dispatch functions. Supervisors shall consider utilization of the Emergency Alert System (EAS) to alert the public regarding the outage and alternate means of reporting emergencies.

Fire Agency

Agencies should staff their fire stations, business offices, and other locations known to the public to house emergency equipment and personnel, for potential walk-in reporting of emergencies. Personnel assigned to such tasks should remain on site until relieved or 9-1-1 services have been restored, and be provided a radio for reporting of emergencies directly to Dispatch.

3.7 MULTIPLE CRITICAL SYSTEMS FAILURE OR CENTER EVACUATION

A failure of two or more critical systems or the need for dispatch center evacuation, which would prevent SNO911 from processing calls for service. Each agency will resort to their established contingency plans for communication.

Due to the multiple scenarios possible for complete failures, the dispatch center and agencies shall consider the use of operating systems available that may include:

- Cellular phones
- Other dispatch agencies that have operating backup capability for SNO911 agencies
(South Campus Backup, Skagit 911, NORCOM, ICOM)
- SCSO or EPD command vehicles (equipped with radios and cellular phones)
- Everett Fire command vehicle
- DEM Communication Van
- Agency use of Active 911 to log and track call for service activity during outage
- Phone tree or use of RAVE automated notification

Radio/CAD:

SNO911 Telephone System would still be active, allowing 9-1-1 emergency calls to be answered. Utilize alternate means of communicating incidents to FOCs or responders.

SNO911

Utilize telephone tree (RAVE) to notify agencies of situation and FOC need. Advise agencies to call into SNO911 upon establishing FOC. Confirm FOC contact number and person and agencies responsible for. Establish protocol to be followed for incident notification, (Page if available, RAVE, telephone call to FOC, etc.)

Upon receipt of an incident, utilize appropriate notification method.

Agency

Upon notification of Radio/CAD outage;

- Staff FOC,
- Contact SNO911,
- Establish incident notification protocol,
- Notify agency personnel of situation and notification method.

Track incident status changes manually for later entry into CAD.

Telephone/CAD:

Radio System would still be active, but 9-1-1 calls would not be answered. Integrate Phone and CAD System Failure protocol to degree possible.

SN0911

Dispatch shall transmit (3) alert tones on each primary dispatch talk group/radio channel, and announce the following:

"All Fire agencies from SNOCOM, SN0911 Phone and CAD systems are down. Staff your stations for potential walk-in calls. Staff your FOCs."

Dispatch will page all affected agencies with the following message, over backup paging systems and/or alternate communication methods (ex: Rave):

"SN0911 Phone and CAD systems are down. Staff your stations for potential walk-in calls. Staff your FOCs."

Dispatch will track unit status changes, monitor radios for emergency traffic, and relay radio traffic between talk groups when necessary (mutual aid requests, etc.)

Agency

Agencies should staff their FOC, fire stations, business offices, and other locations known to the public to house emergency equipment and personnel, for potential walk-in reporting of emergencies. Personnel assigned to such tasks should remain on site until relieved or 9-1-1 services have been restored, and be provided a radio for reporting of emergencies directly to FOCs or Dispatch, as appropriate.

FOC

Advise Dispatch upon activation and communicate operational expectations.

Assign units to incidents, and track call/unit status changes.

Telephone/Radio:

Dispatch is unable to receive 9-1-1 calls, nor communicate with agencies over radio. Essentially, dispatch has been nullified. CAD is still available for; call creation, incident unit assignment, unit tracking, and chat functions.

SN0911

Dispatch will page all agencies with the following message via CAD:

"SN0911 Phone and Radio systems are down. Staff your stations for potential walk-in calls. Staff your FOCs."

Confirm FOC activation through alternate means of communication (CAD Chat, cellular phone, etc.)

Receive and enter incident information as provided from FOCs, and dispatch incidents through CAD.

Agency

Agencies should staff their FOC, fire stations, business offices, and other locations known to the public to house emergency equipment and personnel, for potential walk-in reporting of emergencies. Personnel assigned to such tasks should remain on site until relieved or 9-1-1 services have been restored, and be provided a radio for reporting of emergencies directly to FOCs.

FOC

Advise Dispatch through alternate means of communication upon FOC activation.

Upon report of an emergency, notify Dispatch of the address or location of the emergency, the reason for the emergency, and any pertinent details.

Back up Dispatch Location

Snohomish County 911 South Campus is the only relocation dispatch center for Snohomish County 911 operations, providing limited dispatch positions. DEM and communications vans may also provide limited dispatch capability for Snohomish County 911 operations, if needed. If Snohomish County 911 operations relocate to South Campus, DEM or a communications van, Snohomish County 911 shall determine the level of service it will be able to provide.

3.8 RESTORATION OF SERVICES

BACK UP DISPATCH LOCATION.

If SNO911 operations relocate to an alternate location, or if alternate dispatch centers assume 9-1-1 call processing, SNO911 shall determine the level of service to be provided.

DOWNGRADE IN LEVELS

SNO911

During a multiple system failure event, if individual systems become operational, Dispatch may elect to activate or change to appropriate Level of Service as defined in this procedure. Dispatch shall notify the affected agencies in the appropriate manner for the Level of Service activated.

FOC (If activated)

FOCs will acknowledge the change in Level of Service and operate accordingly.

RETURN TO NORMAL SERVICES

SNO911

When normal operations resume, Dispatch shall announce on all appropriate talk groups and page all appropriate agencies, the following:

“SNO911 to all units and stations, Normal Operations are being resumed.”

FOC (If activated)

FOCs will acknowledge the broadcast and confirm that they are standing down.

4.0 DISPATCH/RADIO PROTOCOLS

4.1 Communications Coordination

- 4.1.1** Recognizing Snohomish County 911 multi-jurisdictional communications responsibility and capabilities, all normal day-to-day type communications shall be coordinated by the dispatcher.
- 4.1.2** All agencies shall use alternate designated Talkgroups for the purpose of drills and training. Drills will not normally be conducted on dispatch or fire ground Talkgroups without the pre-approval of the dispatch center. Upon notice by a dispatch center or incident commander, all drill traffic will cease immediately if being conducted on a tactical Talkgroup.
- 4.1.3** Once an Incident Commander is established, all radio communications directed to SNO911 shall be made by the Incident Commander or his/her designee. No other units after arriving on the scene shall direct traffic to SNO911 unless an emergency situation arises and/or the Incident Commander cannot be raised.
- 4.1.4** Likewise, SNO911 shall only direct traffic to the Incident Commander or his/her designee, unless the above-described emergency arises.

4.2 800 MHz Site Trunking/Zone Controller Failure

The 800 MHz radio system is broken down in to two zones (Phase 1 and Phase 2). If there is a failure of the zone controller (which keeps the radio traffic flowing between both phases) mobile and portable radios will need to be switched manually back to their primary coverage zone (Site Trunking channel bank-Bank C). Radio coverage may be diminished, as both zones are not communicating with each other. If you travel outside your primary zone of coverage you may or may not be able to communicate with dispatch or other users depending on how close you are to your primary coverage zone. In the event of a zone controller failure, Dispatch will advise units to switch to the site trunking bank on their 800 MHz mobile and portable radios. Mobile and portable radios will display 'site trunking' on the LCD display, which is an indication to the field user that the radio must be 'switched' to the site trunking channel bank.

4.3 Emergency (EMER) Alerts

4.3.1 The 800 MHz radios are equipped with functions that will alert the Communications Center Dispatcher of a firefighter in need of assistance who cannot immediately relay a request for assistance verbally. Activation of the EMERGENCY ALERT on the radio shall be considered a life-threatening emergency in which normal communications will not meet the need for immediate assistance. Use of this function will be limited to situations where normal voice communications are either not possible or could increase the immediate danger to the firefighter. Examples of these situations include:

- The firefighter is unable to use the radio due to dealing with a dangerous situation (Hostage/Duress situation) Note: If activating unit responds "Code Blue" or "Firefighter Needs Help" the dispatcher should follow Code Blue procedure section 4.6.2.
- The firefighter is unable to use the radio due to injury.
- Radio traffic is too heavy to be able to relay a request for emergency assistance.

- 4.3.2** When the EMERGENCY button is pressed on the portable radio, the radio is placed in the EMERGENCY ALARM mode. When a radio is in emergency mode, communications from the activating unit are given the highest priority in the radio system.
- 4.3.3** The five-digit radio ID number (#####) of the radio is transmitted to dispatch. The user activating the EMERGENCY button will automatically be switched by the radio system to the EMER channel (channel 16) of the bank to which the activating radio was selected when the emergency button was pushed (note: if the fire radio is on a police Talkgroup the EMER will activate on the police Talkgroup). When a radio is used on an interoperability talk group outside of the SNO911 radio system, the EMER will be transmitted to dispatch centers on that radio system.
- 4.3.4** Firefighter's names will not be used over the air when an emergency radio alert has been activated, unless requested by a jurisdictional authority. Only the Agency Name, radio ID and the unit number, if available, shall be used on the radio.
- 4.3.5** Agencies are responsible for following their predetermined policies relating to logging into service with radio numbers and keeping dispatch centers updated and advised of radio ID assignments.
- 4.3.6** Radio ID's will be built into the incident command/passport system for the IC to designate someone responsible to track the numbers during a large incident.
- 4.3.7** Training must reinforce these procedures so that users take the activation of the EMER button very seriously. When a planned use of the EMER button is anticipated for training, Dispatch must be notified prior to the activation.
- 4.3.8** Assigned to an incident, No Formal Incident Command
- 4.3.8.1** Single Radio EMER Activation
- Upon receipt of an EMERGENCY RADIO ALERT the dispatcher shall acknowledge the activation on the EMER channel, by stating the Agency Name, Radio ID number and inquiring about the unit's status. Any member hearing this message from their radio shall immediately contact Dispatch and relate their condition or status, if able to do so.
 - If no response is received on the EMER channel the dispatcher shall determine the unit that activated the EMER. Use the RF command to open the Personnel Search window or check the radio ID list and attempt contact on the assigned dispatch or TAC channel.
 - If the radio user is unable to safely respond in any manner and dispatch receives **no response** after both attempts a police response will be immediately dispatched and the jurisdictional fire authority advised.
- A.** Summary of Dispatch Steps – Single Radio Activation
- STEP 1/4: The dispatcher will make one attempt to contact the activating unit on the EMER Channel (SPMV EMER).

- STEP 2/4: If no response, the dispatcher will make one attempt to contact the activating unit on the assigned Dispatch or Primary Talkgroup.
- STEP 3/4: If no response to either attempt to contact, the dispatcher will send law enforcement (using HELP type code) to the last known location.
- STEP 4/4: The dispatcher will then broadcast the following information to the jurisdictional authority – Battalion Chief, Duty Chief, or page out the department if authority not on duty:
 - Indicate that an EMER was received
 - Jurisdiction authority.
 - The radio ID number
 - The jurisdiction of the unit
 - The unit number
 - The type of incident the unit is on.
 - The location
 - Police are responding

4.3.8.2 Multiple Radio EMER Activations

- If multiple EMER activations are received at the dispatch center, and the dispatcher identifies that the activating units are at the same incident or location, the dispatcher shall immediately dispatch law enforcement without contacting the activating units.

A. Summary of Dispatch Steps – Multiple Radio Activation

- STEP 1/1: The dispatcher will send law enforcement (using HELP type code) to the last known location.

4.3.9 Assigned to Incident, With Incident Command

4.3.9.1 Single Or Multiple EMER Activations

- Upon activation by a single unit assigned to an incident with Incident Command established, the dispatcher shall immediately notify the IC, and follow the steps for a single activation outlined above.
- Upon activation by multiple units assigned to a single incident with Incident Command established, the dispatcher will notify the Incident Commander of the emergency alert activation. The IC will; take responsibility of the emergency alert, update dispatch to further needs, and notify dispatch of the 'EMER' units' current and changed status.

4.3.10 Assigned to In Service Unit, (No Incident Assignment)

4.3.10.1 Single Radio EMER Activation

- If the unit issuing the alert is in service and not assigned to a call, Dispatch will make two (2) attempts to contact the unit, if no contact

is made Dispatch will contact the jurisdictional authority including details of the last known location of the unit.

4.3.10.2 Multiple Radio EMER Activations

- If location determined, send LE. If not, attempt contact, notify command or tone agency and advise of the last known location of the unit(s).

4.3.11 Unassigned Radio

- #### 4.3.11.1
- Dispatch will make two (2) attempts to contact the unit, if no contact is made Dispatch will contact the jurisdictional authority.

4.4 Safety Status Checks

Status checks will be initiated in situations which are considered to be a higher than normal risk (violence or other perceived unsafe situations) **where fire units are already on scene, not staged and law enforcement is needed or has been requested by a fire unit to respond 'Code'**. Status checks should occur every five (5) minutes until law enforcement arrives on scene or the fire unit on scene cancels further status checks. **Status checks should not be initiated for 'Code Blue' requests.**

Units requesting a law enforcement response for a call will specify in the request the basic nature of problem and the priority of the response as 'Code' or 'Non-code'.

Example: Engine 51 on scene of a BLS response dispatched as a 29 YOM fall patient
E51: **"E51 request PD code, unruly HBD family member"**
SNO911: **"Received E51 requesting PD code"**

If the field unit does not indicate the priority and nature of request, the Dispatcher shall inquire the nature and priority of the response. Priority code requests shall be entered as an Assist Fire (AF) or the appropriate law enforcement type code with text indicating the reported problem and the need for a 'Code' response.

4.4.1 Procedure

The Dispatcher will set a 5 minute timer in CAD for any Law Enforcement 'Code' request.

Example: 5 minute timer set for Engine 51 requesting Law Enforcement 'Code'
UC5 E51

Dispatchers will inquire a unit's status when the 5 minute timer elapses by stating the unit number followed by the word "STATUS." The field unit must respond with the unit's current status.

Example:

SNO911: **"E31 STATUS"**

UNIT: **"E31 is okay, still awaiting Law Enforcement"**

SNO911: **"Received E31 okay"**

After making contact with the unit the Dispatcher shall reset the contact timer for an additional 5 minutes and repeat the procedure until Law Enforcement arrives on the scene or the unit advises "No further checks". If voice contact is established any time before the timer elapses, the dispatcher should reset the 5 minute status timer at that time, unless advised to cancel the status timer.

4.4.2 Procedure for Non-response from Fire Unit

The dispatcher will make two attempts to check a unit's status. If no response is received, the dispatcher will initiate a single alert tone followed by the unit identifier and the word "STATUS" for a third and final attempt for contact. If no response is given, the dispatcher will initiate a **"Code Blue/Firefighter Needs Help"** response by modifying the original police incident to 'HELP' with a supplement that the fire unit is not answering status checks. The fire dispatcher will then notify the fire agencies duty supervisor of the call via page. See section 4.6.2.

If the fire unit is in a life threatening situation and needs emergency police response, the correct response to status check should be "Code Blue", or an activation of the portable radio 'EMER' button, if the unit is unable to/unsafe to provide voice communication. Either one of these responses on a status check will immediately cause the dispatcher to create a **"Code Blue/Help the Firefighter"** response. See section 4.6.2.

Cancelling of status timer

At any time the requesting unit may cancel the status check timer. The unit should use plain English and advise dispatch to cancel the timer or state 'no further checks' after answering a status check.

Example:

UNIT: **"E60 okay, no further checks"**

SNO911: **Received, E60 okay, no further checks"**

The fire unit is required to advise the dispatcher when law enforcement arrives with them so the status timer can be cancelled. Cancelling the status timer does *not* cancel the police response; the unit will need to advise if law enforcement is no longer needed at the scene and that law enforcement may cancel.

Example:

UNIT: **"SNOCOM you can cancel timer and PD, patient is co-operating"**

SNO911: **Received, cancel timer and PD"**

If the fire dispatcher is notified by the law enforcement dispatcher that law enforcement is on the scene, the fire dispatcher shall check the fire unit's status before cancelling the timer.

The unit timer is cancelled in CAD by using the 'OK' command for the individual unit. A comment should be added with the reason the timer is being cancelled.

Example:

UNIT: **"OK E60, patient is co-operating"**

Or

UNIT: **"OK E60, PD on scene"**

4.5 Radio Traffic Restriction

4.5.1 To effect an air restriction, the dispatcher transmits three alert tones and the following announcement:

“SNOCOM to all units and stations, the air is restricted for (situation) (location)”

4.5.2 To open the air for normal traffic, the dispatcher announces:

“SNOCOM to all units and stations, normal traffic may resume”

4.6 Radio Transmission Priorities

4.6.1 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 (PARs obtained, power shut off, etc.), the IC should contact the Dispatch center and clear the Emergency Traffic with a brief report stating why.

EXAMPLE: “SNOCOM from Command, all Units have exited the structure with PARs. We are now in a Defensive strategy. Open the air to normal radio traffic”.

All other radio traffic shall be restricted. Emergency traffic shall include:

- A. Reports of possibly trapped or missing personnel.
- B. A catastrophic change in the incident such as a building collapse, explosion, back draft, sudden flooding or release of a vapor.
- C. Emergency **ABANDONMENT** (emergency PAR report required) of a building.

Example:

IC: **“SNOCOM and all units assigned to (name) command, this is an order to abandon the building”**

: Dispatch **TRANSMIT THREE ALERT TONES**

:Dispatch **“All units at (name) command, abandon the building, abandon the building, abandon the building, the air is restricted”**

Following the abandon announcement an emergency PAR report shall be conducted.

IC: **"[dispatch] and all units at (name) command standby for an emergency PAR report"**

The air is already restricted; you will not need to transmit the three alert tones again.

Dispatch: **"All units at (name) command, standby for an emergency PAR report, the air remains restricted"**

Dispatch will monitor radio traffic and assist the IC as requested.

Following roll call and with IC approval dispatch will open the air to normal traffic.

Dispatch: **"[dispatch] to all units at (name) command, normal radio traffic may resume"**

D. **MAYDAY**: Used to declare an emergency situation.

MAYDAY from a Known Field Unit

UNIT: **"(name) command from (unit), MAYDAY MAYDAY MAYDAY"**

IC: **"[dispatch] from (name) command, restrict the air, MAYDAY from (unit)"**

Dispatch: **TRANSMIT THREE ALERT TONES**

Dispatch: **"[dispatch] to all units the air is restricted for a MAYDAY at (name) command"**

The IC may advise if a PAR report is required and when the air can be opened for normal traffic.

Dispatch: **"[dispatch] to all units at (name) command, normal radio traffic may resume"**

MAYDAY from an Unknown Unit

Unknown Unit: **"(name) command, MAYDAY MAYDAY MAYDAY."**

IC: **"[dispatch] from (name) command, restrict the air, MAYDAY received"**

Dispatch: **TRANSMIT THREE ALERT TONES**

Dispatch: **"[dispatch] to all units at (name) command the air is restricted for a MAYDAY"**

The IC will conduct an emergency PAR report. Dispatch will monitor radio traffic and assist the IC as requested.

The IC will inform Dispatch when the air can be opened for normal traffic.

Dispatch: **"[dispatch] to all units at (name) command, normal radio traffic may resume"**

E. **EMERGENCY ROLL CALL**: The Incident Commander, Supervisor, Team Leader or Safety Officer determines a need for the PAR Report exists.

IC: **"[dispatch] and all units at (name) command, standby for an emergency roll call"**

Dispatch **TRANSMIT THREE ALERT TONES**

Dispatch: **"All units at (name) command, standby for an emergency roll call, the air is restricted"**

The IC will conduct the emergency roll call. Dispatch will monitor radio traffic and assist the IC as requested.

Following the roll call the IC will inform Dispatch when the air can be opened for normal traffic.

Dispatch: **"[dispatch] to all units at (name) command, normal radio traffic may resume"**

- 4.6.2 4.6.2 CODE BLUE/FIREFIGHTER NEEDS HELP:** Code Blue/Firefighter needs help is an emergency request for law enforcement (hostage/ duress situation) from a fire unit. **The use of "CODE BLUE" or "FIREFIGHTER NEEDS HELP" will trigger an immediate law enforcement response.** The dispatcher will not question the unit as to why law enforcement is needed.

Examples:

UNIT: **"SNOCOM, (unit) CODE BLUE"**

or

"SNOCOM, (unit) FIREFIGHTER NEEDS HELP"

SNO911: **"(unit) received, CODE BLUE"**

or

"(unit) received, FIREFIGHTER NEEDS HELP"

SNO911 dispatcher will create a law enforcement incident using the type code "HELP". **Do not notify the unit that law enforcement has been advised or is responding.**

Law enforcement responders will be notified that this is a **"Help the Firefighter"** situation and no further information is known.

The Dispatcher shall also send a department page CODE BLUE [unit identifier], which advises the on duty department authority to call dispatch for details of the Code Blue:

Click the manual page from the CAD dispatch ribbon. Click on groups, find the appropriate group and add to the message recipients category and then fill out the message CODE BLUE [unit identifier] Example: "CODE BLUE E1".

If the CODE BLUE situation changes and Law Enforcement is no longer needed to respond CODE or can CANCEL, the firefighter will advise the dispatcher "CODE 4" and include the LE response mode. CODE 4 is the only proper response to a declaration of CODE BLUE.

**CODE 4 (Law Enforcement no longer needed/can cancel)
CODE 4 (Continue Law Enforcement non-code)**

Any response other than CODE 4 will be considered a continuation of a CODE BLUE – Firefighter needs HELP, and Law Enforcement will be advised to continue CODE.

Examples:

UNIT: **"SNOCOM, (UNIT) CODE 4 Law Enforcement no longer needed"**
or

UNIT: **"SNOCOM, (UNIT) CODE 4 Continue Law Enforcement non-code"**

Dispatch: **"(UNIT) received CODE 4 Law Enforcement no longer needed"**
or

Dispatch **"(UNIT) received CODE 4 Continue Law Enforcement non-code"**

4.6.3 Priority Traffic

Priority radio traffic includes situations that have the potential of escalating into emergency traffic. Radio traffic may be restricted.

4.7 Incident Response Designators/Alarm Levels

4.7.1 All Snohomish County 911 user agencies shall utilize the approved incident response plain language designators. All dispatches will be announced by the appropriate plain language designators.

4.7.2 The Incident Commander shall communicate with the dispatcher to request additional resources (E.g. additional units. second, third, fourth alarms; strike team/task force).

4.7.3 Subsequent response requests shall be created using a new call for service with the appropriate call type at the same address with the appropriate alarm level.

4.8 Radio Communication Codes

4.8.1 For the purpose of standardization for all Snohomish County 911 users and radio communication brevity, specific response and assistance code designators are established. The response code designators shall be used only as the specific situation or activity dictates. ALL OTHER RADIO LANGUAGE SHALL BE PLAIN ENGLISH.

4.8.2 RESPONSE CODES shall be agency initiated to designate the method and manner that an emergency vehicle is responding or operating. It shall also designate the nature of certain responses.

A. CODE: Emergency response in accordance with responding agency's policy. (Normally with emergency lights and sirens activated).

Example:

UNIT: **"SNOCOM from Aid 81"**

SNO911: **"Aid 81"**

UNIT: **SNOCOM Aid 81, dispatch an ambulance CODE to this location"**

SNO911: **"Aid 81, received requesting ambulance CODE"**

A. NON-CODE: Non-emergency response in accordance with responding agency's policy. (Normally without emergency lights and sirens activated).

Example:

UNIT: **"SNOCOM from Battalion 7"**

SNO911: **"Battalion 7"**

UNIT: **"Battalion 7, advise all units except Engine 76 to respond NON-CODE"**
 SNO911: **"Battalion 7 received, all units except Engine 76 respond NON-CODE"**
 SNO911: **"SNOCOM to all District 7 units except Engine 76, respond NON-CODE"**

A. CANCEL: Discontinue response to the scene or incident assigned.

Example:

UNIT: **"Engine 31 from Battalion 31"**
 UNIT: **"Engine 31"**
 UNIT: **"Engine 31, you may CANCEL"**
 UNIT: **"Engine 31 received CANCEL"**

4.8.3 Assistance Code Designators

Used to request specific needs for assistance in critical situations where either brevity or "code language" is needed to prevent the situation from worsening. Fire and EMS personnel shall use PLAIN ENGLISH rather than Assistance Codes.

EXCEPTION: Assistance codes may be used in sensitive situations.

Assistance Codes are listed in Appendix 5.1.

4.8.4 Other Codes: See Appendix 5.1 for law enforcement codes (for reference only).

4.9 Transmissions

4.9.1 Radio transmissions will begin by calling the radio name or number that they are transmitting to, followed by their own radio name or number.

Examples:

UNIT: **"SNOCOM from Chief 71"**
 UNIT: **"Engine 32 from Aid 51"**
 SNO911: **"Battalion 51 from SNOCOM"**
 UNIT: **"Engine 31 received CANCEL"**

4.9.2 Once a transmission series has been established, it is not necessary to repeat radio names for each transmission.

4.9.3 Upon completion of an informational radio transmission, the unit affected will reply, "received". The text of informational type transmissions need not be repeated. NOTE: "Received" signifies a message is received and understood. If the message is unclear or not understood ask for clarification.

Examples:

"Station 71 received"
"District 26 received"

4.9.4 The text of transmissions pertaining to orders or requests to shall be repeated so the message is understood.

Examples:

UNIT: **"SNOCOM from Chief 71"**
 SNO911: **"Chief 71"**
 UNIT: **"Chief 71 Request Fire Marshal"**
 SNO911: **"SNOCOM received, Fire Marshal requested"**

SNO911: **"Chief 71 from SNOCOM"**

UNIT: **"Chief 71"**
 SNO911: **"Chief 71, Fire Marshal responding, ETA 15 minutes"**
 UNIT: **"Chief 71 received, Fire Marshal ETA 15 minutes"**

- 4.9.5** The text of transmissions pertaining to orders where formal Incident Command has been established shall be repeated so the message is understood and confirmed as correct by the Incident Commander.

Example:

COMMAND: **"A48 from 215 Command"**
 UNIT: **"A48"**
 COMMAND: **"A48, Bring a hand light to staging"**
 UNIT: **"A48 received hand light to staging"**
 COMMAND: **"Affirmative, A48"**

If a unit does not repeat the order the Incident Commander shall ask the unit to repeat the order or request. If the order or request is not repeated correctly the Incident Commander shall repeat the order or request until fully understood.

4.10 Dispatch of Incidents (Locution Failure or Deactivation)

- 4.10.1** Page the call and announce twice in the following order:

"(Recommended units), (CAD incident type), (address), (any safety/critical information), (Talkgroup assignment)"

Examples:

"Engine 1, Medic 1, MEDX response, thirty-two twelve Hewitt, CPR in progress, TAC 1."

Repeat 2nd time using individual numbers in the address:

"Engine 1, Medic 1, MEDX response, three two one two Hewitt Avenue CPR in progress, TAC 1"

or

"E31, A32, M31, B31, MVC-Entrapment, two seventy-six fourteen, one hundred seventy nine Street Southeast, grid 525, TAC 3."

Repeat 2nd time using individual numbers in the address:

"E31, A32, M31, B31, MVC-Entrapment, two seven six one four, one seven nine St SE, grid 525, TAC 3."

- 4.10.2** Any critical medical/safety information, if known, shall be given as a short report after units go enroute:

- CPR in progress
- Not breathing
- Unsecured scene
- Standby for Law Enforcement
- During stressed operations, follow the prescribed procedure for altered levels of operation.

4.11 Response Times

- 4.11.1** Units assigned to an incident are required to go enroute via radio or MDC within two (2) minutes from initial dispatch. If the three (3) minute dispatch timer is displaying and **no unit that is assigned to the incident has responded**, the Dispatcher will:

- First attempt radio contact with any personnel from the assigned jurisdiction by radio.

- If contact is made with personnel from the jurisdiction, the Dispatcher will inquire if a re-page is needed. The incident will be re-paged only if requested.
- If units fail to go enroute within one (1) minute of a second page, the Dispatcher will determine the next closest jurisdiction and add their department wide page using the manual page option in CAD.
- The Dispatcher should then attempt to make appropriate notifications to command staff of any attempts to dispatch an incident without a response.

4.11.2 All units assigned to incidents are responsible to advise SNO911 via radio or MDC that they are enroute, on-scene, or clear of an incident. SNO911 is responsible for tracking these times. If a unit fails to go enroute, the Dispatcher shall be proactive in establishing communication with that unit and ensuring an appropriate level of response is being made. As traffic permits, dispatchers may make radio calls for units as soon as two (2) minutes after initial dispatch if a unit has failed to acknowledge being enroute.

4.11.3 The Dispatcher shall also be responsible for notifying the Incident Commander of any unit that has not responded within three (3) minutes on a multi-unit response. Command staff shall determine if a re-page of that unit is necessary or if additional apparatus is required. The Dispatcher shall also notify command staff of any 'incomplete' Fire Response Level (FRL) recommendations in the CAD system.

4.12 Documentation of Incident Call Times

The Dispatcher is required to provide accurate documentation of all incident call times (enroute, on-scene, clear, etc.). There may be times when higher priority tasks prohibit this from occurring. The Dispatcher shall attempt to update the CAD record when a known time is missed by using the correct call time. If the call time is known or can be obtained from the radio recorder the dispatcher shall note the correct time in the narrative of the call. The Dispatcher should never enter a time they know to be incorrect. All CAD call times should accurately reflect status changes as reported by units in the field either by MDC or voice communication to the Dispatcher.

4.13 Dispatch Report

4.13.1 Dispatcher will provide a report to first responding unit unless a command unit has been dispatched; in this case the report shall be given when the command unit responds. Including:

- A. Details of the incident
- B. Critical medical/safety information

4.13.2 Any unit may ask for the dispatcher report or any other information needed when responding to an incident.

4.13.3 Dispatcher shall confirm address, and if necessary correct any incorrect address stated by the responding unit.

4.13.4 Units responding by MDC shall not be provided a dispatch report unless requested or if additional critical/safety information is received after the initial dispatch.

4.14 Multiple Unit Responses

- 4.14.1** When multiple units are responding to the incident, the first arriving unit shall transmit a brief initial report. Including:
 - A. Arrival (address correction if needed).
 - B. Initial Radio Report (IRR) (see Appendix 5.2).
- 4.14.2** In major incidents, the Incident Commander shall advise SNO911 as soon as possible the location of the command post.
- 4.14.3** Once the Incident Commander is established at the scene of an incident, All RADIO TRAFFIC to SNO911 shall be made by Incident Commander or his/her designee; no other units shall contact SNO911.
- 4.14.4** The Incident Commander shall, when appropriate, transmit to SNO911 "situation under control".
- 4.14.5** If units are ready or 'in-service' for another alarm while at the scene of an incident, the Incident Commander/designee shall make the report for appropriate apparatus at one time. Dispatch shall not place unit/s in service until so directed. Individual units need not put themselves in service unless it is a single apparatus notification.

Examples:

UNIT: "SNOCOM from Battalion 71"
 SNO911: "Battalion 71"
 UNIT: "Battalion 71, all units assigned to 35th Command units are in service."
 SNO911: "SNOCOM received all - units in service."

or

IC: "SNOCOM from Firetrail Command"
 SNO911: "Firetrail Command"
 IC: "Firetrail Command, Engine 64 and Aid 64 are in service"
 SNO911: "SNOCOM received, Engine 64 and Aid 64 in service"

or

IC: "SNOCOM from Firetrail Command"
 SNO911: "Firetrail Command"
 IC: "Firetrail Command, place all Marysville units from Firetrail Command in service except Engine 64"
 SNO911: "SNOCOM received all units from Firetrail Command in service except Engine 64"

4.15 Multiple Incidents for One Fire District/Department

- 4.15.1** The Incident Commander/designee shall monitor their primary dispatch channel when possible while operating on an alternate Talkgroup.
- 4.15.2** The Incident Commander may request the dispatcher via radio, for notification of any additional alarms that may be received within their jurisdiction while operating on an alternate Talkgroup.
- 4.15.3** If there is no response to the second incident within two minutes, the Fire Dispatcher will re-page the second incident and then request instructions from the first Incident Commander how the second incident is to be handled.

4.15.4 This procedure shall apply to all subsequent incidents that may occur simultaneously for that individual fire district/department.

4.16 Ten-Minute Onscene Timers

The following are the incident types where 10-minute timers will automatically be assigned::

- **FRC (Fire Residential Confirmed)**
- **FCC (Fire Commercial Confirmed)**
- **FWI (Fire Wildland Interface)**
- **MCI (Mass Casualty Incident-All responses)**
- **HZ (HAZMAT-All responses)**
- **MEDX (Upgraded Medic Response)**
- **MVCE (Motor Vehicle Collision – Extrication)**
- **All Technical Rescue Responses**
- **CRP (Community Paramedic/Resource Responders)**

The Incident Commander may ask for a 10-minute timer on any incident and may ask for other time increments for notification.

The CAD system will generate an elapsed time notification every 10 minutes until Command cancels the timer. The Dispatcher will verbally pass this information to the Incident Commander until the situation is declared under control and/or Command requests to discontinue notifications.

Examples: “(Name) Command, fire plus 10” (Announce after first 10 minute CAD notification)

“(Name) Command, fire plus 20” (Announce after second 10 minute CAD notification)

4.17 Jurisdictional Questions

If the jurisdiction of an incident is in question the dispatcher shall make the best estimate for response. Dispatchers should consider sending both agencies if the location falls within question. Jurisdictional questions will be handled after the incident.

4.18 No Mans Land

Dispatch will dispatch the closest (best estimate) jurisdiction to any potential Fire/EMS response that is determined to be in a ‘No Mans Land’ (no FRP assigned) area for their department authority’s determination for response.

4.19 Station Move-Ups

4.19.1 The Move Up command should be utilized whenever a unit is temporarily relocated to another station and requires the ability to be placed AIQ at that station for response needs (example; cross staffed units relocating to another station as back fill), or does not have GPS location tracking available in CAD.

4.19.2 The Move Up command requires units to be relocated back to their home station upon their return. Failure to relocate a unit to its home station will result in incorrect response recommendations.

4.19.3 Units requiring to be relocated to another station are to verify the desire to use the Move Up command by the dispatcher.

Example:

E61: **"SNOCOM Engine 61, request move up to Station 62."**

Dispatch: **"Engine 61, Move Up to Station 62, advise when moving back to Station 61 and request to cancel Move Up status."**

4.19.4 Units returning to their home station after a move up, shall verify that the unit is properly assigned to its' home station in the appropriate CAD Unit Management program.

4.20 ETA Notifications

To save radio time and telephone calls, field personnel shall not routinely request ETAs of other responding units from Snohomish County 911. The Dispatcher will make an ETA advisory if known, or state unknown.

Examples:

SNO911: **"Aid 60 from SNOCOM"**

UNIT: **"Aid 60"**

SNO911: **"Aid 60, Northwest AMB ETA 10 minutes"**

UNIT: **"Aid 60 received Northwest AMD ETA 10 minutes"**

or

SNO911: **"Chief 87 from SNOCOM"**

UNIT: **"Chief 87"**

SNO911: **"Chief 87, PUD advised, ETA unknown."**

UNIT: **"Chief 87 received PUD advised, ETA unknown."**

NOTE: See section 5.12 PUD Notifications

4.21 Railroad Notifications

4.21.1 To ensure responder safety, immediate notification shall be made to Burlington Northern Santa Fe Railway (BNSF) to stop all train traffic when units respond to incidents that are on or directly infringe upon the railroad right-of-way or tracks. Responders shall request Snohomish County 911 contact BNSF Railway (800-832-5452 option 1) to advise when they will be on or directly infringing upon the railroad right-of-way, and request that train traffic through the affected area be stopped. The request to stop train traffic should be made prior to any emergency responders entering, operating on, or infringing upon, the railroad right-of-way.

4.21.2 Upon any request, made by BNSF, for Police, Fire or EMS response to a railroad right-of-way, the Snohomish County 911 dispatcher shall ensure that the train-dispatcher has been advised to stop all train traffic through the affected area.

4.21.3 The train dispatcher shall be asked to call back when they have confirmed that all rail traffic has been stopped. This confirmation of all rail traffic stopped shall be relayed to the incident command officer.

4.21.4 At the conclusion of the incident, the dispatcher shall notify BNSF that all units have cleared the scene and that normal train traffic may resume.

4.21.5 Responders may, at their discretion, request train traffic be slowed in the area of an incident.

4.22 TRI-COUNTY SCENES OF VIOLENCE PROTOCOL

Snohomish, King, and Pierce county Fire and Police have adopted the Tri-County Scenes of Violence Protocol. All three Counties have agreed upon this plan to provide a standardized response to incidents that place responders and the public danger of physical harm due to violent criminal activity in an unsecured incident.

Full protocol is listed in Appendix section 5.20

4.22.1 Examples of Unsecured Scene/Area

- A. ASSAULT INVOLVING WEAPONS PRESENT OR PROBABLE VIOLENCE WITH INJURIES,
- B. THREATENED SUICIDE INVOLVING WEAPONS AND/OR THREATS OF VIOLENCE TO OTHERS,
- C. HOSTAGE VIOLENCE,
- D. SLUMPERS*

NOTE: ANYTIME FIRE/EMS PERSONNEL ARE ENDANGERED LAW ENFORCEMENT SHOULD BE REQUESTED

*SLUMPER calls require both a police and fire/EMS response but normally do not fit into the definition of an **Unsecured Scene/Area**, and may not require a Code response from the fire responder.

4.23 COMMUNICATIONS FOR UNIFIED COMMAND

All joint police/fire SAR/DIVE operations should consider unified command to facilitate coordinated efforts. Other major joint police/fire operations shall utilize unified command when determined by the incident commander.

4.23.1 Unless otherwise indicated, 'SNO OPS' talkgroups shall be designated as the 'interoperability' operations talkgroup/s for unified command purposes. The SNO911 Supervisor will be notified by the incident commander, and will advise the responding agencies which 'common' talkgroup is available. Once dispatched, the responding police and fire commanders shall monitor the designated 'SNO OPS' talkgroup. All other units should refrain from using the unified talkgroup until assigned to incident operations. Non-incident critical communications shall take place on agency primary talkgroups or by other means to avoid interference with unified command operations. Once on-scene, police and fire commanders shall establish a physical joint command post.

4.23.2 If resources are already deployed at an incident location when it is determined that unified command shall be established, and it is not feasible for the deployed resources to switch to a 'common' talkgroup, SNO911 will, upon request of the Unified Command, establish a 'PATCH' between the appropriate Police and Fire talkgroups. This will be done without question or hesitation to ensure responder safety. A patch between talkgroups shall only be done at the request of the Incident Commander.

4.24 CAD Alerts

4.24.1 The CAD Alert file contains entries to assist the Dispatcher in providing useful information to field units. All 'warning' entries are considered potential hazard/safety information. CAD Alert entries can be exact address match or within proximity to an incident address. The Dispatcher must determine if the information displayed is relevant to the incident and relayed to all responding field units

4.24.2 Agency personnel may request an entry into Premise Information by submitting the form found in Appendix 6.00.

4.25 Bomb Threats

All reports of bomb threats shall be sent as a law enforcement response and a priority notification (NOTICP) to the fire jurisdiction. The details of the 'NOTICP' incident shall not be broadcast by radio. All priority notices will be paged without a voice dispatch then cleared by the dispatcher. If further information needs to be relayed, the dispatcher shall either call the department authority (Battalion Chief, Duty Chief, etc.) or advise the on duty authority to call dispatch for the information. There shall be no further action after the notification is made unless the jurisdictional authority advises otherwise. An actual explosion, not threat, should have a dual law enforcement and fire department response to the incident.

4.26 Incident Cancellations

At no time will dispatch cancel or call off Fire/EMS responses once the call has been dispatched. The responding jurisdictional authority will be notified of false alarms or supplemental information and will make the final determination if units should continue to the scene, cancel the response, etc.

4.27 Restricted Communications

4.28.1 Complaint Information Disclosure

Citizens requesting that their name not be disseminated or non-published information shall be given to field units via other means i.e. cellular phone, pager, MDC. (Exception: if no other means is available and the units indicate the information is vital, the information shall be given via radio.)

4.28.2 Communicable Diseases

RCW 70.24.105 and WAC 246-100-011 (33) restrict broadcast of sexually transmitted diseases over the radio or MDC terminal.

NOTE: Broadcast of respiratory diseases particularly dangerous to field personnel (including TB, meningitis, Hepatitis A, whooping cough and measles) are not restricted from broadcast by law.

4.28.3 HIPAA (Health Insurance Portability and Accountability Act)

Initial patient health care information that is electronically or verbally transmitted to field responders must be cautiously protected.

NOTE: A patient's name should not be given by radio to first responders unless necessary for patient care.

4.28 Weather Bulletin Broadcasts

The National Weather Service intermittently issues special weather statements or seasonal forecasts for Western Washington, including Seattle, Tacoma, Everett and vicinity. These forecasts relate to hazardous weather conditions including flooding, snow warnings, Red Flag warnings, high winds, ice, etc. When Snohomish County 911 receives a special weather bulletin that forecasts immediate changes in weather status, that information will be sent to all fire agencies using the 'all broadcast' via CAD.

4.29 Dispatcher Contacts

4.29.1 Telephone calls to dispatchers are limited to supervisory personnel only. Non-supervisory personnel requiring telephone contact with a dispatcher will provide a telephone number via radio to the dispatcher. The dispatcher will telephone the field unit as time allows.

4.29.2 Dispatchers will not be available to make non-incident related telephone contacts for field units.

4.29.3 If phone rings 3 times, hang up and try later.

4.30 Radio Tests

4.30.1 Snohomish County 911 shall not conduct regular radio, pager or station alerting tests.

4.30.2 When any agency is conducting radio, pager, station alerting, or announcements, they shall comply with sections 3.4 and 5.6.

4.31 Individual Radio Identification

Addresses radio call signs for the use of portable radios by each member of a company, crew or team having an assigned radio. (Reference Snohomish County Chiefs' Association Document 20-04-XX)

4.31.1 Driver - The driver shall be the individual assigned to drive and operate the apparatus. This is often referred to as the engineer, pump operator, ladder operator, or apparatus operator. The word Driver shall be the descriptor and verbiage used for radio communication to identify this position.

4.31.2 Officer – The individual assigned as the officer in charge of the particular piece of apparatus and its personnel assigned to the apparatus, often referred to as the company officer or engine boss. The radio identification of this individual is accomplished by using the radio designation of the apparatus. No other identifier shall be needed.

4.31.3 Crew member – Other crew positions on the apparatus are commonly identified by position names such as hydrantman, nozzleman, pipeman etc. However for the purposes of radio communications these positions shall be assigned a number preceded by the word "Mike" This identification shall be preceded by the apparatus identifier.

Example:

A nozzleman on Engine five shall be verbally identified as:
"Engine Five Mike One"

4.31.4 Most communications with apparatus shall be directed at the company officer thereby utilizing the apparatus identifier. The use of other identifiers shall be used when a specific position or member of the crew is needed in the communication. Each crew member is responsible for knowing and using his/her call identification.

4.32 Alpha Paging

The SNO911 Wireless Alpha Numeric Paging system is a separate VHF high speed text messaging/alerting system that is independent of the 800 MHz radio. The SNO911 CAD system has been intergraded with the paging system to automatically send CAD text to pagers worn by users in the field. Paging may be done from any CAD terminal or MDC. non-incident

4.32.1 Group Pages

A group page contains multiple entities for the purpose of paging multiple devices at the same time. For example the group 'ALLFIR' is made up of all the SNO911 fire departments.

Current group pages include the following:

SNO ALLFIR	ALL SNO911 FIRE DEPARTMENTS
SNO Fire TAC 1	EVERETT FIRE & COUNTY AIRPORT FIRE
SNO Fire TAC 2	ALL DEPARTMENTS ASSIGNED TO SOUTH COUNTY RADIO
SNO Fire TAC 3	ALL DEPARTMENTS ASSIGNED TO NORTH & EAST COUNTY RADIO
ZONE9	ALL DEPARTMENTS WITHIN ZONE 9
ZONE10	ALL DEPARTMETNS WITHIN ZONE10
ZONE11	ALL DEPARTMENTS WITHIN ZONE 11
ZONE12	ALL DEPARTMENTS WITHIN ZONE 12

4.32.2 Paging Supplemental Incident Information

Supplemental information relating to an incident should only be paged by the dispatcher under the following guidelines:

1. Responder safety information is received that was not included in the initial page of an incident and contact has not yet been made with a responder by radio. (The dispatcher should always first check to see if contact can be made by radio.)
2. A request is made by the Incident Commander to have information paged.

4.32.3 Field Requests to Dispatch for Paging

Not all fire agencies have set up their department paging the same. Fire agencies are responsible for knowing which 'entities' can be paged when making requests to dispatch. For example a department should not ask for an individual station to be paged if their department has not been set up to so. If a request is made using an 'entity' that cannot be paged the dispatch shall send a department wide page (XXPAGE) with the specific information in the page text.

4.32.4 Administrative Paging

All administrative (non-incident related) pages should be sent from a fire station terminal or MDC. SNO911 dispatchers should not be asked to send these pages unless a station terminal or MDC is not available.

4.32.5 Back-up Paging

In the event that the SNO911 CAD system is out of service, the dispatcher has the ability to use back-up paging (PageGate) that is independent of the CAD system for dispatching of incidents. The back-up paging only sends out department wide pages with free form text entries. When SNO911 is using back-up paging, each department shall be responsible for determining which apparatus needs to respond.

5.0 APPENDIX

5.1 Other Codes

5.1.1 By reference only the following codes are used by Snohomish County 911 law enforcement agencies:

CODE 1 This is a non-emergency response to be used in a situation where an officer's safety would be enhanced by the presence of a second unit.

- Routine air traffic with dispatcher discretion.
- Non-emergency response from second officer, proceed without delay.
- Second unit must make a least visual contact with the requesting officer.

CODE 2 This is an emergency situation response by available units. **Officer to define amount of help needed.**

CODE 3 **This is to be used in a HELP-THE-OFFICER situation.** It is a situation where the requesting officer is in a life-threatening situation. This is an emergency response by all available units regardless of jurisdictional boundaries unless otherwise directed. A **Code Blue** request from a fire agency shall be treated as a **Code 3** response.

CODE 4 To be used when **NO ADDITIONAL UNIT(S) NEEDED** and/or situation is under control. When the CODE 4 is given, all units not at the scene will clear from the incident unless otherwise directed.

BRAVO BOMB RELATED INCIDENTS

WSP Washington State Patrol utilizes the verbiage "WSP" to initiate a 'Help the Officer' response. Agencies should avoid using this term when requesting or referring to the Washington State Patrol. "State Patrol" should be used.

5.1.2 Washington State Hospital Association Emergency Codes

CODE RED – Fire

CODE BLUE - Heart or Respiration Stopping

CODE ORANGE – Hazardous Material Spill or Release

CODE GRAY – Combative Person

CODE SILVER – Person with Weapon/Hostage Situation

AMBER ALERT – Infant and Child Abduction

EXTERNAL TRIAGE – External Disaster

INTERNAL TRIAGE – Internal Emergency

RAPID RESPONSE TEAM – Rapid Response Team

"CODE (NAME)" CLEAR – To Clear a Code

5.2 Initial Radio Report

Examples:

Building/Area Description	Size Height Occupancy Type
Describe the Problem	Smoke/Fire Conditions Location
Initial I.A.P.	Tasks Location Objectives
Declaration of the strategy	Offensive Defensive
Resource Determination	
Assume/Name Command	
Additional: Follow up Reports – 360's	Result of 360 #of Stories in rear Basement/Type Problem-if different Any Change to I.A.P Any Immediate Life Safety Other hazards
Accountability Locations	Alpha, Bravo, Charlie, Delta
Any other Immediate Safety Concerns	Electrical drop, pool, etc.
Traffic Accidents	1 car roll-over, off the road / 2 Car High-Speed Head-On, Blocking, Checking for Injuries/Put Airlift on Standby/Laying A Pre-Cautious Pre-Connect Etc.

5.3 Phonetic Alphabets

LAW ENFORCEMENT

A	ADAM
B	BOY
C	CHARLES
D	DAVID
E	EDWARD
F	FRANK
G	GEORGE
H	HENRY
I	IDA
J	JOHN
K	KING
L	LINCOLN
M	MARY
N	NORA
O	OCEAN
P	PAUL
Q	QUEEN
R	ROBERT
S	SAM
T	TOM
U	UNION
V	VICTOR
W	WILLIAM
X	X-RAY
Y	YOUNG
Z	ZEBRA

MILITARY ALPHABET

A	ALPHA
B	BRAVO
C	CHARLIE
D	DELTA
E	ECHO
F	FOXTROT
G	GOLF
H	HOTEL
I	INDIA
J	JULIET
K	KILO
L	LIMA
M	MIKE
N	NOVEMBER
O	OSCAR
P	PAPA
Q	QUEBEC
R	ROMEO
S	SIERRA
T	TANGO
U	UNIFORM
V	VICTOR
W	WHISKEY
X	X-RAY
Y	YANKEE
Z	ZULU

5.4 Time Conversion Chart

12:00 Midnight	=	0000 HRS
12:01 AM	=	0001 HRS
1:00 AM	=	0100 HRS
2:00 AM	=	0200 HRS
3:00 AM	=	0300 HRS
4:00 AM	=	0400 HRS
5:00 AM	=	0500 HRS
6:00 AM	=	0600 HRS
7:00 AM	=	0700 HRS
8:00 AM	=	0800 HRS
9:00 AM	=	0900 HRS
10:00 AM	=	1000 HRS
11:00 AM	=	1100 HRS
12:00 Noon	=	1200 HRS
1:00 PM	=	1300 HRS
2:00 PM	=	1400 HRS
3:00 PM	=	1500 HRS
4:00 PM	=	1600 HRS
5:00 PM	=	1700 HRS
6:00 PM	=	1800 HRS
7:00 PM	=	1900 HRS
8:00 PM	=	2000 HRS
9:00 PM	=	2100 HRS
10:00 PM	=	2200 HRS
11:00 PM	=	2300 HRS

5.5 CAD Incident Type Code/Priority List

AID CALL	AID	7F
AID CALL (ENTERED BY POLICE DISPATCH)	AIDP	3F
AIRCRAFT CRASH LIGHT PLANE	AIR	1F
AIRCRAFT CRASH COMMERCIAL PLANE	AIRC	1F
AIRCRAFT STANDBY	AIRS	4F
BACK COUNTRY TRAIL RESCUE	BCTRAIL	3F
BLS RESPONSE – PRIORITY	BLS1	4F
BLS RESPONSE – NON-PRIORITY	BLS2	4F
BLS RESPONSE – NON-EMERGENCY	BLS3	5F
COMMUNITY ASSISTANCE, REFERRAL, AND EDUCATION	CARE	7F
CARBON MONOXIDE ALARM	COA	4F
CARBON MONOXIDE MEDICAL RESPONSE	COAM	3F
COMMUNITY RESOURCE PARAMEDIC	CRP	7F
FIRE CALL*	FIRE	7F
FIRE ALARM – COMMERCIAL	FAC	4F
FIRE ALARM – RESIDENTIAL	FAR	4F
FIRE ALARM – SPRINKLER WATERFLOW	FAS	4F
FIRE BRUSH, GRASS OR WILDLAND FIRE	FB	3F
FIRE COMMERCIAL	FC	2F
FIRE COMMERCIAL CONFIRMED	FCC	1F
FIRE FERRY BOAT	FFB	1F
FIRE INVESTIGATION	FI	4F
FIRE RESIDENTIAL	FR	2F
FIRE RESIDENTIAL CONFIRMED	FRC	1F
FIRE SINGLE ENGINE RESPONSE	FS	3F
FIRE SINGLE ENGINE NON-CODE RESPONSE	FSN	6F
FIRE TYPE UNKNOWN	FTU	3F
FIRE WILDLAND URBAN INTERFACE	FWI	1F
GAS LEAK INSIDE STRUCTURE	GLI	3F
GAS LEAK OUTSIDE STRUCTURE	GLO	3F
HAZMAT RESPONSE	HZ	3F
MASS CASUALTY INCIDENT	MCI	1F
MEDIC RESPONSE – EMERGENT	MED1	3F
MEDIC RESPONSE – PRIORITY	MED2	3F
MEDIC RESPONSE – NON-PRIORITY	MED3	4F
MEDIC UPGRADED RESPONSE	MEDX	1F
MOTOR VEHICLE COLLISION	MVC	4F
MOTOR VEHICLE COLLISION ENTRAPMENT	MVCE	1F
MOTOR VEHICLE COLLISION FIRE	MVCF	1F
MOTOR VEHICLE COLLISION MEDIC	MVCM	1F
MOTOR VEHICLE COLLISION NON-CODE	MVCN	5F
MOTOR VEHICLE COLLISION PEDESTRIAN/BIKE MEDIC	MVCP	1F
MOVE UP	MU	7F
MUTUAL AID ALS	MAA	3F
MUTUAL AID BLS	MAB	3F
MUTUAL AID FIRE	MAF	4F
MUTUAL AID HAZMAT	MAH	4F
MUTUAL AID RESCUE	MAR	2F
NOTICE NON-PRIORITY	NOTICE	7F
NOTICE PRIORITY	NOTICEP	2F
NURSE LINE REFERRAL	NURSE	6F
SERVICE CALL RESPONSE	SC	6F
STRIKE TEAM OR TASK FORCE REQUEST	STRIKE	2F
TECHNICAL RESCUE CONFINED SPACE	RESCS	2F
TECHNICAL RESCUE HIGH/LOW ANGLE	RESA	2F
TECHNICAL RESCUE STRUCTURE	RESST	2F

TECHNICAL RESCUE TRENCH	RESTR	2F
TECHNICAL RESCUE WATER-RIVER/SWIFT WATER	RESSW	1F
TECHNICAL RESCUE WATER-SURFACE WATER	RESWA	1F

*Used for call entry by non-certified call takers only when there are no certified call takers available. The Fire dispatcher is responsible for modifying the incident to the appropriate type code based on the text entry prior to dispatch of the call.

5.6 Fire/Medical Event Type Code Definitions

Responders may upgrade or downgrade responses at the discretion of their agency's policies.

AID CALL AID/AIDP

Used for processing all medical calls taken **by non-EMD certified call takers and certified call takers without direct access to the Snohomish County EMD Guidelines due to extraordinary circumstances when certified dispatch personnel are not available.** May also be utilized by police dispatchers requesting an EMS response for law enforcement units in the field.

AIRCRAFT CRASH LIGHT PLANEAIR

A crash or reported crash of a single engine aircraft (i.e. Cessna, Beechcraft, Piper) or a rotary wing aircraft (i.e. Huey, Bell) – if the aircraft has crashed into a structure or onto a roadway involving an unknown quantity of vehicles upgrade to a FC response. If in doubt as to the size of the aircraft send an AIRC response.

AIRCRAFT CRASH COMMERCIAL PLANEAIRC

A crash or reported crash of a multi-engine aircraft (i.e. Boeing, Airbus, Lockheed, or any Military type aircraft whether carrying ordinance or not). Note: If the aircraft has crashed into a structure or onto a roadway involving an unknown quantity of vehicles upgrade to a FC response. It is recommended that all agencies establish 4 alarm levels for this incident type code. If in doubt as to the size of the aircraft send an AIRC response.

AIRCRAFT STANDBY.....AIRS

A request to standby for an aircraft that may be experiencing a potential in-flight emergency.

BACK COUNTRY TRAIL RESCUE BCTRAIL

Emergencies involving injured or non-injured subjects in need of rescue from a backcountry/wilderness trail that present access issues and/or delays. Such incidents will first be processed according to the appropriate aid or rescue type code and only balanced to BCTRAIL when requested by a unit or incident command.

BLS RESPONSE – PRIORITY.....BLS1

A priority response for Basic Life Support using Snohomish County EMD Guidelines.

BLS RESPONSE – NON-PRIORITYBLS2

A non-priority response for Basic Life Support using Snohomish County EMD Guidelines.

BLS RESPONSE – NON-EMERGENCYBLS3

A non-emergency response for Basic Life Support using Snohomish County EMD Guidelines.

CARBON MONOXIDE ALARM COA

A report of an alarm detecting Carbon Monoxide (CO).

CARBON MONOXIDE ALARM MEDIC COAM

Used for response to a CO alarm where signs of exposure to the occupants have been reported.

FIRE ALARM COMMERCIALFAC

A report from an alarm company, resident, business owner/employee, or third person of an automatic fire alarm activation in a commercial type structure. A commercial structure is defined as any multi-family dwellings (apartment building, condos, buildings housing over three or more families), industrial buildings, hospitals, strip malls, schools or educational facilities, warehouse or storage facilities, public gathering locations (such as night clubs, restaurants, theaters, etc.).

FIRE ALARM RESIDENTIAL FAR

A report from an alarm company, resident, or third person of an automatic fire alarm activation in a single family residence.

FIRE ALARM SPRINKLER/WATERFLOW.....FAS

A report from an alarm company, resident, business owner/employee, or third person of a sprinkler water flow alarm activation in a commercial type structure.

FIRE BRUSHFB

A report of a fire involving any natural ground cover including timber, blackberry vine areas, shrubs, grass or other ground cover materials without immediate threat to any structure. Grass or shrub fires-small in size without immediate potential of rapid spread or exposure hazard should be sent as a Fire Single response.

FIRE CALL..... FIRE

Used for processing any type of fire call taken **by non-certified call takers due to extraordinary circumstances when certified dispatch personnel are not available.** May also be utilized by police dispatchers requesting a fire response for law enforcement units in the field.

FIRE COMMERCIAL RESPONSEFC

Report of a potential fire involving a commercial type structure, including: Multi-family dwellings, (apartment buildings, condos, buildings housing over three or more families), Industrial buildings, Hospitals, Strip malls and shopping malls, Schools or educational facilities, Warehouse or storage facilities Public gathering locations (such as night clubs, restaurants, theaters, etc.), Commercial boat/ship or multiple private watercraft (dock involvement or potential), single private watercraft fire with no dock involvement with potential for exposure to other watercraft or docks, piers or pilings, train involving multiple railroad cars or a single car with cargo Any large building not identified as a single family dwelling or duplex. This category includes conditions of smoke in a structure from unknown source, hot or smoking portions of interior construction, description of light smoke visible from the exterior but no flames.

FIRE COMMERCIAL CONFIRMED RESPONSEFCC

Report of a known fire in a commercial structure as defined in definition of Fire Commercial response. The difference in this type code is that fire has been confirmed by one of the following conditions:

1. Two or more calls on the same commercial structure reporting flames and/or heavy smoke visible.
2. The report of the fire has been reported by a fire or police unit reporting flames and/or heavy smoke conditions.
3. Any fire unit has requested upgrade to confirmed fire commercial response.
4. Any description by the caller of entrapment of an occupied commercial structure on fire.
5. Two or more involved residential structures.
6. In the dispatchers opinion the caller has described a working fire condition in a commercial structure.

FIRE FERRY BOATFFB

A confirmed or reported fire aboard a Washington State Ferry.

FIRE INVESTIGATION FI

Used when an investigation into a cause of a fire is needed.

FIRE RESIDENTIAL RESPONSEFR

Reports of a known or a potential fire involving a single family residence, duplex type dwelling, detached structure (garage) or any type of fire with exposure to the dwelling. Dwellings that are reported as housing three families or more shall be considered as a commercial type response. Multiple involved residential structures shall be dispatched as an FC response.

FIRE RESIDENTIAL CONFIRMED RESPONSE FRC

Report of a known fire in a residential structure as defined in definition of Fire Residential response. The difference in this type code is that fire has been confirmed by one of the following conditions:

1. Two or more calls on the same residential structure reporting flames and/or heavy smoke visible.
2. The report of the fire has been reported by a fire or police unit reporting flames and/or heavy smoke conditions.
3. Any fire unit has requested upgrade to confirmed fire residential response.
4. Any description by the caller of entrapment of an occupied residential structure on fire.
5. In the dispatchers opinion the caller has described a working fire condition in a residential structure.

FIRE SINGLE.....FS

A code response that requires only a single engine that is reported as small in nature and does not have an immediate potential for rapid spread or significant exposure hazard. **If in doubt of the severity, or if subsequent information is received, the incident should be upgraded.** Examples:

- A small single shed or out building with no life hazard or exposure hazard
- Any structure that was on fire reported as out. 1st party caller only. Including: Mattress and overstuffed furniture fires reported as out still inside a structure
- Appliances-burned food in oven, overheated frying pan, clothes smoking or burning in clothes dryer with no flames extending outside appliance
- Electrical problems-no flames or excessive smoke and/or heat
- Vehicle fires-in open area with no exposure hazard
- Single railroad car-empty, minor in nature with no exposure
- Grass or shrub fires-small in size without immediate potential of rapid spread or exposure hazard
- Collection boxes, dumpsters, mailboxes with no exposure hazard
- Chimney fires-walls are not hot and no extension inside the residence
- Small spills (5 gal or less) of a flammable liquid (gasoline, diesel, oils, fuels etc.) outside a residence or business

FIRE SINGLE NON-CODE.....FSN

A non-code response that requires only a single engine. This differs from a service call in that the unit may not be diverted to a more serious call or held for a jurisdictional unit. This call type does not have the time critical factor such as a fire in progress or an injury that would require a code response. **If in doubt of the severity, or if subsequent information is received, the incident should be upgraded.** Examples:

- A person or persons stuck in an elevator with no immediate danger
- Fires reported as out and not inside a structure such as vehicle fire reported as out or a mattress outside the structure reported as out
- Smoldering beauty bark small in size without flames, rapid spread or exposure hazard
- Known or suspected hazardous materials with no spill, leaks, releases or any criteria that would require a hazardous materials response

FIRE TYPE UNKNOWN.....FTU

Any report of a fire where the reporting party cannot determine what is on fire or 2nd or 3rd party reports without identifying information.

FIRE WILDLAND URBAN INTERFACE.....FWI

Used in incidents that involve fast moving wildland fire that has immediate threat or is involving structures. This type code will dispatch both brush type units and structure units as determined by the AHJ.

GAS LEAK INSIDE STRUCTUREGLI

Used when a report of a smell of flammable gas (natural gas, propane or butane) is reported inside of a structure. No fire is visible or known to be occurring. Note: If the gas cannot be identified as a flammable gas, dispatch a HZ response. Odor investigations wherein the caller is sure that no emergency exists should be dispatched as FSN response.

GAS LEAK OUTSIDE STRUCTURE.....GLO

Used for a reported of a smell or leak of a flammable gas (natural gas, propane or butane) outside a structure. Use appropriate fire response for gas that has ignited i.e. residential fire response or commercial fire response if exposure hazard to a structure. Any report involving a tractor-trailer, tractor-tanker, railroad car or other fuel transport vehicle requires a commercial response. Note: If the gas cannot be identified as a flammable gas, dispatch a HZ response. Odor investigations wherein the caller is sure that no emergency exists should be dispatched as FSN response.

HAZMAT (1st Alarm) HZ

Used for response to small quantity spills of known or possible hazardous substances. No reaction or immediate threat to persons, property or the environment. Use this type code for the smell of an unidentified gas or known gas (not natural or propane i.e. ammonia, chlorine) inside a structure or any liquid gas spill more than 5 gallons outside (gasoline, diesel, oils, etc.), or any amount inside.

(2nd Alarm)

Used for responses that have potential or known threat to persons, property or the environment. Usually shall dispatch HAZMAT unit(s) from within zone only.

(3rd Alarm)

A hazardous materials response that includes all county available hazardous materials units from each zone. Usually incident commander initiated. The dispatcher may initiate this response only in circumstances that are known to be high risk to persons, property or the environment.

(4th Alarm)

This alarm level shall call all off duty Snohomish County Hazmat Technicians by pager. An incident commander request for all countywide on and off duty HAZMAT personnel to respond to an incident.

MASS CASUALTY INCIDENT MCI

Incident where the number of victims is determined to be beyond the capabilities of the first alarm assigned to the initial type of incident, as a guideline, a reported incident where 5-10 patients are involved.

(2nd Alarm)

Used where 11 to 19 patients are involved. Field units will request a 2nd alarm dispatch when applicable.

(3rd Alarm)

Used where 20 to 29 patients are involved. Field units will balance calls to a 3rd alarm level when applicable.

(4th Alarm)

Used where more than 30 patients are involved. Field units will balance calls to a 4th alarm level when applicable.

MEDIC RESPONSE (ALS) – EMERGENT MED1

Advanced Life Support medical incidents using the Snohomish County EMD Guidelines that may or will require paramedic type skills i.e. drug therapy, intravenous fluid therapy, defibrillation, and airway management.

MEDIC RESPONSE (ALS) – PRIORITY MED2

Advanced Life Support medical incidents using the Snohomish County EMD Guidelines that may or will require paramedic type skills i.e. drug therapy, intravenous fluid therapy, defibrillation, and airway management.

MEDIC RESPONSE (ALS) – NON-PRIORITY MED3

Medical incidents that may or will require advanced life support (ALS) evaluation using the Snohomish County EMD Guidelines.

MEDIC UPGRADED RESPONSE MEDX

Advanced life support paramedic response requiring specific or additional designated resources. Criteria for the upgraded response include: CPR and major trauma.

MOTOR VEHICLE COLLISION – BLS CODE MVC

Traffic Collisions meeting Snohomish County EMD Guidelines for a BLS code response.

MOTOR VEHICLE COLLISION – ENTRAPMENT MVCE

Traffic Collisions with severe injuries requiring specialized extrication equipment. Agencies may consider using alarm levels with this incident type code. A balance to an MCI incident should be considered when patient numbers exceed resources. Field personnel will need to be clear in their request of additional alarms within this type code or changing type code and balancing alarm levels. Other incidents that would use this type code are entrapment due to an automobile or trailer, RV, farm equipment, machinery, etc. that has caused entrapment. Example: A person working under a car and his has fallen on him, a person working with farm equipment and has become entrapped in an excavator etc. These types of entrapments will often require the same personnel and equipment and should be coded to this type.

MOTOR VEHICLE COLLISION-FIRE MVCF

Traffic Collisions where the reporting party advises fire exists. This response also includes a medic level response in addition to other resources sent to a serious traffic collision. Agencies should consider using alarm levels with this incident type code. A balance to an MCI incident should be considered when patient numbers exceed resources. Field personnel will need to be clear in their request of additional alarms within this type code or changing type code and balancing alarm levels.

MOTOR VEHICLE COLLISION-MEDIC MVCM

Severe traffic collision requiring medic skills meeting Snohomish County EMD Guidelines dispatching criteria. Agencies should consider using alarm levels with this incident type code. A balance to an MCI incident should be considered when patient numbers exceed resources. Field personnel will need to be clear in their request of additional alarms within this type code or changing type code and balancing alarm levels.

MOTOR VEHICLE COLLISION – BLS NON-CODE MVCN

Traffic Collisions meeting Snohomish County EMD Guidelines for a BLS non-code response.

MOTOR VEHICLE COLLISION-PEDESTRIAN/BICYCLE MVCP

Traffic Collisions with severe injury involving pedestrian or bicycle with no entrapment requiring specific or additional designated resources.

MOVE-UP MU

Move-up request for station coverage to another fire jurisdiction. (Incidents should not be created for inter-department move-ups.) See 4.17 Mutual Aid for Station Move-ups

MUTUAL AID ALS..... MAA

A request from an agency for a paramedic or ALS response. Usually outside the dispatch agency or across dispatch control units. (Advance Life Support)

MUTUAL AID BLS.....MAB

A request from an agency for a BLS response. (Basic Life Support)

MUTUAL AID FIRE MAF

A request from an agency for a fire type apparatus. Usually used outside the dispatch agency or across dispatch control units.

MUTUAL AID HAZMAT MAH

A request from an agency for a HAZMAT response. Usually used outside the dispatch agency or across dispatch control units.

MUTUAL AID RESCUE MAR

A request from an agency for a rescue response. Usually used outside the dispatch agency or across dispatch control units.

NOTICE NON PRIORITY INFORMATION TO THE DEPARTMENT NOTICE

The purpose is to relay information to fire department officials regarding non-routine events or situations that occur with little or no forewarning, which do not require an immediate fire department response. Sensitive information shall not be broadcasted over the radio; a request should be included in the page to have the specific unit (supervisory person) call dispatch to receive the information. All non-priority notices will be paged without a voice dispatch then cleared by the dispatcher.

Examples include:

- Emergency road closures that may affect fire department response routes.
- Water main breaks within a fire department's jurisdiction
- Inoperative fire hydrants
- Notifications of confined space entries

A NOTICE incident should **not** be created for the following:

- Routine advisements from public works or utilities regarding street closures
- Reports from alarm companies advising of fire alarms off line or out of service.
- Trench work or other construction activity not affecting traffic flows

NOTICE PRIORITY INFORMATION TO THE DEPARTMENT..... NOTICEP

A notification to the fire department of a situation that is potentially serious in nature but does not require an immediate fire department response. Sensitive information shall not be broadcasted over the radio; a request should be included in the page to have the specific unit (supervisory person) call dispatch to receive the information. All priority notices will be paged without a voice dispatch then cleared by the dispatcher.

Examples:

- Search and Rescue incidents that do not require an immediate response.
- Predicted or sudden occurrence of weather events such as red flag warnings, sudden high wind warnings or flood warnings.
- Predicted dam failures.
- Bomb threats where the fire department has not yet been requested to respond.
- Civil unrest or terrorism that is occurring or expected to occur.
- School lockdowns

NOTE: Incidents on backcountry/wilderness trails with injured persons/medical emergencies with a known location should be dispatched to the Fire/EMS jurisdiction with the appropriate EMS call type.

NURSE LINE REFERRAL.....NURSE

Non-emergent, low acuity medical incidents transferred to a Nurse Line that meets the Telephone Referral Program (TRP) criteria on the Snohomish County EMD Guidelines. This incident type is used for tracking purposes only and not programmed in CAD for a field unit response.

SERVICE CALLSC

Non-emergency requests for service that require fire department assistance that do not have any potential for medical, rescue, fire or hazmat. If in any doubt the call should be upgraded to a higher level of response. Examples:

- Illegal burning complaints without immediate potential of spreading or exposure.
- Water problems causing damage inside a structure.
- Odor investigations wherein the caller is sure that no emergency exists.
- Law Enforcement requests for non-emergency assistance, such as laddering a building.
- Any request for fire department assistance not covered under normal guidelines should be relayed to the jurisdictional Battalion Chief or Duty Officer for determination of response.
- Electrical wires down with or without fire involvement and wires of unknown types that could be a hazard to the public.

All service responses shall be comprised of jurisdictional units only, if a jurisdictional unit is not available the 'Service' call shall be held until a unit becomes available. The Jurisdictional Battalion Chief or Duty Officer shall be advised of all holding calls.

NOTE: The following Technical Rescue codes may involve the Snohomish County Technical Rescue resources. Each jurisdiction shall determine the first level of response by using the Alarm levels. The 1st Alarm level shall indicate the initial response if the jurisdiction chooses to have a response level pre activation of county team resources. If a jurisdiction chooses they may bypass the first alarm and request a Tech Response, which will dispatch the available technical resources within the zone. The 3rd alarm level shall request a County Technical Rescue team response, which shall send all Technical Resources from all three county zones. The 4th alarm level shall send all on duty and off duty technical rescue personnel from all three zones of the county.

TECHNICAL RESCUE-CONFINED SPACE.....RESCS

A rescue involving a person(s) who have entered a space that is large enough to get into but has limited or restricted means of escape. Examples: Storage tanks, silos, ventilation and exhaust ducts, storm drains, sewers, furnaces, boilers, storage compartments and crawl spaces.

TECHNICAL RESCUE-HIGH/LOW ANGLE.....RESA

Rescues requiring life lines and rescue hardware for persons trapped in high angle (40 to 90 degrees) situations which do not offer safe and reasonable foot-hold and low angle (0 to 40) situations which offer good foothold but require the same rescue equipment.

TECHNICAL RESCUE-STRUCTURERESST

All reports of structural collapse. Examples of structural collapse would include person(s) trapped after a collapse of a residential or commercial buildings, fallen construction of a building, bridge collapse and scaffolding failure of a stadium.

TECHNICAL RESCUE-TRENCHRESTR

A rescue that involves a person(s) who is trapped in a narrow excavation below the ground surface. In general, the depth is greater than the width, but the width is not greater than 15 ft. i.e. trenches dug by utility companies for electrical, water and gas services.

TECHNICAL RESCUE-WATER- RIVER/SWIFTRESSW

Emergencies involving victims who are unable to get to safety while **in** swift water. Examples: River, stream, rain swollen drainage ditches, any fast moving water. May also require response from Search and Rescue and/or the Dive Team.

TECHNICAL RESCUE-WATER-SURFACE.....RESWA
Emergencies involving victims who are unable to get to safety while **in** the water or **on** a frozen body of water. Examples: Boating, rafting, swimming, skating accidents. Not used for accidents in swimming pools or small backyard ponds. May also require response from Search and Rescue and/or the Dive Team.

Strike Team/Task Force CAD type codes are listed in Section 5.7.4

5.7 Fire/EMS Resource Plan-Strike Team/Task Force Responses

5.7.1 Purpose

The primary purpose of the Snohomish County Fire/EMS Resource Plan is to provide rapid access and deployment of pre-arranged quantities of emergency service resources. Strike teams and task forces in the Snohomish County Fire/EMS Resource Plan are pre-defined emergency apparatus resource groups that can be requested that can be requested for incidents which require resources beyond normal mutual aid exchanges.

5.7.2 Strike Team or Task Force Response Requests

An Incident Commander for any major emergency incident or multiple incidents in need of a large volume of fire/EMS resources may request from SNO911 one or more strike teams or task forces. Incident Commanders must be specific as to what TYPE of strike team or task force they require.

A. Immediate Need Request

Unless otherwise indicated, all strike team and task force responses are an immediate need. Units assigned to the requested team shall respond independently to the requested location. All units assigned will contact dispatch as normal advising they're responding, on scene and in service times.

5.7.3 Dispatch Responsibility

5.7.3.1 Upon receiving a request for strike teams or task forces, on duty fire dispatchers shall process the request by creating a CAD incident using the STRIKE CAD type code at the location of the response. The call narrative shall include the reason for the request and any instructions from the incident commander who made the request. The appropriate strike team or task force response group will be dispatched on the STRIKE call.

5.7.3.2 Any response that requires resources from an agency not dispatched by Snohomish County 911 will be notified for the response and all required information provided by the Incident Commander shall be relayed.

5.7.3.3 After dispatching the appropriate strike team or task force response, SNO911 fire dispatchers should expect a telephone call from the appropriate strike team or task force leader requesting incident instructions, including the type of incident, location and the Talkgroup

being used for the incident. Responding fire agencies or individual responding apparatus SHOULD NOT contact fire dispatchers in regards to the details of the incident.

5.7.3.4 Whenever a STRIKE call is dispatched in CAD a pre-defined group of zone coordinators will be paged. Zone coordinators are designated officers that coordinate resources in the county. Zone coordinators will assess resource levels in their assigned zones and coordinate move-ups as necessary. During large incidents where a significant number of resources are required, zone coordinators may respond to the incident scene to act as a liaison with the scene incident command and/or to the dispatch center to better facilitate resource coordination.

5.7.4 Strike Team/Task Force CAD Type Codes

Strike Team or Task Force Request.....STRIKE

Any request for a strike team or task force for in-county or out-of-county incidents.

5.7.5 Strike Team / Task Force Types

Urban Task Force

- 3 Structural Engines
- 1 Ladder
- 1 BLS Unit
- 1 Command Unit

Rural Task Force

- 3 Structural Engines
- 2 Tenders
- 1 Command Unit

Interface Task Force

- 2 Structural Engines
- 2 Wildland Engines
- 1 Tender
- 1 Command Unit

Wildland Task Force

- 3 Wildland Engines
- 2 Tenders
- 1 Command Unit

EMS Task Force

- 1 ALS Unit
- 3 BLS Units
- 1 Automobile Rescue Unit
- 1 Command Unit

Engine Strike Team

- 5 Engines
- 1 Command Unit

Tender Strike Team

- 5 Tenders
- 1 Command Unit

Wildland Strike Team

- 5 Wildland Engines
- 1 Command Unit

BLS Strike Team

- 5 BLS Units
- 1 Command Unit

ALS Strike Team

- 5 ALS Units
- 1 Command Unit

5.8 Fire Special Operations

Technical Rescue and Hazmat Responses are considered 'Special Operations' within the Fire Service. These responses require personnel that have completed specialized training and require apparatus equipped with specific resources needed for the response.

5.8.1 Hazmat Responses

Hazmat responses include reports of hazardous materials, including flammable solids, radioactive material, corrosives, oxidizers & organic peroxides, poisons, poison gases & etiologic agents and other materials deemed to be an immediate threat to persons, property or the environment. The following criteria are used to determine the initial level of response and incident type:

The following are the **initial type codes for hazmat responses**:

- **Fire Single Non Code**

CAD Type Code: **FSN** – (Department Specific Response)

Criteria Response to calls from citizens regarding known or suspected hazardous material with no spills, leaks, releases or any criteria that would require a hazardous materials response.

- **Hazmat-1ST Alarm**

CAD Type Code: **HZ** – (Department Specific Response)

Criteria:

- Reports of possible or confirmed small spills or releases of a suspected or known hazardous substance.
- Hydrocarbon spills inside (any quantity) or spills of more than five gallons outside of a structure.
- No current indication of injuries or effect on human or animal life is observed.
- No reported formation of a plume or chemical reaction.
- Small quantity of a hazardous or believed to be hazardous substance which may be endangering any waterway or drainage system.

- **2nd Alarm**

CAD Upgrade — (Single HAZMAT Unit & Decon Unit)

Includes HZ 1st Alarm Resources

Criteria:

- Fire Department requests for technical assistance for hazardous materials. (Includes requests for phone calls-page recommended unit and advise to call IC.)
- Reports of alarms involving hazardous materials where the situation is unknown. (Examples: ammonia alarm, chlorine alarm)
- Any report that a significant amount of a hazardous substance or believed to be hazardous that has been released and is endangering or threatening any waterway or drainage system.
- Minor effects on human life. (Meets BLS criteria)

- E. Law Enforcement requests for fire department response for technical assistance with hazardous drug labs. (Includes requests for phone calls-page recommended unit and advise to call IC.)
*IF NOT SURE IF HZ 2nd or 3rd ALARM-SEND 2nd ALARM FIRST

- **3rd Alarm**

CAD Upgrade — (All County Hazmat Units)

Includes HZ 1st & 2nd Alarm Resources

Criteria:

- A. Leaks, spills or releases that are known to be hazardous and have a potential for risk to life and health.
- B. Any known serious or life threatening injury or effect on human or animal life. (Meets ALS criteria) (Examples such as but not limited to uncontrolled vomiting, multiple victims, loss of consciousness, multiple deaths due to chemical exposure, irritation of skin or respiratory system due to chemical contact from leak or release.)
- C. Any formation of a plume, cloud or unusual reaction by a chemical known to be hazardous.
- D. All railroad derailments involving hazardous materials.

*IF NOT SURE IF HZ 2nd or 3rd ALARM-SEND 2nd ALARM FIRST

- **4th Alarm**

CAD Upgrade — (Off Duty Tech Response)

Includes Hazmat 1st, 2nd, & 3rd Alarm Resources

Incident Commander Initiated Only

Criteria:

- Requests for additional Off Duty Hazmat Personnel to respond to an incident. The dispatcher shall balance the call to 4th alarm where a ghost unit shall be recommended (HZPG4) this single unit shall be dispatched. It shall be the responsibility of the incident command post to send a message via MyStateUSA to all off duty Hazmat Technicians giving them instructions for their response.

5.8.2 Hazmat Page Outs

Second alarm dispatches and greater shall recommend a ghost unit. This unit will send page to all hazmat team pagers and programmed phones for text messages. The ghost unit will match the alarm level of the response - HAZPG2, HAZPG3, or HAZPG4. Subsequent information can be sent using the ghost unit as a separate page to all hazmat team receivers.

5.8.3 Cancellation of Hazmat Response

If a page has been sent for **any** hazmat response and information is received for a cancellation, **a separate cancellation page** must be sent. The following information must be provided:

1. Hazmat Units to cancel response
2. Street Address
3. Incident number

5.8.4 Hazmat Units and Countywide Team

Snohomish County has three hazardous material units and one decontamination unit. Each fire resource zone has at least one hazardous material unit. The closest Hazardous materials response unit should be the recommended hazmat unit for all HZ 2nd Alarms. All units have agreed to participate in the County Hazardous Materials organization, making one

countywide response team. The following is a list of hazmat resources listed by their zone:

Zone 9 – Decon 12

Zone 11 – Hazmat 71

Zone 12 – Hazmat 1, Hazmat 61

The location of the incident and CAD type of incident should determine which unit(s) would respond. It shall be each fire department/district's responsibility to determine the units that are programmed into the CAD system for each hazmat type code for a response. Normally a HZ 2nd Alarm response will include one hazmat unit and one decon unit for a location. A HZ 3rd Alarm response should include all units within the county as listed above. A HZ 4th Alarm is for all available off duty team members, only at the request of an incident commander.

5.8.5 Hydrocarbon Responses - Flammable Liquids and Gases

Responses to hydrocarbons (flammable liquids-gasoline, diesel, oils, fuels etc. and flammable gases-propane, butane, natural gas, etc.) odors, leaks or ruptures will be dispatched as follows:

Odor of flammable gas (natural gas, propane, butane) inside of a structure.

CAD Type Code: **GLI – Gas Leak Inside Structure**

Odor of flammable gas (natural gas, propane, butane) outside of a structure.

CAD Type Code **GLO – Gas Leak Outside Structure**

Any liquid hydrocarbon spill **5 gallons or less** (gasoline, diesel, oils, etc.), **outside**-standard single alarm response.

CAD Type Code: **FS – Fire Single**

Any liquid hydrocarbon (gasoline, diesel, oils, etc.), spill inside a structure or more than 5 gallons outside a structure.

CAD Type Code: **HZ – Hazmat**

5.8.6 MULTIPLE PATIENTS

Hazmat and hydrocarbon incidents may include multiple patients. In this case the incident shall be type coded by the **hazmat or hydrocarbon type as described for initial dispatch**. Once the agencies units responds it is likely that the incident type will be changed and balanced at least once and possibly numerous times to dispatch different alarm levels for multi incident event.

Example:

- Call comes in as hazmat with possibly 6 injured victims.
- Call is dispatched as a HZ 2nd Alarm
- B1 responds with units dispatched and is given short report.
- B1 requests change call type to MCI and dispatch first alarm units
- First unit arrives and establishes command and requests balance to third alarm HZ

- After further size up it is learned that there are 25 possible victims and it is requested to balance call to third alarm MCI.

5.8.7 Department of Emergency Management Notifications

For all Snohomish County 911 fire agencies, notification of calls to any Emergency Management agency will be made at the request of the Incident Commander.

If a **response is requested**, the following information will be relayed to the Emergency Management Agency:

1. Request for response
2. Address of the Incident
3. Type of Incident
4. Incident Commander and phone number for contact.

Notifications will be made during business hours by calling the requested Emergency Management agency. After hours the supervisor will make notification by using the 'on call' list provided by the requested Emergency management agency.

The same procedures as outlined for DEM will be followed for notifications for other city Emergency Management agencies (City of Everett).

5.8.8 Technical Rescue Responses

Technical rescues encompass rescue situations where special response teams may be needed. If the dispatcher receives information that meets the criteria for one of the following special rescues the appropriate initial type code should be assigned. The dispatcher should always provide the responders with any specific information known about the situation or type of entrapment to determine if an upgraded response or additional resources are needed. These types of rescues include:

- Low to high angle rope rescues than involve situations such as a person stuck on a water tower, the exterior of a building, mountainside, falls over steep embankments, etc.
- Confined space rescue where a person(s) is in need of help from within an area that is not normally occupied such as vaults, grain storage facilities, tanks, and other such areas.
- Trench Rescue is where an individual is trapped or injured below ground level where unstable earth is trapping the victim or has the potential for trapping the victim. The most common is a construction site where a trench had been dug and person(s) were injured or trapped by the collapsing unreinforced dirt of the trench.
- Structural collapse involves any building that has collapsed or had any portion of the building that has collapsed.
- Water Rescue which includes river/swiftwater rescues and surface/frozen water rescue responses.

Each jurisdiction shall indicate a first through fourth alarm level of response in which the department may determine its individual level of response. The varying factor may be some agencies will desire a higher level of response on the first alarm and others may desire a limited response on the first alarm. Agencies that do not desire a limited response will begin their response list with alarm level 2, which is normally the closest specialized unit with a

limited number of rescue technicians. The general order of resources shall be:

1. Department Specific Response (if desired)
2. Specialized Resource Response (Rescue Tech Response--includes closest specialized unit resources)
3. County Resource Response (Rescue Team Response--includes response from several participating agencies throughout the county).
4. All Resource Response (Includes all participating agencies and their off duty personnel)

5.8.9 The following are the **initial type codes for technical rescues:**

- **Technical Rescue High/Low Angle**

CAD Type Code: **RESA**

Definition: Rescues requiring lifelines and rescue hardware for persons trapped in high angle (40 to 90 degrees) situations, which do not offer safe and reasonable, foothold and low angle (0 to 40 degrees) situations which offer good foothold but require the same rescue equipment.

Examples: Person trapped on a water tower, patient(s) located down a steep embankment, window washer stuck on the side of a building, car over the embankment or off the roadway, rescue in rough terrain, full of brush and trees, located a great distance off a roadway.

- **Technical Rescue Confined Space**

CAD Type Code: **RESCS**

Definition: A rescue involving a person(s) who have entered a space that is large enough to get into but has limited or restricted means of escape.

(Incidents of this type will often request Hazmat and Air units to facilitate air monitoring and provide breathable air while rescue is being performed.)

Examples: Storage tanks, silos, ventilation and exhaust ducts, storm drains, pipes, sewers, furnaces, boilers, storage compartments and crawl spaces.

- **Technical Rescue Trench**

CAD Type Code: **RESTR**

Definition: A rescue that involves a person(s) who is trapped in a narrow excavation below the ground surface. In general, the depth is greater than the width.

(Incidents of this type will often request Hazmat and Air units to facilitate air monitoring and provide breathable air while rescue is being performed.)

Examples: Trenches dug by utility companies for electrical, water, sewer and gas services. Collapses of rock quarry walls and any type of earthen wall that may include avalanche type incidents.

- **Technical Rescue Structure Collapse**

CAD Type Code: **RESSC**

Definition: All requests for assistance at a structural collapse with known or unknown person(s) trapped.

(Incidents of this type will often request Hazmat units to facilitate air monitoring.)

Examples: A collapse of residential or commercial buildings, fallen construction of a building, bridge collapse and scaffolding failure of a stadium.

5.8.10 Water Rescues

Water Rescue has varying sub categories that include swift water such as a river, flood rescue, and ice rescue. Each type involves its own specialty. For all reports of emergencies involving rescue situations **on or in a large body of water** (lake, pond, river, sound) the dispatcher will use one of the following type codes as the **initial type code**:

- **Water Rescue (River / Swift Water)**

CAD Type Code: **RESSW**

Definition: Emergency Incidents involving victims who are unable to get to safety while in a RAPIDLY MOVING body of water, most likely a river. Other examples can be swollen creeks or streams, and flood waters that have rapid movement.

Example: Persons stranded on a rock in a swift moving river.

- **Water Rescue (Surface)**

CAD Type Code: **RESWA**

Definition: Emergency incidents involving victims who are unable to get to safety while in the water or on a frozen body of water. May include boating, rafting, swimming, or skating accidents. This type codes does not include SWIFT water (Rapidly moving water) such as a river. **This type code does not include swimming pools or small backyard ponds.**

Example: A subject that has disappeared while swimming at a lake.

5.8.11 Rescue Swimmers

Fire agencies employing swimmers that are trained in an approved Rescue Swimmer program may become a member of this response team. When authorized by their agencies they may respond to assist a requesting agency with water rescue attempts.

Agencies desiring use of rescue swimmers available for response may add the rescue swimmer page (RSPG) in their CAD FRL for an automatic page/request for response or the IC may request that the RSPG be added to any incident for a request for response.

The IC of the incident shall determine the amount of rescue swimmers needed. When sufficient swimmers (no less than two) have reached the scene or when the rescue has been accomplished the IC shall send a text or request dispatch send a text message using the RSPG page indicating no further

response of swimmers is needed. Any rescue swimmers responding but have not arrived are to cancel their response.

5.8.12 Cancellation of Rescue Swimmers

If a page has been sent for **any** rescue swimmer response and information is received for a cancellation, **a separate cancellation page** must be sent. The following information must be provided:

1. Rescue Swimmers to cancel response
2. Street Address
3. Incident number

5.8.13 Technical Rescue Page Outs

Second alarm dispatches and greater shall recommend a ghost unit. This unit will send page to all technical rescue team pagers and programmed phones for text messages. The ghost unit will match the alarm level of the response - TRPG2, TRPG3, or TRPG4. Subsequent information can be sent using the ghost unit as a separate page to all technical rescue team receivers.

5.8.14 Cancellation of Technical Rescue Response

If a page has been sent for **any** technical rescue response and information is received for a cancellation, **a separate cancellation page** must be sent. The following information must be provided:

1. Technical Rescue Units to cancel response
2. Street Address
3. Incident number

5.8.15 Snohomish County Technical Rescue Team by Resource Zone:

Zone 9 – South Snohomish County Regional Fire Authority, Fire District 7 resources and Mukilteo Fire

Zone 11 – Fire District 7 and Fire District 8

Zone 12 – Everett Fire, Marysville Fire, Arlington Fire and Fire District 17

5.8.16 Notification of the SCSO Technical Water Rescue Team

Notification of the SCSO Technical Water Rescue Team Commander is required for the following situations if located with the unincorporated area of Snohomish County:

Water Rescues – Persons in distress **or persons perceived to be in distress** in ponds, lakes, rivers or in Puget Sound. This includes swift water rescue incidents, persons swept away (falling from a raft or tube and traveling downriver.)

Witnessed drowning reports - Complainant advises they have just observed a person drown in a river, lake, or the sound and the victim has not been recovered.

Witnessed vehicles submerged with persons trapped inside. Or vehicle submerged and unknown if occupied.

5.8.17 Multiple Patients

Rescue type calls may include multiple patients. In this case the incident shall be type coded by the rescue type as described for initial dispatch. Once the agencies units responds it is likely that the incident type will be

changed and balanced at least once and possibly numerous times to dispatch different alarm levels for multi incident event.

Example:

Call comes in as collapsed structure with possibly 10 trapped or injured victims.

Call is dispatched as a TRS for structure collapse

B1 responds with units dispatched and is given short report.

B1 requests change call type to MCI and dispatch first alarm units

First unit arrives and establishes command and requests balance to third alarm TRS

After further size up it is learned that there are 25 possible victims and it is requested to balance call to third alarm MCI.

5.8.18 Search and Rescue

The dispatch supervisor shall also be notified for any situation that may require a response for Snohomish County Search and Rescue in addition to a fire department response. Common incidents that require Search and Rescue notification include water rescue situations, or any rescue in rough terrain with limited access from a roadway. An incident will be created and dispatched for the fire jurisdiction and a notification to Search and Rescue should be made at the same time. Fire agencies will be dispatched whether injuries are known or unknown. For notifications of searches where the location of the individual(s) is not known, the fire agency will contact the SCSO SAR Coordinator before responding to communicate their response plan. For Search and Rescue incidents that occur outside fire jurisdictional boundaries or in 'No-Man's Land' the closest fire agency shall be notified of the incident for their decision to respond.

Search and Rescue incidents initiated by the SNO911 supervisor shall be entered for the fire jurisdiction with the most appropriate type code according to injuries and/or rescue information:

- For Search and Rescues (SAR) with a known location, the shift supervisor will process the call through PRO QA in order to obtain the appropriate EMS type code.
- Search incidents with no injuries or an unknown location shall be entered as a 'NOTICEP' incident for the fire jurisdiction. Depending on the location and the details of the incident the fire agency will decide whether or not to respond.
- After the initial call type has been dispatched, the fire department may request a balance to the BCTRAIL type code. The dispatcher will adjust the call type and then view and accept the recommendations. Not all agencies will utilize this call type and it is the responsibility of each agency to ensure they have a response plan configured before requesting a call be changed to BCTRAIL.
- If the incident is outside of fire jurisdictional boundaries, the fire dispatcher will need to 'force' the incident to the dispatch group of the closest agency and use the 'all department page' for notification.

5.9 CAD Fire File Changes/Cross Staffing Units

5.9.1 Purpose

- To ensure coordination between mutual aid districts in order to prevent changes to fire files that could adversely affect the dispatch of these districts.
- To advise dispatch personnel of any upcoming modifications before they occur.
- To effectively administer security levels within the CAD system.

5.9.2 Policy

Any additions, modifications or deletions in the following files must be in writing and submitted to all affected Fire Departments and Snohomish County 911. This documentation shall include:

1. Name and department of person requesting modifications.
2. The specific modification(s).
3. Reason for the requested modification.
4. List of departments notified.
5. Name and personnel # of person actually performing the changes.

Fire Response Lists	(FRL)
Station Orders in Block File	(BLK)
Apparatus Names and Types	(UNIT)
CAD Type Codes	(TYP)
Tone Designators	(PAGER)

Modifications will be made by Snohomish County 911 technical personnel unless the criteria listed below are met by the requesting agency and competency is/has been demonstrated by departmental personnel:

1. Fire department employee has:
 - A. The desire to learn manipulation of the fire files.
 - B. A thorough understanding of the relationships between these files.
 - C. Awareness that any change to these files can negatively affect multiple fire districts and potentially the operations of CAD itself.
- The agency is willing to assume responsibility for ongoing modification.

The individual's security level will be increased only for the time necessary to complete the documented modifications unless a standing agreement has been reached between a group of mutual aid districts for time sensitive modifications.

Disputes pertaining to any of these files shall be brought to the Fire Technical Advisory Committee for resolution. Fire TAC shall have the final authority to make needed CAD file changes.

For CAD file assistance contact the Snohomish County 911 Help Desk (425) 407-3939

5.9.3 Cross Staffing of Units

Cross staffing allows pre-built from the same station to be staffed by a single crew who is capable of staffing only one unit at a time. When one unit in a cross-manned status is dispatched, the associated units are automatically placed in unstaffed status. In order for a unit to be cross staffed or to cancel a cross staffed status the unit cannot be currently assigned to an incident and must be available in quarters. Only units in the same station may be cross staffed.

5.9.4 Policy

Departments/districts that choose to use cross staffing will assume the following increased level of responsibility for cross staffing and canceling cross staffing of their units on the basis not to interfere with routine dispatch operations.

1. Cross staffing and status modifications shall be performed by the department/district silently (MDC or station CAD terminal) whenever possible to minimize radio traffic and dispatcher overload. Radio status changes to dispatch shall be limited to instances when apparatus are away from a CAD terminal and a delay in status change may impact effective dispatch or if station terminals or MDCs are down.
2. If the dispatcher is required to cancel the cross staffing by logging a unit off and then back on in order to place the unit on a call, the department/district will be responsible for restoring the unit to cross staffed status after that unit is back in station.
3. Any department that is not currently using the cross staffing enhancement must notify Snohomish County 911 in writing prior to implementation.

5.10 SCERNS

5.10.1 Unit Type Definitions

It is understood that at a minimum all apparatus and personnel using radio communications in Snohomish County shall have the capability of radio communications on the Snohomish County radio channels/frequencies.

1. **Aid Unit / Ambulance** - A basic life support unit with patient transport capabilities and licensed by the State of Washington. Staffed with a minimum of two personnel one being an Emergency Medical Technician.
2. **Air Unit** - A vehicle or trailer designed to carry self-contained breathing apparatus bottles and/or air compressor for the use of replacing and/or refilling emergency personnel air supplies at the scene of an emergency. This unit will be staffed by a minimum of one trained person.
3. **Airport Response Unit** – A response unit used primarily at airport facilities for quick response to aircraft and/or fuel spills having the capability of providing the application of foam or other extinguishing agents. The amounts of and types of extinguishing agents shall vary depending on the agency and facility needs.
4. **Assistant Chief** - An officer ranking above a battalion chief and below a fire chief with a working knowledge of the Incident Management System as recognized by the State of Washington and described by their department policy.
5. **Battalion Chief** - An Officer in command of multiple companies, ranking above a captain and below an assistant or deputy chief. The officer possesses a working knowledge of the Incident Management System as recognized by the State of Washington and described by their department policy.
6. **Bike** - A non-motorized unit used as designated by a jurisdiction for special events in areas of limited access to provide emergency services.

7. **Boat / Water Craft** - A unit staffed by a minimum of two personnel trained in water rescue. Equipment should include but is not limited to water safety suit, vests, water rescue equipment. This unit may have the capability to fighting fires. To include a marine radio with channel 16 capabilities if the potential of operating on navigable waters exists.
8. **Brush Unit / Mini Pumper** - A vehicle staffed with a minimum of two personnel trained in suppression of Wildland and Structure fires. The apparatus shall include but not be limited to being four wheel drive, water tank, pump, hose, and hand tools for fighting brush and small fires.
9. **Brush Unit / Type 3**— A vehicle staffed with a minimum of two personnel trained in suppression of Wildland fires meeting the requirements outlined as a Type 3 unit.
10. **Captain** - An officer usually in command of a company and /or station, ranking above a lieutenant jurisdiction, and below a Battalion Chief.
11. **Car Unit** - A passenger vehicle that is utilized for administrative business or other department detail.
12. **Chaplain** — A person designated by an agency to serve in the capacity of a crisis manager during emergency incidents.
13. **Command Unit** - A vehicle staffed by an officer that is trained in the Incident Management System, Incident Safety Officer and Hazardous Materials Incident Command. The vehicle needs to carry the equipment necessary to initiate the Incident Management System including; reference materials, portable radio pool and the ability to have radio communications on all Snohomish County radio channels/frequencies.
14. **Command Van** – A vehicle staffed by at least one operator that is familiar with all the operational components of the vehicle. This unit is a mobile command post that has facilities for the coordination of major incidents that include appropriate communication equipment, sufficient space for command staff and facilities to carry out this function for an extended period of time.
15. **Communications Unit** - A vehicle that at a minimum is capable of radio communications on all Snohomish County 911 dispatch frequencies. Is equipped with an amateur (HAM) radio (2 meter, 440 MHz capable) and a cellular phone. Staffed by a minimum of one person trained in the use of the equipment and fire ground radio procedures.
16. **Community Resource Provider (CRP)** – An individual unit assigned to provide non-emergency care and community contact to citizens that may need medical assistance.
17. **Deputy / Division Chief** (Deputy Chief or DC) {DC} [Z] - An officer ranking above a battalion chief and below a fire chief with a working knowledge of the Incident Management System as recognized by the State of Washington and described by their department policy.

18. **Deputy Fire Marshal** - An official who is subordinate to the Fire Marshal and may be delegated the duties for fire prevention, inspection, education and investigation.
19. **Duty Chief** - A chief officer designated by a department that is assigned as on call or available for call within a defined geographical area. This designation is used in agencies that designate chief officers they wish dispatched to certain types or levels of alarms. The duty chief designation may also be used in agencies that do wish to have neighboring agency command units dispatched before their designated duty chief dispatched.
20. **Emergency Management Officer** – Used as a personnel identifier for a supervisor assigned by the agency having jurisdiction that has primary responsibility for Emergency Management Operations. Emergency Management is related to the planning, preparation and operations used at large scale and/or extended events that may include multiple disciplines of public and private agencies.
20. **Engine** - A fire attack vehicle that at a minimum meets NFPA 1901 Chapter 3 Class "A" pumper specifications. Is staffed with a minimum of three personnel trained in the use of the apparatus and its equipment.
21. **Engine** - Meets same description as an Engine, additionally equipped with automobile extrication equipment.
22. **Engine** - Meets same description as an Engine, additionally staffed with at least one paramedic and required ALS equipment needed to respond to any ALS call.
23. **Fire Chief** - The head of an organized paid, combination or volunteer fire department; the person highest in authority.
24. **Fire Investigator** - An official trained and declared competent by their department in the investigation of fire cause and origin.
25. **Fire Marshal (FM)** - An official heading a bureau for the prevention and/or investigation of fires.
26. **Foam Unit** - A vehicle or trailer with a minimum of one person trained in the use and application of firefighting foam and equipment. A vehicle shall carry a minimum of 1500 gallons of water, 150 gallons of foam concentrate and 500 lb. of dry chemical. A trailer shall carry a minimum of 400 gallons of foam concentrate and is not required to have radio communication capabilities.
27. **Hazardous Materials Officer** - An officer or designee declared by their employer as competent in Hazardous Materials Incident Command.
28. **Hazardous Materials Unit (HZ)** - A specialized emergency response unit staffed with a minimum of two personnel trained and declared competent by their department as Hazardous Materials Technicians. Equipment should include but not be limited to monitoring, detection, chemical testing and personal protective equipment.

29. **Hazardous Materials Decontamination Unit** – A specialized unit that is equipped and staffed by personnel used for the purposes of decontaminating personnel and civilians in the event of a hazardous substance release.
30. **Hovercraft (HC)** – Primarily a watercraft that has the ability to hover and travel over land and water. Unit shall be operated by a qualified driver and have the capability to carry a rescue victim in addition to the personnel assigned.
31. **Inspector (IN)** - An official who is trained and declared competent by their department to identify and prevent potential fire hazards through inspections and education. Qualified individuals should at a minimum possess certification by the International Fire Code Institute (IFCI) in fire inspection.
32. **Ladder** - (hydraulic straight ladder, platform, articulating boom, ladder platform) A fire attack vehicle equipped with an aerial device of 65 feet or taller. Meeting specifications as outlined in NFPA 1901 Chapter 6. Staffed with a minimum of three personnel trained in the use of the apparatus and its equipment. This vehicle does not have pumping capability.
33. **Ladder** - Meets a requirement Ladder as outlined but in addition has booster tank and pump making it capable of serving as an Engine. Often referred to as a Quint.
34. **Lieutenant** - An officer usually in command of a company, ranking above a firefighter and below a captain.
35. **Mass Casualty Unit (MCI)** - A unit or trailer equipped to deal with multiple injury incidents. The unit shall be capable of providing basic life support equipment to no less than fifteen victims.
36. **Medical Program Director** – The Snohomish County Medical Program Director (physician) for EMS.
37. **Medical Services Administrator (MSA)** – An officer or designee who has the responsibility of administration of an agencies medical services within their department that are in accordance with state, county and local EMS protocols and policies.
38. **Medical Services Officer (MSO)** - An officer or designee who is has the responsibility of support of emergency medical services within their department that are in accordance with state, county and local EMS protocols and policies.
39. **Medic Unit** - An advance life support unit with patient transport capabilities and licensed by the State of Washington. Staffed with a minimum of two personnel one is a Paramedic and one being at a minimum an Emergency Medical Technician.
39. **Medic Unit** – The same as Medic unit except this medic unit type has a minimum crew of three of which all are trained as firefighter personnel. One crewmember is designated as a supervisor capable of performing the duties of a company officer.
40. **Paramedic** – An emergency response unit that is staffed with at least one paramedic and needed ALS equipment. This designators purpose is to be used

where the closest paramedic is needed regardless of the apparatus they are currently assigned.

41. **Public Information Officer** - A person, who is a liaison between the fire department and all media representatives, assisting them with their news gathering efforts while ensuring non-interference with emergency operations.
42. **Rescue Unit / Medium** - A vehicle staffed with a minimum of two personnel trained in extrication and stabilization techniques. The apparatus shall include but not be limited to equipment and tools for spreading and cutting, air bags, cribbing and blocking materials, 40 pounds of ABC dry chemical extinguishing agent, 200 feet of utility rope, and 200 feet of lifeline.
43. **Rescue Unit / Heavy** – A vehicle that meets requirements of Medium Rescue and has equipment and personnel trained in building collapse and /or structure collapse.
44. **Safety Officer** - An officer or designee who is trained and certified by their department as competent in "On Scene Safety Officer" practices as specified by the Washington State Department of Labor and Industries and NFPA 1521.
45. **Services, Mechanic, Salvage** - A vehicle used for various non-emergency duties related to the fire department.
46. **Special Event Units** – This unit utilizes other terms contained here within that best describes the capability of such a unit after the SE designation in CAD. The special event is included in the unit radio call sign followed by the best description and a number as assigned to the agency having jurisdiction. This unit is normally established from a specific event and not recommended for dispatches outside of that event. (Example; "Special Event A9", Special event M32)
47. **Special Operations Officer** – Used as a personnel identifier for a supervisor assigned by the agency having the jurisdiction that has responsibility in the Fire Department special operations. Special operations usually are related to Hazardous materials and Technical Rescue response capabilities.
48. **Sprint** – **Single Paramedic Response** unit with **No Transport** capability. Primarily used where personnel respond in a non-transport vehicle to provide ALS care meeting the description of Paramedic described herein.
49. **Squad Unit** - A vehicle that carries fire personnel, SCBA's and may carry a variety of support tools such as generators, lights, saws, and small hand tools. At a minimum has the capability of radio communications on the Snohomish County fire channels/frequencies.
50. **Support Services Unit** - A vehicle staffed with a minimum of two personnel trained in the operation of the unit. The unit shall at a minimum provide limited temporary shelter or field office for victims/family members or emergency service personnel needing an area out of public view. The unit may also provide a limited canteen, skilled support counselor/friend, cellular and amateur radio communications, television monitor, and portable generator.

- 51. **Technical Rescue Unit** - A vehicle that at the minimum contains the equipment or ready access to equipment for response to emergencies in the areas of Confined Space, Trench, High and Low Angle, Surface Water and Ice rescue. Staffed with a minimum of two personnel trained and approved by their department as Rescue Technicians. This vehicle and staff shall be part of a rescue response team made up of multiple members trained to the same level or higher of Rescue Technician. This team will be able to assemble its members in a timely manner to mitigate incidents as required.
- 52. **Tender Engine** – A combination apparatus that meets the definitions of a tender as described above with pumping capability and also meets the definition of an engine company as described herein.
- 53. **Training Officer** - An officer charged with the education and training duties of an organized paid, combination or volunteer fire department.
- 54. **Utility Unit** - A vehicle used to haul various equipment and personnel and or other duties (except as defined in this document) as dictated necessary by a department. At a minimum has the capability of radio communications on the Snohomish County fire frequencies.
- 55. **Water Tender** - A ground vehicle that transports 2000 gallons or more of water and is preferred to have a folding tank, pump and hard suction. Is staffed with a minimum of two personnel trained in the use of the apparatus and its equipment. Although the apparatus does have pumping capability it does not meet all the requirements of an engine as described herein.
- 56. **Water Tender** – A ground vehicle that transports 2000 gallons or more of water. This unit type does not have a pump and is only capable of offloading via gravity or through suction from an apparatus with a pump. Is staffed with a minimum of one person trained in the use of the apparatus and its equipment.

5.10.2 S.C.E.R.N.S. UNIT DESIGNATORS

A	AID UNIT
AC	ASST CHIEF
AIR	AIR UNIT
ARU	AIRPORT RESPONSE UNIT
B	BATTALION UNIT
BC	BATTALION CHIEF
BK	BIKE
BR	BRUSH
BT	BOAT (OR OTHER WATERCRAFT)
CH	FIRE CHIEF
CL	CHAPLAIN
CP	CAPTAIN
CR	CAR
CRP	COMMUNITY RESOURCE PROVIDER
CU	COMMUNICATIONS UNIT
CV	COMMAND VAN
DC	DEPUTY OR DIVISION CHIEF
DCON	HAZMAT DECONTAMINATION UNIT
EM	EMER MANAGEMENT OFFICER
E	ENGINE
ES	EMER SERVICE UNIT
F	FOAM
FM	FIRE MARSHAL
HC	HOVERCRAFT
HZ	HAZMAT UNIT
HM	HAZMAT OFFICER
I	INVESTIGATOR
IN	INSPECTOR
L	LADDER
LT	LIEUTENANT
M	MEDIC
MD	MEDICAL PROGRAM DIRECTOR
MCI	MCI UNIT
MSA	MEDICAL SERVICE ADMINISTRATOR
MSO	MEDICAL SERVICE OFFICER
PIO	PUBLIC INFO OFFICER
PR	PORTABLE
R	RESCUE
S	SQUAD
SE	SPECIAL EVENT
SF	SAFETY
SO	SPECIAL OPERATIONS OFFICER
SP	SPRINT
SU	SUPPORT
SV	SERVICES
T	TENDER
TE	TENDER-ENGINE
TN	TRAINING
TR	TECHNICAL RESCUE
U	UTILITY

5.11 PUD Notifications

5.11.1 Purpose

To provide a single consistent guideline for notifications and requests for assistance from the Public Utility District of Snohomish County.

5.11.2 Policy

PUD shall be notified of all reports of incidents involving contact with power lines, reports of potential emergency situations involving power lines or known damage to PUD property.

5.11.3 Definitions

"Immediate Life Safety" request – An incident that is an immediate threat to the life of a citizen or firefighter, i.e. where someone is trapped in a vehicle with live wires down on the vehicle and the vehicle is smoking or on fire. The Incident Commander will determine when there is an Immediate Life Safety issue and request that PUD 'de-energize' the circuit.

"High Priority" request – An incident that even with fire and/or police standing by the probability of injury or property damage is significant, i.e. wires down with high potential for citizen injury (children's route to school), busy intersection, wires across vehicle, energized fence, electrocution, car/pole accidents, etc. Any citizen report that meets this definition without fire and/or police standing by shall be treated as a High Priority by the dispatch center until fire and/or police advise otherwise.

"Priority" request - A higher priority than Advisory. Where fire or police personnel feel they are required to stand by to avoid injuries to civilians or significant damage to property, i.e. Wires down possibly energized, wires involved with fire.

"Advisory" request – Notifications where no fire or police are standing by and the probability of damage or injury is very low or nonexistent, i.e. wires in the trees without fire, non-hazardous low hanging wires, minor damage to poles or other PUD property, power outages, etc. **All situations that have not been assessed by fire or law enforcement personnel shall be treated as either Priority or High Priority by the dispatch center.**

5.11.4 Procedures

All requests made to PUD will require an assigned priority level for response. Units in the field requesting a PUD response shall provide dispatch with a priority and a brief description of the problem. Also every attempt should be made to provide PUD with the closest physical address and/or pole number if available for their response.

Notifications of Advisory and Priority requests require either a phone call or may be routed to a printer at the Energy Control Center. (Under high volume situations requests may be routed from CAD to a dedicated printer located at PUD). If the time from the notification exceeds two hours, units may request the status of the PUD. In this case a phone call will be placed to the PUD to confirm that the request has been received.

All High priority calls require a phone call by using the dedicated phone line to the Energy Control Center by the Dispatch Center Supervisor. The PUD dispatcher will be given the reason for the high priority. The PUD dispatcher will call back when a PUD unit has been dispatched and will advise the location the crew will be responding from. ETAs will not be given. If the PUD does not answer in a reasonable amount of time, the PUD supervisor will be paged by the dispatch center for an immediate response.

The Incident Commander will notify SNO911 there is an 'Immediate Life Safety' issue and request that PUD "de-energize the circuit". It is the responsibility of the IC to give SNO911 a direct contact number for PUD to call the IC by phone for details of the request. The SNO911 Supervisor shall notify the PUD Energy Control via the non-published number and provide them with the phone number given by the IC. PUD will not guarantee that the line will be fully power-free until a service unit disengages the breaker on the feeder line. **(Even with the line "de-energized" there is still a risk of electrocution)**

In an effort to reduce the duplication of emergency dispatch, out-of-service time of emergency apparatus, and duplicate notifications for assistance made to the PUD; the following triage, notification, and site security guidelines are suggested:

Responding fire apparatus personnel should approach and position apparatus cautiously and at a safe distance away from any downed line whether or not the line is believed to be energized.

An assessment should be made by fire personnel to determine what type of utility line is down (power, cable, telephone). Further assessment should include a determination of what level of notification should be made to the PUD according to the criteria established in the definitions of this document.

During times of stressed operations and where the availability of emergency resources is critical to public safety, emergency personnel and apparatus may not be able to remain on scene until the arrival of PUD service personnel. In such cases, and in an effort to provide a level of safety to civilians and PUD service personnel, barrier tape should be used to mark the hazard area or entrance to the hazard area – remembering to provide a safe distance. Wherever safely possible, both sides of the hazard area should be marked to provide adequate warning from both directions. It is suggested to use 3" wide red plastic barrier tape bearing the word "Danger".

The purpose of the barrier tape is primarily to provide an indication of the potential hazard, but also serves to notify (in cases of duplicate reporting) other response apparatus that the incident has already been reported to the PUD.

The barrier tape should only be removed by PUD service personnel once the hazard has been mitigated.

5.11.5 Training

The PUD Energy Control Center, SNO911, fire departments, and law enforcement agencies shall train their personnel on their responsibilities of the above procedures.

5.12 Definitions

The following is standard radio terminology:

800 MHz Radio System: A trunked radio system operating in the 800 MHz radio spectrum designed to replace the existing VHF radio systems for most public safety radio users in Snohomish County. The system is designed to add capacity, provide enhanced features and improve radio interoperability between agencies and within and adjacent to Snohomish County.

Abandon: To immediately exit the building or area due to safety concerns for emergency personnel, without regard to equipment or hose lines left in place.

Accountability: A system that standardized accountability for personnel and companies at all emergency incidents in Snohomish County.

Advance a Line: Order to move line toward a given area from a point where the hose-carrying apparatus has stopped.

Advised Incident: Calls that are entered into the CAD system creating an incident number, but not requiring a dispatch. Examples of advised incidents may include: Hydrants out of service, road closures, alarm systems being put in and out of service and other advisements.

Air Mask: A self-contained mask providing an air supply. Usually the fire service uses a mask having a tank of compressed breathing air.

Alpha-numeric Paging: A digital paging system owned by SERS that operates on 152 MHz. The system is activated manually or by CAD to provide paging to police, fire and EMS users.

Affirmative: Yes

Alarm: 1. The predetermined initial response assignment for a given type of incident.

- Second Alarm: Alarm level two predetermined response assignment.
- Third Alarm: Alarm level three predetermined response assignment.

2. Any audible or visible signal or intelligence indicating existence of a supposed fire or emergency requiring response and emergency action on the part of the firefighting service.

Alert 1: Minor in-flight aircraft emergency (rough running engine, low oil pressure, etc.)

Alert 2: Major in-flight aircraft emergency (cabin fire, smoke in aircraft, hydraulic loss, low/no fuel)

Alert 3: Aircraft Crash (Indicate a crash only, does not indicate severity of situation)

Apparatus: A motor driven fire truck, or a collective group of such trucks, which may be of different types such as a pumper, ladder truck. Usually does not include auxiliary vehicles not equipped with firefighting appliances.

Apparatus Designator: The number assigned to a piece of Fire/EMS apparatus in Snohomish County that corresponds with the actual facility it is housed in or assigned.

Apparatus Placard: Designed to be displayed on all four sides of the apparatus. The apparatus type, zone of origin, and station from within that zone are displayed on the placard. As per the Snohomish County Fire Chiefs Association.

Available: Ready for an assignment at an incident.

Assigned: Performing an active assignment at an incident.

Arson: The crime of intentionally setting fire to a building or other property to defraud or for other malicious purposes.

Assembly Areas: The pre-arranged meeting locations in each Resource Zone where all designated Strike Team or Task Force apparatus and personnel assembly before responding as a group to a given incident.

Attack: The actual physical firefighting operation using available personnel and equipment. The implementation of tactical plans on the fire ground in an aggressive manner.

Attack Line: Line of hose usually from a pump used to directly fight or attack the fire as contrasted with supply or feeder lines connecting the water supply with the pumping apparatus.

Automatic Aid: Predetermined response

Automatic Sprinkler: Equipment for fire control and extinguishment whereby water is piped to specially designed sprinkler "heads" distributed throughout a property and operated automatically in the event of a fire.

Available: Unit/s ready for an assignment at an incident. All resources in a staging area should be available. Used for incident command situations only.

Available In Quarters (AIQ): Used by units involved in cross staffing, CAD command.

Available On Radio (AOR): Used by units involved in cross staffing, CAD command

Back Draft: An explosion or rapid burning of heated gases resulting from the introduction of oxygen when air is admitted to a building heavily charged by smoke from a fire which has depleted the oxygen content of a building. A "back draft" may occur when such a building is opened by the fire department without effecting proper ventilation procedures, or when the fire itself affects an opening.

Back Fire: A fire purposely set to burn out an intervening area to combat a fire.

'Back up' Line: An additional hose line laid other than the attack line, to protect personnel or in event the initial attack with small line proves inadequate. Often used as additional backing for firefighters using fog lines for close attack on flammable liquids fire.

Balance: Term used to upgrade unit/s required to meet incident response needs/ requirements i.e. BLSR balance to a Medic or Fire Single balance to a Fire Residential.

Battalion: Command duty officer for specified department, EXAMPLE: Battalion 1; Battalion 7.

Bleed: To drain water from hose or piping to remove pressure preparatory to breaking connections.

Blind Alley: A fire operations combat supply-line evolution whereby the first-in attack engine drops their forward supply line package at the beginning of a driveway, lane or alley and proceeds forward to the fire, laying a supply line in to its attack position. The supply line will then be provided a water supply by other incoming apparatus.

Booster: Small line equipment consisting of water tank and pump using ¾ inch or 1 inch rubber covered hose.

Break: End of transmission, beginning of another.

Brush Fire: A fire in wild vegetable growths, which is denser and higher than grass but not as large as trees.

Building of Origin: The building in which an extensive or spreading fire is understood to have started.

CAD: Computer Aided Dispatch -the computer system that provides efficient and effective public safety dispatch services.

Cancel (Response): Discontinue response to the scene or incident assigned.

C.A.N Report: This report indicates the current (C) conditions, (A) actions being taken and specific (N) needs.

Captain: An officer usually in command of a company and/or station, ranking above a lieutenant and below a Battalion Chief.

Charged Line: A line of hose filled with water ready for use and under pressure.

CHEMTREC: Chemical Transportation Emergency Center. Provides information and assistance to those involved in responding to chemical incidents. Operates in two stages: First, it provides immediate advice on the nature of a specific chemical; its hazards, and specific response recommendations. Second, it will promptly contact the shipper of the material for more detailed information and appropriate follow up, including on site assistance, where feasible.

Chief Officer: An officer in the fire department with the rank of Battalion Chief or higher.

Code Blue: Used by firefighters to request the highest level of response by law enforcement to life threatening situations. The firefighter will not be in a position to provide further details and the dispatcher should not request more information.

Code Blue receives the same response as law enforcements

Code Response: Emergency response in accordance with responding agency's policy. (Normally with warning lights and sirens activated)

Code Stroke: Advisement to prompt responders for rapid transport when onset of patient's stroke symptoms have been less than 6 hours.

Combustible: A material or structure that ignites and burns at temperatures ordinarily encountered at fires: a material that, when heated, gives off vapors that in the presence of oxygen (air) may be oxidized and consumed by fire.

Committed: The status of a piece of equipment at an emergency indicating the equipment is not able to secure from the scene to respond to any other location.

Confined Space: Space with limited means of egress, which is subject to the accumulation of toxic or flammable contaminants or an oxygen deficient atmosphere.

Confirm: Check to make sure and advise.

Canceled: Discontinue use of red lights and siren; resume speed limit; return to quarters or previous detail. Status: "In Service".

Concealed Space: Areas between walls and partitions, between ceilings and floors, and in roof areas, through which fire may spread undetected.

Conflagration: Fire that extends over a large area, crossing natural or artificially created barriers in the process, and that destroys many buildings.

Contamination: Contamination of clothing may occur during firefighting or emergency response operations. Many chemicals are capable of being absorbed through the skin, causing burns, poisoning, or death. For this reason, any protective clothing that has been even slightly contaminated must be removed promptly and carefully and must be thoroughly decontaminated. Be sure to advise all people at the scene of any hazardous chemical leak or spill to remain at the scene for evaluation by emergency personnel.

Crew Member: A position on an apparatus commonly identified by position names such as hydrantman, nozzleman, pipeman etc. For the purposes of radio communications these positions shall be assigned a number preceded by the letter M and used phonetically as "Mike" This identification shall be preceded by the apparatus identifier.

Cross Staffing: A method of managing two units in CAD that are from the same station staffed by a single crew that is only capable of staffing one piece of apparatus at a time. When one unit in a crossed-staffed status is dispatched, the second unit is automatically placed out of service and will not be recommended for dispatch until the first unit is in service and back in quarters.

Damage: The total loss caused by fire including indirect losses such as business interruption, loss of future production, and loss of wildlife or watershed values in forest or brush fires.

Defensive Strategy: Holding action to keep fire within reasonable bounds. Exterior operations.

Disregard: The last transmission did not or does not apply to you. Disregard does not mean code green or cancel the response.

Drafting: The operation of providing a pump with water from a lower source, such as a lake, utilizing suction.

Drill: Practice of firefighting such as layering hose, raising ladders and operating pumps in order to develop teamwork and proficiency.

Driver: The driver shall be the individual assigned to drive and operate the apparatus. This is often referred to as the engineer, pump operator, ladder operator, or apparatus operator. The word Driver shall be the descriptor and verbiage used for radio communication to identify this position.

Dry Standpipe: A permanent pipe installed in a building with inlets on the street level and outlets on each floor and roof. It is not connected to a source of water. It is for the exclusive use of the fire department.

Dry System: A dry pipe automatic sprinkler system having air under pressure in sprinkler piping installed in areas that might be subject to freezing. The operation of one or more sprinkler heads releases the air pressure actuating the control valve allowing water to flow through the piping and out opened sprinkler heads.

DUI: Driving under the influence

Dumpster: A large commercial trash container.

EMER: Short for emergency signaling. One of the features provided by the SERS 800 MHz trunked radio system. It's an emergency signal allowing radio users in distress to silently signal a need for assistance to the dispatcher.

Emergency Traffic: Used to inform units there is an on-going emergency and not to interrupt unless with another emergency (refer to 5.3).

Encrypted: Encrypted radios provide secure digital or “scrambled” communications between field units and the communications centers. The technology incorporated in the SERS system design cannot be monitored without a similarly equipped and properly coded radio. “Police scanners” will only hear unintelligible noise when listening to an encrypted radio communication.

Engine Company: Fire department pumper. The engine under the hood of the fire department apparatus is usually termed the “motor”. A fire attack vehicle that at a minimum meets NFPA 1901 Class A pumper specifications. Is staffed with a minimum of three personnel trained in the use of the apparatus and its equipment. Carries a certain amount of water in the tank, a compliment of various sizes of fire-hose and short ladders.

EPA: Environmental Protection Agency

ETA: Estimated time of arrival.

Evacuate: To remove the occupants or residents of a building, mall, or geographical area.

Event Types: Type of incident pre-determined for police, fire and/or EMS response.

Except: Units named are exceptions from the indicated status or location change. I.e. All units “except” E16 code green.

Exposure: Anything that may be endangered by fire in another building or from an outside source. In general, property at a distance exceeding 40 feet is not considered an exposure. Flying brands might cause an exposure hazard for a considerable distance and the limits noted above may be valueless in a conflagration. The protection of exposures is the second duty after saving a life.

Extension of Fire: Spread of fire, usually during the course of firefighting operations, to areas not previously involved, as extension of fire through open partitions into the attic, or extension through unprotected openings into another room or building.

Extinguish: To quench; to put out flames; essentially, to completely control the fire so that no abnormal heat or smoke remains.

False Alarm: An alarm for which no fire existed or for which the fire department was unnecessary. Also due to accidental operation of alarm devices.

False Ceiling: A suspended ceiling below the original or true ceiling. Forms a concealed space in which, if not suitably fire stopped, a fire can spread unnoticed.

FCC: Federal Communications Commission

Fill-In: The assignment of apparatus to standby in an area that is without sufficient fire suppression coverage due to an emergency in the area to which the normally assigned apparatus has been committed or due to the normal assigned apparatus being out of service because of mechanical or manpower problems.

Fire: Rapid oxidation of combustible materials that usually results in the emission of light, heat and smoke.

Fire Behavior: The manner in which fuel ignites, flame develops and fire spreads. Sometimes used to distinguish characteristics of one particular fire from typical fire characteristics.

Fire Confinement: That stage in firefighting when there is no more possibility of fire extension.

Fire Drill: In common usage, practice in evacuating buildings, or in other operations that might be necessary in case of fire.

Fire/EMS Resource Zone: A group of fire districts/departments that comprise a specific geographic area in Snohomish County.

Fire Fighting Tactics: Method of employing fire companies in an efficient, coordinated manner in the field so as to get satisfactory results.

Fire Hazard: Any condition or thing that might cause or contribute to the danger of fire.

Fire Investigator: An official trained and declared competent by their department in the investigation of fire cause and origin.

Fire Marshal: An official heading a bureau for the prevention and/or investigation of fires.

FPB: Fire Prevention Bureau

Fire Prevention: Any operation that tends to prevent fire from starting or spreading.

Fire Protection: A term that includes fire prevention, fire control, fire extinguishment, fire detection and fire investigation.

Fire Resistance: A measure of the ability of a material to keep from burning.

Fire Service: The organization that supplies fire prevention and firefighting services to the community; it's member, individually and collectively. Sometimes used in a broad sense to include all persons involved in fire protection.

Fire Traffic: Used to advise calling unit of ongoing emergency radio traffic. (When non-essential communications are impeding the transmission of essential traffic).

Fire Under Control: Describes the point at a fire incident when the fire's progress has been stopped or confined.

First In: The apparatus assigned basic responsibility for a geographical area that should be the first arriving unit to an incident scene.

Flash Fire: A type of fire, which spreads with almost explosive rapidity. Many so-called "explosions" are actually flash fires resulting from ignition of highly flammable substances such as flammable liquids and gases.

Frequency: An electro-magnetic medium specifically assigned by the FCC designated by a number indicating its position in a range of bands. I.E. 154.435 MHz is assigned as North County FIRE Radio.

Full Protective Clothing: Means protection to prevent vapors, liquids, and solids from coming in contact with the skin or lungs. It includes helmet, self-contained breathing apparatus, coats, pants, rubber boots, hood and gloves customarily worn by firefighters. (F.P.E.-Full Protective Equipment)

Fully Involved: Completely engulfed in flames.

General Tone: (GA) Tone generated to alert an entire department.

Gore Point: The marked triangle area where two roads converge. Most commonly used for freeway entrance and exit ramps.

GPM: Gallons Per Minute

Group (Supervisor): Task/functional and short term. Organizational level having responsibility for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.)

Hazardous Material: A substance or material in a quantity or form, which may pose an unreasonable risk to health, environment, or property. (HAZMAT)

Heat Conductor: Material capable of transmitting heat rapidly.

Helmet Shield: An elasticized shield backed with Velcro that attaches to the front of a member's helmet. The Helmet Shield has letters and/or number identifying a Zone, Fire Department Name, unit or administrative assignment.

Hooking Up: Connecting a pumper to a hydrant and connecting hose lines.

In Service: Unit/s in service is ready to respond to another incident.

Incendiary: A fire believed to have been deliberately set. The person who perpetrates such a crime.

Initial Short Report: The first arriving unit shall give an Initial Short Report upon arrival at the scene and the Dispatcher shall repeat the Short Report back over the air.

Inspector: An official who is trained and declared competent by their department to identify and prevent potential fire hazards through inspections and education.

Involved: The building, area, room or structure actually enveloped in the flame and smoke of a fire.

Isolate Hazard/Deny Entry: To keep everyone not directly involved with the emergency or response or rescue operation away from the hazardous area. Do not let unprotected people back into the area. Conduct any rescue operations as quickly as possible, entering the scene from the upwind direction. This "isolate" step is the first to be taken even if "evacuation" is to follow.

Jurisdictional Agency: The agency having legal jurisdiction and responsibility for a specific geographical area.

Knock Down: To reduce flame and heat, usually by the use of hose lines, in order to prevent further extension of fire. To bring the fire to the overhauling stage.

Lay a Line: Order given by commander to stretch hose from a water source to the fire scene.

Lane Number: Traffic lanes shall be identified from the outside in. The lane closest to the outside shoulder shall be referred to as "Lane 1" and the next lane as "Lane 2". The final lane will be the lane closest to the inside shoulder.

Level One Operations: Normal dispatch/communication operations.

Level Two Operations: Overload or stressed dispatch/communication operations. The volume of activity in the dispatch center or within an agency overwhelms available resources.

Level Three Operations: Partial failure of radio or telephone systems.

Level Four Operations: Complete failure of radio and telephone systems.

Lieutenant: An officer usually in command of a company ranking above a firefighter and below a captain.

Life Safety: The first responsibility of the firefighting services is the safety of lives.

Lockout: Using a lock to secure in the "off" position any switches, valves, dampers power sources, etc.

LPG: Liquid Petroleum Gas

Mayday: To declare an emergency situation such as a person trapped, lost, or out of air, hurt or missing. When hearing "MAYDAY" all units maintain radio silence and listen for details. "MAYDAY" is to be repeated three (3) times over the radio by the individual calling, followed by a description of the situation, location and needs.

MCI: Multiple Casualty Incident. Five or more patients involved in one incident.

MDC: Mobile Data Computer-a mobile computer terminal, which uses a 900 MHz radio to interface with CAD allowing electronic messages (1) unit to dispatcher (2) unit to unit (3) unit to databases.

Medic Response: Emergency medical response requiring ALS personnel, 'Code'.

Medical Examiner: May also be referred to as "M.E.".

Medical Service Call: Non-code medical service call, i.e. "invalid assist" now BLSN.

Mike: For the purposes of radio communications crew positions on the apparatus that are commonly identified by position names such as hydrantman, nozzleman, pipeman etc. shall be assigned a number preceded by the letter word "Mike" This identification shall be preceded by the apparatus identifier. Example: Engine Five Mike One".

Mop Up: A late stage of fire fighting in which remaining hot spots are quenched and a search is made for concealed fires, used in connection with brush fires. (See Overhaul)

Move Up: An engine from one station moves into another station to cover the area during an incident. Dispatch tones the unit and directs which station to relocate the crew and apparatus non-code.

Move Back: The unit returns to their own station. This is also initiated from the command unit.

Multiple Alarms: Two or more alarms that need handling by the dispatcher at the same time. The alarms need not have been received at the same time.

Mutual Aid: Units from outside jurisdictions (outside your area) are requested to assist with a call.

MVA: Motor Vehicle Accident

Name Tag: A Velcro backed plastic tag with a member's rank (when appropriate), name and personnel number, used for accountability at incidents.

NAWAS: National Warning System

NFPA: National Fire Protection Association

Negative: No

Non-Code: Non-emergency response in accordance with responding agency's policy. (Normally without warning lights and sirens activated)

Nothing Found: A search of a given area has produced no victim or unusual situation. Used by fire personnel to advise I.C.

Nurseline: A telephone line staffed by a consulting nurse. Calls may be transferred from dispatch to a Nurseline if all criteria for an EMS response have been ruled out.

Offensive Strategy: Direct attack is made to the seat of the fire. Interior operations.

Officer: The individual assigned as the officer in charge of the particular piece of apparatus and its personnel assigned to the apparatus. Often referred to as the company officer or engine boss. The radio identification of this individual is accomplished by using the radio designation of the apparatus. No other identifier shall be needed.

Off the Air: Out of Radio Contact

On Scene: Arrived at the scene.

On the Air: Out of the station still monitoring the radio. (AOR)

Open Up: To ventilate a building filled with smoke and heat so that hose streams may be advanced to extinguish the fire and to avoid concentrations of unburned heated smoke and gases that might result in a hot air explosion. Also, used in reference to forcible entry of a closed burning building.

Out of Service: Not able to respond to alarm or perform any active assignment.

Out on Arrival: A fire found to have been extinguished prior to arrival of fire department equipment. Such incidents should be a matter of record and investigated to make certain that no hidden fire has escaped the attention of the persons who extinguished the flames.

Overcome: A person incapacitated by heat, smoke or gases so as to be rendered helpless and possibly unconscious.

Overhauling: A late stage of fire extinguishment process during which the area involved in the fire and the contents involved are carefully scrutinized for any remaining trace of fire or embers. Process during which effort is made to protect property against further damage due to the elements, etc.

PAR: (P) Personnel (A) Accounting (R) Report - The term "PAR" will often be used in a roll call to indicate all personnel are present and accounted for.

Passports: Plastic cards identifying a company or team used for tracking purposes.

Personal Protective Equipment (PPE): Includes helmet, self-contained breathing apparatus, coats, pants, rubber, boots and gloves customarily worn by firefighters (bunker gear).

PFC: Police and Fire Combined incident response. Used to identify unsecured scene situations (see Unsecured Scene).

Police Requested For (type of incident): Used to request emergency or non-emergency police response. I.E. "Police requested for traffic control".

Portable: Portable radio.

POV: Privately Owned Vehicle

Pre-Connected: Suction or discharge hose carried connected to the pump, saves time at the fire (pre-connect).

Primary Search: A rapid search of all involved and exposed areas affected by a fire that can be safely entered. Its purpose is to verify the removal and/or safety of all occupants.

PSAP: Public Safety Answering Point

Quarters: The fire station to which a fire company or individual is assigned.

Radio Cache: A cache may consist of a number of portable radios, a base station, and in some cases, a repeater stored in a predetermined location for dispatch to incidents.

Radio Designator/Signature: Radio name or number, identifying person/agency.

Rapid Intervention Crew: (RIC) is initiated when the incident commander determines it necessary to engage personnel in hazardous circumstances. A crew consisting of at least two members and shall be available for rescue of a member or a crew if the need arises. (Some agencies may use the term RIT-Rapid Intervention Team)

Received: Informational message understood.

Rekindle: Will NOT be used in radio broadcasts. This refers to a fire that was not extinguished the first time. Broadcast information as an original call.

Relay: Repeat a radio message from one unit to another (A to B, B to C).

Report: Verbal indication of the status of an incident or unit.

Rescue: The saving of life and removal of endangered persons to a place of safety.

Rescue Swimmer: Personnel trained in the skills required to perform water rescue.

Resources: All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

Responding: Used to indicate that a unit is responding to the scene of an incident.

Response: Alarm; call for assistance; apparatus or personnel responding to an incident.

Roll Call: See PAR Report

Run: The action of an apparatus or personnel proceeding to and returning from an alarm.

Safety: The radio designator for the Safety Officer.

Salamander: A portable heating unit, propane operated. Used to heat a large building that is under construction before a heating system is in use.

Salvage: Procedure to reduce incidental losses from smoke, water, fire or weather during and following fires. The saving of personal items and property.

SCBA: Self-Contained Breathing Apparatus.

Seat of Fire: Area where the main body of fire is located as determined by the outward movement of heat and gases.

Secondary Search: A very thorough search for fire victims conducted after the primary search. When possible, a different team from the primary search is used.

Secured Scene: When law enforcement perceives the scene is relatively safe for emergency Fire/EMS personnel.

Service Response: Service calls are considered non-emergency incidents. Unit(s) shall be dispatched as NON-CODE responses. Status: "In Service" unless it is determined at the scene that it is absolutely necessary to be placed out of service.

Short Report: Additional information specific to the incident which is transmitted, on the assigned frequency, while units are responding.

Simplex: A field radio communicating directly to another field radio without using a radio repeater system. These short-range channels are ideal for localized, tactical communications such as fire ground operations.

Size Up: Initial evaluation phase of the emergency situation.

Smoke: A combination of fire gasses, including carbon dioxide and other products of combustion that hinder respiration, obscure visibility and delay access to the seat of the fire.

Specialized Resources: Other types of resource not identified in Strike Teams, or Task Forces that can be used for disaster, fire, EMS or Hazmat incidents.

Special Status: May be used for limited response or temporarily putting apparatus out of service. When initiating special status a reason should be provided and the agency is responsible for monitoring.

I.E. "Engine 46 on special status drilling, available for full response only".

Spot Fire: Fire set outside the perimeter of the main fire by flying sparks and embers. A major problem in conflagrations involving structures having wooden shingle or shake roofs and requiring patrolling of areas downwind from the main fire as well as in forest fires.

Staging: The area location where incident personnel and equipment are assigned on an immediately available status.

Stand By: Wait; hold your present position, assignment or radio traffic.

Standby Team: Team with gear donned, ready to provide a rescue if needed. Team can be performing other functions, but must remain in positive communication with the entry team (see Rapid Intervention Team RIT).

Status: The condition, assignment, or availability of personnel or equipment.

Status Board: A large hard plastic board with Velcro attached. Used to hold the Passports of assigned Teams and to make notes.

START Plan: Simple Triage and Rapid Treatment used in pre-hospital multiple casualty incidents for initial assessment of treatment and transportation needs of the patients.

Still Alarm: When a unit responds without being dispatched. On view. When a citizen calls or goes into the fire station directly for a problem.

Strike Team: Five of a single (like) resource that have common communications and a Team Leader.

Tagout: Tagging switches, valves, dampers, power sources, etc. to notify personnel that these are not to be turned "on" because of danger to personnel operating in the vicinity.

Talkgroup: Defines radio communication groups i.e. "FIRE DISPATCH 1"; "FIRE TACTICAL". Authorized users select a Talkgroup by switching to a Talkgroup number on the dial of their portable or mobile radio.

Tapped Fire: Means the fire is out.

Task Force: A group of combination of single (unlike) resources that have common communications, a Team Leader and that can be formed on or off an incident.

Task Force/Strike Team Leader: A Chief Officer who shall assemble, respond and supervise a Strike Team or Task force from their zone. The officer shall possess a working knowledge of the Snohomish County Fire/EMS Resource Plan and the Incident Management System as recognized by the State.

Team: A group of two or more firefighters with a radio who work together and are responsible for each other's safety.

Team Response: Used in relation to Hazmat and Rescue responses. A Team response is at the request of the officer on scene, I.C. when it is determined that a full Hazmat/Rescue response is required.

Technical Response: Used in relation to Hazmat and Rescue response. A technical response is at the request of the officer on scene, I.C. When specially trained personnel are required to determine if a full Team response is needed.

Technical Response Unit: A vehicle that at the minimum contains the equipment or ready access to equipment for response to emergencies in the areas of confined space, trench, high and low angle, surface water and ice rescue. Staffed with a minimum of two personnel certified as Rescue Technicians as defined by Snohomish County Department of Emergency Management. This vehicle and staff shall be part of the rescue response team made up of multiple members trained to the same level or higher of Rescue Technician. This team will be able to assemble its members in a timely manner to mitigate incidents as required.

Technical Specialists: Personnel with special skills who are activated only when needed. Technical specialists may be needed in the areas of fire behavior, water resources, environmental concerns, resource use and training areas.

Three Passport Accountability System: A system for identifying, tracking and accounting for all personnel at an emergency incident. The system uses Helmet Shields, Name Tags, Passports and Status Boards to account for the assignment of personnel at emergency incidents.

Tone and Voice Paging: A radio paging system that transmits two audible tones, followed by a voice message from the dispatcher. Tone and voice paging is sometimes called "two-tone paging".

Training Officer: An officer charged with the education and training duties of an organized career, combination or volunteer fire department.

Transmission: The sending of a radio message or the text of the message itself.

Transportation (Officer): The radio designator for the individual at an MCI responsible for directing and coordinating victim loading and dispatching to medical facilities.

Treatment (Officer): The radio designator for the individual at an MCI responsible for directing and coordinating victim treatment.

Triage: Process of sorting (categorizing) multiple patient needs, kind of illness or injury, severity of the problem, and facilities available to handle them.

Trunking System: A technology in which a master computer selects a radio frequency on demand when a user presses the push-to-talk button on their portable or mobile radio.

Under Control: A fire sufficiently surrounded and quenched so it no longer threatens destruction of additional property and has reached a phase where overhauling can begin. Also called "Tapped Fire".

Unsecured Area: An area in which a violent or potentially violent incident has occurred and the situation has not been brought safely under control by law enforcement, or an area where a dangerous or potentially dangerous suspect may be a large, or where a dangerous person (armed suicidal subject) may be located but not yet under control by law enforcement.

Update To Follow: Generally used by the first arriving unit when giving an Initial Short Report and the report is incomplete. This indicates there will be additional information transmitted shortly and other units and dispatch should not tie up the air.

Urban Task Force: A group of combination of single (unlike) resources that have common communications, a Team Leader and that can be formed on or off an incident. Responds in an urban area.

Utility Package: Pre-defined support units that are dispatched at the request of the Incident Commander.

Ventilation: A technique of opening a burning building to remove heated smoke and gases to prevent explosive concentrations and to permit advancement of hose lines into effective positions for fire extinguishment. (I.e. opening doors, windows, cutting holes in the roof).

VHF Radio System: The existing analog radio system utilizes a 25-kilohertz bandwidth. SNO911 operations are conducted in the VHF radio frequency range between 153 and 160 MHz. The system includes both repeater and simplex modes of operation. The system may be operated I digital narrowband (12.5 kilohertz bandwidth) with upgrades to narrowband capable repeaters, mobiles and portables.

Withdraw: To exit the building or area with equipment and hose lines, due to a change in strategy (i.e. offensive to defensive; interior to exterior).

Working Fire: Active fire in progress.

Zone: A geographical area based system for grouping resources in Snohomish County.

Zone Coordinator: An individual appointed by the county Fire Chief's Association responsible for the coordination of fire resources located in a particular fire resource zone. Zones are made of multiple agencies within a geographical area of the county.

5.13 Incident Command Terminology

Agency Representative: Individual assigned to an incident from an assisting or cooperating agency that has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer

Aide (Officer): A scribe or assistant for the Incident Commander at the Command Post and answers the radio as "_____ Command Post".

Air Operations: The acquisition and coordination of fixed wing or rotary aircraft by a ground coordinator for purposes of rescue, fire operations or emergency medical transport.

Allocated Resources: Resources dispatched to an incident that have not yet checked in with the Incident Commander.

Assigned: Performing an active assignment or actively responding to or on scene of an incident. *Used for incident command situations only.*

Assigned Resources: Resources checked in and assigned work tasks on an incident.

Assisting Agency: An agency directly contributing suppression, rescue, support, or service resources to another agency.

Available Resources: Resources assigned to an incident and available for an assignment.

Base: Serves several functions including location where primary support activities are performed, reporting area for resources not considered available for immediate assignment, and where apparatus are parked while crews are assigned to forward staging areas. A radio designator for the individual that is responsible for operating a resource Base where manpower and equipment are close to an incident.

Branch: That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch levels are organizationally between Section and Division/Sector/Group.

Branch (Director): Organization level having functional/geographic responsibility for major segments of incident operations.

Chief: IMS title for individuals responsible for command of the functional Sections: Operations, Planning, Logistics, and Finance/Administration.

Clear Text: The use of plain English in radio communications transmissions. No ten codes or agency specific codes are used when using Clear Text.

Command: The radio designator for the Incident Commander (IC). The act of directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

("name") Command: Call sign for Incident Commander where (name) is usually related to the location of the incident.

Command Post (CP): The location of where the Incident Commander has set up his position. Where the primary command functions are executed; usually co-located with the Incident Base.

Command Staff: The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander.

Command Unit: A vehicle staffed by a command officer that is trained in and carries the equipment necessary to initiate the Incident Management System including, reference materials, portable radio pool.

Communications Unit: Functional Unit within the Service Branch of the Logistics Section. This unit is responsible for the incident communications plan, the installation and repair of communications equipment, and operation of the Incident Communications Center. Also may refer to a vehicle (trailer or mobile van) used to provide major part of an Incident Communications Center.

Company: A ground vehicle providing specified equipment capability and personnel (Engine Company, Truck Company, Rescue Company, etc.).

Company Officer: The individual responsible for command of a Company. This designation is not specific to any particular fire department rank (may be a Firefighter, Lieutenant, Captain, or Chief Officer, if responsible for command of a single Company).

Cooperating Agency: An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (Red Cross, law enforcement agency, telephone company, etc.).

Crew: A specific number of personnel assembled for an assignment such as search, ventilation, or hose line deployment and operation. The number of personnel in a crew should not exceed recommended span-of-control guides (3-7). A Crew operates under the direct supervision of a Crew Leader.

Demobilization Unit: Functional Unit within the Planning Section. Responsible for assuring orderly, safe, efficient demobilization of resources committed to the incident.

Director: IMS title for individuals responsible for command of a Branch.

Dispatch Center: A facility from which resources are directly assigned to an incident.

Division: The radio designator for an officer that is given the command coordination function over all personnel and equipment for a defined geographical area or a specific function.

Functions consist of:

1. Roof - Roof operations
2. Water - Water supply
3. Division - There are 4 geographical alpha designators to a ground level fire:
 - A. Division A - The front – normally the addressed side of the building.
 - B. Division B - To the left of the front of the fire
 - C. Division C - The rear of the fire
 - D. Division D - To the right of the front of the fire

In a multi-story building, each floor above ground level is a Division. The officer responsible for the coordination of the activities on each floor is that floor "Division Office". Example: third floor is "Division 3"; the twenty-first floor is "Division 21".

Documentation Unit: Functional Unit within the Planning Section. Responsible for recording/protecting all documents relevant to an incident.

Facilities Unit: Functional Unit within the Support Branch of the Logistics Section. Provides field facilities for incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, and a formal Command Post.

Finance/Administration Unit: Responsible for all costs and financial actions of the incident. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and the Cost Unit.

Food Unit: Functional Unit within the Service Branch of the Logistics Section. Responsible for providing meals for personnel involved with incident.

General Staff: The group of incident management personnel comprised of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Ground Support Unit: Functional Unit within the Support Branch of the Logistics Section. Responsible for fueling, maintaining and repairing vehicles and the transportation of personnel and supplies.

Group: That organizational level having responsibility for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.)

Group (Supervisor): Task/functional and short term. Organizational level having responsibility for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.).

Incident Action Plan: The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan. For simple incidents the action plan is not usually in written form. Large or complex incidents will require that the action plan be documented in writing.

Incident Command System (ICS): An Incident Management System with a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Incident Commander (IC): The individual responsible for the management of all incident operations. .

Incident Management System (IMS): Statewide recognized method of management system on an incident.

Information Officer: Responsible for interface with the media or other appropriate agencies requiring information direct from the incident scene. Member of the Command Staff.

Initial Attack: Resources initially committed to an incident.

Leader: The individual responsible for command of a Task Force, Strike Team, Or Functional Unit.

Liaison (Officer): The contact person for assisting or coordinating with other agencies. A member of the Command Staff.

Logistics (Chief): Responsible for providing facilities, services and materials for the incident.

Logistics Section: Responsible for providing facilities, services, and materials for the incident. Includes the Communications Unit, Medical Unit, and Food Unit within the Service Branch and the Supply Unit. Facilities Unit, and Ground Support Unit within the Support Branch.

Medical Services Officer (MSO): An officer or designee who has the responsibility of coordination of emergency medical services within their department that is in accordance with state, county and local EMS protocols and policies. Also known as Medical Service Administrator (MSA).

Medical Unit: Functional Unit within the Service Branch of the Logistics Section. Responsible for providing emergency medical treatment of emergency personnel. This Unit does not provide treatment for civilians.

Officer: The Command Staff positions of Safety, Liaison, and Information.

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan.

Operations (Chief): Responsible for all tactical operations at the incident.

Operations Section: Responsible for all tactical operations at the incident. Includes up to 5 Branches, 25 Divisions/Groups/Sectors, and 125 Single Resources, Task Forces, or Strike Teams.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

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.

Planning (Chief): Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources.

Planning Meeting: A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.

Planning Section: Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Includes the situation status, resource status, documentation, and demobilization units as well as technical specialists.

PIO: Public Information Officer responsible for interface with the media.

Rehabilitation (Rehab): A rehab station is implemented when the incident commander judges the environment, workload, and/or atmospheric temperature indicates the probability of injury or temperature related illness to personnel (i.e. working fires, HAZMAT incidents when encapsulating suits are worn, etc.)

Reporting Locations: Any one of six facilities/locations where incident-assigned resources may check in. The locations are: Incident Command Post – Resources Unit (RESTAT), Base, Camp, Staging Area, Helibase, or Division Supervisor for direct line assignments. (Check in at one location only).

Rescue Company: A ground vehicle providing specified rescue equipment, capability, and personnel.

Resource Status Unit (RESTAT): Functional Unit within the Planning Section. Responsible for recording the status and accounting of resources committed to incident and evaluation of: resources currently committed to incident, the impact that additional responding resources will have on incidents and anticipated resource needs.

Resources: All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

Responder Rehabilitation (Rehab): That function and location which shall include medical evaluation and treatment, food and fluid replenishment and relief from extreme climatic conditions for emergency responders, according to the circumstances of the incident.

Safety (Officer): Responsible for monitoring and assessing safety hazards, unsafe situations, and developing measures for ensuring personnel safety.

Section: That organization level having functional responsibility for primary segments of incident operations, such as: Operations, Planning, Logistics, and Finance/Administration. The Section level is organizationally between Branch and Incident Commander.

Section Chief: Title that refers to a member of the General Staff (Planning Section Chief, Operations Section Chief, Finance/Administration Section Chief, Logistics Section Chief).

Sector: Is either a geographic or functional assignment. Sector may take the place of either the Division or Group or both.

Service Branch: A Branch within the Logistics Section. Responsible for service activities at incident. Components include the Communications Unit, Medical Unit and Food Unit.

Single Resource: An individual Company or Crew.

Situation Status Unit (SITSTAT): Functional Unit within the Planning Section, Responsible for analysis of situation as it progresses. Reports to Planning Section Chief.

Staging Area: The location where incident personnel and equipment are assigned on an immediately available status.

Strategic Goals: The overall plan that will be used to control the incident. Strategic goals are broad in nature and are achieved by the completion of tactical objectives.

Strike Team: Five (5) of the same kind (like) or resources with common communications and a Task Force Leader (5 engines + 1 STL/5 ladders +1 STL, BLS, ALS, Tenders, etc.).

Supervisor: Individuals responsible for Command of a Division, Group or Sector.

Supply Unit: Functional Unit within the Support Branch of the Logistics Section. Responsible for ordering equipment/supplies required for incident operations.

Support Branch: A Branch within the Logistics Section. Responsible for providing the personnel, equipment, and supplies to support incident operations. Components include the Supply Unit, Facilities Unit and the Ground Support unit.

Tactical Objectives: The specific operations that must be accomplished to achieve strategic goals. Tactical objectives must be both specific and measurable. Tactical level officers are Division/Group/Sector.

Task Force: A group of any type and kind (unlike) of resources with common communications and a Task Force Leader (3 engines, 1 ladder, 1 aid unit, 1 Task Force Leader).

Technical Specialists: Personnel with special skills who are activated only when needed. Technical Specialists may be needed in the areas of fire behavior, water resources, environmental concerns, resource use, and training. Technical Specialists report initially to the Planning Section but may be assigned anywhere within the IMS organization structure as needed.

Team (Leader): Two or more Firefighters/task oriented. May be a Company Officer.

Time Unit: A functional Unit within the Finance/Administration Section. Responsible for record keeping of time for personnel working at incident.

Truck Company: A ground vehicle providing an aerial ladder or other aerial device and specified portable ladders and equipment capability, and personnel.

Unified Command: A method for all agencies or individuals who have jurisdictional responsibility and in some cases those who have functional responsibility at the incident to contribute to 1) determining overall objectives for the incident 2) selection of a strategy to achieve the objectives.

Unit: That organization element having functional responsibility for a specific incident's Planning, Logistics, or Finance/Administration activity.

5.14 Basic Medical Abbreviations and Terminology

ABD	Abdominal
ABRAS	Abrasión
ACC	Accident
AED	Automatic External Defibrillator
AOB	Alcohol on Breath
ALS	Advanced Life Support
BCA	Bicycle Accident
BLS	Basic Life Support
BP	Blood pressure
CABN	Conscious Alert Breathing Normally
CBD	Criteria Based Dispatch (guidelines used to determine appropriate levels of response)
CCU	Coronary Care Unit
CHF	Congestive Heart Failure
COPD	Chronic Obstructive Pulmonary Disease (Asthma, Emphysema, etc.)
C/O	Complaints of...
CON	Conscious
CP (C/P)	Chest Pain
CPR	Cardiopulmonary Resuscitation (AKA: Mouth to Mouth)
CVA	Cerebrovascular Accident (Stroke)
DEFIB	Defibrillation
DKA	Diabetic Ketoacidosis
DOA	Dead on Arrival
EMD	Emergency Medical Dispatch
EMT-B	Basic EMT as defined by state standards
EMT-A	Advanced EMT with an intermediate level of care as defined by state standards
EMT-P	Most often referred to as Paramedic with the highest level of pre-hospital care as defined by state standards
EPI	Epinephrine
ER	Emergency Room
ETOH	Alcohol Intoxication

FX	Fracture
GI	Gastro-Intestinal (GI bleed, possible perforated ulcer)
GOA	Gone on Arrival (Victim or patient has left the scene of incident)
GSW	Gunshot Wound
HBD	Has been drinking
HBP	High Blood Pressure (Hypertension)
HX	History
ICU	Intensive Care Unit
INJ	Injury
LAC	Laceration
LBP	Low Blood Pressure (Hypo tension or Low Back Pain)
LOC	Level of Consciousness
MCA	Motorcycle Accident
MCI	Multiple Casualty Incident
MI	Myocardial Infarction (Heart Attack)
MICU	Mobile Intensive Coronary Unit (Medic Unit)
MIR	Medical Incident Report
MSDS	Material Safety Data Sheet
O2	Oxygen
OD	Overdose
P	Pulse
PAT	Paroxysmal Atrial Tachycardia (Heart related)
POV	Privately owned Vehicle
PT	Patient
PX	Pain
RHR	Rapid Heart Rate
R/O	Rule out (determine not to be as in R/O MI or R/O Fx Leg)
RX	Treatment
SIDS	Sudden Infant Death Syndrome
SOB	Short of breath
STHB	Said to have been...
TIA	Transient Ischemic Attack
TRP	Telephone Referral Program
TRANS	Transport(ed)
UNC/UNCON	Unconscious
VF	Ventricular Fibrillation
VS	Vital Signs

5.15 STANDARD CAD NARRATIVE ABBREVIATION LIST

MISCELLANEOUS WORDS/PHRASES

AC	Animal Control	GOA	Gone on Arrival	OCC	Occupied
A/C	Area Check	GSS	Global subject	OL	Open Line
ACC	Accidental		Search	PC	Probable Cause
ADV	Advised	HBD	Has Been		
ANON	Anonymous		Drinking	PED	Pedestrian
AOB	Amount of Bail	HS	High School	PH	Contact via
APT	Apartment	HU	Hang Up		Phone
ASAP	As Soon As	HUSB	Husband	PHYS	Physical
	Possible	JKT	Jacket	PKLOT/PLOT	Parking Lot
ATC	Attempt to	JO	Just Occurred	RE	Reference
	Contact	JUV	Juvenile	REQ	Request
ATL	Attempt to	LR	Line Released	RO	Registered
	Locate	LSH	Last Seen		Owner
ATT	Attempt		Heading	RP	Reporting Party
BLDG	Building	LSW	Last Seen	SUBJ	Subject
BLKING	Blocking		Wearing	SUSP	Suspicious
CB	Call Back	MS	Middle School	UAS/UAV	Unmanned Aerial
CC	Contact	NA	No Answer		Support/Vehicle
	Complaint	NABOR	Neighbor	UG	Upgrade
CCS	Cleared Call	NC	No Contact	UNK	Unknown
	Search	NEQ	Non-Emer Queue	USS	Unsecure Scene
DAU	Daughter	NH	Nothing Heard	UTL	Unable to Locate
DND	Do Not Disclose	NFI	No Further	VEH	Vehicle
DOT	Direction of		Information	VERB	Verbal
	Travel	NON	Non-Blocking	VIC	Victim
DWLS	Driving while	BLKNG	Non-Injury	WARR	Warrant
	License	NON INJ	Non-Public	WIT	Witness
	Suspended	NPD	Disclosure	YO	Years Old
EMPL	Employee	OCB	On Call Back		
ES	Elementary				
	School				

DESCRIPTIONS

AF/AM	Asian Female or Male	After asking race/sex, ask and document age. If age is unknown, use general descriptors such as A (adult) or J (juvenile)
BF/BM	Black Female or Male	
HF/HM	Hispanic Female or Male	
IF/IM	Indian Female or Male	
WF/WM	White Female or Male	

DIRECTIONAL INDICATORS

BEH	Behind	IFO	In Front Of	WB	Westbound
DOT	Direction of Travel	NB	Northbound	WO	West Of
EB	Eastbound	NO	North Of	X	Across
EO	East Of	SB	Southbound	XING	Crossing
		SO	South Of		

COLORS – LT before any color indicates ‘Light’ DK before any color indicates ‘Dark’ or use approved**NCIC codes**

BLK	Black	LAV	Lavender	SIL	Silver
BLU	Blue	MAR	Maroon	TURQ	Turquoise
BRO	Brown	PINK	Pink	WHI	White
BURG	Burgundy	PURP	Purple	YEL	Yellow
GRN	Green	RED	Red	ORG	Orange

MEDICAL

ABD	Abdominal	LAC	Laceration
AFIB	Atrial Fibrillation	LBP	Low Blood Pressure
AED	Automatic External Defibrillator	LOC	Level of Consciousness
ALS	Advanced Life Support	MCI	Multiple Casualty Incident
BLS	Basic Life Support	MI	Myocardial Infarction (Heart Attack)
BP	Blood Pressure	NVI	Nothing Visible Investigating
CABN	Conscious, Alert, Breathing Normally	MSDS	Material Safety Data Sheet
CHF	Congestive Heart Failure	O2	Oxygen
COPD	Chronic Obstructive Pulmonary Disease	OD	Overdose
CONS	Conscious	P	Pulse
CP	Chest Pain	P/C	Patient Contact
CPR	Cardiopulmonary Resuscitation	PAT	Paroxysmal Atrial Tachycardia (Heart Related)
DEFIB	Defibrillation	POV	Privately Owned Vehicle
DLOC	Decreased Level of Consciousness	PT	Patient
DOA	Dead on Arrival	PX	Pain
EPI	Epinephrine	RHR	Rapid Heart Rate
ER	Emergency Room	RX	Prescription
FX	Fracture	SIDS	Sudden Infant Death Syndrome
GI	Gastro-Intestinal	SOB	Short of Breath
GSW	Gunshot Wound	TIA	Transient Ischemic Attack
HBP	High Blood Pressure	TRANS/XPORT/TX	Transport(ed)
HX	History	UNC/UNCON	Unconscious
ICU	Intensive Care Unit	VFIB	Ventricular Fibrillation
INJ	Injury	VS	Vital Signs

5.16 CAD Agency Designators

DF	SOUTH COUNTY FIRE
AB	MUKILTEO FIRE
AD	SNOHOMISH FD 4
AE	SULTAN FD 5
AF/AC/AG	SNOHOMISH REGIONAL FIRE
AJ/BJ/BH	NORTH COUNTY FIRE AUTHORITY
AK	TULALIP FD 15
AL	LAKE ROESIGER FD 16
AM/AS	GRANITE FALLS FD 17
AO	SILVANA FD 19
AQ	ARLINGTON HEIGHTS FD 21
AR	GETCHELL FD 22
AT	DARRINGTON FD 24
AU	OSO FD 25
AV/AW	GOLDBAR FD 26
AZ	COUNTY FIRE MARSHAL
BA	EVERETT FIRE
BE	COUNTY AIRPORT FIRE
BI	HAT ISLAND FD 27
BM	SKYKOMISH FD 50
BO	BOTHELL FIRE
BR	WOODINVILLE FIRE
BQ	EVERGREEN HOSPITAL MEDICS
BT	DUVALL FIRE
KC	SHORELINE FD 4
KM	NORTHSHORE/KENMORE FD 16
MF	MARYSVILLE FIRE
BL	ZONE RESPONSE
AX	NW AMB, FALCK AMB & ALNW
SH	AMR AMBULANCE
SD	RURAL METRO AMBULANCE

5.17 Radio Channels

Snohomish County 911 Primary and Secondary Tactical Fire/EMS Radio Talkgroups

All fire/EMS agencies dispatched Snohomish County 911 have the following talkgroups on the SNO911 800 MHz system. Snohomish County fire/EMS agencies should 'switch' their radio to the talkgroup of the incident for all automatic and mutual aid requests. No patch will be set up by the dispatcher unless requested by the Incident Commander. NOTE: All Fire Tacs are supported for use County Wide. Incidents shall be assigned to their regularly utilized Tacs however, if needed, can be assigned to any TAC necessary in support of high demand radio traffic.

FIRE TAC 1 – (Bank A Channel 1) Monitored and recorded 24 hours a day, TAC 1 is the primary talkgroup for the West County Fire agencies – Everett Fire and Marysville Fire. It is also the tactical channel for all routine incidents.

FIRE TAC 2 – (Bank A Channel 2) Monitored and recorded 24 hours a day, TAC 2 is the primary talkgroup for paging/alerting for the SNO911 South County Fire agencies – South County Fire, Mukilteo Fire, and County Airport Fire. It is also the tactical channel for all routine incidents.

FIRE TAC 3 - (Bank A Channel 3) Monitored and recorded 24 hours a day, TAC 3 is the primary talkgroup for the remaining North County and East County Fire agencies – Snohomish Regional Fire and Rescue, North County Fire Authority, Tulalip FD 15, Lake Roesiger FD 16, Granite Falls FD 17, Silvana FD 19, Arlington Rural FD 21, Getchell FD 22, Darrington FD 24, Oso FD 25 Hat Island FD 27, Snohomish FD 4, Sultan FD 5, and Goldbar FD 26. It is also the tactical channel for all routine incidents.

FIRE TAC 4 – (Bank A Channel 4) Monitored and recorded 24 hours a day, TAC 4 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 5 - (Bank A Channel 5) Monitored and recorded 24 hours a day, TAC 5 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 6 – (Bank A Channel 6) Monitored and recorded 24 hours a day, TAC 6 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 7 - (Bank A Channel 7) Monitored and recorded 24 hours a day, TAC 7 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 8 - (Bank A Channel 8) Monitored and recorded 24 hours a day, TAC 8 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 9 - (Bank A Channel 9) Monitored and recorded 24 hours a day, TAC 9 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 10 – Bank A Channel 10) Monitored and recorded 24 hours a day, TAC 10 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 11 – Bank A Channel 11) Monitored and recorded 24 hours a day, TAC 11 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. During FOC activations, may be designated for FOC use. (See section 2.3).

FIRE TAC 12 – Bank A Channel 12) Monitored and recorded 24 hours a day, TAC 12 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. During FOC activations, may be designated for FOC use. (See section 2.3).

FIRE TAC 13 - Bank A Channel 13) Monitored and recorded 24 hours a day, TAC 13 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. During FOC activations, may be designated for FOC use. (See section 2.3).

FIRE TAC 14 - Bank A Channel 14) Monitored and recorded 24 hours a day, TAC 14 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

FIRE TAC 15 - Bank A Channel 15) Monitored and recorded 24 hours a day, TAC 15 is a dedicated alternate talkgroup for large scale fire/EMS incidents for all Snohomish County Fire Agencies. Incidents may be assigned to this talkgroup by the Incident Commander or the dispatcher. (See section 2.3).

SNO EM F – (Bank A Channel 16) Emergency Alert Talkgroup. Monitored and recorded 24 hours a day for 'EMER' activations. SNO911 fire radio users will be automatically 'switched' to this talkgroup when they have activated the emergency button on their radio.

Alternate Radio Channels

The following are a list of alternate radio channels available to users in the field either by 'switching' channels or by a patch set up at the SNO911 fire dispatch console. Not all are available or monitored at SNO911.

BOE EMERG – () Boeing Fire Channel for Mutual Aid. Monitored at Boeing Fire Dispatch.

BOE HAZMAT – () Boeing Fire Channel for Hazmat Mutual Aid. Monitored at Boeing Fire Dispatch.

770 – (VHF 153.770) Monitored and recorded 24 hours a day at SNO911. This channel allows mutual aid resources with only VHF capability to be patched at the fire dispatch console to an 800 talkgroup for communications. Skagit, Whatcom, Island County and King County FD 50 are on VHF. Also used for patching Airlift NW to an 800 resource when they are unable to move to the 800 MHz system. Radio contact is lost with SNO911 east of Baring.

770 SKY FTAC – (VHF 153.770) Same as main 770 VHF. This resource extends coverage east of Baring up to Stevens Pass.

8CALL90 – () National Hailing channel. Monitored but not recorded. This itinerant frequency is for emergency calling for mutual aid requests from outside the SERS system. Dispatchers should coordinate and move users to another available talkgroup, if appropriate, to avoid tying up the 8CALL90 channel.

8TAC91-94 - () National Tactical channels. May be monitored with **prior approval and staffing**. Not recorded. These channels may be a 'patched' to an 800 talkgroup at the SNO911 fire dispatch console.

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DNR – Four VHF channels are available at the SNO911 fire dispatch console. They are as follows:

DNR SNOH	(159.435)
DNR DARR	(159.285)
DNR COMM	(151.415)
DNR AIR	(159.270)

These channels may be monitored with **prior approval and staffing**. Not recorded at SNO911. This radio resource at the SNO911 fire dispatch console is for emergency incidents involving the Department of Natural Resources. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed.

EOC HAIL - () Not monitored or recorded. EOC hailing channel for Snohomish County city EOCs. Available only at the SNO911 Supervisor console.

F TRAIN 1-5 - (Bank B Channel 11-15) Not monitored or recorded. Countywide fire/EMS talkgroup used for training activities not involving a dispatcher. This talkgroup is not available to the SNO911 dispatcher.

8CALL90 & 8CALL TAC 91 -94 – (BANK R) Legacy Conventional National Hailing channel and Tac Channels. Monitored but not recorded. This itinerant frequency is for emergency calling for mutual aid requests from outside the SERS system. Dispatchers should coordinate and move users to another available talkgroup, if appropriate, to avoid tying up the ICALL channel Tac channels may be a 'patched' to an 800 talkgroup at the SNO911 fire dispatch console.

MA KC POOL – (Bank N) King County General Mutual Aid Channel.

NC EMER Z1 - – (Bank J Channel 16) Emergency Alert Talkgroup. Monitored and recorded 24 hours a day for 'EMER' activations at NORCOM. SNO911 fire radio users will be automatically 'switched' to this talkgroup when they have activated the emergency button on their radio while on a NORCOM talkgroup.

NORCOM BANK/ZONE – (Bank J Channels 1-10, 11-12 Dispatch announcement, 13 East Ambulance, 14 Government, 15 admin,) Monitored and recorded 24 hours a day at NORCOM. Primary and secondary operational talkgroups utilized by NORCOM fire/EMS agencies. The SNO911 dispatcher should inquire the talkgroup of incident when SNO911 resources are requested. Responders should be advised the TAC assignment and 'switch' when dispatched to a mutual aid incident.

OSCCR – (VHF 156.135) Onscene Command Coordination Radio. May be monitored with **prior approval and staffing**. Not recorded at SNO911. This State Department of Emergency Management channel is used by public-safety agencies, 'on-scene' at an event/incident, for command and coordination of activities between agencies. OSCCR can only be employed in the simplex mode via mobile and/or handheld equipment. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed.

ROBEFIRE – (VHF 154.430/159.465) Repeater installed at the Granite Falls site to extend radio coverage primarily for Robe Fire (FD23) tactical operations. 800 MHz coverage is limited beyond Red Bridge. This channel allows mutual aid resources with only VHF capability to be patched at the fire dispatch console to an 800 talkgroup for communications. It extends communications on the Mountain Loop Highway to at least to the Ice Caves. ALNW and SCSO helicopters also have this resource.

STATE OPS 1 – () Not monitored at the SNO911 fire console or recorded, but may be monitored in an emergency situation only on the back-up site trunking radio. This is a non-trunked 800 MHz channel. Communications can only take place when field radios are in close proximity. State Ops 1 is primarily used for tactical Fire and EMS operations.

SNO OPS 1-16 – (Bank G Channels 1-16) May be monitored only with **prior approval and staffing**. These talkgroups are recorded and may be utilized for preplanned events.

SIMPLEX 1-2 – (Simplex 1 Bank B Channel 9 –Simplex 2 Bank B Channel 10 –These Non-trucked 800 MHz radio channels are not recorded and can only be used to communicate if radio users are in close proximity to each other.

VHF MARINE – Seven channels are available at the SNO911 fire dispatch console. They are as follows:

CH 16	Distress and calling	(156.800)
CH 21A	Coast Guard only	(157.050)
CH 22A	Coast Guard Liaison	(157.100)
CH 23A	Coast Guard only	(157.150)
CH 81A	U.S. Government environmental operations	(157.075)
CH 82A	U.S. Government-NOAA	(157.125)
CH 83A	Coast Guard	(157.175)

These channels may be monitored with **prior approval and staffing**. They are not recorded. This radio resource at the fire dispatch console is for emergency marine incidents. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed. Antenna is located on the roof of PSAP. Communication is not ideal depending on location of incident.

WSP (Everett) – (VHF 155.655) May be monitored with **prior approval and staffing**. Not recorded at SNO911. This radio resource is at the SNO911 fire dispatch console for monitoring emergency incidents. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed.

USFS – (VHF 170.525) (Darrington and Verlot sites available)

May be monitored with **prior approval and staffing**. Not recorded at sno911. This radio resource at the sno911 fire dispatch console is for emergency incidents involving the U.S. Forest Service. It may be 'patched' to an 800 MHz talkgroup at the request of an Incident Commander, if needed.

Fire Radio Police and Hospital Banks

Bank C - Snohomish County 911 Fire Radio Police Bank

- Channel 1 – **South County Police 1**
- Channel 2 – **South County Police Tac 1**
- Channel 3 – **South County Police 2**
- Channel 4 – **South County Police Tac 2**
- Channel 5 – **Sheriffs South**
- Channel 6 – **Sheriffs South Tac**
- Channel 7 – **Sheriffs North**
- Channel 8 – **Sheriffs North Tac**
- Channel 9 – **Sheriffs East**
- Channel 10 – **Sheriffs East Tac**
- Channel 11 – **Everett Police** – Everett Police Dispatch
- Channel 12 – **Marysville Police Dispatch**
– Everett Police Tac 2
- Channel 13 – **Marysville Police 2**
- Channel 14 – **Snohomish County Air Ops 1**
- Channel 15 – **Tulalip PD**
- Channel 16 – **Search & Rescue**

Bank S - Snohomish County 911 Fire Radio Hospital / Sno Co. DEM

See Radio for specific Channels

5.18 Fire Operation Centers (FOC) Addresses and Telephone Numbers

Department/District Printer	Address	Phone #	Alt. Phone #	FOC
SRVF – Sta 31	163 Village Court	360-794-7666	360-794-0959	ACPN11
Fire District 4 - Sta 43	1525 Avenue D	360-568-2141	360-568-4523	ADPN32
Fire District 5 - Sta 51	304 Alder Av	360-793-1179	425-422-8421	AEPN11
				AFPNEC
Fire District 15 – Sta 60	7812 Waterworks Rd	360-659-2416		AKPN11
Fire District 16 – Sta 85	1205 S Lk Roesiger Rd	360-568-6796		ALPN11
Fire District 17 - Sta 87	116 S Granite Av	360-691-5553	425-238-8314	AMPN11
Fire District 19 - Sta 94	2720 212 ST NW	360-652-8277	360-913-0258	AOPN11
Fire District 21 – Sta 49	12131 228 ST NE	360-435-3311		AQPN11
Fire District 22 – Sta 68	8424 99 AV NE	360-659-6400	360-913-0362	ARPN11
				ASPN11
Fire District 24 – Sta 39	1115 Seemann St	360-436-1338		ATPN11
Fire District 25 – Sta 37	21824 SR 530	360-435-2672		AUPN11
Fire District 26 - Sta 54	42013 SR 2	360-793-1078	360-793-1335	AVPNFC
Fire District 27 – Sta 27	100-F Saratoga Dr	360-444-6886	None	BIP000
Arlington Fire – Sta 47			360-403-3600	BHPN21
County Airport Fire - Sta 26	3601 109 ST SW	425-508-7388	425-508-5094	BEPN11
Everett Fire - Sta 1	3619 Rucker Av	425-257-8157	425-257-8140	BAPN13
			425-259-0753	SSPN10
Marysville Fire – Sta 62	10701 Shoultes Rd	360-363-8562		MFPN21
North Co Fire Authority – Sta 97	19727 Marine Dr	360-653-1246		AJPN11
South County Fire – Sta 11	12310 Meridian Ave	425-327-3730	425-977-9651	

5.19 Hospital Diversions

Purpose -To transport the prehospital patient to the closest appropriate facility that is staffed, equipped and prepared to provide care appropriate to the needs of the patient. To provide a temporary mechanism for receiving hospital requests for prehospital diversion patients and the relay of that request to Snohomish County 911 EMS agencies.

Policy -Snohomish County 911 shall receive all requests for hospital diversion status and relay that request upon notification from a unit in the field that transport has been initiated to that facility.

Definitions - The following definitions have been established by Snohomish County Emergency Medical Services.

Types of Diversion:

- **Code STEMI Diversion – Cardiovascular Lab (CVL) not functional due to equipment failure.**
- **Code Stroke Diversion – CT Scanner not functional**
- **Code Trauma Diversion – CT Scanner not functional**
- **Code Safety Diversion – ED Closed to all patients**
 - Active Scene of violence
 - Active threat of violence

- **Code Infrastructure Diversion – ED Closed to all patients**
 - Internal disaster including but not limited to power failure, flood, fire, or other loss of critical operating infrastructure not caused by an external widespread disaster.

Hospital Catchment Zones:

The physical area of each participant hospital, which generally reflects their primary patient population.

Internal Peak Census Policy:

Each hospital will have a Peak Census Policy/Protocol, which will address:

Definitions of conditions for activation

Specific procedures to secure additional staff and resources

Notification and approval of the hospital administrator/designee to place the hospital on prehospital (EMS) diversion

Procedure for internal review of cases of prehospital (EMS) diversion

Eligibility

The hospital emergency department has exceeded its safe capacity for caring for critical patients. Lack of inpatient beds, Critical Care beds and/or medical staff backup **does not** meet criteria for emergency department diversion.

The hospital has initiated its own Internal Peak Census Policy to address correction of the underlying issues.

Limitations

Diversion causes EMS disruptions, which result in prolonged transport times, delay in subsequent response to 911 calls, and transport of patients to hospitals not of their choosing. The following limitations therefore apply:

1. Diversion is temporary. Each request shall **expire in two hours**. Hospitals are encouraged to end diversion as early as possible.
2. If two or more hospitals in contiguous areas request diversion simultaneously, both facilities are downgraded to Limited diversion status. Exception is if a hospital is on Closed diversion, it will remain in that status.

Hospital Implementation

1. Hospitals will identify issues leading to the necessity for diversion
2. Internal procedures to mitigate these issues will be implemented
3. The appropriate hospital administrator/designee will be notified and authorization to implement prehospital diversion will be obtained
4. Dispatch agencies will be notified by hospital administration/designee

Procedure:

1. Snohomish County EMS will recognize 5 types of Diversions.
2. Hospitals will call SNO911 for Diversion start times and for any updates. They will also notify neighboring hospitals by phone. Diversion will be limited to 2 hours at which time a hospital must update its diversion status or risk falling off diversion. Diversion status will be tracked by SNO911.
3. Diversion status shall be acknowledged by an on-call Hospital Administrator within 60 minutes of diversion and a record kept by the Hospitals for review on request by Snohomish County EMS. Patients will be diverted to the next closest appropriate facility based on their condition and/or request.
4. For Code STEMI, Code Stroke and Code Trauma diversions, any unstable patient that needs physician assistance to secure the airway or obtain intravenous access should not be diverted.

5. The Trauma TOR (Termination of Resuscitation) policy supersedes Trauma Diversion.

Dispatch Center Procedure

The 8 area facilities that receive prehospital transport patients from Snohomish County

911 EMS agencies:

Providence Everett Medical Center	PROV
Providence Women & Children Pavilion	PAV
Evergreen Monroe	EVMON
Cascade Valley Hospital	CVH
Swedish Edmonds	SWEDE
Swedish Mill Creek	SWEDMC
Evergreen Medical Center-Kirkland	EVGRN
Skagit Valley Hospital	SVH
Harborview Medical Center	HMC
Northwest Hospital	NWH
Overlake Hospital	OLK

Shift Supervisor/Designee Responsibility

1. Receive telephone notification from hospital administration/designee on Snohomish County 911 business line.
2. Advise Fire Dispatch of the specific hospital on diversion, including the type of diversion, CODE STEMI, Code Stroke, Code Trauma, Code Safety or Code Infrastructure. Log diversion including hospital name, type of diversion and times on the SITREP.

Fire Dispatch Responsibility

1. Dispatch will alert field personnel via a radio broadcast when a hospital goes on or comes off a diversion.
2. Document the diversion in CAD using **DIVERT** for the hospital diversion into CAD using the designated hospital unit and the type of diversion.
3. Set a two-hour timer (in minutes 120) using the hospital unit and the unit contact 'UC' command. **Example: UC CCH 120**
4. Upon notification of transport to a hospital facility on diversion status the fire dispatcher shall advise any transporting unit of the diversion. **Example: "Medic 31 be advised that Colby Campus is on Code STEMI diversion"**
5. Automatically clear the hospital diversion after the two-hour timer has elapsed* or if notification is received from the hospital administration/designee that the diversion has been cancelled. **Example: C CCH**

*The only exception to the automatic cancellation may be due to a long-term closure of a hospital facility. In this instance the hospital shall remain on diversion status until notification is made by the hospital administration/designee.

5.20 Tri-County Scenes of Violence Protocol

1.0 PURPOSE

- 1.1. To provide a framework for Snohomish County Law Enforcement when responding to scenes of violence in mutual aid jurisdictions and with Fire/EMS support
- 1.2. Establish a regional, multidisciplinary policy, doctrine and planning
- 1.3. Integrated and interoperable incident command and communications

2.0 DEFINITIONS

- 2.1. **Indirect Threat (Warm) Zone:** Any area in the incident scene where there is a potential hostile threat to persons or providers, but the threat is not direct and immediate. This is the area of operation for the Rescue Task Force (RTF).
- 2.2. **Direct Threat (Hot) Zone:** Any area within the incident scene in which there is a direct and immediate threat to persons or providers.
- 2.3. **Cold Zone:** Areas where there is little or no threat. The area where the RTF delivers extracted victims. Fire/EMS conducts treatment and transport operations in this area. Unified Command will be located in this area.
- 2.4. **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, or collapse hazards.
- 2.5. **Transition Period:** The point where Law Enforcement determines that a hot zone has become a warm zone, and directs rescue teams to enter an area and rescue patients/victims.
- 2.6. **Concealment:** A barrier that prevents a provider from being seen; however, offers no ballistic protection.
- 2.7. **Cover:** A barrier that has the potential to offer some ballistic protection.
- 2.8. **Scenes of Violence:** Any type of incident in which Fire/EMS personnel may be exposed to harm as a result of violent or threatening act(s). Such situations may include, but are not limited to: riots, fights, violent crimes, suicides, domestic disagreements, active shooters/killers, incidents with weapons, or any other circumstance where Fire/EMS personnel may reasonably fear for their safety. LE should be the initial lead agency at such incidents. LE will address the threat and provide security in accordance with agency guidelines. Fire/EMS will address medical treatment and patient transport.
- 2.9. **Active Shooter Incident:** An event in which one or more people use deadly force on other people and continue to do so while having access to additional victims.
- 2.10. **Casualty Collection Point:** A secure area designated or created for the temporary gathering, triage, medical treatment, holding, and/or evacuation of casualties during a mass casualty incident.
- 2.11. **Contact Teams:** Teams of Law Enforcement officers whose primary responsibility are to find and neutralized an active threat(s).
- 2.12. **Counterpart:** Personnel from different agencies that are assigned to jointly perform functions such as rescue groups.
- 2.13. **Evacuation Area:** Area where Fire/EMS can safely treat and transport patients that does not require Law Enforcement presence for safety issues.

- 2.14. Force Protection:** The escorting of Fire/EMS by armed Law Enforcement in and out of a warm zone. Force protection will remain intact with Fire/EMS except in circumstances in which an immediate threat is encountered. In such cases the *Priority of Life* will be evaluated and acted upon. Law Enforcement will endeavor to provide an element of force protection to assist with Fire/EMS extraction and/or provide cover until the threat is resolved. Force protection officers will maintain direct communication with contact team(s).
- 2.15. Rescue Group Supervisor:** Law Enforcement and Fire/EMS supervisors working as counterparts who will oversee Rescue Task Force operations in and Indirect Threat or warm zone environment.
- 2.16. Rescue Task Force:** County-wide plan outlining a multidisciplinary (LE and Fire/EMS) task force designed to enable entry of Fire/EMS into the Indirect Threat (Warm) Zone escorted by LE to effect extraction of patients who could not self-extract themselves. A Rescue Task Force (RTF) provides medical interventions consistent with Tactical Emergency Casualty Care Guidelines, or the individual county protocols the EMS providers are operating under.
- 2.17. Safety Corridor:** Access path to and from patient locations in the Indirect Threat (Warm) Zone to the Cold Zone and/or Evacuation Area. This area will be protected by LE with stationary personnel dedicated to on-going security allowing safe movement by ambulatory patients and Fire/EMS personnel throughout the defined path.
- 2.18. Shelter In-Place:** To take cover until it is deemed safe to evacuate.
- 2.19. Transportation Corridor:** An ingress and egress corridor that allows emergency equipment to move in and out of the area. This corridor needs to be set up early and kept open to allow ambulances, medic units, armor, and other specialty equipment to move in and out of the scene.
- 2.20 Triage:** The sorting and allocation of treatment to patients, especially battle and disaster victims, according to a system of priorities designed to maximize the number of survivors.
- 2.21. Unified Command:** An authority structure in which the role of incident commander is shared by two or more individuals (i.e. LE and Fire/EMS), each already having authority over a different responding agency or discipline.

3.0 POLICY

- 3.1 Planning for Response to Violent Scenes:** Each department shall communicate with their respective Fire Department/EMS/Communication Centers to make them aware of the contents of this policy and procedure, that it has been adopted by all Snohomish County Law Enforcement and Fire Agencies, and how they may work jointly to incorporate its provisions on scenes.
- 3.2 Priority of Life:** The priority of life in violent, tactical situation, is as follows: Hostages/Victims; Innocent by-standers; Police/First Responders; Suspects/Subjects
- 3.3 Situational Awareness:** Situational awareness and avoidance is the primary strategy for protecting personnel from injuries caused by violence. Always review premise history when available. Maintain situational awareness even if the scene is reported as safe (secure). Be aware that information is often limited and may be incorrect. When approaching a scene, pay attention to your surroundings.
- 3.4 Staging for Fire/EMS:** Fire Department/EMS personnel responding to potentially violent calls should stage a safe distance from the scene. Communication Centers may provide direction for Fire/EMS units to stage or give information so that arriving officers can make that determination. Staging sites shall be determined and announced over the radio by first arriving officers. Responding units should not cross through the incident to access staging. If you cannot drive safely to the staging site, report this to dispatch/IC and setup a second staging site. Staging sites should not be in view of the incident scene and have “hard” barriers between the staged unit(s) and the scene. Unit(s) should make efforts to stage where suspects fleeing the scene cannot readily see them. Dispatch shall confirm with all responding units the receipt of staging instructions. This will require coordination among PSAPs.
- 3.5 Secure Scene:** Fire/EMS personnel should not enter the scene until they receive verbal or physical confirmation from Law Enforcement on location, either through fire dispatch or by face-to-face confirmation from Law Enforcement at the staging area where fire units are located, that it is safe to enter. It should be noted that potentially violent scenes are rarely completely “secure”. Law Enforcement may declare that certain areas of a scene can be deemed secure or stable to a point that would allow Fire/EMS entry, while others may not be. In such cases the officer in charge, in consultation with Law Enforcement command if possible, shall decide the level of police protection necessary for Fire/EMS personnel to enter and the length of time personnel shall remain in the potentially dangerous zone. It is imperative that Law Enforcement communicate with Fire/EMS agencies in their jurisdiction to ensure that they are familiar with language used by particular law enforcement agencies that indicate a scene is safe for Fire/EMS to enter.
- 3.6 Command Considerations:** The Law Enforcement I.C. (as determined per department policies) shall coordinate all mutual response activities with the Fire Department I.C. A Unified Command should be considered for any incident involving ongoing violence, the potential for ongoing violence, or extended operations that include Fire/EMS.

- 3.6.1 In the event that Law Enforcement has not established a formal Command Post due to operational issues, the Fire Department shall establish their own Command and seek to include Law Enforcement as their personnel are available. This location should be communicated to Law Enforcement so that Unified Command can be established.
- 3.6.2 The Command Post shall be established in an area that is separated from ongoing operations and is deemed safe from further violence or disruption.

4.0 Procedures

- 4.1 The first arriving officers to a scene of violence will form a contact team(s) if feasible and deploy available/authorized long guns to address the immediate threat. (The deployment of long guns shall be deployed in accordance with department policy).
- 4.2 **Unless immediate tactical action is necessary**, one of the initial arriving officers shall assume incident command and establish a command post outside the immediate threat area as soon as practical. Priorities for the initial Incident Commander include establishing an inner perimeter for the immediate scene (keep the incident from expanding), locating a staging area(s) for incoming personnel, identifying ingress-egress locations for movement in and out of scene, coordinating with Fire/EMS to establish unified command, and making proper mutual aid requests as well as chain of command notifications until relieved by the first arriving supervisor. While this may not be possible in all incidents or jurisdictions, it is critical that command be established as soon as possible during an incident of this nature.
- 4.3 Additional incoming units will report to the designated staging area(s) unless otherwise directed by the Incident Commander. Officers shall not self-deploy into another jurisdiction without reporting to the staging area unless directed to do so by dispatch or by the LE Incident Commander.

Exception: when *your law enforcement agency* borders on the jurisdiction requesting assistance, on-duty officers may respond to the incident with notification to dispatch. Supervisors shall monitor the request and coordinate the response.

When requesting mutual aid from neighboring jurisdictions, the request should include the following: how many officers/supervisors are needed, staging location for responding officers, who the responding officers should report to at the staging area for assignments, what frequency to monitor, and any special equipment needed

- 4.4 A Transportation Corridor should be maintained giving access to a set extraction location coordinated with Fire/EMS. Whenever possible, emergency vehicles should park on the right side of the roadway (or off the road) leaving the left side clear for ingress/egress and establishment of a transportation corridor.
- 4.5 Move command post if feasible so it is located within the Cold Zone so unified command can be established with Fire/EMS. The Command Post shall be established in an area that is separated from ongoing operations

- 4.6 When an area has been declared clear, but not secure (warm zone), the incident commander may designate a Rescue Task Force composed of Law Enforcement and Fire/EMS to assist with the extraction of victims/patients. This may involve the use of a safety corridor through a warm zone leading to a causality collection point or an evacuation area.
- 4.7 While Law Enforcement will do everything in their control to maintain the safety of the rescue taskforce, which includes Fire/EMS personnel, it should be noted that these are dynamic scenes and circumstances can change quickly.
- 4.8 Once Law Enforcement has determined that a scene is initially secure, a secondary sweep will be conducted to locate any additional suspects and/or patients/victims, and shall include a search for additional hazards and threats such as I.E.D.'s (improvised explosive devices)

5.0 Communications

- 5.1. Face-to-face communication is the desired method of communication between Police and Fire/EMS, preferably in a unified command.
- 5.2. Large scale mutual aid responses will require the use of "PSOPS Channels" for regional communication within Snohomish County, specifically talk groups PSOPS N3 and PSOPS N4. The dispatch center for the agency with jurisdiction over the event will indicate which regional frequency shall be used. Jurisdictions should also provide training to their officers regarding use of the PSOPS frequencies.
- 5.3. Indirect radio communication. Made through the respective dispatch centers, which is standard procedure for Law Enforcement agencies in communicating that a scene is safe to enter for Fire/EMS.
- 5.4. Direct radio communication. There are times when it is necessary for Law Enforcement to speak directly to Fire/EMS and for Law Enforcement to have the ability to speak directly to Fire/EMS on a frequency Law Enforcement is operating on. These will include time sensitive scenes where immediate, pertinent information is necessary. The information should be exchanged in plain English. Local Law Enforcement and Fire/EMS entities should put together a joint communication plan, and will require coordination among PSAPs. If unable to switch to the other disciplines talk-group, the responder may request the PSAP initiate a patch between talk-groups for direct communication.

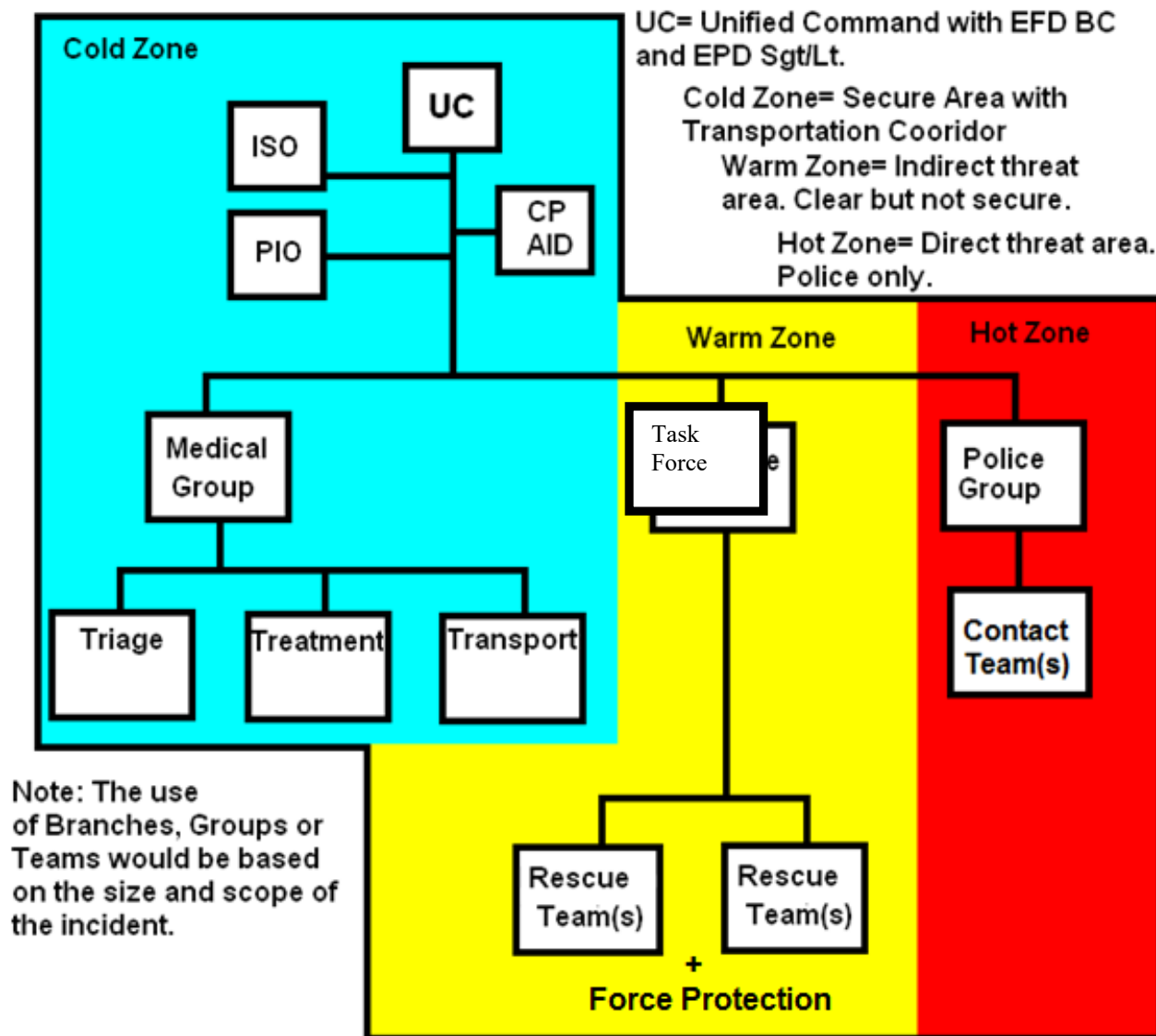
6.0 TRAINING/PLANNING

It is the intent of this policy to provide a framework for responding to scenes of violence, but without ongoing practice and training, this is a perishable document. Law Enforcement highly encourages joint training with Fire/EMS and Communication Center personnel in their jurisdictions and regionally on a reoccurring basis.

Response Assessment Team: Is the concept which creates a cross disciplinary group that determines primary and secondary ingress and egress routes to locations that are at risk, pre-establishes general geographical command post location(s) as well as staging areas for responding resources to large scale incidents at areas of significant public concentrations (i.e. theaters, malls, schools, community centers, etc.). Jurisdictions

should pre-determine mutual aid staging areas for critical locations identified through threat assessments, but should avoid reoccurring use of these sites to circumvent patterning. This information should be shared with regional partners as well as Communication Centers.

Command Structure and Control Zones Illustration



Patient Medical Record Security and Privacy

803.1 PURPOSE AND SCOPE

Federal MODIFIED

The purpose of this policy is to establish appropriate administrative, technical and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, to include the following:

- Health Insurance Portability and Accountability Act (HIPAA) ([42 USC § 201](#) et seq.)
- Washington Uniform Health Care Information Act (HCIA) ([RCW 70.02.005](#))

803.1.1 DEFINITIONS

Federal MODIFIED

Definitions related to this policy include:

Health information - Any information, whether oral or recorded in any form or medium, that is created or received by the District and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care to a person ([45 CFR 160.103](#)).

Individually identifiable health information - Health information, including demographic information, created or received by the District that relates to an individual's past, present or future physical or mental health or condition, the provision of health care to the individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual ([45 CFR 160.103](#)).

Limited data set - PHI that excludes the following direct identifiers of an individual or of relatives, employers or household members of the individual ([45 CFR 164.514\(e\)](#)):

- Names
- Postal address information, other than town or city, state, and zip code
- Telephone or fax numbers
- E-mail addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate or license numbers

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- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full-face photographic images and/or any comparable images

Patient medical records - District records or data containing any information identifying a patient.

Protected health information (PHI) - Individually identifiable health information that is created or received by the District. Information is protected whether it is in writing, in an electronic form or communicated orally ([45 CFR 160.103](#)).

Protected personal information (PPI) - Information that includes, but is not limited to, PHI, pictures or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

803.2 POLICY

Federal MODIFIED

It is the policy of the District to reasonably safeguard PHI and comply with HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords and limited physical access to hard copy files ([45 CFR 164.530\(c\)](#)).

803.3 RESPONSIBILITIES

Federal MODIFIED

Members shall protect the security, confidentiality and privacy of all patient medical records in their custody at all times.

Possessing, releasing or distributing PPI, including for unauthorized purposes, is prohibited and may violate HIPAA and/or other applicable laws. Members who have not received district training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law ([45 CFR 164.530\(b\)](#); [45 CFR 164.512](#)).

803.4 PRIVACY OFFICER

Federal MODIFIED

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The Fire Chief shall designate a privacy officer who is responsible for all matters relating to the privacy of patient medical information, including PHI. The privacy officer shall ([45 CFR 164.530](#)):

- (a) Identify who may have access to PPI and PHI.
- (b) Resolve complaints under the HIPAA.
- (c) Mitigate to the extent practicable any harmful effects known to the District regarding any use or disclosure of PHI in violation of this policy or HIPAA regulations.
- (d) Ensure members are trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy.
- (e) Ensure technical and physical safeguards are implemented to maintain security and confidentiality of PHI and to allow access to PHI only to those persons or software programs that have been granted access rights.

803.5 PROCEDURE

Federal **MODIFIED**

Records containing PHI or PPI, including Pre-hospital Care Reports (PCRs), shall be kept out of view unless the report is being completed during an incident, during input of information into the National Fire Incident Reporting System (NFIRS) or during processing or review at Snohomish Regional Fire & Rescue facilities by authorized personnel ([45 CFR 164.530\(c\)](#)).

803.6 SECURITY

Federal **MODIFIED**

All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic or any other visual or audible format ([45 CFR 164.306\(a\)](#)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as district records during the time district personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

803.6.1 ELECTRONIC PHI SECURITY

Federal **MODIFIED**

All computer workstations and servers within the District shall require appropriate security measures, such as user identification and login passwords, to access electronic documents, including electronic PHI ([45 CFR 164.308\(a\)\(5\)](#)).

Members with access to electronic data shall lock their workstation when left unattended and shall shut down their workstation when leaving for the day to prevent unauthorized access to electronic PHI ([45 CFR 164.310](#); [45 CFR 164.312](#)).

Remote access to district computer workstations requires that appropriate security measures be provided for access to PHI ([45 CFR 164.312](#)).

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Personal health information may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, Internet web posting and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus verifying full receipt by the recipient. Any electronic PHI traveling outside a secure network environment, into the Internet, requires encryption and authentication measures ([45 CFR 164.312\(e\)](#)).

803.6.2 HARD COPIES

Federal **MODIFIED**

Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An office is unattended when staff is physically outside the specific office area and unable to maintain record security. This includes, but is not limited to, breaks, lunch or meetings outside the office.

Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the District without express authorization from the [Public Records](#) ~~Public Records~~ Officer.

803.7 PHI RECORD REQUESTS

Federal **MODIFIED**

The following procedures apply to PHI record requests:

- (a) Requests and subpoenas for copies of patient records shall be processed by the [Public Records](#) ~~Public Records~~ Officer.
- (b) The [Public Records](#) ~~Public Records~~ Officer or the authorized designee shall not release records containing PHI without a properly completed authorization to release medical records that is signed by the patient or legal representative of the patient.
 - 1. Verification that the person completing the authorization is the patient or the legal representative of the patient shall be made with government-issued identification and documentation ([45 CFR 164.508\(c\)](#)).
- (c) Unless the request for records is from the patient or the parent of a minor patient, PHI shall be redacted from the record. A photocopy of the record shall be distributed to the requestor.
- (d) Requests for records via a valid subpoena do not require that PHI be redacted.
- (e) Fulfilled records requests shall be placed in a sealed envelope for release to the requestor.
- (f) A full copy of the valid subpoena or authorization to release medical records form shall be maintained in the file with the PCR.

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803.7.1 PROHIBITED DISCLOSURES OF PHI AND PPI

Federal

MODIFIED

- (a) The District shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including but not limited to, the following ([45 CFR 160.103](#)):
1. PHI or PPI contained in e-mail or other forms of written communication
 2. Sharing of PHI or PPI on any website, blog or other form of social or public media
 3. Verbal discussions
 4. The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones with picture-taking or video-recording capability or any other device with picture-taking or video-recording capability while engaged in patient care, while at the scene of a medical emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI

803.7.2 PERMITTED DISCLOSURES OF PHI AND PPI

Federal

MODIFIED

The [Public Records](#) ~~Public Records~~ Officer may release records containing PHI or PPI without authorization from the patient under any of the following circumstances:

- (a) For the district's use to carry out treatment, payment or health care operations ([45 CFR 164.506](#))
- (b) Where the PHI is requested pursuant to a valid subpoena or court order ([45 CFR 164.512\(e\)](#))
- (c) Where the PHI is part of a limited data set ([45 CFR 164.514\(e\)](#))
- (d) Where the PHI is used for public health activities authorized by law, including when the information is necessary to report child abuse or neglect ([45 CFR 164.512\(b\)](#))
- (e) Where the PHI is disclosed to a government authority because the person is believed to be a victim of abuse, neglect or domestic violence ([45 CFR 164.512\(c\)](#))
- (f) To law enforcement as provided in this policy ([45 CFR 164.512\(f\)](#))
- (g) Where the District believes that disclosure of the information is necessary to avert a serious threat to the health or safety of a person or the public ([45 CFR 164.512\(j\)](#))
- (h) Where the PHI is required for worker's compensation purposes ([45 CFR 164.512\(l\)](#))

803.7.3 REQUIRED DISCLOSURES

Federal

MODIFIED

The District must disclose PHI when:

- (a) The PHI is requested by and provided to the individual to whom the PHI belongs ([45 CFR 164.502\(a\)\(2\)](#)).

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- (b) The information is required by the U.S. Secretary of Health and Human Services to investigate compliance with HIPAA ([45 CFR 164.502\(a\)\(2\)](#)).

803.7.4 SUBPOENAS

Federal **MODIFIED**

Records containing PHI or PPI will be disclosed only if one of the following is present ([45 CFR 164.512\(e\)\(1\)](#)):

- (a) A court order or subpoena signed (or stamped) by a judge that requires no additional assurances or notification to the individual whose records are requested
- (b) A subpoena or discovery order signed by an attorney which requires additional proof of service that written notification has been given to the individual whose records are requested or a Declaration by the requesting party showing that reasonable efforts have been made to ensure that notice has been provided to the individual whose records are being requested or there is a Qualified Protective Order. No records relating to the person named in the notice will be produced until the time to respond to the notice has lapsed and no objections to the production of the materials requested have been made. If written notification to the individual is not provided, the Declaration must establish that:
 - 1. The requesting party has made a good faith effort to provide written notice to the individual, and
 - 2. The notice includes sufficient information about the litigation or proceeding for which the PHI is requested to allow the individual to raise an objection, and
 - 3. The time for the individual to raise objections to the court or tribunal has elapsed, and
 - 4. No objections were filed or all objections have been resolved.
 - 5. In lieu of a Declaration, records may be released if there is a court order or a stipulation by the parties to the litigation that:
 - (a) Prohibits the parties from using or disclosing the PHI for any purpose other than the litigation or proceeding for which such information was requested.
 - (b) Requires the return to the District or destruction of the PHI (including all copies made) at the end of the litigation or proceeding.

803.7.5 RELEASE OF PHI TO LAW ENFORCEMENT

Federal **MODIFIED**

The release of PHI to a law enforcement agency is permitted under the following circumstances:

- (a) In response to a law enforcement officer who completes the district's release of PHI to law enforcement form and requires the PHI ([45 CFR 164.512\(f\)\(1\)](#)):
 - 1. To report certain types of wounds or other physical injuries.

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2. In compliance with a court order or court-ordered warrant, subpoena or summons, a grand jury subpoena or an administrative request.
- (b) In response to a law enforcement officer who completes the district's release of PHI to law enforcement form for the purpose of identifying or locating a suspect, fugitive, material witness or missing person. In such a case, the District may only disclose the following PHI ([45 CFR 164.512\(f\)\(2\)](#)):
 1. Name and address
 2. Date and place of birth
 3. Social Security number
 4. ABO blood type and Rh factor
 5. The character and extent of injuries
 6. Date and time of treatment
 7. Date and time of death, if applicable
 8. A description of distinguishing physical characteristics

803.8 INDIVIDUAL RIGHTS**Federal** **MODIFIED**

The privacy officer is responsible for ensuring the District complies with all of the following rights of patients:

- (a) The right to request restrictions on certain uses and disclosures of PHI ([45 CFR 164.522\(a\)](#))
- (b) The right to receive their PHI confidentially ([45 CFR 164.522\(b\)](#))
- (c) The right to inspect and copy their PHI ([45 CFR 164.524](#))
- (d) The right to request amendments to their PHI ([45 CFR 164.526](#))
- (e) The right to receive an account of disclosures of PHI ([45 CFR 164.528](#))

803.8.1 PHI AMENDMENT REQUESTS**Federal** **MODIFIED**

Patients have the right to review their PHI records, and if necessary, to request that amendments be made. A patient must make a request in writing to have his/her medical record amended. Included in the request must be the patient's account of the incident and what specific amendment is being requested ([45 CFR 164.526\(b\)\(1\)](#)).

The privacy officer has the authority to deny the request for amendment where the PHI ([45 CFR 164.526\(a\)\(2\)](#)):

- (a) Was not created by the District.

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- (b) Is not part of the designated record.
- (c) Is not available for inspection by the requestor pursuant to [45 CFR 164.524](#).
- (d) Is accurate and complete.

Within 60 days of receipt of the request for amendment, the privacy officer must provide the basis for its denial in writing or, in the case that the request is approved, provide notice of approval ([45 CFR 164.526\(b\)\(2\)](#)).

The time for response may be extended for up to 30 days with a written statement to the requestor identifying the reasons for the delay and the date by which the action will be completed ([45 CFR 164.526\(b\)\(2\)](#)).



NEW BUSINESS

ACTION





EXECUTIVE SESSION

