



SNOHOMISH REGIONAL FIRE & RESCUE

# COMMISSIONER BOARD MEETING

**JUNE 26, 2025**

**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

June 26, 2025, 1730 hours

**CALL TO ORDER**

**PUBLIC COMMENT**

**UNION COMMENT**

**DISTRICT HIGHLIGHTS**

What Is a Fire Commissioner Video  
2024 Annual Report

**CHIEF'S REPORT**

**COMMISSIONER REPORTS**

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	6/24/25	7/22/25	Yes
Finance Committee	Elmore	6/26/25	7/24/25	Yes
Sno911	Waugh	6/19/25	7/17/25	Yes
Sno-Isle Commissioners	Fay	5/1/25	7/3/25	No
Leadership Meeting	Schaub	5/15/25	9/18/25	No
Policy Committee	Schaub	6/12/25	7/10/25	No
Community Advisory Committee	TBD	6/25/25	11/12/25	Yes

**COMMITTEE MEETING MINUTES**

Policy Committee – June 12, 2025

**CONSENT AGENDA**

**Approval of Vouchers**

Benefits Vouchers: 25-01255 to 25-01265; (\$793,638.72)

AP Vouchers: 25-01266 to 25-01382; (1,212,217.04)

**Approval of Payroll**

June 15, 2025 Payroll (\$1,512,965.40)



## SNOHOMISH REGIONAL FIRE & RESCUE

### **Approval of Minutes**

Approve Special Board Meeting Minutes May 16, 2025  
Approve Regular Board Meeting Minutes May 28, 2025  
Approve Regular Board Meeting Minutes June 12, 2025  
Approve Special Board Meeting Minutes June 18, 2025

### **OLD BUSINESS**

#### **Discussion**

#### **Action**

2026 Letters of Retirement

### **NEW BUSINESS**

#### **Discussion**

Public Record Index Resolution  
BN Builders Phase 1C Contract Amendment  
Budget Amendment #2 Shop Wages  
Darkhorse Contract Amendment  
Policy 804 Standardization of Station Files  
2024 Annual Financial Report

#### **Action**

### **GOOD OF THE ORDER**

### **ATTENDANCE CHECK**

Regular Commissioner Meeting Thursday, July 10, 2025, at 1730 - Station 31 Training Room/Zoom

### **EXECUTIVE SESSION**

RCW 42.30.140(4)(b): Labor Negotiations

### **ADJOURNMENT**





# DISTRICT HIGHLIGHTS





# CHIEF'S REPORT





# COMMISSIONER REPORTS





# COMMITTEE MEETING MINUTES





## **Commissioner Policy Committee Meeting Minutes**

June 12<sup>th</sup>, 2025 16:30

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

**Staff Present:** DC McConnell,

**Meeting called to order:** @16:45 Committee Chair Commissioner Schaub called the meeting to order.

**Approval of Minutes:** Commissioner Policy Committee meeting minutes from 5/8/25 are included in the 6/12/25 board packet.

### **Reviewed Policies:**

- 804 Standardization of Station Files. (Approved)

**Closing Comments:** Staff gave a brief update on process changes to approval workflows updates.

**Next Meeting** set for July 10<sup>th</sup> @ 16:30.

**Meet adjournment @ 17:15**



# CONSENT AGENDA



# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

06/24/2025

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
25-01255	DEPARTMENT OF RETIREMENT SYSTEMS		27,097.81
25-01256	DIMARTINO & ASSOCIATES		24,007.48
25-01257	FIRE 7 FOUNDATION		580.00
25-01258	HRA VEBA TRUST		63,919.54
25-01259	LEOFF TRUST		481,285.21
25-01260	MATRIX TRUST COMPANY		21,855.14
25-01261	TD AMERITRADE INSTITUTIONAL		388.50
25-01262	TRUSTEED PLANS SERVICE CORP		35,052.31
25-01263	VOYA INSTITUTIONAL TRUST CO		137,701.52
25-01264	WASHINGTON STATE SUPPORT REGISTRY		504.00
25-01265	WASHINGTON STATE SUPPORT REGISTRY		1,247.21

**Page Total** 793,638.72

**Cumulative Total** 793,638.72



# Snohomish Regional Fire & Rescue, WA

## 12 Docket of Claims Register

APPKT01891 - 06.26.2025 Board Meeting AL

By Docket/Claim Number

Vendor #	Vendor Name	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
								Distribution Amount
2375	4IMPRINT, INC.	25-01266						307.55
	29601111	Fold Up Flyer x150 - Water safety Cam	Invoice	06/09/2025	Fold Up Flyer x150 - Water Safety Cam	001-515-522-30-31-01		307.55
2169	ACTIVE911, INC	25-01267						2,143.80
	622424	'ActiveAlert' App Annual Subscriptn (1	Invoice	04/29/2025	'ActiveAlert' App Annual Subscriptn (x	001-513-522-10-49-04		2,143.80
0028	ALL BATTERY SALES AND SERVICE	25-01268						231.25
	300-10167705	Shop Parts	Invoice	06/06/2025	Shop Parts	050-511-522-60-31-05		231.25
1503	ALLSTREAM BUSINESS US, INC	25-01269						825.89
	21564198	Fire Alarm Phone Lines/Connection Sei	Invoice	06/03/2025	Fire Alarm Phone Lines/Connection Sei	001-513-522-50-42-01		825.89
1503	ALLSTREAM BUSINESS US, INC	25-01270						1,088.56
	21560050	Fire Alarm Phone Lines/Connection Sei	Invoice	06/01/2025	Fire Alarm Phone Lines/Connection Sei	001-513-522-50-42-01		1,088.56
2106	AMAZON CAPITAL SERVICES, INC	25-01271						3,479.38
	116M-DW1T-RRVX	E31 Toolbox Handles	Invoice	06/09/2025	E31 Toolbox Handles	001-507-522-50-35-00		8.94
	11PV-RTQT-JTN9	Mini Portable Bluetooth Speaker	Invoice	06/12/2025	Mini Portable Bluetooth Speaker	001-509-522-20-35-00		41.20
	16V3-6GGHG-Q1CF	Red Clay, 10 Color Dough, Fake Puke B	Invoice	06/16/2025	Red Clay, 10 Color Dough, Fake Puke B	001-509-522-20-49-04		101.86
	179N-PLYG-6D6R	Station Vacuums x2	Invoice	06/17/2025	Station Vacuums x2	001-507-522-50-35-00		323.62
	1C3R-6Q7Y-7V77	ST73 Vacuum Repair Kit	Invoice	06/22/2025	ST73 Vacuum Repair Kit	001-507-522-50-48-00		7.98
	1C6N-XWCV-DVCW	Shop Parts	Invoice	06/02/2025	Shop Parts	050-511-522-60-34-01		74.04
	1CX6-JKPC-CGF7	Shop Parts	Invoice	05/30/2025	Shop Parts	050-511-522-60-34-01		13.93
	1DF4-KN1V-NVKD	Swimming Goggles24pk x4, Sunscreen	Invoice	06/12/2025	Swimming Goggles24pk x4, Sunscreen	001-515-522-30-35-00		231.17
	1FNH-YVJX-FJ7W	Coin Batteries 6 Pack x2	Invoice	06/11/2025	USB C Cable x2	001-513-522-10-35-00		87.45
	1GNN-WV36-NGHC	Contact Cemenet for Wetsuit Repair	Invoice	06/09/2025	Contact Cemenet for Wetsuit Repair	001-514-522-20-31-09		8.19
	1J44-DWFC-YGHR	Foam Clay, Red Balloons, Mini Bluetoo	Invoice	06/10/2025	Foam Clay, Red Balloons, Mini Bluetoo	001-509-522-20-35-00		27.87
	1KDH-KKGW-WVKP	Expanding File Folder for Red Card Trai	Invoice	06/06/2025	Expanding File Folder for Red Card Trai	001-502-522-10-31-00		60.36
	1KG6-D4PV-XJHM	Foam Clay and Red Balloons	Invoice	06/10/2025	Foam Clay and Red Balloons	001-509-522-20-35-00		29.11
	1KTT-QTNT-FTXH	USB-C CABLE X15	Invoice	06/11/2025	USB-C CABLE X15	001-513-522-10-35-00		147.60
	1LW7-G17N-CVJL	Shop Parts	Invoice	05/30/2025	Shop Parts	050-511-522-60-34-01		137.48
	1M1X-F4TJ-7VRY	ST73 Toaster	Invoice	06/22/2025	ST73 Toaster	001-507-522-50-35-00		77.38
	1PNY-Y4KX-6RHC	ST71 Mop Kit	Invoice	06/22/2025	ST71 Mop Kit	001-507-522-50-35-00		42.03
	1PQJ-HM66-MJPM	Floor Cord Cover x2 HDMI Cord x1	Invoice	06/05/2025	Floor Cord Cover x2 HDMI Cord x1	001-513-522-10-35-00		395.87
	1T39-LJYW-NM7D	Shop Parts	Invoice	06/05/2025	Shop Parts	050-511-522-60-34-01		45.50
	1TP9-GGRR-WPKQ	Metal Storage Cabinet - St72	Invoice	06/06/2025	Metal Storage Cabinet - St72	001-507-522-50-35-00		139.18
	1WXY-TFDR-QGXD	TV Wall Mount	Invoice	06/06/2025	TV Wall Mount	001-507-522-50-35-00		56.52
	1XHJ-3G6C-NLCK	iPad Case for Training x10	Invoice	06/12/2025	iPad Case for Training x10	001-506-522-45-35-00		1,422.10



## Docket of Claims Register

## APPKT01891 - 06.26.2025 Board Meeting AL

Vendor Name		Docket/Claim #						Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount	
1971	B&H FIRE AND SECURITY	25-01272						292.82
	9071	Fire Alarm Monitoring (July-Sept 2025)	Invoice	06/03/2025	Fire Alarm Monitoring (July-Sept 2025)	001-507-522-50-41-00		145.53
	9083	Fire Alarm Monitoring (July to Sept 2025)	Invoice	06/13/2025	Fire Alarm Monitoring (July to Sept 2025)	001-507-522-50-41-00		147.29
2127	BENJAMIN TOWERS	25-01273						135.00
	INV13641	EVT Test Reimbursement (E0 / E1)	Invoice	06/10/2025	EVT Test Reimbursement (E0 / E1)	050-511-522-60-49-04		135.00
0058	BICKFORD MOTORS INC.	25-01274						5,123.15
	1298451	Shop Parts	Invoice	05/29/2025	Shop Parts	050-511-522-60-34-01		4,292.54
	1298540	Shop Parts	Invoice	05/29/2025	Shop Parts	050-511-522-60-34-01		26.06
	1298596	Shop Parts	Invoice	06/06/2025	Shop Parts	050-511-522-60-34-01		449.60
	1298896	Shop Parts	Invoice	06/05/2025	Shop Parts	050-511-522-60-34-01		249.50
	1298947	Shop Parts	Invoice	06/05/2025	Shop Parts	050-511-522-60-34-01		112.05
	1298951	Shop Parts	Invoice	06/06/2025	Shop Parts	050-511-522-60-34-01		24.09
	1583	Shop Parts	Invoice	06/16/2025	Shop Parts	050-511-522-60-34-01		478.54
	1786	Shop Parts	Invoice	06/16/2025	Shop Parts	050-511-522-60-34-01		37.77
	CM1298451	Shop Parts	Credit Memo	05/30/2025	Shop Parts	050-511-522-60-34-01		-547.00
0065	BOUND TREE MEDICAL, LLC	25-01275						13,208.20
	70352852	Medical Supplies	Credit Memo	12/27/2024	Medical Supplies	001-509-522-30-31-01		-181.60
	85760358	Medical Supplies & Medical Sm.Tools/	Invoice	05/06/2025	Medical Small Tools/Minor Equipment	001-509-522-20-35-00		54.38
					Medical Supplies	001-509-522-30-31-01		1,323.85
	85760359	Medications & Medical Supplies	Invoice	05/06/2025	Medications & Medical Supplies	001-509-522-30-31-01		1,962.99
	85760360	Medications & Medical Supplies	Invoice	05/06/2025	Medications & Medical Supplies	001-509-522-30-31-01		245.75
	85760361	Medications	Invoice	05/06/2025	Medications	001-509-522-30-31-01		239.99
	85760362	Medications & Medical Supplies	Invoice	05/06/2025	Medications & Medical Supplies	001-509-522-30-31-01		373.61
	85789043	Medications	Invoice	05/30/2025	Medications	001-509-522-30-31-01		279.60
	85793382	Medications	Invoice	06/03/2025	Medications	001-509-522-30-31-01		56.06
	85795465	Medications & Medical Supplies	Invoice	06/04/2025	Medications & Medical Supplies	001-509-522-30-31-01		3,148.41
	85797294	Medications & Medical Supplies	Invoice	06/05/2025	Medications & Medical Supplies	001-509-522-30-31-01		2,385.04
	85802864	Medications/Medical Supplies/Medica	Invoice	06/10/2025	Medical Small Tools/Minor Equipment	001-509-522-20-35-00		59.93
					Medications & Medical Supplies	001-509-522-30-31-01		627.98
	85802865	Medications	Invoice	06/10/2025	Medications	001-509-522-30-31-01		170.04
	85804664	Medications & Medical Supplies	Invoice	06/11/2025	Medications & Medical Supplies	001-509-522-30-31-01		409.34
	85804665	Medications & Medical Supplies	Invoice	06/11/2025	Medications & Medical Supplies	001-509-522-30-31-01		2,052.83
0070	BRAKE & CLUTCH SUPPLY INC	25-01276						2,258.97
	139236	Shop Parts	Invoice	05/23/2025	Shop Parts	050-511-522-60-34-01		593.78
	139391	Shop Parts	Invoice	05/30/2025	Shop Parts	050-511-522-60-34-01		351.91
	139540	Shop Parts	Invoice	06/05/2025	Shop Parts	050-511-522-60-34-01		1,313.28
0073	BRAUN NORTHWEST INC	25-01277						52,140.07
	7350002	Aid82 Repairs	Invoice	06/20/2025	Aid82 Repair	001-509-522-20-48-01		52,140.07
1816	BRIAN KEES	25-01278						819.60
	INV13644	Per Diem Reimbur - Station Design Cor	Invoice	04/30/2025	Per Diem Reimbur - Station Design Cor	001-507-522-50-43-00		819.60

## Docket of Claims Register

## APPKT01891 - 06.26.2025 Board Meeting AL

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
1685	BUD CLARY AUTO GROUP	25-01279					55,067.20
	3SA018x A018	2025 Ford Police Interceptor, Pursuit-R	Invoice	05/28/2025	2025 Ford Police Interceptor, Pursuit-R	301-506-594-22-64-01	55,067.20
2352	CAMERON MAIN	25-01280					135.00
	INV13640	EVT Test Reimbursement (F4 / E1)	Invoice	06/10/2025	EVT Test Reimbursement (F4 / E1)	050-511-522-60-49-04	135.00
1913	CANON FINANCIAL SERVICES INC	25-01281					2,024.18
	41211249	Copier Machine Lease - Admin Bldg (C	Invoice	06/11/2025	Copier Machine Lease - Admin Bldg (C	001-512-591-22-70-00	296.60
	41211250	Copier Machine Lease - ST 81	Invoice	06/11/2025	Copier Machine Lease - ST 81	001-512-591-22-70-00	38.88
	41211251	Copier Machine Lease - ST 71	Invoice	06/11/2025	Copier Machine Lease - ST 71	001-512-591-22-70-00	325.02
	41211252	Copier Machine Lease - ST31 (Main Lol	Invoice	06/11/2025	Copier Machine Lease - ST31 (Main Lol	001-512-591-22-70-00	329.53
	41211253	Copier Machine Lease - ST 82	Invoice	06/11/2025	Copier Machine Lease - ST 82	001-512-591-22-70-00	38.91
	41211254	GIS Printer Machine Lease - Admin Bld	Invoice	06/11/2025	GIS Printer Machine Lease - Admin Bld	001-512-591-22-70-00	225.33
	41211255	Copier Machine Lease - ST 32, 72, 73, 7	Invoice	06/11/2025	Copier Machine Lease - ST 32, 72, 73, 7	001-512-591-22-70-00	72.04
	41211256	Copier Machine Lease - Admin Bldg (C	Invoice	06/11/2025	Copier Machine Lease - Admin Bldg (C	001-512-591-22-70-00	363.56
	41211257	Copier Machine Lease - ST 83	Invoice	06/11/2025	Copier Machine Lease - ST 83	001-512-591-22-70-00	19.37
	41211258	Copier Machine Lease - ST 31 (Shop)	Invoice	06/11/2025	Copier Machine Lease - ST 31 (Shop)	050-511-591-22-70-00	90.62
	41260305	Copier Machine Lease - Admin Bldg (P	Invoice	06/11/2025	Copier Machine Lease - Admin Bldg (P	001-512-591-22-70-00	224.32
2470	CENTRAL PARK APARTMENTS ON	25-01282					1,526.50
	07/2025	Paramedic School Housing Rent (#191	Invoice	06/01/2025	Paramedic School Housing Rent (#191	001-506-522-45-49-37	1,526.50
0096	CENTRAL WELDING SUPPLY	25-01283					593.85
	0002401740	Oxygen Cylinder Exchange/Re-Fill (3)	Invoice	06/04/2025	Oxygen Cylinder Exchange/Re-Fill (xxx	001-509-522-20-45-00	113.27
	0002404200	Oxygen Cylinder Exchange/Re-Fill (3)	Invoice	06/09/2025	Oxygen Cylinder Exchange/Re-Fill (3)	001-509-522-20-45-00	85.75
	0002407014	Oxygen Cylinder Exchange/Re-Fill (11)	Invoice	06/12/2025	Oxygen Cylinder Exchange/Re-Fill (11)	001-509-522-20-45-00	147.71
	0002410084	Oxygen Cylinder Exchange/Re-Fill (4)	Invoice	06/16/2025	Oxygen Cylinder Exchange/Re-Fill (xxx	001-509-522-20-45-00	84.57
	0002410090	Oxygen Cylinder Exchange/Re-Fill (3)	Invoice	06/16/2025	Oxygen Cylinder Exchange/Re-Fill (xxx	001-509-522-20-45-00	76.88
	0002412449	Oxygen Cylinder Exchange/Re-Fill (4)	Invoice	06/19/2025	Oxygen Cylinder Exchange/Re-Fill (4)	001-509-522-20-45-00	85.67
0098	CHAD SQUIRE	25-01284					3,790.46
	INV13637	Per Diem Reimbur - CMC Rope Rescue	Invoice	06/17/2025	Per Diem Reimbur - CMC Rope Rescue	001-506-522-45-43-00	3,790.46
0531	CHRISTENSEN, INC	25-01285					5,088.08
	0699333-IN	Shop Parts	Invoice	04/23/2025	Shop Parts	050-511-522-60-34-01	5,179.57
	681872C-CM	Shop Supplies	Credit Memo	05/15/2025	Shop Supplies	050-511-522-60-31-05	-11,455.47
	681872R-DM	Shop Supplies	Invoice	05/15/2025	Shop Supplies	050-511-522-60-31-05	11,363.98
0105	CHRISTIAN DIMONDA	25-01286					563.53
	INV13631	Per Diem Reimb (2025 FDIC Conferenc	Invoice	04/18/2025	Per Diem Reimb (2025 FDIC Conferenc	001-506-522-45-43-00	563.53
2249	CITY OF ELLENSBURG	25-01287					86.15
	334205680819	Electricity & Stormwater - PM Progrm	Invoice	05/23/2025	Electricity & Stormwater - PM Progrm	001-506-522-45-49-37	86.15
2535	CIVICPLUS, LLC	25-01288					18,677.87
	3339496	2025 Annual Subscription	Invoice	06/18/2025	2025 Annual Subscription	001-502-522-10-49-08	18,677.87
0126	COMCAST BUSINESS	25-01289					322.19
	ST31-JUNJUL25	Internet Services - ST 31	Invoice	06/06/2025	Internet Services - ST 31	001-513-522-50-42-01	322.19

## Docket of Claims Register

## APPKT01891 - 06.26.2025 Board Meeting AL

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
0126	COMCAST BUSINESS	25-01290					806.21
	ADMIN-JUNJUL25	Internet/Phone/TV Services - Admin Bl	Invoice	06/12/2025	Internet/Phone/TV Srvcs - Admin Bldg	001-513-522-50-42-01	806.21
0126	COMCAST BUSINESS	25-01291					791.18
	ADMIN - MAYJUN25	Internet/Phone/TV Services - Admin Bl	Invoice	06/12/2025	Internet/Phone/TV Srvcs - Admin Bldg	001-513-522-50-42-01	791.18
0127	COMDATA INC.	25-01292					4,709.42
	20425977	Apparatus Fuel	Invoice	05/01/2025	Apparatus Fuel - EMS	001-509-522-20-32-00	1,095.13
					Apparatus Fuel - Suppression	001-504-522-20-32-00	1,095.13
	20426628	Apparatus Fuel	Invoice	06/01/2025	Apparatus Fuel - EMS	001-509-522-20-32-00	1,259.08
					Apparatus Fuel - Suppression	001-504-522-20-32-00	1,259.08
	safgsfbb	Apparatus Fuel	Invoice	05/31/2025	Apparatus Fuel - Suppression	001-504-522-20-32-00	1.00
0103	CSD ATTORNEYS AT LAW P.S.	25-01293					1,795.05
	130550	Monthly Attorney Services (May)	Invoice	05/31/2025	Monthly Attorney Services (May)	001-512-522-10-41-03	1,795.05
1695	CURTIS GREINER	25-01294					188.74
	INV13629	Reimburs - PALS Course	Invoice	05/21/2025	Reimburs - PALS Course	001-509-522-45-49-02	188.74
2205	DANIEL KINDIG	25-01295					135.00
	INV13639	EVT Test Reimbursement (RF4/RF5/RE	Invoice	06/19/2025	EVT Test Reimbursement (RF4/RF5/RE	050-511-522-60-49-04	135.00
0147	DAVID LEDUC	25-01296					374.00
	INV13632	Per Diem Reimb ( 2025 PNW Fire Inves	Invoice	05/10/2025	Per Diem Reimb ( 2025 PNW Fire Inves	001-505-522-30-43-00	374.00
0154	DELL MARKETING LP C/O DELL US	25-01297					467.33
	10820161799	Two 27" LCDs for Karli	Invoice	06/16/2025	Two 27" LCDs for Karli	001-513-522-10-35-00	467.33
0155	DENISE MATTERN	25-01298					141.82
	INV13724	Per Diem Reimburs - WAPELRA Confer	Invoice	10/10/2024	Per Diem Reimburs - WAPELRA Confer	001-503-522-10-43-00	141.82
1875	ELECTRONIC BUSINESS MACHINE	25-01299					780.53
	AR307566	Copier Machine Usage - Admin Bldg (C	Invoice	06/09/2025	Copier Machine Usage - Admin Bldg (C	001-502-522-10-31-00	263.02
	AR308329	Copier Machine Usage - ST31	Invoice	06/17/2025	Copier Machine Usage - ST31 (2XK081	001-502-522-10-31-00	58.31
	AR308406	Copier Machine Usage - ST83	Invoice	06/16/2025	Copier Machine Usage - ST83	001-502-522-10-31-00	3.17
	AR308471	Copier Machine Usage - ST82	Invoice	06/18/2025	Copier Machine Usage - ST82	001-502-522-10-31-00	6.08
	AR308472	Copier Machine Usage - ST31	Invoice	06/18/2025	Copier Machine Usage - ST31 (2XK081	001-502-522-10-31-00	275.63
	AR308505	Copier Machine Usage - ST71	Invoice	06/18/2025	Copier Machine Usage - ST71	001-502-522-10-31-00	158.19
	AR308506	Copier Machine Usage - ST81	Invoice	06/18/2025	Copier Machine Usage - ST81	001-502-522-10-31-00	16.13
0178	EMERALD SERVICES, INC	25-01300					105.63
	97226130	Hazardous Materials Disposal (Shop)	Invoice	06/03/2025	Hazardous Materials Disposal (Shop)	050-511-522-60-41-03	105.63
1677	ESO SOLUTIONS, INC	25-01301					1,487.84
	ESO-168778	ESO Healthcall Interface Annual Subscr	Invoice	05/21/2025	ESO Healthcall Interface Annual Subscr	001-509-522-20-49-02	1,487.84
2511	FASTFIELD, INC.	25-01302					1,026.61
	9ED55C6-0076	Mobile Forms Software Monthly Subsc	Invoice	06/07/2025	Mobile Forms Software Monthly Subsc	001-516-522-30-49-04	1,026.61
0212	FIRSTWATCH	25-01303					635.00
	FW112841	FirstPass & FOAM Modules Monthly Su	Invoice	06/01/2025	FirstPass & FOAM Modules Monthly Su	001-509-522-20-49-02	635.00

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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
0222	FREIGHTLINER NORTHWEST	25-01304					181.29
	PC304032294-01	Shop Parts	Invoice	06/05/2025	Shop Parts	050-511-522-60-34-01	181.29
0226	GALLS, LLC	25-01305					8,588.30
	03150265	Leather Garrison Belt	Invoice	06/05/2025	Leather Garrison Belt	001-504-522-20-31-07	27.87
	031528539	Mens Polo and Embroidery and SRFR P	Invoice	06/04/2025	Mens Polo and Embroidery and SRFR P	001-504-522-20-31-07	199.39
	031552783	2 Row Stitching Duty Belt for Honor G	Invoice	06/06/2025	2 Row Stitching Duty Belt for Honor G	001-504-522-20-31-07	90.53
	031570618	511 Tactical Uniform Polo + Embroider	Invoice	06/09/2025	511 Tactical Uniform Polo + Embroider	001-504-522-20-31-07	75.75
	031583311	Job Sh + Heat Pnael + SRFR Patch + Em	Invoice	06/10/2025	Job Sh + Heat Pnael + SRFR Patch + Em	001-504-522-20-31-07	119.82
	031596073	Firefighter Pants	Invoice	06/16/2025	Nomex IIIA Firefighter Pants	001-504-522-20-31-07	487.38
	031596134	L/S Chief Shirt	Invoice	06/11/2025	L/S Chief Shirt	001-504-522-20-31-07	155.74
	031608507	Pants, Chief Shirt, Embroidery	Invoice	06/12/2025	Pants, Chief Shirt, Embroidery	001-504-522-20-31-07	408.58
	031608627	L/S Firefighter Shirt	Invoice	06/12/2025	L/S Firefighter Shirt	001-504-522-20-31-07	30.52
	031621492	L/S Firefighter Shirt	Invoice	06/13/2025	L/S Firefighter Shirt	001-504-522-20-31-07	131.54
	031621512	Softshell Fleece Jacket + Embroidery	Invoice	06/13/2025	Softshell Fleece Jacket	001-504-522-20-31-07	200.61
	031626771	Duty Boots	Invoice	06/13/2025	Duty Boots	001-504-522-20-31-07	196.89
	031641410	Softshell Fleece Jacket	Invoice	06/16/2025	Softshell Fleece Jacket	001-504-522-20-31-07	200.43
	031641446	Tactical 'TacLite Pro' Pants	Invoice	06/16/2025	Tactical 'TacLite Pro' Pants - ST74	001-504-522-20-31-07	60.44
	031653604	Chief Shirt x9, Industrial Pannt x7, Soft	Invoice	06/17/2025	Chief Shirt x9, Industrial Pannt x7, Soft	001-504-522-20-31-07	3,914.43
	031653606	Leather Belt	Invoice	06/17/2025	Leather Belt	001-504-522-20-31-07	27.87
	031653630	Shield Hooded 1/4 ZipUp Pullover	Invoice	06/17/2025	Shield Hooded 1/4 ZipUp Pullover	001-504-522-20-31-07	276.40
	031666462	L/S Firefighter Shirt	Invoice	06/18/2025	L/S Firefighter Shirt	001-504-522-20-31-07	114.66
	031666503	Duty Boots	Invoice	06/18/2025	Duty Boots	001-504-522-20-31-07	134.71
	031666516	Industrial Pants	Invoice	06/18/2025	Industrial Pants	001-504-522-20-31-07	163.94
	031666535	L/S Firefighter Shirt	Invoice	06/18/2025	L/S Firefighter Shirt	001-504-522-20-31-07	118.63
	031666581	L/S Firefighter Shirt	Invoice	06/18/2025	L/S Firefighter Shirt	001-504-522-20-31-07	100.00
	031666582	L/S Firefighter Shirt	Invoice	06/18/2025	L/S Firefighter Shirt	001-504-522-20-31-07	98.91
	031666583	L/S Firefighter Shirt	Invoice	06/18/2025	L/S Firefighter Shirt	001-504-522-20-31-07	99.00
	031666586	Cargo Pants	Invoice	06/18/2025	Cargo Pants	001-504-522-20-31-07	652.52
	031678899	Duty Boots	Invoice	06/19/2025	Duty Boots	001-504-522-20-31-07	157.94
	031692001	L/S Firefighter Shirt	Invoice	06/20/2025	L/S Firefighter Shirt	001-504-522-20-31-07	127.49
	031692003	Diamond Quilted Jacket	Invoice	06/20/2025	Diamond Quilted Jacket	001-504-522-20-31-07	108.11
	031692004	Diamond Quilted Jacket	Invoice	06/20/2025	Diamond Quilted Jacket	001-504-522-20-31-07	108.20
1571	GENERAL FIRE APPARATUS	25-01306					154.46
	20901	Shop Parts	Invoice	06/04/2025	Shop Parts	050-511-522-60-34-01	92.52
	20969	Shop Parts	Invoice	06/12/2025	Shop Parts	050-511-522-60-34-01	61.94

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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
1593	GLATFELTER SPECIALTY BENEFITS	25-01307					19,717.71
	6491132	District Group Term Life Insurance	Invoice	06/19/2025	Dist. Group Term Life Insurance (Fire P	001-505-522-30-20-14	815.90
					Distrct Group Term Life Insurance (HR)	001-517-522-10-20-14	1,190.25
					Distrct Group Term Life Insurance (IT)	001-513-522-10-20-14	54.73
					Distrct Group Term Life Insurance (Pub	001-515-522-30-20-14	526.20
					District Group Term Life Insurance (Ad	001-502-522-10-20-14	3,536.67
					District Group Term Life Insurance (EM	001-509-522-20-20-14	292.80
					District Group Term Life Insurance (Fin	001-503-522-10-20-14	2,528.03
					District Group Term Life Insurance (Lo	001-507-522-50-20-14	1,879.92
					District Group Term Life Insurance (Pa	001-508-522-20-20-14	-387.08
					District Group Term Life Insurance (Sh	050-511-522-60-20-14	3,079.43
					District Group Term Life Insurance (Su	001-504-522-20-20-14	5,355.59
					District Group Term Life Insurance (Tra	001-506-522-45-20-14	845.27
2516	GMP CONSULTANTS LLC	25-01308					18,522.10
	25-200	Contract Balance, Background Check x	Invoice	06/20/2025	Contract Balance, Background Check x	001-502-522-10-41-01	18,522.10
0238	GRAINGER	25-01309					1,565.17
	533602505	Station Operating Supplies	Invoice	06/09/2025	Station Operating Supplies	001-507-522-50-31-00	221.26
	9533774882	Station Operating Supplies	Invoice	06/09/2025	Station Operating Supplies	001-507-522-50-31-00	561.69
	9539150749	Station Operating Supplies	Invoice	06/12/2025	Station Operating Supplies	001-507-522-50-31-00	72.45
	9539175316	Station Operating Supplies	Invoice	06/12/2025	Station Operating Supplies	001-507-522-50-31-00	709.77
2109	HARBOR MARINE MAINTENANCE	25-01310					84.52
	569979	Winch Strap, EPCO Retract Bolt On	Invoice	05/22/2025	Medical Supplies	001-514-522-20-31-09	84.52
0258	HILL STREET CLEANERS	25-01311					145.35
	13268	Uniform Repairs, Alteratns & Name/Pa	Invoice	06/03/2025	Uniform Repairs, Alteratns & Name/Pa	001-504-522-20-31-07	145.35
1878	IMS ALLIANCE	25-01312					14.21
	25-1542	Passport Name Tag (x4)	Invoice	06/19/2025	Passport Name Tag (x4)	001-504-522-20-31-01	14.21
1872	INTERSTATE ALL BATTERY CENTE	25-01313					651.56
	999742706	Shop Parts	Invoice	05/27/2025	Shop Parts	050-511-522-60-34-01	651.56
0277	ISOUTSOURCE	25-01314					7,638.13
	CW312071	IT Services	Invoice	06/15/2025	IT Services	001-513-522-10-41-04	7,076.90
	CW312424	Monthly Software Fees/Monitoring Se	Invoice	06/20/2025	Monthly Software Fees/Monitoring Se	001-513-522-10-41-04	561.23
1692	JASON BOWEN	25-01315					374.00
	INV13634	Per Diem Reimb ( 2025 PNW Fire Inves	Invoice	05/10/2025	Per Diem Reimb ( 2025 PNW Fire Inves	001-505-522-30-43-00	374.00
0288	JEFF SCHAUB	25-01316					382.41
	INV13725	Per Diem Reimburs - Station Design C	Invoice	05/28/2025	Per Diem Reimburs - Station Design C	001-507-522-50-43-00	382.41
2534	JERIT SMITH	25-01317					110.00
	INV13642	2025 Admin Uniform Footwear Reimbu	Invoice	06/19/2025	2025 Admin Uniform Footwear Reimbu	001-504-522-20-31-07	110.00
1681	KATHERINE POWERS	25-01318					108.80
	INV13643	2025 Admin Uniform Footwear Reimbu	Invoice	06/05/2025	2025 Admin Uniform Footwear Reimbu	001-504-522-20-31-07	108.80

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Vendor #		Vendor Name	Docket/Claim #					Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount	
0312	KENNY'S TRUCK PARTS & REPAIR	25-01319						113.15
	77760	Shop Parts	Invoice	06/02/2025	Shop Parts	050-511-522-60-34-01		113.15
0313	KENT D. BRUCE CO., LLC	25-01320						6,700.72
	18129	Shop Parts	Invoice	05/29/2025	Shop Parts	050-511-522-60-34-01		333.83
	18130	Shop Parts	Invoice	05/29/2025	Shop Parts	050-511-522-60-34-01		333.83
	18131	Shop Parts	Invoice	05/29/2025	Shop Parts	050-511-522-60-34-01		333.83
	18145	Shop Parts	Invoice	05/30/2025	Shop Parts	050-511-522-60-34-01		1,430.55
	18146	Shop Parts	Invoice	05/30/2025	Shop Parts	050-511-522-60-34-01		1,430.55
	18147	Shop Parts	Invoice	05/30/2025	Shop Parts	050-511-522-60-34-01		1,430.55
	18148	Shop Parts	Invoice	05/30/2025	Shop Parts	050-511-522-60-34-01		1,430.55
	302	Shop Parts	Credit Memo	06/11/2025	Shop Parts	050-511-522-60-34-01		-22.97
1858	KEVIN O'BRIEN	25-01321						239.65
	INV13638	Reimburse Dinner - Ignite Symposium	Invoice	03/19/2025	Reimburse - Dinner at Ignite Symposiu	001-506-522-45-43-00		239.65
0349	L.N. CURTIS & SONS	25-01322						4,507.50
	CM40191	Firebox Vehicle Mount	Credit Memo	12/14/2023	Firebox Vehicle Mount	001-504-522-20-35-00		-39.46
	INV954483	Shop Parts	Invoice	05/30/2025	Shop Parts	050-511-522-60-34-01		151.04
	INV956225	Ladder 82 Tools - Multi Gas Detector	Invoice	06/09/2025	Ladder 82 Tools - Multi Gas Detector	001-504-522-20-35-00		4,187.13
	INV956700	Ladder 82 Tools - Spanner Wrench	Invoice	06/10/2025	Ladder 82 Tools-Spanner Wrench	001-504-522-20-35-00		208.79
1595	LEROY SCHWARTZ III	25-01323						492.72
	INV13635	Per Diem Reimb ( 2025 PNW Fire Inves	Invoice	05/10/2025	Per Diem Reimb (2025 PNW Fire Invesi	001-505-522-30-43-00		492.72
0343	LIFE-ASSIST INC	25-01324						174.21
	1608129	Medical Supplies	Invoice	06/10/2025	Medical Supplies	001-509-522-30-31-01		174.21
2513	MES SERVICE COMPANY, LLC	25-01325						6,963.09
	IN2283705	Kevlar Headnet x20	Invoice	06/17/2025	Kevlar Headnet x20	001-504-522-20-31-10		6,963.09
2214	MONARCH LANDSCAPE WA LLC	25-01326						4,458.05
	CD50548998	Tree Pruning RE PProposal 1028020	Invoice	06/12/2025	Tree Pruning RE Proposal 1028020	001-507-522-50-41-00		4,458.05
1661	MONROE CHAMBER OF COMMEI	25-01327						250.00
	04350	District 'L1 - Basic' Memembership Annu	Invoice	06/17/2025	District 'L1 - Basic' Memembership Annu	001-502-522-10-49-01		250.00
0381	MONROE UPHOLSTERY	25-01328						164.25
	8297	Shop Parts	Invoice	06/02/2025	Shop Parts	050-511-522-60-34-01		164.25
0400	NATIONAL HOSE TESTING SPECIA	25-01329						32,234.40
	51922	2025 Fire Hose & Ground Ladder Testi	Invoice	06/13/2025	2025 Fire Hose & Ground Ladder Testi	001-504-522-20-41-02		31,886.40
		Heat Sensor Install (Ground Ladders) (p				001-504-522-20-48-02		348.00
2176	NORTHWEST TROPHY & AWARD\$	25-01330						27.55
	230630	Retirement Flag Display Case Engraved	Invoice	05/13/2025	Retirement Flag Display Case Engraved	001-502-522-10-49-07		27.55

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Vendor #	Payable Number	Payable Description					Distribution Amount
2333	OAC SERVICES, INC.	25-01331					20,673.90
	151065	Professional Services (Design/CM Labo	Invoice	05/08/2025	Professional Services (Design/CM Labo	300-507-594-50-62-00	2,355.00
						300-507-594-50-62-00	215.00
	151289	Professional Services (Design/CM Labo	Invoice	05/31/2025	Professional Services (Design/CM Labo	300-507-594-50-62-00	9,527.70
						300-507-594-50-62-00	8,468.70
	151345	Professional Services (CM Labor) - ST8:	Invoice	06/12/2025	Professional Services (CM Labor) - ST8:	300-507-594-50-62-00	107.50
2252	ODP BUSINESS SOLUTIONS, LLC	25-01332					661.94
	426332764001	Stamp Roll	Invoice	06/05/2025	Stamp Roll	001-502-522-10-49-07	361.35
	426394318001	Printer Paper, Pens, Highlighter, Sharp	Invoice	06/05/2025	Printer Paper, Pens, Highlighter, Sharp	001-502-522-10-31-00	170.89
	428196728001	Highlighters + Printer Paper	Invoice	06/11/2025	Highlighters + Printer Paper	001-502-522-10-31-00	55.78
	428197235001	Green label paper for OFM	Invoice	06/11/2025	Green label paper for OFM	001-502-522-10-31-00	52.71
	428197236001	Tissues	Invoice	06/11/2025	Kleenex - Admin	001-507-522-50-31-00	21.21
0185	OPERATIVE IQ	25-01333					647.40
	70188	Status Board	Invoice	06/11/2025	IT Professional Services - Status Board	001-513-522-10-49-04	647.40
0466	PETROCARD, INC.	25-01334					1,596.55
	C767820	OnSite Mobile Fueling Service - ST 71,	Invoice	06/13/2025	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00	798.28
						001-509-522-20-32-00	798.27
0483	PUGET SOUND ENERGY	25-01335					492.04
	ADMIN-MAYJUN25	Natural Gas - Admin Bldg (220031644C	Invoice	06/09/2025	Natural Gas - Admin Bldg (220031644C	001-507-522-50-47-03	250.94
						300-507-522-50-47-00	241.10
0483	PUGET SOUND ENERGY	25-01336					144.74
	ST73 - MAYJUN25	Natural Gas - ST 73 (200014833566)	Invoice	06/13/2025	Natural Gas - ST 73 (200014833566)	001-507-522-50-47-03	144.74
0483	PUGET SOUND ENERGY	25-01337					378.73
	ST73-MAYJUN25	Natural Gas - ST 33 (220017363437)	Invoice	06/12/2025	Natural Gas - ST 33 (220017363437)	001-507-522-50-47-03	378.73
0483	PUGET SOUND ENERGY	25-01338					149.17
	ST74 - MAYJUN25	Natural Gas - ST 74/Logistics Bldg (220	Invoice	06/13/2025	Natural Gas - ST 74/Logistics Bldg (220	001-507-522-50-47-03	149.17
0483	PUGET SOUND ENERGY	25-01339					167.69
	ST71 - MAYJUN25	Natural Gas - ST 71 (220031644036)	Invoice	06/16/2025	Natural Gas - ST 71 (220031644036)	001-507-522-50-47-03	167.69
0483	PUGET SOUND ENERGY	25-01340					201.16
	ST82 - MAYJUN5	Natural Gas - ST 82 (220021970490)	Invoice	06/06/2025	Natural Gas - ST 82 (220021970490)	001-507-522-50-47-03	201.16
0483	PUGET SOUND ENERGY	25-01341					150.96
	ST81-MAYJUN25	Natural Gas - ST 81 (220021970383)	Invoice	06/06/2025	Natural Gas - ST 81 (220021970383)	001-507-522-50-47-03	150.96
0484	PURCELL TIRE & SERVICE CENTER	25-01342					974.26
	24276287	Shop Parts	Invoice	05/29/2025	Shop Parts	050-511-522-60-34-01	288.46
	24276289	Shop Parts	Invoice	05/22/2025	Shop Parts	050-511-522-60-34-01	245.82
	24276547	Shop Parts	Invoice	06/03/2025	Shop Parts	050-511-522-60-34-01	226.83
	24276865	Shop Parts	Invoice	06/17/2025	Shop Parts	050-511-522-60-34-01	213.15
2345	RESCH PRINTING	25-01343					10,419.05
	1233	Shop Parts	Invoice	06/06/2025	Shop Parts	050-511-522-60-34-01	10,419.05

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Vendor #	Payable Number	Payable Description					Distribution Amount
0501	RICOH USA, INC.	25-01344					50.91
	109261841	Copier Machine Lease - ST 74/Logistics	Invoice	06/06/2025	Copier Machine Lease - ST 74/Logistics	001-512-591-22-70-00	50.91
0501	RICOH USA, INC.	25-01345					87.85
	5071538645	Copier Machine Usage - ST 74/Logistic	Invoice	06/09/2025	Copier Machine Usage - ST 74/Logistic	001-502-522-10-31-00	87.85
1738	RYAN STUPEY	25-01346					587.00
	INV13636	Per Diem Reimb ( 2025 PNW Fire Inves	Invoice	05/10/2025	Per Diem Reimb ( 2025 PNW Fire Inves	001-505-522-30-43-00	374.00
	INV13723	Per Diem Reibur - WSAFM Fire Prevent	Invoice	10/21/2024	Per Diem Reibur - WSAFM Fire Prevent	001-505-522-30-43-00	213.00
0517	S & P DESIGN INC	25-01347					1,148.28
	14858	HR Uniform Pieces	Invoice	06/16/2025	HR Uniform Pieces	001-504-522-20-31-07	1,148.28
1794	SEAN DAHL	25-01348					374.00
	INV13633	Per Diem Reimb ( 2025 PNW Fire Inves	Invoice	05/10/2025	Per Diem Reimb ( 2025 PNW Fire Inves	001-505-522-30-43-00	374.00
0557	SNOHOMISH AQUATIC CENTER	25-01349					146.25
	482176	Rescue Swimmer Pool Usage	Invoice	05/05/2025	Rescue Swimmer Pool Usage	001-514-522-20-31-09	146.25
1905	SNOHOMISH CO-OP INC	25-01350					174.35
	324126	Propane Refil1	Invoice	06/05/2025	Propane Refill	001-507-522-50-47-03	140.17
	324138	Propane Refill	Invoice	06/05/2025	Propane Refill	001-507-522-50-47-03	11.86
	324144	Propane Refill	Credit Memo	06/06/2025	Propane Refill	001-507-522-50-47-03	-11.86
	H73982	Fuel	Invoice	06/12/2025	Fuel	001-504-522-20-32-00	34.18
1547	SNOHOMISH COUNTY 911	25-01351					93,905.23
	8059	Monthly Dispatch Services (Assessmen	Invoice	03/01/2025	Monthly Dispatch Services (Assessmen	001-504-528-00-41-00	18,217.16
						001-509-528-00-41-00	72,868.63
	8080	Monthly EPCR	Invoice	03/01/2025	Monthly Electronic Patient Care Repor	001-509-522-20-49-02	1,109.04
	8092	Managed Laptop Leases (Monthly)	Invoice	03/01/2025	Managed Laptop Leases (Monthly)	303-504-591-22-70-00	687.92
						303-509-591-22-70-00	1,022.48
0558	SNOHOMISH COUNTY INFORMATI	25-01352					8,568.00
	I000674259	IT/Netwrk/Fiber Connctvty Srvcs Annu	Invoice	05/31/2025	IT/Netwrk/Fiber Connctvty Srvcs Annu	001-513-522-50-42-01	8,568.00
0565	SNOHOMISH COUNTY PUD	25-01353					1,344.99
	129523173	Electricity & Water - ST 82	Invoice	06/13/2025	Electricity - ST 82	001-507-522-50-47-01	1,049.89
					Water - ST 82	001-507-522-50-47-02	295.10
0565	SNOHOMISH COUNTY PUD	25-01354					37.56
	106450790	Electricity & Water - ST 82	Invoice	06/12/2025	Electricity - ST 82	001-507-522-50-47-01	37.56
0565	SNOHOMISH COUNTY PUD	25-01355					235.62
	119627924	Electricity - ST 73	Invoice	06/12/2025	Electricity - ST 73	001-507-522-50-47-01	235.62
0565	SNOHOMISH COUNTY PUD	25-01356					408.44
	132824528	Electricity - ST 72	Invoice	06/09/2025	Electricity - ST 72	001-507-522-50-47-01	408.44
0565	SNOHOMISH COUNTY PUD	25-01357					261.00
	109742580	Electricity - ST 77	Invoice	06/11/2025	Electricity - ST 77	001-507-522-50-47-01	261.00



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Vendor #	Payable Number	Payable Description					Distribution Amount
0565	SNOHOMISH COUNTY PUD	25-01358					790.32
	ST81 - MAYJUN25	Electricity & Water - ST 81	Invoice	06/16/2025	Electricity - ST 81	001-507-522-50-47-01	627.52
					Water - ST 81	001-507-522-50-47-02	162.80
1536	SNOHOMISH REGIONAL FIRE & R	25-01359					295,993.28
	Fire-05/29/2025	Apparatus Fleet Maintenance Services	Invoice	05/29/2025	Apparatus Fleet Maintenance - Suppressic	001-504-522-20-48-01	254,020.43
					Apparatus Fleet Maintenance Services - E	001-509-522-20-48-01	41,972.85
1601	SOUTH SNOHOMISH COUNTY FIR	25-01360					666.00
	0000043	PALS Class Registration x2	Invoice	05/21/2025	PALS Class Registration x2	001-509-522-45-49-02	666.00
0572	SPEEDWAY CHEVROLET	25-01361					111.41
	146612	Shop Parts	Invoice	05/29/2025	Shop Parts	050-511-522-60-34-01	111.41
2057	SPRAGUE PEST SOLUTIONS	25-01362					2,150.96
	5840348	Monthly Pest Control Services - Admin	Invoice	06/07/2025	Monthly Pest Control Services - Admin	001-507-522-50-41-00	120.13
	5840349	Monthly Pest Control Servcs - ST 74/Lo	Invoice	06/14/2025	Monthly Pest Control Servcs - ST 74/Lo	001-507-522-50-41-00	120.02
	5840350	Pest Control Perimetr Svcs (Triannual)	Invoice	06/14/2025	Pest Control Perimetr Svcs (Triannual)	001-507-522-50-41-00	145.61
	5840351	Pest Control Perimeter Services (Triannr	Invoice	06/14/2025	Pest Control Perimeter Svcs (Triannual	001-507-522-50-41-00	145.48
	5840352	Monthly Pest Control Services - ST 73	Invoice	06/05/2025	Monthly Pest Control Services - ST 73	001-507-522-50-41-00	121.01
	5840353	Pest Control Perimeter Services (Triannr	Invoice	06/05/2025	Pest Control Perimeter Services (Triannr	001-507-522-50-41-00	146.68
	5840358	Monthly Pest Control Services - ST 81	Invoice	06/12/2025	Monthly Pest Control Services - ST 81	001-507-522-50-41-00	120.02
	5840359	Pest Control Perimeter Services (Triannr	Invoice	06/12/2025	Pest Control Perimeter Services (Triannr	001-507-522-50-41-00	145.48
	5840364	Monthly Pest Control Services - ST 71	Invoice	06/14/2025	Monthly Pest Control Services - ST 71	001-507-522-50-41-00	120.02
	5840365	Pest Control Perimeter Services (Triannr	Invoice	06/14/2025	Pest Control Perimeter Services (Triannr	001-507-522-50-41-00	145.48
	5840366	Monthly Pest Control Services - ST 33	Invoice	06/14/2025	Monthly Pest Control Services - ST 33	001-507-522-50-41-00	144.07
	5840367	Pest Control Perimeter Services (Triannr	Invoice	06/14/2025	Pest Control Perimeter Services (Triannr	001-507-522-50-41-00	145.48
	5840368	Monthly Pest Control Services - ST 32	Invoice	06/07/2025	Monthly Pest Control Services - ST 32	001-507-522-50-41-00	120.13
	5840369	Pest Control Perimeter Services (Triannr	Invoice	06/07/2025	Pest Control Perimeter Services (Triannr	001-507-522-50-41-00	145.61
	5840370	Monthly Pest Control Services - ST 31	Invoice	06/07/2025	Monthly Pest Control Services - ST 31	001-507-522-50-41-00	120.13
	5840371	Pest Control Perimeter Services (Triannr	Invoice	06/14/2025	Pest Control Perimeter Services (Triannr	001-507-522-50-41-00	145.61
2379	SRFR - PETTY CASH	25-01363					1,644.47
	0-098-743-903	DOL Driving Record Request	Invoice	05/20/2025	DOL Driving Record Request	001-517-522-10-49-06	15.00
	2069	ST 81 Sewer Availability Fee	Invoice	06/16/2025	ST 81 Sewer Availability Fee	300-507-594-50-62-00	154.64
	2070	2024 Annual Reporting Printing	Invoice	06/16/2025	2024 Annual Reporting Printing	001-515-522-30-49-01	1,214.83
	2071	MTS/CLIA License Renewal	Invoice	06/17/2025	MTS/CLIA License Renewal	001-509-522-20-49-04	260.00
1671	STREAMLINE DIGITAL IMAGING, I	25-01364					327.90
	61925	Embroidered Infant Beanies	Invoice	02/18/2025	Embroidered Infant Beanies	001-504-522-20-31-07	327.90

## Docket of Claims Register

APPKT01891 - 06.26.2025 Board Meeting AL

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
1634	STRYKER MEDICAL	25-01365					375,083.26
	9209273238	EMS Equipment - Lifepaks, supplies, de	Invoice	05/15/2025	11111-000041 LIFEPAK 3-WIRE EXTEN	303-509-594-20-64-00	582.66
					11140-000102 LIFEPAK FLEX BATTERY	303-509-594-20-64-00	14,566.50
					11140-000131 AC POWER CORD (NOR	303-509-594-20-64-00	524.39
					11260-000073 SHOULDER STRAP	303-509-594-20-64-00	364.16
					11335-000008 LIFEPAK 35 STORAGE B	303-509-594-20-64-00	2,913.30
					1135-000005 LIFEPAK PRINTER KIT	303-509-594-20-64-00	14,566.50
					11996-000520 LNCS-II REUSABLE RAIN	303-509-594-20-64-00	4,588.45
					70335-00035 LP35, EN-US, MAS-SP/CC	303-509-594-20-64-00	350,081.10
					81-010400EU SKIN TEMPERATURE SEN	303-509-594-20-64-00	1,294.80
					81-02S412EU TEMPERATURE PROBE, 1	303-509-594-20-64-00	1,294.80
	9209296897	Credit for supplies ordered on PO 25-0	Credit Memo	05/19/2025	Credit for supplies ordered on PO 25-0	303-509-594-20-64-00	-55,028.99
	9209309302	EMS Equipment - Lifepaks, supplies, de	Invoice	05/20/2025	11335-000001 LIFEPAK FLEX LITHIUM-I	303-509-594-20-64-00	10,099.44
	9209371253	EMS Equipment - Lifepaks, supplies, de	Invoice	05/28/2025	81000001 EMS PRO TIER 1 - DATA SOL	303-509-594-20-64-00	2,235.69
					LIFEPAK35-FLD-PRO	001-509-522-20-48-01	27,000.46
2415	SUPERIOR SEPTIC SERVICE, LLC	25-01366					4,457.47
	25783388	Septic Tank Maint. (Pumped Septic Tar	Invoice	06/03/2025	Septic Tank Maint. (Pumped Septic Tar	001-507-522-50-48-00	1,106.43
	2581010	Septic Tank Maint. (Pumped Septic Tar	Invoice	06/06/2025	Septic Tank Maint. (Pumped Septic Tar	001-507-522-50-48-00	857.23
	25837034	Septic Tank Maint. (Pumped Septic Tar	Invoice	06/13/2025	Septic Tank Maint. (Pumped Septic Tar	001-507-522-50-48-00	608.02
	25842524	Septic Tank Maint. (Pumped Septic Tar	Invoice	06/16/2025	Septic Tank Maint. (Pumped Septic Tar	001-507-522-50-48-00	1,028.56
	25914977	Septic Tank Maint. (Pumped Septic Tar	Invoice	06/17/2025	Septic Tank Maint. (Pumped Septic Tar	001-507-522-50-48-00	857.23
1567	SWISSPHONE, LLC	25-01367					3,626.83
	SI-311444	Pagers	Invoice	06/03/2025	Pagers	001-504-522-20-35-00	3,626.83
0587	SYSTEMS DESIGN WEST, LLC	25-01368					14,241.82
	20252123	EMS Transport Billing Monthly Service:	Invoice	06/16/2025	EMS Transport Billing Monthly Service:	001-509-522-20-41-05	14,241.82
1645	TELEFLEX, LLC	25-01369					2,660.00
	9509818311	Medical Supplies ('EZ-IO' Needle & Stal	Invoice	04/02/2025	Medical Supplies ('EZ-IO' Needle & Stal	001-509-522-30-31-01	665.00
	9510110705	Medical Supplies ('EZ-IO' Needle & Stal	Invoice	06/09/2025	Medical Supplies ('EZ-IO' Needle & Stal	001-509-522-30-31-01	1,995.00
2328	TERESA RIDER	25-01370					1,117.28
	INV13630	Reimburs - EVCC Classes Fire101 Fire 1	Invoice	06/11/2025	Reimburs - EVCC Classes Fire101 Fire 1	001-506-522-45-49-10	1,117.28
2533	THERMO TECH	25-01371					246.15
	57967	Shop Parts	Invoice	03/20/2025	Shop Parts	050-511-522-60-34-01	246.15
0610	TRUE NORTH EMERGENCY EQUIP	25-01372					270.45
	A22134	Shop Parts	Invoice	05/30/2025	Shop Parts	050-511-522-60-34-01	113.06
	A22149	Shop Parts	Invoice	06/02/2025	Shop Parts	050-511-522-60-34-01	81.99
	A22320	Shop Parts	Invoice	06/12/2025	Shop Parts	050-511-522-60-34-01	75.40
0622	UNITED PARCEL SERVICE	25-01373					75.98
	000042W7X8185	Freight Charges (Shop + OFM)	Invoice	05/03/2025	Freight Charges (Shop + OFM)	001-502-522-10-42-00	44.52
						050-511-522-60-34-01	31.46

## Docket of Claims Register

APPKT01891 - 06.26.2025 Board Meeting AL

Vendor #		Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #		Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
0040		VESTIS	25-01374					149.94
		6560581662	Shop Supplies/Uniform Rental/Laundry	Invoice	06/05/2025	Shop Supplies/Uniform Rental/Laundry	050-511-522-60-41-04	62.63
		6560581663	Maint. Srvc Towels, Floor Mat & Mop	Invoice	06/05/2025	Maint. Srvc Towels, Floor Mat & Mop	001-507-522-50-48-00	26.52
		6560585624	Shop Supplies/Uniform Rental/Laundry	Invoice	06/12/2025	Shop Supplies/Uniform Rental/Laundry	050-511-522-60-41-04	60.79
2274		WALDORF UNIVERSITY	25-01375					11,583.00
		250087	Tuition - Hayne - FSC 3470	Invoice	04/30/2025	Tuition - Hayne - FSC 3470	001-506-522-45-49-10	891.00
		250088	Tuition - Wolfe - FSC 3470	Invoice	06/04/2025	Tuition - Wolfe - FSC 3470	001-506-522-45-49-10	891.00
		250090	Tuition - Fahlen - FSC 3470	Invoice	04/30/2025	Tuition - Fahlen - FSC 3470	001-506-522-45-49-10	891.00
		250091	Tuition - Siler - FSC 3470	Invoice	04/30/2025	Tuition - Siler - FSC 3470	001-506-522-45-49-10	891.00
		250125	Tuition - D. Stavros - ENG 2500 and REI	Invoice	06/04/2025	Tuition - D. Stavros - ENG 2500	001-506-522-45-49-10	891.00
						Tuition - D. Stavros - ENG 2500	001-506-522-45-49-10	891.00
		250129	Tuition - FSC 3345 - Gruenwald	Invoice	06/04/2025	Tuition - FSC 3345 - Gruenwald	001-506-522-45-49-10	891.00
		250130	Tuition - FSC 3345 - Rouse	Invoice	06/04/2025	Tuition - FSC 3345 - Rouse	001-506-522-45-49-10	891.00
		250131	Tuition - FSC 3345 - Marty	Invoice	06/04/2025	Tuition - FSC 3345 - Marty	001-506-522-45-49-10	891.00
		250133	Tuition - FSC 3345 - Litten	Invoice	06/04/2025	Tuition - FSC 3345 - Litten	001-506-522-45-49-10	891.00
		250134	Tuition - FSC 3345 - Guittar	Invoice	06/04/2025	Tuition - FSC 3345 - Guittar	001-506-522-45-49-10	891.00
		INV13655	Tuition - FSC 3345 - Pittman	Invoice	06/04/2025	Tuition - FSC 3345 - Pittman	001-506-522-45-49-10	891.00
		INV13658	Tuition - FSC 3440 - B. Litten	Invoice	04/02/2025	Tuition - FSC 3440 - B. Litten	001-506-522-45-49-10	891.00
0651		WAVE	25-01376					900.80
		129266301-0011544	Fiber Optic Connection - ST 72	Invoice	06/01/2025	Fiber Optic Connection - ST 72	001-513-522-50-42-01	900.80
0651		WAVE	25-01377					8,026.61
		132631801-0011544	Fiber Optic Connection - County (Rock)	Invoice	06/01/2025	Fiber Optic Connection & Cable/TV Ser	001-513-522-50-42-01	8,026.61
2129		WEX BANK	25-01378					44,735.50
		104451360	Apparatus Fuel	Invoice	04/30/2025	Apparatus Fuel - EMS	001-509-522-20-32-00	10,873.24
						Apparatus Fuel - Shop	050-511-522-60-32-00	358.75
						Apparatus Fuel - Suppression	001-504-522-20-32-00	10,873.25
		105070060	Apparatus Fuel	Invoice	05/31/2025	Apparatus Fuel - EMS	001-509-522-20-32-00	11,191.05
						Apparatus Fuel - Shop	050-511-522-60-32-00	248.16
						Apparatus Fuel - Suppression	001-504-522-20-32-00	11,191.05
0665		WHELEN ENGINEERING COMPAN	25-01379					114.09
		702829	Shop Parts	Invoice	06/28/2025	Shop Parts	050-511-522-60-34-01	114.09
1929		WISE CHOICE MOVERS LLC	25-01380					766.25
		796	Records Move ST82 - ST31	Invoice	06/20/2025	Records Move ST82 - ST31	001-502-522-10-41-01	766.25
2011		ZIPLY FIBER	25-01381					332.60
		ST73-JUNJULY25	Fax & Alarm Connection Services - ST 7	Invoice	06/10/2025	Fax & Alarm Connection Services - ST 7	001-513-522-50-42-01	332.60
2011		ZIPLY FIBER	25-01382					220.69
		ADMIN-MAYJUNE25	Fire Alarm Phone Lines/Connection - A	Invoice	05/28/2025	Fire Alarm Phone Lines/Connection - A	001-513-522-50-42-01	220.69
Total Claims: 117							Total Payment Amount:	1,212,217.04

# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

06/24/2025

Page 1 of 4

Fund: General Fund #001

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

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

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
25-01266	4IMPRINT, INC.		307.55
25-01267	ACTIVE911, INC		2,143.80
25-01268	ALL BATTERY SALES AND SERVICE		231.25
25-01269	ALLSTREAM BUSINESS US, INC		825.89
25-01270	ALLSTREAM BUSINESS US, INC		1,088.56
25-01271	AMAZON CAPITAL SERVICES, INC		3,479.38
25-01272	B&H FIRE AND SECURITY		292.82
25-01273	BENJAMIN TOWERS		135.00
25-01274	BICKFORD MOTORS INC.		5,123.15
25-01275	BOUND TREE MEDICAL, LLC		13,208.20
25-01276	BRAKE & CLUTCH SUPPLY INC		2,258.97
25-01277	BRAUN NORTHWEST INC		52,140.07
25-01278	BRIAN KEES		819.60
25-01279	BUD CLARY AUTO GROUP		55,067.20
25-01280	CAMERON MAIN		135.00
25-01281	CANON FINANCIAL SERVICES INC		2,024.18
25-01282	CENTRAL PARK APARTMENTS ON HELENA LLC		1,526.50
25-01283	CENTRAL WELDING SUPPLY		593.85
25-01284	CHAD SQUIRE		3,790.46
25-01285	CHRISTENSEN, INC		5,088.08
25-01286	CHRISTIAN DIMONDA		563.53
25-01287	CITY OF ELLENSBURG		86.15
25-01288	CIVICPLUS, LLC		18,677.87
25-01289	COMCAST BUSINESS		322.19
25-01290	COMCAST BUSINESS		806.21
25-01291	COMCAST BUSINESS		791.18
25-01292	COMDATA INC.		4,709.42
25-01293	CSD ATTORNEYS AT LAW P.S.		1,795.05
25-01294	CURTIS GREINER		188.74
25-01295	DANIEL KINDIG		135.00
25-01296	DAVID LEDUC		374.00
<b>Page Total</b>			178,728.85
<b>Cumulative Total</b>			178,728.85

# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

06/24/2025

Page 2 of 4

Fund: General Fund #001

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

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

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
25-01297	DELL MARKETING LP C/O DELL USA LP		467.33
25-01298	DENISE MATTERN		141.82
25-01299	ELECTRONIC BUSINESS MACHINES		780.53
25-01300	EMERALD SERVICES, INC		105.63
25-01301	ESO SOLUTIONS, INC		1,487.84
25-01302	FASTFIELD, INC.		1,026.61
25-01303	FIRSTWATCH		635.00
25-01304	FREIGHTLINER NORTHWEST		181.29
25-01305	GALLS, LLC		8,588.30
25-01306	GENERAL FIRE APPARATUS		154.46
25-01307	GLATFELTER SPECIALTY BENEFITS		19,717.71
25-01308	GMP CONSULTANTS LLC		18,522.10
25-01309	GRAINGER		1,565.17
25-01310	HARBOR MARINE MAINTENANCE & SUPPLY, INC		84.52
25-01311	HILL STREET CLEANERS		145.35
25-01312	IMS ALLIANCE		14.21
25-01313	INTERSTATE ALL BATTERY CENTER		651.56
25-01314	ISOUTSOURCE		7,638.13
25-01315	JASON BOWEN		374.00
25-01316	JEFF SCHAUB		382.41
25-01317	JERIT SMITH		110.00
25-01318	KATHERINE POWERS		108.80
25-01319	KENNY'S TRUCK PARTS & REPAIR		113.15
25-01320	KENT D. BRUCE CO., LLC		6,700.72
25-01321	KEVIN O'BRIEN		239.65
25-01322	L.N. CURTIS & SONS		4,507.50
25-01323	LEROY SCHWARTZ III		492.72
25-01324	LIFE-ASSIST INC		174.21
25-01325	MES SERVICE COMPANY, LLC		6,963.09
25-01326	MONARCH LANDSCAPE WA LLC		4,458.05
25-01327	MONROE CHAMBER OF COMMERCE		250.00
Page Total			86,781.86
Cumulative Total			265,510.71

# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

06/24/2025

Page 3 of 4

Fund: General Fund #001

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

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

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
25-01328	MONROE UPHOLSTERY		164.25
25-01329	NATIONAL HOSE TESTING SPECIALTIES, INC.		32,234.40
25-01330	NORTHWEST TROPHY & AWARDS		27.55
25-01331	OAC SERVICES, INC.		20,673.90
25-01332	ODP BUSINESS SOLUTIONS, LLC		661.94
25-01333	OPERATIVE IQ		647.40
25-01334	PETROCARD, INC.		1,596.55
25-01335	PUGET SOUND ENERGY		492.04
25-01336	PUGET SOUND ENERGY		144.74
25-01337	PUGET SOUND ENERGY		378.73
25-01338	PUGET SOUND ENERGY		149.17
25-01339	PUGET SOUND ENERGY		167.69
25-01340	PUGET SOUND ENERGY		201.16
25-01341	PUGET SOUND ENERGY		150.96
25-01342	PURCELL TIRE & SERVICE CENTER		974.26
25-01343	RESCH PRINTING		10,419.05
25-01344	RICOH USA, INC.		50.91
25-01345	RICOH USA, INC.		87.85
25-01346	RYAN STUPEY		587.00
25-01347	S & P DESIGN INC		1,148.28
25-01348	SEAN DAHL		374.00
25-01349	SNOHOMISH AQUATIC CENTER		146.25
25-01350	SNOHOMISH CO-OP INC		174.35
25-01351	SNOHOMISH COUNTY 911		93,905.23
25-01352	SNOHOMISH COUNTY INFORMATION TECHNOLOGY		8,568.00
25-01353	SNOHOMISH COUNTY PUD		1,344.99
25-01354	SNOHOMISH COUNTY PUD		37.56
25-01355	SNOHOMISH COUNTY PUD		235.62
25-01356	SNOHOMISH COUNTY PUD		408.44
25-01357	SNOHOMISH COUNTY PUD		261.00
25-01358	SNOHOMISH COUNTY PUD		790.32
<b>Page Total</b>			177,203.59
<b>Cumulative Total</b>			442,714.30

# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

06/24/2025

Page 4 of 4

Fund: General Fund #001

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

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

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
25-01359	SNOHOMISH REGIONAL FIRE & RESCUE		295,993.28
25-01360	SOUTH SNOHOMISH COUNTY FIRE & RESCUE		666.00
25-01361	SPEEDWAY CHEVROLET		111.41
25-01362	SPRAGUE PEST SOLUTIONS		2,150.96
25-01363	SRFR - PETTY CASH		1,644.47
25-01364	STREAMLINE DIGITAL IMAGING, LLC		327.90
25-01365	STRYKER MEDICAL		375,083.26
25-01366	SUPERIOR SEPTIC SERVICE, LLC		4,457.47
25-01367	SWISSPHONE, LLC		3,626.83
25-01368	SYSTEMS DESIGN WEST, LLC		14,241.82
25-01369	TELEFLEX, LLC		2,660.00
25-01370	TERESA RIDER		1,117.28
25-01371	THERMO TECH		246.15
25-01372	TRUE NORTH EMERGENCY EQUIPMENT INC		270.45
25-01373	UNITED PARCEL SERVICE		75.98
25-01374	VESTIS		149.94
25-01375	WALDORF UNIVERSITY		11,583.00
25-01376	WAVE		900.80
25-01377	WAVE		8,026.61
25-01378	WEX BANK		44,735.50
25-01379	WHELEN ENGINEERING COMPANY		114.09
25-01380	WISE CHOICE MOVERS LLC		766.25
25-01381	ZIPLY FIBER		332.60
25-01382	ZIPLY FIBER		220.69

<b>Page Total</b>	769,502.74
<b>Cumulative Total</b>	1,212,217.04



## Payroll Summary and Authorization Form for the:

6/15/2025 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:** \$1,150,063.36

**Paper Checks:** \$0.00

**Taxes:** \$362,902.04

**Allowed in the sum of:** \$1,512,965.40

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

**Prepared by:** Erick Ramirez  
Payroll Specialist

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

Davin Alsin

Jeff Schaub

\_\_\_\_\_

Rick Edwards

\_\_\_\_\_

Jim Steinruck

\_\_\_\_\_

Troy Elmore

\_\_\_\_\_

Roy Waugh

\_\_\_\_\_

Randy Fay





## **BOARD OF FIRE COMMISSIONERS SPECIAL MEETING MINUTES**

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

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

May 16, 2025, 1730 hours

#### **CALL TO ORDER**

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

#### **PUBLIC COMMENT**

N/A

#### **UNION COMMENT**

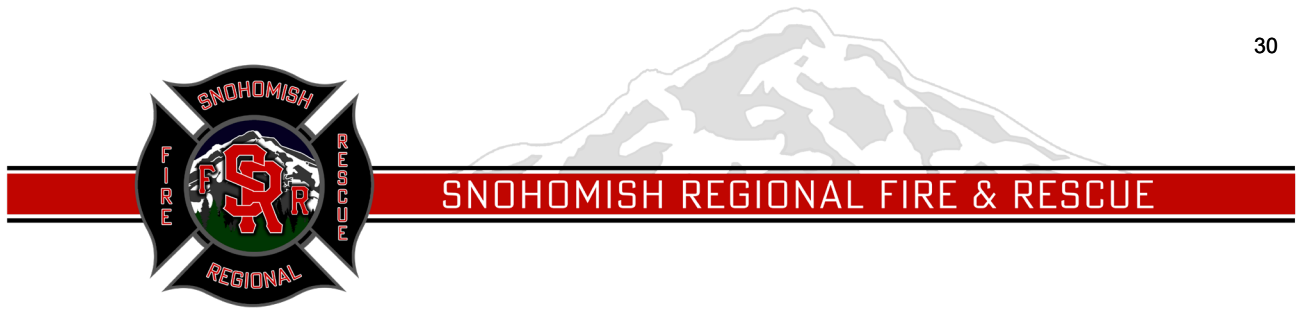
IAFF representatives thanked the Commissioners for having this meeting and asked that the local be a part of the decision-making process. Snohomish would be a great addition to our agency, and they encouraged the Commissioners to have conversations with their group. There is a yes or no option, and there is also a third option to form a committee and have the discussion.

#### **SNOHOMISH COUNTY FIRE DISTRICT #4 PROPOSAL**

Chairman Elmore commented that this proposal came out of a lot of conversations, and we asked them to present their proposal in writing. He thanked Snohomish County Fire District #4 for putting this proposal together. Operationally we are sound working together, and their proposal is intriguing. We are on a tight timeline as applications for the fire chief position will close next week, and we currently have a strong pool of candidates.

Commissioner Schaub commented that we have an accelerated timeline so that the new chief will have some time with Chief O'Brien. We are confident in the process, and we want to be transparent. Anyone who wants to be fire chief should go ahead and go through the process. We appreciate the thoughts from Snohomish County Fire District #4.

Chairman Elmore commented that he spoke with District Secretary Snure, and if we were to accept the proposal from Snohomish County Fire District #4 he would need to recuse himself, as he represents both organizations.



Commissioner Edwards commented that we are invested in the recruitment process, and he would prefer not to bring in an interim chief. He encouraged any interested candidates to go through the process.

Vice Chairman Fay thanked the members for their thoughts as we move through this process, and he supports the process we have in place. He appreciates having a third party guiding us through the recruitment process, to help us find the best candidate. This is a great starting point, and he would like to see any interested candidate go through the process. There have been some pushbacks to the accelerated process. We would like to continue discussions on how we can get the two departments to work together.

Commissioner Waugh thanked everyone who has reached out to discuss this topic. He commented that he is a big supporter of a merger. This comes at an interesting time, and he appreciates this evening's Special Meeting. This can be the beginning of a more solid plan. No matter what else happens, we need to have a standing committee meeting monthly on how we can work together towards a merger, if that is what Snohomish County Fire District #4 would like to do.

Commissioner Steinruck commented that we are in a critical situation, and our goal is to hire the right person for the culture within our organization. We have talked about the concept of a merger, and it is a process where we need to be sure we are good partners. The new chief will be critical for our organization. He appreciated the offer from Snohomish County Fire District #4, however he supports the idea that we continue with the recruitment process that we have started.

Chairman Elmore commented that we need to consider the optics if Fire Chief Waller were to apply for the position. This could appear to his team that he is planning to leave.

Commissioner Alsin asked if the two locals have had some good discussion about this letter. He would appreciate hearing insight from both locals, as there could be a lot of value hearing their perspectives.

Chairman Elmore commented the intent is not to make any decision this evening, and it will be on the next meeting agenda. He would appreciate a concerted message from each labor group. It is very important to have our commission groups form a committee and continue discussions.

Commissioner Schaub commented that it is his understanding that the entire Board is in favor of a merge.

District #4 Commissioner commented that they wish we could go about it differently.

Commissioner Waugh commented that he is interested in a complete merger. We need to develop a plan to move forward with our organizations.



Vice Chairman Fay commented that there is a lot of work that goes into preparing for a merge, it is a long-involved process.

Chairman Elmore agreed that full integration is ultimately the goal. It would be very healthy to form a committee between the commissions.

District #4 Fire Chief Waller commented that he has full confidence in the internal candidates, and he is not planning to apply for the fire chief position. It would place him in an awkward position, and he is very happy with Snohomish County Fire District #4.

IAFF representative Ray Sayah commented he doesn't know why we are in such a rush. We have great leadership in place who can handle things. We could put the recruitment process on a brief hold and discuss this opportunity further.

Chairman Elmore commented that there is an early termination fee with GMP Consultants, if we choose to do so.

Commissioner Schaub commented that our logic was to have Chief O'Brien here when the new chief comes on board so that they could have some valuable conversations. The new chief will be aware that the entire Board is interested in merging with Snohomish County Fire District #4.

Commissioner Alsin commented he is curious, what would happen if we did accept the offer as proposed, if both locals were supportive. If Chief Waller stepped in and didn't work out, would we still have the list of final candidates to work with.

Chairman Elmore commented that after the first five months, we would have to work with legal to develop a contract for Chief Waller to remain in the Chief's role.

Vice Chairman Fay commented that an interim candidate would have to go through an entire year to see how they fit within the organization.

Comments from the local stated that this could be an exciting opportunity for our organization. A lot of our younger members are in support of a merger.

Commissioner Alsin commented that there is a lot of value in keeping the doors open and asking good questions as we step forward with an open mind.

Chairman Elmore commented that we will add this topic to the next agenda, and we will make the final determination at the next meeting on May 28.



Commissioner Waugh asked the Board to bring back with their yes or no vote their thoughts on what the committee structure would look like. He also asked Snohomish County Fire District #4 commissioners to provide their feedback as well. We want the committee to be inclusive.

Chairman Elmore commented that he welcomes phone calls if there are any questions on this topic.

**REMINDER:**

Next Regular Commissioner Meeting on Wednesday, May 28, 2025 at 1730 – Station 31 Training Room/Zoom

**ADJOURNMENT**

Chairman Elmore adjourned the meeting at 1817 hours.

\_\_\_\_\_  
Commissioner Davin Alsin

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

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Commissioner Rick Edwards

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Commissioner Jim Steinruck

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Chairman Troy Elmore

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Commissioner Roy Waugh

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Vice Chairman Randy Fay



## 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

May 28, 2025, 1730 hours

#### **CALL TO ORDER**

Chairman Elmore called the meeting to order at 1730 hours. In attendance were Commissioner Alsin, Commissioner Edwards, Chairman Elmore, Vice Chairman Fay, Commissioner Schaub, Commissioner Steinruck, and Commissioner Waugh; and District Secretary Snure was an excused absence.

Chairman Elmore commented that on this Memorial Day and beyond, we honor the brave men and women who made the ultimate sacrifice in the service of our nation. Their courage, dedication, and selflessness have secured the freedom we cherish every day.

#### **PUBLIC COMMENT**

Public comment from Justyn Shevlin as both a resident and employee, regarding the topic of Snohomish County Fire District #4, it is agreed we need to do something with SCFD#4. We encourage the Board to move forward with joint discussions with SCFD#4. The general consensus is that we are rushing the chief search, and it would be okay to pivot or pause. We have great people internally, and the benefit of consolidating would support 200,000 people in this region. We support a collaborative approach.

#### **UNION COMMENT**

Union comment from Ray Sayah, we appreciate the open communications. The mergers that have happened over the past took place during key moments with the districts involved, and we encourage you to have the discussion. The haste of moving forward with the chief search is with sound reasoning. We also respect the job Chief O'Brien has done with the building up of his staff. We ask you to consider the opportunity and have the conversations. Our members want to see the deliberation and thought go into consolidation conversations.

#### **DISTRICT HIGHLIGHTS**

##### *Fire Chief Recruitment Process*

Chairman Elmore commented that we had 17 applicants and pared that down to 11. The Commissioners will go into an executive session this evening, and then after the executive session they will more than likely bring that number down even further.

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

As presented. Chief O'Brien thanked everyone for their hard work in the field, and he thanked all the staff and commissioners for their hard work.



## SNOHOMISH REGIONAL FIRE & RESCUE

### COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	5/27/25	6/24/25	Yes
Finance Committee	Elmore	5/22/25	6/26/25	Yes
Sno911	Waugh	5/15/25	6/19/25	Yes
Sno-Isle Commissioners	Fay	5/1/25	6/5/25	No
Leadership Meeting	Schaub	5/15/25	9/18/25	No
Policy Committee	Schaub	5/8/25	6/12/25	No
Community Advisory Committee	TBD	1/6/25	6/25/25	No

*Capital Facilities Committee* – Commissioner Steinruck commented that we had a group of SRFR team members attend the Station Design Conference in Glendale, Arizona including Commissioner Steinruck, Commissioner Schaub and Commissioner Edwards. The progressive design build we are doing is heading us in the right direction.

*Finance Committee* – Chairman Elmore commented that they met earlier today and they discussed the 2025 First Quarter Financial Report and reviewed the committee processes with Commissioner Alsin.

*Sno-Isle Commissioners* – Vice Chairman Fay reminded everyone there will be no June Sno-Isle Commissioner Meeting.

*Sno911 Committee* – Commissioner Waugh commented that he attended the SRFR Leadership Meeting instead of the Sno911 Committee meeting this time. He encouraged members to visit the new facility.

### COMMITTEE MEETING MINUTES

N/A

### CONSENT AGENDA

#### **Approval of Vouchers**

Benefits Vouchers: 25-00942 to 25-00952 (\$777,802.08)

AP Vouchers: 25-00953 to 25-01108 (\$1,227,175.54)

#### **Approval of Payroll**

May 15, 2025 Payroll (\$1,491,812.90)

#### **Approval of Minutes**

Approve Regular Board Meeting Minutes May 8, 2025



## SNOHOMISH REGIONAL FIRE & RESCUE

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

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

On vote 7/0.

### **OLD BUSINESS**

#### **Discussion**

##### *Fire Chief Recruitment Process*

- *GMP Consultants' Finalist Recommendations*

Chairman Elmore commented that they will have further discussion in executive session.

##### *Proposal from Snohomish County Fire District #4*

Chairman Elmore commented that we've tentatively agreed to a Joint Board Meeting, next Tuesday at 1730 hours to discuss the opportunities that we have. It will be very positive to have both groups in the room together and meet jointly as boards.

Commissioner Waugh suggested the following thoughts for discussion:

- We suspend the Chief search for at least two months.
- Request a joint meeting with Snohomish County Fire District #4.
- Discuss their board intentions, do they want to merge or do they want an RFA?
- What would a contract with Chief Waller look like?
- If we decide to move forward, suggest a merger committee that could meet every other week to formulate a merger outline plan that both boards would be able to act on.
- The committee would be made up of the following members and divisions:  
finance, budgets, revenue, debit and assets, administration, HR, payroll, logistics, IT, PIOs and education, union contract, labor relations, planning, capital plans, equipment replacement plans, strategic plans, standards of cover, accreditation, EMS division, suppression, staffing, battalions, fire marshals, training, shop, and operations.
- An org chart would be developed from these meetings with suggested staffing recommendations. These meetings could be held as open public meetings; and these meetings would give the commissioners an opportunity to see what a merged district would look like, how it would function, and what culture it would work under. This will create an enormous workload on our staff.

Vice Chairman Fay commented that he appreciated everyone who called and shared their perspectives. There seemed to be two themes. The first issue was we haven't been as active in merging with District #4 and we need to work on that. The second issue was a concern with rushing the chief's search. Back in 2012 we were talking with District #4 about a merger and at that time it was clear District #4 did not want to merge. There have been changes with both boards over time and we haven't been able to move the issue forward. The Board is very interested in merging. Regarding the recruitment process, we had the same conversation with the consultant who confirmed that yes, we can have a quality search in this amount of time. We chose to move forward with the process, and we are satisfied with the results so far.



Chief Olson has done a great job. Vice Chairman Fay commented that he would support getting committees together, however he is not in favor of stopping the recruitment process.

Chairman Elmore commented that many of our commissioners have been in constant contact with District #4 commissioners and we have talked about a lot of concepts. The key is getting in the same room with each other and discussing what we can do together and how to go about it. Most mergers take a couple of years; it's an extensive process.

Commissioner Schaub commented that he doesn't feel that we are rushing the process. We hired a professional firm that is well respected, and he supports that we proceed with the process. Everyone on the Board believes we need to merge; however we need a good leader in place. We are listening to everyone.

Chairman Elmore commented that at the last meeting it was clear that the Board wants to move forward with the recruitment process. The question is if our Board is amicable to meeting with District #4 jointly.

Commissioner Alsin commented that he appreciates this opportunity, and it seems that everyone wants the merger. Should we consider pausing the recruitment process and exploring the option for a couple of months.

Commissioner Steinruck commented that he is very excited about these serious discussions and talking merger with District #4, and he is looking forward to those discussions as soon as possible. Chief Olson has done a great job sourcing some really strong candidates and we have some good internal candidates as well. Commissioner Steinruck commented that he is not in favor of pausing the recruitment process. There are two different issues, serious merger discussions and finding our next leader.

Commissioner Edwards commented that we are on the right track and should continue the recruitment process. He also looks forward to future discussions with District #4 regarding a merger.

Chairman Elmore commented that he is in favor of moving forward with both issues, continue with the recruitment process and meet jointly with District #4. If there is traction with the Boards, we could increase the frequency of these joint meetings.

Vice Chairman Fay asked what the benefit of pausing the process would be.

Commissioner Alsin commented that it would be a big learning curve for an outside leader to be Fire Chief and then step into a merger process. If we pause, we could continue with the status quo and really vet out the opportunity. And then decide which direction we want to go.

Vice Chairman Fay commented it is an 18-month process to prepare for the merge, and he is concerned about the impact on morale if working through this with an interim. We are about to launch into strategic planning and labor negotiations; it would be great to have our new chief as an active participant with





these important aspects.

Commissioner Alsin commented he would like to pause for a couple months and take time to explore all the options available to us.

Chairman Elmore commented we are looking at the larger picture, the potential for a merge. We need to sit down as a group and have the conversations as a group, and consider the shared opportunities. He appreciates that they sent their letter as requested, so we could have the discussion.

Commissioner Steinruck reminded everyone that the concept of a merger will have to go to the public for a vote.

Chairman Elmore commented that it would be the public of District #4 who would be voting on a possible merge. He suggested we get both commissions together next week for a Special Joint Commissioner Meeting.

Commissioner Waugh commented that this is a complex issue, and the meeting next Tuesday can be a great beginning point with open discussion. This entire Board is in favor of a merger. He thanked the Board for taking time to discuss this topic, and he is confident that we are moving forward in a good positive direction.

Chairman Elmore commented in summary; we have two thoughts. We have two Board members in favor of a two month pause and the remainder of the Board is in favor of moving forward with both tracks at the same time.

## **Action**

### *Strategic Plan Contract Review*

#### **Motion to approve the Strategic Plan Contract with ESCI as submitted.**

Motion by Commissioner Steinruck and 2nd by Chairman Elmore.

On vote 7/0.

## **NEW BUSINESS**

### **Discussion**

N/A

### **Action**

N/A



### **GOOD OF THE ORDER**

Vice Chairman Fay thanked all the members, Admin staff and leadership who called to share their perspectives. He appreciated everyone's perspectives.

Chairman Elmore thanked the members for their calls; it was greatly appreciated. He reminded the Commissioners not to use "reply all" with District communications. He also mentioned that Mukilteo Fire had a support dog, and it was very well received. He requested that staff might research a support dog service for SRFR.

Commissioner Schaub mentioned there was a lot of great information at the Station Design Conference for us to consider.

### **ATTENDANCE CHECK**

Regular Commissioner Meeting June 12, 2025, at 1730 - Station 31 Training Room/Zoom  
Commissioner Waugh mentioned he will be unable to attend in person and will try to attend via Zoom.

### **EXECUTIVE SESSION**

RCW 42.30.110(1)(g): To Evaluate the Qualifications of an Applicant for Public Employment

Chairman Elmore called for an Executive Session to begin at 1835 hours for 30 minutes, with expected action to follow. Chairman Elmore extended the Executive Session for an additional 1 hour and 15 minutes. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1950 hours and the Board moved forward with the following motion.

**Motion to pare down the 11 candidates who applied for the Fire Chief position with Snohomish Regional Fire & Rescue from 11 to 6.**

Motion by Chairman Elmore and 2nd by Commissioner Schaub.

On vote 7/0.

Chairman Elmore commented, in no particular order, the final candidates will be:  
Robert Horton, Aaron Hummel, Ryan Lundquist, Brian Park, Michael Messer, and Colby Titland

Chairman Elmore thanked Chief Olson and the team for their work with the process.

### **ADJOURNMENT**

Chairman Elmore adjourned the meeting at 1954 hours.



SNOHOMISH REGIONAL FIRE & RESCUE

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Commissioner Davin Alsin

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Commissioner Jeff Schaub

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Commissioner Rick Edwards

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Commissioner Jim Steinruck

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Chairman Troy Elmore

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Commissioner Roy Waugh

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Vice Chairman Randy Fay



## **BOARD OF FIRE COMMISSIONERS MEETING MINUTES**

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

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

June 12, 2025, 1730 hours

#### **CALL TO ORDER**

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

#### **PUBLIC COMMENT**

N/A

#### **UNION COMMENT**

One joint comment from both the IAFF and Teamsters together about the fire chief selection process. He thanked the Commissioners for including the members in the fire chief selection process; and he hopes that in the future there will be a little more time to take initial thoughts back to the membership and receive their feedback. He confirmed that our members are ready to pledge their support for the new Fire Chief and we hope for great success. He mentioned that having gone through the interview process they have concerns about how the senior staff is structured. He also mentioned that they had one of their IAFF members in the candidate pool who has widespread support from our members. All the candidates did exceptionally well, and he thanked the Commissioners for the opportunity to speak.

#### **DISTRICT HIGHLIGHTS**

##### *Badge Pinning Ceremony*

Chief O'Brien introduced the Badge Pinning Ceremony this evening. He presented the badges to the families so they could pin the badge on their loved one this evening, and he gave the oath for Snohomish Regional Fire & Rescue. Congratulations to Firefighter Paramedic Cameron Edwards and Firefighter Paramedic Douglas Seitz!

##### *Appreciation of Service Award*

On behalf of the Washington State Fire Chiefs Association, Deputy Chief McConnell presented Fire Chief O'Brien with an Appreciation of Service Award and thanked him for his service on the Board of Directors for the State Chiefs.

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

As presented. Chief O'Brien thanked all the staff and Commissioners and the whole team for their hard work.



## SNOHOMISH REGIONAL FIRE & RESCUE

### COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	5/27/25	6/24/25	No
Finance Committee	Elmore	5/22/25	6/26/25	No
Sno911	Waugh	5/15/25	6/19/25	No
Sno-Isle Commissioners	Fay	5/1/25	7/3/25	No
Leadership Meeting	Schaub	5/15/25	9/18/25	No
Policy Committee	Schaub	6/12/25	7/10/25	Yes
Community Advisory Committee	TBD	1/6/25	6/25/25	No

*Policy Committee* – Commissioner Schaub commented that they met earlier today and discussed Policy 804.

### COMMITTEE MEETING MINUTES

Policy Committee – May 8, 2025

Finance Committee – May 28, 2025

### CONSENT AGENDA

#### **Approval of Vouchers**

Benefits Vouchers: 25-01110 to 25-01125; (\$773,978.71)

AP Vouchers: 25-01126 to 25-01253; (\$496,610.03)

#### **Approval of Payroll**

May 30, 2025 Payroll (\$1,501,700.18)

#### **Approval of Minutes**

Approve Regular Board Meeting Minutes May 28, 2025

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

Motion by Commissioner Edwards and 2nd by Commissioner Schaub.

On vote 7/0.

### OLD BUSINESS

#### **Discussion**

*Fire Chief Recruitment Process*

### EXECUTIVE SESSION

RCW 42.30.110(1)(g): To Evaluate the Qualifications of an Applicant for Public Employment

Chairman Elmore called for an Executive Session to begin at 1745 hours for 15 minutes, with expected action to follow. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1800 hours



and the Board moved forward with the following motion.

**Motion to hire Brian Park as Fire Chief of Snohomish Regional Fire & Rescue pending contractual agreement.**

Motion by Chairman Elmore and 2nd by Vice Chairman Fay.

On vote, Motion carried with 6 affirmed / 1 opposed.

Chairman Elmore thanked everyone who was involved with the process. It was a fast-paced process, and the Commissioners will be available to talk with anyone who has questions or concerns about the process. We have an outstanding incoming Fire Chief who is excited to come out here, he is very well accomplished and well-credentialed. He and his family are excited to come up here and join our SRFR family.

**Action**

N/A

**NEW BUSINESS**

**Discussion**

*2025 First Quarter Finance Report*

Business Administrator Schoof thanked CFO Tabor for her hard work on the First Quarter Finance Report. Please let us know if you have any questions or feedback.

*2026 Letters of Retirement*

Chief O'Brien commented that we have 11 members who have put in their letters for retirement next year.

**Action**

N/A

**GOOD OF THE ORDER**

Commissioner Fay thanked the internal candidates for going through the fire chief selection process. This decision should not be taken as any criticism of what you are currently doing for the District.

**ATTENDANCE CHECK**

Special Commissioner Meeting / Community Advisory Committee Meeting

June 25, 2025, at 1730 – Station 31 Training Room

Regular Commissioner Meeting June 26, 2025, at 1730 - Station 31 Training Room/Zoom



## SNOHOMISH REGIONAL FIRE & RESCUE

### **EXECUTIVE SESSION**

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

RCW 42.30.110(1)(g): To Discuss the Negotiation of the Fire Chief Contract

RCW 42.30.140(4)(b): Union Contract Negotiations

Chairman Elmore called for an Executive Session to begin at 1820 hours for 30 minutes, with no expected action to follow. Chairman Elmore extended the Executive Session for an additional 15 minutes. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1905 hours and there was no action. Meeting moved to Adjournment.

### **ADJOURNMENT**

Chairman Elmore adjourned the meeting at 1905 hours.

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Commissioner Davin Alsin

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Commissioner Jeff Schaub

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Commissioner Rick Edwards

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Commissioner Jim Steinruck

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Chairman Troy Elmore

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Commissioner Roy Waugh

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Vice Chairman Randy Fay



**SNOHOMISH REGIONAL FIRE & RESCUE**

## **BOARD OF FIRE COMMISSIONERS SPECIAL MEETING MINUTES**

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

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

June 18, 2025, 1730 hours

### **CALL TO ORDER**

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

### **FIRE CHIEF RECRUITMENT PROCESS**

#### *Fire Chief Contract*

Chairman Elmore commented that this is the final portion of the Fire Chief Recruitment Process, and he explained that they worked through the fire chief contract with HR, Confidential Support Specialist Szilak and Business Administrator Schoof, to be sure everything with the contract is on track with legal.

### **EXECUTIVE SESSION**

RCW 42.30.110(1)(g): To Discuss the Negotiation of the Fire Chief Contract

Chairman Elmore called for an Executive Session to begin at 1735 hours for 15 minutes, with possible decision to follow. Chairman Elmore extended the Executive Session for an additional 30 minutes. Chairman Elmore resumed the Special Board of Commissioners Meeting at 1820 hours and the Board moved forward with the following motion.

**Motion to authorize the Board Chair to execute the employment agreement with Brian Park as presented.**

Motion by Chairman Elmore and 2nd by Commissioner Schaub.

On vote, Motion carried with 6 affirmed / 1 opposed.

Chairman Elmore extended congratulations to Chief Park and commented that we are looking forward to working with him. Chairman Elmore thanked everyone for their time this evening.

### **MEETING REMINDERS:**

Special Commissioner Meeting / Community Advisory Committee Meeting  
Wednesday, June 25, 2025, at 1730 – Station 31 Training Room





Regular Commissioner Meeting Thursday, June 26, 2025, at 1730 - Station 31 Training Room/Zoom

**ADJOURNMENT**

Chairman Elmore adjourned the meeting at 1822 hours.

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Commissioner Davin Alsin

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Commissioner Jeff Schaub

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Commissioner Rick Edwards

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Commissioner Jim Steinruck

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Chairman Troy Elmore

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Commissioner Roy Waugh

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Vice Chairman Randy Fay



# OLD BUSINESS

## DISCUSSION





# OLD BUSINESS

## ACTION





**SNOHOMISH REGIONAL FIRE & RESCUE**



**DATE:** June 4, 2025  
**TO:** Kevin O'Brien, Fire Chief  
**FROM:** Denise Mattern, Human Resources Analyst  
**RE:** Official Retirement Notices for 2026

### **STATUS UPDATE**

Consistent with the Board of Commissioners (BOC) resolution 2024-14, eleven (11) employees submitted notification of their intent to retire in 2026 prior to the May 31st deadline. Of the eleven (11) individuals, eleven (11) meet the qualifications of the resolution. The following individuals have provided notice of their intent to retire pending approval of retiree medical benefits consistent with resolution 2024-14:

<b><u>Employee</u></b>	<b><u>Separation Date</u></b>	<b><u>Date of Retirement</u></b>	<b><u>Magic #</u></b>
Dan Howard	2/15/2026	2/16/2026	79
Tom Henderson	2/28/2026	3/1/2026	79
Rodney Hewitt Jr.	3/31/2026	4/1/2026	86
Michael Snyder	4/15/2026	4/16/2026	78
Brad Henning	4/30/2026	5/1/2026	78
Dave Swearingen	4/30/2026	5/1/2026	79
Craig Fisher	5/31/2026	6/1/2026	80
Chris Edmundson	5/31/2026	6/1/2026	80
Brett Bergeron	5/31/2026	6/1/2026	79
Chad Berg	11/30/2026	12/1/2026	82
David Rayner	12/31/2026	1/1/2027	82

### **BACKGROUND**

As per resolution 2024-14, employees must meet the following criteria to be eligible for retiree medical:

- Employees must be at least 53 years old on the date of their retirement, and their age plus years of service (longevity) at SRFR must equal 78 years or more. Five of those years must be with SRFR.
- Employees wishing to retire and utilize this benefit must provide notification to the District by May 31st of the preceding year. Notification must include the date of separation/retirement.

### **PATH FORWARD**

The request of the eleven (11) employees to be granted retiree medical benefits will need to go before the BOC and be accepted/approved by the BOC. Human Resources has prepared the Retiree Medical Contracts for the BOC and employee signatures. The Retiree Medical Contract template has been reviewed and approved by attorney Brian Snure. Once approved and signed by the BOC, Human Resources will work with the individual employees to obtain signed copies of the contracts.



# SNOHOMISH REGIONAL FIRE & RESCUE

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

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## AGREEMENT TO PROVIDE MEDICAL BENEFITS IN EXCHANGE FOR EARLY RETIREMENT

This Agreement is entered into by and between the Snohomish Regional Fire & Rescue, a Washington Municipal Corporation (District), and **Tom Henderson**, a uniformed LEOFF 2 employee of the District ("Employee").

### **RECITALS:**

- A. District is a Washington municipal corporation which employs several employees including employee.
- B. Employee is a uniformed LEOFF 2 employee of the District having first been employed as a uniformed employee in the State of Washington on **March 1, 2001**, and with the District on **March 1, 2001**.
- C. Employee meets all the eligibility requirements to retire. The employee is at least 53 years of age, vested in the LEOFF System, and otherwise eligible to retire, but is not yet eligible for Medicare.
- D. Employee and District recognize that the cost of health insurance discourages many, including employee, from retiring from the District prior to Medicare eligibility.
- E. The District has determined that employees who are vested in the LEOFF System, otherwise eligible to retire, and who elect to retire from the District before Medicare eligibility, provide a cost savings to the District which can be shared with such retirees by the District providing and paying a retiree medical benefit to those individuals on the following terms and conditions.

### **Now based upon the above recitals it is agreed as follows:**

1. Employee agrees to and shall retire from the District effective on the 1st day of March 2026. In exchange for the employee's agreement to retire from the District, on the 1st day of March 2026, the District agrees to and shall pay the cost for employee's health insurance from and after employee's effective date of retirement from the District, on the terms and conditions as set forth in **Resolution Number 2024-14** adopted by the Board of Commissioners on the 25<sup>th</sup> day of November 2024, a copy of which is attached hereto as Exhibit A. Such an obligation is a matter of contract between the District and Employee and is enforceable as such.

2. This agreement supersedes any effective date of the attached Resolution and shall survive its expiration.  
The Resolution is attached simply to show the terms and conditions of the Agreement as incorporated via Paragraphs 1-10 in said Resolution.
3. It is agreed this Contract shall survive any, consolidation by the District with any other District or municipality including but not limited to, mergers, contractual consolidations and participation in a regional fire authority the District agrees to and shall provide that such Contract is honored and effective by any consolidated entity. The District agrees not to enter into any consolidation that otherwise impairs this Contract.
4. Annually the retiree shall be required to report any other insurance coverage provided to the retiree on a department Insurance Status Request form. Failure by the retiree to complete and return this form may result in the denial of future insurance coverage.
5. In the event the retiree is provided medical insurance from any other source, including but not limited to other employment or spouse at no expense to the employee or spouse, the retiree shall immediately notify the District or its successor in writing of such receipt and the District or successor shall immediately cease providing medical coverage as set forth in this Agreement. In the event the retiree has available to him/her, comparable insurance at a lower rate than the insurance provided by the District or successor, the retiree will enroll in that plan and the District, or its successor will reimburse the cost of the premium up to the amount described in Exhibit A. If for any reason the retiree loses the other medical coverage as described above, he or she shall immediately notify the District or successor in writing prior to the lapsing of the coverage and the District or successor shall again provide medical coverage as set forth in **Paragraphs 5 through 8 of Exhibit A** using the formula as if the retiree had continued coverage without interruption. Failure to notify the District or its successor of the availability of other medical insurance shall subject the employee to liability and recoupment by the District or its successor for the cost of any premiums where insurance was provided by the District or its successor when the retiree had available to him/her other medical insurance as set forth above.
6. Should the retiree be denied coverage by the District or its successor, he/she shall have the right to appeal against the decision to the District. The appeals board shall be comprised of 2 members from Labor, 2 members from Administration and 1 Commissioner. It shall be the responsibility of the retiree to provide all documentation to validate his/her appeal.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Snohomish Regional Fire and Rescue

by and through its Board of Commissioners

\_\_\_\_\_  
Tom Henderson, Driver Operator

Agreed to and approved by the International Association of Firefighter Local 2781 to the extent required

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

Its \_\_\_\_\_



# SNOHOMISH REGIONAL FIRE & RESCUE

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

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## AGREEMENT TO PROVIDE MEDICAL BENEFITS IN EXCHANGE FOR EARLY RETIREMENT

This Agreement is entered into by and between the Snohomish Regional Fire & Rescue, a Washington Municipal Corporation (District), and **Brett Bergeron**, a uniformed LEOFF 2 employee of the District ("Employee").

### **RECITALS:**

- A. District is a Washington municipal corporation which employs several employees including employee.
- B. Employee is a uniformed LEOFF 2 employee of the District having first been employed as a uniformed employee in the State of Washington on **April 16, 2001**, and with the District on **April 16, 2001**.
- C. Employee meets all the eligibility requirements to retire. The employee is at least 53 years of age, vested in the LEOFF System, and otherwise eligible to retire, but is not yet eligible for Medicare.
- D. Employee and District recognize that the cost of health insurance discourages many, including employee, from retiring from the District prior to Medicare eligibility.
- E. The District has determined that employees who are vested in the LEOFF System, otherwise eligible to retire, and who elect to retire from the District before Medicare eligibility, provide a cost savings to the District which can be shared with such retirees by the District providing and paying a retiree medical benefit to those individuals on the following terms and conditions.

### **Now based upon the above recitals it is agreed as follows:**

1. Employee agrees to and shall retire from the District effective on the 31st day of May 2026. In exchange for the employee's agreement to retire from the District, on the 31st day of May 2026, the District agrees to and shall pay the cost for employee's health insurance from and after employee's effective date of retirement from the District, on the terms and conditions as set forth in **Resolution Number 2024-14** adopted by the Board of Commissioners on the 25<sup>th</sup> day of November 2024, a copy of which is attached hereto as Exhibit A. Such an obligation is a matter of contract between the District and Employee and is enforceable as such.



2. This agreement supersedes any effective date of the attached Resolution and shall survive its expiration.  
The Resolution is attached simply to show the terms and conditions of the Agreement as incorporated via Paragraphs 1-10 in said Resolution.
3. It is agreed this Contract shall survive any, consolidation by the District with any other District or municipality including but not limited to, mergers, contractual consolidations and participation in a regional fire authority the District agrees to and shall provide that such Contract is honored and effective by any consolidated entity. The District agrees not to enter into any consolidation that otherwise impairs this Contract.
4. Annually the retiree shall be required to report any other insurance coverage provided to the retiree on a department Insurance Status Request form. Failure by the retiree to complete and return this form may result in the denial of future insurance coverage.
5. In the event the retiree is provided medical insurance from any other source, including but not limited to other employment or spouse at no expense to the employee or spouse, the retiree shall immediately notify the District or its successor in writing of such receipt and the District or successor shall immediately cease providing medical coverage as set forth in this Agreement. In the event the retiree has available to him/her, comparable insurance at a lower rate than the insurance provided by the District or successor, the retiree will enroll in that plan and the District, or its successor will reimburse the cost of the premium up to the amount described in Exhibit A. If for any reason the retiree loses the other medical coverage as described above, he or she shall immediately notify the District or successor in writing prior to the lapsing of the coverage and the District or successor shall again provide medical coverage as set forth in **Paragraphs 5 through 8 of Exhibit A** using the formula as if the retiree had continued coverage without interruption. Failure to notify the District or its successor of the availability of other medical insurance shall subject the employee to liability and recoupment by the District or its successor for the cost of any premiums where insurance was provided by the District or its successor when the retiree had available to him/her other medical insurance as set forth above.
6. Should the retiree be denied coverage by the District or its successor, he/she shall have the right to appeal against the decision to the District. The appeals board shall be comprised of 2 members from Labor, 2 members from Administration and 1 Commissioner. It shall be the responsibility of the retiree to provide all documentation to validate his/her appeal.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Snohomish Regional Fire and Rescue

by and through its Board of Commissioners

\_\_\_\_\_  
Brett Bergeron, Firefighter Paramedic

Agreed to and approved by the International Association of Firefighter Local 2781 to the extent required

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

Its \_\_\_\_\_



# SNOHOMISH REGIONAL FIRE & RESCUE

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

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## AGREEMENT TO PROVIDE MEDICAL BENEFITS IN EXCHANGE FOR EARLY RETIREMENT

This Agreement is entered into by and between the Snohomish Regional Fire & Rescue, a Washington Municipal Corporation (District), and **Brad Henning**, a uniformed LEOFF 2 employee of the District ("Employee").

### **RECITALS:**

- A. District is a Washington municipal corporation which employs several employees including employee.
- B. Employee is a uniformed LEOFF 2 employee of the District having first been employed as a uniformed employee in the State of Washington on **April 27, 2004**, and with the District on **April 27, 2004**.
- C. Employee meets all the eligibility requirements to retire. The employee is at least 53 years of age, vested in the LEOFF System, and otherwise eligible to retire, but is not yet eligible for Medicare.
- D. Employee and District recognize that the cost of health insurance discourages many, including employee, from retiring from the District prior to Medicare eligibility.
- E. The District has determined that employees who are vested in the LEOFF System, otherwise eligible to retire, and who elect to retire from the District before Medicare eligibility, provide a cost savings to the District which can be shared with such retirees by the District providing and paying a retiree medical benefit to those individuals on the following terms and conditions.

### **Now based upon the above recitals it is agreed as follows:**

- 1. Employee agrees to and shall retire from the District effective on the 1<sup>st</sup> day of May 2026. In exchange for the employee's agreement to retire from the District, on the 1<sup>st</sup> day of May 2026, the District agrees to and shall pay the cost for employee's health insurance from and after employee's effective date of retirement from the District, on the terms and conditions as set forth in **Resolution Number 2024-14** adopted by the Board of Commissioners on the 25<sup>th</sup> day of November 2024, a copy of which is attached hereto as Exhibit A. Such an obligation is a matter of contract between the District and Employee and is enforceable as such.

2. This agreement supersedes any effective date of the attached Resolution and shall survive its expiration.  
The Resolution is attached simply to show the terms and conditions of the Agreement as incorporated via Paragraphs 1-10 in said Resolution.
3. It is agreed this Contract shall survive any, consolidation by the District with any other District or municipality including but not limited to, mergers, contractual consolidations and participation in a regional fire authority the District agrees to and shall provide that such Contract is honored and effective by any consolidated entity. The District agrees not to enter into any consolidation that otherwise impairs this Contract.
4. Annually the retiree shall be required to report any other insurance coverage provided to the retiree on a department Insurance Status Request form. Failure by the retiree to complete and return this form may result in the denial of future insurance coverage.
5. In the event the retiree is provided medical insurance from any other source, including but not limited to other employment or spouse at no expense to the employee or spouse, the retiree shall immediately notify the District or its successor in writing of such receipt and the District or successor shall immediately cease providing medical coverage as set forth in this Agreement. In the event the retiree has available to him/her, comparable insurance at a lower rate than the insurance provided by the District or successor, the retiree will enroll in that plan and the District, or its successor will reimburse the cost of the premium up to the amount described in Exhibit A. If for any reason the retiree loses the other medical coverage as described above, he or she shall immediately notify the District or successor in writing prior to the lapsing of the coverage and the District or successor shall again provide medical coverage as set forth in **Paragraphs 5 through 8 of Exhibit A** using the formula as if the retiree had continued coverage without interruption. Failure to notify the District or its successor of the availability of other medical insurance shall subject the employee to liability and recoupment by the District or its successor for the cost of any premiums where insurance was provided by the District or its successor when the retiree had available to him/her other medical insurance as set forth above.
6. Should the retiree be denied coverage by the District or its successor, he/she shall have the right to appeal against the decision to the District. The appeals board shall be comprised of 2 members from Labor, 2 members from Administration and 1 Commissioner. It shall be the responsibility of the retiree to provide all documentation to validate his/her appeal.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Snohomish Regional Fire and Rescue

by and through its Board of Commissioners

\_\_\_\_\_  
Brad Henning, Firefighter/Paramedic

Agreed to and approved by the International Association of Firefighter Local 2781 to the extent required

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

Its \_\_\_\_\_



# SNOHOMISH REGIONAL FIRE & RESCUE

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

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## AGREEMENT TO PROVIDE MEDICAL BENEFITS IN EXCHANGE FOR EARLY RETIREMENT

This Agreement is entered into by and between the Snohomish Regional Fire & Rescue, a Washington Municipal Corporation (District), and **Chad Berg**, a uniformed LEOFF 2 employee of the District ("Employee").

### **RECITALS:**

- A. District is a Washington municipal corporation which employs several employees including employee.
- B. Employee is a uniformed LEOFF 2 employee of the District having first been employed as a uniformed employee in the State of Washington on **September 1, 1997**, and with the District on **September 1, 1997**.
- C. Employee meets all the eligibility requirements to retire. The employee is at least 53 years of age, vested in the LEOFF System, and otherwise eligible to retire, but is not yet eligible for Medicare.
- D. Employee and District recognize that the cost of health insurance discourages many, including employee, from retiring from the District prior to Medicare eligibility.
- E. The District has determined that employees who are vested in the LEOFF System, otherwise eligible to retire, and who elect to retire from the District before Medicare eligibility, provide a cost savings to the District which can be shared with such retirees by the District providing and paying a retiree medical benefit to those individuals on the following terms and conditions.

### **Now based upon the above recitals it is agreed as follows:**

1. Employee agrees to and shall retire from the District effective on the 1st day of December 2026. In exchange for the employee's agreement to retire from the District, on the 1st day of December 2026, the District agrees to and shall pay the cost for employee's health insurance from and after employee's effective date of retirement from the District, on the terms and conditions as set forth in **Resolution Number 2024-14** adopted by the Board of Commissioners on the 25<sup>th</sup> day of November 2024, a copy of which is attached hereto as Exhibit A. Such an obligation is a matter of contract between the District and Employee and is enforceable as such.

2. This agreement supersedes any effective date of the attached Resolution and shall survive its expiration.  
The Resolution is attached simply to show the terms and conditions of the Agreement as incorporated via Paragraphs 1-10 in said Resolution.
3. It is agreed this Contract shall survive any, consolidation by the District with any other District or municipality including but not limited to, mergers, contractual consolidations and participation in a regional fire authority the District agrees to and shall provide that such Contract is honored and effective by any consolidated entity. The District agrees not to enter into any consolidation that otherwise impairs this Contract.
4. Annually the retiree shall be required to report any other insurance coverage provided to the retiree on a department Insurance Status Request form. Failure by the retiree to complete and return this form may result in the denial of future insurance coverage.
5. In the event the retiree is provided medical insurance from any other source, including but not limited to other employment or spouse at no expense to the employee or spouse, the retiree shall immediately notify the District or its successor in writing of such receipt and the District or successor shall immediately cease providing medical coverage as set forth in this Agreement. In the event the retiree has available to him/her, comparable insurance at a lower rate than the insurance provided by the District or successor, the retiree will enroll in that plan and the District, or its successor will reimburse the cost of the premium up to the amount described in Exhibit A. If for any reason the retiree loses the other medical coverage as described above, he or she shall immediately notify the District or successor in writing prior to the lapsing of the coverage and the District or successor shall again provide medical coverage as set forth in **Paragraphs 5 through 8 of Exhibit A** using the formula as if the retiree had continued coverage without interruption. Failure to notify the District or its successor of the availability of other medical insurance shall subject the employee to liability and recoupment by the District or its successor for the cost of any premiums where insurance was provided by the District or its successor when the retiree had available to him/her other medical insurance as set forth above.
6. Should the retiree be denied coverage by the District or its successor, he/she shall have the right to appeal against the decision to the District. The appeals board shall be comprised of 2 members from Labor, 2 members from Administration and 1 Commissioner. It shall be the responsibility of the retiree to provide all documentation to validate his/her appeal.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Snohomish Regional Fire and Rescue

by and through its Board of Commissioners

\_\_\_\_\_  
Chad Berg, Driver Operator

Agreed to and approved by the International Association of Firefighter Local 2781 to the extent required

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

Its \_\_\_\_\_





# SNOHOMISH REGIONAL FIRE & RESCUE

163 Village Court,  
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(360) 794-7666 (Fax (360) 794-0959  
[www.srfr.org](http://www.srfr.org)

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## AGREEMENT TO PROVIDE MEDICAL BENEFITS IN EXCHANGE FOR EARLY RETIREMENT

This Agreement is entered into by and between the Snohomish Regional Fire & Rescue, a Washington Municipal Corporation (District), and **Chris Edmundson**, a uniformed LEOFF 2 employee of the District ("Employee").

### **RECITALS:**

- A. District is a Washington municipal corporation which employs several employees including employee.
- B. Employee is a uniformed LEOFF 2 employee of the District having first been employed as a uniformed employee in the State of Washington on **January 1, 1999**, and with the District on **January 1, 1999**.
- C. Employee meets all the eligibility requirements to retire. The employee is at least 53 years of age, vested in the LEOFF System, and otherwise eligible to retire, but is not yet eligible for Medicare.
- D. Employee and District recognize that the cost of health insurance discourages many, including employee, from retiring from the District prior to Medicare eligibility.
- E. The District has determined that employees who are vested in the LEOFF System, otherwise eligible to retire, and who elect to retire from the District before Medicare eligibility, provide a cost savings to the District which can be shared with such retirees by the District providing and paying a retiree medical benefit to those individuals on the following terms and conditions.

### **Now based upon the above recitals it is agreed as follows:**

- 1. Employee agrees to and shall retire from the District effective on the 1st day of June 2026. In exchange for the employee's agreement to retire from the District, on the 1st day of June 2026, the District agrees to and shall pay the cost for employee's health insurance from and after employee's effective date of retirement from the District, on the terms and conditions as set forth in **Resolution Number 2024-14** adopted by the Board of Commissioners on the 25<sup>th</sup> day of November 2024, a copy of which is attached hereto as Exhibit A. Such an obligation is a matter of contract between the District and Employee and is enforceable as such.

2. This agreement supersedes any effective date of the attached Resolution and shall survive its expiration.  
The Resolution is attached simply to show the terms and conditions of the Agreement as incorporated via Paragraphs 1-10 in said Resolution.
3. It is agreed this Contract shall survive any, consolidation by the District with any other District or municipality including but not limited to, mergers, contractual consolidations and participation in a regional fire authority the District agrees to and shall provide that such Contract is honored and effective by any consolidated entity. The District agrees not to enter into any consolidation that otherwise impairs this Contract.
4. Annually the retiree shall be required to report any other insurance coverage provided to the retiree on a department Insurance Status Request form. Failure by the retiree to complete and return this form may result in the denial of future insurance coverage.
5. In the event the retiree is provided medical insurance from any other source, including but not limited to other employment or spouse at no expense to the employee or spouse, the retiree shall immediately notify the District or its successor in writing of such receipt and the District or successor shall immediately cease providing medical coverage as set forth in this Agreement. In the event the retiree has available to him/her, comparable insurance at a lower rate than the insurance provided by the District or successor, the retiree will enroll in that plan and the District, or its successor will reimburse the cost of the premium up to the amount described in Exhibit A. If for any reason the retiree loses the other medical coverage as described above, he or she shall immediately notify the District or successor in writing prior to the lapsing of the coverage and the District or successor shall again provide medical coverage as set forth in **Paragraphs 5 through 8 of Exhibit A** using the formula as if the retiree had continued coverage without interruption. Failure to notify the District or its successor of the availability of other medical insurance shall subject the employee to liability and recoupment by the District or its successor for the cost of any premiums where insurance was provided by the District or its successor when the retiree had available to him/her other medical insurance as set forth above.
6. Should the retiree be denied coverage by the District or its successor, he/she shall have the right to appeal against the decision to the District. The appeals board shall be comprised of 2 members from Labor, 2 members from Administration and 1 Commissioner. It shall be the responsibility of the retiree to provide all documentation to validate his/her appeal.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Snohomish Regional Fire and Rescue

by and through its Board of Commissioners

\_\_\_\_\_  
Chris Edmundson, Driver Operator

Agreed to and approved by the International Association of Firefighter Local 2781 to the extent required

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

Its \_\_\_\_\_



# SNOHOMISH REGIONAL FIRE & RESCUE

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

## AGREEMENT TO PROVIDE MEDICAL BENEFITS IN EXCHANGE FOR EARLY RETIREMENT

This Agreement is entered into by and between the Snohomish Regional Fire & Rescue, a Washington Municipal Corporation (District), and **Craig Fisher**, a uniformed LEOFF 2 employee of the District ("Employee").

### **RECITALS:**

- A. District is a Washington municipal corporation which employs several employees including employee.
- B. Employee is a uniformed LEOFF 2 employee of the District having first been employed as a uniformed employee in the State of Washington on **May 17, 1999**, and with the District on **May 17, 1999**.
- C. Employee meets all the eligibility requirements to retire. The employee is at least 53 years of age, vested in the LEOFF System, and otherwise eligible to retire, but is not yet eligible for Medicare.
- D. Employee and District recognize that the cost of health insurance discourages many, including employee, from retiring from the District prior to Medicare eligibility.
- E. The District has determined that employees who are vested in the LEOFF System, otherwise eligible to retire, and who elect to retire from the District before Medicare eligibility, provide a cost savings to the District which can be shared with such retirees by the District providing and paying a retiree medical benefit to those individuals on the following terms and conditions.

### **Now based upon the above recitals it is agreed as follows:**

- 1. Employee agrees to and shall retire from the District effective on the 1st day of June 2026. In exchange for the employee's agreement to retire from the District, on the 1st day of June 2026, the District agrees to and shall pay the cost for employee's health insurance from and after employee's effective date of retirement from the District, on the terms and conditions as set forth in **Resolution Number 2024-14** adopted by the Board of Commissioners on the 25<sup>th</sup> day of November 2024, a copy of which is attached hereto as Exhibit A. Such an obligation is a matter of contract between the District and Employee and is enforceable as such.

2. This agreement supersedes any effective date of the attached Resolution and shall survive its expiration.  
The Resolution is attached simply to show the terms and conditions of the Agreement as incorporated via Paragraphs 1-10 in said Resolution.
3. It is agreed this Contract shall survive any, consolidation by the District with any other District or municipality including but not limited to, mergers, contractual consolidations and participation in a regional fire authority the District agrees to and shall provide that such Contract is honored and effective by any consolidated entity. The District agrees not to enter into any consolidation that otherwise impairs this Contract.
4. Annually the retiree shall be required to report any other insurance coverage provided to the retiree on a department Insurance Status Request form. Failure by the retiree to complete and return this form may result in the denial of future insurance coverage.
5. In the event the retiree is provided medical insurance from any other source, including but not limited to other employment or spouse at no expense to the employee or spouse, the retiree shall immediately notify the District or its successor in writing of such receipt and the District or successor shall immediately cease providing medical coverage as set forth in this Agreement. In the event the retiree has available to him/her, comparable insurance at a lower rate than the insurance provided by the District or successor, the retiree will enroll in that plan and the District, or its successor will reimburse the cost of the premium up to the amount described in Exhibit A. If for any reason the retiree loses the other medical coverage as described above, he or she shall immediately notify the District or successor in writing prior to the lapsing of the coverage and the District or successor shall again provide medical coverage as set forth in **Paragraphs 5 through 8 of Exhibit A** using the formula as if the retiree had continued coverage without interruption. Failure to notify the District or its successor of the availability of other medical insurance shall subject the employee to liability and recoupment by the District or its successor for the cost of any premiums where insurance was provided by the District or its successor when the retiree had available to him/her other medical insurance as set forth above.
6. Should the retiree be denied coverage by the District or its successor, he/she shall have the right to appeal against the decision to the District. The appeals board shall be comprised of 2 members from Labor, 2 members from Administration and 1 Commissioner. It shall be the responsibility of the retiree to provide all documentation to validate his/her appeal.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Snohomish Regional Fire and Rescue

by and through its Board of Commissioners

\_\_\_\_\_  
Craig Fisher, Fire Inspector

Agreed to and approved by the International Association of Firefighter Local 2781 to the extent required

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

Its \_\_\_\_\_



# SNOHOMISH REGIONAL FIRE & RESCUE

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

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## AGREEMENT TO PROVIDE MEDICAL BENEFITS IN EXCHANGE FOR EARLY RETIREMENT

This Agreement is entered into by and between the Snohomish Regional Fire & Rescue, a Washington Municipal Corporation (District), and **Dan Howard**, a uniformed LEOFF 2 employee of the District ("Employee").

### **RECITALS:**

- A. District is a Washington municipal corporation which employs several employees including employee.
- B. Employee is a uniformed LEOFF 2 employee of the District having first been employed as a uniformed employee in the State of Washington on **February 1, 2005**, and with the District on **February 1, 2005**.
- C. Employee meets all the eligibility requirements to retire. The employee is at least 53 years of age, vested in the LEOFF System, and otherwise eligible to retire, but is not yet eligible for Medicare.
- D. Employee and District recognize that the cost of health insurance discourages many, including employee, from retiring from the District prior to Medicare eligibility.
- E. The District has determined that employees who are vested in the LEOFF System, otherwise eligible to retire, and who elect to retire from the District before Medicare eligibility, provide a cost savings to the District which can be shared with such retirees by the District providing and paying a retiree medical benefit to those individuals on the following terms and conditions.

### **Now based upon the above recitals it is agreed as follows:**

1. Employee agrees to and shall retire from the District effective on the 16th day of February 2026. In exchange for the employee's agreement to retire from the District, on the 16th day of February 2026, the District agrees to and shall pay the cost for employee's health insurance from and after employee's effective date of retirement from the District, on the terms and conditions as set forth in **Resolution Number 2024-14** adopted by the Board of Commissioners on the 25<sup>th</sup> day of November 2024, a copy of which is attached hereto as Exhibit A. Such an obligation is a matter of contract between the District and Employee and is enforceable as such.

2. This agreement supersedes any effective date of the attached Resolution and shall survive its expiration.  
The Resolution is attached simply to show the terms and conditions of the Agreement as incorporated via Paragraphs 1-10 in said Resolution.
3. It is agreed this Contract shall survive any, consolidation by the District with any other District or municipality including but not limited to, mergers, contractual consolidations and participation in a regional fire authority the District agrees to and shall provide that such Contract is honored and effective by any consolidated entity. The District agrees not to enter into any consolidation that otherwise impairs this Contract.
4. Annually the retiree shall be required to report any other insurance coverage provided to the retiree on a department Insurance Status Request form. Failure by the retiree to complete and return this form may result in the denial of future insurance coverage.
5. In the event the retiree is provided medical insurance from any other source, including but not limited to other employment or spouse at no expense to the employee or spouse, the retiree shall immediately notify the District or its successor in writing of such receipt and the District or successor shall immediately cease providing medical coverage as set forth in this Agreement. In the event the retiree has available to him/her, comparable insurance at a lower rate than the insurance provided by the District or successor, the retiree will enroll in that plan and the District, or its successor will reimburse the cost of the premium up to the amount described in Exhibit A. If for any reason the retiree loses the other medical coverage as described above, he or she shall immediately notify the District or successor in writing prior to the lapsing of the coverage and the District or successor shall again provide medical coverage as set forth in **Paragraphs 5 through 8 of Exhibit A** using the formula as if the retiree had continued coverage without interruption. Failure to notify the District or its successor of the availability of other medical insurance shall subject the employee to liability and recoupment by the District or its successor for the cost of any premiums where insurance was provided by the District or its successor when the retiree had available to him/her other medical insurance as set forth above.
6. Should the retiree be denied coverage by the District or its successor, he/she shall have the right to appeal against the decision to the District. The appeals board shall be comprised of 2 members from Labor, 2 members from Administration and 1 Commissioner. It shall be the responsibility of the retiree to provide all documentation to validate his/her appeal.



Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Snohomish Regional Fire and Rescue

by and through its Board of Commissioners

\_\_\_\_\_  
Daniel Howard, Driver Operator

Agreed to and approved by the International Association of Firefighter Local 2781 to the extent required

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

Its \_\_\_\_\_



# SNOHOMISH REGIONAL FIRE & RESCUE

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## AGREEMENT TO PROVIDE MEDICAL BENEFITS IN EXCHANGE FOR EARLY RETIREMENT

This Agreement is entered into by and between the Snohomish Regional Fire & Rescue, a Washington Municipal Corporation (District), and **David Rayner**, a uniformed LEOFF 2 employee of the District ("Employee").

### **RECITALS:**

- A. District is a Washington municipal corporation which employs several employees including employee.
- B. Employee is a uniformed LEOFF 2 employee of the District having first been employed as a uniformed employee in the State of Washington on **January 1, 1999**, and with the District on **January 1, 1999**.
- C. Employee meets all the eligibility requirements to retire. The employee is at least 53 years of age, vested in the LEOFF System, and otherwise eligible to retire, but is not yet eligible for Medicare.
- D. Employee and District recognize that the cost of health insurance discourages many, including employee, from retiring from the District prior to Medicare eligibility.
- E. The District has determined that employees who are vested in the LEOFF System, otherwise eligible to retire, and who elect to retire from the District before Medicare eligibility, provide a cost savings to the District which can be shared with such retirees by the District providing and paying a retiree medical benefit to those individuals on the following terms and conditions.

### **Now based upon the above recitals it is agreed as follows:**

1. Employee agrees to and shall retire from the District effective on the 1st day of January 2027. In exchange for the employee's agreement to retire from the District, on the 1st day of January 2027, the District agrees to and shall pay the cost for employee's health insurance from and after employee's effective date of retirement from the District, on the terms and conditions as set forth in **Resolution Number 2024-14** adopted by the Board of Commissioners on the 25<sup>th</sup> day of November 2024, a copy of which is attached hereto as Exhibit A. Such an obligation is a matter of contract between the District and Employee and is enforceable as such.

2. This agreement supersedes any effective date of the attached Resolution and shall survive its expiration.  
The Resolution is attached simply to show the terms and conditions of the Agreement as incorporated via Paragraphs 1-10 in said Resolution.
3. It is agreed this Contract shall survive any, consolidation by the District with any other District or municipality including but not limited to, mergers, contractual consolidations and participation in a regional fire authority the District agrees to and shall provide that such Contract is honored and effective by any consolidated entity. The District agrees not to enter into any consolidation that otherwise impairs this Contract.
4. Annually the retiree shall be required to report any other insurance coverage provided to the retiree on a department Insurance Status Request form. Failure by the retiree to complete and return this form may result in the denial of future insurance coverage.
5. In the event the retiree is provided medical insurance from any other source, including but not limited to other employment or spouse at no expense to the employee or spouse, the retiree shall immediately notify the District or its successor in writing of such receipt and the District or successor shall immediately cease providing medical coverage as set forth in this Agreement. In the event the retiree has available to him/her, comparable insurance at a lower rate than the insurance provided by the District or successor, the retiree will enroll in that plan and the District, or its successor will reimburse the cost of the premium up to the amount described in Exhibit A. If for any reason the retiree loses the other medical coverage as described above, he or she shall immediately notify the District or successor in writing prior to the lapsing of the coverage and the District or successor shall again provide medical coverage as set forth in **Paragraphs 5 through 8 of Exhibit A** using the formula as if the retiree had continued coverage without interruption. Failure to notify the District or its successor of the availability of other medical insurance shall subject the employee to liability and recoupment by the District or its successor for the cost of any premiums where insurance was provided by the District or its successor when the retiree had available to him/her other medical insurance as set forth above.
6. Should the retiree be denied coverage by the District or its successor, he/she shall have the right to appeal against the decision to the District. The appeals board shall be comprised of 2 members from Labor, 2 members from Administration and 1 Commissioner. It shall be the responsibility of the retiree to provide all documentation to validate his/her appeal.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Snohomish Regional Fire and Rescue

by and through its Board of Commissioners

\_\_\_\_\_  
David Rayner, Firefighter Paramedic

Agreed to and approved by the International Association of Firefighter Local 2781 to the extent required

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

Its \_\_\_\_\_



# SNOHOMISH REGIONAL FIRE & RESCUE

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

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## AGREEMENT TO PROVIDE MEDICAL BENEFITS IN EXCHANGE FOR EARLY RETIREMENT

This Agreement is entered into by and between the Snohomish Regional Fire & Rescue, a Washington Municipal Corporation (District), and **David Swearingen**, a uniformed LEOFF 2 employee of the District ("Employee").

### **RECITALS:**

- A. District is a Washington municipal corporation which employs several employees including employee.
- B. Employee is a uniformed LEOFF 2 employee of the District having first been employed as a uniformed employee in the State of Washington on **April 16, 2001**, and with the District on **April 16, 2001**.
- C. Employee meets all the eligibility requirements to retire. The employee is at least 53 years of age, vested in the LEOFF System, and otherwise eligible to retire, but is not yet eligible for Medicare.
- D. Employee and District recognize that the cost of health insurance discourages many, including employee, from retiring from the District prior to Medicare eligibility.
- E. The District has determined that employees who are vested in the LEOFF System, otherwise eligible to retire, and who elect to retire from the District before Medicare eligibility, provide a cost savings to the District which can be shared with such retirees by the District providing and paying a retiree medical benefit to those individuals on the following terms and conditions.

### **Now based upon the above recitals it is agreed as follows:**

- 1. Employee agrees to and shall retire from the District effective on the 1st day of May 2026. In exchange for the employee's agreement to retire from the District, on the 1st day of May 2026, the District agrees to and shall pay the cost for employee's health insurance from and after employee's effective date of retirement from the District, on the terms and conditions as set forth in **Resolution Number 2024-14** adopted by the Board of Commissioners on the 25<sup>th</sup> day of November 2024, a copy of which is attached hereto as Exhibit A. Such an obligation is a matter of contract between the District and Employee and is enforceable as such.

2. This agreement supersedes any effective date of the attached Resolution and shall survive its expiration.  
The Resolution is attached simply to show the terms and conditions of the Agreement as incorporated via Paragraphs 1-10 in said Resolution.
3. It is agreed this Contract shall survive any, consolidation by the District with any other District or municipality including but not limited to, mergers, contractual consolidations and participation in a regional fire authority the District agrees to and shall provide that such Contract is honored and effective by any consolidated entity. The District agrees not to enter into any consolidation that otherwise impairs this Contract.
4. Annually the retiree shall be required to report any other insurance coverage provided to the retiree on a department Insurance Status Request form. Failure by the retiree to complete and return this form may result in the denial of future insurance coverage.
5. In the event the retiree is provided medical insurance from any other source, including but not limited to other employment or spouse at no expense to the employee or spouse, the retiree shall immediately notify the District or its successor in writing of such receipt and the District or successor shall immediately cease providing medical coverage as set forth in this Agreement. In the event the retiree has available to him/her, comparable insurance at a lower rate than the insurance provided by the District or successor, the retiree will enroll in that plan and the District, or its successor will reimburse the cost of the premium up to the amount described in Exhibit A. If for any reason the retiree loses the other medical coverage as described above, he or she shall immediately notify the District or successor in writing prior to the lapsing of the coverage and the District or successor shall again provide medical coverage as set forth in **Paragraphs 5 through 8 of Exhibit A** using the formula as if the retiree had continued coverage without interruption. Failure to notify the District or its successor of the availability of other medical insurance shall subject the employee to liability and recoupment by the District or its successor for the cost of any premiums where insurance was provided by the District or its successor when the retiree had available to him/her other medical insurance as set forth above.
6. Should the retiree be denied coverage by the District or its successor, he/she shall have the right to appeal against the decision to the District. The appeals board shall be comprised of 2 members from Labor, 2 members from Administration and 1 Commissioner. It shall be the responsibility of the retiree to provide all documentation to validate his/her appeal.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Snohomish Regional Fire and Rescue

by and through its Board of Commissioners

\_\_\_\_\_  
David Swearingen, Lieutenant

Agreed to and approved by the International Association of Firefighter Local 2781 to the extent required

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

Its \_\_\_\_\_



# SNOHOMISH REGIONAL FIRE & RESCUE

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## AGREEMENT TO PROVIDE MEDICAL BENEFITS IN EXCHANGE FOR EARLY RETIREMENT

This Agreement is entered into by and between the Snohomish Regional Fire & Rescue, a Washington Municipal Corporation (District), and **Michael Snyder**, a uniformed LEOFF 2 employee of the District ("Employee").

### **RECITALS:**

- A. District is a Washington municipal corporation which employs several employees including employee.
- B. Employee is a uniformed LEOFF 2 employee of the District having first been employed as a uniformed employee in the State of Washington on **August 1, 2006**, and with the District on **August 1, 2006**.
- C. Employee meets all the eligibility requirements to retire. The employee is at least 53 years of age, vested in the LEOFF System, and otherwise eligible to retire, but is not yet eligible for Medicare.
- D. Employee and District recognize that the cost of health insurance discourages many, including employee, from retiring from the District prior to Medicare eligibility.
- E. The District has determined that employees who are vested in the LEOFF System, otherwise eligible to retire, and who elect to retire from the District before Medicare eligibility, provide a cost savings to the District which can be shared with such retirees by the District providing and paying a retiree medical benefit to those individuals on the following terms and conditions.

### **Now based upon the above recitals it is agreed as follows:**

1. Employee agrees to and shall retire from the District effective on the 16th day of April 2026. In exchange for the employee's agreement to retire from the District, on the 16th day of April 2026, the District agrees to and shall pay the cost for employee's health insurance from and after employee's effective date of retirement from the District, on the terms and conditions as set forth in **Resolution Number 2024-14** adopted by the Board of Commissioners on the 25<sup>th</sup> day of November 2024, a copy of which is attached hereto as Exhibit A. Such an obligation is a matter of contract between the District and Employee and is enforceable as such.



2. This agreement supersedes any effective date of the attached Resolution and shall survive its expiration.  
The Resolution is attached simply to show the terms and conditions of the Agreement as incorporated via Paragraphs 1-10 in said Resolution.
3. It is agreed this Contract shall survive any, consolidation by the District with any other District or municipality including but not limited to, mergers, contractual consolidations and participation in a regional fire authority the District agrees to and shall provide that such Contract is honored and effective by any consolidated entity. The District agrees not to enter into any consolidation that otherwise impairs this Contract.
4. Annually the retiree shall be required to report any other insurance coverage provided to the retiree on a department Insurance Status Request form. Failure by the retiree to complete and return this form may result in the denial of future insurance coverage.
5. In the event the retiree is provided medical insurance from any other source, including but not limited to other employment or spouse at no expense to the employee or spouse, the retiree shall immediately notify the District or its successor in writing of such receipt and the District or successor shall immediately cease providing medical coverage as set forth in this Agreement. In the event the retiree has available to him/her, comparable insurance at a lower rate than the insurance provided by the District or successor, the retiree will enroll in that plan and the District, or its successor will reimburse the cost of the premium up to the amount described in Exhibit A. If for any reason the retiree loses the other medical coverage as described above, he or she shall immediately notify the District or successor in writing prior to the lapsing of the coverage and the District or successor shall again provide medical coverage as set forth in **Paragraphs 5 through 8 of Exhibit A** using the formula as if the retiree had continued coverage without interruption. Failure to notify the District or its successor of the availability of other medical insurance shall subject the employee to liability and recoupment by the District or its successor for the cost of any premiums where insurance was provided by the District or its successor when the retiree had available to him/her other medical insurance as set forth above.
6. Should the retiree be denied coverage by the District or its successor, he/she shall have the right to appeal against the decision to the District. The appeals board shall be comprised of 2 members from Labor, 2 members from Administration and 1 Commissioner. It shall be the responsibility of the retiree to provide all documentation to validate his/her appeal.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Snohomish Regional Fire and Rescue

by and through its Board of Commissioners

\_\_\_\_\_  
Michael Snyder, Driver Operator

Agreed to and approved by the International Association of Firefighter Local 2781 to the extent required

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

Its \_\_\_\_\_



# SNOHOMISH REGIONAL FIRE & RESCUE

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## AGREEMENT TO PROVIDE MEDICAL BENEFITS IN EXCHANGE FOR EARLY RETIREMENT

This Agreement is entered into by and between the Snohomish Regional Fire & Rescue, a Washington Municipal Corporation (District), and **Rodney Hewitt**, a uniformed LEOFF 2 employee of the District ("Employee").

### **RECITALS:**

- A. District is a Washington municipal corporation which employs several employees including employee.
- B. Employee is a uniformed LEOFF 2 employee of the District having first been employed as a uniformed employee in the State of Washington on **June 1 , 1992**, and with the District on **June 1 , 1992**.
- C. Employee meets all the eligibility requirements to retire. The employee is at least 53 years of age, vested in the LEOFF System, and otherwise eligible to retire, but is not yet eligible for Medicare.
- D. Employee and District recognize that the cost of health insurance discourages many, including employee, from retiring from the District prior to Medicare eligibility.
- E. The District has determined that employees who are vested in the LEOFF System, otherwise eligible to retire, and who elect to retire from the District before Medicare eligibility, provide a cost savings to the District which can be shared with such retirees by the District providing and paying a retiree medical benefit to those individuals on the following terms and conditions.

### **Now based upon the above recitals it is agreed as follows:**

- 1. Employee agrees to and shall retire from the District effective on the 1st day of April 2026. In exchange for the employee's agreement to retire from the District, on the 1st day of April 2026, the District agrees to and shall pay the cost for employee's health insurance from and after employee's effective date of retirement from the District, on the terms and conditions as set forth in **Resolution Number 2024-14** adopted by the Board of Commissioners on the 25<sup>th</sup> day of November 2024, a copy of which is attached hereto as Exhibit A. Such an obligation is a matter of contract between the District and Employee and is enforceable as such.

2. This agreement supersedes any effective date of the attached Resolution and shall survive its expiration.  
The Resolution is attached simply to show the terms and conditions of the Agreement as incorporated via Paragraphs 1-10 in said Resolution.
3. It is agreed this Contract shall survive any, consolidation by the District with any other District or municipality including but not limited to, mergers, contractual consolidations and participation in a regional fire authority the District agrees to and shall provide that such Contract is honored and effective by any consolidated entity. The District agrees not to enter into any consolidation that otherwise impairs this Contract.
4. Annually the retiree shall be required to report any other insurance coverage provided to the retiree on a department Insurance Status Request form. Failure by the retiree to complete and return this form may result in the denial of future insurance coverage.
5. In the event the retiree is provided medical insurance from any other source, including but not limited to other employment or spouse at no expense to the employee or spouse, the retiree shall immediately notify the District or its successor in writing of such receipt and the District or successor shall immediately cease providing medical coverage as set forth in this Agreement. In the event the retiree has available to him/her, comparable insurance at a lower rate than the insurance provided by the District or successor, the retiree will enroll in that plan and the District, or its successor will reimburse the cost of the premium up to the amount described in Exhibit A. If for any reason the retiree loses the other medical coverage as described above, he or she shall immediately notify the District or successor in writing prior to the lapsing of the coverage and the District or successor shall again provide medical coverage as set forth in **Paragraphs 5 through 8 of Exhibit A** using the formula as if the retiree had continued coverage without interruption. Failure to notify the District or its successor of the availability of other medical insurance shall subject the employee to liability and recoupment by the District or its successor for the cost of any premiums where insurance was provided by the District or its successor when the retiree had available to him/her other medical insurance as set forth above.
6. Should the retiree be denied coverage by the District or its successor, he/she shall have the right to appeal against the decision to the District. The appeals board shall be comprised of 2 members from Labor, 2 members from Administration and 1 Commissioner. It shall be the responsibility of the retiree to provide all documentation to validate his/her appeal.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Snohomish Regional Fire and Rescue

by and through its Board of Commissioners

\_\_\_\_\_  
Rodney Hewitt, Lieutenant

Agreed to and approved by the International Association of Firefighter Local 2781 to the extent required

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

Its \_\_\_\_\_



# NEW BUSINESS

## DISCUSSION





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

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

<b>Initiative Name:</b>	Public Records Index		
<b>Executive member responsible for guiding the initiative:</b>			
Business Administrator Schoof			
<b>Type of Action:</b>	<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Resolution		
<b>Initiative Description:</b>			
<ul style="list-style-type: none"> <li>• <b>Brief Description</b></li> <li>• <b>Goal of Initiative</b></li> <li>• <b>Initiative Results (deliverables)</b></li> <li>• <b>Connection to Strategic Plan</b></li> <li>• <b>Supporting Documentation (attach)</b> <ul style="list-style-type: none"> <li>○ Scope of work</li> <li>○ Contract(s)</li> <li>○ Project proposal(s)</li> <li>○ Presentation(s)</li> </ul> </li> <li>• <b>If Financial: Reason RAB must be approved outside of the annual budget process</b></li> </ul>		<p>Recently, first amendment auditors have been requesting from many local agencies a public record index. A public records index is a list or database maintained by a government agency that provides information about the types of public records they hold and how to access them. To be proactive and review the District's process, we had been advised by legal to undertake a formal objective review of our records and to make a determination as to whether maintenance of an index of the records would be unduly burdensome.</p> <p>The District has completed its review which included the categories outlined in an Analysis Worksheet and a spreadsheet to quantify the time and cost that would be incurred to create a public record index.</p> <p>Based on the data collected, the projected cost would be approximately \$40,568,158 with total staff time of 399.91 years. Given the significant investment of time and resources it would require to complete, it is recommended the Board adopt the draft Resolution 25-2 defining that the creation of a public records index is unduly burdensome.</p>	
<b>Financial Impact:</b>			
Expense:		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A	
Revenue:		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A	
Total amount of initiative (attach amount breakdown if applicable): \$			
Initial amount: \$			
Long-term annual amount(s): \$			
Currently Budgeted:		<input type="checkbox"/> Yes <input type="checkbox"/> No         Amount: \$	
Budget Amendment Needed:		<input type="checkbox"/> Yes <input type="checkbox"/> No         Amount: \$	
<ul style="list-style-type: none"> <li>• If yes: Fund(s)/line item(s) to be amended:</li> </ul>			
<b>Risk Assessment:</b>			
Risk if approved: N/A			

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



<b>Execution:</b>	<b>It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.</b>
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**Snohomish Regional Fire and Rescue  
RESOLUTION NO. 2025-02**

**ORDER ESTABLISHING THAT SNOHOMISH REGIONAL FIRE AND RESCUE WILL  
NOT MAINTAIN A PUBLIC RECORD INDEX**

WHEREAS, RCW 42.56.070(3) requires that Snohomish Regional Fire and Rescue maintain and make available for public inspection an index of its public records created since 1973 or adopt an order that the creation of such an index would be unduly burdensome.

WHEREAS, Snohomish Regional Fire and Rescue creates and maintains a significant number of records on a regular basis in the conduct of business of Snohomish Regional Fire and Rescue.

WHEREAS, Snohomish Regional Fire and Rescue staff has compiled the attached memorandum (**Exhibit 1**) identifying the volume of Snohomish Regional Fire and Rescue records and the estimated staff time and costs it would take to review and index the records.

WHEREAS, The sheer volume of the records and the constant creation of records on an ongoing basis makes it difficult, if not impossible, to create and maintain a useful index.

WHEREAS, Existing Snohomish Regional Fire and Rescue staff all perform essential functions necessary to the operation of Snohomish Regional Fire and Rescue and adding record review and indexing job duties to the existing workload would unduly burden and interfere with Snohomish Regional Fire and Rescue's core operations, and

WHEREAS, Based on budgetary limitations, and the Board's desire to provide fire protection and emergency medical services in the most cost effective manner, Snohomish Regional Fire and Rescue staff believes it would be unduly burdensome to the Snohomish Regional Fire and Rescue's operations and budget and would not be in the taxpayers' best interest to hire additional staff to create and maintain a record index given the above conditions.

**Resolution:** NOW THEREFORE, BE IT RESOLVED, that the Governing Board of Snohomish Regional Fire and Rescue approves the following Orders:

1. Snohomish Regional Fire and Rescue shall maintain an index of Board Resolutions, and
2. Pursuant to the Authority granted under RCW 42.56.070(4) it is hereby ordered that based on the recitals above and the recommendations of staff, Snohomish Regional Fire and Rescue shall not establish a public records index as the creation and maintenance of such an index would be unduly burdensome and would interfere with Snohomish Regional Fire and Rescue operations.

**Adoption:** ADOPTED at a regular meeting of the Governing Board/Board of Commissioners of Snohomish Regional Fire and Rescue on the \_\_\_\_ day of \_\_\_\_\_, 2025, the following Commissioners being present and voting:

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

\_\_\_\_\_  
Troy Elmore, Commissioner

\_\_\_\_\_  
Randy Fay, Commissioner

\_\_\_\_\_  
Davin Alsin, Commissioner

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

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

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

\_\_\_\_\_  
ATTEST:

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

## Record Index Analysis Worksheet 2025

Physical Records	Existing records in cubic feet	Estimated annual records in cubic feet	Estimated daily records in cubic feet
Training Records	81	9.53	0.0261
Contracts and Agreements	4	0.47	0.0013
Health & Safety Records	4	1.00	0.0027
Bidding Documents	1	0.12	0.0003
Payroll	70	8.24	0.0226
Board Meeting	46	5.41	0.0148
Financial Transactions	64	7.53	0.0206
Employee files	86	10.12	0.0277
Misc	65	7.65	0.0210
Total cubic feet of physical records	421	50.06	0.1371
<b>Total physical pages at 2000/cf</b>	<b>842,000</b>	<b>100,118</b>	<b>0.2743</b>
Staff Days to process physical	4,210	501	0.0014

Electronic Records	Existing records quantity	Estimated annual records quantity	Estimated daily records quantity	Server Space Utilized in GB for existing records	Time period covered for existing records
Outlook	7,497,910	882,107	2,417	2213.28	2020-present
OneDrive	525,608	61,836	169	3227.73	2020-present
Network Shares	1,019,501			2336.21	1996-present
NAS Storage	867,733			22927.87	2015-present
<b>Smarsh</b>	<b>2,575</b>	<b>429</b>	<b>1</b>		<b>2019-present</b>
CAD Records	41,270	21,404	59		2015-present
Operative IQ - Asset Management Enabled	5,087				2011-current
Operative IQ - Asset Management Disabled	2,981				2011-current
Operative IQ - Service Ticket Management Open	210				2011-current
Operative IQ - Service Ticket Management Closed last 12 months	3,776				2011-current
Operative IQ - Units Enabled and Disabled	177				2011-current
Operative IQ - Facilities	13				2011-current
Operative IQ - Purchase Orders all time and all status	245				2011-current
Operative IQ - Supply Parts - Enabled and disabled	1,853				2011-current
Filemaker Pro	1,894				Feb 2003- April 2024
NeoGov	10,000				2023- current
Vector Solutions-LMS	75,952	20,000	55		2021-Present
Bouncy House Reservations	42	42	0		2017-present
Fire District Billing	444	444	1		2021-present
Burn Permits	2,799	2,799	8		2017-present
Banquet Roster	468	468	1		2021-present
Address Signs	233	233	1		2021-present
Streamline Inspection Software	8,541				2018-present
Fastfield Forms Software	15,430				2109-present
ERP	30,000				April 2019-present
Paychex	22,000				Jan. 2016-March 2019
BARS	30,000				Jan. 2012-Dec. 2015
Linktree	4,590,351	540,041	1,480	996.75	2020-present
Monday	227,562	26,772	73	1030.72	2020-present
MailChimp	267,461	31,466	86	614.49	2020-present
DropBox	6,631	2,172	6		2024-present
Sprout Social	2,575	429	1		2019-present
Vimeo	126,903		-	5.18	2013-2022
WatchFire	63,095	21,404	59		2022-present
Zoom	63,095	21,404	59		2022-present
Website Database	63,095	21,404	59		2022-present
SquareRigger	27,529				2003-present
New World Reports	82,375				2020-present
EHR Reports (ESO)?	26,884				2020-present
<b>Total electronic records</b>	<b>15,714,298</b>	<b>1,654,855</b>	<b>4,534</b>		
<b>Staff Days to process electronic</b>	<b>78,571</b>	<b>8,274</b>	<b>23</b>		

TOTAL RECORDS (Physical & Electronic)	Existing	Annual	Daily	Total Server Space Utilized
Total Staff Days to Process All	82,781	8,775	23	O365 2641.96 GB
Total Staff Years to Process All	399.91	42.39	0.11	Zoll 5.18 GB

	Existing	Annual
Estimated Cost to Process*	\$ 40,568,158	\$ 4,300,237

\*Based on Ave salary & benefit for Admin Staff of \$134,553.32/year or \$517.51/day

Processing time is estimated at 2.4/mins per record. 200 records processed per staff day maximum.



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

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

<b>Initiative Name:</b>	BN Builders Phase 1C Contract Amendment		
<b>Executive member responsible for guiding the initiative:</b>		DC Rasmussen	
<b>Type of Action:</b>	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
<b>Initiative Description:</b> <ul style="list-style-type: none"> <li>• Brief Description</li> <li>• Goal of Initiative</li> <li>• Initiative Results (deliverables)</li> <li>• Connection to Strategic Plan</li> <li>• Supporting Documentation (attach) <ul style="list-style-type: none"> <li>○ Scope of work</li> <li>○ Contract(s)</li> <li>○ Project proposal(s)</li> <li>○ Presentation(s)</li> </ul> </li> <li>• If Financial: Reason RAB must be approved outside of the annual budget process</li> </ul>		<p>We are seeking approval for the continuation of Phase 1 services for the Station 32 and 81 projects. As discussed previously, there will need to be additional phases/amendments to complete the PDB contract with BN Builders and Miller Hull for the Station 32 and 81 projects. Phase 1 is project validation and design. The proposed phase will be Phase 1C. The amendment will increase the Phase 1 do not exceed to \$3,966,777.00. This is a cumulative increase of Phase 1A (\$378,300), Phase 1B (\$728,773) and Phase 1C (\$2,859,694. Phase 1C will include (1) project management and meetings, (2) design and permitting management to 100% design, (3) Constructability Review, (4) Cost Model support and Milestone Estimates, (5) GMP development, and (6) Schedule Management.</p> <p>Phase 1C is proposed to last 44 weeks. This phase is anticipated to be completed in May 2026.</p> <p>Please see the attached documents:</p> <ul style="list-style-type: none"> <li>• Contract for Phase 1C deliverables.</li> <li>• Phase 1 tracking sheet.</li> </ul>	
<b>Financial Impact:</b>	Expense: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A  Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: <b>\$4,337,597.81</b> (sales tax included). Long-term annual amount(s): \$  Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$  Budget Amendment Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$ <ul style="list-style-type: none"> <li>• If yes: Fund(s)/line item(s) to be amended:</li> </ul>		
<b>Risk Assessment:</b>	Risk if approved: Continuation of services prior to project validation. Please note that project validation is not complete until the end of phase 1C.		

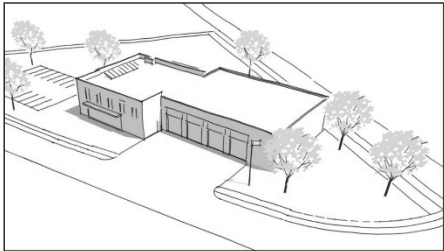
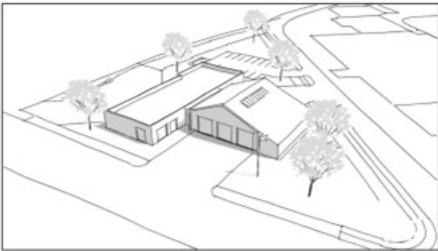
Risk if not approved: Stalling of project validation and overall completion timeline.	
<b>Legal Review:</b>	<input type="checkbox"/> Initiative conforms with District policy/procedure number (attach): <input checked="" type="checkbox"/> Initiatives that require legal review (contracts, other initiatives):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



## Progressive Design-Build Process

### Design (Phase1C)

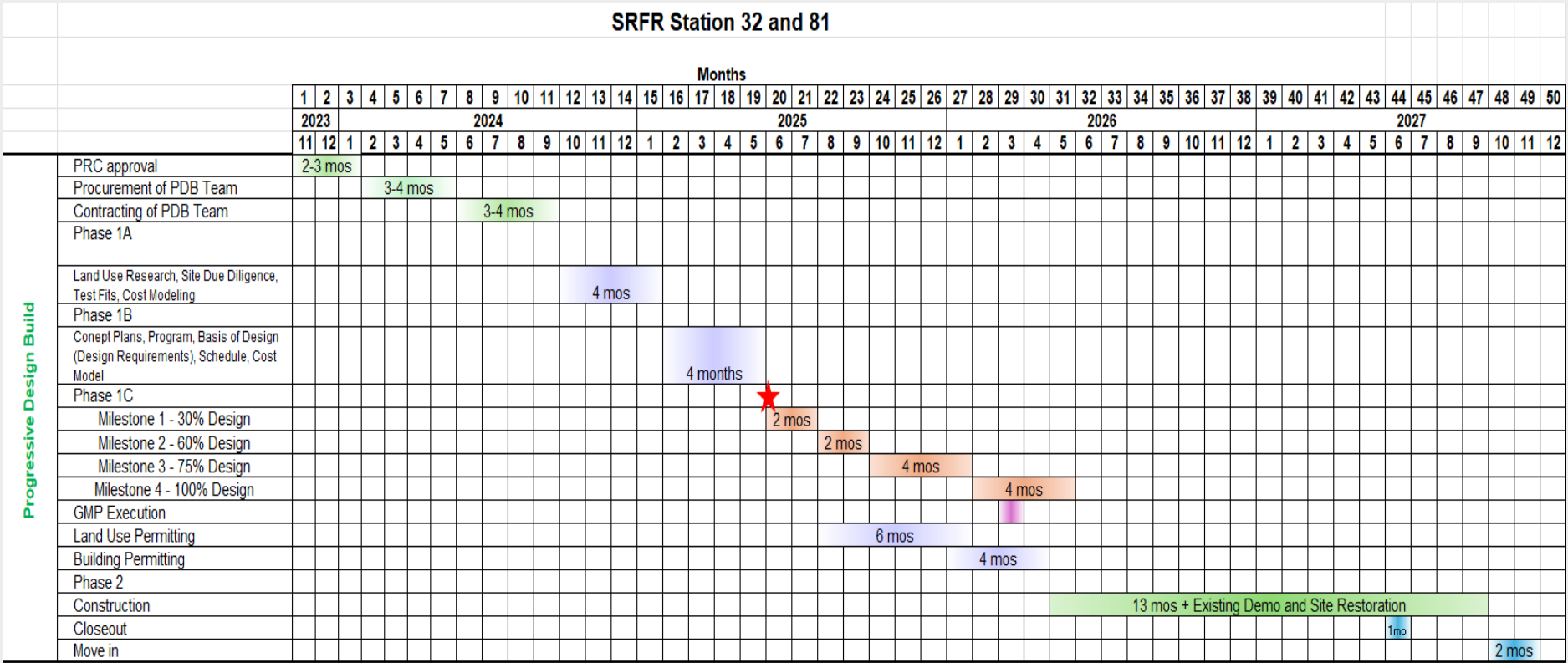
- Milestones (30%, 60%, 90%, 100% Design)  
Each item below will be validated at each Milestone.
  - Basis of Design
  - Cost Model and Risk Register
  - Schedule
- Land Use Permit Submission (Milestone 1)
- Permit Submission (Milestone 2 & 3)
- Budget Reconciliation (Milestone 4)
- GMP Execution (Milestone 4)



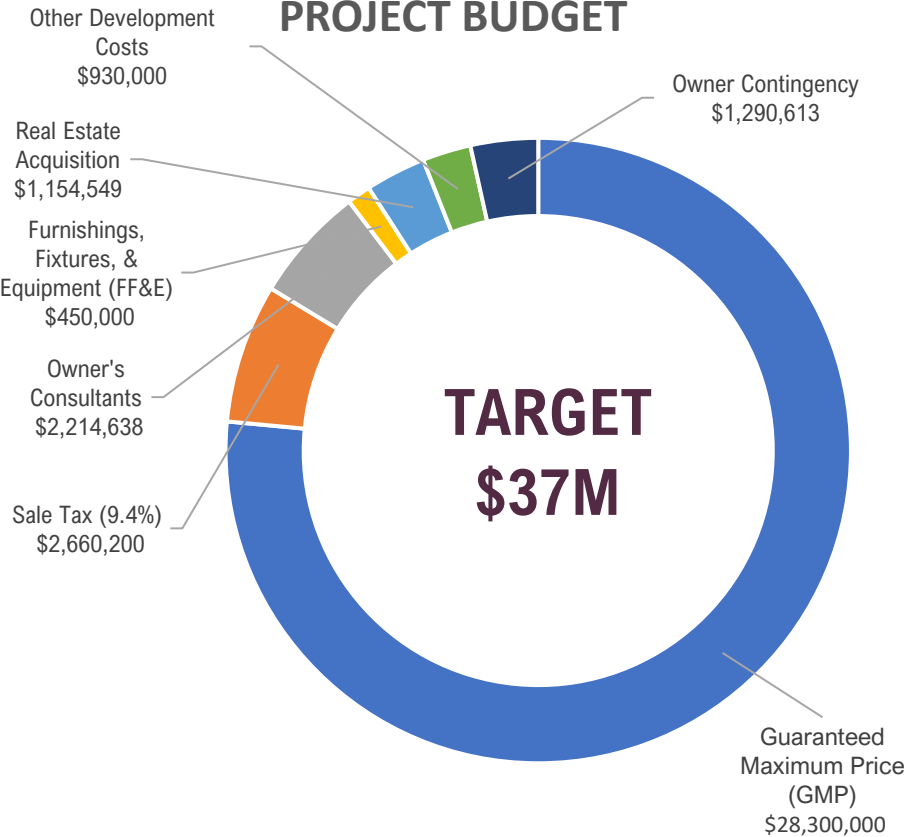
# SRFR - FIRE STATIONS 32 & 81

91

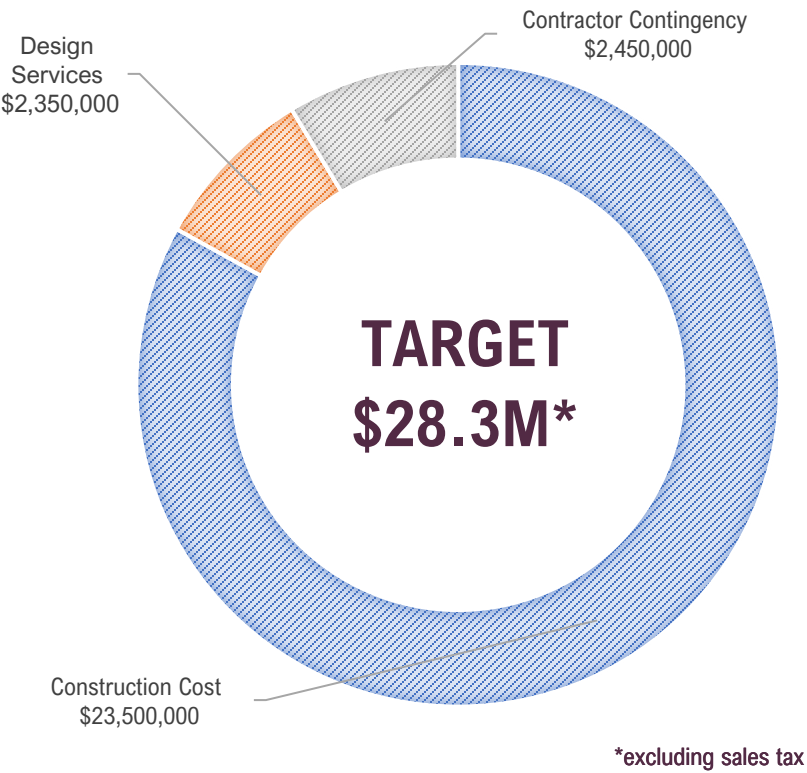
## WHERE ARE WE IN THE SCHEDULE?



## PROJECT BUDGET



## GMP BUDGET



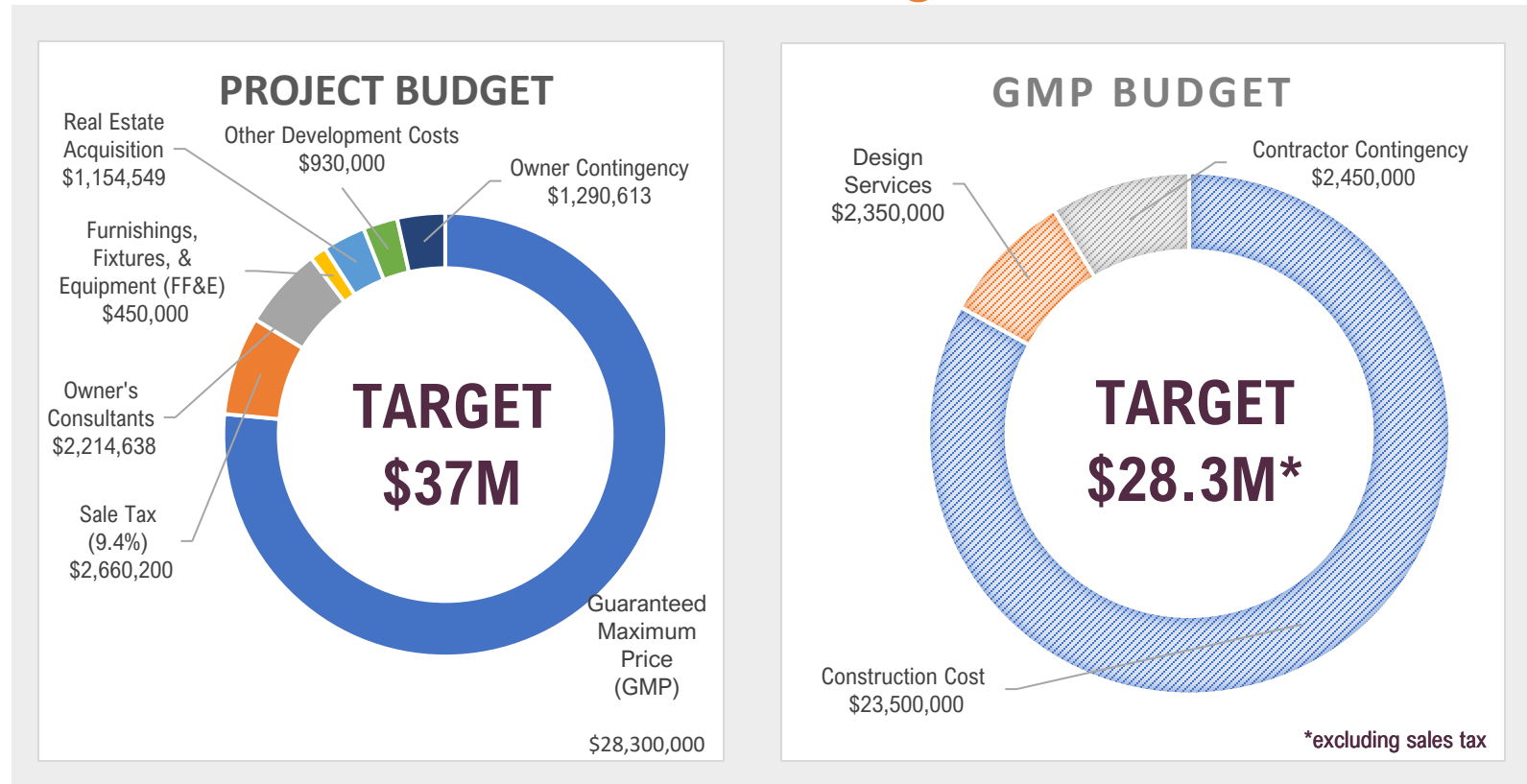
## PROJECT SPENDING SUMMARY

Item	Budget	Encumbered	Spent to Date	Remaining
Guaranteed Maximum Price (GMP)	\$28,300,000	\$1,107,083	\$279,669	\$28,020,331
Sale Tax *** *** sales tax varies by site	\$2,660,200	\$103,474	\$26,137	\$2,633,911
Owner's Consultants	\$2,214,638	\$1,810,269	\$550,090.91	\$1,664,547.09
Furnishings, Fixtures, & Equipment (FF&E)	\$450,000	\$0	\$0	\$450,000
Real Estate Acquisition	\$1,154,549	\$1,154,549	\$1,154,549	\$0
Other Development Costs	\$930,000	\$11,400	\$11,400	\$918,600
Owner Contingency	\$1,290,613	\$0	\$0	\$1,290,613
Totals	\$37,000,000	\$4,186,775	\$1,758,906	\$35,240,942

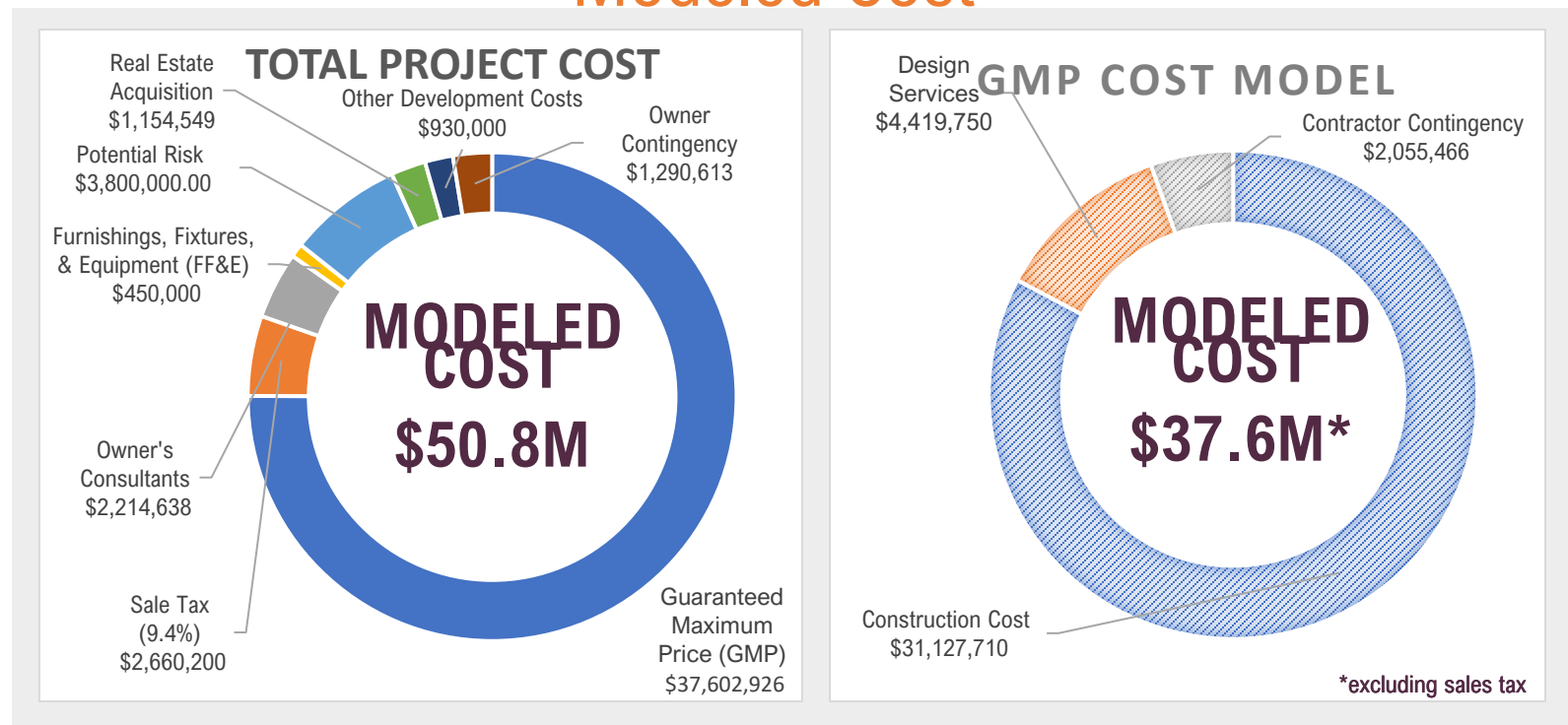


# SRFR - FIRE STATIONS 32 & 81

## Current Budget



## Modeled Cost





# **Snohomish Regional Fire and Rescue Fire Stations 32 and 81 Project**

## **Progressive Design-Build Contract**

### **Contract Amendment No. 2**

**OWNER:**

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

**DESIGN-BUILDER:**

**BNBuilders, Inc.  
2815 Elliott Avenue  
Seattle, Washington 98121**

**PROJECT:**

**Fire Stations 32 and 81 Projects**

The Owner and Design-Builder hereby amend the Progressive Design-Build Contract (the "Contract") dated September 12, 2024 as stated herein. This Contract Amendment No. 2 is made as of July 10, 2025.

**I. Section 7.1: Phase 1 Price**

**Section 7.1: Phase 1 Price** is modified as follows:

**7.1 Phase 1 Price.** For additional scope associated with Phase 1 Scope of Services (Exhibit C), Owner shall pay Design-Builder in accordance with Article 8 of this Contract a sum not to exceed three million, nine hundred sixty-six thousand, seven hundred and seventy-seven dollars (\$3,966,777.00) for Phase 1a (initial contract), Phase 1b (amendment #1) and Phase 1c (amendment #2) scopes. Phase 1 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 1 Services. Unless otherwise provided in the Contract Documents, the Phase 1 Services compensation excludes Washington State Sales Tax but includes all other taxes mandated by applicable Legal Requirements.

Design-Builder's current total Contract Scope of Work and associated not-to-exceed compensation are summarized as follows:

## Snohomish Regional Fire and Rescue Fire Stations 32 and 81 Project

### Progressive Design-Build Contract Summary

Contract/Scope								
Contract Title		Amount Per Station		Amendment	Total Contract Amount	Sales Tax Per Amendment *		Total Encumbered
		Fire Station 32	Fire Station 81			9.40%	9.30%	
Initial Contract	Phase 1a Services	\$ 189,150.00	\$ 189,150.00		\$ 378,300.00	\$ 17,780.10	\$ 17,590.95	\$ 413,671.05
Amendment #1	Phase 1b Services	\$ 326,361.00	\$ 402,422.00	\$ 728,783.00	\$ 1,107,083.00	\$ 30,677.93	\$ 37,425.25	\$ 1,210,557.23
Amendment #2	Phase 1c Services	\$ 1,395,040.00	\$ 1,464,654.00	\$ 2,859,694.00	\$ 3,966,777.00	\$ 131,133.76	\$ 136,212.82	\$ 4,337,597.81

\* Pass through cost

## II. Exhibit C: Scope of Services

Exhibit C, Scope of Services, is amended and replaced, as attached.

## III. Exhibit E: Supporting Pricing Information

Exhibit E, Labor Rates, is amended and replaced, as attached, to reflect updated labor rates for the period of May 2025 to May 2026.

## IV. Address Change

BNB's Office address has changed. All references to BN Builders mailing and/or physical address are to be changed to the following:

2815 Elliott Avenue  
Seattle, Washington 98121

This Contract Amendment is entered into as of the day and year first written above.

**OWNER:**

**DESIGN-BUILDER:**

\_\_\_\_\_  
(Name of Design-Builder)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

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

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

# **Exhibit C**

## **Scope of Services**

### **Included:**

- Phase 1c Proposal, dated May 15, 2025
- Phase 1 and 2 High Level Milestone Timeline



June 11, 2025

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

**Re: SRFR Fire Stations 32 & 81 Phase 1C Services**

Dear Diana:

BNBuilders is excited to continue partnering with Snohomish Regional Fire & Rescue to design and build Fire Stations 32 & 81. Along with Miller Hull Architects, we are proposing the completion of design and permitting for SRFR. Scope for Phase 1C is outlined below and further details are attached, including Miller Hull's design and our subconsultant proposals. Phase 1C does not include scope for purchasing materials related to Phase 2, which will be proposed under separate "initial works package(s)", nor does it include design Construction Administration fees. Phase 1C intends to extend past the delivery of a Phase 2 GMP proposal.

**Fee Proposal**

We are proposing a Not to Exceed fee of \$2,859,694.00 inclusive of Station 32 and Station 81 for Phase 1C. This proposal assumes the use of the existing Station 81 for continued fire operations while the new station is being built and excludes the design of additional temporary facilities. The total cost for this phase of work is \$3,127,040.58 inclusive of design services and WSST, summarized in the chart below. Details of this fee for services are attached.

	Station 32 (Monroe)	Station 81 (Lake Stevens)	Interim Station 81 (Lake Stevens)*	Total
Not to Exceed Fee	\$ 1,395,040.00	\$ 1,465,037.00	(\$ 383.00)	\$ 2,859,694.00
WSST Rate	9.4%	9.3%	9.3%	
WSST	\$ 131,133.76	\$ 136,248.44	(\$ 35.62)	\$ 267,346.58
Total	\$ 1,526,173.76	\$ 1,601,285.44	(\$ 418.62)	\$ 3,127,040.58

\*Credit from previous Phase 1A and Phase 1B proposals – see summary detail.

2815 Elliot Avenue  
Seattle, WA 98121

T: 206.382.3443

F: 206.382.3440

www.bnbuilders.com

WA Contractor License #BNBUII\*990K3

**Schedule**

Phase 1C will continue until the design is 100% complete, resulting in conformed documents for construction. It is anticipated that this work will be completed in May of 2026. The duration of this activity will be dependent on permit review timelines with each station jurisdiction.

## Scope of Work

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

Phase 1C – Complete Design and Permitting Services			
	NAME	PURPOSE	DELIVERABLES
1.1	Project Management & Meetings	Ongoing project management tasks including regular team meetings, AHJ meetings, oversight and coordination of the work.	Meeting Minutes.
1.2	Design and Permitting Management	Design Development will include (4) milestones: 1) 30% Design 2) 60% Design 3) 75% Design 4) 100% Design  -30% design documentation will be used to submit for Land Use / Design review as required for each jurisdiction. -75% Design will include submission of building permits and response to a round of corrections.	Design document packages at each milestone. Stakeholder workshop documentation. Permit submissions and permit correction responses.
1.3	Constructability Review / Quality Assurance / BIM Coordination.	Milestone document constructability and QA reviews to support ongoing design and product completeness. BIM execution for design documentation and use of BIM for design coordination between disciplines.	Central storage for BIM documentation and coordination meetings, both regular design meetings and detailed clash detection coordination.
1.4	Cost Model Support and Milestone Estimates	Ongoing review and updates of cost model, including estimates at each design milestone. Updates to Risk Register and Building Options log throughout design.	Milestone Estimates, Risk Register and Building Options Log (BOL)
1.5	GMP Development	Creation of GMP proposal including estimation of design package, subcontractor proposal collection, and other supporting documentation.	GMP Proposal
1.6	Schedule Management	Ongoing review and updates of project schedule, including design milestone development.	Project Schedule

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

Regards,

Aaron Helmers



PROJECT: FIRE STATIONS 32 AND 81

OWNER: SNOHOMISH REGIONAL FIRE & RESCUE

ARCHITECT: THE MILLER HULL PARTNERSHIP, LLP

ESTIMATE TYPE:Rolling Total

ISSUE DATE:5/15/2025

Phase 1C - Design to GMP
Duration in Hours is based on 8hrs/day for a standard 5 day work-week.

START	END	HRS	WRK DAY	CAL DAY	WEEKS	MONTHS
05/30/25	03/12/26	1,640.00	205.00	287.00	41.00	9.47

ITEM DESCRIPTION	QUANTITY	UNIT OF MAESURE	PROJECT EXECUTIVE	PROJECT MANAGER	SR PROJECT ENGINEER	SR SUPERINTEND ENT	ESTIMATOR - CHIEF	ESTIMATOR - SR	MEP COORDINATOR	SCHEDULER - MANAGER	DIVERSITY DIRECTOR	SUSTAINAB. DIRECTOR	SR. DESIGN MANAGER	DESIGN MANAGER	INNOVATION SR MANAGER	PROJECT ACCOUNTANT	TOTALS	FS 32 Total	FS 81 Total
			GERI URBAS	NOAH FOSTER	TBD	JASON STEINBACHER	MIKE HERZOG	TBD	TIMOTHY GOEGLIN	PHIL MASTERSON	RACHAEL PEASE	EMILY ENGLISH	NOAH TOOMEY	AAARON HELMERS	BRIAN ARNOLD	TBD			
FS 32																	-		
Project Management & Meetings	41.00	wk	25	25		10	41						20	82			203	203	
Design and Permitting Management	41.00	wk	25	25		16	10		4				10	120	8		219	218.5	
Constructabilty Review / QA / BIM Coord.	41.00	wk	12	24		16			8				10	41	114		225	225.25	
Cost Model Support / Milestone Estimates	41.00	wk		9		-	32	10					10	41			102	102.25	
GMP Development	6.00	wk	16	40		16	85	32	8	4	16		2	96	3		318	317.5	
Schedule Management & Updates	41.00	wk	4	41		24				28			10	41			148	148.25	
Admin & Accounting Support	41.00	wk														21	21	21	
																	-		
FS 81																	-		
Project Management & Meetings	41.00	wk	25	25		10	41						20	82			203		203
Design and Permitting Management	41.00	wk	25	25		16	10		4				10	120	8		219		219
Constructability Review / QA / BIM Coord.	41.00	wk	12	24		16			8				10	41	114		225		225
Cost Model Support / Milestone Estimates	41.00	wk		9		-	32	10					10	41			102		102
GMP Development	6.00	wk	16	40		16	85	32	8	4	16		2	96	3		318		318
Schedule Management & Updates	41.00	wk	4	41		24				28			10	20			127		127
Admin & Accounting Support	41.00	wk														21	21		21
																	-		
iFS81																	-		
Project Management & Meetings (included in FS 81)	41.00	wk															-		
Site Design	41.00	wk		-		-	-							-			-		-
Apparatus Bay Design	41.00	wk		-		-	-							-			-		-
Modular Living Design	41.00	wk		-		-	-							-			-		-
																	-		
																	-		
FS 32 LABOR COST			\$ 19,680	\$ 28,864	\$ -	\$ 19,434	\$ 43,745	\$ 9,072	\$ 3,700	\$ 5,920	\$ 2,912	\$ -	\$ 12,688	\$ 76,622	\$ 27,375	\$ 2,583	\$ 252,595		
FS 81 LABOR COST			\$ 19,680	\$ 28,864	\$ -	\$ 19,434	\$ 43,745	\$ 9,072	\$ 3,700	\$ 5,920	\$ 2,912	\$ -	\$ 12,688	\$ 72,800	\$ 27,375	\$ 2,583	\$ 248,773		
TOTAL LABOR COST			\$ 39,360	\$ 57,728	\$ -	\$ 38,868	\$ 87,490	\$ 18,144	\$ 7,400	\$ 11,840	\$ 5,824	\$ -	\$ 25,375	\$ 149,422	\$ 54,750	\$ 5,166	\$ 501,367	\$ 252,595	\$ 248,773

NOTES:

ESTIMATED REIMBURSABLES	QTY	U/M			\$/UNIT	TOTAL	32 TOTAL	81 TOTAL
General Administrative Costs (Repro / Postage, etc.)	9.47	MO			\$ 535.00	\$ 5,066	\$ 2,533	\$ 2,533
Online Documents	9.47	MO			\$ 65.00	\$ 615	\$ 308	\$ 308
0	1.00	LS				\$ -	\$ -	\$ -
0	2,450.50	HRS			\$ -	\$ -	\$ -	\$ -
TOTAL ESTIMATED REIMBURSABLES						\$ 5,681	\$ 2,841	\$ 2,841
0					0.000%	\$ -		
0					0.000%	\$ -		
0					0.000%	\$ -		
SUBTOTAL - INDIRECTS						\$ -		
Phase 1C - Design to GMP						\$ 507,048	\$ 255,435	\$ 251,613



May 8, 2025

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

**Re: SRFR Fire Stations 32 & 81 Phase 1C—100% Design & GMP**

Dear Noah and Aaron:

We are pleased to offer this fee proposal for Phase 1C—100% Design & GMP for the SRFR Fire Stations 32 & 81 project. This phase of the work will advance the designs of both stations to a 100% completion level and includes preparing a GMP proposal developed together with BNBuilders.

#### FEE PROPOSAL

For the design services outlined below and on attached consultant proposals, compensation shall be computed on an hourly basis with a Not to Exceed fee limit of **\$1,414,596** plus any applicable tax. This amount includes a reimbursable budget of **\$1,000** and reimbursables will be billed at cost times 1.10. This Phase 1C fee proposal has been developed within the context of total projected project design fees and is contingent upon all contracted Phase 1B NTE budgets remaining available to the design team.

#### SCHEDULE AND MILESTONES

Our team is available to begin work immediately following your authorization to proceed and the successful completion of all Phase 1B activities and deliverables. Our proposal is based on limiting work to an approximately 44-week period of time beginning in mid-May. Adjustments to this fee proposal may be required to complete the scope of work identified if the schedule is extended significantly in duration. Milestone activities and deliverables are as follows:

- 30% Design Documents and Project Narrative (~8 Weeks)
  - Land Use Permit Submittal
- 60% Design Documents and Outline Specifications (~12 Weeks)
- 75% Design Documents and Specifications (~14 Weeks)
  - Building Permit Submittal and first round of corrections prior to GMP
  - Support creation of GMP proposal by BNBuilders
- 100% Design Documents and Specifications (~10 Weeks)
  - Complete all remaining permit corrections
  - Issue a conformed set of drawings and specifications for construction

Future Phase 2 services excluded from this proposal include all construction administration and closeout services.

#### The Miller Hull Partnership, LLP

www.millerhull.com

#### Seattle

Polson Building  
71 Columbia Street, Sixth Floor  
Seattle, WA 98104  
Tel: 206.682.6837

#### San Diego

Point Loma Marina  
4980 North Harbor Drive, Suite 100  
San Diego, CA 92106  
Tel: 619.220.0984

## PROJECT UNDERSTANDING AND ASSUMPTIONS

We have enjoyed and appreciated the collaboration between Miller Hull, BNBuilders, SRFR and OAC through Phase 1A and the portion of Phase 1B completed to date. After extensive consideration by the whole team of a variety of site configurations, program and floor plan test fits, and interim fire station options—and the associated conceptual cost models—we understand that SRFR would like to move forward with the following high-level basis-of-design assumptions.

- Fire Station 32
  - New station site is located at 19959 Oaks Street, Monroe, Washington.
  - No interim fire station provisions are needed.
  - New station assumed to be a single-story building with 3 drive-thru apparatus bays, 7 bunk rooms, and other typical fire station program areas as generally represented on test-fit floor plans presented to SRFR on 3/26/25.
  - New station to be approximately 11,500 GSF in total size.
- Fire Station 81
  - New station to be built on same site as existing station at 12409 21<sup>st</sup> ST NE, Lake Stevens, Washington.
  - No new interim fire station structures will be provided.
  - SRFR will operate out of the existing Fire Station 81 during the construction period, and will only be able to access the two east-most bays of the existing station. A small amount of Civil design and associated grading and paving may be required to facilitate this limited access configuration for the interim period. Utilities serving the existing station may also need to be rerouted prior to construction start. This will be determined by the design-build team once full survey information has been received from the Owner.
  - The new permanent station is assumed to be a two-story building with 4 drive-thru apparatus bays, 8 bunk rooms, and other typical fire station program areas as generally represented on test-fit floor plans presented to SRFR on 3/26/25 and 4/3/2025.
  - New station to be approximately 15,500 to 16,500 GSF in total size.

If, for whatever reason, significant changes are made to the above basis of design assumptions at any point during the course of Phase 1C work, adjustments to this fee proposal may be required to provide additional studies or redesign efforts as appropriate to the scope and timing of the proposed changes. In addition to the above basis-of-design assumptions, this proposal is also contingent on the following general project and process assumptions.

- Phase 1B validation and concept design documents will form the basis of Phase 1C work.
- Design and permitting activities of both stations to proceed on roughly the same schedule.
- The work outlined in this proposal will generally proceed continuously through identified milestones. OAC and SRFR will review milestone deliverables, and the design-build team will incorporate review notes as work continues.
- LEED or other third-party sustainability certifications will not be pursued.
- BNBuilders will continue to be primarily responsible for overall project administration including owner coordination, schedule management, management of meeting minutes and agendas, document management, etc.
- BNBuilders, Miller Hull, and our subconsultant and trade partners will continue to engage in a collaborative and integrated design process to maximize design quality and value to SRFR.
- BNBuilders and Miller Hull will develop a final BIM execution plan in consultation with all subconsultants and trade partners. BNBuilders will generally manage the hosting and linking of models and organize overall clash-detection processes amongst designers and trade partners.

**SCOPE OF WORK**

The scope of work will be limited to the items identified on the attached task matrix and consultant proposals. Please note that while we have received and included proposals from KPFF Structural and CPL Civil, we have not yet brought a Landscape consultant onto the team. We are including an allowance for Landscape services that we believe is appropriate for this phase of work based on normalized values from similar past projects, but the allowance is subject to validation by the consultant chosen during the remainder of Phase 1B. Also, as noted previously, the scope of work included for Heffron Transportation under the Phase 1B amendment is anticipated to satisfy the needs for the whole project duration. As such, no additional fee for transportation consulting is included in this Phase 1C proposal.

**WORK BY OTHERS**

The following scopes of work are currently excluded from this Phase 1C proposal and are assumed to be provided by others. Our proposal does include coordinating with these scopes of work as required.

- Envelope consulting and envelope commissioning.
- Building systems commissioning.
- FFE design and selection (Miller Hull can provide a separate proposal for this tailored to project needs).
- Management and completion of SEPA checklist and process.
- Reports typically provided by the owner including survey, geotechnical, and environmental studies.

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

Sincerely,

A handwritten signature in blue ink that reads "Zubin Rao".

Zubin Rao, AIA, Associate

## Miller Hull Partnership 2025 Billing Rates

Category/Career Stage	2025 Standard Billing Rates
Partner	\$310
Principal	\$280
Senior Associate	\$250
Architect 9	\$250
Associate	\$240
Architect 8	\$240
Architect 7	\$210
Architect 6	\$190
Architect 5	\$180
Architect 4	\$160
Architect 3	\$150
Architect 2	\$110
Architect 1	\$100

We generally reserve the right to review and raise rates at the beginning of each calendar year up to 5%. However, we will be using these rates through the end of Phase 1C.

## Task Matrix

## SRFR Fire Stations 32 & 81 5/8/2025

Phase 1C - GMP and 100% Design			44 Weeks
NAME		PURPOSE	DELIVERABLES
FIRE STATION 32			
1C.32.01	FS32 Project Management & Meetings	Ongoing project management tasks including regular team meetings, oversight and coordination of the work, scheduling, invoicing, etc.	
1C.32.02	FS32 30% Design	Advance site design to generally locate and characterize all major site elements including building footprint and building elevation, outdoor use areas, landscaping, driveways, parking, right-of-way improvements, waste storage, transformer and generator. Study options for floor plan layouts, building massing, exterior character and materials, and building systems. Integrate preliminary engineering input. Work collaboratively and iteratively with SRFR, OAC and BNBuilders to develop a single preferred 30% Design milestone package of drawings and narratives.	Site plan, overall floor plans, roof plan, building elevations, building sections
1C.32.03	FS32 Land Use Submittal	Submit land use package based on 30% design drawings per City of Monroe requirements. Respond to corrections as they occur during this phase. SEPA checklist completion and management is excluded from Miller Hull scope of work.	Permit submittal package and correction responses
1C.32.04	FS32 60% Design	Advance site design to greater level of detail showing all major elevations points and dimensions, coordinating design with utility requirements and incorporate AHJ corrections. Develop detailed user requirements for key areas in building, finalize exterior material selections, develop options for interior materials, define assemblies and major components, and coordinate primary routing and integration of MEP systems. Incorporate detailed stakeholder input gathered in workshops. Provide 60% Design milestone package of drawings and outline specifications.	30% deliverables plus enlarged floor plans, overall reflected ceiling plans, building elevations, building sections, typical wall sections, preliminary assembly definition sheets, preliminary door and window schedules, preliminary typical key details
1C.32.05	FS32 75% Design & GMP Proposal	Advance all remaining design information across disciplines as required to support submittal of Building Permit documents and accurate GMP pricing.	60% deliverables advanced to nearly complete level plus additional
1C.32.06	FS32 Building Permit Submittal	Submit permit package based on 75% design drawings per City of Monroe requirements. Respond to one first round of permit corrections prior to finalizing GMP proposal.	Permit submittal package and initial correction responses
1C.32.07	FS32 Code Analysis	Land Use Code and Building Code research as required to support project development throughout this phase. Includes coordinating energy code compliance strategy across disciplines.	Code analysis sheets and summary memos as required
1C.32.08	FS32 Workshops	Conduct focused workshops with firefighter and facilities stakeholders as needed to collaboratively develop detailed project design requirements.	Presentation Materials, Markups and Meeting Minutes
1C.32.09	FS32 Cost Model Support	Periodically review cost model information and ensure design development is proceeding in alignment with established budget targets throughout this phase.	
1C.32.10	FS32 100% Design	Resolve all remaining permit corrections and issue conformed set of drawings and specifications for construction.	Permit correction responses and conformed drawings and specifications.

## Task Matrix

## SRFR Fire Stations 32 & 81 5/8/2025

FIRE STATION 81			
1C.81.01	FS81 Project Management & Meetings	Ongoing project management tasks including regular team meetings, oversight and coordination of the work, scheduling, invoicing, etc.	
1C.81.02	FS81 30% Design	Advance site design to generally locate and characterize all major site elements including building footprint and building elevation, outdoor use areas, landscaping, driveways, parking, right-of-way improvements, waste storage, transformer and generator. Study options for floor plan layouts, building massing, exterior character and materials, and building systems. Integrate preliminary engineering input. Work collaboratively and iteratively with SRFR, OAC and BNBuilders to develop a single preferred 30% Design milestone package of drawings and narratives.	Site plan, overall floor plans, roof plan, building elevations, building sections
1C.81.03	FS81 Land Use Submittal	Submit land use package based on 30% design drawings per City of Lake Stevens requirements. Respond to corrections as they occur during this phase. SEPA checklist completion and management is excluded from Miller Hull scope of work.	Permit submittal package and correction responses
1C.81.04	FS81 60% Design	Advance site design to greater level of detail showing all major elevations points and dimensions, coordinating design with utility requirements and incorporate AHJ corrections. Develop detailed user requirements for key areas in building, finalize exterior material selections, develop options for interior materials, define assemblies and major components, and coordinate primary routing and integration of MEP systems. Incorporate detailed stakeholder input gathered in workshops. Provide 60% Design milestone package of drawings and outline specifications.	30% deliverables plus enlarged floor plans, overall reflected ceiling plans, building elevations, building sections, typical wall sections, preliminary assembly definition sheets, preliminary door and window schedules, preliminary typical key details
1C.81.05	FS81 75% Design & GMP Proposal	Advance all remaining design information across disciplines as required to support submittal of Building Permit documents and accurate GMP pricing.	60% deliverables advanced to nearly complete level plus additional
1C.81.06	FS81 Building Permit Submittal	Submit permit package based on 75% design drawings per City of Lake Stevens requirements. Respond to one first round of permit corrections prior to finalizing GMP proposal.	Permit submittal package and initial correction responses
1C.81.07	FS81 Code Analysis	Land Use Code and Building Code research as required to support project development throughout this phase. Includes coordinating energy code compliance strategy across disciplines.	Code analysis sheets and summary memos as required
1C.81.08	FS81 Workshops	Conduct focused workshops with firefighter and facilities stakeholders as needed to collaboratively develop detailed project design requirements.	Presentation Materials, Markups and Meeting Minutes
1C.81.09	FS81 Cost Model Support	Periodically review cost model information and ensure design development is proceeding in alignment with established budget targets throughout this phase.	
1C.81.10	FS81 100% Design	Resolve all remaining permit corrections and issue conformed set of drawings and specifications for construction.	Permit correction responses and conformed drawings and specifications.

## Miller Hull LOE Matrix

SRFR Fire Stations 32 & 81  
5/8/2025

		Partner in Charge <b>Sian Roberts</b>	Design Lead <b>Scott Wolf</b>	Project Manager <b>Zubin Rao</b>	Project Architect <b>Michael Helmer</b>	Arch & Interior Staff <b>Arch Level 5</b>	Arch Staff <b>Arch Level 4</b>	Sustainability, Specs, QC	TASK HOURS	TASK FEES
Phase 1C - GMP and 100% Design									44 Weeks	
FIRE STATION 32										
1C.32.01	FS32 Project Management & Meetings	8	8	40	16				72	\$ 17,600
1C.32.02	FS32 30% Design			40	160	120		20	340	\$ 66,400
1C.32.03	FS32 Land Use Submittal	4		30	20		40		94	\$ 18,640
1C.32.04	FS32 60% Design	4	4	40	232	280		20	580	\$ 111,360
1C.32.05	FS32 75% Design & GMP Proposal	16	16	80	180	90		40	422	\$ 89,120
1C.32.06	FS32 Building Permit Submittal	4		30	20				54	\$ 12,240
1C.32.07	FS32 Code Analysis	4		40	16				60	\$ 13,880
1C.32.08	FS32 Workshops	8	8	16	16				48	\$ 11,840
1C.32.09	FS32 Cost Model Support	4		16	4				24	\$ 5,840
1C.32.10	FS81 100% Design	10		40	200	100		40	390	\$ 78,300
SUBTOTAL HOURS		62	36	372	864	590	40	120	2084	
SUBTOTAL FEE		\$19,220	\$11,160	\$89,280	\$164,160	\$106,200	\$6,400	\$28,800		\$ 425,220
FIRE STATION 81										
1C.81.01	FS81 Project Management & Meetings	8	8	40	16				72	\$ 17,600
1C.81.02	FS81 30% Design			40	160	120		20	340	\$ 66,400
1C.81.03	FS81 Land Use Submittal	4		30	20		40		94	\$ 18,640
1C.81.04	FS81 60% Design	4	4	40	232	280		20	580	\$ 111,360
1C.81.05	FS81 75% Design & GMP Proposal	16	16	80	180	90		40	422	\$ 89,120
1C.81.06	FS81 Building Permit Submittal	4		30	20				54	\$ 12,240
1C.81.07	FS81 Code Analysis	4		40	16				60	\$ 13,880
1C.81.08	FS81 Workshops	8	8	16	16				48	\$ 11,840
1C.81.09	FS81 Cost Model Support	4		16	4				24	\$ 5,840
1C.81.10	FS81 100% Design	10		40	200	100		40	390	\$ 78,300
SUBTOTAL HOURS		62	36	372	864	590	40	120	2084	
SUBTOTAL FEE		\$19,220	\$11,160	\$89,280	\$164,160	\$106,200	\$6,400	\$28,800		\$ 425,220
PHASE 1C TOTALS										
TOTAL PHASE HOURS		124	72	744	1728	1180	80	240	4168	
TOTAL PHASE FEE		\$38,440	\$22,320	\$178,560	\$328,320	\$212,400	\$12,800	\$57,600		\$ 850,440
AVG HOURS/WEEK		2.8	1.6	16.9	39.3	26.8	1.8	5.5		







May 7, 2025

Zubin Rao  
Miller Hull Partnership  
71 Columbia Street, 6<sup>th</sup> Floor  
Seattle, WA 98104

**RE** *Snohomish Regional Fire and Rescue Stations 32 and 81  
Proposal for Phase 1C – 100% Design and GMP for Civil Engineering Services*

Dear Zubin:

We are pleased to provide this proposal for Phase 1C – 100% Design and GMP for the Snohomish Regional Fire and Rescue (SRFR) Stations 32 and 81. We look forward to continuing work with Miller Hull and BNBuilders.

### Project Understanding

We have enjoyed working with Miller Hull, BNBuilders, SRFR, and OAC through Phase 1A and the part of Phase 1B so far completed to date. After collaboration with the whole team, we understand that SRFR would like to move forward with the following basis of design assumptions:

- Fire Station 32
  - New station site is located at 19959 Oaks Street, Monroe, Washington.
  - No interim fire station is required.
  - New station assumed to be a single-story building with 3 drive-thru apparatus bays as generally represented on test-fit floor plans presented to SRFR on 3/26/25.
  - New station to be approximately 11,500 GSF in total size
- Fire Station 81
  - New station to be built on same site as existing at 12409 21<sup>st</sup> ST NE, Lake Stevens, Washington.
  - Interim site improvements will be required to allow for the new station to be in an optimum position on site while maintaining access to the current building
  - Assume SRFR will occupy the existing station during construction and use the existing building for all functions.
  - New station assumed to be a two-story building with 4 drive-thru apparatus bays as generally represented on test-fit floor plans presented to SRFR on 3/26/25 and 4/3/2025.
  - New station to be approximately 15,500 to 16,000 GSF in total size.

### Schedule

This proposal includes the following phases only. Design completion and Construction Administration phases will be added at a later time.

- 30% Design Documents and Project Narrative (~8 Weeks)
  - Land Use Permit Submittal
- 60% Design Documents and Outline Specifications (~10 Weeks)
- 75% Design Documents and Specifications (~10 Weeks)
  - Building Permit Submittal and first round of corrections prior to GMP
  - Support creation of GMP proposal by BNBuilders
- 100% Design Documents and Building Permit (~4 Months)
  - Obtain Building Permit
  - Complete 100% Documentation and Specifications

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## Civil Engineering 100% Design and GMP Scope of Work

- I. 30% Design Phase
  - A. Provide technical support to the design team regarding site upgrades.
  - B. Establish civil design criteria and coordinate with the Authority Having Jurisdiction (AHJ) for development requirements.
  - C. Coordinate with the Architect and Landscape Architect to design the site to maximize the use of Low Impact Design.
  - D. Prepare Design drawings for Land Use Permit Submittal.
  - E. Meet with project team to review site design and coordinate work.
  - F. Attend pre-application meetings with the AHJ as appropriate for each Station.
  - G. Support the team in aligning scope and budget for both sites.
- II. 60% Design and Permit Phase
  - A. Based on Owner-approved 30% Design Plans and coordination with project team, refine design of the proposed grading, drainage, and utilities plans and prepare the following Design drawings for both Fire Station 32, Fire Station 81, and the Interim Station 81:
    - I. Site Demolition Plan
    - II. Temporary Sedimentation and Erosion Control (TESC) Plan
    - III. Grading Plan
    - IV. Drainage Plan
      - 1. Preliminary sizing and design of the storm drainage detention and water quality treatment systems (for Fire Station 32 only)
    - V. Paving Plan
    - VI. Utilities Plan
    - VII. Detail and Note Sheets as necessary
  - B. Prepare outline specifications for the civil portion of the project scope.
  - C. Incorporate Geotechnical Engineer's recommendations into the plans
  - D. Continue coordination with the AHJ
  - E. Meet with project team to review and coordinate project design
  - F. Support the team in aligning scope and budget for both sites.
- III. 100% Design and GMP Phase
  - A. Based on Owner-approved 60% Design Drawings, coordination with project team, City comments, refine design and prepare GMP Documents. The preliminary list for construction drawings includes the following:
    - I. Site Demolition Plan
    - II. Temporary Sedimentation and Erosion Control (TESC) Plan
    - III. Grading Plan and Sections
    - IV. Drainage Plan and Profile
      - 1. Flow control and water quality treatment systems (Fire Station 32 only)
    - V. Paving and Horizontal Control Plan
      - 1. Frontage Improvements
    - VI. Utilities Plan and Profiles
    - VII. Details and Note Sheets as necessary
  - B. Prepare Site Development / Building Permit documents to be submitted to the AHJ for review. Please note that this scope assumes the standard round of review comments. If, during permit review, the City contradicts direction provided earlier, an additional service may be needed.

- I. Provide Drainage Reports for both Fire Stations. Fire Station 32 will require flow control and water quality. Fire Station 81 will have a shared detention facility and water quality facility designed by others. The Interim Fire Station 81 is assumed to avoid triggering flow control (detention).
- C. Prepare specifications for the civil portion of the project scope.
- D. Meet with project team to review and coordinate project design.
- E. Answer questions and provide addendum items as necessary to clarify drawings for the GMP phase.

## FEE PROPOSAL

We propose to provide services for the Phase 1C – 100% Design and GMP for an hourly fee, not to exceed amount of **\$215,000** as shown below:

<b>PHASE 1C</b>	<b>Total</b>
Fire Station 32	\$104,000
Fire Station 81	\$111,000

Civil fees were estimated assuming site improvements costs 18% (\$5.7M) of the increased \$31.5M MACC as estimated by BNBuilders. Typically design fees are 7% of the site costs. The fee for this phase is based on current OFM guidelines for Basic Services by phase. A contract amendment will be issued to cover future phases which could adjust the fees relative to the MACC if it is revised.

### Fire Station 32

<b>Base Fee</b>	
Phase 1C 100% Design and GMP Package	\$52,000
Total Base Fee	\$52,000
<b>Add Services – 100% Design &amp; GMP</b>	
Storm Drainage Report	\$19,000
DOE Coordination Wetland and Stream Onsite	\$7,000
ROW Frontages	\$20,000
SEPA Review and Doc	\$3,000
NPDES/NOI & SWPPP Support	\$3,000
Total Add Services	\$52,000
<b>Fire Station 32 Site Total</b>	<b>\$104,000</b>

### Fire Station 81

<b>Base Fee</b>	
Phase 1C – 100% Design and GMP Package	\$60,000
Total Base Fee	\$60,000
<b>Add Services – 100% Design &amp; GMP</b>	
Storm Drainage Report	\$8,000
Stormwater Coordination	\$7,000
Interim Station Access (Excludes Temp Utility Reroutes)	\$10,000
ROW Frontages	\$20,000
SEPA Review and Doc	\$3,000
NPDES/NOI & SWPPP Support	\$3,000
Total Add Services	\$51,000
<b>Fire Station 81 Site Total</b>	<b>\$111,000</b>
<b>PHASE 1C TOTAL</b>	<b>\$215,000</b>

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## Exclusions

We are excluding landscape design, traffic studies, street and pedestrian lighting design, electrical design, traffic signal design, soils engineering, topographic surveying services and base-mapping, shoring design, structural engineering, boundary survey and easement preparation from this proposal. We will use the topographic survey provided by the project surveyor for our site background drawing. Fees associated with applying for building, utility, or other permits are excluded.

This proposal excludes any utility reroutes for the interim condition of Station 81; until we have a full survey, we will not know the extents or required reroutes that might change the position of the building. We are excluding stormwater modeling and flow control design for Fire Station 81 for both the final condition and the interim condition. The final condition flow control is under design by others as part of a Cost Sharing Agreement between owners.

We assume there will be an early civil package for each site. If the civil drawings and phases are split into more than one civil package, we reserve the right to request an additional for those services.

## Closing

The fee is based upon the schedule and other assumptions noted in this proposal. We will bill as progress is achieved. We anticipate entering into a contract with Miller Hull Partnership based upon standard AIA document C401-2017 and the schedule of conditions as presented in our prior proposals. We have enclosed our 2025 Hourly Billable Rates at the end of this proposal.

We appreciate the opportunity to work with you. Please call if we can be of further assistance.

Sincerely,  
**COUGHLIN PORTER LUNDEEN, INC.**



Jackie Sempel, P.E.  
Associate Principal

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## 2025 HOURLY BILLING RATES

Principal	\$245
Associate Principal	\$235
Associate	\$230
Senior Project Manager	\$230
Project Manager	\$205
BIM Manager	\$205
Project Engineer I	\$180
Project Engineer II	\$170
Engineer I	\$150
Engineer II	\$140
Engineer III	\$130
Engineer IV	\$115
Project Administrator	\$165
BIM Coordinator	\$165
BIM Designer	\$155
BIM Technician I	\$140
BIM Technician II	\$120
BIM Technician III	\$100
Administration	\$90
Intern	\$90

Excluded from these rates is work involving expert witness testimony, litigation, or negotiating claims settlements.

## REIMBURSABLE EXPENSES

Expenses and services not directly provided by Coughlin Porter Lundeen, Inc., will be charged at 1.1 x cost. Reimbursable expenses include travel expenses, printing of drawings or specifications, equipment rental, and other charges incurred during the course of our work, not directly provided by us. These items are not included in our fee unless specifically noted in our proposal.

## PLOTTING

In-house plotting of CAD-generated drawings at the request of the Client or as necessary to comply with scheduled submittals will be charged at \$20/sheet. Plotting performed by printing services is subject to reimbursable paragraph above.

May 5, 2025

Zubin Rao  
Miller Hull  
71 Columbia, 6th Floor  
Seattle, WA 98104

Subject: Snohomish Regional Fire & Rescue (SRFR) – FS 32 and FS 81  
Structural Proposal for Phase 1C

Dear Zubin:

We are writing, at your request, to provide a structural fee proposal for Phase 1C of the Snohomish Regional Fire & Rescue (SRFR) Fire Stations 32 and 81 project. Phase 1C will carry us from concept design through the end of design services. This will leave only construction administration for Phase 2. We also expect this to include the GMP set.

### **SCOPE OF WORK**

For both stations we expect to incorporate the following milestones in Phase 1C:

- 30% Design Drawings and Basis of Design
- 60% Complete/Design Development Drawings and Outline Specifications
- Permit, Bid, and GMP: Permit drawings and calculations, GMP, and bid for structural systems

### **ASSUMPTIONS**

- For the purposes of this proposal we have assumed that the structure will need to be 100% complete at the end of Phase 1C.
- Station 32 will be a single-story station, and station 81 will be a two-story station.
- Both stations will proceed on roughly the same schedule.
- Structural steel construction is anticipated at both sites with buckling restrained braced frame lateral systems, composite metal deck with concrete construction at elevated floors, and metal roof deck.
- Both buildings shall be supported on shallow spread footings founded on improved soil, along with slab-on-grade construction.

Zubin Rao  
May 5, 2025  
Page 2

- We understand that either the building permit submittal or the GMP set may be used to procure structural steel and foundation reinforcement, but that a separate set of documents just for bidding purposes will not be required.
- Separate foundation bid and permit packages are not anticipated.
- Roof framing will be designed to receive fall arrest loads, but fall arrest assemblies and anchorage to the structure will be by fall arrest designer.
- The project will be produced in Revit to level of development (LOD) 300. The purpose of the Revit model is anticipated to be for drawing production and general coordination with the design team.
- Given that the extent of site elements is currently undefined, we have excluded the design of site elements at this time. They can be added as they are better defined, if necessary.
- We will provide the design of red iron girts if required for lateral support of exterior skin system elements, but we have assumed that the design of exterior wall cold-formed studs and cladding will be bidder designed.
- Interior cold-formed studs for each station will be bidder designed.
- We have not assumed any scope related to the vault design or potential excavation shoring associated with detention vaults on either site.
- We have included the design of the emergency generator pad, transformer pad, and the anchorage of both of those units to the pads, assuming a simple concrete pad at grade is all that will be required for foundations.
- Support anchorage and lateral bracing of equipment and non-structural components are assumed to be bidder designed except as noted in this proposal.
- We have included a separate additional service line item to account for the possibility that the foundations and slab on grade may want to be combined to eliminate stem walls and reduce excavation. This creates additional coordination and detailing that would not normally be present. The amounts provided assume that this decision will be made early in Phase 1C so we can efficiently incorporate it into our design from the beginning.

## **SCHEDULE**

We are waiting for the updated schedule from our recent pull planning session. It is assumed that Phase 1C will begin in 4 to 6 weeks from the date of this proposal and that it will continue for 10 to 11 months.



Zubin Rao  
May 5, 2025  
Page 3

## **FEES**

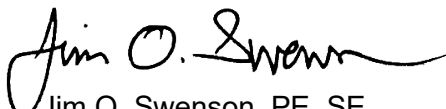
We propose to provide the above-described scope of work on an hourly, not-to-exceed basis with the maximum amounts indicated below:

<b>Phase 1C</b>	<b>FS 32</b>	<b>FS 81</b>
30% Design	\$ 13,504	\$ 17,265
60% Design	20,256	25,897
Permit, GMP, Bid	<u>44,564</u>	<u>64,474</u>
<b>Totals</b>	<b><u>\$ 78,324</u></b>	<b><u>\$107,636</u></b>
Combined Slab-on-Grade and Footings	\$ 5,000	\$ 6,000

These fees have been adjusted to reflect the updated cost and square footage numbers from BN Builders received on April 17, 2025. We will separately provide an updated spreadsheet for the entire project so you can understand the total fee picture.

We look forward to getting started on this next phase with you and BN Builders. Please do not hesitate to contact us at (206) 622-5822 if you have any questions.

Sincerely,

  
Jim O. Swenson, PE, SE  
Associate

JOS:hmc

10042400637 – 13

cc: Jacob McCann, Principal

**BILLING RATES SCHEDULE**  
**SEATTLE STRUCTURAL ENGINEERING SERVICES**

Charges for employees are determined by labor category and their respective hourly rates listed below:

<b><u>Labor Category</u></b>	<b><u>Rate</u></b>
Principal	\$265/Hour
Technical Director	\$240/Hour
Associate	\$215/Hour
Project Engineer	\$185/Hour
Structural Designer	\$155/Hour
BIM Modeler/Drafter	\$155/Hour
Project Coordinator	\$135/Hour
Administration	\$100/Hour

***Rates are subject to adjustment in July 2025***

Project:	Snohomish Regional Fire & Rescue (SRFR) Station 32 & Station 81
To:	BNBuilders
RE:	Fee Proposal – Phase 1 C Revision 3.1

June 05, 2025

Aaron Helmers

BNBuilders

Email: [aaron.helmerts@bnbuilders.com](mailto:aaron.helmerts@bnbuilders.com)

Subject: SRFR Station 32 & Station 81 Fee Proposal – Phae 1 C

Aaron,

Auburn Mechanical, in partnership with P2S, is pleased to submit our design and preconstruction services proposal for Phase 1 C of the subject project.

#### STATEMENT OF UNDERSTANDING

The project involves the construction of two new fire stations (FS) in Snohomish County. FS 32 will be a new facility constructed on a new site in Monroe, while FS 81 will replace an existing station on its current site in Lake Stevens. The existing FS 81 will be demolished to accommodate the new building, with an interim station required to support continued operations during construction, necessitating careful sequencing and phasing. FS 32 is anticipated to be approximately 12,000 square feet, and FS 81 approximately 14,000 square feet. Both stations will utilize VRF and DOAS HVAC systems.

#### SCOPE OF WORK – PRECONSTRUCTION SERVICES

- Attend meetings with the project stakeholders and consultants as necessary for the duration of the preconstruction and design phase of the project. It is anticipated that reoccurring design coordination meetings will have a call-in option.
- Manage procurement timelines for major equipment and permitting. Note, proposal does not include cost for procuring materials and/or permit intake fees. If necessary, early procurement proposals for long lead items will be developed by Auburn Mechanical and formally presented to BNBuilders.
- Outreach and procurement plan to support good faith efforts in achieving the project's diversity and local goals.

- Collaborate with all stakeholders and provide mechanical guidance on schedules, sequence, logistics planning.
- Provide three (3) milestone cost estimates (30%, 60%, 75% / GMP)
- Constructability review at and between design milestones.

## **SCOPE OF WORK – ENGINEERING SERVICES**

The following engineering services are included in our scope:

### **GMP AND PERMIT PHASE**

- Provide mechanical design documents, including plumbing and HVAC.
- Participate in weekly one-hour virtual coordination meetings throughout the design process.
- Provide code analysis, load calculations, and interdisciplinary coordination for the purpose of confirming the project scope in a collaborative team setting.
- Provide a Basis of Design (BOD) narrative.
- Provide mechanical drawings using Revit. See BIM Level of Design below.
- Provide construction specifications in CSI format.
- Respond to Owner review comments and incorporate them into the design deliverables for the next submittal.

### **AGENCY REVIEWS (CITIES OF MONROE AND LAKE STEVENS)**

- Provide construction drawings in electronic format and submittal forms for a plan check submittal.
- Provide separate mechanical intake permit deliverables for each station. All permit fees are assumed to be a construction cost of work.
- Review and respond to plan review comments.

### **100% IFC PHASE**

- Respond to and incorporate review comments from the city and others.
- Continue to participate in weekly one-hour virtual coordination meetings.
- Provide interdisciplinary coordination for the purpose of confirming the project scope in a collaborative team setting.
- Provide Mechanical IFC (issued for construction) documents.
- Provide construction specifications in CSI format.
- Provide mechanical Revit model. See BIM Level of Design below.

### **BIM LEVEL OF DESIGN (DESIGN PHASE)**

- We will review the BIM execution plan (BEP) and provide feedback based on internal modeling standards. We will adhere to standards of the team-provided BEP.

- We will model Mechanical systems (HVAC and Plumbing) according to the level of development. The following exceptions will be covered through details, specifications, and notes, but will not be modeled:
  - Hangers, supports, and bracing for Mechanical Plumbing systems.
  - Piping connections to equipment.
  - Service clearances. Critical dimensions will be drawn with detailed lines to capture scope.
- Revit 2025 will be utilized for this project.

Discipline	Design Development	Construction Documents	Record Drawings
Mechanical	LOD 200	LOD 300	LOD 300

## SCHEDULE AND DELIVERABLES

Phase	Dates
Phase 1B – Validation + Concept + BOD	Through May 2025 (Separate Proposal)
Phase 1C – 60% Design + Permitting + GMP	Through January 2026
Phase 1C – 100% Design + Construction Documents	Through March 2026
Phase 2 – Construction Administration	Through May 2027

## ASSUMPTIONS & CLARIFICATIONS - DESIGN

- The fees presented herein are in addition to those submitted as part of the Phase 1B proposal.
- We have completed the system selection phase. The Validation and System Selection phase has determined we will provide VRF and DOAS.
- Drawings will be prepared in Revit. The Architect will provide a background Revit model for P2S use and will act as BIM lead throughout design.
- We are not providing LEED certification or other sustainability requirements other than code requirements.
- The following services will be provided by others: commissioning, testing and balancing, and utility locating.
- P2S will assist the team with energy code compliance related to the 2021 Energy Code C401.2 efficiency measures and in determining the U-values of envelope upgrades. The Architect will document the envelope compliance path in their permit documents.
- The following professional services are provided by others: Fire protection, commissioning, utility locating, structural and/or seismic anchorage and restraint design.

**Note:** Seismic anchorage design is not included in this proposal but may be required for permit intake. Fee is to be proposed when mechanical and plumbing design has developed to an appropriate level. **ROM allowance would be \$10,000.**

- The scope does not include application or design for rebate programs.

#### SCOPE INCLUSION MATRIX (PRECONSTRUCTION & DESIGN)

Scope Description	Included	Excluded
Mechanical preconstruction services per proposed scope of work above	•	
Mechanical design services – Basis of Design	•	
Plumbing preconstruction services by proposed scope of work above	•	
Plumbing design services – Basis of Design	•	
Fire protection design services		•
Mechanical and plumbing permit intake and fees* *		•
Construction administration		•
Multiple bid package sets		•
Energy model for Washington State Energy Code Compliance		•
Shoebox energy model for system selection		•
Energy compliance forms		•
Atrium smoke analysis		•
Acoustic analysis		•
LEED calculations and documentation		•
BIM coordination (LOD 300+) ***		•
LEED and/or sustainability support		•
BIM lead *		•
Seismic Anchorage Design *		•
Commissioning (to be provided by owner. Cx support and planning included)		•
Utility rebate application		•

\* Proposal to be provided at later phase of design and preconstruction

\*\* Cost is assumed to be construction cost of work

\*\*\* LOD 300+ BIM and clash detection provided as cost option in this proposal

**FEE PROPOSAL & STAFF RATES**

PHASE	FS 32	FS 81	FS 81 INTERIM	TOTAL
Phase 1C (60% Design)	\$ 119,178	\$ 132,258	excluded	\$ 251,437
Phase 1C Design (100% IFC)	\$ 13,080	\$ 15,260	excluded	\$ 28,340
<b>PHASE 1C BASE TOTAL</b>	<b>\$ 132,258</b>	<b>\$ 147,518</b>	<b>excluded</b>	<b>\$ 279,777</b>

PHASE	FS 32	FS 81	FS 81 INTERIM	TOTAL
BIM LOD 300+	\$ 46,747	\$ 52,130	excluded	\$ 98,877

ALLOWANCE	FS 32	FS 81	FS 81 INTERIM	TOTAL
Seismic Anchorage Design	\$ 5,000	\$ 5,000	excluded	\$ 10,000

PHASE 1 C BASE + OPTIONS	FS 32	FS 81	FS 81 INTERIM	TOTAL
Totals	\$ 184,005	\$ 204,648	excluded	\$ 388,654

AUBURN MECHANICAL	
POSITION	RATE
Executive	\$ 165.00
Sr. Project Manager	\$ 115.00
Project Manager	\$ 105.00
Associate Project Manager, Sr. Project Engineer	\$ 80.00
Project Engineer	\$ 70.00
Preconstruction Manager	\$ 115.00
Estimating Manager	\$ 95.00
Estimator	\$ 78.00
Project Accountant	\$ 70.00
VDC Manager	\$ 117.00
Detailing – Piping	\$ 152.40
Detailing – Sheet Metal	\$ 148.07

P2S	
POSITION	RATE
Principal Engineer	\$ 340.00
Project Manager	\$ 292.00
Engineer Grade 04	\$ 292.00
Engineer Grade 03	\$ 250.00
Engineer Grade 02	\$ 230.00
Engineer Grade 01	\$ 210.00
Design Engineer Grade 03	\$ 220.00
Design Engineer Grade 02	\$ 200.00
Design Engineer Grade 01	\$ 170.00
CAD/BIM Manager	\$ 246.00
CAD/BIM Designer Grade 04	\$ 184.00
CAD/BIM Designer Grade 03	\$ 173.00
Project Assistant	\$ 156.00

*Note: Substantiated sub-tier consultant costs are subject to Auburn Mechanical markup.*

*Note: Auburn Mechanical staff costs are subject to Auburn Mechanical markup.*

#### PROJECT PERSONNEL

NAME	POSITION	FIRM
Justin Pritchett	Executive	Auburn Mechanical
Brady Sparks	Sr. Project Manager	Auburn Mechanical
Chris Peil	Preconstruction Manager	Auburn Mechanical
Josh Lee	Estimating Manager	Auburn Mechanical
Kyle LaVelle	Estimator	Auburn Mechanical
Kelly McElroy	Estimator	Auburn Mechanical
Mandy Young	Project Accountant	Auburn Mechanical
Aleks Kazadayev	VDC Manager	Auburn Mechanical
Peregrin Jones	Project Manager	P2S



**Mechanical Design and Preconstruction Proposal to:**

Aaron Helmers, BNBuilders

June 05, 2025

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Alex Muirhead	Engineer	P2S
Darren Schwend	Principal, Quality Management	P2S

Sincerely,

Justin Pritchett  
Auburn Mechanical Inc.

**Fire Station 32 & 81 – Electrical Phase 1C Proposal**

VECA & TFWB's process for Phase 1C of this project involves developing the electrical drawings to a 100% design level. Below are the key aspects of this effort. TFWB will collaborate closely with VECA to ensure continuous support for constructability, cost estimating, and design throughout the design-build process.

**Division 26, 27, 28 Main Deliverables:**

- Photometrics for the architectural set
- Site Plan
- Lighting Plans
- Power Plans
- Communications Plans
- Fire Alarm Plans
- Alerting Plans
- Load Calculations
- One-Line Diagram
- Electrical and Low-Voltage Specifications

\*These deliverables will be prepared and integrated into the larger design team's documents as directed by Miller Hull and BNB. We will track progress in the provided data storage location and manage modeling efforts including final permit preparation.

**Additional Activities During Phase 1C:**

- Submit service applications to SnoPUD and maintain ongoing coordination with the utility.
- Coordinate with the larger design team, the owner, and VECA Electric.
- Participate in meetings and Bluebeam sessions.
- Support the design team by providing feedback on equipment sizing, routing needs, and the general layout of items within divisions 26, 27, and 28.
- Provide narratives and sketches for live budgeting or value-add discussions.
- Leverage experience from other fire stations to offer key insights that ensure the building functions well for all facility needs.
- Provide calculations and designs for any specific project needs outlined in C405 and C406.
- Produce electrical permit deliverables for each station.
- Fire Alarm permit will be a deferred submittal to city by VECA/Subcontractor & design coordination will be tracked throughout project.

## SRFR - Staff Rates

### VECA Electric

Title		Hourly
Preconstruction Manager/Project Exec.	Colin Potts	\$135.00
Project Manager	Phil Parks	\$95.00
Project Manager - Technologies	Jason Naylor	\$90.00
Assistant Project Manager		\$86.01
Project Engineer	Abdul Akbary	\$61.30
Superintendent	Brian Williams	\$147.00
Project Accountant		\$67.79
Sr. Project Estimator	Josh Marks	\$113.00
Project Estimator	Troy Taylor	\$79.12
Purchasing		\$89.24
Contracts Director		\$113.10
Contracts Administrator		\$67.89
VDC Manager		\$165.00
VDC Project Lead	Jacob Mock	\$135.00
VDC Detailer		\$125.00
Project Safety Coordinator		\$93.89
General Foreman	Joe Davis	\$140.67
TFWB Principal	Kevin Wartelle	\$173.60
TFWB Project Manager	Janine Westby	\$145.60
TFWB Electrical Designer	Andrew Sharman	\$128.80
CAD/Revit Drafter	Kate Hanson	\$117.60

*\*Roles that will be primary during preconstruction and construction are highlighted.*



PRECONSTRUCTION SERVICES  
WORK PLAN

CONFIDENTIAL

PROJECT: SRFR 32&81 GC: BNB ARCHITECT: MILLER HULL

PRECON DESIGN SUPPORT
Duration in Hours is based on 8hrs/day for a standard 5 day work-week.

ITEM DESCRIPTION	QUANTITY	UNIT OF MAESURE
30% Design	8	WKS
Meetings and follow up		
30% SD Budget Estimate		
Constructability Review Comments (Bluebeam)		
Value Engineering/Budget Options		
Site Investigations		
TFWB Engineering Fee		
60% Design	10	WKS
Meetings and follow up		
60% DD Budget Estimate		
Constructability Review Comments (Bluebeam)		
Value Engineering/Budget Options		
Site Investigations		
TFWB Engineering Fee		
75% Design	10	WKS
Meetings and follow up		
75% Budget Estimate		
Constructability Review Comments (Bluebeam)		
Value Engineering/Budget Options		
Site Investigations		
TFWB Engineering Fee		
GMP		
BID PACKAGE PREPARATION		
SUBCONTRACTOR BIDDING		
GMP PREPARATION		
TFWB - Final Docs		
PERSONNEL HOURS		
STAFF BILLING RATE (\$/hr)		
TOTAL LABOR COST		
NOTES:		

START	END	WRK DAY	CAL DAY	WEEKS						MONTHS
05/01/25	03/16/26	228.00	320.00	45.60						10.53
Precon Lead/PM	PROJECT MANAGER	SUPERINTEND ENT	ESTIMATOR - LEAD	ESTIMATOR - SUPPORT	Low Volt-PM	TFWB	TFWB	TFWB	TFWB	PE
Colin Potts	Phil Parks	Brian Williams	Josh Marks	Estimator	Jason Naylor	Principal	PM	Elec Designer	CAD/REVIT	Project Engineer
22										
26	2		16	16						4
4	2	4			2					-
8	2	2	4		2					-
-	4	4								
						40	40	46	24	
28		4	4							
30	4		40	40						4
4	4	4			2					-
16	2	2	4		2					-
-	-	4								
						50	70	80	80	
28			4							
30	4		30	40						4
4	4	4			2					-
2	2	2	4		2					-
-	-	4								
						50	71	83	80	
-	2									-
2	8	4								
8	16	4	8	8	4					16
						10	15	20	20	
212	95	42	114	104	16	150	196	229	204	28
\$ 135	\$ 89	\$ 147	\$ 113	\$ 79	\$ 90	\$ 173	\$ 145	\$ 128	\$ 117	\$ 61
\$ 28,620	\$ 8,455	\$ 6,156	\$ 12,882	\$ 8,228	\$ 1,440	\$ 25,950	\$ 28,440	\$ 29,312	\$ 23,868	\$ 1,716

ESTIMATED REIMBURSABLES		
(.00471 State + .00222 City Tax)		
Grand Total		
SRFR 81 Subtotal	(50/50)	
SRFR 32 Subtotal	(50/50)	

TOTALS BY ACTIVITY (HOURS)
-
64
12
18
8
-
118
14
26
4
-
108
14
12
4
-
2
14
64
65
547

\$ 175,068
TOTAL
\$ 1,122
\$ 1,122
\$ 176,190
\$ 88,095.21
\$ 88,095.21

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\* Station 81 start is dependent of completion of the Lake Stevens and SRFR Joint storm water vault which is not displayed on this time line. Station 32 construction is reflected to start in May of 2026 as shown above and Station 81 construction is reflected to start in September of 2026 in this time line. Detailed P6 schedules will be provided with phase 1B deliverables.

# Exhibit E

## Supporting Pricing Information

### Included:

- BN Builders' Labor Rates (May 2025 to May 2026)
- Miller Hull's Labor Rates (January 2025 to January 2026)
- CPL's Labor Rates (January 2025 to January 2026)
- KPFF's Labor Rates (July 2024 to June 2025)
- Auburn Mechanical & P2S's Labor Rates (June 2025 to June 2026)
- Veca Electric & TFWB's Labor Rates (January 2025 to January 2026)

## EXHIBIT E - BNBUILDERS 2025-2026 LABOR RATES

EFFECTIVE THROUGH:

5/1/2026

Standard

BNB Classification	BNB Class Code	Rate	BNB Classification	BNB Class Code	Rate	Rate	Rate
					Reg.	1.5x	2.0x
Business Unit- Director	DIRBU	245.00	Carpenter Foreman - Sr	CARPF5	142.00	155.00	199.00
Principal	PRNC	351.00	Carpenter Foreman	CARPF	128.00	152.00	192.00
Project Executive - Senior	EXECPRS	332.00	Carpenter Journeyman - Lead	CARPJL	121.00	147.00	188.00
Project Executive	EXECPR	240.00	Carpenter Journeyman	CARPJ	113.00	144.00	186.00
Project Manager - Senior	MGRPRJS	213.00	Carpenter Apprentice	CARPA	106.00	138.00	176.00
Project Manager	MGRPRJ	176.00					
Project Manager - Assistant	ASTPM	156.00	Drywall Foreman - Sr	DWFS	142.00	155.00	198.00
			Drywall Foreman	DWF	128.00	152.00	192.00
Project Engineer - Senior	ENGPRS	137.00	Drywall Journeyman - Lead	DWJL	124.00	149.00	188.00
Project Engineer	ENGPR	116.00	Drywall Journeyman	DWJ	113.00	144.00	186.00
Project Engineer - Intern	INTPE	74.00	Drywall Apprentice	DWA	106.00	138.00	176.00
Sustainability Director	DIRSUS	205.00	Laborer Foreman - Sr	LABFS	139.00	156.00	199.00
Sustainability Manager	MGRSUS	172.00	Laborer Foreman	LABF	114.00	130.00	158.00
Sustainability Coordinator	CRDSUS	119.00	Laborer Journeyman - Lead	LABJL	105.00	123.00	154.00
			Laborer Journeyman	LABJ	95.00	119.00	151.00
Design Manager - Senior	DESIGNMS	203.00	Laborer Apprentice	LABA	87.00	114.00	144.00
Design Manager	DESIGNM	182.00					
Quality Manager	MGRQUA	176.00	Night Shift				
Diversity & Inclusion Manager	MGRDI	182.00					
			Carpenter Foreman - Sr	CARPF5	149.00	165.00	207.00
PreConstruction Director	PRECOND	328.00	Carpenter Foreman	CARPF	133.00	161.00	204.00
PreConstruction Manager	PRECONM	229.00	Carpenter Journeyman - Lead	CARPJL	127.00	155.00	198.00
Estimator - Chief	ESTCH	260.00	Carpenter Journeyman	CARPJ	119.00	153.00	193.00
Estimator - Senior	ESTS	216.00	Carpenter Apprentice	CARPA	112.00	143.00	187.00
Estimator	EST	157.00					
			Drywall Finisher Foreman - Sr	DWFS	147.00	166.00	209.00
Scheduler - Director	DIRPLN	205.00	Drywall Finisher Foreman	DWF	133.00	161.00	204.00
Scheduler - Manager	MGRSCH	185.00	Drywall Finisher Journeyman - Lead	DWJL	128.00	156.00	198.00
Scheduler	SCHED	173.00	Drywall Finisher Journeyman	DWJ	119.00	153.00	193.00
			Drywall Finisher Apprentice	DWA	112.00	143.00	187.00
Innovation Executive	EXECINV	240.00					
Innovation Manager Senior	MGRINS	219.00	Laborer Foreman - Sr	LABFS	145.00	166.00	211.00
Innovation Manager	MGRIN	196.00	Laborer Foreman	LABF	121.00	138.00	173.00
Innovation Engineer - Senior	ENGINS	162.00	Laborer Journeyman - Lead	LABJL	113.00	133.00	165.00
Innovation Engineer	ENGIN	127.00	Laborer Journeyman	LABJ	104.00	126.00	158.00
			Laborer Apprentice	LABA	96.00	121.00	153.00
MEP Executive	EXECMEP	241.00					
MEP Coordinator - Senior	CRDMEPS	223.00					
MEP Coordinator	CRDMEP	185.00					
IT - Senior	TECHSR	110.00					
IT	TECHIT	90.00					
Project Accountant - Senior	ACCPRS	123.00					
Project Accountant	ACCPR	104.00					
Field Office Coord - Sr	CRDFOS	116.00					
Field Office Coord	CRDFO	99.00					
Contracts Administrator - Sr	ADMCONS	104.00					
Contracts Administrator	ADMCON	90.00					
Operations Administrator	ADMO	90.00					
Project Purchasing Agent	ASPURCH	125.00					
Insurance Manager	MGRRSK	208.00					
Insurance Coordinator	CRDRSK	110.00					
Superintendent - Executive	SUPEX	332.00					
Superintendent - Senior	SUPSR	237.00					
Superintendent I	SUP1	190.00					
Superintendent II	SUP2	160.00					
Safety Director	OSHA1	245.00					
Safety Regional Lead	OSHA2	205.00					
Safety Manager	OSHA3	165.00					
Safety Engineer - Senior	OSHA4	149.00					
Safety Engineer	OSHA5	132.00					
Surveyor - Chief Supervisor	SURV1	249.00					
Survey Engineer	SURV2	196.00					
Surveyor	SURV3	196.00					

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.

## Miller Hull Partnership 2025 Billing Rates

Category/Career Stage	2025 Standard Billing Rates
Partner	\$310
Principal	\$280
Senior Associate	\$250
Architect 9	\$250
Associate	\$240
Architect 8	\$240
Architect 7	\$210
Architect 6	\$190
Architect 5	\$180
Architect 4	\$160
Architect 3	\$150
Architect 2	\$110
Architect 1	\$100

We generally reserve the right to review and raise rates at the beginning of each calendar year up to 5%. However, we will be using these rates through the end of Phase 1C.



## 2025 HOURLY BILLING RATES

Principal	\$245
Associate Principal	\$235
Associate	\$230
Senior Project Manager	\$230
Project Manager	\$205
BIM Manager	\$205
Project Engineer I	\$180
Project Engineer II	\$170
Engineer I	\$150
Engineer II	\$140
Engineer III	\$130
Engineer IV	\$115
Project Administrator	\$165
BIM Coordinator	\$165
BIM Designer	\$155
BIM Technician I	\$140
BIM Technician II	\$120
BIM Technician III	\$100
Administration	\$90
Intern	\$90

Excluded from these rates is work involving expert witness testimony, litigation, or negotiating claims settlements.

## REIMBURSABLE EXPENSES

Expenses and services not directly provided by Coughlin Porter Lundeen, Inc., will be charged at 1.1 x cost. Reimbursable expenses include travel expenses, printing of drawings or specifications, equipment rental, and other charges incurred during the course of our work, not directly provided by us. These items are not included in our fee unless specifically noted in our proposal.

## PLOTTING

In-house plotting of CAD-generated drawings at the request of the Client or as necessary to comply with scheduled submittals will be charged at \$20/sheet. Plotting performed by printing services is subject to reimbursable paragraph above.

**BILLING RATES SCHEDULE**  
**SEATTLE STRUCTURAL ENGINEERING SERVICES**

Charges for employees are determined by labor category and their respective hourly rates listed below:

<b><u>Labor Category</u></b>	<b><u>Rate</u></b>
Principal	\$265/Hour
Technical Director	\$240/Hour
Associate	\$215/Hour
Project Engineer	\$185/Hour
Structural Designer	\$155/Hour
BIM Modeler/Drafter	\$155/Hour
Project Coordinator	\$135/Hour
Administration	\$100/Hour

***Rates are subject to adjustment in July 2025***

**FEE PROPOSAL & STAFF RATES**

PHASE	FS 32	FS 81	FS 81 INTERIM	TOTAL
Phase 1C (60% Design)	\$ 119,178	\$ 132,258	excluded	\$ 251,437
Phase 1C Design (100% IFC)	\$ 13,080	\$ 15,260	excluded	\$ 28,340
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Engineer Grade 04	\$ 292.00
Engineer Grade 03	\$ 250.00
Engineer Grade 02	\$ 230.00
Engineer Grade 01	\$ 210.00
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Design Engineer Grade 02	\$ 200.00
Design Engineer Grade 01	\$ 170.00
CAD/BIM Manager	\$ 246.00
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*Note: Auburn Mechanical staff costs are subject to Auburn Mechanical markup.*

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Chris Peil	Preconstruction Manager	Auburn Mechanical
Josh Lee	Estimating Manager	Auburn Mechanical
Kyle LaVelle	Estimator	Auburn Mechanical
Kelly McElroy	Estimator	Auburn Mechanical
Mandy Young	Project Accountant	Auburn Mechanical
Aleks Kazadayev	VDC Manager	Auburn Mechanical
Peregrin Jones	Project Manager	P2S

## SRFR - Staff Rates

### VECA Electric

Title		Hourly
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Project Manager	Phil Parks	\$95.00
Project Manager - Technologies	Jason Naylor	\$90.00
Assistant Project Manager		\$86.01
Project Engineer	Abdul Akbary	\$61.30
Superintendent	Brian Williams	\$147.00
Project Accountant		\$67.79
Sr. Project Estimator	Josh Marks	\$113.00
Project Estimator	Troy Taylor	\$79.12
Purchasing		\$89.24
Contracts Director		\$113.10
Contracts Administrator		\$67.89
VDC Manager		\$165.00
VDC Project Lead	Jacob Mock	\$135.00
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Project Safety Coordinator		\$93.89
General Foreman	Joe Davis	\$140.67
TFWB Principal	Kevin Wartelle	\$173.60
TFWB Project Manager	Janine Westby	\$145.60
TFWB Electrical Designer	Andrew Sharman	\$128.80
CAD/Revit Drafter	Kate Hanson	\$117.60

*\*Roles that will be primary during preconstruction and construction are highlighted.*



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

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

<b>Initiative Name:</b>	2025 Shop Apprentice Promotions to Journey Mechanics		
<b>Executive member responsible for guiding the initiative:</b>		AC Messer	
<b>Type of Action:</b>	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution		
<b>Initiative Description:</b> <ul style="list-style-type: none"> <li>Brief Description</li> <li>Goal of Initiative</li> <li>Initiative Results (deliverables)</li> <li>Connection to Strategic Plan</li> <li>Supporting Documentation (attach)             <ul style="list-style-type: none"> <li>Scope of work</li> <li>Contract(s)</li> <li>Project proposal(s)</li> <li>Presentation(s)</li> </ul> </li> <li>If Financial: Reason RAB must be approved outside of the annual budget process</li> </ul>		<p>Budget amendment #2 aims to (1) add additional funds to the certification pay for our shop mechanics and (2) allow for the promotion of a second apprentice to journeyman mechanic.</p> <p>Over the last year several of our mechanics have earned numerous certifications for Master ASE and EVT. These additional certifications were not accounted to in the 2025 budget. Specifically, Kerry Pray earned 42 certifications and Jeremy Jensen earned 37. The current employment agreement provides additional certification pay for each certification earned over the seven base certifications. The number of certifications earned by these two mechanics is a testament to their dedication to the profession. The new cost will be \$50,430.</p> <p>Brandon Watkins (Over hire Journeyman Mechanic) resigned as of May 15th. The District reviewed the needs of the shop and recommendations from DC Rasmussen and Shop Manager John Thomas. The recommendation was to hold replacing the over hire FTE until January 2026 and instead promote two of our apprentice mechanics to Journeyman. The additional cost in wages for the promotion of two apprentices to journeyman mechanic will be \$10,175.</p> <p>The total additional cost of this budget amendment is \$60,605.</p>	
<b>Financial Impact:</b>		Expense: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Revenue: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> N/A Total amount of initiative (attach amount breakdown if applicable): \$ Initial amount: \$ 2025 annual amount(s): \$ \$60,605 increase in total wages and benefits for both employees  Currently Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: See Budget Amendment for Shop Fund  Budget Amendment Needed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ \$60,605 • If yes: Fund(s)/line item(s) to be amended: See Budget amendment for Shop Fund	

<b>Risk Assessment:</b>	<p>Risk if approved: None</p> <p>Risk if not approved: The District takes pride in taking care of people. In this case, our mechanics hold dual master level certifications with ASE and EVT. Additionally, the term “apprentice” is misleading. In this case, both mechanics being recommended for promotion have decades of previous experience as mechanics and hold master-level certifications through manufactures such as Ford Motor Company.</p>
<b>Legal Review:</b>	<p><input type="checkbox"/> Initiative conforms with District policy/procedure number (attach):</p> <p><input type="checkbox"/> Initiatives that require legal review (contracts, other initiatives):</p> <ul style="list-style-type: none"> <li>• Contracts</li> <li>• Has been reviewed and approved by legal</li> <li>• Includes all costs</li> <li>• Includes term</li> <li>• Includes ‘do not exceed’ language</li> </ul> <p><input checked="" type="checkbox"/> N/A</p>
<b>Presented to, and Approved by, Senior Staff</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Commissioner Sub-Committee Approval</b>	<p>Initiative presented to commissioner sub-committee: <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Approved by commissioner sub-committee: <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>N/A: <input type="checkbox"/></p>
<b>For Fire Chief Approval:</b>	<p><input checked="" type="checkbox"/> RAB document complete</p> <p><input checked="" type="checkbox"/> Supporting documentation attached</p> <p><input checked="" type="checkbox"/> Information sent to Fire Chief, Senior Staff, and Board Support (<i>boardpacket@srfr.org</i>)</p> <p style="text-align: center;"><i>Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc’d on the email distribution</i></p> <p style="text-align: center;"><i>Fire Chief will coordinate with Senior Staff for RAB introduction</i></p>
<b>RAB Executive: Confirmed email sent to Board by Fire Chief</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Board of Fire Commissioners</b>	<p>RAB initiatives go through the following process:</p> <ol style="list-style-type: none"> <li>1. Senior Staff approval to move forward to a committee/board</li> <li>2. Initiatives are introduced to the appropriate committee for review</li> <li>3. Initiatives are introduced at an initial commissioner meeting as a Discussion Item</li> </ol>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>○ The Senior Staff member assigned to develop the initiative presents initiative to the Board (maximum time for presentation is ten minutes)</li></ul> <p>4. At a second commissioner meeting, initiatives may be assigned as an action item for approval</p> |
|--|---|

<b>Execution:</b>	<b>It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.</b>
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## Budget Amendment #2

SHOP FUND:					
EXPENDITURE CHANGES:					
EXPENDITURE ITEMS:	reasons	new expenditure amt.	original budgeted	\$ change	
SHOP:					
Regular Wages	promotion of 2 apprentices to journey mechani	\$ 1,103,260	\$ 1,094,400.00	\$	8,860
Medicare	promotion of 2 apprentices to journey mechani	\$ 16,080	\$ 15,950.00	\$	130
retirement	promotion of 2 apprentices to journey mechani	\$ 100,100	\$ 99,300.00	\$	800
deferred comp	promotion of 2 apprentices to journey mechani	\$ 42,830	\$ 42,470.00	\$	360
PFML	promotion of 2 apprentices to journey mechani	\$ 2,890	\$ 2,865.00		25
Regular Wages	certifications not originally budgeted	\$ 45,530	see above	\$	45,530
Medicare	certifications not originally budgeted	\$ 660	see above	\$	660
deferred comp	certifications not originally budgeted	\$ 4,120	see above	\$	4,120
PFML	certifications not originally budgeted	\$ 120	see above	\$	120
TOTAL				\$	60,605
Net increase (decrease) in fund balance				\$	(60,605)

DATE: 7/10/2025

Motion to approve budget amendment #2 as presented above :

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Troy Elmore, Chairman

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Davin Alsin

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Rick Edwards

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Randy Fay

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Jeff Schaub

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Jim Steinruck

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Roy Waugh

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attest to: Secretary to the Board



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

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

<b>Initiative Name:</b>	Darkhorse Analytics Risk Assessment Application		
<b>Executive member responsible for guiding the initiative:</b> DC McConnell			
<b>Type of Action:</b>	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
<b>Initiative Description:</b> <ul style="list-style-type: none"> <li>• Brief Description</li> <li>• Goal of Initiative</li> <li>• Initiative Results (deliverables)</li> <li>• Connection to Strategic Plan</li> <li>• Supporting Documentation (attach) <ul style="list-style-type: none"> <li>○ Scope of work</li> <li>○ Contract(s)</li> <li>○ Project proposal(s)</li> <li>○ Presentation(s)</li> </ul> </li> <li>• If Financial: Reason RAB must be approved outside of the annual budget process</li> </ul>		SRFR has participated the product development for the Darkhorse Emergency Risk Assessment Application. The product development period is complete, and the application is available for expanded utilization. The original contract with Darkhorse requires an expanded scope of work to include the risk assessment application. The risk application uses historical call data, demographic data, built environment data, and geospatial data to appraise community risk. A risk score is calculated based on a two-factor score of incident probability and community consequence. This risk assessment model is the foundation of a Community Risk Assessment/Standards of Cover (CRA/SOC). This risk tool is currently informing prevention and education programs in SRFR. As additional features are added, the agency intends to use the information to prioritize high risk facilities for inspection and support updates to the SRFR CRA/SOC. The Darkhorse team has been responsive to agency change requests and continues to prioritize platform enhancements to meet the long-term needs of SRFR.	
<b>Financial Impact:</b>			
Expense:		<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease <input type="checkbox"/> N/A
Revenue:		<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease <input type="checkbox"/> N/A
Total amount of initiative (attach amount breakdown if applicable): \$			
Initial amount: \$ 21,880.00			
Long-term annual amount(s): \$ 20,000.00 *(9.4% Tax)			
Currently Budgeted:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Amount: \$
Budget Amendment Needed:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Amount: \$
<ul style="list-style-type: none"> <li>• If yes: Fund(s)/line item(s) to be amended:</li> </ul>			
<b>Risk Assessment:</b>			
		Risk if approved: <i>Increased cost.</i>	

Risk if not approved: *Less informed prevention and education programing, increased CRA/SOC update costs.*

**Legal Review:**

- ☐ Initiative conforms with District policy/procedure number (attach):
- ☐ Initiatives that require legal review (contracts, other initiatives):
- Contracts
  - Has been reviewed and approved by legal
  - Includes all costs
  - Includes term
  - Includes 'do not exceed' language
- ☒ N/A

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

☒ Yes   ☐ No

**Commissioner Sub-Committee Approval**

Initiative presented to commissioner sub-committee: ☒ Yes   ☐ No

Approved by commissioner sub-committee:   ☐ Yes   ☐ No

N/A:   ☐

**For Fire Chief Approval:**

- ☐ RAB document complete
- ☐ Supporting documentation attached
- ☐ Information sent to Fire Chief, Senior Staff, and Board Support (Mindy Leber)
- Fire Chief will approve and distribute by email to the Board of Commissioners – RAB executive/senior staff will be cc'd on the email distribution*
- Fire Chief will coordinate with Senior Staff for RAB introduction*

**RAB Executive: Confirmed email sent to Board by Fire Chief**

☐ Yes   ☐ No

**Board of Fire Commissioners**

RAB initiatives go through the following process:

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

<b>Execution:</b>	<b>It is the responsibility of the RAB Executive to execute implementation, processing, and tracking.</b>
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## CONSULTING SERVICES

### DATA ANALYTICS AND PREDICTIVE MODELING TOOL

**THIS CONSULTING SERVICES AGREEMENT ("Agreement")** is entered into effective as of December 15, 2023 (the "**Effective Date**")

**BETWEEN:**

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

and

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

**WHEREAS:**

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

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

#### **1.0 DEFINITIONS**

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

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

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

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

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

## 2.0 LICENSE

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

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

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



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

### **3.0 IMPLEMENTATION SERVICES**

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

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

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

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

### **4.0 SUBSCRIPTION SERVICES**

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

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

### **5.0 PAYMENTS**

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

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

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

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

## 6.0 REPRESENTATIONS AND WARRANTIES

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

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

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

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

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

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

## 7.0 TERM AND TERMINATION

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

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

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

## 8.0 CONFIDENTIALITY

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

## 9.0 OWNERSHIP

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

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

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

9.4 **Further Assurances.** The Customer shall, whenever requested by Darkhorse, execute any and all applications, assignments and other instruments which Darkhorse shall deem

necessary in order to apply for and obtain letters of patent or copyrights of Canada or foreign countries for the Software, Services, inventions or improvements, and in order to assign and convey to Darkhorse the sole and exclusive right, title and interest in and to the Software, Services, inventions or improvements, including but not limited to all Intellectual Property Rights therein or thereto.

#### **10.0 INDEMNITY**

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

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

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

#### **11.0 LIMITATIONS OF LIABILITY**

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

## 12.0 GENERAL

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

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

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

Attention: **Craig Hiltz, Vice President**  
Email: [craig.hiltz@darkhorseemergency.com](mailto:craig.hiltz@darkhorseemergency.com)

Attention: **Kevin O'Brien, Chief**  
Email: [Kevin.Obrienr@srfr.org](mailto:Kevin.Obrienr@srfr.org)

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

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

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

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

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

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

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

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

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

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

12.9 **Assignment.** Customer may not assign this Agreement without the express written consent of Darkhorse, which may be withheld in its sole discretion. Darkhorse may assign this Agreement by providing written notice to the Customer. This Agreement shall be binding upon and endure to the benefit of the parties and their respective heirs, executors, legal personal representatives, successors and assigns.

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

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

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

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

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

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

**Darkhorse Emergency Corp.**Per:  \_\_\_\_\_Name and Title: **Craig Hiltz, Vice President****Snohomish Regional Fire & Rescue**Per:  \_\_\_\_\_Name and Title: **Kevin O'brien, Chief**

## **SCHEDULE "A"**

### **IMPLEMENTATION AND ADVISORY SERVICES**

#### **Services Provided**

##### **1. Implementation Services**

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

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

##### **2. Subscription:**

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

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



### 3. **Optional Advisory Services**

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

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

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

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

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

## SCHEDULE “B”

### LIST OF SUBSCRIPTION SERVICES AND CUSTOMER ENVIRONMENT

#### Subscription Services

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

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

## SCHEDULE "C"

### SERVICE LEVEL AGREEMENT

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

## SCHEDULE “D”

### PRICING

#### SNOHOMISH REGIONAL FIRE & RESCUE OFFER COMPONENTS: SOFTWARE

##### Agreement Terms

**5 year term**

##### Implementation Services

Software Implmentation

Wrangler service

Diagnostic module

Deployment module

\$50,000 1-time fee

HQ module

Diagnostic & Deployment training workshop (virtual)

*[~ 10 weeks from receiving the data]*

*Data pipeline*

##### Software Subscription

*Unlimited users | Technical support | yearly term*

HQ, Diagnostics, & Deployment modules

\$30,000 annually

*annual inflation escalation based on CPI*

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

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

## SCHEDULE "E"

### PAYMENT INFORMATION



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

### US Payment Transfer Information

#### Financial Institution Information

**Name of Bank:** Royal Bank of Canada

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

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**Swift Code:** ROYCCAT2

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**Bank Number:** 003

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**Account Number:** 037494002614

---

**Account Type:** USD Chequing Account

---

#### Company Information:

**Name:** Darkhorse Emergency Corp.

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

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**Contact Person:** Wendy Leigh

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**Telephone Numbers:** 1-800-261-1832

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**Email Address:** AR@darkhorseemergency.com

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#### Intermediary/Corresponding Bank - For Wire Transfers

**ABA number:** 021000021

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**Swift Code:** CHASUS33

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

#### Intermediary/Corresponding Bank - For Cross-Border ACH Payments

**ABA number:** 026004093

---

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



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

P 780.489.4961  
F 780.486.0169  
nfp.ca

## CERTIFICATE OF INSURANCE

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

CERTIFICATE HOLDER: Snohomish Regional Fire & Rescue

163 Village Court  
Monroe WA 90272

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

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY TERM (MM/DD/YYYY)	TD	LIMITS OF LIABILITY
GENERAL LIABILITY Per Occurrence • Contingent Employers Liability • Blanket Contractual Liability • Broad Form Property Damage • Cross Liability / Severability of Interest	Certain Underwriters as arranged by Lloyd's through CFC Underwriting			Per Occurrence \$ 5,000,000
	ESL0039644848	04/04/2023	04/04/2024	General Aggregate \$ 5,000,000
				Products/Completed Operations Aggregate \$ 5,000,000
				Personal Injury & Advertising Liability \$ 5,000,000
				Non-Owned Automobile \$ 2,000,000
				Tenants Legal Liability \$ 500,000
				Medical Expense Any One Person \$ 25,000
				Employers Liability \$ 1,000,000
PROPERTY ◆ Per Occurrence	Underwriters at Lloyds under Agreement No. B1306C5004.32300			Per Occurrence
	FPBK2097	05/23/2023	05/24/2024	Contents \$ 175,000
				Betterments \$ 25,000
				Equipment breakdown \$ 200,000
TECHNOLOGY PROFESSIONAL LIABILITY	Certain Underwriters as arranged by Lloyd's through CFC Underwriting			Each Claim \$ 2,000,000
	ESL0039644848	04/04/2023	04/04/2024	Technology Professional Aggregate \$ 2,000,000
CYBER LIABILITY	Certain Underwriters as arranged by Lloyd's through CFC Underwriting			Limit \$ 2,000,000
	ESL0039644848	04/04/2023	04/04/2024	Cyber Aggregate \$ 2,000,000
ADDITIONAL INSURED/LOSS PAYABLE/LESSOR				
Certificate Holder is added as Additional Insured on the CGL policy as required by written contract but only with respect to liability arising out of the operations of the Named Insured.				
CANCELLATION: Should any of the above described policies be cancelled before the expiration date, the issuing company will endeavor to mail 30 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.				

### ADDITIONAL INFORMATION

DATE: 2023-11-03

PER:   
Carly Cust - Client Manager  
[carly.cust@info.ca](mailto:carly.cust@info.ca)

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

## CONSULTING SERVICES

### DATA ANALYTICS AND RISK TOOL

**THIS AMENDED SCOPE OF WORK AGREEMENT** between **Darkhorse Emergency LP**, a limited partnership formed under the laws of Nevada, with a Canadian mailing address at 10139 81 Avenue, Edmonton, AB, T6E 1W9, Canada ("**Darkhorse**") and **Snohomish Regional Fire & Rescue**, with an address of 163 Village Court, Monroe, WA 98272 ("**Customer**") is effective June 10, 2025, as written below.

**WHEREAS:**

- A. Darkhorse has a standing consulting services contract with Customer
- B. Darkhorse and Customer have an established scope of work listed as "Schedule A" in the original contract, and;
- C. Customer desires to establish an annual work plan through the provisions of Schedule A, Section 2.
- D. Customer specifically desires to add the Darkhorse RISK application.
- E. Any additional work not explicitly described in this expanded scope shall require a mutually agreed upon written amendment.

**NOW THEREFORE**, Customer is requesting the following be recognized as the expanded scope of work effective June 10, 2025:

**1. Darkhorse Risk – Implementation Services**

- a. Clear identification of required data and collaboration with the Customer data manager to understand service-specific risk assessment requirements and data sources.
- b. Construction of a granular, geospatial analysis of the life safety, property loss, economic loss, and environmental consequence of risks across the customer's service area at a per-hex level, incorporating customer-provided data and/or data from public sources, e.g. U.S Census, Municipal Property Assessment, Office of the Fire Marshal of Ontario.
- c. Construction of a granular, geospatial analysis of estimated future incident frequency across the customer's service area at a per-hex level, incorporating the NFIRS data available in the standard Darkhorse Risk product.

For customers with Darkhorse Response operational, the CAD/RMS data can be integrated into their Risk product.

- d. Construction of a granular, geospatial analysis of overall risk across the customer's service area at a per-hex level, based on a scaled, simultaneous comparison of risk consequence and likelihood.
- e. Construction of a Community Data view where individual influences on risk consequence can be explored at a per-hex level.
- f. Ability to aggregate consequence, probability, and 2-axis risk scores by planning region, e.g. hexes, station response zones, planning zones, etc.
- g. Ability to export analysis to image or PDF files.

- h. Provide Annual billing to the Customer upon contract amendment signing for this additional \$20,000 USD scope of work. Amount to be added to the original annual subscription cost.

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

**Darkhorse Emergency LP**

**Snohomish Regional Fire & Rescue**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

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

Name and Title: **Michael McConnell,  
Deputy Chief**





# INVOICE

Snohomish Regional Fire Rescue  
163 Village Ct  
MONROE WA 98272  
USA

**Invoice Date**  
Jun 17, 2025

**Invoice Number**  
INV-EUS0043

Darkhorse Emergency LP  
US physical address:  
1835 Village Center Circle  
Las Vegas, NV 89134  
Canadian mailing address:  
10139 81 Ave NW  
Edmonton AB T6E 1W9  
Canada

Description	Quantity	Unit Price	Amount USD
Risk Subscription	1.00	20,000.00	20,000.00
Subtotal			20,000.00
TOTAL TAX			1,880.00
TOTAL USD			21,880.00

**Due Date: Jul 17, 2025**

Please pay via ACH.

Please email remittance advice to: [AR@darkhorseemergency.com](mailto:AR@darkhorseemergency.com)  
Any physical correspondence should be sent to the Canadian mailing address



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

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

<b>Initiative Name:</b>	Draft Policy Approval #POL-25-05		
<b>Executive member responsible for guiding the initiative:</b> DC McConnell			
<b>Type of Action:</b>	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution	
<b>Initiative Description:</b> <ul style="list-style-type: none"> <li>• <b>Brief Description</b></li> <li>• <b>Goal of Initiative</b></li> <li>• <b>Initiative Results (deliverables)</b></li> <li>• <b>Connection to Strategic Plan</b></li> <li>• <b>Supporting Documentation (attach)</b> <ul style="list-style-type: none"> <li>○ Scope of work</li> <li>○ Contract(s)</li> <li>○ Project proposal(s)</li> <li>○ Presentation(s)</li> </ul> </li> <li>• <b>If Financial: Reason RAB must be approved outside of the annual budget process</b></li> </ul>		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. Draft Policy: <ul style="list-style-type: none"> <li>• 804 Standardization of Station Files</li> </ul>	
<b>Financial Impact:</b>			
Expense:		<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A
Revenue:		<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease <input checked="" type="checkbox"/> N/A
Total amount of initiative (attach amount breakdown if applicable): \$			
Initial amount: \$			
Long-term annual amount(s): \$			
Currently Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$			
Budget Amendment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$			
<ul style="list-style-type: none"> <li>• If yes: Fund(s)/line item(s) to be amended:</li> </ul>			
<b>Risk Assessment:</b>			
Risk if approved: N/A			
Risk if not approved: Increased liability due to outdated policies that do not match current agency practices or meet organizational needs.			

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

# Standardization of Station Files

## 804.1 PURPOSE AND SCOPE

Best Practice MODIFIED

To establish standardization for the creation, maintenance, and organization of station files within Snohomish Regional Fire & Rescue to enhance operational efficiency, improve access to information, and ensure compliance with state regulations.

This policy applies to all fire department personnel responsible for creating, managing, and accessing station files across all facilities.

## 804.2 POLICY

Best Practice MODIFIED

It is the policy of Snohomish Regional Fire & Rescue that all files, forms and other written or electronic records maintained at the fire stations shall be retained in accordance with District policy and state and federal laws, and that appropriate safeguards are implemented for protected or confidential information.

## 804.3 GUIDELINES

Best Practice MODIFIED

### 804.3.1 FILE STRUCTURE

Agency Content

All station files shall follow a consistent naming convention, folder hierarchy, and documentation format in the shared drive.

- Suggested folder structure:
  - Division or program.
    - Project or task title.
      - Organized folders for applicable documents, forms, and policy.

### 804.3.2 DOCUMENTATION STANDARDS

Agency Content

- All documents must be dated, signed (if applicable), and include a revision history.
- Use standardized templates for common documents (e.g., training logs, incident reports).
- Ensure all digital files are saved in [specify formats, e.g., PDF, Word] for consistency.

### 804.3.3 ACCESS AND SECURITY

Agency Content

- Access to station files shall be restricted based on personnel roles and responsibilities.

### *Standardization of Station Files*

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- Sensitive information must be stored securely and encrypted when necessary.

#### 804.3.4 TRAINING AND IMPLEMENTATION

##### **Agency Content**

All personnel must receive training in the standardization of station files and file management practices. The training will include:

- Overview of records management practices conducted by the District's Public Records Officer.
- What constitutes a public record.
- The support role all personnel can play to ensure records are maintained in accordance with applicable policies, laws, and retention schedules.

**ANNUAL REPORT CERTIFICATION**

Snohomish Regional Fire and Rescue  
(Official Name of Government)

1307  
MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the Fiscal Year Ended 12/31/2024

GOVERNMENT INFORMATION:

Official Mailing Address	<u>163 Village Court</u>
	<u>Monroe, WA 98272</u>
Official Website Address	<u><a href="https://www.srfr.org/">https://www.srfr.org/</a></u>
Official E-mail Address	<u>Camille.Tabor@srfr.org</u>
Official Phone Number	<u>360-282-3965</u>

AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title	<u>Rosie Richmond Administrative Specialist</u>
Contact Phone Number	<u>425-334-3034 ext.402</u>
Contact E-mail Address	<u>Rosie.Richmond@srfr.org</u>

I certify 28th day of May, 2025, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

## Signatures

Rosie Richmond (Rosie.Richmond@srfr.org)

**Snohomish Regional Fire and Rescue**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2024**

171

		<b>Total for All Funds (Memo Only)</b>	<b>001 General</b>	<b>200 Bond</b>	<b>201 Voted Bond</b>
<b>Beginning Cash and Investments</b>					
308	Beginning Cash and Investments	104,788,443	74,611,989	42,352	18,164
388 / 588	Net Adjustments	-	-	-	-
<b>Revenues</b>					
310	Taxes	73,518,201	73,518,068	132	1
320	Licenses and Permits	9,674	9,674	-	-
330	Intergovernmental Revenues	5,948,358	5,948,358	-	-
340	Charges for Goods and Services	4,481,440	4,481,440	-	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	6,317,435	4,152,425	9,630	579
Total Revenues:		90,275,108	88,109,965	9,762	580
<b>Expenditures</b>					
510	General Government	-	-	-	-
520	Public Safety	69,195,869	69,005,239	350	-
530	Utilities	-	-	-	-
540	Transportation	-	-	-	-
550	Natural/Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		69,195,869	69,005,239	350	-
Excess (Deficiency) Revenues over Expenditures:		21,079,239	19,104,726	9,412	580
<b>Other Increases in Fund Resources</b>					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	10,729,012	-	519,012	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	3,729,827	171,807	-	-
Total Other Increases in Fund Resources:		14,458,839	171,807	519,012	-
<b>Other Decreases in Fund Resources</b>					
594-595	Capital Expenditures	7,617,062	50,084	-	-
591-593, 599	Debt Service	564,191	20,617	519,012	-
597	Transfers-Out	10,729,012	10,729,012	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		18,910,265	10,799,713	519,012	-
<b>Increase (Decrease) in Cash and Investments:</b>		<b>16,627,813</b>	<b>8,476,820</b>	<b>9,412</b>	<b>580</b>
<b>Ending Cash and Investments</b>					
50821	Nonspendable	-	-	-	-
50831	Restricted	18,744	-	-	18,744
50841	Committed	7,767,161	7,767,161	-	-
50851	Assigned	50,194,278	11,885,572	51,765	-
50891	Unassigned	63,436,076	63,436,076	-	-
<b>Total Ending Cash and Investments</b>		<b>121,416,259</b>	<b>83,088,809</b>	<b>51,765</b>	<b>18,744</b>

*The accompanying notes are an integral part of this statement.*

**Snohomish Regional Fire and Rescue**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2024**

172

		<b>300 Construction</b>	<b>301 Apparatus</b>	<b>303 Equipment Replacement</b>
<b>Beginning Cash and Investments</b>				
308	Beginning Cash and Investments	21,061,286	6,953,549	2,101,103
388 / 588	Net Adjustments	-	-	-
<b>Revenues</b>				
310	Taxes	-	-	-
320	Licenses and Permits	-	-	-
330	Intergovernmental Revenues	-	-	-
340	Charges for Goods and Services	-	-	-
350	Fines and Penalties	-	-	-
360	Miscellaneous Revenues	1,616,451	416,096	122,254
Total Revenues:		1,616,451	416,096	122,254
<b>Expenditures</b>				
510	General Government	-	-	-
520	Public Safety	190,280	-	-
530	Utilities	-	-	-
540	Transportation	-	-	-
550	Natural/Economic Environment	-	-	-
560	Social Services	-	-	-
570	Culture and Recreation	-	-	-
Total Expenditures:		190,280	-	-
Excess (Deficiency) Revenues over Expenditures:		1,426,171	416,096	122,254
<b>Other Increases in Fund Resources</b>				
391-393, 596	Debt Proceeds	-	-	-
397	Transfers-In	6,350,000	2,700,000	1,160,000
385	Special or Extraordinary Items	-	-	-
381, 382, 389, 395, 398	Other Resources	3,558,020	-	-
Total Other Increases in Fund Resources:		9,908,020	2,700,000	1,160,000
<b>Other Decreases in Fund Resources</b>				
594-595	Capital Expenditures	5,994,838	941,988	630,152
591-593, 599	Debt Service	-	-	24,562
597	Transfers-Out	-	-	-
585	Special or Extraordinary Items	-	-	-
581, 582, 589	Other Uses	-	-	-
Total Other Decreases in Fund Resources:		5,994,838	941,988	654,714
<b>Increase (Decrease) in Cash and Investments:</b>		<b>5,339,353</b>	<b>2,174,108</b>	<b>627,540</b>
<b>Ending Cash and Investments</b>				
50821	Nonspendable	-	-	-
50831	Restricted	-	-	-
50841	Committed	-	-	-
50851	Assigned	26,400,639	9,127,658	2,728,644
50891	Unassigned	-	-	-
<b>Total Ending Cash and Investments</b>		<b>26,400,639</b>	<b>9,127,658</b>	<b>2,728,644</b>

*The accompanying notes are an integral part of this statement.*



**Snohomish Regional Fire and Rescue**  
**Fiduciary Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2024**

		<b>Custodial</b>
308	Beginning Cash and Investments	-
388 & 588	Net Adjustments	-
310-390	Additions	8,112
510-590	Deductions	8,112
	Net Increase (Decrease) in Cash and Investments:	-
508	Ending Cash and Investments	-

*The accompanying notes are an integral part of this statement.*

**Snohomish Regional Fire & Rescue  
Notes to the Financial Statements  
For the year ended December 31<sup>st</sup> 2024**

**Note 1 - Summary of Significant Accounting Policies**

Snohomish Regional Fire & Rescue operates under the laws of the state of Washington applicable to fire districts. The district is a special purpose local government and provides fire protection services, emergency medical services and protection of life and property to the general public and is supported primarily through property taxes.

The district reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements (*see Note 4 – Component Unit(s), Joint Ventures, and Related Parties*)
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances for proprietary and fiduciary funds are presented using classifications that are different from the ending net position classifications in GAAP.

**A. Fund Accounting**

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements. The following fund types are used:

**GOVERNMENTAL FUND TYPES:**

**General Fund**

This fund is the primary operating fund of the district. It accounts for all financial resources except those required or elected to be accounted for in another fund.

**Debt Service Funds**

These funds account for the financial resources that are restricted or assigned to expenditures for principal, interest and related costs on general long-term debt.

### Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

### FIDUCIARY FUND TYPES:

Fiduciary funds account for assets held by the government in a trustee capacity or as a custodian on behalf of others.

### Custodial Fund

This fund is used to account for assets that the government holds on behalf of others in a custodial capacity.

### B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

### C. Cash and Investments

See Note 3 - *Deposits and Investments*.

### D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets and inventory are recorded as capital expenditures when purchased. In the Equipment Fund, similar assets with an aggregated cost of \$10,000 or more are capitalized.

### E. Compensated Absences

Vacation leave is not accumulated from year to year, except for employees covered under the contract for the mechanics. The mechanics may carry 120 hours of vacation from year to year. Sick leave may accumulate up to 1240 hours for the District's employees covered by the IAFF contract, the Teamsters contract and the executive staff.

Sick leave may be accumulated indefinitely for employees covered under the contract for the mechanics. Sick leave may be used for paid time off for preventive care or the illness of the employee or a dependent. Upon separation or retirement employees do receive payment for unused leave. Payments are recognized as expenditures when paid.

### F. Liabilities

See Note 5 – *Long Term Liabilities*

### G. Leases and Subscription Based Information Technology Arrangements (SBITA)

Leases are reported as liabilities. The district currently has no reporting threshold for lease/SBITA contracts. For more information see Note 10 – *Leases* and Note 11 – *Subscription Based Information Technology Arrangements (SBITA)*.

#### H. Restricted and Committed Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments are reported as Restricted or Committed when it is subject to restrictions on use imposed by external parties or due to internal commitments established by the Board of Fire Commissioners. When expenditures that meet restrictions are incurred, the district intends to use the most restricted resources first.

Restrictions and commitments of Ending Cash and Investments consist of the following funds:

- Voted Bond - \$18,744 is restricted for the purpose of building fire stations in accordance with the bond agreement.
- General Fund - \$7,513,867 is committed for the payment of accumulated leave liabilities for retiring employees and to pay for early retirement medical costs of retired employees in accordance with board resolutions. The District administers the retirement medical benefits; a defined benefit plan. See note 6 for additional information for additional disclosures on the District's OPEB plan.
- General Fund - \$253,294 is committed for the payment of accumulated leave liabilities for retiring shop employees.

#### **Note 2 - Budget Compliance**

The district adopts annual appropriated budgets for all of its funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follow:

	FINAL APPROPRIATED AMOUNTS	ACTUAL EXPENDITURES	VARIANCE
GENERAL	\$ 90,855,569	\$ 79,804,949	\$ 11,050,620
BOND	\$ 519,017	\$ 519,362	\$ (345)
VOTED BOND	\$ -	\$ -	\$ -
CONSTRUCTION	\$ 9,527,749	\$ 6,185,118	\$ 3,342,631
APPARATUS	\$ 3,524,744	\$ 941,988	\$ 2,582,756
EQUIPMENT	\$ 1,028,599	\$ 654,714	\$ 373,885
TOTAL	\$ 105,455,678	\$ 88,106,131	\$ 17,349,547

Budgeted amounts are authorized to be transferred between the departments within any fund or object classes within departments; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the district's legislative body.

### Note 3 – Deposits and Investments

Investments are reported at face value. Deposits and investments by type at December 31, 2024 are as follows:

Type of deposit or investment	District's own deposits and investments	Deposits and investments held by the District as custodian for other local governments, individuals, or private organizations	Total
Bank deposits	\$ 751,398		\$ 751,398
Snohomish County Investment Pool (SCIP)	\$ 14,244,396		\$ 14,244,396
Local Government Investment Pool (LGIP)	\$ 106,420,465		\$ 106,420,465
Total	\$ 121,416,259		\$ 121,416,259

It is the district's policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds by the County.

#### Investments in the State Local Government Investment Pool (LGIP)

The district is a voluntary participant in the Local Government Investment Pool, an external investment pool operated by the Washington State Treasurer. The pool is not rated and not registered with the SEC. Rather, oversight is provided by the State Finance Committee in accordance with Chapter 43.250 RCW. Investments in the LGIP are reported at amortized cost, which is the same as the value of the pool per share. The LGIP does not impose any restrictions on participant withdrawals.

The Office of the State Treasurer prepares a stand-alone financial report for the pool. A copy of the report is available from the Office of the State Treasurer, PO Box 40200, Olympia, Washington 98504-0200, online at [www.tre.wa.gov](http://www.tre.wa.gov).

#### Investments in the Snohomish County Investment Pool (SCIP)

The district is a voluntary participant in the Snohomish County Investment Pool, an external investment pool operated by the County Treasurer. The pool is not rated or registered with the SEC. Rather, oversight is provided by the County Finance Committee in accordance with RCW 36.48.070. The district reports its investment in the pool at fair market value, which is the same as the value of the pool per share. The pool does not impose liquidity fees or redemption gates on participant withdrawals.

### Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the district would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The district's deposits are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

All investments are insured, registered or held by the district or its agent in the government's name.

### **Note 4 – Component Unit(s), Joint Ventures, and Related Parties**

The district and other Police and Fire entities jointly operate SNOHOMISH COUNTY 911. SNOHOMISH COUNTY 911, a cash basis, special purpose district, was created under the Interlocal Cooperation Act, as codified in RCW 39.34. This established the statutory authority necessary for Snohomish County, the cities, towns, fire districts, police districts and other service districts to enter into a contract and agreement to jointly establish, maintain and operate a support communications center. Control of SNOHOMISH COUNTY 911 is with a 16-member Board of Directors which is specified in the Interlocal Agreement. SNOHOMISH COUNTY 911 takes 911 calls, and performs emergency dispatch services for local governmental agencies including police, fire and medical aid.

In the event of the dissolution of SNOHOMISH COUNTY 911, any money in the possession of SNOHOMISH COUNTY 911 or the Board of Directors after payment of all costs, expenses and charges validly incurred under this Agreement shall be returned to the parties of this Agreement and shall be apportioned between Principals based on the ratio that the average of each Principals' contributions to the operating budget over the preceding five (5) years bears to the total of all then remaining Principals' User Fees paid during such five-year period. Before deducting the payment of all costs, expenses and charges validly incurred, the district's share was \$1,186,704 on December 31, 2024.

Snohomish County 911's 2024 operating budget was \$31,651,474, operating revenues received were \$32,233,041 and total operating expenditures were \$30,742,863. Complete financial statements for SNOHOMISH COUNTY 911 can be obtained from SNOHOMISH COUNTY 911's administrative office at 1121 SE Everett Mall Way, Suite 200, Everett, WA 98208.

### **Note 5 – Long-Term Liabilities** *(formerly Long - Term Debt)*

The following table provides details of the outstanding debt of the district and summarizes the district's debt transactions for year ended December 31, 2024.

The debt service requirements for general obligation bonds including interest are as follows:

YEAR(S)	PRINCIPAL	INTEREST	TOTAL
2025	\$ 380,000	\$ 139,027	\$ 519,027
2026	\$ 388,000	\$ 129,824	\$ 517,824
2027	\$ 402,000	\$ 117,126	\$ 519,126
2028	\$ 411,000	\$ 103,936	\$ 514,936
2029	\$ 425,000	\$ 90,453	\$ 515,453
2030-2034	\$ 1,759,000	\$ 245,862	\$ 2,004,862
2035	\$ 310,000	\$ 12,400	\$ 322,400
TOTALS	\$ 4,075,000	\$ 838,628	\$ 4,913,628

During the year ended December 31, 2024 the following changes occurred in compensated absences.

Compensated Absences			
Beginning Balance 01/01/2024	Additions	Reductions	Ending Balance 12/31/2024
\$ 6,305,514.90	\$ 1,079,678.96		\$ 7,385,193.87

- Additions and reductions are reported as a net change

## Note 6 – Other Post-Employment Benefits (OPEB)

### Summary of Significant Accounting Policies

#### Other Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB and the OPEB expense information about the fiduciary net position of the District's OPEB Plan (the Plan) and additions to / deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, the Plan recognizes benefit payments when due and payable in accordance with the benefit terms.

#### Plan Description

The District administers a single-employer defined-benefit post-employment healthcare plan (Retiree Medical Benefit Plan). Dependents are not eligible to enroll, and benefits do not continue to surviving spouses.

#### Benefits Provided

Eligibility for retiree health benefits requires employees to be at least 53 years old (62 for PERS) on the date of their retirement, and their age plus years of service with the District must equal 78 or more. Effective

August 2019 five of those years must be with District. The retiree medical benefit plan will end after 12 years (3 for PERS) or upon the employee's eligibility for Medicare, whichever comes first.

#### Employees Covered by Benefit Terms

At December 31, 2024 (the census date), the benefit terms covered the following employees:

<u>Category</u>	<u>Count</u>
Inactive employees, spouses, or beneficiaries currently receiving benefit payments:	40
Inactive employees entitled to but not yet receiving benefit payments:	0
Active employees:	<u>259</u>
<b>Total</b>	<b>299</b>

#### Contributions

The District pays benefits as they come due.

Contribution rate:	Benefits Due	
Reporting period contributions:	\$801,993	(Includes implicit subsidy credit.)

#### Net OPEB Liability

The District's total OPEB liability was valued as of December 31, 2024, and was used to calculate the net OPEB liability measured as of December 31, 2024.

#### Actuarial Assumptions

The total OPEB liability as of December 31, 2024 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Measurement Date:	<u>December 31, 2023</u>	<u>December 31, 2024</u>
Discount Rate	3.77%	4.10%
Inflation	2.75%	2.75%
Healthcare Cost Trend Rates		
Pre-Medicare	6.80%	7.90% *
Medicare	N/A	N/A
Salary Increases	3.25%	3.25% **
Mortality Rates	Based on SOA Tables	

- Projections of the sharing of benefit-related costs are based on an established pattern of practice.
- Experience studies come from the State of Washington Experience Studies (2018 Demographic, 2021 Economic)
- Inactive employees (retirees) pay the cost of benefits in excess of the District's contribution.
- There were no ad hoc postemployment benefit changes (including ad hoc COLAs) to the plan.

#### Discount Rate

The discount rate used to measure the total OPEB liability is 4.10%. The District's OPEB Plan is an unfunded plan, therefore the discount rate was set to the rate of tax-exempt, high-quality 20-year municipal bonds, as of the valuation date

\* *Trending down to 4.04% over 50 years. Applies to calendar years.*



**\*\*** *Additional merit-based increases based on the State of Washington LEOFF 2 merit salary increase tables.*

<u>Changes in the Total OPEB Liability</u>	<u>Increase/(Decrease)</u>
	Total OPEB Liability
<b>Balance as of Report Date December 31, 2023</b>	<b>\$ 13,040,965</b>
Changes for the year:	
Service Cost	625,626
Interest	500,112
Changes of Benefit Terms	410,103
Differences Between Expected and Actual Experience	196,559
Changes of Assumptions	1,348,734
Benefit Payments	(454,001)
Implicit Subsidy Credit	(347,992)
Other Miscellaneous Income/(Expense) -	
Net Changes	<b>2,279,141</b>
<b>Balance as of Report Date December 31, 2024</b>	<b>\$ 15,320,106</b>

Sensitivity of the Liability to Changes in the Discount Rate and Healthcare Cost Trend Rate

Sensitivity of the total OPEB liability to changes in the discount rate. The total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (3.10%) or one percentage point higher (5.10%) follows:

	<b>1% Decrease</b>	<b>Discount Rate</b>	<b>1% Increase</b>
	<b>3.10%</b>	<b>4.10%</b>	<b>5.10%</b>
<b>Total OPEB Liability (Asset)</b>	<b>\$ 16,348,335</b>	<b>\$ 15,320,106</b>	<b>\$ 14,335,730</b>
Increase (Decrease)	1,028,229		(984,376)
% Change	6.7%		-6.4%

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates. The healthcare trend for this valuation started at 7.90% and decreased to 4.04% over 50 years. The total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower (6.90%) or one percentage point higher (8.90%) than current healthcare cost trend rates follows:

	<b>1% Decrease</b>	<b>Trend Rate</b>	<b>1% Increase</b>
	<b>6.90%</b>	<b>7.90%</b>	<b>8.90%</b>
<b>Total OPEB Liability (Asset)</b>	<b>\$ 13,964,481</b>	<b>\$ 15,320,106</b>	<b>\$ 16,881,546</b>
Increase (Decrease)	(1,355,625)		1,561,440

% Change

-8.8%

10.2%

OPEB Expense and Deferred Inflows and Outflows of Resources Related to OPEB

For the report year ended December 31, 2024, the District recognized an OPEB expense of \$1,847,817. The District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences Between Actual and Expected Experience	\$ 604,788	\$ ( 98,704)
Changes of Assumptions	3,211,335	(1,223,046)
<b>Total</b>	<b><u>\$ 3,816,123</u></b>	<b><u>\$ (1,321,750)</u></b>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

	<b>Report Year Ending December 31:</b>	<b>Amount</b>
	2025	\$ 311,976
	2026	311,976
	2027	311,976
	2028	311,976
	2029	290,600
	Remaining	955,869
<i>Current Liability</i>		<b>Amount</b>
	Current OPEB Liability	\$ 814,510
	Non-Current OPEB Liability	14,505,596
	<b>Total OPEB Liability</b>	<b>\$ 15,320,106</b>

Expected Average Remaining Service Lives (EARSL)

The effects on the total OPEB liability of (1) changes of economic and demographic assumptions or of other inputs and (2) differences between expected and actual experience are required to be included in the OPEB expense in a systematic and rational manner over a closed period equal to the average of the expected remaining service lives of all employees that are provided with benefits through the OPEB plan (active employees and inactive employees), beginning in the current period. The expected average remaining service lives (EARSL) for the current period follows. Note, however, that for calculation purposes, we use 1 when calculating amortizations if the EARSL is less than 1 year.

EARSL: 11.1 years

## Note 7 – Pension Plans

### A. State Sponsored Pension Plans

Substantially all district's full-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans; Public Employees' Retirement System (PERS 2/3) and Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF 2).

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan.

The DRS CAFR may be downloaded from the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov).

### LEOFF Plan 2

The district also participates in the LEOFF Plan 2. The Legislature, by means of a special funding arrangement, appropriates money from the state general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute.

At June 30, 2024, the district's proportionate share of the collective net pension liabilities, as reported on the Schedule of Liabilities, was as follows:

Plans	Snohomish Regional Fire & Rescue	Allocation %	Liability (Asset)
PERS 1	\$ 113,513	0.01896%	\$ 336,924
PERS 2/3	\$ 239,318	0.02431%	\$ (801,529)
LEOFF 2	\$ 1,788,982	0.73018%	\$ (13,674,447)

### B. Defined Contribution Pension Plans

All of the district's full-time members are eligible to participate in a 457(b) defined contribution plan administered by Washington State Department of Retirement Systems (DRS), VOYA International Trust and Orion Portfolio Solutions (OPS). The District agrees to match the employee participant's contributions to the deferred compensation program up to a maximum of (5.5%) plus 0.5% wellness if eligible, of firefighter Union 2781 participant's base monthly wage and (4%) of contracted shop staff and 2% of Teamster Union participant's base monthly wage. The combined maximum contributions of the plan participant shall not exceed annual IRS maximum for such plans.

The district's total contribution for defined contribution plans during the year ended December 31, 2024 was \$1,635,512.

### Note 8 – Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed at the end of each month.

Property Tax Calendar	
January 1	Tax is levied and become an enforceable lien against properties.
February 14	Tax bills are mailed.
April 30	First of two equal installment payments is due.
May 31	Assessed value of property established for next year's levy at 100 percent of market value.
October 31	Second installment is due.

Property tax revenues are recognized when cash is received by the district. Delinquent taxes are considered fully collectible because a lien affixes to the property after taxes is levied.

The table below shows the assessed values and property for the district.

Snohomish Regional Fire & Rescue			
2024 Assessed Value \$74,012,787			
Tax Levy	Assessed	per \$1000 in	Taxes
	Value	Assessed Value	
Regular Levy	\$41,406,584,558	\$1.50000	\$ 62,109,876.84
EMS	\$41,743,518,558	\$0.28514	\$ 11,902,909.91
TOTAL		\$1.78514	\$ 74,012,786.75

### Note 9 – Risk Management

#### Self-Insurance

The district self-insures as an individual program for unemployment compensation risk. Claims for unemployment are administered by the Washington State Employment Security Department and invoices are submitted to the district on a quarterly basis, if applicable. Claims paid during the period ending December 31<sup>st</sup>, 2024 totaled \$14,178.

#### Washington Cities Insurance Authority (WCIA)

Snohomish Regional Fire & Rescue is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of

providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 169 members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices, prior wrongful acts, and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$16 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$20 million per occurrence subject to aggregates and sub-limits. The Board of Directors determines the limits and terms of coverage annually.

All Members are provided a separate cyber risk policy and premises pollution liability coverage group purchased by WCIA. The cyber risk policy provides coverage and separate limits for security & privacy, event management, and cyber extortion, with limits up to \$1 million and subject to member deductibles, sub limits, and a \$5 million pool aggregate. Premises pollution liability provides Members with a \$2 million incident limit and \$10 million pool aggregate subject to a \$100,000 per incident Member deductible.

Insurance for property, automobile physical damage, fidelity, inland marine, and equipment breakdown coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to \$1,000,000, for all perils other than flood and earthquake, and insured above that to \$400 million per occurrence subject to aggregates and sub-limits. Automobile physical damage coverage is self-funded from the members' deductible to \$250,000 and insured above that to \$100 million per occurrence subject to aggregates and sub-limits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance and other administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day to day operations of WCIA.

## **Note 10 – Leases**

The district leases (13) copiers monthly under a 60- month lease agreement that cannot be terminated prior to term end. The district leases (1) postage meter from FP Mailing Solutions for \$167 per quarter under a 36-month lease agreement that cannot be cancelled prior to term end. The district leases (30) managed laptops from SNO911 for \$1,848 per month for a 60-month lease agreement that cannot be terminated prior to term end. The total amount paid for leases in 2024 was \$18,025 for copier/postage machines and \$22,392

for Managed Laptops . There was a remeasurement of \$425 for MDT Laptops and is reflected in the beginning balance on Schedule 9. The lease for the EPCR Tablet was terminated in 2023 and therefore the balance of \$18,351 was removed from Schedule 9.

As of December 31, 2024, the future lease payments are as follows:

Year	Copiers / Postage	MDT Laptops
2025	19,883	22,180
2026	17,594	22,180
2027	16,148	5,545
2028	12,355	-
2029	1,927	-
<b>Total</b>	<b>67,907</b>	<b>49,905</b>

#### **Note 11- Subscription Based Information Technology Arrangements (SBITA)**

The district makes subscription payments annually for Microsoft 365 software. The SBITA contract is for (3) years and includes the option to renew for another 3 years. The district is required to maintain at least 250 subscription Licenses for online services. Contract was renewed in 2024.

The district signed a contract in 2024 with Darkhorse Emergency LP for data analytics for a term of 5 years and shall automatically renew for successive terms of five years.

The district entered into agreement on 3/21/2023 with Kroll Responder powered by Red Canary for cyber monitoring for 3 years and shall automatically renew for successive one-year periods.

The total amount paid for SBITAs in 2024 was \$224,378.00. As of December 31, 2024, the future SBITA payments are as follows:

Year	Microsoft 365	Darkhorse	Kroll
2025	\$ 117,090	\$ 30,000.00	\$ 27,288.00
2026	\$ 117,090	\$ 30,000.00	\$ -
2027	\$ -	\$ 30,000.00	\$ -
2028	\$ -	\$ 30,000.00	\$ -
<b>Total</b>	<b>\$ 234,180</b>	<b>\$ 120,000.00</b>	<b>\$ 27,288.00</b>

#### **Term and termination – Microsoft 365 Software**

- a. **Term.** The term of this Agreement will remain in effect unless terminated by either party as described below. Each Enrollment will have the term provided in that Enrollment.
- b. **Termination without cause.** Either party may terminate this Agreement, without cause, upon 60 days' written notice. In the event of termination, new Enrollments will not be accepted, but any existing Enrollment will continue for the term of such Enrollment and will continue to be governed by this Agreement.

- c. **Mid-term termination for non-appropriation of Funds.** Enrolled Affiliate may terminate this Agreement or an Enrollment without liability, penalty or further obligation to make payments if funds to make payments under the Agreement or Enrollment are not appropriated or allocated by the Enrolled Affiliate for such purpose.
- d. **Termination for cause.** Without limiting any other remedies, it may have, either party may terminate an Enrollment if the other party materially breaches its obligations under this Agreement, including any obligation to submit orders or pay invoices. Except where the breach is by its nature not curable within 30 days, the terminating party must give the other party 30 days' notice of its intent to terminate and an opportunity to cure the breach.

If Microsoft gives such notice to an Enrolled Affiliate, Microsoft also will give Customer a copy of that notice and Customer agrees to help resolve the breach. If the breach affects other Enrollments and cannot be resolved between Microsoft and Enrolled Affiliate, together with Customer's help, within a reasonable period of time, Microsoft may terminate this Agreement and all Enrollments under it. If an Enrolled Affiliate ceases to be Customer's Affiliate, it must promptly notify Microsoft, and Microsoft may terminate the former Affiliate's Enrollment. If an Enrolled Affiliate terminates its Enrollment as a result of a breach by Microsoft, or if Microsoft terminates an Enrollment because Enrolled Affiliate ceases to be Customer's Affiliate, then Enrolled Affiliate will have the early termination rights described in the Enrollment.

- e. **Early termination.** If (1) an Enrolled Affiliate terminates its Enrollment as a result of a breach by Microsoft, or (2) if Microsoft terminates an Enrollment because the Enrolled Affiliate has ceased to be an Affiliate of Customer, or (3) Enrolled Affiliate terminates an Enrollment for non-appropriation of funds, or (4) Microsoft terminates an Enrollment for non-payment due to non-appropriation of funds, then the Enrolled Affiliate will have the following options:
  - (i) It may immediately pay the total remaining amount due, including all installments, in which case, the Enrolled Affiliate will have perpetual rights for all Licenses it has ordered; or
  - (ii) It may pay only amounts due as of the termination date, in which case the Enrolled Affiliate will have perpetual Licenses for:
    - 1) all copies of Products (including the latest version of Products ordered under SA coverage in the current term) for which payment has been made in full, and
    - 2) the number of copies of Products it has ordered (including the latest version of Products ordered under Software Assurance coverage in current term) that is proportional to the total of installment payments paid versus total amounts due (paid and payable) if the early
  - (iii) In the case of early termination under subscription Enrollments, Enrolled Affiliate will have the following options:
    - 1) For eligible Products, Enrolled Affiliate may obtain perpetual Licenses as described in the section of the Enrollment titled "Buy-out option," provided that Microsoft receives the buy-out order for those Licenses within 60 days after Enrolled Affiliate provides notice of termination.

- 2) In the event of a breach by Microsoft, if Customer chooses not to exercise a buy-out option, Microsoft will issue Enrolled Affiliate a credit for any amount paid in advance for Subscription Licenses that the Enterprise will not be able to use to do the termination of the Enrollment.

Nothing in this section shall affect perpetual License rights acquired either in a separate agreement or in a prior term of the terminated Enrollment.

**f. Effect of termination or expiration.** When an Enrollment expires or is terminated,

- (i) Enrolled Affiliate must order Licenses for all copies of Products it has run for which it has not previously submitted an order. Any and all unpaid payments for any order of any kind remain due and payable. Except as provided in the subsection titled “Early termination,” all unpaid payments for Licenses immediately become due and payable.
- (ii) Enrolled Affiliate’s right to Software Assurance benefits under this Agreement ends if it does not renew Software Assurance.

**g. Modification or termination of an Online Service for regulatory reasons.** Microsoft may modify or terminate an Online Service where there is any current or future government requirement or obligation that: (1) subjects Microsoft to any regulation or requirement not generally applicable to businesses operating in the jurisdiction; (2) presents a hardship for Microsoft to continue operating the Online Service without modification; and/or (3) causes Microsoft to believe these terms or the Online Service may conflict with any such requirement or obligation.

**h. Program updates.** Microsoft may make changes to this program that will make it necessary for Customer and its Enrolled Affiliates to enter into new agreements and Enrollments at the time of an Enrollment renewal.

**Term and Termination – Darkhorse Emergency Corp.**

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

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

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



### **Term and termination – Kroll, LLC**

The initial term of this Statement of Work shall be for three (3) years (“Initial Term”) from the date above (“Effective Date”) and shall automatically renew for successive one-year periods (each a “Renewal Term”), unless either Party provides written notice of termination to the other Party, and in any case no later than forty-five (45) days before the end of the then-current Initial Term or Renewal Term. Upon receipt of written notice, the effective date of the Termination shall be the end of the then-current Initial Term or Renewal Term. From the Effective Date, the Initial Term and any Renewal Term(s) together until termination hereunder shall be the “Term”.

Kroll shall invoice the Client in full for the annual cost of this service in advance of the Effective Date of the Initial Term, and no more than to forty-five (45) days prior to the start of any Renewal Term. **The Term is not cancellable, and all payments are non-refundable.** Payment is due upon receipt of the invoice and all payments are required in US Dollars (USD).

Endpoint Overages. During any calendar month of the Term, in the event that the number of monitored Endpoints exceeds the number of End User’s Endpoints listed above (“Overage”), Client will be invoiced for the Overage during the calendar quarter immediately following the onset of the Overage at a price that is pro-rated based on the cost listed above and the date of increase, and each quarter thereafter in which the monthly quantity of Endpoints monitored exceeds this amount.

#### Invoicing for On-Demand Cyber Security Services.

In accordance with the description of Kroll Services above, during the Term, Kroll may provide On-Demand Cyber Security Services to Client, subject to execution of an additional Statement of Work. The Professional Fees for this service will be charged at Kroll’s then-current hourly rates, less a discount of 15%.

Kroll’s current hourly rates are as follows:

Consulting Services .....	US\$550/hour
Travel Time .....	50% of Consultant hourly rate
Media Preservation/Replication .....	US\$400/media
Media / Data Storage .....	US\$25/media/month

For On-Demand Cyber Security Services, Kroll shall invoice Client for the services performed on a monthly basis with the fee due and payable within thirty (30) days of the date of the invoice. In addition to the Professional Fees identified above, additional charges may include travel time, travel costs, and reasonable out-of-pocket expenses incurred in connection with these services.

To the extent Kroll is requested to provide any written testimony or reports, such additional services will be provided at Kroll’s standard applicable hourly rates. However, oral testimony at deposition, a hearing or trial will be provided at 1.5 times such rates.

## Note 12 – Other Disclosures

### Construction Commitment

The district has active construction projects as of December 31<sup>st</sup>, 2024. The projects include Axthelm Construction for Station 83, GenCap Construction for Station 81 Shop and BNBuilders for Stations 81 & 32. All remaining commitment includes retainage and tax.

At year-end the district's commitments with contractors are as follows:

Project		Spent To-date	Remaining Commitment
Axthelm Construction	St. 83	\$ 1,270,611	\$ 71,179
GENCAP Construction	St. 31	\$ 2,496,688	\$ 1,142,828
BNBuilders, Inc.	Sts. 81 & 32	\$ -	\$ 413,671

# Snohomish Regional Fire and Rescue

Schedule 01

For the year ended December 31, 2024

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1307	001	General	3089100	Unassigned Cash and Investments - Beginning	\$56,833,488
1307	001	General	3111000	Property Tax	\$73,518,068
1307	001	General	3229000	Other Non-Business Licenses and Permits	\$9,674
1307	001	General	3329340	Ground Emergency Medical Transportation (GEMT) Payment Program	\$5,898,920
1307	001	General	3340490	State Award from Department of Health	\$766
1307	001	General	3340690	State Award from Other State Agencies	\$19,025
1307	001	General	3370000	Local Awards, Entitlements, Tribal Government Distributions, and Other Payments	\$29,647
1307	001	General	3422100	Fire Protection and Emergency Medical Services	\$869,547
1307	001	General	3424000	Protective Inspection Services	\$145,657
1307	001	General	3426000	Ambulance Services	\$2,919,116
1307	001	General	3611000	Investment Earnings	\$2,629,792
1307	001	General	3670000	Contributions and Donations from Nongovernmental Sources	\$17,798
1307	001	General	3691000	Sale of Surplus	\$44,307
1307	001	General	3692000	Unclaimed Cash and Proceeds from Sales of Unclaimed Property	\$4,989
1307	001	General	3699100	Miscellaneous Other Operating	\$572,218
1307	001	General	3084100	Committed Cash and Investments - Beginning	\$6,815,795
1307	001	General	3611000	Investment Earnings	\$334,677
1307	001	General	3699100	Miscellaneous Other Operating	\$2,031

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1307	001	General	3085100	Assigned Cash and Investments - Beginning	\$9,264,262
1307	001	General	3611000	Investment Earnings	\$415,793
1307	001	General	3085100	Assigned Cash and Investments - Beginning	\$759,312
1307	001	General	3443000	Repair Services	\$547,120
1307	001	General	3611000	Investment Earnings	\$33,074
1307	001	General	3699100	Miscellaneous Other Operating	\$49,040
1307	001	General	3085100	Assigned Cash and Investments - Beginning	\$192,423
1307	001	General	3611000	Investment Earnings	\$10,871
1307	001	General	3085100	Assigned Cash and Investments - Beginning	\$746,709
1307	001	General	3611000	Investment Earnings	\$37,835
1307	200	Bond	3085100	Assigned Cash and Investments - Beginning	\$42,352
1307	200	Bond	3111000	Property Tax	\$132
1307	200	Bond	3611000	Investment Earnings	\$9,630
1307	201	Voted Bond	3083100	Restricted Cash and Investments - Beginning	\$18,164
1307	201	Voted Bond	3111000	Property Tax	\$1
1307	201	Voted Bond	3611000	Investment Earnings	\$579
1307	300	Construction	3085100	Assigned Cash and Investments - Beginning	\$21,061,286
1307	300	Construction	3611000	Investment Earnings	\$1,247,360
1307	300	Construction	3624000	Rents and Leases	\$356,699
1307	300	Construction	3699100	Miscellaneous Other Operating	\$12,392
1307	301	Apparatus	3085100	Assigned Cash and Investments - Beginning	\$6,953,549
1307	301	Apparatus	3611000	Investment Earnings	\$416,096
1307	303	Equipment Replacement	3085100	Assigned Cash and Investments - Beginning	\$2,101,103
1307	303	Equipment Replacement	3611000	Investment Earnings	\$122,254
1307	001	General	5089100	Unassigned Cash and Investments - Ending	\$63,436,076
1307	001	General	5221010	Administration	\$102,859
1307	001	General	5221020	Administration	\$9,163

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1307	001	General	5221040	Administration	\$87,843
1307	001	General	5224540	Training Obtained by Employees	\$6,430
1307	001	General	5221010	Administration	\$1,686,014
1307	001	General	5221020	Administration	\$463,462
1307	001	General	5221030	Administration	\$26,358
1307	001	General	5221040	Administration	\$174,876
1307	001	General	5224540	Training Obtained by Employees	\$1,919
1307	001	General	5221010	Administration	\$1,606,913
1307	001	General	5221020	Administration	\$472,149
1307	001	General	5221040	Administration	\$55,920
1307	001	General	5224540	Training Obtained by Employees	\$27,403
1307	001	General	5222010	Fire Suppression and Emergency Medical Services	\$27,957,389
1307	001	General	5222020	Fire Suppression and Emergency Medical Services	\$8,423,524
1307	001	General	5222030	Fire Suppression and Emergency Medical Services	\$482,448
1307	001	General	5222040	Fire Suppression and Emergency Medical Services	\$176,362
1307	001	General	5280040	Dispatch Services	\$213,498
1307	001	General	5223010	Fire Prevention and Investigation	\$1,423,504
1307	001	General	5223020	Fire Prevention and Investigation	\$407,430
1307	001	General	5223030	Fire Prevention and Investigation	\$18,335
1307	001	General	5223040	Fire Prevention and Investigation	\$34,493
1307	001	General	5224540	Training Obtained by Employees	\$11,711
1307	001	General	5224510	Training Obtained by Employees	\$1,502,070
1307	001	General	5224520	Training Obtained by Employees	\$403,230

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1307	001	General	5224530	Training Obtained by Employees	\$151,885
1307	001	General	5224540	Training Obtained by Employees	\$600,197
1307	001	General	5225010	Facilities	\$664,779
1307	001	General	5225020	Facilities	\$237,375
1307	001	General	5225030	Facilities	\$241,206
1307	001	General	5225040	Facilities	\$819,500
1307	001	General	5224540	Training Obtained by Employees	\$5,430
1307	001	General	5222010	Fire Suppression and Emergency Medical Services	\$5,160
1307	001	General	5222020	Fire Suppression and Emergency Medical Services	\$2,175
1307	001	General	5222040	Fire Suppression and Emergency Medical Services	\$198
1307	001	General	5222010	Fire Suppression and Emergency Medical Services	\$8,031,010
1307	001	General	5222020	Fire Suppression and Emergency Medical Services	\$2,249,923
1307	001	General	5222030	Fire Suppression and Emergency Medical Services	\$198,379
1307	001	General	5222040	Fire Suppression and Emergency Medical Services	\$2,825,110
1307	001	General	5223030	Fire Prevention and Investigation	\$224,135
1307	001	General	5224540	Training Obtained by Employees	\$49,319
1307	001	General	5280040	Dispatch Services	\$853,991
1307	001	General	5222020	Fire Suppression and Emergency Medical Services	\$7,895
1307	001	General	5222030	Fire Suppression and Emergency Medical Services	\$6,939

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1307	001	General	5222040	Fire Suppression and Emergency Medical Services	\$257,901
1307	001	General	5224540	Training Obtained by Employees	\$8,949
1307	001	General	5221040	Administration	\$795,475
1307	001	General	5222020	Fire Suppression and Emergency Medical Services	\$14,178
1307	001	General	5221040	Administration	\$81,007
1307	001	General	5221040	Administration	\$903,036
1307	001	General	5222040	Fire Suppression and Emergency Medical Services	\$11,104
1307	001	General	5224540	Training Obtained by Employees	\$3,600
1307	001	General	5225040	Facilities	\$149,458
1307	001	General	5222030	Fire Suppression and Emergency Medical Services	\$157,052
1307	001	General	5222040	Fire Suppression and Emergency Medical Services	\$930
1307	001	General	5223010	Fire Prevention and Investigation	\$255,928
1307	001	General	5223020	Fire Prevention and Investigation	\$69,787
1307	001	General	5223030	Fire Prevention and Investigation	\$40,791
1307	001	General	5223040	Fire Prevention and Investigation	\$101,130
1307	001	General	5224540	Training Obtained by Employees	\$3,340
1307	001	General	5223030	Fire Prevention and Investigation	\$661
1307	001	General	5223040	Fire Prevention and Investigation	\$142,905
1307	001	General	5224540	Training Obtained by Employees	\$6,015
1307	001	General	5084100	Committed Cash and Investments - Ending	\$7,513,867

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1307	001	General	5222010	Fire Suppression and Emergency Medical Services	\$383,243
1307	001	General	5222020	Fire Suppression and Emergency Medical Services	\$456,032
1307	001	General	5085100	Assigned Cash and Investments - Ending	\$9,945,055
1307	001	General	5085100	Assigned Cash and Investments - Ending	\$1,006,057
1307	001	General	5226010	Vehicles and Equipment Maintenance	\$1,063,418
1307	001	General	5226020	Vehicles and Equipment Maintenance	\$445,762
1307	001	General	5226030	Vehicles and Equipment Maintenance	\$647,588
1307	001	General	5226040	Vehicles and Equipment Maintenance	\$42,898
1307	001	General	5224540	Training Obtained by Employees	\$13,142
1307	001	General	5084100	Committed Cash and Investments - Ending	\$253,294
1307	001	General	5085100	Assigned Cash and Investments - Ending	\$934,460
1307	200	Bond	5085100	Assigned Cash and Investments - Ending	\$51,765
1307	200	Bond	5221040	Administration	\$350
1307	201	Voted Bond	5083100	Restricted Cash and Investments - Ending	\$18,744
1307	300	Construction	5085100	Assigned Cash and Investments - Ending	\$26,400,639
1307	300	Construction	5225040	Facilities	\$190,280
1307	301	Apparatus	5085100	Assigned Cash and Investments - Ending	\$9,127,658
1307	303	Equipment Replacement	5085100	Assigned Cash and Investments - Ending	\$2,728,644
1307	630	Excise Tax	5083100	Restricted Cash and Investments - Ending	\$0
1307	001	General	3981000	Insurance Recoveries (Cash Basis)	\$171,807
1307	200	Bond	3970000	Transfers-In	\$519,012



MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1307	300	Construction	3951000	Proceeds from Sales of Capital Assets (Cash Basis Only)	\$3,558,020
1307	300	Construction	3970000	Transfers-In	\$6,350,000
1307	301	Apparatus	3970000	Transfers-In	\$2,700,000
1307	303	Equipment Replacement	3970000	Transfers-In	\$1,160,000
1307	630	Excise Tax	3893000	Custodial Type Collections	\$8,112
1307	001	General	5912270	Debt Repayment - Fire Suppression and EMS Services	\$20,617
1307	001	General	5970000	Transfers-Out	\$10,729,012
1307	001	General	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$50,084
1307	200	Bond	5912270	Debt Repayment - Fire Suppression and EMS Services	\$371,000
1307	200	Bond	5922280	Interest and Other Debt Service Cost - Fire Suppression and EMS Services	\$148,012
1307	300	Construction	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$1,137,246
1307	300	Construction	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$4,857,592
1307	301	Apparatus	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$824,387
1307	301	Apparatus	5942270	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$114,176
1307	301	Apparatus	5942280	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$3,425
1307	303	Equipment Replacement	5912270	Debt Repayment - Fire Suppression and EMS Services	\$24,562

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1307	303	Equipment Replacement	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$630,152
1307	630	Excise Tax	5893000	Custodial Type Remittances	\$8,112

**Snohomish Regional Fire and Rescue  
Schedule of Liabilities  
For the Year Ended December 31, 2024**

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ID. No.	Debt ID Title	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
<b>General Obligation Debt/Liabilities</b>							
251.11	Non-voted General obligation bonds	GO Bonds - St. 33	12/31/2035	3,050,000	-	210,000	2,840,000
251.11	Non-voted General obligation bonds	GO Bonds - Admin	12/31/2031	1,396,000	-	161,000	1,235,000
263.51	Installment Purchases	Ladder Truck	1/31/2024	114,176	-	114,176	-
263.56	Leases, SBITA, and PPPs	Copiers & Postage Equipment		22,158	63,774	18,025	67,907
263.56	Leases, SBITA, and PPPs	Managed Laptops		72,297	-	22,392	49,905
263.56	Leases, SBITA, and PPPs	Microsoft 365		351,270	-	117,090	234,180
263.56	Leases, SBITA, and PPPs	Darkhorse Analytics		200,000	-	80,000	120,000
263.56	Leases, SBITA, and PPPs	Kroll - Cyber Monitoring		54,576	-	27,288	27,288
<b>Total General Obligation Debt/Liabilities:</b>				<b>5,260,477</b>	<b>63,774</b>	<b>749,971</b>	<b>4,574,280</b>
<b>Revenue and Other (non G.O.) Debt/Liabilities</b>							
259.12	Compensated Absences	Compensated Absences		6,305,516	1,079,678	-	7,385,194
264.30	Pension Liabilities	Net Pension Obligations		386,421	-	49,497	336,924
264.40	OPEB Liabilities	OPEB Liabilities		13,040,965	2,279,141	-	15,320,106
<b>Total Revenue and Other (non G.O.) Debt/Liabilities:</b>				<b>19,732,902</b>	<b>3,358,819</b>	<b>49,497</b>	<b>23,042,224</b>
<b>Total Liabilities:</b>				<b>24,993,379</b>	<b>3,422,593</b>	<b>799,468</b>	<b>27,616,504</b>

**Snohomish Regional Fire and Rescue  
Schedule of Expenditures of State Financial Assistance  
For the Year Ended December 31, 2024**

<b>State Agency Name</b>	<b>Program Title</b>	<b>Identification Number</b>	<b>Total</b>
State Award from Other State Agencies	Stay at Work Grant	N/A	19,025
		<b>Sub-Total:</b>	<b>19,025</b>
State Award from Department of Health	EMS Trauma Grant	N/A	766
		<b>Sub-Total:</b>	<b>766</b>
		<b>Total State Grants Expended:</b>	<b>19,791</b>

**Snohomish Regional Fire & Rescue****Local Government Risk Assumption  
For the Year Ended December 31, 2024**

1. Self-Insurance Program Manager: Leah Schoof
2. Manager Phone: 360-794-7666
3. Manager Email: Leah.Schoof@srfr.org
4. How do you insure property and liability risks, if at all?
  - a. Self-insurance program with accumulated resources for some or all risks.
  - b. Belong to a public entity risk pool
  - c. **Purchase private insurance**
  - d. Retain risk internally without accumulating resources (i.e., risk assumption)
5. How do you provide health and welfare insurance (e.g., medical, dental, prescription drug, and/or vision benefits) to employees, if at all?
  - a. Self-insurance program with accumulated resources for some or all benefits.
  - b. Belong to a public entity risk pool
  - c. **All benefits provided by health insurance company or HMO**
  - d. Not applicable – no such benefits offered
6. How do you insure unemployment compensation benefits, if any?
  - a. **“Reimbursable” status, with accumulated resources (i.e. self-insurance program)**
  - b. Belong to a public entity risk pool
  - c. Pay taxes to the Department of Employment Security (“Taxable”)
  - d. Not applicable – no employees
7. How do you insure workers compensation benefits, if any?
  - a. Approved self-insured employer
  - b. Belong to a public entity risk pool
  - c. **Pay premiums to the Department of Labor and Industries**
  - d. Not applicable – no employees
8. How do you participate in the Washington Paid Family & Medical Leave Program?
  - a. “Voluntary Plan” for one or both program benefits, with accumulated resources (i.e. self-insurance program)
  - b. “Voluntary Plan” for one or both program benefits, but with no accumulated resources (i.e. risk assumption)
  - c. **Pay premiums to the State’s program for both benefits**
  - d. Purchase private insurance
  - e. Not applicable – no employees

**If the local government DID NOT answer (a) to any of the above questions, then there is no need to complete the rest of this schedule.**

**If the local government answered (a) to any of the above questions, then answer the rest of the form in relation to the government's self-insured risks and copy the table below as needed.**

	<b><u>Please list the title of the self-insurance program or type of risk covered by self-insurance:</u></b>				
	<i>Unemployment</i>	<i>Program/Risk 2</i>	<i>Program/Risk 3</i>	<i>Program/Risk 4</i>	<i>Program/Risk 5</i>
Self-Insurance as a <i>formal</i> program?	No				
If yes, do other governments participate?					
If yes, please list participating governments.					
Self-Insure as part of a joint program?	<u>No</u>				
Does a Third-Party Administer manage claims?	Yes				
If no, does an employee or official reconcile claims payments to the information in the claims management software or other records of approved claims? (Not applicable for self-insured unemployment compensation.)					
Has program had a claims audit in last three years?	No				
Are program resources sufficient to cover expenses?	Yes				
Does an actuary estimate program liability?	No				
Number of claims paid during the period?	2				
Total amount of paid claims during the period?	\$14,178				
Total amount of recoveries during the period?	<u>\$0</u>				

Provide any other information necessary to explain answers to the Schedule 21 questions above.

**Snohomish Regional Fire and Rescue**  
**Schedule 21 Questions 1-6 (unaudited)**  
**For Fiscal Year Ended: 2024**

Property and Liability Insurance	Health and Welfare Insurance	Unemployment Compensation Obligations	Workers Compensation Obligations	Other Risks or Obligations
Purchase private insurance	All benefits provided by health insurance company or HMO	"Reimbursable" status, with accumulated resources (i.e. self-insurance program)	Pay premiums to the Department of Labor and Industries	

Washington PFML Program	Entity	Government Type
Pay premiums to the State’s program for both benefits	Snohomish Regional Fire and Rescue	Fire Protection District



**Snohomish Regional Fire and Rescue**  
**Schedule 22 - Audit Assessment Questionnaire (unaudited)**  
**For Fiscal Year ended December 31, 2024**

Reference	#	Question	Answer	Explanation
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**INSTRUCTIONS FOR PREPARER!!!IMPORTANT!! Click the "SAVE" button at the bottom periodically as you complete the questions below. Be sure to save before refreshing the page.**

The Schedule 22 questions can be found below and are categorized based on the type of operation each question is related to. Click the category title to expand or collapse that category of questions.

**Import Prior Year Responses:** responses to specific questions from the prior year annual report may be imported by clicking the "Import Prior Year Responses" button below. NOTE: this will not import ALL responses from the prior year, it is only allowable for certain questions.

**Please review the imported responses to ensure they are still accurate.** If needed, you can update the responses that were imported from the prior year.

#### FINANCIAL MONITORING

1	Please indicate which of the following best describes the accounting system of the government: A) Rely on the County Treasurer (no other accounting software used) B) Other accounting software (i.e. QuickBooks, BIAS, Vision, Excel, etc.).	(B)	
2	Does the government use their own bank accounts in lieu of or in addition to the County Treasurer? If yes, please attach bank statements for the fiscal year. <i>Note: auditors will request all monthly bank statements for the reporting year during the audit. If preferred, you may attach all statements here.</i>	Yes	<b>Attachments</b> <a href="#">Bank Statements 2024.zip</a>
3	Please disclose the accounting software the government uses.	Tyler ER Pro 10 Software (formerly Incode)	

Reference	#	Question	Answer	Explanation
	4	Please describe the government's reconciliation of their bank accounts (County Treasurer and transmittal) to the accounting records. Include the personnel responsible for performing the reconciliation and the personnel responsible for reviewing the reconciliation. Note: the job position/title is sufficient for the identification purpose.	Admin-Specialist Finance reconciles the bank accounts & County Treasurer reports. The CFO reviews the reconciliation.	
	5	Entries Process - please describe the process to record journal entries into the government's general ledger and, if applicable, the process for reviewing and monitoring the journal entries being posted, both during the year and at year-end. Note: include the job position/title of the person responsible for posting and reviewing the entries.	Journal entries are performed by the Admin-Specialist Finance and all reviews/monitoring performed by the CFO and by the Board of the Finance Committee meeting after completion.	
	6	Please indicate which of the following best describes the government's own internal accounting system: A) It uses the BARS chart of accounts; B) It uses a chart of accounts that is compatible with BARS; C) It uses a chart of accounts that requires manual adjustments to file the Schedule 01;	(A)	
	7	Does the Governing Body receive and review monthly financial reports? If yes, please describe what is reviewed and how often. Examples include: cancelled checks, financial reports from the county, expenditure listings, bank accounts or petty cash activity.	Yes	The Board reviews semi-monthly vouchers and the Finance Committee reviews the quarterly financial reports. Quarterly reports are also included in the Board Packets.

Reference	#	Question	Answer	Explanation
	8	Preparation of Financial Reports - please describe the process or procedure for the preparation of financial statements (including the Schedule 01). Please identify any significant changes that occurred since the prior year (ex: staff turnover).	The preparation of the financial statement is compiled by the Admin-Finance Specialist and reviewed by the CFO and by the Board of Finance Committee meeting after completion.	
	9	Has the government contracted out for, or recently assumed responsibility for, any major governmental function? If yes, please explain. For example: contracts for accounting services, janitorial/grounds keeping or other maintenance contracts; the government performs fire protection services for another government assumes a new water system from another government or annexations.	Yes	Grounds keeping and maintenance contract

## CURRENT OPERATIONS

	10	Please check all boxes that occurred during the fiscal year. If none of these events occurred, please check the box for "none".	None	
	15	Did the government make any significant updates to key administrative, personnel, or financial policies? If yes, please attach the newest policy.	No	
	16	Did the government enter into, or modify any existing, interlocal agreements? If yes, please attach.	Yes	<b>Attachments</b> <a href="#">ILA Regional Fire signed agreement 2024-2026.pdf</a>
	17	Does the government have a system or process to record information about its capital assets, including buildings, equipment, etc.? If yes, please describe the process for tracking.	Yes	All assets are tracked in Operative IQ. Each asset is checked out to a station, apparatus or crew member. When an asset is moved to another location for repairs - this is tracked in Operative IQ.

Reference	#	Question	Answer	Explanation
<b>SIGNIFICANT DISCLOSURES</b>				
	18	Did the government receive any non-SAO audits during the year? If yes, please attach related report. For example: work of internal auditors, state/federal grant review, etc.	No	
	19	Is the government currently involved in any lawsuits? We may be requesting an update on the status of legal matters during the audit.	Yes	Employee lawsuit
	20	Are there any licensing, regulatory, contracting, or granting agencies with the ability to impose material penalties that would play a role in the government's ability to continue? If yes, please list the agency that could impose them. Examples include: Department of Health, FEMA, etc.	No	
<b>REVENUES AND EXPENDITURES</b>				
	21	Please describe any new sources of revenues or expenditure streams, or state there were none. Examples include: new activities, special levies, state or federal grants, leases, etc.	Not applicable	
	22	Were there any rate increases during the fiscal year?	No	
	23	Attach rate and fee schedules in effect during the fiscal year.	Attached	<b>Attachments</b> <a href="#">Snohomish Regional Fire Rescue Ambulance Transport Fees 2025.docx</a> <a href="#">Policy 58 Medical Records Search and Duplication Fees.pdf</a> <a href="#">Policy 57 Ambulance Transport Charges.pdf</a> <a href="#">Policy 29 District Finances.pdf</a> <a href="#">Resolution 2020-04.pdf</a> <a href="#">Policy 09 Outdoor Burning.pdf</a>

Reference	#	Question	Answer	Explanation
	24	Does the government accept cash/checks locally (using its own staff, issuing receipts) or use a third-party vendor to bill or receipt payments? Please check all that apply.	Receipts Locally	
	24	Does the government accept cash/checks locally (using its own staff, issuing receipts) or use a third-party vendor to bill or receipt payments? Please check all that apply.	Uses Third Party to Bill/Collect	
	25	Cash/Check Receipting - Please briefly describe the government's process for collection of payments. Please include a list of the locations where cash/checks are accepted/receipted.	Admin Building and Systems Design for ambulance transport revenues.	
	26	Does the government deposit funds on a daily basis?	Yes	
	27	Please briefly describe the governments process for monitoring revenues collected by the third-party vendor.	We compare budget and actual revenues for reasonableness. We also evaluate charges and accounts receivable balances over time.	
	28	Please check all that apply to the government and list the authorized balance for each fund or account in the explanation box:	Petty cash	Petty Cash-\$25,000 and Change Fund \$100
	28	Please check all that apply to the government and list the authorized balance for each fund or account in the explanation box:	Change fund	Petty Cash-\$25,000 and Change Fund \$100
	29	Please describe the governments process to reconcile its petty cash. Please include frequency of reconciliation. (e.g. monthly, quarterly, yearly)	The CFO performs the petty cash reconciliation monthly.	
	30	Please attach the year-end reconciliation and petty cash log.	Attached	<b>Attachments</b> <a href="#">Petty Cash Log.xls</a>

Reference	#	Question	Answer	Explanation
	31	Please describe the governments process to reconcile its change funds. Please include frequency of reconciliation. (e.g. monthly, quarterly, yearly)	The Admin-Asst. is the custodian of the change fund. The Admin Specialist/Public Records reconciles on a weekly basis.	
	32	Please attach the year-end reconciliation for the change fund.	Other	Change Fund is \$100 and is reconciled weekly.
	37	What type(s) of electronic payment (EFT/ACH) does the government make? Please list them in the box below. Examples include: payroll, direct deposit, employee reimbursements, wire transfers, AP vendor payments, etc.	Payroll, Benefits, Deposits and AP vendors.	
	38	Does the government incur payroll costs?	Yes	
	39	Please describe the governing body's process to review payroll expenses and include how many employees the government has.	The CFO reviews payroll twice a month prior to Board meetings. There are 270 employees.	
	40	Please mark all that apply to the government: <b>Note:</b> "open store accounts" refers to arrangements where individuals may make purchases on the government's behalf that are subsequently billed (e.g., local hardware store).	Fuel Card(s)	
	40	Please mark all that apply to the government: <b>Note:</b> "open store accounts" refers to arrangements where individuals may make purchases on the government's behalf that are subsequently billed (e.g., local hardware store).	Credit Card(s)	
	41	Fuel Cards - use the "ADD ROW" button to add the applicable number of rows for each vendor/institution the government has physical fuel cards with.		

Reference	#	Question	Answer	Explanation
		Vendor/Institution	WEX Fuel	
		Number of Cards	101	
		Total Credit Limit	75000	
		Vendor/Institution	Comdata	
		Number of Cards	52	
		Total Credit Limit	15000	
	42	Credit Cards - use the "ADD ROW" button to add the applicable number of rows for each vendor/institution the government has physical credit cards with.		
		Vendor/Institution	US Bank	
		Number of Cards	49	
		Total Credit Limit	285000	
	44	Does the government receive any funds from state or federal grantors? If yes, please attach the grant agreements for the reporting year.	No	

### FIRE/EMS SPECIFIC QUESTIONS

<i>Informational</i>	45	Indicate services offered by the government (check all that apply):	ALS Transports
<i>Informational</i>	45	Indicate services offered by the government (check all that apply):	BLS Transports
<i>Informational</i>	45	Indicate services offered by the government (check all that apply):	Burn Permits

Reference	#	Question	Answer	Explanation
Informational	46	Does the government prepare or contract for transport billing? If transport service billings are prepared in house, attach a copy of the government's policy. and fee schedule. If transport service billings are contracted out, attach a copy of the contract/agreement.	Contract for billing	<b>Attachments</b> <a href="#">Professional Services Agreement 7-1-21.pdf</a> <a href="#">Amendment to Professional Services Agreement 9-1-21.pdf</a>
	47	Has there been any changes to agreements for which the government 1) performs fire protection services/EMS for another local government (e.g. city, fire district), or 2) another local government provides fire protection services/EMS? <b>Note:</b> This does not include mutual aid agreements. If there were changes to any agreements, please explain.	No Changes	
	48	Does the government have any volunteers? If yes, please include the number of volunteers and any benefits they may receive.	Yes	5 Chaplains receive yearly stipend
	49	Does the government have career firefighters? If yes, please include the number of career firefighters (approximately).	Yes	219
	50	Does the government provide other post-employment benefits (OPEB) for current retirees and active employees? <b>Examples include:</b> medical, dental, vision, hearing, etc.	Yes	
	51	Please indicate which employee group the benefits are for:	LEOFF 2	PERS 2
	51	Please indicate which employee group the benefits are for:	Other	PERS 2
	52	Does the government have any closely related associations or foundations? If yes, please list.	Yes	A foundation that the district employees and others contribute to.
Informational	53	How many stations does the government have?	10	



Reference	#	Question	Answer	Explanation
	54	Was the government involved in any mergers, acquisitions, or transfer of operations? If yes, please attach copies of documentation (i.e. resolutions, etc.) authorizing the mergers, acquisition, or transfer of operations.	No	
	55	Does the government act as the fiscal agent for any other entities? If yes, please list parties served. <b>Examples may include:</b> holding accounts, receiving/disbursing funds, etc.	No	

## REQUIRED ATTACHMENTS

<i>Informational</i>	56	<b>Meeting Minutes</b> - Attach the meeting minutes and resolutions for <b>all</b> governing body meetings held during the reporting year.	See Web Page	<a href="https://www.srfr.org/about-us/commissioners/meeting-agendas-packets-minutes.cfm">https://www.srfr.org/about-us/commissioners/meeting-agendas-packets-minutes.cfm</a>
	57	<b>Cash Balance Summary</b> - Attach a copy of the year-end County Treasurer (or other fiscal agent) report (s) inclusive of all year-end cash and investment balances. If the government holds funds outside of the County, please upload the first and last bank statements of the year, inclusive of all cash and investment balances.	Attach	<b>Attachments</b> <a href="#">Dec 2024 SRFR Summary TB Report.pdf</a>
	58	<b>Detailed Revenue by Source</b> - Attach a copy of the County Treasurer's Revenue Report that shows total receipts for the reporting year by revenue source. If the County does not provide this report, please upload comparable accounting records to substantiate revenue activity and/or all bank statements for the year that comprise the government's financial statements.	Attach	<b>Attachments</b> <a href="#">Dec 2024 SRFR Detail TB Report (1).pdf</a>
	59	<b>Detailed Expenditure List</b> - Attach warrant registers, payroll registers, check registers and/or petty cash log detailing all expenditures made during the year. This includes those expenditures paid by the County on a government's behalf due to Treasurer responsibilities.	Attach	<b>Attachments</b> <a href="#">Check Report 2024.pdf</a>

Reference	#	Question	Answer	Explanation
<i>Informational</i>	60	<b>Cash Receipting Policy</b> - Attach a detailed description of the government's invoicing, cash and check receiving and deposit process. The description should include name of positions completing tasks in the process and all reconciliations and reviews performed. Include a copy of your written Cash and Check Receipting Policy or procedure if you have one. This request applies to <b>all governments that invoice for a service</b> (including third party billing services) <b>or</b> receive funds other than at the county treasurer (including charges for services or goods, fees, donations, grants, etc.).	Attached	<b>Attachments</b> <a href="#">Cash Receipting.docx</a>
<i>Informational</i>	61	<b>Elected Official List</b> - Click the "ADD ROW" button to add the applicable number of rows for each governing board member. If the governing board exceeds 5 members, please include the 3-top-ranking Board officers (e.g. chair/president, treasurer, etc.). Note: (*) mailing address is an optional field but should be provided for at least one board member.		
		Governing Board Member Name	Troy Elmore	
		Board Member Spouse Name	N/A	
		Business Interest(s)	N/A	
		Phone Number	4252106816	
		Email Address	troy.elmore@srfr.org	
		Mailing Address*	3003 112th Ave. SE	
		Governing Board Member Name	Roy Waugh	
		Board Member Spouse Name	Patricia	
		Business Interest(s)	N/A	

Reference	#	Question	Answer	Explanation
		Phone Number	4252387893	
		Email Address	roy.waugh@srfr.org	
		Mailing Address*	N/A	
		Governing Board Member Name	Randy Fay	
		Board Member Spouse Name	Pamela	
		Business Interest(s)	N/A	
		Phone Number	4257541105	
		Email Address	randy.fay@srfr.org	
		Mailing Address*	N/A	
<i>Preparer</i>	62	<p>Please include the below information in the text box for the local government personnel who completed the annual report.</p> <p><b>Full name, role (e.g., Secretary, Board Member, etc.)</b>  <b>Telephone number</b>  <b>E-mail address</b></p>	<p>Rosie Richmond  Administrative  Specialist-Finance  360-217-2155  rosie.richmond@srfr.org</p>	



# NEW BUSINESS

## ACTION





# EXECUTIVE SESSION

