



SNOHOMISH REGIONAL FIRE & RESCUE

# COMMISSIONER BOARD MEETING

DECEMBER 04, 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  
December 4, 2025, 1730 hours

**CALL TO ORDER**

**PUBLIC COMMENT**

**UNION COMMENT**

**DISTRICT HIGHLIGHTS**

Badge Ceremony

Oaths of Office

**CHIEF’S REPORT**

**COMMISSIONER REPORTS**

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	9/24/25	TBD	No
Finance Committee	Elmore	11/20/25	12/18/25	No
Sno911	Waugh	11/20/25	12/18/25	No
Sno-Isle Commissioners	Fay	12/4/25	3/5/25	Yes
Leadership Meeting	Schaub	11/20/25	TBD	No
Policy Committee	Schaub	11/13/25	1/8/26	No
Community Advisory Committee	TBD	11/12/25	TBD	No

**COMMITTEE MEETING MINUTES**

Policy Committee – November 13, 2025  
Finance Committee – November 20, 2025

**CONSENT AGENDA**

**Approval of Vouchers**

Benefits Vouchers: 25-02747 to 25-02761; (\$784,923.31)  
AP Vouchers: 25-02628 to 25-02746; (\$578,230.74)



### **Approval of Payroll**

November 30, 2025 Payroll (\$1,590,611.00)

### **Approval of Minutes**

Approve Regular Board Meeting Minutes November 20, 2025

### **Approval of Resolution 2025-10 Approve the Retirement Medical COLA**

Approval of COLA Adjustment for Exempt, Non-Exempt, and Confidential Personnel based on the 2024-2025 June-June CPI-U

### **Approval of Professional Service Agreement with Tablet Command**

### **OLD BUSINESS**

#### **Discussion**

#### **Action**

### **NEW BUSINESS**

#### **Discussion**

##### **Policy Review**

- Policy 1012 Discrimination and Harassment
- Policy 1014 Personnel Complaints
- Policy 1023 Workplace Violence
- Policy 1025 Smoke-Free Workplace
- Policy 1044 Anti-Retaliation and Whistleblowing

##### **Legacy Policies to Rescind**

- Policy 38 Equal Employment Opportunity
- Policy 39 Productive Work Environment
- Policy 64 Whistleblower

#### **Action**

2026 Board Chair Appointment

2026 Board Vice Chair Appointment

### **GOOD OF THE ORDER**

### **ATTENDANCE CHECK**

Regular Commissioner Meeting Thursday, December 18, 2025, at 1730 - Station 31 Training Room/Zoom





EXECUTIVE SESSION

ADJOURNMENT



# DISTRICT HIGHLIGHTS





# CHIEF'S REPORT





# COMMISSIONER REPORTS





# COMMITTEE MEETING MINUTES





## Commissioner Policy Committee Meeting

November 13<sup>th</sup>, 2025, 16:30 @ St.31

### Meeting Minutes

Attendees: Chairman Commissioner Schaub, Commissioner Elmore, Commissioner Fay. Staff: DC McConnell, Admin Specialist Laana Larson.

1. October meeting minutes for review and approved
2. The following policies were reviewed and advanced for full board approval or rescinding:

#### New Policy Review

- Policy 1012 Discrimination and Harassment
- Policy 1014 Personnel Complaints
- Policy 1023 Workplace Violence
- Policy 1025 Smoke-Free Workplace
- Policy 1044 Anti-Retaliation and Whistleblowing

#### Legacy Policy for Rescinding

- Rescind Legacy Policy 38 Equal Employment Opportunity (Lexipol 1000, 1012)
  - Rescind Legacy Policy 39 Productive Work Environment (Lexipol 1012)
  - Rescind Legacy Policy 64 Whistleblower (Lexipol 1044)
3. The December meeting will be canceled. The next meeting scheduled on January 8, 2026.
  4. The meeting was adjourned at 17:00.



## **Finance Committee Meeting Minutes November 20, 2025**

**Present:** Commissioner Davin Alsin, SAO Assistant Audit Manager Erika Davies, Commissioner Troy Elmore, SAO Assistant State Auditor Evinn Hickey, Human Resources Director Pamella Holtgeerts, Assistant Chief Mike Messer, Fire Chief Brian Park, Support Specialist Kristi Szilak, Chief Financial Officer Camille Tabor, District Administrative Coordinator Brandon Vargas, and Commissioner Roy Waugh

**Commenced:** 1603

**Discussion:**

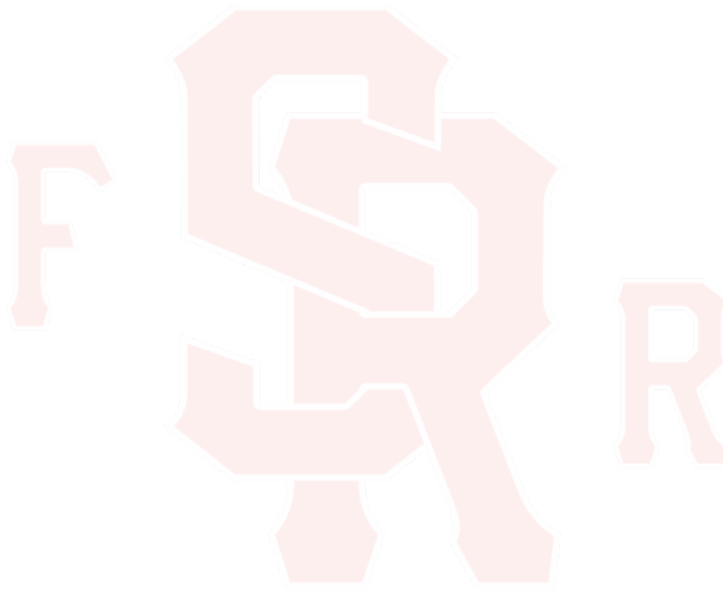
- Chief Park welcomed the group.
- SAO representatives Davies and Hickey provided SRFR with information about the upcoming annual audit process, including the timeline and expectations.
- Chief Park provided a negotiations update.
- Chief Park led a discussion about the 2026 budget.
- Assistant Chief Messer provided a levy consultant update.
- Chief Park provided a compensation survey update.
- Chief Financial Officer Tabor provided an IRS update.

**Next Meeting:** Thursday, December 18, 2025, 1600

**Adjourned:** 1715



# CONSENT AGENDA





# Snohomish Regional Fire and Rescue

## Claims Voucher Summary

12/03/2025

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
25-02747	AFLAC		486.38
25-02748	DEPARTMENT OF RETIREMENT SYSTEMS		505,758.02
25-02749	FIRE 7 FOUNDATION		640.00
25-02750	FIREPAC		1,120.30
25-02751	GENERAL TEAMSTERS UNION LOCAL 38		2,243.00
25-02752	HRA VEBA TRUST		59,125.00
25-02753	IAFF LOCAL 2781		37,182.58
25-02754	IAFF LOCAL 2781 PAC		1,058.00
25-02755	IAFF LOCAL 2781 RFA		1,130.00
25-02756	IAFF MERP		32,925.00
25-02757	MATRIX TRUST COMPANY		25,044.64
25-02758	TD AMERITRADE INSTITUTIONAL		388.50
25-02759	VOYA INSTITUTIONAL TRUST CO		116,349.06
25-02760	WASHINGTON STATE SUPPORT REGISTRY		504.00
25-02761	WSCFF FASTPAC		968.83

<b>Page Total</b>	784,923.31
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<b>Cumulative Total</b>	784,923.31
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Snohomish Regional Fire & Rescue, WA

## Docket of Claims Register

APPKT02021 - 12.04.2025 Board Meeting ER

By Docket/Claim Number

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0001	49ER COMMUNICATIONS, INC.	25-02628					211.00
	84580.-2	Vehicle Charger	Invoice	07/02/2025	Vehicle Charger	001-514-522-20-35-01	211.00
2575	AARON DESALVO	25-02629					374.00
	INV14548	Per Diem Reimburs - Inflatable Boat Op	Invoice	10/27/2025	Per Diem Reimburs - Inflatable Boat Op	001-506-522-45-43-00	374.00
1902	ACE HARDWARE	25-02630					47.98
	81748/7	Propane Tank Exchange (x2)	Invoice	11/25/2025	Propane Tank Exchange (x2)	001-507-522-50-47-03	47.98
0012	ACROSS THE STREET PRODUCTIC	25-02631					770.00
	28965	Blue Card Online Training - Bell & fatkii	Invoice	11/19/2025	Blue Card Online Training - Name	001-506-522-45-49-02	770.00
0025	ALDERWOOD WATER DISTRICT	25-02632					107.08
	ST73-NOV25/JAN26	Water - ST 73	Invoice	11/16/2025	Water - ST 73	001-507-522-50-47-02	107.08
0025	ALDERWOOD WATER DISTRICT	25-02633					19.10
	ST73FM-NOV25/JAN26	Water (Fire Meter) - ST 73	Invoice	11/16/2025	Water (Fire Meter) - ST 73	001-507-522-50-47-02	19.10

## Docket of Claims Register

APPKT02021 - 12.04.2025 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description					Distribution Amount
2106	AMAZON CAPITAL SERVICES, INC	25-02634					7,647.42
	117G-H173-X7PP	HDMI Cables 30ft 2pk (x2) - Presentati	Invoice	11/26/2025	HDMI Cables 30ft 2pk (x2) - Presentati	001-515-522-30-31-01	69.92
	11G6-JHQT-FW6R	Electric Pole Saw w/ 4 Ah Battery & Ch	Invoice	11/24/2025	Electric Pole Saw w/ 4 Ah Battery & Ch	001-507-522-50-35-00	469.94
	11JL-TVCJ-31VF	USB C Cable	Invoice	10/14/2025	USB C Cable	001-507-522-50-35-00	9.16
	11QD-G4CR-DFTN	18' Chainsaw Replacement, Multi-Purp	Invoice	11/22/2025	18' Chainsaw Replacement	001-504-522-20-48-02	45.30
					Multi-Purpose Plastic Tie Cables	001-507-522-50-31-00	7.54
	133W-KCC9-W4CN	iPhone Charger 3pk x4 USB C Charging	Invoice	08/05/2025	iPhone Charger 3pk x4 USB C Charging	001-513-522-10-35-00	59.98
	13R4-M667-TD4K	Fourth Element Pelagic 6.5 Dive Boots	Invoice	11/21/2025	Fourth Element Pelagic 6.5 Dive Boots	001-514-522-20-31-09	132.75
	14VL-4NNX-JL7W	Dewalt Battery 2pk x2	Invoice	11/19/2025	Dewalt Battery 2pk x2	001-504-522-20-35-00	75.50
	14VL-4NNX-PQCH	AirTags 4pk x3	Invoice	11/19/2025	AirTags 4pk x3	001-509-522-20-49-04	210.33
	16WV-RXTF-HY3Y	Headwear Skull Caps w/ Liner	Invoice	11/28/2025	Headwear Skull Caps w/ Liner	001-514-522-20-31-09	26.75
	1799-1V9L-R383	Dell Laptop chargers x10 , New Laptop	Invoice	11/19/2025	Dell Laptop chargers x10 , New Laptop	001-513-522-10-35-00	585.22
	17K3-3XJ-C6Y7	TV Tray Table Set	Invoice	10/30/2025	TV Tray Table Set	001-507-522-50-35-00	97.37
	17P9-1V9L-NMXP	Paint Mixer Drill Attachment x3	Invoice	11/19/2025	Paint Mixer Drill Attachment x3	001-507-522-50-35-00	51.26
	197M-LCC7-LFQX	Reciprocating Saw Blades (Replacemer	Invoice	11/24/2025	Reciprocating Saw Blades (Replacemer	001-504-522-20-48-02	376.26
	19D1-K4NX-4WXY	Tapered King Cut Fire Reciprocating Bl	Invoice	11/26/2025	Tapered King Cut Fire Reciprocating Bl	001-504-522-20-48-02	184.48
	19J6-GVXN-G7F4	iPad ProCase	Invoice	11/12/2025	iPad ProCase	001-509-522-20-35-00	20.48
	19XY-NC7W-YCVD	Hook Hanger 2pk (x2),Storage Bins 4pk	Invoice	11/29/2025	Hook Hanger 2pk (x2),Storage Bins 4pk	001-514-522-20-31-09	165.12
	1CH7-PX1V-FLRW	8mm Sewn Prusik Loop - Rope x10, Ca	Invoice	11/17/2025	8mm Sewn Prusik Loop - Rope x10, Ca	001-514-522-20-31-11	369.45
	1CNW-TTPT-G1FM	Tube LED Light x5	Invoice	11/20/2025	Tube LED Light x5	001-507-522-50-31-00	151.26
	1F3W-PNPX-HXHV	Milwaukee M18 Lithium Batteries (x2)	Invoice	11/30/2025	Milwaukee M18 Lithium Batteries (x2)	001-514-522-20-35-04	159.72
	1FLD-1WPW-DFPV	Cordless Electric Chainsaw , TV Wall M	Invoice	11/11/2025	Cordless Electric Chainsaw , TV Wall M	001-507-522-50-35-00	438.05
	1FNT-PXGJ-HT3G	Open Front Plastic Toilet Seat Replacer	Invoice	11/22/2025	Open Front Plastic Toilet Seat Replacer	001-507-522-50-48-00	29.17
	1GC6-NHQ7-NQD4	Toilet Seat Replacement	Invoice	11/19/2025	Toilet Seat Replacement - ST71	001-507-522-50-48-00	28.80
	1GQF-KP14-6NFK	Microfiber Cloth , Metronomes x4 Sto	Invoice	07/24/2025	Microfiber Cloth , Metronomes x4 Sto	001-506-522-45-31-02	125.29
	1IKX-QL1T-D49Q	24x36 Bulletin Board	Invoice	11/17/2025	24x36 Bulletin Board	001-507-522-50-35-00	55.02
	1KKL-7GH9-JFG7	MICR Toner Cartridge (x2) - AP Check F	Invoice	11/30/2025	MICR Toner Cartridge (x2) - AP Check F	001-513-522-10-35-00	429.44
	1L1G-V6JH- GKXT	Leviton 5266-C 10pk	Invoice	08/08/2025	Leviton 5266-C 10pk	050-511-522-60-34-01	77.67
	1MNN-YMVQ-6NMJ	30pk Tube Light Bulbs x2	Invoice	10/25/2025	30pk Tube Light Bulbs x2	001-507-522-50-31-00	282.52
	1NHT-1NL7-4QKX	Waterproof Airtag Bracelet x3	Invoice	11/20/2025	Waterproof Airtag Bracelet x3	001-509-522-20-35-00	43.78
	1NLR-RHXH-GJX7	iPad Mini Case	Invoice	11/12/2025	iPad Mini Case	001-509-522-20-35-00	48.67
	1P1K-P13D-9PTG	POCUS iPad Cases x7	Invoice	11/18/2025	POCUS iPad Cases x7	001-509-522-20-35-00	277.44
	1QGQ-64DT-FCL4	Whirlpool Fridge Water Filter	Invoice	10/29/2025	Whirlpool Fridge Water Filter	001-507-522-50-31-00	166.02
	1R6T-FRKV-HCH1	Black Truss Head Wood Screws	Invoice	08/18/2025	Black Truss Head Wood Screws	001-507-522-50-48-00	10.78
	1VF9-YRGD-J43J	TV WALL MOUNT - ST71 BC OFFICE	Invoice	11/17/2025	TV WALL MOUNT - ST71 BC OFFICE	001-507-522-50-35-00	81.99
	1VTT-LKXW-94QH	23 Gal Garbage Bin	Invoice	12/01/2025	23 Gal Garbage Bin	001-504-522-20-35-00	70.02
	1VVR-7G96-YWD3	Post-It Sticky Notes 24ct - Shop Supplie	Invoice	11/26/2025	Post-It Sticky Notes 24ct - Shop Supplie	050-511-522-60-31-03	18.04
	1VYQ-L73K-WCQV	Shop Parts	Invoice	11/19/2025	Shop Parts	050-511-522-60-34-01	350.10
	1WDY-N7LN-L1NY	Mop Heavy Duty Replacement(x4), Dis	Invoice	11/25/2025	Mop Heavy Duty Replacement(x4), Dis	001-507-522-50-31-00	146.48
	1WJD-9CNC-33MG	USX Heavy Duty Mount for TV 32-90" -	Invoice	11/21/2025	USX Heavy Duty Mount for TV 32-90" -	001-507-522-50-35-00	81.99
	1WVG-YQKK-9JCJ	ST72 - FF Dorm Heater	Invoice	11/20/2025	ST72 - FF Dorm Heater	001-507-522-50-35-00	313.47
	1XDG-YXPY-CGVF	POCUS iPad Cases x5	Invoice	11/20/2025	POCUS iPad Cases x5	001-509-522-20-49-04	125.52
	1XM-DTTV-W3N3	4" Textured Roller Cover Twin Pack	Invoice	11/19/2025	4" Textured Roller Cover Twin Pack	001-507-522-50-35-00	30.20

## Docket of Claims Register

## APPKT02021 - 12.04.2025 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
	1XP1-R4TJ-GW3D	Two Part Epoxy Paint (Black) - 1 Gallon	Invoice	11/18/2025	Two Part Epoxy Paint (Black) - 1 Gallon	001-507-522-50-31-00	280.54
	1YC4-T91R-WQ3D	Wireless Phone Charging Stand , Threa	Invoice	10/28/2025	Wireless Phone Charging Stand , Threa	001-507-522-50-35-00	33.89
	1YJD-MJCR-J4KW	Pelajic Dive Boots (x3),Support Arch,H	Invoice	11/24/2025	Pelajic Dive Boots (x3),Support Arch,H	001-514-522-20-31-09	823.82
	IXMW-DTTV-VK7N	Treadmill Power Cord - ST82	Invoice	11/19/2025	Treadmill Power Cord - ST82	001-507-522-50-35-00	10.92
1523	AT&T MOBILITY LLC	25-02635					3,760.36
	287332399606X11272025	District Cell Phones (New)	Invoice	11/19/2025	District Cell Phones - Shop	050-511-522-60-42-00	151.96
					District Cell Phones (New)	001-513-522-10-42-00	3,608.40
0058	BICKFORD MOTORS, INC.	25-02636					5,200.66
	1304077	Shop Parts	Invoice	11/10/2025	Shop Parts	050-511-522-60-34-01	8,399.91
	7051	Shop Parts	Invoice	08/26/2025	Shop Parts	050-511-522-60-34-01	134.40
	CM-1302540-1	Shop Parts	Credit Memo	10/23/2025	Shop Parts	050-511-522-60-34-01	-1,967.40
	CM-1304077-1	Shop Parts	Credit Memo	11/11/2025	Shop Parts	050-511-522-60-34-01	-1,366.25
0065	BOUND TREE MEDICAL, LLC	25-02637					4,936.74
	85983372	Medications & Medical Supplies	Invoice	11/05/2025	Medications & Medical Supplies	001-509-522-30-31-01	188.75
	85986393	Medical Supplies & Medical Sm.Tools/I	Invoice	11/25/2025	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	1,232.99
					Medical Supplies	001-509-522-30-31-01	29.08
	85990028	Medications & Medical Supplies	Invoice	11/11/2025	Medications & Medical Supplies	001-509-522-30-31-01	1,642.50
	85990029	Medical Supplies	Invoice	11/11/2025	Medical Supplies	001-509-522-30-31-01	59.02
	85990030	Medications/Medical Supplies/Medica	Invoice	11/11/2025	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	282.23
					Medications & Medical Supplies	001-509-522-30-31-01	1,502.17
2352	CAMERON MAIN	25-02638					100.36
	INV14537	ASE Test (A9) & Registration Fee Reim	Invoice	11/24/2025	ASE Test (A9) & Registration Fee Reim	050-511-522-45-49-01	100.36
1913	CANON FINANCIAL SERVICES INC	25-02639					421.84
	42133526	Copier Machine Lease - ST 82	Invoice	11/11/2025	Copier Machine Lease - ST 82	001-512-591-22-70-00	38.91
	42133529	Copier Machine Lease - Admin Bldg (Tr	Invoice	11/11/2025	Copier Machine Lease - Admin Bldg (Tr	001-512-591-22-70-00	363.56
	42133530	Copier Machine Lease - ST 83	Invoice	11/11/2025	Copier Machine Lease - ST 83	001-512-591-22-70-00	19.37
0094	CDW GOVERNMENT	25-02640					1,233.03
	AG7X97L	UPS for network closet Admin/IT	Invoice	11/05/2025	UPS for network closet	001-513-522-10-35-00	1,233.03
0096	CENTRAL WELDING SUPPLY	25-02641					728.87
	0002542997	Oxygen Cylinder Exchange/Re-Fill (x4)	Invoice	11/18/2025	Oxygen Cylinder Exchange/Re-Fill (xXX	001-509-522-20-45-00	102.85
	0002542998	Oxygen Cylinder Exchange/Re-Fill (x4)	Invoice	11/18/2025	Oxygen Cylinder Exchange/Re-Fill (x4)	001-509-522-20-45-00	169.37
	0002543826	Oxygen Cylinder Exchange/Re-Fill (x3)	Invoice	11/19/2025	Oxygen Cylinder Exchange/Re-Fill (x3)	001-509-522-20-45-00	76.81
	0002546641	Oxygen Cylinder Exchange/Re-Fill (x5)	Invoice	11/24/2025	Oxygen Cylinder Exchange/Re-Fill (x5)	001-509-522-20-45-00	208.43
	0002546645	Oxygen Cylinder Exchange/Re-Fill (x2)	Invoice	11/24/2025	Oxygen Cylinder Exchange/Re-Fill (x2)	001-509-522-20-45-00	68.01
	0002548224	Oxygen Cylinder Exchange/Re-Fill (x6)	Invoice	11/26/2025	Oxygen Cylinder Exchange/Re-Fill (x6)	001-509-522-20-45-00	103.40
0101	CHINOOK LUMBER	25-02642					229.26
	2161753	Timberlok - 4" scres , Structural wood :	Invoice	11/12/2025	Timberlok - 4" scres , Structural wood :	001-506-522-45-31-02	83.05
	2162923	2x6-10 Treated Cedartone w/ Hangers	Invoice	11/18/2025	2x6-10 Treated Cedartone w/ Hangers	001-506-522-45-31-02	146.21
0531	CHRISTENSEN, INC	25-02643					274.37
	0792449-IN	Diesel Exhaust Fluid (DEF) - ST 71	Invoice	11/25/2025	Diesel Exhaust Fluid (DEF) - ST 71	001-504-522-20-32-00	274.37

## Docket of Claims Register

## APPKT02021 - 12.04.2025 Board Meeting ER

Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
1891	CITY OF SNOHOMISH ST83-SEPNOV25	25-02644 Water - ST 83	Invoice	11/30/2025	Water - ST 83	001-507-522-50-47-02	28.20 28.20
0112	CLEARFLY COMMUNICATIONS INV765968	25-02645 Phone/Fax Services - Admin Bldg, ST 3	Invoice	12/01/2025	Phone/Fax Services - Admin Bldg, ST 3	001-513-522-50-42-01	775.59 775.59
0113	CLEARVIEW HARDWARE & FEED C550326 C551429	25-02646 Propane Refill Propane (x4), Single Sided Key (x2)	Invoice Invoice	11/11/2025 11/25/2025	Propane Refill Propane (x4) Single Sided Key (x2)	001-504-522-20-31-01 001-507-522-50-47-03 001-507-522-50-31-00	48.94 27.74 14.20 7.00
0126	COMCAST BUSINESS ST81-NOVDEC25	25-02647 TV & Equipment Services - ST 81	Invoice	11/16/2025	TV & Equipment Services - ST 81	001-513-522-50-42-01	70.24 70.24
0126	COMCAST BUSINESS ST31-DEC25/JAN26	25-02648 Internet Services - ST 31	Invoice	11/27/2025	Internet Services - ST 31	001-513-522-50-42-01	330.48 330.48
0138	CRESSY DOOR COMPANY, INC 210940	25-02649 ST31 Serv Call	Invoice	09/03/2025	ST31 Serv Call Kitchen Door	001-507-522-50-48-00	1,976.46 1,976.46
0103	CSD ATTORNEYS AT LAW P.S. 133568	25-02650 Monthly Attorney Services (October 2025)	Invoice	11/24/2025	Monthly Attorney Services (October 2025)	001-512-522-10-41-03	26,902.00 26,902.00
0155	DENISE MATTERN INV14545	25-02651 Per Dem Reimburs - Workhukan Confe	Invoice	11/17/2025	Per Dem Reimburs - Workhukan Confe	001-517-522-10-43-00	576.60 576.60
1875	ELECTRONIC BUSINESS MACHINE AR317613 AR319188 AR319301 AR319912 AR320033 AR320119 AR320120 AR320291 AR320459	25-02652 Copier Machine Usage - ST 83 Copier Machine Usage - ST 83 Copier Machine Usage - Admin Bldg (C Copier Machine Usage - Admin Bldg (P Copier Machine Usage - ST 31 (Main L Copier Machine Usage - ST 71 Copier Machine Usage - ST 81 Copier Machine Usage - ST 82 Copier Machine Usage - Station 31 (Sh	Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	10/17/2025 11/07/2025 11/10/2025 11/17/2025 11/18/2025 11/18/2025 11/18/2025 11/19/2025 11/24/2025	Copier Machine Usage - ST 83 Copier Machine Usage - ST 83 Copier Machine Usage - Admin Bldg (C Copier Machine Usage - Admin Bldg (P Copier Machine Usage - ST 31 (Main L Copier Machine Usage - ST 71 Copier Machine Usage - ST 81 Copier Machine Usage - ST 82 Copier Machine Usage - Station 31 (Sh	001-502-522-10-31-00 001-502-522-10-31-00 001-502-522-10-31-00 001-502-522-10-31-00 001-502-522-10-31-00 001-502-522-10-31-00 001-502-522-10-31-00 001-502-522-10-31-00 050-511-522-60-31-03	748.58 2.35 3.59 144.20 95.98 291.80 171.57 8.85 4.35 25.89
0178	EMERALD SERVICES, INC 98641774	25-02653 Hazardous Materials Disposal (Shop)	Invoice	11/07/2025	Hazardous Materials Disposal (Shop)	050-511-522-60-41-03	722.20 722.20
0182	EMERGENT RESPIRATORY 251114316	25-02654 CPAP Machine Supplies - ST 82	Invoice	11/19/2025	CPAP Machine Supplies - ST 82	001-509-522-30-31-01	511.56 511.56
1938	EVERETT BAYSIDE MARINE, INC. 13796	25-02655 Shop Parts	Invoice	11/04/2025	Shop Parts	050-511-522-60-34-01	430.04 430.04
2272	FIRESTATIONFURNITURE.COM 9329	25-02656 Duty-Built Station PRO Recliner - Black	Invoice	11/11/2025	Duty-Built Station PRO Recliner - Black	303-507-594-50-64-02	1,027.90 1,027.90
2145	FP MAILING SOLUTIONS RI106840998	25-02657 Postage Machine Lease (Quarterly)	Invoice	10/24/2025	Postage Machine Lease (Quarterly)	001-512-591-22-70-00	179.92 179.92

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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
0222	FREIGHTLINER NORTHWEST	25-02658					16,051.35
	PC301035761;01	Shop Parts	Credit Memo	10/20/2025	Shop Parts	050-511-522-60-34-01	-91.56
	PC304034132;01	Shop Parts	Invoice	09/03/2025	Shop Parts	050-511-522-60-34-01	9,240.13
	PC304035016;01	Shop Parts	Credit Memo	09/23/2025	Shop Parts	050-511-522-60-34-01	-3,376.54
	PC304035597;01	Shop Parts	Invoice	10/15/2025	Shop Parts	050-511-522-60-34-01	9,420.39
	PC304035610;01	Shop Parts	Invoice	10/15/2025	Shop Parts	050-511-522-60-34-01	2,397.37
	PC304035720;01	Shop Parts	Credit Memo	10/17/2025	Shop Parts	050-511-522-60-34-01	-341.88
	PC304035834;01	Shop Parts	Credit Memo	10/22/2025	Shop Parts	050-511-522-60-34-01	-1,196.56
0226	GALLS, LLC	25-02659					4,345.27
	0033177049	CARHARTT STORM DEFENDER JACKET	Invoice	11/17/2025	CARHARTT STORM DEFENDER JACKET	001-504-522-20-31-07	177.13
	033081741	Name Plate	Invoice	11/06/2025	Name Plate	001-504-522-20-31-07	31.48
	03317034	S/S Chief Shirt	Invoice	11/24/2025	S/S Chief Shirt	001-504-522-20-31-07	150.07
	033176954	W/P Job Shirt 2.0	Invoice	11/17/2025	W/P Job Shirt 2.0	001-504-522-20-31-07	123.18
	033176957	CARHARTT STORM DEFENDER JACKET	Invoice	11/17/2025	CARHARTT STORM DEFENDER JACKET	001-504-522-20-31-07	177.13
	033177033	Mens Performance S/S Polo	Invoice	11/17/2025	Mens Performance S/S Polo	001-504-522-20-31-07	136.64
	033189876	Name Plate	Invoice	11/24/2025	Name Plate	001-504-522-20-31-07	31.80
	033189927	Rain Defender Paxton Heavyweight Ho	Invoice	11/18/2025	Rain Defender Paxton Heavyweight Ho	001-504-522-20-31-07	108.70
	033189931	Mens Pro Duty Pullover	Invoice	11/18/2025	Mens Pro Duty Pullover	001-504-522-20-31-07	255.63
	033189932	W/P Job Shirt 2.0	Invoice	11/18/2025	W/P Job Shirt 2.0	001-504-522-20-31-07	123.28
	033189942	Rain Defender Paxton Heavyweight Ho	Invoice	11/18/2025	Rain Defender Paxton Heavyweight Ho	001-504-522-20-31-07	103.78
	03319870	Polyester/Wool Double Breasted Class	Invoice	11/18/2025	Polyester/Wool Double Breasted Class	001-504-522-20-31-07	419.02
	033213283	Duty Boots	Invoice	11/19/2025	Duty Boots	001-504-522-20-31-07	144.00
	033215557	Carhartt Storm Defender Jacket	Invoice	11/20/2025	Carhartt Storm Defender Jacket	001-504-522-20-31-07	177.13
	033215571	Class A Alterations	Invoice	11/20/2025	Class A Alteration	001-504-522-20-31-07	88.36
	033215606	Rain Defender Heavyweight Jacket w/	Invoice	11/20/2025	Rain Defender Heavyweight Jacket w/	001-504-522-20-31-07	103.86
	033215607	Rain Defender Heavyweight Jacket w/	Invoice	11/20/2025	Rain Defender Heavyweight Jacket w/	001-504-522-20-31-07	103.78
	033215608	Rain Defender Heavyweight Jacket w/	Invoice	11/20/2025	Rain Defender Heavyweight Jacket w/	001-504-522-20-31-07	108.70
	033215609	Rain Defender Heavyweight Jacket w/	Invoice	11/20/2025	Rain Defender Heavyweight Jacket w/	001-504-522-20-31-07	103.78
	033227711	S/S Chief Shirt, Emblems, Felt	Invoice	11/21/2025	S/S Chief Shirt, Emblems, Felt	001-504-522-20-31-07	130.28
	033227752	Rain Defender Heavyweight Jacket w/	Invoice	11/21/2025	Rain Defender Heavyweight Jacket w/	001-504-522-20-31-07	108.79
	033227753	Rain Defender Heavyweight Jacket w/	Invoice	11/21/2025	Rain Defender Heavyweight Jacket w/	001-504-522-20-31-07	103.86
	033227760	Rain Defender Heavyweight Jacket w/	Invoice	11/21/2025	Rain Defender Heavyweight Jacket w/	001-504-522-20-31-07	103.78
	033227789	Nomex Navy Cargo Pant	Invoice	11/21/2025	Nomex Navy Cargo Pant	001-504-522-20-31-07	219.90
	033240668	Twill w/ Mesh Snap Back Hats (x19)	Invoice	11/22/2025	Twill w/ Mesh Snap Back Hats (x19)	001-504-522-20-31-07	297.26
	033247569	Rain Defender Heavyweight w/ Hood J	Invoice	11/24/2025	Rain Defender Heavyweight w/ Hood J	001-504-522-20-31-07	108.70
	033273720	Rain Defender Heavyweight w/ Hood J	Invoice	11/26/2025	Rain Defender Heavyweight w/ Hood J	001-504-522-20-31-07	104.91
	033273726	1/4 Zip Turtleneck Sweatshirt	Invoice	11/26/2025	1/4 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	123.18
	033273727	1/4 Zip Turtleneck Sweatshirt	Invoice	12/01/2025	1/4 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	123.28
	033273808	Rain Defender Heavyweight w/ Hood J	Invoice	11/26/2025	Rain Defender Heavyweight w/ Hood J	001-504-522-20-31-07	109.88
	033288199	Duty Boots	Invoice	11/28/2025	Duty Boots	001-504-522-20-31-07	144.00

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0238	GRAINGER	25-02660					2,657.44
	9706106672	Station Operating Supplies	Invoice	11/10/2025	Station Operating Supplies	001-507-522-50-31-00	52.85
	9711272212	Station Operating Supplies	Invoice	11/13/2025	Station Operating Supplies	001-507-522-50-31-00	60.66
	9712602854	Station Operating Supplies	Invoice	11/24/2025	Station Operating Supplies	001-507-522-50-31-00	704.45
	9712602862	Station Operating Supplies	Invoice	11/14/2025	Station Operating Supplies	001-507-522-50-31-00	267.69
	9712690800	Station Operating Supplies	Invoice	11/14/2025	Station Operating Supplies	001-507-522-50-31-00	1,179.01
	9722397693	Fire Extinguisher (x2)	Invoice	11/24/2025	Fire Extinguisher (x2)	001-504-522-20-35-00	392.78
1878	IMS ALLIANCE	25-02661					38.38
	25-2772	Passport Name Tag (x6)	Invoice	11/14/2025	Passport Name Tag (xXX)	001-504-522-20-31-01	19.19
	25-2813	Passport Name Tag (x6)	Invoice	11/20/2025	Passport Name Tag (x6)	001-504-522-20-31-01	19.19
1872	INTERSTATE ALL BATTERY CENTE	25-02662					1,099.78
	9999744224	Shop Parts	Invoice	08/07/2025	Shop Parts	050-511-522-60-34-01	637.24
	INV14550	Shop Supplies	Invoice	11/25/2025	Shop Supplies	050-511-522-60-31-05	462.54
0277	ISOUTSOURCE	25-02663					7,645.00
	CW317174	Monthly Software Fees/Monitoring Se	Invoice	11/20/2025	Monthly Software Fees/Monitoring Se	001-513-522-10-41-04	561.23
	CW317827	IT Services	Invoice	11/15/2025	IT Services	001-513-522-10-41-04	6,522.54
	CW318286	Monthly Software Fees/Monitoring Se	Invoice	11/25/2025	Monthly Software Fees/Monitoring Se	001-513-522-10-41-04	561.23
0299	JESSICA HANNA	25-02664					919.66
	INV14541	ASAP Peer Support Training Per Diem f	Invoice	11/11/2025	ASAP Peer Support Training Per Diem I	001-510-522-20-43-00	919.66
1843	JOSEPH VIRNIG	25-02665					237.98
	INV14544	Fall Swiftwater Refresher Food 2025 - f	Invoice	11/03/2025	Fall Swiftwater Refresher Food 2025 - I	001-506-522-45-49-26	237.98
0313	KENT D. BRUCE CO., LLC	25-02666					2,231.64
	19113	Shop Parts	Invoice	11/11/2025	Shop Parts	050-511-522-60-34-01	520.35
	19143	Shop Parts	Invoice	11/14/2025	Shop Parts	050-511-522-60-34-01	317.56
	19145	Shop Parts	Invoice	11/14/2025	Shop Parts	050-511-522-60-34-01	1,393.73
2574	KROESEN'S UNIFORM CO	25-02667					690.24
	24376-4	Class A Jacket (x2),LS Shirt (x2),Striping	Invoice	11/22/2025	Class A Jacket (x2),LS Shirt (x2),Striping	001-504-522-20-31-07	690.24
0349	L.N. CURTIS & SONS	25-02668					10,249.42
	INV1012356	QXTPROBUNDLE Black Thermal Image	Invoice	11/21/2025	Feature Pack Advanced w/ Thermal Th	001-504-522-20-35-00	1,023.97
					QXTPROBUNDLE Black Thermal Image	001-504-522-20-35-00	9,225.45

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0343	LIFE-ASSIST INC	25-02669					9,468.67
	2011024	Medications & Medical Supplies	Invoice	11/04/2025	Medications & Medical Supplies	001-509-522-30-31-01	2,636.38
	2011035	Medications & Medical Supplies	Invoice	11/04/2025	Medications & Medical Supplies	001-509-522-30-31-01	2,474.68
	2014046	Medical Supplies	Invoice	11/10/2025	Medical Supplies	001-509-522-30-31-01	104.76
	2015672	Medications & Medical Supplies	Invoice	11/12/2025	Medications & Medical Supplies	001-509-522-30-31-01	2,167.26
	2016043	Medical Supplies	Credit Memo	11/12/2025	Medical Supplies	001-509-522-30-31-01	-104.76
	2016122	Medical Supplies	Invoice	11/12/2025	Medical Supplies	001-509-522-30-31-01	2,407.15
	2016367	Medical Supplies	Invoice	11/14/2025	Medical Supplies	001-509-522-30-31-01	419.73
	2017831	Medications & Medical Supplies	Invoice	11/17/2025	Medications & Medical Supplies	001-509-522-30-31-01	1,077.20
	2017832	Medical Supplies	Invoice	11/17/2025	Medical Supplies	001-509-522-30-31-01	996.00
	2017833	Medical Supplies	Invoice	11/19/2025	Medical Supplies	001-509-522-30-31-01	46.20
	2020225	Medical Supplies	Invoice	11/20/2025	Medical Supplies	001-509-522-30-31-01	551.44
	2020952	Medical Supplies	Invoice	11/21/2025	Medical Supplies	001-509-522-30-31-01	1,083.90
	2022440	Medical Supplies	Credit Memo	11/25/2025	Medical Supplies	001-509-522-30-31-01	-263.87
	2022447	Medical Supplies	Credit Memo	11/25/2025	Medical Supplies	001-509-522-30-31-01	-211.10
	2022486	Medical Supplies	Credit Memo	11/25/2025	Medical Supplies	001-509-522-30-31-01	-3,916.30
1802	MICHAEL FRYMIRE	25-02670					45.07
	INV14546	Sponges, Freezer Bags, Quart Bags	Invoice	10/02/2025	Sponges, Freezer Bags, Quart Bags	001-507-522-50-31-00	45.07
2214	MONARCH LANDSCAPE WA, LLC	25-02671					4,785.16
	CD50613091	Arbor Care - Pruning & Removal - ST 3	Invoice	11/22/2025	Arbor Care - Pruning & Removal - ST 3	001-507-522-50-41-00	4,785.16



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Vendor Name		Docket/Claim #						Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount	
0380	MONROE PARTS HOUSE INC - NA	25-02672						6,521.52
	047995	Shop Parts	Invoice	11/03/2025	Shop Parts	050-511-522-60-34-01		225.35
	048047	Shop Parts	Invoice	11/03/2025	Shop Parts	050-511-522-60-34-01		57.01
	048087	Shop Parts	Credit Memo	11/03/2025	Shop Parts	050-511-522-60-34-01		-225.35
	048120	Shop Parts	Invoice	11/03/2025	Shop Parts	050-511-522-60-31-05		29.47
	048172	Shop Parts	Invoice	11/04/2025	Shop Parts	050-511-522-60-34-01		14.77
	048203	Shop Parts	Invoice	11/04/2025	Shop Parts	050-511-522-60-34-01		231.30
	048210	Shop Parts	Invoice	11/04/2025	Shop Parts	050-511-522-60-34-01		344.65
	048246	Shop Parts	Invoice	11/04/2025	Shop Parts	050-511-522-60-34-01		54.10
	048282	Shop Parts	Invoice	11/04/2025	Shop Parts	050-511-522-60-34-01		73.97
	048315	Shop Parts	Invoice	11/04/2025	Shop Parts	050-511-522-60-34-01		51.41
	048321	Shop Parts	Credit Memo	11/04/2025	Shop Parts	050-511-522-60-34-01		-74.38
	048331	Shop Parts	Invoice	11/04/2025	Shop Parts	050-511-522-60-34-01		76.54
	048343	Shop Parts	Invoice	11/05/2025	Shop Parts	050-511-522-60-34-01		5.19
	048380	Shop Parts	Invoice	11/05/2025	Shop Parts	050-511-522-60-34-01		181.36
	048466	Shop Parts	Invoice	11/05/2025	Shop Parts	050-511-522-60-34-01		14.77
	048472	Shop Parts	Invoice	11/05/2025	Shop Parts	050-511-522-60-34-01		20.78
	048474	Shop Parts	Credit Memo	11/05/2025	Shop Parts	050-511-522-60-34-01		-181.36
	048478	Shop Parts	Invoice	11/05/2025	Shop Parts	050-511-522-60-34-01		38.27
	048564	Shop Parts	Invoice	11/06/2025	Shop Parts	050-511-522-60-34-01		920.73
	048590	Shop Parts	Invoice	11/06/2025	Shop Parts	050-511-522-60-34-01		39.76
	048599	Shop Parts	Invoice	11/06/2025	Shop Parts	050-511-522-60-34-01		601.98
	048616	Shop Parts	Credit Memo	11/06/2025	Shop Parts	050-511-522-60-34-01		-88.61
	048639	Shop Parts	Invoice	11/07/2025	Shop Parts	050-511-522-60-34-01		242.15
	048715	Shop Parts	Invoice	11/07/2025	Shop Parts	050-511-522-60-34-01		121.74
	048957	Shop Parts	Invoice	11/10/2025	Shop Parts	050-511-522-60-34-01		20.44
	049018	Shop Parts	Invoice	11/10/2025	Shop Parts	050-511-522-60-34-01		42.46
	049019	Shop Parts	Invoice	11/10/2025	Shop Parts	050-511-522-60-34-01		17.42
	049050	Shop Parts	Invoice	11/10/2025	Shop Parts	050-511-522-60-34-01		422.37
	049103	Shop Parts	Credit Memo	11/10/2025	Shop Parts	050-511-522-60-34-01		-39.38
	049332	Shop Parts	Invoice	11/12/2025	Shop Parts	050-511-522-60-34-01		335.92
	049376	Shop Parts	Invoice	11/12/2025	Shop Parts	050-511-522-60-34-01		449.04
	049394	Shop Parts	Credit Memo	11/12/2025	Shop Parts	050-511-522-60-34-01		-74.38
	049409	Shop Parts	Invoice	11/12/2025	Shop Parts	050-511-522-60-34-01		26.23
	049460	Shop Parts	Credit Memo	11/12/2025	Shop Parts	050-511-522-60-34-01		-49.23
	049501	Shop Parts	Invoice	11/13/2025	Shop Parts	050-511-522-60-34-01		175.38
	049563	Shop Parts	Invoice	11/13/2025	Shop Parts	050-511-522-60-34-01		47.59
	049568	Shop Parts	Invoice	11/13/2025	Shop Parts	050-511-522-60-34-01		31.44
	049574	Shop Parts	Invoice	11/13/2025	Shop Parts	050-511-522-60-34-01		44.97
	049638	Shop Parts	Credit Memo	11/13/2025	Shop Parts	050-511-522-60-34-01		-24.06
	049658	Shop Parts	Invoice	11/14/2025	Shop Parts	050-511-522-60-34-01		255.88
	049744	Shop Parts	Credit Memo	11/14/2025	Shop Parts	050-511-522-60-34-01		-32.80
	049752	Shop Parts	Invoice	11/14/2025	Shop Parts	050-511-522-60-34-01		106.13

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Vendor Name		Docket/Claim #						Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount	
	049753	Shop Parts	Invoice	11/14/2025	Shop Parts	050-511-522-60-34-01	32.80	
	049782	Shop Parts	Credit Memo	11/14/2025	Shop Parts	050-511-522-60-34-01	-136.80	
	049784	Shop Parts	Invoice	11/14/2025	Shop Parts	050-511-522-60-34-01	38.24	
	049795	Shop Parts	Invoice	11/14/2025	Shop Parts	050-511-522-60-34-01	1,609.58	
	049802	Shop Parts	Credit Memo	11/14/2025	Shop Parts	050-511-522-60-34-01	-87.82	
	049803	Shop Parts	Invoice	11/14/2025	Shop Parts	050-511-522-60-34-01	85.79	
	050012	Shop Parts	Invoice	11/17/2025	Shop Parts	050-511-522-60-34-01	10.86	
	050066	Shop Parts	Invoice	11/17/2025	Shop Parts	050-511-522-60-34-01	39.76	
	050138	Shop Supplies	Invoice	11/17/2025	Shop Supplies	050-511-522-60-31-05	40.40	
	050279	Shop Parts	Credit Memo	11/18/2025	Shop Parts	050-511-522-60-34-01	-288.62	
	050648	Shop Parts	Invoice	11/21/2025	Shop Parts	050-511-522-60-34-01	61.24	
	050691	Shop Parts	Invoice	11/21/2025	Shop Parts	050-511-522-60-34-01	31.87	
	051037	Shop Parts	Invoice	11/24/2025	Shop Parts	050-511-522-60-34-01	55.96	
	051042	Shop Parts	Invoice	11/24/2025	Shop Parts	050-511-522-60-34-01	4.69	
	051136	Shop Parts	Invoice	11/25/2025	Shop Parts	050-511-522-60-34-01	25.13	
	051156	Shop Parts	Invoice	11/25/2025	Shop Parts	050-511-522-60-34-01	0.54	
	051157	Shop Parts	Invoice	11/25/2025	Shop Parts	050-511-522-60-34-01	2.13	
	051162	Shop Parts	Invoice	11/25/2025	Shop Parts	050-511-522-60-34-01	19.52	
	051204	Shop Parts	Credit Memo	11/25/2025	Shop Parts	050-511-522-60-34-01	-2.13	
	051225	Shop Parts	Invoice	11/25/2025	Shop Parts	050-511-522-60-34-01	304.12	
	051264	Shop Parts	Credit Memo	11/26/2025	Shop Parts	050-511-522-60-34-01	-19.52	
	051293	Shop Parts	Credit Memo	11/26/2025	Shop Parts	050-511-522-60-34-01	-19.69	
	051296	Shop Parts	Invoice	11/26/2025	Shop Parts	050-511-522-60-34-01	9.39	
	051370	Shop Parts	Invoice	11/26/2025	Shop Parts	050-511-522-60-34-01	10.82	
	051415	Shop Parts	Invoice	11/26/2025	Shop Parts	050-511-522-60-34-01	271.64	
	48012	Shop Parts	Credit Memo	11/03/2025	Shop Parts	050-511-522-60-34-01	-109.40	
1880	NATIONAL PUBLIC EMPLOYER LA	25-02673					225.00	
	20264	National WA PELRA Annual Membersh	Invoice	12/01/2025	National WA PELRA Annual Membersh	001-502-522-10-49-01	225.00	
2365	NOAH COMPTON	25-02674					3,179.81	
	INV14536	Per Diem Reimb. Tactical Medical Tech	Invoice	11/26/2025	Per Diem Reimb. Tactical Medical Tech	001-506-522-45-43-00	3,179.81	
2176	NORTHWEST TROPHY & AWARD	25-02675					82.65	
	232466	Flag Plates/Plaques (Zornes/Hunt/Sulli	Invoice	11/24/2025	Flag Plates/Plaques (Zornes/Hunt/Sulli	001-502-522-10-49-07	82.65	
2252	ODP BUSINESS SOLUTIONS, LLC	25-02676					262.60	
	44557842001	Printer Paper Letter Size , Legal Size Nc	Invoice	11/05/2025	Printer Paper Letter Size , Legal Size Nc	001-502-522-10-31-00	56.95	
	446728185001	Manaiila File Fodlers, Dry Erase Marke	Invoice	11/06/2025	Manaiila File Fodlers, Dry Erase Marke	001-502-522-10-31-00	44.80	
	446820683001	Note Pad, Post it,Pens,Clips,Marker As	Invoice	11/17/2025	Note Pad, Post it,Pens,Clips,Marker As	001-502-522-10-31-00	146.34	
	446888168001	Small Binder Clips 144pc Black - ST 74	Invoice	11/18/2025	Small Binder Clips 144pc Black - ST 74	001-502-522-10-31-00	14.51	

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0185	OPERATIVE IQ 74692	25-02677 Operative IQ License/Maintenance Fee	Invoice	12/01/2025	Facility Management License Fee (Logi	001-513-522-10-49-04	4,499.43
					Fleet Mgmt Licenses/Sandbox Mainte	001-513-522-10-49-04	776.88
					Operative IQ Inventory/Asset Mngmnt	001-513-522-10-49-04	1,132.95
					RFID Data Service License Fee	001-513-522-10-49-04	2,481.70
							107.90
0466	PETROCARD, INC. c891787	25-02678 OnSite Mobile Fueling Service - ST 71,	Invoice	11/13/2025	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00	199.08
						001-509-522-20-32-00	99.54
							99.54
0483	PUGET SOUND ENERGY ST72-OCTNOV25	25-02679 Natural Gas - ST 72 (220031644069)	Invoice	11/18/2025	Natural Gas - ST 72 (220031644069)	001-507-522-50-47-03	478.35
							478.35
0483	PUGET SOUND ENERGY ST31-OCTNOV25	25-02680 Natural Gas - ST 31 (220011375122)	Invoice	11/09/2025	Natural Gas - ST 31 (220011375122)	001-507-522-50-47-03	53.95
							53.95
0483	PUGET SOUND ENERGY ADMIN-OCTNOV25	25-02681 Natural Gas - Admin Bldg (2200316440	Invoice	11/09/2025	Natural Gas - Admin Bldg (2200316440	001-507-522-50-47-03	792.32
						300-507-522-50-47-00	404.08
							388.24
0483	PUGET SOUND ENERGY ST33-OCTNOV25	25-02682 Natural Gas - ST 33 (220017363437)	Invoice	11/12/2025	Natural Gas - ST 33 (220017363437)	001-507-522-50-47-03	764.36
							764.36
0483	PUGET SOUND ENERGY ST77-OCTNOV25	25-02683 Natural Gas - ST 77 (220031644044)	Invoice	11/18/2025	Natural Gas - ST 77 (220031644044)	001-507-522-50-47-03	454.41
							454.41
0483	PUGET SOUND ENERGY ST71-OCTNOV25	25-02684 Natural Gas - ST 71 (220031644036)	Invoice	11/14/2025	Natural Gas - ST 71 (220031644036)	001-507-522-50-47-03	749.08
							749.08
0483	PUGET SOUND ENERGY ST74-OCTNOV25	25-02685 Natural Gas - ST 74/Logistics Bldg (220	Invoice	11/13/2025	Natural Gas - ST 74/Logistics Bldg (220	001-507-522-50-47-03	332.92
							332.92
0483	PUGET SOUND ENERGY ST73-OCTNOV25	25-02686 Natural Gas - ST 73 (200014833566)	Invoice	11/13/2025	Natural Gas - ST 73 (200014833566)	001-507-522-50-47-03	261.21
							261.21
0484	PURCELL TIRE & SERVICE CENTE	25-02687					662.69
	24279857	Shop Parts	Invoice	10/03/2025	Shop Parts	050-511-522-60-34-01	245.82
	24280833	Shop Parts	Invoice	11/14/2025	Shop Parts	050-511-522-60-34-01	416.87
1611	RANDY FAY INV14542	25-02688 Per Diem Reimburs - WFCA Confeence	Invoice	11/15/2025	Per Diem Reimburs - WFCA Confeence	001-501-522-10-43-01	252.20
							252.20
0501	RICOH USA, INC. 109611500	25-02689 Copier Machine Lease - ST 74/Logistics	Invoice	11/06/2025	Copier Machine Lease - ST 74/Logistics	001-512-591-22-70-00	50.91
							50.91
2238	ROGUE FITNESS 13741482	25-02690 fitness equipment for multiple stations	Invoice	11/20/2025	Fitness equipment	303-510-594-20-64-00	3,513.12
							3,513.12
2431	RWC GROUP	25-02691					15.11
	XA115011377;01	Shop Parts	Invoice	10/21/2025	Shop Parts	050-511-522-60-34-01	52.99
	XA115012122;01	Shop Parts	Credit Memo	11/17/2025	Shop Parts	050-511-522-60-34-01	-37.88

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
1787	SCOTT BOSWELL	25-02692					414.00
	INV14543	Per diem Reimburs - 25 Fire Fusion Coi	Invoice	10/20/2025	Per diem Reimburs - 25 Fire Fusion Coi	001-506-522-45-43-00	414.00
1921	SEA-WESTERN INC	25-02693					1,367.35
	CM3508	Turnout/Bunker Gear - Suspenders x8	Credit Memo	11/18/2025	Turnout/Bunker Gear - Suspenders x8	303-504-594-20-64-04	-466.13
	INV48123	ST71 - Compressor Repair	Invoice	10/25/2025	ST71 - Compressor Repair	001-504-522-20-41-01	408.94
	INV48297	Turnout/Bunker Gear - Suspenders x8	Invoice	10/30/2025	Turnout/Bunker Gear - Suspenders x8	303-504-594-20-64-04	466.13
	INV48331	Mask Repair - Eagan	Invoice	10/31/2025	Mask Repair - Eagan	001-504-522-20-48-11	511.70
	INV4889	Turnout/Bunker Gear - Suspenders x8	Invoice	11/18/2025	Turnout/Bunker Gear - Suspenders x8	303-504-594-20-64-04	446.71
0536	SEQUOYAH NETWORK SERVICES	25-02694					1,397.85
	8412	Locution System Adjustments - ST31	Invoice	11/18/2025	Locution System Adjustments - ST31	001-513-522-10-41-00	1,397.85
1547	SNOHOMISH COUNTY 911	25-02695					94,235.48
	8877	Monthly Dispatch Services (Assessmen	Invoice	12/01/2025	Monthly Dispatch Services (Assessmen	001-504-528-00-41-00	18,217.16
						001-509-528-00-41-00	72,868.63
	8899	Monthly EPCR	Invoice	12/01/2025	Monthly Electronic Patient Care Repor	001-509-528-00-41-00	1,124.09
	8911	Managed Laptop Leases (Monthly)	Invoice	12/01/2025	Managed Laptop Leases (Monthly)	303-504-591-22-70-00	814.69
						303-509-591-22-70-00	1,210.91
0565	SNOHOMISH COUNTY PUD	25-02696					500.53
	106530652	Electricity - ST 72	Invoice	11/10/2025	Electricity - ST 72	001-507-522-50-47-01	500.53
0565	SNOHOMISH COUNTY PUD	25-02697					765.23
	119715078	Electricity & Water - ST 81	Invoice	11/14/2025	Electricity - ST 81	001-507-522-50-47-01	612.28
					Water - ST 81	001-507-522-50-47-02	152.95
0565	SNOHOMISH COUNTY PUD	25-02698					1,393.86
	129604634	Electricity & Water - ST 82	Invoice	11/13/2025	Electricity - ST 82	001-507-522-50-47-01	1,176.63
					Water - ST 82	001-507-522-50-47-02	217.23
0565	SNOHOMISH COUNTY PUD	25-02699					5.40
	109825045	Electricity - ST 82 Garage/Storage Bldg	Invoice	11/13/2025	Electricity - ST 82 Garage/Storage Bldg	001-507-522-50-47-01	5.40
0565	SNOHOMISH COUNTY PUD	25-02700					1,073.91
	162393825	Electricity - Admin Bldg	Invoice	11/17/2025	Electricity - Admin Bldg	001-507-522-50-47-01	547.69
						300-507-522-50-47-00	526.22
0565	SNOHOMISH COUNTY PUD	25-02701					1,828.65
	152775691	Electricity - ST 31	Invoice	11/19/2025	Electricity - ST 31	001-507-522-50-47-01	1,828.65
0565	SNOHOMISH COUNTY PUD	25-02702					287.78
	129602812	Electricity - ST 73	Invoice	11/12/2025	Electricity - ST 73	001-507-522-50-47-01	287.78
0565	SNOHOMISH COUNTY PUD	25-02703					226.80
	119710618	Electricity - ST 77	Invoice	11/10/2025	Electricity - ST 77	001-507-522-50-47-01	226.80
0565	SNOHOMISH COUNTY PUD	25-02704					940.52
	149457171	Electricity - ST 33	Invoice	11/24/2025	Electricity - ST 33	001-507-522-50-47-01	940.52
0565	SNOHOMISH COUNTY PUD	25-02705					156.37
	162398925	Electricity - ST 74/Logistics Bldg	Invoice	11/21/2025	Electricity - ST 74/Logistics Bldg	001-507-522-50-47-01	156.37

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
0565	SNOHOMISH COUNTY PUD 142792780	25-02706 Electricity - ST 32	Invoice	11/25/2025	Electricity - ST 32	001-507-522-50-47-01	241.44 241.44
1536	SNOHOMISH REGIONAL FIRE & R FIRE-10/17/2025-2 FIRE--11/4/2025	25-02707 Apparatus Fleet Maintenance Services Apparatus Fleet Maintenance Services	Invoice Invoice	10/17/2025 11/14/2025	Apparatus Fleet Maintenance Services Apparatus Fleet Maintenance Services Apparatus Fleet Maintenance Services	001-504-522-20-48-01 001-504-522-20-48-01 001-509-522-20-48-01	47,890.51 106.98 38,477.46 9,306.07
1935	SNOHOMISH VALLEY ROOFING II 37099	25-02708 Dumpster Rental (17yd) - ST 81	Invoice	11/26/2025	Dumpster Rental (17yd) - ST 81	001-506-522-45-31-03	546.50 546.50
0572	SPEEDWAY CHEVROLET 148300 148323	25-02709 Shop Parts Shop Parts	Invoice Invoice	12/12/2025 11/12/2025	Shop Parts Shop Parts	050-511-522-60-34-01 050-511-522-60-34-01	849.10 740.31 108.79
2057	SPRAGUE PEST SOLUTIONS 6008587 6008588 6008590 6008591 6008592 6008593 6008594 6008595 6008596 6008597 CM27779	25-02710 Monthly Pest Control Services - Admin Monthly Pest Control Servcs - ST 74/Lc Monthly Pest Control Services - ST 82 Monthly Pest Control Services - ST 83 Monthly Pest Control Services - ST 81 Monthly Pest Control Services - ST 77 Monthly Pest Control Services - ST 72 Monthly Pest Control Services - ST 71 Monthly Pest Control Services - ST 33 Monthly Pest Control Services - ST 32 Overpayment Check #27779	Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Credit Memo	11/27/2025 11/15/2025 11/28/2025 11/29/2025 11/28/2025 11/29/2025 12/01/2025 11/28/2025 11/15/2025 11/07/2025 11/17/2025	Monthly Pest Control Services - Admin Monthly Pest Control Servcs - ST 74/Lc Monthly Pest Control Services - ST 82 Monthly Pest Control Services - ST 83 Monthly Pest Control Services - ST 81 Monthly Pest Control Services - ST 77 Monthly Pest Control Services - ST 72 Monthly Pest Control Services - ST 71 Monthly Pest Control Services - ST 33 Monthly Pest Control Services - ST 32 Overpayment Check #27779	001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00 001-507-522-50-41-00	1,248.58 132.14 132.02 132.02 132.02 132.02 142.82 132.02 158.47 132.14 -109.11
0575	SQUARERIGGER SOFTWARE INV-1072	25-02711 Squarerigger (SQ&) Annual Maint. Rnv	Invoice	11/18/2025	Squarerigger (SQ&) Annual Maint. Rnv	050-511-522-60-41-08	7,985.00 7,985.00
2379	SRFR - PETTY CASH 2083 2089	25-02712 Snohomish School District Overpayme Petty Cash Reimb. for Relocation Cost	Invoice Invoice	10/07/2025 11/24/2025	Snohomish School District Overpayme Petty Cash Reimb. for Relocation Cost	001-342-21-00-05 001-502-522-10-41-01	17,851.39 22.64 17,828.75
1634	STRYKER MEDICAL 9210772898 9210792699 9210849508	25-02713 Sensor RD Set PED (x2) & Adult (x2) Medical Supplies MTS Power Loads	Invoice Invoice Invoice	11/10/2025 11/11/2025 11/18/2025	Sensor RD Set PED (x2) & Adult (x2) Medical Supplies MTS Power Load	001-509-522-30-31-01 001-509-522-30-31-01 303-509-594-20-64-02	108,925.96 1,403.35 906.36 106,616.25
2415	SUPERIOR SEPTIC SERVICE, LLC 27583070 27645672 27677020 27677404 27798822	25-02714 Septic Tank Maint. (Pumped Septic Tar Septic Tank Maint. (Pumped Septic Tar Septic Tank Maint. (Pumped Septic Tar Septic Tank Maint. (Pumped1000gl/Ta Septic Tank Maint. (Pumped 1500gl/Ta	Invoice Invoice Invoice Invoice Invoice	11/04/2025 11/14/2025 11/20/2025 11/21/2025 11/25/2025	Septic Tank Maint. (Pumped Septic Tar Septic Tank Maint. (Pumped Septic Tar Septic Tank Maint. (Pumped Septic Tar Septic Tank Maint. (Pumped1000gl/Ta Septic Tank Maint. (Pumped 1500gl/Ta	001-507-522-50-48-00 001-507-522-50-48-00 001-507-522-50-48-00 001-507-522-50-48-00 001-507-522-50-48-00	5,628.10 981.83 981.83 1,638.48 857.23 1,168.73
0587	SYSTEMS DESIGN WEST, LLC 20253361	25-02715 EMS Transport Billing Monthly Service:	Invoice	11/11/2025	EMS Transport Billing Monthly Service:	001-509-522-20-41-05	14,072.98 14,072.98

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
1645	TELEFLEX, LLC 9510814458	25-02716 Medical Supplies ('EZ-IO' Needle & Sta	Invoice	11/17/2025	Medical Supplies ('EZ-IO' Needle & Sta	001-509-522-30-31-01	2,660.00 2,660.00
2517	TOTAL LANDSCAPE CORPORATIC 9464	25-02717 Landscape Maintenance (All Stations) -	Invoice	11/30/2025	Landscape Maintenance (All Stations) -	001-507-522-50-41-00	6,132.71 6,132.71

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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
0624	U.S. BANK NATIONAL ASSOCIATI	25-02718					55,883.22
	US BANK-OCT25	District Credit Card Charges - October : Invoice		12/04/2025	Airfare for FDIC April 2026-Basta - Alas	001-506-522-45-43-00	464.60
					Airfare to Orlando for CPSE - Colby-Ala	001-506-522-45-43-00	656.60
					Airport parking for conference-Fetcho-	001-506-522-45-43-00	147.81
					Apple ICloud storage for inspectors IPa	001-505-522-30-49-02	2.99
					Apple ICloud storage for inspectors IPa	001-505-522-30-49-02	2.99
					Axle parts for Shop - Torque King	050-511-522-60-34-01	605.82
					Background checks - WSP	001-517-522-10-49-06	110.00
					Background checks - WSP	001-517-522-10-49-06	33.00
					Beverages for Open House ST 31-10/4	001-515-522-30-49-06	30.70
					Blinds for BC office at ST 71 - Blinds.co	001-507-522-50-48-00	313.14
					Business cards for McConnell-Vista Pri	001-502-522-10-31-00	34.99
					Canva Subscription	001-515-522-30-49-04	15.09
					CDL Physical-Cheetham-Tree of Health	001-507-522-45-49-02	153.00
					Challenge Coins x 100 coins	001-502-522-10-49-07	501.60
					Chamber Monthly Lunch - Lake Steven	001-502-522-10-49-06	100.00
					Chamber Monthly Lunch - Monroe	001-502-522-10-49-06	68.00
					Chamber Monthly Lunch - Sky Valley	001-502-522-10-49-06	15.00
					Chat GPT Plus Subscription - Open AI	001-517-522-10-49-06	21.88
					Checked luggage -Parrish - Alaska	001-506-522-45-43-00	45.00
					Checked luggage -Parrish - Alaska	001-506-522-45-43-00	35.00
					Coffee & snacks for BC Mtg-Oct 21-Saf	001-504-522-20-31-01	45.49
					Coffee for ? mtg - Safeway	001-507-522-50-49-00	43.72
					Coffee for EMS Conference - Grocery C	001-509-522-20-49-04	21.92
					Coffee for facilities committee group nr	001-507-522-50-49-00	43.72
					Coffee for Live Fire Training - Starbucks	001-506-522-45-31-03	43.76
					Coffee for Live Fire Training 10/10 - Sta	001-506-522-45-31-03	44.76
					Coffee for Live Fire Training 10/8 - Star	001-506-522-45-45-00	21.88
					Coffee for Live Fire Training 10/9 - Star	001-506-522-45-31-03	45.76
					Coffee for Open House 10/4 - Starbuck	001-515-522-30-49-06	37.83
					Commercial drivers license applicatio-t	001-507-522-45-49-02	37.25
					Commercial drivers license permit-Che	001-507-522-45-49-02	42.25
					Cookies for Open House ST 31 - 10/4 -	001-515-522-30-49-06	181.82
					Cookies for Open House ST31-10/4 - S.	001-515-522-30-49-06	102.55
					CPSE Registration for Colby	001-507-522-45-49-02	740.00
					Design review board permit-Lake Stev	300-507-594-50-62-00	1,081.50
					Dinner at WFCA Conference 10/22 x 2	001-506-522-45-43-00	38.27
					Dinner at WFCA Conference 10/23 x 5	001-506-522-45-43-00	198.48
					Donuts for BC Meeting - Top Pot	001-504-522-20-31-01	37.14
					Donuts for instructors at Live Fire Gold	001-506-522-45-31-03	46.45
					Donuts for LT Testing - Henry's	001-517-522-10-49-06	43.45
					Donuts for Open House 10/4 - Henry's	001-515-522-30-49-06	74.95
					Donuts for Recruit Open House volunt	001-515-522-30-49-06	52.14

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Payable Number	Payable Description					Distribution Amount	
US BANK-OCT25	District Credit Card Charges - October	Invoice		12/04/2025	Drinks & Snacks for Ops Team Worksh	001-504-522-20-49-04	41.78
					Drinks and snacks for Harvest Fest Lk S	001-515-522-30-49-06	30.46
					Electric Strike - IML Security Supply	001-513-522-10-35-00	558.07
					Extreme Pro Rope x 2 - Tech Rescue - C	001-514-522-20-31-11	477.20
					FDIC Reg - Accidental charge-will be re	001-506-522-45-49-02	1,430.00
					FDIC Reg - Accidental charge-will be re	001-506-522-45-49-02	1,430.00
					FDIC Registration - April 2026-Basta	001-506-522-45-49-02	1,430.00
					FDIC Registration 4/26 - Tickle	001-506-522-45-49-02	673.00
					FDIC Registration April 2026-Shevlin	001-506-522-45-49-02	1,430.00
					Fit Test Probe Refill Kit - TSI Inc.	303-507-594-50-64-03	226.63
					Flipping Book - monthly chief reports c	001-513-522-10-49-04	135.66
					Food for Sno County EMS Conf - Costc	001-509-522-20-49-04	404.37
					Fuel for district vehicle-Chevron	001-504-522-20-32-00	74.73
					Fuel for rental car-Water Rescue Confe	001-506-522-45-43-00	17.27
					Fuel for rental car-Water Rescue Confe	001-506-522-45-43-00	29.00
					Fuel for S1602 (fuel card issue) Chevro	001-504-522-20-32-00	96.52
					Fuel/Mix Recycling County Depot	001-507-522-50-31-00	34.00
					Guidon flag for class 25-02 - Etsy	001-506-522-45-31-03	43.71
					Hardware for flag at ST 31 lobby - Hon	001-507-522-50-48-00	22.46
					Heart Code PALS - Thomas, Julia - Sho	001-509-522-45-49-02	189.26
					Helm Diag Software for Shop - Helm	050-511-522-60-41-08	984.60
					Henry's Donuts-for Open House volun	001-515-522-30-31-01	78.20
					Hotel for FDIC April 2026 - T Compton	001-506-522-45-49-00	3,708.67
					Hotel for Fire Fusion Conf 10/25-Bosw	001-506-522-45-43-00	1,454.64
					Hotel for Fire Fusion Conf 10/25-Micke	001-506-522-45-43-00	1,454.64
					Hotel for Fire Fusion Conf 10/25-Tickle	001-506-522-45-43-00	1,454.64
					Hotel for Mile High Fire Conf 10/25-Du	001-506-522-45-43-00	1,185.46
					Hotel for Mile High Fire Conf 10/25-Lo	001-506-522-45-43-00	1,234.59
					Hotel for Neo Gov Conf 10/25-Holtgee	001-517-522-10-43-00	1,001.64
					Hotel for Neo Gov Conf 9/25 - Queved	001-517-522-10-43-00	1,006.09
					Hotel for Neo Gov conference - Matter	001-517-522-10-43-00	996.64
					Hotel for Neo Gov Conference - Vargas	001-503-522-10-43-00	490.95
					Hotel for Wa State Fire Marshal Conf-B	001-505-522-30-43-00	491.48
					Hotel for Wa State Fire Marshal Conf-C	001-505-522-30-43-00	491.48
					Hotel for Wa State Fire Marshal Conf-L	001-505-522-30-43-00	491.48
					Hotel for WFAS Conference - Morrison	001-517-522-45-49-02	375.93
					Hotel for WFAS Conference x 6 rooms-	001-503-522-10-43-00	1,754.34
					Hotel for WFCA conf-Deposit - Lundqu	001-506-522-45-43-00	190.27
					Hotel for WFCA conf-Deposit - Park-Tu	001-506-522-45-43-00	190.27
					Hotel for WFCA conf-Deposit - Schoof	001-506-522-45-43-00	190.27
					Hotel for WFCA conference - Lundquis	001-506-522-45-43-00	413.96
					Hotel for WFCA conference - Park -Tul	001-506-522-45-43-00	413.96
					Hotel for WFCA conference - Schoof -T	001-506-522-45-43-00	413.96



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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	US BANK-OCT25	District Credit Card Charges - October	Invoice	12/04/2025	Hotel reservation for FDIC 4/26-Tickle-	001-506-522-45-43-00	8.00
					HR Recruitment & Onboarding supplie	001-517-522-10-31-00	2,508.89
					HR software - Scribe	001-517-522-10-49-04	82.05
					HR Subscription - ChatGPT	001-517-522-10-49-01	21.88
					iCloud storage for inspectors iPad-App	001-505-522-30-49-02	2.99
					Indoor/Outdoor extension cord-credit	001-507-522-50-48-00	70.08
					Kitchen towels - stock/inventory - Cost	001-507-522-50-31-00	48.52
					La Conner Inn reserved for COMEX	001-506-522-45-43-00	1,795.44
					Laptop Sleeve - Holtgeerts - Amazon	001-517-522-10-49-06	31.48
					Legislative Exchange registration-Chief	001-502-522-10-49-06	17.00
					Lemonade for Open House ST31-10/4	001-515-522-30-49-06	11.02
					Lense Aerodynamic - Glick Fire Equipmen	050-511-522-60-34-01	118.12
					Licensing fees for 2 Escapes - DOL	001-502-522-10-49-06	127.21
					Lodging for Fire Preven Institute-McCo	001-516-522-30-43-00	491.48
					Lodging for Wstrn Fire Chief Conf-McC	001-515-522-30-43-00	911.55
					Lunch at WFOA Conference 10/24 x 3	001-506-522-45-43-00	59.23
					Lunch for 2nd rnd interview panelists x	001-517-522-10-49-06	168.83
					Lunch for 3rd rnd interview panelists x	001-517-522-10-49-06	113.34
					Lunch for FF/PM Interview panelist x 1	001-517-522-10-49-06	20.70
					Lunch for FF/PM interview panelists x	001-517-522-10-49-06	133.82
					Lunch for FF/PM panel - practical lunch	001-517-522-10-49-06	193.26
					Lunch for IAFF Negotiations x 3 - MOD	001-517-522-10-49-06	65.90
					Lunch for Live Fire 10/7 - Jersey Mikes	001-506-522-45-45-00	466.30
					Lunch for Live Fire Training 10/10 - Jer	001-506-522-45-45-00	402.68
					Lunch for Live Fire Training 10/8 - Mag	001-506-522-45-31-03	544.62
					Lunch for Live Fire Training 10/9 - Saha	001-506-522-45-45-00	200.51
					Lunch for Ops Team Workshop-10/22-	001-504-522-20-49-04	89.25
					Lunch-IAFF Negotiations Mtg x 4 - Tha	001-502-522-10-49-06	89.04
					Mailchimp Subscription	001-515-522-30-49-04	21.88
					Microsoft 365 monthly subscription	001-513-522-10-49-04	15.32
					Misc items used for Training - Home Di	001-506-522-45-31-03	28.10
					National Testing Network - HR	001-517-522-10-49-06	65.00
					Open House Promotion - Facebook	001-515-522-30-42-01	2.00
					Open House Promotion - Facebook	001-515-522-30-42-01	4.37
					Open House Promotion - Facebook	001-515-522-30-42-01	5.00
					Open House Promotion - Facebook	001-515-522-30-42-01	4.00
					Open House Promotion - Facebook	001-515-522-30-42-01	3.00
					Paint and plumbing supplies for ST 82-	001-507-522-50-31-00	57.87
					Panelist supplies-FF Interviews - Safew	001-517-522-10-49-06	145.23
					Parking @ Seattle U-McConnell-Permi	001-516-522-30-43-00	26.00
					Parking for Fire Fusion Conf-Mickels-E	001-506-522-45-43-00	98.23
					Parking for Mile High Fire Conf 10/25-I	001-506-522-45-43-00	175.41
					Parking for WFOA Conference-Day 1	001-503-522-10-43-00	21.00

## Docket of Claims Register

APPKT02021 - 12.04.2025 Board Meeting ER

Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	US BANK-OCT25	District Credit Card Charges - October	Invoice	12/04/2025	Parking for WFOA Conference-Day 2	001-503-522-10-43-00	21.00
					Parking for WFOA Conference-Day 3	001-503-522-10-43-00	16.00
					Phone Accessory - Bulletpoint	001-506-522-45-31-03	30.70
					Phone Mount for CRP Vehicle - Bulletp	301-509-594-22-64-03	239.09
					Pizza for Open House volunteers-Pizza	001-515-522-30-31-01	644.57
					Pizza for Recruit Open House-Monroe	001-504-522-20-49-04	397.56
					Planned action certificate - Lake Stever	300-507-594-50-62-00	834.30
					Propane tank exchange - Fred Meyer	001-506-522-45-31-03	24.06
					Propane tank for Live Fire Training - Co	001-506-522-45-31-03	16.80
					Recruitment Supplies - HR - Costco	001-517-522-10-31-00	120.81
					Refreshments for Recruit Open House-	001-504-522-20-49-04	66.46
					Refund for credit card fraud - Alaska	001-502-522-10-49-06	-316.59
					Refund for credit card fraud - Alaska	001-502-522-10-49-06	-758.70
					Refund for credit card fraud - Alaska	001-502-522-10-49-06	-758.70
					Refund for credit card fraud - Alaska	001-502-522-10-49-06	-35.00
					Refund for credit card fraud - Alaska	001-502-522-10-49-06	-35.00
					Refund for credit card fraud - Alaska	001-502-522-10-49-06	-476.60
					Refund for credit card fraud - Alaska	001-502-522-10-49-06	-316.59
					Refund for credit card fraud - Alaska	001-502-522-10-49-06	-35.00
					Refund for credit card fraud - Alaska	001-502-522-10-49-06	-45.00
					Refund for credit card fraud - Alaska	001-502-522-10-49-06	-45.00
					Refund for credit card fraud - Alaska	001-502-522-10-49-06	-35.00
					Refund for credit card fraud - Alaska	001-502-522-10-49-06	-45.00
					Refund for credit card fraud - Alaska	001-502-522-10-49-06	-45.00
					Refund for credit card fraud - Audible /	001-502-522-10-49-06	-16.36
					Repair supplies for screen door at 71-1	001-507-522-50-31-00	25.64
					Return - phone accessories - Bulletpoir	001-506-522-45-31-03	-35.99
					Returned item to Amazon - UPS	001-507-522-50-41-00	13.38
					Returned plumbing supplies - Ace	001-507-522-50-31-00	-2.20
					Returned screen door for ST 71 - Home	001-507-522-50-35-00	-119.14
					Rotary Club of Monroe payment	001-502-522-10-49-01	100.00
					Site Plan Review & cond use permit - L	300-507-594-50-62-00	6,155.40
					Snacks & Coffee for BC Meeting - Safew	001-504-522-20-31-01	80.75
					Snacks for ? mtg - Safeway	001-507-522-50-49-00	20.09
					Snacks for BC Meeting-Oct 21-Top Pot	001-504-522-20-31-01	37.14
					Snacks for facilities committee group n	001-507-522-50-49-00	27.07
					Snacks for Live Fire Training - Costco	001-506-522-45-31-03	153.40
					Snacks for Live Fire Training - Safeway	001-506-522-45-31-03	112.62
					Snacks for Live Fire Training - Safeway	001-506-522-45-31-03	58.06
					Storage Unit H81 - Glaciew West Monr	001-507-522-50-45-00	213.20
					Storage Units C54 & C60 - Lake Stvns B	001-507-522-50-45-00	360.00
					Strategic Panning Work Core Team Ses	001-502-522-10-49-06	56.87
					Strategic Panning Working Lunch - Fre	001-502-522-10-49-06	100.68

## Docket of Claims Register

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
Vendor #	Payable Number	Payable Description	Payable Type	Payable Date	Item Description	Account Number	Distribution Amount
	US BANK-OCT25	District Credit Card Charges - October ;	Invoice	12/04/2025	Supplies for Benefits Fair - 4 Imprint	001-517-522-10-49-06	295.57
					Supplies for Live Fire Training - Lowes	001-506-522-45-35-00	177.12
					Supplies for Open House ST 31-10/4-A	001-515-522-30-31-01	21.84
					Supplies for recruitment and onboardi	001-517-522-10-31-00	2,500.00
					Tool kit on rigs - Harbor Freight	001-504-522-20-35-00	15.26
					Tools for ST 83 - Home Depot	001-507-522-50-35-00	88.31
					Training Calendar Subscription - Cal W	001-506-522-45-49-01	274.00
					Trip from airport to hotel-Neo Gov-olt	001-517-522-10-43-00	37.73
					Tulalip WFCA lodge cancellation - Alsin	001-506-522-45-43-00	-189.27
					Tulalip WFCA lodge cancellation - Elmc	001-506-522-45-43-00	-189.27
					Tulalip WFCA lodge cancellation - Lund	001-506-522-45-43-00	-189.27
					Tulalip WFCA lodge cancellation - Mes:	001-506-522-45-43-00	-189.27
					Tulalip WFCA lodge cancellation - Park	001-506-522-45-43-00	-189.27
					Tulalip WFCA lodge cancellation - Scho	001-506-522-45-43-00	-189.27
					Tulalip WFCA lodge cancellation - Steir	001-506-522-45-43-00	-189.27
					TV for conference room-Admin Bldg-C	001-507-522-50-35-00	1,240.84
					Under Hoist Stand for Shop - Cornwell	050-511-522-60-35-00	306.27
					WA State Assoc of Fire Marshals REFUI	001-515-522-45-49-02	-550.00
					WAPERLA Fall Webinar registration-Le:	001-502-522-45-49-02	25.00
					WAPRO Fall Conference Registration-G	001-503-522-10-49-01	220.00
					Water & Snacks ST 31 Open House 10/	001-515-522-30-49-06	57.23
					Water & TP-stock at Logistics - Costco	001-507-522-50-31-00	58.21
					Water for Shop - Crystal	050-511-522-60-31-04	71.02
					Water for St 71-48 case pallet-Costco	001-507-522-50-31-00	474.75
2225	U.S. POSTAL SERVICE	25-02719					650.00
	INV14540	Postage Funds (FP Postage Meter Mac	Invoice	12/01/2025	Postage Funds (FP Postage Meter Mac	001-502-522-10-42-00	650.00
2221	ULINE, INC	25-02720					816.17
	200362653	8x4 White Board	Invoice	11/10/2025	8x4 White Board	001-507-522-50-35-00	378.53
	200373217	2" Cable Raceway 2/bx x2	Invoice	11/10/2025	2" Cable Raceway 2/bx x2	050-511-522-60-41-04	129.24
	200983486	Downtown Bookcase - 3 Shelf Gray - S1	Invoice	11/24/2025	Downtown Bookcase - 3 Shelf Gray - S1	001-507-522-50-35-00	308.40
2537	UNITED DIAGNOSTIC SERVICES, I	25-02721					6,300.00
	7724	Medical Screening/Ultrasound Screeni	Invoice	10/15/2025	Medical Screening/Ultrasound Screeni	001-510-522-20-41-06	6,300.00
0622	UNITED PARCEL SERVICE	25-02722					46.03
	000042W7X8475	Freight Charges (Life-Assist & Items to	Invoice	11/22/2025	Freight Charges (Return Life-Assist - Ra	001-502-522-10-42-00	22.02
					Freight Charges (Shoes sent to Nathan	001-502-522-10-42-00	24.01
0631	VERATHON MEDICAL	25-02723					471.52
	81265866	Medical Supplies	Invoice	11/18/2025	Medical Supplies	001-509-522-30-31-01	471.52
0633	VERIZON WIRELESS SERVICES LLC	25-02724					6,556.38
	6128560787	District Cell Phones & Mifi Plans	Invoice	11/15/2025	District Cell Phones - Fire	001-513-522-10-42-00	6,516.37
					District Cell Phones - Shop	050-511-522-60-42-00	40.01

## Docket of Claims Register

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Vendor #	Vendor Name	Docket/Claim #	Payable Type	Payable Date	Item Description	Account Number	Payment Amount
	Payable Number	Payable Description					Distribution Amount
0040	VESTIS	25-02725					212.72
	656066844	Shop Supplies/Uniform Rental/Laundr	Invoice	11/13/2025	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	62.27
	6560673665	Shop Supplies/Uniform Rental/Laundr	Invoice	11/20/2025	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	62.84
	6560673666	Maint. Srvc Towels, Floor Mat & Mop	Invoice	11/20/2025	Maint. Srvc Towels, Floor Mat & Mop	001-507-522-50-48-00	26.52
	6560677347	Shop Supplies/Uniform Rental/Laundr	Invoice	11/27/2025	Shop Supplies/Uniform Rental/Laundr	050-511-522-60-41-04	61.09
2274	WALDORF UNIVERSITY	25-02726					918.00
	25-0173	Tuition - A. Wolfe - FSC 3410	Invoice	08/06/2025	Tuition - A. Wolfe - FSC 3410	001-506-522-45-49-10	918.00
0579	WASHINGTON STATE AUDITOR'S	25-02727					6,050.85
	L171549	Accountability & Finance Audit (10/20	Invoice	11/13/2025	Accountability & Finance Audit (10/20	001-512-522-10-41-12	6,050.85
0648	WASTE MANAGEMENT NORTHV	25-02728					117.54
	2278303-2677-2	Refuse - ST 72	Invoice	12/01/2025	Refuse - ST 72	001-507-522-50-47-04	117.54
0648	WASTE MANAGEMENT NORTHV	25-02729					226.07
	2278304-2677-0	Refuse - ST 71	Invoice	12/01/2025	Refuse - ST 71	001-507-522-50-47-04	226.07
0648	WASTE MANAGEMENT NORTHV	25-02730					407.23
	2278494-2677-9	Refuse & Recycle - ST 77	Invoice	12/01/2025	Refuse & Recycle - ST 77	001-507-522-50-47-04	407.23
0648	WASTE MANAGEMENT NORTHV	25-02731					519.51
	2278431-2677-1	Refuse & Recycle - ST 74/Logistics Bldg	Invoice	12/01/2025	Refuse & Recycle - ST 74/Logistics Bldg	001-507-522-50-47-04	519.51
0648	WASTE MANAGEMENT NORTHV	25-02732					371.38
	2279036-2677-7	Refuse & Recycle - ST 73	Invoice	12/01/2025	Refuse & Recycle - ST 73	001-507-522-50-47-04	371.38
0648	WASTE MANAGEMENT NORTHV	25-02733					307.14
	9703249-4968-8	Refuse & Recycle - ST 83	Invoice	12/01/2025	Refuse & Recycle - ST 83	001-507-522-50-47-04	307.14
0648	WASTE MANAGEMENT NORTHV	25-02734					376.88
	1099440-4968-2	Recycling - ST 81	Invoice	12/01/2025	Recycling - ST 81	001-507-522-50-47-04	376.88
0648	WASTE MANAGEMENT NORTHV	25-02735					207.41
	2279817-2677-0	Refuse - ST 33	Invoice	12/01/2025	Refuse - ST 33	001-507-522-50-47-04	207.41
0648	WASTE MANAGEMENT NORTHV	25-02736					820.82
	2278744-2677-7	Recycling - Admin Bldg	Invoice	12/01/2025	Recycling - Admin Bldg	001-507-522-50-47-04 300-507-522-50-47-00	418.62 402.20
0648	WASTE MANAGEMENT NORTHV	25-02737					676.99
	1099254-4968-7	Refuse & Recycle - ST 82	Invoice	12/01/2025	Refuse & Recycle - ST 82	001-507-522-50-47-04	676.99
0648	WASTE MANAGEMENT NORTHV	25-02738					455.76
	2278669-2677-6	Recycling - ST 71	Invoice	12/01/2025	Recycling - ST 71	001-507-522-50-47-04	455.76
0648	WASTE MANAGEMENT NORTHV	25-02739					335.15
	2278670-2677-4	Recycling - ST 72	Invoice	12/01/2025	Recycling - ST 72	001-507-522-50-47-04	335.15
0648	WASTE MANAGEMENT NORTHV	25-02740					732.31
	2279818-2677-8	Recycling - ST 33	Invoice	12/01/2025	Recycling - ST 33	001-507-522-50-47-04	732.31
0648	WASTE MANAGEMENT NORTHV	25-02741					185.59
	1099441-4968-0	Refuse - ST 81	Invoice	12/01/2025	Refuse - ST 81	001-507-522-50-47-04	185.59

## Docket of Claims Register

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Vendor #	Vendor Name Payable Number	Docket/Claim # Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount Distribution Amount
2129	WEX BANK 109005325	25-02742 Apparatus Fuel	Invoice	11/30/2025	Apparatus Fuel - EMS	001-509-522-20-32-00	20,446.99
					Apparatus Fuel - Shop	050-511-522-60-32-00	10,111.68
					Apparatus Fuel - Suppression	001-504-522-20-32-00	223.64
							10,111.67
0665	WHELEN ENGINEERING COMPAN 792814	25-02743 Shop Parts	Invoice	11/12/2025	Shop Parts	050-511-522-60-34-01	10,465.04
							10,465.04
2011	ZIPLY FIBER ST33-NOVDEC25	25-02744 Elevator & Fire Alarm Phone Lines/Cor	Invoice	11/14/2025	Elevator & Fire Alarm Phone Lines/Cor	001-513-522-50-42-01	283.21
							283.21
2011	ZIPLY FIBER ST73-NOVDEC25	25-02745 Fax & Alarm Connection Services - ST 7	Invoice	11/10/2025	Fax & Alarm Connection Services - ST 7	001-513-522-50-42-01	346.31
							346.31
2011	ZIPLY FIBER ADMIN-NOVDEC25	25-02746 Fire Alarm Phone Lines/Connection - A	Invoice	11/28/2025	Fire Alarm Phone Lines/Connection - A	001-513-522-50-42-01	211.96
							211.96
Total Claims: 119						Total Payment Amount:	578,230.74

## Snohomish Regional Fire and Rescue Claims Voucher Summary

12/02/2025

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
25-02628	49ER COMMUNICATIONS, INC.		211.00
25-02629	AARON DESALVO		374.00
25-02630	ACE HARDWARE		47.98
25-02631	ACROSS THE STREET PRODUCTIONS		770.00
25-02632	ALDERWOOD WATER DISTRICT		107.08
25-02633	ALDERWOOD WATER DISTRICT		19.10
25-02634	AMAZON CAPITAL SERVICES, INC		7,647.42
25-02635	AT&T MOBILITY LLC		3,760.36
25-02636	BICKFORD MOTORS, INC.		5,200.66
25-02637	BOUND TREE MEDICAL, LLC		4,936.74
25-02638	CAMERON MAIN		100.36
25-02639	CANON FINANCIAL SERVICES INC		421.84
25-02640	CDW GOVERNMENT		1,233.03
25-02641	CENTRAL WELDING SUPPLY		728.87
25-02642	CHINOOK LUMBER		229.26
25-02643	CHRISTENSEN, INC		274.37
25-02644	CITY OF SNOHOMISH		28.20
25-02645	CLEARFLY COMMUNICATIONS		775.59
25-02646	CLEARVIEW HARDWARE & FEED		48.94
25-02647	COMCAST BUSINESS		70.24
25-02648	COMCAST BUSINESS		330.48
25-02649	CRESSY DOOR COMPANY, INC		1,976.46
25-02650	CSD ATTORNEYS AT LAW P.S.		26,902.00
25-02651	DENISE MATTERN		576.60
25-02652	ELECTRONIC BUSINESS MACHINES		748.58
25-02653	EMERALD SERVICES, INC		722.20
25-02654	EMERGENT RESPIRATORY		511.56
25-02655	EVERETT BAYSIDE MARINE, INC.		430.04
25-02656	FIRESTATIONFURNITURE.COM		1,027.90
25-02657	FP MAILING SOLUTIONS		179.92
25-02658	FREIGHTLINER NORTHWEST		16,051.35
<b>Page Total</b>			76,442.13
<b>Cumulative Total</b>			76,442.13

## Snohomish Regional Fire and Rescue Claims Voucher Summary

12/02/2025

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Fund: General Fund #001

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

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

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

Voucher	Payee/Claimant	1099 Default	Amount
25-02659	GALLS, LLC		4,345.27
25-02660	GRAINGER		2,657.44
25-02661	IMS ALLIANCE		38.38
25-02662	INTERSTATE ALL BATTERY CENTER		1,099.78
25-02663	ISOUTSOURCE		7,645.00
25-02664	JESSICA HANNA		919.66
25-02665	JOSEPH VIRNIG		237.98
25-02666	KENT D. BRUCE CO., LLC		2,231.64
25-02667	KROESEN'S UNIFORM CO		690.24
25-02668	L.N. CURTIS & SONS		10,249.42
25-02669	LIFE-ASSIST INC		9,468.67
25-02670	MICHAEL FRYMIRE		45.07
25-02671	MONARCH LANDSCAPE WA, LLC		4,785.16
25-02672	MONROE PARTS HOUSE INC - NAPA		6,521.52
25-02673	NATIONAL PUBLIC EMPLOYER LABOR RELATIONS ASSOCIATION		225.00
25-02674	NOAH COMPTON		3,179.81
25-02675	NORTHWEST TROPHY & AWARDS		82.65
25-02676	ODP BUSINESS SOLUTIONS, LLC		262.60
25-02677	OPERATIVE IQ		4,499.43
25-02678	PETROCARD, INC.		199.08
25-02679	PUGET SOUND ENERGY		478.35
25-02680	PUGET SOUND ENERGY		53.95
25-02681	PUGET SOUND ENERGY		792.32
25-02682	PUGET SOUND ENERGY		764.36
25-02683	PUGET SOUND ENERGY		454.41
25-02684	PUGET SOUND ENERGY		749.08
25-02685	PUGET SOUND ENERGY		332.92
25-02686	PUGET SOUND ENERGY		261.21
25-02687	PURCELL TIRE & SERVICE CENTER		662.69
25-02688	RANDY FAY		252.20
25-02689	RICOH USA, INC.		50.91
<b>Page Total</b>			64,236.20
<b>Cumulative Total</b>			140,678.33

## Snohomish Regional Fire and Rescue Claims Voucher Summary

12/02/2025

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Fund: General Fund #001

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

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

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

Voucher	Payee/Claimant	1099 Default	Amount
25-02690	ROGUE FITNESS		3,513.12
25-02691	RWC GROUP		15.11
25-02692	SCOTT BOSWELL		414.00
25-02693	SEA-WESTERN INC		1,367.35
25-02694	SEQUOYAH NETWORK SERVICES		1,397.85
25-02695	SNOHOMISH COUNTY 911		94,235.48
25-02696	SNOHOMISH COUNTY PUD		500.53
25-02697	SNOHOMISH COUNTY PUD		765.23
25-02698	SNOHOMISH COUNTY PUD		1,393.86
25-02699	SNOHOMISH COUNTY PUD		5.40
25-02700	SNOHOMISH COUNTY PUD		1,073.91
25-02701	SNOHOMISH COUNTY PUD		1,828.65
25-02702	SNOHOMISH COUNTY PUD		287.78
25-02703	SNOHOMISH COUNTY PUD		226.80
25-02704	SNOHOMISH COUNTY PUD		940.52
25-02705	SNOHOMISH COUNTY PUD		156.37
25-02706	SNOHOMISH COUNTY PUD		241.44
25-02707	SNOHOMISH REGIONAL FIRE & RESCUE		47,890.51
25-02708	SNOHOMISH VALLEY ROOFING INC		546.50
25-02709	SPEEDWAY CHEVROLET		849.10
25-02710	SPRAGUE PEST SOLUTIONS		1,248.58
25-02711	SQUARERIGGER SOFTWARE		7,985.00
25-02712	SRFR - PETTY CASH		17,851.39
25-02713	STRYKER MEDICAL		108,925.96
25-02714	SUPERIOR SEPTIC SERVICE, LLC		5,628.10
25-02715	SYSTEMS DESIGN WEST, LLC		14,072.98
25-02716	TELEFLEX, LLC		2,660.00
25-02717	TOTAL LANDSCAPE CORPORATION		6,132.71
25-02718	U.S. BANK NATIONAL ASSOCIATION		55,883.22
25-02719	U.S. POSTAL SERVICE		650.00
25-02720	ULINE, INC		816.17
<b>Page Total</b>			379,503.62
<b>Cumulative Total</b>			520,181.95



## Snohomish Regional Fire and Rescue Claims Voucher Summary

12/02/2025

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
25-02721	UNITED DIAGNOSTIC SERVICES, LLC		6,300.00
25-02722	UNITED PARCEL SERVICE		46.03
25-02723	VERATHON MEDICAL		471.52
25-02724	VERIZON WIRELESS SERVICES LLC		6,556.38
25-02725	VESTIS		212.72
25-02726	WALDORF UNIVERSITY		918.00
25-02727	WASHINGTON STATE AUDITOR'S OFFICE		6,050.85
25-02728	WASTE MANAGEMENT NORTHWEST		117.54
25-02729	WASTE MANAGEMENT NORTHWEST		226.07
25-02730	WASTE MANAGEMENT NORTHWEST		407.23
25-02731	WASTE MANAGEMENT NORTHWEST		519.51
25-02732	WASTE MANAGEMENT NORTHWEST		371.38
25-02733	WASTE MANAGEMENT NORTHWEST		307.14
25-02734	WASTE MANAGEMENT NORTHWEST		376.88
25-02735	WASTE MANAGEMENT NORTHWEST		207.41
25-02736	WASTE MANAGEMENT NORTHWEST		820.82
25-02737	WASTE MANAGEMENT NORTHWEST		676.99
25-02738	WASTE MANAGEMENT NORTHWEST		455.76
25-02739	WASTE MANAGEMENT NORTHWEST		335.15
25-02740	WASTE MANAGEMENT NORTHWEST		732.31
25-02741	WASTE MANAGEMENT NORTHWEST		185.59
25-02742	WEX BANK		20,446.99
25-02743	WHELEN ENGINEERING COMPANY		10,465.04
25-02744	ZIPLY FIBER		283.21
25-02745	ZIPLY FIBER		346.31
25-02746	ZIPLY FIBER		211.96

**Page Total** 58,048.79

**Cumulative Total** 578,230.74



## Payroll Summary and Authorization Form for the:

11/30/2025 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:** \$1,216,988.55

**Paper Checks:** \$5,194.23

**Taxes:** \$368,428.22

**Allowed in the sum of:** \$1,590,611.00

**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



## 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

November 20, 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 Waugh; and via Zoom was District Secretary Snure. Additionally Commissioner Steinruck was an excused absence.

#### PUBLIC COMMENT

N/A

#### UNION COMMENT

IAFF Local 2781 Vice President LeRoy Schwartz thanked the Commissioners for their time with the contract. They look forward to hearing the results on the contract and moving forward.

#### DISTRICT HIGHLIGHTS

Chief Park commented that this is the season of giving thanks. He appreciates what our members are doing for the food banks, and what we are doing to take care of each other. Deputy Chief McConnell is facilitating a turkey event at the station next Wednesday for our crews and law enforcement partners. Chief Park mentioned that we had our Leadership Meeting this morning, and that we have some of the most invested members who are committed to the mission of SRFR. Thank you to the District for all that you do!

#### CHIEF'S REPORT

Chief Park appreciates the opportunity to be a part of the various SRFR committees. Snohomish Regional Fire & Rescue has such a dedicated workforce and he is proud to be a part of it.

#### COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	9/24/25	TBD	No
Finance Committee	Elmore	11/20/25	12/18/25	Yes
Sno911	Waugh	11/20/25	12/18/25	Yes
Sno-Isle Commissioners	Fay	11/6/25	12/4/25	No
Leadership Meeting	Schaub	11/20/25	TBD	Yes



## SNOHOMISH REGIONAL FIRE & RESCUE

Policy Committee	Schaub	11/13/25	1/8/26	No
Community Advisory Committee	TBD	11/12/25	TBD	No

*Finance Committee* – Chairman Elmore commented that they met earlier today and discussed the following topics: WA State Auditor’s Office Entrance Conference, negotiations update, 2026 Budget discussion, levy consultant update, compensation survey update, and an IRS update.

*Sno911* – Commissioner Waugh commented that their meeting was cancelled.

*Leadership Meeting* – Commissioner Schaub commented that he appreciated the professionalism, dedication, and commitment to improvement that was clearly evident at our Leadership Meeting this morning; it was inspiring.

*Sno-Isle Commissioners* – Vice Chairman Fay mentioned that next month’s meeting will be their elections along with their dinner. They plan to take a break from their meetings in January and February.

### **COMMITTEE MEETING MINUTES**

Community Advisory Committee – November 12, 2025

### **CONSENT AGENDA**

#### **Approval of Vouchers**

Benefits Vouchers: 25-02618 to 25-02627; (\$785,456.18)

AP Vouchers: 25-02529 to 25-02617; (\$367,745.13)

#### **Approval of Minutes**

Approve Regular Board Meeting Minutes November 13, 2025

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

Motion by Commissioner Waugh and 2nd by Commissioner Schaub.

On vote 6/0.

### **OLD BUSINESS**

#### **Discussion**

N/A

#### **Action**

##### *Proposed 2026 Budget*

- Resolution 2025-7 Regular Levy Ordinance
- Resolution 2025-8 EMS Levy Ordinance
- Resolution 2025-9 Budget 2026



## SNOHOMISH REGIONAL FIRE & RESCUE

**Motion to approve Resolution 2025-7 Regular Levy Ordinance as submitted, approve Resolution 2025-8 EMS Levy Ordinance as submitted, and approve Resolution 2025-9 Budget 2026 as submitted.**  
 Motion by Commissioner Edwards and 2nd by Commissioner Schaub.  
 On vote 6/0.

### **NEW BUSINESS**

#### **Discussion**

N/A

#### **Action**

*IAFF 2026-2028 Collective Bargaining Agreement*

**Motion to approve the IAFF 2026-2028 Collective Bargaining Agreement as presented and to delegate authority to Chief Park to execute the contract.**  
 Motion by Chairman Elmore and 2nd by Vice Chairman Fay.  
 On vote 6/0.

IAFF Local 2781 Vice President Ray Sayah relayed appreciation to the Board for their thoughtful consideration of the IAFF 2026-2028 CBA proposal and the opportunity to work together for a stronger SRFR.

### **GOOD OF THE ORDER**

Commissioner Waugh commented that it was good to see that people felt comfortable speaking their mind with both the positive and challenging issues during our Leadership Meeting. Thank you to everyone who contributed to the Leadership Meeting.

Chairman Elmore thanked everyone who was involved with the negotiations process, it was a true collaborative effort.

### **ATTENDANCE CHECK**

Regular Commissioner Meeting Thursday, December 4, 2025, at 1730 - Station 31 Training Room/Zoom  
 Commissioner Alsin will be unable to attend the December 4 Commissioner Meeting.

### **EXECUTIVE SESSION**

RCW 42.30.140(4)(b): Labor Negotiations

Chairman Elmore called for an Executive Session to begin at 1745 hours for 5 minutes, with no expected action to follow. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1750 hours and there was no action. Meeting moved to Adjournment.



### ADJOURNMENT

Chairman Elmore adjourned the meeting at 1750 hours.

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

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

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

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

\_\_\_\_\_  
Chairman Troy Elmore

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

\_\_\_\_\_  
Vice Chairman Randy Fay

**SNOHOMISH REGIONAL FIRE AND RESCUE**

**RESOLUTION #2025-10**

**A RESOLUTION TO INCREASE THE RETIREMENT MEDICAL PAYMENTS FOR RETIREES BY A 5.0% COLA FOR 2026**

**WHEREAS**, The Board of Fire Commissioners have determined that the 2026 increase in the District's medical insurance plan for retirees is 5.0%, and;

**WHEREAS**, The Board of Fire Commissioners have determined that the retirement medical payments for retirees are limited to no more than the annual Cost of Living increase (COLA) in the firefighters' contract, and;

**WHEREAS**, The annual COLA in the firefighters' contract for 2026 is 6.0%, and;

**WHEREAS**, The Board of Fire Commissioners have determined that the District should increase the retirement medical payments made on behalf of eligible retirees by 5.0%, which is consistent with the increase in the medical insurance plan for 2026.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF SNOHOMISH REGIONAL FIRE AND RESCUE, STATE OF WASHINGTON THAT:**

1. The retirement medical payments for eligible retirees shall be increased by 5.0% over 2025 amounts that were paid on behalf of those retirees.

**ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH REGIONAL FIRE AND RESCUE THIS 4<sup>th</sup> DAY OF DECEMBER 2025.**

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

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

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

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

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

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

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

\_\_\_\_\_  
*Attest to:* Secretary to Board

# Tablet Command, Inc.

## Service Agreement



This Service Agreement ("**Agreement**") is entered into as of \_\_\_\_\_ ("**Effective Date**") by and between **Tablet Command, Inc.** (the "**Company**") and \_\_\_\_\_ (the "**Customer**"). Company and Customer shall be individually referred to as a "**Party**" and collectively referred to as the "**Parties**".

**Whereas**, an important value of the Customer is to operate a strong, sustainable, reliable, shared notification, response, and incident management system.

**Whereas**, the Customer believes that a common or shared notification, response, and incident management will produce a more reliable and standardized operational picture and benefit response personnel as a whole.

**Whereas**, both Parties recognize that a relationship described herein may be mutually beneficial.

**Now therefore**, in consideration of the mutual promises contained herein, the Parties agree as follows:

1. **Services.** During the Term Company will provide the following "**Services**": account activation, including CAD integration and testing, account configuration, mobile device authentication, integration to third party solutions (staffing, pre-planning, etc.) as outlined in the quote(s) provided, initial training and orientation, access to the Tablet Command SaaS services and applications for Authorized Users, and ongoing customer support.
2. **Customer Obligations, Representations and Warranties.**
  - a. Customer users ("**Authorized Users**") will be required to agree via a click-through agreement to the terms of the Apple Standard End User License Agreement ("**EULA**"), the content of which is available at <https://www.apple.com/legal/internet-services/itunes/dev/stdeula>. The terms of this Agreement and the EULA are binding on the Customer and each Authorized User. In the event of a conflict between the terms of this Agreement and the EULA, the terms of this Agreement shall control.
  - b. In connection with the provision of the Services to Customer, Customer agrees to direct incident data to <https://api.tabletcommand.com>.
  - c. Customer will not use the Services, or any of the content obtained from the Services, for any purpose that is unlawful or prohibited by this Agreement.
  - d. The Customer acknowledges and agrees that:
    - i. the Services are provided "as is" to assist the Customer's incident commander(s), its personnel and other responders in response, managing incident resources, references, and tracking;
    - ii. the Customer remains fully responsible for all aspects of incident command, accountability, resource tracking, and incident management, including assignments, actions, and circumstances on the scene of an emergency incident;
    - iii. the Services are designed to assist with notification, response, incident management, and the documentation and tracking of resources;



- iv. the Customer agrees to utilize sound incident command tactics, procedures, and best practices while ensuring that personnel are adequately trained in both incident command principles and the effective use of the Services; and
- v. the Services are not a substitute for the responsibilities of Customer described above or any other responsibilities or training of Customer's incident commander(s), personnel and other responders and Authorized Users in response to incidents in which any or some of them are involved.
- e. The Customer also understands that while the Services are designed to operate in a non-connected state, certain functionality of the Services will be limited or entirely non-functional. Specifically, the Customer acknowledges and understands that during periods of disconnection, the Services may not receive updates regarding resources, Computer-Aided Dispatch (CAD) information, or data from other devices that may be viewing or contributing to the incident.
- f. The Customer acknowledges that factors beyond the Services control may affect the functionality of the Device (defined below). Such Device may lose power, and its operability may be compromised by high heat, moisture, accidental breakage, or other environmental factors. The Customer acknowledges and agrees that the Customer's overall incident management planning will need to account for these potential limitations.
- g. Customer must train all Authorized Users on proper use of the Services to ensure such Authorized Users have the skills and competencies needed to properly use the Services. Only Authorized Users who are trained on the Services may use the Services. Company will provide initial training and orientation on the Services to a group of Authorized Users selected by Customer. Customer is responsible for training all other Authorized Users on the Services.

### 3. ***License Grants and Restrictions.***

- a. ***License Right.*** During the Term, Company grants Customer a revocable, non-exclusive, non-transferrable, non-assignable limited right to install and use the Services on a computer or device controlled by an Authorized User (each a "**Device**"), and to access and use the Services on such Device strictly in accordance with the terms and conditions of this Agreement for the purpose of assisting users in managing their human resources and apparatus during an emergency.
- b. ***Restrictions.*** Customer shall not: (i) decompile, reverse engineer, disassemble, attempt to derive the source code of, or decrypt the Services; (ii) make any modification, adaptation, improvement, enhancement, translation or derivative work from the Services; (iii) violate any applicable laws, rules or regulations in connection with your access or use of the Services; or (iv) remove, alter or obscure any proprietary notice (including any notice of copyright or trademark) of Company or its affiliates, partners, suppliers or the licensors of the Services or otherwise obscure or modify the manner in which the material is displayed by means of the Services.
- c. ***License to Company.*** During the Term, Customer grants Company an irrevocable, royalty-free, fully paid-up right to view, record, and analyze Customer's use of the Services, including but not limited to technical information about the

Devices (including Device UUID), computer, physical location, system and application software, and peripherals.

- d. ***Restricted Use of the Services.*** The Services are not a substitute for sound fire management techniques and practices in emergency situations. Customer agrees not to use, access, sell, resell, or offer for any commercial purposes, any portion of the Services. Customer agrees not to rely on the Services other than to manage its resources during an emergency. Company is not responsible for any Customer failures outside its control, including, but not limited to, WIFI outage, the environment or “Acts of God”. Company is responsible for the Services; provided, however, it is not responsible for providing the Services hereunder or the functionality of the Services when certain circumstances beyond its control arise, making performance inadvisable, impracticable, illegal, or impossible (i.e., “Acts of God”).
- e. ***General Practices Regarding Use and Storage.***
  - i. The Company may establish general practices and limits concerning use of the Services. Customer and its Authorized Users will use the Services in compliance with all applicable international, state, federal and local laws and in accordance with the terms of this Agreement. No Authorized User may access or use the Services for any purpose other than that for which the Company makes it available. Without limiting any other remedies, the Company may suspend or terminate any Authorized User account if the Company suspects that an Authorized User has engaged in unlawful or prohibited activity in connection with the Services. The Company acknowledges and understands that certain portions of the Services may require and utilize internet access, phone service, data access or text messaging capability. Customer is solely responsible for obtaining and maintaining its access to the foregoing systems.
  - ii. The Company may terminate an Authorized User’s account in its absolute discretion and for any reason. The Company is especially likely to terminate for reasons that include, but are not limited to, the following: (1) violation of this Agreement; (2) use of the Services in a manner inconsistent with the license right set forth above; (3) an Authorized User’s request for such termination; or (4) as required by law, regulation, court or governing agency order. Any termination may be affected without notice and, on such termination, the Company may immediately deactivate or delete such Authorized User’s account and/or prohibit any further access to files or data from such account. The Company shall not be liable to the Customer, any Authorized User or any other third party for any termination of an Authorized User’s access or account hereunder. In addition, an Authorized User’s request for termination will result in deactivation but not necessarily deletion of the account.
- f. The Services and related documentation are “Commercial Items”, as that term is defined at 48 C.F.R. §2.101, consisting of “Commercial Computer Software” and “Commercial Computer Software Documentation”, as such terms are used in 48 C.F.R. §12.212 or 48 C.F.R. §227.7202, as applicable. Consistent with 48 C.F.R. §12.212 or 48 C.F.R. §227.7202-1 through 227.7202-4, as applicable, the Commercial Computer Software and Commercial Computer Software Documentation are being licensed to U.S. Government end users (a) only as

Commercial Items and (b) with only those rights as are granted to all other end users pursuant to the terms and conditions herein.

4. **Fees.** Company shall provide the Services and the Services in consideration for the fees set forth in the quote(s) provided to and approved by the Customer. Each such quote shall be attached hereto as an Exhibit A. Company will issue periodic invoices and Customer agrees to pay such amounts within thirty (30) days of receipt. Any invoices that remain unpaid more than thirty (30) days past their due date shall incur interest at the rate equal to the lower of 15% per year or the maximum rate allowed by applicable law.

5. **Term.** The term of this Agreement will begin on the Effective Date and will continue until one year from the Effective Date ("**Initial Term**"). This Agreement shall renew automatically for additional one-year terms upon each anniversary of the Effective Date unless either party provides notice for non-renewal at least ninety (90) days prior to the end of the then-current term ("**Renewal Term**"). The Initial Term and the Renewal Term are collectively referred to herein as the "**Term**." The terms and conditions included in Sections 2(d), 6, 7, 8, 12 and this Section 5 of this Agreement shall survive any termination of this Agreement.

#### 6. **Confidentiality and Data Security.**

- a. "**Confidential Information**" means any non-public information that relates to Company or Customer, as applicable, including without limitation, technical data, know-how, trade secrets, product plans, markets, services offerings, customer lists and customers, software, research and developments, inventions, processes, formulas, designs, drawings, hardware configurations or finances. Confidential Information does not include information that (i) is known to either Party at the time of disclosure as evidenced by written records, (ii) has become publicly known and made generally available through no wrongful act of the receiving Party or (iii) has been rightfully received by a Party from a third party who is authorized to make such disclosure.
- b. **Nonuse and Nondisclosure.** Neither Party will during or subsequent to the term of this Agreement, (i) use the Confidential Information for any purpose other than the performance of this Agreement or (ii) disclose Confidential Information to any third party. Confidential Information will remain the sole property of the disclosing Party. Each Party agrees to take all reasonable precautions to prevent any unauthorized disclosure or use of such Confidential Information.
- c. **Permitted Disclosure.** Notwithstanding the restrictions on use and disclosure of Confidential Information in 6.b, a Party may disclose Confidential Information as necessary to comply with a legal demand or obligation (e.g., subpoena, civil investigative demand) so long as such Party provides at least five (5) business days prior written notice of such disclosure to the other Party (to the extent legally permitted) and any assistance reasonably requested by the other Party to contest or limit the disclosure. Company acknowledges and understands that the Customer is a public agency subject to the disclosure requirements of the California Public Records Act, Government Code section 7920.000 et seq. ("**CPRA**"). If the Customer receives a request for information or records that Company may consider Confidential (e.g., proprietary information), the Customer will provide notice to Company pursuant to this section prior to disclosure. If

Company contends that any documents are exempt from the CPRA and wishes to prevent disclosure, it may obtain a protective order, injunctive relief or other appropriate remedy from a court of law in the appropriate jurisdiction before the Customer is required to respond to the CPRA request.

- d. **Remedies.** In addition to the procedures for a CPRA request specified in Section 6.c above, if a Party discloses or uses (or threatens to disclose or use) Confidential Information, the Party whose Confidential Information is or may be disclosed or used will have the right, in addition to any other remedies under this Agreement, to seek injunctive relief to enjoin such acts, it being specifically acknowledged by the Parties that other available legal remedies are inadequate.

- 7. **Ownership.** The Parties agree that the Services and all copyrights, moral rights, notes, records, drawings, designs, inventions, improvements, developments, discoveries, computer programs (e.g. source code, object code, listings), work-in-progress, deliverables, drawings, designs, logos, images, trademarks, and trade secrets conceived, discovered, developed or reduced to practice by Company (collectively, “**Inventions**”), solely or in collaboration with others, are the sole property of Company, except the extent of any Customer Confidential Information.

#### 8. **Indemnity; Disclaimer; Limitations of Liability.**

- a. **Indemnification by Customer.** The Customer shall indemnify, defend and hold harmless the Company, and its affiliates and their respective officers, employees and agents, from any and all claims, demands, damages, costs, and liabilities including reasonable attorneys’ fees, due to or arising out of Customer’s or any Authorized User’s acts or omissions arising out of the use of the Services; or any breach of this Agreement.
- b. **Indemnification by Company.** The Company agrees to indemnify, defend, and hold Customer harmless from and against any and all third-party claims, including reasonable attorneys’ fees, costs, and expenses incidental thereto, which may be suffered by, accrued against, charged to, or recoverable from Customer, arising out of a claim that the Services infringe or misappropriate any United States or foreign patent, copyright, trade secret, trademark, or other proprietary right (an “**Infringement Claim**”) except for any third party claims that are directly or indirectly related to (i) Customer’s use of the Services in breach of this Agreement, (ii) Customer’s use of the Services in combination with other products or services not explicitly approved by the Company, or (iii) Customer’s modification of the Services without the explicit consent of Company. In the event that the Company is enjoined from delivering either preliminary or permanently, or continuing to license to Customer, the Services and such injunction is not dissolved within thirty (30) days, or in the event that Customer is adjudged, in any final order of a court of competent jurisdiction from which no appeal is taken, to have infringed upon or misappropriated any patent, copyright, trade secret, trademark, or other proprietary right in the use of the Services, then the Company may, at its expense and option: (a) obtain for Customer the right to continue using the Services; (b) replace or modify the Services so that it does not infringe upon or misappropriate such proprietary right and is free to be delivered to and used by Customer; or, (c) in the event that the Company is unable or determines, in its reasonable judgment,

that it is commercially unreasonable to do either of the aforementioned, the Company shall reimburse to Customer the unused portion of the fees paid for the Services.

- c. **Indemnification Procedures.** Promptly after receipt by Customer of a threat of any Infringement Claim, or a notice of the commencement, or filing of any Infringement Claim against Customer, Customer shall give notice thereof to the Company, provided that failure to give or delay in giving such notice to the Company shall not relieve the Company of any liability it may have to Customer except to the extent that the Company demonstrates that the defense of such action is prejudiced thereby. Customer shall not independently defend or respond to any such claim; provided, however, that Customer shall have the right, at its own expense, to monitor the Company's defense of any such claim. The Company shall have sole control of the defense and of all negotiations for settlement of such action. At the Company's request, Customer shall cooperate with the Company in defending or settling any such action; provided, however, that the Company shall reimburse Customer for all reasonable out-of-pocket costs incurred by Customer (including, without limitation, reasonable attorneys' fees and expenses) in providing such cooperation.
- d. **DISCLAIMER.** EACH PARTY DISCLAIMS ANY AND ALL WARRANTIES AND INDEMNITIES, EXPRESS OR IMPLIED, IN THE PROVISION OF SERVICES HEREUNDER, INCLUDING THE IMPLIED WARRANTIES OF NON-INFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE. THE CUSTOMER'S AND EACH AUTHORIZED USER'S USE OF THE SERVICES IS AT THEIR SOLE RISK. THE SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND THE COMPANY ASSUMES NO RESPONSIBILITY FOR THE TIMELINESS, DELETION, MISDELIVERY OR FAILURE TO STORE ANY USER COMMUNICATIONS OR PERSONALIZATION SETTINGS. SPECIFICALLY, THE COMPANY MAKES NO WARRANTY THAT (i) THE SERVICES WILL MEET CUSTOMER'S REQUIREMENTS AND (ii) ANY AUTHORIZED USER ACCESS WILL BE UNINTERRUPTED, TIMELY, SECURE OR ERROR-FREE. EXCLUDING ONLY DAMAGES ARISING OUT OF THE COMPANY'S WILLFUL MISCONDUCT, THE COMPANY SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES RESULTING FROM THE CUSTOMER'S OR ANY AUTHORIZED USER'S USE OR INABILITY TO USE ANY SERVICES OR SERVICES THEREON. SCHEDULED AND PREVENTIVE MAINTENANCE AS WELL AS REQUIRED AND EMERGENCY MAINTENANCE WORK MAY TEMPORARILY INTERRUPT SERVICES OR ACCESS TO THE SERVICES. THE COMPANY IS NOT RESPONSIBLE FOR CUSTOMER'S OR ANY AUTHORIZED USER'S USE OF THE SERVICES OR THE DECISIONS AND INCIDENT MANAGEMENT OF THE CUSTOMER OR ANY OF ITS AUTHORIZED USERS. THE COMPANY IS NOT RESPONSIBLE FOR ANY DAMAGES INCURRED BY CUSTOMER, ANY AUTHORIZED USER OR ANY THIRD PARTY CAUSED BY THE IMPROPER USE OF THE SERVICES. THE SERVICES ARE SUBJECT TO WIFI UNAVAILABILITY, INCLUDING EMERGENCIES, THIRD PARTY SERVICE FAILURES, TRANSMISSION, EQUIPMENT OR NETWORK PROBLEMS OR LIMITATIONS, INTERFERENCE, SIGNAL STRENGTH, AND MAINTENANCE AND REPAIR. COMPANY IS NOT LIABLE FOR ANY ISSUES

ARISING FROM THIRD-PARTY INTEGRATIONS OR SERVICES USED IN CONJUNCTION WITH THE SERVICES OR CUSTOMER OR ITS AUTHORIZED USERS' USE OF THE SERVICES NOT IN ACCORDANCE WITH TERMS OF THIS AGREEMENT.

- e. ***LIMITATION OF LIABILITY.*** In no event shall the Company's total cumulative liability to the Customer, any authorized user or any other party under this agreement, arising out of the use of the Services or otherwise exceed the amounts paid by the Customer to the Company under this Agreement in the preceding 12 months prior the applicable claim. Some jurisdictions do not allow the exclusion of certain warranties or the limitation or exclusion of liability for incidental or consequential damages. Accordingly, some of the above limitations may not apply to the Company. The disclaimers of warranty and limitations of liability apply, without limitation, to any damages or injury caused by the failure of performance, error, omission, interruption, deletion, defect, delay in operation or transmission, computer virus, communication line failure, theft or destruction or unauthorized access to, alteration of or use of any asset, whether arising out of breach of contract, tortious behavior, negligence or any other course of action by the company. Any claim or cause of action arising out of or related to use of the Services or this Agreement must be filed within one (1) year after such claim or cause of action arose or be forever barred.

## 9. ***Privacy Compliance.***

- a. ***Personal Information Defined.*** "**Personal Information**" for purposes of this Agreement means information that the Company processes on Customer's behalf that identifies, relates to, describes, or is reasonably capable of being associated with or linked to a particular identifiable person or household and includes, without limitation, "personal information" as defined by the California Consumer Privacy Act of 2018, as amended, and as defined by the Personal Information Protection and Electronic Documents Act (Canada), but excludes such information of Customer's business representatives that the Company collects and processes for its own purposes (e.g., billing, technical support, marketing). For avoidance of doubt and not limitation, de-identified or aggregated information that is no longer reasonably capable of being associated with or linked to a particular identifiable person or household ("**Anonymized Information**") will not be deemed Personal Information even if such information was derived from Personal Information. The Company will not attempt to re-identify the persons associated with Anonymized Information and may use and disclose Anonymized Information without limitation or restriction.
- b. ***Restrictions on Use.*** Unless specifically directed or authorized by Customer, the Company will not (i) sell or share (for cross-context behavioral advertising purposes) Personal Information; (ii) retain, use, or disclose Personal Information for any purpose other than the specific purpose of performing the Services, including retaining, using, or disclosing Personal Information for a commercial purpose other than providing the Services; (iii) retain, use, or disclose Personal Information outside of the direct business relationship between the Parties; or (iv) combine the Customer's Personal Information with personal information the Company processes on behalf of third parties or itself to the extent prohibited by

applicable privacy and data security laws. Notwithstanding the foregoing, the Company may retain, use, or disclose Personal Information as reasonably necessary to fulfill or demonstrate compliance with its legal obligations.

- c. **Consent for Use.** The Customer will provide all notices and obtain all consents required by applicable laws and regulations for the Company to process Personal Information in connection with the Services including, without limitation, the Company's transfer to and processing of Personal Information in the United States of America, Canada, and Australia. The Customer and each Authorized User will use the Services in compliance with all applicable laws and regulations.
- d. **Data Security.** The Company will implement reasonable administrative, technical, and physical safeguards to protect Personal Information in its possession or control from unauthorized or unlawful access, disclosure, or use (a "**Data Breach**"). Without limiting the generality of the foregoing, the Company will (i) encrypt all Personal Information while in transit from/to the Customer or a third party designated by the Customer via SSL 256 bit AES encryption or equivalent; (ii) store Personal Information on server(s) located in SSAE 16 certified data center(s); and (iii) not disclose Personal Information to third-party subcontractors unless such subcontractors have entered into a written agreement with the Company imposing privacy, data security, and confidentiality obligations on such subcontractors no less stringent than those imposed on the Company in this Agreement. The Customer gives consent to the Company's use of subcontractors to process Personal Information on the Customer's behalf so long as the foregoing criteria are satisfied, and the Customer waives any right it may have under applicable privacy and data security laws to receive notice of the Company's appointment or removal of any subcontractor. The Customer will not knowingly introduce, or negligently permit to be introduced, into the Company's computer systems, databases, hardware, or software any virus, malware, ransomware, or other contaminants (including, but not limited to, codes, commands, instructions, devices, techniques, bugs, or flaw) that may be used to access, alter, delete, threaten, infect, damage, disable, or inhibit our full use of the Company's computer systems, databases, hardware, or software.
- e. **Data Breach.** The Company will provide notice by email to Customer within seventy-two (72) hours after the Company confirms a Data Breach occurred relating to the Customer's Personal Information. The Company will provide information reasonably requested by the Customer to aid the Customer in making any necessary notices to impacted data subjects and/or governmental authorities.
- f. **Cooperation.** The Company will reasonably cooperate with Customer, at the Customer's cost, (i) in response to data subject requests for access, correction, deletion, or to exercise any other right provided by applicable laws and regulations to the use of such data subject's Personal Information and (ii) in response to the Customer's requests for assistance in connection with a data protection impact assessment, risk assessment, or similar analysis required by applicable privacy and data security laws. In the event the Company receives a data subject request relating to Personal Information, the Company will notify such data subject that it is unable to respond to the request without authorization from the Customer and will direct such data subject to contact the Customer directly to make the request.
- g. **User IDs.** The Customer will use best efforts to protect the confidentiality of user IDs, passwords, and other access credentials used by the Customer, or

Customer's employees, agents, representatives, and Authorized Users to access any of the services provided by the Company. The Customer will provide prompt notice to the Company of any actual or suspected compromised user IDs, passwords, or other access credentials. The Customer is responsible for all actions taken under its access credentials even if Customer did not authorize such actions.

- h. **Notice of Noncompliance.** The Company will provide notice to the Customer if the Company determines it can no longer process Personal Information in compliance with this Agreement or applicable privacy and data security laws. The Customer may, at Customer's cost and upon at least thirty (30) days prior written notice to the Company, take reasonable and appropriate steps to mitigate the Company's processing of Personal Information that is not in compliance with this Agreement or applicable privacy and data security laws.
- i. **Audit.** No more than once per twelve-month period, at the Customer's cost, the Customer or its designee may audit the Company's data security and privacy practices related to Personal Information. The Customer will provide at least thirty (30) days' prior written notice of its intent to conduct such audit and will reasonably cooperate with the Company to minimize disruption to the Company's day-to-day business operations as a result of such audit.
- j. **Personal Information Retention.** Upon termination of the Customer's account, the Company will return or destroy, at the Customer's option, the Personal Information the Company processes on the Customer's behalf. Notwithstanding the foregoing, if return of such Personal Information is impractical, the Company may destroy such Personal Information. Further notwithstanding the foregoing, the Company may retain such Personal Information (i) stored in an archive or backup system until such Personal Information is deleted from such system in the normal course of the Company's business and (ii) as reasonably necessary to fulfill or demonstrate compliance with its legal obligations or to defend or pursue a legal claim.
- k. **Opt-In Data Disclosures.** From time-to-time the Company may make available features or integrations that permit Customer to make certain data, which may include Personal Information, available to other Company customers or to third parties. If Customer opts-in to the use of such features or integrations, Customer authorizes and directs Company to make Customer's data available as explained during the opt-in process. Customer agrees that Company will have no liability to Customer related to data disclosed to other Company customers or third parties in connection with such features or integrations. Customer may withdraw its consent at any time by providing written notice to Company at the address for notice listed below, or via an email message sent to support@tabletcommand.com.
- l. **AVL Data.** The Company is hereby authorized and directed to share Automatic Vehicle Location ("AVL") data with other Company customers. Customer acknowledges and agrees that Company will have no liability to Customer related to AVL data shared with other Company customers. Company acknowledges and agrees that Customer retains the ability to opt out of participation in this AVL data sharing agreement at any time by providing written notice to Company at the address for notice listed below, or via an email message sent to support@tabletcommand.com.



10. **Insurance.** The Customer will maintain in force during the Term the insurance coverages as set forth on Exhibit B.

11. **Records.** The Company will maintain complete and accurate records in accordance with its then-current policies.

12. **Miscellaneous.**

- a. **Governing Law; Venue.** This Agreement shall be governed by the laws of the State of California without regard to California's conflicts of law rules. The Parties agree that the exclusive venue for any dispute arising hereunder shall be the federal or state located in the City and County of San Francisco, California and the parties waive any objection to personal jurisdiction or venue in any forum located in that county.
- b. **Assignability.** This Agreement may not be assigned by Customer, including by operation of law, without the prior written consent of the Company. The rights and liabilities of the parties hereto shall bind and inure to the benefit of their respective successors, executors and administrators.
- c. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior and contemporaneous written and oral agreements between the Parties regarding the subject matter of this Agreement. Except with regard to updates pursuant to Section 12(g), any waiver, modification, or amendment of any provision of this Agreement shall be effective only if in writing and signed by the Parties hereto.
- d. **Publicity.** Each party may issue press releases or otherwise publicly reference the other in advertising and marketing (such as Internet, TV, radio and print) including the use of quotations from key staff, pictures, and videos.
- e. **Attorney's Fees.** If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees, costs and necessary disbursements in addition to any other relief to which such party may be entitled.
- f. **Counterparts; Electronic Signatures.** This Agreement may be executed electronically including by Customer's acceptance of an online order form that refers to this Agreement, and the Parties agree that they will accept signature by electronic transmission in lieu of original signatures and that the Agreement and any amendments hereto or order forms entered pursuant to this Agreement will have the same binding and enforceable effect with electronic signatures as they would have with original signatures.
- g. **Updates.** Company may update this Agreement at any time by posting a new version to its website. Customer's continued use of the Services following such update will indicate Customer's acceptance of the updated Agreement. Company may, but is not required to, send an email notification regarding the updated Agreement to Customer. Customer may not amend, modify, or update this Agreement.

[signature page follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above. The authorized representatives of the parties have signed this Agreement as of the Effective Date.

<b>Customer</b>	<b>Tablet Command, Inc.</b>
By:	By:
Name:	Name: William Pigeon
Title:	Title: Chief Executive Officer
Address for Notice:	Address for Notice:  Tablet Command, Inc. 1212 Broadway Plaza, Ste 2100 Walnut Creek, California 9459

EXHIBIT A  
TABLET COMMAND QUOTE

## EXHIBIT B INSURANCE REQUIREMENTS

During the term of the Agreement, the Company will maintain in force no less than the insurance coverages set forth as follows:

### ***General Liability***

General Aggregate:	\$4,000,000
Each Occurrence:	\$2,000,000

### ***Automobile Liability***

Hired/Non-Owned:	\$4,000,000
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### ***Errors & Omissions***

General Aggregate:	\$4,000,000
Per Claim:	\$2,000,000
Per Occurrence:	\$2,000,000

### ***Cyber Liability***

General Aggregate:	\$4,000,000
Each Occurrence:	\$2,000,000



# OLD BUSINESS

## DISCUSSION





# OLD BUSINESS

## ACTION





# NEW BUSINESS

## DISCUSSION





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

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

<b>Initiative Name:</b>	Draft Policy Approval #POL-25-09		
<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>			
<p>The agency is working through adoption of updated policies developed in the Lexipol format. The policy approval process includes division head review, staff policy committee review, labor review, senior staff review, commission policy committee review, and final board adoption. This is an ongoing process requiring monthly review and approval.</p> <p>Draft Policy</p> <ul style="list-style-type: none"> <li>Policy 1012 Discrimination and Harassment</li> <li>Policy 1014 Personnel Complaints</li> <li>Policy 1023 Workplace Violence</li> <li>Policy 1025 Smoke-Free Workplace</li> <li>Policy 1044 Anti-Retaliation and Whistleblowing</li> </ul> <p>Legacy Policy for Rescinding</p> <ul style="list-style-type: none"> <li>Rescind Legacy Policy 38 Equal Employment Opportunity (Lexipol 1000, 1012)</li> <li>Rescind Legacy Policy 39 Productive Work Environment (Lexipol 1012)</li> <li>Rescind Legacy Policy 64 Whistleblower (Lexipol 1044)</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.

**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>

## Discrimination and Harassment

### 1012.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent district members from being subjected to discriminatory harassment, including sexual harassment and retaliation. The District is committed to promoting a productive work environment that is free from harassment, intimidation, or hostile behavior, ensuring that nothing interferes with another's work performance or well-being. This policy is not intended to create legal or employment rights beyond those established by law.

### 1012.2 POLICY

Snohomish Regional Fire & Rescue is an equal opportunity employer and is dedicated to fostering a work environment that is free of discriminatory harassment, including sexual harassment and retaliation. The District will not tolerate discrimination against any member regarding hiring, promotion, discharge, compensation, fringe benefits, or any other privileges of employment. Preventive and corrective actions will be taken to address any behavior that violates this policy or the rights and privileges it protects.

It is the policy of the District to promote a productive work environment free of any verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or creates an intimidating, offensive, or hostile environment. Employees are expected to act in a positive manner and contribute to a productive work environment free from harassing or disruptive activities.

This policy applies equally to all District members, including supervisors, non-supervisory employees, and non-employees. The District's nondiscrimination policies may exceed the requirements of state or federal law. Conduct violating this policy may result in appropriate disciplinary action even if it does not meet the legal definitions of discrimination or harassment.

### 1012.3 DEFINITIONS

Definitions related to this policy include:

#### 1012.3.1 DISCRIMINATION

The District prohibits all forms of discrimination, including any employment-related actions by a member that adversely affect an applicant or employee based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, honorably discharged veteran or military status, HIV/AIDS or Hepatitis C status, marital status, use of a trained dog guide or service animal, or any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, refers to verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class and that interferes with an individual's work performance or creates a hostile or abusive work environment, including, without limitation, the following:

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*Discrimination and Harassment*

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- Verbal Harassment. Epithets, derogatory comments, slurs, propositioning or otherwise offensive words or comments on the basis of a personal characteristic or factor protected by law. This includes, but is not limited to, inappropriate comments on appearance, including dress or physical features, comments of sexual nature, rumors, code words, jokes, whistling, and race-oriented stories. Verbal harassment may be made in general, directed to an individual, or directed to a group of people, and may be considered harassment regardless of whether the behavior was intended to harass.
- Physical Harassment. Assault, impeding or blocking movement, leering, unwelcome flirtations, or physically interfering with normal work or privacy, when directed at an individual based on a personal characteristic or factor protected by law. Physical harassment also includes pinching, grabbing, or touching.
- Visual Forms of Harassment. Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings, offensive gestures, or e-mails on the basis of personal characteristic or factor protected by law. This applies to both, posted material or personal property maintained in the workplace or on District property.

#### 1012.3.2 RETALIATION

Retaliation is the act of treating a person differently or engaging in reprisal against someone because they have engaged in a protected activity, such as filing a complaint of discrimination, participating in an investigation, or opposing discriminatory practices. Retaliation is strictly prohibited and will not be tolerated.

#### 1012.3.3 SEXUAL HARASSMENT

The District prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

Other examples of prohibited conduct in the workplace include but are not limited to:

- Sexual flirtations, touching, advances, or propositions;
- Verbal abuse of a sexual nature;
- Graphic or suggestive comments about an individual's dress or body;
- Sexually degrading words to describe an individual;
- The display of sexually suggestive objects or pictures in the workplace

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*Discrimination and Harassment*

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**1012.3.4 ADDITIONAL CONSIDERATIONS**

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Washington State Human Rights Commission guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with District or district rules or regulations, or any other appropriate work-related communication between supervisor and member.

**1012.4 RESPONSIBILITIES**

This policy applies to all district members who shall follow the intent of these guidelines in a manner that reflects district policy, professional standards, and the best interest of Snohomish Regional Fire & Rescue and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, the Human Resources Director, or the Board of Commissioners.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers are responsible for maintaining a workplace free from harassment, intimidation, or disruptive behavior and have an obligation to ensure that no employee is subjected to harassment or retaliation. Any supervisors or managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

**1012.4.1 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

## *Discrimination and Harassment*

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- (e)
- (f) Notifying the Fire Chief or the Human Resources Director in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

### **1012.4.2 SUPERVISOR'S ROLE**

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the District and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

### **1012.4.3 QUESTIONS OR CLARIFICATION**

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, or the Human Resources Director, for further information, direction, or clarification.

### **1012.5 REPORTING AND COMPLAINT PROCEDURES**

Any employee who believes that they have been subjected to harassment or has observed harassment has a responsibility to report the situation as soon as possible in accordance with the above section 1012.4.

Complaints will be investigated promptly and impartially. Although the District cannot guarantee confidentiality, reasonable efforts will be made to disclose information only as needed to investigate and resolve a complaint. A timely resolution of each complaint will be reached and communicated, as appropriate, to the parties involved. Retaliation for filing a complaint or participating in an investigation in good faith is prohibited.

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Fire Chief.

### **1012.6 TRAINING**

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the District.

### *Discrimination and Harassment*

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All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

#### **1012.7 DISCIPLINARY ACTION**

Any District employee found to have engaged in or failed to report claims of harassment or retaliation as provided herein may be subject to appropriate disciplinary action, up to and including termination, depending on the circumstances of the case.

## Personnel Complaints

### 1014.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this district and the service provided by this district. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

This policy is intended to be applied in accordance with the procedures, rights or status that may be contained in any applicable collective bargaining agreement or policy established by the District.

### 1014.2 POLICY

This district takes seriously all complaints regarding service provided by the District and the conduct of its members. The District will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

Misconduct can be reported without concern for reprisal or retaliation.

### 1014.3 PERSONNEL COMPLAINTS

Personnel complaints consist of any allegation of misconduct or improper job performance by any member of the District that, if true, would constitute a violation of district policy or rule or federal, state or local law. Allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct or performance that, if true, would not violate district policy or rule or federal, state or local law, may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the District.

#### 1014.3.1 CLASSIFYING COMPLAINTS

Personnel complaints shall be classified in one of the following categories:

**Informal** - A matter in which the member's Chief Officer is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member. The responsible supervisor shall have the discretion to determine the appropriate manner for resolving the complaint consistent with District standards.

**Formal** - A matter in which a Chief Officer determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the Chief Officer or Human Resources representative, depending on the seriousness and complexity of the investigation.

**Incomplete** - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the



## *Personnel Complaints*

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designated district representative, such matters need not be documented as personnel complaints but may be further investigated or resolved as a complaint, depending on the seriousness of the complaint and the availability of sufficient information.

### **1014.4 CITIZEN COMPLAINT GUIDELINES**

All citizen complaints should be documented and action taken based on the classifications listed above. Normally, service delivery complaints will be assigned to the appropriate division head for action.

All complaints alleging serious misconduct will be sent to the Fire Chief or designee, division head and the Human Resources division.

### **1014.5 AT-WILL AND PROBATIONARY MEMBERS**

At-will and probationary members may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy and without notice or any cause at any time. These members are not entitled to any rights under this policy.

Any probationary period may be extended at the discretion of the Fire Chief in cases where the member has been absent for more than a week or when additional time to review the member is considered by the Fire Chief to be appropriate.

# Workplace Violence

## 1023.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the District does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior that is or can be perceived as threatening, hostile, and/or violent.

## 1023.2 POLICY

It is the policy of Snohomish Regional Fire & Rescue to provide and maintain a safe work environment for its employees, volunteers, and members of the public.

In responding to any violent behavior in the workplace, the District is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses, and those instigating the harm.

## 1023.3 PROHIBITED BEHAVIOR

No member shall engage in, encourage, or promote violent behavior toward any person while conducting district business or on district property.

No member engaged in district business shall carry or possess weapons or explosives unless either:

- (a) Permitted by district policy
- (b) State or local law prohibits the District from restricting the possession of the weapon or explosive

## 1023.4 REPORTING AND INVESTIGATING

### 1023.4.1 MEMBER RESPONSIBILITY

District members who experience, observe, or have knowledge of prohibited behaviors and actions in the workplace have a responsibility to report the situation as soon as practicable to a supervisor, manager, or a human resources representative. If a threat has been made or a crime has occurred, members should also report the situation to the local police department.

Members should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

### 1023.4.2 SUPERVISOR, MANAGER, BATTALION CHIEF, AND DIVISION CHIEF RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

## *Workplace Violence*

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Local law enforcement personnel should be notified immediately of all threatening or violent behavior.

### **1023.4.3 INVESTIGATION**

The Fire Chief or designee will promptly, impartially, and with as much confidentiality as practicable coordinate the investigation of all reports of violent behavior.

District members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

### **1023.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR**

District members who are victims of domestic violence or other threatening behavior outside of the workplace, or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisors.

Supervisors receiving any such report shall contact Human Resources as soon as practicable so that any appropriate safety measures or plans may be developed.

### **1023.5 RETALIATION PROHIBITED**

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify his/her supervisor.

### **1023.6 RESTRAINING ORDERS**

Members who obtain a restraining order listing their workplace, person, or the District as a protected area must provide a copy of the restraining order to their immediate supervisor or the Human Resources Director. The District needs this information in order to provide a safe workplace.

### **1023.7 FOLLOW-UP ACTION**

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law ~~and the applicable memorandum of understanding~~ before the District takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include but are not limited to the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act
- Corrective/disciplinary action up to and including termination

## *Workplace Violence*

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- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

### **1023.8 LEGAL ACTION**

The district's legal counsel will determine if a temporary restraining order or injunction should be sought on behalf of the District to reduce future or threatened violent behavior in the workplace.

### **1023.9 CORRECTIVE ACTIONS**

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include but are not limited to:

- Placing the involved member on administrative leave pending further review and determination of permanent action. Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the member to a different work location.
- Referring the member to conflict resolution training sessions.
- Referring the member to the employee assistance program.
- Modifying workstation designs and office traffic flow patterns.
- Requiring the member to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

### **1023.10 WORKPLACE VIOLENCE PREVENTION**

All district members are responsible for assisting in the prevention of violence in the workplace.

The District will provide appropriate training to members regarding workplace violence.

In the event a violent incident occurs in the workplace, the Fire Chief or designee is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy, and shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence.

## Smoke-Free Workplace

### 1025.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking tobacco products by members and others while on-duty or while in Snohomish Regional Fire & Rescue facilities or vehicles.

For the purposes of this policy, smoking includes but is not limited to any tobacco product, such as cigarettes, cigars, and pipe tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

### 1025.2 POLICY

Snohomish Regional Fire & Rescue recognizes that smoking tobacco is a health risk and can be offensive to others. Smoking can present an unprofessional image for the District and its members. Therefore, smoking is prohibited by members and visitors in all district facilities, buildings, and vehicles, and as further outlined in this policy.

### 1025.3 ADDITIONAL PROHIBITIONS

No person shall smoke tobacco products within 25 feet of a main entrance, exit, or operable window of any public building, including any district facility ([WAC 296-800-24005](#))([WAC 70.160.075](#)).

Smoking is prohibited by any individual in district buildings, vehicles or fire apparatus. The District will be published and maintained as a smoke-free workplace ([RCW 70.160.030](#)).

### 1025.4 PRESUMPTIVE COVERAGE

[RCW 51.32.185](#) covers occupational diseases and the presumption of occupational diseases for firefighters and fire investigators. If a member has documented tobacco use they could be excluded from the presumptive coverage. ([RCW 51.32.185\(1\)\(d\)](#)) ([RCW 51.32.185\(7\)](#)).

## Anti-Retaliation and Whistle-blowing

### 1044.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement or memorandum of understanding.

### 1044.2 POLICY

Snohomish Regional Fire & Rescue has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

### 1044.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in good faith in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including, but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

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*Anti-Retaliation and Whistle-blowing*

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**1044.4 COMPLAINTS OF RETALIATION**

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, a command staff member, the Fire Chief or the District Human Resources Director.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

Although the District cannot guarantee confidentiality, reasonable efforts will be made to protect the reporting member's identity.

**1044.5 SUPERVISOR RESPONSIBILITIES**

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in Policy: 1014 Personnel Complaints.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Fire Chief via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodically following up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.

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*Anti-Retaliation and Whistle-blowing*

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- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

**1044.6 COMMAND STAFF RESPONSIBILITIES**

The Fire Chief should communicate to all supervisors the prohibition against retaliation.

Individuals in the Chain of Command above the immediate supervisor shall treat all complaints as serious matters and shall ensure that prompt actions take place, including, but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) Reviewing complaint investigations in a timely manner.
- (c) Taking steps toward remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) Communicating the outcome to the complainant in a timely manner.

**1044.7 WHISTLE-BLOWING**

Washington law protects employees who make good faith reports of improper government actions. Improper government actions includes any action (i) undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment and (ii) in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds. "Improper governmental action:" does not include personnel actions (i.e hiring, firing, complaints, promotions, or reassignment). In addition, employees are not free to disclose matters that would affect a person's right to legally protected confidential communications.

District employees who become aware of improper governmental action should submit a written report to the Fire Chief, if non-involved, stating in detail the basis for the employee's belief that an improper action has occurred. This should be done as soon as the employee becomes aware of the improper action. Where the employee believes the improper action involves the Fire Chief, the employee may submit the written report directly with the Board Chair.

- In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may bypass the above procedure and report the improper action directly to the appropriate government agency responsible for investigating the improper action.
- Employees may report information about improper governmental action directly to an outside agency if the employee reasonably believes that an adequate investigation was not undertaken by the District to determine whether an improper governmental action occurred, or that insufficient action was taken by the District to address the improper action or that for other reasons the improper action is likely to recur.



### *Anti-Retaliation and Whistle-blowing*

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The Fire Chief, Board Chair, or their designee, as the case may be, shall promptly investigate the report of improper government action. After the investigation is completed the employee shall be advised of the results of the investigation, except the personnel actions taken as a result of the investigation may be kept confidential.

It is unlawful for the District to take retaliatory action because an employee, in good faith, provided information that improper government action occurred.

- Employees who believe they have been retaliated against for reporting an improper governmental action must provide a written complaint to the Fire Chief within thirty (30) days of the occurrence of the alleged retaliatory action. If the Fire Chief is involved, the notice should go to the Board Chair. The complaint shall specify the alleged retaliatory action and relief requested.
- In response to a timely complaint of retaliation, the Fire Chief or the Board Chair, as the case may be, shall investigate the complaint and respond in writing within thirty (30) days of receipt of the written charge.
- After receiving the District's response, the employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief under the law. The request for hearing must be delivered within the earlier of either fifteen (15) days of receipt of the District's response to the charge of retaliatory action or forty five (45) days of receipt of the charge of retaliation to the Fire Chief or Board Chair's for response.
- Within five (5) working days of receipt of a request for hearing the District shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge. At the hearing, the employee must prove that a retaliatory action occurred by a preponderance of the evidence in the hearing. The administrative law judge will issue a final decision not later than forty-five (45) days after the date of the request for hearing, unless an extension is granted.

An employee who fails to make a good faith effort to follow this policy shall not be entitled to the protection of this policy against retaliation.

#### **1044.7.1 POSTING OF REPORTING PROCEDURES**

The District shall post the Snohomish Regional Fire & Rescue policy where employees have reasonable access to it, regarding their rights and the procedures for reporting information of an alleged improper government action. A copy of the policy shall be made available to employees upon request ([RCW 42.41.030](#)).

#### **1044.8 RECORDS RETENTION AND RELEASE**

The Public Records/Human Resources Director shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

#### **1044.9 TRAINING**

This policy should be reviewed with each new member.

## *Anti-Retaliation and Whistle-blowing*

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All members should receive periodic refresher training on the requirements of this policy.



## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	38
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	EQUAL EMPLOYMENT OPPORTUNITY
EFFECTIVE DATE:	8/3/17
REVISION DATE(S):	7/11/02

### POLICY STATEMENT:

It is the policy of the district to provide equal opportunity in employment to all employees and applicants for employment. No person is to be unlawfully discriminated against in employment because of race, religion, color, sex, age, national origin, marital status, disability, military status, or any other status protected under federal or Washington state law.

This policy applies to all terms, conditions, and privileges of hiring and employment..

Any communication received from an applicant for employment, an employee, a government agency, or an attorney concerning any equal employment opportunity matter should be referred to the Fire Chief and the Human Resources Director.

While overall authority for implementing this policy is assigned to the administration, an effective equal employment opportunity program cannot be achieved without the support of supervisory personnel and employees at all levels. Any employees who either observe potential discrimination, or feel they are the victim of discrimination, have a responsibility to report this fact to their supervisor.

**ADOPTED AND REVISED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS,  
SNOHOMISH COUNTY FIRE DISTRICT 7 THIS 3rd DAY OF AUGUST, 2017.**

  
Randy Fay, Commissioner

  
Marc Inman, Commissioner


  
Jeff Schaub, Commissioner

  
Dean Schwartz, Commissioner

  
Bill Snyder, Commissioner


  
Roy Waugh, Commissioner

  
Leslie Wells, Commissioner

  
Shauna Willner, Commissioner

  
Randy Woolery, Commissioner



	
<b>SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY</b>	
<b>POLICY NUMBER:</b>	<b>39</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE POLICIES</b>
<b>TITLE:</b>	<b>PRODUCTIVE WORK ENVIRONMENT</b>
<b>EFFECTIVE DATE:</b>	<b>8/3/17</b>
<b>REVISION DATE(S):</b>	<b>7/11/02</b>

#### **POLICY STATEMENT:**

It is the policy of the district to promote a productive work environment free of any verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

Employees are expected to act in a positive manner and contribute to a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated.

Each supervisor has a responsibility to maintain the work place free of any form of sexual harassment. No supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.

Other harassing or offensive conduct in the work place, whether committed by supervisors, non-supervisory employees, or non-employees, is also prohibited. Such conduct includes but is not limited to:

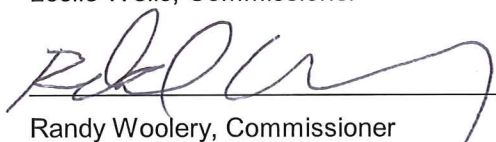

- a. Sexual flirtations, touching, advances, or propositions;
- b. Verbal abuse of a sexual nature;
- c. Graphic or suggestive comments about an individual's dress or body;
- d. Sexually degrading words to describe an individual; and
- e. The display in the work place of sexually suggestive objects or pictures, including nude photographs.

An employee who believes that any actions or words that constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible. Such report or complaint should be made to any supervisor, or to the Human Resources Director, or the Fire Chief if the complaint involves a supervisor.

Complaints of harassment are to be handled and investigated under the district's grievance procedure, unless special procedures are deemed appropriate. All complaints of harassment are to be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint is to be reached and communicated to the parties involved. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.

Any employee, supervisor, or manager who is found to have engaged in harassment of another employee will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.

**ADOPTED AND REVISED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS,  
SNOHOMISH COUNTY FIRE DISTRICT 7 THIS 3rd DAY OF AUGUST, 2017.**

  
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Randy Fay, Commissioner  
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Jeff Schaub, Commissioner  
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Bill Snyder, Commissioner  
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Leslie Wells, Commissioner  
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Randy Woolery, Commissioner  
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Marc Inman, Commissioner  
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Dean Schwartz, Commissioner  
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Roy Waugh, Commissioner  
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Shauna Willner, Commissioner





## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	1-64
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	Whistleblower
EFFECTIVE DATE:	01-03-2017
REVISION DATE(S):	N/A

### PURPOSE:

To establish policy and procedure for reporting improper governmental action by Snohomish County Fire District #7 officers or employees.

### POLICY:

Snohomish County Fire District #7 encourages the reporting by its employees of improper governmental action taken by Department officers or employees. The purpose of this policy is to protect employees who make good faith reports and to provide remedies for such individuals who are subjected to retaliation for having made such reports.

### DEFINITIONS:

Improper governmental action means any action by a Snohomish County Fire District #7 officer or employee (excluding personnel action) that is undertaken in the performance of the officers or employees official duties, whether or not the action is within the scope of employment.

AND:

- The action is in violation of any federal, state or local law or rule.
- The action is an abuse of authority.
- The action is of substantial and specific danger to the public health or safety or is a gross waste of public funds.

Retaliatory action means any hostile actions by another employee towards the whistleblower that was encouraged by a supervisor, senior manager or local official or any adverse change in an employee's terms and conditions of employment.

A local government official of employee is prohibited from directly or indirectly using their official authority or influence to threaten, intimidate, or coerce an employee for the purpose of interfering with that employees right to disclose information concerning an improper governmental action in accordance with this policy.

### PROCEDURE:

Employees who become aware of improper governmental actions should observe the following procedure:



## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

<b>POLICY NUMBER:</b>	<b>1-64</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE POLICIES</b>
<b>TITLE:</b>	<b>Whistleblower</b>
<b>EFFECTIVE DATE:</b>	<b>01-03-2017</b>
<b>REVISION DATE(S):</b>	<b>N/A</b>

Bring the matter to the attention of the Chief, if non-involved, in writing, stating in detail the basis for the employee's belief that an improper action has occurred.

Where the employee believes the improper action involves the Chief the employee may raise the issue directly with the Chairperson of the Board of Commissioners.

In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action.

Officers and employees involved in investigating the report shall keep the name of the reporting employee confidential to the extent possible under law, unless the employee authorizes disclosure of his or her identity in writing.

After the investigation has been completed, the employee reporting the improper governmental action shall be advised of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

Snohomish County Fire District #7 officials and employees are prohibited from taking retaliatory action against a Fire Department employee because he or she has in good faith reported an improper governmental action in accordance with Department policies and procedures.

Employees who believe that they have been retaliated against for reporting an improper government action should advise the Chief or Chairperson of the Board of Commissioners who shall take appropriate action to investigate and address complaints of retaliation.

Employees may appeal to the Board of Commissioners if not satisfied with the findings of the Chief, as the case may be, on findings of an investigation of a claim of retaliatory action by submitting a written complaint specifying the alleged retaliatory action and the relief requested. This request must be made not later than thirty (30) days after the occurrence of the alleged retaliatory action.

Snohomish County Fire District #7 shall have thirty (30) days in which to respond after receipt of a written charge of retaliatory action.

After receiving the Department response, or after the last day upon which the local government could respond, the employee may request a hearing before a state administrative law judge (ALJ)



## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

<b>POLICY NUMBER:</b>	<b>1-64</b>
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<b>TITLE:</b>	<b>Whistleblower</b>
<b>EFFECTIVE DATE:</b>	<b>01-03-2017</b>
<b>REVISION DATE(S):</b>	<b>N/A</b>

to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. The request for hearing must be delivered to the Department within fifteen (15) days of delivery of the response from the Department, or within fifteen days of the last day on which the Department could respond.

Within five (5) working days of receipt of a request for hearing the Department shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge. Under state law, the employee must prove his or her claim by a preponderance of the evidence. The ALJ will issue a final decision no later than forty-five (45) days after the date of the request for hearing was delivered to the Department, unless an extension of time is granted.





## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	1-64
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	Whistleblower
EFFECTIVE DATE:	01-03-2017
REVISION DATE(S):	N/A

### IMPROPER GOVERNMENTAL ACTION AGENCY LISTING

The following is a list of agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action. Employees having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact the Fire Chief.

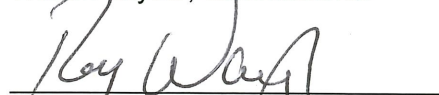
Agency	Address	City	State	Zip	Phone
Snohomish County Prosecutors	3000 Rockefeller Avenue MS504, 1 <sup>st</sup> Floor, Mission Bldg.	Everett	WA	98201	425-388-3333
Monroe Police Department	818 West Main Street	Monroe	WA	98272	360-794-6300
Attorney General's Office	900 4 <sup>th</sup> Avenue Suite 2000	Seattle	WA	98164	206-464-6684 800-551-4636
State Auditor's Office – Whistleblower	PO Box 40021	Olympia	WA	98504-0021	360-902-0090
Human Rights Commission	711 W. Capitol Way #402 PO Box 42490	Olympia	WA	98504-2490	360-753-6770
Department of Labor and Industries	315 5 <sup>th</sup> Avenue S Suite 200	Seattle	WA	98104-2607	206-515-2800

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS,  
SNOHOMISH COUNTY FIRE DISTRICT NO. 7 THIS 3<sup>rd</sup> DAY OF January, 2017.

  
Randy Fay, Commissioner

  
Marc Inman, Commissioner

  
William Snyder, Commissioner

  
Roy Waugh, Commissioner



## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	1-64
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	Whistleblower
EFFECTIVE DATE:	01-03-2017
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Guy Palumbo, Commissioner

*Jeff Schaub*  
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Jeff Schaub, Commissioner

*Dean Schwartz*  
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*Leslie Jo Wells*  
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Leslie Jo Wells, Commissioner

*Shauna Willner*  
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Shauna Willner, Commissioner

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Randy Woolery, Commissioner



# NEW BUSINESS

## ACTION





# EXECUTIVE SESSION

