SNOHOMISH REGIONAL FIRE & RESCUE

COMMISSIONER BOARD MEETING

SEPTEMBER 24, 2026

5:30 PM

SRFR STATION 31 TRAINING ROOM

VIA ZOOM

SNOHOMISH REGIONAL FIRE & RESCUE
WASHINGTON

SNOHOMISH REGIONAL FIRE & RESCUE

AGENDA

SNOHOMISH REGIONAL FIRE & RESCUE

BOARD OF FIRE COMMISSIONERS MEETING AGENDA
SNOHOMISH REGIONAL FIRE & RESCUE
SRFR Station 31 Training Room / Via Zoom
163 Village Court, Monroe, WA 98272
September 24, 2026, 1730 hours

CALL TO ORDER

PUBLIC COMMENT

UNION COMMENT

DISTRICT HIGHLIGHTS
Proclamation: HR Professionals Day 9/26
Proclamation: Fire Prevention Week 10/4-10

CHIEF'S REPORT

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Schaub	9/21/26	11/16/26	Yes
Finance Committee	Steinruck	9/24/26	10/22/26	Yes
Sno911	Lundquist	9/17/26	10/15/26	Yes
Sno-Isle Commissioners	Fay	9/3/26	10/1/26	No
Leadership Meeting	Schaub	9/17/26	12/17/26	Yes
Policy Committee	Schaub	8/13/26	10/8/26	No
Community Advisory Committee	TBD	6/10/26	11/5/26	No
Labor Management	Steinruck	9/8/26	10/5/26	No
Intergovernmental Committee	Elmore	9/10/26	10/8/26	No
Lake Stevens City Council	Steinruck	9/22/26	10/13/26	Yes
Monroe City Council	TBD	9/22/26	10/13/26	Yes

COMMITTEE MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

CONSENT AGENDA
Approval of Vouchers
Benefits Vouchers: 26-2372 to 26-2382; ($870,974.89)
AP Vouchers: 26-2383 to26-2496; ($896,045.45)

Approval of Payroll
September 15, 2026 Payroll ($1,765,899.88)

Approval of Minutes
Approve Regular Board Meeting Minutes September 10, 2026

Approval of District Secretary Appointment & Policy Development

OLD BUSINESS
Discussion

Action
Draft Policies
- Policy 213 Petty Cash Management
- Policy 216 District Finances: Internal Controls
- Policy 224 Credit Card and Fuel Card Usage
- Policy 225 Comprehensive Financial Management Policy
- Policy 227 Debt Management

NEW BUSINESS
Discussion
Policy 226 Reserve Funding & Resolution 2026-11 Emergency Reserve Fund
HR Deputy Director & IT Analyst Classification Review
Resolution 2026-12 Changing Regular Meeting Dates

Action

GOOD OF THE ORDER

ATTENDANCE CHECK
Regular Commissioner Meeting Thursday, October 8, 2026, at 1730 - Station 31 Training Room/Zoom

EXECUTIVE SESSION
RCW 42.30.110(1)(i): Meet with Legal Counsel Regarding Legal Risks in Which Public Knowledge of the Discussion Would Increase the Risk of Financial or Legal Harm to the District

ADJOURNMENT

DISTRICT HIGHLIGHTS

CHIEF'S REPORT

COMMISSIONER REPORTS

SNOHOMISH REGIONAL FIRE & RESCUE

COMMITTEE MEETING MINUTES

CONSENT AGENDA

Snohomish Regional Fire and Rescue
Claims Voucher Summary

09/17/2026

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
26-2372	DEPARTMENT OF RETIREMENT SYSTEMS		31,186.43
26-2373	DIMARTINO & ASSOCIATES		25,963.68
26-2374	FIRE 7 FOUNDATION		782.00
26-2375	HRA VEBA TRUST		69,681.24
26-2376	LEOFF TRUST		541,689.19
26-2377	MATRIX TRUST COMPANY		24,255.59
26-2378	TD AMERITRADE INSTITUTIONAL		388.50
26-2379	TRUSTEED PLANS SERVICE CORP		37,702.58
26-2380	VOYA INSTITUTIONAL TRUST CO		138,049.18
26-2381	WASHINGTON STATE SUPPORT REGISTRY		504.00
26-2382	WASHINGTON STATE SUPPORT REGISTRY		772.50

Page Total	870,974.89
Cumulative Total	870,974.89

Docket of Claims Register

Snohomish Regional Fire & Rescue, WA

APPKT02268 - 09.24.2026 Board Packet AL

By Docket/Claim Number

Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
0004	A&C GLASS	26-2383					3,872.76
	22582	Window Replacement Admin Bldg x3	Invoice	09/09/2026	Window Replacement Admin Bldg x3	300-507-522-50-48-00	3,872.76
0012	ACROSS THE STREET PRODUCTIO	26-2384					385.00
	32675	Blue Card Online Training - T. Rider	Invoice	09/09/2026	Blue Card Online Training - T. Rider	001-506-522-45-49-02	385.00
0025	ALDERWOOD WATER & WASTEW	26-2385					133.15
	ST73-AUGSEP26	Water - ST 73	Invoice	09/16/2026	Water - ST 73	001-507-522-50-47-02	133.15
0025	ALDERWOOD WATER & WASTEW	26-2386					24.29
	ST73FM-AUGSEP26	Water - ST 73	Invoice	09/16/2026	Water - ST 73	001-507-522-50-47-02	24.29
2335	ALL BATTERY SALES AND SERVICE	26-2387					796.25
	INV16229	Shop Supplies	Invoice	09/14/2026	Shop Supplies	050-511-522-60-31-05	796.25
1503	ALLSTREAM BUSINESS US, INC	26-2388					654.19
	22677261	Fire Alarm Phone Lines/Connection Se	Invoice	09/01/2026	Fire Alarm Phone Lines/Connection Se	001-513-522-50-42-01	654.19
2106	AMAZON CAPITAL SERVICES, INC	26-2389					2,680.32
	13NY-XF1C-FG19	St71 Printer Table	Credit Memo	09/13/2026	St71 Printer Table	001-507-522-50-31-00	-70.12
	13Y1-VHDF-6V9J	Shop Parts	Invoice	09/04/2026	Shop Parts	050-511-522-60-34-01	44.58
	14L7-N3FT-DWM7	Phone Floaties for Water Rescue	Invoice	09/08/2026	Phone Floaties for Water Rescue	001-514-522-20-31-09	87.48
	16HJ-FFXF-L3JD	Lifeguard Rescue Tube x4	Invoice	09/21/2026	Lifeguard Rescue Tube x4	001-514-522-20-31-09	240.64
	16T7-P9J9-JQD7	Otterboxes for Water Rescue Team	Invoice	09/15/2026	Otterboxes for Water Rescue Team	001-514-522-20-31-09	462.35
	17N3-N4YV-7RWJ	Natural Gas Conversion Kit for Outdoo	Invoice	09/10/2026	Natural Gas Conversion Kit for Outdoo	001-507-522-50-35-00	134.88
	17N3-N4YV-CNGJ	Rock Key Hider	Invoice	09/10/2026	Rock Key Hider	001-506-522-45-31-03	9.30
	1F6X-6KD1-VK9L	Swivel Eye Snap x6	Invoice	09/08/2026	Swivel Eye Snap x6	001-504-522-20-35-00	71.16
	1GJC-CCK6-Q6PM	Shop Parts	Invoice	09/08/2026	Shop Parts	050-511-522-60-34-01	20.98
	1GVC-JVPC-3DYY	Tshirt Bags & Labels - October	Invoice	09/08/2026	Tshirt Bags & Labels - October	001-502-522-10-49-08	40.82
	1HTY-6K3D-PTWX	Large Wireless Mouse , Small Wireless	Invoice	09/14/2026	Large Wireless Mouse , Small Wireless	001-513-522-10-35-00	69.04
	1JL3-PVVP-HR6Y	Shop Parts	Invoice	08/28/2026	Shop Parts	050-511-522-60-34-01	27.56
	1LJL-LNDJ-4PYH	Weighted Jump Rope - St83	Invoice	09/08/2026	Weighted Jump Rope - St83	303-510-594-20-64-00	59.35
	1LXJ-MQQD-1367	3-Piece Dish Drainer Rack St73	Invoice	09/08/2026	3-Piece Dish Drainer Rack St73	001-507-522-50-35-00	19.39
	1MRW-V1XR-JTG9	Gear Hard Case, 30gl Watter Tank, 60g	Invoice	09/18/2026	Gear Hard Case, 30gl Watter Tank, 60g	001-514-522-20-31-09	848.36
	1RHF-1CQR-47VM	Combination Padlock	Invoice	09/16/2026	Combination Padlock	001-506-522-45-31-03	8.73
	1VG4-NQMY-9QJ6	Unde Desk Footrest	Invoice	09/10/2026	Unde Desk Footrest	001-510-522-20-31-01	42.66
	1WLD-TGFM-4733	Shop Parts	Invoice	09/02/2026	Shop Parts	050-511-522-60-34-01	12.46
	1X9Q-JPDN-7YDD	St71 Mop Bucket w/ Wringer	Invoice	09/17/2026	St71 Mop Bucket w/ Wringer	001-507-522-50-35-00	73.95
	1Y6R-4P6P-16VJ	50 pack Mourning Bands for Badges x1	Invoice	09/16/2026	50 pack Mourning Bands for Badges x1	001-504-522-20-31-07	119.00
	1YKQ-QRGX-W36F	St82 Shower Heads	Invoice	09/19/2026	St82 Shower Heads	001-507-522-50-35-00	183.41
	1YXF-K6HM-TYT3	Shop Parts	Invoice	09/02/2026	Shop Parts	050-511-522-60-34-01	174.34

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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
0058	BICKFORD MOTORS, INC.	26-2390					9.92
	1325575	Shop Parts	Invoice	09/02/2026	Shop Parts	050-511-522-60-34-01	119.22
	CM-1325084-1	Shop Parts	Credit Memo	09/02/2026	Shop Parts	050-511-522-60-34-01	-109.30
0065	BOUND TREE MEDICAL, LLC	26-2391					55.32
	86342797	Medical Supplies	Invoice	09/03/2026	Medical Supplies	001-509-522-30-31-01	55.32
0070	BRAKE & CLUTCH SUPPLY INC	26-2392					119.09
	151751	Shop Parts	Invoice	09/04/2026	Shop Parts	050-511-522-60-34-01	119.09
0073	BRAUN NORTHWEST INC	26-2393					527,144.00
	40738	HGAC Remount Proposal contract AM:	Invoice	09/08/2026	Remount from 2014 North Star Vehicle	301-509-594-22-64-03	253,861.79
	40739	HGAC Remount Proposal contract AM:	Invoice	09/08/2026	Remount North Star vehicle 377-R/54C	301-509-594-22-64-03	273,282.21
2658	BRAVEN METALS, LLC	26-2394					437.20
	INV16250	Training Vehicle	Invoice	09/22/2026	Training Vehicle - Sedan	001-506-522-45-31-03	437.20
1730	BRETT FETCHO	26-2395					465.04
	INV16235	First Responder Wellness Facility Revie	Invoice	09/28/2026	First Responder Wellness Facility Revie	001-506-522-45-43-00	465.04
2563	BRIAN PARK	26-2396					507.92
	INV16230	Higgins & Langley OKC Swiftwater - Pe	Invoice	09/01/2026	Higgins & Langley OKC Swiftwater - Pe	001-506-522-45-43-00	298.99
	INV16241	Exoense Reimb. - Work lunch & Memo	Invoice	09/03/2026	Exoense Reimb. - Memorial Coins for C	001-502-522-10-49-07	140.00
					Exoense Reimb. - Work lunch W/ Com.	001-502-522-10-49-06	68.93
2572	BURLEY CREATIVE, LLC	26-2397					104.40
	000248	SRFR Stamp	Invoice	09/09/2026	SRFR Stamp	001-502-522-10-41-01	104.40
2206	BUTTERFLY NETWORK, INC.	26-2398					214.73
	INV-BF-260348	'ButterFly' Pro Custom Renewal (1 Add	Invoice	08/17/2026	'ButterFly' Pro Custom Renewal (1 Add	001-509-522-20-49-04	214.73
1913	CANON FINANCIAL SERVICES INC	26-2399					1,416.93
	4349870	Copier Machine Lease - ST 81	Invoice	09/11/2026	Copier Machine Lease - ST 81	001-512-591-22-70-00	38.88
	43849872	Copier Machine Lease - ST 71	Invoice	09/11/2026	Copier Machine Lease - ST 71	001-512-591-22-70-00	325.02
	43849875	Copier Machine Lease - ST 31 (Main Lo	Invoice	09/11/2026	Copier Machine Lease - ST 31 (Main Lo	001-512-591-22-70-00	329.53
	43849877	Copier Machine Lease - ST 82	Invoice	09/11/2026	Copier Machine Lease - ST 82	001-512-591-22-70-00	38.91
	43849879	GIS Printer Machine Lease - Admin Bld	Invoice	09/11/2026	GIS Printer Machine Lease - Admin Bld	001-512-591-22-70-00	225.33
	43849882	Copier Machine Lease - ST 32, 72, 73, 7	Invoice	09/11/2026	Copier Machine Lease - ST 32	001-512-591-22-70-00	17.97
					Copier Machine Lease - ST 72	001-512-591-22-70-00	17.96
					Copier Machine Lease - ST 73	001-512-591-22-70-00	17.96
					Copier Machine Lease - ST 77	001-512-591-22-70-00	18.15
	43872603	Copier Machine Lease - Admin Bldg (Cc	Invoice	09/18/2026	Copier Machine Lease - Admin Bldg (Cc	001-512-591-22-70-00	296.60
	43887410	Copier Machine Lease - ST 31 (Shop)	Invoice	09/11/2026	Copier Machine Lease - ST 31 (Shop)	050-511-591-22-70-00	90.62
0095	CENTRAL SUPPLY INTERNATIONA	26-2400					6,627.56
	2244	Shop Parts	Invoice	08/26/2026	Shop Parts	050-511-522-60-34-01	6,627.56

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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
0096	CENTRAL WELDING SUPPLY CO IN	26-2401					944.97
	0002798270	Oxygen Cylinder Exchange/Re-Fill (x4)	Invoice	09/04/2026	Oxygen Cylinder Exchange/Re-Fill (x4)	001-509-522-20-45-00	200.78
	0002798271	Oxygen Cylinder Exchange/Re-Fill (x4)	Invoice	09/04/2026	Oxygen Cylinder Exchange/Re-Fill (x4)	001-509-522-20-45-00	95.52
	0002799710	Oxygen Cylinder Exchange/Re-Fill (x5)	Invoice	09/09/2026	Oxygen Cylinder Exchange/Re-Fill (x5)	001-509-522-20-45-00	106.06
	0002802639	Oxygen Cylinder Exchange/Re-Fill (x7)	Invoice	09/14/2026	Oxygen Cylinder Exchange/Re-Fill (x7)	001-509-522-20-45-00	123.06
	0002802644	Oxygen Cylinder Exchange/Re-Fill (x8)	Invoice	09/14/2026	Oxygen Cylinder Exchange/Re-Fill (x8)	001-509-522-20-45-00	238.01
	0002805975	Oxygen Cylinder Exchange/Re-Fill (x9)	Invoice	09/17/2026	Oxygen Cylinder Exchange/Re-Fill (x9)	001-509-522-20-45-00	181.54
1833	CHRISTOPHER MCGRAW	26-2402					317.00
	INV16236	First Responder Wellness Facility Revie	Invoice	09/02/2026	First Responder Wellness Facility Revie	001-510-522-20-43-00	317.00
2535	CIVICPLUS, LLC	26-2403					195.65
	388666	Municiple Website Central Platform Sy	Invoice	09/17/2026	Municiple Website Central Platform Sy	001-513-522-10-41-04	195.65
0125	COLUMBIA SOUTHERN UNIVERSI	26-2404					785.60
	365286091426	Tuition - FIR 2303 - C. McGraw	Invoice	09/15/2026	Tuition - FIR 2303 - C. McGraw	001-506-522-45-49-10	785.60
0126	COMCAST BUSINESS	26-2405					65.05
	ST31CABLE-SEPOCT26	TV & Equipment Services (Acct. 00393	Invoice	09/06/2026	TV & Equipment Services (Acct. 00393	001-513-522-50-42-01	65.05
0126	COMCAST BUSINESS	26-2406					821.08
	ADMIN-SEPOCT26	Internet/Phone/TV Services - Admin Bl	Invoice	09/07/2026	Internet/Phone/TV Srvcs - Admin Bldg	001-513-522-50-42-01	821.08
0459	CONWAY SHIELDS	26-2407					677.08
	0558707	4-2PP - 4' Passport Shields x30	Invoice	09/10/2026	4-2PP - 4' Passport Shields x30	001-504-522-20-31-10	677.08
1762	CORY ODGERS	26-2408					48.16
	INV16231	Incident Rehab Coffee Expense Reimbu	Invoice	09/18/2026	Incident Rehab Coffee Expense Reimbu	001-504-522-20-31-01	48.16
0136	COURIERWEST	26-2409					2,190.80
	8558	Mail Courier Monthly Service (August 2	Invoice	09/17/2026	Mail Courier Monthly Service (August 2	001-502-522-10-41-01	2,190.80
0103	CSD ATTORNEYS AT LAW P.S.	26-2410					5,292.00
	139305	Monthly Attorney Services (August 202	Invoice	08/31/2026	Monthly Attorney Services (August 202	001-512-522-10-41-03	5,292.00
2205	DANIEL KINDIG	26-2411					97.41
	INV16238	2026-2030 Shop Work Boot Reimburs	Invoice	09/08/2026	2026-2030 Shop Work Boot Reimburs	050-511-522-60-31-01	97.41
1556	DJ MATTERN	26-2412					560.00
	INV16232	Higgins & Langley OKC Swiftwater Per	Invoice	09/01/2026	Higgins & Langley OKC Swiftwater Per	001-506-522-45-43-00	560.00
1875	ELECTRONIC BUSINESS MACHINE	26-2413					815.72
	AR340657	Copier Machine Usage - Admin Bldg (C	Invoice	09/09/2026	Copier Machine Usage - Admin Bldg (C	001-502-522-10-31-00	401.84
	AR341329	Copier Machine Usage - Admin Bldg (P	Invoice	09/17/2026	Copier Machine Usage - Admin Bldg (P	001-502-522-10-31-00	61.79
	AR341420	Copier Machine Usage - ST 82	Invoice	09/18/2026	Copier Machine Usage - ST 82	001-502-522-10-31-00	1.60
	AR341421	Copier Machine Usage - ST 31 (Main Lo	Invoice	09/18/2026	Copier Machine Usage - ST 31 (Main Lo	001-502-522-10-31-00	227.49
	AR341441	Copier Machine Usage - ST 71	Invoice	09/18/2026	Copier Machine Usage - ST 71	001-502-522-10-31-00	112.97
	AR341442	Copier Machine Usage - ST 81	Invoice	09/18/2026	Copier Machine Usage - ST 81	001-502-522-10-31-00	4.32
	AR341455	Copier Machine Usage - ST 83	Invoice	09/18/2026	Copier Machine Usage - ST 83	001-502-522-10-31-00	5.71
2103	FOWLER FIRE LLC	26-2414					550.00
	8714	Fire Service Instructor 1 Registration -	Invoice	09/17/2026	Fire Service Instructor 1 Registration -	001-506-522-45-49-02	550.00

Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
0222	FREIGHTLINER NORTHWEST	26-2415					3,136.36
	PC304043268;01	Shop Parts	Invoice	09/11/2026	Shop Parts	050-511-522-60-34-01	3,136.36
0226	GALLS, LLC	26-2416					2,730.97
	036220113	L/S Chief Shirt	Invoice	09/09/2026	Chief Long-Sleeve Uniform Shirt (Nome	001-504-522-20-31-07	48.07
	036224608	Duty Boots	Invoice	09/09/2026	Duty Boots	001-504-522-20-31-07	144.00
	036233973	1/4 Zip Turtleneck Sweatshirts	Invoice	09/10/2026	1/4 Zip Turtleneck Sweatshirt	050-511-522-60-31-01	1,106.67
	036233975	1/4 Zip Turtleneck Sweatshirt	Invoice	09/10/2026	1/4 Zip Turtleneck Sweatshirt	050-511-522-60-31-01	171.65
	036234015	W/P Job Shirt 2.0	Invoice	09/10/2026	W/P Job Shirt 2.0	001-504-522-20-31-07	123.18
	036237848	Flex-Tac Pant , Duck Bib Overall	Invoice	09/18/2026	Flex-Tac Pant , Duck Bib Overall	001-504-522-20-31-07	172.69
	036247680	Polyester/Wool Class A Dress Pants	Invoice	09/11/2026	Polyester/Wool Class A Dress Pants	001-504-522-20-31-07	189.04
	036282287	W/P Job Shirt 2.0	Invoice	09/15/2026	W/P Job Shirt 2.0	001-504-522-20-31-07	246.34
	036296269	Shorline Jacket	Invoice	09/16/2026	Shorline Jacket	001-504-522-20-31-07	192.11
	036296292	1/4 Zip Turtleneck Sweatshirt	Invoice	09/16/2026	1/4 Zip Turtleneck Sweatshirt	001-504-522-20-31-07	108.70
	036308661	Blank Embroiderable Patch (BLANK)	Invoice	09/17/2026	Blank Embroiderable Patch (BLANK)	001-504-522-20-31-07	20.92
	036320763	Diamond Quilted Jacket	Invoice	09/18/2026	Diamond Quilted Jacket	001-504-522-20-31-07	84.42
	036320796	W/P Job Shirt 2.0	Invoice	09/18/2026	W/P Job Shirt 2.0	001-504-522-20-31-07	123.18
2568	GENERAL FIRE APPARATUS	26-2417					451.30
	IN2586539	Shop Parts	Invoice	09/12/2026	Shop Parts	050-511-522-60-34-01	451.30
2302	GME SUPPLY COMPANY	26-2418					2,814.73
	8022886	Tech rescue PPE gear	Invoice	09/11/2026	Rescue Tech PPE and gear	001-514-522-20-31-11	2,101.51
	8024230	Tech rescue PPE gear	Invoice	09/14/2026	Rescue Tech PPE and gear	001-514-522-20-31-11	229.83
	8028252	Tech rescue PPE gear	Invoice	09/17/2026	Rescue Tech PPE and gear	001-514-522-20-31-11	483.39
0238	GRAINGER	26-2419					4,232.75
	9073917552	Station Operating Supplies	Invoice	09/09/2026	Station Operating Supplies	001-507-522-50-31-00	836.92
	9074000143	Station Operating Supplies	Invoice	09/09/2026	Station Operating Supplies	001-507-522-50-31-00	709.73
	9074004806	Station Operating Supplies	Invoice	09/09/2026	Station Operating Supplies	001-507-522-50-31-00	291.82
	9078748598	Station Operating Supplies	Invoice	09/14/2026	Station Operating Supplies	001-507-522-50-31-00	79.29
	9078826055	Station Operating Supplies	Invoice	09/14/2026	Station Operating Supplies	001-507-522-50-31-00	444.27
	9078826063	Station Operating Supplies	Invoice	09/14/2026	Station Operating Supplies	001-507-522-50-31-00	294.77
	9079013166	Station Operating Supplies	Invoice	09/14/2026	Station Operating Supplies	001-507-522-50-31-00	1,352.91
	9084497651	Station Operating Supplies	Credit Memo	09/18/2026	Station Operating Supplies	001-507-522-50-31-00	-314.74
	9085173889	Station Operating Supplies	Invoice	09/18/2026	Station Operating Supplies	001-507-522-50-31-00	537.78
2168	KARLI MORRISON	26-2420					698.23
	INV16242	Admin Professional Conf. 2026 Nashvil	Invoice	09/21/2026	Admin Professional Conf. 2026 Nashvil	001-506-522-45-43-00	698.23
1681	KATHERINE POWERS	26-2421					1,163.60
	INV16239	Airfare Reimbursement - FLSA Conf.	Invoice	09/08/2026	Airfare Reimbursement - FLSA Conf.	001-503-522-10-43-00	581.80
	INV16240	Airfare Reimbursement - FLSA Conf.	Invoice	09/08/2026	Airfare Reimbursement - FLSA Conf.	001-503-522-10-43-00	581.80

Docket of Claims Register **APPKT02268 - 09.24.2026 Board Packet AL**

Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
0313	KENT D. BRUCE CO., LLC	26-2422					2,616.77
	20824	Shop Parts	Invoice	08/27/2026	Shop Parts	050-511-522-60-34-01	1,473.52
	20900	Shop Parts	Invoice	09/04/2026	Shop Parts	050-511-522-60-34-01	228.65
	20901	Shop Parts	Invoice	09/04/2026	Shop Parts	050-511-522-60-34-01	228.65
	20902	Shop Parts	Invoice	09/04/2026	Shop Parts	050-511-522-60-34-01	228.65
	20903	Shop Parts	Invoice	09/04/2026	Shop Parts	050-511-522-60-34-01	228.65
	20904	Shop Parts	Invoice	09/04/2026	Shop Parts	050-511-522-60-34-01	228.65
0349	L.N. CURTIS & SONS	26-2423					55,794.67
	INV1107356	Shop Parts	Invoice	09/03/2026	Shop Parts	050-511-522-60-34-01	113.98
	INV1108138	Shop Parts	Invoice	09/08/2026	Shop Parts	050-511-522-60-34-01	708.84
	INV1111595	2026 5 New Engine Tools -LN Curtis	Invoice	09/18/2026	2.5Gal 2A Water Fire Extinguisher	303-504-594-20-64-05	1,215.06
					2.5NHM X 2.5NHM RL Double Male A	303-504-594-20-64-05	886.13
					35 2.5NH FRL X 2.5NH FRL Double Fer	303-504-594-20-64-05	736.42
					37 2.5NH FRL X 1.5NHM Adapter	303-504-594-20-64-05	647.40
					4"-6" STZ Spanner Wrench	303-504-594-20-64-05	699.19
					4STZ X 6NHFLM Swivel Jumbo Ball Int	303-504-594-20-64-05	6,244.17
					51" 12# Pinchpoint Steel Crowbar	303-504-594-20-64-05	292.19
					5STZ X 4STZ Rigid Adapter	303-504-594-20-64-05	4,637.00
					Black Standard Step Chock	303-504-594-20-64-05	1,344.22
					Foam Pail Wrench	303-504-594-20-64-05	146.04
					S37 4STZ X 2.5NH FRL Storz to Rigid F	303-504-594-20-64-05	3,058.97
					S54RL 4STZ X 4.5NH FRL Storz to Swiv	303-504-594-20-64-05	3,058.97
					S54RL 4STZ X 4NH FRL Storz to Swivel	303-504-594-20-64-05	2,848.56
					1NHF 45GPM @ 100PSI Blade Nozzle	303-504-594-20-64-05	2,751.45
					1NHF RL X 1NHM Hydro 100 Shutoff, 1	303-504-594-20-64-05	2,023.13
					3/8" x 20© Grade 70 Chain with Grab	303-504-594-20-64-05	857.81
					5 Glas-Master Complete Tool	303-504-594-20-64-05	1,921.73
					6 3/4" Sprinkler Stop Valve	303-504-594-20-64-05	297.70
					Adjustable Hydrant Wrench with Single	303-504-594-20-64-05	1,252.72
					Hook Cluster of Large J, Mini J, Hamm	303-504-594-20-64-05	992.68
					Red/Black Carry Bag for The Ripper™	303-504-594-20-64-05	156.46
					Standard Replacement Blade, 4-6 TPI	303-504-594-20-64-05	322.51
					Universal Spanner Wrench	303-504-594-20-64-05	699.19
					X-86A, 2.5NHF X 2.5NHM Lightweight	303-504-594-20-64-05	14,282.34
	INV1112001	L82 Tools	Invoice	09/18/2026	L82 Tools	303-504-594-20-64-05	3,599.81
2577	LAKE STEVENS ACE	26-2424					95.96
	82705/7	Propane Tank Exchange (Refill)	Invoice	09/08/2026	Propane Tank Exchange (Refill)	001-507-522-50-47-03	47.98
	82713/7	Propane Tank Exchange (Refill)	Invoice	09/09/2026	Propane Tank Exchange (Refill)	001-507-522-50-47-03	47.98
1835	LEAH SCHOOF	26-2425					705.74
	INV16234	WAPELRA Per Diem Reimbursement	Invoice	09/17/2026	WAPELRA Per Diem Reimbursement	001-502-522-10-43-00	705.74

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0343	LIFE-ASSIST, INC	26-2426					22,697.16
	2193097	Medications	Invoice	09/11/2026	Medications	001-509-522-30-31-01	546.48
	2200553	Medications & Medical Supplies	Invoice	09/09/2026	Medications & Medical Supplies	001-509-522-30-31-01	814.69
	2200974	Medications	Invoice	09/11/2026	Medications	001-509-522-30-31-01	284.75
	2204638	Medications & Medical Supplies	Invoice	09/15/2026	Medications & Medical Supplies	001-509-522-30-31-01	11,208.77
	2204643	Medical Supplies	Invoice	09/15/2026	Medical Supplies	001-509-522-30-31-01	3,790.79
	2204645	Medical Supplies	Invoice	09/15/2026	Medical Supplies	001-509-522-30-31-01	3,600.14
	2205562	Medical Supplies	Invoice	09/17/2026	Medical Supplies	001-509-522-30-31-01	1,195.10
	2207677	Medical Small Tools/Minor Equipment	Invoice	09/18/2026	Medical Small Tools/Minor Equipment	001-509-522-20-35-00	257.23
	2208300	Medications & Medical Supplies	Invoice	09/21/2026	Medications & Medical Supplies	001-509-522-30-31-01	999.21
0352	LOWE'S	26-2427					82.86
	946105-RGTUJJ	PEa Gravel for ST31 Sign	Invoice	08/29/2026	Pea Gravel for ST31 Sign	001-507-522-50-48-00	7.05
	984059-RIIAAS	Shop Parts	Invoice	09/10/2026	Shop Parts	050-511-522-60-34-01	75.81
2513	MES SERVICE COMPANY, LLC	26-2428					20,135.08
	IN2582553	5 Seek FirePro 300 TICs	Invoice	09/10/2026	5 Seek FirePro 300 TICs	303-504-594-20-64-20	7,311.15
	IN2585691	MK-2 ULTRA LRG GLOVES	Invoice	09/11/2026	MK-2 ULTRA LRG GLOVES	001-504-522-20-31-10	1,641.72
	IN2590061	Fire Hooks , Pro-Bar, Sledge Hammer ,	Invoice	09/17/2026	Fire Hooks , Pro-Bar, Sledge Hammer ,	303-504-594-20-64-05	6,386.14
	IN2592692	Lion Turnouts - McGrew/James	Invoice	09/22/2026	Lion Turnouts - McGrew/James	303-504-594-20-64-04	4,796.07
0379	MOBILE HEALTH RESOURCES	26-2429					3,493.05
	6486	Monthly EMS Patient Experience Surve	Invoice	07/31/2026	Monthly EMS Patient Experience Surve	001-509-522-20-49-02	2,606.10
	6487	Monthly EMS Patient Experience Surve	Invoice	08/31/2026	Monthly EMS Patient Experience Surve	001-509-522-20-49-02	886.95
2543	NATIONAL MEDICAL EDUCATION	26-2430					22,600.00
	P152 - N. Lawson	Paramedic Program Tuition & Fees	Invoice	08/01/2026	Paramedic Program Tuition & Fees	001-506-522-45-49-10	11,300.00
	P152 - T. Beard	Paramedic Program Tuition & Fees	Invoice	08/01/2026	Paramedic Program Tuition & Fees	001-506-522-45-49-10	11,300.00
1904	NATIONAL TESTING NETWORK, IN	26-2431					250.00
	17232	Outstanding Balance Membership Fees	Invoice	01/01/2026	Outstanding Balance Membership Fees	001-503-522-10-49-01	250.00
2333	OAC SERVICES, INC.	26-2432					38,417.90
	14280	Professional Services (Phase 2 CPF) - ST	Invoice	09/11/2026	Professional Services (Phase 2 CPF) - ST	300-507-594-50-62-00	4,066.00
	14494	Professional Services (Design/CM Labo	Invoice	09/14/2026	Professional Services (Design/CM Labo	300-507-594-50-62-00	17,616.26
						300-507-594-50-62-00	16,735.64
2252	ODP BUSINESS SOLUTIONS, LLC	26-2433					238.94
	480805882001	Gel Pen Return (IN-481746903001)	Credit Memo	09/09/2026	Gel Pen Return (IN-481746903001)	001-502-522-10-31-00	-9.50
	481746903001	Pencil Sharpener,Pencils,Laminating Po	Invoice	09/08/2026	Pencil Sharpener,Pencils,Laminating Po	001-502-522-10-31-00	180.98
						001-502-522-10-35-00	8.59
	482294950001	Binders,Sheet Protectors,Markers	Invoice	09/14/2026	Binders,Sheet Protectors,Markers	001-502-522-10-31-00	58.87
2332	OTTO ROSENAU & ASSOCIATES, I	26-2434					1,125.00
	97019	Geotechnical/Engineering Services - ST	Invoice	09/15/2026	Geotechnical/Engineering Services - ST	300-507-594-50-62-00	375.00
	97020	Professional Services (GEO/Tech Engin	Invoice	09/15/2026	Professional Services (GEO/Tech Engin	300-507-594-50-62-00	750.00

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0451	PACIFIC POWER BATTERIES	26-2435					1,212.23
	17161574	Shop Parts	Invoice	08/31/2026	Shop Parts	050-511-522-60-34-01	361.17
	17161676	Shop Parts	Invoice	09/08/2026	Shop Parts	050-511-522-60-34-01	851.06
0466	PETROCARD, INC.	26-2436					5,869.27
	C127046	OnSite Mobile Fueling Service - ST 71,	Invoice	09/04/2026	OnSite Mobile Fueling Service - ST 71,	001-504-522-20-32-00	2,934.63
						001-509-522-20-32-00	2,934.64
2448	PRINT WEST, INC.	26-2437					11,867.84
	269715	(Fall 2026) Newsletter Printing (x57,24	Invoice	09/16/2026	(Fall 2026) Newsletter Printing (x57,24	001-515-522-30-49-01	11,867.84
0483	PUGET SOUND ENERGY	26-2438					172.63
	ST33-AUGSEP26	Natural Gas - ST 33 (220017363437)	Invoice	09/14/2026	Natural Gas - ST 33 (220017363437)	001-507-522-50-47-03	172.63
0483	PUGET SOUND ENERGY	26-2439					289.78
	ADMIN-AUGSEP26	Natural Gas - Admin Bldg (220031644C	Invoice	09/10/2026	Natural Gas - Admin Bldg (220031644C	001-507-522-50-47-03	147.79
						300-507-522-50-47-00	141.99
0483	PUGET SOUND ENERGY	26-2440					86.26
	ST31-AUGSEP26	Natural Gas - ST 31 (220011375122)	Invoice	09/10/2026	Natural Gas - ST 31 (220011375122)	001-507-522-50-47-03	86.26
0483	PUGET SOUND ENERGY	26-2441					150.48
	ST82-AUGSEP26	Natural Gas - ST 82 (220021970490)	Invoice	09/08/2026	Natural Gas - ST 82 (220021970490)	001-507-522-50-47-03	150.48
0483	PUGET SOUND ENERGY	26-2442					137.25
	ST73-AUGSEP26	Natural Gas - ST 73 (200014833566)	Invoice	09/15/2026	Natural Gas - ST 73 (200014833566)	001-507-522-50-47-03	137.25
0483	PUGET SOUND ENERGY	26-2443					136.06
	ST81-AUGSEP26	Natural Gas - ST 81 (220021970383)	Invoice	09/08/2026	Natural Gas - ST 81 (220021970383)	001-507-522-50-47-03	136.06
0483	PUGET SOUND ENERGY	26-2444					95.78
	ST74-AUGSEP26	Natural Gas - ST 74/Logistics Bldg (220	Invoice	09/15/2026	Natural Gas - ST 74/Logistics Bldg (220	001-507-522-50-47-03	95.78
0484	PURCELL TIRE & SERVICE CENTER	26-2445					5,742.88
	24286220	Shop Parts	Invoice	09/01/2026	Shop Parts	050-511-522-60-34-01	5,414.68
	24286404	Shop Parts	Invoice	09/10/2026	Shop Parts	050-511-522-60-34-01	328.20
2250	PURE CLEAN CARPET CLEANING	26-2446					3,085.00
	10595219	St77 Apparatus Cleaning	Invoice	09/18/2026	St77 Apparatus Cleaning	001-510-522-20-31-01	279.00
	105958663	St33 Carpet Cleaning	Invoice	09/14/2026	St33 Carpet Cleaning	001-510-522-20-31-01	279.00
	105959321	St32 Carpet Cleaning	Invoice	09/14/2026	St32 Carpet Cleaning	001-510-522-20-31-01	279.00
	105960328	Apparatus Cleaning St83	Invoice	09/18/2026	Apparatus Cleaning St83	001-510-522-20-31-01	399.00
	105963150	St82 Apparatus Cleaning	Invoice	09/18/2026	St82 Apparatus Cleaning	001-510-522-20-31-01	159.00
	105967472	St73 Apparatus Cleaning	Invoice	09/21/2026	St73 Apparatus Cleaning	001-510-522-20-31-01	279.00
	105968242	St71 Apparatus Cleaning	Invoice	09/18/2026	St71 Apparatus Cleaning	001-510-522-20-31-01	613.00
	105968387	St81 Apparatus Cleaning	Invoice	09/18/2026	St81 Apparatus Cleaning	001-510-522-20-31-01	639.00
	105973107	Apparatus Cleaning St72	Invoice	09/18/2026	Apparatus Cleaning St72	001-510-522-20-31-01	159.00
1937	RAIRDON'S OF MONROE	26-2447					56.89
	29841	Shop Parts	Invoice	09/04/2026	Shop Parts	050-511-522-60-34-01	56.89

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2654	RANDSTAD US, LLC	26-2448					9,223.07
	R37957751	08.02.2026 Services - Daisy Buss	Invoice	08/02/2026	08.02.2026 Services - Daisy Buss	001-509-522-20-41-02	1,368.78
	R37986363	08.09.26 Services - Daisy Buss	Invoice	08/09/2026	09.09.2026 Services - Daisy Buss	001-509-522-20-41-02	1,564.33
	R38015814	8.16 Services - Daisy Buss	Invoice	08/16/2026	8.16.26 Services - Daisy Buss	001-509-522-20-41-02	1,743.59
	R38049125	8.23 Services - Daisy Buss	Invoice	08/23/2026	8.23 Services - Daisy Buss	001-509-522-20-41-02	1,629.52
	R38107534	08/31 - 09/06 2026 Services - Daisy Bu	Invoice	09/06/2026	08/31 - 09/06 2026 Services - Daisy Bu	001-509-522-20-41-02	1,140.67
	R38139839	9/7-9/13 2026 Services - Daisy Buss	Invoice	09/13/2026	9/7-9/13 2026 Services - Daisy Buss	001-509-522-20-41-02	1,776.18
0494	REPUBLIC SERVICES #197	26-2449					182.21
	0197-003752510	Refuse - ST 32	Invoice	08/31/2026	Refuse - ST 32	001-507-522-50-47-04	182.21
0494	REPUBLIC SERVICES #197	26-2450					401.73
	0197-003751636	Recycling - ST 31	Invoice	08/31/2026	Recycling - ST 31	001-507-522-50-47-04	401.73
0494	REPUBLIC SERVICES #197	26-2451					328.95
	0197-003752257	Recycling - ST 32	Invoice	08/31/2026	Recycling - ST 32	001-507-522-50-47-04	328.95
0494	REPUBLIC SERVICES #197	26-2452					1,345.19
	0197-003752201	Refuse - ST 31	Invoice	08/31/2026	Refuse - ST 31	001-507-522-50-47-04	1,345.19
0494	REPUBLIC SERVICES #197	26-2453					327.86
	0197-003752214	Refuse - Admin Building	Invoice	08/31/2026	Refuse - Admin Building	001-507-522-50-47-04	167.21
						300-507-522-50-47-00	160.65
0501	RICOH USA, INC.	26-2454					50.91
	110292064	Copier Machine Lease - ST 74/Logistics	Invoice	09/04/2026	Copier Machine Lease - ST 74/Logistics	001-512-591-22-70-00	50.91
1662	RIDGID PLUMBING AND DRAIN SI	26-2455					875.20
	6759	ST72 Serv. Call Kitchen+Bath Sink Block	Invoice	09/10/2026	ST72 Serv. Call Kitchen+Bath Sink Block	001-507-522-50-48-00	875.20
0565	SNOHOMISH COUNTY PUD	26-2456					275.39
	149644274	Electricity - ST 73	Invoice	09/14/2026	Electricity - ST 73	001-507-522-50-47-01	275.39
0565	SNOHOMISH COUNTY PUD	26-2457					412.43
	139610877	Electricity - ST 83	Invoice	08/28/2026	Electricity - ST 83	001-507-522-50-47-01	412.43
0565	SNOHOMISH COUNTY PUD	26-2458					475.49
	129771668	Electricity - ST 72	Invoice	09/09/2026	Electricity - ST 72	001-507-522-50-47-01	475.49
0565	SNOHOMISH COUNTY PUD	26-2459					809.41
	113282829	Electricity & Water - ST 81	Invoice	09/19/2026	Electricity - ST 81	001-507-522-50-47-01	564.53
					Water - ST 81	001-507-522-50-47-02	244.88
0565	SNOHOMISH COUNTY PUD	26-2460					1,585.90
	106702647	Electricity & Water - ST 82	Invoice	09/14/2026	Electricity - ST 82	001-507-522-50-47-01	1,052.25
					Water - ST 82	001-507-522-50-47-02	533.65
0565	SNOHOMISH COUNTY PUD	26-2461					1,258.20
	113285582	Electricity - Admin Bldg	Invoice	09/17/2026	Electricity - Admin Bldg	001-507-522-50-47-01	641.68
						300-507-522-50-47-00	616.52

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0565	SNOHOMISH COUNTY PUD	26-2462					334.22
	142977341	Electricity - ST 77	Invoice	09/14/2026	Electricity - ST 77	001-507-522-50-47-01	334.22
0565	SNOHOMISH COUNTY PUD	26-2463					42.30
	142977433	Electricity - ST 82 Garage/Storage Bldg	Invoice	09/14/2026	Electricity - ST 82 Garage/Storage Bldg	001-507-522-50-47-01	42.30
0565	SNOHOMISH COUNTY PUD	26-2464					1,979.37
	159440157	Electricity - ST 31	Invoice	09/18/2026	Electricity - ST 31	001-507-522-50-47-01	1,979.37
2400	SNURE SEMINARS	26-2465					545.95
	117	2026 Snure Law Webinar Registration :	Invoice	09/15/2026	2026 Snure Law Webinar Registration :	001-506-522-45-49-02	545.95
1945	SNYDER ROOFING OF WASHINGT	26-2466					837.19
	27W268-1	St71 Roof Leak Repair	Invoice	09/10/2026	St71 Roof Leak Repair	001-507-522-50-48-00	837.19
2057	SPRAGUE PEST SOLUTIONS	26-2467					1,574.05
	6342114	Pest Control Perimeter Services (Trianr	Invoice	09/09/2026	Pest Control Perimeter Services (Trianr	001-507-522-50-41-00	169.62
	6342103	Monthly Pest Control Services - Admin	Invoice	09/10/2026	Monthly Pest Control Services - Admin	001-507-522-50-41-00	140.08
	6342105	Pest Control Perimetr Svcs (Triannual)	Invoice	09/10/2026	Pest Control Perimetr Svcs (Triannual)	001-507-522-50-41-00	169.78
	6342113	Monthly Pest Control Services - ST 81	Invoice	09/09/2026	Monthly Pest Control Services - ST 81	001-507-522-50-41-00	139.95
	6342117	Monthly Pest Control Services - ST 72	Invoice	09/09/2026	Monthly Pest Control Services - ST 72	001-507-522-50-41-00	151.40
	6342118	Pest Control Perimeter Services (Trianr	Invoice	09/09/2026	Pest Control Perimeter Services (Trianr	001-507-522-50-41-00	183.50
	6342123	Monthly Pest Control Services - ST 32	Invoice	09/08/2026	Monthly Pest Control Services - ST 32	001-507-522-50-41-00	140.08
	6342124	Pest Control Perimeter Services (Trianr	Invoice	09/21/2026	Pest Control Perimeter Services (Trianr	001-507-522-50-41-00	169.78
	6342125	Monthly Pest Control Services - ST 31	Invoice	09/10/2026	Monthly Pest Control Services - ST 31	001-507-522-50-41-00	140.08
	6342126	Pest Control Perimeter Services (Trianr	Invoice	09/10/2026	Pest Control Perimeter Services (Trianr	001-507-522-50-41-00	169.78
2379	SRFR - PETTY CASH	26-2468					5,728.60
	0-109-535-135	DOL Driving Record Request	Invoice	09/15/2026	DOL Driving Record Request	001-517-522-10-49-06	30.00
	0-109-539-125	DOL Driving Record Request	Invoice	09/15/2026	DOL Driving Record Request	001-517-522-10-49-06	15.00
	2121	Training Vehicle Purchases	Invoice	09/15/2026	Training Vehicle Purchases	001-506-522-45-31-03	5,683.60
2415	SUPERIOR SEPTIC SERVICE, LLC	26-2469					6,122.62
	30109662	Septic Tank Maint. (Pumped Septic Tar	Invoice	07/31/2026	Septic Tank Maint. (Pumped Septic Tar	001-507-522-50-48-00	874.66
	30687470	Septic Tank Maint. (Pumped Septic Tar	Invoice	09/08/2026	Septic Tank Maint. (Pumped Septic Tar	001-507-522-50-48-00	874.66
	30688608	Septic Tank Maint. (Pumped Septic Tar	Invoice	09/15/2026	Septic Tank Maint. (Pumped Septic Tar	001-507-522-50-48-00	874.66
	30691292	Septic Tank Maint. (Pumped Septic Tar	Invoice	09/01/2026	Septic Tank Maint. (Pumped Septic Tar	001-507-522-50-48-00	874.66
	30692572	Septic Tank Maint. (Pumped Septic Tar	Invoice	08/28/2026	Septic Tank Maint. (Pumped Septic Tar	001-507-522-50-48-00	874.66
	30693980	Septic Tank Maint. (Pumped Septic Tar	Invoice	09/11/2026	Septic Tank Maint. (Pumped Septic Tar	001-507-522-50-48-00	874.66
	30694236	Septic Tank Maint. (Pumped Septic Tar	Invoice	09/18/2026	Septic Tank Maint. (Pumped Septic Tar	001-507-522-50-48-00	874.66
2650	SYDNEY STOUT	26-2470					140.60
	INV16233	Aquafest Supplies Expense Reimburse	Invoice	08/03/2026	Aquafest Supplies Expense Reimburse	001-515-522-30-31-01	140.60
0587	SYSTEMS DESIGN WEST, LLC	26-2471					16,647.51
	20262223	EMS Transport Billing Monthly Service:	Invoice	09/15/2026	EMS Transport Billing Monthly Service:	001-509-522-20-41-05	16,647.51
1624	TK ELEVATOR CORPORATION	26-2472					3,760.70
	1000788986	St33 Elevator ADA Phone Service Call	Invoice	08/28/2026	St33 Elevator ADA Phone Service Call	001-507-522-50-48-00	3,760.70

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0610	TRUE NORTH EMERGENCY EQUIP	26-2473					5,857.45
	A26871	Shop Parts	Invoice	08/28/2026	Shop Parts	050-511-522-60-34-01	3,040.64
	A26895	Shop Parts	Invoice	08/28/2026	Shop Parts	050-511-522-60-34-01	130.76
	A26910	Shop Parts	Invoice	09/01/2026	Shop Parts	050-511-522-60-34-01	1,056.02
	A26921	Shop Parts	Invoice	09/01/2026	Shop Parts	050-511-522-60-34-01	222.07
	A26954	Shop Parts	Invoice	09/02/2026	Shop Parts	050-511-522-60-34-01	1,185.89
	A27013	Shop Parts	Invoice	09/09/2026	Shop Parts	050-511-522-60-34-01	222.07

Docket of Claims Register **APPKT02268 - 09.24.2026 Board Packet AL**

Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
0624	U.S. BANK NATIONAL ASSOCIATI(	26-2474					51,299.58
	USBANK-AUG26	District Credit Card Charges - AUGUST	Invoice	09/15/2026	3D Printer for EMS	001-509-522-20-35-00	1,477.15
					Airport Parking - Fire Rescue Intl Conf	001-506-522-45-43-00	116.70
					Apple Storage/iTunes - Fire Marshals	001-505-522-30-49-02	2.99
					Apple Storage/iTunes - Fire Marshals	001-505-522-30-49-02	2.99
					Apple Storage/iTunes - Fire Marshals	001-505-522-30-49-02	2.99
					Bandaids for West Battalion	001-509-522-30-31-01	7.75
					Boxes for Food Donations	001-515-522-30-31-01	47.09
					BR81 Wildland Supplies	001-514-522-20-35-01	87.57
					Brightwater Room Rental	001-506-522-45-45-00	1,631.00
					Business Cards x3	001-502-522-10-31-00	121.38
					Business Cards x7	001-502-522-10-31-00	252.63
					Car Wash - Paeitta	001-504-522-20-32-00	14.21
					Car Wash - Paietta	001-504-522-20-32-00	14.21
					Contact Cement	001-507-522-50-31-00	10.78
					Cooler for Brush33 + Tie-Downs	001-514-522-20-35-01	352.37
					CPR Class Supplies	001-515-522-30-35-00	83.80
					CPR Mankins for Hand Only CPR	001-515-522-30-35-00	1,658.50
					Crunch Time Autox Class Reg - B. Gilbe	001-506-522-45-49-02	2,000.00
					Custom Window Screen BC71 Office	001-507-522-50-35-00	516.51
					DeerRun WalkingPad	303-510-594-20-64-00	355.00
					DOL Report of Sale Fee M1001	001-502-522-10-49-06	18.54
					DOL Report of Sale Fee M1401	001-502-522-10-49-06	18.54
					Double payment Refund - INV-BF-2512	303-509-594-20-64-10	-61.93
					Drywall Pail for St83	001-507-522-50-35-00	19.99
					Electrical Adapter Parts	001-507-522-50-31-00	-42.91
					Electrical Adapter Parts	001-507-522-50-31-00	42.91
					EMS Training Manikin Repair Shipping	001-509-522-20-48-01	51.17
					Everett Herald Subscription	001-515-522-30-49-04	216.00
					Flight for HROC Conf. 26 - Stablein	001-506-522-45-43-00	329.20
					FlippingBook Monthly Subscription	001-513-522-10-49-04	135.66
					FMLA Training Reg	001-517-522-45-49-02	195.00
					Gatorade Variety Pack x20	001-504-522-20-31-01	535.84
					Glacier West Storage Rent	001-502-522-10-49-06	237.00
					Hertz	001-506-522-45-43-00	23.73
					Hole Saw Kit for Ceiling Tile Pass Throu	001-507-522-50-35-00	91.36
					Hose for Pressure Washer	001-507-522-50-35-00	26.25
					ICC Conference 26 Flights - Schwartz	001-505-522-30-43-00	594.81
					ICC Conference 26 Lodging - Schwartz	001-505-522-30-43-00	17.99
					ICC Conference 26 Lodging - Schwartz	001-505-522-30-43-00	2,113.07
					Ice Maker Part Replacement - Admin	001-507-522-50-48-00	240.77
					IHROC 2026 Conf Flight - Fatkin	001-506-522-45-43-00	817.40
					IHROC 2026 Conf Flight - Mack	001-506-522-45-43-00	817.40

Docket of Claims Register **APPKT02268 - 09.24.2026 Board Packet AL**

Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
	USBANK-AUG26	District Credit Card Charges - AUGUST	Invoice	09/15/2026	IHROC 2026 Conf Flight - Perron	001-506-522-45-43-00	817.40
					IHROC 2026 Conf Flight - Winter	001-506-522-45-43-00	817.40
					Junk Car for Live Fire Training	001-506-522-45-35-00	437.20
					Keys for MSO Ofiice	001-507-522-50-41-00	32.82
					Kirkland Signature Water Case x 48	001-504-522-20-31-01	503.23
					Kleenex & Water Stock	001-507-522-50-31-00	43.12
					Knox Box Install at RLB Training Facility	001-507-522-50-41-00	469.99
					L82 Hi-Lift Jack	001-504-522-20-35-00	102.56
					Lake Stevens Best Storage Rent	001-507-522-50-45-00	175.00
					Lake Stevens Best Storage Rent	001-507-522-50-45-00	185.00
					Lamination for Battle of the Badges	001-515-522-30-31-01	25.60
					Liquid IV 30Pk x30	001-504-522-20-31-01	659.80
					Lodging - Fire Rescue Intl Conf	001-506-522-45-43-00	1,273.24
					Lodging and Car Rental Eagle/Stablein	001-506-522-45-43-00	1,251.53
					Logistics Kitchen Window Blinds Repla	001-507-522-50-48-00	117.87
					Lumber for Live Fire Training	001-506-522-45-35-00	470.54
					Lunch Meeting w/ Strat360	001-502-522-10-49-06	68.04
					Mailchimp Subscription	001-515-522-30-49-04	21.88
					Meeting Room Reservation for Commu	001-502-522-10-49-06	628.82
					Microsoft 365 Monthly Licenses	001-513-522-10-49-04	15.32
					Mission Vision Values Signs	001-515-522-30-42-01	502.57
					Mr. Yuk Stickers & Magnets	001-515-522-30-31-01	92.30
					National Night Out Pizza for Staff	001-515-522-30-31-01	98.40
					New Engine Tool	303-504-594-20-64-05	2,785.12
					OKC Swiftwater Flight - D. Mattern	001-506-522-45-43-00	731.80
					OKC Swiftwater Flight - Gjerde	001-506-522-45-43-00	882.80
					OKC Swiftwater Flight - Greiner	001-506-522-45-43-00	841.80
					OKC Swiftwater Flight - Park	001-506-522-45-43-00	746.79
					OKC Water Rescue Conf. Reg - M. Wur	001-506-522-45-49-02	1,247.00
					Open House Supplies	001-515-522-30-31-01	1,793.75
					Open House Supplies	001-515-522-30-31-01	-104.97
					Paint for HR Offices	001-507-522-50-31-00	32.10
					Postage for Mailing Window Locks to C	001-502-522-10-42-00	126.43
					Postage for Mailing Window Locks to C	001-502-522-10-42-00	7.90
					Postage for MEdication through Life As	001-509-522-20-49-04	12.90
					Postage for Public Surplus Braun Vehic	001-502-522-10-42-00	35.90
					Postage for Public Surplus Vehicle	001-507-522-50-31-00	35.90
					Primo-Water Delivery & Dispenser Deli	050-511-522-60-31-04	49.89
					Printer for Training Trailer	001-514-522-20-31-09	289.89
					Propane for St81	001-504-522-20-31-01	27.24
					Prusa	001-509-522-20-35-00	146.70
					SCFTA Class 26-02 CO Clothing	001-504-522-20-31-07	841.62
					Shipping Cost for Ryan Rozzele Persona	001-504-522-20-31-01	92.08

Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
	USBANK-AUG26	District Credit Card Charges - AUGUST	Invoice	09/15/2026	Shop Parts	050-511-522-60-34-01	571.84
					Shop Parts	050-511-522-60-34-01	175.00
					Shop Parts	050-511-522-60-34-01	183.28
					Shop Parts	050-511-522-60-34-01	171.05
					Shop Parts	050-511-522-60-34-01	265.80
					Shop Parts	050-511-522-60-34-01	526.41
					Shop Parts	050-511-522-60-34-01	1,013.16
					Shop Parts	050-511-522-60-34-01	875.75
					Shop Parts	050-511-522-60-34-01	192.00
					Smartsheet Annual Subscription	001-513-522-10-49-04	118.15
					St71 Stairwell Lights	001-507-522-50-35-00	10.91
					St81 Building Permi - City Of Lk. Steven	300-507-594-50-62-00	273.62
					St81 Building Permit - City Of Lk. Steve	300-507-594-50-62-00	6,896.26
					St83 Wall Repair Supplies	001-507-522-50-31-00	92.34
					St83 Wall Repair Supplies	001-507-522-50-31-00	44.97
					Starlink Monthly Subscription	001-514-522-20-31-09	55.00
					Starlink Units	001-504-522-20-31-01	1,599.19
					Target	001-509-522-20-35-00	124.54
					Technicuff	001-509-522-20-35-00	365.00
					Toll by Plate Fees	001-509-522-20-49-04	30.00
					Training Division Promotional Items	001-506-522-45-31-03	2,078.60
					Uber to Airportfor Fire Rescue Intl Con	001-506-522-45-43-00	36.98
					Uber to Hotel for Fire rescue Intl Conf	001-506-522-45-43-00	38.94
					Unsafe Vacant Building Sign x4	001-505-522-30-35-00	280.14
					Wall Repair Tools & Supplies	001-507-522-50-31-00	36.51
						001-507-522-50-35-00	105.89
					Wall Repair Tools & Supplies	001-507-522-50-35-00	49.06
					Water, Paper Towels,Toilet Paper, Mic	001-507-522-50-31-00	114.69
					Weed Killer	001-507-522-50-48-00	19.68
					Working Lunch Meeting for CARES	001-504-522-20-49-04	55.15
					WSP Background Check x10	001-517-522-10-49-06	110.00
					Zoom One Pro - Annual	001-513-522-10-49-04	163.99
0622	UNITED PARCEL SERVICE	26-2475					19.20
	000042W7X8376	Return Shipping - Swiftwater Rescue T	Invoice	09/12/2026	Annual License Renewal 2026 (outstan	001-502-522-10-42-00	19.20
0040	VESTIS	26-2476					217.16
	6560825945	Shop Supplies/Uniform Rental/Laundry	Invoice	09/10/2026	Shop Supplies/Uniform Rental/Laundry	050-511-522-60-41-04	100.77
	6560825946	Maintenance Services (Supplies) - ST31	Invoice	09/10/2026	Maintenance Services (Supplies) – ST3	001-507-522-50-48-00	17.48
	6560829411	Shop Supplies/Uniform Rental/Laundry	Invoice	09/17/2026	Shop Supplies/Uniform Rental/Laundry	050-511-522-60-41-04	98.91
0639	WASHINGTON FIRE COMMISSION	26-2477					474.59
	200002933	2026 Annual Conf Reg - Messer	Invoice	09/08/2026	2026 Annual Conf Reg - Messer	001-506-522-45-49-02	474.59
0648	WASTE MANAGEMENT NORTHW	26-2478					560.68
	2562657-2677-6	Refuse & Recycle - ST 74/Logistics Bldg	Invoice	09/01/2026	Refuse & Recycle - ST 74/Logistics Bldg	001-507-522-50-47-04	560.68

Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
0648	WASTE MANAGEMENT NORTHW	26-2479					440.89
	2562719-2677-4	Refuse & Recycle - ST 77	Invoice	09/01/2026	Refuse & Recycle - ST 77	001-507-522-50-47-04	440.89
0648	WASTE MANAGEMENT NORTHW	26-2480					367.11
	2562894-2677-5	Recycling - ST 72	Invoice	09/01/2026	Recycling - ST 72	001-507-522-50-47-04	367.11
0648	WASTE MANAGEMENT NORTHW	26-2481					362.68
	1145961-4968-1	Recycling - ST 81	Invoice	09/01/2026	Recycling - ST 81	001-507-522-50-47-04	362.68
0648	WASTE MANAGEMENT NORTHW	26-2482					740.02
	2562967-2677-9	Recycling - Admin Bldg	Invoice	09/01/2026	Recycling - Admin Bldg	001-507-522-50-47-04	377.41
						300-507-522-50-47-00	362.61
0648	WASTE MANAGEMENT NORTHW	26-2483					240.15
	2562531-2677-3	Refuse - ST 71	Invoice	09/01/2026	Refuse - ST 71	001-507-522-50-47-04	240.15
0648	WASTE MANAGEMENT NORTHW	26-2484					584.73
	2562893-2677-7	Recycling - ST 71	Invoice	09/01/2026	Recycling - ST 71	001-507-522-50-47-04	584.73
0648	WASTE MANAGEMENT NORTHW	26-2485					218.33
	2564035-2677-3	Refuse - ST 33	Invoice	09/01/2026	Refuse - ST 33	001-507-522-50-47-04	218.33
0648	WASTE MANAGEMENT NORTHW	26-2486					216.48
	1145962-4968-9	Refuse - ST 81	Invoice	09/01/2026	Refuse - ST 81	001-507-522-50-47-04	216.48
0648	WASTE MANAGEMENT NORTHW	26-2487					123.43
	2562530-2677-5	Refuse - ST 72	Invoice	09/01/2026	Refuse - ST 72	001-507-522-50-47-04	123.43
0648	WASTE MANAGEMENT NORTHW	26-2488					924.33
	2564036-2677-1	Recycling - ST 33	Invoice	09/01/2026	Recycling - ST 33	001-507-522-50-47-04	924.33
0648	WASTE MANAGEMENT NORTHW	26-2489					402.89
	2563258-2677-2	Refuse & Recycle - ST 73	Invoice	09/01/2026	Refuse & Recycle - ST 73	001-507-522-50-47-04	402.89
0648	WASTE MANAGEMENT NORTHW	26-2490					930.83
	1145777-4968-1	Refuse & Recycle - ST 82	Invoice	09/01/2026	Refuse & Recycle - ST 82	001-507-522-50-47-04	930.83
0648	WASTE MANAGEMENT NORTHW	26-2491					369.78
	9798637-4968-0	Refuse & Recycle - ST 83	Invoice	09/01/2026	Refuse & Recycle - ST 83	001-507-522-50-47-04	369.78
2350	WESTROCK CONSTRUCTION, LLC	26-2492					3,145.25
	Monroe FD 9.8	Adjustment of Flooring/Base -ST31	Invoice	09/08/2026	Adjustment of Flooring/Base -ST31	300-507-594-50-62-00	3,145.25
0665	WHELEN ENGINEERING COMPAN	26-2493					1,004.17
	957032	Shop Parts	Invoice	09/03/2026	Shop Parts	050-511-522-60-34-01	1,004.17
2011	ZIPLY FIBER	26-2494					226.90
	ADMIN-AUGSEP26	Fire Alarm Phone Lines/Connection - A	Invoice	08/28/2026	Fire Alarm Phone Lines/Connection - A	001-513-522-50-42-01	226.90
2011	ZIPLY FIBER	26-2495					366.18
	ST73-SEPOCT26	Fax & Alarm Connection Services - ST 7	Invoice	09/10/2026	Fax & Alarm Connection Services - ST 7	001-513-522-50-42-01	366.18

Vendor #	Vendor Name / Payable Number	Docket/Claim # / Payable Description	Payable Type	Payable Date	Item Description	Account Number	Payment Amount / Distribution Amount
2011	ZIPLY FIBER	26-2496					295.58
	ST33-SEPOCT26	Elevator & Fire Alarm Phone Lines/Con	Invoice	09/14/2026	Elevator & Fire Alarm Phone Lines/Con	001-513-522-50-42-01	295.58
					Total Claims: 114	**Total Payment Amount:**	**896,045.45**

Snohomish Regional Fire and Rescue
Claims Voucher Summary

09/22/2026

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:

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Voucher	Payee/Claimant	1099 Default	Amount
26-2383	A&C GLASS		3,872.76
26-2384	ACROSS THE STREET PRODUCTIONS		385.00
26-2385	ALDERWOOD WATER & WASTEWATER DISTRICT		133.15
26-2386	ALDERWOOD WATER & WASTEWATER DISTRICT		24.29
26-2387	ALL BATTERY SALES AND SERVICE		796.25
26-2388	ALLSTREAM BUSINESS US, INC		654.19
26-2389	AMAZON CAPITAL SERVICES, INC		2,680.32
26-2390	BICKFORD MOTORS, INC.		9.92
26-2391	BOUND TREE MEDICAL, LLC		55.32
26-2392	BRAKE & CLUTCH SUPPLY INC		119.09
26-2393	BRAUN NORTHWEST INC		527,144.00
26-2394	BRAVEN METALS, LLC		437.20
26-2395	BRETT FETCHO		465.04
26-2396	BRIAN PARK		507.92
26-2397	BURLEY CREATIVE, LLC		104.40
26-2398	BUTTERFLY NETWORK, INC.		214.73
26-2399	CANON FINANCIAL SERVICES INC		1,416.93
26-2400	CENTRAL SUPPLY INTERNATIONAL		6,627.56
26-2401	CENTRAL WELDING SUPPLY CO INC		944.97
26-2402	CHRISTOPHER MCGRAW		317.00
26-2403	CIVICPLUS, LLC		195.65
26-2404	COLUMBIA SOUTHERN UNIVERSITY		785.60
26-2405	COMCAST BUSINESS		65.05
26-2406	COMCAST BUSINESS		821.08
26-2407	CONWAY SHIELDS		677.08
26-2408	CORY ODGERS		48.16
26-2409	COURIERWEST		2,190.80
26-2410	CSD ATTORNEYS AT LAW P.S.		5,292.00
26-2411	DANIEL KINDIG		97.41
26-2412	DJ MATTERN		560.00
26-2413	ELECTRONIC BUSINESS MACHINES		815.72

Page Total	558,458.59
Cumulative Total	558,458.59

Snohomish Regional Fire and Rescue
Claims Voucher Summary

09/22/2026

Fund: General Fund #001

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Voucher	Payee/Claimant	1099 Default	Amount
26-2414	FOWLER FIRE LLC		550.00
26-2415	FREIGHTLINER NORTHWEST		3,136.36
26-2416	GALLS, LLC		2,730.97
26-2417	GENERAL FIRE APPARATUS		451.30
26-2418	GME SUPPLY COMPANY		2,814.73
26-2419	GRAINGER		4,232.75
26-2420	KARLI MORRISON		698.23
26-2421	KATHERINE POWERS		1,163.60
26-2422	KENT D. BRUCE CO., LLC		2,616.77
26-2423	L.N. CURTIS & SONS		55,794.67
26-2424	LAKE STEVENS ACE		95.96
26-2425	LEAH SCHOOF		705.74
26-2426	LIFE-ASSIST, INC		22,697.16
26-2427	LOWE'S		82.86
26-2428	MES SERVICE COMPANY, LLC		20,135.08
26-2429	MOBILE HEALTH RESOURCES		3,493.05
26-2430	NATIONAL MEDICAL EDUCATION & TRAINING CENTER		22,600.00
26-2431	NATIONAL TESTING NETWORK, INC.		250.00
26-2432	OAC SERVICES, INC.		38,417.90
26-2433	ODP BUSINESS SOLUTIONS, LLC		238.94
26-2434	OTTO ROSENAU & ASSOCIATES, INC.		1,125.00
26-2435	PACIFIC POWER BATTERIES		1,212.23
26-2436	PETROCARD, INC.		5,869.27
26-2437	PRINT WEST, INC.		11,867.84
26-2438	PUGET SOUND ENERGY		172.63
26-2439	PUGET SOUND ENERGY		289.78
26-2440	PUGET SOUND ENERGY		86.26
26-2441	PUGET SOUND ENERGY		150.48
26-2442	PUGET SOUND ENERGY		137.25
26-2443	PUGET SOUND ENERGY		136.06
26-2444	PUGET SOUND ENERGY		95.78
		Page Total	204,048.65
		Cumulative Total	762,507.24

Snohomish Regional Fire and Rescue
Claims Voucher Summary

09/22/2026

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:

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Voucher	Payee/Claimant	1099 Default	Amount
26-2445	PURCELL TIRE & SERVICE CENTER		5,742.88
26-2446	PURE CLEAN CARPET CLEANING		3,085.00
26-2447	RAIRDON'S OF MONROE		56.89
26-2448	RANDSTAD US, LLC		9,223.07
26-2449	REPUBLIC SERVICES #197		182.21
26-2450	REPUBLIC SERVICES #197		401.73
26-2451	REPUBLIC SERVICES #197		328.95
26-2452	REPUBLIC SERVICES #197		1,345.19
26-2453	REPUBLIC SERVICES #197		327.86
26-2454	RICOH USA, INC.		50.91
26-2455	RIDGID PLUMBING AND DRAIN SERVICES LLC		875.20
26-2456	SNOHOMISH COUNTY PUD		275.39
26-2457	SNOHOMISH COUNTY PUD		412.43
26-2458	SNOHOMISH COUNTY PUD		475.49
26-2459	SNOHOMISH COUNTY PUD		809.41
26-2460	SNOHOMISH COUNTY PUD		1,585.90
26-2461	SNOHOMISH COUNTY PUD		1,258.20
26-2462	SNOHOMISH COUNTY PUD		334.22
26-2463	SNOHOMISH COUNTY PUD		42.30
26-2464	SNOHOMISH COUNTY PUD		1,979.37
26-2465	SNURE SEMINARS		545.95
26-2466	SNYDER ROOFING OF WASHINGTON LLC		837.19
26-2467	SPRAGUE PEST SOLUTIONS		1,574.05
26-2468	SRFR - PETTY CASH		5,728.60
26-2469	SUPERIOR SEPTIC SERVICE, LLC		6,122.62
26-2470	SYDNEY STOUT		140.60
26-2471	SYSTEMS DESIGN WEST, LLC		16,647.51
26-2472	TK ELEVATOR CORPORATION		3,760.70
26-2473	TRUE NORTH EMERGENCY EQUIPMENT		5,857.45
26-2474	U.S. BANK NATIONAL ASSOCIATION		51,299.58
26-2475	UNITED PARCEL SERVICE		19.20

Page Total	121,326.05
Cumulative Total	883,833.29

Snohomish Regional Fire and Rescue
Claims Voucher Summary

09/22/2026

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:

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Voucher	Payee/Claimant	1099 Default	Amount
26-2476	VESTIS		217.16
26-2477	WASHINGTON FIRE COMMISSIONERS ASSOCIATION		474.59
26-2478	WASTE MANAGEMENT NORTHWEST		560.68
26-2479	WASTE MANAGEMENT NORTHWEST		440.89
26-2480	WASTE MANAGEMENT NORTHWEST		367.11
26-2481	WASTE MANAGEMENT NORTHWEST		362.68
26-2482	WASTE MANAGEMENT NORTHWEST		740.02
26-2483	WASTE MANAGEMENT NORTHWEST		240.15
26-2484	WASTE MANAGEMENT NORTHWEST		584.73
26-2485	WASTE MANAGEMENT NORTHWEST		218.33
26-2486	WASTE MANAGEMENT NORTHWEST		216.48
26-2487	WASTE MANAGEMENT NORTHWEST		123.43
26-2488	WASTE MANAGEMENT NORTHWEST		924.33
26-2489	WASTE MANAGEMENT NORTHWEST		402.89
26-2490	WASTE MANAGEMENT NORTHWEST		930.83
26-2491	WASTE MANAGEMENT NORTHWEST		369.78
26-2492	WESTROCK CONSTRUCTION, LLC		3,145.25
26-2493	WHELEN ENGINEERING COMPANY		1,004.17
26-2494	ZIPLY FIBER		226.90
26-2495	ZIPLY FIBER		366.18
26-2496	ZIPLY FIBER		295.58

Page Total	12,212.16
Cumulative Total	896,045.45

Payroll Summary and Authorization Form for the:

9/15/2026 Payroll

I, the undersigned, do hereby certify that the foregoing payroll is, just, true and correct, that the persons whose names appear theron 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: $1,335,586.13
Paper Checks: $6,282.62
Taxes: $424,031.13
Allowed in the sum of: **$1,765,899.88**

Reviewed by: Melissa Jenkins
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
September 10, 2026, 1730 hours

CALL TO ORDER

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

PUBLIC COMMENT

N/A

UNION COMMENT

Firefighters Local 2781 Vice President Cory Odgers commented that they are very proud of our people who have recently received awards.

DISTRICT HIGHLIGHTS

Proclamation: Patriot Day – 9/11 Remembrance

Chairman Steinruck presented a proclamation for Patriot Day in recognition of Monroe Police Chief Jolley, Lake Stevens Police Chief Beazizo, Monroe Mayor Cudaback and Lake Stevens Mayor Hilt.

Proclamation: Suicide Prevention Awareness Month

Vice Chairman Fay presented a proclamation for Suicide Prevention Awareness Month in recognition of Lieutenant Chris McGraw and the SRFR Peer Support Team.

Proclamation: IT Professionals Day 9/15

Commissioner Waugh presented a proclamation for IT Professionals Day in recognition of IT Manager Paul Charbeneau, IT Support Systems Analyst Martin Paietta, and their team.

Water Rescue Team Recognition

Chief Park highlighted our Water Rescue Team and the International Incident Award that was presented to our team at the Higgins & Langley Memorial Awards Ceremony.

Battalion Chief Beckham commented that they were very excited to be nominated and humbled to receive this award. He explained the process of being nominated, as there was a thorough interview to be sure our team is part of a bigger picture with organizational support, including policies and funding. On behalf of the

Water Rescue Team, Battalion Chief Beckham presented each of the Commissioners with a Higgins & Langley challenge coin.

Chief Park recognized Battalion Chief Beckham for what he does and what he has inspired here at SRFR. Great job to the entire team!

Strategies 360 Presentation
Deputy Chief McConnell introduced Rachel Nakanishi with the Strategies 360 team, to highlight what they have accomplished in helping us communicate effectively with our constituents and help build on our positive branding.

A Communications Strategy & Outreach Partnership Update presented by Rachel:

- The Partnership
- Public Opinion Poll with 400 District Residents
- Priorities from the Research
- Meeting People Where They Are
- The Digital Outreach
- Reach Across the District
- In the Community
- Communications Audit with Recommendations for the Process Moving Forward

<u>CHIEF'S REPORT</u>
As presented. Chief Park recognized our SRFR outreach team. They tell our stories, they recognize the incredible work of our people, they educate and connect with our communities, and they are rarely a part of those stories. Over the last few months they have carried a lot including the levy, community education, wildfire preparedness, CPR and Safety Training, onboarding new employees, and the everyday responsibility of keeping our communities informed of our story. This has all been during a difficult time, and we appreciate their hard work. Chief Park mentioned he wanted to specifically recognize Peter Mongillo, as he means so much to the organization. Right now Peter is showing tremendous courage as he fights cancer and continues to love his family, letting people love him back, and getting through the really hard days.

Chief Park announced the creation of the Peter Mongillo Courage Award. This award will be defined by your character, the way you treat people, the way you live your life, and your courage. We wish we could do more for Peter, and we want Peter to know how much we care and that he has touched so many lives. Chief Park presented the following heartfelt message for Peter: The entire organization stands next to you, you are a teammate and friend. We love you, we are proud of you, and we are with you!

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Schaub	7/20/26	9/21/26	No
Finance Committee	Steinruck	8/27/26	9/24/26	No
Sno911	Lundquist	8/20/26	9/17/26	No
Sno-Isle Commissioners	Fay	9/3/26	10/1/26	Yes
Leadership Meeting	Schaub	6/4/26	9/17/26	No
Policy Committee	Schaub	8/13/26	10/8/26	No
Community Advisory Committee	TBD	6/10/26	11/5/26	No
Labor Management	Steinruck	9/8/26	10/5/26	Yes
Intergovernmental Committee	Elmore	9/10/26	10/8/26	Yes
Lake Stevens City Council	Steinruck	9/8/26	9/22/26	Yes
Monroe City Council	TBD	9/8/26	9/22/26	Yes

Sno-Isle Commissioners – Vice Chairman Fay commented their next meeting will be a tour of the 911 Center.

Labor Management – Commissioner Schaub commented that labor and management are working well together for the good of the District. Their meeting focused on ongoing communications with Marysville, avoiding nepotism, leave use, the Ground Breaking for Station 81 on September 15th, and the Open House scheduled for October 3rd.

Intergovernmental Committee – Commissioner Elmore commented that met earlier today and focused on regional collaborations and challenges, and potential legislative initiatives. He also mentioned that the Snohomish County Council recently passed an ordinance which allows fire stations and police precincts to be built in most of the zoned areas of Snohomish County, with very few exceptions. He thanked Councilmember Mead and his staff for their work on this.

Lake Stevens City Council – Deputy Chief Rasmussen mentioned that a main topic of the meeting was that roosters are no longer allowed within the city of Lake Stevens.

COMMITTEE MEETING MINUTES

N/A

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 26-2262 to 26-2277; ($903,068.06)
AP Vouchers: 26-2278 to 26-2371; ($435,412.33)

Approval of Payroll

August 31, 2026 Payroll ($1,870,018.89)

SNOHOMISH REGIONAL FIRE & RESCUE

Approval of Minutes
Approve Regular Board Meeting Minutes August 27, 2026

Motion to approve the Consent Agenda as submitted.
Motion by Vice Chairman Fay and 2nd by Commissioner Edwards.
On Vote 7/0.

OLD BUSINESS
Discussion
N/A

Action
N/A

NEW BUSINESS
Discussion
Appointment of Community Advisory Committee Chair
Deputy Chief McConnell commented that they recommend Kyle Fisher to serve as the chair.

Motion to appoint Kyle Fisher as Chair of the Community Advisory Committee.
Motion by Commissioner Waugh and 2nd by Commissioner Elmore.
On Vote 7/0.

Draft Policies
- *Policy 213 Petty Cash Management*
- *Policy 216 District Finances: Internal Controls*
- *Policy 224 Credit Card and Fuel Card Usage*
- *Policy 225 Comprehensive Financial Management Policy*
- *Policy 227 Debt Management*

Chairman Steinruck commented these policies are for review, and we will bring them forward to the next meeting for approval.

Action
N/A

GOOD OF THE ORDER
Commissioner Elmore congratulated all who went to Oklahoma City, we are proud of all the work everyone is doing. He also appreciated what was said about Peter earlier, everyone loves him. He is an outstanding man, in every sense of the word.

SNOHOMISH REGIONAL FIRE & RESCUE

Vice Chairman Fay thanked the team who were working at the Fair over the weekend for their great help.

Chairman Steinruck mentioned that he talked with recent new hires about why they chose SRFR. They mentioned the Open House and how we took care of their families, and the training and care they have received to be successful.

Commissioner Waugh mentioned that the SCEMSA (Snohomish County EMS Agency) Board is working towards a more structured way of maintaining consistency, and they appreciated the suggestions from Chief. Everyone is working hard to improve things.

ATTENDANCE CHECK

Regular Commissioner Meeting Thursday, September 24, 2026, at 1730 - Station 31 Training Room/Zoom
Both Chairman Steinruck and Commissioner Waugh will plan to attend remotely.

EXECUTIVE SESSION

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

Chairman Steinruck called for an executive session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee. Executive session will begin at 1830 hours, for 20 minutes, until 1850 hours, and with no expected action to follow. Chairman Steinruck resumed the regular Board of Commissioners Meeting at 1851 hours and there was no action. Meeting moved to adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1851 hours.
Motion by Commissioner Schaub and 2nd by Commissioner Edwards.
On Vote 7/0.

______________________________ Commissioner Davin Alsin	______________________________ Commissioner Jeff Schaub
______________________________ Commissioner Rick Edwards	______________________________ Chairman Jim Steinruck
______________________________ Commissioner Troy Elmore	______________________________ Commissioner Roy Waugh
______________________________ Vice Chairman Randy Fay	

SNOHOMISH REGIONAL FIRE & RESCUE

To: Snohomish Regional Fire & Rescue Board of Fire Commissioners
From: Brian Park, Fire Chief
Date: September 24, 2026
Subject: District Secretary Appointment

Purpose
To consider the appointment of Kristi Szilak as District Secretary and provide direction to staff to develop a policy and procedure governing how the District Secretary position will be filled in the future.

Background and Discussion
The Board previously discussed transitioning the District Secretary responsibilities from District Legal Counsel to an appointed District staff member. This transition separates the administrative functions of the District Secretary from legal counsel while maintaining legal counsel's availability to the Board and District as needed.

RCW 52.14.080 provides for the Board of Fire Commissioners to appoint a District Secretary and establishes the basic responsibilities of the position. RCW 52.16.050 further identifies responsibilities of the District Secretary related to District financial processes.

Staff recommends the appointment of Kristi Szilak, Executive Assistant to the Fire Chief. In her current role, Kristi already performs some of the administrative functions associated with supporting the Board and is familiar with the District's Board processes, records, and meeting administration.

During its previous discussion, the Board also expressed interest in establishing a clear and transparent process for how the District Secretary position is filled moving forward. Staff believes the appointment can proceed while also developing a formal policy and procedure to provide clarity, consistency, and continuity for future appointments.

District Legal Counsel has reviewed and supports the proposed transition.

Recommendation
Staff recommends that the Board:
1. Appoint Kristi Szilak as District Secretary in accordance with RCW 52.14.080; and
2. Direct staff to develop a policy and procedure governing the future selection and appointment of the District Secretary and return it to the Board for consideration.

SNOHOMISH REGIONAL FIRE & RESCUE

OLD BUSINESS

DISCUSSION

OLD BUSINESS

ACTION

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

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

Initiative Name:	Draft Policy Approval #POL 26-03
Executive member responsible for guiding the initiative:	DC McConnell
Type of Action:	☑ Motion ☐ Resolution
Initiative Description: • **Brief Description** • **Goal of Initiative** • **Initiative Results (deliverables)** • **Connection to Strategic Plan** • **Supporting Documentation (attach)** ○ **Scope of work** ○ **Contract(s)** ○ **Project proposal(s)** ○ **Presentation(s)** • **If Financial: Reason RAB must be approved outside of the annual budget process**	The agency is working through adoption of updated policies developed in the Lexipol format. The policy approval process includes division head review, staff policy committee review, labor review, senior staff review, commission policy committee review, and final board adoption. This is an ongoing process requiring monthly review and approval. Draft Policies • Policy 213 Petty Cash Management • Policy 216 District Finances: Internal Controls • Policy 224 Credit Card and Fuel Card Usage • Policy 225 Comprehensive Financial Management Policy • Policy 227 Debt Management
Financial Impact:	Expense: ☐ Increase ☐ Decrease ☑ N/A Revenue: ☐ Increase ☐ Decrease ☑ N/A Total amount of initiative (attach amount breakdown if applicable): $ Initial amount: $ Long-term annual amount(s): $ Currently Budgeted: ☐ Yes ☐ No Amount: $ Budget Amendment Needed: ☐ Yes ☐ No Amount: $ • If yes: Fund(s)/line item(s) to be amended:
Risk Assessment:	Risk if approved: 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 *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

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

Petty Cash Management

213.1 PURPOSE AND SCOPE
This policy provides for the establishment and administration of a district petty cash fund.

213.2 POLICY
The District will establish, administer, and maintain the petty cash fund according to this policy.

213.2.1 DEFINITIONS
Custodian - The individual designated by the Administrator as having custody of and responsibility for maintaining the petty cash fund.

Petty cash fund - A checking account established to make purchases when payment through the regular voucher process is not practical.

213.3 RESPONSIBILITIES

213.3.1 ADMINISTRATOR RESPONSIBILITIES
The Administrator or the authorized designee is responsible for establishing and maintaining protocols for the operation of a petty cash fund. The protocols should include but are not limited to:

(a) Designation of a petty cash custodian.

(b) Initial and replenishment fund amounts. The petty cash fund should be reconciled to the amount established by District Resolution.

(c) A requirement that the petty cash fund is reconciled by the Administrator's authorized designee, who is not the same person as the petty cash custodian.

(d) Ensure the petty cash checks are secured.

213.3.2 CUSTODIAN RESPONSIBILITIES
The custodian's responsibilities should include but are not limited to:

(a) Maintaining the petty cash fund according to this policy and the Petty Cash Procedure.

(b) Requesting replenishment funds through the voucher process for approval at regular Board meetings to bring the account to the authorized balance.

(c) Receiving funds for replenishment only from funds approved and allocated from District accounts.

(d) Maintaining the petty cash ledger according to the Petty Cash Procedure.

(e) When an alternate custodian will be handling the petty cash account, the custodian shall account for all petty cash checks and replenishments before transferring petty cash responsibilities to the alternate custodian.

District Finances: Internal Controls

216.1 PURPOSE
This policy establishes the framework for the efficient and professional management of Snohomish Regional Fire & Rescue's finances, ensuring compliance with all applicable laws and utilizing cash-basis accounting practices.

216.2 REFERENCES
- RCW Chapter 52.16 - Fire Protection District Finances
- RCW 43.09.200 - Local Government Accounting
- WA State Auditors BARS GAAP Manual

216.2.1 DEFINITIONS
BARS - Budgeting, Accounting, and Reporting System

GAAP - Generally Accepted Accounting Principles

216.3 POLICY
It is the policy of Snohomish Regional Fire & Rescue to:

- Manage all funds collected and disbursed in its operation efficiently and professionally.
- Conduct all expenditure and revenue activities in accordance with applicable laws and cash-basis accounting principles.
- Ensure accurate and timely reporting of all financial activities.

216.4 RESPONSIBILITIES
The Fire Chief shall be responsible for the administration of the fire district finances. Primary responsibility, authority, and accountability for the expenditure of District funds from operating budget line items (according to the current adopted budget), the receipting of the District's revenues, and the management of its assets may be vested in the designated custodians by the Fire Chief.

216.4.1 FIRE CHIEF RESPONSIBILITIES
Each year, the Fire Chief or designee(s) shall make written assignment of all operating line items in the new budget to the appropriate custodians. This will be done during budget preparations and will be adopted in the final budget document. The Fire Chief:

- Has overall responsibility for the administration of the fire district finances.
- Approves procedures for:
    - Purchase and procurement of supplies, goods, and services.

    - Cash receipting.
    - Management of District assets, including:
        - Establishing capital asset thresholds.
        - Tracking capital assets and small, attractive assets.
    - Assignment of operating line items in the new budget to custodians.
    - Providing the Board with a complete written account of the District finances at least quarterly or as requested.
- Ensures adequate internal controls are in place over the District's assets including but not limited to cash receipting, expenditures, capital assets, small and attractive assets, and inventory.

216.4.2 CUSTODIAN RESPONSIBILITIES
Custodians shall have full authority and charge over the operating line items assigned to him/her. All purchases from custodian's line items shall be made with his/her knowledge.

- May be vested with primary responsibility, authority, and accountability for:
    - Expenditure of District funds from assigned operating budget line items.
    - Receipting of District revenues.
    - Management of assigned assets.
- Have full authority and charge over their assigned operating line items.
- Ensure all purchases comply with established procedures and include necessary information.
- The custodians shall comply with all schedules and requirements of all purchasing procedures.
- He/she shall ensure that all forms, requests, bids, quotes, invoices, and orders are complete, correct, and contain all needed information.

216.5 TRAINING
The Fire Chief or designee shall provide training to all staff on financial policies and procedures, including custodians and other personnel responsible for financial activities.

Credit Card and Fuel Card Usage

224.1 PURPOSE

The purpose of this policy is to establish guidelines for the issuance and proper use of agency#issued credit cards and fuel cards to support authorized operations, improve efficiency in procurement, and protect public resources by ensuring accountability, transparency, and fiscal responsibility in accordance with applicable Washington state laws and agency financial procedures.

224.2 REFERENCES

Procedure 224 Credit Card and Fuel Card Usage

Procedure 216 District Finances

Procedure 212 Procurement

Procedure 220 Meals, Lodging, Travel and Incidentals

224.3 POLICY

It is the policy of Snohomish Regional Fire and Rescue that credit and fuel cards shall be used solely for authorized agency business and all cardholders are responsible for proper documentation, prudent use, and compliance with applicable laws and agency procedures.

The Fire Chief or designee shall be responsible to develop procedures to ensure the following:

- Authorized usage to facilitate operational and organizational needs
- Expenditure activities in accordance with applicable laws and District policies and procedures
- Accurate and timely activity reporting and reconciliation

Comprehensive Financial Management Policy

225.1 PURPOSE AND SCOPE

This Comprehensive Financial Management Policy provides a framework for responsible fiscal management of Snohomish Regional Fire and Rescue (SRFR). It applies to all financial activities and is intended to ensure financial integrity, transparency, and sustainability in alignment with the State of Washington Budgeting, Accounting, and Reporting System (BARS) Manual, the Government Finance Officers Association (GFOA) best practices and Washington State law.

225.2 REFERENCES

Policy 212 Procurement

Policy 213 Petty Cash Management

Policy 216 District Finances: Internal Controls

Policy 217 Federal Grants - FEMA - AFG Equipment

Policy 220 Meals, Lodging, Travel and Incidentals

Policy 221 Small Works Roster Contracting

Policy 222 Federal Grants - FEMA - SAFER

Policy 223 State and Local Grants

Policy 224 Credit Card and Fuel Card Usage

Policy 226 Reserve Funding

Policy 227 Debt Management

225.3 RESPONSIBILITIES

The Fire Chief shall be responsible for the administration of the fire district finances in accordance with the Board of Fire Commissioner's adopted budget.

Fire Chief Responsibilities:

- Overall responsibility for the administration of fire district finances
- Approves procedures for procurement, cash receipting, asset management, and other financial activities
- Approves the assignment/designation of custodian line item authority
- Ensures adequate internal controls are in place

Custodian Responsibilities:

- Authority and responsibility for assigned budget line items
- Ensure purchases comply with established procedures

- Compliance with budget schedules
- Ensure all forms, requests, bids, quotes, invoices, orders, etc., are complete, correct, and contain all needed information.

225.4 ACCOUNTING AND INTERNAL CONTROLS

SRFR will maintain an accounting and financial reporting system that follows governmental accounting professional standards, using the cash-basis of accounting as prescribed by the Washington State Auditors Office (SAO).

Internal controls shall be designed, implemented, and monitored to safeguard assets and resources, to reduce the risk of fraud, and to ensure the integrity of the accounting system, financial data, and reporting. All funds are included in the District's accounting system.

225.5 REVENUE AND RESERVE FUNDING

SRFR is committed to maintaining a stable, predictable, and diversified revenue structure that supports both the immediate and long-term needs of the fire district. Primary revenue sources include regular and EMS voter-approved levies, transport revenues, and contracts for services. We proactively seek grants and state/federal funding where aligned with our mission but do not rely on these for core operations.

SRFR will continue to engage in transparent and proactive funding campaigns to sustain public support. Our philosophy emphasizes community education to build trust in voter-supported funding. We prioritize sustainable funding mechanisms over temporary or one-time revenues, and support modest, incremental levy and funding adjustments rather than large, infrequent increases.

- Diversification and Stability
    - The District shall strive to maintain a diversified and stable revenue base to protect against short-term fluctuations in any single revenue source. The District will monitor reliance on property taxes, grants, and fees to avoid overdependence on volatile revenue sources.
- One-Time vs. Recurring Revenue
    - One-time revenues (e.g., asset sales, grants, settlements) should not be used to fund ongoing operations. They should be used for non-recurring expenses such as capital expenditures or debt reduction.
- Fees and Charges for Services
    - Where appropriate, the District shall charge fees to recover the cost of services that provide a direct benefit to the user. Fees shall be reviewed periodically and adjusted to reflect inflation, service costs, and market comparisons.
- Revenue Forecasting
    - Revenues will be estimated conservatively and based on historical trends, economic indicators, and regulatory considerations.
- Reserve Funding

- SRFR maintains reserves to ensure financial stability, operational continuity, and emergency readiness. Reserve levels are established through Board policy and updated based on financial forecasting. Use of reserves requires Board authorization and must be accompanied by a replenishment plan. Reserves will not be used for recurring operational costs unless part of a planned drawdown with sustainable backfill and will be used as outlined in the District's Reserve Funding Policy.

225.6 EXPENSE AND DEBT

Expenses will be managed with discipline, transparency, and alignment with strategic goals. Core expenses include personnel, training, health and safety, fuel, maintenance, apparatus, equipment, and technology. These are funded first to ensure service continuity and safety.

SRFR differentiates between core (mission-critical) and discretionary expenses, with discretionary funding subject to a more rigorous review process. The goal is to achieve efficiency without compromising performance. Cost-containment strategies include cooperative purchasing, energy efficiency upgrades, and periodic service-level evaluations.

SRFR is committed to long-term cost planning, recognizing that reactive budgeting can lead to service disruptions or inefficiencies. Compensation is evaluated alongside regional comparables and aligned for workforce sustainability.

- Expenditures
  - Expenditures shall be prioritized based on service mandates, operational efficiency, and alignment with strategic goals. All expenditures and reporting shall be consistent with applicable laws and be carried out using cash-basis accounting principles and shall adhere to the District's policies and procedures.
- Personnel Costs
  - Personnel costs, including salaries and benefits, shall be reviewed periodically. Staffing levels shall align with service needs and long-term financial forecasts. All employment positions required for budgeted operations and support services shall be included on a schedule of budgeted positions. The schedule of budgeted positions shall be included with the budget package presented for consideration of adoption by the Board. Staffing levels may, at times, temporarily exceed the number of Board authorized positions to ensure continuity of operations during transitional periods, such as when personnel are onboarded prior to the retirement of incumbent personnel.
- Cost Controls
  - All divisions are expected to manage expenditures responsibly and within approved budgets. A system of internal controls shall be maintained to prevent unauthorized spending.
- Debt
  - Debt will be used strategically and sparingly to finance long-term capital improvements consistent with the District's Debt Management Policy and shall

be approved by the Board of Fire Commissioners. SRFR does not use debt to cover potential operational shortfalls or temporary cash flow issues. All debt decisions will be guided by a debt management policy that includes limits on debt-to-revenue and ensuring that SRFR maintains fiscal flexibility. SRFR distinguishes between voter-approved general obligation debt for major infrastructure and non-voted debt for specific, limited-scope needs.

225.7 BUDGET PROCESS / OPERATING BUDGET

Funding allocation will be guided by district-wide priorities, risk reduction strategies, and data-driven assessments of service needs. Our approach ensures resources are distributed based on community risk, call volume, geographic coverage, and station capacity.

We use a formal prioritization process in budget development, where funding requests are evaluated based on alignment with strategic goals, legal mandates, public safety impact, and cost-benefit analysis.

- Balanced Budget Requirement
    - The District shall adopt a balanced budget annually, where estimated revenues plus available fund balances equal or exceed appropriations.
- Budget Calendar
    - The annual budget process shall follow a defined timeline to ensure adequate time for review, public input, and adoption by the Board of Fire Commissioners in accordance with RCW 52.16.030.
- Budget Structure
    - Budgets shall be developed for all funds. The General Fund budget will detail operations and services. Special revenue, capital, and debt service funds will be budgeted separately as needed.
- Forecasting and Long-Range Planning
    - A multi-year financial forecast (minimum 7-10 years) shall be prepared annually to support long-term planning and sustainability. The forecasts used in budget development shall use conservative assumptions for revenues and expenditures that are based on credible and reasonable sources. Revenues and funding sources should be included in the forecast only where receipt in the upcoming period is reasonably certain. Speculative sources of funding should not be included in the forecast. The forecast shall be updated annually in connection with the annual budget.
- Performance Measurement
    - The budget, as outlined in the budget letter, shall reflect the measurable objectives and performance indicators set forth in the Strategic Plan to support progress toward strategic goals.
- Budget Adoption and Amendments

DRAFT

- Budgets shall be adopted at the fund level, excluding custodial and fiduciary funds. The Fire Chief, or designee, has the authority to move appropriations within a fund, but changes to any budget at the fund level requires Board approval. Budget amendments require approval by the Board of Fire Commissioners.

- Budget monitoring of actual expenditures to budgeted values is the responsibility of division heads. Variances that are determined to be likely to result in any division exceeding its respective budget before year end should be reported through the chain of command to the Fire Chief. Divisions should make a reasonable effort to identify and report any such variances as early as possible.

225.8 CAPITAL PLANNING

Our capital philosophy emphasizes proactive planning and lifecycle-based investments in stations, apparatus, and equipment. We maintain a 10-year Capital Facilities and Equipment Repair and Maintenance Plan that is updated annually to reflect current conditions, forecasted growth, and emerging needs. Ongoing maintenance and operating costs associated with capital facilities, apparatus, and equipment, new and existing, shall be included in the annual budget and the financial forecast.

We prioritize capital projects that:

- Improve service reliability
- Replace aging infrastructure
- Reduce maintenance costs
- Support community growth and resilience

Capital investments consider lifecycle cost, operational impact, funding source viability, and community needs.

A system shall be developed to ensure compliance with the policy and procedures for the District's Capital and Small and Attractive Assets.

- Capital Improvement Plan (CIP)
    - The District shall maintain a rolling 5-year CIP, consistent with the District's Strategic Plan, that identifies capital needs, project costs, funding sources, and implementation schedules.
- Asset Lifecycle Management
    - Capital planning shall account for the full lifecycle of assets, including acquisition, operation, maintenance, replacement, and surplus. Assets should be budgeted for replacement in the budgetary year if the replacement is determined to be necessary, irrespective of when the asset is scheduled for replacement. If an annual budget does not fully fund a representative portion of future replacements, current year replacements, or a future funding shortfall is identified, then staff should develop a plan for full funding.

- Project Prioritization
    - Capital projects shall be prioritized based on criteria such as safety, regulatory compliance, operational efficiency, and service delivery impact.
- Funding Sources
    - Capital projects may be funded through inter-fund transfers, grants, reserves, debt issuance, or other appropriate means. One-time revenues may be used for non-recurring capital expenditures.

225.9 INVESTMENTS

Responsible investing supports SRFR's mission by ensuring the safety and availability of public funds, while earning a reasonable return in compliance with state laws and the District's fiduciary duty.

Investments shall be managed with the primary objectives of safety, liquidity, and yield, in that order. All investments must comply with RCW 39.59 and RCW 43.250.

Investments shall be limited to those authorized by Washington State law, including U.S. Treasury securities, State Investment Pool (LGIP), Snohomish County Investment Pool (SCIP), and other allowable instruments.

Investment activity shall be monitored by the Chief Financial Officer and internal controls shall ensure compliance and security of funds. Investment revenues shall be included in the Annual Financial Report.

225.10 GRANT MANAGEMENT

SRFR pursues grants that align with our mission, strategic goals, and staffing capacity to manage grant compliance. Grants are used to:

- Pilot new programs
- Supplement equipment purchases
- Fund temporary or transitional staffing
- Enhance community risk reduction

We evaluate the long-term sustainability of grant-funded positions and programs before acceptance. Programs requiring ongoing support after grant expiration must be pre-approved for budget inclusion or have clear performance-based continuation criteria.

Grant oversight includes a review process and periodic reporting to leadership and the Board.

- Grant Evaluation
    - Before applying for a grant, staff shall evaluate the financial and operational implications, including matching requirements and ongoing financial, administrative and other obligations.
- Grant Administration

    - All grants shall be managed in accordance with federal, state, and local requirements. Staff shall ensure timely reporting, reimbursement, and compliance with requirements and applicable District policies and procedures.

- Sustainability Considerations

    - Grants that create ongoing service or staffing costs will require a long-term funding plan to sustain the programs beyond the grant period.

225.11 RISK MANAGEMENT

SRFR is committed to multi-year financial forecasting that incorporates growth trends, inflation, labor agreements, pension obligations, and capital replacement needs. The financial forecasts cover 7–10 years and are reviewed annually.

Identified key financial risks, including:

- Potential for declining assessed property values
- Rising personnel costs and benefits
- Equipment and facility aging
- Changing service demand

To mitigate these risks:

- Monitor assessed valuation trends
- Negotiate sustainable labor agreements
- Maintain strategic reserves
- Integrate scenario planning into budget development

Sustainability is a shared responsibility across leadership, staff, and community stakeholders.

- Financial Risk Mitigation

    - The District will annually identify and assess financial risks, including economic downturns, service demands, inflation, natural disasters, and legislative changes.

- Reserve for Contingencies

    - The District shall maintain a reserve funding as established in the Reserve Funding Policies.

- Insurance and Legal Compliance

    - The District shall maintain adequate insurance coverage and legal compliance to mitigate financial losses from liability, property damage, or employee claims. Funding for the implementation of risk mitigation strategies shall be included in the adopted budget.

- Emergency Response Planning

- Financial planning shall incorporate scenarios for emergency response, including immediate funding access, procurement flexibility, and interagency coordination.

225.12 POLICY REVIEW AND UPDATES

These funding philosophies, policy reviews and updates will serve as a foundation for policy development, budget planning, and operational decision-making. Implementation will occur through integration into:

- Annual budget processes
- Strategic planning efforts
- Capital project development
- Board financial policies

This policy shall be reviewed at least every three years or upon significant changes in law, fiscal conditions, or organizational priorities. Updates shall be approved by the Board of Fire Commissioners.

Debt Management

227.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance, management, and repayment of debt to ensure the fire district:

- Maintains strong financial health and creditworthiness.
- Complies with Washington State laws and regulations.
- Meets capital and infrastructure needs effectively.
- Ensures transparency and accountability to taxpayers.

227.2 REFERENCES

Policy 225 Comprehensive Financial Management

RCW Title 52

RCW Title 39.46

Municipal Securities Rulemaking Board (MSRB) disclosures

Tax-Exempt Bond IRS compliance regulations

227.3 PERMITTED DEBT, ISSUANCE, AND GUIDELINES

The fire district may consider as permitted debt, including but not limited to:

- General Obligation Bonds (GO Bonds) – backed by property taxes.
- Revenue Bonds – paid from specific revenue sources (e.g., EMS fees).
- Lease-Purchase Agreements / Certificates of Participation – for apparatus and facilities.
- Short-Term Debt (e.g., Tax Anticipation Notes) – for cash flow timing.
- LOCAL Program - Office of the State Treasurer bond to municipalities from the State for equipment and real estate.

Debt Issuance Guidelines

- Issuance must be for capital expenditures and must align with a Capital Improvement Plan (CIP) and strategic goals.
- Limit debt service payments to a sustainable portion of the operating budget (e.g., no more than 10–15%).
- Target credit rating of AA- or higher.
- Consult with a bond underwriter for issuance of District bonded debt.

Debt Structuring Guidelines

- Debt service terms should not exceed asset life.
- Use fixed-rate debt unless variable rate can be clearly justified and managed.
- Level or declining debt service structure is preferred to balloon payments.
- Comply with RCW Title 52 (Fire Protection Districts) and RCW Chapter 39.46 (Public Securities).
- Adhere to constitutional debt limits:
  - Without voter approval: up to 0.375% of assessed property value.
  - With voter approval: up to 1.0% (or 1.5% for fire districts providing EMS).
- Work with bond counsel to ensure legal compliance before any bonded debt issuance.

Key Performance Metrics

Debt Service as % of Operating Budget	≤ 15%
Voted Debt Capacity Used	≤ 75%
Bond Rating (if rated)	AA- or higher
Timely Payments	100%

227.4 MONITORING, COMPLIANCE AND REVIEW

Debt Management & Monitoring

- Maintain a Debt Service Fund and track obligations.
  - Voted and non-voted debt payments shall be tracked in separate funds.
- Ensure timely payment of principal and interest.
- Review debt capacity and affordability metrics prior to debt issuance.

Post-Issuance Compliance

- File continuing disclosures with the Municipal Securities Rulemaking Board (MSRB).
- Comply with IRS regulations for tax-exempt bonds.
- Track use of proceeds to ensure project alignment.
- Avoid arbitrage violations and spend the funding within the allowable timeline.

Transparency and Public Communication

- Provide clear communication to the Board of Fire Commissioners on debt plans during public hearings.
- Publish debt-related information in the annual budget and financial reports.
- Engage with the public before any voter-approved bond measure.

Coordination with Financial Advisors

- Engage qualified financial advisors and bond counsel.

- Use advisors to evaluate market conditions, structure deals, and review financial impact.

Policy Review

- Review and update the policy every 3 years or following significant legal or financial changes.

NEW BUSINESS

DISCUSSION

Reserve Funding

226.1 PURPOSE AND SCOPE

The purpose of this Reserve Funding Philosophy is to establish guiding principles for the creation, use, and replenishment of financial reserves to support the fiscal health, operational stability, and long-term strategic goals of Snohomish Regional Fire and Rescue.

This philosophy supports:

- The District's ability to respond to emergencies and unforeseen costs.
- Long-term financial planning.
- Maintaining public trust through fiscal responsibility.
- Compliance with applicable Washington State laws and standards.

226.2 REFERENCES

Policy 225 Comprehensive Financial Management

RCW Title 52

Applicable State Auditor's Office (SAO) guidelines

Governmental Accounting Standards Board (GASB) standards as applicable

Government Finance Officers Association (GFOA) best practices on reserve policies

Emergency Reserve Fund Resolution

226.3 STABILITY AND CONTINUITY OF SERVICES

Reserves ensure the District can maintain essential fire protection and emergency medical services in the event of revenue disruptions, disasters, or unanticipated costs.

- Risk Mitigation
    - Reserves help manage financial risks such as:
        - Delays in property tax distributions
        - Major equipment failure
        - Litigation or insurance coverage gaps
        - Natural disasters or public health emergencies
- Fiscal Responsibility
    - Reserve levels will be maintained based on thoughtful, data-informed analysis and aligned with Government Finance Officers Association (GFOA) best practices and RCW requirements.
- Transparency

- Reserve balances and targets will be reviewed during the budget process and reported publicly in financial reports.

226.4 TYPES OF RESERVES

The District may maintain the following reserve classifications:

Operating Reserve(s)

- Purpose: To provide cash flow during revenue timeline delays. Funds may be maintained within the general expense fund.
- Target: 4 months (33%) of General Fund operating expenses.
- Minimum end of year balance: 25% of General Fund operating expenses.
- Use: Short-term cash flow stabilization; must be replenished within the same fiscal year when feasible.

Capital Replacement Reserve(s)

- Purpose: To fund the scheduled replacement of apparatus, equipment, and facilities per the District's Capital Improvement Plan (CIP).
- Target: Based on lifecycle planning and forecasted costs over a 10-20 year horizon.
- Minimum: 10-year capital replacement plan.
- Use: Purchase or maintenance of capital assets (e.g., purchase of apparatus and equipment, construction and maintenance of stations).

Emergency / Contingency Reserve(s)

- Purpose: To fund unexpected events outside of normal operations (e.g., disasters, legal claims, loss of a major funding source, future operational capacity).
- Target: Up to 20% of the annual operating budget.
- Minimum: 10% of the annual operating budget.
- Use: Only by Board resolution or Chief's authorization with Board ratification; if the reserve fund is used, a plan will be developed prior to use to replenish the fund over a reasonable time frame.

Retirement Reserve and Shop Reserve

- Purpose: To underwrite employee retirement cash-out payments for accrued sick and comp time leave and post-retirement medical benefits.
- Target: Based on the structure outlined in the financial forecast model for 20-year retiree plan.
- Minimum: 100% of estimated obligations over the following 10-years based on a reasonable inflation rate.
- Use: Approved within the Annual Budget process.

Debt Service Reserve(s)

- Purpose: To meet debt service requirements for outstanding obligations.
- Target: As required by bond covenants or financing agreements.
- Use: Restricted to debt payments and allowable usage in accordance with bond covenants.

226.5 FUNDING AND REPLENISHMENT

Reserves will be funded through budget allocations, savings from favorable operating results, and one-time revenues.

Prior to the use of reserve funds, which cause a fund to fall below the target amount, a replenishment plan will be in place to replenish the fund over a reasonable time frame.

Risk assessments will be used as systematic, data-informed decision-criteria.

Use of reserves must be approved per the District's financial policies and within the Commissioner-approved District budget.

Reserves will not be used for recurring operational costs unless part of a planned draw-down with sustainable backfill.

226.6 REVIEW AND REPORTING

Reserve targets and actual balances will be reviewed annually during the budget process.

Material changes will be presented to the Board of Fire Commissioners.

Reserve activity will be reported in the District's audited financial statements and internal financial reports.

SNOHOMISH REGIONAL FIRE AND RESCUE

RESOLUTION NO. 2026-11

A RESOLUTION UPDATING THE EMERGENCY RESERVE FUND

A RESOLUTION ESTABLISHING THE FUNDING REQUIREMENTS AND GOVERNANCE OF THE DISTRICT'S EMERGENCY RESERVE FUND.

WHEREAS, by Resolution 2013-1, the District previously authorized the creation of an emergency reserve fund to preserve funding to address natural or manmade events that could have a catastrophic impact on the District's finances and thereby impair the District's ability to carry out its operations; and

WHEREAS, it is the intent of the Board of Fire Commissioners that the Emergency Reserve Funds be used to maintain service levels should a catastrophic event occur; and

WHEREAS, the Board of Fire Commissioners have determined that, except in the event of an emergency and the preservation of organization capacity, funds should be accumulated in the Emergency Reserve Fund until the targeted balance has been reached; and

WHEREAS, the Board desires to preserve organizational capacity by maintaining the financial flexibility necessary to evaluate and act upon significant opportunities that advance service delivery, organizational resiliency, regional collaboration, infrastructure, or other long-term strategic priorities; and

WHEREAS, The Board of Commissioners has determined that the Emergency Reserve Fund should be funded in accordance with the District's Reserve Funding Policy, as adopted and amended from time to time; and

WHEREAS, the District desires to rescind outdated Resolution 2013-1,

Resolution: NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of Snohomish Regional Fire and Rescue, Snohomish County, Washington as follows:

1. The Emergency Reserve Fund shall be dedicated for the purpose of accumulating funds to be used for catastrophic events and organizational capacity.
2. The Board of Fire Commissioners shall determine what constitutes a catastrophic event for the District by declaring an emergency.
3. The Board of Fire Commissioners shall determine organizational capacity as strategically significant opportunities that advance service delivery, organizational resiliency, regional collaboration, infrastructure or other long-term strategic priorities.
4. Transfers to the Emergency Reserve Fund from the General Fund shall be established by the Board through the annual budget process and guided by the District's Reserve Funding Policy, including annual funding and planned replenishment.

5. In an emergency, the District will convene the Labor Management Committee(s) to discuss planning for the infusion of reserve money with the intent of continuing levels of service as long as reasonably possible, particularly in the event of impending layoffs.
6. Resolution 2013-1 shall be rescinded.

Adoption: ADOPTED by the Board of Commissioners of Snohomish Regional Fire and Rescue, Snohomish County, Washington, at a regular open public meeting of such Board on the _________ day of ____________, 2026, with the following Commissioners being present and voting:

Davin Alsin, Commissioner

Rick Edwards, Commissioner

Troy Elmore, Commissioner

Randy Fay, Commissioner

Jeff Schaub, Commissioner

Jim Steinruck, Commissioner

Roy Waugh, Commissioner

Brian Snure, District Secretary

SNOHOMISH REGIONAL FIRE & RESCUE

To: Snohomish Regional Fire & Rescue Board of Fire Commissioners
From: Brian Park, Fire Chief
Date: September 24, 2026
Subject: Reclassification of Two Budgeted FTEs (Full-Time Employees)

- Human Resources Analyst to Deputy Human Resources Director (new classification)
- IT Assistant to Information Technology Support Systems Analyst (existing classification)

Background and Discussion

As the District continues to grow in size and organizational complexity, staff regularly evaluates existing positions to ensure resources are aligned with operational needs, workload, employee development, and continuity of essential functions. These recommendations are a result of that evaluation and better align staffing with existing and anticipated District needs.

<u>Deputy Human Resources Director</u>

The Deputy Human Resources Director is a new classification. To ensure market competitiveness the District engaged Cabot Dow Associates to perform a comprehensive compensation study to set the base salary for the position. The recommended salary range is included in the fiscal impact section. The District currently has two authorized Human Resources Analyst FTEs. Staff recommends reclassifying one of these FTEs to a Deputy Human Resources Director position.

The proposed Deputy Human Resources Director position would provide additional leadership capacity within the Human Resources Division, improve continuity of operations, and strengthen succession and employee development opportunities. The position would also provide greater depth in managing increasingly complex HR responsibilities and ensure appropriate coverage and decision-making capacity during absences or competing organizational demands.

The District would retain one authorized Human Resources Analyst FTE. The reclassified Deputy Human Resources Director FTE would be filled through a competitive process. The proposed classification description and salary range are included for Board consideration and approval.

<u>Information Technology Support Systems Analyst (ITSSA)</u>

The ITSSA classification is an existing classification with an established 2026 salary range. The District currently has one authorized IT Assistant FTE. Staff recommends reclassifying this FTE to an ITSSA position.

The scope and complexity of the District's technology needs have grown beyond the capacity and intended responsibilities of the existing IT Assistant classification. Current workload demands have resulted in the IT Assistant position performing higher-level or out-of-class responsibilities to meet organizational needs.

Reclassifying the IT Assistant FTE to a second ITSSA position better aligns with the level of technical work required, increases the Division's capacity to distribute workload appropriately, and provides greater continuity and efficiency in supporting District technology systems and employees. The position would be filled through a competitive process.

Staffing Impact

These recommendations do not increase the District's authorized FTE count. The proposed changes are structured to address current organizational needs while maintaining overall staffing levels. The Human Resources Analyst FTE would be reclassified to a Deputy Human Resources Director position through a competitive process. Within IT, a second IT Support Systems Analyst position would be filled through a competitive process, with the existing represented IT Assistant classification retained.

Together, these changes address demonstrated organizational and operational needs while preserving flexibility as the District evaluates longer-term staffing requirements and potential organizational changes (e.g. mergers, consolidations, etc.). If vacated through the competitive process, the IT Assistant position would remain unfilled during the evaluation period, with represented duties assigned among existing represented positions as operationally appropriate.

Fiscal Impact

The proposed actions will increase compensation for two existing FTEs and have been accounted for in the FY 2026 planning. No material financial concerns are anticipated. Below is the approved 2026 salary range for the ITSSA position and the new proposed 2026 salary range for the Deputy HR Director.

	Salary Range					
Position	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**
IT Support Systems Analyst	$8,403	$8,964	$9,524	$10,084	$10,644	$11,204
Deputy HR Director	$11,292	$11,997	$12,703	$13,409	$14,114	n/a

Requested Board Action

Approve the new classification and salary range to establish the Deputy HR Director position, authorize the reclassification of one Human Resources Analyst FTE to Deputy Human Resources Director FTE and authorize one IT Assistant FTE to a second IT Support Systems Analyst FTE (existing classification description and 2026 salary range).

EN: Proposed Deputy HR Director Classification Description

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Classification Description

Job Title: Deputy Human Resources Director	**Reports to:** Human Resources Director
Former Job Title: n/a	**Department/Division:** Human Resources
Union: Non-Represented	**Bargaining Unit:** n/a
Supervisory: Yes	**FLSA**: Exempt
Date Reviewed: February 2026	**EEO:**

Summary

The Deputy Human Resources Director provides daily oversight of the Human Resources Division and assists the Director in executing the division's strategic priorities and initiatives at the operational level. The Deputy HR Director provides expertise and consultation in all areas of Human Resources. Employees in the position are also responsible for the development and oversight of staff working on the District's recruitment and selection, classification and compensation administration, labor and employee relations, benefits administration, safety and workers' compensation, HRIS and employee records, organizational development and policy development. The Deputy HR Director serves as a senior advisor to deputy chiefs and supervisors and acts on behalf of the Director when delegated or in the Director's absence.

Distinguishing Career Features

This is a senior management classification that bridges HR strategy and day-to-day operations. The Deputy HR Director is distinguished by authority to manage complex HR programs, lead sensitive employee relations matters, and represent the Director in internal and external settings, while operating under the general direction of the Director of Human Resources.

Essential Duties and Responsibilities

- Plans, organizes, directs, coordinates and evaluates assigned program(s)/project(s) in support of the overall operational goals and objectives of the organization and provides day-to-day operational leadership for HR Division service delivery.
- Assists the Director with strategic planning, prioritization, and implementation of division initiatives; prepares drafts and analysis to support executive-level decisions.
- Oversees and manages assigned HR program areas such as employee relations, protected leave administration, classification and compensation support, recruitment and selection, training and development, or benefits administration.
- Provides consultation to managers and supervisors on employee relations, performance management, policy interpretation, and contract application.

- Supports labor relations activities including contract administration, grievance processing, investigations, and preparation of background materials for bargaining; coordinates with legal counsel and the Director as appropriate.
- Leads or coordinates complex employee relations investigations and corrective action processes; prepares written findings and recommendations.
- Assists with development, revision, communication, and implementation of HR policies and procedures.
- Supervises assigned HR staff and project teams; provides coaching, performance feedback, and professional development support.
- Develops tools, templates, and processes to improve service delivery, documentation, and compliance.
- Represents the HR Division in meetings and cross-functional projects; may present information to leadership groups.
- Acts on behalf of the Director of Human Resources when delegated or in the Director's absence.
- Performs other related duties as assigned.

Qualifications

- Knowledge of and Skills in

- Applicable federal, state and local employment laws and regulations, and public sector employment policies and procedures in assigned functional areas.
- Effective use of strong interpersonal skills in a tactful, patient and respectful manner.
- Human resources principles and practices in a public sector or unionized environment.
- Program management, policy development, and process improvement.
- Effective communication and consultation techniques.
- Effective working relationships with employees, other agencies and the public.
- Management and resolution of sensitive personnel matters.
- Presentations and public speaking.
- Standard office practices, processes, procedures and business etiquette as defined by the organization's culture.

- Abilities

- Manage complex HR issues with professionalism and discretion.
- Interpret and apply policies, procedures, and labor agreements consistently.
- Communicate effectively with employees, supervisors, and executive leadership.
- Analyze data and develop recommendations to support decision-making.
- Present and defend analytical work and recommendations.
- Build trust and confidence through informal and formal interactions and communications to lead and educate others in HR related areas.
- Maintain and provide confidentiality of private and/or sensitive information.
- Provide excellent customer service.
- Demonstrate commitment to the District's Values.
- Stay current with changes to law and/or legislation.

- Physical Abilities and Working Conditions

Work is predominately performed indoors in an office environment. Work requires movement to other locations for meetings and may be required to attend evening meetings. The work requires sitting, talking and hearing; frequently requires the use of hands-to-fingers, handling writing instruments, computers and office supplies which require repetitive arm wrist and hand movement. Occasionally, requires standing and reaching with arms and hands, climbing, stooping, kneeling, bending or crawling. Attendance and participation at evening meetings may be required to ensure divisional coverage. May require occasional lifting not to exceed 30 pounds.

- Minimum Qualifications

- Bachelor's degree in human resources, public administration, business administration, or a related field.
- Five (5) years of progressively responsible human resources experience; including three (3) years experience in a lead/supervisory/management position.
- Experience in public sector and unionized environments.
- Any combination of education and experience that provides the desired knowledge, skills and abilities to perform the essential duties of the position.

Preferred Qualifications

- Master's degree in human resources, public administration, business administration, or a related field.
- Senior Professional in Human Resource (SPHR) or Professional in Human Resource (PHR) certification.

- Licenses and Certificates

- Valid Washington State Driver's License

This class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, and skills required of the job.

SNOHOMISH REGIONAL FIRE AND RESCUE

RESOLUTION NO. 2026-12

RESOLUTION CHANGING REGULAR MEETING

WHEREAS, RCW 42.30.070 requires that the District's Board of Commissioners establish its regular meeting schedule by Resolution.

WHEREAS, the regular meeting schedule was adopted in Resolution No. 2019-18 and such meetings are generally held on the second and fourth Thursdays of each month at 5:30 pm at Station 31, 163 Village Court, Monroe, Washington.

WHEREAS, the Board needs to change dates of the meetings scheduled for:

- October 22, 2026
- November 26, 2026
- December 10, 2026
- December 24, 2026

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Board of Commissioners hereby changes the date of the meeting scheduled for October 22, 2026, to the following:

Date: Thursday, October 29, 2026
Time: Begins: 5:30 PM
Location: 163 Village Court, Monroe, WA 98272

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Board of Commissioners hereby changes the date of the meeting scheduled for November 26, 2026, to the following:

Date: Tuesday, November 24, 2026
Time: Begins: 5:30 PM
Location: 163 Village Court, Monroe, WA 98272

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Board of Commissioners hereby changes the date of the meeting scheduled for December 10, 2026, to the following:

Date: Thursday, December 3, 2026
Time: Begins: 5:30 PM
Location: 163 Village Court, Monroe, WA 98272

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Board of Commissioners hereby changes the date of the meeting scheduled for December 24, 2026, to the following:

Date: Thursday, December 17, 2026
Time: Begins: 5:30 PM
Location: 163 Village Court, Monroe, WA 98272

Adoption. ADOPTED at an open public meeting of the Snohomish Regional Fire and Rescue Board of Commissioners on the 8th day of October, 2026, with the following Commissioners being present and voting:

______________________________ Davin Alsin, Commissioner	______________________________ Jeff Schaub, Commissioner
______________________________ Rick Edwards, Commissioner	______________________________ Jim Steinruck, Commissioner
______________________________ Troy Elmore, Commissioner	______________________________ Roy Waugh, Commissioner
______________________________ Randy Fay, Commissioner	

____
ATTEST: District Secretary

NEW BUSINESS

ACTION

SNOHOMISH REGIONAL FIRE & RESCUE

EXECUTIVE SESSION