

SNOHOMISH COUNTY FIRE DISTRICT NO. 5

Commissioners Meeting Agenda



June 27, 2022

CALL TO ORDER

ADDITIONS TO THE AGENDA

PUBLIC/STAFF COMMENTS - (Limited to 3 minutes per person not to exceed 20 minutes overall)

CONSENT AGENDA

Approval of Agency Benefits \$33,473.60

CHIEF'S REPORT- To be presented

OLD BUSINESS

Standard Operating Procedures (SOP) – *Second Reading*

10.19.22 Meetings – Rule of Order

10.20.22 Meetings – Agenda

100.02.22 Privately Owned Employee Vehicle Charging

Open Issues / Actions

NEW BUSINESS

Standard Operating Procedures (SOP) – *First Reading*

30.01.22 Staff and Utility Vehicle Take Home

20.04.22 Electronic Resource Use Policy

INFORMATIONAL

Records Requests

COMMISSIONER COMMENTS

ADJOURN

NOTE: *Commissioner's please complete additional meeting time cards and provide to the Secretary.*

Agency Benefits 2022 (ER) Only

MONTH	Social Security/ FICA	MEDICARE	Trustdeed	HRA Veba/Chief, DC, Secretaries	PERS 2	PERS 3	LEOFF 2	WA DCP	Total	Total	Total	Total of Agency Benefits per Month	Total Payroll	Total combined
									PERS/ Leoff/DCP	HRA/Trust	SS/MED			
Jan	\$162.08	\$2,136.49	\$15,612.44	\$3,281.34	\$4,830.47	\$1,241.95	\$3,748.73	\$2,650.00	\$12,471.15	\$18,893.78	\$2,298.57	\$33,663.50	\$145,054.37	\$178,717.87
Feb	\$105.02	\$2,075.94	\$11,324.44	\$3,281.34	\$4,915.07	\$1,219.93	\$3,484.62	\$3,765.38	\$13,385.00	\$14,605.78	\$2,180.96	\$30,171.74	\$139,761.47	\$169,933.21
Mar	\$71.17	\$1,977.45	\$11,324.44	\$3,281.34	\$4,748.03	\$929.95	\$3,422.56	\$3,150.00	\$12,250.54	\$14,605.78	\$2,048.62	\$28,904.94	\$133,585.89	\$162,490.83
Apr	\$30.44	\$2,111.82	\$11,324.44	\$3,281.34	\$5,073.28	\$1,186.26	\$3,647.88	\$3,150.00	\$13,057.42	\$14,605.78	\$2,142.26	\$29,805.46	\$142,854.17	\$172,659.63
May	\$31.75	\$2,002.55	\$11,324.44	\$3,281.34	\$5,298.99	\$657.24	\$3,404.05	\$3,150.00	\$12,510.28	\$14,605.78	\$2,034.30	\$29,150.36	\$135,315.41	\$164,465.77
Jun	\$23.81	\$2,923.90	\$11,324.44	\$3,281.34	\$5,353.91	\$675.35	\$6,740.85	\$3,150.00	\$15,920.11	\$14,605.78	\$2,947.71	\$33,473.60	\$146,301.45	\$179,775.05
Jul									\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Aug									\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Sep									\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Oct									\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Nov									\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Dec									\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Add total benefit figures to the treasurers report and payroll and voucher chart each month once report completed									\$79,594.50	\$91,922.68	\$13,652.42	\$185,169.60	\$842,872.76	\$1,028,042.36
Total	\$424.27	\$13,228.15	\$72,234.64	\$19,688.04	\$30,219.75	\$5,910.68	\$24,448.69	\$19,015.38		\$185,169.60				
Average	\$70.71	\$2,204.69	\$12,039.11	\$3,281.34	\$5,036.63	\$985.11	\$4,074.78	\$3,169.23						
		Total Benefits	\$185,169.60											

Give the Chief a copy whenever he starts working on the budget for the next year.



Snohomish County Fire District #5

Meetings – Rules of Order

Category: Personnel

Status: Draft

Date Approved:XX.XX.XXXX

1 PURPOSE:

- 1.1 Establish a rule of order to be followed at District board meetings.

2 PERSONNEL AFFECTED:

- 2.1 Fire commissioners, secretary of the Board and fire chief.

3 REFERENCE:

- 3.1 *Roberts Rules of Order Newly Revised, 12th Edition*

4 POLICY:

- 4.1 All board of fire commissioner meetings will be conducted in an orderly and business-like manner, using *Roberts Rules of Order, Revised* as a guide except when such rules are superseded by board policies.
- 4.2 All votes on motions and resolutions shall be by voice vote, unless a roll call vote is requested by the chairperson or other member of the Board.

5 DEFINITIONS:

- 5.1 Board: Shall mean the Board of Fire Commissioners for Snohomish County Fire District #5.
- 5.2 District: Shall mean Snohomish County Fire District #5.
- 5.3 Fire Chief: Shall mean the chief or authorized representative designated by the Board to carry out the management of the District.
- 5.4 Fire commissioner/commissioner: Shall mean an individual, duly elected or legally appointed Fire Commissioner for Snohomish County Fire District #5.

6 RESPONSIBILITY:

6.1 N/A

7 PROCEDURE:

7.1 N/A

8 APPENDIX

8.1 N/A



Seth Johnson, Fire Chief



Snohomish County Fire District #5

Meetings – Agenda

Category: Personnel

Status: Draft

Date Approved:XX.XX.XXXX

1 PURPOSE:

- 1.1 Adopt an agenda template to be used for regularly scheduled meetings of the Fire Commissioners of the District.

2 PERSONNEL AFFECTED:

- 2.1 Fire Commissioners and Administrative Staff.

3 REFERENCE:

- 3.1 RCW 52.14.100 Meetings – Powers and Duties of Boards
- 3.2 RCW 42.30.077 Agendas of Regular Meetings – Online Availability

4 POLICY:

- 4.1 The order of business will be indicated in the agenda. Any additions or changes in the order of items in the prepared agenda may be requested by a Fire Commissioner and added by the Board Chairperson.

5 DEFINITIONS:

- 5.1 Administrative Staff – Shall include the Fire Chief, Administrator and/or Board Secretary of the District.
- 5.2 Chairperson: Shall mean the presiding officer of the Board.
- 5.3 District: Shall mean Snohomish County Fire District #5.
- 5.4 Fire commissioner/commissioner: Shall mean an individual, duly elected or legally appointed Fire Commissioner for Snohomish County Fire District #5.

6 RESPONSIBILITY:

- 6.1 The Board Chairperson and the District Secretary shall see that the Rules of Order are followed.
- 6.2 Individual Commissioners, the Board Secretary and the Fire Chief shall become familiar with the Rules of Order.

7 PROCEDURE:

- 7.1** The District Secretary completes the agenda prior to a regularly scheduled meeting, after conferring with the Fire Chief and the Board Chairperson.
- 7.2** Agendas will be distributed to fire commissioners and posted to the District website no later than 24 hours prior to a regularly scheduled meeting.
- 7.3** For special meetings of the Board, the agenda shall be distributed as soon as possible prior to the meeting, but no later than 24 hours prior to the special meeting start time. Detailed information relative to the agenda items for a special meeting may be provided at the meeting if it is not possible to distribute such materials with the agenda.
- 7.4** The agenda for all regularly scheduled meetings shall include, but not be limited to the following:
- (a) Call to Order
 - (b) Additions to the Agenda
 - (c) Public/Staff Comments
 - (d) Consent Agenda
 - Approval of past minutes
 - Approval of payroll
 - Approval of vouchers
 - (e) Staff Reports
 - (f) Old Business
 - (g) New Business
 - (h) Commissioner Comments
 - (i) Adjournment

8 APPENDIX

- 8.1** N/A



Seth Johnson, Fire Chief



Snohomish County Fire District #5

Privately Owned Employee Vehicle Charging

Category: Personnel

Status: Draft

Date Approved:XX.XX.XXXX

1 PURPOSE:

- 1.1 Establish a policy regarding privately owned vehicles of staff members and District electrical resources.

2 PERSONNEL AFFECTED:

- 2.1 All Personnel

3 REFERENCE:

- 3.1 N/A

4 POLICY:

- 4.1 The District has established the parking lot on the South side of Station 51 as the "Staff Only" parking lot.
- 4.2 When on shift, District personnel shall be allowed to plug in POV's to District owned electrical outlets for the purposes of charging EV's, using block heaters or otherwise using battery charging/maintaining devices mounted on privately owned vehicles.

5 DEFINITIONS:

- 5.1 District: Shall mean Snohomish County Fire District #5.
- 5.2 District Personnel: A full-time, part-time, volunteer or contract employee of Snohomish County Fire District 5.
- 5.3 POV: Shall mean Privately Owned Vehicle, which can describe a vehicle which is owned, rented, leased or loaned by and to a District employee.
- 5.4 On-shift: District personnel is considered to be "on-shift" when performing their official duties under their specific job position description.

6 RESPONSIBILITY:

- 6.1 All Personnel

7 PROCEDURE:

- 7.1 When plugging in a vehicle to a District electrical resource, District owned vehicles take ultimate priority. At no time shall electrical power normally used for department vehicles be diverted to a POV.
- 7.2 POV's shall be kept in safe locations when charging.
- 7.3 POV's are not allowed in the enclosed apparatus bays of Station 51 or Station 52.

8 APPENDIX

- 8.1 N/A



Seth Johnson, Fire Chief



Open Issues/Actions

Date Last Visited	OPEN ISSUES	Action Taken	Priority
01/10/22	Painting for the New Station		
04/11/22	Mitigation Fees - Growth Planning		

Date Last Visited	TABLED ISSUES	Action Taken
05/11/20	ALS Contract Snohomish Regional Fire and Rescue	Tabled
05/11/20	ALS Contract Sky Valley Fire	Tabled

Date Last Visited	CLOSED ISSUES	Action Taken
03/25/19	Five Year Plan	Completed
05/13/19	FMC Surplused and sold	Completed
05/13/19	1997 Ford Expedition surplused and sold	Completed
11/12/19	Vulnerability Assessment	Dismissed
11/12/19	ALS Contract	Completed
03/09/20	Sunset Clause addition to Resolution 2020-01 Voucher pre-approval	Completed
03/09/20	Resolution 2020-01 Sunset Clause	Completed
04/12/21	Consideration of a Five Member Board of Commissioners	Completed
02/22/21	Recruitment and hiring process for a Chief Officer	Completed
12/27/21	Exploration of a District 5 Medic Program	Completed
04/25/22	Life Insurance for Part Time and Volunteers	Completed



Snohomish County Fire District #5

Electronic Resource Use Policy

Category: Personnel

Status: Draft

Date Approved:XX.XX.XXXX

1 PURPOSE:

- 1.1.** The District provides computers, printers, fax machines software, cell phones, tablets, voice mail systems, pagers, email accounts, network hardware, internet access, District sponsored social media sites and pages and other electronic system resources “Electronic Resources” for use by District Personnel for District business. The District relies heavily upon these Electronic Resources to meet operational, financial, educational, and informational needs. District Personnel are obligated to conserve and protect these Electronic Resources for the benefit of the public interest. It is essential for the efficient operation of the District that these Electronic Resources be protected from misuse and unauthorized access and the data they create, store and process, be maintained in a secure environment and in a responsible manner.
- 1.2.** The District authorizes the use of its Electronic Resources for incidental personal purposes provided that such use does not interfere with or interrupt the operations and normal business of the District and that the incidental use does not violate District policies and procedures including record retention and record access policies, social media policies, confidential information disclosure procedures, discrimination, and harassment policies, etc.
- 1.3.** As used in this policy the term “Personnel” includes all employees, volunteers, and commissioners of the District.

2 PERSONNEL AFFECTED:

- 2.1** All Personnel

3 REFERENCE:

- 3.1** RCW 42.30 Open Public Meetings Act
- 3.2** RCW 42.17A.555 Use of public office or agency facilities in campaigns-Prohibition-Exemptions

4 POLICY:

- 4.1** **No Right to Privacy.** Personnel recognize that any information entered, transmitted, received, or stored on or through a District Electronic Resource is subject to inspection and monitoring by the District at all times. No Personnel should expect that information entered, transmitted, received, or stored by the Personnel shall be considered or treated as private or confidential information. In the event there is an electronic record of the identity of the recipient of

information sent, the identity of the sender of information received or a record of the information sent or received, the record may be open to public inspection without the consent of the parties at any time, without the knowledge of the parties to the transmission. Information stored on the District Electronic Resources becomes the property of the District and may be considered District records subject to disclosure under the Open Public Records Act. Accordingly, members should not use District Electronic Resources to enter transmit, receive, or store any information they wish to keep private.

4.2 Prohibitions on Use of Electronic Resources: The following are strictly prohibited uses of District Electronic Resources:

- (a) Uses for the purpose of assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition is specifically prohibited by this Policy and RCW 42.17A.555, subject to the exceptions stated therein;
- (b) Use of Electronic Resources to engage in any communications that are in violation of this or any District policy.
- (c) Uses that include, create, or disseminate any content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- (d) Uses that interfere with the legitimate work of another user;
- (e) The sending, display or storage of images or messages that may be considered abusive, offensive, or obscene or that includes sexually explicit information;
- (f) The use of computer resources to engage in abuse of Personnel;
- (g) Use of profane language or content;
- (h) Uses that access, create, or disseminate sexual content or links to sexual content;
- (i) Use for private business purposes, commercial purposes or for personal gain or for any purpose not in the interest of the District or authorized by the District.
- (j) Uses that constitute or encourage illegal activity;

- (k) Uses that tend to compromise the safety or security of the public or public systems;
- (l) Uses that violate a legal ownership interest of any other party;
- (m) Use that accesses any service or facilities for that will incur service charges against the District that have not been previously authorized;
- (n) Accessing or attempting to access another user's Electronic Resource files without permission;
- (o) Supplying or attempting to supply false or misleading information or identification in order to access another user's Electronic Resource account;
- (p) Deliberate, unauthorized attempts to access or use District Electronic Resources or electronic records;
- (q) The unauthorized manipulation, alteration or destruction of Electronic Resources, programs or data;
- (r) Personnel shall not create record entries in Electronic Resources or store information, or communications not authorized by District policy; and

4.3 Personal Use. Except as specifically limited by this policy the District permits limited, incidental use of District Electronic Resources for personal non-district related use when personnel are off-duty or on a recognized break time. Subject to the following limitations:

- (a) Personal use must be at no or de minimis cost to the District;
- (b) Personal use must not interfere with District operations;
- (c) Personal use must be in compliance with District policies and state laws governing personal use of public resources including but not limited to the restrictions set forth in Section 1 of this Policy; and
- (d) Personnel may not remove District Electronic Resources from District property for personal use. Personnel may remove mobile Electronic Resources from District property when necessary for District uses.

4.4 Standards of Use of Electronic Resources;

- (a) Electronic Resources are to be used in a responsible manner.

- (b) Personnel must not use Electronic Resources to violate any rules, regulations, Standard Operating Procedures, General Orders or Policies of the District, or any local, state, or federal laws.
- (c) For Electronic Resources based on user accounts, Personnel are to have valid, authorized user accounts and may only use the account issued to that Personnel unless specifically authorized otherwise. Personnel may only use their account in accordance with its authorized purpose. Personnel are responsible for safeguarding their own accounts. Personnel should not let another person use their account unless authorized by the Information Systems Manager or the System Administrator for a specific purpose. All Personnel are required to protect their user accounts with a password.
- (d) **Internet Access:** The District computer system allows Personnel to directly access the Internet. Such access is intended primarily to facilitate information access, exchange and retrieval related to Fire District business, and to ultimately provide a better service to the community. It is understood that during off duty hours, Personnel may use the District's internet access for limited and incidental personal use consistent with the restrictions set forth in this policy.

4.5 Disciplinary Action: The violation of the policies and procedures established by the District for the use of the District Electronic Resources by any Personnel shall be subject to appropriate disciplinary actions including termination of employment.

- (a) Personnel shall cooperate with the District in the investigation of misuses of Electronic Resources.

5 DEFINITIONS:

- 5.1 De Minimis:** A de minimis benefit is one for which, considering its value and the frequency with which it is provided, is so small as to make accounting for it unreasonable or impractical. De minimis benefits are excluded under Internal Revenue Code section 132(a)(4) and include items which are not specifically excluded under other sections of the Code.
- 5.2 District:** Shall mean Snohomish County Fire District #5.
- 5.3 Employment:** Shall mean the act of giving work to someone of a full-time, part-time, or volunteer basis.

- 5.4 **Electronic Resource:** Shall mean all District computer systems and refers to all hardware, data, software, and networks associated with these computers. In particular, this policy covers computers ranging from multi-user systems to single user personal computers, smart phones, and electronic tablets whether free-standing or connected to a local area network or wide area network.
- 5.5 **Personnel:** "Personnel" includes Commissioners, employees and volunteers of the District.

6 RESPONSIBILITY:

- 6.1 All Personnel

7 PROCEDURE:

- 7.1 **Termination of Privilege:** The District reserves the right to terminate the use of District Electronic Resources for non-District or personal purposes at any time in the sole discretion of the District. The authorization of limited use of District Electronic Resources for personal purposes is considered a revocable privilege and shall not be considered as a past practice or grant any contractual rights to any Personnel for continued use. Use of Electronic Resources by Personnel shall not be considered as a negotiable item for collective bargaining purposes.
- 7.2 **Entry of Electronic Records** Personnel responsible for the entry into the District computer electronic database of records and the alteration of records shall follow the following procedure:
- (a) No District electronically stored record shall be deleted from the District computer database unless the deletion is approved by the District Record Retention Officer (the Fire Chief or designee), is in compliance with the Washington State Department of Archives Record Retention Schedule and in compliance with statutory requirements and applicable District policies and procedures.
- 7.3 **E-Mail Usage Guidelines.** Use of email is governed by the general standards and prohibitions of usage contained in this policy.
- (a) All Personnel of the District are issued a District email address. In order to properly manage the emails consistent with the State of Washington Records Retention Schedules the District email address shall be used for all District business conducted by email. Personnel using non-district email addresses for District business acknowledge that such use may expose their non-district

email account or computer hardware to searches for documents in response to a public record request or discovery request.

- (b) When transmitting messages via e-mail, members should consider that persons other than the addressee can and may read e-mail messages. District members are required to maintain the highest standards of discretion and professionalism when transmitting or receiving e-mail.
- (c) Official District e-mail is to be used for professional business communications. The language and subject matter should reflect business purposes. All use of e-mail must comply with the District's practices regarding discrimination and harassment policies. The electronic message system shall not be used for transmission of information that violates the statutory or district policy restrictions. Network passwords should not be disclosed to anyone. Confidential attorney-client communications should be clearly identified as privileged communications and appropriate precautions shall be taken by the recipient of the message to protect the confidentiality.
- (d) Since the District owns the electronic equipment that transmits, receives, and maintains information, the information that is transmitted, received, and maintained, including all e-mail files are presumptively District records and cannot be considered the private property of employees. E-mail communications are recorded internally and can be recalled at a later date. E-mail records are subject to review and disclosures by supervisory or authorized Personnel at any time, without prior notice, to assure compliance with statutory requirements and this policy. The District's e-mail system is not a confidential means of communication, and is not the appropriate forum for discussion of confidential or personal matters.
- (e) The security measures in the e-mail systems, including, but not limited to the ability to limit access through the use of passwords, and deletion of messages are not limited for the purpose of protecting the privacy of e-mail communication. Personnel recognize they cannot have any expectations of privacy in e-mail communications, or temporary or permanently stored data. The District has no obligation to restrict such communications as private or confidential.
- (f) The retention requirements for e-mail and other electronic records are the same as the retention requirement for similar paper records listed on the records retention schedules established by the State Local Records Committee.
- (g) Under chapter 42.30 RCW, interactive computer communications could violate the Open Public Meetings Act if two or more members of the Board

of Commissioners are involved in the communication and the communication meets the definition of “action” set forth in RCW 42.30.020. (Action means all transactions relating to a governing body’s business, including receipt of public testimony, deliberations, discussions, considerations, reviews, and evaluations, as well as ‘final’ action.). Accordingly, commissioners are prohibited from exchanging emails with a quorum of the other commissioners when such communications would constitute action.

8 APPENDIX

8.1 N/A



Seth Johnson, Fire Chief



Snohomish County Fire District #5

Staff and Utility Vehicle Take-Home Policy

Category: Disaster Management

Status: Draft

Date Approved:XX.XX.XXXX

1 PURPOSE:

- 1.1 The purpose of this policy is to clarify who may take staff and utility vehicles home for use in response to emergencies and critical business for operational efficiencies on a 24-hour basis in a manner that qualifies as a qualified non-personal use of a vehicle under IRS regulations.

2 PERSONNEL AFFECTED:

- 2.1 Personnel issued take-home vehicles

3 REFERENCE:

- 3.1 N/A

4 POLICY:

- 4.1 The Fire District provides vehicles for certain employee's to use so the employees may respond to emergency situations or critical business activities directly, 24 hours per day, and have the necessary personal protective clothing, communications equipment, and tools at their immediate disposal. All such vehicles shall be clearly marked with the District's name and insignia.
- 4.2 The criteria for determining eligibility in taking a staff and utility vehicles home are as follows:
 - (a) Response time from residence to the department boundary must adequately meet the operational needs of the agency, and,
 - (b) On-scene presence at emergency scene is necessary and time critical,
 - (c) Tools or services required that need an immediate response to mitigate a situation deemed time critical, and
 - (d) Tools or services required that need an immediate response to mitigate a situation deemed time critical, and
- 4.3 Reasonable exceptions to the above criteria may be granted by the Fire Chief or his/her designee on a case-by-case, temporary basis.
- 4.4 Employees in a duty status that require a response shall be required to use the vehicle when commuting to and from the workplace and shall be permitted to

use the vehicle for incidental personal trips and business when necessary to maintain a state of readiness to enable such personnel to provide emergency responses.

- 4.5 Employees shall be prohibited from using the vehicles for travel outside the maximum response time boundaries established by the Chief and shall be prohibited from using the vehicle for personal uses other than set forth in Section 1.4.
- 4.6 When District vehicles are used for non-emergency purposes, the vehicle may be used to carry non-District personnel as passengers when incidental to the trip, when required for District purposes or when required by the needs of the driver when on stand-by status.

5 DEFINITIONS:

- 5.1 Board: Shall mean the Board of Fire Commissioners for Snohomish County Fire District #5.
- 5.2 District: Shall mean Snohomish County Fire District #5.
- 5.3 District Personnel: A full-time, part-time, volunteer or contract employee of Snohomish County Fire District 5.
- 5.4 Fire Chief: Shall mean the chief or authorized representative designated by the Board to carry out the management of the District.

6 RESPONSIBILITY:

- 6.1 The Fire Chief shall be responsible to determine if employee meets criteria for a take-home vehicle as per section 1.2.

7 PROCEDURE:

- 7.1 Employees who have been determined to meet the criteria outlined above and are authorized to take staff vehicles home are as follows:
 - (a) Fire Chief
 - (b) Deputy Chief of Operations
 - (c) Deputy Chief of Administration
 - (d) Any personnel actively participating in the Battalion Program

8 APPENDIX

8.1 N/A

A handwritten signature in blue ink, appearing to read 'Seth Johnson', is written over a light blue rectangular background. The signature is fluid and cursive.

Seth Johnson, Fire Chief

Public Records Request - Commissioner Notification Log

Date	Type of Request	Requestor	Minutes on request	Hours on request	Days on request	Attorney Cost
1/12/22	MIR and Billing records	Polaris Injury Law	0.45			
1/31/22	MIR	Medical Examiner Office	0.15			
2/18/22	Ordering information for Woodway Treadmill	Alejandro (Ollie) Ponte	0.50			\$137.50
3/3/22	Annual request for Health Care plan information, cost per FF employees, HRA Veba info., life insurance info. Dental plan info. BVFF info.	Cline and Associates	0.30	1.00		
3/22/22	MIR, Notes, Policy	Renee Acree	0.15	10.00		\$412.50
4/5/22	Responses to Property address, Hazardous material, violations etc.	e.kane - environmental.com	0.30			
4/20/22	All personnel and elected officials first/last/ initial names, hire dates, title/position, hourly/Salary/Volunteer base pay, gross pay, overtime pay for 2021	Washington@openthebooks.com	0.45	1.00		
4/30/22	Cad log, Use of force policy, Stair chair policy ,Hours worked schedule of those on scene for last 72 hours, Training records of those on scene, Concussion policy, Decline medical treatment policy, training records on how to treat disabled patients	Noah Acree	0.50	6.00		in progress
5/5/22	Medical, Dental, life insurance and CBA for career FF	Granite Falls Fire District 17		1.00		
6/22/22	Medical Incident Report (MIR)	Sno Co Sheriff	0.15			
6/23/22	Fire Report	Cliff Morris	0.20			
		Total	3.15	19.00	0.00	550.00

* = In progress Green = in progress