

# SNOHOMISH COUNTY FIRE DISTRICT NO. 5

## Commissioners Meeting Agenda



**September 26, 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 - \$28,809.84

**CHIEF'S REPORT-** To be presented

### **REPORTS**

### **OLD BUSINESS**

Standard Operation Procedures (SOP) – *Third Reading*

**20.06.22** Recruitment, Employment and Organization of Staff Policy

Open Issues / Actions

### **NEW BUSINESS**

Station Parking Agreement Draft and Discussion

### **INFORMATIONAL**

Records Requests

Preliminary Revenue Projections

### **COMMISSIONER COMMENTS**

### **ADJOURN**

**NOTE:** *Commissioners, please complete additional meeting timecards and provide to the Secretary.*

**Agency Benefits 2022 (ER) Only**

| MONTH | Social Security/<br>FICA | MEDICARE   | Trustdeed   | MERP/HRA   | PERS 2     | PERS 3     | LEOFF 2    | WA DCP     |
|-------|--------------------------|------------|-------------|------------|------------|------------|------------|------------|
| Jan   | \$162.08                 | \$2,136.49 | \$15,612.44 | \$3,281.34 | \$4,830.47 | \$1,241.95 | \$3,748.73 | \$2,650.00 |
| Feb   | \$105.02                 | \$2,075.94 | \$11,324.44 | \$3,281.34 | \$4,915.07 | \$1,219.93 | \$3,484.62 | \$3,765.38 |
| Mar   | \$71.17                  | \$1,977.45 | \$11,324.44 | \$3,281.34 | \$4,748.03 | \$929.95   | \$3,422.56 | \$3,150.00 |
| Apr   | \$30.44                  | \$2,111.82 | \$11,324.44 | \$3,281.34 | \$5,073.28 | \$1,186.26 | \$3,647.88 | \$3,150.00 |
| May   | \$31.75                  | \$2,002.55 | \$11,324.44 | \$3,281.34 | \$5,298.99 | \$657.24   | \$3,404.05 | \$3,150.00 |
| Jun   | \$23.81                  | \$2,923.90 | \$11,324.44 | \$3,281.34 | \$5,353.91 | \$675.35   | \$6,740.85 | \$3,150.00 |
| Jul   | \$73.90                  | \$1,986.18 | \$11,324.44 | \$976.35   | \$4,996.31 | \$814.73   | \$5,302.92 | \$7,278.95 |
| Aug   | \$114.20                 | \$2,002.03 | \$11,324.44 | \$2,851.35 | \$5,089.96 | \$1,224.11 | \$4,611.11 | \$3,403.85 |
| Sep   | \$133.49                 | \$1,992.87 | \$11,324.44 | \$1,351.35 | \$4,860.39 | \$1,277.09 | \$4,466.36 | \$3,403.85 |
| Oct   |                          |            |             |            |            |            |            |            |
| Nov   |                          |            |             |            |            |            |            |            |
| Dec   |                          |            |             |            |            |            |            |            |

**Add total benefit figures to the treasurers report and payroll and voucher chart each month once report completed**

|                |                 |                       |                     |                    |                    |                   |                    |                    |
|----------------|-----------------|-----------------------|---------------------|--------------------|--------------------|-------------------|--------------------|--------------------|
| <b>Total</b>   | <b>\$745.86</b> | <b>\$19,209.23</b>    | <b>\$106,207.96</b> | <b>\$24,867.09</b> | <b>\$45,166.41</b> | <b>\$9,226.61</b> | <b>\$38,829.08</b> | <b>\$33,102.03</b> |
| <b>Average</b> | <b>\$82.87</b>  | <b>\$2,134.36</b>     | <b>\$11,800.88</b>  | <b>\$2,763.01</b>  | <b>\$5,018.49</b>  | <b>\$1,025.18</b> | <b>\$4,314.34</b>  | <b>\$3,678.00</b>  |
|                |                 | <i>Total Benefits</i> | <b>\$277,354.27</b> |                    |                    |                   |                    |                    |

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



# Snohomish County Fire District #5

## Recruitment, Employment and Organization of Staff

Category: Personnel

Status: Draft

Date Approved:XX.XX.XXXX

### 1 PURPOSE:

- 1.1 Establish a policy related to the recruitment of open staff positions.
- 1.2 Define roles and responsibilities for management functions regarding staff.

### 2 PERSONNEL AFFECTED:

- 2.1 All Personnel

### 3 REFERENCE:

- 3.1 N/A

### 4 POLICY:

- 4.1 [The Board shall bear the sole responsibility for hiring the Fire Chief and determining the method of recruitment and competence testing which best fits the search for a Chief Executive Officer.](#)
- 4.2 Staff positions are established by the Board of Commissioners in order to support programs and operations of the District.
- 4.3 From time to time, the District may find it necessary to hire staff to fill a vacancy which was created by retirement, resignation, or termination of full-time staff; or, in the case of increasing staffing, to detail an increase in call volume or expansion of services. [The Board expects that all budgeted positions are to be filled when vacancies arise. Any new positions will be authorized through the budgetary process.](#)
- 4.4 The Fire Chief shall determine the method of recruitment and competence testing which best fits the position and needs of the agency.
- 4.5 The overall process of selection, promotion, demotion, discipline and overall supervision of District employees and volunteers shall be vested with the Fire Chief.

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Deleted: In all cases, the Board of Commissioners shall determine the financial impacts of additions to staffing and approve or disapprove filling positions.

Deleted: When the Board of Commissioners determines that a vacant position exists and desires that position to be filled, the Board will authorize the Fire Chief the authority to fill the position.

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4.6 The Fire Chief shall complete a Job Position Description for all open and potential open positions, and provide that to the Board as an informational item.

**5 DEFINITIONS:**

5.1 Board: ~~Shall mean the Board of Fire Commissioners for Snohomish County Fire District #5.~~

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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 Fire Chief: Shall mean the chief or authorized representative designated by the Board to carry out the management of the District.

5.5 Promotion: Advancing an employees' rank or hierarchical standing within the District.

5.6 Vacant Position: A regularly budgeted position which has no employee in that role due to the retirement, resignation, termination or a position created by the determination of necessity to add a staff position.

**6 RESPONSIBILITY:**

6.1 ~~The Board shall be responsible for hiring the Fire Chief.~~ The Fire Chief shall anticipate staffing needs and provide the Board of Commissioners with information when the need arises to fill a vacant position or make additions to staffing.

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**7 PROCEDURE:**


7.1 N/A

**8 APPENDIX**

N/A

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\_\_\_\_\_  
Seth Johnson, Fire Chief



## Open Issues/Actions

| Date Last Visited | OPEN ISSUES | Action Taken | Priority |
|-------------------|-------------|--------------|----------|
|                   |             |              |          |
|                   |             |              |          |

| Date Last Visited | TABLED OR POSTPONED ISSUES        | Action Taken                      |
|-------------------|-----------------------------------|-----------------------------------|
| 06/27/22          | Mitigation Fees - Growth Planning | Postponed until December 12, 2022 |

| 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    |
| 06/27/22          | ALS Contract Snohomish Regional Fire and Rescue                   | Completed    |

## Parking Agreement

This agreement is entered into as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ between \_\_\_\_\_, referred to as "User" and Snohomish County Fire Protection District No. 5 referred to as "District".

### RECITALS

1. District owns a fire station located at \_\_\_\_\_ "Station."
2. User has the occasional need to park vehicles at the Station.
3. This Agreement is intended to allow User to park in designated areas on the Station property subject to terms and conditions outlined in this Agreement.

### AGREEMENT

1. **Use of Station property by User.** The District agrees to allow User the nonexclusive use of specific parking areas for the purposes and at the times as identified in the attached **Exhibit A**.
2. **No shared property or shared use.** The parties agree that User rights are limited to the uses specified in Paragraph 1 of this Agreement and that User has no right to use other portions of the District's property.
3. **Term.** This Agreement shall be effective on the date of mutual execution and shall continue until either party provides the other party with 7 days written notice of termination. Provided, however, the District may immediately terminate this Agreement in the event the District determines in its sole discretion that User has exceeded the rights granted under Exhibit A, User has interfered with the operations of the fire station or in the event of an emergency.
4. **Consideration.** Consideration for this Agreement shall be [insert payment, trade, etc. provided in exchange for parking rights described in Exhibit A] together with User's provision of insurance and agreement to indemnify and hold the District harmless as provided in Sections 5 and 6.
5. **Indemnification/Hold Harmless.** The District shall in no way be responsible for any damage to User, User's employees or agents personal property while parked on the property and the User agrees to indemnify and hold the District harmless for all liabilities and personal property damage that occur or arise in any way out of use of the Station property, whether authorized or prohibited by this Agreement, by its officials, officers, employees, agents or guests and to save and hold the District, its elected officials, employees and officers harmless from all costs, expenses, losses and damages, including the costs of defense, incurred as a result of any acts or omissions of User, its officials, officers, employees, agents or guests during the use of the Station property. For purposes of this indemnification, User, its officials, officers and employees, shall not be considered to be agents of the District. IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES USER'S WAIVER OF IMMUNITY UNDER THE INDUSTRIAL INSURANCE, TITLE

51 RCW, SOLELY TO CARRY OUT THE PURPOSES OF THIS INDEMNIFICATION CLAUSE. USER FURTHER ACKNOWLEDGES THAT IT HAS MUTUALLY NEGOTIATED THIS WAIVER.

**6. Insurance.**

**6.1.**User shall procure and maintain a comprehensive general liability policy with limit of liability not be less than one million (\$1,000,000.00) dollars for each occurrence and two million (\$2,000,000.00) dollars aggregate. User shall have the policy endorsed to add the District as an additional insured and shall provide the District with a copy of endorsement prior to using the Station for parking.

**7. Miscellaneous.**

**7.1. Benefits.** This agreement is entered into for the benefit of the parties to this agreement only and shall confer no benefits, direct or implied, on any third persons.

**7.2. Assignment.** User shall not assign its rights under this Agreement.

**7.3. Entire Agreement/Modification.** This Agreement represents the entire agreement of the Parties with respect to the subject matter hereof and supersedes all prior negotiations or discussions with respect thereto. This Agreement may be amended or modified by written instrument signed by the Parties.

**7.4. Notice.** All communications regarding this Agreement shall be sent to the parties at the parties regular business address unless notified to the contrary. Any written notice hereunder shall become effective upon personal service or three (3) business days after the date of mailing by first class or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

SNOHOMISH COUNTY FIRE  
PROTECTION DISTRICT NO. 5

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

Print Name: \_\_\_\_\_  
Fire Chief

DATE: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

DATE: \_\_\_\_\_

## EXHIBIT A



