

# SNOHOMISH COUNTY FIRE DISTRICT NO. 5

## Commissioners Meeting Agenda

Zoom: <https://us02web.zoom.us/j/240758636>



**April 24, 2023**

### **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 \$36,522.26

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

### **REPORTS**

### **OLD BUSINESS**

Open Issues / Actions

### **NEW BUSINESS**

Standard Operating Procedures (SOP) – *First Reading*  
General Safety Policy 70.02.23

### **INFORMATIONAL**

WFCA Spring Conference Lake Chelan (June 3, 2023)  
Records Requests

**CLOSED SESSION** – RCW 42.30.140 (4)(a)

**EXECUTIVE SESSION** – RCW 42.30.110 (b)

### **COMMISSIONER COMMENTS**

### **ADJOURN**

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

**Agency Benefits 2023 (ER) Only**

<b>MONTH</b>	<b>Social Security/ FICA/Medicare</b>	<b>Trustdeed</b>	<b>MERP/HRA</b>	<b>PERS 2</b>	<b>PERS 3</b>	<b>LEOFF 2</b>	<b>WA DCP</b>
Jan	\$2,496.23	\$16,608.54	\$5,460.37	\$4,498.38	\$1,060.87	\$5,912.10	\$4,703.17
Feb	\$2,606.48	\$15,187.16	\$3,225.00	\$4,728.47	\$928.12	\$5,886.02	\$4,402.40
Mar	\$2,383.52	\$15,258.14	\$3,000.00	\$4,138.24	\$738.06	\$5,783.03	\$4,402.40
Apr	\$2,642.18	\$15,187.16	\$3,000.00	\$3,979.05	\$654.33	\$6,657.14	\$4,402.40
May							
Jun							
Jul							
Aug							
Sep							
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>\$10,128.41</b>	<b>\$62,241.00</b>	<b>\$14,685.37</b>	<b>\$17,344.14</b>	<b>\$3,381.38</b>	<b>\$24,238.29</b>	<b>\$17,910.37</b>
<b>Average</b>	<b>\$2,532.10</b>	<b>\$15,560.25</b>	<b>\$3,671.34</b>	<b>\$4,336.04</b>	<b>\$845.35</b>	<b>\$6,059.57</b>	<b>\$4,477.59</b>
		<b>\$149,928.96</b>					



## 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	In progress

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



# Snohomish County Fire District #5

## General Safety Policy

Category: Safety

Status: Draft

Date Approved:70.02.23

### **1 PURPOSE:**

- 1.1 Establish a policy related to the safety of all District members.

### **2 PERSONNEL AFFECTED:**

- 2.1 All Personnel

### **3 REFERENCE:**

- 3.1 RCW 296-305-01509 Management's responsibility.
- 3.2 NFPA 1500 Standard on Fire Department Occupational Safety, Health and Wellness Program

### **4 POLICY:**

- 4.1 The District recognizes that its' members face the threat of sickness, injury, and death while performing job related tasks.
- 4.2 The District places a high value on the members of the organization and will strive to provide for their safety through the development and maintenance of a comprehensive Accident Prevention Plan and managed District Safety Program.
- 4.3 The Fire Chief shall assign the role of "District Health and Safety Officer" to the most appropriate member of staff.

### **5 DEFINITIONS:**

- 5.1 District: Shall mean Snohomish County Fire District #5.
- 5.2 Members: Shall mean all employees of the District including full-time, part-time or volunteer basis including the District's elected officials.

### **6 RESPONSIBILITY:**

- 6.1 Each member shares responsibility for safety within the organization.

### **7 PROCEDURE:**

- 7.1 In partnership with the members, the district requires the following of each:
  - (a) All members shall apply principles of accident prevention in their work.

- (b) All members shall notify the appropriate employer representative of unsafe work practices, unsafe conditions of equipment, apparatus, or workplaces.
- (c) All members shall use all required safety devices, protective equipment, and safety practices, as provided and/or developed by management.

**7.2** The District's Safety Program will include but not be limited to the following elements:

- (a) Active Safety Committee and other means to encourage and facilitate participation in the Safety Program by all members of the organization.
- (b) Integration of safety components into all aspects of the Training Program.
- (c) Compliance with all mandated standards, programs, practices, and documentation.
- (d) Comprehensive procedure for investigating events and/or vehicle incidents where injury, damage, or death occurred or could have occurred, developing corrective actions, and implementing those corrective actions.
- (e) Guidelines for prevention of infectious disease exposures and a procedure for treatment of such exposures.
- (f) Process for determining need, researching, evaluating, and selecting new safety equipment.
- (g) Full and complete documentation and record keeping for safety programs.
- (h) System for maintaining apparatus, equipment, and tools in safe operating condition.
- (i) Quality assurance program to provide ongoing evaluation of the program.

**8 APPENDIX**

**8.1** N/A



---

Seth Johnson, Fire Chief

**Public Records Request Log**

Date	Type of Request	Requestor	Minutes on request	Hours on request	Days on request	Attorney Cost
1/13/23	Fire Report	Resident	0.05			
2/1/23	Medical Incident Report	Braden Allen	0.30	2.00		
2/3/23	CBA	Cline and Associates Law Firm	0.25			
3/16/23	Fire Reports, Illegal Burn calls, burning without a permit, all burn related concerns , warning and citations for an address on 154th Pl SE Monroe	Jayne Miller	0.45			
3/23/23	Medical Incident Report - reproduce request for an original that was damaged in transmitting. Refund processing for overpayment, research on HITECH records request	Braden Allen	0.30	1.00		
3/28/23	All employees including part-time, temporary, seasonal employees and elected officials for year of 2022 (fiscal or calendar year). Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title.	WAOpen the Books.com	0.25	2.00		
4/14/23	Incident report records for several residents of a local address	Child Protective Services (CPS)	0.20	2.00		Pending
<b>Total</b>			1.80	7.00	0.00	0.00

\*= In progress