

SNOHOMISH COUNTY FIRE DISTRICT NO. 5

Commissioners Meeting Agenda

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



May 22, 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

Policy Review:

10.06.22 - Officers of the Board

10.07.22 - Fire Commissioner Resignation and Board Vacancies

10.08.22 - Adoption and Amendment of Policies

10.09.22 - Administrative Procedures

CHIEF'S REPORT- To be presented

REPORTS

Month & Year to Date Budget

OLD BUSINESS

Mitigation Fees

Open Issues / Actions

NEW BUSINESS

Surplus Resolution 2023-07 -Exhibit A

INFORMATIONAL

COMMISSIONER COMMENTS

ADJOURN

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

Monthly and YTD Budget 2023

Snohomish County Fire District 5

Time: 12:02:32 Date: 05/19/2023

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001 Expense Fund

Revenues	Amt Budgeted	April	YTD	Remaining		
311 Taxes/Revenue						
311 10 01 00	Property Tax-Regular Levy	1,804,277.36	743,537.05	859,877.36	944,400.00	52.3%
311 10 02 00	Property Tax-EMS Levy	1,062,772.24	429,612.50	496,090.10	566,682.14	53.3%
311 10 03 00	Property Tax - M & O	0.00	650.44	3,255.50	(3,255.50)	0.0%
311 10 05 00	Property Tax - Real and personal	0.00	0.00	0.00	0.00	100.0%
311 Taxes/Revenue		2,867,049.60	1,173,799.99	1,359,222.96	1,507,826.64	52.6%
330 Intergovernmental Revenue						
331 00 00 00	Federal Direct Grant - COVID Related	11,000.00	0.00	0.00	11,000.00	100.0%
332 92 10 00	COVID-19 Non-Grant Assistance	0.00	0.00	0.00	0.00	100.0%
332 93 40 00	Ground Emergency Medical Transportation (GEMT) Payments	180,000.00	0.00	0.00	180,000.00	100.0%
333 00 00 00	Federal Grant Indirect (Recieved through another agency) - COVID Related	0.00	0.00	0.00	0.00	100.0%
334 01 30 00	WSP Training Grant Reimbursements	0.00	0.00	0.00	0.00	100.0%
334 04 90 00	Department of Health Grant	1,200.00	554.00	554.00	646.00	53.8%
334 06 90 00	State Grant from Other Agency - COVID Related State Grants	0.00	0.00	0.00	0.00	100.0%
337 00 00 00	Timber/Harvest - BVFF Reimbursements	5,000.00	0.00	3,110.53	1,889.47	37.8%
330 Intergovernmental Revenue		197,200.00	554.00	3,664.53	193,535.47	98.1%
340 Charges for Goods and Services						
341 43 00 00	Budgeting and Accounting Services - B of A Fees	2,500.00	0.00	0.00	2,500.00	100.0%
341 70 00 00	Sales of Merchandise	0.00	0.00	0.00	0.00	100.0%
341 81 00 00	Public Records Request	0.00	0.00	33.06	(33.06)	0.0%
342 21 00 00	Fire Protection Services School - CPR Class Fees	1,200.00	575.00	7,407.20	(6,207.20)	0.0%
342 21 01 00	Wildland Fire Reimbursements/PSCAA	5,000.00	0.00	0.00	5,000.00	100.0%
342 60 00 00	Ambulance and Emergency Aid Fee	250,000.00	8,974.74	49,777.51	200,222.49	80.1%
340 Charges for Goods and Services		258,700.00	9,549.74	57,217.77	201,482.23	77.9%
360 Miscellaneous Revenue						
361 10 00 00	Interest Income	4,000.00	948.87	5,226.34	(1,226.34)	0.0%
367 00 00 00	Contributions/Donations	0.00	0.00	0.00	0.00	100.0%
369 10 00 00	Sale of Scrap and Junk	0.00	157.50	4,380.11	(4,380.11)	0.0%
369 91 00 00	Miscellaneous Revenue	0.00	0.00	287.29	(287.29)	0.0%
360 Miscellaneous Revenue		4,000.00	1,106.37	9,893.74	(5,893.74)	0.0%
380 Non Revenue						
388 10 00 00	Prior Year Adjustments	0.00	0.00	0.00	0.00	100.0%
380 Non Revenue		0.00	0.00	0.00	0.00	100.0%

Monthly and YTD Budget 2023

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001 Expense Fund

Revenues	Amt Budgeted	April	YTD	Remaining		
395 Other Financing Sources						
395 30 00 00	Proceeds from Sales of Capital Assets	0.00	0.00	0.00	0.00	100.0%
395 40 00 00	Compensation for Loss/Impairment of Capital Assets	0.00	0.00	0.00	0.00	100.0%
395 Other Financing Sources		0.00	0.00	0.00	0.00	100.0%
398 Insurance Recoveries						
398 10 00 00	Insurance Recoveries	0.00	0.00	5,875.27	(5,875.27)	0.0%
398 Insurance Recoveries		0.00	0.00	5,875.27	(5,875.27)	0.0%
597 Transfers						
397 22 01 00	Transfers In From Reserve	447,102.40	0.00	0.00	447,102.40	100.0%
597 Transfers		447,102.40	0.00	0.00	447,102.40	100.0%
Fund Revenues:		3,774,052.00	1,185,010.10	1,435,874.27	2,338,177.73	62.0%
Expenditures	Amt Budgeted	April	YTD	Remaining		
522 Fire Control & EMS						
522 10 49 00	Service Fees	0.00	47.44	2,073.73	(2,073.73)	0.0%
522 20 40 49	Misc. Adjustments	0.00	0.06	0.06	(0.06)	0.0%
589 99 99 00	Payroll Clearing	0.00	0.00	0.02	(0.02)	0.0%
000		0.00	47.50	2,073.81	(2,073.81)	0.0%
522 10 10 01	P-Personnel District Secretary Cathy .865 FTE	67,950.00	7,238.14	26,472.78	41,477.22	61.0%
522 10 10 02	P-Personnel Assistant Secretary .625FTE	36,800.00	4,522.50	16,747.02	20,052.98	54.5%
522 10 10 03	P-Personnel Commissioner Meetings (144 x \$128)	12,400.00	512.00	1,920.00	10,480.00	84.5%
522 10 10 04	P-Personnel Fire Chief	156,000.00	13,468.55	53,874.20	102,125.80	65.5%
522 10 10 18	P-Personnel Part-Time Deputy Chief (\$6,085)	80,500.00	6,328.33	26,766.26	53,733.74	66.7%
522 10 30 01	Postage - Tax - Shipping	2,500.00	170.24	1,009.63	1,490.37	59.6%
522 10 30 04	Magazine Subscriptions	250.00	0.00	0.00	250.00	100.0%
522 10 30 21	Office Supplies	8,750.00	745.03	2,560.83	6,189.17	70.7%
522 10 30 22	Patient Care Questionnaire	0.00	0.00	0.00	0.00	100.0%
522 10 30 34	Computer Software	7,900.00	0.00	3,769.37	4,130.63	52.3%
522 10 40 01	Election Costs	0.00	0.00	0.00	0.00	100.0%
522 10 40 02	Audit (Next Audit 2023 - \$16,200)	0.00	0.00	1,915.65	(1,915.65)	0.0%
522 10 40 03	Background Screenings	1,250.00	0.00	588.00	662.00	53.0%
522 10 40 04	Reimbursements	6,500.00	26.56	26.56	6,473.44	99.6%
522 10 40 09	Professional Services	94,350.00	6,072.83	12,518.15	81,831.85	86.7%
522 10 40 11	Communications	22,000.00	6,989.62	13,100.15	8,899.85	40.5%
522 10 40 16	Dues	5,100.00	544.41	3,304.41	1,795.59	35.2%
522 10 40 20	Meals (business luncheons) & parking	1,000.00	108.45	138.45	861.55	86.2%

Monthly and YTD Budget 2023

Snohomish County Fire District 5

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001 Expense Fund

Expenditures	Amt Budgeted	April	YTD	Remaining		
522 Fire Control & EMS						
522 10 40 22	Physicals - Exam, UA, Vision, HepB (3 doses), TDAP,	15,500.00	326.00	1,360.00	14,140.00	91.2%
522 10 40 27	Banquet and Functions	3,500.00	26.91	465.84	3,034.16	86.7%
522 10 40 44	Insurance CIAW	99,500.00	0.00	300.00	99,200.00	99.7%
010 Administration		621,750.00	47,079.57	166,837.30	454,912.70	73.2%
522 20 10 05	P-Personnel Alarms and Drills	22,000.00	1,474.00	6,001.00	15,999.00	72.7%
522 20 10 08	P-Personnel B51 Duty Chief	20,000.00	0.00	0.00	20,000.00	100.0%
522 20 10 12	Employee Incentives	1,000.00	680.78	680.78	319.22	31.9%
522 20 10 13	P-Personnel Home Standby (\$25 x 1 x 365)	9,125.00	0.00	0.00	9,125.00	100.0%
522 20 10 14	P-Personnel Part Time Fill-In	681,000.00	26,505.70	129,489.88	551,510.12	81.0%
522 20 10 15	P-Personnel Fulltime Firefighters	930,000.00	114,216.21	405,530.98	524,469.02	56.4%
522 20 10 16	P-Personnel Fulltime Firefighters Overtime	115,000.00	0.00	0.00	115,000.00	100.0%
522 20 10 17	P-Part Time Shift Incentive	4,000.00	0.00	0.00	4,000.00	100.0%
522 20 20 01	P-State Pensions	211,000.00	11,290.52	44,963.81	166,036.19	78.7%
522 20 20 03	P- Medical Benefits	255,000.00	18,187.16	81,425.36	173,574.64	68.1%
522 20 20 05	P-Federal Payroll Taxes	35,000.00	2,642.12	10,128.35	24,871.65	71.1%
522 20 20 06	State Payroll Taxes	95,000.00	27,996.19	50,714.08	44,285.92	46.6%
522 20 30 03	Fire Supplies	3,000.00	0.00	0.00	3,000.00	100.0%
522 20 30 15	Diesel and Gasoline	28,000.00	1,475.32	6,879.34	21,120.66	75.4%
522 20 30 16	Aid Car Medical Supplies	32,000.00	4,792.86	32,600.75	(600.75)	0.0%
522 20 40 05	SNOCO 911	67,205.00	6,024.25	24,097.00	43,108.00	64.1%
522 20 40 07	Regional Technical Response Agreement (So. Sno. Co. Fire & Rescue)	1,610.00	0.00	1,511.97	98.03	6.1%
522 20 40 24	Laundry - Uniforms - Bunker Gear	1,764.00	0.00	0.00	1,764.00	100.0%
522 30 30 09	Newsletter Quarterly	13,500.00	0.00	0.00	13,500.00	100.0%
522 30 30 10	Educational Materials - Fire Prevention Week Kids Handouts	1,500.00	0.00	0.00	1,500.00	100.0%
522 30 30 23	Fire Prevention Education (Holidays)	1,500.00	0.00	0.00	1,500.00	100.0%
020 Suppression & EMS		2,528,204.00	215,285.11	794,023.30	1,734,180.70	68.6%
522 41 31 01	CPR & First Aid Cards	3,000.00	697.12	697.12	2,302.88	76.8%
041 Training Provided to External Parties		3,000.00	697.12	697.12	2,302.88	76.8%
522 45 30 13	Training Props/Devices &	6,600.00	0.00	2,627.12	3,972.88	60.2%
522 45 40 26	Travel - Meals - Lodging - Recruit Training Meals	1,500.00	0.00	585.63	914.37	61.0%
522 45 40 28	Tuition/Instructors	15,600.00	408.41	5,321.44	10,278.56	65.9%
522 45 40 30	Target Solutions - \$2,500	6,000.00	0.00	0.00	6,000.00	100.0%
045 Training Obtained by Employees		29,700.00	408.41	8,534.19	21,165.81	71.3%
522 50 30 12	Supplies (cleaning, paper, maintenance, propane)	6,200.00	378.76	3,272.32	2,927.68	47.2%
522 50 40 19	Inspections and Tests	1,200.00	0.00	147.15	1,052.85	87.7%
522 50 40 37	Utilities (water, sewer, garbage, gas, propane, electric)	54,250.00	3,910.38	18,885.98	35,364.02	65.2%
522 50 40 40	Building Repairs and Maintenance - Station #51 - 304 Alder	4,300.00	1,336.63	1,336.63	2,963.37	68.9%

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Snohomish County Fire District 5

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001 Expense Fund

Expenditures	Amt Budgeted	April	YTD	Remaining	
522 Fire Control & EMS					
522 50 40 43 Building Repairs and Maintenance -32905 Cascade View	8,000.00	147.00	5,794.52	2,205.48	27.6%
522 50 40 45 Training Trailer Expenses - Driver Simulator/Rescue	1,000.00	0.00	0.00	1,000.00	100.0%
050 Facilities Maintenance	74,950.00	5,772.77	29,436.60	45,513.40	60.7%
522 60 30 06 Apparatus/Equipment Parts & Supplies - (Non-Intergovernmental)	27,912.00	261.38	7,004.90	20,907.10	74.9%
522 60 40 12 Equipment Maintenance and Repairs	13,500.00	0.00	4,048.21	9,451.79	70.0%
522 60 40 23 Apparatus Maintenance (Non-Intergovernmental)	13,850.00	124.76	5,217.45	8,632.55	62.3%
522 60 40 29 Monroe - Apparatus Maintenance Intergovernmental	79,000.00	1,170.55	13,640.89	65,359.11	82.7%
522 60 40 47 Rentals and Leases	9,295.00	0.00	0.00	9,295.00	100.0%
060 Vehicles & Equipment Maintenance	143,557.00	1,556.69	29,911.45	113,645.55	79.2%
522 70 41 28 EPCR - \$1.25 x number of reports +HDE(SNOPAC) - \$170	1,750.00	323.71	935.10	814.90	46.6%
522 70 41 29 Medical Advisor Contract (\$400x12 months)	4,800.00	1,250.00	5,000.00	(200.00)	0.0%
522 70 41 35 Medical Billing (\$23.50 + .50 Postage x Billings, 505)	12,120.00	764.61	3,281.13	8,838.87	72.9%
522 70 41 36 ALS Contract - \$250,000	0.00	0.00	58,880.58	(58,880.58)	0.0%
522 70 41 37 Snohomish County EMS Annual Assessment (County Medical Program Director)	5,221.00	0.00	0.00	5,221.00	100.0%
070 Ambulance Services	23,891.00	2,338.32	68,096.81	(44,205.81)	0.0%
522 Fire Control & EMS	3,425,052.00	273,185.49	1,099,610.58	2,325,441.42	67.9%
591 Leases					
591 22 70 02 Software leases	0.00	0.00	0.00	0.00	100.0%
591 28 70 01 Leases	0.00	264.44	2,217.07	(2,217.07)	0.0%
591 Leases	0.00	264.44	2,217.07	(2,217.07)	0.0%
594 Capital Outlay					
594 22 60 01 Furnishings - Equipment	5,000.00	0.00	0.00	5,000.00	100.0%
594 22 60 02 Computer Hardware - Laptop - MDC - EPCR - Server	4,000.00	0.00	1,035.22	2,964.78	74.1%
594 22 60 04 Small Tools and Firefighting Equipment	24,000.00	0.00	0.00	24,000.00	100.0%
594 22 60 05 Uniforms and Badges	11,000.00	0.00	3,965.10	7,034.90	64.0%
594 22 60 06 Facilities	2,000.00	0.00	0.00	2,000.00	100.0%
594 22 60 08 Rescue Equipment	25,000.00	207.74	4,728.27	20,271.73	81.1%
594 22 60 09 Firefighting Safety Gear	45,000.00	753.71	1,120.14	43,879.86	97.5%
594 22 60 10 Small Tools and Equipment EMS	235,000.00	0.00	10,517.79	224,482.21	95.5%
594 22 60 11 Phone & Assesory Purchases	1,500.00	0.00	0.00	1,500.00	100.0%
594 25 60 12 Disaster Services EOC	1,500.00	0.00	0.00	1,500.00	100.0%

Monthly and YTD Budget 2023

Snohomish County Fire District 5

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001 Expense Fund

Expenditures	Amt Budgeted	April	YTD	Remaining	
594 Capital Outlay					
594 Capital Outlay	354,000.00	961.45	21,366.52	332,633.48	94.0%
597 Transfers					
597 22 00 01 Transfer to Reserve Fund	0.00	0.00	0.00	0.00	100.0%
597 22 00 03 Transfer to Capital Project Fund	0.00	0.00	0.00	0.00	100.0%
597 Transfers	0.00	0.00	0.00	0.00	100.0%
Fund Expenditures:	3,779,052.00	274,411.38	1,123,194.17	2,655,857.83	70.3%
Fund Excess/(Deficit):	(5,000.00)	910,598.72	312,680.10		

Monthly and YTD Budget 2023

Snohomish County Fire District 5

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002 Reserve Fund

Revenues	Amt Budgeted	April	YTD	Remaining	
360 Miscellaneous Revenue					
361 10 00 01 Interest Income (Reserve)	0.00	11,357.97	42,817.34	(42,817.34)	0.0%
360 Miscellaneous Revenue	0.00	11,357.97	42,817.34	(42,817.34)	0.0%
597 Transfers					
397 22 02 00 Transfer In From Expense Fund	0.00	0.00	0.00	0.00	100.0%
597 Transfers	0.00	0.00	0.00	0.00	100.0%
Fund Revenues:	0.00	11,357.97	42,817.34	(42,817.34)	0.0%
Expenditures	Amt Budgeted	April	YTD	Remaining	
522 Fire Control & EMS					
522 10 49 01 Service Fees (Reserve)	0.00	50.00	200.00	(200.00)	0.0%
522 Fire Control & EMS	0.00	50.00	200.00	(200.00)	0.0%
597 Transfers					
597 00 01 00 Transfer Out to Expense Fund	447,102.40	0.00	0.00	447,102.40	100.0%
597 Transfers	447,102.40	0.00	0.00	447,102.40	100.0%
Fund Expenditures:	447,102.40	50.00	200.00	446,902.40	100.0%
Fund Excess/(Deficit):	(447,102.40)	11,307.97	42,617.34		

Monthly and YTD Budget 2023

Snohomish County Fire District 5

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300 Capital Project Fund

Revenues	Amt Budgeted	April	YTD	Remaining	
597 Transfers					
397 03 00 00 Transfers In From Expense Fund	0.00	0.00	0.00	0.00	100.0%
597 Transfers	0.00	0.00	0.00	0.00	100.0%
Fund Revenues:	0.00	0.00	0.00	0.00	100.0%
Expenditures	Amt Budgeted	April	YTD	Remaining	
594 Capital Outlay					
594 22 60 03 Apparatus Replacement	95,000.00	0.00	0.00	95,000.00	100.0%
594 22 60 21 Furnishings and Equipment	0.00	807.32	239,658.47	(239,658.47)	0.0%
594 22 60 22 Computer Hardware and Server	0.00	0.00	0.00	0.00	100.0%
594 22 60 24 Small Tools	23,000.00	0.00	0.00	23,000.00	100.0%
594 22 60 26 Facilities Construction, Machinery and Equipment	58,000.00	1,304.65	3,585.27	54,414.73	93.8%
594 22 60 27 Land Aquisition - Future Facilities	35,000.00	0.00	25,000.00	10,000.00	28.6%
594 28 60 33 Dispatch Services Infrastructure (Locution and Station Based Equipment)	0.00	0.00	0.00	0.00	100.0%
594 Capital Outlay	211,000.00	2,111.97	268,243.74	(57,243.74)	0.0%
Fund Expenditures:	211,000.00	2,111.97	268,243.74	(57,243.74)	0.0%
Fund Excess/(Deficit):	(211,000.00)	(2,111.97)	(268,243.74)		

Monthly and YTD Budget 2023

Snohomish County Fire District 5

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Fund	Revenue	April	Received		Expenditures	April	Spent	
001 Expense Fund	3,774,052.00	1,185,010.10	1,435,874.27	62.0%	3,779,052.00	274,411.38	1,123,194.17	70.3%
002 Reserve Fund	0.00	11,357.97	42,817.34	0.0%	447,102.40	50.00	200.00	100.0%
200 Bond - Capital	597,385.00	241,631.51	281,797.16	52.8%	512,703.94	0.00	0.00	100.0%
300 Capital Project Fund	0.00	0.00	0.00	100.0%	211,000.00	2,111.97	268,243.74	0.0%
	<u>4,371,437.00</u>	<u>1,437,999.58</u>	<u>1,760,488.77</u>	<u>59.7%</u>	<u>4,949,858.34</u>	<u>276,573.35</u>	<u>1,391,637.91</u>	<u>71.9%</u>



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 PROTECTION DISTRICT NO. 5

RESOLUTION 2023-07

A RESOLUTION DECLARING CERTAIN PROPERTY TO BE SURPLUS PROPERTY

WHEREAS, the Board of Commissioners for Snohomish County Fire District #5 have decided that the following described personal property is no longer of use or benefit to Snohomish County Fire District #5 (District), and

WHEREAS, the Board of Commissioners for Snohomish County Fire District #5 desires to dispose of said personal property, and

WHEREAS, it is necessary for the District to declare said property to be surplus property,

WHEREAS, it is necessary for the District to declare said property to be surplus property,

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners for Snohomish County Fire District #5 that the following described personal property is surplus property and is no longer needed for the District:

*** See Attached List - Exhibit "A"**

BE IT FURTHER RESOLVED, by the Board of Commissioners for Snohomish County Fire District #5, that said personal property shall be sold or disposed of in such a manner as determined by the Fire Chief of the District, to be appropriate.

**ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS,
SNOHOMISH COUNTY FIRE DISTRICT #5 THIS THE 22nd DAY OF MAY, 2023.**

Commissioner Fox

Commissioner Geiger

Commissioner Chase

Attest

Cathy Barth, District Secretary

Surplus Items 05/22/23

Resolution 2023- 07

Exhibit A

<u>Item Description</u>	<u>Quantity</u>
Swiftwater Rescue Helmets	13
Personal Flotation Devices (Misc Brand, Date, and Design)	15
Dry Suits (Misc Brand, Date, and Design)	14
Box of Misc Used Gloves, Boots, Flippers and Misc Equipment	1
50' Section of 2.5" Fire Hose (Failed Hose Testing)	1