

SNOHOMISH COUNTY FIRE DISTRICT NO. 5

Commissioners Meeting Agenda

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



July 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

CHIEF'S REPORT- To be presented

REPORTS

Month & Year to Date Budget

OLD BUSINESS

Open Issues / Actions

NEW BUSINESS

Standard Operating Procedures (SOP) – *First Reading*

60.02.23 Observer Program - (Original SOP 03.01.02)

100.03.23 Fuel Purchasing - (Original SOP 02.01.03)

INFORMATIONAL

Records Requests

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

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001 Expense Fund

Revenues	Amt Budgeted	June	YTD	Remaining		
311 Taxes/Revenue						
311 10 01 00	Property Tax-Regular Levy	1,804,277.36	8,646.45	935,814.08	868,463.28	51.9%
311 10 02 00	Property Tax-EMS Levy	1,062,772.24	4,606.74	613,103.15	449,669.09	57.7%
311 10 03 00	Property Tax - M & O	0.00	405.99	5,214.57	(5,214.57)	0.0%
311 10 05 00	Property Tax - Real and personal	0.00	0.00	0.00	0.00	0.0%
311 Taxes/Revenue		2,867,049.60	13,659.18	1,554,131.80	1,312,917.80	54.2%
330 Intergovernmental Revenue						
331 00 00 00	Federal Direct Grant - COVID Related	11,000.00	0.00	0.00	11,000.00	0.0%
332 92 10 00	COVID-19 Non-Grant Assistance	0.00	0.00	0.00	0.00	0.0%
332 93 40 00	Ground Emergency Medical Transportation (GEMT) Payments	180,000.00	216,918.24	216,918.24	(36,918.24)	120.5%
333 00 00 00	Federal Grant Indirect (Recieved through another agency) - COVID Related	0.00	0.00	0.00	0.00	0.0%
334 01 30 00	WSP Training Grant Reimbursements	0.00	0.00	0.00	0.00	0.0%
334 04 90 00	Department of Health Grant	1,200.00	0.00	554.00	646.00	46.2%
334 06 90 00	State Grant from Other Agency - COVID Related State Grants	0.00	0.00	0.00	0.00	0.0%
337 00 00 00	Timber/Harvest - BVFF Reimbursements	5,000.00	0.00	7,558.57	(2,558.57)	151.2%
330 Intergovernmental Revenue		197,200.00	216,918.24	225,030.81	(27,830.81)	114.1%
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	0.0%
341 70 00 00	Sales of Merchandise	0.00	0.00	0.00	0.00	0.0%
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	0.00	7,407.20	(6,207.20)	617.3%
342 21 01 00	Wildland Fire Reimbursements/PSCAA	5,000.00	0.00	0.00	5,000.00	0.0%
342 60 00 00	Ambulance and Emergency Aid Fee	250,000.00	12,120.56	74,816.78	175,183.22	29.9%
340 Charges for Goods and Services		258,700.00	12,120.56	82,257.04	176,442.96	31.8%
360 Miscellaneous Revenue						
361 10 00 00	Interest Income	4,000.00	1,009.43	7,535.07	(3,535.07)	188.4%
367 00 00 00	Contributions/Donations	0.00	0.00	0.00	0.00	0.0%
369 10 00 00	Sale of Scrap and Junk	0.00	0.00	4,380.11	(4,380.11)	0.0%
369 91 00 00	Miscellaneous Revenue	0.00	241.09	528.38	(528.38)	0.0%
360 Miscellaneous Revenue		4,000.00	1,250.52	12,443.56	(8,443.56)	311.1%
380 Non Revenue						
388 10 00 00	Prior Year Adjustments	0.00	0.00	0.00	0.00	0.0%
380 Non Revenue		0.00	0.00	0.00	0.00	0.0%

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001 Expense Fund

Revenues	Amt Budgeted	June	YTD	Remaining		
395 Other Financing Sources						
395 30 00 00	Proceeds from Sales of Capital Assets	0.00	0.00	0.00	0.00	0.0%
395 40 00 00	Compensation for Loss/Impairment of Capital Assets	0.00	0.00	0.00	0.00	0.0%
395 Other Financing Sources		0.00	0.00	0.00	0.00	0.0%
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	0.0%
397 22 01 01	GEMT Transfer in from Reserve Fund	0.00	0.00	0.00	0.00	0.0%
597 Transfers		447,102.40	0.00	0.00	447,102.40	0.0%
Fund Revenues:		3,774,052.00	243,948.50	1,879,738.48	1,894,313.52	49.8%
Expenditures	Amt Budgeted	June	YTD	Remaining		
522 Fire Control & EMS						
522 10 49 00	Service Fees	0.00	50.00	2,173.73	(2,173.73)	0.0%
522 20 40 49	Misc. Adjustments	0.00	0.01	0.07	(0.07)	0.0%
589 99 99 00	Payroll Clearing	0.00	0.00	0.02	(0.02)	0.0%
000		0.00	50.01	2,173.82	(2,173.82)	0.0%
522 10 10 01	P-Personnel District Secretary Cathy .865 FTE	67,950.00	7,098.78	40,153.64	27,796.36	59.1%
522 10 10 02	P-Personnel Assistant Secretary .625FTE	36,800.00	4,162.80	24,762.42	12,037.58	67.3%
522 10 10 03	P-Personnel Commissioner Meetings (144 x \$128)	12,400.00	512.00	2,944.00	9,456.00	23.7%
522 10 10 04	P-Personnel Fire Chief	156,000.00	13,468.55	80,811.30	75,188.70	51.8%
522 10 10 18	P-Personnel Part-Time Deputy Chief (\$6,085)	80,500.00	6,328.33	39,422.92	41,077.08	49.0%
522 10 30 01	Postage - Tax - Shipping	2,500.00	80.75	1,139.14	1,360.86	45.6%
522 10 30 04	Magazine Subscriptions	250.00	0.00	0.00	250.00	0.0%
522 10 30 21	Office Supplies	8,750.00	138.34	2,877.50	5,872.50	32.9%
522 10 30 22	Patient Care Questionnaire	0.00	0.00	0.00	0.00	0.0%
522 10 30 34	Computer Software	7,900.00	0.00	5,000.77	2,899.23	63.3%
522 10 40 01	Election Costs	0.00	0.00	0.00	0.00	0.0%
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	102.00	690.00	560.00	55.2%
522 10 40 04	Reimbursements	6,500.00	0.00	26.56	6,473.44	0.4%
522 10 40 09	Professional Services	94,350.00	2,469.23	25,545.71	68,804.29	27.1%
522 10 40 11	Communications	22,000.00	2,032.41	17,678.07	4,321.93	80.4%
522 10 40 16	Dues	5,100.00	0.00	3,454.41	1,645.59	67.7%

Monthly and YTD Budget 2023

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001 Expense Fund

Expenditures	Amt Budgeted	June	YTD	Remaining		
522 Fire Control & EMS						
522 10 40 20	Meals (business luncheons) & parking	1,000.00	0.00	370.91	629.09	37.1%
522 10 40 22	Physicals - Exam, UA, Vision, HepB (3 doses), TDAP,	15,500.00	156.57	1,516.57	13,983.43	9.8%
522 10 40 27	Banquet and Functions	3,500.00	1,964.66	2,430.50	1,069.50	69.4%
522 10 40 44	Insurance CIAW	99,500.00	0.00	300.00	99,200.00	0.3%
010 Administration		621,750.00	38,514.42	251,040.07	370,709.93	40.4%
522 20 10 05	P-Personnel Alarms and Drills	22,000.00	0.00	6,001.00	15,999.00	27.3%
522 20 10 08	P-Personnel B51 Duty Chief	20,000.00	0.00	0.00	20,000.00	0.0%
522 20 10 12	Employee Incentives	1,000.00	0.00	736.60	263.40	73.7%
522 20 10 13	P-Personnel Home Standby (\$25 x 1 x 365)	9,125.00	0.00	0.00	9,125.00	0.0%
522 20 10 14	P-Personnel Part Time Fill-In	681,000.00	33,200.47	188,022.77	492,977.23	27.6%
522 20 10 15	P-Personnel Fulltime Firefighters	930,000.00	(14,640.41)	490,454.78	439,545.22	52.7%
522 20 10 16	P-Personnel Fulltime Firefighters Overtime	115,000.00	125,190.94	125,190.94	(10,190.94)	108.9%
522 20 10 17	P-Part Time Shift Incentive	4,000.00	0.00	0.00	4,000.00	0.0%
522 20 20 01	P-State Pensions	211,000.00	11,922.30	67,250.57	143,749.43	31.9%
522 20 20 03	P- Medical Benefits	255,000.00	18,187.13	117,799.62	137,200.38	46.2%
522 20 20 05	P-Federal Payroll Taxes	35,000.00	2,566.07	14,975.09	20,024.91	42.8%
522 20 20 06	State Payroll Taxes	95,000.00	0.00	50,714.08	44,285.92	53.4%
522 20 30 03	Fire Supplies	3,000.00	0.00	305.25	2,694.75	10.2%
522 20 30 15	Diesel and Gasoline	28,000.00	1,821.90	10,402.84	17,597.16	37.2%
522 20 30 16	Aid Car Medical Supplies	32,000.00	1,979.64	37,322.24	(5,322.24)	116.6%
522 20 40 05	SNOCO 911	67,205.00	6,024.25	36,145.50	31,059.50	53.8%
522 20 40 07	Regional Technical Response Agreement (So. Sno. Co. Fire & Rescue)	1,610.00	0.00	1,511.97	98.03	93.9%
522 20 40 24	Laundry - Uniforms - Bunker Gear	1,764.00	0.00	0.00	1,764.00	0.0%
522 30 30 09	Newsletter Quarterly	13,500.00	0.00	0.00	13,500.00	0.0%
522 30 30 10	Educational Materials - Fire Prevention Week Kids Handouts	1,500.00	0.00	449.99	1,050.01	30.0%
522 30 30 23	Fire Prevention Education (Holidays)	1,500.00	0.00	0.00	1,500.00	0.0%
020 Suppression & EMS		2,528,204.00	186,252.29	1,147,283.24	1,380,920.76	45.4%
522 41 31 01	CPR & First Aid Cards	3,000.00	0.00	842.23	2,157.77	28.1%
041 Training Provided to External Parties		3,000.00	0.00	842.23	2,157.77	28.1%
522 45 30 13	Training Props/Devices &	6,600.00	0.00	2,764.53	3,835.47	41.9%
522 45 40 26	Travel - Meals - Lodging - Recruit Training Meals	1,500.00	73.13	658.76	841.24	43.9%
522 45 40 28	Tuition/Instructors	15,600.00	128.41	9,239.44	6,360.56	59.2%
522 45 40 30	Target Solutions - \$2,500	6,000.00	0.00	0.00	6,000.00	0.0%
045 Training Obtained by Employees		29,700.00	201.54	12,662.73	17,037.27	42.6%
522 50 30 12	Supplies (cleaning, paper, maintenance, propane)	6,200.00	240.97	3,820.16	2,379.84	61.6%
522 50 40 19	Inspections and Tests	1,200.00	0.00	294.44	905.56	24.5%
522 50 40 37	Utilities (water, sewer, garbage, gas, propane, electric)	54,250.00	4,368.98	25,025.62	29,224.38	46.1%

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001 Expense Fund

Expenditures	Amt Budgeted	June	YTD	Remaining	
522 Fire Control & EMS					
522 50 40 40 Building Repairs and Maintenance - Station #51 - 304 Alder	4,300.00	11.99	1,348.62	2,951.38	31.4%
522 50 40 43 Building Repairs and Maintenance -32905 Cascade View	8,000.00	19.63	6,278.18	1,721.82	78.5%
522 50 40 45 Training Trailer Expenses - Driver Simulator/Rescue	1,000.00	0.00	0.00	1,000.00	0.0%
050 Facilities Maintenance	74,950.00	4,641.57	36,767.02	38,182.98	49.1%
522 60 30 06 Apparatus/Equipment Parts & Supplies - (Non-Intergovernmental)	27,912.00	536.96	7,868.50	20,043.50	28.2%
522 60 40 12 Equipment Maintenance and Repairs	13,500.00	845.35	4,893.56	8,606.44	36.2%
522 60 40 23 Apparatus Maintenance (Non-Intergovernmental)	13,850.00	62.73	5,550.78	8,299.22	40.1%
522 60 40 29 Monroe - Apparatus Maintenance Intergovernmental	79,000.00	16,035.04	29,675.93	49,324.07	37.6%
522 60 40 47 Rentals and Leases	9,295.00	0.00	0.00	9,295.00	0.0%
060 Vehicles & Equipment Maintenance	143,557.00	17,480.08	47,988.77	95,568.23	33.4%
522 70 41 28 EPCR - \$1.25 x number of reports +HDE(SNOPAC) - \$170	1,750.00	96.17	1,118.81	631.19	63.9%
522 70 41 29 Medical Advisor Contract (\$400x12 months)	4,800.00	1,250.00	7,500.00	(2,700.00)	156.3%
522 70 41 35 Medical Billing (\$23.50 + .50 Postage x Billings, 505)	12,120.00	848.75	4,962.95	7,157.05	40.9%
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	0.0%
070 Ambulance Services	23,891.00	2,194.92	72,462.34	(48,571.34)	303.3%
522 Fire Control & EMS	3,425,052.00	249,334.83	1,571,220.22	1,853,831.78	45.9%
591 Leases					
591 22 70 02 Software leases	0.00	1,452.12	6,969.72	(6,969.72)	0.0%
591 28 70 01 Leases	0.00	732.55	2,571.78	(2,571.78)	0.0%
591 Leases	0.00	2,184.67	9,541.50	(9,541.50)	0.0%
594 Capital Outlay					
594 22 60 01 Furnishings - Equipment	5,000.00	0.00	0.00	5,000.00	0.0%
594 22 60 02 Computer Hardware - Laptop - MDC - EPCR - Server	4,000.00	0.00	1,035.22	2,964.78	25.9%
594 22 60 04 Small Tools and Firefighting Equipment	24,000.00	241.04	241.04	23,758.96	1.0%
594 22 60 05 Uniforms and Badges	11,000.00	2,069.79	6,488.61	4,511.39	59.0%
594 22 60 06 Facilities	2,000.00	0.00	0.00	2,000.00	0.0%
594 22 60 08 Rescue Equipment	25,000.00	4,200.35	31,633.21	(6,633.21)	126.5%
594 22 60 09 Firefighting Safety Gear	45,000.00	4,425.46	22,438.58	22,561.42	49.9%
594 22 60 10 Small Tools and Equipment EMS	235,000.00	0.00	10,517.79	224,482.21	4.5%

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001 Expense Fund

Expenditures	Amt Budgeted	June	YTD	Remaining	
594 Capital Outlay					
594 22 60 11 Phone & Assessory Purchases	1,500.00	0.00	0.00	1,500.00	0.0%
594 25 60 12 Disaster Services EOC	1,500.00	0.00	0.00	1,500.00	0.0%
594 Capital Outlay	354,000.00	10,936.64	72,354.45	281,645.55	20.4%
597 Transfers					
597 22 00 01 Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.0%
597 22 00 03 Transfer to Capital Project Fund	0.00	0.00	0.00	0.00	0.0%
597 Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	3,779,052.00	262,456.14	1,653,116.17	2,125,935.83	43.7%
Fund Excess/(Deficit):	(5,000.00)	(18,507.64)	226,622.31		

Monthly and YTD Budget 2023

Snohomish County Fire District 5

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002 Reserve Fund

Revenues	Amt Budgeted	June	YTD	Remaining
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330 Intergovernmental Revenue

332 93 40 01	GEMT Revenue	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenue		0.00	0.00	0.00	0.00	0.0%

360 Miscellaneous Revenue

361 10 00 01	Interest Income (Reserve)	0.00	12,079.82	67,201.10	(67,201.10)	0.0%
360 Miscellaneous Revenue		0.00	12,079.82	67,201.10	(67,201.10)	0.0%

597 Transfers

397 22 02 00	Transfer In From Expense Fund	0.00	0.00	0.00	0.00	0.0%
597 Transfers		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	0.00	12,079.82	67,201.10	(67,201.10)	0.0%
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Expenditures	Amt Budgeted	June	YTD	Remaining
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522 Fire Control & EMS

522 10 49 01	Service Fees (Reserve)	0.00	50.00	300.00	(300.00)	0.0%
522 Fire Control & EMS		0.00	50.00	300.00	(300.00)	0.0%

597 Transfers

597 00 01 00	Transfer Out to Expense Fund	447,102.40	0.00	0.00	447,102.40	0.0%
597 00 01 01	GEMT transfer out to Expense Fund	0.00	0.00	0.00	0.00	0.0%
597 Transfers		447,102.40	0.00	0.00	447,102.40	0.0%

Fund Expenditures:	447,102.40	50.00	300.00	446,802.40	0.1%
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Fund Excess/(Deficit):	(447,102.40)	12,029.82	66,901.10
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Monthly and YTD Budget 2023

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200 Bond - Capital

Revenues	Amt Budgeted	June	YTD	Remaining	
311 Taxes/Revenue					
311 10 04 00 Property Taxes Capital Facility Bond (Station 51)	597,385.00	2,929.13	323,676.75	273,708.25	54.2%
311 Taxes/Revenue	597,385.00	2,929.13	323,676.75	273,708.25	54.2%
Fund Revenues:	597,385.00	2,929.13	323,676.75	273,708.25	54.2%
Expenditures					
Expenditures	Amt Budgeted	June	YTD	Remaining	
594 Capital Outlay					
591 22 70 00 Principal Paid on Station Construction	338,736.93	163,518.29	163,518.29	175,218.64	48.3%
592 22 80 00 Interest Paid on Station Construction	173,967.01	92,833.68	92,833.68	81,133.33	53.4%
594 Capital Outlay	512,703.94	256,351.97	256,351.97	256,351.97	50.0%
Fund Expenditures:	512,703.94	256,351.97	256,351.97	256,351.97	50.0%
Fund Excess/(Deficit):	84,681.06	(253,422.84)	67,324.78		

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300 Capital Project Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
597 Transfers					
397 03 00 00 Transfers In From Expense Fund	0.00	0.00	0.00	0.00	0.0%
597 Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	June	YTD	Remaining	
594 Capital Outlay					
594 22 60 03 Apparatus Replacement	95,000.00	0.00	0.00	95,000.00	0.0%
594 22 60 21 Furnishings and Equipment	0.00	6,654.66	246,313.13	(246,313.13)	0.0%
594 22 60 22 Computer Hardware and Server	0.00	0.00	0.00	0.00	0.0%
594 22 60 24 Small Tools	23,000.00	0.00	0.00	23,000.00	0.0%
594 22 60 26 Facilities Construction, Machinery and Equipment	58,000.00	38,839.60	42,424.87	15,575.13	73.1%
594 22 60 27 Land Aquisition - Future Facilities	35,000.00	0.00	25,000.00	10,000.00	71.4%
594 28 60 33 Dispatch Services Infrastructure (Locution and Station Based Equipment)	0.00	0.00	0.00	0.00	0.0%
594 Capital Outlay	211,000.00	45,494.26	313,738.00	(102,738.00)	148.7%
Fund Expenditures:	211,000.00	45,494.26	313,738.00	(102,738.00)	148.7%
Fund Excess/(Deficit):	(211,000.00)	(45,494.26)	(313,738.00)		

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Fund	Revenue	June	Received		Expenditures	June	Spent	
001 Expense Fund	3,774,052.00	243,948.50	1,879,738.48	49.8%	3,779,052.00	262,456.14	1,653,116.17	43.7%
002 Reserve Fund	0.00	12,079.82	67,201.10	0.0%	447,102.40	50.00	300.00	0.1%
200 Bond - Capital	597,385.00	2,929.13	323,676.75	54.2%	512,703.94	256,351.97	256,351.97	50.0%
300 Capital Project Fund	0.00	0.00	0.00	0.0%	211,000.00	45,494.26	313,738.00	148.7%
	<u>4,371,437.00</u>	<u>258,957.45</u>	<u>2,270,616.33</u>	<u>51.9%</u>	<u>4,949,858.34</u>	<u>564,352.37</u>	<u>2,223,506.14</u>	<u>44.9%</u>



Open Issues/Actions

Date Last Visited	OPEN ISSUES	Action Taken	Priority

Date Last Visited	TABLED OR POSTPONED ISSUES	Action Taken
05/22/23	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

Observer Program

Category: Operations

Status: Draft

Date Approved:XX.XX.XXXX

1 PURPOSE:

- 1.1 To establish a program to provide civilians an opportunity to participate in observational periods for informational, educational, and recruitment purposes that provides for the safety and security of the observer and District personnel.

2 PERSONNEL AFFECTED:

- 2.1 All Personnel
- 2.2 All citizen participants in the observer program

3 REFERENCE:

- 3.1 N/A

4 POLICY:

- 4.1 The Fire Chief shall establish procedures which will allow qualified individuals who are not affiliated with the District to participate with fire and EMS personnel for educational purposes and public relations purposes.
- 4.2 Observers may be allowed to ride along on fire apparatus when properly supervised and properly qualified under District procedures.
- 4.3 Observer requests must receive prior approval by the Fire Chief.

5 DEFINITIONS:

- 5.1 District: Shall mean Snohomish County Fire District #5.
- 5.2 Fire Chief: Shall mean the chief or authorized representative designated by the Board to carry out the management of the District.
- 5.3 District Personnel: A full-time, part-time, volunteer or contract employee of Snohomish County Fire District 5.
- 5.4 Observer: A person participating in the observer program to view the District at work.
- 5.5 Ride Along: An individual not affiliated with the District who rides on apparatus as an Observer.

6 RESPONSIBILITY:

- 6.1** All Personnel
- 6.2** All citizen participants in the observer program

7 PROCEDURE:

7.1 Observers:

- (a) Individuals requesting to observe and/or ride to alarms on District Apparatus shall complete all waiver forms, HIPPA acknowledgements, and other documentation required by the District.
- (b) Observers shall be at least 14 years of age. If younger than 18 years of age, the waiver must be signed by a parent or legal guardian.
- (c) Observers shall be supervised at all times while riding on District apparatus or on the location of an emergency scene.
- (d) Observers shall, at all times, wear clothing approved by the District, which may include clothing supplied by the District or other educational entity. Any clothing must clearly identify the person as an observer.
- (e) Observers shall comply with instructions from District personnel when at emergency scenes, on District apparatus, at District facilities or properties, and when participating in District sanctioned functions.

7.2 Fire Chief:

- (a) The Fire Chief shall approve or reject applications to the observer program.
- (b) The Fire Chief or designee shall schedule observers' ride along times.
- (c) The Fire Chief shall provide and approve all waivers, acknowledgements, response logs and checklists utilized in the observer program.
- (d) The Fire Chief shall ensure that designated observer supervisors are qualified and trained.

7.3 Apparatus Officer and/or Designated Supervisor:

- (a) Either a designated supervisor or the apparatus officer shall review the observer ride along checklist if the observer is to ride on District apparatus.

- (b) The designated supervisor shall oversee the observer for the duration of the designated observation period.
- (c) Incidents which have an observer on scene must have a notation made in the incident narrative, indicating that an observer was on scene and include both observer and the supervisor's name.
- (d) The Designated Supervisor shall have the authority to cancel a scheduled observation or ride along time during periods of criticality which may include, but are not limited to:
 - Mass casualty incidents
 - Conflagration
 - Immediate need, extended assignments

8 APPENDIX

8.1 Observer Application and Disclosure Forms



Seth Johnson, Fire Chief



Observer Application and Release Form

The observer has been instructed:

- A. to use seat belt at all times while riding in department apparatus.
- B. not to engage in conversations with anyone unless directed to do so by company officer or observer supervisor.
- C. to stay with the apparatus, unless permission has otherwise been granted by the officer of the apparatus.
- D. to obey all commands given by the observer supervisor and/or officer of the apparatus.
- E. to wear clothing provided by the district identifying (him/her) as an observer.
- F. to dress in dark trousers, clean shirt, closed toe shoes.

The observer understands:

- A. the term “patient confidentiality” and will respect any patient’s rights during observations of emergency medical procedures.
- B. there is a risk of contact with blood borne pathogens and will take all necessary precautions to prevent exposure.
- C. the officer of the apparatus has the right to terminate the ride along at any time.

Participants Name

Participants Signature

Birthdate

Signature of Legal Guardian (If under 18)

Date

Relationship to Minor Participant

Signature of Officer

Date

This form must be signed and dated prior to participation.

Fire Chief

Date

Effective Date

Expires Date (normally 30 days)

Participant MUST have a signed Confidentiality and Non-Disclosure Agreement on file.



Waiver of Liability and Hold Harmless Agreement

1. In consideration for receiving permission to participate in observer / ride along program, I hereby **release, waive, discharge and covenant not to sue** the *Snohomish County Fire Protection District 5*, their officers, agents, servants, or employees (hereinafter referred to as **releasees**) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or any of the property belonging to me, **whether caused by the negligence of the releasees**, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.
2. I am fully aware of the risks involved and hazards connected with observer / ride along program, including but not limited to personal *injury, illness and/or death*, and I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. **I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death that** may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity, **whether caused by the negligence of releasees or otherwise**.
3. I further hereby **agree to indemnify and hold harmless** the **releasees** from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, **whether caused by negligence of releasees** or otherwise.
4. I understand that the *Snohomish County Fire Protection District 5* does not maintain any insurance policy covering any circumstance arising from my participation in this event or any activity associated with or facilitating that participation. As such, I am aware that I should review my personal insurance portfolio.
5. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a **release, waiver, discharge and covenant not to sue** the above-named **releasees**. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Washington.
6. **In signing this release, I acknowledge and represent that** I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by same. If a participant is under 18, legal guardian signature must accompany participant signature.

Participant _____ Signature _____ date _____

Legal Guardian _____ Signature _____ date _____

Witnesses _____ Signature _____ date _____

Witnesses _____ Signature _____ date _____



Snohomish County Fire District 5 Confidentiality and Non-Disclosure Agreement

I _____ understand that Snohomish County Fire District 5 provides services to patients that are private and confidential and that I am a crucial step in respecting the privacy rights of Snohomish County Fire District 5's patients. I understand that it is necessary, in the rendering of Snohomish County Fire District 5 services, that patients provide personal information and that such information may exist in a variety of forms such as electronic, oral, written, or photographic and that all such information is strictly confidential and protected from improper use and disclosure by federal and state laws.

I agree that I will comply with all confidentiality and security policies and procedures set in place by Snohomish County Fire District 5 during my experience as a student/guest/trainee with Snohomish County Fire District 5. If at any time I knowingly or inadvertently breach the patient confidentiality or security policies and procedures, I agree to notify the Chief or designee of Snohomish County Fire District 5 immediately.

I also understand that I may be exposed to other confidential or proprietary information of Snohomish County Fire District 5, and I agree not to reveal any of that information to anyone at any time.

In addition, I understand that a breach of patient confidentiality may result in immediate suspension or termination of the privilege and possible referral to law enforcement personnel for prosecution. Upon termination of this privilege for any reason, or at any time upon request, I agree to return any and all patient confidential information in my possession. *As a general rule, every person we have contact with has an absolute right to expect their identity, nature of request, and our interventions to be kept confidential.*

I have been given an overview of the privacy policies and procedures and have been given access to review those policies. I agree to abide by all policies or my privilege to participate in clinical activities or to otherwise observe Snohomish County Fire District 5 activities will be terminated.

Name: _____

Signature: _____ Date: _____

Snohomish County Fire District #5

Standard Operating Policy and Procedure

Subject: Observer Program

Date approved: October 10, 2006

1. Purpose

- 1.1 To allow civilians an opportunity to view their Fire District at work for informational or educational purposes.
- 1.2 To provide a teaching and recruiting tool.
- 1.3 To establish criteria and procedures for authorizing ride-along(s) on Fire Department emergency vehicles.
- 1.4 To provide for the safety of firefighters and civilians participating in the observer program.

2. Personnel Affected

- 2.1 All SCFD 5 personal
- 2.2 Civilians participating in the observer program.

3. Definitions

- 3.1 Ride-along – an individual not affiliated with the District who rides on apparatus as an observer.
- 3.2 Observer – A person participating in the observer program to view the fire department at work.

4. Policy

- 4.1 The Fire Chief shall establish procedures which will allow qualified individuals not affiliated with the District to participate with firefighters as observers for educational and public relations purposes.
- 4.2 Observers may be allowed to ride along on fire apparatus when properly supervised and properly qualified under District procedures.
- 4.3 Observer and ride along requests must receive prior approval by the Fire Chief.

5. Procedures

5.1 Observers

- 5.1.1 Individuals requesting to observe and/or ride to alarms on District apparatus shall complete all waiver forms, HIPPA acknowledgments, and other documentation required by the District.
- 5.1.2 Observers shall be at least 14 years old and if younger than 18 shall have a signed authorization by a parent or guardian.
- 5.1.3 Observers shall be supervised at all times while riding on District apparatus or on location at an emergency scene.
- 5.1.4 Observers shall at all times wear clothing provided by the District which shall identify them as observers.

5.1.5 Observers shall comply with instructions from District personnel when at emergency scenes, on District apparatus, at District facilities or properties and when participating in District sanctioned functions.

5.2 Fire Chief

5.2.1 The Fire Chief shall approve or reject applications to the observer program.

5.2.2 The Fire Chief or designee shall schedule observer’s ride-along times or assign a District employee to arrange opportunity to respond and observe.

5.2.3 The Fire Chief shall provide and approve all waivers, acknowledgments, response logs and checklists utilized in the observer program.

5.2.4 The Fire Chief shall assure that designated supervisors are qualified and properly trained.

5.3 Apparatus Officer and/or Designated Supervisor

5.3.1 A designated supervisor shall assist prospective observers in completing the required application.

5.3.2 Either a designated supervisor or the apparatus officer shall review with the observer the ride-along checklist if the observer is to ride on District apparatus.

5.3.3 Completed applications and checklists shall be placed in the Fire Chief’s inbox.

5.3.4 A designated supervisor shall oversee the observer for the duration of the designated observation period.

5.4 Miscellaneous

5.4.1 Approved applications shall be retained by the District for 10 years.

5.4.2 Company officers shall note in the narrative of alarm reports if an observer was on scene. Both the observers name and the supervisors name shall be recorded.

6. Reference

Effective Date: _____

Commissioner Initials: _____

Fire Chief Initials: _____

This policy replaces: 01.02.01	
Revised Date	Fire Chief Initials



Snohomish County Fire District #5

Fuel Purchasing

Category: Miscellaneous

Status: Draft

Date Approved:XX.XX.XXXX

1 PURPOSE:

- 1.1 The purpose of this policy is to establish a purchasing and accountability program for fuel card use when purchasing fuel for all department apparatus.

2 PERSONNEL AFFECTED:

- 2.1 All Personnel

3 REFERENCE:

- 3.1 N/A

4 POLICY:

- 4.1 The District shall provide a fuel purchasing program which adequately accounts for all fuel purchases and access devices.

5 DEFINITIONS:

- 5.1 Apparatus Fuel: Any fuel used for the powering of District owned, leased, and rented equipment.
- 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 Fuel Can: Storage cans stored on apparatus or at District facilities for refueling the power equipment or non-road apparatus.
- 5.5 Portable Power Equipment: All portable equipment using petroleum-based products for fuel.
- 5.6 Other Miscellaneous Fuel: Any fuel used for the District in its operations, i.e. training, station projects, etc.

6 RESPONSIBILITY:

- 6.1 All Personnel

7 PROCEDURE:

- 7.1** All fuel purchases shall be made with fuel cards provided by the District.
- 7.2** All apparatus shall be issued one or more fuel cards to be used when fueling apparatus or fuel cans.
- 7.3** Apparatus must be fueled with a card designated for that specific apparatus.
- 7.4** When fueling an apparatus enter your personal PIN code and enter the odometer reading for the vehicle being fueled, when prompted.
 - (a) The PIN code assigned by the Secretary shall be unique to each employee.
 - (b) Verify the accuracy of the odometer reading.
- 7.5** When filling a fuel container, use the fuel card from the apparatus where the fuel container is located.
 - (a) Use your PIN code.
 - (b) When prompted for an odometer reading when filling fuel containers, enter a value of 0 (zero).
- 7.6** Promptly report any errors, corrections or problems with the fuel card system to the District Secretary via email.

8 APPENDIX

- 8.1** N/A



Seth Johnson, Fire Chief

Snohomish County Fire District #5

Standard Operating Policy and Procedure

Subject: Fuel Purchasing

Date approved: October 13, 2014

1. Purpose

- 1.1. The purpose of this policy is to establish an accountability program for fuel card use when purchasing fuel for all department apparatus.
- 1.2 To track all fuel purchases made by the District.

2. Personnel Affected

- 2.1. All SCFD5 personnel.

3. Definitions

- 3.1. Apparatus Fuel – Any fuel used for the powering of Fire District vehicles and apparatus.
- 3.2. Portable Power Equipment – All portable equipment using petroleum products for power.
- 3.3. Other Miscellaneous Fuel – Any other fuel used for the Fire District in its operations, i.e., training, station projects.
- 3.4. Fuel Can – cans stored on the apparatus for refueling the power equipment.

4. Policy

- 4.1. The district shall provide for adequate accountability in fuel purchasing.

5. Procedure

- 5.1. All fuel purchases shall be made with fuel cards provided by the District.
- 5.2. All apparatus shall be issued one or more fuel cards to be used when fueling apparatus.
- 5.3. Apparatus must be fueled with a card designated for that specific apparatus.
- 5.4. When fueling an apparatus enter the your PIN code for the vehicle being fueled.
 - (a) enter the vehicle odometer reading as prompted.
 - (a) Your PIN code is assigned by the Secretary and is unique to each employee.
 - (b) Verify accuracy of the odometer reading.

- 5.5. When filling a fuel container, use the gas card from the apparatus where the fuel container was located.
 - (a) Use your assigned PIN code.
 - (b) Ignore the prompt for an odometer reading when filling fuel containers, as NO Odometer code is necessary.
- 5.6. Promptly report any errors, corrections or problems with the fuel card system to the District Secretary via email.

Effective Date: _____

Commissioner Initials: _____

Fire Chief Initials: _____

This policy replaces:	
Revised Date	Fire Chief Initials
9/25/2017	

Public Records Request Log

Date	Type of Request	Requestor	Hours on request	Days on request	Attorney Cost
1/13/23	Fire Report	Resident	0.05		
2/1/23	Medical Incident Report	Braden Allen	2.30		
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	1.30		
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	2.25		
4/14/23	Incident report records for several residents of a local address	Child Protective Services (CPS)	2.20		\$110.00
5/23/23	MIR Records Request - No records found	Lexitas	1.00		
6/15/23	Annual request for Health Care plan information, cost per FF employees, HRA Veba info., life insurance info., Dental plan info., Vision plan, BVFF info.	Cline and Associates	3.00		
6/26/23	MIR	Medical Examiner	0.25		
7/12/23	MIR	Snohomish County Sheriff's Office Snohomish County Prosecutor's Office	0.75		
7/17/23	MIR	Snohomish County Sheriff's Office Snohomish County Prosecutor's Office	0.33		
	* = In progress	Total	14.13	0.00	110.00