

SNOHOMISH COUNTY FIRE DISTRICT NO. 5

Commissioners Meeting Agenda

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



February 26, 2024

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

ALS/BLS Transport Reports
Month & Year to Date Budget

OLD BUSINESS

Open Issues / Actions

NEW BUSINESS

Standard Operating Procedures (SOP) 60.03.24-Review and Approve – Student Ride Time Memorandum of Agreement (MOA) – Skagit Valley College
2024 Capital Budget - Review and Approve

INFORMATIONAL

Records Requests

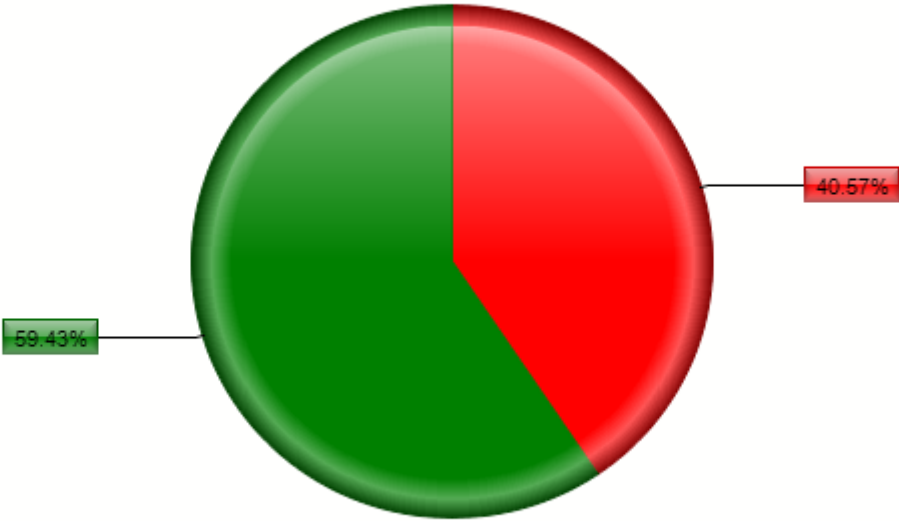
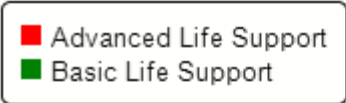
EXECUTIVE SESSION – Per RCW 42.30.110(g) Performance Review of a Public Employee

COMMISSIONER COMMENTS

ADJOURN

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

Level of Service	Details
Advanced Life Support	43 Rows
Basic Life Support	63 Rows
	106 Rows



Call Received Time 2024-01-01
between

and 2024-03-01

ALS v BLS Transports

Level of Service	
Advanced Life Support	22
Basic Life Support	29
	Total 51

Disposition Details

Disposition	
Transported Lights/Siren	9
Transported Lights/Siren, Downgraded	1
Transported No Lights/Siren	41
	Total 51

Monthly and YTD Budget 2024

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001 Expense Fund

Revenues	Amt Budgeted	January	YTD	Remaining		
311 Taxes/Revenue						
311 10 01 00	Property Tax-Regular Levy	3,053,400.89	5,152.25	5,152.25	3,048,248.64	0.2%
311 10 02 00	Property Tax-EMS Levy	1,096,709.61	2,543.33	2,543.33	1,094,166.28	0.2%
311 10 03 00	Property Tax - M & O	0.00	375.79	375.79	(375.79)	0.0%
311 10 05 00	Property Tax - Real and personal	0.00	0.00	0.00	0.00	0.0%
311 Taxes/Revenue		4,150,110.50	8,071.37	8,071.37	4,142,039.13	0.2%
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%
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	0.00	1,200.00	0.0%
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	100.00	100.00	4,900.00	2.0%
330 Intergovernmental Revenue		17,200.00	100.00	100.00	17,100.00	0.6%
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	0.00	0.00	0.0%
342 21 00 00	Fire Protection Services School - CPR Class Fees	1,200.00	0.00	0.00	1,200.00	0.0%
342 21 01 00	Wildland Fire Reimbursements/PSCAA	5,000.00	1,006.78	1,006.78	3,993.22	20.1%
342 60 00 00	Ambulance and Emergency Aid Fee	150,000.00	25,131.23	25,131.23	124,868.77	16.8%
340 Charges for Goods and Services		158,700.00	26,138.01	26,138.01	132,561.99	16.5%
360 Miscellaneous Revenue						
361 10 00 00	Interest Income	7,000.00	1,119.84	1,119.84	5,880.16	16.0%
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	0.00	0.00	0.0%
369 91 00 00	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.0%
360 Miscellaneous Revenue		7,000.00	1,119.84	1,119.84	5,880.16	16.0%
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%
395 Other Financing Sources						

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001 Expense Fund

Revenues	Amt Budgeted	January	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	0.00	0.00	0.0%
398 Insurance Recoveries		0.00	0.00	0.00	0.00	0.0%
597 Transfers						
397 22 01 00	Transfers In From Reserve	0.00	0.00	0.00	0.00	0.0%
397 22 01 01	GEMT Transfer in from Reserve 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:		4,333,010.50	35,429.22	35,429.22	4,297,581.28	0.8%
Expenditures	Amt Budgeted	January	YTD	Remaining		
522 Fire Control & EMS						
522 10 49 00	Service Fees	0.00	50.00	50.00	(50.00)	0.0%
522 20 40 49	Misc. Adjustments	0.00	0.00	0.00	0.00	0.0%
589 99 99 00	Payroll Clearing	0.00	0.00	0.00	0.00	0.0%
000		0.00	50.00	50.00	(50.00)	0.0%
522 10 10 01	P-Personnel District Secretary Cathy .865 FTE	85,355.00	5,845.83	5,845.83	79,509.17	6.8%
522 10 10 02	P-Personnel Assistant Secretary .625FTE	51,480.00	3,840.00	3,840.00	47,640.00	7.5%
522 10 10 03	P-Personnel Commissioner Meetings (144 x \$157)	22,608.00	512.00	512.00	22,096.00	2.3%
522 10 10 04	P-Personnel Fire Chief	168,750.00	13,954.87	13,954.87	154,795.13	8.3%
522 10 10 08	P-Personnel Deputy Chief Operations	150,115.00	12,509.63	12,509.63	137,605.37	8.3%
522 10 10 18	P-Personnel Part-Time Deputy Chief	83,720.00	6,581.47	6,581.47	77,138.53	7.9%
522 10 30 01	Postage - Tax - Shipping	2,500.00	20.51	20.51	2,479.49	0.8%
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	19.52	19.52	8,730.48	0.2%
522 10 30 22	Patient Care Questionnaire	0.00	0.00	0.00	0.00	0.0%
522 10 30 34	Computer Software	1,500.00	0.00	0.00	1,500.00	0.0%
522 10 40 01	Election Costs	0.00	4,622.73	4,622.73	(4,622.73)	0.0%
522 10 40 02	Audit	16,500.00	0.00	0.00	16,500.00	0.0%
522 10 40 03	Background Screenings	1,250.00	159.00	159.00	1,091.00	12.7%
522 10 40 04	Reimbursements	6,500.00	0.00	0.00	6,500.00	0.0%
522 10 40 09	Professional Services	95,000.00	2,622.86	2,622.86	92,377.14	2.8%
522 10 40 11	Communications	27,000.00	2,104.77	2,104.77	24,895.23	7.8%

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001 Expense Fund

Expenditures	Amt Budgeted	January	YTD	Remaining	
522 Fire Control & EMS					
522 10 40 16 Dues	5,800.00	8,145.97	8,145.97	(2,345.97)	140.4%
522 10 40 20 Meals (business luncheons) & parking	1,000.00	197.63	197.63	802.37	19.8%
522 10 40 22 Physicals - Exam, UA, Vision, HepB (3 doses), TDAP,	15,500.00	720.00	720.00	14,780.00	4.6%
522 10 40 27 Banquet and Functions	3,500.00	0.00	0.00	3,500.00	0.0%
522 10 40 44 Insurance CIAW	116,710.00	0.00	0.00	116,710.00	0.0%
010 Administration	863,788.00	61,856.79	61,856.79	801,931.21	7.2%
522 20 10 05 P-Personnel Alarms and Drills	11,000.00	0.00	0.00	11,000.00	0.0%
522 20 10 08 P-Personnel B51 Duty Chief	10,000.00	0.00	0.00	10,000.00	0.0%
522 20 10 12 Employee Incentives	2,000.00	0.00	0.00	2,000.00	0.0%
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	450,000.00	29,278.52	29,278.52	420,721.48	6.5%
522 20 10 15 P-Personnel Fulltime Firefighters	1,280,000.00	78,137.20	78,137.20	1,201,862.80	6.1%
522 20 10 16 P-Personnel Fulltime Firefighters Callback OT	90,000.00	26,405.50	26,405.50	63,594.50	29.3%
522 20 10 17 P-Part Time Shift Incentive	4,000.00	975.00	975.00	3,025.00	24.4%
522 20 10 19 P-Personnel Full-Time Firefighters Non-Callback OT (Training, Meetings, etc)	25,000.00	0.00	0.00	25,000.00	0.0%
522 20 20 01 P-State Pensions	165,000.00	11,463.01	11,463.01	153,536.99	6.9%
522 20 20 03 P- Medical Benefits	355,000.00	21,599.11	21,599.11	333,400.89	6.1%
522 20 20 05 P-Federal Payroll Taxes	39,750.00	2,605.48	2,605.48	37,144.52	6.6%
522 20 20 06 State Payroll Taxes	112,000.00	27,826.02	27,826.02	84,173.98	24.8%
522 20 30 03 Fire Supplies	3,000.00	0.00	0.00	3,000.00	0.0%
522 20 30 15 Diesel and Gasoline	28,000.00	1,794.30	1,794.30	26,205.70	6.4%
522 20 30 16 Ambulance Supplies (BLS/ALS)	60,000.00	3,965.24	3,965.24	56,034.76	6.6%
522 20 40 05 SNOCO 911	80,250.00	6,685.05	6,685.05	73,564.95	8.3%
522 20 40 07 Regional Technical Response Agreement (So. Sno. Co. Fire & Rescue)	1,600.00	0.00	0.00	1,600.00	0.0%
522 20 40 24 Laundry - Uniforms - Bunker Gear	1,750.00	0.00	0.00	1,750.00	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	1,750.00	0.00	0.00	1,750.00	0.0%
522 30 30 23 Fire Prevention Education (Holidays)	1,750.00	184.38	184.38	1,565.62	10.5%
020 Suppression & EMS	2,744,475.00	210,918.81	210,918.81	2,533,556.19	7.7%
522 41 31 01 CPR & First Aid Cards	2,500.00	0.00	0.00	2,500.00	0.0%
041 Training Provided to External Parties	2,500.00	0.00	0.00	2,500.00	0.0%
522 45 30 13 Training Props/Devices &	5,500.00	0.00	0.00	5,500.00	0.0%
522 45 40 26 Travel - Meals - Lodging - Recruit Training Meals	1,500.00	0.00	0.00	1,500.00	0.0%
522 45 40 28 Tuition/Instructors	25,000.00	925.12	925.12	24,074.88	3.7%
522 45 40 30 Target Solutions	6,000.00	0.00	0.00	6,000.00	0.0%
045 Training Obtained by Employees	38,000.00	925.12	925.12	37,074.88	2.4%

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001 Expense Fund

Expenditures	Amt Budgeted	January	YTD	Remaining		
522 Fire Control & EMS						
522 50 30 12	Supplies (cleaning, paper, maintenance, propane)	8,000.00	175.61	175.61	7,824.39	2.2%
522 50 40 19	Inspections and Tests	1,200.00	0.00	0.00	1,200.00	0.0%
522 50 40 37	Utilities (water, sewer, garbage, gas, propane, electric)	54,250.00	1,657.19	1,657.19	52,592.81	3.1%
522 50 40 40	Building Repairs and Maintenance - Station #51 - 304 Alder	10,000.00	0.00	0.00	10,000.00	0.0%
522 50 40 43	Building Repairs and Maintenance -32905 Cascade View	8,000.00	0.00	0.00	8,000.00	0.0%
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		82,450.00	1,832.80	1,832.80	80,617.20	2.2%
522 60 30 06	Apparatus/Equipment Parts & Supplies - (Non-Intergovernmental)	20,000.00	26.62	26.62	19,973.38	0.1%
522 60 40 12	Equipment Maintenance and Repairs	10,000.00	63.39	63.39	9,936.61	0.6%
522 60 40 23	Apparatus Maintenance (Non-Intergovernmental)	10,000.00	0.00	0.00	10,000.00	0.0%
522 60 40 29	Monroe - Apparatus Maintenance Intergovernmental	65,000.00	7,213.70	7,213.70	57,786.30	11.1%
522 60 40 47	Rentals and Leases	3,000.00	0.00	0.00	3,000.00	0.0%
060 Vehicles & Equipment Maintenance		108,000.00	7,303.71	7,303.71	100,696.29	6.8%
522 70 41 28	EPCR	1,900.00	178.60	178.60	1,721.40	9.4%
522 70 41 29	Medical Advisor Contract	15,000.00	0.00	0.00	15,000.00	0.0%
522 70 41 35	Medical Billing (\$23.50 + .50 Postage x Billings, 505)	12,000.00	0.00	0.00	12,000.00	0.0%
522 70 41 36	ALS Contract for Services	0.00	0.00	0.00	0.00	0.0%
522 70 41 37	Snohomish County EMS Annual Assessment (County Medical Program Director)	8,500.00	0.00	0.00	8,500.00	0.0%
070 Ambulance Services		37,400.00	178.60	178.60	37,221.40	0.5%
522 Fire Control & EMS		3,876,613.00	283,065.83	283,065.83	3,593,547.17	7.3%
591 Leases						
591 22 70 02	Software leases	13,000.00	0.00	0.00	13,000.00	0.0%
591 28 70 01	Leases	10,000.00	647.93	647.93	9,352.07	6.5%
591 Leases		23,000.00	647.93	647.93	22,352.07	2.8%
594 Capital Outlay						
594 22 60 01	Furnishings - Equipment	1,500.00	1,572.45	1,572.45	(72.45)	104.8%
594 22 60 02	Computer Hardware - Laptop - MDC - EPCR - Server	5,000.00	0.00	0.00	5,000.00	0.0%
594 22 60 04	Small Tools and Firefighting Equipment	5,000.00	0.00	0.00	5,000.00	0.0%
594 22 60 05	Uniforms and Badges	11,000.00	829.84	829.84	10,170.16	7.5%
594 22 60 06	Facilities	2,000.00	0.00	0.00	2,000.00	0.0%

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001 Expense Fund

Expenditures	Amt Budgeted	January	YTD	Remaining		
594 Capital Outlay						
594 22 60 08	Rescue Equipment	25,000.00	0.00	0.00	25,000.00	0.0%
594 22 60 09	Firefighting Safety Gear	45,000.00	0.00	0.00	45,000.00	0.0%
594 22 60 10	Small Tools and Equipment EMS	15,000.00	0.00	0.00	15,000.00	0.0%
594 22 60 11	Phone & Assesory 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		112,500.00	2,402.29	2,402.29	110,097.71	2.1%
597 Transfers						
597 22 00 01	Transfer to Reserve Fund	320,897.00	0.00	0.00	320,897.00	0.0%
597 22 00 03	Transfer to Capital Project Fund	0.00	0.00	0.00	0.00	0.0%
597 Transfers		320,897.00	0.00	0.00	320,897.00	0.0%
Fund Expenditures:		4,333,010.00	286,116.05	286,116.05	4,046,893.95	6.6%
Fund Excess/(Deficit):		0.50	(250,686.83)	(250,686.83)		

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002 Reserve Fund

Revenues	Amt Budgeted	January	YTD	Remaining	
330 Intergovernmental Revenue					
332 93 40 00 Grnd Emerg. Med Transpt (GEMT)Payments - Reserves	220,000.00	0.00	0.00	220,000.00	0.0%
330 Intergovernmental Revenue	220,000.00	0.00	0.00	220,000.00	0.0%
360 Miscellaneous Revenue					
361 10 00 01 Interest Income (Reserve)	100,000.00	13,427.54	13,427.54	86,572.46	13.4%
360 Miscellaneous Revenue	100,000.00	13,427.54	13,427.54	86,572.46	13.4%
597 Transfers					
397 22 02 00 Transfer In From Expense Fund	320,897.00	0.00	0.00	320,897.00	0.0%
597 Transfers	320,897.00	0.00	0.00	320,897.00	0.0%
Fund Revenues:	640,897.00	13,427.54	13,427.54	627,469.46	2.1%
Expenditures	Amt Budgeted	January	YTD	Remaining	
522 Fire Control & EMS					
522 10 49 01 Service Fees (Reserve)	0.00	50.00	50.00	(50.00)	0.0%
522 Fire Control & EMS	0.00	50.00	50.00	(50.00)	0.0%
597 Transfers					
597 00 01 00 Transfer Out to Expense Fund	0.00	0.00	0.00	0.00	0.0%
597 00 01 01 GEMT transfer out to 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 Expenditures:	0.00	50.00	50.00	(50.00)	0.0%
Fund Excess/(Deficit):	640,897.00	13,377.54	13,377.54		

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200 Bond - Capital

Revenues	Amt Budgeted	January	YTD	Remaining	
311 Taxes/Revenue					
311 10 04 00 Property Taxes Capital Facility Bond (Station 51)	597,385.00	1,761.84	1,761.84	595,623.16	0.3%
311 Taxes/Revenue	597,385.00	1,761.84	1,761.84	595,623.16	0.3%
Fund Revenues:	597,385.00	1,761.84	1,761.84	595,623.16	0.3%
Expenditures					
591 Leases					
592 22 81 00 Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.0%
591 Leases	0.00	0.00	0.00	0.00	0.0%
594 Capital Outlay					
591 22 70 00 Principal Paid on Station Construction	338,736.93	0.00	0.00	338,736.93	0.0%
592 22 80 00 Interest Paid on Station Construction	173,967.01	0.00	0.00	173,967.01	0.0%
594 Capital Outlay	512,703.94	0.00	0.00	512,703.94	0.0%
Fund Expenditures:	512,703.94	0.00	0.00	512,703.94	0.0%
Fund Excess/(Deficit):	84,681.06	1,761.84	1,761.84		

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300 Capital Project Fund

Revenues	Amt Budgeted	January	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	January	YTD	Remaining	
594 Capital Outlay					
594 22 60 03 Apparatus Replacement	0.00	7,557.51	7,557.51	(7,557.51)	0.0%
594 22 60 21 Furnishings and Equipment	0.00	3,205.36	3,205.36	(3,205.36)	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	0.00	1,571.78	1,571.78	(1,571.78)	0.0%
594 22 60 26 Facilities Construction, Machinery and Equipment	0.00	0.00	0.00	0.00	0.0%
594 22 60 27 Land Aquisition - Future Facilities	0.00	0.00	0.00	0.00	0.0%
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	0.00	12,334.65	12,334.65	(12,334.65)	0.0%
Fund Expenditures:	0.00	12,334.65	12,334.65	(12,334.65)	0.0%
Fund Excess/(Deficit):	0.00	(12,334.65)	(12,334.65)		

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Fund	Revenue	January	Received		Expenditures	January	Spent	
001 Expense Fund	4,333,010.50	35,429.22	35,429.22	0.8%	4,333,010.00	286,116.05	286,116.05	6.6%
002 Reserve Fund	640,897.00	13,427.54	13,427.54	2.1%	0.00	50.00	50.00	0.0%
200 Bond - Capital	597,385.00	1,761.84	1,761.84	0.3%	512,703.94	0.00	0.00	0.0%
300 Capital Project Fund	0.00	0.00	0.00	0.0%	0.00	12,334.65	12,334.65	0.0%
	<u>5,571,292.50</u>	<u>50,618.60</u>	<u>50,618.60</u>	<u>0.9%</u>	<u>4,845,713.94</u>	<u>298,500.70</u>	<u>298,500.70</u>	<u>6.2%</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

EMS Student Ride Time

Category: Operations

Status: Draft

Date Approved:XX.XX.XXXX

1 PURPOSE:

- 1.1 Establishment of a policy addressing the use of District resources and personnel to support students undergoing Emergency Medical Services education.

2 PERSONNEL AFFECTED:

- 2.1 All Personnel
- 2.2 All Students Affiliated with an Approved EMS Educational Program

3 REFERENCE:

- 3.1 District Policy 03.10.01 – EMS
- 3.2 District Policy 20.01.2 - Nondiscrimination
- 3.3 Snohomish County EMS Prehospital Care Treatment Guidelines, Protocols and Procedures

4 POLICY:

- 4.1 The Fire Chief shall establish relationships with educational entities and create procedures to establish the District as an approved ride site for students undergoing professional education in emergency medicine.
- 4.2 Students may be allowed to ride on District apparatus only when properly supervised, properly qualified under District policy and procedure, and sponsored by a training organization authorized to teach such curriculum by the Washington State Department of Health.
- 4.3 Students may be permitted to assist with or perform actual patient care tasks which fall within the specific scope of practice of their current course of study only when under the direct supervision of a staff member of the District that is licensed to provide care at the level of the students program or above.
- 4.4 The Fire Chief may grant, or deny, applications to participate in any student learning opportunity as well as set day or time restrictions for student ride time opportunities.

- 4.5 Only one student shall be allowed on District apparatus at a time. Each District EMS apparatus must have a minimum of two District staff members licensed at a minimum of EMT/B. Students shall not replace or displace current District staff members working on completing professional education, training, new-hire tasks etc.

5 DEFINITIONS:

- 5.1 District: Shall mean Snohomish County Fire District #5.
- 5.2 Educational Institution: Organization, institution, or establishment which is authorized to provide professional education to students.
- 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 Preceptor: A District member that possesses the knowledge, skills and credentials to operate as a teacher or instructor for students undergoing field training.
- 5.5 Shift Officer: Shall mean the Lieutenant in command of the shift activities, either as a promoted member or a member in an acting role.
- 5.6 Staff Member: Shall mean a volunteer, part-time or full-time member of Snohomish County Fire District #5.
- 5.7 Student: Shall mean a person enrolled with an educational institution that partners with the District for field experience.

6 RESPONSIBILITY:

- 6.1 All Personnel
- 6.2 All EMS Students

7 PROCEDURE:

- 7.1 Students:
- (a) Student participants must complete all waiver forms, HIPPA acknowledgement, and other documentation required by the District prior to participation in educational ride time opportunities.

- (b) Students must have approval from the Training Program Course Director prior to the participation in a student ride time opportunity. The training program must be approved by the Washington State Department of Health.
- (c) Students must be supervised at all times by qualified District staff members.
- (d) Students shall, at all times, wear clothing approved by the District and/or the Training Program, which may include clothing supplied by the District or the Training Program. Any clothing must clearly identify the student as such.
- (e) Students shall be granted the use of the common areas of District facilities, including work areas, restrooms, eating and cooking areas, apparatus staging, cleaning/decontamination spaces, etc.
 - District sleeping quarters are off limits to students unless they are assigned by the Shift Officer to accommodate prescheduled overnight ride time.
 - District Gymnasium facilities are off limits to students.

7.2 Fire Chief:

- (a) The Fire Chief, or designee, shall determine dates/times available for students to perform ride time.
- (b) The Fire Chief, or designee, shall provide and approve all waivers, acknowledgements, response logs, and checklists utilized in the student ride time program.
- (c) The Fire Chief, or designee, shall notify the educational institution faculty of any incident involving a student, to include a breach of policy, standard of care issue, critical incidents that may require follow-up, or any other concern raised by the Shift Officer or Preceptor that should be communicated back to the educational institution.

7.3 Shift Officer and Preceptor

- (a) The District Shift Officer shall be responsible for assignment of the student to the most appropriate District staff to act as preceptor for the duration of the scheduled time.
- (b) The Shift Officer shall immediately notify the Fire Chief, or designee, of student issues involving injury, exposure, breach of policy, standard of care

concern, breach of confidentiality, unprofessional conduct or attitude, or any other area which falls below the level of expectation for members of the District or licensed medical professionals.

(c) The Preceptor shall oversee the student for the duration of the scheduled time.

(d) Incidents which have a student on scene must have a notation made in the incident narrative, indicating that a student was on scene and include both the students name and the preceptor's name.

7.4 The Shift Officer and/or the Preceptor shall have the discretionary authority to cancel a students' ride time at any point, for any reason. The Fire Chief must be notified of such cancellations immediately.

8 APPENDIX

8.1 Application and Disclosure Forms



Seth Johnson, Fire Chief

**EMERGENCY MEDICAL TECHNICIAN TRAINING PROGRAM / AMBULANCE SERVICE
MEMORANDUM OF AGREEMENT
Between
SKAGIT VALLEY COLLEGE
and**

(SCFD#5) SNOHOMISH COUNTY FIRE DIST. #5

This mutual agreement is entered into by and between Skagit Valley College, referred to herein as "Training Program", and SCFD#5, referred to herein as EMS AGENCY.

Whereas, in accordance with WAC 246-976-023 Washington State initial EMS training programs must have provisions for clinical rotation/field internship experience by EMT-B students hereinafter referred to as "trainee(s)", which includes affiliation with licensed EMS provider agencies (EMS Agency) that offer such field experience; and,

Whereas, EMS Agency is a local emergency medical services agency, complies with aforementioned statutes by requiring written memorandum of Training Program affiliation with an agency that provides such field observation experience; and,

Whereas, Training Program desires affiliation with EMS Agency in order to provide field observation experience for trainees; and,

Whereas, EMS Agency desires affiliation with Training Program for aforementioned EMT-B field observation purposes in accordance with the terms and conditions set forth herein. Therefore,

It is mutually agreed, as follows:

- A. The terms of this agreement shall begin on the ____ day of _____, 201__ and will remain in effect until terminated by the giving of thirty (30) days written notice from either party to the other.
- B. EMS Agency agrees to:
 1. In cooperation with Training Program, schedule trainees to receive field observation experience described by state law and EMS Agency policies, in order to fulfill training requirements for trainees to become eligible for Washington State EMT-B certification.
 2. Assure that trainees are allowed and at all times supervised for field observation experience in an ambulance with two regular employees, which at a minimum are Washington State EMT-B certified.
 3. Allow one (1) trainee per ambulance at a time that will not replace a paid employee.
 4. Establish internal policies and procedures for trainee field observation experience, and provide a copy of the same to Training Program. These policies and procedures shall include, but need not be limited to:
 - a. Specification of the roles and responsibilities of Training Program and EMS Agency;
 - b. A statement that trainees are only permitted to assist in actual patient care that falls within the EMT-B scope of practice and must at all times be under the direct supervision of a certified EMT-B employed by EMS Agency.
 - c. EMS Agency dress code, rules of conduct, curfew, etc.

5. Admit all trainees for field observation without regard and/or discrimination as to race, gender, creed, religion, etc.
6. Allow trainees the use of the same break/meal room and rest room facilities as EMS Agency employees.
7. Require trainees to observe Training Program and EMS Agency dress code and rules of conduct during field observation, and report to Training Program Course Director any trainee failing to observe said rules of dress and conduct.
8. Upon request, provide Training Program with proof of liability insurance in the amount of at least \$1,000,000 per occurrence.
9. Notify the Training Program faculty of any incident involving a trainee.

C. TRAINING PROGRAM agrees to:

1. Provide didactic and laboratory instruction to prepare trainees for field observation.
2. Coordinate with EMS Agency for scheduling a minimum of five (12) hours field observation per trainee subject to availability of EMS Agency personnel.
3. Require trainees to observe EMS Agency dress code, rules of conduct, curfew, and other reasonable requests of EMS Agency.
4. Establish internal policies and procedures for trainee field observation with EMS Agency, and provide a copy of the same to EMS Agency, and each trainee. These policies and procedures shall include but need not be limited to:
 - a. Policies and procedures of Training Program and EMS Agency, which includes a statement that trainees are only to assist in actual patient care that falls within the EMT-B scope of practice and must at all times be under the direct supervision of a certified EMT-B employed by EMS Agency.
 - b. Training Program and EMS Agency dress code, rules of conduct, curfew, etc.
5. Upon request, provide EMS Agency with proof of liability insurance in the amount of at least \$1,000,000 per occurrence.

EXECUTED by the parties this ___ day of _____, 201__.

 By: Name of Agency Representative
 Title: Title of Agency Representative
 For: EMS Agency

 By: Ed Jaramillo
 Title: Vice President, Administrative Services
 For: Skagit Valley College

2024 PROPOSED BUDGET CHANGES

Snohomish County Fire District 5

Time: 16:46:24 Date: 02/22/2024

Page: 1

002 Reserve Fund

Revenues	Original	Proposed	Difference	Remarks
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330 Intergovernmental Revenue

332 93 40 00 Grnd Emerg. Med Transpt (GEMT)P	220,000.00	220,000.00	0.00	100.0%
330 Intergovernmental Revenue	220,000.00	220,000.00	0.00	100.0%

360 Miscellaneous Revenue

361 10 00 01 Interest Income (Reserve)	100,000.00	100,000.00	0.00	100.0%
360 Miscellaneous Revenue	100,000.00	100,000.00	0.00	100.0%

597 Transfers

397 22 02 00 Transfer In From Expense Fund	320,897.00	320,897.00	0.00	100.0%
597 Transfers	320,897.00	320,897.00	0.00	100.0%

Fund Revenues:	640,897.00	640,897.00	0.00	100.0%
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Expenditures	Original	Proposed	Difference	Remarks
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522 Fire Control & EMS

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

597 Transfers

597 00 01 00 Transfer Out to Expense Fund	0.00	0.00	0.00	0.0%
597 00 01 01 GEMT transfer out to Expense Func	0.00	0.00	0.00	0.0%
597 Transfers	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	640,897.00	640,897.00		
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2024 PROPOSED BUDGET CHANGES

Snohomish County Fire District 5

Time: 16:46:24 Date: 02/22/2024

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200 Bond - Capital

Revenues	Original	Proposed	Difference	Remarks
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311 Taxes/Revenue

311 10 04 00 Property Taxes Capital Facility Bond	597,385.00	597,385.00	0.00	100.0%
311 Taxes/Revenue	597,385.00	597,385.00	0.00	100.0%
Fund Revenues:	597,385.00	597,385.00	0.00	100.0%

Expenditures	Original	Proposed	Difference	Remarks
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591 Leases

592 22 81 00 Fiscal Agent Fees	0.00	0.00	0.00	0.0%
591 Leases	0.00	0.00	0.00	0.0%

594 Capital Outlay

591 22 70 00 Principal Paid on Station Construct	338,736.93	338,736.93	0.00	100.0%
592 22 80 00 Interest Paid on Station Construct	173,967.01	173,967.01	0.00	100.0%
594 Capital Outlay	512,703.94	512,703.94	0.00	100.0%
Fund Expenditures:	512,703.94	512,703.94	0.00	100.0%

Fund Excess/(Deficit):	84,681.06	84,681.06		
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2024 PROPOSED BUDGET CHANGES

Snohomish County Fire District 5

Time: 16:46:24 Date: 02/22/2024

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300 Capital Project Fund

Revenues	Original	Proposed	Difference	0.0%	Remarks
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597 Transfers

397 03 00 00 Transfers In From Expense Fund	0.00	0.00	0.00	0.0%	
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597 Transfers	0.00	0.00	0.00	0.0%	
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Fund Revenues:	0.00	0.00	0.00	0.0%	
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Expenditures	Original	Proposed	Difference	0.0%	Remarks
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594 Capital Outlay

594 22 60 03 Apparatus Replacement	0.00	17,500.00	17,500.00	0.0%	Hovercraft Trailer Replacement
594 22 60 21 Furnishings and Equipment	0.00	0.00	0.00	0.0%	
594 22 60 22 Computer Hardware and Server	0.00	3,950.00	3,950.00	0.0%	New Tablet for M51
594 22 60 24 Small Tools	0.00	16,000.00	16,000.00	0.0%	Battery Powered Positive Pressure Fans
594 22 60 26 Facilities Construction, Machinery &	0.00	152,150.00	152,150.00	0.0%	Utility Tractor/Mower/Addtl Attachments, Scissor Lift, parking lot and US2 approach paving, Fire Danger Sign and SMOkey Bear Installation
594 22 60 27 Land Aquisition - Future Facilities	0.00	0.00	0.00	0.0%	
594 28 60 33 Dispatch Services Infrastructure (Lc	0.00	0.00	0.00	0.0%	

594 Capital Outlay	0.00	189,600.00	189,600.00	0.0%	
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Fund Expenditures:	0.00	189,600.00	189,600.00	0.0%	
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Fund Excess/(Deficit):	0.00	(189,600.00)			
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2024 PROPOSED BUDGET CHANGES

Snohomish County Fire District 5

Fund Totals

Time: 16:46:24 Date: 02/22/2024

Page: 4

Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
002 Reserve Fund	640,897.00	640,897.00	0.00	100.0%	0.00	0.00	0.00	0.0%
200 Bond - Capital	597,385.00	597,385.00	0.00	100.0%	512,703.94	512,703.94	0.00	100.0%
300 Capital Project Fund	0.00	0.00	0.00	0.0%	0.00	189,600.00	189,600.00	0.0%
Excess/(Deficit):	1,238,282.00	1,238,282.00	0.00	100.0%	512,703.94	702,303.94	189,600.00	137.0%

