

SNOHOMISH COUNTY FIRE DISTRICT NO. 5

Commissioners Meeting Agenda

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



August 26, 2024

CALL TO ORDER

PUBLIC HEARING – Annexation of Property in the area of Lake Bronson

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 \$39,349.91

CHIEF'S REPORT- To be presented

REPORTS

Month & Year to Date Budget

OLD BUSINESS

Open Issues / Actions

NEW BUSINESS

Deputy Fire Chief Hiring – 2025 Considerations

EXECUTIVE SESSION – Per RCW 42.30.110(g) To evaluate the qualifications of an applicant for public employment and to review the performance of a public employee.

INFORMATIONAL

Records Requests

COMMISSIONER COMMENTS

ADJOURN

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

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 5

RESOLUTION NO. 2024-04

**RESOLUTION ACCEPTING ANNEXATION PETITION
AND SCHEDULING HEARING**

Background: WHEREAS, Snohomish County Fire Protection District No. 5 is a municipal corporation of the State of Washington organized and existing under Title 52 RCW; and

WHEREAS, in accordance with RCW 52.04.031 the District received a petition to annex an area “Lake Bronson” into the District signed by the owners of more than sixty percent (60%) of the area of land included in the annexation petition as set forth in the plat map attached as **Exhibit A**:

WHEREAS. The Board of Commissioners has reviewed and studied the proposal and has considered the Environmental Checklist prepared by the Chief in consultation with District legal counsel provided for under WAC 197-11-960.


WHEREAS, the Board of Commissioners, in accordance with RCW 52.04.041 is required to hold a public hearing in regard to the annexation and provide notice as required by statute;

WHEREAS, the Board of Commissioners, in accordance with RCW 52.04.0011 is required to obtain approval from the Washington State Boundary Review Board for Snohomish County prior to completing the annexation;

Resolution: NOW THEREFORE, in accordance with RCW 52.04.001 and .041 it is hereby RESOLVED by the Board of Commissioners of Snohomish County Fire Protection District No. 5 as follows:

1. The sixty percent petition for annexation is verified and accepted by the Board of Commissioners.
2. The Board declares itself lead agency for SEPA review; finds that such annexation will not significantly affect the environment; and, therefore, hereby adopts the attached final Determination of Nonsignificance;
3. The Board of Commissioners shall hold a public hearing on the petition at SCFD5 Fire Station 51 (32905 Cascade View Drive, Sultan, WA 98294) on August 26th, 2024 at 7p.m.
4. The District Fire Chief is directed to publish notice of the hearing in the Everett Herald, a newspaper of general circulation in the District, and to post notice of the hearing in three public places in the proposed annexation area.
5. The District Fire Chief is directed to file a Notice of Intention with the Washington State Boundary Review Board.

Adoption: ADOPTED by the Board of Commissioners of Snohomish County Fire Protection District No. 5 at a regular open public meeting of the Board on the 12th day of August, 2024, the following Commissioners being present and voting.



Commissioner



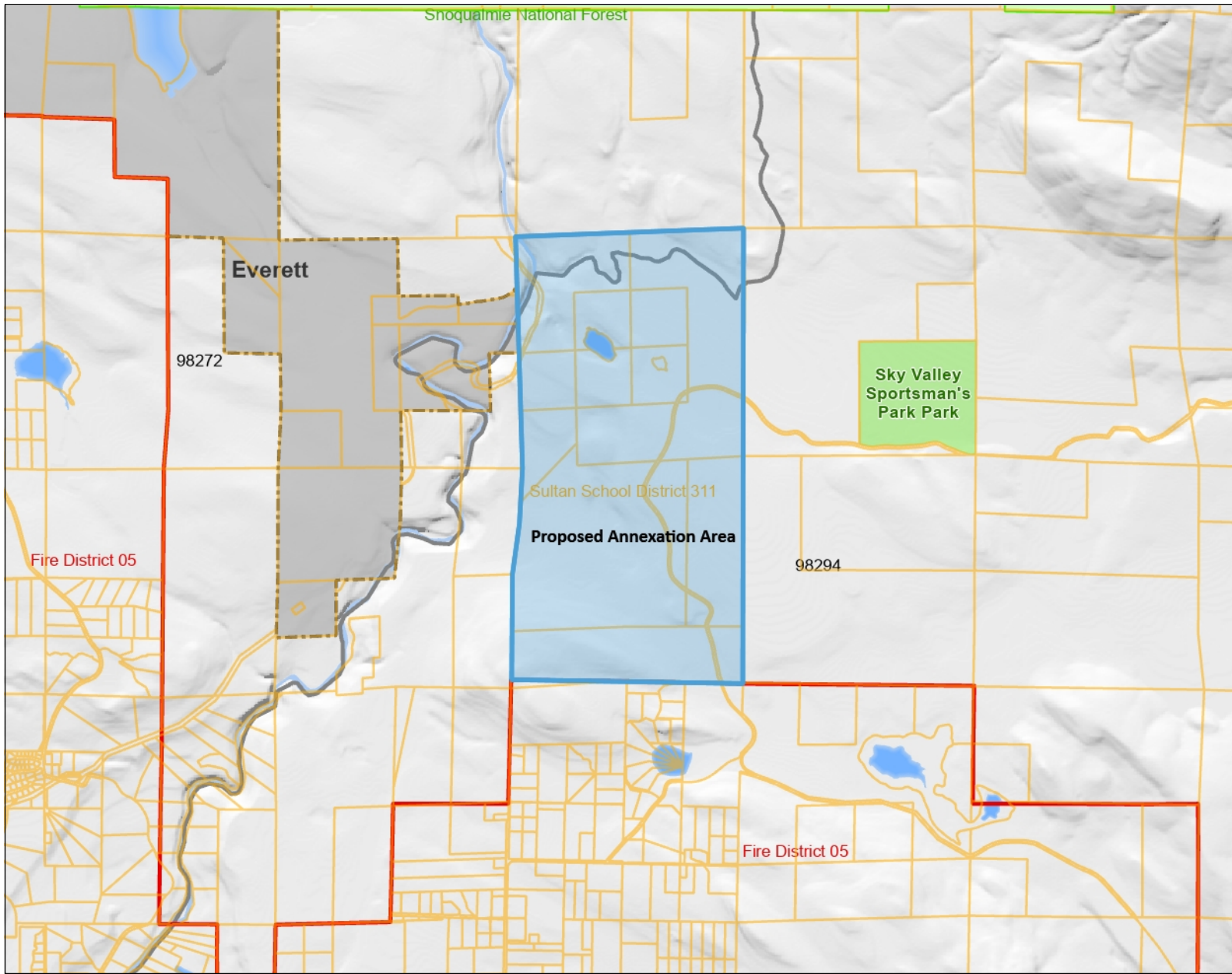
Commissioner



Commissioner



Secretary



Legend

- Snohomish County Tax Parcels
- School Districts
- Snohomish County Regional Fire Authority
- Fire Protection Districts
- Mt Baker - Snoqualmie National Forest
- Park Districts
- Zip Codes
- Diking districts
- Drainage districts
- Flood Control districts
- Ferry Routes
- - County Lines 40,000 - 80,000
- Stillaguamish Indian Reservation Boundary
- Tulalip Indian Reservation Boundary
- Cities 40,000 - 80,000
- Streets 40,000 - 80,000
- Interstate
- State Route
- Ramps
- Major Road
- Major Road
- Minor Road
- Minor Road
- Access Road
- Water Features
- County Parks 40,000 - 80,000
- Cities 40,000 - 80,000
- National Forest 40,000 - 80,000
- County Region

1: 40,695



6,782.5 0 3,391.27 6,782.5 Feet

Projection: NAD_1983_StatePlane_Washington_North_FIPS_4601_Feet
Planning and Development Services, Snohomish County

All maps, data, and information set forth herein ("Data"), are for illustrative purposes only and are not to be considered an official citation to or representation of the Snohomish County Code. Amendments and updates to the Data, together with other applicable County Code provisions, may apply which are not depicted herein. Snohomish County makes no representation or warranty concerning the content, accuracy, currency, completeness or quality of the Data contained herein and expressly disclaims any warranty of merchantability or fitness for any particular purpose. All persons accessing or otherwise using this Data assume all responsibility for use thereof and agree to hold Snohomish County harmless from and against any damages, loss, claim or liability arising out of any error, defect or omission contained within said Data. Washington State Law, Ch. 42.56 RCW, prohibits state and local agencies from providing access to lists of individuals intended for use for commercial purposes and, thus, no commercial use may be made of any Data comprising lists of individuals contained herein.

Notes

This map was automatically generated using Geocortex Essentials.

WAC 197-11-960 Environmental Checklist

ENVIRONMENTAL CHECKLIST

Purpose of Checklist:

The State Environmental Policy Act (SEPA), chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

Instructions for Applicants:

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply". Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Use of checklist for nonproject proposals:

Complete this checklist for nonproject proposals, even though questions may be answered "does not apply". In addition complete the Supplemental Sheet for Nonproject Actions (part D).

For nonproject actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively.

A. BACKGROUND

1. Name of proposed project, if applicable: **"Lake Bronson Area Annexation". The annexation is a non project action**
2. Name of applicant: **Snohomish County Fire Protection District No. 5**
3. Address and phone number of applicant and contact person:
Seth Johnson, Fire Chief
32905 Cascade View Drive, Sultan, WA 98294 / 360-793-1179
4. Date checklist prepared: **August 10, 2024**
5. Agency requesting checklist: **Snohomish County Fire Protection District No. 5**
6. Proposed timing or schedule (including phasing, if applicable): **Not Applicable**

SEPA Rules

TO BE COMPLETED BY APPLICANT

EVALUATION FOR
AGENCY USE ONLY

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. **Not Applicable**
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

None
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

No
10. List any government approvals or permits that will be needed for your proposal, if known.

Washington State Boundary Review Board for Snohomish County

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

Non project action
12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The geographical areas within Snohomish County as set forth in the Petition for Annexation

B. ENVIRONMENTAL ELEMENTS

1. Earth

- a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other

Not Applicable

- b. What is the steepest slope on the site (approximate percent slope)?

Not Applicable

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, much)? If you know the classifications of agricultural soils, specify them and note any prime farmland.

Not Applicable

- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

SEPA Rules

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EVALUATION FOR
AGENCY USE ONLY

Not Applicable

- e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.

Not Applicable

- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

Not Applicable

- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

Not Applicable

- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

Not Applicable

2. **Air**

- a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.

Not Applicable

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

Not Applicable

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

3. **Water**

- a. Surface:

1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

Not Applicable

2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

Not Applicable

3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

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EVALUATION FOR
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Not Applicable

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

Not Applicable

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

Not Applicable

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

Not Applicable

b. Ground

1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.

Not Applicable

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals ...; etc.) Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

Not Applicable

c. Water Runoff (including storm water):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

Not Applicable

2) Could waste materials enter ground or surface waters? If so, generally describe.

Not Applicable

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

Not Applicable

4. **Plants** Not Applicable

a. Check or circle types of vegetation found on the site:

___ deciduous tree: alder, maple, aspen, other

___ evergreen tree: fir, cedar, pine, other

___ shrubs

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EVALUATION FOR
AGENCY USE ONLY

- grass
- pasture
- crop or grain
- wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- water plants: water lily, eelgrass, milfoil, other
- other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

Not Applicable

c. List threatened or endangered species known to be on or near the site.

Not Applicable

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

Not Applicable

5. **Animals** Not Applicable

a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:

birds: hawk, heron, eagle, songbirds, other: _____

mammals: deer, bear, elk, beaver, other: _____

fish: bass, salmon, trout, herring, shellfish, other: _____

b. List any threatened or endangered species known to be on or near the site.

Not Applicable

c. Is the site part of a migration route? If so, explain.

Not Applicable

d. Proposed measures to preserve or enhance wildlife, if any:

Not Applicable

6. **Energy and Natural Resources**

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Not Applicable

b. Would your project affect the potential use of solar energy by adjacent properties? No. If so, generally describe.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

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AGENCY USE ONLY

Not Applicable

7. Environmental Health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

Not Applicable

1) Describe special emergency services that might be required.

Not Applicable

2) Proposed measures to reduce or control environmental health hazards, if any:

Not Applicable

- b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

Not Applicable

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

Not Applicable

3) Proposed measures to reduce or control noise impacts, if any:

Not Applicable

8. Land and Shoreline Use

- a. What is the current use of the site and adjacent properties?

Not Applicable

- b. Has the site been used for agriculture? If so, describe.

Not Applicable

- c. Describe any structures on the site.

Not Applicable

- d. Will any structures be demolished? If so, what?

Not Applicable

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e. What is the current zoning classification of the site:

Not Applicable

f. What is the current comprehensive plan designation of the site?

Not Applicable

g. If applicable, what is the current shoreline master program designation of the site?

Not Applicable

h. Has any part of the site been classified as an "environmentally sensitive" area? Is so, specify.

Not Applicable

i. Approximately how many people would reside or work in the completed project?

Not Applicable

j. Approximately how many people would the completed project displace?

Not Applicable

k. Proposed measures to avoid or reduce displacement impacts, if any:

Not Applicable

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

Not Applicable

9. Housing

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

Not Applicable

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

Not Applicable

c. Proposed measures to reduce or control housing impacts, if any:

Not Applicable

10. Aesthetics

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- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

Not Applicable

- b. What views in the immediate vicinity would be altered or obstructed?

Not Applicable

- c. Proposed measures to reduce or control aesthetic impacts, if any:

Not Applicable

11. Light and Glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

Not Applicable

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

Not Applicable

- c. What existing off-site sources of light or glare may affect your proposal?

Not Applicable

- d. Proposed measures to reduce or control light and glare impacts, if any:

Not Applicable

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?

Not Applicable

- b. Would the proposed project displace any existing recreational uses? If so, describe.

Not Applicable

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

Not Applicable

13. Historic and Cultural Preservation

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe.

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EVALUATION FOR
AGENCY USE ONLY

Not Applicable

- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.

Not Applicable

- c. Proposed measures to reduce or control impacts, if any:

Not Applicable

14. Transportation

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.

Not Applicable

- b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?

Not Applicable

- c. How many parking spaces would the completed project have? How many would the project eliminate?

Not Applicable

- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).

Not Applicable

- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

Not Applicable

- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.

Not Applicable

- g. Proposed measures to reduce or control transportation impacts, if any:

Not Applicable

15. Public Services

- a. Would the project result in an increased need for public services (for example: fire protection, police protections, health care, schools, other)? If so, generally describe.

Proposal will enhance provision of fire protection and emergency medical services in the annexation area.

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EVALUATION FOR
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- b. Proposed measures to reduce or control direct impacts on public services, if any.

Not Applicable

16. Utilities

- a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other.

Not Applicable

- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Not Applicable

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: *Seth Johnson*
Seth Johnson, Fire Chief

Date Submitted: August 10, 2024

SEPA Rules

TO BE COMPLETED BY APPLICANT

EVALUATION FOR
AGENCY USE ONLY

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(do not use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Not Applicable

Proposed measures to avoid or reduce such increases are:

Not Applicable

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Not Applicable

Proposed measures to protect or conserve plants, animals, fish, or marine life:

Not Applicable

3. How would the proposal be likely to deplete energy or natural resources?

Not Applicable

Proposed measures to protect or conserve energy and natural resources:

Not Applicable

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Not Applicable

Proposed measures to protect such resources or to avoid or reduce impacts are:

Not Applicable

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Not Applicable

Proposed measures to avoid or reduce shoreline and land use impacts are:

SEPA Rules

TO BE COMPLETED BY APPLICANT

EVALUATION FOR
AGENCY USE ONLY

Not Applicable

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Annexation will increase reliability of fire protection and emergency medical services in annexation area.

Proposed measures to reduce or respond to such demand(s) are:

Not Applicable

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

Not Applicable

WAC 197-11-970

Determination of nonsignificance (DNS)

DETERMINATION OF NONSIGNIFICANCE

Description of proposal: **The annexation of additional unincorporated areas into Snohomish County Fire Protection District No. 5**

Proponent **Snohomish County Fire Protection District No. 5**

Location of proposal, including street address, if any: **See annexation petition**

Lead agency: **Snohomish County Fire Protection District No. 5**

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

There is no comment period for this DNS.

This DNS is issued after using the optional DNS process in WAC [197-11-355](#). There is no further comment period on the DNS.

This DNS is issued under WAC [197-11-340](#)(2); the lead agency will not act on this proposal for 14 days from the date below. Comments must be submitted by _____.

Responsible official: **Seth Johnson**

Position/title: **Fire Chief**

Phone: **360-793-1179**

Address: **32905 Cascade View Drive, Sultan, WA 98294**

Date: August 10, 2024

Signature: *Seth Johnson*

You may appeal this determination to (name)

at (location)

no later than (date)

by (method)

You should be prepared to make specific factual objections.

Contact Fire Chief Seth Johnson to read or ask about the procedures for SEPA appeals.

There is no agency appeal.

Annexation Petition

To: The Board of Commissioners, Snohomish County Fire District #5

Snohomish County, Washington

The undersigned legal property owners owning property in the territory described below, petition the Board of Commissioners of the Snohomish County Fire District #5 to annex the described territory into the Fire District. The territory is contiguous to the Fire District, is not in another fire protection district and its annexation into the Fire District will be conducive to the public safety, welfare and convenience and will be a benefit to the properties to be annexed.

The undersigned legal property owners agree to assume all current and future financial obligations.

SCFD5 Levy Rates 2024:

Fire Levy \$1.500000 per \$1,000 of Assessed Valuation

EMS Levy \$0.500000 per \$1,000 of Assessed Valuation

Bond – Station 51 Construction \$0.287372 per \$1,000 of Assessed Valuation

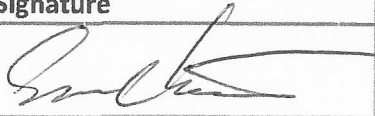
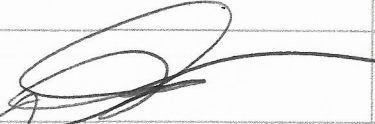
Date	Printed Name	Signature	Address	Parcel #
23 Jan 2024	Lake Bronson Assoc		33033 Cotton Tail Rd., Sultan, WA 98294	28080900300600
	Steven/Leticia McClellan		7420 Rustic Way, Sultan, WA 98294	28080900200700
	Conrad/Gamler		7402 Bullfrog Alley, Sultan, WA 98294	28080900201000
	John Curtis		7402 Bullfrog Alley, Sultan, WA 98294	28080900300900
JUNE 23, 24	Donavan Neely		7632 Heather Hill Rd., Sultan, WA 98294	28080900300800

Exhibit A: Legal description of the territory to be annexed

Exhibit B: Plat Map

Annexation Petition

To: The Board of Commissioners, Snohomish County Fire District #5

Snohomish County, Washington

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Bond – Station 51 Construction \$0.287372 per \$1,000 of Assessed Valuation


Date	Printed Name	Signature	Address	Parcel #
	Teal/Michael Rihn		32510 Falls Trail Rd., Sultan, WA 98294	28080900300700
	Melissa Joly		7423 Melody Lane, Sultan, WA 98294	28080900200800
	Elsa Svensson		7406 Heather Hill Rd., Sultan, WA 98294	28080900201100
6/23/24	Michael/Kathi Coon		7411 Pebble Place, Sultan, WA 98294	28080900200600

Exhibit A: Legal description of the territory to be annexed

Exhibit B: Plat Map

Annexation Petition

To: The Board of Commissioners, Snohomish County Fire District #5

Snohomish County, Washington

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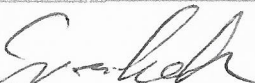

Date	Printed Name	Signature	Address	Parcel #
13 Jun 2024	Lake Bronson Assoc		33033 Cotton Tail Rd., Sultan, WA 98294	28080900300500
23 Jun 2024	Lake Bronson Assoc		33033 Cotton Tail Rd., Sultan, WA 98294	28080900200900
23 Jun 2024	Lake Bronson Assoc		33033 Cotton Tail Rd., Sultan, WA 98294	28080900100200
23 Jun 2024	Lake Bronson Assoc		33033 Cotton Tail Rd., Sultan, WA 98294	28080900300100
15 Jun 2024	Lake Bronson Assoc		33033 Cotton Tail Rd., Sultan, WA 98294	28080900200400

Exhibit A: Legal description of the territory to be annexed

Exhibit B: Plat Map

Annexation Petition

To: The Board of Commissioners, Snohomish County Fire District #5

Snohomish County, Washington

The undersigned legal property owners owning property in the territory described below, petition the Board of Commissioners of the Snohomish County Fire District #5 to annex the described territory into the Fire District. The territory is contiguous to the Fire District, is not in another fire protection district and its annexation into the Fire District will be conducive to the public safety, welfare and convenience and will be a benefit to the properties to be annexed.

The undersigned legal property owners agree to assume all current and future financial obligations.

SCFD5 Levy Rates 2024:

Fire Levy \$1.500000 per \$1,000 of Assessed Valuation

EMS Levy \$0.500000 per \$1,000 of Assessed Valuation

Bond – Station 51 Construction \$0.287372 per \$1,000 of Assessed Valuation

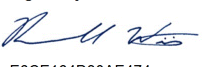
Date	Printed Name	Signature	Address	Parcel #
7/11/2024	Russell Wiita, for the City of Sultan, its Mayor	<p>Signed by:</p>  <small>E66E164D30AE474...</small>	PO Box 1199, Sultan, WA	28081600200100

Exhibit A: Legal description of the territory to be annexed

Exhibit B: Plat Map

Agency Benefits 2024 (ER) Only

MONTH	Social Security/ FICA/Medicare	Trustdeed	HRA Veba	MERP	PERS 2	PERS 3	LEOFF 2	WA DCP
Jan	\$2,605.48	\$16,043.58	\$4,955.53	\$600.00	\$3,861.70	\$571.72	\$6,969.59	\$4,562.40
Feb	\$2,661.69	\$16,365.48	\$2,400.00	\$525.00	\$4,635.29	\$590.11	\$6,570.24	\$4,562.40
Mar	\$2,710.99	\$15,749.02	\$2,400.00	\$525.00	\$4,815.79	\$591.16	\$6,609.64	\$4,229.60
Apr	\$2,999.48	\$24,802.09	\$2,650.00	\$750.00	\$4,483.48	\$826.15	\$7,804.84	\$5,228.00
May	\$2,828.19	\$14,981.54	\$2,650.00	\$750.00	\$4,361.87	\$470.13	\$7,443.07	\$5,228.00
Jun	\$3,611.76	\$18,749.30	\$2,650.00	\$825.00	\$4,269.98	\$542.49	\$7,827.30	\$4,160.80
Jul	\$2,675.84	\$17,249.16	\$2,650.00	\$750.00	\$4,331.27	\$463.90	\$6,330.58	\$3,828.00
Aug	\$2,891.42	\$17,249.16	\$2,650.00	\$750.00	\$4,353.85	\$374.93	\$7,252.55	\$3,828.00
Sep								
Oct								
Nov								
Dec								
Total	\$22,984.85	\$141,189.33	\$23,005.53	\$5,475.00	\$35,113.23	\$4,430.59	\$56,807.81	\$35,627.20
Average	\$2,873.11	\$17,648.67	\$2,875.69	\$684.38	\$4,389.15	\$553.82	\$7,100.98	\$4,453.40
Total Agency Benefits								\$39,349.91

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 15:07:25 Date: 08/14/2024

Page: 1

001 Expense Fund

Revenues	Amt Budgeted	June	YTD	Remaining		
311 Taxes/Revenue						
311 10 01 00	Property Tax-Regular Levy	3,053,400.89	19,953.32	1,617,797.27	1,435,603.62	53.0%
311 10 02 00	Property Tax-EMS Levy	1,096,709.61	7,131.92	557,794.19	538,915.42	50.9%
311 10 03 00	Property Tax - M & O	0.00	0.00	1,737.62	(1,737.62)	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	27,085.24	2,177,329.08	1,972,781.42	52.5%
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	7,766.00	(6,566.00)	647.2%
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	10,897.07	(5,897.07)	217.9%
330 Intergovernmental Revenue		17,200.00	0.00	18,663.07	(1,463.07)	108.5%
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	37.96	(37.96)	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	0.00	1,006.78	3,993.22	20.1%
342 60 00 00	Ambulance and Emergency Aid Fee	150,000.00	15,387.61	122,082.28	27,917.72	81.4%
340 Charges for Goods and Services		158,700.00	15,387.61	123,127.02	35,572.98	77.6%
360 Miscellaneous Revenue						
361 10 00 00	Interest Income	7,000.00	1,168.01	7,214.37	(214.37)	103.1%
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	325.07	6,206.37	(6,206.37)	0.0%
360 Miscellaneous Revenue		7,000.00	1,493.08	13,420.74	(6,420.74)	191.7%
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						

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 15:07:25 Date: 08/14/2024

Page: 2

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	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	43,965.93	2,332,539.91	2,000,470.59	53.8%
Expenditures	Amt Budgeted	June	YTD	Remaining		
522 Fire Control & EMS						
522 10 49 00	Service Fees	0.00	50.00	300.00	(300.00)	0.0%
522 20 40 49	Misc. Adjustments	0.00	(0.05)	(0.06)	0.06	0.0%
589 99 99 00	Payroll Clearing	0.00	0.00	0.00	0.00	0.0%
000		0.00	49.95	299.94	(299.94)	0.0%
522 10 10 01	P-Personnel District Secretary Cathy .865 FTE	85,355.00	7,320.20	41,068.91	44,286.09	48.1%
522 10 10 02	P-Personnel Assistant Secretary .625FTE	51,480.00	4,396.70	24,856.00	26,624.00	48.3%
522 10 10 03	P-Personnel Commissioner Meetings (144 x \$157)	22,608.00	1,288.00	5,631.00	16,977.00	24.9%
522 10 10 04	P-Personnel Fire Chief	168,750.00	14,493.00	85,343.61	83,406.39	50.6%
522 10 10 08	P-Personnel Deputy Chief Operations	150,115.00	45,095.65	107,643.80	42,471.20	71.7%
522 10 10 18	P-Personnel Part-Time Deputy Chief	83,720.00	6,581.47	39,488.82	44,231.18	47.2%
522 10 30 01	Postage - Tax - Shipping	2,500.00	36.83	2,174.83	325.17	87.0%
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	307.14	2,364.51	6,385.49	27.0%
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	1,073.13	426.87	71.5%
522 10 40 01	Election Costs	0.00	0.00	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	108.00	724.00	526.00	57.9%
522 10 40 04	Reimbursements	6,500.00	150.17	2,028.22	4,471.78	31.2%
522 10 40 09	Professional Services	95,000.00	9,438.39	62,669.83	32,330.17	66.0%
522 10 40 11	Communications	27,000.00	1,890.87	21,383.74	5,616.26	79.2%

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 15:07:25 Date: 08/14/2024

Page: 3

001 Expense Fund

Expenditures	Amt Budgeted	June	YTD	Remaining	
522 Fire Control & EMS					
522 10 40 16 Dues	5,800.00	0.00	8,825.38	(3,025.38)	152.2%
522 10 40 20 Meals (business luncheons) & parking	1,000.00	0.00	852.94	147.06	85.3%
522 10 40 22 Physicals - Exam, UA, Vision, HepB (3 doses), TDAP,	15,500.00	242.00	4,620.00	10,880.00	29.8%
522 10 40 27 Banquet and Functions	3,500.00	2,894.85	5,093.99	(1,593.99)	145.5%
522 10 40 44 Insurance CIAW	116,710.00	0.00	0.00	116,710.00	0.0%
010 Administration	863,788.00	94,243.27	420,465.44	443,322.56	48.7%
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	1,605.77	1,605.77	394.23	80.3%
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	31,568.37	204,458.95	245,541.05	45.4%
522 20 10 15 P-Personnel Fulltime Firefighters	1,280,000.00	103,124.13	512,630.43	767,369.57	40.0%
522 20 10 16 P-Personnel Fulltime Firefighters Callback OT	90,000.00	24,078.20	141,217.16	(51,217.16)	156.9%
522 20 10 17 P-Part Time Shift Incentive	4,000.00	675.00	5,175.00	(1,175.00)	129.4%
522 20 10 19 P-Personnel Full-Time Firefighters Non-Callback OT (Training, Meetings, etc)	25,000.00	5,434.40	12,975.45	12,024.55	51.9%
522 20 20 01 P-State Pensions	165,000.00	12,639.77	73,304.57	91,695.43	44.4%
522 20 20 03 P- Medical Benefits	355,000.00	22,224.30	132,882.54	222,117.46	37.4%
522 20 20 05 P-Federal Payroll Taxes	39,750.00	3,611.81	17,417.63	22,332.37	43.8%
522 20 20 06 State Payroll Taxes	112,000.00	0.00	62,068.85	49,931.15	55.4%
522 20 30 03 Fire Supplies, Rehab Food	3,000.00	0.00	621.88	2,378.12	20.7%
522 20 30 15 Diesel and Gasoline	28,000.00	1,893.67	10,217.74	17,782.26	36.5%
522 20 30 16 Ambulance Supplies (BLS/ALS)	60,000.00	6,627.56	22,394.91	37,605.09	37.3%
522 20 40 05 SNOCO 911	80,250.00	6,685.05	40,110.30	40,139.70	50.0%
522 20 40 07 Regional Technical Response Agreement (So. Sno. Co. Fire & Rescue)	1,600.00	0.00	1,511.97	88.03	94.5%
522 20 40 24 Laundry - Uniforms - Bunker Gear	1,750.00	0.00	168.53	1,581.47	9.6%
522 30 30 09 Newsletter Quarterly	13,500.00	0.00	1,937.82	11,562.18	14.4%
522 30 30 10 Educational Materials - Fire Prevention Week Kids Handouts	1,750.00	0.00	1,687.71	62.29	96.4%
522 30 30 23 Fire Prevention Education (Holidays)	1,750.00	0.00	184.38	1,565.62	10.5%
020 Suppression & EMS	2,744,475.00	220,168.03	1,242,571.59	1,501,903.41	45.3%
522 41 31 01 CPR & First Aid Cards	2,500.00	564.06	564.06	1,935.94	22.6%
041 Training Provided to External Parties	2,500.00	564.06	564.06	1,935.94	22.6%
522 45 30 13 Training Props/Devices &	5,500.00	54.44	258.89	5,241.11	4.7%
522 45 40 26 Travel - Meals - Lodging - Recruit Training Meals	1,500.00	892.78	892.78	607.22	59.5%
522 45 40 28 Tuition/Instructors	25,000.00	2,544.38	14,465.09	10,534.91	57.9%
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	3,491.60	15,616.76	22,383.24	41.1%

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 15:07:25 Date: 08/14/2024

Page: 4

001 Expense Fund

Expenditures	Amt Budgeted	June	YTD	Remaining		
522 Fire Control & EMS						
522 50 30 12	Supplies (cleaning, paper, maintenance, propane)	8,000.00	878.25	3,016.64	4,983.36	37.7%
522 50 40 19	Inspections and Tests	1,200.00	0.00	4,651.24	(3,451.24)	387.6%
522 50 40 37	Utilities (water, sewer, garbage, gas, propane, electric)	54,250.00	4,863.37	25,686.46	28,563.54	47.3%
522 50 40 40	Building Repairs and Maintenance - Station #51 - 304 Alder	10,000.00	48.99	348.99	9,651.01	3.5%
522 50 40 43	Building Repairs and Maintenance -32905 Cascade View	8,000.00	418.75	9,713.69	(1,713.69)	121.4%
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	6,209.36	43,417.02	39,032.98	52.7%
522 60 30 06	Apparatus/Equipment Parts & Supplies - (Non-Intergovernmental)	20,000.00	104.69	2,511.25	17,488.75	12.6%
522 60 40 12	Equipment Maintenance and Repairs	10,000.00	176.76	7,787.19	2,212.81	77.9%
522 60 40 23	Apparatus Maintenance (Non-Intergovernmental)	10,000.00	1,960.34	2,013.74	7,986.26	20.1%
522 60 40 29	Monroe - Apparatus Maintenance Intergovernmental	65,000.00	0.00	37,438.36	27,561.64	57.6%
522 60 40 47	Rentals and Leases	3,000.00	0.00	1.10	2,998.90	0.0%
060 Vehicles & Equipment Maintenance		108,000.00	2,241.79	49,751.64	58,248.36	46.1%
522 70 41 28	EPCR	1,900.00	85.18	1,184.05	715.95	62.3%
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	1,142.87	6,014.07	5,985.93	50.1%
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	1,228.05	7,198.12	30,201.88	19.2%
522 Fire Control & EMS		3,876,613.00	328,196.11	1,779,884.57	2,096,728.43	45.9%
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	3,887.58	6,112.42	38.9%
591 Leases		23,000.00	647.93	3,887.58	19,112.42	16.9%
594 Capital Outlay						
594 22 60 01	Furnishings - Equipment	1,500.00	0.00	2,668.75	(1,168.75)	177.9%
594 22 60 02	Computer Hardware - Laptop - MDC - EPCR - Server	5,000.00	414.46	1,808.76	3,191.24	36.2%
594 22 60 04	Small Tools and Firefighting Equipment	5,000.00	0.00	4,065.34	934.66	81.3%
594 22 60 05	Uniforms and Badges	11,000.00	3,050.71	12,308.20	(1,308.20)	111.9%
594 22 60 06	Facilities	2,000.00	0.00	0.00	2,000.00	0.0%

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 15:07:25 Date: 08/14/2024

Page: 5

001 Expense Fund

Expenditures	Amt Budgeted	June	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	127.68	7,551.39	37,448.61	16.8%
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	179.85	1,320.15	12.0%
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	3,592.85	28,582.29	83,917.71	25.4%
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	332,436.89	1,812,354.44	2,520,655.56	41.8%
Fund Excess/(Deficit):	0.50	(288,470.96)	520,185.47		

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 15:07:25 Date: 08/14/2024

Page: 6

002 Reserve Fund

Revenues	Amt Budgeted	June	YTD	Remaining
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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	13,246.13	79,501.78	20,498.22	79.5%
360 Miscellaneous Revenue		100,000.00	13,246.13	79,501.78	20,498.22	79.5%

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	13,246.13	79,501.78	561,395.22	12.4%
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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	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	300.00	(300.00)	0.0%
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Fund Excess/(Deficit):	640,897.00	13,196.13	79,201.78
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Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 15:07:25 Date: 08/14/2024

Page: 7

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	3,411.47	319,585.99	277,799.01	53.5%
311 Taxes/Revenue	597,385.00	3,411.47	319,585.99	277,799.01	53.5%
Fund Revenues:	597,385.00	3,411.47	319,585.99	277,799.01	53.5%
Expenditures					
Expenditures	Amt Budgeted	June	YTD	Remaining	
591 Leases					
592 22 08 00 Interest And Other Debt Service Costs -	0.00	0.00	365.32	(365.32)	0.0%
592 22 81 00 Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.0%
591 Leases	0.00	0.00	365.32	(365.32)	0.0%
594 Capital Outlay					
591 22 70 00 Principal Paid on Station Construction	338,736.93	168,178.60	168,178.60	170,558.33	49.6%
592 22 80 00 Interest Paid on Station Construction	173,967.01	88,173.37	88,173.37	85,793.64	50.7%
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	256,717.29	255,986.65	50.1%
Fund Excess/(Deficit):	84,681.06	(252,940.50)	62,868.70		

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 15:07:25 Date: 08/14/2024

Page: 8

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	0.00	0.00	7,557.51	(7,557.51)	0.0%
594 22 60 21 Furnishings and Equipment	0.00	0.00	27,319.80	(27,319.80)	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	0.00	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	0.00	36,449.09	(36,449.09)	0.0%
Fund Expenditures:	0.00	0.00	36,449.09	(36,449.09)	0.0%
Fund Excess/(Deficit):	0.00	0.00	(36,449.09)		

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Months: 01 To: 06

Time: 15:07:25 Date: 08/14/2024

Page: 9

Fund	Revenue	June	Received		Expenditures	June	Spent	
001 Expense Fund	4,333,010.50	43,965.93	2,332,539.91	53.8%	4,333,010.00	332,436.89	1,812,354.44	41.8%
002 Reserve Fund	640,897.00	13,246.13	79,501.78	12.4%	0.00	50.00	300.00	0.0%
200 Bond - Capital	597,385.00	3,411.47	319,585.99	53.5%	512,703.94	256,351.97	256,717.29	50.1%
300 Capital Project Fund	0.00	0.00	0.00	0.0%	0.00	0.00	36,449.09	0.0%
	<u>5,571,292.50</u>	<u>60,623.53</u>	<u>2,731,627.68</u>	<u>49.0%</u>	<u>4,845,713.94</u>	<u>588,838.86</u>	<u>2,105,820.82</u>	<u>43.5%</u>



Job Description – Deputy Fire Chief

District Employment Opportunities: Snohomish County Fire District #5 is an equal opportunity employer. All qualified persons will be considered for employment without regard to race, color, religion, gender, age, marital status, or disability status and /or veteran status. We are made up of a highly skilled, diverse workforce. The Fire District values the uniqueness and diversity of each of our members. We believe our strength lies in our ability to reflect the community we serve.

NATURE OF WORK: The Deputy Fire Chief (DC) position is an FLSA exempt position responsible for working within and providing overall direction and management of the assigned divisions and programs. The Deputy Fire Chief is a confidential member of the District’s management team, who works closely with District Officers to accomplish the goals and objectives of the District.

The Deputy Fire Chief will be responsible for the direction and oversight of all assigned activities and provide leadership and motivation to their staff and assigned area. The Deputy Fire Chief drives the mission and vision of the organization through operational integration and providing ongoing support and leadership to their team.

As a confidential member of the management team, the Deputy Fire Chief may work in or aid with the completion of tasks related to collective bargaining, budgeting, personnel matters, preparation of confidential proposals, policies and other matters relating to employee relations including hiring decisions and disciplinary action.

The Deputy Fire Chief is a participant in the Districts Duty Chief program, assuming authority for operational readiness and response during assigned Duty Chief shifts. The Deputy Fire Chief may also respond to major incidents outside of assigned Duty Chief shifts and work within large incident command structures.

SUPERVISORY RELATIONSHIPS: The Deputy Fire Chief operates with significant autonomy and is granted independent judgement under the general supervision of the District Fire Chief. The Deputy Fire Chief shall effectively lead assigned subordinates and manage their assigned division(s) within the overall strategic direction of the District. As a cooperative leader, the Deputy Fire Chief shall foster a collaborative and supportive relationship with Deputy Fire Chiefs assigned to other divisions or major District functions.

ESSENTIAL FUNCTIONS:

1. Subject to appropriate executive review, effectively recommends and/or performs a range of management duties, including coaching, performance evaluations, selection, transferring, promoting, and disciplining.
2. Supervises and directs employees and volunteers as necessary to perform duties.
3. Maintains 24-hour communications availability with the Fire Chief and other District Officers.
4. Acts as a representative of the District at internal and external meetings, including federal/state/regional/local committees and boards, and keeps the leadership team informed of external activities.
5. Confers and collaborates with other agencies and community partners to accomplish the District’s mission.
6. Monitors internal operations and procedures to ensure compliance with policies, procedures, regulations and agreements. Makes recommendations for system improvements.
7. Work in a confidential environment as it relates to budgeting, bargaining, personnel matters, preparation of confidential proposals, policies, and other materials relating to employee relations.
8. Actively participates in planning activities for the District’s future goals and objectives.
9. Implement professional level incident command actions.
10. Prepares, reviews and completes reports and records within assigned area of responsibility.
11. Organizes and leads public functions and events as assigned.
12. Appropriately administer all employment contracts and collective bargaining agreements.



13. Ensures performance requirements and training is achieved for all assigned line personnel and specialized teams and the division maintains an effective service delivery system.

14. Perform other functions and activities as requested by the Fire Chief.

ADDITIONAL WORK PERFORMED:

1. Performs administrative and technical support activities on a regular or special project basis.
2. Participates in District Duty Chief program as scheduled.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of the concepts of modern fire suppression, rescue, hazardous material, advanced life support methods and techniques.
- Knowledge of District Policies and Procedures, ability to make policy recommendations and complete reports in a clear and concise manner.
- Ability to work within a para-military organization, take direction from supervisors and appropriately direct subordinates.
- Knowledge of the principles of human resource management, government financing and budgeting, management and leadership, and government function and operation.
- Demonstrate the capability to read, review, and interpret a variety of technical materials including rules, laws, reference standards, manuals, periodicals, textbooks.
- Ability to quickly recognize and appropriately navigate sensitive political topics.
- Possess the ability and propensity to act independently, seek counsel when appropriate, and accept constructive criticism.
- Ability to acquire and maintain local, state, and federal certifications as required.
- Perform assigned tasks with personal conduct, attitude and appearance that reflects professionalism and strictly conforms with policies, procedures, and discipline within the chain of command.
- Physical ability to perform the job.

WORKING ENVIRONMENT: Typically, work is performed indoors in a professional office environment. Work can include non-emergent travel in District vehicles to other locations for meetings and may be required to attend meetings outside of regularly scheduled office hours. Office work typically includes sitting, talking, hearing and general use of office equipment. Occasionally, work includes responding to emergency calls by page, phone, or other means. Calls for assistance occur at any time of day including weekends and holidays. Work is performed at fire stations, on various apparatus, on the drill ground and at different emergency scenes. Performance of hazardous tasks under emergency conditions may require strenuous exertion in environments with limited visibility, exposure to hazardous or toxic chemicals and gases, extremes in temperature, cramped surroundings, exposed to heights and being in and around water. Deputy Fire Chiefs also work with citizens experiencing a wide range of emotions (rage, grief, confusion, etc.) as a result of an emergency. There is frequent potential for exposure to toxic chemicals, extreme heat, and infectious disease which require the use of protective equipment.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Fire Science, Business, Public Administration, or related field and three (3) or more years of experience in applicable area and a minimum of five (5) or more years in emergency response or fire prevention activities in a supervisory role; or
- Any combination of education and experience that provides the desired knowledge, skills, and abilities to perform the essential duties of the position.

LICENSES AND CERTIFICATES:

- Washington State Drivers License with certification of Emergency Vehicle Incident Prevention program.
- Must meet and continually comply with departments standards of conduct as demonstrated by background checks, including driving and police records.
- Incumbent shall have or actively work toward annual required training and certifications as identified by the department and required of the assigned position.

Employment Agreement
between
Snohomish County Fire District #5
and
XXXXXXXXXX

This Employment Agreement is made by and between Snohomish County Fire District #5 "District", a municipal corporation, and XXXXXXXX "Deputy Chief" to become effective on November 1, 2024.

WHEREAS, it is the desire and intent of both parties to put into writing the terms and conditions of employment of the Deputy Chief in their relationship with the District, so as to avoid possible misunderstandings, to assure a good working relationship and to provide benefits to the Deputy Chief who comes under different employment arrangements than do other employees of the District.

NOW THEREFORE, in consideration of mutual covenants and promises herein made and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Deputy Chief and District agree as follows:

1. Employment

- a. The District hereby agrees to and does employ the Deputy Chief as set forth herein, and the Deputy Chief accepts such employment, subject to the terms and provisions of this employment agreement.
- b. The Deputy Chief is designated as an Executive Exempt Employee under the Fair Labor Standards Act "FLSA" and shall establish work hours in accordance with Section 3.

2. Duties

- a. The Deputy Chief shall perform such services for the District as directed from by the Fire Chief in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the Policies of the District as established by the Board of Commissioners.
- b. The Deputy Chief shall perform all duties established in the job description of the position of Deputy Chief. The District retains the right to modify the job description during the term of this agreement, provided any modifications are within the Vision, Mission and Values of the District.
- c. The Deputy Chief has the duty and responsibility and is granted authority to institute any lawful action necessary to effectively execute all of the duties set

forth in this employment agreement and as set forth in the Deputy Chief job position description. The District shall provide the Deputy Chief with the cooperation and resources necessary to exercise such authority.

3. **Hours of Work**

- a. The Deputy Chief is expected to devote a minimum of forty hours per week (4/10 hour shifts) to performing the administrative and program management duties assigned to the position.
- b. The Deputy Chief is a salaried FLSA Exempt position and is not entitled to overtime compensation unless authorized in writing in advance by the Board of Commissioners.
- c. The Deputy Chief, as outlined in the job position description, is a member of the Battalion Chief rotation and must respond to after-hours emergency events during their assigned Battalion Chief shifts. The parties agree that the Deputy Chief shall receive no additional monetary compensation for hours worked while performing after-hours incident command and response.

4. **Compensation**

- a. For all services rendered by the Deputy Chief under this agreement, the District shall pay the Deputy Chief an annual salary of \$139,000 per year, payable in monthly installments in accordance with the normal payroll process of the District. The annual salary will be adjusted annually as outlined in Section 8.
- b. The Deputy Chief shall receive the fringe benefits as set forth in Appendix A.

5. **Term**

- a. The **Initial Term** of this employment agreement shall commence upon November 1, 2024, "Effective Date", and continue in force until December 31st, 2027, unless renewed, extended, or terminated as provided by this agreement.
- b. **Agreement Extension.** This employment agreement may automatically extend for additional one-year periods, "Extended Term", at the end of the Initial Term or at the end of an Extended Term unless the Employee is provided written notice of the Districts' intent not to renew at least 90 days prior to the expiration of such Initial Term or Extended Term.
- c. **Non-Renewal.** In the event that the District does not intend to renew this agreement or any renewals thereof, the District shall provide the Deputy Chief with written notice a minimum of 90 days prior to the expiration of the term. The Deputy Chief shall have no property rights to a renewal of this agreement. The decision of whether to renew the agreement shall be in the sole discretion of the District and may be made for any reason with or without cause. In the event of an agreement Non-Renewal, the Deputy Chief shall be entitled to payment of accrued but unused vacation pay on the date of the contract expiration, and accrued sick leave as outlined in Appendix A, but shall have no rights to any other compensation.

6. Termination

- a. **Termination Without Cause.** The District may terminate the Deputy Chiefs employment under this agreement without cause and without advanced notice, provided:
 - i. The District shall pay the Deputy Chief liquidated damages in the amount equal to the Deputy Chiefs salary at the rate in effect at the time of the notice of termination, for a period of three months from the date of the notice of termination.
 - ii. The Deputy Chief shall be entitled to payment of accrued but unused vacation pay on the date of termination, and accrued sick leave as outlined in Appendix "A", but shall have no rights to any other compensation.
- b. **Termination or Discipline for Cause.** The Deputy Chief is a confidential exempt employee, and therefore is held to high standards of performance and attitude than other employees.
 - i. Except as modified by this agreement, the general employment, termination and disciplinary policies of the District apply to the Deputy Fire Chief.
 - ii. In the event the District deems it necessary to discipline the Deputy Chief, that discipline may include performance improvement or corrective action plans, reprimands, suspensions or demotion depending upon the severity of the offense or actions involved.
 - iii. If the District, for just cause considers termination of, or discipline to, the Deputy Chief, the Deputy Chief shall receive due process prior to any such action being taken.
 - iv. Upon termination for cause, the date of such termination shall be at the discretion of the District. The District shall pay the Deputy Chiefs' salary and benefits earned up to the date of termination, and all accrued but unused vacation pay, but shall have no further obligation or liability under this employment agreement.
- c. **Termination by Deputy Chiefs Resignation, Retirement, Death, or Disability.** The Deputy Chief may voluntarily retire or resign their position as the Deputy Chief with the following provisions.
 - i. The Deputy Chief shall provide, with a minimum of 30 days advanced written notice, unless such notice is waived in writing by the District.
 - ii. In the event of resignation, retirement, death or disability, the Deputy Chief (or their estate) shall receive all compensation earned prior to the resignation date together with accrued but unused vacation pay and, provided the required notice is given (if retirement or resignation), and accrued sick leave as specified in Appendix A, but shall not receive any further compensation.

7. Outside Employment and Activities

- a. The Deputy Chief agrees to devote full working time, attention, knowledge and skills during District working hours to the business and interest of the District and the District shall be entitled to all benefits and profits arising from work and services performed during District working hours by the Deputy Chief.
- b. Employment outside the scope of this agreement for another employer or the operation or management of any business shall not conflict with Section 7(a).
- c. The Deputy Chief is encouraged to sit on the board or governing body of charitable or public service organizations serving primarily the geographical area or citizens within the boundaries of the District provided that such activity does not interfere with the duties and responsibilities hereunder, is at no cost to the District, and that such organization has taken or takes no action or position contrary to the needs, interests and policies of the District. The Deputy Chief shall not commit or use District resources in their endeavors.
- d. The District encourages the Deputy Chief to maintain membership with local Type 3 Incident Management Teams or other nationally recognized Incident Management Teams or Organizations, and acknowledges that membership with an Incident Management Team may require the Deputy Chief to travel out of the District response area for incident management purposes.

8. Performance Evaluation and Salary Adjustments

- a. The Deputy Chief shall receive periodic performance evaluations consistent with the annual employee evaluation process of the District.
- b. The District is responsible for determining the content, format and timing of such performance evaluations.
- c. The District Board of Commissioners shall be authorized to issue increases to the annual compensation listed in Article 4, based upon the successful completion of employment performance evaluations.

9. Litigation/Defense

- a. The District agrees to indemnify and hold the Deputy Chief harmless from any claims, demands, suits, judgements and personal liability of any kind or nature, which claims, demands, suits, judgements and personal and/or community liability arose, either directly or indirectly, out of the scope of their employment with the District, provided that actions arose out of the good-faith performance of duties.
- b. The District shall further continue to hold the Deputy Chief harmless and its obligation to indemnify the Deputy Chief shall continue after cessation of the Deputy Chiefs' employment, but only in so far as it relates back to claims, demands, suits, judgements and personal and/or community liability arising, either directly or indirectly, out of the scope of the Deputy Chiefs' employment.

10. General Provisions

- a. Except as otherwise provide herein, this agreement shall constitute the entire agreement between the parties, and shall supersede, modify and/or rescind all prior written and oral understandings and agreements between the parties hereto as to the subject of this agreement.
- b. Except where it is inconsistent with the terms hereof, the Deputy Chief shall follow all District policies, procedures, rules, regulations, general orders and directives.
- c. This agreement shall be binding upon and inure of the benefit of the heirs at law and executors of the Deputy Chief.
- d. If any provisions, or any portion thereof, contained in this agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall not be affected and shall remain in full force and effect.
- e. Modifications of this agreement shall only be valid if made in writing and signed by the parties hereto.

DRAFT

IN WITNESS WHEREOF, the DISTRICT, acting through its Board of Duly Elected Fire Commissioners has authorized the agreement to be signed and executed on this _____ day of _____, 20____. The Deputy Chief has executed this agreement on the date entered below. Each party acknowledges receipt of a signed copy of this agreement.

Snohomish County Fire District 5

Deputy Chief

Steve Fox, Fire Commissioner

XXXXXXXXXX

Kelly Geiger, Fire Commissioner

Deborah Chase, Fire Commissioner

ATTEST:

Cathy Barth, Board Secretary

APPENDIX A
Fringe Benefits – Deputy Chief

1. **Medical Insurance.** The District shall provide medical, dental, and vision insurance coverage, as well as life insurance coverage, equivalent to that received by the represented employees of the District.
2. **Retirement Program.** The Deputy Chief is a member of the Washington Law Enforcement Officers and Fire Fighters Retirement System Plan 2 “LEOFF2” all plan contributions will be made according to Washington Department of Retirement Systems contribution rates.
3. **Employer Pension Contribution.** The District shall contribute the sum of \$500 per month to the Washington State 457 Deferred Compensation Plan on the following conditions only:
4. **Vacation Leave.** The Deputy Chief shall be entitled to carry forth all accrued but unused Vacation Time earned prior to this agreement date, while working for the District. Additionally, the Deputy Chief shall be entitled to accrue 14 hours of paid Vacation Time per month, not to exceed 336 hours at the end of the calendar year.
5. **Holiday Leave.** The Deputy Chief will be granted the following paid holidays:

January 1 st	New Years Day
3 rd Monday in January	Martin Luther King Jr.’s Birthday
3 rd Monday in February	Presidents Day
Last Monday in May	Memorial Day
19 th of June	Juneteenth
July 4 th	Independence Day
1 st Monday in September	Labor Day
November 11 th	Veterans Day
4 th Thursday in November	Thanksgiving Day
4 th Friday in November	Day after Thanksgiving
December 24 th	Christmas Eve
December 25 th	Christmas Day

If any of the above listed Holidays should fall on the Deputy Chiefs scheduled day off, or during the Deputy Chiefs Battalion Shift, the holiday should be taken off when manpower allows within the two weeks following the holiday.

6. **Paid Sick Leave.** The Deputy Chief shall be entitled to carry forth all accrued but unused Paid Sick Leave earned prior to this agreement date, while working for the District. Additionally, the Deputy Chief shall be entitled to accrue eight (8) hours of Paid Sick Leave per month.
 - a. Paid Sick Leave may be used for the Deputy Chiefs’ own sickness, dental appointments, or medical appointments. It may also be used for the sickness,

dental appointments, or medical appointments of the Deputy Chiefs' immediate family, defined as the Deputy Chiefs' child, spouse, parent, parent-in-law or grandparent in accordance with RCW 49.12.265-295.

- b. Up to five days (40 hours) of sick leave may be used for bereavement purposed with the approval of the Fire Chief.
 - c. Unused accrued sick leave may be carried over with a maximum accrual of 1000 hours. The Deputy Chief may sell back sick leave to the District at a rate of two paid sick leave hours for one hour of straight time if the Deputy Chief employment ends under Section 5(c), 6(a) or 6(c).
7. **Jury Duty and Witness Service.** If the Deputy Chief is called for jury duty or is subpoenaed as a witness in a case, to which the Deputy Chief is not a party, the Deputy Chief shall be paid during the absence. Such pay shall not exceed 80 hours per calendar year. The Deputy Chief shall endorse to the District any amount of jury or witness fees (exclusive of mileage) the Deputy Chief is paid.
 8. **District Vehicle.** The District shall provide an automobile, clearly marked in compliance with RCW 46, for the official use of the Deputy Chief. The Deputy Chief shall have use of this vehicle 24 hours a day, seven days a week during after-hours Battalion coverage shifts to accomplish the job requirements of the position. When the Deputy Chief is not assigned to an after-hours Battalion shift, the Deputy Chief shall be allowed to use the District vehicle to drive to and from work and to respond to emergencies, as authorized, which may also include some de minimis personal use when traveling to or from work or between assignments. The Deputy Chief shall maintain any District vehicle used in a safe, sound, and presentable condition.
 9. **Uniform.** The District shall provide the Deputy Chief with all necessary personal protective equipment and uniforms, along with the maintenance of those garments to include repair, cleaning, alteration and replacement.
 10. **Cellular Phone Usage.** The Deputy Chief will be provided with a cell phone and is authorized to utilize this assigned cell phone for limited personal use. Personal use does not include any side business or profit-making ventures.
 11. **Professional Development.** The District agrees to pay necessary and reasonable travel and other expenses for the Deputy Chiefs professional development for District approved courses.



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 - Items will be removed 5 years after the date last visted.	Action Taken	
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	

