

SNOHOMISH COUNTY FIRE DISTRICT NO. 5

Commissioners Meeting Agenda

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



September 23, 2024

CALL TO ORDER

ENTRANCE CONFERENCE - STATE AUDITOR

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 for September 2024 - \$41,260.66

Engagement Letter - State Auditor's Office

CHIEF'S REPORT- To be presented

REPORTS

Month & Year to Date Budget

OLD BUSINESS

Open Issues / Actions

NEW BUSINESS

Deputy Chief Employment Agreements

EXECUTIVE SESSION – RCW 42.130.110 (g)

INFORMATIONAL

Records Requests

COMMISSIONER COMMENTS

ADJOURN

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

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	\$2,738.84	\$19,483.06	\$2,650.00	\$825.00	\$4,330.70	\$388.82	\$6,683.44	\$4,160.80
Oct								
Nov								
Dec								
Total	\$25,723.69	\$160,672.39	\$25,655.53	\$6,300.00	\$39,443.93	\$4,819.41	\$63,491.25	\$39,788.00
Average	\$2,858.19	\$17,852.49	\$2,850.61	\$700.00	\$4,382.66	\$535.49	\$7,054.58	\$4,420.89
Total Agency Benefits							\$41,260.66	

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 17:03:15 Date: 09/20/2024

Page: 1

001 Expense Fund

Revenues	Amt Budgeted	August	YTD	Remaining		
311 Taxes/Revenue						
311 10 01 00	Property Tax-Regular Levy	3,053,400.89	14,015.39	1,641,344.38	1,412,056.51	53.8%
311 10 02 00	Property Tax-EMS Levy	1,096,709.61	5,271.47	566,493.92	530,215.69	51.7%
311 10 03 00	Property Tax - M & O	0.00	198.12	1,997.52	(1,997.52)	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	19,484.98	2,209,835.82	1,940,274.68	53.2%
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	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	1,559.86	12,456.93	(7,456.93)	249.1%
330 Intergovernmental Revenue		17,200.00	1,559.86	20,222.93	(3,022.93)	117.6%
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	74.60	145.52	(145.52)	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	24,860.19	167,254.75	(17,254.75)	111.5%
340 Charges for Goods and Services		158,700.00	24,934.79	168,407.05	(9,707.05)	106.1%
360 Miscellaneous Revenue						
361 10 00 00	Interest Income	7,000.00	1,421.84	9,782.84	(2,782.84)	139.8%
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	8,483.50	(8,483.50)	0.0%
360 Miscellaneous Revenue		7,000.00	1,421.84	18,266.34	(11,266.34)	260.9%
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: 17:03:15 Date: 09/20/2024

Page: 2

001 Expense Fund

Revenues	Amt Budgeted	August	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	47,401.47	2,416,732.14	1,916,278.36	55.8%
Expenditures	Amt Budgeted	August	YTD	Remaining		
522 Fire Control & EMS						
522 10 49 00	Service Fees	0.00	50.00	400.00	(400.00)	0.0%
522 20 40 49	Misc. Adjustments	0.00	(0.01)	(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	49.99	399.94	(399.94)	0.0%
522 10 10 01	P-Personnel District Secretary Cathy .865 FTE	85,355.00	7,049.03	55,637.76	29,717.24	65.2%
522 10 10 02	P-Personnel Assistant Secretary .625FTE	51,480.00	4,690.92	33,496.53	17,983.47	65.1%
522 10 10 03	P-Personnel Commissioner Meetings (144 x \$157)	22,608.00	644.00	7,241.00	15,367.00	32.0%
522 10 10 04	P-Personnel Fire Chief	168,750.00	14,493.00	114,329.61	54,420.39	67.8%
522 10 10 08	P-Personnel Deputy Chief Operations	150,115.00	0.00	107,643.80	42,471.20	71.7%
522 10 10 18	P-Personnel Part-Time Deputy Chief	83,720.00	6,581.47	52,651.76	31,068.24	62.9%
522 10 30 01	Postage - Tax - Shipping	2,500.00	29.15	2,214.08	285.92	88.6%
522 10 30 04	Magazine Subscriptions	250.00	0.00	0.00	250.00	0.0%
522 10 30 21	Office Supplies	8,750.00	738.58	3,964.27	4,785.73	45.3%
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	287.89	1,361.02	138.98	90.7%
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	81.85	81.85	16,418.15	0.5%
522 10 40 03	Background Screenings	1,250.00	0.00	724.00	526.00	57.9%
522 10 40 04	Reimbursements	6,500.00	1,146.97	3,408.35	3,091.65	52.4%
522 10 40 09	Professional Services	95,000.00	8,565.43	76,157.34	18,842.66	80.2%
522 10 40 11	Communications	27,000.00	2,131.17	25,779.94	1,220.06	95.5%

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 17:03:15 Date: 09/20/2024

Page: 3

001 Expense Fund

Expenditures	Amt Budgeted	August	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	751.82	1,604.76	(604.76)	160.5%
522 10 40 22 Physicals - Exam, UA, Vision, HepB (3 doses), TDAP,	15,500.00	0.00	5,346.00	10,154.00	34.5%
522 10 40 27 Banquet and Functions	3,500.00	1,256.87	6,759.66	(3,259.66)	193.1%
522 10 40 44 Insurance CIAW	116,710.00	0.00	0.00	116,710.00	0.0%
010 Administration	863,788.00	48,448.15	511,849.84	351,938.16	59.3%
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	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	34,946.63	272,947.90	177,052.10	60.7%
522 20 10 15 P-Personnel Fulltime Firefighters	1,280,000.00	92,175.92	705,264.30	574,735.70	55.1%
522 20 10 16 P-Personnel Fulltime Firefighters Callback OT	90,000.00	24,280.36	177,957.41	(87,957.41)	197.7%
522 20 10 17 P-Part Time Shift Incentive	4,000.00	600.00	6,375.00	(2,375.00)	159.4%
522 20 10 19 P-Personnel Full-Time Firefighters Non-Callback OT (Training, Meetings, etc)	25,000.00	5,376.90	19,705.36	5,294.64	78.8%
522 20 20 01 P-State Pensions	165,000.00	11,981.33	96,411.66	68,588.34	58.4%
522 20 20 03 P- Medical Benefits	355,000.00	20,649.16	174,180.86	180,819.14	49.1%
522 20 20 05 P-Federal Payroll Taxes	39,750.00	2,891.43	22,984.88	16,765.12	57.8%
522 20 20 06 State Payroll Taxes	112,000.00	0.00	100,685.75	11,314.25	89.9%
522 20 30 03 Fire Supplies, Rehab Food	3,000.00	116.97	759.02	2,240.98	25.3%
522 20 30 15 Diesel and Gasoline	28,000.00	2,328.47	15,991.49	12,008.51	57.1%
522 20 30 16 Ambulance Supplies (BLS/ALS)	60,000.00	20,180.27	46,170.32	13,829.68	77.0%
522 20 40 05 SNOCO 911	80,250.00	6,685.05	53,480.40	26,769.60	66.6%
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	82.61	348.47	1,401.53	19.9%
522 30 30 09 Newsletter Quarterly	13,500.00	3,280.74	5,218.56	8,281.44	38.7%
522 30 30 10 Educational Materials - Fire Prevention Week Kids Handouts	1,750.00	244.78	1,932.49	(182.49)	110.4%
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	225,820.62	1,703,715.99	1,040,759.01	62.1%
522 41 31 01 CPR & First Aid Cards	2,500.00	0.00	564.06	1,935.94	22.6%
041 Training Provided to External Parties	2,500.00	0.00	564.06	1,935.94	22.6%
522 45 30 13 Training Props/Devices &	5,500.00	134.83	518.72	4,981.28	9.4%
522 45 40 26 Travel - Meals - Lodging - Recruit Training Meals	1,500.00	234.50	2,510.63	(1,010.63)	167.4%
522 45 40 28 Tuition/Instructors	25,000.00	7,553.44	22,760.58	2,239.42	91.0%
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	7,922.77	25,789.93	12,210.07	67.9%

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 17:03:15 Date: 09/20/2024

Page: 4

001 Expense Fund

Expenditures	Amt Budgeted	August	YTD	Remaining		
522 Fire Control & EMS						
522 50 30 12	Supplies (cleaning, paper, maintenance, propane)	8,000.00	341.15	4,074.31	3,925.69	50.9%
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	3,053.20	30,308.91	23,941.09	55.9%
522 50 40 40	Building Repairs and Maintenance - Station #51 - 304 Alder	10,000.00	0.00	348.99	9,651.01	3.5%
522 50 40 43	Building Repairs and Maintenance -32905 Cascade View	8,000.00	645.35	11,321.30	(3,321.30)	141.5%
522 50 40 45	Training Trailer Expenses - Driver Simulator/Rescue	1,000.00	0.00	0.00	1,000.00	0.0%
050 Facilities Maintenance		82,450.00	4,039.70	50,704.75	31,745.25	61.5%
522 60 30 06	Apparatus/Equipment Parts & Supplies - (Non-Intergovernmental)	20,000.00	668.74	3,442.21	16,557.79	17.2%
522 60 40 12	Equipment Maintenance and Repairs	10,000.00	61.71	8,101.54	1,898.46	81.0%
522 60 40 23	Apparatus Maintenance (Non-Intergovernmental)	10,000.00	253.66	2,267.40	7,732.60	22.7%
522 60 40 29	Monroe - Apparatus Maintenance Intergovernmental	65,000.00	28,565.70	66,004.06	(1,004.06)	101.5%
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	29,549.81	79,816.31	28,183.69	73.9%
522 70 41 28	EPCR	1,900.00	108.53	1,373.63	526.37	72.3%
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	1,292.42	8,364.09	3,635.91	69.7%
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	1,400.95	9,737.72	27,662.28	26.0%
522 Fire Control & EMS		3,876,613.00	317,231.99	2,382,578.54	1,494,034.46	61.5%
591 Leases						
591 22 70 02	Software leases	13,000.00	0.00	3,505.95	9,494.05	27.0%
591 28 70 01	Leases	10,000.00	647.93	5,183.44	4,816.56	51.8%
591 Leases		23,000.00	647.93	8,689.39	14,310.61	37.8%
594 Capital Outlay						
594 22 60 01	Furnishings - Equipment	1,500.00	1,476.45	4,145.20	(2,645.20)	276.3%
594 22 60 02	Computer Hardware - Laptop - MDC - EPCR - Server	5,000.00	0.00	3,029.59	1,970.41	60.6%
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	331.71	13,589.14	(2,589.14)	123.5%
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: 17:03:15 Date: 09/20/2024

Page: 5

001 Expense Fund

Expenditures	Amt Budgeted	August	YTD	Remaining		
594 Capital Outlay						
594 22 60 08	Rescue Equipment	25,000.00	2,423.26	2,423.26	22,576.74	9.7%
594 22 60 09	Firefighting Safety Gear	45,000.00	392.32	7,943.71	37,056.29	17.7%
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	4,623.74	35,376.09	77,123.91	31.4%
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	322,503.66	2,426,644.02	1,906,365.98	56.0%
Fund Excess/(Deficit):		0.50	(275,102.19)	(9,911.88)		

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 17:03:15 Date: 09/20/2024

Page: 6

002 Reserve Fund

Revenues	Amt Budgeted	August	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	13,787.68	107,053.53	(7,053.53)	107.1%
360 Miscellaneous Revenue	100,000.00	13,787.68	107,053.53	(7,053.53)	107.1%
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	13,787.68	107,053.53	533,843.47	16.7%
Expenditures	Amt Budgeted	August	YTD	Remaining	
522 Fire Control & EMS					
522 10 49 01 Service Fees (Reserve)	0.00	50.00	400.00	(400.00)	0.0%
522 Fire Control & EMS	0.00	50.00	400.00	(400.00)	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	400.00	(400.00)	0.0%
Fund Excess/(Deficit):	640,897.00	13,737.68	106,653.53		

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 17:03:15 Date: 09/20/2024

Page: 7

200 Bond - Capital

Revenues	Amt Budgeted	August	YTD	Remaining	
311 Taxes/Revenue					
311 10 04 00 Property Taxes Capital Facility Bond (Station 51)	597,385.00	2,571.11	322,658.23	274,726.77	54.0%
311 Taxes/Revenue	597,385.00	2,571.11	322,658.23	274,726.77	54.0%
330 Intergovernmental Revenue					
337 01 00 00 Timber and Private Harvest -	0.00	1,366.17	2,732.34	(2,732.34)	0.0%
330 Intergovernmental Revenue	0.00	1,366.17	2,732.34	(2,732.34)	0.0%
Fund Revenues:	597,385.00	3,937.28	325,390.57	271,994.43	54.5%
Expenditures	Amt Budgeted	August	YTD	Remaining	
591 Leases					
592 22 08 00 Interest And Other Debt Service Costs -	0.00	0.06	365.41	(365.41)	0.0%
592 22 81 00 Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.0%
591 Leases	0.00	0.06	365.41	(365.41)	0.0%
594 Capital Outlay					
591 22 70 00 Principal Paid on Station Construction	338,736.93	0.00	168,178.60	170,558.33	49.6%
592 22 80 00 Interest Paid on Station Construction	173,967.01	0.00	88,173.37	85,793.64	50.7%
594 Capital Outlay	512,703.94	0.00	256,351.97	256,351.97	50.0%
Fund Expenditures:	512,703.94	0.06	256,717.38	255,986.56	50.1%
Fund Excess/(Deficit):	84,681.06	3,937.22	68,673.19		

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 17:03:15 Date: 09/20/2024

Page: 8

300 Capital Project Fund

Revenues	Amt Budgeted	August	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	August	YTD	Remaining	
594 Capital Outlay					
594 22 60 03 Apparatus Replacement	0.00	33,467.33	41,024.84	(41,024.84)	0.0%
594 22 60 21 Furnishings and Equipment	0.00	42,151.03	106,037.81	(106,037.81)	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	75,618.36	148,634.43	(148,634.43)	0.0%
Fund Expenditures:	0.00	75,618.36	148,634.43	(148,634.43)	0.0%
Fund Excess/(Deficit):	0.00	(75,618.36)	(148,634.43)		

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Months: 01 To: 08

Time: 17:03:15 Date: 09/20/2024

Page: 9

Fund	Revenue	August	Received		Expenditures	August	Spent	
001 Expense Fund	4,333,010.50	47,401.47	2,416,732.14	55.8%	4,333,010.00	322,503.66	2,426,644.02	56.0%
002 Reserve Fund	640,897.00	13,787.68	107,053.53	16.7%	0.00	50.00	400.00	0.0%
200 Bond - Capital	597,385.00	3,937.28	325,390.57	54.5%	512,703.94	0.06	256,717.38	50.1%
300 Capital Project Fund	0.00	0.00	0.00	0.0%	0.00	75,618.36	148,634.43	0.0%
	<u>5,571,292.50</u>	<u>65,126.43</u>	<u>2,849,176.24</u>	<u>51.1%</u>	<u>4,845,713.94</u>	<u>398,172.08</u>	<u>2,832,395.83</u>	<u>58.5%</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 - 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	

Employment Agreement
between
Snohomish County Fire District #5
and
Emily Duros

This Employment Agreement is made by and between Snohomish County Fire District #5 "District", a municipal corporation, and Emily Duros "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, as assigned by the Fire Chief) 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 \$147,000 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 Chief's 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 Chief's 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 Chief's 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 Chief's 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 a minimum of 30 days advance 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 Section 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 Chief's 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.

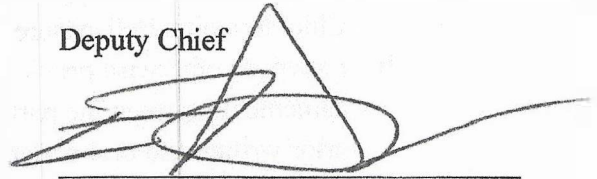
10. General Provisions

- a. The Deputy Chief agrees to maintain their Paramedic licensure with the State of Washington for the duration of this agreement, including all automatic renewals thereof. The District agrees to provide the necessary agency support to the Deputy Chief to maintain licensure.
- b. Except as otherwise provided 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.
- c. Except where it is inconsistent with the terms hereof, the Deputy Chief shall follow all District policies, procedures, rules, regulations, general orders and directives.
- d. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Deputy Chief.
- e. 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.
- f. Modifications of this agreement shall only be valid if made in writing and signed by the parties hereto.

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

Emily Duros

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.
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 Chief’s scheduled day off, or during the Deputy Chief’s 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 Chief's own sickness, dental appointments, or medical appointments. It may also be used for the sickness, dental appointments, or medical appointments of the Deputy Chief's immediate family, defined as the Deputy Chief's 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 purposes 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's 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 Chief's professional development for District approved courses.

Employment Agreement
between
Snohomish County Fire District #5
and
Jarrod Spence

This Employment Agreement is made by and between Snohomish County Fire District #5 "District", a municipal corporation, and Jarrod Spence "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, as assigned by the Fire Chief) 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 \$144,000 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 Chief's 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 Chief's 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 Chief's 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 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 Section 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 Chief's 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. The Deputy Chief agrees to establish residence within 30 minutes of the headquarter fire station within 12 months of the execution of this agreement.
- b. 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.
- c. Except where it is inconsistent with the terms hereof, the Deputy Chief shall follow all District policies, procedures, rules, regulations, general orders and directives.
- d. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Deputy Chief.
- e. 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.
- f. Modifications of this agreement shall only be valid if made in writing and signed by the parties hereto.

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



Jarrod Spence

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.
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 Chief’s scheduled day off, or during the Deputy Chief’s 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 Chief’s own sickness, dental appointments, or medical appointments. It may also be used for the sickness, dental appointments, or medical appointments of the Deputy Chief’s immediate

- family, defined as the Deputy Chief's 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's 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 Chief's professional development for District approved courses.

