

# SNOHOMISH COUNTY FIRE DISTRICT NO. 5

## Commissioners Meeting Agenda

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



### SPECIAL MEETING

**November 8, 2024**

#### CALL TO ORDER

#### ADDITIONS TO THE AGENDA

**PUBLIC/STAFF COMMENTS** - (Limited to 3 minutes per person not to exceed 20 minutes overall)

#### CONSENT AGENDA

- 1) Approval of Minutes of October 14<sup>th</sup>, 2024
- 2) Approval of Minutes of October 28<sup>th</sup>, 2024
- 3) Approval of Payroll November 2024 = \$206,953.03
- 4) Approval of Expense Fund Vouchers #241101001-#241101036 November 2024 = \$77,073.57
- 5) Approval of Capital Project Fund Vouchers #241102001-#241102005 November 2024= \$23,265.63

**CHIEF'S REPORT-** To be presented

#### REPORTS

Payroll & Vouchers - Chart

Accounts Payable Paid and Capital Projects Payable Paid – November 2024

Fire District #5 Calls

#### OLD BUSINESS

Strategic Plan

Draft Budget 2025

Open Issues / Actions

#### NEW BUSINESS

Job Description – Part-Time Support Services Officer

#### INFORMATIONAL

Records Requests - Nothing new to report

#### COMMISSIONER COMMENTS

#### ADJOURN



## Board of Commissioners Meeting Minutes

*October 14, 2024*

Chairman Steve Fox called the meeting of the Board of Commissioners to order at 7:01 p.m. at 32905 Cascade View Dr. Station 51 and via Zoom video conferencing. Commissioner Fox, Commissioner Geiger and Commissioner Chase were present. Chief Johnson, and District Secretary, Cathy Barth, were present. Members of the staff and public were in attendance.

**Additions to Agenda – None.**

### **Public/Staff Comments –**

Paramedic/Firefighter Emmy Duros pointed out the uniform Chief Johnson was wearing to the Commissioners, stating that this is what the Chiefs' uniforms will look like going forward. Lieutenant Jason Gwilt commented that he liked the new uniforms.

### **Consent Agenda -**

Approval of Minutes for September 9, 2024

Approval of Minutes for September 23, 2024

Approval of Payroll for October 2024 = \$233,004.89

Approval of Expense Fund Vouchers #241001001-#2410011041 October 2024 = \$95,627.75

Approval of Capital Projects Fund Vouchers #241002001-#241002001 October 2024 = \$30,010.93

A motion to approve the consent agenda as presented was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously.

**Chief's Report –** See attached.

### **Old Business –**

**Open Issues/Actions –** No new additions.

### **New Business –**

#### **Rescheduling the November 12th Board Meeting –**

A motion to reschedule the November 12<sup>th</sup> Board meeting to November 8<sup>th</sup> at 3:00 p.m. was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously.

#### **PO# 2024- 3489 US Fire and Equipment - Tender 51 repairs and upgrades -**

Chief Johnson reviewed the reason for the repairs, the upgrades that will be completed on the Tender, time frame for the repairs and costs. The Chief reported to the Commissioners that Sky Valley Fire and Rescue has offered the use of one of their Tenders to District 5 during the repair period.

A motion to approve [PO# 2024- 3489 for upgrades and repairs to Tender 51](#) was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

#### **2025 Tax Revenue Projections -**

Discussion was held regarding expected revenue and expenses. Also discussed was the time frame, frequency, and financial need as determining factors when running a levy.



## Board of Commissioners Meeting Minutes

October 14, 2024

### **New Business –continued**

#### **Washington State Fire Commissioners Association Conference -**

Commissioner Fox reminded the Commissioners that he is going to the State Commissioners conference next week. He mentioned that he expects a discussion about cancer law to be presented.

#### **Commissioner Comments –**

Commissioner Fox stated that he was very pleased with where we are as a district. We are in a stable place with staff, apparatus, and equipment. He added his thanks to the staff for their service.

Commissioner Chase stated that she was pleased that staff have grown to this point and are interested in assisting with out-of-state responses. She thanked the crew for their service.

**Adjourn** - Being no further business, a motion to adjourn was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

The meeting adjourned at 7:45 p.m.

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Cathy Barth  
District Secretary



## Board of Commissioners Meeting Minutes

**October 28, 2024**

Chairman Steve Fox called the meeting of the Board of Commissioners to order at 7:00 p.m. at 32905 Cascade View Dr. Station 51 and via Zoom video conferencing. Commissioner Fox, Commissioner Geiger and Commissioner Chase were present. Chief Johnson, and District Secretary, Cathy Barth, were present. Members of the public were in attendance.

**Exit Conference** – The Auditors presented the Board with the accountability and financial reports from the recently conducted 2022-2023 audit.

The Commissioners applauded the staff for the good report from the auditor's office.

### **Additions to Agenda –**

Commissioner Fox added under New Business a report on his attendance at the WFCFA State Conference.

Commissioner Chase added under New Business questions she had regarding the Snure Seminar.

PO#2024-3464 Filo apparel was added under New Business.

**Public Comments** – None.

### **Consent Agenda –**

Agency Benefits for October 2024 – \$50,885.34

A motion to approve the **October 2024 Agency Benefits \$50,885.34** was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

**Chief's Report** – See Attached

### **Old Business –**

**Open Issues/Actions** – None.

### **New Business –**

#### **Commissioner Fox's report on the WFCFA Conference –**

Commissioner Fox reported that the Washington Fire Commissioners Association (WFCFA), annual conference was well attended, standing room only at the Snure Seminar. He attended several classes and found them to be very educational. Regarding a topic Attorney Snure addressed, Commissioner Fox asked that Chief Johnson follow up with the Tort claims agent resolution and see that it is recorded at the County. Chief Johnson replied that he would review the resolution and make sure it was recorded at the County.

He also shared that he had presented a letter to the WFCFA on behalf of the Sno-Isle Commissioners to lobby for volunteer and part time firefighters to be added to RCW 51.32.185 for the presumption of occupational disease.

#### **Commissioner Chase's Questions Regarding Topics from the Snure Seminar -**

Commissioner Chase asked if we had a Social Media policy in place. She inquired if we had issues with inappropriate comments on our social media accounts. Chief Johnson said that the District's only social media is Facebook. He has only had to hide comments made by bots for commercial ads. There have been no other disruptive statements from commentors. The Chief will review the policy to ensure that it provides for appropriate comment moderation.



## Board of Commissioners Meeting Minutes

October 28, 2024

### **New Business - continued**

Commissioner Chase also suggested that a homeless procedure and policy be put into place for the station prior to an encampment surfacing on the property. Chief Johnson replied that he will take care of that.

### **Draft Strategic Plan-**

Chief Johnson presented and reviewed a draft of the Strategic Plan with the Board. The Commissioners agreed that they liked the draft however they did have some suggestions.

Commissioner Chase stated that she was looking for more specific information, actual numbers for staffing the financial component and response time data.

Commissioner Geiger expressed his desire to see the numbers presented in the Cushman Model. It provides specific information and helps bring financial cost into perspective. Chief Johnson agreed that the Cushman Model is a good tool for financial planning, and he is working on updating the tool for future use.

Commissioner Fox commented that we cannot see where we need to go if we cannot see where we have been. Chart and graphs show us a picture of the past and present population, calls, assessed values, staffing and revenue streams. It shows where we were and how we got to where we are, a useful tool to aid in predicting costs over the next five years.

### **PO# 2024 - 3464 Filo-**

A motion to approve **PO# 2024- 3464 Filo- staff uniforms** was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

### **2025 Draft Budget-**

Chief Johnson reviewed the draft budget with the Commissioners.

Commissioner Geiger asked for clarification regarding shift incentives Chief reviewed the process for incentives.

Commissioner Fox asked that the Reserve Fund and the resolution be revisited to review the categories, and dollar amounts that were specified within the fund. Chief Johnson stated that he will review Resolution 2022-03 and provide the Commissioners with a draft with new financial data.

### **Change the meeting time for the Special Board of Commissioners November 8th meeting.**

A motion to approve **a change to the meeting time for the Special Board meeting scheduled for November 8<sup>th</sup> to 2:00 p.m.** was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

### **Commissioner Comments –**

Commissioner Fox extended his thanks to staff, stating it was a pleasure to have an audit like that. Thanks to everyone involved.

Commissioner Geiger stated that the audit report was great. Congratulations to Ron Bertholf on his retirement he impacted a lot of people's lives in the District; thank you for your service.



## Board of Commissioners Meeting Minutes

**October 28, 2024**

### **Commissioner Comments – *continued***

Commissioner Chase extended her appreciation to District Secretary Barth for her hard work on the financials. Stating that it is a difficult job and having an audit with no financial findings shows the hard work that went into it. Thank you.

Chief Johnson followed up with; Cathy and Lynene are the linchpins of the office, I couldn't ask for better administrative staff.

**Adjourn** - Being no further business, a motion to adjourn was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously. The meeting adjourned at 8:47 p.m.

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Cathy Barth  
District Secretary

I, the undersigned, do hereby certify that the foregoing payroll is just, true and correct, that the persons whose names appear thereon actually performed labor as stated on the dates shown, that the amounts are actually due and unpaid, and that salary warrants and related benefit warrants shall be issued.

District Name: Snohomish County Fire District #5

Signed this : 8th day of November 2024

Prepared by: Cathy Barth  
Payroll Clerk

Allowed in the sum of:  
\$206,953.03

Approved by the Commissioners:  
Steven Fox  
Deborah Chase  
Kelly Geiger

Approved by Chief Johnson for the Board of Commissioners  
per Resolution 2021-04

11/30/2024	Adespya, Andrey S	REGULAR (\$ AMT)		1583.75	J000579	1100
11/30/2024	Adespya, Andrey S	REGULAR (HRS)	90.5		J000579	100
11/30/2024	Araujo, Joseph A	REGULAR (\$ AMT)		3767.61	J142480	1100
11/30/2024	Araujo, Joseph A	REGULAR (HRS)	147		J142480	100
11/30/2024	Araujo, Joseph A	REGULAR (\$ AMT)		150	J142480	1100
11/30/2024	Barth, Cathy L	REGULAR (\$ AMT)		7528.48	J868267	1100
11/30/2024	Barth, Cathy L	REGULAR (HRS)	168.8		J868267	100
11/30/2024	Bertholf, Ron A	REGULAR (HRS)	48		J294584	100
11/30/2024	Bertholf, Ron A	Sick Leave Payoff		208.21	J294584	1825
11/30/2024	Bertholf, Ron A	Sick Leave Payoff Hrs	4.63		J294584	825
11/30/2024	Bertholf, Ron A	Sick Used Hrs (hours)	48		J294584	805
11/30/2024	Bertholf, Ron A	Vacation Payoff		955.61	J294584	1925
11/30/2024	Bertholf, Ron A	Vacation Payoff Hrs	21.25		J294584	925
11/30/2024	Beuschlein, Brandon J	REGULAR (\$ AMT)		2293.89	J000239	1100
11/30/2024	Beuschlein, Brandon J	REGULAR (HRS)	89.5		J000239	100
11/30/2024	Bingham, Steven A	REGULAR (\$ AMT)		6656	J523056	1100
11/30/2024	Bingham, Steven A	REGULAR (HRS)	216		J523056	100
11/30/2024	Bingham, Steven A	OT @ 1.5 (\$ AMT)		2152.8	J523056	1640
11/30/2024	Bingham, Steven A	OT @ 1.5 (HRS)	46		J523056	640
11/30/2024	Bural, Brent R	REGULAR (\$ AMT)		3208.77	J000319	1100
11/30/2024	Bural, Brent R	REGULAR (HRS)	151.5		J000319	100
11/30/2024	Bural, Brent R	REGULAR (\$ AMT)		150	J000319	1100
11/30/2024	Corn, Justin G	REGULAR (\$ AMT)		3690.72	J606689	1100
11/30/2024	Corn, Justin G	REGULAR (HRS)	144		J606689	100
11/30/2024	Corn, Justin G	REGULAR (\$ AMT)		303.78	J606689	1100
11/30/2024	Duros, Emily C	REGULAR (\$ AMT)		12250	J917286	1100
11/30/2024	Duros, Emily C	REGULAR (HRS)	156		J917286	100
11/30/2024	Duros, Emily C	OT @ 1.5 (\$ AMT)		2347.04	J917286	1640
11/30/2024	Duros, Emily C	OT @ 1.5 (HRS)	27.25		J917286	640
11/30/2024	Duros, Emily C	Sick Used Hrs (hours)	48		J917286	805
11/30/2024	Fox, Steve C	REGULAR (\$ AMT)		1288	J538669	1100
11/30/2024	Friedman, Etta R	REGULAR (\$ AMT)		3388.8	J000529	1100
11/30/2024	Friedman, Etta R	REGULAR (HRS)	160		J000529	100
11/30/2024	Friedman, Etta R	REGULAR (\$ AMT)		150	J000529	1100
11/30/2024	Fulcher, Jim A	REGULAR (\$ AMT)		6581.47	J482503	1100
11/30/2024	Fulcher, Jim A	REGULAR (HRS)	134.67		J482503	100
11/30/2024	Fulcher, Jim A	Sick Used Hrs (hours)	4		J482503	805
11/30/2024	Geiger, Kelly M	REGULAR (\$ AMT)		322	J994315	1100
11/30/2024	Gonzalez, Saul P	REGULAR (\$ AMT)		2791.25	J000406	1100
11/30/2024	Gonzalez, Saul P	REGULAR (HRS)	145		J000406	100
11/30/2024	Gonzalez, Saul P	REGULAR (\$ AMT)		150	J000406	1100
11/30/2024	Gwilt, Jason D	REGULAR (\$ AMT)		9543.4	J392317	1100
11/30/2024	Gwilt, Jason D	REGULAR (HRS)	144		J392317	100
11/30/2024	Gwilt, Jason D	OT @ 1.5 (\$ AMT)		2767.88	J392317	1640
11/30/2024	Gwilt, Jason D	OT @ 1.5 (HRS)	41.25		J392317	640
11/30/2024	Johnson, Seth R	REGULAR (\$ AMT)		13993	J000204	1100
11/30/2024	Johnson, Seth R	REGULAR (HRS)	103.33		J000204	100
11/30/2024	Olson, Christopher S	REGULAR (\$ AMT)		8236.8	J000372	1100
11/30/2024	Olson, Christopher S	REGULAR (HRS)	168		J000372	100
11/30/2024	Olson, Christopher S	OT @ 1.5 (\$ AMT)		3301.44	J000372	1640
11/30/2024	Olson, Christopher S	OT @ 1.5 (HRS)	57		J000372	640

11/30/2024	Olson, Christopher S	Sick Used Hrs (hours)	24	J000372	805
11/30/2024	Perkins, Jacob P	REGULAR (\$ AMT)		6656 J000468	1100
11/30/2024	Perkins, Jacob P	REGULAR (HRS)	240	J000468	100
11/30/2024	Perkins, Jacob P	OT @ 1.5 (\$ AMT)		2164.5 J000468	1640
11/30/2024	Perkins, Jacob P	OT @ 1.5 (HRS)	46.25	J000468	640
11/30/2024	Peterson, Scott W	REGULAR (\$ AMT)		3774.02 J917174	1100
11/30/2024	Peterson, Scott W	REGULAR (HRS)	147.25	J917174	100
11/30/2024	Peterson, Scott W	REGULAR (\$ AMT)		636.97 J917174	1100
11/30/2024	Peterson, Trevor P	REGULAR (\$ AMT)		3132.94 J000531	1100
11/30/2024	Peterson, Trevor P	REGULAR (HRS)	162.75	J000531	100
11/30/2024	Peterson, Trevor P	REGULAR (\$ AMT)		150 J000531	1100
11/30/2024	Pitzen, Samantha N	REGULAR (\$ AMT)		8236.8 J000371	1100
11/30/2024	Pitzen, Samantha N	REGULAR (HRS)	216	J000371	100
11/30/2024	Pitzen, Samantha N	ACTING PAY (\$AMT) RET ELIG		65.76 J000371	1125
11/30/2024	Pitzen, Samantha N	OT @ 1.5 (\$ AMT)		130.32 J000371	1640
11/30/2024	Pitzen, Samantha N	OT @ 1.5 (HRS)	2.25	J000371	640
11/30/2024	Quijano, Carter J	REGULAR (\$ AMT)		2743.13 J000571	1100
11/30/2024	Quijano, Carter J	REGULAR (HRS)	156.75	J000571	100
11/30/2024	Quijano, Carter J	REGULAR (\$ AMT)		150 J000571	1100
11/30/2024	Schmekel, Tristan J	REGULAR (\$ AMT)		1334.38 J000590	1100
11/30/2024	Schmekel, Tristan J	REGULAR (HRS)	76.25	J000590	100
11/30/2024	Spence, Jarrod D	REGULAR (\$ AMT)		12000 J000630	1100
11/30/2024	Spence, Jarrod D	REGULAR (HRS)	173.33	J000630	100
11/30/2024	Swain, Donald O	REGULAR (\$ AMT)		8236.8 J000616	1100
11/30/2024	Swain, Donald O	REGULAR (HRS)	180	J000616	100
11/30/2024	Swain, Donald O	OT @ 1.5 (\$ AMT)		1737.6 J000616	1640
11/30/2024	Swain, Donald O	OT @ 1.5 (HRS)	30	J000616	640
11/30/2024	Swain, Donald O	Sick Used Hrs (hours)	48	J000616	805
11/30/2024	Tonkin, Steven L L	REGULAR (\$ AMT)		2311.58 J464448	1100
11/30/2024	Tonkin, Steven L L	REGULAR (HRS)	82	J464448	100
11/30/2024	Tullis, Tim N	REGULAR (\$ AMT)		9593.4 J182317	1100
11/30/2024	Tullis, Tim N	REGULAR (HRS)	205.5	J182317	100
11/30/2024	Tullis, Tim N	OT @ 1.5 (\$ AMT)		2310.51 J182317	1640
11/30/2024	Tullis, Tim N	OT @ 1.5 (HRS)	34.25	J182317	640
11/30/2024	Tullis, Tim N	Sick Used Hrs (hours)	34.5	J182317	805
11/30/2024	Williams, Jeff T	REGULAR (\$ AMT)		8445 J458133	1100
11/30/2024	Williams, Jeff T	REGULAR (HRS)	216	J458133	100
11/30/2024	Williams, Jeff T	ACTING PAY (\$AMT) RET ELIG		524.16 J458133	1125
11/30/2024	Williams, Jeff T	OT @ 1.5 (\$ AMT)		6562.6 J458133	1640
11/30/2024	Williams, Jeff T	OT @ 1.5 (HRS)	110.5	J458133	640
11/30/2024	Wilson, Samantha M	REGULAR (\$ AMT)		8236.8 J000568	1100
11/30/2024	Wilson, Samantha M	REGULAR (HRS)	72	J000568	100
11/30/2024	Wilson, Samantha M	OT @ 1.5 (\$ AMT)		1795.52 J000568	1640
11/30/2024	Wilson, Samantha M	OT @ 1.5 (HRS)	31	J000568	640
11/30/2024	Wilson, Samantha M	Sick Used Hrs (hours)	48	J000568	805
11/30/2024	Woolery, Sean R	REGULAR (\$ AMT)		7321.6 J000567	1100
11/30/2024	Woolery, Sean R	REGULAR (HRS)	216	J000567	100
11/30/2024	Woolery, Sean R	OT @ 1.5 (\$ AMT)		2020.59 J000567	1640
11/30/2024	Woolery, Sean R	OT @ 1.5 (HRS)	39.25	J000567	640
11/30/2024	Young, Lynene J	REGULAR (\$ AMT)		2922.19 J774771	1100
11/30/2024	Young, Lynene J	REGULAR (HRS)	93.66	J774771	100

11/30/2024 Young, Lynene J	Sick Used \$ (earnings)		374.4 J774771	1805
11/30/2024 Young, Lynene J	Sick Used Hrs (hours)	12	J774771	805
11/30/2024 Zuanich, Luke R	REGULAR (\$ AMT)		3549.76 J925872	1100
11/30/2024 Zuanich, Luke R	REGULAR (HRS)	138.5	J925872	100
11/30/2024 Zuanich, Luke R	REGULAR (\$ AMT)		75 J925872	1100

## General Fund Vouchers November 2024

Snohomish County Fire District 5

Time:

15:48:17

Date:

11/05/2024

11/01/2024 To: 11/30/2024

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
241101001 A-1 Mobile Lock and Key	979	11/01/2024	Claims	1	302.23	PO# 2024-3517-RFID cards (50)	44897
241101002 AT&T Mobility - First Net	980	11/01/2024	Claims	1	629.31	Apparatus and staff cell phones	28866
241101003 Amazon Capital Services, Inc	981	11/01/2024	Claims	1	2,432.89		54548
241101004 Barmon Lumber, Inc	982	11/01/2024	Claims	1	153.47	Search Trailer renovation supplies, power strips for new desk, hardware for Station 51, paint thinner and sandpaper, wall anchors	00345
241101005 Bingham, Steven - Reimbursements	983	11/01/2024	Claims	1	148.01	Lodging during training " Hands on responder vs Machinery"	57102
241101006 City of Sultan	984	11/01/2024	Claims	1	976.57	Water, Storm water, and Sewer	02960
241101007 Comcast	985	11/01/2024	Claims	1	474.58	Internet and Static IP; HD Service	37809
241101008 Daily Dispatch/Western Fire Chiefs Assoc	986	11/01/2024	Claims	1	280.00	Add for Firefighter/Paramedic & Firefighter /EMT	25069
241101009 EvergreenHealth Kirkland	987	11/01/2024	Claims	1	526.00	Physical and vaccinations - Spence, J.	22898
241101010 Everon, LLC - ADT (IRIS Group Hld)	988	11/01/2024	Claims	1	41.62	Alarm Monitoring Services	59100
241101011 Filo United, LLC	989	11/01/2024	Claims	1	12,469.71	PO#2024-3464 -PFAS free duty shirts with badge holders, name tapes and patches sewen on.	59599
241101012 Harmsen & Associates Inc.	990	11/01/2024	Claims	1	1,000.00	PO#2024-3516 - Legal Description for Annexation Project	01375
241101013 Hill Street Cleaners, Inc.	991	11/01/2024	Claims	1	167.87	Alterations and Dry cleaning	29986
241101014 ISOsource	992	11/01/2024	Claims	1	2,704.94	IT services and professional workstation monitoring	45596
241101015 L. N. Curtis & Sons	993	11/01/2024	Claims	1	1,175.44	PO#2024-3495 - Two SCBA Masks	46746
241101016 Napa Auto Parts (Monroe)	994	11/01/2024	Claims	1	240.64	Flares for apparatus	45733
241101017 O'Reilly	995	11/01/2024	Claims	1	213.22	Wiper blades CH 51 and M51, Parts and a tool to repair Brush 51 pump, Parts and tools for BR 51	06777
241101018 Pacer Propane	996	11/01/2024	Claims	1	1,213.74	Apparatus Bay Heat	55953
241101019 Petro Card Systems Inc.	997	11/01/2024	Claims	1	1,767.16	Fuel for apparatus	02383
241101020 Puget Sound Energy/Payment Pro.	998	11/01/2024	Claims	1	41.50	Gas Bill Station 52	05661
241101021 Republic Services	999	11/01/2024	Claims	1	251.84	Garbage, Dumpster and Recycling	45967

## General Fund Vouchers November 2024

Snohomish County Fire District 5

Time:

15:48:17

Date: 11/05/2024

11/01/2024 To: 11/30/2024

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
241101022 SeaWestern	1000	11/01/2024	Claims	1	5,469.64	PO#2024-3487 Helmets, hardware, faceshields for Firefighters	02673
241101023 SnoCo 911	1001	11/01/2024	Claims	1	7,876.19	Dispatch Services, Managed Laptop Lease, Maintenance and Broadband, EPCR	53120
241101024 SnoCo PUD	1002	11/01/2024	Claims	1	2,153.97	Station 52, area lighting and Station 51	02827
241101025 Snohomish Regional Fire & Rescue ( was D	1003	11/01/2024	Claims	1	8,148.07	Apparatus Repairs E51, Battalion 51	06499
241101026 Snure Seminars	1004	11/01/2024	Claims	1	50.00	Seminar - Laws update 2024 - Johnson, S.	05622
241101027 Systems Design West	1005	11/01/2024	Claims	1	1,095.54	EMS Billing September (42)	50289
241101028 Teleflex LLC	1006	11/01/2024	Claims	1	1,995.00	PO#2024-3496 ALS/BLS Supplies	55077
241101029 Tullis, Tim - Reimbursement	1007	11/01/2024	Claims	1	110.69	Food for training 14 personnel S & R, relay pumping, MA on an MVC, ladders	25495
241101030 US Bank National	1008	11/01/2024	Claims	1	6,487.64	Sultan PO, First Tactical, 511, Adobe, 1 Password, NW Moss Removal, Lowes, GE Appliance, Costco, EMS Logik, Holiday Inn, Misc. Restaurants for CA Mobe, L.N. Curtis, Havis, WA Fire Chiefs	07114
241101031 Unique Experience	1009	11/01/2024	Claims	1	1,093.90	PO# 2024-3346 (5) polo shirts, PO#2024-3426 Caps	28909
241101032 Vestis Group Services	1010	11/01/2024	Claims	1	65.48	Weekly mat cleaning	55720
241101033 WA State Auditor's Office	1011	11/01/2024	Claims	1	11,865.83	2022-2023 Audit	03272
241101034 Washington Fire Chiefs	1012	11/01/2024	Claims	1	2,497.72	Annual Membership; Fire Chief's Annual Conference 2023	03294
241101035 Woolery, Sean - Reimbursements	1013	11/01/2024	Claims	1	21.44	Mileage Reimbursement for Cadaver Training	59487
241101036 Ziplly Fiber	1014	11/01/2024	Claims	1	931.72	Elan Station 51, Phones, Fax County Elan	55439
Total Vouchers:					77,073.57		

**General Fund Vouchers November 2024**

Snohomish County Fire District 5

Time: 15:48:17 Date: 11/05/2024

11/01/2024 To: 11/30/2024

Page: 3

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
------------------	-------	------	------	--------	--------	------	-----------

CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Fire District 5, and that I am authorized to authenticate and certify to said claim.

Voucher# 241101001 through# 241101036 \$77,073.57



Date: 11/08/2024

District Secretary, Cathy Barth,  
Fire Dist. 5 Taxing District

Commissioner Fox \_\_\_\_\_

Commissioner Geiger \_\_\_\_\_

Commissioner Chase \_\_\_\_\_

## Capital Projects Fund Vouchers November 2024

Snohomish County Fire District 5

Time: 15:59:15 Date: 11/05/2024

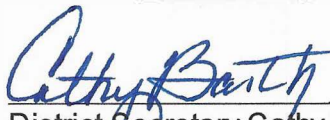
11/01/2024 To: 11/30/2024

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
241102001 A-1 Mobile Lock and Key	1015	11/01/2024	Claims	3	6,161.97	PO#2024-3451 Door locks and self closing arm for small conference room	44897
241102002 Amazon Capital Services, Inc	1016	11/01/2024	Claims	3	1,180.94		54548
241102003 Backwoods Construction, LLC	1017	11/01/2024	Claims	3	12,147.74	PO#2024-3505 & 3506 - Construction and painting of new DC offices	59704
241102004 Geargrid Corp	1018	11/01/2024	Claims	3	3,238.00	PO#2024-3438 - Hose Rack	38573
241102005 US Bank National	1019	11/01/2024	Claims	3	536.98	PO# 2024-3511 & 3499 - Decals and installation of decals on day room table	07114
Total Vouchers:					23,265.63		

CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Fire District 5, and that I am authorized to authenticate and certify to said claim.

Voucher# 241102001 through# 241102005 \$ 23,265.63

  
 \_\_\_\_\_ Date: 11/08/2024  
 District Secretary, Cathy Barth,  
 Fire Dist. 5 Taxing District

Commissioner Fox \_\_\_\_\_

Commissioner Geiger \_\_\_\_\_

Commissioner Chase \_\_\_\_\_

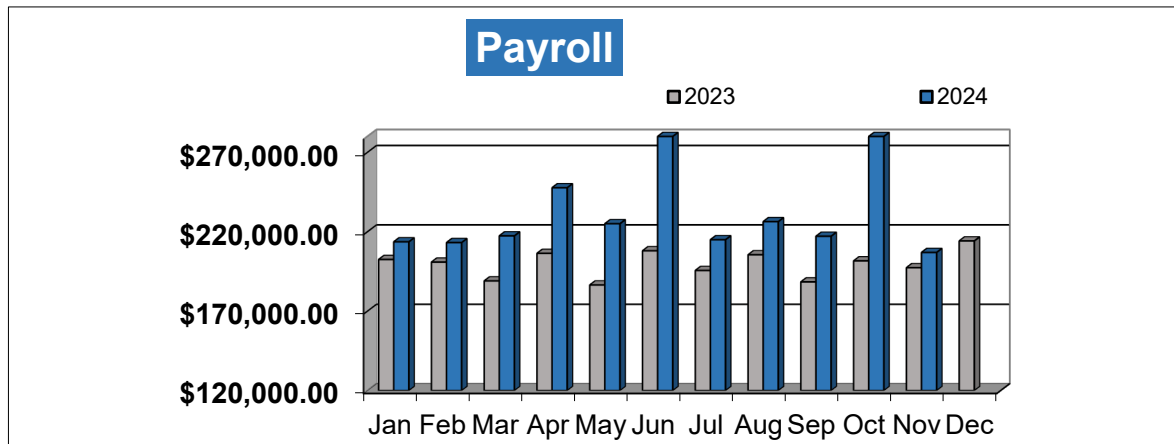
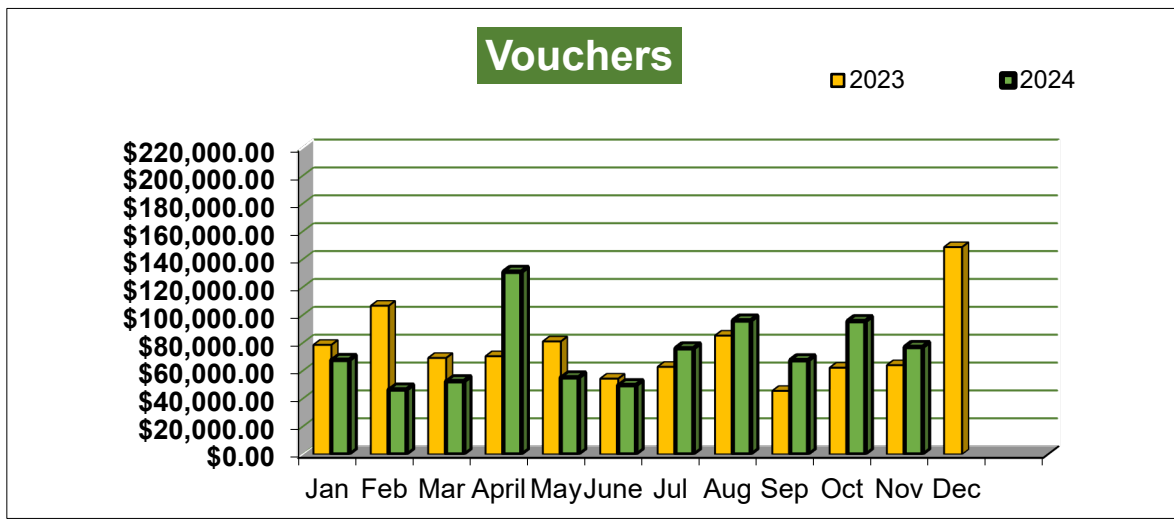
# Voucher & Payroll Expenditures

Vouchers			Payroll		
Month	2023	2024	Month	2023	2024
Jan	\$78,557.07	\$67,795.70	Jan	\$202,539.60	\$213,647.62
Feb	\$106,614.43	\$46,556.93	Feb	\$200,866.10	\$213,173.56
Mar	\$69,149.57	\$52,530.42	Mar	\$189,029.54	\$217,404.63
April	\$70,408.45	\$131,022.65	Apr	\$206,385.29	\$247,704.55
May	\$81,029.69	\$55,285.94	May	\$186,472.45	\$225,061.50
June	\$54,322.89	\$49,705.77	Jun	\$207,996.97	\$282,530.95
Jul	\$62,772.17	\$76,114.85	Jul	\$195,608.23	\$214,971.78
Aug	\$85,166.20	\$96,093.52	Aug	\$205,498.34	\$226,360.14
Sep	\$45,532.64	\$67,566.66	Sep	\$188,407.88	\$217,154.78
Oct	\$62,159.36	\$95,627.72	Oct	\$201,678.94	\$283,890.23
Nov	\$63,976.09	\$77,073.57	Nov	\$197,375.33	\$206,953.03
Dec	\$148,720.38		Dec	\$214,209.82	
<b>TOTAL</b>	<b>\$928,409</b>	<b>\$815,374</b>	<b>TOTAL</b>	<b>\$2,396,068</b>	<b>\$2,548,853</b>

Includes Manual  
Warrant Clark  
Includes manual  
Warrant Wilson

Includes Mob OT

<b>2023</b>	Average	\$ 77,367	<b>2023</b>	Average	\$ 199,412
<b>2024</b>	Average	\$ 74,125	<b>2024</b>	Average	\$ 231,714



# ACCOUNTS PAYABLE PAID

Snohomish County Fire District 5

Expense

Time: 17:02:33 Date: 11/05/2024

11/01/2024 To: 11/30/2024

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Accts

Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
1303	11/01/2024	2024	979	1	A-1 Mobile Lock and Key	302.23	PO# 2024-3517-RFID cards (50)
	522 10 30 21				Office Supplies	302.23	
					001 000 522 Expense Fund		
					Invoice		
					18094	302.23	
1261	11/01/2024	2024	980	430	AT&T Mobility - First Net	629.31	Apparatus and staff cell phones
	522 10 40 11				Communications	629.31	
					001 000 522 Expense Fund		
					Invoice		
					287337997065X102724	629.31	
1289	11/01/2024	2024	981	10	Amazon Capital Services, Inc	2,432.89	
	522 10 30 21				Office Supplies	130.79	PO#2024-3498 Office supplies
	522 20 30 16				Ambulance Supplies (BLS/ALS)	139.63	PO#2024-3466 ALS/BLS Supplies
	522 30 30 23				Fire Prevention Education (Holic	667.70	PO#2024-3483 Candy for Trunk or Treat
	522 50 30 12				Supplies (cleaning, paper, maint	848.74	PO#2024-3490-3473-3498 -Cleaning supplies, mattress toppers
	522 50 40 43				Building Repairs and Maintenan	511.91	PO#2024-3494 Industrial first aid kit, reusable tags, flex tool, Dewalt battery
	522 60 30 06				Apparatus/Equipment Parts & S	134.12	BR51 pump engine repair parts, A51 parts
					Invoice		
					1L6P3TNV66HF	130.79	
					1CRC3L3GW44V	139.63	
					11NDQWM1YP9V	848.74	
					1XXLG1HWPRGF	511.91	
					1MCF99TXG1R6	667.70	
					1V4QHKKK34WJ	134.12	
1283	11/01/2024	2024	982	21	Barmon Lumber, Inc	153.47	Search Trailer renovation supplies, power strips for new desk, hardware for Station 51, paint thinner and sandpaper, wall anchors
	522 50 40 43				Building Repairs and Maintenan	153.47	
					001 000 522 Expense Fund		
					Invoice		
					698316	52.31	
					698755	55.62	

# ACCOUNTS PAYABLE PAID

Snohomish County Fire District 5

Expense

Time: 17:02:33 Date: 11/05/2024

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Accts

Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
				699303		8.05	
				699328		28.33	
				699919		9.16	
1271	11/01/2024	2024	983	26	Bingham, Steven - Reimbursements	148.01	Lodging during training " Hands on responder vs Machinery"
	522 45 40 26				Travel - Meals - Lodging - Recru 001 000 522 Expense Fund	148.01	
					<u>Invoice</u>		
					BING-113024	148.01	
1292	11/01/2024	2024	984	44	City of Sultan	976.57	Water, Storm water, and Sewer
	522 50 40 37				Utilities (water, sewer, garbage, 001 000 522 Expense Fund	976.57	
					<u>Invoice</u>		
					CITYOFSULTAN -113024	976.57	
1268	11/01/2024	2024	985	50	Comcast	450.99	Internet and Static IP
	522 10 40 11				Communications 001 000 522 Expense Fund	450.99	
					<u>Invoice</u>		
					0009264 -113124	450.99	
1269	11/01/2024	2024	985	50	Comcast	23.59	HD Service
	522 10 40 11				Communications 001 000 522 Expense Fund	23.59	
					<u>Invoice</u>		
					0273290	23.59	
					<u>Total Comcast</u>	474.58	
1282	11/01/2024	2024	986	57	Daily Dispatch/Western Fire Chiefs As	280.00	Add for Firefighter/Paramedic & Firefighter /EMT
	522 10 40 09				Professional Services 001 000 522 Expense Fund	280.00	
					<u>Invoice</u>		
					0533	280.00	

# ACCOUNTS PAYABLE PAID

Snohomish County Fire District 5

Expense

Time: 17:02:33 Date: 11/05/2024

11/01/2024 To: 11/30/2024

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Accts

Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
1260	11/01/2024	2024	987	407	EvergreenHealth Kirkland	526.00	Physical and vaccinations - Spence, J.
	522 10 40 22				Physicals - Exam, UA, Vision, He  001 000 522 Expense Fund	526.00	
					Invoice		
					P1019978051	526.00	
1291	11/01/2024	2024	988	4	Everon, LLC - ADT (IRIS Group Hid)	41.62	Alarm Monitoring Services
	522 10 40 09				Professional Services 001 000 522 Expense Fund	41.62	
					Invoice		
					40106072-113024	41.62	
1272	11/01/2024	2024	989	466	Filo United, LLC	12,469.71	PO#2024-3464 -PFAS free duty shirts with badge holders, name tapes and patches sewen on.
	594 22 60 05				Uniforms and Badges 001 000 594 Expense Fund	12,469.71	
					Invoice		
					101724-1	12,469.71	
1299	11/01/2024	2024	990	112	Harmsen & Associates Inc.	1,000.00	PO#2024-3516 - Legal Description for Annexation Project
	522 10 40 09				Professional Services 001 000 522 Expense Fund	1,000.00	
					Invoice		
					24HRM0243-1	1,000.00	
1298	11/01/2024	2024	991	115	Hill Street Cleaners, Inc.	167.87	Alterations and Dry cleaning
	522 20 40 24				Laundry - Uniforms - Bunker Ge 001 000 522 Expense Fund	167.87	
					Invoice		
					12355	167.87	

# ACCOUNTS PAYABLE PAID

Snohomish County Fire District 5

Expense

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Accts

Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
1263	11/01/2024	2024	992	120	ISOOutsource	2,704.94	IT services and professional workstation monitoring
	522 10 40 09	Professional Services		001 000 522	Expense Fund	2,704.94	
Invoice							
					CW301952	2,414.20	
					CW302365	290.74	
1297	11/01/2024	2024	993	131	L. N. Curtis & Sons	1,175.44	PO#2024-3495 - Two SCBA Masks
	594 22 60 09	Firefighting Safety Gear		001 000 594	Expense Fund	1,175.44	
Invoice							
					881016	1,175.44	
1279	11/01/2024	2024	994	156	Napa Auto Parts (Monroe)	240.64	Flares for apparatus
	522 60 30 06	Apparatus/Equipment Parts & S		001 000 522	Expense Fund	240.64	
Invoice							
					993566	240.64	
1284	11/01/2024	2024	995	400	O'Reilly	213.22	Wiper blades CH 51 and M51, Parts and a tool to repair Brush 51 pump, Parts and tools for BR 51
	522 60 30 06	Apparatus/Equipment Parts & S		001 000 522	Expense Fund	213.22	
Invoice							
					5994-206707	44.49	
					5994-204869	33.95	
					5944-205739	82.89	
					5944-207951	51.89	
1265	11/01/2024	2024	996	179	Pacer Propane	1,213.74	Apparatus Bay Heat
	522 50 40 37	Utilities (water, sewer, garbage,		001 000 522	Expense Fund	1,213.74	
Invoice							
					U0364858	1,213.74	

# ACCOUNTS PAYABLE PAID

Snohomish County Fire District 5

Expense  
11/01/2024 To: 11/30/2024

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
1290	11/01/2024	2024	997	192	Petro Card Systems Inc.	1,767.16	Fuel for apparatus
	522 20 30 15				Diesel and Gasoline	1,767.16	001 000 522 Expense Fund
					Invoice		
					C591420	1,767.16	
1267	11/01/2024	2024	998	201	Puget Sound Energy/Payment Pro.	41.50	Gas Bill Station 52
	522 50 40 37				Utilities (water, sewer, garbage,	41.50	001 000 522 Expense Fund
					Invoice		
					23513217-11312024	41.50	
1294	11/01/2024	2024	999	207	Republic Services	251.84	Garbage, Dumpster and Recycling Services
	522 50 40 37				Utilities (water, sewer, garbage,	251.84	001 000 522 Expense Fund
					Invoice		
					0197-003436783	251.84	
1296	11/01/2024	2024	1000	216	SeaWestern	5,469.64	PO#2024-3487 Helmets, hardware, faceshields for Firefighters
	594 22 60 05				Uniforms and Badges	5,469.64	001 000 594 Expense Fund
					Invoice		
					37065	5,469.64	
1302	11/01/2024	2024	1001	224	SnoCo 911	7,876.19	Dispatch Services, Managed Laptop Lease, Maintenance and Broadband, EPCR
	522 10 40 11				Communications	385.33	001 000 522 Expense Fund
	522 20 40 05				SNOCO 911	6,685.05	001 000 522 Expense Fund
	522 60 40 12				Equipment Maintenance and Re	61.71	001 000 522 Expense Fund
	522 70 41 28				EPCR	96.17	001 000 522 Expense Fund
	591 28 70 01				Leases	647.93	001 000 591 Expense Fund
					Invoice		

# ACCOUNTS PAYABLE PAID

Snohomish County Fire District 5

Expense  
11/01/2024 To: 11/30/2024

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
				7684A		647.93	
				7684B		385.33	
				7684C		61.71	
				7628		6,685.05	
				7667		96.17	
1275	11/01/2024	2024	1002	233	SnoCo PUD	2,153.97	Station 52, area lighting and Station 51
				522 50 40 37	Utilities (water, sewer, garbage, 001 000 522 Expense Fund	2,153.97	
				Invoice			
				112895830		236.30	
				142550434		9.53	
				116203928		9.53	
				109621414		1,898.61	
1286	11/01/2024	2024	1003	235	Snohomish Regional Fire & Rescue (v	8,148.07	Apparatus Repairs E51, Battalion 51
				522 60 40 29	Monroe - Apparatus Maintenanc 001 000 522 Expense Fund	8,148.07	
				Invoice			
				SRFR-SCFD5-113024		8,148.07	
1270	11/01/2024	2024	1004	238	Snure Seminars	50.00	Seminar - Laws update 2024 - Johnson, S.
				522 45 40 28	Tuition/Instructors 001 000 522 Expense Fund	50.00	
				Invoice			
				313		50.00	
1276	11/01/2024	2024	1005	250	Systems Design West	1,095.54	EMS Billing September (42)
				522 70 41 35	Medical Billing (\$23.50 + .50 Po: 001 000 522 Expense Fund	1,095.54	
				Invoice			
				20241909		1,095.54	
1262	11/01/2024	2024	1006	404	Teleflex LLC	1,995.00	PO#2024-3496 ALS/BLS Supplies

# ACCOUNTS PAYABLE PAID

Snohomish County Fire District 5

Expense  
11/01/2024 To: 11/30/2024

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Accts

Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
522 20 30 16					Ambulance Supplies (BLS/ALS) 001 000 522 Expense Fund	1,995.00	
					Invoice		
					9509106815	1,995.00	
1278	11/01/2024	2024	1007	260	Tullis, Tim - Reimbursement	110.69	Food for training 14 personnel S & R, relay pumping, MA on an MVC, ladders
522 45 40 26					Travel - Meals - Lodging - Recru 001 000 522 Expense Fund	110.69	
					Invoice		
					TULLIS-113024	110.69	
1288	11/01/2024	2024	1008	266	US Bank National	6,487.64	Sultan PO, First Tactical, 511, Adobe, 1 Password, NW Moss Removal, Lowes, GE Appliance, Costco, EMS Logik, Holiday Inn, Misc. Restaurants for CA Mobe, L.N. Curtis, Havis, WA Fire Chiefs
522 10 30 01					Postage - Tax - Shipping 001 000 522 Expense Fund	140.75	Mailing, certified mailing, stamps
522 10 30 21					Office Supplies 001 000 522 Expense Fund	23.95	Office supplies
522 10 30 34					Computer Software 001 000 522 Expense Fund	21.77	1 Password - Password manager
522 20 30 16					Ambulance Supplies (BLS/ALS) 001 000 522 Expense Fund	192.37	ALS Supplies
522 45 40 26					Travel - Meals - Lodging - Recru 001 000 522 Expense Fund	483.18	CA Mobe lodging and meals
522 45 40 28					Tuition/Instructors 001 000 522 Expense Fund	50.00	Train the trainer course for EVIP- Williams
522 50 30 12					Supplies (cleaning, paper, maint 001 000 522 Expense Fund	248.92	PO#2024-3469 Cleaning supplies
522 50 40 40					Building Repairs and Maintenan 001 000 522 Expense Fund	985.98	PO#2024-3444 Gutter repair, downspouts, moss and debris removal Station 52
522 60 30 06					Apparatus/Equipment Parts & S 001 000 522 Expense Fund	1,211.14	PO#2024-3480 Roller catch for S & R Trailer, Docking station and side mount for BR 51
591 22 70 02					Software leases 001 000 591 Expense Fund	1,358.41	PO#2024-3478 Adobe annual cost - 5yr contract
594 22 60 05					Uniforms and Badges 001 000 594 Expense Fund	980.58	PO#2024-3474 Sweatshirts, Jackets for Chiefs
594 22 60 09					Firefighting Safety Gear 001 000 594 Expense Fund	790.59	PO#2024-3468 Firefighting hoods, handle for Palski
					Invoice		
					B-USBANK113024	140.75	
					C-USBANK113024	980.58	
					D-USBANK113024	1,380.18	
					E-USBANK113024	985.98	
					F-USBANK113024	248.92	
					G-USBANK113024	23.95	
					H-USBANK113024	192.37	

# ACCOUNTS PAYABLE PAID

Snohomish County Fire District 5

Expense

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11/01/2024 To: 11/30/2024

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Accts

Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
					I-USBANK113024	483.18	
					J-USBANK113024	790.59	
					K-USBANK113024	1,211.14	
					L-USBANK113024	50.00	
1264	11/01/2024	2024	1009	265	Unique Experience	1,093.90	PO# 2024-3346 (5) polo shirts, PO#2024-3426 Caps
					594 22 60 05 Uniforms and Badges		
					001 000 594 Expense Fund	1,093.90	
					Invoice		
					6719	261.75	
					6838	832.15	
1285	11/01/2024	2024	1010	450	Vestis Group Services	65.48	Weekly mat cleaning
					522 10 40 09 Professional Services		
					001 000 522 Expense Fund	65.48	
					Invoice		
					6560465827	16.37	
					6560462260	16.37	
					6560458011	16.37	
					6560468724	16.37	
1281	11/01/2024	2024	1011	272	WA State Auditor's Office	11,865.83	2022-2023 Audit
					522 10 40 02 Audit		
					001 000 522 Expense Fund	11,865.83	
					Invoice		
					L163841	11,865.83	
1273	11/01/2024	2024	1012	285	Washington Fire Chiefs	1,872.72	Annual Membership
					522 10 40 16 Dues		
					001 000 522 Expense Fund	1,872.72	
					Invoice		
					2744	1,872.72	
1274	11/01/2024	2024	1012	285	Washington Fire Chiefs	625.00	Fire Chief's Annual Conference 2023
					522 45 40 28 Tuition/Instructors		
					001 000 522 Expense Fund	625.00	

# ACCOUNTS PAYABLE PAID

Snohomish County Fire District 5

Expense  
11/01/2024 To: 11/30/2024

Time: 17:02:33 Date: 11/05/2024

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
Invoice							
					1553 -B	625.00	
Total Washington Fire Chiefs						2,497.72	
1300	11/01/2024	2024	1013	464	Woolery, Sean - Reimbursements	21.44	Mileage Reimbursement for Cadaver Training Class
	522	45	40	26	Travel - Meals - Lodging - Recru	21.44	001 000 522 Expense Fund
Invoice							
					WOOLERY-113024	21.44	
1293	11/01/2024	2024	1014	298	ZiPLY Fiber	931.72	Elan Station 51, Phones, Fax County Elan
	522	10	40	11	Communications	931.72	001 000 522 Expense Fund
Invoice							
					3601880051-113024	931.72	
Total:						77,073.57	
Fund							
					001 Expense Fund	77,073.57	

This report has been reviewed by: *Cathy Barth* Dist. Secretary 11/05/2024  
 Signature & Title Date  
*Lynene Young* Asst. Dist. Secretary 11/05/2024  
 Signature & Title Date

REMARKS:

# ACCOUNTS PAYABLE PAID

Snohomish County Fire District 5

Projects

Time: 17:03:51 Date: 11/05/2024

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
1266	11/01/2024	2024	1015	1	A-1 Mobile Lock and Key	6,161.97	PO#2024-3451 Door locks and self closing arm for small conference room
	594 22 60 21	Furnishings and Equipment			300 000 594 Capital Project Func	6,161.97	
					Invoice		
					A-1MOBILE-113124FD5	6,161.97	
1295	11/01/2024	2024	1016	10	Amazon Capital Services, Inc	1,180.94	
	594 22 60 21	Furnishings and Equipment			300 000 594 Capital Project Func	1,180.94	PO# 2024-3466 & 3488 -Desk and file cabinet DC Duros, Blackstone griddle and accessories
					Invoice		
					16KHLD3P379M	1,180.94	
1301	11/01/2024	2024	1017	474	Backwoods Construction, LLC	12,147.74	PO#2024-3505 & 3506 - Construction and painting of new DC offices
	594 22 60 26	Facilities Construction, Machine			300 000 594 Capital Project Func	12,147.74	
					Invoice		
					20523	8,956.56	
					20522	3,191.18	
1280	11/01/2024	2024	1018	104	Geargrid Corp	3,238.00	PO#2024-3438 - Hose Rack
	594 22 60 21	Furnishings and Equipment			300 000 594 Capital Project Func	3,238.00	
					Invoice		
					0025011	3,238.00	
1287	11/01/2024	2024	1019	266	US Bank National	536.98	PO# 2024-3511 & 3499 - Decals and installation of decals on day room table
	594 22 60 21	Furnishings and Equipment			300 000 594 Capital Project Func	536.98	
					Invoice		
					A-USBANK113024	536.98	

ACCOUNTS PAYABLE PAID

Snohomish County Fire District 5

Projects

Time: 17:03:51 Date: 11/05/2024

11/01/2024 To: 11/30/2024

Page: 2

Accts

Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
-------	---------	------	-------	-----------	--------	--------	------

						Total:	23,265.63
--	--	--	--	--	--	--------	-----------

Fund	Amount
300 Capital Project Fund	23,265.63

This report has been reviewed by:

<u><i>Cathy Barth</i></u> Dist. Secretary	<u>11/05/2024</u>
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Signature & Title	Date
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<u><i>Lynene Young</i></u> Asst. Dist. Secretary	<u>11/05/2024</u>
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Signature & Title	Date
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REMARKS:

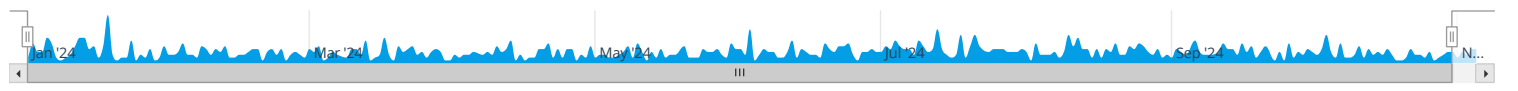
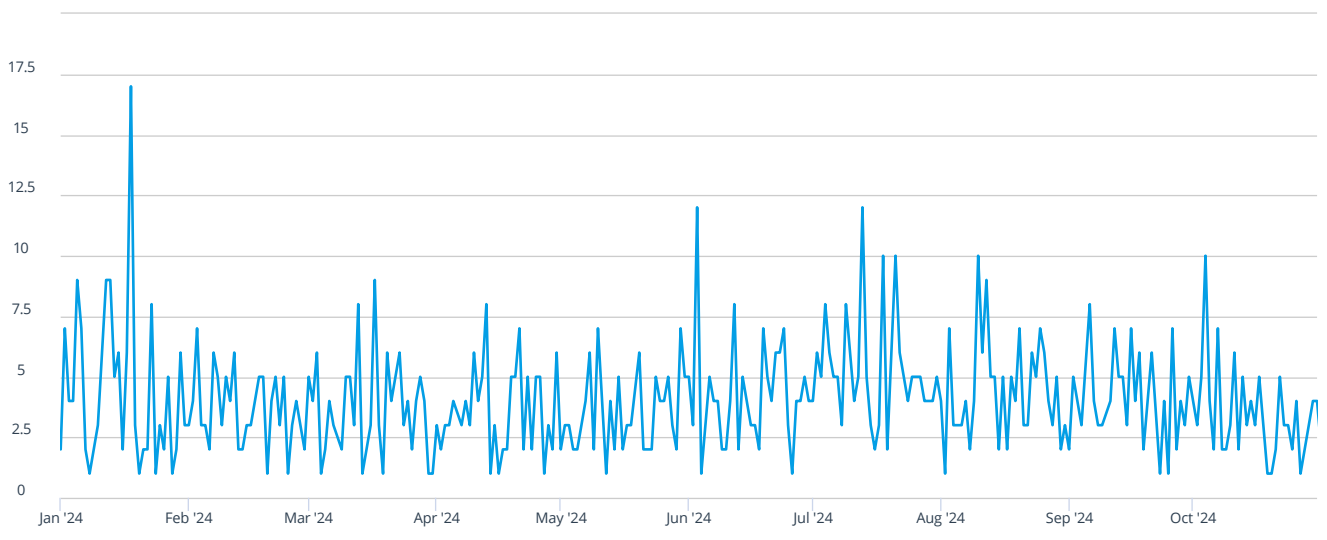
Custom ▾ Jan 1, 2024 - Oct 31, 2024 ▾

**37%**  
**FIRE**  
 Percentage of Total Incidents

**63%**  
**EMS**  
 Percentage of Total Incidents

**1,214**  
**INCIDENTS**  
 In Selected Time Slice

**305**  
**DAYS**  
 In Selected Time Slice



Counts | % Rows | % Columns | % All

	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Oct '24	Nov '24	Dec '24	Jan '25	Total
(10) Fire, other	2			1			1							4
(11) Structure Fire		3	1	4	1	2	1			1				13
(13) Mobile property (vehicle) fire							2		1					3
(14) Natural vegetation fire		2		1	2	1		1	1					8
(15) Outside rubbish fire		1		2			2			1				6
(20) Overpressure rupture, explosion, overheat, other										1				1
(30) Rescue, emergency medical call (EMS), other		2						1	1	2				6
(31) Medical assist							2	1						3
(32) Emergency medical service (EMS) incident	82	63	72	68	68	93	82	84	77	70				759
(36) Water or ice-related rescue			1				2	1						4
(38) Rescue or EMS standby				1										1
(40) Flammable gas or liquid condition, other	1													1
(41) Combustible/f... spills & leaks		1	1			1	1	1		1				6
(42) Chemical release, reaction, or toxic condition								2						2

	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Oct '24	Nov '24	Dec '24	Jan '25	Total
(44) Electrical wiring/equipm. problem	9	3		1			2	1		2				18
(50) Service call, other	4	6		2	3	5	5	2	5	3				35
(51) Person in distress	1			1			1	1		1				5
(52) Water problem	3					2	1							6
(53) Smoke, odor problem	1	1					3		1					6
(54) Animal problem or rescue										1				1
(55) Public service assistance	4	1	2	2	1	1	4	2	3	1				21
(56) Unauthorized burning	5	2	6	4	3	4	9	6	5	3				47
(57) Cover assignment, standby at fire station, move-up							1							1
(60) Good intent call, other					1	1	2		2	1				7
(61) Dispatched and canceled en route	21	17	24	15	15	16	33	20	11	11				183
(62) Wrong location, no emergency found	1	1	1	2	2	1	1	6	1	1				17
(63) Controlled burning	1						1	1		1				4
(70) False alarm and false call, other	3	3	2	1	5	1	4	7		4				30
(73) System or detector malfunction			1						2	2				5
(74) Unintentional system/detect... operation (no fire)	2		1		4			1	2	1				11
Total	140	106	112	105	105	128	160	138	112	108				1,214

# **Snohomish County Fire District #5 Strategic Plan (2025-2029)**

## **Introduction**

Snohomish County Fire District #5, located in Sultan, Washington, is committed to providing high-quality fire and emergency medical services (EMS) to the residents of Sultan and surrounding areas. With a growing population and an increasing demand for services, it is essential to develop a comprehensive 5-year strategic plan that outlines our goals, challenges, and strategies for the future. This plan focuses on enhancing our fire and EMS response, improving infrastructure and response capacity, ensuring financial sustainability, and deepening community integration.

## **Mission Statement**

The mission of Snohomish County Fire District #5 is to provide for the safety and welfare of the public through the preservation of life, health, property, and the environment.

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## **Strategic Initiative 1 – Fire Response Capacity Improvements**

As the community of Sultan continues to grow, Snohomish County Fire District #5 will need to enhance its fire response capabilities to meet an increasing demand for services. The district must evaluate staffing levels, response times, training programs, and equipment to maintain its standard of service.

### Current Capacity

The District currently utilizes a combination of Volunteer, Part-Time, and Career Firefighters which provide 24/7 fire response with the response area. Many times, the District must rely upon automatic mutual aid to provide enough firefighters to safely and effectively perform firefighting tasks for structure fires. Though the District will not be in a position to reliably deploy 17-21 District personnel on every structure fire for many years to come, the District must acknowledge the impact that increasing EMS calls has on its firefighting capability.

### Objectives

- Increase Staffing Levels: Increase the amount of personnel across all employment classifications in the District to be able to staff Station 51 with a minimum of 7 firefighters at night, and an appropriate number of staff members during the day.
- Optimize Response Times: Maintain an average fire response time (First arriving apparatus) of under 8 minutes for urban areas and 12 minutes for rural areas, 80% of the time.
- Training and Professional Development: Support fire training programs, professional certifications and unique qualifications utilizing in-house instructors, outside vendors, and

# **Snohomish County Fire District #5 Strategic Plan (2025-2029)**

supporting agencies which include structure firefighting, wildland firefighting, hazardous materials, technical rescue, investigation, and code enforcement disciplines. Participate in county-wide steering committees, strategic advisory panels, and workgroups to promote enhancement of services offered.

- Equipment Modernization/Replacement: Maintain a safe and reliable fleet of emergency response vehicles. Refurbish water tender and replace structure engine in 2025. Adopt the use of new technologies such as drones, equipment to fight electric vehicle fires, technology-based risk reduction solutions, etc.

## Key Performance Indicators (KPIs):

- Reduction in average fire response times.
- Percentage of personnel completing training annually.
- Number of new firefighters hired and trained.
- Decrease in the number of apparatus breakdowns or failures.

## **Strategic Initiative 2 – EMS Response and Capacity Improvements**

Emergency medical services (EMS) play a crucial role in the health and safety of the community. To meet the needs of Sultan’s expanding population, the district will focus on enhancing its EMS response, expanding medical training, and improving equipment.

### Current Capacity

Historically, the District has provided 911-based emergency medical response to the citizens and visitors of the District. The service has been expanded many times, with the most recent expansion occurring in 2022, including the addition of Advanced Life Support services and the hiring of Paramedics. The District employs two paramedics per shift, providing around-the-clock ALS care.

### Objectives:

EMS Staffing: Monitor ALS/BLS response distribution and adjust/enhance staffing as required. Maintain minimum of two ALS personnel per shift to ensure one ALS staffed apparatus is available 24/7.

Advanced Life Support (ALS) Services: Enhance ALS capabilities by investing in advanced medical equipment, supporting new EMS care initiatives and protocols, participating in county-wide steering committees, strategic advisory panels, and workgroups to build and maintain quality EMS services. Support EMT Advanced and EMT Basic licensed personnel with training, opportunity and mentorship.

# **Snohomish County Fire District #5 Strategic Plan (2025-2029)**

Community Paramedicine/Community Integrated Healthcare: Monitor community health and recognize opportunities to support community-based healthcare programs to reduce the dependence on 911-based EMS response and increase the health of the community.

EMS Training Programs: Support licensed providers with training and recertification, as well as provide opportunities for advanced EMS training. Promote EMT Basic education in the Skykomish Valley.

## Key Performance Indicators (KPIs)

- ALS service availability percentage.
- Training hours and professional progression measured per employee.
- Increase in positive patient outcomes in critical cases.
- Attainment of KPI's set forth by Snohomish County EMS Agency

## **Strategic Initiative #3 - Capital Expenditures**

To support operational growth and meet future challenges, the district must invest in new facilities, equipment, and technology. Capital improvements will focus on enhancing the district's infrastructure, modernizing equipment, and ensuring long-term sustainability.

### Current Inventory

Most items within the District (facilities, equipment, supplies) are replaced under the guidance of manufacturers, repair technicians, state/federal law, or industry standards. Capital expenditures are planned for during the budgeting process, but unplanned for immediate needs are addressed as they arise.

### Objectives

**New Fire Station Construction:** At the time of this report, there is no need to build a new fire station. However, with the growth of the community and increased emergency response needs the future will bring. Space at Station 51 is limited, and Station 52 is located in the flood plain. The District will investigate location options for a future station.

**Apparatus Replacement Schedule:** Develop a replacement schedule for fire engines, ambulances, and support vehicles.

**Facility Upgrades:** Continue development of Station 51 property and determine the operational capacity the District wants to maintain at Station 52.

# **Snohomish County Fire District #5 Strategic Plan (2025-2029)**

Technology Investment: Expand the use of advanced communication systems and emergency response software to improve coordination during emergencies. Ensure that technological solutions added to the District's operation are funded and supported throughout its projected life cycle.

## Key Performance Indicators (KPIs)

- Determine ideal location for future station and secure property, if possible, by 2027.
- Fleet readiness and a reduction in vehicle downtime.
- Annual review of capital investment alignment with district needs.

## **Strategic Initiative #4 – Fiscal Monitoring and Sustainability**

Maintaining financial stability is crucial for the long-term success of Snohomish County Fire District #5. The district will implement strict fiscal monitoring practices to ensure efficient resource allocation and long-term sustainability.

### Current Inventory

As a special purpose taxing district of Washington State, Snohomish County Fire District #5 is authorized to levy taxes upon the taxpayers of the District to provide fire, rescue and EMS services. Inflation has impacted the District, much like it has impacted our taxpayers, and fire engine, facilities and equipment costs have increased drastically, making it difficult to save enough money to make those large purchases. Currently, the District has one general obligation bond for the construction of Fire Station 51, which expires in 2038, and tax levies near the statutory maximum. Since 2001, there has been a 1% increase limit on the funds a taxing district can collect from taxpayers.

### Objectives

- Balanced Budget: Work to create a balanced budget each calendar year through careful planning and cost management. Regularly review expenditures and revenue streams, with a focus on grants, property taxes and levies. Utilize reserves to balance budgets sparingly.
- Grant Procurement: Increase efforts to secure federal and state grants for equipment, training, and facility improvements.
- Cash Reserves: Utilize Resolution 2022-03 to guide reserve planning and manage reserve fund investments to provide low-risk interest earnings on reserve funds.

# Snohomish County Fire District #5 Strategic Plan (2025-2029)

-Cost Efficiency: Regularly evaluate operational costs, including fuel, utilities, and equipment maintenance, to identify potential savings.

## Key Performance Indicators (KPIs)

- Consistently balanced budgets with no deficits.
- Increase in grant funding secured annually.
- Growth of contingency fund reserves.
- Percentage reduction in operational costs over five years.

## **Strategic Initiative #5 – Community Integration and Emergency Planning**

Strong community relationships and comprehensive emergency preparedness are essential for the success of the fire district. Building partnerships and educating the public on emergency preparedness will help ensure community resilience during disasters.

### Current Inventory.

The District has some emergency response plans for extraordinary hazards, and is engaged with emergency management agencies to increase the inventory of plans. Hazardous materials, special weather response, flood, dam breach, earthquake, and volcano eruption emergency response plans exist in various forms. The District strives to participate in community safety events and is a key community partner at community safety events.

Objectives:

- Community Outreach and Education: Expand fire safety and EMS education programs in schools and community centers. Launch an annual "Fire Prevention Week" and provide first aid and CPR training to 200 residents annually by 2026.
- Emergency Planning: Collaborate with local government, schools, and businesses to update the district's emergency response plans. Conduct disaster drills involving all stakeholders to improve readiness. Communicate plans to citizens.
- Logistics Volunteer Program: Establish a Logistics volunteer program by 2027, recruiting community members to assist in non-emergency roles such as fire prevention education and disaster preparedness.
- Improve Disaster Communication Systems: Work with City of Sultan to finish the updates to their warning siren system and complete operational plan. Communicate with citizens and engage in preparedness activities.

# **Snohomish County Fire District #5 Strategic Plan (2025-2029)**

## Key Performance Indicators (KPIs)

- Number of residents trained in CPR and first aid annually.
- Completion and testing of emergency response plans.
- Growth in logistics volunteer participation.
- Community satisfaction ratings based on annual surveys.

## **Conclusion**

This strategic plan provides a roadmap for the next five years, focusing on enhancing fire and EMS response capabilities, improving capital infrastructure, maintaining fiscal responsibility, and fostering stronger community ties. Through careful planning, community engagement, and strategic investments, Snohomish County Fire District #5 will continue to serve the Sultan community with excellence, ensuring the safety and well-being of all residents.

# 2025 PROPOSED BUDGET CHANGES

Snohomish County Fire District 5

Time: 13:03:12 Date: 10/31/2024

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001 Expense Fund

Revenues	Original	Proposed	Difference		Remarks
<b>311 Taxes/Revenue</b>					
311 10 01 00 Property Tax-Regular Levy	3,053,400.89	3,169,227.18	115,826.29	103.8%	Fire Levy Limited to 1% in 2025
311 10 02 00 Property Tax-EMS Levy	1,096,709.61	1,100,084.14	3,374.53	100.3%	EMS Levy Limited to 1% in 2025
311 10 03 00 Property Tax - M & O	0.00	0.00	0.00	0.0%	Leaving open in 2025 to account for late tax payments
311 10 05 00 Property Tax - Real and personal	0.00	0.00	0.00	0.0%	
<b>311 Taxes/Revenue</b>	<b>4,150,110.50</b>	<b>4,269,311.32</b>	<b>119,200.82</b>	<b>102.9%</b>	
<b>330 Intergovernmental Revenue</b>					
333 00 00 00 Federal Grant Indirect (Recieved th	0.00	0.00	0.00	0.0%	
334 01 30 00 WSP Training Grant Reimbursemer	0.00	0.00	0.00	0.0%	
334 04 90 00 Department of Health Grant	1,200.00	1,200.00	0.00	100.0%	
337 00 00 00 Timber/Harvest - BVFF Reimbursen	5,000.00	5,000.00	0.00	100.0%	
338 30 01 00 Error Corrections Revenue	0.00	0.00	0.00	0.0%	
<b>330 Intergovernmental Revenue</b>	<b>6,200.00</b>	<b>6,200.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>340 Charges for Goods and Services</b>					
341 43 00 00 Budgeting and Accounting Service:	2,500.00	2,500.00	0.00	100.0%	
341 70 00 00 Sales of Merchandise	0.00	0.00	0.00	0.0%	
341 81 00 00 Public Records Request	0.00	0.00	0.00	0.0%	
342 21 00 00 Fire Protection Services School - CF	1,200.00	1,150.00	(50.00)	95.8%	
342 21 01 00 Wildland Fire Reimbursements/PSC	5,000.00	15,000.00	10,000.00	300.0%	Projected increase due to interest in deployment
342 60 00 00 Ambulance and Emergency Aid Fee	150,000.00	236,000.00	86,000.00	157.3%	Adjusted per 2024 revenue
<b>340 Charges for Goods and Services</b>	<b>158,700.00</b>	<b>254,650.00</b>	<b>95,950.00</b>	<b>160.5%</b>	
<b>360 Miscellaneous Revenue</b>					
361 10 00 00 Interest Income	7,000.00	12,500.00	5,500.00	178.6%	Adjusted per 2024 revenue
367 00 00 00 Contributions/Donations	0.00	0.00	0.00	0.0%	
369 10 00 00 Sale of Scrap and Junk (Surplused)	0.00	0.00	0.00	0.0%	
369 91 00 00 Miscellaneous Revenue	0.00	0.00	0.00	0.0%	
<b>360 Miscellaneous Revenue</b>	<b>7,000.00</b>	<b>12,500.00</b>	<b>5,500.00</b>	<b>178.6%</b>	
<b>380 Non Revenue</b>					
388 10 00 00 Prior Year Adjustments	0.00	0.00	0.00	0.0%	

# 2025 PROPOSED BUDGET CHANGES

Snohomish County Fire District 5

Time: 13:03:12 Date: 10/31/2024

Page: 2

001 Expense Fund

Revenues	Original	Proposed	Difference	%	Remarks
<b>380 Non Revenue</b>					
380 Non Revenue	0.00	0.00	0.00	0.0%	
<b>395 Other Financing Sources</b>					
395 30 00 00 Proceeds from Sales of Capital Assc	0.00	0.00	0.00	0.0%	
395 40 00 00 Compensation for Loss/Impaireme	0.00	0.00	0.00	0.0%	
395 Other Financing Sources	0.00	0.00	0.00	0.0%	
<b>398 Insurance Recoveries</b>					
398 10 00 00 Insurance Recoveries	0.00	0.00	0.00	0.0%	
398 Insurance Recoveries	0.00	0.00	0.00	0.0%	
<b>597 Transfers</b>					
397 22 01 00 Transfers In From Reserve	0.00	0.00	0.00	0.0%	
397 22 01 01 GEMT Transfer in from Reserve Fur	0.00	0.00	0.00	0.0%	
597 Transfers	0.00	0.00	0.00	0.0%	
<b>Fund Revenues:</b>	<b>4,322,010.50</b>	<b>4,542,661.32</b>	<b>220,650.82</b>	<b>105.1%</b>	

Expenditures	Original	Proposed	Difference	%	Remarks
<b>522 Fire Control &amp; EMS</b>					
522 10 49 00 Service Fees	0.00	0.00	0.00	0.0%	
522 20 40 49 Misc. Adjustments	0.00	0.00	0.00	0.0%	
588 30 01 00 Error Correction Expenditures	0.00	0.00	0.00	0.0%	
589 99 99 00 Payroll Clearing	0.00	0.00	0.00	0.0%	
522 10 10 01 P-Personnel District Secretary .865	85,355.00	93,890.00	8,535.00	110.0%	
522 10 10 02 P-Personnel Assistant Secretary .62	51,480.00	56,628.00	5,148.00	110.0%	
522 10 10 03 P-Personnel Commissioner Meeting	22,608.00	23,184.00	576.00	102.5%	
522 10 10 04 P-Personnel Fire Chief	168,750.00	182,250.00	13,500.00	108.0%	Contract Adjustment
522 10 10 08 P-Personnel Deputy Chief Operatic	150,115.00	155,750.00	5,635.00	103.8%	Contract Adjustment
522 10 10 09 P-Personnel Deputy Chief EMS	0.00	155,750.00	155,750.00	0.0%	Contract Adjustment
522 10 10 18 P-Personnel DC Support Services (.62)	83,720.00	43,200.00	(40,520.00)	51.6%	Adjusted Employment Agreement
522 10 10 19 P-Personnel Office Asst (.5FTE)	0.00	26,000.00	26,000.00	0.0%	
522 10 30 01 Postage - Tax - Shipping	2,500.00	2,750.00	250.00	110.0%	

## 2025 PROPOSED BUDGET CHANGES

Snohomish County Fire District 5

Time: 13:03:12 Date: 10/31/2024

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001 Expense Fund

Expenditures	Original	Proposed	Difference	%	Remarks
<b>522 Fire Control &amp; EMS</b>					
522 10 30 04 Magazine Subscriptions	250.00	250.00	0.00	100.0%	
522 10 30 21 Office Supplies	8,750.00	8,750.00	0.00	100.0%	
522 10 30 22 Patient Care Questionnaire	0.00	0.00	0.00	0.0%	
522 10 30 34 Computer Software	1,500.00	1,500.00	0.00	100.0%	
522 10 40 01 Election Costs	0.00	0.00	0.00	0.0%	
522 10 40 02 Audit	16,500.00	0.00	(16,500.00)	0.0%	Not scheduled for 2025
522 10 40 03 Background Screenings	1,250.00	1,250.00	0.00	100.0%	
522 10 40 04 Reimbursements	6,500.00	6,500.00	0.00	100.0%	
522 10 40 09 Professional Services	95,000.00	133,000.00	38,000.00	140.0%	Includes Migration costs to Office 365
522 10 40 11 Communications	27,000.00	36,000.00	9,000.00	133.3%	Increased assessment
522 10 40 16 Dues	5,800.00	9,450.00	3,650.00	162.9%	
522 10 40 20 Meals (business luncheons) & park	1,000.00	1,000.00	0.00	100.0%	
522 10 40 22 Physicals - Exam, UA, Vision, HepB	15,500.00	15,500.00	0.00	100.0%	
522 10 40 27 Banquet and Functions	3,500.00	6,500.00	3,000.00	185.7%	
522 10 40 44 Insurance CIAW	116,710.00	122,545.00	5,835.00	105.0%	Increased assessment
<b>010 Administration</b>	<b>863,788.00</b>	<b>1,081,647.00</b>	<b>217,859.00</b>	<b>125.2%</b>	
522 20 10 05 P-Personnel Alarms and Drills	11,000.00	11,000.00	0.00	100.0%	
522 20 10 08 P-Personnel B51 Duty Chief	10,000.00	10,000.00	0.00	100.0%	
522 20 10 12 Employee Incentives	2,000.00	2,000.00	0.00	100.0%	
522 20 10 14 P-Personnel Part Time Fill-In	450,000.00	472,500.00	22,500.00	105.0%	
522 20 10 15 P-Personnel Fulltime Firefighters	1,280,000.00	1,400,250.00	120,250.00	109.4%	+1 FTE FF/EMT
522 20 10 16 P-Personnel Fulltime Firefighters C:	90,000.00	90,000.00	0.00	100.0%	
522 20 10 17 P-Part Time Shift Incentive	4,000.00	9,000.00	5,000.00	225.0%	
522 20 10 19 P-Personnel Full-Time Firefighters I	25,000.00	25,000.00	0.00	100.0%	
522 20 20 01 P-State Pensions	165,000.00	189,500.00	24,500.00	114.8%	
522 20 20 03 P- Medical Benefits	355,000.00	316,000.00	(39,000.00)	89.0%	
522 20 20 05 P-Federal Payroll Taxes	39,750.00	43,560.00	3,810.00	109.6%	
522 20 20 06 State Payroll Taxes	112,000.00	154,000.00	42,000.00	137.5%	
522 20 30 03 Fire Supplies, Rehab Food	3,000.00	3,000.00	0.00	100.0%	
522 20 30 15 Diesel and Gasoline	28,000.00	28,000.00	0.00	100.0%	
522 20 30 16 Ambulance Supplies (BLS/ALS)	60,000.00	75,000.00	15,000.00	125.0%	
522 20 40 05 SNOCO 911	80,250.00	84,275.00	4,025.00	105.0%	
522 20 40 07 REGIONAL Technical Response Agree	1,600.00	1,600.00	0.00	100.0%	
522 20 40 24 Laundry - Uniforms - Bunker Gear	1,750.00	1,750.00	0.00	100.0%	
522 30 30 09 Newsletter Quarterly	13,500.00	13,500.00	0.00	100.0%	
522 30 30 10 Educational Materials - Fire Preven	1,750.00	5,000.00	3,250.00	285.7%	
522 30 30 23 Fire Prevention Education (Holidays	1,750.00	1,750.00	0.00	100.0%	

## 2025 PROPOSED BUDGET CHANGES

Snohomish County Fire District 5

Time: 13:03:12 Date: 10/31/2024

Page: 4

001 Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>522 Fire Control &amp; EMS</b>				
020 Suppression & EMS	2,735,350.00	2,936,685.00	201,335.00	107.4%
522 41 31 01 CPR & First Aid Cards	2,500.00	1,500.00	(1,000.00)	60.0%
041 Training Provided to External Parties	2,500.00	1,500.00	(1,000.00)	60.0%
522 45 30 13 Training Props/Devices & Supplies	5,500.00	5,500.00	0.00	100.0%
522 45 40 26 Travel - Meals - Lodging - Recruit T	1,500.00	3,500.00	2,000.00	233.3%
522 45 40 28 Tuition/Instructors	25,000.00	25,000.00	0.00	100.0%
522 45 40 30 Target Solutions	6,000.00	6,000.00	0.00	100.0%
045 Training Obtained by Employees	38,000.00	40,000.00	2,000.00	105.3%
522 50 30 12 Supplies (cleaning, paper, mainten	8,000.00	7,000.00	(1,000.00)	87.5%
522 50 40 19 Inspections and Tests	1,200.00	5,000.00	3,800.00	416.7%
522 50 40 37 Utilities (water, sewer, garbage, gas	54,250.00	47,000.00	(7,250.00)	86.6%
522 50 40 40 Building Repairs and Maintenance	10,000.00	10,000.00	0.00	100.0%
522 50 40 43 Building Repairs and Maintenance	8,000.00	12,000.00	4,000.00	150.0%
522 50 40 45 Training Trailer Expenses - Driver S	1,000.00	1,000.00	0.00	100.0%
050 Facilities Maintenance	82,450.00	82,000.00	(450.00)	99.5%
522 60 30 06 Apparatus/Equipment Parts & Supl	20,000.00	30,000.00	10,000.00	150.0%
522 60 40 12 Equipment Maintenance and Repai	10,000.00	10,000.00	0.00	100.0%
522 60 40 23 Apparatus Maintenance (Non-Inter	10,000.00	5,000.00	(5,000.00)	50.0%
522 60 40 29 Monroe - Apparatus Maintenance l	65,000.00	85,000.00	20,000.00	130.8%
522 60 40 47 Rentals and Leases	3,000.00	250.00	(2,750.00)	8.3%
060 Vehicles & Equipment Maintenance	108,000.00	130,250.00	22,250.00	120.6%
522 70 41 28 EPCR	1,900.00	2,000.00	100.00	105.3%
522 70 41 29 Medical Advisor Contract	15,000.00	15,000.00	0.00	100.0%
522 70 41 35 Medical Billing (\$23.50 + .50 Posta	12,000.00	12,750.00	750.00	106.3%
522 70 41 37 Snohomish County EMS Annual As	8,500.00	13,325.00	4,825.00	156.8%
070 Ambulance Services	37,400.00	43,075.00	5,675.00	115.2%
<b>522 Fire Control &amp; EMS</b>	<b>3,867,488.00</b>	<b>4,315,157.00</b>	<b>447,669.00</b>	<b>111.6%</b>

591 Leases

591 22 70 02 Software leases	13,000.00	9,500.00	(3,500.00)	73.1%	Includes Migration to Office 365 for all personnel
591 28 70 01 Leases	10,000.00	8,175.00	(1,825.00)	81.8%	

## 2025 PROPOSED BUDGET CHANGES

Snohomish County Fire District 5

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001 Expense Fund

Expenditures	Original	Proposed	Difference		Remarks
<b>591 Leases</b>					
591 Leases	23,000.00	17,675.00	(5,325.00)	76.8%	
<b>594 Capital Outlay</b>					
594 22 60 01 Furnishings - Equipment	1,500.00	7,500.00	6,000.00	500.0%	
594 22 60 02 Computer Hardware - Laptop - MC	5,000.00	15,000.00	10,000.00	300.0%	Replacement of Hardware
594 22 60 04 Small Tools and Firefighting Equipr	5,000.00	15,000.00	10,000.00	300.0%	New Wildland Equip
594 22 60 05 Uniforms and Badges	11,000.00	12,500.00	1,500.00	113.6%	
594 22 60 06 Facilities	2,000.00	2,500.00	500.00	125.0%	
594 22 60 08 Rescue Equipment	25,000.00	5,000.00	(20,000.00)	20.0%	
594 22 60 09 Firefighting Safety Gear	45,000.00	55,000.00	10,000.00	122.2%	Normal replacement cycle plus new equip
594 22 60 10 Small Tools and Equipment EMS	15,000.00	7,500.00	(7,500.00)	50.0%	
594 22 60 11 Phone & Assessory Purchases	1,500.00	3,500.00	2,000.00	233.3%	
594 25 60 12 Disaster Services EOC	1,500.00	1,500.00	0.00	100.0%	
<b>594 Capital Outlay</b>	<b>112,500.00</b>	<b>125,000.00</b>	<b>12,500.00</b>	<b>111.1%</b>	
<b>597 Transfers</b>					
597 22 00 01 Transfer to Reserve Fund	0.00	0.00	0.00	0.0%	
597 22 00 03 Transfer to Capital Project Fund	0.00	0.00	0.00	0.0%	
<b>597 Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
<b>Fund Expenditures:</b>	<b>4,002,988.00</b>	<b>4,457,832.00</b>	<b>454,844.00</b>	<b>111.4%</b>	
<b>Fund Excess/(Deficit):</b>	<b>319,022.50</b>	<b>84,829.32</b>			

## 2025 PROPOSED BUDGET CHANGES

Snohomish County Fire District 5

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002 Reserve Fund

Revenues	Original	Proposed	Difference	Remarks
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330 Intergovernmental Revenue

332 93 40 00 Grnd Emerg. Med Transpt (GEMT)P	220,000.00	575,000.00	355,000.00	261.4%	Adjusted to reflect realized gains in 2024
330 Intergovernmental Revenue	220,000.00	575,000.00	355,000.00	261.4%	

360 Miscellaneous Revenue

361 10 00 01 Interest Income (Reserve)	100,000.00	155,000.00	55,000.00	155.0%	Adjusted per 2024 revenue
360 Miscellaneous Revenue	100,000.00	155,000.00	55,000.00	155.0%	

597 Transfers

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

Fund Revenues:	320,000.00	730,000.00	410,000.00	228.1%	
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Expenditures	Original	Proposed	Difference	Remarks
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522 Fire Control & EMS

522 10 49 01 Service Fees (Reserve)	0.00	450.00	450.00	0.0%	
522 Fire Control & EMS	0.00	450.00	450.00	0.0%	

597 Transfers

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

Fund Expenditures:	0.00	450.00	450.00	0.0%	
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Fund Excess/(Deficit):	320,000.00	729,550.00			
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## 2025 PROPOSED BUDGET CHANGES

Snohomish County Fire District 5

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200 Bond - Capital

Revenues	Original	Proposed	Difference	Remarks
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311 Taxes/Revenue

311 10 04 00 Property Taxes Capital Facility Bond	597,385.00	597,385.00	0.00	100.0%	No change
311 Taxes/Revenue	597,385.00	597,385.00	0.00	100.0%	

330 Intergovernmental Revenue

337 01 00 00 Timber and Private Harvest - Bond	0.00	0.00	0.00	0.0%	
330 Intergovernmental Revenue	0.00	0.00	0.00	0.0%	

Fund Revenues:	597,385.00	597,385.00	0.00	100.0%	
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Expenditures	Original	Proposed	Difference	Remarks
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591 Leases

592 22 08 00 Interest And Other Debt Service Cc	0.00	0.00	0.00	0.0%	
592 22 81 00 Fiscal Agent Fees	0.00	0.00	0.00	0.0%	
591 Leases	0.00	0.00	0.00	0.0%	

594 Capital Outlay

591 22 70 00 Principal Paid on Station Construct	338,736.93	348,391.00	9,654.07	102.9%	
592 22 80 00 Interest Paid on Station Constructic	173,967.01	164,312.93	(9,654.08)	94.5%	
594 Capital Outlay	512,703.94	512,703.93	(0.01)	100.0%	

Fund Expenditures:	512,703.94	512,703.93	(0.01)	100.0%	
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Fund Excess/(Deficit):	84,681.06	84,681.07			
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## 2025 PROPOSED BUDGET CHANGES

Snohomish County Fire District 5

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### 300 Capital Project Fund

Revenues	Original	Proposed	Difference	0.0%	Remarks
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### 597 Transfers

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

594 22 60 03 Apparatus Replacement	0.00	230,000.00	230,000.00	0.0%	Purchase new Command Vehicle, Refurbish Tender, Replace Hovercraft Trailer
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594 22 60 21 Furnishings and Equipment	0.00	7,000.00	7,000.00	0.0%	New Kitchen Chairs
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594 22 60 22 Computer Hardware and Server	0.00	0.00	0.00	0.0%	
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594 22 60 24 Small Tools	0.00	0.00	0.00	0.0%	
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594 22 60 26 Facilities Construction, Machinery &	0.00	87,000.00	87,000.00	0.0%	Parking Lot Paving
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594 22 60 27 Land Aquisition - Future Facilities	0.00	25,000.00	25,000.00	0.0%	Due diligence for land acquisition
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594 28 60 33 Dispatch Services Infrastructure (Lc	0.00	0.00	0.00	0.0%	
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<b>594 Capital Outlay</b>	<b>0.00</b>	<b>349,000.00</b>	<b>349,000.00</b>	<b>0.0%</b>	
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<b>Fund Expenditures:</b>	<b>0.00</b>	<b>349,000.00</b>	<b>349,000.00</b>	<b>0.0%</b>	
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(349,000.00)</b>			
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2025 PROPOSED BUDGET CHANGES

Snohomish County Fire District 5

Fund Totals

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Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 Expense Fund	4,322,010.50	4,542,661.32	220,650.82	105.1%	4,002,988.00	4,457,832.00	454,844.00	111.4%
002 Reserve Fund	320,000.00	730,000.00	410,000.00	228.1%	0.00	450.00	450.00	0.0%
200 Bond - Capital	597,385.00	597,385.00	0.00	100.0%	512,703.94	512,703.93	(0.01)	100.0%
300 Capital Project Fund	0.00	0.00	0.00	0.0%	0.00	349,000.00	349,000.00	0.0%
Excess/(Deficit):	5,239,395.50	5,870,046.32	630,650.82	112.0%	4,515,691.94	5,319,985.93	804,293.99	117.8%



## Open Issues/Actions

Date Last Visited	<b>OPEN ISSUES</b>	Action Taken	Priority
Date Last Visited	<b>TABLED OR POSTPONED ISSUES</b>	Action Taken	
05/22/23	Mitigation Fees - Growth Planning	In progress	
Date Last Visited	<b>CLOSED ISSUES</b> - 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	



## Job Description – Support Services Officer (Part-Time)

**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 Support Services Officer (SSO) position is a part-time, hourly position responsible for working within the District to provide logistics and support services to the District, District personnel, and the community. The Support Services Officer works closely with Chief Officers of the District to accomplish the goals and objectives of the District.

The Support Services Officer will be responsible for the management of all assigned activities, which may include the Chaplain Program, Personnel Peer Support Program, Community Health/Education Initiatives, and misc. administrative support. The Support Services Officer sees the implementation of services to expand the mission of the department through the community and support the needs of personnel.

The Support Services Officer 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 Support Services Officer is a participant in the Districts Duty Chief program, assuming authority for operational readiness and response during assigned Duty Chief shifts. The Support Services Officer may also respond to incidents outside of their designated Duty Chief shift in order to provide support services to the community or District personnel.

**SUPERVISORY RELATIONSHIPS:** The Support Services Officer operates under the general supervision of the Deputy Fire Chief. The Support Services Officer will effectively lead assigned subordinates and manage their assigned division(s) within the overall strategic direction of the District.

### ESSENTIAL FUNCTIONS:

1. Supervises and directs any assigned personnel to accomplish tasks assigned.
2. Maintains communications availability with the Fire Chief and other District Officers.
3. Acts as a representative of the District at internal and external meetings, including federal/state/regional/local committees and boards as assigned, and keeps the leadership team informed of external activities.
4. Confers and collaborates with other agencies and community partners to accomplish the District's mission.
5. Work in a confidential environment as it relates to private healthcare information, referrals to medical practitioners or other community programs, or materials relating to employee health and wellness.
6. Implement professional level incident command actions.
7. Prepares, reviews and completes reports and records within the assigned area of responsibility.
8. Organizes and leads public functions and events as assigned.
9. Coordinates with other support services personnel and identifies operational or training needs, which are forwarded to the Deputy Fire Chief.



10. Perform other functions and activities as assigned 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 peer support, chaplaincy services, community resources, 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.