

SNOHOMISH COUNTY FIRE DISTRICT NO. 5

Commissioners Meeting Agenda

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



December 23, 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

Approval of Revised Payroll for November 2024 - \$207,832.04

Approval of Revised Agency Benefits for November 2024 - \$47,925.31

Approval of the 2025 Board of Commissioners Meeting Calendar

CHIEF'S REPORT- To be presented

REPORTS

Month & Year to Date Budget - November 2024

OLD BUSINESS

Standard Operating Procedures (SOP) Code of Conduct *Draft- Second Reading*

Standard Operating Procedures (SOP) Uniforms and Appearance *Draft- Second Reading*

Procedure – Uniforms and Appearances

Open Issues / Actions

NEW BUSINESS

Resolution 2024-06 – Voucher Preapproval Authority

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

INFORMATIONAL

Records Requests

COMMISSIONER COMMENTS

ADJOURN

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

Revised
November Payroll

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 : 23rd day of December 2024

Prepared by: Cathy Barth
Payroll Clerk

Allowed in the sum of:
\$207,832.04

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

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	\$3,597.34	\$24,239.65	\$2,650.00	\$900.00	\$5,523.56	\$511.17	\$8,970.02	\$4,493.60
Nov	\$3,272.87	\$23,246.56	\$2,650.00	\$750.00	\$4,499.45	\$539.19	\$8,139.24	\$4,828.00
Dec								
Total	\$32,593.90	\$208,158.60	\$30,955.53	\$7,950.00	\$49,466.94	\$5,869.77	\$80,600.51	\$49,109.60
Average	\$2,963.08	\$18,923.51	\$2,814.14	\$722.73	\$4,496.99	\$533.62	\$7,327.32	\$4,464.51
							Total Agency Benefits	\$47,925.31

Board of Commissioners Meeting Calendar 2025

Calendar for Year 2025 (United States)



January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1						1			1	2	3	4	5		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	23	24	25	26	27	28	29	27	28	29	30				
													30	31													

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31	24	25	26	27	28	29	30		
																			31								

September							October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6				1	2	3	4							1			1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31					
													30															

- Jan 1 • New Year's Day
- Jan 20 • Inauguration Day (DC, MD (partly), VA (partly))
- Jan 20 • Martin Luther King Jr. Day
- Feb 14 • Valentine's Day
- Feb 17 • Presidents' Day
- Mar 17 • St. Patrick's Day

- Apr 15 • Tax Day
- Apr 20 • Easter Sunday
- Apr 21 • Easter Monday
- May 5 • Cinco de Mayo
- May 11 • Mother's Day
- May 26 • Memorial Day
- Jun 14 • Flag Day

- Jun 15 • Father's Day
- Jun 19 • Juneteenth
- Jul 4 • Independence Day
- Sep 1 • Labor Day
- Oct 13 • Columbus Day
- Oct 31 • Halloween
- Nov 4 • Election Day

- Nov 11 • Veterans Day
- Nov 27 • Thanksgiving Day
- Nov 28 • Black Friday
- Dec 24 • Christmas Eve
- Dec 25 • Christmas Day
- Dec 31 • New Year's Eve

Commissioner Meeting dates in yellow

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 10:53:41 Date: 12/19/2024

Page: 1

001 Expense Fund

Revenues	Amt Budgeted	November	YTD	Remaining		
311 Taxes/Revenue						
311 10 01 00	Property Tax-Regular Levy	3,053,400.89	101,226.09	2,991,393.75	62,007.14	98.0%
311 10 02 00	Property Tax-EMS Levy	1,096,709.61	37,436.44	1,025,690.86	71,018.75	93.5%
311 10 03 00	Property Tax - M & O	0.00	0.00	2,139.28	(2,139.28)	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	138,662.53	4,019,223.89	130,886.61	96.8%
330 Intergovernmental Revenue						
331 00 00 00	Federal Direct Grant - COVID Related	11,000.00	0.00	0.00	11,000.00	0.0%
332 92 10 00	COVID-19 Non-Grant Assistance	0.00	0.00	0.00	0.00	0.0%
333 00 00 00	Federal Grant Indirect (Recieved through another agency) - COVID Related	0.00	0.00	0.00	0.00	0.0%
334 01 30 00	WSP Training Grant Reimbursements	0.00	0.00	0.00	0.00	0.0%
334 04 90 00	Department of Health Grant	1,200.00	0.00	7,766.00	(6,566.00)	647.2%
334 06 90 00	State Grant from Other Agency - COVID Related State Grants	0.00	0.00	0.00	0.00	0.0%
337 00 00 00	Timber/Harvest - BVFF Reimbursements	5,000.00	0.00	12,456.93	(7,456.93)	249.1%
330 Intergovernmental Revenue		17,200.00	0.00	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	0.00	5,337.82	(5,337.82)	0.0%
342 21 00 00	Fire Protection Services School - CPR Class Fees	1,200.00	0.00	1,899.29	(699.29)	158.3%
342 21 01 00	Wildland Fire Reimbursements/PSCAA	5,000.00	9,240.92	10,247.70	(5,247.70)	205.0%
342 60 00 00	Ambulance and Emergency Aid Fee	150,000.00	20,990.27	218,536.84	(68,536.84)	145.7%
340 Charges for Goods and Services		158,700.00	30,231.19	236,021.65	(77,321.65)	148.7%
360 Miscellaneous Revenue						
361 10 00 00	Interest Income	7,000.00	1,359.77	13,296.11	(6,296.11)	189.9%
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 (Surplused)	0.00	0.00	0.00	0.00	0.0%
369 91 00 00	Miscellaneous Revenue	0.00	0.00	9,575.01	(9,575.01)	0.0%
360 Miscellaneous Revenue		7,000.00	1,359.77	22,871.12	(15,871.12)	326.7%
380 Non Revenue						
388 10 00 00	Prior Year Adjustments	0.00	0.00	0.00	0.00	0.0%
380 Non Revenue		0.00	0.00	0.00	0.00	0.0%
395 Other Financing Sources						

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 10:53:41 Date: 12/19/2024

Page: 2

001 Expense Fund

Revenues	Amt Budgeted	November	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	624,516.92	624,516.92	(624,516.92)	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	624,516.92	624,516.92	(624,516.92)	0.0%
Fund Revenues:		4,333,010.50	794,770.41	4,922,856.51	(589,846.01)	113.6%
Expenditures	Amt Budgeted	November	YTD	Remaining		
522 Fire Control & EMS						
522 10 49 00	Service Fees	0.00	49.31	549.31	(549.31)	0.0%
522 20 40 49	Misc. Adjustments	0.00	0.00	19.61	(19.61)	0.0%
589 99 99 00	Payroll Clearing	0.00	25.74	25.74	(25.74)	0.0%
000		0.00	75.05	594.66	(594.66)	0.0%
522 10 10 01	P-Personnel District Secretary Cathy .865 FTE	85,355.00	7,528.48	76,583.70	8,771.30	89.7%
522 10 10 02	P-Personnel Assistant Secretary .625FTE	51,480.00	3,296.59	44,223.72	7,256.28	85.9%
522 10 10 03	P-Personnel Commissioner Meetings (144 x \$157)	22,608.00	1,610.00	10,622.00	11,986.00	47.0%
522 10 10 04	P-Personnel Fire Chief	168,750.00	14,493.00	157,808.61	10,941.39	93.5%
522 10 10 08	P-Personnel Deputy Chief Operations	150,115.00	24,750.00	132,393.80	17,721.20	88.2%
522 10 10 18	P-Personnel Part-Time Deputy Chief	83,720.00	6,581.47	72,396.17	11,323.83	86.5%
522 10 30 01	Postage - Tax - Shipping	2,500.00	140.75	2,554.19	(54.19)	102.2%
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	456.97	5,830.61	2,919.39	66.6%
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	21.77	1,796.06	(296.06)	119.7%
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	11,865.83	11,947.68	4,552.32	72.4%
522 10 40 03	Background Screenings	1,250.00	0.00	830.00	420.00	66.4%
522 10 40 04	Reimbursements	6,500.00	285.64	3,702.93	2,797.07	57.0%
522 10 40 09	Professional Services	95,000.00	4,092.04	110,473.12	(15,473.12)	116.3%
522 10 40 11	Communications	27,000.00	2,420.94	32,853.56	(5,853.56)	121.7%

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 10:53:41 Date: 12/19/2024

Page: 3

001 Expense Fund

Expenditures	Amt Budgeted	November	YTD	Remaining	
522 Fire Control & EMS					
522 10 40 16 Dues	5,800.00	1,872.72	10,698.10	(4,898.10)	184.5%
522 10 40 20 Meals (business luncheons) & parking	1,000.00	0.00	1,604.76	(604.76)	160.5%
522 10 40 22 Physicals - Exam, UA, Vision, HepB (3 doses), TDAP,	15,500.00	526.00	6,265.00	9,235.00	40.4%
522 10 40 27 Banquet and Functions	3,500.00	0.00	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	79,942.20	693,966.40	169,821.60	80.3%
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	38,211.35	396,442.35	53,557.65	88.1%
522 20 10 15 P-Personnel Fulltime Firefighters	1,280,000.00	89,335.21	998,807.65	281,192.35	78.0%
522 20 10 16 P-Personnel Fulltime Firefighters Callback OT	90,000.00	16,445.32	232,507.93	(142,507.93)	258.3%
522 20 10 17 P-Part Time Shift Incentive	4,000.00	1,275.00	9,900.00	(5,900.00)	247.5%
522 20 10 19 P-Personnel Full-Time Firefighters Non-Callback OT (Training, Meetings, etc)	25,000.00	9,107.88	51,752.21	(26,752.21)	207.0%
522 20 20 01 P-State Pensions	165,000.00	13,177.88	135,997.25	29,002.75	82.4%
522 20 20 03 P- Medical Benefits	355,000.00	26,646.56	251,575.13	103,424.87	70.9%
522 20 20 05 P-Federal Payroll Taxes	39,750.00	3,272.87	32,593.92	7,156.08	82.0%
522 20 20 06 State Payroll Taxes	112,000.00	0.00	136,219.97	(24,219.97)	121.6%
522 20 30 03 Fire Supplies, Rehab Food	3,000.00	0.00	1,273.22	1,726.78	42.4%
522 20 30 15 Diesel and Gasoline	28,000.00	1,767.16	23,112.06	4,887.94	82.5%
522 20 30 16 Ambulance Supplies (BLS/ALS)	60,000.00	2,327.00	60,415.49	(415.49)	100.7%
522 20 40 05 SNOCO 911	80,250.00	6,685.05	73,535.55	6,714.45	91.6%
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	167.87	527.12	1,222.88	30.1%
522 30 30 09 Newsletter Quarterly	13,500.00	0.00	5,218.56	8,281.44	38.7%
522 30 30 10 Educational Materials - Fire Prevention Week Kids Handouts	1,750.00	0.00	4,950.89	(3,200.89)	282.9%
522 30 30 23 Fire Prevention Education (Holidays)	1,750.00	667.70	852.08	897.92	48.7%
020 Suppression & EMS	2,744,475.00	209,086.85	2,418,799.12	325,675.88	88.1%
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 & Supplies	5,500.00	0.00	3,390.01	2,109.99	61.6%
522 45 40 26 Travel - Meals - Lodging - Recruit Training Meals	1,500.00	763.32	4,213.93	(2,713.93)	280.9%
522 45 40 28 Tuition/Instructors	25,000.00	725.00	28,783.48	(3,783.48)	115.1%
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	1,488.32	36,387.42	1,612.58	95.8%

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 10:53:41 Date: 12/19/2024

Page: 4

001 Expense Fund

Expenditures	Amt Budgeted	November	YTD	Remaining		
522 Fire Control & EMS						
522 50 30 12	Supplies (cleaning, paper, maintenance, propane)	8,000.00	1,097.66	6,332.13	1,667.87	79.2%
522 50 40 19	Inspections and Tests	1,200.00	0.00	6,111.24	(4,911.24)	509.3%
522 50 40 37	Utilities (water, sewer, garbage, gas, propane, electric)	54,250.00	4,637.62	41,020.12	13,229.88	75.6%
522 50 40 40	Building Repairs and Maintenance - Station #51 - 304 Alder	10,000.00	985.98	2,521.87	7,478.13	25.2%
522 50 40 43	Building Repairs and Maintenance -32905 Cascade View	8,000.00	665.38	13,132.47	(5,132.47)	164.2%
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	7,386.64	69,117.83	13,332.17	83.8%
522 60 30 06	Apparatus/Equipment Parts & Supplies - (Non-Intergovernmental)	20,000.00	1,799.12	5,865.54	14,134.46	29.3%
522 60 40 12	Equipment Maintenance and Repairs	10,000.00	61.71	8,605.87	1,394.13	86.1%
522 60 40 23	Apparatus Maintenance (Non-Intergovernmental)	10,000.00	0.00	2,788.99	7,211.01	27.9%
522 60 40 29	Monroe - Apparatus Maintenance Intergovernmental	65,000.00	8,148.07	74,675.20	(9,675.20)	114.9%
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	10,008.90	91,936.70	16,063.30	85.1%
522 70 41 28	EPCR	1,900.00	96.17	1,677.24	222.76	88.3%
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	1,095.54	11,878.28	121.72	99.0%
522 70 41 36	ALS Contract for Services	0.00	0.00	0.00	0.00	0.0%
522 70 41 37	Snohomish County EMS Annual Assessment (County Medical Program Director)	8,500.00	0.00	0.00	8,500.00	0.0%
070 Ambulance Services		37,400.00	1,191.71	13,555.52	23,844.48	36.2%
522 Fire Control & EMS		3,876,613.00	309,179.67	3,324,921.71	551,691.29	85.8%
591 Leases						
591 22 70 02	Software leases	13,000.00	1,358.41	4,864.36	8,135.64	37.4%
591 28 70 01	Leases	10,000.00	647.93	7,127.23	2,872.77	71.3%
591 Leases		23,000.00	2,006.34	11,991.59	11,008.41	52.1%
594 Capital Outlay						
594 22 60 01	Furnishings - Equipment	1,500.00	0.00	4,505.22	(3,005.22)	300.3%
594 22 60 02	Computer Hardware - Laptop - MDC - EPCR - Server	5,000.00	0.00	3,639.51	1,360.49	72.8%
594 22 60 04	Small Tools and Firefighting Equipment	5,000.00	0.00	7,303.34	(2,303.34)	146.1%
594 22 60 05	Uniforms and Badges	11,000.00	20,013.83	40,791.86	(29,791.86)	370.8%
594 22 60 06	Facilities	2,000.00	0.00	191.11	1,808.89	9.6%

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 10:53:41 Date: 12/19/2024

Page: 5

001 Expense Fund

Expenditures	Amt Budgeted	November	YTD	Remaining	
594 Capital Outlay					
594 22 60 08 Rescue Equipment	25,000.00	0.00	8,886.40	16,113.60	35.5%
594 22 60 09 Firefighting Safety Gear	45,000.00	1,966.03	21,747.66	23,252.34	48.3%
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 & Assessory 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	21,979.86	87,244.95	25,255.05	77.6%
597 Transfers					
597 22 00 01 Transfer to Reserve Fund	320,897.00	624,516.92	624,516.92	(303,619.92)	194.6%
597 22 00 03 Transfer to Capital Project Fund	0.00	0.00	0.00	0.00	0.0%
597 Transfers	320,897.00	624,516.92	624,516.92	(303,619.92)	194.6%
Fund Expenditures:	4,333,010.00	957,682.79	4,048,675.17	284,334.83	93.4%
Fund Excess/(Deficit):	0.50	(162,912.38)	874,181.34		

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 10:53:41 Date: 12/19/2024

Page: 6

002 Reserve Fund

Revenues	Amt Budgeted	November	YTD	Remaining
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330 Intergovernmental Revenue

332 93 40 00	Grnd Emerg. Med Transpt (GEMT)Payments - Reserves	220,000.00	0.00	624,516.92	(404,516.92)	283.9%
330 Intergovernmental Revenue		220,000.00	0.00	624,516.92	(404,516.92)	283.9%

360 Miscellaneous Revenue

361 10 00 01	Interest Income (Reserve)	100,000.00	14,273.04	147,038.29	(47,038.29)	147.0%
360 Miscellaneous Revenue		100,000.00	14,273.04	147,038.29	(47,038.29)	147.0%

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	14,273.04	771,555.21	(130,658.21)	120.4%
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Expenditures	Amt Budgeted	November	YTD	Remaining
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522 Fire Control & EMS

522 10 49 01	Service Fees (Reserve)	0.00	50.00	550.00	(550.00)	0.0%
522 Fire Control & EMS		0.00	50.00	550.00	(550.00)	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	550.00	(550.00)	0.0%
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Fund Excess/(Deficit):	640,897.00	14,223.04	771,005.21
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Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 10:53:41 Date: 12/19/2024

Page: 7

200 Bond - Capital

Revenues	Amt Budgeted	November	YTD	Remaining
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311 Taxes/Revenue

311 10 04 00	Property Taxes Capital Facility Bond (Station 51)	597,385.00	20,809.56	583,765.99	13,619.01	97.7%
311 Taxes/Revenue		597,385.00	20,809.56	583,765.99	13,619.01	97.7%

330 Intergovernmental Revenue

337 01 00 00	Timber and Private Harvest - Bond	0.00	0.00	2,732.34	(2,732.34)	0.0%
330 Intergovernmental Revenue		0.00	0.00	2,732.34	(2,732.34)	0.0%

Fund Revenues:	597,385.00	20,809.56	586,498.33	10,886.67	98.2%
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Expenditures	Amt Budgeted	November	YTD	Remaining
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591 Leases

592 22 08 00	Interest And Other Debt Service Costs -	0.00	91.54	456.95	(456.95)	0.0%
592 22 81 00	Fiscal Agent Fees	0.00	0.00	200.00	(200.00)	0.0%
591 Leases		0.00	91.54	656.95	(656.95)	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	91.54	257,008.92	255,695.02	50.1%
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Fund Excess/(Deficit):	84,681.06	20,718.02	329,489.41		
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Monthly and YTD Budget 2024

Snohomish County Fire District 5

Time: 10:53:41 Date: 12/19/2024

Page: 8

300 Capital Project Fund

Revenues	Amt Budgeted	November	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	November	YTD	Remaining	
594 Capital Outlay					
594 22 60 03 Apparatus Replacement	0.00	0.00	41,024.84	(41,024.84)	0.0%
594 22 60 21 Furnishings and Equipment	0.00	11,117.89	149,166.63	(149,166.63)	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	12,147.74	12,147.74	(12,147.74)	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	23,265.63	203,910.99	(203,910.99)	0.0%
Fund Expenditures:	0.00	23,265.63	203,910.99	(203,910.99)	0.0%
Fund Excess/(Deficit):	0.00	(23,265.63)	(203,910.99)		

Monthly and YTD Budget 2024

Snohomish County Fire District 5

Months: 01 To: 11

Time: 10:53:41 Date: 12/19/2024

Page: 9

Fund	Revenue	November	Received		Expenditures	November	Spent	
001 Expense Fund	4,333,010.50	794,770.41	4,922,856.51	113.6%	4,333,010.00	957,682.79	4,048,675.17	93.4%
002 Reserve Fund	640,897.00	14,273.04	771,555.21	120.4%	0.00	50.00	550.00	0.0%
200 Bond - Capital	597,385.00	20,809.56	586,498.33	98.2%	512,703.94	91.54	257,008.92	50.1%
300 Capital Project Fund	0.00	0.00	0.00	0.0%	0.00	23,265.63	203,910.99	0.0%
	<u>5,571,292.50</u>	<u>829,853.01</u>	<u>6,280,910.05</u>	<u>112.7%</u>	<u>4,845,713.94</u>	<u>981,089.96</u>	<u>4,510,145.08</u>	<u>93.1%</u>



Snohomish County Fire District #5

Code of Conduct

Category: Personnel

Status: Draft

Date Approved:XX.XX.XXXX

1 PURPOSE:

- 1.1** This Policy supplements Snohomish County Fire District No. 5's ("District") Anti-Discrimination Policy and the District's other policies relating to appropriate conduct in the workplace. This Policy further outlines expected behaviors for all District employees.

2 PERSONNEL AFFECTED:

- 2.1** All Personnel

3 REFERENCE:

- 3.1** Policy 20.01.22 – Discrimination
- 3.2** Policy 20.03.22 – Sexual Harassment
- 3.3** RCW 49.60 Discrimination – Human Rights Commission
- 3.4** Title 162 WAC Human Rights Commission

4 POLICY:

- 4.1** The District is committed to maintaining an outstanding reputation of professionalism and integrity in the fire service industry and in our community. The highest standards of ethical conduct are required of all employees in their performance of their duties and responsibilities on behalf of the District.
- 4.2** Every employee is expected to make this Code of Conduct Policy part of every personal and professional interaction that may reflect on the District.
- 4.3** Violations of the District Code of Conduct Policy may result in disciplinary action, up to and including termination of employment. Any employee who becomes aware of a possible violation of our Code of Conduct Policy is required to immediately report such information to their supervisor or the Fire Chief.
- 4.4** Though the Fire Commissioners fall outside of the standard District disciplinary processes, they voluntarily commit to abiding by the Code of Conduct, and recognize that mechanisms exist for elected officials to be held accountable.

5 DEFINITIONS:

- 5.1 District: Shall mean Snohomish County Fire District #5.
- 5.2 Personnel: "Personnel" includes Commissioners, employees and volunteers of the District.

6 RESPONSIBILITY:

- 6.1 All Personnel

7 PROCEDURE:

7.1 Appropriate Employee Conduct

(a) All employees are required to conduct themselves in a professional and courteous manner at all times when acting as an employee of the District or in a capacity that may be associated with the District. In addition, honesty in your words and deeds is essential. The following is a non-exhaustive list of some behaviors that constitute a breach of the District's Code of Conduct Policy (in addition to those set forth previously in this Policy):

- Behaving in an insubordinate manner or refusing legitimate work orders;
- Working in a manner that willfully obstructs or hinders other employees from completing their assigned duties;
- Failing to preserve your own safety and/or the safety of others;
- Misusing, destroying, or damaging the District's property;
- Fighting;
- Disrespectful or rude conduct toward co-workers, citizens, or any other person with whom the employee comes into contact while working for the District;
- Failing to follow the District's rules and/or policies;
- Engaging in any form of dishonesty;

- Accepting any gift, fee, or gratuity which could influence the employee's professional judgment in regard to their duties and obligations to the District;
- Sub-standard work performance;
- Engaging in criminal or unethical behavior;
- Engaging in behavior which reflects poorly upon the employee and/or the District; and
- Causing, or participating, in harassment, discrimination, or other abusive conduct.

7.2 Performance Expectations. The District considers a consistently positive, cooperative, self-motivated, courteous and professional attitude to be an essential function of every position. The District expects all employees to contribute appropriately, fairly, and equally.

8 APPENDIX

8.1 N/A



Seth Johnson, Fire Chief



Snohomish County Fire District #5

Uniforms and Appearance

Category: Personnel

Status: Draft

Date Approved:XX.XX.XXXX

1 PURPOSE:

- 1.1 The purpose of this policy is to establish guidelines for the proper wear, care, and maintenance of District uniforms and apparel.

2 PERSONNEL AFFECTED:

- 2.1 All Personnel

3 REFERENCE:

- 3.1 Snohomish County Fire District #5 Uniform and Apparel Procedure Manual.

4 POLICY:

- 4.1 District uniforms and apparel are issued to personnel and shall be worn in a manner that reflects professionalism, pride, and respect for the fire service.
- 4.2 Uniforms are intended to be worn consistently by all personnel during their designated primary job function. Uniforms are to be worn by personnel when they are in a compensatory status with the District.
- 4.3 All uniforms and district apparel shall be kept neat, clean, in good repair, and well pressed at all times to avoid that which would distract from the general appearance of the uniform.
- 4.4 Snohomish County Fire District #5 shall retain ownership of all uniforms, apparel, items branded with District logos, brands, patches, or insignias with the exception of Class A Uniforms issued to personnel upon retirement.

5 DEFINITIONS:

- 5.1 Designated Primary Job Function: Shall mean the District function that the employee is performing at the time. Examples may include public education,

meetings, daily station work, physical fitness activities etc., as outlined in the procedure.

- 5.2 Compensatory Status: Shall mean when an employee of the District is being paid, receiving volunteer points, or performing an official function of the District as a non-compensated volunteer.
- 5.3 District: Shall mean Snohomish County Fire District #5.
- 5.4 Uniform: Shall mean the District provided work wear, including formal wear, work wear, specialized and protective clothing.

6 RESPONSIBILITY:

- 6.1 All Personnel

7 PROCEDURE:

- 7.1 See Snohomish County Fire District #5 Uniform and Apparel Procedure Manual.



Seth Johnson, Fire Chief



Snohomish County Fire District #5

Uniforms and Appearance Procedure Manual

1. Purpose:

1.1. The purpose of this manual is to establish guidelines for the proper wear, care, and maintenance of uniforms and apparel by all personnel of Snohomish County Fire District #5. This manual applies to all employees, volunteers, and any personnel associated with Snohomish County Fire District #5, and it outlines the standards for uniforms, personal appearance, and the use of District apparel.

2. Uniform Classes

2.1. Class A Uniform

- 2.1.1.** Occasions for Wear: Formal events such as ceremonies, funerals, public presentations, and other official functions as designated and/or approved by the Fire Chief (ex: Wedding, graduation).
- 2.1.2.** Components: Includes a dress coat, dress trousers, white dress shirt, tie, belt, dress hat, and black polished shoes.
- 2.1.3.** Insignia: Rank, nameplates, badges, and service awards shall be worn as specified in Appendix A.

2.2. Class B Uniform

- 2.2.1.** Occasions for Wear: Public interactions (teaching classes, events, tours, inspections, etc), district compensated courses/functions, other assigned non-emergency functions. For district compensated courses requiring specialty uniform wear, adherence to Manual Item 2.3.3 and 2.6 of this document will be expected.
- 2.2.2.** Components: Navy blue short sleeve 'button up' work shirt with department insignia, badge, navy blue trousers, black belt, jacket, and black boots.
- 2.2.3.** Patches and Badges: Department patches and badges shall be worn as specified in Appendix B.
- 2.2.4.** Note: Supervisors can elect to wear Class B uniforms at their own discretion.

2.3. Class C Uniform

- 2.3.1.** Occasions for Wear: Day to Day wear and emergency (non-suppression or specialty) wear, training, drills, and other physically demanding activities.
- 2.3.2.** Components: Navy blue t-shirt, or long sleeve t-shirt, with department insignia, navy blue trousers, black belt, jacket and/or quarter zip sweatshirt and black boots. Ball caps and beanies with the department logo are permissible. District provided station shoes will be worn inside of living areas of the station to maintain a clean environment and prevent cross contamination.
- 2.3.3.** During non-live-fire training, personnel may wear district approved Physical Fitness attire under/in conjunction with their suppression or specialty uniforms.

2.4. Specialty Uniforms

- 2.4.1.** Occasions for Wear: Wildland fire operations, swift water responses, and other specialized functions.



Snohomish County Fire District #5

Uniforms and Appearance Procedure Manual

2.4.2. Components: Specific to the task and compliant with applicable safety standards and regulations.

2.4.3. Note: Specialty uniforms are to be task specific and not to be worn in lieu of appropriate class uniform without specific justification, such as structural gear being worn at an MVC where personnel additionally may be tasked to provide EMS care.

2.5. Physical Fitness Apparel

2.5.1. Personnel are expected to wear department approved fitness uniforms consisting of all-cotton shorts and departmental t-shirts. If personnel choose to wear alternatives to these standards, they will be reasonable in their appearance, and they must change into Class C uniform for emergency calls. If the emergency call involves suppression activities, personnel will be expected to comply with Physical Fitness all-cotton requirements under their suppression gear. District provided jump-suits may alternatively be worn.

2.6. After-hours Attire/ Emergency response

2.6.1. Personnel are expected to wear appropriate District clothing that would be appropriate for public view after-business hours, or prior to designated morning shift change. It is the responsibility of the personnel to change into Class C uniform when emergency responses occur. If the emergency call involves suppression activities, personnel will be expected to comply with Physical Fitness all-cotton requirements under their suppression gear. District provided jump-suits may alternatively be worn.

3. Personal Appearance

3.1. Grooming Standards

3.1.1. All personnel must maintain a clean, neat, and professional appearance with regards to themselves and their uniforms. Hair should be appropriately worn with regards to professionalism and safety on emergency calls, and facial hair must be trimmed and/or comply with safety requirements, particularly regarding SCBA use.

3.2. Jewelry

3.2.1. Minimal jewelry is allowed, provided it does not interfere with the safety or functionality of the uniform or equipment. Rings, watches, and small earrings are acceptable. Large or dangling jewelry is prohibited.

4. Care and Maintenance

4.1. Cleaning

4.1.1. Uniforms must be kept clean, wrinkle-free, and in good repair. Personnel are responsible for the regular cleaning and maintenance of their uniforms.

4.2. Repairs

4.2.1. Damaged uniforms must be repaired promptly. If the damage is beyond repair, the item must be replaced. The district will replace items that are beyond reasonable repair through normal wear and use.



Snohomish County Fire District #5

Uniforms and Appearance Procedure Manual

4.3. Alterations

4.3.1. Personnel are prohibited from altering uniforms without Fire Chief approval.

5. Issuance and Inventory

5.1. Initial Issue

5.1.1. New personnel will be issued the necessary uniforms and apparel upon employment. The number of items issued will be in accordance with Appendix C.

5.2. Inventory

5.2.1. An inventory of all uniforms and apparel will be maintained. Personnel must return all issued items upon separation from the district.

6. Non-Uniform Apparel

6.1. District-Branded Apparel

6.1.1. Apparel with the Snohomish County Fire District #5 logo may not be worn off-duty without permission from the Fire Chief.

6.2. Prohibited Uses

6.2.1. Personnel are prohibited from wearing district uniforms or apparel off-duty for personal gain, inappropriately, or in a manner that could bring discredit to the district.

6.3. Off-Shift

6.3.1. Personnel shall change into uniforms upon arrival at work (prior to shift start) and doff uniforms to street clothing following shift end.

7. Compliance

7.1. Enforcement

7.1.1. Supervisors are responsible for ensuring compliance with this policy.

7.2. Exceptions

7.2.1. Any exceptions to this policy must be approved by the Fire Chief or designee.

8. Appendices:

8.1. Appendix A: Insignia and Award Placement (Class A)

8.2. Appendix B: Patch and Badge Placement (Class B)

8.3. Appendix C: Specific Uniform List, Detailed by Class



Snohomish County Fire District #5 Uniforms and Appearance Procedure Manual

Appendix A – Insignia and Award Placement (Class A)



SCFD5 Patches – ½" below shoulder seam

CENTER





Snohomish County Fire District #5 Uniforms and Appearance Procedure Manual

Appendix B – Patch and Badge Placement (Class B)





Snhomish County Fire District #5

Uniforms and Appearance Procedure Manual

Appendix C – Specific Uniform List, Detailed by Class

Class A Specifications		
Description	Brand	Color/Specs
Chief/DC Jacket classic 6 button Poly Wool Blend	Lighthouse Brand	Six gold FD Buttons Dept patches on both shoulders Chief five half inch gold stripes DC four half inch gold stripes
Bell Cap	Lighthouse	White/ Gold FD side buttons Gold Chinstrap Gold 5 cross patch
Long Sleeve Undershirt	Lighthouse	White/No patches
Belt	Boston	Basket weave belt gold buckle
Shoes		Black/ perma-shine shoes
Pins	Cut out and button	Bugles
Tie	Traditional	Black
LT Jacket classic 6 button Poly Wool Blend	Lighthouse Brand	Six Silver FD Buttons Dept patches on both shoulders One Silver Stripe on Sleeve
Bell Cap	Lighthouse	White/ SilverFD side buttons Silver Chinstrap Silver badge
Long Sleeve Undershirt	Lighthouse	White/No patches
Belt	Boston	Basket weave belt silver buckle
Shoes		Black/ perma-shine shoes
Pins	Cut out and button	Single Bugle
Firefighter Jacket classic 6 button Poly Wool Blend	Lighthouse Brand	Six Silver FD Buttons Dept patches on both shoulders
Bell Cap	Lighthouse	White/Silver FD side buttons Silver Chinstrap Silver badge
Long Sleeve Undershirt	Lighthouse	White/No patches
Belt	Boston	Basket weave belt silver buckle
Shoes		Black/ perma-shine shoes
Pins	Cut out and button	Outside button, inside FD cutout



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	

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 5

RESOLUTION NO. 2024-07

VOUCHER PREAPPROVAL AUTHORITY

WHEREAS, the monthly payment of the District's vouchers occasionally requires the issuance and approval of the vouchers prior to the Board of Commissioners regular monthly meetings to insure timely processing by Snohomish County, and

WHEREAS, under normal procedure vouchers are approved by the Board of Commissioners at its regular scheduled monthly meeting, and

WHEREAS, the schedule of the meetings of the Board of Commissioners and the time required for issuance of warrants, occasionally restricts the ability of the Board to approve qualifying vouchers at its regular meeting, and still pay the underlying invoices in a prompt and timely manner, and

WHEREAS, RCW 42.24.180 authorizes a procedure where the existing problem could be resolved, and

WHEREAS, the Board of Commissioners passed Resolution 2021-04 at a regular Board of Commissioners meeting on December 27th, 2021, and Resolution 2022-10 on December 28th, 2022, allowing a process for preapproval. Resolution 2021-04 expired on December 31st, 2022, and Resolution 2022-10 expires on December 31st, 2024, and the Board of Commissioners have determined that renewing the pre-approval process be in the best interest of the District.

NOW THEREFORE, BE IT RESOLVED, to accomplish the purposes expressed above and to comply with RCW 42.24.180 it is resolved by the Board of Commissioners as follows:

1. The procedure for payment of claims prior to approval by the Board of Commissioners shall apply to all payroll claims, and to any other claims against the District under \$50,000 that the District's auditing officer determined need to be approved prior to the Board's regular meeting (qualifying vouchers).
2. The Fire Chief or any single Commissioner are designated as officers to sign the qualifying vouchers.
3. Each employee or Commissioner authorized to sign qualifying vouchers shall obtain, at District expense, an official bond in the amount of no less than \$50,000 to secure the faithful discharge of their respective duties under this resolution.
4. In the preparation of the qualifying vouchers, the staff shall follow and adhere to established District policies and procedures.
5. The District Secretary or designee shall audit and approve the qualifying vouchers each month and the Fire Chief shall sign the qualifying voucher. In the absence of the Fire Chief,

any single Commissioner may sign the qualifying vouchers. Staff shall then submit the preapproved qualifying vouchers to Snohomish County.

6. The District Secretary or designee shall submit to the Board at its regular monthly meeting a full and complete report of all claims paid on vouchers approved and signed pursuant to this Resolution.
7. In the event that a warrant is issued on an erroneous voucher the District Secretary or designee and Fire Chief shall cause the disapproved payment to be recognized as a receivable and shall diligently pursue collection of the erroneous payment or take such other action as may be directed by the Board of Commissioners.
8. This Resolution and voucher preapproval process shall take effect of adoption and shall terminate without further action of the Board on December 31, 2026.

ADOPTED at an open public meeting of the Board of Commissioners of Snohomish County Fire Protection District No. 5 on December 23, 2024, with the following Board Members being present:

Chair

Commissioner

Commissioner

Attest:

District Secretary

Public Records Request Log

Date	Type of Request	Requestor	Hours on request	Days on request	Attorney Cost
1/3/24	MIR	LifeNet Health Northwest	1.00		
1/26/24	Service Call	Kristin Kowalkowski	0.25		
1/29/24	MIR	Snohomish County Med. Examiner	0.25		
1/26/24	Contract, Station and District Information	Vashon Fire and Rescue	0.75		
1/24/24	Service Call	Lexis Nexis	0.25		
2/1/24	Staffing model, Paramedic units on ALS calls, 2021-2023 Numbers and percentages for individual unit alarms	Mark Penner	4.30		\$96.00
2/9/24	1.The specific names of each and every medical, dental, vision, and life insurance plan that are available for these employees;2.Benefit Summary Sheet for each and every medical, dental, vision, and life insurance plan (usually a single sheet for each plan although sometimes multiple plans are on one sheet), as well as VEBA and HRA information; 3.Rate sheets for Employees and Dependents for each and every medical, dental, vision, and life insurance plan (including the employer's contribution rates and employee's contribution rates for the employee only and for the full (largest) family plan for each medical, dental, vision, and life insurance plan);4.Life Insurance. Provide the employee's life insurance payout amount and monthly premium per employee.5.Orthodontic Care. Please advise if orthodontic care is provided for each dental plan offered.6.Collective Bargaining Agreement: A copy of the 2024 Firefighters CBA. If the CBA is not settled, could you please let us know the status and when we should check back? We would also like to request the 2013-2014 CBA for a historical report we are running.7.Name of current President or Shop Steward. Please provide the current name and email address of the current President or Shop Steward of each bargaining unit requested above. **We collect statewide collective bargaining agreements for municipal and agency employees and occasionally have questions regarding the meaning of the CBA language or current practices that the employee shop steward or guild president would be able to answer. We also provide data to these employees on public employee collective bargaining issues.**	Cline and Associates	2.50		
2/9/24	EMS Incident Report	Snohomish County Med. Examiner	0.50		
3/13/24	Medical Incident Report	Justin R. Boland PLLC	0.25		
5/14/24	Medical Incident Report	Sno. Co. Medical Examiner's Office	0.25		
6/24/24	An electronic file (ie Excel, PDF, Word) of any and all Snohomish County Fire District 5 employees including part-time, temporary, seasonal employees and elected officials for fiscal year 2023. Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title.	American Transparency - OpentheBooks.com	3.50		
6/24/24	Fire Report	Rich Walker	0.50		
6/26/24	Full Salary Range, Actual Wage, Longevity Pay (% of Base Pay or Amount), Education (% of Base Pay or Amount), HRA/FSA (VEBA) Contribution (% of Base Pay or Amount), Deferred Comp (% of Base Pay or Amount), Any other monetary benefits each position receives, Medical Premium Paid, Dependent Medical Premium Paid, Life Insurance, Vacation Accrual - hours per month, Vacation Accrual Maximum, Sick Accrual - hours per month, Sick Accrual Maximum, Number of Holidays per year, Any other non-monetary benefits each position receives.	Jared Eckhardt - Prothman.com	3.00		
7/1/24	Medical Incident Report	Sasha Hanigan	1.00		
7/3/24	Medical Incident Report	LifeNetHealth Northwest	0.25		
7/15/24	Fire Report	Owner - Dotson Rd Monroe	0.25		
7/29/24	Fire Report	Cole Roberts Rimkus.com	0.25		
7/29/24	MIR	Lalezary Law	1.75		
7/31/24	MIR	Kornfeld Law	1.25		
8/1/24	MIR	LifeCenter Northwest	0.50		
8/13/24	Fire Report	Resident	0.25		
8/20/24	MIR	Lexitas Records Solutions	1.25		
8/30/24	MIR	Bianchi Law Firm	0.25		
8/30/24	MIR	Bianchi Law Firm	0.75		\$341.35
9/20/24	Incident	Highland Water District	0.15		
9/27/24	MIR	Medical Examiner's Office	0.50		
10/4/24	Fire Incident	USAA Insurance	0.50		
12/2/24	Fire Incident	Kahler	0.25		
12/2/24	MIR	Weier Law	0.25		
12/3/24	MIR	Budge & Heipt PLLC	0.75		
	*= In progress	Total	22.55	0.00	96.00