

# SNOHOMISH COUNTY FIRE DISTRICT NO. 5

## Commissioners Meeting Agenda

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



**March 10, 2025**

### **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 February 10th, 2025
- 2) Approval of Minutes of February 24<sup>th</sup>, 2025
- 3) Approval of Payroll March 2025 = \$209,685.67
- 4) Approval of Expense Fund Vouchers #250301001 - #250301039 March 2025= \$67,469.27

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

### **REPORTS**

Payroll & Vouchers - Chart

Accounts Payable Paid and Capital Projects Payable Paid – March

Fire District #5 Calls

### **OLD BUSINESS**

Medical Program Director (MPD) Agreement

Open Issues / Actions

### **NEW BUSINESS**

### **INFORMATIONAL**

Records Requests – No new requests

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

### **COMMISSIONER COMMENTS**

### **ADJOURN**



## Board of Commissioners Meeting Minutes

**February 10, 2025**

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. Deputy Chief Fulcher and District Secretary, Cathy Barth, were present. Chief Johnson attended remotely. Members of staff were in attendance.

### **Additions to Agenda –**

Commissioner Fox asked that the Minutes of January 13<sup>th</sup> be pulled from the Consent Agenda.

**Public/Staff Comments –** No Comments.

### **Consent Agenda -**

Approval of Minutes for January 27, 2025

Approval of Payroll February 2025 = \$225,052.82

Approval of Expense Fund Vouchers #250201001-#250201049 February 2025=\$52,795.66

Approval of Capital Projects Fund Vouchers #250202001 - #250202001 February 2025=\$313.28

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

### **Item pulled: January 13, 2025, Minutes**

A motion to approve the January 13<sup>th</sup> minutes as corrected, was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously.

### **Chief's Report – See attached.**

Discussion was held regarding the various advertising platforms the District is using to advertise for Firefighter, Paramedic, EMT positions. Chief Johnson reported that several new venues are being utilized and more are being considered.

Discussion was held regarding in-house training, the outside interest in conducting an AEMT class and the number of potential attendees. Chief Johnson reported that four districts have expressed interest in participating.

### **Old Business –**

**Open Issues/Actions –** No new actions were added.

Briefly discussed were the mitigation fee plans and where they stand currently. Chief Johnson informed the Commissioners that he has discussed the potential for implementation of impact fees, but it might be difficult to get consensus with the City Council due to the impact fees that are currently charged to developers.



## Board of Commissioners Meeting Minutes

*February 10, 2025*

**Apparatus Purchase Update** – Chief Johnson presented the contract and reviewed changes and the updated costs and prepayment discount with the Commissioners.

**New Business** – No new business was presented.

### **Executive Session-**

A motion to recess to Executive Session until 7:55 p.m. per RCW 42.30.110 (g) to review the performance of a public employee, was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously at 7:22 p.m. Commissioners Fox, Geiger, and Chase were present.

At 7:55 p.m. Commissioner Fox told those in attendance that the meeting would need to be extended for an additional fifteen minutes. A motion to extend the Executive Session was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously. The Executive Session resumed at 7:55 p.m.

At 8:10 p.m. Commissioner Fox told those in attendance that the meeting would need to be extended for an additional fifteen minutes. A motion to extend the Executive Session was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously. The Executive Session resumed at 8:10 p.m.

The Executive Session adjourned at 8:25 p.m. No actions were taken. The Board meeting resumed at 8:25 p.m.

A motion to delay Chief Johnson's performance review until all of the Commissioners can meet in person, was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously.

### **Commissioner Comments –**

Commissioner Fox stated that it was nice to meet the new staff members and welcomed them to the District.

Commissioner Geiger stated that he too was happy to meet all of the new faces and added he hoped they all did well in the future.

Commissioner Chase welcomed the new staff and thanked Firefighter Scott Peterson and Lt. Tullis for getting Zoom up and working prior to the meeting.



## Board of Commissioners Meeting Minutes

*February 10, 2025*

**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 8:28 p.m.

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Cathy Barth  
District Secretary

DRAFT



## Board of Commissioners Meeting Minutes

*February 24, 2025*

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, and Commissioner Chase were present. Chief Johnson, and District Secretary, Cathy Barth, were present. Members of the staff were in attendance.

A motion to excuse Commissioner Geiger, was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously.

**Additions to Agenda - None**

**Public Comments – None**

**Consent Agenda –**

Agency Benefits for February 2025 – \$52,634.36

Revised Agency Benefits for January 2025 – \$57,064.10

A motion to approve **February 2025 and the revised January 2025 Agency Benefits** was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously.

**Chief's Report – See Attached**

Commissioner Fox asked Chief Johnson if the stolen radios were turned off by SnoCo 911 and if there was a way to track the location of the radios using GPS. Chief Johnson reported is that the radios have been remotely disabled to the point where they can no longer access the emergency radio network but reported that Sno911 did not enable the GPS tracking feature on the radios.

**Old Business –  
SCEMSA - ILA**

Chief Johnson provided additional new information regarding the proposed Interlocal Agreement (ILA), for SCEMSA. Although the Commissioners had several concerns over the agreement, it was determined that approval for the agreement would be in the best interest of the District. Chief Johnson feels there are a lot of things the Board can do to fix the agreement once the SCEMSA Board is established.

A motion to delegate Chief Johnson to sign the **SCEMSA – ILA** agreement on behalf of the District, the was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously.

**Five Year Plan –**

Chief Johnson proposed the Commissioners schedule a workshop to finalize the five-year strategic plan. The Commissioners agreed that holding a special meeting in a workshop format was the best forum to focus on finalizing the plan. Chief Johnson was tasked with setting the date/time for the first workshop.

**Open Issues/Actions – No new issues were added.**

Commissioner Fox mentioned that he will be out of town on March 24th and will be unable to attend the Board meeting.



## Board of Commissioners Meeting Minutes

*February 24, 2025*

### **New Business –**

**MOU with SCFD 5 and IAFF Local 2781** – Chief Johnson reviewed the MOU with the Commissioners.

A motion to approve a **MOU between SCFD 5 and IAFF Local 2781** was made by Commissioner Chase, amended to delegate Chief Johnson to sign the document by Commissioner Fox, seconded by Commissioner Fox, and passed unanimously.

### **Resolution 2025-03 Surplus**

A motion to approve **Resolution 2025-03** was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously.

### **Executive Session-**

A motion to defer the Executive Session until the March 10<sup>th</sup> Board of Commissioner meeting was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously.

### **Commissioner Comments –**

Commissioner Fox expressed his appreciation to both Chief Johnson and Commissioner Chase for their willingness to move forward on a difficult agreement.

**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 8:12p.m.

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Cathy Barth  
District Secretary



3/31/2025	Adespya, Andrey S	HOLIDAY PAY (AMT\$) RET ELIG		317.28	J000579	1300
3/31/2025	Adespya, Andrey S	HOLIDAY PAY STRIGHT TIME (HRS) RET ELIG	8		J000579	300
3/31/2025	Adespya, Andrey S	REGULAR (\$ AMT)		1,745.04	J000579	1100
3/31/2025	Adespya, Andrey S	REGULAR (HRS)	88		J000579	100
3/31/2025	Araujo, Joseph A	HOLIDAY PAY (AMT\$) RET ELIG		348.48	J142480	1300
3/31/2025	Araujo, Joseph A	HOLIDAY PAY STRIGHT TIME (HRS) RET ELIG	6		J142480	300
3/31/2025	Araujo, Joseph A	REGULAR (\$ AMT)		150.00	J142480	1100
3/31/2025	Araujo, Joseph A	REGULAR (\$ AMT)		3,978.48	J142480	1100
3/31/2025	Araujo, Joseph A	REGULAR (HRS)	137		J142480	100
3/31/2025	Ashby, Hunter B	HOLIDAY PAY (AMT\$) RET ELIG		432.72	J000572	1300
3/31/2025	Ashby, Hunter B	HOLIDAY PAY STRIGHT TIME (HRS) RET ELIG	12		J000572	300
3/31/2025	Ashby, Hunter B	REGULAR (\$ AMT)		1,848.08	J000572	1100
3/31/2025	Ashby, Hunter B	REGULAR (HRS)	102.5		J000572	100
3/31/2025	Ashby, Hunter B	REGULAR (\$ AMT)		75.00	J000572	1100
3/31/2025	Barth, Cathy L	HOLIDAY PAY (AMT\$) RET ELIG		365.12	J868267	1300
3/31/2025	Barth, Cathy L	HOLIDAY PAY STRIGHT TIME (HRS) RET ELIG	7		J868267	300
3/31/2025	Barth, Cathy L	REGULAR (\$ AMT)		6,973.27	J868267	1100
3/31/2025	Barth, Cathy L	REGULAR (HRS)	133.69		J868267	100
3/31/2025	Beuschlein, Brandon J	REGULAR (\$ AMT)		2,217.60	J000239	1100
3/31/2025	Beuschlein, Brandon J	REGULAR (HRS)	84		J000239	100
3/31/2025	Bingham, Steven A	REGULAR (\$ AMT)		6,855.68	J523056	1100
3/31/2025	Bingham, Steven A	REGULAR (HRS)	168		J523056	100
3/31/2025	Bingham, Steven A	HOLIDAY PAY (AMT\$) RET ELIG		1,157.04	J523056	1300
3/31/2025	Bingham, Steven A	HOLIDAY PAY STRIGHT TIME (HRS) RET ELIG	24		J523056	300
3/31/2025	Bingham, Steven A	OT @ 1.5 (\$ AMT)		1,916.35	J523056	1640
3/31/2025	Bingham, Steven A	OT @ 1.5 (HRS)	39.75		J523056	640
3/31/2025	Bural, Brent R	REGULAR (\$ AMT)		523.68	J000319	1100
3/31/2025	Bural, Brent R	REGULAR (HRS)	24		J000319	100
3/31/2025	Bural, Brent R	REGULAR (\$ AMT)		43.20	J000319	1100
3/31/2025	Duros, Emily C	REGULAR (\$ AMT)		12,692.50	J917286	1100
3/31/2025	Duros, Emily C	REGULAR (HRS)	149		J917286	100
3/31/2025	Fox, Steve C	REGULAR (\$ AMT)		483.00	J538669	1100
3/31/2025	Friedman, Etta R	REGULAR (\$ AMT)		3,814.80	J000529	1100
3/31/2025	Friedman, Etta R	REGULAR (HRS)	144.5		J000529	100
3/31/2025	Friedman, Etta R	REGULAR (\$ AMT)		150.00	J000529	1100
3/31/2025	Fulcher, Jim A	REGULAR (\$ AMT)		2,474.00	J482503	1100
3/31/2025	Fulcher, Jim A	REGULAR (HRS)	66		J482503	100
3/31/2025	Geiger, Kelly M	REGULAR (\$ AMT)		161.00	J994315	1100
3/31/2025	Gonzalez, Saul P	REGULAR (\$ AMT)		2,400.20	J000406	1100
3/31/2025	Gonzalez, Saul P	REGULAR (HRS)	110		J000406	100
3/31/2025	Gonzalez, Saul P	REGULAR (\$ AMT)		75.00	J000406	1100
3/31/2025	Gwilt, Jason D	REGULAR (\$ AMT)		9,822.95	J392317	1100
3/31/2025	Gwilt, Jason D	REGULAR (HRS)	168		J392317	100
3/31/2025	Gwilt, Jason D	OT @ 1.5 (\$ AMT)		1,847.36	J392317	1640
3/31/2025	Gwilt, Jason D	OT @ 1.5 (HRS)	26.75		J392317	640
3/31/2025	Johnson, Seth R	REGULAR (\$ AMT)		13,993.00	J000204	1100
3/31/2025	Johnson, Seth R	REGULAR (HRS)	157		J000204	100
3/31/2025	Olson, Christopher S	REGULAR (\$ AMT)		8,483.90	J000372	1100
3/31/2025	Olson, Christopher S	REGULAR (HRS)	170		J000372	100
3/31/2025	Olson, Christopher S	ACTING PAY (\$AMT) RET ELIG		67.68	J000372	1125
3/31/2025	Olson, Christopher S	OT @ 1.5 (\$ AMT)		1,849.46	J000372	1640
3/31/2025	Olson, Christopher S	OT @ 1.5 (HRS)	31		J000372	640
3/31/2025	Olson, Christopher S	Sick Used Hrs (hours)	24		J000372	805
3/31/2025	Perkins, Jacob P	REGULAR (\$ AMT)		6,855.68	J000468	1100
3/31/2025	Perkins, Jacob P	REGULAR (HRS)	185		J000468	100
3/31/2025	Perkins, Jacob P	OT @ 1.5 (\$ AMT)		361.58	J000468	1640

3/31/2025	Perkins, Jacob P	OT @ 1.5 (HRS)	7.5	J000468	640
3/31/2025	Peterson, Scott W	HOLIDAY PAY (AMT\$) RET ELIG		1,393.92 J917174	1300
3/31/2025	Peterson, Scott W	HOLIDAY PAY STRIGHT TIME (HRS) RET ELIG	24	J917174	300
3/31/2025	Peterson, Scott W	REGULAR (\$ AMT)		4,036.56 J917174	1100
3/31/2025	Peterson, Scott W	REGULAR (HRS)	139	J917174	100
3/31/2025	Peterson, Scott W	REGULAR (\$ AMT)		150.00 J917174	1100
3/31/2025	Peterson, Trevor P	REGULAR (\$ AMT)		3,425.63 J000531	1100
3/31/2025	Peterson, Trevor P	REGULAR (HRS)	172.75	J000531	100
3/31/2025	Peterson, Trevor P	REGULAR (\$ AMT)		150.00 J000531	1100
3/31/2025	Pitzen, Samantha N	REGULAR (\$ AMT)		8,483.90 J000371	1100
3/31/2025	Pitzen, Samantha N	REGULAR (HRS)	144	J000371	100
3/31/2025	Pitzen, Samantha N	HOLIDAY PAY (AMT\$) RET ELIG		1,431.84 J000371	1300
3/31/2025	Pitzen, Samantha N	HOLIDAY PAY STRIGHT TIME (HRS) RET ELIG	24	J000371	300
3/31/2025	Pitzen, Samantha N	OT @ 1.5 (\$ AMT)		1,730.14 J000371	1640
3/31/2025	Pitzen, Samantha N	OT @ 1.5 (HRS)	29	J000371	640
3/31/2025	Poch, Jessica M	HOLIDAY PAY (AMT\$) RET ELIG		432.72 J000648	1300
3/31/2025	Poch, Jessica M	HOLIDAY PAY STRIGHT TIME (HRS) RET ELIG	12	J000648	300
3/31/2025	Poch, Jessica M	REGULAR (\$ AMT)		1,555.09 J000648	1100
3/31/2025	Poch, Jessica M	REGULAR (HRS)	86.25	J000648	100
3/31/2025	Quijano, Carter J	REGULAR (\$ AMT)		6,855.68 J000571	1100
3/31/2025	Quijano, Carter J	REGULAR (HRS)	168	J000571	100
3/31/2025	Quijano, Carter J	HOLIDAY PAY (AMT\$) RET ELIG		1,157.04 J000571	1300
3/31/2025	Quijano, Carter J	HOLIDAY PAY STRIGHT TIME (HRS) RET ELIG	24	J000571	300
3/31/2025	Quijano, Carter J	OT @ 1.5 (\$ AMT)		2,663.61 J000571	1640
3/31/2025	Quijano, Carter J	OT @ 1.5 (HRS)	55.25	J000571	640
3/31/2025	Schmekel, Tristan J	REGULAR (\$ AMT)		2,220.96 J000590	1100
3/31/2025	Schmekel, Tristan J	REGULAR (HRS)	112	J000590	100
3/31/2025	Schmekel, Tristan J	REGULAR (\$ AMT)		75.00 J000590	1100
3/31/2025	Spence, Jarrod D	REGULAR (\$ AMT)		12,435.00 J000630	1100
3/31/2025	Spence, Jarrod D	REGULAR (HRS)	140	J000630	100
3/31/2025	Swain, Donald O	REGULAR (\$ AMT)		8,483.90 J000616	1100
3/31/2025	Swain, Donald O	REGULAR (HRS)	218	J000616	100
3/31/2025	Swain, Donald O	ACTING PAY (\$AMT) RET ELIG		33.84 J000616	1125
3/31/2025	Swain, Donald O	OT @ 1.5 (\$ AMT)		1,431.84 J000616	1640
3/31/2025	Swain, Donald O	OT @ 1.5 (HRS)	24	J000616	640
3/31/2025	Tonkin, Steven L L	REGULAR (\$ AMT)		3,528.36 J464448	1100
3/31/2025	Tonkin, Steven L L	REGULAR (HRS)	121.5	J464448	100
3/31/2025	Tonkin, Steven L L	REGULAR (\$ AMT)		75.00 J464448	1100
3/31/2025	Tullis, Tim N	REGULAR (\$ AMT)		9,872.95 J182317	1100
3/31/2025	Tullis, Tim N	REGULAR (HRS)	144	J182317	100
3/31/2025	Tullis, Tim N	HOLIDAY PAY (AMT\$) RET ELIG		1,666.08 J182317	1300
3/31/2025	Tullis, Tim N	HOLIDAY PAY STRIGHT TIME (HRS) RET ELIG	24	J182317	300
3/31/2025	Tullis, Tim N	OT @ 1.5 (\$ AMT)		1,926.41 J182317	1640
3/31/2025	Tullis, Tim N	OT @ 1.5 (HRS)	27.75	J182317	640
3/31/2025	Willette, Samantha M	REGULAR (\$ AMT)		8,483.90 J000568	1100
3/31/2025	Willette, Samantha M	REGULAR (HRS)	159	J000568	100
3/31/2025	Willette, Samantha M	HOLIDAY PAY (AMT\$) RET ELIG		824.40 J000568	1300
3/31/2025	Willette, Samantha M	HOLIDAY PAY STRIGHT TIME (HRS) RET ELIG	12	J000568	300
3/31/2025	Williams, Jeff T	REGULAR (\$ AMT)		9,722.95 J458133	1100
3/31/2025	Williams, Jeff T	REGULAR (HRS)	234	J458133	100
3/31/2025	Williams, Jeff T	OT @ 1.5 (\$ AMT)		820.44 J458133	1640
3/31/2025	Williams, Jeff T	OT @ 1.5 (HRS)	12	J458133	640
3/31/2025	Woolery, Sean R	REGULAR (\$ AMT)		7,541.25 J000567	1100
3/31/2025	Woolery, Sean R	REGULAR (HRS)	172	J000567	100
3/31/2025	Woolery, Sean R	OT @ 1.5 (\$ AMT)		450.76 J000567	1640
3/31/2025	Woolery, Sean R	OT @ 1.5 (HRS)	8.5	J000567	640

3/31/2025 Young, Lynene J	HOLIDAY PAY (AMT\$) RET ELIG		218.82 J774771	1300
3/31/2025 Young, Lynene J	HOLIDAY PAY STRIGHT TIME (HRS) RET ELIG	6	J774771	300
3/31/2025 Young, Lynene J	REGULAR (\$ AMT)		3,385.51 J774771	1100
3/31/2025 Young, Lynene J	REGULAR (HRS)	92.83	J774771	100
3/31/2025 Zuanich, Luke R	REGULAR (\$ AMT)		6,855.68 J925872	1100
3/31/2025 Zuanich, Luke R	REGULAR (HRS)	220	J925872	100
3/31/2025 Zuanich, Luke R	OT @ 1.5 (\$ AMT)		1,687.36 J925872	1640
3/31/2025 Zuanich, Luke R	OT @ 1.5 (HRS)	35	J925872	640

## General Expense Fund Voucher Certification March 2025

Snohomish County Fire District 5

Time: 14:31:10 Date: 03/06/2025

03/01/2025 To: 03/31/2025

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
250301001 AT&T Mobility - First Net	208	03/01/2025	Claims	1	1,060.14	Apparatus and cell phones for staff; PO# 2025-3632 - Replacement I-pad for the one that was stolen	28866
250301002 Acrisure NW Partners Ins. LLC	209	03/01/2025	Claims	1	4,541.00	AD & D Staff member policy	59135
250301003 Airgas-Norpac USA LLC	210	03/01/2025	Claims	1	477.51	Oxygen	44942
250301004 Amazon Capital Services, Inc	211	03/01/2025	Claims	1	1,218.63		54548
250301005 Barmon Lumber, Inc	212	03/01/2025	Claims	1	87.24	Snow Shovels (4)	00345
250301006 Black Knight Emblem & Insignia, LLC	213	03/01/2025	Claims	1	632.78	PO# 2025-3583 Patches (300)	50987
250301007 Bound Tree	214	03/01/2025	Claims	1	151.54	DISS fittings for oxygen regulattors on Medic/Aid Rigs	07212
250301008 City of Sultan	215	03/01/2025	Claims	1	1,024.17	304 Alder Ave., 32995 and 32905 Cascade View Dr. water and sewer	02960
250301009 Comcast	216	03/01/2025	Claims	1	496.21	Internet, Static IP and HD services	37809
250301010 EvergreenHealth Kirkland	217	03/01/2025	Claims	1	242.00	Physical Zuanich	22898
250301011 Filo United, LLC	218	03/01/2025	Claims	1	2,321.73	PO# 2025-3609 & 3586	59599
250301012 Hill Street Cleaners, Inc.	219	03/01/2025	Claims	1	6.79	Dry cleaning	29986
250301013 ISOutsource	220	03/01/2025	Claims	1	6,608.45	IT Services and Professional workstation monitoring	45596
250301014 Life Assist Inc.	221	03/01/2025	Claims	1	4,526.73	PO#2025-3619, 3634 & 3635 ALS and BLS supplies	05604
250301015 McGavick Graves, PS	222	03/01/2025	Claims	1	162.00	Legal Services	52734
250301016 NRS	223	03/01/2025	Claims	1	314.12	PO# 2024-3445 & 3476 Water Rescue Gear - Swain & Corn	25093
250301017 Napa Auto Parts (Monroe)	224	03/01/2025	Claims	1	201.18	Charger for apparatus, Battery for BR 51 pump, Ear plugs	45733
250301018 Orkin	225	03/01/2025	Claims	1	1,636.50	Closed in a soffit on one side of the building	58051
250301019 Pacer Propane	226	03/01/2025	Claims	1	699.78	Propane tank yearly tank rental; Propance - Apparatus Bay heat	55953
250301020 Paladin Background Screening	227	03/01/2025	Claims	1	541.00	Annual Background and Drivers license checks for current staff and new personnel.	48090
250301021 Petro Card Systems Inc.	228	03/01/2025	Claims	1	2,389.82	Fuel Apparatus	02383
250301022 Pitzen, Samantha - Reimbursement	229	03/01/2025	Claims	1	93.80	Mileage reimbursement for Fire Instructor 1 Course	58884
250301023 Puget Sound Energy/Payment Pro.	230	03/01/2025	Claims	1	657.27	Gas Station 52	05661

## General Expense Fund Voucher Certification March 2025

Snohomish County Fire District 5

Time: 14:31:10 Date: 03/06/2025

03/01/2025 To: 03/31/2025

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
250301024 Ray Poland & Sons	231	03/01/2025	Claims	1	710.08	PO# 2025-3525 Fire Fighting Foam (15)	52851
250301025 Republic Services #197 For Rabanco, LTD	232	03/01/2025	Claims	1	447.06	Dumpster rentals, garbage and recycling services	45967
250301026 SeaWestern	233	03/01/2025	Claims	1	5,226.41	PO#2025-3582 - Boots Zuanich, PO# 2024-3529 Hoses	02673
250301027 SnoCo 911	234	03/01/2025	Claims	1	7,990.98	EPCR, Dispatch services, Managed Laptop, Maintenance, Broadband service	53120
250301028 SnoCo EMS Services	235	03/01/2025	Claims	1	1,516.90	2nd Qtr. Sno Co. EMS	02814
250301029 SnoCo PUD	236	03/01/2025	Claims	1	2,877.98	Station 52 Electricity, Station 51 Electricity, Area Lighting	02827
250301030 Snohomish Regional Fire & Rescue ( was D	237	03/01/2025	Claims	1	87.00	Fire Safety Inspection Station 52	06499
250301031 Snure Law Office, PSC	238	03/01/2025	Claims	1	80.00	May 9th Webinar Employee and Benefits	05673
250301032 Stericycle, Inc. (Shred-it)	239	03/01/2025	Claims	1	10.36	Sharps disposal	55135
250301033 Systems Design West	240	03/01/2025	Claims	1	1,524.69	Transport Billing for January	50289
250301034 US Bank National	241	03/01/2025	Claims	1	11,323.80	USPS, Ellerd Attorney, AED SS, AHA, Prep.Hero, WA St. Assoc of FF,1 PW, ID WS, Red Apple,WA St. Fire Trng,ProClp,Kool Print,Goodyear,Xchair, Chevron,S.Pizza,NRS,C ostco,Ignite Conf., Filo	07114
250301035 USAA Life Insurance Company	242	03/01/2025	Claims	1	1,076.74	Insurance refund - double payment for transport	50365
250301036 Unique Experience	243	03/01/2025	Claims	1	3,342.02	PO# 2025-3575 - Jackets (3), Name tag (27)s, Beanies (39), Shorts (69)	28909
250301037 Vestis Group Services	244	03/01/2025	Claims	1	65.48	Weekly Mat Cleaning Services	55720
250301038 Yakindo Web Designs, Inc.	245	03/01/2025	Claims	1	167.50	Website Maintenance	57643
250301039 Ziplly Fiber	246	03/01/2025	Claims	1	931.88	Elan Station 51, Phones, Fax, County Elan	55439

Total Vouchers:

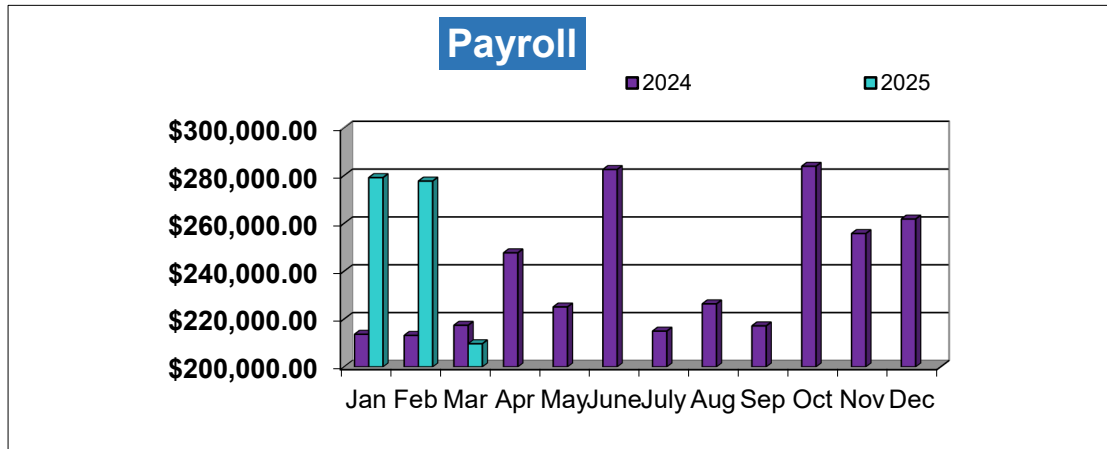
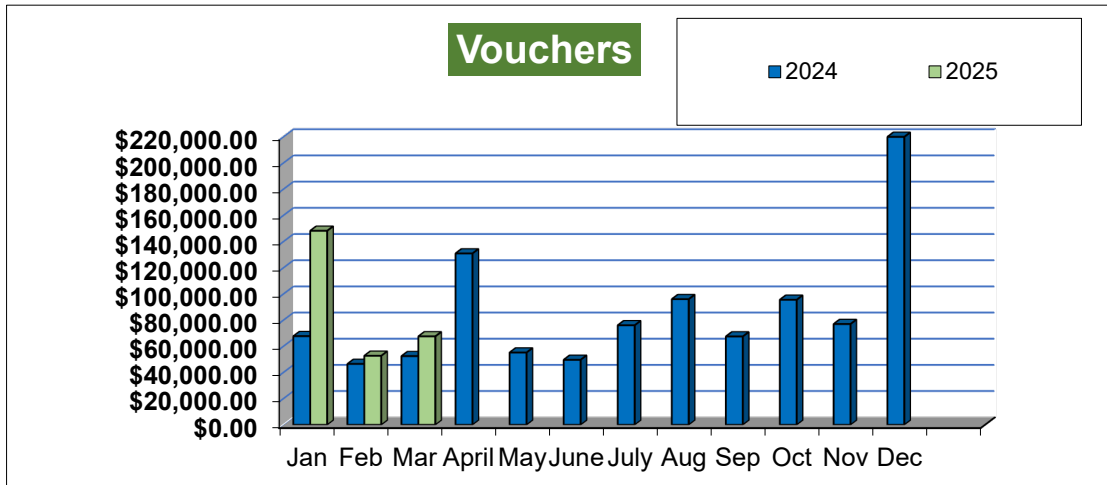
67,469.27



# Voucher & Payroll Expenditures

Vouchers			Payroll		
Month	2024	2025	Month	2024	2025
Jan	\$67,795.70	\$148,297.80	Jan	\$213,647.62	\$279,136.79
Feb	\$46,556.93	\$52,795.66	Feb	\$213,173.56	\$277,687.34
Mar	\$52,530.42	\$67,649.27	Mar	\$217,404.63	\$209,685.67
April	\$131,022.65		Apr	\$247,704.55	
May	\$55,285.94		May	\$225,061.50	
June	\$49,705.77		June	\$282,530.95	
July	\$76,114.85		July	\$214,971.78	
Aug	\$96,093.52		Aug	\$226,360.14	
Sep	\$67,566.66		Sep	\$217,154.78	
Oct	\$95,627.72		Oct	\$283,890.23	
Nov	\$77,073.57		Nov	\$255,757.35	
Dec	\$235,042.18		Dec	\$261,817.96	
TOTAL	\$1,050,416	\$268,743	TOTAL	\$2,859,475	\$766,510

	2024	Average \$	87,535	2024	Average \$	238,290
	2025	Average \$	89,581	2025	Average \$	255,503



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<b>1513</b>	<b>03/01/2025</b>	<b>2025</b>	<b>208</b>	<b>430</b>	<b>AT&amp;T Mobility - First Net</b>	<b>1,005.60</b>	<b>Apparatus and cell phones for staff</b>
	522 10 40 11				Communications 001 000 522 Expense Fund	1,005.60	
					Invoice		
					287337997065X022725	1,005.60	
<b>1514</b>	<b>03/01/2025</b>	<b>2025</b>	<b>208</b>	<b>430</b>	<b>AT&amp;T Mobility - First Net</b>	<b>54.54</b>	<b>PO# 2025-3632 - Replacement I-pad for the one that was stolen</b>
	522 60 30 06				Apparatus/Equipment Parts & Si 001 000 522 Expense Fund	54.54	
					Invoice		
					715161809	54.54	
<b>1525</b>	<b>03/01/2025</b>	<b>2025</b>	<b>209</b>	<b>434</b>	<b>Acisure NW Partners Ins. LLC</b>	<b>4,541.00</b>	<b>AD &amp; D Staff member policy</b>
	522 20 20 03 P-				Medical Benefits 001 000 522 Expense Fund	4,541.00	
					Invoice		
					15996	4,541.00	
<b>1498</b>	<b>03/01/2025</b>	<b>2025</b>	<b>210</b>	<b>5</b>	<b>Airgas-Norpac USA LLC</b>	<b>477.51</b>	<b>Oxygen</b>
	522 20 30 16				Ambulance Supplies (BLS/ALS) 001 000 522 Expense Fund	477.51	
					Invoice		
					9158161826	477.51	
<b>1551</b>	<b>03/01/2025</b>	<b>2025</b>	<b>211</b>	<b>10</b>	<b>Amazon Capital Services, Inc</b>	<b>1,218.63</b>	
	522 10 30 21				Office Supplies 001 000 522 Expense Fund	2.98	Office Supplies
	522 20 30 03				Fire Supplies, Rehab Food 001 000 522 Expense Fund	84.06	PO#2025-3621 Batteries
	522 50 30 12				Supplies (cleaning, paper, maint 001 000 522 Expense Fund	226.12	PO# 2025-3621 Cleaning and Maintenance supplies
	522 50 40 43				Building Repairs and Maintenanc 001 000 522 Expense Fund	186.44	Locution battery backup replacement, router bits for kitchen table, fuel caps
	522 60 30 06				Apparatus/Equipment Parts & Si 001 000 522 Expense Fund	711.98	PO# 2025-3630 Battery cases for vehicles, generator caps, retract. key chains, placard label applicator
	594 22 60 05				Uniforms and Badges 001 000 594 Expense Fund	7.05	PO# 2025-3606 Balance due for replacement day boots for Chief
					Invoice		
					1FPLPW9TFQYY	2.98	
					1YHY13XWGL6	711.98	
					1G9T7NK46K97	226.12	

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				1HRMW1C1GWC3		7.05	
				1YL7C6XD31G6		186.44	
				1P61P46D1FYT		84.06	
<b>1517</b>	<b>03/01/2025</b>	<b>2025</b>	212	<b>21</b>	<b>Barmon Lumber, Inc</b>	<b>87.24</b>	<b>Snow Shovels (4)</b>
	522 50 40 43				Building Repairs and Maintenan	001 000 522 Expense Fund	87.24
					Invoice		
					708994		87.24
<b>1500</b>	<b>03/01/2025</b>	<b>2025</b>	213	<b>27</b>	<b>Black Knight Emblem &amp; Insignia, LLC</b>	<b>632.78</b>	<b>PO# 2025-3583 Patches (300)</b>
	594 22 60 05				Uniforms and Badges	001 000 594 Expense Fund	632.78
					Invoice		
					485		632.78
<b>1515</b>	<b>03/01/2025</b>	<b>2025</b>	214	<b>385</b>	<b>Bound Tree</b>	<b>151.54</b>	<b>DISS fittings for oxygen regulattors on Medic/Aid Rigs</b>
	522 20 30 16				Ambulance Supplies (BLS/ALS)	001 000 522 Expense Fund	151.54
					Invoice		
					40125475		151.54
<b>1532</b>	<b>03/01/2025</b>	<b>2025</b>	215	<b>44</b>	<b>City of Sultan</b>	<b>1,024.17</b>	<b>304 Alder Ave., 32995 and 32905 Cascade View Dr. water and sewer</b>
	522 50 40 37				Utilities (water, sewer, qarbage, r	001 000 522 Expense Fund	1,024.17
					Invoice		
					CITYOFSULTAN-033125		1,024.17
<b>1520</b>	<b>03/01/2025</b>	<b>2025</b>	216	<b>50</b>	<b>Comcast</b>	<b>496.21</b>	<b>Internet, Static IP and HD services</b>
	522 10 40 11				Communications	001 000 522 Expense Fund	496.21
					Invoice		
					300990009264-033125		467.76
					0130273290-033125		28.45
<b>1553</b>	<b>03/01/2025</b>	<b>2025</b>	217	<b>407</b>	<b>EvergreenHealth Kirkland</b>	<b>242.00</b>	<b>Physical Zuanich</b>
	522 10 40 22				Physicals - Exam, UA, Vision, Heł	001 000 522 Expense Fund	242.00
					Invoice		

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				P1022012861-033125		242.00	
<b>1524</b>	<b>03/01/2025</b>	<b>2025</b>	<b>218</b>	<b>466</b>	<b>Filo United, LLC</b>	<b>2,321.73</b>	<b>PO# 2025-3609 &amp; 3586</b>
	594 22 60 05				001 000 594 Expense Fund	2,321.73	
				Invoice			
				022825-3		1,420.84	
				022825-2		900.89	
<b>1501</b>	<b>03/01/2025</b>	<b>2025</b>	<b>219</b>	<b>115</b>	<b>Hill Street Cleaners, Inc.</b>	<b>6.79</b>	<b>Dry cleaning</b>
	522 20 40 24				001 000 522 Expense Fund	6.79	
				Invoice			
				12759		6.79	
<b>1522</b>	<b>03/01/2025</b>	<b>2025</b>	<b>220</b>	<b>120</b>	<b>ISOsource</b>	<b>6,608.45</b>	<b>IT Services and Professional workstation monitoring</b>
	522 10 40 09				001 000 522 Expense Fund	6,608.45	
				Invoice			
				CW306636		3,970.00	
				CW306936		658.62	
				CW307633		2,282.60	
				CW307734		-302.77	
<b>1512</b>	<b>03/01/2025</b>	<b>2025</b>	<b>221</b>	<b>139</b>	<b>Life Assist Inc.</b>	<b>4,526.73</b>	<b>PO#2025-3619, 3634 &amp; 3635 ALS and BLS supplies</b>
	522 20 30 16				001 000 522 Expense Fund	4,526.73	
				Invoice			
				1556476		163.30	
				1556243		1,530.22	
				1576669		1,282.33	
				1577255		1,550.88	
<b>1529</b>	<b>03/01/2025</b>	<b>2025</b>	<b>222</b>	<b>391</b>	<b>McGavick Graves, PS</b>	<b>162.00</b>	<b>Legal Services</b>
	522 10 40 09				001 000 522 Expense Fund	162.00	
				Invoice			
				36171-033125		162.00	
<b>1503</b>	<b>03/01/2025</b>	<b>2025</b>	<b>223</b>	<b>175</b>	<b>NRS</b>	<b>314.12</b>	<b>PO# 2024-3445 &amp; 3476 Water Rescue Gear - Swain &amp; Corn</b>

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594 22 60 08					Rescue Equipment	001 000 594	Expense Fund
						157.06	
594 22 60 08					Rescue Equipment	001 000 594	Expense Fund
						157.06	
					Invoice		
					1687032	157.06	
					1686782	157.06	
<b>1516</b>	<b>03/01/2025</b>	<b>2025</b>	<b>224</b>	<b>156</b>	<b>Napa Auto Parts (Monroe)</b>	<b>201.18</b>	<b>Charger for apparatus, Battery for BR 5 1 pump, Ear plugs</b>
522 50 30 12					Supplies (cleaning, paper, maint	001 000 522	Expense Fund
						70.76	
522 60 30 06					Apparatus/Equipment Parts & Si	001 000 522	Expense Fund
						130.42	
					Invoice		
					008854	82.04	
					008794	48.38	
					008252	70.76	
<b>1523</b>	<b>03/01/2025</b>	<b>2025</b>	<b>225</b>	<b>177</b>	<b>Orkin</b>	<b>1,636.50</b>	<b>Closed in a soffit on one side of the building</b>
522 50 40 43					Building Repairs and Maintenanc	001 000 522	Expense Fund
						1,636.50	
					Invoice		
					279673340	1,636.50	
<b>1496</b>	<b>03/01/2025</b>	<b>2025</b>	<b>226</b>	<b>179</b>	<b>Pacer Propane</b>	<b>1.10</b>	<b>Propane tank yearly tank rental</b>
522 60 40 47					Rentals and Leases	001 000 522	Expense Fund
						1.10	
					Invoice		
					1045687	1.10	
<b>1505</b>	<b>03/01/2025</b>	<b>2025</b>	<b>226</b>	<b>179</b>	<b>Pacer Propane</b>	<b>698.68</b>	<b>Propance - Apparatus Bay heat</b>
522 50 40 37					Utilities (water, sewer, garbage, e	001 000 522	Expense Fund
						698.68	
					Invoice		
					U0366467	698.68	
<b>1527</b>	<b>03/01/2025</b>	<b>2025</b>	<b>227</b>	<b>189</b>	<b>Paladin Background Screening</b>	<b>541.00</b>	<b>Annual Background and Drivers license checks for current staff and new personnel.</b>
522 10 40 09					Professional Services	001 000 522	Expense Fund
						541.00	
					Invoice		

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				6419		541.00	
<b>1528</b>	<b>03/01/2025</b>	<b>2025</b>	<b>228</b>	<b>192</b>	<b>Petro Card Systems Inc.</b>	<b>2,389.82</b>	<b>Fuel Apparatus</b>
	522 20 30 15				Diesel and Gasoline 001 000 522 Expense Fund	2,389.82	
				Invoice			
				C682426		2,389.82	
<b>1499</b>	<b>03/01/2025</b>	<b>2025</b>	<b>229</b>	<b>425</b>	<b>Pitzen, Samantha - Reimbursement</b>	<b>93.80</b>	<b>Mileage reimbursement for Fire Instructor 1 Course</b>
	522 45 40 26				Travel - Meals - Lodging - Recru 001 000 522 Expense Fund	93.80	
				Invoice			
				PITZEN-033125		93.80	
<b>1518</b>	<b>03/01/2025</b>	<b>2025</b>	<b>230</b>	<b>201</b>	<b>Puget Sound Energy/Payment Pro.</b>	<b>657.27</b>	<b>Gas Station 52</b>
	522 50 40 37				Utilities (water, sewer, garbage, i 001 000 522 Expense Fund	657.27	
				Invoice			
				23513217-033125		657.27	
<b>1507</b>	<b>03/01/2025</b>	<b>2025</b>	<b>231</b>	<b>498</b>	<b>Ray Poland &amp; Sons</b>	<b>710.08</b>	<b>PO# 2025-3525 Fire Fighting Foam (15)</b>
	522 20 30 03				Fire Supplies, Rehab Food 001 000 522 Expense Fund	710.08	
				Invoice			
				RPS0225LC		710.08	
<b>1533</b>	<b>03/01/2025</b>	<b>2025</b>	<b>232</b>	<b>207</b>	<b>Republic Services #197, For Rabanco,</b>	<b>447.06</b>	<b>Dumpster rentals, garbage and recycling services</b>
	522 50 40 37				Utilities (water, sewer, garbage, i 001 000 522 Expense Fund	447.06	
				Invoice			
				0197-003494327		447.06	
<b>1509</b>	<b>03/01/2025</b>	<b>2025</b>	<b>233</b>	<b>216</b>	<b>SeaWestern</b>	<b>5,226.41</b>	<b>PO#2025-3582 - Boots Zuanich, PO# 2024-3529 Hoses</b>
	594 22 60 04				Small Tools and Firefighting Equ 001 000 594 Expense Fund	4,823.18	
	594 22 60 05				Uniforms and Badges 001 000 594 Expense Fund	403.23	
				Invoice			
				39519		403.23	
				39976		4,823.18	

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	<b>1531</b>	<b>03/01/2025</b>	<b>2025</b>	234	<b>224</b>	<b>SnoCo 911</b>	<b>7,990.98</b>	<b>EPCR, Dispatch services, Managed Laptop, Maintenance, Broadband service</b>
		522 10 40 11				Communications 001 000 522 Expense Fund	428.26	
		522 20 40 05				SNOCO 911 001 000 522 Expense Fund	6,744.55	
		522 60 40 12				Equipment Maintenance and Re 001 000 522 Expense Fund	61.71	
		522 70 41 28				EPCR 001 000 522 Expense Fund	108.53	
		591 28 70 01				Leases 001 000 591 Expense Fund	647.93	
						Invoice		
						8065	108.53	
						8082A	647.93	
						8082B	428.26	
						8082C	61.71	
						8026	6,744.55	
	<b>1526</b>	<b>03/01/2025</b>	<b>2025</b>	235	<b>225</b>	<b>SnoCo EMS Services</b>	<b>1,516.90</b>	<b>2nd Qtr. Sno Co. EMS</b>
		522 10 40 16				Dues 001 000 522 Expense Fund	1,516.90	
						Invoice		
						1052	1,516.90	
	<b>1502</b>	<b>03/01/2025</b>	<b>2025</b>	236	<b>233</b>	<b>SnoCo PUD</b>	<b>2,877.98</b>	<b>Station 52 Electricity, Station 51 Electricity, Area Lighting</b>
		522 50 40 37				Utilities (water, sewer, garbage, e 001 000 522 Expense Fund	2,877.98	
						Invoice		
						119562060	282.82	
						106396183	9.86	
						132774301	9.86	
						168531314	2,575.44	
	<b>1519</b>	<b>03/01/2025</b>	<b>2025</b>	237	<b>235</b>	<b>Snohomish Regional Fire &amp; Rescue ( v</b>	<b>87.00</b>	<b>Fire Safety Inspection Station 52</b>
		522 10 40 09				Professional Services 001 000 522 Expense Fund	87.00	
						Invoice		
						24-1029-979	87.00	
	<b>1552</b>	<b>03/01/2025</b>	<b>2025</b>	238	<b>237</b>	<b>Snure Law Office, PSC</b>	<b>80.00</b>	<b>May 9th Webinar Employee and Benefits</b>
		522 45 40 28				Tuition/Instructors 001 000 522 Expense Fund	80.00	

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					Invoice		
					SNURE-033125	80.00	
<b>1510</b>	<b>03/01/2025</b>	<b>2025</b>	<b>239</b>	<b>242</b>	<b>Stericycle, Inc. (Shred-it)</b>	<b>10.36</b>	<b>Sharps disposal</b>
	522 10 40 09				Professional Services 001 000 522 Expense Fund	10.36	
					Invoice		
					8009865619	10.36	
<b>1506</b>	<b>03/01/2025</b>	<b>2025</b>	<b>240</b>	<b>250</b>	<b>Systems Design West</b>	<b>1,524.69</b>	<b>Transport Billing for January</b>
	522 20 30 16				Ambulance Supplies (BLS/ALS) 001 000 522 Expense Fund	1,524.69	
					Invoice		
					20250378	1,524.69	
<b>1511</b>	<b>03/01/2025</b>	<b>2025</b>	<b>241</b>	<b>266</b>	<b>US Bank National</b>	<b>11,323.80</b>	<b>USPS, Ellerd Attorney, AED SS, AHA, Prep.Hero, WA St. Assoc of FF, 1 PW, ID WS, Red Apple,WA St. Fire Trng,ProClip,Kool Print,Goodyear,Xchair, Chevron,S.Pizza,NRS,Costco,Ignite Conf., Fila</b>
	522 10 30 01				Postage - Tax - Shipping 001 000 522 Expense Fund	14.24	Postage for mailing warrants to vendors
	522 10 30 21				Office Supplies 001 000 522 Expense Fund	152.71	RFID access supplies
	522 10 30 21				Office Supplies 001 000 522 Expense Fund	138.01	Office Supplies
	522 10 30 34				Computer Software 001 000 522 Expense Fund	282.96	PO# 2025-3629 Password Keeper Software annual subscription + one month
	522 10 40 09				Professional Services 001 000 522 Expense Fund	557.34	Legal Services
	522 10 40 09				Professional Services 001 000 522 Expense Fund	274.98	PO# 2025-3622 Printing services
	522 20 30 03				Fire Supplies, Rehab Food 001 000 522 Expense Fund	237.91	Meals for crew SRT training and drills (12)
	522 20 30 15				Diesel and Gasoline 001 000 522 Expense Fund	50.02	Fuel for Apparatus
	522 20 30 16				Ambulance Supplies (BLS/ALS) 001 000 522 Expense Fund	5,402.94	PO# 2024 -3463 AED for DC Duros
	522 30 30 10				Educational Materials - Fire Prev 001 000 522 Expense Fund	255.16	PO# 2025-3605 Educational Fire Safety Blankets (14)
	522 45 40 26				Travel - Meals - Lodging - Recru 001 000 522 Expense Fund	1,090.72	PO# 2025-3549 - Airport parking, meals, lodging, cabs, for conference
	522 45 40 28				Tuition/Instructors 001 000 522 Expense Fund	523.35	BLS Course Content BLS for HCP Instruction Video, Instructor Essentials online,
	522 45 40 28				Tuition/Instructors 001 000 522 Expense Fund	495.00	PO# 2025-3614 WA St. Annual Fire School Tuition -Friedman
	522 45 40 28				Tuition/Instructors 001 000 522 Expense Fund	625.00	PO# 2025-3555 Fire Officer 2 Training, Instructor 2 test
	522 50 30 12				Supplies (cleaning, paper, maint) 001 000 522 Expense Fund	139.52	Cleaning Supplies
	522 60 30 06				Apparatus/Equipment Parts & S 001 000 522 Expense Fund	152.73	Apparatus Supplies
	522 60 40 23				Apparatus Maintenance (Non-In 001 000 522 Expense Fund	207.85	Tire Replacement, mount and balance

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594 22 60 01					Furnishings - Equipment 001 000 594 Expense Fund	435.31	PO# 2025-3617 Office Chair for Lt. s Office
594 22 60 05					Uniforms and Badges 001 000 594 Expense Fund	130.99	Nomex pants for - Poch
594 22 60 08					Rescue Equipment 001 000 594 Expense Fund	157.06	Liner for SRT gear - Woolery
<hr/>							
Invoice							
					A-USBANK-033125	14.24	Postage to mail warrants
					B-USBANK-033125	557.34	Legal Services
					C-USBANK-033125	5,402.94	PO#2024-3463 -AED for DC Duros
					D-USBANK-033125	523.36	BLS and CPR Instructor and Training and instruction Videos, online course
					E-USBANK-033125	255.16	PO#2025-3605 -Educational Fire Safety Emerg. Blankets (14)
					F-USBANK-033125	495.00	PO#2025-3614 WA St. Annual Fire School Tuition - Friedman
					G-USBANK-033125	282.96	PO#2025-3629 Password keeper software subscription Feb. and annual subs
					H-USBANK-033125	152.71	RFID Access supplies
					I-USBANK-033125	139.52	Cleaning Supplies
					J-USBANK-033125	138.01	Office Supplies
					K-USBANK-033125	625.00	PO# 2025-3555 Fire Officer 2 Training, Instructor 2 test
					L-USBANK-033125	152.73	Mount for Jeep MDC
					M-USBANK-033125	274.98	Printing of First Due Response book for Apparatus
					N-USBANK-033125	207.85	A51 tire purchase, mounted and balanced
					O-USBANK-033125	435.31	PO# 2025-3671 X project chair for Lt.s office
					P-USBANK-033125	50.02	Fuel for apparatus
					Q-USBANK-033125	237.91	Lunches for staff during SRT training and drill (12)
					R-USBANK-033125	157.06	Liner for SRT gear-Woolery
					S-USBANK-033125	1,090.72	Ignite Conference - Hotel, parking, cabs, meals
					T-USBANK-033125	130.98	Filo Nomex pants for - Poch
<b>1504</b>	<b>03/01/2025</b>	<b>2025</b>	<b>242</b>	<b>475</b>	<b>USAA Life Insurance Company</b>	<b>1,076.74</b>	<b>Insurance refund - double payment for transport</b>
	522 10 40 04				Reimbursements - Ambulance T 001 000 522 Expense Fund	1,076.74	
<hr/>							
Invoice							
					USAA-033125	1,076.74	
<b>1508</b>	<b>03/01/2025</b>	<b>2025</b>	<b>243</b>	<b>265</b>	<b>Unique Experience</b>	<b>3,342.02</b>	<b>PO# 2025-3575 - Jackets (3), Name tag (27)s, Beanies (39), Shorts (69)</b>
	594 22 60 05				Uniforms and Badges 001 000 594 Expense Fund	3,342.02	
<hr/>							
Invoice							
					7450	267.10	
					7449	3,074.92	
<b>1521</b>	<b>03/01/2025</b>	<b>2025</b>	<b>244</b>	<b>450</b>	<b>Vestis Group Services</b>	<b>65.48</b>	<b>Weekly Mat Cleaning Services</b>
	522 10 40 09				Professional Services 001 000 522 Expense Fund	65.48	

**ACCOUNTS PAYABLE PAID**

Snohomish County Fire District 5

Expense  
03/01/2025 To: 03/31/2025

Time: 12:00:05 Date: 03/07/2025  
Page: 9

Accts

Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
					Invoice		
					6560519200-033125	16.37	
					6560522848-033125	16.37	
					6560527048-033125	16.37	
					6560530631-033125	16.37	
<b>1497</b>	<b>03/01/2025</b>	<b>2025</b>	<b>245</b>	<b>390</b>	<b>Yakindo Web Designs, Inc.</b>	<b>167.50</b>	<b>Website Maintenance</b>
	522 10 40 09				Professional Services		
					001 000 522 Expense Fund	167.50	
					Invoice		
					2173	167.50	
<b>1530</b>	<b>03/01/2025</b>	<b>2025</b>	<b>246</b>	<b>298</b>	<b>Ziply Fiber</b>	<b>931.88</b>	<b>Elan Station 5 1, Phones, Fax, County Elan</b>
	522 10 40 11				Communications		
					001 000 522 Expense Fund	931.88	
					Invoice		
					3601880051-033125	931.88	
					Total:	67,469.27	
					Fund		
					001 Expense Fund	67,469.27	

This report has been reviewed by: Cathy Barth - Dist. Sec. 03/06/2025  
 Signature & Title Date  
Seth Johnson 03/07/2025  
 Signature & Title Date

REMARKS:

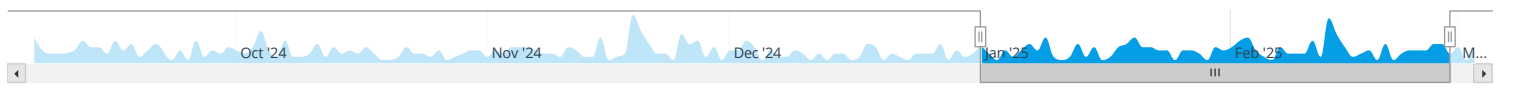
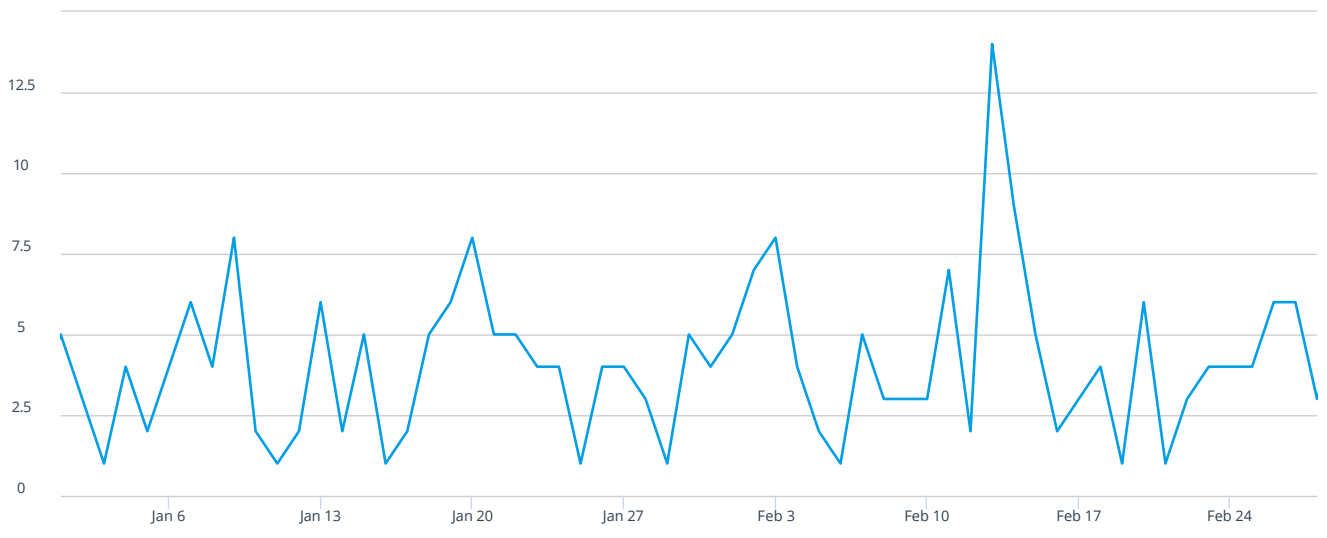
Custom ▾ Jan 1, 2025 - Feb 28, 2025 ▾

**28%**  
FIRE  
Percentage of Total Incidents

**71%**  
EMS  
Percentage of Total Incidents

**242**  
INCIDENTS  
In Selected Time Slice

**59**  
DAYS  
In Selected Time Slice



Counts | % Rows | % Columns | % All

Week Ending	1/5/25	1/12/25	1/19/25	1/26/25	2/2/25	2/9/25	2/16/25	2/23/25	3/2/25	3/9/25	3/16/25	3/23/25	3/30/25	Total
(10) Fire, other				2			1							3
(11) Structure Fire			1											1
(14) Natural vegetation fire							2							2
(30) Rescue, emergency medical call (EMS), other				2	1		1							4
(31) Medical assist		1												1
(32) Emergency medical service (EMS) incident	12	21	20	17	18	22	25	17	16					168
(35) Extrication, rescue								1						1
(41) Combustible/f... spills & leaks			1											1
(44) Electrical wiring/equipm.. problem					1		2	1						4
(50) Service call, other		2	1	1			4		1					9
(52) Water problem							1	1						2
(55) Public service assistance									1					1
(56) Unauthorized burning				1	2	1	3	1						8
(57) Cover assignment, standby at fire station, move-up			1											1
(60) Good intent call, other	1			1										2

Week Ending	1/5/25	1/12/25	1/19/25	1/26/25	2/2/25	2/9/25	2/16/25	2/23/25	3/2/25	3/9/25	3/16/25	3/23/25	3/30/25	Total
(61) Dispatched and canceled en route	2	1	3	3	6	2	2		4					23
(62) Wrong location, no emergency found				1	1									2
(65) Steam, other gas mistaken for smoke									1					1
(70) False alarm and false call, other		1					1							2
(73) System or detector malfunction				1		1								2
(74) Unintentional system/detect... operation (no fire)		1		1				1						3
NULL				1										1
Total	15	27	27	31	29	26	42	22	23					242

**INTERLOCAL AGREEMENT**  
**FOR**  
**FUNDING OF JOINT DELEGATE PHYSICIAN**

This **INTERLOCAL AGREEMENT** (the “Agreement”) is entered into by and between Snohomish County EMS and Trauma Care Counsel (“SCEMS”), Snohomish County Fire Snohomish County Fire District No. 5, Snohomish County Fire District No. 17, and Snohomish County Fire District No. 26 (collectively, the “Providers” or a “Provider”) for services.

**I. RECITALS**

**WHEREAS**, the purpose of this Agreement is to perform services to the Providers, and those agencies within Provider’s service area for which Provider contracts for delegate physician services;

**WHEREAS**, the Snohomish County Medical Program Director may delegate to a physician the duties set forth in WAC 246-976-920(3)(a), 4(a) (c), and (d), 5(a), (e), and (f), 6(a) –(c) and (e), 7(a) – (d) and (f), and 8 (b) – (c) to be performed for the Providers in which SCEMS contracts for delegate physician services; and

**WHEREAS**, the Parties are desirous of having SCEMS provide services, which are above those provided equally to all EMS agencies throughout Snohomish County; and

**Whereas**, SCEMS has determined in order to provide those services requested, it must employ a physician and delegate tasks typically held by the Medical Program Director.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

**II. TERMS**

1. **TERM.** This Agreement shall commence on March 1, 2025 and remain in effect until terminated, as provided herein. This Agreement may be terminated by any Party upon seven (7) days’ written notice and opportunity to cure should one party fail to perform in accordance with its terms through no fault of the other. In addition, any Party may terminate this Agreement with or without cause, upon forty-five (45) days’ written notice to the other party.

1.1 The Parties agree that this Agreement shall be exempt from the provisions of Paragraph 18 of the Interlocal Agreement with Member Agencies for a Snohomish County EMS Agency (the “Member Agency ILA”). Nothing in the Member Agency ILA shall cause this Agreement to be terminated.

2. **SERVICES.** Subject to the approval by each of the Providers and the delegation of duties by the Medical Program Director, SCEMS shall hire a physician to provide the Providers with delegate physician services as outlined in **Exhibit A** (Scope of Work). All modifications and amendments to **Exhibit A** shall be approved by each of the Providers. The Delegate Physician Agreement and Business Associate Agreement (**Exhibit B**) or a form similar to those

attached will be executed between SCEMS and a physician who will be providing services pursuant to this ILA and Providers will be provided a fully executed copy of each.

3. **OFFICE SPACE, EQUIPMENT, AND SUPPLIES.** SCEMS shall furnish sufficient office space, equipment, supplies, services, and technology to the delegate physician for the performance of those services described in **Exhibit A**.

4. **COMPENSATION.** For the services provided by the SCEMS pursuant to this Agreement, the Providers shall each pay to SCEMS their Provider Share the following amounts, billed quarterly (the "Contract Payment"), which shall include a quarterly fee of \$4500.00. The quarterly fee shall be prorated for partial quarters.

4.1. **Provider Share.** SCEMS shall bill each provider 1/3 of the quarterly fee outlined in Article 4 at the beginning of the new quarter. (January 1, April 1, July 1, October 1)

4.2. **Payment Procedures.** Except as otherwise provided herein, for all payments provided hereunder, SCEMS shall provide the Providers with quarterly invoices. The Providers shall pay all invoiced amounts within forty-five (45) days of receipt.

**Cost Increases.** Annually, the quarterly fee will be increased by 3%. This increase shall be made by SCEMS on the January 1<sup>st</sup> billing of each year.

5. **ACCOUNTING RECORDS.** SCEMS will maintain accounting records, including, but not limited to original receipts, invoices, and related verification, in accordance with generally accepted accounting principles and practices. These records will be available to the Providers during SCEMS's normal business hours for a period of three (3) years after the expiration and/or termination of this Agreement, whichever is later.

6. **INDEPENDENT GOVERNMENTS.** The Parties recognize and agree that they are independent governments. Except for the specific terms herein, nothing herein shall be construed to limit the discretion of the governing bodies of each party. No separate legal entity is created by this Agreement.

7. **INDEMNIFICATION.** To the extent permitted by law, each Party agrees to defend, indemnify, and hold harmless the other Party and each of its employees, commissioners, officials, agents, and volunteers from any and all losses, claims, liabilities, lawsuits, or legal judgments arising out of any negligent or willfully tortious actions or inactions by the performing Party or any of its employees, officials, agents, or volunteers, while acting within the scope of the duties required by this Agreement. Each Party shall be responsible for its own legal costs and attorneys' fees. This provision shall survive the expiration of this Agreement. This provision shall also survive and remain in effect in the event that a court or other entity with jurisdiction determines that this Agreement is not enforceable. It is further specifically and expressly understood that the indemnification provided herein constitutes each Party's waiver of immunity under industrial insurance, Title 51 RCW, solely to carry out the purposes of this indemnification clause. The parties further acknowledge that they have mutually negotiated this waiver.

8. **NON-DISCRIMINATION.** In connection with the performance of this Agreement, SCEMS shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, sexual orientation, national origin, age, marital status, genetic

information, honorably discharged veteran or military status, presence of a sensory, mental, or physical disability, or use of a trained dog guide or service animal. SCEMS shall take affirmative action to ensure that applicants are employed and the employees are treated during employment without regard to their race, color, creed, religion, sex, sexual orientation, national origin, age, marital status, genetic information, honorably discharged veteran or military status, presence of a sensory, mental, or physical disability, use of a trained dog guide or service animal, or any other protected class.

9. **NOTICES.** Notices to the parties shall be sent to the following address:

SCEMS: Snohomish County EMS / TC Council  
ATTN: Scott Dorsey, Executive Director  
PO Box 214  
Marysville, WA 98270  
scott.dorsey@snocountyems.org

SCFD5: Snohomish County Fire District No. 5  
ATTN: Chief Seth Johnson  
32905 Cascade View Drive  
Sultan, WA 98294  
s.johnson@snofire5.org

SCFD17 Snohomish County Fire District No. 17  
ATTN: Chief Jim Haverfield  
PO Box 1049  
Granite Falls, WA 98252  
jim.haverfield@gffd17.org

SCFD26 Snohomish County Fire District No. 26  
ATTN: Chief Eric Andrews  
501 Lewis Ave  
Gold Bar WA 98251  
eandrews@skyvalleyfire.org

The Parties agree that the addresses of all parties to which notice shall be given may be changed at any time by written notice to the other Party.

10. **WORK PRODUCT.** All documents, analysis, and data of whatever kind prepared by a delegate physician pursuant to this Agreement shall be deemed property of the Providers upon completion or termination of this Agreement. SCEMS may keep file copies of the work product but shall retain no other rights of ownership therein.

11. **GOVERNING LAW.** This Agreement is governed by the laws of the State of Washington and shall be construed and interpreted in accordance with Washington law, regardless of the law that might otherwise apply under common law principles of conflicts of law. The Parties consent to personal jurisdiction in the State of Washington for any dispute or claim related to this Agreement or the subject matter of this Agreement. The venue for any dispute or claim related to this Agreement or the subject matter of this Agreement is a court in Snohomish County, Washington. Prevailing party will be entitled to their attorney's fees and costs.

12. **WAIVER.** No failure by any of the foregoing parties to insist upon the strict performance of any covenant, duty, agreement, or condition of this Agreement or to exercise any right or

remedy consequent upon a breach thereof shall constitute a waiver of any such breach or any other covenant, agreement, term, or condition. Any party hereto, by notice, and only by notice as provided herein may, but shall be under no obligation to, waive any of its rights or any conditions to its obligations hereunder, or any duty, obligation, or covenant of any other party hereto. No waiver shall affect or alter this Agreement, and each and every covenant, agreement, term and condition of this Agreement shall continue in full force and effect with respect to any other then-existing or subsequent breach thereof.

13. **PUBLIC DUTY DOCTRINE.** This Agreement shall not be construed to provide any benefits to any third parties. Specifically, and without limiting the foregoing, this Agreement shall not create or be construed as creating an exception to the Public Duty Doctrine.

14. **PRIVACY PROTECTION.** SCEMS shall appropriately safeguard Protected Health Information ("PHI") that is created, received, maintained, or transmitted on behalf of the Providers in compliance with the applicable provisions of Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F - Administrative Simplification, Sections 261, et seq., as amended ("HIPAA"), and with Public Law 111-5 of February 17, 2009, known as the American Recovery and Reinvestment Act of 2009, Title XII, Subtitle D - Privacy, Sections 13400, et seq., the Health Information Technology and Clinical Health Act, as amended (the "HITECH Act"), and as provided in the SCEMS Business Associate Agreement.

15. **ASSIGNMENT.** Any assignment of this Agreement by any Party without the prior written consent of the non-assigning Parties shall be void. If the non-assigning Party gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent.

16. **NEUTRAL AUTHORSHIP.** Each of the provisions of this Agreement has been reviewed and negotiated and represents the combined work product of all parties hereto. No presumption or other rules of construction which would interpret the provisions of this Agreement, in favor of or against the Party preparing the same, shall be applicable in connection with the construction or interpretation of any of the provisions of this Agreement. The Fire Chief from each District and the Executive Director of SCEMS will be administrators of this Agreement. No real or personal property will be jointly owned pursuant to this Agreement.

17. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the Parties hereto with respect to the subject matter contained in this Agreement, and this Agreement supersedes all of their previous understandings and agreements, written and oral, with respect thereto. This Agreement may be amended only by written instrument executed by the parties subsequent to the date hereof.

18. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one agreement.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement, effective the date of the last authorized signature below.

**SNOHOMISH COUNTY EMS AND TRAUMA CARE COUNSEL**

Signed by:

*Scott Dorsey*

\_\_\_\_\_  
Scott Dorsey, Executive Director

Date: 3/5/2025

**SNOHOMISH COUNTY FIRE DISTRICT NO. 5**

\_\_\_\_\_  
Seth Johnson, Fire Chief

Date: \_\_\_\_\_

**SNOHOMISH COUNTY FIRE DISTRICT NO. 17**

DocuSigned by:

*Jim Haverfield*

\_\_\_\_\_  
Jim Haverfield, Fire Chief

Date: 3/5/2025

**SNOHOMISH COUNTY FIRE DISTRICT NO. 26**

DocuSigned by:

*Eric Andrews*

\_\_\_\_\_  
Eric Andrews, Fire Chief

Date: 3/5/2025

## **EXHIBIT A Scope of Work**

The Medical Program Director Delegate Physician is responsible for providing the following services to each of the Providers.

- **Chart Review.** The MPD-D shall perform chart review services for the Providers to ensure appropriateness of treatments and care, adherence to the Snohomish County Patient Care Protocols, and compliance with the North Region EMS and Trauma Care System Patient Care Protocols. Chart review shall be conducted via the ESO online platform, and include the following:
  - 100% Review of Advanced Airway Management Cases
  - 100% Review of Cardiac Arrest Cases
  - Review of a minimum of 2 ALS patient contacts per provider per month (This may be met by mandatory chart reviews or reviews performed by other agencies)
  - Cases included in the Snohomish County EMS Quality Management Plan listed as “to be regularly reviewed by MPD-D”.
  - Any cases requested to be reviewed by the Fire Chief or designee.
  
- **Education.** The MPD-D shall provide educational services to the Providers and their personnel, based upon a schedule that is defined by the Providers.
  - MPD-D shall provide a total of nine (9), Two (2) hour run reviews each calendar year, utilizing a hybrid format combining in-person and online meetings.
    - Cases shall be prepared for review by the MPD-D prior to run review and all PHI shall be redacted.
    - Run reviews shall include an education component. The topic of such education will be agreed upon between the Provider and the MPD-D prior to the session.
  - \* Provide a minimum of 1 CAM class per year
  
- **Direct Provider management**
  - Review 100% of patient contacts for new providers undergoing Paramedic Onboarding and Mentorship program
  - ALS provider skills checkoffs
  
- Additional tasks requested by a Provider shall be billed by SCEMS at a rate of \$150.00 per hour to the requesting provider. This provider direct cost shall not be allocated per the provider cost share formula in 4.1.

## EXHIBIT B

### DELEGATE PHYSICIAN AGREEMENT

This **DELEGATE PHYSICIAN AGREEMENT** (the “Agreement”) is entered into by and between Snohomish County EMS and Trauma Care Counsel (“SCEMS”) and **Zachary Forcade** (the “Physician”) for services as a Delegate Physician.

#### I. RECITALS

**WHEREAS**, the purpose of this Agreement is to provide delegate physician services to Snohomish County Fire District No. 5, Snohomish County Fire District No. 17 (“Granite Falls Fire”), and Snohomish County Fire District No. 26 (“Sky Valley Fire”) (collectively, the “Providers”) and those agencies within Providers’ service areas for which Providers contract for delegate physician services;

**WHEREAS**, The Snohomish County Medical Program Director may delegate to the Physician the duties set forth in WAC 246-976-920(3)(a), (c), (d), (e), (f), (g), and (h) to be performed for those agencies in which Providers contract for delegate physician services; and

**WHEREAS**, SCEMS and Physician are desirous of having Physician provide, on a regular and ongoing basis, delegate physician services to the Providers.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

#### II. TERMS

1. **SERVICES.** Physician agrees to provide the services identified in **Exhibit A** (the “Services”). Physician shall, at all times, observe and comply with generally accepted practices and standards, and comply with all applicable laws and regulations, when providing Services under this Agreement.

2. **QUALIFICATIONS.** Physician will be a physician licensed to practice medicine in Washington with knowledge and experience in the administration and management of emergency medical care in the pre-hospital, emergency medical systems environment, and trauma program. Physician shall meet all criteria of RCW 18.71.205(4) to accomplish the professional objectives of the Secretary of the Washington State Department of Health Services as provided in RCW 18.73.081(5) and be selected by Providers as the countywide approved Medical Program Director. Physician shall perform the Services in strict conformance with currently approved practices in this field of medicine and in a competent and professional manner consistent with the Washington State Department of Health requirements. Physician must maintain all customary narcotics and controlled substances numbers and licenses. Additionally, Physician must maintain their own malpractice insurance to sufficiently cover the duties herein and provide proof of such to Providers. Physician will be familiar with both state and federal laws and regulations governing Snohomish County Emergency Medical Services (EMS) and trauma services and shall be responsible for compliance with these laws and regulations.

3. **TERM.** This Agreement shall commence on **March 1, 2025**, and remain in effect until terminated as provided herein.

3.1. Either Party may terminate this Agreement with or without cause, upon forty-five (45) days' written notice to the other party.

3.2. SCEMS may terminate this Agreement upon thirty (30) days' prior written notice to Physician if (i) Physician fails or refuses to comply with any material term of this Agreement or (ii) Physician abandons its obligations under this Agreement for more than ten (10) days without SCEMS's prior written approval.

3.3. This Agreement will terminate immediately if (i) the Medical Program Director fails to delegate or rescinds delegation of any duties identified in WAC 246-976-920; (ii) Physician's license to practice medicine in Washington State is revoked, suspended, restricted, or expires; or (iii) Physician is convicted of any offense punishable as a felony or engages in unprofessional conduct, as defined in RCW 18.130.180.

3.4. Physician may terminate this Agreement immediately upon written notice to SCEMS if (i) SCEMS fails substantially to perform any material term of this Agreement and (ii) that failure continues for a period of thirty (30) days after Physician has given SCEMS written notice of that failure.

3.5. In the event of termination, Physician shall be compensated for satisfactory work performed to the termination date. Any work product generated by Physician prior to such termination shall be the sole property of the Providers, and Physician agrees to provide the Providers with all such materials at no cost to the Providers.

4. **COMPENSATION FOR SERVICES.** SCEMS agrees to compensate Physician \$4,500 monthly, payable in accordance with SCEMS's compensation policy. Physician shall submit monthly statements of Services rendered to SCEMS in a form acceptable to SCEMS. SCEMS shall make prompt monthly payments for work completed to SCEMS's satisfaction.

5. **RELATIONSHIP OF PARTIES.** The Parties intend that an independent contractor relationship will be created between them. Physician is responsible for the means and methods it uses to perform the Services. Nothing herein shall be construed to create the relationship of employer and employee between the Parties. SCEMS shall be neither liable for nor obligated to pay sick leave, vacation pay, or any other benefit of employment, nor to pay any social security or other tax that may arise as an incident of employment.

6. **NOTICES.** Notices to the Parties shall be sent to the following address:

SCEMS: Snohomish County EMS and Trauma Care Counsel  
ATTN: Executive Director  
PO Box 214  
Marysville, WA 98270

Physician: 1002 Angle Ln.  
Everett, WA 98201

The Parties agree that the addresses of all parties to which notice shall be given may be changed at any time by written notice to the other Party.

7. **PERSONAL NATURE OF SERVICES.** Except as otherwise provided herein, Physician shall perform the Services personally and shall not delegate, assign, or subcontract any portion of the Services without the prior written consent of SCEMS. SCEMS recognizes that Physician will work with other physicians for provision of some of the Services set forth herein; and SCEMS reserves the right to approve of such physicians.

8. **GOVERNING LAW.** This Agreement is governed by the laws of the State of Washington and will be construed and interpreted in accordance with Washington law, regardless of the law that might otherwise apply under common law principles of conflicts of law. The Parties consent to personal jurisdiction in the State of Washington for any dispute or claim related to this Agreement or the subject matter of this Agreement. The venue for any dispute or claim related to this Agreement or the subject matter of this Agreement is a court in Snohomish County, Washington. The parties expressly waive their right to a jury.

9. **WAIVER.** No failure by any of the foregoing parties to insist upon the strict performance of any covenant, duty, agreement, or condition of this Agreement or to exercise any right or remedy consequent upon a breach thereof shall constitute a waiver of any such breach or any other covenant, agreement, term, or condition. Any party hereto, by notice, and only by notice as provided herein may, but shall be under no obligation to, waive any of its rights or any conditions to its obligations hereunder, or any duty, obligation, or covenant of any other party hereto. No waiver shall affect or alter this Agreement, and each and every covenant, agreement, term and condition of this Agreement shall continue in full force and effect with respect to any other then-existing or subsequent breach thereof.

10. **PRIVACY PROTECTION.** Physician will appropriately safeguard Protected Health Information ("PHI") that is created, received, maintained, or transmitted on behalf of SCEMS and the Providers in compliance with the applicable provisions of Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F - Administrative Simplification, Sections 261, et seq., as amended ("HIPAA"), and with Public Law 111-5 of February 17, 2009, known as the American Recovery and Reinvestment Act of 2009, Title XII, Subtitle D - Privacy, Sections 13400, et seq., the Health Information Technology and Clinical Health Act, as amended (the "HITECH Act"), and as provided in **Exhibit B**.

11. **NEUTRAL AUTHORSHIP.** Each of the provisions of this Agreement has been reviewed and negotiated, and represents the combined work product of all parties hereto. No presumption or other rules of construction which would interpret the provisions of this Agreement, in favor of or against the Party preparing the same, shall be applicable in connection with the construction or interpretation of any of the provisions of this Agreement.

12. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the Parties hereto with respect to the subject matter contained in this Agreement, and this Agreement supersedes all of their previous understandings and agreements, written and oral, with respect thereto. This Agreement may be amended only by written instrument executed by the Parties subsequent to the date hereof.

13. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one agreement.

**IN WITNESS WHEREOF**, SCEMS and Physician have executed this Agreement, effective the date of the last authorized signature below.

**SNOHOMISH COUNTY EMS AND TRAUMA PHYSICIAN  
CARE COUNSEL**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: Executive Director  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_  
Date: \_\_\_\_\_



**Delegation of Authority**

I, C. Ryan Keay, am the Medical Program Director for Snohomish County and hereby delegate to Zachary Forcade those duties identified in WAC 246-976-920(3)(a), (c), (d), (e), (f), (g), and (h) as it relates to emergency medical services.

**MEDIAL PROGRAM DIRECTOR**

\_\_\_\_\_  
By: \_\_\_\_\_  
Date: \_\_\_\_\_

## EXHIBIT C

### BUSINESS ASSOCIATE AGREEMENT (“BAA”)

#### 1. DEFINITIONS

(a) “*Breach*” shall mean, as defined in 45 C.F.R. § 164.402, the acquisition, access, use or disclosure of Unsecured Protected Health Information in a manner not permitted by the HIPAA Requirements that compromises the security or privacy of that Protected Health Information.

(b) “*Security Incident*” shall mean, as defined in 45 C.F.R. § 164.304, the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.

(c) All other capitalized terms used in this BAA shall have the meanings set forth in the applicable definitions under the HIPAA Requirements.

#### 2. GENERAL TERMS

(a) In the event of an inconsistency between the provisions of this BAA and a term in HIPAA (as these terms may be expressly amended from time to time by the HHS or as a result of interpretations by HHS, a court, or another regulatory agency with authority over the parties), the interpretation of HHS, such court or regulatory agency shall prevail.

(b) Where provisions of this BAA are different from those mandated by the HIPAA Requirements, but are nonetheless permitted by the HIPAA Requirements, the provisions of this BAA shall control.

(c) Except as expressly provided in the HIPAA Requirements or this BAA, this BAA does not create any rights in third parties.

#### 3. SPECIFIC REQUIREMENTS

(a) **Subcontractors.** Business Associate agrees that as required by the HIPAA Requirements, Business Associate will enter into a written agreement with all Business Associate Subcontractors that: (i) requires them to comply with the Privacy and Security Rule provisions of this BAA in the same manner as required of Business Associate, and (ii) notifies such Business Associate Subcontractors that they will incur liability under the HIPAA Requirements for non-compliance with such provisions. Accordingly, Business Associate shall ensure that all Business Associate Subcontractors agree in writing to the same privacy and security restrictions, conditions and requirements that apply to Business Associate with respect to Protected Health Information.

(b) **Privacy of Protected Health Information (“PHI”).**

(i) **Permitted Uses and Disclosures of PHI.** Business Associate agrees to create, receive, use, disclose, maintain, or transmit PHI only in a manner that is consistent with this BAA or the HIPAA Requirements and only in connection with providing the services to Covered Entity identified in the Agreement. Accordingly, in providing services to or for the Covered Entity, Business Associate, for example, will

be permitted to use and disclose PHI for "Treatment, Payment, and Health Care Operations," as those terms are defined in the HIPAA Requirements. Business Associate further agrees that to the extent it is carrying out one or more of the Covered Entity's obligations under the Privacy Rule (Subpart E of 45 C.F.R. Part 164), it shall comply with the requirements of the Privacy Rule that apply to the Covered Entity in the performance of such obligations.

(ii) **Reporting Obligations.** Business Associate shall report to Covered Entity any use or disclosure of PHI that is not provided for in this BAA, including reporting Breaches of Unsecured Protected Health Information as required by 45 C.F.R. § 164.410 and required by this Business Associate Agreement.

(iii) **Minimum Necessary Standard and Creation of Limited Data Set.** Business Associate's use, disclosure, or request of PHI shall utilize a Limited Data Set if practicable. Otherwise, in performing the functions and activities as specified in the Agreement and this BAA, Business Associate agrees to use, disclose, or request only the minimum necessary PHI to accomplish the intended purpose of the use, disclosure, or request.

(iv) **Access.** In accordance with 45 C.F.R. § 164.524 of the HIPAA Requirements, Business Associate will make available to the Covered Entity (or as directed by the Covered Entity, to those individuals who are the subject of the PHI (or their designees)), their PHI in the Designated Record Set. Business Associate shall make such information available in an electronic format where directed by the Covered Entity.

(v) **Disclosure Accounting.** Business Associate shall make available the information necessary to provide an accounting of disclosures of PHI as provided for in 45 C.F.R. § 164.528 of the HIPAA Requirements by making such information available to the Covered Entity or (at the direction of the Covered Entity) making such information available directly to the individual.

(vi) **Amendment.** Business Associate shall make PHI in a Designated Record Set available for amendment and, as directed by the Covered Entity, incorporate any amendment to PHI in accordance with 45 C.F.R. § 164.526 of the HIPAA Requirements.

(vii) **Right to Request Restrictions on the Disclosure of PHI and Confidential Communications.** If an individual submits a Request for Restriction or Request for Confidential Communications to the Business Associate, Business Associate and Covered Entity agree that Business Associate, on behalf of Covered Entity, will evaluate and respond to these requests according to Business Associate's own procedures for such requests.

(viii) **Return or Destruction of PHI.** Upon the termination or expiration of the Agreement or this BAA, Business Associate agrees to return the PHI to Covered Entity, destroy the PHI (and retain no copies), or if Business Associate determines that return or destruction of the PHI is not feasible, (a) continue to extend the protections of this BAA and of the HIPAA Requirements to the PHI, and (b) limit any further uses and disclosures of the PHI to the purpose making return or destruction infeasible.

(ix) **Availability of Books and Records.** Business Associate shall make available to HHS or its agents the Business Associate's internal practices, books, and records relating to the use and disclosure of PHI in connection with this BAA.

(x) **Termination for Breach.**

a. Business Associate agrees that Covered Entity shall have the right to terminate this BAA or seek other remedies if Business Associate violates a material term of this Agreement.

b. Covered Entity agrees that Business Associate shall have the right to terminate this BAA or seek other remedies if Covered Entity violates a material term of this BAA.

(c) **Security Incident and Breach Reporting.**

(i) Business Associate shall Report to Covered Entity any unauthorized access, use, disclosure, modification, or destruction of PHI (including Electronic PHI) not permitted by this BAA, applicable law, or permitted by Covered Entity in writing ("Successful Security Incidents" or "Breaches") of which Business Associate becomes aware. Business Associate shall report such Successful Security Incidents or Breaches to Covered Entity as specified in this Agreement.

(ii) For Security Incidents that do not result in unauthorized access, use, disclosure, modification, or destruction of PHI (including, for purposes of example and not for purposes of limitation, pings on Business Associate's firewall, port scans, attempts to log onto a system or enter a database with an invalid password or username, denial-of-service attacks that do not result in the system being taken off-line, or malware such as worms or viruses) (hereinafter "Unsuccessful Security Incidents"), aggregate the data and, upon the Covered Entity's written request, report to the Covered Entity in accordance with the reporting requirements identified in this Agreement.

(iii) Business Associate shall take all commercially reasonable steps to mitigate, to the extent practicable, any harmful effect that is known to Business Associate resulting from any unauthorized access, use, disclosure, modification, or destruction of PHI.

(iv) Business Associate shall Permit termination of this BAA if the Covered Entity determines that Business Associate has violated a material term of this BAA with respect to Business Associate's security obligations and Business Associate is unable to cure the violation.

(v) Upon Covered Entity's request, Business Associate shall provide Covered Entity with access to and copies of documentation regarding Business Associate's safeguards for PHI and Electronic PHI.

(vi) **Notice Timeline.** Business Associate will notify Covered Entity as soon as practicable, but in no event later than five (5) business days after discovery, any unauthorized access, use, disclosure, modification, or destruction of PHI (including

any Successful Security Incident) that is not permitted by this BAA, by applicable law, or permitted in writing by Covered Entity, whether such non-compliance is by (or at) Business Associate or by (or at) a Business Associate Subcontractor.

(vii) **Notice of Breach.** Business Associate will notify Covered Entity following discovery and without unreasonable delay but in no event later than five (5) business days following discovery, any Breach of Unsecured Protected Health Information, whether such Breach is by Business Associate or by Business Associate Subcontractor.

a. As provided for in 45 C.F.R. § 164.402, Business Associate recognizes and agrees that any acquisition, access, use or disclosure of PHI in a manner not permitted under the HIPAA Privacy Rule (Subpart E of 45 C.F.R. Part 164) is presumed to be a Breach. As such, Business Associate shall (i) notify Covered Entity of any non-permitted acquisition, access, use or disclosure of PHI, and (ii) assist Covered Entity in performing (or at Covered Entity's direction, perform) a risk assessment to determine if there is a low probability that the PHI has been compromised.

b. Business Associate shall cooperate with Covered Entity in meeting the Covered Entity's obligations under the HIPAA Requirements and any other security breach notification laws. Business Associate shall follow its notification to the Covered Entity with a report that meets the requirements outlined immediately below.

(viii) **Reporting Obligations – Details.**

a. For Successful Security Incidents and Breaches, Business Associate – without unreasonable delay and in no event later than thirty (30) calendar days after Business Associate learns of such nonpermitted use or disclosure (whether at Business Associate or at Business Associate Subcontractor) – shall provide Covered Entity a report that will:

- i. Identify (if known) each individual whose Unsecured Protected Health Information has been, or is reasonably believed by Business Associate to have been accessed, acquired, or disclosed;
- ii. Identify the nature of the non-permitted access, use, or disclosure including the date of the incident and the date of discovery;
- iii. Identify the PHI accessed, used, or disclosed (e.g., name; social security number; date of birth);
- iv. Identify what corrective action Business Associate (or Business Associate Subcontractor) took or will take to prevent further non-permitted accesses, uses, or disclosures;
- v. Identify what Business Associate (or Business Associate Subcontractor) did or will do to mitigate any deleterious effect of the non-permitted access, use, or disclosure; and

vi. Provide such other information, including a written report, as the Covered Entity may reasonably request.

b. For Unsuccessful Security Incidents, Business Associate shall provide Covered Entity, upon its written request, a report that: (i) identifies the categories of Unsuccessful Security Incidents as described in this BAA; (ii) indicates whether Business Associate believes its (or its Business Associate Subcontractor's) current defensive security measures are adequate to address all Unsuccessful Security Incidents, given the scope and nature of such attempts; and (iii) if the security measures are not adequate, the measures Business Associate (or Business Associate Subcontractor) will implement to address the security inadequacies.

#### **4. TERMINATION**

(a) Covered Entity and Business Associate each will have the right to terminate this BAA if the other party has engaged in an activity or practice that constitutes a material breach or violation of Business Associate's or the Covered Entity's respective obligations regarding PHI under this BAA and, on notice of such material breach or violation from the Covered Entity or Business Associate, fails to take reasonable steps to cure the material breach or end the violation.

(b) If Business Associate or the Covered Entity fail to cure the material breach or end the violation after the other party's notice, the Covered Entity or Business Associate (as applicable) may terminate this BAA by providing Business Associate or the Covered Entity written notice of termination, stating the uncured material breach or violation that provides the basis for the termination and specifying the effective date of the termination.

#### **5. CONTINUING PRIVACY AND SECURITY OBLIGATIONS**

(a) Business Associate's and the Covered Entity's obligation to protect the privacy and security of the PHI it created, received, maintained, or transmitted in connection with services to be provided under the Agreement and this BAA will be continuous and survive termination, cancellation, expiration, or other conclusion of this BAA or the Agreement. Business Associate's other obligations and rights, and the Covered Entity's obligations and rights upon termination, cancellation, expiration, or other conclusion of this BAA, are those set forth in this BAA and/or the Agreement.



## 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	
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	