

SNOHOMISH COUNTY FIRE DISTRICT NO. 5

Commissioners Meeting Agenda

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



April 28, 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

Approval of Agency Benefits \$49,591.53

CHIEF'S REPORT- To be presented

REPORTS

Month & Year to Date Budget Reconciled March 2025

OLD BUSINESS

District Secretary Search Proposal

10.22.23 Policy - Lease Capitalization Policy Draft 2

Open Issues / Actions

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

NEW BUSINESS

INFORMATIONAL

Records Requests – No new requests

COMMISSIONER COMMENTS

ADJOURN

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

Agency Benefits 2025 (ER) Only

MONTH	Social Security/ FICA/Medicare	Trustdeed	HRA Veba	MERP	PERS 2	PERS 3	LEOFF 2	WA DCP
Jan	\$3,449.58	\$30,333.06	\$3,770.56	\$900.00	\$3,524.52	\$657.92	\$8,815.10	\$5,613.36
Feb	\$3,484.48	\$27,808.50	\$550.00	\$900.00	\$4,950.71	\$182.78	\$9,144.69	\$5,613.36
Mar	\$3,272.62	\$25,373.98	\$550.00	\$900.00	\$4,035.68	\$202.02	\$8,835.22	\$5,613.36
Apr	\$3,281.06	\$26,170.80	\$550.00	\$900.00	\$4,155.97	\$266.58	\$8,653.76	\$5,613.36
May								
Jun								
Jul								
Aug								
Sep								
Oct								
Nov								
Dec								
Total	\$13,487.74	\$109,686.34	\$5,420.56	\$3,600.00	\$16,666.88	\$1,309.30	\$35,448.77	\$22,453.44
Average	\$3,371.94	\$27,421.59	\$1,355.14	\$900.00	\$4,166.72	\$327.33	\$8,862.19	\$5,613.36
Total Agency Benefits								\$49,591.53

Monthly and YTD Budget 2025

Snohomish County Fire District 5

Time: 10:56:14 Date: 04/25/2025

Page: 1

001 Expense Fund

Revenues		Amt Budgeted	March	YTD	Remaining	
311 Taxes/Revenue						
311 10 01 00	Property Tax-Regular Levy	3,093,643.08	102,247.50	163,572.73	2,930,070.35	5.3%
311 10 02 00	Property Tax-EMS Levy	1,108,004.21	36,758.53	58,128.37	1,049,875.84	5.2%
311 10 03 00	Property Tax - M & O	0.00	692.10	945.38	(945.38)	0.0%
311 10 05 00	Property Tax - Real and personal	0.00	0.00	0.00	0.00	0.0%
311 Taxes/Revenue		4,201,647.29	139,698.13	222,646.48	3,979,000.81	5.3%
330 Intergovernmental Revenue						
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	778.00	778.00	422.00	64.8%
337 00 00 00	Timber/Harvest - BVFF Reimbursements	5,000.00	0.00	6,219.53	(1,219.53)	124.4%
338 30 01 00	Error Corrections Revenue	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenue		6,200.00	778.00	6,997.53	(797.53)	112.9%
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	37.96	37.96	(37.96)	0.0%
342 21 00 00	Fire Protection Services School - CPR Class Fees	1,150.00	0.00	0.00	1,150.00	0.0%
342 21 01 00	Wildland Fire Reimbursements/PSCAA	15,000.00	0.00	0.00	15,000.00	0.0%
342 60 00 00	Ambulance and Emergency Aid Fee	236,000.00	35,483.09	90,759.91	145,240.09	38.5%
340 Charges for Goods and Services		254,650.00	35,521.05	90,797.87	163,852.13	35.7%
360 Miscellaneous Revenue						
361 10 00 00	Interest Income	12,500.00	2,655.02	7,857.63	4,642.37	62.9%
367 00 00 00	Contributions/Donations, Non State or Federal Grants	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	3,610.21	3,692.06	(3,692.06)	0.0%
360 Miscellaneous Revenue		12,500.00	6,265.23	11,549.69	950.31	92.4%
380 Non Revenue						
388 30 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						
395 30 00 00	Proceeds from Sales of Capital Assets	0.00	0.00	0.00	0.00	0.0%

Monthly and YTD Budget 2025

Snohomish County Fire District 5

Time: 10:56:14 Date: 04/25/2025

Page: 2

001 Expense Fund

Revenues	Amt Budgeted	March	YTD	Remaining	
395 Other Financing Sources					
395 40 00 00 Compensation for Loss/Impairment of Capital Assets	0.00	0.00	0.00	0.00	0.0%
395 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%
398 Insurance Recoveries					
398 10 00 00 Insurance Recoveries	0.00	0.00	0.00	0.00	0.0%
398 Insurance Recoveries	0.00	0.00	0.00	0.00	0.0%
597 Transfers					
397 22 01 00 Transfers In From Reserve	0.00	0.00	1,175,285.00	(1,175,285.00)	0.0%
397 22 01 01 GEMT Transfer in from Reserve Fund	0.00	0.00	0.00	0.00	0.0%
597 Transfers	0.00	0.00	1,175,285.00	(1,175,285.00)	0.0%
Fund Revenues:	4,474,997.29	182,262.41	1,507,276.57	2,967,720.72	33.7%
Expenditures	Amt Budgeted	March	YTD	Remaining	
522 Fire Control & EMS					
522 10 20 06 Deputy Chief of EMS	0.00	0.00	0.00	0.00	0.0%
522 10 49 00 Service Fees	0.00	50.00	150.00	(150.00)	0.0%
522 20 40 49 Misc. Adjustments	0.00	(0.04)	(0.06)	0.06	0.0%
588 50 01 00 Error Correction Expenditures	0.00	0.00	0.00	0.00	0.0%
589 99 99 00 Payroll Clearing	0.00	0.00	0.00	0.00	0.0%
000	0.00	49.96	149.94	(149.94)	0.0%
522 10 10 01 District Secretary (.865 FTE)	93,890.00	7,338.39	21,556.78	72,333.22	23.0%
522 10 10 02 Assistant Secretary (.625FTE)	56,628.00	3,604.33	11,463.08	45,164.92	20.2%
522 10 10 03 Commissioner Meetings (144 x \$161)	23,184.00	644.00	2,576.00	20,608.00	11.1%
522 10 10 04 Fire Chief (1.0FTE)	182,250.00	14,493.00	43,479.00	138,771.00	23.9%
522 10 10 08 Deputy Chief Operations (1.0FTE)	155,750.00	12,935.00	64,190.00	91,560.00	41.2%
522 10 10 09 Deputy Chief EMS (1.0FTE)	155,750.00	12,692.50	12,692.50	143,057.50	8.1%
522 10 10 18 Support Services Officer (.5FTE)	43,200.00	2,474.00	16,787.78	26,412.22	38.9%
522 10 10 19 Office Asst (.5FTE)	26,000.00	0.00	0.00	26,000.00	0.0%
522 10 30 01 Postage - Tax - Shipping	2,750.00	14.24	325.03	2,424.97	11.8%
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	293.70	2,271.95	6,478.05	26.0%
522 10 30 22 Patient Care Questionnaire	0.00	0.00	0.00	0.00	0.0%
522 10 30 34 Computer Software	1,500.00	282.96	609.93	890.07	40.7%
522 10 40 01 Election Costs	0.00	0.00	0.00	0.00	0.0%
522 10 40 02 Audit	0.00	0.00	0.00	0.00	0.0%
522 10 40 03 Background Screenings	1,250.00	0.00	261.00	989.00	20.9%
522 10 40 04 Reimbursements - Ambulance Transport, Taxes Etc	6,500.00	1,076.74	3,177.28	3,322.72	48.9%
522 10 40 09 Professional Services	133,000.00	8,474.11	32,672.51	100,327.49	24.6%
522 10 40 11 Communications	36,000.00	2,861.95	7,914.96	28,085.04	22.0%
522 10 40 16 Dues	9,450.00	1,516.90	5,878.80	3,571.20	62.2%

Monthly and YTD Budget 2025

Snohomish County Fire District 5

Time: 10:56:14 Date: 04/25/2025

Page: 3

001 Expense Fund

Expenditures		Amt Budgeted	March	YTD	Remaining	
522 Fire Control & EMS						
522 10 40 20	Meals (business luncheons) & parking	1,000.00	0.00	420.32	579.68	42.0%
522 10 40 22	Physicals - Exam, UA, Vision, HepB (3 doses), TDAP,	15,500.00	242.00	1,070.00	14,430.00	6.9%
522 10 40 27	Banquet and Functions	6,500.00	0.00	0.00	6,500.00	0.0%
522 10 40 44	Insurance CIAW	122,545.00	0.00	0.00	122,545.00	0.0%
010 Administration		1,081,647.00	68,943.82	227,346.92	854,300.08	21.0%
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	0.00	2,000.00	0.0%
522 20 10 14	P-Personnel Part Time Fill-In	472,500.00	34,262.80	112,398.95	360,101.05	23.8%
522 20 10 15	P-Personnel Fulltime Firefighters	1,400,250.00	115,052.48	337,476.65	1,062,773.35	24.1%
522 20 10 16	P-Personnel Fulltime Firefighters Callback OT	90,000.00	8,036.32	39,152.46	50,847.54	43.5%
522 20 10 17	P-Part Time Shift Incentive	9,000.00	900.00	3,075.00	5,925.00	34.2%
522 20 10 19	P-Personnel Full-Time Firefighters Non-Callback OT (Training, Meetings, etc)	25,000.00	2,866.21	8,799.79	16,200.21	35.2%
522 20 20 01	P-State Pensions	189,500.00	13,072.92	40,398.64	149,101.36	21.3%
522 20 20 03	P- Medical Benefits	316,000.00	31,364.98	95,627.10	220,372.90	30.3%
522 20 20 05	P-Federal Payroll Taxes	43,560.00	3,272.66	10,206.74	33,353.26	23.4%
522 20 20 06	State Payroll Taxes	154,000.00	0.00	41,409.53	112,590.47	26.9%
522 20 30 03	Fire Supplies, Rehab Food	3,000.00	1,032.05	1,361.85	1,638.15	45.4%
522 20 30 15	Diesel and Gasoline	28,000.00	2,439.84	7,463.60	20,536.40	26.7%
522 20 30 16	Ambulance Supplies (BLS/ALS)	75,000.00	12,083.41	20,058.05	54,941.95	26.7%
522 20 40 05	SNOCO 911	84,275.00	6,744.55	21,279.47	62,995.53	25.3%
522 20 40 07	Regional Technical Response Agreement (So. Sno. Co. Fire & Rescue)	1,600.00	0.00	0.00	1,600.00	0.0%
522 20 40 24	Laundry - Uniforms - Bunker Gear	1,750.00	6.79	51.15	1,698.85	2.9%
522 30 30 09	Newsletter Quarterly	13,500.00	0.00	0.00	13,500.00	0.0%
522 30 30 10	Educational Materials - Fire Prevention Week Kids Handouts	5,000.00	255.16	581.85	4,418.15	11.6%
522 30 30 23	Fire Prevention Education (Holidays)	1,750.00	0.00	318.92	1,431.08	18.2%
020 Suppression & EMS		2,936,685.00	231,390.17	739,659.75	2,197,025.25	25.2%
522 41 31 01	CPR & First Aid Cards	1,500.00	0.00	0.00	1,500.00	0.0%
041 Training Provided to External Parties		1,500.00	0.00	0.00	1,500.00	0.0%
522 45 30 13	Training Props/Devices & Supplies	5,500.00	0.00	1,295.46	4,204.54	23.6%
522 45 40 26	Travel - Meals - Lodging - Recruit Training Meals	3,500.00	1,184.52	1,506.72	1,993.28	43.0%
522 45 40 28	Tuition/Instructors	25,000.00	1,723.35	5,544.51	19,455.49	22.2%
522 45 40 30	Target Solutions	6,000.00	0.00	0.00	6,000.00	0.0%
045 Training Obtained by Employees		40,000.00	2,907.87	8,346.69	31,653.31	20.9%
522 50 30 12	Supplies (cleaning, paper, maintenance, propane)	7,000.00	436.40	1,920.19	5,079.81	27.4%
522 50 40 19	Inspections and Tests	5,000.00	0.00	0.00	5,000.00	0.0%

Monthly and YTD Budget 2025

Snohomish County Fire District 5

Time: 10:56:14 Date: 04/25/2025

Page: 4

001 Expense Fund

Expenditures		Amt Budgeted	March	YTD	Remaining	
522 Fire Control & EMS						
522 50 40 37	Utilities (water, sewer, garbage, gas, propane, electric)	47,000.00	5,705.16	15,522.71	31,477.29	33.0%
522 50 40 40	Building Repairs and Maintenance - ST52 - 304 Alder	10,000.00	0.00	0.00	10,000.00	0.0%
522 50 40 43	Building Repairs and Maintenance - ST51 - 32905 Cascade View	12,000.00	1,910.18	3,883.44	8,116.56	32.4%
522 50 40 45	Training Trailer Expenses - Driver Simulator/Rescue	1,000.00	0.00	0.00	1,000.00	0.0%
050 Facilities Maintenance		82,000.00	8,051.74	21,326.34	60,673.66	26.0%
522 60 30 06	Apparatus/Equipment Parts & Supplies - (Non-Intergovernmental)	30,000.00	1,049.67	3,628.28	26,371.72	12.1%
522 60 40 12	Equipment Maintenance and Repairs	10,000.00	61.71	1,684.29	8,315.71	16.8%
522 60 40 23	Apparatus Maintenance (Non-Intergovernmental)	5,000.00	207.85	609.41	4,390.59	12.2%
522 60 40 29	Monroe - Apparatus Maintenance Intergovernmental	85,000.00	0.00	32,148.07	52,851.93	37.8%
522 60 40 47	Rentals and Leases	250.00	1.10	1.10	248.90	0.4%
060 Vehicles & Equipment Maintenance		130,250.00	1,320.33	38,071.15	92,178.85	29.2%
522 70 41 28	EPCR	2,000.00	108.53	292.62	1,707.38	14.6%
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)	12,750.00	0.00	2,109.49	10,640.51	16.5%
522 70 41 37	Snohomish County EMS Annual Assessment (County Medical Program Director)	13,325.00	0.00	0.00	13,325.00	0.0%
070 Ambulance Services		43,075.00	108.53	2,402.11	40,672.89	5.6%
522 Fire Control & EMS		4,315,157.00	312,772.42	1,037,302.90	3,277,854.10	24.0%
591 Leases						
591 22 70 02	Software leases	9,500.00	0.00	12,495.43	(2,995.43)	131.5%
591 28 70 01	Leases	8,175.00	647.93	1,943.79	6,231.21	23.8%
591 Leases		17,675.00	647.93	14,439.22	3,235.78	81.7%
594 Capital Outlay						
594 22 60 01	Furnishings - Equipment	7,500.00	435.31	713.45	6,786.55	9.5%
594 22 60 02	Computer Hardware - Laptop - MDC - EPCR - Server	15,000.00	0.00	978.26	14,021.74	6.5%
594 22 60 04	Small Tools and Firefighting Equipment	15,000.00	4,823.18	4,823.18	10,176.82	32.2%
594 22 60 05	Uniforms and Badges	12,500.00	6,837.80	21,048.91	(8,548.91)	168.4%
594 22 60 06	Facilities	2,500.00	0.00	0.00	2,500.00	0.0%
594 22 60 08	Rescue Equipment	5,000.00	471.18	863.77	4,136.23	17.3%
594 22 60 09	Firefighting Safety Gear	55,000.00	0.00	0.00	55,000.00	0.0%
594 22 60 10	Small Tools and Equipment EMS	7,500.00	0.00	1,045.84	6,454.16	13.9%
594 22 60 11	Phone & Assesory Purchases	3,500.00	0.00	0.00	3,500.00	0.0%

Monthly and YTD Budget 2025

Snohomish County Fire District 5

Time: 10:56:14 Date: 04/25/2025

Page: 5

001 Expense Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
594 Capital Outlay					
594 22 60 14 Capital Apparatus Purchases	0.00	0.00	1,175,285.00	(1,175,285.00)	0.0%
594 25 60 12 Disaster Services EOC	1,500.00	0.00	0.00	1,500.00	0.0%
594 Capital Outlay	125,000.00	12,567.47	1,204,758.41	(1,079,758.41)	963.8%
597 Transfers					
597 22 00 01 Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.0%
597 22 00 03 Transfer to Capital Project Fund	0.00	0.00	2,868.46	(2,868.46)	0.0%
597 Transfers	0.00	0.00	2,868.46	(2,868.46)	0.0%
Fund Expenditures:	4,457,832.00	325,987.82	2,259,368.99	2,198,463.01	50.7%
Fund Excess/(Deficit):	17,165.29	(143,725.41)	(752,092.42)		

Monthly and YTD Budget 2025

Snohomish County Fire District 5

Time: 10:56:14 Date: 04/25/2025

Page: 6

002 Reserve Fund

Revenues	Amt Budgeted	March	YTD	Remaining
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330 Intergovernmental Revenue

332 93 40 00	Grnd Emerg. Med Transpt (GEMT)Payments - Reserves	575,000.00	0.00	0.00	575,000.00	0.0%
330 Intergovernmental Revenue		575,000.00	0.00	0.00	575,000.00	0.0%

360 Miscellaneous Revenue

361 10 00 01	Interest Income (Reserve)	155,000.00	10,350.54	37,651.82	117,348.18	24.3%
360 Miscellaneous Revenue		155,000.00	10,350.54	37,651.82	117,348.18	24.3%

597 Transfers

397 22 02 00	Transfer In From Expense Fund	0.00	0.00	300,000.00	(300,000.00)	0.0%
597 Transfers		0.00	0.00	300,000.00	(300,000.00)	0.0%

Fund Revenues:	730,000.00	10,350.54	337,651.82	392,348.18	46.3%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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522 Fire Control & EMS

522 10 49 01	Service Fees (Reserve)	450.00	50.00	150.00	300.00	33.3%
522 Fire Control & EMS		450.00	50.00	150.00	300.00	33.3%

597 Transfers

597 00 01 00	Transfer Out to Expense Fund	0.00	0.00	1,475,285.00	(1,475,285.00)	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	1,475,285.00	(1,475,285.00)	0.0%

Fund Expenditures:	450.00	50.00	1,475,435.00	(1,474,985.00)	*****%
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Fund Excess/(Deficit):	729,550.00	10,300.54	(1,137,783.18)
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Monthly and YTD Budget 2025

Snohomish County Fire District 5

Time: 10:56:14 Date: 04/25/2025

Page: 7

200 Bond - Capital

Revenues	Amt Budgeted	March	YTD	Remaining
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311 Taxes/Revenue

311 10 04 00	Property Taxes Capital Facility Bond (Station 51)	597,385.00	20,071.67	30,781.13	566,603.87	5.2%
311 Taxes/Revenue		597,385.00	20,071.67	30,781.13	566,603.87	5.2%

330 Intergovernmental Revenue

337 01 00 00	Timber and Private Harvest - Bond	0.00	0.00	1,421.62	(1,421.62)	0.0%
330 Intergovernmental Revenue		0.00	0.00	1,421.62	(1,421.62)	0.0%

Fund Revenues:	597,385.00	20,071.67	32,202.75	565,182.25	5.4%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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591 Leases

592 22 08 00	Interest And Other Debt Service Costs -	0.00	0.00	106.33	(106.33)	0.0%
592 22 81 00	Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.0%
591 Leases		0.00	0.00	106.33	(106.33)	0.0%

594 Capital Outlay

591 22 70 00	Principal Paid on Station Construction	348,391.00	0.00	0.00	348,391.00	0.0%
592 22 80 00	Interest Paid on Station Construction	164,312.93	0.00	0.00	164,312.93	0.0%
594 Capital Outlay		512,703.93	0.00	0.00	512,703.93	0.0%

Fund Expenditures:	512,703.93	0.00	106.33	512,597.60	0.0%
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Fund Excess/(Deficit):	84,681.07	20,071.67	32,096.42
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Monthly and YTD Budget 2025

Snohomish County Fire District 5

Time: 10:56:14 Date: 04/25/2025

Page: 8

300 Capital Project Fund

Revenues		Amt Budgeted	March	YTD	Remaining	
597 Transfers						
397 03 00 00	Transfers In From Expense Fund	0.00	0.00	2,868.46	(2,868.46)	0.0%
597 Transfers		0.00	0.00	2,868.46	(2,868.46)	0.0%
Fund Revenues:		0.00	0.00	2,868.46	(2,868.46)	0.0%
Expenditures		Amt Budgeted	March	YTD	Remaining	
594 Capital Outlay						
594 22 60 03	Apparatus Replacement	230,000.00	0.00	0.00	230,000.00	0.0%
594 22 60 21	Furnishings and Equipment	7,000.00	0.00	1,623.96	5,376.04	23.2%
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	0.00	0.00	0.0%
594 22 60 26	Facilities Construction, Machinery and Equipment	87,000.00	0.00	0.00	87,000.00	0.0%
594 22 60 27	Land Aquisition - Future Facilities	25,000.00	0.00	0.00	25,000.00	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		349,000.00	0.00	1,623.96	347,376.04	0.5%
Fund Expenditures:		349,000.00	0.00	1,623.96	347,376.04	0.5%
Fund Excess/(Deficit):		(349,000.00)	0.00	1,244.50		

Monthly and YTD Budget 2025

Snohomish County Fire District 5

Months: 01 To: 03

Time: 10:56:14 Date: 04/25/2025

Page: 9

Fund	Revenue	March	Received		Expenditures	March	Spent	
001 Expense Fund	4,474,997.29	182,262.41	1,507,276.57	33.7%	4,457,832.00	325,987.82	2,259,368.99	50.7%
002 Reserve Fund	730,000.00	10,350.54	337,651.82	46.3%	450.00	50.00	1,475,435.00	*****%
200 Bond - Capital	597,385.00	20,071.67	32,202.75	5.4%	512,703.93	0.00	106.33	0.0%
300 Capital Project Fund	0.00	0.00	2,868.46	0.0%	349,000.00	0.00	1,623.96	0.5%
	5,802,382.29	212,684.62	1,879,999.60	32.4%	5,319,985.93	326,037.82	3,736,534.28	70.2%



Snohomish County Fire District #5

32905 Cascade View Drive, Sultan, Washington 98294

Phone: (360) 793-1179 Fax (360) 799-0563

Date: April 17, 2025

To: Board of Commissioners

From: Chief Seth Johnson

Re: District Secretary Replacement

With the forthcoming retirement of our tenured District Secretary Cathy Barth, we must accomplish the task of determining a timeline and process to replace this key position in approximately 9 months.

Due to the dynamic nature of this position and the low frequency of some vital tasks, staff believes that the more time the incumbent can spend with the current District Secretary, the better positioned the District will be to carry on after January 31st, 2026.

We currently have a part-time office assistant position in the budget, with an allocation of \$26,000 for 2025. Due to a positive change in circumstances and the dedication of our front office staff, we have not needed and will not fill that position in 2025. Other costs associated with this position are spread throughout the budget in various line items such as state payroll taxes, state pensions as well as slight increases in software, office supplies, and other sundry costs. In total, not filling this position will save approximately \$31,500 in the 2025 budget.

I have reviewed the most recent Fire District wage survey and investigated similar job positions at Snohomish County and believe that an appropriate hiring salary range for this position should land between \$93,600 and \$104,000 annually, depending on qualifications. This would represent a standard Monday through Friday work week, with 40 hours scheduled per week (1.0 FTE).

Filling this position June 1st will be a total cost in 2025 of \$88,100. (A difference of \$56,600, when considering the savings of the unfilled PT position.) The additional costs will carry into 2026 as well, with the anticipated cost of \$12,583 occurring in January of '26, when our District Secretary retires.

Staff is ready to advertise the position and has identified multiple outlets to post the opening. Thank you for your consideration, and I am more than happy to answer any questions that you may have.

Regards,

A handwritten signature in blue ink, appearing to read "Seth Johnson", is written over a light blue rectangular background.

Seth Johnson, Fire Chief



Job Description – District Secretary

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

NATURE OF WORK: The District Secretary position is a non-uniformed position responsible for the management of major financial functions of the District and ensuring that legal administrative requirements are met. The District Secretary is a confidential member of the District, who works closely with District Officers to accomplish the goals and objectives of the District.

The District Secretary provides administrative support to the Board of Commissioners as a non-board member as prescribed in RCW 52.14.080. The District Secretary performs the task of Auditing Officer, Investment Officer, Public Records Custodian, as well as administrative tasks to support the Fire Chief.

The District Secretary is responsible for the direction and oversight of any assigned activities and provide leadership and motivation to any staff assigned to them. The District Secretary drives the mission and vision of the organization by seamlessly integrating financial and operational functions of the District, accurate reporting of the District's finances, and timely completion of reports and other tasks.

The District Secretary is a confidential employee, and the incumbent is subject to appropriate management review.

SUPERVISORY RELATIONSHIPS:

The District Secretary operates with significant autonomy and is granted independent judgement under the general supervision of the Fire Chief. The District Secretary shall effectively lead assigned subordinates and manage their assigned division(s) within the overall strategic direction of the District.

ESSENTIAL FUNCTIONS:

1. The District Secretary attends Board of Fire Commissioners meetings in compliance with RCW 52.12.080 and records the minutes of the meeting. Working with the Fire Chief, the District Secretary prepares the agenda, board packet, minutes and reports, resolutions, policies, notices and posting of such. Keeps the Board of Commissioners and the Fire Chief informed of pertinent business of the District, to include the financial status of the District.
2. Works as the audit liaison with the Washington State Auditor. Completes the Washington State Auditor Annual report within a 150-day period at the close of the fiscal year.
3. Monitors internal operations and procedures to ensure compliance with policies, procedures, regulations, agreements, and document retention. Makes recommendations for process improvements when required.
4. Maintains confidentiality when handling sensitive or legally protected information.
5. Prepares, reviews, and completes reports within assigned areas of responsibility. Prepares the vouchers utilizing the BARS chart of accounts in preparation for Board approval and payment. Assists in preparation and review of payroll and the disbursement of personnel benefits. Completes quarterly reports.
6. Serves as the investment officer for the District. Manages the health of all funds for the District and assures funds are available for all District debts each month. Safeguards the Districts financial resources.
7. Appropriately administers employment contracts and collective bargaining agreements.
8. Prepares invoices and maintains an accounts receivable tracking system.

Snohomish County Fire District 5



9. Maintains the financial records of the District and reconciles with the County reports monthly, according to the BARS chart of accounts.
10. Manages security of employee information and manages the physical security of information.
11. Manages and assigns inventory tasks per Policy 10.14.22, including credit and fuel cards.
12. Administers grant reimbursements, service billing, and assorted payables or receivables which are paid to or owed to other governments outlined in contracts or interlocal agreements.
13. Remains competent in the operation of various computer programs relative to the District's personnel, accounting, budgeting, payroll, accounts payable, accounts receivable, retention and word processing.
14. Perform updates to the office procedures, manuals, policies and SOP's.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of District policies and procedures, and ability to make policy recommendations.
- Knowledge of the principles of human resource management, government accounting and budgeting, and special purpose district administration.
- Must read, write, and communicate fluently in the English language.
- Ability to read, review, and interpret a variety of materials including rules, laws, reference standards, manuals, periodicals, textbooks.
- High degree of digital literacy, including fluency in MS Office Suite, WordPress, Springbrook.
- Possess the ability and propensity to act independently, seek counsel when appropriate, accept constructive criticism, and adapt to changes in business practices.
- Participate in continuing education programs to be kept informed of new laws with regard to financial, employee and legal requirements needed for the District.
- Perform assigned tasks with personal conduct, attitude and appearance that reflects professionalism and strictly conforms with policies, procedures, and discipline within the chain of command.
- Physical ability to perform the job.

WORKING ENVIRONMENT: Typically, work is performed indoors in a professional office environment. Work may include travel in a personal or District vehicle to other locations for meetings, some requiring multi-day travel outside of regular business hours. Office work typically includes sitting, standing, walking, infrequent lifting (25lbs or less), and frequent use of general office equipment. As the most visitor-forward position in the District, the incumbent will be the first point of contact for citizens, deliveries, agents of other governments and service providers.

EDUCATION AND EXPERIENCE:

- High School Graduation required. Post secondary degree in finance or administration preferred.
- Previous work experience in government preferred.
- Any combination of education and experience that provides the desired knowledge, skills, and abilities to perform the essential duties of the position.

LICENSES AND CERTIFICATES:

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

Now Hiring!

District Secretary



COMPENSATION AND BENEFITS

- * **Annual Wage** - Hiring Range \$93,600 to \$104,000 Annually
- * **Schedule** - Monday - Friday, 40 Hours per Week
- * **Medical Insurance** - WA Fire Commissioners PPO-100 plan Medical, Dental, Vision. SCFD5 pays 100% of employee premium and 90% of dependent premiums.
- * **Other Benefits** - Washington State PERS Retirement System, generous sick leave and vacation leave accruals, HRA/VEBA, Life Insurance, AD&D policy, and more!

Visit www.snofire5.org for job description, application and turn-in instructions.

Application Deadline May 23, 2025 at 5:00 p.m.

IDEAL CANDIDATES

The ideal candidate is one that thrives in rural environments and works well with a close-knit team of emergency professionals. These positions require people with emotional and social intelligence, a strong moral compass, excellent listening and customer service skills, and the ability to analyze information to make reasoned judgments and decisions.

This position provides support to that team by providing professional administration of the business office. This position handles a multitude of office functions, and is supported by an Assistant District Secretary, who specialized in HR, Payroll and public records maintenance.

The District Secretary works closely with the Fire Chief, Deputy Fire Chiefs, Admin Assistant and other key staff. Capability to work both independently as well as with other is vital in this dynamic role. The incumbent must be a quick learner and able to schedule and complete tasks on a timeline.



EDUCATION AND EXPERIENCE

Minimum Qualifications:

- High School Diploma or Equivalent
- Proficiency in English Language (Read, Write)
- WA State Drivers License
- Ability to pass comprehensive background check
- Good computer skills and proficiency with MS Office Suite

Preferred Qualifications:

- Working knowledge of Springbrook, BIAS, or other municipal accounting software
- Progressively responsible office and administrative support experience
- Knowledge of EMS billing practices and HIPAA
- Post-secondary degree with emphasis in finance





OUR LOCAL COMMUNITY

Located on Puget Sound between Skagit County to the north and King County (and Seattle) to the south, Snohomish County's 2,090 square miles range from saltwater beaches, rolling hills, and rich river bottom farmlands in the west to dense forest and alpine wilderness in the mountainous east.

The 3rd largest county in Washington, Snohomish County is 68% forest and a major destination for outdoor recreation including camping, hiking, backpacking, rock climbing, river rafting, fishing, and hunting. Waterfalls, remote trails, and high vistas draw city-dwellers and out-of-state tourists alike to the area, and the county is home to Glacier Peak, one of the highest points in Washington State standing at 10,541 feet tall.



Fire District 5 is responsible for protecting about 10,600 residents living in 72 square miles of suburban, rural and wilderness in Eastern Snohomish County near, the confluence of the Wallace, Sultan, and Skykomish rivers. A scenic 30-minute drive to the west brings visitors to Puget Sound's islands, beaches, and an abundance of wildlife — or adventure seekers can head east to Stevens Pass, which provides mountain bike riders the opportunity to test their skills in the spring and becomes a downhill and Nordic ski facility come winter.

Despite its remote setting, the availability of medical facilities is also excellent with easy access to several medical clinics, Evergreen Health Medical Centers in Monroe and Kirkland, as well as Providence Regional Medical Center Everett. An hour's drive west, Seattle is also home to two of the best hospitals in the nation: Harborview Medical Center and Seattle Children's Hospital.

Average household income within the city of Sultan is around \$79,000, and the average single-family residential taxation value is \$448,400 as reported by the Snohomish County Assessor. Numerous new construction single family homes are being built in the District, and purchase prices for new construction single-family homes are starting at \$500,000.





GOVERNANCE AND ORGANIZATION

Snohomish County Fire District 5 is currently managed by three Fire Commissioners elected at large for six-year terms who establish funding, administer contracts and assets, set policy, guide strategic planning, and hire key personnel to ensure that operations are being carried out following their established vision. This Board of Commissioners meet twice monthly to conduct the business of the Fire District and are accountable to the citizens of the Fire District. Fire Commissioner meetings are open to the public either in-person or remotely via Zoom.

At the direction of the Board of Commissioners, the Fire Chief carries out the day-to-day operations of the Fire District, utilizing staff assigned to key areas. Administrative staff works at the direction of the Fire Chief, and the District Secretary primarily takes direction from the Fire Chief, but will also perform some work at the direction of the Board of Commissioners. The Assistant District Secretary provides auditing assistance and completed HR, payroll, public records, ambulance billing and other required tasks under the supervision of the District Secretary.

Emergency operations are overseen by the Deputy Chief of Operations, who also directs training and logistics. Medical response, training and coordination is overseen by the Deputy Chief of EMS, who oversees general medical billing practices, reimbursements, and staff certification. Operational Staff are provided front-line leadership by Lieutenants, who manage a combination workforce which responds to both emergency incidents and oversees completion of station tasks and special projects.

MISSION STATEMENT

We, the members of Snohomish County Fire District 5, are dedicated in our efforts to provide for the safety and welfare of the public through the preservation of life, health, property, and the environment.





ABOUT FIRE DISTRICT 5

Snohomish County Fire Protection District 5 was formed in March 1945 to provide fire protection to properties in the unincorporated town of Startup and areas surrounding the town of Sultan. Today, it proudly serves approximately 10,600 residents operating out of two stations accountable for 72 square miles of east Snohomish County. The department currently employs a Fire Chief, two Deputy Chiefs, 7 full-time Firefighters, 5 Paramedic Firefighters, and 15 part-time Firefighters.

SNOHOMISH COUNTY
FIRE DISTRICT #5

PUBLIC SAFETY
CENTER

All of the District’s firefighters are trained as Emergency Medical Technicians — including about one-quarter as Advanced EMTs and Paramedics. The District transitioned into providing ALS transport services in Mid-2023, and responds to approximately 1,450 calls per year. Members also are Swift Water Rescue Techs, and Wildland Fire Certified.





APPLICATION INFORMATION

All qualified persons will be considered for employment without regard to race, color, religion, gender, age, marital status, or disability status and/or veteran status. We are made up of a highly-skilled, diverse workforce. The Fire District values the uniqueness and diversity of each member and believes the District's strength lies in the ability to reflect the community served.

Ready to join our team? APPLY TODAY!

Download employment application here:

<https://snofire5.org/district-information/employment/>

Submit to admin@snofire5.org - or, mail it to us!

32905 Cascade View Drive Sultan WA 98294

Process Steps:

- Application Submission
- Application Review
- Interview & Skills Check
- Conditional Offer of Employment

Please don't hesitate to
contact us with any
questions!
admin@snofire5.org

RESOURCES

Snohomish County Fire District 5
snofire5.org

Snohomish County Washington
snohomishcountywa.gov

City of Sultan
ci.sultan.wa.us

Sultan School District #311
sultanschools.org





Snohomish County Fire District #5

Lease Capitalization Policy

Category: Administrative

Status: Active

Date Approved: 10-09-2023

1 PURPOSE:

- 1.1 Establish thresholds for lease accounting and reporting.

2 PERSONNEL AFFECTED:

- 2.1 All Administrative Personnel

3 REFERENCE:

- 3.1 NA

4 POLICY:

- 4.1 For all financed purchases or installment purchases, the District shall capitalize those assets meeting the capitalization threshold of \$1,000 annually, based on the ~~present value~~ **total payment amount of the lease (excluding taxes and interest)** or its anticipated useful life, whichever is shorter, with the following exclusions.
- 4.2 The following items should not follow lease accounting and reporting guidance:
- (a) Short-Term leases,
 - (b) Interfund leases,
 - (c) Lease of intangible assets,
 - (d) Leases of biological assets,
 - (e) Leases of inventory,
 - (f) Service concession arrangements,
 - (g) Assets financed with outstanding conduit debt,
 - (h) Supply contracts, or
 - (i) Certain regulated leases.
- 4.3 The District shall conform to the guidance in the BARS manual for full accrual reporting and for modified accrual reporting as appropriate.

5 DEFINITIONS:

- 5.1 Administrative Staff – Shall include the Fire Chief, Deputy Chiefs, Administrator or Board Secretary of the District.
- 5.2 Assets Financed with Outstanding Conduit Debt: As defined by the Governmental Accounting Standards Board (GASB) Statement 91 regarding conduit debt.
- 5.3 District: Shall mean Snohomish County Fire District #5.
- 5.4 Financed Purchase/Installment Purchase - A contract that transfers ownership of the underlying asset to the lessee by the end of the contract and does not contain a termination option.
- 5.5 Interfund Lease – Leases between departments or funds within the same government.
- 5.6 Lease of Intangible Assets: This includes mineral rights, patents, software, copyrights, except for the sublease of an intangible right-to-use asset created by the original lease of a tangible underlying asset.
- 5.7 Lease of Biological Assets: These leases include those including timber, living plants, and living animals.
- 5.8 Short Term Lease - A short term lease is one that has a maximum possible term of less than 12 months. The maximum possible term includes all options to extend regardless of whether those options will be exercised or not.
- 5.9 Supply Contracts – An agreement by which a seller promises to supply all of the specified goods or services that a buyer needs over a certain time and at a fixed price, and the buyer agrees to purchase such goods or services exclusively from the seller during that time, including contracts such as power purchase

agreements that do not convey control of the right to use the underlying power generator facility.

6 RESPONSIBILITY:

- 6.1** District Administrative Personnel which have financial reporting as a function of their position shall ensure that lease capitalization is reported accurately.

7 PROCEDURE:

- 7.1** Upon entering into any lease arrangement, it shall be determined whether or not the lease will need to be reported as a capitalized asset.

8 APPENDIX

- 8.1** NA



Seth Johnson, Fire Chief



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		