

# SNOHOMISH COUNTY FIRE DISTRICT NO. 5

## Commissioners Meeting Agenda

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



**June 23, 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 – (June 2025 figures were not available at the time of this posting)

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

### **REPORTS**

Month & Year to Date Budget

### **OLD BUSINESS**

Open Issues / Actions

### **NEW BUSINESS**

Board Member Appointment Process Discussion

### **INFORMATIONAL**

Records Requests

### **COMMISSIONER COMMENTS**

### **ADJOURN**

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

# Monthly and YTD Budget 2025

Snohomish County Fire District 5

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## 001 Expense Fund

Revenues		Amt Budgeted	May	YTD	Remaining	
311 Taxes/Revenue						
311 10 01 00	Property Tax-Regular Levy	3,093,643.08	156,239.48	1,656,919.30	1,436,723.78	53.6%
311 10 02 00	Property Tax-EMS Levy	1,108,004.21	59,401.96	577,826.18	530,178.03	52.2%
311 10 03 00	Property Tax - M & O	0.00	236.01	1,465.80	(1,465.80)	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	215,877.45	2,236,211.28	1,965,436.01	53.2%
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	0.00	778.00	422.00	64.8%
337 00 00 00	Timber/Harvest - BVFF Reimbursements	5,000.00	7,975.30	14,194.83	(9,194.83)	283.9%
338 30 01 00	Error Corrections Revenue	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenue		6,200.00	7,975.30	14,972.83	(8,772.83)	241.5%
340 Charges for Goods and Services						
341 43 00 00	Budgeting and Accounting Services - B of A Fees	2,500.00	0.00	0.00	2,500.00	0.0%
341 70 00 00	Sales of Merchandise	0.00	0.00	0.00	0.00	0.0%
341 81 00 00	Public Records Request	0.00	0.00	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	28,344.46	133,459.93	102,540.07	56.6%
340 Charges for Goods and Services		254,650.00	28,344.46	133,497.89	121,152.11	52.4%
360 Miscellaneous Revenue						
361 10 00 00	Interest Income	12,500.00	3,225.26	13,658.04	(1,158.04)	109.3%
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	242.00	4,176.06	(4,176.06)	0.0%
360 Miscellaneous Revenue		12,500.00	3,467.26	17,834.10	(5,334.10)	142.7%
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

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## 001 Expense Fund

Revenues	Amt Budgeted	May	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	4,959.22	4,959.22	(4,959.22)	0.0%
398 Insurance Recoveries	0.00	4,959.22	4,959.22	(4,959.22)	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	260,623.69	3,582,760.32	892,236.97	80.1%
Expenditures	Amt Budgeted	May	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	250.00	(250.00)	0.0%
522 20 40 49 Misc. Adjustments	0.00	0.04	0.01	(0.01)	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	50.04	250.01	(250.01)	0.0%
522 10 10 01 District Secretary (.865 FTE)	93,890.00	8,021.69	36,995.62	56,894.38	39.4%
522 10 10 02 Assistant Secretary (.625FTE)	56,628.00	3,212.64	18,684.14	37,943.86	33.0%
522 10 10 03 Commissioner Meetings (144 x \$161)	23,184.00	1,127.00	4,830.00	18,354.00	20.8%
522 10 10 04 Fire Chief (1.0FTE)	182,250.00	14,493.00	72,465.00	109,785.00	39.8%
522 10 10 08 Deputy Chief Operations (1.0FTE)	155,750.00	12,935.00	90,060.00	65,690.00	57.8%
522 10 10 09 Deputy Chief EMS (1.0FTE)	155,750.00	12,692.50	38,077.50	117,672.50	24.4%
522 10 10 18 Support Services Officer (.5FTE)	43,200.00	0.00	19,848.43	23,351.57	45.9%
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	396.81	1,233.97	1,516.03	44.9%
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	689.55	3,884.73	4,865.27	44.4%
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	2,112.98	6,026.67	(4,526.67)	401.8%
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	776.00	1,088.00	162.00	87.0%
522 10 40 04 Reimbursements - Ambulance Transport, Taxes Etc	6,500.00	0.00	3,177.28	3,322.72	48.9%
522 10 40 09 Professional Services	133,000.00	10,764.03	51,818.51	81,181.49	39.0%
522 10 40 11 Communications	36,000.00	2,507.70	29,249.68	6,750.32	81.2%
522 10 40 16 Dues	9,450.00	5,321.30	11,580.86	(2,130.86)	122.5%

# Monthly and YTD Budget 2025

Snohomish County Fire District 5

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## 001 Expense Fund

Expenditures		Amt Budgeted	May	YTD	Remaining	
522 Fire Control & EMS						
522 10 40 20	Meals (business luncheons) & parking	1,000.00	476.87	897.19	102.81	89.7%
522 10 40 22	Physicals - Exam, UA, Vision, HepB (3 doses), TDAP,	15,500.00	0.00	1,070.00	14,430.00	6.9%
522 10 40 27	Banquet and Functions	6,500.00	0.00	2,016.93	4,483.07	31.0%
522 10 40 44	Insurance CIAW	122,545.00	0.00	0.00	122,545.00	0.0%
010 Administration		1,081,647.00	75,527.07	393,004.51	688,642.49	36.3%
522 20 10 05	P-Personnel Alarms and Drills	11,000.00	0.00	0.00	11,000.00	0.0%
522 20 10 08	P-Personnel B51 Duty Chief	10,000.00	0.00	0.00	10,000.00	0.0%
522 20 10 12	Employee Incentives	2,000.00	298.26	298.26	1,701.74	14.9%
522 20 10 14	P-Personnel Part Time Fill-In	472,500.00	33,639.25	180,957.26	291,542.74	38.3%
522 20 10 15	P-Personnel Fulltime Firefighters	1,400,250.00	111,061.89	555,102.78	845,147.22	39.6%
522 20 10 16	P-Personnel Fulltime Firefighters Callback OT	90,000.00	17,110.53	70,353.50	19,646.50	78.2%
522 20 10 17	P-Part Time Shift Incentive	9,000.00	975.00	5,025.00	3,975.00	55.8%
522 20 10 19	P-Personnel Full-Time Firefighters Non-Callback OT (Training, Meetings, etc)	25,000.00	6,112.41	17,190.57	7,809.43	68.8%
522 20 20 01	P-State Pensions	189,500.00	13,325.08	66,800.03	122,699.97	35.3%
522 20 20 03	P- Medical Benefits	316,000.00	26,823.98	150,071.88	165,928.12	47.5%
522 20 20 05	P-Federal Payroll Taxes	43,560.00	3,354.70	16,842.47	26,717.53	38.7%
522 20 20 06	State Payroll Taxes	154,000.00	0.00	89,896.71	64,103.29	58.4%
522 20 30 03	Fire Supplies, Rehab Food	3,000.00	563.02	1,924.87	1,075.13	64.2%
522 20 30 15	Diesel and Gasoline	28,000.00	2,789.79	13,185.98	14,814.02	47.1%
522 20 30 16	Ambulance Supplies (BLS/ALS)	75,000.00	1,007.55	27,897.15	47,102.85	37.2%
522 20 40 05	SNOCO 911	84,275.00	6,744.55	35,048.79	49,226.21	41.6%
522 20 40 07	Regional Technical Response Agreement (So. Sno. Co. Fire & Rescue)	1,600.00	0.00	1,864.67	(264.67)	116.5%
522 20 40 24	Laundry - Uniforms - Bunker Gear	1,750.00	26.26	107.50	1,642.50	6.1%
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	0.00	858.82	4,141.18	17.2%
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	223,832.27	1,233,745.16	1,702,939.84	42.0%
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	4,654.20	7,044.74	(1,544.74)	128.1%
522 45 40 26	Travel - Meals - Lodging - Recruit Training Meals	3,500.00	1,374.13	4,461.72	(961.72)	127.5%
522 45 40 28	Tuition/Instructors	25,000.00	5,307.82	11,556.85	13,443.15	46.2%
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	11,336.15	23,063.31	16,936.69	57.7%
522 50 30 12	Supplies (cleaning, paper, maintenance, propane)	7,000.00	573.75	3,375.85	3,624.15	48.2%
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

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## 001 Expense Fund

Expenditures		Amt Budgeted	May	YTD	Remaining	
522 Fire Control & EMS						
522 50 40 37	Utilities (water, sewer, garbage, gas, propane, electric)	47,000.00	3,442.70	24,776.91	22,223.09	52.7%
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	2,274.04	6,157.48	5,842.52	51.3%
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	6,290.49	34,310.24	47,689.76	41.8%
522 60 30 06	Apparatus/Equipment Parts & Supplies - (Non-Intergovernmental)	30,000.00	9,248.12	15,701.18	14,298.82	52.3%
522 60 40 12	Equipment Maintenance and Repairs	10,000.00	601.29	3,601.94	6,398.06	36.0%
522 60 40 23	Apparatus Maintenance (Non-Intergovernmental)	5,000.00	7,099.81	7,990.81	(2,990.81)	159.8%
522 60 40 29	Monroe - Apparatus Maintenance Intergovernmental	85,000.00	660.68	41,330.94	43,669.06	48.6%
522 60 40 47	Rentals and Leases	250.00	0.00	465.10	(215.10)	186.0%
060 Vehicles & Equipment Maintenance		130,250.00	17,609.90	69,089.97	61,160.03	53.0%
522 70 41 28	EPCR	2,000.00	120.89	535.77	1,464.23	26.8%
522 70 41 29	Medical Advisor Contract	15,000.00	0.00	4,500.00	10,500.00	30.0%
522 70 41 35	Medical Billing (\$23.50 + .50 Postage x Billings, 505)	12,750.00	1,375.50	6,302.21	6,447.79	49.4%
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	1,496.39	11,337.98	31,737.02	26.3%
522 Fire Control & EMS		4,315,157.00	336,142.31	1,764,801.18	2,550,355.82	40.9%
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	803.37	3,395.09	4,779.91	41.5%
591 Leases		17,675.00	803.37	15,890.52	1,784.48	89.9%
594 Capital Outlay						
594 22 60 01	Furnishings - Equipment	7,500.00	0.00	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	0.00	4,823.18	10,176.82	32.2%
594 22 60 05	Uniforms and Badges	12,500.00	6,548.69	28,733.93	(16,233.93)	229.9%
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	2,598.76	3,462.53	1,537.47	69.3%
594 22 60 09	Firefighting Safety Gear	55,000.00	1,822.98	16,756.96	38,243.04	30.5%
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

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## 001 Expense Fund

Expenditures		Amt Budgeted	May	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	10,970.43	1,231,799.15	(1,106,799.15)	985.4%
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	347,916.11	3,015,359.31	1,442,472.69	67.6%
Fund Excess/(Deficit):		17,165.29	(87,292.42)	567,401.01		

# Monthly and YTD Budget 2025

Snohomish County Fire District 5

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## 002 Reserve Fund

Revenues	Amt Budgeted	May	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	10,364.47	58,056.00	96,944.00	37.5%
360 Miscellaneous Revenue		155,000.00	10,364.47	58,056.00	96,944.00	37.5%

### 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	10,364.47	358,056.00	371,944.00	49.0%
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Expenditures	Amt Budgeted	May	YTD	Remaining
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### 522 Fire Control & EMS

522 10 49 01	Service Fees (Reserve)	450.00	50.00	250.00	200.00	55.6%
522 Fire Control & EMS		450.00	50.00	250.00	200.00	55.6%

### 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	1,475,535.00	(1,475,085.00)	*****%
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Fund Excess/(Deficit):	729,550.00	10,314.47	(1,117,479.00)
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# Monthly and YTD Budget 2025

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## 200 Bond - Capital

Revenues	Amt Budgeted	May	YTD	Remaining
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### 311 Taxes/Revenue

311 10 04 00	Property Taxes Capital Facility Bond (Station 51)	597,385.00	31,982.27	310,089.67	287,295.33	51.9%
311 Taxes/Revenue		597,385.00	31,982.27	310,089.67	287,295.33	51.9%

### 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	31,982.27	311,511.29	285,873.71	52.1%
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Expenditures	Amt Budgeted	May	YTD	Remaining
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### 591 Leases

592 22 08 00	Interest And Other Debt Service Costs -	0.00	65.82	172.15	(172.15)	0.0%
592 22 81 00	Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.0%
591 Leases		0.00	65.82	172.15	(172.15)	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	65.82	172.15	512,531.78	0.0%
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Fund Excess/(Deficit):	84,681.07	31,916.45	311,339.14
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# Monthly and YTD Budget 2025

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## 300 Capital Project Fund

Revenues		Amt Budgeted	May	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	May	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	345.00	345.00	24,655.00	1.4%
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	345.00	1,968.96	347,031.04	0.6%
Fund Expenditures:		349,000.00	345.00	1,968.96	347,031.04	0.6%
Fund Excess/(Deficit):		(349,000.00)	(345.00)	899.50		

# Monthly and YTD Budget 2025

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Fund	Revenue	May	Received		Expenditures	May	Spent	
001 Expense Fund	4,474,997.29	260,623.69	3,582,760.32	80.1%	4,457,832.00	347,916.11	3,015,359.31	67.6%
002 Reserve Fund	730,000.00	10,364.47	358,056.00	49.0%	450.00	50.00	1,475,535.00	*****%
200 Bond - Capital	597,385.00	31,982.27	311,511.29	52.1%	512,703.93	65.82	172.15	0.0%
300 Capital Project Fund	0.00	0.00	2,868.46	0.0%	349,000.00	345.00	1,968.96	0.6%
	5,802,382.29	302,970.43	4,255,196.07	73.3%	5,319,985.93	348,376.93	4,493,035.42	84.5%



## 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		

# SNURE LAW OFFICE, PSC

A Professional Services Corporation

Brian K. Snure  
brian@snurelaw.com

Clark B. Snure  
1930-2014

May 29, 2025

## MEMORANDUM

To: Snohomsih County Fire Protection District No. 5

From: Brian Snure

Re: Commissioner Vacancies

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Issue: What are the requirements for filling a commissioner vacancy in a fire protection district with an assessed value of under \$5,000,000,000?

### Commissioner Qualifications:

Commissioners must meet the following minimum requirements to hold office:

1. U.S. Citizen
2. 18 years old or older
3. Registered voter Residing in the District for at least 30 days
4. No Felony Convictions unless the individual has had his or her civil rights restored subsequent to the conviction. Conviction of anything less than a felony does not preclude an individual from holding public office.
5. No contractual conflict of interest with the District, i.e a contractual relationship with the District that exceeds \$1,500 per month in compensation.

### Procedures:

1. The District Board has 90 days from the date the vacancy occurred to fill the vacancy. If the Board does not fill the vacancy within 90 days the County legislative body is required to fill the vacancy. (RCW 42.12.070(4)) The vacancy cannot be filled until it exists so the commissioner that is leaving office cannot formally vote on his or her successor.
2. There are no statutory requirements that dictate any procedures for filling a vacancy. Accordingly, the Board is not required to advertise, interview or undertake any formal procedure when filling a vacancy. If the Board believes an open and formal process is appropriate, the process must be structured so that it is nondiscriminatory.

3. Applications and letters of interest for appointment to a vacant commissioner position, unlike employment applications, are subject to disclosure under the public records act.
4. Any interviews of commissioner candidates must occur in an open public meeting. The Board may evaluate, but not interview, the qualifications of the applicants in executive session RCW 42.30.110(1)(h).
5. The person appointed to fill the vacancy serves until the next general fire district election (commissioner elections are held only in odd numbered years) (RCW 42.12.070(6)). However, if the vacancy occurs in an odd numbered year after the regular filing period in May has closed, the appointed commissioner serves until the second general fire district election (RCW 29A.24.171). For example, if a position becomes vacant July 1, 2023 for a position whose term expires in 2027, the appointed commissioner serves until a successor is elected at the 2025 general election. If the vacancy occurred on May 1, 2023 the appointed commissioner would serve until a successor is elected at the 2023 general election.
6. The person elected at the general election takes office immediately on certification of the election and qualification for office (i.e. takes his or her oath) and serves the remainder of the term associated with the position (RCW 42.12.070(6)). If the term expires at the end of the 2025 term, the person elected will serve a full six year term.

If you have any questions or require any more detail, please advise.

Public Records Request Log					
Date	Type of Request	Requestor	Hours on request	Days on request	Attorney Cost
12/2/2024 response 03/11/2025	MIR	Weier Law	0.50		
3/12/25	MIR	Snohomish County Medical Examiner	0.25		
3/17/25	Fire Report	Lexis Nexis	0.50		
3/18/25	Fire Report	Home owner	0.50		
3/26/25	Accident Prevention Plan	North County Fire EMS	0.25		
4/29/25	Environmental, hazmat concerns at a Sultan address	Kane Environmental	0.25		
5/2/25	Fire Report	Resident	0.25		
5/8/25	Fire Report	Resident	0.25		
5/12/25	MIR	Resident	0.50		
5/28/25	Medical, dental, vision, life plan information and rates per covered employee. BVFF, HRA Veba, and CBA information	Cline and Associates	4.00		
6/2/25	Medical Records	WA State Dept. of Child, Youth and Families	0.50		
6/18/25	Fire Report	Resident	0.50		
	*= In progress	Total	7.75	0.00	0.00