

SNOHOMISH COUNTY FIRE DISTRICT NO. 5

Commissioners Meeting Agenda

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



June 22, 2026

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 \$62,060.60

CHIEF'S REPORT- To be presented

REPORTS

Month & Year to Date Budget

OLD BUSINESS

Open Issues / Actions
Reserve Plan Draft
Newsletter Agreement

NEW BUSINESS

Aviation Site Safety Survey
Vehicle Purchase – Community Resource EMT Grant – To be presented

INFORMATIONAL

Records Requests

COMMISSIONER COMMENTS

ADJOURN

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

Agency Benefits 2026 (ER) Only

MONTH	Social Security/ FICA/Medicare	Trustdeed	HRA Veba	MERP	PERS 2	PERS 3	LEOFF 2	WA DCP
Jan	\$4,489.17	\$33,916.29	\$2,864.35	\$975.00	\$3,824.57	\$753.19	\$11,265.75	\$7,228.56
Feb	\$4,227.78	\$28,408.37	\$550.00	\$900.00	\$3,772.86	\$731.81	\$9,835.25	\$7,228.56
Mar	\$3,594.22	\$31,540.89	\$550.00	\$900.00	\$2,781.29	\$627.38	\$9,767.48	\$7,228.56
Apr	\$3,764.71	\$39,840.08	\$550.00	\$975.00	\$2,764.86	\$775.79	\$10,264.40	\$7,580.94
May	\$3,673.21	\$34,210.70	\$550.00	\$975.00	\$2,782.02	\$762.84	\$9,879.55	\$7,580.94
Jun	\$4,064.68	\$34,210.70	\$550.00	\$975.00	\$2,909.30	\$620.34	\$11,149.64	\$7,580.94
Jul								
Aug								
Sep								
Oct								
Nov								
Dec								
Total	\$23,813.77	\$202,127.03	\$5,614.35	\$5,700.00	\$18,834.90	\$4,271.35	\$62,162.07	\$44,428.50
Average	\$3,968.96	\$33,687.84	\$935.73	\$950.00	\$3,139.15	\$711.89	\$10,360.35	\$7,404.75
							Total Agency Benefits	\$62,060.60

Month and YTD Budget 2026

Snohomish County Fire District 5

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001 Expense Fund

Revenues	Amt Budgeted	June	YTD	Remaining	Used
311 Taxes/Revenue					
311 10 01 00 Property Tax-Regular Levy	3,187,639.19	0.00	1,563,899.04	1,623,740.15	49.1%
311 10 02 00 Property Tax-EMS Levy	1,108,004.21	0.00	545,291.88	562,712.33	49.2%
311 10 03 00 Property Tax - M & O	0.00	0.00	48.13	(48.13)	0.0%
311 10 05 00 Property Tax - Real and personal	0.00	0.00	0.00	0.00	0.0%
311 Taxes/Revenue	4,295,643.40	0.00	2,109,239.05	2,186,404.35	49.1%
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	965.00	235.00	80.4%
337 00 00 00 Timber/Harvest - BVFF Reimbursements	5,000.00	0.00	8,560.49	(3,560.49)	171.2%
338 30 01 00 Error Corrections Revenue	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenue	6,200.00	0.00	9,525.49	(3,325.49)	153.6%
340 Charges for Goods and Services					
341 43 00 00 Budgeting and Accounting Services - B of A Fees	2,500.00	0.00	0.00	2,500.00	0.0%
341 70 00 00 Sales of Merchandise	0.00	0.00	0.00	0.00	0.0%
341 81 00 00 Public Records Request	0.00	0.00	0.00	0.00	0.0%
342 21 00 00 Fire Protection Services School - CPR Class Fees	1,150.00	0.00	425.00	725.00	37.0%
342 21 01 00 Wildland Fire Reimbursements/PSCAA	15,000.00	0.00	134,873.90	(119,873.90)	899.2%
342 60 00 00 Ambulance and Emergency Aid Fee	236,000.00	8,797.60	130,081.74	105,918.26	55.1%
340 Charges for Goods and Services	254,650.00	8,797.60	265,380.64	(10,730.64)	104.2%
360 Miscellaneous Revenue					
361 10 00 00 Interest Income	12,500.00	0.00	5,011.99	7,488.01	40.1%
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	0.00	8,285.78	(8,285.78)	0.0%
360 Miscellaneous Revenue	12,500.00	0.00	13,297.77	(797.77)	106.4%
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%

Month and YTD Budget 2026

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001 Expense Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
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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	350,000.00	(350,000.00)	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	350,000.00	(350,000.00)	0.0%

005 BH Core Community Health Grant

330 Intergovernmental Revenue

334 00 10 00	Indirect State Grant - BH CORE	210,000.00	0.00	150,000.00	60,000.00	71.4%
330 Intergovernmental Revenue		210,000.00	0.00	150,000.00	60,000.00	71.4%
005 BH Core Community Health Grant		210,000.00	0.00	150,000.00	60,000.00	71.4%

Fund Revenues:	4,778,993.40	8,797.60	2,897,442.95	1,881,550.45	60.6%
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Expenditures	Amt Budgeted	June	YTD	Remaining	
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522 Fire Control & EMS

522 10 49 00	Service Fees	0.00	0.00	36.42	(36.42)	0.0%
522 20 40 49	Misc. Adjustments	0.00	0.00	0.00	0.00	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	(0.05)	0.05	0.0%
000		0.00	0.00	36.37	(36.37)	0.0%

522 10 10 01	District Secretary (1.0 FTE)	93,890.00	0.00	67,716.34	26,173.66	72.1%
522 10 10 02	Assistant Secretary (.625FTE)	56,628.00	0.00	25,711.18	30,916.82	45.4%
522 10 10 03	Commissioner Meetings (144 x \$161)	23,184.00	0.00	4,347.00	18,837.00	18.8%
522 10 10 04	Fire Chief (1.0FTE)	182,250.00	0.00	88,070.00	94,180.00	48.3%
522 10 10 08	Deputy Chief Operations (1.0FTE)	155,750.00	0.00	76,135.40	79,614.60	48.9%
522 10 10 09	Deputy Chief EMS (1.0FTE)	155,750.00	0.00	83,309.74	72,440.26	53.5%
522 10 10 18	Support Services Officer (.5FTE)	43,200.00	0.00	11,713.66	31,486.34	27.1%
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	83.33	950.31	1,799.69	34.6%
522 10 30 21	Office Supplies	8,750.00	734.69	4,914.38	3,835.62	56.2%
522 10 30 34	Computer Software	1,500.00	2,157.63	8,557.21	(7,057.21)	570.5%
522 10 40 01	Election Costs	0.00	0.00	4,049.87	(4,049.87)	0.0%
522 10 40 02	Audit	0.00	0.00	0.00	0.00	0.0%

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Snohomish County Fire District 5

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001 Expense Fund

Expenditures	Amt Budgeted	June	YTD	Remaining		
522 Fire Control & EMS						
522 10 40 03	Background Screenings	1,250.00	0.00	1,092.22	157.78	87.4%
522 10 40 04	Reimbursements - Ambulance Transport, Taxes Etc	6,500.00	0.00	0.00	6,500.00	0.0%
522 10 40 09	Professional Services	133,000.00	8,034.56	72,677.04	60,322.96	54.6%
522 10 40 11	Communications	36,000.00	11,052.61	32,710.51	3,289.49	90.9%
522 10 40 16	Dues	9,450.00	0.00	5,881.97	3,568.03	62.2%
522 10 40 20	Meals (business luncheons) & parking	1,000.00	0.00	0.00	1,000.00	0.0%
522 10 40 22	Physicals - Exam, UA, Vision, HepB (3 doses), TDAP,	15,500.00	0.00	1,976.00	13,524.00	12.7%
522 10 40 27	Banquet and Functions	6,500.00	0.00	4,196.76	2,303.24	64.6%
522 10 40 44	Insurance CIAW	122,545.00	0.00	0.00	122,545.00	0.0%
010 Administration		1,081,397.00	22,062.82	494,009.59	587,387.41	45.7%
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	276.86	9,155.41	(7,155.41)	457.8%
522 20 10 14	P-Personnel Part Time Firefighters & EMS	472,500.00	0.00	254,324.75	218,175.25	53.8%
522 20 10 15	P-Personnel Fulltime Firefighters	1,400,250.00	0.00	628,853.10	771,396.90	44.9%
522 20 10 16	P-Personnel Fulltime Firefighters Callback OT	90,000.00	0.00	62,681.59	27,318.41	69.6%
522 20 10 17	P-Part Time Shift Incentive	9,000.00	0.00	2,775.00	6,225.00	30.8%
522 20 10 19	P-Personnel Full-Time Firefighters Non-Callback OT (Training, Meetings, etc)	25,000.00	0.00	8,919.37	16,080.63	35.7%
522 20 20 01	P-State Pensions	189,500.00	0.00	70,583.04	118,916.96	37.2%
522 20 20 03	P- Medical Benefits	316,000.00	0.00	182,268.68	133,731.32	57.7%
522 20 20 05	P-Federal Payroll Taxes	43,560.00	0.00	19,749.18	23,810.82	45.3%
522 20 20 06	State Payroll Taxes	154,000.00	0.00	114,944.53	39,055.47	74.6%
522 20 30 03	Fire Supplies, Rehab Food	3,000.00	738.62	2,673.28	326.72	89.1%
522 20 30 15	Diesel and Gasoline	28,000.00	5,207.81	21,385.19	6,614.81	76.4%
522 20 30 16	Ambulance Supplies (BLS/ALS)	75,000.00	7,873.47	50,394.02	24,605.98	67.2%
522 20 40 05	SNOCO 911	84,275.00	7,250.01	47,375.51	36,899.49	56.2%
522 20 40 07	Regional Technical Response Agreement (So. Sno. Co. Fire & Rescue)	1,600.00	0.00	2,123.75	(523.75)	132.7%
522 20 40 24	Laundry - Uniforms - Bunker Gear	1,750.00	44.09	258.76	1,491.24	14.8%
522 30 30 09	Newsletter Quarterly	13,500.00	0.00	1,307.44	12,192.56	9.7%
522 30 30 10	Educational Materials - Public	5,000.00	987.04	987.04	4,012.96	19.7%
522 30 30 23	Fire Prevention Education (Holidays)	1,750.00	0.00	1,317.18	432.82	75.3%
020 Suppression & EMS		2,925,685.00	22,377.90	1,482,076.82	1,443,608.18	50.7%
522 41 31 01	CPR & First Aid Cards	1,500.00	0.00	1,832.88	(332.88)	122.2%
041 Training Provided to External Parties		1,500.00	0.00	1,832.88	(332.88)	122.2%
522 45 30 13	Training Props/Devices & Supplies	5,500.00	399.44	594.25	4,905.75	10.8%
522 45 40 26	Travel - Meals - Lodging - Recruit Training Meals	3,500.00	1,602.38	6,153.57	(2,653.57)	175.8%
522 45 40 28	Tuition/Instructors	25,000.00	4,086.50	19,504.41	5,495.59	78.0%
522 45 40 30	Vector/Target Solutions	6,000.00	0.00	0.00	6,000.00	0.0%

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Snohomish County Fire District 5

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001 Expense Fund

Expenditures	Amt Budgeted	June	YTD	Remaining	
522 Fire Control & EMS					
045 Training Obtained by Employees	40,000.00	6,088.32	26,252.23	13,747.77	65.6%
522 50 30 12 Supplies (cleaning, paper, maintenance, propane)	7,000.00	255.93	3,192.28	3,807.72	45.6%
522 50 40 19 Inspections and Tests	5,000.00	0.00	202.80	4,797.20	4.1%
522 50 40 37 Utilities (water, sewer, garbage, gas, propane, electric)	47,000.00	3,557.37	31,324.91	15,675.09	66.6%
522 50 40 40 Building Repairs and Maintenance - ST52 - 304 Alder	10,000.00	0.00	1,045.02	8,954.98	10.5%
522 50 40 43 Building Repairs and Maintenance - ST51 - 32905 Cascade View	12,000.00	4,184.88	23,326.69	(11,326.69)	194.4%
522 50 40 45 Training Trailer Expenses	1,000.00	0.00	0.00	1,000.00	0.0%
050 Facilities Maintenance	82,000.00	7,998.18	59,091.70	22,908.30	72.1%
522 60 30 06 Apparatus/Equipment Parts & Supplies - (Non-Intergovernmental)	30,000.00	8,015.14	27,214.30	2,785.70	90.7%
522 60 40 12 Equipment Maintenance and Repairs	10,000.00	1,428.10	2,477.06	7,522.94	24.8%
522 60 40 23 Apparatus Maintenance (Non-Intergovernmental)	5,000.00	222.05	9,623.94	(4,623.94)	192.5%
522 60 40 29 Monroe - Apparatus Maintenance Intergovernmental	85,000.00	0.00	16,411.88	68,588.12	19.3%
522 60 40 47 Rentals and Leases	250.00	0.00	0.00	250.00	0.0%
060 Vehicles & Equipment Maintenance	130,250.00	9,665.29	55,727.18	74,522.82	42.8%
522 70 41 28 EPCR	2,000.00	93.42	904.92	1,095.08	45.2%
522 70 41 29 Delegate Physician-Medical Advisor Contract	15,000.00	0.00	9,270.00	5,730.00	61.8%
522 70 41 35 Medical Billing (\$25.75 + .78 Postage x Billings, 505)	12,750.00	1,105.22	6,001.03	6,748.97	47.1%
522 70 41 37 Snohomish County EMS Annual Assessment (County Medical Program Director)	13,325.00	0.00	10,055.43	3,269.57	75.5%
070 Ambulance Services	43,075.00	1,198.64	26,231.38	16,843.62	60.9%
522 Fire Control & EMS	4,303,907.00	69,391.15	2,145,258.15	2,158,648.85	49.8%
591 Leases					
591 22 70 02 Software leases	9,500.00	0.00	0.00	9,500.00	0.0%
591 28 70 01 Leases	8,175.00	960.66	5,763.96	2,411.04	70.5%
591 Leases	17,675.00	960.66	5,763.96	11,911.04	32.6%
594 Capital Outlay					
594 22 60 01 Furnishings - Equipment	7,500.00	0.00	13,797.49	(6,297.49)	184.0%
594 22 60 02 Computer Hardware - Laptop - MDC - EPCR - Server	0.00	1,678.59	1,678.59	(1,678.59)	0.0%
594 22 60 04 Small Tools and Firefighting Equipment	15,000.00	0.00	1,349.47	13,650.53	9.0%
594 22 60 05 Uniforms and Badges	12,500.00	342.65	9,571.48	2,928.52	76.6%

Month and YTD Budget 2026

Snohomish County Fire District 5

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001 Expense Fund

Expenditures	Amt Budgeted	June	YTD	Remaining	
594 Capital Outlay					
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	586.20	12,912.07	(7,912.07)	258.2%
594 22 60 09 Firefighting Safety Gear	55,000.00	39,042.44	40,334.84	14,665.16	73.3%
594 22 60 10 Small Tools and Equipment EMS	7,500.00	0.00	0.00	7,500.00	0.0%
594 22 60 11 Phone & Assesory Purchases	3,500.00	0.00	0.00	3,500.00	0.0%
594 22 60 14 Capital Apparatus Purchases	0.00	0.00	0.00	0.00	0.0%
594 25 60 12 Disaster Services EOC	1,500.00	0.00	0.00	1,500.00	0.0%
594 Capital Outlay	110,000.00	41,649.88	79,643.94	30,356.06	72.4%
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	10,619.62	(10,619.62)	0.0%
597 Transfers	0.00	0.00	10,619.62	(10,619.62)	0.0%
005 BH Core Community Health Grant					
522 Fire Control & EMS					
522 10 10 99 CREMT Wages and Benefits	0.00	0.00	20,625.00	(20,625.00)	0.0%
522 10 30 35 CREMT Software	0.00	0.00	11,760.68	(11,760.68)	0.0%
522 20 30 99 CREMT Supplies	0.00	238.66	822.32	(822.32)	0.0%
522 41 30 01 CREMT Training Supplies for Hosting Training	0.00	0.00	0.00	0.00	0.0%
522 45 40 01 CREMT Travel Lodging and Meals	0.00	536.52	1,631.85	(1,631.85)	0.0%
522 45 41 01 CREMT Tuition and Costs for Training Received	0.00	225.00	329.00	(329.00)	0.0%
522 Fire Control & EMS	0.00	1,000.18	35,168.85	(35,168.85)	0.0%
594 Capital Outlay					
594 62 60 01 CREMT Equipment	0.00	0.00	0.00	0.00	0.0%
594 Capital Outlay	0.00	0.00	0.00	0.00	0.0%
005 BH Core Community Health Grant	0.00	1,000.18	35,168.85	(35,168.85)	0.0%
Fund Expenditures:	4,431,582.00	113,001.87	2,276,454.52	2,155,127.48	51.4%
Fund Excess/(Deficit):	347,411.40	(104,204.27)	620,988.43		

Month and YTD Budget 2026

Snohomish County Fire District 5

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002 Reserve Fund

Revenues	Amt Budgeted	June	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	0.00	39,192.15	115,807.85	25.3%
360 Miscellaneous Revenue		155,000.00	0.00	39,192.15	115,807.85	25.3%

597 Transfers

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

Fund Revenues:	730,000.00	0.00	39,192.15	690,807.85	5.4%
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Expenditures	Amt Budgeted	June	YTD	Remaining
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522 Fire Control & EMS

522 10 49 01	Service Fees (Reserve)	450.00	0.00	221.57	228.43	49.2%
522 Fire Control & EMS		450.00	0.00	221.57	228.43	49.2%

597 Transfers

597 00 01 00	Transfer Out to Expense Fund	0.00	0.00	350,000.00	(350,000.00)	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	350,000.00	(350,000.00)	0.0%

Fund Expenditures:	450.00	0.00	350,221.57	(349,771.57)	*****%
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Fund Excess/(Deficit):	729,550.00	0.00	(311,029.42)
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Month and YTD Budget 2026

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200 Bond - Capital

Revenues	Amt Budgeted	June	YTD	Remaining	
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311 Taxes/Revenue

311 10 04 00	Property Taxes Capital Facility Bond (Station 51)	597,385.00	0.00	283,413.10	313,971.90	47.4%
311 Taxes/Revenue		597,385.00	0.00	283,413.10	313,971.90	47.4%

330 Intergovernmental Revenue

337 01 00 00	Timber and Private Harvest - Bond	0.00	0.00	3,916.59	(3,916.59)	0.0%
330 Intergovernmental Revenue		0.00	0.00	3,916.59	(3,916.59)	0.0%

360 Miscellaneous Revenue

361 10 00 02	Interest And Other Earnings - Investment Interest - Other Costs Allocations	0.00	0.00	11.07	(11.07)	0.0%
360 Miscellaneous Revenue		0.00	0.00	11.07	(11.07)	0.0%

Fund Revenues:	597,385.00	0.00	287,340.76	310,044.24	48.1%
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Expenditures	Amt Budgeted	June	YTD	Remaining	
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591 Leases

592 22 08 00	Interest And Other Debt Service Costs -	0.00	0.00	0.00	0.00	0.0%
592 22 81 00	Fiscal Agent Fees	0.00	0.00	309.18	(309.18)	0.0%
591 Leases		0.00	0.00	309.18	(309.18)	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	309.18	512,394.75	0.1%
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Fund Excess/(Deficit):	84,681.07	0.00	287,031.58		
------------------------	-----------	------	------------	--	--

Month and YTD Budget 2026

Snohomish County Fire District 5

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300 Capital Project Fund

	Amt Budgeted	June	YTD	Remaining	
--	--------------	------	-----	-----------	--

597 Transfers

397 03 00 00 Transfers In From Expense Fund	0.00	0.00	10,619.62	(10,619.62)	0.0%
---	------	------	-----------	-------------	------

597 Transfers	0.00	0.00	10,619.62	(10,619.62)	0.0%
---------------	------	------	-----------	-------------	------

Fund Revenues:	0.00	0.00	10,619.62	(10,619.62)	0.0%
----------------	------	------	-----------	-------------	------

	Amt Budgeted	June	YTD	Remaining	
--	--------------	------	-----	-----------	--

594 Capital Outlay

594 22 60 03 Apparatus Replacement	230,000.00	0.00	422.23	229,577.77	0.2%
------------------------------------	------------	------	--------	------------	------

594 22 60 21 Furnishings and Equipment	7,000.00	0.00	6,916.49	83.51	98.8%
--	----------	------	----------	-------	-------

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	78,092.95	8,907.05	89.8%
---	-----------	------	-----------	----------	-------

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	85,431.67	263,568.33	24.5%
--------------------	------------	------	-----------	------------	-------

Fund Expenditures:	349,000.00	0.00	85,431.67	263,568.33	24.5%
--------------------	------------	------	-----------	------------	-------

Fund Excess/(Deficit):	(349,000.00)	0.00	(74,812.05)		
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Month and YTD Budget 2026

Snohomish County Fire District 5

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Fund	Revenue	June	Received		Expenditures	June	Spent	
001 Expense Fund	4,778,993.40	8,797.60	2,897,442.95	60.6%	4,431,582.00	113,001.87	2,276,454.52	51.4%
002 Reserve Fund	730,000.00	0.00	39,192.15	5.4%	450.00	0.00	350,221.57	*****%
200 Bond - Capital	597,385.00	0.00	287,340.76	48.1%	512,703.93	0.00	309.18	0.1%
300 Capital Project Fund	0.00	0.00	10,619.62	0.0%	349,000.00	0.00	85,431.67	24.5%
	<u>6,106,378.40</u>	<u>8,797.60</u>	<u>3,234,595.48</u>	<u>53.0%</u>	<u>5,293,735.93</u>	<u>113,001.87</u>	<u>2,712,416.94</u>	<u>51.2%</u>



Open Issues/Actions

Date Last Visited	OPEN ISSUES		Action Taken
Date Last Visited	TABLED OR POSTPONED ISSUES		Action Taken
06/08/26	Helipad Discussion		In Progress
Date Last Visited	CLOSED ISSUES - Items will be removed 5 years after the date last visited.		Action Taken
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
07/11/22	Painting for the New Station		Closed
08/08/22	ALS contract with Sky Valley Fire and Rescue		Closed
01/12/26	Mitigation Fees - Growth Planning		Closed



Snohomish County Fire District #5

32905 Cascade View Drive, Sultan, Washington 98294

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

Reserve Fund Plan

Background: Fire District 5 (District) uses a financial system which complies with applicable state and accounting standards. While this system is effective, it provides a single category of available savings funds known as the “Reserve Fund”. The District has historically maintained a reserve fund plan to retain adequate reserve funds for emergencies, major purchases and to ensure solvency while awaiting tax receipts. This plan currently includes six (6) subcategory reserve funds: Operational Reserve; Emergency Reserve; Capital Facility Reserve; Capital Apparatus Reserve; Capital Equipment Reserve; and Retirement/Severance Reserve.

It is important to define the basis of each subcategory reserve in order to forecast and maintain an appropriate funding level. A single category does not provide the necessary details to determine what reserves are necessary, the purpose of the reserve, the intended size of the reserve, and other important considerations.

Plan Objective: Study appropriate fund levels necessary to provide for the future needs of the district and reallocate non-operational funds into three main categories: Operational Reserve, Emergency Reserve and Capital Reserve. Provide definitions of appropriate subcategory funds and an annual status report format. Each subcategory fund definition includes the basis for establishing the reserve, funding level objectives, and other long term planning considerations. The sub-category funds are defined and reallocated as necessary by the District.

The status of each subcategory fund shall be reported to the Board of Commissioners annually and is an early part of the District’s annual budget process. A sample annual report populated with 2025 data is included in Appendix A.

Reserve Fund Definitions and Objectives

Operational Reserve

The District is primarily funded by property taxes which are collected by Snohomish County twice a year with the first distribution at the end of April. The Operational Reserve, also referred to as “beginning cash balance”, is to sustain the District during the first four months of each year prior to receiving the April payment.

The end of April is day 120 of the year, equivalent to 32.9% of the year (120/365).

Objective: The Operational Reserve objective shall be 32.9% of the previous year’s expense budget excluding unusual capital expenses in that year.

Example: 2025 operational expense of \$5,000,000 x 32.9% = \$1,645,000



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Emergency Reserve

The District is an emergency response organization with a fiduciary responsibility to ensure the District's financial viability during emergency events such as earthquakes, floods, dam failures, wildland fires, pandemics, homeland security events and weather extremes. The Emergency Reserve fund covers expenses from these extreme events.

The amount in the Emergency Reserve is based on a recommendation from our attorneys and related presentations made during Washington Fire Commissioners Association training. Industry recommendations for emergency reserves range between 33% of the annual budget for large non-city departments and up to 50% for small departments.

In addition to funds required for emergency financial situations, the District employs paid staff who receive Paid Time Off (PTO) as part of their compensation. These benefits are accrued over time and have maximum limits. State Law, Labor and Personnel Agreements require payment for some unused PTO when an employee separates from the District. This obligation is a financial liability for the District.

Auditing outstanding PTO obligations is required, and the District calculates this liability annually.

Objective: Based on our current size, the District has elected to hold 45% of the previous year's expense budget excluding unusual capital expenses in the reserve.

Example: 2025 operational expense of \$5,000,000 x 45% = \$2,250,000.

The District has elected to fund the employee leave set aside at 110% of the previous year's ending value of unused PTO.

Example: 2025 unused PTO value of \$281,000 x 1.1 = \$310,000.

This brings the total required in the Emergency Reserve Fund for 2026 as \$2,560,000.

Capital Reserve Fund.

The Capital Reserve Fund includes funding for planned capital purchases of apparatus, equipment, and facility needs. Subcategories of Capital Reserve Fund purchases are grouped into three subcategories; apparatus, equipment, and facilities. The creation of these subcategories allows for sufficient cash flow between large purchases with an annual investment amount that doesn't require diversion of excess operational funds to maintain solvency.

Capital Facility funding is for future capital improvements to existing stations or construction of new facilities (e.g., new station, storage, training facility, etc.). While there is no immediate need for additional District facilities, some or all of which may be financed by a bond, it is prudent to reserve funds to cover unexpected issues during construction in the event the intended bond limit does not cover all project costs, as well



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as planned maintenance and replacement of facility items including bay doors, generators, exhaust systems, HVAC etc.

Capital Apparatus purchases include the replacement fire and medical (aid car) apparatus without requiring the District to become indebted. These funds will be used to replace a vehicle when it becomes operationally uneconomical. While the District maintains a separate apparatus replacement plan for all vehicles to forecast replacement times and costs, the need for replacement may arise as an urgent problem leaving insufficient time to plan and pass a bond. Additionally, the District will pursue grants and creative means of acquiring suitable apparatus to diminish the impact on this reserve.

The District will soon need to replace an older aid car. The cost of these units has risen significantly since the District's last purchase and is currently estimated to be \$450,000.

Capital Equipment purchases cover large operation equipment expenses other than buildings and vehicles. The District needs to replace major equipment and protective gear on an occasional basis due to obsolescence, wear, and regulatory requirements. Bunker gear, breathing air compressors, air monitors, defibrillators, and self-contained breathing apparatus, are examples of this equipment.

When feasible, equipment replacement is budgeted annually. However, some equipment acquisitions require a bid process and periodic outlay of funds beyond the capacity of the annual budget. In these instances, it is in the public interest to make annual contributions and plan for the replacement of equipment without placing the burden of debt on the District. The District will need \$6,250,000 within the next decade. This estimate requires updating based on inflation, grant availability and replacement schedules.

The District has elected to use the current Federal Ground Emergency Medical Transportation (GEMT) Program distributions to fund the reserve as long as the GEMT distributions are available and will transfer in funding from other sources when needed.

Objective: To properly plan for future capital purchases, the District has projected known and expected capital purchases for the next 25 years to determine the minimum annual contribution necessary to maintain solvency in the fund. The minimum annual contribution shall be \$690,000, adjusted annually for inflation to fully fund the plan for the next 25 years.

Footnote regarding reserves and the payoff of the Fire Station construction bond:



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The 2019 voter approved construction bond included language that money raised by the citizens of District 5 for the new station would stay in District 5 and not transfer to a new fire district if the District merged with another fire district. The language requires the use of all funds legally available to the District, including reserves, as a means to pay-off any remaining indebtedness for the bond and cannot be undone by a simple Board of Commissioners vote.

DRAFT



Snohomish County Fire District #5

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Appendix A 2025 Financial Reserve Fund Report

Fire District 5 has historically maintained a reserve fund plan to retain adequate subcategory reserve funds for emergencies, major purchases and to ensure solvency while awaiting tax receipts. The plan includes four (4) subcategory reserve funds.

Subcategory Reserve Funds Status – End of 2025

Reserve Category	Objective (2026)	Current Level	Excess/Shortfall	26 Transfer Goal
Operational Reserve	\$1,645,000	\$1,562,161	(\$82,839)	\$82,839
Emergency Reserve (Inc. Accrued Leave Buyout)	\$2,870,000	\$3,239,972	\$369,972	(\$369,972)
Capital Reserve	\$1,400,690	\$252,181	(\$1,148,509)	\$869,972*
	\$5,915,690	\$5,054,314	(\$861,376)	\$582,839

*100% of GEMT revenue will be placed into Capital Reserve

(1) **Operational Reserve:** Sustains the District during the first four months of each year prior to receiving the 1st semi-annual payment of property taxes each April 30th.
Objective: 32.9% (120 days to the end of April) of the previous year’s expense budget excluding unusual capital expenses. 2025: \$5,000,000 x 32.9% = \$1,645,000.

(2) **Emergency Reserve:** Funding for expenses that might arise from extreme events, such as earthquakes, floods, dam failures, etc. Industry recommendations for small departments are to reserve up to 50% of the annual budget.
Objective: Reserve 45% of the previous year’s expense budget, excluding unusual capital expenses. 2025: \$5,000,000 x 45% = \$2,250,000. 2025 Accrued Leave Buyout = \$310,000. Total Objective \$2,870,000

(3) **Capital Reserve:** Provides for future capital improvements to existing stations or construction of new facilities (e.g., new station, storage, training facility, etc.). The Capital Reserve accumulates funds to replace fire and medical (aid car) apparatus without becoming indebted.
Objective: The District must contribute \$690,000 annually, and adjust for inflation.



Snohomish County Fire District #5

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2025 Reserve Fund Expenditures:

Emergency Reserve: \$2,574

Capital Apparatus Reserve:

This reserve was fully expended in 2025 for the purchase of a new fire engine priced at more than \$1,000,000, to be delivered in August 2026. The purchase was fully paid from this reserve allowing tax payer savings from interest and significant manufacturer's discounts for a cash purchase.

Capital Apparatus Reserve: \$1,257,930

Capital Equipment Reserve: 9,479

Retirement/Severance (Leave Buyout) Reserve: None

DRAFT

Long Term Capital Expenditure Table
Apparatus, Equipment, Facilities

Est 2026	Inflation Factor	103%	106%	109%	113%	116%	119%	123%	127%	130%	134%	138%	143%	147%	151%	156%	160%	165%	170%	175%	181%	186%	192%	197%	203%	209%	
Replacement Cost	Replacement Year	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	
Item	Life																										
\$100,000 2025 F-150 Command	12																										
\$100,000 2023 F-150 Command	12									130477		138423														197359	
\$100,000 2014 Jeep Utility	12			109273												155797											
\$100,000 2018 Ford Expl Cmd	12				112551												160471										
\$100,000 2019 F-250 Utility	12					115927												160471		165285							
\$100,000 2018 F-150 Command	12				112551																						
\$650,000 2006 H&W Tender	25							799418																			
\$1,140,000 2015 Pierce Engine	25														1724352												
\$1,140,000 2026 Spartan Engine	25																										
\$450,000 2010 Ford Aid	15	463500																									2386907
\$450,000 2012 Ford Aid	15		491727															722118									
\$450,000 2020 Ford Medic	15									587148								766095									
\$400,000 2015 Ford Brush Truck	15			450204																701402						914757	
\$350,000 1995 S&S Brush	15						417918																				
\$115,000 2021 Hovercraft	12							141435													201653		744118				
\$20,000 HC Trailer	12	20600																									
\$15,000 Flatbed Trailer	20	15450																									
Annual Capital Apparatus Costs		499550	491727	559476	225102	115927	417918	940854	0	717625	0	138423	0	0	1724352	155797	1043059	931380	701402	201653	0	930147	0	197359	914757	2386907	
\$200,000 SCBA Ensemble	15					231855																361222					
\$160,000 Breathing Air Comp.	25																					288978					
\$6,000 TIC (Pool Replacement)	5		6365					7829				11162						18449						35350			
\$15,000 Rescue Struts	15																	24071									
\$15,000 Air Bags	15																	24071									
\$75,000 Hyd. Tools/JAWS	20																										
\$25,000 Gas Monitors	15										33598																
\$20,000 General Cap Equip (Hose)	1	20600	21218	21855	22510	23185	23881	24597	25335	26095	26878	27685	28515	29371	30252	31159	32094	33057	34049	35070	36122	37206	38322	39472	40656	41876	
\$50,000 PPE-Water, Structure, V	1	51500	53045	54636	56275	57964	59703	61494	63339	65239	67196	69212	71288	73427	75629	77898	80235	82642	85122	87675	90306	93015	95805	98679	101640	104689	
\$65,000 AED's	10							79942																			
\$135,000 Cardiac Monitors	8				151944								192478									243825					
\$50,000 Misc Durable Medical	5					57964					67196					77898					90306						104689
Annual Capital Equipment Costs		72100	80628	76491	230729	370968	83584	173862	88674	91334	194868	96896	303443	102797	105881	186956	160471	241583	119170	122745	1246217	130221	169477	138151	142296	251253	
\$90,000 52 Bay Doors	30								114009																		
\$60,000 51 Bay Doors	30																										125627
\$20,000 51 Floor Coverings	15										26878																41876
\$60,000 Int/Ext Paint	20															90755											
\$15,000 Station Computers	3	15450			16883			18448			20159			22028				24071			26303			28742			31407
\$70,000 Station Servers	8		74263								94074									119170							
\$150,000 51 HVAC Replacement	25																					270917					
\$35,000 52 HVAC Replacement	25						41792																				
\$75,000 51 Generator Replaceme	30																										157033
\$25,000 Misc Facility Cap Replace	1	25750	26523	27318	28138	28982	29851	30747	31669	32619	33598	34606	35644	36713	37815	38949	40118	41321	42561	43838	45153	46507	47903	49340	50820	52344	
\$75,000 52 Generator Replaceme	30					86946																					
Annual Capital Facility Costs		41200	100786	27318	45020	115927	71643	49195	145679	32619	174709	34606	35644	58741	128570	38949	64188	41321	161731	70140	316069	46507	76644	49340	50820	408287	
Annual Capital Expenditures		612850	673141	663285	500851	602823	573145	1163910	234352	841579	369577	269926	339087	161539	1958804	381702	1267718	1214284	982304	394539	1562286	1106875	246121	384849	1107873	3046447	
GEMT Revenue Into Fund		500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	
Annual Transfer-In From Operational		190,000	195700	201571	207618	213847	220262	226870	233676	240686	247907	255344	263004	270895	279021	287392	296014	304894	314041	323462	333166	343161	353456	364060	374981	386231	
Total of Capital Reserves Balance (x1,000)		1,477	1,500	1,538	1,745	1,856	2,003	1,566	2,065	1,964	2,343	2,828	3,252	3,861	2,682	3,087	2,616	2,206	2,038	2,467	1,738	1,474	2,081	2,561	2,328	167	

Inflation Factor
103%

#####



SCOPE OF WORK | Snohomish County Fire District 5

Quarterly Newsletter & Communications Support

Prepared by Pretty Decent Goods LLC

1. Project Overview

Pretty Decent Goods LLC ("PDG") will design, produce, and coordinate the execution of a quarterly printed newsletter for Snohomish County Fire District 5 ("Client"), along with supporting digital content.

This engagement is structured as an annual communications partnership with a defined planning cadence, consistent visual system, and coordinated print and distribution process.

2. Scope of Services

Quarterly Newsletter Design and Production

- Design and layout of four (4) newsletters per year
- Standard format: 8.5x11, mailed flat, 100lb paper
- Consistent structure and tone across all issues
- Integration of photography and district-provided content
- Preparation of final print-ready files

Planning and Content Coordination

- Three (3) planning meetings per issue:
 - Meeting 1: Content planning and direction
 - Meeting 2: Content refinement and draft review
 - Meeting 3: Final review and approval
- Content guidance and organization based on a consistent framework
- Coordination with designated District representatives

Photography and Media Capture

- Four (4) to six (6) scheduled on-site media capture sessions per year
- Focus on operations, personnel, and community interaction

Light Social Media Support

- Four (4) to six (6) posts per quarter
- Captions and image guidance provided
- Content aligned with newsletter messaging



Print and Mail Coordination

- Coordination with Elite Print and Mail for production and distribution
- Preparation and delivery of print-ready files
- Management of print and mail execution following Client approval

3. Deliverables

Per issue:

- One (1) print-ready newsletter
- Coordination and execution of print and mail production and distribution
- Four (4) to six (6) social media posts

Annually:

- Four (4) newsletter issues
- Four (4) to six (6) media capture sessions

4. Timeline and Workflow

Each issue will follow a structured workflow:

1. Planning meeting and content outline
2. Content development and draft layout
3. Review, refinement, and final approval
4. Print production and mailing coordination

Timeline will be aligned with the Client's publication schedule. Timely delivery of content and approvals is required to maintain production timelines.

5. Content Framework

Each issue will follow a consistent and flexible structure designed to communicate key updates, highlight operations, and maintain community engagement.

Typical content may include leadership messaging, operational updates, community-focused information, seasonal topics, and highlights from within the District.

PDG will guide content organization and presentation in coordination with designated Client representatives.



6. Client Responsibilities

Client agrees to:

- Participate in scheduled planning meetings
- Provide timely content and approvals
- Designate appropriate points of contact
- Approve final proofs prior to production

Content not provided within agreed timelines may be deferred to a future issue to maintain production schedule.

7. Revisions and Scope Control

This engagement is structured around a defined planning and review process to ensure each issue is completed efficiently and consistently.

Each issue includes:

- Three (3) structured planning and review meetings
- One (1) final proof approval prior to print

This process is designed to maintain clarity, consistency, and efficient production across the duration of the agreement.

Adjustments and refinements are incorporated within this workflow.

Requests outside of this structure may require additional time or a separate scope. Examples include:

- Significant changes to the established layout or format
- Additional meetings beyond the planned cadence
- Expanded communications or campaign work
- Additional photography beyond scheduled sessions

Additional work will be discussed and approved in advance and billed at \$135 per hour or quoted as a separate project.

8. Fees and Payment Terms

Design and Communications Services

- \$1,250 per issue
- \$5,000 annually



Print and Mail Services (Per Issue)

Based on contracted vendor pricing with Elite Print and Mail:

- Printing: \$1,348.38
- Mailing: \$727.38
- Total: \$2,075.76

Total Per Issue: \$3,325.76 (From Design to Delivery)

Applicable taxes will be applied to all invoices in accordance with state and local requirements

Pricing Terms

- Design pricing is fixed for one (1) year from contract start date
- PDG coordinates vendor services but does not control vendor pricing
- PDG will make reasonable efforts to maintain consistent pricing. Print and mailing costs are based on current vendor rates and may change due to factors outside of PDG's control, including material and postage increases. All pricing reflects current vendor quotes, with administrative coordination included in PDG's design fees.

Print Payment Handling

- PDG will manage payment to the print and mail vendor on behalf of the Client
- Client will be invoiced for print and mail services in advance of production
- Print production will not be initiated until payment for print and mail services has been received

Payment Terms

- Net 45 from invoice date
- Print and mail services require payment prior to production
- Invoices issued per issue or per agreed schedule

9. Contract Term and Renewal

- Term: One (1) year from contract start date
- Automatic renewal for successive one (1) year terms
- Written notice of non-renewal required at least thirty (30) days prior to renewal date

10. Intellectual Property

- Client retains full usage rights to final deliverables upon payment
- PDG retains ownership of working files
- PDG may display work for portfolio use unless otherwise requested in writing



11. Liability and Limitations

PDG is not liable for:

- Vendor pricing changes, production delays, or changes outside of contracted vendor terms
- Errors resulting from Client-provided content
- Postal delivery delays or distribution issues outside of vendor control

12. Acceptance

By signing below, Client acknowledges and accepts this Scope of Work.

Client Name: _____

Organization: Snohomish County Fire District 5

Signature: _____ Date: _____

Provider: Pretty Decent Goods LLC

Representative: Susanne Johnson

Signature: _____ Date: _____

**Aviation Site Safety Survey - Proposed Helipad
Sultan Fire Station 51, Snohomish County Fire District 5
June 4, 2026**

Date of Survey: May 30, 2026

Location: Sultan Fire Station 51

Attendees: District 5 Fire Commissioners Steve Fox, Deborah Chase, and Brian Copple

Fire Commissioner Steve Fox invited me to view the proposed location of a new helipad at Station 51 and give him my input. Before the meeting at the station, we performed an aerial survey of the property from SCSO helicopter SnoHawk 10. We were met by Commissioners Fox, Deborah Chase, and Brian Copple after landing at the station.

The Fire Commissioners presented two potential helipad locations on the east side of the property. After assessing approach and departure obstacles, the primary recommendation is the site located closest to the east side of the fire station. The secondary recommendation is situated just northeast of this preferred site.

Purpose

The proposed helipad is to be designed and constructed to accommodate critical aviation emergency response assets to support Sultan and the surrounding community. Emergency Aviation Support assets include:

- **Medical Evacuation:** Airlift Northwest and Life Flight Network
- **Law Enforcement & Rescue:** Snohomish County Sheriff's Office (SCSO) and King County Sheriff's Office (KCSO)
- **Military Operations:** U.S. Navy Whidbey Search and Rescue (SAR) and standard military UH-60 Blackhawk helicopters

Site Preparation

One shed, a connecting power line, and several large trees would need to be cleared from the primary location in preparation for the construction. The fire district is following FAA Advisory Circular 150/5390-2D "Heliport Design". Construction permits must be obtained from the Snohomish County Planning Department before construction. I recommend installing recessed lighting in the helipad during construction, with a daylight sensor for automatic activation.

Airspace Hazard Mitigation

Due to surrounding utility infrastructure, the Fire Commission should coordinate with Puget Sound Energy and Snohomish County PUD to implement the following aviation safety markers:

- **North (U.S. Highway 2 High-Voltage Lines):** Install four (4) "Aerial Marker Balls" spaced 50 feet apart.
- **East (Cascade View Drive Low-Voltage Lines):** Install reflective aerial flags spaced approximately 6 feet apart where lines are visible.
- **Vegetation Management:** Keep existing trees along Cascade View Drive intact. They act as a critical visual barrier, preventing pilots from missing the low-voltage lines when looking east from the station.

These are my recommendations based on my years of experience landing helicopters at various sites. I attached diagrams showing hazards in the surrounding area as well as approach and departure routes that would work best. Should nearby residents voice concerns regarding low-altitude flights, a formal "Noise-Sensitive Area" should be designated and appended to these flight path diagrams.

Bill Quistorf

Bill Quistorf

Chief Pilot, Snohomish County Sheriff's Office

Cell 425-754-5489





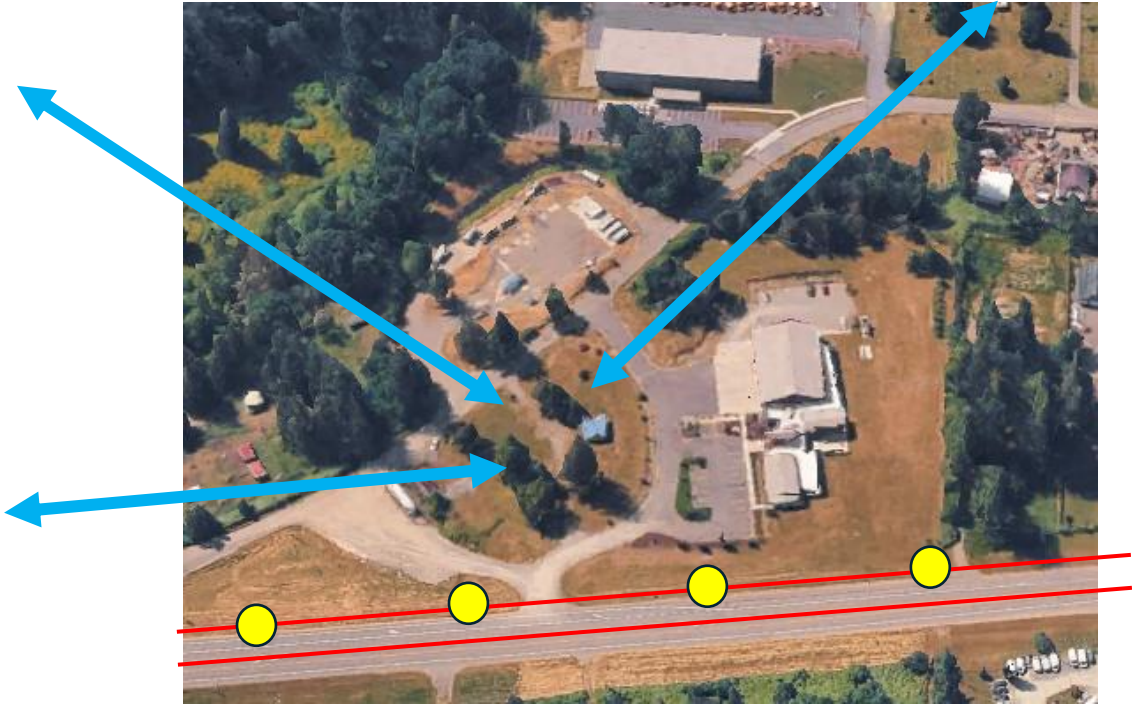
Fire Station 51

Recommended Primary Helipad Location (Not to scale)



Recommended Secondary Helipad Location (Not to scale)





Approach/Departure Routes

Avoid Flight over High Voltage Lines to the North

North





Hazards: Remove shed and trees within circle

Leave remaining trees along the road to the east southeast of the fire station. These provide a visual obstacle next to the low-voltage line along the road. Low-voltage lines can be marked with reflective flags.

High Voltage lines to the north need to be marked with Aerial Marker Balls.

