

PRELIMINARY AGENDA
JOINT MEETING OF MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS AND
SNOHOMISH COUNTY FIRE PROTECTION DISTRICT No. 12
August 21, 2019 – 6 pm – Marysville City Hall

1. Call to Order/Flag Salute

2. Audience Participation/Presentations

A. Badge Pinning

New FT Hires - Josiah Windle, Doug Cassidy, Tyler Hogle, Elliott Lauritzen

FT Lateral Hires - Tim Dalton, Dustin Jensen, Christopher Lytle, Christopher Burnette

3. MFD Consent Agenda

A. Approve minutes of the July 17, 2019, regular meeting

B. Approve July 2019 Financial Statements

C. Approval of August Claims and Payroll:

i. MFD Expense Fund

Voucher Numbers 19 - thru - 19 \$

ii. MFD Payroll (excluding benefits) \$

iii. MFD Capital Reserve Fund

Voucher Numbers 19 - thru - 19 \$

iv. MFD Apparatus Fund

Voucher Numbers 19 - thru - 19

4. SCFD #12 Consent Agenda

A. Approve minutes of the July 30, 2019, special meeting

B. Approve July 2019 Financial Statements

C. Approval of August Claims:

i. SCFD #12 Expense Fund

Voucher Numbers 19 - thru - 19 \$

5. Information Items

A. Communications:

B. Committee Reports

i. EMS Committee: Approval of August EMS accounts recommendations

ii. Planning Committee:

iii. Personnel Committee:

6. Staff Business

A. Operations Report

F. Local 3219 Union

B. Personnel/Overtime Report

C. Fire Prevention Report

D. RFA Formation Update

E. Finance Report

7. Old Business

A. Ballistic Protection Summary of Findings

8. New Business

A. Agenda Bill - Arlington Battalion Chief Service Agreement

B. Agenda Bill – Policy Revision #6055 “Purchasing; Bids and Contract”

C. Agenda Bill – All American Consulting Contract

D. Approval of Nozzle Bid

The Board of Directors may add and/or take action on other items not listed on the agenda.

9. Executive Session

A. To discuss the following:

- I. Collective Bargaining negotiations per RCW 42.30.140(4)(a)
- II. Evaluate the performance of a public employee per RCW 42.30.110(g)
- III. Potential litigation with legal counsel per RCW 42.30.110(i)

10. Call On Board Members

11. Adjournment

MARYSVILLE FIRE DISTRICT
JOINT MEETING OF MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS AND
SNOHOMISH COUNTY FIRE PROTECTION DISTRICT No. 12
July 17, 2019 – 6 pm – Marysville City Hall

CALL TO ORDER/FLAG SALUTE

Chairperson Toyer called the meeting to order and led the flag salute at 6 pm.

The following were in attendance:

Board of Directors:

Tom King	Rick Ross
Rob Toyer	Tonya Christoffersen
Steve Muller	

Staff Members:

Martin McFalls, Fire Chief
Jeff Cole, Deputy Chief
Tom Maloney, Deputy Chief
Darryl Neuhoﬀ, Deputy Chief
Chelsie McInnis, Finance Director
Steve Edin, Human Resource Manager
Paula DeSanctis, Board Secretary

Guests:

Grant Weed, District Attorney
Peter Altman, Summit Law

AUDIENCE PARTICIPATION/PRESENTATIONS

Badge Pining – Chief McFalls introduced two of Marysville Fire Districts newer career firefighters Bradley Keen and Dakota Herrington. After reading a short bio on both employees Chief McFalls swore them in and pinned their badges.

MFD CONSENT AGENDA

- A. Excuse Board Members Steven and Cook from the 7-17-19 regular meeting
- B. Approve minutes of the June 15, 2019, regular meeting
- C. Approve June 2019 Financial Statements
- D. Approval of July Claims and Payroll:
 - i. MFD Expense Fund
Voucher Numbers 190703001 - thru – 190703084 \$ 346,923.22
 - ii. MFD Payroll (excluding benefits) \$ 1,064,838.55
 - iii. MFD Apparatus Fund
Voucher Numbers 190702001 - thru - 190702004 \$ 2,373.07

Motion: To approve the MFD Consent Agenda
Made By: Muller
Seconded By: Ross
Action: PASSED unanimously

SCFD # 12 Consent Agenda

A. Approve June 2019 Financial Statements

B. Approval of July Claims:

i. SCFD #12 Expense Fund

Vouchers Numbers 190701001 - thru - 190701002 \$ 7,714.48

Motion: To approve the SCFD #12 Consent Agenda.

Made By: Christoffersen

Seconded By: Ross

Action: PASSED unanimously

INFORMATION ITEMS

Communications: Chief McFalls shared the following information as a follow up to the concern expressed at last month's meeting regarding the commitment to offering Battalion Chiefs services to District 15. Our records show, year to date, Marysville Fire District Battalion 61 has committed a total of 5 minutes 9 seconds to District 15. The unit hour utilization commitment year to date is 131 hours or 3%. Anything less the 16% has capacity and anything greater than 25% needs to be looked at. It is the Chiefs hope that these facts satisfy any concerns.

COMMITTEE REPORTS

EMS Committee: Approval of July EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
July	3,688.59	16,261.22	0.00	50.00

Motion: To approve the July ambulance account recommendations.

Made By: Christoffersen

Seconded By: Muller

Action: PASSED unanimously

Planning Committee: Chief McFalls stated the Planning Committee met on June 24, 2019 discussing next steps. The next meeting is scheduled for Monday, July 22, 2019. Chief McFalls shared that the meeting is open to the full City Council and Fire Board. We will be looking at a couple presentations, one from All American Leadership and one from Center for Public Safety Excellences. These will be to help with organizational alignment and community driven strategic planning process.

Personnel Committee: Chief McFalls shared that the Personnel Committee met on July 11, 2019, interviewing three firefighters. Apollo Lewis has moved forward in the hiring process. Commissioner Christoffersen asked where we are in the process of establishing a new Training Captain position. Chief McFalls shared that the Training Captain position has been postponed. It will be discussed in the collective bargaining negotiations beginning next month.

STAFF BUSINESS

Operations Report: Chief Cole reported on the following:

- We were up 39 calls this month from last year for a total of 1,265 calls.
- In the Monthly Incident Report, the apparatus report shows both Engine 62 and Ladder 62, this is due to Ladder 62 being out of service for a portion of the month.
- The Incident Report also shows a very significant increase in the number of calls for Aid 62. This is the first full month that Station 62 has had 24 dedicated staffing. Correspondingly, we see a decrease in calls for Station 65, not being pulled to cover Station 62 calls, leaving them in their first due area.

Overtime Report: Chief Cole reported we have no fulltime employees out on light or limited duty. We have three fulltime employees off on FMLA or other leave. We are down thirteen part-time firefighters. We will be interviewing eleven part-time candidates on July 24, 2019 with hopes to start them in the September academy.

June 2018	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 61,419.58	1,066.17	652.50
Part time	\$ -	0.00	0.00
Month Total	\$ 61,419.58	1,066.17	652.50
YTD Totals	\$ 328,329.84	5,366.09	7,471.59

For June, the F/T overtime was \$ 61,419.58 and the P/T overtime was \$ 0.00.

Fire Prevention Report: DC Maloney shared that in addition to the Fire Prevention report in the packets he has provided a final fireworks report. We had a total of three fireworks related incidents. Maloney also shared we had three fires over the weekend. Two total losses and one sprinkler save. This is our second sprinkler save in six weeks. Maloney would like to discuss in the future as an RFA the possibility of starting a residential sprinkler ordinance for new construction.

RFA Formation Update:

District Attorney Weed shared that his associate Brett Vinson has spent a couple of days at the Marysville Fire District Administration office reviewing all current agreements and ILA's. Weed stated they have a good idea of what needs to be done to transfer those agreements over to the RFA. We are working on a review of bi-laws and governance policies needing to be put in place with the new RFA. We are also working on the proper documentation of the transfer of assets. Weed stated he has been in contact with City Attorney John Walker regarding all items that involve the City.

Finance Director McInnis shared the following elements of the RFA formation that the administrative staff have been working on:

- We have obtained our new state UBI number, both the industrial insurance and unemployment accounts are active. Human Resource Manager Steve Edin is working on transitioning the employees from the Fire District 12 accounts to the new Marysville Fire District accounts.
- Our Federal ID number will stay the same because our name and function of government did not change.

- We have a new MCAG number issued by the State Auditor's Office. We have done the necessary reporting for the dissolution of an agency and the creation of a new one. We have been issued an audit schedule for both the old and new agencies.
- We are reviewing financial policies for any necessary updates or recommendations for change moving into the RFA.
- We are overhauling and customizing the financial planning model so it is specific to the RFA in preparation for the 2020 budget process.
- We have begun work on the fourth quarter RFA budget that will need to be adopted October 1, 2019 to operate from 10/1 to 12/31.
- County Treasurer Tax Accounts and funds have been established in preparation for the transfer of assets from Marysville Fire District and Fire District 12 to the Regional Fire Authority account.
- Along with the agreements and ILA's, we are reviewing all current resolutions to identify which will be needed for the RFA.

Finance Report: Finance Director McInnis reported on the June 2019 budget and funds report.

- The fund balance report shows Marysville Fire District ended June with \$11.5 million and District 12 ended June with \$2.1 million.
- The MFD operating budget has utilized \$638k of the fund balance as budgeted. MFD revenues are on track with 50% collected and expenses are on track with 53% remaining.
- The capital and apparatus funds have collated 50% of revenues with 16% of expenditures remaining.
- Fire District 12 is on track with revenue collection at 53% and expenses are at 50%.
- Review of the comparison chart first half to first half 2018 to 2019 shows our revenues have increased 5.8% and expenditures increased 10.6%, the large component of that being the ten new hires.

McInnis shared we received a preliminary assessed value notice from the County Assessor's Office. As it stands right now, the boundary of Marysville School District has a preliminary estimated increase of about 8.5% in assessed value for the taxes being collected in 2020.

McInnis gave an update on the intergovernmental transfer payment of \$900k to get the GEMT retroactive settlements out. The moneys have been received by HCA. The deposits are starting to come back in, we received our first settlement payment of \$600K. We anticipate the entire \$3.2 million to be received within the next couple of weeks.

McInnis shared that we received an email from Snohomish County recognizing the Marysville Fire District and Sandra Elvrom for our thorough and accurate payroll processes. They shared that we have helped them redefine their own processes. They really appreciate our working relationship.

There have been some recent legislative changes to our procurement and purchasing thresholds that will be incorporated into our existing policy and brought to the Board in August for approval.

Local 3219 Union Report: No report.

OLD BUSINESS

No old business to discuss.

NEW BUSINESS

A. MFD Agenda Bill: Resolution 2019B-7 “Surplus and Sale Authorization of 4 Vehicles”

Chief Neuhoﬀ shared that we have three ambulances and one fire engine that we are asking to surplus and authorize for sale.

Motion: To authorize Resolution 2019B-7 the “Surplus and Sale of 4 Marysville Fire District owned Vehicles”

Made By: Ross

Seconded By: King

Action: PASSED unanimously

B. Board of Directors Retreat “Date Options”

Chief McFalls shared that we are looking at the potential dates of October 21-22, 2019 for the upcoming 2020 budget retreat and is recommending that we hold this year’s retreat at Semiahmoo in Bellingham. The Board was in agreement to move forward with DeSanctis requesting quotes from Semiahmoo for the suggested dates for the 2020 Budget retreat.

The Board was also in agreement to meet Tuesday, October 1, 2019, 10 am at Marysville City Hall to initiate the start of the Regional Fire Authority.

C. Electronic Fund Transfer Authorization

The County is requesting we obtain documented approval of the individuals authorized to initiate/request the electronic funds transfer of monies from our local bank accounts.

Motion: To authorize Martin McFalls, Chelsie McInnis, and Steve Edin, to submit transfer requests to the Snohomish County Treasurer for the electronic transfer of monies deposited into the Key Bank Ambulance Billing Account.”

Made By: Christoffersen

Seconded By: Muller

Action: PASSED unanimously

EXECUTIVE SESSION

Chairperson Toyer called for a 20 minute executive session at 6:55 pm to discuss Collective Bargaining Negotiations per RCW 42.30.140(4)(a) to return at 7:20 pm.

Chairperson Toyer called for a ten minute extension to return at 7:30 pm.

RECONVENE

The open public meeting reconvened at 7:35 pm.

District Attorney Grant Weed shared that in anticipation of the formation of the RFA, a notice be given to Quil Ceda Village of the intent to assign the current ILA to the RFA.

Motion: To authorize a Notice of Intent to Quil Ceda Village to assign the ILA with Quil Ceda Village to the RFA.
Made By: Ross
Seconded By: Muller
Action: PASSED unanimously

CALL ON BOARD MEMBERS

King – Great idea posting the fireworks ban on all the reader boards around town including schools.

Toyer – Thanks to the crew for a great job on the Fourth of July.

Christoffersen – Recognized how busy our crews are. Thank you for all your hard work.

Ross – Thanked Chief McFalls and congratulated firefighters Herrington and Keen on their badge pinning. Thanked Grant Weed and Chelsie McGinnis for all their work on the RFA processes.

Neuhoff – Nothing more to report.

Muller – Nothing more to report.

McInnis – Nothing more to report.

McFalls – Nothing more to report.

Cole – Nothing more to report.

Weed – Nothing more to report.

Edin – NeoGov, our online applicant tracking software goes live on Monday, July 22, 2019.

DeSanctis – Nothing more to report.

ADJOURNMENT

With no further action required, the meeting adjourned at 7:48 pm.

Paula DeSanctis
Board Secretary

Date approved

**SNOHOMISH COUNTY FIRE DISTRICT #12
BOARD OF COMMISSIONERS SPECIAL MEETING
July 30, 2019, 4 pm
Marysville Fire Administration Office**

Chairperson Christoffersen called the meeting to order at 4:10 pm.

The following were in attendance:

Commissioners:

Pat Cook
Rick Ross
Tonya Christoffersen

Staff Members:

Martin McFalls, Chief
Deputy Chief, Jeff Cole
Paula DeSanctis, Board Secretary

Guests:

RFA Role Appointment:

The District 12 Commissioners had a lengthy discussion on who to appoint to the voting position and the non-voting position of the RFA Board. Commissioner Cook asked Chief McFalls for clarification from District Attorney Grant Weed on the third Commissioners role at the RFA meetings. The District 12 Role Appointment will be added to the Marysville Fire District August regular meeting agenda.

FD12 Regular Meeting Schedule:

The Fire District 12 Commissioners were in agreement to hold the Snohomish County Fire Protection District 12 regular monthly meetings on the third Wednesday of every month, 5pm at the Marysville Fire District Administration Office beginning October 2019.

ADJOURN

With no further business, the meeting adjourned at 5:31 pm.

District Secretary

Date Approved

SNOHOMISH COUNTY FIRE DISTRICT NO. 12 - 2019 FINANCIAL SUMMARY

SCFD 12 - EXPENSE FUND 780-70														
	Jan.	Feb.	Mar.	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	13th Month	Totals
Regular Property Tax Levy	3,507.43	43,468.61	78,339.29	897,998.16	135,445.55	9,473.90	7,716.32							1,175,949.26
EMS Property Tax Levy	1,693.82	20,885.42	38,565.48	436,806.26	65,825.95	5,195.94	3,728.32							572,701.19
Private Harvest Tax	-	130.38	-	-	317.30	-	-							447.68
Leasehold Excise Tax	-	227.76	-	-	-	227.76	-							455.52
Investment Interest	3,283.20	1,729.47	1,833.47	2,628.25	4,269.07	2,787.35	3,124.28							19,655.09
Miscellaneous Revenue	-	-	-	-	-	-	-							-
TOTAL REVENUES	8,484.45	66,441.64	118,738.24	1,337,432.67	205,857.87	17,684.95	14,568.92	-	-	-	-	-		1,769,208.74
MFD Interlocal Payment	270,141.60	270,141.60	270,141.60	270,141.60	270,141.60	270,141.60	270,141.60							1,890,991.20
Election Costs	-	-	-	-	-	-	-							-
Accounts Payable	-	6,428.14	21,382.57	5,666.09	62.99	2,406.23	7,714.48							43,660.50
Investment Fees	71.94	67.48	54.84	56.55	72.25	71.53	72.25							466.84
Property Tax Refunds	-	698.66	-	-	2,469.42	-	164.11							3,332.19
Refund Interest	-	-	-	-	-	-	-							-
Subtotal	270,213.54	277,335.88	291,579.01	275,864.24	272,746.26	272,619.36	278,092.44	-	-	-	-	-	-	1,938,450.73
Eligible Reimbursements	-	-	-	-	(1,740.05)	-	-							(1,740.05)
Pending Warrants/Voids/Reissues	-	-	-	-	-	-	-							-
TOTAL EXPENSES & NONEXP	270,213.54	277,335.88	291,579.01	275,864.24	271,006.21	272,619.36	278,092.44	-	-	-	-	-	-	1,936,710.68
Excess(Deficit) Revenue Over Expenses	(261,729.09)	(210,894.24)	(172,840.77)	1,061,568.43	(65,148.34)	(254,934.41)	(263,523.52)	0.00	0.00	0.00	0.00	0.00	0.00	(167,501.94)
FUND BALANCE	1,316,435.45	1,105,541.21	932,700.44	1,994,268.87	1,929,120.53	1,674,186.12	1,410,662.60	1,410,662.60	1,410,662.60	1,410,662.60	1,410,662.60	1,410,662.60	1,410,662.60	
Budget Report Monthly Total	270,213.54	277,335.88	291,579.01	275,864.24	271,006.21	272,619.36	278,092.44	-	-	-	-	-	-	1,936,710.68
Budget Report YTD Total	270,213.54	547,549.42	839,128.43	1,114,992.67	1,385,998.88	1,658,618.24	1,936,710.68	1,936,710.68	1,936,710.68	1,936,710.68	1,936,710.68	1,936,710.68	1,936,710.68	
* Percentage of Budget Remaining	91.89%	83.57%	74.83%	66.55%	58.42%	50.24%	41.90%							
Target Percentage	91.67%	83.33%	75.00%	66.67%	58.33%	50.00%	41.67%	33.33%	25.00%	16.67%	8.33%	0.00%	0.00%	
Under/(Over) Budget	\$7,563.96	\$8,005.58	(\$5,795.93)	(\$3,882.67)	\$2,888.62	\$8,046.76	\$7,731.82							
SCFD 12 - RESERVE FUND - 780-73														
Investment Interest	1,007.53	494.39	730.07	1,049.02	916.27	380.96	814.95							5,393.19
TOTAL REVENUES	1,007.53	494.39	730.07	1,049.02	916.27	380.96	814.95	-	-	-	-	-	-	5,393.19
Investment Fees	15.44	14.04	15.80	15.79	15.95	15.52	16.07							108.61
TOTAL EXPENSES & NONEXP	15.44	14.04	15.80	15.79	15.95	15.52	16.07	-	-	-	-	-	-	108.61
FUND BALANCE	476,974.85	477,455.20	478,169.47	479,202.70	480,103.02	480,468.46	481,267.34	481,267.34	481,267.34	481,267.34	481,267.34	481,267.34	481,267.34	
Net change in cash position	(260,737.00)	(210,413.89)	(172,126.50)	1,062,601.66	(64,248.02)	(254,568.97)	(262,724.64)	0.00	0.00	0.00	0.00	0.00	0.00	(162,217.36)
Combined Ending Fund Balance	1,793,410.30	1,582,996.41	1,410,869.91	2,473,471.57	2,409,223.55	2,154,654.58	1,891,929.94	1,891,929.94	1,891,929.94	1,891,929.94	1,891,929.94	1,891,929.94	1,891,929.94	

Snohomish County Fire Protection District No. 12
Fund Resources and Uses Arising From Cash Transactions
For the Month Ended July 31, 2019

		Total for all Funds (Memo Only)	Current Expense 780-70	Reserve/Capital 780-73
Beginning Cash and Investments				
30810	Reserved	95,924.83	95,924.83	-
30880	Unreserved	2,058,729.75	1,578,261.29	480,468.46
388/588	Prior Period Adjustments, Net	-	-	-
Revenues				
310	Taxes	11,444.64	11,444.64	-
320	Licenses and Permits	-	-	-
330	Intergovernmental Revenues	-	-	-
340	Charges for Goods and Services	-	-	-
350	Fines and Penalties	-	-	-
360	Miscellaneous Revenues	3,939.23	3,124.28	814.95
Total Revenues:		15,383.87	14,568.92	814.95
Expenditures				
510	General Government	-	-	-
520	Public Safety	278,108.51	278,092.44	16.07
Total Expenditures:		278,108.51	278,092.44	16.07
Excess (Deficiency) Revenues over Expenditures:		(262,724.64)	(263,523.52)	798.88
Other Increases in Fund Resources				
391-393, 596	Debt Proceeds	-	-	-
397	Transfers-In	-	-	-
385	Special or Extraordinary Items	-	-	-
386 / 389	Custodial Activities	-	-	-
381, 395, 398	Other Resources	-	-	-
Total Other Increases in Fund Resources:		-	-	-
Other Decreases in Fund Resources				
594-595	Capital Expenditures	-	-	-
591-593, 599	Debt Service	-	-	-
597	Transfers-Out	-	-	-
585	Special or Extraordinary Items	-	-	-
586 / 589	Custodial Activities	-	-	-
Total Other Decreases in Fund Resources:		-	-	-
Increase (Decrease) in Cash and Investments		(262,724.64)	(263,523.52) -	798.88
Ending Cash and Investments				
50810	Reserved	10,694.43	10,694.43	-
50880	Unreserved	1,881,235.51	1,399,968.17	481,267.34
Total Ending Cash and Investments		1,891,929.94	1,410,662.60	481,267.34

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Summary Trial Balance M/E

Report Format 009

Period 7 ending July 31, 2019

Transaction status 2

Fnd 780 Fire Dist No 12

		Opening Balance	Current Debits	Current Credits	Ending Balance
Fire Dist No 12 Expense					
Assets					
780 1701110	Cash	9,603.84	290,602.26	295,262.19-	4,943.91
780 1701140	Invested in County Pool	795,000.00	0.00	0.00	795,000.00
780 1701800	Investments	869,582.28	19,043.41	277,907.00-	610,718.69
780 1702110	Taxes Receivable	1,608,620.27	630.57	11,598.50-	1,597,652.34
780 1702420	Treasurer SCIP Interest R	6,351.35	1,473.00	1,322.87-	6,501.48
Act 001	Assets	3,289,157.74	311,749.24	586,090.56-	3,014,816.42
Liabilities					
780 2701340	Vouchers Payable	0.00	7,714.48	7,714.48-	0.00
780 2702900	Due To Other Governments	1,583,450.20-	0.00	0.00	1,583,450.20-
780 2705700	Deferred Revenue	1,608,620.27-	11,598.50	630.57-	1,597,652.34-
Act 002	Liabilities	3,192,070.47-	19,312.98	8,345.05-	3,181,102.54-
Revenues					
780 3701110	Real & Personal Prop	1,734,037.73-	164.11	11,444.64-	1,745,318.26-
780 3701210	Private Harvest	447.68-	0.00	0.00	447.68-
780 3701720	Leasehold Excise Tax	455.52-	0.00	0.00	455.52-
780 3706111	Investment Interest	8,812.36-	50.00	1,801.41-	10,563.77-
780 3706112	County Pool Interest	8,389.55-	22.25	1,473.00-	9,840.30-
780 3708600	Agency Deposits	1,740.05-	0.00	0.00	1,740.05-
Act 003	Revenues	1,753,882.89-	236.36	14,719.05-	1,768,365.58-
Expenses					
780 5705597	Operating Transfers-Out	1,620,849.60	270,141.60	0.00	1,890,991.20
780 5708666	Agency Issues	12,537.21	17.48	0.00	12,554.69
780 5709907	Non Employee Comp (1099)	23,408.81	7,697.00	0.00	31,105.81
Act 005	Expenses	1,656,795.62	277,856.08	0.00	1,934,651.70
Sub 770	Fire Dist No 12 Expense	0.00	609,154.66	609,154.66-	0.00

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9,603.84 +
 795,000.00 +
 869,582.28 +

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1,674,186.12G+

4,943.91 +
 795,000.00 +
 610,718.69 +

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1,410,662.60G+

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Summary Trial Balance M/E

Report Format 009

Period 7 ending July 31, 2019

Transaction status 2

Fnd 780 Fire Dist No 12

		Opening Balance	Current Debits	Current Credits	Ending Balance
Fire Dist No 12 Reserve					
Assets					
780 1731110	Cash	300.75	731.23	1,031.00-	0.98
780 1731140	Invested in County Pool	447,000.00	0.00	0.00	447,000.00
780 1731800	Investments	33,167.71	1,102.21	3.56-	34,266.36
780 1732420	Treasurer SCIP Interest R	3,570.82	828.22	743.74-	3,655.30
Act 001 Assets		484,039.28	2,661.66	1,778.30-	484,922.64
Liabilities					
780 2732900	Due To Other Governments	478,953.26-	0.00	0.00	478,953.26-
Act 002 Liabilities		478,953.26-	0.00	0.00	478,953.26-
Revenues					
780 3736111	Investment Interest	368.89-	3.56	71.21-	436.54-
780 3736112	County Pool Interest	4,717.13-	12.51	828.22-	5,532.84-
Act 003 Revenues		5,086.02-	16.07	899.43-	5,969.38-
Sub 773	Fire Dist No 12 Reserve	0.00	2,677.73	2,677.73-	0.00
Fnd 780	Fire Dist No 12	0.00	611,832.39	611,832.39-	0.00

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300.75 +
447,000.00 +
33,167.71 +

003

480,468.46 +

0 • C

0.98 +
447,000.00 +
34,266.36 +

003

481,267.34 +

CM



SNOHOMISH COUNTY

Fund Revenue Distribution For Period

From 07-01-2019 To 07-31-2019

District	Fund	Account	Description	Year	Period Revenue
FIRE DISTRICT 12					
	780900	FIRE DIST 12 EXPENSE			
		7803701110	Real & Personal Prop	2019	\$6,611.05
				2018	\$1,031.76
				2017	(\$20.68)
				2016	(\$20.58)
				2008	\$4.45
				Fund Total:	\$7,606.00
	780925	FIRE DIST 12 EMS			
		7803709251110	Real/Pers Prop Tx	2019	\$3,212.75
				2018	\$473.75
				2017	(\$6.79)
				2016	(\$6.77)
				2008	\$1.59
				Fund Total:	\$3,674.53
	781773	MARYSVILLE FIRE DIST RESERVE			
		7813738600	Reserve Fd-Marysville Deposit	2019	\$2,334,237.46
				Fund Total:	\$2,334,237.46
	781900	MARYSVILLE FIRE DIST			
		7813708600	Marysville Expense Deposit	2019	\$1,329,651.70
				Fund Total:	\$1,329,651.70
				District Total:	\$3,675,169.69



SNOHOMISH COUNTY

Property Tax/Special Assessment Fund Activity

From 07-01-2019 To 07-31-2019

District: FIRE DISTRICT 12

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
Fund: 780900 FIRE DIST 12 EXPENSE					
2019	7801702110	\$1,046,243.69	\$406.34	\$6,611.05	\$1,040,038.98
2018		\$19,129.18	(\$162.66)	\$1,031.76	\$17,934.76
2017		\$9,363.31	(\$20.68)	(\$20.68)	\$9,363.31
2016		\$2,202.00	(\$20.58)	(\$20.58)	\$2,202.00
2015		\$1,359.45	\$0.00	\$0.00	\$1,359.45
2014		\$800.29	\$0.00	\$0.00	\$800.29
2013		\$539.17	\$0.00	\$0.00	\$539.17
2012		\$897.54	\$0.00	\$0.00	\$897.54
2011		\$317.35	\$0.00	\$0.00	\$317.35
2010		\$647.66	\$0.00	\$0.00	\$647.66
2009		\$532.98	\$0.00	\$0.00	\$532.98
2008		\$284.25	\$0.00	\$4.45	\$279.80
2007		\$180.95	\$0.00	\$0.00	\$180.95
2006		\$115.26	\$0.00	\$0.00	\$115.26
2005		\$136.45	\$0.00	\$0.00	\$136.45
2004		\$179.89	\$0.00	\$0.00	\$179.89
2003		\$148.77	\$0.00	\$0.00	\$148.77
2002		\$74.38	\$0.00	\$0.00	\$74.38
2000		\$0.08	\$0.00	\$0.00	\$0.08
1999		\$265.38	\$0.00	\$0.00	\$265.38
Fund Total:		\$1,083,418.03	\$202.42	\$7,606.00	\$1,076,014.45
Fund: 780925 FIRE DIST 12 EMS					
2019	7801709252110	\$510,085.00	\$197.19	\$3,212.75	\$507,069.44
2018		\$8,900.65	(\$73.45)	\$473.75	\$8,353.45
2017		\$3,143.77	(\$6.79)	(\$6.79)	\$3,143.77
2016		\$723.83	(\$6.77)	(\$6.77)	\$723.83
2015		\$453.93	\$0.00	\$0.00	\$453.93
2014		\$267.00	\$0.00	\$0.00	\$267.00
2013		\$179.71	\$0.00	\$0.00	\$179.71
2012		\$299.10	\$0.00	\$0.00	\$299.10
2011		\$113.63	\$0.00	\$0.00	\$113.63
2010		\$261.95	\$0.00	\$0.00	\$261.95
2009		\$244.00	\$0.00	\$0.00	\$244.00
2008		\$101.71	\$0.00	\$1.59	\$100.12
2007		\$64.98	\$0.00	\$0.00	\$64.98
2006		\$65.31	\$0.00	\$0.00	\$65.31
2005		\$76.83	\$0.00	\$0.00	\$76.83
2004		\$78.47	\$0.00	\$0.00	\$78.47
2003		\$64.56	\$0.00	\$0.00	\$64.56
2002		\$31.93	\$0.00	\$0.00	\$31.93
2000		\$0.34	\$0.00	\$0.00	\$0.34
1999		\$45.32	\$0.00	\$0.00	\$45.32
Fund Total:		\$525,202.02	\$110.18	\$3,674.53	\$521,637.67
District Total:		\$1,608,620.05	\$312.60	\$11,280.53	\$1,597,652.12



SNOHOMISH COUNTY

Property Tax/Special Assessment Fund Activity

From 07-01-2019 To 07-31-2019

District: FIRE DISTRICT 20

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
Fund: 788900 FIRE DISTRICT NO.20 EXPENSE					
2003	7881702110	(\$0.05)	\$0.00	\$0.00	(\$0.05)
2002		(\$0.06)	\$0.00	\$0.00	(\$0.06)
2001		\$0.10	\$0.00	\$0.00	\$0.10
2000		\$0.06	\$0.00	\$0.00	\$0.06
Fund Total:		\$0.05	\$0.00	\$0.00	\$0.05
Fund: 788925 FIRE DISTRICT NO.20 E.M.S.					
2003	7881709252110	\$0.03	\$0.00	\$0.00	\$0.03
2000		\$0.13	\$0.00	\$0.00	\$0.13
1998		\$0.01	\$0.00	\$0.00	\$0.01
Fund Total:		\$0.17	\$0.00	\$0.00	\$0.17
District Total:		\$0.22	\$0.00	\$0.00	\$0.22

FD 12 Expense YTD - Revenues

Marysville Fire District
MCAG #: 0182

Time: 14:10:55 Date: 08/07/2019

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002 FD12 - Expense Fund 780-70

Revenues	Amt Budgeted	July	YTD	Remaining	
310					
311 10 00 0-02 Real and Personal Property Taxes - Regular Levy	0.00	7,716.32	1,175,949.26	(1,175,949.26)	0.0%
311 12 00 0-02 Real and Personal Property Taxes - EMS Levy	0.00	3,728.32	572,701.19	(572,701.19)	0.0%
310	0.00	11,444.64	1,748,650.45	(1,748,650.45)	0.0%
330					
337 01 00 0-02 Leasehold Excise Tax Distributions	0.00	0.00	455.52	(455.52)	0.0%
337 02 00 0-02 Timber Excise Tax Distributions	0.00	0.00	447.68	(447.68)	0.0%
330	0.00	0.00	903.20	(903.20)	0.0%
360					
361 11 00 0-02 LGIP Investment Interest	0.00	1,801.41	10,888.46	(10,888.46)	0.0%
361 12 00 0-02 SCIP Investment Interest	0.00	1,322.87	8,766.63	(8,766.63)	0.0%
369 91 00 0-02 Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.0%
360	0.00	3,124.28	19,655.09	(19,655.09)	0.0%
390					
395 10 00 0-02 Sale of Capital Assets	0.00	0.00	0.00	0.00	0.0%
390	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	14,568.92	1,769,208.74	(1,769,208.74)	0.0%
Fund Excess/(Deficit):	0.00	14,568.92	1,769,208.74		

FD 12 Reserve YTD - Revenues

Marysville Fire District
MCAG #: 0182

Time: 14:11:23 Date: 08/07/2019
Page: 1

003 FD12 - Reserve Fund 780-73

Revenues	Amt Budgeted	July	YTD	Remaining	
360					
361 11 00 0-03 LGIP Investment Interest	0.00	71.21	459.52	(459.52)	0.0%
361 12 00 0-03 SCIP Investment Interest	0.00	743.74	4,933.67	(4,933.67)	0.0%
360	0.00	814.95	5,393.19	(5,393.19)	0.0%
Fund Revenues:	0.00	814.95	5,393.19	(5,393.19)	0.0%
Fund Excess/(Deficit):	0.00	814.95	5,393.19		

FD 12 Expense YTD - Expenses

Marysville Fire District
MCAG #: 0182

Time: 14:11:09 Date: 08/07/2019

Page: 1

002 FD12 - Expense Fund 780-70

Expenditures	Amt Budgeted	July	YTD	Remaining	
520					
522 10 41 0-02 Snohomish County Financial Services	250.00	0.00	92.43	157.57	37.0%
522 10 41 5-02 State Audit	3,000.00	0.00	0.00	3,000.00	0.0%
522 10 45 0-02 Election Expenditures	25,000.00	0.00	0.00	25,000.00	0.0%
522 10 45 3-02 Property Assessments - Surface Water Mgmt	880.00	0.00	690.58	189.42	78.5%
522 10 49 0-02 Unanticipated Legislative Expenditures	5,000.00	17.48	136.83	4,863.17	2.7%
522 10 49 3-02 Tax Refund Interest	50.00	0.00	0.00	50.00	0.0%
522 10 49 5-02 Refunded Property Taxes	3,500.00	164.11	3,332.19	167.81	95.2%
522 16 41 3-02 Legal & Professional Services	50,000.00	7,697.00	41,000.61	8,999.39	82.0%
522 16 41 9-02 Snohomish County - Investment Fees	650.00	72.25	466.84	183.16	71.8%
210	88,330.00	7,950.84	45,719.48	42,610.52	51.8%
522 20 45 0-02 MFD Interlocal Agreement - Regular Levy Funds	2,177,000.00	181,236.67	1,357,561.62	819,438.38	62.4%
220	2,177,000.00	181,236.67	1,357,561.62	819,438.38	62.4%
522 70 45 0-02 MFD Interlocal Agreement - EMS Levy Funds	1,068,000.00	88,904.93	533,429.58	534,570.42	49.9%
270	1,068,000.00	88,904.93	533,429.58	534,570.42	49.9%
520	3,333,330.00	278,092.44	1,936,710.68	1,396,619.32	58.1%
Fund Expenditures:	3,333,330.00	278,092.44	1,936,710.68	1,396,619.32	58.1%
Fund Excess/(Deficit):	(3,333,330.00)	(278,092.44)	(1,936,710.68)		

FD 12 Reserve YTD - Expenses

Marysville Fire District
MCAG #: 0182

Time: 14:11:33 Date: 08/07/2019

Page: 1

003 FD12 - Reserve Fund 780-73

Expenditures	Amt Budgeted	July	YTD	Remaining	
520					
522 16 41 9-03 Snohomish County - Investment Fees	500.00	16.07	108.61	391.39	21.7%
520	500.00	16.07	108.61	391.39	21.7%
Fund Expenditures:	500.00	16.07	108.61	391.39	21.7%
Fund Excess/(Deficit):	(500.00)	(16.07)	(108.61)		

Jul-19

FIRE DISTRICT 12 - EXPENSE FUND

FINANCIAL SUMMARY OF CASH RECEIPTS AND DISBURSEMENTS

Cash on hand at beginning of the month: **\$1,674,186.12**

Income for the month:

Regular Levy Property Taxes	\$7,716.32	
EMS Levy Property Taxes	\$3,728.32	
Private Harvest Taxes	\$0.00	
Leasehold Excise Taxes	\$0.00	
07/31 Investment Interest	\$3,124.28	
Total Income for the month:		\$14,568.92

Expenditures for the month:

Interest on Refunded Taxes	\$0.00	
Property Tax Refunds	(\$164.11)	
07/26 - A/P - Warrants Approved 07/17	(\$7,714.48)	
07/31 - Sno Co Investment Fees	(\$72.25)	
07/29 - MFD Interlocal Payment	(\$270,141.60)	
Total Expenditures for the month:		(\$278,092.44)

Cash on hand as of 07/31/2019 **\$1,410,662.60**

FIRE DISTRICT 12 - RESERVE FUND

FINANCIAL SUMMARY OF CASH RECEIPTS AND DISBURSEMENTS

Cash on hand at beginning of the month: **\$480,468.46**

Income for the month:

07/31 Investment Interest	\$814.95	
Total Income for the month:		\$814.95

Expenditures for the month:

07/31 - Sno Co Investment Fees	(\$16.07)	
Total Expenditures for the month:		(\$16.07)

Cash on hand as of 07/31/2019 **\$481,267.34**

GRAND TOTAL CASH ON HAND - July 1, 2019 *\$2,154,654.58*

GRAND TOTAL CASH ON HAND - July 31, 2019 *\$1,891,929.94*

DIFFERENCE *(\$262,724.64)*

SCFD #12 - EXPENSE FUND - 780-70

Statement C-4

YEAR-TO-DATE - 2019

BARS CODE		January	February	March	April	May	June	July	August	September	October	November	December	YTD
Beginning Cash and Investments														
30810	Reserved	61,419.94	-	-	-	203,522.20	179,633.82	95,924.83						61,419.94
30880	Unreserved	1,516,744.60	1,316,435.45	1,105,541.21	932,700.44	1,790,746.67	1,749,486.71	1,578,261.29						1,516,744.60
388/588	Prior Period Adjustments, net	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenues														
310	Taxes	5,201.25	64,354.03	116,904.77	1,334,804.42	201,271.50	14,669.84	11,444.64						1,748,650.45
320	Licenses and Permits	-	-	-	-	-	-	-						-
330	Intergovernmental Revenues	-	358.14	-	-	317.30	227.76	-						903.20
340	Charges for Goods and Services	-	-	-	-	-	-	-						-
350	Fines and Forfeits	-	-	-	-	-	-	-						-
360	Miscellaneous Revenues	3,283.20	1,729.47	1,833.47	2,628.25	4,269.07	2,787.35	3,124.28						19,655.09
Total Revenues:		8,484.45	66,441.64	118,738.24	1,337,432.67	205,857.87	17,684.95	14,568.92	-	-	-	-	-	1,769,208.74
Expenditures														
520	Public Safety	270,213.54	277,335.88	291,579.01	275,864.24	271,006.21	272,619.36	278,092.44						1,936,710.68
Total Expenditures:		270,213.54	277,335.88	291,579.01	275,864.24	271,006.21	272,619.36	278,092.44	-	-	-	-	-	1,936,710.68
Excess (Deficiency) Revenues Over Expenditures:		(261,729.09)	(210,894.24)	(172,840.77)	1,061,568.43	(65,148.34)	(254,934.41)	(263,523.52)	-	-	-	-	-	(167,501.94)
Other Increases in Fund Resources														
391-393, 596	Debt proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-
397	Transfers-In	-	-	-	-	-	-	-	-	-	-	-	-	-
385	Special or Extraordinary Items	-	-	-	-	-	-	-	-	-	-	-	-	-
386 / 389	Custodial Activities	-	-	-	-	-	-	-	-	-	-	-	-	-
381, 395, 398	Other Resources	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Increases in Fund Resources:		-	-	-	-	-	-	-	-	-	-	-	-	-
Other Decreases in Fund Resources														
594-595	Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-
591-593, 599	Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
597	Transfers-Out	-	-	-	-	-	-	-	-	-	-	-	-	-
585	Special or Extraordinary Items	-	-	-	-	-	-	-	-	-	-	-	-	-
586 / 589	Custodial Activities	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Decreases in Fund Resources:		-	-	-	-	-	-	-	-	-	-	-	-	-
Increase (Decrease) in Cash and Investments		(261,729.09)	(210,894.24)	(172,840.77)	1,061,568.43	(65,148.34)	(254,934.41)	(263,523.52)	-	-	-	-	-	(167,501.94)
Ending Cash and Investments														
50810	Reserved	-	-	-	203,522.20	179,633.82	95,924.83	10,694.43	-	-	-	-	-	179,633.82
50880	Unreserved	1,316,435.45	1,105,541.21	932,700.44	1,790,746.67	1,749,486.71	1,578,261.29	1,399,968.17	-	-	-	-	-	1,231,028.78

384	Proceeds From Sales of Investments	-	240,838.00	270,142.00	-	265,654.00	275,600.00	227,857.00						1,280,091.00
584	Purchase of Investments	944,179.38	2,363.50	97,862.22	944,179.38	346,804.62	10,818.02	18,993.41						2,365,200.53

SCFD #12 - RESERVE - 780-73

Statement C-4

YEAR-TO-DATE - 2019

BARS CODE		January	February	March	April	May	June	July	August	September	October	November	December	YTD
Beginning Cash and Investments														
30810	Reserved	-	-	-	-	-	-	-	-	-	-	-	-	-
30880	Unreserved	475,982.76	476,974.85	477,455.20	478,169.47	479,202.70	480,103.02	480,468.46						475,982.76
388/588	Prior Period Adjustments, net	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenues														
310	Taxes	-	-	-	-	-	-	-						-
320	Licenses and Permits	-	-	-	-	-	-	-						-
330	Intergovernmental Revenues	-	-	-	-	-	-	-						-
340	Charges for Goods and Services	-	-	-	-	-	-	-						-
350	Fines and Forfeits	-	-	-	-	-	-	-						-
360	Miscellaneous Revenues	1,007.53	494.39	730.07	1,049.02	916.27	380.96	814.95						5,393.19
Total Revenues:		1,007.53	494.39	730.07	1,049.02	916.27	380.96	814.95	-	-	-	-	-	5,393.19
Expenditures														
520	Public Safety	15.44	14.04	15.80	15.79	15.95	15.52	16.07						108.61
Total Expenditures:		15.44	14.04	15.80	15.79	15.95	15.52	16.07	-	-	-	-	-	108.61
Excess (Deficiency) Revenues Over Expenditures:		992.09	480.35	714.27	1,033.23	900.32	365.44	798.88	-	-	-	-	-	5,284.58
Other Increases in Fund Resources														
391-393, 596	Debt proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-
397	Transfers-In	-	-	-	-	-	-	-	-	-	-	-	-	-
385	Special or Extraordinary Items	-	-	-	-	-	-	-	-	-	-	-	-	-
386 / 389	Custodial Activities	-	-	-	-	-	-	-	-	-	-	-	-	-
381, 395, 398	Other Resources	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Increases in Fund Resources:		-	-	-	-	-	-	-	-	-	-	-	-	-
Other Decreases in Fund Resources														
594-595	Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-
591-593, 599	Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
597	Transfers-Out	-	-	-	-	-	-	-	-	-	-	-	-	-
585	Special or Extraordinary Items	-	-	-	-	-	-	-	-	-	-	-	-	-
586 / 589	Custodial Activities	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Decreases in Fund Resources:		-	-	-	-	-	-	-	-	-	-	-	-	-
Increase (Decrease) in Cash and Investments		992.09	480.35	714.27	1,033.23	900.32	365.44	798.88	-	-	-	-	-	5,284.58
Ending Cash and Investments														
50810	Reserved	-	-	-	-	-	-	-	-	-	-	-	-	-
50880	Unreserved	476,974.85	477,455.20	478,169.47	479,202.70	480,103.02	480,468.46	481,267.34	-	-	-	-	-	481,267.34

384	Proceeds From Sales of Investments	-	-	-	-	-	-	-						-
584	Purchase of Investments	1,033.22	480.15	714.55	1,033.22	900.38	64.77	1,098.65						5,324.94

MARYSVILLE FIRE DISTRICT - 2019 FINANCIAL SUMMARY

MFD - EXPENSE FUND 781-70

[illegible]

MFD - CAPITAL/RESERVE FUND - 781-73

[illegible]

Marysville Fire District
Fund Resources and Uses Arising From Cash Transactions
For the Month Ended July 31, 2019

		<u>Total for all Funds (Memo Only)</u>	<u>Current Expense 781-70</u>	<u>App. Replace 781-72</u>	<u>Reserve/Capital 781-73</u>
Beginning Cash and Investments					
30810	Reserved	-	-	-	-
30880	Unreserved	11,501,355.98	9,598,513.79	25,056.74	1,877,785.45
388/588	Prior Period Adjustments, Net	-	-	-	-
Revenues					
310	Taxes	-	-	-	-
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	1,740,656.55	3,389.09	-	1,737,267.46
340	Charges for Goods and Services	2,120,808.83	1,523,838.83	-	596,970.00
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	25,498.03	21,471.29	66.29	3,960.45
Total Revenues:		3,886,963.41	1,548,699.21	66.29	2,338,197.91
Expenditures					
510	General Government	-	-	-	-
520	Public Safety	1,700,665.08	1,700,577.32	2.64	85.12
Total Expenditures:		1,700,665.08	1,700,577.32	2.64	85.12
Excess (Deficiency) Revenues over Expenditures:		2,186,298.33	(151,878.11)	63.65	2,338,112.79
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	2,304.00	-	2,304.00	-
385	Special or Extraordinary Items	-	-	-	-
386 / 389	Custodial Activities	50.85	50.85	-	-
381, 395, 398	Other Resources	67,153.60	67,153.60	-	-
Total Other Increases in Fund Resources:		69,508.45	67,204.45	2,304.00	-
Other Decreases in Fund Resources					
594-595	Capital Expenditures	42,834.28	40,461.21	2,373.07	-
591-593, 599	Debt Service	-	-	-	-
597	Transfers-Out	2,304.00	-	-	2,304.00
585	Special or Extraordinary Items	-	-	-	-
586 / 589	Custodial Activities	397.31	397.31	-	-
Total Other Decreases in Fund Resources:		45,535.59	40,858.52	2,373.07	2,304.00
Increase (Decrease) in Cash and Investments		2,210,271.19	(125,532.18)	(5.42)	2,335,808.79
Ending Cash and Investments					
50810	Reserved	-	-	-	-
50880	Unreserved	13,711,627.17	9,472,981.61	25,051.32	4,213,594.24
Total Ending Cash and Investments		13,711,627.17	9,472,981.61	25,051.32	4,213,594.24

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GL787

Summary Trial Balance M/E

Report Format 009

Period 7 ending July 31, 2019

Transaction status 2

Fnd 781 Marysville Fire Dist

		Opening Balance	Current Debits	Current Credits	Ending Balance
Marysville Fire Dist Exp Fund					
Assets					
781 1701110	Cash	24,443.37	2,839,363.90	2,859,919.96-	3,887.31
781 1701140	Invested in County Pool	9,000,000.00	0.00	0.00	9,000,000.00
781 1701800	Investments	574,070.42	1,119,586.88	1,224,563.00-	469,094.30
781 1702420	Treasurer SCIP Interest R	73,531.26	16,675.47	15,309.48-	74,897.25
Act 001	Assets	9,672,045.05	3,975,626.25	4,099,792.44-	9,547,878.86
Liabilities					
781 2701340	Vouchers Payable	18.03-	346,923.22	346,923.22-	18.03-
781 2702900	Due To Other Governments	10,300,657.39-	0.00	0.00	10,300,657.39-
Act 002	Liabilities	10,300,675.42-	346,923.22	346,923.22-	10,300,675.42-
Revenues					
781 3706111	Investment Interest	11,777.77-	50.00	2,233.88-	13,961.65-
781 3706112	County Pool Interest	97,357.51-	251.88	16,675.47-	113,781.10-
781 3708600	Agency Deposits	7,627,922.92-	0.00	1,329,651.70-	8,957,574.62-
781 3709700	Operating Transfers-In	1,620,849.60-	0.00	270,141.60-	1,890,991.20-
Act 003	Revenues	9,357,907.80-	301.88	1,618,702.65-	10,976,308.57-
Expenses					
781 5708611	Agency Salaries	6,130,222.11	1,065,230.05	0.00	7,195,452.16
781 5708613	Agency Benefits	1,920,685.53	330,413.69	0.00	2,251,099.22
781 5708666	Agency Issues	734,759.43	58,507.43	0.00	793,266.86
781 5709901	Rent (1099)	22,378.12	42,780.91	0.00	65,159.03
781 5709906	Medical/Health Care Svcs(35,795.04	3,435.00	0.00	39,230.04
781 5709907	Non Employee Comp(1099)	1,142,697.94	242,199.88	0.00	1,384,897.82
Act 005	Expenses	9,986,538.17	1,742,566.96	0.00	11,729,105.13
Sub 770	Marysville Fire Dist Exp Fund	0.00	6,065,418.31	6,065,418.31-	0.00

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GL787

Summary Trial Balance M/E

Report Format 009

Period 7 ending July 31, 2019

Transaction status 2

Fnd 781 Marysville Fire Dist

		Opening Balance	Current Debits	Current Credits	Ending Balance
Marysville Fire Apparatus Fund					
Assets					
781 1721110	Cash	7.21	2,387.10	2,393.07-	1.24
781 1721800	Investments	25,049.53	72.72	72.17-	25,050.08
781 1722420	Treasurer SCIP Interest R	66.25	0.00	13.57-	52.68
Act 001 Assets		25,122.99	2,459.82	2,478.81-	25,104.00
Liabilities					
781 2721340	Vouchers Payable	0.00	2,373.07	2,373.07-	0.00
781 2722900	Due To Other Governments	45,472.09-	0.00	0.00	45,472.09-
Act 002 Liabilities		45,472.09-	2,373.07	2,373.07-	45,472.09-
Revenues					
781 3726111	Investment Interest	363.66-	2.64	52.72-	413.74-
781 3726112	County Pool Interest	35.84-	0.00	0.00	35.84-
781 3729700	Operating Transfers-In	850,588.00-	0.00	2,304.00-	852,892.00-
Act 003 Revenues		850,987.50-	2.64	2,356.72-	853,341.58-
Expenses					
781 5728666	Agency Issues	871,336.60	1,851.52	0.00	873,188.12
781 5729907	Non Employee Comp(1099)	0.00	521.55	0.00	521.55
Act 005 Expenses		871,336.60	2,373.07	0.00	873,709.67
Sub 772	Marysville Fire Apparatus Fund	0.00	7,208.60	7,208.60-	0.00

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GL787

Summary Trial Balance M/E

Report Format 009

Period 7 ending July 31, 2019

Transaction status 2

Fnd 781 Marysville Fire Dist

		Opening Balance	Current Debits	Current Credits	Ending Balance
Marysville Fire Dist Resrve Fd					
Assets					
781 1731110	Cash	844.23	2,336,290.47	829,078.00-	1,508,056.70
781 1731140	Invested in County Pool	1,255,000.00	0.00	0.00	1,255,000.00
781 1731800	Investments	621,941.22	828,646.32	50.00-	1,450,537.54
781 1732420	Treasurer SCIP Interest R	10,025.51	2,325.30	2,088.13-	10,262.68
Act 001	Assets	1,887,810.96	3,167,262.09	831,216.13-	4,223,856.92
Liabilities					
781 2732900	Due To Other Governments	2,127,440.15-	0.00	0.00	2,127,440.15-
Act 002	Liabilities	2,127,440.15-	0.00	0.00	2,127,440.15-
Revenues					
781 3736111	Investment Interest	9,707.28-	50.00	1,872.32-	11,529.60-
781 3736112	County Pool Interest	13,243.89-	35.12	2,325.30-	15,534.07-
781 3738600	Agency Deposits	1,474,147.16-	0.00	2,334,237.46-	3,808,384.62-
Act 003	Revenues	1,497,098.33-	85.12	2,338,435.08-	3,835,448.29-
Expenses					
781 5735597	Operating Transfers-Out	850,588.00	2,304.00	0.00	852,892.00
781 5739907	Non Employee Comp(1099)	886,139.52	0.00	0.00	886,139.52
Act 005	Expenses	1,736,727.52	2,304.00	0.00	1,739,031.52
Sub 773	Marysville Fire Dist Resrve Fd	0.00	3,169,651.21	3,169,651.21-	0.00

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1,508,056.70 +
 1,255,000.00 +
 1,450,537.54 +
 10,262.68 +
 4,223,856.92
 2,127,440.15-
 2,338,435.08-
 1,739,031.52
 3,169,651.21-

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MFD Expense YTD - Revenues

Marysville Fire District

Time: 14:17:48 Date: 08/07/2019

MCAG #: 0182

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001 MFD - Expense Fund 781-70

Revenues	Amt Budgeted	July	YTD	Remaining	
330					
331 97 00 0-00 Direct DHS FEMA AFG Grant - Equipment	0.00	0.00	0.00	0.00	0.0%
333 16 32 0-00 Department Of Justice - Pass Through	0.00	0.00	0.00	0.00	0.0%
333 97 06 0-00 Homeland Security Grants - Pass Through	0.00	2,941.05	2,941.05	(2,941.05)	0.0%
334 01 30 0-00 WA State Patrol Grants	0.00	0.00	0.00	0.00	0.0%
334 04 90 0-00 State Grant - Department of Health	0.00	0.00	1,266.00	(1,266.00)	0.0%
334 06 90 0-00 WA State Dept of L&I - Stay at Work Program	0.00	0.00	1,707.80	(1,707.80)	0.0%
334 06 92 0-00 WA State Board for Volunteer FF & Reserve Officers	0.00	0.00	0.00	0.00	0.0%
337 01 00 0-00 DOL State Fuel Tax Refunds	0.00	448.04	4,206.56	(4,206.56)	0.0%
337 07 00 0-00 Local Grants, Entitlements, Other Payments	0.00	0.00	0.00	0.00	0.0%
330	0.00	3,389.09	10,121.41	(10,121.41)	0.0%
340					
341 70 00 0-00 Sales Of Merchandise	0.00	9.15	183.09	(183.09)	0.0%
342 21 00 0-00 Fire Protection and Emergency Medical Services	0.00	1,278,858.02	9,262,805.64	(9,262,805.64)	0.0%
342 60 00 0-00 Ambulance Transport Services	0.00	244,971.66	1,464,612.69	(1,464,612.69)	0.0%
340	0.00	1,523,838.83	10,727,601.42	(10,727,601.42)	0.0%
360					
361 11 00 0-00 LGIP Investment Interest	0.00	2,233.88	14,311.65	(14,311.65)	0.0%
361 12 00 0-00 SCIP Investment Interest	0.00	15,309.48	103,989.36	(103,989.36)	0.0%
362 40 00 0-00 Training Room Rental	0.00	0.00	160.00	(160.00)	0.0%
362 50 00 0-00 Monthly Rent - St. 65 House / Medic Apartment	0.00	3,927.93	21,011.58	(21,011.58)	0.0%
367 00 00 0-00 Contributions - Nongovernmental Sources	0.00	0.00	0.00	0.00	0.0%
367 11 00 0-00 Private Source Donations - Unrestricted	0.00	0.00	450.00	(450.00)	0.0%
367 12 00 0-00 Private Source Donation - Restricted	0.00	0.00	9,023.00	(9,023.00)	0.0%
369 10 00 0-00 Sales Of Scrap	0.00	0.00	0.00	0.00	0.0%
369 40 00 0-00 Judgements and Settlements	0.00	0.00	0.00	0.00	0.0%
369 91 00 0-00 Miscellaneous Revenues	0.00	0.00	2,259.53	(2,259.53)	0.0%
360	0.00	21,471.29	151,205.12	(151,205.12)	0.0%
380					
389 10 00 0-00 Rental House Damage Deposit	0.00	0.00	0.00	0.00	0.0%
389 31 00 0-00 Leasehold Excise Tax Collection	0.00	0.00	682.74	(682.74)	0.0%
389 32 00 0-00 Sales Tax Collection	0.00	0.85	16.91	(16.91)	0.0%
389 90 00 0-00 Other Custodial Activities - Acct Overpayments	0.00	50.00	7,067.95	(7,067.95)	0.0%

MFD Expense YTD - Revenues

Marysville Fire District

Time: 14:17:48 Date: 08/07/2019

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001 MFD - Expense Fund 781-70

Revenues	Amt Budgeted	July	YTD	Remaining	
380					
389 92 00 0-00 Other Custodial Activities - Previous Period Stale Warrant Void - Re-Issue Pending	0.00	0.00	2,672.95	(2,672.95)	0.0%
380	0.00	50.85	10,440.55	(10,440.55)	0.0%
390					
395 10 00 0-00 Sale of Capital Assets Proceeds	0.00	0.00	5,219.83	(5,219.83)	0.0%
395 20 00 0-00 Capital Asset Insurance/Loss Recovery	0.00	67,153.60	67,153.60	(67,153.60)	0.0%
398 10 00 0-00 Insurance Recoveries	0.00	0.00	1,991.08	(1,991.08)	0.0%
390	0.00	67,153.60	74,364.51	(74,364.51)	0.0%
Fund Revenues:	0.00	1,615,903.66	10,973,733.01	(10,973,733.01)	0.0%
Fund Excess/(Deficit):	0.00	1,615,903.66	10,973,733.01		

MFD Apparatus YTD - Revenues

Marysville Fire District
MCAG #: 0182

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302 MFD - Apparatus Replacement Fund 781-72

Revenues	Amt Budgeted	July	YTD	Remaining	
360					
361 11 00 0-07 LGIP - Investment Interest	0.00	52.72	435.53	(435.53)	0.0%
361 12 00 0-07 SCIP Investment Interest	0.00	13.57	238.95	(238.95)	0.0%
360	0.00	66.29	674.48	(674.48)	0.0%
390					
397 00 00 1-07 Transfer In / MFD Reserve/Capital Fund	0.00	2,304.00	852,892.00	(852,892.00)	0.0%
397 00 00 2-07 Transfer In / MFD Expense Fund	0.00	0.00	0.00	0.00	0.0%
390	0.00	2,304.00	852,892.00	(852,892.00)	0.0%
Fund Revenues:	0.00	2,370.29	853,566.48	(853,566.48)	0.0%
Fund Excess/(Deficit):	0.00	2,370.29	853,566.48		

MFD Reserve/Capital YTD - Revenues

Marysville Fire District

Time: 14:10:11 Date: 08/07/2019

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301 MFD - Reserve/Capital Fund 781-73

Revenues	Amt Budgeted	July	YTD	Remaining	
330					
332 93 40 0-06 U.S. Dept Of Health - GEMT Program	0.00	1,737,267.46	3,198,319.94	(3,198,319.94)	0.0%
330	0.00	1,737,267.46	3,198,319.94	(3,198,319.94)	0.0%
340					
342 60 00 0-06 Ambulance Billing - Collection Accts Receivables	0.00	3,563.60	16,658.28	(16,658.28)	0.0%
342 65 00 0-06 GEMT - IGT Payment Reimbursement	0.00	593,406.40	593,406.40	(593,406.40)	0.0%
340	0.00	596,970.00	610,064.68	(610,064.68)	0.0%
360					
361 11 00 0-06 LGIP Investment Interest	0.00	1,872.32	11,879.60	(11,879.60)	0.0%
361 12 00 0-06 SCIP Investment Interest	0.00	2,088.13	13,838.22	(13,838.22)	0.0%
369 91 00 0-06 Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.0%
360	0.00	3,960.45	25,717.82	(25,717.82)	0.0%
Fund Revenues:	0.00	2,338,197.91	3,834,102.44	(3,834,102.44)	0.0%
Fund Excess/(Deficit):	0.00	2,338,197.91	3,834,102.44		

MFD Expense YTD - Expenses

Marysville Fire District
MCAG #: 0182

Time: 13:47:15 Date: 08/07/2019
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001 MFD - Expense Fund 781-70

Expenditures	Amt Budgeted	July	YTD	Remaining	
520					
522 10 45 0-00 RFA Election Costs - FD12 & City	0.00	102,152.32	102,152.32	(102,152.32)	0.0%
522 10 49 5-00 Boardmember Dues & Memberships	3,000.00	0.00	2,650.00	350.00	88.3%
522 10 49 9-00 Miscellaneous Government Services	2,700.00	30.57	481.14	2,218.86	17.8%
210	5,700.00	102,182.89	105,283.46	(99,583.46)	*****%
522 16 22 9-00 Employee Service Recognition	1,500.00	0.00	327.60	1,172.40	21.8%
522 16 29 0-00 College Tuition Reimbursement	15,000.00	2,010.00	4,020.00	10,980.00	26.8%
522 16 31 0-00 Office Supplies	14,000.00	2,081.91	5,555.77	8,444.23	39.7%
522 16 41 0-00 State Audit	11,500.00	0.00	0.00	11,500.00	0.0%
522 16 41 2-00 Snohomish County - Investment Fees	5,000.00	301.88	2,103.50	2,896.50	42.1%
522 16 41 3-00 Legal & Other Professional Services	45,000.00	10,859.75	41,177.00	3,823.00	91.5%
522 16 41 5-00 Document Shredding Services	2,000.00	122.86	776.20	1,223.80	38.8%
522 16 41 7-00 Snohomish County Financial Services	5,000.00	0.00	2,235.09	2,764.91	44.7%
522 16 41 8-00 Human Resources Expense	50,000.00	5,215.50	30,319.13	19,680.87	60.6%
522 16 41 9-00 Advertising Expenses	1,500.00	0.00	84.00	1,416.00	5.6%
522 16 42 0-00 Postage & Shipping Costs	4,250.00	8.38	1,202.12	3,047.88	28.3%
522 16 45 0-00 Property Tax - Surface Water Mgmt	6,500.00	0.00	2,866.22	3,633.78	44.1%
522 16 46 0-00 Liability/Auto/Property Insurance Premiums	86,000.00	0.00	89,533.54	(3,533.54)	104.1%
522 16 49 0-00 Administrative Dues & Memberships	6,750.00	379.00	5,863.08	886.92	86.9%
522 16 49 5-00 Chaplain Support	1,000.00	0.00	0.00	1,000.00	0.0%
522 16 49 9-00 Miscellaneous Administrative Expenses	4,500.00	79.57	1,554.06	2,945.94	34.5%
216	259,500.00	21,058.85	187,617.31	71,882.69	72.3%
522 20 25 0-00 Vaccines, Respiratory/Hearing Testing	4,250.00	394.00	4,844.70	(594.70)	114.0%
220	4,250.00	394.00	4,844.70	(594.70)	114.0%
522 45 43 0-00 Travel Expenses - ADMIN	6,000.00	0.00	2,189.36	3,810.64	36.5%
522 45 43 1-00 Travel Expenses - BOARD	6,500.00	0.00	3,354.34	3,145.66	51.6%
522 45 49 0-00 Registration Fees - ADMIN	6,000.00	23.00	2,843.00	3,157.00	47.4%
522 45 49 1-00 Registration Fees - BOARD	3,500.00	0.00	1,475.00	2,025.00	42.1%
245	22,000.00	23.00	9,861.70	12,138.30	44.8%
520	291,450.00	123,658.74	307,607.17	(16,157.17)	105.5%

580

589 31 00 0-00 Leasehold Excise Tax/Sales Tax Remit	1,500.00	341.37	697.52	802.48	46.5%
589 90 00 0-00 Other Custodial Activities - Refunds	10,000.00	50.00	7,067.95	2,932.05	70.7%

MFD Expense YTD - Expenses

Marysville Fire District
MCAG #: 0182

Time: 13:47:15 Date: 08/07/2019

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001 MFD - Expense Fund 781-70

Expenditures	Amt Budgeted	July	YTD	Remaining	
580					
580	11,500.00	391.37	7,765.47	3,734.53	67.5%

800 BC Droke

520					
522 20 31 5-00	Health & Safety - Operating Supplies	7,000.00	0.00	3,135.32	3,864.68 44.8%
522 20 35 4-00	Exercise Equipment	8,000.00	654.91	7,705.08	294.92 96.3%
522 20 48 5-00	Exercise Equipment - Maintenance & Repair	3,500.00	0.00	475.02	3,024.98 13.6%
522 20 49 0-00	Health & Safety - Dues & Memberships	1,000.00	0.00	0.00	1,000.00 0.0%
220		19,500.00	654.91	11,315.42	8,184.58 58.0%
522 45 49 4-00	Incident Management Training Program (Blue Card)	15,000.00	0.00	7,327.24	7,672.76 48.8%
245		15,000.00	0.00	7,327.24	7,672.76 48.8%
520		34,500.00	654.91	18,642.66	15,857.34 54.0%
800 BC Droke		34,500.00	654.91	18,642.66	15,857.34 54.0%

805 MSA Matsumura

520					
522 41 31 0-00	CPR/First Aid Class Supplies	1,500.00	0.00	0.00	1,500.00 0.0%
241		1,500.00	0.00	0.00	1,500.00 0.0%
522 45 25 5-00	Medic School Expenses	32,000.00	2,977.46	18,411.66	13,588.34 57.5%
522 45 43 6-00	Travel Expense - EMS	5,200.00	0.00	4,688.00	512.00 90.2%
522 45 49 6-00	Registration - EMS	13,620.00	0.00	13,390.31	229.69 98.3%
522 45 49 8-00	Online CBT - User Fees	6,100.00	0.00	6,105.00	(5.00) 100.1%
245		56,920.00	2,977.46	42,594.97	14,325.03 74.8%
522 70 31 0-00	Medical Supplies	194,500.00	14,680.19	120,405.22	74,094.78 61.9%
522 70 35 0-00	Dept of Health Grant Purchase	1,200.00	1,815.75	1,815.75	(615.75) 151.3%
522 70 35 5-00	Medical Equipment	11,200.00	0.00	8,309.55	2,890.45 74.2%
522 70 41 0-00	Ambulance Billing Services	145,000.00	12,857.00	81,144.00	63,856.00 56.0%
522 70 41 3-00	Medical Program Director/EMT Assessments	33,700.00	0.00	33,705.44	(5.44) 100.0%
522 70 41 7-00	Physician Advisor Services	27,020.00	2,252.00	15,764.00	11,256.00 58.3%
522 70 47 0-00	Medical Waste Disposal	2,500.00	134.82	842.08	1,657.92 33.7%
522 70 48 0-00	Defib./Cot Maintenance Agreement	22,000.00	0.00	7,373.15	14,626.85 33.5%
522 70 49 0-00	SNOCO 911 - ESO EPCR User Fees	16,000.00	1,092.51	6,358.77	9,641.23 39.7%
522 70 49 5-00	EMS Printing Services	1,000.00	0.00	0.00	1,000.00 0.0%
522 70 49 9-00	EMS - Miscellaneous	1,500.00	0.00	0.00	1,500.00 0.0%

MFD Expense YTD - Expenses

Marysville Fire District
MCAG #: 0182

Time: 13:47:15 Date: 08/07/2019

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001 MFD - Expense Fund 781-70

Expenditures	Amt Budgeted	July	YTD	Remaining	
520					
270	455,620.00	32,832.27	275,717.96	179,902.04	60.5%
520	514,040.00	35,809.73	318,312.93	195,727.07	61.9%
590					
594 22 62 0-00 Automatic CPR Compressor (FEMA Grant)	23,100.00	0.00	16,291.96	6,808.04	70.5%
594 22 62 1-00 Cardiac Monitors/Automatic CPR Compressor - Lease Purchase Installments	40,000.00	38,503.85	38,503.85	1,496.15	96.3%
590	63,100.00	38,503.85	54,795.81	8,304.19	86.8%
805 MSA Matsumura	577,140.00	74,313.58	373,108.74	204,031.26	64.6%

810 Wages/Benefits

520					
522 10 10 0-00 Boardmember Compensation	25,000.00	1,920.00	10,656.00	14,344.00	42.6%
210	25,000.00	1,920.00	10,656.00	14,344.00	42.6%
522 14 21 0-00 Leoff I Uninsured Claims	15,000.00	0.00	0.00	15,000.00	0.0%
522 14 21 5-00 Leoff I Retired/Insurance	86,000.00	522.00	28,184.24	57,815.76	32.8%
214	101,000.00	522.00	28,184.24	72,815.76	27.9%
522 16 10 0-00 Administrative Salaries	867,000.00	67,245.63	559,646.19	307,353.81	64.5%
522 16 10 5-00 Administrative Overtime	2,500.00	0.00	0.00	2,500.00	0.0%
522 16 20 0-00 Administrative Matching Deferred Comp	8,500.00	650.93	4,462.56	4,037.44	52.5%
522 16 21 0-10 Administrative Medical/Dental	165,000.00	12,661.32	86,352.16	78,647.84	52.3%
522 16 22 0-02 Administrative Retirement / LEOFF II	22,000.00	1,480.84	10,532.56	11,467.44	47.9%
522 16 22 5-00 Administrative Retirement / PERS	59,000.00	5,074.90	35,675.29	23,324.71	60.5%
522 16 23 0-00 Medicare/Social Security - All Employees	175,000.00	15,332.55	103,808.37	71,191.63	59.3%
522 16 24 0-00 Unemployment Taxes - All Employees	5,000.00	0.00	3,929.17	1,070.83	78.6%
522 16 25 0-00 Labor & Industries - All Employees	490,000.00	40,581.80	271,368.65	218,631.35	55.4%
522 16 25 5-00 WA Paid Family Medical Leave - ESD	10,000.00	221.42	1,660.51	8,339.49	16.6%
522 16 26 0-00 EAP - All Employees	3,000.00	0.00	1,316.34	1,683.66	43.9%
522 16 27 0-00 Life Insurance - All Employees	12,500.00	5,147.36	11,253.74	1,246.26	90.0%
522 16 28 0-00 HRA Account Contribution	116,000.00	532.95	110,952.96	5,047.04	95.6%
522 16 29 9-00 Payroll Clearing Account	0.00	0.00	(0.71)	0.71	0.0%
216	1,935,500.00	148,929.70	1,200,957.79	734,542.21	62.0%
522 18 10 0-00 SSD - Salaries - Deputy Chief	153,500.00	12,787.03	89,509.21	63,990.79	58.3%

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520					
522 18 21 0-10 SSD - Medical/Dental - Deputy Chief	25,730.00	1,387.43	9,712.01	16,017.99	37.7%
522 18 22 0-02 SSD - Retirement / LEOFF II	9,300.00	681.55	4,847.59	4,452.41	52.1%
218	188,530.00	14,856.01	104,068.81	84,461.19	55.2%
522 20 10 0-00 FS - Full Time Salaries	6,710,000.00	580,303.36	3,759,962.39	2,950,037.61	56.0%
522 20 10 5-00 FS - Overtime	678,360.00	0.00	0.00	678,360.00	0.0%
522 20 10 5-01 FS - Overtime - PT Generated	0.00	3,414.12	13,767.31	(13,767.31)	0.0%
522 20 10 5-02 FS - Overtime - Paramedic CE	0.00	269.78	4,615.41	(4,615.41)	0.0%
522 20 10 5-03 FS - Overtime - Training	0.00	0.00	0.00	0.00	0.0%
522 20 10 5-04 FS - Overtime - Rescue	0.00	3,186.29	13,457.83	(13,457.83)	0.0%
522 20 10 5-05 FS - Overtime - Sick Coverage	0.00	11,065.68	69,172.49	(69,172.49)	0.0%
522 20 10 5-06 FS - Overtime - Hazmat CE	0.00	135.12	6,478.28	(6,478.28)	0.0%
522 20 10 5-07 FS - Overtime - Other	0.00	18,711.62	90,687.87	(90,687.87)	0.0%
522 20 10 5-08 FS - Overtime - OT Mandatory	0.00	672.72	12,199.99	(12,199.99)	0.0%
522 20 10 5-09 FS - Overtime - SCFTA	0.00	2,117.51	16,880.07	(16,880.07)	0.0%
522 20 10 7-00 FS - Acting Pay	16,000.00	1,196.88	7,508.12	8,491.88	46.9%
522 20 10 9-00 FS - Part Time Salaries	453,900.00	33,448.90	223,300.00	230,600.00	49.2%
522 20 20 0-00 FS - Matching Deferred Compensation	210,000.00	14,747.20	98,619.78	111,380.22	47.0%
522 20 21 0-10 FS - Medical/Dental	1,669,600.00	113,001.59	767,825.16	901,774.84	46.0%
522 20 21 5-00 FS - MERP	57,600.00	4,800.00	27,900.00	29,700.00	48.4%
522 20 22 0-02 FS - Retirement / LEOFF II	402,000.00	32,626.88	215,485.74	186,514.26	53.6%
522 20 22 5-00 FS - Retirement / PERS II & III	60,000.00	4,291.49	28,649.34	31,350.66	47.7%
522 20 23 0-00 Part-Time FF Appropriations	1,600.00	947.12	947.12	652.88	59.2%
220	10,259,060.00	824,936.26	5,357,456.90	4,901,603.10	52.2%
522 30 10 0-00 FP - Salaries	487,000.00	40,168.55	281,179.85	205,820.15	57.7%
522 30 10 5-00 FP - Overtime	5,000.00	659.52	2,222.34	2,777.66	44.4%
522 30 10 5-08 FP - OT Mandatory	0.00	0.00	0.00	0.00	0.0%
522 30 20 0-00 FP - Matching Deferred Compensation	3,600.00	286.53	2,005.71	1,594.29	55.7%
522 30 21 0-10 FP - Medical / Dental	83,000.00	6,848.78	47,941.46	35,058.54	57.8%
522 30 21 5-00 FP - MERP	3,600.00	300.00	2,100.00	1,500.00	58.3%
522 30 22 0-02 FP - Retirement / LEOFF II	25,000.00	1,794.99	12,633.00	12,367.00	50.5%
522 30 22 5-00 FP - Retirement / PERS	12,000.00	921.20	6,435.50	5,564.50	53.6%
230	619,200.00	50,979.57	354,517.86	264,682.14	57.3%
522 45 10 0-00 TRNG --Salaries	262,000.00	11,138.29	77,968.03	184,031.97	29.8%
522 45 10 5-00 TRNG - Overtime	14,000.00	2,506.14	4,915.89	9,084.11	35.1%
522 45 10 5-08 TRNG - OT Mandatory	0.00	0.00	0.00	0.00	0.0%
522 45 10 5-09 TRNG - SCFTA	0.00	0.00	0.00	0.00	0.0%
522 45 21 0-10 TRNG - Medical/Dental	52,000.00	2,143.46	15,004.22	36,995.78	28.9%
522 45 21 5-00 TRNG - MERP	3,600.00	150.00	1,050.00	2,550.00	29.2%
522 45 22 0-02 TRNG - Retirement / LEOFF II	16,500.00	729.75	4,489.46	12,010.54	27.2%
245	348,100.00	16,667.64	103,427.60	244,672.40	29.7%
522 60 10 0-00 SSD - Salaries - Mechanics	185,000.00	14,995.84	104,970.88	80,029.12	56.7%
522 60 10 5-00 SSD - Overtime - Mechanics	4,000.00	559.30	3,641.04	358.96	91.0%
522 60 20 0-00 SSD - Matching Deferred Comp - Mechanics	3,000.00	126.71	886.97	2,113.03	29.6%

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520					
522 60 21 0-10 SSD - Medical / Dental - Mechanics	52,000.00	3,994.70	27,962.90	24,037.10	53.8%
522 60 22 5-00 SSD - Retirement / PERS	25,000.00	2,000.22	13,939.39	11,060.61	55.8%
260	269,000.00	21,676.77	151,401.18	117,598.82	56.3%
522 70 10 0-00 EMS - Salaries	2,765,000.00	240,324.71	1,681,283.86	1,083,716.14	60.8%
522 70 10 5-00 EMS - Overtime	238,350.00	0.00	0.00	238,350.00	0.0%
522 70 10 5-01 EMS - Overtime - PT Generated	0.00	642.00	1,728.63	(1,728.63)	0.0%
522 70 10 5-02 EMS - Overtime - Paramedic CE	0.00	830.37	44,757.76	(44,757.76)	0.0%
522 70 10 5-03 EMS - Overtime - Training	0.00	0.00	0.00	0.00	0.0%
522 70 10 5-04 EMS - Overtime - Rescue	0.00	0.00	0.00	0.00	0.0%
522 70 10 5-05 EMS - Overtime - Sick Coverage	0.00	7,563.65	76,904.61	(76,904.61)	0.0%
522 70 10 5-06 EMS - Overtime - Hazmat CE	0.00	0.00	1,242.45	(1,242.45)	0.0%
522 70 10 5-07 EMS - Overtime - Other	0.00	9,085.76	34,247.70	(34,247.70)	0.0%
522 70 10 5-08 EMS - Overtime - OT Mandatory	0.00	0.00	1,532.04	(1,532.04)	0.0%
522 70 10 5-09 EMS - Overtime - SCFTA	0.00	0.00	1,590.24	(1,590.24)	0.0%
522 70 10 7-00 EMS - Acting Pay	2,000.00	281.28	281.28	1,718.72	14.1%
522 70 20 0-00 EMS - Matching Deferred Compensation	77,000.00	5,647.11	39,490.20	37,509.80	51.3%
522 70 21 0-10 EMS - Medical/Dental	600,000.00	43,221.76	302,955.78	297,044.22	50.5%
522 70 21 5-00 EMS - MERP	12,600.00	900.00	6,300.00	6,300.00	50.0%
522 70 22 0-02 EMS - Retirement / LEOFF II	165,000.00	13,808.58	100,150.02	64,849.98	60.7%
270	3,859,950.00	322,305.22	2,292,464.57	1,567,485.43	59.4%
520	17,605,340.00	1,402,793.17	9,603,134.95	8,002,205.05	54.5%
810 Wages/Benefits	17,605,340.00	1,402,793.17	9,603,134.95	8,002,205.05	54.5%

815 BC Furness

520					
522 45 25 0-00 Apprenticeship Training	120,200.00	0.00	25,849.90	94,350.10	21.5%
522 45 31 0-00 TRNG - Operating Supplies	7,500.00	99.37	1,415.75	6,084.25	18.9%
522 45 31 5-00 Training Props	12,000.00	119.88	2,914.24	9,085.76	24.3%
522 45 41 0-00 Contracted Instructors / Evaluators	7,500.00	0.00	5,500.00	2,000.00	73.3%
522 45 42 0-00 Training Consortium Program (Equip/Trng)	20,000.00	0.00	7,900.00	12,100.00	39.5%
522 45 43 5-00 Travel Expense - FS	13,100.00	0.00	7,487.87	5,612.13	57.2%
522 45 45 0-00 Live Fire Training - Facility Rental Site Use & Prep Fees	13,200.00	780.64	2,339.69	10,860.31	17.7%
522 45 49 5-00 Registration - FS	21,500.00	0.00	7,597.80	13,902.20	35.3%
522 45 49 9-00 TRNG Miscellaneous	2,000.00	0.00	486.83	1,513.17	24.3%
520	217,000.00	999.89	61,492.08	155,507.92	28.3%
815 BC Furness	217,000.00	999.89	61,492.08	155,507.92	28.3%

820 BC Soper

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520					
522 20 24 0-00 Uniforms - All Employees	78,950.00	3,809.49	51,715.69	27,234.31	65.5%
522 20 31 7-00 Honor Guard Supplies	500.00	0.00	0.00	500.00	0.0%
520	79,450.00	3,809.49	51,715.69	27,734.31	65.1%
820 BC Soper	79,450.00	3,809.49	51,715.69	27,734.31	65.1%

830 DC Cole

520					
522 20 35 2-00 Hose Nozzle Replacement	51,000.00	0.00	0.00	51,000.00	0.0%
522 20 36 0-00 E61A Small Equipment & Tools	12,850.00	0.00	0.00	12,850.00	0.0%
522 20 36 1-00 Ballistic Vests	80,000.00	0.00	0.00	80,000.00	0.0%
522 20 49 5-00 Peer Support Program	10,650.00	0.00	1,477.89	9,172.11	13.9%
220	154,500.00	0.00	1,477.89	153,022.11	1.0%
522 70 35 7-00 Medic Unit Extinguishers	1,600.00	0.00	0.00	1,600.00	0.0%
270	1,600.00	0.00	0.00	1,600.00	0.0%
520	156,100.00	0.00	1,477.89	154,622.11	0.9%
590					
594 22 62 6-00 E61A Equipment - Thermal Imaging Camera	8,000.00	0.00	0.00	8,000.00	0.0%
590	8,000.00	0.00	0.00	8,000.00	0.0%
830 DC Cole	164,100.00	0.00	1,477.89	162,622.11	0.9%

835 FM Maloney

520					
522 20 24 5-00 Protective Gear & Equipment	125,000.00	80.53	80,302.84	44,697.16	64.2%
522 20 24 7-00 PPE - Hood Replacements	16,500.00	0.00	16,440.47	59.53	99.6%
522 20 35 1-00 SCBA Annual Mask Replacement	6,000.00	0.00	5,457.37	542.63	91.0%
522 20 35 9-00 Respirator Fit Test Maint/Supplies	1,500.00	0.00	0.00	1,500.00	0.0%
522 20 41 0-00 PPE - Inspections/Repairs	25,000.00	1,063.22	6,636.75	18,363.25	26.5%
522 20 48 7-00 SCBA Contracted Maintenance Services	18,000.00	7,171.61	10,841.24	7,158.76	60.2%
220	192,000.00	8,315.36	119,678.67	72,321.33	62.3%
522 30 31 0-00 FP - Operating Supplies	7,000.00	0.00	344.00	6,656.00	4.9%
522 30 31 3-00 FP - Public Education Supplies	10,000.00	3,450.50	4,947.39	5,052.61	49.5%
522 30 31 7-00 CERT Class Supplies	1,500.00	0.00	0.00	1,500.00	0.0%
522 30 45 0-00 FP - Contracted Services - Sno Co FM Investigations	8,500.00	0.00	788.75	7,711.25	9.3%

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520					
522 30 49 0-00 FP Memberships, Dues, Subscriptions	4,000.00	0.00	3,085.00	915.00	77.1%
522 30 49 5-00 Newsletters & Communtiy Publications	20,000.00	0.00	0.00	20,000.00	0.0%
522 30 49 9-00 FP Miscellaneous	800.00	0.00	306.80	493.20	38.4%
230	51,800.00	3,450.50	9,471.94	42,328.06	18.3%
522 45 43 3-00 Travel Expenses - FP	4,500.00	0.00	1,542.48	2,957.52	34.3%
522 45 49 3-00 Registration - FP	5,000.00	0.00	1,254.87	3,745.13	25.1%
245	9,500.00	0.00	2,797.35	6,702.65	29.4%
520	253,300.00	11,765.86	131,947.96	121,352.04	52.1%

590

594 22 62 3-00 Ultra-Sonic PPE Washer	18,700.00	1,957.36	20,458.09	(1,758.09)	109.4%
594 22 62 4-00 Respirator Fit Test Machine	20,000.00	0.00	0.00	20,000.00	0.0%
590	38,700.00	1,957.36	20,458.09	18,241.91	52.9%
835 FM Maloney	292,000.00	13,723.22	152,406.05	139,593.95	52.2%

840 DC Neuhoﬀ

520

522 18 35 0-00 Computer Software/Parts	20,000.00	415.34	1,874.24	18,125.76	9.4%
522 18 35 7-00 Computer Hardware	25,000.00	201.83	201.83	24,798.17	0.8%
522 18 42 0-00 Telephone - All Stations	28,000.00	2,261.13	15,814.38	12,185.62	56.5%
522 18 42 3-00 Cellular Phone Service	26,000.00	2,308.52	10,824.50	15,175.50	41.6%
522 18 42 7-00 Network Lines & Maintenance	89,000.00	17,481.99	55,281.38	33,718.62	62.1%
522 18 45 0-00 Office Equipment	14,000.00	1,069.50	5,740.91	8,259.09	41.0%
Leases/Repairs/Maint.					
522 18 49 0-00 Computer Licensing/Support	84,500.00	7,719.27	61,824.41	22,675.59	73.2%
522 18 49 9-00 CTS Miscellaneous	500.00	0.00	21.44	478.56	4.3%
218	287,000.00	31,457.58	151,583.09	135,416.91	52.8%
522 20 32 0-00 FS Vehicles - Fuel/Lubricants/Antifreeze	50,000.00	3,599.28	26,655.38	23,344.62	53.3%
522 20 35 5-00 Communications Equipment & Maintenance	10,000.00	0.00	4,974.16	5,025.84	49.7%
522 20 41 7-00 GIS - Contracted Services & Mapping Misc.	500.00	0.00	0.00	500.00	0.0%
522 20 45 0-00 SNOCO 911 - Managed Laptop Program	22,000.00	1,334.48	8,006.88	13,993.12	36.4%
522 20 45 2-00 SNOCO 911 - Dispatch Services	649,500.00	54,115.14	378,805.98	270,694.02	58.3%
522 20 45 4-00 SNOCO 911 - Locution System Install Pynt & Annual Licensing	34,020.00	0.00	34,786.13	(766.13)	102.3%
522 20 45 6-00 Snohomish County - 800 Mhz O&M Fees	50,000.00	0.00	44,577.60	5,422.40	89.2%
522 20 48 0-00 SCBA - Compressor Repairs & Air Sample Testing	3,700.00	245.52	947.11	2,752.89	25.6%

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520					
522 20 48 3-00 Communications Equipment Repair	9,000.00	1,612.75	7,707.85	1,292.15	85.6%
220	828,720.00	60,907.17	506,461.09	322,258.91	61.1%
522 45 43 2-00 Travel Expenses - SSD	2,500.00	0.00	621.20	1,878.80	24.8%
522 45 49 2-00 Registration Fees - SSD	3,000.00	1,375.00	1,865.00	1,135.00	62.2%
245	5,500.00	1,375.00	2,486.20	3,013.80	45.2%
522 50 31 0-00 Facilities - Operating Supplies	35,000.00	2,975.77	18,615.49	16,384.51	53.2%
522 50 35 0-00 Facilities - Furniture, Equipment, Appliances	17,000.00	1,682.22	12,109.69	4,890.31	71.2%
522 50 41 0-00 Facilities - Landscaping & Janitorial Service	50,000.00	375.00	19,040.89	30,959.11	38.1%
522 50 45 0-00 Equipment & Other Rentals	1,000.00	0.00	0.00	1,000.00	0.0%
522 50 47 0-00 Water / Sewer / Garbage	33,000.00	1,609.74	15,967.26	17,032.74	48.4%
522 50 47 5-00 Electricity / Natural Gas	100,000.00	3,111.00	43,273.87	56,726.13	43.3%
522 50 48 0-00 Facilities - Contracted Repair	75,000.00	1,752.40	185,392.28	(110,392.28)	247.2%
522 50 48 5-00 St 61 Facility Use Allocation - Maint & Repair	40,000.00	0.00	8,482.50	31,517.50	21.2%
522 50 49 9-00 Miscellaneous Facilities/Vehicles/Equipt	1,500.00	49.50	270.64	1,229.36	18.0%
250	352,500.00	11,555.63	303,152.62	49,347.38	86.0%
522 60 31 0-00 Vehicle / Shop - Operating Supplies	110,000.00	3,317.91	55,339.69	54,660.31	50.3%
522 60 35 0-00 Vehicle / Shop - Tools & Equipment	7,500.00	0.00	373.42	7,126.58	5.0%
522 60 48 0-00 Vehicles - Contracted Repair	45,000.00	5,975.17	39,510.06	5,489.94	87.8%
522 60 48 2-00 Vehicles - Cleaning Services	1,500.00	66.00	294.00	1,206.00	19.6%
522 60 48 5-00 Equipment - Contracted Repair/Testing	15,000.00	0.00	9,472.29	5,527.71	63.1%
260	179,000.00	9,359.08	104,989.46	74,010.54	58.7%
522 70 32 0-00 EMS Vehicles - Fuel/Lubricants/Antifreeze	60,000.00	3,617.45	29,361.48	30,638.52	48.9%
270	60,000.00	3,617.45	29,361.48	30,638.52	48.9%
520	1,712,720.00	118,271.91	1,098,033.94	614,686.06	64.1%
590					
594 22 62 2-00 SCBA Compressor	60,000.00	0.00	0.00	60,000.00	0.0%
594 22 62 5-00 ESO Computers	40,000.00	0.00	34,442.14	5,557.86	86.1%
590	100,000.00	0.00	34,442.14	65,557.86	34.4%
840 DC Neuhoff	1,812,720.00	118,271.91	1,132,476.08	680,243.92	62.5%

845 BC Taylor

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520					
522 20 25 5-00 Haz/Mat Physicals	3,000.00	0.00	1,782.00	1,218.00	59.4%
522 20 35 3-00 Hazmat Equipment	5,000.00	14.20	532.20	4,467.80	10.6%
522 20 35 6-00 Water/Swimmer Program - Equipment	4,600.00	(1,483.00)	1,201.95	3,398.05	26.1%
522 20 35 7-00 Tech Rescue Equipment	6,300.00	1,360.11	2,506.67	3,793.33	39.8%
522 20 35 8-00 Hazmat CGI/PID Detectors	8,150.00	0.00	0.00	8,150.00	0.0%
522 20 45 5-00 SCSOJB - Special Operations Assessment	9,500.00	0.00	9,474.71	25.29	99.7%
220	36,550.00	(108.69)	15,497.53	21,052.47	42.4%
522 45 43 7-00 Travel Expense - Special Operations	5,400.00	0.00	0.00	5,400.00	0.0%
522 45 48 0-00 Water/Swimmer Program - Certification	5,000.00	0.00	0.00	5,000.00	0.0%
522 45 49 7-00 Registration - Special Operations	4,500.00	0.00	0.00	4,500.00	0.0%
245	14,900.00	0.00	0.00	14,900.00	0.0%
520	51,450.00	(108.69)	15,497.53	35,952.47	30.1%
845 BC Taylor	51,450.00	(108.69)	15,497.53	35,952.47	30.1%
850 BC Jesus					
520					
522 20 31 0-00 FS - Operating Supplies (Consumables)	14,000.00	2,878.01	8,099.02	5,900.98	57.9%
522 20 35 0-00 FS - Operating Equipment & Tools	19,000.00	50.24	4,976.96	14,023.04	26.2%
522 20 49 9-00 FS - Miscellaneous	1,500.00	0.00	312.28	1,187.72	20.8%
520	34,500.00	2,928.25	13,388.26	21,111.74	38.8%
850 BC Jesus	34,500.00	2,928.25	13,388.26	21,111.74	38.8%
Fund Expenditures:	21,171,150.00	1,741,435.84	11,738,712.57	9,432,437.43	55.4%
Fund Excess/(Deficit):	(21,171,150.00)	(1,741,435.84)	(11,738,712.57)		

MFD Apparatus YTD - Expenses

Marysville Fire District
MCAG #: 0182

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302 MFD - Apparatus Replacement Fund 781-72

Expenditures	Amt Budgeted	July	YTD	Remaining	
520					
522 16 41 9-07 Snohomish County - Investment Fees	100.00	2.64	22.36	77.64	22.4%
520	100.00	2.64	22.36	77.64	22.4%

840 DC Neuhoﬀ

590					
594 22 64 0-07 Staff Vehicle - Training Division	57,000.00	267.64	5,952.18	51,047.82	10.4%
594 22 64 3-07 Staff Vehicle - Fire Prevention Division	40,000.00	819.78	37,717.43	2,282.57	94.3%
594 22 64 5-07 Ambulance (3)	840,000.00	1,018.00	824,148.55	15,851.45	98.1%
594 22 64 7-07 Staff Vehicle - EMS Division	52,000.00	267.65	5,891.51	46,108.49	11.3%
590	989,000.00	2,373.07	873,709.67	115,290.33	88.3%
840 DC Neuhoﬀ	989,000.00	2,373.07	873,709.67	115,290.33	88.3%
Fund Expenditures:	989,100.00	2,375.71	873,732.03	115,367.97	88.3%
Fund Excess/(Deficit):	(989,100.00)	(2,375.71)	(873,732.03)		

MFD Reserve/Capital YTD - Expenses

Marysville Fire District
MCAG #: 0182

Time: 14:09:48 Date: 08/07/2019

Page: 1

301 MFD - Reserve/Capital Fund 781-73

Expenditures	Amt Budgeted	July	YTD	Remaining	
520					
522 16 41 8-06 GEMT Cost Report Consultant Fees	60,000.00	0.00	0.00	60,000.00	0.0%
522 16 41 9-06 Snohomish County - Investment Fees	1,300.00	85.12	576.81	723.19	44.4%
522 70 41 0-06 GEMT Settlement Funds - Reimbursable IGT	887,000.00	0.00	886,139.52	860.48	99.9%
520	948,300.00	85.12	886,716.33	61,583.67	93.5%

590

597 00 00 1-06 Transfer Out - MFD Apparatus Fund	967,500.00	2,304.00	852,892.00	114,608.00	88.2%
590	967,500.00	2,304.00	852,892.00	114,608.00	88.2%

840 DC Neuhoff

590

594 22 62 0-06 Shop - Exhaust Extraction System	25,000.00	0.00	0.00	25,000.00	0.0%
594 22 62 6-06 Station 63 Generator	60,000.00	0.00	0.00	60,000.00	0.0%
594 22 62 8-06 Station 65 Generator	70,000.00	0.00	0.00	70,000.00	0.0%
590	155,000.00	0.00	0.00	155,000.00	0.0%
840 DC Neuhoff	155,000.00	0.00	0.00	155,000.00	0.0%

Fund Expenditures:	2,070,800.00	2,389.12	1,739,608.33	331,191.67	84.0%
Fund Excess/(Deficit):	(2,070,800.00)	(2,389.12)	(1,739,608.33)		

MARYSVILLE FIRE DISTRICT - EXPENSE FUND
FINANCIAL SUMMARY OF CASH RECEIPTS AND DISBURSEMENTS

Cash on hand at beginning of the month: **\$9,598,513.79**

Income for the month:

07/01 - Cash Deposit	\$69,135.64	
07/09 - Cash Deposit	\$1,008,716.42	
07/15 - Cash Deposit	\$2,941.05	
07/19 - Cash Deposit	\$244,971.66	
07/29 - Cash Deposit	\$3,886.93	
07/29 - FD 12 Expense Transfer In	\$270,141.60	
07/31 - Investment Interest	\$17,543.36	
Total Income for the month:		\$1,617,336.66

Expenditures for the month:

07/26 - A/P - Warrants Approved 07/17	(\$346,923.22)	
07/31 - Sno Co Investment Fees	(\$301.88)	
07/31 - Payroll - Approved 07/17	(\$1,395,643.74)	
Total Expenditures for the month:		(\$1,742,868.84)

Cash on hand as of 07/31/2019 **\$9,472,981.61**

MARYSVILLE FIRE DISTRICT - RESERVE FUND
FINANCIAL SUMMARY OF CASH RECEIPTS AND DISBURSEMENTS

Cash on hand at beginning of the month: **\$1,877,785.45**

Income for the month:

07/18 - Cash Deposit	\$3,563.60	
07/19 - Cash Deposit	\$822,617.40	
07/29 - Cash Deposit	\$1,508,056.46	
07/31 - Investment Interest	\$3,960.45	
Total Income for the month:		\$2,338,197.91

Expenditures for the month:

07/25 - Transfer Out / Apparatus Fund	(\$2,304.00)	
07/31 - Sno Co Investment Fees	(\$85.12)	
Total Expenditures for the month:		(\$2,389.12)

Cash on hand as of 07/31/2019 **\$4,213,594.24**

MARYSVILLE FIRE DISTRICT - APPARATUS REPLACEMENT FUND
FINANCIAL SUMMARY OF CASH RECEIPTS AND DISBURSEMENTS

Cash on hand at beginning of the month: **\$25,056.74**

Income for the month:

07/25 - Transfer In - Reserve/Capital Fund	\$2,304.00
--	------------

07/31 - Investment Interest	<u>\$66.29</u>	
Total Income for the month:		\$2,370.29
Expenditures for the month:		
07/26 - A/P - Warrants Approved 07/17	(\$2,373.07)	
07/31 - Sno Co Investment Fees	<u>(\$2.64)</u>	
Total Expenditures for the month:		(\$2,375.71)
Cash on hand as of 07/31/2019		<u><u>\$25,051.32</u></u>
<i>GRAND TOTAL CASH ON HAND - July 1, 2019</i>	<i>\$11,501,355.98</i>	
<i>GRAND TOTAL CASH ON HAND - July 31, 2019</i>	<u><i>\$13,711,627.17</i></u>	
<i>DIFFERENCE</i>	<u><u><i>\$2,210,271.19</i></u></u>	

MARYSVILLE FIRE DISTRICT - EXPENSE FUND - 781-70

Statement C-4

YEAR-TO-DATE - 2019

BARS CODE		January	February	March	April	May	June	July	August	September	October	November	December	YTD
Beginning Cash and Investments														
30810	Reserved	-	-	-	-	-	-	-	-	-	-	-	-	-
30880	Unreserved	10,237,323.41	9,877,672.57	9,836,662.70	9,762,786.38	9,683,909.65	9,803,801.58	9,598,513.79						10,237,323.41
388/588	Prior Period Adjustments, net	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenues														
310	Taxes	-	-	-	-	-	-	-						-
320	Licenses and Permits	-	-	-	-	-	-	-						-
330	Intergovernmental Revenues	1,263.44	-	2,489.74	751.37	1,880.82	959.71	3,389.09						10,734.17
340	Charges for Goods and Services	1,416,801.95	1,572,011.38	1,427,752.25	1,525,071.44	1,764,963.12	1,497,176.20	1,523,838.83						10,727,615.17
350	Fines and Forfeits	-	-	-	-	-	-	-						-
360	Miscellaneous Revenues	25,504.36	13,232.98	18,682.09	28,072.18	32,798.58	11,453.64	21,471.29						151,215.12
Total Revenues:		1,443,569.75	1,585,244.36	1,448,924.08	1,553,894.99	1,799,642.52	1,509,589.55	1,548,699.21	-	-	-	-	-	10,889,564.46
Expenditures														
520	Public Safety	1,803,336.89	1,626,368.04	1,528,136.11	1,614,043.41	1,668,897.20	1,679,886.15	1,700,577.32						11,621,245.12
Total Expenditures:		1,803,336.89	1,626,368.04	1,528,136.11	1,614,043.41	1,668,897.20	1,679,886.15	1,700,577.32	-	-	-	-	-	11,621,245.12
Excess (Deficiency) Revenues Over Expenditures:		(359,767.14)	(41,123.68)	(79,212.03)	(60,148.42)	130,745.32	(170,296.60)	(151,878.11)	-	-	-	-	-	(731,680.66)
Other Increases in Fund Resources														
391-393, 596	Debt proceeds	-	-	-	-	-	-	-						-
397	Transfers-In	-	-	-	-	-	-	-						-
385	Special or Extraordinary Items	-	-	-	-	-	-	-						-
386 / 389	Custodial Activities	782.92	809.62	833.07	1,800.92	4,257.59	1,906.83	50.85						10,441.80
381, 395, 398	Other Resources	-	-	5,219.83	-	1,991.08	-	67,153.60						74,364.51
Total Other Increases in Fund Resources:		782.92	809.62	6,052.90	1,800.92	6,248.67	1,906.83	67,204.45	-	-	-	-	-	84,806.31
Other Decreases in Fund Resources														
594-595	Capital Expenditures	-	-	-	18,500.73	15,631.68	35,102.42	40,461.21						109,696.04
591-593, 599	Debt Service	-	-	-	-	-	-	-						-
597	Transfers-Out	-	-	-	-	-	-	-						-
585	Special or Extraordinary Items	-	-	-	-	-	-	-						-
586 / 589	Custodial Activities	666.62	695.81	717.19	2,028.50	1,470.38	1,795.60	397.31						7,771.41
Total Other Decreases in Fund Resources:		666.62	695.81	717.19	20,529.23	17,102.06	36,898.02	40,858.52	-	-	-	-	-	117,467.45
Increase (Decrease) in Cash and Investments		(359,650.84)	(41,009.87)	(73,876.32)	(78,876.73)	119,891.93	(205,287.79)	(125,532.18)	-	-	-	-	-	(764,341.80)
Ending Cash and Investments														
50810	Reserved	-	-	-	-	-	-	-	-	-	-	-	-	-
50880	Unreserved	9,877,672.57	9,836,662.70	9,762,786.38	9,683,909.65	9,803,801.58	9,598,513.79	9,472,981.61	-	-	-	-	-	9,472,981.61

384	Proceeds From Sales of Investments	1,208,799.00	755,018.00	1,345,436.00	1,104,859.00	1,131,399.00	1,462,578.00	1,224,513.00						8,232,602.00
584	Purchase of Investments	630,767.39	720,281.33	1,270,314.29	987,588.53	1,281,464.96	1,243,028.27	1,119,536.88						7,252,981.65

MARYSVILLE FIRE DISTRICT - APPARATUS REPLACEMENT - 781-72

Statement C-4

YEAR-TO-DATE - 2019

BARS CODE		January	February	March	April	May	June	July	August	September	October	November	December	YTD
Beginning Cash and Investments														
30810	Reserved	-	-	-	-	-	-	-	-	-	-	-	-	-
30880	Unreserved	45,216.87	44,521.63	44,614.11	43,262.26	25,182.69	25,078.94	25,056.74						45,216.87
388/588	Prior Period Adjustments, net	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenues														
310	Taxes	-	-	-	-	-	-	-						-
320	Licenses and Permits	-	-	-	-	-	-	-						-
330	Intergovernmental Revenues	-	-	-	-	-	-	-						-
340	Charges for Goods and Services	-	-	-	-	-	-	-						-
350	Fines and Forfeits	-	-	-	-	-	-	-						-
360	Miscellaneous Revenues	155.24	96.06	103.11	114.35	80.63	58.80	66.29						674.48
Total Revenues:		155.24	96.06	103.11	114.35	80.63	58.80	66.29	-	-	-	-	-	674.48
Expenditures														
520	Public Safety	4.02	3.58	3.32	3.56	2.66	2.58	2.64						22.36
Total Expenditures:		4.02	3.58	3.32	3.56	2.66	2.58	2.64	-	-	-	-	-	22.36
Excess (Deficiency) Revenues Over Expenditures:		151.22	92.48	99.79	110.79	77.97	56.22	63.65	-	-	-	-	-	652.12
Other Increases in Fund Resources														
391-393, 596	Debt proceeds	-	-	-	-	-	-	-						-
397	Transfers-In	-	-	765,251.00	57,175.00	22,266.00	5,896.00	2,304.00						852,892.00
385	Special or Extraordinary Items	-	-	-	-	-	-	-						-
386 / 389	Custodial Activities	-	-	-	-	-	-	-						-
381, 395, 398	Other Resources	-	-	-	-	-	-	-						-
Total Other Increases in Fund Resources:		-	-	765,251.00	57,175.00	22,266.00	5,896.00	2,304.00	-	-	-	-	-	852,892.00
Other Decreases in Fund Resources														
594-595	Capital Expenditures	846.46	-	766,702.64	75,365.36	22,447.72	5,974.42	2,373.07						873,709.67
591-593, 599	Debt Service	-	-	-	-	-	-	-						-
597	Transfers-Out	-	-	-	-	-	-	-						-
585	Special or Extraordinary Items	-	-	-	-	-	-	-						-
586 / 589	Custodial Activities	-	-	-	-	-	-	-						-
Total Other Decreases in Fund Resources:		846.46	-	766,702.64	75,365.36	22,447.72	5,974.42	2,373.07	-	-	-	-	-	873,709.67
Increase (Decrease) in Cash and Investments		(695.24)	92.48	(1,351.85)	(18,079.57)	(103.75)	(22.20)	(5.42)	-	-	-	-	-	(20,165.55)
Ending Cash and Investments														
50810	Reserved	-	-	-	-	-	-	-	-	-	-	-	-	-
50880	Unreserved	44,521.63	44,614.11	43,262.26	25,182.69	25,078.94	25,056.74	25,051.32	-	-	-	-	-	25,051.32

384	Proceeds From Sales of Investments	2,069.00	-	19,613.69	18,262.25	182.60	78.00	69.53						40,275.07
584	Purchase of Investments	152.04	92.24	62.25	18,311.60	149.51	49.02	70.08						18,886.74

MARYSVILLE FIRE DISTRICT - RESERVE/CAPITAL FUND - 781-73

Statement C-4

YEAR-TO-DATE - 2019

BARS CODE		January	February	March	April	May	June	July	August	September	October	November	December	YTD
Beginning Cash and Investments														
30810	Reserved	-	-	-	-	-	-	-	-	-	-	-	-	-
30880	Unreserved	2,119,100.13	2,231,841.84	2,530,638.14	1,918,574.33	2,084,626.85	1,664,565.73	1,877,785.45						2,119,100.13
388/588	Prior Period Adjustments, net	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenues														
310	Taxes	-	-	-	-	-	-	-						-
320	Licenses and Permits	-	-	-	-	-	-	-						-
330	Intergovernmental Revenues	105,798.16	294,132.93	146,633.29	217,358.74	481,986.80	215,142.56	1,737,267.46						3,198,319.94
340	Charges for Goods and Services	2,474.80	1,574.70	2,592.72	1,746.00	2,619.45	2,087.01	596,970.00						610,064.68
350	Fines and Forfeits	-	-	-	-	-	-	-						-
360	Miscellaneous Revenues	4,553.39	3,169.96	4,046.30	4,194.31	3,823.27	1,970.14	3,960.45						25,717.82
Total Revenues:		112,826.35	298,877.59	153,272.31	223,299.05	488,429.52	219,199.71	2,338,197.91	-	-	-	-	-	3,834,102.44
Expenditures														
520	Public Safety	84.64	81.29	85.12	71.53	886,224.64	83.99	85.12						886,716.33
Total Expenditures:		84.64	81.29	85.12	71.53	886,224.64	83.99	85.12	-	-	-	-	-	886,716.33
Excess (Deficiency) Revenues Over Expenditures:		112,741.71	298,796.30	153,187.19	223,227.52	(397,795.12)	219,115.72	2,338,112.79	-	-	-	-	-	2,947,386.11
Other Increases in Fund Resources														
391-393, 596	Debt proceeds	-	-	-	-	-	-	-						-
397	Transfers-In	-	-	-	-	-	-	-						-
385	Special or Extraordinary Items	-	-	-	-	-	-	-						-
386 / 389	Custodial Activities	-	-	-	-	-	-	-						-
381, 395, 398	Other Resources	-	-	-	-	-	-	-						-
Total Other Increases in Fund Resources:		-	-	-	-	-	-	-	-	-	-	-	-	-
Other Decreases in Fund Resources														
594-595	Capital Expenditures	-	-	-	-	-	-	-						-
591-593, 599	Debt Service	-	-	-	-	-	-	-						-
597	Transfers-Out	-	-	765,251.00	57,175.00	22,266.00	5,896.00	2,304.00						852,892.00
585	Special or Extraordinary Items	-	-	-	-	-	-	-						-
586 / 589	Custodial Activities	-	-	-	-	-	-	-						-
Total Other Decreases in Fund Resources:		-	-	765,251.00	57,175.00	22,266.00	5,896.00	2,304.00	-	-	-	-	-	852,892.00
Increase (Decrease) in Cash and Investments		112,741.71	298,796.30	(612,063.81)	166,052.52	(420,061.12)	213,219.72	2,335,808.79	-	-	-	-	-	2,094,494.11
Ending Cash and Investments														
50810	Reserved	-	-	-	-	-	-	-	-	-	-	-	-	-
50880	Unreserved	2,231,841.84	2,530,638.14	1,918,574.33	2,084,626.85	1,664,565.73	1,877,785.45	4,213,594.24	-	-	-	-	-	4,213,594.24

384	Proceeds From Sales of Investments	-	-	614,195.00	57,175.00	905,786.00	3,808.00	-						1,580,964.00
584	Purchase of Investments	112,741.50	298,795.88	2,131.40	223,227.56	485,724.95	216,183.99	828,596.32						2,167,401.60

TOTAL MONTHLY INCIDENTS

	2019	2018	Diff
Jan	1,110	1,202	(92)
Feb	1,083	1,106	(23)
Mar	1,299	1,247	52
Apr	1,064	1,129	(65)
May	1,217	1,158	59
Jun	1,265	1,226	39
Jul	1,258	1,264	(6)
Aug		1,246	
Sep		1,126	
Oct		1,127	
Nov		1,145	
Dec		1,208	
Total	8,296	14,184	(36)

➤ Incidents Over 2018 (36)

Annual Averages

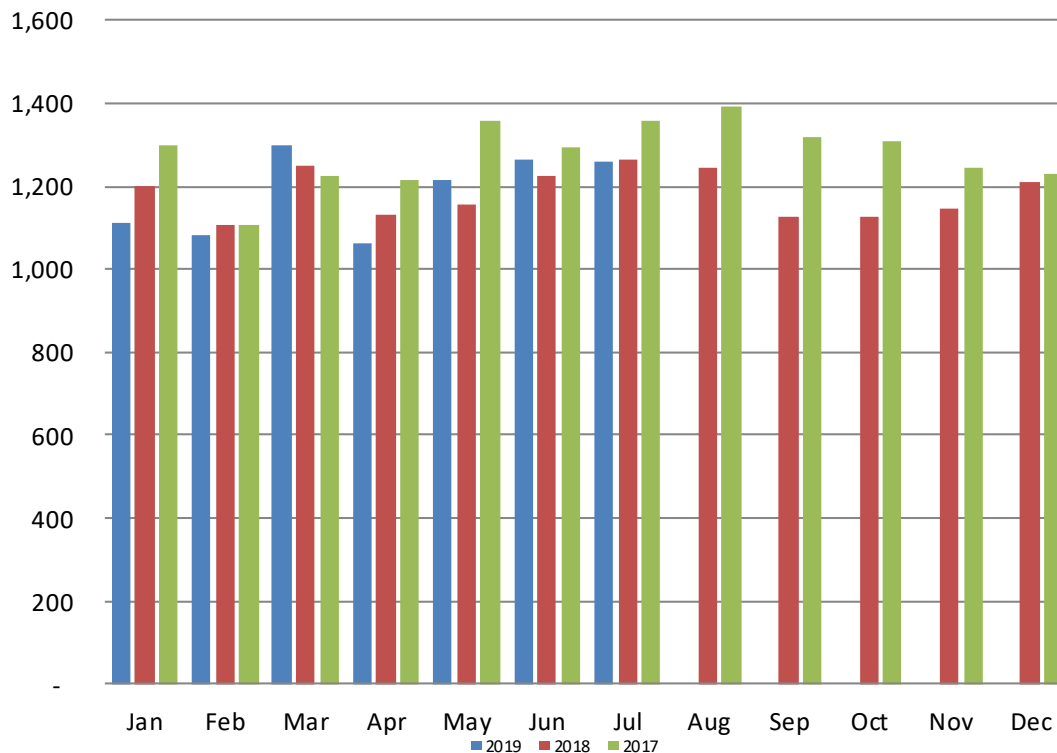
➤ Daily Alarms 39

➤ Monthly Alarms 1,185

➤ Response Time 06:49

➤ Monthly Transports 514

➤ Response % – EMS vs. Fire 88%/12%



Call counts reported in previous months may have been updated to reflect most current and accurate data; this can occur due to corrections in dispatch error or other findings that were subsequently corrected.

MARYSVILLE FIRE DISTRICT
MONTHLY INCIDENT REPORT

JULY 2019

INCIDENT COUNT BY ALARM TYPE

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
EMS													
AID	-	-	7	-	-	-	-						7
BLS	308	308	366	345	341	373	357						2,398
BLSN	210	226	251	208	262	252	280						1,689
MED	379	342	431	333	385	393	359						2,622
MEDX	28	20	30	16	25	24	20						163
MVC	25	18	20	22	18	25	20						148
MVCE	1	4	7	1	3	4	8						28
MVCM	4	9	10	6	4	7	16						56
MVCN	17	29	24	18	28	27	14						157
MVCP	3	3	1	6	3	3	3						22
SUBTOTAL	975	959	1,147	955	1,069	1,108	1,077	-	-	-	-	-	7,290
FIRE													
FAC	16	13	14	15	17	17	8						100
FAR	8	20	16	10	16	14	11						95
FAS	4	10	1	2	-	3	-						20
FB	-	2	5	-	1	5	10						23
FC	6	3	4	3	2	7	3						28
FCC	-	-	-	2	2	2	1						7
FIRE	3	1	7	4	3	2	9						29
FR	15	5	9	9	7	6	10						61
FRC	-	-	-	4	4	4	12						24
FS	23	21	29	24	44	37	47						225
FTU	4	1	1	2	2	7	4						21
MVCF	1	-	-	-	1	2	-						4
SUBTOTAL	80	76	86	75	99	106	115	-	-	-	-	-	637
OTHER													
COA	4	6	5	5	3	2	3						28
COAM	-	-	-	-	-	-	1						
GLI	4	4	4	1	2	2	2						19
GLO	8	3	1	1	1	1	2						17
HZ	1	2	-	1	2	2	3						11
MU	-	-	1	-	-	-	-						1
SC	37	33	54	26	40	42	55						287
RESST	-	-	-	-	-	1	-						1
RESSW	-	-	1	-	1	1	-						3
RESWA	1	-	-	-	-	-	-						1
SUBTOTAL	55	48	66	34	49	51	66	-	-	-	-	-	368
TOTAL	1,110	1,083	1,299	1,064	1,217	1,265	1,258	-	-	-	-	-	8,296

1. Includes all dispatched alarms

MARYSVILLE FIRE DISTRICT
MONTHLY INCIDENT REPORT

JULY 2019

AVERAGE RESPONSE TIME BY ALARM TYPE

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
EMS													
BLS	0:06:03	0:06:40	0:06:39	0:06:28	0:06:33	0:06:14	0:06:23						0:06:25
BLSN	0:07:25	0:08:22	0:07:46	0:07:52	0:07:46	0:07:22	0:07:32						0:07:43
MED	0:06:01	0:06:48	0:06:05	0:06:22	0:06:17	0:06:12	0:06:07						0:06:15
MEDX	0:07:09	0:07:19	0:05:04	0:06:00	0:05:38	0:05:26	0:04:51						0:05:56
MVC	0:07:29	0:08:10	0:06:54	0:07:05	0:08:15	0:06:38	0:06:33						0:07:12
MVCE		0:10:53	0:05:07	0:04:47	0:07:03	0:04:10	0:07:09						0:06:47
MVCM		0:05:34	0:07:47	0:07:20	0:08:28	0:07:11	0:08:03						0:07:21
MVCN	0:07:32		0:07:52	0:09:34	0:07:06	0:07:44	0:07:05						0:07:55
MVCP	0:05:47	0:04:20	0:01:53	0:04:07	0:03:51	0:05:47	0:04:09						0:04:23
SUBTOTAL	0:06:47	0:07:16	0:06:07	0:06:37	0:06:46	0:06:18	0:06:26						0:06:40
FIRE													
FAC	0:07:00	0:07:53	0:06:21	0:06:53	0:07:56	0:06:25	0:05:09						0:06:53
FAR	0:07:44	0:08:21	0:09:08	0:07:20	0:07:46	0:06:26	0:08:10						0:07:51
FAS	0:07:06	0:06:31	0:07:44	0:05:18		0:06:20							0:06:29
FB			0:11:52		0:09:31	0:05:55	0:10:11						0:09:03
FC	0:06:27	0:08:37	0:03:32	0:05:19	0:08:26	0:06:18	0:04:43						0:05:58
FCC				0:04:36	0:07:43	0:06:51							0:06:30
FIRE		0:11:57	0:05:03		0:00:06		0:01:04						0:04:03
FR	0:08:44	0:08:12	0:06:11	0:05:19	0:06:54		0:06:02						0:06:58
FRC				0:05:31	0:09:12	0:07:58	0:11:40						0:09:59
FS	0:07:52	0:07:52	0:08:44	0:07:23	0:07:32	0:06:49	0:07:14						0:07:34
FTU	0:07:07	0:07:19		0:06:31	0:05:27	0:07:25	0:07:31						0:07:10
SUBTOTAL	0:07:26	0:08:20	0:07:19	0:06:01	0:07:03	0:06:43	0:06:52						0:07:08
OTHER													
COA	0:07:48	0:09:48	0:07:07	0:06:40	0:07:56	0:06:08	0:07:32						0:07:53
GLO	0:05:12	0:07:14	0:04:10	0:08:50	0:04:17	0:06:18	0:09:15						0:06:21
GLI	0:07:48	0:07:00	0:07:33	0:06:20	0:06:42	0:05:44							0:06:58
HZ	0:04:53	0:08:08			0:07:05	0:06:23	0:09:17						0:07:19
SC	0:08:51	0:07:51	0:08:27	0:08:37	0:08:12	0:07:28	0:08:43						0:08:21
SUBTOTAL	0:06:54	0:08:00	0:06:49	0:07:37	0:06:50	0:06:24	0:08:42						0:07:22
TOTAL AVG	0:06:35	0:07:16	0:06:50	0:06:51	0:06:51	0:06:33	0:06:47						0:06:49
90th Percentile	0:09:58	0:11:24	0:10:33	0:10:46	0:10:41	0:10:18	0:10:24						0:10:29

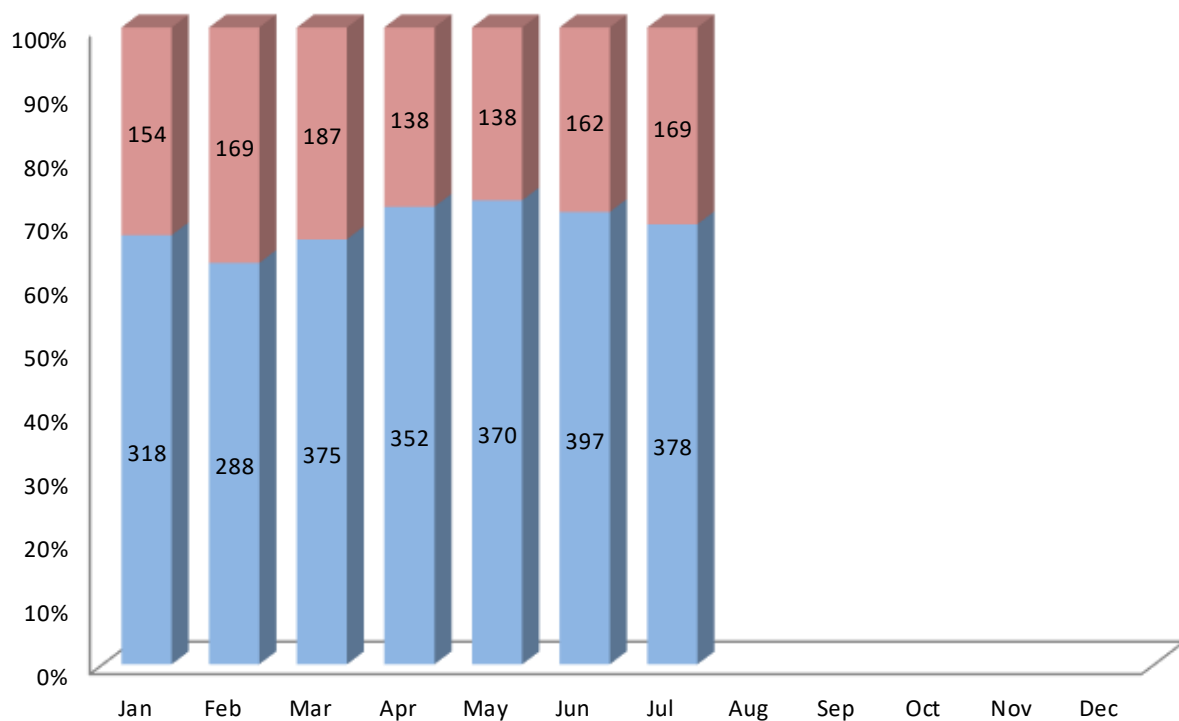
1. Excludes dispatched and cancelled alarms, mutual aid given alarms, "zero" response times, and those on-scene times resulting in response times in excess of 15 minutes due to a staging (standby) event where our actual unit on-scene time is earlier than reported by dispatch.
2. Subtotal averages are approximate.
3. 90th Percentile time is relative to all calls (emergent and non-emergent), excluding those noted above.
4. 90th Percentile Translation – "90% of the time, Marysville Fire District arrived at a dispatched alarm within the time noted."
5. Response times reported in previous months may have been updated to reflect most current data.

ALS/BLS TRANSPORTS

	2019			2018	+ / (-)
	ALS	BLS	TOTAL	TOTAL	
Jan	154	318	472	550	(78)
Feb	169	288	457	454	3
Mar	187	375	562	537	25
Apr	138	352	490	501	(11)
May	138	370	508	473	35
Jun	162	397	559	492	67
Jul	169	378	547	508	39
Aug			0	522	
Sep			0	497	
Oct			0	465	
Nov			0	490	
Dec			0	482	
Total	1117	2478	3595	5971	80

PATIENT DESTINATION

Providence	96.38%
Cascade Valley	3.39%
Other Facility	0.22%



MARYSVILLE FIRE DISTRICT
MONTHLY INCIDENT REPORT

JULY 2019

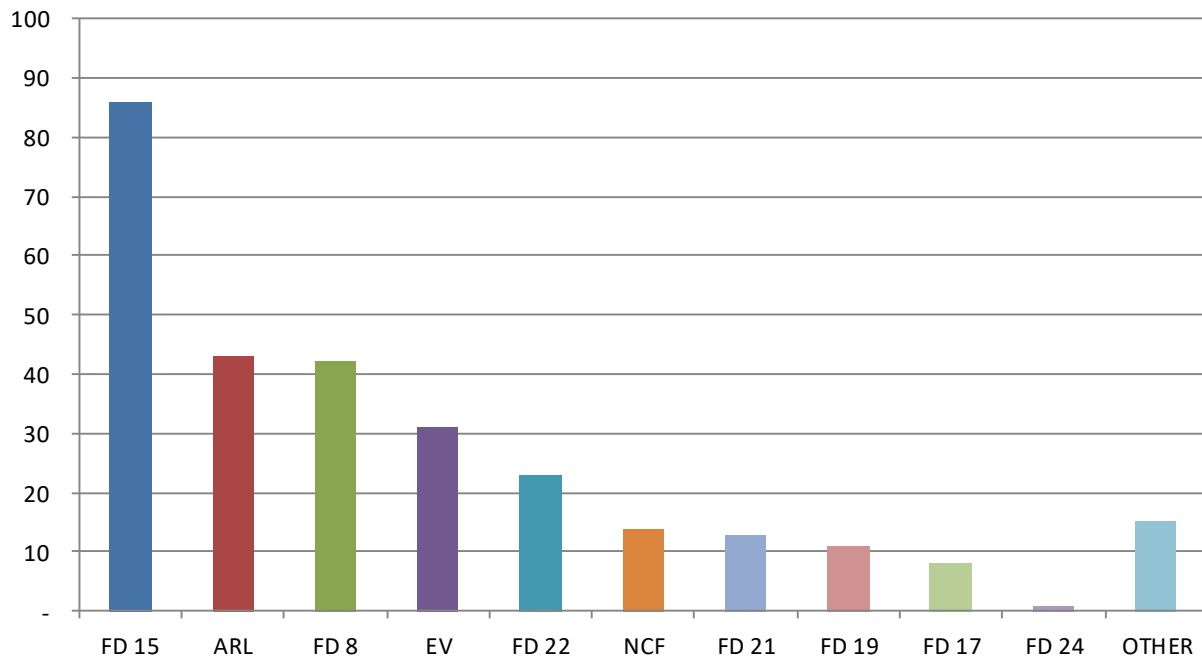
MUTUAL AID GIVEN

ARRIVED ON SCENE

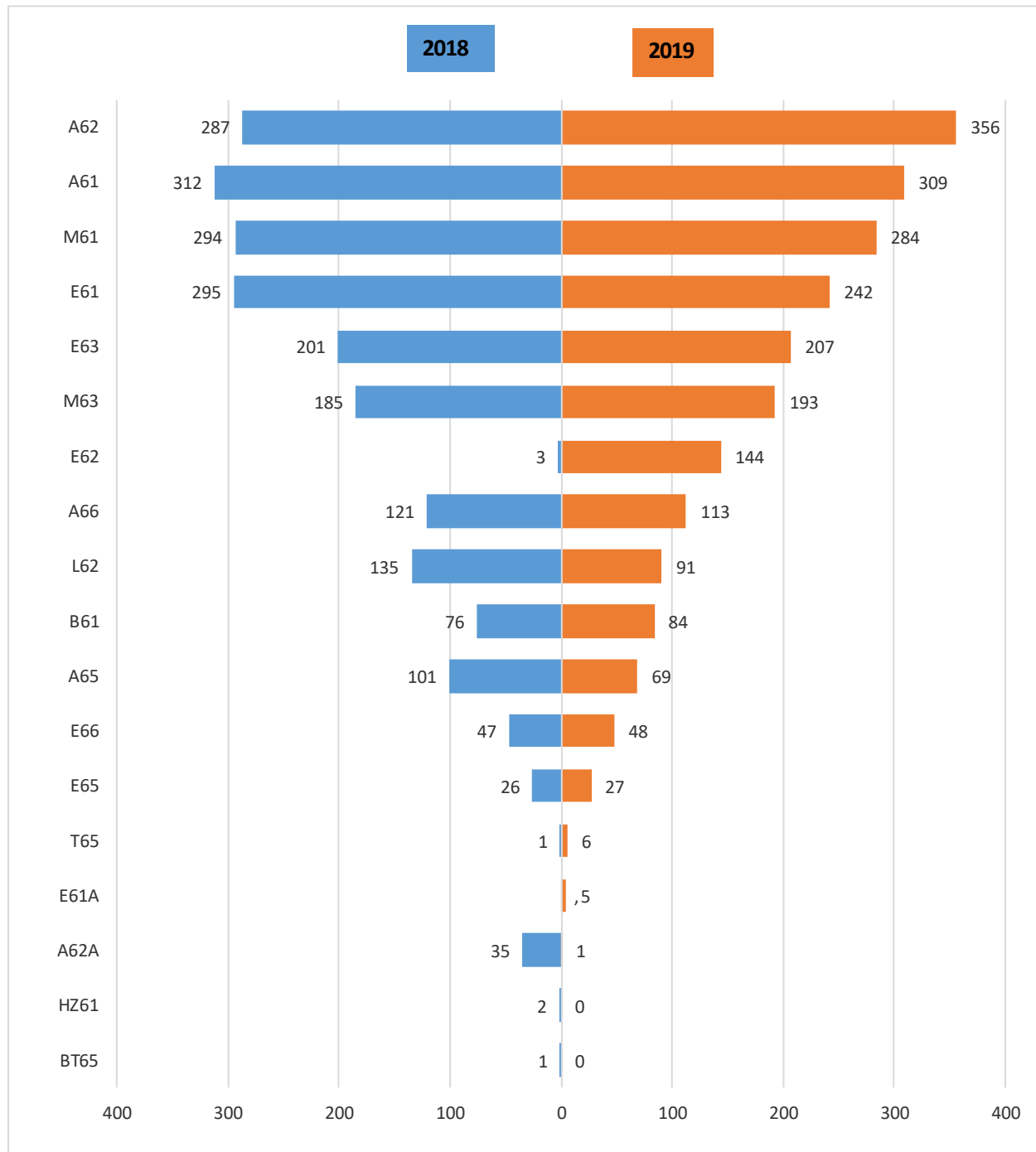
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
ARL	8	4	6	7	4	6	8						43
EV	2	3	5	4	7	4	6						31
FD 15	13	9	13	8	15	11	17						86
FD 17	-	1	-	1	-	3	3						8
FD 19	2	1	-	-	3	3	2						11
FD 21	-	2	5	2	-	1	3						13
FD 22	2	-	4	2	6	3	6						23
FD 24	-	-	-	-	1	-	-						1
FD 8	7	1	8	7	4	7	8						42
NCF	5	-	3	2	1	-	3						14
OTHER	3	2	2	3	-	3	2						15
TOTAL	42	23	46	36	41	41	58	-	-	-	-	-	287

TOTAL MUTUAL AID GIVEN BY MFD

Arrived	42	23	46	36	41	41	58						287
Cancelled	72	46	62	67	69	60	78						454
TOTAL	114	69	108	103	110	101	136	-	-	-	-	-	741

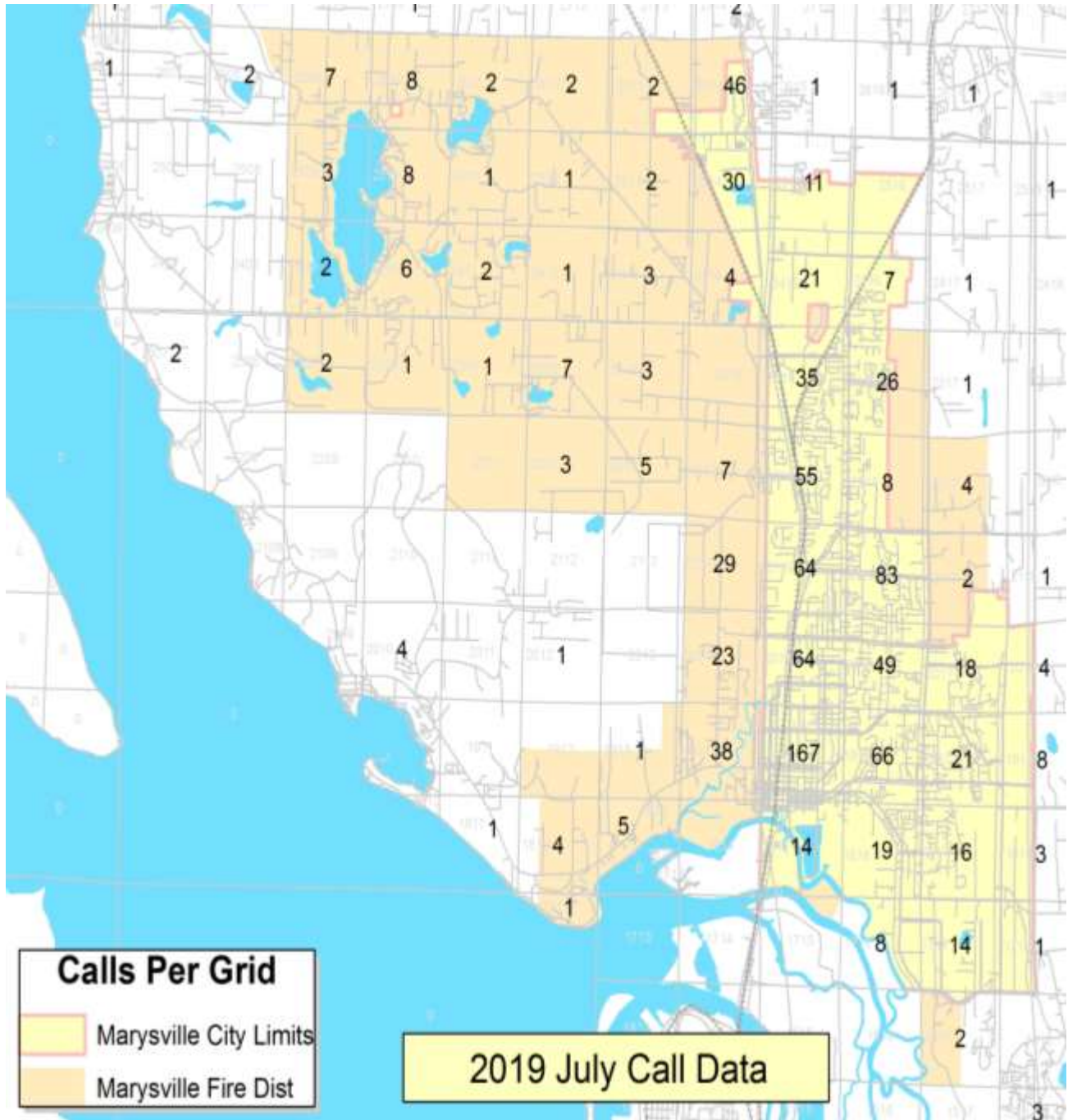


APPARATUS RESPONSE TOTALS



1. Includes all dispatched alarms

CALL COUNT BY GRID – ARRIVED AT SCENE



1. Excludes dispatched and cancelled alarms

INCIDENT TYPE CODES

TYPE	DESCRIPTION	TYPE	DESCRIPTION
AID	Generic Aid Call	MAF	Mutual Aid Fire Type
BLS *	BLS Response	MCI *	Mass Casualty Incident
BLSN	BLS Non-code Response	MED *	Medic Response/ALS
COA	Carbon Monoxide Alarm	MEDX *	Medic Upgraded Response
COAM *	Carbon Monoxide Medic	MU	Move Up
FAC *	Fire Alarm Commercial	MVC *	Motor Vehicle Collision—Code
FAR *	Fire Alarm Residential	MVCE *	Motor Vehicle Collision—Entrap
FAS *	Fire Alarm—Sprinkler Flow	MVCF *	Motor Vehicle Collision—Fire
FB *	Fire—Brush Response	MVCM *	Motor Vehicle Collision—Medic
FC *	Fire - Commercial Response	MVCN	Motor Vehicle Collision—Non Code
FCC *	Fire - Commercial Confirmed	MVCP *	Motor Vehicle Collision—Pedestrian
FIRE	Fire Call	RESA *	Rescue—Aircraft
FR *	Fire—Residential	RESST*	Rescue -- Structure
FRC *	Fire --Residentail Confirmed	RESSW *	Rescue—Swift Water
FS	Fire—Single	RESWA *	Rescue—Water
FTU	Fire—Type Unknown	SC	Service-Call
GLI *	Gas Leak Inside Structure	TRA *	Technical Rescue High/Low Angle
GLO *	Gas Leak Outside	TRWR *	Technical Rescue Water—River
HZ *	Hazmat Response	TRWS *	Technical Rescue Water/Surface Water
MAA	Mutual Aid Aid Type		

**Incident types with an asterisk are classified as emergent.*

Marysville Fire District

Summary of Finding

Ballistic Protection Committee

MOTIVATION

In January, 2019 the Ballistic Protection Committee (BPC) was formed following recent events within the Marysville Fire District. In November, 2018, units from Marysville Fire District responded with Marysville Police to a report of shots fired, possible suicide. A Marysville Fire District (MFD) Ambulance received damage to the windshield from rounds fired from a barricaded individual while staged nearby in a standby position, while awaiting Marysville Police to make initial contact. These shots damaged the windshield of the unit while crews were occupying the vehicle. This incident prompted MFD to review its Standard Operating Procedures (SOP's) regarding scenes of violence or potential violence. This incident along with other similar incidents are becoming more frequent that fire and emergency medical services (EMS) are encountering armed and dangerous individuals. This prompted Marysville Fire District to establish and implement the Ballistic Protection Committee (BPC) to evaluate the needs and type of equipment for its members. The implementation of ballistic protection equipment for fire and EMS personnel is increasing in Snohomish County and the Nation as a whole. The goal of this committee is to bring the members of the Marysville Fire District the highest level of ballistic protection available, while maintaining functionality and performance without unreasonable strain and fatigue. Events like the Marysville Pilchuck High School Shooting in 2104, the Dallas active shooter in 2018, the Appleton, WI Line of Duty Death in 2019, and the Aroua Colorado Theater Shooting of 2012 are just some of the recent events that Fire and EMS community are expected to enter these scenes of violence sooner perform lifesaving interventions on victims that are in need of rapid medical attention and transport.

In the 2018, Appleton Wisconsin line of duty death, the initial response was for an adult male unconscious on a transit bus. The unconscious male was treated with Narcan due to signs of an opioid overdose. The treated male awoke, and after an exchange of gun fire with police, a firefighter was shot and killed. This is one example of the increasing potential for violence in routine responses. In 2018, the Marysville Fire District responded to seventy-five (75) Narcan administrations for confirmed opioid overdoses. As of July 15th, 2019 MFD has responded to fifty (50) Narcan administered overdoses. This, along with responses to other scenes of violence such as, suicide, domestic violence and assaults with weapons. Response to unregulated homeless encampments, where drug use contributes to an increased risk for violence, and "slumper" calls (person in vehicle slumped over unchecked on) all provide examples of increased dangers when operating at these scenes. Calls like these are becoming more frequent across the nation with first responders encountering more hostile acts then in the past. The increase maybe due to more awareness of these acts but the nature of these incidents has become more violent. In this current climate Fire and EMS personal potential for entering a hostile scene has increased, this has prompted evaluation of ballistic protection for our first responders to these types of incidents along with others. Ballistic protection equipment would provide protection from a wide range of handgun and rifle threats, blunt force weapons and limited protection from edged weapons all are which first responders in the Marysville Fire District are likely to encounter upon their daily calls to service.

PARAMETERS

The ballistic protection committee set the following parameters for personal ballistic protection equipment.

- Meet or Exceed the National Fire Protection Association (NFPA) 3000, Standard for Active Shooter/Hostile Event Response (ASHER) Program
 - Chapter 14 Personal protective Equipment, Section 14.3 Specification and Type
- Meet or Exceed the Washington Administrative Code (WAC) Chapters 296-305-02012 Body Armor
- Meet or Exceed the National Institute of Justice (NIJ) Standards – Ballistic Resistance of Body Armor NIJ Standard -0101.06

- Department of Labor and Industries (L&I), Division of Occupational Safety and Health (DOSH): Directive 5.09 Body Armor as Personal Protective Equipment

The Ballistic Protection Committee reviewed these documents along with reaching out to other agencies within the Puget Sound Area that have been and are utilizing Firefighter and EMS personnel ballistic protection equipment for feedback and recommendations on equipment, policy and practical operations of ballistic equipment.

PROCESS

In early January of 2019 members of the BPC were introduced to Municipal Emergency Services (MES) representative with a personal ballistic protective equipment demonstration, consisting of a ballistic vest (Carrier, Rifle plate, and soft armored cummerbund) and ballistic helmet. For most of the committee this was the first introduction to ballistic protective equipment. From this demonstration and a question and answer session a list of questions and concerns formed along with discussion of the type of equipment needed. A short time after the demonstration the MES ballistic equipment the Ballistic Protection Committee was formed.

One of the first actions of the BPC was to create a survey/questionnaire of the ballistic equipment and policies that was to be sent out to agencies that are and were using ballistic protective equipment, this list of agencies currently using ballistic protection equipment was provided by the MES representative. Survey/Questionnaires (Ballistic Vest – Policy Questionnaire¹) were sent out to sixteen agencies. Of the feedback received, a preliminary specification was drafted for further evaluation and review.

Based upon the preliminary specification, demo equipment was requested from four manufactures to test and physically evaluate the differences in the components and configurations based on the Survey/Questionnaires that were received. Four different ballistic vests from four different vendors were obtained in order to perform wear tests. Ballistic helmets were included in the evaluation, during the research and initial evaluation of the helmets it was founded that the ballistic helmet across the manufactures were all offered the same level of protection at equivalent costs. Configuration of the ballistic helmets components were the only varying portion of this piece of equipment. No further evaluation of the ballistic helmets were deemed necessary for the physical aspects of the wear or protection provided by the ballistic helmets. All of the prospective manufactures offered equivalent ballistic helmets. The BPC conducted these tests with each of the four demo vests in the following areas: driving Marysville Fire District apparatus (engine, aid/medic units, and staff cars), lifting and carrying of patients, loading and unloading of EMS gurney from ambulances, and cardiopulmonary resuscitation (CPR) in all positions and for a duration of 30-40 minutes. Members of the BPC also participated in the Tri-County Complex Coordinated Terrorist Attacks (CCTA) bringing back firsthand experiences from the drill as well as feedback from other users of different equipment. During the wear test, participants were asked to evaluate the vests for; comfort, security, and any physical concerns of the equipment. The evaluation of the wearers feeling of security and emotional factors were based on if the wearer felt the equipment provided a sense of safety as well as being protective. This feedback is noted below in the evaluation of each evaluated piece of equipment.

In addition, the BPC created and published a survey to all members of the Marysville Fire District focusing on level of protection desired along with how and when ballistic protection equipment should be utilized.

EQUIPMENT EVALUATED

The BPC evaluated four vests from four different vendors along with ballistic helmets and helmet configurations. Of the equipment demoed the style and configuration of this equipment represented the majority of ballistic protective equipment available on the market at the time of the BPC's evaluation. Products were evaluated from the following Manufactures:

- **Point Blank / Paraclete** (MES presented product)

¹ See Appendix A – Questionnaire

- FRK360 Carrier
- NIJ Level III Ultra High Molecular Weight Polyethylene (UHMWPE) Rifle plate
- NIJ Level IIIA Soft armored cummerbund
- **AR500**
 - Testudo Gen 2 Carrier
 - NIJ Level III+ lightweight steel build up rifle plate
 - NIJ Level III+ steel build up side plates
- **Armor Express**
 - Hardcore FE Carrier
 - NIJ Level IIIA soft Armor
 - NIJ Level IIIA soft armor cummerbund
 - NIJ Level III+ steel anti-spall coated rifle plate
- **Safe Life Defense**
 - Tactical Enhanced Multi-Threat Carrier
 - NIJ Level IIIA+ soft armor
 - NIJ Level IIIA+ soft side armor
- **Level IIIA Ballistic Helmet (MES) ****** NOTE: Each Manufacture offered the same helmet with no considerable differences in the ballistic helmets or configurations available and price.
 - NIJ – Level III-A ballistic helmet
 - Multiple attachment configuration (no physical demo needed)
 - Plan Ballistic configuration
 - Full-cut helmet (the portion of the helmet covering the ear area.

FINDINGS

The BPC initially sent out sixteen questionnaires to agencies in the Puget Sound area that are currently using ballistic protection equipment. Of the sixteen questionnaires the BPC received back six completed forms. Beyond these six responses the BPC was able to contact three additional fire agencies and two different law enforcement agencies by phone. Feedback received was all ballistic armor has limitations, and no single piece of equipment stops all hazards and risks without hinder abilities.

From the agencies contacted, two manufactures were predominantly utilized within the region; the Point Blank / Paraclete (MES) vest and the Armor Express Hardcore FE vest. Of the responding agencies currently using ballistic protection equipment, the deciding factor for selection of ballistic equipment was the warranty offered by MES and Point Blank. MES and Point Blank were offering a ten (10) year warranty on Ultra High Molecular Weight Polyethylene (UHMWPE) rifle plates. In contacting manufactures it was identified that the industry standard for composite materials is five (5) years of service. This service life is based upon the loss of ballistic protection from wear of the composite materials. UHMWPE rifle plates are classified as composite materials along with the soft armor components and ballistic helmets. The BPC reached out to MES, Point Blank and Paraclete (Paraclete is the manufacture of the UHMWPE rifle plates), conflicting warranty information was received from MES, Point Blank differing from Paraclete. MES with Point Blank was offering a warranty of ten (10) year service life. Per conversations with Point Blank this warranty is backed by Point Blank extending their insurance coverage on the equipment (UHMWPE rifle plates in particular. When the BPC contacted Paraclete (manufacture of the UHMWPE rifle plates) regarding the service life and warranty of the UHMWPE plates Paraclete maintained that the UHMWPE rifle plates were warrantied for five (5) years for both police and fire and EMS services based on the nature of the plates composite construction. The remaining manufactures had warranties were consistent with each other and industry standard.

From the questionnaire and conversations with Puget Sound Area Fire Departments along with feedback from the local Washington Station Patrol (WSP) quartermaster is was overwhelmingly recommending that ballistic vests be fitted and issued to each individual member. This comes from agency like South King Fire Rescue, which has been using ballistic body armor for in its operations four a number of years, is now issuing members personal body armor

at the time of hire. This change was due to finding that body armor assigned to the apparatus was not being sized and fitted at the beginning of each shift and in drill equipment was not being donned correctly or adjusted to correct fit, per manufactures recommendations improper fitment will decrease the ballistic resistance of the garments worn. This feedback is in line of practical application of ballistic protection equipment and WAC 296-305-02012 Body Armor

“Fire departments that use protective body are must comply with the following:

(1) If the employer’s PPE assessment required by WAC 296-800-16005 documents a need for body armor, the employer must provide the necessary equipment and ensure that:

- (a) The body armor fits properly;***
- (b) Employees are trained in the use and limitations of the body armor; and***
- (c) The body armor is worn when necessary.***

(4) Body armor must be correctly fitted following the manufacturer’s recommendations and must not be used beyond the manufacturer’s warranty.” (WAC 296-305-02012 Body Armor, Pg. 27/28)

Feedback from the wear test to the BPC on all 4 vests:

	AR-500	MES - Point/Blank	SafeLife Defense	Armor Express
Rifle Plate	5	3	0	4
Soft Armor	0	4	5	4
Armored Cumberbund	2	5	4	5
Carrier	1	4	5	5
Area of Coverage	2	4	5	5
SCORE	10	20	19	23

Scoring 0-5: 0=Non-provided or Unmanageable, 5=Highest available-most comfortable

- **AR500** vest was reported as being difficult to put on, was bulky to wear and provided limited coverage from threats. This vest offered no soft armor ballistic protection, all ballistic protection was provided in Steel rifle plates located on chest, back, and lateral sides. (See images below). Weight of the vest was felt not to be not distributed well and wore heavy in the shoulders. This AR500 vest came in as the cheapest option but provides the least amount of overall ballistic coverage. (See images below) This vest also weighed in as the heaviest option demoed. Wearers described the vest as uncomfortable heavy and “too tactical” or “too military like”.



- **Safe Life Defense** vest performed well in the wear test. The vest came in as the lightest of the carriers with the included soft armor. This vest also provided the highest level of soft armor protection at a level IIIA+ rating. The Safe Life Defense vest provided approximately same amount of coverage as the Armor Express vest does in soft armor coverage area. Wearers described the vest as comfortable, light and unrestrictive. The Vest was able to receive Rifle plate in the front and back, these pockets were snugged and made is difficult to place or remove the rifles plates. (Note: this may be due to the vest being new and may wear in over time). The vest offered soft side armor panels but may leave gaps in coverage as larger sizes are used. The primary and critical con of this vest was that the Velcro closures located on the right and left sides of the abdomen made it possible for the vest to become undone while working in common job tasks like lifting and dragging of a patient. (See images below) This concern was highlighted in the CCTA drills with like vest were becoming unattached while in use.



- **Point Blank / Paraclete (MES)** This vest performed very well in ease of donning and doffing. The weight of this vest was on the lighter side of the demos, based on the difference in weight between the UHMWPE and steel rifle plates as well as having no soft armor in the torso section of the vest. This combination of torso rifle plate and full soft armor cummerbund offered a large area of coverage with limited interference I mobility. The UHMWPE rifle plates measure I at approximately one inch in thickness as compared to a quarter inch of the steel plates. The addition of the UHMWPE rifle plates decrease the weight but increase the girth of the wearer by almost two full inches without accessories. Switching from the UHMWPE plates to steel plates does decrease the girth of the overall vest, the lack of soft armor requires the use of trauma pads as a backing material that brings the girth of the vest in comparison of all other vest evaluated. Of the vests this had an ability to adjust fit to a variety of wears. Rifle plate shapes torso carrier increases the mobility in the vest but decreases the area of coverage of the vest limiting it to only the rifle plate area like the AR500 vest. As wearers wore the vest strain on the shoulders and neck were apparent due to the thin straps of the carrier. The cummerbund provided level IIIA soft armor protection and a larger area of girth adjustability based upon the wearer.



- **Armor Express** vest out performed all other vest demoed. This vest received the highest remarks back, it was nicknamed buy the wearers the “Hug Vest” as the way that this is worn and hose the soft armor wraps the wearers torso and abdomen. The Armor Express hardcore FE vest provided the largest area of coverage

of the level IIIA soft armor with is complemented by a fully encompassing level IIIA softer armor cummerbund. This vest also provided the largest area of girth adjustability without losing attachment space. This vest offers the easiest scalability allowing the wearer to insert or remove rifle plates while wearing. This is the only carrier of the demos that also allowed for future higher threat capabilities for vital organ protection with a trauma plate pocket that can be added in addition to the rifle plates. This vest provided the largest area of level IIIA soft armor protection without the use of rifle plates. This vest did not noticeably hinder mobility, though it was on the heavier end of the vest demoed. The fit and overall “hugging” nature of the vest distributed its weight very effectively making it a comfortable wear to extended periods of work. This vest offers a larger range of adjustability but is not sold as a universal vest. When lined up with the other vest demoed the Armor Express Hardcore FE carrier system was picked nine out of ten times by wears and members of the Marysville Fire district over its counterparts. The overwhelming feedback that the vest was easy to don, wear, was comfortable, and provided a sense of protection while wearing this system.



Further findings from addressing the deployment of ballistic protection equipment were discussed and evaluated. Discussion on the process to implement and distribution of this equipment came from conversations with current Fire/EMS and law enforcement users. The BPC evaluated four deployment models as followed:

- **Model 1:** Full Ballistic Protection Kit per line staff position. **Contents:** Carrier, NIJ Level IIIA soft armor (torso and cummerbund), NIJ Level III+ hard rifle plates and NIJ Level IIIA ballistic helmet.
 - **PRO's:**
 - Each member is issued a fitted carrier and armor to the individual. (Full and Part-time members along with administrative positions)
 - Each member will have the highest level of ballistic protection equipment full ensemble readily available responding on-duty or from home.
 - Provides personal ownership of equipment (care and maintenance)
 - Builds confidence and trust in equipment
 - Stand-by position is adjusted to the wearers comfort and proper fit at the time of dispatch
 - Early recognition in inspection of defects or flaws in equipment.
 - Extended life on equipment wear items such as Velcro.
 - Hygiene, wearer will be sweating and working in this equipment. This model would limits sharing of body fluids like sweat.
 - **CON's**
 - Initial cost to outfit 124 line staff at approximately \$1,600.00 per full kit
 - Transportation of equipment by floating members
 - Ongoing replacement costs
- **Model 2:** Full Ballistic Protection Kit per line staff position. **Contents:** Carrier, NIJ Level IIIA soft armor (torso and cummerbund), NIJ Level III+ hard rifle plates. ****NIJ Level IIIA ballistic helmets bought and placed on all MFD Apparatus riding positions.****
 - **PRO's**
 - Each member is issued a fitted carrier and armor to the individual.
 - Each on-duty member will have the highest level of ballistic protection equipment with helmet

- Provides personal ownership of equipment (care and maintenance)
 - Builds confidence and trust in equipment
 - Stand-by position is adjusted to the wearers comfort and fit at the time of dispatch
 - Early recognition in inspection of defects or flaws in equipment.
 - Extended life on equipment wear items such as Velcro.
 - Hygiene, wearer will be sweating and working in this equipment. This model would limits sharing of body fluids like sweat.
 - Reduced cost by decreasing helmet quantity from 124 helmets to 34 needed (approx. \$40,000 savings)
 - **CON's**
 - Cost to outfit 124 line staff at approximately \$1,600.00 per kit
 - Members responding from home with not have access to ballistic helmets
 - Transportation of equipment by floating members
 - Ongoing replacement costs
 - Hygiene of shared helmets
- **Model 3:** Ballistic Protection Kit one (1) per line staff (full/part-time frontline), NOT issued to Administrative staff (Division Chiefs and non-front line staff). **Contents:** Carrier, NIJ Level IIIA soft armor (torso and cummerbund) one issued to each. **NIJ Level III+ hard rifle plates NIJ Level IIIA ballistic helmets bought and placed on all MFD Apparatus riding positions.**
 - **PRO's**
 - Each frontline (full/part-time) member is issued a fitted carrier and soft armor.
 - Provides personal ownership of equipment (care and maintenance) of the carrier and soft armor
 - Builds confidence and trust in base equipment
 - Stand-by position is adjusted to the wearers comfort and fit at the time of dispatch
 - Early recognition in inspection of defects or flaws in equipment.
 - Extended life on equipment wear items such as Velcro.
 - Hygiene, wearer will be sweating and working in this equipment. This model would limits sharing of body fluids like sweat.
 - Reduced cost by decreasing helmet quantity from 124 helmets to 30 needed (approx. \$40,000 savings)
 - Rifle plates are available on all apparatus in riding positions
 - **CON's**
 - Cost to outfit 118 line staff at approximately \$1,600.00 per kit
 - Administrative is not issued ballistic protection equipment.
 - Members responding from home will not have access to ballistic helmets or rifle plates
 - Transportation of equipment by floating members
 - Ongoing replacement costs
 - Hygiene of shared helmets
 - Rifle plates may not be placed into the members carrier at the beginning of shift
 - Rifle plate may be left in the carrier and leave with the member at the end of shift
- **Model 4:** Ballistic Protection Kit one (1) per full-time line staff with four (4) Carriers (average size) assigned to stations for use by part-time staff, NOT issued to Administrative staff (Division Chiefs and non-front line staff). **Contents:** Carrier, NIJ Level IIIA soft armor (torso and cummerbund) one issued to each full-time members and four common carriers with soft armor for part-time staff. **NIJ Level III+ hard rifle plates NIJ Level IIIA ballistic helmets bought and placed on all MFD Apparatus riding positions.**
 - **PRO's**
 - Each frontline (full-time) member is issued a fitted carrier and soft armor.
 - Provides personal ownership of equipment (care and maintenance) of the carrier and soft armor
 - Builds confidence and trust in base equipment
 - Stand-by position is adjusted to the wearers comfort and fit at the time of dispatch for the full-time staff
 - Early recognition in inspection of defects or flaws in equipment

- Extended life on equipment wear items such as Velcro.
 - Hygiene, wearer will be sweating and working in this equipment. This model would limit sharing of body fluids like sweat.
 - Reduced cost by decreasing helmet quantity
 - Rifle plates are available on all apparatus in riding positions. Decreased quantity to 30 sets of rifle plates.
 - **CON's**
 - Administrative and part-time staff not issued ballistic protection equipment.
 - Administrative and part-time Members responding from home will not have access to ballistic helmets or rifle plates
 - Transportation of equipment by floating members
 - Ongoing replacement costs
 - Hygiene of shared carriers and soft armor.
 - Hygiene of shared helmets
 - Rifle plates may not be placed into the members carrier at the beginning of shift
 - Rifle plate may be left in the carrier and leave with the member at the end of shift
 - Increased wear and tear of shared carriers and soft armor
- **Model 5:** One (1) Ballistic Protection Kit per riding position. **Contents:** Carrier, NIJ Level IIIA soft armor (torso and cummerbund), NIJ Level III+ Rifle plates and a NIJ Level IIIA Ballistic helmet. One kit placed in each riding position of MFD frontline apparatus riding positions for a total of thirty-four (34 kits) (see appendix C).
- **PRO's**
 - Most cost effective model
 - Reduced cost by decreasing helmet quantity
 - Reduced cost by decreasing number of kits needed.
 - Rifle plates are available on all apparatus in riding positions. Decreased quantity to 34 sets of rifle plates.
 - Provides ballistic protection equipment for four (4) administrative staff
 - Lower ongoing replacement costs
 - **CON's**
 - Ballistic protection equipment not issued to individuals.
 - Members responding from home will not have access to ballistic protection equipment
 - Equipment not being fitted to staff at the beginning of each shift. Leads to inadequately worn and positioned equipment
 - Improper wear decreasing the protection capabilities of the equipment worn.
 - Ongoing replacement costs
 - Hygiene of shared carriers and soft armor
 - Hygiene of shared helmets
 - Rifle plates may not be placed into the members carrier at the beginning of shift
 - Rifle plate may be left in the carrier and leave with the member at the end of shift
 - Increased wear and tear of shared carriers and soft armor

RECOMENDATION

It is the recommendation of the Ballistic Protection Committee (BPC) that the highest level of ballistic protective equipment be issued to all line staff as described in Model 1 above. The committee also recognizes the financial cost associated with this recommendation and further would deem a reasonable level of protection to mirror Model 2. Every line member of the Marysville Fire District be issued a personal set of ballistic protective equipment consisting of National Institute of Justice (NIJ) rated level IIIA soft armor with carrier with armored cummerbund and NIJ level III+ rifle plates. Along with NIJ rated level IIIA ballistic helmets to be placed in all Marysville Fire District seating positions in suppression, EMS, and Administrative apparatus. Another small variation would be to along with ballistic

helmets rifle plates be placed on the apparatus and not with individual wear, this does create a scenario where equipment may become unavailable during shift exchanges or other such events.

The recommendation for individually fitted carriers and soft armor should be seriously considered as sizing directly affects functionality and effectiveness, including appropriate utilization, helmets and rifle plates are less size dependent, they could be assigned to riding positions to reduce initial purchase financial impacts as well as product expiration replacement costs.

The Ballistics Protection Committee further recommends the purchase of the following equipment based upon its findings through fire community outreach and feedback, Industry research and wear testing. It is the committee's conclusion and recommendation that the Armor Express equipment meets and exceeds all standards, function, safety, and wear-ability expectations. The recommended equipment is as follows:

Armor Express;

- Hardcore FE ballistics carrier, LAPD blue in color
- FMS NIJ level IIIA soft armor panels in front and back torso coverage
- FMS NIJ level IIIA soft armor panels in wrap around cummerbund
- NIJ rated level III+ steel rifle plates with build-up anti-spalling coating
- NIF rated level IIIA ballistic helmet in mid-cut configuration. (black in color)
- ID panels in matching LAPD blue color with the markings "FIRE" in red color on front and pack of the carrier to be attached by hook and loop attachment



- Name plates in a matching blue background and white lettering with the members rank and last name sewn on the nameplate to be attached by hook and loop attachments (example: FF Doe, Capt. Doe, Medic Doe, Batt. Doe, D/C Doe, Chief Doe)



Along with this recommended ballistic equipment the BPC recognizes to achieve a complete safety program surrounding acts of violence upon responders, including training, procedures and policies covering such areas as; situational awareness, de-escalation techniques, handling weapons, etc. The ballistic protection equipment should be considered the last level of safety, to be used when avoidance or prevention have failed or were not available. A solid self-defense program starts with avoiding harmful situations, removing oneself from harm, requesting appropriate assistance to prevent harm and fleeing. The BPC also recognizes that ballistic protection is simply a single tool to be provided to the first responders in an effort to reduce personal harm from violent situations encountered as personal protective equipment it is limited in its ability to provide protection outside of its scope.

CONCLUSION

This summary of findings was completed by Captain Basil Bailey of the Marysville Fire District on behalf of the Ballistic Protection Committee reporting the findings and recommendation of the committee.

APPENDIX A: MFD BALLISTICS QUESTIONNAIRE

MFD Ballistics Questionnaire

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Ballistic Vest / Policy Questionnaire

Agency Contacted: _____
Person Contacted: _____ Rank: _____
Phone #: _____ Email: _____

1. Ballistic Vest in use: Yes: ☐ No: ☐ Date in service: _____

2. What gear is in use? ☐ Ballistic Vest ☐ Ballistic Helmet ☐ Other: _____

3. What Level of Rifle plates and Plate Carrier do you use? Brand: _____

a. Rifle Plate: ☐ Lv. II ☐ Lv. III ☐ Lv. IIIA ☐ Lv. IV Material Type: _____

b. Plate Carrier: ☐ Lv. I ☐ Lv. II ☐ Lv. III

c. Special Features: (i.e; pouches, Tourniquets) _____

4. Does each employee have an issued Vest/Rifle plate? Yes: ☐ No: ☐

a. If NO, How are vest distributed? _____

5. Where is this gear stored on the apparatus? _____

6. Any changes that you would make? (to gear or placement of) Yes: ☐ No: ☐ If YES what changes?

7. Are Employees happy with the gear? Yes: ☐ No: ☐

8. Have you found any limitations or restrictions in the use of the gear? Yes: ☐ No: ☐

a. If YES, What where they? _____

9. Do you recommend this gear to other Departments? Yes: ☐ No: ☐

10. Does your agency have a Written Policy for the use of Ballistic Vest? Yes: ☐ No: ☐

a. If YES, Can they send a Copy? Yes: ☐ No: ☐

b. If NO, What call types does your agency wear the Ballistic vest for?

☐ Police Fire Combined ☐ Slumpers ☐ Unsecure Scenes ☐ Weapon/Gun/Knife ☐ Suicides ☐ Overdose

☐ MCI (Non-MVC) ☐ Police Fire Combines Calls ☐ Domestic Violence ☐ In-voluntary Commits

☐ Other: _____ MFD

Ballistics Questionnaire

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11. Do employees agree these incidents are appropriate to wear this gear? Yes: ☐ No: ☐

a. If **NO**, What would the changes be? _____

12. Did your agency conduct a formal risk analysis? Yes: ☐ No: ☐

a. If **YES**, Can they send a Copy? Yes: ☐ No: ☐

b. If **NO**, What were the determining factors that lead to the purchase of this gear?

13. Any further comments you would like to add? (Please use space below to add comments)

APPENDIX B: STAFF NUMBERS

TOTAL LINE - FT	98
TOTAL LINE - PT	20
TOTAL LINE - ADMIN	6
TOTAL - FT & PT (4 PT per day)	102
TOTAL - FT&PT	118
TOTAL - FT / PT / LINE ADMIN	124

APPENDIX C: SEATING POSTIONS

MINIMUM SEATS						
STATION	ENGINE	LADDER	MEDIC	AID	SUPPORT	TOTALS
61	3	0	2	2	0	7
62	0	3	0	2	1	6
63	3	0	2	0	0	5
65	3	0	0	3	0	6
66	3	0	0	3	0	6
ADMIN	0	0	0	0	4	4
Grand Total						34

MAXIMUM AVAILABLE SEATS						
STATION	ENGINE	LADDER	MEDIC	AID	SUPPORT	TOTALS
61	8	0	2	2	0	12
62	0	4	0	4	1	9
63	4	0	2	0	0	6
65	8	0	0	4	0	12
66	4	0	0	4	0	8
ADMIN	0	0	0	0	6	6
Grand Total						53

MARYSVILLE FIRE DISTRICT

AGENDA BILL

MARYSVILLE FIRE DISTRICT BOARD MEETING DATE: August 21, 2019

AGENDA ITEM: City of Arlington Battalion Chief Services Interlocal Agreement	AGENDA SECTION: New Business
PREPARED BY: Martin McFalls, Fire Chief	
ATTACHMENTS: Agreement for Battalion Chief Services – City of Arlington	
BUDGET CODE: N/A	AMOUNT: N/A
SUMMARY: The City of Arlington has requested Battalion Chief Services from Marysville Fire District. MFD has a long-standing working relationship with the Arlington Fire Department. Currently, we respond mutual aid with each other to any upgraded incident or as back-up for one another in both jurisdictions. Entering into this agreement will improve scene safety as well as reduce risk for Arlington and Marysville first responders.	

RECOMMENDED ACTION: Board approval of the Interlocal Agreement for Battalion Chief Services provided to the City of Arlington and Authorization for Fire Chief, Martin McFalls to Execute the Agreement.

MARYSVILLE FIRE DISTRICT

AGENDA BILL

MARYSVILLE FIRE DISTRICT BOARD MEETING DATE: August 21, 2019

AGENDA ITEM: Policy Revision - #6055 Purchasing – Bids and Contracts	AGENDA SECTION: New Business
PREPARED BY: Chelsie McInnis, Finance Director	AGENDA NUMBER:
ATTACHMENTS: MFD Policy #6055 Purchasing – Bids and Contracts (Provided in Electronic Packet) Track Changes Version & No Tracking	
BUDGET CODE: N/A	AMOUNT: N/A
<p>SUMMARY:</p> <p>Policy #6055 Purchasing – Bids and Contracts has been updated to include recent changes to both State RCW and Federal Circular bid thresholds and cooperative purchasing procedures; changes were reviewed and have been incorporated into the updated policy.</p> <p>Update Summary Items:</p> <p>State thresholds for purchases with no additional statutory requirements were raised from \$10k to \$40k for materials, equipment, and supplies; and from \$20k to \$30k for public works projects.</p> <p>Cooperative purchasing contracts (i.e. piggybacking) can be utilized provided the <i>awarding agency</i> followed its own minimum statutory requirements for the bid award. Formerly, the district only had to verify that <i>district</i> minimum statutory requirements were met.</p> <p>Updated the Mandatory Responsible Bidder checklist with the provision for mandatory prevailing wage training for contractors and added a Retainage Release Checklist.</p> <p>Federal procurement threshold for micro-purchases increased from \$3.5k to \$10k and bid limit increased from \$150k to \$250k. More restrictive district bid processes still apply when no federal procurement standard is provided.</p> <p>Added information pertaining to federal government purchasing from GSA (General Services Administration).</p>	
RECOMMENDED ACTION: Official Adoption of Revised Marysville Fire District Policy #6055 – Purchasing – Bids and Contracts	
BOARD ACTION:	

FISCAL MANAGEMENT

PURCHASING: BIDS AND CONTRACTS

Individuals responsible for administering public works projects or purchasing of equipment, materials, or supplies, shall follow the procedures listed below and ensure that all appropriate original documentation is forwarded to the Finance ~~Director~~Manager no later than 30 days after completion of the project or purchase. The Finance ~~Director~~Manager shall provide for the archival and maintenance of the documents as required by state law and as necessary for the periodic audit conducted by the Washington State Auditor's Office.

All dollar limits in this policy shall be inclusive of the following costs: equipment; materials; supplies; labor; sales tax; and shipping, handling, and set-up fees. Per RCW 39.04.155(4), the breaking of any project into units (known as bid splitting), or accomplishing any projects by phases, is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process, limited public works process, or the formal competitive bidding process.

The dollar limits defined in the Procedure section of this policy do not preclude the utilization of the small works roster or formal competitive bidding procedures for public works projects or purchases of equipment, materials, or supplies that are anticipated to be below the thresholds indicated.

PROCEDURE

The Fire Chief shall be notified of any and all purchases, contracts, agreements, or public works projects that are anticipated to exceed the following amounts:

1. Public works projects greater than \$~~2~~30,000
2. Equipment, materials, supplies greater than \$~~1~~40,000
3. Architectural or engineering services for any amount

The Finance ~~Director~~Manager shall be notified and consulted prior to initiating any call for bids and prior to awarding any purchases, contracts or service agreements which will utilize funds from a grant award.

Prior to initiating any limited small works roster project, small works project, vendor list purchase, or formal competitive bidding the Fire Chief shall designate an individual to oversee the process. This person shall be responsible for ensuring compliance with current RCW and the guidelines as set forth below.

Procurements utilizing federal grant funds are subject to additional requirements that are detailed in the section labeled "Procurement Using Federal Funds".

Attachment A to this policy provides a Competitive Bids Checklist, ~~and~~ Mandatory Bidder Responsibility Checklist, and Retainage Release Checklist which are helpful in determining the status of a project at any given point, ~~and~~ the minimum qualifications necessary for bidding entities, and the status of retainage release (if applicable). When appropriate and useful, the district should complete and file these checklists with respective project documentation.

Attachment B to this policy provides further bid law guidance in the form of an illustrative matrix.

PUBLIC WORKS PROJECTS – DISTRICT FUNDS

“Public Work” Defined (RCW 39.04.010) – “Public work” is all work, construction, alteration, repair, or improvement, other than ordinary maintenance, performed at the cost of the district. All public work must comply with both prevailing wage and bid laws, this includes maintenance performed under contract. Ordinary Maintenance is defined as “work not performed by contract that is performed on a regularly scheduled basis (e.g., daily, weekly, monthly, seasonally, semiannually, but not less frequently than once per year), to service, check, or replace items that are not broken; or work not performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary” (WAC 296-127-010(7)(b)(iii)).

General Contractor Requirement (RCW 52.14.120(2)) - A public works project involving three or more specialty contractors requires that the district retain the services of a general contractor as defined in RCW 18.27.010.

Prevailing Wage Requirement (RCW 39.12.020 & WAC 296-127-023) - Washington State Department of Labor and Industries (L&I) prevailing wage compliance is required on all public work contracts regardless of contract amount. The contractor must file a Statement of Intent to Pay Prevailing Wages with L&I; the district must have an approved copy of this Intent before any payments can be made. After completion of the contract, the contractor must file an Affidavit of Wages Paid with L&I; the district must have an approved copy of this Affidavit before any applicable retainage can be released. For contracts under \$2,500 the Intent and Affidavit Statements may be combined on the Small Works Public Contract Form provided by L&I. This form may be completed by the contractor and returned to the district; the district may release payment once the form has been accepted by the district and returned to L&I.

Performance Bond Requirement (Chapter 39.08 RCW) – Unless exempted under the limited public works and small works process, the district shall require a performance bond when entering into all public works contracts, to ensure that the job will be completed and that all workers, subcontractors and suppliers will be paid. On contracts of \$150,000 or less, at the option of the contractor, the district may, in lieu of the bond, retain 10% of the contract amount for a period of 30 days after date of final acceptance, or until receipt of all necessary releases from the Department of Revenue, Employment Security Department, and Department of Labor and Industries and settlement of any liens filed under chapter 60.28 RCW, whichever is later.

Retainage (Chapter 60.28 RCW) – The district shall retain an amount not to exceed 5% of the contract amount (less sales tax per DOR Excise Tax Advisory 3024.2013) for all projects exceeding \$35,000. Upon final completion and acceptance of the project the district shall submit a Notice of Completion (form available on L&I website) to the Department of Revenue, Employment Security Department, and Department of Labor and Industries. After the 45 day period for giving notice of liens has expired, and once the district has received all release certificates from the agencies noted above, the retained funds shall be disbursed to the contractor. Note: Retainage in the amount of 10% is withheld for projects under \$150,000 where performance bond was not provided. Retainage and bond requirements may be waived for those projects awarded under the limited and small works roster processes defined below.

Small Works Roster (RCW 39.04.155) - The district may either establish, or contract with an appropriate agency for the use of, a small works roster. If the district chooses to establish a small works roster it shall, at least once a year, publish in a newspaper of general circulation within the jurisdiction of the district a notice of the existence of the roster(s) and a request to solicit the names of contractors for such roster(s). Responsible contractors shall be added to appropriate roster(s) at any time that they submit a written request and necessary records. If the district chooses to contract for the use of a small works roster, the lead agency or service provider will be responsible for the annual legal notice advertisement. The ~~d~~district may require master contracts to be signed that become effective when a specific award is made using a small works roster. It is the district's responsibility to verify that a contractor meets the mandatory (and supplemental) responsibility criteria of RCW 39.04.350 before awarding the contract. If the ~~d~~district chooses not to establish, or contract for the use of, a small works roster then a formal competitive bid process is required for public works projects exceeding ~~\$230,000~~.

Public Works Project Threshold Limitations

1. ~~\$0 - \$230,000~~ (RCW 52.14.110): No statutory requirements. When possible and feasible, projects exceeding \$150,000 should seek and record three quotes prior to awarding a contract or agreement.
2. ~~\$230,000 - \$350,000~~, Limited Public Works: A limited small works procedure may be used in lieu of competitive bidding as provided in RCW 52.14.110 and RCW 39.04.155.
 - a. The district shall solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined in RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.
 - b. The district may waive the payment of performance bond requirements of Chapter 39.08 RCW and the retainage requirements of chapter 60.28.011(1)(a) RCW, thereby assuming the liability for the contractor's nonpayment of laborers,

mechanics, subcontractors, material persons, suppliers, and taxes, increases, and penalties imposed under Titles 50, 51, and 82 RCW that may be due from the contractor for the limited public works project. However, the District shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

- c. The district shall maintain a list of contractors contacted and the contracts awarded during the previous 24 months, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.
 - d. Public works projects awarded under this procedure are exempt from other requirements of the small works roster process and need not be advertised.
3. \$3530,000 - \$3590,000, Small Works: Small works roster may be used in lieu of competitive bidding as provided in RCW 52.14.110, RCW 39.04.155
- a. The District shall obtain telephone, written, or electronic quotations from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 39.04.010. If there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the District may call for new bids.
 - b. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. Detailed plans and specifications need not be included in the invitation.
 - c. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will not favor certain contractors over other contractors who perform similar services. If the work being performed is from \$150,000 - \$3950,000 and the district chooses to solicit bids from less than all of the appropriate contractors on the small works roster, the district must also notify the remaining contractors that quotations on work are being sought. This notification to the remaining contractors can be made by (1) publishing a notice in a legal newspaper in general circulation in the area where the work is to be done, (2) mailing a notice to these contractors, or (3) sending a notice to these contractors by facsimile or other electronic means.
 - d. At the time bids are solicited, the district representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.

e. A contract awarded from the small works roster need not be advertised. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone or electronic inquiry.

e.f. For projects awarded under the small works roster process, the district may waive the retainage requirements of RCW 60.28.011(1)(a), thereby assuming the liability for contractor's nonpayment of: (i) Laborers, mechanics, subcontractors, materialpersons, and suppliers; and (ii) taxes, increases, and penalties under Titles 50, 51, and 82 RCW that may be due from the contractor for the project. However, the district has the right of recovery against the contractor for any payments made on the contractor's behalf. Recovery of unpaid wages and benefits are the first priority for actions filed against the contract.

4. Greater than \$3050,000: Formal competitive bid process required as provided in RCW 52.14.110, 52.14.120 and outlined in the section labeled "Formal Competitive Bidding Process – District Funds".

EQUIPMENT, MATERIALS, AND SUPPLIES – DISTRICT FUNDS

Purchase Order Requirement: In addition to the following bid law requirements, an approved purchase order is required for all equipment, materials, and supplies where the total amount of the invoice is anticipated to exceed \$10,000. Refer to Marysville Fire District Policy #6050 – Purchasing: Authorization, Control, and Purchase Orders for further information.

Vendor List (RCW 39.04.190): The ~~D~~district may either establish, or contract with an appropriate agency for the use of, a vendor list. If the district chooses to establish a vendor list, it shall at least twice each year, publish in a newspaper of general circulation within the jurisdiction of the ~~D~~district, a notice of the existence of the vendor list(s) and a request to solicit the names of vendors for such list(s). If the ~~D~~district chooses not to establish, or contract for the use of, a vendor list then a formal competitive bid process is required for purchases of equipment, materials, and supplies exceeding \$~~4~~10,000.

Equipment, Materials and Supplies Threshold Limitations

1. \$0 - \$~~1~~40,000: No statutory requirements. Prior to placing an order for any purchase of equipment, materials, or supplies that are anticipated to exceed \$7,500, a total price quote inclusive of all shipping, taxes and other applicable fees shall be obtained.
2. \$~~1~~40,000 - \$~~5~~75,000: Vendor List procedure provided in RCW 39.04.190 may be used in lieu of Formal Competitive Bidding Process as provided in RCW 52.14.110, ~~39.04.190~~. By resolution, the Board must establish the procedures for securing telephone or written quotes, or both, from at least three vendors on the vendor list. The procedures established by the Board are as follows:

- a. General specifications shall be established regarding the purchasing of materials, equipment, or supplies.
 - b. When possible and practical, three written quotes shall be obtained from at least three (3) vendors from the vendor list. Quotes shall expire upon vendor's provisions or after twelve (12) months, whichever occurs first.
 - c. The purchase agreement shall be awarded to the lowest responsible bidder as defined in RCW 39.04.350.
 - d. Bid quotes must be recorded and available for public inspection and telephone inquiry. There is no need to advertise the contract award.
3. \$5975,000 and over: Formal competitive bid process required as provided in RCW 52.14.110, 52.14.120 and outlined in the section labeled "Formal Competitive Bidding Process – District Funds".

PROFESSIONAL SERVICES – DISTRICT FUNDS

- 1. Architectural or Engineering Services: Request for Qualification (RFQ)/Request For Professional Services (RFP) as required in Chapter 39.80 RCW. This includes Architects (RCW 18.08), Engineers and Land Surveyors (RCW 18.43), and Landscape Architects (RCW 18.96). These services do not have a specified dollar threshold and are not subject to prevailing wage requirements.
 - a. The district shall publish in advance the district's requirements for professional services. This announcement shall state concisely the general scope and nature of the project or work for which the services are required and the contact information of a district representative who can provide further details. The district may satisfy this requirement by, (1) publishing an announcement on each occasion when professional services are required, or (2) announcing generally to the public its projected requirements for any category or type of professional services.
 - b. The district shall negotiate a contract with the most qualified firm for an architectural and engineering service at a price which the district determines is fair and reasonable. In making this determination, the district shall take into account the estimated value of services, as well as the scope, complexity, and professional nature of the services being performed.
- ~~2.~~ If the district is unable to negotiate a satisfactory contract with the firm selected at a price the district determined ~~ds~~ to be fair and reasonable, negotiations with that firm shall be formally terminated and the district shall select other firms in accordance with RCW 39.80.040 and continue this process until an agreement is reached or the process is terminated. Once a vendor negotiation has failed and another vendor negotiation process has begun, the district may not go back to any of the previously failed vendors

for re-negotiation. The district shall not negotiate with more than one vendor simultaneously.

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- 3-2. All Other Personal Services: No Statutory Requirements. "Personal Service" means professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement.

FORMAL COMPETITIVE BIDDING PROCESS – DISTRICT FUNDS

1. Specifications and instructions shall be created and presented to the Fire Chief for approval. The specifications and instructions shall include: information defining the product sought; to whom bids are to be delivered; location, date, and time for bids to be received; location, date, and time of bid opening; and instructions that the bids are to be sealed and appropriately marked. Unless otherwise stipulated by the Fire Chief or Board of Directors, all bidders are to be directed to deliver their bid to the ~~D~~istrict Secretary.
2. There shall be published a legal notice (call for bid) in at least one newspaper of general circulation within the district at least 13 days prior to the last date upon which bids will be received per RCW 52.14.120(1). Additional advertising in appropriate venue's and media may be made based upon practicality and probability of increasing bidder interest. All original affidavits of publications and information regarding additional advertising shall be forwarded to the Finance ~~Director~~Manager.
3. Bid instructions and specifications should, when deemed appropriate, include necessary language authorizing and mandating that other agencies may utilize the awarded contract in lieu of their own.
4. Sealed bids received in accordance with the specifications and instructions shall be recorded as to date, time, and for which project or purchase. Bids not received in accordance with the specifications and instructions shall be rejected. The rejection of a bid shall be documented as to reason, date, time, and for which project or purchase.
5. At the date, time, and location specified, the sealed bids shall be opened, appropriate portions read aloud, and recorded.
6. If no bid is received on the first bid call the Board may elect to re-advertise and make a second call, or may enter into a contract without further call RCW 52.14.120(1).
7. Designated employees shall review all accepted and opened bids and make recommendation to the Fire Chief for approval. Unless otherwise allowed or dictated, bid awards shall be to the lowest responsible bidder as defined in RCW 39.04.010. "Best value" criteria may also be considered if the criteria for such was

appropriately defined in the bid specifications, with price as a primary factor. The Fire Chief may officially award a bid on any previously approved budgeted item without further Board action. Notification of bid award shall be provided to the Board at the next regularly scheduled board meeting and documented within the meeting minutes. Non-budgeted purchases, projects, or services require Board approval.

8. Once the bid has been awarded, the bid quotations obtained shall be recorded, open to public inspection, and available for telephone inquiry.

9. Notice of bid award shall be made to the successful bidder prior to providing notice to unsuccessful bidders.

- ~~9-10.~~ If a low bidder claims error and fails to enter in a contract, he/she is prohibited from bidding on the same project if a subsequent call for bids is made for that project (RCW 39.04.107 and RCW 39.10.380).

BID BONDS

For projects exceeding \$35,000 the district may require bidders submitting bids for public works, to accompany their bid by a deposit in cash, certified check, cashier's check, or surety bond in an amount equal to 5% of the amount of the bid. Bids shall not be considered by the district unless the deposit is enclosed. This bid bond stipulation, if exercised, should be stated in the bid document. Bid bonds shall be required for projects exceeding \$500,000 unless otherwise waived by the Board of Directors. If so waived, the district must specifically document the conditions warranting such waiver.

CHANGE ORDERS

The district considers any alteration to a project during construction that is not consistent with the original bid specifications a "change order". Change orders shall not cause the project to vary from the scope of the original contract so much that it constitutes a separate project. Change orders falling outside the scope of the original contract are categorized as those that drastically altered the work in such a manner to require the contractor to perform duties materially different from those outlined in the original contract. All change orders should be documented and kept on file with the respective project documentation.

EXCEPTIONS/EXEMPTIONS TO COMPETITIVE BID REQUIREMENTS FOR PUBLIC WORKS AND PURCHASES

Competitive bidding requirements for public works and contracts for purchases of equipment, materials and supplies may be waived by the district for the following circumstances:

1. **Emergencies (RCW 39.04.280)** - *Emergencies may necessitate an immediate contract without waiting for a competitive bid process.* All retainage, prevailing wage, and bonding requirements still apply. An "emergency", as defined in RCW 39.04.280,

means unforeseen circumstances beyond the control of the ~~D~~istrict that either, (1) present a real, immediate threat to the proper performance of essential functions; or (2) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. The Fire Chief may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the ~~D~~istrict. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the Board of Directors or its designee and duly entered of record no later than two weeks following the award of the contract. If a federal or state emergency has been declared, a resolution shall be adopted by the Board of Directors that acknowledges the declaration and invokes RCW 39.04.280. An emergency caused by delay, inefficiency or failure to pay proper attention to maintenance does not qualify as an emergency for bidding purposes.

2. **Sole Source (RCW 39.04.280(1)(a))** - *Purchases that are clearly and legitimately limited to a single source of supply.* This includes materials, supplies, or equipment clearly and justifiably available from only one source, or consultants providing professional or technical expertise of such a unique nature that the consultant is clearly and justifiably the only practical source to provide the service. Used items may be considered sole source, provided a full factory warranty does not exist; this would require the item be purchased as new. Utilization of this exemption requires the following:
 - a. The district must be able to draft legitimate specifications that can only be met by one vendor.
 - b. The entity must document that a product meeting its specifications is only available through a single vendor. Typically the ~~manufacturer~~ vendor will be able to issue a certificate of this status.
 - c. A Board Resolution must be adopted declaring sole-source and reciting the factual basis for the declaration. The resolution shall be recorded and open to public inspection. If the factual basis contains the requirement of a specific brand, the district must document why the brand is necessary and cannot be adequately substituted. Local preference (i.e. purchase from one vendor within district boundaries) does not qualify as factual basis.
 - d. The district shall make reasonable efforts to ensure that it is receiving the lowest price and best terms from the vendor.
3. **Special Facilities or Market Conditions (RCW 39.04.280(1)(b))** - Utilization of this exemption requires prior authorization through Board Resolution adoption. The resolution must recite the factual basis for the exception and shall be recorded and open to public inspection. Examples of such items qualifying under this exemption could include good deals that are available for a short period of time, such as a very

good price on an exceptional piece of used equipment, or the chance to buy supplies at a going-out-of-business sale or similar event.

4. **Purchases of Insurance or Bonds (RCW 39.04.280)** – The district may waive competitive bidding requirements for the purchase of insurance or bonds.
5. **Washington State Competitive Contracts (RCW 43.19.005)** - Purchases made through contracts developed and authorized by the State of Washington Department of Enterprise Services (DES) shall be documented as such and contract information including title, number, and description, shall be recorded. The district shall maintain a Master Contracts Usage Agreement (MCUA) with DES to utilize this purchasing option.
6. **Auction Purchases (RCW 39.30.045)** – The district may purchase, supplies, equipment or materials at auctions (either in-person or via the internet). Utilization of this exemption must meet the following requirements:
 - a. The transaction must be an “auction” transaction where the district submits bids (or sequential bids) within a set timeframe, subject to the seller’s/auctioneer’s discretion to reject bids under certain conditions.
 - b. The district must demonstrate that the auction item was obtained at a competitive price by estimating a fair market value and comparing that to the total auction price which includes all applicable auction fees, commissions, shipping/handling and use tax charges.
 - c. Upper bidding limits for the individual performing the bidding shall be assigned and authorized by the Fire Chief.
7. **Purchases From Another Local Government (RCW 39.33.010)** – The district may purchase used equipment from another local or state agency by utilizing the process described in RCW 39.33.010.
- ~~7.8.~~ **Purchases From The Federal Government (RCW 39.32-070-090)** – The district may purchase supplies, equipment, or materials from the US General Services Administration (GSA) provided the appropriate resolution is adopted by the District Board of Directors and an affirmative eligibility determination is received from GSA.
- ~~8.9.~~ **Data Processing & Telecommunications Equipment, Software & Services (RCW 39.04.270)** – The district may acquire electronic data processing or telecommunication equipment, software, or services through competitive negotiation as follows:
 - a. A request for proposal (RFP) shall be prepared and published in a newspaper of general circulation at least 13 days before the last date on which the proposals will be received.

- b. The RFP must identify significant evaluation factors, including price, and their relative importance.
- c. The district shall provide reasonable procedures for technical evaluation of the proposals received, identification of qualified sources, and selection for awarding the contract.
- d. The award shall be made to the qualified bidder whose proposal is most advantageous to the municipality with price and other factors considered. The district may reject any and all proposals for good cause and request new proposals.

9.10. **Purchasing Cooperatives** – The district may purchase from cooperatives such as FireRescue GPO (for example, there are various others). In order to utilize this purchasing method, the district must meet the following requirements:

- a. Submit for review to the Finance Director-Manager, the contact information for the desired purchasing cooperative. Finance shall review the cooperative to determine if the district is eligible to become a member and if the cooperative is appropriate for district use.

- b. Become an official member of the cooperative via contract or other membership enrollment requirement as outlined by the cooperative.

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- c. Follow additional cooperative purchasing criteria defined below under the "Cooperative Bid Awarding "Piggybacking" section of this policy.

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- ~~c. Ensure that the statutory advertisement requirements of the *lead agency* were satisfied.~~

- ~~d. Ensure that the *lead agency* bid allowed for the contract to be used by more than one agency.~~

- ~~e. Ensure minimum district bidding requirements were satisfied by the *lead agency*. This includes documentation confirming bid advertisement, bid tabulation (summary of bids received) confirming award to lowest responsible bidder, and lead agency governing body approval of bid award within the meeting minutes, etc.~~

Cooperative Bid Awarding "Piggybacking"

The ~~D~~district may elect to utilize the provisions of RCW 39.34.030 to allow purchasing or contracting through a bid awarded by another government or group of governments, provided the following requirements are met prior to purchasing from the bid award:

1. The district must confirm the awarding agency is a public agency as defined under RCW 39.34.020(1).

1-2. The district must enter into an interlocal agreement (ILA) with the awarding agency lead agency to utilize the bid award. For purchasing cooperatives the appropriate membership enrollment/contract requirements must be satisfied, additional ILA with the awarding agency within the cooperative is not necessary.

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2-3. Advertising of the call for bids, RFQ, RFP, or other such request for competitive bids, must ~~either comply with both the awarding agency's own awarding agencies own~~ statutory requirements and ~~the district's bid advertising requirements or, the government agency or group of agencies advertising the call for bids must comply with its own statutory requirements, and either;~~ a) post the bid or solicitation notice on a web site ~~established and maintained by for~~ a government public agency, purchasing cooperative, ~~or similar service provider for purposes of posting public notice of bid or proposal solicitation;~~ or b) provide an access link on the state's web portal to the notice.

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3-4. The request for bids must have stipulated that other agencies are able to purchase or contract from the successful bidder or bidders under the terms of the awarded bid. This is to ensure the vendor or contractor is obligated to provide their product or service to all involved parties at the same price and terms agreed to with the awarding agency agency.

5. The district may only utilize another agency's ~~ies~~ bid award as long as the district's awarding agency's minimum awarding requirements have been met. (For example, if the awarding agency district must purchase from award to the lowest responsible bidder, the district it may only use this award if the documentation is obtained proving another government's contract if the award was granted to the lowest responsible bidder.)

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6. The district must confirm that the bid award is still open for purchases and the item being purchased is limited to only the item bid (only very minor changes are permitted).

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7. The district shall obtain, verify, and retain the following documentation prior to purchasing from the awarding agency's bid. All documentation shall be reviewed and kept on file with the Finance Director.

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a. Awarding agency properly advertised bid;

b. Awarding agency used bid process that met awarding agency's legal bid requirements;

c. Vendor agreed to open bid to other purchasers;

d. Bid is current and still open for purchases;

e. The district is purchasing the item bid with only very minor changes permitted.

4.8. If the district successfully verifies and documents the above requirements, the district can piggyback on the *awarding agency's* contract without further consideration of its own bidding requirements, even when the contract was awarded in manner that does not meet district bid law requirements.

~~5. Documentation shall be acquired and maintained indicating the achievement of statutory advertising and awarding requirements (i.e. bid tabulation indicating the selection of lowest responsible bidder, minutes of the governing body documenting the bid award, etc...). Such documentation shall be forwarded to the Finance Manager prior to purchasing or contracting from the awarding agencies bid.~~

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Procurement Using Federal Funds

Procurements using federal funds must meet all of the applicable federal, state and local government specific requirements. The most restrictive threshold or method must be used. If there are no state laws or local policies that pertain to the item/service being procured, federal procurement standards will apply as outlined in Federal Uniform Guidance 2 CFR §200.

For associated federal grant funding cash management requirements refer to Marysville Fire District Policy - #6095 – Grant Funding – Authorization & Cash Management.

When federal funds are used for procurement of **goods** (furniture, supplies, and equipment):

- Purchases of \$~~103~~,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$~~310~~,000 and \$~~140~~,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases between \$~~140~~,000 and \$~~15075~~,000 must be procured utilizing the district's vendor list procedure. If a vendor list is not established, the purchase must be publicly solicited utilizing the formal competitive bidding process of the district.
- Purchases between \$75,000 and \$250,000 must be publicly solicited utilizing the formal competitive bidding process of the district.
- Purchases of \$~~1250~~,000 or more must be publicly solicited utilizing the more restrictive of either (1) the district's formal competitive bidding process, or (2) the federally prescribed sealed bid process as defined in 2 CFR §200.320.

When federal funds are used for the procurement of **public works projects**:

Federally funded projects must comply with both state (L&I) and federal (Davis-Bacon) prevailing wage requirements. As a result, contractors and subcontractors must pay the higher of the two rates for each worker classification regardless of the contract amount.

- Purchases of \$2,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$2,000 and \$~~2~~30,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases between \$~~2~~30,000 and \$~~1~~250,000 must be procured utilizing the district's limited public works or small works process as applicable.
- Purchases of \$~~1~~250,000 or more must be publicly solicited utilizing the more restrictive of either (1) the district's formal competitive bidding process, or (2) the federally prescribed sealed bid process as defined in 2 CFR §200.320. The more restrictive bonding requirements set forth by either district or federal guidance (2 CFR §200.325) shall apply.

When federal funds are used for the procurement of **professional services**:

- Purchases for Architectural/Engineering services shall be procured following the district's Architectural/Engineering procedures and in compliance with federal guidance. There is no threshold for A/E services, whereby price is not a factor in selection.
- Purchases of \$~~1~~250,000 for all other professional services must be publicly advertised for competitive proposals (RFP/RFPQ) as prescribed in federal guidance.

Procurement by **noncompetitive proposals**:

1. The item is only available from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from the competitive solicitation;
3. The awarding agency or pass-through entity expressly authorizes a noncompetitive proposals in response to a written request from the district.
4. After solicitation of a number of sources, competition is determined inadequate.

The district must maintain clear documentation supporting the applicable circumstances for noncompetitive proposals as well as obtain approval from the federal awarding agency.

Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs. Documentation of the verification of this status shall be maintained by the district.

Conflict of Interest

No employee, officer or agent may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. No employee, officer or agent of the district may solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontractors. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

ATTACHMENT A

Competitive Bids Checklist

Name: _____		Date: _____
Bid Name: _____		Bid Due Date: _____
Budget Line _____		Estimated Cost _____
Public Works	Product Purchase	Interlocal Purchase
Grant	Grant Amount	Grant Name
Estimated Contract Utilization Time		_____
Bid Specifications:		Initials
• Reviewed for compliance with policy		_____
Reviewer	_____	
• Contract/Agreement Stipulation		_____
• Notice of Interlocal Cooperative Agreement		_____
• MFD Contact		_____
• Bid Guarantee		_____
• Performance Bond		_____
• Prevailing Wage		_____
• Liability Indemnification		_____
• Start / Completion Date		_____
• Payment Terms, Liquid Damages		_____
• Warranties		_____
• Tax ID Number		_____

Bid Advertising:

Initials

- Bid Due Time /Date _____
- Bid Opening Location/Date _____
- Advertisement Location/Date _____
(Must be completed at least 13 days prior to submittal deadline)
- Web Site Posting Date _____

Bid Addendums

Initials

- Posting Due Date _____
- Parties of interest (name) _____
- Parties of interest (name) _____
- Parties of interest (name) _____
- Parties of interest (name) _____
- Parties of interest (name) _____
- Addendum 1 Date Posted _____
- Addendum 2 Date Posted _____
- Addendum 3 Date Posted _____

Bid Opening:

Initials

1. Bid Arrived Prior to Deadline (Name) _____
2. Bid Arrived Prior to Deadline (Name) _____
3. Bid Arrived Prior to Deadline (Name) _____
4. Bid Arrived Prior to Deadline (Name) _____
5. Bid Arrived Prior to Deadline (Name) _____
6. Bid Arrived Prior to Deadline (Name) _____
7. Bid Arrived Prior to Deadline (Name) _____
8. Bid Arrived Prior to Deadline (Name) _____
1. Bids Submitted Amount (Bidder/Amount) _____
2. Bids Submitted Amount (Bidder/Amount) _____
3. Bids Submitted Amount (Bidder/Amount) _____
4. Bids Submitted Amount (Bidder/Amount) _____

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5. Bids Submitted Amount (Bidder/Amount)

6. Bids Submitted Amount (Bidder/Amount)

7. Bids Submitted Amount (Bidder/Amount)

8. Bids Submitted Amount (Bidder/Amount)

Bid Award

Initials

• Awarded Bidder

• Non Barred Contractors/Vendors

• Notification of Bidder Date

• Contract/Agreement Signed Date

• Performance Bond(s)

• Notification of Board of Directors

Attach meeting
minutes**Change Orders (Description)****Amount****Date**

Initials

• _____

• _____

• _____

• _____

• _____

• _____

Contract Closeout**Notes/Date**

Initials

• Acceptance Date

• Complete and Submit Notice of Completion

<http://www.lni.wa.gov/FormPub/Detail.asp?DocID=2404>

Send to DOR, L&I, ESD

• Obtain Prevailing Wage Documentation

<https://fortress.wa.gov/lmi/wagelookup/searchforms.aspx>

• Sales Tax Paid

Written DOR Notice

• Workers Comp/Unemployment Paid

Written ESD Notice

• Retainage Released

*\$35k or greater hold 5%, release once notified in writing by L&I,
DOR, and ESD that all prevailing wage, sales tax, and workers
comp/unemployment insurance premiums have been satisfied.*

Interlocal (Piggyback) Purchasing

- Public Agency - Name
- Does agency bid specification allow for interlocal purchasing? (Y/N)
- Interlocal Purchasing Agreement - Date
- Minimum Bid Requirements Met?

Attach Documentation: advertisement, bidder list with proof of lowest bidder documentation, board minutes of bid award

Notes/DateInitials

_____	_____
_____	_____
_____	_____
_____	_____

Mandatory Bidder Responsibility Checklist for Public Works

Print and include with accompanying bid document. Attach applicable proof of licensing.

General Information	
<u>Project Name:</u>	
<u>Bidder's Business Name:</u>	<u>Bid Submittal Deadline:</u>
State License, Current UBI number, and Worker's Comp	
https://secure.ini.wa.gov/verify/ and https://secure.dor.wa.gov/gteunauth/	
<u>License Number:</u>	<u>Status:</u> Active: Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Effective Date (must be effective on or before Bid Submittal Deadline):</u>	<u>Expiration Date:</u>
<u>UBI Number:</u>	<u>Account Closed:</u> Open <input type="checkbox"/> Closed <input type="checkbox"/>
<u>Worker's Comp L&I Account Number:</u>	<u>Account Current:</u> Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Electrical & Elevator Contractor MUST be licensed. Do they have an "Active" License</u> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
WA Debarred Contractors –	
http://www.ini.wa.gov/TradesLicensing/PrevWage/AwardingAgencies/DebarredContractors/default.asp	
<u>Is the Bidder listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries? – Print Confirmation</u> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Federal Debarred Contractors –	
https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf	
<u>Is the Bidder listed on the Federal Excluded Parties List? Search using "Advanced Search" or "Multiple Names" – Print Confirmation</u> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Washington State Employment Security Number (RCW 50)	
<u>Contact successful Bidder to obtain Washington State Employment Security Number</u> <div style="text-align: right;"><u>ESD #:</u></div>	
L&I Prevailing Wage and Public Works Training Verification	
https://www.ini.wa.gov/TradesLicensing/PrevWage/files/ExemptFromTraining.pdf OR https://secure.ini.wa.gov/verify/	
<u>Is the Bidder listed on the "Public Works Exemption Training List" – Print Confirmation</u> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<u>Has the Bidder completed the required Prevailing Wage and Public Works Training – Print Confirmation</u> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Employee Certification	
<u>Name:</u>	<u>Date Reviewed:</u>

Mandatory Bidder Responsibility Checklist

Print and include with accompanying bid document. Attach applicable proof of licensing.

General Information

Project Name:	Budget Line Number:
Bidder's Business Name:	Bid Submittal Deadline:
State License, Current UBI number, and Worker's Comp https://secure.lni.wa.gov/verify/ and https://secure.dor.wa.gov/gteunauth/	
License Number:	Status: Active: Yes <input type="checkbox"/> No <input type="checkbox"/>
Effective Date (must be effective on or before Bid Submittal Deadline):	Expiration Date:
UBI Number:	Account Closed: Open <input type="checkbox"/> Closed <input type="checkbox"/>
Worker's Comp L&I Account Number:	Account Current: Yes <input type="checkbox"/> No <input type="checkbox"/>
Electrical & Elevator Contractor MUST be licensed. Do they have an "Active" License Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
WA Debarred Contractors— http://www.lni.wa.gov/TradesLicensing/PrevWage/AwardingAgencies/DebarredContractors/default.asp	
Is the Bidder listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries? — Print Confirmation Yes <input type="checkbox"/> No <input type="checkbox"/>	
Federal Debarred Contractors— https://www.sam.gov/portal/SAM/#1	
Is the Bidder listed on the Federal Excluded Parties List? Search using "Advanced Search" or "Multiple Names" — Print Confirmation Yes <input type="checkbox"/> No <input type="checkbox"/>	
Washington State Employment Security Number (RCW 50) Contact successful Bidder to obtain Washington State Employment Security Number ESD #:	
Employee Certification	
Name:	Date Reviewed:

FOR PROJECTS EXCEEDING \$35,000**RETAINAGE RELEASE****CHECKLIST****Basic Information**

<u>Project Name:</u>		<u>Invoice #:</u>
<u>Contractor's Name:</u>		
<u>Retainage Status</u>		
<input type="checkbox"/> <u>Agency Holding Retainage</u>	<input type="checkbox"/> <u>Escrow Agreement</u>	<input type="checkbox"/> <u>Retainage Bond</u>
<u>Retainage Amount</u> (Calculate % of contract excl. taxes)	<input type="checkbox"/> 10% (Project between \$35k -- \$150K; performance bond waived)	<input type="checkbox"/> 5% (Project above \$35k AND performance bond obtained)
<u>Dates</u>		
<u>Completion Date</u>	<u>Final Acceptance Date</u>	<u>45 Days from Completion Date</u>

Documentation Required

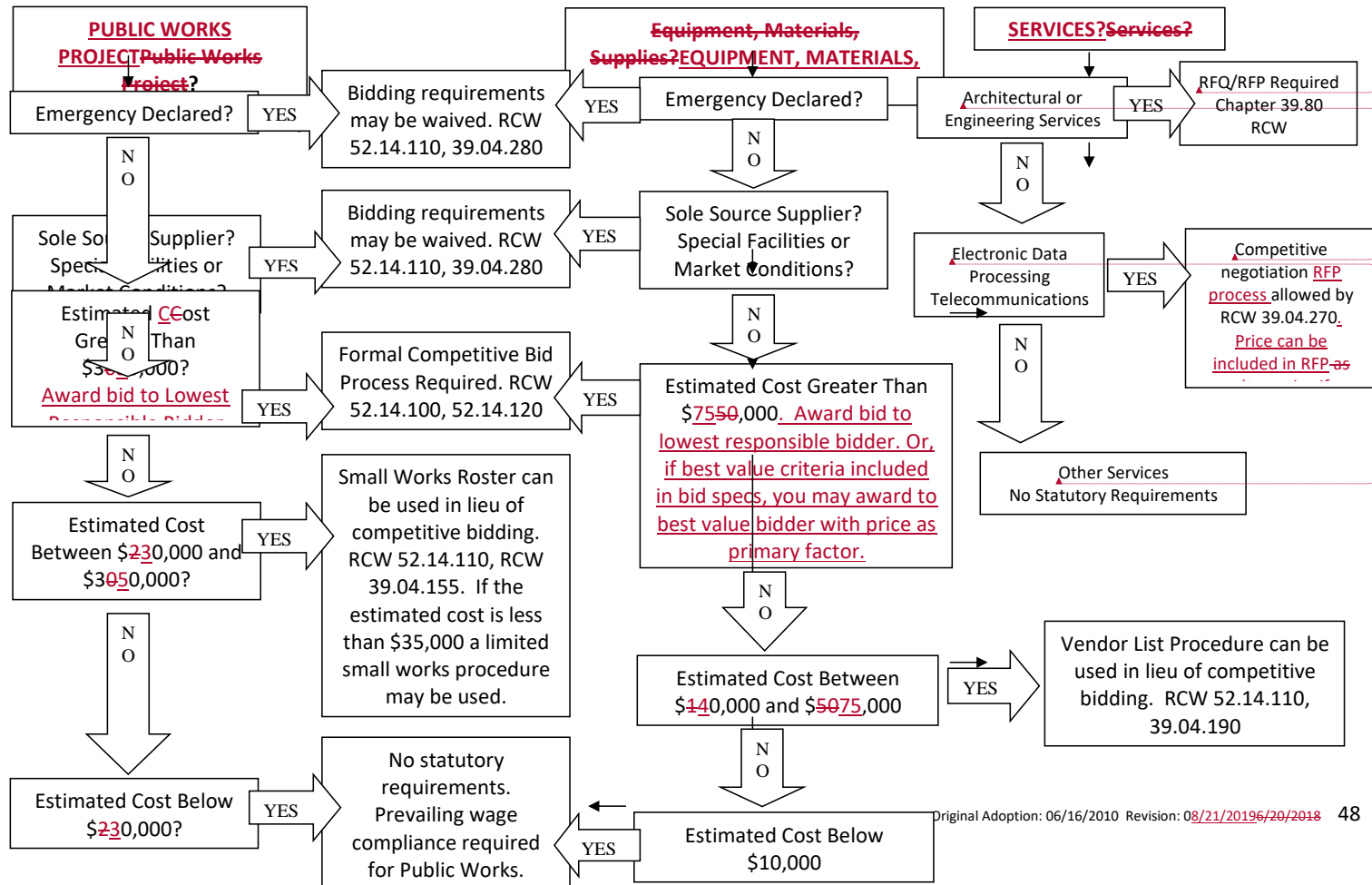
<u>Description:</u>	<u>Responsible Party:</u>	<u>Date Recvd or Compltd:</u>
<u>Acceptance Notices</u>		
<input type="checkbox"/> <u>Final Acceptance Letter (to Contractor)</u>	<u>Facilities</u>	
<input type="checkbox"/> <u>Notice of Completion of Public Works Contract to DOR</u>	<u>Finance</u>	
<input type="checkbox"/> <u>Notice of Completion of Public Works Contract to ESD</u>	<u>Finance</u>	
<input type="checkbox"/> <u>Notice of Completion of Public Works Contract to L&I</u>	<u>Finance</u>	
<u>Releases from State Agencies</u>		
<input type="checkbox"/> <u>Department of Revenue</u> Certificate of Payment of State Excise Taxes by Public Works Contractor	<u>Dept of Revenue</u>	
<input type="checkbox"/> <u>Employment Security Department</u> Certificate of Payment of Contribution, Penalties & Interest on Public Works Contract	<u>Employment Security</u>	
<input type="checkbox"/> <u>Department of Labor and Industries</u> Employer Liability Certificate	<u>Labor & Industries</u>	
<u>Prevailing Wages</u>		
<input type="checkbox"/> <u>Statements of Intent to Pay Prevailing Wages</u>	<input type="checkbox"/> <u>Contractor</u>	<input type="checkbox"/> <u>All Subcontractors</u>
<input type="checkbox"/> <u>Affidavits of Wages Paid</u>	<input type="checkbox"/> <u>Contractor</u>	<input type="checkbox"/> <u>All Subcontractors</u>
<u>Other</u>		
<input type="checkbox"/> <u>Certificate of Payment of Labor and Materials</u>	<u>Contractor</u>	
<u>Claims and Liens Against the Retainage and Payment Bond</u>		
<input type="checkbox"/> <u>Type of Action*</u>	<u>Claimant</u>	<u>Amount</u>
		<u>Date Received</u>

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ATTACHMENT B

BID LAW MATRIX – DISTRICT FUNDS

(For federal funds expenditure, refer to section labeled "Procurement Using Federal Funds" to identify if more restrictive thresholds apply.)



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FISCAL MANAGEMENT

PURCHASING: BIDS AND CONTRACTS

Individuals responsible for administering public works projects or purchasing of equipment, materials, or supplies, shall follow the procedures listed below and ensure that all appropriate original documentation is forwarded to the Finance Director no later than 30 days after completion of the project or purchase. The Finance Director shall provide for the archival and maintenance of the documents as required by state law and as necessary for the periodic audit conducted by the Washington State Auditor's Office.

All dollar limits in this policy shall be inclusive of the following costs: equipment; materials; supplies; labor; sales tax; and shipping, handling, and set-up fees. Per RCW 39.04.155(4), the breaking of any project into units (known as bid splitting), or accomplishing any projects by phases, is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process, limited public works process, or the formal competitive bidding process.

The dollar limits defined in the Procedure section of this policy do not preclude the utilization of the small works roster or formal competitive bidding procedures for public works projects or purchases of equipment, materials, or supplies that are anticipated to be below the thresholds indicated.

PROCEDURE

The Fire Chief shall be notified of any and all purchases, contracts, agreements, or public works projects that are anticipated to exceed the following amounts:

1. Public works projects greater than \$30,000
2. Equipment, materials, supplies greater than \$40,000
3. Architectural or engineering services for any amount

The Finance Director shall be notified and consulted prior to initiating any call for bids and prior to awarding any purchases, contracts or service agreements which will utilize funds from a grant award.

Prior to initiating any limited small works roster project, small works project, vendor list purchase, or formal competitive bidding the Fire Chief shall designate an individual to oversee the process. This person shall be responsible for ensuring compliance with current RCW and the guidelines as set forth below.

Procurements utilizing federal grant funds are subject to additional requirements that are detailed in the section labeled "Procurement Using Federal Funds".

Attachment A to this policy provides a Competitive Bids Checklist, Mandatory Bidder Responsibility Checklist, and Retainage Release Checklist which are helpful in determining the status of a project at any given point, the minimum qualifications necessary for bidding entities, and the status of retainage release (if applicable). When appropriate and useful, the district should complete and file these checklists with respective project documentation.

Attachment B to this policy provides further bid law guidance in the form of an illustrative matrix.

PUBLIC WORKS PROJECTS – DISTRICT FUNDS

“Public Work” Defined (RCW 39.04.010) – “Public work” is all work, construction, alteration, repair, or improvement, other than ordinary maintenance, performed at the cost of the district. All public work must comply with both prevailing wage and bid laws, this includes maintenance performed under contract. Ordinary Maintenance is defined as “work not performed by contract that is performed on a regularly scheduled basis (e.g., daily, weekly, monthly, seasonally, semiannually, but not less frequently than once per year), to service, check, or replace items that are not broken; or work not performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary” (WAC 296-127-010(7)(b)(iii)).

General Contractor Requirement (RCW 52.14.120(2)) - A public works project involving three or more specialty contractors requires that the district retain the services of a general contractor as defined in RCW 18.27.010.

Prevailing Wage Requirement (RCW 39.12.020 & WAC 296-127-023) - Washington State Department of Labor and Industries (L&I) prevailing wage compliance is required on all public work contracts regardless of contract amount. The contractor must file a Statement of Intent to Pay Prevailing Wages with L&I; the district must have an approved copy of this Intent before any payments can be made. After completion of the contract, the contractor must file an Affidavit of Wages Paid with L&I; the district must have an approved copy of this Affidavit before any applicable retainage can be released. For contracts under \$2,500 the Intent and Affidavit Statements may be combined on the Small Works Public Contract Form provided by L&I. This form may be completed by the contractor and returned to the district; the district may release payment once the form has been accepted by the district and returned to L&I.

Performance Bond Requirement (Chapter 39.08 RCW) – Unless exempted under the limited public works and small works process, the district shall require a performance bond when entering into all public works contracts, to ensure that the job will be completed and that all workers, subcontractors and suppliers will be paid. On contracts of \$150,000 or less, at the option of the contractor, the district may, in lieu of the bond, retain 10% of the contract amount for a period of 30 days after date of final acceptance, or until receipt of all necessary releases from the Department of Revenue, Employment Security Department, and Department of Labor and Industries and settlement of any liens filed under chapter 60.28 RCW, whichever is later.

Retainage (Chapter 60.28 RCW) – The district shall retain an amount not to exceed 5% of the contract amount (less sales tax per DOR Excise Tax Advisory 3024.2013) for all projects exceeding \$35,000. Upon final completion and acceptance of the project the district shall submit a Notice of Completion (form available on L&I website) to the Department of Revenue, Employment Security Department, and Department of Labor and Industries. After the 45 day period for giving notice of liens has expired, and once the district has received all release certificates from the agencies noted above, the retained funds shall be disbursed to the contractor. Note: Retainage in the amount of 10% is withheld for projects under \$150,000 where performance bond was not provided. Retainage and bond requirements may be waived for those projects awarded under the limited and small works roster processes defined below.

Small Works Roster (RCW 39.04.155) - The district may either establish, or contract with an appropriate agency for the use of, a small works roster. If the district chooses to establish a small works roster it shall, at least once a year, publish in a newspaper of general circulation within the jurisdiction of the district a notice of the existence of the roster(s) and a request to solicit the names of contractors for such roster(s). Responsible contractors shall be added to appropriate roster(s) at any time that they submit a written request and necessary records. If the district chooses to contract for the use of a small works roster, the lead agency or service provider will be responsible for the annual legal notice advertisement. The district may require master contracts to be signed that become effective when a specific award is made using a small works roster. It is the district's responsibility to verify that a contractor meets the mandatory (and supplemental) responsibility criteria of RCW 39.04.350 before awarding the contract. If the district chooses not to establish, or contract for the use of, a small works roster then a formal competitive bid process is required for public works projects exceeding \$30,000.

Public Works Project Threshold Limitations

1. \$0 - \$30,000 (RCW 52.14.110): No statutory requirements. When possible and feasible, projects exceeding \$15,000 should seek and record three quotes prior to awarding a contract or agreement.
2. \$30,000 - \$50,000, Limited Public Works: A limited small works procedure may be used in lieu of competitive bidding as provided in RCW 52.14.110 and RCW 39.04.155.
 - a. The district shall solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined in RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.
 - b. The district may waive the payment of performance bond requirements of Chapter 39.08 RCW and the retainage requirements of chapter 60.28.011(1)(a) RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, materialpersons, suppliers, and taxes, increases, and

penalties imposed under Titles 50, 51, and 82 RCW that may be due from the contractor for the limited public works project. However, the district shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

- c. The district shall maintain a list of contractors contacted and the contracts awarded during the previous 24 months, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.
 - d. Public works projects awarded under this procedure are exempt from other requirements of the small works roster process and need not be advertised.
3. \$30,000 - \$350,000, Small Works: Small works roster may be used in lieu of competitive bidding as provided in RCW 52.14.110, RCW 39.04.155
- a. The district shall obtain telephone, written, or electronic quotations from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 39.04.010. If there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the district may call for new bids.
 - b. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. Detailed plans and specifications need not be included in the invitation.
 - c. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will not favor certain contractors over other contractors who perform similar services. If the work being performed is from \$150,000 - \$350,000 and the district chooses to solicit bids from less than all of the appropriate contractors on the small works roster, the district must also notify the remaining contractors that quotations on work are being sought. This notification to the remaining contractors can be made by (1) publishing a notice in a legal newspaper in general circulation in the area where the work is to be done, (2) mailing a notice to these contractors, or (3) sending a notice to these contractors by facsimile or other electronic means.
 - d. At the time bids are solicited, the district representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.

- e. A contract awarded from the small works roster need not be advertised. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone or electronic inquiry.
 - f. For projects awarded under the small works roster process, the district may waive the retainage requirements of RCW 60.28.011(1)(a), thereby assuming the liability for contractor's nonpayment of: (i) Laborers, mechanics, subcontractors, materialpersons, and suppliers; and (ii) taxes, increases, and penalties under Titles 50, 51, and 82 RCW that may be due from the contractor for the project. However, the district has the right of recovery against the contractor for any payments made on the contractor's behalf. Recovery of unpaid wages and benefits are the first priority for actions filed against the contract.
4. Greater than \$350,000: Formal competitive bid process required as provided in RCW 52.14.110, 52.14.120 and outlined in the section labeled "Formal Competitive Bidding Process – District Funds".

EQUIPMENT, MATERIALS, AND SUPPLIES – DISTRICT FUNDS

Purchase Order Requirement: In addition to the following bid law requirements, an approved purchase order is required for all equipment, materials, and supplies where the total amount of the invoice is anticipated to exceed \$10,000. Refer to Marysville Fire District Policy #6050 – Purchasing: Authorization, Control, and Purchase Orders for further information.

Vendor List (RCW 39.04.190): The district may either establish, or contract with an appropriate agency for the use of, a vendor list. If the district chooses to establish a vendor list, it shall at least twice each year, publish in a newspaper of general circulation within the jurisdiction of the district, a notice of the existence of the vendor list(s) and a request to solicit the names of vendors for such list(s). If the district chooses not to establish, or contract for the use of, a vendor list then a formal competitive bid process is required for purchases of equipment, materials, and supplies exceeding \$40,000.

Equipment, Materials and Supplies Threshold Limitations

1. \$0 - \$40,000: No statutory requirements. Prior to placing an order for any purchase of equipment, materials, or supplies that are anticipated to exceed \$7,500, a total price quote inclusive of all shipping, taxes and other applicable fees shall be obtained.
2. \$40,000 - \$75,000: Vendor List procedure provided in RCW 39.04.190 may be used in lieu of Formal Competitive Bidding Process as provided in RCW 52.14.110.. By resolution, the Board must establish the procedures for securing telephone or written quotes, or both, from at least three vendors on the vendor list. The procedures established by the Board are as follows:

- a. General specifications shall be established regarding the purchasing of materials, equipment, or supplies.
 - b. When possible and practical, three written quotes shall be obtained from at least three (3) vendors from the vendor list. Quotes shall expire upon vendor's provisions or after twelve (12) months, whichever occurs first.
 - c. The purchase agreement shall be awarded to the lowest responsible bidder as defined in RCW 39.04.350.
 - d. Bid quotes must be recorded and available for public inspection and telephone inquiry. There is no need to advertise the contract award.
3. \$75,000 and over: Formal competitive bid process required as provided in RCW 52.14.110, 52.14.120 and outlined in the section labeled "Formal Competitive Bidding Process – District Funds".

PROFESSIONAL SERVICES – DISTRICT FUNDS

- 1. Architectural or Engineering Services: Request for Qualification (RFQ)/Request For Professional Services (RFP) as required in Chapter 39.80 RCW. This includes Architects (RCW 18.08), Engineers and Land Surveyors (RCW 18.43), and Landscape Architects (RCW 18.96). These services do not have a specified dollar threshold and are not subject to prevailing wage requirements.
 - a. The district shall publish in advance the district's requirements for professional services. This announcement shall state concisely the general scope and nature of the project or work for which the services are required and the contact information of a district representative who can provide further details. The district may satisfy this requirement by, (1) publishing an announcement on each occasion when professional services are required, or (2) announcing generally to the public its projected requirements for any category or type of professional services.
 - b. The district shall negotiate a contract with the most qualified firm for an architectural and engineering service at a price which the district determines is fair and reasonable. In making this determination, the district shall take into account the estimated value of services, as well as the scope, complexity, and professional nature of the services being performed.

If the district is unable to negotiate a satisfactory contract with the firm selected at a price the district determined to be fair and reasonable, negotiations with that firm shall be formally terminated and the district shall select other firms in accordance with RCW 39.80.040 and continue this process until an agreement is reached or the process is terminated. Once a vendor negotiation has failed and another vendor negotiation process has begun, the district

may not go back to any of the previously failed vendors for re-negotiation. The district shall not negotiate with more than one vendor simultaneously.

2. All Other Personal Services: No Statutory Requirements. "Personal Service" means professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement.

FORMAL COMPETITIVE BIDDING PROCESS – DISTRICT FUNDS

1. Specifications and instructions shall be created and presented to the Fire Chief for approval. The specifications and instructions shall include: information defining the product sought; to whom bids are to be delivered; location, date, and time for bids to be received; location, date, and time of bid opening; and instructions that the bids are to be sealed and appropriately marked. Unless otherwise stipulated by the Fire Chief or Board of Directors, all bidders are to be directed to deliver their bid to the district Secretary.
2. There shall be published a legal notice (call for bid) in at least one newspaper of general circulation within the district at least 13 days prior to the last date upon which bids will be received per RCW 52.14.120(1). Additional advertising in appropriate venue's and media may be made based upon practicality and probability of increasing bidder interest. All original affidavits of publications and information regarding additional advertising shall be forwarded to the Finance Director.
3. Bid instructions and specifications should, when deemed appropriate, include necessary language authorizing and mandating that other agencies may utilize the awarded contract in lieu of their own.
4. Sealed bids received in accordance with the specifications and instructions shall be recorded as to date, time, and for which project or purchase. Bids not received in accordance with the specifications and instructions shall be rejected. The rejection of a bid shall be documented as to reason, date, time, and for which project or purchase.
5. At the date, time, and location specified, the sealed bids shall be opened, appropriate portions read aloud, and recorded.
6. If no bid is received on the first bid call the Board may elect to re-advertise and make a second call, or may enter into a contract without further call RCW 52.14.120(1).
7. Designated employees shall review all accepted and opened bids and make recommendation to the Fire Chief for approval. Unless otherwise allowed or dictated, bid awards shall be to the lowest responsible bidder as defined in RCW 39.04.010. "Best value" criteria may also be considered if the criteria for such was appropriately defined in the bid specifications, with price as a primary factor. The Fire Chief may officially award a bid on any previously approved budgeted item

without further Board action. Notification of bid award shall be provided to the Board at the next regularly scheduled board meeting and documented within the meeting minutes. Non-budgeted purchases, projects, or services require Board approval.

8. Once the bid has been awarded, the bid quotations obtained shall be recorded, open to public inspection, and available for telephone inquiry.
9. Notice of bid award shall be made to the successful bidder prior to providing notice to unsuccessful bidders.
10. If a low bidder claims error and fails to enter in a contract, he/she is prohibited from bidding on the same project if a subsequent call for bids is made for that project (RCW 39.04.107 and RCW 39.10.380).

BID BONDS

For projects exceeding \$35,000 the district may require bidders submitting bids for public works, to accompany their bid by a deposit in cash, certified check, cashier's check, or surety bond in an amount equal to 5% of the amount of the bid. Bids shall not be considered by the district unless the deposit is enclosed. This bid bond stipulation, if exercised, should be stated in the bid document. Bid bonds shall be required for projects exceeding \$500,000 unless otherwise waived by the Board of Directors. If so waived, the district must specifically document the conditions warranting such waiver.

CHANGE ORDERS

The district considers any alteration to a project during construction that is not consistent with the original bid specifications a "change order". Change orders shall not cause the project to vary from the scope of the original contract so much that it constitutes a separate project. Change orders falling outside the scope of the original contract are categorized as those that drastically altered the work in such a manner to require the contractor to perform duties materially different from those outlined in the original contract. All change orders should be documented and kept on file with the respective project documentation.

EXCEPTIONS/EXEMPTIONS TO COMPETITIVE BID REQUIREMENTS FOR PUBLIC WORKS AND PURCHASES

Competitive bidding requirements for public works and contracts for purchases of equipment, materials and supplies may be waived by the district for the following circumstances:

1. **Emergencies (RCW 39.04.280)** - *Emergencies may necessitate an immediate contract without waiting for a competitive bid process.* All retainage, prevailing wage, and bonding requirements still apply. An "emergency", as defined in RCW 39.04.280, means unforeseen circumstances beyond the control of the district that either, (1) present a real, immediate threat to the proper performance of essential functions; or

(2) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. The Fire Chief may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the district. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the Board of Directors or its designee and duly entered of record no later than two weeks following the award of the contract. If a federal or state emergency has been declared, a resolution shall be adopted by the Board of Directors that acknowledges the declaration and invokes RCW 39.04.280. An emergency caused by delay, inefficiency or failure to pay proper attention to maintenance does not qualify as an emergency for bidding purposes.

2. **Sole Source (RCW 39.04.280(1)(a))** - *Purchases that are clearly and legitimately limited to a single source of supply.* This includes materials, supplies, or equipment clearly and justifiably available from only one source, or consultants providing professional or technical expertise of such a unique nature that the consultant is clearly and justifiably the only practical source to provide the service. Used items may be considered sole source, provided a full factory warranty does not exist; this would require the item be purchased as new. Utilization of this exemption requires the following:
 - a. The district must be able to draft legitimate specifications that can only be met by one vendor.
 - b. The entity must document that a product meeting its specifications is only available through a single vendor. Typically the manufacturer will be able to issue a certificate of this status.
 - c. A Board Resolution must be adopted declaring sole-source and reciting the factual basis for the declaration. The resolution shall be recorded and open to public inspection. If the factual basis contains the requirement of a specific brand, the district must document why the brand is necessary and cannot be adequately substituted. Local preference (i.e. purchase from one vendor within district boundaries) does not qualify as factual basis.
 - d. The district shall make reasonable efforts to ensure that it is receiving the lowest price and best terms from the vendor.
3. **Special Facilities or Market Conditions (RCW 39.04.280(1)(b))** - Utilization of this exemption requires prior authorization through Board Resolution adoption. The resolution must recite the factual basis for the exception and shall be recorded and open to public inspection. Examples of such items qualifying under this exemption could include good deals that are available for a short period of time, such as a very good price on an exceptional piece of used equipment, or the chance to buy supplies at a going-out-of-business sale or similar event.

4. **Purchases of Insurance or Bonds (RCW 39.04.280)** – The district may waive competitive bidding requirements for the purchase of insurance or bonds.
5. **Washington State Competitive Contracts (RCW 43.19.005)** - Purchases made through contracts developed and authorized by the State of Washington Department of Enterprise Services (DES) shall be documented as such and contract information including title, number, and description, shall be recorded. The district shall maintain a Master Contracts Usage Agreement (MCUA) with DES to utilize this purchasing option.
6. **Auction Purchases (RCW 39.30.045)** – The district may purchase, supplies, equipment or materials at auctions (either in-person or via the internet). Utilization of this exemption must meet the following requirements:
 - a. The transaction must be an “auction” transaction where the district submits bids (or sequential bids) within a set timeframe, subject to the seller’s/auctioneer’s discretion to reject bids under certain conditions.
 - b. The district must demonstrate that the auction item was obtained at a competitive price by estimating a fair market value and comparing that to the total auction price which includes all applicable auction fees, commissions, shipping/handling and use tax charges.
 - c. Upper bidding limits for the individual performing the bidding shall be assigned and authorized by the Fire Chief.
7. **Purchases From Another Local Government (RCW 39.33.010)** – The district may purchase used equipment from another local or state agency by utilizing the process described in RCW 39.33.010.
8. **Purchases From The Federal Government (RCW 39.32-070-090)** – The district may purchase supplies, equipment, or materials from the US General Services Administration (GSA) provided the appropriate resolution is adopted by the District Board of Directors and an affirmative eligibility determination is received from GSA.
9. **Data Processing & Telecommunications Equipment, Software & Services (RCW 39.04.270)** – The district may acquire electronic data processing or telecommunication equipment, software, or services through competitive negotiation as follows:
 - a. A request for proposal (RFP) shall be prepared and published in a newspaper of general circulation at least 13 days before the last date on which the proposals will be received.
 - b. The RFP must identify significant evaluation factors, including price, and their relative importance.

- c. The district shall provide reasonable procedures for technical evaluation of the proposals received, identification of qualified sources, and selection for awarding the contract.
 - d. The award shall be made to the qualified bidder whose proposal is most advantageous to the municipality with price and other factors considered. The district may reject any and all proposals for good cause and request new proposals.
10. **Purchasing Cooperatives** – The district may purchase from cooperatives such as FireRescue GPO (for example, there are various others). In order to utilize this purchasing method, the district must meet the following requirements:
- a. Submit for review to the Finance Director, the contact information for the desired purchasing cooperative. Finance shall review the cooperative to determine if the district is eligible to become a member and if the cooperative is appropriate for district use.
 - b. Become an official member of the cooperative via contract or other membership enrollment requirement as outlined by the cooperative.
 - c. Follow additional cooperative purchasing criteria defined below under the “Cooperative Bid Awarding “Piggybacking” section of this policy.

Cooperative Bid Awarding “Piggybacking”

The district may elect to utilize the provisions of RCW 39.34.030 to allow purchasing or contracting through a bid awarded by another government or group of governments, provided the following requirements are met prior to purchasing from the bid award:

1. The district must confirm the *awarding agency* is a public agency as defined under RCW 39.34.020(1).
2. The district must enter into an interlocal agreement (ILA) with the *awarding agency* to utilize the bid award. For purchasing cooperatives the appropriate membership enrollment/contract requirements must be satisfied, additional ILA with the *awarding agency* within the cooperative is not necessary.
3. Advertising of the call for bids, RFQ, RFP, or other such request for competitive bids, must comply with the *awarding agency’s* own statutory requirements and either; a) post the bid or solicitation notice on a web site for a public agency, purchasing cooperative or similar service provider; or b) provide an access link on the state’s web portal to the notice.
4. The request for bids must have stipulated that other agencies are able to purchase or contract from the successful bidder or bidders under the terms of the awarded bid. This is to ensure the vendor or contractor is obligated to provide their product or

service to all involved parties at the same price and terms agreed to with the awarding agency.

5. The district may only utilize another agency's bid award as long as the awarding agency's minimum awarding requirements have been met. (For example, if the awarding agency must award to the lowest responsible bidder, the district may only use this award if the documentation is obtained proving the award was granted to the lowest responsible bidder.)
6. The district must confirm that the bid award is still open for purchases and the item being purchased is limited to only the item bid (only very minor changes are permitted).
7. The district shall obtain, verify, and retain the following documentation prior to purchasing from the awarding agency's bid. All documentation shall be reviewed and kept on file with the Finance Director.
 - a. *Awarding agency* properly advertised bid;
 - b. *Awarding agency* used bid process that met *awarding agency's* legal bid requirements;
 - c. Vendor agreed to open bid to other purchasers;
 - d. Bid is current and still open for purchases;
 - e. The district is purchasing the item bid with only very minor changes permitted.
8. If the district successfully verifies and documents the above requirements, the district can piggyback on the *awarding agency's* contract without further consideration of its own bidding requirements, even when the contract was awarded in manner that does not meet district bid law requirements.

Procurement Using Federal Funds

Procurements using federal funds must meet all of the applicable federal, state and local government specific requirements. The most restrictive threshold or method must be used. If there are no state laws or local policies that pertain to the item/service being procured, federal procurement standards will apply as outlined in Federal Uniform Guidance 2 CFR §200.

For associated federal grant funding cash management requirements refer to Marysville Fire District Policy - #6095 – Grant Funding – Authorization & Cash Management.

When federal funds are used for procurement of **goods** (furniture, supplies, and equipment):

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$10,000 and \$40,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases between \$40,000 and \$75,000 must be procured utilizing the district's vendor list procedure. If a vendor list is not established, the purchase must be publicly solicited utilizing the formal competitive bidding process of the district.
- Purchases between \$75,000 and \$250,000 must be publicly solicited utilizing the formal competitive bidding process of the district.
- Purchases of \$250,000 or more must be publicly solicited utilizing the more restrictive of either (1) the district's formal competitive bidding process, or (2) the federally prescribed sealed bid process as defined in 2 CFR §200.320.

When federal funds are used for the procurement of **public works projects**:

Federally funded projects must comply with both state (L&I) and federal (Davis-Bacon) prevailing wage requirements. As a result, contractors and subcontractors must pay the higher of the two rates for each worker classification regardless of the contract amount.

- Purchases of \$2,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$2,000 and \$30,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases between \$30,000 and \$250,000 must be procured utilizing the district's limited public works or small works process as applicable.
- Purchases of \$250,000 or more must be publicly solicited utilizing the more restrictive of either (1) the district's formal competitive bidding process, or (2) the federally prescribed sealed bid process as defined in 2 CFR §200.320. The more restrictive bonding requirements set forth by either district or federal guidance (2 CFR §200.325) shall apply.

When federal funds are used for the procurement of **professional services**:

- Purchases for Architectural/Engineering services shall be procured following the district's Architectural/Engineering procedures and in compliance with federal guidance. There is no threshold for A/E services, whereby price is not a factor in selection.
- Purchases of \$250,000 for all other professional services must be publicly advertised for competitive proposals (RFP/RFQ) as prescribed in federal guidance.

Procurement by **noncompetitive proposals**:

1. The item is only available from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from the competitive solicitation;
3. The awarding agency or pass-through entity expressly authorizes a noncompetitive proposals in response to a written request from the district.
4. After solicitation of a number of sources, competition is determined inadequate.

The district must maintain clear documentation supporting the applicable circumstances for noncompetitive proposals as well as obtain approval from the federal awarding agency.

Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs. Documentation of the verification of this status shall be maintained by the district.

Conflict of Interest

No employee, officer or agent may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. No employee, officer or agent of the district may solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontractors. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

ATTACHMENT A

Competitive Bids Checklist

Name: _____		Date: _____
Bid Name: _____		Bid Due Date: _____
Budget Line _____		Estimated Cost _____
Public Works _____	Product Purchase _____	Interlocal Purchase _____
Grant _____	Grant Amount _____	Grant Name _____
Estimated Contract Utilization Time _____		_____
Bid Specifications:		Initials
• Reviewed for compliance with policy		_____
Reviewer _____	_____	_____
• Contract/Agreement Stipulation		_____
• Notice of Interlocal Cooperative Agreement		_____
• MFD Contact		_____
• Bid Guarantee		_____
• Performance Bond		_____
• Prevailing Wage		_____
• Liability Indemnification		_____
• Start / Completion Date _____		_____
• Payment Terms, Liquid Damages _____		_____
• Warranties _____		_____
• Tax ID Number _____		_____

Bid Advertising:

Initials

- Bid Due Time /Date _____
- Bid Opening Location/Date _____
- Advertisement Location/Date _____
(Must be completed at least 13 days prior to submittal deadline)
- Web Site Posting Date _____

Bid Addendums

Initials

- Posting Due Date _____
- Parties of interest (name) _____
- Parties of interest (name) _____
- Parties of interest (name) _____
- Parties of interest (name) _____
- Parties of interest (name) _____
- Addendum 1 Date Posted _____
- Addendum 2 Date Posted _____
- Addendum 3 Date Posted _____

Bid Opening:

Initials

1. Bid Arrived Prior to Deadline (Name) _____
2. Bid Arrived Prior to Deadline (Name) _____
3. Bid Arrived Prior to Deadline (Name) _____
4. Bid Arrived Prior to Deadline (Name) _____
5. Bid Arrived Prior to Deadline (Name) _____
6. Bid Arrived Prior to Deadline (Name) _____
7. Bid Arrived Prior to Deadline (Name) _____
8. Bid Arrived Prior to Deadline (Name) _____
1. Bids Submitted Amount (Bidder/Amount) _____
2. Bids Submitted Amount (Bidder/Amount) _____
3. Bids Submitted Amount (Bidder/Amount) _____
4. Bids Submitted Amount (Bidder/Amount) _____

- | | | | |
|--|--|--|--|
| 5. Bids Submitted Amount (Bidder/Amount) | | | |
| 6. Bids Submitted Amount (Bidder/Amount) | | | |
| 7. Bids Submitted Amount (Bidder/Amount) | | | |
| 8. Bids Submitted Amount (Bidder/Amount) | | | |

Bid Award

Initials

- Awarded Bidder
- Non Barred Contractors/Vendors
- Notification of Bidder Date
- Contract/Agreement Signed Date
- Performance Bond(s)
- Notification of Board of Directors

*Attach meeting
minutes*

Change Orders (Description)**Amount****Date****Initials**

- _____
- _____
- _____
- _____
- _____
- _____

Contract Closeout**Notes/Date****Initials**

- Acceptance Date
- Complete and Submit Notice of Completion
<http://www.lni.wa.gov/FormPub/Detail.asp?DocID=2404>
Send to DOR, L&I, ESD
- Obtain Prevailing Wage Documentation
<https://fortress.wa.gov/lmi/wagelookup/searchforms.aspx>
- Sales Tax Paid
Written DOR Notice
- Workers Comp/Unemployment Paid
Written ESD Notice
- Retainage Released
\$35k or greater hold 5%, release once notified in writing by L&I,
DOR, and ESD that all prevailing wage, sales tax, and workers
comp/unemployment insurance premiums have been satisfied.

Interlocal (Piggyback) Purchasing

- Public Agency - Name
- Does agency bid specification allow for interlocal purchasing? (Y/N)

- Interlocal Purchasing Agreement - Date

- Minimum Bid Requirements Met?

Attach Documentation: advertisement, bidder list with proof of lowest bidder documentation, board minutes of bid award

Notes/DateInitials

Mandatory Bidder Responsibility Checklist for Public Works

Print and include with accompanying bid document. Attach applicable proof of licensing.

General Information	
Project Name:	
Bidder's Business Name:	Bid Submittal Deadline:
State License, Current UBI number, and Worker's Comp https://secure.lni.wa.gov/verify/ and https://secure.dor.wa.gov/gteunauth/	
License Number:	Status: Active: Yes <input type="checkbox"/> No <input type="checkbox"/>
Effective Date (must be effective on or before Bid Submittal Deadline):	Expiration Date:
UBI Number:	Account Closed: Open <input type="checkbox"/> Closed <input type="checkbox"/>
Worker's Comp L&I Account Number:	Account Current: Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Electrical & Elevator</u> Contractor MUST be licensed. Do they have an "Active" License Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
WA Debarred Contractors – http://www.lni.wa.gov/TradesLicensing/PrevWage/AwardingAgencies/DebarredContractors/default.asp	
Is the Bidder listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries? – Print Confirmation <div style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></div>	
Federal Debarred Contractors – https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf	
Is the Bidder listed on the Federal Excluded Parties List? Search using "Advanced Search" or "Multiple Names" – Print Confirmation <div style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></div>	
Washington State Employment Security Number (RCW 50)	
Contact successful Bidder to obtain Washington State Employment Security Number <div style="text-align: right;">ESD #:</div>	
L&I Prevailing Wage and Public Works Training Verification https://www.lni.wa.gov/TradesLicensing/PrevWage/files/ExemptFromTraining.pdf OR https://secure.lni.wa.gov/verify/	
Is the Bidder listed on the "Public Works Exemption Training List" – Print Confirmation <div style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></div>	
Has the Bidder completed the required Prevailing Wage and Public Works Training – Print Confirmation <div style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></div>	
Employee Certification	
Name:	Date Reviewed:

FOR PROJECTS EXCEEDING \$35,000**RETAINAGE RELEASE
CHECKLIST****Basic Information**

Project Name:		Invoice #:
Contractor's Name:		
Retainage Status		
<input type="checkbox"/> Agency Holding Retainage	<input type="checkbox"/> Escrow Agreement	<input type="checkbox"/> Retainage Bond
Retainage Amount (Calculate % of contract excl. taxes)	<input type="checkbox"/> 10% (Project between \$35k -- \$150K; performance bond waived)	<input type="checkbox"/> 5% (Project above \$35k AND performance bond obtained)
Dates		
Completion Date	Final Acceptance Date	45 Days from Completion Date

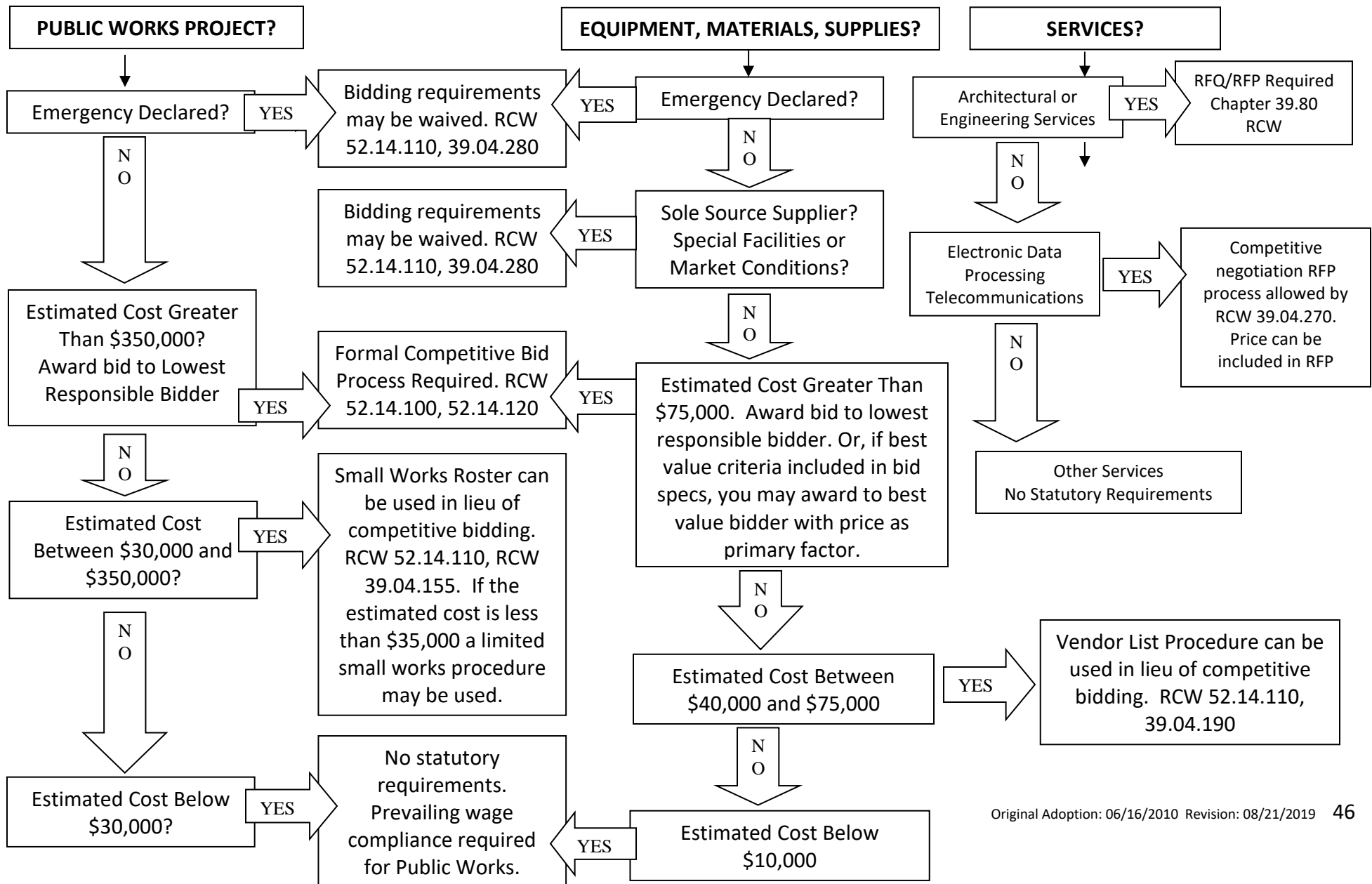
Documentation Required

Description:		Responsible Party:	Date Recvd or Compltd:
Acceptance Notices			
<input type="checkbox"/>	Final Acceptance Letter (to Contractor)	Facilities	
<input type="checkbox"/>	Notice of Completion of Public Works Contract to DOR	Finance	
<input type="checkbox"/>	Notice of Completion of Public Works Contract to ESD	Finance	
<input type="checkbox"/>	Notice of Completion of Public Works Contract to L&I	Finance	
Releases from State Agencies			
<input type="checkbox"/>	Department of Revenue Certificate of Payment of State Excise Taxes by Public Works Contractor	Dept of Revenue	
<input type="checkbox"/>	Employment Security Department Certificate of Payment of Contribution, Penalties & Interest on Public Works Contract	Employment Security	
<input type="checkbox"/>	Department of Labor and Industries Employer Liability Certificate	Labor & Industries	
Prevailing Wages			
<input type="checkbox"/>	Statements of Intent to Pay Prevailing Wages	<input type="checkbox"/> Contractor <input type="checkbox"/> All Subcontractors	
<input type="checkbox"/>	Affidavits of Wages Paid	<input type="checkbox"/> Contractor <input type="checkbox"/> All Subcontractors	
Other			
<input type="checkbox"/>	Certificate of Payment of Labor and Materials	Contractor	
Claims and Liens Against the Retainage and Payment Bond			
<input type="checkbox"/>	Type of Action*	Claimant	Amount
			Date Received

ATTACHMENT B

BID LAW MATRIX – DISTRICT FUNDS

(For federal funds expenditure, refer to section labeled "Procurement Using Federal Funds" to identify if more restrictive thresholds apply.)



MARYSVILLE FIRE DISTRICT

AGENDA BILL

MARYSVILLE FIRE DISTRICT BOARD MEETING DATE: August 21, 2019

AGENDA ITEM: All American Leadership Program Proposal	AGENDA SECTION: New Business
PREPARED BY: Martin McFalls, Fire Chief	
ATTACHMENTS: Consultant Proposal Outline	
BUDGET CODE: 522.45.410	AMOUNT: \$18,000
<p>SUMMARY:</p> <p>On July 22, 2019 the Planning Committee, consisting of Board Members, Staff and a Labor Representative listened to a proposal from the CEO of All American Leadership. This group would provide consulting services for the Marysville Fire District. MFD participants would be guided through a value clarification and trust building process. As the MFD embarks on the new path of a Regional Fire Authority, this workshop will provide an opportunity to understand and improve organizational vision, direction and culture. This presentation was well received by the Planning Committee and will serve as Phase 1 of 2, toward the development of a Community Based Strategic Plan that will be completed in 2020.</p> <p><u>Timeline/Location:</u></p> <p>All American Leadership would perform the outlined consultation services October 22 & 23rd at Fire Station 62 – Days 2 & 3 of the Annual Retreat.</p> <p><u>Cost/Budget Approval:</u></p> <p>\$18,000</p> <p>Budget Approval needed for current MFD Budget - \$4,500 (there is currently \$2,000 remaining in the Contracted Instructors/Evaluators line item). This amount is due prior to the service date and must be processed in the September A/P process.</p> <p>Remaining contract balance of \$13,500 would be appropriated in the 4th Quarter 2019 RFA budget being adopted on 10/01/2019.</p>	

RECOMMENDED ACTION: Board approval of the All American Leadership Services contract and budget appropriation, and authorization for Fire Chief, Martin McFalls to execute the agreement.



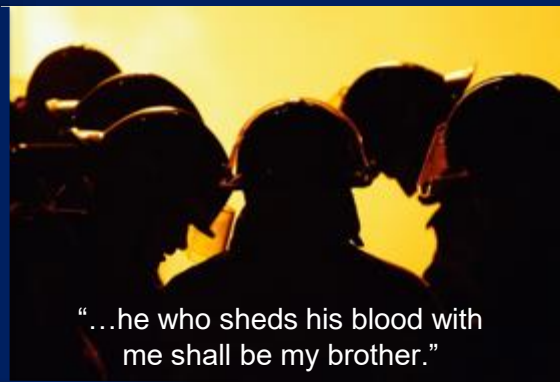
*Purpose, Values, and
Leadership Fundamentals Workshop*
PROPOSAL



Proposed Dates: Summer-Fall, 2019



Marysville Regional Fire Authority



Mission & Values Workshop: A Purpose greater than self:

Studies have shown that until or unless, an individual, team or organization can shift to a purpose that focuses on the needs and interests of others (or society), its performance, impact and permanence will be limited, sporadic, and unpredictable.

We are highly social animals and, through evolution, our very survival has been dependent upon the success of the entire team or tribe, not just the individual.

Our values drive our judgment and behaviors.

Our behaviors shape our culture.

In a world of complexity, our values provide clarity and enable simplicity.

They drive our philosophy, our policies and decisions.

They influence who joins our team, and who stays.

They enable us to act nimbly and with confidence in the absence of specific guidelines, policies, processes, or procedures.

Our values are what collectively bind and move our team forward.

When our values become a living entity, something that is recognized, lived, and celebrated every day, they become our *ethos*.



Purpose & Values (*Ethos*) Workshop

Day I - Program Outline

Morning Session: Introduction to Purpose & Ethos

Purpose

- Setting the Stage
- Relevance and Importance of Purpose Today
- Examples of WHY!
- Drilling Down to Purpose

Afternoon Session: Culture Counts- Uncovering your Ethos

Core Values

- ETHOS
- Where to Start
- What is Important to You, to Us? What do We Stand for?
- Bringing it All Together
- Bringing Your Ethos to Life
- Questions/ Takeaways





Leadership Fundamentals

Regardless of the setting, elite training brings up similar images: physical and emotional demands, re-examining old thinking and introducing new ideas. Something most high-performing teams and organizations share is that they have experienced a transformation, individually and collectively. Each individual has made a personal commitment, both to themselves and the team, to be their best personal self, to demonstrate positive personal leadership, and to consistently execute with excellence. They commit to a common purpose and values, accept great challenges, and effectively deliver on the shared objectives of the organization – each individual taking on and owning just a little more than their share.

This session will explore these principles to establish a common framework for individual and team leadership development. While true character based leadership takes time, a lifetime in fact, of commitment, practice, and even failure as part of the learning and developmental process, this session will provide a powerful first step to honing and developing the skills that will ultimately result in both individual and team success.

Prepare to be moved!



Leadership Fundamentals

Day II - Program Outline

Morning Session: Finalizing Purpose and Values*

Overnight reflections

Living and Celebrating Your Ethos

Late Morning & Afternoon Session: Leadership Fundamentals

Leading Self: Building Leaders of Character

Leading *in* Relationships: Empathy & Emotional Intelligence

Leading *in* Teams: The Role of Trust

Leading *in* Organizations: Positive Accountability

Closing Comments / Takeaways

**Sessions the second day will be adapted to the needs of the group after first day is completed*



All American Leadership Introduction Program Facilitators



**Rick Rochelle, Director of Public Service Leadership
All American Leadership**

**BS Engineering, Princeton; MS Ecology, Colorado State University
National Wildfire Coordinating Group L-380 lead instructor
W-EMT 26 years, SAR team member
Senior Faculty, National Outdoor Leadership School
(leader development expeditions on 6 continents, 335 field weeks over
31 years)
Former director, NOLS Professional Training
Collegiate wrestler, Ultra-runner (14 x 100-mile races)**

Leadership & Culture Development work with:

**NASA Wildland firefighters US Naval Academy (both faculty and midshipmen)
Google Urban firefighters Los Angeles Area Fire Chief's Assoc.
Nine of the top 20 U.S. MBA programs (including Wharton, Booth, Cornell, Columbia, and others)**



**Rob Nielsen, CEO
All American Leadership**

**US Military Academy, West Point
Captain, US Army Aviation
Scout & Attack Helicopter Pilot
Paratrooper Qualified
All American Water Polo Player
Brigade Boxing Champions
Meritorious Service Medal**

Leadership & Culture Development work with:

U.S. Naval Special Warfare Center Arthur J. Gallagher & Company Wholesale Capital Corporation Los Angeles Area Fire Chiefs Assoc. San Diego County Fire Chiefs Association	Toyo Tires USA Shearer's Foods Spireon Corp. Los Angeles Angels Amazon/JLL	Utility Trailer Mfg. AIP Aerospace Citizens' Nat'l Bank Yokohama Rubber WhiteHat Security
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All American Leadership Introduction Program Facilitators



**Doug Kunzman, Captain, US Navy (Ret),
Director, Leadership Development
All American Leadership**

**BS, University of New Mexico
MA, Washington State University
Former Asst. Professor, University of Idaho
Former Asst. Professor, Washington State University
Former Commander, Destroyer Squadron Nine
Former Commander, Regional Support, Pac Northwest
Legion of Merit
Meritorious Service Medal
Joint Service Medal**

Leadership & Culture Development work with:

**Blue Origin
Multiple Fire & Rescue Departments
U.S. Navy**



All American Leadership Introduction

Our Purpose & *Ethos*



Our Purpose:

To inspire, empower, and challenge leaders to develop and sustain high performing cultures.

Our Ethos:

Character
Empathy
Trust
Ownership
Learning



All American Leadership Introduction

Leadership Development From Leaders Who Have Led



All American Leadership is a unique team of experienced leaders, each committed to investing focused energy and guidance to inspire each individual or team we work with, empower them with the tools they need, and then challenge them to achieve extraordinary performance. We understand what it takes, whether to develop a leader of character, or to build and sustain an elite culture, because we've done it before.

Our AAL team brings decades of real world leadership experience and success. Service Academy graduates (West Point, Annapolis, and Air Force), Navy SEALs, Decorated Combat Commanders, Marines, Aviators, PhDs, as well as senior business leaders, senior fire service officers, outdoor leadership expedition leaders, and others - AAL faculty members know what it takes to lead and what it takes to develop leaders in dynamic, complex environments.

It is who we are. It is what we do.



All American Leadership Introduction

Leadership Development From Leaders Who Have Led



- Former Deputy Commandant of U.S. Military Academy at West Point
- Former Commandant of The Citadel
- Former Dir. Leadership & Professional Development, U.S. Naval Academy
- Former Exec. Dir. Character & Leadership Development, U.S. Air Force Academy
- Former Chief of National Leadership Training for Air Force ROTC
- Former Commander All SEAL Teams on the East Coast
- Former Air Force Rep. to Secretary of Defense on Ethics and Professionalism
- Former Commander, Naval Special Warfare Center
- Former Commander, Destroyer Squadron Nine
- Global Expedition Leaders (Incl. NASA, Google, USNA & Top Business Schools)
- Former Fire Chief; Cities of Anaheim, San Diego, Orange County Fire Authority
- Multiple Combat Commanders
- Multiple Recipients of the Legion of Merit
- Multiple Recipients of the Bronze Star for Valor
- Multiple Professors of Leadership
- Multiple Division I Collegiate Athletes



Purpose Workshop Proposal

Mission, Values and Leadership Fundamentals Workshop

Components/Assumptions:

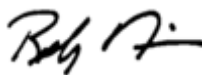
Proposed Program Dates:	September or October, 2019
Cohort Size:	50-60 Participants
Facilitators:	Two Person Facilitation Team
Developmental Sessions:	Two x Day-long Sessions (0800 – 1700)
Follow-Up Advisory Sessions:	Included, Unlimited (<i>Ad Hoc</i> upon requested)
Location(s):	TBD
Program Cost:	\$18,000*

*Includes: All Training materials, Travel, and Facilitation costs plus 25% Fire Service Discount

Accepted By:

Signature

Date



6-5-2019

Signature

Date

Rob Nielsen

CEO, All American Leadership, LLC

(Name, Title)



Purpose Workshop References

References:

The following individuals are among those who have offered to serve as references regarding the content, scope, deliverables, and outcomes resulting from the All American Culture & Leadership Solutions and Programs:

Doug Dahl

Fire Chief

South Snohomish County Fire & Rescue Reg. Fire Auth.

(425) 754-0434

ddahl@southsnofire.org

Scott Haberle

Fire Chief

City of Monterey Park, CA

(626) 307-1264

SHaberle@MontereyPark.ca.gov

Eric Garcia

Fire Chief

City of Burbank, CA

(714) 293-7471

egarcia@burbankca.gov

Chris Donovan

Fire Chief

City of El Segundo, CA

(310) 524-2219

cdonovan@elsegundo.org

Martin Serna

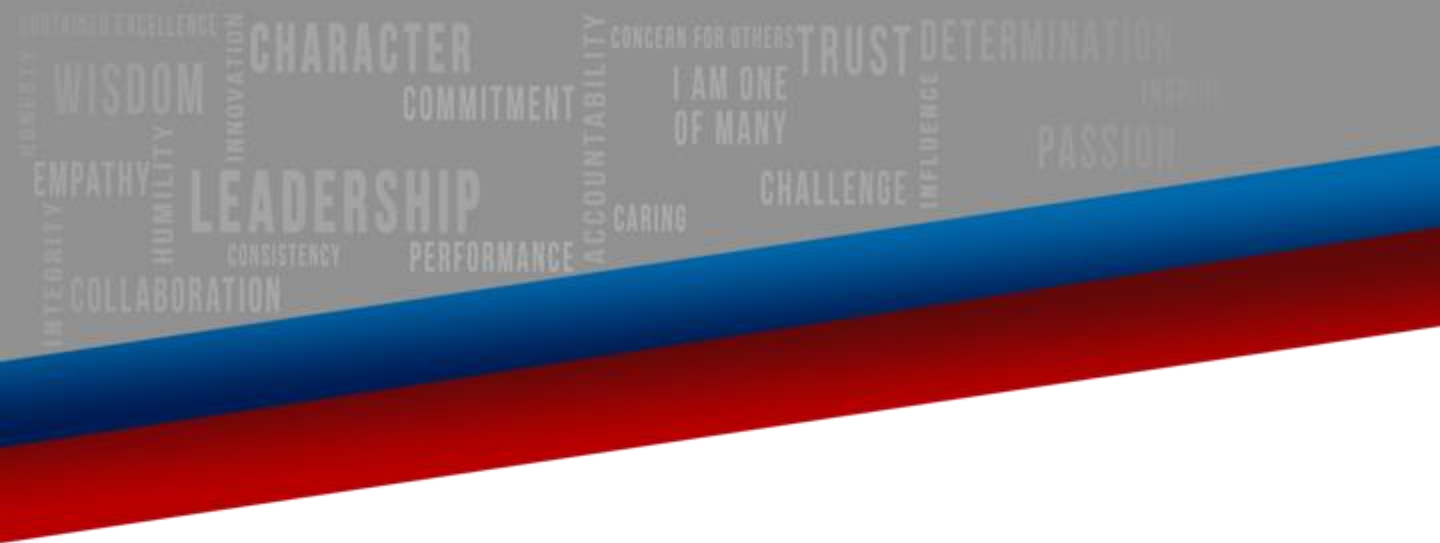
Fire Chief

City of Torrance, CA

(310) 678-0442


mserna@torranceca.gov





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September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 <i>Union Meeting</i> 7:30am St. 62	5	6 <i>Sno Isle Commissioners</i> Central Whidbey 7:30pm	7
8	9	10	11 	12 <i>Packets Distributed</i>	13	14
15	16	17 <i>EMS Committee Meeting</i> 4:30 pm	18 <i>Board Meeting</i> 6:00 pm City Hall	19	20	21
22	23	24	25	26	27	28
29	30	