

**PRELIMINARY AGENDA**  
**MARYSVILLE FIRE DISTRICT RFA BOARD OF DIRECTORS**  
**Special Meeting – Public Hearing**  
**October 1, 2019 – 10am – Marysville City Hall**

- 1. Call to Order/Flag Salute (Martin McFalls)**
- 2. Opening Remarks by Legal Counsel Regarding Formation of Regional Fire Authority (Grant Weed)**
- 3. Oath of Office – Board Members and Secretary To The Board (Grant Weed)**
- 4. Selection of Board Chair/Vice Chair (Grant Weed)**
- 5. Audience Participation**
- 6. Adopt Master Resolution 2019-001 to include Resolutions 2019-009 thru 2019-031 (Brett Vinson and Chelsie McInnis)**
- 7. Conveyance Resolutions (Grant Weed)**
  - A. Resolution 2019-002 Real Property
  - B. Resolution 2019-003 Rolling Stock
  - C. Resolution 2019-004 Personal Property
  - D. Resolution 2019-005 Fund Balance
- 8. Budget Hearing for 10-19-19 to 12-31-19 RFA Budget (Chelsie McInnis)**
  - A. Resolution 2019-006 “Adopting the 2019 Fourth Quarter RFA Budget”
- 9. Transfer and Assignment of Existing Agreements To RFA (Brett Vinson)**
  - A. Resolution 2019-007 “Accepting Transfer and Assignment of all Existing Agreements”
- 10. Interlocal Agreement for IT Services with City of Marysville (Discussion) (Brett Vinson)**
- 11. Interlocal Agreement for Fire Marshal Services (Brett Vinson)**
- 12. Letter of Understanding Regarding Facility Use – Public Safety Building (Brett Vinson)**
- 13. interlocal Agreement Appendix with Washington Cities Insurance Authority (Steve Edin)**
- 14. Committee Assignments (Chairperson)**
- 15. Approval of Regular Meeting Time and Location (Grant Weed)**
  - A. Resolution 2019-008 “Establishing Regular Meeting Date, Time, Location”
- 16. Call On Board Members and Staff (Chairperson)**
- 17. Adjournment**

**THE PUBLIC IS INVITED TO ATTEND**

***Special Needs***

*The Marysville Fire District strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources Department, (360) 363-8510, at least five business days prior to any District meeting or event if any accommodations are needed. For TDD users, please use the state’s toll-free relay service, (800) 833-6384, and ask the operator to dial the Marysville Fire District main number.*

MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-001;

A RESOLUTION OF THE MARYSVILLE FIRE DISTRICT, A  
REGIONAL FIRE AUTHORITY, AUTHORIZING THE ADOPTION  
OF GOVERNING RESOLUTIONS AND OPERATIONAL POLICIES  
AND STANDARDS.

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, pursuant to that certain Agreement for Joint Operations of Fire and Emergency Medical Protection Facilities dated April 18, 2016, as amended by amendments one through four thereto (the "Agreement"), the City and District 12 continued the relationship established by agreement in 1991 and established a Consolidated Fire Department known as the Marysville Fire District; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to RCW 52.26.030 and 52.26.040 the City and the District formed an RFA Planning Committee to evaluate the feasibility of creating a new and separate regional fire authority to provide the fire protection and emergency services within the boundaries of the City and the District; and

**WHEREAS**, the members of the Planning Committee included the Marysville Mayor, three City Council members and the three Fire District Commissioners. Over a period of several months, the Planning Committee met and created a Marysville Fire District Regional Fire Authority Plan ("Plan") providing for the governance, design, financing, and development of fire protection and emergency services; and

**WHEREAS**, the Planning Committee held its final meeting on November 27, 2018, and unanimously recommended the City Council and District Commissioners approve and adopt the Plan by Joint Resolution; and

**WHEREAS**, pursuant to City Resolution No. 2460 passed February 11, 2019, and District No. 12 Resolution No. 2019 A-1 passed February 20, 2019, the City and District approved and adopted the Plan which certified the Plan to be placed on the ballot for approval pursuant RCW 52.26.060; and

**WHEREAS**, authority to form a Regional Fire Authority is set forth in RCW Chapter 52.26 which requires that voters of the area affected by the Plan must approve the formation of a Regional Fire Authority; and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that “[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority.”; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to “exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority” which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, both the Marysville Fire District, a consolidated fire department, and the Snohomish County Fire Protection District No. 12 had adopted governing resolutions and operational policies with differing resolution numbers and which upon adoption of this Resolution will be consolidated and renumbered as reflected in Exhibit A; and

**WHEREAS**, the Marysville Fire District, a regional fire authority, desires to adopt by reference the operational and tactical policies and governing policies and regulations as referenced in Exhibit A, and to further adopt amended governing policies and resolutions as reflected in Exhibit B; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

Section 1. Adoption. The Marysville Fire District, a regional fire authority, does hereby adopt this Resolution consolidating and renumbering and adopting by reference the governing Resolutions and Operational and Tactical Policies as reflected in Exhibit A and further adopting those governing Resolutions and Operational and Tactical Policies as reflected in Exhibit B.

Section 2. Ratification. The Marysville Fire District, a regional fire authority, does hereby ratify and confirm all prior acts consistent with this Resolution occurring prior to its adoption.

Section 3. Copies. A copy of all policies and resolutions adopted hereby will be kept on file at the Marysville Fire District’s administrative office and shall be available for inspection upon request.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

ADOPTED by the Marysville Fire District, a regional fire authority, this 1<sup>st</sup> day of October 2019 by majority vote of the members.

BOARD OF DIRECTORS

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Board Chairperson

ATTEST:

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District Secretary



## EXHIBIT A

## MARYSVILLE FIRE DISTRICT

### REGIONAL FIRE AUTHORITY FORMATION RESOLUTION ADOPTION INDEX & SUMMARY OF CHANGES

*All resolutions have incorporated administrative updates such as dates, names, titles, and agency definition recitals. Other specific content related changes have been listed below.*

NEW RESOLUTION #	PRIOR RESOLUTION #	PURPOSE	SUMMARY OF CHANGES
<b>2019-001</b>	NEW	<b>MASTER RESOLUTION ADOPTION</b>	<b>NEW - Group adoption of referenced resolutions for RFA startup, adoption of District Policy chapters 1000-9000, and authorization for board chairperson to sign all future resolutions of the board</b>
<b>2019-009</b>	2019B-2	Establishment of County Funds and Appointment of Personnel	Update County Fund names; add electronic transfer authority from revolving/depository accounts to County Funds
<b>2019-010</b>	2015B-9	Authorizing Fire Chief to Sign and Execute Documents	
<b>2019-011</b>	NEW	Appointing Agent to Receive Claims Against the District	Existing for FD12, new for RFA
<b>2019-012</b>	2009B-9	Investment of Monies in Snohomish County Investment Pool	
<b>2019-013</b>	2009B-1	HRA VEBA Plan	
<b>2019-014</b>	2015B-2	Participation in WA State Deferred Comp Program	Updated to new prescribed DRS format
<b>2019-015</b>	NEW	Participation in WA State DRS PERS Program	NEW - Prescribed DRS format
<b>2019-016</b>	2011B-8	Participation in WFCIA Insurance Program	
<b>2019-017</b>	2017B-3	Establishing Minimum Balances for Depository Accounts	
<b>2019-018</b>	2011B-2	Establish Travel Fund & Assign Custodian	
<b>2019-019</b>	2011B-3	Establish Petty Cash Fund & Assign Custodian	Update definition of valid purchases to be consistent with district policy
<b>2019-020</b>	2019B-1	Part-Time Firefighter Program/Compensation Authorization	
<b>2019-021</b>	2019B-6	Ambulance Billing Transport Authorization	
<b>2019-022</b>	2005B-5	Returned Check Fees	
<b>2019-023</b>	NEW	Purchasing From General Services Administration	NEW - Authorize the district to purchase from of the Federal Government General Services Administration (GSA) contracts
<b>2019-024</b>	2007B-5	Small Works Roster Process & MRSC Participation	Removes detailed procurement procedure and reference district policy
<b>2019-025</b>	2014B-5	Appointing public Records Officer	
<b>2019-026</b>	2014B-4	Order Covering Indexes For Public Records	
<b>2019-027</b>	2008B-2	Outdoor Burning	Removes land clearing provision consistent with existing regulations
<b>2019-028</b>	2006B-1	Adoption of National Incident Management System (NIMS)	
<b>2019-029</b>	NEW	Hazard Mitigation Plan Update	Existing for FD12, new for RFA
<b>2019-030</b>	2001-1	Annual Awards Banquet	Removes appropriation limits and references district budget document
<b>2019-031</b>	NEW	Authorizing Board Chairperson as Only Signatory to Resolutions	NEW - Authorizes the board chairperson as the only signatory member to resolutions after adoption by the majority vote of members.

# MFD RFA 1000 Series Policy Adoption - Master Index & Summary of Changes/Proposed Updates

Submitted for adoption 10/01/2019

*All policies listed below have incorporated administrative updates such as names, titles, and agency definitions. Other specific content related changes have been listed below.*

PROPOSED FOR REVISION & ADOPTION - ONLY ADMINISTRATIVE REVISIONS				6
Old #	New #	Name	Summary of Significant Changes/Updates	
1045	1030	Secretary	None	
1060	1045	Policy Manuals	None	
1130	1110	Board Member Insurance	None	
1140	1120	Annual Goals and Objectives	None	
1145	1125	In-Service Conferences for Board Members	None	
1150	1130	Liaison with Washington Association of Fire Commissioners	None	
PROPOSED FOR REVISION & ADOPTION - CONTENT REVISIONS				15
Old #	New #	Name	Summary of Significant Changes/Updates	
1000	1000	Legal Status and Operations	Update to reflect proper RCW reference and entity structure	
1005	1005	Governing Board Structure	Retitle from "Number of Members and Terms of Office"; Insert reference to RFA Plan & RCW language; remove irrelevant commissioner language	
1025	1010	Oath of Office for RFA Board of Directors and Board Secretary	Assign oath of office to RFA board members and secretary	
1055	1040	Adoption/Amendment of Policies and Administrative Procedures	Define the policy series applicable to 6 month trial period; Combine 1065 into and Retitle	
1075	1055	Audit of Expenditures	Update title of confirmation of expenditures to "Auditing Officer"	
1085	1065	Meetings Executive or Closed Session	Remove detailed language and reference RCW	
1090	1070	Meetings - Agenda and Quorum	Clarify quorum requirements	
1095	1075	Meetings - Conduct and Order of Business	Language clarifications	
1100	1080	Audience Participation	Add 3 minute maximum per audience participation, Formal presentations require pre-approval from Chief, remove residential requirements.	
1105	1085	Meeting Minutes	Add clause for posting to website, reflects current practice	
1115	1095	Conduct of Public Official	Updated with relevant RCW language	
1120	1100	Conflicts of Interest	Update to reference RCW and Fiscal Management Policy #6065 "Related Party Transactions"	
1125	1105	Board Member Expenses	Add reference to Fiscal Management Policy #6090 - "Travel Expenses"; combine 1155 "Memberships & Subscriptions"	
1135	1115	Board Member Compensation	Insert RCW reference	
NEW	1135	Annual Awards Banquet	New, accompanying resolution will be adopted	
PROPOSED FOR REVISION & ADOPTION - FURTHER REVISIONS NEEDED				7
Old #	New #	Name	Summary of Significant Changes/Updates	
1030	1015	Annual Organizational Meeting	Marked for further updates needed	
1035	1020	Officers of the Board: Chairperson	Insert RFA Plan reference; Marked for further updates needed	
1040	1025	Duties of Individual Board Members	Marked for further updates needed	
1050	1035	Consultants	Marked for further updates needed; possibly move to fiscal management series	
1070	1050	Suspension of Policy	None, possible further updates needed	
1080	1060	Meetings	Update RCW references and marked for further updates needed	
1110	1090	The Mission of the Marysville Fire District Board of Directors	Mark for further revisions; move bullet from section 1 to section 3	

## MFD RFA 1000 Series Policy Adoption - Master Index & Summary of Changes/Proposed Updates

Submitted for adoption 10/01/2019

*All policies listed below have incorporated administrative updates such as names, titles, and agency definitions. Other specific content related changes have been listed below.*

REMOVED - IRRELEVANT OR HAVE BEEN COMBINED INTO OTHER POLICIES				10
Old #	New #	Name	Summary of Significant Changes/Updates	
1010	N/A	Elections for Fire Commissioners	Remove, not applicable to RFA	
1015	N/A	Resignation of Fire Commissioners	Remove, not applicable to RFA	
1020	N/A	Vacancies for Fire Commissioners	Remove, not applicable to RFA	
1045-1	N/A	Secretary Oath of Office	Remove, not needed	
1065	N/A	Administrative Procedures	Remove, Combined into 1055, no other revisions	
1080-1	N/A	Meetings Procedures	Remove, Combine into 1080 policy	
1095-1	N/A	Meetings - Parliamentary Procedure	Remove, "Robert's Rules of Order" referenced in main body of Policy 1095	
1125-1	N/A	Board Member Expense Procedures	Remove, Defined in policy #6090	
1155	N/A	Memberships and Subscriptions	Remove, Combine into 1125	
Ref	N/A	1000 Series Legal Reference Document	Remove, Not necessary and cumbersome to keep updated with applicable references	

# MFD RFA 6000 Series Policy Adoption - Master Index & Summary of Changes/Proposed Updates

Submitted for adoption 10/01/2019

*All policies listed below have incorporated administrative updates such as names, titles, and agency definitions. Other specific content related changes have been*

## PROPOSED FOR REVISION & ADOPTION - ADMIN ONLY REVISIONS 14

No.	Name	Summary of Significant Changes/Updates
6000	Goals	None
6007	Self-Insurance: Unemployment Compensation	None
6035	Disposal of Surplus Property	None
6040	State Federal Mobilization Fee Schedule	None
6045	Investment of Funds	None
6050	Purchasing Authorization, Control, and Purchase Orders	None
6055	Purchasing: Bids and Contracts	None
6060	Vouchers Certification and Approval	None
6065	Related Party Transactions	None
6067	Ambulance Billing	None
6075	Financial Reporting	None
6080	Audits	None
6085	Food and Beverage Expenses (Non-Travel)	None
6095	Grant Funding - Authorization & Cash Management	None

## PROPOSED FOR REVISION & ADOPTION - CONTENT REVISIONS 11

No.	Name	Summary of Significant Changes/Updates
6005	Budget & Funds	Define County Treasurer as financial agent & list new RFA funds; add RCW for add'l fund setup Add current revenue note to funding types on apparatus & capital Increase minimum fund balance from 2 months (16.66%) to 3 months (25%) of annual district operating budget (exclusive of inter-fund transfers)
6010	Fiscal Year and Basis of Accounting	Retitled from "Fiscal Year and Open Period"; remove open period option; insert basis of accounting
6015	Property Tax Levy	Retitle from "General Levy"; insert RCW reference
6020	Benefit Charge	Removed detailed language and inserted reference to RCW requirements.
6025	Debt and General Obligation Bonds	Removed detailed language and inserted reference to RCW requirements.
6030	Donations	Retitled from "Gifts"; insert RCW reference
6052	Purchasing: Vendor Charge Accounts and Credit Cards	Increase tip allowance to 20%
6053	Purchasing: Motor Vehicle Fuel	Add "pre-approval" for private use vehicle per diem; identify "Chief Officer" for approval
6070	Cash Receipting and Bank Accounts	Add ability to transfer funds electronically to Sno Co Treasurer from Ambulance Billing Acct (reflects current practice)
6090	Travel Expenses	Increase per diem to \$50 per full day of district authorized travel
6097	Capital Asset Management System	Add Finance Director review of annual inventory reports (reflects current practice) Inserted Attachment B to policy (already existed in separate document)

**MARYSVILLE FIRE DISTRICT**  
**MASTER INDEX**  
**POLICIES - 1000 to 9000 Series**  
**TACTICAL OPERATING GUIDELINES**

**1000 SERIES INDEX - BOARD OF DIRECTORS**

1000	Legal Status and Operations
1005	Governing Board Structure
1010	Oath of Office for RFA Board of Directors and Board Secretary
1015	Annual Organizational Meeting
1020	Officers of the Board: Chairperson
1025	Duties of Individual Board Members
1030	Secretary
1035	Consultants
1040	Adoption/Amendment of Policies and Administrative Procedures
1045	Policy Manuals
1050	Suspension of Policy
1055	Audit of Expenditures
1060	Meetings
1065	Meetings Executive or Closed Session
1070	Meetings - Agenda and Quorum
1075	Meetings - Conduct and Order of Business
1080	Audience Participation
1085	Meeting Minutes
1090	The Mission of the Marysville Fire District Board of Directors
1095	Conduct of Public Official
1100	Conflicts of Interest
1105	Board Member Expenses
1110	Board Member Insurance
1115	Board Member Compensation
1120	Annual Goals and Objectives
1125	In-Service Conferences for Board Members
1130	Liaison with Washington Association of Fire Commissioners
1135	Annual Awards Banquet

**2000 SERIES INDEX - PERSONNEL**

2100	Introduction
2105	Applicability of Personnel Policies
2200	Equal Employment Opportunity
2205	Anti Harassment
2206	Unlawful Retaliation
2207	Investigation and Resolving Complaints
2210	Collective Bargaining
2215	Whistleblower
2220	Rules of Conduct
2225	Conflicts of Interest
2230	Uniform and Dress Code
2235	Commercial Driver's License/Substance Abuse
2240	Inability to Report to Work

2245	Meritorious Service
2250	Reimbursement for Personal Loss
2255	Disciplinary Policy
2260	Electronic Communication and Technology Policy
2300	Fire Chief
2305	Organization of Employees
2310	Evaluation of the Fire Chief
2315	Employee Position
2320	Recruitment
2325	Employment of Chief
2330	Employment Status
2400	Non Represented Employee Benefit Plan
2405	Retirement Programs
2410	Limited Duty Assignment
2415	Non Represented Work Schedule
2420	Promotions
2425	Hours of Work Overtime and Compensation Time
2430	Continuance of Health Insurance (COBRA)
2500	Solicitations Endorsement of Gifts
2505	Drug and Alcohol Free Workplace
2510	Smoking and Tobacco Use
2515	Resolution of Employee Complaints
2600	FMLA and Other Leaves
2605	Military Related Leaves
2610	Leave of Absence
2615	Unauthorized Leave/Unrepresented
2620	Emergency Leave
2625	Modified Duty During Pregnancy
2700	Part Time Firefighter
2705	Board For Volunteer Firefighters
Appendix A	2230:Uniform Policy Insignia placements

### **3000 SERIES INDEX - COMMUNITY RELATIONS**

3000	Goals
3005	Annual Report
3010	Governmental Relations
3015	Media Relations
3020	Use of Facilities
3025	Loans of Fire District Owned Property
3030	Public Access to Fire District Records (Relocated to Public Records Document)
3030-1	Public Access to Fire District Records (Relocated to Public Records Document)
3035	Complaints Regarding Staff or Programs
3040	Cooperative Programs with other Fire Districts or Public Agencies
3045	Mutual Aid
3050	Fire Safety Education
3055	Burning Regulations
3060	Fireworks Display
3065	Social Media Use Policy
3070	Facebook Policy

3075 Marysville Fire District Twitter Policy

#### **4000 SERIES INDEX - OPERATIONS**

4000	Goals
4005	Station Log Books
4010	Equipment Maintenance
4020	Driver Program
4021	Department Vehicle Use
4025	Non Emergent and Emergent apparatus Opertation
4030	Communications and Radio Procedures
4035	Multiple Casualty Incident Plan
4040	Zone Responses
4045	Technical Rescue
4055	Civil Disturbance
4057	Assistance to Law Enforcement
4060	Bomb Threat
4065	Explosives
4070	Storm Damage
4075	Earthquake
4075-1	Windshield Survey Form
4080	Crime Scenes and Fatalities
4082	Active Shooter
4085	Child and Vulnerable Adult Abuse and Neglect Procedures
4090	Helicopter Response and Scene Safety Considerations
4095	Reports
4100	Emergency Operations Center
4105	Fire Investigations
4125	Outdoor Burning Regulations
4130	Incident Management
	County IMS Policy 2017
	Fire Radio Procedures Manual Update
	SCEMS Protocols 2017

#### **5000 SERIES INDEX - NON-SERVICE OPERATIONS**

5000	Goals
5005	Property Records
5010	Risk Management
5015	Liability Insurance
5020	Property Damage
5025	Records Management
5025-P	Records Management Procedures

#### **6000 SERIES INDEX - FISCAL MANAGEMENT**

6000	Goals
6007	Self-Insurance: Unemployment Compensation
6035	Disposal of Surplus Property
6040	State Federal Mobilization Fee Schedule
6045	Investment of Funds
6050	Purchasing Authorization, Control, and Purchase Orders



6053	Purchasing: Motor Vehicle Fuel
6055	Purchasing: Bids and Contracts
6060	Vouchers Certification and Approval
6065	Related Party Transactions
6067	Ambulance Billing
6075	Financial Reporting
6080	Audits
6085	Food and Beverage Expenses (Non-Travel)
6095	Grant Funding - Authorization & Cash Management
6005	Budget & Funds
6010	Fiscal Year and Basis of Accounting
6015	Property Tax Levy
6020	Benefit Charge
6025	Debt and General Obligation Bonds
6030	Donations
6052	Purchasing: Vendor Charge Accounts and Credit Cards
6070	Cash Receipting and Bank Accounts
6090	Travel Expenses
6097	Capital Asset Management System

#### **7000 SERIES INDEX - FACILITIES**

7000	Goals
7005	Master Plan
7010	Site Acquisition
7015	Finance
7020	Construction Design
7025	Architect and Engineering Services
7025-P	Architect and Engineering Services - Procedures
7030	Facility Specifications
7030-P	Facility Specifications - Procedures
7035	Construction Phase
7040	Project Phase
7040-P	Project Phase - Procedures
7045	Contractor Assurances
7050	Contractor Surety Bonds and Insurance
7055	Maintenance Records
7060	Acceptance of Complete Project
7065	State Environmental Policy Act Compliance
7070	Operation and Maintenance of Fire District Facilities
7075	Security Procedures
7080	Building and Grounds Maintenance
7080-P	Building and Grounds Maintenance - Procedures

#### **8000 SERIES INDEX - HEALTH & SAFETY**

8100	Goals
8105	Operations
8200	MFD Health and Safety Officer
8205	Safety Committee
8300	Accident Reporting-Vehicular and Personnel

8400	Hazard Communication Program (MSDS)
8500	Personal Protective Clothing-Definitions and Guidelines
8505	Personal Protective Clothing- Care and Maintenance
8510	Station Work Uniforms
8515	Eye and Face Protection
8520	Hand Protection
8525	Foot Protection
8530	Head Protection
8540	EMS Personal Protective Clothing
8545	Safety Apparel While Working In Or Near Moving Traffic
8550	Chainsaw and Chaps
8600	Hearing Conservation Program
8605	Hearing Conservation Program Procedures
8700	Respiratory Protection Program
8705	Respiratory Protection Program Procedures
8800	Fitness Policy
8900	Accident Prevention Program
8999	Risk Management

#### **9000 SERIES INDEX - EMERGENCY MEDICAL SERVICES**

9005	Controlled Substance Policy
9005-1	Controlled Substances Medication Audit Procedures Station 65
9005-1	Aid 65 Schedule II
9005-2	Aid 65 Schedule III
9005-3	Medic 61 Schedule II
9005-4	Medic 61 Schedule III
9005-5	Medic 63 Schedule II
9005-6	Medic 63 Schedule III
9005-7	Storage Safe Schedule II
9005-8	Storage Safe Schedule III-IV
9010	Declaration of Patient Contact
9015	Bloodborne Pathogen Policy
9015-1	Infectious Exposure Chart 1
9015-2	Infectious Exposure Chart 2
9015-3	Sharps Injury Log
9020	Patient EPCR Requirements
	Snohomish County EMS Protocols V3 2017

#### **TACTICAL OPERATING GUIDELINES (TOGS)**

T 3	Fire Ground Operations and Safety
T 4	Fire Ground Company Functions
T 4A	Fire Gound Company Functions A
T 5.1	Structure Fires
T 5.2	Structure Fires Commercial
T 5.3	Structure Fires Industrial
T 5.4	Structure Fires Sprinklered
T 5.5	Structure Fires with Automatic Fire Alarms
T 5.6	Structure Fires Hi-Rise
T 5.7	Structure Fires Other

T 6.1	Road Transportation
T 6.2	Rail Transportation Fires
T 6.3	Marine Transportation
T 7.1	Flammable Liquids
T 8.1	Flammable Gas, CO
T 8.2	Flammable Gas Release and Fires
T 9.1	Electrical Fires
T 10	Wildland Urban Interface Fires
T 11	Fire Ground Decontamination
T 12	Index
T 12.1	Hazmat General
T 12.02	Hazmat Initial Response
T 12.03	Hazmat additional Resources
T 12.04	Hazmat Response Team
T 12.07	Hazmat Decontamination
T 12.08	Hazmat Termination
T 12.09	Hazmat Safety Plan
T 12.11	Hazmat Documents and Forms
T 12.12	Hazmat Transportation Fuel Tanks
T 13	Index
T 13.01 A	ICS Staging
T 13.01 B	ICS Purpose
T 13.02	ICS Accountability
T 13.03	ICS Structural Risk Management
T 13.04	ICS RIT Teams
T 13.05	Incident Management
T 14.01	Emergency Fire Ground Signal
	Adoption Date
	Comprehensive Index

## EXHIBIT B

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-009;**

**A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF FUNDS  
AND THE APPOINTMENT OF PERSONNEL**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that "[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority."; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to "exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority" which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, in accordance with RCW 39.34.030(4)(b) it is necessary that the Board of Directors establish funds with the Snohomish County Treasurer's Office into which all monies used to finance the joint operations will be deposited; and

**WHEREAS**, the Marysville Fire District finds it necessary to establish separate revolving fund and/or depository accounts to facilitate advance travel, petty cash, ambulance billing, and deposit in-transit purposes; and

**WHEREAS**, the Marysville Fire District finds it necessary to appoint certain administrative personnel to fill the positions of District Secretary, Auditing Officer, Investment Officer, Advance Travel Fund Custodian and Authorized Signers, Petty Cash Fund Custodian and Authorized signers, Ambulance Billing Account Custodian and Authorized Signers, Deposit In-Transit Account Custodian and Authorized Signers, and Records Retention Officer.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

1. The Snohomish County Treasurer's Office is authorized and requested to establish three funds under the name of Marysville Fire District RFA to be labeled as Expense Fund, Capital/Reserve Fund, and Apparatus Fund.
2. The members of the Board of Directors are authorized to approve vouchers for the transfer and expenditure of funds from such accounts.
3. The Board of Directors authorizes the Fire Chief, Finance Director, and/or Human Resources Manager to initiate electronic transfer requests of monies from the revolving/depository accounts of the District to the County Treasurer Funds of the District.
4. Appointment of certain personnel to fill the following positions:
  - a. District Secretary – Fire Chief, Martin McFalls
  - b. Auditing Officer – Finance Director, Chelsie McInnis
  - c. Investment Officer – Finance Director, Chelsie McInnis
  - d. Advance Travel Fund Custodian – Human Resource Manager, Steven Edin
  - e. Advance Travel Fund Authorized Signers
    - a. Fire Chief, Martin McFalls
    - b. Human Resource Manager, Steven Edin
    - c. Finance Director, Chelsie McInnis
  - f. Petty Cash Fund Custodian - Human Resource Manager, Steven Edin
  - g. Petty Cash Fund Authorized Signers
    - a. Fire Chief, Martin McFalls
    - b. Human Resource Manager, Steven Edin
    - c. Finance Director, Chelsie McInnis
  - h. Ambulance Billing Account Custodian – Human Resource Manager, Steven Edin
  - i. Ambulance Billing Account Authorized Signers
    - a. Fire Chief, Martin McFalls
    - b. Human Resource Manager, Steven Edin
    - c. Medical Services Administrator, Terry Matsumura
  - j. Deposit In-Transit Account Custodian – Human Resources Manager, Steven Edin
  - k. Deposit In-Transit Account Authorized Signers
    - a. Fire Chief, Martin McFalls
    - b. Human Resource Manager, Steven Edin
    - c. Finance Director, Chelsie McInnis
  - l. Records Retention Manager - Human Resource Manager, Steven Edin
  - m. Human Resource Manager, Steven Edin is designated as the alternative auditing officer and investment officer, and is authorized to act in the absence of Finance Director, Chelsie McInnis in the respect to the above designated accounts.
5. The mailing address for all correspondence and reports relating to the above designated information and funds shall be:

Marysville Fire District  
1094 Cedar Ave  
Marysville, WA 98270

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

**BOARD OF DIRECTORS**

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Board Chairperson

ATTEST:

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District Secretary

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-010;**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF MARYSVILLE FIRE DISTRICT AUTHORIZING  
THE FIRE CHIEF TO SIGN AND EXECUTE DOCUMENTS ON BEHALF OF THE BOARD OF  
DIRECTORS.**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that "[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority."; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to "exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority" which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, the Board of Directors have appointed the Fire Chief, Martin McFalls, as the Chief Executive Officer of Marysville Fire District, and;

**WHEREAS**, it becomes necessary in the course of carrying out the day to day affairs of the District for the Fire Chief to sign and execute documents on behalf of the Board and the Fire District, and;

**WHEREAS**, the Board of Directors have determined that the Fire Chief shall have signing authority for the Board and the Fire District when necessary.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

1. Fire Chief Martin McFalls, as duly appointed Chief Executive Officer of Marysville Fire District, a regional fire authority, shall have the authority to sign and execute documents on behalf of the Board of Directors when necessary to conduct the day to day administration of the affairs of the District.



2. The Board of Directors shall be provided prior notification by the Fire Chief regarding executed documents on behalf of the Board.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

**BOARD OF DIRECTORS**

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Board Chairperson

ATTEST:

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District Secretary

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-011;**

**A RESOLUTION APPOINTING AGENT TO RECEIVE CLAIMS AGAINST THE DISTRICT UNDER  
CHAPTER 4.90 RCW**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 (“District 12”), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that “[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority.”; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to “exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority” which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, Chapter 4.96 RCW requires that all claims for tortious conduct against a local governmental entity be filed with the governmental entity before a suit may be filed.

**WHEREAS**, The Chapter further requires that the Board of Directors of the district appoint an agent to receive any claim for damages against the entity.

**WHEREAS**, In compliance with the requirement, the Board of Directors for Marysville Fire District takes the following action.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

1. The Board hereby appoints the Fire Chief as the agent to receive any claims for damages against the District under Chapter 4.96 RCW.
2. The agent may be reached during normal business hours of the District at 1094 Cedar ave, Marysville, WA 98270

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

**BOARD OF DIRECTORS**

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Board Chairperson

ATTEST:

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District Secretary

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-012;**

**RESOLUTION AUTHORIZING INVESTMENT OF MARYSVILLE FIRE DISTRICT MONIES IN THE  
SNOHOMISH COUNTY INVESTMENT POOL**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 (“District 12”), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that “[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority.”; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to “exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority” which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, pursuant to RCW 36.29.022 a local government may authorize the Snohomish County Treasurer to combine their monies for the purpose of investment; and

**WHEREAS**, the Marysville Fire District does hereby find that the deposit and withdrawal of money in the Snohomish County Investment Pool in accordance with the provisions of this RCW for the purpose of investment as stated therein are in the best interests of the Marysville Fire District; and

**WHEREAS**, we attest by our signature that we have been duly authorized and empowered to enter into this agreement.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

1. Authorization of the deposit and withdrawal of Marysville Fire District monies in the Snohomish County Investment Pool in the County Treasurer in accordance with RCW for the purpose of investment as stated therein.

2. The Fire Chief and the appointed Investment Officer shall be authorized to order the deposit or withdrawal of monies in the Snohomish County Investment Pool.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

**BOARD OF DIRECTORS**

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Board Chairperson

ATTEST:

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District Secretary

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-013;**

**A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A HEALTH REIMBURSEMENT  
ARRANGEMENT/VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION ("HRA VEBA") PLAN**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that "[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority."; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to "exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority" which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, the Internal Revenue Code Section 501(c)(9) allows for the creation of a voluntary employees' beneficiary association which is a tax-exempt health and welfare trust; and

**WHEREAS**, IRS regulations and guidelines allow an employer to offer health reimbursement arrangement (HRA) plans; and

**WHEREAS**, such HRA plans are available to governmental employers in the Northwest; and

**WHEREAS**, the Voluntary Employees' Beneficiary Association for Public Employees in the Northwest Trust ("Trust") offers and will administer an HRA entitled "Voluntary Employees' Beneficiary Association Medical Expense Plan for Public Employees in the Northwest as Amended and Restated January 1, 2007" ("Plan"); and

**WHEREAS**, Marysville Fire District ("Employer") has determined that establishing an HRA plan which provides a tax-free defined contribution account for employees to pay for medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses is in the best interest of the Employer and its employees; and

**WHEREAS**, the Employer desires to establish an HRA plan for its employees; and

**WHEREAS**, the Employer desires to use the services of the Trust to administer such Plan; and

**WHEREAS**, such HRA established by the Employer will be administered in accordance with the Plan documents provided by the Trust on file in the Employer's main office.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

Section 1. Effective, October 1, 2019, the Employer hereby elects to participate in the Plan and Trust as presently constituted or hereafter amended using the Trust as its plan administrator for the benefit of eligible employees as defined by Employer policies or collective bargaining agreements.

Section 2. The Plan will be funded with Employer contributions in amounts determined from time to time pursuant to Employer policies and collective bargaining agreements.

Section 3. The Fire Chief is authorized to execute documents and establish procedures consistent with Plan and Trust provisions and applicable Employer policies and collective bargaining agreements necessary to effect the adoption and administration of the Plan.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

BOARD OF DIRECTORS

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Board Chairperson

ATTEST:

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District Secretary



**Deferred Compensation Program (DCP)**  
**Resolution No.** 2019-014

Send completed form to:  
Department of Retirement Systems  
Employer Support Services  
PO Box 48380 • Olympia, WA 98504-8380

*drs.wa.gov/dcp* • 800.547.6657  
email: *employersupport@drs.wa.gov*

This resolution can be used to:

- Authorize an organization's participation in the Washington State Deferred Compensation Program (DCP)
- Change the automatic enrollment option for organizations currently participating in DCP

**Participation Status**

Marysville Fire District \_\_\_\_\_ (legal name of organization),  
a political subdivision of Washington state, authorizes and approves this resolution.

- ☒ This organization is requesting to participate in the Washington State Deferred Compensation Program.  
Or  
☐ This organization already offers DCP and is changing the automatic enrollment option.

**Automatic Enrollment Option**

RCW 41.50.770 permits counties, municipalities, and other political subdivisions to participate in the DCP automatic enrollment provision as outlined in WAC Chapter 415-501.

Does the organization want to participate in automatic enrollment? ☐ Yes ☒ No

**Employer Contributions**

Does (or will) the organization contribute dollars to any employee DCP account? ☐ Yes ☒ No

If yes, and the organization will participate in automatic enrollment, delay submitting employer contributions for DCP participants until at least 90 days following the initial employee deferral.

**Authorizing Signature(s)**

**The organization:**

1. Requests to participate in DCP, as allowed by RCW 41.50.770.
2. Has reviewed the program provisions and agrees to accept all terms and conditions.
3. Understands and agrees that all employee deferrals are held in trust by the Washington State Investment Board for the exclusive benefit of program participants and eligible beneficiaries.

Passed this 1st day of October, 2019

Signature

Title

**Fire Chief**

Printed Name

**Martin McFalls**

Optional: To include additional Resolution signatures, add a separate sheet of paper.





## Resolution Authorizing Participation in PERS

Resolution No. 2019-015

New employers use this form to join the Public Employees' Retirement System (PERS).

Send completed form to:  
Employer Support Services  
Department of Retirement Systems  
PO Box 48380 • Olympia, WA 98504-8380  
email: [employersupport@drs.wa.gov](mailto:employersupport@drs.wa.gov)  
website: [www.drs.wa.gov/employer/](http://www.drs.wa.gov/employer/)  
360.664.7200 • 800.547.6657 • TTY: 711

### Important Information

Fill out this resolution for authorizing and approving your participation in the Washington State Public Employees' Retirement System (PERS). It must be fully excuted and signed before you submit it to DRS.

### Authorization

Marysville Fire District \_\_\_\_\_, a political subdivision of the state of Washington, authorizes and approves the following:

1. Its eligible employees shall participate in PERS as allowed by RCW 41.40.06
2. The necessary funds shall be made available to cover its proportionate share for participation in PERS
3. PERS membership shall begin on 10/01/2019  
(mm/dd/yyyy)

### Tax Status (select one)

- ☒ Will submit tax-deferred member contributions  
☐ Will not submit tax-deferred member contributions

### Purchase of Previous Service (select one)

- ☒ **Not applicable**  
Check this box if your agency is newly created **and** the effective date of PERS participation is equal to the date of hire of the first employee(s).
- ☐ **Option A**  
Employer pays all previous service costs (both member and employer contributions). Payment must be completed within 15 years from entry into PERS.
- ☐ **Option B**  
Employer and member share previous service cost. Payment must be completed within five years from entry into PERS. Choose one of these variations:  
☐ **B1** Member pays member contributions. Employer pays employer contributions.  
☐ **B2** Member pays \_\_\_\_\_% of previous service cost.
- ☐ **Option C**  
Member pays all previous service costs (both member and employer contributions). Payment must be completed within five years from entry into PERS.

**Complete and sign the authorizing and approving participation signature section on the back of this form.**  
**Please return the completed and signed form to [employersupport@drs.wa.gov](mailto:employersupport@drs.wa.gov).**  
**Or you can return the completed and signed form through the mail to the address above.**



## Authorizing Signatures

Resolution Number

Passed this 1st day of October, 2019.

Authorizing signatures and titles

Title: Human Resources Manager

Title: Fire Chief

Title: District Attorney

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-016;**

**A RESOLUTION REGARDING ADOPTION OF THE INTERLOCAL AGREEMENT TO PARTICIPATE IN  
THE WASHINGTON FIRE COMMISSIONERS JOINT SELF INSURANCE PROGRAM**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that "[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority."; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to "exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority" which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, The Washington Fire Commissioners Association provides health and welfare benefits through its Joint Self-Insurance Program (WFCA Health Care Program) for the benefit of its member fire service organizations, and

**WHEREAS**, Marysville Fire District chooses to participate in the WFCA Health Care Program, and

**WHEREAS**, Marysville Fire District is required to sign an inter-local agreement with the WFCA Health Care Program in order to participate and to make monthly premium payments in exchange for health and welfare benefits, and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

The Board hereby authorizes the execution of the Health Care Program Interlocal Agreement, will enroll in the WFCA Health Care Program, effective October 1, 2019 , and will make monthly premium payments as required by the WFCA Health Care Plan.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

BOARD OF DIRECTORS

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Board Chairperson

ATTEST:

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District Secretary

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-017;**

**A RESOLUTION ESTABLISHING MINIMUM BALANCES FOR DEPOSITORY ACCOUNTS**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that "[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority."; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to "exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority" which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, in accordance with RCW 39.34.030(4)(b) it is necessary that the Board of Directors establish funds with the Snohomish County Treasurer's Office into which all monies used to finance the joint operations will be deposited; and

**WHEREAS**, the Marysville Fire District finds it necessary to establish separate depository accounts to facilitate the receipt and timely deposits of funds received by the District in compliance with RCW 43.09.240; and

**WHEREAS**, the Marysville Fire District finds it necessary to establish minimum balances for such accounts.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

DEPOSIT ACCOUNT NAME	MINIMUM BALANCE
1. Ambulance Billing Account	\$3,600.00
2. Deposit In-Transit Account	\$1,500.00

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

**BOARD OF DIRECTORS**

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Board Chairperson

ATTEST:

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District Secretary

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-018;**

**ESTABLISH AN ADVANCE TRAVEL FUND AND NAME  
HUMAN RESOURCES MANAGER AS CUSTODIAN**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that "[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority."; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to "exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority" which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, it is necessary at times for officers and employees of Marysville Fire District to incur expenses while traveling on business; and

**WHEREAS**, it is necessary that funds be advanced to such officers and employees to cover such expenses; and

**WHEREAS**, RCW 42.24.120 through .160 authorizes the creation and maintenance of a travel expense fund for the purpose of providing such advancements; and

**WHEREAS**, the Marysville Fire District Board of Directors have reviewed the necessity for and feasibility of an advance travel expense fund, under the provisions of such statute, and find that it is advantageous for the department and its officers and employees to be able to have the capability of advancing travel expenses.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

1. An advance travel expense fund, hereafter referred to as "TRAVEL FUND", is hereby established pursuant to the provisions of RCW 42.24.120 through .160.
2. The fund shall be maintained at \$2,500.00, (Two Thousand Five Hundred Dollars).
3. The Human Resources Manager for Marysville Fire District, is designated and named the custodian of the fund. The designated custodian shall hold such position until terminated by the Board or until termination of employment with Marysville Fire District, whichever shall first occur. The designated custodian or his/her duly appointed successor shall perform the duties set forth in this resolution.
4. Two additional signers shall be designated, including the Fire chief and one other designated by the Fire Chief.
5. The custodian shall deposit all monies received for such fund in the Marysville Fire District "Travel Fund" checking account. Such money shall consist of the initial deposit authorized by this resolution and replenish fund from warrants issued pursuant to vouchers authorized by the Board and refunds of unexpended advances received from officers and employees.
6. Disbursements from the fund shall be made by check signed by the custodian or another account signer. Disbursements shall be made only pursuant to statute and pursuant to rules and regulations prescribed by the Washington State Auditor.
7. All requests for advances for travel expenses by officers and employees shall be timely made to the custodian on written applications in the form designated by the custodian. Requested advancements shall be reasonable estimates of the applicant's travel expense requirements and shall be made for purposes only to defray necessary costs incurred in performing his/her official duties.
8. On or before the third day following the close of the authorized travel period for which expenses have been advanced to any officer or employee, he/she shall submit to the custodian a fully itemized travel expense voucher for all reimbursable items legally expended, accompanied by the unexpended portion of such advance, if any. In the event any advance, or portion thereof, is not repaid or accounted for in the time and manner specified, it shall bear interest at the rate of ten percent per annum from the date of default until paid.
9. To protect Marysville Fire District against any losses from advancements, the District shall have a prior lien against and a right to withhold any and all funds paid by the District to such officer or employee to whom such advance was made. No advance may be made to any officer or employee at any time when he/she is delinquent in accounting for or repaying a prior advance.



**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

**BOARD OF DIRECTORS**

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Board Chairperson

ATTEST:

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District Secretary

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-019;**

**AUTHORIZATION FOR PETTY CASH FUND AND NAME  
HUMAN RESOURCES MANAGER AS CUSTODIAN**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that "[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority."; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to "exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority" which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, Marysville Fire District operations requires small purchases to be made within the local area, small immediate payments to be made to outside area vendors, and small qualifying payments for employee business expense reimbursements deemed necessary and appropriate; and

**WHEREAS**, paying small bills through the regular governmental system is time consuming and costly; and

**WHEREAS**, paying such bills within the petty cash account will result in savings to Marysville Fire District;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

1. Petty cash fund, hereafter referred to as "PETTY CASH FUND" is hereby established.
2. The fund shall be maintained at \$1,500.00 (One Thousand Five Hundred Dollars).

3. The Human Resources Manager for Marysville Fire District, is designated and named the custodian of the fund. The designated custodian shall hold such position until terminated by the Board or until termination of employment with Marysville Fire District, whichever shall first occur. The designated custodian or his/her duly appointed successor shall perform the duties set forth in this resolution.
4. Two additional signers shall be designated, including the Fire chief and one other designated by the Fire Chief.
5. The custodian shall deposit all monies received for such fund in the Marysville Fire District "Petty Cash Fund" checking account. Such money shall consist of the initial deposit authorized by this resolution and replenish fund from warrants issued pursuant to vouchers authorized by the Board and refunds of unexpended advances received from officers and employees.
6. Disbursements from the fund shall be made by check signed by the custodian or another account signer. Disbursements shall be made only pursuant to statute and pursuant to rules and regulations prescribed by the Washington State Auditor.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

BOARD OF DIRECTORS

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Board Chairperson

ATTEST:

\_\_\_\_\_  
District Secretary

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-020;**

**A RESOLUTION ESTABLISHING POSITIONS AND COMPENSATION FOR PART-TIME  
FIREFIGHTERS OF MARYSVILLE FIRE DISTRICT**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 (“District 12”), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that “[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority.”; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to “exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority” which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, the Regional Fire Authority known as the Marysville Fire District provides fire suppression, emergency medical, fire prevention and other non-emergency services to and for the political subdivision of the City of Marysville and surrounding area; and

**WHEREAS**, Marysville Fire District operates a “combination” department, consisting of full-time and part-time firefighters; and

**WHEREAS**, The Board of Directors by and through its annual budget provides funding for compensation of the District’s staff members including the part-time firefighters; and

**WHEREAS**, Marysville Fire District will strive to comply with the Fair Labor Standards Act (FLSA) and State minimum wage requirements in relation to the District’s staff members including its part-time firefighters.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

1. Marysville Fire District agrees to compensate its part-time firefighters for time worked in providing services to and for the District. Time worked shall be considered compensated for time spent on: emergency responses, training/drill sessions, station duty work, community fire prevention functions, non-suppression support activities and other such District activities approved by the Fire Chief.
2. Compensation for part-time firefighters shall be on an hourly basis.
3. Part-time firefighters shall justify their time claims on a monthly time sheet provided by the District.
4. The part-time pay schedule attached hereto as exhibit "A" shall be adopted and in effect until such time as the Board of Directors modifies it.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

BOARD OF DIRECTORS

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Board Chairperson

ATTEST:

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District Secretary

## **EXHIBIT "A"**

Effective October 1, 2019, part-time firefighters will be paid on an hourly basis with the rate of pay based on the following:

Daytime Firefighter	\$15.00
Nighttime Firefighter	\$15.00

Holiday and premium compensation shall be \$21.00 per hour.

Holiday and premium compensation shall be paid for the following days and events: Note: Holiday pay shall be extended to a 36 hour time period; beginning 6 p.m. the night before the specified holiday and shall end at 6 a.m. the day after the specified holiday (excluding Public Education Events and Strawberry Festival).

New Year's Day	January 1 <sup>st</sup>
New Year's Eve	December 31 <sup>st</sup>
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving Day	Day After Thanksgiving
Christmas Eve	December 24 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>
Strawberry Festival	Thursday, Friday, Saturday
Public Education Events	As assigned

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-021;**

**AMBULANCE TRANSPORT BILLING AUTHORIZATION**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 (“District 12”), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that “[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority.”; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to “exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority” which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, Marysville Fire District provides emergency medical transportation services to the residents and visitors of the Fire District and assists with transporting for neighboring agencies per mutual aid agreements; and

**WHEREAS**, in order for Marysville Fire District to discharge the responsibility of providing emergency medical transportation services the Board of Directors has determined that it is necessary to establish a fee schedule for persons using the service.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

1. A fee shall be assessed and billed to all persons who request, require and receive emergency medical transport services from the Fire District.
2. The fee schedule attached hereto as exhibit “A” shall be adopted and remain in effect until such time it is modified by the Board of Directors.

3. The Fire Chief shall cause such assessment(s) to be billed to persons using the service by means approved by the Board of Directors.
4. The Fire Chief shall cause such assessments to be collected by means approved by the Board of Directors.
5. Revenue collected from the transport services shall be used and directed by the Board of Directors.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

**BOARD OF DIRECTORS**

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Board Chairperson

ATTEST:

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District Secretary



**Exhibit "A"**

**Marysville Fire District  
Emergency Medical Services (Transport) Billing Charge Report  
(Effective 10/1/2019)**

<b>DESCRIPTION</b>	<b>IN-DISTRICT BILLING RATE</b>	<b>OUT-OF-DISTRICT BILLING RATE</b>
Basic Life Support (BLS-NE & E)	<b>\$670.00</b>	<b>\$770.00</b>
Advanced Life Support-1 (ALS-1E)	<b>\$900.00</b>	<b>\$1,000.00</b>
Advanced Life Support-2 (ALS-2)	<b>\$1,000.00</b>	<b>\$1,100.00</b>
Base Rate Mileage	<b>\$17.50</b>	<b>\$19.50</b>

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-022;**

**ESTABLISHING A RETURNED CHECK FEE**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that "[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority."; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to "exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority" which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, the regional fire authority, known as Marysville Fire District provides fire protection, emergency medical services, and other emergency and non-emergency services to and for the municipal corporations of the City of Marysville and Snohomish County Fire District No. 12; and

**WHEREAS**, Marysville Fire District bills recipients of ambulance services; and

**WHEREAS**, occasionally, checks received for payment of ambulance services are returned unpaid from the payee's bank and Marysville Fire District is charged a fee each time this occurs.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

1. A fee of \$25.00 shall be assessed and billed to the payee each time the District receives a returned unpaid check.
2. The Fire Chief shall cause such fees to be billed to the issuing party of such unpaid checks by means approved by the Board of Directors.

3. The Fire Chief shall cause such fees to be collected by means approved by the Board of Directors.
4. Revenue collected from the fees shall be used and directed by the Board of Directors.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

**BOARD OF DIRECTORS**

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Board Chairperson

ATTEST:

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District Secretary

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-023;**

**AUTHORIZING THE MARYSVILLE FIRE DISTRICT TO ENROLL IN AND PURCHASE FROM THE  
FEDERAL GOVERNMENT GENERAL SERVICES ADMINISTRATION PROGRAM**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that "[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority."; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to "exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority" which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, The Marysville Fire District, as a municipal corporation authorized by RCW Title 52 of the State of Washington is required to maintain equipment, facilities, personnel, and other resources in order to provide emergency services, and

**WHEREAS**, The Marysville Fire District is supported primarily through the collection of public funds designated specifically for such services, and

**WHEREAS**, It is both the legal and prudent obligation of the Marysville Fire District to seek best value for the expenditure of public funds, and

**WHEREAS**, The Federal Government of the United States of America has established, through the General Services Administration, a Federal Acquisition Service available to such government entities as eligible to do so, and

**WHEREAS**, The State of Washington, through RCW 39.32.070 – 090, has authorized political subdivisions of the State to purchase supplies, materials, electronic data processing and telecommunication

equipment, software, services, and/or equipment from or through the United States government without calling for bids, notwithstanding any law or charter provision to the contrary,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

1. The Fire Chief of the Marysville Fire District, or their designee(s), is authorized to enroll and purchase supplies, materials, electronic data processing and telecommunication equipment, software, services, and/or equipment, from or through the General Services Administration of the United States of America.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

BOARD OF DIRECTORS

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Board Chairperson

ATTEST:

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District Secretary

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-024;**

**A RESOLUTION ESTABLISHING A SMALL WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS  
CONTRACTS AND A CONSULTING SERVICES ROSTER FOR ARCHITECTIURAL, ENGINEERING AND  
OTHER PROFESSIONAL SERVICES.**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that "[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority."; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to "exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority" which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

**WHEREAS**, in order to be able to implement small works roster processes, the District is required by law to adopt a resolution establishing specific procedures;

**WHEREAS**, RCW 39.80.030 requires that an agency publish in advance that agency's requirement for professional services and that one of the ways to accomplish that notification is to announce generally to the public its projected requirements for any category or type of professional services and request qualification statements to be kept on file with the agency,.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

- 1. MRSC Rosters.** The District wishes to contract with the Municipal Research and Services Center of Washington (MRSC) to adopt for District use those state wide electronic databases for small works roster and consulting services developed and maintained by MRSC and authorizes the District Fire Chief to sign that contract. In addition, paper and/or electronic rosters may be kept on file by the District.
- 2. Small Works and Consulting Services Roster Procedures**  
Small works and consulting services roster procedures are established for use by the District pursuant to RCW 39.04.155, RCW 39.80.020 and district fiscal management policy #6055 – Purchasing: Bids and Contracts.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

BOARD OF DIRECTORS

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Board Chairperson

ATTEST:

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District Secretary

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-025;**

**APPOINTING THE HUMAN RESOURCES MANAGER AS THE PUBLIC RECORDS OFFICER OF THE  
MARYSVILLE FIRE DISTRICT**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that "[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority."; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to "exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority" which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, RCW 42.56.580 requiring that all state and local government agencies "appoint and publicly identify a public records officer whose responsibility is to serve as a point of contact for members of the public in requesting disclosure of public records and to oversee the agency's compliance with the public records disclosure requirements" under Washington law, and

**WHEREAS**, it has been determined that the appropriate party to be the public officer for the Marysville Fire District is the Human Resources Manager;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

**Section 1.** Pursuant to RCW 42.56.580, the Human Resources Manager is hereby designated as the public records officer for Marysville Fire District.



**Section 2.** The person to whom members of the public may direct requests for disclosure of public records for Marysville Fire District and who will oversee the Marysville Fire District's compliance with the public records disclosure requirement of the public disclosure laws of the State of Washington as now or hereafter amended is:

Human Resources Manager  
Marysville Fire District  
1094 Cedar Avenue  
Marysville WA 98270

**Section 3.** Notice of the designation of the Marysville Fire District's public records officer shall be made in a manner reasonably calculated to provide notice to the public of such designation, said notice to include, but not be limited to, the following: posting at the Administration Building and posting on the Marysville Fire District's internet website.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

BOARD OF DIRECTORS

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Board Chairperson

ATTEST:

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District Secretary

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-026;**

**ORDER COVERING INDEXES FOR PUBLIC RECORDS**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 (“District 12”), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that “[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority.”; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to “exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority” which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, Marysville Fire District Board of Directors find that it would be unduly burdensome for Marysville Fire District staff to index each and every record of the many varied Fire District records, give the wide range of the District’s activities, the limited staffing levels maintained.

**WHEREAS**, The Marysville Fire District Board of Directors finds that the creation of a single index providing the intricate detail described in RCW 42.56.070 (4) would interfere with the operation of Marysville Fire District in that it would take an inordinate amount of staff time to develop and maintain; and

**WHEREAS**, the Marysville Fire District administration shall maintain a file-maintenance system that enables staff to operate efficiently and effectively in providing service to the community and the general public; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

- 1 The Marysville Fire District Administration finds that maintaining an index is unduly burdensome, costly, and would interfere with the district's operation as described in RCW 42.56.070 (4). Further, the fire district shall maintain a file system that enables efficient and effective means to provide the public full access to information concerning the conduct of government.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

BOARD OF DIRECTORS

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Board Chairperson

ATTEST:

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District Secretary

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-027;**

**A RESOLUTION AUTHORIZING OUTDOOR BURNING WITHIN THE MARYSVILLE FIRE DISTRICT**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 (“District 12”), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that “[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority.”; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to “exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority” which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, the regional fire authority, known as Marysville Fire District provides fire protection, emergency medical services, and other emergency and non-emergency services to and for the municipal corporations of the City of Marysville and Snohomish County Fire District No. 12; and

**WHEREAS**, in accordance with “RCW 52.12 – Powers-Burning Permits”, the Marysville Fire District currently allows outdoor burning through the use of a permit based system; and

**WHEREAS**, outdoor burning is allowed and regulated under “RCW 173.425 – Outdoor Burning”, and “RCW 70.94 – Washington Clean Air Act”; and

**WHEREAS**, the Puget Sound Clean Air Agency (PSCAA) has jurisdictional authority regarding outdoor burning within Snohomish County, and has developed and adopted rules for outdoor burning within its jurisdictional authority area; and

**WHEREAS,** Recreational and Ceremonial Fires, as defined by the PSCAA, are allowed within all areas of the Marysville Fire District under the rules and conditions in effect at the time of burning as set forth by the PSCAA, and

**WHEREAS,** the Marysville Fire District has determined that it is within the Districts best interest to maintain and continue the authorization for outdoor burning by its citizens,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

A. That the Marysville Fire District shall continue to exercise its authority to permit outdoor burning as allowed by RCW 52.12.101.

B. That the Board of Directors authorizes, and through this document issues a permit to all land owners of properties within the Marysville Fire District (excluding those properties located within the Tulalip Indian Reservation) for, Residential Outdoor Burning (aka: Yard Debris/Waste Fires, Land Clean-Up) within the Marysville Fire District, in accordance with the following conditions;

1. No burning may take place within the Urban Growth Areas of the Marysville Fire District.
2. Only one debris pile may be burned at time. Each pile must be completely extinguished before another may be burned.
3. Material to be burned must be placed on bare soil or green grass or other similar areas free of flammable materials for a distance adequate to prevent the escape of the fire.
4. The debris pile being burned must be less than 5 feet in diameter and 5 feet in height.
5. The debris pile being burned shall contain only natural vegetation cultivated from the property upon which it is being burned.
6. The debris pile being burned must be at least 50 feet from all structures.
7. Burning must be done during periods of calm to very light winds.
8. There must be a continuous supply of water and a shovel at the debris pile being burned. Continuous supply refers to any source consisting of no less than 200 gallons of water and capable of being continuously delivered to all points along the circumference of the burning pile, at a minimum rate of flow of 3 gallons per minute. (Standard residential connected garden hoses usually comply.)
9. A person capable of extinguishing the fire must be in attendance of the debris pile being burned, and the fire must be completely extinguished before leaving it.
10. The attendee must have a copy of these burning rules, as published and distributed by the Fire Chief, onsite. The rules will be made available with no fee involved.
11. Burning shall comply with all rules and regulations of the Puget Sound Clean Air Agency.
12. All burning must take place during daylight hours only. Burning shall not commence prior to sunrise, and all debris piles being burned must be extinguished prior to sunset.

13. If any emission from the fire is detrimental to the health, safety, or welfare of any person or it causes damage to property or business, or it causes a nuisance, or a burning ban is imposed, then the fire must be extinguished immediately.
14. The owner of the property, upon which burning is being done, may be held liable for firefighting costs and damages as a result of the escape of fire, at the discretion of the Board of Directors.
15. Permission to burn under this authorization may be suspended or cancelled without notice by any of the following agencies: Marysville Fire District; Snohomish County Fire Marshal Office; Puget Sound Clean Air Agency; Department of Ecology; Department of Natural Resources; any other federal, state, or county agency having jurisdiction.

C. That the Board of Directors authorizes outdoor land clearing burning within the Marysville Fire District excluding those properties located within the Tulalip Indian Reservation, in accordance with the following conditions;

1. As of July 1, 2008, all Land Clearing Fire permits issued by the Marysville Fire District shall be cancelled and revoked, and Land Clearing Fire permits shall no longer be issued by the Marysville Fire District.

#### **MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

#### **BOARD OF DIRECTORS**

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Board Chairperson

ATTEST:

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District Secretary

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-028;**

**ADOPTION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 (“District 12”), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that “[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority.”; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to “exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority” which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, response to and recovery from major emergencies and disasters requires integrated professional management and coordination; and

**WHEREAS**, the President of the United States has directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS) to standardize and enhance incident management procedures nationwide; and

**WHEREAS**, the National Incident Management System provides a structure and process to effectively coordinate responders from multiple disciplines and levels of government and to integrate them with resources from the private sector and non-governmental organizations; and

**WHEREAS**, use of the National Incident Management System, which has as a key component, the Incident Command System (ICS), will improve the ability of Marysville Fire District to manage major emergencies and disasters; and

**WHEREAS**, failure to adopt and use the National Incident Management System may preclude Marysville Fire District from receiving federal preparedness grants or reimbursement for costs expended during major emergency and disaster response and recovery operations.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

1. The Board hereby adopts the National Incident Management System as the foundation for incident command, coordination and support activities. It shall further be the policy of Marysville Fire District to provide appropriate training on the National Incident Management System and its core components to personnel responsible for managing and/or supporting major emergency and disaster operations.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

BOARD OF DIRECTORS

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Board Chairperson

ATTEST:

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District Secretary



**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-029;**

**A RESOLUTION ADOPTING THE UPDATED AND REVISED SNOHOMISH COUNTY HAZARD  
MITIGATION PLAN**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that "[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority."; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to "exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority" which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, all of Snohomish County has exposure to natural hazards that increase the risk to life, property, environment, and the County's economy; and

**WHEREAS**, proactive mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

**WHEREAS**, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre-disaster and post-disaster hazard mitigation programs; and

**WHEREAS**, a coalition of Snohomish County, Tribes, Cities, and Special Purpose Districts with like planning objectives has been formed to pool resources and create consistent mitigation strategies within the county; and

**WHEREAS**, the 2010 edition of the Snohomish County Hazard Mitigation Plan has been updated, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to

the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating, and revising this strategy; and

**WHEREAS**, the coalition has completed a planning process that reviewed and/or revised the risk assessment, goals and objectives, action plan, and reengaged the public; and

**WHEREAS**, the Federal Emergency Management Agency (FEMA) has completed pre-adoption review of the revised Snohomish County Hazard Mitigation Plan pursuant to 44 CFR Part 201, and Fire District adoption must occur for Marysville Fire District to have a FEMA approved Hazard Mitigation Plan; and

**WHEREAS**, a Hazard Mitigation Plan will enhance the safety of the citizens that are serviced by Marysville Fire District; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

1. Adopts Volume 1 in its entirety and adopts the following portions of Volume 2: Part 1, the city of Marysville/ MFD #12 annex in Part 2; and all Volume 2 appendices of the Snohomish County Hazard Mitigation Plan (SC HMP). A copy of said documents shall be available for review on the Snohomish County Website at <http://snohomishcountywa.gov/2429/Hazard-Mitigation-Plan>.
2. Will use the adopted portions of the SC HMP to guide pre-disaster and post-disaster mitigation of the hazards identified.
3. Will coordinate the strategies identified in the SC HMP with other planning programs and mechanisms under its jurisdictional authority.
4. Will continue support of the Planning Coalition and continue to participate in the Coalition Partnership as described in the SC HMP.
5. Will help promote and support mitigation successes of all SC HMP Planning Partners.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

BOARD OF DIRECTORS

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Board Chairperson

ATTEST:

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District Secretary

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-030;**

**A RESOLUTION AUTHORIZING ANNUAL AWARDS BANQUET**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that "[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority."; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to "exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority" which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, the regional fire authority, known as Marysville Fire District provides fire protection, emergency medical services, and other emergency and non-emergency services to and for the municipal corporations of the City of Marysville and Snohomish County Fire District No. 12; and

**WHEREAS**, the Washington State Auditor is allowing fire districts to utilize fire district funds to recognize and reward its current full time and part time personnel in the form of an awards banquet; and,

**WHEREAS**, it is in the best interest and well-being of the district to honor its personnel from time to time of the service they provide to their community and the many sacrifices they have made;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

1. The Board hereby authorizes the district to provide funding for one (1) awards banquet including gratuities. In addition, the district will bear the cost of any awards in the form of service pins, plaques, etc. All awards banquet expenditures shall be authorized and appropriated within the current operating budget of the district. The district shall only fund the employee portion of cost, guests in attendance will be required to reimburse the district accordingly.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

**BOARD OF DIRECTORS**

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Board Chairperson

ATTEST:

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District Secretary

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-031;**

**A RESOLUTION OF THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY,  
AUTHORIZING THE BOARD CHAIRPERSON TO EXECUTE ADOPTED BOARD RESOLUTIONS AS  
THE ONLY SIGNATORY AFTER ADOPTION OF MAJORITY VOTE OF BOARD MEMBERS.**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, pursuant to that certain Agreement for Joint Operations of Fire and Emergency Medical Protection Facilities dated April 18, 2016, as amended by amendments one through four thereto (the "Agreement"), the City and District 12 continued the relationship established by agreement in 1991 and established a Consolidated Fire Department known as the Marysville Fire District; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to RCW 52.26.030 and 52.26.040 the City and the District formed an RFA Planning Committee to evaluate the feasibility of creating a new and separate regional fire authority to provide the fire protection and emergency services within the boundaries of the City and the District; and

**WHEREAS**, the members of the Planning Committee included the Marysville Mayor, three City Council members and the three Fire District Commissioners. Over a period of several months, the Planning Committee met and created a Marysville Fire District Regional Fire Authority Plan ("Plan") providing for the governance, design, financing, and development of fire protection and emergency services; and

**WHEREAS**, the Planning Committee held its final meeting on November 27, 2018, and unanimously recommended the City Council and District Commissioners approve and adopt the Plan by Joint Resolution; and

**WHEREAS**, pursuant to City Resolution No. 2460 passed February 11, 2019, and District No. 12 Resolution No. 2019 A-1 passed February 20, 2019, the City and District approved and adopted the Plan which certified the Plan to be placed on the ballot for approval pursuant RCW 52.26.060; and

**WHEREAS**, authority to form a Regional Fire Authority is set forth in RCW Chapter 52.26 which requires that voters of the area affected by the Plan must approve the formation of a Regional Fire Authority; and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.090(2)(g) authorizes the RFA to “exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority” which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, the Regional Fire Authority desires to authorize the Chairperson, as the only signatory, to execute all Board Resolutions adopted by a majority vote of the Board Members;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

Section 1. Adoption. The Marysville Fire District, a regional fire authority, does hereby adopt this Resolution authorizing the Chairperson, as the only signatory, to execute all Board Resolutions adopted by a majority vote of the Board Members.

Section 2. Ratification. The Marysville Fire District, a regional fire authority, does hereby ratify and confirm all prior acts consistent with this Resolution occurring prior to its adoption.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

BOARD OF DIRECTORS

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Board Chairperson

ATTEST:

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District Secretary

**6000 SERIES**  
**POLICY/CONTENT REVISIONS**

## FISCAL MANAGEMENT

### BUDGET AND FUNDS

#### Budget Preparation & Adoption

The Fire Chief shall prepare the annual budget for consideration and adoption by the Marysville Fire District Board of Directors.

In preparing the annual budget, the Fire Chief shall solicit the opinions of the Board members as they evaluate the various aspects of the Fire District.

The Board of Directors shall adopt the annual budget at fund level.

#### Budget Adjustment & Amendment Processes

Under the provisions of State law and the District's operating procedures, the operating budget may be adjusted or amended in two different ways. Adjustment for the budget involves a reallocation of existing appropriations and does not change the budget "bottom line". Amendment of the budget involves an addition to or reduction of existing appropriations.

##### A. Adjustment

Under the first method, departmental expenditures and requirements are monitored throughout the year. Certain divisions may develop the need for additional expenditure authority to cover unanticipated costs that cannot be absorbed within the budget, while other divisions will not require their full budget authorizations. The Finance ~~Director~~ ~~department~~ reviews and analyzes all divisions and/or fund budgets to determine what adjustments are necessary and whether the adjustments can be made within the existing appropriation limits. These changes are then reviewed for final approval by the Fire Chief. When an adjustment is needed, employees will first look to savings within the division; and then transfers between divisions. No Board of Director action is needed as State law allows budget adjustments to be done administratively.

##### B. Amendment

Amending the District's budget occurs whenever the requested adjustments will cause the existing appropriation level for the fund to change. This situation generally occurs when the Board of Directors authorizes additional appropriation. This is done by a resolution that amends the original budget.

#### County Treasurer Funds and Financial Agent Assignment

In accordance with RCW 52.16.010, the County Treasurer shall serve as the financial agent for the district.

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At a minimum, the district shall establish three funds with the Snohomish County Treasurer: (1) Expense Fund, (2) Apparatus Fund, and (3) Capital/Reserve Fund. Additional funds may be established as necessary by the board of directors and as provided in RCW 52.16.020.

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A. Marysville Fire District RFA – Expense Fund —~~781-70~~ 778-70

*Purpose:*

The Marysville Fire District Expense Fund shall serve as the general operating fund for Marysville Fire District.

*Balance:*

The District shall seek to maintain a minimum fund balance of no less than ~~twethree~~ months (2516.66%) of regular general fund operating expenditures, exclusive of inter-fund transfers, as approved by the Board of Directors during the normal budgetary cycle for the ensuing fiscal period. The District recognizes that this target minimum fund balance could take several years to attain. Once the target balance has been attained, any and all expenditures depleting this balance must be officially approved by the Board of Directors. Unless otherwise restricted by external parties or internal commitments through resolution, the balance of this fund shall be considered unreserved.

B. Marysville Fire District — Debt Service Fund —~~781-71~~

*Purpose:*

~~The Marysville Fire District Debt Service Fund shall serve as the bond fund for the Marysville Fire District.~~

*Funding:*

~~Revenues and expenditures assigned to this fund shall be for the sole purposes of debt issuance and redemption.~~

*Balance:*

~~Unless otherwise restricted by external parties or internal commitments through resolution, the balance of this fund shall be considered unreserved.~~

C.B. Marysville Fire District RFA – Apparatus ~~Replacement~~ Fund 778-72 —~~781-72~~

*Purpose:*

The Marysville Fire District Apparatus ~~Replacement~~ Fund shall provide advance funding for the acquisition of apparatus. Uses outside the scope of this purpose must be officially approved by the Board of Directors

*Funding:*

Revenues to this fund shall come from budgeted funds of the District (via inter-fund transfer and/or board assigned current revenue deposit) as part of the normal budgetary cycle for

the ensuing fiscal period. The District shall seek to transfer-in monies on an annual basis as determined by the Board of Directors.

*Balance:*

Unless otherwise restricted by external parties or internal commitments through resolution, the balance of this fund shall be considered unreserved.

~~D.C. Marysville Fire District RFA – Capital/Reserve/Capital Fund 778-73 – 781-73~~

*Purpose:*

The Marysville Fire District ~~Capital/Reserve/Capital~~ Fund shall provide advance funding for the acquisition and/or improvement of capital assets. Uses outside the scope of this purpose must be officially approved by the Board of Directors.

*Funding:*

Revenues to this fund shall come from budgeted funds of the District (via inter-fund transfer ~~and/or board assigned current revenue deposit~~) as part of the normal budgetary cycle for the ensuing fiscal period. The District shall seek to transfer-in monies on an annual basis as determined by the Board of Directors.

*Balance:*

Unless otherwise restricted by external parties or internal commitments through resolution, the balance of this fund shall be considered unreserved.

~~E. Snohomish County Fire District No. 12 – Expense Fund – 780-70~~

*Purpose:*

~~The Snohomish County Fire District No. 12 Expense Fund shall serve as the general operating fund for Snohomish County Fire District No. 12.~~

*Property Taxes:*

~~All property taxes levied by Snohomish County Fire District No. 12 shall be collected in this fund and transferred to the Marysville Fire District Expense Fund on a monthly basis. This monthly transfer amount shall be calculated by dividing the total anticipated property taxes for the entire year into twelve (12) equal payments. Because beginning of year payments are based upon estimated property tax collections, a mid-year payment adjustment may be necessary once final levy amounts have been certified. During periods of economic volatility it may be necessary to reduce the annual Marysville Fire District transfer. This transfer reduction must be officially approved by the District 12 Commissioners.~~

*Balance:*

~~Unless otherwise restricted by external parties or internal commitments through resolution, the balance of this fund shall be considered unreserved.~~

F. ~~Snohomish County Fire District No. 12 — Reserve Fund — 780-73~~

***Purpose:***

~~The Snohomish County Fire District No. 12 Reserve Fund shall serve as a general cash reserve fund for Snohomish County Fire District No. 12. This fund shall be utilized for anticipated expenditures as appropriated during the annual budget cycle, and/or transfers out for unanticipated revenue shortfalls which would prevent the Snohomish County Fire District No. 12 Expense Fund from meeting its monthly transfer obligation to Marysville Fire District.~~

***Balance:***

~~Unless otherwise restricted by external parties or internal commitments through resolution, the balance of this fund shall be considered unreserved.~~

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## FISCAL MANAGEMENT

### FISCAL YEAR AND BASIS OF ACCOUNTING-OPEN PERIOD

#### Fiscal Year

The fiscal year for the Marysville Fire District shall be from January 1<sup>st</sup> through December 31<sup>st</sup>.

#### Open Period

~~As allowed by the Snohomish County Treasurer and authorized under RCW 36.40.200, the District shall utilize an open period of no more than thirty days after the close of each fiscal year to satisfy completed transactions from the previous accounting period. "Completed transactions" refers to those items/services which have been ordered, delivered, and accepted by the District prior to December 31<sup>st</sup> of the previous fiscal year. All claims submitted after the defined open period shall be incurred by the budgetary accounts of the current fiscal year.~~

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#### Basis of Accounting

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

**FISCAL MANAGEMENT****PROPERTY TAXGENERAL LEVY**

The Marysville Fire District Board of Directors may levy ~~a~~-taxes on the assessed value of the real property within the Fire District's boundaries. The tax levies shall be a part of the general tax roll and shall be collected as a part of the general taxes against the properties within the Fire District. The taxes, when collected, shall be placed in the appropriate Fire District fund or funds as provided by law, and shall be paid out on warrants of the auditor upon authorization of the Board of Directors. Property taxes are authorized under RCW 52.26.140 through 52.26.170, and RCW 84.52.044, 84.09.030, 84.52.010, 84.52.052, 84.52.069.



## FISCAL MANAGEMENT

### BENEFIT CHARGE

The Marysville Fire District Board of Directors may recommend imposing a benefit charge as authorized and prescribed in RCW 52.26.050 and 52.26.180 through 52.26.270, ~~on personal property and improvements to real property within the Fire District, which have or will receive the benefits provided by the Fire District. Personal property includes, but is not limited to, goods, chattels, stock in trade, estates or crops. Improvement to real property generally refers to such property as residential buildings, commercial structures, agricultural buildings and other structures affixed to the land.~~

~~The Board of Directors must hold a public hearing setting forth its proposal to impose a benefit charge not less than ten (10) days nor more than six (6) months before any election where the benefit charge is submitted to the voters. A report of the hearing must be filed with the county treasurer and be available for public inspection.~~

~~The Board of Directors must also hold a public hearing prior to October 15<sup>th</sup> of each year that the benefit charge is to be imposed. The purpose of the hearing shall be to review and establish the benefit charges to be collected the following year. The resolution imposing the benefit charge shall specify, by legal geographic areas or other specific designations, the charge to apply to each property by location, type or other designation, or other information that is necessary for the proper computations of the benefit charge to be charged to each property. The resolution imposing or changing the benefit charges along with the record of each public hearing shall be filed with the county treasurer before October 31<sup>st</sup> immediately preceding the year the benefit charges are to be collected.~~

~~The benefit charge must be approved by a sixty (60) percent majority of the voters of the Fire District at either a general election or a special election called by the Fire District for that purpose. Any election for the benefit charge must be held not more than twelve (12) months prior to the date on which the first charge is to be assessed. The approval for the benefit charge is valid for only three (3) years and then must be resubmitted every six (6) years to continue the charge. The aggregate amount of the benefit charges may not exceed sixty (60) percent of the operating budget of the Fire District for the year in which the benefit charge is to be collected.~~

~~The benefit charge shall be reasonably proportioned to the measurable benefits to property resulting from the services provided by the Fire District. The benefit charge may be apportioned to values of properties as determined by the county assessor and modified generally in the proportion that fire insurance rates are reduced or entitled to be reduced as a result if the services that are provided by the Fire District.~~

~~Other methods of apportionment may be used, including but not limited to:~~

- ~~1. — The distance from regularly maintained fire protection equipment.~~

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~~2. — The level of fire prevention services provided to the properties.~~

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~~3. — The need of the properties for specialized services.~~

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~~The service may be contested when the property owner believes the charges to be in excess of the measurable benefits to the property.~~

~~Between the 15<sup>th</sup> and the 30<sup>th</sup> day of November of each year, the Board of Directors shall form a review board and, upon written complaint of an aggrieved property owner, may adjust the benefit charge.~~

~~The benefit charge shall be collected at the same time, in the same manner, by the same procedures and with the same penalties attached that general state and county taxes on the same property are collected.~~

~~A Fire District imposing the benefit charge is prohibited from levying a property tax levy in excess of \$1.00 per \$1,000 of property value.~~

## FISCAL MANAGEMENT

**DEBT AND GENERAL OBLIGATION BONDS**

As provided in RCW 52.26.130, The Marysville Fire District Board of Directors shall have the authority to incur general indebtedness, issue bonds, notes, or other evidence of indebtedness for any general district purpose including expenses of maintenance, operation and administration, and the acquisition of firefighting facilities. The district may also issue general obligation bonds for capital purposes, contract indebtedness and to refund same for any general District purpose, including expenses of maintenance, operations and administration, and the acquisition of fire fighting facilities and evidence the same by the issuance and sale of general obligation bonds of the District payable at such time or times not longer than six (6) years from the issuing date of the bonds. Such bonds shall be issued and sold in accordance with Chapter 39.46 RCW. Such bonds shall not exceed an amount, together with any outstanding nonvoter approved general obligation indebtedness, equal to three eighths (3/8) of the percent of the value of the taxable property within the Fire District.

The Fire District is authorized to incur indebtedness for capital purposes and to issue general obligation bonds not to exceed an amount, together with any outstanding general obligation indebtedness, equal to three fourths (3/4) of one percent of the value of the taxable property within such District, and to provide for the retirement thereof by excess property tax levies, when the voters of the Fire District have approved a proposition authorizing such indebtedness and levies by an affirmative vote of three fifths (3/5) of those voting on the proposition at such election, at which election the total number of persons voting shall constitute not less than forty (40) percent of the voters in the Fire District who voted at the last preceding general state election. The maximum term of such bonds may not exceed twenty (20) years. Such bonds shall be issued and sold in accordance with Chapter 39.46 RCW. Such elections shall be held as provided in RCW 39.36.050.

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## FISCAL MANAGEMENT

### DONATIONS~~SGIFTS~~

The Marysville Fire District Board of Directors recognizes that individuals and organizations in the community may wish to contribute money, supplies, or equipment to enhance or extend the program(s) of the Marysville Fire District. RCW 52.16.150 authorizes the district to accept and receive such contributions.

Any gift to the ~~dFire~~ District of real property ~~must can~~ be officially accepted ~~only~~ by the Marysville Fire District Board of Director's approval.

Monetary donations shall be treated as follows:

1. ~~-~~Donations received with donor imposed terms shall be restricted for the specific use intended, when provided and if within the powers granted by law to fire protection districts. All restricted purpose donations shall be documented as such when receipted and the appropriate purchasing authority shall be notified and (upon approval of the Fire Chief) authorized to commence with the specified purchase. It is the District's intent to satisfy all restricted purpose donation purchases within the budgetary cycle of which the donation was received. During the final quarter of each year, the Finance ~~Director~~Manager shall review all restricted purpose donations to ensure purchases and terms have been satisfied. Donor imposed restrictions that are unable to be satisfied within the current budgetary cycle will be included for expenditure within the budget of the ensuing fiscal period. The year-end balance of unspent restricted purpose donations shall be reported as a "Reserved" cash balance in the ~~d~~District's annual financial report for the applicable reporting period.
2. Donations received without donor imposed terms shall be considered "Unreserved" funds and shall be expended for ~~D~~district purposes as determined by the Board of Directors.

In no event shall any commitment be made by any employee or other individual in return for any gift to the ~~dFire~~ District without the Board's authorization. The Board shall not authorize gifts that are inappropriate, which carry with them unsuitable conditions, or which shall obligate the ~~dFire~~ District to future expenditures that are out of proportion to the value of the gift. All gifts shall become ~~dFire~~ District property and shall be accepted without obligation relative to the use (except as specified above) and/or disposal.

Any gift presented to the Marysville Fire District shall satisfy the following criteria:

1. The purpose of use is consistent with the philosophy and programs of the district~~Fire~~ District.

2. There is minimum financial obligation to the ~~dFire~~ District for installation, maintenance, and operations.
3. The gift is free from health and/or safety hazards.
4. There is no direct or implied commercial endorsement.

## FISCAL MANAGEMENT

### PURCHASING: VENDOR CHARGE ACCOUNTS AND CREDIT CARDS

#### Vendor Charge Accounts

The Marysville Fire District is authorized to open charge accounts with necessary and appropriate vendors. When purchasing through an open account, the approved purchaser must submit an appropriate invoice and packing slip (when applicable) to the ~~F~~finance ~~D~~department within a timely manner. The invoice (or accompanying payment voucher) must be signed to acknowledge that the item has been received and is a true and just claim against the ~~Fire~~ ~~D~~district.

#### Credit Cards

The ~~Fire-D~~district is authorized to issue credit cards to employees for official government purchases, acquisitions, approved travel related business expenses, and conference/class registrations. Assigned individuals (cardholders) shall sign a Credit Card User Agreement (see Attachment A) before they are eligible to use such card. Credit cards shall not be used for cash advances or personal purchases. When purchasing with a credit card, the cardholder must submit itemized receipts to the ~~F~~finance ~~D~~department within the current statement period for that month. The receipt (or accompanying payment voucher) must be signed to acknowledge that the item has been received and is a true and just claim against the ~~D~~district. Gratuities for qualifying meals shall not exceed ~~15~~20% of the total meal cost. The cardholder shall become personally liable for any non-receipted or inappropriate charges. The Finance ~~Manager~~Director is responsible for the administration of the cards to include, but not limited to; selection of card provider, payment of credit card bills, managing the issuance of cards, and ensuring proper use. Credit limits shall be assigned by the Fire Chief. It is the cardholder's responsibility to ensure that the assigned credit limit is not exceeded. Upon termination of employment, the assigned credit card must be returned to the Finance ~~Manager~~Director for destruction. The Fire Chief will disallow use of the assigned credit card for violation or misuse of such in accordance with this policy.

ATTACHMENT A  
CREDIT CARD USER AGREEMENT

I, \_\_\_\_\_, as an employee of the Marysville Fire District accept personal responsibility for the safeguard and proper use of ~~Fire-D~~district credit card # \_\_\_\_\_, which has been assigned to me for use in the performance of my job, in accordance with the terms outlined below.

- Credit cards are to be used only if the vendor is unable to direct bill the ~~D~~district.
- Credit cards are to be used only for purchases deemed necessary and appropriate to conduct official business for the ~~Marysville-Fire-D~~district. Cash advances and personal purchases are strictly prohibited.
- All receipts must be returned to the Finance Department within the current statement period for that month. All non-receipted items shall not be paid for by the ~~D~~district, and shall become the personal responsibility of the cardholder.
- All receipts must be itemized; a receipt lacking appropriate itemization shall not be paid for by the ~~D~~district and shall become the personal responsibility of the cardholder.
- Gratuities for approved business related meal expenses shall not exceed ~~15~~20% of the total meal cost.
- Credit limits shall not be exceeded.

I have read and understand the credit card policies and procedures.

I understand the Fire Chief shall disallow my use of a ~~D~~district card for violation or misuse of the credit card and/or credit card policies and procedures.

I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:

- "I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment had been received by me on account thereof."

I understand that I shall be held personally liable for any inappropriate or unapproved charges I incur to the ~~D~~district credit card.

The undersigned individual has read and understands the above statements.

\_\_\_\_\_  
Cardholder

\_\_\_\_\_  
Date

## FISCAL MANAGEMENT

### PURCHASING: MOTOR VEHICLE FUEL

#### Purpose

The purpose of this policy is to establish the; parameters, methods, and practices for; purchasing, monitoring consumption, and usage reconciliation of motor vehicle fuels purchased by the Marysville Fire District. Motor vehicle fuels purchased by the ~~Marysville Fire Dd~~istrict are to be used by and for the ~~Marysville Fire Dd~~istrict exclusively; fueling of privately owned vehicles with ~~Marysville Fire Dd~~istrict purchased fuel is prohibited; pre-approved mileage per diem is the only method available for private vehicle use reimbursement.

#### General

The ~~Marysville Fire Dd~~istrict utilizes a variety of methods to purchase fuel for the operation of its motor vehicles and fuel powered portable equipment. The methods provided consist of, and shall be prioritized as;

1. A "key card" system; utilizing a device similar to a "credit card" in functionality and appearance, assigned to a vehicle or person, for use at or with a specific vendor, limited to particular commodities. This is the primary and most desired method to be used.
2. Business Credit Card; utilization of an issued ~~Marysville Fire Dd~~istrict business credit card for the purchase of approved commodities. This is a secondary and considered a 'back up' method to be used only when use of the "key card" system is unavailable and fueling needs are imminent.
3. Reimbursement; provided when deemed necessary for the reimbursement of personal funds expended by an employee for the purchase of motor vehicle fuel. This is a 'last resort' and least desirable method only to be used when emergent needs exist and the previous methods are unavailable, or if previously approved by an officer of the ~~Marysville Fire Dd~~istrict ~~of division chief rank or higher~~Chief Officer.

#### Purchase and Fueling Documentation Procedures

##### Key Card System

Key Cards shall be provided for each vehicle operated by the ~~Marysville Fire Dd~~istrict and shall be stored in a predetermined location in the vehicle assigned. The Key Cards can only be used at the vendors designated locations, require a Personal Identification Number (PIN) entry, and shall only be used to purchase the fuel(s) necessary for the operation of the assigned motor vehicle, fixed refueling systems, or portable fuel containers and fuel powered equipment carried on that vehicle.

Operators shall use the Key Card in accordance with the Vendors instructions ensuring accurate data is provided including odometer readings at the time of the fueling.

- When fueling only the vehicle to which the Key Card is assigned, follow Vendor instructions.
- When fueling fuel powered equipment, a fixed refueling system, or portable fuel containers, follow vendor instructions, however, odometer reading for Key Card system shall be 911. Make note of and report to the Fleet and Facilities Division the quantity of fuel, type of fuel, what was fueled, date of fueling, Key Card used, and operator name.
- Fueling of vehicles shall be under separate Key Card access from portable fuel powered equipment, fixed refueling systems, or portable fuel containers, and in accordance with the previous respective directions.
- EXCEPTION: when fueling vehicles and portable equipment or portable fuel containers at the same time, if the fuel type is consistent amongst all items to be filled and the total quantity of fuel to be dispensed into portable equipment or portable fuel containers is less than 5 gallons, a single Key Card access may be utilized; however, notice should be made to the Fleet and Facilities Division to include; vehicle number, unit number, odometer reading, fuel type, fuel amount, pump number, date, location, operator, and the estimated quantity of fuel dispensed in portable equipment or portable fuel containers.

Should inaccurate odometer entry be made or other anomalies are present regarding compliance with the fueling directions, notice should be made to the Fleet and Facilities Division to include; vehicle number, unit number, odometer reading, fuel type, fuel amount, pump number, date, location, operator, and anomaly.

At no time shall Key Cards and PIN's be stored together, nor shall PIN's be conspicuously identified if recorded in the vehicle.

### **Business Credit Card**

Business Credit Cards are issued to a select number of staff for the purchase of commodities as defined by District Policy. When the ability to use the Key Card system is restricted, unavailable, or impractical, and fueling needs are imminent, the use of the Business Credit Card is authorized in accordance with the following;

- Paper receipts shall be retained and provided to the Finance Department Accounts Payable Officer.
- Mileage shall be recorded at the time of fueling.
- Notice shall be made to Fleet and Facilities Division to include; vehicle number, unit number, odometer reading, fuel type, fuel amount, date, location, operator, and reason for non-Key Card usage.

### **Reimbursement**

If all other methods of fueling Marysville Fire District operated vehicles or equipment is unavailable, and fueling needs are imminent, Marysville Fire District personnel may be

reimbursed for fuel purchased utilizing their personal funds. Only the cost of fuel may be reimbursed; no other ancillary costs are authorized. Fuel purchases will be reimbursed in accordance with the following stipulations;

- Prior authorization from a ~~dMarysville Fire District~~ Chief Officer shall be required. Should efforts to acquire authorization fail due to inability to communicate with a Chief Officer, operator shall document; to who, method, and when contacts were attempted.
- Paper receipts shall be retained and provided to the ~~Finance Department~~ Accounts Payable Officer.
- Mileage shall be recorded at the time of fueling.
- Notice shall be made to Fleet and Facilities Division to include; vehicle number, unit number, odometer reading, fuel type, fuel amount, date, location, operator, and reason for non Key Card usage.

### **Fixed Refueling System**

A Fixed Refueling System is defined as any stationary or vehicle mounted tank and pump assembly which is designed and used to dispense motor vehicle fuels for the purpose of refueling ~~Marysville Fire District~~ owned or operated vehicles, equipment, or portable fuel containers, either on-scene or at station.

When available, the use of a Fixed Refueling System may be used for refueling ~~Marysville Fire District~~ owned or operated vehicles and equipment when deemed practical and necessary, or to ensure continuous on-scene operations. Operators shall use Fixed Refueling Systems in accordance with the normal fueling station safe practices. Upon completion, the operator shall ensure the following;

- When fueling vehicles, notice shall be made to Fleet and Facilities Division to include; vehicle number, unit number, odometer reading, vehicle fuel gauge reading prior to fueling, fuel type, estimated fuel amount, date, location, operator, and reason for utilization of a fixed Refueling System.
- When fueling portable fuel powered equipment or portable fuel containers, notice shall be made to Fleet and Facilities Division to include; item(s) fueled, type of fuel, estimated fuel amount, date, location, operator, and reason for utilization of a fixed Refueling System.

### **Reconciliation Procedure**

The Fleet and Facilities Division shall ensure oversight and reconciliation of the ~~Marysville Fire District~~ fuel purchasing program. This Division shall reconcile motor vehicle fuel purchases with vehicle usage and reported fueling, using the following methods performed by the Lead Mechanic;

- Each fuel invoice shall be reviewed for; anomalies, accuracy regarding mileage and fuel consumption, non-vehicle fueling, and comparable total invoice amounts.

- Discrepancies shall be checked against reported fueling issues.
- On a monthly basis, vehicle mileage shall be reviewed and verified with last recorded vehicle service mileage for expected and historical accuracy.

Any and all discrepancies not reconciled through the above procedures shall be further investigated. Should further investigation fail to provide sufficient information regarding reconciliation, all information shall be recorded and provided to the Deputy Chief of the Fleet and Facilities Division.

Documentation consisting of the following shall be recorded in the Marysville Fire District Annual Report;

- Total motor vehicle fuel consumption by fuel type in gallons and cost.
- Total fuel consumption for vehicle and non-vehicle in gallons and cost.
- Total fuel consumption by vehicle in gallons and cost.
- Average fuel mileage by vehicle.
- Monthly average fuel mileage by vehicle.

#### **Key Card Placement/Replacement Procedure**

Key Cards and PIN's shall be ordered or issued by the Deputy Chief of the Fleet and Facilities Division. The Lead Mechanic shall be notified of all Key Cards and PIN's issued. In the event of a damaged or lost Key Card, notification shall be made immediately to the Deputy Chief of the Fleet and Facilities Division or Lead Mechanic, to include; to which vehicle the card is assigned, whether it is missing or damaged, who discovered it missing or damaged, and the date it was discovered missing or damaged. Upon notification of a missing Key Card, the Deputy Chief of the Fleet and Facilities Division or the Lead Mechanic shall disable the card from usage, check recent usage, and order or issue a replacement Key Card and PIN.

#### **Unauthorized Purchase**

In the event unauthorized purchases are discovered to have been made with a Key Card, notification shall be made to the Fire Chief for further direction.



## FISCAL MANAGEMENT

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### CASH RECEIPTING AND BANK ACCOUNTS

#### Cash Receipting

1. All funds received by the Marysville Fire District shall be recorded onto a remittance list and issued a receipt. The employee issuing the receipt shall be separate from the individual recording to the remittance list. The finance department shall reconcile funds collected, receipt forms, and the remittance list upon deposit preparation.
2. A documented review of each completed deposit shall be performed by someone other than the individual who prepared the deposit.
3. Receipt forms shall include the name of payer (address if feasible), amount received, date funds were received, mode of payment (cash, check, credit card, other), purpose of payment, and name of employee who prepared receipt. Checks shall be restrictively endorsed "FOR DEPOSIT ONLY".
4. Receipt forms (manual or automated) shall be pre-numbered and have an imprint of the Fire District name. Generic forms shall not be used.
5. In the event of a voided receipt, the original and any copies of that receipt must be retained.
6. The composition of checks and cash must match the mode of payment listed on the deposit slip and related receipt forms.
7. All collections pending deposit shall be maintained in a locked safe.
8. Deposits are required once every twenty-four consecutive hours after \$500 in revenues has been received, or once per week regardless of the amount, whichever comes first. Reference attached Treasurer Policy Statement (Exhibit A).

#### Bank Accounts

When deemed necessary, the Board of Directors may establish special bank accounts held outside of the Snohomish County Treasurer as are necessary to meet immediate needs of the Fire District. The Board shall designate the name, amount, and approved signatories of any such fund. The Board shall assign a custodian to each fund. Each fund shall be managed in a manner consistent with guidelines established by the Washington State Auditor.

The Marysville Fire District has established the following funds and the accompanying guidelines:

1. Marysville Fire District Advance Travel Expense Fund
  - A. This fund shall not exceed \$ 2,500 and shall be replenished each month by itemized vouchers submitted to the finance department to include in the monthly regular voucher batch for payment.
  - B. Each check shall be signed by the assigned custodian or a Board authorized signer. The payee, date, amount and purpose shall be recorded in the check register.
  - C. The fund shall be used for advance travel purposes only.
  - D. The balance of this account shall be reconciled monthly against the bank statement
2. Marysville Fire District Petty Cash Fund
  - A. This fund shall not exceed \$ 1,500 and shall be replenished each month by itemized vouchers submitted to the finance department to include in the monthly regular voucher batch for payment.
  - B. Each check shall be signed by the assigned custodian or a Board authorized signer. The payee, date, amount, and purpose shall be recorded in the check register.
  - C. The fund shall be used for making small purchases within the local area, small immediate payments to outside area vendors, and/or qualifying employee business expense reimbursements deemed necessary and appropriate.
  - D. The balance of this account shall be reconciled monthly against the bank statement.
3. Marysville Fire District Ambulance Billing Fund
  - A. This fund shall be used to facilitate the collection of ambulance transport fees and the issuance of patient/insurance company refunds.
  - B. The ambulance billing company assigned to manage the patient billing accounts of the District shall have depository authority to this account.

C. Each month all funds in excess of \$3,600 (or an alternate amount approved by the Fire Chief), shall be deposited into the Marysville Fire District funds held with the Snohomish County Treasurer. Expense Fund 781-70. This withdrawal and subsequent deposit may be performed via paper check or electronic funds transfer, and only after the account balance has been reconciled to the monthly bank statement.

D. Each check issued from this account shall be signed by the custodian and one Board authorized signer, or two Board authorized signers. The payee, date, amount, and purpose shall be recorded in the check register.

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D.E. Electronic debit transfer requests sent to the Snohomish County Treasurer are authorized by the Board of Directors to be initiated by two individuals from the following list: (1) Finance Director, (2) Fire Chief, or (3) Human Resources Manager. Two signatures must be documented on the applicable Snohomish County ACH Debit Request Form. The form shall also document the date the funds are requested to be transferred, the total amount of the transfer, and the total amount that will be deposited into each district fund.

E.F. The balance of this account shall be reconciled monthly against the bank statement.

#### 4. Marysville Fire District Deposit In Transit Fund

- A. The establishment and use of such fund shall be considered optional and does not exclude the District from depositing funds directly to the Snohomish County Treasurer.
- B. This fund shall be used to facilitate the timely deposit of funds received by the District in compliance with RCW 43.09.240. Any use beyond this scope is strictly prohibited.
- C. All deposits into this account shall be transferred to the appropriate Marysville Fire District Funds held with the Snohomish County Treasurer within a timely manner.
- D. All deposits and subsequent transfers shall be reviewed and approved by the Fire Chief.
- E. The balance of this account shall be reconciled monthly against the bank statement.

<p style="text-align: center;"><b>TREASURER POLICY STATEMENT</b></p>
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• **Policy Name:** Timely deposit for Marysville Fire District:

- **Background:** Excerpt from RCW 43.09.240, "Every public officer and employee, whose duty it is to collect or receive payments due or for the use of the public shall deposit such moneys collected or received by him or her with the treasurer of the local government once every twenty-four consecutive hours. The treasurer may in his or her discretion grant an exception where such daily transfers would not be administratively practical or feasible as long as the treasurer has received a written request from the department, district, or agency, and where the department, district, or agency certifies that the money is held with proper safekeeping and that the entity carries out proper theft protection to reduce risk of loss of funds. Exceptions granted by the treasurer shall state the frequency with which deposits are required as long as no exception exceeds a time period greater than one deposit per week."

Exceptions to RCW 43.09.240 are allowed by the Snohomish County Treasurer for Marysville Fire District when the amount of the deposit is equal to or less than \$500 and proper safe keeping is reasonably assured. Marysville Fire District is required to deposit at least weekly regardless of the amount.

**Effective:** 4/1/2010

**Approved by:**

  
 Kirke Sievers, Treasurer

**Subject:** Marysville Fire District Deposits

## FISCAL MANAGEMENT

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### TRAVEL EXPENSES

The Marysville Fire District shall pay for allowable business travel expenses when reasonable, necessary, and directly related to conducting business for the Marysville Fire District. Out of state travel requires prior approval by the Fire Chief.

All travel arrangements, including but not limited to airline reservations, hotel reservations, conference registration, etc., shall be arranged and paid for in advance by the District to take advantage of any available discounts and to avoid paying premium rates. In some instances an employee may incur travel costs typically prepaid by the District. If this occurs the employee must submit original, itemized, paid receipts (exclusive of meals purchased with per diem allowances) along with an employee expense voucher to the finance department for review. If deemed appropriate and necessary, all eligible expenses will be reimbursed to the employee.

All training requests involving travel and/or registration must obtain the appropriate approvals prior to the District incurring any expense.

#### Eligible Expenses

##### Transportation

Actual costs for bus travel, train travel, taxi, tolls, car rentals, parking fees and air travel are all eligible, provided all air travel shall be by coach class. Mode of transportation shall be determined by the lowest cost option.

##### Meals

District employees shall receive a per diem rate of forty dollars (\$450.00) per day for meal expenses (no meal receipts are required) for all travel where an overnight stay is deemed necessary and appropriate by the Fire Chief. For each day of travel where either the travel itself or the combination of travel/event attendance is less than 6 hours in duration the per diem rate will be reduced to one-half (1/2) of the full amount. If a meal (breakfast, lunch, dinner) is provided as part of an event registration fee and listed as such on the registration form, and/or the District per diem paid is greater than the IRS allowable per diem for the area of travel, the employee will be given two options:

1. Return the excess per diem to the District (the excess funds shall be clearly identified to the employee at the time of the per diem issuance), or
2. Retain the full per diem amount and the excess will be reported to the IRS as taxable fringe benefits to the employee consistent with Internal Revenue Service (IRS) rules. The most current allowable per diem rates are set by the Office of General Services Administration (GSA) and can be found at <http://www.gsa.gov>.

Meal reimbursement or per diem for travel not requiring an overnight stay will be subject to Fire Chief approval. All or a portion of these expense may be taxable under IRS guidelines. For reimbursement of actual meal expenses, the employee must submit the appropriate

documentation (original, itemized, paid receipts and an employee expense voucher) to the finance department.

#### Lodging

The District will pay lodging expenses where an overnight stay is deemed necessary and appropriate by the Fire Chief. Allowable lodging expenses are strictly limited to the room and tax. All other lodging expenditures are ineligible and will not be paid for by the District. Lodging must be reserved at the government rate or the least costly room rate. When attending a conference, the employee may elect to stay at the conference hotel at the least available room rate, provided that this rate is found to be reasonable and appropriate. Upon return the employee must submit an itemized hotel bill to the finance department. If a family member or guest accompanies the employee, the employee shall pay for the additional amount over that of a single accommodation.

#### Privately Owned Vehicles – Mileage Reimbursement

Whenever possible, a District vehicle should be used for employee travel. If an employee must use a personally owned vehicle, mileage will be reimbursed at the Internal Revenue Service (IRS) rate. Mileage reimbursement is calculated based upon the roundtrip distance between the workplace and the business destination. Refer to Marysville Fire District Policy #4021 – Vehicle Use for further information.

#### Class/Event Registration

Registration should be prepaid through the District credit card or accounts payable process. Registrations shall be made in a timely manner to take advantage of early registration discounts. If a check is to be processed, the request for payment shall be submitted in sufficient time to process the registration with regular accounts payable procedures. If it is not possible to prepay registration fees, receipts must be submitted for reimbursement or for documentation of advance funds received.

#### **Use of District Credit Cards**

Any payments made using a District credit card must comply with the District credit card policy. Refer to Marysville Fire District Policy #6050 – Purchasing: Authorization, Control, and Methods for further information. Original, itemized receipts are required for all credit card purchases and must be submitted to the finance department. Any credit card charges that are not properly documented are the responsibility of the traveler and must be repaid to the District.

District credit cards may only be used for the following employee travel related expenses:

- Conference registration and conference-provided meal fees;
- Eligible transportation related costs such as airfare, shuttle, and parking fees;
- Eligible lodging costs.

District credit cards may not be used to pay:

- Any portion of an expense that is the responsibility of the individual. For example, if lodging costs are higher because of an additional guest in the room, only the portion of the lodging cost attributable to the ~~D~~district may be charged to the District credit card.
- Meal expenses, except meals included with conference registration or included with lodging.

#### Ineligible Expenses

None of the following expenses shall be paid by the District:

- Travel expenses paid for by any other organization
- Alcoholic beverages
- Meals or lodging accommodations for family or guests
- Tour bus fees for sightseeing tours
- Mileage if the employee travels as a passenger in a privately owned car
- Trip insurance
- Any other personal expenditure for entertainment or other purposes

## FISCAL MANAGEMENT

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### CAPITAL ASSET MANAGEMENT SYSTEM

#### Purpose

Marysville Fire District (MFD) is obligated to demonstrate good management, control, and maintenance of its capital assets. Accountability shall be displayed through the Capital Asset Management System (CAMS) of classification, tracking, and inventory, as well as adherence to surplus and disposition statutes. Maintaining such a system continues the District's pursuit for excellence in management of resources and planning for future needs.

#### References

Specific requirements of the Washington State Auditors Office are contained in the *Budgeting, Accounting and Reporting System (BARS) for Fire Districts*. In addition, the federal government has issued property management requirements which apply to all governments that receive federal assistance. Each federal agency may have additional agency-specific regulations, as well as specific terms and conditions of the award.

#### Scope

The CAMS will retain records on all real and personal property the District owns, or intends to take complete possession of for more than one year. "Capital assets" include; land and land rights; infrastructures; buildings, their furnishings, fixtures, and furniture; equipment, apparatus, machinery, vehicles, and tools. "Small and Attractive Assets" include those assets that are particularly at risk or vulnerable to loss, which include; communications equipment, both audio and visual; optical devices, binoculars, telescopes, infrared viewers, and range finders; cameras and photographic projection equipment; microcomputer systems, laptop and notebook computers; other data processing accessory equipment and components, (scanners, data displays, etc...); office equipment; stereos, radios, television sets, tape recorders, DVD players, VCR's and Video Cameras; motorized tools (chainsaws, etc...).

#### Capitalization Threshold

All capital assets with a cost of \$5,000 or more shall be capitalized and included in the CAMS. All small and attractive assets with a cost of \$500 or more shall be included in the CAMS. Although small and attractive assets do not meet the district's capitalization threshold, due to ease of conversion to private use, they are considered assets for purposes of marking and identification, records keeping, and tracking.

#### Valuation of Assets

Assets shall be valued at cost – including any ancillary charges necessary to place the asset in its intended location and condition for use. Expenses which do not add to the utility of an asset shall not be included in the cost. Example: an expenditure to repair a piece of equipment that was damaged during shipment would not qualify for inclusion in the asset cost. Donated assets shall be valued at the fair market value at the time of acquisition plus all appropriate ancillary costs. If the fair market value is not determinable due to lack of sufficient records, an



estimated cost shall be used for capitalized value. If real property is acquired by gift, the appraised or fair market value at the time of acquisition shall be used for capitalized value.

#### Additions to Capital Asset System

When either a capital asset or a small and attractive asset is purchased, the Finance ~~Director~~Manager will identify those assets that meet the capitalization threshold requirements and forward a copy of the invoice to the CAMS administrator. The CAMS administrator will assign a unique inventory ID tag to the asset and prepare an Asset Control Sheet (Attachment A) which will be sent to the appropriate purchasing authority to complete. When the Asset Control Sheet and the ID tag are received by the purchasing authority, they will affix the ID tag to the asset, complete and sign the Asset Control Sheet, and return the completed form to the CAMS administrator. The CAMS administrator will then update the system with the information from the Asset Control Sheet.

Whenever feasible, each piece of property will be affixed with an inventory ID tag identifying the asset as the property of Marysville Fire District and assigning such a unique identifying number. The individual tagging the asset may determine where to place the ID tag, however it should be located on the principal body of the asset rather than a removable part. Such tag will be removed or obliterated only when the item is sold, scrapped, or otherwise disposed of. Should the inventory ID tag be removed or defaced, the item shall be assigned a new inventory ID tag, and the new numbers recorded in the capital assets database.

Occasionally it will be impractical or impossible to mark some inventorial asset according to these standards. In these cases, the inventory ID tag is not required, and the CAMS administrator is to apply alternative procedures to inventory and identify such assets.

#### Deletions From Capital Asset System

Asset deletion may be required due to the disposal (donation, sale, or scrapping or an asset), retirement (assets no longer used in operations which are being held for proper disposal), lost or stolen items, or involuntary conversions (fire, flood, etc...). Small and attractive assets deleted from the system for any reason require authorization from the Fire Chief. Capital ~~A~~assets deleted from the system for any reason require authorization from the Board of Directors.

#### Disposal

For proper disposal of surplus property, refer to *Marysville Fire District Policy #6035 – Disposal of Surplus Property*. (Note: Small and attractive assets are exempt from surplus procedures and shall be disposed of in accordance with the direction of the Fire Chief or his/her designee.)

#### Lost or Stolen Property

When suspected or known losses of capital assets or small and attractive assets occur, a search should be conducted for the missing property.

If the missing property is not found:

- Notify the CAMS administrator and the Fire Chief.

- Have the individual deemed to be primarily responsible for the asset, as well as that individual's supervisor, complete and sign a statement to include a description of the events surrounding the disappearance of the property, who was notified of the loss, and steps taken to locate the property. This statement shall be submitted to the CAMS administrator and retained as part of the CAMS.
- The Fire Chief will report the loss to the Board of Directors.
- The Finance ~~Director~~Manager will report known or suspected losses of assets to the State Auditors Office in accordance with the guidelines prescribed in the *Budgeting, Accounting and Reporting System (BARS) for Fire Districts*.
- The CAMS administrator will remove the lost or stolen property from the district's inventory.

#### Inventory

A physical inventory will be conducted at least once every year for both capital and small and attractive assets. Verification of the inventory shall be done annually by the CAMS administrator by performing a sampling of the physical inventory items.

In order to ensure objective reporting of inventory items, personnel having no direct responsibility (custody and receipt/issue authority) for the assets should perform the physical inventory. If it is not feasible to use such personnel for all or a part of the inventory, then those portions are; at least, to be tested and verified by the CAMS administrator.

#### Physical Inventory Instructions

Written physical inventory instructions (attachment B) will be documented and distributed to each person participating in the inventory process. The instructions will describe:

- How and where to record each item,
- What information to record,
- What to do when they have a question,
- What procedures to follow when they finish their assignments,
- What procedures to follow when equipment is located but not listed,
- The procedure by which the person counting the assets attests to the accuracy of the count, such as by signing his or her name at the bottom of each inventory page, or signing a cover page for a group of pages sorted by another method (batches, location, equipment type, etc.), and
- How to record assets not being used or in an obviously unserviceable condition. Such information is to be used to schedule repair or disposition of such assets.

#### Physical Inventory Reconciliation

After the physical inventory count is completed, the CAMS administrator is to conduct the reconciliation process. Only when all differences have been identified and explained, is the inventory considered reconciled. After the inventory is reconciled, the CAMS administrator is to certify the reconciliation with a statement and signature that it is correct and report this to the Fire Chief. Finalized and reconciled inventory reports shall be reviewed and retained by the Finance Director.

Retaining Physical Inventory Records

The certification, together with the reconciliation and the inventory listing, serves as the support for the inventory balance and must be retained by the ~~D~~district. The documentation will be retained in accordance with approved records retention schedules. At a minimum the asset records must be retained until after the next audit.

**ATTACHMENT A**  
**Marysville Fire District – Capital Asset Management System**  
**Asset Inventory Report**

<u>Submitted By:</u>	<u>Date:</u>	<input type="checkbox"/> Grant <input type="checkbox"/> Purchase <input type="checkbox"/> Donation/Gift
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**PLEASE ATTACH COPY OF INVOICE OR SALES CONTRACT**

<u>Inventory / Barcode #</u>	<u>Description</u> <small>What is it?</small>		
<u>Category</u>	<input type="checkbox"/> PPE <input type="checkbox"/> Facility <input type="checkbox"/> Communications Equipment	<input type="checkbox"/> Equipment/Tool <input type="checkbox"/> Fitness Equipment	<input type="checkbox"/> Vehicle <input type="checkbox"/> Office Equipment
<u>Department</u>	<input type="checkbox"/> Administration <input type="checkbox"/> Operations	<input type="checkbox"/> Fleet and Facilities <input type="checkbox"/> Special Operations	<input type="checkbox"/> FMO <input type="checkbox"/> Training
<u>Serial / VIN #</u>	<u>Vendor</u>		
<u>Purchase Date</u>	<u>Purchase Value / Cost</u>		
<u>Manufacturer</u>	<u>Model / Model #</u>		
<u>Location</u> <input type="checkbox"/> 61 <input type="checkbox"/> 62 <input type="checkbox"/> 63 <input type="checkbox"/> 64 <input type="checkbox"/> 65 <input type="checkbox"/> 66 <input type="checkbox"/> Shop <input type="checkbox"/> Administration <input type="checkbox"/> Other:	<u>Est. Useful Life</u>	<u>Est. Salvage Value</u>	
Notes:			
<b><u>Office Use Only</u></b>			
<u>Grantor</u>		<u>Grant #</u>	
<u>Grant Notes</u>			
<u>WCIA Update</u>		<u>Title Holder</u> <small>(Other than MFD)</small>	
<b><u>Surplus Disposition</u></b>			
<u>Date of Disposition</u>	<u>Reason</u> <input type="checkbox"/> Removed from Svc <input type="checkbox"/> Unaccounted	Detail:	
<u>Final Disposition</u> <input type="checkbox"/> Sold/Price: _____ <input type="checkbox"/> Recycled <input type="checkbox"/> Disposed	<u>Condition</u> <input type="checkbox"/> New <input type="checkbox"/> Excellent <input type="checkbox"/> Good	<input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Notes:			

**ATTACHMENT B**  
**Marysville Fire District – Capital Asset Management System**  
**Asset Inventory Procedure**

You are about to perform the annual district wide asset inventory. This process is mandated by state regulations, is audited by the State Auditor's Office, provides verification of asset loss and control, and ensures the taxpayers of our community continue to enjoy the benefits from the equipment they purchased.

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Assets should be inventoried within as short a time period as possible. Due to the nature of equipment and vehicle relocation, the longer an inventory takes, the greater the opportunity to miss items. It is best to perform the inventory with a defined strategy to ensure all areas and equipment are examined.

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You will be provided with the following items to assist you in locating, verifying, and reporting asset locations: barcode scanner, asset inventory printout, location barcode printout, marking device, and asset inventory barcode stickers.

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We are required to maintain records of inventory of our Capital Assets as well as items falling under the auspice of Small and Attractive. Simply put, Capital Assets are items not considered consumable in nature and having an original acquisition value of \$5,000 or more. A caveat to this is that there are some items in our inventory that were purchased under a \$500 policy threshold, and must continue to be tracked and located. The Small and Attractive items are generally non-consumable products that exceed \$500 in original cost, and are easily converted to private use, such as; computers, cameras, projectors, etc.

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As you perform your inventory, please note any items that have been issued that meet the above criteria for Capital Assets or Small and Attractive Assets that do not have a barcode or inventory number, and are not listed in the asset inventory. Should such an item be located, verify with your supervisor as to the course of action; you will likely need to apply a new barcode sticker, collect pertinent details, and report such for inclusion in the asset inventory. Should an item be located that is missing an inventory barcode, verify whether the barcode number is marked in another fashion on the item. Some items are not compatible with the barcode sticker and have had the issued barcode number scribed or written in paint upon the device. You may need to verify the inclusion of the item in the current inventory by other means, such as serial numbers. Consult with your supervisor should you have any question as to how to proceed.

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Basic Instructions for asset inventory completion

- Report to a facility with all issued inventory tools.
- Using barcode scanner, scan the appropriate facility location barcode.
- Using the asset inventory printout to assist, locate all barcode items.
- Scan the barcode or manually enter the barcode number.
- Initial the item on the inventory printout.

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- For unlisted items, apply barcode, make note on inventory sheet to include barcode number, item description, location, Manufacturer, Model, and Serial Number.
- For items listed but missing barcode, contact supervisor for direction.
- For items listed but not found, make note and advise supervisor upon returning of scanner.
- For items listed and found but no longer serviceable or in use, contact your supervisor for direction.
- Upon completion of a facility, return the inventory sheet and barcode scanner for download of data.

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**1000 SERIES**  
**POLICY/CONTENT REVISIONS**



### Legal Status and Operations

Pursuant to Chapter 52.26 RCW, ~~the Board of Directors of the~~ Regional Fire Authority, known as Marysville Fire District and herein referred to in all subsequent policies as the "district", is the corporate entity established by law in the State of Washington to provide fire prevention services, fire suppression services, emergency medical services and other services for the protection of life and property within district boundaries. ~~the Fire District.~~ The ~~dFire~~ District, a municipal corporation within the laws of the state, possesses all the usual constitutional, statutory and common law powers of a corporation for public purposes.

The Marysville Fire District Regional Fire Authority Plan document, herein referred to in all subsequent policies as the "RFA plan" and policies of the Board of Directors define the organization of the Board and the manner of conducting its official business. The Board's operating policies are those that the Board adopts from time to time to facilitate the performance of its responsibilities.



**Number of Members and Terms of Office****Governing Board Structure**

~~As provided in RCW 52.26.080 the governing board of the district shall be determined by RFA Plan. However, only elected officials of participating jurisdictions and elected commissioners of the authority are eligible to serve on the board. The Board of Directors shall consist of a six (6) member panel. Three (3) members representing the City of Marysville selected and appointed by the Marysville City Council President. Three (3) Fire Commissioners elected by ballot by the registered voters of Snohomish County Fire Protection District No. 12.~~

~~City of Marysville representative members shall hold their position on the Board of Directors for as long as they remain a Marysville City Council Person or until the Mayor delegates new representation.~~

~~Fire Commissioners shall hold their position on the Board of Directors for the length of their term as Fire Commissioner.~~

~~Except as otherwise provided by law, Fire Commissioners shall hold office for terms of six (6) years and until their successors are elected and qualified. Terms of the Fire Commissioners shall be staggered as provided by law.~~

~~Newly elected Fire Commissioners to full term of six (6) years shall take office at the first meeting in January following an election, provided election results have been certified by the county auditor and the newly elected commissioner has taken and subscribed to an oath of affirmation that he/she will faithfully and impartially discharge the duties of the office of Fire Commissioner to the best of their ability. A fire Commissioner elected to less than a full term shall assume office as soon as the election results have been certified and he/she has taken and subscribed to the oath of office.~~

Oath of Office For RFA Board of Directors and Board Secretary Fire Commissioners

~~Each Fire Commissioner and the~~ Each member of the RFA Board of Directors and the ~~Board appointed~~ District Secretary shall take an oath to support the constitutions of the United States, ~~and~~ the State of Washington, the laws, resolutions and rules of the Marysville Fire District RFA and to faithfully discharge the duties of his/her office to the best of their ability. A notary public or other person authorized by law to administer the oaths must certify to this oath and the signature of the member and ~~must~~will file the signed oath of office ~~with~~on the Snohomish ~~e~~County ~~a~~Auditor's office.

**Adoption/and Amendment of Policies and Administrative Procedures****Policies**

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Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interests of the Fire District, the final vote for adoption shall take place not earlier than the next succeeding regular or special Board meeting. Any written statement by any person relative to the proposed policy or amendment should be directed to the chairperson prior to the second reading. The Board may invite oral or written statements from patrons as an order of business.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the Fire District. No further action is required. All new and amended policies within policy series 2000 "Personnel", 4000 "Operations", 8000 "Health & Safety", and 9000 "Emergency Medical Services" shall become effective upon adoption for a 6 month trial period, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made in part of the minutes of the meeting at which action was taken and shall also be included in the Fire District's policy manual. The Board of Directors shall/should review policies of the Fire District annually.

**Administrative Procedures**

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The Chief shall develop such procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Chief shall submit it to the Board as an information item. The Board need not approve procedures, though it may revise them when it appears that they are not consistent with the Board's intentions as expressed in its policies. The Board, prior to their issuance, need not review procedures, though on controversial topics, the Chief may request Board approval.

**Audit of Expenditures**

At each regular meeting the Board of Directors shall approve all bills and payroll after confirmation by the ~~board appointed Auditing Officer Secretary~~ that all vouchers represent true and just claims and are in accordance with the annual budget.

**Commented [GW1]:** Would it be better to reference the finance director (your position?)

At each meeting at which payments have been approved, the Board of Directors and the Secretary shall issue the certificate authorizing the county treasurer to pay the warrants for approved expenditures. The certificate shall specify the date, number, name and amount of fund on which each warrant is to be drawn, and the certificate shall be transmitted promptly to the county treasurer.

**Commented [CM2R1]:** Yes, assignment should be updated to the Auditing Officer.

All accounts shall be externally audited in the manner ~~approved~~ provided by law.



**Meetings – Executive or Closed Sessions****Commented [CM1]:** Legal review for RCW compliance

Before convening in executive session, the Chairperson shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated time by announcement of the Chairperson or designee.

An **Executive Session** may be conducted for any lawful purpose allowed pursuant to RCW 42.30.110 and other applicable law, one or more of the following purposes:

1. ~~\_\_\_\_\_ To consider matters affecting national security~~

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a. ~~\_\_\_\_\_ To consider, if in compliance with any required data security breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;~~

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2. ~~\_\_\_\_\_ To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.~~

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3. ~~\_\_\_\_\_ To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price, however, the final action of selling or leasing public property shall be taken in a meeting open to the public.~~

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4. ~~\_\_\_\_\_ To review negotiations of the performance of publicly bid contracts when public knowledge regarding such considerations would cause a likelihood of increased costs.~~

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5. ~~\_\_\_\_\_ To receive and evaluate complaints or charges brought against a Board member or staff member, however, upon the request of such Board member or staff member, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge.~~

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6. ~~\_\_\_\_\_ To evaluate the qualifications of an applicant for public employment or to review the performance of a staff member. However, the discussion of salaries, wages, and other conditions of employment to be generally applied with the Board shall occur in a meeting open to the public and when the Board elects to take a final action of hiring, setting the salary or an individual staff member or class of staff members or discharging or disciplining an employee that action shall be taken in a meeting open to the public.~~

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7. ~~\_\_\_\_\_ To evaluate the qualifications of a candidate for appointment to elective office, however, any interview of such candidate and final action appointing a candidate to the Board shall be in a meeting open to the public.~~

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8. ~~\_\_\_\_\_ To discuss with legal counsel representing Board matters relating to Board enforcement actions or to discuss with legal counsel representing the Board, litigation or potential litigation to which the Board, or~~

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~~Board members acting in an official capacity, or is likely to become a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequences to the Board.~~

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~~A Closed Session of the Board of Directors may be held when the Board is planning or adopting the strategy or position to be taken during the course of collective bargaining or professional negotiations, grievance or mediation proceedings or reviewing proposals made in such negotiations or proceedings while in progress.~~

Meetings – Agenda and Quorum**Agenda**

The Fire Chief shall be responsible for preparing the agenda for each meeting in conjunction with the Chairperson. Copies of the agenda, minutes from the previous meeting and relevant supplementary information will be delivered to each Board member at least three (3) days in advance of the meeting and will be available to any interested citizen on the Marysville Fire District website or the Administrative Offices at 1094 Cedar Avenue, twenty-four (24) hours prior to the meeting.

**Quorum**

A majority of the total membership of the Board ( 3 of the 5 members ) ~~members~~ shall constitute a quorum for the transaction of all business.

**Meetings – Conduct and Order of Business**

All Marysville Fire District Board of Directors meetings will be conducted in an orderly and business-like manner, using Robert's Rules of Order, Revised as a guide except when such rules are superseded by Board policies. The order of business will be that indicated in the agenda. By motion. The Board Chairperson may allow authorize any additions, deletions or changes in the order of items listed in the prepared agenda.

All votes on motions and resolutions shall be by "voice" vote unless the Chairperson or other member of the Board requests a roll call vote.



### Audience Participation

The Board recognizes the value of public comment on fire services issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the Board will provide a period at the beginning of the meeting during which visitors may ~~make formal presentations, address the Board. Comments will be limited to a maximum of 3 minutes. Where an organization or individual wishes to make a formal presentation that requires more than 3 minutes, such~~ presentations should be scheduled in advance with the Fire Chief and/or Chairperson and they will decide whether to allow or disallow an extended period of time.

The Board will also allow individuals to express an opinion prior to Board action on agenda items. The Chairperson shall first recognize individuals wishing to be heard by the Board. Individuals, after identifying themselves (name and address), will proceed to make comments. Comments will be limited to 3 minutes per person, as briefly as the subject permits. The Board requires that such participants be either residents of the Fire District, staff of the fire district, or the designee of such residents or staff. Any representative of a firm eligible to bid on materials or services solicited by the Board shall also be entitled to express an opinion. The Chairperson may interrupt or terminate an individual's statement when it is off topic, too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, in accordance with RCW 42.30.050, the ~~members~~Chair of the Board of Directors may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

At the conclusion of the meeting, the Chairperson, in his or her discretion, may allow any individual to speak to any issue not included on the agenda.

**Meeting Minutes**

The Secretary shall record the minutes of the Board meetings. Minutes become official after approval by the Board and shall be retained as a permanent record of the Fire District. When issues are discussed that may require detailed records, the Board may direct the Secretary to record the discussion verbatim. Such verbatim records of a meeting shall be destroyed after the minutes have been approved. Minutes shall be comprehensive in summary format and shall include but not be limited to: show:

1. The date, time and place of the meeting
2. The presiding officer.
3. Members in attendance
4. Items discussed during the meeting and results of any voting that have occurred.
5. Action taken to recess for executive session with a general statement of the purpose of the duration.
6. Time of adjournment

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board and shall also be available to other interested citizens. Minutes need not be read publicly, provided that Board members have had an opportunity to review them before adoption approval.

After board approval, official minutes shall be posted on the District's website. A file of permanent minutes of all Board meetings will be maintained at the District Administrative Offices to be made available for inspection upon request of any interested parties.

**Commented [GW1]:** should they also be posted on the website?

**Commented [CM2R1]:** Yes, they are currently. Update to reflect current practice

**Conduct of Public Official**

In accordance with Chapter RCW 42.23 – the Code of Ethics For Municipal Officers- and other applicable law, and Except as provided by law as stated in policy #1120, all elected and appointed officers of the District, together with all deputies and assistants of such an officer, and all persons exercising or undertaking to exercise any of the powers or functions of a municipal officer-a Board member or the Fire Chief shall not:

1. Ask or receive, directly or indirectly, any compensation, gratuity or reward or promise thereof for omitting or deferring the performance of any official duty; or for any official service which has not been actually rendered, except in case of charges for prospective cost or fees demandable in advance in a case allowed by law, or
2. Be beneficially interested, directly or indirectly, in any contract, sale, lease or purchase which may be made by, through or under the supervision of such official, in whole or in part, or which may be made for the benefit of his office, or accept directly or indirectly, any compensation, gratuity, or reward from any person beneficially interested therein; or
3. Employ or use any person, money or property under his/her official control or direction, or in his official custody, for the private benefit or gain of himself or another.
4. Knowingly make any false or misleading statement in any official report or statement, under circumstances not otherwise prohibited by law.

~~Any such action may constitute a gross misdemeanor. Any contract, sale, lease, or purchase as stated in (2) above shall be declared void.~~

Penalties for violation of the above or any other provision of Chapter 42.23 RCW shall be as proscribed therein.

**Conflicts of Interest**

Individual Board members or the Fire Chief shall not have any pecuniary interest, directly or indirectly, in any contract, purchase of materials, or activity paid for from Fire District funds except ~~as that~~ defined authorized under district fiscal management policy #6065 and Chapter 42.23 RCW. ~~a Board member or the Fire Chief may enter into financial transactions not to exceed \$750 a month.~~

**Board Member Expenses****General**

The actual expenses of Board members while traveling to and from and attending Board meetings may be paid. The expenses of Board members who attend conferences or meetings as official representatives of the Fire District may be paid. Such expenses for conferences may be paid in advance. A Board member may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in Fire District business or other approved travel. See district fiscal management policy #6090 Travel Expenses for further guidance.

**Membership and Subscriptions**

The Board recognizes the importance of maintaining relationships with allied organizations through the payment of dues and for subscriptions to publications that will enhance the operations of the Fire District.

The Fire Chief may recommend such memberships and is authorized to subscribe to service related publications.

**Commented [GW1]:** this could be combined with other policies but otherwise no comments.

**Commented [CM2R1]:** Agree, combine into 1125 Board Member Expenses

**Board Member Compensation**

A Board member is eligible to receive compensation at the rate set forth in the ~~Revised Code of Washington~~ RCW 52.14.010 for the following activities:

**Meetings**

1. Attending regular or special meetings of the Board of Directors of the Marysville Fire District.
2. Board of Director Committee meetings (EMS, Personnel, Customer Service and other designated committees).
3. Sno Isle Commissioner meetings
4. Washington State Fire Commissioners conferences and seminars
5. Annual Retreat
6. Serving as a designated representative of the Board, including but not limited to, such activities as Fire District committees, community development and/or betterment committees, collective bargaining committees, etc.

**Events**

1. Attendance at legislative lunches, open houses, trips to Olympia, etc.
2. Participation at scheduled Public Education Events
3. Funerals (At the discretion of the Board)
4. Attendance at Recruit Graduation
5. Attending Board approved training and/or development activities, including but not limited to regional, state or national fire district association conferences, Board in service meetings, etc. This may also include time involved in traveling to and from the activity.
6. Attending special Board related activities when approved by the Board in advance, including but not limited to, building dedications, staff retirements and other such ceremonies.
7. Any other function at which a Board member is representing the District at the request of the Chief or by action of the Board.

Total compensation for a calendar year shall not exceed the amount set by RCW 52.14.010, plus reasonable expenses incurred for travel, meals and lodging.

Any Board member may waive all or any portion of his/her compensation for any month or months during his/her term of office by a written waiver filed with the Fire District. The waiver may be filed any time after the Board member election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.

Annual Awards Banquet

Commented [GW1]: no comments except an authorizing resolution will be necessary.

The Board may authorize, via resolution, an annual awards banquet for the recognition of employee service and achievement. Employee only portion of costs may be funded by the district, provided the expenditure has been authorized and appropriated in the normal operating budget of the district.

Original Adoption: 10/01/2019



**1000 SERIES**  
**FURTHER REVISIONS NEEDED**

**Annual Organizational Meeting**

**Commented [CM1]:** RFA Board may want to define this further in the future

At the last regular meeting in December of every year, the Board of Directors shall elect from among its members a Chairperson to serve a one-year term.

~~The position of Chairperson shall rotate each year. The order of rotation shall be as follows; a representative from the City of Marysville for the first year, followed by a representative for Snohomish County Fire Protection District No. 12 for the next year. The order of rotation shall remain intact until changed by action of the Board.~~

~~In order to provide a record of proceedings of each meeting of the Board, the Board shall appoint a Secretary of the Board.~~

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Call for nominations for chairperson to serve during the ensuing year.
2. Election of the chairperson

The newly elected Chairperson shall assume their responsibilities and duties at the first regularly scheduled meeting in January.

Policies shall continue from year to year and Board to Board until and unless the Board changes them.

**Officers of the Board: Chairperson**

The Chairperson shall preside at all Board meeting and sign all papers and documents as required by law as authorized by the action of the Board. The chairperson shall conduct the meetings in the manner prescribed by the RFA Plan and Board's policies, provided that the chairperson shall have the full right to participate in debate without relinquishing the chair and shall have the right to vote on all matters put to a vote. The chairperson shall conduct the meeting so that deliberation is clear, concise and directed to the issue at hand; discussion and/or action is summarized before moving on to the next agenda item; and the meeting is managed so that the agenda is treated in an expeditious manner.

The Chairperson shall confer with the Chief regarding sensitive issues which need immediate attention. When appropriate, the Chief will confer with individual board members when other opinions should be sought.

**Commented [GW1]:** While this policy is probably OK, the Board should have a set of more robust, detailed Rules of Procedure for conduct of business similar to what the City Council and governing boards of other public agencies.

**Duties of Individual Board Members**

The authority of Board members is limited to participating in action taken by the Board as a whole when legally in session. Board members shall not assume the responsibilities of the Chief or other staff members. The Board or staff shall not be bound in any way by any action taken or statement made by any individual Board member except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each Board member is obligated to attend Board meetings regularly. Whenever possible each Board member shall give advance notice to the chairperson or Chief of his/her inability to attend a Board meeting. A majority of the Board may excuse a member's absence from a meeting if requested to do so. The Board may declare a position vacant after three (3) consecutive unexcused absences from regular Board meet

Commented [GW1]: while there is nothing wrong with the language, this would be better addressed in a more comprehensive set of rules such as what the City has.

**Consultants**

When knowledge, legal or technical skills are needed that cannot be provided by persons on the staff, the ~~Chairperson~~ **Chief** or his/her designee shall prepare a description of services needed along with an estimation of the time and cost likely to be incurred. If such consultative assistance is approved by the Board, the Chief shall be authorized to engage consultant services, paid or unpaid, within the budgetary limits specified by the Board.

**Commented [GW1]:** The RFA should develop and adopt its own comprehensive procurement policies which cover all aspects of procurement including, but not limited to consultant services.

Suspension of Policy

A policy of the Marysville Fire District Board of Directors shall be subject to suspension by a majority vote of the Board members present, provided all Board members had received notice of the meeting and provided the notice included a proposal to suspend a policy and an explanation of the purpose. If such proposal is not made in writing in advance of the meeting, a policy may be suspended only by a unanimous vote of all Board members present.

Commented [GW1]: No comments but possibly a topic of discussion for the new Board.

## Meetings

Board meetings will be scheduled in compliance with the law and as deemed by the Board of Directors to be in the best interests of the Fire District and the community. The Board of Directors will function through regular, special and emergency meetings pursuant to Chapter 42.30 RCW.

~~Public n~~Notice shall be given as required by RCW 42.30.080 for any special meeting, ~~whenever a regular meeting is adjourned to another place~~ or when a regular meeting is to be held at a place other than ~~the Marysville Fire District Station 62 that which is designated by resolution.~~

Regular meetings shall be held at a time and place approved by resolution or at other times and places determined by a majority vote. If regular meetings are to be held at places other than that designated by resolution of the board or are adjourned to times other than a regular meeting time, notice of the meeting shall be made in the same manner required under Chapter 42.30 RCW, as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day, unless otherwise approved by motion of the board.

Special meetings may be called by the Chairperson or upon written request by ~~on a petition of~~ the majority of the Board members. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each Board member not less than twenty-four (24) hours prior to the meeting and to each newspaper and radio or television station that has filed a written request for such notices. The notice shall also be posted on the district's web site, if the District opts to have a web site. Business transacted ~~Final action taken~~ at a special meeting will be limited to those matters ~~that those matters~~ stated in the agenda and notice of the meeting.

As authorized under Chapter 42.30 RCW, in the event of an emergency, involving possible personal injury or property damage, the Board of Directors may meet immediately and take official action without prior notification.

All meetings shall be open to the public with the exception of executive sessions as authorized by law. Any final action will be taken at an open meeting.

During the interim between meetings, the office of the Secretary shall be the office of the Board. The Fire District's public records shall be open for inspection in the manner provided by Chapter 42.56 RCW and other applicable laws, subject to the limitation of law.

**Commented [GW1]:** this subject could be better addresses a more comprehensive set of Rules of Procedure similar to what the City uses.

## Meetings Procedures

The following laws or guidelines should be recognized in regard to the conduct of meetings:

### Open Meetings

All "meetings", (as defined under Chapter 42.30 RCW) including study or work sessions, must be called and advertised as meetings that are open to the public pursuant to Chapter 42.30 RCW. If a Board wishes to devote all or most of a meeting to an issue(s) to be discussed in executive session, the meeting should be

called to order and recessed to an executive session. The purpose of the executive session should be announced and recorded in the minutes as required under Chapter 42.30 RCW.

#### **Meeting Notices**

If the Board does not meet at its regular location or time, the meeting should be called as a special meeting with proper notice and announcements to the board members and the press stating the time, place and purpose of the meeting. The notice shall also be posted on the District's web site if any. The District shall notify newspapers, radio, and television stations which have filed a request for such notification. Each Board member should receive a printed agenda at least twenty four (24) hours in advance of the special meeting. Other items not on the agenda may be added at the time of the meeting and discussed at a special meeting, but no final action can be taken on topics that have not been identified on the printed agenda. If an item is to be discussed in executive session during a special meeting, the item of business must also appear on the agenda if final action is to be taken following the executive session.

#### **Meeting Adjournment and Continuance**

In accordance with RCW 42.30.090, the Board may adjourn a regular, special or adjourned meeting to a specific future time.



**The Mission of the Marysville Fire District Board of Directors**

The Board members, administration, and members of the Fire District shall provide the following services for the purpose of protecting life and property:

**Commented [GW1]:** the new Board may wish to re-visit this once it is up and running. chief McFalls may want to put it on his radar

**Commented [CM2R1]:** Agree, mark for revisit

**1. Protection of Life From Fire**

- a. Review and recommend the adoption and provide enforcement of appropriate codes and ordinances to prevent situations that endanger life.
- b. Provide a trained force to effectively remove people from the danger of fire or other life-endangering situations and provide the resources necessary to perform this task.
- ~~c. Provide emergency medical services for sick and injured people until they may be transported to proper medical facilities.~~
- ~~d.c.~~ Provide education and information to citizens regarding fire safety.
- ~~e.d.~~ Cooperate with other agencies for the welfare of fire victims.
- ~~f.e.~~ Take other preventative measures to further protect life.

**Commented [GW3]:** This could fall under section 3 below.

**Commented [CM4R3]:** Agree move below

**2. For Protection of Property From Fire**

- a. Review and recommend adoption and provide enforcement of appropriate codes and ordinances to prevent situations from existing that may endanger property.
- b. Recommend to the public procedures and materials that could increase their level of safety above the minimum codes and ordinances that are in effect at this time.
- c. Recommend manual means available for extinguishing or controlling fires in dwellings and other non-regular activities until the arrival of the fire department.
- d. Provide a force trained in containing fire to the point of origin, extinguishing it and keeping the damage from fire to a minimum.
- e. Restore the property to as reasonable a state of normalcy as possible after the fire investigation process.
- f. Refrain from giving advice regarding legal responsibility between tenant and owner or the owner and insurance company.

**3. Emergency Medical Services**

a. The Fire District shall provide basic life support and advanced life support to parties within the Fire District who are in need of or request aid.

a.b. Provide emergency medical services for sick and injured people until they may be transported to proper medical facilities.

Formatted: Indent: Left: 1", No bullets or numbering

Commented [GW5]: This could fall under section 8 below.

#### 4. Protection During Natural Disasters

- a. For the protection of life and property from earthquake, flood, windstorm and other natural disasters, the Fire District shall conform to the County disaster plan.

1000 SERIES

IRRELEVANT TO RFA - REMOVE

#### Elections For Fire Commissioners

Commented [GW1]: This policy is not applicable to the RFA. State law governs election matters and who can run, etc.

Fire Protection District 12 elections shall be held on the Tuesday following the first Monday in November of odd-numbered years.

A person may become a candidate for the office of Fire Commissioner by filing a declaration of candidacy with the county auditor during the July filing period as prescribed by law. In the event that there are more than two (2) candidates for any position on the Board, a primary election shall be held on the third Tuesday of September in the manner prescribed by law. The two candidates receiving the greatest number of votes will appear on the election ballot in November.

A person is legally qualified to become a Fire Commissioner who is a United States citizen and a qualified voter and resident of the Fire Protection District.

**Resignation of Fire Commissioners**

Commented [GW1]: This policy should be deleted. It is not applicable to the RFA.

If a Fire Commissioner's permanent residence ceases to be within the Fire District, the Commissioner shall resign immediately. Upon receipt of a commissioner's written resignation for this or any other reason, the Board of Commissioners shall consider the resignation at its next regularly scheduled meeting. The Board of Commissioners shall then accept the resignation by formal action and declare the board position vacant unless the resignation is withdrawn any time prior to the Board's action.

**Vacancies For Fire Commissioners**

Commented [CM1]: Not Applicable to RFA, remove

Commissioner seats shall become vacant on the happening of any of the following events:

1. The death of the incumbent;
2. His or her resignation. A vacancy caused by resignation shall be deemed to occur upon the effective date of the resignation;
3. His or her removal;
4. His or her ceasing to be a legally registered voter with permanent residence in the Fire District.
5. His or her conviction of a felony, or of any offense involving a violation of this or her official oath;
6. The decision of a competent tribunal declaring void his or her election or appointment;
7. Whenever a judgement shall be obtained against the incumbent for breach of the condition of his or her official bond.

In the case of a board vacancy, the remaining Fire Commissioners shall fill such vacancy by appointment. The Board of Commissioners will receive applications from any qualified persons seeking to fill the position after suitable public notice. The vacancy shall, within sixty (60) days, be filled by appointment of a resident elector of the District by a vote of the remaining Fire Commissioners. The person appointed shall serve until a successor has been elected or appointed and has qualified. If the Board of Commissioners fails to fill the vacancy within the sixty (60) day period, the county legislative authority shall make the appointment. If the number of vacancies is such that there is not a majority of the full number of commissioners in office, the County Commissioners shall, within thirty (30) days of the vacancies, appoint the required number to create a majority to fill the vacancies on an interim basis through the next general election. At the next general election, if there is sufficient time for the nomination of candidates for office of Fire Commissioner after the filing of any vacancy in the office, a Fire Commissioner shall be elected to serve for the remainder of the unexpired term.

An appointee shall meet the requirements provided by law and shall serve until the next regularly scheduled fire district election, at which time a commissioner shall be elected for the unexpired term.

Sample Oath of Office: Secretary

Commented [GW1]: I think this can be deleted.

Commented [CM2R1]: Agree

The following Oath of Office is to be filed with the county auditor as per RCW 52.14.080.

## Oath of Office

**State of Washington)**

**County of Snohomish)**

I, \_\_\_\_\_, having been duly appointed Secretary of the

(Board of Fire Commissioners of Snohomish County Fire District No. 12, , Marysville Fire District Board of Directors)

Do solemnly swear that I will faithfully and impartially perform the duties of Secretary of said (name of entity), as prescribed by law and to the best of my ability and that I will support and maintain the laws and Constitution of the State of Washington and the United States. So help me God.

\_\_\_\_\_  
(Signature)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Washington, residing at:

Original Adoption: June 20<sup>th</sup>, 2001  
Review Status: March 21, 2018  
Revised: Adopted November 21, 2018

Administrative Procedures

The Chief shall develop such procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

Commented [GW1]: This possibly could be combined with policy 1055.

Commented [CM2R1]: Agree, combined into 1055

When a written procedure is developed, the Chief shall submit it to the Board as an information item. The Board need not approve procedures, though it may revise them when it appears that they are not consistent with the Board's intentions as expressed in its policies. The Board, prior to their issuance, need not review procedures, though on controversial topics, the Chief may request Board approval.



**Meetings Procedures**

The following laws or guidelines should be recognized in regard to the conduct of meetings:

**Commented [GW1]:** There appears to be 2 different policies numbered 1080

**Commented [CM2R1]:** This can be combined into 1080, procedures subset

**Open Meetings**

All "meetings", (as defined under Chapter 42.30 RCW) including study or work sessions, must be called and advertised as meetings that are open to the public pursuant to Chapter 42.30 RCW. If a Board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session, the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced and recorded in the minutes as required under Chapter 42.30 RCW.

**Meeting Notices**

~~A regular meeting does not require public notice.~~ If the Board does not meet at its regular location or time, the meeting should be ~~treated as~~ called as a special meeting with proper notice and announcements to the board members and the press stating the time, place and purpose of the meeting. The notice shall also be posted on the District's web site if any. ~~A Fire~~ The District ~~is required to~~ shall notify newspapers, radio, and television stations which have filed a request for such notification. Each Board member should receive a printed agenda at least twenty four (24) hours in advance of the special meeting. ~~Though not recommended, occasionally~~ Other items not on the agenda may be added at the time of the meeting and discussed at a special meeting, but no final action can be taken on topics that have not been identified on the printed agenda. If an item is to be discussed in executive session during a special meeting in accordance with policy, the item of business must also appear on the agenda if final action is to be taken following the executive session.

~~No notice is required when the Board is meeting for the purpose of planning or adopting strategy or positions to be taken in collective bargaining, grievance or mediation proceedings, or reviewing such proposals made by the bargaining unit.~~

**Meeting Adjournment and Continuance**

In accordance with RCW 42.30.090, ~~The~~ Board may adjourn a regular, special or adjourned meeting to a specific future time. ~~Notice of such an adjournment or continuation must be posted at or near the door of the meeting room. Notification to the press is not necessary.~~

**Meetings – Parliamentary Procedures**

A motion is before the Board only when recognized by the Chairperson. After some discussion on a topic, the Chairperson may invite a Board member to make a motion dealing with an issue by stating "The Chairperson will entertain a motion to \_\_\_\_\_ TOPIC \_\_\_\_\_."

**Commented [GW1]:** A prior policy states that Roberts Rule will be used as a guide. While I suppose there is no harm in keeping this policy I don't really see where it is necessary. Many cities do not have such a policy. They just adopt Robert's Rules as a guide.

**Commented [CM2R1]:** Agree, remove detailed procedure subsection as Robert's Rules are referenced

**Motion**

A main motion brings business before the Board for its consideration in such a manner that it may be discussed and acted upon. Any Board member, including the Chairperson, may make a motion. A motion may be stated as "I move that \_\_\_\_\_ TOPIC \_\_\_\_\_." The Chairperson may recognize a motion by stating "A motion has been made by \_\_\_\_\_ (Board Member) \_\_\_\_\_ to \_\_\_\_\_ TOPIC \_\_\_\_\_." Once the Chairperson states a motion, it becomes a motion of the Board and no longer belongs to the maker of the motion.

**1. Second.**

The Chairperson without a second may entertain a motion. If the Chairperson chooses not to recognize a motion made by the Board member another Board member may second the motion in order to bring the motion to the floor for discussion. A motion, which fails to be recognized by the Chairperson or receive a second, is not considered for discussion.

**2. Out of Order Motion**

A motion which does not relate to the matter under consideration or which is a main motion and is being presented while another main motion is still before the Board is out of order and shall not be recognized.

**3. Revision of a Motion**

At any time before a vote is taken on a motion, the person making the motion may revise the wording of the motion if there is no objection by other Board members. If there is an objection, the motion should be revised by amendment.

**4. Withdrawal of a Motion**

After the Chairperson has stated a motion, it cannot be withdrawn without the consent of the Board. The maker of the motion may be requested to withdraw a motion and, if the maker of the motion does not object, the Board by general consent or vote can withdraw the motion. If the motion has been seconded and stated by the Chairperson, the consent of the individual who seconds the motion is not required but the Board must vote or agree by general consent to withdraw the motion.

**Subsidiary Motions**

**Board Member Expenses Procedures**

Commented [GW1]: No suggested revisions.

Commented [CM2]: Remove this subsection, already defined in policy #6090

Reimbursable expenses are:

1. Transportation expense including fares for commercial or public and mileage at the rate of the IRS allowance on any given year when using one's own private vehicle.
2. Fees and registration costs for conferences and meetings.
3. Hotel and motel fees at a single room rate.
4. Reasonable expenses for meals, including 15% gratuity (\$40 per diem for overnight)
5. Such incidental expenses as parking fees, reasonable duplication costs and the like which are incurred for the benefit of the Fire District.

Expense for personal benefit or entertainment shall not be reimbursed.

**Membership and Subscriptions**

The Board recognizes the importance of maintaining relationships with allied organizations through the payment of dues and for subscriptions to publications that will enhance the operations of the Fire Distri

The Fire Chief may recommend such memberships and is authorized to subscribe to service related publications.

Commented [GW1]: this could be combined with other policies but otherwise no comments.

Commented [CM2R1]: Agree, combine into 1125 Board Member Expenses

**1000 Series - Legal References****Policy****Legal Reference(s) RCW**

1000	Legal Status of Operations	52.12.011 52.02.020
1005	Number of Members and Terms of Office	29.13.050 52.14.010 52.14.015 52.14.025 52.14.060
1010	Elections for Fire Commissioners	29.01.140 29.13.070 29.21.010 29.21.060 29.21.180 42.04.020 52.14.030 52.14.040
1015	Resignation for Fire Commissioners	29.01.140 42.12.010
1020	Vacancies for Fire Commissioners	52.14.050
1025	Oath of Office for Fire Commissioners	52.14.070
1030	Annual Organization Meeting	29.13.050
1035	Officers of the Board: Chairperson	52.14.080
1040	Duties of Individual Members	52.12.050
1045	Secretary	52.14.080
1055	Adoption and Amendment of Policies	47.17.259
1075	Audit of Expenditures	42.24.080 42.24.180
1080	Meetings	52.14.090 52.14.100 42.17 42.30 42.32.030
1085	Meetings – Executive or Closed Session	42.30.110 42.30.140
1090	Meetings-Agenda and Quorum	52.14.100 42.30
1100	Audience Participation	42.30.030 42.30.050

**Commented [GW1]:** I am not sure this document is necessary. If we use it there will need to be a number of revisions.

**Commented [CM2R1]:** I would suggest removing

1105	Meeting Minutes	42.32.030
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THE BOARD OF DIRECTORS

REMOVE

		40.14.070 WAC 414-24-060
1115	Conduct of Public Officials	42.20.010
1120	Conflicts of Interest	42.23.030 42.23.040
1125	Board Member Expenses	52.14.010
1130	Board Member Insurance	4.24.470 4.96.010 52.12.071
1135	Board Member Compensation	52.14.010 52.14.015
1150	Liaison with Washington Association of Fire Commissioners	52.12.031

Original Adoption: 10/01/2019

MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-002

A RESOLUTION OF THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, ACCEPTING THE TRANSFER OF REAL PROPERTY FROM THE CITY OF MARYSVILLE, THE SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 12, AND MARYSVILLE FIRE DISTRICT A CONSOLIDATED FIRE DEPARTMENT.

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, pursuant to that certain Agreement for Joint Operations of Fire and Emergency Medical Protection Facilities dated April 18, 2016, as amended by amendments one through four thereto (the "Agreement"), the City and District 12 continued the relationship established by agreement in 1991 and established a Consolidated Fire Department known as the Marysville Fire District; and

**WHEREAS**, pursuant to paragraph 17 of the Agreement, upon termination of the Agreement, all property owned by District 12 shall remain the property of District 12, all property owned by City shall remain the property of City, and all jointly owned property and jointly purchased property acquired under the terms of the Agreement shall be disposed of on an equitable basis and in such manner as may be agreed upon between the City and District 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to RCW 52.26.030 and 52.26.040 the City and the District formed an RFA Planning Committee to evaluate the feasibility of creating a new and separate regional fire authority to provide the fire protection and emergency services within the boundaries of the City and the District; and

**WHEREAS**, the members of the Planning Committee included the Marysville Mayor, three City Council members and the three Fire District Commissioners. Over a period of several months, the Planning Committee met and created a Marysville Fire District Regional Fire Authority Plan ("Plan") providing for the governance, design, financing, and development of fire protection and emergency services; and

**WHEREAS**, the Planning Committee held its final meeting on November 27, 2018, and unanimously recommended the City Council and District Commissioners approve and adopt the Plan by Joint Resolution; and

**WHEREAS**, pursuant to City Resolution No. 2460 passed February 11, 2019, and District No. 12 Resolution No. 2019 A-1 passed February 20, 2019, the City and District approved and adopted the Plan which certified the Plan to be placed on the ballot for approval pursuant RCW 52.26.060; and

**WHEREAS**, authority to form a Regional Fire Authority is set forth in RCW Chapter 52.26 which requires that voters of the area affected by the Plan must approve the formation of a Regional Fire Authority; and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(2)(a) states in pertinent part “all reports, documents, surveys, books, records, files, papers, or written material in the possession of the participating fire protection jurisdiction pertaining to fire protection and emergency services powers, functions, and duties shall be delivered to the regional fire protection service authority; all real property and personal property including cabinets, furniture, office equipment, motor vehicles, and other tangible property employed by the participating fire protection jurisdiction in carrying out the fire protection and emergency services powers, functions, and duties shall be transferred to the regional fire protection service authority”; and

**WHEREAS**, RCW 52.26.100(4) states that “[t]he transfer of the powers, duties, functions, and personnel of the participating fire protection jurisdiction shall not affect the validity of any act performed before creation of the regional fire protection service authority”; and

**WHEREAS**, pursuant to a Joint Resolution the City of Marysville, the Snohomish County Fire Protection District No. 12, and the Marysville Fire District, a consolidated fire department, authorized the transfer of certain real property as identified in Exhibits A and/or Exhibit B of that Joint Resolution pursuant to RCW 52.26.100(2)(a) and the Plan;

**WHEREAS**, the Marysville Fire District, a Regional Fire Authority, pursuant to RCW 52.26.100(2)(a), desires to accept the transfer of the real property as identified in Exhibit A, which transfer is made pursuant to the terms of RCW 52.26.100(2)(a) and the Plan; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY AS FOLLOWS:**



Section 1. Acceptance. The Marysville Fire District, a regional fire authority, does hereby adopt this Resolution accepting the transfer of the real property as identified in Exhibit A, from the City of Marysville, the Snohomish County Fire Protection District No. 12, and the Marysville Fire Department, a Consolidated Fire Department, pursuant to the terms of RCW 52.26.100(2)(a) and the Plan and further authorizes the Chair to execute any and all documents necessary to effectuate the intent of this Resolution.

Section 2. Ratification. The Marysville Fire District, a regional fire authority, does hereby ratify and confirm all prior acts consistent with this Resolution occurring prior to its adoption.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

ADOPTED by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October 2019 by majority vote of the members.

BOARD OF DIRECTORS

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Board Chairperson

ATTEST:

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District Secretary

G:\1B.gw\19-105 MFD FPD12 asset transfer\Resolutions for 10-1\Resolution RFA Accept REAL PROP transfer .docx

## EXHIBIT A

**After Recording Return to:**

MARYSVILLE FIRE DISTRICT  
1094 Cedar Ave  
Marysville, WA 98270

## **QUIT CLAIM DEED**

**Grantor:** MARYSVILLE FIRE DISTRICT, a consolidated fire department composed of the City of Marysville and Snohomish County Fire Protection District No. 12; City of Marysville; Snohomish County Fire Protection District No. 12

**Grantee:** MARYSVILLE FIRE DISTRICT, a Regional Fire Authority

**Legal Description:** Ptn of NE ¼ NE ¼ S16 T30N R5E,  
Ptn NE ¼ NW ¼ S2 T29N R5E and  
Lot 3, Block 3, Loch-O-Rama, V. 21, P. 58 **Add'l on p. 1-2**

**Tax Parcel ID#:** 300516-001-005-00, 290502-002-066-00 and 004988-003-003-00.

THE GRANTOR, MARYSVILLE FIRE DISTRICT, a consolidated fire department composed of the City of Marysville and Snohomish County Fire Protection District No. 12, the City of Marysville, and the Snohomish County Fire Protection District No. 12, for and in consideration of establishment of a regional fire authority pursuant to that certain Marysville Fire District Regional Fire Authority (RFA) Plan adopted by Joint Resolution of the City of Marysville, Resolution 2460 passed February 11, 2019, and Marysville Fire Protection District No. 12, Resolution 2019A-1 passed February 20, 2019, and approved by the voters in the special election held April 23, 2019, all in accordance with RCW 52.26.100(2)(a), conveys and quit claims all of their respective interests to MARYSVILLE FIRE DISTRICT, a regional fire authority, the following-described real estate, situated in the County of Snohomish, State of Washington, including any interest therein which Grantor may hereafter acquire:

### **PARCEL 1**

That portion of the Northeast quarter of the Northeast quarter of Section 16, Township 30 North, Range 5 East, W.M., described as follows:

Commencing at the Northeast corner of said Section 16; Thence South 0°00'00" West along the East line of said Section 16 a distance of 15.01 feet to the Southerly right-of-way line of 108th Street N.E., said right-of-way line being 15 feet Southerly of and parallel with the North line of said Section 16, said point

being the True Point of Beginning.

Thence continuing South 0°00'00" West 350.59 feet along said East line; Thence North 90°00'00" West 151.53 feet; Thence North 71°00'00" West 203.89 feet to the Easterly right-of-way line of Shoultes Road, said right-of-way line being 30 feet Southeasterly of the centerline of Shoultes Road when measured at right angles to said centerline; Thence North 39°54'22" East 374.10 feet along said Easterly right-of-way to the Southerly right-of-way line of said 108th Street NE; Thence South 88°28'58" East 104.35 feet along said Southerly right-of-way to the East line of said Section 16 and the True Point of Beginning.

LESS right of way conveyed to Snohomish County by Statutory Warranty Deed recorded at Auditor's File No. 200112140962; and

LESS right of way conveyed to Snohomish County by Quit Claim Deed recorded at Auditor's File No. 200112270401; and

LESS right of way conveyed to Snohomish County by Statutory Warranty Deed recorded at Auditor's File No. 200504220559;

Assessor's tax Parcel ID# 300516-001-005-00

Commonly known as 10701 Shoultes Road, Marysville, WA 98271.

### **PARCEL 2**

Lot 2 of City of Marysville Short Plat PFN #SP 07004, recorded under Recording Number 200803205001, being a portion of Government Lot 3, Section 2, Township 29 North, Range 5 East, W.M, in Snohomish County, Washington

Assessor's Tax Parcel ID# 290502-002-066-00

Commonly known as 7217 40<sup>th</sup> St. NE, Marysville, WA 98270.

### **PARCEL 3**

Lot 3, Block 3, Loch-O-Rama, according to the Plat thereof recorded in Volume 21 of Plats, page 58, records of Snohomish County, Washington.

Assessor's Tax Parcel ID# 004988-003-003-00

Commonly known as 4216 175<sup>th</sup> Pl. NW, Stanwood, WA 98292.

DATED this \_\_\_\_\_ day of September, 2019.

CITY OF MARYSVILLE

By: \_\_\_\_\_  
JON NEHRING, Mayor

**SNOHOMISH COUNTY FIRE PROTECTION  
DISTRICT NO. 12**

By: MARTIN McFALLS, Chief

**MARYSVILLE FIRE DISTRICT, a Consolidated  
Fire Department composed of the City of  
Marysville and Snohomish County Fire Protection  
District No. 12**

By MARTIN McFALLS, Chief

Accepted this \_\_\_\_ day of October, 2019:

**MARYSVILLE FIRE DISTRICT**  
A Regional Fire Authority, pursuant to authority of the Governing Board

By MARTIN McFALLS, Chief

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF SNOHOMISH)

I certify that I know or have satisfactory evidence that JON NEHRING is the

person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Mayor of the CITY OF MARYSVILLE, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this \_\_\_\_\_ day of September, 2019.

\_\_\_\_\_  
\_\_\_\_\_  
(Legibly print name of notary)  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

STATE OF WASHINGTON )

) ss.

COUNTY OF SNOHOMISH)

I certify that I know or have satisfactory evidence that MARTIN McFALLS is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Chief of SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 12, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this \_\_\_\_\_ day of September, 2019.

\_\_\_\_\_  
\_\_\_\_\_  
(Legibly print name of notary)  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

STATE OF WASHINGTON    )  
  ) ss.  
COUNTY OF SNOHOMISH    )

I certify that I know or have satisfactory evidence that MARTIN McFALLS is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Chief of MARYSVILLE FIRE DISTRICT, a consolidated fire department composed of the City of Marysville and Snohomish County Fire Protection District No. 12, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this \_\_\_\_ day of September, 2019.

\_\_\_\_\_  
\_\_\_\_\_  
(Legibly print name of notary)  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

## EXHIBIT B



**After Recording Return to:**

MARYSVILLE FIRE DISTRICT  
1094 Cedar Ave  
Marysville, WA 98270

## **QUIT CLAIM DEED**

**Grantor:** SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 12

**Grantee:** MARYSVILLE FIRE DISTRICT, a Regional Fire Authority

**Legal Description:** Ptn NE ¼ SE ¼ S32 T31N R5E,  
Ptn NE ¼ SE ¼ S31 T31N R5E,  
Ptn Lot 10, Block 2, Lake Loma, V. 13, p. 24-27  
Lots 1, 2 & 11, Block 3, Loch-O-Rama, V. 21, P. 58  
Ptn NW ¼ NW ¼ S15 T30N R5E.

**Add'l on p. 1-4**

**Tax Parcel ID#:** 310532-004-006-00, 310531-004-014-00, 004991-002-010-01,  
004988-003-001-00, 004988-003-011-00, 300515-002-030-00

THE GRANTOR, SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 12, which in some instances acquired title as SNOHOMISH COUNTY FIRE DISTRICT NO. 12, for and in consideration of establishment of a regional fire authority pursuant to that certain Marysville Fire District Regional Fire Authority (RFA) Plan adopted by Joint Resolution of the City of Marysville, Resolution 2460 passed February 11, 2019, and Marysville Fire Protection District No. 12, Resolution 2019A-1 passed February 20, 2019, and approved by the voters in the special election held April 23, 2019, all in accordance with RCW 52.26.100(2)(a), conveys and quit claims to MARYSVILLE FIRE DISTRICT, a Regional Fire Authority, the following-described real estate, situated in the County of Snohomish, State of Washington, including any interest therein which Grantor may hereafter acquire:

### **PARCEL 1**

A portion of the Northeast quarter of the Southeast quarter of Section 32, Township 31 North, Range 5 East, W.M., described as follows:

Beginning at the East one-quarter corner of said Section 32;  
Thence West 30.21 feet to the True Point of Beginning;  
Thence West 222.90 feet;  
Thence South 1°39' West 240.10 feet;  
Thence East 180.52 feet;

Thence North 6°43'30" East 56.04 feet;  
Thence South 83°16'30" East 20 feet;  
Thence North 6°43'30" East 188.08 feet to the True Point of Beginning;

TOGETHER WITH the following-described property conveyed by Governor's Deed recorded at Auditor's file no. 2279270:

A portion of the Northeast quarter of the Southeast quarter of Section 32, Township 31 North, Range 5 East, W.M., described as follows:

Beginning at the East quarter corner of said Section 32;  
Thence West 253.11 feet to the True Point of Beginning;  
Thence West 50 feet to the Eastern right of way boundary line of SR 5, Quilceda Creek to Portage Creek;  
Thence South along said right of way line a distance of 240.10 feet;  
Thence east 50 feet to a point lying South 1° 39' West from the True Point of Beginning;  
Thence North 1° 39' East 240.10 feet to the True Point of Beginning.

LESS the following-described property conveyed to Snohomish County by deed recorded at Auditor's file no. 8503200231:

A strip of land 10.0 feet in width over a portion of the NE¼ of the SE¼ of Section 32, Township 31 North, Range 5 East, W.M., said strip lying Westerly of and abutting the following-described line:

Commencing at the east quarter corner of said Section 32;  
Thence due West along the North line of said NE¼ of the SE¼, 30.21 feet to the Westerly right-of-way margin of 35<sup>th</sup> Avenue N.E., the True Point of Beginning of said line;  
Thence South 6°43'30" West along said right-of-way margin, 188.08 feet to the terminus of said line.

All situate in Snohomish County, Washington.

Assessor's Tax Parcel ID# 310532-004-006-00

Commonly known as 14716 Smokey Point Blvd., Marysville, WA 98271.

## **PARCEL 2**

The North 242 feet of the East 180 feet of the East half of the Northeast quarter of the Southeast quarter of Section 31, Township 31 North, Range 5 East, W.M., EXCEPT the North 30 feet conveyed to Snohomish County by deed recorded July 14, 1964, under auditors file No. 1711179.

Situate in the County of Snohomish, State of Washington.

Assessor's Tax Parcel ID# 310531-004-014-00

**PARCEL 3**

The South 100 feet of Lot 10, Block 2, Plat of Lake Loma, parallel to the South line thereof, as per plat recorded in Volume 13 of Plats, pages 24 to 27, inclusive, records of Snohomish County, Washington.

Assessor's Tax Parcel ID#: 004991-002-010-01

Commonly known as 15105 10<sup>th</sup> Dr. NW, Marysville, WA 98271.

**PARCEL 4**

Lots 1 and 2, Block 3 of Loch-O-Rama Home Sites, situated in Sections 21 and 22, Township 31 North, Range 4 East, W.M., Snohomish County, Washington, described as follows:

Beginning at the Northeast corner of the NW $\frac{1}{4}$  SW $\frac{1}{4}$  SW $\frac{1}{4}$ ;  
Thence South along the East line of said NW $\frac{1}{4}$  SW $\frac{1}{4}$  SW $\frac{1}{4}$  for 210.0 feet to the True Point of Beginning;  
Thence South 120.0 feet;  
Thence West 120.0 feet;  
Thence North 120.0 feet;  
Thence East 120.0 feet to the Point of Beginning.

Assessor's Tax Parcel ID#: 004988-003-001-00

Commonly known as 17500 E Lake Goodwin RD, Stanwood, WA 98292.

**PARCEL 5**

Lot 11, Block 3, Loch-O-Rama Home Sites, as per plat recorded in Volume 21 of Plats on page 58, records of Snohomish County

Assessor's Tax Parcel ID#: 004988-003-011-00

Commonly known as 17428 E Lake Goodwin RD, Stanwood, WA 98292.

**PARCEL 6**

That portion of the NW $\frac{1}{4}$  of the NW $\frac{1}{4}$  of Section 15, Township 30 North, Range 5 East, W.M., described as follows:

Commencing at the Northwest corner of the NW $\frac{1}{4}$  of the NW $\frac{1}{4}$ ;  
Thence East 1 rod to the True Point of Beginning;

Thence South 300 feet parallel to the West line of the NW¼ of NW¼;  
Thence East 150 feet;  
Thence North to a point which is 150 feet East of the Point of Beginning;  
Thence Westerly to Point of Beginning;

LESS County Road;

AND LESS additional right of way conveyed to Snohomish County by deed  
recorded under Auditor's file no. 200504220560.

Assessor's Tax Parcel ID#: 300515-002-030-00

Commonly known as 5100 108<sup>th</sup> Street NE, Marysville, WA 98271.

DATED this \_\_\_\_\_ day of September, 2019.

SNOHOMISH COUNTY FIRE PROTECTION  
DISTRICT NO. 12

By \_\_\_\_\_  
MARTIN McFALLS, Chief

Accepted this \_\_\_\_ day of October, 2019:

MARYSVILLE FIRE DISTRICT

A Regional Fire Authority, pursuant to authority of the Board of Directors

By \_\_\_\_\_  
MARTIN McFALLS, Chief

STATE OF WASHINGTON    )  
  ) ss.  
COUNTY OF SNOHOMISH    )

I certify that I know or have satisfactory evidence that MARTIN McFALLS is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Chief of SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 12 to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this \_\_\_\_\_ day of September, 2019.

\_\_\_\_\_  
\_\_\_\_\_  
(Legibly print name of notary)  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-003

A RESOLUTION OF THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, ACCEPTING THE TRANSFER OF CERTAIN ROLLING STOCK FROM THE CITY OF MARYSVILLE, THE SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 12, AND MARYSVILLE FIRE DISTRICT A CONSOLIDATED FIRE DEPARTMENT.

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, pursuant to that certain Agreement for Joint Operations of Fire and Emergency Medical Protection Facilities dated April 18, 2016, as amended by amendments one through four thereto (the "Agreement"), the City and District 12 continued the relationship established by agreement in 1991 and established a Consolidated Fire Department known as the Marysville Fire District; and

**WHEREAS**, pursuant to paragraph 17 of the Agreement, upon termination of the Agreement, all property owned by District 12 shall remain the property of District 12, all property owned by City shall remain the property of City, and all jointly owned property and jointly purchased property acquired under the terms of the Agreement shall be disposed of on an equitable basis and in such manner as may be agreed upon between the City and District 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to RCW 52.26.030 and 52.26.040 the City and the District formed an RFA Planning Committee to evaluate the feasibility of creating a new and separate regional fire authority to provide the fire protection and emergency services within the boundaries of the City and the District; and

**WHEREAS**, the members of the Planning Committee included the Marysville Mayor, three City Council members and the three Fire District Commissioners. Over a period of several months, the Planning Committee met and created a Marysville Fire District Regional Fire Authority Plan ("Plan") providing for the governance, design, financing, and development of fire protection and emergency services; and

**WHEREAS**, the Planning Committee held its final meeting on November 27, 2018, and unanimously recommended the City Council and District Commissioners approve and adopt the Plan by Joint Resolution; and

**WHEREAS**, pursuant to City Resolution No. 2460 passed February 11, 2019, and District No. 12 Resolution No. 2019 A-1 passed February 20, 2019, the City and District approved and adopted the Plan which certified the Plan to be placed on the ballot for approval pursuant RCW 52.26.060; and

**WHEREAS**, authority to form a Regional Fire Authority is set forth in RCW Chapter 52.26 which requires that voters of the area affected by the Plan must approve the formation of a Regional Fire Authority; and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(2)(a) states in pertinent part “all reports, documents, surveys, books, records, files, papers, or written material in the possession of the participating fire protection jurisdiction pertaining to fire protection and emergency services powers, functions, and duties shall be delivered to the regional fire protection service authority; all real property and personal property including cabinets, furniture, office equipment, motor vehicles, and other tangible property employed by the participating fire protection jurisdiction in carrying out the fire protection and emergency services powers, functions, and duties shall be transferred to the regional fire protection service authority”; and

**WHEREAS**, RCW 52.26.100(4) states that “[t]he transfer of the powers, duties, functions, and personnel of the participating fire protection jurisdiction shall not affect the validity of any act performed before creation of the regional fire protection service authority”; and

**WHEREAS**, pursuant to a Joint Resolution the City of Marysville, the Snohomish County Fire Protection District No. 12, and the Marysville Fire District, a consolidated fire department, authorized the transfer of certain rolling stock as identified in Exhibit A of that Joint Resolution pursuant to RCW 52.26.100(2)(a) and the Plan;

**WHEREAS**, the Marysville Fire District, a Regional Fire Authority, pursuant to RCW 52.26.100(2)(a), desires to accept the transfer of the rolling stock as identified in Exhibit A, which transfer is made pursuant to the terms of RCW 52.26.100(2)(a) and the Plan; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

Section 1. Acceptance. The Marysville Fire District, a regional fire authority, does hereby adopt this Resolution accepting the transfer of the rolling stock as identified in Exhibit A, from the City of Marysville, the Snohomish County Fire Protection District No. 12, and the Marysville Fire Department, a Consolidated Fire Department, pursuant to the terms of RCW 52.26.100(2)(a) and the Plan and further authorizes the Chair to execute any and all documents necessary to effectuate the intent of this Resolution.

Section 2. Ratification. The Marysville Fire District, a regional fire authority, does hereby ratify and confirm all prior acts consistent with this Resolution occurring prior to its adoption.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

ADOPTED by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

BOARD OF DIRECTORS

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Board Chairperson

ATTEST:

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District Secretary

G:\1B.gw\19-105 MFD FPD12 asset transfer\Resolutions for 10-1\Resolution RFA Accept rolling stock transfer .docx



## EXHIBIT A

## ASSET TRANSFER

KNOW ALL MEN BY THESE PRESENTS that Grantor CITY OF MARYSVILLE, SNOHOMISH COUNTY FIRE DISTRICT NO. 12, and the MARYSVILLE FIRE DISTRICT, a consolidated fire department composed of the City of Marysville and Snohomish County Fire Protection District No. 12, in consideration of establishment of a regional fire authority pursuant to that certain Marysville Fire District Regional Fire Authority (RFA) Plan adopted by Joint Resolution of the City of Marysville, Resolution 2460 passed February 11, 2019, and Marysville Fire Protection District No. 12, Resolution 2019A-1 passed February 20, 2019, and approved by the voters in the special election held April 23, 2019, all in accordance with RCW 52.26.100(2)(a), hereby conveys and quit claims to MARYSVILLE FIRE DISTRICT, a Regional Fire Authority, all their respective interests in the personal property described in **EXHIBIT A** attached hereto and incorporated herein by this reference.

The personal property described in **EXHIBIT A** is conveyed "as is," "where is," without warranty expressed or implied.

CITY OF MARYSVILLE

By \_\_\_\_\_  
JON NEHRING, Mayor

DATED this \_\_\_\_\_ day of September, 2019.

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 12

By \_\_\_\_\_  
MARTIN McFALLS, Chief

DATED this \_\_\_\_\_ day of September, 2019.

MARYSVILLE FIRE DISTRICT, a consolidated fire department composed of the City of Marysville and Snohomish County Fire Protection District No. 12

By \_\_\_\_\_  
MARTIN McFALLS, Chief

Accepted this \_\_\_\_ day of October, 2019:

**MARYSVILLE FIRE DISTRICT**

**A Regional Fire Authority, pursuant to authority of the Board of Directors**

By \_\_\_\_\_

**MARTIN McFALLS, Chief**

**STATE OF WASHINGTON )**

**) ss.**

**COUNTY OF SNOHOMISH)**

I certify that I know or have satisfactory evidence that JON NEHRING is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Mayor of the CITY OF MARYSVILLE to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this \_\_\_\_ day of September, 2019.

\_\_\_\_\_  
\_\_\_\_\_

(Legibly print name of notary)

NOTARY PUBLIC in and for the State of

Washington, residing at \_\_\_\_\_

My commission expires \_\_\_\_\_

STATE OF WASHINGTON )

) ss.

COUNTY OF SNOHOMISH)

I certify that I know or have satisfactory evidence that MARTIN McFALLS is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Chief of SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 12 to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this \_\_\_\_\_ day of September, 2019.

\_\_\_\_\_  
\_\_\_\_\_  
(Legibly print name of notary)

NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

STATE OF WASHINGTON )

) ss.

COUNTY OF SNOHOMISH)

I certify that I know or have satisfactory evidence that MARTIN McFALLS is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Chief of MARYSVILLE FIRE DISTRICT, a consolidated fire department composed of the City of Marysville and Snohomish County Fire Protection District No. 12, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this \_\_\_\_\_ day of September, 2019.

\_\_\_\_\_  
\_\_\_\_\_  
(Legibly print name of notary)

NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

# EXHIBIT A

YEAR/MAKE/MODEL	LICENSE #	VIN #
1997 Ford Expedition	24902D	1FMFU18L7VLB37621
2015 Chevrolet Suburban	50179D	1GNSK5KC9FR615391
2016 Chevrolet K2500	50182D	1GB2KUEG7GZ262558
2009 Chevrolet Impala	50162D	2G1WS57M191278555
2001 Dodge Ram	25026D	3B7KF23Z91G200966
2009 Chevrolet Impala	50161D	2G1WS57M591279370
2019 Chevrolet Traverse	59149D	1GNEVFKW7KJ218730
2019 Chevrolet Tahoe	59154D	1GNSKFEC6KR388771
2002 Ford Excursion	35433D	1FMNU41S22EC84539
2001 Chevrolet Impala	25029D	2G1WF55K519358632
2003 Chevrolet Suburban	37503D	3GNFK16Z23G239623
2007 Dodge Caravan	40138D	1D4GP24E17B251252
2009 Ford Escape	47202D	1FMCU93G09KB62447
2015 Ford Escape	50174D	1FMCU0F71FUA93811
2015 Ford Escape	50175D	1FMCU0F73FUA93812
2019 Chevrolet Tahoe	59153D	1GNSKFEC6KR393856
2007 International	46483D	1HTMRAAL87H532956
2015 International	59468D	1HTJSSKK4FH686047
1998 Chevrolet K3500	48151C	1GBJK34JXWF006210
2001 International	25027D	1HTSLAAM11H364067
2001 International	25028D	1HTSLAAM71H370519
2003 International	37505D	1HTMRAAM93H592201
2006 International	75994C	1HTMRAAM76H293438
2006 International	75993C	1HTMRAAM56H293437
2010 International	52553D	1HTMRAAM0AH228049
2015 International	59469D	1HTJSSKK2FH686046
2019 Ford E-450	59150D	1FDXE4FS0KDC28457
2019 Ford E-450	59152D	1FDXE4FS2KDC28458
2019 Ford E-450	59151D	1FDXE4FS4KDC28459
1995 Darley	31625C	4S7AT9D08SC014769
2006 E-One Platform	40139D	4ENGAAA8761001123
1995 Darley	31624C	4S7AT9D04SC014770
2002 H&W International	35435D	1HTMKADR82H520285
2017 Rosenbauer	62095D	54F2CB619HWM11906
2017 Rosenbauer	62094D	54F2CB610HWM11907
2002 H&W	25030D	4S7AT33922C040443
2010 E-One	93229C	4EN6AAA89A1005811
2010 E-One	93228C	4EN6AAA80A1005812
2006 Cargo Mate Trailer	39607D	5NHUT8T236T405985
2005 Kenworth T-800	39606D	1NKDL00X35R091577
1998 International	62093D	1HTSLAAMOWH598546
2001 Ford Ranger	39604D	1FTYR14U41TA64179
2003 F-550	50176D	1FDAW57P53EC35693
1998 Zodiac Boat & Trailer	25098D	XF020610C898; 1CXB1410XS903372

## **ASSET TRANSFER**

KNOW ALL MEN BY THESE PRESENTS that SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 12, in consideration of establishment of a regional fire authority pursuant to that certain Marysville Fire District Regional Fire Authority (RFA) Plan adopted by Joint Resolution of the City of Marysville, Resolution 2460 passed February 11, 2019, and Marysville Fire Protection District No. 12, Resolution 2019A-1 passed February 20, 2019, and approved by the voters in the special election held April 23, 2019, all in accordance with RCW 52.26.100(2)(a), hereby conveys and quit claims to MARYSVILLE FIRE DISTRICT, a Regional Fire Authority, the following-described personal property:

Year/Make/Model:	1961 Chrysler CROWN
License #:	C15291
Serial #:	F1231

The personal property described above is conveyed "as is," "where is," without warranty expressed or implied.

DATED this \_\_\_\_\_ day of September, 2019.

SNOHOMISH COUNTY FIRE PROTECTION  
DISTRICT NO. 12

By \_\_\_\_\_  
MARTIN McFALLS, Chief

Accepted this \_\_\_\_ day of October, 2019:

MARYSVILLE FIRE DISTRICT  
A Regional Fire Authority, pursuant to authority of the Board of Directors

By \_\_\_\_\_  
MARTIN McFALLS, Chief

**STATE OF WASHINGTON           )**  
**) ss.**  
**COUNTY OF SNOHOMISH         )**

I certify that I know or have satisfactory evidence that **MARTIN McFALLS** is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Chief of **SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 12**, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

**DATED this \_\_\_\_ day of September, 2019.**

(Legibly print name of notary)  
**NOTARY PUBLIC** in and for the State of  
 Washington, residing at \_\_\_\_\_  
 My commission expires \_\_\_\_\_

MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-004

A RESOLUTION OF THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, ACCEPTING THE TRANSFER OF CERTAIN PERSONAL PROPERTY FROM THE CITY OF MARYSVILLE, THE SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 12, AND MARYSVILLE FIRE DISTRICT A CONSOLIDATED FIRE DEPARTMENT

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, pursuant to that certain Agreement for Joint Operations of Fire and Emergency Medical Protection Facilities dated April 18, 2016, as amended by amendments one through four thereto (the "Agreement"), the City and District 12 continued the relationship established by agreement in 1991 and established a Consolidated Fire Department known as the Marysville Fire District; and

**WHEREAS**, pursuant to paragraph 17 of the Agreement, upon termination of the Agreement, all property owned by District 12 shall remain the property of District 12, all property owned by City shall remain the property of City, and all jointly owned property and jointly purchased property acquired under the terms of the Agreement shall be disposed of on an equitable basis and in such manner as may be agreed upon between the City and District 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to RCW 52.26.030 and 52.26.040 the City and the District formed an RFA Planning Committee to evaluate the feasibility of creating a new and separate regional fire authority to provide the fire protection and emergency services within the boundaries of the City and the District; and

**WHEREAS**, the members of the Planning Committee included the Marysville Mayor, three City Council members and the three Fire District Commissioners. Over a period of several months, the Planning Committee met and created a Marysville Fire District Regional Fire Authority Plan ("Plan") providing for the governance, design, financing, and development of fire protection and emergency services; and



**WHEREAS**, the Planning Committee held its final meeting on November 27, 2018, and unanimously recommended the City Council and District Commissioners approve and adopt the Plan by Joint Resolution; and

**WHEREAS**, pursuant to City Resolution No. 2460 passed February 11, 2019, and District No. 12 Resolution No. 2019 A-1 passed February 20, 2019, the City and District approved and adopted the Plan which certified the Plan to be placed on the ballot for approval pursuant RCW 52.26.060; and

**WHEREAS**, authority to form a Regional Fire Authority is set forth in RCW Chapter 52.26 which requires that voters of the area affected by the Plan must approve the formation of a Regional Fire Authority; and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(2)(a) states in pertinent part “all reports, documents, surveys, books, records, files, papers, or written material in the possession of the participating fire protection jurisdiction pertaining to fire protection and emergency services powers, functions, and duties shall be delivered to the regional fire protection service authority; all real property and personal property including cabinets, furniture, office equipment, motor vehicles, and other tangible property employed by the participating fire protection jurisdiction in carrying out the fire protection and emergency services powers, functions, and duties shall be transferred to the regional fire protection service authority”; and

**WHEREAS**, RCW 52.26.100(4) states that “[t]he transfer of the powers, duties, functions, and personnel of the participating fire protection jurisdiction shall not affect the validity of any act performed before creation of the regional fire protection service authority”; and

**WHEREAS**, pursuant to a Joint Resolution the City of Marysville, the Snohomish County Fire Protection District No. 12, and the Marysville Fire District, a consolidated fire department, authorized the transfer of certain personal property as identified in Exhibit A of that Joint Resolution pursuant to RCW 52.26.100(2)(a) and the Plan;

**WHEREAS**, the Marysville Fire District, a Regional Fire Authority, pursuant to RCW 52.26.100(2)(a), desires to accept the transfer of the personal property as identified in Exhibit A, which transfer is made pursuant to the terms of RCW 52.26.100(2)(a) and the Plan; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY AS FOLLOWS:**

Section 1. Acceptance. The Marysville Fire District, a regional fire authority, does hereby adopt this Resolution accepting the transfer of the personal property as identified in Exhibit A, from the City of Marysville, the Snohomish County Fire Protection District No. 12, and the Marysville Fire Department, a Consolidated Fire Department, pursuant to the terms of RCW 52.26.100(2)(a) and the Plan and further

authorizes the Chair to execute any and all documents necessary to effectuate the intent of this Resolution.

Section 2. Ratification. The Marysville Fire District, a regional fire authority, does hereby ratify and confirm all prior acts consistent with this Resolution occurring prior to its adoption.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

ADOPTED by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by a majority vote of the members.

**BOARD OF DIRECTORS**

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Board Chairperson

ATTEST:

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District Secretary

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# EXHIBIT A

## **ASSET TRANSFER**

WHEREAS, pursuant to that certain Agreement for Joint Operations of Fire and Emergency Medical Protection Facilities dated April 18, 2016, as amended by amendments one through four thereto (the "Agreement"), the City of Marysville ("City") and Snohomish County Fire Protection District No. 12 ("District 12") entered into an agreement to establish a Consolidated Fire Department known as the Marysville Fire District; and

WHEREAS, pursuant to paragraph 17 of the Agreement, upon termination of the Agreement, all property owned by District 12 shall remain the property of District 12, all property owned by City shall remain the property of City, and all jointly owned property and jointly purchased property acquired under the terms of the Agreement shall be disposed of on an equitable basis and in such manner as may be agreed upon between the City and District 12; and

WHEREAS, pursuant to that certain Marysville Fire District Regional Fire Authority (RFA) Plan adopted by Joint Resolution of the City of Marysville, Resolution 2460 passed February 11, 2019, and Marysville Fire Protection District No. 12, Resolution 2019A-1 passed February 20, 2019, and approved by the voters in the special election held April 23, 2019, all in accordance with RCW 52.26.100(2)(a), the City and District 12 have moved to terminate the Marysville Fire District Consolidated Fire Department and to establish a regional fire authority to replace it; and

WHEREAS, pursuant to RCW 52.26.100(2)(a), all reports, documents, surveys, books, records, files, papers, or written material in the possession of the participating fire protection jurisdiction pertaining to fire protection and emergency services powers, functions, and duties shall be delivered to the regional fire protection service authority; all real property and personal property including cabinets, furniture, office equipment, motor vehicles, and other tangible property employed by the participating fire protection jurisdiction in carrying out the fire protection and emergency services powers, functions, and duties shall be transferred to the regional fire protection service authority; and all funds, credits, or other assets held by the participating fire protection jurisdiction in connection with the fire protection and emergency services powers, functions, and duties shall be transferred and credited to the regional fire protection service authority; NOW, THEREFORE.

KNOW ALL MEN BY THESE PRESENTS that Grantors, the City of Marysville, a municipal corporation of the State of Washington, Snohomish County Fire Protection District No. 12 and Marysville Fire District, a Consolidated Fire Department composed of the City of Marysville and Snohomish County Fire Protection District No. 12, in consideration of establishment of a regional fire authority, in accordance with RCW 52.26.100(2)(a), hereby convey and quit claim to Marysville Fire District, a Regional Fire Authority, all of their respective interests in the following-described personal property:

All reports, documents, surveys, books, records, files, papers, or written material in the possession of the City, the District and/or Marysville Fire District Consolidated Fire Department pertaining to fire protection and emergency services powers, functions and duties, and all personal property including cabinets, furniture, office equipment, and other tangible property employed by the Marysville Fire District Consolidated Fire Department in carrying out the fire protection and emergency

services powers, functions, and duties, and all funds, credits, or other assets held by the Marysville Fire District Consolidated Fire Department, including, but not limited to, the equipment specifically described in in **EXHIBIT A** attached hereto and incorporated herein by this reference.

All of said personal property is conveyed "as is," "where is," without warranty expressed or implied.

DATED this \_\_\_\_\_ day of September, 2019.

CITY OF MARYSVILLE

By \_\_\_\_\_  
JON NEHRING, Mayor

DATED this \_\_\_\_\_ day of September, 2019.

SNOHOMISH COUNTY FIRE PROTECTION  
DISTRICT NO. 12

By \_\_\_\_\_  
MARTIN McFALLS, Chief

DATED this \_\_\_\_\_ day of September, 2019.

MARYSVILLE FIRE DISTRICT, a consolidated fire  
department composed of the City of Marysville and  
Snohomish County Fire Protection District No. 12

By \_\_\_\_\_  
MARTIN McFALLS, Chief

Accepted this \_\_\_\_\_ day of October, 2019:

MARYSVILLE FIRE DISTRICT  
A Regional Fire Authority, pursuant to authority of the Board of Directors

By \_\_\_\_\_  
MARTIN McFALLS, Chief

STATE OF WASHINGTON    )  
  ) ss.  
COUNTY OF SNOHOMISH    )

I certify that I know or have satisfactory evidence that JON NEHRING is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Mayor of the CITY OF MARYSVILLE to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this \_\_\_\_\_ day of September, 2019.

\_\_\_\_\_  
\_\_\_\_\_  
(Legibly print name of notary)  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

STATE OF WASHINGTON    )  
  ) ss.  
COUNTY OF SNOHOMISH    )

I certify that I know or have satisfactory evidence that MARTIN McFALLS is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Chief of SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 12 to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this \_\_\_\_\_ day of September, 2019.

\_\_\_\_\_  
\_\_\_\_\_  
(Legibly print name of notary)  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

STATE OF WASHINGTON    )  
  ) ss.  
COUNTY OF SNOHOMISH    )

I certify that I know or have satisfactory evidence that MARTIN McFALLS is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Chief of MARYSVILLE FIRE DISTRICT, a consolidated fire department composed of the City of Marysville and Snohomish County Fire Protection District No. 12, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this \_\_\_\_\_ day of September, 2019.

\_\_\_\_\_  
\_\_\_\_\_  
(Legibly print name of notary)  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

**EXHIBIT A**  
**List of personal property valued \$5,000 or more**



MARYSVILLE FIRE DISTRICT				
JOINTLY HELD INVENTORIED ASSETS (EXCLUSIVE OF REAL PROPERTY & APPARATUS/VEHICLES)				
Bar Code	Description	s/n	DOP	Cost
00000001	computer, laptop	0LKSA18693	03 / 17 / 2011	0.00
00000002	computer, laptop	0LKSA18695	03 / 17 / 2011	0.00
00000003	computer, laptop	0LKSA21756	03 / 17 / 2011	
00000004	computer, laptop	0LKSA18692	03 / 17 / 2011	0.00
00000005	computer, laptop	0LKSA18702	03 / 17 / 2011	0.00
00000006	computer, laptop	0LKSA21739	03 / 17 / 2011	0.00
00000007	FIT TESTER	8030101105	03 / 18 / 2010	11015.43
00000008	TABLE, CONFERENCE		10 / 10 / 2006	1953.00
00000009	SAW VENT	4HVXS.0715AA	09 / 01 / 2004	1052.01
00000010	SPREADER, JAWS	01124563	01 / 25 / 2002	5390.00
00000011	PUSH PULL RAM, JAWS	01123720	01 / 25 / 2002	1669.00
00000012	CUTTERS, JAWS	01110330	01 / 25 / 2002	3490.00
00000013	SAW, CHAIN	271213650	06 / 11 / 2007	585.90
00000014	STRETCHER	080139053	01 / 15 / 2008	4216.93
00000028	SCBA	115S0951004461	12 / 23 / 2009	4046.36
00000029	SCBA	115S0951004459	12 / 23 / 2009	4046.36
00000031	SCBA	115S0951004453	12 / 23 / 2009	4046.36
00000032	FILL STATION, SCBA	116751	11 / 03 / 2010	20637.01
00000033	COMPRESSOR, SCBA	116751	11 / 03 / 2010	35684.50
00000034	RADIO, PORTABLE	205CFL0019	02 / 01 / 2005	3192.87
00000035	RADIO, PORTABLE	205CFL0011	02 / 01 / 2005	3192.87
00000036	PORT SWITCH, 26	TW430PC02C	11 / 01 / 2005	1585.19
00000037	PORT SWITCH, 26	TW430PC035	11 / 01 / 2005	1585.19
00000043	REFRIGERATOR	KW2303092	10 / 22 / 2009	1972.47
00000044	DISHWASHER	FW3715624	10 / 22 / 2008	749.45
00000045	THERMAL IMAGING CAMERA	49579	06 / 08 / 2010	10642.80
00000046	SAW K12	968 30 44-00 02 4200192		0.00
00000048	DOPPLER	BS-030981	01 / 01 / 1995	460.00
00000049	RADIO, PORTABLE	205CFL0061	02 / 01 / 2005	3192.87
00000050	RADIO, PORTABLE	205CFL0085	02 / 01 / 2005	3192.87
00000051	RADIO, PORTABLE	205CFL0083	02 / 01 / 2005	3192.87
00000052	STAIR CHAIR	100141121	02 / 11 / 2010	2600.00
00000053	SCBA	115S0951002399	12 / 23 / 2009	4046.36
00000054	SCBA	115S0950005079	12 / 23 / 2009	4046.36
00000055	SCBA	115S0951004474	12 / 23 / 2009	4046.36
00000059	RADIO, MOBILE	722CFL0006	02 / 01 / 2005	2883.19
00000060	RADIO, MOBILE	722CFL0024	02 / 01 / 2005	3279.45
00000062	RADIO, MOBILE	722CFL0020	02 / 01 / 2005	3279.45
00000063	RADIO, PORTABLE	205CFL0078	02 / 01 / 2005	3192.87
00000065	RADIO, PORTABLE	205CFL0090	02 / 01 / 2005	3192.87
00000066	RADIO, PORTABLE	205CFL0068	02 / 01 / 2005	3192.87
00000067	SCBA 49-1	115S0951004472	12 / 23 / 2009	4046.36
00000068	SCBA 49-2	115S0951002398	12 / 23 / 2009	4046.36
00000069	SCBA 49-3	115S0951002376	12 / 23 / 2009	4046.36
00000070	RADIO, PORTABLE	205CFL0064	02 / 01 / 2005	3192.87
00000071	THERMAL IMAGER CAMERA	39847	12 / 13 / 2006	11472.96
00000072	Defib / LP-12	31449274	10 / 14 / 2003	24321.97
00000073	SCBA	115S0951002394	12 / 23 / 2009	4046.36
00000075	SCBA RIT PAK	50800088Q	09 / 08 / 2005	1410.14
00000077	RADIO, PORTABLE	205CFL0075	02 / 01 / 2005	3192.87
00000078	RADIO, PORTABLE	205CFL0077	02 / 01 / 2005	3192.87
00000079	RADIO, MOBILE	722CFL0007	02 / 01 / 2005	2883.49

00000080	RADIO, PORTABLE	205CFL0079	02 / 01 / 2005	3192.87
00000083	DOPPLER	CB10159	05 / 01 / 2008	545.00
00000084	SCBA 26-1	115S0951002390	12 / 23 / 2009	4046.36
00000085	SCBA 26-2	115S0951002391	12 / 23 / 2009	4046.36
00000086	STAIR CHAIR	060239839	02 / 19 / 2006	2130.07
00000087	STRETCHER	080139051	01 / 15 / 2008	4216.93
00000093	O2 LOADING CART	JJ-302114	05 / 03 / 2006	1251.20
00000095	POWER PLANT, RESCUE	DPU3100586	10 / 16 / 2008	7970.00
00000096	RAM, RESCUE	435001615	10 / 16 / 2008	4320.00
00000097	SPREADERS, RESCUE	424201706	10 / 16 / 2008	5500.00
00000098	CUTTERS, RESCUE	4050NCT01728	10 / 16 / 2008	5115.00
00000100	BAG AIR LIFT			0.00
00000101	BAG AIR RESCUE			0.00
00000102	BAG AIR RESCUE			0.00
00000103	SAW, VENT	045100467	08 / 12 / 2005	1107.72
00000104	SAW, ROTARY	20080600219	04 / 01 / 2009	1312.49
00000105	SAW, CHAIN	271888990	06 / 11 / 2007	585.90
00000108	Defib	38720330	04 / 12 / 2010	30249.56
00000111	OXIMETER	706762	02 / 14 / 2008	3810.52
00000112	COT	061040675	11 / 01 / 2006	9493.75
00000113	RADIO, MOBILE	514CHT0324	09 / 20 / 2007	2479.72
00000114	SCBA 29-1	115S20951002402	12 / 23 / 2009	4046.36
00000116	RADIO, PORTABLE	205CFL0074	02 / 01 / 2005	3192.87
00000117	RADIO, PORTABLE	205CFL0076	02 / 01 / 2005	3192.87
00000118	STAIR CHAIR	060239840	02 / 19 / 2006	2130.07
00000123	RADIO, PORTABLE	205CFL0066	02 / 01 / 2005	3192.87
00000124	RADIO, PORTABLE	205CFL0098	02 / 01 / 2005	3192.87
00000139	COASTAL-WEATHER PACK WEATHER ST	9455	06 / 21 / 2006	12773.00
00000141	RADIO, PORTABLE	442TFQJ892	09 / 23 / 2005	642.68
00000142	RADIO, PORTABLE	442TFQJ872	09 / 23 / 2005	642.68
00000144	RADIATION MONITOR	215502	08 / 10 / 2005	2214.16
00000145	HELMET COMM SYSTEM - HZMT		08 / 10 / 2005	561.43
00000146	HELMET COMM SYSTEM - HAMT		08 / 10 / 2005	561.43
00000147	HELMET COMM SYSTEM - HZMT		08 / 10 / 2005	561.43
00000148	HELMET COMM SYSTEM - HZMT		08 / 10 / 2005	561.43
00000149	RADIO, BASE STATION	514CJT0915	09 / 26 / 2008	3075.69
00000150	RADIO, MOBILE	722CFL0023	02 / 01 / 2005	3279.45
00000151	SCBA	115S0951002383	12 / 23 / 2009	4046.36
00000152	SCBA	115S0951004458	12 / 23 / 2009	4046.36
00000153	SEARCH CAMERA	SC2731-990	05 / 13 / 2005	10723.00
00000154	SCBA	115S0951002354	12 / 23 / 2009	4046.36
00000155	SCBA	115S0951004480	12 / 23 / 2009	4046.36
00000156	Confined Space Communications System Co	681	04 / 12 / 2005	0.00
00000157	CONTROL UNIT	186	04 / 12 / 2005	0.00
00000158	JUNCTION BOX	01275	04 / 12 / 2005	12414.43
00000159	COMMAND MODULE	2475	01 / 31 / 2006	3137.53
00000160	POWER PLANT		12 / 11 / 2007	7470.00
00000161	SPREADERS	158.012.060	12 / 11 / 2007	6105.00
00000162	CUTTERS	158.012.078	12 / 11 / 2007	4715.00
00000163	RAM	158.032.014	12 / 11 / 2007	3920.00
00000164	AIRBAG, 74 TON	053386	08 / 31 / 2005	1697.00
00000165	AIRBAG, 32 TON	056302	08 / 31 / 2005	748.00
00000166	AIRBAG, 12 TON	056117	08 / 31 / 2005	498.00
00000167	UNIFIRE GAS CORING TOOL	5714263415	04 / 12 / 2005	1922.54
00000168	PUMP, BUCKET	MI-MJ-MF	11 / 21 / 2007	672.00
00000170	RESCUE TOOL - AIRSHORE		08 / 10 / 2004	603.50

00000171	RESCUE TOOL - AIRSHORE		08 / 10 / 2004	603.50
00000172	RESCUE TOOL - AIRSHORE		08 / 10 / 2004	603.50
00000173	RESCUE TOOL - AIRSHORE		08 / 10 / 2004	603.50
00000174	RESCUE TOOL - AIRSHORE		08 / 10 / 2004	603.50
00000175	RESCUE TOOL - AIRSHORE		08 / 10 / 2004	603.50
00000176	RESCUE TOOL AIRSHORE		08 / 10 / 2004	525.30
00000177	RESCUE TOOL - AIRSHORE		08 / 10 / 2004	525.30
00000178	RESCUE TOOL - AIRSHORE		08 / 10 / 2004	525.30
00000179	RESCUE TOOL -AIRSHORE		08 / 10 / 2004	525.30
00000180	RESCUE TOOL - AIRSHORE		08 / 10 / 2004	525.30
00000181	RESCUE TOOL - AIRSHORE		08 / 10 / 2004	525.30
00000182	TORCH, CUTTING		10 / 04 / 2007	2011.22
00000184	THERM IMAGE CAMERA	36926	09 / 29 / 2005	12718.72
00000185	TRAILER, 21'	TBT405985	10 / 26 / 2005	6903.73
00000186	SCBA	115S0951002396	12 / 23 / 2009	4046.36
00000187	RADIO, PORTABLE	205CFL0094	02 / 01 / 2005	3192.87
00000188	RADIO, PORTABLE	205CFL0004	02 / 01 / 2005	3192.87
00000189	SCBA	115S0951004455	12 / 23 / 2009	4046.36
00000190	SCBA	115S0951002377	12 / 23 / 2009	4046.36
00000191	RADIO, PORTABLE	205CFL0092	02 / 01 / 2005	3192.87
00000192	SCBA	115S0951004457	12 / 23 / 2009	4046.36
00000193	SCBA RIT PAK	50800081Q	09 / 08 / 2005	1410.14
00000194	SAW, CHAIN	071300572	12 / 07 / 2007	1408.85
00000196	RESCUE SAW	07-4000154	11 / 30 / 2007	1321.14
00000197	FAN, CONFINED SPACE	205671	04 / 12 / 2005	1263.50
00000198	SAW, ROTARY	04-1500441	08 / 16 / 2005	1278.40
00000199	RADIO, PORTABLE	205CFL0010	02 / 01 / 2005	3192.87
00000200	RADIO, PORTABLE	205CFL0086	02 / 01 / 2005	3192.87
00000203	SCBA	115S0951002393	12 / 23 / 2009	4046.36
00000204	SCBA	115S0951002388	12 / 23 / 2009	4046.36
00000206	RADIO, MOBILE	722CFL0021	02 / 01 / 2005	3279.45
00000208	SAW, CHAIN	07Q300092	12 / 07 / 2007	1408.84
00000210	COMPRESSOR SCBA	F-1851-05	07 / 29 / 2005	31503.17
00000215	PORT SWITCH, 26	TW532PC014	11 / 01 / 2005	1585.19
00000218	BATTERY CHARGER		02 / 23 / 2005	752.08
00000219	LIFT POST	F-631217 0141	01 / 29 / 2008	9236.17
00000220	LIFT POST	F-631217 0140	01 / 29 / 2008	9236.16
00000221	TRANSMISSION JACK		05 / 06 / 2005	689.00
00000222	Computer, LAPTOP	S4JKSA65660	11 / 22 / 2004	6550.17
00000223	SCAN TOOL	7003325	02 / 21 / 2005	3904.92
00000224	SAW, BAND	373098	01 / 13 / 2004	739.95
00000225	RADIO, MOBILE	722CFL008	02 / 01 / 2005	3279.45
00000226	AC MAINT. SYSTEM	169117	07 / 24 / 2006	4194.77
00000227	OIL METER		01 / 13 / 2004	252.23
00000230	PRESSURE WASHER	15017131	03 / 21 / 2006	3605.52
00000232	RADIO, MOBILE	722CFL0025	02 / 01 / 2005	3279.45
00000234	RADIO, PORTABLE	205CFL0001	02 / 01 / 2005	3192.87
00000236	EZ-IO DRIVER	G13865	10 / 18 / 2006	357.39
00000241	COT	061040674	11 / 01 / 2006	9493.75
00000243	RADIO, MOBILE	722CFL0003	02 / 01 / 2005	3279.46
00000244	RADIO, PORTABLE	205CFL0014	02 / 01 / 2005	3192.87
00000245	RADIO, PORTABLE	205CFL0099	02 / 01 / 2005	3192.87
00000246	DOPPLER	CB-08931	10 / 15 / 2007	707.85
00000247	Rad 57 CO Detector	706581	02 / 14 / 2008	3797.50
00000250	STAIR CHAIR	060239838	02 / 19 / 2006	2130.08
00000251	SCBA	115S0951004469	12 / 23 / 2009	4046.36

00000252	SCBA	115S0951002382	12 / 23 / 2009	4046.36
00000253	Defib	38738220	04 / 12 / 2010	30249.56
00000255	ELLIPTICAL CROSSTRAINER	AA72K30070079	06 / 09 / 2008	4954.05
00000256	SAW, VENT	045100799	08 / 12 / 2005	1107.72
00000260	RADIO, PORTABLE	205CFL0008	02 / 01 / 2005	3192.87
00000261	RADIO, PORTABLE	205CFL0089	02 / 01 / 2005	3192.87
00000262	SCBA	115S0951002387	12 / 23 / 2009	4046.36
00000263	SCBA	115S0951002385	12 / 23 / 2009	4046.36
00000264	SCBA	115S0951002386	12 / 23 / 2009	4046.36
00000265	SCBA	115S0951004466	12 / 23 / 2009	4046.36
00000266	RADIO, PORTABLE	205CFL0009	02 / 01 / 2005	3192.87
00000268	RAM, EXTRICATION	435001694	12 / 11 / 2008	4226.08
00000269	SPREADERS, EXTRICATION	424201814	12 / 11 / 2008	5614.88
00000270	CUTTERS, EXTRICATION	4050NCT01859	12 / 11 / 2008	5170.03
00000272	LOADER, OXYGEN TANK	JJ-317723	07 / 17 / 2007	1447.98
00000273	RADIO, MOBILE	722CFL0019	02 / 01 / 2005	3279.45
00000277	RADIO, PORTABLE	205CFL0012	02 / 01 / 2005	3192.87
00000278	Computer, Laptop Toughbook			0.00
00000279	RADIO, MOBILE	722CFL0014	02 / 01 / 2005	3279.45
00000280	RADIO, MOBILE	722CFL0001	02 / 01 / 2005	3279.46
00000281	SCBA	115S0951002400	12 / 23 / 2009	4046.36
00000283	RADIO, PORTABLE	205CFL0016	02 / 01 / 2005	3192.92
00000284	RADIO, PORTABLE	205CFL0003	11 / 01 / 2011	3192.87
00000285	RADIO, PORTABLE	205CFL0096	02 / 01 / 2005	3192.87
00000286	LAWNMOWER, RIDING	011509D001187	03 / 27 / 2001	1498.00
00000287	Fill Station, SCBA			0.00
00000288	SCBA	115S0951002395	12 / 23 / 2009	4046.36
00000289	SCBA	115S0951002380	12 / 23 / 2009	4046.36
00000291	SCBA	115S0951004478	12 / 23 / 2009	4046.36
00000292	SCBA RIT PAK	50800065Q	09 / 08 / 2005	1410.13
00000293	SCBA	115S0951004471	12 / 23 / 2009	4046.36
00000294	RADIO, MOBILE	722CFL0017	02 / 01 / 2005	3279.45
00000295	SCBA	115S0951002378	12 / 23 / 2009	4046.36
00000296	THERMAL IMAGER	40346	09 / 19 / 2008	10000.00
00000297	SCBA	115S0951004473	12 / 23 / 2009	4046.36
00000299	SPREADERS, EXTRICATION	424201813	12 / 11 / 2008	5614.88
00000300	RAM, EXTRICATION	435001695	12 / 11 / 2008	4226.08
00000301	CUTTERS, EXTRICATION	4050NCT01855	12 / 11 / 2008	5170.03
00000302	SAW, CHAIN	19977460151		
00000303	SAW, CHAIN	271889105	06 / 11 / 2007	585.90
00000304	SAW, ROTARY	27869	09 / 23 / 2002	1200.00
00000307	RADIO, MOBILE	722CFL0012	02 / 01 / 2005	3279.45
00000308	RADIO, PORTABLE	205CFL0006	02 / 01 / 2005	3192.87
00000309	SCBA	115S0951004456	12 / 23 / 2009	4046.36
00000310	SCBA	115S0951002389	12 / 23 / 2009	4046.36
00000311	RADIO, PORTABLE	205CFL0081	02 / 01 / 2005	3192.87
00000312	RADIO, PORTABLE	205CFL0097	02 / 01 / 2005	3192.87
00000313	RADIO, PORTABLE	205CFL0060	02 / 01 / 2005	3192.87
00000314	RADIO, PORTABLE	205CFL0063	02 / 01 / 2005	3192.87
00000315	SCBA	115S0951002366	12 / 23 / 2009	4046.36
00000317	SCBA	115S0951004454	12 / 23 / 2009	4046.36
00000318	SCBA	115S0951002358	12 / 23 / 2009	4046.36
00000319	RADIO, MOBILE	722CFL0010	02 / 01 / 2005	3279.45
00000322	RADIO, MOBILE	722CFL0022	02 / 01 / 2005	3279.45
00000325	DOPPLER	BS-038869	01 / 01 / 2002	575.00
00000327	THERMOMETER	07256365	07 / 17 / 2007	338.26

00000328	SCBA	115S0951002374	12 / 23 / 2009	4046.36
00000329	SCBA	115S0951002371	12 / 23 / 2009	4046.36
00000330	SCBA	115S0951002355	12 / 23 / 2009	4046.36
00000331	RADIO, PORTABLE	205CFL0005	02 / 01 / 2005	3192.87
00000332	RADIO, PORTABLE	205CFL0015	02 / 01 / 2005	3192.87
00000333	RADIO, PORTABLE	205CFL0082	02 / 01 / 2005	3192.87
00000335	PHONE, OUTSIDE		09 / 09 / 2004	524.20
00000336	DEFIB	B10G-05470	12 / 09 / 2010	1720.29
00000337	RADIO, PORTABLE	205CFL0067	02 / 01 / 2005	3192.87
00000338	RADIO, PORTABLE	205CFL0095	02 / 01 / 2005	3192.87
00000340	CAMERA	0870215348	11 / 02 / 2009	847.06
00000341	BATTERY CHARGER		02 / 23 / 2005	752.08
00000342	BATTERY CHARGER		02 / 23 / 2005	752.08
00000343	BATTERY CHARGER		02 / 23 / 2005	752.08
00000344	BATTERY CHARGER		02 / 23 / 2005	752.08
00000346	SCBA	115S0951002392	04 / 18 / 2011	4046.36
00000349	RADIO, MOBILE	722CFL0004	02 / 01 / 2005	2883.18
00000350	Defib	31449255	10 / 14 / 2003	24321.97
00000351	BATTERY CHARGER		02 / 23 / 2005	752.08
00000355	RADIO, PORTABLE	205CFL0084	02 / 01 / 2005	3192.87
00000356	TREADMILL	15050007		0.00
00000357	ELLIPTICAL - PRECOR	AA72H200700009		0.00
00000358	STAIRMASTER	20000051117001		0.00
00000359	COPY/PRINT/FAX	(21)DKF14743	11 / 25 / 2008	606.33
00000361	PROJECTOR	082G632AAACSS0854	12 / 13 / 2006	867.99
00000363	STAIRSTEPPER			0.00
00000364	RADIO, PORTABLE	205CFL0093	02 / 01 / 2005	3192.87
00000365	RADIO, PORTABLE	205CFL0002	02 / 01 / 2005	3192.87
00000367	DEFIB	401029547	01 / 20 / 2005	3338.00
00000368	REFRIGERATOR	ET3103568	12 / 06 / 2006	1219.38
00000379	ELLIPTICAL CROSSTRAINER	AA72C12070033	04 / 02 / 2007	4990.17
00000380	EZ-IO DRIVER	015365	10 / 18 / 2006	357.39
00000385	STRETCHER - CLAM- FERNO	C-97432		0.00
00000386	SPREADERS AMKUS -	99053961		0.00
00000387	CUTTERS - AMKUS -			0.00
00000394	REFRIGERATOR - 65	BA74403176	02 / 07 / 2008	601.04
00000395	SAW - CHAINSAW			0.00
00000396	OUTBOARD MOTOR - 15 HP	L15947OU		0.00
00000397	Boat Trailer	1CXBTH10X5903372		0.00
00000400	POWER UNIT - HYDRAULIC	053867		0.00
00000401	CUTTERS - HYDRAULIC	99056577		0.00
00000402	RAM -HYDRAULIC	33081492-4R		0.00
00000403	SPREADERS - HYDRAULIC	93032393/5		0.00
00000404	Chain Saw	4160210		0.00
00000414	Ventilation Fan, Gas Powered			0.00
00000417	FAN - HONDA GAS POWERED			0.00
00000422	SAW - K-12	SCFD#12		0.00
00000423	POWERPLANT HYDRAULIC AMKUS -	97060219		0.00
00000425	SPREADERS AMKUS -	873488S		0.00
00000428	TREADMILL	STR-7000034		0.00
00000436	RADIO, PORTABLE	205CFL0080	02 / 01 / 2005	3192.87
00000437	SAW, VENTILATION	02 4400395	06 / 06 / 2003	1000.00
00000445	RADIO, PORTABLE	205CFL0062	02 / 01 / 2005	3192.87
00000446	RADIO, PORTABLE	205CFL0065	02 / 01 / 2005	3192.87
00000448	STAIRMASTER	20000040929010	10 / 04 / 2004	4609.86
00000449	STAIR CHAIR	060239841	02 / 19 / 2006	2130.07

00000450	PULSE OXIMETER	340069463		0.00
00000453	SCBA RIT Pack	OP234998	11 / 14 / 2008	603.60
00000456	PORT SWITCH, 26	TW503PC0A5	11 / 01 / 2005	1585.19
00000457	SMOKE MACHINE - R0SC0 FOG MACHINE	0896AO16B		0.00
00000465	RADIO, PORTABLE	205CFL0072	02 / 01 / 2005	3192.87
00000469	RADIO, PORTABLE	205CFL0069	02 / 01 / 2005	3192.87
00000470	HANDYCAM			0.00
00000471	CAMERA - DIGITAL KODAK EASY SHARE	KCXGT73503812		0.00
00000472	DESK (CHERRY LAMINATE) - WITH CONSOLE		05 / 03 / 2006	522.37
00000473	RADIO, PORTABLE	205CFL0087	02 / 01 / 2005	3192.87
00000476	BATTERY CHARGER	16427	03 / 22 / 2004	479.16
00000478	GRIDDLE - 220V CT	2138		0.00
00000481	RADIO, PORTABLE	205CFL0007	02 / 01 / 2005	3192.87
00000482	RADIO, PORTABLE	205CFL0071	02 / 01 / 2005	3192.87
00000484	BOAT			0.00
00000485	DOPPLER			0.00
00000489	Computer, LAPTOP MFMDT01	0IKYA03144	07 / 13 / 2011	0.00
00000490	Doppler	CB09931	07 / 19 / 2011	600.00
00000491	Leaf Blower	101100711	08 / 18 / 2011	327.55
00000492	RADIO, PORTABLE	205CFL0088	02 / 01 / 2005	3192.87
00000493	RADIO, PORTABLE	205CFL0073	02 / 01 / 2005	3192.87
00000494	Computer, LAPTOP, MFMDT05	0KKYA12547	10 / 04 / 2011	3200.00
00000495	Computer, LAPTOP MFMDT02	1GKYA65837	10 / 04 / 2011	0.00
00000496	Computer, LAPTOP MFMDT03	1AKYA28212	10 / 04 / 2011	0.00
00000497	Computer,	1CKYA50883	10 / 21 / 2011	3200.00
00000498	Projector	LSQF990643L	11 / 01 / 2011	0.00
00000499	Projector	15562	11 / 01 / 2011	
00000500	RADIO, PORTABLE	205CFL0000	02 / 01 / 2005	3192.87
00000501	RADIO, PORTABLE	205CFL0013	02 / 01 / 2005	3192.87
00000508	Defib	B10E 00166		0.00
00000509	MSA MULTI GAS DETECTOR	A3-6261		0.00
00000510	SCBA 25-1	200275-02 / 115S0951002381	12 / 23 / 2009	4046.36
00000511	SCBA 25-2	00089295 / 115S0951002384	12 / 23 / 2009	4046.36
00000513	RADIO, PORTABLE	205CFL0018		0.00
00000514	MAST PANTS			
00000516	SABA (Supplied Air Breathing Apparatus)			0.00
00000517	SABA (Supplied Air Breathing Apparatus)			0.00
00000518	SABA (Supplied Air Breathing Apparatus)			0.00
00000519	SABA (Supplied Air Breathing Apparatus)			0.00
00000522	Demolition Hammer	302715		0.00
00000523	Rotary Hammer	307290		0.00
00000524	WATER VACUUM	PLNP0009		0.00
00000526	CHAINSAW	280998960		
00000528	VACUUM, WATER	PGNP0013	11 / 10 / 2006	1328.78
00000529	CUTTERS AMKUS -			0.00
00000530	RAM			0.00
00000534	STAIRMASTER	20000050427041	04 / 20 / 2005	4704.48
00000538	POWER PLANT AMKUS	05041968	05 / 06 / 2005	5125.00
00000540	SCBA RIT PAK	50800057Q	09 / 08 / 2005	1410.13
00000545	Computer, LAPTOP HAZMAT	8EKSA38202		0.00
00000546	FAN - HONDA GAS POWERED			0.00
00000548	MANIFOLD			0.00
00000551	Computer, LAPTOP	HN87RH1	11 / 30 / 2008	2230.83
00000553	MANIFOLD	SCFD# 12		0.00
00000555	Pulse Oximeter	470351218	07 / 17 / 2007	338.26
00000560	SCBA 29-2	200438-01	12 / 23 / 2009	4046.36

00000562	FAN - HONDA GAS POWERED			0.00
00000572	AIR SUPPLY ASSEMBLY		08 / 10 / 2004	735.25
00000573	CAMERA, SNAKE	C/NO 54	11 / 02 / 2009	399.00
00000574	BAG, RESCUE AIR LIFT		05 / 14 / 2002	0.00
00000575	BAG, RESCUE AIR LIFT		05 / 14 / 2002	0.00
00000576	BAGS, RESCUE AIR LIFT		05 / 14 / 2002	0.00
00000577	FAN -HONDA GAS POWERED			0.00
00000588	POWER UNIT, EXTRICATION	DPU3100635	12 / 11 / 2008	7812.00
00000589	SAW - K12	080600195		0.00
00000590	SAW, CHAIN	271889103	06 / 11 / 2007	585.90
00000591	EZ-10	075812	07 / 12 / 2011	250.00
00000592	PROJECTOR	086K649AAAAAC0103	09 / 06 / 2007	774.57
00000594	Desk, Cherry (Asst FM)			0.00
00000598	Computer, Laptop	OJ5VWM	01 / 18 / 2010	0.00
00000600	HELMET COMM SYSTEM - HZMT			0.00
00000601	HELMET COMM SYSTEM - HZMT			0.00
00000602	HELMET COMM SYSTEM - HZMT			0.00
00000603	PROJECTOR	086K649AAAAAC0543	09 / 06 / 2007	774.57
00000609	Computer, Desktop	69RMFQ1		0.00
00000612	RAM - AMKUS			0.00
00000617	POWER PLANT - JAWS - OLD	344133		0.00
00000618	POWERPLANT - JAWS	0130		0.00
00000622	PROJECTOR	082G628AAACSS0677	12 / 13 / 2006	867.99
00000627	BAG, RESCUE AIR LIFT - LARGE			0.00
00000629	SAW - STHIL			0.00
00000635	SAW, CHAIN	5450630		0.00
00000636	POWER UNIT - HOLMATRO	DPU31000625		0.00
00000637	Computer,	FXKG9P1		0.00
00000646	PID	SK310-003220		0.00
00000649	TREADMILL	AA67G31080025	02 / 11 / 2010	2535.81
00000650	ELLIPTICAL CROSSTRAINER	AA72L05060098	04 / 02 / 2007	4990.17
00000655	PULSEOX	700422278		0.00
00000656	PULSEOXIMETER	703146032		0.00
00000661	Sim-Man Training Manikin	200M42110001	04 / 23 / 2012	7000.00
00000663	Lawn Mower, Riding	161411A002033	03 / 13 / 2012	2511.55
00000664	Exergen Thermometer	A283773	04 / 01 / 2012	450.00
00000665	Exergen Thermometer	A283792	04 / 01 / 2012	450.00
00000667	Exergen Thermometer	A283750	04 / 01 / 2012	450.00
00000668	Exergen Thermometer	A281934	04 / 01 / 2012	450.00
00000669	Exergen Thermometer	A283789	04 / 01 / 2012	450.00
00000670	Sim-Man Training Manikin	200M42110002	04 / 23 / 2012	7000.00
00000671	Simman Control Box	3011	04 / 23 / 2012	2300.00
00000672	Simman Control Box	3011	04 / 23 / 2012	2300.00
00000673	Computer, Ipad-Laptop	DMPHHC5EDJ8V	04 / 16 / 2012	699.00
00000674	Printer Copier	U62997K1J873921		0.00
00000676	Fire Extinguisher Training System	0705 1811	05 / 11 / 2012	11500.00
00000677	Chainsaw	289893116	06 / 12 / 2012	675.49
00000678	Chainsaw	289893121	06 / 12 / 2012	675.49
00000679	Defibrillator, AED			0.00
00000680	Defibrillator, AED	C12E-00684		0.00
00000681	Defibrillator, AED	C12E-00700		0.00
00000682	Defibrillator, AED	C12E-00651		0.00
00000683	Computer	73D26V1	07 / 10 / 2012	1189.20
00000684	SCBA Bench Tester - Posicheck	L07177	07 / 24 / 2012	12992.99
00000686	Computer, Desktop	CPZD7V1	08 / 14 / 2012	1300.00
00000687	Computer, Laptop	1GKYA65833	11 / 04 / 2010	3200.00



00000688	Computer, Laptop	1BKYA33406	10 / 01 / 2011	3200.00
00000691	Multi Gas Detector	00171347	09 / 04 / 2012	700.00
00000693	Gas Monitor 4 Gas	00175692	09 / 24 / 2012	700.00
00000694	Computer, Laptop, MDC	2FKYA53274	09 / 01 / 2012	3300.00
00000695	Computer, Laptop	JLNFXV1		0.00
00000696	Computer, Desktop	2R1SXV1	11 / 05 / 2012	1200.00
00000697	Computer, Desktop	2R1QXV1	11 / 05 / 2012	1200.00
00000698	Computer, Laptop Toughbook	2FKYA53266	03 / 28 / 2012	3000.00
00000699	Computer, Laptop	1FKYA64112	10 / 01 / 2011	3000.00
00000700	Computer, Laptop	1BKYA28552	10 / 01 / 2011	3000.00
00000701	Computer, Laptop	1HKYA75901	10 / 01 / 2011	3000.00
00000702	Computer, Laptop	1CKYA36499	10 / 01 / 2011	3000.00
00000703	Computer, Laptop	1CKYA50958	10 / 01 / 2011	3000.00
00000704	Computer, Laptop	1BKYA31487	10 / 01 / 2011	3000.00
00000710	Safe, MediVault	55-003308		0.00
00000711	Compressor, Pancake Style	2964763922	12 / 10 / 2012	223.44
00000713	Network Switch	CN923ZS0NR J9089-60001		0.00
00000715	RADIO, PORTABLE	205CFL0017	02 / 01 / 2005	3192.87
00000716	EKG 12 Lead Patient Simulator	5576		0.00
00000718	ROTO HAMMER	04S315	04 / 07 / 2003	412.35
00000724	PORT SWITCH, 26	TW503PC011	11 / 01 / 2005	1585.19
00000725	Pulse Ox	082493	05 / 01 / 2008	816.77
00000727	LAWN MOWER	022105M	03 / 22 / 2005	432.92
00000729	HP Procurve 2626 PWR		05 / 30 / 2013	0.00
00000730	Computer, Desktop	C0Z1GX1		1165.57
00000731	SCBA Fill Station			0.00
00000732	SCBA Compressor			0.00
00000733	Resuci Anne		06 / 27 / 2013	2500.00
00000734	CPR Annie Printer		06 / 27 / 2013	2500.00
00000735	Airway Trainer	315200	06 / 27 / 2013	1200.00
00000736	CPR Annie Printer	31002501	06 / 26 / 2013	500.00
00000737	Resuci Anne		06 / 27 / 2013	2500.00
00000738	Computer, Desktop	69CG8Y1	08 / 26 / 2013	1200.00
00000739	Computer Desktop	69CF8Y1	08 / 26 / 2013	1200.00
00000742	SCBA	115S0917005532	11 / 01 / 2013	3000.00
00000743	SCBA	115S0917005509	11 / 01 / 2013	3000.00
00000744	SCBA	445S0908000708	11 / 01 / 2013	3000.00
00000745	SCBA	445S0917005538	11 / 01 / 2013	3000.00
00000746	Computer, Desktop	HG849Z1	11 / 05 / 2013	1300.00
00000747	Computer, Desktop	HG859Z1	11 / 01 / 2013	1300.00
00000748	Computer, Desktop	9K7R9Z1	11 / 12 / 2013	1300.00
00000751	Radio, Portable	475FAN6516		0.00
00000752	Circular Saw	20141000048		1025.00
00000753	Computer, Desktop	C09SL02	05 / 05 / 2014	1300.00
00000754	Computer, Desktop	C08TL02	05 / 05 / 2014	1300.00
00000755	Computer, Desktop	C09ML02	05 / 05 / 2014	1300.00
00000756	Computer, Desktop	C09NL02	05 / 05 / 2014	1300.00
00000757	Thermal Imaging Camera FLIR, Infared Cam	63502970	06 / 26 / 2014	3900.00
00000761	Computer, Desktop	3SLJX12	07 / 01 / 2014	0.00
00000762	Thermometer	A410480	09 / 03 / 2014	500.00
00000763	Computer, Desk - Solid State	6V1VM22	10 / 01 / 2014	900.00
00000764	Submersible Pump	WS53A-6001829	10 / 14 / 2014	504.00
00000765	Submersible Pump	WS53A-6001816	10 / 14 / 2014	504.00
00000766	Submersible Pump	WS53A-6001818	10 / 14 / 2014	504.00
00000767	Submersible Pump	WS53A-6001826	10 / 14 / 2014	504.00
00000768	Submersible Pump	WS53A-6001817	10 / 14 / 2014	504.00



00000769	Computer, Desk - Solid State	6V2TM22	10 / 01 / 2014	900.00
00000770	Computer, Desk - Solid State	6V2SM22	10 / 01 / 2014	900.00
00000771	Defibrillator - SAED	C12C-00707	10 / 07 / 2014	2500.00
00000772	Defibrillator - SAED	C11K-00688	10 / 07 / 2014	2500.00
00000773	Defibrillator - SAED	C11K-00800	10 / 07 / 2014	2500.00
00000774	Defibrillator - SAED	C12C-00517	10 / 07 / 2014	2500.00
00000775	Defibrillator - SAED	C11K-00715	10 / 07 / 2014	2500.00
00000776	tHERMOMETER	A424930	12 / 01 / 2014	400.00
00000778	Computer, Desktop	H2S8R22	12 / 01 / 2014	900.00
00000779	Computer, Desktop	H2S9R22	12 / 15 / 2014	850.00
00000780	Video Laryngoscope	AN151860	03 / 01 / 2015	14000.00
00000781	Video Layrngoscope	AN151859	03 / 01 / 2015	14000.00
00000782	Computer, Laptop Toughbook	5BKSA17136	03 / 10 / 2015	3400.00
00000784	Computer, Laptop Toughbook	5BKSA17135	03 / 10 / 2015	3400.00
00000785	Computer, Laptop Toughbook	5BKSA17147	03 / 10 / 2015	3400.00
00000786	Computer, Laptop Toughbook	5BKSA17165	03 / 10 / 2015	3400.00
00000787	Computer, Laptop Toughbook	5BKSA17134	03 / 10 / 2015	3400.00
00000788	Computer, Laptop Toughbook	5BKSA17164	03 / 10 / 2015	3400.00
00000789	Computer, Laptop Toughbook	5BKSA17165	03 / 10 / 2015	3400.00
00000790	Computer Desktop	H2S7R22	01 / 11 / 2015	800.00
00000791	Computer Desktop	H2S2R22	01 / 11 / 2015	800.00
00000792	Computer, IPAD		04 / 07 / 2015	500.00
00000803	Computer, Desktop	64RH182	12 / 02 / 2015	800.00
00000804	SCBA	115S1517021875	04 / 01 / 2015	4800.00
00000805	SCBA	1115S1517023426	04 / 01 / 2015	4800.00
00000806	SCBA	115S1517021897	04 / 01 / 2015	4800.00
00000807	SCBA	115S1517023428	04 / 01 / 2015	4800.00
00000808	Computer, Laptop	416XD72	12 / 01 / 2015	1000.00
00000810	Computer, Desktop	6457182	12 / 01 / 2015	800.00
00000811	Sawzall, DeWalt 36 volt	938354	03 / 04 / 2016	674.35
00000812	Computer, Desktop	64RJ182	12 / 04 / 2015	0.00
00000813	Computer - Desktop	HZ24fC2	05 / 30 / 2016	1127.00
00000815	Computer, Laptop Latitude E6540	6KQ7NC2	09 / 01 / 2016	1120.00
00000816	Computer, Laptop Latitude E6540	3MQ7NC2	09 / 01 / 2016	1119.80
00000817	Defib, AED	C16H-00604	10 / 05 / 2016	2300.00
00000818	Computer, Desktop	17XLQG2	12 / 05 / 2016	0.00
00000819	Computer, Desktop	18FNQG2	12 / 05 / 2016	0.00
00000820	Computer, Desktop	185SQG2	12 / 05 / 2016	0.00
00000825	Computer, Surface Pro 4	068434362953	03 / 14 / 2017	817.16
00000826	Computer, Surface Pro 4	028023671053	04 / 26 / 2017	818.24
00000827	Computer, Laptop LAT E5570	5CBG3G2	05 / 18 / 2017	1329.83
00000828	Computer, Laptop Surface Pro 4	016274165253	06 / 23 / 2017	938.26
00000829	Computer, Laptop Surface Pro 4	047393265253	06 / 23 / 2017	938.26
00000831	Computer, Laptop - Surface Pro	030757673553	11 / 09 / 2017	1200.09
00000832	Computer, Laptop - Surface Pro	030781273553	11 / 09 / 2017	1200.09
00000833	Computer, Desktop	587FHB2	05 / 26 / 2016	0.00
00000834	Computer, Desktop	9GRY3C2	03 / 16 / 2017	781.41
00000835	Computer, Desktop	FKDHMD2	11 / 28 / 2016	1558.26
00000836	Computer, desktop	8VQV7MZ	11 / 30 / 2017	1492.50
00000837	Computer, Desktop	8VQ08M2	11 / 30 / 2017	1492.50
00000838	Computer, Desktop	952C9M2	12 / 15 / 2017	786.55
00000839	Computer, Desktop	92YX8M2	12 / 15 / 2017	786.55
00000840	Computer, Desktop	93QW8M2	12 / 15 / 2017	786.55
00000841	Computer, Desktop	93M99M2	12 / 15 / 2017	786.55
00000842	Computer, Desktop	93K59M2	12 / 15 / 2017	786.55
00000843	Computer, Desktop	920B9M2	12 / 15 / 2017	786.55

00000844	Computer, Desktop	930C9M2	12 / 15 / 2017	786.55
00000845	Computer, Desktop	95099M2	12 / 15 / 2017	786.55
00000846	Computer, Desktop	93T49M2	12 / 15 / 2017	786.55
00000847	Computer, Desktop	92DW8M2	12 / 15 / 2017	786.55
00000848	Computer, Laptop - Surface	01919967453	12 / 21 / 2017	872.89
00000849	Computer, Desktop	9B689M2	12 / 21 / 2017	762.01
00000850	Computer, Desktop	9B7X8M2	12 / 21 / 2017	762.01
00000851	THERMAL IMAGING CAMERA	33801	06 / 04 / 2004	12676.29
00000852	1000w Generator	EAAR-1109393	04 / 17 / 2018	1226.38
00000853	1000w Generator	EAAT-1109394	04 / 17 / 2018	1226.38
00000854	Air Bag Valve Control, Rescue	195041 & 195042		0.00
00000855	Air Bag Pressure Reducer, Rescue			0.00
00000856	Air Bag, Rescue			0.00
00000857	Ari Bag, Rescue			0.00
00000858	Air Bage, Rescue			0.00
00000859	Air Bags, Rescue			0.00
00000860	COMPUTER, IPAD	F8QVQ0NFGW0	11 / 30 / 2016	523.67
00000861	COMPUTER, IPAD	F8QVQ0G0G5W0	11 / 30 / 2016	523.67
00000862	Computer, IPAD	DMPSP90GQG5W2	11 / 30 / 2016	523.67
00000863	Compute, IPAD	DMPMSMQ24GSW2	11 / 30 / 2016	523.67
00000864	COMPUTER, IPAD	DMPMSMQ9G5W2	11 / 30 / 2016	523.67
00000865	COMPUTER, IPAD	DMPSP8FCVG5W2	11 / 30 / 2016	523.67
00000866	Computer, IPAD	DMPSP90K2G5W2	11 / 30 / 2016	523.67
00000867	Computer, IPAD	SMPSL2BYG5W2	12 / 14 / 2016	523.67
00000868	Computer, IPAD	DMPSP90SCG5W2	11 / 30 / 2016	523.67
00000869	Computer, IPAD	DMPSP353G5W2	11 / 30 / 2016	523.67
00000870	Four Gas/PID	00143907	11 / 08 / 2018	3458.50
00000871	Computer, Laptop - GETAC V110G4 LAPTO	RJA03V8016	11 / 20 / 2018	5170.64
00000872	Computer, Desktop	JT811S2	11 / 16 / 2018	774.32
00000873	Computer, Desktop	HTGD1S2	11 / 16 / 2018	774.32
00000874	Computer, Desktop	J8OC1S2	11 / 16 / 2018	774.32
00000875	Computer, Desktop	J8Y01S2	11 / 16 / 2018	774.32
00000876	Computer, Desktop	J8SC1S2	11 / 16 / 2018	774.32
00000877	Computer, Desktop	JT6XOS2	11 / 16 / 2018	774.32
00000878	Computer, Desktop	JT721S2	11 / 16 / 2018	774.32
00000879	Computer, Desktop	J7M71S2	11 / 16 / 2018	774.32
00000880	Computer, Desktop	JTB51S2	11 / 16 / 2018	774.32
00000881	Computer, Desktop	JT621S2	11 / 16 / 2018	774.32
00000882	Multiforce Ligtin Air Bag		01 / 15 / 2019	9019.73
00000883	Husqvarna Chainsaw		01 / 15 / 2019	1837.48
00000884	Husqvarna Chainsaw	2018 4100102	01 / 15 / 2019	1837.48
00000885	NordicTrack Treadmill	KK640C0102215	03 / 11 / 2019	1762.54
00000886	NordicTrack Treadmill	KK240C0116079	03 / 11 / 2019	1762.54
00000887	NordicTrack Treadmill	KK640C0102227	03 / 11 / 2019	1762.54
00000888	NordicTrack Treadmill	KK141R0007330	03 / 11 / 2019	1762.54
00000896	POWER PRO XT COT	1901003500464	04 / 01 / 2019	19182.51
00000897	POWER PRO XT COT	0901003500462	04 / 01 / 2019	19182.51
00000898	POWER PRO XT COT	1901003500463	02 / 01 / 2019	19182.51
00000899	Ultrasonic Cleaner	AT-OMG5036XW-155	04 / 10 / 2019	18500.73
00000900	RADIO, MOBILE	681CVD0439	04 / 01 / 2019	6066.64
00000901	RADIO, MOBILE	681CVD0441	04 / 01 / 2019	6066.64
00000902	RADO, MOBILE	681CVD0440	04 / 01 / 2019	6066.64
00000904	Defibrillator EKG Monitor	48152133	05 / 01 / 2019	0.00
00000905	Defibrillator EKG Monitor	48152133	05 / 01 / 2019	0.00
00000906	CPR Chest Compression Device	3519 E391	05 / 01 / 2019	15501.85
00000908	Computer, Laptop	RK303V1338	05 / 08 / 2019	5170.64

00000909	Computer, Laptop	RK303V1337	05 / 08 / 2019	5170.64
00000910	Computer, Laptop	RK303V1335	05 / 08 / 2019	5170.64
00000911	Computer, Laptop	RK303V1334	05 / 08 / 2019	5170.64
00000912	Computer, Laptop	RK303V1332	05 / 08 / 2019	5170.64
00000913	Computer, Laptop	RK303V1336	05 / 08 / 2019	5170.64
00000914	Computer, Laptop	RK303V1333	05 / 08 / 2019	5170.64
00000916	Computer, Laptop - Surface Pro 6	014728691553	07 / 02 / 2019	874.39
00000917	CPR Chest Compression Device	3519E945	07 / 19 / 2019	15501.00
10032	RADIO, MOBILE	514CHT0323	09 / 20 / 2007	2479.72
10536	Air Bag, Reducer			0.00
10537	Air Bag, Control Valve			0.00
10554	Air Bag, Control Valve			0.00
10555	Air Bag, Pressure Reducer			0.00
10719	A FRAME KIT- AIRSHORE		08 / 10 / 2004	1083.75
10809	RADIO, MOBILE	722CFL0002	02 / 01 / 2005	3279.46
10818	RADIO, MOBILE	722CFL0015	02 / 01 / 2005	3279.45
10820	RADIO, MOBILE	722CFL0011	02 / 01 / 2005	3279.45
10822	RADIO, MOBILE	722CFL0016	02 / 01 / 2005	3279.45
10823	RADIO, MOBILE	722CFL0018	02 / 01 / 2005	3279.45
10824	RADIO, MOBILE	722CFL0009	02 / 01 / 2005	3279.45
10825	RADIO, MOBILE	722CFL0013	02 / 01 / 2005	3279.45
10890	GEO LOGGER	10217	12 / 11 / 2003	640.00

MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-005

A RESOLUTION OF THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, ACCEPTING THE TRANSFER OF CERTAIN FUNDS FROM THE CITY OF MARYSVILLE, THE SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 12, AND MARYSVILLE FIRE DISTRICT A CONSOLIDATED FIRE DEPARTMENT.

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, pursuant to that certain Agreement for Joint Operations of Fire and Emergency Medical Protection Facilities dated April 18, 2016, as amended by amendments one through four thereto (the "Agreement"), the City and District 12 continued the relationship established by agreement in 1991 and established a Consolidated Fire Department known as the Marysville Fire District; and

**WHEREAS**, pursuant to paragraph 17 of the Agreement, upon termination of the Agreement, all property owned by District 12 shall remain the property of District 12, all property owned by City shall remain the property of City, and all jointly owned property and jointly purchased property acquired under the terms of the Agreement shall be disposed of on an equitable basis and in such manner as may be agreed upon between the City and District 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to RCW 52.26.030 and 52.26.040 the City and the District formed an RFA Planning Committee to evaluate the feasibility of creating a new and separate regional fire authority to provide the fire protection and emergency services within the boundaries of the City and the District; and

**WHEREAS**, the members of the Planning Committee included the Marysville Mayor, three City Council members and the three Fire District Commissioners. Over a period of several months, the Planning Committee met and created a Marysville Fire District Regional Fire Authority Plan ("Plan") providing for the governance, design, financing, and development of fire protection and emergency services; and

**WHEREAS**, the Planning Committee held its final meeting on November 27, 2018, and unanimously recommended the City Council and District Commissioners approve and adopt the Plan by Joint Resolution; and

**WHEREAS**, pursuant to City Resolution No. 2460 passed February 11, 2019, and District No. 12 Resolution No. 2019 A-1 passed February 20, 2019, the City and District approved and adopted the Plan which certified the Plan to be placed on the ballot for approval pursuant RCW 52.26.060; and

**WHEREAS**, authority to form a Regional Fire Authority is set forth in RCW Chapter 52.26 which requires that voters of the area affected by the Plan must approve the formation of a Regional Fire Authority; and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(2)(a) states in pertinent part “all reports, documents, surveys, books, records, files, papers, or written material in the possession of the participating fire protection jurisdiction pertaining to fire protection and emergency services powers, functions, and duties shall be delivered to the regional fire protection service authority; all real property and personal property including cabinets, furniture, office equipment, motor vehicles, and other tangible property employed by the participating fire protection jurisdiction in carrying out the fire protection and emergency services powers, functions, and duties shall be transferred to the regional fire protection service authority”; and

**WHEREAS**, RCW 52.26.100(4) states that “[t]he transfer of the powers, duties, functions, and personnel of the participating fire protection jurisdiction shall not affect the validity of any act performed before creation of the regional fire protection service authority”; and

**WHEREAS**, pursuant to a Joint Resolution the City of Marysville, the Snohomish County Fire Protection District No. 12, and the Marysville Fire District a consolidated fire department, transferred certain fund balances and authorized the continuation of certain levies and assessments pursuant to RCW 52.26.100(2)(a) and the Plan, or as may be agreed upon by the parties; and

**WHEREAS**, the Marysville Fire District, a regional fire authority, pursuant to RCW 52.26.100(2)(a) and the Plan, desires to accept the transfer of certain fund balances and future levies and assessments, which transfer is made pursuant to the terms of RCW 52.26.100(2)(a) and the Plan;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

Section 1. Acceptance. The Marysville Fire District, a regional fire authority, does hereby adopt this Resolution accepting the transfer of certain existing funds and future levies and assessments as set forth below and in the Plan, from the City of Marysville, the Snohomish County Fire Protection District No. 12, and the Marysville Fire Department, a Consolidated Fire Department, pursuant to the terms of RCW 52.26.100(2)(a) and the Plan and further authorizes the Chair to execute any and all documents necessary to effectuate the intent of this Resolution.

- A. The City of Marysville** authorized transfer of any fund balances jointly held with the Marysville Fire District, a consolidated fire department, and agreed to continue to assess, collect and transfer any and all assessments and levies as set forth in the Plan or as may be agreed upon by the

parties, to the Marysville Fire Protection District, a regional fire authority, pursuant to the terms of RCW 52.26.100(2)(a) and the Plan.

- B. The Snohomish County Fire Protection District No. 12** authorized transfer of any fund balances jointly held with the Marysville Fire District, a consolidated fire department, as set forth below, and agreed to continue to assess, collect and transfer any and all assessments and levies as set forth in the Plan, or as may be agreed upon by the parties, to the Marysville Fire Protection District, a regional fire authority, pursuant to the terms of RCW 52.26.100(2)(a) and the Plan:

1. Effective 10/01/2019, all cash and investment asset balances (current and receivable) of Snohomish County Fire District No. 12 County Treasurer funds, shall be transferred to the newly established Marysville Fire District RFA County Treasurer funds as follows:

Transferring Funds		Receiving Funds	
Number	Name	Number	Name
780-70	Fire District No 12 Expense Fund	778-70	Marysville Fire District RFA Expense Fund
780-73	Fire District No. 12 Reserve Fund	778-73	Marysville Fire District RFA Capital/Reserve Fund

2. Effective 10/01/2019, all future receipts and refunds of Snohomish County Fire District No. 12 Regular and EMS levy property tax collections (Property tax assessor report account numbers 780900, 780925, 788900, 788925) shall be automatically deposited/withdrawn into/from the Marysville Fire District RFA Expense Fund 778-70.
3. Effective 10/01/2019, all future election costs associated with Fire District No. 12 commissioner positions shall be automatically deducted from the Marysville Fire District RFA Expense Fund 778-70.
4. The District authorizes the Snohomish County Treasurer to close the Fire District No. 12 Reserve Fund 780-73.

- C. The Marysville Fire District, a consolidated fire department,** authorized transfer of any fund balances held by it, to the Marysville Fire District, a regional fire authority, pursuant to the terms of RCW 52.26.100(2)(a) and the Plan.

1. Effective 10/01/2019, all cash and investment asset balances (current and receivable) of Marysville Fire District County Treasurer funds, shall be transferred to the newly established Marysville Fire District RFA County Treasurer funds as follows:

Transferring Funds		Receiving Funds	
Number	Name	Number	Name

781-70	Marysville Fire District Expense Fund	778-70	Marysville Fire District RFA Expense Fund
781-72	Marysville Fire District Apparatus Fund	778-72	Marysville Fire District RFA Apparatus Fund
781-73	Marysville Fire District Reserve Fun	778-73	Marysville Fire District RFA Capital/Reserve Fund
781-75	Marysville Fire District Reserve Fund #20	778-70	Marysville Fire District RFA Expense Fund

2. Authorization for the Snohomish County Treasurer to close all former Marysville Fire District Funds, numbers 781-70, 781-72, 781-73, 781-75.
3. Authorize the transfer of ownership for all existing Marysville Fire District imprest/revolving accounts held outside of the Snohomish County Treasurer's Office.

Section 2. Ratification. The Marysville Fire District, a regional fire authority, does hereby ratify and confirm all prior acts consistent with this Resolution occurring prior to its adoption.

#### **MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

ADOPTED by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

#### **BOARD OF DIRECTORS**

\_\_\_\_\_  
Board Chairperson

ATTEST:

\_\_\_\_\_  
District Secretary

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**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION 2019-006**

**A RESOLUTION ADOPTING THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY,  
FOURTH QUARTER 2019 OPERATING BUDGET**

**WHEREAS**, pursuant to City of Marysville Resolution No. 2460 passed February 11, 2019 and Snohomish County Fire Protection District No. 12 Resolution No. 2019 A-1 passed February 20, 2019, the City and District approved and adopted a Plan for formation of a Regional Fire Authority (RFA) and said Plan was certified be placed on the ballot for approval pursuant RCW 52.26.060; and

**WHEREAS**, authority to form a RFA is set forth in Chapter 52.26 RCW which requires that voters of the area affected by the Plan must approve the formation of a RFA; and

**WHEREAS**, pursuant to the special election was held on April 23, 2019 for consideration of Ballot Measure Proposition No. 1, the voters approved the creation of the Marysville Fire District, a Regional Fire Authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(2)(a) states in pertinent part “ all reports, documents, surveys, books, records, files, papers, or written material in the possession of the participating fire protection jurisdiction pertaining to fire protection and emergency services powers, functions, and duties shall be delivered to the regional fire protection service authority; all real property and personal property including cabinets, furniture, office equipment, motor vehicles, and other tangible property employed by the participating fire protection jurisdiction in carrying out the fire protection and emergency services powers, functions, and duties shall be transferred to the regional fire protection service authority”; and

**WHEREAS**, pursuant to Joint Resolutions of the City of Marysville and Snohomish County Fire Protection District No. 12 and the Marysville Fire District a Consolidated Fire Department certain fund balances and the continuation of certain levies and assessments as set forth in the Plan were authorized for transfer to the Marysville Fire District RFA pursuant to RCW 52.26.100(2)(a); and

**WHEREAS**, pursuant to resolution of the Board of Directors the Marysville Fire District, a Regional Fire Authority, has accepted the transfer of certain fund balances and future levies and assessments, which transfer is made pursuant to RCW 52.26.100(2)(a); and

**WHEREAS**, as a newly established municipal entity the Marysville Fire District Board of Directors must establish an official budget each year to provide operating funds for the regional fire authority ; and

**WHEREAS**, the Marysville Fire District Board of Directors has properly given notice of a public hearing held October 01st, 2019, to consider the district’s current expense budget for the period of October 1<sup>st</sup> 2019 through December 31st 2019, pursuant to RCW 84.55.120; and

**WHEREAS**, the Marysville Fire District, after hearing and after considering all relevant evidence and testimony presented, has determined to adopt the following budgets in order to discharge the expected expenses and obligations in the best interest of the District; and



**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

**Section 1.** The budget for Marysville Fire District, for the period of October 1st 2019 through December 31st 2019, is hereby adopted by this reference at fund level, in the aggregate amount of \$5,921,660, as set forth in the document entitled "Marysville Fire District, RFA Fourth Quarter 2019 Budget" which is on file in the Finance Department.

**Section 2.** The totals of estimated revenues and appropriations for each separate Fund and the aggregate total for all such Funds combined of Marysville Fire District, for the period of October 1st 2019 through December 31st 2019, are set forth in summary form as follows:

<b>Fund</b>	<b>Name</b>	<b>Estimated 10/01 Beginning Fund Balance &amp; 4<sup>th</sup> Qtr 2019 Revenue</b>	<b>4<sup>th</sup> Qtr 2019 Appropriations &amp; Transfers</b>	<b>12/31/19 Ending Fund Balance</b>
004	MFD Expense Fund 778-70	\$15,037,375	\$5,807,985	\$9,229,390
303	MFD Capital/Reserve Fund 778-73	\$5,719,000	\$99,600	\$5,619,400
304	MFD Apparatus Fund 778-72	\$39,250	\$14,075	\$25,175
<b>TOTAL ALL FUNDS</b>		<b>\$20,795,625</b>	<b>\$5,921,660</b>	<b>\$14,873,965</b>

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

BOARD OF DIRECTORS

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Board Chairperson

ATTEST:

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District Secretary

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION 2019-006**

**A RESOLUTION ADOPTING THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY,  
FOURTH QUARTER 2019 OPERATING BUDGET**

**WHEREAS**, pursuant to City of Marysville Resolution No. 2460 passed February 11, 2019 and Snohomish County Fire Protection District No. 12 Resolution No. 2019 A-1 passed February 20, 2019, the City and District approved and adopted a Plan for formation of a Regional Fire Authority (RFA) and said Plan was certified be placed on the ballot for approval pursuant RCW 52.26.060; and

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**WHEREAS**, pursuant to resolution of the Board of Directors the Marysville Fire District, a Regional Fire Authority, has accepted the transfer of certain fund balances and future levies and assessments, which transfer is made pursuant to RCW 52.26.100(2)(a); and

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**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

BOARD OF DIRECTORS

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Board Chairperson

ATTEST:

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District Secretary

# MARYSVILLE FIRE DISTRICT RFA 4th QTR 2019 BUDGET



## **DOCUMENT CONTENTS**

Section 1: Exhibit A - MFD Expense Fund Summary

Section 2: MFD Expense Fund Line Item Budget

Section 3: Exhibit A - MFD Capital/Reserve Fund Summary

Section 4: MFD Capital/Reserve Fund Line Item Budget

Section 5: Exhibit A - MFD Apparatus Fund Summary

Section 6: MFD Apparatus Fund Line Item Budget

**EXHIBIT "A"**  
**MARYSVILLE FIRE DISTRICT**  
**2019 BUDGET (4th Quarter)**  
**RFA EXPENSE FUND (778-70/004) SUMMARY**

<b>BEGINNING NET CASH AND INVESTMENTS</b>	
10/01 RFA Formation Asset Transfer	
MFD Expense Fund (781-70) - <i>estimated</i>	9,265,000.00
MFD #20 Reserve (781-75)	6.50
FD12 Expense Fund (780-70) - <i>estimated</i>	920,000.00
<b>Beginning Net Cash and Investments</b>	<b>\$ 10,185,006.50</b>
<b>REVENUE</b>	<b>2019 (4th Qtr RFA)</b>
City of Marysville - RFA Interim Financing	3,026,148.00
FD #12 2019 Regular/EMS Property Tax Collections	960,000.00
Quilceda Village Contract	281,964.00
Tulalip Tribes Contract -Nightclub/Liquor Store	12,007.00
District 15 ALS/BC Service Contract	11,000.00
Arlington BC Service Contract	1,350.00
OSPI Public Schools (Marysville, Lakewood)	3,800.00
Sno-Isle Library	-
Grants - Federal & Local	-
Monthly Rental Income (St. 65 House, Medic Apt)	-
Service Fees (Non-Contract)	100.00
Private Donations	-
Miscellaneous (Includes Custodial Activities)	1,000.00
Investment Interest Income	30,000.00
Ambulance Revenues	525,000.00
<b>TOTAL REVENUES</b>	<b>\$ 4,852,369.00</b>
<b>EXPENDITURE</b>	<b>2019 (4th Qtr RFA)</b>
Government Services	80,695.00
Administration	550,260.00
Fire Suppression	2,723,260.00
Emergency Medical Services	1,179,285.00
Special Operations	9,150.00
Fire Prevention/Public Relations	184,675.00
Training	183,670.00
Health/Safety	20,030.00
Support Services - Fleet & Facilities/Communications	661,485.00
General Capital Outlay / One-Time Purchase	215,475.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,807,985.00</b>
<b>ENDING NET CASH AND INVESTMENTS</b>	<b>\$ 9,229,390.50</b>

# MARYSVILLE FIRE DISTRICT

## 2019 RFA 4th Quarter Expense Fund Budget 778-70/004

GOVERNMENT SERVICES		RFA 4th Qtr 2019
522.10.100	Boardmember Compensation	10,500
522.45.431	Boardmember Travel Expenses	3,260
522.45.491	Boardmember Registrations	400
522.10.495	Boardmember Dues and Memberships	-
522.14.210	Leoff I Uninsured Claims	14,925
522.14.215	Leoff I Retired / Insurance	14,100
522.16.229	Employee Service Recognition	500
522.16.410	State Audit	14,500
522.16.417	Snohomish County Financial Services	1,625
522.16.412	Snohomish County - Investment Fees	2,590
522.16.450	Property Tax - Surface Water Mgmt	2,545
522.16.453	Property Tax Refund Interet	50
522.16.455	Refunded Property Taxes	2,500
522.16.457	Election Costs	5,000
589.31.000	Leasehold Excise Tax/Sale Tax Remit	50
589.90.000	Other Custodial Activities - Refunds	6,000
522.10.499	Miscellaneous Government Services	2,150
<b>TOTAL GOVERNMENT SERVICES</b>		<b>80,695</b>

ADMINISTRATION		
522.16.100	Administrative Salaries (7 FTE)	204,000
522.16.105	Administrative Overtime	500
522.16.200	Administrative Matching Deferred Comp.	2,100
522.16.210	Administrative Medical / Dental	39,000
522.16.220	Administrative Retirement / Leoff II	4,530
522.16.225	Administrative Retirement / PERS	15,750
522.16.230	Medicare/Social Security -- ALL Employees	48,000
522.16.240	Unemployment Taxes -- ALL Employees	3,500
522.16.250	Labor & Industries - ALL Employees	126,000
522.16.255	WA Paid Family & Medical Leave - ESD	900
522.16.260	EAP -- ALL Employees	700
522.16.270	Life Insurance -- All Employees	3,250
522.16.280	HRA Account Contribution	1,000
522.16.310	Office Supplies	6,000
522.16.413	Legal & Other Professional Services	75,000
522.16.415	Document Shredding Services	925
522.16.418	Human Resources Expense	3,000
522.16.419	Advertising Expense	1,300
522.16.420	Postage & Shipping Costs	2,690
522.16.460	Liability/Auto/Property Insurance Premiums	2,000
522.16.490	Administrative Dues and Memberships	885
522.16.495	Chaplain Support	980

522.45.430	Administrative Travel Expenses	3,400
522.45.490	Administrative Registration Fees	2,000
522.16.499	Miscellaneous Administrative Expenses	2,850
<b>TOTAL ADMINISTRATION</b>		<b>550,260</b>

#### **OPERATIONS DIVISION**

##### **Fire Suppression**

522.20.100	FS -- Full Time Salaries (72 FTE)	1,770,000
522.20.105	FS -- Overtime	170,000
522.20.107	FS -- Acting Pay	6,400
522.20.109	FS -- Part Time Salaries	120,000
522.20.200	FS -- Matching Deferred Compensation	46,500
522.20.210	FS -- Medical / Dental	360,000
522.20.215	FS -- MERP	15,300
522.20.220	FS -- Retirement / Leoff II	99,000
522.20.225	FS -- Retirement / PERS II & III	13,500
522.20.230	Part-Time Firefighter Appropriations - Life Ins	-
522.20.240	Uniforms -- ALL Employees	18,900
522.20.245	Protective Gear & Equipment	62,650
522.20.310	FS - Operating Supplies (Consumables)	5,200
522.20.317	Honor Guard Supplies	260
522.20.350	FS - Operating Equipment & Tools	10,245
522.20.351	SCBA - Annual Mask Replacement	3,600
522.20.359	Respirator Fit Test Maint/Supplies	1,500
522.20.410	PPE - Inspections/Repairs	14,555
522.20.487	SCBA - Contracted Maintenance Services	4,500
522.20.499	FS Miscellaneous	1,150
<b>Total Fire Suppression</b>		<b>2,723,260</b>

##### **EMS - Emergency Medical Services**

522.70.100	EMS -- Salaries (26 FTE)	750,000
522.70.105	EMS -- Overtime	100,000
522.70.107	EMS -- Acting Pay	1,450
522.70.200	EMS -- Matching Deferred Compensation	18,000
522.70.210	EMS -- Medical / Dental	150,000
522.70.215	EMS -- MERP	2,700
522.70.220	EMS -- Retirement / Leoff II	45,000
522.70.310	Medical Supplies	44,555
522.70.355	Medical Equipment	2,890
522.41.310	CPR/First Aid Class Supplies	1,480
522.70.350	Dept of Health Grant Purchase	-
522.70.410	Ambulance Billing Services	39,325
522.70.413	Medical Program Director/EMT Assessments	-
522.70.417	Physician Advisor Services	6,760
522.70.480	Defib. / Cot Maintenance Agreement	14,625
522.70.495	EMS Printing Services	1,000

522.70.499	EMS Miscellaneous	1,500
<b>Total EMS</b>		<b>1,179,285</b>
<b>Special Operations</b>		
522.20.353	HazMat Equipment	3,725
522.20.357	Tech Rescue Equipment	3,665
522.20.356	Water/Swimmer Program - Equipment	1,760
522.20.455	SCSOJB - Special Operations Assessment	-
<b>Total Special Operations</b>		<b>9,150</b>
<b>TOTAL OPERATIONS DIVISION</b>		<b>3,911,695</b>

#### **FIRE PREVENTION & PUBLIC RELATIONS DIVISION**

522.30.100	FP -- Salaries (4 FTE)	123,000
522.30.105	FP -- Overtime	2,500
522.30.200	FP -- Matching Deferred Compensation	900
522.30.210	FP -- Medical / Dental	21,000
522.30.215	FP -- MERP	900
522.30.220	FP -- Retirement / Leoff II	6,000
522.30.225	FP -- Retirement / PERS	3,000
522.30.310	FP -- Operating Supplies	6,050
522.30.313	FP -- Public Education Supplies	5,050
522.30.317	CERT Class Supplies	850
522.30.490	FP -- Memberships, Dues, Subscriptions	490
522.30.495	Newsletters & Community Publications	5,000
522.30.450	FP -- Contracted Services - Sno Co FM Invest.	4,000
522.45.433	FP -- Travel Expense	2,955
522.45.493	FP -- Registration	2,695
522.30.499	FP -- Miscellaneous	285
<b>TOTAL FIRE PREVENTION / PUBLIC RELATIONS</b>		<b>184,675</b>

#### **TRAINING & HEALTH/SAFETY DIVISION**

<b>Training</b>		
522.45.100	TRNG -- Salaries (1 FTE)	33,600
522.45.105	TRNG -- Overtime	4,500
522.45.210	TRNG -- Medical / Dental	6,450
522.45.215	TRNG -- MERP	450
522.45.220	TRNG -- Retirement / Leoff II	2,400
522.45.310	Training Operating Supplies	6,075
522.45.315	Training Props	8,360
522.45.420	Training Consortium Program (Equip/Trng)	12,100
522.45.435	Travel Expense -- Fire Suppression	5,400
522.45.436	Travel Expense -- EMS	500
522.45.437	Travel Expense -- Special Operations	5,300
522.45.480	Water/Swimmer Program - Certification	-
522.45.494	Incident Mgmt Training Program (Blue Card)	7,670
522.45.495	Registration -- Fire Suppression	10,000



522.45.496	Registration -- EMS	-
522.45.497	Registration -- Special Operations	4,500
522.16.290	College Tuition Reimbursement	9,855
522.45.250	Apprenticeship Training	50,000
522.45.255	Medic School Expenses	8,000
522.45.410	Contracted Instructors / Evaluators	-
522.45.450	Live Fire Training - Facility Rental/Site Use & Prep	7,000
522.45.498	Online CBT - User Fees	-
522.45.499	TR Miscellaneous	1,510
<b>Total Training</b>		<b>183,670</b>

#### **Health/Safety**

522.20.250	Vaccines, Respiratory/Hearing Testing	1,500
522.20.255	Haz/Mat Physicals	1,200
522.20.315	Health & Safety -- Operating Supplies	3,860
522.20.490	Health & Safety -- Dues and Memberships	1,000
522.20.354	Exercise Equipment	300
522.20.485	Exercise Equipment -- Maintenance & Repair	3,000
522.20.495	Peer Support Program - Services/Supplies	9,170
<b>Total Health/Safety</b>		<b>20,030</b>

<b>TOTAL TRAINING &amp; HEALTH/SAFETY</b>		<b>203,700</b>
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#### **SUPPORT SERVICES DIVISION**

##### **Personnel**

522.18.100	SSD -- Salaries -- Division Chief (1 FTE)	38,400
522.60.100	SSD -- Salaries -- Mechanics (2 FTE)	45,000
522.60.105	SSD -- Overtime -- Mechanics	1,500
522.60.200	SSD -- Matching Def. Comp. -- Mechanics	450
522.18.210	SSD -- Medical / Dental - Deputy Chief	4,200
522.60.210	SSD -- Medical / Dental - Mechanics	12,300
522.18.220	SSD -- Retirement / Leoff II	2,100
522.60.225	SSD -- Retirement / PERS	6,300
522.45.432	SSD -- Travel Expenses	1,435
522.45.492	SSD -- Registration Fees	995
<b>Total Personnel</b>		<b>112,680</b>

##### **Fleet / Facilities / Equipment**

522.60.310	Vehicle/Shop - Operating Supplies	26,010
522.60.350	Vehicle/Shop - Tools & Equipment	6,100
522.20.320	FS Vehicles - Fuel/Lubricants/Antifreeze	14,700
522.70.320	EMS Vehicles - Fuel/Lubricants/Antifreeze	21,590
522.60.480	Vehicles -- Contracted Repair	50,000
522.60.482	Vehicles -- Cleaning Services	975
522.50.310	Facilities - Operating Supplies	12,270
522.50.350	Facilities - Furniture, Equipment, Appliances	6,600
522.50.410	Facilities - Landscaping & Janitorial Service	10,000

522.50.480	Facilities - Contracted Repair	33,750
522.50.485	St. 61 Facility Use Allocation - Maint & Repair	17,000
522.50.470	Water / Sewer / Garbage	10,945
522.50.475	Electricity / Natural Gas	41,800
522.70.470	Medical Waste Disposal	1,400
522.20.480	SCBA - Compressor Repairs/Air Sample Testing	2,750
522.50.450	Equipment & Other Rentals	1,000
522.60.485	Equipment - Contracted Repair/Testing	5,525
522.50.499	Miscellaneous Facilities/Vehicles/Equipment	1,150
<b>Total Fleet / Facilities / Equipment</b>		<b>263,565</b>

#### **Communications & Technical Support**

522.20.355	Communications Equipment & Maintenance	4,700
522.20.483	Communications Equipment Repairs	3,600
522.18.350	Computer Software / Parts	16,580
522.18.490	Computer Licensing / Support	25,000
522.18.357	Computer Hardware	22,250
522.18.420	Telephone -- ALL Stations	7,570
522.18.423	Cellular Phone Service	7,500
522.18.427	Network Lines & Maintenance	20,000
522.20.456	Snohomish County - 800 Mhz O&M Fees	-
522.18.450	Office Equipment Leases/Repairs/Maintenance	6,615
522.20.450	SNOCO 911 -- Managed Laptop Program	4,200
522.20.452	SNOCO 911 -- Dispatch Services	162,400
522.20.454	SNOCO 911 -- Locution System/Annual License	-
522.70.490	SNOCO911 - ESO EPCR User Fees	3,900
522.20.417	GIS Contracted Services & Mapping Misc	500
522.18.499	CTS Miscellaneous	425
<b>Total Communications &amp; Technical Support</b>		<b>285,240</b>

#### **TOTAL SUPPORT SERVICES**

#### **CAPITAL OUTLAY & ONE-TIME PURCHASES**

##### **General Capital Outlay/One-Time Purchases**

522.20.352	Hose Nozzle Replacement	51,000
522.20.358	Hazmat CGI/PID Detectors	8,150
522.20.360	E61A Equipment - Small Tools & Equip	8,325
522.20.361	Ballistic Vests	88,000
594.22.622	SCBA Compressor	60,000
<b>Total General Capital Outlay</b>		<b>215,475</b>

#### **TOTAL CAPITAL OUTLAY & ONE-TIME PURCHASES**

### **TOTAL EXPENSE FUND BUDGET**

**5,807,985**

**MARYSVILLE FIRE DISTRICT  
2019 BUDGET (4th Quarter)  
RFA CAPITAL/RESERVE FUND (778-73/303) SUMMARY**

<b>BEGINNING NET CASH AND INVESTMENTS</b>	
10/01 RFA Formation Asset Transfer	
MFD Capital/Reserve Fund (781-73) - <i>estimated</i>	4,850,000.00
FD12 Reserve Fund (780-73) - <i>estimated</i>	482,000.00
<b>Beginning Net Cash and Investments</b>	<b>\$ 5,332,000.00</b>
<b>REVENUE</b>	<b>2019 (4th Qtr RFA)</b>
GEMT Program Revenues	375,000.00
Sentry Ambulance Collections	3,000.00
Investment Interest Income	9,000.00
<b>TOTAL REVENUES</b>	<b>\$ 387,000.00</b>
<b>EXPENDITURE</b>	<b>2019 (4th Qtr RFA)</b>
GEMT Consultant Services	30,000.00
Snohomish County - Investment Fees	600.00
Shop Exhaust Extraction System	55,000.00
Transfers Out - Apparatus Fund	14,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 99,600.00</b>
<b>ENDING NET CASH AND INVESTMENTS</b>	<b>\$ 5,619,400.00</b>

# MARYSVILLE FIRE DISTRICT

## 2019 RFA 4th Quarter Capital/Reserve Fund Budget 778-73/303

522.16.413	GEMT Consultant Services	30,000
522.16.419	Snohomish County - Investment Fees	600
594.22.620	Shop - Exhaust Extraction System	55,000
597.00.001	Transfer Out - Apparatus Fund	14,000
<b>Total</b>		<b>99,600</b>

<b>TOTAL RESERVE/CAPITAL FUND BUDGET</b>	<b>99,600</b>
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**EXHIBIT "A"**  
**MARYSVILLE FIRE DISTRICT**  
**2019 BUDGET (4th Quarter)**  
**RFA APPARATUS FUND (778-72/304) SUMMARY**

<b>BEGINNING NET CASH AND INVESTMENTS</b>	
10/01 RFA Formation Asset Transfer	
MFD Apparatus Fund (781-72) - <i>estimated</i>	25,100.00
<b>Beginning Net Cash and Investments</b>	<b>\$ 25,100.00</b>
<b>REVENUE</b>	<b>2019 (4th Qtr RFA)</b>
Transfer In - Capital/Reserve Fund	14,000.00
Investment Interest Income	150.00
<b>TOTAL REVENUES</b>	<b>\$ 14,150.00</b>
<b>EXPENDITURE</b>	<b>2019 (4th Qtr RFA)</b>
Snohomish County - Investment Fees	75.00
Staff Vehicle - Training Division	7,000.00
Staff Vehicle - EMS Division	7,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,075.00</b>
<b>ENDING NET CASH AND INVESTMENTS</b>	<b>\$ 25,175.00</b>

# MARYSVILLE FIRE DISTRICT

## 2019 RFA 4th Quarter Apparatus Fund Budget 778-72/304

522.16.419	Snohomish County - Investment Fees	75
594.22.640	Staff Vehicle - Training Division	7,000
594.22.647	Staff Vehicle - EMS Division	7,000
<b>Total</b>		<b>14,075</b>

<b>TOTAL APPARATUS FUND BUDGET</b>	<b>14,075</b>
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# MARYSVILLE FIRE DISTRICT

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RFA 4<sup>TH</sup> QUARTER 2019 BUDGET



# Agenda

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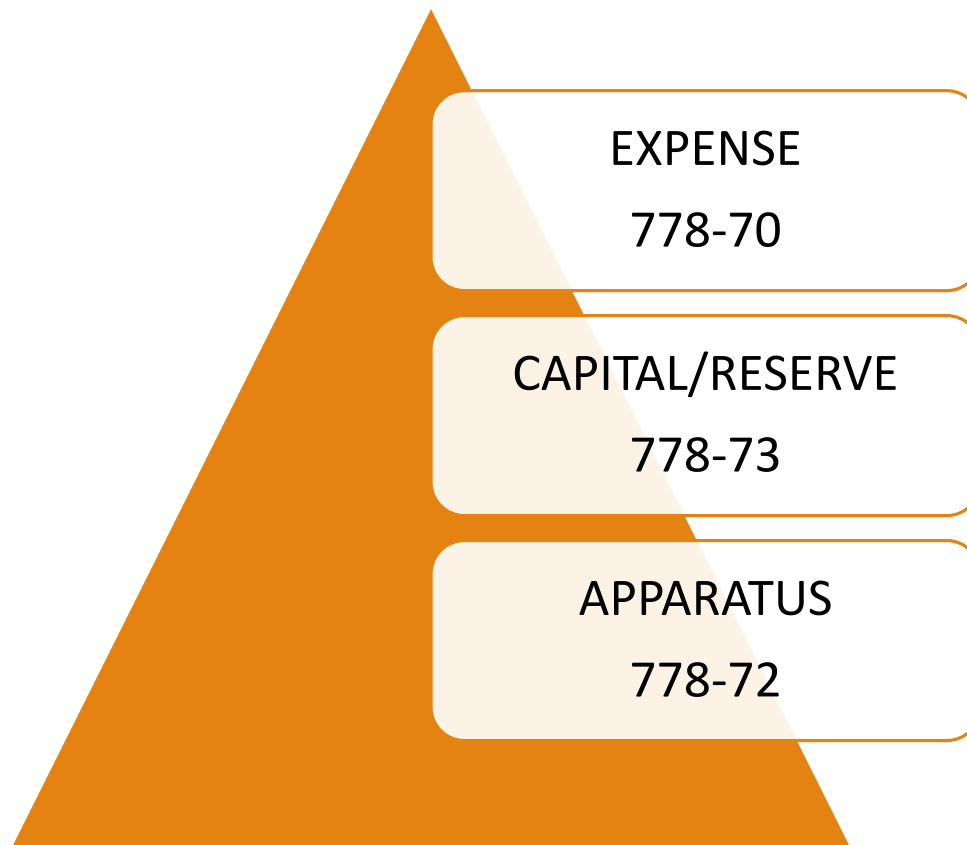
- Fund Structure & Beginning Fund Balances
- Revenues
- Expenditures
- Estimated Ending Fund Balances





# RFA Fund Structure

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# MFD RFA Expense Fund Beginning Balance

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## OLD FUNDS TRANSFERRED

### MFD EXPENSE FUND 781-70

Disposition: Transfer & Close

### MFD RESERVE #20 FUND 781-75

Disposition: Transfer & Close

### FD 12 EXPENSE FUND 780-70

Disposition: Transfer & Remain Open

## NEW FUND RECIEVING

### MFD RFA EXPENSE FUND – 778-70



BEGINNING NET CASH AND INVESTMENTS	
10/01 RFA Formation Asset Transfer	
MFD Expense Fund (781-70) - <i>estimated</i>	9,265,000.00
MFD #20 Reserve (781-75)	6.50
FD12 Expense Fund (780-70) - <i>estimated</i>	920,000.00
<b>Beginning Net Cash and Investments</b>	<b>\$ 10,185,006.50</b>

# MFD RFA Capital/Reserve Fund

## Beginning Balance

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### OLD FUNDS TRANSFERRED

MFD CAPITAL/RESERVE FUND 781-73

Disposition: Transfer & Close

FD12 RESERVE FUND 780-73

Disposition: Transfer & Close

### NEW FUND RECEIVING

MFD RFA CAPITAL/RESERVE FUND – 778-73



BEGINNING NET CASH AND INVESTMENTS	
10/01 RFA Formation Asset Transfer	
MFD Capital/Reserve Fund (781-73) - <i>estimated</i>	4,850,000.00
FD12 Reserve Fund (780-73) - <i>estimated</i>	482,000.00
<b>Beginning Net Cash and Investments</b>	<b>\$ 5,332,000.00</b>



# MFD RFA Apparatus Fund Beginning Balance

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## OLD FUND TRANSFER

MFD APPARATUS FUND 781-72

Disposition: Transfer & Close

## NEW FUND RECEIVING

MFD RFA APPARATUS FUND – 778-72



BEGINNING NET CASH AND INVESTMENTS	
10/01 RFA Formation Asset Transfer	
MFD Apparatus Fund (781-72) - <i>estimated</i>	25,100.00
Beginning Net Cash and Investments	\$ 25,100.00

# Expense Fund

## Revenues – 4<sup>th</sup> Qtr 2019

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REVENUE	2019 (4th Qtr RFA)
City of Marysville - RFA Interim Financing	3,026,148.00
FD #12 2019 Regular/EMS Property Tax Collections	960,000.00
Quilceda Village Contract	281,964.00
Tulalip Tribes Contract -Nightclub/Liquor Store	12,007.00
District 15 ALS/BC Service Contract	11,000.00
Arlington BC Service Contract	1,350.00
OSPI Public Schools (Marysville, Lakewood)	3,800.00
Service Fees (Non-Contract)	100.00
Miscellaneous (Includes Custodial Activities)	1,000.00
Investment Interest Income	30,000.00
Ambulance Revenues	525,000.00
<b>TOTAL REVENUES</b>	<b>\$ 4,852,369.00</b>

# Capital & Apparatus Funds Revenues – 4<sup>th</sup> Qtr 2019

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## Capital Fund 778-73

REVENUE	2019 (4th Qtr RFA)
GEMT Program Revenues	375,000.00
Sentry Ambulance Collections	3,000.00
Investment Interest Income	9,000.00
<b>TOTAL REVENUES</b>	<b>\$ 387,000.00</b>

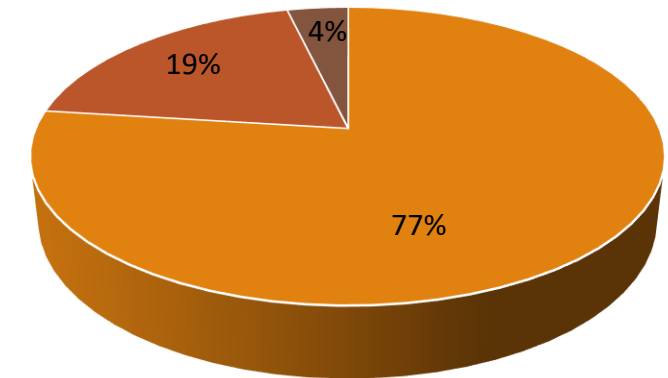
## Apparatus Fund 778-72

REVENUE	2019 (4th Qtr RFA)
Transfer In - Capital/Reserve Fund	14,000.00
Investment Interest Income	150.00
<b>TOTAL REVENUES</b>	<b>\$ 14,150.00</b>

# Operating Budget Expenditures – 4<sup>th</sup> Qtr 2019



EXPENDITURE	2019 (4th Qtr RFA)
Government Services	80,695.00
Administration	550,260.00
Fire Suppression	2,723,260.00
Emergency Medical Services	1,179,285.00
Special Operations	9,150.00
Fire Prevention/Public Relations	184,675.00
Training	183,670.00
Health/Safety	20,030.00
Support Services - Fleet & Facilities/Communications	661,485.00
General Capital Outlay / One-Time Purchase	215,475.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,807,985.00</b>



■ Personnel ■ M&O ■ Capital

# Capital & Apparatus Funds Expenditures – 4<sup>th</sup> Qtr 2019

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## Capital Fund 778-73

EXPENDITURE	2019 (4th Qtr RFA)
GEMT Consultant Services	30,000.00
Snohomish County - Investment Fees	600.00
Shop Exhaust Extraction System	55,000.00
Transfers Out - Apparatus Fund	14,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 99,600.00</b>

## Apparatus Fund 778-72

EXPENDITURE	2019 (4th Qtr RFA)
Snohomish County - Investment Fees	75.00
Staff Vehicle - Training Division	7,000.00
Staff Vehicle - EMS Division	7,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,075.00</b>





# Estimated Ending Fund Balances

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RFA Fund Name	Beginning Balance	Revenues	Expenditures	Ending Balance
Expense Fund	\$10,185,006	\$4,852,369	\$5,807,985	\$9,229,390
Capital/Reserve Fund	\$5,332,000	\$387,000	\$99,600	\$5,619,400
Apparatus Fund	\$25,100	\$14,150	\$14,075	\$25,175
<b>TOTAL</b>	<b>\$15,542,106</b>	<b>\$5,253,519</b>	<b>\$5,921,660</b>	<b>\$14,873,965</b>

**Budgeted Fund Balance Used (4<sup>th</sup> Qtr): \$668,141**

MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2019-007

A RESOLUTION OF THE MARYSVILLE FIRE DISTRICT A  
REGIONAL FIRE AUTHORITY AUTHORIZING THE  
ACCEPTANCE, ASSUMPTION, AND RATIFYING AND  
CONFIRMING ALL CONTRACTS, AGREEMENTS, AND  
INTERLOCAL AGREEMENTS.

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 ("District 12"), by Interlocal Agreement in 1991, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, pursuant to that certain Agreement for Joint Operations of Fire and Emergency Medical Protection Facilities dated April 18, 2016, as amended by amendments one through four thereto (the "Agreement"), the City and District 12 continued the relationship established by agreement in 1991 and established a Consolidated Fire Department known as the Marysville Fire District; and

**WHEREAS**, pursuant to paragraph 17 of the Agreement, upon termination of the Agreement, all property owned by District 12 shall remain the property of District 12, all property owned by City shall remain the property of City, and all jointly owned property and jointly purchased property acquired under the terms of the Agreement shall be disposed of on an equitable basis and in such manner as may be agreed upon between the City and District 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to RCW 52.26.030 and 52.26.040 the City and the District formed an RFA Planning Committee to evaluate the feasibility of creating a new and separate regional fire authority to provide the fire protection and emergency services within the boundaries of the City and the District; and

**WHEREAS**, the members of the Planning Committee included the Marysville Mayor, three City Council members and the three Fire District Commissioners. Over a period of several months, the Planning Committee met and created a Marysville Fire District Regional Fire Authority Plan ("Plan") providing for the governance, design, financing, and development of fire protection and emergency services; and

**WHEREAS**, the Planning Committee held its final meeting on November 27, 2018, and unanimously recommended the City Council and District Commissioners approve and adopt the Plan by Joint Resolution; and

**WHEREAS**, pursuant to City Resolution No. 2460 passed February 11, 2019, and District No. 12 Resolution No. 2019 A-1 passed February 20, 2019, the City and District approved and adopted the Plan which certified the Plan to be placed on the ballot for approval pursuant RCW 52.26.060; and

**WHEREAS**, authority to form a Regional Fire Authority is set forth in RCW Chapter 52.26 which requires that voters of the area affected by the Plan must approve the formation of a Regional Fire Authority; and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(2)(a) states in pertinent part “all reports, documents, surveys, books, records, files, papers, or written material in the possession of the participating fire protection jurisdiction pertaining to fire protection and emergency services powers, functions, and duties shall be delivered to the regional fire protection service authority; all real property and personal property including cabinets, furniture, office equipment, motor vehicles, and other tangible property employed by the participating fire protection jurisdiction in carrying out the fire protection and emergency services powers, functions, and duties shall be transferred to the regional fire protection service authority”; and

**WHEREAS**, RCW 52.26.100(3) states that “[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority.”; and

**WHEREAS**, the Marysville Fire District, a Regional Fire Authority, pursuant to RCW 52.26.100(3) and the Plan, desires to hereby adopt this Resolution accepting and assuming all contracts, agreements, and Interlocal Agreements, including but not limited to those identified in Exhibit A, entered into by the Marysville Fire District, a consolidated fire department and/or Snohomish County Fire Protection District No. 12;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

Section 1. Acceptance. The Marysville Fire District, A Regional Fire Authority, does hereby adopt this Resolution accepting, assuming, and hereby ratifies and confirms all contracts, agreements, and Interlocal Agreements, including but not limited to those identified in Exhibit A, entered into by the Marysville Fire District, a consolidated fire department and/or Snohomish County Fire Protection District No. 12.

Section 2. Ratification. The Marysville Fire District, a regional fire authority, does hereby ratify and confirm all prior acts consistent with this Resolution occurring prior to its adoption

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

ADOPTED by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

**BOARD OF DIRECTORS**

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Board Chairperson

ATTEST:

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District Secretary

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Exhibit A

**MARYSVILLE FIRE DISTRICT CONTRACTS/AGREEMENTS/CERTIFICATION LIST**

Type	Agency	Description
Professional Services	Bay Alarm	Admin Alarm System Monitoring
Professional Services	Guardian Security	St. 62, 64, 65 Alarm System Monitoring
Professional Services	Smith Fire Systems	St. 66 Alarm System Monitoring
Lease	Harborview Tower Apartments	Medic Apartment Lease
Lease	Copiers Northwest	Admin Copy Machine Lease
Professional Services - Software	BIAS Software	Software Agreement - Financial
Banking Agreement	Union Bank	Petty Cash/Travel/Deposit In Transit Accounts
Banking Agreement	Key Bank	Ambulance Billing Account
Interlocal Agreement	City of Marysville	Facility Use Agreement - St. 61
Interlocal Agreement	City of Marysville	Landscaping Services
Interlocal Agreement	City of Marysville	Fire/EMS Services - MFD
Interlocal Agreement	City of Everett	Cooperative Purchasing
Interlocal Agreement	SCFD #17	Cooperative Purchasing
Interlocal Agreement	South County Fire & Rescue	Cooperative Purchasing
Interlocal Agreement	City of Everett	Medic Apartment Use Agreement
Professional Services - Software	Crewsense	Software Agreement - Scheduling
Professional Services	Dick's Towing	Towing and Impound Services
Professional Services - Software	ESO	Software Agreement - FS/EMS Incident Records Management
Interlocal Agreement	East County Fire Support Services	Apparatus Repair Services
Professional Services	Ergometrics	Assessment Center Consulting Services
Professional Services	Evergreen State Heat & AC	HVAC Maintenance Agreements
Facilities/Site Use Agreements	U.S. Department of Veteran Affairs	St. 66 Parking Space
Professional Services	Frontier Communications	Telecommunications
Participation Agreements	WA State HCA - GEMT Participation Agreements	Annual GEMT Participation Agreement
Business Associate Agreements	Various Agencies	HIPAA Agreements
Purchasing Cooperative Membership	KCDA Purchasing Cooperative	Cooperative Purchasing Membership
Professional Services	Kaiser Permanente	Occupational Health Services
Professional Services	Keating, Bucklin & McCormack	Legal Services
Professional Services	Locution	Locution Dispatch Software License & Install Agreement
Participation Agreements	MRSC - Rosters	MRSC Rosters Membership Contract
Professional Services	Magellan	EAP Program Enrollment
Interlocal Agreement	Sno Co Emergency Medical Services and Trauma Care Council	Medical Program Director & EMT Assessment Services
Interlocal Agreement	Navy Region Northwest	Mutual Aid Agreement
Professional Services	North Sound Emergency Medicine	Physician Advisor Services
Professional Services - Software	Novatime	Software Agreement - Electronic Timesheets

Exhibit A

Professional Services - Software	PSTrax	Software Agreement - Narcotics/Tools/PPE Tracking
Professional Services	Paladin Background Screenings	Employment Background Screening Services
Professional Services	Dr. Beth Murphy	Peer Support Program Consultant
Credit Card Agreements	Petrocard	Fuel Card Agreement / Tax Exemption Certs
Credit Card Agreements	U.S. Bank	Business Credit Card Agreement
Lease	Pitney Bowes	Postage Meter Lease Agreement
Professional Services	Providence Regional Medical Center	Clinical Education Agreement
Interlocal Agreement	Quil Ceda Village	Fire/EMS Services
Lease	St. 65 Rental House - Tenants	Lease Agreement - St. 65 Rental House
Interlocal Agreement	SCFD #8 / SCFD #17	Technical Rescue Services
Interlocal Agreement	SCFD #15	ALS & Battalion Chief Services
Interlocal Agreement	SNOCO 911	Dispatch
Interlocal Agreement	Sno-Isle Library	Fire/EMS Services
Interlocal Agreement	Snohomish County	800 Mhz Financing Agreement
Interlocal Agreement	Snohomish County	Financial Services
Interlocal Agreement	Snohomish County	Fire Investigation Services
Interlocal Agreement	Snohomish County	Snohomish County Investment Pool
Interlocal Agreement	Snohomish County	Mobile Command Unit Housing
Interlocal Agreement	Snohomish County	County Wide Mutual Aid Agreement
Interlocal Agreement	Snohomish County	Special Operations Joint Policy Board
Licenses & Certifications	Snohomish County	Treasurer Deposit Waiver
Sales Agreements	Various Agencies	Sales Agreements
Professional Services	Sentry Credit	Collections Agency Agreement
Professional Services	Service Master	Janitorial Services
Interlocal Agreement	Snohomish County Fire Training Academy	Training Academy ILA
Purchasing Cooperative Membership	Sourcewell	Purchasing Cooperative Membership
Professional Services - Software	Streamline Automation Systems	Software Agreement - Fire Inspections
Professional Services	Summit Law Group	Legal Services
Professional Services	Systems Design	Ambulance Billing Services
Professional Services - Software	Target Solutions	Software Agreement - Training Records
Interlocal Agreement	University of WA - Harborview Medical Center	Paramedic Education Program
Interlocal Agreement	University of WA - PNSN	St. 63 Seismic Equipment Site Use
Professional Services	Verizon Wireless	Cellular Service Device Install/Housing
Interlocal Agreement	WA Fire Commissioners Association	Health Care Program Participation
Interlocal Agreement	WA State Dept of Corrections	Inmate Transport Billing Charges
Interlocal Agreement	WA State Dept of Enterprise Services	State Purchasing Contract
Licenses & Certifications	WA State Dept of Health	ALS License & Transport Unit Credentials
Interlocal Agreement	WA State Firefighters	JATC Participation Agreement

Exhibit A

Interlocal Agreement	WA State Patrol	Fire Mobilization
Interlocal Agreement	WA State Patrol	Fire Training Academy
Licenses & Certifications	IRS	Form 8655 - Reporting Agency Authority Assignment SnoCo
Licenses & Certifications	Washington Surveying and Rating Bureau	Fire Protection Class Rating Reports
Professional Services	Waste Management	Garbage Services
Professional Services	Wave Broadband	Internet Services
Professional Services	Weed, Graafstra, & Benson	Legal Services
Licenses & Certifications	WA State	Vehicle/Apparatus Titles - Active
Licenses & Certifications	WA State	Vehicle/Apparatus Titles - Surplus
Licenses & Certifications	Various Agencies	Tax ID Numbers (Federal & Local)

INTERLOCAL AGREEMENT BETWEEN THE CITY OF MARYSVILLE AND THE  
MARYSVILLE FIRE DISTRICT, REGIONAL FIRE PROTECTION AUTHORITY FOR FIRE  
MARSHAL SERVICES

This Agreement between the City of Marysville, a municipal corporation, (“City”) and the Marysville Fire District, a regional fire protection authority, (“RFA”) is made under the authority of the interlocal cooperation act, chapter 39.34 RCW.

1. **GENERAL**

1.1 **Purpose.** The purpose of this agreement is to provide fire marshal and fire inspection services to the City in accordance with section 8.D of the Marysville Fire District Regional Fire Authority (RFA) Plan (“RFA Plan”).

1.2 **Term.** This Agreement commences on the date of the last signature below and continues until terminated. This Agreement may be terminated by the City or the RFA in its sole discretion on sixty days written notice.

1.3 **No Separate Entity.** This Agreement does not create any separate legal entity.

1.4 **Administrators.** This Agreement will be administered by the following representatives:

City of Marysville  
Chief Administrative Officer  
1049 State Avenue  
Marysville, WA 98270

Marysville Fire District  
Fire Chief  
1094 Cedar Avenue  
Marysville, WA 98270

1.5 **Real and Personal Property.** Each party will retain its personal and real property and no property will be jointly held under this Agreement.

2. **APPOINTMENT AND JURISDICTION**

2.1 **Fire Marshal.** The fire chief for the RFA or his or her designee is the fire marshal for the City and consistent with applicable law, will exercise all authority that is given to the fire marshal in the Marysville municipal code or by resolution of the Marysville City Council.

3. **SERVICES AND RECORDKEEPING**

3.1 **Services.** The fire marshal will provide the following services to the City:

A. Fire investigation services of illegal burn complaints and investigations of fire origins and causes when dispatched by SNO911 or requested by the Marysville Police Department.



B. Fire code review of permits, plans, and projects for compliance with current municipal code and adopted International Fire Code requirements.

C. Fire code inspection of facilities for compliance with current municipal code and adopted International Fire Code requirements. This includes new occupancies, new construction, and annual review inspections of existing occupancies.

D. Assistance to City code compliance officers.

E. Fire prevention and education services.

3.2 **Records.** The fire marshal will create and retain all required and appropriate records and documents to carry out the duties and services under this Agreement. These records and documents will be managed, stored, and disseminated in accordance with state law and local ordinances and policies. In the event either party receives a public records request, that party is responsible for responding to the request. Both parties will work cooperatively to assist each other in responding to public records requests.

#### 4. **INDEMNITY AND INSURANCE**

4.1 **Indemnity.** Each party to this Agreement will be responsible for its own acts and/or omissions and those of its officers, employees and agents. Neither party to this Agreement will be responsible for the acts and/or omissions of entities or individuals not a party to this Agreement.

4.2 **Insurance.** The City and the RFA will each maintain appropriate insurance or self-insurance.

#### 5. **FEES AND COMPENSATION**

5.1 **Fees.** The City may at its discretion impose fees for fire inspection services. If the City imposes such fees, it will notify the RFA in writing of the schedule of fees and will remit them to the RFA.

5.2 **Compensation.** Fire marshal services will be provided to the City without any compensation by the City. The consideration for this Agreement is to carry out the terms of the RFA Plan and to ensure public safety.

#### 6. **MISCELLANEOUS**

6.1 **Extent of Agreement/Modification.** This Agreement, together with exhibits, attachments, and addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by a written supplemental amendment properly signed by both parties.

##### 6.2 **Severability.**

a. If a court of competent jurisdiction holds any part, term, or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining parts, terms, or

provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.

b. If any part, term, or provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that part, term, or provision shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

6.3 **Nonwaiver.** A waiver by either party of a breach by the other party of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any agreement, covenant, or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition, or right.

6.4 **Fair Meaning.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

6.5 **Governing Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

6.6 **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

6.7 **Third Parties.** The City and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to third persons.

**CITY OF MARYSVILLE**

By

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Jon Nehring, Mayor

ATTEST:

APPROVED AS TO FORM:

By

\_\_\_\_\_  
Tina Brock, Deputy City Clerk

By

\_\_\_\_\_  
Jon Walker, City Attorney

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

GOVERNING BOARD

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Board Secretary

LETTER OF UNDERSTANDING BETWEEN THE CITY OF MARYSVILLE, AND THE  
MARYSVILLE FIRE DISTRICT REGIONAL FIRE AUTHORITY REGARDING REAL PROPERTY  
TO BE USED BY THE MARYSVILLE FIRE DISTRICT REGIONAL FIRE AUTHORITY PENDING  
ITS TRANSFER TO THE REGIONAL FIRE AUTHORITY IN 2021 AND AFTER ITS TRANSFER

The City of Marysville ("City") and the Marysville Fire District Regional Fire Authority ("RFA") each own real property that is subject to provisions of the Marysville Fire District Regional Fire Authority (RFA) Plan ("Plan"). Beginning October 1, 2019, the RFA will provide fire and emergency medical services within the jurisdictions of the District and City. This letter of understanding is to memorialize the parties' intent that the RFA utilize two properties that will continue under the ownership of the RFA and the City until December 31, 2021.

PROPERTIES

The RFA owns property located at 1094 Cedar Avenue in Marysville (TPN 00585600301000) commonly known as the Fire Administration Building.

The City owns property located at 1635 Grove Street in Marysville (TPN 30052800200500) commonly known as the Public Safety Building/Station 61.

Each of these properties, pursuant to an interlocal agreement, were utilized by the Marysville Fire District, jointly operated by the City and Fire Protection District No. 12 pursuant to an interlocal agreement. The parties intend that the RFA continue to use these properties until December 31, 2021, in the same manner as the jointly operated Marysville Fire District has and in accordance with the Regional Fire Authority Plan ("Plan") and this LOU.

The Plan contemplated that a letter of understanding would be executed by the City and the RFA regarding a portion of the Public Safety Building that is used for communications and data infrastructure. The Plan also contemplated that a letter of understanding would be executed by the City and the RFA regarding the fenced storage area adjacent to the Public Safety Building that is used for secure evidence storage by the Marysville Police Department.

RFA PLAN

Section 6.C of the Plan addresses disposition of assets and provides that the Public Safety Building will be conveyed to the RFA at midnight December 31, 2021, if certain conditions are met, including the conveyance of the Administration Building to the City by the RFA.

USE AND MAINTENANCE OF PROPERTIES UNTIL DECEMBER 31, 2021

The RFA will utilize the Administration Building between October 1, 2019, and December 31, 2021, for RFA business and purposes.

The City and the RFA intend that the RFA will continue to utilize the Station 61 portion of the Public Safety Building between October 1, 2019, and December 31, 2021, for RFA business and purposes in the manner it is currently utilized by the Marysville Fire District, jointly operated by the City and Fire Protection District No. 12.

The RFA agrees to insure the Administration Building through membership in the Washington Cities Insurance Authority or other appropriate insurance and to provide for maintenance of the building and its

premises. The City and RFA may enter into further understandings regarding the insurance and maintenance of the building.

The use and maintenance of the Public Safety Building will continue under the terms set forth in the letter of understanding between the City and the Marysville Fire District dated February 28, 2008, with the RFA assuming the responsibilities of the Marysville Fire District. A copy of this LOU is attached as Exhibit A.

Use of Public Safety Building January 1, 2022, to December 31, 2023.

Police and Public Safety Uses.

Fenced Storage Area.

The City will retain access to and control over the fenced storage area located to the north of the Public Safety Building and currently utilized by the Marysville Police Department for storage and secure evidence storage until December 31, 2023. On December 31, 2023, the City will cease utilizing this area and relinquish control of it to the RFA. Until December 31, 2023, the City will be responsible for maintaining all fencing and security until it relinquishes control over the storage area to the RFA.

Evidence Room.

The City will retain use of and access to the Evidence Room until December 31, 2023. On December 31, 2023, the City will cease utilizing this area and relinquish control of it to the RFA. Until December 31, 2023, the City will be responsible for maintaining security for the Evidence Room until it relinquishes control to the RFA.

Use of Bay for Bearcat Armored Vehicle.

The City's Bearcat armored vehicle is currently stored in one of the vehicles bays of the Public Safety Building. The City will retain access to the bay until December 31, 2023, and will be permitted to store the Bearcat in the bay. The City and the RFA will cooperate in providing security to the bay. On December 31, 2023, the City will cease utilizing this area and relinquish control of it to the RFA.

Future Use of Police Areas.

The RFA and the City may negotiate a lease for the City's use of any of these areas to extend beyond December 31, 2023.

Use of Communications and Data Rooms and Infrastructure beginning January 1, 2022.

The parties agree that those portions of the Public Safety Building currently used for communications and data purposes by the City will continue to be controlled by the City and that the RFA will ensure City access to the rooms at all times. The parties also agree that the monopole/communications tower currently attached to the building will continue to be controlled by the City and that the RFA will ensure City access to the tower at all time. The City will have responsibility for and the RFA will cooperate in making available any power, fiber, climate control, security, or other infrastructure necessary for the proper functioning of the rooms, communications tower, or data infrastructure.

The parties agree that both the City and RFA benefit from this agreement because the infrastructure supports public safety functions including fire and emergency medical services. The City's access to and

control of the rooms and tower will continue until such time as the infrastructure is moved to another location or is no longer needed, at which time the City and the RFA will terminate this portion of the letter of understanding in writing. The governing bodies that approved this agreement authorize the mayor of the City and the fire chief of the RFA to execute the writing terminating this agreement regarding the rooms in the Public Safety Building and the communications tower.

**AUTHORITY TO CARRY OUT TERMS OF LOU**

The parties agree that these arrangements will enhance public health and safety by facilitating the delivery of fire and emergency medical services throughout the RFA.

The governing bodies of the parties authorize appropriate staff to carry out the terms of this letter of understanding.

**CITY OF MARYSVILLE**

APPROVED by the City Council at an open public meeting this \_\_\_\_ day of September, 2019.

CITY OF MARYSVILLE

By

\_\_\_\_\_  
Jon Nehring, Mayor

ATTEST:

APPROVED AS TO FORM:

By

\_\_\_\_\_  
Jan Berg, City Clerk

By

\_\_\_\_\_  
Jon Walker, City Attorney

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

PASSED by the Marysville Fire District, A Regional Fire Authority, this \_\_\_\_\_ day of October,  
2019

**GOVERNING BOARD**

\_\_\_\_\_

Chair

ATTEST:

\_\_\_\_\_

Board Secretary

**APPENDIX 148-19 TO INTERLOCAL AGREEMENT  
CREATING THE WASHINGTON CITIES  
INSURANCE AUTHORITY**

WHEREAS, in 1980 the Cities of Mercer Island, Mountlake Terrace, Olympia, Kirkland, Marysville, Lacey, Kent, Everett and Des Moines did enter into and sign an Interlocal Agreement, as authorized by CH 48.62 RCW, for the creation of and operation of a liability self-insurance pool for the mutual protection and benefit of said entities known as the Puget Sound Cities Interlocal Insurance Authority; and,

WHEREAS, on March 13, 1986, the Board of Directors of the Authority did pass a motion to change the name to Washington Cities Insurance Authority. Said change is also ratified by new members; and,

WHEREAS, the above referenced Interlocal Agreement provides in Article 19 for the addition of new members to said Authority after one year of operation as determined by vote of the Board of Directors of said Authority; and,

WHEREAS, Article IV, Section 8 of the By-Laws of the Washington Cities Insurance Authority provides the procedure for the admission of new members to said Authority; and,

WHEREAS, on **July 9, 1993**, the Executive Committee of the Washington Cities Insurance Authority did pass a motion authorizing and inviting **Marysville Fire District** to become a new member of said Authority; and,

WHEREAS, **Marysville Fire District will be a Regional Fire Authority but still be named the Marysville Fire District** by decision of its respective legislative and executive authorities, commencing on **October 1, 2019**;

WHEREAS, on **September 6, 2019**, the Executive Committee of the Washington Cities Insurance Authority did pass a motion authorizing and inviting the **Marysville Fire District** to again become a member of said Authority; and,



NOW THEREFORE, for and in consideration of all of the mutual benefits, covenants, and agreements contained herein, **Marysville Fire District** by signature of its respective authorized representative to this **APPENDIX 148-19** to the original Interlocal Agreement, do hereby agree to be bound to all the terms, conditions, and covenants of the original Interlocal Agreement creating the Washington Cities Insurance Authority and all previous appendixes, which are incorporated by reference herein and to become members of said Authority commencing at **12:01 a.m. on October 1, 2019**.

The new member whose representative signs this **APPENDIX 148-19** agree that they shall be bound to the original Interlocal Agreement and all previous appendixes, and to which the **APPENDIX 148-19** is attached; and further agree that they shall be bound by all provisions and terms of the By-Laws for the Washington Cities Insurance Authority as they now exist or may be amended in the future. The new member whose representative signs this agreement shall have the benefits of the Joint Protection Programs and obligations thereto as provided by the Washington Cities Insurance Authority commencing at **12:01 a.m., October 1, 2019**.

IN WITNESS WHEREOF, the party hereto has executed this **APPENDIX 148-19** to the Interlocal Agreement creating the Washington Cities Insurance Authority by authorized official thereof, on the date indicated below.

DATE: \_\_\_\_\_ BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_

**MARYSVILLE FIRE DISTRICT  
RESOLUTION 2019-008**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF MARYSVILLE FIRE DISTRICT ESTABLISHING  
REGULAR BOARD MEETINGS SCHEDULE AND VENUE**

**WHEREAS**, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 (“District 12”), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

**WHEREAS**, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

**WHEREAS**, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

**WHEREAS**, RCW 52.26.100(3) states that “[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority.”; and

**WHEREAS**, RCW 52.26.090(g) authorizes the RFA Board to “exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority” which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

**WHEREAS**, The Marysville Fire District (MFD) Board of Directors is required to establish a regular monthly meeting schedule and venue to conduct its business; and

**WHEREAS**, The District is required to inform the public of such regular meeting schedule and venue to comply with the Open Public Meetings Act, RCW, Chapter 42.30.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

1. Marysville Fire District regular Board meetings shall be held at 6:00 pm on the third (3rd) Wednesday of each calendar month.
2. Such regular Board meetings shall be held at Marysville City Hall Council Chambers located at 1049 State Ave Marysville, WA 98270.

3. In accordance with the Open Public Meetings Act, RCW, Chapter 42.30, MFD staff is directed to notify the proper agencies of said regular meeting schedule and venue.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 1<sup>st</sup> day of October, 2019 by majority vote of the members.

BOARD OF DIRECTORS

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Board Chairperson

ATTEST:

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District Secretary