

**PRELIMINARY AGENDA
MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS
BOARD MEETING**

April 19, 2023, 6 pm Station 62 / Zoom

1. Call to Order MFD - Flag Salute

2. MFD Consent Agenda

- A. Approve minutes of the March 15, 2023, Regular Meeting
- B. Approve minutes of the April 5, 2023, Workshop
- C. Approve March 2023 Financial Statements
- D. Approval of April claims and Payroll:
 - i. MFD Expense Fund
Voucher Numbers - 23- thru-23 \$
 - ii. Capital Fund \$
Voucher Numbers – 23-thru-23
 - iii. MFD Payroll (excluding benefits) \$

3. Information Items

- A. Communications:
- B. Committee Reports
 - i. EMS Committee: Approval of April EMS accounts recommendations
 - ii. Planning Committee:
 - iii. Personnel Committee:
 - iv. Finance Committee:

4. Staff Business

- A. Fire Chief Report
- B. Operations/Overtime Report
- C. Human Resources/Personnel Report
- D. Fire Prevention Report
- E. Finance Report
- F. Legal Counsel
- G. Local 3219 Union

5. Old Business

- A. Agenda Bill – MFD Resolution 2023-004 “EMS Levy Proposition No. 1”
- B. 2022 MFD Annual Department Report

6. New Business

- A. Agenda Bill – Updated Assistant Chief and Deputy Chief Job Descriptions
- B. Agenda Bill – Resolution 2023-005 “Amendment of Series 2000 Personnel Policy”
- C. Agenda Bill - Admin Building Lease Back Extension
- D. Agenda Bill – CRA/SOC Consultant

7. Call On Board Members

8. Executive Session

- A. To review the Performance of a Public Employee Pursuant RCW 42.30.110(1)(g)
- B. Collective Bargaining Pursuant RCW 42.30.140(4)(a)

9. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/86410969739?pwd=MEsrUGVtSVFEYUhp2w4dTRUeWdhQT09>

Meeting ID: 864 1096 9739

Passcode: 326761

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

MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS MEETING
March 15, 2023 – 6 pm
Station 62 / Virtual Via Zoom

CALL TO ORDER:

MFD Chairperson Ross called the meeting to order and led the flag salute at 6:01 pm.

The following were in attendance:

Board of Directors:

Rick Ross
Steve Muller
Michael Stevens
Kamille Norton
Tom King
Tonya Christoffersen

Staff Members:

Ned Vander Pol, Fire Chief
Darryl Neuhoff, Interim Chief
Jeff Cole, Deputy Chief
Chelsie McInnis, Finance Director
Steve Edin, Human Resource Director
Dean Shelton, Local 3219 President
Paula DeSanctis, Board Secretary

Guests:

Noel Treat, District Attorney

PUBLIC COMMENT

Chairperson Ross asked for public comment with none given.

MFD CONSENT AGENDA

- A. Approve minutes of the February 15, 2023, Regular Meeting
- B. Approve February 2023 Financial Statements
- C. Approval of March Claims and Payroll:
 - i. MFD Expense Fund
Voucher Numbers 230302001-thru-230302198 \$ 372,849.13
 - ii. MFD Capital Fund
Voucher numbers 230301001-thru-230301003 \$ 59,879.71
 - iii. MFD Payroll (excluding benefits) \$ 1,445,356.00

Motion: To approve the MFD Consent Agenda

Made By: Stevens

Seconded By: Norton

Action: PASSED unanimously

INFORMATION ITEMS

Communications: Chief Vander Pol stated that PIO Veley sent out an all-District email sharing a collection of positive comments from residents left on social media. It is nice to see the crews being recognized by the citizen they serve.

COMMITTEE REPORTS

EMS Committee: Approval of March EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
March	3,164.79	32,767.46	0.00	0.00

Motion: To approve the March ambulance account recommendations
Made By: Christoffersen
Seconded By: Muller
Action: PASSED unanimously

Planning Committee: Nothing to report.

Personnel Committee: Nothing to report.

Finance Committee: Nothing to report.

STAFF BUSINESS

Fire Chief Report: Chief Vander Pol reported the following:

- We held an All Hands meeting on March 6, 2023 discussing philosophy and long-term plans. We will hold another All Hands meeting in about six months.
- We will start to hold Officers meetings to share visions and get feedback.
- Visited the South County Fire Academy. Was very impressed with the program.
- The SOC and the CRA is in process. The RFP will be completed and sent out by the end of the week. The goal is to get comments and proposals back next month. This will be the blueprint for plans moving forward.
- The SAFER Grant will be submitted tomorrow with a slight change to the deployment model due to the parameters of the grant.

Operations Report: Chief Cole reported the following:

- An updated incident report was provided as a handout tonight. We had 1,189 calls for service in February.
- We completed rail emergency training with Burlington Northern. We have the potential to send some members for additional incident command and hazardous materials rail training.
- Active shooter training was conducted along side Marysville Police on February 19th and 26th.
- Rescue swimmer testing will be held on March 25, 2023 at Marysville Pilchuck High School.
- Technical rescue interviews are scheduled for March 29, 2023.
- Wall times continue to be an issue. Providence has signed an agreement with Northwest Ambulance allowing one of their light duty personnel work at the hospital for the transfer of patient care.

Overtime Report:

February 2023	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 182,370.48	2,422.08	2,489.50
Part time	\$ -	0.00	0.00
Month Total	\$ 182,370.48	\$ 2,422.08	\$ 2,489.50
YTD Totals	\$ 419,273.70	\$ 5,588.33	\$ 4,367.00

Human Resources/Personnel Report: HRM Steve Edin reported the following:

- We had eight employees off on intermittent FMLA, three long-term disabilities, and three short-term disabilities.
- We will do a Battalion Chief Assessment in April, entry level testing in May, and driver operator testing in July.
- We have four laterals in background as well as one entry-level resuming the background process after returning from an injury.
- Asked that the Board extend the Medical Services Office promotional list for one year.

Motion: To extend the MSO promotion list by one year

Made By: Muller

Seconded By: Christoffersen

Action: PASSED unanimously

Fire Prevention Report: Deputy Chief Maloney was absent from tonight's meeting. The Fire Prevention Report was included in the Board packets.

Finance Report: Finance Director McInnis Reported the following:

- Our annual financial report is currently being prepared. We will schedule a Finance Committee meeting late April for a formalized review before submittal at the end of May. Fire District 12 reports are also being prepared.
- The department annual report has been prepared by staff. The Board will have a thirty-day review period before final approval at the April 19, 2023 meeting.

Legal Counsel Report: District Attorney Noel Treat stated there is nothing to report from Legal tonight.

Local 3219 Union Report: Local 3219 President Dean Shelton reported the following:

- Attended a conference in Indianapolis as well as the IFF Legislative Conference.
- United Diagnostic completed seventy-five ultrasounds, fifty-nine of those were Marysville Fire District members.
- We had twenty-two members participate in the Firefighter Stair Climb over the weekend.

OLD BUSINESS

EMS Levy: Chief Vander Pol shared that a newsletter will be mailed out next month. He also stated that North County Fire will be running their EMS Levy at the same time.

Finance Director McInnis added that she has been working with legal on resolutions and explanatory statements as well as looking at the Pro/Con Committee appointments. We will prepare a backup resolution if we need to rerun the measure in the November election.

Agenda Bill – Employee Wellness Ultrasound Screening Costs

Chief Vander Pol shared that the District finds health and wellness of the employees to be of the utmost importance. Because early detection leads to early treatment it is the staff recommendation the District cover the cost of the employee wellness ultrasound screening. Finance Director McInnis shared that the funds requested would be in excess of the line item appropriation by \$17,400. Formal budget amendment is not necessary, we will adjust from existing unspent appropriation's in other areas of the budget.

Motion: To authorize District expenditure of employee wellness ultrasound screening costs in the amount of \$17,400.
Made By: Stevens
Seconded By: Muller
Action: PASSED unanimously

NEW BUSINESS

Agenda Bill – Human Resources Manager Reclassification to Director

Chief Vander Pol stated this reclassification is part of the administrative reorganization as previously discussed.

Motion: To approve the reclassification of the human Resources Manager position to Human Resources Director with no salary increase at this time.
Made By: Muller
Seconded By: Christoffersen
Action: PASSED unanimously

Agenda Bill – Contract Signing Authority: MFD Resolution 2023-003 and Policy #6057

Chief Vander Pol explained that this will authorize and provide framework for the Chief to sign and execute documents on behalf of the Board, as well as delegate authority where appropriate.

Motion: To approve MFD Resolution 2023-003 Authorizing the Fire Chief to Sign and Execute Documents on behalf of the Board of Directors and adopt MFD Policy 6057 Contract Signing Authority
Made By: Norton
Seconded By: King
Action: PASSED unanimously

CALL ON BOARD

Shelton – Thanked the Board for approving the cost of the employee ultrasound screening.

McInnis – This being Deputy Chief Neuhoff's last meeting, McInnis shared she enjoyed working with him.

Neuhoff – Shared that his years in the fire service have been stellar. The best day of his career was becoming a firefighter; the second best day is being able to retire as a firefighter. Thankful for his co-workers and Board of Directors.

Vander Pol – Thanked the Board for the time allowed for the Chief transition. Thanked Darryl for his support.

Edin – Expressed to Deputy Chief Neuhoff he has learned a lot from him and appreciated all the conversations.

Cole – Thanked Deputy Chief Neuhoff for his years of service to the Marysville Fire District.

DeSanctis – Nothing more to report.

Treat – Nothing to report.

Christoffersen – Congratulated Director Edin. Thanked Darryl for his service. Thanked Dean for his presentation.

Norton – The CPSE Conference was great, very informative. Thanked Darryl for stepping up to fill the gap during the Chief search. Appreciates his dedication to “Mr. and Mrs. Smith”.

King – Thanked Darryl for his service. Enjoyed the CPSE Conference. Shared that Deputy Chief Maloney did a great job on his presentation. Strawberry festival is coming up and Steve Muller will be this year’s Grand Marshal.

Muller – Thanked all Boardmembers for their participation at the CPSE Conference.

Ross – Congratulated Director Edin, Congratulated Darryl on his retirement, and thanked the District for the opportunity to attend the CPSE Conference.

Stevens – Congratulated Director Edin. Thanked Darryl for his years of service.

ADJOURNMENT

Chairperson Ross called for a motion to adjourn.

Motion: To adjourn the March 15, 2023 Regular Meeting
Made By: **Christoffersen**
Seconded By: **Stevens**
Action: PASSED unanimously

With no further action required, the March 15, 2023 meeting adjourned at 7:11 pm.

Ned Vander Pol, Fire Chief

Date approved _____

MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS WORKSHOP
April 5, 2023 – 6 pm
Station 62/Virtual Via Zoom

Chairperson Ross opened the meeting at 6 pm.

The following were in attendance:

Board of Directors:

Michael Stevens
Kamille Norton
Tom king
Rick Ross
Tonya Christoffersen

Staff Members:

Guests:

Ned Vander Pol, Chief
Jeff Cole, Deputy Chief
Tom Maloney, Deputy Chief
Steve Edin, Human Resource Manager
Josh Farnes, Fleet and Facilities Supervisor
Paula DeSanctis, Admin Assistant

Chairperson Ross called for a motion excusing Boardmember Muller from the 4-5-2023 Workshop.

Motion:	To excuse Boardmember Muller from the 4-5-2023 Workshop.
Made By:	Norton
Seconded By:	King
Action:	PASSED unanimously

DISCUSSION ITEMS

Soper Hill Everett Clinic Response Impact: Chief Cole shared a PowerPoint presentation on the history of the Everett Clinics in our area and the average number of response calls per year. There are three locations in our area; Marysville with an average of 216 calls per year, Smokey Point with an average of 249 per year, and Lake Stevens where SRFR responds to an average of 170 calls per year. In mid-April, the Lake Stevens location will be relocated within the Marysville Fire District boundaries on Soper Hill. We can expect to receive that full 170 call volume. Currently Station 66's average commit time is 1 hour per call from dispatch to returning to their service area. Another factor to consider is that Station 66 is a cross staffed station, which leaves Engine 66 out of service on all A66 transports. We have discussed adding polygons around the Everett Clinics with the potential option of reduced unit responses but this will not solve the impact the new Everett Clinic will have on Station 66.

Some option we are looking at:

- We have applied for a Safer Grant that would allow for a day shift (ten hours) aid car at Station 66 and uncross staff A66 and E66.
- Adding a peak activity unit at Station 66 and uncross staff from 9am to 9pm for four days.

NEW BUSINESS

Bid Award: Fleet and Facilities Supervisor Josh Farnes shared that a budget request was submitted and approved for the remounting of two ambulances in the 2023 budget. Bids were published and advertised resulting in one bid proposal from Braun Northwest. After reviewing the proposal, Staff recommends that the District move forward with the purchasing process. Estimated time of delivery from the execution of contract is 500 calendar days. Due to the anticipated time of completion for this project, the expenditure will be appropriated from the 2024 budget.

Motion: To award the bid to Braun Northwest, Inc. and authorize District Staff to enter into contract for the remounting of two ambulances.
Made By: Stevens
Seconded By: Norton
Action: PASSED unanimously

CALL ON BOARD

Vander Pol – Nothing to add.

Edin – Nothing more to report.

Cole – Nothing else to report.

Maloney – Nothing more to report.

Ross – Thanked Josh for a great presentation. Thanked Interim Chief Neuhoff for serving the District.

Christoffersen – Thanked Josh and DC Cole for their presentations.

Stevens – Nothing additional.

Norton – Thanked everyone for the presentations and information given tonight.

King – Received an invite to the 4-17-23 ribbon cutting of the New Everett Clinic. Attend Chief Neuhoff’s retirement party. The City is still lobbying for money for the Grove Street overpass.

ADJOURNMENT

Motion: To adjourn the April 5, 2023 Planning Workshop.
Made By: Norton
Seconded By: Stevens
Action: PASSED unanimously

With no further business, the April 5, 2023, Workshop adjourned at 6:32 pm.

Ned Vander Pol
District Secretary

Date approved



Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal
April 19, 2023

- The total fire loss for 2023:
We responded to 8 fire incidents that were investigated to date in 2023. The total estimated property pre-fire value is over \$10.9 million, with an estimated fire loss of over \$1.3 million.
- We began training shift represents for our pre-incident planning program First Due this month. Each shift will have a representative to assist crews in completing the assigned pre-plans. This is a new program and is computer based and will improve our current program. Some buildings have been pre-planned as we plan to go live in May.
- We are hosting a Fire Sprinkler Review Class May 24-26, through the Washington State Association of Fire Marshals and National Fire Sprinkler Association. Also, we are hosting a Quality Improvement for the Fire and Emergency Services Workshop, September 26-28, through the Center of Public Safety Excellence. Both will be held at Station 62.
- We will begin the spring CERT training with the City's Emergency Management office later this month.
- We are reviewing proposals for the Community Risk Assessment and Standards of Cover.
- Our Spring newsletter has been finalized and is expected to be delivered to residents the last week in April.
- We finished a week of visits to Sunnyside Elementary, providing safety lessons for about 200 children in K5, 1st and 2nd grade along with a show-and-tell firefighter assembly.
- Our Facebook audience is up to 6,171 followers. Our Twitter audience is also up to 3,044 followers. We have 953 followers on Instagram. We currently reach 19,700 households on Nextdoor.

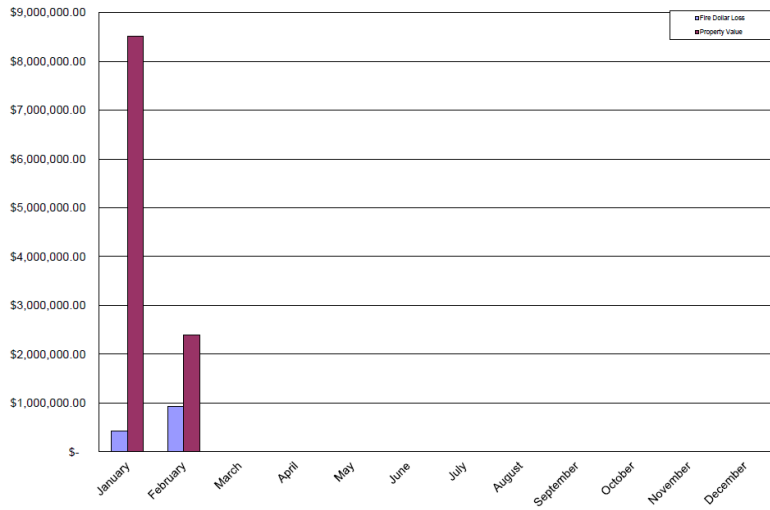
Estimated Number of Public Education Attendees

Program	Current Month	2023
Preschool Program	60	100
Elementary Age (K-5)	250	425
Middle/High School	0	250
Station Tours	0	0
Smoke Alarm Installations	2	15
Youth Fire-Setter Interventions	0	0
Helmet Fittings	0	50
Public Events	500	1200
Car Seat Installs	2	3
Older Adult Fire/Fall Prevention	0	0
Fire Extinguisher Training	0	0

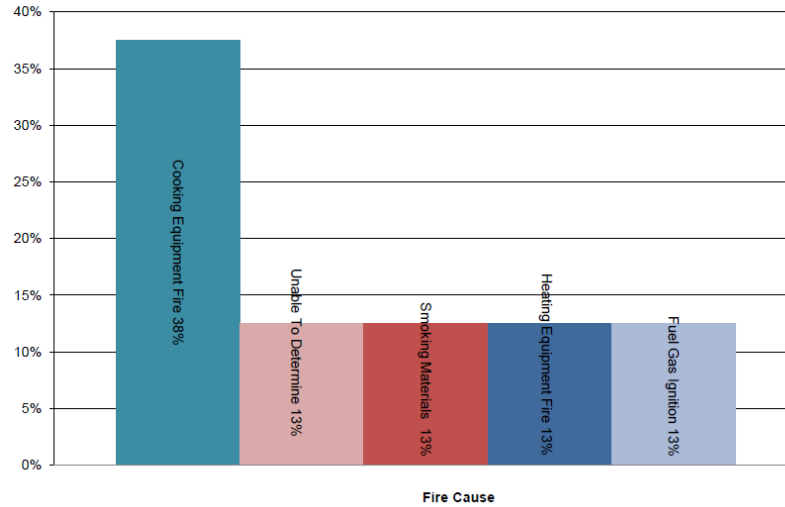
Marysville Fire District 2023 Fire Incident Totals

Month	Total Investigations	Accidental	Incendiary	Undetermined	Residential	Commercial	Vehicle	Other	Total Property Value	Total Fire Loss
January	4	4	0	0	3	0	1	0	\$ 8,514,357.00	\$ 434,408.00
February	4	4	0	0	4	0	0	0	\$ 2,389,829.00	\$ 931,549.00
March	0	0	0	0	0	0	0	0	\$0	\$0
April										
May										
June										
July										
August										
September										
October										
November										
December										
Totals	8	8	0	0	7	0	1	0	\$ 10,904,186.00	\$ 1,365,957.00

Fire Dollar Loss



Marysville Fire District Fire Causes Ending March 31, 2023





**MARYSVILLE
FIRE DISTRICT
Incident Report
March - 2023**

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MARYSVILLE FIRE DISTRICT

Regional Fire Authority

March 2023

NOTES ON DATA VALIDATION

The data upon which the department relies for this report comes from the Department's records management system (RMS), its electronic patient care reports (ePCR) and the computer aided dispatch system (CAD) operated by a County joint powers entity.

For purposes of trending response times over time, response times of less than 15 seconds and response times above 17 minutes were not included in the response time analyses. The 17-minute threshold was established as the upper limit of a normal response under emergency response conditions for a first unit at-scene. Subsequent units may have higher upper thresholds.

1. Annual View Monthly Incident Count vs Previous Year

Last 24 months

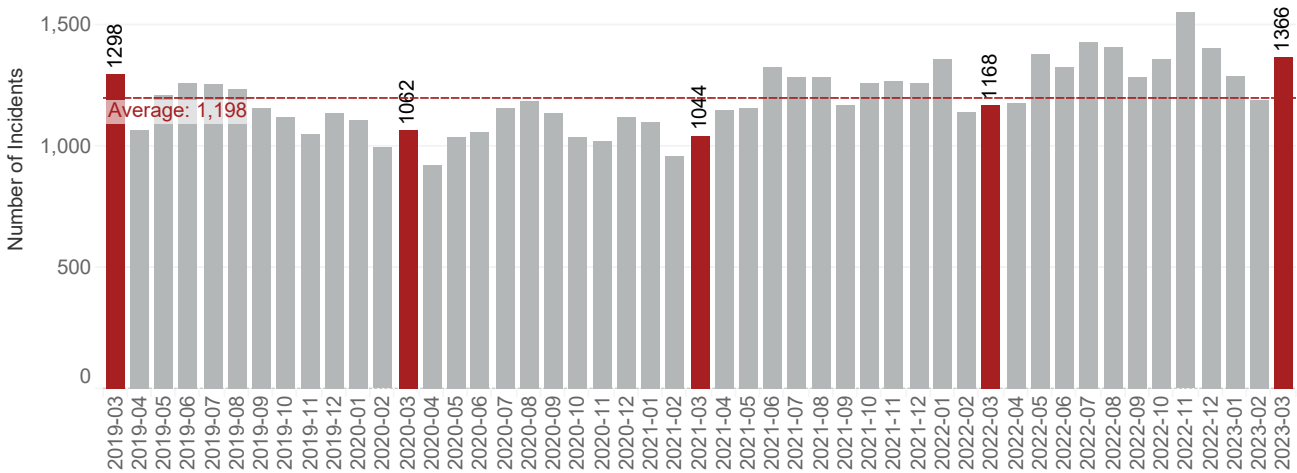
Total Incidents Involving Marysville Fire

Month	Most recent 12 months	Month	Previous 12 months	% Variance
April 2022	1,178	April 2021	1,152	2.3%
May 2022	1,382	May 2021	1,154	19.9%
June 2022	1,323	June 2021	1,324	-0.1%
July 2022	1,432	July 2021	1,285	11.4%
August 2022	1,407	August 2021	1,280	9.9%
September 2022	1,281	September 2021	1,173	9.2%
October 2022	1,363	October 2021	1,264	7.8%
November 2022	1,550	November 2021	1,267	22.3%
December 2022	1,403	December 2021	1,259	11.4%
January 2023	1,289	January 2022	1,358	-5.1%
February 2023	1,189	February 2022	1,139	4.4%
March 2023	1,366	March 2022	1,168	17.0%
Total	16,163	Total	14,823	9.0%

2. Count of Incidents by Month

Last 48 months + Current Month

Total Incidents Involving Marysville Fire



3. Annual View Monthly Incident Count vs Previous Year

Last 24 months

In-District and Outgoing Aid Incidents

In-District Incidents

Month	Most recent 12 months	Month	Previous 12 months	% Variance
April 2022	1,025	April 2021	1,018	0.7%
May 2022	1,226	May 2021	1,023	19.8%
June 2022	1,182	June 2021	1,149	2.9%
July 2022	1,230	July 2021	1,138	8.1%
August 2022	1,219	August 2021	1,135	7.4%
September 2022	1,128	September 2021	1,019	10.7%
October 2022	1,220	October 2021	1,092	11.7%
November 2022	1,357	November 2021	1,138	19.2%
December 2022	1,234	December 2021	1,110	11.2%
January 2023	1,135	January 2022	1,220	-7.0%
February 2023	1,086	February 2022	1,020	6.5%
March 2023	1,260	March 2022	1,045	20.6%
Total	14,302	Total	13,107	9.1%

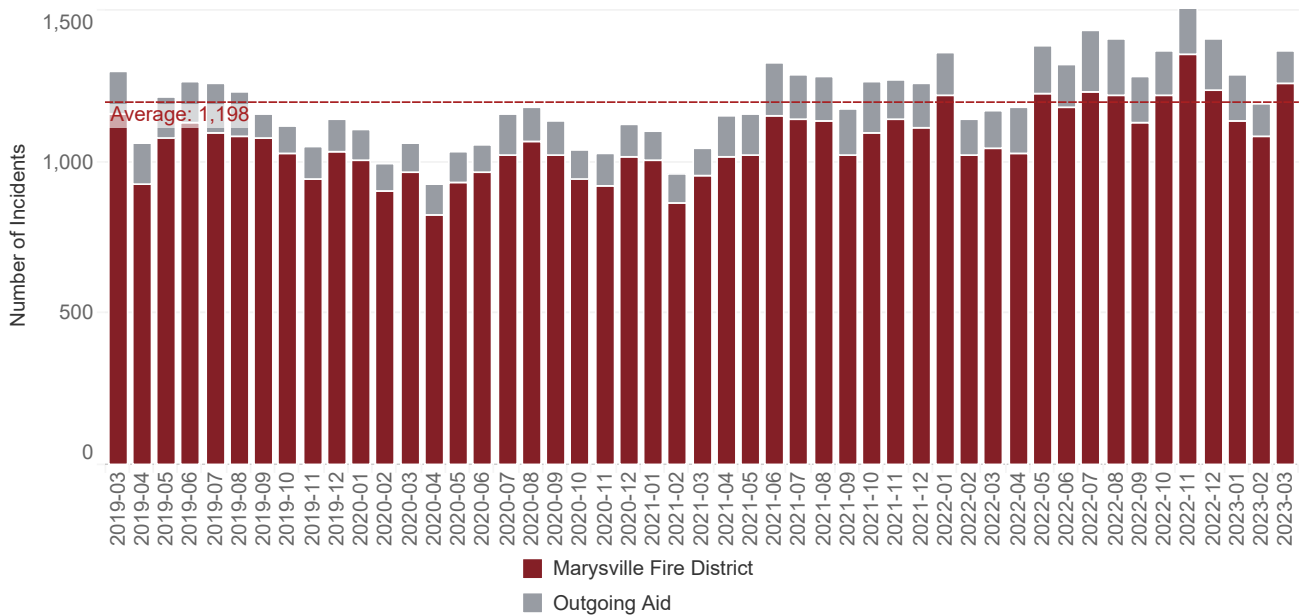
Outgoing Aid Incidents

Month	Most recent 12 months	Month	Previous 12 months	% Variance
April 2022	153	April 2021	134	14.2%
May 2022	156	May 2021	131	19.1%
June 2022	141	June 2021	175	-19.4%
July 2022	202	July 2021	147	37.4%
August 2022	188	August 2021	145	29.7%
September 2022	153	September 2021	154	-0.6%
October 2022	143	October 2021	172	-16.9%
November 2022	193	November 2021	129	49.6%
December 2022	169	December 2021	149	13.4%
January 2023	154	January 2022	138	11.6%
February 2023	103	February 2022	119	-13.4%
March 2023	106	March 2022	123	-13.8%
Total	1,861	Total	1,716	8.4%

4. Count of Incidents by Month

Last 48 months + Current Month

In-District and Outgoing Aid Incidents



5. Incident Count and Response Times By Category Type -- Emergency Priority
March 2023 (First Units, Urgent)

Call Group	Count	% of Total	Avg. Response	90th Percentile
Alarm	42	4.53%	00:07:13	00:09:56
Fire -- Other	21	2.26%	00:07:28	00:10:40
Fire -- Structure	2	0.22%	00:03:38	00:03:38
Fire -- Vegetation	1	0.11%	00:12:13	00:12:13
Hazmat	8	0.86%	00:07:11	00:08:52
Medical	826	89.01%	00:06:47	00:10:15
Service	1	0.11%		
Technical Rescue	1	0.11%	00:12:55	00:12:55
Vehicle Accident	26	2.80%	00:06:58	00:09:22
Total	928	100.00%	00:06:50	00:10:17

6. Incident Count and Response Times By Station -- Emergency Priority
March 2023 (First Units, Urgent)

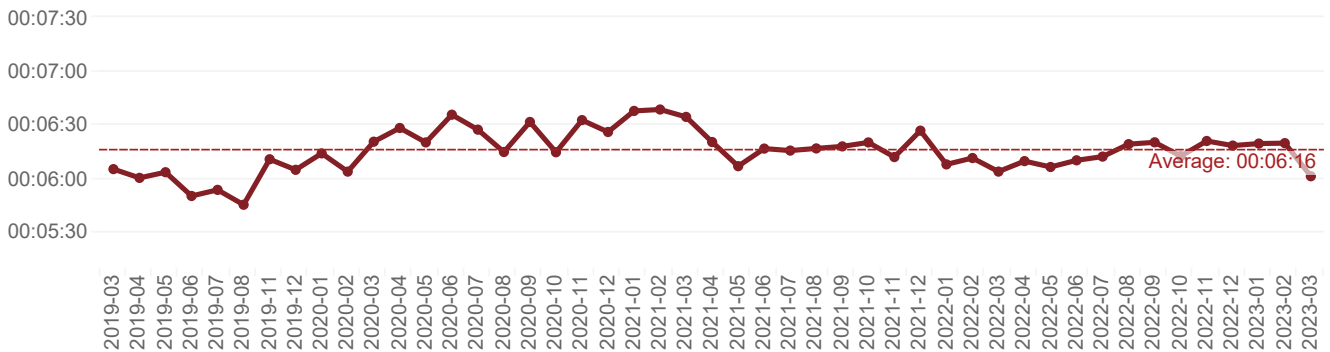
Station Area	Count	% of Total	Avg. Response	90th Percentile
STA 61	342	38.43%	00:05:54	00:09:42
STA 62	200	22.47%	00:06:23	00:09:33
STA 63	178	20.00%	00:07:24	00:09:23
STA 65	45	5.06%	00:10:33	00:15:20
STA 66	125	14.04%	00:07:59	00:10:35
Total	890	100.00%	00:06:47	00:10:09

7. Incident Count By Unit -- Emergency Priority
March 2023

Unit	Count	% of Total
A61	202	10.94%
A62	198	10.73%
A62A	3	0.16%
A65	63	3.41%
A66	106	5.74%
E61	269	14.57%
E63	186	10.08%
E65	22	1.19%
E66	88	4.77%
L62	226	12.24%
M61	269	14.57%
M63	212	11.48%
TR61	2	0.11%
Total	1,846	100.00%

8. Response Time by Month -- Emergency Priority
Last 48 months + Current Month

Incidents in the District and to which District units responded



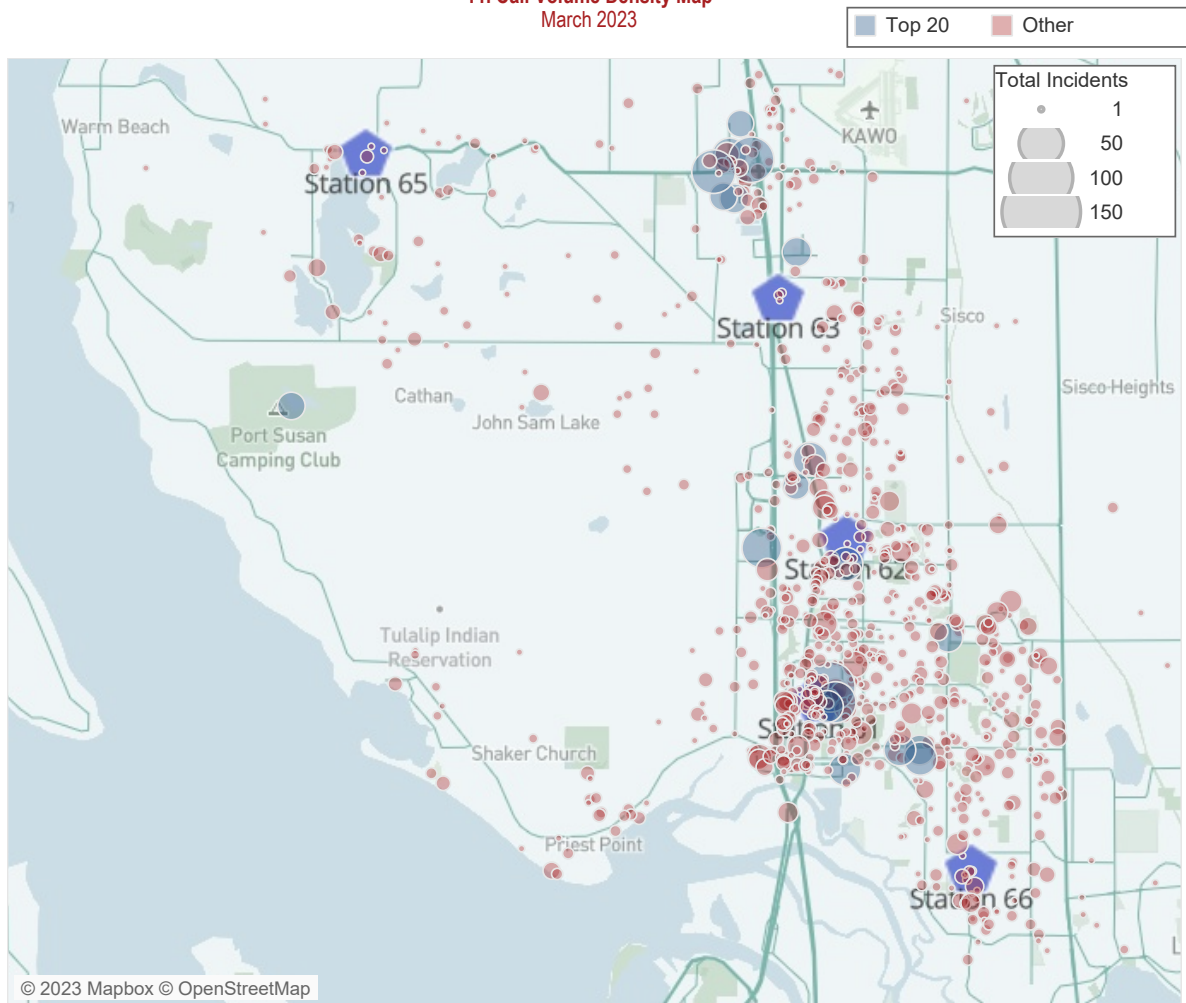
9. Mutual and Auto Aid Summary
March 2023

	Total number of hours	Count of Unit Commitments
Units Sent to Other Jurisdictions:	44:10:19	132
Units Received from Other Jurisdictions:	147:00:01	325

10. Ambulance Transport Summary
March 2023

	Count	Percentage
MFD Aid Units Dispatched on EMS Related Calls	834	63%
MFD Medic Units Dispatched on EMS Related Calls	496	37%
MFD Transport Units Dispatched on EMS Related Calls	1,330	100%
MFD Aid Units Arrived at Scene on EMS Related Calls	735	66%
MFD Medic Units Arrived at Scene on EMS Related Calls	374	34%
MFD Transport Units Arrived at Scene on EMS Related Calls	1,109	100%
MFD Aid Units Transported Patients	407	81%
MFD Medic Units Transported Patients	94	19%
MFD Transport Units Transported Patients	501	100%
	Arrived at Scene	Transported a Patient When Arrived
Aid Units	88%	55%
Medics	75%	25%
Total	83%	45%

11. Call Volume Density Map
March 2023



12. Top 20 Incident Locations
Year To Date - 2023

Address	Total Incidents	Total Commitments
9912 48TH DR NE	59	90
2901 174TH ST NE	57	153
2203 172ND ST NE	55	119
10200 QUIL CEDA BLVD	55	120
4420 76TH ST NE	53	122
5925 47TH AVE NE	36	78
12115 STATE AVE	34	71
11015 STATE AVE	31	47
5800 64TH ST NE	28	54
16600 25TH AVE NE	28	53
1216 GROVE ST	28	46
1821 GROVE ST	26	71
18111 25TH AVE NE	26	68
3955 156TH ST NE	25	70
5900 64TH ST NE	22	52
6110 64TH ST NE	21	49
5711 100TH ST NE	20	42
12015 MARINE DR	13	50
9802 48TH DR NE	12	20
1635 GROVE ST	7	8
Grand Total	636	1,383

MARYSVILLE FIRE DISTRICT RFA - 2023 FINANCIAL SUMMARY

MFD RFA - EXPENSE FUND 778-70				
	JAN	FEB	MAR	YTD Totals
RFA Regular Levy Tax Collections	26,519.31	103,960.07	877,875.00	1,008,354.38
City of Marysville EMS Levy Contract Revenue	254,731.73	-	43,938.71	298,670.44
Fire District #12 EMS/Regular Levy Contract Revenue	2,678.95	13,447.74	97,719.91	113,846.60
Leasehold Excise/Timber Excise Tax Distribution	14.08	838.85	1.30	854.23
Quilceda Village Contract	-	-	-	-
Tulalip Tribes Contract -Nightclub/Liquor Store	-	-	-	-
District 15 ALS/BC/Mechanic Service Contract	-	26,841.14	-	26,841.14
OSPI Public Schools (Marysville, Lakewood)	-	-	-	-
Sno-Isle Library	-	-	5,963.20	5,963.20
Grants - Federal & Local	14,080.00	-	-	14,080.00
Rental Income	-	1,600.00	1,600.00	3,200.00
Service Fees (Non-Contract)	-	40.00	1,005.88	1,045.88
Private Donations	200.00	2.00	-	202.00
Miscellaneous (Includes Custodial Activities)	10,004.46	31,812.06	6,154.43	47,970.95
Investment Interest Income	35,966.25	27,154.38	21,938.96	85,059.59
GEMT Revenues	10,000.00	10,000.00	10,000.00	30,000.00
Ambulance Revenues	139,408.66	207,475.84	237,375.11	584,259.61
Total Rev & Non-Rev	493,603.44	423,172.08	1,303,572.50	2,220,348.02
Payroll (Salaries & Benefits)	1,841,089.82	1,893,300.30	1,826,271.28	5,560,661.40
Accounts Payable	671,613.31	192,969.03	372,849.13	1,237,431.47
Investment Fees	252.20	252.20	252.20	756.60
Sno Co Property Tax Refunds/Interest/Admin	87.26	308.11	-	395.37
Subtotal	2,513,042.59	2,086,829.64	2,199,372.61	6,799,244.84
Custodial Activities - Amb Acct Refunds	-	-	5,613.90	5,613.90
Annual Inter-Fund Transfers Out	300,000.00	-	-	300,000.00
Eligible Reimbursements	-	-	(11,048.61)	(11,048.61)
Current Pending Warrants/Voids/Reissues	-	-	-	-
Total Exp & Non-Exp	2,813,042.59	2,086,829.64	2,193,937.90	7,093,810.13
Excess(Deficit) Revenue Over Expenses	(2,319,439.15)	(1,663,657.56)	(890,365.40)	(4,873,462.11)
FUND BALANCE - EXPENSE	11,267,394.14	9,603,736.58	8,713,371.18	
Budget Report Monthly Total	2,813,042.59	2,086,829.64	2,193,937.90	
Budget Report YTD Total	2,813,042.59	4,899,872.23	7,093,810.13	
* Percentage of Operating Budget Remaining	90.45%	83.37%	75.93%	
Target Operating Budget Percentage	91.67%	83.33%	75.00%	
Under/(Over) Budget	(\$357,363.92)	\$11,485.10	\$273,225.87	
MFD RFA - APPARATUS FUND - 778-72				
Investment Interest	5,830.16	6,403.79	6,579.59	18,813.54
Transfers In	200,000.00	-	-	200,000.00
Total Revenues	205,830.16	6,403.79	6,579.59	218,813.54
Investment Fees	94.78	94.78	94.78	284.34
Accounts Payable	-	-	-	-
Total Exp & Non-Exp	94.78	94.78	94.78	284.34
FUND BALANCE - APPARATUS	2,584,871.47	2,591,180.48	2,597,665.29	
MFD RFA - CAPITAL/RESERVE FUND - 778-73				
GEMT Program Revenues	56,295.68	239,096.29	205,063.37	500,455.34
Investment Interest	48,395.26	47,926.74	49,400.60	145,722.60
Transfers In	-	-	-	-
Total Revenues	104,690.94	287,023.03	254,463.97	646,177.94
Investment Fees	430.61	430.61	430.61	1,291.83
Accounts Payable	21,708.61	-	59,879.71	81,588.32
Total Exp & Non-Exp	22,139.22	430.61	60,310.32	82,880.15
FUND BALANCE - CAPITAL/RESERVE	20,071,582.91	20,358,175.33	20,552,328.98	
MFD RFA - EQUIPMENT FUND - 778-74				
Investment Interest	382.65	728.05	739.35	1,850.05
Transfers In	100,000.00	-	-	100,000.00
Total Revenues	100,382.65	728.05	739.35	101,850.05
Investment Fees	6.64	23.76	26.50	56.90
Total Exp & Non-Exp	6.64	23.76	26.50	56.90
FUND BALANCE - APPARATUS	302,626.29	303,330.58	304,043.43	
Net Change in Cash Position - All Funds	(1,930,776.04)	(1,370,051.84)	(689,014.09)	
Combined Fund Balance	34,226,474.81	32,856,422.97	32,167,408.88	

Marysville Fire District, A Regional Fire Authority
Fund Resources and Uses Arising From Cash Transactions
For the Month Ended March 31, 2023

		<u>Total for all Funds (Memo Only)</u>	<u>Current Expense 778-70</u>	<u>Apparatus 778-72</u>	<u>Capital/Reserve 778-73</u>	<u>Equipment 778-74</u>
Beginning Cash and Investments						
308	Beginning Cash and Investments	32,553,092.39	9,603,736.58	2,591,180.48	20,358,175.33	303,330.58
388/588	Net Adjustments	-	-	-	-	-
Revenues						
310	Taxes	877,875.00	877,875.00	-	-	-
320	Licenses and Permits	-	-	-	-	-
330	Intergovernmental Revenues	223,775.93	18,712.56	-	205,063.37	-
340	Charges for Goods and Services	377,560.58	377,560.58	-	-	-
350	Fines and Penalties	-	-	-	-	-
360	Miscellaneous Revenues	80,347.94	23,628.40	6,579.59	49,400.60	739.35
Total Revenues:		<u>1,559,559.45</u>	<u>1,297,776.54</u>	<u>6,579.59</u>	<u>254,463.97</u>	<u>739.35</u>
Expenditures						
520	Public Safety	2,124,835.55	2,124,283.66	94.78	430.61	26.50
Total Expenditures:		<u>2,124,835.55</u>	<u>2,124,283.66</u>	<u>94.78</u>	<u>430.61</u>	<u>26.50</u>
Excess (Deficiency) Revenues over Expenditures:		(565,276.10)	(826,507.12)	6,484.81	254,033.36	712.85
Other Increases in Fund Resources						
391-393, 596	Debt Proceeds	-	-	-	-	-
397	Transfers-In	-	-	-	-	-
385	Special or Extraordinary Items	-	-	-	-	-
381,382,389,395,398	Other Resources	5,795.96	5,795.96	-	-	-
Total Other Increases in Fund Resources:		<u>5,795.96</u>	<u>5,795.96</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Decreases in Fund Resources						
594-595	Capital Expenditures	123,671.06	63,791.35	-	59,879.71	-
591-593, 599	Debt Service	248.99	248.99	-	-	-
597	Transfers-Out	-	-	-	-	-
585	Special or Extraordinary Items	-	-	-	-	-
581,582,589	Other Uses	5,613.90	5,613.90	-	-	-
Total Other Decreases in Fund Resources:		<u>129,533.95</u>	<u>69,654.24</u>	<u>-</u>	<u>59,879.71</u>	<u>-</u>
Increase (Decrease) in Cash and Investments		(689,014.09)	(890,365.40)	6,484.81	194,153.65	712.85
Ending Cash and Investments						
50851	Assigned	23,454,037.70	-	2,597,665.29	20,552,328.98	304,043.43
50891	Unassigned	8,713,371.18	8,713,371.18	-	-	-
Total Ending Cash and Investments		<u>32,167,408.88</u>	<u>8,713,371.18</u>	<u>2,597,665.29</u>	<u>20,552,328.98</u>	<u>304,043.43</u>

CASH/INVESTMENT BALANCES		INT. RATE	TOTAL INTEREST
CASH	\$ 216,394.07	0%	\$ -
LGIP	\$ 9,326,014.81	4.69%	\$ 49,638.01
SCIP	\$ 22,625,000.00	2.07%	\$ 40,936.31
TOTAL	<u>\$ 32,167,408.88</u>		<u>\$ 90,574.32</u>

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GL787

Summary Trial Balance M/E

Report Format 009

Period 3 ending March 31, 2023

Transaction status 2

Fnd 778 Marysville Fire District RF

	Opening Balance	Current Debits	Current Credits	Ending Balance
MFD RFA Expense Fund				
Assets				
778 1701110	Cash 90,203.02	2,907,086.94	2,780,897.83-	216,392.13
778 1701140	Invested in County Pool 7,225,000.00	0.00	0.00	7,225,000.00
778 1701800	Investments 2,288,533.56	590,709.49	1,607,264.00-	1,271,979.05
778 1702110	Taxes Receivable 19,163,579.36	0.00	989,016.34-	18,174,563.02
778 1702420	Treasurers SCIP Interest 11,906.84	12,886.82	11,612.47-	13,181.19
Act 001	Assets 28,779,222.78	3,510,683.25	5,388,790.64-	26,901,115.39
Liabilities				
778 2701340	Vouchers Payable 0.00	374,079.81	374,079.81-	0.00
778 2702900	Due To Other Governments 13,606,193.02-	0.00	0.00	13,606,193.02-
778 2705700	Deferred Revenue 19,163,579.36-	989,016.34	0.00	18,174,563.02-
Act 002	Liabilities 32,769,772.38-	1,363,096.15	374,079.81-	31,780,756.04-
Revenues				
778 3701110	Real & Personal Prop 146,297.96-	0.00	975,594.91-	1,121,892.87-
778 3701210	Private Harvest 141.31-	0.00	0.00	141.31-
778 3701720	Leasehold Excise Tax 711.62-	0.00	1.30-	712.92-
778 3706111	Investment Interest 36,765.93-	50.00	10,326.49-	47,042.42-
778 3706112	County Pool Interest 24,352.62-	202.20	12,886.82-	37,037.24-
778 3708600	Agency Deposits 706,195.89-	163.74	311,635.78-	1,017,667.93-
Act 003	Revenues 914,465.33-	415.94	1,310,445.30-	2,224,494.69-
Expenses				
778 5705597	Operating Transfers-Out 300,000.00	0.00	0.00	300,000.00
778 5708611	Agency Salaries 2,960,390.10	1,445,978.86	0.00	4,406,368.96
778 5708613	Agency Benefits 774,000.02	381,426.03	1,133.61-	1,154,292.44
778 5708666	Agency Issues 211,792.69	137,815.78	1,972.03-	347,636.44
778 5709901	Rent (1099) 21,462.09	739.00	0.00	22,201.09
778 5709906	Medical/Health Care Svcs(7,873.00	8,692.65	0.00	16,565.65
778 5709907	Non Employee Comp(1099) 629,497.03	227,573.73	0.00	857,070.76
Act 005	Expenses 4,905,014.93	2,202,226.05	3,105.64-	7,104,135.34
Sub 770	MFD RFA Expense Fund 0.00	7,076,421.39	7,076,421.39-	0.00

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GL787

Summary Trial Balance M/E

Report Format 009

Period 3 ending March 31, 2023

Transaction status 2

Fnd 778 Marysville Fire District RF

	Opening Balance	Current Debits	Current Credits	Ending Balance
MFD RFA Apparatus Fund				
Assets				
778 1721110	Cash 0.95	2,526.84	2,527.00-	0.79
778 1721140	Invested in County Pool 1,600,000.00	0.00	0.00	1,600,000.00
778 1721800	Investments 991,179.53	6,534.97	50.00-	997,664.50
778 1722420	Treasurers SCIP Interest 2,636.81	2,853.83	2,571.62-	2,919.02
Act 001	Assets 2,593,817.29	11,915.64	5,148.62-	2,600,584.31
Liabilities				
778 2722900	Due To Other Governments 2,382,104.57-	0.00	0.00	2,382,104.57-
Act 002	Liabilities 2,382,104.57-	0.00	0.00	2,382,104.57-
Revenues				
778 3726111	Investment Interest 6,319.75-	50.00	4,007.97-	10,277.72-
778 3726112	County Pool Interest 5,392.97-	44.78	2,853.83-	8,202.02-
778 3729700	Operating Transfers-In 200,000.00-	0.00	0.00	200,000.00-
Act 003	Revenues 211,712.72-	94.78	6,861.80-	218,479.74-
Sub 772	MFD RFA Apparatus Fund 0.00	12,010.42	12,010.42-	0.00

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Summary Trial Balance M/E

Report Format 009

Period 3 ending March 31, 2023

Transaction status 2

Fnd 778 Marysville Fire District RF

		Opening Balance	Current Debits	Current Credits	Ending Balance
MFD RFA Capital Reserve Fund					
Assets					
778 1731110	Cash	0.39	226,541.54	226,541.71-	0.22
778 1731140	Invested in County Pool	13,600,000.00	0.00	0.00	13,600,000.00
778 1731800	Investments	6,758,174.94	194,203.82	50.00-	6,952,328.76
778 1732420	Treasurers SCIP Interest	22,412.88	24,257.55	21,858.78-	24,811.65
Act 001	Assets	20,380,588.21	445,002.91	248,450.49-	20,577,140.63
Liabilities					
778 2731340	Vouchers Payable	0.00	59,879.71	59,879.71-	0.00
778 2732900	Due To Other Governments	20,014,263.22-	0.00	0.00	20,014,263.22-
Act 002	Liabilities	20,014,263.22-	59,879.71	59,879.71-	20,014,263.22-
Revenues					
778 3736111	Investment Interest	46,801.41-	50.00	27,541.82-	74,293.23-
778 3736112	County Pool Interest	45,840.22-	380.61	24,257.55-	69,717.16-
778 3738600	Agency Deposits	295,391.97-	0.00	205,063.37-	500,455.34-
Act 003	Revenues	388,033.60-	430.61	256,862.74-	644,465.73-
Expenses					
778 5738666	Agency Issues	8,823.11	0.00	0.00	8,823.11
778 5739907	Non Employee Comp(1099)	12,885.50	59,879.71	0.00	72,765.21
Act 005	Expenses	21,708.61	59,879.71	0.00	81,588.32
Sub 773	MFD RFA Capital Reserve Fund	0.00	565,192.94	565,192.94-	0.00

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GL787

Summary Trial Balance M/E

Report Format 009

Period 3 ending March 31, 2023

Transaction status 2

End 778 Marysville Fire District RF

		Opening Balance	Current Debits	Current Credits	Ending Balance
MFD RFA Equipment Fund					
Assets					
778 1741110	Cash	0.08	315.85	315.00-	0.93
778 1741140	Invested in County Pool	200,000.00	0.00	0.00	200,000.00
778 1741800	Investments	103,330.50	732.90	20.90-	104,042.50
778 1742420	Treasurers SCIP Interest	329.60	356.73	321.45-	364.88
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Act 001	Assets	303,660.18	1,405.48	657.35-	304,408.31
Liabilities					
778 2742900	Due To Other Governments	202,621.34-	0.00	0.00	202,621.34-
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Act 002	Liabilities	202,621.34-	0.00	0.00	202,621.34-
Revenues					
778 3746111	Investment Interest	364.73-	20.90	417.90-	761.73-
778 3746112	County Pool Interest	674.11-	5.60	356.73-	1,025.24-
778 3749700	Operating Transfers-In	100,000.00-	0.00	0.00	100,000.00-
		<hr/>	<hr/>	<hr/>	<hr/>
Act 003	Revenues	101,038.84-	26.50	774.63-	101,786.97-
Sub 774	MFD RFA Equipment Fund	0.00	1,431.98	1,431.98-	0.00
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End 778	Marysville Fire District RFA	0.00	7,655,056.73	7,655,056.73-	0.00

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SNOHOMISH COUNTY

Property Tax/Special Assessment Fund Activity

From 03-01-2023 To 03-31-2023

District: MARYSVILLE FIRE DISTRICT RFA

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
Fund:	778900 MARYSVILLE REGNL FIRE EXP				
2023	7781702110	\$17,374,065.96	(\$6,188.10)	\$852,409.12	\$16,515,468.74
2022	7781702110	\$140,234.62	(\$2,781.46)	\$19,297.91	\$118,155.25
2021	7781702110	\$41,394.31	(\$2,058.23)	\$3,227.24	\$36,108.84
2020	7781702110	\$24,094.47	(\$513.26)	\$2,940.73	\$20,640.48
	Fund Total:	\$17,579,789.36	(\$11,541.05)	\$877,875.00	\$16,690,373.31
	District Total:	\$17,579,789.36	(\$11,541.05)	\$877,875.00	\$16,690,373.31

MFD RFA Expense YTD - Revenues

Marysville Fire District

Time: 15:27:38 Date: 04/11/2023

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004 MFD RFA - Expense Fund 778-70

Revenues	Amt Budgeted	March	YTD	Remaining	
310					
311 10 00 0-04 Real And Personal Property Taxes - Regular Levy	17,450,000.00	877,875.00	1,008,354.38	16,441,645.62	5.8%
310	17,450,000.00	877,875.00	1,008,354.38	16,441,645.62	5.8%
330					
332 93 40 3-04 U.S. Dept Of Health - GEMT Program	180,000.00	10,000.00	30,000.00	150,000.00	16.7%
333 97 06 0-04 Homeland Security Grants - Pass Through	0.00	0.00	14,080.00	(14,080.00)	0.0%
334 01 30 0-04 WA State Patrol Grants	0.00	0.00	0.00	0.00	0.0%
334 04 90 0-04 State Grant - Department of Health	1,250.00	0.00	0.00	1,250.00	0.0%
334 06 90 0-04 WA State Dept of L&I - Stay at Work Program	0.00	0.00	0.00	0.00	0.0%
334 06 92 0-04 WA State Board for Volunteer FF & Reserve Officers	0.00	0.00	0.00	0.00	0.0%
337 01 00 0-04 DOL State Fuel Tax Refunds	1,800.00	269.03	450.55	1,349.45	25.0%
337 02 00 0-04 Private Harvest Distributions	700.00	0.00	141.31	558.69	20.2%
337 03 00 0-04 Leasehold Excise Tax Distributions	4,300.00	1.30	712.92	3,587.08	16.6%
330	188,050.00	10,270.33	45,384.78	142,665.22	24.1%
340					
341 70 00 0-04 Sales Of Merchandise	175.00	0.00	36.56	138.44	20.9%
342 21 00 0-04 Fire Protection and Emergency Medical Services	8,433,336.00	140,185.47	444,973.64	7,988,362.36	5.3%
342 60 00 0-04 Ambulance Transport Services	2,780,000.00	235,259.63	574,624.41	2,205,375.59	20.7%
342 61 00 0-04 Ambulance Billing - Collection Accts Receivables	20,000.00	2,115.48	9,635.20	10,364.80	48.2%
344 30 00 0-04 Repair Services	5,000.00	0.00	1,125.00	3,875.00	22.5%
344 40 00 0-04 Sales of Parts	5,000.00	0.00	228.62	4,771.38	4.6%
340	11,243,511.00	377,560.58	1,030,623.43	10,212,887.57	9.2%
360					
361 11 00 0-04 LGIP Investment Interest	135,000.00	10,326.49	47,192.42	87,807.58	35.0%
361 12 00 0-04 SCIP Investment Interest	90,000.00	11,612.47	37,867.17	52,132.83	42.1%
362 50 00 0-04 Monthly Rent - St. 65 House	15,000.00	1,417.94	2,835.88	12,164.12	18.9%
367 00 00 0-04 Contributions - Nongovernmental Sources	0.00	0.00	0.00	0.00	0.0%
367 11 00 0-04 Private Source Donations - Unrestricted	500.00	2.00	202.00	298.00	40.4%
367 12 00 0-04 Private Source Donation - Restricted	0.00	0.00	0.00	0.00	0.0%
369 10 00 0-04 Sales Of Surplus - Non-Capital	1,000.00	123.50	1,171.93	(171.93)	117.2%
369 91 00 0-04 Miscellaneous Revenues	45,770.00	(2.00)	39,734.57	6,035.43	86.8%
369 92 00 0-04 Qualifying Reimbursements	0.00	0.00	0.00	0.00	0.0%
360	287,270.00	23,480.40	129,003.97	158,266.03	44.9%

MFD RFA Expense YTD - Revenues

Marysville Fire District

Time: 15:27:38 Date: 04/11/2023

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004 MFD RFA - Expense Fund 778-70

Revenues	Amt Budgeted	March	YTD	Remaining	
380					
382 10 00 0-04 Refundable Damage Deposit - St. 65 Rental House	0.00	0.00	1,000.00	(1,000.00)	0.0%
382 90 00 0-04 Leasehold Excise Tax Collection	2,185.00	182.06	364.12	1,820.88	16.7%
382 91 00 0-04 Sales Tax Collection	20.00	0.00	3.44	16.56	17.2%
389 90 00 0-04 Other Custodial Activities - Acct Overpayments	20,000.00	5,613.90	5,613.90	14,386.10	28.1%
380	22,205.00	5,795.96	6,981.46	15,223.54	31.4%
390					
395 10 00 0-04 Proceeds From Sale of Capital Assets	0.00	0.00	0.00	0.00	0.0%
395 20 00 0-04 Capital Asset Insurance/Loss Recovery	10,000.00	0.00	0.00	10,000.00	0.0%
390	10,000.00	0.00	0.00	10,000.00	0.0%
Fund Revenues:	29,201,036.00	1,294,982.27 ✓	2,220,348.02	26,980,687.98	7.6%
Fund Excess/(Deficit):	29,201,036.00	1,294,982.27	2,220,348.02		

03/2023 REVENUE CODE RECONCILIATIONS

Code	MAR - SPBK	MAR Post from FEB Deposit	APR Post from MAR Deposit	MAR Report (Reconciled)
342.21	\$ 140,185.47	\$ 8,442.23	\$ -	\$ 148,627.70
369.10	\$ 123.50	\$ 148.00	\$ -	\$ 271.50
Total		\$ 8,590.23	\$ -	
GT	\$ 1,294,982.27 ✓	\$ 8,590.23 ✓	\$ -	\$ 1,303,572.50 ✓

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MFD RFA Apparatus YTD - Revenues

Marysville Fire District

Time: 15:52:59 Date: 04/11/2023

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304 MFD RFA - Apparatus Fund 778-72

Revenues	Amt Budgeted	March	YTD	Remaining	
360					
361 11 00 3-09 LGIP - Investment Interest	14,000.00	4,007.97	10,427.72	3,572.28	74.5%
361 12 00 3-09 SCIP - Investment Interest	26,000.00	2,571.62	8,385.82	17,614.18	32.3%
360	40,000.00	6,579.59	18,813.54	21,186.46	47.0%
390					
397 01 00 0-09 Transfer In - Expense Fund	200,000.00	0.00	200,000.00	0.00	100.0%
390	200,000.00	0.00	200,000.00	0.00	100.0%
Fund Revenues:	240,000.00	6,579.59 ✓	218,813.54	21,186.46	91.2%
Fund Excess/(Deficit):	240,000.00	6,579.59	218,813.54		

CM

MFD RFA Reserve/Capital YTD - Revenues

Marysville Fire District

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303 MFD RFA - Capital/Reserve Fund 778-73

Revenues	Amt Budgeted	March	YTD	Remaining	
330					
332 93 40 3-08 U.S. Dept Of Health - GEMT Program	3,100,000.00	205,063.37	500,455.34	2,599,544.66	16.1%
330	3,100,000.00	205,063.37	500,455.34	2,599,544.66	16.1%
360					
361 11 00 3-08 LGIP Investment Interest	131,250.00	27,541.82	74,443.23	56,806.77	56.7%
361 12 00 3-08 SCIP Investment Interest	243,750.00	21,858.78	71,279.37	172,470.63	29.2%
360	375,000.00	49,400.60	145,722.60	229,277.40	38.9%
390					
397 02 00 0-08 Transfer In - Expense Fund	0.00	0.00	0.00	0.00	0.0%
390	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	3,475,000.00	254,463.97 ✓	646,177.94	2,828,822.06	18.6%
Fund Excess/(Deficit):	3,475,000.00	254,463.97	646,177.94		

CM

MFD RFA Equipment YTD - Revenues

Marysville Fire District

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305 MFD RFA - Equipment Fund 778-74

Revenues	Amt Budgeted	March	YTD	Remaining	
360					
361 11 00 0-10 LGIP - Investement Interest	2,100.00	417.90	801.83	1,298.17	38.2%
361 12 00 0-10 SCIP - Investment Interest	3,900.00	321.45	1,048.22	2,851.78	26.9%
360	6,000.00	739.35	1,850.05	4,149.95	30.8%
390					
397 03 00 0-10 Transfer In - Expense Fund	100,000.00	0.00	100,000.00	0.00	100.0%
390	100,000.00	0.00	100,000.00	0.00	100.0%
Fund Revenues:	106,000.00	739.35 ✓	101,850.05	4,149.95	96.1%
Fund Excess/(Deficit):	106,000.00	739.35	101,850.05		

CM

MFD RFA Expense YTD - Expenses

Marysville Fire District

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004 MFD RFA - Expense Fund 778-70

Expenditures	Amt Budgeted	March	YTD	Remaining	
100 General Admin					
520					
522 10 49 5-04 Boardmember Dues & Memberships	6,000.00	5,660.00	5,660.00	340.00	94.3%
522 10 49 9-04 Miscellaneous - Government Services	1,500.00	94.22	438.22	1,061.78	29.2%
210	7,500.00	5,754.22	6,098.22	1,401.78	81.3%
522 16 22 9-04 Employee Service Recognition/Awards Banquet	25,000.00	0.00	23.59	24,976.41	0.1%
522 16 29 0-04 College Tuition Reimbursement	15,000.00	0.00	3,216.05	11,783.95	21.4%
522 16 31 0-04 Office Supplies	14,000.00	716.51	2,620.60	11,379.40	18.7%
522 16 41 0-04 State Audit	60,000.00	0.00	0.00	60,000.00	0.0%
522 16 41 2-04 Snohomish County Investment Fees	5,000.00	252.20	756.60	4,243.40	15.1%
522 16 41 3-04 Legal & Other Professional Services	85,000.00	6,143.00	26,020.50	58,979.50	30.6%
522 16 41 4-04 Organizational Consulting Services	63,000.00	0.00	0.00	63,000.00	0.0%
522 16 41 5-04 Document Shredding Services	2,500.00	44.78	301.98	2,198.02	12.1%
522 16 41 7-04 Snohomish County Financial Services	5,200.00	0.00	1,692.08	3,507.92	32.5%
522 16 41 8-04 Human Resources Expense	60,000.00	5,966.65	13,657.58	46,342.42	22.8%
522 16 41 9-04 Advertising Expense	1,500.00	0.00	41.16	1,458.84	2.7%
522 16 42 0-04 Postage & Shipping Costs	5,000.00	400.00	1,306.40	3,693.60	26.1%
522 16 45 0-04 Property Tax - Surface Water Mgmt	9,350.00	1,104.81	2,258.10	7,091.90	24.2%
522 16 45 5-04 Property Tax - Refunds/Interest	8,650.00	0.00	308.11	8,341.89	3.6%
522 16 45 7-04 Election Costs	100,000.00	0.00	0.00	100,000.00	0.0%
522 16 46 0-04 Liability/Auto/Property Insurance Premiums	205,000.00	0.00	192,999.02	12,000.98	94.1%
522 16 49 0-04 Administrative Dues & Memberships	8,000.00	645.00	5,120.00	2,880.00	64.0%
522 16 49 9-04 Miscellaneous - Administrative Expenses	6,500.00	150.58	203.37	6,296.63	3.1%
216	678,700.00	15,423.53	250,525.14	428,174.86	36.9%
522 20 25 0-04 Vaccines, Respiratory/Hearing Testing	8,000.00	1,341.00	1,341.00	6,659.00	16.8%
522 20 49 7-04 Health & Safety - Professional Services	26,564.00	0.00	6,806.88	19,757.12	25.6%
220	34,564.00	1,341.00	8,147.88	26,416.12	23.6%
522 45 43 0-04 Travel Expenses - ADMIN	7,500.00	0.00	0.00	7,500.00	0.0%
522 45 43 1-04 Travel Expenses - BOARD	13,500.00	8,720.62	9,158.40	4,341.60	67.8%
522 45 49 0-04 Registration Fees - ADMIN	6,500.00	0.00	50.00	6,450.00	0.8%
522 45 49 1-04 Registration Fees - BOARD	4,675.00	75.00	3,550.00	1,125.00	75.9%
245	32,175.00	8,795.62	12,758.40	19,416.60	39.7%

MFD RFA Expense YTD - Expenses

Marysville Fire District

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004 MFD RFA - Expense Fund 778-70

Expenditures	Amt Budgeted	March	YTD	Remaining	
520					
520	752,939.00	31,314.37	277,529.64	475,409.36	36.9%
580					
582 90 00 0-04	Leasehold Excise Tax/Sales Tax Remit	1,750.00	0.00	287.91	1,462.09 16.5%
589 90 00 0-04	Other Custodial Activities - Acct Overpayment Refunds	20,000.00	5,613.90	5,613.90	14,386.10 28.1%
580	21,750.00	5,613.90	5,901.81	15,848.19	27.1%
100 General Admin	774,689.00	36,928.27	283,431.45	491,257.55	36.6%

105 Transfers

590					
597 01 00 0-04	Transfer Out - Apparatus Fund	200,000.00	0.00	200,000.00	0.00 100.0%
597 02 00 0-04	Transfer Out - Capital/Reserve Fund	0.00	0.00	0.00	0.00 0.0%
597 03 00 0-04	Transfer Out - Equipment Fund	100,000.00	0.00	100,000.00	0.00 100.0%
590	300,000.00	0.00	300,000.00	0.00	100.0%
105 Transfers	300,000.00	0.00	300,000.00	0.00	100.0%

805 MSA Shelton

520					
522 45 25 5-04	Medic School Expenses	40,000.00	0.00	0.00	40,000.00 0.0%
522 45 43 6-04	Travel Expenses - EMS	12,150.00	0.00	0.00	12,150.00 0.0%
522 45 49 6-04	Registration - EMS	24,130.00	944.00	944.00	23,186.00 3.9%
245	76,280.00	944.00	944.00	75,336.00	1.2%
522 70 31 0-04	Medical Supplies	278,300.00	12,737.05	39,741.84	238,558.16 14.3%
522 70 35 5-04	Medical Equipment	3,700.00	0.00	0.00	3,700.00 0.0%
522 70 41 0-04	Ambulance Billing Services	155,000.00	11,956.00	35,855.50	119,144.50 23.1%
522 70 41 1-04	GEMT Program/MGADC Consultant Fees	60,000.00	0.00	0.00	60,000.00 0.0%
522 70 41 3-04	Medical Program Director/EMT Assessments	33,745.00	0.00	0.00	33,745.00 0.0%
522 70 41 7-04	Physician Advisor Services	30,432.00	2,536.00	7,608.00	22,824.00 25.0%
522 70 47 0-04	Medical Waste Disposal	3,500.00	92.00	558.85	2,941.15 16.0%
522 70 48 0-04	LUCAS/Defib/Cot Service Agreement	37,860.00	732.97	8,530.57	29,329.43 22.5%
522 70 49 0-04	SNOCO 911 - ESO EPCR User Fees	22,900.00	1,236.38	8,597.55	14,302.45 37.5%
522 70 49 9-04	Miscellaneous - EMS	5,200.00	0.00	0.00	5,200.00 0.0%
270	630,637.00	29,290.40	100,892.31	529,744.69	16.0%

MFD RFA Expense YTD - Expenses

Marysville Fire District

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004 MFD RFA - Expense Fund 778-70

Expenditures	Amt Budgeted	March	YTD	Remaining	
520					
520	706,917.00	30,234.40	101,836.31	605,080.69	14.4%
590					
594 22 62 1-04	EMS Training Mannequin	22,000.00	0.00	0.00	22,000.00 0.0%
594 22 70 0-04	Stryker Medical Equipment	63,800.00	63,791.35	63,791.35	8.65 100.0%
	Installment Purchase				
594 22 70 2-04	Life Pack 15 Installment Purchase	20,025.00	0.00	20,022.58	2.42 100.0%
	(2022-2024)				
590	105,825.00	63,791.35	83,813.93	22,011.07	79.2%
805 MSA Shelton	812,742.00	94,025.75	185,650.24	627,091.76	22.8%

810 Wages/Benefits

520					
522 10 10 0-04	Boardmember Compensation	33,000.00	2,944.00	7,936.00	25,064.00 24.0%
210		33,000.00	2,944.00	7,936.00	25,064.00 24.0%
522 14 21 0-04	Leoff I Uninsured Claims	40,000.00	0.00	8,300.00	31,700.00 20.8%
522 14 21 5-04	Leoff I Retired / Insurance	59,000.00	2,419.80	7,259.40	51,740.60 12.3%
214		99,000.00	2,419.80	15,559.40	83,440.60 15.7%
522 16 10 0-04	Administrative Salaries	952,200.00	79,126.86	212,441.77	739,758.23 22.3%
522 16 10 5-04	Administrative Overtime	2,500.00	0.00	0.00	2,500.00 0.0%
522 16 20 0-04	Administrative Matching Deferred Comp	12,510.00	256.47	769.41	11,740.59 6.2%
522 16 21 0-04	Administrative Medical/Dental	142,500.00	12,535.68	33,562.29	108,937.71 23.6%
522 16 22 0-04	Administrative Retirement / LEOFF II	21,000.00	1,701.58	3,782.99	17,217.01 18.0%
522 16 22 5-04	Administrative Retirement / PERS	60,300.00	4,885.54	14,656.62	45,643.38 24.3%
522 16 23 0-04	Medicare/Social Security - All Employees	275,000.00	21,184.94	63,273.80	211,726.20 23.0%
522 16 24 0-04	Unemployment Taxes - All Employees	10,000.00	0.00	0.00	10,000.00 0.0%
522 16 25 0-04	Labor & Industries - All Employees	458,400.00	38,216.38	115,087.08	343,312.92 25.1%
522 16 25 5-04	WA Paid Family & Medical Leave - ESD	41,200.00	3,150.84	9,601.57	31,598.43 23.3%
522 16 26 0-04	EAP - All Employees	3,300.00	0.00	3,500.00	(200.00) 106.1%
522 16 27 0-04	Life Insurance - All Employees	14,465.00	1,134.98	3,470.60	10,994.40 24.0%
522 16 28 0-04	HRA Account Contribution	162,500.00	0.00	154,695.81	7,804.19 95.2%
522 16 29 9-04	Payroll Clearing Account	0.00	0.00	(4.67)	4.67 0.0%
216		2,155,875.00	162,193.27	614,837.27	1,541,037.73 28.5%
522 18 10 0-04	SSD - Salaries - Deputy Chief/IT Manager	334,325.00	27,828.15	83,484.45	250,840.55 25.0%
522 18 20 0-04	SSD - Matching Deferred Comp - IT Manager	5,350.00	445.83	1,337.49	4,012.51 25.0%

MFD RFA Expense YTD - Expenses

Marysville Fire District

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004 MFD RFA - Expense Fund 778-70

Expenditures	Amt Budgeted	March	YTD	Remaining	
520					
522 18 21 0-04 SSD - Medical/Dental - Deputy Chief/IT Manager	34,100.00	2,839.78	8,519.34	25,580.66	25.0%
522 18 22 0-04 SSD - Retirement / LEOFF II - Deputy Chief	11,035.00	884.16	2,652.48	8,382.52	24.0%
522 18 22 5-04 SSD - Retirement / PERS - IT Manager	14,170.00	1,158.05	3,474.15	10,695.85	24.5%
218	398,980.00	33,155.97	99,467.91	299,512.09	24.9%
522 20 10 0-04 FS - Full Time Salaries	9,519,310.00	731,475.74	2,256,079.71	7,263,230.29	23.7%
522 20 10 5-10 FS - Overtime	1,958,000.00	0.00	0.00	1,958,000.00	0.0%
522 20 10 5-11 FS - Overtime - PT Generated	0.00	0.00	2,451.42	(2,451.42)	0.0%
522 20 10 5-12 FS - Overtime - Paramedic CE	0.00	910.24	1,815.02	(1,815.02)	0.0%
522 20 10 5-13 FS - Overtime - Training	0.00	0.00	0.00	0.00	0.0%
522 20 10 5-14 FS - Overtime - Rescue	0.00	5,520.54	6,134.72	(6,134.72)	0.0%
522 20 10 5-15 FS - Overtime - Sick Coverage	0.00	56,510.02	205,082.55	(205,082.55)	0.0%
522 20 10 5-16 FS - Overtime - Hazmat CE	0.00	0.00	392.46	(392.46)	0.0%
522 20 10 5-17 FS - Overtime - Other	0.00	32,645.41	130,340.12	(130,340.12)	0.0%
522 20 10 5-18 FS - Overtime - OT Mandatory	0.00	5,431.20	20,845.52	(20,845.52)	0.0%
522 20 10 5-19 FS - Overtime - SCFTA	0.00	2,317.40	6,625.49	(6,625.49)	0.0%
522 20 10 7-04 FS - Acting Pay	40,000.00	2,327.82	5,344.45	34,655.55	13.4%
522 20 10 9-04 FS - Part Time Salaries	40,600.00	1,829.00	10,610.25	29,989.75	26.1%
522 20 20 0-04 FS - Matching Deferred Compensation	305,800.00	21,870.77	64,101.64	241,698.36	21.0%
522 20 21 0-04 FS - Medical/Dental	1,690,500.00	121,720.13	377,893.29	1,312,606.71	22.4%
522 20 21 5-04 FS - MERP	97,200.00	6,300.00	19,050.00	78,150.00	19.6%
522 20 22 0-04 FS - Retirement / LEOFF II	622,500.00	44,936.76	137,671.85	484,828.15	22.1%
522 20 22 5-04 FS - Retirement / PERS II & III	4,300.00	190.03	1,102.41	3,197.59	25.6%
220	14,278,210.00	1,033,985.06	3,245,540.90	11,032,669.10	22.7%
522 30 10 0-04 FP - Salaries	729,000.00	59,345.70	179,876.80	549,123.20	24.7%
522 30 10 5-04 FP - Overtime	7,000.00	115.83	261.26	6,738.74	3.7%
522 30 10 5-18 FP - Overtime - OT Mandatory	0.00	0.00	0.00	0.00	0.0%
522 30 20 0-04 FP - Matching Deferred Compensation	14,875.00	1,231.66	3,699.94	11,175.06	24.9%
522 30 21 0-04 FP - Medical / Dental	98,000.00	8,162.59	24,487.75	73,512.25	25.0%
522 30 21 5-04 FP - MERP	3,600.00	450.00	1,950.00	1,650.00	54.2%
522 30 22 0-04 FP - Retirement / LEOFF II	34,000.00	2,692.08	8,087.24	25,912.76	23.8%
522 30 22 5-04 FP - Retirement / PERS	11,000.00	900.59	2,684.11	8,315.89	24.4%
230	897,475.00	72,898.45	221,047.10	676,427.90	24.6%
522 45 10 0-04 TRNG - Salaries	325,350.00	26,623.01	85,718.63	239,631.37	26.3%
522 45 10 5-04 TRNG - Overtime	14,000.00	0.00	0.00	14,000.00	0.0%
522 45 10 5-11 TRNG - Overtime - PT Generated	0.00	0.00	0.00	0.00	0.0%
522 45 10 5-12 TRNG - Overtime - Paramedic CE	0.00	0.00	0.00	0.00	0.0%
522 45 10 5-14 TRNG - Overtime - Rescue	0.00	0.00	0.00	0.00	0.0%
522 45 10 5-15 TRNG - Overtime - Sick Coverage	0.00	8,161.20	16,067.28	(16,067.28)	0.0%
522 45 10 5-16 TRNG - Overtime - Hazmat CE	0.00	0.00	0.00	0.00	0.0%
522 45 10 5-17 TRNG - Overtime - Other	0.00	995.69	4,038.29	(4,038.29)	0.0%
522 45 10 5-18 TRNG - Overtime - OT Mandatory	0.00	0.00	0.00	0.00	0.0%
522 45 10 5-19 TRNG - Overtime - SCFTA	0.00	0.00	0.00	0.00	0.0%

MFD RFA Expense YTD - Expenses

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004 MFD RFA - Expense Fund 778-70

Expenditures	Amt Budgeted	March	YTD	Remaining	
520					
522 45 21 0-04 TRNG - Medical/Dental	48,900.00	4,074.88	12,224.63	36,675.37	25.0%
522 45 21 5-04 TRNG - MERP	3,600.00	300.00	900.00	2,700.00	25.0%
522 45 22 0-04 TRNG - Retirement / LEOFF II	18,500.00	1,896.33	5,298.65	13,201.35	28.6%
245	410,350.00	42,051.11	124,247.48	286,102.52	30.3%
522 50 10 0-04 SSD - Salaries - Facilities	101,460.00	8,454.55	25,363.65	76,096.35	25.0%
522 50 10 5-04 SSD - Overtime - Facilities	2,500.00	0.00	0.00	2,500.00	0.0%
522 50 20 0-04 SSD - Matching Deferred Comp - Facilities	4,060.00	338.18	1,014.54	3,045.46	25.0%
522 50 21 0-04 SSD - Medical/Dental - Facilities	26,400.00	2,199.09	6,597.27	19,802.73	25.0%
522 50 22 5-04 SSD - Retirement / PERS - Facilities	11,010.00	878.43	2,635.29	8,374.71	23.9%
250	145,430.00	11,870.25	35,610.75	109,819.25	24.5%
522 60 10 0-04 SSD - Salaries - Fleet	228,950.00	18,726.76	55,980.10	172,969.90	24.5%
522 60 10 5-04 SSD - Overtime - Fleet	10,000.00	280.68	642.68	9,357.32	6.4%
522 60 20 0-04 SSD - Matching Deferred Comp - Fleet	3,840.00	312.67	938.01	2,901.99	24.4%
522 60 21 0-04 SSD - Medical / Dental - Fleet	52,800.00	3,618.98	10,856.94	41,943.06	20.6%
522 60 22 5-04 SSD - Retirement / PERS - Fleet	24,800.00	1,974.88	5,883.13	18,916.87	23.7%
260	320,390.00	24,913.97	74,300.86	246,089.14	23.2%
522 70 10 0-04 EMS - Salaries	3,814,000.00	293,451.11	920,971.38	2,893,028.62	24.1%
522 70 10 5-10 EMS - Overtime	761,500.00	0.00	0.00	761,500.00	0.0%
522 70 10 5-11 EMS - Overtime - PT Generated	0.00	0.00	0.00	0.00	0.0%
522 70 10 5-12 EMS - Overtime - Paramedic CE	0.00	8,425.87	13,996.02	(13,996.02)	0.0%
522 70 10 5-13 EMS - Overtime - Training	0.00	0.00	0.00	0.00	0.0%
522 70 10 5-14 EMS - Overtime - Rescue	0.00	111.29	111.29	(111.29)	0.0%
522 70 10 5-15 EMS - Overtime - Sick Coverage	0.00	48,462.36	106,750.86	(106,750.86)	0.0%
522 70 10 5-16 EMS - Overtime - Hazmat CE	0.00	0.00	0.00	0.00	0.0%
522 70 10 5-17 EMS - Overtime - Other	0.00	9,857.91	23,908.91	(23,908.91)	0.0%
522 70 10 5-18 EMS - Overtime - OT Mandatory	0.00	2,012.07	9,030.67	(9,030.67)	0.0%
522 70 10 5-19 EMS - Overtime - SCFTA	0.00	0.00	304.32	(304.32)	0.0%
522 70 10 7-04 EMS - Acting Pay	15,000.00	1,362.96	3,683.64	11,316.36	24.6%
522 70 20 0-04 EMS - Matching Deferred Compensation	102,400.00	7,227.59	22,210.27	80,189.73	21.7%
522 70 21 0-04 EMS - Medical/Dental	649,200.00	41,409.19	129,500.03	519,699.97	19.9%
522 70 21 5-04 EMS - MERP	25,200.00	750.00	2,250.00	22,950.00	8.9%
522 70 22 0-04 EMS - Retirement / LEOFF II	250,000.00	19,275.22	55,573.54	194,426.46	22.2%
270	5,617,300.00	432,345.57	1,288,290.93	4,329,009.07	22.9%
520	24,356,010.00	1,818,777.45	5,726,838.60	18,629,171.40	23.5%
810 Wages/Benefits	24,356,010.00	1,818,777.45	5,726,838.60	18,629,171.40	23.5%

815 BC Furness

520

MFD RFA Expense YTD - Expenses

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004 MFD RFA - Expense Fund 778-70

Expenditures	Amt Budgeted	March	YTD	Remaining	
520					
522 20 25 5-04 HazMat Physicals	5,500.00	0.00	0.00	5,500.00	0.0%
522 20 35 3-04 HazMat Equipment	6,000.00	0.00	0.00	6,000.00	0.0%
522 20 35 6-04 Water/Swimmer Program - Equipment	34,000.00	3,887.03	3,969.00	30,031.00	11.7%
522 20 35 7-04 Tech Rescue Equipment	10,000.00	269.22	772.62	9,227.38	7.7%
522 20 45 5-04 SOPB - Special Operations Assessment	13,715.00	0.00	13,712.51	2.49	100.0%
220	69,215.00	4,156.25	18,454.13	50,760.87	26.7%
522 45 43 7-04 Travel Expenses - Special Operations	1,500.00	0.00	0.00	1,500.00	0.0%
522 45 49 7-04 Registration - Special Operations	11,000.00	54.70	1,104.40	9,895.60	10.0%
245	12,500.00	54.70	1,104.40	11,395.60	8.8%
520	81,715.00	4,210.95	19,558.53	62,156.47	23.9%
815 BC Furness	81,715.00	4,210.95	19,558.53	62,156.47	23.9%

820 BC Soper

520					
522 20 31 5-04 Health & Safety - Operating Supplies	5,000.00	252.55	252.55	4,747.45	5.1%
522 20 35 4-04 Exercise Equipment	17,050.00	0.00	0.00	17,050.00	0.0%
522 20 48 5-04 Exercise Equipment - Maintenance & Repair	1,000.00	58.15	181.43	818.57	18.1%
220	23,050.00	310.70	433.98	22,616.02	1.9%
522 45 25 0-04 Apprenticeship Training	5,820.00	0.00	395.84	5,424.16	6.8%
522 45 31 0-04 Training Operating Supplies	7,500.00	354.41	354.41	7,145.59	4.7%
522 45 31 5-04 Training Props	15,600.00	82.48	2,086.91	13,513.09	13.4%
522 45 41 0-04 Contracted Instructors / Evaluators	12,000.00	0.00	0.00	12,000.00	0.0%
522 45 42 0-04 Training Consortium Program (Equip/Trng)	100,000.00	8,163.54	8,997.17	91,002.83	9.0%
522 45 43 5-04 Travel Expenses - FS	16,900.00	0.00	675.39	16,224.61	4.0%
522 45 45 0-04 Live Fire Training - Facility Rental Site Use & Prep Fees	22,800.00	0.00	0.00	22,800.00	0.0%
522 45 49 4-04 Incident Mgmt Training Program (Blue Card)	22,500.00	5,602.00	6,147.00	16,353.00	27.3%
522 45 49 5-04 Registration - FS	15,675.00	1,030.00	2,303.06	13,371.94	14.7%
522 45 49 9-04 Miscellaneous - Training	2,000.00	0.00	344.36	1,655.64	17.2%
245	220,795.00	15,232.43	21,304.14	199,490.86	9.6%
520	243,845.00	15,543.13	21,738.12	222,106.88	8.9%
820 BC Soper	243,845.00	15,543.13	21,738.12	222,106.88	8.9%

MFD RFA Expense YTD - Expenses

Marysville Fire District

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004 MFD RFA - Expense Fund 778-70

Expenditures	Amt Budgeted	March	YTD	Remaining	
830 DC Cole					
520					
522 16 41 6-04 Lexipol Policy Services	36,468.00	1,214.32	37,682.62	(1,214.62)	103.3%
216	36,468.00	1,214.32	37,682.62	(1,214.62)	103.3%
522 20 49 5-04 Peer Support Program - Services/Supplies	18,200.00	0.00	0.00	18,200.00	0.0%
220	18,200.00	0.00	0.00	18,200.00	0.0%
520	54,668.00	1,214.32	37,682.62	16,985.38	68.9%
830 DC Cole	54,668.00	1,214.32	37,682.62	16,985.38	68.9%

835 FM Maloney

520					
522 20 24 5-04 Protective Gear & Equipment	215,000.00	4,981.61	21,554.25	193,445.75	10.0%
522 20 35 1-04 SCBA - Mask/Harness Replacements	8,000.00	0.00	0.00	8,000.00	0.0%
522 20 35 9-04 Respirator Fit Test Maint/Supplies	1,500.00	0.00	0.00	1,500.00	0.0%
522 20 41 0-04 PPE - Inspections/Repairs	30,000.00	2,880.72	3,569.72	26,430.28	11.9%
522 20 48 7-04 SCBA - Contracted Maint Services/Cylinder Hydros	36,000.00	4,211.15	4,211.15	31,788.85	11.7%
220	290,500.00	12,073.48	29,335.12	261,164.88	10.1%
522 30 31 0-04 FP - Operating Supplies	9,000.00	0.00	5.45	8,994.55	0.1%
522 30 31 3-04 FP - Public Education Supplies	12,000.00	0.00	0.00	12,000.00	0.0%
522 30 31 7-04 CERT Class Supplies	1,500.00	0.00	0.00	1,500.00	0.0%
522 30 45 0-04 FP - Contracted Services - Sno Co FM Investigations	11,200.00	0.00	0.00	11,200.00	0.0%
522 30 49 0-04 FP Memberships, Dues, Subscriptions	10,000.00	0.00	1,725.00	8,275.00	17.3%
522 30 49 5-04 Newsletters & Community Publications	40,000.00	0.00	0.00	40,000.00	0.0%
522 30 49 9-04 Miscellaneous - Fire Prevention	800.00	0.00	50.00	750.00	6.3%
230	84,500.00	0.00	1,780.45	82,719.55	2.1%
522 45 43 3-04 Travel Expenses - FP	7,000.00	1,284.33	1,284.33	5,715.67	18.3%
522 45 49 3-04 Registration Fees - FP	8,000.00	400.00	675.97	7,324.03	8.4%
245	15,000.00	1,684.33	1,960.30	13,039.70	13.1%
520	390,000.00	13,757.81	33,075.87	356,924.13	8.5%
590					
594 22 62 0-04 PPE Gear Dryer	13,000.00	0.00	0.00	13,000.00	0.0%
590	13,000.00	0.00	0.00	13,000.00	0.0%

MFD RFA Expense YTD - Expenses

Marysville Fire District

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004 MFD RFA - Expense Fund 778-70

Expenditures	Amt Budgeted	March	YTD	Remaining		
835 FM Maloney	403,000.00	13,757.81	33,075.87	369,924.13	8.2%	
840 DC Neuhoff						
520						
522 18 35 5-04	Network Switches	50,000.00	0.00	0.00	50,000.00	0.0%
522 18 35 7-04	Computer Hardware/Parts	26,500.00	94.41	1,984.92	24,515.08	7.5%
522 18 42 0-04	Telephone - All Stations	34,000.00	2,483.54	7,504.92	26,495.08	22.1%
522 18 42 3-04	Cellular Phone Services	32,000.00	2,259.31	6,770.90	25,229.10	21.2%
522 18 42 7-04	Network Lines & Maintenance	93,925.00	973.01	3,179.51	90,745.49	3.4%
522 18 45 0-04	Office Equipment	8,850.00	490.01	1,216.76	7,633.24	13.7%
	Images/Repairs/Maintenance					
522 18 49 0-04	Computer Licensing/Support	127,500.00	19,107.09	38,208.91	89,291.09	30.0%
522 18 49 2-04	Office 365 Conversion - Phase 2	25,000.00	0.00	0.00	25,000.00	0.0%
522 18 49 9-04	Miscellaneous - Communications	500.00	75.00	75.00	425.00	15.0%
218		398,275.00	25,482.37	58,940.92	339,334.08	14.8%
522 20 32 0-04	FS Vehicles -	98,000.00	8,227.17	21,325.65	76,674.35	21.8%
	Fuel/Lubricants/Antifreeze					
522 20 35 5-04	Communications Equipment & Maintenance	10,000.00	0.00	0.00	10,000.00	0.0%
522 20 41 7-04	GIS Contracted Services & Mapping Misc.	1,000.00	0.00	0.00	1,000.00	0.0%
522 20 45 0-04	SNOCO 911 - Managed Laptop Program	51,000.00	3,272.82	9,818.46	41,181.54	19.3%
522 20 45 2-04	SNOCO 911 - Dispatch Services	711,500.00	59,291.25	177,873.75	533,626.25	25.0%
522 20 48 0-04	SCBA - Compressor Repairs & Air Sample Testing	4,500.00	0.00	269.99	4,230.01	6.0%
522 20 48 3-04	Communications Equipment Repairs	5,000.00	0.00	43.21	4,956.79	0.9%
220		881,000.00	70,791.24	209,331.06	671,668.94	23.8%
522 45 43 2-04	Travel Expenses - SSD	2,500.00	0.00	0.00	2,500.00	0.0%
522 45 49 2-04	Registration Fees - SSD	5,000.00	0.00	0.00	5,000.00	0.0%
245		7,500.00	0.00	0.00	7,500.00	0.0%
522 50 31 0-04	Facilities - Operating Supplies	45,000.00	4,317.27	10,665.48	34,334.52	23.7%
522 50 35 0-04	Facilities - Furniture, Equipment, Appliances	45,000.00	0.00	2,408.77	42,591.23	5.4%
522 50 35 2-04	Facility Electronic Security - Door Locks	45,000.00	0.00	0.00	45,000.00	0.0%
522 50 35 4-04	Facility Security Cameras	25,000.00	0.00	0.00	25,000.00	0.0%
522 50 41 0-04	Facilities - Landscaping & Janitorial Service	52,000.00	6,226.63	8,843.27	43,156.73	17.0%
522 50 45 0-04	Equipment & Other Rentals	1,000.00	0.00	0.00	1,000.00	0.0%
522 50 47 0-04	Water / Sewer / Garbage	38,000.00	3,503.11	10,143.43	27,856.57	26.7%
522 50 47 5-04	Electricity / Natural Gas	135,000.00	13,305.93	45,466.51	89,533.49	33.7%
522 50 48 0-04	Facilities - Contacted Repair	140,000.00	23,478.34	29,363.60	110,636.40	21.0%
522 50 49 9-04	Miscellaneous - Facilities/Vehicles/Equip	1,000.00	0.00	0.00	1,000.00	0.0%

MFD RFA Expense YTD - Expenses

Marysville Fire District

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004 MFD RFA - Expense Fund 778-70

Expenditures	Amt Budgeted	March	YTD	Remaining	
520					
250	527,000.00	50,831.28	106,891.06	420,108.94	20.3%
522 60 31 0-04 Vehicle / Shop - Operating Supplies	130,000.00	15,123.69	27,698.15	102,301.85	21.3%
522 60 35 0-04 Vehicle / Shop - Tools & Equipment	8,000.00	0.00	753.61	7,246.39	9.4%
522 60 39 0-04 SCFD#15 Service Contract Supplies/Parts	10,000.00	749.03	917.65	9,082.35	9.2%
522 60 48 0-04 Vehicles - Contracted Repair	85,000.00	5,875.11	7,925.33	77,074.67	9.3%
522 60 48 5-04 Equipment - Contracted Repair/Testing	18,500.00	0.00	0.00	18,500.00	0.0%
260	251,500.00	21,747.83	37,294.74	214,205.26	14.8%
522 70 32 0-04 EMS Vehicles - Fuel/Lubricants/Antifreeze	100,000.00	7,895.89	19,359.05	80,640.95	19.4%
270	100,000.00	7,895.89	19,359.05	80,640.95	19.4%
520	2,165,275.00	176,748.61	431,816.83	1,733,458.17	19.9%

590

591 22 70 0-04 Capital Lease - Copy Machine	4,300.00	264.52	977.28	3,322.72	22.7%
591 22 70 5-00 Capital Lease - Postage Meter	900.00	(15.53)	201.21	698.79	22.4%
594 22 62 3-04 Telephone System Upgrade	35,000.00	0.00	0.00	35,000.00	0.0%
594 22 62 4-04 WiFi System Upgrade	60,000.00	0.00	0.00	60,000.00	0.0%
590	100,200.00	248.99	1,178.49	99,021.51	1.2%
840 DC Neuhoff	2,265,475.00	176,997.60	432,995.32	1,832,479.68	19.1%

845 BC Taylor

520

522 20 24 0-04 Uniforms - All Employees	112,500.00	20,568.98	36,920.49	75,579.51	32.8%
520	112,500.00	20,568.98	36,920.49	75,579.51	32.8%
845 BC Taylor	112,500.00	20,568.98	36,920.49	75,579.51	32.8%

850 BC Jesus

520

522 20 31 0-04 FS - Operating Supplies (Consumables)	25,000.00	1,322.47	4,095.53	20,904.47	16.4%
522 20 35 0-04 FS - Operating Equipment & Tools	37,000.00	10,591.17	11,823.36	25,176.64	32.0%
522 20 49 9-04 Miscellaneous - Fire Suppression	1,500.00	0.00	0.00	1,500.00	0.0%
520	63,500.00	11,913.64	15,918.89	47,581.11	25.1%

MFD RFA Expense YTD - Expenses

Marysville Fire District

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004 MFD RFA - Expense Fund 778-70

Expenditures	Amt Budgeted	March	YTD	Remaining	
850 BC Jesus	63,500.00	11,913.64	15,918.89	47,581.11	25.1%
Fund Expenditures:	29,468,144.00	2,193,937.90	7,093,810.13	22,374,333.87	24.1%
Fund Excess/(Deficit):	(29,468,144.00)	(2,193,937.90)	(7,093,810.13)		

CM

MFD RFA Apparatus YTD - Expenses

Marysville Fire District

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304 MFD RFA - Apparatus Fund 778-72

Expenditures	Amt Budgeted	March	YTD	Remaining	
100 General Admin					
520					
522 16 41 3-09 Snohomish County - Investment Fees	1,050.00	94.78	284.34	765.66	27.1%
520	1,050.00	94.78	284.34	765.66	27.1%
100 General Admin	1,050.00	94.78	284.34	765.66	27.1%
840 DC Neuhoff					
590					
594 22 64 0-09 Ladder Truck	1,788,000.00	0.00	0.00	1,788,000.00	0.0%
594 22 64 2-09 Staff Vehicle - Fleet/Facilities	75,000.00	0.00	0.00	75,000.00	0.0%
594 22 64 4-09 Staff Vehicle - Fire Prevention	80,000.00	0.00	0.00	80,000.00	0.0%
594 22 64 6-09 Ambulance Remounts	320,000.00	0.00	0.00	320,000.00	0.0%
590	2,263,000.00	0.00	0.00	2,263,000.00	0.0%
840 DC Neuhoff	2,263,000.00	0.00	0.00	2,263,000.00	0.0%
Fund Expenditures:	2,264,050.00	94.78	284.34	2,263,765.66	0.0%
Fund Excess/(Deficit):	(2,264,050.00)	(94.78)	(284.34)		

CM

MFD RFA Reserve/Capital YTD - Expenses

Marysville Fire District

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303 MFD RFA - Capital/Reserve Fund 778-73

Expenditures	Amt Budgeted	March	YTD	Remaining
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100 General Admin

520

522 70 49 0-08	GEMT Program - Overpaid Funds Return	0.00	0.00	8,823.11	(8,823.11)	0.0%
000		0.00	0.00	8,823.11	(8,823.11)	0.0%
522 16 41 9-08	Snohomish County Investment Fees	6,000.00	430.61	1,291.83	4,708.17	21.5%
216		6,000.00	430.61	1,291.83	4,708.17	21.5%
520		6,000.00	430.61	10,114.94	(4,114.94)	168.6%
100 General Admin		6,000.00	430.61	10,114.94	(4,114.94)	168.6%

840 DC Neuhoff

590

594 22 61 0-08	General Capital Projects - A&E/Professional Services	25,000.00	0.00	0.00	25,000.00	0.0%
594 22 62 0-08	Public Safety Building - A&E Services	30,000.00	16,158.00	29,043.50	956.50	96.8%
594 22 62 1-08	Station 63 Generator	45,000.00	43,721.71	43,721.71	1,278.29	97.2%
594 22 62 4-08	Public Safety Building - Remodel Costs	1,000,000.00	0.00	0.00	1,000,000.00	0.0%
594 22 62 5-08	Public Safety Building - Move In Costs	50,000.00	0.00	0.00	50,000.00	0.0%
594 22 70 0-08	Public Safety Building Purchase - Installment 3 Of 3	1,175,000.00	0.00	0.00	1,175,000.00	0.0%
590		2,325,000.00	59,879.71	72,765.21	2,252,234.79	3.1%
840 DC Neuhoff		2,325,000.00	59,879.71	72,765.21	2,252,234.79	3.1%

Fund Expenditures:	2,331,000.00	60,310.32	82,880.15	2,248,119.85	3.6%
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Fund Excess/(Deficit):	(2,331,000.00)	(60,310.32)	(82,880.15)
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CM

MFD RFA Equipment YTD - Expenses

Marysville Fire District

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305 MFD RFA - Equipment Fund 778-74

Expenditures	Amt Budgeted	March	YTD	Remaining
100 General Admin				
520				
522 16 41 9-10 Snohomish County - Investment Fees	250.00	26.50	56.90	193.10 22.8%
520	250.00	26.50	56.90	193.10 22.8%
100 General Admin	250.00	26.50	56.90	193.10 22.8%
Fund Expenditures:	250.00	26.50 ✓	56.90	193.10 22.8%
Fund Excess/(Deficit):	(250.00)	(26.50)	(56.90)	

CM

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

Cash on hand at beginning of the month: **\$9,603,736.58**

Income for the month:

03/02 - Cash Deposit	\$10,190.23
03/09 - Cash Deposit	\$6,098.49
03/16 - Cash Deposit	\$2,238.98
03/20 - ACH Debit Transfer	\$245,229.63
03/23 - Cash Deposit	\$47,550.97
03/30 - Cash Deposit	\$163.74
03/31 - RFA Property Tax Collections	\$877,875.00
03/31 - FD#12 Property Tax Collections	\$97,719.91
03/31 - Leasehold Excise Tax/Private Harvest	\$1.30
03/31 - Investment Interest	\$21,938.96

Total Income for the month: **\$1,309,007.21**

Expenditures for the month:

03/24 - A/P - Warrants Approved 03/15	(\$372,849.13)
03/31 - Sno Co Investment Fees	(\$252.20)
02/28 - Payroll - Approved 03/15	(\$1,826,271.28)

Total Expenditures for the month: **(\$2,199,372.61)**

Cash on hand as of 03/31/2022 **\$8,713,371.18**

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

Cash on hand at beginning of the month: **\$2,591,180.48**

Income for the month:

03/31 - Investment Interest	\$6,579.59
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Total Income for the month: **\$6,579.59**

Expenditures for the month:

03/31 - Sno Co Investment Fees	(\$94.78)
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Total Expenditures for the month: **(\$94.78)**

Cash on hand as of 03/31/2022 **\$2,597,665.29**

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

Cash on hand at beginning of the month: **\$20,358,175.33**

Income for the month:

03/20 - ACH Debit Transfer	\$205,063.37
03/31 - Investment Interest	\$49,400.60

Total Income for the month:		\$254,463.97
Expenditures for the month:		
03/24 - A/P - Warrants Approved 03/15	(\$59,879.71)	
03/31 - Sno Co Investment Fees	(\$430.61)	
Total Expenditures for the month:		(\$60,310.32)
Cash on hand as of 03/31/2022		\$20,552,328.98

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

Cash on hand at beginning of the month:		\$303,330.58
Income for the month:		
03/31 - Investment Interest	\$739.35	
Total Income for the month:		\$739.35
Expenditures for the month:		
03/31 - Sno Co Investment Fees	(\$26.50)	
Total Expenditures for the month:		(\$26.50)
Cash on hand as of 03/31/2022		\$304,043.43

<i>GRAND TOTAL CASH ON HAND - March 1, 2023</i>	\$32,856,422.97
<i>GRAND TOTAL CASH ON HAND - March 31, 2023</i>	\$32,167,408.88
<i>DIFFERENCE</i>	<u>(\$689,014.09)</u>

MARYSVILLE FIRE DISTRICT

Regional Fire Authority

AGENDA BILL

BOARD MEETING DATE: April 19, 2023

AGENDA ITEM: MFD Resolution 2023-004 – 2023 EMS Levy Election	AGENDA SECTION: Old Business
PREPARED BY: Ned Vander Pol, Fire Chief	
ATTACHMENTS: MFD Resolution 2023-004 – 2023 EMS Levy Election EMS Levy Proposition - Explanatory Statement	
BUDGET CODE: N/A	AMOUNT: N/A
SUMMARY: In order to continue providing excellent medical services to the citizens of the District, the District has identified the need to impose a new \$0.50, 10 year EMS Levy for election in 2023 and collection in 2024. This new levy will replace the two existing levies currently being collected by the City of Marysville and Fire District 12. Included in this packet are the resolution and explanatory statement necessary to submit to the voters a \$0.50, 10 year EMS Levy proposition in the August 1, 2023 election.	

RECOMMENDED ACTION: Motion to approve MFD Resolution #2023-004 and accompanying explanatory statement, authorizing a \$0.50, 10 year EMS Levy proposition be submitted to the voters in an election to be held August 1, 2023.

**MARYSVILLE FIRE DISTRICT
A REGIONAL FIRE AUTHORITY
RESOLUTION NO. 2023-004**

A RESOLUTION PROVIDING FOR THE SUBMISSION TO THE VOTERS OF THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AT AN ELECTION TO BE HELD THEREIN ON AUGUST 1, 2023, IN CONJUNCTION WITH THE STATE PRIMARY ELECTION TO BE HELD ON THE SAME DAY, A PROPOSITION TO IMPOSE A TEN YEAR EMERGENCY MEDICAL SERVICES LEVY (“EMS LEVY”) AT A LEVY RATE OF FIFTY CENTS (\$.50) OR LESS PER THOUSAND DOLLARS OF ASSESSED VALUATION IN ADDITION TO ITS REGULAR PROPERTY TAX LEVY, TO BE LEVIED EACH YEAR BEGINNING IN 2023 AND TO BE COLLECTED IN EACH YEAR SUCCEEDING THE YEAR OF THE LEVY TO PROVIDE FUNDS REQUIRED TO CONTINUE TO PROVIDE EMERGENCY MEDICAL SERVICES.

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

WHEREAS, pursuant to the special election 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 (“District”) effective October 1, 2019; and

WHEREAS, the Washington State Legislature recognized the financial burden to be encumbered upon local governments for the provisioning of Emergency Medical Services to the citizens of their community and authorized, through the adoption of RCW 84.52.069, the funding of emergency medical services through voter approved emergency medical services levies, and

WHEREAS, the entire region comprising the District was subject to permanent emergency medical service levies immediately prior to the District’s formation and those permanent emergency medical service levies of Fire District No. 12 and the City have continued, with tax revenue from such funds being passed through to the District, since the formation of the District; and

WHEREAS, the existing permanent emergency medical service levies of the City and Fire District No. 12 are at rates insufficient to meet the needs of providing existing levels of emergency medical services in the District; and

WHEREAS, it is the judgment of the Board of Directors of the District that it is essential and necessary for the protection of the health and life of the residents of the District that emergency medical services continue to be provided by the District. Such levels of service will necessitate the expenditure of revenues for maintenance, operations, equipment, and personnel in excess of those which can be provided by the District’s regular tax levy or by the existing emergency medical service levy rates of the City and Fire District No. 12; and

WHEREAS, the District desires to impose a new 10 year emergency medical services levy (“EMS Levy”) in order to continue providing excellent emergency medical services.

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

Section 1. Levies. In order to provide the revenue adequate to pay the costs of providing adequate life protection services and facilities, the District shall levy each year for a period of ten consecutive years beginning in 2023 and collect each year for a period of ten consecutive years beginning in 2024, a general tax on taxable property within the District in addition to the regular levy for maintenance and operation costs, in an amount not to exceed \$0.50 per \$1,000.00 of assessed valuation of such property. Such EMS Levy is pursuant to RCW 84.52.069 and, if approved by the voters, will be levied in place of the existing permanent EMS levies of the City and Fire District No. 12 during the 10 year term of the EMS Levy. The permanent EMS levy authority of the City and Fire District No. 12 shall remain and not be eliminated by the proposition set forth in this Resolution but such levies shall not be imposed during such time as the District imposes its own EMS Levy in accordance with state law.

Section 2. Use of Funds. In accordance with RCW 84.52.069, the funds raised by the EMS Levy shall be used only for the provision of emergency medical services, including related personnel costs, training for such personnel and related equipment, supplies, vehicles, and structures needed for the provision of emergency medical services.

Section 3. Call for election. The District Board of Directors hereby declares the need to call an election by the County Auditor of Snohomish County, Ex-officio Supervisor for Elections, and requests said Auditor to call and conduct a special election on the 1st day of August, 2023 for the purpose of submitting to the voters of the District for their approval or rejection pursuant to RCW 84.52.069 the EMS Levy proposition described herein.

Section 4. Ballot title. Pursuant to RCW 84.52.069 and 29A.36.210, the Snohomish County Prosecuting Attorney is requested to prepare the concise description of the aforesaid proposition for the ballot title in substantially the following form:

PROPOSITION NO. 1
MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY
EMERGENCY MEDICAL SERVICES
PROPERTY TAX LEVY

Will the Marysville Fire District, a Regional Fire Authority, be authorized to impose a regular property tax levy of \$0.50 or less per \$1,000.00 of assessed valuation for each of ten consecutive years, with collection beginning in 2024, to provide funding for emergency medical services, with such levy being imposed instead of the existing emergency medical services levies of the City of Marysville and Fire District No 12 during this time?

YES..... []

NO..... []

Section 5. Certification. The Secretary of the District is directed (a) to certify to the Auditor a copy of this Resolution No. 2023-004 by May 12, 2023; and (b) to perform such other duties as are necessary and required by law in submitting to the voters of at the aforesaid election the foregoing proposition.

Section 6. Implementation. The Fire Chief of the District is authorized to implement such administrative procedures as may be necessary to carry out the directives of this legislation.

Section 7. Severability. If any provision of this Resolution or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances is not affected.

Section 8. Effective Date. This Resolution shall be in full force and effect upon passage and signatures hereon.

APPROVED AND ADOPTED by the Marysville Fire District, A Regional Fire Authority, this 19th day of April, 2023 by majority vote of the members.

BOARD OF DIRECTORS

Board Chairperson

ATTEST:
MARYSVILLE FIRE DISTRICT

District Secretary

APPROVED AS TO FORM:

Noel Treat, District Attorney



**THOMPSON ♦ GUILDNER
& ASSOCIATES INC. P.S.**

110 Cedar Ave, Ste 102
Snohomish, WA 98290
360.568.3119

www.trustedguidancelaw.com

March 31, 2023

Chief Vander Pol
Director McInnis
Marysville Fire District
1094 Cedar Avenue
Marysville, WA 98270

Re: EMS Levy Proposition – Explanatory Statement

Dear Chief Vander Pol and Director McInnis:

In accordance with RCW 29A.32.241, I attest that I have prepared and approve for submission to Snohomish County Elections the following explanatory statement for the District's Emergency Medical Services Levy proposition.

Explanatory Statement

Marysville Fire District, a Regional Fire Authority, requests voter approval to authorize a ten (10) year property tax levy of up to fifty (0.50) cents per \$1,000 of assessed valuation, to be collected annually beginning in 2024. This levy will be used only to fund the Emergency Medical Services (EMS) program and maintain the current level of EMS service provided to residents, including full-time paramedics and ambulance transports.

The City of Marysville and Fire District No. 12 currently levy an EMS levy. If approved, this levy will replace those levies during the next ten years.

This levy will allow EMS services to continue to be provided to residents at current levels. The District has had a 13% increase in call volume over the last five years with approximately 86% of District responses being EMS type calls.

March 31, 2023

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Please let me know if you or Snohomish County Elections have any questions.

Very truly yours,

A handwritten signature in black ink, consisting of a series of loops and a horizontal line extending to the right.

Noel Treat

MARYSVILLE FIRE DISTRICT

Regional Fire Authority

AGENDA BILL

BOARD MEETING DATE: April 19, 2023

AGENDA ITEM: New Assistant Chief Job Descriptions Revised Deputy Chief of Operations Job Description	AGENDA SECTION: New Business
PREPARED BY: Ned Vander Pol, Fire Chief	
ATTACHMENTS: Assistant Chief – Operations and Support Services Job Description Assistant Chief – Fire Marshal Job Description Modified Deputy Chief of Operations Job Description	
BUDGET CODE: Various	AMOUNT: \$
SUMMARY: As part of the restructuring of the executive management team, I am recommending the creation of the new classifications of Assistant Chief of Operations and Support Services and Assistant Chief – Fire Marshal. Since the addition of an Assistant Chief rank in the Operations Division will create a change in duties for the Deputy Chief of Operations, I am also recommending a modification to the Deputy Chief of Operations job description.	

RECOMMENDED ACTION: Motion to approve the new classification and job descriptions for Assistant Chief of Operations and Support Services and Assistant Chief – Fire Marshal as well as the resulting modifications to the Deputy Chief of Operations job description.

**MARYSVILLE FIRE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	<u>Assistant Deputy</u> Chief of Operations <u>and Support Services</u>
DEPARTMENT:	Administration
CLASSIFICATION:	Non-Union/Exempt
APPROVAL DATE:	<u>April 19, 2023</u> February 16, 2022

POSITION PURPOSE:

This is Managerial work at the Executive level. This position may assume command of the District in the absence of the Fire Chief. In alignment with District’s strategic plan and operational goals, the Assistant Deputy Chief of Operations and Support Services is primarily responsible for analyzing, developing, leading, and implementing comprehensive effective programs that will provide the highest level of service and protection to the community. This position also manages, and operates the Fire District’s Support Services Division to include the apparatus maintenance program, facility operations, and computer/network support services. The Assistant Deputy Chief of Operations and Support Services will implement direction through the identification and achievement of organizational, operational, training and staffing objectives which are fiscally sound and closely aligned with the District’s budgetary resources. Actively direct and manage the all District operational services, ~~and/or~~ emergency response initiatives and District Support Services while maintaining the District’s 24-hour operational readiness and ability to respond safely to calls. Promote and ensure the performance excellence of suppression and EMS personnel through interactive management, progressive training programs and motivational leadership. Act as a high level representative for the District in external interactions with the citizens, elected officials, civic organizations and other governmental agencies for the dissemination of fire service and District related information and the establishment of cooperative working relationships to assist in achieving the District’s operational objectives.

SUPERVISION RECEIVED:*

- o Works under the general administrative direction of the Fire Chief.

SUPERVISION EXERCISED:*

- o All District Staff.

Assistant Deputy Chief of Operations and Support Services

Revised: April 19, 2023 ~~February 16, 2022~~ 1

ESSENTIAL DUTIES AND RESPONSIBILITIES -- The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Individuals occupying this position will be required to follow any other job related instructions and to perform any other job related duties requested by a supervisor. Specific duties and responsibilities include, but are not limited to:

- ~~Reports to and is responsible to the Fire Chief, and provides supervisory and technical assistance to the employees assigned to the Operations Division.~~
- In the absence of the Fire Chief and Deputy Chief of Operations, may assume all functions of the Chief as assigned; discipline employees, assign work, grant time off, develop emergency schedules, interview prospective employees, handle employee grievances and such other employee issues as they may arise from time to time.
- Evaluate the District's emergency response operations and strategies, recommend and oversee adjustments to ensure operational efficiency and to keep pace with industry standards and practices.
- Lead and grow a division through dynamic leadership, mentorship, positive motivation and employee development.
- Regularly provide leadership and direction to operations management staff regarding District initiatives, emergency response services, fire and EMS company operations and resolution of operational issues and concerns.
- In conjunction with District management team, plan, coordinate, and maintain progressive, comprehensive programs to prepare personnel for emergency and non-emergency response duties, correct performance deficiencies, provide professional development opportunities, and meet industry requirements.
- Function at both strategic and tactical level, working in conjunction with District personnel to analyze data/issues, forecast needs, draw conclusions, and identify potential solutions, project consequences of proposed actions, and effectively implement recommendations.
- Lead project teams and coordinate complex programs, utilizing highly developed project management, written/verbal communication and presentation skills.
- May occasionally need to eEstablish and operate an emergency command post and function as an Incident Commander within the Incident Command System at major fires and other emergency events.
- ~~Responsible for the departments Uniform and Personal Protective Clothing programs.~~
- Plan, develop, and implement goals, objectives, policies and procedures to ensure operational effectiveness.
- Establish and maintain effective internal and external working relationships.
- Develop, direct and manage the activities and capabilities of subordinate personnel. (i.e.; work in conjunction with Human Resources with hiring, terminations, disciplinary measures, developing personnel policies and procedures).
- Make sound decisions and facilitate implementation in accordance with laws, ordinances, rules, regulations, departmental policies and procedures, and labor agreements.
- Prepare division budgets and manage expenditures.
- Utilize excellent organizational skills with ability to work well under pressure of deadlines and constantly changing priorities.

Assistant Deputy Chief of Operations and Support Services

Revised: April 19, 2023 ~~February 16, 2022~~ 2

- Attends meetings of elected officials when assigned, and provide reports with the concurrence of the Fire Chief.
- Responds off duty ~~to~~ for emergencies and management issues when requested and available.
- Oversees the management of the Support Services Division which includes the facilities and apparatus maintenance programs and information technology services.
- Oversees the management of radio equipment, telephones, copies and pagers.
- May serve as the District Liaison to Architects, Engineers, Contractors, County and City departments, etc., for facility construction projects.
- Organize, participate in or chair various governmental, civic or business committees.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Please see the attached questionnaire for position specific physical requirements and typical working conditions. The physical demands and work environment characteristics described in the attached form are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. Maybe required to work beyond normal working hours to attend evening and weekend meetings.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Training and Experience Guidelines -- *The Marysville Fire District reserves the right to evaluate and consider, at its discretion, any combination of education and experience that tends to indicate the applicant possesses the skills, knowledge and abilities listed herein.*

- Associate Degree in Fire Science Administration by any accredited college or university (accredited shall mean accredited by any organization, agency, or entity approved by the United States Office of Education or, Council on Recognition of Post-secondary Accreditation) is preferred.
- Ten (10) years of progressively responsible fire service experience with a minimum of two years as Battalion Chief or higher.
- Be a minimum of twenty-one (21) years old.
- Considerable increasingly responsible experience including related supervisory or administrative experience, or an equivalent combination of education, training and/or experience that provides the following knowledge, skills and abilities:

Assistant Deputy Chief of Operations and Support Services

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Knowledge of:

- Modern administration principals, practices, and terminology related to public administration and fire department operations.
- Incident Command System in all disciplines.
- Principles, practices and emerging trends of modern firefighting and emergency operations, including: fire suppression/attack, EMS programs, hazardous materials programs, rescue systems and all hazards risk reduction.
- Related ordinances, laws, rules and regulations, national codes and standards.
- Effective labor relations, contract negotiations and conflict resolution techniques.
- Program development and administration techniques.
- Modern fire service technology, computer operating systems and software applications.
- Federal and state requirements regarding purchasing and public works projects for local government agencies.
- Project management to ensure that public works projects and other large expenditures are brought on line within time and budget.

Ability to:

- Work effectively with others.
- Remain clear-headed and diplomatic in stressful situations.
- Communicate effectively, orally and in writing.
- Successfully complete a twelve-month probationary period.
- Successfully pass a medical physical exam as determined by the Department's physician which shall also include a psychological evaluation.
- Be of good moral character and temperament, conscientious habits and requires that the Chief demonstrate good character through words and actions.
- Submit to a thorough employment reference check and verification of all applicable certifications.
- Submit to a thorough background check.

LICENSE OR CERTIFICATE REQUIREMENTS:

- Requires a valid Washington State Driver's License and a driving record acceptable to the Department's insurance carrier.

The statements contained herein reflect general details as necessary to describe the functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work period, or otherwise to balance the workload.

Assistant Deputy Chief of Operations and Support Services

Revised: April 19, 2023 ~~February 16, 2022~~ 4

The requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, the public or other employees.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGEMENT

DATE

Assistant ~~Deputy~~ Chief of Operations and Support Services

Revised: April 19, 2023 ~~February 16, 2022~~ 5

**MARYSVILLE FIRE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	<u>Assistant Deputy</u> Chief, Fire Marshal
DEPARTMENT:	Administration
CLASSIFICATION:	Non-Union/Exempt
APPROVAL DATE:	<u>April 19, 2023</u> February 16, 2022

POSITION PURPOSE:

This is managerial work at the executive level. This position is responsible for all internal and external fire prevention and "all risk" mitigation activities. Supervises and directs the work of all personnel assigned to the Fire Prevention Division. Must work closely and cooperatively with community development staff, building officials, public works department, city engineers, architects, designers, contractors and the public. Must be able to make concise and technical written and oral reports; read and understand laws, codes, and regulations. Participates in fire investigations to determine causes, including suspected arson, and prepare reports and findings. May be required to testify in a court of law involving criminal cases or code enforcement related issues. Provides technical expertise in the administration of projects, fire codes and plans review. As assigned by the Fire Chief, may serve as liaison with other governmental agencies and communities.

SUPERVISION RECEIVED:*

o Works under the general administrative direction of the Fire Chief.

SUPERVISION EXERCISED:*

o All District ~~Operations~~ Fire Prevention Division Staff.

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ESSENTIAL DUTIES AND RESPONSIBILITIES -- *The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Individuals occupying this position will be required to follow any other job related instructions and to perform any other job related duties requested by a supervisor. Specific duties and responsibilities include, but are not limited to:*

- In the absence of the Fire Chief ~~and Assistant Chief,~~ may assume all functions of the Chief as assigned; discipline employees, assign work, grant time off, develop emergency schedules,

Assistant Deputy Chief – Fire Marshal

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interview prospective employees, handle employee grievances and such other employee issues as they may arise from time to time.

- Reports to and is responsible to the Fire Chief, and provides supervisory and technical assistance to the employees assigned in the Fire Prevention Division.
- Establish department programs, priorities, and objectives within the area assigned.
- Lead employees effectively, maintaining discipline, along with the ability to exercise sound judgment and management control in personnel and labor relations.
- Strong communication skills and ability to work cooperative and effectively with employees, related agencies and the general public.
- Assign work to employees and approve training for the same.
- Shall demonstrate a great deal of discretion and independent judgment in the performance of duties.
- Ability to interact with internal and external customers in a professional and timely manner and within limits established by the department.
- Apply common sense along with known practices to achieve goals.
- Work closely with all divisions within the ~~department-district~~ to provide for the highest degree of efficiency and accuracy.
- Continually maintain, develop and implement industry ~~b~~Best ~~p~~Practices.
- Work with various agencies in the promotion and development of fire, life and injury prevention safety programs.
- Recommend and assist with the development of codes and ordinances.
- Research and locate needed information to deal with code applications and violations.
- Responsible for ~~u~~ or the management of ~~u~~ the plan review process for commercial, industrial business, multi-family housing units, residential plats, schools, nursing homes, churches, public assemblies and similar buildings.
- Responsible for management of the plan review process for fire protection systems, fire alarm systems, and water supply systems submitted for approval.
- Maintains records of inspections, investigation, and plans review.
- Manage the various programs for inspections of properties for hazard identification, risk reductions, and code enforcement.
- Assist ~~the t~~Training ~~d~~Division with the development and implementation of training programs, inspection techniques, injury prevention programs and fire investigation techniques.
- Responsible for the management of programs for the investigations of fires to determine cause and origin.
- Prepares and recommends the budget of the assigned areas and manages the approved budget
- Attends meetings of elected officials when assigned, and provide reports with the concurrence of the Fire Chief.
- Respond off duty when requested and available.

~~Assistant Deputy~~ Chief – Fire Marshal

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- Must be able to perform as Incident Commander and/or staff functions at fires and other major incidents.
- Attend training courses, seminars, and meetings to maintain knowledge and learn new trends in the field.
- Assure all hydrants reported as damaged, out of service, or suffering from ~~disminished~~diminished visibility, are appropriately mitigated.
- This position may perform other administrative duties as required by the Fire Chief or designee.
- Develop, implement, and enforce policies of the department and within the division.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Please see the attached questionnaire for position specific physical requirements and typical working conditions. The physical demands and work environment characteristics described in the attached form are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. Maybe required to work beyond normal working hours to attend evening and weekend meetings.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Training and Experience Guidelines -- *The Marysville Fire District reserves the right to evaluate and consider, at its discretion, any combination of education and experience that tends to indicate the applicant possesses the skills, knowledge and abilities listed herein.*

- Minimum, ~~an~~ Associate Degree or greater in Fire Protection Engineering, Fire Command Administration, Fire Science or other related field by an accredited college or university (Accredited shall mean accredited by any organization, agency, or entity approved by the United States Office of Education or, Council on Recognition of Post-secondary Accreditation), or any combination of education and experience as determined by the Fire Chief.
- ~~Seven (7)~~Ten (10) years in the fire service including knowledge and experience of fire and building codes, fire inspection, plans review or public education.
- Three (3) years fire service supervisory experience.
- Be a minimum of twenty-one (21) years old.
- Considerable increasingly responsible experience including related supervisory or administrative experience, or an equivalent combination of education, training and/or

Commented [TM1]: This is to be the same as the other asst. chief position

Assistant ~~Deputy~~ Chief – Fire Marshal

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experience that provides the following knowledge, skills and abilities:

Knowledge of:

- Modern fire prevention principles, procedures, techniques and equipment.
- The application and interpretation of fire codes and standards.
- The application of codes involving life safety.
- Building codes related to fire and life safety.
- Construction methods and materials related to fire safety.

Ability to:

- Work effectively with others.
- Perform inspections and preparing reports.
- Provide leadership within the department and in the community.
- Communicate effectively, orally and in writing.
- Effectively apply standard fire prevention techniques.
- Act effectively in emergency and stressful situations.
- Obtain/maintain a valid Washington State driver's license and good driver's record as identified by department policy.
- Successfully complete a twelve-month probationary period.
- Successfully pass a medical physical exam as determined by the ~~Department's-district's~~ physician which shall also include a psychological evaluation.
- Be of good moral character and temperament, conscientious habits and requires that the Chief demonstrate good character through words and actions.
- Submit to a thorough employment reference check and verification of all applicable certifications.
- Submit to a thorough background check.

LICENSE OR CERTIFICATE REQUIREMENTS:

- IFSAC Fire Inspector or International Code Council (ICC) Fire Inspector I Certification. (Within 18 months of appointment).
- ICC Fire Plans Examiner Certification. (Within 36 months of appointment).
- Requires a valid Washington State Driver's License and a driving record acceptable to the ~~Department's-district's~~ insurance carrier.

The statements contained herein reflect general details as necessary to describe the functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work period, or otherwise to balance the workload.

~~Assistant Deputy~~ Chief – Fire Marshal

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The requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, the public or other employees.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGEMENT

DATE

MARYSVILLE FIRE DISTRICT POSITION DESCRIPTION

POSITION TITLE:	Deputy Chief of Operations
DEPARTMENT:	Administration
CLASSIFICATION:	Non-Union/Exempt
APPROVAL DATE:	<u>April 19, 2023</u> February 16, 2022

POSITION PURPOSE:

This is Managerial work at the Executive level. This position may assume command of the District in the absence of the Fire Chief and Assistant Chief of Operations and Support Services. In alignment with District's strategic plan and operational goals, the Deputy Chief of Operations is ~~primarily~~ responsible for analyzing, developing, leading, and implementing comprehensive effective programs that will provide the highest level of service and protection to the community. The Deputy Chief of Operations will implement direction from the Fire Chief and the Assistant Fire Chief regarding ~~through~~ the identification and achievement of organizational, operational, training and staffing objectives. ~~which are fiscally sound and closely aligned with the District's budgetary resources~~. Actively direct and manage the all District operational services and/or emergency response initiatives while maintaining the District's 24-hour operational readiness and ability to respond safely to calls. Promote and ensure the performance excellence of suppression and EMS personnel through interactive management, progressive training programs and motivational leadership. Act as a ~~high level~~ representative for the District in external interactions with the citizens, elected officials, civic organizations and other governmental agencies for the dissemination of fire service and District related information and the establishment of cooperative working relationships to assist in achieving the District's operational objectives.

SUPERVISION RECEIVED:*

- o Works under the general administrative direction of the ~~Assistant Fire~~ Chief of Operations and Support Services.

SUPERVISION EXERCISED:*

- o All Operational District Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES -- *The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Individuals occupying this position will be required to follow any other job related*

Deputy Chief of Operations

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instructions and to perform any other job related duties requested by a supervisor. Specific duties and responsibilities include, but are not limited to:

- Reports to and is responsible to the Assistant Fire Chief of Operations and Support Services, and provides supervisory and technical assistance to the employees assigned to the Operations Division.
- Evaluate the District's emergency response operations and strategies, recommend and oversee adjustments to ensure operational efficiency and to keep pace with industry standards and practices.
- Lead and grow a division through dynamic leadership, mentorship, positive motivation and employee development.
- Regularly provide leadership and direction to operations management staff regarding District initiatives, emergency response services, fire and EMS company operations and resolution of operational issues and concerns.
- Assist the Assistant Chief of Operations and Support Services to ~~In conjunction with District management team,~~ plan, coordinate, and maintain progressive, comprehensive programs to prepare personnel for emergency and non-emergency response duties, correct performance deficiencies, provide professional development opportunities, and meet industry requirements.
- Function at both strategic and tactical level, working in conjunction with District personnel to analyze data/issues, forecast needs, draw conclusions, and identify potential solutions, project consequences of proposed actions, and effectively implement recommendations.
- Lead project teams and coordinate complex programs, utilizing highly developed project management, written/verbal communication and presentation skills.
- Establish and operate an emergency command post and function as an Incident Commander within the Incident Command System at major fires and other emergency events.
- Responsible for the departments Uniform and Personal Protective Clothing programs.
- Assist the Assistant Chief of Operations and Support Services ~~p~~Plan, develop, and implement goals, objectives, policies and procedures to ensure operational effectiveness.
- Establish and maintain effective internal and external working relationships.
- Develop, direct and manage the activities and capabilities of subordinate personnel. (i.e.; assist Human Resources in hiring, termination, disciplinary measures).
- Make sound decisions and facilitate implementation in accordance with laws, ordinances, rules, regulations, departmental policies and procedures, and labor agreements.
- Assist with the preparation of the ~~Prepare~~ division budget and manage expenditures.
- Utilize excellent organizational skills with ability to work well under pressure of deadlines and constantly changing priorities.
- Attends meetings of elected officials when assigned, and provide reports with the concurrence of the Assistant Fire Chief of Operations and Support Services. ~~Fire Chief.~~
- Responds off duty ~~to~~ for emergencies and management issues when requested and available.
- Organize, participate in or chair various governmental, civic or business committees.

Deputy Chief of Operations

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- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Please see the attached questionnaire for position specific physical requirements and typical working conditions. The physical demands and work environment characteristics described in the attached form are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. Maybe required to work beyond normal working hours to attend evening and weekend meetings.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Training and Experience Guidelines -- *The Marysville Fire District reserves the right to evaluate and consider, at its discretion, any combination of education and experience that tends to indicate the applicant possesses the skills, knowledge and abilities listed herein.*

- Associate Degree in Fire Science Administration by any accredited college or university (accredited shall mean accredited by any organization, agency, or entity approved by the United States Office of Education or, Council on Recognition of Post-secondary Accreditation) is preferred.
- Ten years of progressively responsible fire service experience with a minimum of two years as Battalion Chief or higher.
- Be a minimum of twenty-one (21) years old.
- Considerable increasingly responsible experience including related supervisory or administrative experience, or an equivalent combination of education, training and/or experience that provides the following knowledge, skills and abilities:

Knowledge of:

- Modern administration ~~principals~~principles, practices, and terminology related to public administration and fire department operations.
- Incident Command System in all disciplines.
- Principles, practices and emerging trends of modern firefighting and emergency operations, including: fire suppression/attack, EMS programs, hazardous materials programs, rescue systems and all hazards risk reduction.
- Related ordinances, laws, rules and regulations, national codes and standards.
- Effective labor relations, contract negotiations and conflict resolution techniques.

Deputy Chief of Operations

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- Program development and administration techniques.
- Modern fire service technology, computer operating systems and software applications.

Ability to:

- Work effectively with others.
- Remain clear-headed and diplomatic in stressful situations.
- Communicate effectively, orally and in writing.
- Successfully complete a twelve-month probationary period.
- Successfully pass a medical physical exam as determined by the Department’s physician which shall also include a psychological evaluation.
- Be of good moral character and temperament, conscientious habits and requires that the Chief demonstrate good character through words and actions.
- Submit to a thorough employment reference check and verification of all applicable certifications.
- Submit to a thorough background check.

LICENSE OR CERTIFICATE REQUIREMENTS:

- Requires a valid Washington State Driver’s License and a driving record acceptable to the Department’s insurance carrier.

The statements contained herein reflect general details as necessary to describe the functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work period, or otherwise to balance the workload.

The requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, the public or other employees.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGEMENT

DATE

Deputy Chief of Operations

Revised: April 19, 2023 ~~February 16, 2022~~ 4

MARYSVILLE FIRE DISTRICT

Regional Fire Authority

AGENDA BILL

BOARD MEETING DATE: April 19, 2023

AGENDA ITEM: Resolution No. 2023-005 Adopting and Replacing Prior Marysville Fire District 2000 Series Personnel Policies	AGENDA SECTION: New Business
PREPARED BY: Steve Edin, HR Director	
ATTACHMENTS: <ol style="list-style-type: none">1. Resolution No. 2023-005.2. 2000 Series Personnel Policies Updates Table.3. Policy Series 2000: 2023 Amended Personnel Policies.	
BUDGET CODE: N/A	AMOUNT: N/A
SUMMARY: <p>Periodically, policies related to personnel need to be updated to reflect current practice and legal updates. Attached is a red-line version of all recommended updates to Policy Series 2000. These changes have been reviewed by Noel Treat, Fire District Attorney as well as IAFF Local #3219. A summary containing a brief explanation of all changes has also been included with Agenda Bill.</p>	

RECOMMENDED ACTION: <ol style="list-style-type: none">1. Approve Resolution No. 2023-005 Adopting and Replacing Prior Marysville Fire District 2000 Series Personnel Policies as presented.

**MARYSVILLE FIRE DISTRICT
A REGIONAL FIRE AUTHORITY
RESOLUTION NO. 2023-005**

**A RESOLUTION ADOPTING AND REPLACING PRIOR MARYSVILLE FIRE DISTRICT
2000 SERIES PERSONNEL POLICES**

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 Snohomish County Fire District No. 12; and

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

WHEREAS, The Board of Directors desires a comprehensive set of general guidelines and policies governing all personnel matters for all District employees, including employee conduct, workplace conditions, drug and alcohol policies, policies that implement state and federal employment laws, and other aspects of public employment; and

WHEREAS, these policies apply to all employees of the District. Certain policies – including those addressing behavioral expectations, unlawful harassment, confidential information and ethics – also apply to appointed and elected District officials, volunteers and interns. In cases where these policies conflict with an applicable state or federal law or an individual written employment agreement or collective bargaining agreement, the terms of the law or contract will control. In addition, employees covered by a collective bargaining agreement should look to that agreement as the exclusive source of information describing wages and fringe benefit entitlements.

WHEREAS, the policies contained in the Personnel Policy Manual, attached to this Resolution as Attachment #2 and incorporated herein by this reference, are general guidelines for the District’s current employment practices and workplace procedures. They are not intended to be a contract, expressed or implied, or any type of promise or guarantee of specific treatment upon which employees may rely, nor a guarantee of employment of any specific duration; and

WHEREAS, over six months ago, the District distributed draft copies of the attached Personnel Policies to representatives of the IAFF Local #3219 that represent District Firefighters and Battalion Chiefs, to District Leadership, and the District Attorney who has incorporated comments thus received into the version attached as Attachment #2 to this Resolution.

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 Board of Directors hereby approve and adopt the Personnel Policy Series 2000 attached hereto as Attachment #2 and incorporated herein by this reference. Said policy is adopted as the District’s personnel policies and shall be applicable to all employees, appointed and elected District officials unless preempted by state or federal law or in conflict with an existing employment contract or collective bargaining agreement.
2. This Personnel Policy Series 2000 attached hereto as Attachment #2 replaces all previous versions of the Personnel Policy Series 2000.

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

ADOPTED by the Marysville Fire District, A Regional Fire Authority, this 19th day of April, 2023 by majority vote of the members.

BOARD OF DIRECTORS

ATTEST:

Board Chairperson

District Secretary

2000 Series Personnel Policies Updates Table

2023

Chapter	Policy	Subject	Change	Reason
Intro	Amended	Table of Contents	Amended Table of Contents.	Include changes below.
1-6	2000 Series	Human Resources Director	All references to Human Resources Manager has been updated to Human Resources Director.	HR position was reclassified from Manager to Director by Board approval on 3/15/2023.
2	2215	Whistleblower Policy	Changed Fire District's attorney to Thompson, Guildner and Associates, Inc.	Grant Weed Retired.
2	2245	Recognition for Meritorious Service	Included the deletion of a sentence approved by the Board on 12/15/2021.	Include change approved by the Board on 12/15/2021.
3	2320	Recruitment	Included policy to address a Student Fire Science Sponsorship Program	Student sponsorships have taken place in the past. This policy reflects past practice.
4	2400	Benefits – Non Represented Employees – Exempt	Updated table of positions to include new positions added in 2022 and 2023.	Added new non-represented positions approved by the Board in 2022 and 2023.
4	2400	Benefits – Non Represented Employees – Non-Exempt (Reclassifications)	Updated to give the Fire Board authority to make temporary reclassifications of non-represented employees.	To give more flexibility to the Fire Board when temporary reclassifications need to be made.
4	2400	Benefits – Non Represented Employees – Non-Exempt (Holidays)	Added Juneteenth Federal Holiday to table along with an increase in annual holiday hours to 112 per year.	Update to reflect new Federal holiday.
4	2400	Benefits – Non Represented Employees – Non-Exempt	Changed calculation of 4% deferred comp. match to be	Updated to reflect past practice and to

		(Deferred Compensation)	based on “total monthly wage” instead of “base monthly wage.”	match the collective bargaining agreement.
6	2600	Family and Medical Leave (Notice of Inability to Report for Duty)	Removed reference to the District obtaining an excused absence from a physician after three uses of sick leave in a year.	Updated policy to be consistent with current union agreement.
6	2630	Washington Paid Family Medical Leave Program (Leave Entitlement)	Addition of new amendments to state law effective June 2022.	New state law amendments.
6	2700	Part-time Firefighters	Added a word to determine need for recruitment of Part-time Firefighters.	Added to reflect language in the CBA.

2000 Series

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Chapter 1: Purpose and Goals

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INTRODUCTION

The employees of the Marysville Fire District constitute a valuable and significant resource. The District functions most successfully when qualified employees are appointed, opportunities for employee training are provided, and the best possible working conditions are maintained.

The District complies with all federal, state, and local laws and regulations related to the employment process. This includes, but is not limited to, all civil rights laws, the Occupational Safety and Health Act, and regulations of the Equal Employment Opportunity Commission, the Department of Labor, and Internal Revenue Service.

Unless a collective bargaining agreement provides otherwise, employment at the Marysville Fire District is on an "at-will" basis. Statements of policy and procedure are not a contract nor are they to be interpreted as a promise of continued employment. Unless explicitly stated otherwise in writing, employment may be discontinued at any time by the District or by the employee, with or without cause, subject to applicable labor contracts and federal, state, and local laws.

APPLICABILITY OF PERSONNEL POLICIES

This Employee Handbook summarizes the District's basic personnel policies and is intended to serve as a resource concerning your employment with the District. This Handbook supersedes all prior personnel policies of the District, except where such pre-existing policies are referenced in this Handbook. As the District grows or evolves, personnel policies may change. The District, therefore, reserves the right to modify, revoke, suspend, terminate or deviate from the policies set forth in this Handbook at any time. The District will provide advance notice of any policy changes, to all appropriate representatives and employees.

There are several things to keep in mind about this Handbook. First and foremost, the Handbook contains only general information and guidelines. It does not constitute an employment contract, or promises of specific treatment, or a promise of employment of any specific duration between the District and its employees. Second, this Handbook is not intended to address every aspect of your employment in detail. In some cases, details may be found in other controlling documents, such as collective bargaining agreements or summary plan descriptions of benefit plans. You may also have questions about whether and how a section applies to a specific situation. For any questions about a specific employment issue, please contact Human Resources for guidance.

Additionally, this Handbook applies to all employees of the District. Certain policies – including those addressing behavioral expectations, unlawful harassment, confidential information and ethics – also apply to volunteers and interns. In cases where these policies conflict with an applicable state or federal law or an individual written employment agreement or collective bargaining agreement, the terms of the law or contract will control. In addition, employees covered by a collective bargaining agreement should look to that agreement as the exclusive source of information describing wages and fringe benefit entitlements.

Finally, please note that in addition to the policies included in this Handbook, your division or work group may have standard operating procedures or other work rules that pertain to you. Those rules and procedures supplement the personnel policies included in this Handbook.

Chapter 2: General Policies, Practices, and Employee Conduct

2200

EQUAL EMPLOYMENT OPPORTUNITY AND REASONABLE ACCOMMODATION

The District is an equal employment opportunity employer. This means that the District does not discriminate against any applicant/employee/volunteer on the basis of protected class status. All applicants, employees, and volunteers will be recruited, selected, trained, promoted, compensated, and if appropriate, disciplined or terminated without regard to race, color, religion or creed, ethnicity, national origin, sex, age (over 40), marital status, pregnancy or maternity, sexual orientation, gender identity, military or honorably discharged veteran status, citizenship or immigration status, ancestry, use of a guide or service animal, genetic information, disability, or any other protected class under federal, state, or local law.

Unlawful discrimination occurs when the District bases a decision it has made about an applicant/volunteer/employee on the person's protected class status (e.g., race, religion, sex), rather than the person's qualifications, conduct, performance, or other lawful reasons. Your protected class status will not be the basis for any decision the District makes about you.

Any applicant/volunteer/employee who feels that he/she has been the victim of unlawful discrimination in violation of this policy should report this concern to the Human Resources ~~Manager~~Director. If you do not feel comfortable reporting to this person, the applicant/employee should report this concern to the Fire Chief.

The District will conduct an investigation into the merits of any allegation reported to it. As discussed below, this may include an investigation by a qualified investigator who is either an employee or a professional employed outside of the District.

If the allegation is found to have merit, the District will take prompt action to correct the unlawful conduct and remedy any violations that have occurred. Such corrective action may include disciplinary action against those employees found to have violated policy, up to and including termination.

Applicants/Employees/Volunteers Seeking Accommodation for Disabilities

The District complies fully with its duty to provide a reasonable accommodation through the interactive process to allow employees/volunteers with physical, sensory, or mental disabilities to perform the essential functions of his/her job. A reasonable accommodation is one that the District can reasonably provide, given its resources and obligations that does not create an undue burden, significantly impair District services or create health or safety concerns. In some instances, depending on the job assignment of the employee, regular attendance is an essential function of the job.

While the District may not make pre-employment inquiry as to whether an applicant has a physical, mental, or sensory impairment, whether temporary or permanent, it may inquire into an applicant's ability to perform the job-related functions, with or without reasonable accommodation.

Applicants/Employees/Volunteers Seeking Accommodation for Religious Beliefs or Practices

The District complies fully with its duty to provide a reasonable accommodation of an employee's sincerely-held religious beliefs, unless the District believes such an accommodation would create an undue hardship on the District or operations, or is contrary to the District's commitment to diversity and non-discrimination. Accommodation requests may include, but are not limited to, requests for a certain work schedule or a particular day off for religious observance, or to dress or attire oneself in a way that varies from any dress code adopted by the District.

Procedure to Request an Accommodation

Any applicant/employee/volunteer who seeks reasonable accommodation for a disability or a sincerely held religious belief and practice should report this request to the Human Resources ~~Manager~~Director. If you do not feel comfortable making the request to the Human Resources ~~Manager~~Director, you should make the request to the Fire Chief..

A request for reasonable accommodation will trigger the interactive process. The interactive process may involve communications between you, the District, and either your medical provider(s) (for a disability accommodation request) or religious leader(s) (for an accommodation request related to a sincerely-held religious belief) to obtain information on your limitations, the duration of the limitations, and what accommodations can reasonably be offered you. You may be required to sign releases or disclosures that will allow your medical providers to communicate with the District regarding a medical condition for which you are seeking reasonable accommodation.

The District will decide whether any accommodation can be reasonably offered after obtaining relevant information from you, your supervisors, and your medical provider(s) or religious leader(s). Personal information that you submit about your disability will be kept confidential, except for cases where (i) your supervisor needs to be informed of work restrictions or necessary accommodations, (ii) first aid or safety personnel need to be informed in order to provide emergency treatment, (iii) government officials need to be informed in compliance with the Americans with Disabilities Act or other laws, or (iv) as required by law, court rule, or lawful court order. In such cases, personal information is only released to the minimum extent necessary and you are assured that

your information will be used in ways that are consistent with applicable laws.

Any applicant/employee/volunteer who feels that he/she has been denied reasonable accommodation in violation of this policy should report this concern to the Human Resources ~~Manager~~Director. If you do not feel comfortable reporting to this person, the applicant/employee/volunteer should report this concern to the Fire Chief. The District will conduct an investigation into the merits of any allegation reported to it. As discussed below, this may include an investigation by a qualified investigator who is either an employee or a professional employed outside of the District. If the allegation is found to have merit, the District will take prompt action to correct the conduct and remedy any violations that have occurred. Such corrective action may include disciplinary action against those employees found to have violated policy, up to and including termination.

POLICY AGAINST UNLAWFUL HARASSMENT

It is the policy of the District to provide a work environment for its employees that is free from unlawful harassment based upon race, color, religion or creed, ethnicity, national origin, sex, age (over 40), marital status, pregnancy or maternity, sexual orientation, gender identity, military or honorably discharged veteran status, citizenship or immigration status, ancestry, use of a guide or service animal, genetic information, disability, or any other protected class under federal, state, or local law. . In keeping with this commitment, the District will not tolerate harassment by District employees or of District employees by anyone, including any co-worker, contractor, vendor, member of the public, or other third party. Unlawful harassment negatively affects morale, motivation, and job performance. The District is committed to ensuring that the practices and conduct of all its employees/volunteers comply with the requirements of federal and state laws against harassment. To that end, the District expects all employees/volunteers to work in a manner that respects the feelings and dignity of their co-workers. The District will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Unlawful harassment occurs when conduct is directed at protected class status (e.g., race, religion, age) that is unwelcome, offensive to a reasonable person, and sufficiently severe and pervasive to negatively affect an employee's work environment. Conduct may include jokes, remarks, comments, pictures, and images that are spoken to, shared with, or made in the presence of other employees. Unlawful harassment can come from a supervisory employee, a colleague, or a person outside the workplace.

Sexual Harassment. Sexual harassment is a form of unlawful harassment, and means behavior of a sexual nature that is unwelcome, offensive to a reasonable person, and sufficiently severe and pervasive to negatively affect an employee's work environment. These may include, but are not limited to, sexual advances and other verbal or physical advances or conduct made when: (a) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; (b) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (c) such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of Harassment. Each individual must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of unlawful harassment include, but are not limited to:

- Verbal: repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;

- Visual/Non-verbal: derogatory posters, cartoons, drawings or emails; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
- Physical: unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
- Other: making or threatening reprisals as a result of a negative response to harassment.

Procedure for Reporting Harassment

If you believe you are being subjected to unlawful harassment or discrimination, or if you become aware of such conduct being directed at someone else, promptly notify Human Resources, your supervisor, or any member of District management. Any ~~manager~~Director who receives a complaint should refer it immediately to Human Resources. You may also submit a complaint to the Fire Chief.

The District encourages employees to use this harassment reporting policy without worrying about whether the conduct involved would be considered harassment in a legal sense. If you think it might be harassment, report it. This applies to harassment or discrimination caused by anyone with whom an employee comes into contact as part of an employee's job, including co-workers, contractors, vendors, suppliers, members of the public, or any other third party.

The District prohibits retaliation or adverse action against employees because of their good faith report of harassment or participation in the investigation of alleged harassment.

The District will investigate the merits of any allegation reported to it. All complaints will be investigated thoroughly and promptly. This may include an investigation by a qualified investigator who is either an employee or a professional employed outside of the District. To the extent possible, complaints will be handled confidentially. Refusal to cooperate in an investigation may be grounds for discipline, up to and including termination.

If the investigation shows the accused individual engaged in harassment, appropriate action will be taken. This may include disciplinary action against those employees found to have violated this policy, up to and including termination.

All supervisors are assigned responsibility for implementing this policy, ensuring compliance with and knowledge of its terms, and for taking immediate and appropriate action if they witness inappropriate behavior or receive a complaint. Supervisors must open and maintain channels of communication to permit employees to raise concerns

of sexual or other harassment without fear of retaliation, stop any known harassment, and treat harassment matters with sensitivity, confidentiality, and objectivity. A supervisor's failure to carry out these responsibilities may result in discipline up to and including termination.

POLICY AGAINST RETALIATION

The District does not tolerate retaliation against employees, volunteers, or contractors who engage in protected activities. Retaliation occurs when an employee/ volunteer suffers employment-related adverse consequences as a result of his/her protected activity.

Protected activities include, but are not limited to, the following activities:

- (a) Reporting unlawful discrimination, harassment, or retaliation,
- (b) Cooperating in an internal investigation regarding discrimination, harassment, or retaliation,
- (c) Testifying in a legal proceeding regarding discrimination, harassment, or retaliation,
- (d) Requesting reasonable accommodation for a disability or sincerely held religious belief or practice,
- (e) Reporting workplace safety issues,
- (f) Reporting financial irregularities,
- (g) Reporting criminal misconduct,
- (h) Filing a worker's compensation claim, or
- (i) Serving on a jury.

Employees/volunteers do not receive protection for actions taken in bad faith. Bad faith occurs when the employee/volunteer provides false information with knowledge that the information provided is false.

Adverse employment-related consequences include, but are not limited to, the following:

- (a) Termination of employment,
- (b) Demotion in position, responsibilities, or pay,
- (c) Suspension,

- (d) Other disciplinary action,
- (e) Reassignment to a less desirable position with less desirable duties,
- (f) Shunning or isolating, or
- (g) Harassment.
- (h) Bullying.

Procedure for Reporting Retaliation

Any employee/volunteer who feels that he/she has been the victim of retaliation in violation of this policy should report this concern to the Human Resources ~~Manager~~Director. If the employee/volunteer does not feel comfortable reporting to this person, the employee/volunteer should report this concern to the Fire Chief.

The District will conduct an investigation into the merits of any allegation reported to it. This may include an investigation by a qualified investigator who is either an employee or a professional employed outside of the District.

If the allegation is found to have merit, the District will take prompt action to correct the unlawful conduct and remedy any violations that have occurred. Such corrective action may include disciplinary action against those employees found to have violated policy.

All supervisory employees are assigned responsibility for implementing this policy, ensuring compliance with and knowledge of its terms, taking immediate and appropriate action for known inappropriate behavior, and notifying the Human Resources ~~Manager~~Director if they receive a retaliation complaint. A supervisor's failure to carry out these responsibilities may result in discipline, up to and including termination.

PROCEDURES FOR INVESTIGATION AND RESOLVING COMPLAINTS

In cases where an investigation is initiated on a complaint or policy violation, the District will use the following procedure as a guideline for conducting the investigation.

Every attempt will be made to complete an investigation within sixty (60) calendar days from the time the complaint or policy violation is received by the Human Resources ~~Manager~~Director or Fire Chief. . The time limit may be extended to ninety (90) calendar days by the Chief upon making the decision that additional time is needed for a full and complete investigation.. In cases where an investigation is initiated involving a union member, the Fire Chief or HR ~~Manager~~Director, will contact the Union President within two days of the receipt of the complaint or policy violation. The investigator will apply the following procedures:

1. The investigation may include interviews with the complainant, the respondent, any witnesses, and any other person the investigator determines may have information related to the investigation to determine whether the conduct occurred. The investigator will ensure compliance with any right to union representation of individuals who may reasonably assume disciplinary action may be taken based upon their statements in the investigation.
2. The investigator will maintain accurate, detailed records of the investigation .
3. If it is determined that the District's policies have been violated, appropriate disciplinary action may be taken. The appropriate action will depend on multiple factors, including but not limited to: (i) the severity, frequency and pervasiveness of the conduct; (ii) performance and disciplinary history; (iii) and the evidence received.
4. If the investigation is inconclusive or it is determined that there has been no policy violations, but some potentially problematic conduct is revealed, counseling or preventative action may be taken.
5. Within a reasonable time after the investigation is concluded, the Human Resources ~~Manager~~Director or Fire Chief, will meet with the employees involved separately, in order to notify them in person of the findings of the investigation and to inform them of the action being recommended.
6. The employees involved may submit statements to the Fire Chief challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting in which the findings of the investigation is discussed.

7. Within ten (10) days from the date the challenge is received, the Fire Chief will review the investigative report and any statements submitted by the employees involved, discuss results of the investigation with the Human Resources ~~Manager~~Director, the Union Representative (assigned to the case), other management staff as may be appropriate, and decide what action, if any, will be taken. The Human Resources ~~Manager~~Director will report the decision to the employees involved and the appropriate supervisor.
8. Appeal to the Board of Directors: If an employee remains aggrieved as a result of the action or inaction of the Fire Chief or highest non-involved officer, the employee may file a written notice of appeal with the Marysville Fire District Board of Directors by the tenth calendar following:
 - a. The date upon which the employee received the Fire Chief's or highest non-involved officer's response, or
 - b. The expiration of the thirty (30)-calendar day response period stated, whichever comes first.

The Board shall schedule a hearing to commence by the twentieth calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony, as the Board deems relevant and material. The Board shall render a written decision by the tenth calendar day following the termination of the hearing and shall provide a copy to all parties involved.

The District will protect the rights of all persons involved in the investigative process including witnesses and individuals who register complaints. Personnel involved in the resolution process shall not suffer restraint, interference, discrimination, coercion or reprisal on account of participation in the investigative procedure.

The files containing copies of all correspondence relative to each investigation and the disposition, including any corrective measures instituted by the District, shall be retained in accordance with Washington's record retention schedule.

Investigative reports should include the following:

- A) A summary of the incident and conduct in question.
- B) A summary of the evidence considered, including a summary of any investigatory interviews conducted.
- C) A summary of findings from the investigative team to include all supporting documents and exhibits.

The investigation report shall be forwarded to the Fire Chief and Human Resources

Department, who will make a determination on any disciplinary action that may be warranted.

The following are issues to keep in mind when conducting administrative investigations:

- A) Any member of the Fire District may be compelled by the investigator to answer questions that are related to their duties or fitness for duty. Failure to answer such questions completely and truthfully may form the basis for disciplinary action. A member must be advised so before the interview begins.
 - 1. Members have the right to have representation (Union, Association and/or Legal) present for the interview.
 - 2. The questions asked will be focused and specific as related to employment issues.
 - 3. Under the protections of Garrity, a compelled statement will not be used against any member in a criminal proceeding. If a subpoena is received for any information obtained or contained in the investigation, the District will object to it.
 - 4. If an attorney is permitted, the attorney's function is to advise the member, not to answer for the member.
 - 5. Lockers, desks etc. furnished by the District for the use of its members are subject to inspection and may be searched by supervisors without a search warrant. Items found during such a search may be used in a disciplinary proceeding.
 - 6. If reasonable grounds exist, a member may be required to submit to a blood and/or urine test. These tests will be performed under medical supervision.

COLLECTIVE BARGAINING

The Marysville Fire District Board recognizes the right of public employees to join labor organizations of their choosing, or no organization, and to be represented by such organizations in the negotiations of such matters and according to such procedures as may be required by law or agreement of the parties. The Fire Chief as designated by the Board will engage in collective bargaining with properly designated bargaining units and will abide by collective bargaining agreements reached with such properly designated bargaining units.

To bargain collectively is the mutual obligation of the District or designated representatives and the representatives of the exclusive representative to meet at reasonable times and negotiate in good faith with respect to wages, hours, and working conditions, or the negotiation of an agreement or any question arising thereunder and the execution of a written contract incorporating an agreement reached. Such obligation does not compel either party to agree to a proposal or require the making of a concession.

The designated negotiator and Fire Chief shall advise and inform the Board regarding the negotiation progress and shall negotiate within parameters established by the Board. Any agreements reached by the negotiator shall not be binding upon the Board until formally approved by the Board.

WHISTLEBLOWER POLICY

It is the policy of the Marysville Fire District:

1. To encourage reporting by its employees and volunteers of any improper governmental action(s) taken by Marysville Fire District officials, officers, or employees; and
2. To protect Marysville Fire District employees and volunteers who make good-faith reports of improper governmental action(s) in accordance with the Marysville Fire District's policies and procedures.

Definitions

As used in this policy, the following terms shall have the meanings indicated:

Improper governmental action means:

- A. Any action by an employee undertaken in the performance of the employee's official duties, whether or not the action is within the scope of the officer's or employee's employment; and
- B. Is a gross waste of public funds or resources; or is in violation of federal, state, or local law or rule; or is of substantial and specific danger to the public health or safety; or is an abuse of authority.

Improper governmental action does not include personnel actions such as employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining agreements or civil service laws, reprimands, and the like.

The District has separate policies, with distinct rights and remedies, for allegations of improper personnel actions. For example, see Policies 2008, 2200, 2205, 2206, and 2207 for the process to complain about unlawful discrimination, harassment, retaliation, or bullying.

Good Faith means a reasonable basis in fact for the communication. "Good faith" is lacking when the employee knows or reasonably should know that the report is malicious, false, or frivolous.

Gross waste of public funds means to spend or use funds or to allow funds to be used without valuable result in a manner grossly deviating from the standard of care or competence that a reasonable person would observe in the same situation.

Retaliatory Action means:

- A. Any negative change in the employee's employment status, or in the terms and conditions of employment, including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial or promotion, suspension, dismissal or any other disciplinary action; or
- B. Hostile actions by another employee or elected official towards a local government employee that were encouraged by a supervisor or senior ~~manager~~Director or official.

Emergency means a circumstance that if not immediately changed may cause damage to persons or property.

How to Report Improper Government Action:

1. Any employee or volunteer who believes that he or she has knowledge or information of improper governmental action, as defined above, shall report it in writing to the Fire Chief in the form of a written memo, report, or email. Such report should be made as soon as possible after the information or knowledge is received.
2. If the employee or volunteer believes the Fire Chief is involved in the improper governmental action, directly or indirectly, the employee or volunteer shall report it in writing to any member of the Marysville Fire District Board of Directors in the form of a written memo, report, or email. The current identities of the members of the Marysville Fire District Board of Directors are found by contacting the Fire District Secretary (360.363.8500) or visiting the District's website.
3. If the employee or volunteer believes that a member, or all members of the Marysville Fire District Board of Directors are involved in the improper governmental action, directly or indirectly, the employee or volunteer shall

report the improper governmental action to:

Snohomish County Prosecuting Attorney's Office,
3000 Rockefeller, M/S 504,
Everett, WA 98201
425-388-3333
<https://snohomishcountywa.gov/Prosecutor>

4. Except in the event of an emergency, an employee reporting improper government action must provide a written report to the District as described above before an employee provides information of improper government action to anyone not listed in subsections 1-3.
5. In the event of an emergency situation, as defined above, the employee or volunteer should report the improper governmental action any person who will likely be in a position to prevent the immediate risk of damage to person or property.
6. The identify of any employee or volunteer who reports improper governmental action shall be kept confidential to the extent possible under the law, unless the employee or volunteer authorizes the disclosure of his or her identity in writing.
6. Employees and volunteers who fail to make a good faith attempt to follow the above policy are not entitled to the protections afforded whistleblowers under the law.

Protection from Retaliatory Action:

1. Employees and volunteers who report improper governmental action in good faith are protected from retaliatory action, as defined above. If an employee or volunteer believes that he or she has suffered retaliatory action because of their reporting activity, the employee or volunteer shall provide a written notice of the charge of retaliatory action to the Fire Chief. If the Fire Chief is believed to be involved in the retaliatory action, the employee or volunteer can deliver the written notice of the charge to any member of the Marysville Fire District Board of Directors. If any member of the Marysville Fire District Board of Directors is believed to be involved in the retaliatory action, the employee or volunteer can deliver the written notice of the charge to the District's Attorney, Thompson, Guildner and Associates, Inc.~~Weed, Graafstra and Associates~~, (360) 568-3119.
2. In the written notice, the employee or volunteer shall specify the alleged

retaliatory action, including the identity of any person who committed the retaliatory act, what occurred, and when it occurred. The employee or volunteer should also specify what relief he or she seeks.

3. The written notice must be received by the Fire Chief within 30 days of the alleged retaliatory action.
4. The Fire Chief will respond to the written notice within 30 days of its receipt. During that time period, the Fire Chief may conduct, or retain another to conduct, a fact-finding or other investigation into the issues raised by the employee or volunteer who claims retaliatory action.
5. The employee or volunteer who has not received a timely response from the Fire Chief, or who is dissatisfied with the Fire Chief's response, may submit a written request for a hearing to the Fire Chief.
6. The employee or volunteer must submit a written request for hearing within 15-days of receiving the Fire Chief's response or the 30-day deadline for providing a response, whichever is earlier.
7. Within 5 days of receiving a timely request for hearing, the Fire Chief will apply to the state office of administrative hearings for a hearing before an administrative law judge. At the hearing, the employee or volunteer will be given an opportunity to prove, through the presentation of testimony and other evidence that he or she was retaliated against for reporting improper governmental action.
8. The employee will receive a hearing and a final written decision from the administrative law judge within 45 days of the request for a hearing, unless the administrative law judge extends the deadlines upon request of any party or by his/her own decision.
9. The decision of the administrative law judge may be appealed to state court.

Additional Information

This policy is based on the Local Government Whistleblower Protection Act, located at RCW 42.41.010 et seq.

Any questions regarding the Marysville Fire District's whistleblower policy are properly directed to the Human Resources Director at (360)363-8510.

Following is a list of agencies responsible for enforcing federal, state and local

laws and investigating other issues involving improper governmental action. Employees having questions about these agencies or the procedures for reporting improper governmental action encouraged to contact Human Resources.

Marysville Fire District

District Attorney
Thompson, Guildner and Associates
~~Weed, Graafstra, & Benson,~~
Inc., P.S.
110 Cedar Ave, ~~Suite~~ 102
Snohomish, WA 98290
(360) 568-3119

Snohomish County Prosecutor
3000 Rockefeller Avenue
M/S 504 Everett, WA 98201
(425)388-3333

Human Rights Commission
402 Evergreen Plaza, Bldg FJ-41
511 S Capitol Way
Olympia, WA 98504-2490
1-800-233-3247

State of Washington

Department of Labor and Industries
315 5th Avenue S Ste. 200
Seattle, WA 98104-2607
(206)515-2800

State Department of Ecology
3190 160 SE
Bellevue, WA 98008-5452

Attorney General's Office
Labor & Industries Division
315 5 Avenue Ste 2000
Seattle, WA 98119
(206)515-2800

Washington State Auditor's Office
P.O. Box 40031
Olympia, WA 98504-0031
(866) 902-3900

RULES OF CONDUCT

The following Rules of Conduct represents the conduct standards for the employees and volunteers of the District.

Every employee/volunteer of the District is expected to operate in a highly self-disciplined manner and is responsible to regulate his/her own conduct in a positive, safe, productive and mature way. Conduct that interferes with District operations, is detrimental to the District, and/or is offensive to coworkers or others will not be tolerated. Violation of the Rules of Conduct will result in disciplinary action, up to and including termination. It is not possible to list all of the forms of behavior that are considered unacceptable in the workplace. However, below are examples of conduct the District expects under this policy.

1. Employees/volunteers shall be governed by the ordinary and reasonable rules of behavior and shall commit no action tending to bring reproach or discredit upon the District or its members.
2. No employee/volunteer shall use the uniform, badge, insignia or prestige of the District for the purpose of personal gain, political solicitation or influence, either on duty or off duty.
3. Uniforms shall comply with and be worn in accordance with the Uniform/Dress Code as adopted by the District. Uniforms shall not be worn in any bars, lounges or other drinking establishments unless acting on official business.
4. No employee/volunteer shall lend his/her name, as a representative of the District, to any commercial or business enterprise; nor shall they approve or sanction the use of the name and the prestige of the District for any such purpose.
5. Employees/volunteers are to be courteous and respectful in their dealings with the public and fellow workers.
6. When attending any and all functions as representatives of the District, said representatives shall adhere to the Code of Conduct.
7. No employee/volunteer shall receive or accept a reward, fee or gift from any person(s) for services incident to the performance of duty, except with the permission of the Fire Chief, Asst. Chief or Deputy Chief.
8. No employee/volunteer shall release or cause to be released any District

information, investigation information or other District business without first receiving permission from the Fire Chief.

9. Employees/volunteers are required to have prior approval from the Fire Chief before making any public comment or statement regarding the policies and/or procedures of the District.
10. For day-to-day operational issues, employees/volunteers are directed to follow the chain of command; for complaints of improper or unlawful conduct, employees are directed to follow the complaint reporting procedure set forth in the relevant policy.
11. Employees/volunteers are expected to obey any/all lawful order(s) issued by a superior officer, and to speak respectfully to a superior officer. Employees/volunteers who refuse to obey the lawful order(s) of a superior officer shall be suspended immediately from duty and may be disciplined, up to and including termination.
12. Dishonesty will not be tolerated. This includes the falsification of records, making misleading statements with the intent to deceive, or the willful alteration or destruction of any useful District record or documents.
13. Punctuality is required of all employees/volunteers, which includes the requirement to report for duty or place of assignment at the specified time.
14. Employees/volunteers shall not report to work, respond on alarms, or attend any training, drills or meetings under the influence of alcohol, legal or illegal drugs, controlled substances, or narcotics; provided, the use of legal medications is not improper where use is consistent with the applicable instructions or prescription and the medication does not impair safety or performance. Employees/volunteers are also prohibited from using, selling, dispensing, or possessing illegal drugs or narcotics on District premises. For safety sensitive positions, please refer to the District's Substance Abuse policy.
15. Employees/volunteers have the right to use District equipment (with approval from a Chief Officer), storage areas, and lockers in the conduct of official duties. Such properties belong to the District and are subject to search or inspection at any time.
16. Conduct considered "horseplay" or other similar activities, which may result in injury or illness to anyone, is forbidden while on duty.
17. Employees/volunteers shall not permit any non-Fire District personnel to ride on any District apparatus without prior approval. Non-Fire District

personnel must comply with the District's Rider Policy prior to being allowed to ride on apparatus. Exception: The Battalion Chief may allow non-Fire District personnel to ride on apparatus at his/her discretion.

18. Employees/volunteers shall observe speed limits, which shall be consistent with safety, traffic and road conditions and the elements of weather. Special care shall be taken when approaching intersections.
19. Employees/volunteers responding to alarms in private vehicles are subject to all Washington State driving laws and regulations and are not authorized to exceed speed limits.
20. Employees/volunteers shall pass-on to his/her replacement all important relevant and pertinent information prior to leaving their shift.
21. Employees/volunteers shall become knowledgeable of and follow all operational manuals, protocols, guidelines and directives issued by the MFD.
22. Employees/volunteers shall operate safely and use good judgment at all times during their assigned work hours. Violating safety procedures or policies, or otherwise endangering the safety of another employee/volunteer, or third-party will not be tolerated.
23. Employees/volunteers shall obey the law. Employees/volunteers must immediately report any arrest or criminal infractions/citations to their supervisor within 24 to 48 hours after occurrence of an unlawful event.
24. Employees/volunteers shall not fight, assault, intimidate, threaten, or bully other employees/volunteers, members of the public, vendors, or other third parties. Further, employees/volunteers are prohibited from engaging in any form of sexual or other unlawful harassment of, or discrimination towards, another employee/volunteer, a vendor or other third party.
25. Employees/volunteers may not take unauthorized absences, or be excessively tardy. Employees/volunteers shall not abuse their sick leave or use sick leave for purposes other than to care for a family member's serious health condition or the employee's own serious health condition as described in the current collective bargaining agreement or personnel policies
26. Employees/volunteers shall not steal from the District, the public or other employees/volunteers of the Fire District.

27. Employees/volunteers shall not loan, sell, give away, or appropriate to their own use any public property or other employee's property.
28. Employees/volunteers shall not bring weapons of any kind into the workplace or on apparatus.
29. Employees/volunteers shall be responsible for the care and safekeeping of all department property under their jurisdiction.
30. Employees/volunteers shall be responsible for performing the essential job functions of the position they are assigned (with reasonable accommodation for any disabilities). Employees/volunteers are expected to perform their duties as assigned. Any misconduct or activity that jeopardizes the ability to perform the essential job functions must be reported to the immediate supervisor with 24 to 48 hours.
31. Employees/volunteers must report an invalid driver's license, in a timely manner, if the employee/volunteer is required to drive for District business.
32. Employees/volunteers are to adhere to the policies and procedures in this handbook.
33. This list contains examples only, and is not exhaustive. At management's discretion, any violation of the District's policies or any conduct considered inappropriate or unsatisfactory may subject an employee to disciplinary action.

CONFLICTS OF INTEREST

General Conflicts of Interest

Except as permitted by law, Marysville Fire District Board Members or employees/volunteers shall not sell or barter anything to the District or to a contractor supplying the District.

Board or employees/volunteers shall not accept or seek for others, any service, information or thing of value on more favorable terms than those granted to the public generally, from any person, firm or corporation having dealings with the District.

Board or employees/volunteers shall not accept, directly or indirectly, any gift, favor, loan, retainer, entertainment or other thing of monetary value from any person, firm or corporation having dealings with the District when such acceptance would conflict with the performance of the Board or employee's/volunteer's duties.

Board or employees/volunteers shall not share Board Executive Session topics (RCW 42.30) outside of the meeting setting with members of the public or other employees not involved in the Executive Session meeting.

A conflict of interest or potential conflict of interest occurs when an employee's outside interests (for example, financial or personal) interfere with the District's interests or the employee's work-related duties. For example, employees, volunteers, and Board members shall not:

- Receive, accept, take, seek, or solicit--directly or indirectly--anything of economic value as a gift, gratuity or favor if they have reason to believe the donor would not give the gift, gratuity, or favor but for their position with the District (See Policy # 2500).
- Use or give the appearance of using their positions for personal gain for themselves or for those with whom they have family, business or other personal interests.

If there are circumstances which could reasonably be construed to create a conflict or the appearance of a conflict to interest, the Board or employee/volunteer shall immediately report such activity to the Fire Chief. The Fire Chief shall, in turn, inform the Marysville Fire District Board. If you have a question about whether a situation is a potential conflict of interest, please contact of Human Resources.

While the Marysville Fire District Board recognizes that its interests are best served

when good relations are developed between the District and others with whom the District may have business dealings, the District discourages Board and employees/volunteers from accepting any gifts or benefits which have an intrinsic value.

Violation(s) of this policy could result in disciplinary action, up to and including discharge. In the case of a Marysville Fire District Board member sharing Executive Session topics outside the meeting setting, the District's Attorney Offices shall be informed of the infraction.

Outside Employment.

Employees may engage in another job outside their employment with the District if the outside job does not conflict with the interests of the District or interfere with the employee's ability to perform the District job.

Consensual Relationships Between Employees

Consensual romantic and/or sexual relationships that develop between co-workers must be reported to Human Resources to address any potential conflicts of interest.

Employee Relationships with District Clients or Patients

Employees are expected to maintain a courteous, business-like, and professional relationship with clients and patients of the District. The confidentiality of the District/Patient or District/Client relationship is to be respected by employees, and all laws and practices governing such confidentiality observed.

UNIFORM AND DRESS CODE

The Fire Chief shall establish the uniform and dress code policy to be in effect while on duty. The uniform and dress code shall consist of three (3) classes of uniforms; Class A's, Class B's and Class C's and shall include ancillary clothing.

Uniforms shall be furnished in accordance with the Collective Bargaining Agreement between the IAFF, Local 3219 and Marysville Fire District and as required by Chapter 296-305 Washington Administration Code (WAC) and National Fire Protection Association (NFPA) 1975.

Upon termination, separation of employment or membership, all issued equipment, uniforms and ancillary clothing shall be returned to Marysville Fire District.

Station Duty Uniforms

- Marysville Fire District shall provide and maintain, at no cost to the employee, a station work uniform.
- Station work uniforms shall be worn by all members when assigned to an on-duty status during normal working hours.
- Station work uniforms shall be used and maintained in accordance with the manufacturer's instructions.
- The station work uniform for MFD shall be a Class B uniform as described in the Uniform Policy 2230.
- Station work uniforms provided shall meet the requirements specified in WAC 296-305-02001, Personal Protective Equipment and Protective Clothing and NFPA 1975,
- Station work uniforms are not intended as primary protective garments and must be used in conjunction with full protective clothing ensemble appropriate to the hazards or risks identified.
- Personnel may not affix any emblem or other ancillary item to a station work uniform without written permission from the Fire Chief.
- Station work uniforms shall be cleaned according to the manufacturer's recommendations and directions for the cleaning of contaminated and

uncontaminated station work apparel.

Station Work Uniforms

The Marysville Fire District has established and will use the navy blue Workrite, 93% nomex, 5% Kevlar Aramid and 2% Antistatic uniform shirt as its Class B uniform shirt.

This uniform shirt is not intended and shall not be used as a primary protective garment.

Chief Officer (Blue Uniform Shirt)

This uniform shirt is intended to be used and worn for any and all Fire District operations and activities other than:

1. When engaged in or exposed to the hazards of structural firefighting.
2. When engaged in or exposed to the hazards of wildland firefighting.
3. When operating at an incident requiring full protective clothing for personal protection.

When MFD personnel are engaged in or exposed to the hazards of structural or wildland firefighting or operating at incidents that require full protective clothing for personal protection, members shall remove their uniform shirt and don and wear full bunker gear (The protective clothing ensemble that includes bunker pants, bunker jacket, fire boots, gloves, helmet with face shield and nomex hood).

All MFD personnel shall be aware of the dangers of wearing the uniform shirt. The uniform shirt is not intended to be a primary protective garment. The fabric of the uniform shirt is not intended to be subjected to excessive heat or direct flame contact.

ATTENTION: (Chief Officer)

When the uniform shirt is subjected to excessive heat or direct flame contact the material/fabric of the uniform shirt will drip, melt, may ignite, burn stick to the skin and cause burns to the wearer due to poor thermal stability and/or poor flame resistance.

When engaged in or exposed to the hazards of structural firefighting or operating

at incidents requiring full protective clothing for personal protection, MFD members on-duty shall wear either (or both) the cotton fire department tee-shirt or sweat shirt beneath the full bunker gear ensemble.

When engaged in or exposed to wildland firefighting, MFD members shall not wear the uniform shirt. Cotton tee-shirts and/or cotton sweat shirts may be worn beneath the designed wildland firefighting personal protective clothing.

Marysville Fire District personnel responding to alarms or incidents when not assigned to a regular duty/shift shall be aware of wearing clothing determined to be unsafe due to poor thermal stability or poor flame resistance when engaged in or exposed to the hazards of structural or wildland firefighting or operating at incidents that required full protective clothing for personal protection.

Because it is impossible to ensure MFD personnel will respond to an alarm or incident in appropriate clothing or will change out of clothing with fabrics that have poor thermal stability or poor flame resistance or ignite easily before donning bunker gear, the Marysville Fire District is obligated to inform its members of the hazards of fabrics that melt, drip, burn, stick to the skin and cause burns to the wearer due to their poor thermal stability, flame resistance and ignition qualities.

Apparel made from 100% natural materials such as wool or cotton are highly encouraged and have a high degree of thermal stability and flame resistance. Blends of materials with a high percentage of natural materials provide a lower degree of thermal stability and flame resistance, however, the lower the percentage of natural materials the lower the thermal stability and flame resistance.

MFD personnel off-duty and responding to an incident shall arrive at the incident and have their full protective clothing available to them.

MFD personnel, responding on-duty, shall don and wear full protective clothing and/or equipment prior to engaging in or exposing themselves to the hazards or potential hazards of structural or wildland firefighting or operating at an incident that requires or may require the use of full protective clothing and/or equipment for personal protection.

Class "A" Uniforms

Position	Coat	Hat
Fire Chief	<ul style="list-style-type: none"> Black, double breasted, navy style w/ gold fire department buttons; Department shoulder patches centered 	<ul style="list-style-type: none"> Navy admiral style w/ white top and gold oak leaf on hat bill;

	<ul style="list-style-type: none"> on each sleeve 3/4" below seam; • Gold badge w/ 5 crossed bugles and red center; • 5 sleeve stripes; • 1 - 1" gold stripe on the bottom; • 3 - 1/2" gold stripes above; • Gold service cross on left sleeve; • Gold collar insignia w/ 5 crosses bugles; bugles only no backing. Worn on the collar of the coat only. • (See Appendix A for example). 	<ul style="list-style-type: none"> • Gold hat badge (round) 5 crossed bugles w/ red center; • Gold chin strap.
Deputy Chief	<p>Same as Fire Chief.</p> <p>EXCEPTIONS:</p> <ul style="list-style-type: none"> • 4 crossed bugles on gold badge; • (3) 1/2" gold stripes on each arm; • Gold collar insignia w/ 4 bugles. • (See Appendix A for example). 	<p>Same as Fire Chief.</p> <p>EXCEPTIONS:</p> <ul style="list-style-type: none"> • 4 crossed bugles on gold badge; • No gold oak leaf on hat bill.
Battalion Chief	<p>Same as Fire Chief.</p> <p>EXCEPTIONS:</p> <ul style="list-style-type: none"> • 2 crossed bugles on gold badge; • (2) 1/2" gold stripes on each arm; • Gold collar insignias w 2 crossed bugles. • (See Appendix A for example). 	<p>Same as Fire Chief</p> <p>EXCEPTIONS:</p> <ul style="list-style-type: none"> • 2 crossed bugles on gold badge; • No gold oak leaf on hat bill.
Captain	<ul style="list-style-type: none"> • Black, double breasted, navy style w/ silver fire department buttons; • Department shoulder patches centered on each sleeve 3/4"below seam; • Silver badge w/ 1 bugle and blue center • 1/2" silver stripe on each arm; • Blue service cross on left sleeve; • Silver collar insignia w / 2bugles w/ no backing. Worn on the collar of the coat only. 	<ul style="list-style-type: none"> • Navy officer w/ black top and black bill; • Silver hat badge w/ 1 bugle; • Silver chin strap.

	<ul style="list-style-type: none"> (See Appendix A for example.) 	
Firefighter	<p>Same as Captain</p> <p>EXCEPTIONS:</p> <ul style="list-style-type: none"> 1/2" blue stripe on each arm; Silver firefighter's badge; Blue service cross on left sleeve; No collar insignia. 	<ul style="list-style-type: none"> Navy officer style with black top and black bill; Silver hat badge; Black chin strap.

All Class "A" uniforms shall be worn with a long sleeve blue shirt, black slacks, black tie and black shoes. Black slacks, when worn as part of the Class "A" uniform, are not required to be of nomex material.

The lower edge of the sleeve stripe shall start 2 1/2" from the bottom of the sleeve cuff and the distance between shall be 1/4".

One Maltese Service Cross shall be worn for each five (5) years of service. The center of the cross shall be located 1" above the upper edge of the sleeve stripe.

Class "B" Uniforms

CHIEF OFFICERS

- o Blue uniform shirt, short or long sleeve w/ Marysville Fire District shoulder patch on the left arm 3/4" below shoulder seam, EMT or First Responder Patch (as appropriate) on the right arm 1 3/4" below shoulder seam;
- o Marysville Fire District shoulder patch on right arm 3/4" below the shoulder seam when EMT or FR patches are not appropriate;
 - Cloth name tag over right pocket 1/2" above pocket seam, white letters on blue background with appropriate title initials.
- o Gold badge w/ appropriate bugles and red center above left pocket at the reinforced badge holder;
- o Gold collar insignias, round w/ backing and appropriate bugles(See Appendix A);
- o Navy blue, nomex uniforms pants;
- o Black safety shoes or boots (black socks shall be worn w/ loafer or ankle high shoes);
- o Black belt 1" - 1 3/4" wide, basket weave style;
- o Black tie, less than 4" wide at the widest part of the tie, when required

- White tee-shirt (optional);
- Black safety shoes as approved.

* The Fire Chief may authorize, on an individual basis, the wearing of civilian clothing in lieu of Class B uniforms.

CAPTAIN

- Blue uniform shirt, short or long sleeve, w/ Marysville Fire District shoulder patch on the left arm 3/4" below the shoulder seam, EMT, EMT/P or First Responder (as appropriate) on the right arm 1 3/4" below the shoulder seam;
- Cloth name tag 1/2" above right pocket seam, white letters on blue background. Name tag to include the initials Capt. w/ the name. EXAMPLE Capt. Goodguy;
- Silver badge w/ blue center, 2 bugles worn above the left pocket in the reinforced holder;
- Silver collar insignias, round w/ backing and 2 bugles (See Appendix A)
- Navy blue nomex pants;
- Black safety boots (black socks to be worn with any boot less than 8" in height);
- Black belt, 1" - 1 3/4" wide, basket weave style;
- Black tie less than 4" wide at the widest part of the tie when required;
- Navy blue fire department tee-shirt.

FIREFIGHTERS

- Same as Captain
- EXCEPTIONS:
 - No collar insignias
 - Paramedic identifier rockers, white letters on blue background, centered, abutting and above the name tag 1/2" in width
 - Silver firefighters badge worn above the left pocket in the reinforced holder

Class "C" Uniforms (Chief Officers not applicable)

CAPTAIN

- Navy blue nomex pants
- Black safety boots

- Black belt
- Navy blue tee-shirt/sweatshirt w/ Marysville Fire District logo on the front left chest and Marysville Fire on the back
- Captain rocker under MFD logo on the front left chest

Uniform and Dress Code Policy

CLASS-A UNIFORMS

The Marysville Fire District Class "A" uniform as identified in the "Class A" portion of this policy shall be considered the dress uniform for all MFD fulltime personnel.

Class A uniforms may be worn for any special event, function or circumstances involving the Fire District or when affiliation is appropriate.

Special requests for wearing Class A uniforms shall be directed to the Chief or his designee for approval.

MFD personnel attending any event, function or special circumstance wearing MFD Class A uniform shall conduct themselves accordingly.

CLASS B UNIFORMS

The MFD Class "B" uniform as identified in the "Class B" portion of this policy shall be considered the working uniform for all MFD personnel.

The Class B uniform shall be worn by MFD personnel when assigned to an on-duty status.

Special requests for wearing Class B uniforms shall be directed to the Chief or his designee for approval.

MFD personnel wearing Class B uniforms, whether on-duty or not, shall conduct themselves in accordance with policy and procedures so as not to discredit or bring reproach upon the Marysville Fire District or any of its members.

CLASS C UNIFORMS

The Marysville Fire District Class C uniform as identified in the Class C portion of this policy shall be considered an ancillary uniform to be worn during inclement weather (hot or cold), during work details (with the approval of the company officer) or at the discretion of the company officer.

MFD will issue cotton shorts that can be worn when the temperature is above 75 degrees F and when members are engaged in physical fitness training. They may be worn after 2200 hours or when approved by the company officer.

MFD personnel wearing Class C uniforms, whether on-duty or not, shall conduct themselves in accordance with policy and procedure so as not to bring discredit or reproach upon the Marysville Fire District or any of its members.

Uniform and Dress Code Addendum

SPECIFIC REQUIREMENTS

1. All uniform and ancillary apparel is to be neat, clean and reasonably pressed (when appropriate) and free of holes, rips, frays, stains, etc., which would distract from the general appearance of the uniform.
2. Footwear is to be polished and needed to cover obvious scuffs.
3. Footwear which has loose soles or heels are not to be worn.
4. No patches, emblems, insignias, buttons, stickers, writing or stenciling other than that which is approved shall be placed or used on approved apparel.
5. All MFD members shall report at the beginning of their assigned shift in a Class B uniform.
6. MFD members are expected to remain in uniform throughout their assigned shift or until 2200 hours.
 - * MFD officers, at their discretion, may allow the wearing of Class C uniforms.
7. Any employee/volunteer who is not dressed in proper attire consistent with this policy may be asked to return to work appropriately dressed. Employees who disregard this section and its standards may be subject to discipline.
8. Questions or concerns about the requirements of this policy, or what constitutes appropriate uniform and dress code attire, should be directed at the employee/volunteer's supervisor or Human Resources.

SUBSTANCE ABUSE POLICY FOR EMPLOYEES REQUIRED TO POSSESS A COMMERCIAL DRIVER'S LICENSE

Introduction

The U.S. Department of Transportation (DOT) mandates urine drug and evidential breath alcohol testing for employees in safety-sensitive positions, including those who are required to hold a commercial driver's license.

This section sets forth Marysville Fire District's alcohol and drug testing program and the testing and reporting requirements as required by those regulations. It applies to all Marysville Fire District's employees who are required to have and maintain a commercial driver's license (CDL) in order to perform the duties of their job.

All questions regarding this policy, its implementation, and supporting materials should be directed to the Human Resources ~~Manager~~Director.

Application

This policy applies to all employees of the Marysville Fire District who are required to have and maintain a commercial driver's license in order to perform the duties of his or her job.

Definitions

Accident means the occurrence involving a commercial vehicle on a public road which results in (1) a fatality; (2) bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or (3) one or more motor vehicles incurring disabling damage requiring the vehicle to be transported away from the scene by a tow truck or other vehicle. It does *not* include an occurrence involving only boarding and alighting from a stationary motor vehicle or an occurrence involving only the loading/unloading of cargo.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol use means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

Driver. This term includes all employees whose positions may involve driving a commercial motor vehicle and that require the possession of a commercial driver's license.

Commercial Motor Vehicle. A commercial motor vehicle is one that either:

- (1) Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more, whichever is greater; or
- (2) Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
- (3) Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
- (4) Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, chapter I, subchapter C.

Drugs. In accordance with the applicable federal regulations, "drugs" refers to the following five substances: marijuana (THC), cocaine, opiates, phencyclidine (PCP), and amphetamines/methamphetamines. Drug testing will be done only for these five substances. For the purposes of this section, however, "drugs" subject to regulation also includes any substance that requires a prescription or other written approval from a licensed medical practitioner for its use, if the use of such drug(s) may impair the employee's ability to perform a job or duty, or poses a threat to the safety of the employee or others.

Medical Review Officer (MRO). The MRO is the licensed physician responsible for receiving and reviewing laboratory results from the employer's drug testing program, and evaluating medical explanations for certain drug test results.

Safety Sensitive Position. For purposes of this section, these are positions associated with the driving of commercial motor vehicles and includes the period in which the employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

Safety Sensitive Functions. All drivers are considered to be performing safety sensitive functions from the time a driver begins work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. Time at plant, terminal, facility or other property waiting to be dispatched.
2. Time inspecting, servicing, or conditioning any commercial motor vehicle or equipment at any time.
3. Time spent driving, or in or upon any commercial motor vehicle at any time.

4. Time loading or unloading, supervising or assisting, or attending a vehicle being loaded or unloaded.
5. Time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Substance Abuse Professional (SAP). A Substance Abuse Professional is a licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or addiction counselor certified by an organization approved by the U.S. Department of Transportation (DOT) and meeting, and meeting the qualification training/continuing education requirements of the DOT. A SAP must have knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders; knowledge about the SAP function as it relates to employer interests in safety-sensitive duties; knowledge about the DOT agency regulations applicable to the City, and DOT SAP guidelines. SAPs are expected to keep current on any changes to DOT guidelines and agency regulation.

Prohibited Conduct

The following conduct regarding alcohol and drug use or abuse is prohibited:

A. Alcohol Concentration.

An employee may not report for duty or remain on duty requiring the performance of safety sensitive functions covered under this policy while having an alcohol concentration of 0.04 or greater.

B. On-Duty Alcohol Possession and Use of Alcohol.

An employee may not possess or use alcohol while on duty or while operating a commercial motor vehicle.

C. Pre-Duty Use of Alcohol.

An employee may not operate a commercial motor vehicle or perform other safety sensitive functions within four hours after using alcohol. An on-call employee who consumes alcohol within four hours of being called in will acknowledge the use of alcohol and will not report for duty.

D. Alcohol Use Following an Accident

An employee required to take a post-accident alcohol test may not use alcohol for eight hours following the accident, or until a post-accident alcohol test is given, whichever comes first.

E. Use of Drugs.

An employee may not report for duty or remain on duty when the employee has used or is under the influence of a drug or drugs, except when the use is pursuant to instructions licensed medical practitioner who has advised the employee that the

substance will not adversely affect the employee's ability to safely operate a commercial motor vehicle or perform other safety sensitive functions. Employees who are taking a prescription or over-the-counter medication that may impair their ability to perform their duties safely and effectively must notify their supervisor and provide written notice from their licensed medical practitioner or pharmacist with respect to the effects of such substances.

F. Refusal to Submit to a Required Test.

An employee may not refuse to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or drug test as directed by this policy.

G. Positive Drug Test.

An employee may not report for duty or remain on duty requiring the performance of safety sensitive functions covered under this policy if the employee tests positive for drugs or alcohol. This means that covered employees may not have a quantifiable presence of a prohibited drug in the body that exceeds the minimum thresholds established by federal law, 49 C.F.R. Part 40, as amended.

H. Tampering With a Required Test.

An employee may not tamper with, adulterate, alter, or substitute a breath or urine sample or otherwise obstruct the testing process.

I. Manufacture, Possession, Transfer or Sale.

No employee may manufacture, possess, transfer, or sell drugs or alcohol on District property, in District vehicles, or while on duty in any position covered by this policy.

Circumstances Requiring Testing

A. Pre-employment Drug Testing.

All individuals who are covered by this policy must pass a drug test as a post-offer condition of employment and before performing safety-sensitive functions. Additionally, a non-covered employee shall not be placed, transferred or promoted into a covered position until and unless the employee takes a drug test with verified negative results. Applicants must report previous DOT-covered employer drug and alcohol test results—otherwise, the employment offer may be rescinded.

B. Reasonable Suspicion Testing.

Employees subject to this policy shall submit to a drug or alcohol test when a supervisor or ~~manager~~Director reasonably suspects the employee has violated the prohibitions of this policy against alcohol and drug use, including by consuming alcohol while on duty or within four hours prior to performing safety sensitive functions or being under the influence of drugs or alcohol while on duty. A referral for testing will be made based on contemporaneous, articulable observations based on such factors as appearance, behavior, speech, and smell usually associated with

drug or alcohol use. Such referrals will be made by supervisory personnel who have received training concerning the signs and symptoms of drug and alcohol use. Reasonable suspicion means that one or more trained supervisors reasonably believes or suspects that an employee is under the influence of drugs or alcohol.

If removed from duty based on reasonable suspicion of drug use, the employee will not be allowed to perform or continue to perform safety sensitive functions until the test results are returned and indicate a negative result. If removed from duty based on reasonable suspicion of alcohol use, the employee will not be allowed to perform or continue to perform safety sensitive functions until:

1. An alcohol test is administered and the driver's breath alcohol concentration measures less than 0.02; or
2. 24 hours have elapsed following the determination that there is reasonable suspicion to believe that the employee has violated this policy concerning the use of alcohol.

C. Post-Accident Testing

Following an accident involving a commercial motor vehicle that results in a fatality, each driver performing safety sensitive functions with respect to the vehicle will be required to submit to alcohol and drug tests. If the accident involved:

1. Bodily injury to any person who, as a result of the injury immediately received medical treatment away from the scene of the accident; or
2. One or more vehicles incurred disabling damage requiring removal by towing, then each driver who receives a citation under state or local law within eight hours for a moving traffic violation arising from the accident will be tested for alcohol; and each driver who receives a citation under state or local law within 32 hours for a moving traffic violation arising from the accident will be tested for drugs. Testing shall occur as soon as possible, but shall not exceed eight hours for alcohol testing and 32 hours for drug testing.

Any alcohol or drug testing should not delay the administration of necessary first-aid and/or other appropriate medical care, and a driver may leave the scene of the accident, if necessary, for the time needed to obtain assistance. A driver must make every reasonable effort to notify management as soon as possible whenever an accident has occurred.

A driver who is subject to post-accident testing shall remain readily available for such testing and may not take any action to interfere with testing or the results of testing. Drivers who do not comply with post-accident testing requirements will be considered to have refused to submit to testing and will be subject to sanctions for refusal to test as provided in this policy, which may include discipline up to and including termination.

D. Random Testing

Employees covered by this policy will be subject to random, unannounced drug

testing at the annual percentage rate required under applicable regulations.

E. Return to Duty Testing

Employees who have violated this policy, including those who have tested positive on a drug or alcohol test, and who under the discipline policy are allowed to return to work, must test negative using the “observed collection procedure” prior to being released for duty. A return to duty test following alcohol misuse may not exceed an alcohol concentration of 0.02.

F. Follow-up Testing

An employee who is referred for assistance related to alcohol or drug misuse will be subject to unannounced follow-up testing, using the “observed collection procedure” as directed by a SAP. The number and frequency of follow-up tests, for a period not to exceed 60 months, will be determined by the SAP, but will not be less than six tests in the first 12 months following the employee’s return to duty. All controlled substances follow-up tests will be conducted by same-gender direct observation. Refusing to permit an observed collection will constitute a refusal to test with the same consequences as testing positive. To pass a follow-up drug test, the employee must have a verified negative test result. To pass a follow-up alcohol test, the test result may not exceed an alcohol concentration of 0.02. If the employee fails to pass a follow-up drug or alcohol test during the term of the agreement, he/she will be subject to immediate termination of employment.

G. Re-tests

Employees who test positive for drugs may request a second test of the remaining portion of the split sample within 72 hours of notification of a positive test result by the MRO. Employees with a dilute test that is positive for drugs will be treated as a verified test positive. Employees with a dilute test that is negative may be subject to a retest, as specified in the testing procedures.

Testing Procedures & Safeguards

Marysville Fire District will follow the collection and drug testing guidelines issued by DOT. Alcohol testing will be conducted using breath-testing instruments and procedures approved by the DOT.

The following employee protections will be incorporated to ensure the accuracy and integrity of the drug testing program:

- Only Substance Abuse and Mental Health Services Administration (SAMHSA) certified drug testing laboratories will be used.
- A strict chain of custody will be used to ensure the integrity of each urine specimen.
- The process will ensure individual privacy during the collection process (except to the extent directly-observed collection procedures are required

by law) and confidentiality of test results.

- All “positive” drug screens will be confirmed by a second test using the gas chromatography/mass spectrometry method or an equivalent approved method.
- All drug test results will receive a professional review by a medical review officer (MRO) that includes offering the employee the opportunity to explain or contest a positive test result.

Refusal to Take an Alcohol or Drug Test

No employee shall refuse to submit to an alcohol or drug test as directed under this policy. A refusal to submit shall include, but is not limited to:

1. Failure to provide adequate breath for testing without a valid medical explanation after an employee has received notice of the requirement for breath testing.
2. Failure to provide adequate urine for drug testing without a valid medical explanation after an employee has received notice of the requirement for urine testing.
3. Failure to permit a monitored or observed urine collection.
4. Engaging in conduct that obstructs the testing process and/or failure to cooperate with any part of the testing process.
5. Leaving the testing area without authorization and/or failure to remain at the testing site until the testing process is complete.
6. Failing to take a second test when directed to do so.
7. Failure to appear for any test after being directed to do so by your employer;
8. Failure to permit to the observation or monitoring of you providing a urine sample if it is warranted.
9. Failure to undergo a medical evaluation for a “shy bladder” or “shy lung” procedure.
10. Providing a specimen that is verified as adulterated or substituted, or admitting to the collector or MRO that you adulterated or substituted the specimen.
11. Failure to follow the observer’s instructions.
12. Wearing or possessing a prosthetic or other device that could be used to interfere with the collection process.

Refusal to submit to a test shall be considered the same as a positive test result.

Reporting

Federal Motor Carrier Safety Administration (FMCSA)-regulations require employers to report any adverse drug and alcohol testing information to the Drug & Alcohol Clearinghouse. This includes any position drug-test results, any alcohol test results

with a blood alcohol content greater than 0.04, refusals to test, and any other non-test violations of the FMCSA's drug and alcohol regulations. Employers will also be required to report any "actual knowledge" violations along with a detailed description of the event, supporting evidence, and the names and contact information for any corroborating witnesses.

Securing Information from Previous Employers and the Drug & Alcohol Clearinghouse

If a person is to be hired or transferred into a position subject to this policy and that person during the previous three years worked as a driver of a commercial vehicle or in another position for an employer subject to DOT regulations, that person must authorize a request to release information from all employers of the driver within the past two years and the Drug & Alcohol Clearinghouse. The following information will be requested by the Employer:

1. Positive alcohol or drug tests
2. Refusal(s) to be tested
3. Other violations of DOT agency drug and alcohol testing regulations
4. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests).

This information must be obtained through an electronic query using the Drug & Alcohol Clearinghouse and, until January 6, 2023, also through a traditional manual inquiry with previous employees, before the person is employed by Marysville Fire District to perform safety sensitive functions. However, if the information has not arrived by the anticipated start date, and if the person has passed the pre-employment drug test, the person may be hired and the requested information must be obtained from the previous employers within 30 calendar days of the date of hire. If the information has not been received within the 30 calendar days, the person shall not be permitted to perform safety sensitive functions until the information has arrived.

Prior to being hired or transferred into a safety sensitive position, a person must also inform the District whether he or she tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee applied for, but did not obtain, safety-sensitive transportation work covered by DOT drug-and-alcohol testing rules during the past three years. If the employee admits that he or she had a positive test or a refusal to test, the employee may not perform safety-sensitive functions unless and until the employee documents successful completion of the return-to-duty process.

In addition, FMCSA-regulated employers will be required to run a search of the Clearinghouse database at least once a year for all their current drivers.

Confidentiality and Record Retention

All records related to drug and alcohol testing shall be maintained in a secure location with controlled access. These records shall be kept separate from the individuals' general personnel records and records pertaining to all other employees. However, your test information may be released without your consent in certain situations, such as: legal proceedings, grievances, or administrative proceedings brought by you or on your behalf, which resulted from a positive test, or refusal to test. The District will notify you in writing of any information it will need to release.

Further, the District is required to disclose drug and alcohol testing history to subsequent DOT-regulated employers; the City will comply with all current rules and regulations related to such disclosure.

Consequences of Engaging in Prohibited Conduct or Positive Drug or Alcohol Tests

A. Discipline.

An employee will be subject to appropriate disciplinary action up to and including termination from employment if:

1. The employee tests positive for a drug or drugs;
2. Results from an alcohol test indicate a blood alcohol level of 0.02 or greater (termination of employees based on blood alcohol levels between 0.02 and 0.39 is based on authority independent of DOT regulations); and/or;
3. The employee has engaged in prohibited conduct as outlined in Prohibited Conduct Section.

The following provisions apply to those employees who are not terminated for their policy violations:

B. Positive Test Result.

If an employee tests positive for drugs or has an alcohol test that indicates a blood alcohol level of .04 or greater from a random, reasonable suspicion or post-accident test, the employee will be immediately removed from duties requiring the driving of a commercial motor vehicle and other safety sensitive functions. The employee shall not be permitted to return to work unless he/she:

1. Has been evaluated by a qualified SAP; and,
2. If recommended by the SAP, has properly followed any rehabilitation prescribed; and,
3. Has a verified negative result on a return-to-duty alcohol (<0.02) and/or drug test (depending upon which test was failed and the SAP's recommendation).

Even where an employee has completed these steps, the decision to allow the

employee to return to work shall be made by the District at its sole discretion. Upon completion of a recommended rehabilitation program and successful return-to-duty tests, an employee who is permitted to return to work will be subject to follow-up testing for up to sixty (60) months as recommended by the SAP and Employee Assistance Program, with a minimum of six such unscheduled tests within the first twelve months of returning to duty.

C. Alcohol Concentration of at least 0.02 but less than 0.04.

If not terminated or otherwise disciplined, employees having a breath alcohol concentration of at least 0.02 but less than 0.04 shall be removed from duty requiring the driving of a commercial motor vehicle or other safety sensitive functions for at least 24 hours.

Employee Assistance Program and Referral

A confidential Employee Assistance Program (EAP) is available to all employees. Employees are encouraged to seek treatment voluntarily and to utilize the EAP. When an alcohol or drug problem (the driver's or a coworker's) is suspected, any employee may contact the Employee Assistance Program or management for guidance. Any such program, however, cannot interfere with the tests required by these rules. For example, a driver could not identify himself/herself as unfit to drive after having been notified of a random or reasonable suspicion test and expect to avoid the consequences of a positive test or a refusal to test.

The Effects of Alcohol and other Drugs

The following information concerning the effects of alcohol and drug use on an individual's health, work, and personal life is furnished to drivers.

Alcohol

Alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer, and distilled spirits. There are many kinds of alcohol; the kind found in alcoholic beverages is ethyl alcohol. Whether one drinks a 12-ounce can of beer, a shot of distilled spirits, or a 5-ounce glass of wine, the amount of pure alcohol per drink is about the same. Ethyl alcohol can produce feelings of well-being, sedation, intoxication, or unconsciousness, depending on the amount and the manner in which it is consumed.

Alcohol is a psychoactive or mind-altering drug, as are heroin and tranquilizers. It can alter moods, cause changes in the body, and become habit forming. Alcohol is called a "downer" because it depresses the central nervous system. That's why drinking too much causes slowed reactions, slurred speech, and

sometimes even unconsciousness (passing out). Alcohol works first on the part of the brain that controls inhibitions. As people lose their inhibitions, they may talk more, get rowdy, and do foolish things. After several drinks they may feel “high,” but their nervous systems actually are slowing down.

A person does not have to be an alcoholic to have problems with alcohol. Every year, for example, many young people lose their lives in alcohol-related automobile crashes, drownings, and suicides. Serious health problems can and do occur before drinkers reach the stage of addiction or chronic use.

In some studies, more than 25 percent of hospital admissions were alcohol-related. Some of the serious diseases associated with chronic alcohol use are alcoholism and cancers of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse also can lead to serious physical problems such as:

- Damage to the brain, pancreas, and kidneys;
- High blood pressure, heart attacks, and strokes;
- Alcoholic hepatitis and cirrhosis of the liver;
- Stomach and duodenal ulcers, colitis, and irritable colon;
- Impotence and infertility;
- Birth defects and Fetal Alcohol Syndrome, which may cause cognitive deficits, low birth weight, small head size, and limb abnormalities;
- Premature aging; and
- A host of other disorders, such as diminished immunity to disease, sleep disturbances, muscle cramps, and edema.

Marijuana

Contrary to many young people’s beliefs, marijuana is a harmful drug, especially since the potency of the marijuana now available has increased more than 275 percent over the last decade. For those who smoke marijuana now, the dangers are much more serious than they were in the 1960s.

Preliminary studies have shown chronic lung disease in some marijuana users. There are more known cancer-causing agents in marijuana smoke than in cigarette smoke. In fact, because marijuana smokers try to hold the smoke in their lungs as long as possible, one marijuana cigarette can be as damaging to the lungs as four tobacco cigarettes.

New studies using animals also show that marijuana interferes with the body’s immune response to various infections and diseases. This finding may have

special implications for those infected with the Acquired Immune Deficiency Syndrome (AIDS) or Human Immunodeficiency Virus (HIV). Drugs like marijuana that weaken the immune system may exacerbate the condition of people infected with this virus.

Even small doses of marijuana can impair memory function, distort perception, hamper judgment, and diminish motor skills. Health effects also include accelerated heartbeat and, in some persons, increased blood pressure. The changes pose health risks for anyone, but particularly for people with abnormal heart and circulatory conditions such as high blood pressure and hardening of the arteries.

More importantly, there is increasing concern about how marijuana use by children and adolescents may affect both their short- and long-term development. Mood changes occur with the first use. Observers in clinical settings have noted increased apathy, loss of ambition, loss of effectiveness, diminished ability to carry out long-term plans, difficulty in concentrating, and a decline in school or work performance. Many teenagers who end up in drug treatment programs started using marijuana at an early age.

Driving under the influence of marijuana is especially dangerous. Marijuana impairs driving skills for at least 4 to 6 hours after smoking a single cigarette. When marijuana is used in combination with alcohol, driving skills become even more impaired.

Cocaine

Cocaine is one of the most powerfully addictive of the drugs of abuse-and it is a drug that can kill. No individual can predict whether he or she will become addicted or whether the next dose of cocaine will prove fatal. Cocaine can be snorted through the nose, smoked, or injected. Injecting cocaine-or injecting any drug-carries the added risk of contracting AIDS if the user shares a needle with a person already infected with HIV, the AIDS virus.

Cocaine is a very strong stimulant to the central nervous system, including the brain. The drug accelerates the heart rate and at the same time constricts the blood vessels, which are trying to handle the additional flow of blood. Pupils dilate and temperature and blood pressure rise. These physical changes may be accompanied by seizures, cardiac arrest, respiratory arrest, or stroke.

Nasal problems, including congestion and a runny nose, occur with cocaine use, and with prolonged use the mucous membrane of the nose may disintegrate. Heavy cocaine use can severely damage the nasal septum and cause it to collapse.

Research has shown that cocaine acts directly on structures that have been called the brain's "pleasure centers." Stimulating these pleasure centers produces an intense desire to experience the pleasure effects again and again. The stimulation causes changes in brain activity; as a result, a brain chemical called dopamine is allowed to remain active longer than normal, which triggers an intense craving for more of the drug.

Users often report feelings of restlessness, irritability, and anxiety; and cocaine can trigger paranoia. Users also report being depressed when they are not using the drug and often resume use to alleviate further depression. In addition, cocaine users frequently find that they need increasingly more cocaine more often to generate the same level of stimulation. Therefore, any use can lead to addiction.

"Freebase" is a form of cocaine that is smoked. It is produced by a chemical process in which "street cocaine" (cocaine hydrochloride) is converted to a pure base by removing the hydrochloride salt and some of the "cutting" agents. The end product is not water soluble, so the only way to get it into the system is to smoke it.

"Freebasing" is extremely dangerous. The cocaine reaches the brain in seconds, creating a sudden and intense high. However, the euphoria quickly disappears, leaving the user with an enormous craving to freebase again and again. The user usually increases the dose and the frequency to satisfy this craving, resulting in addiction and physical debilitation.

"Crack" is the street name given to a type of freebase cocaine that comes in the form of small lumps or shavings. The term "crack" refers to the crackling sound made when the mixture is smoked (heated). Smoking "crack" is very dangerous, since it produces the same debilitating effects as "freebasing" cocaine. Crack has become a major problem in many American cities because it is cheap-selling for between \$5 and \$10 for one or two doses-and easily transportable-being sold in small vials, folding paper, or tinfoil.

PCP (Phencyclidine)

PCP is a hallucinogenic drug, meaning that it alters sensation, mood, and consciousness and may distort hearing, touch, smell, taste, and visual sensation. It is legitimately used as an anesthetic for animals. When used by humans, PCP induces a profound departure from reality, which leaves the user capable of bizarre behavior and severe disorientation. These PCP induced effects may lead to serious injuries or death.

PCP produces feelings of mental depression in some individuals. When PCP is used regularly, memory, perception functions, concentration, and judgment are

often disturbed. Chronic PCP use may lead to permanent changes in cognitive ability (thinking), memory, and fine motor function.

Mothers using PCP during pregnancy often deliver babies who have visual, auditory, and motor disturbances. These babies also may have sudden outbursts of agitation and other rapid changes in awareness similar to the responses of adults intoxicated with PCP.

Narcotics – Opiates

Narcotics are drugs that relieve pain and often induce sleep. The opiates, which are narcotics, include opium, morphine, codeine, heroin, and their synthetic substitutes, such as methadone.

Narcotic use is associated with a variety of unwanted effects including drowsiness, inability to concentrate, apathy, lessened physical activity, constriction of the pupils, dilation of the subcutaneous blood vessels causing flushing of the face and neck, constipation, nausea and vomiting and, most significantly, respiratory depression.

Among the hazards of illicit drug use is the ever increasing risk of infection, disease and overdose. Skin, lung and brain abscesses, endocarditis, hepatitis and AIDS are commonly found among narcotic abusers. Since there is no simple way to determine the purity of a drug that is sold on the street, the effects of illicit narcotic use are unpredictable and can be fatal.

With repeated use of narcotics, tolerance and dependence develop. The development of tolerance is characterized by a shortened duration and a decreased intensity of analgesia, euphoria and sedation which creates the need to administer progressively larger doses to attain the desired effect.

Withdrawal symptoms experienced from heroin/morphine-like addiction are usually experienced shortly before the time of the next scheduled dose. Early symptoms include watery eyes, runny nose, yawning and sweating. Restlessness, irritability, loss of appetite, tremors and severe sneezing appear as the syndrome progresses. Severe depression and vomiting are not uncommon.

Amphetamines

Amphetamine, dextroamphetamine and methamphetamine are collectively referred to as amphetamines. Unlike other frequently abused drugs, the amphetamines do not occur in nature but are synthesized in a laboratory. Their chemical properties and actions are so similar that even experienced users have difficulty knowing which drug they have taken.

Amphetamines can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse.

Amphetamines are generally taken orally or injected. However, the addition of “ice,” the slang name for crystallized methamphetamine, has promoted smoking as another mode of administration.

The effects of amphetamines, especially methamphetamine, are similar to cocaine, but their onset is slower and their duration longer. In general, chronic abuse produces a psychosis that resembles schizophrenia and is characterized by paranoia, picking at the skin, preoccupation with one’s own thoughts, and auditory and visual hallucinations. Violent and erratic behavior is frequently seen among chronic abusers of amphetamines.

“Designer Drugs”

By modifying the chemical structure of certain drugs, underground chemists have been able to create what are called “designer drugs”—a label that incorrectly glamorizes them. They are, in fact, analogs of illegal substances. Frequently, these drugs can be much more potent than the original substances, and can therefore produce much more toxic effects. Health officials are increasingly concerned about “ecstasy,” a drug in the amphetamine family that, according to some users, produces an initial state of disorientation followed by a rush and then a mellow, sociable feeling. We now know, however, that it also kills certain kinds of brain cells. These “designer drugs” are extremely dangerous.

*Turning Awareness into Action
Office for Substance Abuse Prevention
U.S. Department of Health and Human Services*

Blood Alcohol Concentration (BAC)

Blood alcohol concentration (BAC) is the amount of alcohol in the bloodstream. It is measured in percentages. For instance, having a BAC of 0.10 percent means that a person has 1 part alcohol per 1,000 parts blood in the body.

In a review of studies of alcohol-related crashes, reaction time, tracking ability, concentrated attention ability, divided attention performance, information process capability, visual functions, perceptions, and psycho-motor performance,

impairment in all these areas was significant at blood alcohol concentrations of 0.05 percent. Impairment first appeared in many of these important areas of performance at blood alcohol concentrations of 0.02 percent, substantially below the legal standard in most States for drunkenness, which is 0.10 percent.

Approximately half of traffic injuries involve alcohol. About one-third of fatally injured passengers and pedestrians have elevated blood alcohol levels. For fatal intentional injuries, half of homicides involve alcohol, as do one-quarter to one-third of suicides.

The Centers for Disease Control and Prevention (CDC) estimate that about 30,000 unintentional injury deaths per year are directly attributable to alcohol. Another 15,000 to 20,000 homicides or suicides per year are associated with alcohol.

For non-fatal unintentional injuries many studies show that 25 to 50 percent involve alcohol. The same rates are found for a wide range of non-fatal intentional injuries involving alcohol, including assaults, spouse abuse, child molestation, sexual assault, rape, and attempted suicide.

BAC can be measured by breath, blood, or urine tests. BAC measurement is especially important for determining the role of alcohol in crashes, falls, fires, crime, family violence, suicide, and other forms of intentional and unintentional injury.

One problem in obtaining accurate BAC data is a lack of testing in hospital emergency rooms. Research indicates that emergency rooms do not test routinely for alcohol in crash victims. A national survey of trauma centers found that although two-thirds of the centers estimated that the majority of patients had consumed alcohol, only 55 percent routinely conducted BAC tests at patient admissions. A review of emergency room studies indicated that up to one-third of patients admitted to emergency rooms are not tested.

BAC and Impaired Driving

The public most commonly associates BAC with drunk driving. However, it is more accurate to refer to alcohol-impaired driving because one does not have to be drunk (intoxicated) to be demonstrably impaired. Driving skills, especially judgment, are impaired in most people long before they exhibit visible signs of drunkenness. While most States define legal intoxication for purposes of driving at a BAC of 0.10 percent or higher (the Washington State limit is .08 BAC), alcohol may cause deterioration in driving skills at 0.05 percent or even lower. Deterioration progresses rapidly with rising BAC.

In recognition of impairment at lower BAC levels, the National Highway Traffic Safety Administration (NHTSA) refers to traffic crashes as “alcohol involved” or “alcohol

related” when a participant (driver, pedestrian, or bicyclist) has a measured or estimated BAC of 0.01 or above. NHTSA defines a “high-level alcohol crash” as one where an active participant has a BAC of 0.10 or higher.

The Technology of Breath-Alcohol Analysis (1992) PH312
Prevention Resource Guide: Impaired Driving (1991) MS434
Safer Streets Ahead (1990) PH292

Blood Alcohol Percentage Approximations

		Body Weight in Pounds							
		100	120	140	160	180	200	220	240
Number of Drinks Per Hour	1	.04	.03	.03	.02	.02	.02	.02	.02
	2	.08	.06	.05	.05	.04	.04	.03	.03
	3	.11	.09	.08	.07	.06	.06	.05	.05
	4	.15	.12	.11	.09	.08	.08	.07	.06
	5	.19	.16	.13	.12	.11	.09	.09	.08
	6	.23	.19	.16	.14	.13	.11	.19	.09
	7	.26	.22	.19	.16	.15	.13	.12	.11
	8	.30	.25	.21	.19	.17	.15	.14	.13
	9	.34	.28	.24	.21	.19	.17	.15	.14
	10	.38	.31	.27	.23	.21	.19	.17	.16

Certificate of Receipt Marysville Fire District's Substance Abuse Policy for Employees Required to Possess a Commercial Drivers' License

Each driver is required to sign a statement certifying that he or she has received a copy of these materials described in this section. Marysville Fire District is required to maintain the original of the signed certificate for each driver.

I have read, understand, and am in receipt of a copy of Marysville Fire District's Drug and Alcohol Abuse Policy and Special Attachment to Policy for Employees Required to Possess a Commercial Driver's License

Employee's Printed Name

Date

Employee's Signature

SAP Referral List

A copy of the following list of Substance Abuse Professionals (SAPs) should be given to any safety sensitive employee or prospective employee who violates your company's DOT drug and alcohol testing policy, in accordance with 49 CFR Part 40.287 which states:

As an employer, you must provide to each employee (including an applicant or new employee) who violates a DOT drug and alcohol regulation a listing of SAPs readily available to the employee and acceptable to you, with names, addresses, and telephone numbers. You cannot charge the employee any fee for compiling or providing this list. You may provide this list yourself or through a C/TPA or other service agent.

The following SAPs currently comply with requirements listed under 49 CRF Part 40.281 of the Department of Transportation drug/alcohol testing regulations. This list was last updated December 2020.

SAP **Mr. Gary Raymond McCullough**
Address 627 5th St, Ste. 100A, Mukilteo, WA 98275-1580
Phone 425-328-9528
Fax
E-Mail graymond@thejuanitacenter.com

SAP Mr. Brandon M. Tripp
Address 5600 Rainier Ave S. #C202, Seattle, WA 98118-2407
Phone 425-374-1821
Fax
E-Mail Catalyst.CC@outlook.com

Reasonable Suspicion or post-accident testing documentation form

Purpose of this form: To document the rationale, facts and circumstances behind a decision to request a reasonable suspicion or post-accident test.		
Employee's Name:	Social Security No. or ID#:	Date:
Type of Test (Describe in detail below in comments)		
<input type="checkbox"/> Reasonable Suspicion	<input type="checkbox"/> Post-Accident	
<input type="checkbox"/> Observed behavior	<input type="checkbox"/> Accident causing a fatality	
<input type="checkbox"/> Observed drug/alcohol use	<input type="checkbox"/> Accident causing an injury requiring off-site medical attention	
<input type="checkbox"/> Difficulty maintaining balance	<input type="checkbox"/> Accident causing significant property damage	
<input type="checkbox"/> Slurred speech	<input type="checkbox"/> Possible death	
<input type="checkbox"/> Abnormal/erratic behavior	<input type="checkbox"/> Possible injury	
<input type="checkbox"/> Apparent inability to safely perform assigned work	<input type="checkbox"/> Possible property damage	
<input type="checkbox"/> Other(s)		
<input type="checkbox"/> Credible report		
<input type="checkbox"/> Arrest or conviction		
Comments (Describe, in detail, the rationale for requesting testing, including observed facts and circumstance, any sources of information, date and time of observation or accident, other witnesses, actions taken, etc.)		
Requestor's Printed Name	Title	Date
Signature		
Reviewer's Printed Name	Title	Date
Signature		

Release of Information Form -- 49 CFR Part 40 Drug and Alcohol Testing

Section I. To be completed by the new employer, signed by the employee, and transmitted to the previous employer:

Employee Printed or Typed Name: _____

Employee SS or ID

Number: _____

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in *Section I-B*, to the employer listed in *Section I-A*. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in *Section II-A* by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Employee Signature: _____ Date: _____

I-A.

New Employer Name: _____

Address: _____

Phone #: _____

Designated Employer Representative: _____

I-B.

Previous Employer Name: _____

Address: _____

Phone #: _____

Designated Employer Representative (if known):

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

II-A. In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing ~

1. Did the employee have alcohol tests with a result of 0.04 or higher? YES ____ NO ____
2. Did the employee have verified positive drug tests? YES ____ NO ____
3. Did the employee refuse to be tested? YES ____ NO ____
4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? YES ____ NO ____
5. Did a previous employer report a drug and alcohol rule violation to you? YES ____ NO ____
6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? N/A ____ YES ____ NO ____

NOTE: If you answered "yes" to item 5, you must provide the previous employer's report. If you answered "yes" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

II-B.

Name of person providing information in *Section II-A*:

Title: _____

Phone #: _____

ATTENDANCE AND INABILITY OR DELAY IN REPORTING TO WORK
--

All employees are expected to report to work as scheduled and perform productive work during their scheduled work shifts. Each employee is responsible for maintaining an accurate record of his or her attendance.

Employee unable to work or unable to report for work on time are to notify their **Battalion Chief** (or immediate supervisor) at least one hour before they are scheduled to report to work. Employees must also notify and obtain permission from their Battalion Chief (or immediate supervisor) for any early departures or absences during the work day. If an absence continues beyond one day, the employee is responsible for reporting in each day, unless other arrangements have been approved in advance by the employee's Battalion Chief (or immediate supervisor).

Employees must also notify and obtain permission from their supervisor for any early departures or absences during the work day.

An employee who is absent without authorization or notification on a scheduled work day is subject to disciplinary action, including possible termination.

An employee who is absent without notification or authorization for three (3) consecutive scheduled work days shall be considered as having abandoned his or her job and may be terminated. Employees may also be disciplined up to and including termination for failing to report to work without notice or with insufficient notice, for excessive absenteeism or tardiness, or for other attendance and tardiness problems.

Emergency Conditions – Reporting to Work

It is the intent of all Marysville Fire District offices to remain open and in operation during established working hours. Because many fire district services are of primary importance during emergency or extreme weather conditions, employees should make a reasonable effort to report to work on a timely basis. Should conditions exist which would prevent employees from reporting to work, it will be the employee's responsibility to report to his or her Battalion Chief (or immediate supervisor) to indicate anticipated absence from work or late arrival to work.

During times of inclement weather, natural or man-made disaster or other emergencies, it is essential that the fire district continue to provide vital public services. Therefore, unless the fire district notifies employees otherwise, employees are expected to make every reasonable effort to report to work without endangering their personal safety.

Any regular fulltime or regular part-time employee unable to report to work as a result of emergency or extreme conditions will be given the option of using any form of accrued leave (excluding sick leave) or taking time off without pay for time missed if all other leaves are exhausted. The employee shall promptly advise his/her supervisor, as in any other case of late arrival or absence. Unauthorized absences may be subject to discipline.

Employees are subject to call-back during disasters and other emergencies.

<p style="text-align: center;">RECOGNITION FOR MERITORIOUS SERVICE</p>
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The Marysville Fire District recognizes that its employees are its most important asset and resource for providing high quality public services to the citizens of Marysville. The District appreciates and recognizes the value of exceptional employee performance that contributes to improved service, quality, productivity, and/or employee actions that are beneficial to the community. The District also recognizes the tradition of hard and often exemplary work and dedication to public service among its employees. The employee recognition and meritorious service program provides a means of honoring employees, both individuals and teams, for years of service, exceptional performance, and behavior both in the workplace and community.

Employees, supervisors, and citizens may nominate an employee (or group of employees) for recognition at any time. Nominations for awards will be made public. Written nominations, stating the positive contribution(s) of the employee are submitted to the Fire Chief. The Fire Chief may discuss the nomination with the District's leadership team consisting of the Deputy Chiefs, Finance Director and Human Resources ~~Manager~~Director. The Fire Chief makes the final decision to recognize employees under this program.

Awards are usually presented at staff meetings and/or Fire Board meetings. District employees and District Fire Board members will be invited to attend appreciation or award events at the District's expense. Employees' spouses, guests, and interested citizens will be invited to attend at their own expense. Awards recipients will be announced, and award presentations will be publicized. Refreshments and cake or cookies may be served at these events.

This program is designed to recognize a wide variety of employee achievements, employee team efforts, and contributions made by individuals to the successful operation of District services. Individuals and teams are eligible to receive recognition in the following categories. Other categories of awards may be added or eliminated as deemed appropriate by the Fire Chief.

- *Recognition of Continuous Service*: Regular full time employees will be recognized for their years of service for the District and receive a service award for completing 5, 10, 15, 20, 25, 30, 35, 40, and 45 years of service. The award may include a years of service pin. Maximum dollar value of this award shall not exceed \$25.00.
- *Recognition of Retirement*: An employee retiring from service with the Marysville Fire District may receive this award. This award may include a combination of the following items: a watch, flag with shadow case or a golden axe. Maximum dollar value of this award shall not exceed \$650.00.
- *Annual Banquet*: The Marysville Fire District Board may authorize, via resolution, an annual awards banquet for the recognition of employee service and achievement (see

MFD Policy #1135). 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. Maximum cost for the banquet will be addressed in the resolution approved by the Fire Board.

- Phoenix Award: Excellence in Public Service or Service to the District: Employees may be recognized for excellent or extraordinary effort to the Marysville Fire District. The Phoenix Award may include a challenge coin, a framed certificate of award and a presentation at a Marysville Fire Board meeting. The presentation at the Marysville Fire Board meeting. Maximum dollar value of this award shall not exceed \$200.00. Criteria for this award may include:
 - Extraordinary effort and/or continuous excellence in service to the public.
 - Implementation of innovative and practical new work methods, programs, or cost-saving solutions that have a substantial impact on improving service and efficiency.
 - Outstanding professionalism and competence in completion or implementation of a project with significant benefit to the community or District.
 - Consistent and outstanding performance at work (that is, employee regularly finds “better-ways-to-do-it,” is a problem solver, expediter, assists others do their jobs better, or serves as mentor, teacher, or role model for others).
 - Exceptional community volunteerism with a positive impact on the lives of others.
 - Heroism in response to an emergency situation.
 - Other meritorious performance or actions of a similar nature.

The Recognition for Meritorious Service program is funded in the operating budget, and all District expenditures for employee recognition for meritorious service activities must come from funds appropriated in the current operating budget. Purchases and all other related accounting activities must comply with applicable District procedures for District-funded activities ~~and, in accordance with~~ taxable fringe benefits guidelines established by the Internal Revenue Service. ~~the value of any item of recognition that is greater than \$25.00 must be included in taxable wages of the employee.~~

Commented [SE1]: Changed at the 12/15/2021 Fire Board Meeting.

REIMBURSEMENT FOR PERSONAL LOSS

During the conduct of District operations or business, and by the nature of activities engaged in, damage to personal belongings of the staff members could occur.

Employees/volunteers may submit written claims for reimbursement of losses to personal belongings. The following procedures for reimbursement shall be followed:

1. A written statement must be submitted to the District within seventy-two (72) hours of the occurrence of the loss. The statement must include the circumstances causing the loss and the amount of damages.
2. Damaged articles shall be submitted to the District for inspection.
3. A committee of three (3) staff members shall be appointed by the Fire Chief to evaluate and review the claim. The committee shall submit their recommendation for approval or disallowance of the claim to the Fire Chief.
4. Approved claims will be forwarded to the Marysville Fire District Board of Directors for final payment.

The following guidelines shall be used for determining reimbursement claims for damaged or lost personal articles:

1. Did an actual emergency exist at the time the employee/volunteer sustained a loss (in other words, could the emergency situation be handled or contained by personnel already at the scene)?
2. Was the employee/volunteer requested to assist because there was a lack of other personnel available to assist?
3. Were all reasonable precautions taken to prevent loss or damage?
4. Was there available protective equipment for use which could have prevented damages or loss either issued or at the scene?
5. Did the employee/volunteer respond to the alarm from his/her residence or was his/her presence incidental to other activities?
6. If an activity caused the damage, did the employee/volunteer undertake the activity on his/her own or was he/she assigned the task?

7. At the time, did the nature or situation of the call warrant the action that caused the damage or loss?

The appointed committee will also consider:

1. How could a similar incident be avoided in the future?
2. Was this a preventable accident by the employee/volunteer?
3. What adjustment or reimbursement is recommended?

EMPLOYEE DISCIPLINARY POLICY - PROCEDURES

The District may consider discipline for those who have completed the probationary period for just cause.

Those who are on a probationary period are considered "at will" and may be terminated at any time, for any reason.

The District may impose any corrective action it deems appropriate, including verbal or written warnings, performance improvement plans, or required retraining. A supervisor must consult with his/her supervisor and Human Resources prior to taking disciplinary action against an employee/volunteer when the level of discipline is greater than a verbal reprimand.

Contents of a disciplinary memo or separation notice are public record and likely subject to disclosure.

Responsibilities

All members of the District, regardless of rank or position, are required to discharge their assigned duties conscientiously; to conduct themselves in a manner which will reflect credit on the District and themselves; to respect the administrative authority of those directing their work; and to observe the spirit as well as the letter of the policies, rules and regulations governing their conduct. In many cases, an employee's/volunteer's conduct is subject to higher standards with respect to honesty, reliability, trustworthiness, and character, due to the position that the fire service occupies in society.

All employees/volunteers of the District have an obligation to maintain a safe, positive work environment. In any case where any employees/volunteers of the District observe unsafe or inappropriate behavior, those unsafe acts or inappropriate behaviors must be reported using the chain of command and Human Resources. Notification shall be verbally and in writing and should include the date, time, place, a description of the activity and/or violations as well as those individuals involved.

Officers and Acting Officers of the District are responsible for monitoring and maintaining, as well as exemplifying, conduct standards. When the need arises, they are responsible to initiate the necessary disciplinary action.

Disciplinary Actions

Disciplinary actions may include verbal reprimands, written reprimands, suspension (with or without pay), demotion, and termination.

For all disciplinary action greater than a verbal reprimand, documentation should include the signatures of the supervisor administering the discipline and the employee receiving the discipline.

Any accusation of misconduct or complaint involving any member of the Fire District staff shall be investigated before formal action is taken.

The investigation is a fact-finding process and supervisors are cautioned not to make judgment until an investigation is concluded.

For accusations and complaints of serious on-duty misconduct, an investigation report must be completed.

Accusations of complaints of a criminal nature or misconduct will be assigned to the Fire Chief.

Verbal Reprimand

The **Verbal Reprimand** is a warning and may precede a written reprimand, suspension, demotion and/or termination. More than one verbal reprimand may be given. The verbal reprimand may include, when applicable;

- a description of the problem or what the employee has done wrong;
- a description of the policy, rule or regulation that has been violated;
- a description of what further action the employee needs to take to correct the problem or improve performance; and
- a description of what further actions the District may take if the employee fails to correct the problem or improve the performance as requested.

The verbal reprimand may be given by the employee's immediate supervisor, captains, acting captains and/or battalion chiefs, division supervisor, Deputy Chief or the Fire Chief. The verbal reprimand may be documented. The employee is entitled to have Union representation present, if requested, when information is being taken from the employee about the matter that may result in a verbal reprimand. Any written documentation of the verbal reprimand shall be forwarded to the Deputy Chief of Operations by the supervisor with a copy of the verbal reprimand notification placed into the employee's personnel file.

Upon employee or Union request, the District shall remove a verbal reprimand

from an employee's personnel file and not consider the verbal reprimand for purposes of progressive discipline or promotions so long as twenty-four (24) months have passed since issuance of the verbal reprimand without any other sustained instances of misconduct (unless the District and Union mutually agree to waive this period). For purposes of this section, coaching/counseling sessions do not count as misconduct. Any verbal reprimands removed by the District shall be kept on file in accordance with Washington law and governing public records retention schedules.

Written Reprimand

In situations where justified under the circumstances, an employee may be given a written reprimand.

The **Written Reprimand** may include, when applicable;

- a description of the problem or what the employee has done wrong;
- a description of the policy, rule or regulation that has been violated;
- a description of what further action the employee needs to take to correct the problem or improve performance; and
- a description of what further actions the District may take if the employee fails to correct the problem or improve the performance as requested.

The **Written Reprimand** may be given by the employee's immediate supervisor (captains, acting captains) and/or battalion chiefs, the division supervisor, Deputy Chief or the Fire Chief. The Written Reprimand shall be documented. The employee is entitled to have representation present, if requested, when information is being taken from the employee about the matter that may result in a written reprimand. A copy of the Written Reprimand and documentation of the review shall be forwarded to the Human Resources Department. . A copy of the Written Reprimand shall be placed in the employee's personnel file.

Suspension

In situations where justified by the circumstances, an employee may be suspended from work. The Fire Chief, or his designee, must approve all suspensions.

Suspensions should be for a specific period of time to reflect the seriousness of the employee's conduct/performance, previous disciplinary actions or other relevant circumstances.

Prior to any suspension, the employee shall be afforded a **Pre-Suspension**

Hearing. Prior to the Pre-Suspension Hearing, the employee shall be provided a **Letter of Proposed Suspension which may** include, if applicable:

- a description of the conduct in question;
- a description of the policy(ies) or rule(s) violated;
- the level of discipline being considered;
- a description of what actions the employee needs to take to correct the problem or improve performance;
- a description of what further action the District may take should the employee fail to correct the problem or improve performance;
- a statement that the employee has the right to respond orally or in writing to the charges prior to a final decision being made on whether to suspend the employee;
- a statement that the employee will be notified in writing of the final disposition based upon the employee's input, and the maximum duration of the suspension being contemplated.

The employee shall be afforded the opportunity to review the **Letter of Proposed Suspension** with the employee's supervisor and the Fire Chief, or his designee, at a **Pre-Suspension Hearing**. The employee is entitled to have Union representation present at **Pre-Suspension hearing**, if requested.

Following the **Pre-Suspension Hearing**, the determination whether to suspend shall occur in a timely manner. Should the determination be to suspend, a **Letter of Suspension** should be forwarded to the employee. The Letter of Suspension may include;

- a restatement of the conduct in question, and the policy(ies) or rules violated;
- the information considered;
- a statement of the decision either to uphold or modify the proposed discipline, the consequence of any additional policy violations; and
- a statement of the employee's rights with respect to grieving or appealing the decision.

In the event of a suspension, a copy of the **Letter of Suspension** shall be placed in the employee's personnel file.

In the event the employee's is not suspended, a **Letter of Non-Suspension** stating the finding and decision will be forwarded to the employee. A copy of the **Letter of Proposed Suspension** along with a copy of the **Letter of Non-Suspension** shall be placed in the employee's personnel file.

Demotion

In situations where justified under the circumstances, an employee may be demoted. The Fire Chief must approve all demotions.

Prior to any demotion, the employee shall be afforded a **Pre-Demotion Hearing**. Prior to the Pre-Demotion Hearing, the employee shall be provided a **Letter of Proposed Demotion which may** include, if applicable:

- a description of the conduct in question;
- a description of the policy(ies) or rule(s) violated;
- the level of discipline being considered;
- a description of the action(s) which the employee needs to take to correct the problem or to improve the performance;
- a description of what further action(s) the District may take should the employee fail to correct the problem or improve the performance as requested;
- a statement that the employee has the right to respond either orally or in writing to the charges prior to the final decision being made on whether to demote the employee; and
- a statement that the employee will be notified, in writing, of the final disposition based upon the employee's response and the maximum demotion being contemplated.

The employee shall have the opportunity to review the Letter of Proposed Demotion with the Fire Chief, or his designee, at the **Pre-Demotion Hearing**. The employee is entitled to have Union representation at the **Pre-Demotion Hearing**, if requested.

Following the **Pre-Demotion Hearing**, the determination whether to demote shall occur in a timely manner. Should the determination be to demote, a "**Letter of Demotion**" shall be forwarded to the employee. The Letter of Demotion may include:

- a restatement of the conduct in question and the policy(ies) or rule(s) violated,
- the information considered;
- a statement of the decision to either uphold or modify the proposed discipline, the consequence of additional policy violations; and
- a statement of the employee's rights with respect to grieving or appealing the decision.

In the event it should be decided not to demote the employee a **Letter of Non-Demotion** stating the findings and decision shall be forwarded to the employee.

If an employee is demoted, a copy of the **Letter of Demotion** will be placed into the employee personnel file, or if the employee is not demoted, a copy of the **Letter of Proposed Demotion** along with a copy of the **Letter of Non-Demotion** shall be placed into the employee's personnel file.

Termination

In situations where justified under the circumstances, an employee may be terminated from employment. Terminations must be approved by the Fire Chief.

Prior to any termination, the employee shall be afforded a **Pre-Termination Hearing**. Prior to the Pre-Termination Hearing, the employee shall be provided a **Letter of Proposed Termination** which may include:

- a description of the conduct in question;
- a description of the policy(ies) or rule(s) that have been violated;
- the level of discipline being considered;
- a statement explaining that the employee has the right to respond orally or in writing to the charges prior to the final decision being made on whether to terminate the employee; and
- a statement that the employee will be notified, in writing, of the final disposition based upon the employee's response.

Following the **Pre-Termination Hearing**, the determination whether to terminate shall be made in timely manner. Should it be decided to proceed with the termination, the employee shall receive a "**Letter of Termination**" that may include:

- a restatement of the conduct in question and the policy(s) or rule(s) violated;
- the information considered, and the reason why termination was considered the appropriate disciplinary sanction; and
- a statement of the employee's rights with respect to grieving or appealing the termination, if applicable.

If, after the review, the decision is not to terminate the employee, a **Letter of Non-Termination** shall be forwarded to the employee notifying him/her of the decision.

Administrative Leave or Reassignment Pending an Investigation

In some circumstances, the District, may determine that it is in the best interests of the District to place an employee on administrative leave pending the outcome of an investigation. Administrative leave is not disciplinary. In such instances,, the following procedure should be used:

- A) The District will place the employee on administrative leave with pay until such time as an investigation has been conducted.
- B) The employee will be notified that he or she is placed on administrative leave pending the outcome of an investigation, and will be given instructions to follow during the pendency of this leave.

The Fire Chief also has the authority to reassign any employee being investigated pending the outcome of their investigation.

Determining the Proper Disciplinary Action

After an incident or complaint has been investigated and the need for disciplinary action is determined, the District must make a decision concerning the action that would be the most effective and beneficial.

Factors to be considered include, but are not limited to:

1. Seriousness of the offense, and the evidence supporting the misconduct.
2. Employee's/volunteer's past history with the Fire District.
3. District action in similar circumstances.

Consistency is important to any disciplinary system. However, the final decision as to the exact action to take is within the discretion of the District.

Union Representation

All employees who are members of the bargaining unit have the right to Union representation in all disciplinary actions when the person may be subject to discipline. It is the responsibility of the Employee to request to have representation present at disciplinary proceedings.

Administering Discipline

All Officers of Marysville Fire District can and should be involved with the administration of disciplinary actions. MFD Captains and Acting Captains can and should issue Verbal and Written reprimands as appropriate and following the guidelines of Verbal and Written Reprimands, PERSONNEL, EMPLOYEE DISCIPLINE, 2530

Captains should seek counseling from their supervisor(s) and Human Resources when determining the level of discipline to be administered at the level of a written reprimand or above.

Whenever a Captain who is a bargaining unit employee is administering discipline to another bargaining unit employee at the Written Reprimand level or above, a Chief Officer, Human Resources ~~Manager~~Director and a Union representative shall be present.

ELECTRONIC COMMUNICATION/TECHNOLOGY AND SOCIAL MEDIA POLICY

The District's objective is to maximize the use of electronic communication and technology as a means of reducing costs and increasing productivity. The District provides communication resources capable of offering email, text messages, internet, telephone and voicemail, fax machines, cell phones, personal digital assistants, and other electronic communications devices (collectively referred to as the District's technology resources) to assist and facilitate District business. The primary purpose of the District's technology resources is to facilitate the provision of services to the public in a manner consistent with the District's goals and values. De Minimis or incidental personal use of the District's technology resources is permitted if it conforms to the requirements of this policy. The District expects employees/volunteers to use their best judgment when using technology resources and to consider whether a given use is in the public's best interests.

No Expectation of Privacy. By using the District's technology resources, employees/volunteers understand and agree that they have no expectation of any privacy or confidentiality in any information they create, store, or transmit using these resources. This includes but is not limited to all computer files and information saved, reviewed, or transmitted via all of the District's technology resources, including computer files, computer servers, emails, internet usage, wired and wireless data connections, telephones, cell phones, voicemail, and text messages, and applies to all information created, stored or transmitted during an employee's incidental personal use. No ~~manager~~Director or other District employee/volunteer is authorized to provide assurances that such information is private. Employees'/volunteers' use of the District's technology resources can and will be monitored, and any information created, stored, or transmitted using District equipment may be inspected by the District at any time.

Employees/volunteers should also understand that email messages and other forms of electronic information, including documents created on District computers, may be considered public records subject to retention requirements and public disclosure, as well as release in the event of litigation involving the District.

Ownership. All software, programs, applications, templates, data, files, and web pages residing on District computer systems or storage media or developed on District computer systems are the property of the District. The District can access, copy, modify, destroy, and delete this property at its discretion.

Confidentiality. Confidential and sensitive information may not be removed from the workplace or disclosed without authorization, unless required by law.

Acceptable Uses. The District's technology resources are to be used for District

business. Incidental, de Minimis personal use may be permitted where, in the judgment of the employee's supervisor, such use does not interfere with the employee's or the department's productivity. Generally speaking, incidental or de Minimis personal use means: (1) occasional and of short duration; (2) done on an employee's personal time, such as a lunch break or downtime, and at the discretion of their supervisor; (3) does not interfere with job responsibilities; (4) does not result in any expense to the District; (5) does not solicit or promote commercial ventures; (6) does not utilize excessive network resources; and (7) does not constitute a prohibited use, discussed below.

Employees should be mindful that personal messages and data on the District's system are not private and may be subject to public disclosure.

Prohibited Uses. Use of the District's technology resources to engage in any communication that violates federal, state, or local laws or regulations, or any District policy, is strictly prohibited at all times. In addition, the following uses of the District's technology resources are inappropriate and are prohibited at all times (whether on duty or not), unless engaged in as part of official District business (such as a criminal investigation) or required by law (such as a public disclosure request):

- Personal commercial use;
- The solicitation, promotion, or advertisement of any organization, product or service, with the exception of activities that are supportive of official District business, or promotion of a charitable effort as endorsed by the District;
- Accessing, receiving or sending pornographic, sexually explicit, or obscene materials;
- Use in connection with any type of prohibited harassment, discrimination, retaliation, or bullying, including the transmission of offensive messages derogatory toward any individual or group because of their sex, race, religion, sexual orientation, national origin, age, disability or other protected status;
- Gambling;
- Use for recreational purposes including online games;
- Use that impacts the performance of the District's network, such as viewing streaming video and sending bulk mail;
- Infringing on the trademark, copyright, or patent rights of others, or violating software licensing agreements;
- Use for political purposes, including partisan campaigning or lobbying;
- Deliberately propagating any virus, malware, spyware, or other code or file designed to disable or otherwise harm any network or system;
- Disclosing confidential information, including medical or other highly personal information about other employees;
- Using abusive, profane, defamatory, threatening, racist, sexist, or otherwise discourteous language in public or private messages;
- Connecting to the District network or any technology resource using someone else's security identification login unless authorized by that person;

- Any personal use, even if incidental, that results in an unreimbursed expense to the District; or
- Use that violates any other District policies, rules, or workplace expectations.

Any questions about whether a use is permitted or not should be directed to a supervisor or IT personnel. The District reserves the right to determine when an employee is accessing or transmitting inappropriate types or amounts of images, data, or messages.

Social Media. Social media is the use of blogs, wikis, social networks, virtual worlds, or any other kind of online social interaction. Employees/volunteers are advised that District rules and policies apply to social media conduct, including policies regarding statements to the media, anti-discrimination and harassment, prohibitions on releasing confidential information, and this Electronic Communication and Technology Policy. Off-duty, personal use of social media by employees/volunteers is not prohibited; however, employees are reminded that District rules and policies apply to social media conduct to the same extent as other off-duty conduct.

Protected Health Information (PHI). Employees may not post or otherwise disseminate PHI, including posting any patient-related information on the internet. PHI includes, but is not limited to the patient's name, address, age, race, extent or nature of illness or injury, hospital destination, and crew member names – anything that could possibly be used to identify a patient. No information should be posted about any patient-related incident, even if portraying that incident in a favorable light.

Posting photos, videos, or images of any kind that could potentially identify patients, addresses, vehicle license plate numbers, or any other PHI is strictly prohibited. In addition, employees/volunteers should refrain from taking any photos, videos or images of any kind while on duty, unless expressly authorized to do so by the District.

The following additional rules also apply to employees' use of social media:

- Social media content that relates to District business may be considered a public record subject to retention and disclosure under the Public Records Act. For this reason, employees/volunteers are prohibited from using personal social media to conduct District business.
- Employees are prohibited from using their District email address, the District's official logo, or the District's name for personal online communication or activities. Unless expressly authorized to do so by the Fire Chief, employees/volunteers may not identify themselves in any manner that suggests or implies they are speaking as a representative for the District.
- Employees/volunteers should not recommend or discuss any confidential District information or business on professional networking sites such as LinkedIn without approval from the Fire Chief.

- Employees/volunteers may not post, upload, or create any social media content at work or using employer equipment that is known to be false, misleading, or fraudulent.

Personal Devices. Personal technology devices may be used by the employee during their personal time while in District facilities, while on duty, or while representing or conducting District business; however, such use shall comply with all District Policies and practices.

Connecting personal technology devices directly (Ethernet, USB, Fire wire, etc.) to the District's Network is strictly prohibited without prior approval from a supervisor or IT personnel.

Personal technology devices may utilize the District's "Guest" wireless network (or any subsequent authorized connection); however, District policies and practices apply. The "No Expectation of Privacy" section of this policy applies to all data transmitted from, to, across, or through the District's technology resources, including the "Guest" wireless network.

Violations. Employees who violate this policy are subject to disciplinary action, up to and including termination.

Equipment. To preserve the integrity and security of District technology, the following rules must be observed:

- All mobile devices connected to the District's network shall comply in total with the District's standards for hardware and software.
- The District has the right to require the removal of specific software or files from any device connecting to the District's network.
- District-owned devices are assigned to a specific position and the employee in that position is responsible for the device(s). When an employee for which a device was approved has left his/her position, the device, software and accessories will be returned to that position's ~~manager~~Director/supervisor.
- All devices connected to the District's network environment shall have password, PIN, or other access protection enabled.
- All device users must comply with the District's and HIPAA's security regulations, policies and procedures that relate to confidential information.
- All District-owned devices may be inspected for existence of unauthorized use or organization data and security compliance.
- All non-District owned devices (e.g. personal cell phones) must be compatible as determined by the District prior to being used to access District information.

System Protection and Support. Employees must observe the following rules and guidelines to protect District systems and the confidentiality of information on our systems:

- Passwords are an important aspect of computer/data security. All District employees, interns and temporary employees, as well as contractors and vendors with access to District systems, are responsible for selecting strong passwords, changing them frequently and keeping them secure. Do not use the same District password for other non-District access; keep District passwords different from personal passwords. Passwords are to be treated as sensitive, confidential information. Strong passwords must follow the following characteristics:
 - At least 8 characters in length;
 - A mixture of both uppercase and lowercase letters;
 - A mixture of letters and numbers;
 - Inclusion of at least one special character, e.g., ! @ # ?. Note: do not use < or > in your password, as both can cause problems in Web browsers.
- Invasion of the District's mail system by viruses is a daily risk. Users must remain aware of all policies and procedures that are published to assist in the prevention of virus attacks or improper entry into the data systems. Attempting to disable any security or monitoring tools without District approval is not allowed.
- Electronic mail is a District asset and is subject to review or monitoring at any time without notice by designated Information Systems personnel.
- Information Services will provide support for installation of District standard software in connection with District-owned devices. Support for hardware will be coordinated with the hardware vendor.
- The District won't provide technical support for personally owned equipment, personal software, and/or configuration/customization thereof, personal wired or wireless network configuration. Further, the District won't facilitate access to personal data on any District-managed devices and strongly discourages personal data being stored on District managed devices.
- In the event the District detects a security threat and/or a compromise to Protected Health Information (PHI), the District reserves the right to take immediate action to protect the District and PHI. This action may include "wiping" all data from devices, to include loss of personal data stored on the device.

Chapter 3: Contracts, Recruitment, Applications and Selection

2300

FIRE CHIEF

The Marysville Fire District Board shall appoint a Fire Chief and establish compensation for the position. The Fire Chief shall be responsible for:

1. Performing such services for the District as directed by the Marysville Fire District Board in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the District as established by the Marysville Fire District Board;
2. Supervising all full-time, and part-time employees;
3. Disciplining all employees including the authority to reprimand, suspend, and demote full-time, and part-time employees. In addition, the Fire Chief shall have the authority to terminate employees;
4. Selecting full-time, part-time fire fighters for the District and appointing and promoting all officers of the District;
5. Directing and supervising the training of all employees of the District;
6. Establishing and enforcing a manual of operating procedures for the District;
7. Maintaining custody of all equipment of the District and providing for the maintenance of all equipment, facilities and stations;
8. Assisting in the preparation of the annual budget;
9. Authorizing the purchase of equipment, supplies, and services necessary for the proper operation and maintenance of the facilities of the District. The Fire Chief may make emergency purchases, in excess of that amount, in order to maintain the tactical efficiency of the operation of the District, provided that the Fire Chief informs the Board as soon as possible;
10. Preparing and maintaining all appropriate records that may be required by law or by direction of the Board; and
11. Assigning all duties to all employees of the District, and supervising the performance of the duties, provided that the duties so assigned shall conform to

the policies of the Board.

ORGANIZATION OF EMPLOYEES

The Human Resources ~~Manager~~Director under the direction of the Fire Chief has the responsibility for developing position descriptions for the employees of the Marysville Fire District. The nature of supervisory relationships and general responsibilities shall be identified in the organization chart.

EVALUATION OF THE FIRE CHIEF

The Marysville Fire District Board shall evaluate the performance of the Fire Chief at least once a year. The purpose of the evaluation is to set goals, improve performance, and improve the relationship between the Fire Chief and the Board. The basis for evaluation shall be the Fire Chief's position description and the accomplishment of annual objectives established by the Marysville Fire District Board. Informal evaluation sessions may occur at the request of the Fire Chief or the chairperson of the Board.

EMPLOYEE POSITIONS

The Marysville Fire District Board will establish the employee positions necessary to support programs and operations of the District, consistent with the needs of its programs. Positions created by the Marysville Fire District Board shall include a position description with appropriate title, desired competencies and any other qualifications necessary for the position and the method(s) by which performance will be evaluated.

RECRUITMENT

This policy is subject to applicable labor contracts which may govern the process for filling open positions.

ANNOUNCEMENT OF A NEW POSITION.

Whenever there is a need to recruit personnel for a new position(s), the District shall announce the position internally to qualified personnel.

The announcement of the examination process shall specify the position, salary range for the position, the minimum qualifications required to apply and the final date on which applications will be accepted. Personnel desiring to compete for new positions shall file applications on forms approved and supplied by the District prior to the closing date as set forth in the announcement.

QUALIFYING EXAM PROCESS.

Applicants for new or vacant positions may be subjected to a series of qualifying exams. These examinations may include, but not be limited to:

- Completion of the District's application form;
- Written exam;
- Physical ability exam;
- Oral exam;
- Chief's interview;
- Medical evaluation by a licensed physician;
- Psychological exam; and
- Background investigation, including a criminal background check.

STUDENT FIRE SCIENCE SPONSORSHIP PROGRAM.

To further development of qualified fire fighter applicants in light of applicant shortages, increase firefighting and safety education, and support recruitment needs, the District may sponsor two or three Students each year to attend an accredited Fire Science program. The sponsorship includes the District providing Students with the training equipment such as bunker gear. Students will be required to sign a Student Equipment Agreement. There will be no compensation or tuition assistance. The Equipment shall be used solely in furtherance of Student's fire science education and training program. In consideration for use of the Equipment, Students agree to apply for a firefighter position with the District within six months of completion of a fire science education program. The District will consider Student's application as part of its normal hiring process. The

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Equipment shall be returned to the District by Students within 48 hours of demand by the District. The Equipment shall be returned in good condition and order with only reasonable wear and tear excepted. Student shall reimburse the District within seven days of demand for any and all damage to or loss of the Equipment. Such reimbursement shall be at replacement cost.

EMPLOYMENT OF FIRE CHIEF

The Chief shall be appointed by the Marysville Fire District Board of Directors for an indefinite period of time, and tenure of office shall depend upon the contractual agreement between the Marysville Fire District and the Fire Chief.

EMPLOYMENT STATUS

Employment Categories

Employees are categorized in several ways which affect compensation and eligibility for benefits. The following is a brief description of employment categories:

Type of Appointment:

- **Regular Full-time:** This refers to an employee who has completed the initial probation period, and regularly works 40 hours per week, or as otherwise provided in a collective bargaining agreement. Employment is for an indefinite period of time. The employee may be eligible for all employment benefits offered by the District.
- **Regular Part-time:** This refers to an employee who has completed the initial probation period, who works at least 17.5 hours per week. Employees regularly scheduled to work between 17.5 and 30 hours per week may be eligible for certain benefits at 50% the rate or value for full-time employees. Employees regularly scheduled to work between 30 and 40 hours per week may be eligible for certain benefits at 75% the rate or value for full-time employees.
- **Temporary employees:** Department supervisors may use temporary employees in place of regular employees on vacation or other leave, to meet peak workload needs, or to temporarily fill an open position until a regular employee is hired. Temporary employees may be hired without competitive recruitment or examination, although all hiring processes must comply with applicable state and federal laws. Temporary positions are non-represented and are not covered by a collective bargaining agreement, and will generally not be eligible for District benefits or paid leave accrual, unless required by law or agreed otherwise in writing. The employee is eligible for only those employment benefits that are legally required, such as worker's compensation. It is the intent of the Fire District that temporary employees will be employed to adjust to changing department needs, for time-limited projects, or to provide assistance and/or services which are supplemental and require substantially fewer hours per week on an ongoing basis.

- Volunteer: an individual, who through their own free will, performs assigned or authorized duties for the District without compensation. The individual must be registered and accepted as a volunteer by the District.
- Probationary employee: an employee who has not yet completed the orientation (probationary) period. Probationary employees may be full-time or part-time.

In addition to the foregoing categories, all employees are classified as exempt or non-exempt. Exempt or non-exempt status is determined based on a number of factors, including the nature of a position's duties.

- Non-Exempt employee. An employee who is in a position classified as non-exempt under the Fair Labor Standards Act (FLSA). Non-Exempt employees must receive overtime compensation (or compensatory time off, at the employee's request) at the rate of 1.5 times the hourly wage rate for hours worked beyond 40 hours in one work week. A non-exempt employee is generally paid on an hourly basis or salary basis.
- Exempt employee. Exempt employees are ordinarily paid on a salary basis and are not eligible for overtime pay.

If you have any questions regarding your category or your exempt/non-exempt status, please contact Human Resources.

Subject to any applicable labor contract, employment at the Marysville Fire District is on an "at-will" basis. "At will" employees can be terminated at any time, with or without notice and with or without cause. The statements of policy contained in these rules are not a contract, nor are they to be interpreted as a promise of employment or a promise of specific treatment in a specific situation.

Orientation (Probationary) Period:

- Orientation period (or probationary period) generally lasts twelve months or as designated in the appropriate collective bargaining agreements. Supervisors should observe carefully the performance of each employee in a new job position. Where appropriate, performance, behavior, or development concerns should be brought to the employee's attention for correction.
- Supervisors should prepare a written evaluation of the employee's job performance before the end of the orientation period. The evaluation should include a recommendation as to whether the employee should continue in the

position. Copies of the evaluation should be forwarded to the Deputy Chief of Operations and the Human Resources Department for inclusion in the employee's personnel file.

- Employees generally will be allowed to continue in their new positions if they are given both a satisfactory evaluation by the end of their orientation period and their supervisor's endorsement to continue in the job. Employees who do not receive a satisfactory evaluation and endorsement may be given an additional orientation (probationary) period in 30-day increments to demonstrate their ability to do the job, if the supervisor feels additional time is warranted in order to achieve acceptable job performance. Supervisors may recommend the termination of a probationary employee at any time. Employees are at-will employees during their probationary period. A recommendation for termination should be submitted in writing to the Human Resources Department for review and should include an evaluation and a list of actions taken to assist the employee. Action to terminate must have the prior approval of the Fire Chief.
- At the discretion of the Fire Chief, transferred or promoted non-represented employees who are unable to perform satisfactorily in their new jobs may be returned to their original jobs, if a vacancy exists, or may be terminated.

Separation from Employment

Termination of your employment with the District may be for a number of reasons, including but not limited to your resignation, retirement, layoff or discharge.

Upon separation, employees must immediately return all District property to the District, including keys, security cards, equipment, etc. Departing employees will normally be given an opportunity for an exit interview. This interview will be conducted by Human Resources, or another designated representative. This interview will usually be held on the employee's last day of work. The District encourages employees to share their insights about their employment experience with the District so that the District can identify ways to improve its work environment.

Final paychecks will normally be issued on the next payroll date following the separation date, unless applicable law imposes different requirements. Information regarding post-separation benefits will be provided by Human Resources or directly by the benefit provider.

Employees voluntarily terminating employment shall give the District adequate notice of termination. Adequate notice will consist of a minimum of two weeks, not including the day of the notice.

An employee terminating without adequate notice, as above described, due to a bona fide emergency may have the required notice waived by the District if the existence of an emergency can be documented. The determination of an emergency shall be within the

District's sole discretion.

Retirement

Those who are voluntarily terminating employment with the District due to retirement are to give the District the same notice as required of employees voluntarily terminating employment through resignation.

Reduction in Force (Layoffs)

Employees subject to a collective bargaining agreement shall refer to their relevant collective bargaining agreement for information on layoffs. The District may lay off employees as necessary due to lack of work, operational changes or other legitimate reasons. Determinations as to which employees will be laid off will be in the sole discretion of District administration, taking into account the future needs of the District, and the District's assessment as to which positions and personnel are most necessary to continued operations. An approved leave of absence does not prevent an employee from being subject to a reduction-in-force.

Prior to layoff of any regular employee, the District will make a reasonable effort to provide 30 days' written notice to the employee affected. During such period the employee may offer proposals regarding alternatives to such layoff which will be duly considered by the District. If the employee to be laid off is a probationary employee, the above procedure will not apply.

Chapter 4: Benefits – Non-represented Employees

2400

ADMINISTRATIVE STAFF BENEFIT PLAN

The Administrative Benefit Plan outlines the basic benefits and rules applicable to employees covered there under. The Board of District reserves the right to exceed any benefit described herein by identifying the same in an individual Employment Agreement. This policy applies to exempt and non-exempt administrative staff unless otherwise specified. Employees who are represented by a union should refer to their respective collective bargaining agreement for information on benefits.

Temporary, non-exempt employees will generally not be eligible for District benefits or paid leave accrual, unless required by law or agreed otherwise in writing. The employee is eligible for only those employment benefits that are legally required, such as worker's compensation.

Benefits for regular non-exempt part-time employees will depend on the nature of the individual's employment. Employees regularly scheduled to work between 17.5 and 30 hours per week may be eligible for certain benefits at 50% the rate or value for full-time employees. Employees regularly scheduled to work between 30 and 40 hours per week may be eligible for certain benefits at 75% the rate or value for full-time employees.

The following positions are identified for inclusion under the Administrative Benefit Plan:

Exempt Positions:

Fire Chief

Assistant Chief – Operations and Support Services
--

Assistant Chief – Fire Marshal

Deputy Chief, of Operations
--

Deputy Chief, Fire Marshal

Deputy Chief, Fleet and Facilities

Finance Director

Human Resources Manager Director

Information Technology Manager

Non-Exempt Positions:

Payroll Clerk

Accounting Technician

Fleet and Facilities Lead
Mechanic
PIO/Public Educator
Administrative Assistant

Duties

The duties of employees covered under this Benefit Plan shall be set forth in their position descriptions and/or Employment Agreements.

Medical/Dental Insurance

The District provides medical and dental insurance through the WA Fire Commissioners Association Health Care Plan, OR an equivalent type program for each employee and legal dependents.

The District pays 100% of the cost of the monthly premium of a medical insurance program and dental insurance for full time employees. The District pays 90% of the cost of the monthly premium of a medical insurance and dental insurance program for the full time employee's dependents.

Regular part time employees will receive medical/dental insurance benefits for the employee only (i.e., 100% employee and 0% for dependents).

Application of costs for insurance benefits shall begin on the first day of the effective date of this Benefit Plan.

Employees who retire from the District through normal service retirement or disability retirement shall be eligible to purchase employee and dependent medical insurance coverage at the District's group rate, provided the insurance carrier provides such an option to the District.

Employee Assistance Program

The District shall pay one hundred percent (100%) of the premium to provide an EAP as selected by the District, for each eligible employee and their dependents.

College Level Study Payment Program

The Fire District's College Level Study Reimbursement Program (CLSRP) provides payment for college level course work at a regionally accredited college, university or vocational training institution.

- a) The Chief must review and approve all CLSRP requests, thus assuring that the education is related to the employee's current position or to a field within a reasonable line of professional progression for the employee within the District.
- b) No paid time shall be used to participate in educational courses eligible under the College Level Study Reimbursement Program.
- c) Upon completion of such course(s), employee must provide proof of a grade "C" or better. Should the employee fail to do so, the employee shall be required to reimburse the District for all monies paid on his or her behalf.
- d) Payment shall be for actual tuition/book costs only; no District funds shall be paid for lab fees, or other related costs associated with the course(s).
- e) If an employee separates from employment with the District prior to thirty-six (36) months after completion of the District paid course(s) for any reason other than layoff, or permanent disability as a result of job related injury, the employee shall reimburse the District on a pro-rated basis. Such reimbursement shall be at the rate of 1/36 of monies paid by the District for each month short of the thirty-six (36) month period.
- f) College Level Study payments shall be made only with funds budgeted for such purpose by the District. The District, in its sole discretion, shall determine if and to what extent to fund the College Level Study Reimbursement Program.
- g) The District's obligations toward program payments are those cost stated in section "d" minus any outside financial assistance, scholarships and benefits, etc.

Term Life Insurance

The District shall provide a basic term policy with the face value amount of \$25,000.

Disability Insurance

A disability insurance policy with a 180 day maximum waiting period will be made available to eligible staff employees (excluding LEOFF 1) should they choose to

participate and pay the cost of the premiums.

Retirement

The District shall pay the employer's portion of the applicable LEOFF Retirement System (Law Enforcement Officers and Fire Fighters) and/or PERS (Public Employees Retirement System) monthly premiums for all employees eligible under these retirement plans.

Wage Increases

COLA increase: Effective January 1 of each year, the base wage will be increased based on one hundred (100%) percent of the Seattle/Tacoma/Bremerton CPI-W all items, Revised Series (1982-84-100) as published by the Bureau of Labor Statistics. The increase will not be less than one (1%) or exceed four (4%) percent.

Temporary Reclassification: The Marysville Fire District Board of Directors may appoint non-represented employees into vacant non-represented classifications on a temporary basis. The change in pay and effective date shall be determined by the Board of Directors.

The District may conduct salary studies of comparable wages. Based on the information obtained from any salary studies, the Fire Chief may recommend salary adjustments to the Marysville Fire District Board of ~~Commissioners~~Directors.

Deferred Compensation

The District agrees to provide a Deferred Compensation plan. Employee participation shall be voluntary.

The District agrees to match the employee participant's contributions to the deferred compensation program up to a maximum of four percent (4%) of the employee participant's ~~total base~~ monthly wage. The contribution will occur on a monthly basis only. The employee participant shall notify the District of any changes in contribution at intervals established by the District. Such change in contributions shall be allowed at least once every six (6) months. Change requests in the contribution amount shall take place in the month requested and continue until the employee participant requests another change request.

The combined maximum contributions of the plan participant of the District shall not exceed the maximum deferral limits of Section 457 plans as established by the Internal Revenue Service.

Employees with 15 years or more may convert the District's deferred compensation match (up to 4%) to longevity pay for the duration of their service. Example: Employee with 15 years of service shall receive an additional 4% longevity pay which would equal 8% total for longevity.

Health Reimbursement Arrangement/VEBA

Marysville Fire District has adopted the HRA VEBA Medical Reimbursement Plan for Public Employees in the Northwest ("Plan"). The District will contribute to the Plan on behalf of all employees group ("Group") defined as employees eligible to participate in the Plan. Each eligible employee must submit a completed and signed Membership Enrollment Form to become a Plan participant and be eligible for benefits under the Plan.

Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas:

As of January 1, of each year, an employer contribution of \$1,250 shall be made into each Administrative staff HRA VEBA account.

Longevity

Employees shall receive an additional pay increment beginning after completion of six (6) years of continuous service with the District as follows:

Total Years of Service	Additional Percent
Upon completion of 6 years	2%
Upon completion of 9 years	3%
Upon completion of 15 years	4%
Upon completion of 20 years	5%

Holidays

Full time employees shall be granted a total of one hundred ~~twelve~~^{four} (1~~20~~²⁰) hours annually of holiday time. The following holidays shall be observed:

New Year's Day:	January 1 st
Martin Luther King Day:	Third Monday in January
President's Day:	Third Monday in February

Memorial Day:	Last Monday in May
Juneteenth Day:	June 19th
Independence Day:	July 4 th
Labor Day:	First Monday in September
Veteran's Day:	November 11 th
Thanksgiving Day:	Fourth Thursday in November
Day after Thanksgiving:	Day after Thanksgiving
Christmas Day:	December 25 th

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Three Floating Holidays (24 hours) posted as two hours per month to vacation balance.

If the holiday falls on a regularly scheduled workday, qualifying part-time employees will receive their regularly scheduled hours off with pay.

Vacation Leave

Note: Regular Part-Time employees will receive Leave benefits at the rate of:
 3.5 – 6 hours per day = 50%
 6 hours but less than 8 hours per day = 75%

Administrative Staff shall earn -paid vacation time as follows:

Completed Years of Service	Hours Earned/Month	Hours/Year
0 – 4	8	96
5 – 10	12	144
11 – 14	16	192
15 +	18	216

Un-Represented Employee Vacation Policy

- At 12/31 of each year, the maximum allowed vacation hours carry over into the following year shall be 500 hours. All unused hours over the maximum will be lost.
- If an unrepresented employee is over the 500 hour maximum as of 12/31/19, the following procedures shall apply:
 - All vacation hours **earned** during the year must be used, or lost;
 - Up to 80 hours of vacation in excess of the cap will be cashed out to the employee until the balance is brought down below 500 hours.
 - All unused vacation hours over the 500 hour maximum cap may be cashed out upon separation of employment.
- Vacation schedules shall be implemented so as not to cause a hardship on the District.

Vacation Overage Example:

	12/31/2019			12/31/20	12/31/20	12/31/2020
EXAMPLE (500 and Under):	Vaca Bal	2020 Earned	2020 Used	Payroll Adj	80 Hr Cashout	Vaca Bal
Employee A (Using Full 2020 Earned Vaca)	500	240	-240	0	0	500
Employee B (Using Partial 2020 Earned Vaca)	500	240	-200	-40	0	500
Employee C (Excess of 500 at 12/31/19 Using Full 2020 Earned Vaca)	600	240	-240	0	-80	520
Employee D (Excess of 500 at 12/31/19 Using Partial 2020 Accrued Vaca)	600	240	-200	-40	-80	520

Industrial Insurance

In the case of employees who are absent due to illness or injury for which they are receiving payment from the Washington State Department of Labor and Industries, Insurance Division, the Employer’s obligation shall be limited to the provisions of RCW 41.04.500-550.

District Buy Back Program. The District has a “buy back” program for employees. This program enables an employee to receive sick leave while out on leave for an on-the-job injury pending a decision on workers’ compensation benefits from the Department of Labor & Industries (L&I), but then have sick leave fully credited for later use once L&I issues a time loss payment. The time loss payment would be remitted to the District, and would then be used to “buy back” the sick leave hours used for the on-the-job injury. Please contact Human Resources for information on this program, and determine whether or not you [may/be required to] buy back sick leave.

Bereavement Leave

In the event of death in the employee's immediate family, the employee shall be granted three days of paid bereavement leave. If travel time is required, the Fire Chief may allow additional days off without pay or the use of accrued vacation leave. The immediate family is defined as husband, wife, domestic partner, children (including biological, step, adopted, in-law and foster), parents (including biological, step, in-law, or adopted), grandparents (including biological, step, in-law, or adopted), sibling (including biological, step, or in-law), grandchildren, aunts, uncles, any person legally dependent on the employee, and any other person residing in the employee’s primary residence. Any time beyond this amount required because of travel or extenuating circumstances in this paragraph shall be at the discretion of the Chief. Excess time allowed may be used as vacation or leave without pay.

RETIREMENT PROGRAMS

Eligible employees shall become members of the Washington Law Enforcement Officers and Firefighters' (LEOFF) State Retirement system or the Washington Public Employees Retirement System (PERS). The Fire District shall make contributions to the state retirement system on behalf of the employees according to law, and shall make payroll deductions from the employee's wages and salaries for contribution to these programs as required by law.

LIMITED DUTY ASSIGNMENTS

Employees who suffer a temporary illness or injury may request a limited duty assignment during the period of recovery. A limited duty assignment is one in which the employee is not required to perform all of the normal functions of the rank or job classification to which the employee belongs. Limited duty assignments shall be subject to availability of work and will be contingent upon the employee's physical condition and the attending physician's recommendations.

The District recognizes the need for temporarily assigning an employee who is experiencing a short term disability to a "Limited Duty Assignment." Limited duty will not require the employee to perform all of the normal functions of the rank or job classification to which the employee belongs. Limited duty assignments will be contingent upon the employee's physical condition and the attending physician's recommendations. Limited duty assignments shall be up to a period of twelve weeks. Limited duty assignments may be extended beyond 12 weeks in the sole discretion of the Fire Chief, but not to exceed an additional six (6) months.

The Fire Chief, or his designee, shall be responsible for the monitoring of employees assigned to limited duty. Employees may periodically be required to submit a physician's progress report. Employees assigned to limited duty shall not exceed the limits and restrictions of the limited duty assignment description.

Employees requesting limited duty assignment shall do so by:

1. Submitting a request for a limited duty assignment by memo to the Human Resources ManagerDirector.
2. Obtaining a written limited duty assignment description from the Human Resources ManagerDirector.
3. Obtaining an attending physician's written recommendations stating the limitations and restrictions for the employee and returning it to the Human Resources ManagerDirector.
4. The Human Resources ManagerDirector will integrate the limited duty assignment description and the attending physician's recommendation to define the parameters of the limited duty assignment capabilities.
5. The Human Resources ManagerDirector will obtain approval from the Fire Chief to offer the limited duty assignment to the requesting employee once all required documents have been submitted.

NON-REPRESENTED EMPLOYEES' WORK SCHEDULE

The Fire Chief will set the work schedule of all non-represented employees. Any change in schedule must be approved by the Chief.

PROMOTIONS

Employees are encouraged to develop additional skills and knowledge, and assume commensurate responsibility in his/her service to the District. When applicable, District promotions will be made from an eligibility list established as a result of District testing.

The Chief shall recommend employees for promotions with final approval by the Marysville Fire District Board of Directors.

HOURS OF WORK, OVERTIME, AND COMPENSATION TIME
--

The federal Fair Labor Standards Act (FLSA) mandates compensation for overtime work of nonexempt employees.

Before overtime is worked, employees must have verbal approval from their supervisor. Overtime for nonexempt employees shall be paid at the rate of one and one-half times the employee's hourly rate for each hour worked in excess of their regularly scheduled work hours, unless otherwise specified in the employee's collective bargaining agreement.

In lieu of overtime compensation, employees may request, subject to supervisor approval, to take compensatory time off at the rate of one and one-half hours for each hour worked in excess of their regularly scheduled work hours. Compensatory time-off must be used during the pay period in which it is earned.

Represented employees' hours of work, work periods and overtime rate are set forth in the current Collective Bargaining Agreement.

Exempt employees are expected to work as many hours as required to perform the duties of the position. Exempt employees, however, may use flex time to occasionally adjust their work schedules in recognition of sustained periods of work effort, marked by long hours, limited opportunities for time off, and stress.

Exempt employees also may be granted special hourly compensation akin to overtime compensation, at the sole discretion of the District. Such special compensation is made in recognition of the requirements and duties of emergency fire mobilization and is subject to the review and approval of the Board of Directors.

Special Non District Emergency Assignment Compensation

All employees responding to and participating in emergency fire resource mobilizations shall remain employees of the Fire District.

The response of exempt personnel of the Fire District to major emergency incidents outside of the jurisdictional boundaries of the Fire District is recognized and deemed to be in the best interest of the District, the region and the State.

CONTINUANCE OF HEALTH INSURANCE COVERAGE UNDER COBRA
--

In compliance with COBRA (the Consolidated Omnibus Budget Reconciliation Act), the Fire District will offer continuing health care coverage on a self-pay basis to employees and their dependents following termination (for reasons other than gross misconduct), reduction in hours affecting coverage, divorce or legal separation, retirement, or death.

Depending on the qualifying event, continuation coverage may be available for 18 months or 36 months, or until the affected party becomes eligible for other health insurance coverage, whichever occurs first.

Employees will be provided with information describing COBRA rights upon termination or when the District learns that a qualifying event has occurred. If you desire further clarification regarding COBRA, or if you anticipate any change in your job or family status that may affect benefits eligibility and qualify as a COBRA "event," please contact Human Resources.

Chapter 5: Employee Responsibilities

2500

SOLICITATIONS, ENDORSEMENTS OF GIFTS

Employees are not permitted to solicit or accept from any person, business or organization any money, tangible or intangible personal property, service or entertainment for the benefit of the member or the District, if it may reasonably be inferred that the person, business or organization:

1. Seeks to influence action of an official nature or seeks to affect the performance or non-performance of an official duty.
2. Has an interest which may be substantially affected directly or indirectly by the performance or non-performance of an official duty.

Employees of the District shall not solicit or receive subscriptions or donations or to influence any person to purchase tickets for any purpose in which the name of the Fire District is either used or implied, without the approval of the Fire District.

Employees shall not endorse any product in the name of the Fire District or as a member of the Fire District for the purpose of realizing personal profit.

Employees shall not, while in the uniform of the District, actively participate in any campaign for any individual or political party seeking an elective office.

DRUG AND ALCOHOL FREE WORKPLACE

The District and the union recognize that drug use by employees/volunteers would be a threat to the public welfare and the safety of department personnel. It is the goal of this policy to eliminate or absolve illegal drug use through education and rehabilitation of the affected personnel. The possession or use of alcoholic beverages or unauthorized drugs shall not be permitted at the District's work sites and/or while an employee/volunteer is on duty.

Employees are strictly prohibited from possessing, selling, consuming or being under any influence (defined as having any detectable amount in his/her body) of alcohol, or legal or illegal drugs while on the job or in any other manner that may affect the employee's work performance or the District's interests or reputation. This prohibition also extends to legal drugs for which an employee may not have a valid prescription, or that are not used in a manner consistent with accepted frequency or dosage requirements. In addition, various federal and state laws prohibit the possession, distribution, and use of controlled substances, unless in compliance with licensing requirements or a physician's prescription. Violations of federal and state laws may result in legal sanctions, including criminal prosecution.

Informing Employees About Drug and Alcohol Testing:

All employees/volunteers shall be fully informed of the District's drug and alcohol testing policy. Employees/volunteers will be provided with information concerning the impact of the use of alcohol and drugs on job performance. In addition, the District shall inform the employees on how the tests are conducted, what the test can determine and the consequences of testing positive for drug use. All newly hired employees will be provided with this information on their initial date of hire. No employee shall be tested before this information is provided to him/her. Prior to any testing, the employee will be required to sign the attached consent form and release form. Employees/volunteers who voluntarily come forward and ask for assistance to deal with a drug or alcohol problem shall not be disciplined by the District. No disciplinary action will be taken against an employee/volunteer unless he/she refuses the opportunity for rehabilitation, fails to complete a rehabilitation program successfully, or again tests positive for drugs within 3 years of completing an appropriate rehabilitation program.

Employee Testing:

Employees/volunteers shall not be subjected to random medical testing involving urine or blood analysis or other similar or related tests for the purpose of discovering possible drug or alcohol abuse. If, however, objective evidence or reasonable suspicion exists establishing probable cause to believe an employee's/volunteer's work performance is impaired due to drug or alcohol abuse, the District will require the

employee to undergo a medical test consistent with the conditions as set forth in this policy.

Reasonable suspicion is a belief based on objective facts sufficient to lead a reasonable person to suspect that an employee is under the influence of drugs or alcohol so that the employee's/volunteer's ability to perform the functions of the job is impaired or that the employee's/volunteer's ability to perform his/her job safely is reduced.

For example, any of the following, alone or in combination, may constitute reasonable suspicion:

1. Slurred speech.
2. Irregular or unusual speech patterns.
3. Impaired judgment.
4. Alcohol odor on breath.
5. Uncoordinated walking or movement.
6. Unusual or irregular behavior such as inattentiveness, listlessness, hyperactivity, hostility or aggressiveness.
7. Possession of alcohol or drugs.

Failure to promptly permit such tests may be grounds for immediate termination.

Sample Collection:

The collection and testing of the samples shall be performed only by a laboratory and by a physician or health care professional qualified and authorized to administer and determine the meaning of any test results. The laboratory performing the test shall be one that is certified by the National Institute of Drug Abuse (NIDA). The laboratory chosen must be agreed to between the Union and the District, if the employee is unionized. The laboratory used shall also be one whose procedures are periodically tested by NIDA where they analyzed unknown samples sent to an independent party. The results of employee tests shall be made available to the Medical Review Physician.

Collection of blood or urine samples shall be conducted in a manner which provides the highest degree of security for the sample and freedom from adulteration. Recognized strict chain of custody procedures must be followed for all samples as set by NIDA. The District agrees that security of the biological urine and blood samples is absolutely necessary, therefore, the District agrees that if the security of the sample is compromised in any way, any positive test shall be invalid and may not be used for any purposes.

Blood or urine samples will be submitted as per NIDA standards. Employees have the

right for Union or legal counsel representatives to be present during the submission of the sample.

A split sample shall be reserved in all cases for an independent analysis in the event of a positive test result. All samples must be stored in a scientific acceptable preserved manner as established by NIDA. All positive confirmed samples and related paperwork must be retained by the laboratory for at least 6 months or for the duration of any grievance disciplinary action or legal proceedings, whichever is longer. At the conclusion of this period, the paperwork and specimen shall be destroyed.

However, any drug/alcohol testing documents will be retained by the District in accordance with Washington record retention guidelines.

Tests shall be conducted in a manner to ensure that an employee's/volunteer's legal drug use and diet does not affect the test results.

Drug Testing:

The laboratory shall test for only the substances and within the limits for the initial and confirmation test as provided within NIDA standards. The initial test shall use an immunoassay which meets the requirements of the Food and Drug Administration for commercial distribution. The following initial cutoff levels shall be used when screening specimens to determine whether they are negative for these five drugs or classes of drugs:

- Marijuana metabolites 100 ng/ml
- Cocaine metabolites 300 ng/ml
- Opiate metabolites [1] 300 ng/ml
- Phencyclidine 25 ng/ml
- Amphetamines 1,000 ng/ml

[1]: If immunoassay is specific for free morphine the initial test level is 25 ng/ml.

If initial testing results are negative, testing shall be discontinued, all samples destroyed and records of the testing expunged from the employee's file. Only specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GS/MS) techniques at the following listed cutoff values.

- Marijuana metabolites [1] 15 ng/ml
- Cocaine metabolites [2] 150 ng/ml
- Opiates
- Morphine 300 ng/ml
- Codeine 300 ng/ml
- Phencyclidine 25 ng/ml

Amphetamines
Amphetamine 500 ng/ml
Methamphetamine 500 ng/ml

[1] Delta-9-tetrahydrocannabinol-9-carboxylic acid
[2] Benzoyllecgonine

If confirmatory testing results are negative all samples shall be destroyed and records of the testing expunged from the employee's file.

Alcohol Testing:

A breathalyzer or similar test equipment shall be used to screen for alcohol use and if positive shall be confirmed by a blood alcohol test performed by the laboratory. This screening test shall be performed by an individual qualified through and utilizing equipment certified by the Washington State Patrol. An initial positive alcohol level shall be .10 grams per 210 L. of breath. If initial testing results are negative, testing shall be discontinued, all samples destroyed and records of the testing expunged from the employee's file.

If testing results are positive, the test shall be confirmed using a blood alcohol level. Sampling handling procedures, as detailed above, shall apply. A positive blood alcohol level shall be .10 grams per 100 ml of blood. If confirmatory testing results are negative all samples shall be destroyed and records of the testing expunged from the employee's/volunteer's file.

Medical Review Physician:

The Medical Review Physician shall be chosen and agreed upon between the Union and the Employer, if the employee is unionized, and must be a licensed physician with a knowledge of substance abuse disorders. The Medical Review Physician shall be familiar with the characteristics of drug tests (sensitivity, specificity, and predictive value), the laboratories running the tests and medical conditions and work exposures of the employees. The role of the Medical Review Physician will be to review and interpret the positive test results. The Medical Review Physician must examine alternate medical explanations for any positive test results. This action shall include conducting a medical interview with the affected employee, review of the employee's medical history and review of any other relevant biomedical factors. The Medical Review Physician must review all medical records made available by the tested employee when a confirmed positive test could have resulted from legally prescribed medication.

Laboratory Results:

The laboratory will advise only the employee and the Medical Review Physician of any

positive results. The results of a positive drug or alcohol test can only be released to the Employer by the Medical Review Physician once he/she has completed his/her review and analysis of the laboratory's test. The District will be required to keep the results confidential and it shall not be released to the general public.

Testing Program Costs:

The Employer shall pay for all costs involving drug and alcohol testing as well as the expenses involved of the Medical Review Physician. The District shall also reimburse each employee/volunteer for their time and expenses, including travel incurred, involved in the testing procedure.

Rehabilitation Program:

Any employee who tests positive for illegal drugs shall be medically evaluated, counseled and treated for rehabilitation as recommended by an E.A.P. counselor. Employees who complete a rehabilitation program will be re-tested randomly once every quarter for the following 12 months. An employee may voluntarily enter rehabilitation without a requirement or prior testing. Employees who enter a program on their own initiative shall not be subject to re-testing. The treatment and rehabilitation shall be paid for by the employee's insurance program. Any costs over and above the insurance coverage shall be paid for by the District for initial treatment and rehabilitation. Employees will be allowed to use their accrued and earned leave for the necessary time off involved in the rehabilitation program. If an employee tests positive during the 12 month period they shall be subject to disciplinary action as per the Department Rules and Regulations, the employee will be re-evaluated by an E.A.P. counselor to determine if the employee requires additional counseling and/or treatment. The employee will be solely responsible for any costs, not covered by insurance, which arise from this additional counseling or treatment. If an employee tests positive during this subsequent 12 month period which in effect will be the employee's third chance for rehabilitation, or otherwise fails to complete the drug and alcohol treatment program, the employee will be subject to discipline up to and including termination.

Duty assignment after treatment:

Once an employee successfully completes rehabilitation, they shall be returned to their regular duty assignment. Once treatment and any follow-up care is completed, and 3 years have passed since the employee entered the program, the employee's personnel file shall be purged of any reference to his/her drug or alcohol problem.

Right of appeal:

The employee has the right to challenge the results of the drug or alcohol tests and any discipline imposed in the same manner that any other Employer action under the

terms of any applicable Collective Bargaining Agreement or Personnel Policies.

Union held Harmless:

This drug and alcohol testing program was initiated at the request of the District. The Fire Department assumes sole responsibility for the administration of this policy and shall be solely liable for any legal obligations and costs arising out of the provisions and/or application of this Collective Bargaining Agreement relating to drug and alcohol testing. The Union shall be held harmless for the violation of any worker rights arising from the administration of the drug and alcohol testing program.

Changes in Testing Procedures:

The parties recognize that during the life of this Agreement, there may be improvements in the technology of testing procedure which provide more accurate testing. In that event, the parties will bargain in good faith whether to amend this procedure to include such improvements. If the parties are unable to agree on the amendments they will be submitted to impasse procedures as outlined in the grievance procedure of this Contract.

Conflict with Other Laws:

This Article is in no way intended to supersede or waive any constitutional or other rights that the employee may be entitled to under Federal, State or Local statutes.

Consent and Release Form for Drug/Alcohol Test Program:

I acknowledge that I have received a copy of, have been duly informed, and understand the District's drug and alcohol testing policy and procedures. I have been provided with information concerning the impact of the use of alcohol and drugs on job performance. In addition, I have been informed on how the tests are conducted, what the test can determine and the consequence of testing positive for drug use.

I have been informed of the Fire District's Employee Assistance Program. I understand that if I voluntarily come forward and ask for assistance to deal with a drug or alcohol problem through the Employee Assistance Program, that I will not be disciplined by the Employer.

I understand how drug/alcohol tests are collected and further understand that these are medical tests that are conducted under the auspices of a Medical Review Physician. I understand that the Medical Review Physician will review and interpret any positive test results, and that I will have an opportunity to be interviewed by the Medical Review Physician to review my status, my medical history and any relevant biomedical factors prior to the Fire District being informed whether I passed or failed the test.

I understand that a confirmed positive drug or alcohol test result will result in my referral to the Fire District Employee Assistance Program and that I will be required to complete a rehabilitation program. No disciplinary action will be taken against me unless I refuse to take a drug/alcohol test, refuse the opportunity for rehabilitation, fail to complete a rehabilitation program successfully, or again test positive for drugs/alcohol within 3 years of completing an appropriate rehabilitation program. I understand that such disciplinary action, as described herein, may include dismissal from the Fire District.

Printed or typed name of employee

Signature of employee

Date

SMOKING AND TOBACCO USE POLICY

The Washington State Clean Indoor Air Act (RCW 70.160.011, et seq.) was adopted “in recognition that tobacco smoke or smoke from lighted smoking equipment in closely confined places may create a danger to the health of some citizens of this state.”

The goal of this policy is to provide a healthy, comfortable and productive work environment for MFD employees.

To meet this goal the following guidelines have been established.

MFD prohibits smoking tobacco or any lighted smoking equipment in all District buildings, vehicles, and work areas, and within 25 feet of building entrances, exits, windows that open, and ventilation intakes. Tobacco use includes the possession of a lighted cigarette, cigar, pipe, or any other lighted tobacco product. Smoking equipment means devices such as electronic cigarettes used for vaping. To the extent that state law imposes additional or different smoking restrictions, MFD will comply with applicable law.

Employees may smoke during non-work time, such as on designated breaks and during meal periods, but shall never smoke in the prohibited areas as described in this policy.

Tobacco and smoking equipment users are to maintain designated smoking areas free of litter by properly disposing of cigarette and cigar butts, ashes, etc. Chewing tobacco, snuff, and other varieties of smokeless tobacco residue, including “spit” must be collected in a container, sealed, and placed in the lined trash receptacles provided.

Tobacco and smoking equipment users shall be responsible to ensure that all waste products are properly disposed of prior to the end of their shift.

Smoking cessation may be a covered benefit under the district’s medical insurance plan.

Employees who use chewing tobacco, snuff, and other varieties of smokeless tobacco are strongly encouraged to refrain from the use of these products while on duty.

RESOLUTION OF EMPLOYEE COMPLAINTS

The Marysville Fire District recognizes the importance of establishing reasonable and effective means for resolving differences which may arise among employees, to reduce potential complaints and to establish and maintain recognized, open two-way channels of communications.

Employees are urged to use the procedures below whenever they wish to complain about a District action, except as follows:

1. Employees who have a complaint of unlawful discrimination, harassment, retaliation, or bullying shall direct those complaints to the fire chief, the human resources ~~manager~~Director, or the chairperson of the board, rather than following this policy.
2. Issues involving disputes of interpretation or application of specific terms of a contract, either the Collective Bargaining Agreement Between Marysville Fire District and the IAFF, Local 3219 or the individual administrative contracts, are covered by the grievance process outlined within the contract.

The Fire District intends to expedite the process for all concerned.

A sincere effort shall be made to resolve any and all complaints at the lowest possible supervisory level and to facilitate an orderly procedure within which the solution(s) may be pursued.

PROCEDURES

The following procedures are established to provide for the reasonable and satisfactory resolution of employee complaints.

- 1 Any employee may present a complaint, in writing, to their immediate supervisor within ten (10) regular working days (Monday - Friday) of the action or incident in question. If the complaint is against the employee's immediate supervisor, the employee may go directly to the Fire Chief or Human Resources ~~Manager~~Director with the complaint for direction. If the complaint involves a member of the Collective Bargaining Group, the Union President shall be notified with two business days.
- 2 The written statement shall contain:
 - A. The facts upon which the complaint is based.

- B. A reference to the Policies and/or Procedures allegedly -violated.
- C. The resolution(s) sought.

3. Complaints against another employee may require the presence of both employee members involved at a meeting to address the issues of the complaint, when doing so is appropriate.
4. The supervisor and the employee, along with any other employee involved or assigned, shall seek and implement a reasonable and satisfactory solution(s), working within the Policies, Procedures and Guidelines of the Marysville Fire District, as available.
5. If the employee and the immediate supervisor are unable to reach a reasonable and satisfactory solution, the complaint shall be forwarded to the next higher level of supervision for review.
6. If the complaint fails to be resolved at the lower levels of supervision, it shall be forwarded to the Fire Chief for review. The Fire Chief shall resolve the issue. If the Chief's resolution is not appealed within ten (10) working days the complaint shall be resolved.
7. If the complaint has not been resolved to the employee members' satisfaction, the employee's may appeal the Chief's decision to the Marysville Fire District Board of Directors. The employee shall:
 - A. Submit the complaint to the Fire Board within ten (10) working days (Monday - Friday) of the Fire Chief's decision.
 - B. Include a written statement that includes
 1. The facts of the complaint.
 2. The reference to the Policies and/or Procedures that have allegedly been violated.
 3. The resolution(s) sought.
 4. A brief description of the complaint process, history and resolution offered to date.
 5. A brief description of why the employee feels the issue is not resolved.
 - C. The Board shall review the appeal and decide whether or not to hear the appeal of the Chief's decision.
 - D. If the Board chooses to hear the appeal:
 1. The Board shall select an appropriate date, time and place to hear

- the appeal.
2. All involved parties shall be present at the appeal.
 3. The Board shall render a decision within fifteen (15) working days.
 4. The Board decision shall be considered final.

Chapter 6: Family Medical Leave and Other Leave Laws

2600

FAMILY MEDICAL LEAVE AND OTHER LEAVE LAWS

Family and Medical Leave Act (FMLA)

This policy will be administered in accordance with the federal Family and Medical Leave Act (FMLA). A notice entitled "Employee Rights and Responsibilities under the Family and Medical Leave Act" is posted on the District's fire station bulletin boards and is provided to employees upon hire.

Eligibility:

To be eligible for leave under this family and medical leave policy, an employee must have been employed by the District for a total of at least 12 months, must have worked at least 1,250 hours in the preceding 12 months, and must work at a location where at least 50 employees are employed by the Marysville Fire District within 75 miles.

If an employee is not eligible for FMLA leave, has exhausted his/her FMLA leave for the current leave year, or wishes to take leave for a purpose that does not qualify for FMLA, the employee should consult other leave policies to determine if other leave might be available.

Leave Entitlement:

An eligible employee may request up to 12 workweeks of FMLA leave per "leave year" for one or more of the following reasons:

- To care for the employee's child upon birth, or to care for a child upon the child's placement with the employee for adoption or foster care;
- To care for a spouse, registered domestic partner, son, daughter, or parent who has a serious health condition;
- To care for one's self, if the employee has a serious health condition that makes the employee unable to perform the essential functions of the position (including incapacity due to pregnancy, prenatal medical care, or childbirth); or

- To care for a spouse, parent, child or next of kin who is injured in the military while on active duty; or
- For a “qualifying exigency” arising out of the fact that the employee’s spouse, son, daughter, or parent is (1) a military service personnel in the Regular Armed Forces who is deployed or has been notified of an impending deployment to a foreign country or (2) a military service personnel in the National Guard or Reserves who is deployed or has been notified of an impending deployment to a foreign country under a call or order to active duty. Qualifying exigencies are generally activities related to the deployment, including attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

Leave Year:

The “leave year” is defined as *the rolling 12-month period measured forward from the date the employee’s first FMLA leave begins.*

FMLA leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Spouses who are both employed by the District are jointly entitled to a combined leave of 12 workweeks of family leave for the birth or placement of a child for adoption or foster care, or to care for a parent with a serious health condition. Each spouse is, however, eligible for the full 12 weeks of leave in the 12-month leave period to care for a child or spouse with a serious health condition, or for either employee’s own serious health condition.

Military Caregiver FMLA Entitlement.

An eligible employee may also take up to **26 workweeks** of leave during a “single 12-month period” to care for a covered service member with a serious injury or illness, who is the employee’s spouse, parent, child, or next of kin. The “single 12-month period” for military caregiver leave is different from the 12-month period used for other FMLA leave reasons. A covered service member is a current member of the Armed Forces, including a National Guard or Reserves member, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on the temporary disability retired list. A covered service member may also be a veteran who was a member of the Armed Forces any time during the five years preceding his/her need for

medical treatment, recuperation or therapy for a serious injury or illness, where the injury or illness was incurred or aggravated in the line of duty. For purposes of this kind of leave, the 12-month period begins with the first day the employee takes leave. Eligible employees are limited to a combined total of 26 workweeks for any FMLA-qualifying leave in the applicable leave year. Military caregiver FMLA entitlement may only be used once per veteran, per serious injury or illness. The District may require documentation or certification in order to grant this leave.

Qualifying Military Exigency Leave

“Qualifying exigency” leave helps families of members of the National Guard and Reserves and any regular service branches manage their affairs while the member is on active duty or called to active duty in support of a contingency operation. This policy addresses only those rights, benefits, and requirements specific to qualifying exigency leave. All other rights benefits and requirements of the FMLA also apply to qualifying exigency leave.

Eligible employees with a spouse, child, or parent in the National Guard or Reserves or any regular service branch are entitled to unpaid up to 12 weeks of unpaid FMLA leave in a 12 month period for any “qualifying exigency” arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

There are eight categories of “exigency” leave:

1. **Short-notice deployment** - Where the covered military family member is notified of a deployment of 7 or less days, an eligible employee may take up to 7 days of leave for any reason related to that deployment. The 7 days begins to run when the covered family member is provided the short-notice deployment.
2. **Military events** - allows leave to attend any official ceremony, program or event sponsored by the military, and to attend family support and assistance programs and information briefings sponsored by the military, military service organizations, or the American Red Cross.
3. **Child care and school activities** - eligible employee may take leave to arrange for child care or attend certain school functions of the son or daughter of a covered military family member, including leave to (i) arrange for alternative school or childcare; (ii) provide childcare on an urgent, immediate need (not regular) basis; (iii) enrollment or transfer of a child in a new school or day care facility; and (iv) attend meetings with school or day care staff regarding discipline, parent-teacher conferences,

and school counselors. DOL indicates that QE leave is not intended to be used to meet with staff at a school or daycare facility for "routine" academic concerns. Obviously, in many circumstances it will be very difficult to determine whether the need to meet with school staff is casually related to the active duty of a covered military family member or merely for routine academic concerns.

- 4. Financial and legal arrangements** - Eligible employees are allowed leave to make or update financial or legal arrangements to address the covered military family member's absence while on active duty/call to active duty, such as preparing or executing a will, powers of attorney, transferring bank account signature authority, obtaining military identification cards, and securing military service benefits. DOL specifically mentions coverage to enroll in the Defense Enrollment Eligibility Reporting System (DEERS). Leave is not available for routine matters, such as paying bills.
 - 5. Counseling** - Leave is available for the employee to attend counseling by a non-health care provider. Leave is available where the counseling is needed by the employee, the covered military member, or the son or daughter of the covered military member needs counseling, PROVIDED that the counseling arises from active duty service or call to active duty. As examples, DOL cites counseling by a military chaplain, pastor, or minister, or counseling offered by the military or a military service organization that is not a health care provider.
 - 6. R & R** - Up to 5 days of leave is available to an eligible employee to spend time with a covered military family member on rest and recuperation leave during a period of deployment.
 - 7. Post-deployment activities** - Leave is available for the eligible employee to attend ceremonies incident to the return of the covered military family member, including arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status. It is also available for the employee to take leave to address issues arising from the death of a covered military family member, such as meeting and recovering the body and making funeral arrangements. The DOL specifically noted coverage for participation in the DOD-sponsored Yellow Ribbon Reintegration Program. Such participation, moreover, is covered even if it exceeds the general 90-day limitations period (be a few days) for post-deployment activities.
- Additional activities** - The employer and employee may agree to FMLA coverage of other activities which arise out of a covered military members call or service to active duty/contingency operation. The employer and employee must agree on coverage, timing, and duration.

Serious Health Condition:

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

- Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- A period of incapacity of more than three consecutive, full calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
- A period of incapacity due to pregnancy or for prenatal care; or
- A period of incapacity or treatment due to a chronic serious health condition, for a permanent or long-term condition for which treatment may not be effective, or
- To receive multiple treatments for restorative surgery after an accident or injury or for a condition that would likely result in an incapacity of more than three full, consecutive calendar days in the absence of medical treatment (e.g., chemotherapy for cancer or dialysis for kidney disease).

Intermittent or Reduced Work Schedule Leave:

In certain circumstances, an eligible employee may take FMLA intermittently (e.g., smaller blocks of time) or by reducing his/her work schedule. If the FMLA leave is because of the employee's own serious health condition or to care for a family member, the employee may take the leave intermittently or on a reduced work schedule if it is medically necessary.

An eligible employee may also take FMLA leave on an intermittent or reduced schedule basis when necessary because of a qualifying exigency arising from a family member's military service.

If FMLA leave is to care for a child after the birth or placement for adoption or foster care, an employee may take his/her FMLA leave intermittently or on a reduced work schedule only with the Fire Chief's permission.

Where intermittent leave or reduced-schedule leave is needed for planned medical treatment, an employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly District operations. Where an employee needs intermittent or reduced-schedule leave based on planned medical treatment, the District may transfer the employee to an alternative position with equivalent pay and benefits that can better accommodate such recurring leave.

Notice and Certification:

An employee who wants to take FMLA ordinarily must provide the District with at least 30 days' notice of the need for leave, if the need for leave is foreseeable. If 30 days' advance notice is not possible, notice must be provided as soon as practicable (i.e., the same day or next business day after the need for leave becomes known). The notice shall be completed and submitted to HR.

Absent unusual circumstances, an employee is required to follow the District's regular procedural requirements for requesting vacation, sick leave, and/or compensatory time when requesting FMLA leave.

When requesting leave, an employee must provide sufficient information for the District to determine whether the leave may be FMLA-qualifying, and the anticipated timing and duration of requested leave. The "*Certification*" shall be completed and returned to HR within 15 calendar days.

An employee must also inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified.

When leave is requested in connection with planned medical treatment, the employee must make a reasonable effort to schedule treatment in order to prevent disruptions to Marysville Fire District operations.

In addition, employees who need leave for their own or a family member's serious health condition may be required to provide medical certification from a health care provider of the serious health condition. The District may require a second or third opinion (at District expense), periodic recertification of the serious health condition and, when the leave is for an employee's own serious health condition, a certification that the employee is fit to return to work. Employees who need leave for a qualifying exigency arising from a family member's military leave must provide a certification confirming the need for leave.

The District may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave. The District also may delay or deny approval of leave for lack of proper certification establishing the need for leave.

An employee who needs leave for his/her own or a family member's serious health condition must provide medical certification from a health care provider of the serious health condition (i.e., WH-380-F "*Certification of Health Care Provider for Family Member's Serious Health Condition*").

Substitution of Paid Leave and Continuation of Pay and Benefits:

FMLA leave is unpaid leave. However, employees can request to use any accrued paid leave (e.g., vacation, sick leave, compensatory time) available to them as part of their 12 weeks of FMLA leave.

During all leave authorized under the federal FMLA, the District will continue to pay the employer's portion of health insurance premiums, provided that the employee continues to pay his/her share of insurance premiums, if any.

Failure of the employee to pay his/her portion of the premium may result in cancellation of health insurance. Under certain circumstances, if an employee fails to return to work at the end of the leave, the employee may be responsible to pay back the District for the employer portion of the health insurance premiums. Leaves such as vacation and sick leave will continue to accrue during paid leave, but not during unpaid leave.

Job Restoration Upon Return From Leave:

Upon return from family and medical leave, an employee will be entitled to return to the employee's former position or a position with equivalent pay, benefits, and conditions of employment, unless unusual circumstances have arisen (e.g., the employee's position or shift was eliminated for reasons unrelated to the leave).

If the employee chooses not to return to work for any reason, the employee should notify the HR [Manager/Director](#) as soon as possible.

Leave for Pregnancy Disability

In addition to leave under the federal FMLA described above, state law provides certain additional leave rights in connection with pregnancy-related disability and to care for a newborn. Regardless of whether an employee is eligible for FMLA leave, she is entitled Pregnancy Disability leave for the period of time that she is temporarily disabled because of pregnancy or childbirth. Medical certification may be required to confirm the need for leave. If the employee is eligible for federal FMLA leave, the Pregnancy Disability leave will run concurrently with federal FMLA leave. Pregnancy Disability leave is unpaid and health benefits are not automatically continued (unless the employee is also eligible for FMLA leave); however, accrued leave may be used and the employee may continue insurance coverage at her expense.

The Washington Family Leave Act (FLA)

The FLA was repealed effective December 31, 2019.

Domestic Violence/Sexual Assault/Stalking Leave

This leave is available to an employee who is a victim of domestic violence, sexual assault, or stalking. It is also available to an employee with a family member who is a victim of domestic violence, sexual assault, or stalking. "Family member" includes children, spouses, state registered domestic partners, parents, parents-in-law, parents of a state registered domestic partner, grandparents, or persons with whom the employee has a dating relationship. The leave may be taken in blocks, intermittently, or on a reduced leave schedule. The amount of leave that an employee may take is limited to a "reasonable" amount. Domestic violence/sexual assault leave is unpaid, although an employee may elect to use the employee's accrued paid leave (e.g., vacation, sick leave, compensatory time) in connection with such leave.

Domestic Violence/Sexual Assault Leave may be taken for the following purposes:

- To seek law enforcement or legal assistance or to prepare for or participate in any legal proceeding related to domestic violence, sexual assault, or stalking;
- To seek health care treatment for physical or mental injuries from domestic violence, sexual assault, or stalking, or attend to such health care treatment for a family member;
- To obtain (or assist a family member in obtaining) services from a domestic violence shelter, rape crisis center, or other social services;
- To obtain (or assist a family member in obtaining) mental health counseling related to domestic violence, sexual assault, or stalking; or
- To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase the safety of the employee or family member relating to domestic violence, sexual assault, or stalking.

When possible, an employee must give advance notice of the intention to take leave. If advance notice is not possible, the employee (or his/her designee) must give notice of the need for this leave no later than the end of the first day the employee takes the leave.

The Marysville Fire District may require verification to support the need for the leave (i.e., police reports, court documents, or the employee's own written statement of the need for the leave).

Except where disclosure is authorized or required by law, the Marysville Fire District will maintain confidentiality of all information provided by the employee in conjunction with Domestic Violence/Sexual Assault Leave.

An employee who seeks to take leave under his policy should contact the Human Resources ~~Manager~~Director to request such leave.

Sick Leave

Eligibility

The District provides employees with paid sick leave as required by Washington law.

The following Sick Leave policy applies to the following employees:

- Non-Represented Non Exempt Employees
- Part Time Firefighters.

Paid sick leave for full time firefighters and battalion chiefs is governed by the collective bargaining agreement and not this policy.

Accrual of Paid Sick Leave

Paid sick leave begins to accrue at the start of employment. For accrual purposes, hours worked encompasses actual working time, and not paid or unpaid leave. Accrual for exempt/salaried employees will be based on hours for a full-time or part-time normal work week (e.g., a full-time exempt employee will accrue based on a normal 40-hour work week, even if he or she actually worked more or fewer hours in a particular week; accrual for part-time employees will be pro-rated based on their work schedule). Accrual begins on an employee's first day of work.

Employees will be provided with an *Employee Paid Sick Leave Notification* at the start of employment. It contains information regarding the authorized use of paid sick leave, the applicable paid sick leave accrual year, carryover of paid sick leave, eligibility for use, information about protection from retaliation, and other relevant information.

Rate of Accrual

- *Unrepresented* employees who work full time will accrue sick leave at a rate of eleven (11) hours per month, or one (1) hour for every forty (40) hours that are worked, whichever is greater.

- *Part time Firefighters* will accrue sick leave at the rate of (1) hour for every forty (40) hour worked.

Unused sick leave accrued before January 1 of each year will be placed in the employee's sick leave bank. There is no cap on how many paid sick leave hours that may be accrued throughout the year. As referenced below, there is a cap on how many paid sick hours may be carried over from one year to the next.

Sick Leave Deductions

Sick leave shall be deducted and used on an hour-for-hour basis.

Authorized Uses of Paid Sick Leave

The District provides all employees (whether full-time, part-time or temporary) with paid sick leave as required by law.

Accrued sick leave may be used for:

- The employee's own mental or physical illness, injury or health condition; to accommodate the need for medical diagnosis, care or treatment of a health condition; or preventive medical care.
- The employee's care for a family member with a mental or physical illness, injury or health condition; care for family member who needs medical diagnosis, care or treatment; or care for family member who needs preventive medical care.
- An absence due to closure of the District's offices by order of public official for any health-related reason, or where employee's child's school or day care is closed for such a reason.
- Absences covered by the Domestic Violence/Sexual Assault/Stalking leave statute (See Policy #2600 under the sub heading "Domestic Violence/Sexual Assault/Stalking Leave").

For purposes of this policy, a "family member" is defined as:

- An employee's child (whether biological, adoptive, foster, step-child, or child for whom employee stands in loco parentis, is a legal guardian for, or is a de facto parent and regardless of age or dependency status);

- Parent (whether biological, adoptive, de facto, step-parent, foster parent, legal guardian or person who stood in loco parentis to employee when employee was a child);
- A spouse or registered domestic partner;
- A grandparent;
- A grandchild; or
- A sibling.

Please note that the definition of “family member” under the Domestic Violence/Sexual Assault/Stalking leave policy is different. Employees should refer to that policy for information on what a “family member” means for purposes of using Domestic Violence/Sexual Assault/Stalking leave.

Where the need for leave is foreseeable, employees should submit written notice of the need for leave to their supervisor at least 10 days in advance of the leave date(s); for unforeseeable leave, employees must contact their supervisor as soon as the need for leave becomes known. The Company may require documentation regarding the use of leave, provided that for non-exempt employees, documentation may only be required when an employee uses more than three consecutive days of paid sick leave. If requested, documentation need not disclose the nature of the medical condition causing the need for leave. If a requirement to provide documentation will result in unreasonable burden or expense to the employee, a non-exempt employee may advise the Company of this concern and the Company will evaluate its request in light of the circumstances.

Notice of Inability to Report for Duty

Employees shall notify their **immediate supervisor** of their inability to report for their scheduled duty or complete a shift at least (1) hour prior to their scheduled shift, unless there is a bona fide emergency. The employee is required to give their **immediate supervisor** advance notice of the absence so that arrangements can be made, if necessary, to cover the absence with other personnel. Every reasonable effort shall be made by employees to schedule health care appointments on their time off. Health care appointments during working hours shall be subject to the approval of the immediate supervisor. Employees on sick leave for three (3) consecutive days or more may be required at the District’s discretion, to obtain an excused absence from a physician. ~~After the third use of sick leave in any calendar year, the employee may, at the discretion of the District, be required to obtain an excused absence from a physician.~~ In addition, the District may collect medical information from employees when authorized under the Family Medical Leave Act, Paid Family Medical Leave Program, Americans with Disabilities Act, or any other

comparable local, state, or federal law. For expected absences of 30 days or more, the Marysville Fire District requires 30 days advance notice. For expected absences of 1 to 30 days, the Marysville Fire District requires 7 days advance notice. For expected absences of less than 1 day, the Marysville Fire District requires 24 hours advance notice.

Exhaustion of Sick Leave

Time off for sickness/disability in excess of accrued sick leave shall be charged to unused vacation. Employees who exhaust all of their accrued sick and vacation leave and family medical leave may be granted additional leave without pay, to a maximum of six (6) months.

Transfer of Sick Leave

Any employee with over 600 hours of accumulated sick leave, may transfer his/her balance in excess of 600 to another employee who is sick or disabled, on the following conditions:

- The recipient of the sick leave must first exhaust all of his/her own available sick leave.
- The amount of sick leave received by an employee shall be based upon the length of time the employee's physician states, in writing, the employee will be unable to work and shall be an amount that will allow the employee to use sick leave for a total of 1040 hours. However, in extraordinary circumstances where the employee's physician provides clear, written verification that an employee will be able to return to full active duty without restriction during a period of not more than twelve (12) months from the date of illness or injury, the District's Board of Directors may, in its sole discretion, allow an additional sick leave transfer of up to 1040 hours.
- If there is more than one employee who wishes to donate sick leave, it will be the responsibility of the donating employees to decide among themselves who will donate what amount. Such amounts shall be designated in writing to the Employer's Human Resources ~~Manager~~Director.

- If the receiving employee does not use all of the sick leave donated, the unused portion shall be credited back to the employee(s) who donated it in proportion to the amounts originally donated.
- No employee will be compelled or pressured under any circumstances to make a donation of sick leave. Donation shall be solely voluntary.

Sick Leave Cash Out

Upon separation of employment each non-represented employee under this policy with ten (10) or more years of fulltime service with the District shall be entitled to have his/her accumulated and unused sick leave cashed out at his/her current rate of pay (not including transferred sick leave) in accordance with the list below, to a maximum accumulation of 1040 hours. Non-represented employees will need to make a request in writing to the Human Resources ~~Manager~~Director to cash out sick leave. Exception: Employees that are terminated for cause shall not be entitled to the sick leave cash out.

Years of Service	Cash out
10 years to 19 years =	15%
20 years to 25 years =	20%
25 years and above =	30%

Paid Sick Leave Accrual Year

Accrual year is January 1 to December 31.

Carryover of Paid Sick Leave Hours

At the end of the paid sick leave accrual year unused paid sick leave balances of 1040 hours or less will carry over to the following year.

Unpaid Holidays for Reasons of Faith or Conscience

Under Washington law all employees of the District are entitled to up to two unpaid holidays per calendar year for “a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.”

Note that a partial day off will count as a full day toward your yearly allotment of two days. Note also that the law provides for unpaid leave, and there is no provision for substituting paid time off. If you wish to be compensated for the time off, please follow the policies for using accrued vacation leave or compensatory time or other paid time off.

BREAK TIME FOR NURSING MOTHERS

Mothers who choose to breastfeed their infants may express and collect breast milk during work hours. The Marysville Fire District will provide a private space for breastfeeding. Each employee choosing to breastfeed can work with their supervisor or the human resource department to identify private space for the mother to express and collect breast milk. This space, other than a bathroom, will be shielded from view and free from intrusion by co-workers or the public. Employees may take reasonable breaks during work hours to express and collect breast milk.

MILITARY-RELATED LEAVES

Leave for Spouses of Military Personnel (non-FMLA)

During a period of military conflict declared by the President or Congress, an employee who is the spouse or a state registered domestic partner of a member of the Armed Forces, National Guard, or Reserves is entitled to up to 15 days of unpaid leave while his/her spouse or partner is on leave from deployment, or before and up to deployment.

(This reason for leave may also be covered under FMLA leave for a qualifying exigency, although an employee need not meet the more stringent FMLA eligibility requirements in order to take this military leave). The purpose of this leave is to support the families of military personnel serving in military conflicts by permitting them to spend time together before a family member is deployed or while the family member is on leave from a deployment. An employee must work an average of 20 hours per week to be eligible for this family military leave.

An employee who seeks to take family military leave must provide the Marysville Fire District with notice of his/her intent to take leave within five business days of receiving official notice that the employee's spouse or state registered domestic partner will be on leave or of an impending call to active duty. The employee may substitute any available accrued leave for any part of this family military leave.

Military Leave for Deployments, Trainings, and Drills

The District shall grant military leave to employees who are members of the uniformed services, Washington National Guard or the Army, Navy, Air Force, Coast Guard, or Marine Corps Reserve of the United States, or of any organized reserve or armed forces of the United States. The purpose of such leave is to allow employees to perform officially-ordered military duty or receive training in conjunction with their duties.

Under Washington State law, employees are entitled to up to 21 calendar days of **paid** military leave during each year, beginning on October 1 and ending September 30. The 21 days of paid leave shall be in addition to any vacation or sick leave to which the employee may be entitled, and shall not result in any loss of rating, privileges or pay. Employees who take military leave will have whatever rights to reinstatement, seniority, vacation, layoffs, and compensation as are provided by applicable law. During the period of paid military leave, the staff member shall receive his/her normal pay from the District.

Under federal law, employees are entitled to unpaid leave for deployments, military trainings, drills, and other qualified reasons for military-related leave. Employees may use their accrued vacation leave or compensatory time to receive compensation during this time off.

Employees are required to notify their supervisors as soon as they are aware of any military obligations.

JURY DUTY/WITNESS DUTY

Jury Duty: In accordance with chapter RCW 2.36.165, employees who receive a summons will be allowed leave from employment to serve on the jury in federal, state, district, or municipal court. No employee will be threatened, coerced, harassed, disciplined or otherwise adversely affected because he/she receives a summons, responds to the summons, serves as a juror, or attends court for prospective jury service.

The employee must give the District prompt written notice of the call for jury duty. The District may request that the employee seek a deferral of the time of service if the employee's absence would impose an undue hardship on the District during the time period in question.

In order to be eligible to receive paid jury duty leave the employee must furnish the District with a written statement from the court identifying the dates and times of jury service.

Because RCW 2.36.150 provides that payments received by jurors from the court of each day's attendance constitute "expense payments," the District does not require employees to remit such payments to the District, including periods of paid leave.

Witness Duty: All employees summoned to testify in court or at a deposition or hearing are allowed time off to serve as witnesses. In general, witness duty leave is unpaid leave unless the employee is a witness on behalf of the District in (a) a case involving the District or (b) is a witness on behalf of the District in connection with the employee's official District duties.

Return to work: On any day that an employee is released from jury duty or as a witness by the court and four (4) or more hours of the employee's scheduled shift remains, the employee shall immediately inform their supervisor and report to work.

LEAVE OF ABSENCE

A leave of absence **without pay** may be granted by the Fire Chief when the Fire Chief determines, in his sole discretion, that such a leave will not interfere with District operations or operate to the detriment of District services. In exercising his/her discretion, the Fire Chief will consider factors such as the reason(s) given for the leave, the employee's seniority, position and responsibilities, and the employee's performance and disciplinary history.

Leave of Absence requests must be made, in writing, to the Fire Chief, with sufficient advance notice for the Fire Chief to consider the requests and make arrangements for coverage of duties in the employee's absence.

Employees who are on a paid leave of absence shall continue to receive benefits they were entitled to prior to the start of their leave, including the accrual of annual leave, sick leave, holidays, retirement and health insurance benefits. Unless stated otherwise in these policies, an employee's benefits (including health insurance) will be suspended during any period of unpaid leave in excess of 30 consecutive days. In certain cases, self-payment of insurance premiums may apply (see COBRA information). Leave accruals will be suspended during an unpaid leave, or as stated in the applicable leave section.

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UNAUTHORIZED LEAVE - UNREPRESENTED EMPLOYEES

Any employee who is absent from their position for three (3) consecutive shifts without providing notice to the District of a justifiable reason for the absence shall be considered to have abandoned his/her position, unless the District finds that extenuating circumstances provide reasonable justification for the absence.

A dismissal notice shall be sent by certified mail to the last known address of the employee.

EMERGENCY LEAVE

Emergency Leave may be granted by the Fire Chief for events or incidents that arise out of unforeseen and unexpected circumstances and which create an air of crisis or extreme need. The circumstances must present a grave and clear danger that imminently threatens physical or mental health, or would result in irremediable harm or in immediate disaster to life of property unless some action is taken.

Any leave taken under the terms of this policy shall be deducted from the employee's accrued sick leave or accrued vacation leave. In the event the employee's accrued sick leave and vacation leave is exhausted, the leave shall be taken without pay.

An oral request for emergency leave shall be made as soon as the emergency arises and the employee can reasonably contact the District to make the request. A written application for emergency leave must be submitted to the District, at the latest, on the day the employee returns to work.

Please refer to the District's Sick Leave policy under Policy No. 2400, for information on how to provide notice of use of sick leave and the inability to report to duty if an urgent medical need arises.

MODIFIED DUTY DURING PREGNANCY

The District recognizes that firefighting is a hazardous occupation, and that the performance of a firefighter's regular duties may pose risks to the health and safety of a pregnant employee and the fetus.

It is recommended that any employee, upon learning that she is pregnant, consult with her physician regarding her ability to perform the regular duties of the job. The District will not require pregnant employees to serve in a regular duty position beyond that period in which the employee's physician believes that it poses a health risk to do so.

Once the employee is taken off regular duty, the District will endeavor to provide the employee with non-hazardous modified duty assignments, based upon the employee's capabilities and department needs, as it has done for other firefighters who have temporary conditions preventing them from a full duty assignment. Additionally, a pregnant employee may be afforded the following accommodations with or without medical certification: frequent, longer, or flexible restroom breaks; modification of a no food or drink policy; seating or allowing the employee to sit more frequently; and limiting lifting to 17 pounds or less. In addition, a pregnant employee may be entitled to other workplace accommodation(s), as long as there is no significant difficulty or expense to the District and subject to written certification from a health care professional regarding the need for the accommodation.

A pregnant employee should provide notice to the Human Resources ~~Manager~~Director as soon as she is aware that a modified duty assignment will be requested.

WASHINGTON PAID FAMILY MEDICAL LEAVE PROGRAM
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The Washington State Paid Family and Medical Leave (PFML) law (Chapter 50A RCW) and supporting regulations establish a program administered by the Washington Employment Security Department (ESD) to provide paid leave benefits and job protection to eligible employees who need leave for certain family and medical reasons. PFML benefits will be available starting on January 1, 2020. This policy provides a summary of the PFML program. Employees may obtain additional information at www.paidleave.wa.gov. To the extent an issue is not addressed in this policy, the Marysville Fire District will administer this benefit program consistent applicable statutes and regulations.

Payroll Deductions

The PFML program is funded through premiums collected by ESD via payroll deductions and employer contributions. Premiums for benefits are established by law and for the period ending December 31, 2020, will total four-tenths of one percent (0.4%) of employees' wages (unless otherwise adjusted up or down by the State). Each year, consistent with the law, employees will pay through payroll deduction the full cost of the premiums associated with family leave benefits and forty-five percent (45%) of the cost of the premiums associated with the medical leave benefits, as determined under RCW 50A.04.115. The District shall pay any remaining portion as required by law. Should the State in the future modify the PFML premium rate or the percentage of premiums subject to collection through payroll deduction, the District will modify payroll practices to reflect those statutory changes.

Eligibility

Under PFML, employees may be eligible for monetary benefits and job protection when taking leave for covered reasons. Eligibility requirements are as follows:

- **Monetary Benefits:** In order to be eligible for monetary benefits from ESD, an employee must have worked 820 hours in Washington (for any employer or combination of employers) during the year preceding the claim.
- **Job Protection:** In order to be eligible for job protection under PFML, an employee must meet FMLA eligibility requirements (must have worked for the Employer for at least 12 months and have worked 1250 hours in the last year).

An employee is ineligible for PFML benefits during any period of suspension from

employment or during which the employee works for remuneration or profit (e.g., outside employment or contracting).

Leave Entitlement.

Eligible employees are entitled to take up to 12 weeks of medical or family leave, or a combined total of 16 weeks of family and medical leave per claim year; an additional two weeks of leave may be available in the event the employee's leave involves incapacity due to her pregnancy. The claim year begins when the employee files a claim for PFML benefits or upon the birth/placement of the employee's child. PMFL leave may be taken for the following reasons:

Medical Leave: Medical leave may be taken due to the employee's own serious health condition, which is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, as those terms are defined under the FMLA and RCW 50A.05.010. However, an employee is not eligible for PFML benefits if the employee is receiving time loss benefits under the workers compensation system.

Family Leave: Family leave may be taken to care for a covered family member with a serious health condition; any individual with a serious health condition who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care; ~~with a serious health condition;~~ for bonding during the first 12 months following the birth of the employee's child or placement of a child under age 18 with the employee (through adoption or foster care); or for qualifying military exigencies as defined under the FMLA. For purposes of family leave, covered family members include the employee's child, grandchild, parent (including in-laws), grandparent (including in-laws), sibling, ~~or spouse, or any~~ individual with a serious health condition who regularly resides in the employee's home or where the relationship creates and expectation that the employee care for the person, and that individual depends on the employee for care.

Bereavement-type Leave: Employees are permitted to take paid leave during the seven days following the death of their child. To qualify for this leave, the employee would have qualified for medical leave because of their own pregnancy with the child or would have qualified for family leave to bond with their child in the first 12 months after the birth.

PFML runs concurrently with FMLA where an absence is covered by both laws. PFML leave may be taken intermittently, provided that there is a minimum claim requirement of eight consecutive hours of leave in a week for which benefits are sought.

PFML Application Process

An employee must submit an application to ESD in order to seek PFML benefits. For guidance on the application process, please refer to the ESD website (www.paidleave.wa.gov). Eligibility determinations will be made by ESD. If approved, the employee will need to file weekly benefit claims with ESD to continue receiving benefits.

Notification Requirements

An employee must provide written notice to the District of the intent to take PFML leave. If the need for leave is foreseeable, notice must be given at least 30 days in advance of the leave. For unforeseeable leave, notice must be given as soon as practicable. The employee's written notice must include the type of leave taken (family or medical), as well as the anticipated timing and duration of the leave. If an employee fails to provide this required notice to the Employer, ESD will temporarily deny PFML benefits. After receiving the employee's notice of the need for leave, the District will advise the employee whether the employee is eligible for job protection under PFML or FMLA or both.

If leave is being taken for the employee's or family member's planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt District operations.

If taking leave intermittently, an employee must notify the District each time PFML leave is taken so that the District may properly track leave use.

PFML Monetary Benefits

If ESD approves a claim for PFML benefits, partial wage replacement benefit payments will be made by ESD directly to the employee. The amount of the benefit is based on a statutory formula, which generally results in a benefit in the range of 75-90 percent of an employee's average weekly wage, subject to a maximum of \$1,000 per week. ESD's website is expected to include a benefits calculator to assist employees in estimating their weekly benefit amount.

With the exception of leave taken in connection with the birth or placement of a child, monetary PFML benefits are subject to a seven-day waiting period. The waiting period begins on the Sunday of the week in which PFML leave is first taken. The waiting period is counted for purposes of the overall duration of PFML leave, but no monetary benefits will be paid by ESD for that week.

Paid leave accruals (vacation, sick leave, floating holidays, compensatory time, or any other accrued leave) are not supplemental to PFML. An employee may elect to use such accrued leave during a PFML-covered absence, although the receipt of accrued leave must be reported to ESD as part of the PFML claims process and will result in a pro-rated weekly PFML benefit. Important note: failure to report the receipt of accrued leave may result in an overpayment by ESD, which ESD may recoup from the employee.

Coordination with Other Benefit Programs

When an employee is on leave and only receiving PFML benefits, the employee is deemed to be in unpaid status for purposes of District policies and benefit programs. Insurance coverage will be handled in the same manner as other unpaid leaves of absence, pursuant to District policy and subject to any FMLA or other legal requirements requiring continuation of coverage.

Job Restoration; Return to Work Recertification

An employee who is eligible for job-protected leave will be restored to the same or equivalent position at the conclusion of PFML leave, unless unusual circumstances have arisen (e.g., the employee's position or shift was eliminated for reasons unrelated to the leave). Employees on PFML leave for three (3) consecutive days or more may be required at the District's discretion, to obtain an excused absence from a physician before restoring the employee to work following PFML leave where the employee has taken leave for the employee's own serious health condition. Under certain conditions, the Employer may deny job restoration to a salaried employee who is among the highest paid ten percent of Employer employees. If an employee taking PFML leave chooses not to return to work for any reason, the employee should notify the Employer as soon as possible.

Chapter 7: Part-Time Firefighters

2700

PART-TIME FIREFIGHTERS

The Marysville Fire District Board of Directors authorizes the Fire Chief to determine the need for recruitment and the total number of part-time firefighters necessary to maintain the Fire District's expected level of service.

Membership requirements are outlined in the Part Time Job Description.

Part Time Firefighter Incentive Plan

The Marysville Fire District Board of Director's recognizes that part time firefighters are a highly valuable asset to Marysville Fire District. In consideration of this, an incentive plan has been designed for those part time firefighters interested in testing for a fulltime firefighter position.

The incentive plan will be in the form of bonus point distributed to the part time firefighters who are currently employed at Marysville Fire District. The following points will apply and be awarded after the written component of the testing process:

Months of Employment	Points
0-12 months	1 point
13-24 months	2 points
25 plus months	3 points

Training

The Fire Chief has the final responsibility for developing a training program for part time fire fighters. The Fire Chief may assign the responsibility of developing, maintaining, and documenting the MFD Training Program to the Battalion Chief of Training. Failure to participate in the training requirements may be grounds for dismissal.

Discipline and Termination

The Marysville Fire District recognizes that order and control of part time firefighters is essential in order to serve the needs of the community. To this end, high standards of

on-the-job and job-related personal contact must be constantly maintained.

Part-time Firefighters are considered “at-will” employees and can be terminated with or without just cause. The Fire Chief shall have the final responsibility for the administration of equitable discipline throughout the Fire District. Adherence to the conditions of employment, Rules of Conduct, Policies and Procedures, and Guidelines must be observed in the operation of the Fire District.

Part time firefighters shall return all Fire District owned equipment (pager, charger, bunks, helmet, hood, gloves, boots, uniform, badge, etc.) within 10 days after terminating employment. Equipment lost or damaged through neglect or misuse shall be repaired or replaced at the part time firefighter’s expense.

Resolution of Part Time Employee Complaints

Part time firefighter concerns and/or complaints shall be addressed using **Policy 2515**, Resolution of Employee Complaints.

ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL POLICY HANDBOOK

I have received the Marysville Fire District Personnel Policies, and understand that it is my responsibility to read these policies and ask questions about anything I do not understand. I also understand that these policies supersede any prior personnel policies, unless the prior policies are referenced in this Handbook.

I acknowledge that these policies are general guidelines only. They do not promise specific treatment in specific circumstances, they do not create an employment contract either express or implied, and they do not guarantee employment for any length of time with the District. While I understand that the Handbook does not amount to a contract, I understand that it contains policies that are very important to the District's ability to provide a lawful and respectful work environment. I have reviewed the policies in the Handbook and I agree to comply with those policies. I understand that violation of District policies may result in discipline, up to and including discharge.

I acknowledge that the District must be flexible in responding to business needs or changes in the law, and that the District has therefore reserved the right to revise, supplement, clarify, deviate from or rescind any section of this handbook or policy or portion of a section of this handbook or portion of a policy when deemed appropriate by the District.

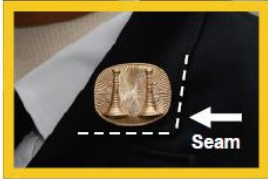
Employee Signature

Print Name

Date

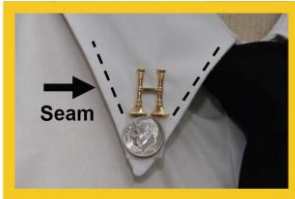
Appendix A – Proper Insignia Placement Examples

Class A Uniforms:



Appropriate shirt collar placement:

- Collar insignia shall be placed on the shirt adjacent to the sown seam one-dime size from the tip of the collar.

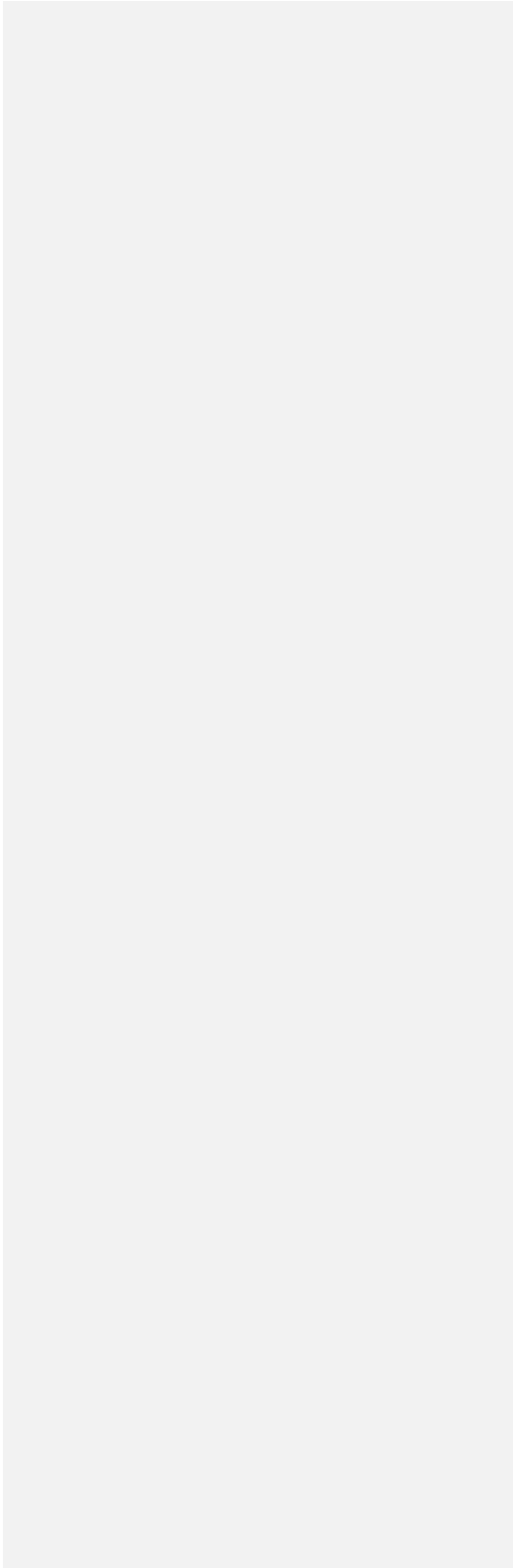


Proper Positioning

Examples of Collar Insignia Position:



Appendix B – Personnel Policies Updates Table



Section 1: Personnel								
Table of Contents				3/2021				
Chapter	Policy No.	Title	Page	Adopted	Revised	Revised	Revised	
1	2100	Introduction	1	2000	12/2015			
	2105	Applicability of Personnel Policies	2	2000	12/2015			
Chapter 2	General Policies, Practices, and Employee Conduct							
	2200	Equal Employment Opportunity	3 - 5	2000	12/2015	3/2021		
	2205	Anti-Harassment	6 - 8	2000	12/2015	3/2021		
	2206	Unlawful Retaliation	9 - 10	12/2015	3/2021			
	2207	Policy Against Bullying and Harassment	12 – 14	3/2021				
	2208	Investigation and Resolving Complaints	15 - 17	12/2015	3/2021			
	2210	Collective Bargaining	18	2000	12/2015	3/2021		
	2215	Whistleblower	19 - 23	2000	12/2015	3/2021	4/2023	
	2220	Rules of Conduct	24 - 26	2000	12/2015	3/2021		
	2225	Conflicts of Interest	27	2000	12/2015	3/2021		
	2230	Uniform and Dress Code	28 – 37	2000	12/2015			
	2235	Commercial Driver's License/Substance Abuse	38 – 56	2000	12/2015	3/2021		
	2240	Inability to Report to Work	57 - 58	2000	12/2015	3/2021		
	2245	Meritorious Service	59	2000	12/2015	2/2021	12/2021	
	2250	Reimbursement for Personal Loss	60 – 61	2000	12/2015	3/2021		
	2255	Disciplinary Policy	63 – 71	2000	12/2015	8/2018	3/2021	
	2260	Electronic Communication and Technology Policy	72 - 75	2000	12/2015	3/2021		
Chapter 3	Contracts, Recruitment, Applications and Selection							
	2300	Fire Chief	76	2000	12/2015	3/2021		
	2305	Organization of Employees	77	2000	12/2015	3/2021		
	2310	Evaluation of the Fire Chief	78	2000	12/2015			
	2315	Employee Position	79	2000	12/2015			
	2320	Recruitment	80	2000	12/2015			
	2325	Employment of Chief	81	2000	12/2015			
	2330	Employment Status	82 – 83	2000	12/2015	3/2021		
Chapter 4	Benefits							
	2400	Non Represented Employee Benefit Plan – Exempt	84 - 92	Original Adoption: 2000 2000	Revision: 12/2015 3/2019	11/2019	3/2021 and 6/2022 and 4/2023	
	2401	Non Represented Employee Benefit Plan – Non-Exempt	93 – 101	2000	12/2015	11/2019	3/2021	

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Chapter 6	Leaves		Page	Adopted	Revised	Revised	Revised
	2600	FMLA and Other Leaves	120 – 128	2000	12/2015	8/2018	3/2021 and 4/2023
	2601	Break Time For Nursing Mothers	129	2018			
	2605	Military Related Leaves	130 – 134	2000	12/2015		
	2610	Leave of Absence	135	2000	12/2015		
	2615	Unauthorized Leave/Unrepresented	136	2000	12/2015		
	2620	Emergency Leave	137	2000	12/2015		
	2625	Modified Duty During Pregnancy	138	2000	12/2015		
	2630	Washington Paid Family Medical Leave	139 – 142	3/2021	4/2023		
Chapter 7	Part Time Firefighters		Page	Adopted	Revised	Revised	Revised
	2700	Part Time Firefighter	143 - 144	2000	12/2015	4/2023	
	2705	Board For Volunteer Firefighters	145	2000	12/2015	3/2021	
Appendix A		2230:Uniform Policy Insignia placements	146		12/2015		
Appendix B		Updates Table		3/2021			

MARYSVILLE FIRE DISTRICT

Regional Fire Authority

AGENDA BILL

BOARD MEETING DATE: April 19, 2023

AGENDA ITEM: Admin Building Leaseback Extension	AGENDA SECTION: New Business
PREPARED BY: Ned Vander Pol, Fire Chief	
ATTACHMENTS: Lease Back Extension Agreement	
BUDGET CODE: N/A	AMOUNT: N/A
SUMMARY: On April 10, 2022, the existing MFD Administrative Building Leaseback Agreement expired. On March 29, 2023 it was extended by Marysville City Council to October 31, 2023 by request of the fire district. Per contract, both City Council and Fire Board must approve the extension. This extension is necessary due to the estimated timeline for Public Safety Building remodel and subsequent relocation of District administrative headquarters.	

RECOMMENDED ACTION: Motion to approve leaseback extension of the MFD Admin Building between the City of Marysville and the Marysville Fire District through October 31, 2023.
--

LEASE BACK EXTENSION AGREEMENT

THIS LEASE BACK EXTENSION AGREEMENT (“Extension”) is made by and between the City of Marysville, hereinafter “Landlord”, and Marysville Fire District, hereinafter “Tenant”.

WHEREAS, the Landlord and Tenant are parties to a Lease Back Agreement for Tenant’s occupancy of the Premises located at 1094 Cedar Avenue in Marysville, Washington with an initial term set to expire on December 29, 2022;

WHEREAS, the Lease Back Agreement allowed for an initial 90 day extension of the term which may be executed by the Mayor for the Landlord and Fire Chief for the Tenant; and

WHEREAS, the Landlord and Tenant previously agreed to extend the Lease Back Agreement in accordance with the provisions provided within the Lease Back Agreement; and

WHEREAS, the Tenant needs additional time to prepare and relocate to new office space and the Parties agree to exercise an additional extension until October 31, 2023;

NOW THEREFORE, the Parties hereby agree that the term of the Lease Back Agreement for the Premises shall be extended to October 31, 2023. The remaining provisions of the Lease Back Agreement remain unchanged.

IN WITNESS WHEREOF, Landlord and Tenant have executed this Extension as of the dates indicated below.

Dated this ____ day of April, 2023

CITY OF MARYSVILLE, LANDLORD

Mayor

Dated this ____ day of April, 2023

MARYSVILLE FIRE DISTRICT, TENANT

Fire Chief

MARYSVILLE FIRE DISTRICT

Regional Fire Authority

AGENDA BILL

BOARD MEETING DATE: April 19, 2023

AGENDA ITEM: CRA/SOC Consultant	AGENDA SECTION: New Business														
PREPARED BY: Ned Vander Pol, Fire Chief															
ATTACHMENTS: MFD – Request for Proposal Standards of Coverage and Community Risk Assessment AP Triton – CRA/SOC Proposal															
BUDGET CODE: 522.16.414	AMOUNT: \$61,868 plus incidental (2023 Budget: \$45,000)														
<p>SUMMARY: The District solicited for proposals to provide a Community Risk Analysis/Standards of Cover (CRA/SOC) analysis which will formulate recommendations for appropriate staffing and deployment of firefighting and emergency medical service resources consistent with state and national best practices. The CRA/SOC study will be guidance based from Center for Public Safety Excellence and National Fire Protection Association. The SOC will provide recommendations for the future improvement of services to our community.</p> <p>Staff discussed each proposal and are recommending the proposal submitted by AP Triton for your acceptance.</p> <p>Below are the proposals received by the District:</p> <table border="1"><thead><tr><th colspan="2">CRA/SOC RFP Submittals</th></tr><tr><th>Name</th><th>Price</th></tr></thead><tbody><tr><td>Darkhorse</td><td>\$ 110,000</td></tr><tr><td>Fitch</td><td>\$ 64,995</td></tr><tr><td>AP Triton</td><td>\$ 61,868</td></tr><tr><td>ESCI</td><td>\$ 50,118</td></tr><tr><td>Fire Stats</td><td>\$ 48,400</td></tr></tbody></table> <p>While the AP Triton contract will exceed our current line item appropriation, this will be absorbed by other unspent areas of the adopted budget; no amendment needed.</p>		CRA/SOC RFP Submittals		Name	Price	Darkhorse	\$ 110,000	Fitch	\$ 64,995	AP Triton	\$ 61,868	ESCI	\$ 50,118	Fire Stats	\$ 48,400
CRA/SOC RFP Submittals															
Name	Price														
Darkhorse	\$ 110,000														
Fitch	\$ 64,995														
AP Triton	\$ 61,868														
ESCI	\$ 50,118														
Fire Stats	\$ 48,400														

<p>RECOMMENDED ACTION: Motion to approve and award contract for a Standards of Coverage and Community Risk Assessment to AP Triton.</p>
--

REQUEST FOR PROPOSAL STANDARDS OF COVERAGE AND COMMUNITY RISK ASSESSMENT

Issued by:

Marysville Fire District Regional Fire Authority
1094 Cedar Avenue
Marysville, Washington 98270

Due Date:

Submit Request for:
Community Risk Analysis/Standards of Cover Proposal Responses by:

Monday April 10, 2023, by 3:00 pm

Submit Requests to:
Thomas Maloney
1094 Cedar Avenue
Marysville, Washington 98270
tmaloney@mfdrra.org



Marysville Fire District Regional Fire Authority
COMMUNITY RISK ASSESSMENT/STANDARDS OF COVERAGE
REQUEST FOR PROPOSALS

BACKGROUND

Marysville Fire District Regional Fire Authority (MFD) is located in the state of Washington, 25 miles north of Seattle. Farther north lies rural Snohomish County, the Cascade Mountain Range lies to the east and the Puget Sound to the west. The main north south Canada to Mexico interstate (I-5), with a peak traffic volume of more than 145,000 vehicles per day, passes through the heart of the district. In addition, three other major state highways (SR 528, SR 529, SR 531), with traffic volumes of over 107,000 vehicles per day, pass through the fire district, as does the principal west coast north/south rail line (Burlington Northern Santa Fe). This rail line is the main freight and passenger train route from the United States to Canada on the west coast, with a minimum of two Amtrak passenger trains, and an average of 20 freight trains, passing through the fire district every day, carrying everything from citizen travelers to hazardous materials.

MFD provides the following services with 128 employees: fire suppression, BLS and ALS emergency medical services, fire prevention, emergency hazardous materials response, and technical rescue. These services are provided through five strategically placed fire stations that respond to nearly 16,000 emergency incidents annually. The district has experienced a 65% increase in call volume since 2010. The service area covers approximately 54 square miles; includes a population of more than 86,000 residents, of which 41% has been identified as "at-risk" by using the United States Fire Administration (USFA) definitions. The MFD provides services to the City of Marysville, Quil Ceda Village (a federal city on the Tulalip Indian Reservation), unincorporated areas of the Tulalip Indian Reservation, and unincorporated areas of FD 12 including the suburban and rural communities of Seven Lakes, Smokey Point, and Lakewood.

The district protects 10 electrical substations that provide power to a large portion of Snohomish County's 847,300 residents. Additionally, the fire district provides mutual aid to the city of Everett and outlying fire districts. The city of Everett, which borders the city of Marysville to the south, is home to Naval Station Everett. The district provides mutual aid to the Jim's Creek Naval Station, which is the number 3 target for the Russian's to disable communications for the United States Navy operating in the Pacific, as well as a portion of the naval support infrastructure and many families in this Carrier Strike Group reside within the jurisdiction.

The MFD service area has transformed from a small bedroom community into an independent urban and suburban based city consisting of industrial parks and plants, large and small retail/commercial centers, single and multi-family residential units, as well as a U.S. Navy support facility, Regional Armed Forces Center that is staffed with more than 1,000 employees and one of Washington State's largest high school student body. The district protects the Tulalip Indian Reservation that operates two casinos, an internationally patronized outlet mall, and a 12-story hotel resort. This high-rise hotel affects the fire district both financially and tactically due to the need of preparing and training for events. Unfortunately, the success of the tribal casino and commercial buildings has brought a significant increase in call volume and emergency services, but does not provide the needed tax revenue to the fire district because of its sovereign nation classification.

MFD serves a diverse area of single-family homes, multi-residential buildings, retail and business districts, hotels, regional medical clinic, care facilities, as well as a medium sized

industrial area.

MFD is a founding member in the Snohomish County Training Consortium, which also includes South County Regional Fire Authority, Snohomish Regional Fire and Rescue, and City of Everett.

The assistant chief of operations and support services oversees the deputy chief of operations and support services division. MFD has an in-house maintenance division consisting of three full time personnel; a fleet & facilities supervisor, mechanic and facilities maintenance technician. Technology services are provided by one IT manager.

The MFD Fire Prevention Division is comprised of an assistant chief/fire marshal, assistant fire marshal, two deputy fire marshals, and a public information officer/educator. The MFD Fire Prevention Division manages prevention inspections, plan review, construction inspections, code enforcement activities, emergency management, pre-incident planning, and fire investigations. The division is also responsible for numerous programs throughout the community intended to promote and teach fire safety and emergency preparedness.

The MFD administrative team consists of one administrative assistant, an accounting technician, and a payroll clerk. This team provides administrative support for all MFD divisions. A human resources director and finance director provide additional support to the MFD.

MFD personnel are highly trained, highly motivated and prepared to answer the needs of the community under routine and emergency conditions. The members of the Marysville Fire District are dedicated to providing the highest level of service to our communities.

SCOPE OF SERVICE

Consultant shall conduct a Community Risk Analysis/Standards of Cover (CRA/SOC) analysis to formulate recommendations for appropriate staffing and deployment of firefighting and emergency medical service resources consistent with state and national best practices. The study will be generally in keeping with recommendations of the Center for Public Safety Excellence. The SOC shall also include analysis and recommendations for the future improvement of services to the community. The comprehensive deployment study shall be based on relevant data analysis and benchmarking to national standards as well as the district established performance benchmarks. The study shall include analysis of fire incidents, emergency medical incidents, hazardous materials incidents, false and other alarms, mutual/auto aid, civilian and firefighter injuries, fire dollar loss, geographic incident patterns, temporal, unit workload, station location analysis, coverage, response times, station operations, and district policies.

It is expected that the selected consultant will understand existing deployment strategies and performance measures.

The consultant shall analyze fire risk assessment data and most recent deployment of fire companies and apparatus to develop a comprehensive assessment of the district's station locations, deployment models, staffing, fire risks using historical data, the district's business occupancy list as well as other resources.

FINAL REPORT

The work shall include:

1. Final report including:
 - a. A summary of how the approach and analyses were conducted.
 - b. A summary review of the strengths of the District and opportunities for improvement and change.
 - c. All response and service level data shall be reported for a minimum of the last three (3) years.
 - d. Response and community risk data shall be displayed in a GIS format to the extent possible.
 - e. Recommendations for changes in resource deployment methods to optimize service delivery.
 - f. An explanation of proposed changes and recommendations for their implementation.
 - g. Inclusion of supporting data and rationale for all recommendations.
 - h. Supporting statistics and other visual data to fully illustrate the current situation and consultant recommendations.
 - i. An analysis of the efficiency of the current deployment of firefighting, EMS and rescue resources. An analysis of the district's ability to meet future fire and EMS deployment needs and deployment of an effective force to larger or more significant emergencies such as but not limited to flooding, volcanic activity and earthquakes.

2. Report recommendations shall be achieved by evaluating and analyzing the following:
 - a. Staffing, resource allocation, coverage, and overall deployment model:
 - i. Determine through critical task analysis the number of fire and rescue personnel that are needed to adequately and safely operate at fire and accident incidents.
 - ii. Determine through critical task analysis the number of paramedics and EMTs needed to manage EMS incidents, taking into consideration existing EMS protocols.
 - iii. Analysis of the benefits of the district's existing and potential auto and mutual aid agreements on service delivery.
 - iv. Evaluate the current resource deployment strategy and how potential future building and development projects may affect this strategy.
 - v. Consider time of day/week/month impacts caused by commuter traffic, traffic control devices, and road conditions.
 - vi. Distribution and concentration studies:
 - vii. Evaluate the current location and type of resources available for first due and full effective response.

3. Response Times:
 - a. Document and evaluate current call processing time, turnout time, travel time, and overall response time.
 - b. The assessment should evaluate response intervals by time of day, to assess impacts from commuter traffic, traffic control devices, and road conditions.

- c. Evaluate the time currently required to deliver the full effective response force.
4. Fire District Expectations:
 - a. Discussion of performance goals and expectations consistent with national guidelines from the National Fire Protection Association (NFPA), the Commission on Fire Accreditation International (CFAI), and the Washington State Rating Bureau (WSRB) and locally identified standards.
5. Response Reliability:
 - a. Analyze response reliability by station and response unit.
 - b. Evaluate incident and unit response concurrency to determine if multiple calls are affecting performance.
6. Assess risk in the community:
 - a. Conduct an analysis of the risk throughout the community. The purpose of this evaluation is to assess the community in comparison to recognized standards and best practices, as well as to create benchmarks against which to compare future improvement.

MEETINGS

The consultant shall include a recommended schedule and number of meetings to meet with the fire chief and key staff to obtain an understanding of existing operations and expectations, to review and discuss a Community Risk Assessment, data analysis, and to review preliminary draft and results.

DELIVERABLES

Consultant shall prepare a draft report, a final report and deliver a presentation to staff and elected officials. The final report shall be provided in both hard copy (3) format and computerized format.

PROPOSAL

It is assumed that respondent has reviewed the RFP and all attachments prior to submitting a response. Response to the RFP should be concise and include the following:

1. A brief written response demonstrating your understanding of the project that includes a narrative of how your company plans to provide the requested services.
2. Explain how your company plans to obtain the data necessary to perform the required analysis. The explanation should be detailed and identify the source/s of the information, how the information will be acquired, and the format in which you need the information and the level of effort by district staff to assist you in your acquisition.
3. A sample schedule and timeline.
4. Project team resumes.
5. A pricing proposal in the following format: A single fixed not to exceed fee.
6. A proposed scope of work for MFD to contract with your agency.
7. A list of references from other agencies that had comparable projects for CRA/SOC.

The district reserves the right to request additional information that might be deemed necessary after the proposals have been received. The district also reserves the right to clarify information and allow for corrections or errors or omissions.

SELECTION CRITERIA

Proposal will be evaluated based on the following criteria:

1. The ability, capacity, and skill of the bidder.
2. Level of district staff involvement required to complete the project.
3. The bidder's record of performances of previous contracts.
4. Any referrals or comments regarding the bidder made by knowledgeable persons familiar with the bidder and/or the bidder's business, industry, or finances.
5. Staff with expertise will overall experience of personnel assigned to the work.
6. Responsiveness to requirement of the project.
7. Recent public sector experience, preferably including fire services, with similar needs.
8. Cost of proposal weighed against overall content.

SELECTION PROCESS

The district is seeking to engage the most qualified respondent. Contract award is based on qualifications and a combination of factors that are in the best interest of MFD. Based upon the submitted qualifications, the district will evaluate and may select the highest responsible respondent. MFD reserves the right to make investigations, as it deems necessary to determine the ability of the respondent to provide the service meeting a satisfactory level of performance in accordance with MFD's requirements. The adequacy, depth, and clarity of the written proposal will influence the evaluation. MFD reserves the right to reject any and all proposals for any reason deemed appropriate by MFD. Upon selection, the respondent will be required to enter into a contractual agreement with the district as well as provide evidence of insurance at the following limits: Commercial General Liability with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; Workers Compensation and Employers Liability with limits not less than \$1,000,000; and Automobile Liability with limits not less than \$1,000,000 per occurrence. Contracts more than \$50,000 are subject to MFD Board of Directors approval.

IMPORTANT DATES

ACTION	DATE
Release of Request for Proposal	March 16, 2023
Deadline for Submission of Letter of Interest submitted on or before 5:00 pm	March 29, 2023
Last Day to Submit Questions for Clarification received by MFD on or before 5:00 pm	March 31, 2023
Clarifications Issued by MFD on or before 5:00 pm	April 4, 2023
Deadline for Receipt of Proposals submitted on or before 3:00 pm	April 10, 2023
Notification of Finalist(s)	April 13, 2023
Interview of Finalist(s) (if needed)	May 22-24, 2023
Finalist's Presentation to Board of Directors	TBD

SUBMITTAL DEADLINE

Please submit your response via email and mail no later than the business day of **Monday April 10 by 3:00 pm**. Email to tmaloney@mfdrrfa.org and mail (3) hard copies to **1094 Cedar Avenue, Marysville, Washington 98270**.

CONTACT INFORMATION

All questions regarding this project should be directed to Fire Chief Ned Vander Pol via email: nvanderpol@mfdrrfa.org. All questions must be submitted no later than **Friday March 31, by 5:00pm**. All questions will be answered by **Tuesday April 4, 2023, by 5:00pm**



1309 Coffeen Avenue, Suite 3178 • Sheridan, WY 82801 • 833.251.5824 • www.aptriton.com

March 31, 2023

Marysville Fire District Regional Fire Authority
Attn: Thomas Maloney, Deputy Chief/Fire Marshal
1094 Cedar Avenue
Marysville, Washington 98270

RE: Community Risk Analysis/Standards of Cover Proposal Responses

Dear Deputy Chief Maloney:

AP Triton (Triton) is pleased to submit a proposal to complete a Community Risk Assessment: Standards of Cover Deployment Analysis (CRA-SOC) for the Marysville Fire District Regional Fire Authority (MFD).

AP Triton was founded on the need to provide innovative solutions to public safety departments. For too many agencies, creative thinking is not part of the status quo. AP Triton is able to bring our experience to enable long-term, creative, and sustainable solutions specialized to your local issues. With decades of experience in public safety departments of all sizes, AP Triton is the best choice for providing MFD with an objective community risk assessment and standards of cover analysis, and delivering the best strategies and recommendations for the future.

The Triton team has substantial experience in conducting CRA-SOC studies throughout the United States. We have assigned John Stouffer as the Project Manager (PM) of this project. Mr. Stouffer is a knowledgeable PM with extensive experience with similar projects. If you have questions regarding his qualifications or about our attached response, please contact Mr. Stouffer at (509) 823-4435 or at jstouffer@aptriton.com, or me at (707) 266-4309 or khenke@aptriton.com.

Thank you for your consideration.

Sincerely,

Kurt P. Henke
Principal/Managing Partner



MARYSVILLE FIRE DISTRICT
Regional Fire Authority
Marysville, WA

Proposal to conduct a

COMMUNITY RISK
ASSESSMENT

Standards of Cover & Comprehensive
Deployment Analysis

April 2023



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Project Understanding

AP Triton, LLC (Triton) recognizes that the Marysville Fire District Regional Fire Authority (MFD) desires to retain a qualified public safety consulting firm to conduct a Community Risk Assessment/Standards of Cover study (CRA/SOC), and inclusive of a comprehensive deployment analysis.

The study will ultimately produce recommendations for potential future improvements to the community and the fire district, including staffing and deployment of EMS and firefighting resources. The recommendations will be based on comprehensive analyses of the operations, functions, services, and organizational structure of MFD, along with the infrastructure of the community.

As with the many previous studies, Triton will generally follow the Center for Public Safety Excellence (CPSE) 9th edition, NFPA 1300: Standard on Community Risk Assessment & Community Risk Reduction Plan Development, NFPA 1710: Standard for the Organization & Deployment of Fire Suppression Operations, Emergency Medical Operations, & Special Operations to the Public by Career Fire Departments, Commission on Accreditation of Ambulance Services (CAAS), national and local standards, and best practices.

Triton has conducted many CRA/SOC studies throughout the United States. The following pages entail a complete Scope of Work (SOW) proposed by Triton to complete a comprehensive Community Risk Assessment/Standards of Cover on behalf of the fire district.

Project Scope of Work

The following represents the Scope of Work has been prepared by Triton based on the requirements as described in the Marysville Fire District's request for proposal (RFP). The various sections and tasks have been developed specifically for this project.

Section One—Project Initiation & Data Acquisition

Task 1-A: Project Initiation & Development of a Work Plan

Triton will schedule a remote virtual meeting with the Marysville Fire District's Fire Chief and key staff. The purpose will be to gain an understanding of MFD's existing operations, expectations, background, and goals for the project.

Triton's Project Manager will develop and refine a proposed work plan that will guide the Project Team. This work plan will be developed identifying:

- Project team members responsible for each task
- Major tasks to be performed
- Resources to be utilized
- Methods for evaluating study results
- Any potential constraints or issues related to accomplishing specific tasks

The benefits of this process will be to develop working relationships between the Triton Project Team and MFD's key personnel, determine communications processes, and identify logistical needs for the project.

Task 1-B: Procurement of Information & Data

Triton will request pertinent information and data from MFD and any other agencies as necessary. This information is critical and will be used extensively in the various analyses and development of the report. Thoroughly researched and relevant studies will be included during Triton's review. The documents and information relevant to this project will include, but not be limited to, the following:

- Any relevant previous studies involving MFD, including information regarding the creation of the Regional Fire Authority (RFA)
- Local census and demographic data for MFD
- Zoning maps and zoning codes
- MFD administrative policies and procedures

- MFD Standard Operating Guidelines (SOGs) and service delivery practices
- Current MFD service delivery objectives and targets
- MFD facilities (fire stations) and apparatus, ambulances, and other vehicle inventories
- Any interlocal agreements for fire protection and EMS with other jurisdictions, including mutual and automatic aid agreements
- Local collective bargaining agreement(s) with the Marysville Professional Firefighters, IAFF Local 3219
- List of all management positions, administrative support staff positions, operations positions, including ranks and titles (not to include names of individuals)
- Latest Washington & Rating Bureau (WSRB) report and Public Protection Classification (PPC®)
- Dataset of local target hazards, multistory buildings, large structures, etc.
- Assorted shapefiles and other available Geographic Information System (GIS) files (specific requirements to be defined later) showing physical locations of fire stations, RFA boundaries, and fire station response zones
- Current and historical incident data, including National Fire Incident Reporting System (NFIRS) incident data (3–5 years) from MFD's current Records Management System (RMS)
 - Current and historical Computer-Aided Dispatch (CAD) incident records (3–5 years)
 - Detailed ambulance response performance records
 - De-identified basic patient records
- Current and historical budgets, including revenue and expenditures, recurring and non-recurring
 - MFD financial data, including debt information, long range financial plans, and projections
 - Ambulance fees, revenue, payor mix, and other ambulance related costs and revenue sources
 - Any other cost-recovery fee schedules
- Any other documents and records necessary for the successful completion of the project

Task 1-C: On-Site Meetings & Stakeholder Input

The Triton Project Team will conduct on-site interviews and gather information from key personnel and stakeholders from MFD and others. Some information may be acquired using electronic forms and/or telephone interviews. Individuals will include, but not be limited to:

- Representative(s) of the Marysville Fire District's Board of Directors
- MFD Fire Chief, Fire Marshal, command staff, and administrative support personnel
- Human Resources Manager, Finance Director, and clerical staff
- Representative(s) of IAFF Local 3219
- Relevant external fire and EMS agencies within the region
- Random group of firefighters and officers assigned to emergency operations
- Inspectors and other individuals assigned to the Fire Marshal's Office; including those conducting public education programs
- Snohomish County Medical Program Director (MPD)
- Individual(s) responsible for managing each of MFD's Special Teams (i.e., Rescue Swimmers, Technical Rescue, Hazardous Materials)
- Representative(s) of System Designs EMS
- Representative of Snohomish County 911
- Any other necessary representatives that may contribute to the success of this project

From these interviews and meetings, Triton will obtain additional information and perspective on the operational, economic, and policy issues facing the Marysville Fire District.

Meetings & Technical Reviews

- Throughout the study, the Project Manager will maintain regular communication with the Fire Chief and other staff in order to keep the district apprised of the report status.
- Prior to final publication, Triton will provide one or more draft versions of the report for technical review and input by the Fire Chief and any other staff as designated
 - The Technical Review process will allow MFD and Triton to ensure accurate information is included in the report before final publication

Section Two—All-Hazards Community Risk Assessment

Triton will conduct a CPSE 6th Edition-compliant all-hazards analysis of the cities and communities served by MFD, based on the elements included in the following tasks. The purpose of this evaluation is to initially assess the district's hazards, threats, vulnerabilities, and risks and the entire coverage area in comparison to recognized standards and best practices, to include consideration of benchmarks against which to compare future improvement.

Task 2-A: Description of Communities Served

An overview of the service area of the Marysville Regional Fire Authority will include but not be limited to the following:

- Community characteristics, including general location, history, geography, topography, climate, local government type, jurisdictional area, and surrounding jurisdictions
- Physical assets protected and transportation networks
- Planning zones or fire management (response) zones

An interpretation of available census and community development data will be provided indicating:

- Population history and census-based population and demographic information
- Community planning-based population information
- Transient population and demographic information (to the extent data is available)
- Population density
- Community land use regulations
- Occupancy types by land use designation
- Hazardous substances and processes
- Non-structural risk categorization

Task 2-B: Community Risk Assessment

Triton will conduct a comprehensive analysis of community risks and land use and interpret their impact on emergency services planning and delivery. Land use, zoning classifications, parcel data, WSRB fire-flow data, economic value, building footprint densities, occupancy data, and demographic information may be used, along with specific target hazard information. This analysis will include, but not be limited to:

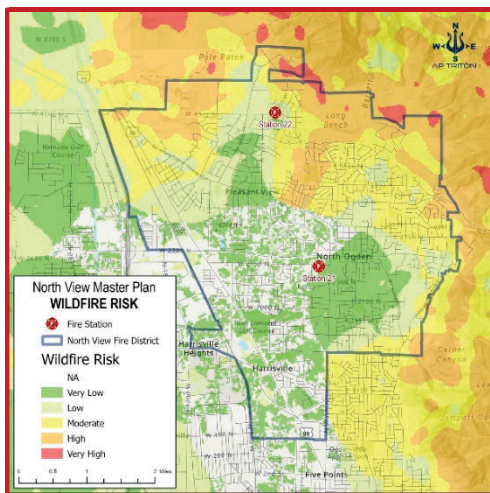
- Identification of community risks to include fire, emergency medical services demand, technical rescue, hazardous materials, transportation, and natural hazards
- Establishment of an occupancy vulnerability risk profile for buildings in the response area

- Population age, density, and daytime population estimates
- Impact or consequences (economic, social, historic, cultural, and environmental)
- Speed of onset, duration, and effect on district response capabilities

Task 2-C: Spatial Visualization of Data & Information

Triton will use local planning/zoning data combined with available GIS data from the district and other sources to evaluate the physical risks of the communities to include:

CRA Example Map

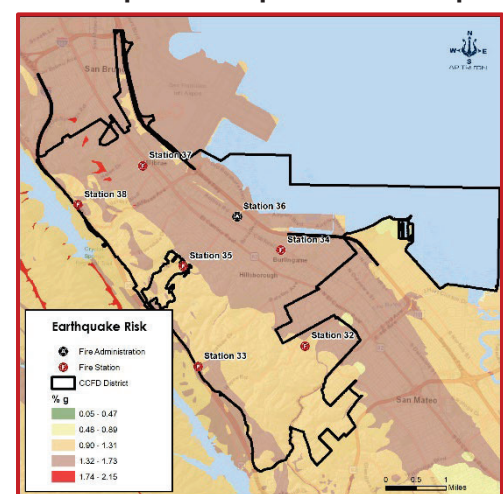


- Overall geospatial characteristics including political and growth boundaries, construction, and infrastructure limitations
- Topography including response barriers, elevation extremes, and open space/interface areas
- Transportation networks including roads, rail lines, airports, and waterways
- Evaluation of physical assets protected
- Risk assessment methodology
- Risk assessment matrix
- Community-wide hazards, threats, vulnerabilities, and risks—including seismic and wildfire hazards

- Risk analysis of the City of Marysville's downtown district, strip commercial occupancies, big-box occupancies, high-rise structures, industrial processing, institutional properties, and Wildland Urban Interface zones

- Community safety and remediation programs
- Community fire protection and detection systems
- Community loss and save information
- Risk by response category: fire, EMS, and others
- Risk by planning/demand zone
- Utilize three-axis or bar data visualization to include probability, consequence, and organizational and community impacts (resiliency)

Example Earthquake Risk Map



Section Three—Evaluation of Current Conditions

Utilizing the data and information provided by MFD and other sources Triton will conduct a baseline assessment of the current conditions of the fire district. This will include an organizational analysis of the Marysville Fire District based on the elements included in the following tasks. The purpose of this evaluation is to assess functions and infrastructure in comparison to industry standards and best practices.

Task 3-A: Description of the District

An overview of the organization will be developed evaluating:

- History and general description of the Marysville Fire District (Regional Fire Authority)
- Governance and lines of authority
- Organizational design

Services currently provided by MFD will be reviewed and compared to industry benchmarks. The areas to be considered include:

- Description of the current service delivery infrastructure
- Deployment considerations
 - Apparatus and unit types and staffing
 - Firefighter/EMT and Firefighter/Paramedic staff distribution
 - Computer-aided dispatch system
- Review of emergency response services by type
- Other emergency services resources available to MFD in Snohomish County (e.g., dispatch, mutual aid, etc.)

Task 3-B: Personnel & Staffing

- Review and evaluate operational and administrative support staffing levels, distribution, and assignment
- Review staff allocation to various emergency functions
- Evaluation of the number of certified EMS personnel and levels of certification
- Review staff scheduling methodology

Task 3-C: Financial Review

Triton will review MFD financial data to include, but not be limited to:

- Current and historical operating budgets
- Historical recurring and non-recurring expenditures and revenue sources, fees, and taxes
- Ambulance transport fee structure, collection rates, payor mix, revenues, and expenses
- Any other fiscal issues relevant to this project

Task 3-D: Capital Facilities & Equipment

During this component, a review of current major capital assets (facilities, ambulances, and apparatus) will be completed relative to the existing condition of capital assets and their viability for continued use in future service delivery. This evaluation will include:

Fire Stations—Tour and make observations in areas critical of the current six fire station locations. This will entail a cursory review of the facilities only and is not intended to be a detailed or comprehensive engineering analysis. Items to be contained in the report include:

- Design
- Construction
- Safety
- Code compliance
- Staff facilities
- Efficiency
- Future viability

Apparatus, Ambulances, & Vehicles—Review and make recommendations regarding inventory of apparatus, ambulances, and other vehicles and equipment. Items to be reviewed include:

- Age, condition, and serviceability
- Distribution and deployment

Task 3-E: Review of Support Programs

Triton will conduct detailed reviews and analyses of each of the following support programs:

- Emergency Medical Services
- Life Safety & Public Education
- Training & Continuing Medical Education (including review of Snohomish County Training Consortium)
- Special Operations
- Any other relevant programs identified during the study

Section Four—Standards of Cover & Deployment Analysis

The purpose of this evaluation is to assess MFD's operations and performance in comparison to industry standards and best practices, as well as to create benchmarks against which to compare future improvement.

Task 4-A: Service Delivery & Performance

To the extent data is available, Triton will review and observe areas affecting service levels and operational performance. These will include, but not necessarily be limited to:

Service Demand Study

- Analysis of service demand by incident type and time of day
- Temporal analyses of incident responses, including the impact of commuter traffic
- Data expressed through charts and GIS software

Resource Distribution Study

- Overview of the current facilities and apparatus deployment strategies analyzed through GIS software
- Identification of service gaps and redundancies in initial unit arrival

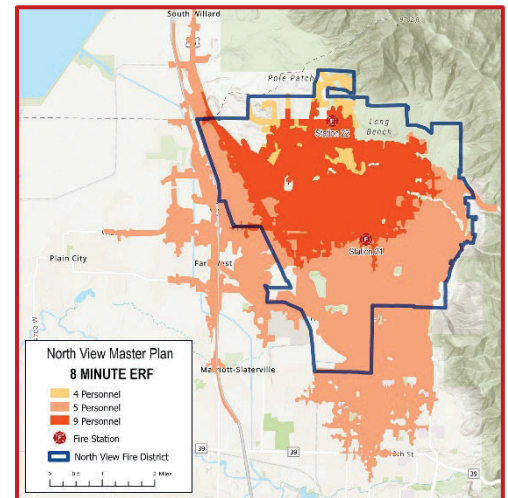
Resource Concentration Study

- Analysis of company and staff distribution as related to effective response force (ERF) assembly
- Analysis of response time performance capability to achieve full ERF

Response Reliability Study

- Response reliability by individual apparatus and ambulances
- Current workload, including unit hour utilization (UHU) of individual companies and ambulances (to the extent data is complete)
- Analysis of call concurrency and impact on ERF assembly (resource drawdown)
- Analysis of call concurrency and impact on resource exhaustion
- Queuing analysis to evaluate both reliability and potential wait probability at each fire station

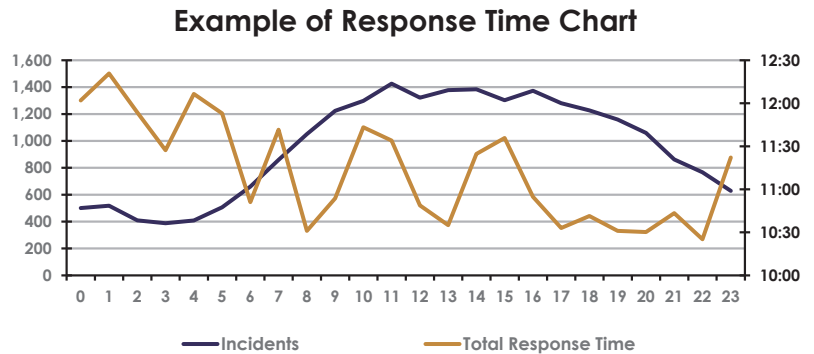
ERF Example Map



Historical Performance Summary

- Analysis of actual response performance, analyzed by individual components
- Impact of mutual and automatic aid systems
- Medic unit (ambulance) response time performance, transport times, and hospital turnaround times

- EMS calls dispatched versus patients transported
- Other assorted operations-related performance of the medic units



- Impact of automatic and mutual aid
- Other analyses necessary to determine operational performance, which will include the location of the current fire stations and potential location for additional stations, if indicated

This portion of the report will include a summary of the approach and methods utilized to conduct the various analyses to determine conclusions and recommendations.

Example of a Queuing Analysis

Fire Station	No. Day Units	No. Night Units	Calls/Hour (0800–1959)	Calls/Hour (2000–0759)	Wait Probability	
					Day	Night
Station 51	4	3	0.68	0.27	0%	0%
Station 52	2	2	0.84	0.33	16%	3%
Station 53	1	1	0.28	0.10	22%	8%

Task 4-B: Population Growth & Service Demand Projections

Utilizing available census data, in addition to historical service demand Triton will project:

- Population growth projections among each of the jurisdictions and the overall study area for the next 5–10 years
- Service demand projections among each of the agencies for the next 5–10 years.

Task 4-C: Review of Community & Fire District Expectations

Triton will examine and document the levels of service historically provided to the community. Within this analysis, the service area will be evaluated based on population density, fire management zones, and risks. This analysis will be used in the development of future performance objective recommendations.

- The establishment of fire and EMS response time standards and targets is a primary responsibility of policymakers, based on community risk, citizen expectations, and MFD's capabilities. Triton will provide data analyses and comparisons against industry standards.
- Triton will identify the current level of emergency services provided by MFD and compare the district's performance against industry standards and best practices, such as the benchmarks described by the Washington Surveying and Rating Bureau (WSRB), consensus standards from the NFPA, and recommended practices from the Commission on Fire Accreditation International (CFAI) and other standards.

Section Five—Findings, Strategies, & Recommendations

Triton will develop and analyze various operational models for providing emergency services, with the specific intent of identifying those options that can deliver the optimum levels of service by the Marysville Fire District at the most cost-effective and efficient. Recommendations will be provided identifying the best strategies for service delivery and the impact of initiating such a strategy.

Triton will develop options consistent with the identified recommendations for resource deployment that will improve the MFD's level of service towards the identified performance objectives and targets. This may include, but is not necessarily limited to the following:

Task 5-A: Findings & Observations

Triton will list and describe significant findings and observations relevant to the study, and will subsequently make recommendations where indicated.

Task 5-B: Strategies & Recommendations

Utilizing the various comprehensive analyses, findings, and observations, Triton will develop strategies and recommendations. Recommendations will include rationale and supporting data and information. Recommendations will include but not be limited to:

- Recommended potential alternatives of EMS, firefighting, and rescue resource deployment methods to improve service delivery efficiency

- Recommend minimum staffing requirements necessary to mitigate emergency incidents safely and effectively
 - To include personnel requirements based on levels of EMS certifications (i.e., EMT, Paramedic, etc.)
- Future staffing, facilities, and fleet needs recommendations based on MFD's population growth and service demand projections
 - Any relocation of an existing fire station or the potential for adding an additional station based on community growth
- Summary of the benefits gained through implementation of the recommendations
- Any other recommendations as required by MFD's RFP

Section Six—Development, Review, & Delivery of Report

Task 6-A: Development & Review of the Draft Report

Triton will develop and produce an electronic version of the draft written report for technical review by representatives of the Marysville Fire District. This feedback is a very important aspect of this project, and Triton will provide adequate opportunities for review and discussion of the draft report before finalization. The report will include:

- Clearly designated recommendations
- Detailed narrative analysis of each report element written and presented in sections with explanatory support to ensure an understanding by all readers
- Charts, graphs, GIS maps and analyses, and diagrams, where appropriate

Task 6-B: Publication of the Final Report

Following a final technical review and approval by MFD representatives, Triton will provide an electronic version (PDF format) of the report that can be distributed to any key stakeholders.

Task 6-C: Presentation of the Final Report

Triton will conduct a final presentation of the report to representatives of MFD and any other individuals or groups as requested. The presentation will include:

- A summary of the report, methods of analysis, primary findings, and recommendations
- An audio-visual presentation of the study with an opportunity for questions and answers
- A review and explanation of charts, graphs, diagrams, and maps, where appropriate
- All presentation materials, files, graphics, and written material will be provided to the Marysville Fire District at the conclusion of the presentation(s)

Estimated Project Timeline & Fee Proposal

Project Completion Timeline & Schedule

Triton offers the following project timeline, which is subject to change based upon the mutual agreement of the Marysville Fire District and AP Triton. The timeline will not begin until Triton has been provided with all information and data necessary for the successful completion of the project. Triton will make every effort to complete the project in **less time** than anticipated.

Projected Schedule

Project Section	— Month —					
	1-2	2-3	3-4	4-5	5-6	6-8
Section 1: Project Initiation & Information Acquisition						
Section 2: All-Hazards Community Risk Assessment						
Section 3: Evaluation of Current Conditions						
Section 4: Standards of Cover & Deployment Analysis						
Section 5: Findings, Strategies, & Recommendations						
Section 6: Development, Review, & Delivery of Report						

Project Fee Proposal

AP Triton, LLC presents the following formal cost proposal for the project outlined in the Scope of Work. The fee is inclusive of expenses:

Project Section	Fees & Expenses
Section 1: Project Initiation & Information Acquisition	\$14,866
Section 2: All-Hazards Community Risk Assessment	\$7,350
Section 3: Evaluation of Current Conditions	\$11,430
Section 4: Standards of Cover & Deployment Analysis	\$10,200
Section 5: Findings, Strategies, & Recommendations	\$3,510
Section 6: Development, Review, & Delivery of Report	\$14,512
Proposed Project Fee (will not exceed):	\$61,868

Payment Schedule & Invoicing

- 10% payment due upon signing of the contract
- Monthly invoicing thereafter as work progresses until 95% of project has been completed
- Final 5% due upon project completion
- Additional hours will be billed at a rate of \$210/hour for the Project Manager and \$150/hour for consultants plus any additional travel expenses

Cost Quotation Information

- The bid quotation is valid for 90 days
- Triton Federal Employer Identification Number: 47-2170685

About AP Triton

Contact Information

The headquarters of AP Triton, LLC is located in Sheridan, Wyoming. Consultants and other subject matter experts (SME) are located throughout the United States.

- **Address:** 1309 Coffeen Avenue, Suite 3178, Sheridan, WY 82801
- **Phone:** 833.251.5824 (toll free)
- **E-Mail:** info@aptriton.com
- **Website:** www.aptriton.com

About AP Triton

Established in 2014, AP Triton has a wide range of experience in the fire service, emergency medical services, special events and filming, fire prevention, and life-safety programs. Our consultants have conducted numerous studies involving Master Plans, Community Risk Assessments/Standards of Cover, Strategic Plans, Fire Department Consolidation Studies, EMS Systems Analyses, Staffing Studies, Agency Evaluations, Fire Station Location, and Engineering Studies, as well as other unique Fire Service and EMS studies.

AP Triton was founded on the need to provide innovative solutions to public safety departments. For too many agencies, creative thinking is not part of the status quo. AP Triton is able to bring our experience to enable long-term, creative, and sustainable solutions specialized to your local issues. With decades of experience in public safety departments of all sizes, AP Triton is well suited to evaluate the Marysville Fire District as it is today and deliver the best strategies and recommendations for the future.

We have extensive experience in valuing fire protection and EMS delivery systems, as well as accessing both revenue and federal cost recovery programs, such as Ground Emergency Medical Transport (GEMT) and Inter-Governmental Transfer (IGT).

AP Triton has helped agencies across the country capture over \$1.2 billion in additional revenue over the last six years, which in turn has been reinvested back into the communities in the form of improved services, decreased response times, and increased safety measures.

Triton's Approach to Projects

Triton's approach to projects represents our complete understanding of your expectations. Our experience in working with fire departments, fire districts, and EMS organizations, as well as other emergency services agencies, includes a wide variety of communities throughout the United States. Key elements of Triton's methodology include:

- A complete understanding of the project background, goals, and objectives, as well as the complex issues that must be addressed.
- A comprehensive, well-designed, and practical scope of work (SOW) and workplan that enables substantial input from the key stakeholders, leadership, and other relevant individuals.
- Use of state-of-the-art GIS mapping, computer modeling, and data analysis tools, web-based communications technology, and many other sophisticated tools and technologies.
- Triton's project methodology is augmented by the utilization of web-based and other communication technologies. We will utilize the Dropbox application to create a secure online project site that enables the client and project team members to collaborate and communicate throughout every phase of the project. In addition, Triton utilizes GoToMeeting conferencing software to assist with client communications and various presentations.
- Utilization of experienced subject matter experts (SME) in the fire service, EMS, and other related emergency services disciplines, as well as individuals with expertise in GIS and data analysis.
- Commitment to successfully complete our projects and deliverables within the time requested and in a manner that would meet or exceed expectations.
- High-quality printed and bound reports, with contents and recommendations that will easily enable the client, key stakeholders, and community members to understand.

Best Practices & National Standards

Based on the type of project and study requirements, Triton will refer to and utilize current industry best practices, along with relevant national standards promulgated by a wide variety of associations and organizations that develop consensus standards for the fire service, EMS, communications, and other related services. These may include the *National Fire Protection Association (NFPA)*, *Center for Public Safety Excellence (CPSE)*, *Commission on Accreditation of Ambulance Services (CAAS)*, and other organizations.

Conflict of Interest Statement

Triton has neither directly nor indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation including, but not limited to, the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.

Triton is not presently suspended or otherwise prohibited by any government from participating in this solicitation or any other contract to follow thereafter. Neither Triton nor anyone associated with Triton has any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. If a conflict of interest is identified in the provision of services, Triton will immediately notify the client in writing.

Appendix A: Qualifications of the Project Team

John A. Stouffer

Project Manager/Business Unit Leader



Summary of Qualifications

Mr. Stouffer began his career in public safety in 1976 as a firefighter/EMT with Yakima County (WA) Fire District #10, where he established the first EMS program in the department. In 1980, he attended the Paramedic Program at Central Washington University and obtained a position with Yakima (WA) Medic One becoming a field paramedic and the organization's first Training Officer. In 1988, he was offered the position of the Director of the Yakima County (WA) Department of Emergency Medical Services. After holding that position for nine years, he took a position with Gresham (OR) Fire & Emergency Services as the EMS Coordinator, occasionally serving as the acting Chief of the Training Division, until his retirement in 2009. Since 1992, in addition to his other employment, he has been providing a wide variety of public safety consulting services to clients throughout the U.S. and Canada.

Professional Experience

- Western Region Manager, Emergency Services Consulting International (ESCI) (2018–2020)
- Project Manager/Associate Consultant, ESCI
- Technical Advisor/Program Developer, Vision 20/20 & Institution of Fire Engineers
- EMS Research Investigator/Coordinator, Oregon Health & Science University
- EMS Coordinator (Captain), Gresham Fire & Emergency Services
- Managing Partner/Senior Consultant, Pacific Northwest Associates, LLC
- Director, Yakima County Department of Emergency Medical Services
- Training Officer/Paramedic, Yakima Medic One
- Firefighter/EMT-Paramedic/Medical Services Officer | Yakima County Fire District #10
- More than 40 years diverse experience in fire and emergency medical services

Educational Background & Certifications

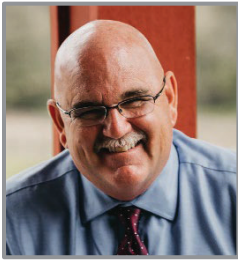
- Central Washington University
- Yakima Valley Community College
- Western Oregon University
- National Fire Academy Incident Command for EMS
- Seattle/King County Resuscitation Academy Fellowship
- Multiple instructor certifications (NFPA I & II, ACLS, PHTLS, WSFST Instructor II, EZ-IO Instructor)
- Numerous advanced-level EMS certifications
- More than 250 hours fire service education, Washington State Fire Service Training

Associated Professional Accomplishments

- Project Manager and consultant on a number of fire and EMS projects around the U.S. and Canada
- Co-authored and published a number of international prehospital studies (available on request)
- Authored two guides on Community Risk Reduction for Vision 20/20 (available on request)
- Project Co-Director, King LT Airway Implementation Project for Multnomah County (OR)
- Author, Phases I & II of the Yakima County EMS Master Plan
- Earned fourteen professional awards during his career (available on request)

Note: This is a brief summary of Mr. Stouffer's CV. A complete version can be made available on request.

William Boyd BA, EFO Senior Associate



Summary of Qualifications

Chief Boyd is a retired Fire Chief from the Bellingham Fire Department. He retired in 2012 after 29 years of progressive service to the citizens of Bellingham and Whatcom County. During his tenure, he served as a firefighter, firefighter paramedic, paramedic supervisor, fire captain/paramedic, assistant fire chief, and fire chief for the last nine years of his career. During this time, he served as the incident commander on several major fires and disasters, including the 1999 Whatcom Creek Explosion. He also led the department through the 2008–2010 “great recession,” collaborating with the department bargaining units in making strategic reductions and service delivery changes to meet budget reduction targets without reducing service delivery. He also consulted and lectured for the Department of Homeland Security, and served as a charter member of the DHS Virtual Social Media Working Group, providing guidance and training on integrating social media tools in crisis communications/incident command. After his retirement, Chief Boyd entered the private sector as a regional safety coordinator for a national industrial cleaning company, overseeing and managing safety and compliance programs across four states. He now uses his broad public and private safety experience in assessing fire service organizations around the country.

Professional Experience

- 1983–1985—Firefighter, Bellingham Fire Department
- 1985–2002—Washington State Paramedic Certification
- 1985–1990—Firefighter/Paramedic, Bellingham Fire Department/Whatcom Medic One
- 1990–1996—EMS Supervisor, Bellingham Fire Department/Whatcom Medic One
- 1997–1999—Fire Captain/Paramedic/Public Information Officer, Bellingham Fire Department
- 1999–2003—Assistant Fire Chief, Bellingham Fire Department
- 2003–2012—Fire Chief, Bellingham Fire Department
- 2012–2017—Regional Safety Coordinator, Ancon Services
- 2017–2019—Associate Consultant, Emergency Services Consulting International (ESCI)
- 2019–2021—Senior Consultant/Project Manager, ESCI
- 2021–Present—Senior Associate, AP Triton

Educational Background & Certifications

- 1982 Bachelor of Arts, Political Science, Western Washington University, Bellingham, Washington
- 2004 Executive Fire Officer Designation, U.S. Fire Administration National Fire Academy

Associated Professional Accomplishments

- Incident Commander, Northwest Incident Management Team (FEMA Type III All Hazards Team)
- Member—Department of Homeland Security Virtual Social Media Working Group (VSMWG)
- Created the City of Bellingham Office of Emergency Management
- Board member, Washington State Critical Incident Stress Management Board
- President—Whatcom County Fire Chiefs Association
- Author and lecturer on social media crisis communication tools and strategies
- Executive Board Member, IAFF Local 106
- Paramedic Instructor/Lecturer

Greg Rogers, MSML, CFO, FM, MIFireE

Senior Consultant



Summary of Qualifications

Greg Rogers has been in the fire service for 28 years, starting as an instructor in 1992 at the Oklahoma State Fire Service Training Center in Stillwater, Oklahoma. Chief Rogers has a Bachelor of Science Degree in Engineering Technology - Fire Protection and Safety, and his Master's Degree in Management and Leadership. He has testified in front of the State Legislator regarding fire service issues. He currently serves as a board member and Vice-Chair of the Fire and Life Safety Section for IAFC. Chief Rogers is a proven industry leader in developing strategic partnerships for sustainable community outcomes and designing and leading organizational change. He has also assisted 15 local jurisdictions in the state of Washington with developing and implementing CRR programs. He has developed and taught several courses in Washington, Oregon, Montana, and Colorado.

Professional Development & Education

- Master of Science – Management and Leadership, WGU, WA
- B.S., Engineering Technology–Fire Protection and Safety, Oklahoma State University, OK
- Basic Fire Administration and Technology, OSU, OK
- 350 hours fire service-related education at the National Emergency Training Center

Experience

- Deputy Chief of Fire Prevention, Spokane Valley Fire Department, Washington
- Fire Marshal, South Kitsap Fire and Rescue, Washington
- Fire Safety Engineer, North Metro Fire Rescue Authority, Colorado
- Fire Instructor, Oklahoma State Fire Service Training Center
- Technical Advisor, Cedar Rapids Fire Department
- 28 years of diverse experience in fire and Community Risk Reduction

Relevant Experience

- Executive Fire Officer Program redevelopment workgroup as SME
- Center for Public Safety Excellence - Commission on Professional Credentialing
- International Association of Fire Chiefs Fire and Life Safety Section, Vice Chair
- International Fire Code Development Committee, committee member
- IAFC – Community Risk Reduction Leadership Conference, Planning Committee Chair
- Washington State Youth Soccer Association, board member

Associated Professional Accomplishments

- Produced and developed the reimagining project for the Center for Public Safety Excellence for the 9th and 10th edition of the Fire and Emergency Service Self-Assessment Manual
- Spearheaded and implemented the Community Risk Reduction Leadership Conference with the International Fire Chiefs Association, which had the largest attendance for an inaugural conference.
- Developed and launched a curriculum and training program for public fire safety training using virtual reality. The development of this also created a new company called SIMSAFE.
- Participated as a representative of the International Association of Fire Chiefs in the inaugural International Community Risk Reduction Symposium in Birmingham, U.K., with National Chiefs Council.
- Authored the IFC chapters on Marines in 2008 and Plant Extraction in 2021.

John K. Murphy

Senior Associate



Summary of Qualifications

Mr. Murphy retired after 32 years of combination and career fire department service, rising through the ranks from paramedic/firefighter and retiring as a Deputy Fire Chief. John was the Fire Chief for the City of Sammamish while under contract with Eastside Fire & Rescue prior to his retirement. After retirement, Murphy was the CEO of the National Traffic Safety Institute (NTSI) for two years then Legal Counsel for the organization for several years. During his time in the fire service, He was responsible for the transition of the departments from primarily volunteer to a career service and was part of the consolidations of several fire departments into a single fire organization. Currently, he is a practicing attorney with a focus on fire service liability. He is a Physician's Assistant and former US Navy Corpsman. Mr. Murphy possesses strong EMS management and development skills. He earned an undergraduate and graduate degree from Central Washington University, a Juris Doctorate from Seattle University, and is an Executive Fire Officer Graduate of the National Fire Academy.

Professional Development & Education

- US Navy Hospital Corpsman
- University of Utah School of Medicine – Physician's Assistant-Certified
- Bachelor's Degree in Paramedicine from Central Washington University
- Masters of Science Degree from Central Washington University
- Juris Doctorate (JD) from Seattle University School of Law
- Executive Fire Officer, National Fire Academy

Licensure & Certifications

- Attorney and Counselor of Law, State of Washington
- Physician's Assistant (PA-C), State of Washington

Professional Experience

- Attorney at Law
- Deputy Fire Chief, Eastside Fire & Rescue
- Fire Chief, City of Sammamish
- Assistant Chief, City of Anacortes
- Paramedic Program Manager, Lakewood Fire Department & Anacortes Fire Department
- Physician's Assistant-Certified

Boards and Memberships

- Member, International Society of Fire Service Instructors (ISFSI)
- Member, National Society of Executive Fire Officers (EFO)
- Member, Washington State Bar Association and King County
- Member, New York Bar Association
- Member, International Association of Fire Chiefs (IAFC)
- Past Member, Board of Trustees, Overlake Hospital

Associated Professional Accomplishments

- Reorganized fire organizations and developed paramedic programs
- As CEO of the National Traffic Safety Institute increased income with improved financial practices
- Author and Blogger

Aaron Alderdice MS, BS, CPA Senior Associate/Certified Public Accountant



Summary of Qualifications

Mr. Alderdice is a fire and EMS administrator with 15 years of extensive experience in both career and combination organizations. He is currently the Division Chief of EMS and Emergency Management and also a Certified Public Accountant. He is a respected leader with proven proficiency in emergency operations, budgets, safety, quality assurance, and stakeholder relations. As a steward of the developing fire and EMS landscape, he provides a diverse skill set and business acumen with expertise in financial analysis, risk management, system design, and strategic planning and operational optimization. He has assisted various organizations in forecasting and evaluating the financial sustainability of ambulance service implementation.

Chief Alderdice has participated in multiple disaster relief missions with the Texas Emergency Medical Task Force (EMTF). He serves as a subject-matter expert to jurisdictions and local health care partners during disasters to provide continued and integrated ESF-8 (Public Health & Medical) functions. As an educator, he teaches various courses and has made numerous EMS conference presentations on a variety of subjects relating to emergency care, research, and EMS Education.

Educational Background

- Masters of Science, Finance—Texas A&M University
- Bachelors of Business Administration, Accounting—Texas A&M University
- Extensive training in Incident Command, Financial Management, and Emergency Management Operations

Professional Experience

- Division Chief, Lucas Fire-Rescue, Lucas, Texas
- Senior Associate, Ernst & Young LLP, Dallas, Texas
- Intellectual Property Consultant, DLIP LLC, Dallas, Texas
- Chief of EMS, University EMS, College Station, Texas
- Assistant Chief of EMS, University EMS, College Station, Texas

Licensure & Certifications

- Certified Public Accountant
- Certified Ambulance Documentation Specialist
- Various Fire and EMS
- Emergency Medical Dispatcher (Former)

Associated Professional Affiliations & Activities

- Collin County Medical Operations Committee—Chair
- Public Safety Peer Support Lead
- Recipient of Various Department Recognitions
- Emergency Management Association of Texas
- Texas Fire Chief's Association
- Texas Emergency Medical Task Force
- North Central Trauma Regional Advisory Council

Clay Steward

Senior Associate



Summary of Qualifications

Clay Steward is an experienced fire service senior manager actively serving the industry for 25 years. He began his fire service career at Edgewater Fire Department, CO and moved to Arvada Fire Protection District after three years. At Arvada he rose through the ranks where he ultimately retired as the division chief of planning and support services in 2018. During his tenure he served as the districts Accreditation Officer and lead his organization through its first accreditation bid with the CFAI. Since retirement he works as an independent contractor specializing in fire service data and accreditation documentation.

Clay brings a strong technical background in data engineering and analytics that augments his detailed understanding of fire service management and continuous improvement. He is experienced in developing community risk assessments, standard of cover, strategic planning, and self-assessment documents for the CFAI.

Professional Development & Education

- Master of Science in Emergency Management, American Public University, Charles Town, WV
- Associate of Science in Fire Science, Red Rocks Community College, CO
- Center for Public Safety Peer Assessor and Accreditation Management Courses
- Data analytic, data engineering, and data science training
- Lean and lean six sigma course experience and education

Licensure & Certifications

- CFAI Peer Assessor Level 1
- IBM Data Science Specialization
- Alteryx Core Designer
- Tableau Analyst and Author
- Center for Professional Credentialing Chief Fire Officer

Experience

- Active fire service and data and management consultant
- Experienced trainer
- Retired Division Chief and Accreditation Officer
- Experienced training and safety officer
- 25 years of service in the fire service
- 11 years and current member of the plans section of the Jefferson County type III IMT team
- 14 years experienced with FEMA's CO-TF1 US&R team

Associated Professional Accomplishments

- Developed and teaches Introduction to Data Analytics for Emergency Services course
- Currently active and past steering committee member of the Rocky Mountain Professional Credentialing and Accreditation Consortium
- Past IAFF secretary and treasurer, local 4056

Eric A. Schmidt, MA, GISP **Technical Specialist (GIS)**



Summary of Qualifications

Mr. Schmidt has over thirty years of professional experience in mapping and geospatial technologies in both the private and public sectors. Over the last eleven years he has been engaged full-time in local government where he has gained substantial experience in enterprise GIS in support of Fire & EMS, Law Enforcement, and Emergency Management. In addition, he is experienced in supporting both unified command and incident management teams for large scale wildland fires and other regional events. Over the past two decades, he has participated in numerous standards of cover studies, ISO ratings, hazard mitigation studies, and community risk assessments. Mr. Schmidt has a strong vision for integrating GIS technologies into daily workflows and for building a GIS-centric approach to large and small organizations.

Professional Development & Education

- Master of Arts, Appalachian State University, Boone, NC, 2001
- Bachelor of Arts, University of Tennessee, Knoxville, TN, 1991
- Public Leadership Certificate, University of Nevada, Reno, NV 2013

Licensure & Certifications

- Geographic Information Systems Professional (GISP), GIS Certification Institute, 2007 – Present
- FAA Remote Aircraft Pilot (UAS), 2021 - Present
- GIS Surveyor License, South Carolina Board of Professional Engineers & Land Surveyors (inactive)

Experience

- Managing Partner, EM GIS Partners, LLC, Highland, FL, (Remote) 2015 - Present
- GIS Coordinator, County of Franklin, VA, Rocky Mount, VA 2018 - Present
- GIS Supervisor, Douglas County, NV, Minden, NV 2010 – 2018
- Director of Technology, Site Tech Systems, LLC, Murrells Inlet, SC, 2002 – 2009
- GIS Analyst, Sky Aviation, Georgetown, SC, 2000 – 2002
- Departmental Supervisor, University of Tennessee, Knoxville, TN, 1992 – 1997

Associated Professional Accomplishments

- Virginia Maps & Land Information Society (VAMLIS), President Elect 2020 - Present
- Southwest Virginia (Region VI) All Hazards Incident Management Team (Type III), 2019 - Present
- Nevada Geographic Information Society, Board of Directors 2012–2018, Vice President 2013–2016
- Support Services Volunteer, Midway Fire-Rescue, Pawleys Island, SC, 2005–2010

Appendix B: Projects & Experience

The following is a *partial* list of Triton's current and former clients. An expanded list can be provided upon request.

- Aberdeen Fire Department (WA)
- City of Alameda Fire Department (CA)
- Alameda County FPD (CA)
- Alaska Fire Chiefs Association (AK)
- Albany Fire Department (OR)
- Anaheim Fire and Rescue (CA)
- Berkeley Fire Department (CA)
- Bethel Fire Department (AK)
- Bodega Bay Fire Department (CA)
- Brea Fire Department (CA)
- Brigham City Fire Department (UT)
- Fremont Fire Department (CA)
- California Fire Chiefs Association (CA)
- California Metro Chiefs Association (CA)
- Carlsbad Fire Department (CA)
- Carroll County Ambulance District (MO)
- Central Jackson County FPD (MO)
- Central Pierce Fire Protection (WA)
- Chariton County Ambulance District (MO)
- Chico Fire Department (CA)
- Chula Vista Fire Department (CA)
- Central Kitsap Fire & Rescue (WA)
- City of Colton/Loma Linda FD (CA)
- City of Costa Mesa Fire Department (CA)
- Coalinga Fire Department (CA)
- Contra Costa County FPD (CA)
- Cosumnes Fire Department (CA)
- Cowlitz 2 Fire & Rescue (WA)
- DeKalb County Fire Rescue (GA)
- City of Downey Fire Department (CA)
- Dixon Fire Department (CA)
- Douglas Okanogan County FD 15 (WA)
- El Dorado Hills Fire Department (CA)
- Fort Myers Fire Department (FL)
- Eureka Fire Protection District (MO)
- Golden Fire Department (CO)
- City of Fresno Fire Department (CA)
- Fort Myers Fire Department (FL)
- City of Fresno Fire Department (CA)
- Fullerton Fire Department (CA)
- Gig Harbor/Pierce FD #5 (WA)
- Grand River Regional Ambulance (MO)
- Gray's Harbor #4/L. Quinault VFD (WA)
- Gray's Harbor Fire District #5 (WA)
- Hawaii Fire Chiefs Association (HI)
- Hermosa Beach Fire Department (CA)
- Huntington Beach Fire Department (CA)
- Idaho Fire Chiefs Association (ID)
- Kennewick Fire & Ambulance (WA)
- Kern County Fire Department (CA)
- Lake Ozark FPD (MO)
- La Verne Fire Department (CA)
- Lincoln Fire & Rescue (NE)
- City of Long Beach (CA)
- Milwaukee Fire Department (WI)
- Sonoma County Fire District (CA)
- Sonoma Valley Fire Department (CA)
- Stockton Fire Department (CA)
- Sunnyside Fire Department (WA)
- Tacoma Fire Department (WA)
- Tualatin Valley Fire & Rescue (OR)
- Ukiah Valley Fire Authority (CA)
- Umatilla Fire Department (OR)
- Utah Fire Chiefs Association (UT)
- Vacaville Fire Department (CA)
- Valley Center Fire Protection District (CA)
- Ventura County Fire Department (CA)
- Washington Fire Chiefs Association (WA)
- Watsonville Fire Department (CA)
- Williston Fire Department (VT)

Project Types

The following is a *partial* list of projects in which the members of the Project Team for this study have either served as the Project Manager or participated in. Our team has participated in dozens of studies throughout the United States.

Project Description

- Ambulance Services Optimization Study:
- Ambulance Services Study:
- Annexation Study (3 districts):
- BLS Ambulance System Valuation:
- Community Risk Assessment/Standards of Cover:
- Community Risk Assessment/Standards of Cover:
- Consolidation Feasibility Study:
- Countywide Fire Service Review:
- EMS Feasibility & Optimization Study:
- EMS Service Delivery Study:
- EMS Strategic Assessment & Analysis:
- EMS System Evaluation:
- EMS System Valuation:
- Facilities Master Plan, FD Master & Strategic Plan:
- Fire Department Cooperative Services Study:
- Fire District Consolidation Study:
- Fire Services Analysis:
- Fire Services Special Study:
- Fire Station & CRA/SOC Study:
- Fire/EMS Assessment:
- First Responder Fee Study:
- First Responder Fee Study:
- First Responder Fee Study:
- First Responder Fee Study:
- Long-Range Fire Department Master Plan:
- Long-Range Master Plan:
- Master Plan:
- Master Plan & Community Risk Assessment:
- Municipal Service Review & SOI Study:
- Municipal Service Review & SOI Study:
- Optimization Study:
- Prevention Fee Study:
- Strategic Plan:
- Strategic Plan:
- Valuation Study:

Organization

- Alameda County Fire Chiefs Association (CA)
- Modesto FD/Stanislaus County OES (CA)
- Contra Costa County FPD (CA)
- Seattle Fire Department (WA)
- Coalinga Fire Department (CA)
- San Ramon Valley Fire Protection District (CA)
- Elk Creek Fire Protection District (CO)
- Santa Clara LAFCO (CA)
- Webster Fire Department (TX)
- Burbank Fire Department (CA)
- City of Ontario (CA)
- Truckee Meadows Fire Protection District (NV)
- San Luis Obispo Fire Chiefs Association (CA)
- Redmond Fire & Rescue (OR)
- Golden/Fairmount/Pleasant View FDs (CO)
- Clackamas Fire District 1 (OR)
- Williston Fire Department (VT)
- Santa Cruz LAFCO (CA)
- Montecito FPD (CA)
- Pflugerville Fire Department (TX)
- Oakland Fire Department (CA)
- Merced Fire Department (CA)
- Napa Fire Department (CA)
- Truckee Meadows Fire Protection District (NV)
- Templeton Fire & Emergency Services (CA)
- Fairfield Fire Department (CA)
- Whitefish Fire Department (MT)
- Brigham City Fire Department (UT)
- Placer LAFCO (CA)
- Nevada LAFCO (CA)
- Alameda County Fire Chiefs Association (CA)
- Suisun City Fire Department (CA)
- Aspen Fire Department (CO)
- Blaine County Ambulance Service District (ID)
- Pflugerville Fire Department (TX)

Appendix C: Client References

The following are several references and projects out of the hundreds of projects and studies previously completed by Triton. Additional references can be provided.

Brigham City Fire Department (Utah)			
Project Title & Description: Master Plan with Community Risk Assessment			
The Brigham City Fire Department retained Triton to conduct a long-range master plan in addition to a CRA/SOC. The final report included a substantial number of recommendations developed to include improvements to emergency operations as well as administrative function. Significant recommendations were in the areas of deployment methods, operational and administrative staffing, future fire stations, and much more.			
Client Contact:	Brandon Thueson, Fire Chief		Year: 2022
Client Phone:	435.226.1405	Client E-Mail:	BThueson@bcutah.org
Project Manager:	John Stouffer		Status: Completed

City of Santa Barbara (California)			
Project Title & Description: Community Risk Assessment/Standards of Cover			
The City of Santa Barbara Fire Department (SBFD) engaged AP Triton to provide a Community Risk Assessment (CRA) and Standards of Cover (SOC) Deployment Analysis. The CRA-SOC will include an analysis and recommendations for future improvements of services to the Santa Barbara community and will review automatic aid services and identify benefits from partner agency responses. The evaluation will analyze data based on SBFD's adopted metrics and nationally recognized guidelines and criteria			
Client Contact:	Chris Mailes, Fire Chief		Year: 2022
Client Phone:	805.564.4707	Client E-Mail:	cmailes@SantaBarbaraCA.gov
Project Manager:	Kurt Latipow		Status: Completed

Orting Valley Fire & Rescue (Washington)			
Project Title & Description: Long-Range Master Plan			
OVFR retained AP Triton to conduct a long-range master plan for the district. Triton did a complete analysis of the organization and proposed a variety of short, mid, and long-term strategies for improvement. A primary issue among the elected officials and staff was a desire to merge with a neighboring fire district to ensure long-term sustainability. Triton validated that and made a recommendation for consideration.			
Client Contact:	Zane Gibson, Fire Chief		Year: 2022
Client Phone:	360-893-2221	Client E-Mail:	zgibson@ovfr.org
Project Manager:	John Stouffer		Status: Completed

North View Fire District (Utah)

Project Title & Description: Master Plan with Community Risk & Strategic Plan			
Triton was retained to conduct a comprehensive master plan. The plan addressed all components of the fire district and made recommendations accordingly. During the study, Triton determined multiple factors were reducing the quality of EMS being provided to the district, due to external factors that could not be controlled by NVFD. Triton determined options to address the EMS issues that would ultimately improve service and funding. This study was followed by a strategic plan.			
Contact Name/Title:	Jeremiah Jones	Year:	2023
Client Primary Phone:	801.782.8159	Client E-Mail:	jjones@northviewfire.com
Triton Project Manager:	John Stouffer	Status:	Completed

Clackamas Fire District #1 & Sandy Fire District #73 (Oregon)

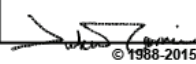
Project Title & Description: Feasibility Study for a Potential Future Consolidation			
Sandy Fire District No. 72 (SFD) and Clackamas Fire District No. 1 (CFD) Retained AP Triton to conduct a feasibility study that includes the analysis of each fire district's current service delivery, organizational structure, financial sustainability, and more. Triton determined that a legal consolidation would not be viable, and instead recommended a long-term cooperatives services agreement.			
Contact Names/Titles:	James Syring, CFD Board Chair	Year:	2022
Client Phone:	503-789-0260	Client E-Mail:	jamesyring1@msn.com
Project Manager:	Kurt Latipow/John Stouffer	Status:	Completed

Montecito FPD & Carpinteria-Summerland FPD (California)

Project Title & Description: Fire Station Location Study & Community Risk/SOC			
AP Triton was engaged to develop a comprehensive fire station location study with the intent of determining if a shared facility is feasible. In addition, the study includes a variety of elements that entail community risk assessments and a standards of cover analysis. Once completed Triton will facilitate a Customer-Centered Strategic Plan for each.			
Contact Name/Title:	MFPD Chief Kevin Taylor/CSFPD Chief Greg Fish	Year:	2021
Primary Phone:	805.969.7762/805.566.2450		
Client E-Mail:	ktaylor@montecitofire.com/g.fish@csfd.net		
Project Manager:	Kurt Latipow	Status:	Completed

Appendix D: Triton Certificate of Insurance & Litigation

AP Triton, LLC maintains liability insurance as shown in the following pages. Triton has no past and/or pending litigation or unresolved lawsuits. Since AP Triton utilizes an entirely independent pool of contractors, we are exempt from carrying Workers' Compensation insurance. Each of our contractors carries their own liability insurance.

Client#: 1626412		APTRI				
ACORD™ CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YYYY) 4/11/2022			
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).</p>						
PRODUCER USI Insurance Services, LLC 2375 E.Camelback Road, Suite 250 Phoenix, AZ 85016 877 468-6516		CONTACT NAME: Kathi Simon PHONE (A/C, No, Ext): 602-666-4827 FAX (A/C, No): 610-537-2283 E-MAIL ADDRESS: kathi.simon@usi.com				
INSURED AP Triton, LLC 1309 COFFEEN AVE STE 3178 Sheridan, WY 82801		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Continental Casualty Company 20443 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:				
COVERAGES		CERTIFICATE NUMBER:				
REVISION NUMBER:						
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		596516681	03/27/2022	03/27/2023	\$1,000,000 Per Claim \$3,000,000 Aggregate \$2,500 Deductible
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
CERTIFICATE HOLDER				CANCELLATION		
Proof of Coverage				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 		
ACORD 25 (2016/03) 1 of 1 The ACORD name and logo are registered marks of ACORD #S35608919/M35599008				© 1988-2015 ACORD CORPORATION. All rights reserved. NHBZP		

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 04/04/2022			
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p>							
<p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>							
PRODUCER USI INSURANCE SERVICES LLC/PHS 41715154 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251			CONTACT NAME: PHONE (866) 467-8730 FAX (877) 905-2772 (A/C, No, Ext): (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC#				
INSURED AP TRITON, LLC 1309 COFFEEN AVE STE 3178 SHERIDAN WY 82801-5777			INSURER A : Atain Speciality Insurance Company 17159 INSURER B : Starstone National Insurance Company 44776 INSURER C : INSURER D : INSURER E : INSURER F :				
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CIP422953	03/27/2022	03/27/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$1,000,000
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			78295D221ALI	03/27/2022	03/27/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) EACH OCCURRENCE \$2,000,000 AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTHER E.L. EACH ACCIDENT E.L. DISEASE -EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							
Those usual to the Insured's Operations.							
CERTIFICATE HOLDER				CANCELLATION			
FOR INFORMATIONAL PURPOSES ONLY 1309 COFFEEN AVE STE 3178 SHERIDAN WY 82801-5777				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE			
				<i>Suwan S. Castaneda</i>			
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ACORD 25 (2016/03)		The ACORD name and logo are registered marks of ACORD					

May 2023



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 <i>Finance Committee 9am St. 62</i>	3 <i>Workshop 6:00 pm Station 62</i>	4 <i>Sno Isle Commission- ers Meeting 7pm</i>	5	6
7	8	9	10	11	12	13
14	15	16 <i>EMS Committee Meeting</i>	17 <i>Board Meeting 6 pm Station 62</i>	18	19	20
21	22	23	24	25	26	27
28	29 	30	31			