

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

EXHIBIT A

MARYSVILLE FIRE DISTRICT

REGIONAL FIRE AUTHORITY FORMATION RESOLUTION ADOPTION INDEX & SUMMARY OF CHANGES

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

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

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

Submitted for adoption 10/01/2019

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

PROPOSED FOR REVISION & ADOPTION - ONLY ADMINISTRATIVE REVISIONS				6
Old #	New #	Name	Summary of Significant Changes/Updates	
1045	1030	Secretary	None	
1060	1045	Policy Manuals	None	
1130	1110	Board Member Insurance	None	
1140	1120	Annual Goals and Objectives	None	
1145	1125	In-Service Conferences for Board Members	None	
1150	1130	Liaison with Washington Association of Fire Commissioners	None	

PROPOSED FOR REVISION & ADOPTION - CONTENT REVISIONS				15
Old #	New #	Name	Summary of Significant Changes/Updates	
1000	1000	Legal Status and Operations	Update to reflect proper RCW reference and entity structure	
1005	1005	Governing Board Structure	Retitle from "Number of Members and Terms of Office"; Insert reference to RFA Plan & RCW language; remove irrelevant commissioner language	
1025	1010	Oath of Office for RFA Board of Directors and Board Secretary	Assign oath of office to RFA board members and secretary	
1055	1040	Adoption/Amendment of Policies and Administrative Procedures	Define the policy series applicable to 6 month trial period; Combine 1065 into and Retitle	
1075	1055	Audit of Expenditures	Update title of confirmation of expenditures to "Auditing Officer"	
1085	1065	Meetings Executive or Closed Session	Remove detailed language and reference RCW	
1090	1070	Meetings - Agenda and Quorum	Clarify quorum requirements	
1095	1075	Meetings - Conduct and Order of Business	Language clarifications	
1100	1080	Audience Participation	Add 3 minute maximum per audience participation, Formal presentations require pre-approval from Chief, remove residential requirements.	
1105	1085	Meeting Minutes	Add clause for posting to website, reflects current practice	
1115	1095	Conduct of Public Official	Updated with relevant RCW language	
1120	1100	Conflicts of Interest	Update to reference RCW and Fiscal Management Policy #6065 "Related Party Transactions"	
1125	1105	Board Member Expenses	Add reference to Fiscal Management Policy #6090 - "Travel Expenses"; combine 1155 "Memberships & Subscriptions"	
1135	1115	Board Member Compensation	Insert RCW reference	
NEW	1135	Annual Awards Banquet	New, accompanying resolution will be adopted	

PROPOSED FOR REVISION & ADOPTION - FURTHER REVISIONS NEEDED				7
Old #	New #	Name	Summary of Significant Changes/Updates	
1030	1015	Annual Organizational Meeting	Marked for further updates needed	
1035	1020	Officers of the Board: Chairperson	Insert RFA Plan reference; Marked for further updates needed	
1040	1025	Duties of Individual Board Members	Marked for further updates needed	
1050	1035	Consultants	Marked for further updates needed; possibly move to fiscal management series	
1070	1050	Suspension of Policy	None, possible further updates needed	
1080	1060	Meetings	Update RCW references and marked for further updates needed	
1110	1090	The Mission of the Marysville Fire District Board of Directors	Mark for further revisions; move bullet from section 1 to section 3	

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

Submitted for adoption 10/01/2019

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

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

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

Submitted for adoption 10/01/2019

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

PROPOSED FOR REVISION & ADOPTION - ADMIN ONLY REVISIONS 14

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

PROPOSED FOR REVISION & ADOPTION - CONTENT REVISIONS 11

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

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

1000 SERIES INDEX - BOARD OF DIRECTORS

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

2000 SERIES INDEX - PERSONNEL

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

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

3000 SERIES INDEX - COMMUNITY RELATIONS

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

3075 Marysville Fire District Twitter Policy

4000 SERIES INDEX - OPERATIONS

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

5000 SERIES INDEX - NON-SERVICE OPERATIONS

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

6000 SERIES INDEX - FISCAL MANAGEMENT

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

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

7000 SERIES INDEX - FACILITIES

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

8000 SERIES INDEX - HEALTH & SAFETY

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

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

9000 SERIES INDEX - EMERGENCY MEDICAL SERVICES

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

TACTICAL OPERATING GUIDELINES (TOGS)

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

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

EXHIBIT B

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

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

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

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

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

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

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

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

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

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

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

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

Marysville Fire District
 1094 Cedar Ave
 Marysville, WA 98270

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

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

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

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

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

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

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

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

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

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

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

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary



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

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

This resolution can be used to:

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

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

Participation Status

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

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

Automatic Enrollment Option

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

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

Employer Contributions

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

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

Authorizing Signature(s)

The organization:

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

Passed this 1st day of October, 2019

Signature	Title Fire Chief
Printed Name Martin McFalls	

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



Resolution Authorizing Participation in PERS

Resolution No. 2019-015

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

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

Important Information

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

Authorization

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

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

Tax Status (select one)

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

Purchase of Previous Service (select one)

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

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



Authorizing Signatures

Resolution Number

Passed this 1st day of October, 2019.

Authorizing signatures and titles

_____ Title: Human Resources Manager

_____ Title: Fire Chief

_____ Title: District Attorney

_____ Title: _____

_____ Title: _____

_____ Title: _____

_____ Title: _____

_____ Title: _____

_____ Title: _____

_____ Title: _____

_____ Title: _____

_____ Title: _____

_____ Title: _____

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

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

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

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

A RESOLUTION ESTABLISHING MINIMUM BALANCES FOR DEPOSITORY ACCOUNTS

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

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

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

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

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

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

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

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

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

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

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

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

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

EXHIBIT "A"

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

Daytime Firefighter	\$15.00
Nighttime Firefighter	\$15.00

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

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

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

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

AMBULANCE TRANSPORT BILLING AUTHORIZATION

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

Exhibit "A"

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

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

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

ESTABLISHING A RETURNED CHECK FEE

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

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

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

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

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

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

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

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

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

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

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

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

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

- 1. MRSC Rosters.** The District wishes to contract with the Municipal Research and Services Center of Washington (MRSC) to adopt for District use those state wide electronic databases for small works roster and consulting services developed and maintained by MRSC and authorizes the District Fire Chief to sign that contract. In addition, paper and/or electronic rosters may be kept on file by the District.

- 2. Small Works and Consulting Services Roster Procedures**
Small works and consulting services roster procedures are established for use by the District pursuant to RCW 39.04.155, RCW 39.80.020 and district fiscal management policy #6055 – Purchasing: Bids and Contracts.

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

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

ORDER COVERING INDEXES FOR PUBLIC RECORDS

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

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

A RESOLUTION AUTHORIZING OUTDOOR BURNING WITHIN THE MARYSVILLE FIRE DISTRICT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

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

ADOPTION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM

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

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

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

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

A RESOLUTION AUTHORIZING ANNUAL AWARDS BANQUET

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

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

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

6000 SERIES
POLICY/CONTENT REVISIONS

FISCAL MANAGEMENT

BUDGET AND FUNDS

Budget Preparation & Adoption

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

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

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

Budget Adjustment & Amendment Processes

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

A. Adjustment

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

B. Amendment

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

County Treasurer Funds and Financial Agent Assignment

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

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

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

Purpose:

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

Balance:

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

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

Purpose:

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

Funding:

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

Balance:

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

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

Purpose:

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

Funding:

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

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

Balance:

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

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

Purpose:

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

Funding:

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

Balance:

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

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

Purpose:

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

Property Taxes:

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

Balance:

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

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

Purpose:

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

Balance:

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

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FISCAL MANAGEMENT**FISCAL YEAR AND BASIS OF ACCOUNTING-OPEN PERIOD****Fiscal Year**

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

Open Period

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

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Basis of Accounting

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

FISCAL MANAGEMENT**PROPERTY TAXGENERAL LEVY**

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

FISCAL MANAGEMENT

BENEFIT CHARGE

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

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

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

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

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

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

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

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

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

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

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

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

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

FISCAL MANAGEMENT

DEBT AND GENERAL OBLIGATION BONDS

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

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

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FISCAL MANAGEMENT

DONATIONS~~SGIFTS~~

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

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

Monetary donations shall be treated as follows:

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

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

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

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

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

FISCAL MANAGEMENT

PURCHASING: VENDOR CHARGE ACCOUNTS AND CREDIT CARDS

Vendor Charge Accounts

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

Credit Cards

The Fire District is authorized to issue credit cards to employees for official government purchases, acquisitions, approved travel related business expenses, and conference/class registrations. Assigned individuals (cardholders) shall sign a Credit Card User Agreement (see Attachment A) before they are eligible to use such card. Credit cards shall not be used for cash advances or personal purchases. When purchasing with a credit card, the cardholder must submit itemized receipts to the Finance Department within the current statement period for that month. The receipt (or accompanying payment voucher) must be signed to acknowledge that the item has been received and is a true and just claim against the District. Gratuities for qualifying meals shall not exceed 1520% of the total meal cost. The cardholder shall become personally liable for any non-receipted or inappropriate charges. The Finance Manager/Director is responsible for the administration of the cards to include, but not limited to; selection of card provider, payment of credit card bills, managing the issuance of cards, and ensuring proper use. Credit limits shall be assigned by the Fire Chief. It is the cardholder's responsibility to ensure that the assigned credit limit is not exceeded. Upon termination of employment, the assigned credit card must be returned to the Finance Manager/Director for destruction. The Fire Chief will disallow use of the assigned credit card for violation or misuse of such in accordance with this policy.

ATTACHMENT A
CREDIT CARD USER AGREEMENT

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

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

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

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

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

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

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

The undersigned individual has read and understands the above statements.

Cardholder

Date

FISCAL MANAGEMENT

PURCHASING: MOTOR VEHICLE FUEL

Purpose

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

General

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

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

Purchase and Fueling Documentation Procedures

Key Card System

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

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

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

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

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

Business Credit Card

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

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

Reimbursement

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

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

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

Fixed Refueling System

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

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

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

Reconciliation Procedure

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

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

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

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

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

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

Key Card Placement/Replacement Procedure

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

Unauthorized Purchase

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

FISCAL MANAGEMENT

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CASH RECEIPTING AND BANK ACCOUNTS**Cash Receipting**

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

Bank Accounts

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

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

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

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

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

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

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

4. Marysville Fire District Deposit In Transit Fund


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

TREASURER POLICY STATEMENT

- **Policy Name:** Timely deposit for Marysville Fire District:
 - **Background:** Excerpt from RCW 43.09.240, "Every public officer and employee, whose duty it is to collect or receive payments due or for the use of the public shall deposit such moneys collected or received by him or her with the treasurer of the local government once every twenty-four consecutive hours. The treasurer may in his or her discretion grant an exception where such daily transfers would not be administratively practical or feasible as long as the treasurer has received a written request from the department, district, or agency, and where the department, district, or agency certifies that the money is held with proper safekeeping and that the entity carries out proper theft protection to reduce risk of loss of funds. Exceptions granted by the treasurer shall state the frequency with which deposits are required as long as no exception exceeds a time period greater than one deposit per week."
- Exceptions to RCW 43.09.240 are allowed by the Snohomish County Treasurer for Marysville Fire District when the amount of the deposit is equal to or less than \$500 and proper safe keeping is reasonably assured. Marysville Fire District is required to deposit at least weekly regardless of the amount.

Effective: 4/1/2010

Approved by:


 Kirke Sievers, Treasurer

Subject: Marysville Fire District Deposits

FISCAL MANAGEMENT

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TRAVEL EXPENSES

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

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

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

Eligible Expenses

Transportation

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

Meals

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

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

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

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

Lodging

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

Privately Owned Vehicles – Mileage Reimbursement

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

Class/Event Registration

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

Use of District Credit Cards

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

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

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

District credit cards may not be used to pay:

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

Ineligible Expenses

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

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

FISCAL MANAGEMENT

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CAPITAL ASSET MANAGEMENT SYSTEM

Purpose

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

References

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

Scope

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

Capitalization Threshold

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

Valuation of Assets

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

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

Additions to Capital Asset System

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

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

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

Deletions From Capital Asset System

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

Disposal

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

Lost or Stolen Property

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

If the missing property is not found:

- Notify the CAMS administrator and the Fire Chief.

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

Inventory

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

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

Physical Inventory Instructions

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

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

Physical Inventory Reconciliation

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

Retaining Physical Inventory Records

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

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

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

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

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

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

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

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

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

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

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Basic Instructions for asset inventory completion

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

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

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1000 SERIES
POLICY/CONTENT REVISIONS

Legal Status and Operations

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

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

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

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

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

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

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

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

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

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

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

Policies

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

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

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

Administrative Procedures

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

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

THE BOARD OF DIRECTORS

105575

Audit of Expenditures

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

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

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

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

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

Meetings – Executive or Closed Sessions

Commented [CM1]: Legal review for RCW compliance

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

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

1. — To consider matters affecting national security

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

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

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

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

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

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

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

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

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

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

Meetings – Agenda and Quorum**Agenda**

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

Quorum

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

Meetings – Conduct and Order of Business

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

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

Audience Participation

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

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

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

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

Meeting Minutes

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

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

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

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

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

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

Conduct of Public Official

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

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

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

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

Conflicts of Interest

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

Board Member Expenses

General

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

Membership and Subscriptions

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

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

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

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

Board Member Compensation

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

Meetings

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

Events

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

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

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

Annual Awards Banquet

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

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

1000 SERIES
FURTHER REVISIONS NEEDED

Annual Organizational Meeting

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

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

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

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

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

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

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

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

Officers of the Board: Chairperson

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

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

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

Duties of Individual Board Members

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

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

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

Consultants

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

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

Suspension of Policy

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

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

Meetings

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

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

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

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

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

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

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

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

Meetings Procedures

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

Open Meetings

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

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

Meeting Notices

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

Meeting Adjournment and Continuance

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

The Mission of the Marysville Fire District Board of Directors

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

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

Commented [CM2R1]: Agree, mark for revisit

1. Protection of Life From Fire

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

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

Commented [CM4R3]: Agree move below

2. For Protection of Property From Fire

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

3. Emergency Medical Services

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

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

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

4. Protection During Natural Disasters

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

1000 SERIES

IRRELEVANT TO RFA - REMOVE

Elections For Fire Commissioners

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

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

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

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

Resignation of Fire Commissioners

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

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

Vacancies For Fire Commissioners

Commented [CM1]: Not Applicable to RFA, remove

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

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

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

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

Sample Oath of Office: Secretary

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

Commented [CM2R1]: Agree

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

Oath of Office

State of Washington)

County of Snohomish)

I, _____, having been duly appointed Secretary of the

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

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

(Signature)

SUBSCRIBED AND SWORN to before me this _____ day of _____.

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

Administrative Procedures

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

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

Commented [CM2R1]: Agree, combined into 1055

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

Meetings Procedures

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

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

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

Open Meetings

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

Meeting Notices

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

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

Meeting Adjournment and Continuance

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

Meetings – Parliamentary Procedures

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

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

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

Motion

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

1. **Second.**

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

2. **Out of Order Motion**

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

3. **Revision of a Motion**

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

4. **Withdrawal of a Motion**

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

Subsidiary Motions

Board Member Expenses Procedures

Commented [GW1]: No suggested revisions.

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

Reimbursable expenses are:

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

Expense for personal benefit or entertainment shall not be reimbursed.

Membership and Subscriptions

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

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

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

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

1000 Series - Legal References

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

Commented [CM2R1]: I would suggest removing

Policy	Legal Reference(s) RCW
1000	Legal Status of Operations 52.12.011 52.02.020
1005	Number of Members and Terms of Office 29.13.050 52.14.010 52.14.015 52.14.025 52.14.060
1010	Elections for Fire Commissioners 29.01.140 29.13.070 29.21.010 29.21.060 29.21.180 42.04.020 52.14.030 52.14.040
1015	Resignation for Fire Commissioners 29.01.140 42.12.010
1020	Vacancies for Fire Commissioners 52.14.050
1025	Oath of Office for Fire Commissioners 52.14.070
1030	Annual Organization Meeting 29.13.050
1035	Officers of the Board: Chairperson 52.14.080
1040	Duties of Individual Members 52.12.050
1045	Secretary 52.14.080
1055	Adoption and Amendment of Policies 47.17.259
1075	Audit of Expenditures 42.24.080 42.24.180
1080	Meetings 52.14.090 52.14.100 42.17 42.30 42.32.030
1085	Meetings – Executive or Closed Session 42.30.110 42.30.140
1090	Meetings-Agenda and Quorum 52.14.100 42.30
1100	Audience Participation 42.30.030 42.30.050
1105	Meeting Minutes 42.32.030

THE BOARD OF DIRECTORS

REMOVE

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

Original Adoption: 10/01/2019