



**Leading to Meet the Growing Public Safety Needs of our Regional Communities
Leadership - Integrity - Trust - Respect - Excellence**

**WORK SESSION
TUESDAY, SEPTEMBER 9, 2025 – 7:00 PM
IN PERSON AT HEADQUARTERS AND VIA ZOOM VIRTUAL MEETING ID 861 5293 4763**

AGENDA

- 1. CALL TO ORDER (7:00 p.m.)**
- 2. PLEDGE OF ALLEGIANCE (7:02 p.m.)**
- 3. APPROVAL OF AGENDA (7:03 p.m.)**
- 4. SWEARING IN CEREMONY (7:04 p.m.)**
 - 4.a Class 2025-02
[Recruit Class 2025-02](#)
- 5. PUBLIC COMMENT Notice: All public comment and testimony are public records and may be subject to disclosure pursuant to the Public Records Act, RCW Chapter 42.56. (7:10 p.m.)**
- 6. UNION REPORT (7:16 p.m.)**
- 7. UNFINISHED BUSINESS (7:21 p.m.)**
 - 7.a [Sick Leave Policy - Human Resources Director David Cullen](#)
For discussion
[Sick Leave Cash-Out Comparison.pdf](#)
 - 7.b [EMS and CRP Update - Deputy Chief Joe Hughes](#)
Presentation only
 - 7.c [DEM ILA with Snohomish County - Fire Chief Bob Eastman](#)
For Discussion Only.
[SnoCo DEM ILA w. SCF 9.2025.pdf](#)
- 8. NEW BUSINESS (8:15 p.m.)**
 - 8.a [Drone as First Responder – UAS Program – Assistant Chief Anderson, Deputy Chief Curtis](#)
None

Executive Summary RTIC and DFR Pilot Week August 613 2025.pdf

- 8.b Purchase of one (1) Pierce Enforcer Tractor Drawn Aerial Engine (aka a TDA or Tiller Ladder) for Discussion – Deputy Chief James Curtis
For Discussion Only
DHE454 Quote Hughes Pierce Tiller.pdf
- 8.c Amendment to the Adopted 2025 Capital Fund Budget for Priority Facility Repairs – Assistant Chief Todd Anderson
For discussion.
Facilities Needs Budget Amend Res 2025 9.9.25.pdf

9. COMMITTEE UPDATES (8:45 p.m.)

- 1. Capital Facilities - Commissioner Mark Laurence
- 2. Finance and Human Resources - Commissioner David Chan
- 3. Intergovernmental - Commissioner Ed Widdis
- 4. SNO911 - Commissioner Michael Fearnough

10. COMMISSIONER COMMENTS (8:50 p.m.)

11. EXECUTIVE SESSION (9:00 p.m.)

- 11.a Review the Performance of a Public Employee Pursuant to RCW 42.30.110(1)(g)

12. ADJOURNMENT (10:00 p.m.)

13. AGENDA DISCLAIMER *Members of the public are advised that times listed on the agenda are approximate and that items on the agenda may be addressed sooner or later than the time specified.*

14. COMMITMENT TO ACCESSIBILITY *South County Fire strives to provide accessible opportunities for all members of the public. Please notify Melissa Blankenship, 425-551-1251 or mblankenship@southsnofire.org at least 48 hours prior to any South County Fire meeting if any accommodation is needed.*



SOUTH COUNTY FIRE

WELCOMES CLASS

2025-02

September 2, 2025



Probationary Firefighter
Brian Carlson



Probationary Firefighter
Chris Eglund



Probationary Firefighter
Kelsey Han



Probationary Firefighter
Madison Hughes



Probationary Firefighter
Grace Mackey



Probationary Firefighter
Kevin Olin



Probationary Firefighter
Jessica Serio



Probationary Firefighter
Ryan Swan

Board Meeting Agenda Bill

Agenda Item 7.a

Meeting Date: 09/09/2025

Department: Communications

Subject

Sick Leave Policy - Human Resources Director David Cullen

Prior Board Action:	Reviewed and approved at 7/17/25 meeting of the Finance and HR Committee.
Recommended Action:	For discussion
Related Items:	Policy/Contract Comparison
Staff Contact:	David Cullen
Approval Signature:	Fire Chief Bob Eastman
Legal Review:	Not Required

Summary

HR is proposing that the FD1 sick leave policy for non-represented employees be updated.

The update is to the cash-out provisions in the FD1 policy, which provides for cash out of 25% of a terminating employee's sick leave balance, for balances up to 1440 hours. Both the 1828 and 1828s collective bargaining agreements allow for the same cash out but also provide a greater cash out – 35% of balances, for balances up to 1440 hours – for employees with tenures of 20 years or greater.

Discussion

Principles of equity support the leveling of termination benefits, as does the strategic goal of retaining non-represented staff members. More importantly the need to plan for succession of uniformed personnel from 1828 to 1828s and ultimately to Assistant Chief, wherein those employees would be subject to the non-represented sick leave policy, would dictate that we level this particular benefit so as not to create a disincentive to promotion.

Fiscal Impact

De minimis

Recommendation

Staff recommends Board approval of the update and incorporation of this policy.

ATTACHMENTS:

[Sick Leave Cash-Out Comparison.pdf](#)

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 1

PERSONNEL MANAGEMENT POLICY

**SUBJECT: 400.00.043.00 – TYPES OF EMPLOYMENT
LEAVES FOR NON-REPRESENTED STAFF**

5.11 SICK LEAVE

Sick leave is earned at the rate of eight (8) hours per month and may be accrued up to 180 days or 1,440 hours. Upon resignation, retirement or termination, any unused sick leave will be included in the employee's final pay calculation paid out at 25 percent of the total accrued hours at the employee's full time daily rate of compensation at the time of separation from employment for each day of eligible sick leave.

AGREEMENT

BY AND BETWEEN

**SOUTH SNOHOMISH COUNTY FIRE & RESCUE REGIONAL FIRE AUTHORITY
(d/b/a SOUTH COUNTY FIRE)**

AND

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 1828-S

JANUARY 1, 2023 THROUGH DECEMBER 31, 2026

- 32.9 Upon separation of employment, an employee shall receive a one-time buy back of one-quarter (25%) of their accrued/unused sick leave hours at straight pay up to a maximum of 1440 (360) hours, based on Deputy Chief wage, not later than seven (7) calendar days after the employee's final day of employment. After 20 years of continuous employment with South County Fire (inclusive of service with

Fire District 1, City of Lynnwood, and any merged, consolidated or contracted agency) buy back shall be at thirty-five percent (35%) of their accrued/unused sick leave hours at straight pay up to a maximum of 1440 (504) hours, based on Deputy Chief wage not later than seven (7) calendar days after the employee's final day of employment.

1828 Agreement

38.9 Upon separation of employment, an employee shall receive a one-time buy back of one-quarter (25%) of their accrued/unused sick leave hours at straight pay up to a maximum of 1440 (360) hours, based on Senior Firefighter wage, not later than seven (7) calendar days after the employee's final day of employment. After 20 years of continuous employment with the RFA (inclusive of service with any merged, consolidated, or contracted agency) buy back shall be at thirty-five percent (35%) of their accrued/unused sick leave hours at straight pay up to a maximum of 1440 (504) hours, based on Senior Firefighter wage not later than seven (7) calendar days after the employee's final day of employment.

Board Meeting Agenda Bill

Agenda Item 7.b

Meeting Date: 09/09/2025

Department: Emergency Medical
Services

Subject

EMS and CRP Update - Deputy Chief Joe Hughes

Prior Board Action:	None
Recommended Action:	Presentation only
Related Items:	PowerPoint Presentation
Staff Contact:	Shaughn Maxwell
Approval Signature:	Fire Chief Bob Eastman
Legal Review:	Not Required

Summary

DC Hughes will provide the board with an update regarding EMS operations and the CRP Program.

Discussion

Fiscal Impact

None

Recommendation

Presentation only.

Board Meeting Agenda Bill

Agenda Item 7.c

Meeting Date: 09/09/2025

Department: Fire Chief

Subject

DEM ILA with Snohomish County - Fire Chief Bob Eastman

Prior Board Action:	None
Recommended Action:	For Discussion Only.
Related Items:	ILA
Staff Contact:	Robert Eastman
Approval Signature:	Fire Chief Bob Eastman
Legal Review:	Completed

Summary

Snohomish County DEM has drafted an ILA regarding EMS services within Snohomish County. Execution of this ILA will fulfill the commitment outlined in the pre-annexation agreement between SCF and the City of Edmonds, with SCF covering the cost of DEM for the city for three years. This ILA provides the legal documentation for the RFA to pay for those services.

Discussion

Fiscal Impact

Approximately \$65,000.00 annually

Recommendation

For Discussion Only.

ATTACHMENTS:

[SnoCo DEM ILA w. SCF 9.2025.pdf](#)

INTERLOCAL AGREEMENT FOR EMERGENCY MANAGEMENT SERVICES

THIS INTERLOCAL AGREEMENT FOR EMERGENCY MANAGEMENT SERVICES (the “Agreement”) is made and entered into this day of _____, 2025, by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the “County”), and the SOUTH SNOHOMISH COUNTY FIRE AND RESCUE REGIONAL FIRE AUTHORITY, a special purpose district of the State of Washington (“SCRFA”) (individually “Party” and collectively “Parties”) pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

RECITALS

A. The County has established the Snohomish County Department of Emergency Management (hereinafter “SCDEM”) as an emergency management agency within County government pursuant to Chapter 2.36 SCC.

B. The County, acting through SCDEM, operates as a local organization for emergency management in accordance with relevant comprehensive emergency management plans and programs pursuant to Chapter 38.52 RCW.

C. SCRFA provides firefighting and emergency medical services for the Cities of Brier, Edmonds, Lynnwood, Mill Creek, Mountlake Terrace and sections of unincorporated County.

D. SCRFA has informally served as the Snohomish County Fire Chief Association liaison to SCDEM’s Emergency Operations Center since at least 2014.

E. The coordinated emergency management services that SCDEM provides throughout Snohomish County support SCRFA’s response capabilities and SCRFA would like to ensure that support throughout its response area.

F. The City of Edmonds (the “City”) and the County have previously contracted for coordinated emergency management services through a series of Interlocal Agreements for Emergency Management Services, most recently dated _____, 20____, however the financial position of the City does not currently allow it to continue to pay the associated fees.

G. In order to ensure adequate emergency management services within its jurisdictional boundaries, SCRFA has agreed to pay the City of Edmonds fees associated with a new Interlocal Agreement between the County and the City of Edmonds for Emergency Management Services.

H. The County and SCRFA believe that it is in the public interest for SCDEM to provide coordinated emergency management services across the County and to formalize the

relationship between SCDem and fire districts within the County.

AGREEMENT

NOW, THEREFORE, in consideration of the respective agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and SCRFA agree as follows:

1. Purpose of Agreement.

This Agreement is authorized by and entered into pursuant to Chapter 39.34 RCW. The purpose and intent of this Agreement is to provide an economical mechanism for administration and coordination of County and SCRFA emergency management programs, generally to protect the public peace, health, and safety and to preserve the lives and property of the people of the County, including jurisdictions served by SCRFA, and more particular, the City of Edmonds.

2. Effective Date and Duration.

This Agreement shall not take effect unless and until (1) this Agreement has been duly executed by both Parties, (2) this Agreement has either been filed with the County Auditor or posted on the County's Interlocal Agreements website, and (3) the County and the City of Edmonds have executed an interlocal agreement coordinating emergency management services between the County and the City. This Agreement shall remain in effect through midnight December 31, 2027, unless earlier terminated pursuant to the provisions of Section 12 below, and the term of this Agreement may be extended or renewed for up to two (2) additional two (2) year terms, upon the City providing the County written notice on or before April 30, 2027. The County shall in writing approve or reject the extension or renewal within thirty (30) days of receiving notice of intent to extend or renew; PROVIDED HOWEVER, that the County's obligations after December 31, 2025, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with applicable law; PROVIDED, FURTHER, in the event that funds are not appropriated for this Agreement by SCRFA, then this Agreement shall terminate as of the last fiscal year for which funds are appropriated. The Party shall notify the other Party in writing of any non-allocation of funds at the earliest possible date.

3. Administrators.

Each Party to this Agreement shall designate an individual (an "Administrator"), who may be designated by title or position, to oversee and administer such Party's participation in this Agreement. The Parties' Initial Administrators shall be the following individuals:

County's Initial Administrator:

SCRFA's Initial Administrator:

Lucia Schmit, Director
Snohomish County Department
of Emergency Management
720 80th Street SW, Building A

Everett, Washington 98203

Either Party may change its Administrator at any time by delivering written notice of such Party's new Administrator to the other Party.

4. Emergency Management Services.

The County shall provide emergency management services, as described herein, to SCRFA, including jurisdictions served by SCRFA, and more particular, the City of Edmonds, during the term of this Agreement in accordance with Chapter 38.52 RCW. The County will endeavor to provide the Services as described in its comprehensive emergency management plan and in Schedule A, attached hereto and incorporated herein, with the SCRFA serving as the "Participating Jurisdiction" in Schedules A-C and SCRFA providing the services described in Schedule E. All Services shall be provided without warranty of any kind, including but not limited to the sufficiency or adequacy of the actions of the Parties in response to an emergency or disaster or for support of search and rescue operations with regard to any person or property in distress. SCRFA shall remain responsible for the provision of all those services identified in Schedule C, attached hereto, as well as any other services SCRFA is otherwise required by law to perform.

5. Advisory Board.

SCRFA shall be entitled during the term of this Agreement to participate in the SCDDEM Advisory Board meetings in a nonvoting capacity.

6. Independent Contractor.

The County will perform all Services under this Agreement as an independent contractor and not as an agent, employee, or servant of SCRFA. The County shall be solely responsible for control, supervision, direction and discipline of its personnel, who shall be employees and agents of the County and not SCRFA. The County has the express right to direct and control the County's activities in providing the Services in accordance with the specifications set out in this Agreement. The SCRFA shall only have the right to ensure performance.

7. Compensation.

7.1 Annual Service Charge. As contemplated in Recital G above and in addition to the mutual and public benefits each party herein will receive as a result of their increased collaboration, SCRFA shall pay the City of Edmonds' Service Charge to the County. Beginning January 1, 2025, and as adjusted annually January 1. The Service Charge shall be a per capita rate based on: 1) the previous year's per capita rate adjusted by the amount of the change in the Bureau of Labor Statistic Consumer Price Index—Urban Wage Earner (CPI-W) for the Seattle- Bellevue- Everett area for the period of February to February, and; 2) the City's population number from the annual Office of Financial Management (OFM) *Estimate for Population of Cities, Towns and Counties Used for Allocation of Selected State Revenues State of Washington*, the 2024 version of which attached hereto and incorporated herein as Schedule D. By July 15 of each year, the County shall issue a revision to Schedule D to reflect changes to the City's population number from the annual Office

of Financial Management (OFM) *Estimate for Population of Cities, Towns and Counties Used for Allocation of Selected State Revenues State of Washington* and the resulting Service Charge for the subsequent year. For 2025, the Biennial Service Charge shall be set at \$1.44 per capita.

7.2 Invoicing. The Service Charge includes the services described in this Agreement's Schedule A, and reasonable operation and maintenance costs for which there will be no separate billing. The County shall invoice SCRFA as designee for the City for all services performed by the County pursuant to this Agreement. SCRFA shall be responsible for complete and timely payment of all amounts invoiced regardless of whether the City opts to participate in the invoiced services. Invoices will be sent quarterly or on any other schedule that is mutually convenient to the Parties. Payment of the Service Charge is due and payable in quarterly installments on January 31, April 30, July 31, and October 31 of each year. If for any reason SCRFA does not tender payment by payment due date, the County shall seek payment from the City.

7.3 Additional Services. If the SCRFA elects to receive additional service(s) as described in Schedule B, one half of the cost of additional service(s) shall be added to the quarterly invoice after SCRFA notifies SCDEM, and the remaining half shall be added to the quarterly invoice that follows the delivery of the additional service(s). If the City, through its separate Interlocal Agreement with the County for Emergency Management Services elects to receive additional service(s), one half of the cost of additional service(s) shall be added to the quarterly invoice for payment by SCRFA, and the remaining half shall be added to the quarterly invoice to SCRFA that follows the delivery of the additional service(s). If for any reason SCRFA does not tender payment for additional services by payment due date, the County shall seek payment from the City.

7.4 Homeland Security and Emergency Management Performance Grants. The Parties acknowledge the importance of sustaining SCDEM staff currently funded by federal grants. In the event that SCDEM receives notice of cuts to federal grants that may jeopardize SCDEM's ability to fulfill the Services outlined in this Agreement, the County agrees to notify SCRFA within 15 days of receipt of notice of such cuts from proponent of the federal grant. Following such notification, the Parties agree to reassess the Services and Biennial Service Charge. SCRFA agrees that by entering into this Agreement, it will forego applying for Emergency Management Performance Grant (EMPG) monies.

8. Hold Harmless and Indemnification.

Except in those situations where the Parties have statutory or common law immunity for their actions and/or inactions and to the extent permitted by state law, and for the limited purposes set forth in this Agreement, each Party shall protect, defend, hold harmless and indemnify the other Party, its officers, elected officials, agents and employees, while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damages, costs, expenses, or losses of any kind or nature whatsoever including attorney's fees) arising out of or in any way resulting from such Party's own negligent acts, errors, or omissions or willful misconduct related to such Party's participation and obligations under this Agreement. Each Party agrees that its obligations under this subsection extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. For this

purpose, each Party, by mutual negotiation, hereby waives, with respect to the other Party only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW.

9. Privileges and Immunities.

Whenever the employees of the County or SCRFA are rendering outside aid pursuant to the authority contained in RCW 38.52.070 and 38.52.080(1), such employees shall have the same powers, duties, privileges, and immunities as if they were performing their duties in the County or SCRFA in which they are normally employed. Nothing in this Agreement shall affect any other power, duty, right, privilege, or immunity afforded the County or SCRFA in Chapter 38.52 RCW.

10. Liability Related to City Ordinances, Policies, Rules and Regulations.

In executing this Agreement, the County does not assume liability or responsibility for or in any way release SCRFA from any liability or responsibility which arises in whole or in part from the existence or effect of SCRFA policies, rules or regulations. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such SCRFA policy, rule or regulation is at issue, SCRFA shall defend the same at its sole expense and, if judgment is entered or damages are awarded against SCRFA, the County, or both, SCRFA shall satisfy the same, including all chargeable costs and reasonable attorney's fees.

11. Compliance with Laws.

In the performance of its obligations under this Agreement, each Party shall comply with all applicable federal, state, and local laws, rules and regulations.

12. Early Termination.

Either Party may terminate this Agreement, with or without cause, upon written notice to the other Party by no later than March 30 of the year of termination. Termination pursuant to this Section 12 will become effective on December 31 of the calendar year in which the termination notice is given.

13. Dispute Resolution.

In the event differences between the parties should arise over the terms and conditions or the performance of this Agreement, the parties shall use their best efforts to resolve those differences on an informal basis. If those differences cannot be resolved informally, the matter shall be referred for mediation to a mediator mutually selected by the parties. If mediation is not successful, either of the parties may institute legal action for specific performance of this Agreement or for damages.

14. Notices.

All notices required to be given by any Party to the other Party under this Agreement shall

be in writing and shall be delivered either in person, by United States mail, or by electronic mail (email) to the applicable Administrator or the Administrator's designee. Notice delivered in person shall be deemed given when accepted by the recipient. Notice by United States mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, and addressed to the Administrator, or their designee, at the addresses set forth in Section 3 of this Agreement. Notice delivered by email shall be deemed given as of the date and time received by the recipient.

15. Performance.

Time is of the essence of the Agreement in each and all of the provisions and scope of services in which performance is a factor.

16. Entire Agreement; Amendment.

This Agreement constitutes the entire agreement between the Parties regarding the subject matter hereof and supersedes any and all prior oral or written agreements between the Parties regarding the subject matter contained herein. This Agreement may not be modified or amended in any manner except by a written document executed with the same formalities as required for this Agreement and signed by the Party against whom such modification is sought to be enforced.

17. Conflicts between Attachments and Text.

Should any conflicts exist between any attached exhibit or schedule and the text or main body of this Agreement, the text or main body of this Agreement shall prevail.

18. Governing Law and Venue.

This Agreement shall be governed by and enforced in accordance with the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County. In the event that a lawsuit is instituted to enforce any provision of this Agreement, the prevailing Party shall be entitled to recover all costs of such a lawsuit, including reasonable attorney's fees.

19. Interpretation.

This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the Parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the Parties hereto. The captions and headings in this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

20. Severability.

If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be found invalid or unenforceable, the remainder of this Agreement and the application of that provision to other persons or circumstances shall not be affected thereby, but shall instead continue in full force and effect, to the extent permitted by law.

21. No Waiver.

Failure by either Party at any time to require performance by the other Party under this Agreement or to claim a breach of any provision of this Agreement shall not be construed as affecting any subsequent breach hereof or the right to require performance or affect the ability to claim a breach with respect hereto.

22. No Assignment.

This Agreement shall not be assigned, either in whole or in part, by either Party without the express written consent of the other Party, which may be granted or withheld in such Party's sole discretion. Any attempt to assign this Agreement in violation of the preceding sentence shall be null and void and shall constitute a default under this Agreement.

23. Warranty of Authority.

Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the Party for whom he or she purports to sign this Agreement.

24. No Joint Venture.

Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other joint enterprise between the Parties.

25. No Separate Entity Necessary.

The Parties agree that no separate legal or administrative entities are necessary to carry out this Agreement.

26. Ownership of Property.

Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either Party in connection with its performance under this Agreement will remain the sole property of such Party, and the other Party shall have no interest therein.

27. No Third Party Beneficiaries.

This Agreement and each and every provision hereof is for the sole benefit of SCRFA and the County. No other persons or Parties shall be deemed to have any rights in, under or to this Agreement.

28. Execution in Counterparts.

This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

COUNTY:

Snohomish County, a political subdivision
of the State of Washington

SCRFA:

South Snohomish County Fire and
Rescue Regional Authority, a
Washington special purpose district

By _____
Name:
Title:

By _____
Name:
Title:

**Approved as to
indemnification provisions:**

Risk Management

Approved as to Form:

SCRFA Attorney

Approved as to Form:

Deputy Prosecuting Attorney

Schedule A

Description of Emergency Management Services

The County shall provide Emergency Management Services (the “Services”) through its Department of Emergency Management (“SCDEM”) to Cities, Towns, Tribes and Special Purpose Districts (individually “Participating Jurisdiction”, and collectively “Participating Jurisdictions”). These Services shall include the following.

1. General: SCDEM will maintain an emergency management organization that complies with state law, federal guidelines, and adheres to the standards of the Emergency Management Accreditation Program (EMAP). This organization will implement the concepts of the National Incident Management System (NIMS) and incorporate best practices of emergency management into its operations. These best practices include a focus on developing disaster management relationships within geographic sectors within the county, sectors defined by expected damages to critical transportation and communications infrastructure during a catastrophic incident.

2. Planning: SCDEM will assist Participating Jurisdictions in the development of executable disaster-related plans. SCDEM will maintain emergency management plans in accordance with applicable state and federal laws, regulations, and guidance. SCDEM will use, and encourage the use of, systematic planning processes that engage the whole community.

a. SCDEM will maintain the Snohomish County Comprehensive Emergency Management Plan (SCCEMP) and provide technical assistance (templates, meeting facilitation, and plan review) to Participating Jurisdictions in order for them to maintain a CEMP, as either a standalone plan or as an annex to the County’s CEMP, which meets the requirements set forth in RCW 38.52.030 and WAC 118-30-060. CEMPs shall include an analysis of the natural, technological, or human caused hazards that could affect the County or jurisdiction, respectively, using the Hazard Identification and Risk Assessment (HIRA) developed during the Hazard Mitigation Planning process. CEMPs will also describe a NIMS-compliant incident management structure for use during multiagency/multijurisdictional operations and include the procedures to be used during emergencies for coordinating local resources, as necessary, and the resources of County agencies, departments, commissions, and boards.

b. SCDEM will maintain the Snohomish County Hazard Mitigation Plan, a FEMA-approved multi-jurisdictional hazard mitigation plan that complies with the Disaster Mitigation Act of 2000 (DMA2K) and 44 CFR §201.6. As a part of the Snohomish County Hazard Mitigation Plan, SCDEM will identify the natural and human-caused hazards that potentially impact Snohomish County using multiple sources and titled the Hazard Identification and Risk Assessment (HIRA). Upon request, SCDEM will provide technical assistance (templates, meeting facilitation, and plan review) to Participating Jurisdictions in order for them to maintain an annex to the County’s FEMA-approved hazard mitigation plan that meets the requirements set forth in 44 CFR §201.6. Prior to pursuing Hazard Mitigation Grant Program funds, Participating Jurisdictions are required to have a Jurisdiction-specific, FEMA approved, and locally adopted HMP annex. SCDEM will provide technical assistance to Participating Jurisdictions applying for Hazard Mitigation Grant Program funding.

c. SCDDEM will maintain the Snohomish County Disaster Recovery Framework and, upon request, provide technical assistance (templates, meeting facilitation, and plan review) to Participating Jurisdictions desiring to develop a jurisdictional Disaster Recovery Framework.

d. SCDDEM will provide, upon request, technical assistance (templates, meeting facilitation, and plan review) to Participating Jurisdictions desiring to develop a jurisdictional Continuity of Operations Plan.

e. SCDDEM will maintain standard procedures for its Emergency Operations Center and provide technical assistance (templates, meeting facilitation, and document review) to Participating Jurisdictions in order to develop complementary procedures for their respective Emergency Operations Centers or jurisdictional command posts.

f. SCDDEM will participate in regional- and state-level planning efforts, representing Snohomish County and, unless otherwise specified, the Participating Jurisdictions within Snohomish County. Examples of such efforts include the Mount Baker/Glacier Peak Response Plan, the Regional Catastrophic Planning Team, and the Statewide Catastrophic Incident Planning Team (SCIPT).

3. Training and Exercise: SCDDEM will assist Participating Jurisdictions with training and exercise that develops, maintains, or expands their emergency management capabilities. The nature of DEM support is described below and will be further specified in the annual Integrated Preparedness Plan (IPP).

a. SCDDEM will conduct an annual Integrated Preparedness Planning Workshop (IPPW) in order to identify training priorities and develop a coordinated planning, training and exercise calendar for the coming year. Jurisdictions are strongly encouraged to participate in the IPPW and the development of annual priorities. DEM will use these priorities, in its sole discretion, to determine the extent to which DEM allocates staff time to training and exercises, including, not limited to, exercise development, bringing in countywide training, or delivering training in Participating Jurisdictions. SCDDEM will also designate representatives of Snohomish County and the Participating Jurisdictions to participate in the State's annual IPPW.

b. SCDDEM will maintain an Integrated Preparedness Plan (IPP) that describes the outcomes of the IPPW. SCDDEM will maintain an online training calendar and periodically distribute training and exercise opportunities to the Participating Jurisdictions.

c. SCDDEM will maintain a training program that adheres to state and federal guidance, including the National Incident Management System (NIMS) Training Plan, National Qualification System, and FEMA's Core Capability Development Sheets. The training program will offer a minimum of 75 training days each year, covering topics identified in the IPP, and to include (but not limited to):

i. Incident Command System

- ii. Emergency Operations Center Skillset
- iii. Overview for Executives/Senior Officials (or equivalent)
- iv. Hazard Awareness
- v. Emergency Management Planning
- vi. Communications and Public Information (e.g., ARRL-approved HAM radio and/or Joint Information System/Center)
- vii. Upon request, SCDEM will assist each Participating Jurisdiction in the development of a jurisdiction-specific NIMS compliance plan. This includes providing assistance in determining applicable courses and identifying online and in-person resources that can provide compliance-related courses. Participating Jurisdictions retain the responsibility to track individual training of their staff members and, per the State's policy, submit NIMS compliance reports.
- viii. Annually, SCDEM will host the local delivery of courses from FEMA's Emergency Management Institute and/or the National Disaster Preparedness Consortium.
- ix. On behalf of each Participating Jurisdiction, SCDEM will process applications to host training opportunities available through FEMA's Emergency Management Institute and/or the National Disaster Preparedness Consortium (or like training provider). The Participating Jurisdiction requesting such courses will be responsible for identifying a location and for covering any costs associated with the course delivery, e.g., refreshments.

d. SCDEM will maintain an exercise program that adheres to state and federal guidance, including the Homeland Security Exercise and Evaluation Program (HSEEP) and applicable grant requirements. Unless otherwise specified, the intent of SCDEM's exercise program is to evaluate established plans and/or procedures and identify ways to improve those plans and/or procedures. The exercise program includes:

- i. Every three years SCDEM will conduct a countywide functional exercise that evaluates Snohomish County's CEMP, the procedures used in the Snohomish County Emergency Operations Center, and our ability to coordinate with jurisdictions throughout Snohomish County. SCDEM strongly encourages all Participating Jurisdictions to participate in that exercise and will provide technical assistance in the development of their exercise plan. In the years between the countywide functional exercise, SCDEM will coordinate progressively challenging exercises to develop emergency response capabilities identified annually in the IPP. These may include (but not be limited to) CPOD, damage assessment, and/or communications.
- ii. Countywide, SCDEM will conduct monthly communications drills with Participating Jurisdictions to ensure the viability of various means of communications.

4. Readiness and Response: SCDEM and Participating Jurisdictions will coordinate their emergency response activities to endeavor to minimize death, injury, and damages to property, the economy, and the environment during natural, technological or human- caused disasters.

a. SCDEM will maintain a 24 hour per day Duty Officer, who will serve as the primary point of contact to address emergency management-related requests on behalf of Participating Jurisdictions. The Duty Officer will be available via direct cell phone number and via Snohomish County 911.

b. As resources allow, SCDEM will utilize multiple means of communication to notify, warn, and/or provide information and instruction to the general public regarding impending or occurring disasters.

c. SCDEM will maintain and, when necessary, activate the Snohomish County Emergency Operations Center (SCEOC) and implement the Snohomish County CEMP and applicable procedures. The SCEOC may activate in anticipation of, or immediately after, catastrophic incidents as defined by RCW 38.52.010(6). The SCEOC may also activate to provide support during pre-planned events or at the approved request of a Participating Jurisdiction. Requests to activate the SCEOC will be made via the Duty Officer to the SCDEM Director. The decision to activate the SCEOC, and at what level, is made by the SCDEM Director or the appropriate designee in the SCDEM line of succession.

d. SCDEM will maintain and, when necessary, activate the Snohomish County Joint Information Center (SCJIC) and applicable procedures. The SCJIC may activate in anticipation of, or immediately after, disasters as defined by RCW 38.52.010(6). The SCJIC may also activate to provide support during pre-planned events or at the request of a Participating Jurisdiction. Requests to activate the SCJIC will be made via the Duty Officer to the SCDEM Director. The decision to activate the SCJIC, and at what level, is made by the SCDEM Director or the appropriate designee in the SCDEM line of succession

e. When activated, the SCEOC will coordinate resource requests among affected jurisdictions within Snohomish County. The SCEOC will also make available the County's emergency resources not required for use elsewhere during emergencies, the use of which shall be determined and prioritized by SCEOC. When necessary, SCDEM will request state and federal resources on behalf of the Participating Jurisdictions through Washington's established emergency management protocols, i.e., from the SCEOC to the Washington State Emergency Operations Center. The Participating Jurisdictions agree that the County shall remain harmless in the event of non-availability or non-performance of requested resources.

f. When activated, the SCEOC will coordinate situational awareness among affected jurisdictions within Snohomish County, and with regional and state partners.

g. When activated, the SCJIC shall coordinate public information and messaging by all means practicable to inform the public about critical lifesaving and life-sustaining information. Participating Jurisdictions will identify appropriate points of contact with whom the JIC will communicate to form the information network commonly referred to as the Joint Information System (JIS).

h. When requested, and at the discretion of the SCDem Director or the appropriate designee in the SCDem line of succession, SCDem will deploy a liaison to the participating jurisdiction to directly assist with incident management, technical support and assistance, and/or use of mobile assets. During activation of the SCEOC, SCDem may request that Participating Jurisdictions deploy liaisons to the Snohomish County EOC to enhance communication between the SCEOC and the incident site(s).

i. Upon determining that a disaster as defined by RCW 38.52.010(6) has happened or is imminent, SCDem will, under the provisions of SCC Chapter 2.36, initiate through the County Executive a Proclamation of Emergency for Snohomish County. Upon determining that a disaster as defined by RCW 38.52.010(6) has happened or is imminent, Participating Jurisdictions will, under the provisions of applicable code, initiate through the Participating Jurisdiction's appropriate authority a Proclamation of Emergency for their jurisdiction. Participating Jurisdictions will notify SCDem as soon as practicable of their intent to proclaim a disaster and provide SCDem with a copy of the proclamation as soon as practicable.

5. Coordinating Disaster Recovery Activities. SCDem and Participating Jurisdictions will coordinate their disaster recovery activities to endeavor to restore critical services and establish a new normal for the affected area(s) as quickly as possible.

a. SCDem, in conjunction with the State's Emergency Management Division (EMD) and the Federal Emergency Management Agency (FEMA), will coordinate the formal post-disaster preliminary damage assessment (PDA) process. Participating Jurisdictions will be responsible for tracking and reporting activities potentially reimbursable by federal and/or state disaster assistance programs. Each participating jurisdiction remains responsible for the costs it incurs.

b. In the aftermath of a disaster as defined by RCW 38.52.010(6), SCDem will initiate the transition of disaster response to disaster recovery. This includes implementing the Snohomish County Disaster Recovery Framework and establishing the Recovery Support Functions found therein. When requested, Participating Jurisdictions will identify points of contact to be integrated into this process.

6. Volunteer / Emergency Worker Management: SCDem will work in collaboration with participating jurisdictions to develop volunteer capabilities that augment participating jurisdictions' local disaster response efforts; specifically, the Snohomish County Auxiliary Communications Service (ACS).

a. Participating Jurisdictions will identify potential ACS volunteers. SCDem will facilitate their registration as emergency workers in accordance with the Washington State Emergency Workers' Program and maintain a central database of these volunteers.

b. SCDem will coordinate quarterly Community Emergency Response Team (CERT) leadership meetings for a countywide CERT capability. In this capacity, SCDem will support volunteer team coordinators of self-organized and governed CERTs with potential resource information. Potential CERT volunteers will be directed by SCDem to their nearest

hosted/supported programs. SCDem will facilitate their registration as emergency workers in accordance with the Washington State Emergency Workers' Program and maintain a central database of these volunteers.

i. SCDem, in collaboration with the team coordinators, will support development and maintenance of countywide CERT policies that ensure consistency and are applicable to all of the regional teams.

c. SCDem will provide oversight to the Snohomish County Auxiliary Communications Service (ACS) function, which provides redundant emergency communications services to SCDem, its Participating Jurisdictions, as well as hospitals and the Snohomish County Regional Chapter of the American Red Cross. SCDem will assign trained ACS volunteers to augment Participating Jurisdictions' EOCs.

d. Using volunteers (as groups or individuals) for activities outside of the scope of their intended purpose and/or training places them outside of the scope of RCW 38.52.180, Chapter 118-04 WAC, and this Agreement. These volunteers cannot be afforded protection under the Washington State Emergency Workers Program; therefore, Participating Jurisdictions desiring to expand the use of volunteers beyond the scope established by SCDem are required to provide coverage in accordance with L&I Industrial Insurance regulations.

7. Outreach and Education: SCDem will work in conjunction with participating jurisdictions to provide disaster-related outreach and education to improve overall community resilience.

a. SCDem will develop, promote, and make available to Participating Jurisdictions preparedness materials related to its "Individually Prepared, Together Resilient" and "Know Your Hazards" campaigns and procure and make available FEMA-produced preparedness materials and/or WA Emergency Management Division preparedness materials. The amount of preparedness materials provided will be made on a case-by-case basis and based upon available supply.

b. SCDem will develop and promote individual preparedness messages to be delivered via its affiliation with local radio stations.

c. SCDem will develop and promote disaster preparedness information to be disseminated during September, which is FEMA's National Disaster Preparedness month. This will include the development and publication of DEM's annual Preparedness Guide to be delivered via its affiliation with local printed media.

d. Upon request, and when practicable, SCDem will deliver preparedness presentations on behalf of a Participating Jurisdiction. Such requests should be made at least 14 days prior to the presentation. Participating Jurisdictions are responsible for providing an adequate facility and incur any extraordinary costs associated with such events, e.g. refreshments, room rental costs, etc.

e. Annually, SCDEM will produce an annual report that summarizes its major activities for the previous year. The annual report will be distributed to the Participating Jurisdictions and the Director will be available, upon request, to present it to each Participating Jurisdiction's elected officials.

8. SCDEM Resources: SCDEM maintains a number of resources that, when practicable, will be made available to Participating Jurisdictions. Requests for their deployment shall be made to the SCDEM Duty Officer or, when activated, the Snohomish County EOC. Examples of some key resources include:

a. Communications vehicle, commonly referred to as "DEM 10." The communications vehicle provides a motorized, self-contained, climate-controlled capability to augment communications.

b. Mobile IT Response Units (MITRUs). MITRUs are mobile communications trailers, equipped with an array of supplies and equipment to enable emergency communications, including internet, local network functionality¹, radio communications, and equipment to support basic operations.

c. Mobile Emergency Operations Center (MEOC). The MEOC is a trailer equipped with supplies like tables, chairs, light sets, pop-up tents, etc. that can support an alternate EOC capability.

d. Alert and Warning. SCDEM will maintain a system that provides alert and warning to county residents. Access to this system will be through Sno911, the SCDEM Duty Officer or, when activated, the Snohomish County EOC.

¹ A Local Network is defined as a group of two or more connected computers that can share resources like a printer, an internet connection, an application, etc.

Schedule B
Description of Additional Emergency Management Services

The County offers additional services that the Participating Jurisdiction may choose from in addition to the basic emergency management services described in Schedule A. If, during the course of this Agreement, a Participating Jurisdiction desires additional service(s) as described below, the City shall notify SCDEM in writing as early as practicable prior to the delivery of the desired additional service(s). The cost and timing of the delivery of any Additional Service(s) shall be agreed upon by the Administrators of this Agreement. One half of the cost of additional service(s) shall be added to the quarterly invoice after the Participating Jurisdiction notifies SCDEM and the remaining half shall be added to the quarterly invoice that follows the delivery of the additional service(s)

1. Planning:

a. SCDEM will provide technical assistance to develop a functional emergency management plan or procedure. Examples of a functional plan include mass fatality plans and disaster debris management plans.

Participating Jurisdiction elects this service: _____
(initial)

2. Training and Exercise:

a. SCDEM will provide one jurisdiction-specific training opportunity.

Participating Jurisdiction elects this service: _____
(initial)

b. SCDEM will provide one jurisdiction-specific exercise opportunity. Scheduling this exercise shall occur at the annual IPPW.

Participating Jurisdiction elects this service: _____
(initial)

c. SCDEM will process Participating Jurisdiction's application for FEMA's Integrated Emergency Management Course.

Participating Jurisdiction elects this service: _____
(initial)

3. Readiness and Response:

a. On behalf of the Participating Jurisdiction, SCDEM will provide technical support for the development of jurisdiction-specific emergency operations capability.

Participating Jurisdiction elects this service: _____
(initial)

4. Outreach and Education:

a. SCDEM will develop and promote a jurisdiction-specific outreach campaign.

Participating Jurisdiction elects this service: _____
(initial)

5. Communications Support:

a. SCDEM's Communications Officer will provide technical support to ensure interoperable radio communications; specifically, procure and install compatible communications hardware.

Participating Jurisdiction elects this service: _____
(initial)

Schedule C

Expectations of Participating Jurisdiction

As stated in Section 4 of the Agreement, the services provided by SCDEM augment the participating jurisdictions. This schedule outlines some, but not all, of the areas for which the Participating Jurisdictions retain responsibility.

1. General:

a. In accordance with RCW 38.52.070, each Participating Jurisdiction will establish a local emergency management organization and appoint a director who will serve as the point of contact for SCDEM.

b. In accordance with SCC 2.36, each Participating Jurisdiction will designate representatives to the DEM Advisory Board and attend the quarterly meetings. The Advisory Board shall advise the director of emergency management in recommending to the executive actions on emergency management plans; the department's budget; rate schedules for emergency management service charges paid by contracting agencies; grant applications and utilization of awarded grant funds; and other matters as requested by the county executive or the director.

2. Planning:

a. Participating Jurisdictions will maintain a CEMP that meets the requirements set forth in RCW 38.52.030 and WAC 118-30-060. CEMPs shall include an analysis of the natural, technological, or human caused hazards that could affect the jurisdiction; will describe a NIMS-compliant incident management structure for use during multiagency/multijurisdictional operations; and include the procedures to be used during emergencies for coordinating local resources.

b. Participating Jurisdictions will maintain an HMP annex that meets the requirements set forth in the Disaster Mitigation Act of 2000 (DMA2K) and 44 CFR §201.6. The local HMP annex is required to be approved by FEMA and locally adopted in order to be eligible for any federal Hazard Mitigation Assistance (grant programs).

c. Participating Jurisdictions will identify a primary and alternate point of contact for each planning effort. Participating Jurisdictions will convene work groups and provide meeting space as necessary to facilitate the development of plans including the jurisdiction's comprehensive emergency management plan, hazard mitigation plan, functional emergency management plans, etc., as applicable.

3. Training and Exercise:

a. With SCDEM's assistance, Participating Jurisdictions will develop jurisdiction-level NIMS compliance plans. Participating Jurisdictions retain the responsibility to track individual training of their staff members.

b. Participating Jurisdictions desiring to schedule specific training and exercise opportunities should do so by sending a representative to the annual Integrated Preparedness Planning Workshop (IPPW). Facilitating training and exercise opportunities not scheduled at the IPPW shall be at the discretion of the SCDem Director.

4. Coordinating Disaster Response Activities: Participating Jurisdictions will coordinate, to the extent practicable, their emergency response activities with and through SCDem in order to minimize death, injury, and damages to property, the economy, and the environment during natural, technological or human-caused disasters.

a. During, or in anticipation of disasters as defined by RCW 38.52.010(6), affected Participating Jurisdictions will activate their incident management structure and Comprehensive Emergency Management Plan, and notify SCDem as soon as practicable.

b. When activated, Participating Jurisdictions will request County, state and/or federal resources through established emergency management protocols, i.e., from the SCEOC to the Washington State Emergency Operations Center. The Participating Jurisdictions agree that the County shall remain harmless in the event of non-availability or non-performance of requested resources.

c. Participating Jurisdictions shall submit incident-related information to the SCEOC and the SCEOC shall develop and provide comprehensive situation reports to the Participating Jurisdictions, as well as to regional and state partners.

d. Participating Jurisdictions will identify appropriate points of contact with whom the SCJIC will communicate to form the information network commonly referred to as the Joint Information System (JIS).

e. When requested and practicable, Participating Jurisdictions will deploy liaisons to the Snohomish County EOC to enhance communication between the SCEOC and the incident site(s).

f. Upon determining that a disaster as defined by RCW 38.52.010(6) has happened or is imminent, Participating Jurisdictions will, under the provisions of applicable code, initiate through the jurisdiction's appropriate authority a Proclamation of Emergency for their jurisdiction. Participating Jurisdictions will notify SCDem as soon as practicable of their intent to proclaim a disaster and provide SCDem with a copy of the proclamation as soon as practicable.

5. Coordinating Disaster Recovery Activities. SCDem and Participating Jurisdictions will coordinate their disaster recovery activities in order to endeavor to restore critical services and establish a new normal for the affected area(s) as quickly as possible.

a. Participating Jurisdictions will be responsible for tracking and reporting activities potentially reimbursable by federal and/or state disaster assistance programs. Each participating jurisdiction remains responsible for the costs it incurs.

b. In the aftermath of a disaster as defined by RCW 38.52.010(6), SCDem will initiate the transition of disaster response to disaster recovery. This includes implementing the Snohomish County Disaster Recovery Framework and establishing the Recovery Support Functions found therein. When requested, Participating Jurisdictions will identify points of contact to be integrated into this process.

6. Volunteer / Emergency Worker Management: SCDem will work in collaboration with participating jurisdictions to develop volunteer capabilities that augment participating jurisdictions' local disaster response efforts; specifically, Community Emergency Response Teams (CERT) and/or the Snohomish County Auxiliary Communications Service (ACS).

a. Participating Jurisdictions will identify potential volunteers to affiliate with CERT and/or ACS.

b. Participating Jurisdictions acknowledge that using volunteers (as groups or individuals) for activities outside of the scope of their intended purpose and/or training places them outside of the scope of RCW 38.52.180, Chapter 118-04 WAC, and this Agreement. These volunteers cannot be afforded protection under the Washington State Emergency Workers Program; therefore, Participating Jurisdictions desiring to expand the use of volunteers beyond the scope established by SCDem are required to provide coverage in accordance with L&I Industrial Insurance regulations.

7. Outreach and Education: SCDem will work in conjunction with participating jurisdictions to provide disaster-related outreach and education in order to improve overall community resilience. Participating Jurisdictions desiring presentations will make such requests made at least 60 days prior to the presentation.

SCDem Resources: SCDem maintains a number of resources that, when practicable, will be made available to Participating Jurisdictions. Requests for their deployment shall be made as early as possible to the SCDem Duty Officer or, when activated, the Snohomish County EOC.

Schedule D
2025 Annual Service Fees by
Jurisdiction

2025 Annual Service Fees			
Jurisdiction	April 1, 2024 Population Est.¹	2025 Per Capita Rate²	2025 Service Fees³
Arlington	22,980	\$1.44	\$33,091
Brier	6,600	\$1.44	\$9,504
Darrington	1,515	\$1.44	\$2,182
Edmonds	43,420	\$1.44	\$62,525
Gold Bar	2,310	\$1.44	\$3,326
Granite Falls	4,775	\$1.44	\$6,876
Index	160	\$1.44	\$230
Lake Stevens	41,540	\$1.44	\$59,818
Lynnwood	41,500	\$1.44	\$59,760
Mill Creek	21,630	\$1.44	\$31,147
Monroe	20,830	\$1.44	\$29,995
Mountlake Terrace	24,260	\$1.44	\$34,934
Mukilteo	21,590	\$1.44	\$31,090
Snohomish	10,350	\$1.44	\$14,904
Stanwood	8,865	\$1.44	\$12,766
Sultan	7,160	\$1.44	\$10,310
Woodway	1,345	\$1.44	\$1,937
Tulalip Tribes ⁴	2,944	\$1.44	\$4,239
Stillaguamish Tribes ⁵	387	\$1.44	\$557

¹Source: Based on projected growth and the State of Washington, Office of Financial Management, April 1, 2024 Estimates; <https://ofm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates>.

² The 2023 rate (\$1.38) increased by the February to February CPI-W for Seattle-Bellevue-Everett (4.2%) = \$1.43796.

³The 2025-26 estimated annual service fees are based on the April 1, 2024 population estimate multiplied by the per capita rate.

⁴The Tulalip Tribes population numbers will be obtained from the Tulalip Tribes Enrollment Department every year.

⁵The Stillaguamish Tribe population numbers will be obtained from the Stillaguamish Tribe Enrollment Officer every year.

Schedule E
Services provided by SCRFA

SCRFA will provide the following services:

1. Coordinating Emergency Management and Fire Agencies

- a. SCRFA will coordinate with the Snohomish County Fire Chief's Association to define a way forward for consistent emergency management services and support for fire agencies across the County. This planning will include exploring whether and how to spread the below responsibilities across fire agencies, as well as how to provide consistent contingency and disaster planning capabilities to fire agencies across Snohomish County.

2. Planning:

- a. SCRFA will coordinate with the Snohomish County Fire Chief's Association to fill the lead coordinating agency role for two Snohomish County Comprehensive Emergency Management Plan (CEMP) annexes: Emergency Support Function ("ESF") 4 – Firefighting and ESF 10 – Hazardous Materials. This includes coordinating with other fire agencies as needed to provide input, assist in document development, and signing off on both annexes upon completion of the five (5) year update and interim updates as needed.
- b. SCRFA will coordinate with the Snohomish County Fire Chief's Association as the lead coordinating agency to draft input for the Continuity of Operations Plans for the ESF 4 – Firefighting and ESF 10 – Hazardous Materials desks in the County Emergency Operations Center.

3. Coordinating Disaster Response Activities:

- a. When SCDEM activates the County Emergency Operations Center, SCRFA shall provide staffing for the ESF 4 – Firefighting and ESF 10 – Hazardous Materials desks, according to the needs of the incident. When required by the incident, SCRFA shall provide Public Information Officer (PIO) support to the Joint Information System and/or Center.

SCDEM Resources: SCDEM maintains a number of resources that, when practicable, will be made available to SCRFA. Requests for their deployment shall be made as early as possible to the SCDEM Duty Officer or, when activated, the Snohomish County EOC.

Board Meeting Agenda Bill

Agenda Item 8.a

Meeting Date: 09/09/2025

Department: Logistics

Subject

Drone as First Responder – UAS Program – Assistant Chief Anderson, Deputy Chief Curtis

Prior Board Action:	Board update in March 2024
Recommended Action:	None
Related Items:	Sno911 Executive Summary
Staff Contact:	Todd Anderson
Approval Signature:	Fire Chief Bob Eastman
Legal Review:	Not Required

Summary

Staff will provide an update on recent 1-week DFR trial program with Sno911-RTIC

Discussion

Two SCF Remote Drone Pilots were embedded with Sno911 during the 1-week trial phase focused on Drone as First Responder. In August 2025 South County Fire obtained a federal waiver (FAA Part 91) authorizing credentialed (FAA Part 107) employees the ability to fly drones beyond visual line of sight under a DFR program. This waiver applies to the entire county for the next 4 years.

Currently South County Fire has two (2) operational drones. One small DJI Mavic 2 and one medium sized Skydio X10.

Staff will present on the experiences of the trial phase and potential benefits of a DFR program for South County Fire residents and the surrounding communities.

Fiscal Impact

None

Recommendation

Update only.

ATTACHMENTS:

[Executive Summary RTIC and DFR Pilot Week August 613 2025.pdf](#)



Executive Summary – RTIC + DFR Pilot Week (August 6–13, 2025)

This pilot was designed to demonstrate how DFR, integrated with real-time intelligence tools, can shorten response times, improve responder safety, and increase operational efficiency across multiple jurisdictions.

Overview

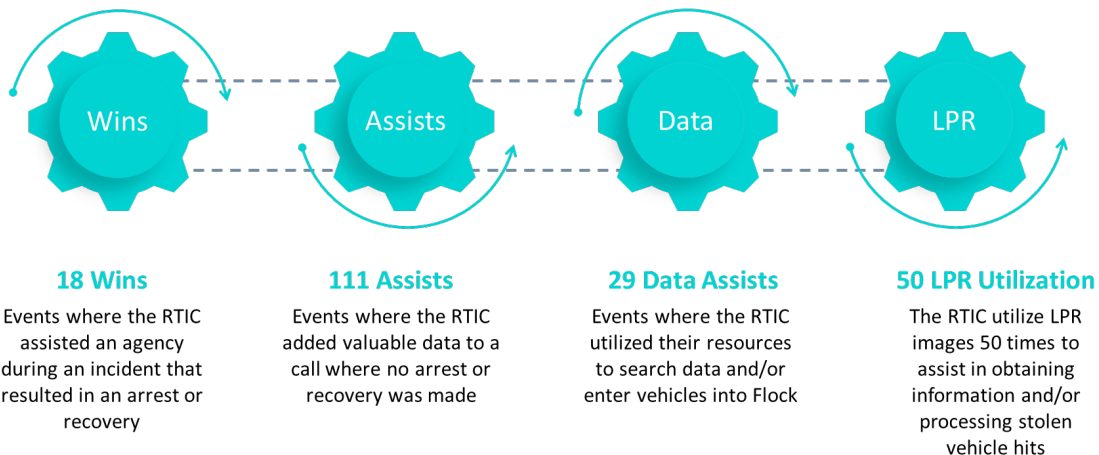
From August 6–13, 2025, SNO911 operated its Real-Time Intelligence Center (RTIC) in partnership with Skydio, Flock, and Axon to test Drone as First Responder (DFR) capabilities and the fusion of information with other applications including Fusus, Flock (ALPR), DAPS, LERMS, CAD, Flock Nova, and Flock OS.

Nearly every law agency participated in some fashion by sending officers and command staff to integrate with our operations. The week demonstrated both operational benefits and integration challenges, while generating data to inform long-term RTIC + DFR deployment strategies.

Key Metrics

- | | |
|---|---|
| <ul style="list-style-type: none">• Drone Dispatches to CFS: 194 total<ul style="list-style-type: none">○ Skydio: 182○ Flock: 12• Total Flights: 230• Total Flight Hours: 47• First on Scene: 76 incidents where drones arrived before responders | <ul style="list-style-type: none">• Operational Wins (arrests/recoveries): 18• Data Assists: 29• LPR Utilization: 50 instances• General Assists: 111 calls with value-added information to field units |
|---|---|

Operational Impacts



- ✓ Corrected location for a vehicle collision originally mis-entered as Marysville, actually on I-5.
- ✓ Provided responders advance intel (e.g., open sliding door) aiding safe access.

- ✓ Arrived on scene of a suspicious vehicle six minutes before officers, confirming it had left.
- ✓ Entered DV rape case vehicle into Flock, leading to arrest.
- ✓ Several examples of updated/corrected descriptions on subjects, vehicles, plates, and locations.
- ✓ Supported Marysville residential fire by providing live video feeds to fire responders while enroute to the call.

Media Coverage

<https://www.fox13seattle.com/news/marysville-police-drones-911>

<https://youtu.be/Px8QT2LD6JY>

Key Insights

- Flock opted to halt pilot week DFR operations for after the 2nd day. The Flock DFR system utilizes radio-frequency (RF) connection between the controller and drone for connectivity. Reliance on RF for communication with the drone requires dedicated infrastructure, which turned out to not be feasible for the pilot. We were unable to secure adequate launch locations that provided the needed internet bandwidth and elevation for Flock to fly without having range and quality limitations.
- The Skydio DFR system utilizes RF, LTE, and 5G for connection and communication, switching between whichever has the best signal and adapting as the drone flies. This enabled successful flights throughout the pilot week from both the Skydio dock and Skydio X10 drones launched in the field.

Incident Note – Drone Crash

On August 12th, 2025, a Skydio X10 impacted a tree branch during operations, lost control, and after crashing in the street, caught fire.

- **Preliminary Factors (Full Telemetry Data Not Available):** Significant sun glare affecting obstacle avoidance cameras; flying at maximum speed with obstacle avoidance enabled, numerous tree branches in area, and possible spark from ground impact puncturing and igniting battery cells.
- **Lessons Learned:** Need additional structure around command and control for flight mission oversight. Skydio recommends parachute deployment systems to mitigate ground impact and increase safety. Several other key takeaways have been developed in an internal debriefing and are being drafted into RTIC standard operating procedures.

Next Steps

- ✓ **Share outcomes from week-long pilot at the September Police Chiefs meeting.**
- ✓ Work with LE and Fire stakeholders to develop a regional vision.
 - **Develop a blueprint for how to begin to ramp up and build from the success of the 6-month RTIC program + this pilot week.**
 - This will include various options of technologies and recommendations.

Board Meeting Agenda Bill

Agenda Item 8.b

Meeting Date: 09/09/2025

Department: Purchasing and Fleet

Subject

Purchase of one (1) Pierce Enforcer Tractor Drawn Aerial Engine (aka a TDA or Tiller Ladder) for Discussion – Deputy Chief James Curtis

Prior Board Action:	February 2023 approval and funding for the Purchase of a Ladder Truck
Recommended Action:	For Discussion Only
Related Items:	Hughes Fire Purchase Agreement, Pierce Option List
Staff Contact:	Todd Anderson
Approval Signature:	Fire Chief Bob Eastman
Legal Review:	Not Required

Summary

This item seeks Board approval to reauthorize the purchase of a Pierce Ladder Truck. Pierce is unable to manufacture the previously specified Arrow XT TDA #JK346, which was approved in February 2023. Additionally, SCF operational needs have changed, and the new Pierce Enforcer TDA #DHE454 scope removes the previously optioned pump, tank, and waterway components.

This purchase is included in the apparatus replacement schedule for 2025. Payments for the purchase are, however, not expected to be made until the 2026 budget cycle. Per SCF policy, Board approval is required for this item due to the value of the new contract.

Discussion

The RFA schedules the replacement of all assets currently in service on the asset replacement schedules, the replacements are then funded in the annual budget process. The apparatus replacement schedule includes the purchase of one (1) Ladder truck. The current lead time for this Pierce TDA purchase is 11 to 13 months.

Equipment and Goods over \$150,000 are subject to Formal sealed bidding, require a PO or contract, and require Governing Board approval. Per RCW 39.34 in lieu of a formal sealed bid process the RFA

may enter into an Interlocal Cooperative Purchasing Agreement and “piggyback” onto a previously bid contract. Per Section 9.2 of the Purchasing Policy, H-GAC is an identified Cooperative Purchasing Group available to SCF. H-GAC was identified as the method of procurement most likely to return the best value to the RFA.

The vendor has offered a Chassis Progress Payment discount of \$19,340, with ~31% due three months prior to completion. Additionally, an Aerial Device Progress Payment discount of \$8,842 is available for ~21% due two months prior to completion. Finally, a Completion at the Factory discount of \$20,635 is available with the balance due prior to the apparatus leaving the factory.

Fiscal Impact

The purchase is fully funded in the 2025 Adopted Budget. If approved, the funding will be reauthorized in the 2026 Budget.

Recommendation

Staff recommends approval of the purchase of a Pierce Enforcer 107' Ascendant Tiller through the H-GAC bid/award process, Hughes #DHE454 with election of the Chassis Progress, Aerial Progress, and Factory Completion discounts, for \$2,240,718.

ATTACHMENTS:

[DHE454 Quote Hughes Pierce Tiller.pdf](#)



August 8, 2025

South Snohomish County Fire, WA
One (1) Enforcer 107' Ascendant Tiller DHE454
Build Location: Appleton, WI

Proposal Price	\$2,071,126.00	
Washington State sales tax @ 10.50%		217,468.23
Washington State motor vehicle tax @ 0.30%		6,213.38
Total Bid Price Including Sales Tax		\$2,294,807.61
Less chassis progress payment discount	(19,340.00)	
Less aerial device progress payment discount	(8,842.00)	
Less payment upon completion @ factory discount	(20,635.00)	
Subtotal including all pre-pay discounts	\$2,022,309.00	
Washington State sales tax @ 10.50%		212,342.45
Washington State motor vehicle tax @ 0.30%		6,066.93
Total Bid Price Including Pre-Pay Discounts & Sales Tax		\$2,240,718.38

Terms:

Price Expiration: The above pricing is valid until October 24, 2025.

Future Changes: Various state or federal regulatory agencies (e.g. NFPA, DOT, EPA) may require changes to the Specifications and in any such event any resulting cost increases incurred to comply will be added to the Purchase Price to be paid by the Customer and documented on a Change Order.

Component Price Volatility: Company shall not be responsible for any unforeseen price increase enacted by the suppliers of major components of the Product (including but not limited to engine, transmission, and fire pump) after the execution of contract or purchase order. Any price increase major components of the product will be passed through to the Customer and will be documented on a Change Order. Due to the uncertainty of the current Tariff situation, an adjustment to the above quoted price may be required prior to the listed expiration date.

Delivery: Based on Pierce's current delivery schedule the apparatus would be ready for delivery from factory within 11 to 13 months after contract execution or purchase order. Delivery is subject to change pending Pierce's delivery schedule at time of order. This time does not include any possible delays that may be caused by national disasters or pandemic.

Payment Terms:

a. If pre-payment discount options are elected, the following terms will apply:

i. Chassis Progress Payment Discount: The chassis progress payment in the amount of **\$644,655.00** will be due **three (3)** months prior to the ready for pick up from the factory date. If elected, an invoice will be provided 30 days prior to the chassis payment due date. If payment is not made when due the discount total will be added back to the final invoice.

ii. Aerial Device Progress Payment Discount: The aerial device payment in the amount of **\$442,082.00** will be due **two (2)** months prior to the ready for pick up from the factory date. If elected, an invoice will be provided 30 days prior to the aerial device due date. If payment is not made when due the discount total will be added back to the final invoice.

iii. Payment Upon Completion at Factory Discount: If elected, final payment is due prior to apparatus leaving the factory for delivery. If payment is not processed upon receipt of invoice the discount total will be required in addition to the invoice amount.

b. If pre-payment discount options are not elected standard payment terms will apply: Final payment will be due 30 days after the apparatus leaves the factory for delivery. If payment is not made at that time a late fee will be applicable.

c. Payments made for apparatus using a credit card will be applicable to a credit card convenience fee.

Change Orders: Changes processed after order placement will be processed per the following structure; deductions will be based on the option price at time of order placement, additions will be based on current pricing levels at time of change request.

Consortium Purchase: The proposal is based on the unit being purchased through H-GACBuy (Houston-Galveston-Area-Council Cooperative Purchasing Program) utilizing contract FS12-23 valid until 11/30/2027 with a registered End User member Interlocal Contract. It is the purchaser's responsibility to determine if the use of consortiums meets their purchasing requirements.

Performance Bond: A performance bond is not included in the above pricing.

Transportation: Transportation of the apparatus to be driven from the factory to the customers location is included in the above pricing. However, if permits are not obtainable, due to the weight of the apparatus, and the apparatus must be transported on a flat bed, additional Transportation charges will be the responsibility of the customer. We will provide pricing at that time if necessary. If customer elects to drive the apparatus from the factory, **\$11,000.00** may be deducted from the purchase price. If this option is elected payment in full and proof of insurance must be provided prior to leaving the factory and the customer is responsible for compliance with all state, local and federal DOT requirements including the driver possessing a valid CDL license.

Inspection Trips: Two (2) factory inspection trips for three (3) customer representatives and one (1) inspection trip for four (4) customer representatives is included in the above pricing. The inspection trips will be scheduled at a time mutually agreed upon between the manufacturer's representative and the customer, during the window provided by the manufacturer. Airfare, lodging and meals while at the factory are included. In the event the customer is unable to travel to the factory or the factory is unable to accept customers due to the restrictions caused by a national disaster or pandemic then the Dealership reserves the right to use forms of electronic media to accomplish the intention of the inspection trip. Every effort will be made to make the digital media as thorough as possible to satisfy the expectations of the customer. If the customer elects to forgo an inspection trip \$2,400.00 per traveler (per trip) will be deducted from the final invoice.

Cancellation: Cancellation requests after order submission may be subject to cancellation fees.

Acceptance of Proposal:

- a. If the customer wishes to purchase the proposed apparatus Hughes Fire Equipment will provide the Customer its form of Purchase Agreement for the Customer's review and signature.
 - b. If the Customer desires to use its standard form of purchase order as the Purchase Agreement, the purchase order is subject to review for any required revisions prior to acceptance.
 - i. Purchase orders must be addressed to Hughes Fire Equipment, Inc., 910 Shelley Street, Springfield, Oregon 97477.
 - ii. Purchase order must reference **"One (1) Enforcer 107' Ascendant Tiller DHE454 dated 08/08/2025."**
 - iii. Purchase order must include the following verbiage if a performance bond is elected, **"Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible."**
 - iv. Purchased order should reference, **"Purchased utilizing HGACBuy Contract FS12-23."**
 - v. Purchase orders must be signed and dated by authorized personnel.
-

By signing below you agree to purchase the above apparatus.

Customer Signature: _____

Date: _____

PO # (if applicable): _____

Proudly serving you, while you serve your communities since 1987

Board Meeting Agenda Bill

Agenda Item 8.c

Meeting Date: 09/09/2025

Department: Finance

Subject

Amendment to the Adopted 2025 Capital Fund Budget for Priority Facility Repairs – Assistant Chief Todd Anderson

Prior Board Action:	Approval of 2025 Budget
Recommended Action:	For discussion.
Related Items:	Draft Resolution for review
Staff Contact:	Todd Anderson
Approval Signature:	Fire Chief Bob Eastman
Legal Review:	Not Required

Summary

Staff is asking the Board to consider a resolution to amend the Capital Fund Budget to address six (6) Priority Facility Repairs/Replacement.

Discussion

The following projects were not previously identified during the 2025 Budget Approval Process and are considered a priority for replacement and repair.

- Fire Station 21
 - o With the recent change in deployment, a medic unit has been added. There is currently no exhaust extraction where the unit is parked. We need to add another leg to the Nederman exhaust extraction system.
 - o \$60,000
- Headquarters
 - o The electric boiler that feeds the heating system at HQ has reached its life expectancy. At an age of nearly 40 years, reliability is questionable, and key repair components are no longer available. HQ has been without heat on several occasions due to mechanical and electrical component failure.
 - o Project is in process now due to urgency
 - o \$75,000
- Fire Station 14
 - o The 30+ year old generator is unreliable and difficult to repair. Fixes to the 4.3L diesel engine are not cost-effective.
 - o \$36,000
- Fire Station 76
 - o This Station was originally built with no partition walls in the dorm rooms. This continues to create

uncomfortable working situations and privacy concerns.

- o \$300,000

- Fire Station 13

- o The flooring in common areas and dorms is severely worn and beyond its useful life. Bathrooms also need updated finishes (tile, partitions, fixtures), which can be addressed later.

- o \$22,000

- Fire Station 21

- o The flooring throughout the living quarters of the Station is severally warn and beyond its useful life. Some areas of the vinyl tiles are water damaged and beginning to delaminate from the concrete floor underneath. The carpet is also stained and torn in areas. The regularly scheduled maintenance and cleaning is futile at this point.

- o \$55,000

Fiscal Impact

Based on the preceding, staff is seeking a budget amendment for \$548,000 to be added to the Capital Fund (building reserve) to provide funding for these items.

Recommendation

Staff recommends the board discuss the proposed budget amendment, for the Capital Fund budget to provide funding for the six (6) 2025 Priority Facility Repairs. Resolution will be brought back to the next regular meeting.

ATTACHMENTS:

[Facilities Needs Budget Amend Res 2025 9.9.25.pdf](#)

SOUTH SNOHOMISH COUNTY FIRE & RESCUE REGIONAL FIRE AUTHORITY
RESOLUTION NO. XXXX

AMENDING THE MAJOR FACILITIES MAINTENANCE FUND BUDGET TO FUND
ADDITIONAL FACILITIES MAINTENANCE AND UPDATE NEEDS

WHEREAS, Chapters 52.16 and 52.26 of the Revised Code of Washington provide for the annual adoption of the SOUTH SNOHOMISH COUNTY FIRE & RESCUE REGIONAL FIRE AUTHORITY’S (the “RFA’s”) budget and subsequent amendments; and

WHEREAS, from time to time the adopted budget may need to be amended to respond to opportunities and emergent needs and can be amended by a majority vote of the Board of Commissioners; and

WHEREAS, the Administration has identified major facilities maintenance and update needs, and

WHEREAS, with this Resolution, the Board recognizes the aforementioned and in response desires to amend the adopted budget to authorize an additional position and recognize the additional expenditure resulting from the addition; therefore

BE IT HEREBY RESOLVED as follows:

1. Budget Amended. The adopted budget for 2025 is hereby amended as set forth in the table below.

	2025		
	Forecasted Beginning Fund Balance	Adopted Revenue	Amended Revenue
Fund Revenue			
Major Facilities Maint. Res.	23,534,354	1,008,144	1,008,144
	Adopted Expenditure	Amended Expenditure	Forecasted Amended Ending Fund Balance
Fund Expenditure			
Major Facilities Maint. Res.	2,015,000	2,563,000	21,979,498

ADOPTED by the Governing Board of Commissioners of SOUTH SNOHOMISH COUNTY FIRE & RESCUE REGIONAL FIRE AUTHORITY, at the regular meeting of such Board of Commissioners on the 6th day of May 2025; the following commissioners being present and voting:

by: _____
James K. Kenny, Chair

by: _____
Mark Laurence, Vice Chair

by: _____
Edward Widdis, Commissioner

by: _____
David F. Chan, Commissioner

by: _____
Chris Teofilak, Commissioner

by: _____
Micah Rowland, Commissioner

by: _____
Michael Fearnough, Commissioner

ATTEST: _____
Melissa Blankenship
Executive Assistant
to the Board of Commissioners