

SNOHOMISH COUNTY FIRE DISTRICT 4



1525 Avenue D, Snohomish, WA 98290

360-568-2141

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 4

RESOLUTION NO. 574

ORDER ESTABLISHING THAT FIRE DISTRICT #4 WILL NOT MAINTAIN A PUBLIC RECORDS INDEX

WHEREAS, RCW 42.56.070(3) requires that Snohomish Fire District #4 maintain and make available for public inspection an index of its public records created since 1973 or adopt an order that the creation of such an index would be unduly burdensome; and

WHEREAS, The Governing Board has previously determined by policy that creation of such an index would be unduly burdensome but now intends to formalize that policy decision into a formal order of the Governing Board that specifies the reasons why and the extent to which compliance with the record indexing requirement would unduly burden or interfere with Fire District #4 operations; and

WHEREAS, Fire District #4 creates and maintains a significant number of records on a regular basis in the conduct of business of Fire District #4; and

WHEREAS, Fire District #4's staff has compiled the attached memorandum (**Exhibit 1**) identifying the volume of Fire District #4 records and the estimated staff time and costs it would take to review the index of records; and

WHEREAS, The sheer volume of the records and the constant creation of records on an ongoing basis makes it difficult, if not impossible, to create and maintain a useful index; and

WHEREAS, Existing Fire District #4 staff all perform essential functions necessary to the operation of Fire District #4 and adding record review and indexing job duties to the existing workload would unduly burden and interfere with Fire District #4's core operations; and

WHEREAS, Based on budgetary limitations, and the Board's desire to provide fire protection and emergency medical services in the most cost effective manner, Fire District #4's staff believe it would be unduly burdensome to Fire District #4's operations and budget and would not be in the taxpayers' best interest to hire additional staff to create and maintain a record index given the above conditions.


NOW THEREFORE, BE IT RESOLVED, that the Governing Board of Fire District #4 approves the following Orders:

1. Fire District #4 shall maintain an index of Board Resolutions and Current Policies.
2. Pursuant to the Authority granted under RCW 42.56.070(4) it is hereby ordered that based on the recitals above and the recommendations of staff, Fire District #4 shall not establish a public records index as the creation and maintenance of such an index would be unduly burdensome and would interfere iwth

Adoption: ADOPTED by the Board of Commissioners of Snohomish County Fire Protection District No. 4 at an open public meeting of such Board on the 14th day of April 2025, the following Board Members being present and voting:



Chair



Commissioner



Commissioner



District Secretary



Resolution 574 – Appendix A

Public Record Index Analysis worksheet

In order to determine whether it would be unduly burdensome to create an index of the records Fire District #4 keeps in accordance with the requirements in RCW 42.56.070(3), Fire District #4 staff has conducted a review of the volume of Fire District #4 records that staff believes would fall under each category of records identified by the statute.

(a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;

Not Applicable.

(b) Those statements of policy and interpretations of policy, statute, and the Constitution which have been adopted by the agency;

See Exhibit 1

(c) Administrative staff manuals and instructions to staff that affect a member of the public;

See Exhibit 1

(d) Planning policies and goals, and interim and final planning decisions;

See Exhibit 1.

(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports, or surveys, whether conducted by public employees or others; and

See Exhibit 1.

(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

See Exhibit 1

Exhibit 1

Fire District #4 maintains extensive records relating to the operation of Fire District #4's emergency response and prevention activities and interactions with its taxpayers and residents. Fire District #4 regularly engages with the public through EMS, fire, public education and fire prevention. Fire District #4 generates and maintains substantial records related to these activities. Fire District #4 staff has compiled below a general summary of the types of records that would likely fall under the statutory categories identified in RCW 42.56.070(3).

The records identified below and additional records that may fall under the statutory categories contain over 1,450,000 electronic files consisting of over 1,268 GB of data and over 394 cubic feet of physical records (estimated to include over 591,000 separate records based on 2000 pieces of paper per cubic foot of storage). The sheer volume of records would require substantial staff time to review and index. Staff estimates that it would take a full time employee a minimum of 43 years (averaging review and indexing of 200 individual records per work day) to complete an index consistent with the statutory requirements.

Identified Record Types

1. **Board Meeting** minutes from 1942 to present day
2. **Board Resolutions** from 1942 through the present day.
3. **Polices** adopted from 2019 to present day.
4. **Staff Reports and Studies** dating from 1990 through the present day.
5. **EMS and Fire Reports** dating from 2014 through the present day.
6. **CAD Records** from 2016 through the present day.
7. **Communications Articles** from 1993 through the present day.
8. **Accounting Records** from 2016 through the present day.
9. **Purchase Authorizations** from 2021 through present day.
10. **Requests for Public Information** from 2023 through the present day.
11. **Public Records Destruction Logs** from 2012 through present day.
12. **Operational Fire Permits** (burn permits) dating from 2019 through the present day.
13. **Fire Investigation Records** dating back to 2018 through the present day.
14. **Fire Prevention Informational Sheets** on code specific topics from 2020 to present.
15. **Scheduling of Community and Public Education Events** from 2018 to present day.

16. **Vehicle Purchase and Fleet Inventory** 1992 to present day
17. **Accident and Safety Reports** from 2024 to present.
18. **Contracts & Agreements** from 1990 to present.
19. **Personnel & Training Records** from 1983 to present
20. **Correspondence** relating to the above records, since 1888.

