



Department Reports November 2025



Community Development Department

38624 SE River St. | P.O. Box 987
Snoqualmie, Washington 98065
(425) 888-5337

November 2025 Monthly Report

Permit Activity

Building	November 2025	YTD
Permit Applications	27	475
Permits Issued	12	401
Total Inspections	51	555

Planning	November 2025	YTD
Pre-Applications	2	11
Sign Permits	0	9

Boards and Commissions:

Planning Projects:

A pre-application meeting was held on 11/18 for a tenant improvement at Safeway.

A pre-application meeting is scheduled for 12/10 for an indoor recreational facility at 8304 Bracken PI SE.

Department News:

AB25-116 / Resolution 1734 passed stating the City's intent to update the 2024 Comprehensive Plan to meet the Conditional Certification requirements of the Puget Sound Regional Council (PSRC)

AB25-092 / Ordinance 1312 was adopted to update the Snoqualmie Valley School District's impact fees for 2026.

AB25-103 / Ordinance 1313 was adopted to amend SMC Title 19 Chapter 19.12 related to the Critical Areas.



Communications Division

Nicole Wiebe, Community Liaison

Social Media

- Facebook: 194K views; 10,457 followers (179 new)
- Instagram – 40.3K views; 4090 followers (61 new)
- Top Five Facebook Posts: Train Dreams (48.5K), Snoqualmie Winter Lights Save-the-Date (42.7K and 14.2K), Books & Bottles Ribbon Cutting Reel (12.8K), and Art Major Studios (10.6K)
- Top Three Instagram Posts: Train Dreams (5K), Snoqualmie Ice Cream Re-opening day (4.2K), and Parks Staff Installing Lights (4.2K)

Department Support & Initiatives

- Mayor: Ross Report, ribbon cuttings (Snoqualmie Ice Cream, Falls Ave Cookies, and Books & Bottles)
- Fire/OEM: Fire blotters.
- Police: Police blotters.

E-News

- Sent 2299 e-news emails.
- 769 subscribers.
- 5.8% click thru rate.

Community Outreach

- Lighting program underway, working with Parks Dept on installation.
- Snoqualmie Winter Lights Display Thanksgiving – New Years promotion and advertising campaign. Advertising with 425 Magazine (digital and print), Seattle's Child (digital, print, social media and website) and Encore Theater Program Ads (Village Theater, 5th Avenue and Encore stages).
- Partnered with Snoqualmie Inn to promote special holiday room rate.
- Partnered with Carousel to decorate and display holiday tree in gazebo.
- Attended and/or facilitated Historic Downtown Merchants Assn, Ridge Merchant Assn, and Arts Commission meetings.





Fire Department

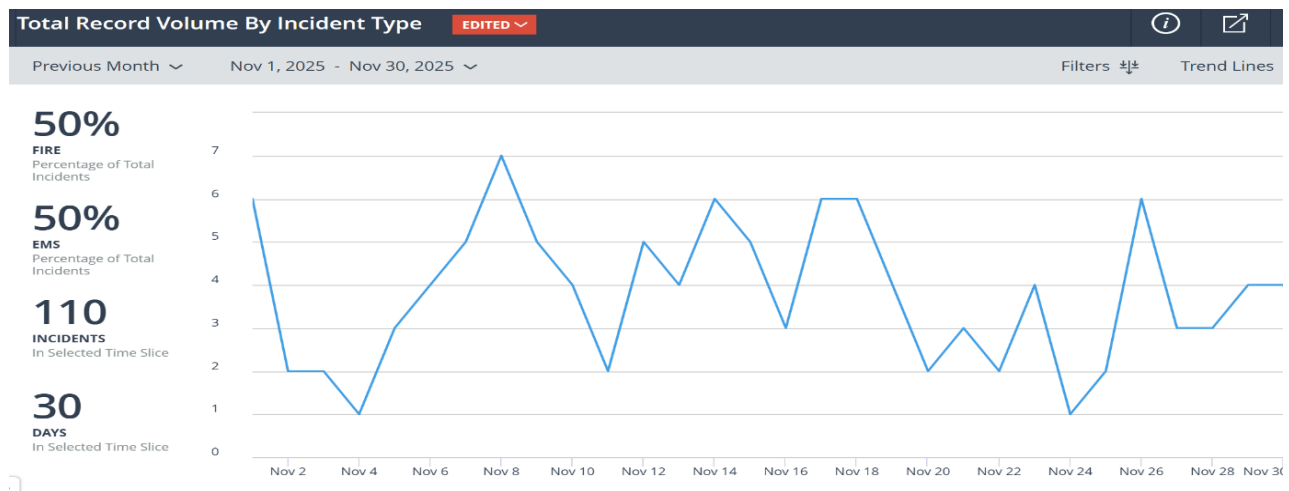
Mike Bailey, Fire Chief
City of Snoqualmie
37600 SE Snoqualmie Parkway
Snoqualmie, Washington 98065
(425) 888-1551 | www.snoqualmiewa.gov

Fire Department Activity November, 2025

Incident Count November, 2025

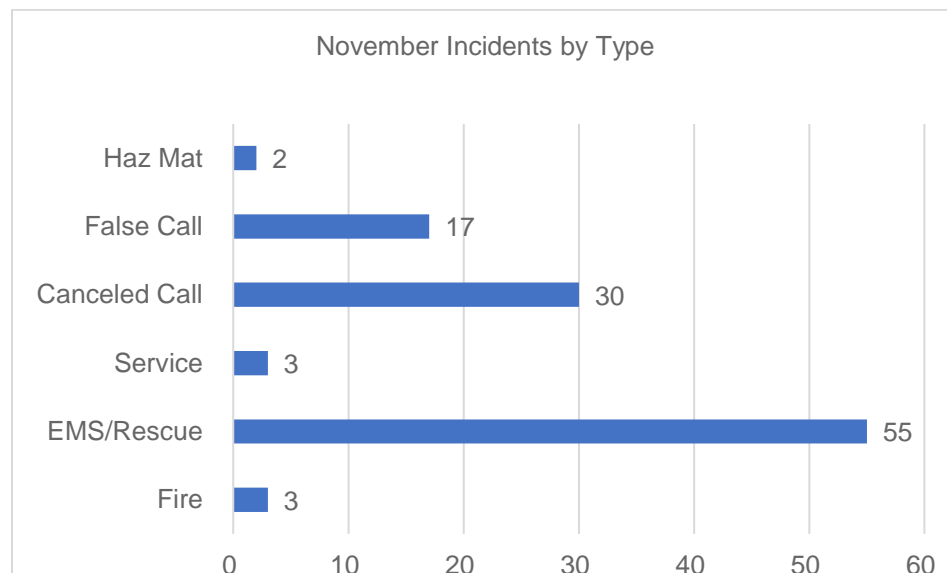
The Fire Department responded to 110 incidents in November. 50% of the incidents were for emergency medical services and 50% were fire or service-related incidents.

The following chart displays the incident count per day.



Incident Count by Type:

The following is a count breakdown of incidents by type.



Travel Time

For incidents within the city, the 90th percentile travel time for the first arriving unit responding in emergency mode was 7:28 seconds and is broken down as follows.

Type	0:00 - 3:59	4:00 - 7:59	8:00 - 11:59	12:00 - 15:59	16:00 - 29:59	30:00 +
Aid Car	12	12	2	0	0	0
Engine	8	11	1	0	0	0
Chief Officer	0	0	0	0	0	0
Total	20	23	3	0	0	0

For incidents outside the city, the 90th percentile travel time for the first arriving unit responding in emergency mode was 16:32 and is broken down as follows.

Type	0:00 - 3:59	4:00 - 7:59	8:00 - 11:59	12:00 - 15:59	16:00 - 29:59	30:00 +
Aid Car	0	2	6	1	1	1
Engine	1	6	6	6	1	1
Chief Officer	0	0	0	0	0	0
Total	1	8	12	7	2	2

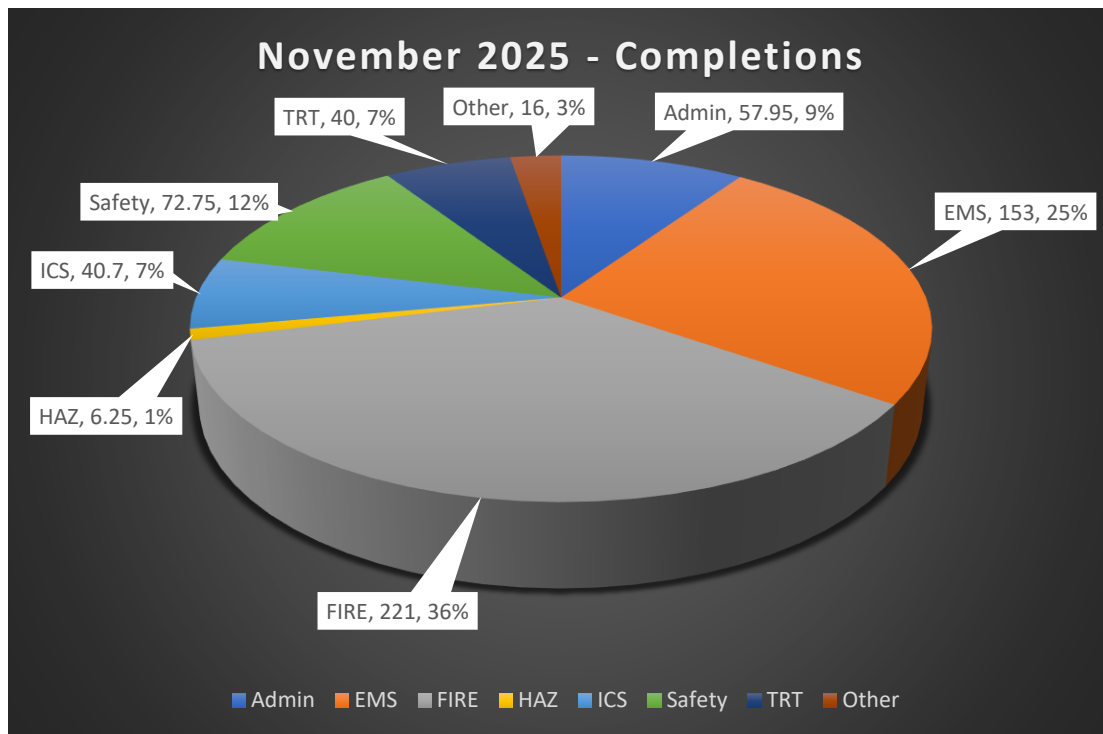
EMS Transports

The Fire Department responded to 55 EMS incidents in November and transported 20 patients to local hospitals. Patients were transported to Swedish Issaquah 5% of the time and Snoqualmie Valley Hospital 85% of the time. Of the transports, 3 originated from outside Snoqualmie's service area (North Bend 3, Fall City 0).

Hospital	Week 1	Week 2	Week 3	Week 4	Week 5	Total
Overlake Hospital	0	0	1	0	0	1
Snoqualmie Valley Hospital	0	5	4	5	3	17
Swedish/Issaquah	0	0	0	0	1	1
Other	0	0	0	1	0	1
Total	0	5	5	6	4	20

Training:

November brings with it the added challenge of being weather-dependent. Much of the training taking place is computer-based rather than physical. While this can lead to monotonous days, especially with administrative tasks, the crews have found ways to maintain their pace for the year. In November, crews trained on the newest fire apparatus, spinal mobility restrictions, and company-level evaluations, combined with search-and-rescue. Throughout the month, we achieved a 20% increase in training hours over last year, and we are now setting a record for the most hours completed in a single year. During this period, crews were focused on prepping our next two probationary firefighters for completion of their required training period and making sure they will be successful in their final testing during the month of December. In November, crews logged over 600 hours of training, focusing on fire suppression and rescue (36%), emergency medical services (25%), and safety training (12%). The following chart compares training hours by type.



(Admin=Administrative; Haz=Hazmat; ICS=incident command systems; TRT=Technical Rescue Training)

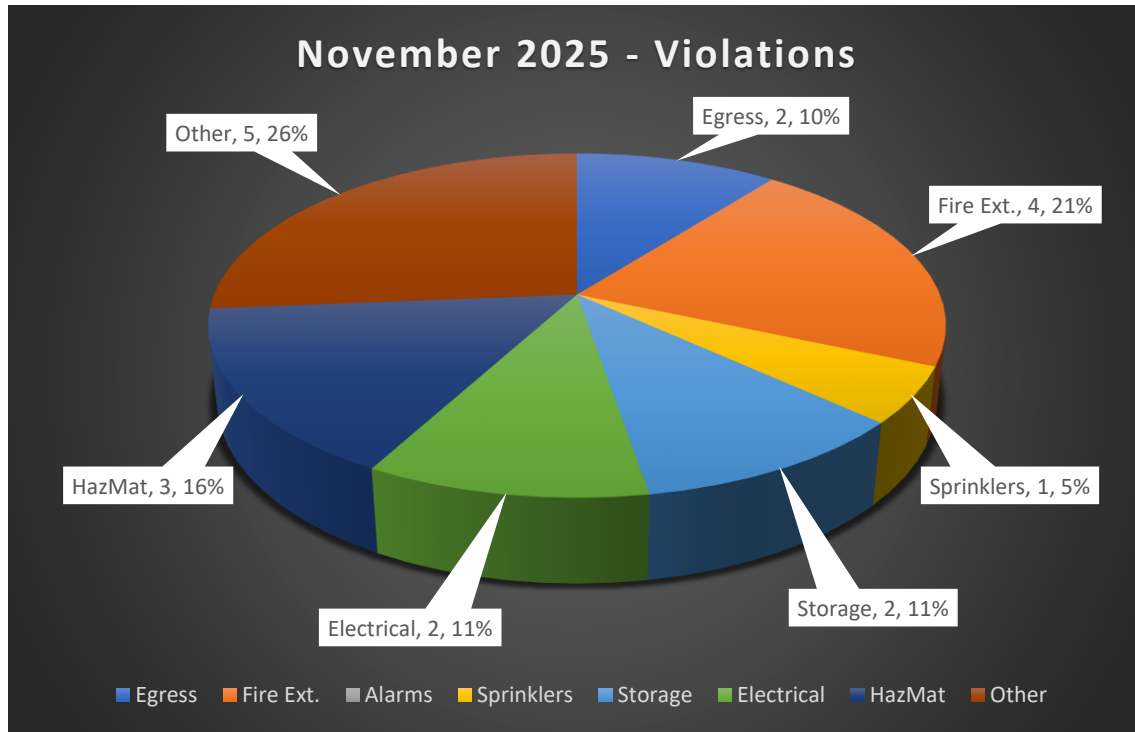
Training – Highlights/Major Topics:

- New apparatus orientation
- Incident Command System – Mid-Rise and Multi-Family Fires
- Rope Rescue
- Swiftwater Rescue operations
- Firefighter – Hose evolutions
- Firefighter – Ladder Evolutions
- Firefighter – Search and Rescue
- Safety – Firefighter line-of-duty death reviews
- LifePak AED Overview
- Epinephrine/anaphylaxis
- NARCAN/Opiate overdose
- Spinal Mobility Restriction
- Ropes and Knots

Community Risk Reduction

Inspections

In November, crews completed 16 occupancy inspections with 19 violations needing correction. The most common violations noted during this timeframe were related to fire extinguishers and miscellaneous hazards. These inspections consisted of business office locations, storefronts, public health, and schools. Due to increasing call volumes, crews are experiencing a need to rebalance priorities for completing administrative tasks. This is reducing the number of occupancy inspections being completed. Many of the completed inspections resulted in occupancies performing annual maintenance as prescribed by the code. The following chart is a breakdown of violations for November 2025:



Public Education

In November, public education and outreach reported the following activities:

- (2) City Staff First Aid CPR/AED Classes – 28 attendees, 8 Hours
- City Staff Bloodborne Pathogens training
- King County CPR Grant Planning

Volunteer Activity

During November, the following activity was recorded for the volunteer group:

- 22 Duty Shifts
- 32 Emergency Responses
- 342.5 Total hours spent volunteering

Volunteer Roster

- 11 EMS Responders
- 2 Special Service (non-responding)
- 1 Medical Leave



Human Resources Division

City of Snoqualmie
38624 SE River St. | PO Box 987
Snoqualmie, Washington 98065
(425) 888-8004 | www.snoqualmiewa.gov

MEMORANDUM

TO: Mayor Ross, Michael Chambless

FROM: Samantha Brumfield

DATE: December 1, 2025

SUBJECT: Employee Wellness and Safety Updates

On behalf of the Wellness and Safety Committees, I would like to inform you of this year's program accomplishments and goals for next year.

WELLNESS PROGRAM

The mission of the Employee Wellness Program is to support employees' health and well-being through policy, education, and activities. In support of that mission, the committee's primary focus this year was to offer activities that promoted physical activity and stress management. Some of our most well-attended events included the quarterly Wellness Walks, Pickleball, and the Chili Cookoff.

2025 Key Accomplishments:

- Earned the WellCity award with AWC, resulting in a 2% cost deduction in medical premiums for 2026
- Coordinated 13 wellness activities/challenges
- Engaged 54 employees (67%) in at least one qualifying wellness activity
- Following a wellness activity, 95% of surveyed employees said the activity improved their physical wellbeing
- Following a wellness activity, 79% of surveyed employees said the activity improved their mental wellbeing
- Following a wellness activity, 100% of surveyed employees said they enjoyed participating

Thank you to our 2025 Wellness Committee members:

- Chris Brown, Fire
- Theresa Tozier, Fire

- Nicole Wiebe, Communications
- Andy Latham, IT
- Scott MacVicar, Public Works
- Kim Johnson, HR
- Heather Florida, HR
- Sam Brumfield, HR

2026 Goals:

Our goals and areas of focus will be determined by results of the upcoming employee Health Needs Assessment survey.

SAFETY PROGRAM

The goal of the Safety Committee is to support safety in the workplace by reviewing reported accidents/injuries, evaluating accident investigations, and making safety improvement recommendations to Leadership.

In 2025, the committee reviewed 12 Employee Incident/Injury Reports. Two of those incidents resulted in the employee receiving first aid and/or visiting a health care provider, as well as submitting an L&I claim. Each incident seemed to have occurred in isolation, and the committee found no pattern of hazards. The following is a breakdown of incidents/injury reports by department:

- Public Works: 5
- Police: 4
- Fire: 2
- Administration: 1

2025 Key Accomplishments:

- Supported the rollout of the first-ever citywide Safety Manual
- Updated the emergency evacuation route maps posted throughout City Hall
- Coordinated a Building Safety training for all City Hall employees, which included emergency evacuation routes, fire extinguisher and AED training
- Created a grab-and-go emergency clipboard with staff phone numbers and emergency contacts for each floor of City Hall
- Created signage for panic buttons at City Hall to make them more visible to staff
- Organized a fire drill at City Hall
- Created a citywide Bloodborne Pathogens exposure report form
- Completed a safety assessment of the Public Works main building
- Created clear communication for employees on who to contact for snow clearing at City Hall
- Published digital and physical Safety Committee minutes for all employees to read
- Supported the transition away from a Cintas contract by tracking or ordering first-aid supplies in each City building

Thank you to our 2025 Safety Committee members:

- Ashley Orre, Community Development
- Andy Latham, IT
- Chris Brown, Fire
- Miles Dewar, Finance
- Becky Buelna, Finance
- Max Bostick, Police
- Austin Hilton, Public Works
- Kim Johnson, HR
- Sam Brumfield, HR

2026 Goals:

- Grow Safety Committee representation from Public Works department
- Host at least one citywide safety training for employees
- Create a high-level building checklist for safety audits
- Implement rotating safety audits for each City building
- Roll out a seasonal safety campaign

Thank you for your continued support of these programs. We look forward to continuing our work in 2026!



IT Department

City of Snoqualmie
38624 SE River St. | P.O. Box 987
Snoqualmie, Washington 98065
(425) 888-8010 | www.snoqualmewa.gov

November 2025

Dear City Council,

The IT Department continues to be busy with preparations on several IT Department projects and tasks for other departments. We are continuing to be responsive to requests for support and the cases are being resolved in a timely manner.

Here are some updates for the month of November:

- City Hall's cloud VOIP phone system upgrade is tentatively scheduled for the week of December 15th depending on phone shipments and scheduling the phone number porting to a new carrier.
- We have received the new servers and started preparing them for migration of virtual servers to them. Our goal is to have the migration complete by the end of December to early January barring any surprises.
- The all-staff online cybersecurity training has been completed by most of the staff. There are about 6-7 people that should complete it by the next update. Don't forget to complete your training!
- We have begun the deployment of new cybersecurity procedures with one of our departments and will move forward one department at a time to ensure smooth implementation.
- The AI Policy draft has been shared with Department Heads and bargaining partners. Stay tuned for more information.
- We have started work with Finance in moving data from one system to our current ERP to create efficiencies and reduce error.

We will have more details on upcoming and ongoing projects in future updates:

- Simplifying our service desk to better serve our users. We will begin this work in full force in 2026. We will be looking at multiple products to replace the current system.
- Operating System Upgrades continue to move forward. Only a few systems left!
- Building new processes for Asset Management that is proactive. This work we be done at the same time as
- Backup systems upgrades and refresh.

Thank you for your continued support of the IT Department!



PARKS & PUBLIC WORKS DEPT.

Jeff Hamlin, Director
38194 SE Millpond Road
Snoqualmie, WA 98065

425.831.4919 | jhamlin@snoqualmiewa.gov

Monthly Report – November 2025

Public Works General/CIP Projects:

Fall/Winter Operations: Crews are currently moving into winter operations mode. Crews are sweeping up the last of the fall leaves and getting parks buttoned up for the winter season. Winter storm preparedness and off-season projects are beginning.

Tyler Munis Implementation: Parks and Public Works has processed approximately 1,600 separate work orders in the last month.

Utility Rate Study: PPW staff have begun work on the General Facility Charges (GFCs) rates, which are anticipated to be completed early next year.

Road Maintenance and Repair: Public Works are planning in the next few weeks to install flashing beacons at the cross walks around the high school to improve visibility and reduce traffic speeds. Engineering is currently working on paving, utility infrastructure, and road maintenance projects for next summer.

Splashpad: The Splashpad operating season has come to an end for this year. The facility has been winterized and a few maintenance projects will soon begin. A pole mounted security camera will be placed in early December at a central location to monitor the splashpad, skatepark, and restroom facilities. Public Works will also begin a drainage project around the pad to mitigate the muddy conditions experienced this summer.

Water Reclamation Facility Phase 3: Performance testing and commissioning are expected to take approximately 60 days, at which time the project will be completed.

Reclaimed Irrigation Reservoir: Work continues at the project site with construction of the concrete reservoir and irrigation pump station facility. The floor, walls and columns have been finished, and crews are getting ready to pour the top slab. Project completion is anticipated on or before June 30, 2026.

River Trail: Construction has begun on the new River Trail project with clearing and grubbing activities. Project completion is anticipated for early 2026.

Sandy Cove Bank Stabilization: PPW plans to advertise the project for bid in late January 2026. Work will likely begin onsite in the Spring and continue through most of the summer fish window months. Project completion is anticipated for Autumn 2026.

Staffing: PPW is currently interviewing for a new Parks and Streets technician to backfill Dalton Hawk's promotion to Parks Lead.

Wastewater Division

- Winterized systems for cold weather months
- Rebuilt treatment plant RAS pump
- Maintained 100% permit compliance through November
- Finalize work on NPDES Discharge permit renewal applications for both outfalls and submit to Ecology for review by December 31st.
- Complete required training for 2025
- Complete audit of PSE meters for Sewer utility
- Complete Training and Memo to Finance Regarding Casino Agreement
- Staffing shortage of 120 hours for approved leaves

Water Division

- Routine DOH reporting and sampling
- Routine Meter repairs
- Interviewed and hired Jaeger Maxfield, including onboarding and training
- Backflow door hangers distributed to community – testing rate up to 85%
- Started replacing irrigation controllers as part of larger system upgrades
- Started repairing hydrants on Fairway
- Repair broken actuator valve shafts at NWTP backwash
- Repair auto flusher on Kendall Peak
- EOC training
- Bias/Harassment training
- Routine Valve turning/exercising
- Routine Leak detection survey

Parks & Streets Division:

Parks Maintenance

- Fall cleanup of Parks. Keep parks free and clear of leaves and debris.
- Complete holiday light installation.
- Re-gravel surfacing on Ironwood Park Trail
- Major landscape maintenance on clock tower bed
- Split rail fence repair at Bybee Park and Satterlee Park

Splashpad Operations:

- Winterize Splashpad
- Install security pole and camera system for splashpad, skatepark and restroom facilities.

Streets Maintenance

- Street sweeping downtown/ Snoqualmie Ridge

- Handicap signs install at Jeanne Hansen parking lot
- Snowplow operation planning.
- Equipment / traffic sign organizing
- Organize upper shop yard
- Continue downtown alley maintenance
- Continue Street Sweeping all areas
- Install crosswalk Rapid Flashing Beacons near high school

Fleet & Facilities Division:

Fleet

- 113 work orders completed
- 87 preventive maintenance service tasks complete
- Police Vehicle #130 rear hatch repair (Accident on 405)
- Surplus/auction American LaFrance Fire truck.
- 38 invoices coded and input into asset billing
- 74,120 total miles driven
- Support tree lighting event

Facilities

- Continue to diagnose HVAC issues in city hall server room
- Several City Hall office moves/relocations
- Add additional gun storage to Police Dept evidence room
- Assist with Halloween décor and then again for Christmas tree at gazebo
- Clean clogged gutters (leaf season)
- Fire station HVAC control valve replacement (individual zone control valves)
- Support Tree lighting event

Stormwater & Urban Forestry Division

Forest Management:

- Successful Green Snoqualmie Event on Saturday, November 22nd. 9 participants and 150 trees and shrubs planted.

Stormwater:

- Finished all Stormwater Pond and Swale Inspections for 2025.
- Continued required pond maintenance, including:
 - 2 Ponds maintained for vegetation clearance: Jacobia E2 required large amounts of tree and shrub removal and chipping.
 - Repaired fencing at 1 Pond with DOC (see DOC report below).

Street Trees:

- Pruned 95 trees: Silent Creek, Bybee, Hancock, Jacobia and Klaus

Resident and In-House Requests:

- 20 new requests in November

- 28 completed requests
- 20 active requests currently still In Progress or On Hold.

Department of Corrections: 9 Workdays

- Vegetation Clearance on 2 ponds for required maintenance.
 - Chipped vegetation that was cut at 5 different ponds
- Fence repair at 1 pond. 1 post and 3 rails
- PPW Ground Maintenance: 2 Days of blowing leaves and debris.
- Mulched entire fruit tree orchard.

Trail Maintenance:

- Entire trail system maintained after 2 windstorms.
- Blew leaves off trail bridges

Tree Risk/Hazard Tree Removal:

- Removed 5 hazard trees
- Scheduled 12 others for 12/8 and 12/9.

Training:

- Cybersecurity training
- First Aid Training



Snoqualmie Police Department

Gary Horejsi, Interim Chief of Police

34825 SE Douglas St. | PO Box 987

Snoqualmie, Washington 98065

(425) 888-3333 | ghorejsi@snoqualmiewa.gov

November 2025

Calls for Service

	Oct 2025	Nov 2025	Nov 2024
Snoqualmie	513	562	530
North Bend	358	336	392

Average Response Times (in minutes & seconds)

Nov	Priority 1	Priority 2	Priority 3
Snoqualmie	2:31	2:13	3:33
North Bend	4:00	3:43	4:24
Oct			
Snoqualmie	2:22	1:38	3:23
North Bend	5:32	3:25	4:41

Priority 1: Weapons Offense / DV Physical / Aslt/Burg In-Prog

Priority 2: Calls that involve a serious crime or incident with potential for violence or escalation but not necessarily an immediate threat to life.

Priority 3: High priority but not an immediate threat.

Thefts	Oct 2025	Nov 2025	Nov 2024
Snoqualmie	12	7	10
North Bend	11	10	9
Vehicle Prowls	Oct 2025	Nov 2025	Nov 2024
Snoqualmie	6	2	4
North Bend	1	2	3
Vehicle Thefts	Oct 2025	Nov 2025	Nov 2024
Snoqualmie	1	3	1
North Bend	2	5	2

Arrests

	2025		2024	
	Nov	YTD	Nov	YTD
Snoqualmie	20	154	11	164
North Bend	14	172	12	193

Crisis Intervention Contacts

	2025		2024	
	Nov	YTD	Nov	YTD
Snoqualmie	5	32	4	315
North Bend	2	15	1	15

Public Records Requests

Nov 2025	39
2025 YTD	559

Staffing

Command Staff – Vacancies: 1 (Chief).

Patrol – Vacancies: 8 (7 Patrol Officers & 1 Sergeant).

Support/Administrative Staff – Vacancies: 2 (Police Support Officer & Mental Health Professional).

North Bend – Snoqualmie met the contractual required shift coverage of the May 2025 Interim Agreement between Snoqualmie and North Bend.

Upcoming Community Events

Dec 6 – Snoqualmie Winter Lights – Tree Lighting (Railroad Park & Centennial Log Pavilion, SNO)

Dec 6 – Santa Breakfast (Mt. Si Senior Center, NB)

Dec 6 – Si View Holiday Bazaar (Si View Community Center, NB)

Dec 6 – Holly Days Winter Festival and Tree Lighting (downtown NB)

Dec 7 – Shop with a Cop (SNO @ Target Issaquah)

Dec 10 – Meet Up with Mayor Miller (Bread & Bone NB)

Dec 14 – Visits with Santa (Mini Treehouse, SNO)