

**WOODINVILLE FIRE & RESCUE**

Tuesday, June 1, 2021

**REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS**

Commissioner Collins called the virtual meeting to order at 4:00 p.m. Roll call was taken and was as follows:

**Roll Call**

Commissioner Collins (Chair)  
Commissioner van Veen  
Commissioner Halbert  
Commissioner Osgood  
Commissioner Millman

**Staff**

Fire Chief Greg Ahearn  
Chief Administrative Officer Joan Montegary  
Board Secretary Nicole Frisch

**Absent**

Interim Deputy Chief Doug McDonald

**Consideration and Approval of Agenda in Content and Order**

Board Chair Collins requested to add "Washington State Auditor Interagency Agreement" as Item 3.

Commissioner Osgood requested to add "Withdraw from Northshore Administrative Services Contract" as Item 4.

***MOTION:*** Commissioner Osgood moved to approve the agenda as amended. The motion was seconded by Commissioner van Veen. The motion passed, 5-0.

**Public Comment**

Peter Briner, President IAFF Local 2950.

**1. July Meeting Date**

Regular Board of Fire Commissioners meetings will be moved to 5:00 p.m. on the second Tuesday of the month starting July 13, 2021 through January of 2022.

**2. Staff Report 21-003 – Department of Natural Resources Interagency Agreement (attached hereto)**

CAO Montegary presented the Staff Report that is attached hereto.

**MOTION:** *Commissioner Halbert moved that the Board of Fire Commissioners authorize the Board Chair to sign the Department of Natural Resources Interagency Agreement as presented. The motion was seconded by Commissioner Millman. The motion passed, 5-0.*

**3. Washington State Auditor Interagency Agreement (attached hereto)**

CAO Montegary presented the Washington State Auditor Interagency Data Sharing Agreement.

**MOTION:** *Commissioner Halbert moved that the Board of Fire Commissioners authorize the Board Chair to sign the Washington State Auditor Interagency Agreement as presented. The motion was seconded by Commissioner van Veen. The motion passed, 5-0.*

**4. Withdraw from Northshore Administrative Services Contract**

The Board discussed next steps. Commissioner Millman volunteered to establish a subcommittee and nominated Commissioner van Veen.

**MOTION:** *Commissioner Millman moved to establish a subcommittee to explore Woodinville Fire & Rescue's options going forward. The motion was seconded by Commissioner Halbert. The motion passed, 4-0 with Commissioners van Veen, Halbert, Millman, and Collins voting in favor, and Commissioner Osgood voting against.*

**5. Board Rules of Procedure Discussion (attached hereto)**

The Board discussed the proposed changes to the Commissioner compensation process in the Board Rules of Procedure.

**MOTION:** *Commissioner Millman moved to update the Board Rules of Procedure as presented. The motion was seconded by Commissioner Halbert. The motion passed, 4-0 with Commissioners van Veen, Halbert, Millman, and Collins voting in favor, and Commissioner Osgood voting against.*

**6. Fire Chief's Report (attached hereto)**

Chief Ahearn presented the Fire Chief's Report as attached hereto.

Chief Ahearn and CAO Montegary left the meeting to join the Northshore Board of Fire Commissioners regular meeting at 5:01 p.m.

**7. Consent Agenda (attached hereto)**

- a. Approval of Minutes from the May 4, 2021 regular meetings.
- b. Approval of Payroll Voucher ACH 21-9 for \$348,230.28 and ACH 21-10 for \$470,697.38
- c. Approval of General Vouchers for \$24,163.37, \$43,485.27, and \$48,192.15

**MOTION:** Commissioner van Veen moved that the Board of Fire Commissioners approve the Consent Agenda as presented. The motion was seconded by Commissioner Millman. The motion passed, 5-0.

**8. Reports and Requests from the Commissioners/Good of the Order**

None.

**9. Adjournment**

**MOTION:** Commissioner van Veen moved to adjourn the meeting. The motion was seconded by Commissioner Halbert. The motion passed, 5-0.

**The meeting adjourned at 5:08 p.m.**

Nicole Frisch  
Nicole Frisch, Board Secretary

Derek van Veen  
Derek van Veen, Commissioner, Position 1

Doug Halbert  
Doug Halbert, Commissioner, Position 2

Tim Osgood  
Tim Osgood, Commissioner, Position 3

*Mike Millman*

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Mike Millman, Commissioner, Position 4

*Roger Collins*

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Roger Collins, Commissioner, Position 5



## Woodinville Fire & Rescue

### REGULAR MEETING **SPECIAL TIME** OF THE BOARD OF FIRE COMMISSIONERS

**Tuesday, June 1, 2021**

**4:00 p.m.**

Meeting will be held virtually, via Zoom. Use the link below to attend live.

<https://us02web.zoom.us/j/84673367056?pwd=VUNWTUFKdDVESzhjejZUNEdheDV0dz09>

To listen live, call 253-215-8782 and enter the Meeting ID and Password.

Meeting ID: 846 7336 7056

Passcode: 057233

### **AGENDA**

Call to Order/Roll Call

Approval of Agenda in Content and Order

Public Comments (Please submit public comment via email to [NFrisch@wf-r.org](mailto:NFrisch@wf-r.org) at least one hour prior to start of meeting. Please limit comments to three minutes.)

#### **Board Business Items**

1. July Meeting Date
2. Staff Report 21-003 – Department of Natural Resources (“DNR”) Interagency Agreement
3. Washington State Auditor Interagency Agreement
4. Withdraw from Northshore Administrative Services Contract
5. Board Rules of Procedure Discussion
6. Fire Chief’s Report
7. Consent Agenda
  - a. Approval of Minutes from the May 4, 2021 Regular Meeting
  - b. Approval of Payroll Vouchers
  - c. Approval of Capital and General Vouchers
8. Reports and Requests from the Commissioners/Good of the Order
9. Adjournment

# Woodinville Fire & Rescue



## M E M O R A N D U M

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DATE: June 1, 2021

TO: Roger Collins, Chair  
Board of Fire Commissioners

FROM: Joan S. Montegary, Chief Administrative Officer *jsm*

**SUBJECT: Staff Report 21-003  
Department of Natural Resources (“DNR”) Interagency Agreement**

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### **Background**

In 2019, Woodinville Fire & Rescue (the “District”) entered into an Interagency Agreement with DNR to provide wildland firefighters and equipment to wildland fire incidents when requested by DNR South Puget Sound Region Dispatch Center through Resource Order. This agreement is referred to as a Forestland Response Agreement (“FLRA”). The FLRA remains in effect through June 10, 2024.

The purpose of the attached DNR agreement is to provide a mechanism for the District to dispatch IMT members, supplies, and equipment to non-wildland incidents and defines DNR’s procedure to pay and reimburse the District. Like the FLRA, this agreement sets forth the terms for reimbursement to the District, insurance requirements, and records maintenance requirements for both parties. The FLRA takes precedence over this new agreement in the case of wildland incidents.

### **Fiscal Impact**

It is anticipated that the District would be reimbursed for most, if not all, expenses incurred for deploying District personnel and equipment under the DNR Interagency Agreement.

### **Requested Action**

Staff recommends that the Board authorize the Board Chair to sign the DNR Interagency Agreement as presented.

***District counsel has reviewed the DNR Interagency Agreement and approves it as to form.***

*Attachment*

*/jsm*

**PROPOSED MOTION**

I move that the Board of Fire Commissioners authorize the Board Chair to sign the Department of Natural Resources Interagency Agreement as presented.



**INTERAGENCY AGREEMENT**  
**DEPARTMENT OF NATURAL RESOURCES (DNR) and**  
**Woodinville Fire & Rescue**  
**NO. Enter agreement number**

PI: 221, 222, 223, 224  
Funding Source: State

This Agreement is made and entered into between the Washington State Department of Natural Resources, hereinafter referred to as DNR, and the below named District/Regional Fire Authority/Department hereinafter referred to as Woodinville Fire & Rescue.

DNR and Woodinville Fire & Rescue enter into this agreement under Chapter 39.34, Interlocal Cooperation Act.

Woodinville Fire & Rescue  
P.O. Box 2200  
Woodinville, WA 98072-2200  
Phone: 425-483-2131  
FAX: 425-486-0361  
Email: [jmontegary@wf-r.org](mailto:jmontegary@wf-r.org)

**IT IS MUTUALLY AGREED THAT:**

**1.0 Purpose.** The limited purpose of this Agreement is for Woodinville Fire & Rescue to provide employees, referred to as single resources, equipment, material and/or services in support of wildfire or other emergency response and to establish DNR's payment and reimbursement procedures to Woodinville Fire & Rescue for providing such single resources, equipment material and/or services. Dispatches under this agreement are limited to the State of Washington, unless the single resource is rostered on a Pacific Northwest Incident Management Team (IMT) type 1, 2 or 3.

Agreement No. Enter agreement number



**2.0 Scope of Work.** Woodinville Fire & Rescue shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to perform work set forth in the Attachment A – Scope of Work.

**3.0 Period of Performance.** The period of performance of this Agreement shall begin on July 1, 2021, and end on June 10, 2024, unless terminated sooner as provided herein.

**4.0 Billing Procedures.** Woodinville Fire & Rescue shall submit invoices within sixty (60) days of the last date of demobilization. Payment for approved goods and/or services will be made by check, warrant or account transfer within 30 days of receipt of the invoice and required documentation. Upon expiration of the Agreement, invoices shall be paid, if received within 30 days after the expiration date. However, invoices for all work done within a fiscal year must be submitted within 30 days after the end of DNR’s fiscal year, which is June 30th.

Each invoice submitted to DNR shall include information needed by DNR to determine the actual expenditures to be reimbursed and exact nature of all approved expenditures for services provided. Invoices & billing packages shall be prepared according to the requirements outlined in Attachment A.

**5.0 Records Maintenance.** Woodinville Fire & Rescue shall maintain books, records, documents and other evidence, to sufficiently document all direct and indirect costs incurred by Woodinville Fire & Rescue in providing the services. These records shall be available for inspection, review, or audit by personnel of the DNR, other personnel authorized by the DNR, the Office of the State Auditor, and federal officials as authorized by law. Woodinville Fire & Rescue shall keep all books, records, documents, and other material relevant to this Agreement for ten years after agreement expiration. The Office of the State Auditor, federal auditors, and any persons authorized by the parties shall have full access to and the right to examine any of these materials during this period.

Records and other documents in any medium furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose this material to any third parties without first notifying the furnishing party and giving it a reasonable opportunity to respond. Each party will use reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

**6.0 Rights to Data.** Unless otherwise agreed, data originating from this Agreement shall be ‘works for hire’ as defined by Title 17 U.S.C., Section 101 and shall be owned equally by DNR and Woodinville Fire & Rescue. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to use, copyright, patent, register and the ability to transfer these rights.

**7.0 Independent Capacity.** The employees or agents of each party who are engaged in performing this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

**8.0 Amendments.** This Agreement may be amended by mutual agreement of the parties. Amendments shall be in writing and signed by personnel authorized to bind each of the parties.

**9.0 Termination for Convenience.** Either party may terminate this Agreement upon 30 calendar days' prior written notice to the other party. If this Agreement is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**10.0 Termination for Cause.** If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of the terms and conditions, the aggrieved party will give the other party written notice of the failure or violation. The aggrieved party will give the other party 15 working days to correct the violation or failure. If the failure or violation is not corrected within 15 days, the aggrieved party may immediately terminate this Agreement by notifying the other party in writing.

**11.0 Disputes.** If a dispute arises, each party will make a good faith effort to resolve issues at the lowest possible level in their respective agencies. If they cannot resolve an issue, they will elevate the issue within their respective chains of command to resolve it.

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall evaluate the facts, Agreement terms, applicable statutes and rules, and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on both parties. The cost of resolution will be borne as allocated by the Dispute Board. Alternatively, the parties may pursue a third party dispute resolution as the parties mutually agree to in writing.

**12.0 Governance.** This contract is entered into by the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

If there is an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- (1) Applicable federal statutes and rules;
- (2) State of Washington statutes and regulations
- (3) Scope of Work; and
- (4) Any other provisions of the agreement, including materials incorporated by reference.

**13.0 Assignment.** The work to be provided under this Agreement and any claim arising from this Agreement cannot be assigned or delegated in whole or in part by either party, without the express prior written consent of the other party. Neither party shall unreasonably withhold consent.

**14.0 Waiver.** A party that fails to exercise its rights under this agreement is not precluded from subsequently exercising its rights. A party's rights may only be waived through a written amendment to this agreement.

**15.0 Severability.** The provisions of this agreement are severable. If any provision of this Agreement or any provision of any document incorporated by reference should be held invalid, the other provisions of this Agreement without the invalid provision remain valid.

**16.0 Responsibilities of the Parties/Indemnification.** To the fullest extent permitted by law, Woodinville Fire & Rescue shall indemnify, defend (with counsel acceptable to DNR), and hold harmless DNR, its officials, agents, and employees, from and against all claims arising out of or resulting from the performance of the Agreement. "Claim" as used in this Agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorneys' fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. Woodinville Fire & Rescue's obligation to indemnify, defend, and hold harmless includes any claim by Woodinville Fire & Rescue's employees, representatives, any subcontractor or its employees, or any third party.

However, Woodinville Fire & Rescue shall not indemnify, defend, or hold harmless DNR, its officials, agents, and employees for claims caused by or resulting from the sole negligence of DNR, its officials, agents, and employees and in the event of concurrent negligence by (1) Woodinville Fire & Rescue, its agents, employees, representatives, any subcontractor or its employees, or any third party and (2) DNR, its officials, agents, and employees, then Woodinville Fire & Rescue's obligation to indemnify, defend, and hold harmless DNR, its officials, agents, and employees shall be valid and enforceable only to the extent of Woodinville Fire & Rescue, its agents, employees, representatives, any subcontractor or its employees, or any third party's share of any concurrent negligence.

Woodinville Fire & Rescue waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless DNR and its officials, agents or employees.

**17.0 Insurance.** Before using any of said rights granted herein and at its own expense, Woodinville Fire & Rescue shall purchase and maintain, the insurance described below for the entire duration of this Agreement. Failure to purchase and maintain the required insurance may result in the termination of the Agreement at DNR's option.

All insurance provided in compliance with this Agreement shall be primary as to any other insurance or self-insurance programs afforded to, or maintained by, the State of Washington, Department of Natural Resources.

Woodinville Fire & Rescue shall provide DNR with certificates of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this Agreement before using any of said rights granted herein. The description section of the certificate shall contain the Contract Number and the name of the DNR Project Manager. Woodinville Fire & Rescue shall also provide renewal certificates as appropriate during the term of this Agreement.

Woodinville Fire & Rescue shall include all subcontractors and agents as insured under all required insurance policies or shall provide separate certificates of insurance for each subcontractor or agent. Failure of Woodinville Fire & Rescue to have its subcontractors and agents comply with the insurance requirements contained herein does not limit Woodinville Fire & Rescue's liability or responsibility.

**INSURANCE TYPES & LIMITS:** The limits of insurance, which may be increased by State, as deemed necessary, shall not be less than as follows:

Commercial General Liability (CGL) Insurance: Woodinville Fire & Rescue shall purchase and maintain commercial general liability insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the general aggregate limits shall be at least twice the "each occurrence" limit, and the products-completed operations aggregate limit shall be at least twice the "each occurrence" limit. All insurance must cover liability arising out of premises, operations, independent contractors, products completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another party assumed in a business contract) and contain separation of insured (cross-liability) condition.

Employer's liability ("Stop Gap") Insurance: Woodinville Fire & Rescue shall purchase and maintain employer's liability insurance and if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident and \$1,000,000 each employee for bodily injury by disease.

Business Auto Policy (BAP) Insurance: Woodinville Fire & Rescue shall purchase and maintain business auto insurance and if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 per accident, with such insurance covering liability arising out of "Any Auto". The policy shall be endorsed to provide contractual liability coverage and cover a "covered pollution cost or expense." Woodinville Fire & Rescue waives all rights of subrogation against State for the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

Industrial Insurance (Workers Compensation): Woodinville Fire & Rescue shall comply with Title 51 RCW by maintaining workers compensation insurance for its employees. Woodinville Fire & Rescue waives all rights of subrogation against State for recovery of damages to the extent they are covered by Industrial Insurance, employer's liability, general liability, excess, or umbrella insurance. Woodinville Fire & Rescue waives its Title 51 RCW immunity to the extent it is required by its indemnity obligation under this Agreement.

#### **ADDITIONAL PROVISIONS:**

Additional Insured: DNR, its officials, agents, and employees shall be named as additional insured by endorsement on all general liability, excess, and umbrella insurance policies.

Cancellation: DNR shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications.

1. Insurers subject to Chapter 48.18 RCW (Admitted and Regulated by the Insurance Commissioner): The insurer shall give the State 45 days advance notice of cancellation or nonrenewal. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.
2. Insurers subject to Chapter 48.15 RCW (Surplus Lines): The State shall be given 20 day advance notice of cancellation. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.

Insurance Carrier Rating: All insurance shall be issued by companies admitted to do business in the State of Washington and have a rating of A-, Class VII, or better. Any exception must be reviewed and approved by the DNR Risk Manager or the DNR Contracts Manager, in the Risk Manager’s absence. If an insurer is not admitted to do business in the State of Washington, all insurance policies and procedures for issuing the insurance policies must comply with Chapters 48.15 RCW and 284-15 WAC.

Self-Insurance: If Woodinville Fire & Rescue is self-insured, evidence of its status as a self-insured entity shall be provided to State. The evidence should demonstrate that Woodinville Fire & Rescue’s self-insurance meets all of the required insurance coverage of this Agreement to the satisfaction of State including the description of the funding mechanism and its financial condition. If the funding mechanism or financial condition of the self-insurance program of Woodinville Fire & Rescue is inadequate, then State may require the purchase of additional commercial insurance to comply with this Agreement.

Waiver: Woodinville Fire & Rescue waives all rights of subrogation against State for recovery of damages to the extent these damages are covered by general liability, excess, or umbrella insurance maintained pursuant to this Agreement.

**18.0 Complete Agreement in Writing.** This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.

**19.0 Contract Management.**

| District Contract Manager Information   | DNR Contract Manager Information  |
|---|---|
| Joan Montegary, CAO<br>Woodinville Fire & Rescue<br>P.O. Box 2200<br>Woodinville, WA 98072-2200<br><i>Phone</i> : 425-483-2131<br><i>Fax</i> : 425-486-0361<br><i>Email address</i> : jmontegary@wf-r.org | Enter Contract Manager Name<br>Department of Natural Resources<br>Enter Agency Address<br>Enter City, State & Zip<br><i>Phone</i> : Enter Phone Number<br><i>Fax</i> : Enter Fax Number<br><i>Email address</i> : Enter Email Address |
| District Project Manager Information  | DNR Project Manager Information   |

|  |  |
|--|--|
| Seth Merritt, BC<br>Woodinville Fire & Rescue<br>P.O. Box 2200<br>Woodinville, WA 98072-2200<br><i>Phone</i> : 425-483-2131<br><i>Fax</i> : 425-486-0361<br><i>Email address</i> : smerritt@wf-r.org | <b>Enter Project Manager Name</b><br>Department of Natural Resources<br><b>Enter Agency Address</b><br><b>Enter City, State &amp; Zip</b><br><i>Phone</i> : <b>Enter Phone Number</b><br><i>Fax</i> : <b>Enter Fax Number</b><br><i>Email address</i> : <b>Enter Email Address</b> |
|--|--|

By signature below, the Parties certify that the individuals listed in this document, as representatives of the Parties, are authorized to act in their respective areas for matters related to this instrument.

**This agreement is not intended to supersede any existing Forestland Response Agreement (FLRA).**

**IN WITNESS WHEREOF, the Parties have executed this Agreement.**

**WOODINVILLE FIRE & RESCUE**

**STATE OF WASHINGTON  
DEPARTMENT OF NATURAL  
RESOURCES (DNR)**

|   |                 |                                    |             |
|---|-----------------|------------------------------------|-------------|
| <u>/s/ Roger Collins</u>                  | <u>6/1/2021</u> | <u>Signature</u>                   | <u>Date</u> |
| Signature                                 | Date            | <b>Enter Signatory Name</b>        |             |
| <u>Roger Collins</u>                      |                 | Name                               |             |
| Name                                      |                 | <b>Enter Signatory Title</b>       |             |
| <u>Chair, Board of Fire Commissioners</u> |                 | Title                              |             |
| Title                                     |                 | <b>Enter Address</b>               |             |
| <u>P.O. Box 2200</u>                      |                 | <b>Enter City, State &amp; Zip</b> |             |
| <u>Woodinville, WA 98072-2200</u>         |                 | Address                            |             |
| Address                                   |                 | <b>Enter Phone Number</b>          |             |
| <u>425-483-2131</u>                       |                 | Telephone                          |             |
| Telephone                                 |                 |                                    |             |

**ATTACHMENT A**

## SCOPE OF WORK

This agreement is to allow Woodinville Fire & Rescue to provide personnel and support to DNR for wildfire or emergency response within the State of Washington and to define DNR's procedure to pay and reimburse Woodinville Fire & Rescue. This includes IMT members and wildland resources (personnel, equipment, services and supplies available, or potentially available, for assignment to incidents) Personnel and equipment are described by kind and type, e.g., ground, water, air, etc., and may be used in tactical, support or overhead capacities at an incident. This agreement will not be an avenue for dispatches to fires outside of the State of Washington with the exception of rostered Type 1, 2 and 3 IMT members.

If a district/department has a Forest land Response Agreement (FLRA) it will take precedence over this agreement for dispatches to wildfire incidents, and this agreement will only be used for dispatching of IMT members to non-wildfire incidents.

This agreement extends to all District/Department members as defined below:

- Washington Fire Service (WFS) agency personnel that are full-time and part-time paid employees, and personnel under contract/agreement with the District/Department will be paid by the District/Department. DNR will reimburse District/Department costs as outlined in this agreement. Personnel covered under this section are regularly paid by the agency for performed work and are compensated the same for work including if assigned to an incident covered by this agreement "Full and Part Time Personnel."
- Members dispatched by DNR from a WFS agency that have contracts for the sole purpose of responding to wildfire or non-wildfire incidents outside of the agency's jurisdictional boundaries are paid by the agency and reimbursed in accordance with the Washington State Wage & Equipment Rate Guide "Temporary Personnel."
- Members of a WFS agency who are volunteers will need to be hired by DNR via the DNR casual hire process and paid directly by DNR. This may be completed pre-season, and shall be completed prior to the first dispatch. The local DNR Region office will handle the casual hire process.

### **District/Department agrees that/to:**

- 1) All personnel dispatched will have a valid Incident Qualification Card (red card) stating current qualifications; and will adhere to qualifications and standards described in PMS 310-1;
- 2) Provide a copy of the Master IQS Record for each participating employee (needed to update status in Interagency Resource Ordering Capability (IROC));
- 3) Provide local DNR Dispatch with status of each employee who is listed as a rostered IMT member or other appropriate resource every Monday by 1200 hours. Dispatch will then update their status in IROC for that week (0800 Tuesday to 0800 Tuesday).
- 4) All personnel and equipment dispatched will be paid by the District/Department; (except volunteers will follow payment procedures outlined in their individual agreement and be paid directly by DNR);
- 5) All Equipment and Personnel dispatched under this agreement will arrive at each incident with a copy of their current agreement.
- 6) Invoice for personnel, equipment, & travel cost billed to DNR shall be submitted within sixty (60) days and will include the following:
  - a. DNR Personnel Reimbursement Request Worksheet

- b. Original Emergency Fire Time Report (OF-288); hourly wage rate including salaries & benefit (regular and OT) for personnel hours on the OF-288.
  - c. Original Shift Ticket (OF-297) documenting mileage to/from incident as well as daily mileage incurred on the incident signed by incident supervisor.
  - d. Original Emergency Equipment Use Invoice (OF-286) signed by finance section on the incident.
  - e. Copy of district/department shift schedule
  - f. Earning statements showing hourly wage for each employee and a copy of appropriate employment contract.
  - g. Receipts or Copy of Employee travel reimbursement for travel expenses.
  - h. Copy of Resource Order.
- 7) Volunteers shall submit original copies of payment documents directly to the DNR region office for payment.
- 8) For fire line or off-road use, only utilize agency owned vehicles or procured rental vehicles. If agency owned vehicles are available, they shall be used prior to procuring a rental vehicle.
- a. Rental vehicles for off-road use must be procured using the National Emergency Rental Vehicle BPA.
  - b. Off-road rental vehicles procured from alternative sources other than the agreement listed above are not compensable.
  - c. Rental vehicle authorization must be documented on the resource order. Please speak with your local DNR Region for more specific information.
  - d. In order to provide appropriate tracking for all rental vehicles, rentals ordered for overhead shall be ordered using the resource's O#. They do not require their separate resource order number.
  - e. The use of the National Emergency rental vehicle BPA is specific to off-road use. Rental vehicles used for non-fire line positions must be approved on the resource order, and shall be rented through alternative sources other than the National Emergency Rental Vehicle BPA.

**DNR agrees that/to:**

- 1) Dispatch resources on preseason IMT rosters, and alternate pool list.
- 2) Reimburse the District/Department within 30 days of receipt of complete & accurate invoice and required documentation.
- 3) Reimburse the District/Department for Temporary Personnel under contract or agreement with the District/Department, as defined above, per the Interagency Wildfire Resource Wage Rates in the Washington State Wage & Equipment Rate Guide.
- 4) Reimburse the District/Department for Full and Part Time Personnel (as defined above) to the resource provider at the resource provider's actual total cost. This will include backfill cost for the Full-time Personnel as outlined in the State Mobilization Plan.
  - a. DNR will reimburse district/department of all regular scheduled hours for the personnel assigned to the incident.
  - b. The DNR will not pay for muster time, wildland premium pay, portal to portal, or other unspecified pay provisions.
  - c. Sleeping Periods, Meal Breaks, Time required for vehicle/equipment maintenance, Crew Change Time, Out of Service Time are considered non-compensable.
- 5) Reimburse Fire Service District/Department for approved travel expenses. The following guidelines apply:



- a. Per-diem is authorized for resources while traveling to an incident for meals that they are in travel status for the entire DNR designated meal period, and will be based on where the resource stops to sleep.
    - i. Breakfast: 7AM-8AM
    - ii. Lunch: 12PM-1PM
    - iii. Dinner: 6PM-7PM
  - b. Once arriving at an incident all resources shall stay and eat in camp. Resources may not seek reimbursement for meals or lodging unless services are not provided by the incident.
  - c. Approval for per diem shall be documented on the resource order card, or through written approval including justification, from the Incident Commander.
  - d. Reimbursement for approved per-diem for incidents in Washington will be paid in accordance with Washington State Office of Financial Management (OFM) rates. Receipts are not required.
  - e. Reimbursement for approved per-diem for incidents outside Washington, will be paid using the U.S. General Service Administration (GSA) daily per diem rates, applying the following breakdown: 25% for Breakfast, 30% for Lunch, 45% for Dinner, applied to daily totals including meals & incidental rates. Receipts are not required.
  - f. Local resources who return home each night, and do not remain in camp overnight will not be entitled to per diem.
  - g. Hotels will only be reimbursed at actual expenses including daily rate and applicable taxes, not to exceed the government rates established in (GSA). All hotel reimbursements require an itemized receipt, and must be approved with a resource order or written approval from the Incident Commander. Booking fees associated with online travel agents are non-compensable.
  - h. Alternate accommodations may be utilized at the expense of the user. The cost for alternative accommodations is not reimbursable.
  - i. For travel home if sack lunches are provided, per diem claims will not be reimbursed.
  - j. Travel time to and from the incident will be paid according to the DNR pay provisions in the Washington State Wage & Equipment Rate Guide.
  - k. Travel time and cost associated with picking up and dropping off rental vehicles will be paid according to the DNR pay provision in the Washington State Wage & Equipment Rate Guide.
- 6) Reimburse the district/department for all approved supply expenses approved at the incident. The following guidelines apply
    - a. All supply expenses, with the exception of rental car fuel, require a resource order from the incident in order to be reimbursable.
    - b. Itemized receipts must be included for all supply purchases in order to be eligible for reimbursement.
  - 7) To pay all volunteers directly, unless otherwise requested in writing by the Chief. Volunteers will be paid for hours worked at the rates in the Washington State Wage & Equipment Rate Guide.
  - 8) Reimburse district/department for Equipment Cost at the rates published in the Washington State Wage & Equipment Rate Guide.
    - a. All equipment will be paid at the wet rate
    - b. All equipment will be paid based on the resource order
    - c. All equipment will be paid according to the DNR provisions in the Washington State Wage & Equipment Rate Guide.

INTERAGENCY DATA SHARING AGREEMENT

Between

Woodinville Fire & Rescue

And the Office of the Washington State Auditor

This Interagency Data Sharing Agreement (DSA) is entered into by and between Woodinville Fire & Rescue hereinafter referred to as “Agency”, and the Office of the Washington State Auditor, hereinafter referred to as “SAO”, pursuant to the authority granted by Chapter 39.34 RCW and 43.09 RCW.

AGENCY PROVIDING DATA: Agency

Agency Name: Woodinville Fire & Rescue  
Contact Name: Joan Montegary  
Title: Chief Administrative Officer  
Address: P.O. Box 2200, Woodinville, WA 98072-2200  
Phone: 425-483-7912  
E-mail: jmontegary@wf-r.org

AGENCY RECEIVING DATA: SAO

Agency Name: Office of the Washington State Auditor  
Contact Name: Wendy Choy  
Title: Program Manager  
Address: 40 Lake Bellevue Drive Suite 123  
Phone: 425-502-7067  
E-mail: Wendy.Choy@sao.wa.gov

1. PURPOSE OF THE DSA

The purpose of the DSA is to provide the requirements and authorization for the Agency to exchange confidential information with SAO. This agreement is entered into between Agency and SAO to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56, and OCIO policy 141.10) in the handling of information considered confidential.

2. DEFINITIONS

“Agreement” means this Interagency Data Sharing Agreement, including all documents attached or incorporated by reference.

“Data Access” refers to rights granted to SAO employees to directly connect to Agency systems, networks and/ or applications combined with required information needed to implement these rights.

“Data Transmission” refers to the methods and technologies to be used to move a copy of the data between systems, networks and/ or employee workstations.

“Data Storage” refers to the place data is in when at rest. Data can be stored on removable or portable media devices such as a USB drive or SAO managed systems or OCIO/ State approved services.

“Data Encryption” refers to enciphering data with a NIST-approved algorithm or cryptographic module using a NIST-approved key length. Encryption must be applied in such a way that it renders data unusable to anyone but the authorized users.

“Personal Information” means information defined in RCW 42.56.590(10).

3. PERIOD OF AGREEMENT

This agreement shall begin on July 1, 2021, or date of execution, whichever is later, and end on June 30, 2024, unless terminated sooner or extended as provided herein.

4. JUSTIFICATION FOR DATA SHARING

SAO is the auditor of all public accounts in Washington State. SAO’s authority is broad and includes both explicit and implicit powers to review records, including confidential records, during the course of an audit or investigation.

5. DESCRIPTION OF DATA TO BE SHARED

The data to be shared includes information and data related to financial activity, operation and compliance with contractual, state and federal programs, security of computer systems, performance and accountability for agency programs as applicable to the audit(s) performed. Specific data requests will be limited to information needed for SAO audits, investigations and related statutory authorities as identified through auditor requests.

6. DATA ACCESS

If desired, with the Agency’s permission, the Agency can provide direct, read-only access into its system. SAO will limit access to the system to employees who need access in support of the audit(s). SAO agrees to notify the agency when access is no longer needed.

7. DATA TRANSMISSION

Transmission of data between Agency and SAO will use a secure method that is commensurate to the sensitivity of the data being transmitted.

8. DATA STORAGE AND HANDLING REQUIREMENTS

Agency will notify SAO if they are providing confidential data. All confidential data provided by Agency will be stored with access limited to the least number of SAO staff needed to complete the purpose of the DSA.

9. INTENDED USE OF DATA

The Office of the Washington State Auditor will utilize this data in support of their audits, investigations, and related statutory responsibilities as described in RCW 43.09.

10. CONSTRAINTS ON USE OF DATA

The Office of the Washington State Auditor agrees to strictly limit use of information obtained under this Agreement to the purpose of carrying out our audits, investigations and related statutory responsibilities as described in RCW 43.09.

11. SECURITY OF DATA

SAO shall take due care and take reasonable precautions to protect Agency's data from unauthorized physical and electronic access. SAO complies with the requirements of the OCIO 141.10 policies and standards for data security and access controls to ensure the confidentiality, and integrity of all data shared.

12. NON-DISCLOSURE OF DATA

SAO staff shall not disclose, in whole or in part, the data provided by Agency to any individual or agency, unless this Agreement specifically authorizes the disclosure. Data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the Agency's data, SAO will notify the Agency

- a. SAO shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by Agency.
- c. The SAO shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

13. OVERSIGHT

The SAO agrees that Agency will have the right, at any time, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

14. TERMINATION

Either party may terminate this Agreement with 30 days written notice to the other party's Agreement Administrator named on Page 1. However, once data is accessed by the SAO, this Agreement is binding as to the confidentiality, use of the data, and disposition of all data received as a result of access, unless otherwise amended by the mutual agreement of both parties.

15. DISPUTE RESOLUTION

In the event that a dispute arises under this Agreement, a Dispute Board shall determine resolution in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review facts, contract terms, and applicable statutes and rules and make a determination of the dispute.

16. GOVERNANCE

- a. The provisions of this Interagency Data Sharing Agreement are severable. If any provision of this Agreement is held invalid by any court that invalidity shall not affect the other provisions of this Interagency Data Sharing Agreement and the invalid provision shall be considered modified to conform to the existing law.

- b. In the event of a lawsuit involving this Interagency Data Sharing Agreement, venue shall be proper only in Thurston County, Washington.

17. SIGNATURES

The signatures below indicate agreement between the parties.

Agency  
Woodinville Fire & Rescue

Office of the Washington State Auditor

/s/ Roger Collins          June 1, 2021  
Roger Collins  
Signature                                  Date

\_\_\_\_\_  
Signature                                  Date

Title: Chair, Board of Fire Commissioners

Title: \_\_\_\_\_



**BOARD OF FIRE COMMISSIONERS  
RULES OF PROCEDURE**

**ADOPTED October 6, 2020  
By RESOLUTION 2020-05**

## Woodinville Fire & Rescue Board Rules of Procedure

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## **1.0 General Information**

- 1.1. These rules constitute the official Rules of Procedure (“Rules”) for the Woodinville Fire & Rescue (“District”) Board of Fire Commissioners (“Board”). The Washington Fire Commissioners Association Commissioner’s Handbook may be referenced as a basic guide to understanding the various roles, duties and responsibilities of being a Fire Commissioner.
- 1.2. The Rules do not grant any rights or privileges, or provide an independent cause of action, to members of the public or third parties. They are adopted for the sole benefit of the Commissioners to assist them in the orderly conduct of Board business.
- 1.3. In all matters not addressed in the Rules, the Board shall be governed by applicable statutory requirements, District policies and Robert’s Rules of Order.
- 1.4. In the event the Rules conflict with state law, the Board shall follow the applicable statutory requirements and promptly amend the Rules.
- 1.5. The Board may, by a simple majority vote, temporarily waive any provision, in whole or part, contained in the Rules, but only to the extent such waiver does not result in a violation of state law.
- 1.6. The Board may review the Rules periodically as needed, but no less than once every two (2) years in every even numbered year.

## **2.0 Elections**

- 2.1. At the first meeting of each calendar year, the Board shall elect a Chair and Vice-Chair. Such elections may be postponed up to thirty (30) days upon Board motion. Elected officers shall serve for a term of one (1) year or until a successor is elected.
- 2.2. In the event the Chair or Vice-Chair is unable to complete the term of office, the Board shall elect a new Chair or Vice-Chair at the next regular meeting or as expeditiously as possible.

## **3.0 Oath of Office**

- 3.1. As provided by RCW 29A.20.040, Commissioners shall take the oath either: (a) up to ten (10) days prior to the day the Commissioner’s term of office begins, or (b) at the last regular meeting of the Board held before the new Commissioner is to assume office.



## **4.0 Officers**

### **4.1. Presiding Officers:**

- 4.1.1. The Chair, or in his/her absence, the Vice-Chair shall preside at all Board meetings. It shall be the duty of the Presiding Officer to ensure that the transaction of Board business is in accordance with these Rules of Procedure.
- 4.1.2. In the absence of both the Chair and the Vice-Chair at a Board meeting, the remaining Commissioners shall appoint a Commissioner to serve as a temporary Presiding Officer.

### **4.2. Presiding Officer's Duties:**

- 4.2.1. Call all Board meetings to order.
- 4.2.2. Adhere to the Board's approved meeting agenda.
- 4.2.3. Permit and manage public participation in Board meetings.
  - 4.2.3.1. Require all speakers when recognized by the Chair to state their name and place of residence, speak to the issue at hand, and observe the Board's meeting decorum rules.
- 4.2.4. Manage Board discussion to ensure orderly participation of Commissioners.
  - 4.2.4.1. Provide each Commissioner who requests to speak an opportunity to speak when recognized by the Chair.
- 4.2.5. State each motion before it is discussed and before it is voted on.
- 4.2.6. Put motions to a vote and announce the results.

### **4.3. Officer Removal:**

- 4.3.1. The Board may remove the Chair or Vice-Chair from their position by a simple majority vote.

## **5.0 Committees**

- 5.1. The Board may establish Standing Committees and Special Committees of not more than two (2) Commissioners. The Board Chair shall appoint all Committee Chairs and may also appoint a Commissioner to serve as an alternate committee

member to either the Standing or Special Committees, with the concurrence of the Board. Alternate committee members shall attend committee meetings only in the absence of one of the regular committee members.

**5.1.1. Standing Committees:**

5.1.1.1. Standing Committees include but are not limited to: (a) Executive, (b) Finance, (c) System Performance, (d) Intergovernmental Relations and (e) Human Resources.

**5.1.2. Special Committees:**

5.1.2.1. The District's Fire Chief, with the concurrence of the Board, shall be responsible for identifying Special Committee projects. Generally, Special Committees will be formed for the purpose of addressing the District's strategic plan.

**5.1.3. Human Resources:**

5.1.3.1. The Board vests the responsibility for initially considering with District staff and providing recommendations to the Board on District human resources matters in the Human Resources Committee. The Human Resources Committee possesses no independent authority to act or make final decisions and shall forward its recommendations for consideration and action to the Board.

**6.0 Board Secretary**

6.1. The Fire Chief's Executive Assistant, or a designee, shall serve as the Board's Secretary, and provide administrative support to the Board.

**6.1.1. Commissioner Requests for Staff Assistance:**

6.1.1.1. To minimize interference with District operations, Commissioners shall submit all requests for staff assistance on District matters to the Board Secretary, whether those requests relate to Board committee work or a Commissioner's individual inquiry.

6.1.1.2. The Board Secretary, in consultation with the Board Chair, shall arrange for staff to respond to the request, and advise the requesting Commissioner and Board Chair when the requested assistance may be available, or why the request may not be addressed within a reasonable period of time.

- 6.2. The Board Secretary shall serve proper legal notice of all Board meetings and public hearings and prepare the agenda for regular and special meetings.
- 6.3. The Board Secretary shall attend all the Board's regular and special meetings. If the Board Secretary is not available for a Board meeting, the Fire Chief shall appoint a member of the District's staff to act as Board Secretary for the meeting.
- 6.4. The Board Secretary shall keep and maintain a current year-to-date record of each Commissioner's attendance at all meetings.
- 6.5. The Board Secretary shall keep the minutes of all regular and special meetings of the Board and maintain all Board and committee records.

## **7.0 Preliminary Meeting Agenda Preparation**

- 7.1. The Board Secretary, or designee, shall prepare a preliminary agenda for each Board meeting, specifying the time and place of the meeting and stating a brief description of each item to be considered by the Board. The preliminary agenda is subject to review by the Executive Committee prior to issuance.
  - 7.1.1. An item for a Board Meeting may be placed on the preliminary agenda by any of the following methods: (a) majority vote of the Board; (b) Board Consensus, (c) Board Chair or Vice-Chair, (d) Board Committee, or (e) Fire Chief.
  - 7.1.2. The preliminary agenda will be emailed to all employees, posted to the District's website and posted on the bulletin board outside the District Headquarters office door at Station 31 at least 24 hours prior to the scheduled Board meeting. To the extent possible, the preliminary agenda will be distributed by 6:00 p.m. the Friday preceding the Board meeting date.
  - 7.1.3. Board meeting packets, containing materials to be considered at the next Board meeting will be available for the Board's review at least 24 hours prior to the scheduled Board meeting. To the extent possible, meeting materials will be available for the Board's review by 6:00 p.m. the Friday preceding the Board meeting date.

## **8.0 Public Notice Meetings and Hearings**

### **8.1. Notice of Regular and Special Meetings:**

- 8.1.1. All meetings will be announced in a timely fashion with the appropriate location and time and notice shall be posted on the District website and

on the bulletin board outside the District Headquarters office door at Station 31.

**8.2. Notice of Public Hearings and Quasi-Judicial Hearings:**

- 8.2.1. A public hearing, such as those held annually on the budget or tax levy and those relating to benefit charges, must be advertised in two consecutive notices of a local newspaper, the last date no more than ten (10) nor less than three (3) days before the hearing. The notice shall state the purpose, time, date and place of the hearing.

**9.0 Meetings**

**9.1. Open Public Meetings Act:**

- 9.1.1. All Board and Committee meetings shall comply with the requirements of RCW 42.30, Open Public Meetings Act.
- 9.1.2. Communication between three or more Board members via telephone, email, in-person or any social media website, may constitute a “meeting” under the Open Public Meetings Act. Therefore, consistent with the spirit and intent of the Open Public Meetings Act:
- 9.1.2.1. Commissioners shall not participate in a conference call where three or more Board members participate on the call, unless such conference call is duly noticed and conducted as an open meeting.
- 9.1.2.2. Commissioners shall not participate in email discussions where three or more Board members are participants in the discussion on the email thread.
- 9.1.2.3. Commissioners shall not, for the purpose of making a decision, engage in a series of meetings (by phone, email, social media or in-person), none of which include a majority of the Board but collectively do involve a majority of the Board (serial or chain meetings).
- 9.1.2.4. Commissioners shall not engage in any communication on any District sponsored social media website.

**9.2. Regular Meetings:**

- 9.2.1. The Board shall meet the first Tuesday of each month beginning at 1700 hours. The third Tuesday of each month shall be reserved for a study session or second regular meeting, if needed. Regular meetings shall be

held at District Headquarters, Fire Station 31, 17718 Woodinville Snohomish Road NE, Woodinville, WA 98072, unless public notice is given of another location.

- 9.2.2. Should any scheduled meeting fall on a legal holiday, the meeting shall be held at the same hour and place on the next business day in accordance with RCW 42.30.070, Times and places for meetings-Emergencies-Exceptions. The Board may cancel the meeting with appropriate notice to all parties and the public.
- 9.2.3. Regular meetings may be canceled, continued or adjourned to a specific date and time provided notice is provided at least 24 hours in advance of the meeting and in the same manner as for special meetings. The Board must hold a minimum of one (1) regular meeting each month.

**9.3. Special Meetings:**

- 9.3.1. Special meetings may be held by the Board subject to notice requirements in accordance with RCW 42.30.080, Special meetings. Special meetings may be called by the Chair or by a quorum of the Board, by written notice delivered to each Commissioner.
- 9.3.2. Special meeting notices shall be posted on the District website, at District Headquarters, Fire Station 31, and by email to District employees at least 24 hours prior to the meeting. The notice shall specify the time and place of the special meeting and the business to be transacted. The Board shall not take final action on subjects other than those specified in the notice.
- 9.3.3. Notice of special meetings shall be given to any news media that have on file with the District a written request for meeting notices at least 24 hours prior to the meeting.

**9.4. Executive Sessions/Closed Sessions:**

- 9.4.1. Executive sessions may be held for those purposes identified in RCW 42.30.110, Executive sessions. Closed sessions may be held for those purposes identified in RCW 42.30.140.
- 9.4.2. Under RCW 42.30.110(2), before going into Executive Session, the Presiding Officer must publicly announce the purpose for the Executive Session, citing the appropriate section of the statute, and state the length of the session.

- 9.4.3. Should the session require additional time, the Presiding Officer or designee shall make a public announcement that the session is being extended and state the length of the extension.
- 9.4.4. The Board may include or exclude any and all persons and members of the public in an Executive or Closed Session.
- 9.4.5. All written materials and verbal information provided to Commissioners during Executive Sessions shall be kept confidential to ensure that the District's position is not compromised.

9.5. **Committee Meetings:**

- 9.5.1. Standing and special committee meetings may be held at times, dates and locations determined by the committee members.

9.6. **Excused Absences:**

- 9.6.1. As provided by RCW 52.14.050, Vacancies, if appropriate notice of a meeting is given, a Commissioner shall forfeit his/her office by failing to attend three (3) consecutive regular meetings of the Board without being excused by the Board.
- 9.6.2. Commissioners may be excused from attending a meeting by contacting the Board Chair or Secretary prior to the meeting and stating the reason for his/her inability to attend the meeting. If email is used to communicate the absence, a response must be received prior to the meeting in order for the absence to be excused.
- 9.6.3. Following the Roll Call, the Board Chair or Board Secretary shall inform the Board of the Commissioner's absence and state the reason for the absence.
- 9.6.4. The absence may be excused by approval of a motion which shall be non-debatable. Upon passage of the motion by a majority of the Commissioners present, the absent Commissioner shall be considered excused.

9.7. **Attendance of Executive Team Members:**

- 9.7.1. The Fire Chief, or the acting Fire Chief, shall attend all Board meetings. When requested by the Board, District Executive Team members shall attend a Board meeting and remain for such time as the Board directs.

**9.8. Meeting Decorum:**

- 9.8.1. In Board meetings, Commissioners should be addressed as “Commissioner (surname)” or “Mr., Madam, or Ms. (surname)”. The Chair should be addressed as “Mr., Madam, or Ms. Chair”.
- 9.8.2. Board appropriate attire will be casual business attire, which includes District logo wear.
- 9.8.3. While the Board is in session, Commissioners must preserve order and decorum. A Commissioner shall not delay or interrupt, by side conversation, debate with the public, or otherwise, the proceedings of the Board, nor disrupt any Commissioner while speaking.
- 9.8.4. Each Commissioner shall have the right to express dissent from or protest against any matter before the Board and have the reason for such dissent or protest entered into the minutes.
- 9.8.5. In accordance with RCW 42.30.050, Interruptions-Procedure, any person making personal, impertinent or slanderous remarks or who becomes boisterous while participating in a Board meeting may be asked by the Presiding Officer to leave the Board meeting.

**10.0 Quorum:**

- 10.1. A quorum of the Board is three (3) Commissioners. The Board may take action at a meeting only when a quorum of the Commissioners is present.
- 10.2. In the absence of a quorum, no action may be taken except to adjourn the meeting to a subsequent date and time. Adequate notice of an adjourned meeting shall be given to any absent Commissioners, in the event it is not the next regularly scheduled Board meeting.

**11.0 Order of Business during Regular Meetings**

- 11.1. The order of business for each regular meeting shall be as follows, unless modified by the Board:
  - 11.1.1. Call to Order
  - 11.1.2. Pledge of Allegiance
  - 11.1.3. Roll Call
  - 11.1.4. Consideration and Approval of Agenda in Content and Order

- 11.1.5. Public Comment
- 11.1.6. Board Business
  - 11.1.6.1. Presentations
  - 11.1.6.2. Staff Reports and/or Resolutions
  - 11.1.6.3. Fire Chief's Report
- 11.1.7. Consent Agenda
- 11.1.8. Reports and Requests from the Commissioners/Good of the Order
- 11.1.9. Executive Session (if necessary)

## **12.0 Public Participation**

### **12.1. Comments & Material Provided by Citizens:**

- 12.1.1. Citizens wishing to address the Board shall sign in prior to the start of the Board meeting. At their discretion, the Board may allow citizens who have not signed in to speak.
- 12.1.2. For the record, citizens must state their name, address and the organization (if any) they represent.
- 12.1.3. Individual citizens may speak for three (3) minutes or less. However, this rule may be suspended at the discretion of the Chair or by majority vote of the Board.
- 12.1.4. The Board Chair or Board Secretary shall instruct the speaker that their comments are being recorded.
- 12.1.5. No person shall be allowed to address the Board while it is in session without first being recognized by the Chair. All speakers shall speak from the lectern unless an exception is made at the discretion of the Chair.
- 12.1.6. Citizens may provide documents or materials to the Board Secretary before or after speaking at the lectern for future consideration by the Board.

### **12.2. Board Response:**

- 12.2.1. The Board shall have the discretion to address any issue raised during the Public Comment period or may refer the matter for future consideration to staff or at a subsequent Board meeting.



- 12.2.2. Commissioners are encouraged to ask questions of citizens during the Public Comment period. The Board Chair has the discretion to curtail such discussion at any time, so that the business of the Board may continue without undue delay.

### **13.0 Voting**

- 13.1. When a quorum of Commissioners is present, the Board acts by simple majority vote. This requirement cannot be modified by any procedural rule. There shall be no voting by proxy. No matter may be voted upon unless:
  - 13.1.1. The matter has been discussed by the Board at a previous meeting; or
  - 13.1.2. The matter has been placed on the agenda prior to the meeting; or
  - 13.1.3. The matter is considered by a majority vote of the Board to constitute an exigent circumstance that warrants immediate consideration and possible action.
- 13.2. All votes shall be taken by voice, except that at the request of any Commissioner, a roll call vote shall be taken by the Board Secretary.
- 13.3. In the event of a tie vote on a matter, that matter shall be considered defeated.
- 13.4. Each Commissioner, including the Chair, may vote on any motions before the Board, unless an actual or apparent conflict of interest or an appearance of fairness question is presented.

### **14.0 Meeting Minutes**

- 14.1. The District's audio or video recording of a Board meeting shall constitute the official transcript of the proceedings in the absence of or until such time that there are approved minutes. In the event there is no District audio or video recording of the meeting, the approved minutes shall constitute the official transcript.
- 14.2. To the extent possible, the minutes of all meetings should be finalized and available for Board review by 5:00 p.m. on the Thursday following each meeting.

### **15.0 Code of Ethics / Appearance of Fairness**

- 15.1. Commissioners shall comply with RCW 42.23, Code of Ethics for Municipal Officers – Contract Interests, and RCW 42.36, Appearance of Fairness Doctrine - Limitations.
- 15.2. In order to ensure the public's confidence that all Board actions and transactions are fair and equitable, and the integrity of the Board of Fire Commissioners, each

Commissioner shall conduct business on behalf of the District without any actual or apparent conflict of interest between the public trust and their private interests.

- 15.3. Actual and apparent conflicts of interest occur where a Commissioner has a personal or financial interest in an entity seeking to or doing business with the District, and that Commissioner has responsibility over, or participates in, an action or transaction involving that entity as a Commissioner.
- 15.4. As an abstention or recusal does not always cure a conflict of interest or appearance of fairness question, Commissioners who abstain from voting or recuse themselves from participating in Board deliberation, transaction or action shall state the reason for their abstention or recusal for the record prior to the relevant Board vote.

## **16.0 Confidentiality**

- 16.1. Each Commissioner shall keep confidential all attorney/client communications, and all written material and verbal information provided to them during Executive Sessions under RCW 42.30.110.
- 16.2. If during an Executive Session, the Board directs District staff to manage an issue, each Commissioner acknowledges that all contact between the District and any other party concerning the issue is best conducted by District staff. This ensures the District's clarity and consistency with communication on that issue. Prior to discussing the issue with anyone other than other Commissioners, District counsel, the Fire Chief or his/her designee, Commissioners shall confer with the Chairperson for the Board of Fire Commissioners and the Fire Chief.
- 16.3. When District staff has determined that certain information provided to a Commissioner outside of an Executive Session is exempt from public disclosure under the Public Records Act or state law, the Commissioner receiving such information shall keep the same confidential.
- 16.4. If it is determined to be in the best interests of the District to release certain information previously held as exempt from public disclosure, or District staff determines that once applicable exemptions no longer apply to certain non-disclosed information, Commissioners may release that information.

## **17.0 Public Records Requests**

- 17.1. The District's administrative staff shall be principally responsible for accepting and responding to all records requests in accordance with RCW 42.56, Public Records Act.

- 17.2. In the event a records request is made by a member of the public to a Commissioner, the Commissioner receiving the request shall immediately provide the requestor with the Board Secretary's contact information, encourage requestors to put their request in writing using the District's form (Form 1015-A, Request for Public Record), and forward to the Board Secretary the requestor's contact information with a description of the information requested.
- 17.3. Each Commissioner is personally responsible for identifying, gathering and forwarding to the District in a timely fashion all records in their possession and control that are responsive to a records request.

## 18.0 Equipment Issue

- 18.1. Commissioners will be issued the following upon their appointment: (a) ID card and badge case; (b) gold badge; (c) business cards; and (d) headquarters key and lock combination. Additionally, Commissioners may be issued the following: (a) logo wear (shirts, hat, and jacket); and (b) name badge.
- 18.2. Commissioners will not be issued radios, pagers or turn-out gear, and are not expected or encouraged to respond to fire or emergency calls.
- 18.3. When a Commissioner's term expires, Commissioners shall promptly return all District-issued equipment to the District.

## 19.0 Commissioner Compensation

- 19.1. Commissioners receive the compensation allowed by law for each meeting attended, with no restriction on the number of meetings per month, but with an annual compensation limit, adjusted every five years, as outlined in RCW 52.14.010, Commissioners - Number—Qualifications—Insurance—Compensation and expenses—Service as volunteer firefighter.
- 19.2. Commissioners may not "bank" attendance at meetings in one year and make a monetary claim for those meetings in the next fiscal year. RCW 52.14.010 contemplates that compensation to Commissioners for attendance at meetings is paid monthly as it is earned.
- 19.3. The Board shall establish which services a Commissioner may perform on behalf of the District for compensation. The guidelines for approval shall include only official District business in a group setting and shall not include one-on-one meetings with staff, other Commissioners, consultants, or suppliers. The meetings must be at least one hour to qualify for compensation. The following<sup>A</sup> list of activities ~~shall be~~<sup>are</sup> pre-approved by the Board for compensation at or around the first meeting of each calendar year to include:

- 19.3.1. All scheduled meetings of the Board, regular and special.
- 19.3.2. Board-level committee meetings ~~and activities~~, whether standing or special committees.
- 19.3.3. King County Fire Commissioners Association general and board of director meetings. Estimated annual expenses for such meetings shall be approved by the Board during the annual budget process.
- 19.3.4. Washington Fire Commissioners Association meetings, seminars, and conferences. Estimated expenses for such meetings, seminars, and conferences shall be approved by the Board during the annual budget process.
- 19.4. ~~Additionally,~~ All other District related activities for which Commissioners wish to receive compensation must be preapproved by the Board during a public meeting. Activities for which Commissioners wish to receive compensation but were not preapproved will be included in Board materials for review and approval at the next scheduled meeting following the request. Such compensation requests, if approved by the Board, will be paid during the next regularly scheduled payroll cycle. Commissioners may be compensated for any of the following services with approval of the Board during Good of the Order at a scheduled meeting prior to or immediately following Examples of events that could be approved include:
  - 19.4.1. Fire District-related seminars and educational classes
  - 19.4.2. Fire District public functions (e.g., pancake breakfast, open house, etc.).
  - 19.4.3. Other District-Related Activities with two or more participants.
- 19.5. Commissioners are responsible for completing the Commissioner Remuneration Form for each pay period. The completed form shall be submitted to the Board Secretary by 1700 hours on the last day of the pay period. The following information must be included for each compensable activity:
  - 19.5.1. Date.
  - 19.5.2. Duty performed.
  - 19.5.3. Start and end time.
  - 19.5.4. Date of Board approval (or "N/A" if pre-approved).
  - 19.5.5. Details to include location, attendees, class title, etc. as applicable.
  - 19.5.6. Any supporting documentation as necessary.

- 19.6. The Board Secretary shall verify the entries to the best of his/her ability, fill in the total amount due, attach any supporting documentation as necessary, sign and date the form, and submit the completed form to Payroll.
- 19.7 Missing or incomplete forms will result in a delay in the remuneration to the Commissioner.

## **20.0 Travel**

- 20.1. The Commissioners may attend any and all meetings of the King County Fire Commissioners or the Washington State Fire Commissioners Associations and/or committees thereof and may perform administrative services on behalf of the District with prior approval of the Board.
- 20.2. The Board Secretary will assist in processing requests for travel/training by processing registrations, the *Travel Advance* form and booking travel and lodging.
- 20.3. Any tickets, vouchers, gift certificates or similar materials in an amount exceeding \$25 that are or could be perceived as gratuity or monetary benefit while traveling or conducting business on behalf of Woodinville Fire & Rescue shall become and remain the property of Woodinville Fire & Rescue. Any such items shall be reported to the Fire Chief immediately. Door prizes, raffles and drawings are exempt from this policy.
- 20.4. Commissioners will follow the procedure in District Policy 2206, Travel Authorization and Expenses for travel approval and reimbursement.

## **21.0 Personal Liability Protection**

- 21.1. Commissioners shall be included as named insureds on all applicable District insurance policies. In the event a Commissioner shall be individually named as a defendant in any litigation arising out of the performance by the Commissioner of District business and the District's insurance carrier shall deny coverage and refuse to provide defense to the action, the District shall provide the Commissioner with separate legal counsel and indemnification subject to the following conditions:
  - 21.1.1. The cause of the action must have arisen as a result of the action or non-action of the Commissioner while acting within the scope and authority of the office of Commissioner.
  - 21.1.2. The cause of action must not have arisen as a result of intentional, willful or criminal conduct of the Commissioner.

## **21.2 Requests for Defense and Liability Coverage**

- 21.2.1. The following procedure shall be used to determine if the District shall provide the defense and liability coverage for a Commissioner under a District policy.
  - 21.2.1.1. The matter shall be referred to the District's attorney for investigation and review.
  - 21.2.1.2. The District's attorney shall fully investigate the facts and circumstances of the litigation and the actions of the defendant Commissioner.
  - 21.2.1.3. The District's attorney shall report to the Board of Commissioners, in writing, the results of the investigation and research. A copy of the report shall be furnished to each Commissioner under the attorney/client communication privilege.
  - 21.2.1.4. The Board of Commissioners shall make the final determination based on the report and investigation of the attorney.

# Woodinville Fire & Rescue



## M E M O R A N D U M

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DATE: June 1, 2021  
TO: Roger Collins, Chair  
Board of Fire Commissioners  
FROM: Gregory S. Ahearn, Fire Chief *GSA*  
SUBJECT: **Fire Chief's Report – June 1, 2021**

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### **Fire Chief's Report/Activities**

I am pleased to present the following summary of District activities since the Board's last regular meeting:

#### **Incidents**

The District responded to 212 incidents since your last regular meeting on May 4, 2021.

#### **Budget**

Staff has no concerns with the 2021 budget. The budget report for the period ending April 30, 2021 is attached for your review.

#### **COVID-19 Update**

The District has developed a mask exemption process for employees who are fully vaccinated. Those not eligible for the mask exemption will continue to comply with the current mask and social distancing mandate while on District property and in District apparatus. Masks will continue to be worn while in public regardless of vaccination status.

#### **Personnel**

We have one firefighter off-line due to a duty related injury.

Staff has initiated entry level firefighter recruitment for North King County Training Consortium Fire Academy #1. 91 applicants participated in Rapid Assessment panel interviews and a Cognitive Physical Assessment. Of those 91, 34 applicants were invited to participate in Management Panel and Response Ops Panel interviews, which began today. Special thanks to all who have helped and continue to help throughout this dynamic process. We anticipate hiring at least three entry level firefighters for a start date of August 23, 2021.

Please join me in welcoming the District's two part-time hydrant maintenance personnel. Their official start date is today, June 1, 2021.

Roger Collins, Chair  
Board of Fire Commissioners  
June 1, 2021  
Page 2 of 2

One of our Probationary Firefighters separated service with the District effective May 20, 2021. He has accepted a position with the Seattle Fire Department. We wish him the best in his future endeavors.

GSA/nmf



**Woodinville Fire & Rescue**  
 Budget Performance Report  
 For the month ended April 30, 2021

**Cash/Investment Balances by Fund**

| Cash/Investment Balance        | Expense Fund | Benefit Charge Fund | Capital Project Fund | Reserve Fund | Benefit Liability Reserve Fund | Total All Funds |
|--------------------------------|--------------|---------------------|----------------------|--------------|--------------------------------|-----------------|
| April 30, 2021                 | \$9,463,491  | \$0                 | \$751,135            | \$13,813,352 | \$1,962,934                    | \$25,990,912    |
| December 31, 2020              | \$7,053,049  | \$0                 | \$771,758            | \$13,774,558 | \$1,957,859                    | \$23,557,224    |
| Dollar Increase (Decrease)     | \$2,410,442  | \$0                 | (\$20,623)           | \$38,794     | \$5,074                        | \$2,433,688     |
| Percentage Increase (Decrease) | 34.2%        | .0%                 | (2.7%)               | .3%          | .3%                            | 10.3%           |

For historical reference, 2015 through 2018 year-end cash/investment balances are shown below.

|                   | Expense Fund | Benefit Charge Fund | Capital Project Fund | Reserve Fund | Benefit Liability Reserve Fund | Total All Funds |
|-------------------|--------------|---------------------|----------------------|--------------|--------------------------------|-----------------|
| December 31, 2019 | \$7,356,347  | \$0                 | \$2,399              | \$11,224,084 | \$1,190,213                    | \$19,773,042    |
| December 31, 2018 | \$7,132,960  | \$0                 | \$14,241             | \$8,970,005  | \$1,162,459                    | \$17,279,664    |
| December 31, 2017 | \$5,934,376  | \$0                 | \$32,394             | \$8,731,037  | \$1,833,195                    | \$16,530,200    |
| December 31, 2016 | \$6,241,472  | \$0                 | \$152,400            | \$6,044,333  | \$1,840,426                    | \$14,278,630    |

**Woodinville Fire & Rescue**  
 Budget Performance Report  
 For the month ended April 30, 2021

**Expense Fund - YTD Financial Statement**

| Budget Performance by Fund                        | 2021<br>Annual Budget | 2021<br>YTD Actual  | Fav/(Unfav)<br>vs. Budget |               |
|---|-----------------------|---------------------|---------------------------|---------------|
|   |                       |                     | Dollars                   | Percent       |
| <b>Revenues</b>                                   |                       |                     |                           |               |
| <b>Cash Balance Beginning of year</b>             | <b>\$7,053,049</b>    | <b>\$7,053,049</b>  | \$0                       | 0.0%          |
| <b>Current Year Revenues</b>                      |                       |                     |                           |               |
| Property Tax                                      | \$8,943,031           | \$4,155,362         | (\$4,787,669)             | -53.5%        |
| EMS   | \$604,432             |                     | (\$604,432)               | -100.0%       |
| BLS Core - CMT Program                            |                       |                     | \$0                       | #DIV/0!       |
| Permit/Plan Review Fees                           |                       | \$32,247            | \$32,247                  | #DIV/0!       |
| Miscellaneous Other                               | \$175,000             | \$200,179           | \$25,179                  | 14.4%         |
| <b>Inter-Fund Transfers - IN</b>                  |                       |                     |                           |               |
| Benefit Charge Fund                               | \$5,771,704           | \$2,687,780         | (\$3,083,924)             | -53.4%        |
| Reserve Fund                                      |                       |                     | \$0                       |               |
| <b>Total Current Year Revenue</b>                 | <b>\$15,494,167</b>   | <b>\$7,075,568</b>  | <b>(\$8,418,599)</b>      | <b>-54.3%</b> |
| <b>Total Resources (BFB + Revenue)</b>            | <b>\$22,547,216</b>   | <b>\$14,128,617</b> | <b>(\$8,418,599)</b>      | <b>-37.3%</b> |
| <b>Expenditures</b>                               |                       |                     |                           |               |
| Salaries & Wages                                  | \$7,699,124           | \$2,427,069         | \$5,272,055               | 68.5%         |
| Benefits  | \$3,748,733           | \$1,424,812         | \$2,323,921               | 62.0%         |
| Overtime - Operations                             | \$843,875             | \$182,038           | \$661,837                 | 78.4%         |
| Overtime - Training & Admin                       | \$205,730             | \$23,638            | \$182,092                 | 88.5%         |
| Office & Operating Supplies                       | \$227,266             | \$24,317            | \$202,949                 | 89.3%         |
| Vehicle Maintenance & Fuel                        | \$222,500             | \$39,388            | \$183,112                 | 82.3%         |
| Small Tools & Equipment                           | \$203,075             | \$54,853            | \$148,222                 | 73.0%         |
| Elections & Info                                  | \$0                   | \$0                 | \$0                       | #DIV/0!       |
| Professional Services                             | \$583,589             | \$90,179            | \$493,410                 | 84.5%         |
| Communications & Dispatch                         | \$289,913             | \$127,940           | \$161,973                 | 55.9%         |
| Travel  | \$116,299             | \$499               | \$115,800                 | 99.6%         |
| Training & Education                              | \$169,616             | \$16,290            | \$153,326                 | 90.4%         |
| Advertising                                       | \$12,950              | \$1,636             | \$11,314                  | 87.4%         |
| Leases, Insurance, Water/Utilities, etc.          | \$231,500             | \$95,398            | \$136,102                 | 58.8%         |
| Repair & Maintenance                              | \$384,257             | \$61,062            | \$323,195                 | 84.1%         |
| Miscellaneous Other                               | \$220,223             | \$91,954            | \$128,270                 | 58.2%         |
| Covid-19 Response                                 |                       |                     | \$0                       | #DIV/0!       |
| Intergovernmental Services                        | \$8,600               | \$4,052             | \$4,548                   | 52.9%         |
| <b>Sub-total (not incl. Intra-fund transfers)</b> | <b>\$15,167,250</b>   | <b>\$4,665,126</b>  | <b>\$10,502,124</b>       | <b>69.2%</b>  |

**Woodinville Fire & Rescue**  
 Budget Performance Report  
 For the month ended April 30, 2021

**Expense Fund - YTD Financial Statement**

| <b>Budget Performance by Fund</b>               | <b>2021</b>          | <b>2021</b>         | <b>Fav/(Unfav)</b>  |                |
|---|----------------------|---------------------|---------------------|----------------|
|   | <b>Annual Budget</b> | <b>YTD Actual</b>   | <b>vs. Budget</b>   |                |
|   |                      |                     | <b>Dollars</b>      | <b>Percent</b> |
| <b>Inter-Fund Transfers - OUT</b>               |                      |                     |                     |                |
| Benefit Liability Reserve Fund                  | \$0                  | \$0                 | \$0                 | #DIV/0!        |
| Capital Fund                                    | \$0                  | \$0                 | \$0                 | #DIV/0!        |
| Reserve Fund                                    | \$0                  | \$0                 | \$0                 | #DIV/0!        |
| <b>Total Expenditures</b>                       | <b>\$15,167,250</b>  | <b>\$4,665,126</b>  | <b>\$10,502,124</b> | <b>69.2%</b>   |
| <b>Current Year Resources less Expenditures</b> | <b>\$326,917</b>     | <b>\$2,410,442</b>  |                     |                |
| <b>Cash Balance - End of Month</b>              | <b>\$7,379,966</b>   | <b>\$9,463,491</b>  | <b>\$2,083,525</b>  | <b>28.2%</b>   |
| <b>Total Expenditures &amp; EFB</b>             | <b>\$22,547,216</b>  | <b>\$14,128,617</b> | <b>(8,418,599)</b>  | <b>-37.3%</b>  |



# Woodinville Fire & Rescue

P. O. Box 2200 • 17718 Woodinville-Snohomish Rd NE  
Woodinville, WA 98072-8509  
Phone 425-483-2131 • Fax 425-486-0361

## ACH/BANK DEBIT APPROVAL DOCUMENT

Governmental Unit Name: Woodinville Fire & Rescue

EXPENSE ACCOUNT

Fund # 10-036-0010

**Board of Directors Approval:** We, the Board of Directors of the above-named governmental unit of King County, Washington do hereby certify that the services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: June 1, 2021

Approved for payment:

Derek van Veen  
Commissioner, Position 1

Doug Halbert  
Commissioner, Position 2

[Signature]  
Commissioner, Position 3

Mike Millman  
Commissioner, Position 4

[Signature]  
Commissioner, Position 5

| Reference # | ACH Request Date(s): | Total ACH Requests |
|-------------|----------------------|--------------------|
| ACH 21-9    | 5/9/21, 5/10/21      | \$ 348,230.28      |

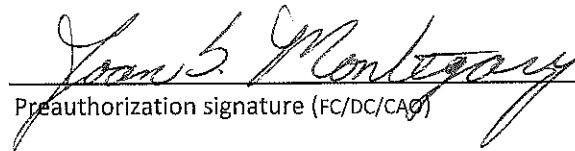
[Signature]  
Preauthorization signature (FC/DC/CAO)

**US BANK SINGLEPOINT - 3629 TRANSACTIONS**

| Trans. Date | Paychex Cash Requirement Debits                     |                   |
|-------------|---|-------------------|
| 5/9/2021    | Net Pay: Direct Deposits/Live Checks                | 214,387.68        |
| 5/9/2021    | DSHS - WA State (garnishment)                       | 291.52            |
| 5/10/2021   | Taxpay (Soc. Sec., MC, Federal Income Tax, WAPF/ML) | 46,107.51         |
| 5/9/2021    | Agency Checks                                       | 7,294.41          |
|             |   | -                 |
|             |   | -                 |
|             |   | -                 |
|             | Quarterly L&I                                       | -                 |
| 5/10/2021   | <b>PAYCHEX INVOICE</b>                              | 618.02            |
|             |   | <b>268,699.14</b> |

| Trans. Date | ACH TRANSACTIONS: TDA / DUES / BENEVOLENT FUND TEMPLATE |                 |
|-------------|---|-----------------|
| 5/10/2021   | WDVL FF Union Dues/Assessment                           | 4,781.30        |
| 5/10/2021   | WDVL Benevolent Fund                                    | 497.50          |
|             | <i>Total Deposit</i>                                    | <b>5,278.80</b> |

|                                 |           |                   |
|---------------------------------|-----------|-------------------|
| <b>PAY32 TRANSACTION TOTALS</b> | <b>\$</b> | <b>273,977.94</b> |
|---------------------------------|-----------|-------------------|

  
 Preauthorization signature (FC/DC/CAO)

# ELECTRONIC PAYMENT REQUEST FORM



Department of Executive Services  
**Finance & Business Operations Division**  
 ADM-ES-0600  
 500 4th Ave  
 Seattle, WA 98104  
 Email: cash.management@kingcounty.gov  
 Tel: 206-296-7310 or 206-296-7312

Payment Settlement Date May 10, 2021

## PAYMENT INFORMATION

ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_ 
  ACH Debit Pay Code (COLXX) \_\_\_\_\_ 
  Automatic Withdrawal  
 Book Transfers (Last 4 digits of the account) From \_\_\_\_\_ To \_\_\_\_\_ 
  Wire Repetitive Wire Code \_\_\_\_\_

| Line         | Explanation/Description    | Fund<br>(9 digits) | Project<br>(7 digits) | Cost Center<br>(6 digits) | Account<br>(5 digits) | Bars<br>(7 digits) | Future<br>(5 digits) | Amount             |
|--------------|----------------------------|--------------------|-----------------------|---------------------------|-----------------------|--------------------|----------------------|--------------------|
| 1            | DEPT OF RETIREMENT SYSTEMS |                    |                       |                           |                       |                    | 00000                |                    |
| 2            | LEOFF & PERS               | 100360010          |                       |                           | 24219                 |                    | 00000                | 47,711.38          |
| 3            | DCP                        | 100360010          |                       |                           | 24219                 |                    | 00000                | 11,986.72          |
| 4            |                            |                    |                       |                           |                       |                    | 00000                |                    |
| 5            |                            |                    |                       |                           |                       |                    | 00000                |                    |
| 6            |                            |                    |                       |                           |                       |                    | 00000                |                    |
| <b>Total</b> |                            |                    |                       |                           |                       |                    |                      | <b>\$59,698.10</b> |

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

Bank Name  Name on Bank Account   
 Bank Routing #  Bank Account #  City  State

## CONTACT INFORMATION Typed or Printed

Contact Name  Organization   
 Email  Phone #  Ext  Fax #

## AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

I, the undersigned, do hereby certify under penalty of perjury, that the payment is due and payable and that the payment is just, due and unpaid obligation, and that I am authorized to authenticate and certify to said payment.

Signature *Joan Montegary* Title Chief Administrative Officer Date May 5, 2021  
 Print Name Joan Montegary Phone # 425-483-7912 Email jmontegary@wf-r.org

# ELECTRONIC PAYMENT REQUEST FORM



Department of Executive Services  
**Finance & Business Operations Division**  
 ADM-ES-0600  
 500 4th Ave  
 Seattle, WA 98104  
 Email: cash.management@kingcounty.gov  
 Tel: 206-296-7310 or 206-296-7312

Payment Settlement Date May 10, 2021

## PAYMENT INFORMATION

ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_ 
  ACH Debit Pay Code (COLXX) \_\_\_\_\_ 
  Automatic Withdrawal  
 Book Transfers (Last 4 digits of the account) From \_\_\_\_\_ To \_\_\_\_\_ 
  Wire Repetitive Wire Code \_\_\_\_\_

| Line         | Explanation/Description             | Fund (9 digits) | Project (7 digits) | Cost Center (6 digits) | Account (5 digits) | Bars (7 digits) | Future (5 digits) | Amount             |
|--------------|-------------------------------------|-----------------|--------------------|------------------------|--------------------|-----------------|-------------------|--------------------|
| 1            | ALERUS                              |                 |                    |                        |                    |                 | 00000             |                    |
| 2            | Deferred Compensation Contributions | 100360010       |                    |                        | 24219              |                 | 00000             | 14,554.24          |
| 3            |                                     |                 |                    |                        |                    |                 | 00000             |                    |
| 4            |                                     |                 |                    |                        |                    |                 | 00000             |                    |
| 5            |                                     |                 |                    |                        |                    |                 | 00000             |                    |
| 6            |                                     |                 |                    |                        |                    |                 | 00000             |                    |
| <b>Total</b> |                                     |                 |                    |                        |                    |                 |                   | <b>\$14,554.24</b> |

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

Bank Name  Name on Bank Account   
 Bank Routing #  Bank Account #  City  State

## CONTACT INFORMATION Typed or Printed

Contact Name  Organization   
 Email  Phone #  Ext  Fax #

## AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

I, the undersigned, do hereby certify under penalty of perjury, that the payment is due and payable and that the payment is just, due and unpaid obligation, and that I am authorized to authenticate and certify to said payment.

Signature *Joan S. Montegary* Title Chief Administrative Officer Date May 5, 2021  
 Print Name Joan Montegary Phone # 425-483-7912 Email jmontegary@wf-r.org



**Woodinville Fire & Rescue**

P. O. Box 2200 • 17718 Woodinville-Snohomish Rd NE  
Woodinville, WA 98072-8509  
Phone 425-483-2131 • Fax 425-486-0361

**ACH/BANK DEBIT APPROVAL DOCUMENT**

Governmental Unit Name: Woodinville Fire & Rescue

**EXPENSE ACCOUNT**

**Fund # 10-036-0010**

**Board of Directors Approval:** We, the Board of Directors of the above-named governmental unit of King County, Washington do hereby certify that the services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: June 1, 2021

Approved for payment:

Derek van Veen  
Commissioner, Position 1

Doug Halbert  
Commissioner, Position 2

[Signature]  
Commissioner, Position 3

Mike Millman  
Commissioner, Position 4

[Signature]  
Commissioner, Position 5

| Reference # | ACH Request Date(s): | Total ACH Requests |
|-------------|----------------------|--------------------|
| ACH 21-10   | 5/24/21, 5/25/21     | \$ 470,697.38      |

Juan S. Montegay  
Preauthorization signature (FC/DC/CAO)



**US BANK SINGLEPOINT - 3629 TRANSACTIONS**

| Trans. Date | Paychex Cash Requirement Debits                     |                   |
|-------------|---|-------------------|
| 5/24/2021   | Net Pay: Direct Deposits/Live Checks                | 216,977.84        |
| 5/24/2021   | DSHS - WA State (garnishment)                       | 291.52            |
| 5/25/2021   | Taxpay (Soc. Sec., MC, Federal Income Tax, WAPF/ML) | 47,598.77         |
| 5/24/2021   | Agency Checks                                       | 123,280.54        |
|             |   | -                 |
|             |   | -                 |
|             |   | -                 |
|             | Quarterly L&I                                       | -                 |
| 5/25/2021   | <b>PAYCHEX INVOICE</b>                              | 644.56            |
|             |   | <b>388,793.23</b> |

| Trans. Date | ACH TRANSACTIONS: TDA / DUES / BENEVOLENT FUND TEMPLATE |                 |
|-------------|---|-----------------|
| 5/25/2021   | WDVL FF Union Dues/Assessment                           | 4,841.84        |
| 5/25/2021   | WDVL Benevolent Fund                                    | 497.50          |
|             | <b>Total Deposit</b>                                    | <b>5,339.34</b> |

**PAY32 TRANSACTION TOTALS      \$      394,132.57**

  
 \_\_\_\_\_  
 Preauthorization signature (FC/DC/CAO)

# ELECTRONIC PAYMENT REQUEST FORM



Department of Executive Services  
**Finance & Business Operations Division**  
 ADM-ES-0600  
 500 4th Ave  
 Seattle, WA 98104  
 Email: cash.management@kingcounty.gov  
 Tel: 206-296-7310 or 206-296-7312

Payment Settlement Date May 25, 2021

## PAYMENT INFORMATION

ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_
  ACH Debit Pay Code (COLXX) \_\_\_\_\_
  Automatic Withdrawl  
 Book Transfers (Last 4 digits of the account) From \_\_\_\_\_ To \_\_\_\_\_
  Wire Repetitive Wire Code \_\_\_\_\_

| Line         | Explanation/Description    | Fund<br>(9 digits) | Project<br>(7 digits) | Cost Center<br>(6 digits) | Account<br>(5 digits) | Bars<br>(7 digits) | Future<br>(5 digits) | Amount             |
|--------------|----------------------------|--------------------|-----------------------|---------------------------|-----------------------|--------------------|----------------------|--------------------|
| 1            | DEPT OF RETIREMENT SYSTEMS |                    |                       |                           |                       |                    | 00000                |                    |
| 2            | LEOFF & PERS               | 100360010          |                       |                           | 24219                 |                    | 00000                | 48,985.19          |
| 3            | DCP                        | 100360010          |                       |                           | 24219                 |                    | 00000                | 12,020.38          |
| 4            |                            |                    |                       |                           |                       |                    | 00000                |                    |
| 5            |                            |                    |                       |                           |                       |                    | 00000                |                    |
| 6            |                            |                    |                       |                           |                       |                    | 00000                |                    |
| <b>Total</b> |                            |                    |                       |                           |                       |                    |                      | <b>\$61,005.57</b> |

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

Bank Name  Name on Bank Account   
 Bank Routing #  Bank Account #  City  State

## CONTACT INFORMATION

Typed or Printed

Contact Name  Organization   
 Email  Phone #  Ext  Fax #

## AUTHORIZATION

Certification for Payment (By Authorized Signer) RCW 42.24.080

I, the undersigned, do hereby certify under penalty of perjury, that the payment is due and payable and that the payment is just, due and unpaid obligation, and that I am authorized to authenticate and certify to said payment.

Signature *Joan Montegary* Title Chief Administrative Officer Date May 20, 2021  
 Print Name Joan Montegary Phone # 425-483-7912 Email jmontegary@wf-r.org

# ELECTRONIC PAYMENT REQUEST FORM



Department of Executive Services  
**Finance & Business Operations Division**  
 ADM-ES-0600  
 500 4th Ave  
 Seattle, WA 98104  
 Email: cash.management@kingcounty.gov  
 Tel: 206-296-7310 or 206-296-7312

Payment Settlement Date May 25, 2021

## PAYMENT INFORMATION

ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_
  ACH Debit Pay Code (COLXX) \_\_\_\_\_
  Automatic Withdrawl  
 Book Transfers (Last 4 digits of the account) From \_\_\_\_\_ To \_\_\_\_\_
  Wire Repetitive Wire Code \_\_\_\_\_

| Line | Explanation/Description             | Fund<br>(9 digits) | Project<br>(7 digits) | Cost Center<br>(6 digits) | Account<br>(5 digits) | Bars<br>(7 digits) | Future<br>(5 digits) | Amount             |
|------|-------------------------------------|--------------------|-----------------------|---------------------------|-----------------------|--------------------|----------------------|--------------------|
| 1    | ALERUS                              |                    |                       |                           |                       |                    | 00000                |                    |
| 2    | Deferred Compensation Contributions | 100360010          |                       |                           | 24219                 |                    | 00000                | 15,559.24          |
| 3    |                                     |                    |                       |                           |                       |                    | 00000                |                    |
| 4    |                                     |                    |                       |                           |                       |                    | 00000                |                    |
| 5    |                                     |                    |                       |                           |                       |                    | 00000                |                    |
| 6    |                                     |                    |                       |                           |                       |                    | 00000                |                    |
|      |                                     |                    |                       |                           |                       |                    | <b>Total</b>         | <b>\$15,559.24</b> |

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

Bank Name  Name on Bank Account   
 Bank Routing #  Bank Account #  City  State

## CONTACT INFORMATION

Typed or Printed

Contact Name  Organization   
 Email  Phone #  Ext  Fax #

## AUTHORIZATION

Certification for Payment (By Authorized Signer) RCW 42.24.080

I, the undersigned, do hereby certify under penalty of perjury, that the payment is due and payable and that the payment is just, due and unpaid obligation, and that I am authorized to authenticate and certify to said payment.

Signature *Joan S. Montegary* Title Chief Administrative Officer Date May 20, 2021  
 Print Name Joan Montegary Phone # 425-483-7912 Email jmontegary@wf-r.org



# Special District Voucher Approval Document

Scheduled Payment Date: 06/01/2021  
 Total Amount: \$24,163.37  
 Control Total: 19  
 Payment Method: WARRANT

District Name: Woodinville Fire & Rescue  
 File Name: AP\_WDNVLFIR\_APSUPINV\_20210525112737.csv  
 Fund #: 100360010

### CONTACT INFORMATION

Preparer's Name: Charlene Inman

Email Address: cinman@wf-r.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):

|                               |                   |
|-------------------------------|-------------------|
| <u>Jerry S. Montegary</u>     | <u>5/25/21</u>    |
| Authorized District Signature | Date              |
| <u>[Signature]</u>            | <u>5/26/21</u>    |
| Authorized District Signature | Date              |
| <u>Doug Halbert</u>           | <u>06/01/2021</u> |
| Authorized District Signature | Date              |

|                               |                   |
|-------------------------------|-------------------|
| <u>Derek van Veen</u>         | <u>06/01/2021</u> |
| Authorized District Signature | Date              |
| <u>[Signature]</u>            | <u>5/26/21</u>    |
| Authorized District Signature | Date              |
| <u>Mike Millman</u>           | <u>06/01/2021</u> |
| Authorized District Signature | Date              |

### SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable  
 Attn: Special Districts  
 401 5th Avenue, Room 323  
 Seattle, WA 98104

Email: [SpecialDist.AP@kingcounty.gov](mailto:SpecialDist.AP@kingcounty.gov)  
 Fax: (206) 263-3767

### KING COUNTY FINANCE USE ONLY:

Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_



# Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20210525112737.csv

| Payee (Vendor Name)              | Vendor No. | Vendor Site | Invoice No. | Invoice Date | Inv. Amount | Description |
|----------------------------------|------------|-------------|-------------|--------------|-------------|-------------|
| AIRGAS USA LLC                   |            |             | 210601001   | 06/01/2021   | \$181.90    |             |
| BANK OF AMERICA (BEVERLY)        |            |             | 210601002   | 06/01/2021   | \$564.75    |             |
| BANK OF AMERICA (BREAUULT)       |            |             | 210601003   | 06/01/2021   | \$4,884.22  |             |
| BANK OF AMERICA (FOLEY)          |            |             | 210601004   | 06/01/2021   | \$371.50    |             |
| BANK OF AMERICA (MCCAMBRIDGE)    |            |             | 210601005   | 06/01/2021   | \$439.71    |             |
| BANK OF AMERICA (MICHELMAN)      |            |             | 210601006   | 06/01/2021   | \$783.63    |             |
| BEAR COMMUNICATIONS INC          |            |             | 210601007   | 06/01/2021   | \$214.76    |             |
| EAGLE PEST ELIMINATORS INC       |            |             | 210601009   | 06/01/2021   | \$71.57     |             |
| FIRE DEPARTMENT CITY OF KIRKLAND |            |             | 210601008   | 06/01/2021   | \$5,970.00  |             |
| KING COUNTY FINANCE              |            |             | 210601010   | 06/01/2021   | \$1,681.00  |             |
| NATIONAL TESTING NETWORK INC     |            |             | 210601011   | 06/01/2021   | \$55.00     |             |
| OFFICE DEPOT                     |            |             | 210601012   | 06/01/2021   | \$167.83    |             |
| PUGET SOUND ENERGY               |            |             | 210601013   | 06/01/2021   | \$4,211.98  |             |
| REMOTE SATELLITE SYSTEMS         |            |             | 210601014   | 06/01/2021   | \$55.00     |             |
| UNITED OIL 23165                 |            |             | 210601015   | 06/01/2021   | \$259.08    |             |
| VERIZON WIRELESS                 |            |             | 210601016   | 06/01/2021   | \$1,658.45  |             |
| WESTERN EXTERMINATOR COMPANY     |            |             | 210601017   | 06/01/2021   | \$660.62    |             |
| WOOD FIRE PETTY CASH FUND        |            |             | 210601018   | 06/01/2021   | \$203.26    |             |
| WOODINVILLE WATER DISTRICT       |            |             | 210601019   | 06/01/2021   | \$1,729.11  |             |

## ACCOUNTS PAYABLE

Woodinville Fire & Rescue

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| Accts<br>Pay # | Received          | Date Due          | Vendor                            | Amount          | Memo  |
|----------------|-------------------|-------------------|-----------------------------------|-----------------|---|
| <b>19358</b>   | <b>05/12/2021</b> | <b>06/01/2021</b> | <b>AIRGAS USA LLC</b>             | <b>181.90</b>   | <b>OX USPDAC (7)</b>                                      |
|                | 522 20 31         | 10-05             | Supplies - EMS Supplies           | 001 000 522     | General Expense   |
|                |                   |                   |                                   | 181.90          |   |
| <b>19359</b>   | <b>05/07/2021</b> | <b>06/01/2021</b> | <b>BANK OF AMERICA (BEVERLY)</b>  | <b>0.99</b>     | <b>iTunes 50GB Phone Upgrade BC/LT</b>                    |
|                | 522 10 48         | 30-06             | IT - Software Licensing           | 001 000 522     | General Expense   |
|                |                   |                   |                                   | 0.99            |   |
| <b>19360</b>   | <b>05/04/2021</b> | <b>06/01/2021</b> | <b>BANK OF AMERICA (BEVERLY)</b>  | <b>249.99</b>   | <b>Go Daddy SSL Cert 1 Yr Renewal</b>                     |
|                | 522 10 48         | 30-06             | IT - Software Licensing           | 001 000 522     | General Expense   |
|                |                   |                   |                                   | 249.99          |   |
| <b>19361</b>   | <b>05/06/2021</b> | <b>06/01/2021</b> | <b>BANK OF AMERICA (BEVERLY)</b>  | <b>204.79</b>   | <b>Mount for DC Vehicle</b>                               |
|                | 522 10 48         | 30-07             | IT - Hardware                     | 001 000 522     | General Expense   |
|                |                   |                   |                                   | 204.79          |   |
| <b>19362</b>   | <b>05/11/2021</b> | <b>06/01/2021</b> | <b>BANK OF AMERICA (BEVERLY)</b>  | <b>108.98</b>   | <b>ESO Tablet USBC Power Supplies (2)</b>                 |
|                | 522 10 48         | 30-07             | IT - Hardware                     | 001 000 522     | General Expense   |
|                |                   |                   |                                   | 108.98          |   |
|                |                   |                   | Total BANK OF AMERICA (BEVERLY)   | 564.75          |   |
| <b>19363</b>   | <b>04/11/2021</b> | <b>06/01/2021</b> | <b>BANK OF AMERICA (BREAUULT)</b> | <b>9.95</b>     | <b>Graphic Design Software</b>                            |
|                | 522 41 48         | 30-01             | Software Licensing - Ado          | 001 000 522     | General Expense   |
|                |                   |                   |                                   | 9.95            |   |
| <b>19364</b>   | <b>04/15/2021</b> | <b>06/01/2021</b> | <b>BANK OF AMERICA (BREAUULT)</b> | <b>21.99</b>    | <b>Posterboard/Pens - NORCOM video</b>                    |
|                | 522 41 31         | 10-04             | Supplies - Video Supplies         | 001 000 522     | General Expense   |
|                |                   |                   |                                   | 21.99           |   |
| <b>19365</b>   | <b>04/16/2021</b> | <b>06/01/2021</b> | <b>BANK OF AMERICA (BREAUULT)</b> | <b>16.50</b>    | <b>Email Newsletter Subscription</b>                      |
|                | 522 41 48         | 30-01             | Software Licensing - Ado          | 001 000 522     | General Expense   |
|                |                   |                   |                                   | 16.50           |   |
| <b>19366</b>   | <b>04/30/2021</b> | <b>06/01/2021</b> | <b>BANK OF AMERICA (BREAUULT)</b> | <b>64.12</b>    | <b>Facebook FF Job Advertising</b>                        |
|                | 522 41 44         | 10-01             | Advertising - Comm Svcs           | 001 000 522     | General Expense   |
|                |                   |                   |                                   | 64.12           |   |
| <b>19367</b>   | <b>04/30/2021</b> | <b>06/01/2021</b> | <b>BANK OF AMERICA (BREAUULT)</b> | <b>4,771.66</b> | <b>Archiving Software (Smash) Annual Renewal</b>          |
|                | 522 10 48         | 30-14             | IT - Archiving Software (S        | 001 000 522     | General Expense   |
|                |                   |                   |                                   | 4,771.66        |   |
|                |                   |                   | Total BANK OF AMERICA (BREAUULT)  | 4,884.22        |   |
| <b>19368</b>   | <b>05/06/2021</b> | <b>06/01/2021</b> | <b>BANK OF AMERICA (FOLEY)</b>    | <b>84.00</b>    | <b>Live Fire Instructor Course - McGowan</b>              |
|                | 522 45 41         | 20-10             | Ad Hoc Training                   | 001 000 522     | General Expense   |
|                |                   |                   |                                   | 84.00           |   |
| <b>19369</b>   | <b>05/12/2021</b> | <b>06/01/2021</b> | <b>BANK OF AMERICA (FOLEY)</b>    | <b>78.50</b>    | <b>Fire and Emergency Services Company Officer - Bahr</b> |

## ACCOUNTS PAYABLE

Woodinville Fire & Rescue

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| Accts<br>Pay #                      | Received          | Date Due                    | Vendor                                   | Amount        | Memo   |
|-------------------------------------|-------------------|-----------------------------|--|---------------|--|
| 522 45 31                           | 30-01             | Library Books - TRN         | 001 000 522 General Expense              | 78.50         |  |
| <b>19370</b>                        | <b>05/18/2021</b> | <b>06/01/2021</b>           | <b>1170 BANK OF AMERICA (FOLEY)</b>      | <b>209.00</b> | <b>Postage Stamps</b>                                  |
| 522 10 31                           | 10-01             | Office Supplies - Postage   | 001 000 522 General Expense              | 209.00        |  |
| Total BANK OF AMERICA (FOLEY)       |                   |                             |  | 371.50        |  |
| <b>19371</b>                        | <b>04/30/2021</b> | <b>06/01/2021</b>           | <b>175 BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>264.11</b> | <b>Lynda.com Subscription - McCambridge</b>            |
| 522 10 49                           | 20-08             | Dues / Subscriptions - Ly   | 001 000 522 General Expense              | 264.11        |  |
| <b>19372</b>                        | <b>05/03/2021</b> | <b>06/01/2021</b>           | <b>175 BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>11.36</b>  | <b>St 31 Radio Repair Shipping</b>                     |
| 522 10 31                           | 10-01             | Office Supplies - Postage   | 001 000 522 General Expense              | 11.36         |  |
| <b>19373</b>                        | <b>05/03/2021</b> | <b>06/01/2021</b>           | <b>175 BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>43.98</b>  | <b>St 31 Radio Repair Shipping</b>                     |
| 522 50 48                           | 33-07             | St 33 - Misc. Repair/Main   | 001 000 522 General Expense              | 43.98         |  |
| <b>19374</b>                        | <b>05/04/2021</b> | <b>06/01/2021</b>           | <b>175 BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>83.28</b>  | <b>St 33 Tools - DW Drain Retrofit</b>                 |
| 522 50 48                           | 33-07             | St 33 - Misc. Repair/Main   | 001 000 522 General Expense              | 83.28         |  |
| <b>19375</b>                        | <b>05/05/2021</b> | <b>06/01/2021</b>           | <b>175 BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>36.98</b>  | <b>St 31 Facility Tools</b>                            |
| 522 50 48                           | 10-08             | All Stations - Misc Tools ( | 001 000 522 General Expense              | 36.98         |  |
| Total BANK OF AMERICA (MCCAMBRIDGE) |                   |                             |  | 439.71        |  |
| <b>19376</b>                        | <b>05/11/2021</b> | <b>06/01/2021</b>           | <b>178 BANK OF AMERICA (MICHELMAN)</b>   | <b>60.43</b>  | <b>5/11 Rapid Assessment Application Panel Lunches</b> |
| 522 10 31                           | 40-03             | Meetings - Panels (Interv   | 001 000 522 General Expense              | 60.43         |  |
| <b>19377</b>                        | <b>05/18/2021</b> | <b>06/01/2021</b>           | <b>178 BANK OF AMERICA (MICHELMAN)</b>   | <b>281.41</b> | <b>5/20 Rapid Assessment Lunches</b>                   |
| 522 10 31                           | 40-03             | Meetings - Panels (Interv   | 001 000 522 General Expense              | 281.41        |  |
| <b>19378</b>                        | <b>05/17/2021</b> | <b>06/01/2021</b>           | <b>178 BANK OF AMERICA (MICHELMAN)</b>   | <b>396.60</b> | <b>5/19 Rapid Assessment Lunches</b>                   |
| 522 10 31                           | 40-03             | Meetings - Panels (Interv   | 001 000 522 General Expense              | 396.60        |  |
| <b>19379</b>                        | <b>05/18/2021</b> | <b>06/01/2021</b>           | <b>178 BANK OF AMERICA (MICHELMAN)</b>   | <b>45.19</b>  | <b>5/19-5/20 Rapid Assessment Breakfast/Snacks</b>     |
| 522 10 31                           | 40-03             | Meetings - Panels (Interv   | 001 000 522 General Expense              | 45.19         |  |
| Total BANK OF AMERICA (MICHELMAN)   |                   |                             |  | 783.63        |  |

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Woodinville Fire & Rescue

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| Accts<br>Pay # | Received          | Date Due          | Vendor                                   | Amount          | Memo  |
|----------------|-------------------|-------------------|--|-----------------|---|
| <b>19380</b>   | <b>05/17/2021</b> | <b>06/01/2021</b> | <b>BEAR COMMUNICATIONS INC</b>           | <b>214.76</b>   | <b>Replacement Radio Ear Pieces (4)</b>               |
|                | 522 20 42         | 20-02             | Radio/Headset Maint & R                  | 001 000 522     | General Expense                                       |
|                |                   |                   |  | 214.76          | Earpieces   |
| <b>19381</b>   | <b>05/09/2021</b> | <b>06/01/2021</b> | <b>CITY OF KIRKLAND, FIRE DEPARTMENT</b> | <b>5,970.00</b> | <b>Rescue Systems 1, April 5-9, 2021</b>              |
|                | 522 45 41         | 20-04             | RS1 And Pump Academy                     | 001 000 522     | General Expense                                       |
|                |                   |                   |  | 5,970.00        |   |
| <b>19382</b>   | <b>05/07/2021</b> | <b>06/01/2021</b> | <b>EAGLE PEST ELIMINATORS INC</b>        | <b>71.57</b>    | <b>St 33 Pest Control - May</b>                       |
|                | 522 50 48         | 10-05             | All Stations - Pest Contro               | 001 000 522     | General Expense                                       |
|                |                   |                   |  | 71.57           |   |
| <b>19383</b>   | <b>04/30/2021</b> | <b>06/01/2021</b> | <b>KING COUNTY FINANCE</b>               | <b>1,681.00</b> | <b>INET All Stations - Apr</b>                        |
|                | 522 10 48         | 30-17             | IT - Fiber Optic                         | 001 000 522     | General Expense                                       |
|                |                   |                   |  | 1,681.00        |   |
| <b>19384</b>   | <b>04/30/2021</b> | <b>06/01/2021</b> | <b>NATIONAL TESTING NETWORK INC</b>      | <b>55.00</b>    | <b>Testing Voucher Reimbursement</b>                  |
|                | 522 10 41         | 10-07             | Prof Svcs - National Testi               | 001 000 522     | General Expense                                       |
|                |                   |                   |  | 55.00           | Applicant testing voucher reimbursement; invoice 8404 |
| <b>19385</b>   | <b>05/03/2021</b> | <b>06/01/2021</b> | <b>OFFICE DEPOT</b>                      | <b>167.83</b>   | <b>Toner, Tape, Manila Folders, Pens</b>              |
|                | 522 10 31         | 10-02             | Office Supplies - General                | 001 000 522     | General Expense                                       |
|                | 522 10 31         | 10-04             | Office Supplies - Ink/Ton                | 001 000 522     | General Expense                                       |
|                |                   |                   |  | 71.06           |   |
|                |                   |                   |  | 96.77           |   |
| <b>19386</b>   | <b>05/13/2021</b> | <b>06/01/2021</b> | <b>PUGET SOUND ENERGY</b>                | <b>783.25</b>   | <b>St 33 Electric/Gas 4/9/21-5/12/21</b>              |
|                | 522 50 47         | 33-01             | Utilities - 33                           | 001 000 522     | General Expense                                       |
|                | 522 50 47         | 33-01             | Utilities - 33                           | 001 000 522     | General Expense                                       |
|                |                   |                   |  | 464.39          | Electric  |
|                |                   |                   |  | 318.86          | Gas   |
| <b>19387</b>   | <b>05/13/2021</b> | <b>06/01/2021</b> | <b>PUGET SOUND ENERGY</b>                | <b>796.59</b>   | <b>St 35 Electric/Gas 4/9/21-5/11/21</b>              |
|                | 522 50 47         | 35-01             | Utilities - 35                           | 001 000 522     | General Expense                                       |
|                | 522 50 47         | 35-01             | Utilities - 35                           | 001 000 522     | General Expense                                       |
|                |                   |                   |  | 492.57          | Electric  |
|                |                   |                   |  | 304.02          | Gas   |
| <b>19388</b>   | <b>05/13/2021</b> | <b>06/01/2021</b> | <b>PUGET SOUND ENERGY</b>                | <b>34.56</b>    | <b>St 31 Gas - 4/12/21-5/12/21</b>                    |
|                | 522 50 47         | 31-01             | Utilities - 31/HQ/Annex                  | 001 000 522     | General Expense                                       |
|                |                   |                   |  | 34.56           |   |
| <b>19389</b>   | <b>05/13/2021</b> | <b>06/01/2021</b> | <b>PUGET SOUND ENERGY</b>                | <b>1,740.62</b> | <b>St 31 Electric 4/12/21-5/12/21</b>                 |
|                | 522 50 47         | 31-01             | Utilities - 31/HQ/Annex                  | 001 000 522     | General Expense                                       |
|                |                   |                   |  | 1,740.62        |   |
| <b>19390</b>   | <b>05/13/2021</b> | <b>06/01/2021</b> | <b>PUGET SOUND ENERGY</b>                | <b>73.61</b>    | <b>Annex Electric/Gas 4/12/21-5/12/21</b>             |
|                | 522 50 47         | 31-01             | Utilities - 31/HQ/Annex                  | 001 000 522     | General Expense                                       |
|                |                   |                   |  | 73.61           |   |
| <b>19402</b>   | <b>05/17/2021</b> | <b>06/01/2021</b> | <b>PUGET SOUND ENERGY</b>                | <b>783.35</b>   | <b>St 33 Electric/Gas - Corrected Charges</b>         |
|                | 522 50 47         | 33-01             | Utilities - 33                           | 001 000 522     | General Expense                                       |
|                |                   |                   |  | 783.35          |   |



# ACCOUNTS PAYABLE

Woodinville Fire & Rescue

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| Accts<br>Pay # | Received          | Date Due                   | Vendor                              | Amount          | Memo   |
|----------------|-------------------|----------------------------|-------------------------------------|-----------------|--|
|                |                   |                            | Total PUGET SOUND ENERGY            | 4,211.98        |  |
| <b>19391</b>   | <b>05/14/2021</b> | <b>06/01/2021</b>          | <b>REMOTE SATELLITE SYSTEMS</b>     | <b>55.00</b>    | <b>Satellite Phone Service Jun/Airtime Apr</b> |
|                | 522 10 42 10-01   | Communication - Remot      | 001 000 522 General Expense         | 55.00           |  |
| <b>19392</b>   | <b>05/15/2021</b> | <b>06/01/2021</b>          | <b>UNITED OIL 23165</b>             | <b>259.08</b>   | <b>Gas/Diesel - 5/1/21-5/15/21</b>             |
|                | 522 60 32 10-01   | Vehicles - Gas/Diesel/DEI  | 001 000 522 General Expense         | 259.08          |  |
| <b>19393</b>   | <b>05/09/2021</b> | <b>06/01/2021</b>          | <b>VERIZON WIRELESS</b>             | <b>1,658.45</b> | <b>Cell Phones/MDC Fees 4/10/21-5/9/21</b>     |
|                | 522 10 42 10-02   | Communication - Cell Ph    | 001 000 522 General Expense         | 1,658.45        |  |
| <b>19394</b>   | <b>04/15/2021</b> | <b>06/01/2021</b>          | <b>WESTERN EXTERMINATOR COMPANY</b> | <b>110.10</b>   | <b>St 31 Pest Control - Apr</b>                |
|                | 522 50 48 10-05   | All Stations - Pest Contro | 001 000 522 General Expense         | 110.10          |  |
| <b>19395</b>   | <b>04/20/2021</b> | <b>06/01/2021</b>          | <b>WESTERN EXTERMINATOR COMPANY</b> | <b>137.63</b>   | <b>St 31 Pest Control - Rats</b>               |
|                | 522 50 48 10-05   | All Stations - Pest Contro | 001 000 522 General Expense         | 137.63          |  |
| <b>19396</b>   | <b>04/27/2021</b> | <b>06/01/2021</b>          | <b>WESTERN EXTERMINATOR COMPANY</b> | <b>137.63</b>   | <b>St 31 Pest Control - Rats</b>               |
|                | 522 50 48 10-05   | All Stations - Pest Contro | 001 000 522 General Expense         | 137.63          |  |
| <b>19397</b>   | <b>04/29/2021</b> | <b>06/01/2021</b>          | <b>WESTERN EXTERMINATOR COMPANY</b> | <b>137.63</b>   | <b>St 31 Pest Control - Rats</b>               |
|                | 522 50 48 10-05   | All Stations - Pest Contro | 001 000 522 General Expense         | 137.63          |  |
| <b>19398</b>   | <b>05/03/2021</b> | <b>06/01/2021</b>          | <b>WESTERN EXTERMINATOR COMPANY</b> | <b>137.63</b>   | <b>St 31 Pest Control - Rats</b>               |
|                | 522 50 48 10-05   | All Stations - Pest Contro | 001 000 522 General Expense         | 137.63          |  |
|                |                   |                            | Total WESTERN EXTERMINATOR COMPANY  | 660.62          |  |
| <b>19356</b>   | <b>05/20/2021</b> | <b>06/01/2021</b>          | <b>WOOD FIRE PETTY CASH FUND</b>    | <b>10.86</b>    | <b>St 35 Can Opener</b>                        |
|                | 522 50 48 35-06   | St 35 - Furniture/Kitchen  | 001 000 522 General Expense         | 10.86           |  |
| <b>19357</b>   | <b>05/20/2021</b> | <b>06/01/2021</b>          | <b>WOOD FIRE PETTY CASH FUND</b>    | <b>192.40</b>   | <b>#722080 Radio Knob Repair</b>               |
|                | 522 20 42 20-02   | Radio/Headset Maint & f    | 001 000 522 General Expense         | 192.40          |  |
|                |                   |                            | Total WOOD FIRE PETTY CASH FUND     | 203.26          |  |
| <b>19399</b>   | <b>05/17/2021</b> | <b>06/01/2021</b>          | <b>WOODINVILLE WATER DISTRICT</b>   | <b>310.29</b>   | <b>St 31 Irrigation - 3/11/21-5/6/21</b>       |

## ACCOUNTS PAYABLE

Woodinville Fire & Rescue

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Time: 11:18:08 Date: 05/25/2021

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| Accts<br>Pay #                         | Received                | Date Due          | Vendor                            | Amount          | Memo                                    |
|--|-------------------------|-------------------|-----------------------------------|-----------------|---|
| 522 50 47 31-01                        | Utilities - 31/HQ/Annex |                   | 001 000 522 General Expense       | 310.29          |   |
| <b>19400</b>                           | <b>05/17/2021</b>       | <b>06/01/2021</b> | <b>WOODINVILLE WATER DISTRICT</b> | <b>1,302.86</b> | <b>St 31 Water/Sewer 3/11/21-5/6/21</b> |
| 522 50 47 31-01                        | Utilities - 31/HQ/Annex |                   | 001 000 522 General Expense       | 1,302.86        |   |
| <b>19401</b>                           | <b>05/17/2021</b>       | <b>06/01/2021</b> | <b>WOODINVILLE WATER DISTRICT</b> | <b>115.96</b>   | <b>Annex Water/Sewer 3/11/21-5/6/21</b> |
| 522 50 47 31-01                        | Utilities - 31/HQ/Annex |                   | 001 000 522 General Expense       | 115.96          |   |
| Total WOODINVILLE WATER DISTRICT       |                         |                   |                                   | 1,729.11        |   |
| Report Total:                          |                         |                   |                                   | 24,163.37       |   |
| Fund                                   |                         |                   |                                   |                 |   |
| 001 General Expense Fund (10-036-0010) |                         |                   |                                   | 24,163.37       |   |

This report has been reviewed by:

Signature: *Jan S. Montegary*  
 Fire Chief/Chief Administrative Officer

Date: 5/25/21



# Special District Voucher Approval Document

Scheduled Payment Date: 05/10/2021  
 Total Amount: \$43,485.27  
 Control Total: 22  
 Payment Method: WARRANT

District Name: Woodinville Fire & Rescue  
 File Name: AP\_WDNVLFIR\_APSUPINV\_20210504104553.csv  
 Fund #: 100360010

### CONTACT INFORMATION

Preparer's Name: Charlene Inman

Email Address: cinman@wf-r.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):

|                               |                   |
|-------------------------------|-------------------|
| <u>Joan Montgomery</u>        | <u>5-4-2021</u>   |
| Authorized District Signature | Date              |
| <u>[Signature]</u>            | <u>5/26/21</u>    |
| Authorized District Signature | Date              |
| <u>Doug Halbert</u>           | <u>06/01/2021</u> |
| Authorized District Signature | Date              |

|                               |                   |
|-------------------------------|-------------------|
| <u>Derek van Veen</u>         | <u>06/01/2021</u> |
| Authorized District Signature | Date              |
| <u>[Signature]</u>            | <u>5/26/21</u>    |
| Authorized District Signature | Date              |
| <u>Mike Millman</u>           | <u>06/01/2021</u> |
| Authorized District Signature | Date              |

### SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable  
 Attn: Special Districts  
 401 5th Avenue, Room 323  
 Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov  
 Fax: (206) 263-3767

**KING COUNTY FINANCE USE ONLY:**

Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_



# Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20210504104553.csv

| Payee (Vendor Name)              | Vendor No. | Vendor Site | Invoice No. | Invoice Date | Inv. Amount | Description |
|----------------------------------|------------|-------------|-------------|--------------|-------------|-------------|
| AIRGAS USA LLC                   |            |             | 210501001   | 05/10/2021   | \$237.53    |             |
| BULGER SAFE & LOCK               |            |             | 210501002   | 05/10/2021   | \$278.00    |             |
| CFO SELECTIONS                   |            |             | 210501003   | 05/10/2021   | \$82.50     |             |
| CITY OF WOODINVILLE              |            |             | 210501004   | 05/10/2021   | \$496.25    |             |
| COMCAST                          |            |             | 210501005   | 05/10/2021   | \$37.45     |             |
| DELL MARKETING LP                |            |             | 210501006   | 05/10/2021   | \$23,785.11 |             |
| GALLS LLC                        |            |             | 210501007   | 05/10/2021   | \$1,204.25  |             |
| GRAINGER INC                     |            |             | 210501008   | 05/10/2021   | \$199.12    |             |
| KYLE BYRNE                       |            |             | 210501009   | 05/10/2021   | \$129.98    |             |
| MUNICIPAL EMERGENCY SERVICES INC |            |             | 210501010   | 05/10/2021   | \$4,189.57  |             |
| PLATT ELECTRIC SUPPLY            |            |             | 210501011   | 05/10/2021   | \$367.82    |             |
| PUGET SOUND ENERGY               |            |             | 210501012   | 05/10/2021   | \$777.96    |             |
| QAL-TEK ASSOCIATES LLC           |            |             | 210501013   | 05/10/2021   | \$1,623.32  |             |
| REHN & ASSOCIATES                |            |             | 210501014   | 05/10/2021   | \$250.00    |             |
| RICOH USA INC                    |            |             | 210501015   | 05/10/2021   | \$116.03    |             |
| SPRINGBROOK HOLDING CO LLC       |            |             | 210501016   | 05/10/2021   | \$750.00    |             |
| SUMMIT LAW GROUP PLLC            |            |             | 210501017   | 05/10/2021   | \$2,311.50  |             |
| UNITED OIL 23165                 |            |             | 210501018   | 05/10/2021   | \$666.65    |             |
| WASTE MANAGEMENT OF WA SNOOKING  |            |             | 210501019   | 05/10/2021   | \$1,490.04  |             |
| WESTERN EXTERMINATOR COMPANY     |            |             | 210501020   | 05/10/2021   | \$82.58     |             |
| WOOD FIRE PETTY CASH FUND        |            |             | 210501021   | 05/10/2021   | \$4,257.67  |             |
| YOUR TOW COMPANY                 |            |             | 210501022   | 05/10/2021   | \$151.94    |             |

## ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 05/10/2021

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| Accts<br>Pay # | Received          | Date Due          | Vendor                        | Amount                      | Memo                                 |
|----------------|-------------------|-------------------|-------------------------------|-----------------------------|--------------------------------------|
| <b>19266</b>   | <b>04/28/2021</b> | <b>05/10/2021</b> | <b>AIRGAS USA LLC</b>         | <b>237.53</b>               | <b>OX USPDAC (10)</b>                |
|                | 522 20 31         | 10-05             | Supplies - EMS Supplies       | 001 000 522 General Expense | 237.53                               |
| <b>19267</b>   | <b>04/21/2021</b> | <b>05/10/2021</b> | <b>BULGER SAFE &amp; LOCK</b> | <b>278.00</b>               | <b>St 31 Lock Repair (BP Room)</b>   |
|                | 522 50 48         | 10-01             | All Stations - Maint/Repa     | 001 000 522 General Expense | 278.00                               |
| <b>19268</b>   | <b>02/28/2021</b> | <b>05/10/2021</b> | <b>CFO SELECTIONS</b>         | <b>82.50</b>                | <b>Acctg Services - Feb</b>          |
|                | 522 10 41         | 10-03             | Prof Svcs - Accountant        | 001 000 522 General Expense | 82.50 Acctg Svcs; Invoice 45170      |
| <b>19269</b>   | <b>03/31/2021</b> | <b>05/10/2021</b> | <b>CITY OF WOODINVILLE</b>    | <b>496.25</b>               | <b>1st Qtr 2021 IFC Permits (5%)</b> |
|                | 522 30 41         | 10-01             | COW 5% Of Permit Fees         | 001 000 522 General Expense | 496.25                               |
| <b>19270</b>   | <b>04/26/2021</b> | <b>05/10/2021</b> | <b>COMCAST</b>                | <b>37.45</b>                | <b>St 35 HDTV - May</b>              |
|                | 522 10 42         | 35-02             | Communication - St 35 F       | 001 000 522 General Expense | 37.45                                |
| <b>19271</b>   | <b>04/30/2021</b> | <b>05/10/2021</b> | <b>DELL MARKETING LP</b>      | <b>23,785.11</b>            | <b>Replacement ESO Tablets (10)</b>  |
|                | 522 10 48         | 30-07             | IT - Hardware                 | 001 000 522 General Expense | 23,577.13                            |
|                | 522 10 48         | 30-07             | IT - Hardware                 | 001 000 522 General Expense | 207.98                               |
| <b>19272</b>   | <b>03/11/2021</b> | <b>05/10/2021</b> | <b>GALLS LLC</b>              | <b>436.18</b>               | <b>Class A Uniforms - Dale</b>       |
|                | 522 20 25         | 10-01             | Uniforms - Class A New f      | 001 000 522 General Expense | 325.10                               |
|                | 522 20 25         | 10-01             | Uniforms - Class A New f      | 001 000 522 General Expense | 18.26                                |
|                | 522 20 25         | 10-01             | Uniforms - Class A New f      | 001 000 522 General Expense | 47.18                                |
|                | 522 20 25         | 10-01             | Uniforms - Class A New f      | 001 000 522 General Expense | 45.64                                |
| <b>19273</b>   | <b>03/18/2021</b> | <b>05/10/2021</b> | <b>GALLS LLC</b>              | <b>768.07</b>               | <b>Class A Uniforms - McMahon</b>    |
|                | 522 20 25         | 10-01             | Uniforms - Class A New f      | 001 000 522 General Expense | 295.59                               |
|                | 522 20 25         | 10-01             | Uniforms - Class A New f      | 001 000 522 General Expense | 18.26                                |
|                | 522 20 25         | 10-01             | Uniforms - Class A New f      | 001 000 522 General Expense | 29.51                                |
|                | 522 20 25         | 10-01             | Uniforms - Class A New f      | 001 000 522 General Expense | 45.64                                |
|                | 522 20 25         | 10-01             | Uniforms - Class A New f      | 001 000 522 General Expense | 47.18                                |
|                | 522 20 25         | 10-01             | Uniforms - Class A New f      | 001 000 522 General Expense | 331.89                               |
|                |                   |                   | Total GALLS LLC               | 1,204.25                    |                                      |
| <b>19274</b>   | <b>03/29/2021</b> | <b>05/10/2021</b> | <b>GRAINGER INC</b>           | <b>111.99</b>               | <b>Gas Regulator, HCN Gas</b>        |
|                | 522 22 35         | 10-01             | Tools / Equipment - Hazr      | 001 000 522 General Expense | 22.40                                |
|                | 522 22 35         | 10-01             | Tools / Equipment - Hazr      | 001 000 522 General Expense | 89.59                                |
| <b>19275</b>   | <b>04/20/2021</b> | <b>05/10/2021</b> | <b>GRAINGER INC</b>           | <b>87.13</b>                | <b>Calibration Gauge</b>             |

## ACCOUNTS PAYABLE

Woodinville Fire & Rescue

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| Accts<br>Pay #                         | Received          | Date Due                  | Vendor                                       | Amount          | Memo                                       |
|--|-------------------|---------------------------|--|-----------------|--|
| 522 22 35                              | 10-01             | Tools / Equipment - Hazr  | 001 000 522 General Expense                  | 87.13           |  |
| Total GRAINGER INC                     |                   |                           |  | 199.12          |  |
| <b>19276</b>                           | <b>05/02/2021</b> | <b>05/10/2021</b>         | <b>1491 KYLE BYRNE</b>                       | <b>129.98</b>   | <b>Emergency Deployment Food for BR131</b> |
| 522 23 25                              | 10-01             | Uniforms - Wildland PPE   | 001 000 522 General Expense                  | 129.98          |  |
| <b>19277</b>                           | <b>04/23/2021</b> | <b>05/10/2021</b>         | <b>1588 MUNICIPAL EMERGENCY SERVICES INC</b> | <b>3,699.36</b> | <b>Annual Flow Test SCBA (49)</b>          |
| 522 20 35                              | 10-11             | SCBA Maint & Repair       | 001 000 522 General Expense                  | 3,699.36        |  |
| <b>19278</b>                           | <b>04/27/2021</b> | <b>05/10/2021</b>         | <b>1588 MUNICIPAL EMERGENCY SERVICES INC</b> | <b>490.21</b>   | <b>New Mask Spectical Kits (4)</b>         |
| 522 20 35                              | 10-11             | SCBA Maint & Repair       | 001 000 522 General Expense                  | 490.21          |  |
| Total MUNICIPAL EMERGENCY SERVICES INC |                   |                           |  | 4,189.57        |  |
| <b>19279</b>                           | <b>04/12/2021</b> | <b>05/10/2021</b>         | <b>1702 PLATT ELECTRIC SUPPLY</b>            | <b>367.82</b>   | <b>SCBA Pack - AA Batteries</b>            |
| 522 20 35                              | 10-11             | SCBA Maint & Repair       | 001 000 522 General Expense                  | 367.82          | Replacement Batteries For 42 SCBA Packs    |
| <b>19280</b>                           | <b>04/16/2021</b> | <b>05/10/2021</b>         | <b>1725 PUGET SOUND ENERGY</b>               | <b>777.96</b>   | <b>Annex Electric/Gas</b>                  |
| 522 50 47                              | 31-01             | Utilities - 31/HQ/Annex   | 001 000 522 General Expense                  | 777.96          |  |
| <b>19283</b>                           | <b>04/08/2021</b> | <b>05/10/2021</b>         | <b>1150 QAL-TEK ASSOCIATES LLC</b>           | <b>1,623.32</b> | <b>Z1 Eastside HazMat Equipment</b>        |
| 522 22 35                              | 10-02             | Z1 EHMT Consortium (Re    | 001 000 522 General Expense                  | 587.00          |  |
| 522 22 35                              | 10-02             | Z1 EHMT Consortium (Re    | 001 000 522 General Expense                  | 478.32          |  |
| 522 22 35                              | 10-02             | Z1 EHMT Consortium (Re    | 001 000 522 General Expense                  | 513.00          |  |
| 522 22 35                              | 10-02             | Z1 EHMT Consortium (Re    | 001 000 522 General Expense                  | 45.00           |  |
| <b>19281</b>                           | <b>04/16/2021</b> | <b>05/10/2021</b>         | <b>1754 REHN &amp; ASSOCIATES</b>            | <b>250.00</b>   | <b>2021 Annual Renewal Fee</b>             |
| 522 10 26                              | 10-01             | HRA/VEBA Annual Fee -     | 001 000 522 General Expense                  | 250.00          |  |
| <b>19282</b>                           | <b>04/21/2021</b> | <b>05/10/2021</b>         | <b>1761 RICOH USA INC</b>                    | <b>116.03</b>   | <b>Copies 3/21/21-4/20/21</b>              |
| 522 10 45                              | 10-02             | Lease - Copiers (includes | 001 000 522 General Expense                  | 116.03          |  |
| <b>19284</b>                           | <b>03/25/2021</b> | <b>05/10/2021</b>         | <b>1100 SPRINGBROOK HOLDING CO LLC</b>       | <b>750.00</b>   | <b>Annual Report Training - Inman</b>      |
| 522 10 41                              | 20-12             | Conf Reg - TBD For Adm    | 001 000 522 General Expense                  | 750.00          |  |
| <b>19285</b>                           | <b>04/23/2021</b> | <b>05/10/2021</b>         | <b>1849 SUMMIT LAW GROUP PLLC</b>            | <b>569.50</b>   | <b>Legal Services - General - Mar</b>      |
| 522 10 41                              | 10-04             | Prof Svcs - Legal (Summi  | 001 000 522 General Expense                  | 569.50          | Legal-general Advice; Invoice 124071       |

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Woodinville Fire & Rescue

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| Accts<br>Pay #                       | Received                         | Date Due          | Vendor                      | Amount                                | Memo  |
|--------------------------------------|----------------------------------|-------------------|-----------------------------|---------------------------------------|---|
| <b>19286</b>                         | <b>04/23/2021</b>                | <b>05/10/2021</b> | <b>1849</b>                 | <b>SUMMIT LAW GROUP PLLC</b>          | <b>1,742.00</b> <b>Legal Services - Local - Mar</b> |
| 522 10 41                            | 10-04 Prof Svcs - Legal (Summit) |                   | 001 000 522 General Expense | 1,742.00                              | Legal Svcs-labor (Summit)                           |
| Total SUMMIT LAW GROUP PLLC          |                                  |                   |                             | 2,311.50                              |   |
| <b>19287</b>                         | <b>04/30/2021</b>                | <b>05/10/2021</b> | <b>1897</b>                 | <b>UNITED OIL 23165</b>               | <b>666.65</b> <b>Gas/Diesel 4/16-4/30</b>           |
| 522 60 32                            | 10-01 Vehicles - Gas/Diesel/DEI  |                   | 001 000 522 General Expense | 666.65                                |   |
| <b>19288</b>                         | <b>05/01/2021</b>                | <b>05/10/2021</b> | <b>1944</b>                 | <b>WASTE MANAGEMENT OF WA SNOKING</b> | <b>422.80</b> <b>St 31 Garbage - Apr</b>            |
| 522 50 47                            | 31-01 Utilities - 31/HQ/Annex    |                   | 001 000 522 General Expense | 422.80                                |   |
| <b>19289</b>                         | <b>05/01/2021</b>                | <b>05/10/2021</b> | <b>1944</b>                 | <b>WASTE MANAGEMENT OF WA SNOKING</b> | <b>360.00</b> <b>St 31 Recycle - Apr</b>            |
| 522 50 47                            | 31-01 Utilities - 31/HQ/Annex    |                   | 001 000 522 General Expense | 360.00                                |   |
| <b>19290</b>                         | <b>05/01/2021</b>                | <b>05/10/2021</b> | <b>1944</b>                 | <b>WASTE MANAGEMENT OF WA SNOKING</b> | <b>166.72</b> <b>Annex Recycle - Apr</b>            |
| 522 50 47                            | 31-01 Utilities - 31/HQ/Annex    |                   | 001 000 522 General Expense | 166.72                                |   |
| <b>19291</b>                         | <b>05/01/2021</b>                | <b>05/10/2021</b> | <b>1944</b>                 | <b>WASTE MANAGEMENT OF WA SNOKING</b> | <b>200.42</b> <b>St 33 Garbage/Recycle - Apr</b>    |
| 522 50 47                            | 33-01 Utilities - 33             |                   | 001 000 522 General Expense | 200.42                                |   |
| <b>19292</b>                         | <b>05/01/2021</b>                | <b>05/10/2021</b> | <b>1944</b>                 | <b>WASTE MANAGEMENT OF WA SNOKING</b> | <b>166.57</b> <b>St 35 Garbage - Apr</b>            |
| 522 50 47                            | 33-01 Utilities - 33             |                   | 001 000 522 General Expense | 166.57                                |   |
| <b>19293</b>                         | <b>05/01/2021</b>                | <b>05/10/2021</b> | <b>1944</b>                 | <b>WASTE MANAGEMENT OF WA SNOKING</b> | <b>173.53</b> <b>St 35 Recycle - Apr</b>            |
| 522 50 47                            | 35-01 Utilities - 35             |                   | 001 000 522 General Expense | 173.53                                |   |
| Total WASTE MANAGEMENT OF WA SNOKING |                                  |                   |                             | 1,490.04                              |   |
| <b>19294</b>                         | <b>04/15/2021</b>                | <b>05/10/2021</b> | <b>1105</b>                 | <b>WESTERN EXTERMINATOR COMPANY</b>   | <b>82.58</b> <b>Annex Pest Control - Apr</b>        |
| 522 50 48                            | 10-05 All Stations - Pest Contro |                   | 001 000 522 General Expense | 82.58                                 |   |
| <b>19263</b>                         | <b>04/06/2021</b>                | <b>05/10/2021</b> | <b>1968</b>                 | <b>WOOD FIRE PETTY CASH FUND</b>      | <b>2,779.09</b> <b>Gas/Diesel - Mar</b>             |
| 522 60 32                            | 10-01 Vehicles - Gas/Diesel/DEI  |                   | 001 000 522 General Expense | 2,779.09                              |   |
| <b>19264</b>                         | <b>03/29/2021</b>                | <b>05/10/2021</b> | <b>1968</b>                 | <b>WOOD FIRE PETTY CASH FUND</b>      | <b>84.65</b> <b>Wildland Boot Repair</b>            |
| 522 23 25                            | 10-01 Uniforms - Wildland PPE    |                   | 001 000 522 General Expense | 71.45                                 |   |
| 522 23 25                            | 10-01 Uniforms - Wildland PPE    |                   | 001 000 522 General Expense | 13.20                                 |   |
| <b>19265</b>                         | <b>03/15/2021</b>                | <b>05/10/2021</b> | <b>1968</b>                 | <b>WOOD FIRE PETTY CASH FUND</b>      | <b>1,393.93</b> <b>Various Facilities Purchases</b> |

# ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 05/10/2021

Time: 09:13:09 Date: 05/04/2021

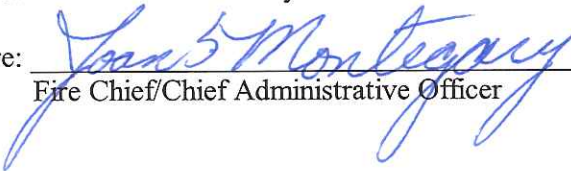
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| Accts<br>Pay #                  | Received | Date Due                  | Vendor                      | Amount      | Memo                    |               |  |
|---------------------------------|----------|---------------------------|-----------------------------|-------------|-------------------------|---------------|--|
| 522 50 31                       | 10-01    | District Cleaning Supplie | 001 000 522 General Expense | 78.90       | Amazon 5541834          |               |  |
| 522 50 31                       | 10-01    | District Cleaning Supplie | 001 000 522 General Expense | 65.34       | Amazon 2185065          |               |  |
| 522 50 48                       | 10-01    | All Stations - Maint/Repa | 001 000 522 General Expense | 198.17      | Amazon 0492245          |               |  |
| 522 50 48                       | 31-13    | St 31/Annex - Misc. Main  | 001 000 522 General Expense | 554.76      | Amazon 6004256          |               |  |
| 522 50 48                       | 33-05    | St 33 - Furniture/Kitchen | 001 000 522 General Expense | 247.68      | Amazon 0600237          |               |  |
| 522 50 48                       | 35-11    | St 35 - LED Retrofit      | 001 000 522 General Expense | 63.72       | Amazon 4042632          |               |  |
| 522 50 48                       | 35-11    | St 35 - LED Retrofit      | 001 000 522 General Expense | 185.36      | Amazon 0405826          |               |  |
| Total WOOD FIRE PETTY CASH FUND |          |                           |                             | 4,257.67    |                         |               |  |
| <b>19295</b>                    |          | <b>04/16/2021</b>         | <b>05/10/2021</b>           | <b>1127</b> | <b>YOUR TOW COMPANY</b> | <b>151.94</b> | <b>Donated Vehicle - GMC Sonoma PU</b> |
| 522 21 35                       | 10-01    | Tools/Equip - Large Vehic | 001 000 522 General Expense | 151.94      |                         |               |  |

Report Total: 43,485.27

|  |           |
|--|-----------|
| <u>Fund</u>                            |           |
| 001 General Expense Fund (10-036-0010) | 43,485.27 |

This report has been reviewed by:

Signature:   
 Fire Chief/Chief Administrative Officer

Date: 5-3-21





# Special District Voucher Approval Document

Scheduled Payment Date: 05/17/2021  
Total Amount: \$48,192.15  
Control Total: 28  
Payment Method: WARRANT

District Name: Woodinville Fire & Rescue  
File Name: AP\_WDNVLFIR\_APSUPINV\_20210512103614.csv  
Fund #: 100360010

### CONTACT INFORMATION

Preparer's Name: Charlene Inman

Email Address: cinman@wf-r.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):

Derek van Veen

Authorized District Signature

06/01/2021

Date

Doug Halbert

Authorized District Signature

06/01/2021

Date

[Signature]

Authorized District Signature

05/12/2021

Date

[Signature]

Authorized District Signature

5/26/21

Date

[Signature]

Authorized District Signature

5/26/21

Date

Mike Millman

Authorized District Signature

06/01/2021

Date

### SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable  
Attn: Special Districts  
401 5th Avenue, Room 323  
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov  
Fax: (206) 263-3767

### KING COUNTY FINANCE USE ONLY:

Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_



# Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20210512103614.csv

| Payee (Vendor Name)                    | Vendor No. | Vendor Site | Invoice No. | Invoice Date | Inv. Amount | Description |
|--|------------|-------------|-------------|--------------|-------------|-------------|
| BANK OF AMERICA (BREAULT)              |            |             | 210502001   | 05/17/2021   | \$58.34     |             |
| BANK OF AMERICA (DAVIS)                |            |             | 210502002   | 05/17/2021   | \$26.40     |             |
| BANK OF AMERICA (FOLEY)                |            |             | 210502003   | 05/17/2021   | \$1,443.59  |             |
| BANK OF AMERICA (FRISCH)               |            |             | 210502004   | 05/17/2021   | \$536.30    |             |
| BANK OF AMERICA (MCCAMBRIDGE)          |            |             | 210502005   | 05/17/2021   | \$2,214.97  |             |
| BANK OF AMERICA (MERRITT)              |            |             | 210502006   | 05/17/2021   | \$254.26    |             |
| BANK OF AMERICA (MICHELMAN)            |            |             | 210502007   | 05/17/2021   | \$208.16    |             |
| BANK OF AMERICA (MONTEGARY)            |            |             | 210502008   | 05/17/2021   | \$652.76    |             |
| BANK OF AMERICA (PLUSH)                |            |             | 210502009   | 05/17/2021   | \$202.22    |             |
| CFO SELECTIONS                         |            |             | 210502010   | 05/17/2021   | \$1,113.75  |             |
| COMCAST                                |            |             | 210502011   | 05/17/2021   | \$20.95     |             |
| EASL INC DBA LIZ LOOMIS PUBLIC AFFAIRS |            |             | 210502012   | 05/17/2021   | \$7,779.64  |             |
| EASTSIDE PUBLIC SAFETY COMMUNICATIONS  |            |             | 210502013   | 05/17/2021   | \$1,580.53  |             |
| FIRE FLEET MAINTENANCE LLC             |            |             | 210502014   | 05/17/2021   | \$5,735.74  |             |
| GARY HEUSLEIN                          |            |             | 210502015   | 05/17/2021   | \$148.50    |             |
| GEORGE M HUSSEY DDS                    |            |             | 210502016   | 05/17/2021   | \$145.00    |             |
| HILL STREET CLEANERS INC               |            |             | 210502017   | 05/17/2021   | \$39.36     |             |
| MERCURY FITNESS                        |            |             | 210502018   | 05/17/2021   | \$458.79    |             |
| MUNICIPAL EMERGENCY SERVICES INC       |            |             | 210502019   | 05/17/2021   | \$77.07     |             |
| NORTHSHORE FIRE DEPARTMENT             |            |             | 210502020   | 05/17/2021   | \$16,776.20 |             |
| QAL-TEK ASSOCIATES LLC                 |            |             | 210502021   | 05/17/2021   | \$791.00    |             |
| RICOH USA PROGRAM                      |            |             | 210502022   | 05/17/2021   | \$560.15    |             |
| SEAWESTERN                             |            |             | 210502023   | 05/17/2021   | \$2,471.97  |             |
| SHELL FLEET PLUS C/O WEX BANK          |            |             | 210502024   | 05/17/2021   | \$2,785.24  |             |
| STERICYCLE                             |            |             | 210502025   | 05/17/2021   | \$82.87     |             |
| WASTE MANAGEMENT OF WA SNOOKING        |            |             | 210502026   | 05/17/2021   | \$161.89    |             |
| WOODINVILLE WEEKLY                     |            |             | 210502027   | 05/17/2021   | \$378.00    |             |
| ZIPLY FIBER                            |            |             | 210502028   | 05/17/2021   | \$1,488.50  |             |

## ACCOUNTS PAYABLE

Woodinville Fire & Rescue

Time: 10:31:09 Date: 05/12/2021

As Of: 05/17/2021

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| Accts<br>Pay #                 | Received          | Date Due                         | Vendor                               | Amount        | Memo  |
|--------------------------------|-------------------|----------------------------------|--------------------------------------|---------------|---|
| <b>19296</b>                   | <b>04/11/2021</b> | <b>05/17/2021</b>                | <b>BANK OF AMERICA (BREault)</b>     | <b>58.34</b>  | <b>Adobe Creative Suite - Apr</b>                       |
|                                | 522 41 44         | 10-01 Advertising - Comm Svcs    | 001 000 522 General Expense          | 58.34         |   |
| <b>19297</b>                   | <b>04/26/2021</b> | <b>05/17/2021</b>                | <b>BANK OF AMERICA (DAVIS)</b>       | <b>26.40</b>  | <b>Overnight Stand By - Food for crew</b>               |
|                                | 522 24 31         | 10-01 Rehab Food/Beverages €     | 001 000 522 General Expense          | 26.40         |   |
| <b>19298</b>                   | <b>04/14/2021</b> | <b>05/17/2021</b>                | <b>BANK OF AMERICA (FOLEY)</b>       | <b>350.00</b> | <b>Fire Tech Academy - Bldg Construction - Allen</b>    |
|                                | 522 45 41         | 20-10 Ad Hoc Training            | 001 000 522 General Expense          | 350.00        |   |
| <b>19299</b>                   | <b>04/14/2021</b> | <b>05/17/2021</b>                | <b>BANK OF AMERICA (FOLEY)</b>       | <b>350.00</b> | <b>Fire Tech Academy - Bldg Construction - Marcucci</b> |
|                                | 522 45 41         | 20-10 Ad Hoc Training            | 001 000 522 General Expense          | 350.00        |   |
| <b>19300</b>                   | <b>04/14/2021</b> | <b>05/17/2021</b>                | <b>BANK OF AMERICA (FOLEY)</b>       | <b>350.00</b> | <b>Fire Tech Academy - Fire Officer 1 - Marcucci</b>    |
|                                | 522 45 41         | 20-10 Ad Hoc Training            | 001 000 522 General Expense          | 350.00        |   |
| <b>19301</b>                   | <b>04/14/2021</b> | <b>05/17/2021</b>                | <b>BANK OF AMERICA (FOLEY)</b>       | <b>350.00</b> | <b>Fire Tech Academy - Decision Making - Marcucci</b>   |
|                                | 522 45 41         | 20-10 Ad Hoc Training            | 001 000 522 General Expense          | 350.00        |   |
| <b>19302</b>                   | <b>04/21/2021</b> | <b>05/17/2021</b>                | <b>BANK OF AMERICA (FOLEY)</b>       | <b>43.59</b>  | <b>Laptop Sleeve - Plush</b>                            |
|                                | 522 22 31         | 10-01 Supplies - Decon/test Str  | 001 000 522 General Expense          | 43.59         |   |
| Total BANK OF AMERICA (FOLEY)  |                   |                                  |                                      | 1,443.59      |   |
| <b>19303</b>                   | <b>04/08/2021</b> | <b>05/17/2021</b>                | <b>BANK OF AMERICA (FRISCH)</b>      | <b>66.23</b>  | <b>Executive working lunch - FC, DC, CAO, HR, EA</b>    |
|                                | 522 10 31         | 40-01 Meetings - E-Staff         | 001 000 522 General Expense          | 66.23         |   |
| <b>19304</b>                   | <b>04/19/2021</b> | <b>05/17/2021</b>                | <b>BANK OF AMERICA (FRISCH)</b>      | <b>335.00</b> | <b>IAFC Annual Membership Dues - Ahearn</b>             |
|                                | 522 10 49         | 20-15 Dues / Subscriptions - IA  | 001 000 522 General Expense          | 335.00        |   |
| <b>19305</b>                   | <b>04/20/2021</b> | <b>05/17/2021</b>                | <b>BANK OF AMERICA (FRISCH)</b>      | <b>135.07</b> | <b>St 31 Admin Kitchen Pots and Pans</b>                |
|                                | 522 50 48         | 31-06 St 31 - Furniture/Kitchen  | 001 000 522 General Expense          | 135.07        |   |
| Total BANK OF AMERICA (FRISCH) |                   |                                  |                                      | 536.30        |   |
| <b>19306</b>                   | <b>04/06/2021</b> | <b>05/17/2021</b>                | <b>BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>74.97</b>  | <b>St 31 Cleaning Supplies</b>                          |
|                                | 522 50 31         | 10-01 District Cleaning Supplie: | 001 000 522 General Expense          | 74.97         |   |
| <b>19307</b>                   | <b>04/08/2021</b> | <b>05/17/2021</b>                | <b>BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>41.83</b>  | <b>St 31 Power Grader Trailer Hitch</b>                 |

## ACCOUNTS PAYABLE

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| Accts<br>Pay # | Received          | Date Due                    | Vendor                               | Amount        | Memo                                      |
|----------------|-------------------|-----------------------------|--------------------------------------|---------------|---|
|                | 522 50 48 10-08   | All Stations - Misc Tools ( | 001 000 522 General Expense          | 41.83         |   |
| <b>19308</b>   | <b>04/08/2021</b> | <b>05/17/2021</b>           | <b>BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>126.06</b> | <b>St 31 Cleaning Supplies</b>            |
|                | 522 50 31 10-01   | District Cleaning Supplie:  | 001 000 522 General Expense          | 126.06        |   |
| <b>19309</b>   | <b>04/02/2021</b> | <b>05/17/2021</b>           | <b>BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>357.83</b> | <b>St 31 Gym Replacement Window</b>       |
|                | 522 50 48 31-13   | St 31/Annex - Misc. Main    | 001 000 522 General Expense          | 357.83        |   |
| <b>19310</b>   | <b>04/08/2021</b> | <b>05/17/2021</b>           | <b>BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>65.41</b>  | <b>St 31 Mildew Cleaner</b>               |
|                | 522 50 48 10-01   | All Stations - Maint/Repa   | 001 000 522 General Expense          | 65.41         |   |
| <b>19311</b>   | <b>04/12/2021</b> | <b>05/17/2021</b>           | <b>BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>69.35</b>  | <b>St 31 Garden Hose</b>                  |
|                | 522 50 48 10-08   | All Stations - Misc Tools ( | 001 000 522 General Expense          | 69.35         |   |
| <b>19312</b>   | <b>04/09/2021</b> | <b>05/17/2021</b>           | <b>BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>957.19</b> | <b>St 31 Cleaning Supplies</b>            |
|                | 522 50 31 10-01   | District Cleaning Supplie:  | 001 000 522 General Expense          | 957.19        |   |
| <b>19313</b>   | <b>04/12/2021</b> | <b>05/17/2021</b>           | <b>BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>18.71</b>  | <b>St 35 Circ Pump Oil</b>                |
|                | 522 50 48 35-08   | St 35 - Misc Repair/Maint   | 001 000 522 General Expense          | 18.71         |   |
| <b>19314</b>   | <b>04/19/2021</b> | <b>05/17/2021</b>           | <b>BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>49.50</b>  | <b>St 31 Blink Camera Back Up USBs(3)</b> |
|                | 522 50 48 10-01   | All Stations - Maint/Repa   | 001 000 522 General Expense          | 49.50         |   |
| <b>19315</b>   | <b>04/21/2021</b> | <b>05/17/2021</b>           | <b>BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>32.92</b>  | <b>St 33 Drawer Rails</b>                 |
|                | 522 50 48 33-07   | St 33 - Misc. Repair/Main   | 001 000 522 General Expense          | 32.92         |   |
| <b>19316</b>   | <b>04/21/2021</b> | <b>05/17/2021</b>           | <b>BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>110.09</b> | <b>St 31 Jump Start/Battery Charger</b>   |
|                | 522 60 48 20-01   | Vehicles - Support Veh IV   | 001 000 522 General Expense          | 110.09        |   |
| <b>19317</b>   | <b>04/22/2021</b> | <b>05/17/2021</b>           | <b>BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>153.08</b> | <b>St 31 Painting Supplies</b>            |
|                | 522 50 48 31-13   | St 31/Annex - Misc. Main    | 001 000 522 General Expense          | 153.08        |   |
| <b>19318</b>   | <b>04/22/2021</b> | <b>05/17/2021</b>           | <b>BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>51.75</b>  | <b>St 31 Painting Supplies</b>            |
|                | 522 50 48 31-13   | St 31/Annex - Misc. Main    | 001 000 522 General Expense          | 51.75         |   |
| <b>19319</b>   | <b>04/27/2021</b> | <b>05/17/2021</b>           | <b>BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>10.71</b>  | <b>St 31 Radio Equipment Shipping</b>     |
|                | 522 10 31 10-01   | Office Supplies - Postage   | 001 000 522 General Expense          | 10.71         |   |
| <b>19320</b>   | <b>04/27/2021</b> | <b>05/17/2021</b>           | <b>BANK OF AMERICA (MCCAMBRIDGE)</b> | <b>95.57</b>  | <b>St 31 Window Cleaning Supplies</b>     |

## ACCOUNTS PAYABLE

Woodinville Fire & Rescue

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| Accts<br>Pay #                      | Received          | Date Due                  | Vendor                             | Amount          | Memo  |
|-------------------------------------|-------------------|---------------------------|------------------------------------|-----------------|---|
| 522 50 48                           | 10-01             | All Stations - Maint/Repa | 001 000 522 General Expense        | 95.57           |   |
| Total BANK OF AMERICA (MCCAMBRIDGE) |                   |                           |                                    | 2,214.97        |   |
| <b>19321</b>                        | <b>04/22/2021</b> | <b>05/17/2021</b>         | <b>BANK OF AMERICA (MERRITT)</b>   | <b>73.77</b>    | <b>Brush Truck Base Station Charger</b>               |
| 522 20 42                           | 20-02             | Radio/Headset Maint & f   | 001 000 522 General Expense        | 73.77           |   |
| <b>19322</b>                        | <b>05/02/2021</b> | <b>05/17/2021</b>         | <b>BANK OF AMERICA (MERRITT)</b>   | <b>180.49</b>   | <b>Brush Truck Jetboil/Fuel Cells</b>                 |
| 522 23 25                           | 10-01             | Uniforms - Wildland PPE   | 001 000 522 General Expense        | 121.05          |   |
| 522 23 25                           | 10-01             | Uniforms - Wildland PPE   | 001 000 522 General Expense        | 59.44           |   |
| Total BANK OF AMERICA (MERRITT)     |                   |                           |                                    | 254.26          |   |
| <b>19323</b>                        | <b>04/29/2021</b> | <b>05/17/2021</b>         | <b>BANK OF AMERICA (MICHELMAN)</b> | <b>208.16</b>   | <b>Administrative Professionals Lunch</b>             |
| 522 10 31                           | 40-01             | Meetings - E-Staff        | 001 000 522 General Expense        | 208.16          |   |
| <b>19324</b>                        | <b>04/13/2021</b> | <b>05/17/2021</b>         | <b>BANK OF AMERICA (MONTEGARY)</b> | <b>519.00</b>   | <b>2021 NHRMA Conference Registration - Montegary</b> |
| 522 10 41                           | 20-05             | Conf Reg - NHRMA (CAC)    | 001 000 522 General Expense        | 519.00          | NHRMA Conf Reg (PDX)-Montegary                        |
| <b>19354</b>                        | <b>05/05/2021</b> | <b>05/17/2021</b>         | <b>BANK OF AMERICA (MONTEGARY)</b> | <b>133.76</b>   | <b>DISH TV - HQ</b>                                   |
| 522 10 42                           | 31-02             | Communication - HQ Dis    | 001 000 522 General Expense        | 133.76          |   |
| Total BANK OF AMERICA (MONTEGARY)   |                   |                           |                                    | 652.76          |   |
| <b>19325</b>                        | <b>04/13/2021</b> | <b>05/17/2021</b>         | <b>BANK OF AMERICA (PLUSH)</b>     | <b>86.20</b>    | <b>Multi Gas Detector Metal Cards (6)</b>             |
| 522 22 31                           | 10-01             | Supplies - Decon/test Str | 001 000 522 General Expense        | 83.70           |   |
| 522 22 31                           | 10-01             | Supplies - Decon/test Str | 001 000 522 General Expense        | 2.50            |   |
| <b>19326</b>                        | <b>04/15/2021</b> | <b>05/17/2021</b>         | <b>BANK OF AMERICA (PLUSH)</b>     | <b>35.76</b>    | <b>SCBA Annual Service AA Batteries</b>               |
| 522 22 35                           | 10-02             | Z1 EHMT Consortium (Re    | 001 000 522 General Expense        | 35.76           |   |
| <b>19327</b>                        | <b>04/22/2021</b> | <b>05/17/2021</b>         | <b>BANK OF AMERICA (PLUSH)</b>     | <b>80.26</b>    | <b>MacBook Pro Sleeve</b>                             |
| 522 22 31                           | 10-01             | Supplies - Decon/test Str | 001 000 522 General Expense        | 66.00           |   |
| 522 22 31                           | 10-01             | Supplies - Decon/test Str | 001 000 522 General Expense        | 14.26           |   |
| Total BANK OF AMERICA (PLUSH)       |                   |                           |                                    | 202.22          |   |
| <b>19328</b>                        | <b>04/30/2021</b> | <b>05/17/2021</b>         | <b>CFO SELECTIONS</b>              | <b>1,113.75</b> | <b>Acctg Services - Apr</b>                           |

## ACCOUNTS PAYABLE

Woodinville Fire & Rescue

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| Accts<br>Pay # | Received          | Date Due                   | Vendor   | Amount          | Memo  |
|----------------|-------------------|----------------------------|--|-----------------|---|
| 522 10 41      | 10-03             | Prof Svcs - Accountant     | 001 000 522 General Expense                        | 1,113.75        | Acctg Services for April 2021; invoice 46301                  |
| <b>19329</b>   | <b>05/03/2021</b> | <b>05/17/2021</b>          | <b>1131 COMCAST</b>                                | <b>20.95</b>    | <b>St 33 TV 5/10/21-6/9/21</b>                                |
| 522 10 42      | 33-02             | Communication - St 33 T    | 001 000 522 General Expense                        | 20.95           |   |
| <b>19330</b>   | <b>05/01/2021</b> | <b>05/17/2021</b>          | <b>1182 EASL INC DBA LIZ LOOMIS PUBLIC AFFAIRS</b> | <b>7,779.64</b> | <b>Election Communication - Apr</b>                           |
| 522 10 49      | 80-01             | Unexpected Costs (Includ   | 001 000 522 General Expense                        | 7,779.64        |   |
| <b>19331</b>   | <b>05/05/2021</b> | <b>05/17/2021</b>          | <b>1293 EASTSIDE PUBLIC SAFETY COMMUNICATIONS</b>  | <b>1,580.53</b> | <b>Monthly Radio Access Fees - May</b>                        |
| 522 20 42      | 60-01             | Communication - 800 MI     | 001 000 522 General Expense                        | 1,580.53        |   |
| <b>19332</b>   | <b>04/27/2021</b> | <b>05/17/2021</b>          | <b>1321 FIRE FLEET MAINTENANCE LLC</b>             | <b>26.15</b>    | <b>#1338 Battery Recharged</b>                                |
| 522 60 48      | 20-01             | Vehicles - Support Veh M   | 001 000 522 General Expense                        | 26.15           |   |
| <b>19333</b>   | <b>04/21/2021</b> | <b>05/17/2021</b>          | <b>1321 FIRE FLEET MAINTENANCE LLC</b>             | <b>2,100.59</b> | <b>#1329 PM and repairs</b>                                   |
| 522 60 48      | 20-01             | Vehicles - Support Veh M   | 001 000 522 General Expense                        | 2,100.59        |   |
| <b>19334</b>   | <b>04/28/2021</b> | <b>05/17/2021</b>          | <b>1321 FIRE FLEET MAINTENANCE LLC</b>             | <b>446.04</b>   | <b>#1330 PM</b>   |
| 522 60 48      | 20-01             | Vehicles - Support Veh M   | 001 000 522 General Expense                        | 446.04          |   |
| <b>19335</b>   | <b>04/27/2021</b> | <b>05/17/2021</b>          | <b>1321 FIRE FLEET MAINTENANCE LLC</b>             | <b>894.79</b>   | <b>#2307 Installed New Portable Radio Charger and repairs</b> |
| 522 60 48      | 20-01             | Vehicles - Support Veh M   | 001 000 522 General Expense                        | 894.79          |   |
| <b>19336</b>   | <b>04/28/2021</b> | <b>05/17/2021</b>          | <b>1321 FIRE FLEET MAINTENANCE LLC</b>             | <b>104.60</b>   | <b>#8317 Replaced Door Sensor</b>                             |
| 522 60 48      | 40-01             | Vehicles - Suppression M   | 001 000 522 General Expense                        | 104.60          |   |
| <b>19337</b>   | <b>04/28/2021</b> | <b>05/17/2021</b>          | <b>1321 FIRE FLEET MAINTENANCE LLC</b>             | <b>339.93</b>   | <b>#7322 Accident Investigation</b>                           |
| 522 60 48      | 10-01             | Vehicles - Repair/Body W   | 001 000 522 General Expense                        | 339.93          |   |
| <b>19338</b>   | <b>04/29/2021</b> | <b>05/17/2021</b>          | <b>1321 FIRE FLEET MAINTENANCE LLC</b>             | <b>1,466.81</b> | <b>#7322 Accident Repaired Front Bumper</b>                   |
| 522 60 48      | 10-01             | Vehicles - Repair/Body W   | 001 000 522 General Expense                        | 1,466.81        |   |
| <b>19339</b>   | <b>04/21/2021</b> | <b>05/17/2021</b>          | <b>1321 FIRE FLEET MAINTENANCE LLC</b>             | <b>330.30</b>   | <b>Fleet Consulting</b>                                       |
| 522 60 41      | 10-01             | Prof Services - Fleet Cons | 001 000 522 General Expense                        | 330.30          | Fleet Consult   |
| <b>19340</b>   | <b>04/22/2021</b> | <b>05/17/2021</b>          | <b>1321 FIRE FLEET MAINTENANCE LLC</b>             | <b>26.53</b>    | <b>#7321 Surface Pro Car Charger</b>                          |
| 522 60 31      | 50-02             | Vehicles - Supplies - Soap | 001 000 522 General Expense                        | 26.53           | Surface Pro Car Charger                                       |

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|----------------|-------------------|---------------------------|--|------------------|--|
|                |                   |                           | Total FIRE FLEET MAINTENANCE LLC             | 5,735.74         |  |
| <b>19355</b>   | <b>05/17/2021</b> | <b>05/17/2021</b>         | <b>1355 GARY HEUSLEIN</b>                    | <b>148.50</b>    | <b>L1 Retiree Medicare Premiums - Jun</b>        |
|                | 522 10 22 30-01   | LEOFF 1 - Medicare/Med    | 001 000 522 General Expense                  | 148.50           |  |
| <b>19341</b>   | <b>04/27/2021</b> | <b>05/17/2021</b>         | <b>11211 GEORGE M HUSSEY DDS</b>             | <b>145.00</b>    | <b>L1 Retiree Dental - Heuslein</b>              |
|                | 522 10 22 30-02   | LEOFF 1 - Dental Reimb (  | 001 000 522 General Expense                  | 145.00           |  |
| <b>19342</b>   | <b>04/30/2021</b> | <b>05/17/2021</b>         | <b>1395 HILL STREET CLEANERS INC</b>         | <b>39.36</b>     | <b>Uniform Dry Cleaning - Apr</b>                |
|                | 522 20 25 10-09   | Uniforms - Dry Cleaning   | 001 000 522 General Expense                  | 8.91             | Chief Ahearn                                     |
|                | 522 20 25 10-09   | Uniforms - Dry Cleaning   | 001 000 522 General Expense                  | 30.45            | Capt D'Ambrosia                                  |
| <b>19343</b>   | <b>05/06/2021</b> | <b>05/17/2021</b>         | <b>1560 MERCURY FITNESS</b>                  | <b>458.79</b>    | <b>St 33 Treadmill Repair</b>                    |
|                | 522 24 35 10-01   | Wellness Equipment Mai    | 001 000 522 General Expense                  | 458.79           |  |
| <b>19344</b>   | <b>04/30/2021</b> | <b>05/17/2021</b>         | <b>1588 MUNICIPAL EMERGENCY SERVICES INC</b> | <b>77.07</b>     | <b>SCBA Flow Test</b>                            |
|                | 522 20 35 10-11   | SCBA Maint & Repair       | 001 000 522 General Expense                  | 77.07            |  |
| <b>19345</b>   | <b>04/28/2021</b> | <b>05/17/2021</b>         | <b>1623 NORTSHORE FIRE DEPARTMENT</b>        | <b>16,776.20</b> | <b>Shared Legal Services - Aug 2020-Feb 2021</b> |
|                | 522 10 49 80-01   | Unexpected Costs (Includ  | 001 000 522 General Expense                  | 16,776.20        | Invoice #5494                                    |
| <b>19346</b>   | <b>05/07/2021</b> | <b>05/17/2021</b>         | <b>11150 QAL-TEK ASSOCIATES LLC</b>          | <b>791.00</b>    | <b>Methane Detector</b>                          |
|                | 522 22 35 10-02   | Z1 EHMT Consortium (Re    | 001 000 522 General Expense                  | 530.00           |  |
|                | 522 22 35 10-02   | Z1 EHMT Consortium (Re    | 001 000 522 General Expense                  | 226.00           |  |
|                | 522 22 35 10-02   | Z1 EHMT Consortium (Re    | 001 000 522 General Expense                  | 35.00            |  |
| <b>19347</b>   | <b>04/30/2021</b> | <b>05/17/2021</b>         | <b>1762 RICOH USA PROGRAM</b>                | <b>560.15</b>    | <b>Copier Lease 5/21/21-6/20/21</b>              |
|                | 522 10 45 10-02   | Lease - Copiers (includes | 001 000 522 General Expense                  | 560.15           |  |
| <b>19348</b>   | <b>05/11/2021</b> | <b>05/17/2021</b>         | <b>1796 SEAWESTERN</b>                       | <b>2,471.97</b>  | <b>Breakaway Fog Nozzle Tips (5)</b>             |
|                | 522 20 35 10-03   | P2 Misc Tools & Equip     | 001 000 522 General Expense                  | 2,471.97         |  |
| <b>19349</b>   | <b>05/06/2021</b> | <b>05/17/2021</b>         | <b>1805 SHELL FLEET PLUS C/O WEX BANK</b>    | <b>2,785.24</b>  | <b>Gas/Diesel - Apr</b>                          |
|                | 522 60 32 10-01   | Vehicles - Gas/Diesel/DEI | 001 000 522 General Expense                  | 2,785.24         |  |
| <b>19351</b>   | <b>04/30/2021</b> | <b>05/17/2021</b>         | <b>1839 STERICYCLE</b>                       | <b>82.87</b>     | <b>Medical Waste Disposal - Apr</b>              |
|                | 522 20 31 10-05   | Supplies - EMS Supplies   | 001 000 522 General Expense                  | 82.87            |  |
| <b>19350</b>   | <b>05/01/2021</b> | <b>05/17/2021</b>         | <b>1944 WASTE MANAGEMENT OF WA SNO KING</b>  | <b>161.89</b>    | <b>St 31 Training Dumpster - Apr</b>             |

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| Accts<br>Pay #                         | Received          | Date Due                  | Vendor                      | Amount          | Memo                                   |
|--|-------------------|---------------------------|-----------------------------|-----------------|--|
| 522 50 47                              | 31-01             | Utilities - 31/HQ/Annex   | 001 000 522 General Expense | 161.89          |  |
| <b>19352</b>                           | <b>04/29/2021</b> | <b>05/17/2021</b>         | <b>WOODINVILLE WEEKLY</b>   | <b>378.00</b>   | <b>Hiring Advertisements (3) - Apr</b> |
| 522 10 44                              | 10-01             | Advertising - New Hire Jc | 001 000 522 General Expense | 378.00          |  |
| <b>19353</b>                           | <b>05/01/2021</b> | <b>05/17/2021</b>         | <b>ZIPLY FIBER</b>          | <b>1,488.50</b> | <b>Phone Service - May</b>             |
| 522 10 42                              | 31-01             | Communication - HQ Phi    | 001 000 522 General Expense | 636.93          | St 31 Phones                           |
| 522 10 42                              | 31-01             | Communication - HQ Phi    | 001 000 522 General Expense | 216.11          | Alarm/911                              |
| 522 10 42                              | 33-01             | Communication - St 33 P   | 001 000 522 General Expense | 307.92          | St 33 Phones                           |
| 522 10 42                              | 35-01             | Communication - St 35 P   | 001 000 522 General Expense | 327.54          | St 35 Phones                           |
| Report Total:                          |                   |                           |                             | 48,192.15       |  |
| Fund                                   |                   |                           |                             |                 |  |
| 001 General Expense Fund (10-036-0010) |                   |                           |                             | 48,192.15       |  |

This report has been reviewed by:

Signature: \_\_\_\_\_

Fire Chief / Chief Administrative Officer

Date: \_\_\_\_\_

05/12/2021