

WOODINVILLE FIRE & RESCUE

Tuesday, July 14, 2020

REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS

Commissioner Collins called the virtual meeting to order at 1702 hours. Roll call was taken and was as follows:

Roll Call

Commissioner Collins (Chair)
Commissioner Millman (Vice-Chair)
Commissioner van Veen
Commissioner Osgood

Staff

Fire Chief Greg Ahearn
Chief Administrative Officer Joan Montegary
Provisional Deputy Chief Peder Davis
Board Secretary Nicole Frisch

Absent

Commissioner Halbert

***MOTION:** Commissioner Millman moved to excuse Commissioner Halbert's absence. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.*

Approval of Agenda in Content and Order

***MOTION:** Commissioner Osgood moved to approve the agenda in content and order. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.*

Public Comment

None.

1. Staff Report 20-009 – Policy Adoption (attached hereto)

CAO Montegary presented the staff report that is attached hereto.

***MOTION:** Commissioner Millman moved that the Board of Fire Commissioners adopt Resolution 2020-02, A Resolution Adopting Policy No. 4400, Technical Rescue and Resolution 2020-03, A*

Resolution Adopting Policy No. 2207, Fuel Logs and Fuel Cards. Additionally, Commissioner Millman moved that the Board of Fire Commissioners delete Manual of Operations sections 500-3.5, Technical Rescue Response Guidelines. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.

2. Staff Report 20-010 – Firefighter Eligibility List (attached hereto)

CAO Montegary presented the staff report that is attached hereto.

MOTION: *Commissioner van Veen moved that the Board of Fire Commissioners accept staff's recommendation and approve and certify the Firefighter Eligibility list as presented. The motion was seconded by Commissioner Millman. The motion passed, 4-0.*

3. Staff Report 20-011 – Security Cameras (attached hereto)

CAO Montegary presented the staff report that is attached hereto.

After discussion, it was decided that the Board would revisit this staff report at the next meeting. Commissioner Collins asked that the Commissioners direct any questions to CAO Montegary who will then pass them along to ISM Beverly.

4. Staff Report 20-012 – Surplus Aid Car (attached hereto)

CAO Montegary presented the staff report that is attached hereto.

MOTION: *Commissioner Millman moved that the Board of Fire Commissioners approve staff's recommendation to dispose of the aid car listed as surplus by selling it through James G. Murphy Co. auctioneers. The motion was seconded by Commissioner Osgood. The motion passed, 4-0.*

5. Staff Report 20-013 – FEMA Grant (Covid-19) (attached hereto)

P/DC Davis presented the staff report that is attached hereto.

MOTION: *Commissioner van Veen moved that the Board of Fire Commissioners authorize the Board Chair to sign the required documents for the Washington State Military Department Public Assistance Grant Number D20-381 related to Covid-19. The motion was seconded by Commissioner Osgood. The motion passed, 4-0.*

6. Staff Report 20-014 – ILA for North King County MIH Program (attached hereto)

Chief Ahearn presented the staff report that is attached hereto.

MOTION: *Commissioner Osgood moved that the Board of Fire Commissioners authorize the Board Chair to sign the Interlocal Agreement for the North King County MIH program. The motion was seconded by Commissioner Millman. The motion passed, 4-0.*

7. Fire Chief's Report (attached hereto)

Chief Ahearn presented the Fire Chief's Report that is attached hereto.

8. Consent Agenda (attached hereto)

- a. Approval of Minutes from the June 30 Special Meeting.
- b. Approval of Payroll Voucher ACH 20-13 for \$399,372.40
- c. Approval of General Voucher for \$40,515.36; and Capital Voucher for \$10,749.75

MOTION: Commissioner Osgood moved that the Board of Fire Commissioners approve the Consent Agenda as presented. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.

9. Reports and Requests from the Commissioners/Good of the Order

Commissioner van Veen will send information about the Verkada security camera to Board Secretary Frisch who will send to the other Commissioners. Commissioner Collins reminded the Board to send questions to CAO Montegary and any other relevant information to Board Secretary Frisch to disseminate.

Commissioner Osgood requested a special meeting to discuss regionalization. Commissioner Collins suggested moving the regular meeting from August 4 to August 11 as Northshore Fire has a meeting scheduled for August 5 wherein the Northshore Board will be voting on how to proceed with consolidation. More information to come.

10. Adjournment

MOTION: Commissioner Osgood moved to adjourn the meeting. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.

The meeting adjourned at 1801 hours.



Nicole Frisch, Board Secretary

Derek van Veen

Derek van Veen, Commissioner, Position 1

Absent 07-14-2020

Doug Halbert, Commissioner, Position 2

Tim Osgood

Tim Osgood, Commissioner, Position 3

Mike Millman

Mike Millman, Commissioner, Position 4

Roger Collins

Roger Collins, Commissioner, Position 5



Woodinville Fire & Rescue

**REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS
Headquarters Station 31, 17718 Woodinville-Snohomish Road NE**

**Tuesday, July 14, 2020
5:00 p.m.**

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

<https://us02web.zoom.us/j/81080087323?pwd=VzRNakVUMngrQTkvaEtEZzhDaUtCdz09>

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

Meeting ID: 810 8008 7323

Password: 712787

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 at least one hour prior to start of meeting. Please limit comments to three minutes.)

Board Business Items

1. Staff Report 20-009 – Policy Adoption
2. Staff Report 20-010 – Firefighter Eligibility List
3. Staff Report 20-011 – Security Cameras
4. Staff Report 20-012 – Surplus Aid Car
5. Staff Report 20-013 – FEMA Grant (Covid-19)
6. Staff Report 20-014 – ILA for North King County MIH Program
7. Fire Chief's Report
8. Consent Agenda
 - a. Approval of Minutes from the June 30, 2020 Special Meeting
 - b. Approval of Payroll Voucher ACH 20-13 for \$399,372.40
 - c. Approval of General Voucher for \$40,515.36; and Capital Voucher for \$10,749.75
9. Reports and Requests from the Commissioners/Good of the Order
10. Adjournment

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: July 14, 2020

TO: Roger Collins, Chair
Board of Fire Commissioners

FROM: Joan Montegary, Chief Administrative Officer *JSM*

SUBJECT: **Staff Report 20-009**
Policy Adoption
Policy 2207, Fuel Logs and Fuel Cards (Adoption)
Policy 4400, Technical Rescue (Adoption)
Manual of Operations Section 500-3.5, Technical Rescue Response Guidelines (Deletion)

Background

Your packet contains the above-referenced policies and corresponding Resolutions for approval and adoption by the Board.

The policies have been reviewed by the executive team, the BCs, the Local's executive board, and legal counsel.

Requested Action

Staff requests that the Board adopt Resolution 2020-02, which adopts new Policy 4400 and Resolution 2020-03, which adopts the new Policy 2207. The Resolutions are detailed in the proposed motion at the end of this memorandum. Additionally, Staff requests that the Board move to delete section 500-3.5 from the Manual of Operations, also detailed in the proposed motion at the end of this memorandum.

The Executive Committee recommends that the Board accept Staff's recommendations.

Roger Collins, Chair
Board of Fire Commissioners
July 14, 2020
Page 2 of 2

PROPOSED MOTION

I move that the Board of Fire Commissioners adopt Resolution 2020-02, A Resolution Adopting Policy No. 4400, Technical Rescue and Resolution 2020-03, A Resolution Adopting Policy No. 2207, Fuel Logs and Fuel Cards. Additionally, I move that the Board of Fire Commissions delete Manual of Operations sections 500-3.5, Technical Rescue Response Guidelines.

Woodinville Fire & Rescue

Policy/Procedure/Practice



Subject:	Fuel Logs and Fuel Cards	Number:	2207
Effective Date:	July 1, 2020	Revision Date:	

1.0 Policy Statement

- 1.1. It is the policy of Woodinville Fire & Rescue (the "District") to have a procedure for monitoring and approving the use of District fuel cards for expenses incurred by Commissioners and employees while operating District vehicles and purchasing fuel for District equipment.

2.0 Applicability and Scope

- 2.1. This policy applies to all employees and Commissioners who incur fuel expenses while operating a District vehicle.
- 2.2. This policy applies to all employees and Commissioners who may be tasked with purchasing fuel for District equipment (*e.g.*, generators, leaf blowers, etc.)

3.0 Responsibility

- 3.1. All employees and Commissioners who are assigned a District vehicle or who operate a District vehicle are responsible for ensuring that they follow the procedures regarding fuel cards and fuel logs as set forth below.
- 3.2. All employees and Commissioners who are tasked at any time with purchasing fuel for District equipment are responsible for ensuring that they follow the procedures regarding fuel cards and fuel logs as set forth below.
- 3.3. All Battalion Chiefs and Managers of the District, or their designees, are responsible for reviewing and approving the fuel logs at the beginning of each month for the previous month's purchases and submitting the fuel log(s) to the identified Administrative Assistant no later than the 4th day of each month.
- 3.4. The Accounting/Payroll Specialist is responsible for maintaining an accurate inventory of all fuel cards and reporting to the Chief Administrative Officer any issues with employees or Commissioners not complying with this policy.

- 3.5. The identified Administrative Assistant is responsible for collecting all fuel logs, ensuring they are accurate and have been reviewed, reconciling the logs with receipts, adding any clarifying comments to the logs, and reconciling the logs with the bank statements.

4.0 Procedures

4.1. Fuel Cards

- 4.1.1. Each District vehicle will have two fuel cards assigned to it: one Shell card and one CFN card.
- 4.1.2. The Accounting/Payroll Specialist shall maintain an accurate inventory of all fuel cards issued to the District and the vehicles to which the cards are assigned.
- 4.1.3. Employees who regularly drive District vehicles are assigned their own Driver ID for using Shell fuel cards and a universal PIN for using CFN fuel cards.
- 4.1.4. CFN cards may be used at Shell stations when there is an issue with a Shell card or one is not available.

4.2. Fuel Logs

- 4.2.1. Each vehicle shall have appropriate supplies to store a supply of the Fuel Log forms, hold the fuel cards, and store the month's receipts. These supplies may consist of any or all of the following:
 - 4.2.1.1. A three-ring binder for the forms and/or a heavy-duty envelope for the cards and receipts;
 - 4.2.1.2. A large envelope for a supply of Fuel Log forms; and/or
 - 4.2.1.3. A small envelope for the vehicle's fuel cards and any receipts for that month's fuel.
- 4.2.2. Fuel Logs are to be completed per vehicle. The form includes a space for the vehicle name (*e.g.*, L131) and the vehicle number (*e.g.*, 9303). All fuel purchases for that vehicle are to be documented on that form. There may be more than one form per vehicle in any given month. Note the page numbers at the bottom of the form in the area indicated.

- 4.2.3. Receipts are to be retained and submitted with the form(s) each month. If a receipt is not available or you are unable to retrieve a receipt, DO NOT delay getting the District apparatus back into service in order to obtain a receipt. In other words, if you are fueling an apparatus, the receipt doesn't print, and you are dispatched to a call, do not take the time to go inside the gas station to retrieve a receipt. You will need to document the fuel purchase on the log and give a reason for the missing receipt. There is space on the back of the log to make notes.
- 4.2.4. When fueling a vehicle, enter the current odometer reading at the pump along with the Driver ID/PIN. Do *not* use all zeros or nines.
- 4.2.5. When purchasing fuel for non-vehicles, use 00000 for the odometer reading at the pump along with the Driver ID/PIN. Include the purchase on the form in the vehicle you are riding on and note "Gas can for XXXXX" in the "Odometer Reading" field. If fueling a vehicle *and* one or more gas cans for equipment, make separate purchases and get separate receipts so the transactions are clearly indicated on the log and matched to the receipts.
- 4.2.6. On the first of each month, and no later than the fourth of the month, all fuel logs and corresponding receipts from the previous month's purchases are to be collected from each vehicle and forwarded to the Company Officer or Manager. Receipts are to be neatly stapled, in chronological order, to the back of the form(s) and reviewed for accuracy and completion. The reviewer will initial the form at the bottom and submit the packet (form and receipts) to the identified Administrative Assistant. The Reviewer must be a Lieutenant or above.
- 4.2.7. Incomplete or incorrect forms will be returned to the Battalion Chief or Manager for completion/correction.

5.0 Reference

- 5.1. [RCW 52.14.100](#) - Meetings, powers and duties of the Board.
- 5.2. Woodinville Fire & Rescue Board of Fire Commissioners – Resolution 2020-03.

5.3. Author(s)

5.3.1. Originator

Name	Joan S. Montegary
Rank	Chief Administrative Officer
Assignment	Administration
Date	January 16, 2020

6.0 Appendix

6.1. Form 2207-A, Fuel Log

7.0 Practice – N/A

6.1 Form 2207-A, Fuel Log

Vehicle Name: _____



Month: _____

Vehicle #: _____

Fuel Log

Year: _____

Date (MM/DD/YY)	Odometer Reading	Gas Station Name	Gas Station Location (e.g., intersection)	5-Digit Card Number	Type of Fuel	Gallons	Total Purchase	Receipt Attached	Employee Initials	Employee Number
								<input type="checkbox"/>		
								<input type="checkbox"/>		
								<input type="checkbox"/>		
								<input type="checkbox"/>		
								<input type="checkbox"/>		
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								<input type="checkbox"/>		
								<input type="checkbox"/>		

Instructions: Complete one row each time fuel is purchased with a District card. If filling a vehicle's spare gas can, please write "gas can" in the "Odometer Reading" field. If more than one sheet is needed for a month, use extra sheets, noting the page numbers at the bottom of each sheet. Keep fueling receipts as supporting documentation and turn receipts in with the log. LT/Manager must review and initial in "Reviewer's Initials" space. By the 4th of each month, ALL LOGS ARE TO BE SENT TO THE ADMIN ASST for reconciliation with credit card statements. Incomplete sheets will be returned to the BC/Manager for correction/completion. Notes/ explanations on reverse.

Form: 2207-A, Fuel Log
 Reviewer's Initials (Prior to Submittal to Admin) _____



Page _____ of _____

Revised 03/18/2020

Fuel Log - Comments/Explanations

Date (MM/DD/YY)	Total Purchase	Comments/Explanations

**WOODINVILLE FIRE & RESCUE
RESOLUTION NO. 2020-02**

**A RESOLUTION ADOPTING POLICY NO 4400,
TECHNICAL RESCUE**

RECITALS

WHEREAS, the State of Washington has vested in the governing bodies of fire protection districts the authority to adopt reasonable rules to govern the district and to perform its functions, and generally to perform all such acts as may be necessary to carry out the objects of the creation of the district under RCW 52.14.100; and

WHEREAS, the Board of Fire Commissioners of Woodinville Fire & Rescue (“District”) has vested the responsibility of the day-to-day operation of the District in the Fire Chief; and

WHEREAS, the Board of Fire Commissioners has determined that it is necessary to establish and maintain a set of policies, procedures and practices to ensure the efficient and effective management of the District’s affairs.

WHEREAS, the District provided Local 2950 with a copy of the proposed new policy under an agreed District/Local policy review process; and

WHEREAS, Local 2950 had no suggested changes to the policy.

NOW, THEREFORE, it is resolved that the Board of Fire Commissioners of the District has adopted Policy 4400, Technical Rescue, and that the content of the paragraphs shown below shall become the policy segment of said policy.

Policy Section 4400, Technical Rescue

1.0 Policy Statement

- 1.1. It is the policy of Woodinville Fire & Rescue (the “District”) to provide Technical Rescue responses in accordance with applicable laws, interlocal agreements, King County Model Procedures and local ordinances. These responses include, but may not be limited to, rope, trench, confined space, structural collapse, and water.
- 1.2. It is the policy of the District to deploy safe and effective resources during technical rescue operations.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE
FIRE & RESCUE THIS 14th day of JULY 2020**

**WOODINVILLE FIRE & RESCUE
COUNTY OF KING, WASHINGTON**

Approved as to Form:

/s/ Jeffrey Ganson
Jeffrey Ganson, District Counsel

Derek van Veen
Derek van Veen, Commissioner, Position 1

Absent 07-14-2020
Doug Halbert, Commissioner, Position 2

Tim Osgood
Timothy Osgood, Commissioner, Position 3

Mike Millman
Michael Millman, Commissioner, Position 4

Roger Collins
Roger Collins, Commissioner, Position 5

Attest:

Nicole Frisch
Nicole Frisch, Board Secretary

Woodinville Fire & Rescue

Policy/Procedure/Practice



Subject:	Technical Rescue	Number:	4400
Effective Date:	July 1, 2020	Revision Date:	

1.0 Policy Statement

- 1.1. It is the policy of Woodinville Fire & Rescue (the “District”) to provide Technical Rescue responses in accordance with applicable laws, interlocal agreements, King County Model Procedures and local ordinances. These responses include, but may not be limited to, rope, trench, confined space, structural collapse, and water.
- 1.2. It is the policy of the District to deploy safe and effective resources during technical rescue operations.

2.0 Applicability and Scope

- 2.1. This policy applies to all District personnel who may be engaged in any way with a technical rescue incident.

3.0 Responsibility

- 3.1. It is the responsibility of the Deputy Chief of Response Operations or his/her designee to oversee the special operations program which includes technical rescue responses.
- 3.2. The District, choosing to operate at the operations or technician level for any rescue discipline, as identified in NFPA 1670, shall meet the requirements for training and operations identified in WAC 296-305 (current edition) and the non-conflicting portions of NFPA 1670, Standard on Operations and Training for Technical Rescue Incidents
 - 3.2.1. Confined Space Rescue requirements also include WAC 296-809 Table 1 (current edition).
- 3.3. The District will provide operations-level training to all response operations personnel on an annual basis.
- 3.4. The Rescue Technicians will be provided with annual training in disciplines related to their assignment.

- 3.4.1. If determined by the District, Company Officers assigned to Station 31 may be required to maintain their certifications in rope, confined space, trench, structural collapse, and other disciplines as determined by the District.
- 3.4.2. Ladder and tiller drivers are required to maintain their certifications in rope, confined space, trench, structural collapse, and other disciplines as determined by the District.
- 3.4.3. Water rescue team members are required to maintain their certification with annual training. Water rescue team members may be assigned to any District fire station.
- 3.5. It is the responsibility of all District personnel to only perform tasks for which they are trained, qualified, and equipped to handle.
- 3.6. Ladder 131 (L131) is the District's initial rescue capable apparatus. Efforts should be made to get the technical rescue trailer to incidents where the equipment on the trailer will be beneficial to the outcome of the incident. The technical rescue trailer is not equipped with emergency lighting; therefore, no traffic law exemptions shall be exercised.

4.0 Procedures

- 4.1. Definitions:
 - 4.1.1. Confined Space: A space large enough and so configured that a person can enter and perform assigned work, which has limited or restricted means for entry or exit and is not designed for continuous human occupancy.
 - 4.1.1.1. Refer to WAC 296-809 for Confined Space Requirements that are the standard during training exercises.
 - 4.1.1.2. All incidents involving a confined space shall be considered a permit-required confined space.
 - 4.1.2. Engulfment: The surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be inhaled to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

- 4.1.3. Hazmat Team: A response unit staffed with a minimum of two NFPA technician-level trained and equipped persons. A response may dictate that a unit responds from Woodinville with one hazmat technician and will team up with another technician from another jurisdiction.
- 4.1.4. Lockout: Placing a lockout device on an energy-isolating device using an established procedure to make sure the machine or equipment cannot be operated until the lockout device is removed. For more information, see chapter 296-803 WAC, Lockout/tagout (control of hazardous energy).
- 4.1.5. Monitor or monitoring: The process used to identify and evaluate a potential hazardous atmosphere after an authorized entrant enters the space. This process checks for atmospheric changes. It is performed in a periodic or continuous manner after the completion of the initial testing or evaluation of that space
- 4.1.6. Operational Levels:
 - 4.1.6.1. Awareness: Minimum capability as defined in NFPA 1670/1006 to provide a response to technical search and rescue incidents.
 - 4.1.6.2. Operations: Response capability to identify hazards, use equipment, and apply limited techniques specified in NFPA 1670/1006 to support and participate in technical search and rescue incidents.
 - 4.1.6.3. Technician: Response capability to identify hazards, use equipment, and apply advanced techniques specified in NFPA 1670/1006 necessary to coordinate, perform, and supervise technical rescue incidents.
- 4.1.7. Permit-required confined space or permit space: A confined space that has one or more of the following characteristics capable of causing death or serious physical harm:
 - 4.1.7.1. Contains or has a potential to contain a hazardous atmosphere;
 - 4.1.7.2. Contains a material with the potential for engulfing someone who enters;
 - 4.1.7.3. Has an internal configuration that could allow someone entering to be trapped or asphyxiated by inwardly converging walls or by a floor, which slopes downward and tapers to a smaller cross section;

- 4.1.7.4. Contains any physical hazard. This includes any recognized health or safety hazards including engulfment in solid or liquid material, electrical shock, or moving parts;
- 4.1.7.5. Contains any other recognized serious safety or health hazard that could either:
 - 4.1.1.5.1 Impair the ability to self-rescue;
 - 4.1.2.5.1 Result in a situation that presents an immediate danger to life or health.
- 4.1.8. Rescue Group Supervisor (RGS): The person designated within the Incident Command System responsible for direct supervision of the rescue operation. This individual shall have the technician level training for the discipline that is being supervised.
- 4.1.9. Rescue Mode: Rescue Mode is a determination by the Incident Commander that there is a viable patient(s) and the rescuers have the appropriate resources and skills to successfully remove the patient(s).
- 4.1.10. Recovery Mode: Recovery Mode is a determination by the incident commander that the patient(s) is no longer viable or the rescuers do NOT have onsite and cannot obtain in a timely manner the appropriate resources to safely rescue the patient(s).
- 4.1.11. Rescue Response: An incident where specialized activities are utilized for locating endangered person(s), removing those person(s) from danger, treating the injured, and transporting to an appropriate health care facility.
- 4.1.12. Rescue Unit: A response unit staffed with a minimum of two NFPA 1970 technician-level trained persons in rope, confined space, and trench.
- 4.1.13. Risk/Benefit Analysis (RBA): A calculated determination of the degree of risk the rescuers are exposed to against the probability of a successful outcome. This is an ongoing assessment during the incident.
- 4.1.14. Rope Rescue: An incident where specialized life safety rope, equipment, and training are utilized for movement and protection of responders and victim(s).
- 4.1.15. Safety Officer: Individual assigned by the Incident Commander to maintain overall scene safety. More than one Safety Officer may be assigned.

- 4.1.16. Special Operations: Emergency incidents to which the responding agency responds that require specific and advanced technical training and specialized tools and equipment.
- 4.1.17. Tagout: Placement of a tagout device on a circuit or equipment that has been deenergized, in accordance with an established procedure, to indicate that the circuit or equipment being controlled may not be operated until the tagout device is removed
- 4.1.18. Technical Rescue: The application of special knowledge, skills, and equipment to safely resolve unique and/or complex rescue situations.
- 4.1.19. Technical Safety Officer: The person(s) responsible for monitoring safety within the hazard zone; reports to the RGS. Must be technician-level trained in the type of response being undertaken.
- 4.1.20. Trench: Excavation in ground that is deeper than wide but not wider than 15' at the base. Over 20' deep is a commercial operation and beyond the scope and capabilities of the District's personnel and equipment.
- 4.1.21. Ventilate or ventilation: The process of controlling a hazardous atmosphere using continuous forced-air mechanical systems. Ventilation is a method of hazard control, not hazard elimination.
- 4.2. Incident Commander Responsibilities:
 - 4.2.1. Perform situation evaluation to include a risk assessment.
 - 4.2.2. Initiate, maintain, and control incident communications.
 - 4.2.3. Develop an overall strategy and incident action plan.
 - 4.2.4. Manage resources by maintaining an effective span of control.
 - 4.2.5. Ensure safety of all responders.
- 4.3. Personal Protective Equipment (PPE):
 - 4.3.1. PPE will be appropriate for the discipline and approved by the Technical Rescue Lead and Deputy Chief.

5.0 References

- 5.1. RCW 52.14.100 – Meetings, powers and duties of the Board

- 5.2. NFPA 1670, Standards on Operations and Training for Technical Search and Rescue Incidents
- 5.3. NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications
- 5.4. [WAC 296-305, Safety Standards for Firefighters](#)
- 5.5. [WAC 296-809, Confined Spaces](#)
- 5.6. Zone 1 Technical Rescue Team Interlocal Agreement 2002/2009
- 5.7. King County Model Procedures
- 5.8. Zone 1 and King County Technical Rescue Manuals
- 5.9. District Special Operations Work Plan
- 5.10. Collective Bargaining Agreement between Woodinville Fire & Rescue and IAFF Local 2950 (2017-2020)
- 5.11. Woodinville Fire & Rescue Board of Fire Commissioners – Resolution 2020-02
- 5.12. Author(s)

5.12.1. Originator

Name	Peder Davis
Rank	Battalion Chief
Assignment	Response Operations
Date	September 1, 2019

6.0 Appendix – N/A

7.0 Practice – N/A

**WOODINVILLE FIRE & RESCUE
RESOLUTION NO. 2020-03**

**A RESOLUTION ADOPTING POLICY NO 2207,
FUEL LOGS AND FUEL CARDS**

RECITALS

WHEREAS, the State of Washington has vested in the governing bodies of fire protection districts the authority to adopt reasonable rules to govern the district and to perform its functions, and generally to perform all such acts as may be necessary to carry out the objects of the creation of the district under RCW 52.14.100; and

WHEREAS, the Board of Fire Commissioners of Woodinville Fire & Rescue (“District”) has vested the responsibility of the day-to-day operation of the District in the Fire Chief; and

WHEREAS, the Board of Fire Commissioners has determined that it is necessary to establish and maintain a set of policies, procedures and practices to ensure the efficient and effective management of the District’s affairs; and

WHEREAS, the District provided Local 2950 with a copy of the proposed new policy under an agreed District/Local policy review process; and

WHEREAS, Local 2950’s feedback was incorporated into the policy.

NOW, THEREFORE, it is resolved that the Board of Fire Commissioners of the District has adopted Policy 2207, Fuel Logs and Fuel Cards and that the content of the paragraph shown below shall become the policy segment of said policy.

Policy Section 2207, Fuel Logs and Fuel Cards

1.0 Policy Statement

- 1.1. It is the policy of Woodinville Fire & Rescue (the “District”) to have a procedure for monitoring and approving the use of District fuel cards for expenses incurred by Commissioners and employees while operating District vehicles and purchasing fuel for District equipment.

ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE
FIRE & RESCUE THIS 14th day of JULY 2020.

WOODINVILLE FIRE & RESCUE
COUNTY OF KING, WASHINGTON

Approved as to Form:

/s/ Jeffrey Ganson
Jeffrey Ganson, District Counsel

Derek van Veen
Derek van Veen, Commissioner, Position 1

Absent 07-14-2020
Doug Halbert, Commissioner, Position 2

Tim Osgood
Timothy Osgood, Commissioner, Position 3

Mike Millman
Michael Millman, Commissioner, Position 4

Roger Collins
Roger Collins, Commissioner, Position 5

Attest:

Nicole Frisch
Nicole Frisch, Board Secretary

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: July 14, 2020
TO: Roger Collins, Chair
Board of Fire Commissioners
FROM: Joan S. Montegary, Chief Administrative Officer *JSM*
SUBJECT: **Staff Report 20-010**
Firefighter Eligibility List

Background

The District, with great employee participation, has completed another successful firefighter hiring process. We started with over 400 applications. After filtering down the list, we had a Committee application review process that reduced the list even further. We eventually saw 112 applicants for a rapid assessment and cognitive physical assessment conducted over two very full, very busy days. From that process, we invited 36 candidates to participate in panel interviews before two panels – one with response operations personnel and one with management personnel over three days. The panels came back with 15 candidates, all of which were invited to Chiefs' interviews on June 15 and 16.

We are very happy with the quality of candidates and have made contingent offers to six candidates.

Results

Attached is an unranked Eligibility List submitted for the Board's approval and certification. This Eligibility List will be valid for one year, until July 14, 2021, with an option to extend for up to one additional year.

Recommendation

Staff recommends that the Board approve and certify the attached Firefighter Eligibility List as presented.

PROPOSED MOTION

I move that the Board accept staff's recommendation and approve and certify the Firefighter Eligibility list as presented.



Woodinville Fire & Rescue

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

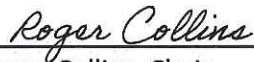
Firefighter Eligibility List

The Board of Fire Commissioners hereby certifies the "Firefighter Eligibility List" on Tuesday, July 14, 2020, to become effective on this date.

The unranked eligibility list, in alphabetical order, for the position of Firefighter is as follows:

Sky Blake
Jessica Campbell
Andrew Claussen
Victoria Conover
Bryson Daggett
Quinn Evans
Marina Fitzpatrick
Adam Gargus
Julian Gilman
Amanda Goble
Elizabeth Hagan
Makani Kema-Kaleiwahea
Henry Park
Ilya Potapenko
Joshua Rowe

This list shall be valid for a one (1)-year period with a set expiration date of July 14, 2021. The Board of Fire Commissioners may, at the recommendation of staff, extend the validity of the list by up to one (1) year should circumstances warrant. At any time prior to the expiration of the list, the Fire Chief may determine that the list has been exhausted and begin a process to create a new list.



Roger Collins, Chair
Board of Fire Commissioners



Gregory S. Ahearn, Fire Chief
Woodinville Fire & Rescue

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: July 14, 2020
TO: Roger Collins, Chair
Board of Fire Commissioners
FROM: Joan Montegary, Chief Administrative Officer *JSM*
SUBJECT: **Staff Report 20-011 – Security Cameras**

Background

The District has determined that exterior security cameras for each of the four facilities are a prudent investment. Several years ago, the District purchased and installed a basic IP NVR camera system at Station 31.

While the picture quality has been good, the system is cumbersome and capturing still pictures or video clips is difficult and time consuming. The technology is dated, it does not allow for remote viewing, and because the storage is on an internal hard drive, if the hard drive fails, there is no back up. It has also become apparent that the cameras do not cover enough of the exterior space. We have no camera system at Stations 33 or 35.

We have had a few instances over the years wherein some sort of camera system would have proven helpful. Most recently, we had to issue a premise warning on a citizen who has been threatening to our personnel.

Options

Our IS Manager, Dave Beverly worked with our Facilities Maintenance Technician, Dan McCambridge, to research camera systems that would be appropriate for our facilities. They presented their findings and recommendation to Chief Ahearn and CAO Montegary for consideration.

- Option 1 is to keep the system we have at Station 31 and add similar systems to Stations 33 and 35. This would be the lowest cost option, but also the least effective. The issues we currently have would continue. The total cost to add an IP NVR system to Stations 33 and 35 would be approximately \$9,000.
- Option 2 is to purchase and install a hybrid cloud camera system. This type of system would allow a great deal more flexibility. Depending on the system chosen, we could have facial recognition, license plate recognition, local and cloud backup, sharing of video clips, live views of the cameras with mobile access, alerting, and automatic

updates. Three vendors were researched for a hybrid cloud camera system: Meraki, Rhombus, and Verkada. Details of the offerings of the three vendors are included on the attachment to this staff report.

Recommendation

Staff recommends replacing the system at Station 31 and the Annex and installing the same system – a hybrid cloud camera system – at all four locations. Of the vendors researched, staff recommends Verkada.

Fiscal Impact

The District has budgeted \$23,000 for security cameras for Stations 33 and 35. There is not a budgeted amount specifically for replacing the system at Station 31 and the Annex. The total cost for all four locations, with 24 cameras, installation, and the first five years of service is estimated to be \$32,000. This would, of course, require an expenditure of \$9,000 from the facilities reserve.

Recommended Action

Staff recommends that the Board approve the purchase and installation of the Verkada cloud based security cameras at the District's four facilities.

/jsm

PROPOSED MOTION

I move that the Board of Fire Commissioners accept staff's recommendation and approve staff moving forward with the purchase and installation of the Verkada cloud based security cameras at the District's four facilities in an amount not to exceed \$32,000.00.

Cloud Based Security Cameras

	Meraki	Rhombus	Verkada
Cost (24 cameras; installation)	\$25,181.40	\$29,560.40	\$28,928.00
Total cost per camera	\$840.85	\$1,023.35	\$997.00
Camera	\$549.67	\$425.15	\$555.00
Service (5 years)	\$291.18	\$599.20	\$442.00
Warranty	3 years	5 years	10 years
Camera Built	Great	Lower	Great
Storage	30 days onboard, SSD 30 days cloud storage	20 days onboard SD card, not SSD 30 days cloud storage	30 days onboard, SSD 30 days cloud storage
Artificial Intelligence	Not now; possibly soon	Robust; facial and license plate recognition	Robust; facial and license plate recognition

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: July 14, 2020
TO: Roger Collins, Chair
Board of Fire Commissioners
FROM: Joan S. Montegary, Chief Administrative Officer
SUBJECT: **Staff Report 20-012**
Surplus Property – Aid Car

JSM

Background

The District has an aid car that is no longer of use and has been designated as surplus. This vehicle, apparatus 7318 (VIN 1FDXE45P39DA85821), was purchased in 2009 and has over 90,000 miles. Due to the mechanical condition of the vehicle the Fleet Manager and P/DC Davis do not recommend the vehicle be re-purposed by another agency to provide EMS service. The vehicle is not reliable and ongoing maintenance costs and out of service time will not benefit another EMS agency. The Fleet Manager and P/DC Davis recommend the vehicle be sold at auction to get the highest offer without misrepresenting the abilities and condition of the equipment. All emergency lighting has been disconnected.

Recommended Action

Staff recommends that the Board of Fire Commissioners permit staff to dispose of the above-referenced aid car through public auction in “as is” condition and without warranty. All proceeds received from the sale shall be recorded as miscellaneous revenue for the District.

/jsm

PROPOSED MOTION

I move that the Board of Fire Commissioners approve staff’s recommendation to dispose of the aid car listed as surplus by selling it through James G. Murphy Co. auctioneers.

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: July 14, 2020
TO: Roger Collins, Chair
Board of Fire Commissioners
FROM: Peder Davis, Provisional Deputy Chief PD
SUBJECT: **Staff Report 20-013**
FEMA Grant Agreement – Covid-19

Background

The District has tracked costs related to the Covid-19 pandemic in anticipation of being reimbursed through one or more public assistance programs. Staff is now preparing to submit the required paperwork to the Washington State Military Department for reimbursement through a FEMA public assistance grant.

Our Fiscal Management policy requires Board approval for Grant applications exceeding \$10,000.

Fiscal Impact

The District will be requesting reimbursement for approximately \$40,000 in Covid-19 costs.

Requested Action

Staff recommends that the Board authorize the Board Chair to sign the required contracting documents for the Washington State Military Department Public Assistance Grant Number D20-381 related to Covid-19.

PD/jsm

PROPOSED MOTION

I move that the Board of Fire Commissioners authorize the Board Chair to sign the required documents for the Washington State Military Department Public Assistance Grant Number D20-381 related to Covid-19.

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: July 14, 2020

TO: Roger Collins, Chair
Board of Fire Commissioners

FROM: Gregory S. Ahearn, Fire Chief *GSA*

**SUBJECT: Staff Report 20-014
Interlocal Agreement – North King County MIH Program**

Background

The District, along with neighboring agencies City of Bothell, Northshore Fire, and Shoreline Fire, participates in a Mobile Integrated Healthcare (MIH) Program to deliver high quality and cost-effective care by coordinating interdisciplinary resources.

The ILA will formally establish the program in an effort to provide coordinated planning, programming, delivery, and documentation of MIH services across North King County.

Shoreline Fire Department shall serve as the lead agency for the MIH Program and shall establish procedures, adopt the budget, oversee personnel appointments within the program, and handle the bookkeeping. The initial term of the agreement is six years in conjunction with the King County EMS levy period beginning on January 1, 2020. The agreement will automatically renew yearly thereafter unless terminated by consensus of a majority of the agencies.

Fiscal Impact

The lead agency (Shoreline Fire) will establish a fund with their Treasurer to be designated as the “MIH Operating Fund.” Each agency shall contribute its portion of the EMS Levy MIH allocation to the Lead Agency in quarterly installments each year.

Requested Action

Staff recommends that the Board authorize the Board Chair to sign the Interlocal Agreement for the North King County MIH Program as presented.

Attachment

GSA/nmf

PROPOSED MOTION

I move that the Board of Fire Commissioners authorize the Board Chair to sign the Interlocal Agreement for the North King County MIH Program.

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: July 14, 2020
TO: Roger Collins, Chair
Board of Fire Commissioners
FROM: Gregory Ahearn, Fire Chief *GAA*
SUBJECT: **Fire Chief's Report – July 14, 2020**

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 641 incidents since your last regular meeting on May 5, 2020

Budget

With the exception of response operations overtime, staff has no concerns with the 2020 budget. The budget report for the period ending May 31, 2020 is attached for your review.

COVID-19 Update

To date, we've seen 52 suspected COVID patients and have treated 6 confirmed COVID patients. We continue to maintain a minimum 30-day supply of PPE and are exercising PPE preservation. The Curis decontamination machine that you approved at the April Board meeting has arrived and the onboarding process is complete. It is being used for decontamination of high traffic areas in the stations as well as decontamination of Aid Cars on a scheduled and as-needed basis.

The business office is now open per Governor Inslee's directive. All members of the support staff team have been back in the office working from headquarters full-time since early May.

Consolidation Update

Personnel

One firefighter remains off line due to a duty-related injury.

Lieutenant Daren Bunker retired July 1, 2020 from Woodinville Fire & Rescue after 33 years of dedicated service to the District. Daren was hired with the District on May 16, 1987 and served

Roger Collins, Chair
Board of Fire Commissioners
July 14, 2020
Page 2 of 2

as a firefighter before promoting to Lieutenant. He was a long-standing member of our HazMat team and will be missed.

I'm pleased to announce that David Weed has been promoted to Lieutenant and is assigned to Station 33 on B-Shift. Additionally, Probationary Firefighters Benke and Kourdahi have graduated from EMT training and have been assigned to shift. We will be having a formal badge pinning/oath of office as soon as we are able to meet in person.

Update - North King County Training Consortium (NKCTC)

NKCTC is completing a certifications audit in an effort to predict gaps and help determine when to schedule training based on forecasted needs.

Four of our firefighters will be participating in the upcoming August Pump Academy. They will complete the class as certified engine drivers.

Ten of our folks are participating in NKCTC's Incident Safety Officer (ISO) training. There is a total of 37 people across the four agencies participating in the training.

Community Relations

CSO Breault has been working hard on the new website, which was rolled out earlier this month. CSO Breault will be joining us at a future meeting to go over the website and to answer questions, but feel free to check it out in the meantime. Any questions can be directed to EA/BS Frisch or CSO Breault.

GSA/nmf

Woodinville Fire & Rescue
 Budget Performance Report
 For the month ended May 31, 2020

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
May 31, 2020	\$9,817,230	\$0	\$28,326	\$11,282,695	\$1,200,085	\$22,328,334
December 31, 2019	\$7,356,347	\$0	\$2,399	\$11,224,084	\$1,190,213	\$19,773,042
Dollar Increase (Decrease)	\$2,460,883	\$0	\$25,927	\$58,611	\$9,872	\$2,555,293
Percentage Increase (Decrease)	33.5%	.0%	1080.7%	.5%	.8%	12.9%

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, 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
December 31, 2015	\$6,259,296	\$0	\$45,757	\$6,112,220	\$1,639,148	\$14,056,421

Woodinville Fire & Rescue
 Budget Performance Report
 For the month ended May 31, 2020

Expense Fund - YTD Financial Statement

Budget Performance by Fund	2020 Annual Budget	2020 YTD Actual	Fav/(Unfav) vs. Budget	
			Dollars	Percent
Revenues				
31-May-20	\$7,356,347	\$7,356,347	\$0	0.0%
Current Year Revenues				
Property Tax	\$8,798,962	\$4,144,910	(\$4,654,052)	-52.9%
EMS	\$594,280	\$594,280	\$0	0.0%
BLS Core - CMT Program			\$0	#DIV/0!
Permit/Plan Review Fees	\$100,000	\$38,613	(\$61,388)	-61.4%
Miscellaneous Other	\$50,000	\$208,053	\$158,053	316.1%
Inter-Fund Transfers - IN				
Benefit Charge Fund	\$6,856,565	\$3,272,642	(\$3,583,923)	-52.3%
Reserve Fund			\$0	
Total Current Year Revenue	\$16,399,807	\$8,258,498	(\$8,141,309)	-49.6%
Total Resources (BFB + Revenue)	\$23,756,154	\$15,614,845	(\$8,141,309)	-34.3%
Expenditures				
Salaries & Wages	\$7,511,973	\$2,906,345	\$4,605,628	61.3%
Benefits	\$3,621,875	\$1,645,060	\$1,976,815	54.6%
Overtime - Operations	\$720,832	\$308,436	\$412,396	57.2%
Overtime - Training & Admin	\$358,479	\$69,749	\$288,730	80.5%
Office & Operating Supplies	\$226,341	\$71,814	\$154,527	68.3%
Vehicle Maintenance & Fuel	\$238,000	\$64,521	\$173,479	72.9%
Small Tools & Equipment	\$141,899	\$54,363	\$87,536	61.7%
Elections & Info	\$60,000	\$0	\$60,000	100.0%
Professional Services	\$302,150	\$132,876	\$169,274	56.0%
Communications & Dispatch	\$273,386	\$129,380	\$144,006	52.7%
Travel	\$46,535	\$33,806	\$12,729	27.4%
Training & Education	\$349,280	\$16,923	\$332,357	95.2%
Advertising	\$7,450	\$3,519	\$3,931	52.8%
Leases, Insurance, Water/Utilities, etc.	\$231,102	\$98,465	\$132,637	57.4%
Repair & Maintenance	\$335,908	\$118,593	\$217,315	64.7%
Miscellaneous Other	\$222,243	\$6,340	\$215,903	97.1%
Covid-19 Response		\$64,512	(\$64,512)	#DIV/0!
Intergovernmental Services	\$204,830	\$46,913	\$157,917	77.1%
Sub-total (not incl. Intra-fund transfers)	\$14,852,283	\$5,771,615	\$9,080,668	61.1%

Woodinville Fire & Rescue
 Budget Performance Report
 For the month ended May 31, 2020

Expense Fund - YTD Financial Statement

Budget Performance by Fund	2020 Annual Budget	2020 YTD Actual	Fav/(Unfav) vs. Budget	
			Dollars	Percent
Inter-Fund Transfers - OUT				
Benefit Liability Reserve Fund		\$0	\$0	#DIV/0!
Capital Fund		\$26,000	(\$26,000)	#DIV/0!
Reserve Fund		\$0	\$0	#DIV/0!
Total Expenditures	\$14,852,283	\$5,797,615	\$9,054,668	61.0%
Current Year Resources less Expenditures	\$1,547,524	\$2,460,883		
Cash Balance - End of Month	\$8,903,871	\$9,817,230	\$913,359	10.3%
Total Expenditures & EFB	\$23,756,154	\$15,614,845	(8,141,309)	-34.3%



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: July 14, 2020

Approved for payment:

Derek van Veen
Commissioner, Position 1

[Signature]
Commissioner, Position 2

[Signature]
Commissioner, Position 3

[Signature]
Commissioner, Position 4

[Signature]
Commissioner, Position 5

Reference #	ACH Request Date(s):	Total ACH Requests
ACH 20-13	7/9/20, 7/10/20	\$ 399,372.40

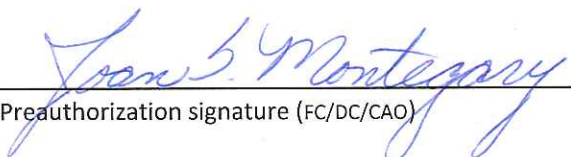
[Signature]
Preauthorization signature (FC/DC/CAO)

US BANK SINGLEPOINT - 3629 TRANSACTIONS

Trans. Date	Paychex Cash Requirement Debits	
7/9/2020	Net Pay: Direct Deposits/Live Checks	241,743.36
7/9/2020	DSHS - WA State (garnishment)	291.52
7/10/2020	Taxpay (Soc. Sec., MC, Federal Income Tax, WAPF/ML)	56,155.22
7/9/2020	Agency Checks	7,466.98
		-
		-
		-
	Quarterly L&I	-
7/10/2020	PAYCHEX INVOICE	629.05
		306,286.13

Trans. Date	ACH TRANSACTIONS: TDA / DUES / BENEVOLENT FUND TEMPLATE	
7/10/2020	WDVL FF Union Dues/Assessment	5,079.06
7/10/2020	WDVL Benevolent Fund	460.00
	Total Deposit	5,539.06

PAY32 TRANSACTION TOTALS	\$	311,825.19
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 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 Jul 10, 2020

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 (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	DEPT OF RETIREMENT SYSTEMS						00000	
2	LEOFF & PERS	100360010			24219		00000	48,798.60
3	DCP	100360010			24219		00000	24,354.82
4							00000	
5							00000	
6							00000	
							Total	\$73,153.42

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

Contact Name CHARLENE INMAN Organization WOODINVILLE FIRE & RESCUE, KCFD #36
 Email CINMAN@WF-R.ORG Phone # 425-483-7908 Ext Fax # 425-486-0361

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 Jul 8, 2020
 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 Jul 10, 2020

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 (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	14,393.79
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$14,393.79

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 Jul 8, 2020
 Print Name Joan Montegary Phone # 425-483-7912 Email jmontegary@wf-r.org



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 07/06/2020
Total Amount: \$40,515.36
Control Total: 31
Payment Method: WARRANT

District Name: Woodinville Fire & Rescue
File Name: AP_WDNVLFIR_APSUPINV_20200630103417.csv
Fund #: 100360010

Capital

CONTACT INFORMATION

Preparer's Name: Charlene Immen

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><i>Joan's Montegary</i></u>	<u>6-30-2020</u>
Authorized District Signature	Date
<u><i>Derek van Veen</i></u>	<u>07-14-2020</u>
Authorized District Signature	Date
<u><i>[Signature]</i></u>	<u>7/13/20</u>
Authorized District Signature	Date

<u><i>[Signature]</i></u>	<u>7-14-20</u>
Authorized District Signature	Date
<u><i>[Signature]</i></u>	<u>7/13/20</u>
Authorized District Signature	Date
<u><i>[Signature]</i></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_20200630103417.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BANK OF AMERICA (BEVERLY)			200701001	07/06/2020	\$388.48	
BANK OF AMERICA (DAVIS)			200701002	07/06/2020	\$239.05	
BANK OF AMERICA (FRISCH)			200701003	07/06/2020	\$574.52	
BANK OF AMERICA (KERTH)			200701004	07/06/2020	\$65.99	
BANK OF AMERICA (MARCUCCI)			200701005	07/06/2020	\$239.50	
BANK OF AMERICA (MICHELMAN)			200701006	07/06/2020	\$74.70	
BANK OF AMERICA (PLUSH)			200701007	07/06/2020	\$31.83	
BANK OF AMERICA (SMITH)			200701008	07/06/2020	\$33.53	
COMCAST			200701009	07/06/2020	\$120.20	
COMCAST			200701010	07/06/2020	\$166.34	
DELL MARKETING LP			200701011	07/06/2020	\$878.00	
GALLS LLC			200701012	07/06/2020	\$699.91	
GRAINGER INC			200701013	07/06/2020	\$448.49	
HUGHES FIRE EQUIPMENT			200701014	07/06/2020	\$471.53	
LN CURTIS & SONS			200701015	07/06/2020	\$10,031.95	
MCLENDON HARDWARE, INC			200701016	07/06/2020	\$28.55	
NFPA			200701017	07/06/2020	\$1,575.00	
OFFICE DEPOT			200701018	07/06/2020	\$1,243.22	
PUGET SOUND ENERGY			200701019	07/06/2020	\$3,165.30	
PURCELL TIRE AND SERVICE			200701020	07/06/2020	\$232.23	
QAL-TEK ASSOCIATES LLC			200701021	07/06/2020	\$4,032.00	
RICOH USA INC			200701022	07/06/2020	\$350.80	
RISAN ATHLETICS INC			200701023	07/06/2020	\$930.34	
SUMMIT LAW GROUP PLLC			200701024	07/06/2020	\$11,502.00	
THREE RIVERS MARINE INC			200701025	07/06/2020	\$264.95	
VALLEY MEDICAL CENTER			200701026	07/06/2020	\$250.00	
VERIZON WIRELESS			200701027	07/06/2020	\$1,721.16	
WASHINGTON ALARM			200701028	07/06/2020	\$240.74	
WOOD FIRE PETTY CASH FUND			200701029	07/06/2020	\$65.00	
YOUR TOW COMPANY			200701030	07/06/2020	\$154.15	
ZEP MANUFACTURING			200701031	07/06/2020	\$295.90	



Special District Voucher Approval Document

Scheduled Payment Date: 07/06/2020
 Total Amount: \$10,749.75
 Control Total: 2
 Payment Method: WARRANT

District Name: Woodinville Fire & Rescue
 File Name: AP_WDNVLFIR_APSUPINV_20200629145513.csv
 Fund #: 100363020

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>Jacob Montegary</u>	<u>6/29/20</u>	<u>[Signature]</u>	<u>7-19-20</u>
Authorized District Signature	Date	Authorized District Signature	Date
<u>Derek van Veen</u>	<u>07-14-2020</u>	<u>[Signature]</u>	<u>7/13/20</u>
Authorized District Signature	Date	Authorized District Signature	Date
<u>[Signature]</u>	<u>7/13/20</u>	<u>[Signature]</u>	<u>7/13/20</u>
Authorized District Signature	Date	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_20200629145513.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
RADIO COMMUNICATION SERVICES			200702001	07/06/2020	\$8,637.75	
SUPREME EXTERIORS			200702002	07/06/2020	\$2,112.00	