

WOODINVILLE FIRE & RESCUE

Tuesday, February 4, 2020

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

Commissioner Collins called the meeting to order at 1700 hours. Roll call was taken and was as follows:

**Roll Call**

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

**Staff**

Fire Chief Greg Ahearn  
Deputy Chief Erik Wallgren  
Chief Administrative Officer Joan Montegary  
Acting Board Secretary Danielle Magistrale

**Approval of Agenda in Content and Order**

***MOTION:** Commissioner Millman moved to approve the agenda in content and order. The motion was seconded by Commissioner Osgood. The motion passed, 5-0.*

**Public Comments**

None.

**1. Oath of Office: New Firefighters Connor Shelford, Carson McMahon, and Max Dale**

Chief Ahearn swore in Probationary Firefighter Connor Shelford and his wife, Marissa, pinned his badge.

Chief Ahearn swore in Probationary Firefighter Carson McMahon and his wife, Rachel, pinned his badge.

Chief Ahearn swore in Probationary Firefighter Max Dale and Lieutenant Woods pinned his badge.

At 1708 hours, the Board recessed for pictures and a meet and greet.

At 1715 hours, the Board reconvened.

**2. 2019 Year-End Wrap-Up (attached hereto)**

CAO Montegary presented the 2019 Year End Wrap-Up that is attached hereto.

**3. Staff Report 20-004 – Adoption of Policies 3119, Peer Support Program; and 4400, Technical Rescue; Deletion of Manual of Operations Sections 500-3.5, Technical Rescue Response Guidelines (attached hereto)**

CAO Montegary presented the staff report that is attached hereto, noting that Policy 4400 and the relevant Resolution were being held back for now as Commissioner Halbert and DC Wallgren had discussed some items for revision. Policy 4400 will be brought back to the Board at a later date.

***MOTION:*** Commissioner Osgood moved that the Board of Fire Commissioners adopt Resolution 2020-01, A Resolution Adopting Policy No. 3119, Peer Support Program. The motion was seconded by Commissioner Millman. The motion passed, 5-0.

**4. Joint Meeting with Northshore Fire Department – February 19, 2020 (tentative)**

Commissioner Collins reported that a joint meeting with Northshore Fire Department Board of Fire Commissioners is tentatively scheduled at Northshore Headquarters on Wednesday, February 19 at 5:00 p.m.

Commissioners Millman and Halbert will plan to attend, Commissioner Osgood is working, and Commissioner van Veen will need to check his schedule.

Commissioner Collins requested we move Woodinville's March 3 Board Meeting, but it was brought to his attention that the date has been communicated to our community as the Fire Benefit Charge hearing date.

Commissioner van Veen will not be able to attend the April meeting of Woodinville's Board.

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

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

Commissioner Halbert asked about the BC position with the North King County Training Consortium. The person in that position will be employed by their existing department and will serve at the Consortium on a 3-year rotation.

The goal is to get the Consortium up and running within about one month. Training Director Wallgren will be stationed out of Station 51.

Commissioner Halbert would like a copy of the ILA.

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

- a. Approval of Minutes from the January 7, 2020 Regular Meeting.
- b. Approval of Payroll Vouchers ACH 20-01 for \$372,367.88 and ACH 20-02 for \$604,607.43
- c. Approval of General Vouchers for \$45,095.57 & \$84,842.98

**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, 5-0.*

**7. Reports of the Commissioners/Good of the Order**

Commissioner Collins: Exciting things happening that will bring the departments closer together.

Commissioner Millman: None

Commissioner Halbert: Reported on his experience at Legislative Day. A few housecleaning bills but nothing major. The biggest one that could affect finances was a bill written to improve the language regarding wildland mobilization. It would ensure that mobilization happens more quickly.

Commissioner Osgood: Apologized that he will be unable to attend the annual awards banquet.

Commissioner van Veen: None

**8. Adjournment**

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

**The meeting adjourned at 1743 hours.**

  
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Danielle Magistrale, Acting Board Secretary  
P.p. Nicole Frisch, Board Secretary

  
\_\_\_\_\_  
Derek van Veen, Commissioner, Position 1

  
\_\_\_\_\_  
Doug Halbert, Commissioner, Position 2

  
\_\_\_\_\_  
Tim Osgood, Commissioner, Position 3

  
\_\_\_\_\_  
Mike Millman, Commissioner, Position 4

  
\_\_\_\_\_  
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, February 4, 2020  
5:00 p.m.**

**AGENDA**

Call to Order/Flag Salute/Roll Call

Approval of Agenda in Content and Order

Public Comments (please limit comments to 3 minutes or less)

**Board Business Items**

1. Oath of Office: Firefighter – Connor Shelford, Carson McMahan, Max Dale
2. 2019 Year End Wrap Up
3. Staff Report 20-003 – Adoption of Policy 3119; and Resolution 2020-01
4. Joint Meeting with Northshore Fire Department – February 19, 2020
5. Fire Chief's Report
6. Consent Agenda
  - a. Approval of Minutes from the January 7, 2020 Regular Meeting
  - b. Approval of Payroll Vouchers ACH 20-01 for \$372,367.88 and ACH 20-02 for \$604,607.43
  - c. Approval of General Vouchers for \$45,095.57 and \$84,842.98
7. Reports and Requests from the Commissioners/Good of the Order
8. Adjournment

# Woodinville Fire & Rescue



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

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DATE: February 4, 2020

TO: Roger Collins, Chair  
Board of Fire Commissioners

FROM: Joan Montegary, Chief Administrative Officer *JSM*

SUBJECT: **Staff Report 20-004**  
**Policy Adoption**  
**Policy 3119, Peer Support Program (Adoption)**  
**Policy 4400, Technical Rescue (Adoption)**  
**Manual of Operations Section 500-3.5, Technical Rescue Response Guidelines (Deletion)**

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### **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 2020-01, which adopts the new Policy 3119 and Resolution 2020-02, which adopts new Policy 4400. 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  
February 4, 2020  
Page 2 of 2

## **PROPOSED MOTION**

I move that the Board of Fire Commissioners adopt Resolution 2020-01, A Resolution Adopting Policy No. 3119, Peer Support Program and Resolution 2020-02, A Resolution Adopting Policy No. 4400, Technical Rescue. 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



<b>Subject:</b>	Peer Support Program	<b>Number:</b>	3119
<b>Effective Date:</b>	April 1, 2020	<b>Revision Date:</b>	

### 1.0 Policy Statement

- 1.1. It is the policy of Woodinville Fire & Rescue (the "District") to strive to maintain a volunteer Peer Support Program ("PSP") for both personal and job-related support, including Critical Incident Stress Management ("CISM").
- 1.2. It is the policy of the District to strive to provide 24-hour access to a trained volunteer Peer Support Team ("PST") member for any employee experiencing a personal or professional crisis.

### 2.0 Applicability and Scope

- 2.1. This policy applies to all employees of the District.
- 2.2. This policy applies to any volunteer of the District who may be appointed as a PST member.

### 3.0 Responsibility

- 3.1. It is the responsibility of the Fire Chief or his/her designee to appoint PST members.
- 3.2. It is the responsibility of the PST Coordinator to provide criteria and procedures for automatic peer team CISM and peer team review.
- 3.3. It is the responsibility of the PST to provide information to District personnel on how and when to access the PSP.
- 3.4. It is the responsibility of District supervisors to evaluate the need for PST involvement after any critical incident.

## 4.0 Procedures

### 4.1. Definitions

- 4.1.1. **Critical Incident Stress Management (“CISM”)**: Use of one-on-one contacts, defusing, or debriefing to help an individual or a group process an incident in which they were involved.
- 4.1.2. **Defusing**: A discussion to reduce acute stress and tension levels following a critical incident. This discussion may be held on behalf of one employee or as many as necessary to include the employees and/or volunteers involved in the incident. The defusing is not to single out any one person, but to address the needs of all involved. It is most beneficial if a defusing is held 2 to 12 hours after a critical incident.
- 4.1.3. **Debriefing (aka CISD)**: A group discussion that gives participants an opportunity to describe their own reactions and to hear the reactions of others to a critical incident. All CISDs require the presence of a mental health professional (“MHP”) and two PST members who were not impacted by or involved in the critical incident. A debriefing facilitates the normal recovery of affected people with normal reactions to abnormal events. PST members participate in the discussion; a District chaplain may be part of the debriefing process. It is not counseling, not psychotherapy, and not an operational critique or investigation of the critical incident. A debriefing, if appropriate intervention, is held 1 to 7 days after a critical incident.
- 4.1.4. **Employee Assistance Program (“EAP”)**: A District-funded program that assists employees with personal problems and/or work-related problems that may impact their job performance, health, mental, and/or emotional well-being. EAPs generally offer free and confidential assessments, short-term counseling, referrals, and follow-up services for employees and their household members.
- 4.1.5. **Individual contact**: A one-on-one intervention in which a PST member communicates by telephone or in person with District personnel involved in a critical incident. Individual contacts may occur at any time following a critical incident.
- 4.1.6. **Non-Incident Peer Support**: District personnel are encouraged to seek assistance from a member of the PST, CISM-trained chaplain, the EAP, Code 4 Northwest, or a mental health professional (“MHP”) while on or off duty if an issue is particularly troubling to them and may impact their work performance.

- 4.1.7. **Peer Support Team Member:** Volunteer, uniformed, or civilian employee who has completed the designated training program and has been appointed to the PST by the Fire Chief or his/her designee.
- 4.1.8. **Peer Support Team Case Log:** A log maintained by the PST Coordinator of the number of contacts made by PST members. Client names are not recorded. The purpose of the log is to assess the quantity of service provided by the PST, as well as efforts made to maintain and improve skills.
- 4.1.9. **Peer Support Team Coordinator:** PST member selected in December of each year for the following year, to manage the program and personnel including, but not limited to:
  - 4.1.9.1. Program development for the PST members
  - 4.1.9.2. Facilitate a review of the program by an MHP
  - 4.1.9.3. Develop meeting and training schedules
  - 4.1.9.4. Maintain confidential records of all PST activities
  - 4.1.9.5. Maintain PST case log
  - 4.1.9.6. Assist in connecting District employees with PST members
  - 4.1.9.7. Serve as the liaison between District administration and the PST
  - 4.1.9.8. Submit an annual report, including a summary of the case log, to the Fire Chief.
- 4.2. **Peer Support Team Members**
  - 4.2.1. District employees who have an interest in becoming a member of the PST shall state their interest in writing to the Fire Chief with a copy to the PST Coordinator.
  - 4.2.2. PST members are required to maintain strict confidentiality. If strict confidentiality is not maintained by a PST member, s/he shall be removed from the PST immediately.
  - 4.2.3. PST members are considered “Peer Counselors.” The description and privileges of such can be found in RCW 5.60.060(6).
  - 4.2.4. PST members, as District employees, are still mandatory reporters in certain circumstances. PST members shall report to a member of the

Executive Team information provided by District employees when it relates to:

- 4.2.1.1.1 Injury, abuse, or neglect of a child or vulnerable adult;
- 4.2.2.1.1 Danger of physical harm to one's self or others;
- 4.2.3.1.1 Domestic violence crimes;
- 4.2.4.1.1 Court order issued when the counseling relationship is deemed not confidential pursuant to RCW Chapter 5.60.

4.2.5. PST members are responsible for:

- 4.2.5.1. Being available as a volunteer to respond when needed;
- 4.2.5.2. Declining to participate in a Peer Support role whenever they are already involved in the critical incident or their objectivity is otherwise compromised to a significant degree by circumstances of the critical incident or their personal lives;
- 4.2.5.3. Listening, assessing and, whenever necessary, referring District employees to the PST chaplain, an MHP, Code 4 Northwest, or the District's EAP. PST members should never be used as a replacement for a trained and licensed professional;
- 4.2.5.4. Being trained to assist in Critical Incident Stress Diffusing, Management Briefing, and Debriefing services;
- 4.2.5.5. Remaining up-to-date with current PST standards and practices;
- 4.2.5.6. Making every effort to attend training meetings of the PST;
- 4.2.5.7. After providing support, the PST members shall provide the PST Coordinator with the name of the PST member who provided the support and the date the support was provided, while maintaining the confidentiality of the person(s) involved.

4.3. Reporting Requirements

4.3.1. The PST Coordinator shall maintain an annual case log which includes the contacts where care is provided. In order that confidentiality is maintained, the name of the employee to whom care is provided shall not be included on the case log.

4.3.2. The PST Coordinator shall, with the CISM-trained chaplain, review the case log for the previous year each January.

4.3.3. The PST Coordinator shall provide an annual report to the Fire Chief each January for the previous year. The annual report will include a summary of the case log, other PST activities, new information related to the PSP, etc.

5.0 Reference

5.1. [RCW 52.14.100](#) - Meetings, powers and duties of the Board.

5.2. [RCW 5.60.060](#) – Who is disqualified – Privileged communications.

5.3. Woodinville Fire & Rescue Board of Fire Commissioners – Resolution 2020-01.

5.4. Author(s)

5.4.1. Originator

Name	Greg Garat
Rank	Battalion Chief
Assignment	Response Operations
Date	March 18, 2019

6.0 Appendix – N/A

7.0 Practice – N/A

**WOODINVILLE FIRE & RESCUE  
RESOLUTION NO. 2020-01**

**A RESOLUTION ADOPTING POLICY NO 3119,  
PEER SUPPORT PROGRAM**

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**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 provided no feedback on the policy.

**NOW, THEREFORE**, it is resolved that the Board of Fire Commissioners of the District has adopted Policy 3119, Peer Support Program, and that the content of the paragraphs shown below shall become the policy segment of said policy.

***Policy Section 3119, Peer Support Program***

**1.0 Policy Statement**

- 1.1. It is the policy of Woodinville Fire & Rescue (the “District”) to strive to maintain a volunteer Peer Support Program (“PSP”) for both personal and job-related support, including Critical Incident Stress Management (“CISM”).
- 1.2. It is the policy of the District to strive to provide 24-hour access to a trained volunteer Peer Support Team (“PST”) member for any employee experiencing a personal or professional crisis.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE  
FIRE & RESCUE THIS 4<sup>th</sup> day of FEBRUARY, 2020**

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

**Approved as to Form:**

/s/ Jeffrey Ganson  
Jeffrey Ganson, District Counsel

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Derek van Veen, Commissioner, Position 1

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Doug Halbert, Commissioner, Position 2

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Timothy Osgood, Commissioner, Position 3

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Michael Millman, Commissioner, Position 4

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Roger Collins, Commissioner, Position 5

**Attest:**

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Nicole Frisch, Board Secretary

# Woodinville Fire & Rescue

## Policy/Procedure/Practice



<b>Subject:</b>	Technical Rescue	<b>Number:</b>	4400
<b>Effective Date:</b>	April 1, 2020	<b>Revision Date:</b>	

### 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 will provide operations-level training to all response operations personnel on an annual basis.
- 3.3. The Rescue Technicians will be provided with annual training in disciplines related to their assignment.
  - 3.3.1. 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.
  - 3.3.2. 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.

- 3.4. It is the responsibility of all District personnel to only perform tasks for which they are trained, qualified, and equipped to handle.
- 3.5. 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.
- 4.1.2. 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.
- 4.1.3. Operational Levels:
  - 4.1.3.1. Awareness: Minimum capability as defined in NFPA 1670/1006 to provide a response to technical search and rescue incidents.
  - 4.1.3.2. 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.
  - 4.1.3.3. 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.
- 4.1.4. 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.

- 4.1.5. 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).
- 4.1.6. 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).
- 4.1.7. 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.
- 4.1.8. Rescue Unit: A response unit staffed with a minimum of two NFPA 1970 technician-level trained persons in rope, confined space, and trench.
- 4.1.9. Risk/Benefit Analysis (RBA): A calculated determination of the degree of risk the rescuers are exposed to against the probability of a successful outcome.
- 4.1.10. Rope Rescue: An incident where specialized life safety rope, equipment, and training are utilized for movement and protection of responders and victim(s).
- 4.1.11. Safety Officer: Individual assigned by the Incident Commander to maintain overall scene safety. More than one Safety Officer may be assigned.
- 4.1.12. Special Operations: Emergency incidents to which the responding agency responds that require specific and advanced technical training and specialized tools and equipment.
- 4.1.13. Technical Rescue: The application of special knowledge, skills, and equipment to safely resolve unique and/or complex rescue situations.
- 4.1.14. 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.
- 4.1.15. 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.

4.2. 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.

**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. Zone 1 Technical Rescue Team Interlocal Agreement 2002/2009
- 5.6. King County Model Procedures
- 5.7. Zone 1 and King County Technical Rescue Manuals
- 5.8. District Special Operations Work Plan
- 5.9. Collective Bargaining Agreement between Woodinville Fire & Rescue and IAFF Local 2950 (2017-2020)
- 5.10. Woodinville Fire & Rescue Board of Fire Commissioners – Resolution 2020-02
- 5.11. Author(s)

5.11.1. 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. 2020-01**

**A RESOLUTION ADOPTING POLICY NO 3119,  
PEER SUPPORT PROGRAM**

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**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 provided no feedback on the policy.

**NOW, THEREFORE**, it is resolved that the Board of Fire Commissioners of the District has adopted Policy 3119, Peer Support Program, and that the content of the paragraphs shown below shall become the policy segment of said policy.

***Policy Section 3119, Peer Support Program***

**1.0 Policy Statement**

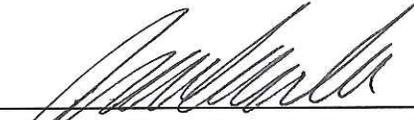
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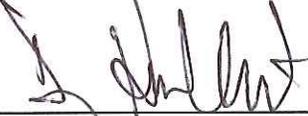
ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE  
FIRE & RESCUE THIS 4<sup>th</sup> day of FEBRUARY, 2020

WOODINVILLE FIRE & RESCUE  
COUNTY OF KING, WASHINGTON

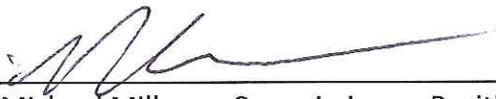
Approved as to Form:

/s/ Jeffrey Ganson  
Jeffrey Ganson, District Counsel

  
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Derek van Veen, Commissioner, Position 1

  
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Doug Halbert, Commissioner, Position 2

  
\_\_\_\_\_  
Timothy Osgood, Commissioner, Position 3

  
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Michael Millman, Commissioner, Position 4

  
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Roger Collins, Commissioner, Position 5

Attest:

  
\_\_\_\_\_  
Danielle Magistrale, Acting Board Secretary

# Woodinville Fire & Rescue



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

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DATE: February 4, 2020  
TO: Roger Collins, Chair  
Board of Fire Commissioners  
FROM: Gregory Ahearn, Fire Chief *GAA*  
SUBJECT: **Fire Chief's Report – February 4, 2020**

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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 319 incidents since your last regular meeting on January 7, 2020. The District had a barn fire during the recent snow event. I'm pleased to report the fire was contained to the barn and no civilian, firefighter, or animals were injured. The District upstaffed personnel at both Fire Station #33 and Fire Station #35 during the snow event.

#### **Budget**

Staff has no concerns with the 2020 budget. The budget report for the period ending December 31, 2019 is attached for your review.

#### **Personnel**

We have one firefighter who remains offline due to a non-duty related injury and one firefighter offline due to a non-duty related medical procedure.

Lieutenant Peterson is reporting that Recruit Firefighters Drew Benke and George Kourdahi are doing well in the fire academy.

Several weeks ago, I was contacted by Woodinville Police Chief Kathleen Larson letting me know she was nominating Deputy Sheriff Shaman Wickland, Battalion Chief Greg Garat, and Firefighter Dustin Wuebel for the King County Sheriff's Office Quality Policing Award for their work on the Shop with a Cop event. I'm pleased to report all three will be receiving the award and it will be presented to them on February 18 at the Woodinville City Council meeting.

#### **Leadership Team Retreat**

Last week, the District's Leadership Team participated in a two and a half day retreat at the Alderbrook Conference Center on Hood Canal. We had 23 participants actively engaged during the retreat with one full day spent working with a facilitator.

### **Update - North King County Training Consortium (NKCTC)**

Deputy Chief Wallgren will be leaving the District a bit earlier than anticipated, as he has been named the Training Director of the newly formed NKCTC. There were 14 candidates who applied for the Training Director position and the top five were interviewed by two panels - a Deputy Chief panel and a Fire Chief panel. At the end of the day there were two highly qualified candidates. Deputy Chief Wallgren received unanimous support of the Fire Chiefs as the candidate best suited for the position. The exact date Deputy Chief Wallgren will be leaving the District will be announced soon.

Now that the Training Director has been identified, the Consortium will be moving on to fill the other positions. On Thursday, there are three candidates that will be interviewed for the two administrative support positions. We have one candidate from the City of Bothell Fire Department, one from the Northshore Fire Department and one from the Shoreline Fire Department. The last position to be filled will be the Battalion Chief of Training. On February 10, three candidates will be interviewed for the BC position - one from the City of Bothell Fire Department, one from the Northshore Fire Department, and one from Woodinville Fire & Rescue.

### **Board of Fire Commissioners Retreat**

The Board Retreat has been scheduled for Thursday, February 13 from 1200 – 1700 hours here at headquarters in the Training Room.

### **2018 Audit**

The Washington State Auditor has scheduled the exit conference with the Executive Committee on Thursday, February 13 at 1130 hours.

### **Community Relations**

Save the date! The Annual Awards Banquet will be held on Saturday, February 15, 2020 at the Wheelhouse. If you haven't, please RSVP to Nicole ASAP.

**Woodinville Fire & Rescue**  
 Budget Performance Report  
 For the month ended December 31, 2019

**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
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
Dollar Increase (Decrease)	\$223,387	\$0	(\$11,842)	\$2,254,079	\$27,754	\$2,493,377
Percentage Increase (Decrease)	3.1%	.0%	(83.2%)	25.1%	2.4%	14.4%

For historical reference, 2014 through 2017 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, 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
December 31, 2014	\$5,592,143	\$0	\$146,252	\$4,091,968	\$1,488,521	\$11,318,884

**Woodinville Fire & Rescue**  
 Budget Performance Report  
 For the month ended December 31, 2019

**Expense Fund - YTD Financial Statement**

Budget Performance by Fund	2019 Annual Budget	2019 YTD Actual	Fav/(Unfav) vs. Budget	
			Dollars	Percent
<b>Revenues</b>				
Cash Balance - Beginning of year	\$7,132,960	\$7,132,960	\$0	0.0%
<b>Current Year Revenues</b>				
Property Tax	\$8,594,571	\$8,582,698	(\$11,873)	-0.1%
EMS	\$594,280	\$594,280	\$0	0.0%
BLS Core - CMT Program			\$0	#DIV/0!
Permit/Plan Review Fees	\$100,000	105,220	\$5,220	5.2%
Miscellaneous Other	\$75,000	\$656,357	\$581,357	775.1%
<b>Inter-Fund Transfers - IN</b>				
Benefit Charge Fund	\$6,572,663	\$6,562,197	(\$10,466)	-0.2%
Reserve Fund		\$14,000	\$14,000	
<b>Total Current Year Revenue</b>	<b>\$15,936,514</b>	<b>\$16,514,751</b>	<b>\$578,237</b>	<b>3.6%</b>
<b>Total Resources (BFB + Revenue)</b>	<b>\$23,069,474</b>	<b>\$23,647,711</b>	<b>\$578,237</b>	<b>2.5%</b>
<b>Expenditures</b>				
Salaries & Wages	\$7,245,660	\$6,820,737	\$424,923	5.9%
Benefits	\$3,429,561	\$3,310,968	\$118,593	3.5%
Overtime - Operations	\$907,644	\$923,073	(\$15,429)	-1.7%
Overtime - Training & Admin	\$252,130	\$161,265	\$90,865	36.0%
Office & Operating Supplies	\$192,590	\$166,034	\$26,556	13.8%
Vehicle Maintenance & Fuel	\$236,000	\$241,969	(\$5,969)	-2.5%
Small Tools & Equipment	\$190,088	\$108,174	\$81,914	43.1%
Elections & Info	\$60,000	\$41,199	\$18,801	31.3%
Professional Services	\$233,625	\$152,531	\$81,094	34.7%
Communications & Dispatch	\$283,139	\$273,440	\$9,699	3.4%
Travel	\$59,375	\$105,774	(\$46,399)	-78.1%
Training & Education	\$267,844	\$85,438	\$182,406	68.1%
Advertising	\$6,850	\$8,909	(\$2,059)	-30.1%
Leases, Insurance, Water/Utilities, etc.	\$216,320	\$207,187	\$9,133	4.2%
Repair & Maintenance	\$375,484	\$284,732	\$90,752	24.2%
Miscellaneous Other	\$182,605	\$42,333	\$140,272	76.8%
Intergovernmental Services	\$94,130	\$100,644	(\$6,514)	-6.9%
<b>Sub-total (not incl. Intra-fund transfers)</b>	<b>\$14,233,045</b>	<b>\$13,034,408</b>	<b>\$1,198,637</b>	<b>8.4%</b>

**Woodinville Fire & Rescue**  
 Budget Performance Report  
 For the month ended December 31, 2019

**Expense Fund - YTD Financial Statement**

Budget Performance by Fund	2019 Annual Budget	2019 YTD Actual	Fav/(Unfav) vs. Budget	
			Dollars	Percent
<b>Inter-Fund Transfers - OUT</b>				
Benefit Liability Reserve Fund		\$2,196	(\$2,196)	#DIV/0!
Capital Fund	\$298,831	\$14,000	\$284,831	95.3%
Reserve Fund	\$1,600,000	\$3,240,760	(\$1,640,760)	-102.5%
<b>Total Expenditures</b>	<b>\$16,131,876</b>	<b>\$16,291,365</b>	<b>(\$159,488)</b>	<b>-1.0%</b>
<b>Current Year Resources less Expenditures</b>	<b>(\$195,362)</b>	\$223,387		
<b>Cash Balance - End of Month</b>	<b>\$6,937,598</b>	<b>\$7,356,347</b>	<b>\$418,749</b>	<b>6.0%</b>
<b>Total Expenditures &amp; EFB</b>	<b>\$23,069,474</b>	<b>\$23,647,711</b>	<b>578,237</b>	<b>2.5%</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**

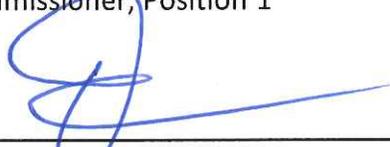
**Board of Directors Approval:** We, the Board of Directors of the above-named governmental unit of King County, Washington do hereby certify that the services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: February 4, 2020

Approved for payment:

  
\_\_\_\_\_  
Commissioner, Position 1

  
\_\_\_\_\_  
Commissioner, Position 2

  
\_\_\_\_\_  
Commissioner, Position 3

  
\_\_\_\_\_  
Commissioner, Position 4

  
\_\_\_\_\_  
Commissioner, Position 5

Reference #	ACH Request Date(s):	Total ACH Requests
ACH 20-01	1/9/2020, 1/10/2020	\$ 372,367.88

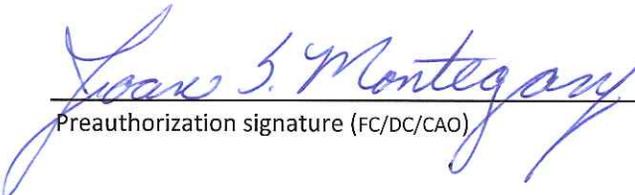
  
\_\_\_\_\_  
Preauthorization signature (FC/DC/CAO)

**US BANK SINGLEPOINT - 3629 TRANSACTIONS**

Trans. Date	Paychex Cash Requirement Debits	
1/9/2020	Net Pay: Direct Deposits/Live Checks	228,402.68
1/9/2020	DSHS - WA State (garnishment)	291.52
1/10/2020	Taxpay (Soc. Sec., MC, Federal Income Tax, WAPF/ML)	49,163.66
1/9/2020	Agency Checks	7,740.82
		-
		-
		-
	Quarterly L&I	-
1/10/2020	<b>PAYCHEX INVOICE</b>	1,240.34
		<b>286,839.02</b>

Trans. Date	ACH TRANSACTIONS: TDA / DUES / BENEVOLENT FUND TEMPLATE	
1/10/2020	WDVL FF Union Dues/Assessment	4,894.70
1/10/2020	WDVL Benevolent Fund	470.00
	<b>Total Deposit</b>	<b>5,364.70</b>

<b>PAY32 TRANSACTION TOTALS</b>	<b>\$</b>	<b>292,203.72</b>
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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 1/10/2020

## 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	DEPT OF RETIREMENT SYSTEMS						00000	
2	LEOFF & PERS	100360010			24219		00000	50,606.35
3	DCP	100360010			24219		00000	13,498.65
4							00000	
5							00000	
6							00000	
<b>Total</b>								<b>\$64,105.00</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 01/08/2020  
 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 01/10/2020

## 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	16,059.16
3							00000	
4							00000	
5							00000	
6							00000	
<b>Total</b>								<b>\$16,059.16</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 #

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Signature *Joan S. Montegary* Title Chief Administrative Officer Date 01/08/2020  
 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: February 4, 2020

Approved for payment:

  
\_\_\_\_\_  
Commissioner, Position 1

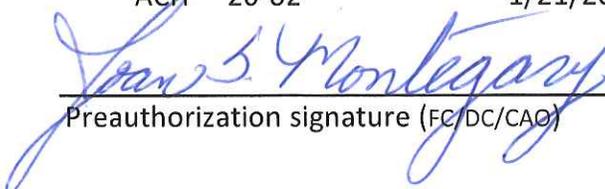
  
\_\_\_\_\_  
Commissioner, Position 2

  
\_\_\_\_\_  
Commissioner, Position 3

  
\_\_\_\_\_  
Commissioner, Position 4

  
\_\_\_\_\_  
Commissioner, Position 5

Reference #	ACH Request Date(s):	Total ACH Requests
ACH 20-02	1/21/20, 1/23/20, 1/24/20	\$ 604,607.43

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

**US BANK SINGLEPOINT - 3629 TRANSACTIONS**

Trans. Date	Paychex Cash Requirement Debits	
1/23/2020	Net Pay: Direct Deposits/Live Checks	258,550.84
1/23/2020	DSHS - WA State (garnishment)	291.52
1/24/2020	Taxpay (Soc. Sec., MC, Federal Income Tax, WAPF/ML)	57,348.56
1/23/2020	Agency Checks	127,092.59
		-
		-
		-
	Quarterly L&I	70,584.00
1/24/2020	<b>PAYCHEX INVOICE</b>	643.58
		<b>514,511.09</b>

Trans. Date	ACH TRANSACTIONS: TDA / DUES / BENEVOLENT FUND TEMPLATE	
1/24/2020	WDVL FF Union Dues/Assessment	5,462.45
1/24/2020	WDVL Benevolent Fund	470.00
	<b>Total Deposit</b>	<b>5,932.45</b>

<b>PAY32 TRANSACTION TOTALS</b>	<b>\$</b>	<b>520,443.54</b>
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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 01/24/2020

## 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	55,368.43
3	DCP	100360010			24219		00000	12,713.65
4							00000	
5							00000	
6							00000	
							<b>Total</b>	<b>\$68,082.08</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 01/22/2020  
 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 01/24/2020

## 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	16,081.81
3							00000	
4							00000	
5							00000	
6							00000	
							<b>Total</b>	<b>\$16,081.81</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 01/22/2020

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



# Special District Voucher Approval Document

Scheduled Payment Date: 01/10/2020  
 Total Amount: \$45,095.57  
 Control Total: 24  
 Payment Method: WARRANT

District Name: Woodinville Fire & Rescue  
 File Name: AP\_WDNVLFIR\_APSUPINV\_20200107100005.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>Juan S. Montegary</u>	<u>1/7/2020</u>	<u>[Signature]</u>	<u>2/4/20</u>
Authorized District Signature	Date	Authorized District Signature	Date
<u>[Signature]</u>	<u>2.4.2020</u>	<u>[Signature]</u>	<u>1/30/20</u>
Authorized District Signature	Date	Authorized District Signature	Date
<u>[Signature]</u>	<u>2.4.20</u>	<u>[Signature]</u>	<u>1/30/20</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\_20200107100005.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS USA LLC			200101001	01/10/2020	\$467.13	
ALL THE KINGS FLAGS			200101002	01/10/2020	\$206.79	
BANK OF AMERICA (GARAT)			200101003	01/10/2020	\$2,655.20	
BANK OF AMERICA (MACH)			200101004	01/10/2020	\$234.95	
BANK OF AMERICA (MCCAMBRIDGE)			200101005	01/10/2020	\$310.60	
BANK OF AMERICA (MERRITT)			200101006	01/10/2020	\$439.00	
BANK OF AMERICA (MONTEGARY)			200101007	01/10/2020	\$109.00	
BIAS ACCOUNTING SOFTWARE			200101008	01/10/2020	\$9,176.70	
CINTAS FIRE PROTECTION			200101009	01/10/2020	\$377.70	
CITY OF KIRKLAND			200101010	01/10/2020	\$300.00	
COMCAST			200101011	01/10/2020	\$118.55	
COMCAST			200101012	01/10/2020	\$176.34	
COMCAST			200101013	01/10/2020	\$36.94	
DAVID MAIN DBA MAINLY LAWN & GARDEN			200101014	01/10/2020	\$1,901.38	
GALLS LLC			200101015	01/10/2020	\$3,327.41	
MCKINSTRY CO LLC			200101016	01/10/2020	\$730.61	
MUNICIPAL EMERGENCY SERVICES INC			200101017	01/10/2020	\$155.00	
REMOTE SATELLITE SYSTEMS			200101018	01/10/2020	\$55.00	
RICOH USA INC			200101019	01/10/2020	\$306.53	
SHELL FLEET PLUS C/O WEX BANK			200101020	01/10/2020	\$2,570.47	
SUMMIT LAW GROUP PLLC			200101021	01/10/2020	\$13,133.78	
VALLEY MEDICAL CENTER			200101022	01/10/2020	\$6,830.52	
WASHINGTON ALARM			200101023	01/10/2020	\$240.74	
WASTE MANAGEMENT OF WA SNOKING			200101024	01/10/2020	\$1,235.23	



# Special District Voucher Approval Document

Scheduled Payment Date: 01/29/2020  
 Total Amount: \$84,842.98  
 Control Total: 48  
 Payment Method: WARRANT

District Name: Woodinville Fire & Rescue  
 File Name: AP\_WDNVLFIR\_APSUPINV\_20200124104649.csv  
 Fund #: 100360010

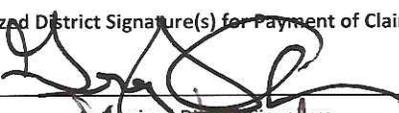
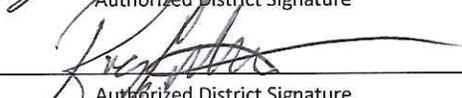
**CONTACT INFORMATION**

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)):

 Authorized District Signature	<u>01/24/2020</u> Date	 Authorized District Signature	<u>2/4/19</u> Date
 Authorized District Signature	<u>02-4-2020</u> Date	 Authorized District Signature	<u>1/30/20</u> Date
 Authorized District Signature	<u>2.4.20</u> Date	 Authorized District Signature	<u>1/30/20</u> 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\_20200124104649.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ADVANCE MARKING SYSTEMS			200102001	01/29/2020	\$259.59	
AIRGAS USA LLC			200102002	01/29/2020	\$44.74	
BANK OF AMERICA (AHEARN)			200102003	01/29/2020	\$57.68	
BANK OF AMERICA (BEVERLY)			200102004	01/29/2020	\$1,875.47	
BANK OF AMERICA (BREault)			200102005	01/29/2020	\$144.11	
BANK OF AMERICA (EASON)			200102006	01/29/2020	\$205.42	
BANK OF AMERICA (KERTH)			200102007	01/29/2020	\$3,464.15	
BANK OF AMERICA (MAGISTRALE)			200102008	01/29/2020	\$1,208.07	
BANK OF AMERICA (MCCAMBRIDGE)			200102009	01/29/2020	\$2,720.11	
BANK OF AMERICA (MICHELMAN)			200102010	01/29/2020	\$177.06	
BANK OF AMERICA (MONTEGARY)			200102011	01/29/2020	\$345.74	
CFO SELECTIONS			200102012	01/29/2020	\$660.00	
CHEMMARK			200102013	01/29/2020	\$4,816.74	
CITY OF WOODINVILLE			200102014	01/29/2020	\$1,281.25	
CLOTH TATTOO LLC			200102015	01/29/2020	\$65.45	
COMCAST			200102016	01/29/2020	\$110.20	
COMCAST			200102017	01/29/2020	\$21.01	
EAGLE PEST ELIMINATORS INC			200102018	01/29/2020	\$71.50	
EASTSIDE PUBLIC SAFETY COMMUNICATIONS			200102019	01/29/2020	\$2,875.92	
FIRE FLEET MAINTENANCE LLC			200102020	01/29/2020	\$2,396.70	
FRONTIER			200102021	01/29/2020	\$1,442.39	
GALACTIC IDEAS LLC			200102022	01/29/2020	\$4,575.00	
GALLS LLC			200102023	01/29/2020	\$1,273.99	
GARY HEUSLEIN			200102024	01/29/2020	\$144.60	
HILL STREET CLEANERS INC			200102025	01/29/2020	\$141.66	
HUGHES FIRE EQUIPMENT			200102026	01/29/2020	\$736.36	
INTERFACE SYSTEMS LLC			200102027	01/29/2020	\$10,033.48	
KING COUNTY FINANCE			200102028	01/29/2020	\$1,681.00	
LIFE ASSIST INC			200102029	01/29/2020	\$8,989.58	
PORTER FOSTER RORICK LLP			200102030	01/29/2020	\$3,135.00	
PUGET SOUND ENERGY			200102031	01/29/2020	\$5,232.74	
REMOTE SATELLITE SYSTEMS			200102032	01/29/2020	\$55.00	
RICOH USA PROGRAM			200102033	01/29/2020	\$559.63	
RIGHT! SYSTEMS INC			200102034	01/29/2020	\$228.51	



# Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20200124104649.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
RISAN ATHLETICS INC			200102035	01/29/2020	\$1,770.14	
STATE AUDITOR'S OFFICE			200102036	01/29/2020	\$1,875.10	
STERICYCLE			200102037	01/29/2020	\$93.23	
SUMMIT LAW GROUP PLLC			200102038	01/29/2020	\$5,324.90	
THE FIRE STORE			200102039	01/29/2020	\$626.76	
UNITED OIL 23165			200102040	01/29/2020	\$1,053.39	
US DISPATCH CORP			200102041	01/29/2020	\$124.00	
VERIZON WIRELESS			200102042	01/29/2020	\$2,113.44	
VFIS			200102043	01/29/2020	\$3,423.00	
WA FIRE COMMISSIONERS ASSOC			200102044	01/29/2020	\$6,095.00	
WASTE MANAGEMENT OF WA SNOKING			200102045	01/29/2020	\$177.07	
WESTERN EXTERMINATOR COMPANY			200102046	01/29/2020	\$192.50	
WOOD FIRE PETTY CASH FUND			200102047	01/29/2020	\$144.60	
WOODINVILLE FIRE & RESCUE			200102048	01/29/2020	\$800.00	