

WOODINVILLE FIRE & RESCUE

Tuesday, April 7, 2020

REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS

Commissioner Collins called the virtual meeting, held via Zoom, 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
Provisional Deputy Chief Peder Davis
Chief Administrative Officer Joan Montegary
Board Secretary Nicole Frisch

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 Halbert. The motion passed, 5-0.*

Public Comment

None.

1. Staff Report 20-007 – Amended ILA for Fire Chief Services with Northshore Fire Department (attached hereto)

Chief Ahearn 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 Amendment to the Interlocal Agreement between King County Fire Protection District No. 16 and Woodinville Fire & Rescue for Administrative Services as presented. The motion was seconded by Commissioner Millman. The motion passed, with 4 approvals and 1 abstention.*

2. Fire Chief's Report (attached hereto)

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

Provisional Deputy Chief Davis presented research and options as it relates to decontamination equipment for the stations and apparatus. The District made a recommendation to purchase a hydrogen-based decontamination system.

MOTION: *Commissioner van Veen moved that the Board of Fire Commissioners authorize the District to proceed with purchasing decontamination equipment at a price not to exceed \$26,000. The motion was seconded by Commissioner Osgood. The motion passed, 5-0.*

3. Reports of the Commissioners/Good of the Order

Commissioner Osgood asked about the Consent Agenda process as the District moves forward and continues to meet virtually. EA Frisch presented the Consent Agenda process for future virtual meetings.

Commissioner van Veen extended thanks to the Chiefs for their continued proactive response to the COVID-19 pandemic.

Commissioner Halbert asked about the potential to use unused monies from the training budget for online college courses. Chief Ahearn reported that the District currently has a process and budget for employees to be reimbursed for college courses and requests are evaluated as they are submitted.

Commissioner Collins asked if the District has implemented an updated health and safety plan. Chief Ahearn reported that an Incident Action Plan has been created for the current pandemic and is updated as needed. Commissioner Collins asked if there is a system in place to test employees of the District for COVID-19. Chief Ahearn reported that only those who are symptomatic will be tested at one of the three test site that have been stood up for first responders.

Commissioner Millman extended thanks to everyone for their continued hard work.

4. 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 1820 hours.

Nicole Frisch

Nicole Frisch, Board Secretary

Derek van Veen

Derek van Veen, Commissioner, Position 1

Doug Halbert

Doug Halbert, Commissioner, Position 2

Absent 05-05-2020

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, April 7, 2020
5:00 p.m.**

Meeting will be held virtually, via Zoom. To attend live, click the link below and enter the Meeting ID and Password.

<https://us02web.zoom.us/j/332863452?pwd=WGVSRzR1K0hTSXZhcjU5UkZlcU5aakFkQT09>

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

**Meeting ID: 332-863-452
Password: 845538**

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 20-007 – Amended ILA for Fire Chief Services with Northshore Fire Department
2. State of the District/Fire Chief's Report
3. Reports and Requests from the Commissioners/Good of the Order
4. Adjournment

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: April 7, 2020
TO: Roger Collins, Chair
Board of Fire Commissioners
FROM: Gregory S. Ahearn, Fire Chief *GSA*
SUBJECT: **Staff Report 20-007**
Amendment to ILA for Administrative Services

Background

The ILA between King County Fire Protection District No. 16 and Woodinville Fire & Rescue has been amended to update Section 5, *Compensation for Services*.

Recommendations

Staff recommends that the Board authorize the Board Chair to sign the Amendment to the Interlocal Agreement between King County Fire Protection District No. 16 and Woodinville Fire & Rescue for Administrative Services as presented.

GSA/nmf

Attachment

PROPOSED MOTION

I move that the Board of Fire Commissioners authorize the Board Chair to sign the Amendment to the Interlocal Agreement between King County Fire Protection District No. 16 and Woodinville Fire & Rescue for Administrative Services as presented.

**AMENDMENT TO
INTERLOCAL AGREEMENT
BETWEEN
KING COUNTY FIRE PROTECTION DISTRICT NO. 16
AND
WOODINVILLE FIRE & RESCUE
FOR ADMINISTRATIVE SERVICES**

Pursuant to Paragraph 5.3 of the Interlocal Agreement between King County Fire Protection District No. 16 and Woodinville Fire & Rescue for Administrative Services (hereinafter, "Agreement"), the parties have agreed to amend said Agreement, effective April 1, 2020, as follows:

5. **Compensation for Services.** Northshore shall pay WF&R \$10,200 per month (pro-rated for any partial months) (the "Fee"), which the Parties agree is full and true value for the Services.

5.1 The Fee is based on an estimated 20 hours per week for providing the Services using the WF&R Fire Chief's total cost of compensation and discounting such amount by approximately 12% to account for those meetings which the WF&R Fire Chief attends as a representative of both parties. WF&R shall provide not less than ten (10) calendar days' notice of any increase in the Fire Chief's total cost of compensation, and the Fee shall be adjusted thereafter to account for the increase in such total cost of compensation.

All other terms of the original Agreement remain in effect as stated in the original document.

WOODINVILLE FIRE & RESCUE

**KING COUNTY FIRE PROTECTION DISTRICT
NO. 16**

Roger Collins
Roger Collins, Chair
Board of Fire Commissioners

David Maehren, Chair
Board of Fire Commissioners

Date: April 7, 2020

Date: _____

From: [Dave Maehren](#)
To: [Kate Hansen](#)
Subject: RE: Electronic Signature - Fire Chief Services ILA Addendum - April 2020
Date: Wednesday, April 8, 2020 6:18:32 PM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)

Approved and Electronically Signed this 8th day of April, 2020, by Commissioner David C. Maehren

From: Kate Hansen
Sent: Wednesday, April 8, 2020 3:00 PM
To: Dave Maehren <dmaehren@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>
Subject: Electronic Signature - Fire Chief Services ILA Addendum - April 2020

Good Afternoon Commissioner Maehren,

Attached please find the Fire Chief Services ILA Addendum that was approved by Northshore Fire's Board of Commissioners on March 30, 2020 and Woodinville Fire and Rescue's Board of Commissioners on April 7, 2020.

Please respond with your electronic signature:

"Approved and Electronically Signed this ___ day of ____, 2020, by Commissioner _____."

Thank you,

Kate Hansen

Administrative Specialist
Northshore Fire Department
7220 NE 181st St., Kenmore, WA 98028
Office: 425-354-1780
Direct: 425.354.1779
khansen@northshorefire.com



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Woodinville Fire & Rescue



M E M O R A N D U M

DATE: April 7, 2020
TO: Roger Collins, Chair
Board of Fire Commissioners
FROM: Gregory Ahearn, Fire Chief *GAA*
SUBJECT: **Fire Chief's Report – April 7, 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 336 incidents since your last regular meeting on March 3, 2020. Pacing for 4,500 for 2020, which is a slight increase over 2019.

Budget

Staff has no concerns with the 2020 budget.

COVID-19 Update

We've seen 39 suspected COVID patients and have treated 5 confirmed COVID patients. Based on our current burn rate, we have a 30-day supply of PPE. We donated some expired/unable to fit test masks to retirement homes and adult family homes in the Woodinville community today.

The District has a profile set up on the FEMA public assistance grant portal for the COVID-19 pandemic.

The business office is closed to the public per Governor Inslee's directive. Essential staff is reporting to work, non-essential staff is primarily working remotely, and we are reevaluating on a consistent basis.

Consolidation Update

The CAO and I are meeting with Tom Broetje on the financial model for the consolidated agency. We have a joint Labor-Management meeting scheduled for Monday, April 20.

Personnel

One firefighter is off duty due to a medical procedure and one firefighter is off duty due to a duty-related injury.

Roger Collins, Chair
Board of Fire Commissioners
April 7, 2020
Page 2 of 2

Two part-time hydrant maintenance positions have been posted. The job post and application may be found on our website and applications will be accepted via email only. The positions are advertised on the Woodinville Weekly, on the District website, and on the District's social media platforms.

Our two recruit firefighters, Drew Benke and George Kourdahi, graduate from EMTG Academy #11 on Friday. They will start their 5-week EMT training on Monday.

Update - North King County Training Consortium (NKCTC)

The Training Consortium has been running smoothly for just over a month now. We have an Incident Safety Officer class scheduled for Battalion Chiefs and Acting Battalion Chiefs, and a pump operator class for our new drivers scheduled for the summer.

GSA/nmf

Woodinville Fire & Rescue
 Budget Performance Report
 For the month ended January 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
January 31, 2020	\$5,969,121	\$0	\$9,630	\$11,237,088	\$1,192,502	\$18,385,816
December 31, 2019	\$7,356,347	\$0	\$2,399	\$11,224,084	\$1,190,213	\$19,773,042
Dollar Increase (Decrease)	(\$1,387,226)	\$0	\$0	\$0	\$0	(\$1,387,226)
Percentage Increase (Decrease)	(18.9%)	.0%	.0%	.0%	.0%	(7.0%)

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 January 31, 2020
Expense Fund - YTD Financial Statement

Budget Performance by Fund	2020	2020	Fav/(Unfav) vs. Budget	
	Annual Budget	YTD Actual	Dollars	Percent
Revenues				
Cash Balance - Beginning of year	\$7,356,347	\$7,356,347	\$0	0.0%
Current Year Revenues				
Property Tax	\$8,798,962	\$21,123	(\$8,777,839)	-99.8%
EMS	\$594,280		(\$594,280)	-100.0%
BLS Core - CMT Program			\$0	#DIV/0!
Permit/Plan Review Fees	\$100,000	\$25,101	(\$74,899)	-74.9%
Miscellaneous Other	\$50,000	\$40,370	(\$9,630)	-19.3%
Inter-Fund Transfers - IN				
Benefit Charge Fund	\$6,856,565	\$14,207	(\$6,842,358)	-99.8%
Reserve Fund			\$0	
Total Current Year Revenue	\$16,399,807	\$100,801	(\$16,299,006)	-99.4%
Total Resources (BFB + Revenue)	\$23,756,154	\$7,457,148	(\$16,299,006)	-68.6%
Expenditures				
Salaries & Wages	\$7,511,973	\$573,547	\$6,938,426	92.4%
Benefits	\$3,621,875	\$650,672	\$2,971,203	82.0%
Overtime - Operations	\$720,832	\$102,567	\$618,265	85.8%
Overtime - Training & Admin	\$358,479	\$9,764	\$348,715	97.3%
Office & Operating Supplies	\$226,341	\$11,640	\$214,701	94.9%
Vehicle Maintenance & Fuel	\$238,000	\$6,757	\$231,243	97.2%
Small Tools & Equipment	\$141,899	\$829	\$141,070	99.4%
Elections & Info	\$60,000	\$0	\$60,000	100.0%
Professional Services	\$302,150	\$34,295	\$267,855	88.6%
Communications & Dispatch	\$273,386	\$8,840	\$264,546	96.8%
Travel	\$46,535	\$4,990	\$41,545	89.3%
Training & Education	\$349,280	\$8,316	\$340,964	97.6%
Advertising	\$7,450	\$1,281	\$6,169	82.8%
Leases, Insurance, Water/Utilities, etc.	\$231,102	\$10,934	\$220,168	95.3%
Repair & Maintenance	\$335,908	\$29,244	\$306,664	91.3%
Miscellaneous Other	\$222,243	\$0	\$222,243	100.0%
Intergovernmental Services	\$204,830	\$34,350	\$170,480	83.2%
Sub-total (not incl. Intra-fund transfers)	\$14,852,283	\$1,488,027	\$13,364,256	90.0%

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

Expense Fund - YTD Financial Statement

Budget Performance by Fund	2020	2020	Fav/(Unfav)	
	Annual Budget	YTD Actual	vs. Budget	
			Dollars	Percent
Inter-Fund Transfers - OUT				
Benefit Liability Reserve Fund		\$0	\$0	#DIV/0!
Capital Fund		\$0	\$0	#DIV/0!
Reserve Fund		\$0	\$0	#DIV/0!
Total Expenditures	\$14,852,283	\$1,488,027	\$13,364,256	90.0%
Current Year Resources less Expenditures	\$1,547,524	(\$1,387,226)		
Cash Balance - End of Month	\$8,903,871	\$5,969,121	(\$2,934,750)	-33.0%
Total Expenditures & EFB	\$23,756,154	\$7,457,148	(16,299,006)	-68.6%

Woodinville Fire & Rescue
 Budget Performance Report
 For the month ended February 29, 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
February 29, 2020	\$5,262,177	\$0	\$2,491	\$11,256,314	\$1,194,539	\$17,715,520
December 31, 2019	\$7,356,347	\$0	\$2,399	\$11,224,084	\$1,190,213	\$19,773,042
Dollar Increase (Decrease)	(\$2,094,170)	\$0	\$92	\$32,230	\$4,326	(\$2,057,522)
Percentage Increase (Decrease)	(28.5%)	.0%	3.8%	.3%	.4%	(10.4%)

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 February 29, 2020

Expense Fund - YTD Financial Statement

Budget Performance by Fund	2020	2020	Fav/(Unfav) vs. Budget	
	Annual Budget	YTD Actual	Dollars	Percent
Revenues				
Cash Balance - Beginning of year	\$7,356,347	\$7,356,347	\$0	0.0%
Current Year Revenues				
Property Tax	\$8,798,962	\$159,779	(\$8,639,183)	-98.2%
EMS	\$594,280		(\$594,280)	-100.0%
BLS Core - CMT Program			\$0	#DIV/0!
Permit/Plan Review Fees	\$100,000	\$29,663	(\$70,338)	-70.3%
Miscellaneous Other	\$50,000	\$94,337	\$44,337	88.7%
Inter-Fund Transfers - IN				
Benefit Charge Fund	\$6,856,565	\$119,474	(\$6,737,091)	-98.3%
Reserve Fund			\$0	
Total Current Year Revenue	\$16,399,807	\$403,252	(\$15,996,555)	-97.5%
Total Resources (BFB + Revenue)	\$23,756,154	\$7,759,599	(\$15,996,555)	-67.3%
Expenditures				
Salaries & Wages	\$7,511,973	\$1,160,603	\$6,351,370	84.5%
Benefits	\$3,621,875	\$869,338	\$2,752,537	76.0%
Overtime - Operations	\$720,832	\$178,076	\$542,756	75.3%
Overtime - Training & Admin	\$358,479	\$25,132	\$333,347	93.0%
Office & Operating Supplies	\$226,341	\$18,647	\$207,694	91.8%
Vehicle Maintenance & Fuel	\$238,000	\$18,724	\$219,276	92.1%
Small Tools & Equipment	\$141,899	\$2,581	\$139,318	98.2%
Elections & Info	\$60,000	\$0	\$60,000	100.0%
Professional Services	\$302,150	\$37,591	\$264,559	87.6%
Communications & Dispatch	\$273,386	\$61,624	\$211,762	77.5%
Travel	\$46,535	\$4,958	\$41,577	89.3%
Training & Education	\$349,280	\$12,701	\$336,579	96.4%
Advertising	\$7,450	\$1,321	\$6,129	82.3%
Leases, Insurance, Water/Utilities, etc.	\$231,102	\$42,238	\$188,864	81.7%
Repair & Maintenance	\$335,908	\$39,432	\$296,476	88.3%
Miscellaneous Other	\$222,243	(\$10,313)	\$232,556	104.6%
Intergovernmental Services	\$204,830	\$34,767	\$170,063	83.0%
Sub-total (not incl. Intra-fund transfers)	\$14,852,283	\$2,497,422	\$12,354,861	83.2%

Woodinville Fire & Rescue
 Budget Performance Report
 For the month ended February 29, 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		\$0	\$0	#DIV/0!
Reserve Fund		\$0	\$0	#DIV/0!
Total Expenditures	\$14,852,283	\$2,497,422	\$12,354,861	83.2%
Current Year Resources less Expenditures	\$1,547,524	(\$2,094,170)		
Cash Balance - End of Month	\$8,903,871	\$5,262,177	(\$3,641,694)	-40.9%
Total Expenditures & EFB	\$23,756,154	\$7,759,599	(15,996,555)	-67.3%



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: April 7, 2020

Approved for payment:

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

Reference #	ACH Request Date(s):	Total ACH Requests
ACH 20-02C	February 18, 2020	\$ (1,024.16)

Joan S. Montegary
 Preauthorization signature (FC/DC/CAO)

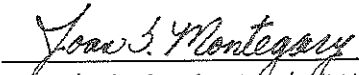
US BANK SINGLEPOINT - 3629 TRANSACTIONS

Trans. Date	Paychex Cash Requirement Debits	
2/17/2020	Net Pay: Direct Deposits/Live Checks	(3,789.31) *
2/17/2020	DSHS - WA State (garnishment)	-
2/18/2020	Taxpay (Soc. Sec., MC, Federal Income Tax, WAPF/ML)	(1,317.97)
2/17/2020	Agency Checks	-
		-
		-
		-
	Quarterly L&I	-
2/18/2020	PAYCHEX INVOICE	293.81
		(1,024.16)

Trans. Date	ACH TRANSACTIONS: TDA / DUES / BENEVOLENT FUND TEMPLATE	
2/18/2020	WDVL FF Union Dues/Assessment	(119.76)
2/18/2020	WDVL Benevolent Fund	-
	Total Deposit	(119.76)

* Employee paying back overage; 1/2 in Feb, 1/2 in Aug.

PAY32 TRANSACTION TOTALS \$ (1,024.16)


 Preauthorization signature (FO/DC/CAO)



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: April 7, 2020

Approved for payment:

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

Reference #	ACH Request Date(s):	Total ACH Requests
ACH 20-05	3/9/20, 3/10/20	\$ 371,007.72

Jan S. Montgomery
Preauthorization signature (FC/DC/CAO)

US BANK SINGLEPOINT - 3629 TRANSACTIONS

Trans. Date	Paychex Cash Requirement Debits	
3/9/2020	Net Pay: Direct Deposits/Live Checks	228,947.60
3/9/2020	DSHS - WA State (garnishment)	291.52
3/10/2020	Taxpay (Soc. Sec., MC, Federal Income Tax, WAPF/ML)	48,006.60
3/9/2020	Agency Checks	7,536.95
		-
		-
		-
	Quarterly L&I	-
3/10/2020	PAYCHEX INVOICE	623.16
		285,405.83

Trans. Date	ACH TRANSACTIONS: TDA / DUES / BENEVOLENT FUND TEMPLATE	
3/10/2020	WDVL FF Union Dues/Assessment	5,244.42
3/10/2020	WDVL Benevolent Fund	465.00
	Total Deposit	5,709.42

PAY32 TRANSACTION TOTALS	\$	291,115.25
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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 3/10/2020

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	50,589.69
3	DCP	100360010			24219		00000	13,213.65
4							00000	
5							00000	
6							00000	
							Total	\$63,803.34

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 03/09/2020
 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 03/10/2020

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	16,089.13
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$16,089.13

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

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

CONTACT INFORMATION

Typed or Printed

Contact Name Organization
 Email Phone # Ext Fax #

AUTHORIZATION

Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature *Joan Montegary* Title Chief Administrative Officer Date 03/09/2020
 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: April 7, 2020

Approved for payment:

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

Reference #	ACH Request Date(s):	Total ACH Requests
ACH 20-06	3/24/20, 3/25/20	\$ 510,567.73

Joan S. Montagary
Pre-authorization signature (FC/DC/CAO)

US BANK SINGLEPOINT - 3629 TRANSACTIONS

Trans. Date	Paychex Cash Requirement Debits	
3/24/2020	Net Pay: Direct Deposits/Live Checks	242,411.20
3/24/2020	DSHS - WA State (garnishment)	291.52
3/25/2020	Taxpay (Soc. Sec., MC, Federal Income Tax, WAPF/ML)	53,872.72
3/24/2020	Agency Checks	123,393.23
		-
		-
		-
	Quarterly L&I	-
3/25/2020	PAYCHEX INVOICE	628.26
		420,596.93

Trans. Date	ACH TRANSACTIONS: TDA / DUES / BENEVOLENT FUND TEMPLATE	
3/25/2020	WDVL FF Union Dues/Assessment	5,115.52
3/25/2020	WDVL Benevolent Fund	465.00
	<i>Total Deposit</i>	5,580.52

PAY32 TRANSACTION TOTALS \$ 426,177.45


 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 03/25/2020

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 (6 digits)	Project (4 digits)	Cost Center (4 digits)	Account (4 digits)	Bars (7 digits)	Future (6 digits)	Amount
1	DEPT OF RETIREMENT SYSTEMS						00000	
2	LEOFF & PERS	100360010			24219		00000	54,069.66
3	DCP	100360010			24219		00000	12,029.36
4							00000	
5							00000	
6							00000	
Total								\$66,099.02

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 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 Mar 23, 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 03/25/2020

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 (6 digits)	Basis (4 digits)	Future (5 digits)	Amount
1	ALERUS						00000	
2	Deferred Compensation Contributions	100360010			24219		00000	18,291.26
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$18,291.26

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 Mar 23, 2020
 Print Name Joan Montegary Phone # 425-483-7912 Email jmontegary@wf-r.org



Special District Voucher Approval Document

Scheduled Payment Date: 03/23/2020
Total Amount: \$54,920.20
Control Total: 53
Payment Method: WARRANT

District Name: Woodinville Fire & Rescue
File Name: AP_WDNVLFIR_APSUPINV_20200317150119.csv
Fund #: 100360010

CONTACT INFORMATION	
Preparer's Name: <u>Charlene Inman</u>	Email Address: <u>cinman@wf-r.org</u>

PAYMENT CERTIFICATION		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :		
<u>Joan S Montegary</u> Authorized District Signature	<u>3/17/2020</u> Date	<u>Tim Osgood</u> Authorized District Signature
<u>Derek van Veen</u> Authorized District Signature	<u>04/08/2020</u> Date	<u>Mike Millman</u> Authorized District Signature
<u>Doug Halbert</u> Authorized District Signature	<u>04/11/2020</u> Date	<u>Roger Collins</u> Authorized District Signature
		<u>04/14/2020</u> Date
		<u>04/08/2020</u> Date
		<u>04/09/2020</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_20200317150119.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ANDREW KAPFER			200302001	03/23/2020	\$1,153.00	
ARLENE LYONS			200302002	03/23/2020	\$166.00	
ASAP APPLIANCE SVC & PARTS			200302003	03/23/2020	\$480.30	
BANK OF AMERICA (AHEARN)			200302004	03/23/2020	\$138.49	
BANK OF AMERICA (DAVIS)			200302005	03/23/2020	\$173.10	
BANK OF AMERICA (FRISCH)			200302006	03/23/2020	\$406.14	
BANK OF AMERICA (GARAT)			200302007	03/23/2020	\$2,678.33	
BANK OF AMERICA (MACH)			200302008	03/23/2020	\$1,722.22	
BANK OF AMERICA (MAGISTRALE)			200302009	03/23/2020	\$955.02	
BANK OF AMERICA (MCCAMBRIDGE)			200302010	03/23/2020	\$1,604.84	
BANK OF AMERICA (MICHELMAN)			200302011	03/23/2020	\$291.76	
BANK OF AMERICA (MONTEGARY)			200302012	03/23/2020	\$132.75	
BANK OF AMERICA (WINEMAN)			200302013	03/23/2020	\$241.85	
CHARLENE INMAN			200302014	03/23/2020	\$652.58	
COMCAST			200302015	03/23/2020	\$166.34	
COMCAST			200302016	03/23/2020	\$110.20	
COMCAST			200302017	03/23/2020	\$36.94	
COMCAST			200302018	03/23/2020	\$21.46	
DATAQUEST			200302019	03/23/2020	\$63.50	
DAVID MAIN DBA MAINLY LAWN & GARDEN			200302020	03/23/2020	\$375.00	
EAGLE PEST ELIMINATORS INC			200302021	03/23/2020	\$71.50	
EASTSIDE PUBLIC SAFETY COMMUNICATIONS			200302022	03/23/2020	\$1,396.28	
FIRST-CALL COMMUNICATIONS INC			200302023	03/23/2020	\$176.00	
FRONTIER			200302024	03/23/2020	\$1,465.27	
GALLS LLC			200302025	03/23/2020	\$2,703.67	
GARY HEUSLEIN			200302026	03/23/2020	\$144.60	
GREG GARAT			200302027	03/23/2020	\$718.15	
HILL STREET CLEANERS INC			200302028	03/23/2020	\$200.35	
HUGHES FIRE EQUIPMENT			200302029	03/23/2020	\$481.16	
INTERNL ASSOC OF FIRE CHIEFS			200302030	03/23/2020	\$670.00	
JEFF SMITH			200302031	03/23/2020	\$64.79	
LIFE ASSIST INC			200302032	03/23/2020	\$2,589.44	
MCKINSTRY CO LLC			200302033	03/23/2020	\$984.20	



Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20200317150119.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
MCLENDON HARDWARE, INC			200302034	03/23/2020	\$164.36	
NORTH FORTY LODGING LLC			200302035	03/23/2020	\$14,775.19	
OFFICE DEPOT			200302036	03/23/2020	\$219.95	
PEDER DAVIS			200302037	03/23/2020	\$164.21	
PORTER FOSTER RORICK LLP			200302038	03/23/2020	\$577.50	
REMOTE SATELLITE SYSTEMS			200302039	03/23/2020	\$55.00	
RICOH USA PROGRAM			200302040	03/23/2020	\$559.63	
SHELL FLEET PLUS C/O WEX BANK			200302041	03/23/2020	\$3,158.05	
SMILEYS INC			200302042	03/23/2020	\$4,400.11	
STATE AUDITOR'S OFFICE			200302043	03/23/2020	\$521.94	
STERICYCLE			200302044	03/23/2020	\$189.94	
THE FIRE STORE			200302045	03/23/2020	\$54.99	
UL LLC			200302046	03/23/2020	\$255.00	
UNITED OIL 23165			200302047	03/23/2020	\$449.27	
US DISPATCH CORP			200302048	03/23/2020	\$124.00	
WA STATE ASSOC OF FIRE CHIEFS			200302049	03/23/2020	\$1,650.00	
WASTE MANAGEMENT OF WA SNOKING			200302050	03/23/2020	\$1,384.30	
WESTERN EXTERMINATOR COMPANY			200302051	03/23/2020	\$192.50	
WOOD FIRE PETTY CASH FUND			200302052	03/23/2020	\$2,299.03	
WOOD FIRE TRAVEL FUND			200302053	03/23/2020	\$490.00	



Special District Voucher Approval Document

Scheduled Payment Date: 03/06/2020
 Total Amount: \$67,134.29
 Control Total: 38
 Payment Method: WARRANT

District Name: Woodinville Fire & Rescue
 File Name: AP_WDNVLFIR_APSUPINV_20200304091226.csv
 Fund #: 100360010

CONTACT INFORMATION	
Preparer's Name: <u>Charlene Inman</u>	Email Address: <u>cinman@wf-r.org</u>

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> Authorized District Signature	<u>3/4/20</u> Date	<u>Tim Osgood</u> Authorized District Signature
<u>Derek van Veen</u> Authorized District Signature	<u>04/08/2020</u> Date	<u>Mike Millman</u> Authorized District Signature
<u>Doug Halbert</u> Authorized District Signature	<u>04/11/2020</u> Date	<u>Roger Collins</u> Authorized District Signature
		<u>04/14/2020</u> Date
		<u>04/08/2020</u> Date
		<u>04/08/2020</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_20200304091226.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BANK OF AMERICA (AHEARN)			200301001	03/06/2020	\$15,839.45	
BANK OF AMERICA (FRISCH)			200301002	03/06/2020	\$1,314.50	
BANK OF AMERICA (KERTH)			200301003	03/06/2020	\$1,713.60	
BANK OF AMERICA (MAGISTRALE)			200301004	03/06/2020	\$138.96	
BANK OF AMERICA (MCCAMBRIDGE)			200301005	03/06/2020	\$2,492.24	
BANK OF AMERICA (MONTEGARY)			200301006	03/06/2020	\$525.60	
BANK OF AMERICA (WALLGREN)			200301007	03/06/2020	\$386.69	
BEAR COMMUNICATIONS INC			200301008	03/06/2020	\$2,698.70	
COMCAST			200301009	03/06/2020	\$120.20	
DAVID MAIN DBA MAINLY LAWN & GARDEN			200301010	03/06/2020	\$2,391.63	
DAVIS DOOR SERVICE INC			200301011	03/06/2020	\$1,355.10	
DEPT LABOR & INDUSTRIES			200301012	03/06/2020	\$80.39	
DREAMSEATS LLC			200301013	03/06/2020	\$2,129.89	
EASTSIDE FIRE & RESCUE			200301014	03/06/2020	\$1,553.19	
GALLS LLC			200301015	03/06/2020	\$370.08	
GOOD TO GO			200301016	03/06/2020	\$2.75	
KC FIRE COMMISSIONERS ASSOC			200301017	03/06/2020	\$280.00	
KIRKLAND MUNICIPAL COURT			200301018	03/06/2020	\$500.00	
NICOLE FRISCH			200301019	03/06/2020	\$119.10	
OFFICE DEPOT			200301020	03/06/2020	\$168.81	
PUGET SOUND ENERGY			200301021	03/06/2020	\$5,171.15	
PURCELL TIRE AND SERVICE			200301022	03/06/2020	\$1,953.86	
QAL-TEK ASSOCIATES LLC			200301023	03/06/2020	\$3,709.00	
REHN & ASSOCIATES			200301024	03/06/2020	\$250.00	
RICOH USA INC			200301025	03/06/2020	\$235.81	
RIGHT! SYSTEMS INC			200301026	03/06/2020	\$1,830.00	
RISAN ATHLETICS INC			200301027	03/06/2020	\$229.01	
STATE AUDITOR'S OFFICE			200301028	03/06/2020	\$10,376.10	
SUMMIT LAW GROUP PLLC			200301029	03/06/2020	\$1,266.00	
THE FIRE STORE			200301030	03/06/2020	\$567.12	
UNITED OIL 23165			200301031	03/06/2020	\$1,246.07	
VERIZON WIRELESS			200301032	03/06/2020	\$1,566.05	
WASHINGTON ALARM			200301033	03/06/2020	\$239.71	
WOOD FIRE PETTY CASH FUND			200301034	03/06/2020	\$2,242.90	



Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20200304091226.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
WOOD FIRE TRAVEL FUND			200301035	03/06/2020	\$1,053.00	
WOODINVILLE WATER DISTRICT			200301036	03/06/2020	\$325.68	
WOODINVILLE WEEKLY			200301037	03/06/2020	\$420.00	
YOUR TOW COMPANY			200301038	03/06/2020	\$271.95	