



Woodinville Fire & Rescue

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

**Tuesday, February 5, 2019
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. Employee Recognition: Firefighters Successfully Completing Probation
2. Vehicle Showcase: HazMat133 and Facilities Maintenance Van
3. Staff Report 19-004 – Fire Benefit Charge Election - Resolution 2019-01 Benefit Charge Renewal
4. Staff Report 19-005 – Adoption of Amendment to the WF&R 457(b) Plan; and, Resolution 2019-02 – Amending the WF&R 457(b) Plan
5. Staff Report 19-006 – Adoption of Policy 4401 – Technical Rescue – Surface Water Rescue; and Resolution 2019-03 – Adoption of Policy 4401
6. Fire Chief's Report
7. Consent Agenda
 - a. Approval of Minutes from the January 8, 2019 Regular Meeting
 - b. Approval of Payroll Vouchers
 - c. Approval of General Vouchers and Capital Vouchers
8. Reports and Requests from the Commissioners/Good of the Order
9. Adjournment

WOODINVILLE FIRE & RESCUE
Tuesday, February 5, 2019

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 Osgood (Vice-Chair)

Commissioner van Veen

Commissioner Dorney

Commissioner Millman

Staff

Fire Chief Greg Ahearn

Deputy Fire Chief Wallgren

Executive Assistant/Board Secretary Michael

Arriving Late

***MOTION:** Commissioner Osgood moved to excuse Commissioner Dorney's late arrival due to his attendance at a promotional ceremony. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.*

Commissioner Dorney arrived at 1731 hours.

Approval of Agenda in Content and Order

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

Public Comments

None

1. Employee Recognition: Firefighters Successfully Completing Probation

Chief Ahearn explained that the three probationary firefighters have successfully completed their probation and are receiving their badges and helmet shields tonight. They have done an exceptional job during their time here. Each firefighter was pinned with their new badge - Firefighter Olson by his wife, Cindy; Firefighter James by his wife, Alisa; and, Firefighter Escamilla by his wife, Lisa.

35B Shift Baby Delivery

Chief Ahearn awarded Lieutenant Bahr and Firefighters Beahan and Olson stork lapel pins for delivering a baby alongside the road last week.

At 1709 hours, the Board recessed for pictures.

At 1720 hours, the Board reconvened.

2. Vehicle Showcase: HazMat133 and Facilities Maintenance Van

HazMat Tech/Firefighter Matt Plush provided a tour of the new HazMat133 apparatus and Facilities Maintenance Tech Dan McCambridge provided a tour of the new Facilities Maintenance Van.

3. Staff Report 19-004 – Fire Benefit Charge Election - Resolution 2019-01 Benefit Charge Renewal

Chief Ahearn presented the report requesting that the Board of Fire Commissioners adopt Resolution 2019-01 declaring the intent to renew the fire benefit charge and requesting that the Board authorize the District to participate in the April 23 Special Election.

MOTION: *Commissioner van Veen moved that the Board of Fire Commissioners adopt Resolution 2019-01, declaring the intent to renew and re-establish a benefit charge within the District, and calling for an election within the District of a proposition authorizing the imposition of a benefit charge on personal property and improvements to real property within the District for up to six years. The motion was seconded by Commissioner Osgood. The motion passed, 4-0.*

4. Staff Report 19-005 – Adoption of Amendment to the WF&R 457(b) Plan; and, Resolution 2019-02 – Amending the WF&R 457(b) Plan

Chief Ahearn presented the report requesting a change to the District's 457(b) plan to allow for partial distribution of funds. Staff requests that the Board of Fire Commissioners adopt Resolution 2019-02 amending the 457(b) Plan.

***MOTION:** Commissioner Osgood moved that the Board of Fire Commissioners adopt Resolution 2019-02, A Resolution Amending the Woodinville Fire & Rescue 457(b) Plan, as presented. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.*

5. Staff Report 19-006 – Adoption of Policy 4401 – Technical Rescue – Surface Water Rescue; and Resolution 2019-03 – Adoption of Policy 4401 (attached hereto)

Deputy Chief Wallgren presented the report requesting that the Board give staff permission to replace an old surface water rescue policy with an updated policy. The updated policy allows crews to make surface rescues with flippers and snorkel down to about 15 feet and eliminates swift water rescuers as there is no need in Woodinville for swift water rescuers.

Commissioner Dorney arrived at 1731 hours.

***MOTION:** Commissioner van Veen moved that the Board of Fire Commissioners adopt Resolution 2019-03, A Resolution Adopting Policy No. 4401, Technical Rescue – Surface Water Rescue. Additionally, I move that Article 500-3.6 of the Manual of Operations be eliminated. The motion was seconded by Commissioner Osgood. The motion passed, 5-0.*

6. Fire Chief's Report (attached hereto)

Incidents

The District responded to 314 incidents since the last Board meeting. Staff was well prepared for the snow event. We up-staffed Brush 131 with two personnel to handle the non-emergent calls. I'm pleased to share there's nothing significant to report.

On January 29, the District responded to an aid call at the intersection of Woodinville-Duvall Road and Mink Road where Firefighter Beahan delivered a baby girl with the assistance of M35, Firefighter Olson and Lieutenant Bahr. Mother and baby are doing fine.

Budget

The 2019 budget is up and operational with no concerns. We are still several months out from receiving a final reconciliation from King County on our 2018 budget. Staff will provide a report once we receive the final report from King County.

Personnel

One person remains out on alternate duty due to a duty related injury and we have two firefighters are out on leave due to duty related injuries.

Aid Unit Purchase

The Aid Unit specification committee is hard at work and nearing the end of their preliminary work. Deputy Chief Wallgren and I will be meeting with project lead Lieutenant Merritt and the District's Fleet Manager Paul Spencer tomorrow to receive the committee's recommendation. Given some recent developments, staff is evaluating whether we can utilize a joint purchasing cooperative versus going out to formal bid.

Discussion:

Chief Ahearn answered several questions the Board had regarding the specification, bidding and purchase process.

Regionalization

Following up from last week's Board retreat. I've reached out to the Fire Chiefs of Shoreline, Northshore and Duvall to discuss regionalization. I met with Chief Cowan from Shoreline and Chief Burke from Duvall today. Both have expressed an interest in exploring and will discuss with their respective governing boards. We will re-connect after they get direction from their elected officials. Additionally, I met with Local 2950 President Klinkenberg to update him on our discussions. I will be connecting with Chief Torpin to discuss soon.

Community Relations

Past Events:

CSO Breault and Firefighter Mach taught CPR to City of Woodinville staff.

Upcoming Events:

February 23 at 1700 hours: L131 is assisting with a STEM Science Fair egg drop contest at Bellevue Christian School.

The Board discussed the possibility of canceling the Employee Awards Banquet due to snow. No decision was made.

7. Consent Agenda (attached hereto)

- a. Approval of Minutes from the January 8, 2019 Special and Regular Meetings
- b. Approval of Payroll Vouchers ACH 19-01 for \$339,290.72 and ACH 19-02 for \$ 523,276.96
- c. Approval of General Vouchers and Capital Vouchers

MOTION: *Commissioner Osgood moved that the Board of Fire Commissioners approve the consent agenda as presented. The motion was seconded by Commissioner Osgood. The motion passed, 5-0.*

8. Reports of the Commissioners/Good of the Order

Commissioner Collins: No report

Commissioner Osgood: No report

Commissioner van Veen:

- Asked for a briefing from those who attended the Joint Washington Fire Chiefs/Washington Fire Commissioners Legislative Day at the state Capitol. Commissioner Osgood noted that it was early in the legislative session, so the legislators were not as engaged as usual. Commissioner Collins noted that none of the bills have a direct impact on WF&R.


Commissioner Dorney: No report

Commissioner Millman: No report

9. Adjournment

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

The meeting adjourned at 1752 hours.



Margene Michael, Board Secretary



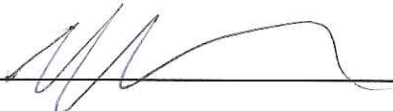
Derek van Veen, Commissioner, Position 1




Jim Dorney, Commissioner, Position 2



Tim Osgood, Commissioner, Position 3



Mike Millman, Commissioner, Position 4



Roger Collins, Commissioner, Position 5

No Material
Associated
with this
Agenda Item

Tab 2

No Material
Associated
with this
Agenda Item

Tab 3


Woodinville Fire & Rescue



M E M O R A N D U M

DATE: February 5, 2019

TO: Roger Collins
Chair, Board of Fire Commissioners

FROM: Gregory Ahearn, Fire Chief 

**SUBJECT: Staff Report 19-004
Fire Benefit Service Charge Renewal**

Background

As you know, the District collects a benefit service charge as provided in RCW 52.18. Revenues from this source offset a reduction of \$0.50 per \$1,000 of assessed value in the District's *ad valorem* taxing authority as provided by RCW 52.16.

District voters last approved the District's benefit service charge at the election held on April 23, 2013. Voters must review and approve the District's continued authority to levy and collect a benefit service charge every six years. As such, the District must place the issue before voters this year if it intends to continue collecting these revenues.

To place the benefit service charge renewal on the ballot, the District's Board of Fire Commissioners must approve a resolution authorizing the continuation of this authority and calling for participation in the Voter's Pamphlet. This resolution must be filed with King County Elections prior to the issue being placed on a special or general election ballot. Additionally, the Board of Fire Commissioners must hold a public hearing to obtain public input on the proposal prior to the election date. The Board has already agreed to the April 23, 2019 special election date. A public hearing on the proposal will be held during the Board's April 2 Board meeting.

Staff Recommendation

Staff recommends that the Board of Fire Commissioners adopt Resolution 2019-01 placing the benefit service charge renewal on the ballot for the April 23 special election. This resolution also calls for participation in the Voter's Pamphlet for the election in Section 6.

PROPOSED MOTION

I move that the Board of Fire Commissioners adopt Resolution 2019-01, declaring the intent to renew and re-establish a benefit charge within the District, and calling for an election within the District of a proposition authorizing the imposition of a benefit charge on personal property and improvements to real property within the District for up to six years.

**WOODINVILLE FIRE & RESCUE
RESOLUTION NO. 2019-01**

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE FIRE & RESCUE DECLARING THE INTENT TO RENEW AND RE-ESTABLISH A BENEFIT CHARGE WITHIN THE DISTRICT, AND CALLING FOR AN ELECTION WITHIN THE DISTRICT OF A PROPOSITION AUTHORIZING THE IMPOSITION OF A BENEFIT CHARGE ON PERSONAL PROPERTY AND IMPROVEMENTS TO REAL PROPERTY WITHIN THE DISTRICT FOR UP TO SIX YEARS.

RECITALS

WHEREAS, the District is authorized by Chapter 52.18 RCW to establish, impose and collect a Benefit Charge on assessed personal property and improvements to real property located within the District; and

WHEREAS, the voters approved a Benefit Charge for six years in 2007, and renewed the Benefit Charge for an additional six years in 2013; and

WHEREAS, the District must obtain voter approval in order to renew the Benefit Charge, which would otherwise expire at the end of 2019; and

WHEREAS, the Board of Fire Commissioners has determined that the property tax levy and other income is not sufficient to cover the cost of the operations of the District needed to maintain a satisfactory level of service within the District; and

WHEREAS, the District's operating budget for 2020 and corresponding level of service would have to be reduced unless the Benefit Charge is renewed; and

WHEREAS, it is reasonable and necessary that the District impose a Benefit Charge for the support of its legally authorized activities that will maintain or improve the service provided by the District;

NOW THEREFORE, THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE FIRE & RESCUE RESOLVES AS FOLLOWS:

Section 1). Benefit Charge. It is the declared intent of the District to impose a Benefit Charge on personal property and improvements on real property to be paid by the owners of such properties.

Section 2). Effective Date. The proposed Benefit Charge would be imposed on the affected property beginning January 1, 2020, if approved by the voters.

Section 3). Notice of Benefit Charge. Property owners will be notified annually in writing of the amount of the Benefit Charge to be imposed on each property.

Section 4). Property owners shall be eligible to appeal their particular Benefit Charge assessed upon their property, pursuant to the provisions of RCW 52.18.070, establishing a Benefit Charge Review Board.

Section 5). Election. Pursuant to the provisions of RCW 52.18.050(3) there shall be submitted to the qualified electors of the District for their approval or rejection, at a special election to be held on April 22, 2019, the question of whether or not such Benefit Charge shall be continued, renewed and re-authorized. The Board Secretary is authorized and directed to request that the Elections Division of King County hold such election, the ballot question for which is to be precisely as prescribed by RCW 52.18.050(3), to wit:

“Shall Woodinville Fire & Rescue be authorized to continue voter-authorized benefit charges each year for six consecutive years, not to exceed an amount equal to sixty percent of its operating budget, and be prohibited from imposing an additional property tax under RCW 52.16.160?”

YES NO

Section 6). Local Voters’ Pamphlet Requested. Pursuant to the provisions of R.C.W. 29A.32.210 *et seq.*, it is requested that the King County Council authorize the publication and distribution of a local voters’ pamphlet for Woodinville Fire & Rescue to cover the ballot measure identified in this Resolution. It is understood that the cost of producing and distributing the pamphlet will be a cost of the election as provided in R.C.W. 29A.32.270

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF
WOODINVILLE FIRE & RESCUE THIS 5th DAY OF FEBRUARY, 2019.**

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

Approved as to Form:


/S/ Jeffrey Ganson
Jeffrey Ganson, District Counsel



Derek van Veen, Commissioner, Position 1



Jim Dorney, Commissioner, Position 2



Timothy Osgood, Commissioner, Position 3



Mike Millman, Commissioner, Position 4



Roger Collins, Commissioner, Position 5

Attest:



Margene Michael, Board Secretary



vote!

February 27, 2019

Margene Michael, Executive Assistant/Board Secretary
Woodinville Fire & Rescue

Sent via email to: mmichael@wf-r.org

RE: Request for Special Election, Acknowledgement of Receipt

Dear Ms. Michael:

This letter acknowledges receipt of Resolution No. 2019-01 requesting that a special election be held on April 23, 2019, in the Woodinville Fire & Rescue District. The ballot measure will appear on the ballot as Proposition No. 1. A copy of the Order of Election will be sent immediately following the review of the official ballot title.

Resolution No. 2019-01 also requests the publication and distribution of a local voters' pamphlet. A local voters' pamphlet packet can be found on our website: <https://www.kingcounty.gov/depts/elections/for-jurisdictions.aspx>. This packet contains important dates and forms you will find helpful when submitting your information.

The deadlines for the local voters' pamphlet are listed below. Please note that all materials must be submitted by 4:30 p.m. on the due date.

- February 22: Explanatory Statement & Pro/Con Committee Appointment Form
- February 26: Pro/Con Statements
- February 28: Pro/Con Rebuttal Statements

If you have any questions concerning the deadlines for submission of additional materials or administration of your election, please contact Election Services at 206-296-1565 or election.services@kingcounty.gov.

Sincerely,


Julie Wise
Director

Tab 4

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: February 5, 2019
TO: Roger Collins, Chair
Board of Fire Commissioners
FROM: Gregory S. Ahearn, Fire Chief 
SUBJECT: **Staff Report 19-005**
Resolution 2019-02 Amending the Woodinville Fire & Rescue 457(b) Plan

Background

In 2018, the District changed our 457(b) Plan (deferred compensation plan) from FTJones/Ameritrade to Alerus Financial. Recently, we became aware of a component of the plan that we would like to change to better serve our employees. Currently, a separated employee who may want to take a distribution from his or her deferred comp account, has only the option to take the entire balance; no partial distributions are allowed. In other words, it's all or nothing.

Staff would like to have permission to amend the plan to allow for partial distributions for separated employees. This requires a Board Resolution.

Fiscal Impact

None.

Requested Action

Staff requests that the Board adopt Resolution 2019-02, A Resolution Amending the Woodinville Fire & Rescue 457(b) Plan, as presented.

PROPOSED MOTION

I move that the Board of Fire Commissioners adopt Resolution 2019-02, A Resolution Amending the Woodinville Fire & Rescue 457(b) Plan, as presented.

**WOODINVILLE FIRE & RESCUE
RESOLUTION NO. 2019-02**

**A RESOLUTION AMENDING THE WOODINVILLE
FIRE & RESCUE 457(b) PLAN**

RECITALS

WHEREAS, the Board of Fire Commissioners of Woodinville Fire & Rescue (the "District") has met and considered the amendment to Article III, Distributions of the Woodinville Fire & Rescue 457(b) Plan (the "Plan") offered to District employees; and

WHEREAS, the Board has determined that such amendment provides employees additional flexibility with respect to benefit distributions;

NOW, THEREFORE, it is:

RESOLVED that the Woodinville Fire & Rescue 457(b) Plan amended effective February 6, 2019, and presented at this meeting is hereby approved and adopted; and it is

FURTHER RESOLVED that the Fire Chief is authorized and directed to timely: (1) execute the Adoption Agreement; (2) execute any other Plan-related agreement, form or document; and (3) take any other action necessary or appropriate in connection with the adoption of the amended Plan and to maintain the Plan's qualified status.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE
FIRE & RESCUE THIS 5th DAY OF FEBRUARY, 2019.**

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

Approved as to Form:


/s/ Jeffrey Ganson
Jeffrey Ganson, District Counsel



Derek van Veen, Commissioner, Position 1



Jim Dorney, Commissioner, Position 2



Timothy Osgood, Commissioner, Position 3



Michael Millman, Commissioner, Position 4



Roger Collins, Commissioner, Position 5

Attest:



Margene Michael, Board Secretary

SUMMARY OF MATERIAL MODIFICATIONS

Plan Name: Woodinville Fire & Rescue 457(b) Plan

Your plan has been amended effective February 1, 2019.

This Summary is intended to give you an easily understood explanation of the changes made in the Plan. You should file this with your copy of the Summary Plan Description.

The following has been amended in the Summary Plan Description:

How will my benefits be paid?

You may, subject to the approval of the Plan Administrator, elect to receive your distribution under one of the methods described below:

- a single lump-sum payment.
- multiple payments as follows: monthly, quarterly or annual installments.
- Ad-Hoc (partial) distributions are allowed.
- Any other method agreed to by the Administrator.

This Summary is intended to describe the changes that were made by the Plan amendment. This is not intended to interpret the Plan provisions. The Plan Document, including any amendments, will control on all questions of interpretation. A copy of the Plan is available in your Employer's office and can be reviewed during regular business hours.

Tab 5

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: February 5, 2019

TO: Roger Collins, Chair
Board of Fire Commissioners

FROM: Erik Wallgren, Deputy Fire Chief, Response Operations *EW*

SUBJECT: **Staff Report 19-006**
Policy Adoption and Deletion
Policy 4401, Technical Rescue – Surface Water Rescue (Adoption)
Manual of Operations 500-3.6 – Water Rescue Guidelines (Deletion)

Background

Your packet contains new Policy 4401, Technical Rescue – Surface Water Rescue and the corresponding Resolution for approval and adoption by the Board.

The policy has been reviewed by the executive team, legal counsel and our Battalion Chiefs.

This new policy replaces Manual of Operations 500-3.6 – Water Rescue Guidelines.

Requested Action

Staff requests that the Board adopt Resolution 2019-03, included in your packet, which adopts the new policy and moves to eliminate Article 500-3.6 of the Manual of Operations. The Resolution is detailed in the proposed motion at the end of this memorandum.

The Executive Committee recommends that the Board adopt Resolution 2019-03 necessary to adopt Policy 4401, Technical Rescue – Surface Water Rescue and moves to eliminate Article 500-3.6 of the Manual of Operations.

Roger Collins, Chair
Board of Fire Commissioners
February 5, 2019
Page 2 of 2

PROPOSED MOTION

I move that the Board of Fire Commissioners adopt Resolution 2019-03, A
Resolution Adopting Policy No. 4401, Technical Rescue – Surface Water Rescue.
Additionally, I move that Article 500-3.6 of the Manual of Operations be
eliminated.

**WOODINVILLE FIRE & RESCUE
RESOLUTION NO. 2019-03**

**A RESOLUTION ADOPTING POLICY NO 4401,
TECHNICAL RESCUE – SURFACE WATER RESCUE**

RECITALS

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

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

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

NOW, THEREFORE, it is resolved that the Board of Fire Commissioners of the District has adopted Policy 4401, Technical Rescue-Surface Water Rescue, and that the content of the paragraphs shown below shall become the policy segment of said policy.

Policy Section 4401, Technical Rescue – Surface Water Rescue

1.0 Policy Statement

- 1.1. It is the policy of Woodinville Fire & Rescue (the “District”) to provide Technical Rescue response to still water/surface water incidents and assist in awareness and operational level incidents in other technical rescue environments (*i.e.*, swift water or dive). Any response by District personnel will be in accordance with each person’s training and certification level.
- 1.2. It is the policy of the District to deploy safe and effective resources during a water rescue operation.

ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE
FIRE & RESCUE THIS 5th DAY OF FEBRUARY, 2019.


WOODINVILLE FIRE & RESCUE
COUNTY OF KING, WASHINGTON

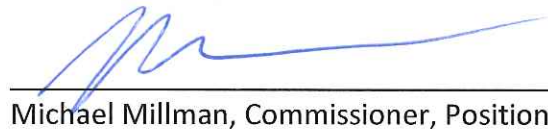
Approved as to Form:

/s/ Jeffrey Ganson
Jeffrey Ganson, District Counsel


Derek van Veen, Commissioner, Position 1


Jim Dorney, Commissioner, Position 2


Timothy Osgood, Commissioner, Position 3


Michael Millman, Commissioner, Position 4


Roger Collins, Commissioner, Position 5

Attest:


Margene Michael, Board Secretary

Woodinville Fire & Rescue

Policy/Procedure/Practice



Subject:	Technical Rescue – Surface Water Rescue	Number:	4401
Effective Date:	April 1, 2019	Revision Date:	

1.0 Policy Statement

- 1.1. It is the policy of Woodinville Fire & Rescue (the “District”) to provide Technical Rescue response to still water/surface water incidents and assist in awareness and operational level incidents in other technical rescue environments (*i.e.*, swift water or dive). Any response by District personnel will be in accordance with each person’s training and certification level.
- 1.2. It is the policy of the District to deploy safe and effective resources during a water rescue operation.

2.0 Applicability and Scope

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

3.0 Responsibility

- 3.1. It is the responsibility of the Technical Rescue Management Team Lead to ensure the District’s surface water rescue tools and equipment are properly maintained.
- 3.2. It is the responsibility of the Technical Rescue Management Team Lead, or his/her designee, to coordinate all aspects of the surface water rescue program.
- 3.3. It is the responsibility of the Company Officer or Battalion Chief to request a water rescue response through NORCOM upon notification of a possible water rescue. Resources may come from the King County Sheriff’s Water Rescue Team, or other nearby jurisdictions (*e.g.*, Kirkland Fire Department, Renton Regional Fire Authority, United States Coast Guard). King County Sheriff’s Guardian One helicopter may also be a consideration for assistance in locating a victim and/or victim removal.
- 3.4. It is the responsibility of all Response Operations personnel to only perform tasks for which they are trained, qualified, and equipped to handle.

4.0 Procedures

- 4.1. Definitions.
 - 4.1.1. Water Rescue: Any incident involving the removal of a victim or victims from any body of water other than a swimming pool.
 - 4.1.2. Team: For purposes of this policy, “Team” refers to those Response Operations personnel who are part of the Technical Rescue Team and specifically, trained in water rescue operations.
 - 4.1.3. Still Water: Water moving at a speed of up to one knot.
- 4.2. A rapid systematic evaluation of the scene will determine if our Team will operate in the rescue or recovery mode. The rescuer will always have the option to stipulate a “NO GO.” Operations in excess of one hour shall be considered recovery unless contradictory evidence is provided to the Incident Commander.
- 4.3. All Team members working in an operational position or within 10 feet of a body of water shall don a personal flotation device. Bunker gear and firefighting helmets are discouraged near the water.
- 4.4. Team members who are trained as rescue swimmers may enter the still water to perform a rescue. Team members who are not certified rescue swimmers shall utilize the following prior to entering the water for a swimming rescue:
 - 4.4.1. Talk
 - 4.4.2. Reach
 - 4.4.3. Throw
 - 4.4.4. Row
 - 4.4.5. Tow
 - 4.4.6. GO
 - 4.4.7. More Help
- 4.5. Emergency Response Size Up
 - 4.5.1. Identify location or last known location of victim(s).
 - 4.5.2. Scope, magnitude, and nature of incident shall be considered.

- 4.5.3. If a witness can be located, the following information should be obtained:
 - 4.5.3.1. Point at which the victim(s) was last seen;
 - 4.5.3.2. Time of accident/injury;
 - 4.5.3.3. Time victim(s) was last seen;
 - 4.5.3.4. Number of victims;
 - 4.5.3.5. Description of vehicle/victim(s).
- 4.5.4. Conduct a risk vs. benefit analysis;
- 4.5.5. Determine best access to scene;
- 4.5.6. Consider environmental factors;
- 4.5.7. Consider resources that are en route/needed;
- 4.5.8. The Incident Commander shall make a declaration to all responders as to whether it is a rescue or recovery operation. Any change in the operational mode will be clearly communicated to all responders;
- 4.5.9. The four objectives that must be met are (LAST):
 - 4.5.9.1. **Locating the victim(s)**
 - 4.5.9.2. **Access to the victim(s)**
 - 4.5.9.3. **Stabilization and preparing the victim(s) for extrication**
 - 4.5.9.4. **Transporting the victim(s)**
- 4.6. Determining Resources
 - 4.6.1. Decide if the incident is a surface water, dive, or swift water situation and notify NORCOM.
 - 4.6.2. Because of the complexity of these types of incidents, it is important the first arriving Company Officer establish command and request an operational frequency.
 - 4.6.3. Ensure that all personnel working within 10 feet of water are wearing a personal flotation device. Exception: Qualified rescue swimmers in surface water rescue incidents.

- 4.6.4. For swift water rescue incidents, deploy upstream spotters to warn rescuers of floating debris and downstream spotters with throw bags on both sides of the river, if possible, as downstream containment and reconnaissance.
- 4.6.5. If the operation has the potential to become a prolonged technical rescue, the Incident Commander should consider assigning divisions to the upstream, downstream, treatment, and rescue functions along with assigning a technical rescue safety officer.
- 4.7. Equipment
 - 4.7.1. Team members shall conduct daily and weekly checks and ensure that they have all required equipment upon start of each shift.
 - 4.7.2. The Technical Rescue Team Lead or his/her designee, shall complete an annual inspection of all water rescue equipment and recommend replacement or repair.
 - 4.7.3. Team members shall immediately report any equipment deficiencies, malfunctions, or needed repairs to the Technical Rescue Team Lead.
 - 4.7.4. Minimum equipment for a rescue swimmer:
 - 4.7.4.1. Thermal protection
 - 4.7.4.2. Dive boots
 - 4.7.4.3. Dive fins
 - 4.7.4.4. Mask and snorkel
 - 4.7.4.5. Rescue Me tool (window punch/seatbelt cutter) on lanyard
 - 4.7.4.6. Gear bag
 - 4.7.4.7. Gloves
 - 4.7.4.8. Rescue tube and/or paddle board
 - 4.7.4.9. Datum marker
 - 4.7.4.10. Dive knife
 - 4.7.4.11. Approved waterproof light

4.8. Work Plan

4.8.1. The Technical Rescue Team Lead will prepare and submit a Work Plan to the Deputy Fire Chief of Response Operations by August 31 of each year with projected needs, costs, and project justification.

5.0 Reference

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

5.2. [WAC 296-305](#) – Safety Standards for Firefighters

5.3. NFPA 1006, Surface Water Rescue

5.4. Woodinville Fire & Rescue Board of Fire Commissioners – Resolution 2019-03.

5.5. Author(s)

5.5.1. Originator

Name	Joan S. Montegary
Rank	Chief Administrative Officer
Assignment	Administration
Date	November 20, 2018

6.0 Appendix – N/A

7.0 Practice – N/A

Tab 6

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: February 5, 2019
TO: Roger Collins, Chair
Board of Fire Commissioners
FROM: Gregory Ahearn, Fire Chief *GAA*
SUBJECT: **Fire Chief's Report – February 5, 2019**

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 314 incidents since the last Board meeting. Staff was well prepared for the snow event. We up-staffed Brush 131 with two personnel to handle the non-emergent calls. I'm pleased to share there's nothing significant to report.

On January 29, the District responded to an aid call at the intersection of Woodinville-Duvall Road and Mink Road where Firefighter Beahan delivered a baby girl with the assistance of M35, Firefighter Olson and Lieutenant Bahr. Mother and baby are doing fine.

Budget

The 2019 budget is up and operational with no concerns. We are still several months out from receiving a final reconciliation from King County on our 2018 budget. Staff will provide a report once we receive the final report from King County.

Personnel

One person remains out on alternate duty due to a duty related injury and we have two firefighters are out on leave due to duty related injuries.

Aid Unit Purchase

The Aid Unit specification committee is hard at work and nearing the end of their preliminary work. Deputy Chief Wallgren and I will be meeting with project lead Lieutenant Merritt and the District's Fleet Manager Paul Spencer tomorrow to receive the committee's recommendation. Given some recent developments, staff is evaluating whether we can utilize a joint purchasing cooperative versus going out to formal bid.

Roger Collins, Chair
Board of Fire Commissioners
February 5, 2019
Page 2 of 2

Regionalization

Following up from last week's Board retreat. I've reached out to the Fire Chiefs of Shoreline, Northshore and Duvall to discuss regionalization. I met with Chief Cowan from Shoreline and Chief Burke from Duvall today. Both have expressed an interest in exploring and will discuss with their respective governing boards. We will re-connect after they get direction from their elected officials. Additionally, I met with Local 2950 President Klinkenberg to update him on our discussions. I will be connecting with Chief Torpin to discuss soon.

Community Relations

Past Events:

CSO Breault and Firefighter Mach taught CPR to City of Woodinville staff.

Upcoming Events:

February 23 at 1700 hours: L131 is assisting with a STEM Science Fair egg drop contest at Bellevue Christian School.

GSA/mm

Tab 7

WOODINVILLE FIRE & RESCUE

Tuesday, January 8, 2019

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 Dorney (Vice-Chair)

Commissioner van Veen

Commissioner Millman

Commissioner Osgood

Staff

Fire Chief Greg Ahearn

Deputy Fire Chief Wallgren

Chief Administrative Officer Montegary

Executive Assistant/Board Secretary Michael

Approval of Agenda in Content and Order

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

Public Comments

None

1. Introduction of new Firefighter Jace Allen

Chief Ahearn introduced Jace Allen, Woodinville Fire & Rescue's newest firefighter. He read a short bio regarding Jace. Jace will begin the EMTG Academy #9 on January 14. Immediately following, he will attend a 5 week EMT course prior to being released to DC Wallgren in Response Operations.

2. Election of Board Officers for 2019

Board Secretary Michael opened nominations for the position of Board Chair 2019. There was one nomination for Commissioner Collins. He will remain in the Board Chair position for 2019.

Board Secretary Michael opened nominations for the position of Board Vice-Chair 2019. There was one nomination for Commissioner Osgood. He will serve as Board Vice-Chair 2019.

3. Discussion: Board Retreat

The Board decided to hold a Special Meeting/Retreat on January 29 at 1600 at Station 31. Commissioners were directed to send potential agenda items to Board Secretary Michael, and Board Secretary Michael was directed to schedule an Executive Committee to build the agenda.

4. Presentation: 2018 in Review (attached hereto)

Fire Chief Ahearn explained that this presentation reminds us of our accomplishments in the past year. CAO Montegary presented the report providing an overview of accomplishments in 2018 and a look into our goals for 2019.

5. Staff Report 19-001 – ILA relating to the Administration of a Fire and Life Safety Inspection and Permitting Program in the City of Duvall (attached hereto)

Chief Ahearn presented the report requesting that the Board approve an ILA relating to the Administration of a Fire and Life Safety Inspection and Permitting Program in the City of Duvall. The District was approached by Duvall requesting that we assist with their inspection and permitting program. The District feels that it fits our model of looking for efficiencies. The City of Duvall has already signed the agreement. The Duvall ILA mirrors the ILA with the City of Woodinville. Deputy Fire Marshal Kerth will do 28 inspections and some plans reviews for the City of Duvall. The program will be closely monitored. DFM Kerth plans to go to Duvall about once per quarter and will be able to do plans reviews from his desk at Station 31. Discussions regarding the program will be included in future CBA negotiations.

Discussion:

Commissioner Collins stated that this is a great move that brings us closer to our neighbor with no additional cost. He is glad that we are pursuing this type of work. Commissioner Dorney agreed, stating that it is well within our means.

MOTION: *Commissioner van Veen moved that the Board of Fire Commissioners accept staff's recommendation to approve the ILA relating to the Administration of a Fire and Life Safety Inspection and Permitting Program in the City of Duvall and authorize the Board Chair to sign the ILA. The motion was seconded by Commissioner Osgood. The motion passed, 5-0.*

6. Staff Report 19-002 – Amendment to ILA relating to the Administration of a Fire and Life Safety Inspection and Permitting Program with Woodinville (attached hereto)

Chief Ahearn presented the report requesting that the Board approve the amendment to the current ILA relating to the Administration of a Fire and Life Safety Inspection and Permitting Program in the City of Woodinville.

MOTION: *Commissioner Dorney moved that the Board of Fire Commissioners accept staff's recommendation to approve the Amendment to the ILA relating to the Administration of a Fire and Life Safety Inspection and Permitting Program in the City of Woodinville and authorize the Board Chair to sign the ILA. The motion was seconded by Commissioner van Veen. The motion passed, 5-0.*

7. Staff Report 19-003 – Donation of Surplus Property (attached hereto)

CAO Montegary presented the report requesting that the Board permit staff to donate the SCBA Mako compressor and equipment to the City of Okanogan Fire Department instead of putting it out for surplus.

MOTION: *Commissioner van Veen moved that the Board of Fire Commissioners approve staff's recommendation to donate the SCBA compressor and equipment to City of Okanogan Fire Department. The motion was seconded by Commissioner Millman. The motion passed, 5-0.*

8. Fire Chief's Report (attached hereto)

Incidents

The District responded to 413 incidents since the last Board meeting. We experienced three wind events since your last meeting. Other than the usual and customary wind storm type calls, there is nothing significant to report. We did up staff for two of the three events placing Brush 131 in service. There was one significant incident on Sunday, January 6. Woodinville crews assisted Eastside Fire & Rescue on a structure fire in Carnation.

The District ended 2018 with 3,981 incidents, just slightly lower than 2017 in which the District ran 3,988 incidents.

Century Link Outage affecting NORCOM

On December 28, 2018 Century Link had a network card fail in Colorado which took the entire 911 network down. It took a little while to troubleshoot the problem as Century Link didn't know if it was a failure in Colorado or Florida. There was an approximately eight hour outage that was sporadic in nature, some calls getting through, while others were not. To date, there has been no report of calls not getting to NORCOM. Century Link, the State of Washington and NORCOM have all completed a "hot wash" of the event and will be sharing information as to the lessons learned.

Budget

The Budget Performance Reports for the months ended September 30, 2018, October 31, 2018, and November 30, 2018 are attached to this report. The 2019 budget is open for business.

Personnel

Battalion Chief Riddell and Lieutenants Frye, Peterson, Ralph and Rodgers have successfully completed their probationary year.

Firefighters Escamilla, James and Olson have also successfully completed their probationary year.

One person remains on alternate duty due to a duty related injury. We have two firefighters out on leave due to duty related injuries. Our firefighter that was injured on the structure fire with Eastside Fire & Rescue on Sunday will have surgery on Thursday. I will keep the Board updated on his status.

King County Re-Numbering Project

Woodinville was the first in Zone 1 to go live on December 11, 2018 with our re-numbering project. Thanks to DC Wallgren for his work on this project.

Haz Mat 133

Haz Mat 133 was placed in service at Station 33 on December 17 and has been on three incidents thus far.

The New Ladder 131

The new Ladder 131 is scheduled to be on the assembly line at Pierce on February 11. The mid-build inspection will be on or about the second week of March, with the final inspection the first week in May. We are anticipating the new ladder will land in Tacoma at the dealer at

the end of May. The Specification Committee is working on the onboarding process, as well as the Training and Development Division who is working on our training plan.

New Aid Cars

We have established a specification committee for the purchase of three new aid cars in 2019. We will be going out to bid for these units and are hopeful to do so in late Q1 or early Q2.

Community Relations

Upcoming Events:

January 16 (1530 hours at the Museum of Flight): King County Fire Chiefs/King County Commissioners Joint Installation Banquet

January 24 (meet at Station 31 at 0700 hours if carpooling): King County Fire Chiefs/King County Commissioners Joint Legislative Day

January 30 (1200-1600 hours at Northshore Fire Department): Job & Resource Fair (explore a rewarding career in the public and non-profit sector)

February 9 (1630 hours at Columbia Winery): Annual Awards Banquet (we will be honoring former Commissioner Coughlin's 10 years of service)

9. Consent Agenda (attached hereto)

- a. Approval of Minutes from the December 4, 2018 Special and Regular Meetings
- b. Approval of Payroll Vouchers ACH 18-23 for \$373,215.55 and ACH 18-24 for \$457,263.70
- c. Approval of General Vouchers 181202001 through 181202006 for \$46,103.72; General Vouchers 181203001 through 181203058 for \$75,739.94; and, General Vouchers 190101001 through 190101017 for \$17,313.79

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

10. Reports of the Commissioners/Good of the Order

Commissioner Collins: No report

Commissioner Osgood: No report

Commissioner van Veen:

- Asked if we have a list of legislative priorities for discussion at Legislative Day. Chief Ahearn explained that a list will be sent from the Washington State Chiefs and Commissioners Associations.

Commissioner Dorney: No report

Commissioner Millman: No report

11. Adjournment

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

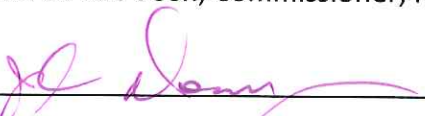
The meeting adjourned at 1743 hours.



Margene Michael, Board Secretary



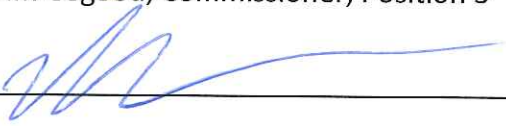
Derek van Veen, Commissioner, Position 1



Jim Dorney, Commissioner, Position 2



Tim Osgood, Commissioner, Position 3



Mike Millman, Commissioner, Position 4



Roger Collins, Commissioner, Position 5



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

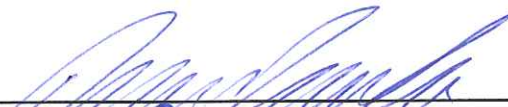
EXPENSE ACCOUNT

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: Feb 5, 2019
~~January 8, 2019~~


Approved for payment:




Commissioner, Position 1



Commissioner, Position 2



Commissioner, Position 3

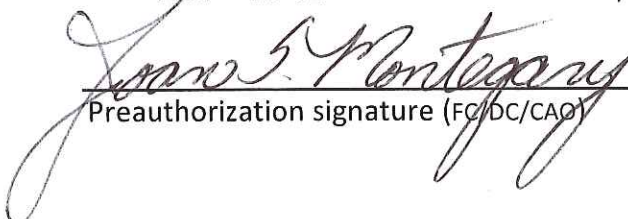


Commissioner, Position 4



Commissioner, Position 5

Reference #	ACH Request Date(s):	Total ACH Requests
ACH 19-01	1/9/19, 1/10/19	\$ 339,290.72



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 Jan 10, 2019

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	45,525.49
3	DCP	100360010			24219		00000	12,897.15
4							00000	
5							00000	
6							00000	
Total								\$58,422.64

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 Jan 8, 2019
 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 Jan 10, 2019

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	13,235.12
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$13,235.12

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 Jan 8, 2019
 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 5, 2019

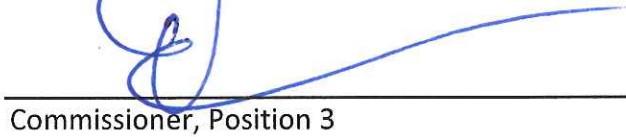
Approved for payment:




Commissioner, Position 1




Commissioner, Position 2



Commissioner, Position 3

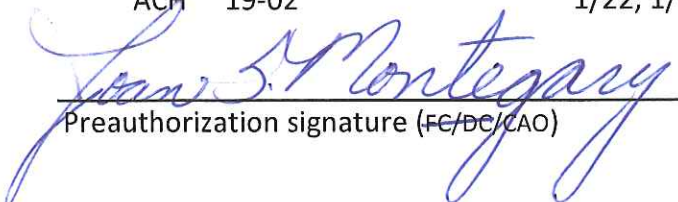


Commissioner, Position 4



Commissioner, Position 5

Reference #	ACH Request Date(s):	Total ACH Requests
ACH 19-02	1/22, 1/24, 1/25	\$ 523,276.96



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 Jan 25, 2019

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	13,305.07
3							00000	
4							00000	
5							00000	
6							00000	
Total								\$13,305.07

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

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

CONTACT INFORMATION

Contact Name 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 Jan 23, 2019
 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 Jan 25, 2019

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	48,003.56
3	DCP	100360010			24219		00000	12,897.15
4	LEOFF Correction	100360010			24219		00000	203.44
5							00000	
6							00000	
							Total	\$61,104.15

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 Jan 23, 2019
 Print Name Joan Montegary Phone # 425-483-7912 Email jmontegary@wf-r.org

Tab 8

No Material
Associated
with this
Agenda Item