



Woodinville Fire & Rescue

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

Tuesday, December 10, 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. Staff Report 19-025 – Website Development and Hosting
2. Regionalization Discussion
3. Fire Chief's Report
4. Consent Agenda
 - a. Approval of Minutes from the November 18, 2019 Special Meeting
 - b. Approval of Payroll Vouchers ACH 19-21 for \$368,517.33 and ACH 19-22 for \$475,306.31
 - c. Approval of General Voucher for \$81,498.43 and Capital Voucher for \$1,692.74
5. Reports and Requests from the Commissioners/Good of the Order
6. Adjournment
7. Closed Session

WOODINVILLE FIRE & RESCUE
Tuesday, December 10, 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 Dorney
Commissioner Millman
Commissioner van Veen

Staff

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

Approval of Agenda in Content and Order

Commissioner Collins added a Closed Session to the end of the meeting after Adjournment.

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

Public Comments

None

1. Staff Report 19-025 – Website Development and Hosting (attached hereto)

CSO Breault provided an overview of the proposal that is attached hereto and was originally presented at the November Board of Fire Commissioners Regular Meeting.

Commissioner van Veen reported that he did research based on current rate and he believes the proposal to be reasonable.

MOTION: Commissioner van Veen moved to approve and sign the contract with Galactic Ideas and authorize the CSO/PIO to move forward with the new website development. The motion was seconded by Commissioner Millman. The motion passed, 5-0.

2. Regionalization Discussion

The Board of Fire Commissioners discussed the topic of regionalization.

3. Fire Chief's Report (attached hereto)

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

4. Consent Agenda (attached hereto)

- a. Approval of Minutes from the November 18, 2019 Special Meeting
- b. Approval of Payroll Vouchers ACH 19-21 for \$368,517.33 and ACH 19-22 for \$475,306.31
- c. Approval of General Voucher for \$81,498.43 and Capital Voucher for \$1,692.74

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

5. Reports of the Commissioners/Good of the Order

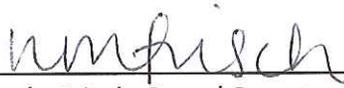
Commissioner van Veen reported that he saw a comment on social media about a statement at a planning committee meeting wherein it was asserted that the ladder truck will not reach the top of a new building in the new wine village. Commissioner Millman stated that the ladder truck will reach the top of the building, and he has already addressed it with the planning committee.

The Commissioners extended their gratitude to Commissioner Dorney at his last Board meeting. He noted that he has enjoyed his time as a member of the Board of Fire Commissioners and will miss everyone.

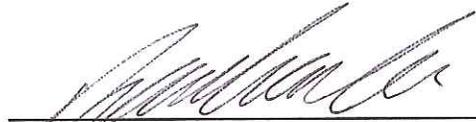
6. Adjournment

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

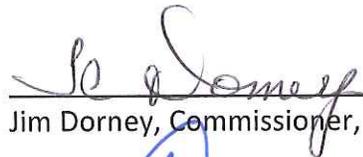
The meeting adjourned at 1833 hours.



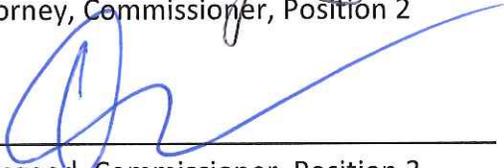
Nicole Frisch, Board Secretary



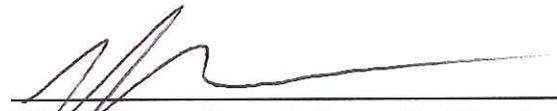
Derek van Veen, Commissioner, Position 1



Jim Dorney, Commissioner, Position 2



Tim Osgood, Commissioner, Position 3



Mike Millman, Commissioner, Position 4



Roger Collins, Commissioner, Position 5

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: December 10, 2019

TO: Roger Collins, Chair
Board of Fire Commissioners

FROM: Catherine Breault, CSO/PIO 

SUBJECT: **Staff Report 19-025 (Originally Presented November 5, 2019)**
Website Development and Hosting

Background

Woodinville Fire & Rescue is seeking to replace its existing website hosted through HiBU with an improved and custom developed website. The current website and hosting program utilized by the District is outdated and unable to provide modern functionality. As a part of a website rebuild, the District requested potential providers to meet the following criteria in an estimate:

- Responsive, modern website design
- Easy to use and update Content Management System
- Easy, functional navigation for public
- Registration and payment ability for classes and events
- Application and payment for permits through the Fire Marshal's Office
- Form fill submittal for Public Records Requests
- Application for updated Fire Watch System
- Add Google Translator, enabling visitors to switch language preference based on Google's automated web translation options
- Utilize Google Analytics service to track user traffic through various analytical tools for search engine optimization (SEO) and marketing purposes
- Opt-in capture form for automated newsletter generation

To ensure due diligence in costing and scope, quotes were requested from the following three trusted digital design agencies: Sitecrafting, HubBub, and Galactic Ideas.

CSO/PIO Breault compiled the scope of work and requested the quotes from the three vendors. After reviewing the proposals and the vendors' work on other projects, CSO/PIO Breault recommends the District proceed with Galactic Ideas to develop and host the new District

website. Galactic Ideas has developed the websites for Valley Regional Fire Authority and Northshore Fire Department.

Fiscal Impact

Galactic Ideas will design and build the website with the criteria requested for an estimated cost of \$18,300. Galactic Ideas provided the lowest, most responsive proposal. Due to the nature of digital design and development, we are recommending an additional 10 percent to cover any potential overages. This would bring the expected costs to \$20,130.

The attached contract for Galactic Ideas to design and develop a WordPress website is \$150 per hour. It is estimated that it will cost approximately \$18,300 to perform the services defined above based on the \$150 rate. The project is estimated to take approximately six weeks from scope, assets and materials finalization from WFR. This is an estimate only and is subject to variation depending on a variety of factors that may simplify or complicate the design and implementation process during the performance of services.

Monthly hosting fees of \$35 will be incurred to maintain the site. It is also recommended the District schedule regular maintenance with Galactic Ideas every 3-6 months to ensure the site is using the latest versions of WordPress, WP theme, and the plug-ins. This maintenance will maintain a high level of quality and security. These updates are expected to cost 1-2 hours of billable time.

Alternatives

The District has other alternatives, of course, to include staying with our current provider, HiBU, or contracting with one of the other vendors that submitted proposals, both of which were more expensive and less responsive to our requests.

Requested Action

Staff recommends that the Board approve and sign the contract with Galactic Ideas and authorize the CSO/PIO to move forward with the new website development.

The Finance Committee recommends approval of the contract with Galactic Ideas

Attachment

Woodinville Fire & Rescue Website

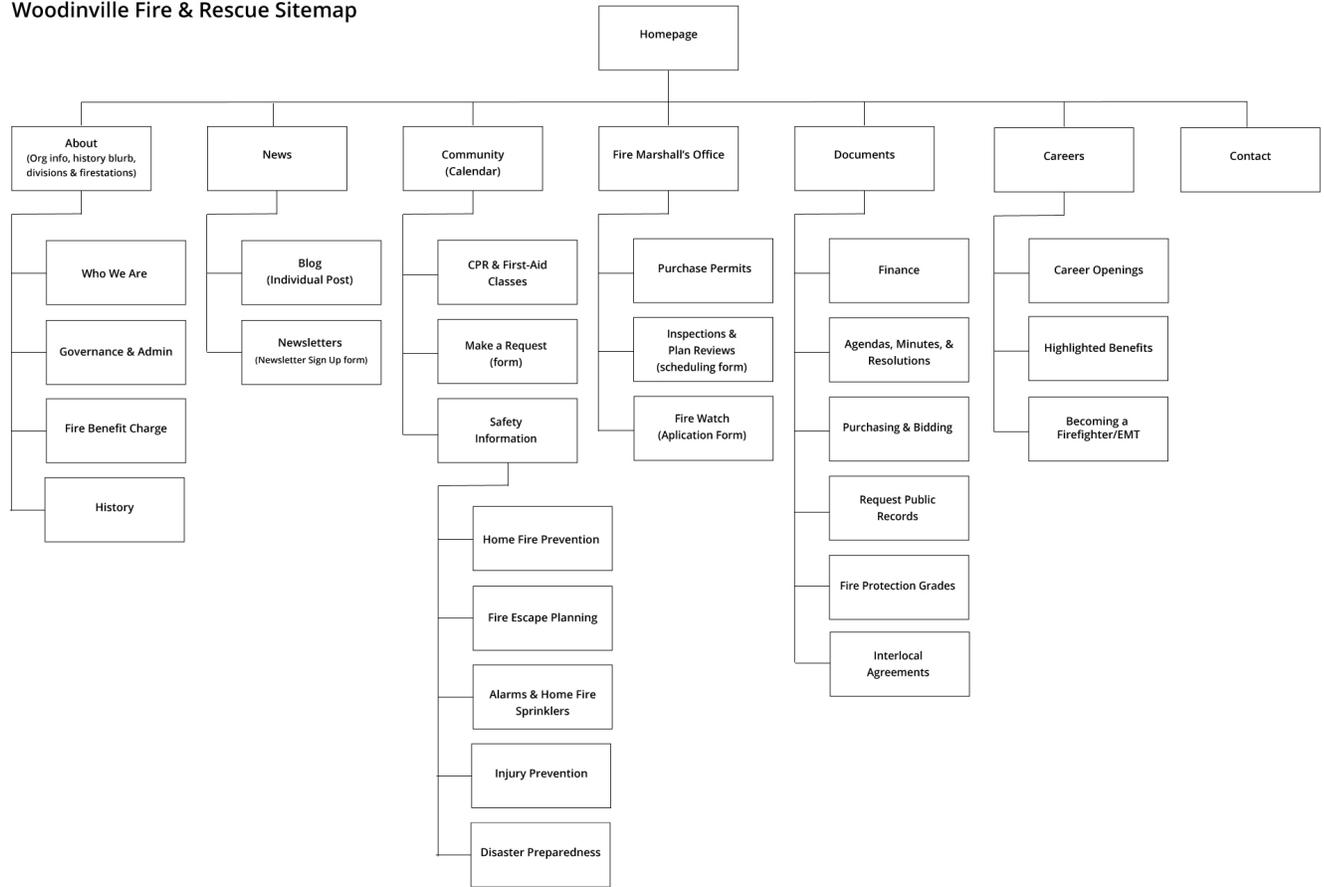
Statement of Work – September 18, 2019

Thank you for considering Galactic Ideas as your website development partner. This Statement of Work (SOW) defines the Woodinville Fire & Rescue (aka “WFR”) website redesign deliverables. Once we have agreed, this SOW will be incorporated into a more detailed consulting agreement for both you and Galactic to sign.

The WFR website (“Product”) is a WordPress marketing website designed and developed by Galactic Ideas (aka “Galactic”) that meets the follow criteria:

- Visually designed using “responsive web design” techniques to display optimally on desktop, tablet, and mobile handheld devices.
- Implemented and tested to function properly on the latest and one prior version of the following web browsers: Google Chrome, Internet Explorer, Firefox, Safari (Desktop/iPad/iPhone), and Android tablet.
- Wireframe mockups (desktop view) of the key pages that captures the content and layout of the final design.
- Pixel-perfect mockups (desktop view) of the key pages that captures the style, brand, and aesthetic of the website.
- Search Engine Optimized (SEO) using web development best practices and tools for optimal results. Add ability to manage image, title and descriptions display on different social channels like Facebook and Twitter when your link is posted.
- Redirect any unused legacy URL’s to retain SEO.
- Add Google Translator, enabling visitors to switch language preference based on Google’s automated web translation options.
- Add social network icon links to Facebook, Twitter, and Instagram profile pages.
- Utilize Google Analytics service (free) to track user traffic through various analytical tools for search engine optimization (SEO) and marketing purposes.
- Setup Google Console Integration (tools for optimizing visibility on Google).
- Website hosting setup and transfer URL from your domain provider.
- Content capture forms for automated lead capture and management.
- Newsletter capture form for automated lead capture and management (linked to MailChimp’s free service for sending email).
- Global website Search.
- The website will contain the following pages within the sitemap diagram below:

Woodinville Fire & Rescue Sitemap



Footer

Privacy Policy

Web Assessibility

Opt-In Newsletter
Sign Up Form

Compensation

Our rate for performing WordPress design and development is \$150 per hour. It is estimated that it will cost approximately **\$18,300** to perform the Services defined above based on that rate. This is an estimate only and is subject to variation depending on a variety of factors that may simplify or complicate the design and implementation process during the course of the performance of Services.

This estimate was summed up using the detailed line items defined below:

Task	Type	Est. Hours
Pre and post launch consultation screencasts, tutorials, training, phone calls, meetings, reviews, and emails.	Consultation	4
Wireframe mockups of key pages (Homepage, About, Fire Marshall's Office) - Desktop view.	Web Design	3
Pixel-Perfect Web Design Mockups (key pages):		–
Homepage	Web Design	5
About Page	Web Design	3
Fire Marshall's Office	Web Design	3
Development		–
Web Pages:		–
Home Page (includes global site elements)	Implementation	6
About	Implementation	3
Governance & Admin	Implementation	3
Fire Benefit Charge	Implementation	3
History	Implementation	3
Community (Calendar)	Implementation	4
CPR & First-Aid Classes	Implementation	3
Make A Request (6 forms)	Implementation	4
Safety Education	Implementation	1
Home Fire Prevention	Implementation	1
Fire Escape Planning	Implementation	1
Alarms & Home Fire Sprinklers	Implementation	1
Injury Prevention	Implementation	1
Disaster Preparedness	Implementation	1
Documents	Implementation	2
Finance	Implementation	2
Agendas, Minutes, & Resolutions	Implementation	3
Purchasing & Bidding	Implementation	2
Public Records Request	Implementation	2
Fire Protection Grades	Implementation	2
Interlocal Agreements	Implementation	2

Fire Marshall's Office	Implementation	4
Purchase Permits	Implementation	7
Inspections & Plan Reviews (form)	Implementation	3
Fire Watch (form)	Implementation	5
Careers	Implementation	3
Career Openings (5)	Implementation	3
Highlighted Benefits	Implementation	3
Becoming a Firefighter/EMT	Implementation	3
News	Implementation	3
Individual Posts (5)	Implementation	4
Contact	Implementation	3
Privacy Policy	Implementation	1
Web Accessibility	Implementation	1
Social network integration	Implementation	1
Search	Implementation	1
Google Translator	Implementation	2
Search Engine Optimization (SEO)	SEO	3
Google Analytics & Google Console Integration	Setup	1
WP Engine Hosting Setup	Setup	2
Redirect old URL's to new pages to retain SEO.	Post-Launch	1
	Total Hours	122
	Price per Hour	\$150
	Total Cost Estimate:	\$18,300

Technical Requirements

These requirements may contain added monthly or one-time fees not included in the estimate above.

WordPress Platform – Free

<https://wordpress.org>

WordPress is a free platform that is trusted by 31% of the web because of its powerful features, high security, ease-of-use, and customizable design options.

WP Engine Hosting - \$35/month

This is the best hosting you can buy for the 9 reasons I blogged about here:

<https://galacticideas.com/wp-engine-hosting/>. In short, WP Engine is going to save you a lot of money in the long run.

SSL Certificate – Free (included with WP Engine Hosting)

Required security certificate for encrypting visitor's information on lead forms.

WordPress Theme License – \$61/one-time fee

Buying a WordPress theme eliminates a lot of coding work upfront, while still delivering highly customizable tools to design a truly unique website.

Yoast SEO – Free for basic features.

<https://yoast.com/wordpress/plugins/seo/>

This is the #1 WordPress plugin for managing SEO (Search Engine Optimization).

Google Language Translator – Free

<https://gtranslate.io>

This plugin adds Google Translator to your website, enabling users to switch language preference based on Google's automated web translations.

Stache Themes Event Calendar – \$49

<https://codecanyon.net/item/stachethemes-event-calendar-wordpress-events-calendar-plugin/16168229>

This calendar WordPress plugin works really well and looks great too. I have used many different calendar plugins and this one is by far the best.

Calculated Fields Form – Free

<https://cff.dwbooster.com>

This calculator WordPress plugin will enable the site to calculate fields based on data entered by the site visitor. This plugin would be used on the Fire Benefit Charge page.

InstaShow – WordPress Instagram Gallery – \$39

<https://codecanyon.net/item/instagram-feed-wordpress-gallery-for-instagram/13004086>

WordPress Instagram feed for creating beautiful galleries of Instagram images.

WP Job Manager – Free for Basic version

<https://wpjobmanager.com>

This lightweight job board plugin will be used to list career opportunity posts.

Gravity Forms – \$50/year

<https://www.gravityforms.com>

This is the best contact form plugin for WordPress and is a necessity for building out the complex online permit forms.

WCAG 2.0 Form Fields for Gravity Forms – Free

<https://wordpress.org/plugins/gravity-forms-wcag-20-form-fields/>

Makes your Gravity Forms WCAG 2.0 AA compliant form fields (accessibility). I.e. Makes your application forms more accessible to people with visual impairments that use 'text-to-speech' programs.

Gravity PDF – Free

<https://gravitypdf.com>

This Gravity Forms add-on enables visitors to automatically generate, email and download PDF documents (Ex. automated Burn Permit form).

Gravity Forms Address Autocomplete – \$13

https://codecanyon.net/item/gravity-forms-address-autocomplete/16361484?s_rank=6

This Gravity Forms add-on enables users spend less time filling in the address field within forms and ensures they use an accurate address pulled from Google's address database.

Gravity Perks – \$129 for 3 add-ons

<https://gravitywiz.com>

These Gravity Forms add-ons enable some really powerful features:

- **Copy Cat:** Enables users to copy the value from one field to another automatically (ex. Use Home Address for Billing Address)
- **Limit Dates:** Limit which dates are selectable for your Date Picker (ex. limit to Mon – Thurs).
- **Read Only:** Mark your form fields as read-only to allow users to see fields data but not modify it (ex. Address Autocomplete feature fills individual address fields, but are not editable).

Terms

Estimate is valid for 15 days from the date of issue. Final billing will reflect actual expenses. A purchase order or signed estimate and 25% of the estimate total are due upon booking. All rights not specifically granted in writing, including copyright, remain the exclusive property of Galactic Ideas, LLC. Should Client request additional work after completion of website, Consultant shall invoice Client for accrued hours on a monthly basis. Invoices that are not paid within 30 business days may accrue a 3% late fee per month at Consultant's discretion.

Optional Services

Galactic offers a full array of services to help with creation of the website pre and post launch. We can support you in adding new content, regular maintenance, and web marketing efforts. Below is a list of services that may make sense for your business at some point.

Additional Pages & Content

Getting all your desired content included by launch can sometimes be difficult due to time constraints or budget. Fortunately, on the web you can deploy content, such as new pages, sections, or features on multiple release cycles. We can work with you to develop a release schedule so that captures your entire vision.

Technical Copywriting

We offer creative technical writing services to help in writing website copy (ie. text). Our technical writers will work with you on any level you feel comfortable with, including proofreading, optimizing for search terms (SEO), or facilitating an interview process to provoke your ideas and vision to text. The fee for copywriting is \$125/hr.

Website Maintenance

The WordPress platform and theme are fairly user-friendly and easy to maintain with the accompanied tutorial and training documents provided by Galactic. However, for busy or less-technical individuals, it is recommended that you schedule regular maintenance with Galactic every 3-6 months to ensure the site is using the latest versions of WordPress, WP theme, and the plugins to maintain a high level of quality and security. These maintenance updates are typically 1-2 hours of billable time.

Items Needed from WFR

These deliverables are needed to design and develop the new website.

If these assets are delivered in a reasonable amount of time, it would be very feasible to launch the new WFP website before the end of the year (2019). When all assets are collected by Galactic, turn-around time can be fairly quick (5-6 weeks).

Website Project Questionnaire

Galactic will provide you with a short collection of worksheet questions that we will use as the first step in the discovery phase in the design of your new website. This will help us gain a better grasp of what you are looking for.

Website Copy

Please provide all website text that you would like included in the site. Having this copy will help drive the design of the pages. Here are a couple tips for keeping this content organized:

- Using separate Word documents (or Google Pages) for each page is a great way to manage this process.
- Keep your downloadable PDF's organized by page and reference the PDF file name link within your copy.
- If you are struggling with writing the copy, we can provide you with wireframe layout designs early in the design process to help better visualize the amount of text you need to write. We also provide copyrighting services (see Optional Services section).

Style Assets

Please provide any of the following assets you want applied to the new site. An easy way to share these assets is over a Dropbox or Google Drive folder link. Galactic can set this up if necessary.

- Logo(s): Please provide your existing logo or watermarks, preferably in a vector file format (ex. .eps, .ai, or .svg)
- Brand Assets: If you have them, please provide your style guide or other design direction documents.
- Photography: It is highly recommended you hire a professional photographer for your website's images. Galactic can work with the photographer to get the desired shots and artistic direction. If you already have high-quality imagery, please send it over at the highest resolution possible and Galactic will crop and compress the images to the optimal quality for web.

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: December 10, 2019
TO: Roger Collins, Chair
Board of Fire Commissioners
FROM: Gregory Ahearn, Fire Chief *GAA*
SUBJECT: **Fire Chief's Report – December 10, 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 296 incidents since your last regular meeting on November 5, 2019.

Budget

With the exception of the response operations overtime budget, staff currently has no concerns with the 2019 budget. Staff is in the midst of closing out the 2019 budget. The budget for the period ending October 31, 2019 is attached for your review.

Personnel

We have one firefighter offline due to a non-duty related injury and one firefighter offline due to a medical procedure. Both firefighters are expected to return to full duty with no restrictions by the end of this month.

Our 3 probationary firefighters are graduating the fire academy on Thursday. Our own Max Dale is the valedictorian. All 3 recruits finished at the top of the class- a testament to the District's recruiting and hiring process. Lieutenant Justin Ralph has been representing the District as an academy instructor

We have completed the pre-employment screening on our 2 new hires. Drew Benke and George Kourdahi will be starting with the District on January 2 and will be attending EMTG Academy #11 starting the second week in January. Lieutenant Paul Peterson will be representing the District as an instructor.

Staff is planning another entry level firefighter recruitment for the spring of 2020, as we are anticipating hiring at least 4 new firefighters in 2020 due to upcoming retirements.

Update on New Aid Cars

The 3 new Aid Cars have had their final inspection and are on schedule to be delivered to the District as soon as next week. The specification committee led by Battalion Chief Merritt has done an amazing job. We are planning to have the aid cars on display at your next Board meeting on January 7.

Surplus of Aid Cars

With the onboarding of our new aid car fleet, we will need to surplus 2 of our 3 aid cars, as we will be keeping one as a reserve. District staff has been contacted by a volunteer fire/EMS agency in Eastern Washington inquiring to see if the District would consider donating one of our aid cars to them, as they just lost one of their aid cars to mechanical issues. Staff is looking into this request and it is likely I will be asking for your consideration in donating one of our aid cars to this agency at your January 7 meeting.

Regionalization Discussions

The full Boards of all 3 agencies met at Northshore Fire Station #51 on December 3. Attorney Brian Snure presented the Boards with all the regionalization options. A decision was made that each Board would take the information back to their respective Boards and have a discussion on next steps.

North King County Training Consortium (NKCTC)

The ILA to form the North King County Training Consortium between the Shoreline, Northshore, Bothell and Woodinville fire departments has started to go through the final approval process. District attorney Jeff Ganson has reviewed and approved the ILA. The City of Bothell will be considering approval at their December 17 City Council meeting, followed by the Northshore and Shoreline Boards. Staff will bring the ILA to your January 7 meeting for consideration.

The Chiefs and Deputy Chiefs have met with the Local representatives on the job descriptions and recruitment process for the represented positions. We have reached a tentative agreement with all four Locals and the documents are being finalized. The consortium will be recruiting a

Roger Collins, Chair
Board of Fire Commissioners
December 10, 2019
Page 3 of 3

Training Director, which is an exempt position that will report to the governance board made up of the Fire Chiefs from each agency

Community Relations

On November 7, crews attended the Veterans Day assembly at Hollywood Hill Elementary. Our own Cade Strand was recognized for his service in the United States Navy.

On November 18, Station 35 D-Shift hosted Parents and Pastries for Bear Creek Elementary. Over 100 children attended this event with their parents.

Also on November 18, with the assistance of Station 31 D-Shift, CSO Breault hosted a Scout Night. With over 150 Scouts in attendance, the event was a huge success.

On November 21, we hosted the Woodinville Chamber of Commerce Monthly Luncheon here at Station #31. Thank you to Commissioner Collins for his attendance. Special thanks to CSO Breault and Executive Assistant Frisch for their work on coordinating this event. We were able to raise \$3,345 for the Shop with a Cop event which is this Saturday at Target. The event is slated to assist over 90 families this year.

GSA/nmf
Attachment



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: December 3, 2019

Approved for payment:



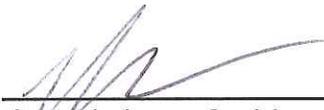
Commissioner, Position 1



Commissioner, Position 2



Commissioner, Position 3

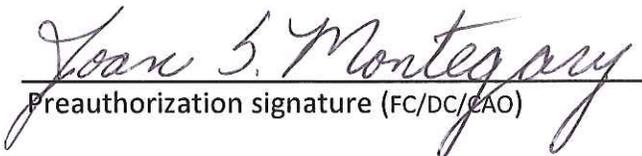


Commissioner, Position 4



Commissioner, Position 5

Reference #	ACH Request Date(s):	Total ACH Requests
ACH 19-21	11/7/19, 11/8/19	\$ 368,517.33



Preauthorization signature (FC/DC/CAO)

US BANK SINGLEPOINT - 3629 TRANSACTIONS

Trans. Date	Paychex Cash Requirement Debits	
11/7/2019	Net Pay: Direct Deposits/Live Checks	230,270.50
11/7/2019	DSHS - WA State (garnishment)	291.52
11/8/2019	Taxpay (Soc. Sec., MC, Federal Income Tax, WAPF/ML)	47,539.36
11/7/2019	Agency Checks	7,554.40
		-
		-
		-
	Quarterly L&I	-
11/8/2019	PAYCHEX INVOICE	612.94
		286,268.72

Trans. Date	ACH TRANSACTIONS: TDA / DUES / BENEVOLENT FUND TEMPLATE	
11/8/2019	WDVL FF Union Dues/Assessment	4,424.92
11/8/2019	WDVL Benevolent Fund	470.00
	Total Deposit	4,894.92

PAY32 TRANSACTION TOTALS \$ 291,163.64



 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 Nov 8, 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	DEPT OF RETIREMENT SYSTEMS						00000	
2	LEOFF & PERS	100360010			24219		00000	49,625.33
3	DCP	100360010			24219		00000	12,206.99
4							00000	
5							00000	
6							00000	
Total								\$61,832.32

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 Nov 5, 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 Nov 8, 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	15,521.37
3							00000	
4							00000	
5							00000	
6							00000	
Total								\$15,521.37

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 Nov 5, 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: December 3, 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 19-22	11/22/19, 11/25/19	\$ 475,306.31



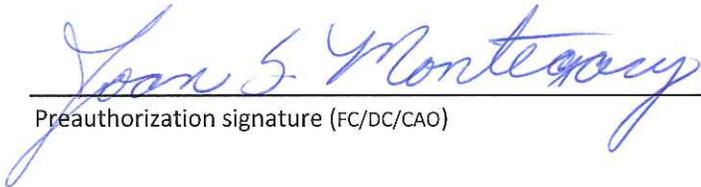
Preauthorization signature (FC/DC/CAO)

US BANK SINGLEPOINT - 3629 TRANSACTIONS

Trans. Date	Paychex Cash Requirement Debits	
11/22/2019	Net Pay: Direct Deposits/Live Checks	226,336.73
11/22/2019	DSHS - WA State (garnishment)	291.52
11/25/2019	Taxpay (Soc. Sec., MC, Federal Income Tax, WAPF/ML)	47,795.30
11/22/2019	Agency Checks	118,737.53
		-
		-
		-
	Quarterly L&I	-
11/25/2019	PAYCHEX INVOICE	633.37
		393,794.45

Trans. Date	ACH TRANSACTIONS: TDA / DUES / BENEVOLENT FUND TEMPLATE	
11/25/2019	WDVL FF Union Dues/Assessment	4,423.16
11/25/2019	WDVL Benevolent Fund	470.00
	Total Deposit	4,893.16

PAY32 TRANSACTION TOTALS \$ 398,687.61


 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 Nov 25, 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	DEPT OF RETIREMENT SYSTEMS						00000	
2	LEOFF & PERS	100360010			24219		00000	49,807.08
3	DCP	100360010			24219		00000	12,206.99
4							00000	
5							00000	
6							00000	
							Total	\$62,014.07

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 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 Nov 20, 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 Nov 25, 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	14,604.63
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$14,604.63

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 Nov 20, 2019
 Print Name Joan Montegary Phone # 425-483-7912 Email jmontegary@wf-r.org



Special District Voucher Approval Document

Scheduled Payment Date: 11/22/2019
Total Amount: \$1,692.74
Control Total: 3
Payment Method: WARRANT

District Name: Woodinville Fire & Rescue
File Name: AP_WDNVLFIR_APSUPINV_20191115161328.csv
Fund #: 100363020

Capital

CONTACT INFORMATION

Preparer's Name: Charlene Inman

Email Address: cinman@wf-r.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

<u>Joao S. Montegary</u>	<u>11-20-19</u>
Authorized District Signature	Date
<u>[Signature]</u>	<u>12/10/19</u>
Authorized District Signature	Date
<u>[Signature]</u>	<u>12.5.19</u>
Authorized District Signature	Date

<u>[Signature]</u>	<u>12-10-2019</u>
Authorized District Signature	Date
<u>[Signature]</u>	<u>12/5/19</u>
Authorized District Signature	Date
<u>[Signature]</u>	<u>12/10/19</u>
Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20191115161328.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BANK OF AMERICA (MERRITT)			191102001	11/22/2019	\$1,265.74	
BLAKE MARCUCCI			191102002	11/22/2019	\$213.50	
DUSTIN WUEBEL			191102003	11/22/2019	\$213.50	



Special District Voucher Approval Document

Scheduled Payment Date: 11/22/2019
 Total Amount: \$81,498.43
 Control Total: 54
 Payment Method: WARRANT

District Name: Woodinville Fire & Rescue
 File Name: AP_WDNVLFIR_APSUPINV_20191115161521.csv
 Fund #: 100360010

CONTACT INFORMATION

Preparer's Name: Charlene Inman Email Address: cinman@wf-r.org

PAYMENT CERTIFICATION RCW (42.24.080)

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

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

<u>Joan S. Montegary</u>	<u>11-20-19</u>	<u>[Signature]</u>	<u>12-10-19</u>
Authorized District Signature	Date	Authorized District Signature	Date
<u>[Signature]</u>	<u>12/10/19</u>	<u>[Signature]</u>	<u>12/5/19</u>
Authorized District Signature	Date	Authorized District Signature	Date
<u>[Signature]</u>	<u>12-5-19</u>	<u>[Signature]</u>	<u>12/10/19</u>
Authorized District Signature	Date	Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20191115161521.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS USA LLC			191103001	11/22/2019	\$329.35	
ARLENE LYONS			191103002	11/22/2019	\$199.25	
BANK OF AMERICA			191103015	11/22/2019	\$122.00	
BANK OF AMERICA (AHEARN)			191103003	11/22/2019	\$65.83	
BANK OF AMERICA (BEVERLY)			191103004	11/22/2019	\$148.96	
BANK OF AMERICA (BREault)			191103005	11/22/2019	\$3,552.59	
BANK OF AMERICA (FRISCH)			191103006	11/22/2019	\$1,313.82	
BANK OF AMERICA (GARAT)			191103007	11/22/2019	\$175.98	
BANK OF AMERICA (LANGAN)			191103008	11/22/2019	\$429.37	
BANK OF AMERICA (MACH)			191103009	11/22/2019	\$132.00	
BANK OF AMERICA (MAGISTRALE)			191103010	11/22/2019	\$299.22	
BANK OF AMERICA (MCCAMBRIDGE)			191103011	11/22/2019	\$3,018.92	
BANK OF AMERICA (MERRITT)			191103012	11/22/2019	\$1,106.46	
BANK OF AMERICA (MICHELMAN)			191103013	11/22/2019	\$7.60	
BANK OF AMERICA (MONTEGARY)			191103014	11/22/2019	\$175.10	
BEAR COMMUNICATIONS INC			191103016	11/22/2019	\$423.53	
BRAVO ENVIROMENTAL			191103017	11/22/2019	\$2,002.88	
CFO SELECTIONS			191103018	11/22/2019	\$165.00	
CLOTH TATTOO LLC			191103019	11/22/2019	\$27.50	
COMCAST			191103020	11/22/2019	\$118.55	
COMCAST			191103021	11/22/2019	\$26.94	
COMCAST			191103022	11/22/2019	\$21.01	
DATAQUEST			191103023	11/22/2019	\$127.00	
DAVIS DOOR SERVICE INC			191103024	11/22/2019	\$462.00	
DUCKYS OFFICE FURNITURE			191103025	11/22/2019	\$1,809.50	
EAGLE PEST ELIMINATORS INC			191103026	11/22/2019	\$71.50	
EASTSIDE PUBLIC SAFETY COMMUNICATIONS			191103027	11/22/2019	\$1,437.96	
FIRE FLEET MAINTENANCE LLC			191103028	11/22/2019	\$13,874.48	
FRONTIER			191103029	11/22/2019	\$1,457.25	
GALLS LLC			191103030	11/22/2019	\$401.24	
GARY HEUSLEIN			191103031	11/22/2019	\$135.50	
GREG AHEARN			191103032	11/22/2019	\$47.97	
HEALTHFORCE			191103033	11/22/2019	\$3,536.70	
HILL STREET CLEANERS INC			191103034	11/22/2019	\$184.26	



Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20191115161521.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
JIT MANUFACTURING INC			191103035	11/22/2019	\$1,206.95	
KING COUNTY FINANCE			191103036	11/22/2019	\$1,296.74	
KING COUNTY FINANCE			191103037	11/22/2019	\$1,681.00	
MATT PLUSH			191103038	11/22/2019	\$55.82	
OFFICE DEPOT			191103039	11/22/2019	\$324.54	
PORTER FOSTER RORICK LLP			191103040	11/22/2019	\$82.50	
QAL-TEK ASSOCIATES LLC			191103041	11/22/2019	\$5,751.70	
REMOTE SATELLITE SYSTEMS			191103042	11/22/2019	\$55.00	
RENTON REGIONAL FIRE AUTHORITY			191103043	11/22/2019	\$2,187.00	
RICOH USA PROGRAM			191103044	11/22/2019	\$559.63	
RISAN ATHLETICS INC			191103045	11/22/2019	\$286.70	
SHELL FLEET PLUS C/O WEX BANK			191103046	11/22/2019	\$2,921.75	
SPEEDY GLASS - BOTHELL			191103047	11/22/2019	\$521.40	
STERICYCLE			191103048	11/22/2019	\$93.23	
UNITED OIL 23165			191103049	11/22/2019	\$581.54	
US DISPATCH CORP			191103050	11/22/2019	\$126.00	
VFIS			191103051	11/22/2019	\$24,736.00	
WASTE MANAGEMENT OF WA SNOKING			191103052	11/22/2019	\$1,391.49	
WESTERN EXTERMINATOR COMPANY			191103053	11/22/2019	\$110.00	
YOUR TOW COMPANY			191103054	11/22/2019	\$122.22	